



Agenda
Library Board Meeting
Tuesday, June 11, 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 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 May 14, 2019 Library Board Meeting Minutes

Report of the Library Manager:

1. June 2019 Library Manager's Report
 - Leslie Campbell Hime, Library Manager
2. June 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 May 1, 2019 through May 31, 2019
 - Leslie Campbell Hime, Library Manager

Unfinished Business:

1. Library Policies

New Business:

1. Election of New Library Board Vice-Chair
 - Jana Kay Lunstad

City of Richland Core Values:

1. Promote Financial Stability and Operational Effectiveness
 -

City of Richland Council Updates:

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, July 9, 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: 6/11/2019

Agenda Category: Approval of Minutes

Prepared By:

Subject:

Draft of May 14, 2019 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 5-14-19 Draft of Library Board Meeting Minutes



MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
May 14, 2019, 5:30 – 6:30 PM

CALL TO ORDER:

CHAIR LUNSTAD CALLED THE MEETING TO ORDER AT APPROXIMATELY 5:30 P.M.

ATTENDANCE:

CHAIR LUNSTAD, VICE-CHAIR DION, BOARD MEMBERS BOOTH, DANZ, AND MAIER WERE PRESENT. ALSO PRESENT WERE LIBRARY MANAGER CAMPBELL HIME, ADMINISTRATIVE ASSISTANT BARADA, AND PARKS AND PUBLIC FACILITIES DIRECTOR SCHIESSL. COUNCIL LIAISON LUKSON WAS ABSENT.

APPROVAL OF AGENDA:

BOARD MEMBER DANZ MOVED AND BOARD MEMBER BOOTH SECONDED THE MOTION TO APPROVE THE AGENDA AS AMENDED. THE MOTION CARRIED 5-0.

APPROVAL OF MINUTES:

CHAIR LUNSTAD ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE APRIL 9, 2019 MEETING. BOARD MEMBER DANZ MOVED AND VICE-CHAIR DION SECONDED THE MOTION TO APPROVE THE MINUTES OF APRIL 9, 2019 AS IS. THE MOTION CARRIED 5-0.

REPORT OF THE LIBRARY MANAGER:

RPL recently completed a survey for the state. The survey helps the state to compare other libraries in Washington.

The Friends book sale was well attended and sales were robust.

The Foundation has been meeting regularly. The Foundation would like Library Manager Campbell Hime to pursue the possibility of having hot spots available to patrons. RPL has hot spots already; they just need COR approval before they can make them available to patrons. The COR determined hot spots were a potential liability when proposed by the library for budget in 2018. Board Members had a discussion with Parks and Public Facilities Director Schiessl on the importance and reasons why RPL should make hot spots available to patrons. This topic will be discussed again at a later date.

After completing a staff survey, RPL staff would like to potentially hire a consultant to come up with a brand that is separate from, but related to the COR so RPL can use for marketing purposes and to place on flyers.

121 applications were gone through for the Library Assistant II Intermittent position. RPL expects to have this position filled by mid-June.

Bookmark Café has given their notice that they will not be renewing their lease and are leaving the library. A new vendor has purchased the name from the previous vendor and prepared to open for business as soon as the contract is executed.

PUBLIC COMMENTS:

No members of the public were present.

APPROVAL OF BILLS:

VICE-CHAIR DION MOVED AND BOARD MEMBER BOOTH SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR MAY 2019 IN THE AMOUNT OF \$116,403.36. THE MOTION CARRIED 5- 0.

UNFINISHED BUSINESS:

There was no Unfinished Business to discuss.

NEW BUSINESS:

1. Parks and Public Facilities Director Schiessl explained the budget process for the COR. He talked about his role as the Director and how he determines what he will bring forward to the City Manager for approval. He also discussed how he and Library Manager Campbell Hime work together on the library budget. Director Schiessl and Library Manager Campbell Hime have also been discussing creating a Master Plan for the library.
2. RPL has talked about having a stronger partnership with the Art Commission when it comes to art donations to the library. Currently RPL does not have a mechanism to evaluate art donations. RPL would like a Board Member, member or RPL staff and a member from the Art Commission to be a part of this subcommittee when it comes to evaluating art donations to the library. This will be discussed in detail at a later meeting.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

1. Election of New Vice-Chair

ADJOURNMENT:

CHAIR LUNSTAD ADJOURNED THE MEETING AT 6:39 P.M.

Prepared and submitted by Kylie Barada, Administrative Assistant

Minutes Approved by: _____
Jana Kay Lunstad, Library Board



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 6/11/2019

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

June 2019 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 6-11-19 Library Manager's Report



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

Friends of the Library

Leon Erickson was elected to the Friends Board as their Communications representative.

Their next meeting is June 24 at 5pm in the Board Room.

Foundation

The Foundation meeting was cancelled (no quorum).

The next Foundation meeting will be June 18 at 5:30pm in the Board Room. Steve Slate (Friends) will attend the meeting.

Statistics

Attached

Revenue / Expense / Voucher Listing

Revenue

May 1-31, 2019 revenue is slightly under projections. Non-resident card fees generated above average revenue but miscellaneous charges were minimal resulting in below average earnings for the month. Accounting was happy to remove STEAMspace from the revenue report as a revenue producing entity.

Expense

May 1-31, 2019 overall expenses are on par with expectations, as roof repair monies have not yet been spent. Interviews for the 3 intermittent positions of Library Assistant IIs (LAI) are complete and background checks are nearing completion. 234 applications were received for the 2 intermittent positions of Library Assistant I (LAI). Interviews will take place in mid-June. Materials expenses continue to reflect the freshening of our physical collection.

Voucher Listing

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

Bookmark Cafe

The lease agreement for the new owners of the Bookmark Café has been updated and approved by the COR attorney. The transition between owners will be smooth and without an interruption in service for patrons. The new vendor will continue to serve the same items as the original owners, but plan to add items to the menu. The lease requires the café to use noise shields on specific equipment and to be open a minimum of 40 hours with 15 morning hours across 6 days the week.

Library Events

June 4–Summer Reading Begins
June 6–Girls Who Code (Grades 3-5), 4pm
June 13–Absolute Beginners Ukulele (teen & adult), 7-8pm
June 13–Active Toddler Story Time, 10am
June 14– Anime Club (teens), 3-4:50pm
June 18–Singing Strings Ukulele, 6:15pm & 7pm
June 20–Kids’ Coding: Story Telling, 1pm
June 24–A Universe of Storytelling: Space Stories for Kids & Families, 2pm
June 25–Treasure Trunk Theatre with ACT, 2pm
June 25–A Universe of Board Games (adults), 6pm
June 26–Teen & Adult Virtual Reality, 10am & 2:30pm
June 27–Young Writers: Design Your Own Writing Game, 6pm
June 28–Summer Movie Matinee (*Mary Poppins Returns*), 2pm
June 30– Nature Sketching, McMurray Park, 1pm (we will have supplies for everyone’s use)



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 6/11/2019

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

June 2019 Library Statistics

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 6-11-19 Library Statistics



Richland Public Library

May 2019
Statistics

June 11, 2019 Library Board Meeting

22,786

Patron Visits



13% increase over 2018
53% increase over 2017
15% increase over 2016

Thursday,
May 16th

Busiest Day
1,760 Visits



Let Love Grow

Flower planting and pot
decorating on May 23rd



2,372

Computer
Sessions

2,133

Hours of service library computers
provided in May

Circulation 47,270



4,636

Total digital
audiobooks
checked out



35,252

Physical Items
Checked Out



12,018

Digital Items
Checked Out

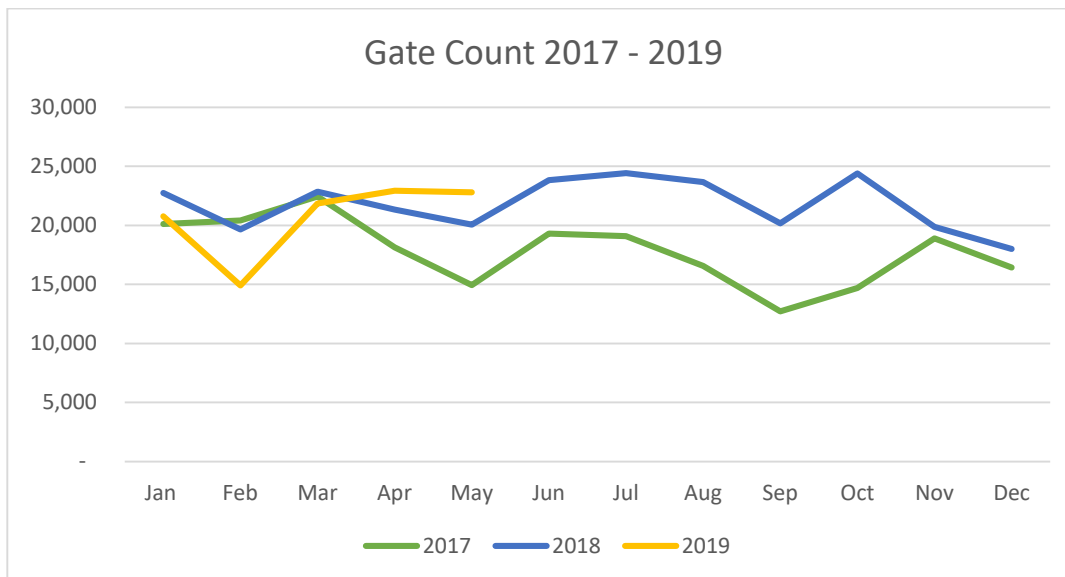
The 10th Annual Asian Awareness Month celebration drew in several hundred people on Saturday, May 18th. Part of the displays for the event were created during two classes on Chinese calligraphy and art in the library's STEAMSpace.



Programming

May programming included a Humanities Washington Lecture titled “Got Finched? Rethinking Empathy, No Hero Required”, a photography lecture by local photographer Scott Butner, several Virtual Reality sessions, as well as our regularly scheduled story times, memory café, anime club, and more. On May 18th the Tri-City Chinese American Association held the 10th Annual Asian Awareness Month celebration which drew in several hundred patrons. The event included performances, art exhibits, a photography contest, and cultural activities. Two classes were held this spring in the STEAMspace teaching Chinese calligraphy and art styles. The artwork from these classes was displayed during the event as well. Most all other programming work in May was spent finalizing the summer reading program, hosting visiting classes from the Richland School District, and preparing for the busy summer months.

Visits and Patron Registration



Gate Count:

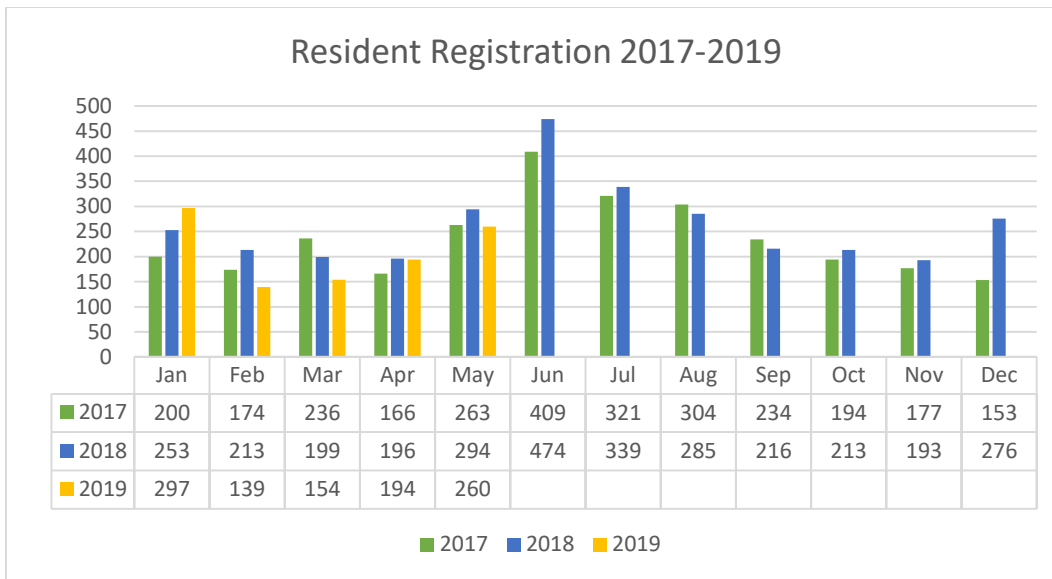
May 2019 – 22,786

May 2018 – 20,056

May 2017 – 14,938

May 2016 – 19,768

Patron visits in May increased 14% over May 2018 and 53% over May 2017. May 2019 patron visits were higher than the last four years for the same time period. After the abnormal winter weather, the trend is returning to the higher visits the library saw in 2018. This continues a national trend of increased usage by the public even while borrowing of items may be on the decrease. The library is clearly seen as a valuable place to meet, learn, and socialize within the community.



May Non-Resident:

May 2019 – 33

May 2018 – 40

May 2017 – 32

Non-Resident Totals:

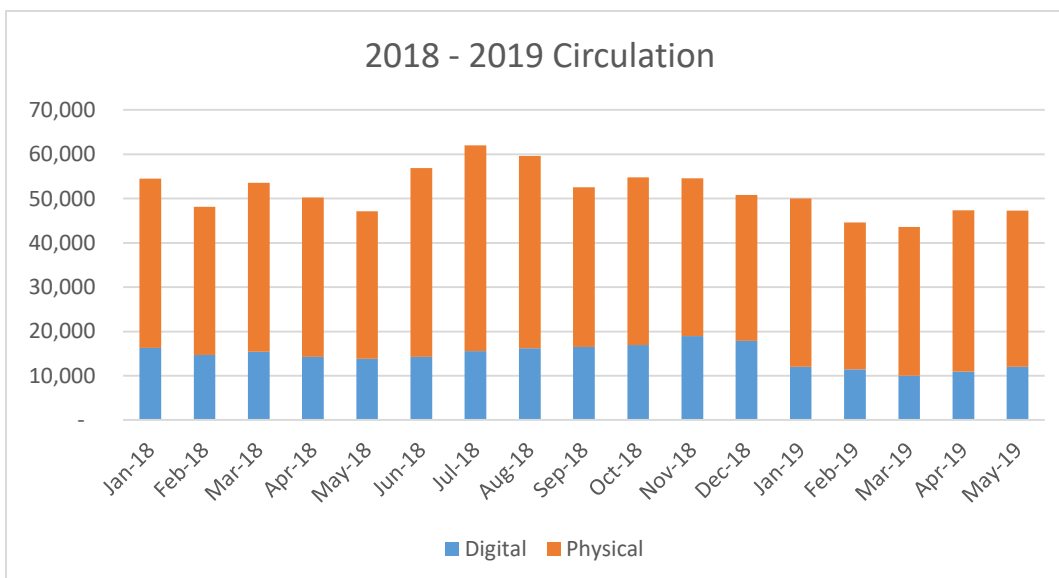
2019 YTD - 132

2018 - 346

2017 - 293

New patron registrations in May decreased 12% but echoed previous year's trends leading up the Summer Reading Program. Non-Resident registrations were seven less than last year, at 33 for the month. Total Non-Resident library cards are 38% of last year's total at 42% through the current year. June traditionally has the highest new registration totals, and June 2018 was the highest month in the last four years. We hope to continue that trend this summer.

Circulation



May 2019 Circulation:

Physical: 35,252

Digital: 12,018

Total: 47,270

May 2018 Circulation:

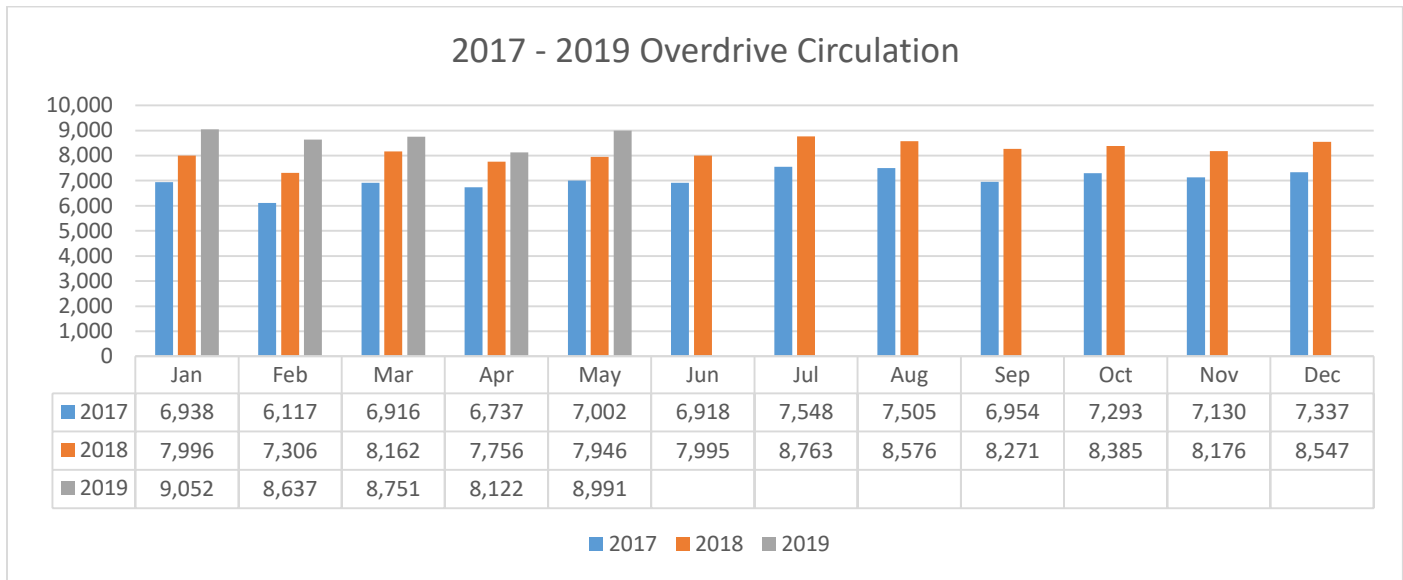
Physical: 33,304

Digital: 13,818

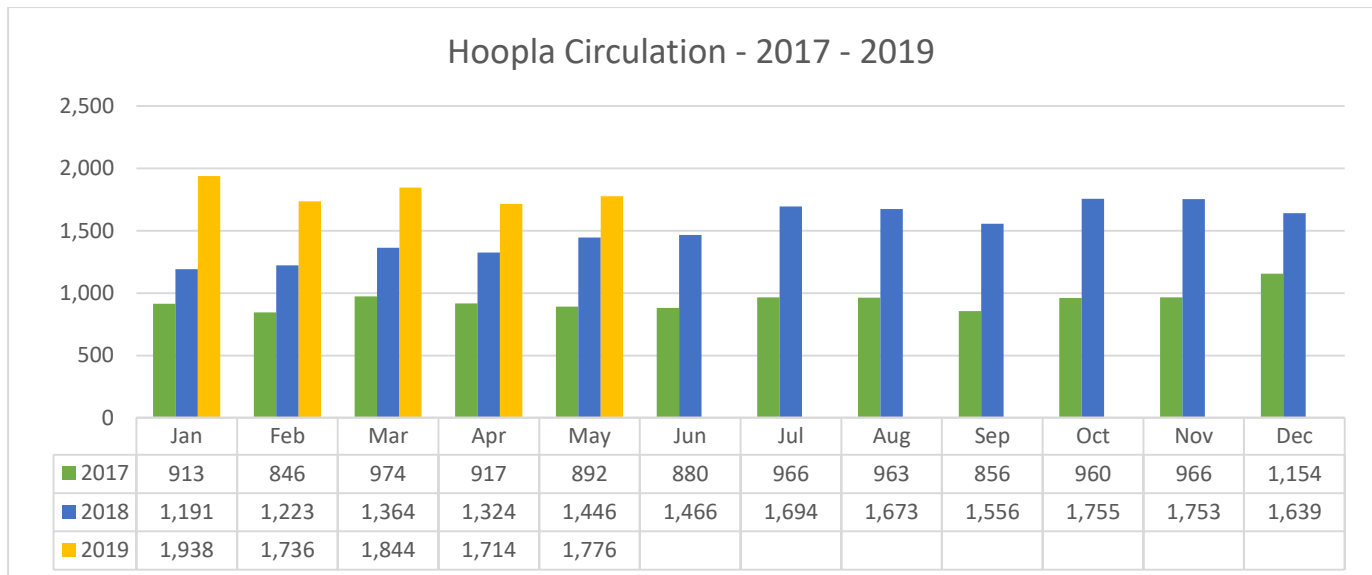
Total: 47,115

May 2019 total circulation was virtually the same as May 2018. Digital circulation is beginning to level off after changes in service offerings this year. Digital magazines usage is increasing rapidly and Overdrive had its second highest month for circulation at 8,991 checkouts.

Digital Services



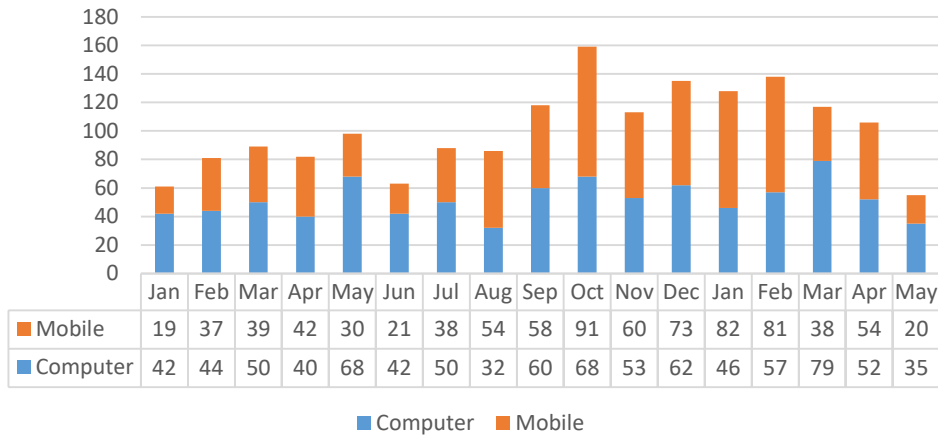
Overdrive usage in May was 8,991 items, the second highest usage month ever. Both e-books and e-audiobooks saw increases this month. Overdrive is on track to break 100,000 check outs in 2019. Circulation for 2019 is 44% of last year's total at 42% through the year.



Hoopla usage in May increased 23% over May 2018. Audiobooks remain the highest used category followed by e-books and video content. Hoopla 2019 usage is 50% of last year's total at 42% through the current year. While this year's usage is leveling off, it is still an increase over 2018.

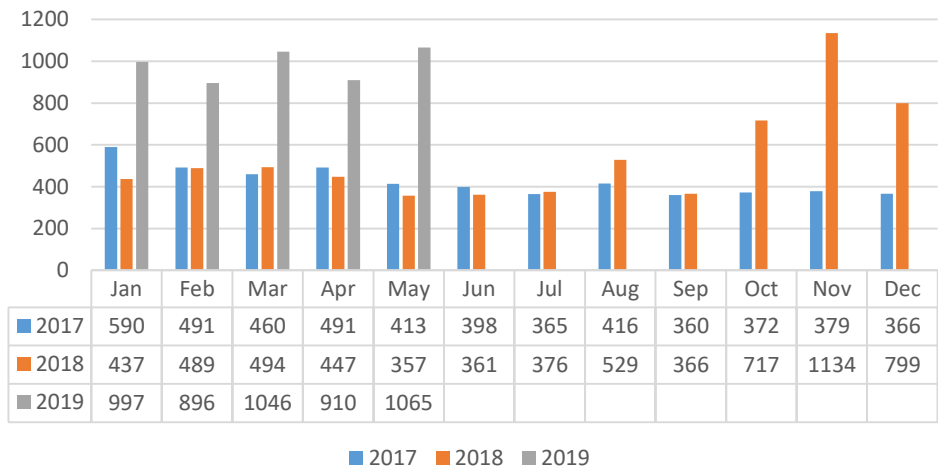
Mango Languages Total Sessions 2018 - 2019

Sessions may include several language courses



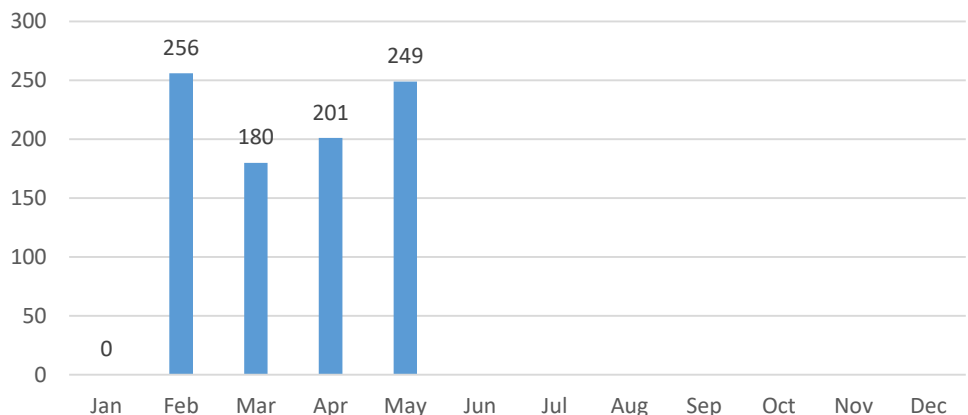
Mango saw a decline this month with only 55 uses. This is a decrease of 48%. Spanish, Latin American also fell to the fourth used course. Several college professors had expressed interest in using Mango with their students and this decline may indicate the end of Spring quarter. Marketing of the service will be increased.

RB Digital Magazine Checkouts



Usage of RB Digital Magazines continues to sharply increase. May 2019 usage increased 198% over May 2018. Increased marketing and the ability to have new issues checkout to patrons automatically drive this increase. Usage in 2019 is 76% of last year's total at 42% through the year.

Kanopy Circulation



Kanopy usage in May was 249 films checked out. Consistently, Friday through Sunday are the highest checkout days as patrons are clearly looking for movie content on the weekend. A total of 7,546 minutes of content were viewed in May.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 6/11/2019

Agenda Category: Approval of Bills

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

Approval of Bills for May 1, 2019 through May 31, 2019

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 6-11-19 Claims for Payment



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

JUNE 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 \$149,889.03 this 11th day of June 2019.

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

Voucher Listings	Amount
May 1, 2019 through May 31, 2019	\$29,548.75
Transfer Advice (Salaries)	
Salaries for the weeks of: 5/2/19, 5/16/19 & 5/30/19	\$120,340.28
MONTHLY EXPENSES	\$149,889.03

Comments:

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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



From: 5/1/2019 To: 5/31/2019

Monday, June 3, 2019



City Of Richland

VL-1 Voucher Listing From: 5/1/2019 To: 5/31/2019

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00044768	268417	INGRAM BOOKS	\$201.52
		TXN00044780		INGRAM BOOKS	\$279.76
		TXN00044787		INGRAM BOOKS	\$1,083.02
		TXN00044814		POS PORTAL - Credit	(\$222.28)
		TXN00044839		INGRAM BOOKS	\$205.04
		TXN00044850		STAPLES - Purchase	\$81.27
		TXN00044856		INGRAM BOOKS	\$375.95
		TXN00044877		INGRAM BOOKS	\$28.69
		TXN00044889		INGRAM BOOKS	\$106.36
		TXN00044890		AMZN Mktg US MZ63V7M20 - Purch	\$135.74
		TXN00044898		INGRAM BOOKS	\$149.85
		TXN00044901		OVERDRIVE DIGITAL	\$317.00
		TXN00044910		DEMCO INC - Purchase	\$114.64
		TXN00044929		INGRAM BOOKS	\$89.16
		TXN00044931		INGRAM BOOKS	\$46.70
		TXN00044940		INGRAM BOOKS	\$379.69
		TXN00044941		INGRAM BOOKS	\$511.83
		TXN00044948		INGRAM BOOKS	\$1,280.54
		TXN00044962		INGRAM BOOKS	\$120.70
		TXN00044965		Forward - Purchase	\$1.00
CITY OF RICHLAND		TXN00044968		MIDWEST DVD	\$1,964.17
		TXN00044980		BLACKSTONE AUDIO	\$299.98
		04/2019 APR	268340	CITY UTILITY BILLS/APR 2019	\$3,824.80
		19-208 SILLER	268223	19-208 EVGRN CONF	\$244.00
		19-211 TALBOTT	268342	19-211 OR LIB ASSOC WA LIB	\$330.00
COLUMBIA INDUSTRIES SUPPORT LLC		0080474	267778	ON SITE SHREDDING WO #0135058	\$87.36
		04/19 5099433152	268488	TELEPHONE CHARGE 5/4/19-6/3/19	\$380.35
		0000655666	267825	CATALOGING, METADATA, RES, REF	\$1,098.79
		19-209 PEACH-ATKI	268282	19-209 EVERGRN CONF	\$383.75
		02/19-1127-9365	268511	POSTAGE 02/01/19-02/28/19	\$510.42
PEACH-ATKINS, D'ETTE		03/19-1127-9365		POSTAGE 03/01/19-03/31/19	\$398.86
		04/19-1127-9365		POSTAGE 04/01/19-04/30/19	\$809.17
SILLER, DAURICE		19-208 SILLER	268299	19-208 EVGRN CONF	\$60.00
		9827108013	267864	wireless charges march 2019	\$75.94
VERIZON WIRELESS	P060314	0322669651	268651	TELEPHONE CHARGES 5/01-5/31/19	\$121.76
XO COMMUNICATIONS SERVICES LLC				LIBRARY TOTAL ****	\$29,548.75
				GENERAL FUND Total ***	\$29,548.75



City Of Richland

VL-1 Voucher Listing From: 5/1/2019 To: 5/31/2019

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
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Invoice Total: **** \$29,548.75

	Number of Invoices	Amount
Vouchers In Richland	0	
Vouchers In Tri Cities	1	\$87.36
Vouchers In WA	0	
Vouchers Outside WA	72	\$29,461.39
Vouchers Final Total.....	73	

Object Category	Title	Total	Percentage
3	SUPPLIES	\$21,707.52	73.46%
4	OTHER SERVICES & CHARGES	\$7,841.23	26.54%
	Total	\$29,548.75	

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	89,755.20	329,102.40	0.00	474,534.60	41.0%	292,173.71
1102		SALARIES-PART TIME	213,863	213,863	25,383.06	92,170.78	0.00	121,692.22	43.1%	62,256.96
1104		SALARIES-INTERMITTENT/TEMP	28,512	28,512	5,202.02	14,331.49	0.00	14,180.51	50.3%	16,634.38
1201		SALARIES & WAGES-OVERTIME	750	750	0.00	0.00	0.00	750.00	0.0%	264.32
1302		VACATION/PTO CASHOUT	33,794	33,794	0.00	7,535.80	0.00	26,258.20	22.3%	5,587.80
			1,080,556	1,080,556	120,340.28	443,140.47	0.00	637,415.53		376,917.17
Type:	2	BENEFITS								
2101		SOCIAL SECURITY-FICA	103,441	103,441	9,101.99	32,743.16	0.00	70,697.84	31.7%	27,697.40
2103		PENSION CONTRIBUTIONS-PERS	115,461	115,461	14,476.90	52,936.80	0.00	62,524.20	45.8%	44,075.56
2105		INDUSTRIAL INS & MED AID	12,776	12,776	1,002.75	3,859.81	0.00	8,916.19	30.2%	7,506.50
2106		UNEMPLOYMENT	1,910	1,910	240.71	886.33	0.00	1,023.67	46.4%	753.72
2107		LIFE & DISABILITY INSURANCE	6,780	6,780	511.17	2,555.85	0.00	4,224.15	37.7%	2,514.51
2108		DENTAL INSURANCE	24,105	24,105	1,874.74	9,373.70	0.00	14,731.30	38.9%	9,239.79
2109		HEALTH INSURANCE	242,523	242,523	18,982.46	94,271.00	0.00	148,252.00	38.9%	91,935.80
2110		VISION INSURANCE	3,765	3,765	292.74	1,463.70	0.00	2,301.30	38.9%	1,442.66
2112		DEFERRED COMPENSATION	42,397	42,397	5,072.62	18,570.48	0.00	23,826.52	43.8%	16,236.92
2118		POST EMPLOYEE HEALTH BENE	50,000	50,000	4,166.65	20,833.25	0.00	29,166.75	41.7%	20,833.25
2126		WA PAID FAMILY MEDICAL LEAV	0	0	176.88	594.45	0.00	594.45	0.0%	0.00
			603,158	603,158	55,899.61	238,088.53	0.00	365,069.47		222,236.11
Type:	3	SUPPLIES								
3102		OPERATING SUPPLIES & MATERI	22,850	22,850	2,614.01	9,831.35	0.00	13,018.65	43.0%	8,461.16
3105		COPIER SUPPLIES	1,000	1,000	0.00	0.00	0.00	1,000.00	0.0%	325.77
3401		LIBRARY RESOURCES	234,340	234,340	18,051.29	150,663.50	0.00	83,676.50	64.3%	107,732.73
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	1,098.79	42,876.84	0.00	83,850.16	33.8%	48,086.11
3993		SUPPLIES - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			396,325	396,325	21,764.09	205,856.97	0.00	190,468.03		164,605.77
Type:	4	OTHER SERVICES & CHARGES								
4106		ARCHITECTURAL SERVICES	0	0	0.00	0.00	0.00	0.00	0.0%	688.87

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 SERVIC	800	800	87.36	147.36	0.00	652.64	18.4%	139.58
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	63.98	0.00	424.02	13.1%	0.00
4201		TELEPHONE & COMM SVCS	7,235	7,235	502.11	2,762.91	0.00	4,472.09	38.2%	2,754.57
4202		POSTAGE	6,316	6,316	1,718.45	2,063.61	0.00	4,252.39	32.7%	1,203.13
4301		TRAVEL EXPENSES	11,192	11,192	1,854.85	4,120.21	0.00	7,071.79	36.8%	6,241.16
4504		COPIER/FAX LEASE RENTAL MAI	5,650	5,650	0.00	1,617.80	0.00	4,032.20	28.6%	4,581.68
4505		RENTALS-OTHER	5,410	5,410	0.00	1,386.73	0.00	4,023.27	25.6%	145.00
4601		INSURANCE	23,232	23,232	0.00	23,490.00	0.00	258.00	101.1%	24,463.00
4700		UTILITIES	63,442	63,442	3,824.80	14,008.06	0.00	49,433.94	22.1%	14,147.77
4802		REPAIRS AND MAINT-EQUIPMEN	5,790	5,790	222.28	4,222.30	0.00	1,567.70	72.9%	1,226.09
4806		REPAIRS AND MAINT-STRUCTUR	0	0	0.00	0.00	0.00	0.00	0.0%	8,837.13
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	2,061.00	0.00	1,233.00	62.6%	1,281.00
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	7,765.29	55,943.96	0.00	77,084.04		48,034.72
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	69.03	259.01	0.00	760.99	25.4%	247.27
			1,220	1,220	69.03	259.01	0.00	960.99		247.27
Type: 6 CAPITAL										
6340		PUBLIC ARTS IMPROVEMENT	0	0	0.00	9,218.79	0.00	9,218.79	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 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	0.00	0.0%	0.00
6993	CAPITAL - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.00	0.0%	0.00
		450,000	450,000	0.00	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	0.00	0.0%	0.00
9986	LIBRARY FACILITY MAINT RESER	0	0	0.00	0.00	0.00	0.00	0.00	0.0%	0.00
9992	DESIGNATED RESERVE	0	0	0.00	0.00	0.00	0.00	0.00	0.0%	0.00
9993	PIP RESERVE	0	0	0.00	0.00	0.00	0.00	0.00	0.0%	0.00
9999	UNAPPROPRIATED FUND BALAN	0	0	0.00	0.00	0.00	0.00	0.00	0.0%	0.00
		0	0	0.00	0.00	0.00	0.00	0.00	0.0%	0.00
Total Fund	001	2,664,287	2,664,287	205,838.30	952,507.73	0.00	1,711,779.27	35.8%		812,041.04

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

Grand Totals	2,664,287	2,664,287	205,838.30	952,507.73	0.00	1,711,779.27	35.8%	812,041.04
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CITY OF RICHLAND

Revenue Report for Library Accounts 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	792.55	3,779.70	8,220.30	31.50%	2,987.15
347220	LIBRARY: MISC CHARGES	1,000	1,000	24.00	164.50	835.50	16.45%	140.50
347270	LIBRARY: NON-RESIDENT FEES	5,500	5,500	600.00	2,501.50	2,998.50	45.48%	1,901.50
Total	CHARGES FOR GOODS & SVCS	18,500	18,500	1,416.55	6,445.70	12,054.30	34.84%	5,029.15
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	3,144.97	16,515.57	27,734.43	37.32%	13,370.60
Total	FINES & FORFEITS	44,250	44,250	3,144.97	16,530.57	27,719.43	37.36%	13,385.60
MISCELLANEOUS REVENUES								
362509	LIBRARY: BUILDING RENTAL	2,400	2,400	200.00	1,000.00	1,400.00	41.67%	800.00
Total	MISCELLANEOUS REVENUES	2,400	2,400	200.00	1,000.00	1,400.00	41.67%	800.00
TOTAL		65,150	65,150	4,761.52	23,976.27	41,173.73	36.80%	19,214.75

City of Richland Revenue Report for May 2019



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 6/11/2019

Agenda Category: Unfinished Business

Prepared By: Jana Kay Lunstad

Subject:
Library Policies

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 6/11/2019

Agenda Category: New Business

Prepared By: Jana Kay Lunstad

Subject:

Election of New Library Board Vice-Chair

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

STRATEGIC LEADERSHIP PLAN 6 CORE FOCUS AREAS



CORE FOCUS:

PROMOTE FINANCIAL STABILITY & OPERATIONAL EFFECTIVENESS

Core Strategy

The City of Richland effectively manages financial resources. Our staff deliver excellent services at the most reasonable cost. We ensure that Richland residents receive great value for their tax dollars, and that City programs, services, and capital projects benefit the community as a whole. We recognize our citizens demand accountability and adaptability. Richland is a leader in encouraging collaborative, community-wide efforts that contribute to our City's financial stability and sustainable growth. We strive for public trust and confidence.

Objective: Preserve and enhance fiscal health and wellness.

Actions

- ◆ Continued utilization of priority-based budgeting philosophy
- ◆ Implement a biennial budget planning process
- ◆ Implement an ongoing strategic planning cycle
- ◆ Develop and implement a process to communicate Council's strategic vision to all boards and commissions
- ◆ Leverage the City's bond rating and utilize fiscally responsible financial management practices
- ◆ Develop a strategy to plan and fund long-term critical infrastructure 2025 and beyond
- ◆ Evaluate Fire and Emergency Services fee structures
- ◆ Develop strategies to ensure the City's ability to prepare, respond, and recover from large-scale emergencies and natural disasters
- ◆ Ensure that foundational policies and municipal code are regularly evaluated
- ◆ Maximize efficiencies in customer service including utility billing, permitting and program assistance in the new City Hall

Objective: Increase use of technology to facilitate enhanced public access to information and improved customer service.

Actions

- ◆ Develop strategy to support reliable high-speed internet service throughout the community
- ◆ Invest in technology to support efficiency of the City's workforce to provide greater productivity, safety, and customer service in City operations
- ◆ Continued integration of financial technology platforms to provide enhanced customer service transactions and increased transparency
- ◆ Develop a new wholesale energy power policy
- ◆ Promote the City's energy goals through Mid-Columbia Energy Initiative

Objective: Promote leadership growth and development.

Actions

- ◆ Ensure quality service delivery by leveraging knowledge of professional staff
- ◆ Establish a comprehensive professional development program to develop and enhance the City's workforce
- ◆ Identify opportunities for succession planning
- ◆ Attract and retain top talent to meet the demands of the evolving community

Outcomes

- Enhanced fiscal health
- Increased public trust and confidence
- Increased productivity
- Increased use of technology solutions

Progress Indicators

- ✓
- ✓

