



Agenda
Library Board Meeting
Tuesday, March 14, 2017
Library Board Room | 955 Northgate Drive

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

Liaisons: Council Liaison Luzzo Gilmour and Alternate Council Liaison Kent
Staff Liaison Interim Library Manager Campbell Hime

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)

- I. Draft February 14, 2017 Library Board Minutes
 - Leslie Campbell Hime, Interim Library Manager

Report of the Library Manager:

- I. March 2017 Library Manager's Report
 - Leslie Campbell Hime, Interim Library Manager
2. March 2017 Library Statistics
 - Leslie Campbell Hime, Interim 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 February 1, 2017 thru February 28, 2017
 - Leslie Campbell Hime, Interim Library Manager

Unfinished Business:

New Business:

- I. STEAMspace Project Update
 - Darrin Sweeney, Parks and Public Facilities Project Manager

Round Robin:

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, April 11, 2017

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 BOARD AGENDA ITEM COVERSHEET

Meeting Date: 03/14/2017

Agenda Category: Approval of Minutes

Prepared By:

Subject:

Draft February 14, 2017 Library Board Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. Draft February 14, 2017 Library Board Minutes



MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
February 14, 2017, 5:30 – 6:30 PM

CALL TO ORDER:

Chair Mitchell called the meeting to order at approximately 5:30 p.m.

ATTENDANCE:

Chair Mitchell, Vice-Chair Aebersold, Board Members Lunstad and Somasundaram were present. Also present were Council Liaison Luzzo Gilmour, Interim Library Manager Campbell Hime and Support Specialist Hudson.

BOARD MEMBER SOMASUNDARAM MOVED AND VICE-CHAIR AEBERSOLD SECONDED THE MOTION TO BEGIN THE MEETING. THE MOTION CARRIED 4 - 0.

APPROVAL OF AGENDA:

VICE CHAIR AEBERSOLD MOVED AND BOARD MEMBER LUNSTAD SECONDED THE MOTION TO APPROVE THE AGENDA AS WRITTEN. THE MOTION CARRIED 4 - 0.

APPROVAL OF MINUTES:

BOARD MEMBER LUNSTAD MOVED AND VICE-CHAIR AEBERSOLD SECONDED THE MOTION TO APPROVE THE MINUTES OF THE DECEMBER 13, 2016 MEETING AS AMENDED. THE MOTION CARRIED 4 - 0.

REPORT OF THE LIBRARY MANAGER:

Attached. There was a discussion regarding the Revenue Report and how the numbers change periodically. Additionally, there is a need for more detailed information on library finances.

PUBLIC COMMENTS:

There were no members of the public present.

APPROVAL OF BILLS:

BOARD MEMBER SOMASUNDARAM MOVED AND VICE-CHAIR AEBERSOLD SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR THE MONTH OF DECEMBER 2016 IN THE AMOUNT OF \$120,685.13. THE MOTION CARRIED 4 - 0.

BOARD MEMBER LUNSTAD MOVED AND BOARD MEMBER SOMASUNDARAM SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR

**PAYMENT FOR THE MONTH OF JANUARY 2017 IN THE AMOUNT OF \$159,203.72.
THE MOTION CARRIED 4 - 0.**

UNFINISHED BUSINESS:

NEW BUSINESS:

ROUND ROBIN:

Board member Lunstad expressed concern over the 2016 board approved Christmas Eve holiday closure that was not honored. The 2016 dates had been approved November 10, 2015. A discussion followed and the board wanted to make sure that the 2017 closures that were approved on November 8, 2016 would be observed. Board member Lunstad also mentioned that she would be receiving the Women of Distinction award from WSU Tri-Cities on April 13, 2017 at 5:30 p.m.

Vice-Chair Aebersold mentioned that her son turned three and that they had enjoyed their visit with the firemen and fire truck. She also mentioned that she would not be at the next board meeting, since she will be traveling.

Board member Somasundaram mentioned that he would be on vacation in India for three weeks.

Chair Mitchell gave a brief on the Columbia Basin College Rand Wortman Medical Science Center. He provided a handout describing the building's name and the occupants of each floor.

Council Liaison Luzzo Gilmour asked about the process for the library board vacancy interviews. Chair Mitchell informed her the panel would consist of three members. The library chair, interim library manager and herself. Prepared questions would be e-mailed to them in advance of the interviews and then a recommendation would be made to council for final approval.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

ADJOURNMENT:

Chair Mitchell adjourned the meeting at 6:38 p.m.

Submitted by: Leslie Campbell Hime, Interim Library Manager

Prepared by: Robin Hudson, Support Specialist

Minutes Approved on: _____



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 03/14/2017

Agenda Category: Report of the Library Manager

Prepared By:

Subject:

March 2017 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. March 2017 Library Manager's Report Revised
2. March 2017 Library Manager's Report



LIBRARY MANAGER'S REPORT

Richland Public Library Board

Richland Public Library – 955 Northgate – Board Room

March 2017

Library Foundation

The Library Foundation will meet March 9, 2017.

Friends of the Library

The Friends met February 27th.

Statistics:

Attached

Revenue / Expense / Voucher Listing:

Revenue

Revenue is below projections for February 2017. The Library waived fines and extended the circulation period of items in January due to the unusually heavy snowfall. This dip in January revenue carried forward into February. Overall, February revenue is more than 2% below projections.

Expense

Understaffing at the Library has kept salaries on the positive side. Salary expenses for part time employees will begin to increase with the addition of one part time employee in late February. A second part time employee will begin in March. Salary expenses for full time employees are below projections due to two unfilled positions.

January 2017 salary savings for Librarian I were approved for recruitment. Monies will be used to reimburse travel expenses for a leading candidate.

Four staff members are attending the 2017 Evergreen International Conference in Covington, Kentucky, April 5-8. Evergreen is an open source library software management system. It allows library staff to catalog and circulate items while also helping patrons locate materials. Topics for discussion include improving patron notification and exploring unknown features of Evergreen. Panels aim to help attendees define terms like "popularity" when evaluating circulating collections.

Voucher Listing

Fin 2 shows annual subscription costs for *Value Line* and *ProQuest* charged to 3401. Conference registration and air fare for four staff members was charged to 4301, and library card ribbon has been charged to Library Resources 3102.

STEAMspace

STEAMspace construction is anticipated to begin in early April. The doors will not lock and epoxy will be applied to the floors rather than carpeting. The Library is working with the project manager, Darrin Sweeney, and MP Construction to implement plans as developed for the Library by Design West Architects in December of 2015.

Business Model:

Leslie and Joe Schiessl began the exciting work of refining value propositions and applying them to products and services that might be offered by the Library.

Staff Presentation

Daurice Siller and Theresa Barnaby will present on the Evergreen Conference at the Board's May meeting.

Events

March 8: Tod Marshall, Washington State Poet Laureate, will host a poetry night with local high school students from Richland and Hanford.

April 20: Michael "Hawkeye" Herman will present "Woody Guthrie in the Pacific Northwest/The Columbia River Songs" at 7 pm.



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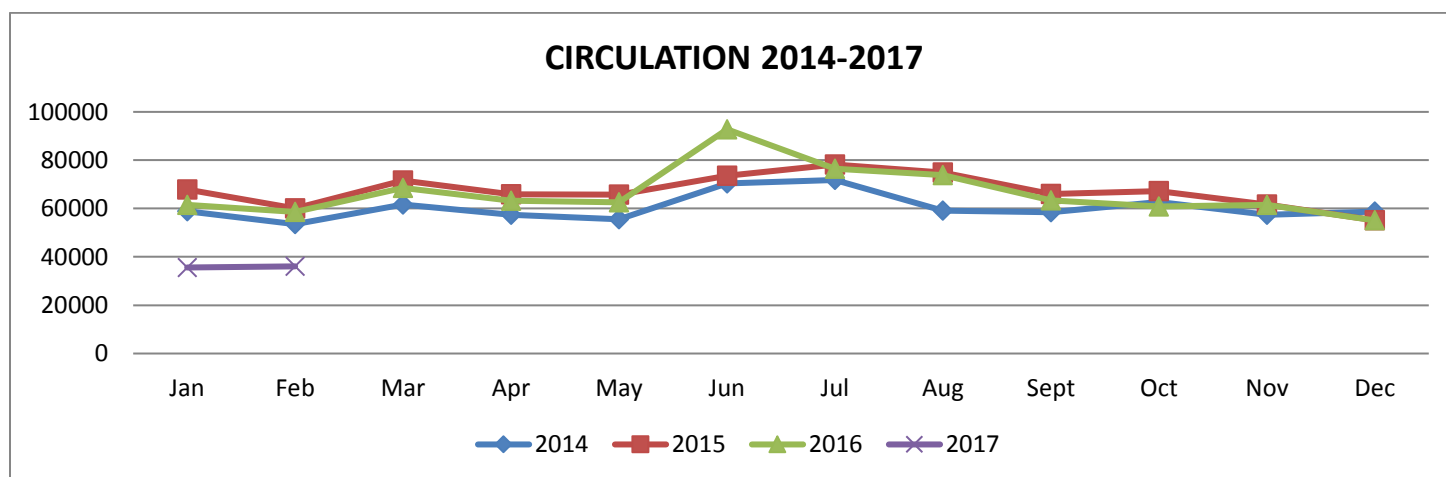
Attachments:

1. March 2017 Library Statistics

CIRCULATION

Notes: Circulation figures for February 2017 were down 38% from February 2016, but they were higher than in January 2017. As also mentioned later, the number of tangible items circulated should be considered in conjunction with the number of items circulated electronically.

Mo.	2014	2015	2016	2017	Rate of Change ('16 - '17)
Jan.	58,823	67,878	61,483	35,612	-42%
Feb.	53,545	60,029	58,604	36,067	-38%
Mar.	61,638	71,643	68,576		
Apr.	57,436	65,868	63,271		
May	55,582	65,781	62,522		
June	70,369	73,592	92,778		
July	71,813	78,206	76,527		
Aug.	59,163	74,878	73,777		
Sept.	58,470	66,074	63,336		
Oct.	62,737	67,267	60,820		
Nov.	57,471	61,681	61,541		
Dec.	58,764	55,142	55,101		
YTD	725,811	808,039	798,336		

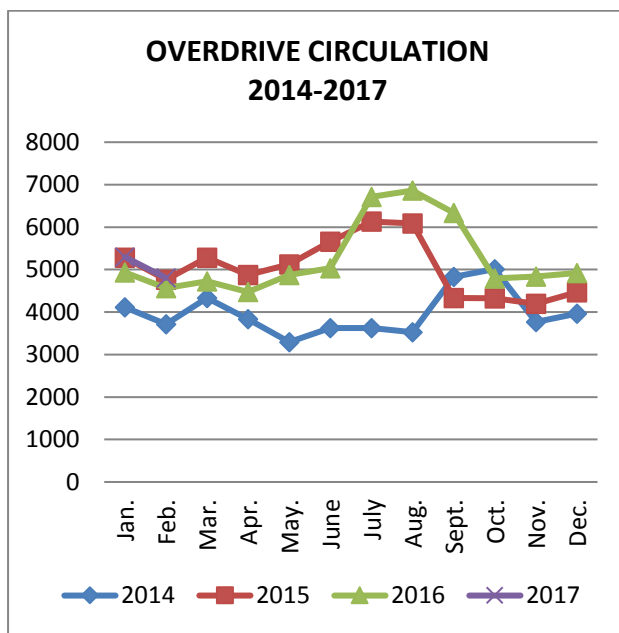


eCirculation

Notes: Overdrive, Zinio and Hoopla continued to show increased use in February 2017 as compared to February 2016. 14, 500 Overdrive users checked out 26, 000 audiobooks and 46, 000 ebooks totalling 72, 000 items during the month. The demand for digital materials is also indicated by the number of holds. 11, 000 audiobooks and 18, 500 ebooks totalling 29, 500 digital items were placed on hold in February. The most popular electronic titles available through Overdrive in February 2017 were *The Martian*, *The Girl on the Train*, *Gray Mountain*, and *Harry Potter and the Cursed Child*.

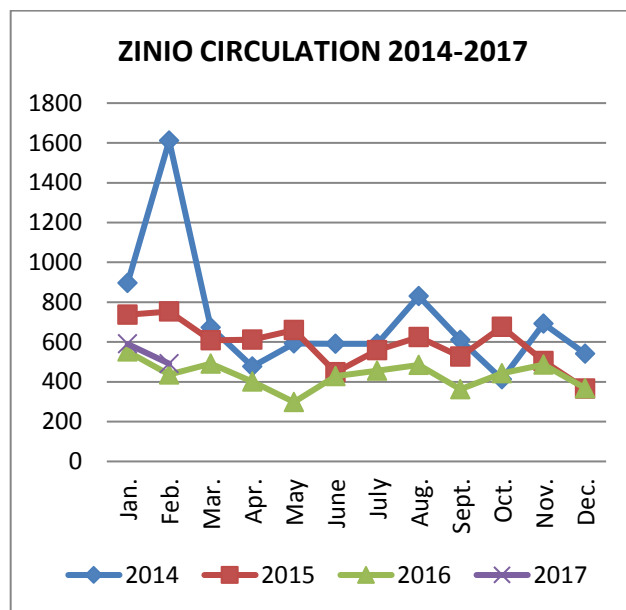
Patrons continued to use Zinio at rates higher than in February 2016. This 12% increase translates to 491 check outs with *US Weekly* capturing the top spot at 32 checkouts, *The New Yorker* is midlist at 8 checkouts, and *Self* ranks at the bottom of the list with 1 checkout. However, it is important to note that the 3 highest circulating magazines are weeklies (*US Weekly*, *In Touch Weekly*, and *Newsweek*) while other magazines are monthlies. The use of Hoopla increased 33% from February 2016 to February 2017. The most popular formats in order of popularity were audiobooks, movies, ebooks, music, television, and comics. Freegal downloads and streaming experienced a 12% and 2% decrease in use when comparing February 2017 to February 2016. Pop, rock, gospel/christian, and country continued to be the most popular music genres. Pop, rock, and country were the most popular genres downloaded.

OVER-DRIVE	2014	2015	2016	2017	Rate of Change '16 - '17
Jan.	4,114	5,281	4,938	5,300	7%
Feb.	3,714	4,762	4,563	4,804	5%
Mar.	4,333	5,281	4,724		
Apr.	3,838	4,873	4,474		
May	3,294	5,125	4,875		
June	3,624	5,659	5,033		
July	3,622	6,130	6,716		
Aug.	3,526	6,087	6,862		
Sept.	4,829	4,336	6,335		
Oct.	5,012	4,328	4,790		
Nov.	3,770	4,195	4,834		
Dec.	3,960	4,467	4,919		
YTD	47,636	60,524	63,063		

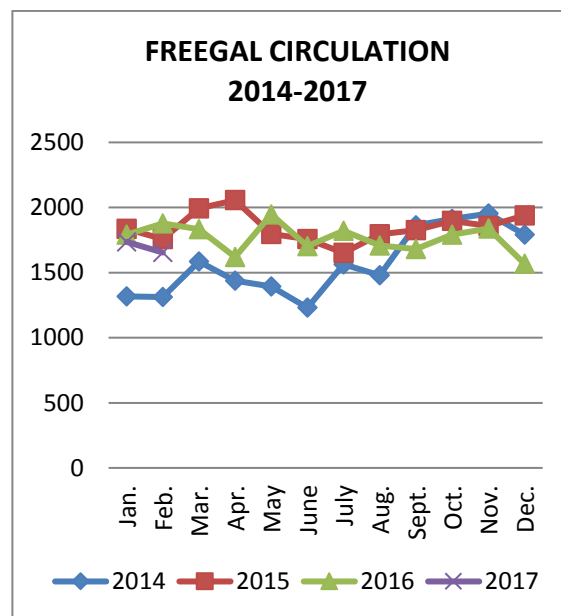


eCirculation

ZINIO	2014	2015	2016	2017	Rate of Change '16 - '17
Jan.	896	737	552	590	7%
Feb.	1,611	753	437	491	12%
Mar.	673	608	491		
Apr.	477	612	401		
May	592	660	298		
June	591	448	428		
July	590	558	455		
Aug.	831	625	485		
Sept.	610	526	362		
Oct.	413	676	443		
Nov.	692	504	486		
Dec.	541	365	368		
YTD	8,517	7,072	5,206		

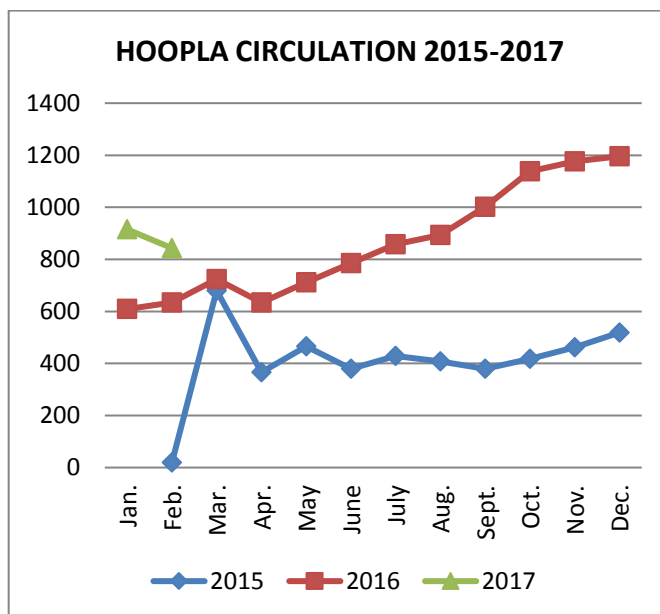


FREEGAL Downloads	2014	2015	2016	2017	Rate of Change '16 - '17
Jan.	1,317	1,836	1,791	1,736	-3%
Feb.	1,312	1,756	1,878	1,654	-12%
Mar.	1,585	1,992	1,833		
Apr.	1,437	2,056	1,620		
May	1,393	1,797	1,947		
June	1,230	1,758	1,702		
July	1,563	1,651	1,822		
Aug.	1,480	1,794	1,707		
Sept.	1,863	1,827	1,681		
Oct.	1,913	1,897	1,792		
Nov.	1,953	1,858	1,839		
Dec.	1,792	1,938	1,567		
YTD	18,838	22,160	21,179		

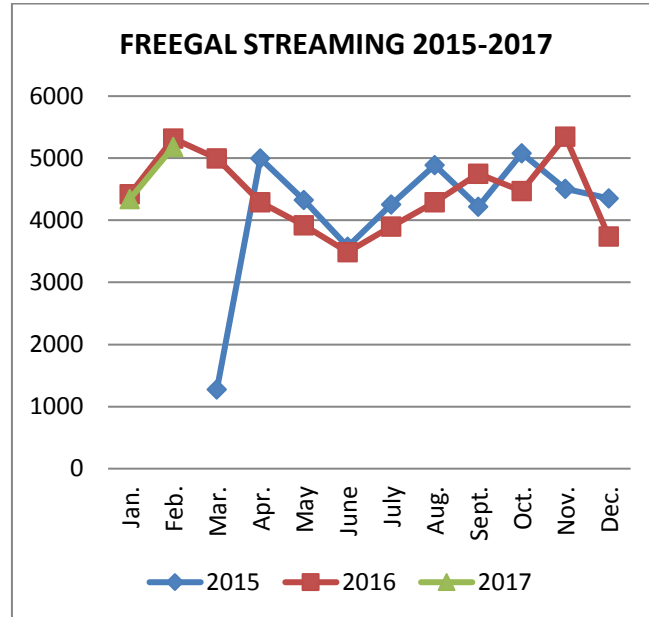


eCirculation

HOOPLA	2015	2016	2017	Rate of Change '16 - '17
Jan.	N/A	609	915	50%
Feb.	19	634	843	33%
Mar.	680	724		
Apr.	366	634		
May	466	712		
June	379	785		
July	429	858		
Aug.	408	893		
Sept.	379	1,001		
Oct.	418	1,138		
Nov.	462	1,176		
Dec.	518	1,196		
YTD	4,524	10,360		



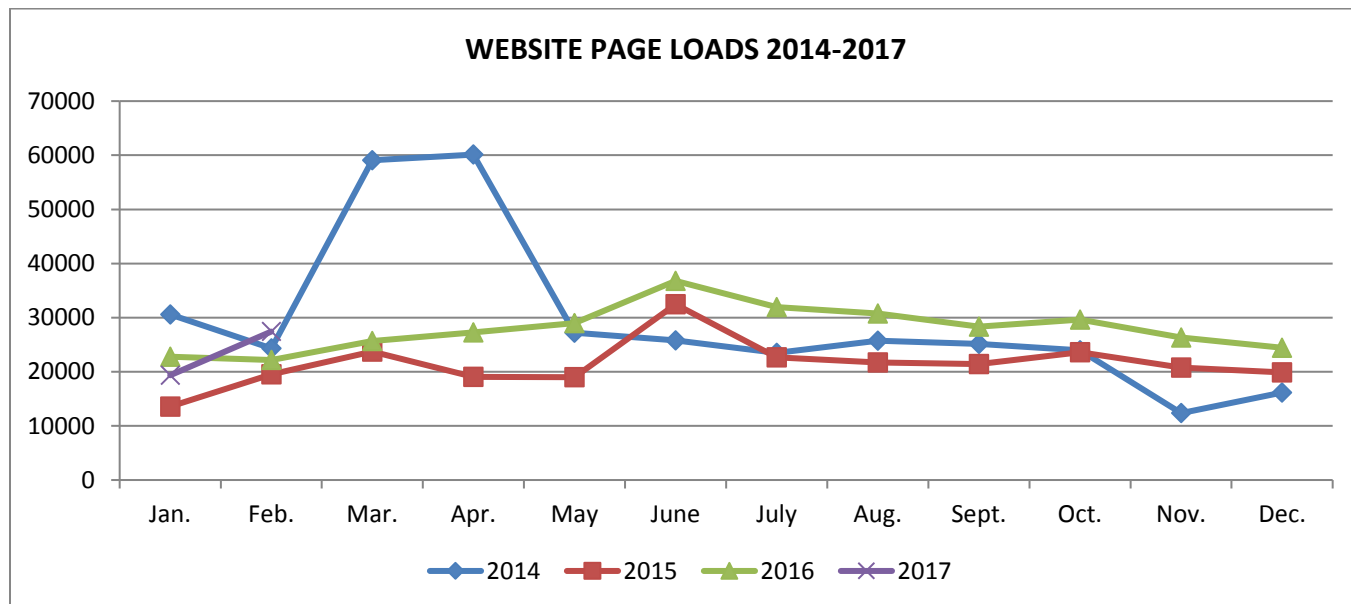
Freegal Streaming	2015	2016	2017	Rate of Change '16 - '17
Jan.	N/A	4,421	4,342	-2%
Feb.	N/A	5,315	5,184	-2%
Mar.	1,278	4,995		
Apr.	4,997	4,291		
May	4,327	3,922		
June	3,576	3,489		
July	4,254	3,900		
Aug.	4,888	4,291		
Sept.	4,221	4,749		
Oct.	5,079	4,472		
Nov.	4,506	5,349		
Dec.	4,353	3,741		
YTD	41,479	52,935		



WEBSITE PAGE LOADS

Notes: Website page loads for February 2017 showed a 24% increase from February 2016 and a 41% increase from January 2017. The average length of time patrons remain on the website is 2 minutes.

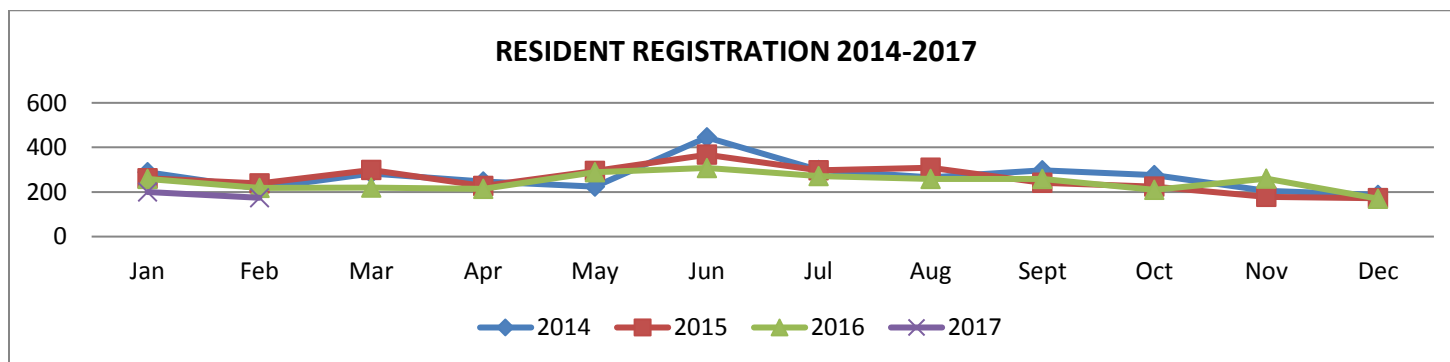
WEBSITE PAGE LOADS	2014	2015	2016	2017	Rate of Change '16 - '17
Jan.	30,560	13,576	22,786	19,356	-15%
Feb.	24,294	19,507	22,169	27,426	24%
Mar.	59,079	23,744	25,704		
Apr.	60,117	19,045	27,257		
May	27,232	19,012	29,013		
June	25,825	32,452	36,788		
July	23,477	22,663	31,920		
Aug.	25,759	21,747	30,733		
Sept.	25,165	21,422	28,317		
Oct.	23,945	23,631	29,618		
Nov.	12,362	20,791	26,329		
Dec.	16,184	19,901	24,446		
YTD	353,999	257,491	335,080		



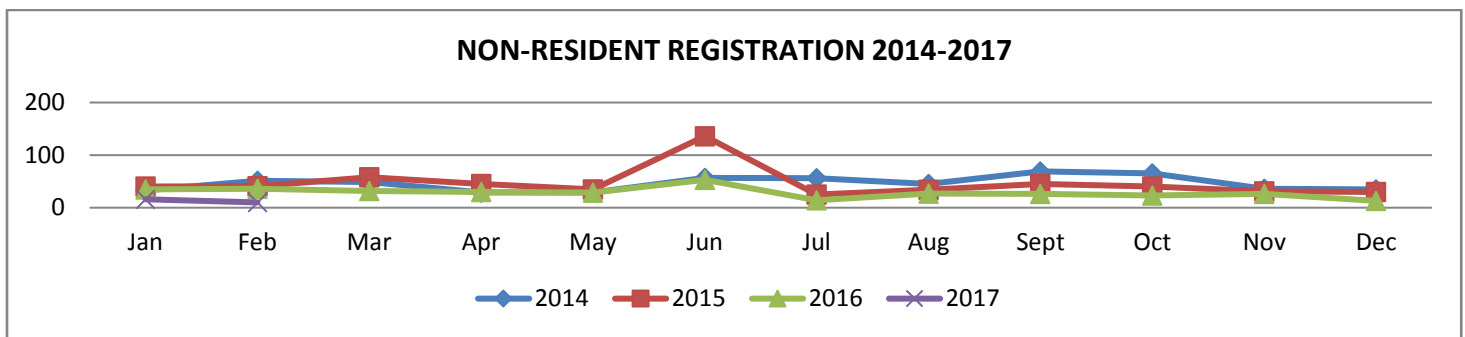
REGISTRATION

Notes: Resident and non-resident registrations for February 2017 show a decrease of 21% and 72% respectively from February 2016. The pronounced decline in non-resident registrations has prompted a reexamination of all patron registrations from January and February 2017. There is the possibility that library staff have accidentally registered non-resident students attending Richland schools as residents rather than as exempt non-residents.

RESIDENT REGISTRATION													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
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	209	260	170	2,936
2017	200	174											
Change '16 - '17	-22%	-21%											



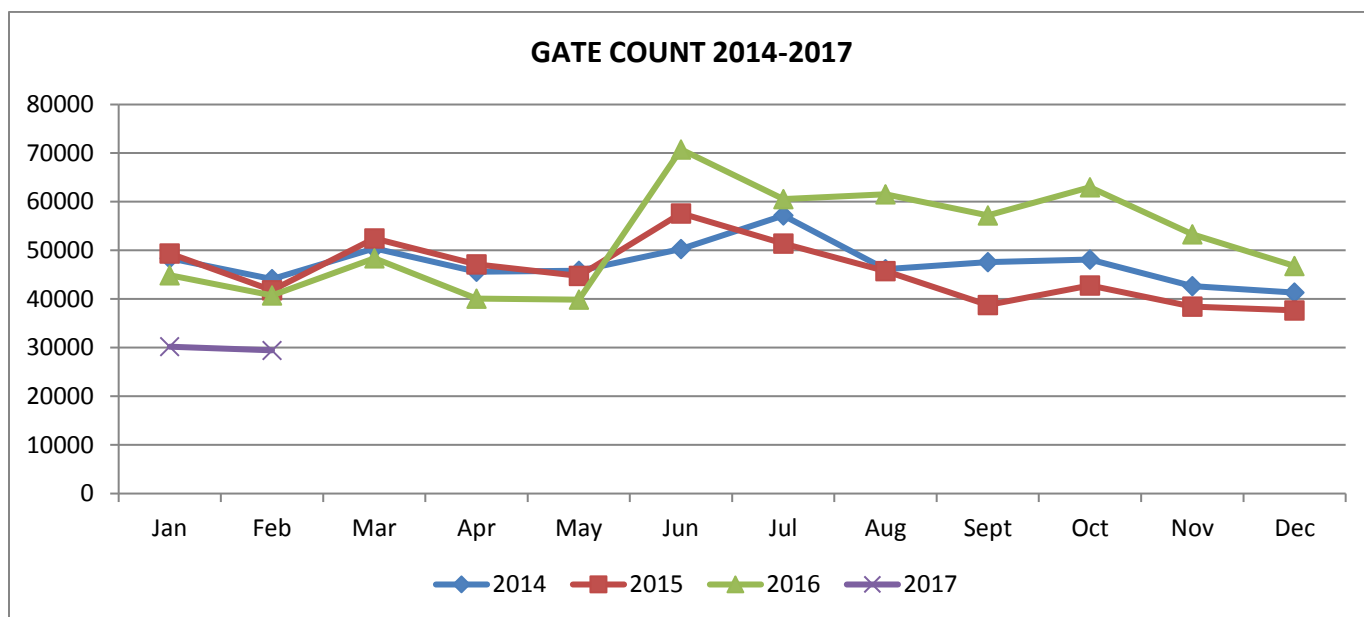
NON RESIDENT REGISTRATION													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
2014	33	51	49	29	29	57	56	45	69	65	36	35	554
2015	40	41	58	45	35	136	25	34	45	40	31	30	560
2016	35	36	32	30	29	53	14	27	26	23	26	13	344
2017	16	10											
Change '16 - '17	-54%	-72%											



GATE COUNT

Notes: Gate counts for February 2017 were lower whether compared to the previous month or February of the previous year; however, the lower number of patrons visiting the library building should be considered in relation to the number of patrons visiting our library virtually. Taken together, the numbers reveal a continued demand for library materials.

GATE COUNT	2014	2015	2016	2017	Rate of Change '16 - '17
Jan.	48,393	49,349	44,917	30,199	-33%
Feb.	44,079	41,781	40,747	29,455	-28%
Mar.	50,453	52,448	48,398		
Apr.	45,623	47,132	40,120		
May	45,804	44,737	39,870		
June	50,266	57,624	70,770		
July	57,172	51,428	60,532		
Aug.	46,170	45,745	61,519		
Sept.	47,588	38,763	57,169		
Oct.	48,130	42,786	63,007		
Nov.	42,641	38,416	53,297		
Dec.	41,326	37,676	46,789		
YTD	567,645	547,885	627,135		



LIBRARY VOLUNTEER HOURS

VOLUNTEER HOURS	2015	2016	2017	Rate of Change '16 - '17
Q1 (January, February, March)	1,058.00	1,364.75		
Q2 (April, May, June)	1,181.75	1,791.50		
Q3 (July, August, September)	1,067.50	1,804.00		
Q4 (October, November, December)	1,272.75	1,697.50		
TOTAL	4,580	6,657.75		

INTERLIBRARY LOANS

Notes: Requests from other libraries for our materials increased 15% in February 2017 as compared to February 2016. We were unable to fill 50% of February 2017 requests. It is important to note that items less than a year old are not available for interlibrary loan. Likewise, “new” and “7 day” items are not available for interlibrary loan. (Interestingly, items may be marked “7 day” if they experience a resurgence in popularity like *Fifty Shades of Grey*.) Also, items are sometimes requested that are still in processing and not yet available to our patrons. Lastly and as mentioned in the January 2017 statistics report, some items may have been withdrawn but have not been deleted from OCLC (still show as available).

Our requests to borrow items from other libraries in February 2017 was roughly equivalent to our requests in February of 2016. Other libraries filled nearly 100% of our February 2017 requests.

ILL	Requests Sent to Other Libraries			Items Filled by Other Libraries			Requests from Other Libraries			Items Sent to Other Libraries		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Jan.	28	22	23	24	14	22	254	243	293	155	135	149
Feb.	28	16	17	28	16	16	213	214	246	110	133	123
Mar.	29	21		25	23		287	186		169	124	
Apr.	29	17		30	13		231	217		173	114	
May	19	12		19	17		132	176		89	117	
June	18	12		18	12		170	225		126	158	
July	40	144		33	6		214	202		123	6	
Aug.	17	144		17	25		171	221		114	32	
Sept.	33	147		24	22		221	208		137	19	
Oct.	21	13		29	13		239	215		139	134	
Nov.*	13	98		7	11		16	118		6	18	
Dec.	10	115		21	20		129	175		90	37	
YTD	285	761		275	192		2,277	2,400		1,431	1,027	

*Did not send or receive ILL's during a two week period in November 2015 and November 2016 due to staff vacation.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 03/14/2017

Agenda Category: Approval of Bills

Prepared By:

Subject:

Approval of bills for February 1, 2017 thru February 28, 2017

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. February 2017 Revenue Report
2. February 2017 Expense Summary
3. March 2017 Claims for Payment
4. February 2017 Voucher Listing

CITY OF RICHLAND

Revenue Report for Library Accounts January 1 through February 28, 2017

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	12,000	12,000	1,054.25	2,153.45	9,846.55	17.95%	2,034.50
347220	LIBRARY: MISC CHARGES	2,200	2,200	89.50	167.70	2,032.30	7.62%	528.10
347270	LIBRARY: NON-RESIDENT FEES	5,500	5,500	425.00	860.00	4,640.00	15.64%	545.00
Total	CHARGES FOR GOODS & SVCS	19,700	19,700	1,568.75	3,181.15	16,518.85	16.15%	3,107.60
FINES & FORFEITS								
356501	LIBRARY: COURT RESTITUTION	0	0	0.00	0.00	0.00	0.00%	0.00
357360	LIBRARY COLLECTION AGENCY REFUNDS	0	0	0.00	15.00	-15.00	0.00%	195.00
359700	LIBRARY: MISC FINES	44,250	44,250	3,069.04	5,816.58	38,433.42	13.14%	7,156.06
Total	FINES & FORFEITS	44,250	44,250	3,069.04	5,831.58	38,418.42	13.18%	7,351.06
MISCELLANEOUS REVENUES								
362509	LIBRARY: BUILDING RENTAL	2,400	2,400	200.00	400.00	2,000.00	16.67%	400.00
Total	MISCELLANEOUS REVENUES	2,400	2,400	200.00	400.00	2,000.00	16.67%	400.00
TOTAL		66,350	66,350	4,837.79	9,412.73	56,937.27	14.19%	10,858.66

City of Richland Revenue Report for February 2017

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	732,686	728,835	39,638.59	83,750.39	0.00	645,084.61	11.5%	0.00		
1102	SALARIES-PART TIME	171,354	171,354	11,808.40	23,359.35	0.00	147,994.65	13.6%	0.00		
1104	SALARIES-INTERMITTENT/TEMP	57,968	57,968	2,235.52	3,939.32	0.00	54,028.68	6.8%	0.00		
1201	SALARIES & WAGES-OVERTIME	750	750	60.54	60.54	0.00	689.46	8.1%	0.00		
1302	VACATION/PTO CASHOUT	49,151	49,151	18,347.97	23,703.57	0.00	25,447.43	48.2%	0.00		
		1,011,909	1,008,058	72,091.02	134,813.17	0.00	873,244.83		0.00		
Type:	2	BENEFITS									
2101	SOCIAL SECURITY-FICA	75,081	75,081	5,374.10	9,611.20	0.00	65,469.80	12.8%	0.00		
2103	PENSION CONTRIBUTIONS-PERS	106,889	106,889	5,641.56	11,674.22	0.00	95,214.78	10.9%	0.00		
2105	INDUSTRIAL INS & MED AID	18,366	18,366	1,191.45	2,306.84	0.00	16,059.16	12.6%	0.00		
2106	UNEMPLOYMENT	1,920	1,920	144.18	269.62	0.00	1,650.38	14.0%	0.00		
2107	LIFE & DISABILITY INSURANCE	6,225	6,225	389.91	830.90	0.00	5,394.10	13.3%	0.00		
2108	DENTAL INSURANCE	23,800	23,800	1,558.70	3,259.10	0.00	20,540.90	13.7%	0.00		
2109	HEALTH INSURANCE	214,130	214,130	13,847.50	28,753.74	0.00	185,376.26	13.4%	0.00		
2110	VISION INSURANCE	3,640	3,640	238.04	497.72	0.00	3,142.28	13.7%	0.00		
2112	DEFERRED COMPENSATION	37,186	37,186	2,399.76	4,562.73	0.00	32,623.27	12.3%	0.00		
2118	POST EMPLOYEE HEALTH BENE	30,000	30,000	2,083.35	4,583.37	0.00	25,416.63	15.3%	0.00		
		517,237	517,237	32,868.55	66,349.44	0.00	450,887.56		0.00		
Type:	3	SUPPLIES									
3102	OPERATING SUPPLIES & MATERI	22,850	22,850	2,574.66	6,100.44	0.00	16,749.56	26.7%	0.00		
3105	COPIER SUPPLIES	1,000	1,000	0.00	0.00	0.00	1,000.00	0.0%	0.00		
3401	LIBRARY RESOURCES	271,500	271,500	25,002.05	71,788.91	0.00	199,711.09	26.4%	0.00		
3505	FURNITURE AND FIXTURES	0	0	0.00	0.00	0.00	0.00	0.0%	0.00		
3583	SOFTWARE-LICENSING & UPGR	66,567	66,567	0.00	16,785.32	0.00	49,781.68	25.2%	0.00		
3993	SUPPLIES - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00		
		361,917	361,917	27,576.71	94,674.67	0.00	267,242.33		0.00		
Type:	4	OTHER SERVICES & CHARGES									
4106	ARCHITECTURAL SERVICES	0	0	0.00	0.00	6,374.83	6,374.83-	0.0%	0.00		
4107	OTHER PROFESSIONAL SERVIC	800	800	1,004.55	1,004.55	0.00	204.55-	125.6%	0.00		
4135	SHARED VALUES PROGRAM	488	488	129.38	129.38	0.00	358.62	26.5%	0.00		
4201	TELEPHONE & COMM SVCS	6,240	6,240	263.24	636.64	743.73	4,859.63	22.1%	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
4202		POSTAGE	5,098	5,098	0.00	0.00	0.00	5,098.00	0.0%	0.00
4301		TRAVEL EXPENSES	7,807	11,658	3,314.40	3,314.40	0.00	8,343.60	28.4%	0.00
4504		COPIER/FAX LEASE RENTAL MAI	5,650	5,650	451.40	451.40	0.00	5,198.60	8.0%	0.00
4505		RENTALS-OTHER	5,410	5,410	458.05	458.05	0.00	4,951.95	8.5%	0.00
4601		INSURANCE	22,920	22,920	0.00	20,734.00	0.00	2,186.00	90.5%	0.00
4700		UTILITIES	63,442	63,442	4,968.84	7,831.27	0.00	55,610.73	12.3%	0.00
4802		REPAIRS AND MAINT-EQUIPMEN	5,790	5,790	0.00	0.00	0.00	5,790.00	0.0%	0.00
4806		REPAIRS AND MAINT-STRUCTUR	0	0	0.00	0.00	99,833.81	99,833.81-	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	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4903		PRINT SHOP SERVICES	700	700	0.00	0.00	0.00	700.00	0.0%	0.00
4911		OUTSIDE SVCS PROVIDED	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4912		TUITION/CONFERENCE FEES	1,200	1,200	880.00	880.00	0.00	320.00	73.3%	0.00
4913		COLLECTION SERVICES	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
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
			127,045	130,896	11,469.86	35,439.69	106,952.37	11,496.06-		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	1,020	1,020	95.70	95.70	0.00	924.30	9.4%	0.00
			1,220	1,220	95.70	95.70	0.00	1,124.30		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	115,000	115,000	0.00	0.00	0.00	115,000.00	0.0%	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
			115,000	115,000	0.00	0.00	0.00	115,000.00		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
Type:	9	INTERFUND SERVICES								
9141	INTFND SVCS - SYSTEMS DIVISI	0	0	0.00	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	0.00	0.0%	0.00
9992	DESIGNATED RESERVE	0	0	0.00	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	0.00	0.0%	0.00
9999	UNAPPROPRIATED FUND BALAN	0	0	0.00	0.00	0.00	0.00	0.00	0.0%	0.00
		0	0	0.00	0.00	0.00	0.00	0.00		0.00
Total Fund	001		2,134,328	2,134,328	144,101.84	331,372.67	106,952.37	1,696,002.96	20.5%	0.00

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

Grand Totals	2,134,328	2,134,328		144,101.84	331,372.67		106,952.37	1,696,002.96	20.5%	0.00
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RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

MARCH 2017

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 \$115,697.33 this 14th day of March 2017.

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

Voucher Listings	Amount
February 1, 2017 thru February 28, 2017	\$43,606.31
Transfer Advice (Salaries)	
Salaries for the weeks of: 02/09/17 & 02/23/17	\$72,091.02
MONTHLY EXPENSES	\$115,697.33

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: 2/1/2017 To: 2/28/2017

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001		GENERAL FUND			
Division:	303	LIBRARY			
BANK OF AMERICA		TXN00030797	242679	INGRAM BOOKS	\$18.51
		TXN00030798		INGRAM BOOKS	\$24.48
		TXN00030811		INGRAM BOOKS	\$538.94
		TXN00030820		INGRAM BOOKS	\$114.04
		TXN00030822		BLADE REPLACEMENT	\$20.30
		TXN00030823		INGRAM BOOKS	\$45.22
		TXN00030824		INGRAM BOOKS	\$255.61
		TXN00030830		BLADE REPLACEMENT	\$28.01
		TXN00030836		EVERGREEN REGISTRATION - LA TB	\$880.00
		TXN00030855		INGRAM BOOKS	\$13.01
		TXN00030860		OVERDRIVE DIGITAL	\$187.95
		TXN00030861		RECORDED BOOKS	\$403.84
		TXN00030890		AIRFARE - EVERGREEN DPA TRP# 1	\$793.60
		TXN00030894		AGENT FEE - EVERGREEN DPA TRP	\$35.00
		TXN00030898		INGRAM BOOKS	\$239.33
		TXN00030900		AIRFARE - EVERGREEN DS TRP# 17	\$793.60
		TXN00030902		AGENT FEE - EVERGREEN DS TRP#	\$35.00
		TXN00030904		AGENT FEE - EVERGREEN TB TRP#	\$35.00
		TXN00030907		AGENT FEE - EVERGREEN LA TRP#	\$35.00
		TXN00030910		AIRFARE - EVERGREEN TB TRP# 17	\$793.60
		TXN00030918		INGRAM BOOKS	\$56.74
		TXN00030922		AIRFARE - EVERGREEN LA TRP# 17	\$793.60
		TXN00030937		INGRAM BOOKS	\$256.00
		TXN00030967		INGRAM BOOKS	\$1,581.12
		TXN00031003		INGRAM BOOKS	\$2,241.90
		TXN00031004		INGRAM BOOKS	\$364.91
		TXN00031008		INGRAM BOOKS	\$108.11
		TXN00031023		OVERDRIVE DIGITAL	\$276.42
		TXN00031027		BUSINESS MODEL MTG LUNCH	\$51.42
		TXN00031037		OFFICE SUPPLIES	\$293.09
		TXN00031039		VALUE LINE DIGITAL	\$4,950.00
		TXN00031053		INGRAM BOOKS	\$1,666.44
		TXN00031065		INGRAM BOOKS	\$122.44
		TXN00031067		FIRST AID KIT	\$124.88
		TXN00031069		OFFICE SUPPLIES, FIRST AID KIT	\$238.45
		TXN00031073		INGRAM BOOKS	\$132.28
		TXN00031079		INGRAM BOOKS	\$269.82
		TXN00031087		STAFF ROOM SUPPLIES	\$129.38



City Of Richland

VL-1 Voucher Listing

From: 2/1/2017 To: 2/28/2017

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00031098	242679	LABELS, CASES, TAPE	\$763.81
		TXN00031117		CENTER POINT LARGE PRINT	\$3,232.56
		TXN00031119		INGRAM BOOKS	\$132.08
		TXN00031123		OVERDRIVE DIGITAL	\$504.92
		TXN00031124		BLACKSTONE AUDIO	\$316.54
		TXN00031128		INGRAM BOOKS	\$132.72
		TXN00031135		MIDWEST DVD	\$295.29
		TXN00031145		SUPPLIES - EM RETIREMENT PARTY	\$50.35
		TXN00031146		PROQUEST DATABASE	\$2,360.00
		TXN00031161		INGRAM BOOKS	\$181.86
		TXN00031167		SUPPLIES - EM RETIREMENT PARTY	\$11.82
		TXN00031170		STEP STOOLS	\$68.98
		TXN00031183		BUBBLE MAILER	\$26.16
		TXN00031185		OVERDRIVE DIGITAL	\$9.00
		TXN00031190		INGRAM BOOKS	\$184.28
		TXN00031193		BLACKSTONE AUDIO	\$46.30
		TXN00031203		INGRAM BOOKS	\$1,434.84
		TXN00031207		TAPE	\$128.68
		TXN00031209		BOOKMARKS	\$678.17
		TXN00031210		INGRAM BOOKS	\$144.91
		TXN00031219		EM RETIREMENT CAKE	\$37.98
		TXN00031221		MIDWEST DVD	\$102.87
		TXN00031229		OVERDRIVE DIGITAL	\$366.96
		TXN00031236		MIDWEST TAPE DVD	\$115.44
		TXN00031243		COFFEE EM RETIREMENT PARTY	\$32.58
		TXN00031256		INGRAM BOOKS	\$382.70
		TXN00031257		INGRAM BOOKS	\$54.71
		TXN00031263		PASSPORT PROTECTION PLAN	\$19.98
CASCADE NATURAL GAS CORP		01/17 61897100006	241994	NAT GAS 955 NRTHGT 12/16-01/19	\$2,862.43
CITY OF RICHLAND		01/2017 JAN	242431	CITY UTILITY BILLS/JAN 2017	\$3,256.16
FRONTIER	S017262	01/17 5099433152	242035	TELEPHONE CHARGE 1/4/17 - 2/3/	\$373.40
IDENTISYS INC		327549	242045	PRINT RIBBONS/CLEANING KITS	\$3,437.11
OCLC INC		0000513857	242564	CATALOGING SRVCS - JAN	\$1,004.55
THE GALE GROUP INC		59596655	242587	BOOKS-6 TITLES	\$154.28
		59596756		BOOKS-5 TITLES	\$136.04
		59617159		BOOKS-6 TITLES	\$148.20
		59618253		BOOKS-6 TITLES	\$147.44
		59746840		BOOKS-6 TITLES	\$150.48
VERIZON WIRELESS	P057536	9779471867	242505	Verizon Wireless Charges for	\$102.58
XEROX CORPORATION		087975280	242596	LX5-692917 BASE-JAN	\$308.03
		087975281		LX5-692943 BASE-JAN	\$143.37



City Of Richland

VL-1 Voucher Listing

From: 2/1/2017 To: 2/28/2017

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
XEROX CORPORATION		088022084	242596	LX5-692939 BASE-JAN	\$169.85
		088022085		LX5-692946 BASE-JAN	\$288.20
XO HOLDINGS LLC DBA		0288293143	242317	PHONE CHARGES 01/23-2/22/17	\$160.66
LIBRARY TOTAL****					\$43,606.31
GENERAL FUND Total ***					\$43,606.31



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

\$43,606.31

Number of Invoices

Amount

Vouchers In Richland

0

Vouchers In Tri Cities

0

Vouchers In WA

0

Vouchers Outside WA

82

\$43,606.31

Vouchers Final Total.....

82

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	\$30,613.30	70.2%
4	OTHER SERVICES & CHARGES	\$12,993.01	29.8%
Total		\$43,606.31	



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 03/14/2017

Agenda Category: New Business

Prepared By:

Subject:

STEAMspace Project Update

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:



2/22/15 ✓
CZM

CITY OF RICHLAND
CITY CLERK'S OFFICE

MS-05

Telephone (509) 942-7388

Fax (509) 942-7379

PO BOX 190 • RICHLAND, WA 99352 • CI.RICHLAND.WA.US

February 19, 2015

David Mitchell
102 MacArthur Street
Richland, WA 99354

RE: Revised Term of Service Expiration Date

Dear David Mitchell:

Thank you for your dedication to Richland's City government and its citizens by your service on one of the City's boards, commissions and committees (BCCs). Your willingness to volunteer your time and talents for the enrichment of our community is especially admirable given this very busy day and age.

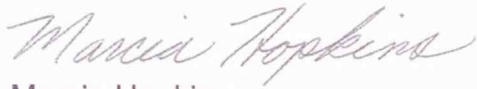
The purpose of this letter is to notify you of an important change City Council recently approved to align the term of service expiration dates for the City's various boards, commissions and committees.

Until recently, the terms for each board, commission, or committee began and ended at various times throughout the year, which required the City Clerk's Office to spend considerable time year-round recruiting for the open positions. In an effort to streamline the process and reduce the resources necessary for recruitment, staff recommended that Council consolidate the City's recruitment efforts into two distinct periods per year, occurring in March and September. City Council accepted staff's recommendation and approved this change by Resolution No. 30-15, on February 17, 2015.

To accommodate this new schedule and align the term expiration dates, a BCC member may be asked to serve a few months *more or less* of their term. For example, if a Lodging Tax Advisory Committee member's term expiration date was July 31, 2015, the new expiration date will be September 30, 2015, and the member will be asked to serve two additional months until the new expiration date is reached. The converse may also be true, where a member's term might be shortened by implementation of the new schedule. Although shortened terms for some may be an unfortunate consequence of this one-time alignment, members are encouraged to reapply for appointment to their respective board, commission, or committee if they have not reached their term limit. All aspects of reapplying or retiring from the BCC positions remain the same.

The new term expiration schedule for your entity is attached. Please contact your BCC Staff Liaison if you have any questions regarding this new schedule.

Sincerely,

A handwritten signature in cursive script that reads "Marcia Hopkins".

Marcia Hopkins
City Clerk

Enclosure BCC Term Expiration Schedule

DRM ✓
2/22/15

Library Board

Position No.	Member Name	Old Term Expiration Date	New Term Expiration Date	Plus or Minus	Term Limit
1	Sally O'Neal	12/31/2015	9/30/2015	- 3 Months	
2	Jana Kay Lunstad Chair	12/31/2016	9/30/2016	- 3 Months	
3	Andrea Aebersold	12/31/2017	9/30/2017	- 3 Months	
4	Sriram Somasundaram	12/31/2019	9/30/2019	- 3 Months	
5	David Mitchell	12/31/2018	9/30/2018	- 3 Months	

9/30/20