Agenda
Library Board Meeting
Tuesday, April 9, 2019
Library Board Room | 955 Northgate Drive

Board Members: Chair Lunstad, Vice Chair Dion and Board Members Booth, Danz, and Maier

Liaisons: Council Liaison Lukson; Alternate Council Liaison Kent
Staff Liaison 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)

Draft of January 8, 2019 Library Board Minutes

Report of the Library Manager:

1. February 2019 Library Manager's Report
   - Leslie Campbell Hime, Library Manager
2. February 2019 Library Statistics
   - Leslie Campbell Hime, Library Manager
3. March 2019 Library Manager's Report
   - Leslie Campbell Hime, Library Manager
4. March 2019 Library Statistics
   - Leslie Campbell Hime, Library Manager
5. April 2019 Library Manager's Report
   - Leslie Campbell Hime, Library Manager
6. April 2019 Library Statistics
   - Leslie Campbell Hime, Library Manager

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

Approval of Bills: (Approved by Motion)

1. Approval of Bills for January 1, 2019 through January 31, 2019
   - Leslie Campbell Hime, Library Manager
2. Approval of Bills for February 1, 2019 through February 28, 2019
   - Leslie Campbell Hime, Library Manager

3. Approval of Bills for March 1, 2019 through March 31, 2019
   - Leslie Campbell Hime, Library Manager

Unfinished Business:

New Business:

1. Strategic Planning and Budget
   - Leslie Campbell Hime, Library Manager
2. Approval of RPL Staff In-Service Day
   - Leslie Campbell Hime, Library Manager

City of Richland Council Updates:

City of Richland Core Values:

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, May 14, 2019

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: 4/9/2019

Agenda Category: Approval of Minutes

Prepared By:

Subject:
Draft of January 8, 2019 Library Board Minutes

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 1-8-19 Library Board Minutes

DRAFT

MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
JANUARY 8, 2019, 5:30 – 6:30 PM

CALL TO ORDER:
VICE-CHAIR DION CALLED THE MEETING TO ORDER AT APPROXIMATELY 5:30 P.M.

ATTENDANCE:
VICE-CHAIR DION, BOARD MEMBERS BOOTH, DANZ AND MAIER WERE PRESENT. ALSO PRESENT WERE LIBRARY MANAGER CAMPBELL HIME, SUPPORT SPECIALIST BARADA, AND FORMER BOARD MEMBER DUKE MITCHELL. CHAIR LUNSTAD AND COUNCIL LIAISON LUKSON WERE ABSENT.

APPROVAL OF AGENDA:
BOARD MEMBER BOOTH MOVED AND BOARD MEMBER DANZ SECONDED THE MOTION TO APPROVE THE AGENDA AS IS. THE MOTION CARRIED 4-0.

APPROVAL OF MINUTES:
VICE-CHAIR DION ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE DECEMBER 11, 2018 MEETING. BOARD MEMBER BOOTH MOVED AND BOARD MEMBER DANZ SECONDED THE MOTION TO APPROVE THE MINUTES OF DECEMBER 11, 2018 AS IS. THE MOTION CARRIED 4-0.

REPORT OF THE LIBRARY MANAGER:
The Revenue Report was not received from Accounting in time for the January Board Meeting. This will be included in the February 12th Board packet.

RPL is considering to offer weddings in the Gallery. RPL is working with Facilities to spruce up the area so this can be marketed to the public.

RPL is now fully staffed. This will allow goals to be met for the library. Refreshing collections, more programming and strategic planning are just some of the goals the library has for the year.

PUBLIC COMMENTS:
Former Board Member, Duke Mitchell, wanted to offer his knowledge with the finances to the new Board Members. The Board Members accepted his offer and will meet after the meeting tonight to discuss what to look for in the financial report that is provided in the Board packet each month.

APPROVAL OF BILLS:
BOARD MEMBER MAIER MOVED AND BOARD MEMBER BOOTH SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR JANUARY 2019 IN THE AMOUNT OF $109,280.35. THE MOTION CARRIED 4- 0.

UNFINISHED BUSINESS:

1. Gavin Lightfoot, Adult Services Librarian, talked briefly with the Board about his position at RPL and different programs that are offered to adults at RPL. He also discussed some potential programs he is interested in offering patrons. Gavin is also a liaison for the senior community. He has created the Memory Café program, which provides a causal gathering for those diagnosed with Alzheimer's and their care givers, and is working closely with the Alzheimer's Association. Memory Café meets at the library once a month.

NEW BUSINESS:

1. Board Member Maier moved and Board Member Booth seconded the motion to appoint Jana Kay Lunstad to Chair of the Board and Kathryn Dion to Vice-Chair of the Board. The motion carried 4-0.

CITY OF RICHLAND COUNCIL UPDATES:
No updates were given.

ROUND ROBIN:
Board Members decided to replace Round Robin with a discussion on how the Board can support the Core Values in the City of Richland's Strategic Plan.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

1. Strategic Planning and Budget

ADJOURNMENT:
VICE-CHAIR DION ADJOURNED THE MEETING AT 6:18 P.M.

Prepared and submitted by Kylie Barada, Support Specialist

Minutes Approved by: _____
Jana Kay Lunstad, Library Board

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/9/2019 Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:
February 2019 Library Manager's Report

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:
1. 2-12-19 Library Manager's Report

LIBRARY MANAGER'S REPORT
Richland Public Library Board
Richland Public Library – 955 Northgate – Board Room
February 2019

Friends of the Library

The Friends approved $19,000 in funds for library programming for 2019. They increased the adult and teen budgets each $500 (adults $2,000 & teen $3,000) and the STEAM/Tech budgets have been combined for a total of $6,000. Community Service/Outreach (includes Humanities WA and other lectures) is $4,000 for the year.

The next Friends meeting is Feb 25 at 5pm in the Board Room.

Statistics

Attached

Revenue / Expense / Voucher Listing

Revenue

January 1-31, 2019 revenue from the café, fines, and non-resident fees are on or above target for the month. Revenue from copy services and other miscellaneous charges are 2-3% under projections for the month.

Expense

Overall, January 1-31, 2019 expenses were slightly under projections.

Our subscription to Kanopy, a movie streaming service, will begin in February.

Voucher Listing

Payment for database subscriptions, materials, utilities, and processing show.

Facility

The motor has been replaced on our 2 main double doors, and sealing of the granite composite counters in the public restrooms has been requested.

Worm furniture will be given to the city for their surplus sale.

Library Events

Feb 8 – Modular Origami Wkshp, 4pm
Feb 8 – Anime Club (teens), 3-4:50pm
Feb 9 – Artful Hearts: Hand Drawn Valentines, 1-2pm
Feb 11 – Make it Monday: Valentine Version, 6-8pm
Feb 12 – STEM Story time: Building Towers, 10-11am
Feb 13 – Teens Only! Virtual Reality, 4-6pm
Feb 14 – Absolute Beginners Ukulele (teen & adult), 7-8pm
Feb 18 – Closed for President's Day
Feb 19 – Singing Strings Ukulele Club, 6:15-8:30pm
Feb 19 – PNNL Lecture - Modern Day Alchemy: Building the Future Atom by Atom, 7-8pm
Feb 21 – 2nd Annual Girl Day (Introduce a Girl to Engineering), 4-6pm
Feb 26 – STEM Story Time: Exploring Ramps, 10-11am
Feb 26 – Memory Café, 10am-12pm
Feb 27 – Seniors Only! Virtual Reality, 10am-12pm & 2:30-4:30pm
Feb 28 – Leap Into Science: Exploring Balance for Families, 6-7pm

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/9/2019 Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:
February 2019 Library Statistics

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 2-12-19 Library Statistics

Richland Public Library

January 2019
Statistics

February 12, 2019 Library Board Meeting

20,759
Patron Visits

716
Total Attendance at Story Times in January

Wednesday, January 23rd
Busiest Day
927 Visits

The Children's Department offered close up views of construction on Swift Blvd, keeping many young patrons enthralled this January.

2,491
Computer Sessions

2,528
Hours of service library computers provided in January

Circulation
50,016

1,062
Teen Graphic Novels Checked Out in January

38,029
Physical Items Checked Out

11,987
Digital Items Checked Out

Being a Bee

A three part interactive program about bees presented by biologist Olga Ines Cepeda, began in January in the library's STEAMspace.

lynda.com

Lynda.com is now available to library patrons. The service offers thousands of video based courses taught by experts. Courses include learning software, business and leadership skills, design, coding, and even music. Certificates of completion may be earned for some courses. The library is just starting to market this new service and we expect it to be popular with patrons.

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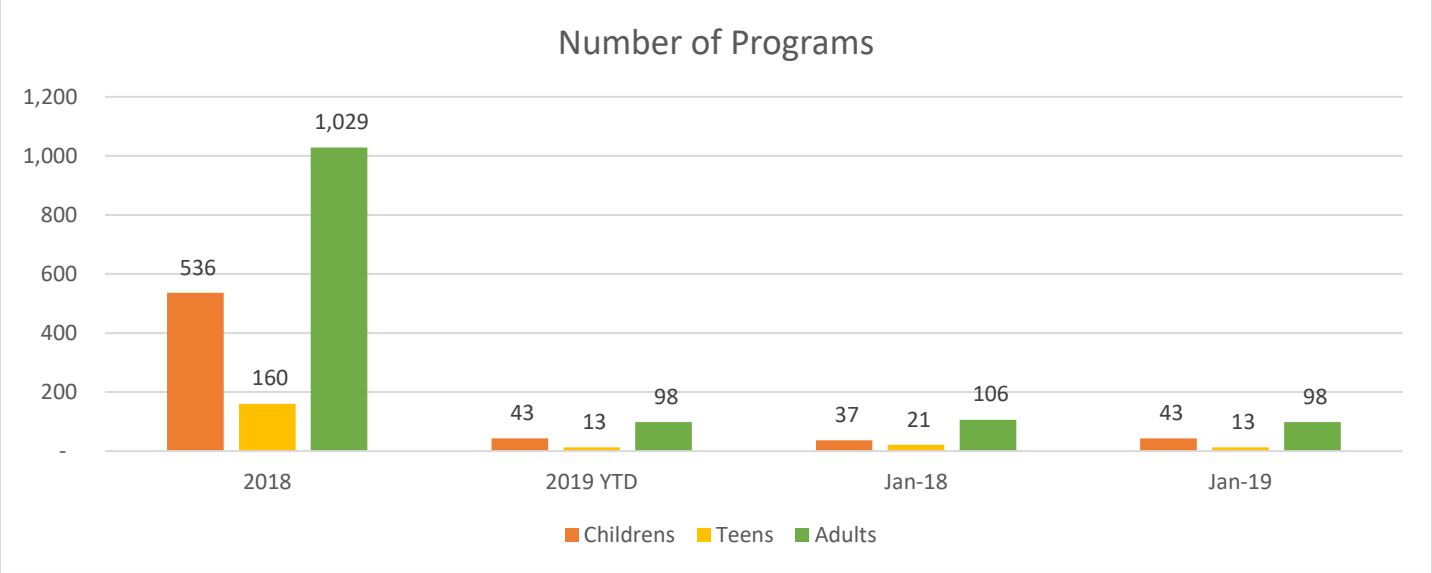
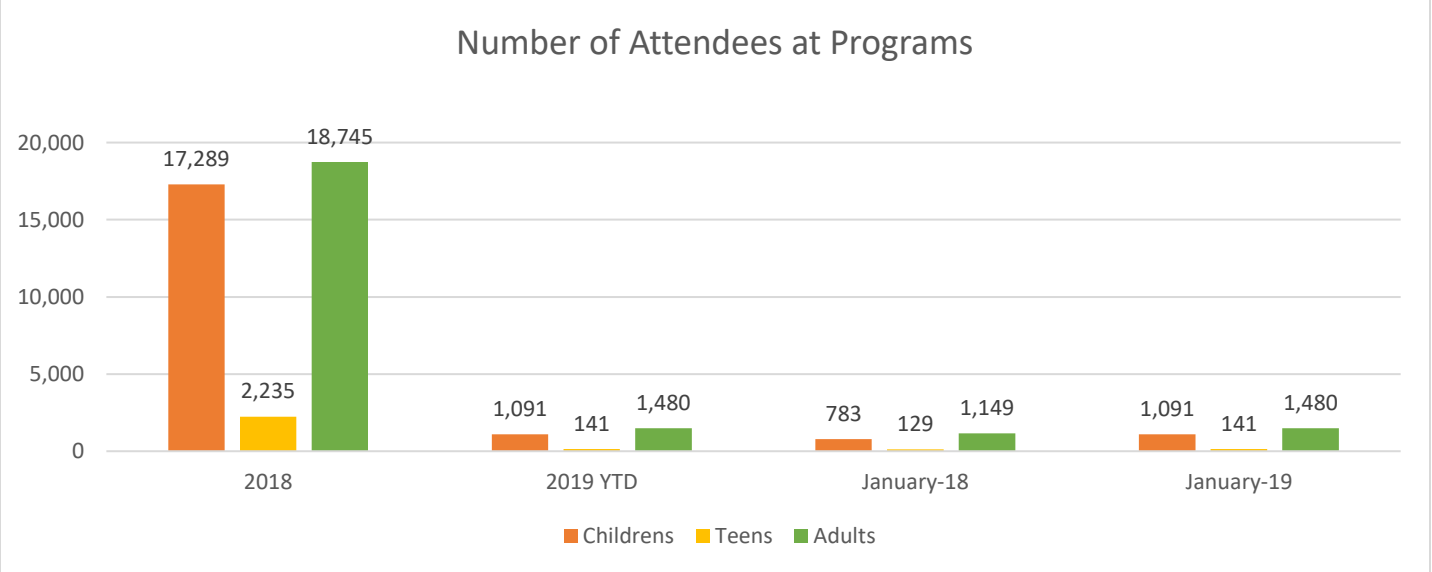
Programming

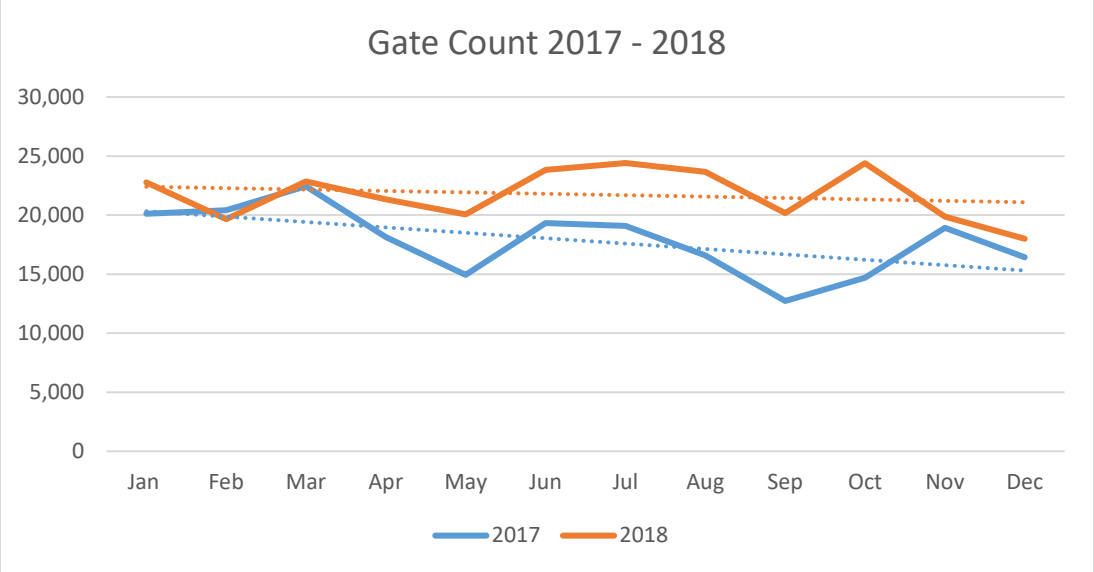
January programming included a change to the regular story time schedule. Tuesday story time was stopped and a new preschool story time on Friday was added. This was to take advantage of the Richland School District not scheduling preschool on Fridays. A series of programs on Tuesdays were offered to have an activity in place for patrons unaware of the Tuesday change. The new Friday story time drew large crowds with one session on January 11th drawing 92 patrons. This change was clearly well received.

Three STEAMkids programs were offered in January drawing in 427 patrons total. A community event in celebration of Martin Luther King Jr brought in 151 patrons. A PNNL community lecture titled, "Redox Batteries as Candidates for Large Scale Energy Storage", brought in 104 patrons. This was in addition to our regular programs such as the Teen Anime Club, Kid's Writing Group, Girls Who Code, Memory Café, three virtual reality sessions, and ever popular Ukulele classes.





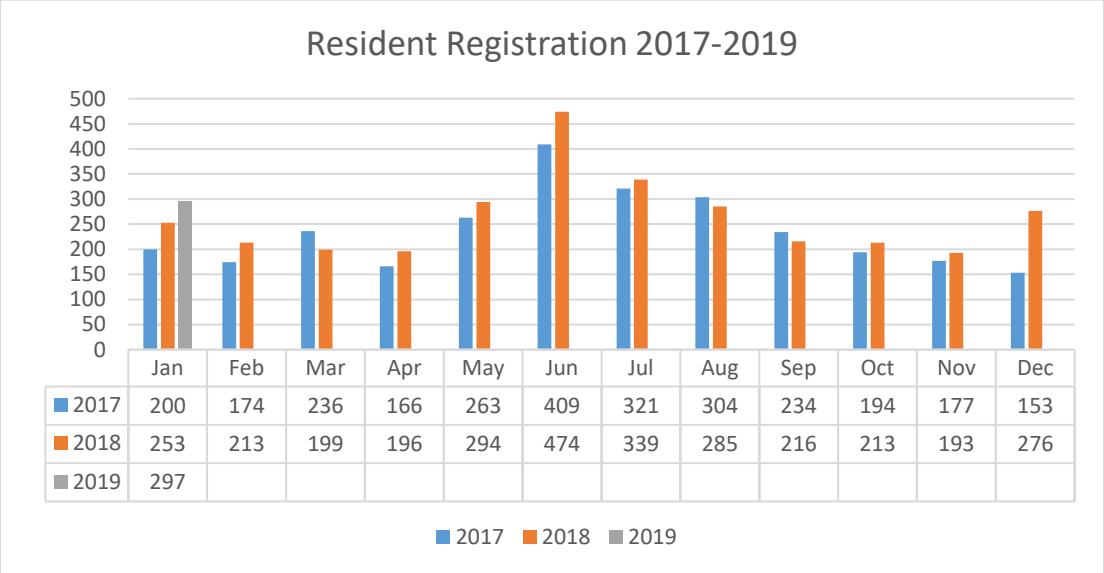
Visits and Patron Registration



Gate Count:

Jan 2019 - 20,759

Patron visits for January 2019 were 20,759, which is a 9% decrease compared to January 2018. Presented above is the trend for patron visits for 2017 and 2018. While 2017's trend was a clear decline, 2018's trend began to level off with over 47,000 more patron visits overall. This increase and change in trend is encouraging for 2019.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	200	174	236	166	263	409	321	304	234	194	177	153
2018	253	213	199	196	294	474	339	285	216	213	193	276
2019	297											

Total Resident:

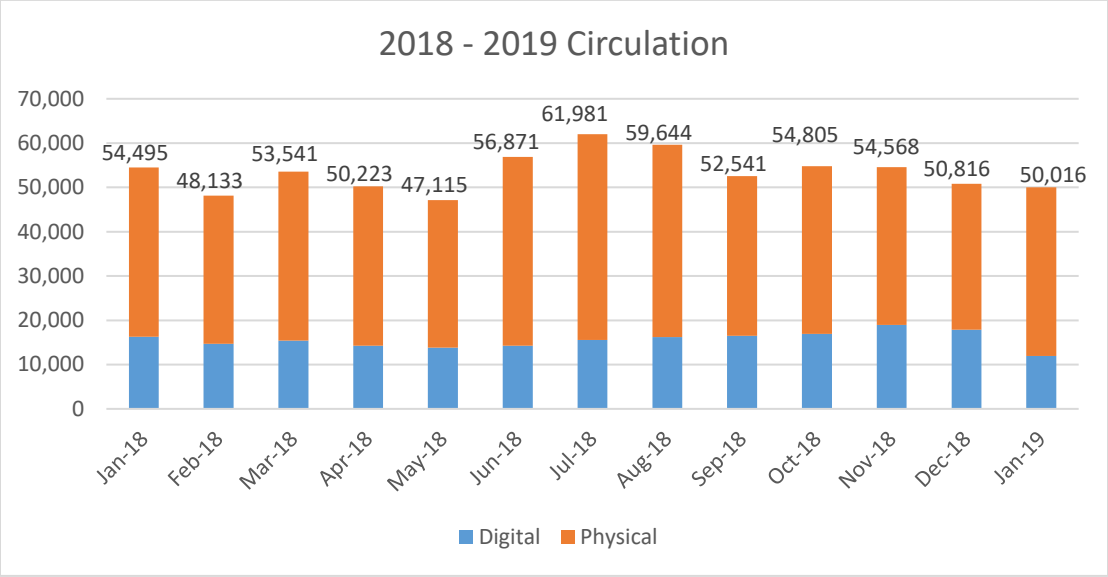
297

Total Non-Resident:

33

Library card registrations for January 2019 totaled 297 resident library cards, an increase of 17% over last year. This number was higher than every January for the last four years. There were 33 non-resident library cards purchased in January, exactly the same number as last year. Library card registrations follow a very predictable trend throughout the year with the summer months drawing the highest number of new patrons. Increasing numbers in January are encouraging for the rest of 2019.

Circulation



January Circulation

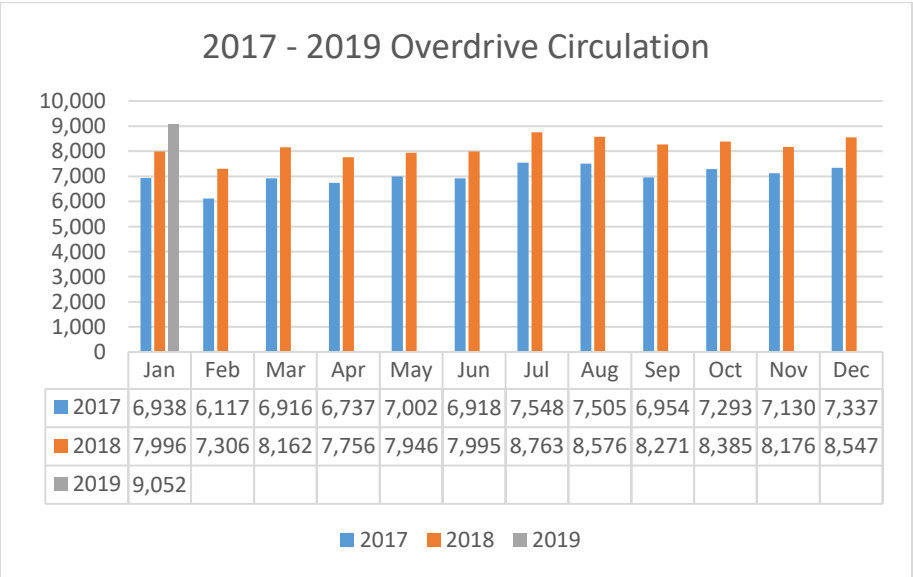
Physical: 38,029

Digital: 11,987

Total: 50,016

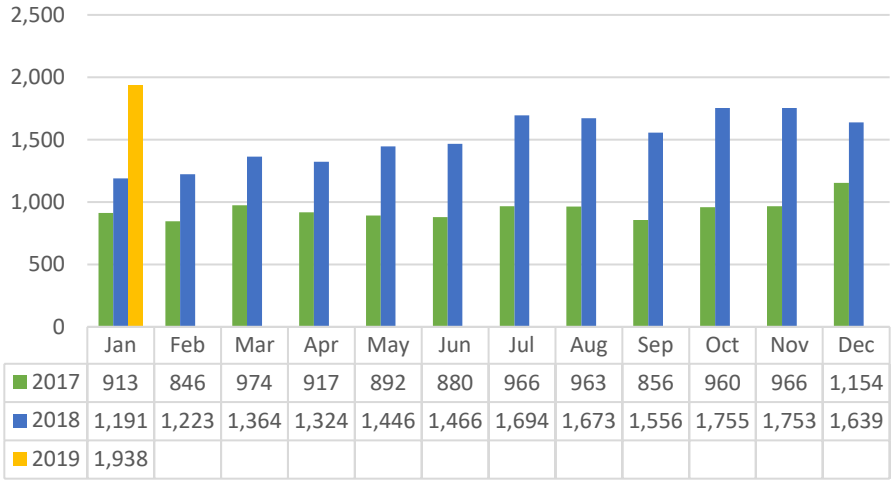
January 2019 circulation decreased about 2% from last month, and decreased 8% from last year. In January the library adjusted the mix of digital services offered based on use and the growing demand from patrons for video streaming services. The library's RB Digital collection now includes ebooks and audiobooks as well as magazines, and a new video streaming service, Kanopy, will be available to patrons in the first quarter of 2019. Use of these new services is expected to increase quickly as they are marketed early in the year.

Digital Services



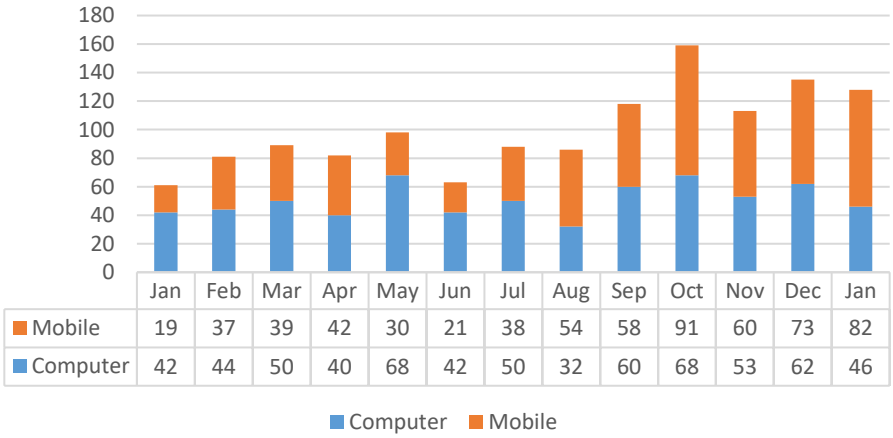
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	6,938	6,117	6,916	6,737	7,002	6,918	7,548	7,505	6,954	7,293	7,130	7,337
2018	7,996	7,306	8,162	7,756	7,946	7,995	8,763	8,576	8,271	8,385	8,176	8,547
2019	9,052											

Overdrive usage in January surpassed 9,000 items for the first time. Overdrive usage consistently increases 12-15% over the previous year. It is the library's most heavily used digital service and if this trend continues, the library should see 100,000 items borrowed from Overdrive in 2019.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	913	846	974	917	892	880	966	963	856	960	966	1,154
2018	1,191	1,223	1,364	1,324	1,446	1,466	1,694	1,673	1,556	1,755	1,753	1,639
2019	1,938											

Usage of Hoopla continues to increase with January 2019 seeing an all-time high of 1,938 items borrowed, a 63% increase over last January. Hoopla offers ebooks, audiobooks, music, and video content. Consistently, audiobooks comprise almost half of total usage each month.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Mobile	19	37	39	42	30	21	38	54	58	91	60	73	82
Computer	42	44	50	40	68	42	50	32	60	68	53	62	46

Mango Languages was used 128 times in January 2018 with an average learning session of 10 minutes. Mango's growth is clearly driven by those using mobile devices. Spanish, Latin American, continues to be the highest used course, accounting for 45% of total monthly usage.

Lynda.com Usage—January 2019

Total Hours of Training Viewed—**19.5 Hours**

Average Viewing Time per Login—**16 minutes**

Number of Patrons Registered: **30**

Certificates of Completion Issued in:

- Leading without Formal Authority
- Grant Writing for Education
- Social Media Marketing Foundations
- Bridge CS6 for Photographers

Lynda.com is now available for patrons and offers thousands of video courses to learn popular software including Microsoft Office, Photoshop, CAD, video editing, and music production. It also provides training in business, marketing, leadership skills, design and photography, coding and web design, and even playing and writing music. Usage is expected to grow as the service is marketed.

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/9/2019 Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:
March 2019 Library Manager's Report

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:
1. 3-12-19 Library Manager's Report

LIBRARY MANAGER'S REPORT
Richland Public Library Board
Richland Public Library – 955 Northgate – Board Room
March 2019

Friends of the Library

The Friends are preparing for their Book Sale that will be held April 25-27. Their storage area is brimming with books and donations are still being made by the public, RPL's weeding project, and Adventures Underground. It should be a huge sale.

Board elections will be held at the sale. It appears that current Board members are willing to continue and there is one new person, Leon, who is willing to step in and possibly create a quarterly newsletter that would be sent out to Friends members electronically.

The next Friends' meeting is Mon, March 25 at 5pm in the Board Room.

Foundation

The Foundation did not meet on Tues, Feb 26 as there was no quorum.

Statistics

Attached

Revenue / Expense / Voucher Listing

Revenue

February 1- 28, 2019 revenue from the café and non-resident fees met or exceeded expectations for the month. Fines were under expectations late fines were forgiven for two weeks due to inclement weather and library closures. Relatedly, revenue from copy services was below expectations, which may be attributed to challenging weather and library closures.

Expense

February 1-28, 2019 salary expenses were slightly under projections. The COR is allowing the library to hire 4 intermittent employees (2-Library Assistant I & 2-Library Assistant II). This will allow staff to take vacations, etc. w/o leaving the library short-handed. HR is processing the paperwork necessary to post the positions. Additionally, 1 intermittent employee just gave notice that her last day will be 3/15 (she is looking forward to enjoying a relaxing retirement).

Voucher Listing

Payment for database subscriptions, materials, utilities, and processing show.

Library Events

Mar-Modular Origami Wkshp, 4pm
Mar 8 & 22-Anime Club, 3-4:50pm (teens)
Mar 12 & Apr 9-STEM Story Time, 10-11am
Mar 14-Absolute Beginners Ukulele, 7-8pm (teen & adult)
Mar 19 & Apr 2-Singing Strings Ukulele Club, 6:15-8:30 (6:15 pm-Beginner lessons, ages 6-12 & 7pm-Instruction & jam session for ages 13-99+, all levels!)
Mar 20-Seniors Only! Virtual Reality, 2 sessions:10am-12pm & 2:30-4:30pm (50+ only, please)
Mar 21-Girls Who Code, 4-6pm (Grades 3-5)
Mar 26 & Apr 23-Memory Café, 10am-12pm
Mar 26 & Apr 9-Python TriCities, 5:30-6:30pm (all levels and ages are welcome)
Apr 20-3rd Annual Celebration of Science, Fingernail/Howard Amon, 11am-2pm

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/9/2019 Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:
March 2019 Library Statistics

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 3-12-19 Library Statistics

Richland Public Library

February 2019
Statistics

March 12, 2019 Library Board Meeting

14,971
Patron Visits

210
February Attendance at AARP Free Tax Help Sessions

Thursday, February 28th
Busiest Day
975 Visits

During record-breaking snowfall this February, city crews worked diligently to clear library parking lots and sidewalks which was much appreciated by library users.

1,734
Computer Sessions

1,688
Hours of service library computers provided in January

Circulation
44,585

256
Films watched on Kanopy in February

33,121
Physical Items Checked Out

11,464
Digital Items Checked Out

Introduce a Girl to Engineering Day

On February 21st, the library hosted the 2nd Annual Introduce a Girl to Engineering Day. Attendance was over 100 children, 75 adults, and 25 volunteers. This event was made possible through a partnership with the Society of Woman Engineers, the National Society of Black Engineers, and Bechtel NextGen.

This was an inspiring night of community and learning.

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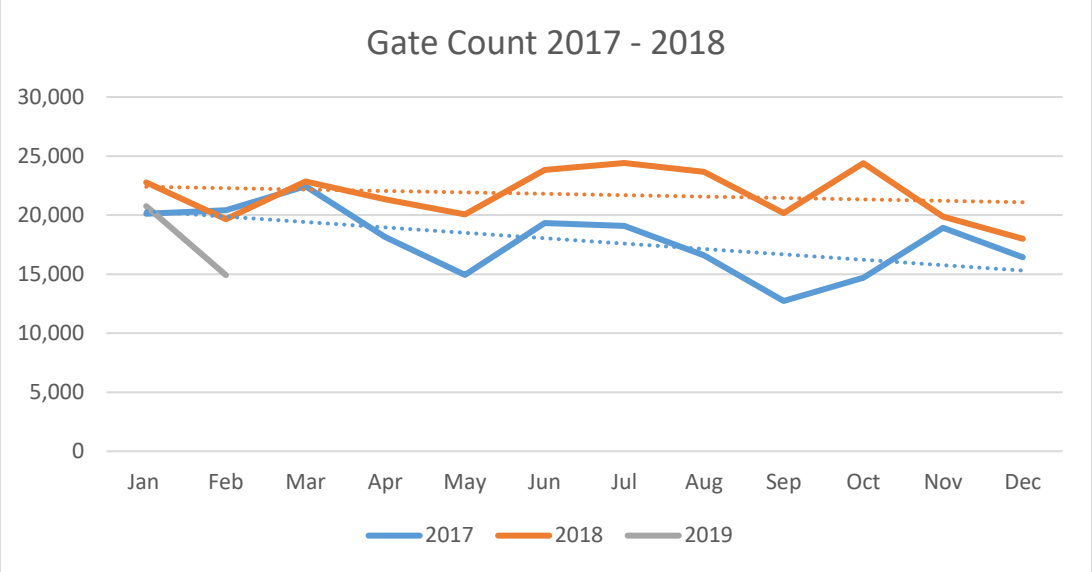
Programming

February programming was greatly impacted by record-breaking snowfall. Several activities and programs were canceled due to library closures for inclement weather. Also, many meeting room bookings from the public were canceled due to the library being closed or the meeting organizer wanting to avoid travel during the inclement weather.

Also, due to a technical issue with our statistics server, February programming totals were unavailable at the time of this report. That being said, February story times brought in 589 patrons, and included two Stem Story Times. A PNNL lecture titled, "Modern Day Alchemy: Building the Future Atom by Atom" brought in 71 patrons. Several Virtual Reality sessions for seniors were offered as well as Girls Who Code sessions. The library also hosted the 2nd Annual Introduce a Girl to Engineering Day in partnership with The Society of Women Engineers, the National Society of Black Engineers, and Bechtel NextGen. The program brought in 175 patrons who were able to explore stem concepts with the help of local engineers and scientists.

In lieu of graphs this month, enjoy additional pictures from the Introduce a Girl to Engineering Event:

Visits and Patron Registration

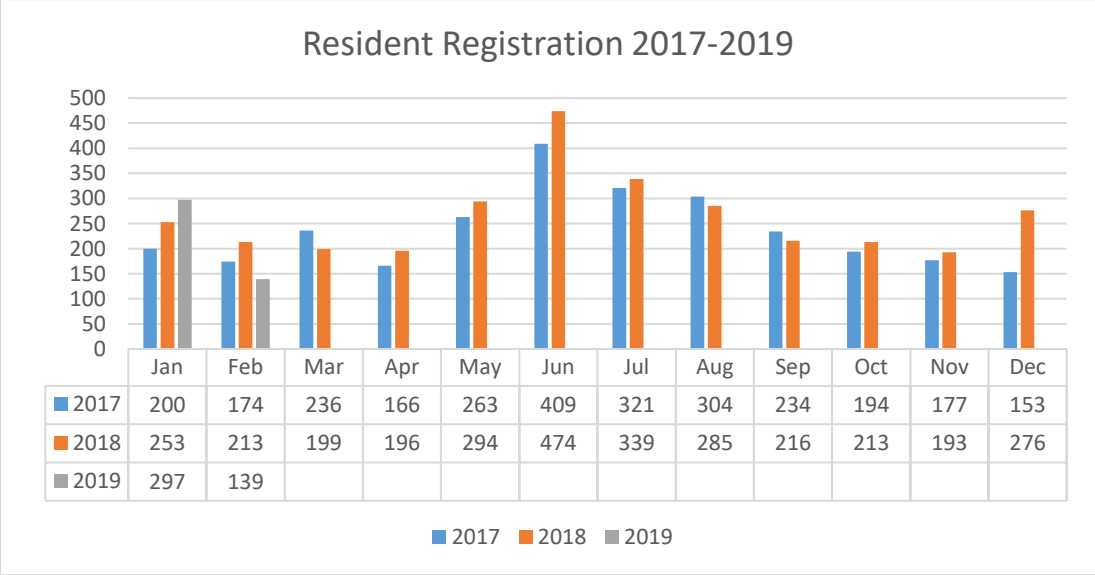


Gate Count:

Jan 2019 - 20,759

Feb 2019 - 14,917

Patron visits were down in February due to a record snowfall causing the library to close for several days. Many scheduled activities and meeting room bookings were canceled which reduced foot traffic further. Total visits for February were 14,917, which is a 24% decrease compared to last year. Due to inclement weather closures, February 2019 will exist as an anomaly in future reports.



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2017	200	174	236	166	263	409	321	304	234	194	177	153
2018	253	213	199	196	294	474	339	285	216	213	193	276
2019	297	139										

Total Resident:

139

Total Non-Resident:

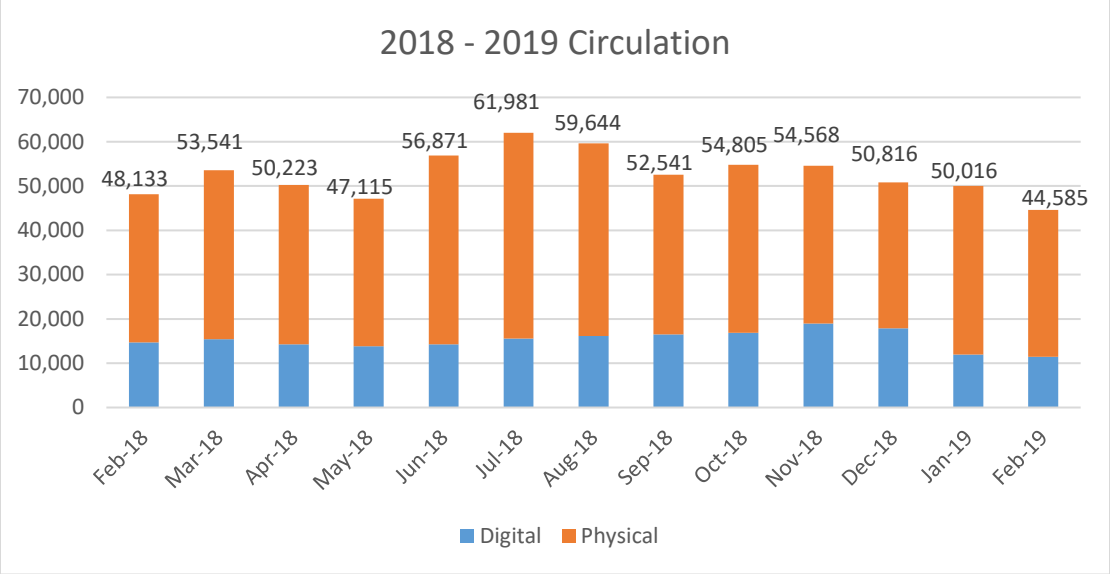
14

New patron registrations were down 35% due to weather and facility closures. The many local residents simply avoided unnecessary travel. Non-resident registrations were in line with last year.

February 2019 Statistics

March 12, 2019 Library Board Meeting

Circulation



February Circulation

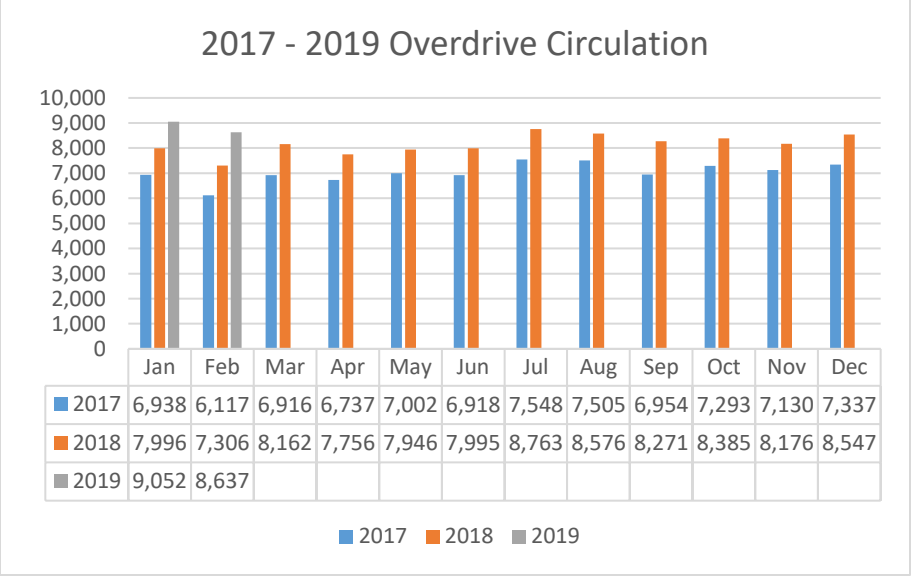
Physical: 33,121

Digital: 11,464

Total: 44,585

February 2019 physical circulation held steady at just a 1% decrease in physical circulation over last year and a 22% decrease in digital circulation. Digital service decreases are due to changes in digital services offerings although individual service use was up.

Digital Services



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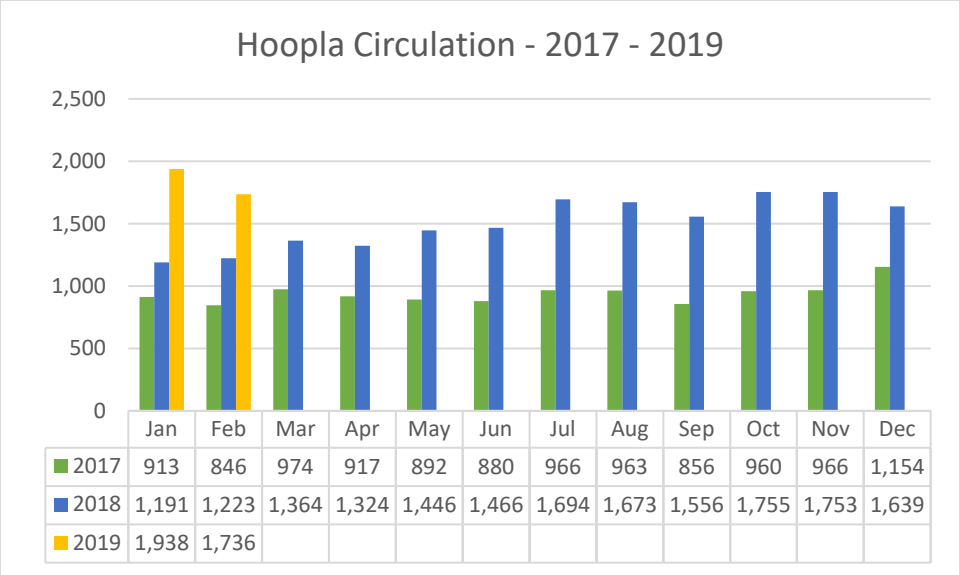
2018	7,996	7,306	8,162	7,756	7,946	7,995	8,763	8,576	8,271	8,385	8,176	8,547
2019	9,052	8,637										

Overdrive usage in February was 8,637, an increase of 18% over last year. The average increase of 15% over the previous year is a clear trend in Overdrive usage. Patrons clearly enjoy Overdrive and the simplicity of the new Libby app.



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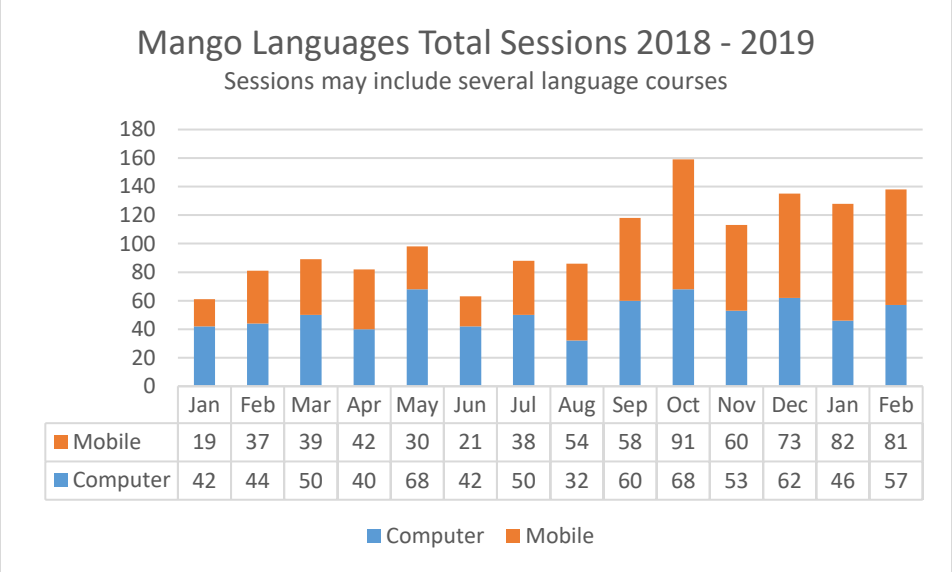
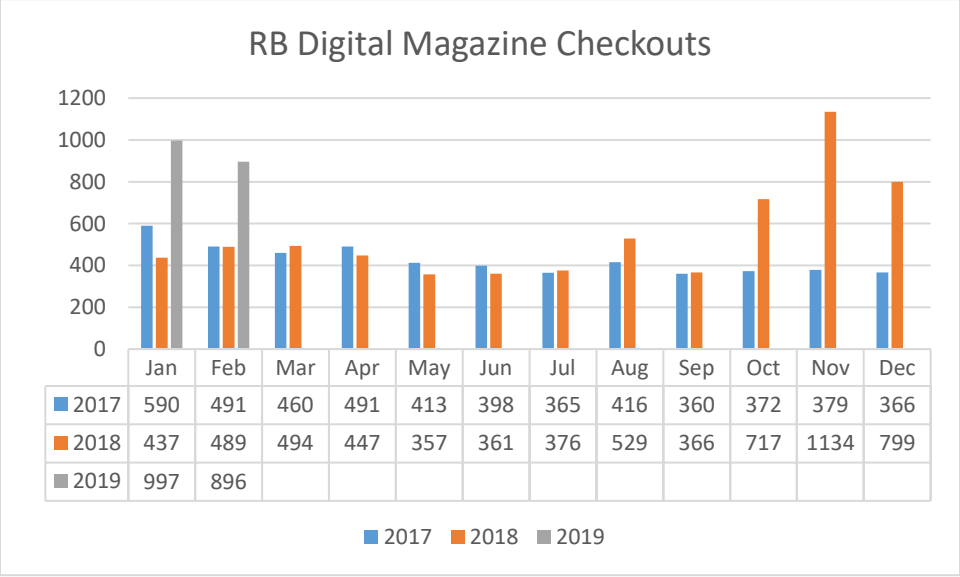
2018	1,191	1,223	1,364	1,324	1,446	1,466	1,694	1,673	1,556	1,755	1,753	1,639
2019	1,938	1,736										

Usage of Hoopla continues to increase with February 2019 seeing a 42% increase over February 2018. Audiobooks remain the highest used category.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Mobile	19	37	39	42	30	21	38	54	58	91	60	73	82	81
Computer	42	44	50	40	68	42	50	32	60	68	53	62	46	57

Mango Languages was used 138 times in February 2018 with an average learning session of 12 minutes. While Spanish was still the highest used course, other courses such as Turkish, Croatian, and Medical Spanish were among the top used courses in February.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	590	491	460	491	413	398	365	416	360	372	379	366
2018	437	489	494	447	357	361	376	529	366	717	1134	799
2019	997	896										

RB Digital Magazine usage has surged since the service was specifically marketed last fall on social media. February 2019 checkouts increased 83% over last year.

Top 5 February Titles:

1. US Weekly
2. Ok! Magazine
3. Newsweek
4. The New Yorker
5. New Scientist

New Services Spotlight

Kanopy

The introduction of Kanopy in February generated high interest from patrons. The service offers a wide variety of films including independent films, documentaries, foreign films, art house cinema, as well as popular films. The service was advertised on social media and in local news media. The library's website for Kanopy was visited 2,145 times in February.

February 2019 Usage:

Films Viewed: 256

Minutes Viewed: 10,462

Patrons Registered: 77

Most Viewed Film in February: Lady Bird

Lynda.com

Lynda.com continues to attract users but at a slower pace. The learning resources available are vast and well produced and marketing of the service will continue.

February 2019 Usage:

Hours of Training Viewed: 10

Certificates of Completion: 2

Overcoming Procrastination

Women in Leadership

Top Courses in February:

Outlook 2013 Essential Training

CSS Essential Training 2

Women in Leadership

Learning Python

Ukulele Lessons: Fundamentals

Patrons Registered: 40

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/9/2019 Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:
April 2019 Library Manager's Report

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 4-9-19 Library Manager's Report

LIBRARY MANAGER'S REPORT
Richland Public Library Board
Richland Public Library – 955 Northgate – Board Room
April 2019

Friends of the Library

The Friends Spring Sale from April 25th through the 27th is the main focus of attention. The Friends' storage unit is 95% full and there are also boxes of books crowding the book store meaning the sale should be a resounding success.

Micki McKinley is now the Treasurer, taking over for Steve Woolfolk who has been the treasurer for many years. Sue Spencer will be the assistant treasurer. Evelyn Painter and Steve Slate will be in charge of memberships until a replacement can be found (seeking someone comfortable with computer programs).

Between the semi-annual book sales and the sales in the book store, the Friends generated approximately $40,000 in 2018.

The next meeting and the general election will take place the Thursday evening of the book sale on April 25th at 5pm in the Board Room.

Foundation

The Foundation will pay the annual membership fee for 1 year for library supervisors, librarians, and the program and STEAMspace coordinators in either the American Library Association (ALA), Youth Adult Library Association (YALSA), Public Library Association (PLA), or the Washington Library Association (WLA).

The next Foundation meeting will be in May (exact date TBA).

Statistics

Attached

Revenue / Expense / Voucher Listing

Revenue

March 1-31, 2019 revenue is slightly under projections due to fine forgiveness and building closures due to inclement weather. Although the STEAMspace is not a revenue

producing entity, it is erroneously included on the revenue report with annual projected revenue of $2,000.

Expense

March 1-31, 2019 expenses for software license renewals were slightly above projections but consistent with subscription renewal windows. Other expenses were slightly under projections.

Voucher Listing

Payment for database subscriptions, materials, utilities, and processing show.

Facility

Facilities is arranging the replacement of the motor that controls the handicapped button at the library's main entrance and, importantly, they are seeking a permanent resolution of the problem.

The retraction issue with the room darkening shades in the Gallery has been resolved. The lobby area will be painted by Facilities.

Although the library is not impacted and dates are tentative, employees will begin moving into the new City Hall in May.

Library Events

Apr 6 – Contra Dance (2 sessions 1-2:30pm & 3-4:30pm), Three Rivers Folk Life Society
Apr 9 – Evening Story Time, 6-6:45pm
Apr 9 & 16– STEM Story Time, 10-11am
Apr 10 – Teens Only! Virtual Reality, 4:30-6:30pm
Apr 11 – Absolute Beginners Ukulele (teen & adult), 7-8pm
Apr 12 & 26 – Anime Club (teens), 3-4:50pm
Apr 16 – Singing Strings Ukulele Club, 6:15-8:30pm
Apr 18 – Prevent Fraud & Identity Theft, 6-7pm
Apr 20 – 3rd Annual Celebration of Science, 11am-2pm, Howard Amon Park (at Fingernail)
Apr 23 – Memory Café, 10am-12pm
Apr 24 – Seniors Only! Virtual Reality, 10am-12pm & 2:30-4:30pm

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/9/2019 Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:
April 2019 Library Statistics

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 4-9-19 Library Statistics

Richland Public Library

March 2019
Statistics

April 9, 2019 Library Board Meeting

18,527

Patron Visits

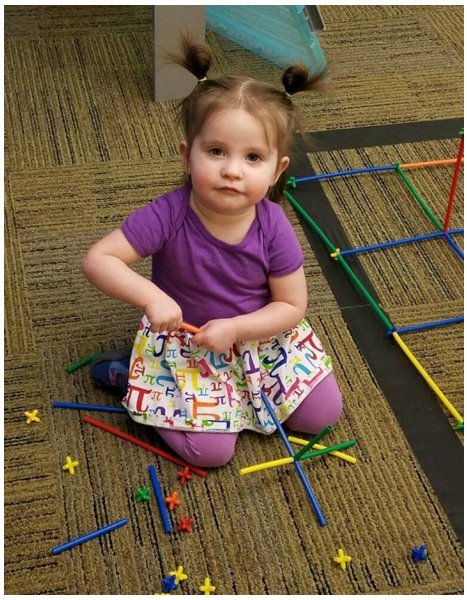
through March 26th

218

Patrons attending Friday Pre-School Storytimes in March

Thursday, March 3rd

Busiest Day
1,034 Visits



2,196

Computer Sessions

2,037

Hours of service library computers provided in March

Circulation

43,564

4,341
Children's Chapter Books Checked Out

33,542
Physical Items Checked Out

10,022
Digital Items Checked Out

AARP® FOUNDATION

FREE TAX HELP @ the Library

221

Patrons who used free tax help in March

AARP tax help is popular every year at the library. In March they helped 35-40 patrons file their taxes at each session. Patrons value this service and are regularly lined up outside for the Saturday morning sessions.

900+

Digital Magazines Borrowed

87% increase over last year

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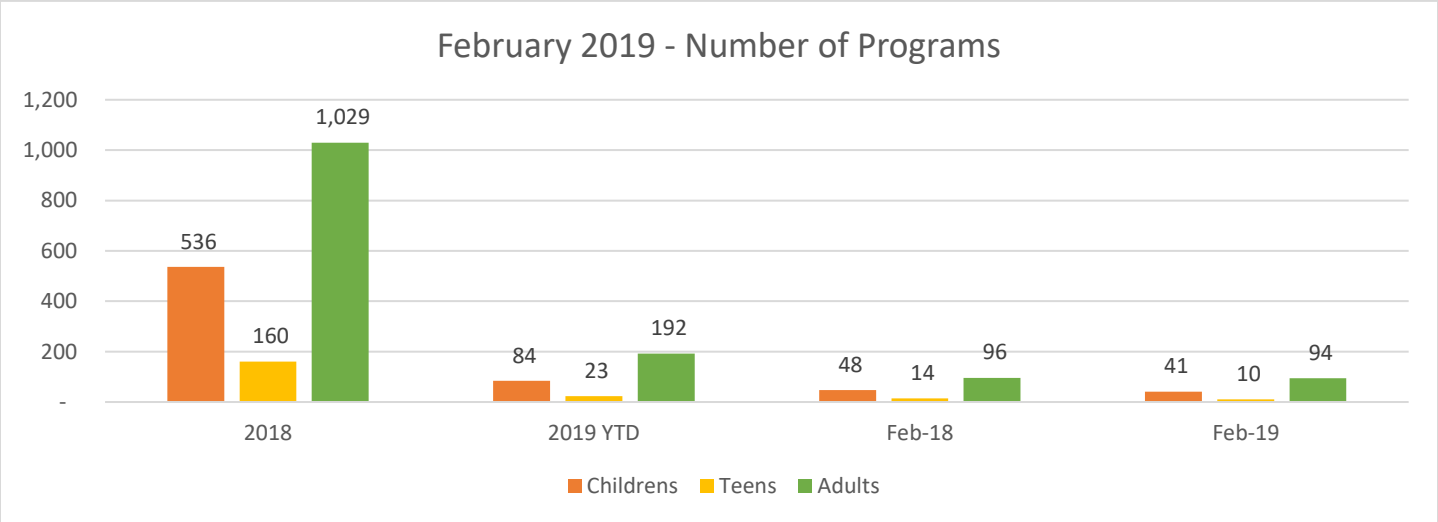
A Note on This Report

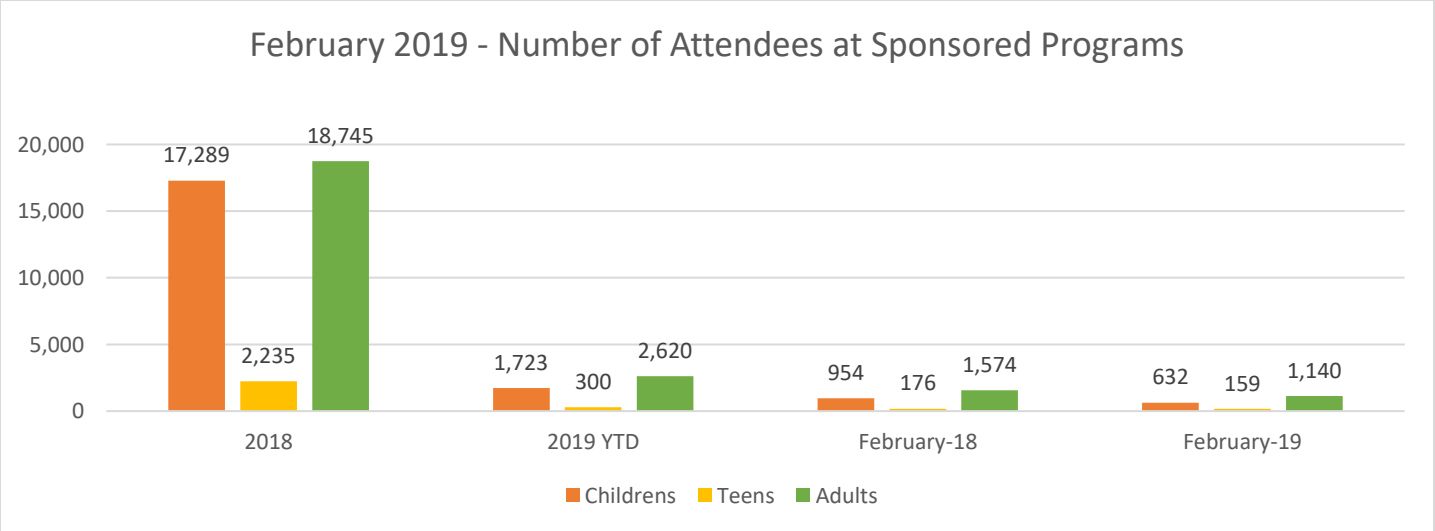
This report covers usage from March 1st through March 26th for all categories due to staff availability the first week of April. The partial report below is provided as a snapshot. The May report will include full data for the first quarter of 2019.

Programming

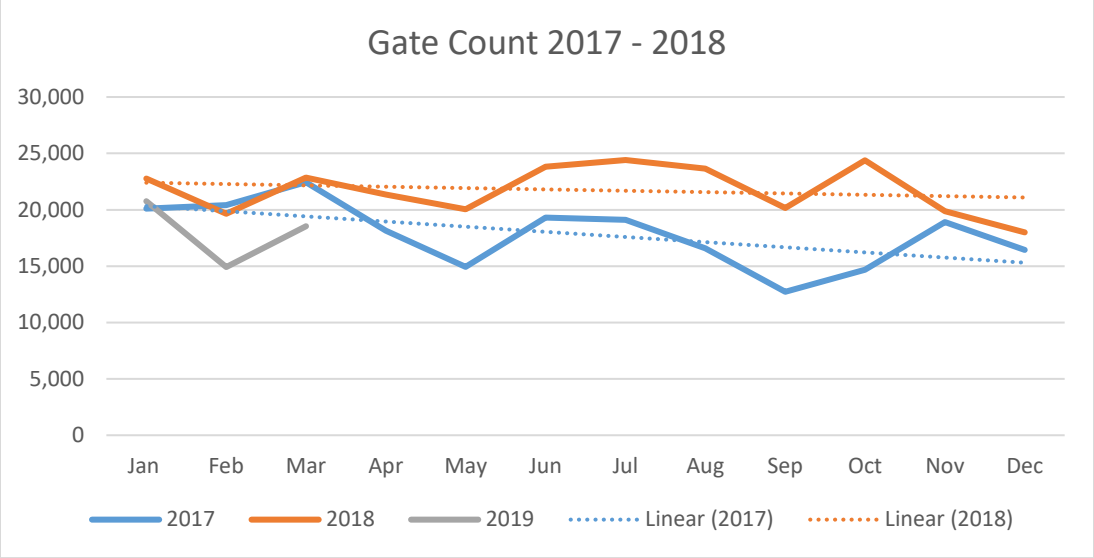
As February numbers were not available last month, they are included in the graph included below. While the number of programs in February was similar to last year, attendance decreased due to winter weather.

March programming statics will be included in next month's report. Highlights of March programming included a STEM Storytime using rhythm sticks that was attended by 66 patrons, a Seed Exchange program for local gardeners, and two lectures, one from PNNL titled, "Building Circular Economies" and the "Screenshot Series: Going Viral" from the Richland Police Department. A Chinese Calligraphy Class will take place Saturday, March 30th presented by the Tri-Cities Chinese American Association. Lastly, each Friday Preschool Story Time brought in over 70 patrons.





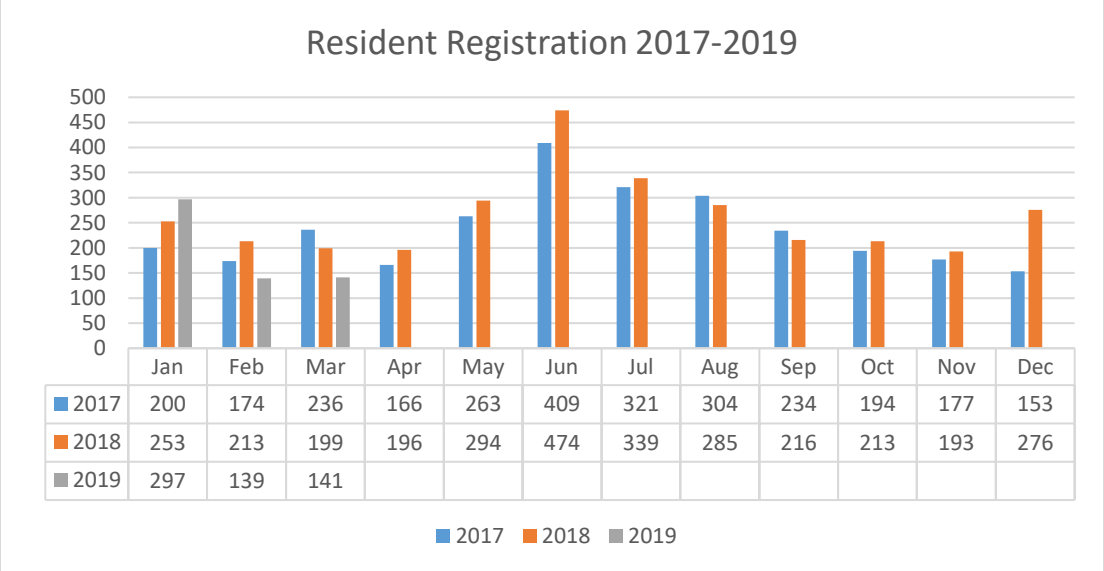
Visits and Patron Registration



Gate Count:
through March 26th

Mar 2019 – 18,527
Mar 2018 – 22,840

Patron visits through March 26th were down about 19% from last year. Projecting through the end of March, this decrease should be closer to 8%. Foot traffic again was impacted by abnormal winter weather.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	200	174	236	166	263	409	321	304	234	194	177	153
2018	253	213	199	196	294	474	339	285	216	213	193	276
2019	297	139	141									

As of March 26th:

Total Resident:

141

Total Non-Resident:

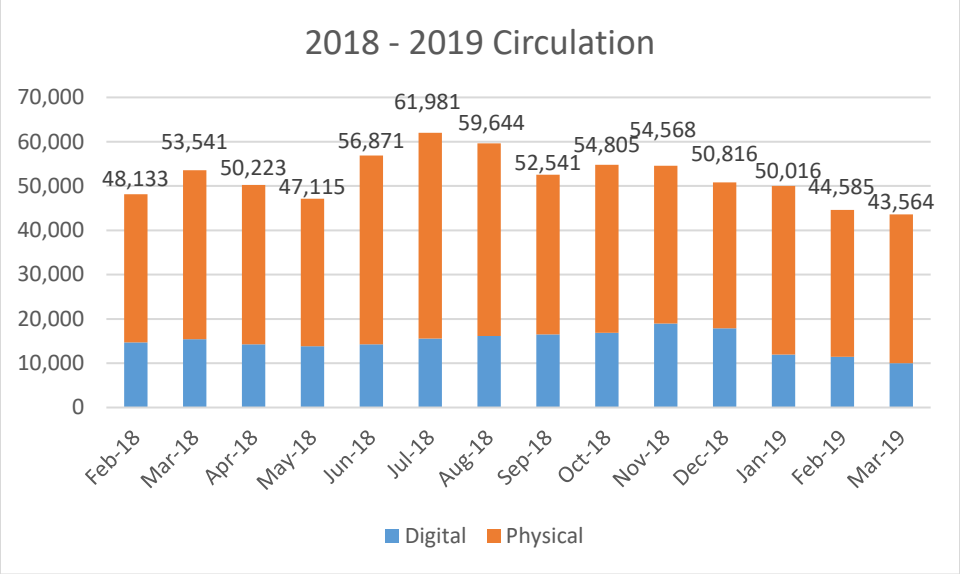
24

As of March 26th, new patron registrations were in line with last month but down 29% from last year. There will be some increase in these numbers before the end of the month as Friday and Saturday are typically busy days for new patron registrations. Inclement weather early in the month may also have contributed to a lower number. Non-resident registrations were 24 which is up from last month (14) and last year (20).

March 2019 Statistics

April 9, 2019 Library Board Meeting

Circulation



March Circulation:
through March 26th

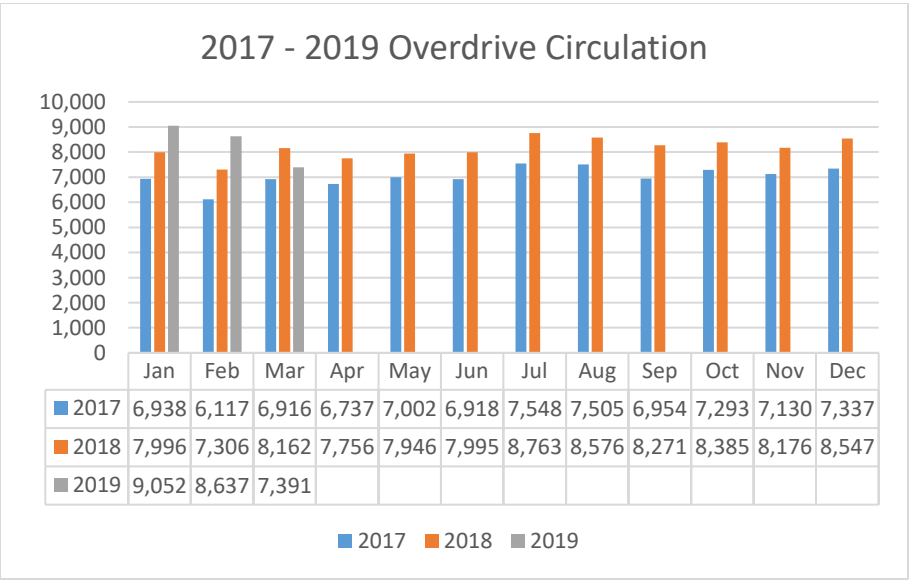
Physical: 33,121

Digital: 11,464

Total: 44,585

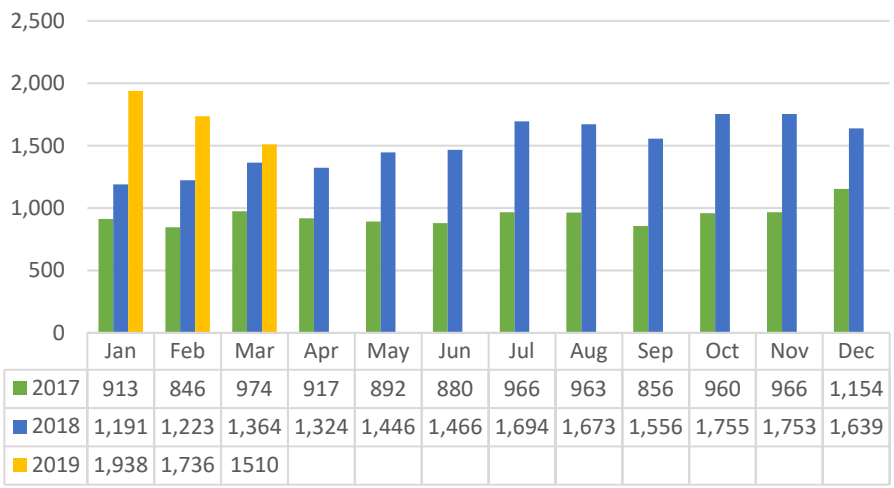
March 2019 physical circulation, through the 26th of the month, was about a 12% decrease from last year, with five days left in the month. Digital circulation, with the changes in service offerings, was similar to last month. Marketing of new video streaming service Kanopy, continues.

Digital Services



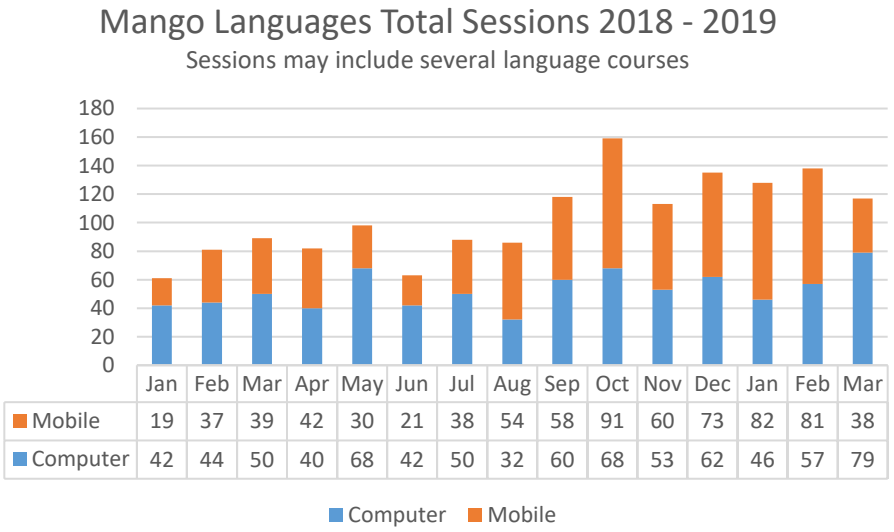
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	6,938	6,117	6,916	6,737	7,002	6,918	7,548	7,505	6,954	7,293	7,130	7,337
2018	7,996	7,306	8,162	7,756	7,946	7,995	8,763	8,576	8,271	8,385	8,176	8,547
2019	9,052	8,637	7,391									

Overdrive usage through March 26th was 7,391 items. As the Overdrive service sees several hundred checkouts per day, total March circulation should easily pass 8,000 items. As March 2018 was a high circulation month, the normal increase of 10%-15% would be overly optimistic. An increase of 5% is expected.



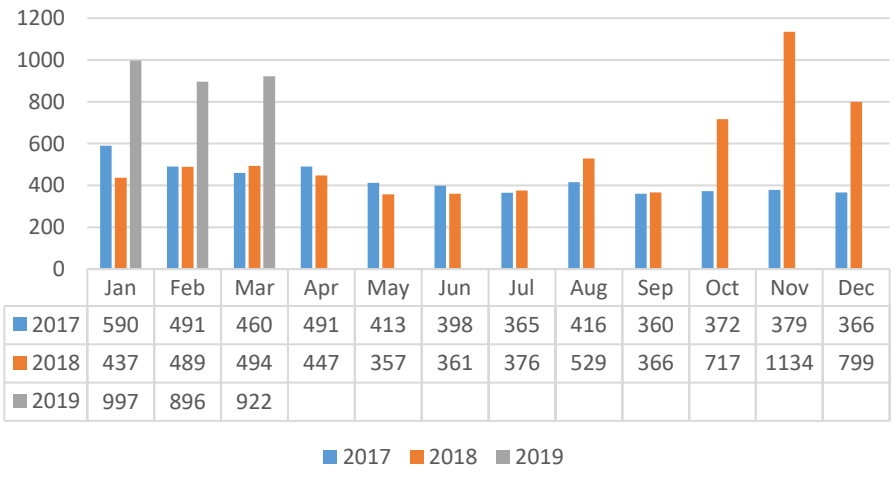
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	913	846	974	917	892	880	966	963	856	960	966	1,154
2018	1,191	1,223	1,364	1,324	1,446	1,466	1,694	1,673	1,556	1,755	1,753	1,639
2019	1,938	1,736	1510									

Usage of Hoopla continues to increase with March 2019, through the 26th, seeing an 11% increase over March 2018. Audiobooks remain the highest used category.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Mobile	19	37	39	42	30	21	38	54	58	91	60	73	82	81	38
Computer	42	44	50	40	68	42	50	32	60	68	53	62	46	57	79

Mango Languages was used 117 times through March 26th with an average learning session of 7 minutes. This month Japanese and Korean were the most used languages with Spanish following third. Medical Spanish was the fifth used course.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	590	491	460	491	413	398	365	416	360	372	379	366
2018	437	489	494	447	357	361	376	529	366	717	1134	799
2019	997	896	922									

Usage of RB Digital Magazines continues to increase. Through March 26th, 922 issues were borrowed. With several days left in the month, usage could top 1,000 issues easily. Even with five days left in the month, March 2019 checkouts increased 87% over last year.

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/9/2019

Agenda Category: Approval of Bills

Prepared By: Leslie Campbell Hime, Library Manager

Subject:
Approval of Bills for January 1, 2019 through January 31, 2019

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. February 2019 Claims for Payment

RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

FEBRUARY 2019

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 $223,808.16 this 9th day of April 2019.

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

Voucher Listings	**Amount**
January 1, 2019 through January 31, 2019	$137,931.70
Transfer Advice (Salaries)	
Salaries for the weeks of: 1/10/19 & 1/24/19	$85,876.46
MONTHLY EXPENSES	**$223,808.16**

Comments:

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

CITY OF RICHLAND
LIBRARY EXPENDITURE

January 2019
Month/Year

PAY PERIODS From December 24, 2018 through January 20,2019

GROSS SALARIES . . . . . $ 85,876.46

		Gross Wages	Total
WEEK OF:	01/10/19	38,733.49	38,733.49
WEEK OF:	01/24/19	47,142.97	47,142.97
WEEK OF:			-
	TOTAL	85,876.46	85,876.46

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	803,637	803,637	59,836.80	59,836.80	0.00	743,800.20	7.4%	0.00
1102	SALARIES-PART TIME	213,863	213,863	16,163.62	16,163.62	0.00	197,699.38	7.6%	0.00
1104	SALARIES-INTERMITTENT/TEMP	28,512	28,512	2,340.24	2,340.24	0.00	26,171.76	8.2%	0.00
1201	SALARIES & WAGES-OVERTIME	750	750	0.00	0.00	0.00	750.00	0.0%	0.00
1302	VACATION/PTO CASHOUT	33,794	33,794	7,535.80	7,535.80	0.00	26,258.20	22.3%	0.00
		1,080,556	1,080,556	85,876.46	85,876.46	0.00	994,679.54		0.00
Type: 2	**BENEFITS**								
2101	SOCIAL SECURITY-FICA	103,441	103,441	5,963.47	5,963.47	0.00	97,477.53	5.8%	0.00
2103	PENSION CONTRIBUTIONS-PERS	115,461	115,461	9,569.54	9,569.54	0.00	105,891.46	8.3%	0.00
2105	INDUSTRIAL INS & MED AID	12,776	12,776	639.76	639.76	0.00	12,136.24	5.0%	0.00
2106	UNEMPLOYMENT	1,910	1,910	171.76	171.76	0.00	1,738.24	9.0%	0.00
2107	LIFE & DISABILITY INSURANCE	6,780	6,780	511.17	511.17	0.00	6,268.83	7.5%	0.00
2108	DENTAL INSURANCE	24,105	24,105	1,874.74	1,874.74	0.00	22,230.26	7.8%	0.00
2109	HEALTH INSURANCE	242,523	242,523	18,725.94	18,725.94	0.00	223,797.06	7.7%	0.00
2110	VISION INSURANCE	3,765	3,765	292.74	292.74	0.00	3,472.26	7.8%	0.00
2112	DEFERRED COMPENSATION	42,397	42,397	3,374.63	3,374.63	0.00	39,022.37	8.0%	0.00
2118	POST EMPLOYEE HEALTH BENE	50,000	50,000	4,166.65	4,166.65	0.00	45,833.35	8.3%	0.00
2126	WA PAID FAMILY MEDICAL LEAV	0	0	69.29	69.29	0.00	69.29-	0.0%	0.00
		603,158	603,158	45,359.69	45,359.69	0.00	557,798.31		0.00
Type: 3	**SUPPLIES**								
3102	OPERATING SUPPLIES & MATERI	22,850	22,850	0.00	0.00	0.00	22,850.00	0.0%	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	234,340	234,340	66,558.08	66,558.08	0.00	167,781.92	28.4%	0.00
3501	SMALL TOOLS & EQUIP	8,550	8,550	0.00	0.00	0.00	8,550.00	0.0%	0.00
3505	FURNITURE AND FIXTURES	2,858	2,858	0.00	0.00	0.00	2,858.00	0.0%	0.00
3520	REPLACEMENT COMPUTING EQ	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
3583	SOFTWARE-LICENSING & UPGR	126,727	126,727	18,863.48	18,863.48	0.00	107,863.52	14.9%	0.00
3993	SUPPLIES - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
		396,325	396,325	85,421.56	85,421.56	0.00	310,903.44		0.00
Type: 4	**OTHER SERVICES & CHARGES**								
4106	ARCHITECTURAL SERVICES	0	0	0.00	0.00	0.00	0.00	0.0%	0.00

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

Fund 001 GENERAL FUND		Orig.Budget	Adj.Budget	Current Month	Y-T-D	Current Encumbered	Unencumbered Balance	Y-T-D % Committed	Previous Y-T-D
4107	OTHER PROFESSIONAL SERVIC	800	800	0.00	0.00	0.00	800.00	0.0%	0.00
4117	EXPERT SERVICES	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4135	SHARED VALUES PROGRAM	488	488	0.00	0.00	0.00	488.00	0.0%	0.00
4201	TELEPHONE & COMM SVCS	7,235	7,235	542.92	542.92	0.00	6,692.08	7.5%	0.00
4202	POSTAGE	6,316	6,316	0.00	0.00	0.00	6,316.00	0.0%	0.00
4301	TRAVEL EXPENSES	11,192	11,192	0.00	0.00	0.00	11,192.00	0.0%	0.00
4504	COPIER/FAX LEASE RENTAL MAI	5,650	5,650	10.86	10.86	0.00	5,639.14	0.2%	0.00
4505	RENTALS-OTHER	5,410	5,410	0.00	0.00	0.00	5,410.00	0.0%	0.00
4601	INSURANCE	23,232	23,232	23,490.00	23,490.00	0.00	258.00-	101.1%	0.00
4700	UTILITIES	63,442	63,442	0.00	0.00	0.00	63,442.00	0.0%	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	0.00	0.00	0.0%	0.00
4815	REPAIR & MAINT - PUBLIC ART	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4902	DUES & SUBSCRIPTIONS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4903	PRINTING SERVICES	0	0	0.00	0.00	0.00	0.00	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	3,294	3,294	0.00	0.00	0.00	3,294.00	0.0%	0.00
4913	COLLECTION SERVICES	179	179	0.00	0.00	0.00	179.00	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
		133,028	133,028	24,043.78	24,043.78	0.00	108,984.22		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	0.00	0.00	0.00	1,020.00	0.0%	0.00
		1,220	1,220	0.00	0.00	0.00	1,220.00		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	450,000	450,000	0.00	0.00	0.00	450,000.00	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

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
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
		450,000	450,000	0.00	0.00	0.00	450,000.00		0.00
Type:	**9 INTERFUND SERVICES**								
9141	INTFND SVCS - SYSTEMS DIVISI	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
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**	**2,664,287**	**2,664,287**	**240,701.49**	**240,701.49**	**0.00**	**2,423,585.51**	**9.0%**	**0.00**

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

Grand Totals	2,664,287	2,664,287	240,701.49	240,701.49	0.00	2,423,585.51	9.0%	0.00

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001 GENERAL FUND					
Division: 303 LIBRARY					
ATOZDATABASES		502498	264814	SUBSCRIPTION 12/15/18-12/14/19	$1,500 00
BANK OF AMERICA		TXN00042484	264930	WAYFAIR Wayfair - Purchase	$1,715.85
		TXN00042486		INGRAM BOOKS	$1,668.76
		TXN00042493		STAPLES - Purchase	$439 63
		TXN00042494		WAYFAIR Wayfair - Purchase	$156.37
		TXN00042503		WALMART.COM 8009666546 - Purch	$170 65
		TXN00042506		COSTCO WHSE #0486 - Purchase	$24.96
		TXN00042511		INGRAM BOOKS	$76.56
		TXN00042517		STAPLES - Purchase	$121.62
		TXN00042523		HW WILSON BOOKS	$598.00
		TXN00042536		INGRAM BOOKS	$726.16
		TXN00042548		INGRAM BOOKS	$161.27
		TXN00042551		MIDWEST AV	$724.37
		TXN00042552		INGRAM BOOKS	$302.40
		TXN00042562		STAPLES - Purchase	$27.62
		TXN00042572		INGRAM BOOKS	$115.74
		TXN00042593		AMZN Mktp US M06HH5BN2 - Purch	$39.05
		TXN00042599		INGRAM BOOKS	$266.58
		TXN00042601		Amazon.com M09324DL0 - Purchas	$33 56
		TXN00042606		INGRAM BOOKS	$96.34
		TXN00042611		INGRAM BOOKS	$53.99
		TXN00042616		AMZN Mktp US M04SF06G0 - Purch	$26 05
		TXN00042619		BLACKSTONE AUDIO	$45.00
		TXN00042621		RECORDED BOOKS AUDIO	$289.36
		TXN00042622		Amazon.com M03AG68A2 - Purchas	$15.62
		TXN00042631		INGRAM BOOKS	$192.08
		TXN00042648		OVERDRIVE DIGITAL	$2,627.74
		TXN00042656		OVERDRIVE DIGITAL	$535.65
		TXN00042675		THE HOME DEPOT #4746 - Purchas	$114.90
		TXN00042684		SQ ETHOS CATERING - Purchase	$30.41
		TXN00042690		COSTCO WHSE #0486 - Purchase	$51.34
		TXN00042697		OVERDRIVE DIGITAL	$1,605.88
		TXN00042700		INGRAM BOOKS	$1,031.97
		TXN00042705		FRED-MEYER #0286 - Purchase	$7.58
		TXN00042707		COSTCO WHSE #0486 - Purchase	$65.14
		TXN00042715		SANDYS TROPHIES INC - Purchase	$95.24
		TXN00042717		INGRAM BOOKS	$62.68
		TXN00042727		AMZN Mktp US M038Q0762 - Purch	$754.77

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00042739	264930	TARGET.COM - Purchase	$41.26
		TXN00042741		AMAZON BOOKS	$212.49
		TXN00042743		INGRAM BOOKS	$605.42
		TXN00042749		COSTCO WHSE #0486 - Purchase	$83.54
		TXN00042752		STAPLES - Purchase	$392.88
		TXN00042763		TMOBILE POSTPAID TEL - Purchas	$247.28
		TXN00042771		STAPLES - Purchase	$30.36
		TXN00042772		STAPLES - Purchase	$23.88
		TXN00042783		Amazon.com M21P134F1 - Purchas	$158.81
		TXN00042794		INGRAM BOOKS	$193.48
		TXN00042797		FARONICS TECHNOLOGIES USA - Pu	$513.13
		TXN00042805		INGRAM BOOKS	$99.10
		TXN00042811		AMZN Mktp US M27DU2JZ1 - Purch	$423.36
		TXN00042838		INGRAM BOOKS	$872.51
		TXN00042840		TARGET.COM - Purchase	$1,628.93
		TXN00042846		INGRAM BOOKS	$35.44
		TXN00042851		INGRAM BOOKS	$1,396.25
		TXN00042868		AMAZON BOOKS	$293.70
		TXN00042869		INGRAM BOOKS	$33.88
		TXN00042875		AMZN Mktp US M21TB5EA2 - Purch	$135.87
		TXN00042884		AMZN Mktp US M26JQ7EM2 - Purch	$19.54
		TXN00042894		AMZN Mktp US M20S62M41 - Purch	$288.43
		TXN00042905		BLACKSTONE AUDIO	$446.24
		TXN00042906		AMAZON BOOK	$25.51
		TXN00042909		AMZN Mktp US M23O65D41 - Purch	$23.91
		TXN00042916		INGRAM BOOKS	$269.96
		TXN00042918		GRAINGER - Purchase	$654.64
		TXN00042920		AMAZON BOOK	$22.78
		TXN00042921		MIDWEST DVD	$1,725.06
		TXN00042925		Amazon.com M21RT5SC0 - Purchas	$102.62
		TXN00042929		AMAZON BOOKS	$107.89
		TXN00042931		FASTSIGNS - Purchase	$380.10
		TXN00042933		CRAFT WAREHOUSE -05 - Purchase	$29.32
		TXN00042953		Amazon.com M25X65UE0 - Purchas	$468.18
		TXN00042954		AMZN Mktp US M22TG5IK1 - Purch	$215.51
		TXN00042956		RECORDED BOOKS Digital ebooks	$2,575.24
		TXN00042958		INGRAM BOOKS	$166.86
		TXN00042967		INGRAM BOOKS	$55.08
		TXN00042968		Amazon.com - Credit	($468.18)
		TXN00042972		RECORDED BOOKS EBOOKS	$142.81
		TXN00042973		STAPLES - Purchase	$150.94

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00042974	264930	Amazon.com M25U639F1 - Purchas	$23.91
		TXN00042975		INGRAM BOOKS	$3,532.58
		TXN00042979		RECORDED BOOKS eAudiobooks	$3,996.58
CITY OF RICHLAND		12/2018 DEC	264983	CITY UTILITY BILLS/DEC 2018	$3,627.65
COLUMBIA INDUSTRIES SUPPORT LLC		0076349	264991	ON SITE SHREDDING WO #0127381	$87.98
EBSCO		1000092528-1	265002	NOVELIST	$6,434.00
				NOVELIST	$7,263.00
ENVISION WARE INC		INV-US-39050	264617	ANNUAL MNTNC FOR ENVISIONWARE	$9,524.29
		INV-US-40169	265107	PAYWARE SERVICE RENEWAL 2019	$977.40
FRONTIER	S016193	01/19 5099433152	264840	TELEPHONE CHARGES 1/4/19-2/3/1	$383.83
INFOGROUP		10003455691	265010	DATABASES	$1,877.70
MANGO LANGUAGES		INV004297	265124	MANGO YEARLY SUB	$3,645.60
MIDWEST TAPE		96799408	264758	DECEMBER 2018 HOOPLA	$3,514.21
NEWSBANK INC		RN892915	264864	ANNUAL SUBSCRIPTION 2019	$5,604.00
OCLC INC		0000636052	264545	CATALOGING, METADATA, RES, REF	$1,099.67
		0000640933	264868	CATALOGING, METADATA, RES, REF	$1,098.79
OVERDRIVE INC		01452CO18234821	264548	BOOKS 258 TITLES	$5,259.49
		01452CO18234828		BOOKS 65 TITLES	$3,790.13
PITNEY BOWES PURCHASE POWER		OCT-DEC 1127-9365	264768	POSTAGE 10/1-12/31/18	$796.58
PROQUEST LLC		70539552	264872	ANCESTRY DATABASE RENEWAL	$976.56
		70539553		ANCESTRY DATABASE RENEWAL	$2,537.60
RECORDED BOOKS LLC		76163954	264874	SUBSCRIPTION 01/01/19-12/31/19	$9,623.81
		76166185		SUBSCRIPTION 01/01/19-12/31/19	$3,740.00
SECRETARY OF STATE		00009412	265150	2019 WDLC CONTRACT #IG-4513	$24,549.03
TRAVELERS		6769F7144	264684	LIBRARY ART INSURANCE POLICY	$1,557.00
VERIZON WIRELESS	P059897	9821214469	264688	Wireless charges primary Dec 2	$73.13
XEROX CORPORATION		095659440	265169	7HB-469027 BASE CHARGE- JAN	$10.86
		095659536	265061	LX5-692917 BASE/PRINTS-DEC	$336.86
		095659537		LX5-692939 BASE/PRINTS-DEC	$180.39
		095659538		LX5-692943 BASE/PRINTS-DEC	$155.21
		095659539		LX5-692946 BASE/PRINTS-DEC	$297.67
XO COMMUNICATIONS SERVICES LLC		0317172663	265170	TELEPHONE CHARGES 1/01-1/31/19	$159.09
				LIBRARY TOTAL****	$137,931.70
				GENERAL FUND Total ***	$137,931.70

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
				Invoice Total: ****	$137,931.70

	Number of Invoices	Amount
Vouchers In Richland	0	
Vouchers In Tri Cities	1	$87.98
Vouchers In WA	1	
Vouchers Outside WA	109	$113,294.69
Vouchers Final Total.....	111	

Object Category	Title	Total	Percentage
3	SUPPLIES	$130,023.10	94.27%
4	OTHER SERVICES & CHARGES	$7,908.60	5.73%
	Total	$137,931.70	

CITY OF RICHLAND

Revenue Report for Library Acccounts
January 1 through December 31, 2019

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	822.40	822.40	11,177.60	6.85%	0.00
347220	LIBRARY: MISC CHARGES	1,000	1,000	28.50	28.50	971.50	2.85%	0.00
347270	LIBRARY: NON-RESIDENT FEES	5,500	5,500	527.50	527.50	4,972.50	9.59%	0.00
Total	CHARGES FOR GOODS & SVCS	**18,500**	**18,500**	**1,378.40**	**1,378.40**	**17,121.60**	**7.45%**	**0.00**
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	0.00	0.00	0.00%	0.00
359700	LIBRARY: MISC FINES	44,250	44,250	3,557.60	3,557.60	40,692.40	8.04%	0.00
Total	FINES & FORFEITS	**44,250**	**44,250**	**3,557.60**	**3,557.60**	**40,692.40**	**8.04%**	**0.00**
MISCELLANEOUS REVENUES								
362411	LIBRARY: MAKERSPACE RENTAL	2,000	2,000	0.00	0.00	2,000.00	0.00%	0.00
362509	LIBRARY: BUILDING RENTAL	2,400	2,400	200.00	200.00	2,200.00	8.33%	0.00
Total	MISCELLANEOUS REVENUES	**4,400**	**4,400**	**200.00**	**200.00**	**4,200.00**	**4.55%**	**0.00**
TOTAL		**67,150**	**67,150**	**5,136.00**	**5,136.00**	**62,014.00**	**7.65%**	**0.00**

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/9/2019

Agenda Category: Approval of Bills

Prepared By: Leslie Campbell Hime, Library Manager

Subject:
Approval of Bills for February 1, 2019 through February 28, 2019

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. March 2019 Claims for Payment

RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

MARCH 2019

We the undersigned, Richland Public Library Board, City of Richland, Benton County, do hereby certify that the merchandise or services as previously specified have been received and that the accumulated costs are approved for payment in the amount of $134,445.57 this 9th day of April 2019.

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

Voucher Listings	**Amount**
February 1, 2019 through February 28, 2019	$56,052.73
Transfer Advice (Salaries)	
Salaries for the weeks of: 2/7/19 & 2/21/19	$78,392.84
MONTHLY EXPENSES	**$134,445.57**

Comments:

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

CITY OF RICHLAND
LIBRARY EXPENDITURE

February 2019
Month/Year

PAY PERIODS From January 21, 2019 through February 17,2019

GROSS SALARIES ..... $ 78,392.84

		Gross Wages	Total
WEEK OF:	02/07/19	39,576.68	39,576.68
WEEK OF:	02/21/19	38,816.16	38,816.16
WEEK OF:			-
	TOTAL	78,392.84	78,392.84

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	803,637	803,637	59,836.80	119,673.60	0.00	683,963.40	14.9%	0.00
1102	SALARIES-PART TIME	213,863	213,863	16,460.98	32,624.60	0.00	181,238.40	15.3%	0.00
1104	SALARIES-INTERMITTENT/TEMP	28,512	28,512	2,095.06	4,435.30	0.00	24,076.70	15.6%	0.00
1201	SALARIES & WAGES-OVERTIME	750	750	0.00	0.00	0.00	750.00	0.0%	0.00
1302	VACATION/PTO CASHOUT	33,794	33,794	0.00	7,535.80	0.00	26,258.20	22.3%	0.00
		1,080,556	1,080,556	78,392.84	164,269.30	0.00	916,286.70		0.00
Type:	**2 BENEFITS**								
2101	SOCIAL SECURITY-FICA	103,441	103,441	5,849.28	11,812.75	0.00	91,628.25	11.4%	0.00
2103	PENSION CONTRIBUTIONS-PERS	115,461	115,461	9,604.78	19,174.32	0.00	96,286.68	16.6%	0.00
2105	INDUSTRIAL INS & MED AID	12,776	12,776	724.84	1,364.60	0.00	11,411.40	10.7%	0.00
2106	UNEMPLOYMENT	1,910	1,910	156.79	328.55	0.00	1,581.45	17.2%	0.00
2107	LIFE & DISABILITY INSURANCE	6,780	6,780	511.17	1,022.34	0.00	5,757.66	15.1%	0.00
2108	DENTAL INSURANCE	24,105	24,105	1,874.74	3,749.48	0.00	20,355.52	15.6%	0.00
2109	HEALTH INSURANCE	242,523	242,523	18,725.94	37,451.88	0.00	205,071.12	15.4%	0.00
2110	VISION INSURANCE	3,765	3,765	292.74	585.48	0.00	3,179.52	15.6%	0.00
2112	DEFERRED COMPENSATION	42,397	42,397	3,367.30	6,741.93	0.00	35,655.07	15.9%	0.00
2118	POST EMPLOYEE HEALTH BENE	50,000	50,000	4,166.65	8,333.30	0.00	41,666.70	16.7%	0.00
2126	WA PAID FAMILY MEDICAL LEAV	0	0	115.26	184.55	0.00	184.55-	0.0%	0.00
		603,158	603,158	45,389.49	90,749.18	0.00	512,408.82		0.00
Type:	**3 SUPPLIES**								
3102	OPERATING SUPPLIES & MATERI	22,850	22,850	1,251.82	1,251.82	0.00	21,598.18	5.5%	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	234,340	234,340	31,138.14	97,696.22	0.00	136,643.78	41.7%	0.00
3501	SMALL TOOLS & EQUIP	8,550	8,550	0.00	0.00	0.00	8,550.00	0.0%	0.00
3505	FURNITURE AND FIXTURES	2,858	2,858	3,135.28	3,135.28	0.00	277.28-	109.7%	0.00
3520	REPLACEMENT COMPUTING EQ	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
3583	SOFTWARE-LICENSING & UPGR	126,727	126,727	13,782.02	32,645.50	0.00	94,081.50	25.8%	0.00
3993	SUPPLIES - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
		396,325	396,325	49,307.26	134,728.82	0.00	261,596.18		0.00
Type:	**4 OTHER SERVICES & CHARGES**								
4106	ARCHITECTURAL SERVICES	0	0	0.00	0.00	0.00	0.00	0.0%	0.00

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

Fund 001 GENERAL FUND		Orig.Budget	Adj.Budget	Current Month	Y-T-D	Current Encumbered	Unencumbered Balance	Y-T-D % Committed	Previous Y-T-D
4107	OTHER PROFESSIONAL SERVIC	800	800	60.00	60.00	0.00	740.00	7.5%	0.00
4117	EXPERT SERVICES	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4135	SHARED VALUES PROGRAM	488	488	0.00	0.00	0.00	488.00	0.0%	0.00
4201	TELEPHONE & COMM SVCS	7,235	7,235	545.35	1,088.27	83.67	6,063.06	16.2%	0.00
4202	POSTAGE	6,316	6,316	345.16	345.16	0.00	5,970.84	5.5%	0.00
4301	TRAVEL EXPENSES	11,192	11,192	1,012.01	1,012.01	0.00	10,179.99	9.0%	0.00
4504	COPIER/FAX LEASE RENTAL MAI	5,650	5,650	531.00	541.86	0.00	5,108.14	9.6%	0.00
4505	RENTALS-OTHER	5,410	5,410	475.80	475.80	0.00	4,934.20	8.8%	0.00
4601	INSURANCE	23,232	23,232	0.00	23,490.00	0.00	258.00-	101.1%	0.00
4700	UTILITIES	63,442	63,442	3,466.73	3,466.73	0.00	59,975.27	5.5%	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	0.00	0.00	0.0%	0.00
4815	REPAIR & MAINT - PUBLIC ART	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4902	DUES & SUBSCRIPTIONS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4903	PRINTING SERVICES	0	0	0.00	0.00	0.00	0.00	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	3,294	3,294	946.00	946.00	0.00	2,348.00	28.7%	0.00
4913	COLLECTION SERVICES	179	179	0.00	0.00	0.00	179.00	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
		133,028	133,028	7,382.05	31,425.83	83.67	101,518.50		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	71.16	71.16	0.00	948.84	7.0%	0.00
		1,220	1,220	71.16	71.16	0.00	1,148.84		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	450,000	450,000	0.00	0.00	0.00	450,000.00	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

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
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
		450,000	450,000	0.00	0.00	0.00	450,000.00		0.00
Type:	**9 INTERFUND SERVICES**								
9141	INTFND SVCS - SYSTEMS DIVISI	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
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**	**2,664,287**	**2,664,287**	**180,542.80**	**421,244.29**	**83.67**	**2,242,959.04**	**15.8%**	**0.00**

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

Grand Totals	2,664,287	2,664,287	180,542.80	421,244.29	83.67	2,242,959.04	15.8%	0.00

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001 GENERAL FUND					
Division: 303 LIBRARY					
BANK OF AMERICA		TXN00042995	265798	INGRAM BOOKS	$938.64
		TXN00043001		INGRAM BOOKS	$1,687.41
		TXN00043007		INGRAM BOOKS	$280.87
		TXN00043008		BLACKSTONE AUDIOBOOKS	$224.99
		TXN00043009		INGRAM BOOKS	$39.70
		TXN00043011		INGRAM BOOKS	$76.36
		TXN00043074		DEMCO INC - Purchase	$188.06
		TXN00043092		MIDWEST DVD	$1,364.51
		TXN00043094		DIGITAL IMAGE TRI CITI - Purch	$108.60
		TXN00043103		PAYPAL LACONNERLIB - Purchase	$201.00
		TXN00043104		OVERDRIVE DIGITAL	$89.94
		TXN00043107		OVERDRIVE DIGITAL	$121.50
		TXN00043109		OVERDRIVE DIGITAL	$121.50
		TXN00043118		CENTER POINT LARGE PRINT PLAN	$3,408.36
		TXN00043126		INGRAM BOOKS	$127.50
		TXN00043128		GALE LARGE PRINT PLAN	$6,710.40
		TXN00043133		OVERDRIVE DIGITAL	$59.95
		TXN00043138		WALMART.COM 8009666546 - Credi	($170.65)
		TXN00043139		INGRAM BOOKS	$20.83
		TXN00043143		GALE LARGE PRINT PLAN	$1,368.36
		TXN00043168		INGRAM BOOKS	$247.39
		TXN00043193		STAPLES - Credit	($30.36)
		TXN00043215		OVERDRIVE DIGITAL	$209.45
		TXN00043227		OVERDRIVE DIGITAL	$121.50
		TXN00043233		AMAZON	$17.75
		TXN00043244		AMAZON	$22.68
		TXN00043252		STAPLES - Purchase	$110.48
		TXN00043261		STAPLES - Purchase	$27.10
		TXN00043266		INGRAM BOOKS	$2,259.53
		TXN00043274		INGRAM BOOKS	$590.78
		TXN00043299		KINGSLEY COMPANIES - Purchase	$2,687.00
		TXN00043313		INGRAM BOOKS	$283.12
		TXN00043316		INGRAM BOOKS	$124.01
		TXN00043319		AMER LIB ASSOC-CAREER - Purcha	$305.00
		TXN00043324		BOOKPAGE	$792.00
		TXN00043325		INGRAM BOOKS - Credit	($10.40)
		TXN00043341		INGRAM BOOKS	$121.81
		TXN00043348		MIDWEST AV	$3,188.81

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00043353	265798	STAPLES - Purchase	$156.77
		TXN00043356		OVERDRIVE DIGITAL	$748.26
		TXN00043359		AMAZON	$77.29
		TXN00043362		AMAZON	$37.76
		TXN00043364		ALASKA AIR 0272116434474 - Pu	$256.61
		TXN00043369		OVERDRIVE DIGITAL	$775.38
		TXN00043374		DEMCO INC - Purchase	$319.10
		TXN00043380		GRAINGER - Credit	($415.94)
		TXN00043393		AMAZON	$24.09
		TXN00043403		INGRAM BOOKS	$582.56
		TXN00043411		DEMCO INC - Purchase	$815.18
		TXN00043412		INGRAM BOOKS	$989.22
		TXN00043421		INGRAM BOOKS	$254.13
		TXN00043431		BLACKSTONE AUDIOBOOK	$90.00
		TXN00043432		INGRAM BOOKS	$195.31
		TXN00043436		INGRAM BOOKS	$156.81
		TXN00043447		STAPLES - Purchase	$33.76
		TXN00043450		INN AT QUEEN ANNE - Purchase	$272.23
		TXN00043456		INGRAM BOOKS	$58.02
		TXN00043463		TMOBILE POSTPAID TEL - Purchas	$109.72
		TXN00043467		INGRAM AUDIO	$31.71
		TXN00043469		PAYPAL MOBIUS - Purchase	$440.00
		TXN00043477		INGRAM BOOKS	$117.31
		TXN00043480		RADISSON VALLEY FORGE - Purcha	$141.90
		TXN00043482		INGRAM BOOKS	$326.89
		TXN00043495		INGRAM BOOKS	$35.14
		TXN00043497		INGRAM BOOKS	$37.75
		TXN00043516		INGRAM BOOKS	$623.51
		TXN00043521		INGRAM BOOKS	$982.45
BIBLIOTHECA ITG LLC		SI0048896-US	266038	RFID RENEW	$3,020.73
CAMPBELL-HIME, LESLIE		19-043 CAMBELL HI	265525	19-043 ALA MID WINTER CONF	$341.27
CITY OF RICHLAND		01/2019 JAN	266047	CITY UTILITY BILLS/JAN 2019	$3,466.73
EDUCATIONAL SERVICE DISTRICT 123		0000028292	266058	BFELA ANNUAL MEMBERSHIP	$80.00
FRONTIER	S018233	02/19 5099433152	266064	TELEPHONE CHARGE 2/4/19-3/3/19	$383.83
KANOPY LLC		KDEP-3635	266075	2019 KANOPY	$5,500.00
MIDWEST TAPE		96938537	265759	JANUARY 2019 HOOPLA	$4,162.50
OCLC INC		0000645889	266086	CATALOGING, METADATA, RES, REF	$1,098.79
PITNEY BOWES PURCHASE POWER		01/19-14823173	265967	POSTAGE 01/01/19 TO 01/31/19	$345.16
XEROX CORPORATION		095966115	266107	7HB-469027 BASE CHARGE- FEB	$10.86
		095966212		LX5-692917 BASE/PRINTS-JAN	$355.23
		095966213		LX5-692939 BASE/PRINTS-JAN	$170.80

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
XEROX CORPORATION		095966214	266107	LX5-692943 BASE/PRINTS-JAN	$164.91
		095966215		LX5-692946 BASE/PRINTS-JAN	$305.00
XO COMMUNICATIONS SERVICES LLC		0318611859	266108	TELEPHONE CHARGES 2/01-2/28/19	$161.52
				LIBRARY TOTAL****	$56,052.73
				GENERAL FUND Total ***	$56,052.73

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
				Invoice Total: ****	$56,052.73

	Number of Invoices	Amount
Vouchers In Richland	0	
Vouchers In Tri Cities	0	
Vouchers In WA	1	
Vouchers Outside WA	81	$55,992.73
Vouchers Final Total.....	82	

Object Category	Title	Total	Percentage
3	SUPPLIES	$48,670.68	86.83%
4	OTHER SERVICES & CHARGES	$7,382.05	13.17%
	Total	$56,052.73	

CITY OF RICHLAND

Revenue Report for Library Acccounts
January 1 through December 31, 2019

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	659.50	1,481.90	10,518.10	12.35%	822.40
347220	LIBRARY: MISC CHARGES	1,000	1,000	20.00	48.50	951.50	4.85%	28.50
347270	LIBRARY: NON-RESIDENT FEES	5,500	5,500	407.75	935.25	4,564.75	17.00%	527.50
Total	CHARGES FOR GOODS & SVCS	**18,500**	**18,500**	**1,087.25**	**2,465.65**	**16,034.35**	**13.33%**	**1,378.40**
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	0.00	0.00	0.00%	0.00
359700	LIBRARY: MISC FINES	44,250	44,250	2,491.94	6,049.54	38,200.46	13.67%	3,557.60
Total	FINES & FORFEITS	**44,250**	**44,250**	**2,491.94**	**6,049.54**	**38,200.46**	**13.67%**	**3,557.60**
MISCELLANEOUS REVENUES								
362411	LIBRARY: MAKERSPACE RENTAL	2,000	2,000	0.00	0.00	2,000.00	0.00%	0.00
362509	LIBRARY: BUILDING RENTAL	2,400	2,400	200.00	400.00	2,000.00	16.67%	200.00
Total	MISCELLANEOUS REVENUES	**4,400**	**4,400**	**200.00**	**400.00**	**4,000.00**	**9.09%**	**200.00**
TOTAL		**67,150**	**67,150**	**3,779.19**	**8,915.19**	**58,234.81**	**13.28%**	**5,136.00**

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/9/2019

Agenda Category: Approval of Bills

Prepared By: Leslie Campbell Hime, Library Manager

Subject:
Approval of Bills for March 1, 2019 through March 31, 2019

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. April 2019 Claims for Payment

RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

APRIL 2019

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 $117,928.27 this 9th day of April 2019.

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

Voucher Listings	**Amount**
March 1, 2019 through March 31, 2019	$38,789.13
Transfer Advice (Salaries)	
Salaries for the weeks of: 3/7/19 & 3/21/19	$79,139.14
MONTHLY EXPENSES	**$117,928.27**

Comments:

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

CITY OF RICHLAND
LIBRARY EXPENDITURE

March 2019
Month/Year

PAY PERIODS From February 18, 2019 through March 17,2019

GROSS SALARIES . . . . . $ 79,139.14

		Gross Wages	Total
WEEK OF:	03/07/19	39,613.98	39,613.98
WEEK OF:	03/21/19	39,525.16	39,525.16
WEEK OF:			-
	TOTAL	79,139.14	79,139.14

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	803,637	803,637	59,836.80	179,510.40	0.00	624,126.60	22.3%	0.00
1102	SALARIES-PART TIME	213,863	213,863	17,408.69	50,033.29	0.00	163,829.71	23.4%	0.00
1104	SALARIES-INTERMITTENT/TEMP	28,512	28,512	1,893.65	6,328.95	0.00	22,183.05	22.2%	0.00
1201	SALARIES & WAGES-OVERTIME	750	750	0.00	0.00	0.00	750.00	0.0%	0.00
1302	VACATION/PTO CASHOUT	33,794	33,794	0.00	7,535.80	0.00	26,258.20	22.3%	0.00
		1,080,556	1,080,556	79,139.14	243,408.44	0.00	837,147.56		0.00
Type:	**2 BENEFITS**								
2101	SOCIAL SECURITY-FICA	103,441	103,441	5,904.87	17,717.62	0.00	85,723.38	17.1%	0.00
2103	PENSION CONTRIBUTIONS-PERS	115,461	115,461	9,643.10	28,817.42	0.00	86,643.58	25.0%	0.00
2105	INDUSTRIAL INS & MED AID	12,776	12,776	742.20	2,106.80	0.00	10,669.20	16.5%	0.00
2106	UNEMPLOYMENT	1,910	1,910	158.28	486.83	0.00	1,423.17	25.5%	0.00
2107	LIFE & DISABILITY INSURANCE	6,780	6,780	511.17	1,533.51	0.00	5,246.49	22.6%	0.00
2108	DENTAL INSURANCE	24,105	24,105	1,874.74	5,624.22	0.00	18,480.78	23.3%	0.00
2109	HEALTH INSURANCE	242,523	242,523	18,854.20	56,306.08	0.00	186,216.92	23.2%	0.00
2110	VISION INSURANCE	3,765	3,765	292.74	878.22	0.00	2,886.78	23.3%	0.00
2112	DEFERRED COMPENSATION	42,397	42,397	3,373.50	10,115.43	0.00	32,281.57	23.9%	0.00
2118	POST EMPLOYEE HEALTH BENE	50,000	50,000	4,166.65	12,499.95	0.00	37,500.05	25.0%	0.00
2126	WA PAID FAMILY MEDICAL LEAV	0	0	116.33	300.88	0.00	300.88-	0.0%	0.00
		603,158	603,158	45,637.78	136,386.96	0.00	466,771.04		0.00
Type:	**3 SUPPLIES**								
3102	OPERATING SUPPLIES & MATERI	22,850	22,850	3,333.33	4,585.15	0.00	18,264.85	20.1%	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	234,340	234,340	19,353.04	117,049.26	0.00	117,290.74	49.9%	0.00
3501	SMALL TOOLS & EQUIP	8,550	8,550	0.00	0.00	0.00	8,550.00	0.0%	0.00
3505	FURNITURE AND FIXTURES	2,858	2,858	650.00-	2,485.28	0.00	372.72	87.0%	0.00
3520	REPLACEMENT COMPUTING EQ	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
3583	SOFTWARE-LICENSING & UPGR	126,727	126,727	9,132.55	41,778.05	0.00	84,948.95	33.0%	0.00
3993	SUPPLIES - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
		396,325	396,325	31,168.92	165,897.74	0.00	230,427.26		0.00
Type:	**4 OTHER SERVICES & CHARGES**								
4106	ARCHITECTURAL SERVICES	0	0	0.00	0.00	0.00	0.00	0.0%	0.00

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

Fund 001 GENERAL FUND		Orig.Budget	Adj.Budget	Current Month	Y-T-D	Current Encumbered	Unencumbered Balance	Y-T-D % Committed	Previous Y-T-D
4107	OTHER PROFESSIONAL SERVIC	800	800	0.00	60.00	0.00	740.00	7.5%	0.00
4117	EXPERT SERVICES	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4135	SHARED VALUES PROGRAM	488	488	63.98	63.98	0.00	424.02	13.1%	0.00
4201	TELEPHONE & COMM SVCS	7,235	7,235	892.65	1,980.92	0.00	5,254.08	27.4%	0.00
4202	POSTAGE	6,316	6,316	0.00	345.16	0.00	5,970.84	5.5%	0.00
4301	TRAVEL EXPENSES	11,192	11,192	354.44	1,366.45	0.00	9,825.55	12.2%	0.00
4504	COPIER/FAX LEASE RENTAL MAI	5,650	5,650	532.09	1,073.95	0.00	4,576.05	19.0%	0.00
4505	RENTALS-OTHER	5,410	5,410	441.52	917.32	0.00	4,492.68	17.0%	0.00
4601	INSURANCE	23,232	23,232	0.00	23,490.00	0.00	258.00-	101.1%	0.00
4700	UTILITIES	63,442	63,442	3,411.74	6,878.47	0.00	56,563.53	10.8%	0.00
4802	REPAIRS AND MAINT-EQUIPMEN	5,790	5,790	572.50	572.50	0.00	5,217.50	9.9%	0.00
4806	REPAIRS AND MAINT-STRUCTUR	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4815	REPAIR & MAINT - PUBLIC ART	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4902	DUES & SUBSCRIPTIONS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4903	PRINTING SERVICES	0	0	0.00	0.00	0.00	0.00	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	3,294	3,294	730.00	1,676.00	0.00	1,618.00	50.9%	0.00
4913	COLLECTION SERVICES	179	179	0.00	0.00	0.00	179.00	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
		133,028	133,028	6,998.92	38,424.75	0.00	94,603.25		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	57.02	128.18	0.00	891.82	12.6%	0.00
		1,220	1,220	57.02	128.18	0.00	1,091.82		0.00
Type:	**6 CAPITAL**								
6340	PUBLIC ARTS IMPROVEMENT	0	0	0.00	0.00	9,672.18	9,672.18-	0.0%	0.00
6406	FURNITURE & FIXTURES > $5,000	450,000	450,000	0.00	0.00	0.00	450,000.00	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

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
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
		450,000	450,000	0.00	0.00	9,672.18	440,327.82		0.00
Type:	**9 INTERFUND SERVICES**								
9141	INTFND SVCS - SYSTEMS DIVISI	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
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**	**2,664,287**	**2,664,287**	**163,001.78**	**584,246.07**	**9,672.18**	**2,070,368.75**	**22.3%**	**0.00**

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

Grand Totals	2,664,287	2,664,287	163,001.78	584,246.07	9,672.18	2,070,368.75	22.3%	0.00

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001 GENERAL FUND					
Division: 303 LIBRARY					
BANK OF AMERICA		TXN00043532	266637	INGRAM BOOKS	$1,262.05
		TXN00043547		INGRAM BOOKS	$213.13
		TXN00043566		INGRAM BOOKS	$207.63
		TXN00043567		STAPLES - Purchase	$126.24
		TXN00043581		INGRAM BOOKS	$468.29
		TXN00043598		INGRAM BOOKS	$397.25
		TXN00043605		BIBLIOTHECA, LLC - Purchase	$572.50
		TXN00043610		INGRAM BOOKS	$308.54
		TXN00043613		OVERDRIVE DIGITAL	$62.91
		TXN00043618		OVERDRIVE DIGITAL	$89.99
		TXN00043630		STAPLES - Purchase	$33.76
		TXN00043638		VALUE LINE DATABASE	$5,000.00
		TXN00043646		INGRAM BOOKS	$272.69
		TXN00043669		AMZN Mktp US MB23H8K72 - Purch	$10.81
		TXN00043672		INGRAM BOOKS	$1,559.84
		TXN00043675		MIDWEST DVD	$1,181.53
		TXN00043686		MIDWEST DVD	$170.16
		TXN00043688		COSTCO WHSE #0486 - Purchase	$39.71
		TXN00043689		INGRAM BOOKS	$56.68
		TXN00043693		DEMCO	$399.64
		TXN00043704		INGRAM BOOKS	$322.47
		TXN00043719		BLACKSTONE AUDIO	$333.88
		TXN00043741		OVERDRIVE DIGITAL	$56.97
		TXN00043746		INGRAM BOOKS	$477.26
		TXN00043758		INGRAM BOOKS	$369.51
		TXN00043760		WASHINGTON LIBRARY ASSOCI - Pu	$365.00
		TXN00043773		INGRAM BOOKS	$1,503.71
		TXN00043793		INGRAM BOOKS	$51.91
		TXN00043794		WASHINGTON LIBRARY ASSOCI - Pu	$365.00
		TXN00043798		INGRAM BOOKS	$159.20
		TXN00043806		Amazon.com MI0LB4190 - Purchas	$468.18
		TXN00043809		INGRAM BOOKS	$167.54
		TXN00043812		INGRAM BOOKS	$289.66
		TXN00043822		INGRAM BOOKS	$494.80
		TXN00043830		OVERDRIVE DIGITAL	$226.81
		TXN00043839		INGRAM BOOKS	$323.73
		TXN00043845		OVERDRIVE DIGITAL	$9.99
		TXN00043862		INGRAM BOOKS	$244.61

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00043891	266637	COSTCO WHSE #0486 - Purchase	$97.13
				COSTCO	$63.98
		TXN00043896		INGRAM BOOKS	$214.82
		TXN00043903		MIDWEST DVD	$912.87
		TXN00043913		INGRAM BOOKS	$67.27
		TXN00043944		OVERDRIVE DIGITAL	$132.46
		TXN00043949		INGRAM BOOKS	$217.69
		TXN00043965		INGRAM BOOKS	$452.22
		TXN00043966		INGRAM BOOKS	$911.37
		TXN00043976		AMZ Amazon.com - Credit	($468.18)
BIBLIOTHECA ITG LLC		SI0049069-US	266468	RFID TAGS	$2,626.04
CAMPBELL-HIME, LESLIE		19-048 CAMPBELL H	266801	19-048 WSPLD WNTR MTNG	$354.44
CITY OF RICHLAND		02/2019 JAN	266677	CITY UTILITY BILLS/FEB 2019	$3,411.74
DEARREADER.COM LLC		INV33211	266811	DEARREADER SUBSCRIPTION	$1,900.00
FRONTIER	S018263	03/19 5099433152	266819	TELEPHONE CHARGE 3/4/19-4/3/19	$773.51
MIDWEST TAPE		97057911	266503	FEBRUARY 2019 HOOPLA	$3,757.22
OCLC INC		0000650786	266930	CATALOGING/METADATA/RES/REF	$1,098.79
RECORDED BOOKS LLC		76187375	266312	E-AUDIO	$2,376.54
VERIZON WIRELESS	P060161	9823154859	266536	VERIZON WIRELESS CHARGES JAN 2	$83.67
WT COX SUBSCRIPTIONS		3060201	266869	SUBSCRIPTION 19 20	$37.96
		3061036	266962	SUBSCRIPTION 19 20	$94.93
XEROX CORPORATION		096249170	266963	7HB-469027 BASE CHARGE-MAR	$10.86
		096249264		LX5-692917 BASE/PRINTS-FEB	$376.38
		096249265		LX5-692939 BASE/PRINTS-FEB	$173.46
		096249266		LX5-692943 BASE/PRINTS-FEB	$144.85
		096249267		LX5-692946 BASE/PRINTS-FEB	$268.06
XO COMMUNICATIONS SERVICES LLC		0319880479	266964	TELEPHONE CHARGES 3/01-3/31/19	$35.47
				LIBRARY TOTAL**	**$38,789.13**
				GENERAL FUND Total *	**$38,789.13**

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
				Invoice Total: ****	$38,789.13

	Number of Invoices	Amount
Vouchers In Richland	0	
Vouchers In Tri Cities	0	
Vouchers In WA	0	
Vouchers Outside WA	65	$38,789.13
Vouchers Final Total.....	65	

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	$31,790.21	81.96%
4	OTHER SERVICES & CHARGES	$6,998.92	18.04%
	Total	$38,789.13	

CITY OF RICHLAND

Revenue Report for Library Acccounts
January 1 through December 31, 2019

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	710.90	2,192.80	9,807.20	18.27%	1,481.90
347220	LIBRARY: MISC CHARGES	1,000	1,000	44.00	92.50	907.50	9.25%	48.50
347270	LIBRARY: NON-RESIDENT FEES	5,500	5,500	686.25	1,621.50	3,878.50	29.48%	935.25
Total	CHARGES FOR GOODS & SVCS	**18,500**	**18,500**	**1,441.15**	**3,906.80**	**14,593.20**	**21.12%**	**2,465.65**
FINES & FORFEITS								
356501	LIBRARY: COURT RESTITUTION	0	0		0.00	0.00	0.00%	0.00
357360	LIBRARY COLLECTION AGENCY REFUNDS	0	0	15.00	15.00	-15.00	0.00%	0.00
359700	LIBRARY: MISC FINES	44,250	44,250	3,807.28	9,856.82	34,393.18	22.28%	6,049.54
Total	FINES & FORFEITS	**44,250**	**44,250**	**3,822.28**	**9,871.82**	**34,378.18**	**22.31%**	**6,049.54**
MISCELLANEOUS REVENUES								
362411	LIBRARY: MAKERSPACE RENTAL	2,000	2,000	0.00	0.00	2,000.00	0.00%	0.00
362509	LIBRARY: BUILDING RENTAL	2,400	2,400	200.00	600.00	1,800.00	25.00%	400.00
Total	MISCELLANEOUS REVENUES	**4,400**	**4,400**	**200.00**	**600.00**	**3,800.00**	**13.64%**	**400.00**
TOTAL		**67,150**	**67,150**	**5,463.43**	**14,378.62**	**52,771.38**	**21.41%**	**8,915.19**

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/9/2019

Agenda Category: New Business

Prepared By: Leslie Campbell Hime, Library Manager

Subject:
Strategic Planning and Budget

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. RPL 2019 Work Plan (Draft)
2. 2019 Budget CIP Calendar

2019 Library Work Plan (Draft)

					First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
Action	**Task**	**Internal Division**	**Ext Support**	**B/C/C**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**
STEAMspace ADA accessibility	Add power button to STEAMspace doors to allow all patrons to access all public spaces. Wheelchair bound patrons in the STEAMspace are essentially trapped as they have little movement to wave for help. Cost (All Doors is providing estimate)	Facilities/Library			X	X	X	X	X	X	X	X	X	X	X	X
Main Library Door replacement	Motor is out of order with seasonal weather changes. Disabled and elderly complain library is unfriendly.	Facilities/Library				X	X	X	X	X						
"Freshening Campaign" (collection development)	Reduce "stale" percentage of collection as identified by Edelweiss. Make physical collection more current and attractive, possibly increasing foot traffic. ($20k=$10k bks, $10k dvds (libraries are charged/pay $14.99-$54 for dvds)(noting we are one of the few locations providing dvds and they circ at a rate of 6:1, which is virtually unheard of.))	Library			X	X	X	X	X	X	X	X	X	X	X	X
Microfilm machine replacement	Increased revenue from machine w. ability to access microfilm and digital images. Eliminates need to digitize 1, 105 of rolls of TCH microfilm. Preserves historical newspapers. Eliminates need to pay for access to Newsbank's TCH historical archive database ($40k). ($16k=$9,230 machine+$1,500 recommended pc + $15, 520 w/o tax or roughly $16k.)	Library			X	X										
RFID Star Printers (10)	Machines are 10yrs old, will improve efficiency in filling patron holds, ILLs, and check in of patron returned materials. (10 TSP100s machines ($250 x 10=$2,500 +Epson TMT2011 $250= $3, 500.))	Library			X	X										
Walk up Book Drop	Sorter and conveyor for materials deposited in the walk up bk drp	Library			X	X	X	X	X	X	X	X	X	X	X	X
Seating for new Tech Lounge	Create a Tech Lounge for mobile device assistance on 2nd flr of library in old copier area (where public bulletin board is located). This will allow an area for patrons to receive tech help from library staff. 3 office-like chairs will be added and the removal of the doors of the existing wood cabinets will be needed in order to use counters as a computer bar of sorts.	Library			X	X										
Teen Space	B. model mtgs revealed teens as underserved population, teen space was lost to build STEAMspace, current teen computers are most heavily used in library. Provide seating and furniture in an area for teens (12-18yrs old) in the library where they can gather typically b/w 3-6pm, which are also peak hrs for juvenile delinquency/crime.	Library			X	X	X	X	X	X						
Soundproofing Study Rooms	Study rooms are used for Harvard and other university student recruitment interviews, employee interviews, online/distance classes, and study. Create soundproof study rooms by installing sound proofing panels on only those walls adjacent to next study room (4 walls) Cost: ATS $3, 200-$3, 400 or Home Depot $7,500-$10k materials.	Library			X	X	X	X								

2019 Library Work Plan (Draft)

					First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
Action	**Task**	**Internal Division**	**Ext Support**	**B/C/C**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**
Paint Study Room Walls as Whiteboards	Similar to WSU-TC classrooms, paint one wall in each study room with dry erase paint. This will eliminate the need for dry erase boards as well as potentially reduce the incidence of ink marks and handprints on the older painted walls that can only be removed with cleaners damaging to the paint seal. It will also eliminate Facility's time spent repainting rooms. Cost of dry erase paint $1,200-$1,600. Painters $600.	Facilities/Library							X	X						
Painting Lobby Area	As part of Waterfront district, an attractive lobby is appealing to the public and encourages them to remain and enjoy the downtown area. The walls are also prime real estate for the display of public art and wall space is reserved 6 mos. in advance.	Facilities/Library				X	X									
Strategic Planning Consultant/ Library's Strategic Plan 2020-2030	The library's strategic plan is created in 10 yr cycles. 2020 is the target year to plan for the next 10 yrs. A consultant is required to lead the development and execution of the library's strategic planning process and data analysis.	Library				X	X	X	X	X	X	X	X	X	X	X
Projector Screen	The projector screen is broken. Maintain basic function of amenities in our Gallery/room offering tech to patrons.	Facilities/Library			X	X										
Outdoor Power Pedestals (2)	Power just outside the library will extend amenities to visiting groups like Hanford Contractors, Fire and Police, conferences and conventions that reserve the Gallery. Power pedestals are about $2,000 each installed. Trenching, conduit, wiring & connecting to power supply are additional costs. Facilities will work with us on this (Phil and Lisa convo).	Facilities/Library							X	X						
Retractable Screens	Retraction of room darkening screens in rear of Gallery was physically halted by mechanic when problem of screens retracting too far (winding into the mechanism) could not be repaired. Gallery is highly used by VIPs and offering screen use should be an expectation we can honor.	Facilities/Library			X	X	X									
					X	X	X	X	X	X	X	X	X	X	X	X
					X	X										
					X	X	X	X	X							
					X	X	X	X								
								X	X	X						

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CITY OF RICHLAND

2019 Budget Calendar & Planning Schedule

Schedule Budget Event/Workflow	Due Date	Category	Group Assigned	Mtg Coordinator or Information from:	Information Provided to?	Meeting Attendees	Notes
Begin Analysis-Salary Benefits/Parameters/Healthcare	4/1/2018	Reminder	ASD/HR	Jubb	Jubb	N/A	Begin preparation
Review Final Budget Calendar	5/7/2018	Meeting	ASD Only	Bottineau	Koch/Allen/ACCT	Koch/Allen/ACCTS/IB	
Distribute Budget Calendar	5/11/2018	Information Due	ASD Only	Bottineau	CM/All Directors	N/A	
Distribute Historical Budget Assumptions/Parameters	5/17/2018	Information Due	ASD Only	J Willis	Koch/Allen	N/A	
Pre-Meeting to Define Major Steps for Budget Assumptions	5/18/2018	Meeting	ASD Only	Bottineau	N/A	Koch/Allen/J Willis	
Review Cost Alloc. Process, Dept Restructures & Anticipated Retirements	5/16/2018	Meeting	All	Allen	N/A	During Staff Meeting	Wed Staff Meeting
Review Cost Allocation Procedure & Process	5/18/2018	Meeting	ASD Only	Allen/Brimacombe	N/A	Allen/Brimacombe	
Distribute WCIA Property List	5/18/2018	Information Due	City Attorney	Eric Senner	CM/All Directors	N/A	ACCTS - Assist Eric - Info to Directors
PTO Cashout Forms for Depts. to Directors (due 6/18/18)	5/18/2018	Information Due	All	Allen	CM/All Directors	N/A	Update forms
Complete Proposed Talking Points for Budget Kickoff Packet	5/21/2018	Information Due	ASD Only	J Willis	Koch/Allen	N/A	Provide data to review
Discuss Salary, Benefits, & Department Org Restructures	5/29/2018	Meeting	All	Koch	N/A	CM Direct Rpt Staff Mtg	Monday CM meeting
Review Final Budget Kickoff Packet & Talking Points	5/29/2018	Meeting	City Manager	Bottineau	N/A	Reents/Koch/Allen	
Discuss Fleet Replc/Rental Info/Surplus List (Historical Information reviewed)	5/30/2018	Meeting	All	Koch	N/A	During Staff Meeting	Wed Staff Meeting
Discuss Assump. for Payroll Simulation Intermittent/Seasonal	5/30/2018	Meeting	ASD/HR	Bottineau	N/A	Koch/Allen/Jubb	
Distribute Final Budget Kickoff Packet & Talking Points	6/4/2018	Information Due	ASD Only	J Willis	Koch/Allen	N/A	
Budget Kickoff - City Manager Intro to 2019 Budget	6/5/2018	Meeting	All - Citywide	Bottineau	N/A	ELT/MLT/SLT/ACCT/KEY	
CIP Project Sheets to Directors for Updates	6/5/2018	Information Due	All	Bottineau	All Directors	N/A	CIP sheets - initial
ASD-Discuss 2019 Goals/Priorities for Div Budgets/Exp Prog	6/11/2018	Meeting	ASD Group	Koch	N/A	ASD Leadership Team	ASD Meeting
Review/Discuss Analysis-All Salaries, Benefits & Mercer Info.	6/18/2018	Meeting	ASD/HR	Bottineau	N/A	Koch/Allen/Jubb	
Provide Final WCIA Property List	6/18/2018	Information Due	City Attorney	Eric Senner	J Willis	N/A	Due from Eric to Accountant
PTO Cashout Forms from Directors due to Finance	6/18/2018	Information Due	All	Directors	J Willis	N/A	Due from Directors
ITGC Governance Committee to Discuss 2019 IT Priorities	6/25/2018	Meeting	Asst City ...	Amundson	N/A	ITGC	ITGC Meeting
Council Workshop - Review 2019 Budget Process	6/26/2018	Council Workshop	ASD/Council	Bottineau	Koch/Allen	Council	
Receive Mercer's Analysis for Medical Insurance, etc.	6/27/2018	Information Due	ASD/HR	Jubb	Jubb	N/A	Mercer to provide
Complete Analysis-All Salary Benefits/Parameters/Healthcare	6/29/2018	Information Due	ASD/HR	Jubb	Koch/Allen	N/A	Information Needed
Final Department Restructures or Vacancies for 2019	6/29/2018	Information Due	All	All Directors	Allen	N/A	
ASD-Submit Final Division Budgets for ASD review	7/5/2018	Information Due	ASD Group	Finance/HR/Purch/Fleet	Koch	N/A	
ITGC Governance Provide 2019 IT Recommendations	7/9/2018	Information Due	Asst City ...	Amundson	J Willis	N/A	
2019 Proposed Budget Online Entry Completed	7/9/2018	Information Due	All	All Departments	Accountants	N/A	
2019 Prioritized Expanded Prog Requests Completed	7/9/2018	Information Due	All	All Departments	Accountants	N/A	
CIP Project Sheets due to ASD (submit the final proposed)	7/9/2018	Information Due	All	All Departments	Bottineau	N/A	CIP sheets due
Discuss Upcoming Mtg Salaries & Benefit Related, PTO, Dept Restruc, Vacancies	7/2/2018	Meeting	ASD/HR	Bottineau	N/A	Koch/Allen/Jubb	Review before meeting w/CM
Review All Salaries & Benefit Related Analysis for Budget	7/10/2018	Meeting	City Manager	Bottineau	N/A	Reents/Koch/Allen/Amund/Jubb	
Directors Send Updated Department Organizational Charts	7/12/2018	Information Due	All	All Departments	Bottineau	N/A	Dept Org Chart from Dept
Finance Closes GEMS for Budget Entries	7/12/2018	Information Due	ASD Only	Accountants	Accountants	N/A	Date is subject to change
Performance Measurement for updates to Directors	7/13/2018	Information Due	All	Bottineau	All Directors	N/A	Forms distributed
Provide Final Salary & Benefit Info for Simulated Payroll	7/13/2018	Information Due	ASD Only	Koch/Allen	Kison	N/A	
Payroll Simulation Process Begins (based on actual "approved" changes)	7/16/2018	Information Due	ASD Only	Kison/Gagnebin	J Willis	N/A	
Fleet Task Team Meetings with Departments with Replc Veh	7/16/2018	Meeting	All	Bottineau/Kevin Willis	All Directors	Directors	Meetings scheduled (moved frm May)
Fleet Task Team Proposed Final Recommendations	7/20/2018	Meeting	ASD Only	Bottineau	N/A	Koch/KWillis/Allen/ACCTS	
Fleet Task Team Final Recommendations	7/24/2018	Meeting	City Manager	Bottineau	N/A	Reents/Koch	
CIP Review - All Projects/Funding Sources 2019-2024	7/23/2018	Meeting	All	Bottineau	All Directors	Directors/Allen/Suchy	
Begin Review Revenue Proj & Assumptions w/Directors	7/24/2018	Meeting	All	Accountants	All Directors	Directors	
Council Workshop - 2018 Financial Report	7/24/2018	Council Workshop	ASD/Council	Bottineau	Koch/Allen	Council	Confirm date
Payroll Simulation Process Completed	7/30/2018	Information Due	ASD Only	Kison/Gagnebin	J Willis	N/A	
CIP Proposed Projects - Follow-up	7/30/2018	Meeting	ASD/CM	Bottineau	Reents/Koch	Reents/Koch	
Complete Cost Allocation Impacts for Exp Program Req	7/30/2018	Information Due	ASD Only	Accountants	Accountants	N/A	
Review Final Revenue Projections Submitted by Directors	7/30/2018	Meeting	ASD Only	Bottineau	Koch/Allen	Koch/Allen/ACCTS	
Enter Revenue Projections in GEMS & Send for Final Review to Directors	8/2/2018	Information Due	All	Accountants	All Directors	N/A	Director review
CIP Review - Projects/Funding Sources w/ Subcommittee	8/7/2018	Meeting	ASD/Council	Harty	Reents/Koch	Reents/Koch/Amund/Council Sub	Council Subcomm.

CITY OF RICHLAND

2019 Budget Calendar & Planning Schedule

Schedule Budget Event/Workflow	Due Date	Category	Group Assigned	Mtg Coordinator or Information from:	Information Provided to?	Meeting Attendees	Notes
Review Expanded Programs-Equipment Items (Rental options "Surplus Trades")	8/8/2018	Meeting	All	Bottineau	Allen/Willis	Directors	
Review PTO, restructures, Personnel Exp Prg, and any Retirements	8/8/2018	Meeting	ASD Only	Bottineau	J Willis	Allen/J Willis	
Complete & Provide Changes for Budget/Analysis	8/8/2018	Information Due	ASD Only	Koch/Allen	Accountants	N/A	
Review Initial Budget Analysis/Balanced Budget (All Funds)	8/9/2018	Information Due	ASD Only	Accountants	Koch/Allen	N/A	
ASD-Review ASD Division Budgets only Prior to CM Review	8/20/2018	Information Due	ASD Group	Accountants	Koch	N/A	
ASD-Review Anomalies & Accountant Feedback for All Funds	8/23/2018	Information Due	ASD Only	Accountants	Koch	N/A	
Provide Final Approved ITGC/Fleet/CIP/Exp Prog (all entries must be done)	8/23/2018	Information Due	ASD Only	Bottineau	Koch/Allen	Koch/Allen	Data entered before Cindy's review
Department Review of All Budgets with City Manager	8/27/2018	Meeting	All	Bottineau	CM/All Directors	Reents/Koch/Allen/Directors	Week of 8/27
Review Final Preliminary CIP 2019-2024 Projects/Sources	9/4/2018	Meeting	ASD/CM	Bottineau	Reents/Koch/Allen	Reents/Koch/Allen	
Begin Outline for City Manager's Budget Message	9/4/2018	Information Due	City Manager	Harty	Reents/Harty	N/A	
Provide Final Approved ITGC/Fleet/CIP/Expanded Prog	9/8/2018	Information Due	City Manager	Reents/Koch	Accountants	N/A	
Council Subcommittee 2019 Budget Review	9/25/2018	Council Workshop	ASD/Council	Harty	All Directors	Council	All Depts review at Workshop
Provide Preliminary Numbers for Budget Message	9/18/2018	Information Due	City Manager	Allen	Reents/Koch/Harty	N/A	
Continue Budget Message (1st draft/review Sept 25/26)	9/20/2018	Information Due	City Manager	Harty	Reents/Harty	N/A	
Reminder-Council Packet Due by 9/28 deadline (RCW)	9/20/2018	Reminder	ASD Only	Bottineau	Harty	N/A	Reminder needed
Begin Preparation for Budget Related Presentations	9/24/2018	Information Due	ASD Only	Bottineau	Koch/Allen	N/A	
Council Workshop - Review of CIP Projects/Priorities	9/25/2018	Council Workshop	ASD/Council	Bottineau	Koch/Allen	Council	
Distribution to Council-Required Council Pkt-GF Rev Sources	10/1/2018	Information Due	ASD Only	Bottineau/ACCTS	Council	N/A	
Council Meeting - City Manager Presentation 2019 Budget	10/2/2018	Council Meeting	City Manager	Harty	Council	Council	
Reminder-Deadline for Budget Message	10/3/2018	Reminder	City Manager	Bottineau	Harty	N/A	Reminder needed
Reminder-Council agendas for Council/Unaffiliated Comp	10/3/2018	Reminder	ASD/HR	Bottineau	Jubb	N/A	Reminder needed
Council Meeting - City Manager 2019 Budget, if needed	10/16/2018	Council Meeting	City Manager	Harty	Council	Council	
Council Meeting - Public Hearing - Revenue Sources	10/16/2018	Council Meeting	ASD/Council	Bottineau	Council	Council	Public Hearing
Council Meeting - 1st Reading - Ad Valorem Tax	10/16/2018	Council Meeting	ASD/Council	Bottineau	Council	Council	1st Reading
Town Hall Meeting - Proposed Budget - Location TBD	10/18 (TBD)	Town Hall	All	Harty	Council	Council	Tentative date
Council Workshop - Continue CM 2019 Budget, if needed	10/23/2018	Council Workshop	City Manager	Harty	Council	Council	
Performance Measurements Due	10/29/2018	Information Due	All	Directors	Bottineau	N/A	Updates due
Final Deadline - City Manager's Budget Message	11/1/2018	Information Due	City Manager	Reents/Harty	Koch/Allen/AOC	N/A	Reminder needed
Council Meeting - Public Hearing - Proposed 2019 Budget	11/6/2018	Council Meeting	ASD/Council	Bottineau	Koch/Allen	Council	Public Hearing
Council Meeting - Passage - Ad Valorem Tax	11/6/2018	Council Meeting	ASD/Council	Bottineau	Koch/Allen	Council	Passage
Council Meeting - 1st Reading - 2019 Budget Ordinance	11/6/2018	Council Meeting	ASD/Council	Bottineau	Koch/Allen	Council	1st Reading
Council Meeting - Public Hearing - 2018 Budget Amendments	11/20/2018	Council Meeting	ASD/Council	Bottineau	Koch/Allen	Council	Public Hearing
Council Meeting - 1st Reading - 2018 Budget Amendments	11/20/2018	Council Meeting	ASD/Council	Bottineau	Koch/Allen	Council	1st Reading
Council Meeting - 1st Reading - Misc. Accounting Funds	11/20/2018	Council Meeting	ASD/Council	Bottineau	Koch/Allen	Council	1st Reading
Council Meeting - Passage - 2019 Budget Ordinance	11/20/2018	Council Meeting	ASD/Council	Bottineau	Koch/Allen	Council	Passage
Council Meeting - 1st Reading-2022 Council Compensation	11/20/2018	Council Meeting	ASD-HR/Council	Jubb/Bottineau	Koch/Jubb	Council	1st Reading
Council Meeting - Resolution Unaffiliated Comp. Plan	11/20/2018	Council Meeting	ASD-HR/Council	Jubb/Bottineau	Koch/Jubb	Council	Resolution
Council Meeting - Passage - 2018 Budget Amendments	12/4/2018	Council Meeting	ASD/Council	Bottineau	Koch/Allen	Council	Passage
Council Meeting - Passage - Misc. Accounting Funds	12/4/2018	Council Meeting	ASD/Council	Bottineau	Koch/Allen	Council	Passage
Council Meeting - Passage - 2022 Council Compensation	12/4/2018	Council Meeting	ASD-HR/Council	Bottineau	Koch/Jubb	Council	Passage
Finalize Budget & CIP Document	1/4/2019	Information Due	ASD Only	Bottineau/ACCTS	All	N/A	
Initial Meeting to Plan for Biennial Budget Process (Research/Requirements)	1/7/2019	Meeting	ASD/CM	Bottineau	Koch/Allen	Koch/Allen	Begin review and schedule

RCW	Title
35.33.051	Budget-Preliminary
35.33.057	Budget Message-Hearings
35.33.061	Budget-Notice of hearing on final
35.33.071	Budget-Final-Hearing
35.33.135	Revenues-estimates-Amount to be raised by ad valorem taxes

Brief Description and Deadlines

On or before October 1st - Budget must be presented/distributed to Council
By November 1st (60 days prior) - budget message must be part of the preliminary budget
Public hearing notices must be published for 2 consecutive weeks regarding preliminary budget
The final public hearing for the budget must be before December 6th

Link to RCW for Requirements
http://app.leg.wa.gov/RCW/default.aspx?cite=35.33.051
http://app.leg.wa.gov/RCW/default.aspx?cite=35.33.057
http://app.leg.wa.gov/RCW/default.aspx?cite=35.33.061
http://app.leg.wa.gov/RCW/default.aspx?cite=35.33.071
http://app.leg.wa.gov/RCW/default.aspx?cite=35.33.135

CITY OF RICHLAND
COUNCIL SUBCOMMITTEE BUDGET REVIEW OF DEPARTMENTS BY YEAR

Year	Dept Reviewed	Dept Reviewed2	Dept Reviewed3	Dept Reviewed6	Council1	Council2	Council3	Alternate
2012	Community & Development Services	Parks & Public Facilities			Bob Thompson	Sheila Sullivan	Philip Lemley	
2013	Public Works				Bob Thompson	Brad Anderson	Philip Lemley	
2014	Fire & Emergency Services	Police Services			Bob Thompson	Brad Anderson	Philip Lemley	
2015	Energy Services	Administration	Administrative Services		Bob Thompson	Sandra Kent	Brad Anderson	
2016	Community & Development Services	Parks & Public Facilities			Bob Thompson	Sandra Kent	Brad Anderson	
2017	Public Works				Phil Lemley	Dave Rose	Terry Christensen	Dori Luzzo Gilmour
2018	Fire & Emergency Services	Police Services			Phil Lemley	Dave Rose	Terry Christensen	Dori Luzzo Gilmour
2019	Energy Services	Administration	Administrative Services	All depts reviewed at Sept Workshop	Bob Thompson	Sandra Kent	Brad Anderson	Ryan Lukson
2020	Community & Development Services	Parks & Public Facilities			Bob Thompson	Sandra Kent	Brad Anderson	Ryan Lukson
2021	Public Works		Administrative Services					
2022	Fire & Emergency Services	Police Services						
2023	Energy Services	Administration	Administrative Services					
2024	Community & Development Services	Parks & Public Facilities						
2025	Public Works		Administrative Services					
2026	Fire & Emergency Services	Police Services						

Revised date: 5/3/17

CITY OF RICHLAND
COUNCIL SUBCOMMITTEE CIP REVIEW BY YEAR

Year	Review - CIP Years	Council1	Council2	Council22	Alternate
2012	2012-2016 CIP	John Fox	Terry Christensen	Sandra Kent	
2013	2013-2017 CIP	John Fox	Terry Christensen	Sandra Kent	
2014	2014-2030 CIP	John Fox	Terry Christensen	Dave Rose	
2015	2015-2030 CIP	Phil Lemley	Terry Christensen	Dave Rose	
2016	2016-2030 CIP	Phil Lemley	Terry Christensen	Dave Rose	
2017	2017-2030 CIP	Bob Thompson	Brad Anderson	Sandra Kent	Dori Luzzo Gilmour
2018	2018-2023 CIP	Bob Thompson	Brad Anderson	Sandra Kent	Dori Luzzo Gilmour
2019	2019-2024 CIP	Phil Lemley	Terry Christensen	Michael Alvarez	Ryan Lukson
2020	2020-2025 CIP	Phil Lemley	Terry Christensen	Michael Alvarez	Ryan Lukson
2021	2021-2026 CIP				
2022	2022-2027 CIP				
2023	2023-2028 CIP				
2024	2024-2029 CIP				
2025	2025-2030 CIP				
2026	2018-2023 CIP				

Revised date: 5/3/17

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/9/2019

Agenda Category: New Business

Prepared By: Leslie Campbell Hime, Library Manager

Subject:
Approval of RPL Staff In-Service Day

Department:
Parks & Public Facilities

Recommended Motion:

Summary:
Approval of RPL Staff In-Service Day, Friday, September 27, 2019.

Attachments: