



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

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

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 June 11, 2019 Library Board Meeting Minutes

New Business:

- I. Richland Public Library Staff Member Presentation
 - Kelly Reed

Report of the Library Manager:

- I. July 2019 Library Manager's Report
 - Leslie Campbell Hime, Library Manager
2. July 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)

- I. Approval of Bills for June 1, 2019 through June 30, 2019
 - Leslie Campbell Hime, Library Manager

Unfinished Business:

- I. Review Draft of Richland Public Library Policies
 - Leslie Campbell Hime, Library Manager

City of Richland Core Values:

- I. Manage and Maintain Infrastructure and Facilities
 -

Agenda Items for Upcoming Board Meeting:

I. Request for Reconsideration of Materials

- Theresa Barnaby

Adjournment

The next Library Board Meeting is Tuesday, August 13, 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: 7/9/2019

Agenda Category: Approval of Minutes

Prepared By:

Subject:

Draft of June 11, 2019 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 6-11-19 Draft Library Board Minutes



MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
June 11, 2019, 5:30 – 6:30 PM

CALL TO ORDER:

CHAIR LUNSTAD CALLED THE MEETING TO ORDER AT APPROXIMATELY 5:31 P.M.

ATTENDANCE:

CHAIR LUNSTAD, VICE-CHAIR DION AND BOARD MEMBER BOOTH WERE PRESENT. ALSO PRESENT WERE COUNCIL LIAISON LUKSON, LIBRARY MANAGER CAMPBELL HIME AND ADMINISTRATIVE ASSISTANT BARADA. BOARD MEMBER DANZ WAS ABSENT. BOARD MEETING AT 5:33 P.M.

APPROVAL OF AGENDA:

VICE-CHAIR DION MOVED AND BOARD MEMBER BOOTH SECONDED THE MOTION TO APPROVE THE AGENDA AS IS. THE MOTION CARRIED 3-0.

APPROVAL OF MINUTES:

CHAIR LUNSTAD ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE MAY 14, 2019 MEETING. BOARD MEMBER MAIER MOVED AND BOARD MEMBER BOOTH SECONDED THE MOTION TO APPROVE THE MINUTES OF MAY 14, 2019 AS AMENDED. THE MOTION CARRIED 4-0.

REPORT OF THE LIBRARY MANAGER:

Library Manager Campbell Hime will be traveling to Washington D.C. for the ALA Annual Conference next week. She has been appointed to the Committee on Research and Statistics for ALA and elected to ALA Council. She wrote a memo to expressed her thanks to City Manager Reents and Parks and Public Facilities Director Schiessl for their support in her attending the conference.

Interviews for Library Assistant I Intermittent began today.

The lease agreement for the new owners of the Bookmark Café has been approved by the COR attorney. The new vendor will serve the same items as the original owners and be open a minimum of 40 hours a week, 6 days a week.

Summer Reading is in full swing. Board Members are interested in hearing from the Children's Librarian, Kelly Reed, at an upcoming Board Meeting to discuss the Summer Reading Program.

PUBLIC COMMENTS:

No one from the public was present.

APPROVAL OF BILLS:

BOARD MEMBER BOOTH MOVED AND VICE-CHAIR DION SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR JUNE 2019 IN THE AMOUNT OF \$149,889.03. THE MOTION CARRIED 4- 0.

UNFINISHED BUSINESS:

1. Chair Lunstad, Vice-Chair Dion, and Library Manager Campbell Hime met to discuss the COR Art Donation Policy. The policy was reworded to make it more clearly to those wanting to donate to RPL and be more transparent in the way materials are reviewed. Board Members discussed requests received from patrons about reconsideration of materials. Collections Supervisor Theresa Barnaby will discuss this further with Board Members at the August 13th Board Meeting.

NEW BUSINESS:

1. Board Member Maier self-nominated himself as Vice-Chair of the RPL Board. The motion carried 4-0.

CITY OF RICHLAND CORE VALUES:

Board Members discussed the first Core Value, which promotes financial stability and operational effectiveness.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

1. Staff Member Presentation
2. Review Draft of RPL Policies

ADJOURNMENT:

CHAIR LUNSTAD ADJOURNED THE MEETING AT 6:45 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: 7/9/2019

Agenda Category: New Business

Prepared By: Kelly Reed

Subject:

Richland Public Library Staff Member Presentation

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 7/9/2019

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

July 2019 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 7-9-19 Library Manager's Report



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

Friends of the Library

The Friends will participate in the COR's Atomic Frontier Day/Hanford 75th Anniversary on September 14. They will recreate the sale of grab bags of books in front of the old library building (Allied Arts building).

Their next meeting is Monday, July 29 at 5:00 pm in the Board Room.

Foundation

The Foundation met July 18 and approved a funding request for \$2, 142 for Internet access for Wi-Fi hot spots. The COR approved the library's lending of hot spots without filtering. The Foundation is interested in co-sponsoring a visit by Margo Shetterly, author of *Hidden Figures* in 2020.

Steve Slate (Friends) attended the meeting.

The next Foundation meeting will be Tuesday, July 23 at 5:00pm in the Board Room

Statistics

Attached

Revenue / Expense / Voucher Listing

Revenue

June 1-30, 2019 revenue remains slightly under projections. Once again, non-resident card fees generated above average revenue but miscellaneous charges were minimal resulting in below average earnings for the month.

Expense

June 1-30, 2019 overall expenses are on par with expectations given that the roof repair has recently started but expenses have not yet billed. Two part time Intermittent Library

Assistant IIs (LAI) began work June 12 and two part time Intermittent Library Assistant I's will begin work the week of July 8.

Voucher Listing

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

Bookmark Cafe

The lease agreement is approaching execution.

75th Anniversary of the Manhattan Project and B Reactor events

Following are links to a few media outlets that captured the 75th Anniversary press conference:

<https://www.tri-cityherald.com/news/local/hanford/article231996612.html>

<https://www.yaktrineews.com/news/events-planned-to-celebrate-75th-anniversary-of-the-b-reactor/1089639627>

<https://www.tri-cityherald.com/news/local/article231998392.html>

https://www.nbcrightnow.com/news/tri-cities-recognizes-th-anniversary-of-the-manhattan-project-and/article_80dfd648-9866-11e9-82b2-b34017dba821.html

Library Events

July 2–Absolute Beginners Ukulele (teen & adult), 7-8pm

July 9 –Evening Story Time, 6pm

July 11–Active Toddler Story Time, 10am

July 11–Quilting in the Library

July 11–Finger Knitting 1pm

July 11–Kids Coding 1pm

July 11–Middle School Summer Reading–Light Painting, 3pm

July 11–Absolute Beginners Ukulele, 7pm

July 12–Summer Movie Matinee, 2pm

July 15–STEAMkids, 1pm

July 16–Summer Movie Matinee, 11am

July 18–Singing Strings Ukulele, 6:15pm & 7pm

July 23–Rock Decorating with Sharpies, Columbia Point Marina Park, 10am

July 23–Evening Story Time, 6pm

July 24–Virtual Reality Open Lab, 2:30pm

July 26–Summer Movie Matinee, 2pm

July 30–Memory Café, 10am

July 30–Summer Movie Matinee, 11am



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 7/9/2019

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

July 2019 Library Statistics

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 070919 Library Statistics



Richland Public Library

June 2019
Statistics

July 9, 2019 Library Board Meeting

22,575

Patron Visits



235

Attendance at Miss Jana's
Sing-a-long Storytimes on
June 21st

Tuesday,
June 18th

Busiest Day
1,226 Visits



Library staff attended the
Cool Desert Nights event on
June 22nd and talked to 277
community members about
the library.

They also gave out supplies
to build balloon powered
cars to children at the event.



2,418

Computer
Sessions

2,232

Hours of service library computers
provided in May

Circulation

56,833



1,434

Total children's
graphic novels
borrowed



44,681

Physical Items
Checked Out



12,152

Digital Items
Checked Out



585

Therapy
Dog
Program
Attendance
in June

OverDrive®

5,425

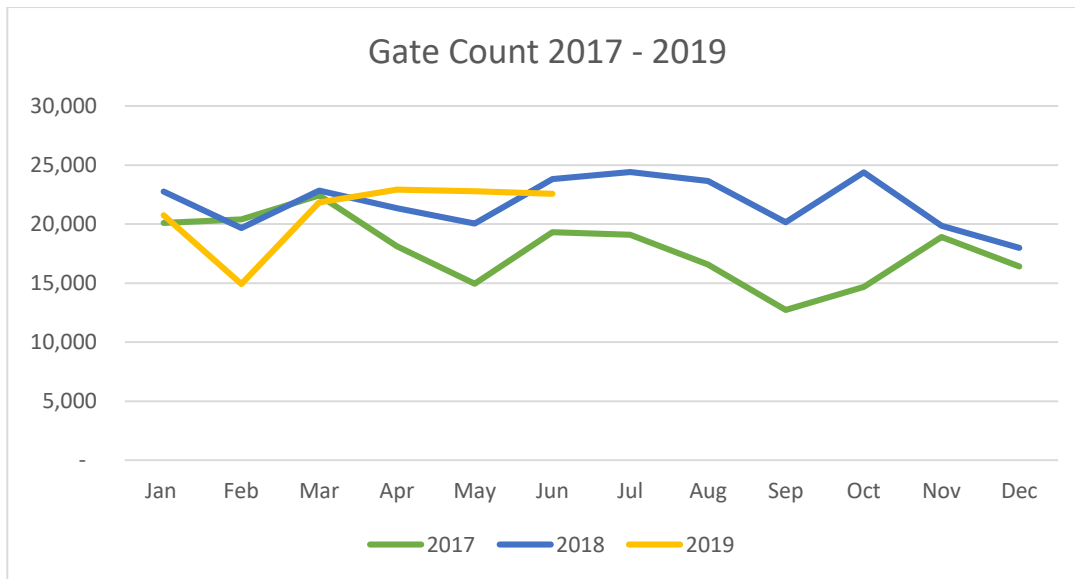
E-books

3,728

e-audiobooks

Overdrive saw 9,153 borrowed items in
June, an all-time high for the service.
This accounts for 75% of all digital
service usage in June.

Visits and Patron Registration

**Gate Count:**

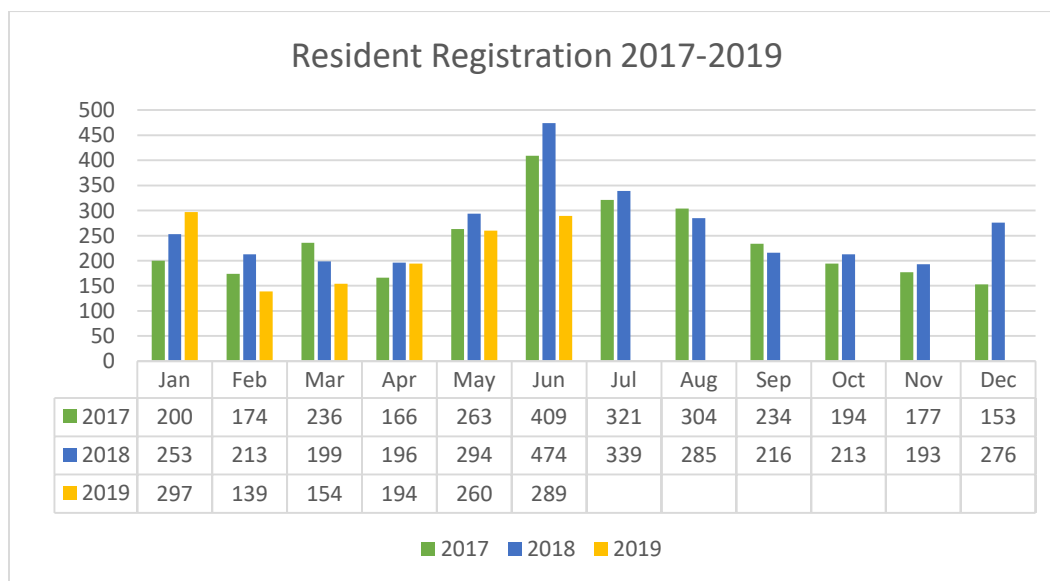
June 2019 – 22,575

June 2018 – 23,818

June 2017 – 19,315

June 2016 – 23,864

Patron visits in June decreased 5% over June 2018 but increased 17% over June 2017. While visits decreased from last year they are still in line for increases for 2019 overall.

**June Non-Resident:**

June 2019 – 40

June 2018 – 47

June 2017 – 42

Non-Resident Totals:

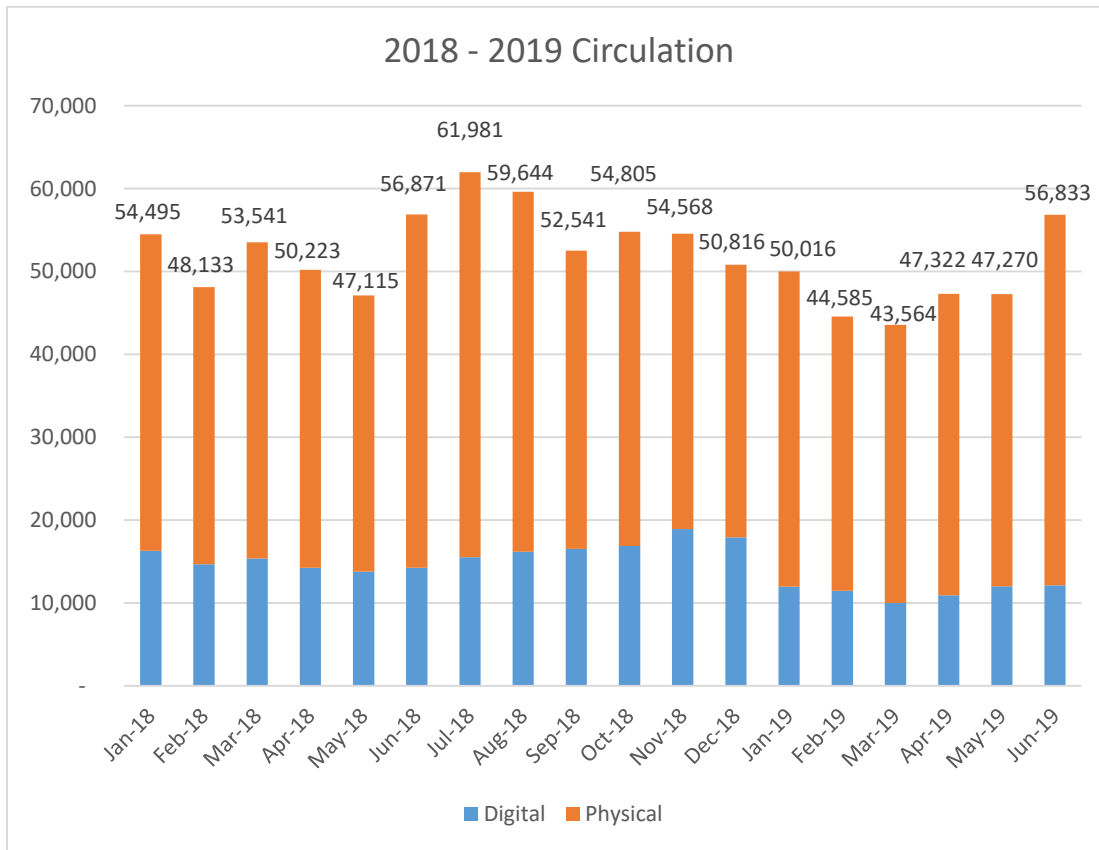
2019 YTD - 172

2018 - 346

2017 - 293

New patron registrations in June decreased 39%. Non-Resident registrations were seven less than last year, at 40 for the month. Evidence for these decreases is not clear. Circulation was higher this year than last and patron visits did not see a drastic decrease.

Circulation



June 2019 Circulation:

Physical: 44,681

Digital: 12,152

Total: 56,833

June 2018 Circulation:

Physical: 42,619

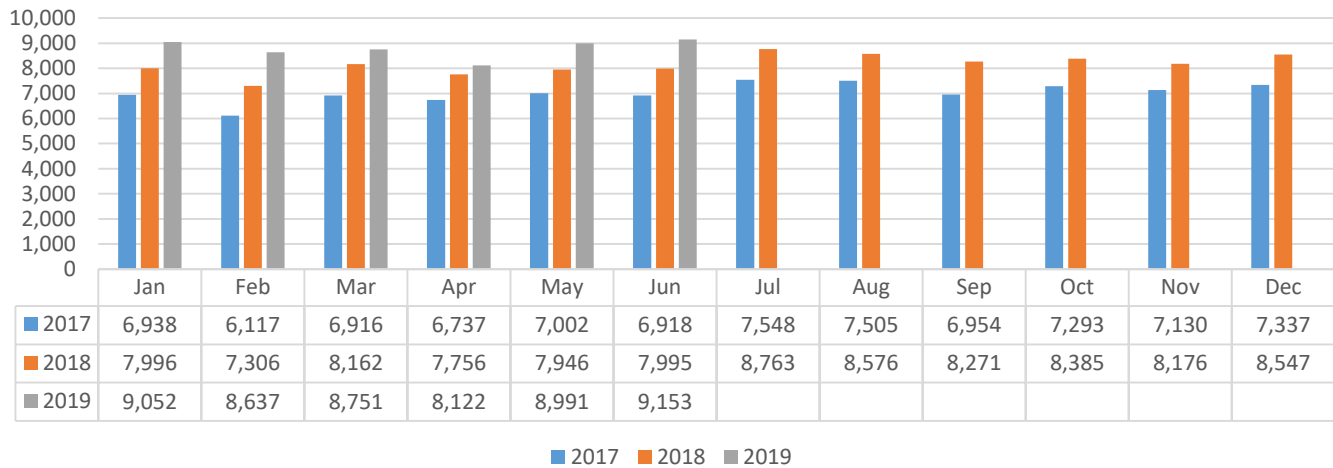
Digital: 14,252

Total: 56,817

June 2019 total physical circulation increased by 2,000 over June 2018. This increase can be attributed to the busy summer months as children's book categories were all well used. Total physical and digital circulation for June 2019 was virtually the same as June 2018. Also, automatic renewals for patrons went live which may increase circulation numbers in the future. Digital circulation was driven by Overdrive with over 9,000 items checked out in June.

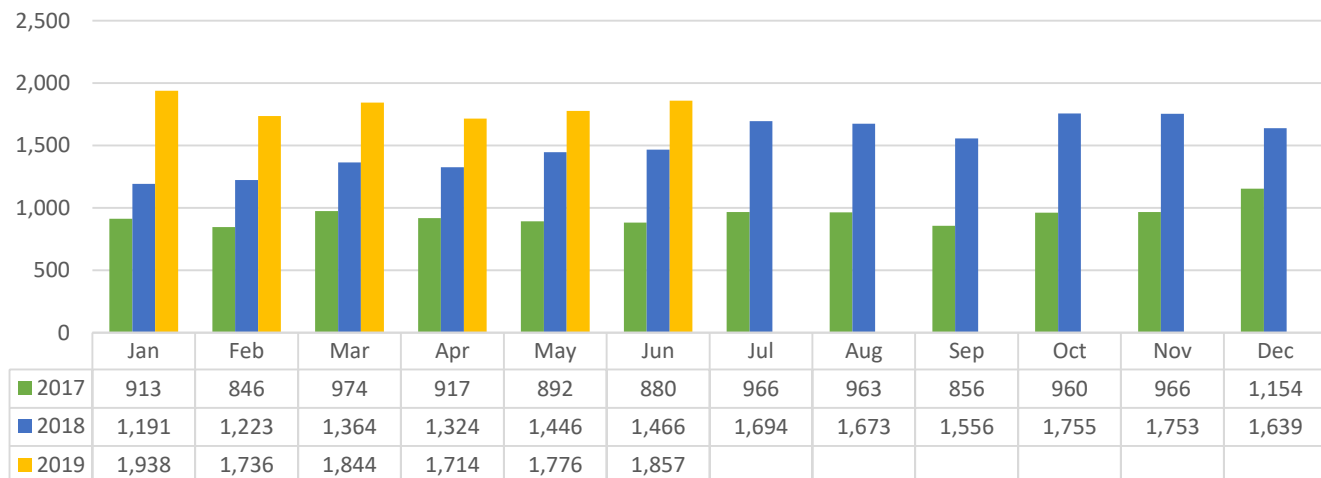
Digital Services

2017 - 2019 Overdrive Circulation



Overdrive usage in June was 9,153 items, the highest usage month ever by about 100 checkouts. Circulation for 2019 is 54% of last year's total at 50% through the current year. Overdrive usage for the year will certainly cross 100,000 items borrowed, a milestone for the service.

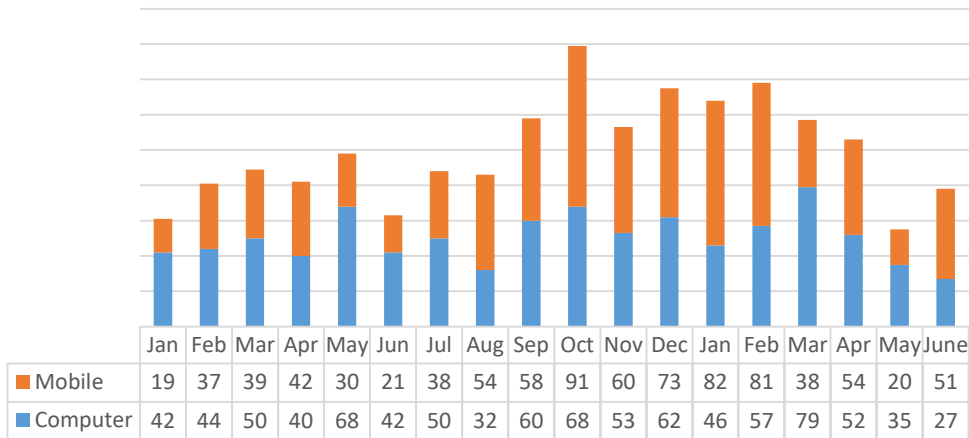
Hoopla Circulation - 2017 - 2019



Hoopla usage in June increased 27% over June 2018. Hoopla 2019 usage is 60% of last year's total at 50% through the current year. Hoopla usage trends are mirroring Overdrive with a predictable, consistent, increase over the previous year.

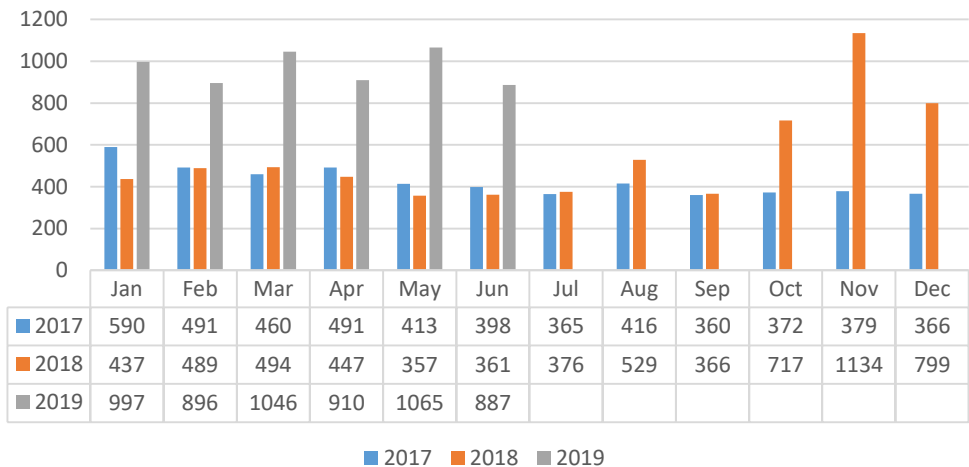
Mango Languages Total Sessions 2018 - 2019

Sessions may include several language courses



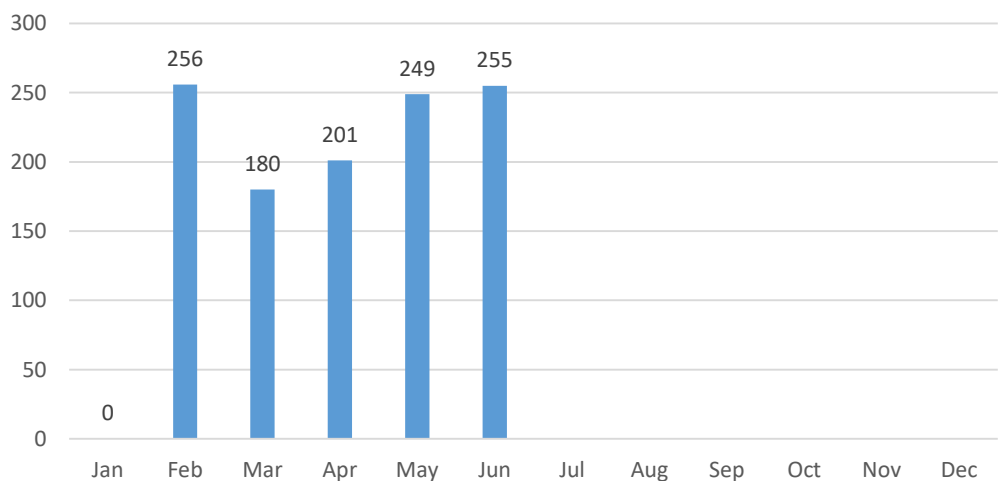
Mango usage bounced back somewhat with a slight increase over last year and last month. Last year's trend saw a decrease in the summer months and this may be normal as schools and colleges are not in session. Korean was the most used language course with Latin American Spanish, and Japanese following.

RB Digital Magazine Checkouts



Usage of RB Digital Magazines continues to sharply increase. June 2019 usage increased 145% over June 2018. Usage in 2019 is 89% of last year's total at 50% through the year.

Kanopy Circulation



Kanopy usage in May was 255 films checked out. A total of 9,264 minutes of content were viewed.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 7/9/2019

Agenda Category: Approval of Bills

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

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

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 070919 Approval of Bills



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

July 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 \$116,960.89 this 9th day of July 2019.

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

Voucher Listings	Amount
June 1, 2019 through June 30, 2019	\$36,610.96
Transfer Advice (Salaries)	
Salaries for the weeks of: 6/13/19 & 6/27/19	\$80,349.93
MONTHLY EXPENSES	\$116,960.89

Comments:

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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



City Of Richland
VL-1 Voucher Listing

From: 6/1/2019 To: 6/30/2019

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001		GENERAL FUND			
Division:	303	LIBRARY			
ABADAN INC		AR62927	269056	SR PACKET	\$107.51
BANK OF AMERICA		TXN00044993	269269	COSTCO WHSE #0486 - Purchase	\$20.97
		TXN00045011		OVERDRIVE DIGITAL	\$2,046.30
		TXN00045016		FRED-MEYER #0286 - Purchase	\$25.00
		TXN00045018		OVERDRIVE DIGITAL	\$55.00
		TXN00045020		INGRAM BOOKS	\$343.06
		TXN00045026		RADISSON VALLEY FORGE - Purcha	\$283.80
		TXN00045027		BEAVER BARK LTD - Purchase	\$25.00
		TXN00045029		INGRAM BOOKS	\$314.70
		TXN00045038		THE HOME DEPOT #4746 - Purchas	\$25.00
		TXN00045040		INGRAM BOOKS	\$477.76
		TXN00045064		STARBUCKS STORE 08936 - Purcha	\$38.99
		TXN00045069		MIDWEST DVD	\$200.56
		TXN00045077		INGRAM AUDIO	\$47.25
		TXN00045089		INGRAM BOOKS	\$323.67
		TXN00045111		OVERDRIVE DIGITAL	\$60.00
		TXN00045137		OVERDRIVE DIGITAL	\$507.95
		TXN00045138		INGRAM BOOKS	\$454.46
		TXN00045155		INGRAM BOOKS	\$235.50
		TXN00045161		STAPLES - Purchase	\$130.31
		TXN00045164		INGRAM BOOKS	\$145.53
		TXN00045172		BLACKSTONE AUDIO	\$180.00
		TXN00045173		STAPLES - Purchase	\$58.10
		TXN00045185		INGRAM BOOKS	\$308.27
		TXN00045190		MIDWEST DVD	\$355.50
		TXN00045192		INGRAM BOOKS	\$196.64
		TXN00045198		DELTA AIR 0062371664467 - Pu	\$768.00
		TXN00045206		INGRAM BOOKS	\$264.31
		TXN00045216		INGRAM BOOKS	\$115.66
		TXN00045233		INGRAM BOOKS	\$2,219.70
		TXN00045243		OVERDRIVE DIGITAL	\$81.99
		TXN00045254		INGRAM BOOKS	\$53.14
		TXN00045257		INGRAM BOOKS	\$441.87
		TXN00045293		INGRAM BOOKS	\$67.27
		TXN00045308		INGRAM BOOKS	\$139.90
		TXN00045326		INGRAM BOOKS	\$1,197.49
		TXN00045351		AMZN MKTP US MN3A60651 AM - Pu	\$24.94
		TXN00045355		STAPLES - Purchase	\$147.96



City Of Richland
VL-1 Voucher Listing From: 6/1/2019 To: 6/30/2019

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00045357	269269	INGRAM BOOKS	\$19.33
		TXN00045375		OVERDRIVE DIGITAL	\$412.99
		TXN00045401		SQ WRC COOL DESERT - Purchase	\$100.00
		TXN00045415		AMZN MKTP US MN8KE18X0 AM - Pu	\$28.22
		TXN00045433		INGRAM BOOKS	\$2,205.16
		TXN00045446		INGRAM AUDIO	\$197.35
		TXN00045465		INGRAM BOOKS	\$449.96
		TXN00045466		INGRAM AUDIO	\$154.39
		TXN00045474		INGRAM BOOKS	\$131.44
		TXN00045479		USPS PO 5471400352 - Purchase	\$52.86
		TXN00045482		Taxibeat - Purchase	\$2.09
		TXN00045484		INTERNATIONAL TRANSACTION - Pu	\$0.02
		TXN00045486		INTERNATIONAL TRANSACTION - Pu	\$0.02
		TXN00045488		Taxibeat - Purchase	\$2.09
		TXN00045500		BLACKSTONE AUDIO	\$401.24
		TXN00045507		Forward - Purchase	\$59.99
		TXN00045530		INGRAM BOOKS	\$336.83
		TXN00045534		COSTCO WHSE #0486 - Purchase	\$36.91
CITY OF RICHLAND		05/2019 MAY	269324	CITY UTILITY BILLS/MAY 2019	\$4,622.71
		19-210 ADAMS	269556	19-210 OR LIB ASSOC/WA CONF	\$604.73
		19-301 BARNABY	269080	19-301 SPRING INLAND NW COL	\$216.24
CORNELL LAB OF ORNITHOLOGY		30230522-06	269091	BIRDS OF NORTH AMERICA	\$235.00
FRONTIER	S018375	06/19 5099433152	269458	TELEPHONE CHARGE 6/4/19-7/3/19	\$382.09
MIDWEST TAPE		97335555	268822	APRIL 2019 DIGITAL DATABASES	\$3,630.51
		97464894	269142	MAY 2019 DIGITAL DATABASES	\$3,670.32
OCLC INC		0000661246	268832	CATALOGING SVCS 7/1/18-6/30/19	\$1,098.79
		0000666188	269149	CATALOGING, METADATA, RES, REF	\$1,098.79
ONE CALL NOW		SA102976	269150	LIBRARY NOTICE CALLING SERVICE	\$155.20
PUBLIC LIBRARIES OF WASHINGTON		2019038	268838	2019 ORGANIZATION MEMBERSHIP	\$354.37
TED BROWN MUSIC COMPANY INC		3416134	269181	LIBRARY GALLERY ROOM REPAIR	\$1,449.81
XEROX CORPORATION		096831423	268879	7HB-469027 BASE CHARGE - MAY	\$10.86
		096831504		LX5-692917 BASE/PRINTS-APRIL	\$432.94
		096831505		LX5-692939 BASE/PRINTS-APR	\$174.10
		096831506		LX5-692943 BASE/PRINTS-APRIL	\$163.25
		096831507		LX5-692946 BASE/PRINTS-APR	\$318.11
		097135593	269664	7HB-469027 BASE CHARGE - JUNE	\$10.86
		097135680		LX5-692917 BASE/PRINTS-MAY	\$322.01
		097135682		LX5-692943 BASE/PRINTS-MAY	\$181.87
		097135683		LX5-692946 BASE/PRINTS-MAY	\$286.73
		0324067475	269406	TELEPHONE CHARGES 6/01-6/30/19	\$111.72
LIBRARY TOTAL****					\$36,610.96



City Of Richland
VL-1 Voucher Listing

From: 6/1/2019 To: 6/30/2019

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
GENERAL FUND Total ***					\$36,610.96



City Of Richland
VL-1 Voucher Listing

From: 6/1/2019 To: 6/30/2019

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

\$36,610.96

	Number of Invoices	Amount
Vouchers In Richland	1	\$1,449.81
Vouchers In Tri Cities	0	
Vouchers In WA	2	
Vouchers Outside WA	75	\$34,699.27
Vouchers Final Total.....	78	

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	\$25,763.90	70.37%
4	OTHER SERVICES & CHARGES	\$10,847.06	29.63%
	Total	\$36,610.96	

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	388,939.20	0.00	414,697.80	48.4%	346,063.31
1102		SALARIES-PART TIME	213,863	213,863	16,831.48	109,002.26	0.00	104,860.74	51.0%	72,812.19
1104		SALARIES-INTERMITTENT/TEMP	28,512	28,512	3,681.65	18,013.14	0.00	10,498.86	63.2%	20,333.52
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	80,349.93	523,490.40	0.00	557,065.60		445,061.14
Type:	2	BENEFITS								
2101		SOCIAL SECURITY-FICA	103,441	103,441	5,997.15	38,740.31	0.00	64,700.69	37.5%	32,760.66
2103		PENSION CONTRIBUTIONS-PERS	115,461	115,461	9,653.83	62,590.63	0.00	52,870.37	54.2%	52,090.76
2105		INDUSTRIAL INS & MED AID	12,776	12,776	745.84	4,605.65	0.00	8,170.35	36.0%	8,948.35
2106		UNEMPLOYMENT	1,910	1,910	160.69	1,047.02	0.00	862.98	54.8%	890.02
2107		LIFE & DISABILITY INSURANCE	6,780	6,780	511.17	3,067.02	0.00	3,712.98	45.2%	3,025.68
2108		DENTAL INSURANCE	24,105	24,105	1,874.74	11,248.44	0.00	12,856.56	46.7%	11,114.53
2109		HEALTH INSURANCE	242,523	242,523	18,982.46	113,253.46	0.00	129,269.54	46.7%	110,555.88
2110		VISION INSURANCE	3,765	3,765	292.74	1,756.44	0.00	2,008.56	46.7%	1,735.40
2112		DEFERRED COMPENSATION	42,397	42,397	3,386.36	21,956.84	0.00	20,440.16	51.8%	19,187.36
2118		POST EMPLOYEE HEALTH BENE	50,000	50,000	4,166.65	24,999.90	0.00	25,000.10	50.0%	24,999.90
2126		WA PAID FAMILY MEDICAL LEAV	0	0	118.09	712.54	0.00	712.54	0.0%	0.00
			603,158	603,158	45,889.72	283,978.25	0.00	319,179.75		265,308.54
Type:	3	SUPPLIES								
3102		OPERATING SUPPLIES & MATERI	22,850	22,850	728.90	10,560.25	0.00	12,289.75	46.2%	10,132.04
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	15,431.38	166,094.88	0.00	68,245.12	70.9%	122,768.61
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	9,653.61	52,530.45	0.00	74,196.55	41.5%	49,146.03
3993		SUPPLIES - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			396,325	396,325	25,813.89	231,670.86	0.00	164,654.14		182,372.45
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	0.00	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	493.81	3,256.72	542.20	3,436.08	52.5%	3,625.78
4202		POSTAGE	6,316	6,316	52.86	2,116.47	0.00	4,199.53	33.5%	1,364.48
4301		TRAVEL EXPENSES	11,192	11,192	1,872.77	5,992.98	0.00	5,199.02	53.5%	9,115.46
4504		COPIER/FAX LEASE RENTAL MAI	5,650	5,650	1,121.79	2,739.59	0.00	2,910.41	48.5%	5,569.02
4505		RENTALS-OTHER	5,410	5,410	778.94	2,165.67	0.00	3,244.33	40.0%	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	4,622.71	18,630.77	0.00	44,811.23	29.4%	18,123.39
4802		REPAIRS AND MAINT-EQUIPMEN	5,790	5,790	1,449.81	5,672.11	0.00	117.89	98.0%	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	454.37	454.37	0.00	454.37	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	10,847.06	66,791.02	542.20	65,694.78		56,904.54
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	68.52	327.53	0.00	692.47	32.1%	332.39
			1,220	1,220	68.52	327.53	0.00	892.47		332.39
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	447,173.69	2,826.31	99.4%	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	0.0%	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	9,218.79	447,173.69	6,392.48-		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	162,969.12	1,115,476.85	447,715.89	1,101,094.26	58.7%	949,979.06

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

Grand Totals	2,664,287	2,664,287	 	162,969.12	1,115,476.85	 	447,715.89	1,101,094.26	58.7%	949,979.06
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CITY OF RICHLAND
LIBRARY EXPENDITURE

June 2019

Month/Year

PAY PERIODS **From May 27, 2019 through June 23,2019**

GROSS SALARIES \$ 80,349.93

		Gross Wages	Total
/EEK OF:	<u>06/13/19</u>	<u>39,937.71</u>	<u>39,937.71</u>
/EEK OF:	<u>06/27/19</u>	<u>40,412.22</u>	<u>40,412.22</u>
/EEK OF:	<u> </u>	<u> </u>	<u>-</u>
	TOTAL	<u>80,349.93</u>	<u>80,349.93</u>

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	627.25	4,406.95	7,593.05	36.72%	3,779.70
347220	LIBRARY: MISC CHARGES	1,000	1,000	65.00	229.50	770.50	22.95%	164.50
347270	LIBRARY: NON-RESIDENT FEES	5,500	5,500	800.00	3,301.50	2,198.50	60.03%	2,501.50
	Total CHARGES FOR GOODS & SVCS	18,500	18,500	1,492.25	7,937.95	10,562.05	42.91%	6,445.70
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	15.00	30.00	-30.00	0.00%	15.00
359700	LIBRARY: MISC FINES	44,250	44,250	3,200.32	19,715.89	24,534.11	44.56%	16,515.57
	Total FINES & FORFEITS	44,250	44,250	3,215.32	19,745.89	24,504.11	44.62%	16,530.57
MISCELLANEOUS REVENUES								
362509	LIBRARY: BUILDING RENTAL	2,400	2,400	200.00	1,200.00	1,200.00	50.00%	1,000.00
	Total MISCELLANEOUS REVENUES	2,400	2,400	200.00	1,200.00	1,200.00	50.00%	1,000.00
TOTAL		65,150	65,150	4,907.57	28,883.84	36,266.16	44.33%	23,976.27

City of Richland Revenue Report for June 2019



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 7/9/2019

Agenda Category: Unfinished Business

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

Review Draft of Richland Public Library Policies

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. Draft City of Richland Library Policies 06112019



City of Richland Library Policies (Draft)

1.0 Introduction

The history of the Richland Library is tied to the history of Richland itself. Although the town of Richland has been in formal existence since 1910, it took on its present character in the early 1940s when the federal government established the Hanford Project.

The Richland area's first library was formed by the Richland Women's Club in 1922. The city did not have sufficient funds at that time to organize and maintain a city library, so the club maintained a book collection in their clubhouse. After the establishment of the Hanford Reservation in 1943, the Women's Club donated the books in their collection to a Richland residents group (The Villagers), who operated a lending library for Hanford workers.

In April 1945, a Richland community library was established in what is now the Allied Arts Center on Lee Boulevard. The library collection consisted of the 2,000 books donated by the local Women's Club.

The library moved to the old Ford Garage (now the Kramer Senior Center) in 1951, but soon outgrew the building. With the help of the Library Board, the community, and the city council, the new library became a reality in 1970, when the collection was moved into the building it now occupies. The library was built by Durham Anderson Freed and is a strong example of Northwestern architecture.

The library was renovated in 2009 to meet the needs of Richland to the year 2025. The library was expanded from 33,000 square feet to 58,000 square feet and facilities were upgraded to include a second floor, meeting rooms, storytime circle, and vendor kiosk.

The Friends of the Library organization was formed in 1962. From the first, the Friends have been dedicated to helping the library any way they can. This has included holding fundraisers to purchase equipment not included in the library's budget, volunteering time to help in the library, and raising the community's consciousness of library issues.

The Richland Public Library Foundation was incorporated in 2000 as a tax-exempt charitable non-profit 501 (c) (3) corporation to seek private sector support for the Richland Public Library. Funds raised through the Foundation are used exclusively for the benefit of Richland Public Library and are not part of the City's budget. The Foundation raised monies for the creation of the Richland History Room and assumed a position of leadership in curating documents for the Richland Room's collection. The Foundation also contributed significant financial resources toward the creation and equipping of the Library's STEAMspace. The Foundation continues to collaborate with the Friends and Library Board to fund and support new projects identified by the Library.

1.0 MISSION STATEMENT:

The Richland Public Library *promotes* the love of reading and the joy of discovery for persons of all ages, *provides* information and learning resources in a variety of formats for both education and leisure, and *prepares* our patrons for the challenges and opportunities in the lifelong quest for knowledge in the information age.

Adopted by the Richland Public Library Board, March 2, 1989

Amended: December 7, 1989

Amended: October 3, 2002

1.1 Purpose

The Library provides educational, cultural, leisure, research, and information services. The library is guided in the nature and type of services offered by available financial resources, community needs, and professional standards and has historically emphasized direct public service rather than archival activities.

1.2 Goals

Goals, objectives and related activities are established as part of a community assessment and a long range planning process. Goals will reflect selected public library services responses.

The extent and mix of services will vary according to the needs of the community and the availability of resources. While delivery methods will change as technology develops, it is reasonable to expect that some level of each of the services listed in the Public Library Association's Public Library Service Responses will be provided in some fashion by the Library.

2.0 ESTABLISHMENT, FUNDING, AND AUTHORITY

2.1 Local

The Richland City Council is charged with appointing a Library Board to recommend for the City the public policies of the library and those other policies unique to library services. The Richland Public Library's Strategic Plan establishes the purpose, membership, duties and responsibilities of the Library Board.

As a part of the City of Richland government, the Library is supported primarily from revenue derived from residential taxes and is subject to all applicable county government code, regulations, policies and procedures. The Library may establish fees when deemed necessary.

2.1.1 Gifts to the Library

The Library has long been favored by public-spirited community members who wish to donate money and property. Monetary gifts are administered by the [Friends of the Richland Library and the Library Foundation](#).

2.2 State

[The Library is recognized by the Washington State Library as a public library and receives state aid as such, and so remains subject to state regulations relating specifically to libraries.](#)

3.0 OPERATIONAL PRINCIPLES

The Library Manager, with assistance from the library staff, is responsible for the adherence to library policies, and will develop procedures or guidelines to insure the implementation of these policies, which will be placed in a *Library Procedures Manual*. Library procedures or guidelines adopted under these policies are developed and applied in the context of the following professional and organizational principles.

3.1 Professional Principles

3.1.1 Librarianship

The Library recognizes that libraries contribute significantly to a democratic society, and that professional librarians must attain a level of education and skill appropriate to the discipline of librarianship, and must exhibit a particular sense of dedication to professional ideals.

The Library encourages an understanding and articulation of public interest as the primary motivation for staff decisions and actions.

3.1.2 The Library Bill of Rights

Within the framework of local, state, and federal law, the Library recognizes and generally supports the principles outlined in the American Library Association's Library Bill of Rights, and also relies on guidance from the various interpretations of that Bill of Rights that are periodically issued.

3.1.3 Intellectual Freedom

An individual's right to information in this country is addressed in the First Amendment to the United States Constitution, which states that Congress shall make no law abridging the freedom of speech, or of the press. The Library recognizes and generally supports the principles of the Freedom to Read Statement, adopted by the American Library Association (ALA) Council.

In particular, the policies of the Library reflect the intellectual freedom principle that access to information in the Library should be open to all.

3.1.4 Interagency Cooperation

The Library will cooperate within reasonable limits with local, state, regional, and national agencies involved in library and information services, so long as its service population is not unduly deprived of Library resources for a prolonged period.

Interagency cooperation in this context generally includes interlibrary loan, interlibrary reference, reciprocal borrowing, sharing of personnel in development projects, and participation in library materials delivery services. Interlibrary loan receives financial support not to exceed 0.9% of the Library's budget.

Informal interagency cooperation does not preclude consideration of more formal relationships such as joint powers' agreements, memoranda of understanding, library service districts, etc.

3.2 Organizational Principles

Confidentiality of Library Records

"We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted." ALA
<http://www.ala.org/advocacy/privacy/toolkit/corevalues>

The Library safeguards the privacy of Library patrons by collecting only that information necessary to the operation of the library. The Library does not create or retain records beyond those necessary for the circulation of items nor is information retained from reference interviews.

Third-party library vendors do not maintain a history of items circulated and databases/online sites visited. Vendors do not have the right to use the personal information we provide to them in any way that is not authorized by Library Ideas or explicitly permitted by you, and they are obligated to protect your information.

A "patron record" is "any document, record or other method of storing information retained by a library that identifies, or when combined with other available information, identifies a person as a patron of the library or that indicates use or request of materials from the library." Consequently, confidentiality is considered to extend not only to materials consulted, borrowed, or acquired but also to information sought or received, database search records, reference interviews, interlibrary loan records, Internet use records, or other personally identifiable uses of library materials, facilities or services. Consequently, this information will not be made available except as noted in these policies or as required by law.

Library staff are required to respond to public records requests, court orders, and federal and state warrants for patron and business records such as those required by the USA PATRIOT act (Uniting and Strengthening American by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism). In accordance with the act, library staff cannot tell patrons their records were surrendered to law enforcement nor that the patron was the subject of government scrutiny.

The Library Manager is the legal custodian of the records of the Library and is the employee authorized by the City Attorney to receive court orders or National Security Letters on behalf of the Library.

Patriot...

3.2.3 Acceptable BehaviorCode of conduct

Individuals on library property or individuals whose actions affect library property or those on library property will behave in ways that show respect for themselves, for other library users, for the staff and property of the Library.

Individuals should not engage in behavior that is illegal or that may constitute a danger to themselves or others, or which threatens or damages library property.

The Library will seek such assistance as is necessary and reasonable from authorized personnel in assuring that appropriate behavior is maintained. This may include assistance from law enforcement officers.

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

Amended: December 4, 2003

Amended: July 2010

Amended: September 2, 2014

Amended: November 10, 2015

To make clear the behavior expected by those on library property and the consequences of their behavior, the Library will maintain guidelines that state the policy and contain current procedures relating to personal conduct.

3.2.4 Emergency Preparedness

The Library will maintain a current Emergency Preparedness Plan, which will address staff communications, assignments and continuity of operations in the event of an emergency, as well as salvage priorities for the library collection. The Library's plan will be developed in conjunction with the City of Richland's Risk & Safety Program, which is coordinated by the City Attorney of Richland. The Emergency Preparedness Plan will delineate circumstances for closing or for continuing operations in the event of disaster.

3.3 Public Involvement Principles

3.3.1 Library Support Groups and Volunteers

The community may establish support groups to promote the interests of the Library. All activities of such groups must be in concert with the library's mission and goals, and all volunteers will be subject to a background check.

The Library will encourage the work of support groups, which perform functions and provide services relating to the Library for which there is not normally a governmental appropriation or other form of support. While these groups may supplement normal library activities, the Library must not become dependent upon these groups to provide support that should be financed by government appropriations.

3.3.2 Public relations

The Library recognizes that it is a public service and will exert all reasonable effort to make library services and facilities accessible and to keep citizens continuously and accurately informed about its activities and plans.

Library patrons who wish to compliment, comment or complain about library policies, procedures, guidelines, services, collection or facilities are welcome to discuss their concerns with the Library Manager and are encouraged to submit a suggestion to the Library Manager. Comments are read, responded to, and shared with the Library Board, or other appropriate County personnel, on a regular basis.

Patrons who feel their concerns have not been addressed may contact the Parks and Facilities Director.

4. 0 PUBLIC SERVICES

The nature and extent of public library services are dependent upon the availability of resources. All services listed may vary in scope from time to time; however, the Library subscribes to the basic tenet that services offered will be provided equitably to everyone, and will include all age groups.

4.1 Service Population

4.1.1 Primary service area

The Richland Public Library Board welcomes the use of the Richland Public Library by individuals of all ages to support their personal, educational, and professional needs. Library cards, with borrowing privileges, will be issued to Richland residents with no additional fee. Applicants who do not live inside the Richland city limits may be required to purchase a non-resident library borrower's card. The Library Board has determined several categories of patrons that are exempt from the charges. Refer to the official Non-Resident Borrowers Policy for the exact wording of the policy.

4.1.2 Interlibrary cooperation

The Library supports the principle of participation in reciprocal services to all residents of Washington, and directly supports interlibrary lending.

4.1.3 Youth

RPL supports parents and guardians in their efforts to guide their children's reading, viewing and listening choices. Disruptive, rowdy, or unsafe behavior will not be permitted. RPL staff is available to assist parents, guardians and children in the use of the library; however, RPL staff cannot act "in loco parentis" (in place of a parent) for children in the library.

We support the schools through our collection and the way it interfaces with students' needs.

4.2 Facilities

As a public library, the Library strives to locate, design, and maintain library facilities and organize its operations so that they are convenient and accessible, easy to use, safe and attractive.

4.2.1. Hours of operation

The Library will maintain a reasonable mix of day and evening, weekday and weekend hours to provide direct and digital access to library facilities, materials and services. Community needs and resources available will determine the actual hours of operation.

4.2.3 Use of Library Equipment

Only equipment designated for public use may be used by library patrons and visitors.

4.2.4 Photographing or videotaping in the Library

Photographing or videotaping in the Library may be denied if it would be disruptive or violate the Acceptable Behavior Policy. The express permission of any library patron who would be identifiable in the photograph or video composition must be sought before undertaking the photographing or videotaping.

Patrons included in images produced by the Library are not identified by name and may ask that their image not be reproduced in Library media.

4.3 Library Materials

The Library will develop and maintain a collection of materials that, to the fullest extent practical, meets the varying informational and recreational needs of the Library's service population, in particular, residents of Richland.

No library can meet all the needs of all of its users all of the time. The Library will, however, apply all reasonable diligence in developing and maintaining the best collection possible given available resources.

The Library will maintain a definite and recognizable process for the development of the collection. While the details of the process may change as needs require, the procedures will be defined clearly and be easily available and certain basic elements, as noted below, will be included.

4.3.1 Selection responsibility

~~Adult, teen, and children's librarians are~~ **Library Manager** ~~is~~ responsible for collection development, and **are** assisted by members of staff, with suggestions from library patrons. Those making selection or withdrawal decisions are guided by professional review and evaluation sources, practical experience, personal knowledge, expert advice and community needs as reflected in collection usage statistics and individuals' comments.

Certain materials may have educational, cultural, recreational, research and informational value even though parts of the materials contain salacious appeal. Selection of such materials is discretionary with the Library Manager, all other policies considered. Patrons concerned about material in the collection are welcome to discuss those concerns with the head of the selection team, the Chair of the Richland Public Library Arts Committee, or the Library Manager. Patrons who wish to ask the Library to reconsider material in the collection will be given the Request for Reconsideration forms and informed of the reconsideration process.

4.3.2 Selection parameters

The principles of intellectual freedom do not require that any public library own or not own any particular item. The Library acquires materials to support a broad range of citizen interests, attempting to maintain a balance in an effort to achieve its service goals. The Library must, however, carefully consider the use of public funds to respond to individual requests.

In selecting materials of any format, the Library Manager and staff should neither avoid nor encourage political, social, artistic, or religious controversy. The Library takes no advocacy position on materials. Believing, however, that the free and healthy intellect thrives on diverse opinions, the Library encourages an environment of intellectual stimulation.

In fulfilling its purposes, the Library strives to assure a measure of educational, cultural, recreational, research and informational materials, regardless of format.

4.3.3 Collection characteristics

The Library's collection serves the needs of the community, and may change over time. Among the most commonly, discussed collection characteristics are format, audience and availability.

4.3.3.1 Format

The Library does not restrict the format of materials to be considered for the collection. All formats are potentially appropriate and shall be given due consideration. Examples of formats include, but are not limited to, print, audio, video, electronic, graphic, etc. New formats are evaluated for inclusion as patron interest warrants and resources permit.

4.3.3.2 Audience

Although the Library does not categorize nor limit access to materials designated as 'adult' or 'youth', certain materials will be of particular interest to or appropriate for different age groups by virtue of the subject matter, level of complexity, etc., and will be designated as such. These designations are intended to provide a convenient mechanism for the arrangement of materials of particular interest to adults, children, young adults, teens and adults working with children and are not intended to restrict use to a particular age group.

4.3.3.3 Availability

As a public library, the Library emphasizes the circulation of library materials and for that reason, the bulk of the collection is available on loan to eligible users.

In order to support certain services such as reference and information activities, or to safeguard rare or costly items, the Library generally limits the use of some specialized materials and some equipment to library facilities.

4.3.3.4 Donations of original art

Donations are accepted for the collection when they assist the Library in accomplishing its goals and objectives and also meet physical and subject standards required of similar items in the collection. Art donations will be vetted by the Richland Public Library Arts Committee comprised of the Library Board chair or designee, 1 Library staff member nominated by library staff, and the Richland Arts Commission chair or designee, and in consultation with city legal staff. The committee will consider factors such as special care in handling or climate controlled environment. The committee will not consider donations for which the provenance is unknown. The Library may not accept donations requiring special care in handling or a climate-controlled environment (see 4.7.1), nor does it accept art for which the provenance is unknown. Guidelines for the disposition of items that the Library cannot accept be maintained. The donor must surrender control and copyright of the donated material, and will not dictate the location or duration of the display. Material will not be accepted otherwise.

4.4 Circulation Services

The Library is committed to circulation services as a basic public library activity, including at a minimum the functions of lending and retrieving library materials, registering users, maintaining access to materials, handling records relating to circulation services and providing direct customer service.

The Library will develop and maintain reasonable parameters to indicate those who are eligible to receive services and to require that everyone abide by procedures developed to assist in providing equitable access to all. These parameters and procedures may change, as circumstances require.

4.5 Reference and Information Services

Reference and information service is central to the Library's mission and commitment to serving the needs of its community, and is available to all within the limits of material and human resources. This service includes at a minimum the provision of information or assistance in locating information or materials, training in the use of materials and equipment, interlibrary loan assistance, and referral services, each of which shall be tailored to the particular needs of adults or youth.

The Library does not guarantee the accuracy of information contained in any materials owned or obtained by the Library; neither is the Library liable for any consequences or damages the user of materials owned or obtained by the Library may suffer based on actions taken or decisions made using information from the Library. Further, the Library does not guarantee that the source of any information to which a library employee may direct a user seeking reference or informational assistance is the best possible available source of that information either in materials which the Library owns or is able to obtain from other sources.

Reference and information services include those rendered by every library program providing service to the public, in addition to the Reference Program at the Richland Public Library, which is the primary provider of in-depth reference service.

4.6 Public Access Computing, including Internet Use

The Library's computer system provides access to productivity software, online databases and to the Internet. The Internet may be accessed via a wired connection on library-provided computers or via wireless access points with personal laptops or other wireless devices. Wireless is not a guarantee that a wireless connection will be made as the age and/or condition of wireless devices may interfere with Internet receptivity.

Internet communications at the Library are not secure. Information sent or received using library wired or wireless connections may potentially be intercepted by someone else. The Library accepts no responsibility for the theft of private or personal information.

Since the Internet is unregulated, it enables access to some material that may be inaccurate, offensive, and/or illegal; however, it is the policy of the Richland Public Library to comply with the federal Children's Internet Protection Act and the Cyber Intelligence Sharing and Protection Act (CISPA).

Neither the Library, nor the City of Richland will be liable for any damage to a user's personal computer, wireless device, or peripherals, or for any loss of personal information, data, damage or any negative consequences that may occur as a result of the use of the Library's computer equipment, online services or Internet connections.

Library computer equipment shall be used for purposes only as permitted under the Computer Resources Access Policy. Patrons shall not perform any act that damages or disables computer hardware or software.

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

As with other library materials, restriction of a minor's access to the Internet is the responsibility of the parent or legal guardian. Any restriction or monitoring of a minor's access to the Internet via the Library's connections is the sole responsibility of the parent or guardian.

Use of the Internet will be consistent with the Library's mission, goals, policies, and procedures, and with applicable local, state, federal and international laws including those pertaining to obscenity and copyright. Users will not engage in illegal activity, or in any activity that would threaten library or City systems, databases, or network functionality or security. Internet access will be used in accordance with the Library's Acceptable Behavior Policy in a manner that does not disturb, distract or impede the use of library facilities or materials by others. Computer users will exhibit respect for one another's privacy and diverse sensibilities. Penalties for abuse of this resource in the Library may result in loss of library privileges.

Library staff can provide general handouts for connecting personal devices to the wireless connection. The Library does not guarantee that personal devices will work with the library's connection.

4.7 Displays, Exhibits and Art Galleries

The Library utilizes many display cases, bulletin boards, tables and other areas to provide information on library-sponsored materials and events. Additionally, as a public service and in its role as an information center for the community, the Library provides certain space for the

general public to exhibit and display materials, within time, place and manner restrictions. The individual or organization submitting the literature or material is solely responsible for its contents. The Library does not advocate or endorse the viewpoints of the individual or organization displaying the material. The Library reserves the right to determine how long the materials will be made available on display, and whether they are of an appropriate size and number.

All display cases and bulletin boards are reserved for Library use only except as specified by the Library. The number and location of display cases and bulletin boards available for public use may change from time to time based on Library needs and availability. The Library, in conjunction with its own displays or library-sponsored displays, may solicit contributions of items from outside the Library to augment library displays.

4.7.1 Art Displays

The Library receives many requests from community organizations, industries, and businesses, to post displays, advertisements, or brochures in the Library. Space permitting, the Library will post announcements of the cultural activities of the community and public announcements of general interest to the community; however, the Library Manager is responsible for approving displays of such material.

Library sponsored displays are given priority in scheduling the display space, and in all instances the Library, **by recommendation of the Art Donation Committee**, reserves the right to refuse any item it considers too commercial, in bad taste, or of doubtful value.

Certain materials may have educational, cultural, recreational, research and informational value even though parts of the materials may be salacious. Selection of such materials is discretionary with the Library Manager, all other policies considered. Patrons concerned about material in the collection are welcome to discuss those concerns with the head of the appropriate department or the Library Manager. Patrons who wish to ask the Library to reconsider material in the collection will be given **the Richland Public Library Request for Reconsideration of Material form** and informed of the reconsideration process.

4.8 Meeting Space

The Library is committed to the concept of free public library service and supports the provision of library meeting space during library hours at no cost to eligible users.

4.8.1 Richland Public Library Meeting Rooms

Beyond use by the Library itself, or use by the City government, the Library offers the use of its meeting rooms for meetings and programs. Permission to use the rooms may be denied to any group whose purpose for the meeting is illegal or where the use of the room does not meet the Library Purpose.

When used by the public, meeting rooms are a limited public forum, and time, place and manner restrictions apply. The Library requires public meetings and programs held in its meeting rooms be free with no admission fee being required of participants.

Although housed in the STEAMspace, the seminar room is considered a reservable public meeting room and follows the guidelines for meeting rooms.

Historically, library meeting rooms have been in high demand for use by various community organizations.

If the Library must close due to emergency situations or inclement weather, all meetings scheduled during the closure will be cancelled.

4.8.2 STEAMspace

The STEAMspace is not considered a meeting room and follows STEAMspace procedures.

4.8.3 Richland Public Library Study Rooms

Study rooms are closed or non-public forums, and are intended for individual or small-group study. Rooms are available on a first-come, first-served basis, and users must sign up for use of the rooms, at the time of use, with the Reference and Circulation staff at the service desks.

4.9 Collaboration

In addition to creating its own programs, displays and exhibits, and providing space to those of others, the Library, as a vital and integral part of community life, will sometimes find it beneficial to collaborate with a range of organizations whose programs, events, exhibits or publications support and enhance the Library's fundamental mission by reaching members of the community. The Library reserves the right to choose whether or not to collaborate with a particular organization, and may revoke that collaboration at any time based on articulated guidelines. The collaborating organization must abide by library and City policies.

4.10 Solicitation in the library

Except as otherwise allowed in policies, the Library permits no solicitation or sales within the Library, including the lobby, except by author, performers and artists in conjunction with library or City of Richland sponsored events. No non-City or non-library surveys, solicitations or petitions will be kept or distributed at the library service desks, or posted on any library walls or bulletin boards, with the exception of the bulletin boards so designated. Petitioners may not solicit signatures within the Library, including the lobby. As a public service, petitions may be left in the lobby for signature, but library patrons may not be approached by petitioners once they have entered the lobby.

4.11 Reconsideration of meetings, programs, displays, and exhibits

The Library expects that activities or events on library property will neither disturb, distract, nor discourage any person in any way in his or her use of the Library. Programs, displays, and exhibits which seriously interrupt or whose presentation appears to threaten the provision of primary public library services or to endanger facilities, staff or library users will be reconsidered, even if originally authorized. These may be discontinued or provided an alternative time or location in the interests of overall public library service and/or safety. Time, place and manner restrictions may apply.

Patrons concerned about materials in a program, display or exhibit are welcome to discuss those concerns with the Library Manager. Patrons who wish to ask the library to reconsider materials in a program; display or exhibit will be given the Request for Reconsideration forms and informed of the reconsideration.



CORE FOCUS:

MANAGE & MAINTAIN INFRASTRUCTURE & FACILITIES

Core Strategy

The City of Richland is a full-service City that operates and maintains a broad range of facilities and infrastructure, including several utilities, critical to meeting community needs. Richland anticipates facility and infrastructure needs as our population grows and changes.

Objective: Plan and provide facilities and infrastructure essential to community growth.

Actions

- ◆ Develop a comprehensive Public Safety Facility Deployment Plan
- ◆ Develop a strategy to address Fire and EMS services to the 1341 acres in north Richland
- ◆ Evaluate impacts of closure of the 300 Area Fire & EMS station and potential support of under-protected areas of the current Hanford site
- ◆ Track and acquire key properties for long-term critical infrastructure, economic development, and facility needs
- ◆ Address traffic congestion
- ◆ Update and implement utility system plans to ensure population growth and demand needs are met
- ◆ Complete Horn Rapids Landfill expansion and facility replacement

Objective: Maximize existing facilities and infrastructure through sustainable maintenance programs.

Actions

- ◆ Implement LED streetlight retrofit citywide
- ◆ Develop a comprehensive Electric Underground Plan
- ◆ Implement an asset management program to maximize facility and infrastructure lifecycle
- ◆ Continue implementation of a sustainable pavement preservation program

Outcomes

- Continue to successfully meet the demand and need for new infrastructure and facilities

Progress Indicators

✓

✓

