



Agenda  
Library Board Meeting  
Tuesday, May 14, 2019  
Library Board Room | 955 Northgate Drive

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

**Liaisons:** Council Liaison Lukson and 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 April 9, 2019 Library Board Meeting Minutes

**Report of the Library Manager:**

1. May 2019 Library Manager's Report
  - Leslie Campbell Hime, Library Manager
2. May 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 April 1, 2019 through April 30, 2019
  - Leslie Campbell Hime, Library Manager

**Unfinished Business:**

**New Business:**

1. Budget Process for City of Richland
  - Joe Schiessl, Parks and Public Facilities Director
2. Richland Public Library Art Committee
  - Leslie Campbell Hime, Library Manager
3. Tour of Richland Public Library
  - 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, June 11, 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: 5/14/2019

Agenda Category: Approval of Minutes

Prepared By:

Subject:

Draft of April 9, 2019 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 4-9-19 Library Board Minutes Draft



## MINUTES

Richland Public Library Board  
Library Board Room – 955 Northgate Drive  
April 9, 2019, 5:30 – 6:30 PM

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### CALL TO ORDER:

CHAIR LUNSTAD CALLED THE MEETING TO ORDER AT APPROXIMATELY 5:35 P.M.

### ATTENDANCE:

CHAIR LUNSTAD, VICE-CHAIR DION, BOARD MEMBERS BOOTH, DANZ, AND MAIER WERE PRESENT. ALSO PRESENT WERE LIBRARY MANAGER CAMPBELL HIME AND ADMINISTRATIVE ASSISTANT BARADA. COUNCIL LIASON LUKSON WAS ABSENT.

### APPROVAL OF AGENDA:

VICE-CHAIR DION MOVED AND BOARD MEMBER MAIER SECONDED THE MOTION TO APPROVE THE AGENDA AS IS. THE MOTION CARRIED 5-0.

### APPROVAL OF MINUTES:

CHAIR LUNSTAD ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE JANUARY 8, 2019 MEETING. BOARD MEMBER BOOTH MOVED AND VICE-CHAIR DION SECONDED THE MOTION TO APPROVE THE MINUTES OF JANUARY 8, 2019 AS IS. THE MOTION CARRIED 5-0.

### REPORT OF THE LIBRARY MANAGER:

Total revenue for the Friends in 2018 was \$40,000. They have increased their spending this year for the Summer Reading Program. The Friends are pushing for the library to use some of this money. The Friends' budget is not to be used for materials; it is to be used for programming.

RPL added Kanopy, a movie streaming service, in February.

RPL is now renting the gallery for weddings. RPL had their first wedding

Facilities is working with Perfection Glass to replace the motor that controls the handicapped button at the library's main entrance.

HR is working on posting two intermittent positions for RPL. This will allow staff to take vacations without leaving the library shorthanded.

There is money set aside in this year's budget to repair the library roof.

### PUBLIC COMMENTS:

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No members of the public were present.

**APPROVAL OF BILLS:**

**BOARD MEMBER DANZ MOVED AND VICE-CHAIR DION SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR FEBRUARY 2019 IN THE AMOUNT OF \$223,808.16. THE MOTION CARRIED 5- 0.**

**BOARD MEMBER BOOTH MOVED AND BOARD MEMBER MAIER SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR MARCH 2019 IN THE AMOUNT OF \$134,445.57. THE MOTION CARRIED 5- 0.**

**VICE-CHAIR DION MOVED AND BOARD MEMBER DANZ SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR APRIL 2019 IN THE AMOUNT OF \$117,928.27. THE MOTION CARRIED 5- 0.**

**UNFINISHED BUSINESS:**

There was no Unfinished Business to discuss

**NEW BUSINESS:**

1. Library Manager Campbell Hime discussed the budget process and goals RPL has for 2020. Staff members were asked to participate in a survey to indicate which areas need improvements throughout the library. Walk up book drop, teen area, and consultant for RPL were among the top three.
2. Library Manager Campbell Hime asked Board Members to approve RPL's annual staff in-service day on September 27, 2019. Vice-Chair Dion moved and Board Member Booth seconded the motion to approve the closure of the Library on September 27, 2019 for a staff in-service day. The motion carried 5-0.

**CITY OF RICHLAND COUNCIL UPDATES:**

City of Richland Council updates was not discussed.

**CITY OF RICHLAND CORE VALUES:**

City of Richland Core Values was not discussed.

**AGENDA ITEMS FOR UPCOMING BOARD MEETING:**

1. Richland Public Library Budget
2. Richland Public Library Art Committee
3. Tour of Richland Public Library

**ADJOURNMENT:**

CHAIR LUNSTAD ADJOURNED THE MEETING AT 6:37 P.M.

Prepared and submitted by Kylie Barada, Administrative Assistant

DRAFT

Minutes Approved by: \_\_\_\_\_  
Jana Kay Lunstad, Library Board



## LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/14/2019

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

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Subject:

May 2019 Library Manager's Report

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Department:

Parks & Public Facilities

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Recommended Motion:

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Summary:

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Attachments:

1. 5-14-19 Library Manager's Report



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

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## **Friends of the Library**

The Friends Spring Sale ran from April 25 through the 27. Attendance was high and sales were robust.

The next meeting is May 20 at 5pm in the Board Room.

## **Foundation**

The Foundation is considering the need for a library brand and potentially hiring a consultant to produce a communication strategy to accompany the logo design. The Foundation discussed the responsibility of the public library in promoting inclusivity and equity in Internet access to library patrons by making hot spots available for check out. This device would allow patrons to access the Internet from their homes. The COR determined hot spots were a potential liability when proposed by the library for budget year 2018; however, the Foundation asked the library manager to propose this item to the COR again as it reflects the library's vision of providing "knowledge for today."

The library manager discussed the idea of a donor wall to provide recognition to gifts to the library.

The next Foundation meeting will be June 13 at 5:30pm in the Board Room.

## **Statistics**

Attached

## **Revenue / Expense / Voucher Listing**

### Revenue

April 1-30, 2019 revenue is slightly under projections. A potential vendor for the library's café area met with the department head and library manager to discuss menu and lease terms. The vendor contract from 2003 is under revision by the department head and will

be sent to the city attorney and city manager for their approval. The new vendor is prepared to open for business as soon as the contract is executed.

### Expense

April 1-30, 2019 expenses for library materials are slightly above average as the library campaign of freshening physical collections continues. After a 9 year wait, the library was given permission in Jan to hire 5 intermittent/on call employees consisting of 2 intermittent Library Assistant Is (LAI) and 3 intermittent Library Assistant IIs (LAII). This is critical because service levels have not been commensurate with COR base levels as our intermittent employees were retired and largely unable to work all needed hours. This resulted in a reduction in funding to our intermittent employee salary budget, as it appeared the salary was unneeded. The LAII position will close May 13. The LAI position has not been advertised as of this writing. The library needs all new hires in trained before the summer rush beginning in June.

### Voucher Listing

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

### Facility

Facilities worked with Perfection Glass to replace the power source on our main doors April 29. Our old ADA motors on the main doors operated on air compressors but the new ones operate on electricity. This is a resolution of the problem. Library staff received thanks almost immediately (with the 1/2hr after repair) from several aged patrons.

The lobby is on Facilities' list to be painted.

### Celebration of Science

The library staffed a booth for this year's Celebration of Science event held at Howard Amon. Participants received hands on experience with Ozobots, and other cool items were demonstrated and trinkets were given away.

### **Library Events**

May 9 – Absolute Beginners Ukulele (teen & adult), 7-8pm

May 10 & 24–Anime Club (teens), 3-4:50pm

May 15 – Teens Only! Virtual Reality, 4:30-6:30pm

May 16–Got Finched? Rethinking Empathy, No Hero Required (lec spon by Friends), 7-8:30pm

May 20 – OzoBowling, 4:30-5:30pm

May 21 –Singing Strings Ukulele Club, 6:15-7pm

May 21–STEM StoryTime, 10-11am

May 27–Closed for Memorial Day

May 28–Memory Café, 10am-12pm



## LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/14/2019

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

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Subject:

May 2019 Library Statistics

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Department:

Parks & Public Facilities

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Recommended Motion:

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Summary:

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Attachments:

1. 5-14-19 Library Statistics



# Richland Public Library

April 2019  
Statistics

May 14, 2019 Library Board Meeting

# 22,921

Patron Visits



# 257

Patrons visiting with  
Therapy Dogs in April

Wednesday,  
April 17th

Busiest Day  
1,434 Visits



The library participated in the 3rd Annual Celebration of Science, organized by Three River Science, giving away prizes and demonstrating the library's Ozobots.



# 2,505

Computer  
Sessions

# 2,348

Hours of service library computers  
provided in April

# Circulation 47,322



36,375  
Physical Items  
Checked Out



6,507  
Total DVD's  
Checked Out



10,947  
Digital Items  
Checked Out



# 200+

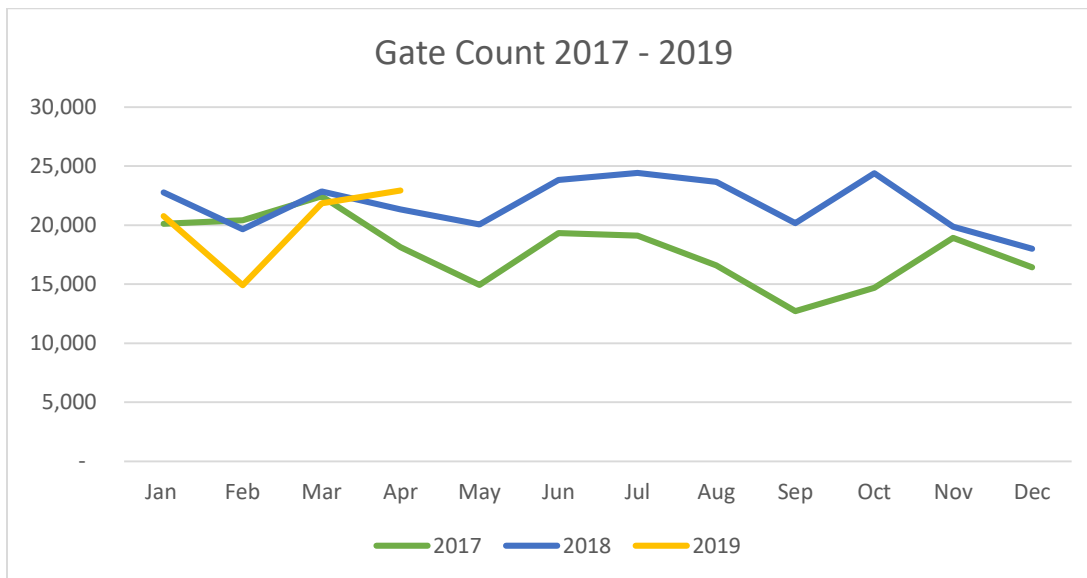


Over 200 patrons attended the art  
reception for students from the  
Richland School District on  
Wednesday, April 17th

## Programming

April included expanded youth programming during Spring Break, the Friends of the Library spring book sale, and the end of AARP tax preparation programs. During Spring Break the children's department offered a STEAMkids and a Movie program bringing in close to 200 people and the AmeriCorps Go Wild for Reading program, with special activities and guests, was well attended. AARP volunteers helped 144 patrons prepare and file their taxes in April. The Tri-Cities Chinese American Association offered the second in a series of Chinese painting classes with 35 attendees learning hands on, traditional, painting techniques. During the month of April the Richland School District displayed student art in the lobby and held an artist reception that brought in over 200 patrons. Outreach activities included the library operating a booth at the 3<sup>rd</sup> Annual Celebration of Science in Howard Amon Park. At this event library staff demonstrated the library's Ozobots, gave out prizes, and advertised the upcoming Summer Reading Program to a crowd of over 400 people in the park that day.

## Visits and Patron Registration



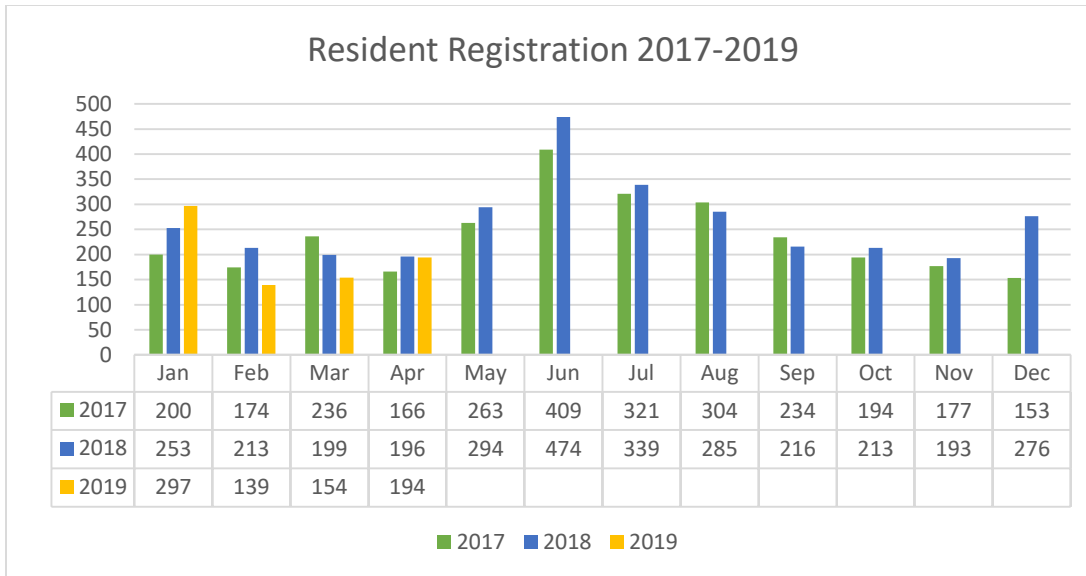
### Gate Count:

Apr 2019 – 22,912

Apr 2018 – 21,340

Apr 2017 – 18,133

Patron visits in April increased 7% over April 2018 and 26% over April 2017. After the snowstorms of February and March, patron foot traffic appears to be returning to normal, and echoes the increases of 2018. This continues to demonstrate the national trend of the public using the library as a place to gather and learn socially. This month the library also hosted many well attended meetings and classes in our bookable meeting rooms. This increases foot traffic and brings many members of the public into the library for the first time.



**April Non-Resident:**

Apr 2019 – 25

Apr 2018 – 34

Apr 2017 – 21

**Total Non-Resident:**

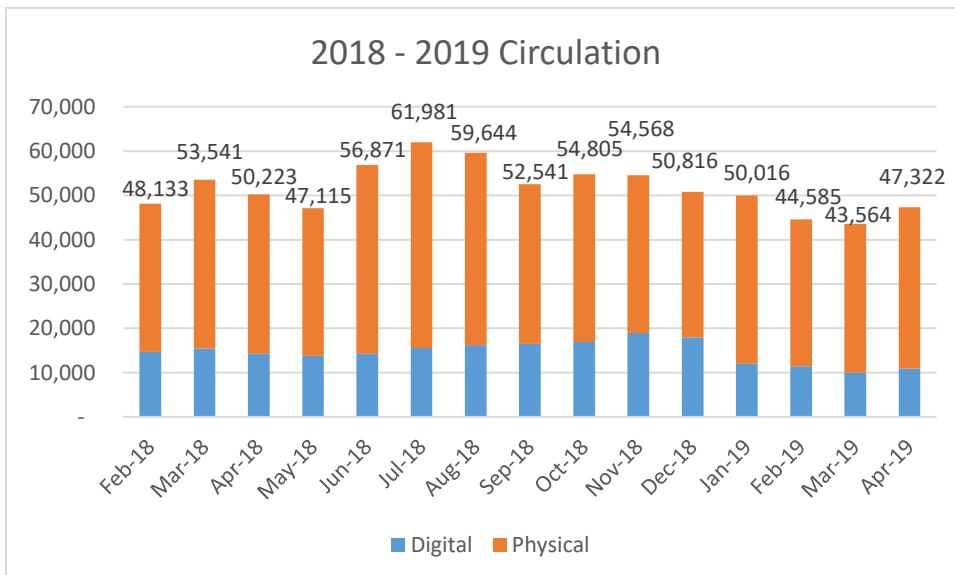
2019 YTD - 99

2018 - 346

2017 - 293

New patron registrations in April were in line with last year for the same time period and increased 26% over last month. This is, again, the return to normal trends after the winter storms of February and March. Non-Resident registrations decreased 26% from last year and were in line with last month. Total Non-Resident library cards are 28% of last year's total at 33% through the current year. Increases in May and June are expected as this is the proven trend during the busy summer months.

## Circulation



**April 2019 Circulation:**

Physical: 36,375

Digital: 10,947

**Total: 47,322**

**April 2018 Circulation:**

Physical: 35,962

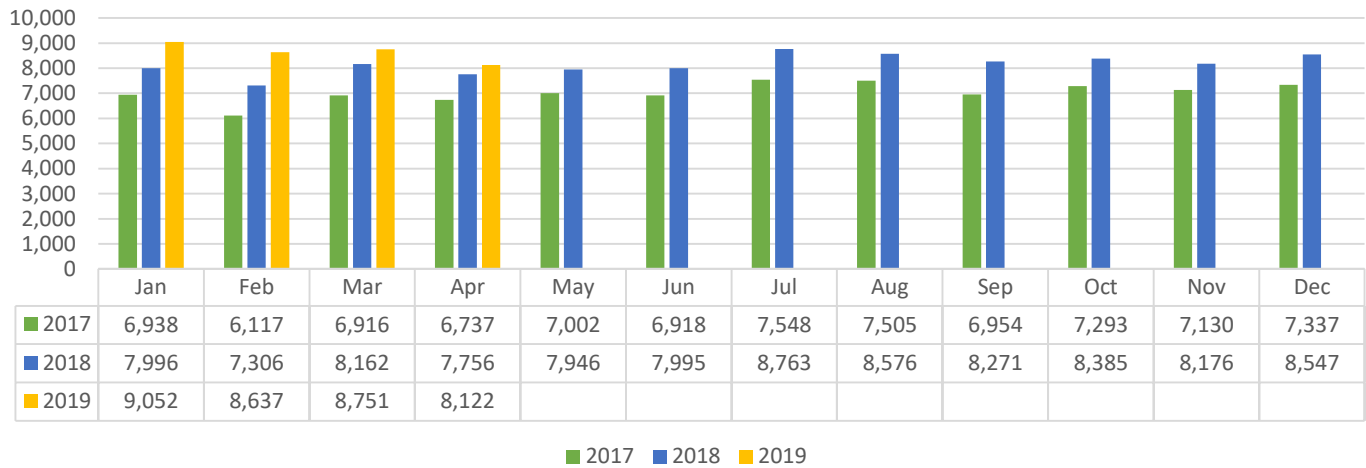
Digital: 14,261

**Total: 50,223**

April 2019 total circulation decreased 6% over last year. Digital circulation continues to hold at about 10,000 circulations per month after the changes to digital services, which is a decrease of about 30% over last April. Decreases in digital service usage can be attributed somewhat to our previous service being songs at about 3 minutes each and our new service being films at several hours each. The length of time to consume "one" checkout is vastly different, but no less significant.

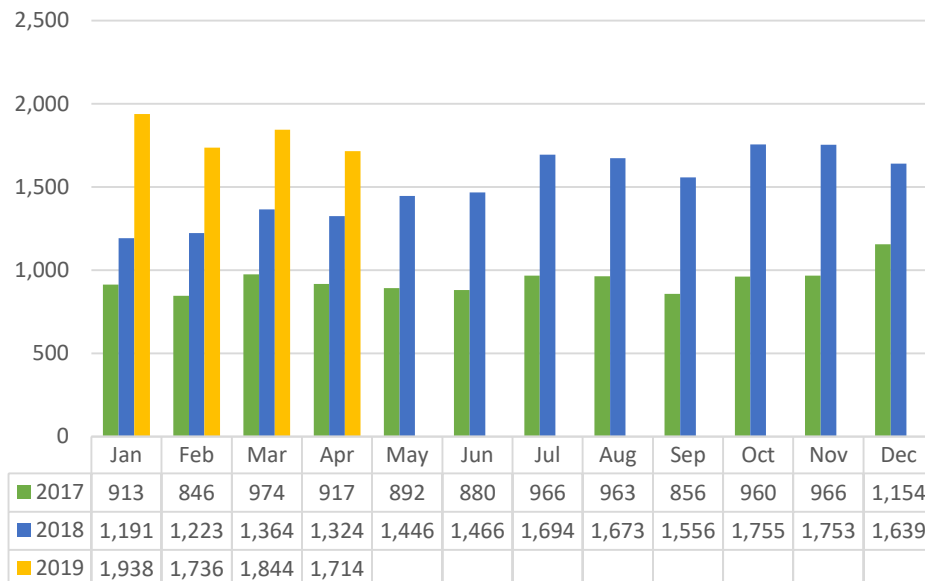
## Digital Services

2017 - 2019 Overdrive Circulation



Overdrive usage in April was 8,122 items. This is an increase of 5% over last year. Overdrive continues to see increased usage each month and is on track to break 100,000 check outs in 2019.

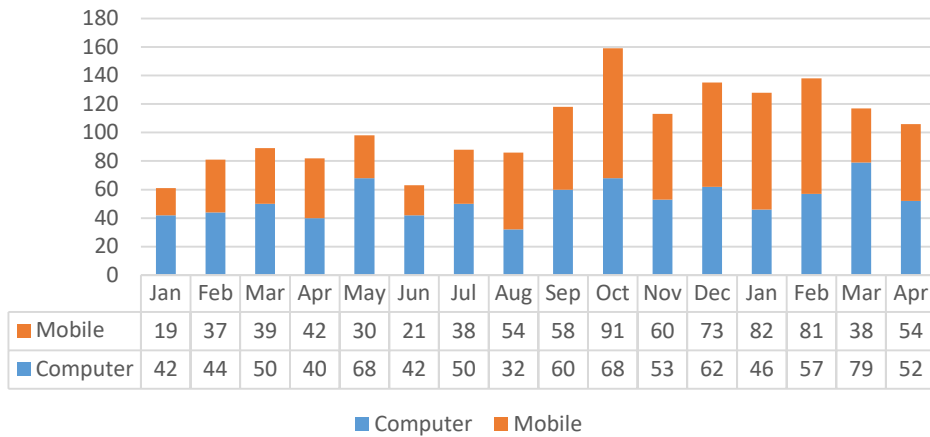
Hoopla Circulation - 2017 - 2019



Hoopla usage in April increased 29% over April 2018. Hoopla's usage trend continues upward with total 2019 circulation forecast to top 20,000 items. Audiobooks remain the highest used category. Usage in 2019 is 40% of last year's total at 33% through the current year.

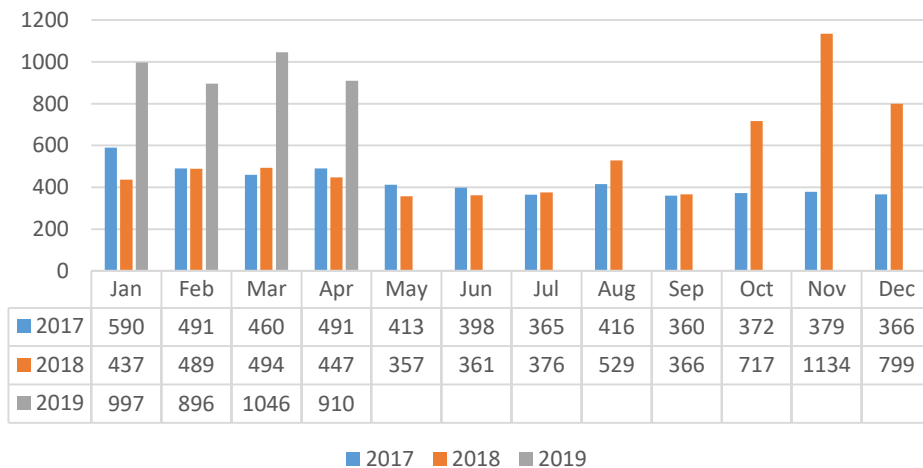
### Mango Languages Total Sessions 2018 - 2019

Sessions may include several language courses



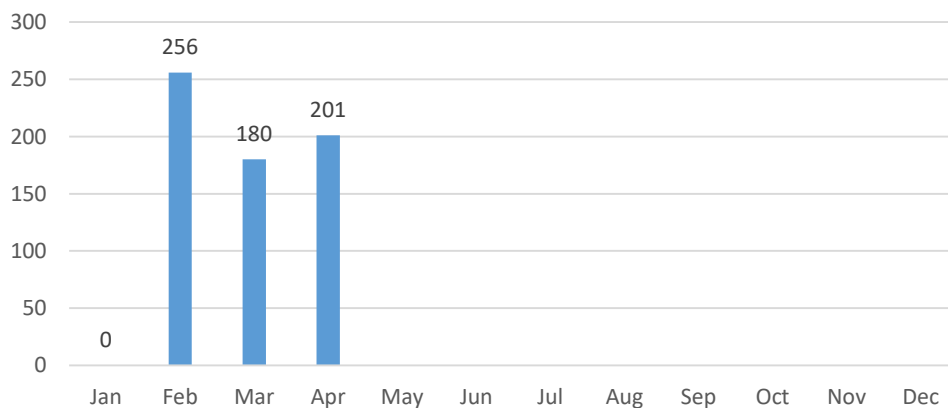
Mango Languages was used 106 times in April with an average learning session of 11 minutes. This month Hebrew and Japanese were the most used languages with Spanish close behind.

### RB Digital Magazine Checkouts



Usage of RB Digital Magazines continues to sharply increase. April 2019 usage increased 104% over April 2018. Increased marketing and the ability to have new issues checkout to patrons automatically drive this increase. Usage in 2019 is 59% of last year's total at 33% through the year.

### Kanopy Circulation



Kanopy usage is preliminary as the service is new. The day of the week with the highest checkouts is Saturday followed by Sunday, as most patrons are looking for movies to watch during the weekend. About 130 patrons are registered for Kanopy. These patrons have viewed 637 films and over 25,000 minutes of video.



## LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/14/2019

Agenda Category: Approval of Bills

Prepared By: Leslie Campbell Hime, Library Manager

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**Subject:**

Approval of Bills for April 1, 2019 through April 30, 2019

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**Department:**

Parks & Public Facilities

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**Recommended Motion:**

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**Summary:**

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**Attachments:**

1. 5-14-19 Claims for Payment



## RICHLAND PUBLIC LIBRARY

# CERTIFICATION OF CLAIMS FOR PAYMENT

MAY 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 \$116,403.36 this 14th day of May 2019.

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

| Voucher Listings                            | Amount              |
|---------------------------------------------|---------------------|
| April 1, 2019 through April 30, 2019        | \$37,011.61         |
| Transfer Advice (Salaries)                  |                     |
| Salaries for the weeks of: 4/4/19 & 4/18/19 | \$79,391.75         |
| <b>MONTHLY EXPENSES</b>                     | <b>\$116,403.36</b> |

Comments:

### LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME

SIGNATURE

1.

1.

2.

2.

3.

3.

# CITY OF RICHLAND

## LIBRARY EXPENDITURE

April 2019

**Month/Year**

**PAY PERIODS**      From March 18, 2019 through April 14,2019

**GROSS SALARIES** ..... \$ 79,391.75

|                 |                   | <b>Gross Wages</b>      | <b>Total</b>            |
|-----------------|-------------------|-------------------------|-------------------------|
| <b>WEEK OF:</b> | <u>04/04/19</u>   | <u>39,772.20</u>        | <u>39,772.20</u>        |
| <b>WEEK OF:</b> | <u>04/18/19</u>   | <u>39,619.55</u>        | <u>39,619.55</u>        |
| <b>WEEK OF:</b> | <u>          </u> | <u>          </u>       | <u>-</u>                |
|                 | <b>TOTAL</b>      | <b><u>79,391.75</u></b> | <b><u>79,391.75</u></b> |

# CITY OF RICHLAND

## Revenue Report for Library Accounts

January 1 through December 31, 2019

| ACCT                     | ACCOUNT DESCRIPTION               | ORIG<br>BUDGET | ADJ BUDGET | MONTHLY<br>RECEIPTS | Y-T-D     | UNCOLLECTED<br>REVENUE | PERCENT<br>COLLECTED | PREVIOUS<br>Y-T-D |
|--------------------------|-----------------------------------|----------------|------------|---------------------|-----------|------------------------|----------------------|-------------------|
| CHARGES FOR GOODS & SVCS |                                   |                |            |                     |           |                        |                      |                   |
| 341691                   | LIBRARY: COPY SERVICES            | 12,000         | 12,000     | 794.35              | 2,987.15  | 9,012.85               | 24.89%               | 2,192.80          |
| 347220                   | LIBRARY: MISC CHARGES             | 1,000          | 1,000      | 48.00               | 140.50    | 859.50                 | 14.05%               | 92.50             |
| 347270                   | LIBRARY: NON-RESIDENT FEES        | 5,500          | 5,500      | 280.00              | 1,901.50  | 3,598.50               | 34.57%               | 1,621.50          |
| Total                    | CHARGES FOR GOODS & SVCS          | 18,500         | 18,500     | 1,122.35            | 5,029.15  | 13,470.85              | 27.18%               | 3,906.80          |
| FINES & FORFEITS         |                                   |                |            |                     |           |                        |                      |                   |
| 356501                   | LIBRARY: COURT RESTITUTION        | 0              | 0          | 0.00                | 0.00      | 0.00                   | 0.00%                | 0.00              |
| 357360                   | LIBRARY COLLECTION AGENCY REFUNDS | 0              | 0          | 0.00                | 15.00     | -15.00                 | 0.00%                | 15.00             |
| 359700                   | LIBRARY: MISC FINES               | 44,250         | 44,250     | 3,513.78            | 13,370.60 | 30,879.40              | 30.22%               | 9,856.82          |
| Total                    | FINES & FORFEITS                  | 44,250         | 44,250     | 3,513.78            | 13,385.60 | 30,864.40              | 30.25%               | 9,871.82          |
| MISCELLANEOUS REVENUES   |                                   |                |            |                     |           |                        |                      |                   |
| 362509                   | LIBRARY: BUILDING RENTAL          | 2,400          | 2,400      | 200.00              | 800.00    | 1,600.00               | 33.33%               | 600.00            |
| Total                    | MISCELLANEOUS REVENUES            | 2,400          | 2,400      | 200.00              | 800.00    | 1,600.00               | 33.33%               | 600.00            |
| TOTAL                    |                                   | 65,150         | 65,150     | 4,836.13            | 19,214.75 | 45,935.25              | 29.49%               | 14,378.62         |

City of Richland Revenue Report for April 2019



| Vendor          | P.O. Number  | Invoice Number | Check # | Purpose of Purchase            | Invoice Amount |
|-----------------|--------------|----------------|---------|--------------------------------|----------------|
| FUND 001        | GENERAL FUND |                |         |                                |                |
| Division: 303   | LIBRARY      |                |         |                                |                |
| BANK OF AMERICA |              |                |         |                                |                |
|                 |              | TXN00043981    | 267612  | STAPLES - Purchase             | \$69.75        |
|                 |              | TXN00043989    |         | INGRAM BOOKS                   | \$128.35       |
|                 |              | TXN00043998    |         | INGRAM BOOKS                   | \$1,375.64     |
|                 |              | TXN00044005    |         | INGRAM BOOKS                   | \$274.11       |
|                 |              | TXN00044014    |         | INGRAM BOOKS                   | \$38.40        |
|                 |              | TXN00044024    |         | INGRAM BOOKS                   | \$114.76       |
|                 |              | TXN00044027    |         | OVERDRIVE DIGITAL              | \$206.93       |
|                 |              | TXN00044053    |         | SMK SURVEYMONKEY.COM - Purchas | \$40.19        |
|                 |              | TXN00044061    |         | INGRAM BOOKS                   | \$221.88       |
|                 |              | TXN00044071    |         | INGRAM BOOKS                   | \$762.92       |
|                 |              | TXN00044075    |         | MIDWEST DVD                    | \$904.53       |
|                 |              | TXN00044082    |         | INGRAM BOOKS                   | \$85.90        |
|                 |              | TXN00044086    |         | AMER LIB ASSOC-CAREER - Purcha | \$385.00       |
|                 |              | TXN00044099    |         | DELTA AIR 0062361757556 - Pu   | \$412.20       |
|                 |              | TXN00044110    |         | DELTA AIR 0062361757558 - Pu   | \$412.20       |
|                 |              | TXN00044117    |         | MIDWEST DVD                    | \$917.35       |
|                 |              | TXN00044123    |         | INGRAM BOOKS                   | \$454.87       |
|                 |              | TXN00044124    |         | INGRAM BOOKS                   | \$1,383.72     |
|                 |              | TXN00044127    |         | BLACKSTONE AUDIO               | \$573.71       |
|                 |              | TXN00044144    |         | INGRAM AUDIO                   | \$40.71        |
|                 |              | TXN00044166    |         | INGRAM BOOKS                   | \$175.25       |
|                 |              | TXN00044183    |         | INGRAM BOOKS                   | \$209.02       |
|                 |              | TXN00044186    |         | COSTCO WHSE #0486 - Purchase   | \$50.14        |
|                 |              | TXN00044190    |         | INGRAM BOOKS                   | \$396.09       |
|                 |              | TXN00044197    |         | AMAZON BOOKS                   | \$34.13        |
|                 |              | TXN00044202    |         | DUMAS BAY CENTRE - Purchase    | \$59.01        |
|                 |              | TXN00044211    |         | AMAZON BOOKS                   | \$33.65        |
|                 |              | TXN00044231    |         | AMAZON BOOKS                   | \$18.53        |
|                 |              | TXN00044245    |         | INGRAM BOOKS                   | \$1,111.74     |
|                 |              | TXN00044252    |         | OVERDRIVE DIGITAL              | \$223.93       |
|                 |              | TXN00044270    |         | INGRAM BOOKS                   | \$139.81       |
|                 |              | TXN00044277    |         | INGRAM BOOKS                   | \$83.60        |
|                 |              | TXN00044301    |         | INGRAM BOOKS                   | \$428.92       |
|                 |              | TXN00044308    |         | INGRAM BOOKS                   | \$328.35       |
|                 |              | TXN00044309    |         | WWW COSTCO.COM - Purchase      | \$412.57       |
|                 |              | TXN00044317    |         | INGRAM BOOKS                   | \$57.91        |
|                 |              | TXN00044327    |         | AMZN Mktg US MW0CX9GA0 - Purch | \$7.97         |
|                 |              | TXN00044328    |         | INGRAM BOOKS                   | \$131.61       |



| Vendor                                                                                                 | P.O. Number | Invoice Number    | Check # | Purpose of Purchase                                                    | Invoice Amount |
|--------------------------------------------------------------------------------------------------------|-------------|-------------------|---------|------------------------------------------------------------------------|----------------|
| BANK OF AMERICA                                                                                        |             | TXN00044344       | 267612  | INGRAM BOOKS                                                           | \$16.92        |
|                                                                                                        |             | TXN00044346       |         | COSTCO WHSE #0486 - Purchase                                           | \$24.28        |
|                                                                                                        |             | TXN00044350       |         | DEMCO INC - Purchase                                                   | \$1,623.88     |
|                                                                                                        |             | TXN00044352       |         | INGRAM BOOKS                                                           | \$2,029.23     |
|                                                                                                        |             | TXN00044353       |         | INGRAM BOOKS                                                           | \$113.10       |
|                                                                                                        |             | TXN00044368       |         | STAPLES - Purchase                                                     | \$270.23       |
|                                                                                                        |             | TXN00044375       |         | FRED-MEYER #0286 - Purchase                                            | \$14.18        |
|                                                                                                        |             | TXN00044381       |         | INGRAM BOOKS                                                           | \$213.68       |
|                                                                                                        |             | TXN00044414       |         | OVERDRIVE DIGITAL                                                      | \$60.86        |
|                                                                                                        |             | TXN00044424       |         | OVERDRIVE DIGITAL                                                      | \$56.96        |
|                                                                                                        |             | TXN00044429       |         | POS PORTAL - Purchase                                                  | \$3,029.09     |
|                                                                                                        |             | TXN00044430       |         | INGRAM BOOKS                                                           | \$302.96       |
|                                                                                                        |             | TXN00044431       |         | BLACKSTONE AUDIO                                                       | \$360.00       |
|                                                                                                        |             | TXN00044433       |         | OVERDRIVE DIGITAL                                                      | \$398.61       |
| BIBLIOTHECA ITG LLC<br>CAMPBELL-HIME, LESLIE<br>CITY OF RICHLAND<br>NORTHWEST PLAYGROUND EQUIPMENT INC |             | TXN00044440       |         | MOBILE POSTPAID TEL - Purchas                                          | \$119.00       |
|                                                                                                        |             | TXN00044445       |         | INGRAM BOOKS                                                           | \$546.10       |
|                                                                                                        |             | TXN00044448       |         | RECORDED AUDIO                                                         | \$431.28       |
|                                                                                                        |             | TXN00044458       |         | INGRAM BOOKS                                                           | \$96.63        |
|                                                                                                        |             | QUO-108353-B6H5   | 267033  | ANNUAL SUPPORT MAINTENANCE                                             | \$842.99       |
|                                                                                                        |             | 19-043 CAMPBELL-H | 267118  | 19-043 ALA MID-WINTER CONF                                             | \$15.50        |
|                                                                                                        |             | 03/2019 MAR       | 267700  | CITY UTILITY BILLS/MAR 2019                                            | \$3,304.79     |
|                                                                                                        |             | 43905             | 267161  | YANTZEE WITH STEEL POSTS,<br>TUNES DRUMS, SURFACE MOUNT, IT<br>FREIGHT | \$5,245.38     |
|                                                                                                        |             |                   |         | 5% DISCOUNT                                                            | \$3,822.29     |
|                                                                                                        |             |                   |         | ADJUST TAX                                                             | \$604.51       |
| VERIZON WIRELESS<br>XEROX CORPORATION                                                                  |             | 9825107015        | 267354  | WIRELESS CHARGES PRIMARY WCC J                                         | (\$453.38)     |
|                                                                                                        |             | 096554106         | 267737  | 7HB-469027 BASE CHARGE- APRIL                                          | (\$0.01)       |
|                                                                                                        |             | 096554205         |         | LX5-692917 BASE/PRINTS-MAR                                             | \$92.21        |
|                                                                                                        |             | 096554206         |         | LX5-692939 BASE/PRINTS-MAR                                             | \$10.86        |
|                                                                                                        |             | 096554207         |         | LX5-692943 BASE/PRINTS-MAR                                             | \$374.62       |
| XO COMMUNICATIONS SERVICES LLC                                                                         |             | 096554208         |         | LX5-692946 BASE/PRINTS-MAR                                             | \$178.88       |
|                                                                                                        |             | 0321273453        | 267738  | TELEPHONE CHARGES 4/01-4/30/19                                         | \$158.37       |
| LIBRARY TOTAL ****                                                                                     |             |                   |         |                                                                        | \$290.53       |
| GENERAL FUND Total ***                                                                                 |             |                   |         |                                                                        | \$111.73       |
|                                                                                                        |             |                   |         |                                                                        | \$37,011.61    |
|                                                                                                        |             |                   |         |                                                                        | \$37,011.61    |



Vendor

P.O. Number Invoice Number

Check #

Purpose of Purchase

Invoice Amount

Invoice Total: \*\*\*\*

\$37,011.61

Number of invoices

Amount

Vouchers In Richland 0  
Vouchers In Tri Cities 0  
Vouchers In WA 5  
Vouchers Outside WA 66  
Vouchers Final Total..... 71

\$27,792.82

| Object Category | Title                    | Total       | Percentage |
|-----------------|--------------------------|-------------|------------|
| 3               | SUPPLIES                 | \$18,114.84 | 48.94%     |
| 4               | OTHER SERVICES & CHARGES | \$9,677.98  | 26.15%     |
| 6               | CAPITAL PROJECTS         | \$9,218.79  | 24.91%     |
| Total           |                          | \$37,011.61 |            |

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

| 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     | 239,347.20 | 0.00               | 564,289.80           | 29.8%             | 0.00           |
| 1102  |     | SALARIES-PART TIME             | 213,863                  | 213,863    | 16,754.43     | 66,787.72  | 0.00               | 147,075.28           | 31.2%             | 0.00           |
| 1104  |     | SALARIES-INTERMITTENT/TEMP     | 28,512                   | 28,512     | 2,800.52      | 9,129.47   | 0.00               | 19,382.53            | 32.0%             | 0.00           |
| 1201  |     | SALARIES & WAGES-OVERTIME      | 750                      | 750        | 0.00          | 0.00       | 0.00               | 750.00               | 0.0%              | 0.00           |
| 1302  |     | VACATION/PTO CASHOUT           | 33,794                   | 33,794     | 0.00          | 7,535.80   | 0.00               | 26,258.20            | 22.3%             | 0.00           |
|       |     |                                | 1,080,556                | 1,080,556  | 79,391.75     | 322,800.19 | 0.00               | 757,755.81           |                   | 0.00           |
| Type: |     | 2                              | BENEFITS                 |            |               |            |                    |                      |                   |                |
| 2101  |     | SOCIAL SECURITY-FICA           | 103,441                  | 103,441    | 5,923.55      | 23,641.17  | 0.00               | 79,799.83            | 22.9%             | 0.00           |
| 2103  |     | PENSION CONTRIBUTIONS-PERS     | 115,461                  | 115,461    | 9,642.48      | 38,459.90  | 0.00               | 77,001.10            | 33.3%             | 0.00           |
| 2105  |     | INDUSTRIAL INS & MED AID       | 12,776                   | 12,776     | 750.26        | 2,857.06   | 0.00               | 9,918.94             | 22.4%             | 0.00           |
| 2106  |     | UNEMPLOYMENT                   | 1,910                    | 1,910      | 158.79        | 645.62     | 0.00               | 1,264.38             | 33.8%             | 0.00           |
| 2107  |     | LIFE & DISABILITY INSURANCE    | 6,780                    | 6,780      | 511.17        | 2,044.68   | 0.00               | 4,735.32             | 30.2%             | 0.00           |
| 2108  |     | DENTAL INSURANCE               | 24,105                   | 24,105     | 1,874.74      | 7,498.96   | 0.00               | 16,606.04            | 31.1%             | 0.00           |
| 2109  |     | HEALTH INSURANCE               | 242,523                  | 242,523    | 18,982.46     | 75,288.54  | 0.00               | 167,234.46           | 31.0%             | 0.00           |
| 2110  |     | VISION INSURANCE               | 3,765                    | 3,765      | 292.74        | 1,170.96   | 0.00               | 2,594.04             | 31.1%             | 0.00           |
| 2112  |     | DEFERRED COMPENSATION          | 42,397                   | 42,397     | 3,382.43      | 13,497.86  | 0.00               | 28,899.14            | 31.8%             | 0.00           |
| 2118  |     | POST EMPLOYEE HEALTH BENEFIT   | 50,000                   | 50,000     | 4,166.65      | 16,666.60  | 0.00               | 33,333.40            | 33.3%             | 0.00           |
| 2126  |     | W/A PAID FAMILY MEDICAL LEAVE  | 0                        | 0          | 116.69        | 417.57     | 0.00               | 417.57               | 0.0%              | 0.00           |
|       |     |                                | 603,158                  | 603,158    | 45,801.96     | 182,188.92 | 0.00               | 420,969.08           |                   | 0.00           |
| Type: |     | 3                              | SUPPLIES                 |            |               |            |                    |                      |                   |                |
| 3102  |     | OPERATING SUPPLIES & MATERIALS | 22,850                   | 22,850     | 2,632.19      | 7,217.34   | 0.00               | 15,632.66            | 31.6%             | 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    | 15,562.95     | 132,612.21 | 0.00               | 101,727.79           | 56.6%             | 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          | 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    | 0.00          | 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    | 18,195.14     | 184,092.88 | 0.00               | 212,232.12           |                   | 0.00           |
| Type: |     | 4                              | OTHER SERVICES & CHARGES |            |               |            |                    |                      |                   |                |
| 4106  |     | ARCHITECTURAL SERVICES         | 0                        | 0          | 0.00          | 0.00       | 0.00               | 0.00                 | 0.0%              | 0.00           |

Wednesday, May 1, 2019

City of Richland Detail Expenditure Budget Report For April, 2019

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

| 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 SERVICE     | 800                        | 800         | 0.00       | 60.00         | 0.00  | 0.00               | 740.00               | 7.5%              | 0.00           |
| 4117  | EXPERT SERVICES                | 0                          | 0           | 0.00       | 0.00          | 0.00  | 0.00               | 0.00                 | 0.0%              | 0.00           |
| 4135  | SHARED VALUES PROGRAM          | 488                        | 488         | 0.00       | 63.98         | 0.00  | 0.00               | 424.02               | 13.1%             | 0.00           |
| 4201  | TELEPHONE & COMM SVCS          | 7,235                      | 7,235       | 279.88     | 2,260.80      | 0.00  | 0.00               | 4,974.20             | 31.2%             | 0.00           |
| 4202  | POSTAGE                        | 6,316                      | 6,316       | 0.00       | 345.16        | 0.00  | 0.00               | 5,970.84             | 5.5%              | 0.00           |
| 4301  | TRAVEL EXPENSES                | 11,192                     | 11,192      | 898.91     | 2,265.36      | 0.00  | 0.00               | 8,926.64             | 20.2%             | 0.00           |
| 4504  | COPIER/FAX LEASE RENTAL MAI    | 5,650                      | 5,650       | 543.85     | 1,617.80      | 0.00  | 0.00               | 4,032.20             | 28.6%             | 0.00           |
| 4505  | RENTALS-OTHER                  | 5,410                      | 5,410       | 469.41     | 1,386.73      | 0.00  | 0.00               | 4,023.27             | 25.6%             | 0.00           |
| 4601  | INSURANCE                      | 23,232                     | 23,232      | 0.00       | 23,490.00     | 0.00  | 0.00               | 258.00-              | 101.1%            | 0.00           |
| 4700  | UTILITIES                      | 63,442                     | 63,442      | 3,304.79   | 10,183.26     | 0.00  | 0.00               | 53,258.74            | 16.1%             | 0.00           |
| 4802  | REPAIRS AND MAINT-EQUIPMEN     | 5,790                      | 5,790       | 3,872.08   | 4,444.58      | 0.00  | 0.00               | 1,345.42             | 76.8%             | 0.00           |
| 4806  | REPAIRS AND MAINT-STRUCTUR     | 0                          | 0           | 0.00       | 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               | 0.00                 | 0.0%              | 0.00           |
| 4902  | DUES & SUBSCRIPTIONS           | 0                          | 0           | 0.00       | 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               | 0.00                 | 0.0%              | 0.00           |
| 4911  | OUTSIDE SVCS PROVIDED          | 0                          | 0           | 0.00       | 0.00          | 0.00  | 0.00               | 0.00                 | 0.0%              | 0.00           |
| 4912  | TUITION/CONFERENCE FEES        | 3,294                      | 3,294       | 385.00     | 2,061.00      | 0.00  | 0.00               | 1,233.00             | 62.6%             | 0.00           |
| 4913  | COLLECTION SERVICES            | 179                        | 179         | 0.00       | 0.00          | 0.00  | 0.00               | 179.00               | 0.0%              | 0.00           |
| 4983  | SERVICES & CHARGES PIP AWA     | 0                          | 0           | 0.00       | 0.00          | 0.00  | 0.00               | 0.00                 | 0.0%              | 0.00           |
| 4988  | CASHIERS SHORTAGE              | 0                          | 0           | 0.00       | 0.00          | 0.00  | 0.00               | 0.00                 | 0.0%              | 0.00           |
|       |                                | 133,028                    | 133,028     | 9,753.92   | 48,178.67     | 0.00  | 0.00               | 84,849.33            |                   | 0.00           |
| Type: | 5                              | INTERGOVERNMENTAL SERVICES |             |            |               |       |                    |                      |                   |                |
| 5117  | INTERLIBRARY SVCS              | 200                        | 200         | 0.00       | 0.00          | 0.00  | 0.00               | 200.00               | 0.0%              | 0.00           |
| 5301  | STATE TAXES                    | 1,020                      | 1,020       | 61.80      | 189.98        | 0.00  | 0.00               | 830.02               | 18.6%             | 0.00           |
|       |                                | 1,220                      | 1,220       | 61.80      | 189.98        | 0.00  | 0.00               | 1,030.02             |                   | 0.00           |
| Type: | 6                              | CAPITAL                    |             |            |               |       |                    |                      |                   |                |
| 6340  | PUBLIC ARTS IMPROVEMENT        | 0                          | 0           | 9,218.79   | 9,218.79      | 0.00  | 0.00               | 9,218.79-            | 0.0%              | 0.00           |
| 6406  | FURNITURE & FIXTURES > \$5,000 | 450,000                    | 450,000     | 0.00       | 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               | 0.00                 | 0.0%              | 0.00           |
| 6440  | BOOKS - LIBRARY                | 0                          | 0           | 0.00       | 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               | 0.00                 | 0.0%              | 0.00           |
| 6442  | NONPRINT - LIBRARY             | 0                          | 0           | 0.00       | 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               | 0.00                 | 0.0%              | 0.00           |

Wednesday, May 1, 2019

City of Richland Detail Expenditure Budget Report For April, 2019

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

| 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    | 9,218.79      | 9,218.79   | 0.00               | 440,781.21           |                   | 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  | 162,423.36    | 746,669.43 | 0.00               | 1,917,617.57         | 28.0%             | 0.00           |

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

|              |           |           |            |            |      |              |       |      |
|--------------|-----------|-----------|------------|------------|------|--------------|-------|------|
| Grand Totals | 2,664,287 | 2,664,287 | 162,423.36 | 746,669.43 | 0.00 | 1,917,617.57 | 28.0% | 0.00 |
|--------------|-----------|-----------|------------|------------|------|--------------|-------|------|



## LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/14/2019

Agenda Category: New Business

Prepared By: Joe Schiessl, Parks and Public Facilities Director

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Subject:

Budget Process for City of Richland

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Department:

Parks & Public Facilities

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Recommended Motion:

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Summary:

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Attachments:



## LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/14/2019

Agenda Category: New Business

Prepared By: Leslie Campbell Hime, Library Manager

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Subject:

Richland Public Library Art Committee

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Department:

Parks & Public Facilities

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Recommended Motion:

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Summary:

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Attachments:



## LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/14/2019

Agenda Category: New Business

Prepared By: Leslie Campbell Hime, Library Manager

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Subject:

Tour of Richland Public Library

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Department:

Parks & Public Facilities

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Recommended Motion:

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Summary:

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Attachments: