



Agenda
Library Board Meeting
Tuesday, October 11, 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

Regular Meeting – 5:30 p.m.

Call to Order / Attendance:

Introduction of Guests:

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

September 13, 2016 meeting was cancelled

Report of the Library Manager:

- I. October 2016 Library Manager's Report
 - Ann Roseberry, Library Manager
2. September 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)

- I. Approval of bills for September 1, 2016 thru September 30, 2016
 - Ann Roseberry, Library Manager

Unfinished Business:

- I. 2017 Budget Approval
 - Ann Roseberry, Library Manager

New Business:

- I. National Park Service presentation on Manhattan Project Park
 - Ann Roseberry, Library Manager

Round Robin:

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, November 8, 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.



LIBRARY MANAGER'S REPORT

Richland Public Library Board
October 2016

Library Foundation

The proceeds from the combined Mastersingers and Library Foundation netted \$500.00 for the Foundation. The plan is to make this an annual event. The Foundation will meet again in November.

Friends of the Library

The Friends met September 26. The October 31 meeting will be cancelled as it follows the week of the Book sale.

Statistics:

Attached

Revenue / Expense / Voucher Listing:

Revenue

We are at 77%, comfortably above the standard 75% for the end of the third quarter.

Expense

Salaries continue under projections. All of the vacant positions are in process for replacement. Based on a 75% expenditure level at the end of September, we are in good shape.

Voucher Listing

The expenses for September were primarily for materials. You will see this pattern again at the end of October. Those expenditures will start waning in November as we prepare for end of year.

STEAMspace

City facilities crew evaluated the Library's HVAC system as a final check before preparing the design proposal for bid.

2017 Budget

Staff will have a budget ready for approval at the meeting. Board approval is required prior to City Council approval.

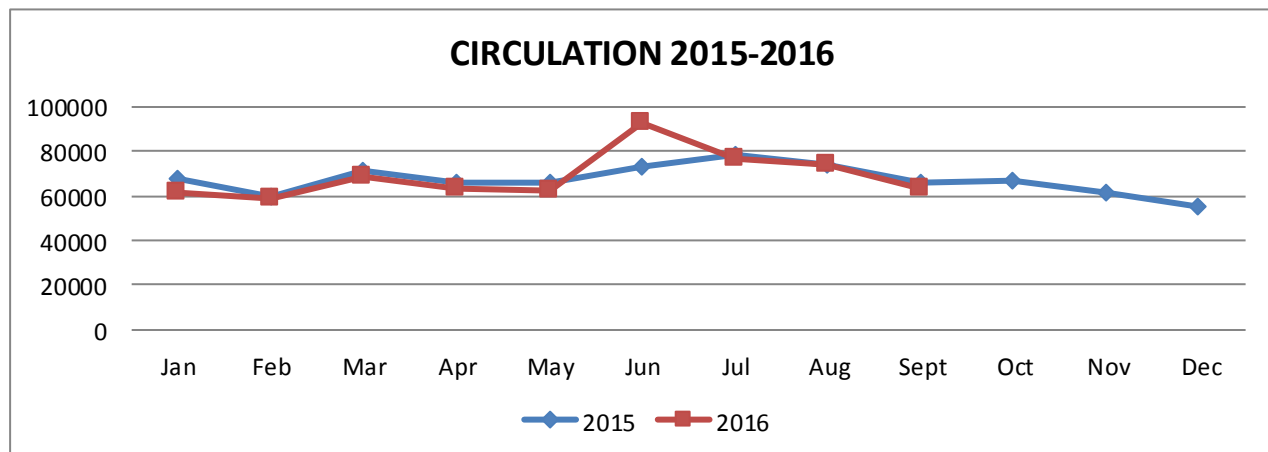
Business Model

The third meeting of the Business Model team was September 30 (following September 9). One more meeting is definite; two a possibility.

CIRCULATION

Notes: Circulation was down 4% in September 2016 from September 2015. Although circulation was down overall in September 2016, it was higher than September circulation in 2012, 2013, and 2014.

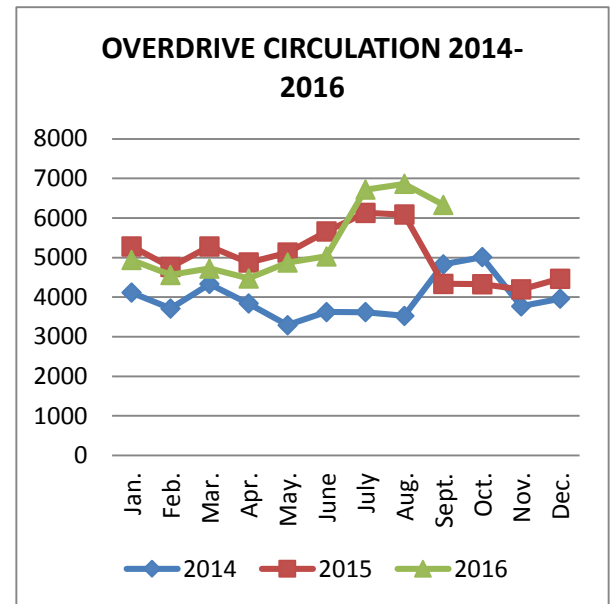
Mo.	2012	2013	2014	2015	2016	Rate of Change (‘15 to ‘16)
Jan.	59,907	62,474	58,823	67,878	61,483	-9%
Feb.	64,259	54,977	53,545	60,029	58,604	-2%
Mar.	65,141	60,642	61,638	71,643	68,576	-4%
Apr.	56,672	60,764	57,436	65,868	63,271	-4%
May	59,458	44,622	55,582	65,781	62,522	-5%
June	72,029	65,961	70,369	73,592	92,778	26%
July	73,774	69,107	71,813	78,206	76,527	-2%
Aug.	67,877	61,855	59,163	74,878	73,777	-1%
Sept.	60,317	56,373	58,470	66,074	63,336	-4%
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	557,538	



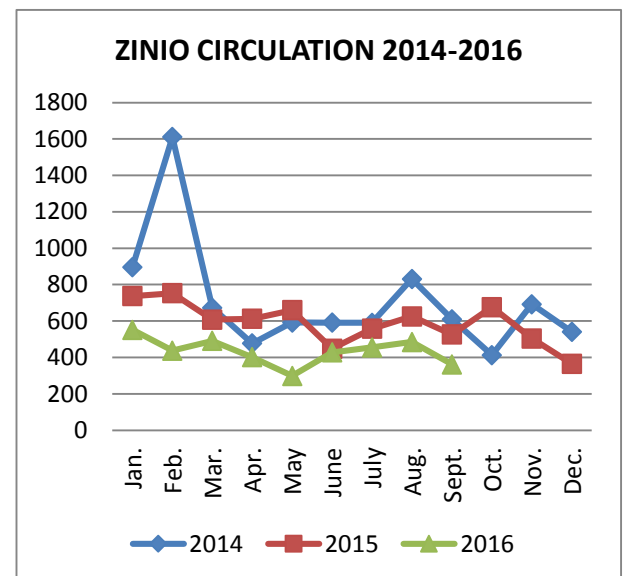
eCirculation

Notes: eCirculation was mixed in September with Overdrive, Hoopla, and Freegal streaming showing increased use while Zinio and Freegal downloads showed decreased use September 2016 to September 2015. Freegal movie service is no longer available.

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	4,724	-10%
Apr.	1,541	3,838	4,873	4,474	-8%
May	1,482	3,294	5,125	4,875	-5%
June	1,966	3,624	5,659	5,033	-11%
July	2,487	3,622	6,130	6,716	9%
Aug.	2,773	3,526	6,087	6,862	2%
Sept.	2,105	4,829	4,336	6,335	46%
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	42,185	

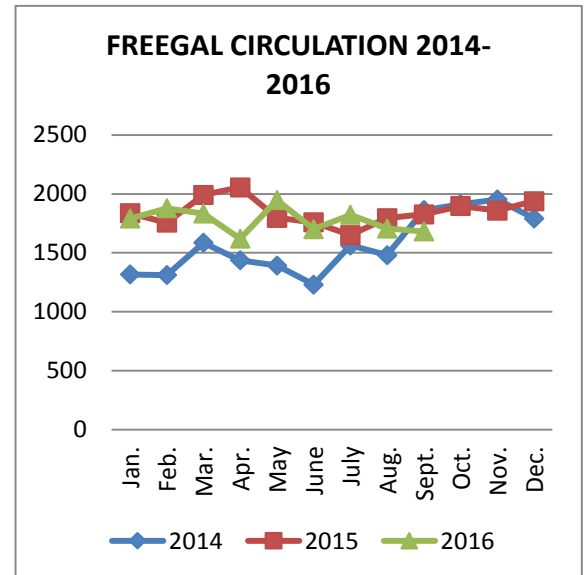


ZINIO	2013	2014	2015	2016	Rate of Change '15-'16
Jan.	2,316	896	737	552	-25%
Feb.	1,057	1,611	753	437	-42%
Mar.	1,215	673	608	491	-19%
Apr.	808	477	612	401	-34%
May	663	592	660	298	-55%
June	589	591	448	428	-4%
July	601	590	558	455	-18%
Aug.	664	831	625	485	-22%
Sept.	658	610	526	362	-31%
Oct.	727	413	676		
Nov.	617	692	504		
Dec.	533	541	365		
YTD	10,448	8,517	7,072	3,547	

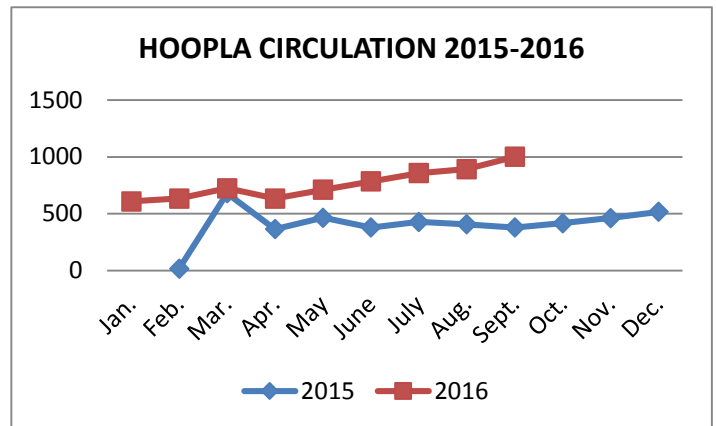


eCirculation

FREEGAL Downloads	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	1,833	-8%
Apr.	992	1,437	2,056	1,620	-21%
May	1,144	1,393	1,797	1,947	8%
June	1,051	1,230	1,758	1,702	-3%
July	1,134	1,563	1,651	1,822	10%
Aug.	987	1,480	1,794	1,707	-5%
Sept.	991	1,863	1,827	1,681	-8%
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	14,300	

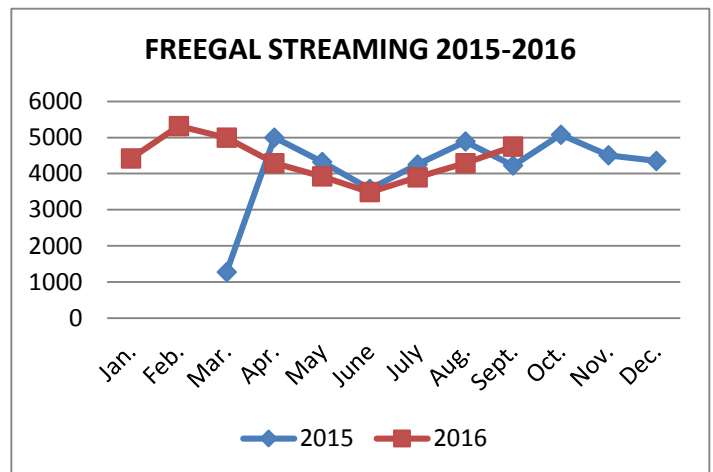


HOOPLA	2015	2016	Rate of Change '15-'16
Jan.	N/A	609	N/A
Feb.	19	634	3237%
Mar.	680	724	6%
Apr.	366	634	73%
May	466	712	53%
June	379	785	107%
July	429	858	100%
Aug.	408	893	119%
Sept.	379	1,001	164%
Oct.	418		
Nov.	462		
Dec.	518		
YTD	4,524	5,849	

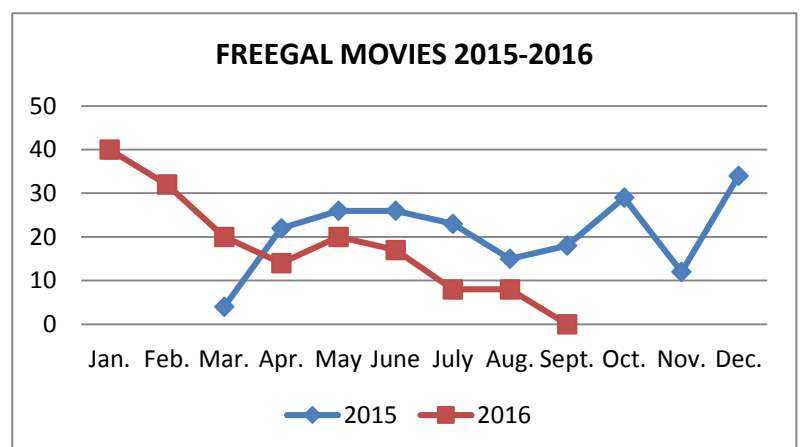


eCirculation

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	4,995	291%
Apr.	4,997	4,291	-14%
May	4,327	3,922	-9%
June	3,576	3,489	-2%
July	4,254	3,900	-8%
Aug.	4,888	4,291	-12%
Sept.	4,221	4,749	13%
Oct.	5,079		
Nov.	4,506		
Dec.	4,353		
YTD	41,479	34,624	



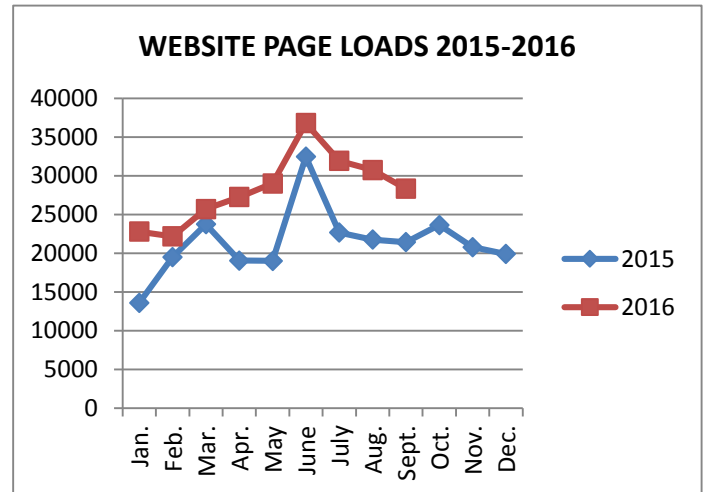
Freegal Movies	2015	2016	Rate of Change '15-'16
Jan.	N/A	40	N/A
Feb.	N/A	32	N/A
Mar.	4	20	400%
Apr.	22	14	-36%
May	26	20	-23%
June	26	17	-35%
July	23	8	-65%
Aug.	15	8	-47%
Sept.	18	0*	-100%
Oct.	29		
Nov.	12		
Dec.	34		
YTD	209	159	



WEBSITE PAGE LOADS

Notes: Website page loads increased 32% in September 2016 over September 2015, but showed a decrease from August 2016.

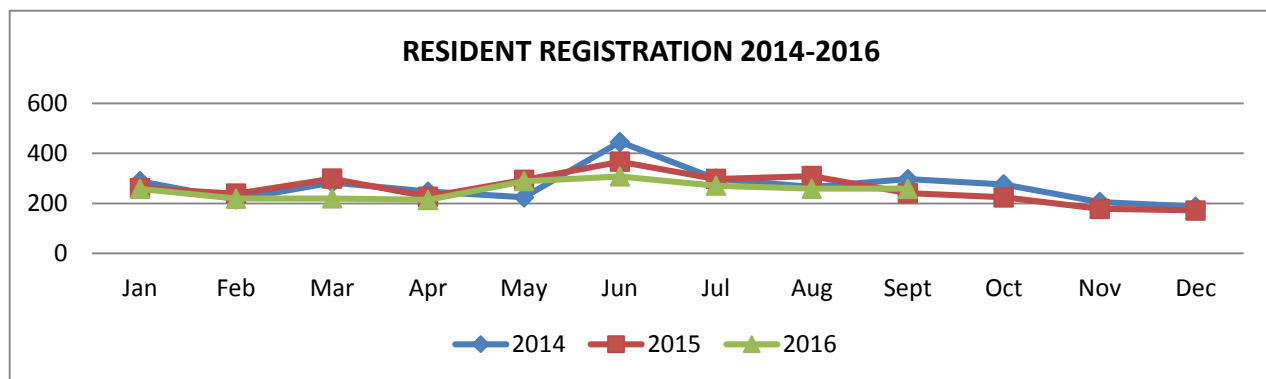
WEBSITE PAGE LOADS	2014	2015	2016	Rate of Change
Jan.	30,560	13,576	22,786	68%
Feb.	24,294	19,507	22,169	14%
Mar.	59,079	23,744	25,704	8%
Apr.	60,117	19,045	27,257	43%
May	27,232	19,012	29,013	53%
June	25,825	32,452	36,788	13%
July	23,477	22,663	31,920	41%
Aug.	25,759	21,747	30,733	41%
Sept.	25,165	21,422	28,317	32%
Oct.	23,945	23,631		
Nov.	12,362	20,791		
Dec.	16,184	19,901		
YTD	353,999	257,491	226,370	



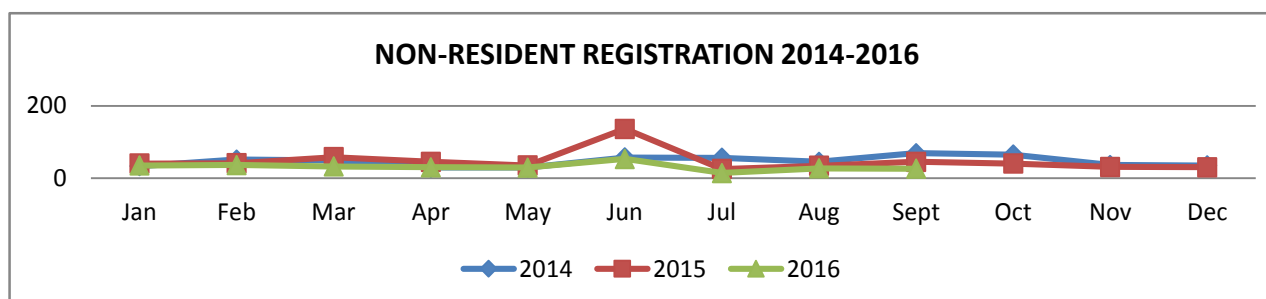
REGISTRATION

Notes: Resident registrations increased by 7% in September 2016 as compared to September 2015. Nonresident registrations decreased by 42% in September 2016 over September 2015.

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	220	214	289	308	271	259	259				2,038
Change '15-'16	-1%	-8%	-26%	-6%	-2%	-16%	-9%	-16%	7%				



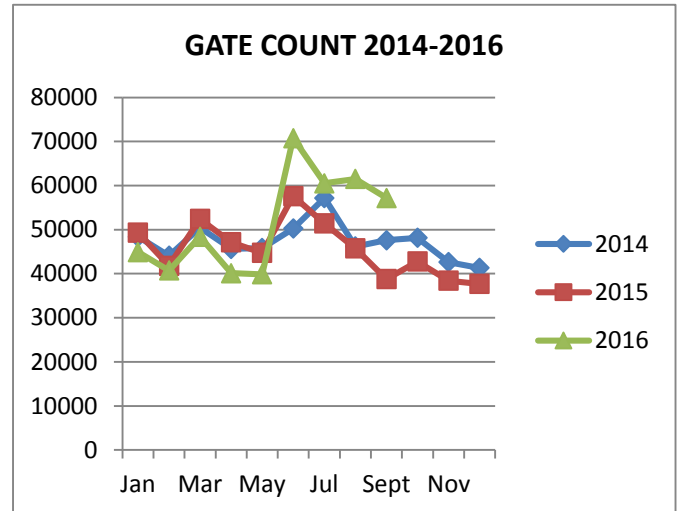
NON RESIDENT REGISTRATION													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
2013	120	103	110	83	39	73	39	50	69	40	42	31	799
2014	33	51	49	29	29	57	56	45	69	65	36	35	554
2015	40	41	58	45	35	136	25	34	45	40	31	30	560
2016	35	36	32	30	29	53	14	27	26				256
Change '15-'16	-13%	-12%	-45%	-33%	-17%	-61%	-44%	-21%	-42%				



GATE COUNT

Notes: Gate count showed an increase of 47% in September 2016 over September 2015, but a decrease of 7% from August 2016.

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	48,398	-7%
Apr.	45,623	47,132	40,120	-15%
May	45,804	44,737	39,870	-11%
June	50,266	57,624	70,770	23%
July	57,172	51,428	60,532	18%
Aug.	46,170	45,745	61,519	34%
Sept.	47,588	38,763	57,169	47%
Oct.	48,130	42,786		
Nov.	42,641	38,416		
Dec.	41,326	37,676		
YTD	567,645	547,885	406,873	



LIBRARY VOLUNTEER HOURS

VOLUNTEER HOURS	2015	2016	Rate of Change '15-'16
Q1 (January, February, March)	1,058	1,364.75	29%
Q2 (April, May, June)	1,181.75	1,791.50	51%
Q3 (July, August, September)	1,067.5	1804.00	42%
Q4 (October, November, December)	1,272.75		
TOTAL	4,580	3,836.25	

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.	21	23	186	124
Apr.	17	13	217	114
May	12	17	176	117
June	12	12	225	158
July	144	6	202	6
Aug.	144	25	221	32
Sept.	147	22	208	19
Oct.				
Nov.				
Dec.				
YTD	388	126	1,684	419
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.**	13	7	16	6
Dec.	10	21	129	90
YTD	285	275	2,317	1,431

*Freegal movie service is no longer available.

**Did not send or receive ILL's during a two week period in November 2015 due to staff vacation.

CITY OF RICHLAND

Revenue Report for Library Accounts

January 1 through September 31, 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	1,507.80	9,037.65	3,962.35	69.52%	9,303.39
347220	LIBRARY: MISC CHARGES	4,000	4,000	102.00	1,301.10	2,698.90	32.53%	2,648.29
347270	LIBRARY: NON-RESIDENT FEES	5,500	5,500	756.00	4,586.00	914.00	83.38%	4,413.55
Total	CHARGES FOR GOODS & SVCS	22,500	22,500	2,365.80	14,924.75	7,575.25	66.33%	16,365.23
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		801.96	-301.96	0.00%	510.00
359700	LIBRARY: MISC FINES	41,000	41,000	3,132.38	34,058.44	6,941.56	83.07%	34,171.15
Total	FINES & FORFEITS	41,500	41,500	3,132.38	34,860.40	6,639.60	84.00%	34,681.15
MISCELLANEOUS REVENUES								
362509	LIBRARY: BUILDING RENTAL	2,400	2,400	200.00	1,800.00	600.00	75.00%	1,800.00
Total	MISCELLANEOUS REVENUES	2,400	2,400	200.00	1,800.00	600.00	75.00%	1,800.00
TOTAL		66,400	66,400	5,698.18	51,585.15	14,814.85	77.69%	52,846.38

City of Richland Revenue Report for September 2016

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

Fund	001	GENERAL FUND			Current		Current	Unencumbered	Y-T-D %	Previous
			Orig.Budget	Adj.Budget	Month	Y-T-D	Encumbered	Balance	Committed	Y-T-D
Type:	1	SALARIES								
1101	SALARIES & WAGES-REGULAR		760,297	760,297	48,877.40	447,672.44	0.00	312,624.56	58.9%	516,568.88
1102	SALARIES-PART TIME		174,506	174,506	10,627.41	107,995.37	0.00	66,510.63	61.9%	127,783.07
1104	SALARIES-INTERMITTENT/TEMP		62,482	62,482	1,604.85	20,984.65	0.00	41,497.35	33.6%	13,365.06
1201	SALARIES & WAGES-OVERTIME		750	750	0.00	218.67	0.00	531.33	29.2%	9.12
1302	VACATION/PTO CASHOUT		68,364	68,364	1,124.80	21,373.84	0.00	46,990.16	31.3%	62,729.52
			1,066,399	1,066,399	62,234.46	598,244.97	0.00	468,154.03		720,455.65
Type:	2	BENEFITS								
2101	SOCIAL SECURITY-FICA		85,574	85,574	4,671.77	44,744.41	0.00	40,829.59	52.3%	54,027.29
2103	PENSION CONTRIBUTIONS-PERS		103,614	103,614	6,513.31	60,822.22	0.00	42,791.78	58.7%	62,036.35
2105	INDUSTRIAL INS & MED AID		19,167	19,167	1,269.00	11,703.40	0.00	7,463.60	61.1%	7,086.99
2106	UNEMPLOYMENT		2,126	2,126	124.47	1,196.56	0.00	929.44	56.3%	3,141.24
2107	LIFE & DISABILITY INSURANCE		7,397	7,397	483.47	4,253.82	0.00	3,143.18	57.5%	5,263.33
2108	DENTAL INSURANCE		23,212	23,212	1,791.92	15,300.24	0.00	7,911.76	65.9%	16,061.32
2109	HEALTH INSURANCE		209,081	209,081	15,454.94	131,262.44	0.00	77,818.56	62.8%	143,713.20
2110	VISION INSURANCE		3,822	3,822	281.32	2,402.04	0.00	1,419.96	62.8%	2,630.22
2112	DEFERRED COMPENSATION		40,291	40,291	2,614.14	23,643.20	0.00	16,647.80	58.7%	26,955.41
2118	POST EMPLOYEE HEALTH BENE		32,000	32,000	1,999.98	18,666.48	0.00	13,333.52	58.3%	19,936.50
			526,284	526,284	35,204.32	313,994.81	0.00	212,289.19		340,851.85
Type:	3	SUPPLIES								
3102	OPERATING SUPPLIES & MATERI		32,850	32,850	1,831.16	17,398.54	0.00	15,451.46	53.0%	24,944.86
3105	COPIER SUPPLIES		1,000	1,000	157.25	674.03	0.00	325.97	67.4%	538.46
3401	LIBRARY RESOURCES		261,500	261,500	29,878.17	199,170.51	0.00	62,329.49	76.2%	184,501.58
3583	SOFTWARE-LICENSING & UPGR		40,867	40,867	8,056.30	37,478.04	0.00	3,388.96	91.7%	29,855.94
3993	SUPPLIES - PIP AWARDS		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			336,217	336,217	39,922.88	254,721.12	0.00	81,495.88		239,840.84
Type:	4	OTHER SERVICES & CHARGES								
4106	ARCHITECTURAL SERVICES		0	0	0.00	6,100.00	0.00	6,100.00	0.0%	0.00
4107	OTHER PROFESSIONAL SERVIC		26,500	26,500	2,511.75	15,085.93	0.00	11,414.07	56.9%	10,260.81
4135	SHARED VALUES PROGRAM		488	488	0.00	418.29	0.00	69.71	85.7%	415.57
4201	TELEPHONE & COMM SVCS		6,000	6,000	568.58	4,929.71	0.00	1,070.29	82.2%	4,662.20
4202	POSTAGE		5,098	5,098	838.77	3,329.75	0.00	1,768.25	65.3%	5,309.66

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	2,721.84	0.00	1,020.16	72.7%	3,577.60
4504		COPIER/FAX LEASE RENTAL MAI	5,160	5,160	0.00	3,578.28	0.00	1,581.72	69.3%	3,736.35
4505		RENTALS-OTHER	5,136	5,136	0.00	3,516.17	0.00	1,619.83	68.5%	3,360.62
4601		INSURANCE	32,133	32,133	0.00	22,003.00	0.00	10,130.00	68.5%	31,502.00
4700		UTILITIES	64,356	64,356	5,568.40	37,633.40	0.00	26,722.60	58.5%	37,597.92
4802		REPAIRS AND MAINT-EQUIPMEN	3,690	3,690	0.00	3,323.69	0.00	366.31	90.1%	3,078.40
4806		REPAIRS AND MAINT-STRUCTUR	0	270,000	0.00	6,762.39	0.00	263,237.61	2.5%	0.00
4815		REPAIR & MAINT - PUBLIC ART	1,500	5,079	0.00	0.00	0.00	5,079.00	0.0%	271.03
4902		DUES & SUBSCRIPTIONS	783	783	0.00	783.00	0.00	0.00	100.0%	783.00
4903		PRINT SHOP SERVICES	400	400	37.50	395.97	0.00	4.03	99.0%	725.66
4911		OUTSIDE SVCS PROVIDED	0	6,860	0.00	0.00	0.00	6,860.00	0.0%	750.00
4912		TUITION/CONFERENCE FEES	3,180	3,180	420.00	1,569.88	0.00	1,610.12	49.4%	2,441.24
4913		COLLECTION SERVICES	2,622	2,622	0.00	1,790.00	0.00	832.00	68.3%	1,494.65
4993		SERVICES & CHARGES PIP AWA	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4998		CASHIERS SHORTAGE	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			160,788	441,227	9,945.00	113,941.30	0.00	327,285.70		109,966.71
Type:	5	INTERGOVERNMENTAL SERVICES								
5117		INTERLIBRARY SVCS	200	200	0.00	20.00	0.00	180.00	10.0%	105.00
5301		STATE TAXES	2,100	2,100	110.02	665.47	0.00	1,434.53	31.7%	733.21
			2,300	2,300	110.02	685.47	0.00	1,614.53		838.21
Type:	6	CAPITAL								
6340		PUBLIC ARTS IMPROVEMENT	0	6,000	0.00	6,652.05	0.00	652.05	110.9%	0.00
6406		FURNITURE & FIXTURES > \$5,000	0	51,350	0.00	47,130.37	0.00	4,219.63	91.8%	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	57,350	0.00	53,782.42	0.00	3,567.58		0.00
Type:	9	INTERFUND SERVICES								

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
9141		INTFND SVCS - SYSTEMS DIVISI	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
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	2,429,777	147,416.68	1,335,370.09	0.00	1,094,406.91	55.0%	1,411,953.26

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

Grand Totals	2,091,988	2,429,777		147,416.68	1,335,370.09		0.00	1,094,406.91	55.0%	1,411,953.26
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RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

OCTOBER 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 \$ 112,037.97_ this 11th day of October 2016.

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

Voucher Listings	Amount
September 1, 2016 thru September 30, 2016	\$49,803.51
Transfer Advice (Salaries)	
Salaries for the weeks of: 09/08/16 & 09/22/16	\$62,234.46
MONTHLY EXPENSES	\$112,037.97

Comments:

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME

SIGNATURE

1.

1.

2.

2.

3.

3.



City Of Richland

VL-1 Voucher Listing

From: 9/1/2016 To: 9/30/2016

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001		GENERAL FUND			
Division:	303	LIBRARY			
BANK OF AMERICA		TXN00028403	238203	INGRAM BOOKS	\$168.53
		TXN00028406		INGRAM BOOKS	\$12.54
		TXN00028414		INGRAM BOOKS	\$51.52
		TXN00028420		INGRAM CREDIT MEMO	(\$29.32)
		TXN00028424		INGRAM BOOKS	\$73.65
		TXN00028436		INGRAM BOOKS	\$472.55
		TXN00028448		INGRAM BOOKS	\$43.00
		TXN00028452		INGRAM BOOKS	\$30.46
		TXN00028454		INGRAM BOOKS	\$109.46
		TXN00028464		INGRAM BOOKS	\$76.17
		TXN00028470		INGRAM BOOKS	\$1,323.65
		TXN00028472		INGRAM BOOKS	\$276.19
		TXN00028474		INGRAM BOOKS	\$13.01
		TXN00028477		INGRAM BOOKS	\$65.74
		TXN00028483		INGRAM BOOKS	\$37.46
		TXN00028489		OVERDRIVE DIGITAL	\$107.99
		TXN00028497		INGRAM BOOKS	\$54.17
		TXN00028501		BLACKSTONE AUDIO	\$84.29
		TXN00028502		INGRAM BOOKS	\$18.03
		TXN00028503		INGRAM BOOKS	\$93.66
		TXN00028504		BLACKSTONE AUDIO	\$1.00
		TXN00028515		OFFICE SUPPLIES	\$53.44
		TXN00028524		BOOKMARKS	\$365.94
		TXN00028535		INGRAM BOOKS	\$196.67
		TXN00028537		PROQUEST DATABASE	\$936.47
		TXN00028540		INGRAM BOOKS	\$155.61
		TXN00028545		INGRAM BOOKS	\$399.19
		TXN00028548		INGRAM BOOKS	\$36.04
		TXN00028571		OVERDRIVE DIGITAL	\$2,536.80
		TXN00028574		POLK DIRECTORY	\$336.66
		TXN00028578		BIRDS OF NORTH AMERICA DATABAS	\$250.00
		TXN00028583		INGRAM BOOKS	\$54.08
		TXN00028592		INGRAM BOOKS	\$45.32
		TXN00028598		INGRAM BOOKS	\$90.74
		TXN00028600		INGRAM BOOKS	\$47.76
		TXN00028603		BOOK MARKS	\$175.91
		TXN00028609		INGRAM BOOKS	\$27.48
		TXN00028624		INGRAM BOOKS	\$1,021.88



City Of Richland

VL-1 Voucher Listing

From: 9/1/2016 To: 9/30/2016

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00028646	238203	INGRAM BOOKS	\$88.55
		TXN00028649		INGRAM BOOKS	\$100.09
		TXN00028652		DISC CLEANER PARTS	\$32.05
		TXN00028671		INGRAM BOOKS	\$18.67
		TXN00028681		INGRAM BOOKS	\$18.85
		TXN00028693		INGRAM BOOKS	\$49.08
		TXN00028694		INGRAM BOOKS	\$163.93
		TXN00028712		RECORDED BOOKS	\$69.44
		TXN00028713		RECORDED BOOKS	\$44.46
		TXN00028714		OVERDRIVE DIGITAL	\$800.49
		TXN00028726		INGRAM BOOKS	\$38.66
		TXN00028730		INGRAM BOOKS	\$116.58
		TXN00028737		INGRAM BOOKS	\$260.33
		TXN00028738		INGRAM BOOKS	\$606.17
		TXN00028744		DVD CASES	\$406.40
		TXN00028747		RECORDED BOOKS	\$1,326.29
		TXN00028749		OVERDRIVE DIGITAL	\$215.98
		TXN00028750		AMAZON BOOKS	\$6.86
		TXN00028751		BLACKSTONE AUDIO	\$268.59
		TXN00028754		MORNINGSTAR DATABASE	\$1,959.00
		TXN00028759		INGRAM BOOKS	\$33.61
		TXN00028760		RECORDED BOOKS	\$40.26
		TXN00028763		INGRAM BOOKS	\$13.02
		TXN00028766		INGRAM BOOKS	\$131.80
		TXN00028772		AMAZON BOOKS	\$43.98
		TXN00028773		AMAZON BOOKS	\$10.94
		TXN00028774		INGRAM BOOKS	\$36.69
		TXN00028779		AMAZON BOOKS	\$147.18
		TXN00028781		INGRAM BOOKS	\$19.32
		TXN00028782		OFFICE SUPPLIES	\$68.82
		TXN00028787		BAKER & TAYLOR BOOKS	\$151.00
		TXN00028792		WALE REGISTRATION LA TRP # 16-	\$225.00
		TXN00028804		OFFICE SUPPLIES	\$133.59
		TXN00028805		MENDING TAPE	\$60.20
		TXN00028817		FOUNDATION CHECK SIGN	\$27.37
		TXN00028819		INGRAM BOOKS	\$88.65
		TXN00028820		INGRAM BOOKS	\$124.09
		TXN00028821		OFFICE SUPPLIES	\$116.44
		TXN00028827		INGRAM BOOKS	\$131.09
		TXN00028830		WALE REGISTRATION EM TRP #16-3	\$195.00
		TXN00028835		BUSINESS MODEL LUNCH MTG	\$59.62



City Of Richland

VL-1 Voucher Listing

From: 9/1/2016 To: 9/30/2016

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00028848	238203	INGRAM BOOKS	\$260.23
		TXN00028849		INGRAM BOOKS	\$135.26
		TXN00028863		INGRAM BOOKS	\$94.68
		TXN00028865		INGRAM BOOKS	\$141.79
		TXN00028867		INGRAM BOOKS	\$249.13
		TXN00028869		INGRAM BOOKS	\$789.11
		TXN00028870		INGRAM BOOKS	\$418.69
		TXN00028885		INGRAM BOOKS	\$59.24
		TXN00028889		BLACKSTONE AUDIO	\$138.50
		TXN00028890		INGRAM BOOKS	\$32.56
		TXN00028900		INGRAM BOOKS	\$131.11
		TXN00028912		PAPER PUBLIC COPIERS	\$157.25
		TXN00028916		INGRAM BOOKS	\$42.77
		TXN00028918		INGRAM BOOKS	\$7.80
		TXN00028919		BOOK MARKS	\$42.94
		TXN00028920		INGRAM BOOKS	\$36.60
		TXN00028926		PAPER STAFF COPIERS	\$235.88
		TXN00028929		INGRAM BOOKS	\$194.07
		TXN00028946		BRIANNA'S GOING AWAY CAKE	\$31.00
		TXN00028955		INGRAM BOOKS	\$124.63
		TXN00028970		INGRAM BOOKS	\$19.57
CASCADE NATURAL GAS CORP		08/16-61897100006	237649	NAT GAS 955 NRTHGT 07/18-08/18	\$19.49
CITY OF RICHLAND		08/2016 AUGUST	237969	CITY UTILITY BILLS/AUG 2016	\$5,548.91
FRONTIER	S017107	09/16 5099433152	238095	TELEPHONE CHARGES 9/4/16 - 10/	\$370.33
MIDWEST TAPE		94283681	238391	DATABASES	\$1,819.36
OCLC INC		0000486543	238396	CATALOGING SRVCS - AUGUST	\$2,439.75
PITNEY BOWES PURCHASE POWER		0716/14823173	237610	POSTAGE 07/01/16 TO 07/31/16	\$420.45
		0816/14823173	238146	Postage 8/1/2016-8/31/2016	\$418.32
SAGE PUBLICATION INC		194241KI	238410	CQ PRESS-WA INFO DIRECTORY	\$226.14
SECRETARY OF STATE		00006893	238159	K20 NETWORK ISP/JUL 16-JUN 17	\$8,056.30
THE GALE GROUP INC		58541975	238418	BOOKS-4 TITLES	\$101.84
		58589846		BOOKS-5 TITLES	\$101.79
VERIZON WIRELESS	P057000	9771126336	238182	August Verizon Charges	\$37.49
WASHINGTON STATE PATROL		I17001350	238433	BACKGROUND CHECKS-AUGUST 2016	\$72.00
WT COX SUBSCRIPTIONS		229852	237948	2016 MAGAZINE SUBSCRIPTIONS	\$8,405.89
XO HOLDINGS LLC DBA		0284873648	237950	PHONE CHARGES 8/23-9/22/16	\$160.76
LIBRARY TOTAL****					\$49,803.51
GENERAL FUND Total ***					\$49,803.51



City Of Richland
VL-1 Voucher Listing

From: 9/1/2016 To: 9/30/2016

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
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Invoice Total: ****

\$49,803.51

Number of Invoices

Amount

Vouchers In Richland

0

Vouchers In Tri Cities

0

Vouchers In WA

2

Vouchers Outside WA

113

\$41,675.21

Vouchers Final Total.....

115

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	\$39,896.01	80.11%
4	OTHER SERVICES & CHARGES	\$9,907.50	19.89%
Total		\$49,803.51	



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 10/11/2016

Agenda Category: Unfinished Business

Prepared By: Ann Roseberry, Library Manager

Subject:

2017 Budget Approval

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 2017 Proposed Budget

BP-1 City of Richland Budget Preparation - Expense

Fund: 001 GENERAL FUND

	2015 Budget	2015 Actual	2016 Adopted Budget	2016 Revised Budget	2016 To Date Actual	2017 Dept Req Proposed	2017 City Mgr Proposed	% of Change
Division: 303 LIBRARY								
Basub/Element: 508820 EST AVAIL CASH YEAR END								
9986 LIBRARY FACILITY MAINT RESERV	0	0	0	0	0	0	0	0%
9992 DESIGNATED RESERVE	0	0	0	0	0	0	0	0%
9993 PIP RESERVE	0	0	0	0	0	0	0	0%
Total Basub/Element: 508820	0	0	0	0	0	0	0	0%
Basub/Element: 518887 INFORMATION TECHNOLOGY								
3583 SOFTWARE-LICENSING & UPGRA	40,707	32,554	40,867	40,867	29,422	66,567	66,567	63%
4107 OTHER PROFESSIONAL SERVICE	0	0	0	0	0	0	0	0%
Total Basub/Element: 518887	40,707	32,554	40,867	40,867	29,422	66,567	66,567	63%
Basub/Element: 572100 LIBRARY ADMINISTRATION								
1101 SALARIES & WAGES-REGULAR	103,387	98,910	101,607	101,607	65,375	104,385	104,385	3%
1102 SALARIES-PART TIME	24,174	25,174	24,812	24,812	17,611	25,744	25,744	4%
1104 SALARIES-INTERMITTENT/TEMPS	0	0	0	0	0	0	0	0%
1302 VACATION/PTO CASHOUT	1,807	1,850	1,901	1,901	0	3,946	3,946	108%
2101 SOCIAL SECURITY-FICA	9,901	10,093	9,949	9,949	6,695	10,806	10,806	9%
2103 PENSION CONTRIBUTIONS-PERS	12,046	12,972	14,232	14,232	9,497	15,799	15,799	11%
2105 INDUSTRIAL INS & MED AID	551	562	1,377	1,377	977	1,431	1,431	4%
2106 UNEMPLOYMENT	543	544	259	259	166	258	258	0%
2107 LIFE & DISABILITY INSURANCE	1,200	1,012	989	989	632	947	947	-4%
2108 DENTAL INSURANCE	1,650	1,677	1,658	1,658	1,103	1,700	1,700	3%
2109 HEALTH INSURANCE	15,601	14,539	15,007	15,007	9,861	15,679	15,679	4%
2110 VISION INSURANCE	267	276	273	273	173	260	260	-5%
2112 DEFERRED COMPENSATION	9,933	8,956	9,120	9,120	5,934	9,141	9,141	0%
2118 POST EMPLOYEE HEALTH BENEFI	0	0	0	0	0	0	0	0%
3102 OPERATING SUPPLIES & MATERIA	32,850	33,150	32,850	32,850	15,567	22,850	22,850	-30%
3993 SUPPLIES - PIP AWARDS	0	0	0	0	0	0	0	0%
4135 SHARED VALUES PROGRAM	488	482	488	488	418	488	488	0%
4201 TELEPHONE & COMM SVCS	7,620	6,211	6,000	6,000	4,361	6,240	6,240	4%
4202 POSTAGE	4,498	6,614	5,098	5,098	2,491	5,098	5,098	0%
4301 TRAVEL EXPENSES	5,010	4,824	3,742	3,742	2,722	7,807	7,807	109%

V10

V10

V10

Thru 08/2016

V10

V10

Col3 vs Col7

Fund: 001 GENERAL FUND

		2015 Budget	2015 Actual	2016 Adopted Budget	2016 Revised Budget	2016 To Date Actual	2017 Dept Req Proposed	2017 City Mgr Proposed	% of Change
4504	COPIER/FAX LEASE RENTAL MAIN	3,570	5,650	5,160	5,160	3,578	5,650	5,650	9%
4601	INSURANCE	35,369	31,502	32,133	32,133	22,003	22,920	22,920	-29%
4802	REPAIRS AND MAINT-EQUIPMENT	3,690	3,078	3,690	3,690	3,324	5,790	5,790	57%
4902	DUES & SUBSCRIPTIONS	783	783	783	783	783	0	0	-100%
4903	PRINT SHOP SERVICES	1,226	726	400	400	358	700	700	75%
4912	TUITION/CONFERENCE FEES	3,140	2,441	3,180	3,180	1,150	1,200	1,200	-62%
4913	COLLECTION SERVICES	3,222	2,193	2,622	2,622	1,790	0	0	-100%
4993	SERVICES & CHARGES PIP AWAR	0	0	0	0	0	0	0	0%
5301	STATE TAXES	2,100	1,092	2,100	2,100	555	1,020	1,020	-51%
Total Basub/Element: 572100		284,626	275,311	279,430	279,430	177,124	269,859	269,859	-3%
Basub/Element: 572210 LIBRARY PUBLIC SERVICE									
1101	SALARIES & WAGES-REGULAR	656,819	592,390	658,690	658,690	333,420	571,152	571,152	-13%
1102	SALARIES-PART TIME	167,128	144,664	149,694	149,694	79,757	238,817	238,817	60%
1104	SALARIES-INTERMITTENT/TEMPS	35,339	22,103	62,482	62,482	19,380	57,968	57,968	-7%
1201	SALARIES & WAGES-OVERTIME	800	9	750	750	219	750	750	0%
1302	VACATION/PTO CASHOUT	59,018	91,978	66,463	66,463	20,249	45,205	45,205	-32%
2101	SOCIAL SECURITY-FICA	70,311	63,312	75,625	75,625	33,377	67,035	67,035	-11%
2103	PENSION CONTRIBUTIONS-PERS	82,687	73,130	89,382	89,382	44,812	95,467	95,467	7%
2105	INDUSTRIAL INS & MED AID	9,071	8,368	17,790	17,790	9,457	17,435	17,435	-2%
2106	UNEMPLOYMENT	4,001	3,683	1,867	1,867	906	1,734	1,734	-7%
2107	LIFE & DISABILITY INSURANCE	7,583	6,002	6,408	6,408	3,139	5,278	5,278	-18%
2108	DENTAL INSURANCE	21,456	20,067	21,554	21,554	12,406	22,100	22,100	3%
2109	HEALTH INSURANCE	202,813	168,801	194,074	194,074	105,946	198,451	198,451	2%
2110	VISION INSURANCE	3,471	3,305	3,549	3,549	1,948	3,380	3,380	-5%
2112	DEFERRED COMPENSATION	34,711	27,206	31,171	31,171	15,095	28,819	28,819	-8%
2118	POST EMPLOYEE HEALTH BENEFI	28,707	26,984	32,000	32,000	16,667	30,000	30,000	-6%
3102	OPERATING SUPPLIES & MATERIA	0	0	0	0	0	0	0	0%
3105	COPIER SUPPLIES	800	829	1,000	1,000	517	1,000	1,000	0%
3401	LIBRARY RESOURCES	216,500	241,284	261,500	261,500	169,292	271,500	271,500	4%
4107	OTHER PROFESSIONAL SERVICE	26,500	18,330	26,500	26,500	12,574	800	800	-97%
4201	TELEPHONE & COMM SVCS	0	0	0	0	0	0	0	0%
4202	POSTAGE	0	7	0	0	0	0	0	0%
4301	TRAVEL EXPENSES	0	0	0	0	0	0	0	0%

V10

V10

V10

Thru 08/2016

V10

V10

Col3 vs Col7

Fund: 001 GENERAL FUND

	2015 Budget	2015 Actual	2016 Adopted Budget	2016 Revised Budget	2016 To Date Actual	2017 Dept Req Proposed	2017 City Mgr Proposed	% of Change
4504 COPIER/FAX LEASE RENTAL MAIN	0	0	0	0	0	0	0	0%
4505 RENTALS-OTHER	4,683	4,623	5,136	5,136	3,516	5,410	5,410	5%
4802 REPAIRS AND MAINT-EQUIPMENT	0	0	0	0	0	0	0	0%
4912 TUITION/CONFERENCE FEES	0	0	0	0	0	0	0	0%
4998 CASHIERS SHORTAGE	0	0	0	0	0	0	0	0%
5117 INTERLIBRARY SVCS	200	105	200	200	20	200	200	0%
6406 FURNITURE & FIXTURES > \$5,000	70,000	18,650	0	51,350	47,130	0	0	0%
6414 MACHINERY & EQUIP > \$5,000	0	0	0	0	0	0	0	0%
6440 BOOKS - LIBRARY	0	0	0	0	0	0	0	0%
6441 PERIODICALS - LIBRARY	0	0	0	0	0	0	0	0%
6442 NONPRINT - LIBRARY	0	0	0	0	0	0	0	0%
6443 DATABASES - LIBRARY	0	0	0	0	0	0	0	0%
6481 COMPUTER SOFTWARE	0	0	0	0	0	0	0	0%
6993 CAPITAL - PIP AWARDS	0	0	0	0	0	0	0	0%
Total Basub/Element: 572210	1,702,598	1,535,830	1,705,835	1,757,185	929,827	1,662,501	1,662,501	-3%
Basub/Element: 572220 LIBRARY/ORGANIZE MATERIALS								
1101 SALARIES & WAGES-REGULAR	0	0	0	0	0	0	0	0%
1302 VACATION/PTO CASHOUT	0	0	0	0	0	0	0	0%
2101 SOCIAL SECURITY-FICA	0	0	0	0	0	0	0	0%
2103 PENSION CONTRIBUTIONS-PERS	0	0	0	0	0	0	0	0%
2105 INDUSTRIAL INS & MED AID	0	0	0	0	0	0	0	0%
2106 UNEMPLOYMENT	0	0	0	0	0	0	0	0%
2107 LIFE & DISABILITY INSURANCE	0	0	0	0	0	0	0	0%
2108 DENTAL INSURANCE	0	0	0	0	0	0	0	0%
2109 HEALTH INSURANCE	0	0	0	0	0	0	0	0%
2110 VISION INSURANCE	0	0	0	0	0	0	0	0%
2112 DEFERRED COMPENSATION	0	0	0	0	0	0	0	0%
2118 POST EMPLOYEE HEALTH BENEFI	0	0	0	0	0	0	0	0%
3102 OPERATING SUPPLIES & MATERIA	0	0	0	0	0	0	0	0%
4107 OTHER PROFESSIONAL SERVICE	0	0	0	0	0	0	0	0%
4802 REPAIRS AND MAINT-EQUIPMENT	0	0	0	0	0	0	0	0%
4903 PRINT SHOP SERVICES	0	0	0	0	0	0	0	0%
4913 COLLECTION SERVICES	0	0	0	0	0	0	0	0%

V10

V10

V10

Thru 08/2016

V10

V10

Col3 vs Col7

Fund: 001 GENERAL FUND

	2015 Budget	2015 Actual	2016 Adopted Budget	2016 Revised Budget	2016 To Date Actual	2017 Dept Req Proposed	2017 City Mgr Proposed	% of Change
Total Basub/Element: 572220	0	0	0	0	0	0	0	0%
Basub/Element: 572500 LIBRARY FACILITIES								
4106 ARCHITECTURAL SERVICES	20,000	11,107	0	0	6,100	0	0	0%
4505 RENTALS-OTHER	0	0	0	0	0	0	0	0%
4700 UTILITIES	61,414	55,410	64,356	64,356	32,065	63,442	63,442	-1%
4802 REPAIRS AND MAINT-EQUIPMENT	0	0	0	0	0	0	0	0%
4806 REPAIRS AND MAINT-STRUCTURE	0	0	0	0	6,762	0	0	0%
4815 REPAIR & MAINT - PUBLIC ART	3,850	271	1,500	5,079	0	1,500	1,500	0%
4911 OUTSIDE SVCS PROVIDED	9,360	2,500	0	6,860	0	0	0	0%
5301 STATE TAXES	0	0	0	0	0	0	0	0%
6340 PUBLIC ARTS IMPROVEMENT	6,000	0	0	6,000	6,652	0	0	0%
6406 FURNITURE & FIXTURES > \$5,000	0	0	0	0	0	0	0	0%
9141 INTFND SVCS - SYSTEMS DIVISIO	500	0	0	0	0	0	0	0%
Total Basub/Element: 572500	101,124	69,288	65,856	82,295	51,579	64,942	64,942	-1%
Basub/Element: 599900 OTHER INTRAGOV-GEN ADMIN								
9999 UNAPPROPRIATED FUND BALANC	0	0	0	0	0	0	0	0%
Total Basub/Element: 599900	0	0	0	0	0	0	0	0%
Total Division: 303	2,129,055	1,912,983	2,091,988	2,159,777	1,187,952	2,063,869	2,063,869	
Total Fund: 001	2,129,055	1,912,983	2,091,988	2,159,777	1,187,952	2,063,869	2,063,869	

Total All Funds:	2,129,055	1,912,983	2,091,988	2,159,777	1,187,952	2,063,869	2,063,869	-1%
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LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 10/11/2016

Agenda Category: New Business

Prepared By: Ann Roseberry, Library Manager

Subject:

National Park Service presentation on Manhattan Project Park

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. NPS - Manhattan Project Presentation

PARTNERSHIPS IN SUPPORT OF MANHATTAN PROJECT HANFORD SITE



HANFORD PARTNERSHIPS

- ❖ It's timely to explore possibilities to build on existing partnerships and community interests.
- ❖ Protect and interpret the significance of this site and ensure high quality visitor experiences for present and future generations

AGENDA

- ✓ Welcome
- ✓ Share the context and spectrum of NPS partnerships and how we work with them
- ✓ Consider what might be applied here
- ✓ Respond to your questions
- ✓ Continue the partnerships dialogue with you

NPS Park Partnerships





PETER KASSIG to his parents

“Just know you I’m with you. Every stream, every lake, every field and every river. In the woods and in the hills you showed me. I love you.”

NPS MISSION

Preserve unimpaired the natural and cultural resources and values of the National Park System for the enjoyment, education and inspiration of this and future generations.

Cooperate with partners to extend the benefits of natural and cultural resource conservation and outdoor recreation throughout the country and the world

History / Evolution of Partnerships and Philanthropy in National Parks

- Continuum of partnerships and philanthropy from the first National Parks thru today
- Parks have significantly benefited from partnerships and philanthropy
- Play an **important** role in helping meet park needs, protect resources and inform and serve visitors

NPS PARTNERSHIPS



NPS PARTNERSHIPS

- **NPS DNA** - Manage through a wide range of partnerships – government agencies, educational institutions, non profit organizations, corporate, international
- Partnership Parks
- Primary Park Partners
- Park Plans /Foundation Documents
- Partnership Frameworks / Instruments
- Partnerships within and beyond park boundaries

HANFORD PARTNERSHIPS



The Department of Energy is the primary partner at the Hanford Site and the National Park Service will work in close collaboration with DOE and the Tri-Cities in partnership efforts.

NPS PARTNERSHIPS

- Golden Gate National Recreation Area
- Santa Monica Mountains National Recreation Area
- Redwood National and State Parks
- California Desert Managers
- Rosie the Riveter / WW II Home Front National Historic Park
- Juan de Bautista National Historic Trail

NPS PARTNERSHIPS

- Park Partnership Reports
- Educational e.g., NatureBridge
- Search and Rescue Response
- Fire Suppression/Law Enforcement
- Inter-agency – Federal/State/Local
- National Park Foundation / Park Friends Groups
- Cooperating Associations
- Volunteer Management

NPS PARTNERSHIPS

- Interpretive Services Providers
- Tour Operators
- Tourism Agencies and DMOs
- Yosemite Gateway Partners
- Sierra Nevada Geotourism
- Brand USA

NPS PARTNERSHIPS

- Concessioners
- Youth Programs
- Cooperative Education Study Units - CESUs
- Corporate Sponsors/Cause-Related Mktg
- Others

NPS PARTNERSHIPS

- What partnerships are important to your park?
- What partnerships are you working with?
- Are you an effective partnership manager?
- How do you learn/share best partnership practices?

HOW TO SCALE NPS PARTNERSHIP SUMMITS



NPS PARTNERSHIPS

“Here I’ve got more partners than employees”

Dean Alexander, Supt.
Dayton Aviation Heritage NHP

NPS PARTNERSHIPS

➤ What does it take to make a partnership succeed and provide a favorable return on your investment?

NPS PARTNERSHIPS

- Clear Prospect of Mutual Gain
- Willingness and Commitment to Invest
- Shared Vision of Outcomes and How to Achieve Them
- Formal Agreement and Workplan
- Top Level Commitment and Staff Buy-in
- Personality Driven

NPS PARTNERSHIPS

- Points of Coordination and Decision Making
- Staff Liaisons
- Timely Troubleshooting and Resolution
- Timely Responsiveness, Accountability and Reporting
- Shared Recognition
- Milestone Celebrations
- Progress and Timely Results!

NPS PARTNERSHIPS

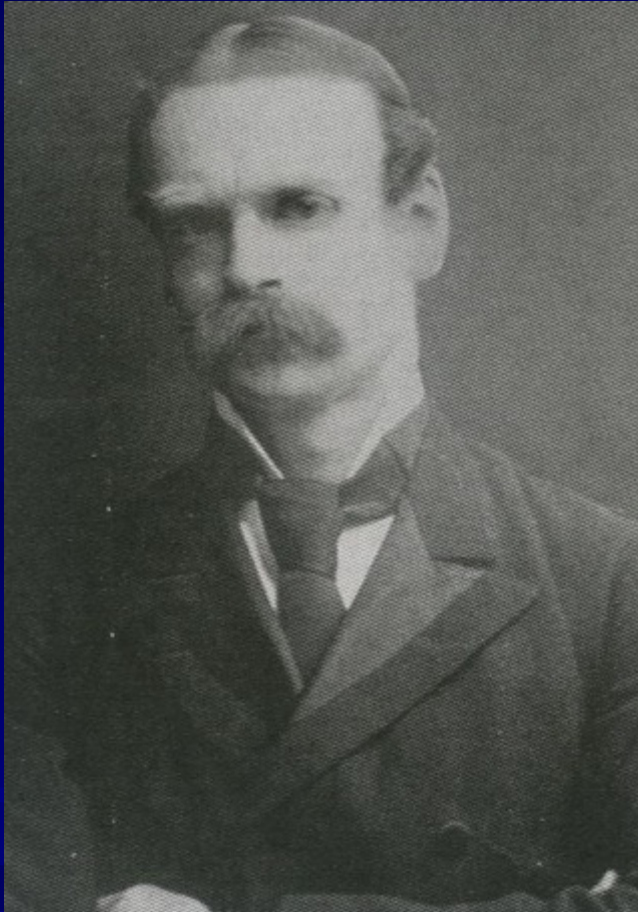
- Constantly evolving
- Successes, some major, far outweigh a few failures
- More informed and comprehensive approaches and formal process
- Challenges as well as opportunities
- Accountability and precedents
- NPS capacity – systems and staff

Americas Best Idea Series

- “...remarkable people from every conceivable background with a passion to save some precious portion of the land they loved so that those who followed might have the same chance to fall in love with that place. **Without them, parks would not exist.**”

Ken Burns

History of NPS Partnerships



- Beginning in 1901, George Bucknam Dorr, heir to a textile fortune, began working to preserve Mt. Desert Island.
- In 1916, he became the first Superintendent of Acadia National Park at annual salary of \$1.

History of NPS Partnerships



- Today Roxanne Quimby and son, Lucas St.Clair, North Woods NP Proposal

History of NPS Partnerships

- Mr. and Mrs. William Kent donated what became Muir Woods National Monument, California in 1907

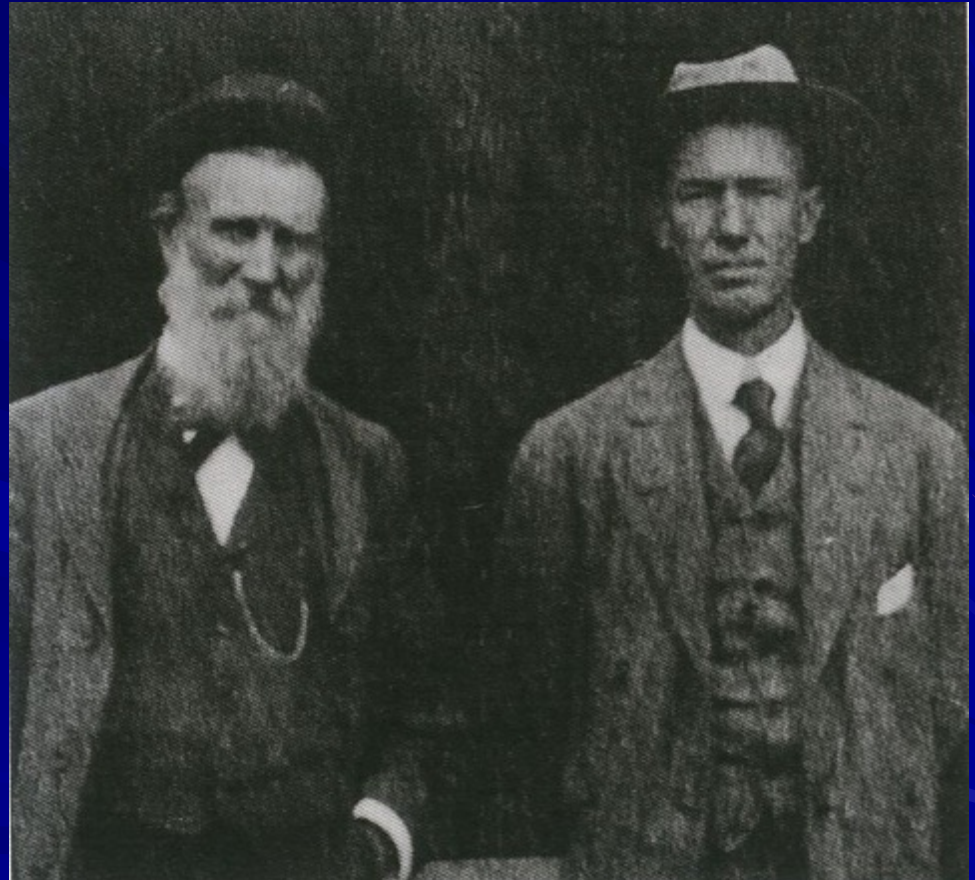


History of NPS Partnerships

“It is enough to do
the deed.....”

“Declare it Muir
Woods NM in
honor of the
famous writer and
wilderness
champion.”

William Kent



History of NPS Partnerships



ONE TAM

ONE MOUNTAIN

ONE TEAM

TAMALPAIS LAND
COLLABORATION

First 100 Years

PRESERVATION

Second 100 Years

STEWARDSHIP

History of NPS Partnerships

- Stephen T. Mather and others bought the Tioga Road for Yosemite National Park in 1915



Hui O Pele

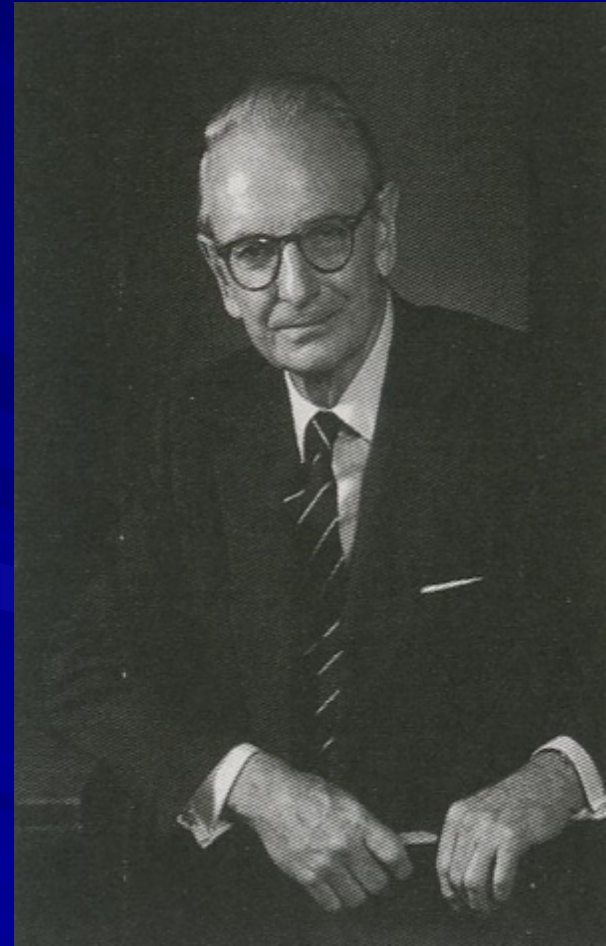
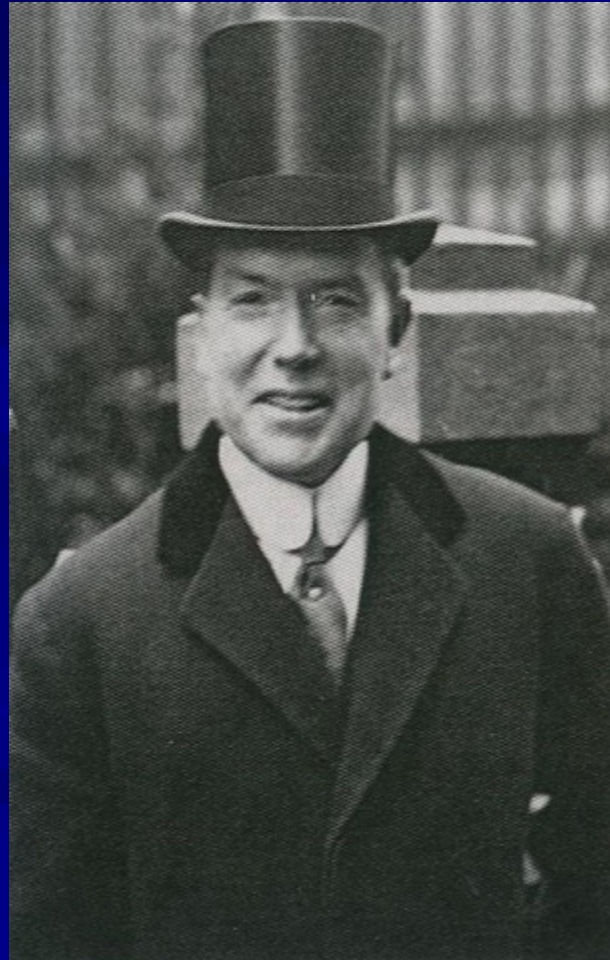


HAWAI'I VOLCANOES NP

- From 1911, 1916 – present
- Bishop Estate donation of land
- Hui O Pele
- Hawai'i National Parks Association
- Friends of Ainahou
- Friends of Hawai'i Volcanoes National Park

John D. and Laurance Rockefeller NPS Legacy

Family Value
of
Philanthropy



John D. and Laurance Rockefeller NPS Legacy

Family Value
of
Philanthropy

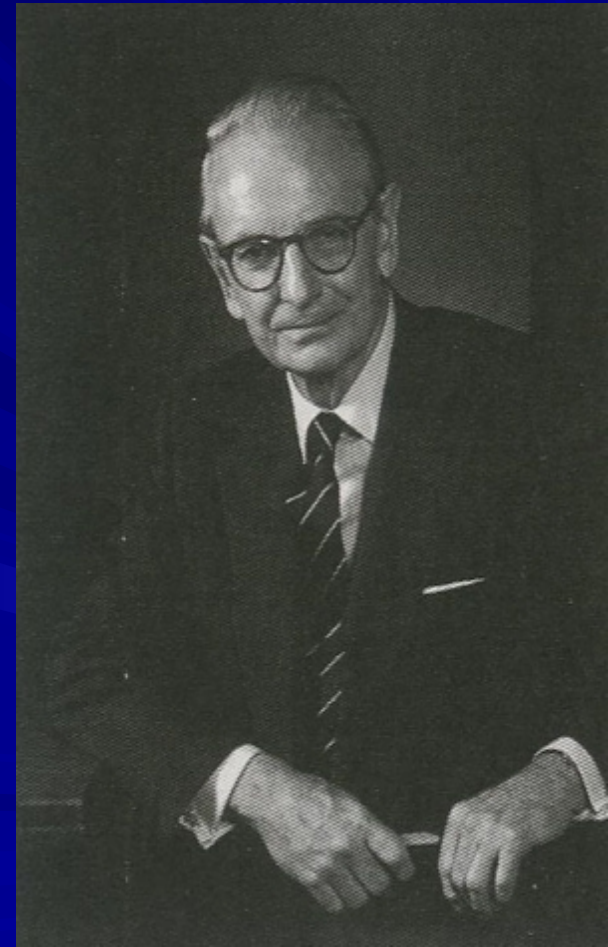
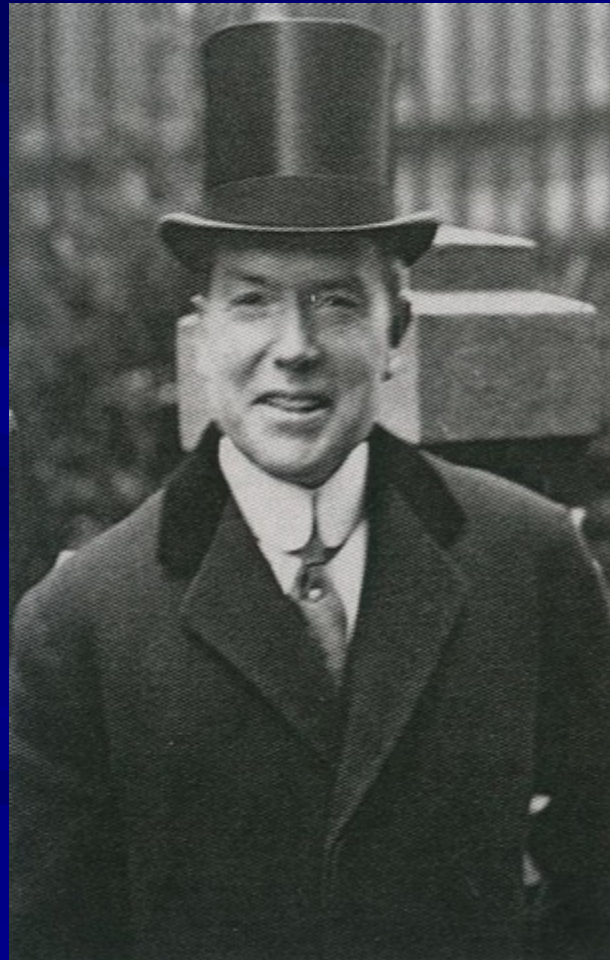
Recent Gifts

Grand Tetons NP

Rockefeller Ranch

Acadia NP

1000 acres



History of NPS Partnerships

- 1920 Appropriations Act recognized that donations of cash, lands, and buildings may be made to NPS by private groups.
- First Cooperating Association was established for Yosemite National Park in 1923.
- The National Park Trust Fund Board

History of NPS Partnerships

- National Park Foundation launched in 1967 through Lady Bird Johnson and \$1 million contribution from Laurence Rockefeller. Congressionally-chartered.
- Friends Groups formed to provide fundraising support for individual or multiple parks.
- Growth of hybrid Friends Group – Cooperating Associations
- Other nonprofits - NPCA, NPT, others

History of NPS Partnerships

- Partnerships and philanthropy have been pursued on a more systematic basis since the early 80's
- Each Administration has encouraged partnerships and outside funding while attempting to contain government spending and deal with budget shortfalls

History of NPS Philanthropy

- “Margin of Excellence” phrase was coined to cover projects and programs supported through philanthropic dollars
- Still appeals to donors
- The Fifth Essence – A Bright Streak
- Giving to necessity as well excellence
- Tension between what Congress should be supporting and motivation to provide support through donations

Statue of Liberty / Ellis Island Capital Campaign



Statue of Liberty / Ellis Island Capital Campaign

- Largest park fund-raising venture to date
- Corporations joined with individuals, foundations, and other nonprofit entities under leadership of Lee Iacocca in 1984.
- Over \$87 million contributed to refurbish the Statue of Liberty by 1986 and \$160 million to restore Ellis Island's Great Hall by 1990. Over \$700 million to date.
- Showed what is possible
- Peopling of America

PARK PHILANTHROPY

- Highly Competitive Philanthropic Marketplace
- Must shift from reactive to proactive
- Combined effort – both land managing agency and their nonprofit partner(s)

High Profile Successes

- Mount Rushmore National Monument
- Acadia NP Carriage Roads
- Crissy Field Restoration
- Glacier Point Restoration
- Lower Yosemite Falls

High Profile Successes

- Gettysburg Visitor Center
- USS Arizona Memorial Education Center
- Golden Gate Trails Forever
- Flight 93 Memorial
- Acadia Land Addition
- Mariposa Grove Restoration

GATES AND BUFFETT – 1%



Recruiting
Billionaires to
sign a Giving
Pledge to donate
half their wealth
to charitable
causes. 128+

MARK AND PHYLLIS ZUCKERBERG



Made largest gift
in 2013

18 million shares
of Facebook
worth \$970 million

Their 99% pledge

DAVID RUBENSTEIN



- Patriotic Philanthropy!
- \$ 7.5 million Challenge to Congress for Washington Monument

DAVID RUBENSTEIN



- Arlington House
- Independence
- Marine's Memorial
- Lincoln Memorial
- “More enjoyment giving my money away than making it”

STEVEN BECHTEL JR 88 SD BECHTEL FOUNDATION



STEPHEN D. BECHTEL, JR.

Record \$25
Million Gift to the
Golden Gate
National Parks
Conservancy for
green lid over
Doyle Drive in
the Presidio

PRESIDIO TUNNEL TOP



Transform 13 acres to public greenspace over major freeway from the Main Post to the Crissy Field waterfront.

TERESA

- Grew up poor
- Couldn't participate in school field trips
- Waited in study hall until kids returned
- Ashamed
- Determined that other low income kids should not suffer what she did
- Bequest to connect low income kids to Grand Canyon NP

SYLVIA

- Met the love of her life from India at a International Students social at UW.
- In 1969 went to Grand Tetons NP. Became avid National Park goers.
- Husband pre-deceased her and “thought of “blessing” something that my husband and I loved so much.”
- Determined to leave her IRA estate to the National Park Service.
- Named Grand Tetons NP Foundation

JOHN and EDITH LONDON



- Fell in love in 1952 after harrowing experiences in Europe during WW II
- Decided to never return to Europe nor bring children into the world they had experienced

JOHN and EDITH LONDON



- Found meaning in Rocky Mountain NP
- Left a \$3 million estate to the Rocky Mountain Nature Association for Next Generation Fund

WILLIAM FIELD BEQUEST

- William Field hiked the trails of Point Reyes National Seashore throughout his lifetime. He left a **bequest** to the park for a visitor center. With a matching grant from the San Francisco Foundation, the \$1.2 million Bear Valley Visitor Center was built.



CAROL BRAUN



- Volunteer for Rocky Mountain Natural History Association.
- Made a \$1 million bequest for the park

MARY

- Husband recently retired from medical practice. They traveled to Seattle visiting National Parks along the way.
- He passed on the return trip.
- Honored him with a gift to Theodore Roosevelt National Park for Trails
- She will name Yellowstone National Park in her will.

ZACH

- Family vacation included Lassen National Park
- Learned about the Campaign for Lassen Peak Trail
- Made it his cause for his 4th birthday.
- Sent a \$240 check to the Lassen National Park Foundation

Why People Invest in Parks

- Make a difference
- Respond to requests and appeals
- See something they value protected and properly cared for
- Honor loved ones
- Be part of something they strongly believe in
- Ensure parks will endure

MOTIVATIONS TO GIVE

- Positive experience(s)
- Responsiveness and contact
- Feel valued, appreciated, part of
- NPS Acknowledgement / Recognition
- Desire to make a difference and leave a lasting legacy
- Awareness of giving opportunities
- People give because they are asked

WHO GIVES - 2014

- \$ 358.38 BILLION GIVEN + 7.1% vs
2013

- INDIVIDUALS - \$258.51 B – 72 %

- BEQUESTS - \$28.13 B – 8 %
(+ FAMILY FOUNDATIONS = 87%)

- FOUNDATIONS - \$53.97 B – 15%

- CORPORATIONS - \$17.77 B – 5%

WHO GIVES - 2014

- ❖ Individual, Bequest and Family Foundation Giving combined
\$311.8 Billion
87% of the total given
young tech donors gave 85%
of gifts over \$200 Million

WHAT PEOPLE GIVE TO

- Faith Based Charities – 32% -
- Education – 15% +
- Social / Human Services – 12%
- Health – 8% +
- Grant Making Foundations – 12%+
- Public Society Benefit – 7%+
- Arts, Culture, Humanities – 5% +
- Environmental / Animals - 3% + \$10.5 B
- International Affairs – 4%-

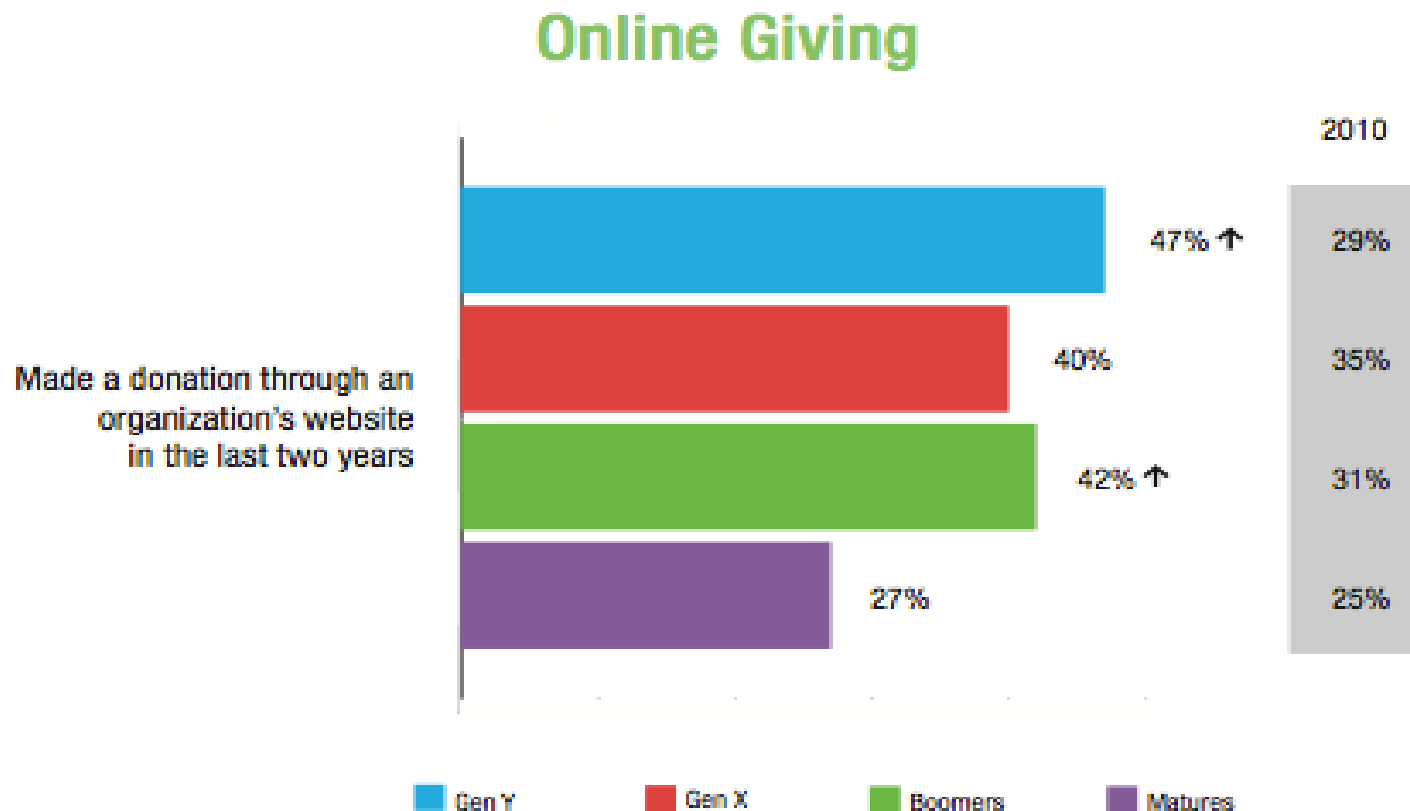
GIVING BACK BY GENERATION / INCOME

Age	Volunteered	Donated
18-29	65%	69%
30-49	69%	86%
50-64	64%	87%
65+	58%	88%
Income		
\$75,000+	76%	95%
\$30,000 – 74,999	64%	86%
less than \$30,000	57%	67%

WEALTH INHERITANCE

- ❑ Over the next 50 years, more than \$41 trillion in assets will be transferred from one generation to another.

ONLINE GIVING TRENDS



Arrows indicate statistical significance between 2010 and 2013.

MILLENNIALS - GIVING

- Reinventing Charity
- Current capacity varies widely
- Donate / Investment / ROI
- Scrutinize nonprofits / transparency
- Crowdsourcing / KIVA / Social Investing
- Demand Corporate Responsibility
- Volunteer and Give

MILLENNIALS - GIVING

- Time – Volunteering hours, days
- Talent – Apply expertise to a cause
- Treasure – Financial contributions
 - 87% gave -majority of gifts over \$100
- Voice – Advocate and educate
- Network – Leverage personal and professional relationships or online followings

WHY CORPORATIONS SUPPORT PARKS

- ✓ Decisions are related to their business interests
- ✓ Image/brand positioning = customers
- ✓ Cause-related marketing advantage with target market segments and locations
- ✓ Employee interests, satisfaction and recruitment
- ✓ Social / community responsibility

WHY CORPORATIONS SUPPORT PARKS

- ✓ CORPORATE SPONSORS VS. DONORS
- ✓ FIND YOUR PARK PRIME SPONSORS
- ✓ SPONSOR RECOGNITION
- ✓ BRAND DISPLAY IN PARKS
- ✓ NPS/ARROWHEAD IN CORPORATE ADVERTISING
- ✓ VETTING CORPORATE CONTRIBUTIONS



Haggen's

- Vote For Your Favorite Northwest National Park
- To celebrate Earth Day on April 22, 2% of our sales at our Washington and Oregon stores will be donated to four Northwest national parks. The total donation will be distributed among the listed parks based on your votes. Voting closes on April 28 at 5pm.
- *Donations will be made to Washington's National Park Fund and Friends of Crater Lake National Park.*

OUR CHALLENGE!

- ❖ How do we best position, inspire and enable park philanthropy and stewardship for present and future generations?

Motivating Donors



- ALS Ice Bucket Challenge
- Something very different
- Went viral on Social Media, Videos and twitter
- Over \$115 million raised in six weeks

PARK DONOR PYRAMID

Parks and their fundraising partner(s) should develop a strategy that engages donors ultimately at all levels of the donor pyramid

PARK GIVING/DONOR CULTIVATION PYRAMID

20+

Years

0



PARK FRIENDS GROUPS

- Most are established as the Park's primary fundraising partner
- Work for Park's interests
- Key to proactively attracting philanthropy
- Park support is crucial to success
- Friends / Fundraising Agreements

Friends Group Roles

- **Raise Program, Project, Capital, and Operating Funds**
- **Develop Facilities / Grounds / Exhibits**
- **Involve Community / Social Media**
- **Market Research / Awareness Building / Branding**
- **Staff Support**

Friends Group Roles

- **Operate and Maintain**
- **Program Delivery and Event Staging**
- **Procure Equipment/Services**
- **Recruit and Manage Volunteers**
- **Acquire Land, Collections, Artifacts,
Etc**

COOPERATING ASSOCIATIONS

- Long tradition starting in 1923
- Education and scientific support
- Level of fundraising activity varies
- Cooperating Association Agreement

HYBRID - FRIENDS GROUP / COOPERATING ASSOCIATION

- On the increase
- Advantage of both earned income and contributed income streams
- More stable base for launching fundraising initiatives
- Some also operate concessions
- GOGA, YOSE, GRCA, CUYA, GLAC, +

YOSEMITE CONSERVANCY

SUPPORT AND REVENUE

\$13.5 million

84% CONTRIBUTIONS

9% RETAIL & PUBLISHING

5% VISITOR SERVICES & PROGRAMS

2% INVESTMENT INCOME & OTHER

GOLDEN GATE NATIONAL PARKS CONSERVANCY

Total Aid in 2013 \$29.8 million

45% interpretation and visitor services

43% park enhancements

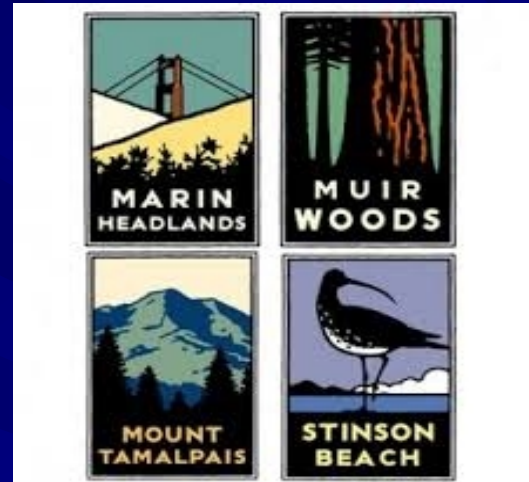
12% youth, volunteers, community groups

35, 598 volunteers

INTERPRETATION & EDUCATION PARTNERSHIPS

- ✓ E.g., NatureBridge, San Francisco Maritime Association, Protectors of Tule Springs, Road Scholar, Gettysburg
- ✓ Primary focus is providing interpretation and educational programs
- ✓ Interpretation and Education Agreement
- ✓ Tour operators would be under a Commercial Use License
- ✓ Docents / Licensed Guides

PARK BRANDING IMAGES



Golden Gate National Parks Conservancy – Michael Schwab – Both unifying identity and branding merchandise.

PARK BRANDING IMAGES



Created a unifying family of park and park place branding images through a consultant – branded merchandise

PARK PHILANTHROPY

- ✓ Park and Partner staffs need to work closely together to select donor projects and programs
- ✓ Coordinate and manage donor-assisted projects to ensure timely completion – shovel ready and 2-3 years max.
- ✓ Progress and completion reports to donors

NPS EMPLOYEES

- NPS employees are key to Incubation, support and success of primary park partners
- Provide active support to **enable**
- Should recognize gifts and donors in a timely and personal manner
- Must follow DO#21 - Fundraising and Donations (being updated)

NPS EMPLOYEES

- Cannot solicit gifts face-to-face
- Can write grant applications and funding requests
- Should update and be responsive to potential donor inquiries
- Can accept donations to NPS or direct donors to park nonprofit groups

NPS EMPLOYEES

- Professionalism, dedication and passion often inspires donors
- Can articulate park needs and help make the case for donations
- Should recognize which park needs will have donor appeal
- Help put a “face” on philanthropy

PARK PHILANTHROPY

- ✓ Most donors give to memory, meaning, place and program and to make an enduring difference.
- ✓ Some are very inspired by park staff professionalism and knowledge.
- ✓ Jon Burpee at FOVA
\$120,000 check



PARK PHILANTHROPY

- ✓ Park Superintendent and staff can and need to participate in donor cultivation and asks by providing information
- ✓ They cannot make a direct ask to donor
- ✓ Once they accept a gift it becomes NPS/Government property

PARK PHILANTHROPY

- ✓ Adapt best fundraising practices
- ✓ Build awareness and visibility
- ✓ Exhibits and donor profiles / testimonies
- ✓ Tag lines – e.g., Leave a Lasting Legacy
- ✓ Upgrade park websites
- ✓ Establish Dedicated Funds

PARK PHILANTHROPY

- ✓ Advantages of giving to park / public land managing agency
- ✓ Advantage of giving to nonprofit, tax-exempt partner
- ✓ Responsiveness to donors
- ✓ Acknowledgement by Superintendent
- ✓ Build and cultivate a relationship

PARK GIVING PROSPECTS

- **Volunteers** – Time and Treasure
- **Donors** – History of Giving
- **Visitors** – Active and Past
- **Employees** – Career, Identity and Legacy
- **Others**

PARK PHILANTHROPY

- ✓ Timely, sensitive responses are crucial
- ✓ Convey the significance of park philanthropy and a lasting legacy for present and future generations
- ✓ Most meaningful if the person fully understands the difference their gift will make in the park

PARK PHILANTHROPY

- ✓ Positive experience has potential to inspire others to give
- ✓ Good if people are willing to be acknowledged, honored and in communication.
- ✓ Respect requests for confidentiality or anonymity.
- ✓ Start of a very special relationship that deserves full appreciation and respect.

PARK PHILANTHROPY

- Avoid the frustration and embarrassment of gifts or conditions that are inappropriate or that you cannot fulfill when the gift matures.
- In most cases conditions will be minimal, negotiable and acceptable.
- If acceptable conditions cannot be negotiated, the gift should be respectfully declined.

FUNDRAISING PORTFOLIO

- Park identifies and ranks short menu of unfunded program and project needs
- Partner selects ones that will excite donors – e.g., Yosemite Conservancy narrowed a list of 65 down to 41 that had strongest donor appeal. Not necessarily all the highest park priorities. Need to be able to act on specific donor interest opportunities when they arise
- Be willing to adapt

FUNDRAISING PORTFOLIO

- Annual Work Plan
- Agree on 2-3 year portfolio of donor opportunities and best ways to present them to the public / potential donors
- Establish short list of basic program funds that people can contribute to on both NPS and Partner Websites

Menu of Park Program Funds

- Trail development and improvements
- Connecting people to parks
- Youth Programs
- Education and interpretation
- Native plant and animal species recovery / management / protection
- Cultural resources management
- Other

EVERY KID IN A PARK

- Public Lands Initiative to have Fourth Graders experience Federal Parks and Public Lands
- They qualify for a One-Year Public Land Pass for Themselves and their Family
- Funds being raised through National park Foundation for Transportation Grants and Staffing

NPS CENTENNIAL

- ✓ Build Relevance, Education, Stewardship
- ✓ Starts with Awareness
- ✓ All Ages
- ✓ Emphasis on Millennials and America's Urban and Diverse Population
- ✓ Base - Boomers and Greatest Generation
Donor and Volunteer Capacity
- ✓ Find Your Park

NPS CENTENNIAL



NPS CENTENNIAL

- ✓ **RELEVANCY** STARTS WITH AWARENESS AND MOTIVATION
- ✓ **ENGAGEMENT** AND CONNECTION BUILT THROUGH POSITIVE EXPERIENCES, MEMORY, PASSION
- ✓ **SUPPORT** BY PERSONAL CONNECTION, PROXIMITY AND IMMEDIACY

NPS CENTENNIAL PARTNERS

- ✓ CONGRESSIONAL APPROPRIATIONS
 - \$10-50 Million Centennial Challenge
 - Matching Funds
- ✓ NATIONAL PARK FOUNDATION
- ✓ GRAY AND CO. MEDIA CAMPAIGN
- ✓ **FIND YOUR PARK** CAMPAIGN
 - TO CONNECT MILLENNIALS TO PARKS

NPS CENTENNIAL PARTNERS

✓ NATIONAL PARK FOUNDATION \$250
MILLION CENTENNIAL CAPITAL
CAMPAIGN

\$25 Million Commemorative Coins

\$25 Million Inholding Acquisitions

\$200 Park Projects and Programs +Match

✓ NATIONAL PARK FOUNDATION NOW
RAISING THE TOTAL \$350

NPS CENTENNIAL PARTNERS

- ✓ NATIONAL PARK FOUNDATION
- ✓ CURRENT PARTNERS
- ✓ GATEWAY COMMUNITIES
- ✓ CONCESSIONERS
- ✓ NON TRADITIONAL PARTNERS
- ✓ CURRENT AND NEW DONORS
- ✓ CORPORATE SPONSORS

2015 2016 2017

PARK GIVING/DONOR CULTIVATION PYRAMID

20+



Years

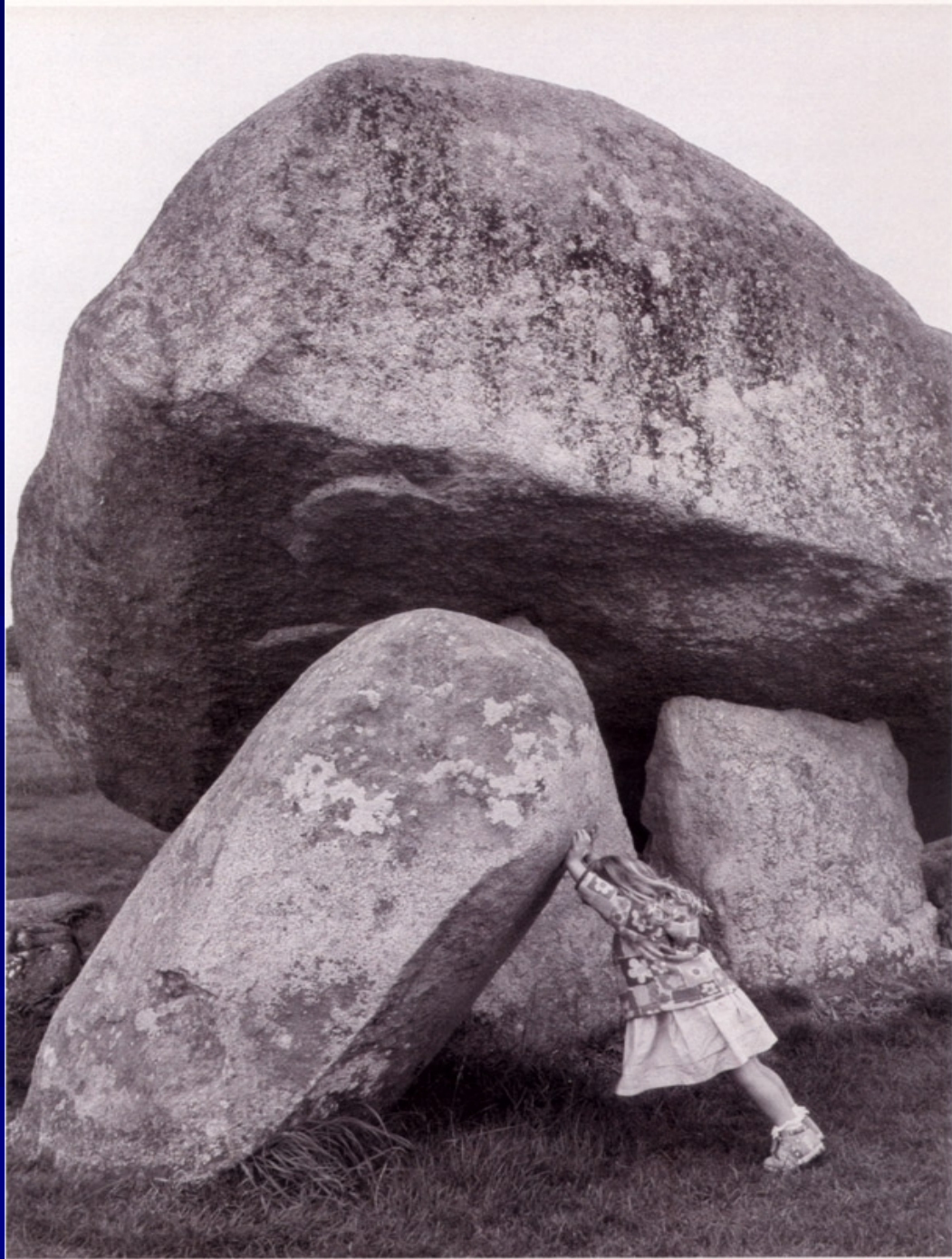
**Bequests
Planned Gifts**

Major Gifts
Capital Campaigns
Endowment Campaigns
Special Events

Annual Giving
Annual Campaigns Direct Mail
Special Events Online Donations
Membership Programs

On-Site/First Time Giving
Donation Boxes Park Volunteers
Guest Donation Program Adopt-a-Park/Program
Park Newsletter Online Donations

Visitor Awareness and Quality Experience



SUCCESS !!!!!!!!!!!



MORE PARTNER-ENABLING NPS

- Legal Authorities
- Design Review Process – Development Advisory Board
- Director's Order #21- Donations and Fundraising
- Staff Awareness, Support, Responsiveness
- Accountability

NPS PARTNERSHIPS

- Shared Vision
- Mutual Value-added Benefit
- Clear, Realistic Needs and Expectations
- Shared Commitment to Achieving Successful Outcomes
- Engage Respective Capabilities

NPS PARTNERSHIPS

- Personal Commitment / Responsiveness to Ensure the Partnership Functions Well
- Relationship Management - Solutions
- Liaisons
- Understand Each Other's Operational and Budgetary Realities
- Realistic Timetables with Milestones
- Enable Partners and Donors to See Results for Their Contributions

NPS PARTNERSHIPS



NPS BUCKET – Start each year with a “full” bucket of appropriations and empty it EOY.

NON PROFIT BUCKET – Start with an empty bucket and need to raise and earn funds to fill it.

NPS PARTNERSHIPS

- Realistic Timetables with Milestones
- Enable Partners and Donors to See Results for Their Contributions
- Donor Cultivation
- Timely Responses, Updates and Follow-through

NPS PARTNERSHIPS

- Timely Troubleshooting and Resolution
- Shared Credit
- Celebrate Successes
- Reinforcement
- Mutual Accountability

Incremental Engagement to build Commitment to Park Stewardship

- 1) Awareness
- 2) Hands on Volunteer Engagement
- 3) Provide Education and Insights and
Sense of Accomplishment
- 4) Quality Cultivation Experiences over
Time
- 5) Contribution Needs / Opportunities
- 6) Sense of Commitment and Stewardship

NPS Partnership Resources

- NPS Partnership Webpage
- DO#21, #20 and #32 and Reference Guides
- Your Regional Partnership Coordinator
- Model Agreements
- Trainings, Workshops, Webinars and Details
- Work for a 501(c)(3)

INTELLECTUAL PROPERTY

- Value of Names, Brands and Identity –
Need to Protect IP Value and Integrity
- NPS Arrowhead, Uniform, Names
- Cannot Endorse and Must Address even
Potential Perceptions
- Income Producing Intellectual Property
- Intellectual Property Attachments in
Agreements re: Respective NPS and
Partner IP Rights

LIABILITY

- Partners are required to have adequate Liability Coverage for all Partner Activities on Park Land and hold the Federal Government harmless.
- Volunteers In Parks are covered by NPS

Congressional Concerns

- Miscellaneous Agreement Clauses
- Anti-Deficiency
- Being asked to fund Partner Projects when partner fundraising falls short
- Adding to NPS Maintenance Backlog
- Taking on High Maintenance Cost Park Additions and Projects
- Partner Design/Construction Projects must meet NPS Standards, be DAB approved and have operating endowments

NPS PARTNERSHIPS

✓ What Additional
Questions Do You
Have?

PARTNERSHIP STRATEGY

- **Partnership Strategy for Hanford MAPR Site – priorities, current/near term partners and stakeholders, sequencing**
- **Next Steps**

Connect People to Parks



NPS CENTENNIAL

NPS CENTENNIAL GOAL

CONNECT with *and* **CREATE**
the **NEXT GENERATION**
of park visitors, supporters, and advocates.

RELEVANCY • ENGAGEMENT • SUPPORT

BEST TIME FOR FUNDRAISING

Spring 43.10%

Doesn't matter 20.69%

Beginning of the new year,
after the holidays 17.24%

Fall 15.52%

Summer 3.45%