



Agenda
Library Board Meeting
Tuesday, September 10, 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 August 13, 2019 Library Board Meeting Minutes

Report of the Library Manager:

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

Unfinished Business:

- I. Draft of Richland Public Library Guidelines

New Business:

- I. Library Budget
 - Joe Schiessl, Parks & Public Facilities Director

City of Richland Core Values:

- I. Increase Economic Vitality
 - Leslie Campbell Hime, Library Manager

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, October 8, 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: 9/10/2019

Agenda Category: Approval of Minutes

Prepared By:

Subject:

Draft of August 13, 2019 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 8-13-19 Library Board Meeting Minutes Draft



MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
August 13, 2019, 5:30 – 6:30 PM

CALL TO ORDER:

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

ATTENDANCE:

CHAIR LUNSTAD, VICE-CHAIR MAIER, BOARD MEMBERS BOOTH AND LIGHTNER WERE PRESENT. ALSO PRESENT WERE COUNCIL LIAISON LUKSON, LIBRARY MANAGER CAMPBELL HIME, ADMINISTRATIVE ASSISTANT BARADA, COLLECTIONS SUPERVISOR BARNABY AND FOUNDATION VICE PRESIDENT KRISTEN MANKE. BOARD MEMBER DANZ WAS ABSENT.

APPROVAL OF AGENDA:

CHAIR LUNSTAD MOVED AND BOARD MEMBER BOOTH SECONDED THE MOTION TO APPROVE THE AGENDA AS IS. THE MOTION CARRIED 4-0.

APPROVAL OF MINUTES:

VICE-CHAIR MAIER ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE JULY 9, 2019 MEETING. BOARD MEMBER BOOTH MOVED AND CHAIR LUNSTAD SECONDED THE MOTION TO APPROVE THE MINUTES OF JULY 9, 2019 AS IS. THE MOTION CARRIED 4-0.

REPORT OF THE LIBRARY MANAGER:

A STEAM garden is an idea the Friends and Foundation want to look at closely.

Library Manager Campbell Hime spoke on KONA about the six hotspots that RPL will start circulating in September. The Foundation will be paying for the internet service.

The hiring of five intermittent has allowed the library to be staffed at a minimal level of service.

RPL is now offering auto renewals for physical materials. If an item is not on hold it will automatically renew. This has caused circulation to increase.

Hoopla is proving to be popular with patrons. The cost is continuing to increase monthly. RPL has anticipated this increase and requested more money for the 2020 budget.

PUBLIC COMMENTS:

No comments were made.

APPROVAL OF BILLS:

BOARD MEMBER LIGHTNER MOVED AND BOARD MEMBER BOOTH SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR AUGUST 2019 IN THE AMOUNT OF \$136,028.62. THE MOTION CARRIED 4- 0.

UNFINISHED BUSINESS:

There was no Unfinished Business to discuss.

NEW BUSINESS:

1. Theresa Barnaby, Collection Supervisor, discussed how she chooses what materials to order for the library. She went into detail and showed the different sources she uses when ordering materials for the library. She also discussed how the process works when she receives a request for reconsideration of materials from a patron.
2. Possible dates were discussed for a joint meeting between the Friends, Foundation, and Board. Board Members will email Administrative Assistant Barada on dates that work for them.

CITY OF RICHLAND CORE VALUES:

Board Members discussed the second Core Value; manage and maintain infrastructure and facilities.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

1. Draft of Library Guidelines
2. Library Budget

ADJOURNMENT:

VICE-CHAIR MAIER ADJOURNED THE MEETING AT 6:40 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: 9/10/2019

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

September 2019 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 9-10-19 Library Manager's Report



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

Friends of the Library

The Friends held an abbreviated meeting and the twin subjects of discussion were Atomic Frontier Day at Howard Amon Park on Saturday, September 14, and their October 24-25 book sale.

Their next meeting is September 30 at 5:00pm in the Board Room.

Foundation

Charles Elder was elected to the Foundation at their August meeting. Theresa Barnaby will present on collection development at their September 17 at 5:00pm in the Board Room.

Statistics

Attached

Revenue / Expense / Voucher Listing

Revenue

August 1-31, 2019 revenue remains slightly under projections. Non-resident card fees generated above average revenue but miscellaneous charges were below expectations, which resulted in below average earnings for the month.

Expense

August 1-31, 2019 overall expenses reflect the completed roof repairs and florescent light replacement in the large print and adult computing areas.

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, and the balance of the Bookmark Café's security deposit was returned. The lease for the Bookmark Café ends September 19 and the lease for the Novel Café will begin September 20 meaning, as promised by the new vendors, service will be uninterrupted.

Library Events

Sept 7–African Kora Concert, 2-4:30pm
Sept 9 – Photography Lecture, 6:30pm
Sept 9 – Sign Language Classes, 6:30pm
Sept 10 – Python TriCities, 5:30pm
Sept 11 – Virtual Reality Lab, 4:30pm
Sept 12 – Quilting in the Library, 10am
Sept 12 – Absolute Beginners Ukulele, 7pm
Sept 13 – History of the Day's Pay, 6:30pm
Sept 14 – Atomic Frontier Day
Sept 17 – Ukulele Club, 6:15pm
Sept 18 – Bozung School of Yo-Yo, 6:30pm
Sept 23 – Sign Language Classes, 6:30pm
Sept 24 – Memory Café, 10am
Sept 24 – Python TriCities, 5:30pm
Sept 25 – Virtual Reality – Seniors Only, 10am
Sept 25 – Virtual Reality Lab – 2:30pm
Sept 27 – Library Closed for Staff In-Service Day



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/10/2019

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

September 2019 Library Statistics

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 9-10-19 Library Statistics

RICHLAND PUBLIC LIBRARY

August 2019 Programming Report for the September 10 Board Meeting



SUMMER READING & LISTENING PROGRAM

We had a total of **1,413 kids** signed up for summer reading programs this year, from babies through fifth grade. Of that total, **120 babies** were signed up for this first year of the baby program. Online sign ups were popular (192 total), and we suspect they will increase next year as we advertise that option more. The Library also offered Summer Reading Programs for middle schoolers, high schoolers, and adults.

The 2018 Summer Reading and Listening Program had a total of 1,403 sign ups, so we had 10 more sign ups this year.

As the Summer Reading Program draws to a close, we are continuing to give away bicycles and helmets through the Bikes for Books program. Children entered by reading books and then drawing or writing something about each book. Each book review gained one entry into the drawing.

CHILDREN'S SUMMER PROGRAMS

Some of our big programs were the **STEAMkids** and the **Building STEAM** programs. We had four of each. People have already been asking if we are going to continue these programs during the school year. (Yes, we are!)

We also had 12 evening **Therapy Dog Reading Program** sessions with multiple dogs, and a few daytime sessions with more than one dog, too. This program has been an ongoing success with at least a few new dog cards added every year. Children's Services Librarian Kelly Reed was gratified when two different girls fanned out their cards on their lanyard. They were each getting their fifth dog card this year!

We also had **art programs, finger knitting, kids' coding classes, chess lessons, storytelling, and music**. Additionally, we continued our regular **baby, toddler, and preschool story times** each week. The heart of our program is reading, but this is also a chance to showcase the many things we do at the library!

We currently have Mini Art and Monkey Dooz paintings on display in the lobby.



AUGUST STATISTICS

- Patron visits: 22,199
- Busiest day: August 28, with 1,062 visits
- Kanopy circulation: 278
- Overdrive circulation: 9,831
- Hoopla circulation: 2,024



UPDATE ON TWEEN & TEEN PROGRAMS

Last year, older teens wouldn't enter the room if there were many tweens attending an event, so this year, we split the groups to have separate middle school and high school signups for the Summer Reading Program. Separating the groups helped us to realize what ages aren't signing up any more, what middle schoolers and high schoolers want to see in their programming, and what they want to see for their prizes. The older teens are apparently only interested in coffee and mini cameras! Who knew?

We had many programs for these age groups over the summer, including **bleach tees**, a **Super Smash Bros Tournament** (which was popular with

both age groups), **bath bombs** (popular with the tweens), **black light painting**, **galaxy slime and soap** (also loved by both age groups), **cookie decorating**, and a guest to teach them how to draw anime in a **Manga Madness** program. Teen Services Librarian Cassandra Lull says that most programs were held twice during the week, with one session for each age group.

Future programs in the works include a **K-Pop Club** (by request) and a **TAG-sponsored activity**. The K-Pop Club may start out as a one-shot program because of room availability for the rest of the year. The TAG-sponsored activity will likely be a Halloween event or a life

"My two favourite things in life are libraries and bicycles. They both move people forward without wasting anything. The perfect day: riding a bike to the library." ~ Peter Golkin



Wheelhouse Community Bike Shop held a drop-in workshop on Biking Back to School.

UPDATE ON ADULT PROGRAMS

The Richland Public Library Adult Summer Reading Program had another successful year. Total signups reached 286, just 13 fewer than 2018, and online registration, which is only in its second year, was used by twice as many people in 2019. Online book reviews poured in for a total of 330.

We held nine different events for adults this summer. Those with the best attendance included **The Art of Travel Planning**, **A Universe of Board Games**, **Starry Starry Date Night** (a couples painting class where everyone did their own version of Starry, Starry Night), and the **Organize Your Space** workshop led by a local professional organizer. Later this week, we will hold prize raffles for those who submitted book reviews, and we will also hold a special grand prize raffle for those who completed the reading and activity challenge sheet.

All prizes except for the grand prize were donated by our wonderful community. Book review raffle prizes were donated by Ariel Gourmet and Gifts, REACH Museum, The Academy of Children's Theatre, Uptown Antiques, Allied Arts, Five Guys, Wheelhouse Community Bike Shop, Frost Me Sweet, Papa John's Pizza, and Porter's Real BBQ. For the Grand Prize, we used Friends of the Richland Public Library funds to purchase a one-year family membership to the Battelle Planetarium.

The success of this summer is best summed up by a comment we received from one of our patrons. The patron said he had not planned to do summer reading, but when he saw how much fun his sons were having, he decided to set a good example and sign up. That father thanked us and said he absolutely loved our Adult Summer Reading Program!



Entomologist Olga Ines Cepeda taught a three-class Being a Bee series in the STEAMspace.

SUMMER STEAMSPACE PROGRAMS

Artificial Intelligence Fighters: The Hanford High Computer Science Club taught a four-part series on coding artificial intelligence.

Being a Bee: Entomologist Olga Ines Cepeda taught a three-class series on bee anatomy, the honey making process, and bee habitats. Students viewed a collection of tropical bees and nests using magnifying glasses and a stereoscope; they also dissected flowers and beans to understand pollination.

Biking Back to School: Wheelhouse Community Bike Shop offered a back-to-school drop-in workshop on bike maintenance and route safety. They have expressed a desire to schedule quarterly workshops in the STEAMspace.

Ozobots: We combined arts and crafts with coding and science in space-themed Ozobots classes, and made an appearance at multiple STEAMkids events this summer.

Singing Strings Ukulele Club: The ukulele club has hit its one-year anniversary at the library. It's our most popular and most consistently attended class. There have never been fewer than 15 people at a session.

Three Rivers Dulcimer Society: This community group began holding beginner lessons and jams in the STEAMspace earlier this year. Quite a few beginners have joined the group for lessons this summer.

Virtual Reality: Our Virtual Reality sessions remain popular. We've purchased two additional devices, Oculus Go and Oculus Quest, that can be controlled with a tablet. They are more portable than the higher-resolution Oculus Rift, which required a high-speed gaming computer. These will supplement the current VR programs and can also be used for Outreach.

UPCOMING ADULT PROGRAMS

Men's Health Month

Community Services Coordinator Lisa Adams is working with Mid-Columbia Libraries and the Tri-Cities Cancer Center to host **Men's Health Month** activities at the library in November.

Adult Programming

Adult Services Librarian Gavin Lightfoot has several fall programs outlined for the library. These include **board games**, **Crafternoons**, a program on **folk remedies**, **tea blending** sessions, and **makeup** classes.

UPCOMING TWEEN AND TEEN PROGRAMS

The **Bozung School of Yo-Yo** will start on September 4 in the STEAMspace. The sessions will be held on the first and third Wednesdays of each month. This program is geared for age 8 and up.

Girls Who Code sessions will resume in September. They will be held on the second and fourth Thursdays of each month in the STEAMspace.

Make It Mondays will resume in November and December.

UPCOMING OUTREACH

Virtual Reality

STEAMspace Coordinator Johanna Talbott has been asked to speak about Virtual Reality at the **Washington State Association of Activity Professionals State Conference** in September. This is the professional association for those who provide recreational activities for assisted living and nursing homes. She will speak about her **Virtual Reality for Seniors** program.

Mango Languages

Adult Services Librarian Gavin Lightfoot is planning additional community outreach this fall to promote **Mango Languages**.



Tweens and teens created black light paintings in one of our Summer Reading Program workshops.



In another STEAMspace workshop, tweens and teens created painted towels.



Here are some photos from Building STEAM, Building with Unconventional Methods, the Mini Art Program, the Moon Landing Party, and Starry, Starry Date Night.



“The library was the place I went to find out what there was to know. It was absolutely essential.” ~ Zadie Smith

MANGA MADNESS

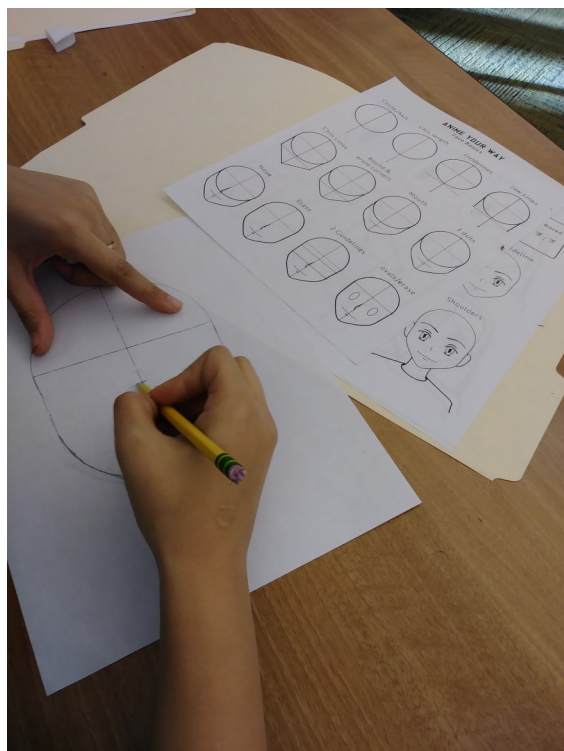
Carlos Nieto III taught a series of Manga Madness sessions for teens this summer.

In the Manga Madness sessions, teens learned about character design, story development, page layout, panel composition, and online publishing.

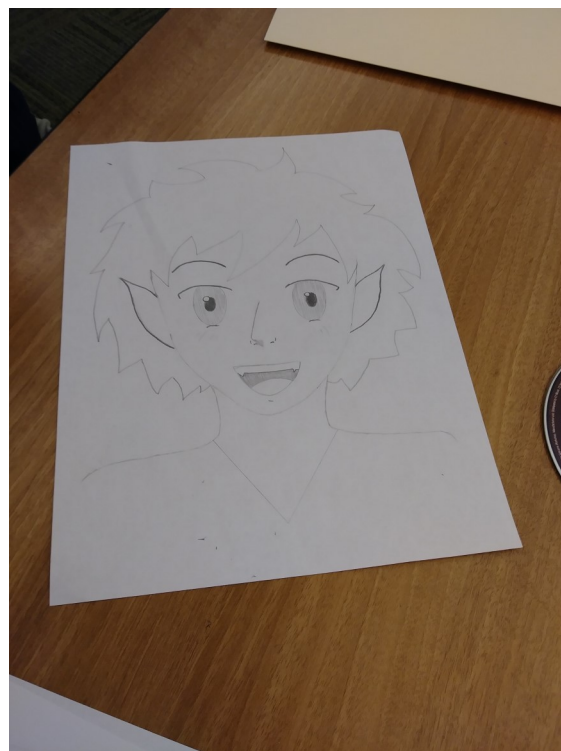
Nieto is a well-known illustrator who has worked as a layout artist on the Emmy-winning show “The Simpsons” and on “King of the Hill.” He has also worked as a visual consultant for Disney and Universal.



Manga Madness sessions were held in the library's STEAMspace.

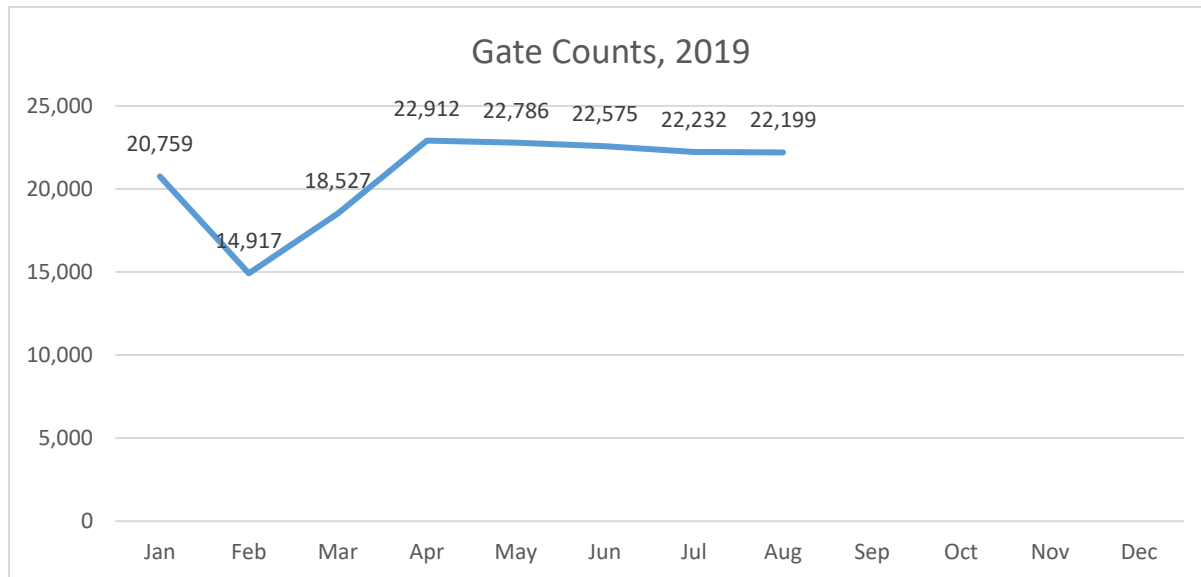


Step by step, tweens and teens created their own manga illustrations in the workshop.



Here is one of the manga illustrations in progress.

Gate Counts

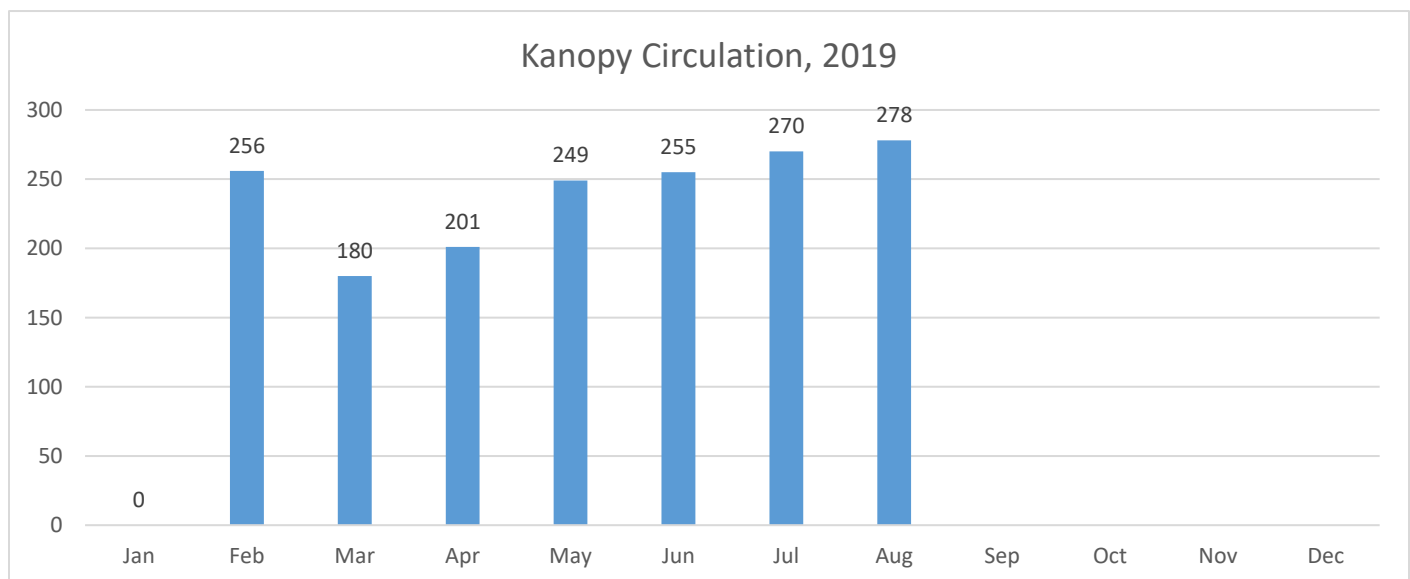


August 2019:
22,199

July 2019:
22,232

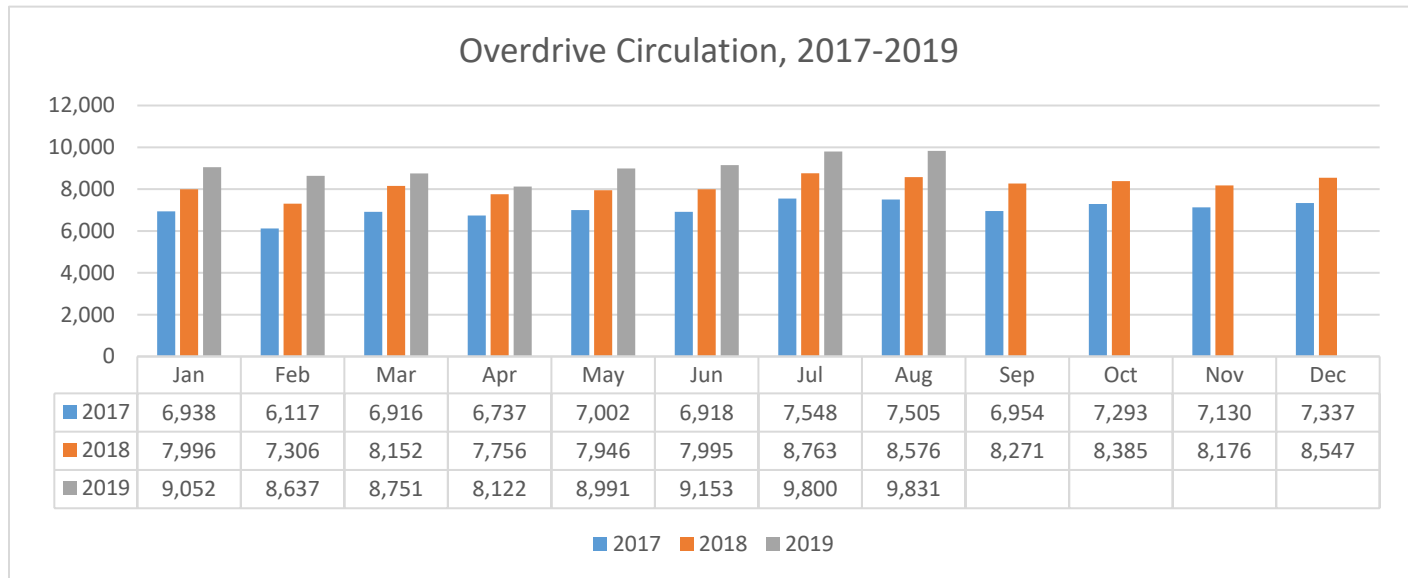
Patron visits in August decreased 0.15% over July 2019, but reflect an upward trend from May through August.

Digital Services

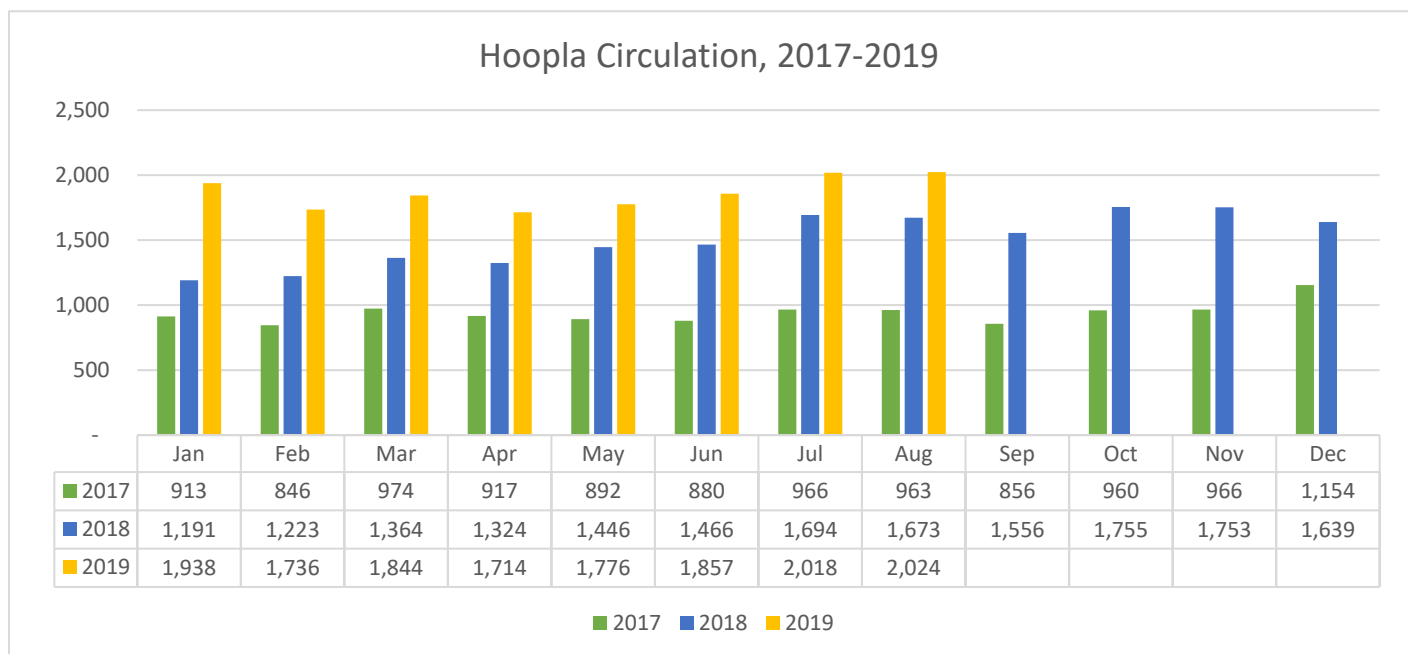


278 films were viewed on Kanopy in August, which represents a 3% increase from July's 270. This demonstrates a continued interest in foreign and classic films even as patrons enjoyed overwhelmingly pleasant weather and were engaged in summer activities as well as reading audio and E-books. The five most played films were *Prospect*, *My Old Lady*, *Colette*, *Seven Samurai*, and *Lady Chatterley*.

Digital Services (Continued)



Overdrive usage in August was 9,831 items, which was an improvement over July's equally impressive 9,800 items. Adult fiction audiobook and e-book circulation were 4,194 and 3,979, respectively. Meanwhile, adult nonfiction audiobook and e-book circulation were 773 and 650 items. Patrons continued to enjoy the portability of reading books on mobile devices, and the summer reflected heavy use of this resource.



There were 2,024 total Hoopla circulations in August 2019 borrowed by 610 patrons. The average number was 3.30 circulations per patron, with 168 people using all 6 of their allowed circulations. Hoopla usage continues to increase, with 6 more borrows in August 2019 than in July 2019, and 351 more than in July 2018. Audiobooks were the most borrowed Hoopla format this month, accounting for 46% of all checkouts. There were 1,676 unique titles borrowed in August. 51% of all Hoopla circs were Adult Fiction.

Morningstar

Morningstar's statistics for July are now available, and they reveal that 176 patrons used the database over the course of the month. This use starkly contrasts with the 469 patrons using the database in January and the 937 using it in February. As patron use was depressed from April through July, one might expect an increase in use as the cooler months arrive.

Patron use of Morningstar from January through July totaled 2,895. There were eleven turnaways through July, indicating that too many users attempted to login simultaneously.

Social Media Comments – August 2019

Responding to a post about things you can do at RPL besides checking out books:

"Take a cool photography class!"

"Don't forget reserve a conference room! The library is my co-working space!"

"Read to a dog!"

"Buy a bubble tea!"

"Play chess. Pet a dog. Run into friends and neighbors. Drink a coffee."

Responding to a post about Hoopla, Kanopy, Libby (by Overdrive), and RB Digital:

"Love Kanopy and Libby!"



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/10/2019

Agenda Category: Approval of Bills

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

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

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 9-10-19 Claims for Payment



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

September 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 \$500,740.45 this 10th day of September 2019.

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

Voucher Listings	Amount
August 1, 2019 through August 31, 2019	\$411,469.90
Transfer Advice (Salaries)	
Salaries for the weeks of: 8/8/19 & 8/22/19	\$89,270.55
MONTHLY EXPENSES	\$500,740.45

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: 8/1/2019 To: 8/31/2019

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001		GENERAL FUND			
Division:	303	LIBRARY			
BANK OF AMERICA		TXN00046104	271257	ENVISION WARE - Purchase	\$787.35
		TXN00046106		INGRAM BOOKS	\$1,133.08
		TXN00046123		DEMCO BOOKMARKS	\$409.25
		TXN00046127		PACIFIC N L ASSOC. - Purchase	\$250.00
		TXN00046139		MIDWEST DVD	\$824.62
		TXN00046148		BLACKSTONE AUDIO	\$180.00
		TXN00046153		INGRAM BOOKS	\$218.66
		TXN00046179		STAPLES - Credit	(\$10.73)
		TXN00046191		STAPLES - Purchase	\$150.94
		TXN00046201		INGRAM BOOKS	\$884.04
		TXN00046204		INGRAM BOOKS	\$312.11
		TXN00046208		INGRAM BOOKS	\$791.03
		TXN00046209		INGRAM BOOKS	\$744.31
		TXN00046225		PROQUEST DATABASE	\$1,003.75
		TXN00046228		INGRAM BOOKS	(\$19.55)
		TXN00046234		PACIFIC N L ASSOC. - Purchase	\$250.00
		TXN00046250		AMAZON DVD	\$32.57
		TXN00046255		INGRAM BOOKS	\$162.51
		TXN00046265		STAPLES - Purchase	\$518.63
		TXN00046271		RECORDED BOOKS	\$542.16
		TXN00046282		AMAZON DVD	\$24.94
		TXN00046293		MIDWEST DVD	\$204.11
		TXN00046297		INGRAM BOOKS	\$1,198.29
		TXN00046302		MIDWEST DVD	\$158.92
		TXN00046303		AMAZON BOOK	\$21.17
		TXN00046354		OVERDRIVE DIGITAL	\$474.40
		TXN00046373		OVERDRIVE DIGITAL	\$809.88
		TXN00046388		INGRAM BOOKS	\$225.04
		TXN00046414		SMK SURVEYMONKEY.COM - Purchas	\$40.19
		TXN00046425		STAPLES - Purchase	\$237.55
		TXN00046429		INGRAM BOOKS	\$59.88
		TXN00046443		INGRAM BOOKS	\$989.53
		TXN00046468		INGRAM BOOKS	(\$18.94)
		TXN00046470		INGRAM BOOKS	\$629.71
		TXN00046472		MIDWEST DVD	\$857.15
		TXN00046485		INGRAM BOOKS	\$174.86
		TXN00046487		INGRAM BOOKS	\$222.18
		TXN00046538		STAPLES - Credit	(\$44.00)



City Of Richland

VL-1 Voucher Listing

From: 8/1/2019 To: 8/31/2019

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00046553	271257	STAPLES - Credit	(\$136.83)
		TXN00046559		INGRAM BOOKS	\$1,005.63
		TXN00046598		INGRAM BOOKS	\$767.78
		TXN00046602		AMZN Mktp US MH4JB4Y20 - Purch	\$10.31
		TXN00046611		INGRAM BOOKS	\$459.83
		TXN00046612		OVERDRIVE DIGITAL	\$230.00
		TXN00046623		OFFICE DEPOT #2766 - Purchase	\$20.62
		TXN00046628		OVERDRIVE DIGITAL	\$1,045.27
		TXN00046629		TMOBILE POSTPAID TEL - Purchas	\$119.00
CAMPBELL-HIME, LESLIE DAUBLE, DENNIS FRONTIER KING COUNTY DIRECTORS ASN PURCHASING DEPT DBA MIDWEST TAPE OCLC INC PITNEY BOWES PURCHASE POWER	S018446 P060418	TXN00046636		BLACKSTONE AUDIO	\$314.98
		19-351 CAMPBELL-H	271858	19-351 WSLD SUMR RET	\$210.36
		063019 FLY ROD	270965	DENNIS DAUBLE FLY ROD	\$10.00
		08/19 5099433152	271495	TELEPHONE CHARGES 8/4/19-9/3/1	\$392.20
		300410050	271509	LIBRARY ROOF REPAIR	\$383,927.03
		97730344	271378	JULY 2019 DIGITAL DATABASES	\$4,303.50
		0000677881	271790	CATALOGING, METADATA ILL	\$1,140.91
		06/19 14823173	271209	POSTAGE 06/01/19-06/30/19	\$759.45
		07/19 14823173		POSTAGE 07/01/19-07/31/19	\$755.04
XEROX CORPORATION		097497681	271069	LX5-692917 BASE/PRINTS-JUN	\$73.49
		097720071	271837	7HB-469027 BASE/PRINTS- AUGUST	\$10.86
		097720153		3UA-295134 BASE/PRINTS-JULY	\$101.89
		097720154		3UA-296344 BASE/PRINTS-JULY	\$366.91
		161137541	271069	LX5-692939 CPC CARRY CHARGE	\$19.84
		161556579	271837	LX5-692946 CPC CARRY CHARGE	\$16.99
XO COMMUNICATIONS SERVICES LLC		0326755129	271838	TELEPHONE CHARGES 8/01-8/31/19	\$115.25
LIBRARY TOTAL ****					\$411,469.90
GENERAL FUND Total ***					\$411,469.90



City Of Richland
VL-1 Voucher Listing

From: 8/1/2019 To: 8/31/2019

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

\$411,469.90

	Number of Invoices	Amount
Vouchers In Richland	1	\$10.00
Vouchers In Tri Cities	0	
Vouchers In WA	1	
Vouchers Outside WA	61	\$27,532.87
Vouchers Final Total.....	63	

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	\$24,220.59	5.89%
4	OTHER SERVICES & CHARGES	\$3,322.28	0.81%
	MACHINERY & EQUIPMENT	\$383,927.03	93.31%
	Total	\$411,469.90	

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	508,612.80	0.00	295,024.20	63.3%	453,842.51
1102		SALARIES-PART TIME	213,863	213,863	17,060.74	143,050.95	0.00	70,812.05	66.9%	95,454.24
1104		SALARIES-INTERMITTENT/TEMP	28,512	28,512	6,866.33	33,519.19	0.00	5,007.19	117.6%	29,152.46
1201		SALARIES & WAGES-OVERTIME	750	750	0.00	0.00	0.00	750.00	0.0%	1,178.72
1302		VACATION/PTO CASHOUT	33,794	33,794	5,506.68	13,042.48	0.00	20,751.52	38.6%	10,270.20
			1,080,556	1,080,556	89,270.55	698,225.42	0.00	382,330.58		589,898.13
Type:	2	BENEFITS								
2101		SOCIAL SECURITY-FICA	103,441	103,441	6,678.66	51,807.38	0.00	51,633.62	50.1%	43,542.76
2103		PENSION CONTRIBUTIONS-PERS	115,461	115,461	9,695.55	81,969.65	0.00	33,491.35	71.0%	68,417.82
2105		INDUSTRIAL INS & MED AID	12,776	12,776	782.29	6,178.81	0.00	6,597.19	48.4%	11,918.89
2106		UNEMPLOYMENT	1,910	1,910	178.57	1,396.51	0.00	513.49	73.1%	1,179.65
2107		LIFE & DISABILITY INSURANCE	6,780	6,780	511.17	4,089.36	0.00	2,690.64	60.3%	4,048.02
2108		DENTAL INSURANCE	24,105	24,105	1,874.74	14,997.92	0.00	9,107.08	62.2%	14,864.01
2109		HEALTH INSURANCE	242,523	242,523	18,982.46	151,218.38	0.00	91,304.62	62.4%	147,796.04
2110		VISION INSURANCE	3,765	3,765	292.74	2,341.92	0.00	1,423.08	62.2%	2,320.88
2112		DEFERRED COMPENSATION	42,397	42,397	3,374.48	28,720.47	0.00	13,676.53	67.7%	25,109.96
2118		POST EMPLOYEE HEALTH BENE	50,000	50,000	4,166.65	33,333.20	0.00	16,666.80	66.7%	33,333.20
2126		WA PAID FAMILY MEDICAL LEAV	0	0	196.35	1,034.50	0.00	1,034.50	0.0%	0.00
			603,158	603,158	46,733.66	377,088.10	0.00	226,069.90		352,531.23
Type:	3	SUPPLIES								
3102		OPERATING SUPPLIES & MATERI	22,850	22,850	1,195.93	14,585.69	0.00	8,264.31	63.8%	12,223.22
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	16,717.36	194,669.54	0.00	39,670.46	83.1%	156,084.32
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	6,350.76	84,929.62	0.00	41,797.38	67.0%	59,465.55
3993		SUPPLIES - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			396,325	396,325	24,264.05	296,670.13	0.00	99,654.87		228,506.08
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	0.00	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%	50.00
4135		SHARED VALUES PROGRAM	488	488	0.00	88.98	0.00	399.02	18.2%	0.00
4201		TELEPHONE & COMM SVCS	7,235	7,235	507.45	4,883.53	0.00	2,351.47	67.5%	4,875.26
4202		POSTAGE	6,316	6,316	1,514.49	3,630.96	0.00	2,685.04	57.5%	1,364.48
4207		MERCHANT SVC FEES	0	0	120.52	268.37	0.00	268.37-	0.0%	0.00
4301		TRAVEL EXPENSES	11,192	11,192	210.36	8,239.39	0.00	2,952.61	73.6%	10,800.43
4504		COPIER/FAX LEASE RENTAL MAI	5,650	5,650	553.15	3,978.23	0.00	1,671.77	70.4%	7,933.08
4505		RENTALS-OTHER	5,410	5,410	36.83	2,672.95	0.00	2,737.05	49.4%	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	0.00	24,090.16	0.00	39,351.84	38.0%	28,209.48
4802		REPAIRS AND MAINT-EQUIPMEN	5,790	5,790	0.00	5,672.11	0.00	117.89	98.0%	1,928.38
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	500.00	2,561.00	0.00	733.00	77.7%	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	3,442.80	80,225.50	0.00	52,802.50		75,642.20
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	80.78	463.23	0.00	556.77	45.4%	332.39
			1,220	1,220	80.78	463.23	0.00	756.77		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	383,927.03	383,927.03	63,246.66	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	383,927.03	393,145.82	63,246.66	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	547,718.87	1,845,818.20	63,246.66	755,222.14	71.7%	1,246,910.03

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

Grand Totals	2,664,287	2,664,287	 	547,718.87	1,845,818.20	 	63,246.66	755,222.14	71.7%	1,246,910.03
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CITY OF RICHLAND
LIBRARY EXPENDITURE

August 2019

Month/Year

PAY PERIODS From July 22, 2019 through August 18,2019

GROSS SALARIES \$ 89,270.55

		Gross Wages	Total
WEEK OF:	08/08/19	44,824.66	44,824.66
WEEK OF:	08/22/19	44,445.89	44,445.89
WEEK OF:			-
TOTAL		89,270.55	89,270.55

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	724.85	6,052.35	5,947.65	50.44%	5,327.50
347220	LIBRARY: MISC CHARGES	1,000	1,000	32.00	368.50	631.50	36.85%	336.50
347270	LIBRARY: NON-RESIDENT FEES	5,500	5,500	520.00	4,206.50	1,293.50	76.48%	3,686.50
Total	CHARGES FOR GOODS & SVCS	18,500	18,500	1,276.85	10,627.35	7,872.65	57.45%	9,350.50
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	2,220.12	24,484.16	19,765.84	55.33%	22,264.04
Total	FINES & FORFEITS	44,250	44,250	2,220.12	24,514.16	19,735.84	55.40%	22,294.04
MISCELLANEOUS REVENUES								
362509	LIBRARY: BUILDING RENTAL	2,400	2,400	200.00	1,600.00	800.00	66.67%	1,400.00
Total	MISCELLANEOUS REVENUES	2,400	2,400	200.00	1,600.00	800.00	66.67%	1,400.00
TOTAL		65,150	65,150	3,696.97	36,741.51	28,408.49	56.40%	33,044.54

City of Richland Revenue Report for August 2019



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/10/2019

Agenda Category: Unfinished Business

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

Draft of Richland Public Library Guidelines

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/10/2019

Agenda Category: New Business

Prepared By: Joe Schiessl, Parks & Public Facilities Director

Subject:
Library Budget

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:



CORE FOCUS:

INCREASE ECONOMIC VITALITY

Core Strategy

The City of Richland is economically competitive, resilient, and attractive to private and public enterprises. These factors enhance the City's economic vitality and ability to withstand the ups and downs of an economic cycle. To remain vital, Richland targets areas of economic growth, diversification of its capital, and works to attract and retain talent. Richland identifies opportunities to collaborate with regional organizations, neighboring cities, ports, other private entities and the private sector to enhance the strength of our community.

Objective: Improve the economic health of the community through a targeted investment in Richland's Waterfront District.

Actions

- ◆ Encourage greater residential densities in and around the Waterfront District
- ◆ Increase office and commercial demand within the core of downtown Richland
- ◆ Improve streets to enhance walkability in the core downtown area
- ◆ Increase tourism opportunities related to new or expanded facilities and business ventures
- ◆ Partner with the Port of Benton to develop Columbia Point South
- ◆ Evaluate the economic development opportunities for the Uptown parking lot

Objective: Encourage primary sector employment and enhance the tax base in Richland through targeted investments.

Actions

- ◆ Continue to market the Horn Rapids Industrial Park
- ◆ Implement the 1341-Acre Master Plan in north Richland
- ◆ Continue working with the Tri-Cities Research District in attracting research-related opportunities in north Richland
- ◆ Explore opportunities for economic development in the Island View neighborhood
- ◆ Implement the Columbia Park Master Plan
- ◆ Capitalize on opportunities to assist with the development of vacant properties in the area of Steptoe and Tapteal
- ◆ Enhance our industrial areas through Local Revitalization Funding programs or other state programs
- ◆ Work with Richland's port districts to target economic development throughout Richland
- ◆ Continue implementation of the Swift Corridor Plan

Outcomes

- Economic growth
- Robust, walkable downtown along waterfront

Progress Indicators

✓

✓

