



AGENDA

Richland Public Library Board
Library Board Room - 955 Northgate Drive
July 8, 2014 5:30 – 6:30 PM

Board Members: Chair Jana Kay Lunstad, Vice-Chair Sriram Somasundaram, Board Members Andrea Aebersold, Duke Mitchell, and Sally O'Neal

Liaisons: City Council Liaison Sandra Kent and Library Manager Ann Roseberry

Call to Order / Attendance: *(Approved by Motion)*

Introduction of Guests:

Approval of the Agenda: *(Approved by Motion)*

Approval of the Minutes: *(Approved by Motion)*

Report of the Library Manager:

Public Comments: *(Please limit comments to three (3) minutes per person and not more than (15) minutes per topic.)*

Approval of Bills: *(Approved by Motion)*

Unfinished Business:

1. Three Boards

New Business:

1. Budget
2. Policy revisions

Round Robin:

Agenda Items for Upcoming Board Meeting

Adjournment:

Next Regular Meeting of the Richland Library Board is Tuesday, August 12, 2014



MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
June 10, 2014 5:30 – 6:30 PM

CALL TO ORDER:

Chair Lunstad called the meeting to order at 5:36 p.m.

ATTENDANCE:

Chair Lunstad, Board members Aebersold, Mitchell and O'Neal were present. Vice Chair Somasundaram was excused. Council Liaison Kent was present. Library Manager Roseberry and Brianna Hoffman were present.

INTRODUCTION OF GUESTS:

Chair of the Library Foundation, Annanaomi Sams, was present.

BOARD MEMBER O'NEAL MOVED AND BOARD MEMBER MITCHELL SECONDED THE MOTION TO APPROVE THE CALL TO ORDER AND ATTENDANCE. THE MOTION CARRIED 4-0.

APPROVAL OF AGENDA:

BOARD MEMBER MITCHELL MOVED AND BOARD MEMBER O'NEAL SECONDED THE MOTION TO APPROVE THE AGENDA AS AMENDED. THE MOTION CARRIED 4-0.

APPROVAL OF MINUTES:

BOARD MEMBER MITCHELL MOVED AND BOARD MEMBER AEBERSOLD SECONDED THE MOTION TO APPROVE THE MINUTES OF MAY 2014 AS AMENDED. THE MOTION CARRIED 4-0.

REPORT OF THE LIBRARY MANAGER:

Attached

PUBLIC COMMENTS:

No public comments

APPROVAL OF BILLS:

BOARD MEMBER MITCHELL MOVED AND BOARD MEMBER O'NEAL SECONDED THE MOTION TO APPROVE THE CLAIMS FOR PAYMENT FOR APRIL 2014 IN THE AMOUNT OF \$122,233.35. THE MOTION CARRIED 4-0.

BOARD MEMBER MITCHELL MOVED AND BOARD MEMBER O'NEAL SECONDED THE MOTION TO APPROVE THE CLAIMS FOR PAYMENT FOR JUNE 2014 IN THE AMOUNT OF \$158,011.93. THE MOTION CARRIED 4-0.

UNFINISHED BUSINESS:

E cards

The manager reported that three non-resident eCards had been sold. The service will be marketed again at the beginning of the school year. That PR will include a reminder to Richland residents that they have all online services as a part of being card holders. It is possible to issue a resident card without the applicant appearing in the Library if proof of residence can be given. This option will not be marketed, but will be available.

NEW BUSINESS:

Three Boards Meeting

Thursday, August 14, has been set for the meeting. The three Boards can convene at 5 p.m. for a light supper. The meeting will begin at 5:30 and conclude at 6:30. The chairs of the Friends and Foundation have been invited to suggest agenda items. The Library Board received a copy of the agenda and minutes of the 2013 Three Boards meeting for review. The agenda for the 2014 meeting will be discussed at the July Library Board meeting.

ROUND ROBIN:

Board members O'Neal and Lunstad will be on travel and will miss the July meeting. The manager will confirm with Vice Chair Somasundaram that he can attend, so there will be a quorum for July.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

ADJOURNMENT:

Chair Lunstad adjourned the meeting at 6:16 p.m.

Next Regular Meeting of the Richland Library Board is Tuesday, July 8, 2014 at 5:30 p.m.

Submitted by: Ann Roseberry, Library Manager

Reviewed by: Library Manager Ann Roseberry

Minutes Approved on: _____



LIBRARY MANAGER'S REPORT

Richland Public Library Board
July 2014

Library Foundation

The Foundation met June 12. Chair Lunstad attended the meeting.

Friends of the Library

The Friends did not meet in June. They will meet again July 28.

Statistics:

Attached

The volunteer hours for the second quarter of 2014 totaled 929.25, compared to 980.75 for the same time period in 2013.

Revenue / Expense / Voucher Listing:

Revenue

Fines continue under projection, which means that materials are coming back in a timely manner. We will adjust our revenue projections for 2015 to account for that.

Expense

A few lines show over 50% (Travel and Operating Supplies) but they are on track for end of year balance.

Voucher Listing

Travel included the Washington Library Association Conference, the State Archives in Ellensburg, and libraries using RFID (radio frequency identification for inventory and circulation). Some of the damaged tables were removed and replaced. That expense was charged to the fund created for table replacement.

Policies

The packet includes updates to existing Library policies. The changes, primarily text or operational, are highlighted for Board review. The updates will be a decision item at the August Library Board meeting.

Budget

The budget worksheet will be submitted on July 8. The draft budget will be distributed at the July 8 meeting.

Fin-6 City of Richland Revenue Report

Fund 110 LIBRARY								
Basub Ele	Account Description	Orig.Budget	Adj.Budget	Monthly Receipts	Y-T-D	Uncollected Revenue	Percent Collected	Previous Y-T-D
	308000 BEGINNING FUND BALANCE	811,325	811,325	0.00	0.00	811,325.00	0.0%	0.00
Total		811,325	811,325	0.00	0.00	811,325.00	0.0%	0.00
	INTERGOVERNMENTAL REVENUES							
	334570 CONTINUING EDUCATION GRANT	0	0	0.00	0.00	0.00	0.0%	0.00
Total	INTERGOVERNMENTAL REVENUES	0	0	0.00	0.00	0.00	0.0%	0.00
	CHARGES FOR GOODS & SVCS							
	341691 COPY SERVICES-LIBRARY	12,000	12,000	0.00	6,201.57	5,798.43	51.7%	5,807.90
	347220 MISC LIBRARY CHARGES	4,500	4,500	0.00	2,123.60	2,376.40	47.2%	1,797.00
	347270 NON-RESIDENT FEES	11,500	11,500	0.00	2,125.00	9,375.00	18.5%	3,395.00
Total	CHARGES FOR GOODS & SVCS	28,000	28,000	0.00	10,450.17	17,549.83	37.3%	10,999.90
	FINES & FORFEITS							
	356500 COURT ORDERED RESTITUTION	0	0	0.00	269.22	269.22-	0.0%	0.00
	357360 COLLECTION AGENCY FEE	0	0	0.00	900.00	900.00-	0.0%	68.00
	359700 LIBRARY FINES	52,000	52,000	20.94-	18,778.58	33,221.42	36.1%	23,491.00
Total	FINES & FORFEITS	52,000	52,000	20.94-	19,947.80	32,052.20	38.4%	23,559.00
	MISCELLANEOUS REVENUES							
	361100 INVESTMENT INTEREST	12,000	12,000	0.00	4,207.70	7,792.30	35.1%	5,546.85
	362510 SPACE & FACILITIES RENTALS L/T	1,800	1,800	180.00	1,080.00	720.00	60.0%	450.00
	362800 CONCESSION PROCEEDS	0	0	0.00	0.00	0.00	0.0%	92.21
	366900 MISC INTERDEPT REV	0	0	0.00	0.00	0.00	0.0%	0.00
	367110 GIFTS FROM PRIVATE SOURCES	0	0	0.00	0.00	0.00	0.0%	0.00
	369100 SALE OF SALVAGE	0	0	0.00	0.00	0.00	0.0%	0.00
	369400 JUDGEMENTS & SETTLEMENTS	0	0	0.00	0.00	0.00	0.0%	0.00
	369810 CASH OVERAGES & SHORTAGES	0	0	0.00	30.40-	30.40	0.0%	2.60
	369900 OTHER MISC REVENUE	750	750	0.00	4.19	745.81	0.6%	9,108.74
	369952 REIMBURSE EXPEND-JURY	0	0	0.00	30.00	30.00-	0.0%	0.00
Total	MISCELLANEOUS REVENUES	14,550	14,550	180.00	5,291.49	9,258.51	36.4%	15,200.40
	NONREVENUES							
	387381 RES EQ TRF FROM LIBR CONST 381	0	0	0.00	0.00	0.00	0.0%	0.00
	387520 RES EQ TRF FROM EMP BENEFIT	48,245	0	0.00	0.00	0.00	0.0%	0.00
Total	NONREVENUES	48,245	0	0.00	0.00	0.00	0.0%	0.00
	OTHER FINANCING SOURCES							
	397001 OP TRANS IN-GENERAL FUND	1,854,000	1,854,000	154,500.00	927,000.00	927,000.00	50.0%	927,000.00
	397381 OP TRANS IN-LIBRARY CONSTR	0	0	0.00	0.00	0.00	0.0%	0.00

Fin-6 City of Richland Revenue Report

Fund	110	LIBRARY			Monthly		Uncollected	Percent	Previous
Basub Ele		Account Description	Orig.Budget	Adj.Budget	Receipts	Y-T-D	Revenue	Collected	Y-T-D
	397520	OP TRANS IN-EMP BENEFIT	0	48,245	0.00	48,245.00	0.00	100.0%	0.00
Total		OTHER FINANCING SOURCES	1,854,000	1,902,245	154,500.00	975,245.00	927,000.00	51.3%	927,000.00
Total		LIBRARY	2,808,120	2,808,120	154,659.06	1,010,934.46	1,797,185.54	36.0%	976,759.30

Fin-6 City of Richland Revenue Report

Fund	110	LIBRARY							
Basub	Ele	Account Description	Orig.Budget	Adj.Budget	Monthly Receipts	Y-T-D	Uncollected Revenue	Percent Collected	Previous Y-T-D
		Grand Total	2,808,120	2,808,120	154,659.06	1,010,934.46	1,797,185.54	36.0%	976,759.30

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

Fund	110	LIBRARY	Orig.Budget	Adj.Budget	Current Month	Y-T-D	Current Encumbered	Unencumbered Balance	Y-T-D % Committed	Previous Y-T-D
Type:		0								
0900		PRIOR PERIOD ADJUSTMENTS	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
Type:		1 SALARIES								
1101		SALARIES & WAGES-REGULAR	799,252	799,252	57,334.80	401,165.95	0.00	398,086.05	50.2%	397,059.82
1102		SALARIES-PART TIME	248,825	248,825	13,578.90	91,271.55	0.00	157,553.45	36.7%	99,036.89
1201		SALARIES & WAGES-OVERTIME	800	800	0.00	0.00	0.00	800.00	0.0%	0.00
1302		VACATION/PTO CASHOUT	23,403	23,403	0.00	18,783.20	0.00	4,619.80	80.3%	20,393.80
			1,072,280	1,072,280	70,913.70	511,220.70	0.00	561,059.30		516,490.51
Type:		2 BENEFITS								
2101		SOCIAL SECURITY-FICA	82,188	82,188	5,373.06	38,171.28	0.00	44,016.72	46.4%	38,751.16
2103		PENSION CONTRIBUTIONS-PERS	92,227	92,227	6,009.40	40,577.03	0.00	51,649.97	44.0%	32,991.42
2105		INDUSTRIAL INS & MED AID	7,524	7,524	518.89	3,437.78	0.00	4,086.22	45.7%	3,305.21
2106		UNEMPLOYMENT	4,695	4,695	309.24	2,229.28	0.00	2,465.72	47.5%	2,252.30
2107		LIFE & DISABILITY INSURANCE	8,982	8,982	598.78	3,783.68	0.00	5,198.32	42.1%	3,841.92
2108		DENTAL INSURANCE	21,490	21,490	1,662.96	10,617.36	0.00	10,872.64	49.4%	10,234.56
2109		HEALTH INSURANCE	242,802	242,802	18,787.86	119,953.26	0.00	122,848.74	49.4%	121,398.48
2110		VISION INSURANCE	3,528	3,528	273.39	1,745.49	0.00	1,782.51	49.5%	1,766.52
2112		DEFERRED COMPENSATION	44,695	44,695	2,880.56	19,497.50	0.00	25,197.50	43.6%	20,086.53
2118		POST EMPLOYEE HEALTH BENE	29,810	29,810	2,235.78	13,368.78	0.00	16,441.22	44.8%	14,599.20
			537,941	537,941	38,649.92	253,381.44	0.00	284,559.56		249,227.30
Type:		3 SUPPLIES								
3101		OFFICE SUPPLIES	0	0	0.00	51.78	0.00	51.78	0.0%	0.00
3102		OPERATING SUPPLIES & MATERI	32,850	32,850	5,296.86	20,720.99	0.00	12,129.01	63.1%	14,182.98
3105		COPIER SUPPLIES	800	800	0.00	379.40	0.00	420.60	47.4%	0.00
3583		SOFTWARE -LICENSING -UPGRA	39,560	39,560	2,070.70	38,852.17	0.00	707.83	98.2%	25,845.34
3993		SUPPLIES - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			73,210	73,210	7,367.56	60,004.34	0.00	13,205.66		40,028.32
Type:		4 OTHER SERVICES & CHARGES								
4107		OTHER PROFESSIONAL SERVIC	25,680	25,680	1,506.93	14,913.54	0.00	10,766.46	58.1%	11,252.48
4135		SHARED VALUES PROGRAM	488	488	56.29	195.55	0.00	292.45	40.1%	457.50

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

Fund	110	LIBRARY	Orig.Budget	Adj.Budget	Current Month	Y-T-D	Current Encumbered	Unencumbered Balance	Y-T-D % Committed	Previous Y-T-D
4201		TELEPHONE & COMM SVCS	6,900	6,900	538.49	3,768.22	0.00	3,131.78	54.6%	3,434.26
4202		POSTAGE	4,000	4,000	255.06	2,269.86	0.00	1,730.14	56.7%	115.68
4301		TRAVEL EXPENSES	6,535	6,535	889.36	3,977.37	0.00	2,557.63	60.9%	5,162.33
4504		COPIER/FAX LEASE RENTAL MAI	3,240	3,240	233.58	1,057.76	0.00	2,182.24	32.6%	1,471.82
4505		RENTALS-OTHER	6,000	6,000	370.80	2,336.10	0.00	3,663.90	38.9%	2,336.51
4601		INSURANCE	41,988	41,988	0.00	40,886.00	0.00	1,102.00	97.4%	38,359.00
4700		UTILITIES	62,240	62,240	3,690.04	21,103.48	0.00	41,136.52	33.9%	20,941.66
4802		REPAIRS AND MAINT-EQUIPMEN	4,097	4,097	0.00	963.87	0.00	3,133.13	23.5%	2,379.66
4806		REPAIRS AND MAINT-STRUCTUR	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4902		DUES & SUBSCRIPTIONS	783	783	0.00	783.00	0.00	0.00	100.0%	0.00
4903		PRINT SHOP SERVICES	400	400	0.00	145.62	0.00	254.38	36.4%	204.95
4912		TUITION/CONFERENCE FEES	3,406	3,406	35.00	1,435.00	0.00	1,971.00	42.1%	2,613.00
4913		COLLECTION SERVICES	3,222	3,222	653.35	1,485.70	0.00	1,736.30	46.1%	1,002.40
4993		SERVICES & CHARGES PIP AWA	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			168,979	168,979	8,228.90	95,321.07	0.00	73,657.93		89,731.25
Type:	5	INTERGOVERNMENTAL SERVICES								
5117		INTERLIBRARY SVCS	200	200	0.00	83.00	0.00	117.00	41.5%	0.00
5301		STATE TAXES	2,100	2,100	87.70	546.60	0.00	1,553.40	26.0%	377.35
			2,300	2,300	87.70	629.60	0.00	1,670.40		377.35
Type:	6	CAPITAL								
6406		FURNITURE & FIXTURES > \$5,000	0	0	0.00	11,061.42	0.00	11,061.42-	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	216,500	216,500	14,399.06	125,233.73	0.00	91,266.27	57.8%	116,039.72
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%	42,523.16
6993		CAPITAL - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			216,500	216,500	14,399.06	136,295.15	0.00	80,204.85		158,562.88
Type:	9	INTERFUND SERVICES								
9141		INTFND SVCS - SYSTEMS DIVISI	500	500	0.00	0.00	0.00	500.00	0.0%	0.00
9986		FACILITY MAINTENANCE RESER	548,951	548,951	0.00	0.00	0.00	548,951.00	0.0%	0.00

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

Fund	110	LIBRARY	Orig.Budget	Adj.Budget	Current Month	Y-T-D	Current Encumbered	Unencumbered Balance	Y-T-D % Committed	Previous Y-T-D
9992		DESIGNATED RESERVE	99,755	99,755	0.00	0.00	0.00	99,755.00	0.0%	0.00
9993		PIP RESERVE	5,679	5,679	0.00	0.00	0.00	5,679.00	0.0%	0.00
9999		OTHER EXPENSES/RESERVE	82,025	82,025	0.00	0.00	0.00	82,025.00	0.0%	0.00
			736,910	736,910	0.00	0.00	0.00	736,910.00		0.00
Total Fund	110		2,808,120	2,808,120	139,646.84	1,056,852.30	0.00	1,751,267.70	37.6%	1,054,417.61

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

Grand Totals	2,808,120	2,808,120		139,646.84	1,056,852.30		0.00	1,751,267.70	37.6%	1,054,417.61
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RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

JULY 2014

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 \$99,030.19 this 8th day of July 2014.

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

Voucher Listings	Amount
June 1, 2014 through June 30, 2014	\$28,116.49
Interdepartmental Billings	
None	\$0.00
Transfer Advice (Salaries)	
Salaries for the weeks of 06/05/14 & 06/19/14	\$70,913.70
TOTAL MONTHLY EXPENSES	\$99,030.19

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: 6/1/2014 To: 6/30/2014

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 110		LIBRARY			
Division:	303	LIBRARY			
BANK OF AMERICA		TXN00016785	213145	ENVELOPES	\$74.71
		TXN00016786		BACKUPIFY-LIBRARY	\$3.75
		TXN00016790		CD/DVD Disc Repairer	\$1,799.00
		TXN00016793		INGRAM BOOKS	\$71.85
		TXN00016796		THE INSTITUTE FOR CAREER RESEA	\$347.50
		TXN00016800		INGRAM BOOKS	\$507.14
		TXN00016801		ENVELOPES	\$82.95
		TXN00016810		INGRAM BOOKS	\$606.04
		TXN00016822		INGRAM BOOKS	\$299.74
		TXN00016823		INGRAM BOOKS	\$108.49
		TXN00016824		INGRAM BOOKS	\$1,127.06
		TXN00016834		OFFICE SUPPLIES	\$179.62
		TXN00016845		INGRAM BOOKS	\$48.87
		TXN00016847		BATTERIES	\$18.95
		TXN00016854		OFFICE SUPPLIES	\$29.18
		TXN00016865		WLA AWARDS BANQUET - AR TRIP #	\$35.00
		TXN00016870		TOPSPIN MEDIA DVD	\$67.17
		TXN00016871		DISPLAYS	\$783.54
		TXN00016872		OFFICE SUPPLIES	\$24.31
		TXN00016875		INGRAM BOOKS	\$33.09
		TXN00016904		INGRAM BOOKS	\$95.39
		TXN00016911		INGRAM BOOKS	\$881.29
		TXN00016918		INGRAM BOOKS	\$410.27
		TXN00016942		INGRAM BOOKS	\$556.89
		TXN00016950		GROMMETS	\$107.00
		TXN00016952		RECORDED BOOKS	\$98.50
		TXN00016954		INGRAM BOOKS	\$217.92
		TXN00016955		RCC & LIBRARY POTLUCK	\$56.29
		TXN00016956		RECORDED BOOKS	\$180.74
		TXN00016957		WLA CONFERENCE DS #14-101 & BH	\$237.20
		TXN00016960		RECORDED BOOKS	\$84.00
		TXN00016961		RECORDED BOOKS	\$330.40
		TXN00016964		INGRAM BOOKS	\$231.80
		TXN00016974		AMAZON BOOKS	\$171.37
		TXN00016996		INGRAM BOOKS	\$150.59
		TXN00016999		STAFF ROOM SUPPLIES	\$120.29
		TXN00017015		INGRAM BOOKS	\$919.72
		TXN00017025		INGRAM BOOKS	\$20.77



City Of Richland

VL-1 Voucher Listing

From: 6/1/2014 To: 6/30/2014

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount	
BANK OF AMERICA		TXN00017026	213145	OVERDRIVE DIGITAL BOOKS	\$1,191.24	
		TXN00017028		AMAZON BOOKS	\$12.00	
		TXN00017034		INGRAM BOOKS	\$353.94	
		TXN00017042		INGRAM BOOKS	\$68.09	
		TXN00017043		EBSCO DATABASE SUBSCRIPTION	\$1,109.00	
		TXN00017045		INGRAM BOOKS	\$264.43	
		TXN00017048		BAKER & TAYLOR BOOKS	\$143.87	
		TXN00017057		AMAZON BOOKS	\$65.30	
		TXN00017061		AMAZON BOOKS	\$187.91	
		TXN00017067		BAKER & TAYLOR BOOKS	\$12.95	
		TXN00017069		BAKER & TAYLOR BOOKS	\$19.59	
		TXN00017071		GALE/CENAGE BOOKS	\$834.33	
		TXN00017074		INGRAM BOOKS	\$29.23	
		TXN00017076		INGRAM BOOKS	\$109.06	
		TXN00017094		INGRAM BOOKS	\$531.16	
		TXN00017096		INGRAM BOOKS	\$1,307.14	
		TXN00017126		INGRAM BOOKS	\$268.58	
		TXN00017141		OFFICE SUPPLIES	\$39.14	
		TXN00017148		BACKUPIFY-LIBRARY	\$3.75	
CASCADE NATURAL GAS CORP		5/14-61897100006	212809	NAT GAS 955 NORTHGATE	\$19.58	
CITY OF RICHLAND		14-102 HOFFMAN	213013	WLA CONF/WENATCHEE/HOFFMAN	\$193.52	
		5/2014 MAY	213180	CITY UTILITY BILLS MAY 2014	\$3,670.46	
		INV-US-17132	213301	INSTALL MOBILE PRINT SERVICE	\$300.00	
ENVISION WARE INC	S015792	6/14-509-943-3152	213503	TELEPHONE CHARGES 6/4/14-7/3/1	\$394.97	
FRONTIER		14-221 HUDSON	213638	ARCHIVES TOUR/ELLENSBURG	\$13.00	
HUDSON, ROBIN		211614	213322	RIBBONS/CLEANING KITS	\$1,996.98	
IDENTISYS INC		14-275 MCMAKIN	213443	INW COLLECTION/DAYTON/MCMAKIN	\$13.00	
MCMAKIN, JUDITH A		14-284 MOKLER	213445	LIBRARY TOURS/MOKLER	\$374.64	
MOKLER, EARLENE		0000325998	213348	CATALOGING SRVCS-MAY 2014	\$941.57	
OCLC INC		2014-0611-15	213534	ONLINE SUBSCRIPT-BIRDS OF NA	\$250.00	
ORNITHOLOGY BNA ONLINE		5/14-1127-9365	213543	POSTAGE 5/1-5/31/14	\$255.06	
PITNEY BOWES PURCHASE POWER		00004033	213373	K20 NETWORK ISP 1ST QTR 2014	\$145.36	
SECRETARY OF STATE		14-101 SILLER	213093	WLA CONF/WENATCHEE/SILLER	\$58.00	
SILLER, DAURICE		L-1444	213392	MOVE TABLES @ LIBRARY	\$390.00	
TRI CITY UNITED INC DBA		254925	212972	COLLECTION SRVCS-APRIL	\$492.25	
UNIQUE MANAGEMENT SERVICES INC		256720	213395	COLLECTIONS SRVCS-MAY	\$161.10	
WASHINGTON STATE PATROL		I14008834	213584	VOLUNTEER BACKGROUND CHECKS	\$30.00	
XEROX CORPORATION		701756948	213409	W5225 BASE CHRGS-APRIL	\$370.80	
		701756949		W5255 BASE CHRGS-APRIL	\$233.58	
XO HOLDINGS LLC DBA			0267648592	213132	PHONE CHARGES 5/23-6/22/14	\$143.52
LIBRARY TOTAL ****					\$28,116.49	



City Of Richland

VL-1 Voucher Listing

From: 6/1/2014 To: 6/30/2014

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
LIBRARY Total ***					\$28,116.49



City Of Richland
VL-1 Voucher Listing

From: 6/1/2014 To: 6/30/2014

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
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Invoice Total: **** \$28,116.49

	Number of Invoices	Amount
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Vouchers In Richland	1	\$390.00
Vouchers In Tri Cities	0	
Vouchers In WA	2	
Vouchers Outside WA	75	\$27,551.13
Vouchers Final Total.....	78	

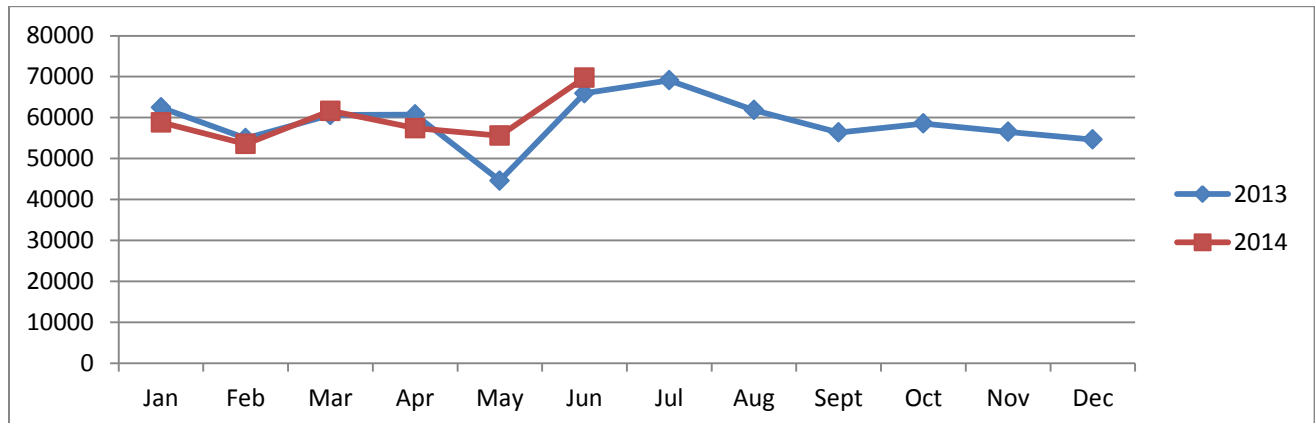
Ob ject Category	Title	Total	Percentage
3	SUPPLIES	\$5,563.17	19.79%
4	OTHER SERVICES & CHARGES	\$8,228.90	29.27%
	MACHINERY & EQUIPMENT	\$14,324.42	50.95%
	Total	\$28,116.49	

CIRCULATION					
Mo.	2011	2012	2013	2014	Rate of Change ('13 to '14)
Jan.	66,362	59,907	62,474	58,823	-6%
Feb.	59,027	64,259	54,977	53,545	-3%
Mar.	67,598	65,141	60,642	61,638	2%
Apr.	60,892	56,672	60,764	57,436	-5%
May	61,628	59,458	44,622	55,582	24%
June	72,743	72,029	65,961	69,778	6%
July	71,720	73,774	69,107		
Aug.	73,259	67,877	61,855		
Sept.	60,329	60,317	56,373		
Oct.	63,394	61,195	58,575		
Nov.	59,976	58,524	56,531		
Dec.	57,976	57,171	54,646		
Total	774,840	756,324	706,527	356,802	

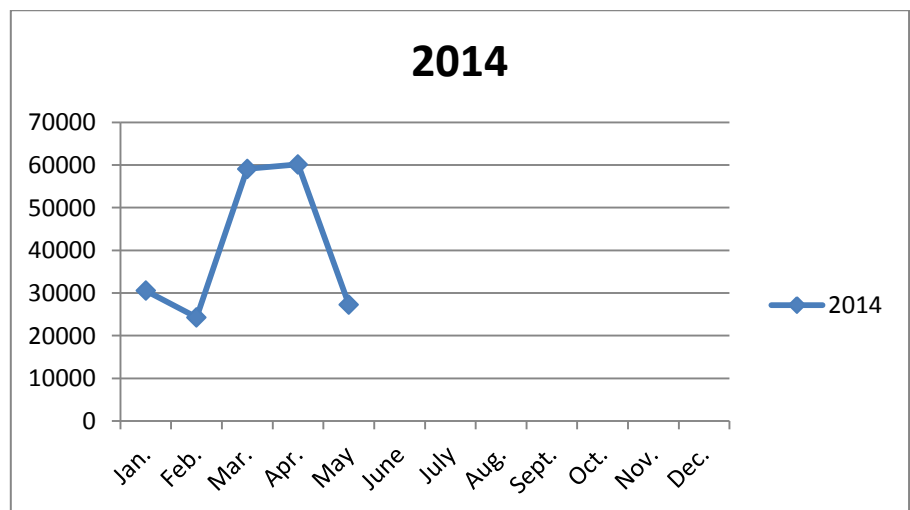
Notes: There was a 6% increase in circulation from June of 2013 to June of 2014.

There was also a 26% increase in circulation from May 2014 to June 2014. This can most likely be attributed to the Summer Reading Program, but it has been wonderful to be so busy!

We are on target to exceed 2013's total circulation by a projected 1% for total circulation in 2014.



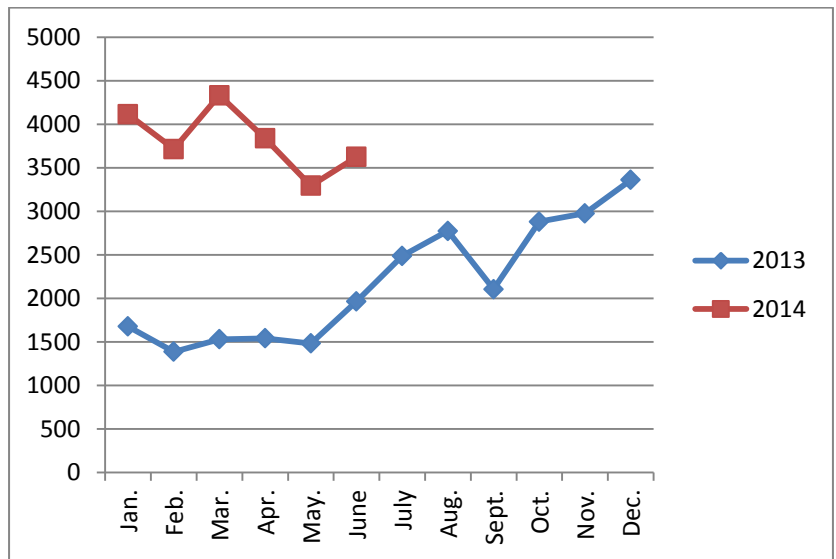
WEB SITE PAGE LOADS		
Month	2014	Rate of Change
January	30,560	NA
February	24,294	-20%
March	59,079	143%
April	60,117	2%
May	27,232	-54%
June	N/A	
July		
August		
September		
October		
November		
December		
Total	201,282	



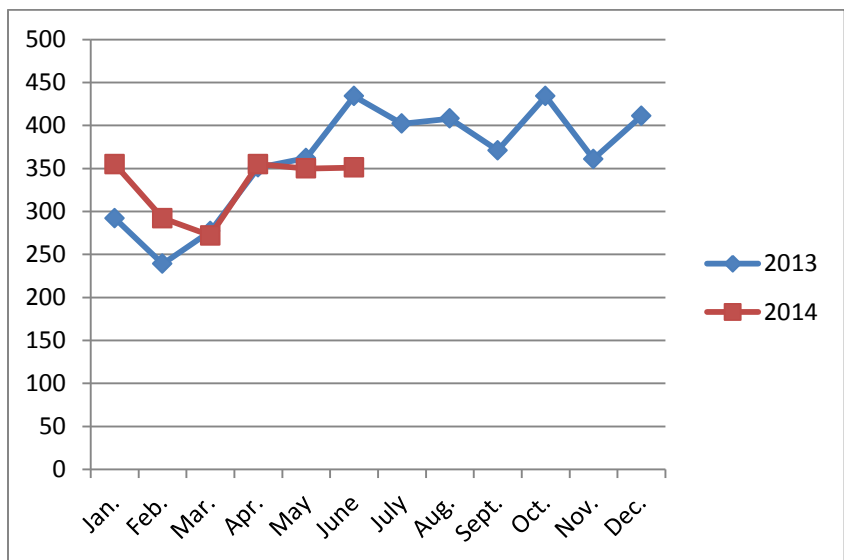
Notes: Website page loads stats were unavailable at the time of report submission. A verbal report will be given at the July 8th meeting.

eCIRCULATION 2014												
Month	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Overdrive	4,114	3,714	4,333	3,838	3,294	3,624						
OneClick	355	292	272	355	350	351						
Zinio	896	1,611	673	477	592							
Freegal	1,317	1,312	1,585	1,437	1,393	1,230						

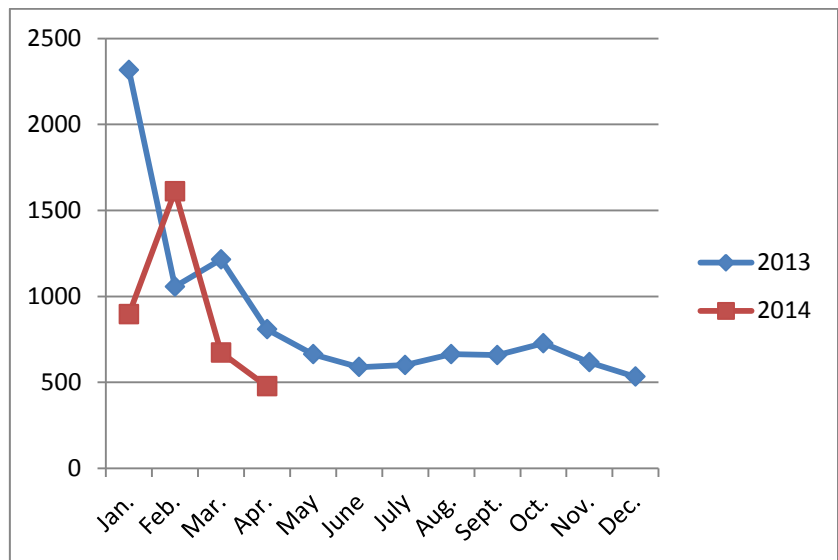
OVERDRIVE	2013	2014	Rate of Change '13-'14
Jan.	1,676	4,114	145%
Feb.	1,387	3,714	168%
Mar.	1,530	4,333	183%
Apr.	1,541	3,838	149%
May	1,482	3,294	122%
June	1,966	3,624	84%
July	2,487		
Aug.	2,773		
Sept.	2,105		
Oct.	2,881		
Nov.	2,976		
Dec.	3,360		
TOTAL	26,164	22,917	



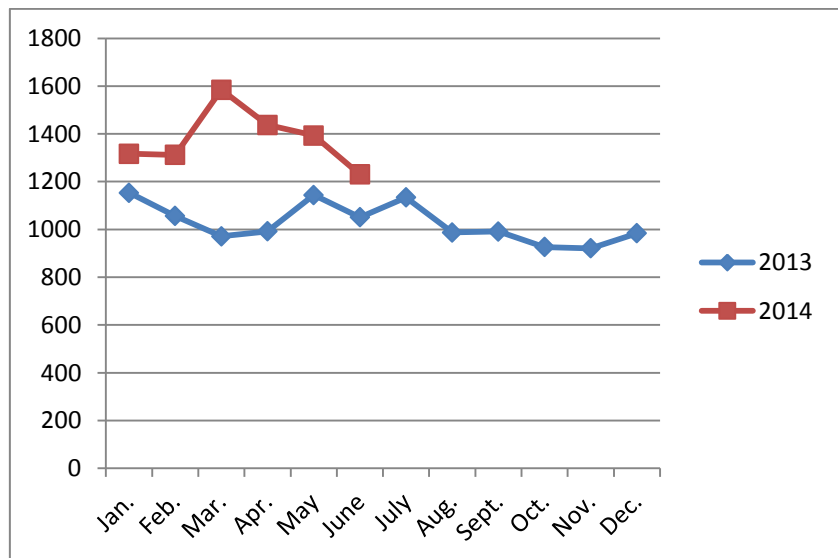
ONECLICK DIGITAL	2013	2014	Rate of Change '13-'14
Jan.	292	355	21%
Feb.	239	292	22%
Mar.	277	272	-2%
Apr.	351	355	1%
May	362	350	-3%
June	434	351	-19%
July	402		
Aug.	408		
Sept.	371		
Oct.	434		
Nov.	361		
Dec.	411		
TOTAL	4,342	1,975	



ZINIO	2013	2014	Rate of Change '13-'14
Jan.	2,316	896	-61%
Feb.	1,057	1,611	52%
Mar.	1,215	673	-45%
Apr.	808	477	-41%
May	663	592	-11%
June	589		
July	601		
Aug.	664		
Sept.	658		
Oct.	727		
Nov.	617		
Dec.	533		
TOTAL	10,448	4,249	



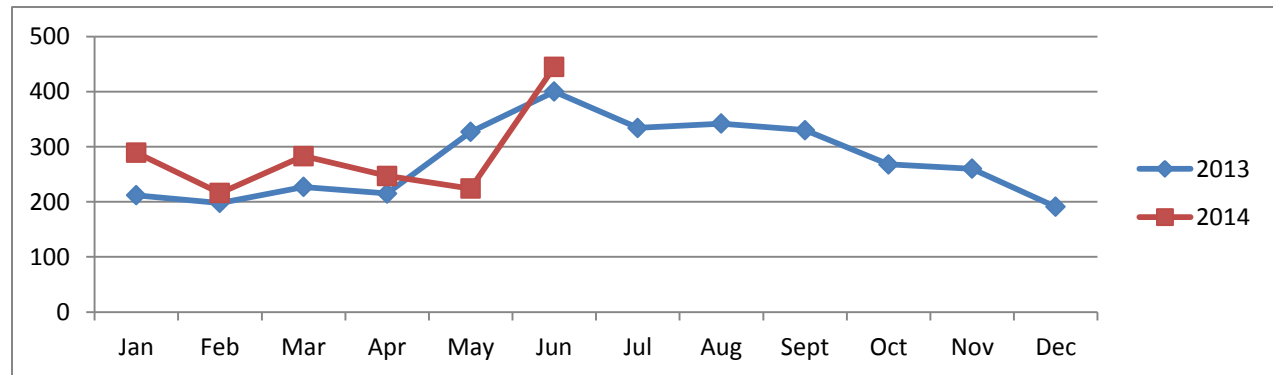
FREEGAL	2013	2014	Rate of Change '13-'14
Jan.	1,153	1,317	14%
Feb.	1,056	1,312	24%
Mar.	971	1,585	63%
Apr.	992	1,437	45%
May	1,144	1,393	22%
June	1,051	1,230	17%
July	1,134		
Aug.	987		
Sept.	991		
Oct.	926		
Nov.	921		
Dec.	984		
TOTAL	12,310	8,274	



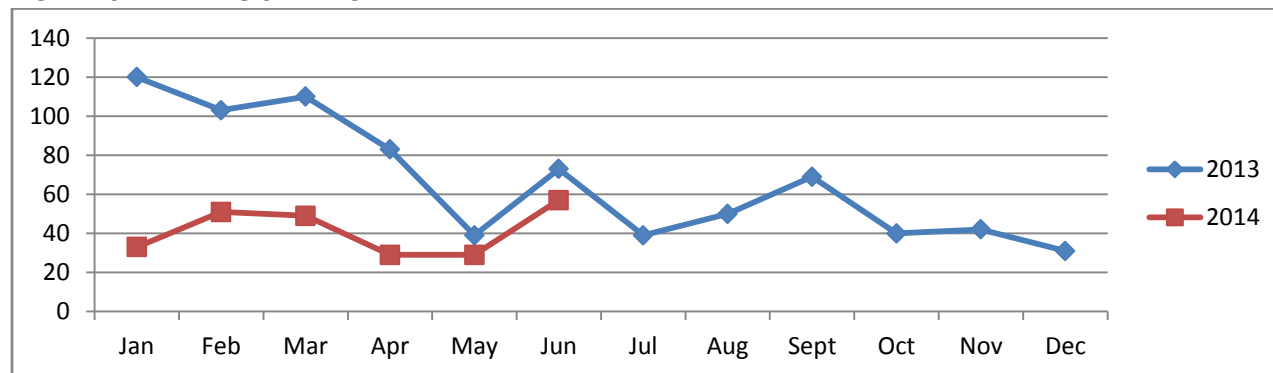
Notes: Total 2014 circulation for Overdrive is at 87% of 2013's total circulation. It will surpass 2013's total circulation next month. Freegal continues to see gains from 2013, though totals have gone down each month since March 2014. Zinio numbers were not available at the time of report creation. Report will be given at July 8th meeting.

RESIDENT REGISTRATION													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
2013	212	198	227	215	327	400	334	342	330	268	260	191	3,304
2014	289	216	283	247	224	445							1,704
Change '13-'14	36%	9%	25%	15%	-31%	11%							
NON RESIDENT REGISTRATION													
2013	120	103	110	83	39	73	39	50	69	40	42	31	799
2014	33	51	49	29	29	57							248
Change '13-'14	-73%	-50%	-55%	-65%	-26%	-22%							

RESIDENT REGISTRATION



NON RESIDENT REGISTRATION



Notes: After a decrease in Resident Registrations from May 2013 to May 2014, Resident Registrations showed an 11% increase from June 2013 to June 2014. The most significant jump would be the 98% increase in Resident Registrations from May 2014 to June 2014.

RICHLAND PUBLIC LIBRARY

CIRCULATION POLICIES

The purpose of the library's circulation policy is to make the best possible use of the library's collection by the greatest number of borrowers.

LIBRARY USAGE

The Richland Public Library Board welcomes the use of the Richland Public Library by individuals of all ages to support their personal, educational, and professional needs. Library cards, with borrowing privileges, will be issued to Richland residents ~~without charge~~ **with no additional fee**. Applicants who do not live inside the Richland city limits may be required to purchase a non-resident library borrower's card. The Library Board has determined several categories of patrons that are exempt from the charges. Refer to the official Non-Resident Borrowers Policy for the exact wording of the policy.

CHECK-OUT PRIVILEGES

A patron must present his/her own Richland Public Library borrower's card in order to check out library materials. If the patron is under 18 and has no identification, the identification of a physically present parent may be accepted. Patrons who have lost their library card must get a replacement card.

Applicants who request a library borrower's card from the Richland Public Library must show photo identification ~~that includes~~ **and** verification of current address. Examples of acceptable current street identification are: a valid driver's license, printed checks, a utility bill, or a current receipt showing the applicant's current address. Examples of acceptable photo identification are: driver's license, employee badge, military identification, credit card, passport or student body card. Non-resident patrons must either pay the fee or show valid proof of their exempt status. Examples of acceptable proof of exempt status for non-residents are: property tax receipt, tuition receipt, ~~or~~ current student body card, teaching certificate **or** business license.

By ~~signing~~ **submitting** the **online** application form, the applicant agrees to:

- (1) be responsible for all use made of the library borrower's card
- (2) obey the rules and regulations of the Richland Public Library
- (3) promptly pay all fines and/or other charges incurred
- (4) provide timely notification to the Richland Public Library of any change of address

Children under 18 years of age must have their parent's ~~signature~~ **permission** and proof of address to apply for a library borrower's card.

RICHLAND PUBLIC LIBRARY

~~A parent's signature on a child's application form constitutes his/her permission for the child to have a borrower's card, and~~ **permission** signifies a willingness to assume financial responsibility for all material checked out on the child's borrowers card.

~~See "Confidentiality of Library Records" Policy.~~

~~Lost library borrower's cards can be replaced for a charge. (See: Fee Schedule) The new borrower's card will be issued under the same barcode number as the lost borrower's card.~~

Once a year, patron accounts that have been expired for at least ~~three~~ **six** years and have a balance owing of ~~\$5.00 or less~~ will be purged from the database.

SUSPENSION OF CHECK-OUT PRIVILEGES

Check-out privileges are suspended when a patron has overdue material or fines exceeding \$5.00 posted to his/her card number. Privileges will only be resumed when all overdue materials are returned and any fines or charges **over \$5.00** are paid.

MATERIALS

- A. Three-Week Checkout Period. Most library materials may be checked out for three weeks. The day following the due date the material will be classified as "overdue". ~~and an~~ An overdue notice will be generated as specified under the heading, "OVERDUE NOTIFICATION AND ~~OVERDUE CHARGES~~".
- B. One-Week Check-Out Period. High Demand books, **Lucky Day items**, ~~videos games and movies~~, and ~~DVDs~~ may be checked out for one week. ~~The current periodical issue will be for in-library use only. Bound periodicals will remain reference only.~~ The day following the due date the material will be classified as "overdue". Overdue notices will be generated as specified under the heading, "OVERDUE NOTIFICATION AND ~~OVERDUE FEES~~".
- C. Non-Circulating Materials. **The current periodical issue will be for in-library use only. Bound periodicals will remain reference only.**
- D. Reference Materials. **Reference materials are for use in the library; however, at the discretion of the librarian on duty and at the request of a patron, these materials may be checked out overnight. The material must be returned before the library opens the next day.**

RICHLAND PUBLIC LIBRARY

HOLDS MATERIALS

All **Most** circulating items may be reserved. The patron will be notified when the item is available.

RENEWALS

All **Most** items may be renewed ~~two times~~ by phone, in person, or by the patron over the Internet. An item that has a reserve on it may not be renewed. ~~Long overdue~~ **Lost and Lucky Day** items ~~that have been sent to Collections~~ may not be renewed.

SPECIAL LOANS OF REFERENCE MATERIALS

~~Reference materials are for use in the library; however, at the discretion of the librarian on duty and at the request of a patron, these materials may be checked out overnight. The material must be returned before the library opens the next day.~~

INTERLIBRARY LOAN ITEMS

Incoming Interlibrary Loan Materials

A patron may request material through an Interlibrary Loan when the material is not available at the Richland Public Library.

There will be an Interlibrary Loan fee on all requests, see "Fee Schedule". The patron will be responsible for all loan charges even if the patron cancels the request for the Interlibrary Loan or does not pick it up after notification. If the lending library charges Richland Public Library, these charges will be passed on to the patron with prior patron approval. ~~If a patron wants a rush order, they will have to pay any additional charges for the item by the lending library.~~

Outgoing Interlibrary Loan Materials

All materials except for reference materials, entire issues of periodicals, all audiovisual formats and books categorized as "NEW" are available for interlibrary loan.

Materials will be checked out to other libraries for a four-week use period with one renewal allowed.

There are no charges for loaned material.

RICHLAND PUBLIC LIBRARY

DATE DUE NOTIFICATION

A receipt is ~~given~~ offered at the time of Check-Out.

LOST MATERIALS

~~Lost materials will be handled the same as Longoverdue Materials.~~

DAMAGED MATERIALS

Patrons will be held responsible for costs of ~~repairing or~~ replacing damaged materials. Charges for replacing damaged materials will be the same ~~as above~~ for lost materials. (See: Fee Schedule)

OVERDUE NOTIFICATION AND OVERDUE FEES

OVERDUE NOTICE

Overdue notices are a courtesy to patrons. Failure to receive a notice does not exempt patrons from fines. When library material is classified as overdue, a notice will be sent at one week after due date informing the patron that the item is overdue and that check out privileges are suspended until the item is returned. A daily overdue fee (See: Fee Schedule) will be assessed for each item that is declared overdue. Overdue fees will not exceed the fine limit. This notice will also inform the patron that, if after an additional twenty-eight 45 days the material will be declared lost. ~~is not returned or paid for, the matter will be turned over to the collection agency for appropriate action.~~

CLAIMS RETURNED

When a patron notifies the circulation staff that he/she has returned materials that are still on their account ~~classified as overdue~~, the staff will change the status of the material to 'claims returned'. The patron is asked to continue to search for the material. The library will ~~continue to monitor the claim for three years.~~ one year. If a 'claims returned' item is found and returned to the library, the patron will be responsible for overdue fees from the due date of the material until the date the item was claimed returned. ~~The overdue charges will not exceed the fine limit.~~ At the end of the three years year, if the material has not been found it will be withdrawn from the library's collection. After three 'claims returned' incidents for any one patron ~~within the three year time frame~~ borrowing privileges will be suspended until the patron has conferred with the Circulation Supervisor or the Operations Supervisor.

LOST MATERIALS

LONGOVERDUE MATERIALS

A patron is responsible for all materials charged to his/her borrower's card. ~~A book~~ **An item** is declared "longoverdue" "**lost**" 45 days after it is marked as overdue. If items are ~~longoverdue~~ **lost**, the patron will be billed for replacement costs. The replacement charge will reflect the current cost of the material plus the cost of processing the material for library usage. A patron may replace ~~longoverdue~~ **lost** material with like material of equal or higher quality with approval of the Collection Development Librarian, Children's Librarian, or Library Manager. The patron is also responsible for the processing fee. (See: Fee Schedule)

~~Longoverdue~~ **Lost** material that has been paid for by the patron will remain on the system for one year. After one year, the holding will be deleted from the system. In order to get a refund for an item that has been paid for, the patron must bring the material into the library and request a refund from the circulation staff. The refund will be the price of the item. The processing fee is a non-refundable fee. No refunds will be given after one year.

~~Longoverdue~~ **Lost** material not paid for will remain on the system and on the patron's record ~~indefinitely~~ for 6 years.

Any exceptions to the above procedures will only be at the discretion of the Library Manager.

Adopted by the Richland Public Library Board, August 7, 1994

Amended: November 3, 1994

Amended: July 6, 1995

Amended: April 3, 1997

Amended: Sept. 3, 1998

Amended: July 5, 2001

Amended: April 4, 2002

Amended: September 5, 2002

Amended: March 6, 2003

Amended: April 19, 2004

Amended: May 12, 2005

Amended: October 9, 2007

Amended: May 10, 2011

Amended September 2, 2014

RICHLAND PUBLIC LIBRARY

COMPUTER RESOURCES ACCESS AND INTERNET SAFETY POLICY

The Library's computer system provides access to productivity software ~~word processors~~, online databases, and to the Internet. Since the Internet is unregulated, it enables access to some material that may be disturbing, offensive, and/or illegal.

It is the policy of the Richland Public Library to comply with the federal Children's Internet Protection Act and the ~~Neighborhood Children's Internet Protection Act~~ **Cyber Intelligence Sharing and Protection Act (CISPA)**.

Failure to follow the directions of library staff, to abide by this policy, or to use the computer stations responsibly will result in forfeiture of computer privileges.

In addition to the requirements of the law, library policy also requires the following.

- Library patrons must have a valid library card **or purchase a Guest Pass** to use the Internet
- ~~Possession of a current Richland Public Library Card~~ **Logging into the Library computers** signifies awareness of the Computer Resources Access and Internet Safety Policy and complete acceptance of the policies
- By default, all library Internet computers will be filtered against and may not be used to access pornographic materials. Individuals 17 years of age and older will be able to choose unfiltered Internet access. While library computers offer filtered access, the library cannot guarantee the complete effectiveness of the filter
- Upon application for a library card, parents who wish that their child **does not** have access to the Internet must notify the circulation desk staff
- Library Internet computers shall not be used to send or receive material that is threatening or harassing. The library network shall not be used to distribute unsolicited advertising, propagate computer worms or viruses, or make unauthorized entry into any other machine accessible via the network
- Library computer network shall not be used for unauthorized disclosure, use, and dissemination of personal information regarding minors
- Library computers ~~network~~ shall not be used for any purposes that violate US or state laws
- A guest user, ~~i.e., an individual living outside of Benton or Franklin Counties~~ must show photo I.D **to purchase a Guest Pass**.
- Use of the library computer network is free to residents. There will be a fee for printing (See: Fee Schedule)
- The library reserves the right to schedule computers for public/staff use. Daily Internet access is limited at the discretion of library staff

RICHLAND PUBLIC LIBRARY

- Users of Internet computers must log on using their own library card number **or Guest Pass**. Use of another person's card is prohibited and may result in forfeiture of Internet privileges
- ~~Only one person will use an Internet station at a time. Any EXCEPTIONS will be made at the reference librarian's discretion.~~
- Patrons owing library fines or fees over the Library fine limit, or having overdue materials, cannot use the Internet stations
- Computer use and use of the library wireless network must be consistent with acceptable Library conduct
- The library will provide an electronic link for patrons to contact staff by e-mail with any questions, problems, or concerns regarding use of the Internet or accessibility to any Internet site
- Library computer equipment shall be used for purposes only as permitted under the Computer Resources Access and Internet Safety Policy; patrons shall not perform any act that damages or disables computer hardware or software

Richland Public Library
Board of Trustees

Adopted: December 7, 1995
Amended: July 6, 2000
Revised: April 4, 2002
Revised: Sept. 5, 2002
Revised: Sept. 9, 2004
Revised: April 10, 2007
Revised: September 9, 2008
Amended: September 2, 2014

RICHLAND PUBLIC LIBRARY

INTERNET USERS AGREEMENT

I recognize that use of the Internet through the Richland Public Library is a privilege. I agree to abide by the following rules regulating use of the Internet, and understand that failure to observe them or failure to observe other library policies may result in a suspension of my use of the library's Internet access stations.

- I will not engage in any activity which:
 - a) seeks to gain unauthorized access to the resources of the library or Internet databases
 - b) disrupts the intended use of the Internet
 - c) wastes any resources through such actions
 - d) violates, compromises, or destroys the integrity of any library computer based information
 - e) compromises the privacy of any user
 - f) is illegal
- I understand that transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or any other protected material.
- I agree to hold harmless the Richland Public Library for any and all claims of any nature arising from my use or inability to use this service.
- Knowing that the Internet is currently an unregulated resource, I understand I use information obtained via this service at my own risk that the library offers no guarantees as to accuracy or validity of information obtained through the Internet.
- I will observe all copyright laws which might apply to files, software or other resources downloaded from the Internet.
- I agree to not engage in any activity that can be construed to be harmful to minors in any way.
- I will observe all policies and rules governing the use of the Internet and other library hardware and software as established by the Richland Public Library Board.
- I will take proper care of all equipment, and will report any problem with the hardware or software immediately to the library staff.
- I understand that failure to follow policies and rules relating to Internet use will result in loss of my library Internet privileges.

Richland Public Library
Board of Trustees

Adopted: January 8, 2004
Revised: September 4, 2008

RICHLAND PUBLIC LIBRARY

CONFIDENTIALITY OF RECORDS POLICY

Pursuant to RCW 42.56.310, the Richland Library Board adopts the following policy.

1. All library records the primary purpose of which is to maintain control of library materials or to gain access to information, which disclose or could be used to disclose the identity of library users are confidential in nature. These include all library circulation records, video surveillance tapes and other records linking the names of library patrons, their address and other personal information with specific library books and non-print library materials.
2. It is the policy of the Richland Public Library that it shall hold as confidential any patron registration information, and shall not generate or supply any lists of patrons for any purpose other than legitimate library use.
3. Such patron records, files and video recordings shall not be made available to any agency of state, federal, or local government, except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to RCW 42.56.001 – 42.56.902, or other applicable federal, state and local laws relating to civil, criminal or administrative discovery procedures or legislative investigatory power.
4. It is the policy of the Richland Public Library to resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in court of competent jurisdiction. Requests for patron record information or video surveillance tapes made by any agency of federal, state or local government (including, but not limited to, law enforcement agencies) shall be referred to the Director of the Richland Public Library, and follow the procedures as stated in the Request for Public Records policy.
5. Nothing in this policy shall prevent the Board and the Library Administration from turning over records of delinquent borrowers to the Library's authorized collection agency, or to a court of competent jurisdiction in which the Library is prosecuting delinquent borrowers. Further, nothing in this policy shall impede or prevent the timely mailing of overdue notices(s) to delinquent library borrowers.
6. Notwithstanding the foregoing:
 - a) Any patron is entitled to information regarding his or her items on loan, items on hold, items overdue and fines. A parent or guardian may have access to the same information for his or her minor child. This applies to children up to the age 18 unless the minor is emancipated (legally free of parental control). No information will be released without verification of card ownership/parental relationship.

RICHLAND PUBLIC LIBRARY

- b) With the prior approval of the Director of the Richland Public Library, names and addresses extracted from the patron records and files may be used from time to time by the Library staff for the purpose of conducting user surveys or to notify users of upcoming events, provided in each such case, that care is used (A) to prevent such information from being misused or misappropriated, and (B) to enable patrons to inform the Richland Public Library of their desire not to receive such notifications and for the Richland Public Library to honor those wishes.,
- c) With approval of the Director of the Richland Public Library, or designee, the Richland Police Department will have access to and permission to copy all surveillance videotapes when investigating a crime that occurred at the Library, involving a patron, employee or the Library itself.

Adopted by the Richland Public Library Board, July 3, 1991

Amended: October 1, 1998

Amended: December 2009

Amended: September 2, 2014

RICHLAND PUBLIC LIBRARY

DISPLAYS, EXHIBITS, AND INFORMATIONAL MATERIAL POLICY

Choice of works or items to be exhibited rests with the Library Manager and will be limited by available space. ~~Commercial exhibits will not be acceptable unless they are of general and educational nature.~~

The Library receives many requests from community organizations, industries, and businesses, to post displays, advertisements, or brochures in the Library. The Library Manager is responsible for approving displays of such material.

The following conditions apply to all displays, exhibits, advertisements, brochures or other informational material:

- a. Library sponsored displays are given priority in scheduling the display space.
- b. Any item intended for distribution in the library must have permission of the Library Manager.
- c. The Library will not be responsible for loss or damage to materials. If items are to be covered by insurance, the exhibitor is responsible for coverage.
- d. Prices may not be attached to articles displayed but **contact information may be included.**
- e. Space permitting, the Library will post announcements of the cultural activities of the community and public announcements of general interest to the community.
- f. In all instances the Library reserves the right to refuse any item it considers too commercial, in bad taste, or of doubtful value.
- g. No organization or individual shall be permitted to display or exhibit any materials, leaflets, or posters which advocate the election or defeat of a candidate for public office, or which advocate an affirmative or negative note for or against any proposition, whether political or otherwise. Exceptions to this rule, at the discretion of the Library Manager, would be political materials of a non-partisan nature that educate the public on bond issues, tax levies, etc. Official election information **will** **may** be made available in the Library.
- h. Persons are strictly forbidden to distribute commercial advertising literature on Library property, to circulate or post petitions, or to solicit funds for any purpose.
- i. Posting of notices and distribution of material does not imply endorsement by the Library.

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- j. Reservations for using the display space **are made online on the library website.**
~~are handled by the Administration Office, 942-7450, from 8:00 a.m. to 5:00 p.m., Monday through Friday.~~
- k. All reservations shall be for no more than four weeks in length, and will be made on a first come, first served basis.
- l. Only two reservations per organization may be on the schedule at a given time without obtaining permission of the Library Manager.
- m. ~~Exhibits on display in Library meeting rooms will not be accessible to the public during times scheduled meetings are taking place.~~

Adopted by the Richland Pubic Library Board, November 1, 1984

Amended: June 3, 1993

Amended: September 9, 2008

Amended: September 2, 2014

FEE SCHEDULE

OVERDUE FINES AND LIMITS

3-week material	\$.25 per day
Maximum	\$10.00 per item or the price of the item
Periodicals	\$.25 per day
Maximum	The price of the item
High Demand Books /Lucky Day Books and Games	\$.50 per day
Maximum	\$10.00 per item or the price of the item
High Demand AV items	\$.50 per day
Movies	\$.25 per day
Maximum	\$10.00 per item or the price of the item
Check out suspension limit	\$5.00

LOST MATERIAL (~~Long overdue material~~)

Replacement cost of item and processing fee

PROCESSING FEE

Books, videos, etc	
\$5.00 per item if patron replaces item	
\$15.00 per item if not replaced	
Periodicals	
Price of the periodical	

MISCELLANEOUS

Internet Guest Pass	\$1.00
Collection Agency Fee	\$15.00
Replacement Library Card	\$2.00
Copy Machines	\$.10 per page
Printer copies	\$.10 per page

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B/W Copies and Printouts \$.10 per page

Color Copies and Printouts \$.50 per page

~~Color printer copies \$1.00 per page~~
~~(at the discretion of the librarian)~~

Book Jacket \$3.00

Cassette Kit Bag \$2.00

~~Video/DVD Case \$2.00~~ \$3.00

Audio Book Case ~~\$7.00~~ \$8.00

CD Case \$2.00

Mend Torn Page (with all pieces) \$1.00 per page

Crayon marks, scotch tape mending, missing pages
Replacement cost of item and processing fee

INTERLIBRARY LOANS

Library material \$4.00 per item fee plus charges of lending library

NON-RESIDENT BORROWER'S FEE

eCard \$25.00 per year

Individual card \$40.00 per year

Family Card \$75.00 per year

ROOM RENTAL FEES

~~Charge Room Rental fee (no~~ No charge for non-profit groups)

~~Gallery (full room)~~ \$75.00 per hour or part of hour

~~Conference (full room)~~ (A & B) \$50.00 per hour or part of hour

~~Conference (half)~~ (A or B) \$25.00 per hour or part of hour

Seminar Room \$15.00 per hour or part of hour

Before or after hours program \$100.00 per hour

January 2003

Amended: May 12, 2005

Amended: December 4, 2007

Amended: December 2009

Amended: May 10 2011

Amended: January 1, 2012

Amended September 2, 2014

LIBRARY STANDARDS OF PATRON BEHAVIOR

To better serve all library users, the Library Board of Trustees has established certain standards of acceptable behavior to ensure a positive, welcoming, clean, and safe environment conducive to library use.

Behavior becomes unacceptable when it impinges on the rights of others. Unacceptable behavior includes any form of harassment that could result in physical, emotional, or mental injury to oneself or others, or actions that could result in damage to the facilities, equipment or materials.

Other examples of unacceptable behavior include but are not limited to:

- Abandonment or leaving of young children unattended
- Behavior or language that is offensive to others
- Bringing pets into the library (service animals are allowed)
- Entering library without shirt or shoes
- Excessive noise or language that disturbs others including use of cell phones and other personal devices
- Harassment, physical, sexual, or verbal abuse, in any form, of other library users or library staff
- Intoxication
- Illegal activities within the library or on library grounds
- Loitering
- Smoking and vapor cigarettes in the building or within 25 feet of entrances and book drops
- Soliciting
- Unruly or offensive behavior
- Using library computer equipment for purposes other than those permitted under the Computer Resources Access and Internet Safety Policy, or performing any act that damages or disables computer hardware or software

Patrons behaving in an unacceptable manner will be asked to modify their behavior or, upon failure to do so, to leave the library facility. Police will be called if there is not compliance, or if staff feels in any way unable to handle the situation.

Failure to follow the directions of library staff when directed, to abide by these rules or other specific instructions, will result in permanent expulsion from the library.

Food and beverages may be consumed in the ~~Library meeting rooms~~, Lobby areas, and at special events. Consuming beverages from lidded containers is permitted in the Library. Lidded containers may include ~~included~~ covered coffee, water, soda, and juice cups boxes, glass and plastic beverage bottles and beverage cans.

The second floor has been designated a QUIET ZONE and patrons will be asked to limit conversation, including use of cell phones.

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The Library reminds patrons that libraries are public places where each person must assume responsibility for his or her safety, the safety of their children and the safety of personal belongings.

Adopted by the Richland Public Library Board, September 2, 1987

Amended: December 4, 2003

Amended: July 2010

Amended: September 2, 2014

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NONRESIDENT BORROWERS POLICY

In an effort to ensure consistently high quality service to City of Richland residents and be accountable to funding sources, the Richland Public Library will extend library services to non-residents of the City of Richland for an annual fee. A non-resident shall be defined as a resident of ~~any municipality or~~ **an** area outside of the corporate boundaries of the City of Richland.

The Richland Public Library will support cooperative efforts to advance library service in the region, ~~and will offer free access to in-library services to all library patrons, regardless of residence.~~

In accordance with RCW 27.12.210, 27.12.270, 27.12.280, and other relevant Washington State Law, the Richland Public Library will provide library services to all non-residents of the City of Richland within the context of this policy. Non-residents shall follow all policies of the Richland Library Board of Trustees, as expected of City of Richland residents.

~~The annual fee shall be determined by the Library Board of Trustees, in consideration of per capita costs, average household cost of services for residents, and other relevant factors pertaining to the cost of services as funded by the City of Richland. Additional fees may be set for special services provided to all patrons as defined by the Board, including mailings, interlibrary loan and other services as determined by the Board.~~

CARD CATEGORIES

The Richland Public Library will provide ~~two~~ **three** categories of non-resident cards: **e-card**, individual and family.

The following categories of non-residents will be exempt from this policy:

- Individuals paying property taxes to the City of Richland.
- Students who live outside of the City of Richland, but attend WSU Tri-Cities, CBC, Richland School District 400, and other schools located within the Richland School District 400 **boundaries**.
- Any certified teacher **or para-professional** teaching within the boundaries of the Richland School District 400, and any CBC identified instructor or WSU identified faculty or adjunct faculty member living outside of the City of Richland. Current non resident educational assistants for the Richland School District 400 are also exempt.
- Volunteers who consistently contribute 10 hours a month, or more, to the library will be granted full library privileges for the duration of their volunteer tenure.

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FEES

The Board will annually establish non-resident fees for the following budget year upon adoption of the Library's annual budget by the City Council. The fees will be set after the Board has determined that the fees reflect a fair value for services and that the fees are applied equitably. Fees are not refundable.

Pursuant to RCW authority, and other applicable policies, the Richland Public Library Board may contract annually with another governmental unit or library Board of Trustees to provide library services to a "group of non-residents" otherwise served by another library. In the event of such a contract, these non-residents would not be charged a non-resident fee.

PROOF OF ADDRESS

Proof of address will be required at the time of registration for a library card. In addition to items currently accepted by Library Board policy, the following will be required.

- A current tax receipt, showing property taxes paid to the City of Richland, will be required of those owning property within municipal boundaries.
- A City of Richland business license.
- Proof of employment as a teacher or educational assistant within the Richland School District 400 boundaries or proof that a student is currently enrolled at CBC, WSU Tri-Cities, or in a school within the Richland School District 400.
- Such other documentation the Library Manager would deem acceptable.

The library card will automatically expire one year after date of issue. Payments will not be accepted for less than one year and there is no rebate for any unused portion of the time.

Adopted by the Richland Public Library Board, April 2, 1998

Amended: May 7, 1998

Amended: March 4, 2004

Amended: October 9, 2007

Amended: September 9, 2008

Amended: September 2, 2014