



Agenda
Library Board Meeting
Tuesday, August 13, 2019
Library Board Room | 955 Northgate Drive

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

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 July 9, 2019 Library Board Meeting Minutes

Report of the Library Manager:

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

Unfinished Business:

New Business:

1. Request for Reconsideration of Materials
 - Theresa Barnaby
2. Possible Dates for Joint Board Meeting
 - Leslie Campbell Hime, Library Manager

City of Richland Core Values:

1. Manage and Maintain Infrastructure and Facilities
 - Leslie Campbell Hime, Library Manager

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, September 10, 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: 8/13/2019

Agenda Category: Approval of Minutes

Prepared By:

Subject:

Draft of July 9, 2019 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 7-9-19 Library Board Minutes Draft



MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
July 9, 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 MAIER, AND BOARD MEMBER BOOTH WERE PRESENT. ALSO PRESENT WERE LIBRARY MANAGER CAMPBELL HIME, ADMINISTRATIVE ASSISTANT BARADA, CHILDREN'S LIBRARIAN KELLY REED, AND RPL FOUNDATION VICE PRESIDENT KRISTEN MANKE. COUNCIL LIAISON LUKSON AND BOARD MEMBER DANZ WERE ABSENT.

APPROVAL OF AGENDA:

BOARD MEMBER BOOTH MOVED AND VICE-CHAIR MAIER 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 JUNE 11, 2019 MEETING. BOARD MEMBER BOOTH MOVED AND VICE-CHAIR MAIER SECONDED THE MOTION TO APPROVE THE MINUTES OF JUNE 11, 2019 AS IS. THE MOTION CARRIED 3-0.

NEW BUSINESS:

1. RPL Children's Librarian Kelly Reed spoke about the Summer Reading Program. Currently there are about 1200 children signed up for the Summer Reading Program.

REPORT OF THE LIBRARY MANAGER:

Library Manager Campbell Hime shared pictures from the first wedding that was held in the library a few months ago.

RPL is one of 44 libraries in Washington State boycotting Blackstone Audio due to their new policy to make selected titles available to libraries 90 days after their retail on-sale date. The boycott will be taking place from August 1, 2019 through January 31, 2020. The boycott is not likely to be noticed by patrons.

PUBLIC COMMENTS:

No comments from the public were made.

APPROVAL OF BILLS:

VICE-CHAIR MAIER MOVED AND BOARD MEMBER BOOTH SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR JULY 2019 IN THE AMOUNT OF \$116,960.89. THE MOTION CARRIED 3- 0.

UNFINISHED BUSINESS:

1. Board Members discussed changes that needed to be made to the draft of the Richland Public Library Guidelines. Once changes are made the document will be presented to City of Richland officials for approval.

CITY OF RICHLAND CORE VALUES:

City of Richland Core Values was not discussed.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

1. Request for Reconsideration of Materials

ADJOURNMENT:

CHAIR LUNSTAD ADJOURNED THE MEETING AT 6:40 P.M.

Prepared and submitted by Kylie Barada, Administrative Assistant

Minutes Approved by: _____
Jana Kay Lunstad, Library Board Chair



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 8/13/2019

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

August 2019 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 8-13-19 Library Managers Report



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

Friends of the Library

The Friends are “Columbia” sponsors (\$500) of Atomic Frontier Day that will be held at Howard Amon Park (renamed Riverside Park for the day) on Saturday, September 14 in conjunction with the City of Richland and several other sponsors. The Friends will also have a table in front of the Allied Arts building (formerly the library), selling “grab bags” of books, and hand out membership and book sale information.

Leon Erickson is the new communications person for the Friends. He is creating an online newsletter that will be available to subscribers. He is creating a payment link for memberships and donations that will run the Square. Once these links are functional, RPL will add links to the library website and Facebook page.

The Friends echoed support of Steve's suggestion for an outdoor STEAMspace for children, teens, and adults. This space would be ideal for a new range of outdoor STEAM activities including programming that might be too noisy to be held indoors.

They are also interested in sponsoring or co-sponsoring a big name author for a ticketed event.

Their next meeting is August 26 at 5pm in the Board Room.

Foundation

The next Foundation meeting date is TBA but the time and location are 5:00pm in the Board Room

Statistics

Attached

Revenue / Expense / Voucher Listing

Revenue

July 1-31, 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

July 1-31, 2019 overall expenses reflect anticipated use of intermittent employees as staff took summer vacations. Repair and maintenance lines have been moved to the Parks and Public Facilities budget as they have assumed responsibility for library maintenance. The total budget for library maintenance will be shared by Parks and Public Facilities when available. The library's total 2020 budget request developed in partnership with Joe is \$54,000. This is the first time in three years that the library has been able to request additional budget monies, so the generally positive mood in the library has been enhanced. The 2020 budget will be presented to Council October 1 with a public hearing November 5.

Joe has an August meeting during which he will seek an answer to the Board's question on whether or not monies remaining in the library's budget at year's end are carried forward to the next year.

Voucher Listing

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

Bookmark Cafe

Sparkling Sensations professionally cleaned the café area on Sunday, August 4. An exhibit of the space was added to the lease agreement, which will be reviewed by Joe and the city attorney.

Conferences

Theresa Barnaby and Lisa Adams attended the Pacific Northwest Library Association (PNLA) conference held August 7-9 in Spokane. They will be taking courses in Library Data Analysis, Everyday Data, Collection Development in the #MeToo Movement and Connecting the Dots, and Disciplines & Critical Thinking

Leslie Campbell Hime attended the biannual meeting of Washington Public Library Directors held July 18 and 19 in Leavenworth. Twenty-eight public library directors from across the state discussed issues of importance to Washington libraries. Cindy Aden, Washington State Librarian also attended the meeting.

Library Closure

RPL's staff in-service day is 8:00 am to 5:00 pm on Friday, September 27. Angelina Benedetti, Regional Manager at the Burien Library and Melissa Munn, Community

Conduct Coordinator at the Burien Library will present on homelessness and mental health, and offer practical tips on meeting needs, techniques to deescalate situations, and safety.

Library Events

August 1 – Kids Coding 1:00 PM
August 1 – Galaxy Slime/Soap for Middle School SRP 3:00 PM
August 2 – Summer Movie Matinee 2:00 PM
August 3 – STEAMkids 9:30 AM
August 5 – Sing Along Stories with Miss Jana 10:00 & 11:00 AM
August 5 – Organize Your Space 7:00 PM
August 6 – National Night Out & City Fair 5:30 PM at John Dam Plaza
August 6 – Ukulele Club 6:15 PM
August 7 – STEAMkids 1:00 PM
August 8 – Quilting in the Library 10:00 AM
August 8 – Therapy Dog Reading 1:00 PM
August 9 – Anime Club 3:00 PM
August 10 – Being a Bee (Part 1) 10:30 AM
August 12 – Building STEAM Construction Program 1:00 PM
August 12 – Photography Lecture 6:30 PM
August 13 – Summer Movie Matinee 11:00 AM
August 13 – Teen Summer Reading End Party 3:00 PM
August 14 – Tassel Making 2:30 PM
August 16 – Biking Back to School 2:30 PM
August 17 – Urban Sketching: Goethals Nature Park 10:00 AM
August 17 – Being a Bee (Part 2) 10:30 AM
August 20 – STEAMkids 1:00 PM
August 20 – Ukulele Club 6:15 PM
August 20 – The Science of Space Odysseys 7:00 PM
August 22 – Zen Rocks with Sharpies 6:00 PM
August 24 – Being a Bee (Part 3) 10:30 AM
August 27 – Memory Café 10:00 AM
August 27 – Python Tri-Cities 5:30 PM
August 28 – Virtual Reality – Seniors Only 10:00 AM
August 28 – Virtual Reality Open Lab 2:30 PM



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 8/13/2019

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

August 2019 Library Statistics

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 8-13-19 Library Statistics



Richland Public Library

July 2019
Statistics

August 13, 2019 Library Board Meeting

23,091

Patron Visits



212

Attendance at the
Rock Painting program on
Saturday, July 13th

Thursday,
July 11th

Busiest Day
1,087 Visits



Ozobot Aliens

On, Wednesday, July 31st,
27 patrons created
costumes for the library's
Ozobots and used coding
skills to program their
journey through space.

This STEAMSpace program
bridged art, coding,
and storytelling.



2,576

Computer
Sessions

2,359

Hours of service library computers
provided in July

Circulation 68,514



6,208

Total e-books
borrowed



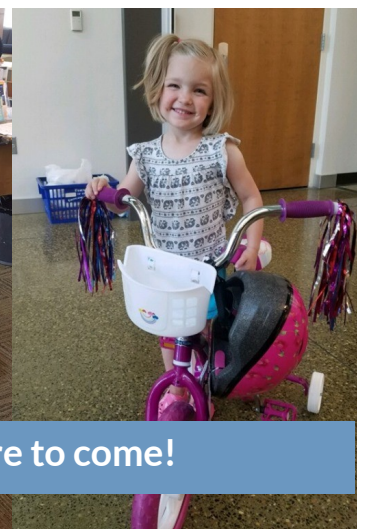
55,433

Physical Items
Checked Out



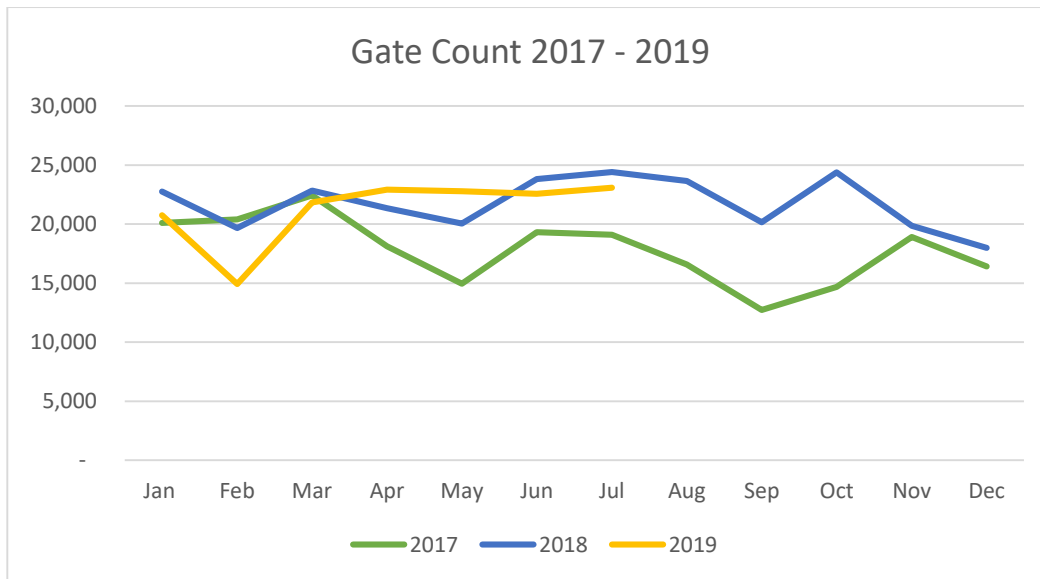
13,081

Digital Items
Checked Out



Summer Reading Program bicycle raffle winners ... more to come!

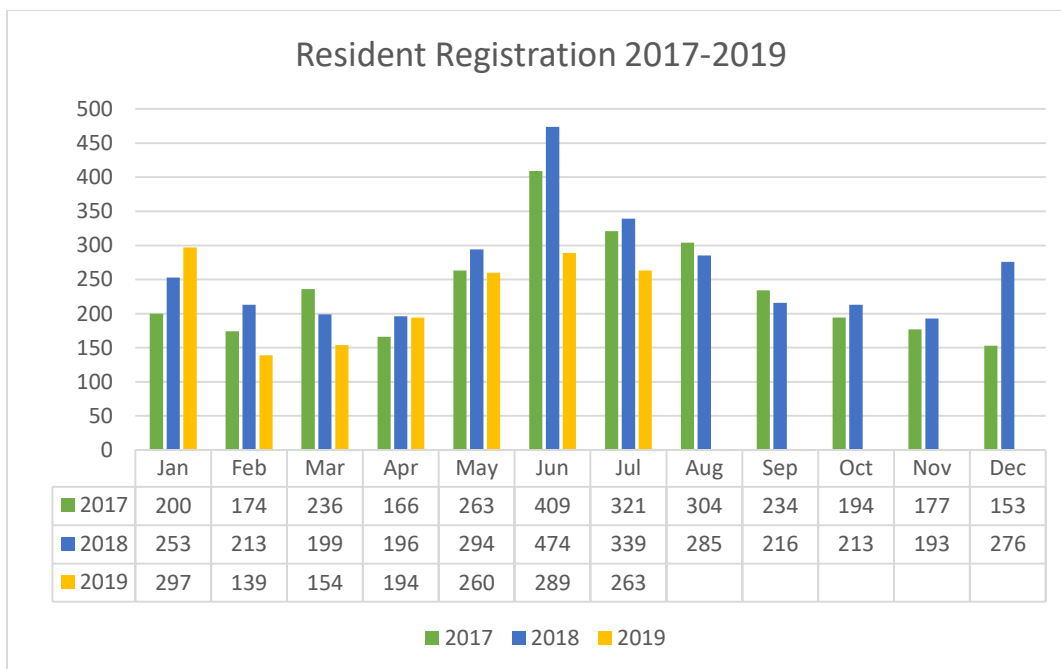
Visits and Patron Registration



Gate Count:

June 2019 – 23,091
June 2018 – 24,411
June 2017 – 19,097
June 2016 – 21,308

Patron visits in July decreased 5% over July 2018 but increased 21% over June 2017 and 8% over 2016. Overall patron visits are trending upward. Total 2019 visits are 57% of the 2018 total at 58% through the year.



July Non-Resident:

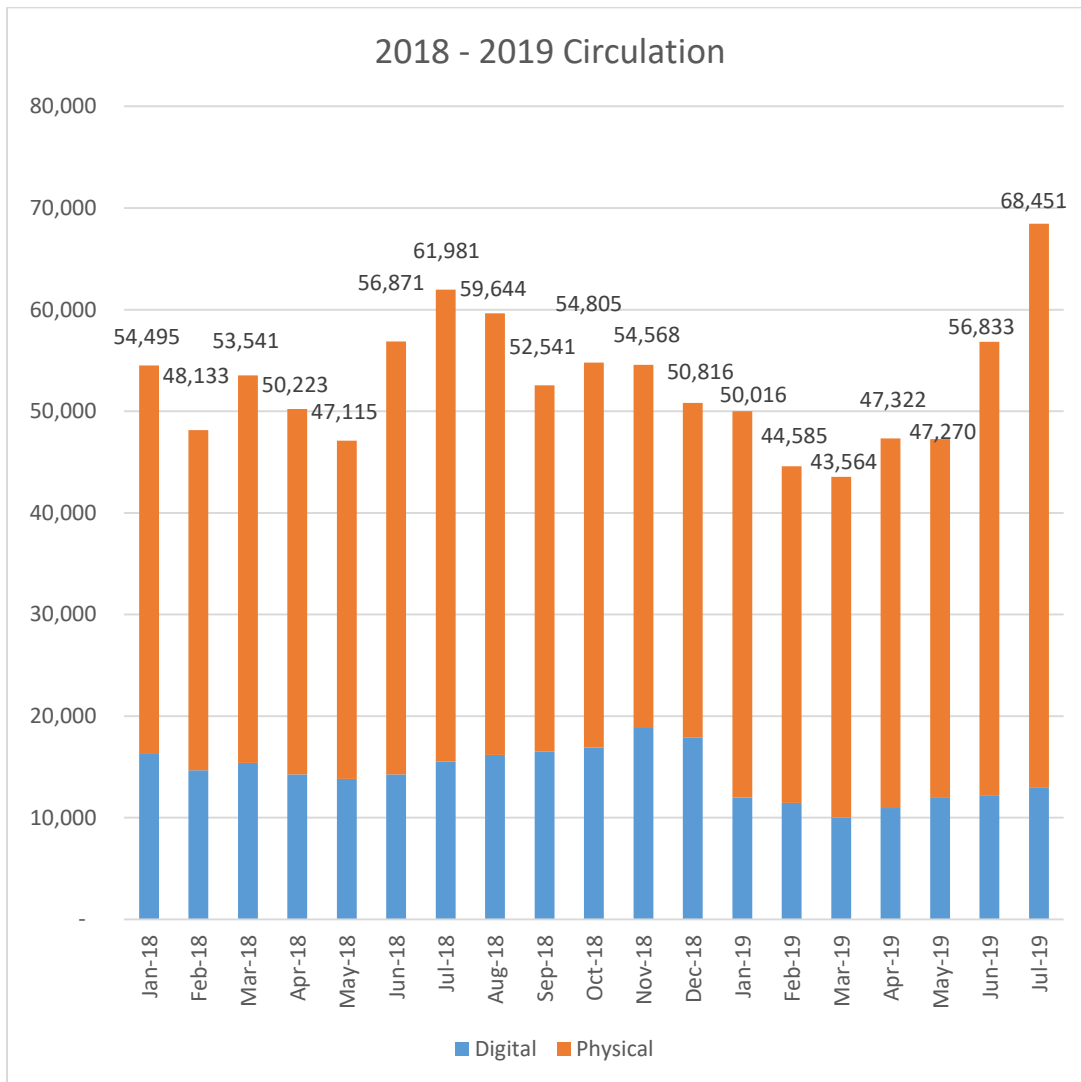
July 2019 – 26
July 2018 – 26
July 2017 – 33

Non-Resident Totals:

2019 YTD - 198
2018 - 346
2017 - 293

New patron registrations decreased in July by 22%. As circulation is up and patron visits are trending upward, a decrease in new registrations is not cause for alarm. Rather, it may demonstrate the need for outreach and non-traditional marketing of library services. Non-Resident registrations were the same as last year, at 26. Year to date non-resident registrations are 57% of the 2018 total at 58% through the current year.

Circulation



July 2019 Circulation:

Physical: 55,433

Digital: 13,018

Total: 68,451

July 2018 Circulation:

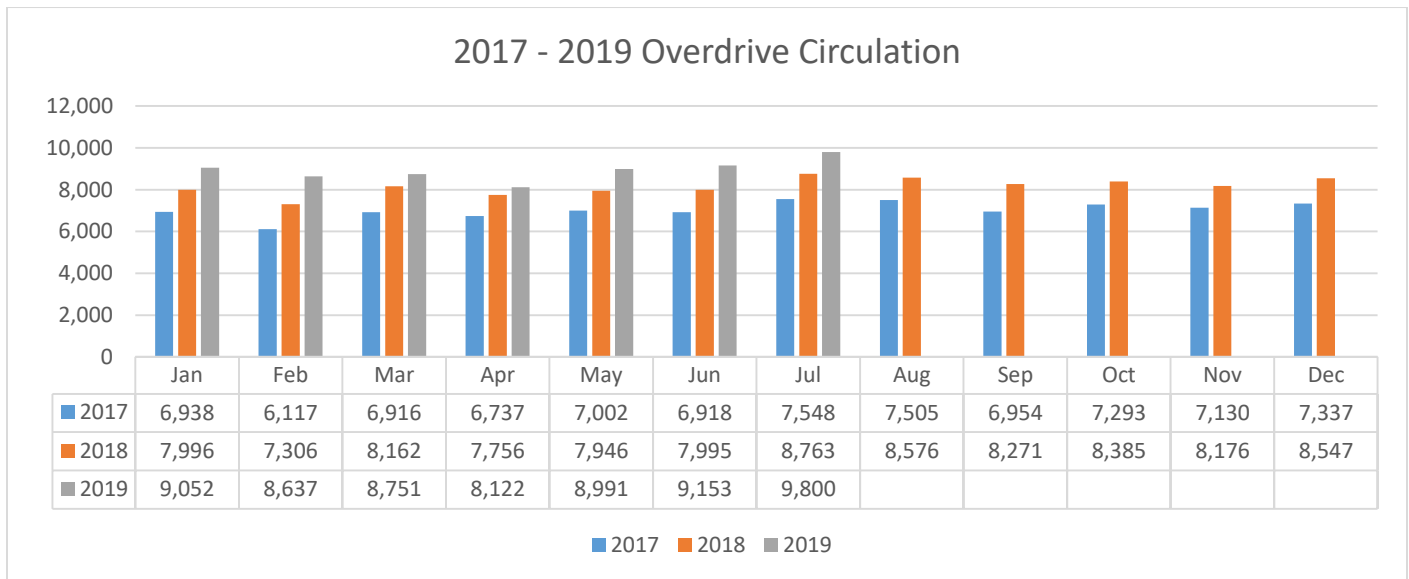
Physical: 46,449

Digital: 15,532

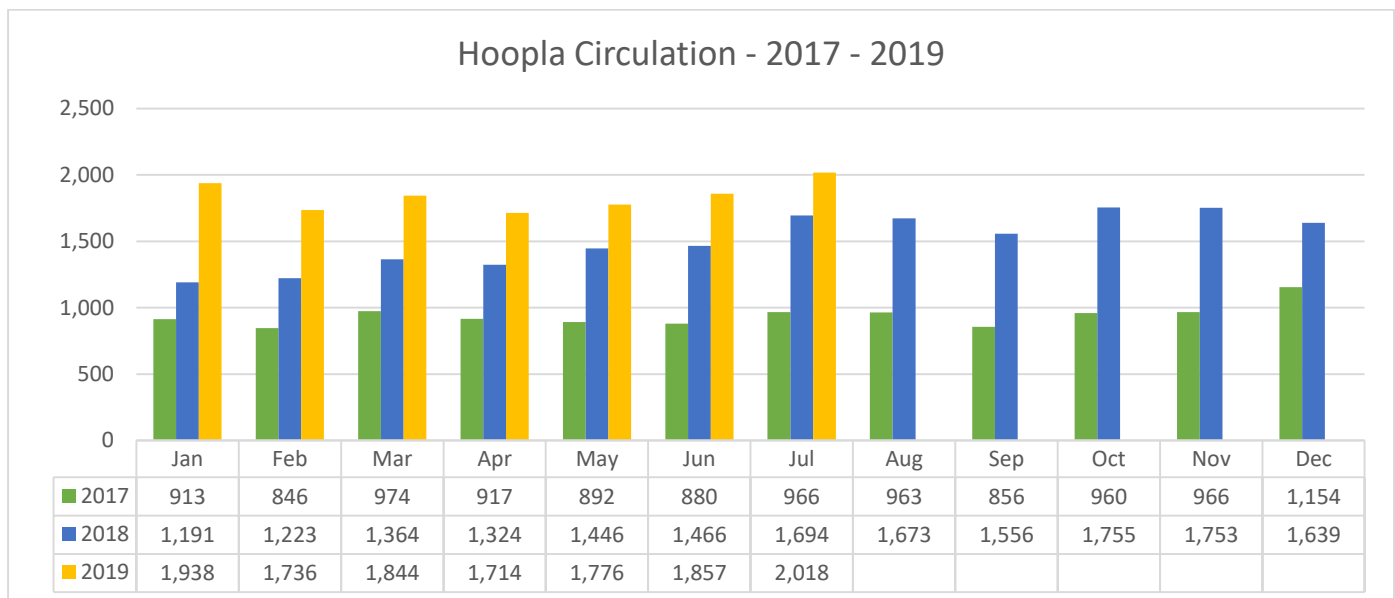
Total: 61,981

July 2019 total physical circulation increased by almost 9,000 over July 2018. Total physical and digital circulation for July 2019 increased by over 6,400 items over July 2018 – an increase of 10%. Year to date 2019 total circulation is 57% of total 2018 circulation at 58% through the year. Increases were driven by increased use of children's collections, the very well received automatic renewal feature, and gains in the Overdrive and Hoopla services. Overall, children's books drove circulation this month.

Digital Services



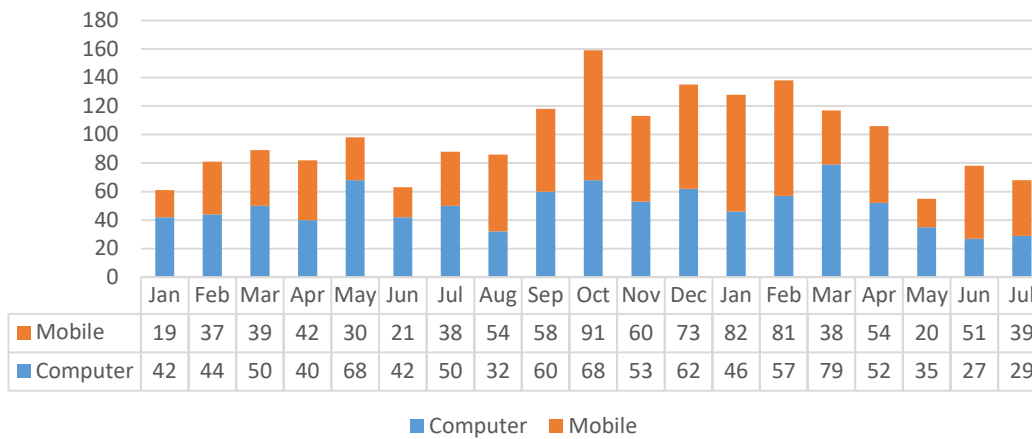
Overdrive usage in June was 9,800 items, the highest usage month ever by 647 checkouts. This increase is substantial. Circulation for 2019 is 64% of last year's total at 58% through the current year. A month with 10,000 checkouts is a milestone that is clearly attainable.



Hoopla usage in July increased 19% over July 2018 and saw over 2,000 borrows for the first time. Hoopla 2019 usage is 71% of last year's total at 58% through the current year. Hoopla usage trends are mirroring Overdrive with a predictable increase over the previous year.

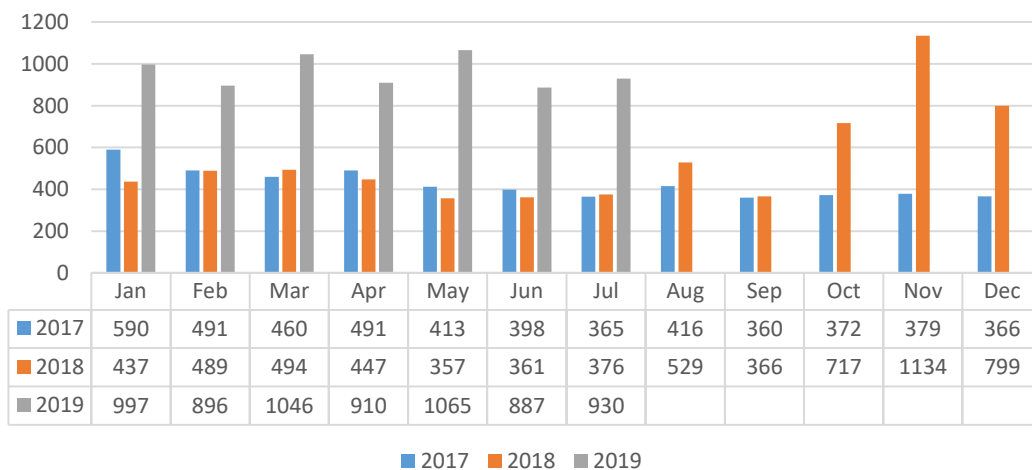
Mango Languages Total Sessions 2018 - 2019

Sessions may include several language courses



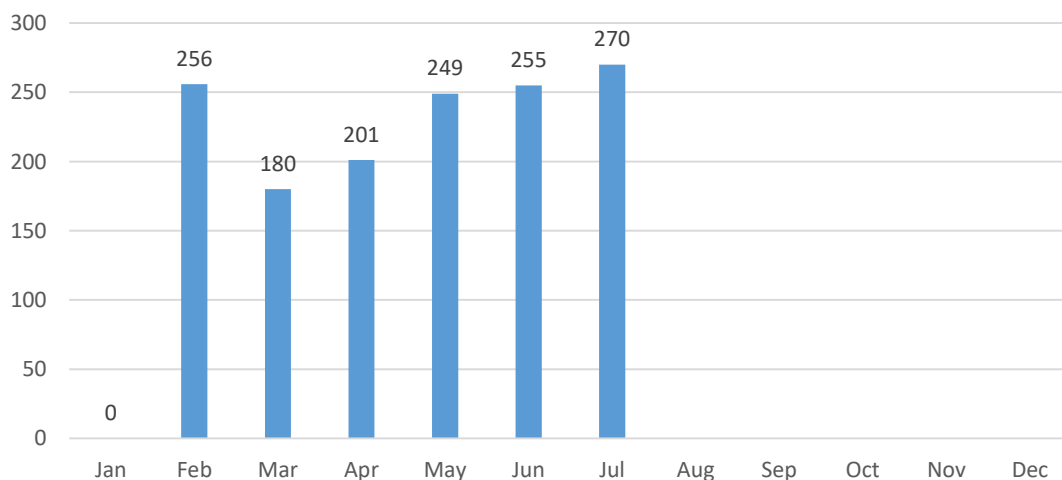
Mango usage decreased 13% over last month and decreased 23% over last year. Mango is used heavily by students during the school year. Marketing efforts during the summer months will be increased.

RB Digital Magazine Checkouts



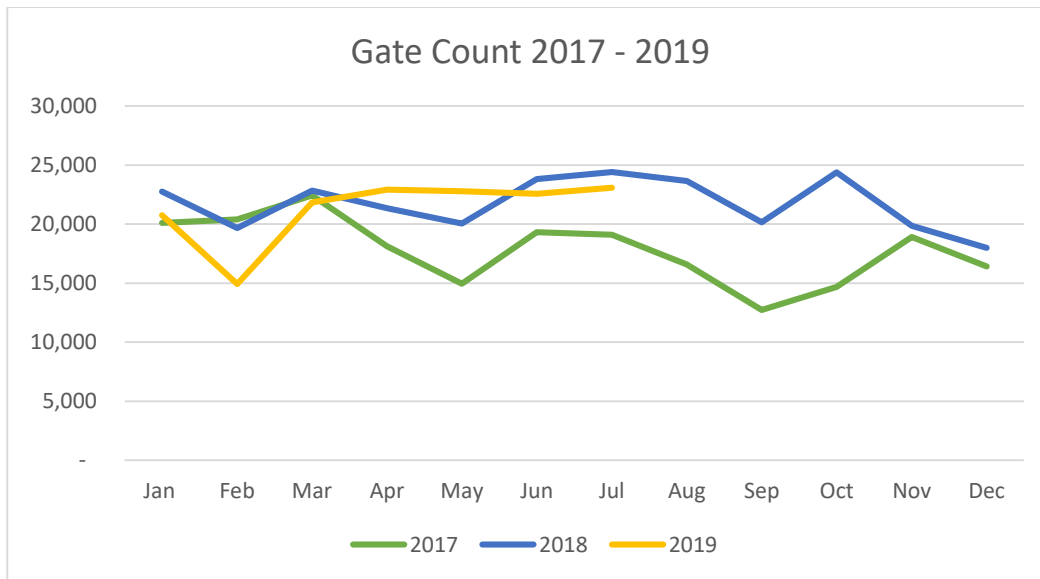
Usage of RB Digital Magazines continues to sharply increase. July 2019 usage increased 148% over July 2018. Usage in 2019 is 103% of last year's total at 58% through the year. Patrons have a clear interest in accessing digital magazines.

Kanopy Circulation



Kanopy usage in May saw 270 films viewed, a high for the service. Usage is increasing as marketing of the service continues. In July, patrons borrowed 399 movies and TV shows from the Hoopla service. The two services have vastly different collections and patrons are clearly utilizing both.

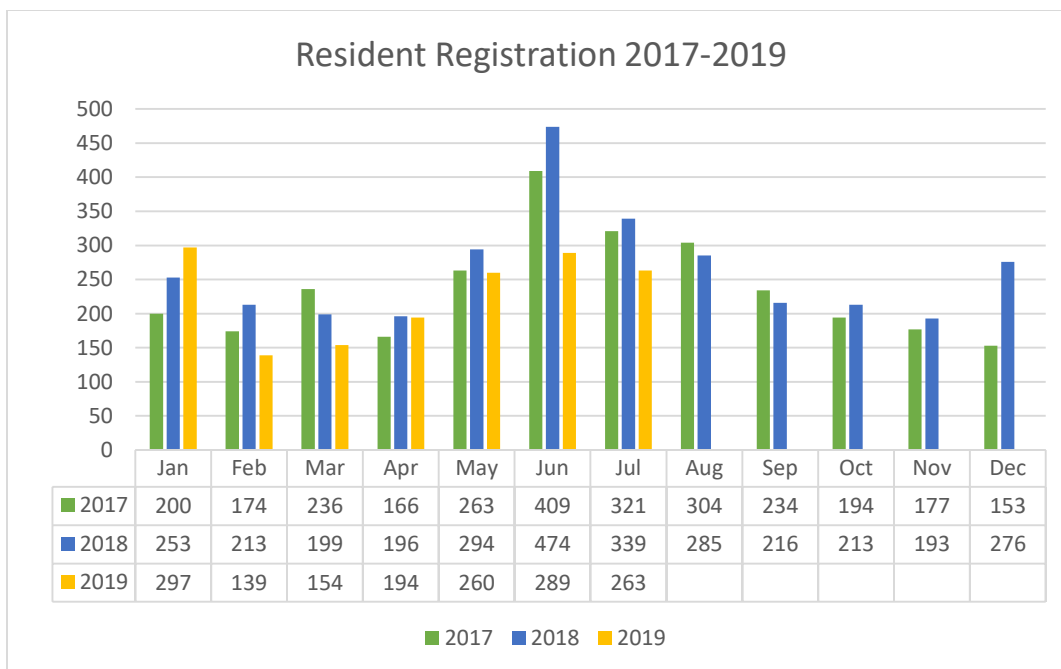
Visits and Patron Registration



Gate Count:

June 2019 – 23,091
June 2018 – 24,411
June 2017 – 19,097
June 2016 – 21,308

Patron visits in July decreased 5% over July 2018 but increased 21% over June 2017 and 8% over 2016. Overall patron visits are trending upward. Total 2019 visits are 57% of the 2018 total at 58% through the year.



July Non-Resident:

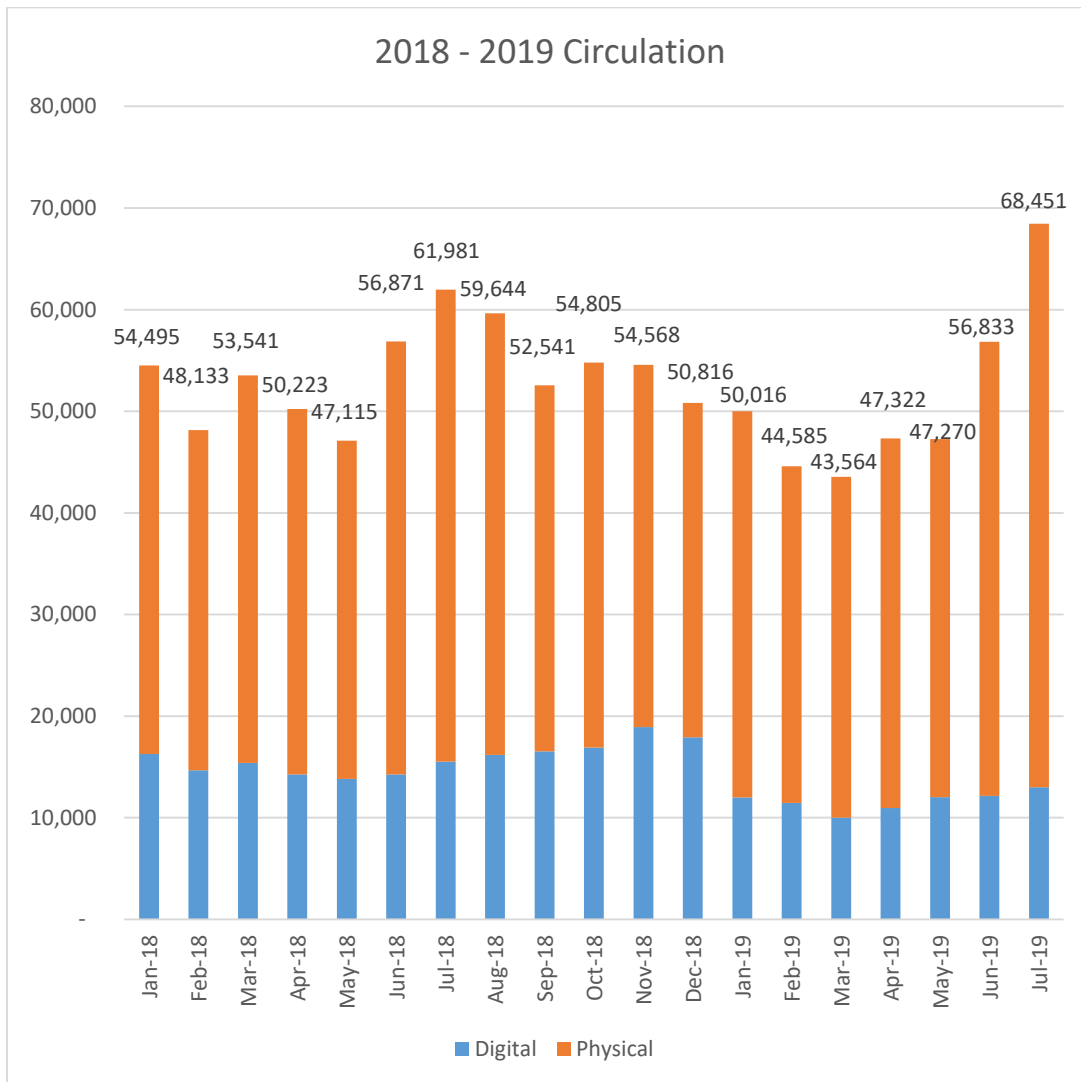
July 2019 – 26
July 2018 – 26
July 2017 – 33

Non-Resident Totals:

2019 YTD - 198
2018 - 346
2017 - 293

New patron registrations decreased in July by 22%. As circulation is up and patron visits are trending upward, a decrease in new registrations is not cause for alarm. Rather, it may demonstrate the need for outreach and non-traditional marketing of library services. Non-Resident registrations were the same as last year, at 26. Year to date non-resident registrations are 57% of the 2018 total at 58% through the current year.

Circulation



July 2019 Circulation:

Physical: 55,433

Digital: 13,018

Total: 68,451

July 2018 Circulation:

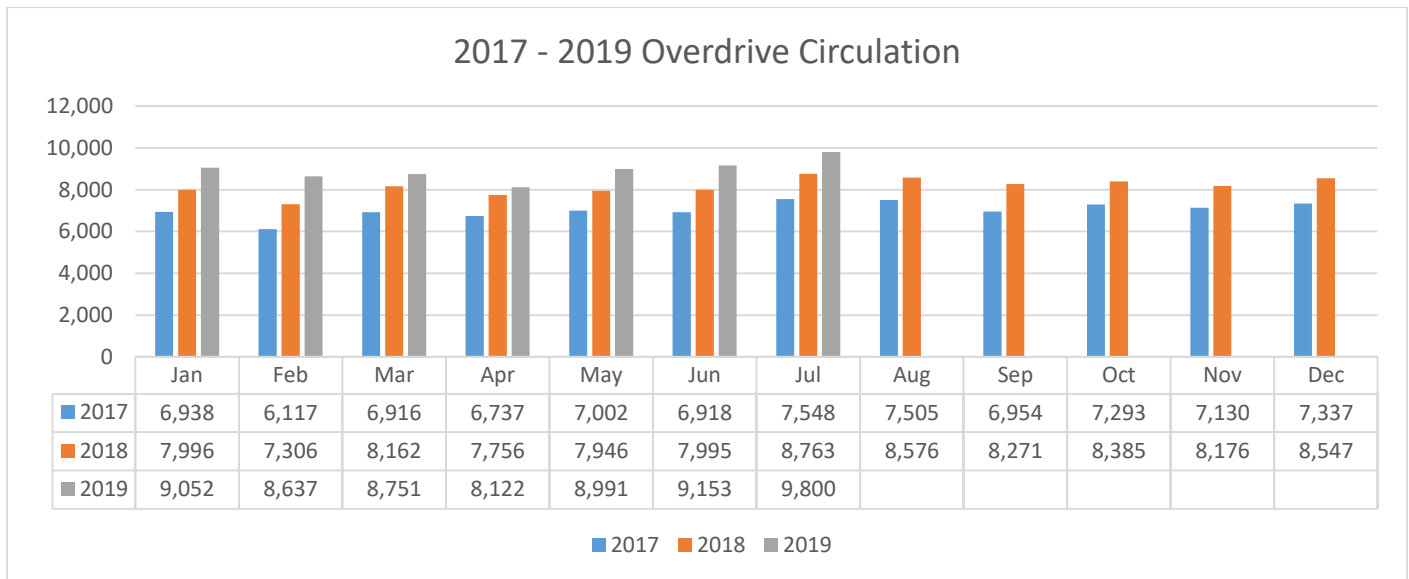
Physical: 46,449

Digital: 15,532

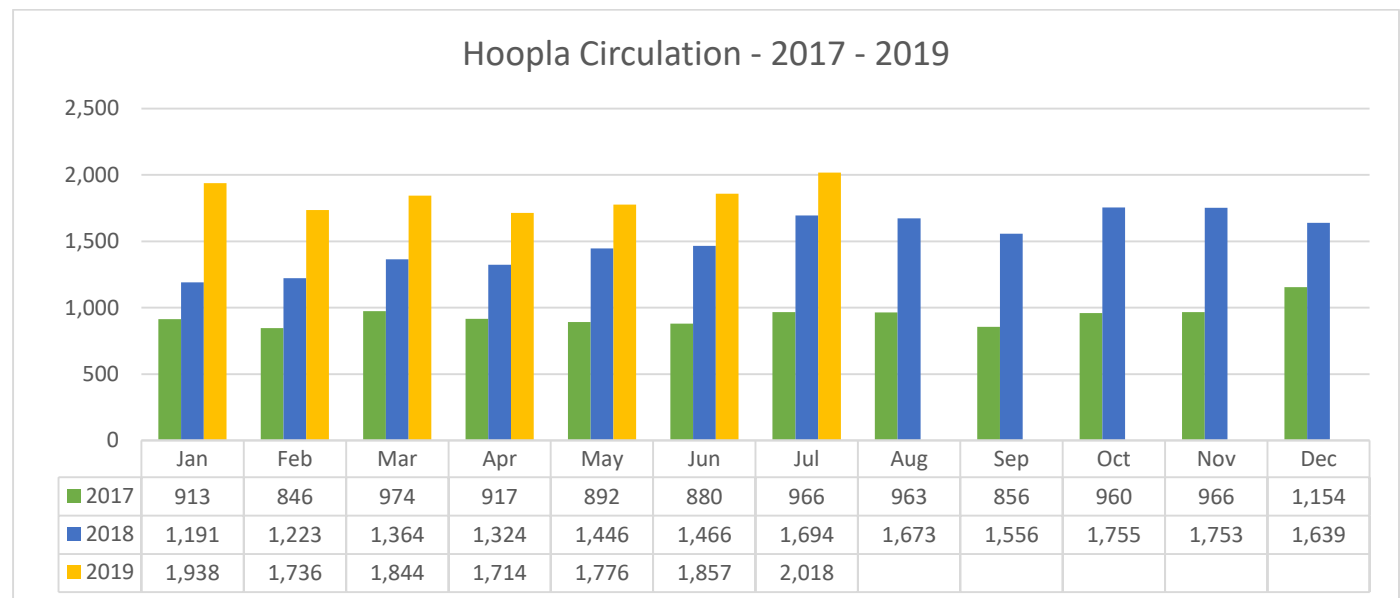
Total: 61,981

July 2019 total physical circulation increased by almost 9,000 over July 2018. Total physical and digital circulation for July 2019 increased by over 6,400 items over June 2018 – an increase of 10%. Year to date 2019 total circulation is 57% of total 2018 circulation at 58% through the year. Increases were driven by increased use of children's collections, the very well received automatic renewal feature, and gains in the Overdrive and Hoopla services. Overall, children's books drove circulation this month.

Digital Services



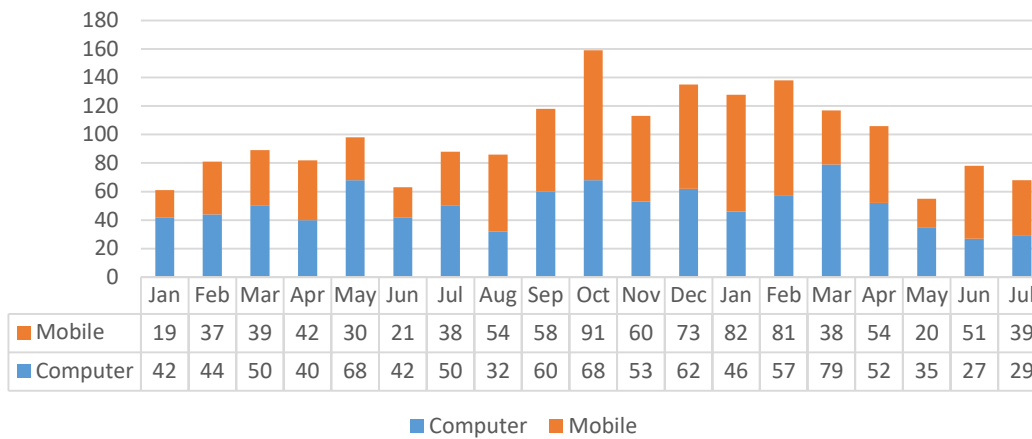
Overdrive usage in June was 9,800 items, the highest usage month ever by 647 checkouts. This increase is substantial. Circulation for 2019 is 64% of last year's total at 58% through the current year. A month with 10,000 checkouts is a milestone that is clearly attainable.



Hoopla usage in July increased 19% over July 2018 and saw over 2,000 borrows for the first time. Hoopla 2019 usage is 71% of last year's total at 58% through the current year. Hoopla usage trends are mirroring Overdrive with a predictable increase over the previous year.

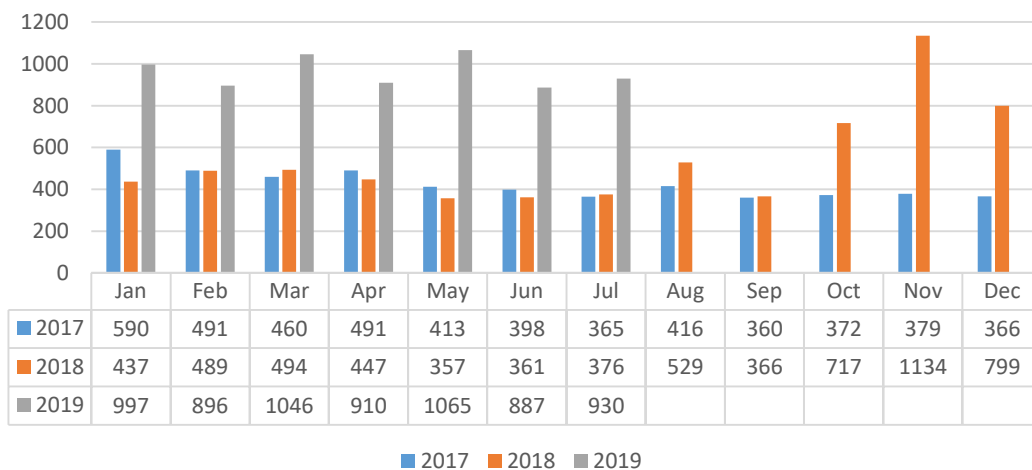
Mango Languages Total Sessions 2018 - 2019

Sessions may include several language courses



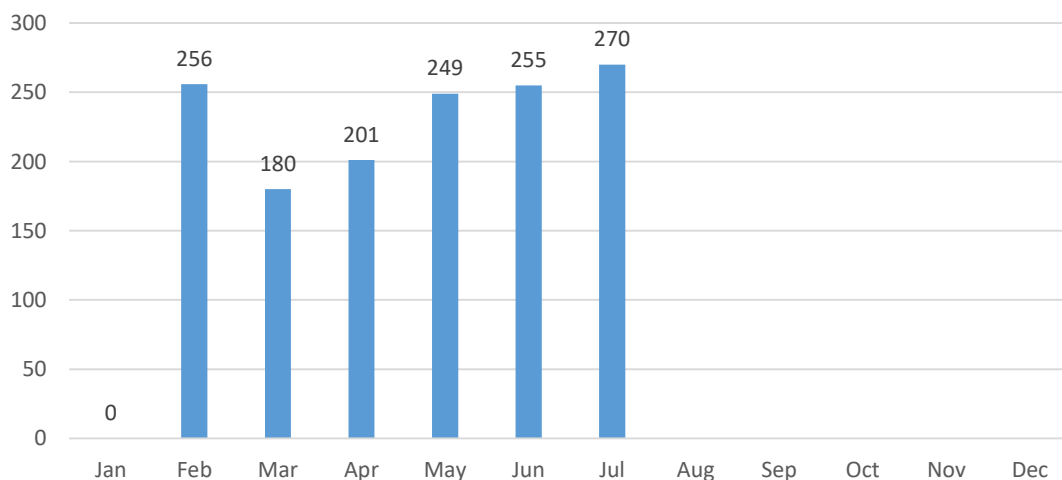
Mango usage decreased 13% over last month and decreased 23% over last year. Mango is used heavily by students during the school year. Marketing efforts during the summer months will be increased.

RB Digital Magazine Checkouts



Usage of RB Digital Magazines continues to sharply increase. July 2019 usage increased 148% over July 2018. Usage in 2019 is 103% of last year's total at 58% through the year. Patrons have a clear interest in accessing digital magazines.

Kanopy Circulation



Kanopy usage in May saw 270 films viewed, a high for the service. Usage is increasing as marketing of the service continues. In July, patrons borrowed 399 movies and TV shows from the Hoopla service. The two services have vastly different collections and patrons are clearly utilizing both.

Social Media Comments – July 2019

Responding to a post about e-book and e-audiobook licensing models and restrictions put on libraries:

As the mother of a severely dyslexic but avid "ear" reader I see almost daily my son's frustration with having to wait for the next book in a series or not having access to all books in the series. He devours audio books and we are so grateful for the amount of books available. We could not afford to satisfy my son's reading interest if we had to pay for it.

Responding to an event titled "Starry, Starry, Date Night" where participants were walked through how to paint Van Gogh's Starry Night:



We loved it!! Thank you for hosting

Painting was so fun today! Let's do it again!



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 8/13/2019

Agenda Category: Approval of Bills

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

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

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 8-13-19 Approval of Bills

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	448,776.00	0.00	354,861.00	55.8%	399,952.91
1102		SALARIES-PART TIME	213,863	213,863	16,987.95	125,990.21	0.00	87,872.79	58.9%	83,913.49
1104		SALARIES-INTERMITTENT/TEMP	28,512	28,512	8,639.72	26,652.86	0.00	1,859.14	93.5%	24,767.66
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	85,464.47	608,954.87	0.00	471,601.13		514,486.18
Type:	2	BENEFITS								
2101		SOCIAL SECURITY-FICA	103,441	103,441	6,388.41	45,128.72	0.00	58,312.28	43.6%	37,922.76
2103		PENSION CONTRIBUTIONS-PERS	115,461	115,461	9,683.47	72,274.10	0.00	43,186.90	62.6%	60,169.71
2105		INDUSTRIAL INS & MED AID	12,776	12,776	790.87	5,396.52	0.00	7,379.48	42.2%	10,398.04
2106		UNEMPLOYMENT	1,910	1,910	170.92	1,217.94	0.00	692.06	63.8%	1,028.86
2107		LIFE & DISABILITY INSURANCE	6,780	6,780	511.17	3,578.19	0.00	3,201.81	52.8%	3,536.85
2108		DENTAL INSURANCE	24,105	24,105	1,874.74	13,123.18	0.00	10,981.82	54.4%	12,989.27
2109		HEALTH INSURANCE	242,523	242,523	18,982.46	132,235.92	0.00	110,287.08	54.5%	129,175.96
2110		VISION INSURANCE	3,765	3,765	292.74	2,049.18	0.00	1,715.82	54.4%	2,028.14
2112		DEFERRED COMPENSATION	42,397	42,397	3,389.15	25,345.99	0.00	17,051.01	59.8%	22,148.43
2118		POST EMPLOYEE HEALTH BENE	50,000	50,000	4,166.65	29,166.55	0.00	20,833.45	58.3%	29,166.55
2126		WA PAID FAMILY MEDICAL LEAV	0	0	125.61	838.15	0.00	838.15	0.0%	0.00
			603,158	603,158	46,376.19	330,354.44	0.00	272,803.56		308,564.57
Type:	3	SUPPLIES								
3102		OPERATING SUPPLIES & MATERI	22,850	22,850	2,829.51	13,389.76	0.00	9,460.24	58.6%	10,529.26
3103		MEETING EXPENSE	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
3105		COPIER SUPPLIES	1,000	1,000	0.00	0.00	0.00	1,000.00	0.0%	732.99
3401		LIBRARY RESOURCES	234,340	234,340	11,857.30	177,952.18	0.00	56,387.82	75.9%	142,131.76
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	26,048.41	78,578.86	0.00	48,148.14	62.0%	50,398.40
3993		SUPPLIES - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			396,325	396,325	40,735.22	272,406.08	0.00	123,918.92		203,792.41
Type:	4	OTHER SERVICES & CHARGES								

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
4106		ARCHITECTURAL SERVICES	0	0	0.00	0.00	0.00	0.00	0.0%	688.87
4107		OTHER PROFESSIONAL SERVIC	800	800	48.09	195.45	0.00	604.55	24.4%	226.73
4117		EXPERT SERVICES	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4135		SHARED VALUES PROGRAM	488	488	25.00	88.98	0.00	399.02	18.2%	0.00
4201		TELEPHONE & COMM SVCS	7,235	7,235	1,119.36	4,376.08	0.00	2,858.92	60.5%	4,270.79
4202		POSTAGE	6,316	6,316	0.00	2,116.47	0.00	4,199.53	33.5%	1,364.48
4207		MERCHANT SVC FEES	0	0	147.85	147.85	0.00	147.85-	0.0%	0.00
4301		TRAVEL EXPENSES	11,192	11,192	2,036.05	8,029.03	0.00	3,162.97	71.7%	9,729.52
4504		COPIER/FAX LEASE RENTAL MAI	5,650	5,650	685.49	3,425.08	0.00	2,224.92	60.6%	6,845.05
4505		RENTALS-OTHER	5,410	5,410	470.45	2,636.12	0.00	2,773.88	48.7%	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	5,459.39	24,090.16	0.00	39,351.84	38.0%	23,073.63
4802		REPAIRS AND MAINT-EQUIPMEN	5,790	5,790	0.00	5,672.11	0.00	117.89	98.0%	1,754.62
4806		REPAIRS AND MAINT-STRUCTUR	0	0	0.00	0.00	0.00	0.00	0.0%	7,262.45-
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	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%	458.94
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%	1,761.00
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	9,991.68	76,782.70	0.00	56,245.30		67,519.18
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	54.92	382.45	0.00	637.55	37.5%	332.39
			1,220	1,220	54.92	382.45	0.00	837.55		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

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
6442		NONPRINT - LIBRARY	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6443		DATABASES - LIBRARY	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6481		COMPUTER SOFTWARE	0	0	0.00	0.00	0.00	0.00	0.0%	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	182,622.48	1,298,099.33	447,173.69	919,013.98	65.5%	1,094,694.73

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

Grand Totals	2,664,287	2,664,287	 	182,622.48	1,298,099.33	 	447,173.69	919,013.98	65.5%	1,094,694.73
---------------------	------------------	------------------	----------	-------------------	---------------------	----------	-------------------	-------------------	--------------	---------------------



City Of Richland

VL-1 Voucher Listing

From: 7/1/2019 To: 7/31/2019

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001		GENERAL FUND			
Division:	303	LIBRARY			
BANK OF AMERICA		TXN00045549	270529	INGRAM BOOKS	\$1,282.65
		TXN00045562		STAPLES - Purchase	\$71.33
		TXN00045578		INTERNATIONAL TRANSACTION - Pu	\$0.03
		TXN00045582		Taxibeat - Purchase	\$3.13
		TXN00045597		INTERNATIONAL TRANSACTION - Pu	\$0.07
		TXN00045600		Taxibeat - Purchase	\$7.29
		TXN00045612		TECHSOUP - Purchase	\$55.00
		TXN00045617		CREDIT INTERNATIONAL TRAN - Cr	(\$0.02)
		TXN00045621		CLAIM ADJ/TAXIBEAT - Credit	(\$3.13)
		TXN00045622		CREDIT INTERNATIONAL TRAN - Cr	(\$0.03)
		TXN00045629		CLAIM ADJ/TAXIBEAT - Credit	(\$2.09)
		TXN00045630		OVERDRIVE DIGITAL	\$176.00
		TXN00045637		CREDIT INTERNATIONAL TRAN - Cr	(\$0.07)
		TXN00045638		CREDIT INTERNATIONAL TRAN - Cr	(\$0.02)
		TXN00045641		CLAIM ADJ/TAXIBEAT - Credit	(\$7.29)
		TXN00045643		CLAIM ADJ/TAXIBEAT - Credit	(\$2.09)
		TXN00045645		OVERDRIVE DIGITAL	\$804.40
		TXN00045646		MIDWEST DVD	\$975.79
		TXN00045649		INGRAM BOOKS	\$453.12
		TXN00045659		TARGET 00023143 - Purch	\$15.18
		TXN00045701		AMZN Mktp US M66SB6LZ0 - Purch	\$6.51
		TXN00045703		STAPLES - Purchase	\$9.76
		TXN00045707		SP LOOPY CASES - Purchase	\$38.10
		TXN00045710		INGRAM BOOKS	\$35.86
		TXN00045728		STAPLES - Purchase	\$70.74
		TXN00045730		INGRAM BOOKS	\$941.05
		TXN00045747		INGRAM BOOKS	\$412.89
		TXN00045753		INGRAM BOOKS	\$1,471.83
		TXN00045754		TARGET 00023143 - Purch	\$9.10
		TXN00045768		ANDYS NORTH - Purchase	\$25.00
		TXN00045787		INGRAM BOOKS	\$301.91
		TXN00045790		SANDYS TROPHIES INC - Purchase	\$62.72
		TXN00045811		INGRAM BOOKS	\$153.47
		TXN00045841		INGRAM BOOKS	\$469.18
		TXN00045855		COSTCO WHSE #0486 - Purchase	\$41.19
		TXN00045862		INGRAM BOOKS	\$1,472.79
		TXN00045880		TMOBILE POSTPAID TEL - Purchas	\$119.00
		TXN00045886		INGRAM BOOKS	\$69.50



City Of Richland
VL-1 Voucher Listing

From: 7/1/2019 To: 7/31/2019

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00045890	270529	SMK SURVEYMONKEY.COM - Purchas	\$40.19
		TXN00045893		MIDWEST DVD	\$1,119.98
		TXN00045924		BLACKSTONE AUDIO	\$135.00
		TXN00045935		INGRAM BOOKS	\$1,324.13
		TXN00045945		WWW COSTCO COM - Purchase	\$76.01
		TXN00045954		INGRAM AUDIO	\$157.87
		TXN00045957		STAPLES - Purchase	\$151.17
		TXN00045985		DEMCO INC - Purchase	\$173.13
		TXN00045993		EDELWEISS ANALYTICS DATABASE	\$5,000.00
		TXN00046005		PAYPAL LACONNERLIB - Purchase	\$375.00
		TXN00046011		KIMPTON DONOVAN HOTEL - Purcha	\$1,098.92
		TXN00046019		INGRAM BOOKS	\$92.48
		TXN00046023		STAPLES - Purchase	\$136.83
		TXN00046083		ALA	\$384.24
		INV-US22224	270665	RFID TAG	\$1,366.03
BIBLIOTHECA ITG LLC		19-308 CAMPBELLH	270341	19-308 AMER LIB ASSOC CONF	\$182.13
CAMPBELL-HIME, LESLIE		06/2019 JUN	270200	CITY UTILITY BILLS/JUNE 2019	\$5,459.39
CITY OF RICHLAND		19-308 CAMBELL-H	270349	19-308 AMER LIB ASSOC CONF	\$380.00
COLUMBIA INDUSTRIES SUPPORT LLC		0085274	270676	ONSITE SHREDDING WO 0143126	\$48.09
EQUINOX SOFTWARE INC		00000105	270683	EQUINOX SEQUOIA 5/2019-6/2020	\$15,789.90
FRONTIER	S018415	07/19 5099433152	270686	TELEPHONE CHARGE 7/4/19 - 8/3/	\$392.20
IDENTISYS INC		445720	270765	PHONE SUPPORT CONTRACT 9/19-20	\$275.87
MIDWEST TAPE		97598067	270700	JUNE 2019 DIGITAL DATABASES	\$3,882.97
OCLC INC		0000671384	270776	CATALOGING, METADATA ILL	\$1,099.67
VERIZON WIRELESS	P060486	9829083494	269799	WIRELESS CHARGES APRIL 2019	\$465.35
	P060486			WIRELESS CHARGES APRIL 2019	\$76.85
	P060497	9831059885	270156	WIRELESS CHARGES PRIMARY MAY 2	\$74.88
XEROX CORPORATION		097135681	270162	LX5-692939 BASE/PRINTS-MAY	\$172.88
		097406291	270800	7HB-469027 BASE CHARGE- JULY	\$10.86
		097406363	270729	LX5-692917 BASE/PRINTS-JUNE	\$525.15
		097406364	270800	LX5-692943 BASE/PRINTS-JUNE	\$160.34
		097406365		LX5-692946 BASE/PRINTS-JUNE	\$266.87
		160729113	270162	LX5-692939 CPC C CRRY CHRG	\$19.84
XO COMMUNICATIONS SERVICES LLC		0325391895	270730	TELEPHONE CHARGES 7/01-7/31/19	\$110.08
LIBRARY TOTAL ****					\$50,564.15
GENERAL FUND Total ***					\$50,564.15



City Of Richland
VL-1 Voucher Listing

From: 7/1/2019 To: 7/31/2019

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
--------	-------------	----------------	---------	---------------------	----------------

Invoice Total: ****

\$50,564.15

Number of Invoices

Amount

Vouchers In Richland	0	
Vouchers In Tri Cities	1	\$48.09
Vouchers In WA	0	
Vouchers Outside WA	71	\$50,516.06
Vouchers Final Total.....	72	

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	\$40,720.32	80.53%
4	OTHER SERVICES & CHARGES	\$9,843.83	19.47%
	Total	\$50,564.15	

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	920.55	5,327.50	6,672.50	44.40%	4,406.95
347220	LIBRARY: MISC CHARGES	1,000	1,000	107.00	336.50	663.50	33.65%	229.50
347270	LIBRARY: NON-RESIDENT FEES	5,500	5,500	385.00	3,686.50	1,813.50	67.03%	3,301.50
Total	CHARGES FOR GOODS & SVCS	18,500	18,500	1,412.55	9,350.50	9,149.50	50.54%	7,937.95
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	30.00	-30.00	0.00%	30.00
359700	LIBRARY: MISC FINES	44,250	44,250	2,548.15	22,264.04	21,985.96	50.31%	19,715.89
Total	FINES & FORFEITS	44,250	44,250	2,548.15	22,294.04	21,955.96	50.38%	19,745.89
MISCELLANEOUS REVENUES								
362509	LIBRARY: BUILDING RENTAL	2,400	2,400	200.00	1,400.00	1,000.00	58.33%	1,200.00
Total	MISCELLANEOUS REVENUES	2,400	2,400	200.00	1,400.00	1,000.00	58.33%	1,200.00
TOTAL		65,150	65,150	4,160.70	33,044.54	32,105.46	50.72%	28,883.84

City of Richland Revenue Report for July 2019

CITY OF RICHLAND

LIBRARY EXPENDITURE

July 2019

Month/Year

PAY PERIODS From June 24, 2019 through July 21,2019

GROSS SALARIES \$ 85,464.47

		Gross Wages	Total
/EEK OF:	<u>07/11/19</u>	<u>42,112.15</u>	<u>42,112.15</u>
/EEK OF:	<u>07/25/19</u>	<u>43,352.32</u>	<u>43,352.32</u>
/EEK OF:	<u> </u>	<u> </u>	<u>-</u>
	TOTAL	<u>85,464.47</u>	<u>85,464.47</u>



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

August 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 \$136,028.62 this 13th day of August 2019.

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

Voucher Listings	Amount
July 1, 2019 through July 31, 2019	\$50,564.15
Transfer Advice (Salaries)	
Salaries for the weeks of: 7/11/19 & 7/25/19	\$85,464.47
MONTHLY EXPENSES	\$136,028.62

Comments:

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 8/13/2019

Agenda Category: New Business

Prepared By: Theresa Barnaby

Subject:

Request for Reconsideration of Materials

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 8/13/2019

Agenda Category: New Business

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

Possible Dates for Joint Board Meeting

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:



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

✓

✓

