



Agenda
Library Board Meeting
Tuesday, October 8, 2019
Library Board Room | 955 Northgate Drive

Board Members: Chair Lunstad, Vice Chair Maier and Board Members Booth, Buxton, 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 September 10, 2019 Library Board Meeting Minutes

Report of the Library Manager:

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

Unfinished Business:

New Business:

1. Programming Survey
- Johanna Talbott
Gavin Lightfoot

City of Richland Core Values:

1. Increase Economic Vitality

City of Richland Council Updates:

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, November 12, 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: 10/8/2019

Agenda Category: Approval of Minutes

Prepared By:

Subject:

Draft of September 10, 2019 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 9-10-19 Draft of Library Board Meeting Minutes



MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
September 10, 2019, 5:30 – 6:30 PM

CALL TO ORDER:

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

ATTENDANCE:

CHAIR LUNSTAD, VICE-CHAIR MAIER, BOARD MEMBERS BOOTH AND LIGHTNER WERE PRESENT. ALSO PRESENT WERE LIBRARY MANAGER CAMPBELL HIME, ADMINISTRATIVE ASSISTANT BARADA, AND PARKS AND PUBLIC FACILITIES DIRECTOR SCHIESSL. 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 4-0.

APPROVAL OF MINUTES:

CHAIR LUNSTAD ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE AUGUST 13, 2019 MEETING. BOARD MEMBER BOOTH MOVED AND BOARD MEMBER LIGHTNER SECONDED THE MOTION TO APPROVE THE MINUTES OF AUGUST 19, 2019 AS IS. THE MOTION CARRIED 4-0.

REPORT OF THE LIBRARY MANAGER:

Library Manager Campbell Hime shared that revenue from patron fines are down; this is due to auto renewals of materials. Overall, auto renewals have increased patron happiness.

Library Manger Campbell Hime watched a FEMA Webinar and is now working with COR staff to have the library as an emergency facility.

Board Members commented on the new format of the Statistical Report and how they feel the report needs to be shared with other organizations. Library Manager Campbell Hime stated she is sharing this report with COR admin staff each month.

PUBLIC COMMENTS:

No comments 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 SEPTEMBER 2019 IN THE AMOUNT OF \$500,740.45. THE MOTION CARRIED 4-0.

UNFINISHED BUSINESS:

1. Board Members made appropriate changes to the Richland Public Libraries Guidelines. Chair Lunstad asked for a motion to move the document on to the City Attorney. Board Member Booth moved and Board Member Lightner seconded the motion to move the document on to the City Attorney. The motion carried 4-0.

NEW BUSINESS:

1. Parks and Public Facilities Director Schiessl explained in detail the library budget and how the money left over at the end of the budget cycle goes back in the general fund. Also discussed was the 2020 budget for the library.

CITY OF RICHLAND CORE VALUES:

City of Richland Core Value: Increase Economic Vitality will be discussed at the October 8, 2019 Board Meeting.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

1. Programming Survey Results

ADJOURNMENT:

CHAIR LUNSTAD ADJOURNED THE MEETING AT 6:30 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: 10/8/2019

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

October 2019 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 10-8-19 Library Manager's Report



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

Friends of the Library

The Friends sold \$199 in merchandise at their table outside the Allied Arts building and had a wonderful time at Atomic Frontier Day on Saturday, September 14. They also handed out bookmarks and postcards announcing their October 24-26 book sale.

Their next meeting is Monday, October 28 at 5pm in the Board Room.

Foundation

The Foundation enjoyed Theresa Barnaby's presentation on collection development at their September 17 meeting.

Foundation members shared positive memories of the library. Vice-President Manke recalled "hammering a board with her name on it into a little building as part of the summer reading program."

She said, "It was the fact that we got to put our name on something and make noise in the library that made it really memorable. I'm sure my husband could trace my love of having my name on things (such as a brick at the dog park) back to this event."

Foundation members are looking forward to the November Joint Boards' Meeting.

Their next meeting is Tuesday, October 15.

Statistics

Attached

Revenue / Expense / Voucher Listing

Revenue

September 1-30, 2019 revenue was impacted by our new automatic renewal system. If there are no holds, patrons' items are renewed and this has resulted in decreased fines,

increased circulation, and happier patrons. Once again, non-resident card fees generated above average revenue.

Expense

September 1-30, 2019 overall expenses are 3% over typical monthly expenses; however, they reflect attention to collection enhancements and summer use of intermittent staff to maintain service levels as staff took well-deserved vacations.

Voucher Listing

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

Bookmark Cafe

Resolution #116-19 authorized the lease agreement with Oscar and Iliana Suarez for the Novel Café on September 17. The business will be open 40 hours per week, 6 days a week, with 3 hours of morning service on 6 days of the week. They will continue to offer bubble tea and other customer favorites, and will add noise shields to coffee grinders and blenders.

Library Events

Oct 5 – Three Rivers Dulcimer Society Jam Session, 1-4 pm
Oct 5 – Spinning Stories for Sweater Weather, 2pm
Oct 7 – Candidate Forum, 6pm
Oct 8 – Read Play Learn Story Time, 10am
Oct 8 – Securing the Electric Grid, 7pm
Oct 9 – Virtual Reality, 4:30pm
Oct 10 – Quilting in the Library, 10am-4pm
Oct 10 – Girls Who Code, 4-6pm
Oct 10 – Screen Shot Series, 6:30pm
Oct 10 – Absolute Beginners Ukulele, 7pm
Oct 11 – STEAMkids, 12pm
Oct 11 – Anime Club (teens), 3pm
Oct 12 – Tree Sweater Drawing, 2pm
Oct 14 – Sing Along Stories with Miss Jana, 10am & 11am
Oct 14 – Sign Language Classes 6:30pm
Oct 15 – By the Book Knitters, 6pm
Oct 15 – Singing Strings Ukulele Club (Kids), 6:15pm
Oct 15 – Signing Strings Ukulele Club (Teens & Adults), 7pm
Oct 16 – Bozung School of Yo-Yo, 6:30pm
Oct 19 – Three Rivers Dulcimer Society – Lessons & Jam Session, 12pm
Oct 21 – Something Extraordinary, 7pm
Oct 23 – Seniors Only Virtual Reality, 10am
Oct 23 – Virtual Reality (13+), 2:30pm
Oct 24 – Girls Who Code, 4-6pm
Oct 24 – Friends Preview Sale, 5pm
Oct 25-26 – Friends Fall Book Sale

Oct 28 – Sign Language Classes, 6:30pm
Oct 29 – Memory Café, 10am
Oct 29 – Junior Builders, 10am



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 10/8/2019

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

October 2019 Library Statistics

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 10-8-19 Library Statistics

RICHLAND PUBLIC LIBRARY

September 2019 Statistics Report
for the October 8 Board Meeting

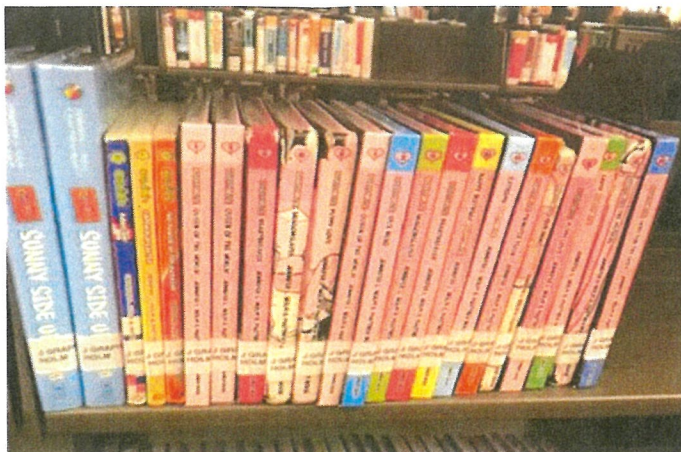


MAKING BROWSING MORE FUN!

Trends in publishing and in patron usage led us to decide to make a separate section for **Children's Graphic Novels**. Children's Librarian Kelly Reed started weeding last year to make some extra space. We began ordering additional graphic novels and relabeling some that we already owned to make the transition fairly smooth. Jeff Simon shifted the entire J Fiction section to make room at the end for two sides of graphic novels and comics. We also decided to include Children's Nonfiction comics at the end of the collection.

Library staff completed processing as they had time. As soon as Jeff was finished, we began moving the computer location and the physical location of all the books. Kelly says "It was quite a job for many hands, but after about five months with a functional Children's Graphic Novel section, I think we all realize it was the right thing to do."

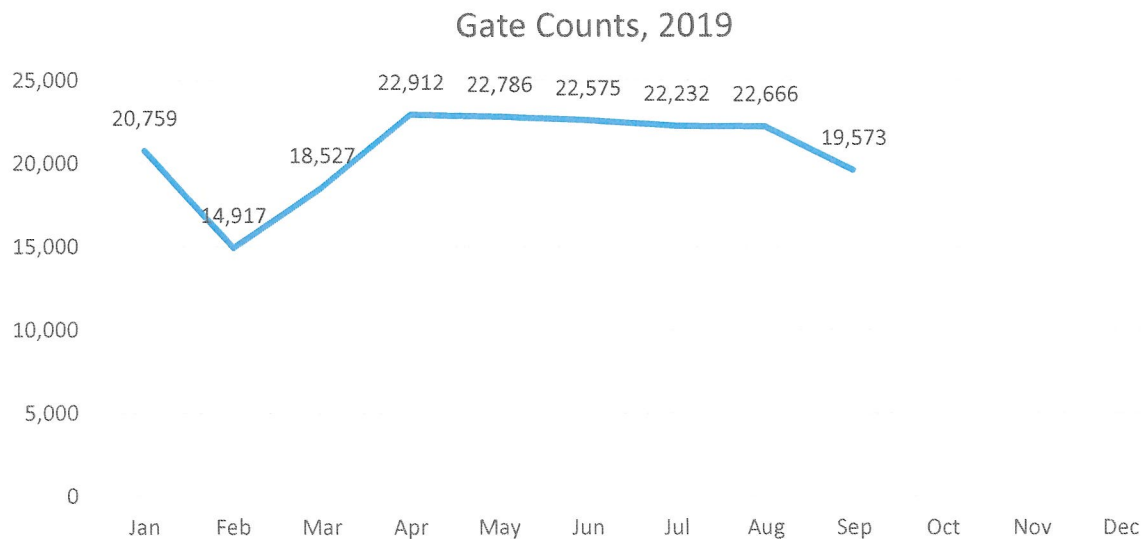
According to Theresa Barnaby, Collection Development Supervisor, the Children's Graphic Novels circulated 7,136 times from June through September. That means that each of our 430 items has been checked out on average 16.59 times in four months. (Normal would be 3 to 4 checkouts per item.) What does this mean? Children who are overwhelmed by more than 500 words on a page prefer children's Graphic Novels. Placing graphic novels in one area means these children now have shelves of books they can browse. -Kelly Reed, Children's Librarian



SEPTEMBER STATISTICS

- Patron visits: 19,573
- Busiest day: September 16, with 950 visits
- Circulation: 54,865
- Physical items checked out: 42,638
- Digital items checked out: 12,227
- Hoopla circulation: 1,892
- Kanopy circulation: 291
- Overdrive circulation: 9,274
- RB Digital circulation: 22
- Zinio circulation: 1,039

GATE COUNTS



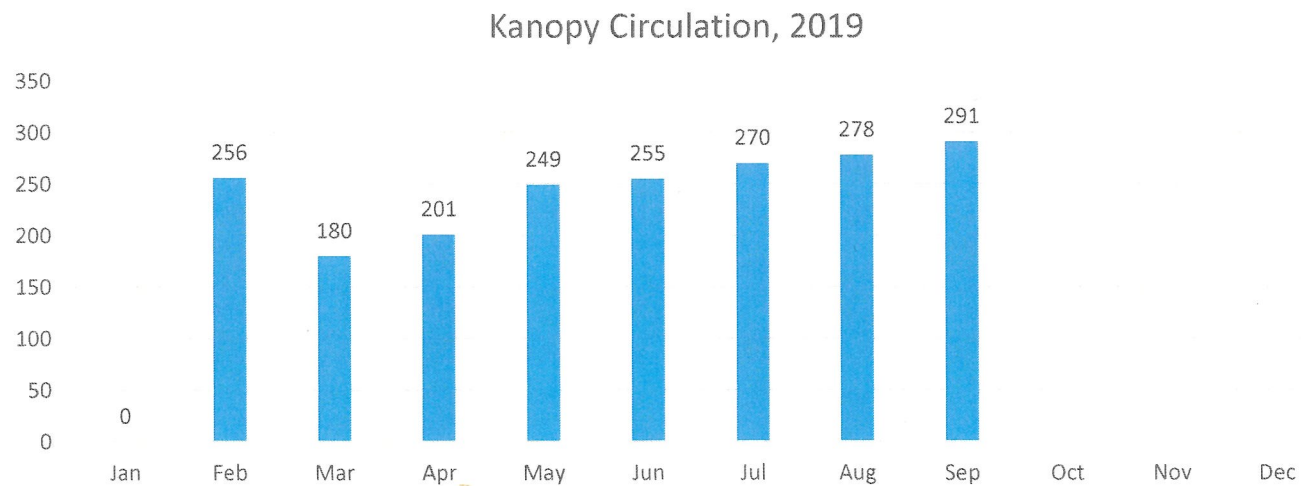
Sept. 2019:
19,573

August 2019:
22,666

July 2019:
22,232

The gate count for September was 19,573. This indicates a 14% decrease in the number of patrons visiting the library compared to the 22,666 who visited in August. The decrease likely reflects that the Summer Reading Program has concluded, children and teens have returned to school, and many post docs and young adults have returned to university.

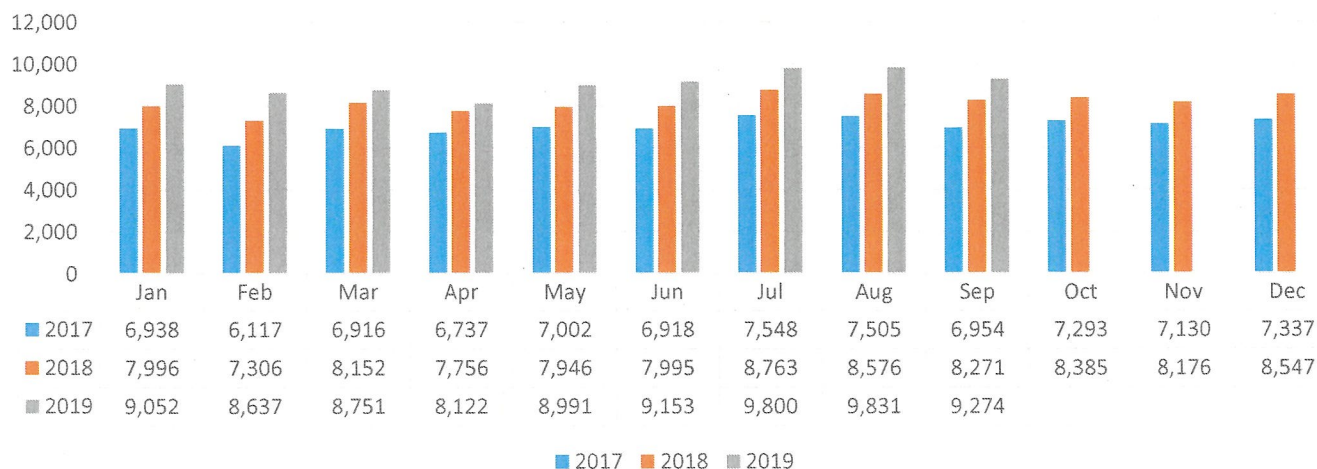
DIGITAL SERVICES



291 films were viewed on Kanopy in September, which represents a 4% increase from the 278 that were viewed in August. This is the highest usage month ever, indicating that foreign and classic films have continued to increase in popularity with our patrons. Feedback from patrons is that they are weary of Hollywood films and happy to have an alternative. Access through mobile devices continues to increase with 36% of films viewed on phones and 13% on tablets. Meanwhile 22% of films were viewed on television and 28% on desktops (Kanopy defines “desktops” as web browser access from laptops and desktops). The three most played films in September were *Stash Short Film Festival*, *Maya the Bee Movie*, and *In the Soup*.

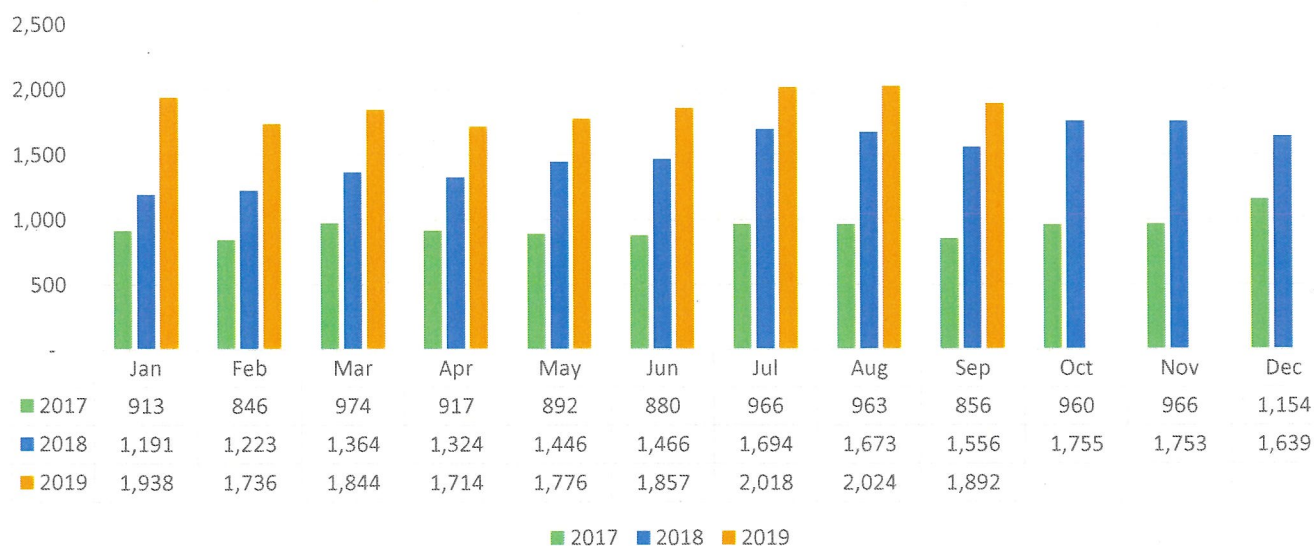
DIGITAL SERVICES (CONTINUED)

Overdrive Circulation, 2017-2019



Overdrive use in September increased 33% over September 2017, which confirms our continued investment in digital resources.

Hoopla Circulation, 2017-2019



Likewise, Hoopla use increased 121% from September 2017 to September 2019, and September circulation was the third highest since January 2017. Audiobooks remain the most popular format with almost 1,000 borrowed at a monthly cost of \$2,500. When taken together (audiobooks, comics, e-books, movies, music, and television), our September Hoopla cost for all formats was \$4,034.

NEW FOR OCTOBER

WIFI HOTSPOTS

Thanks to the Richland Public Library Foundation, we have purchased six T-Mobile **wifi hotspots** for the library.

The hotspots circulate for three weeks, are both holdable and renewable if there are no holds on them, and will only work in the United States. They do not have caps on data use.

We anticipate that the hotspots will be extremely popular, especially with patrons who don't have internet service at home or who will be traveling.

UKULELES

The popular Singing Strings Ukulele Group meets on the first and third Tuesdays of each month in the STEAMspace, with separate sessions for children and teens/adults. Beginner lessons are offered the second Thursday of each month.

In response to patron requests, we now have two **ukuleles** that can be checked out for three weeks at a time.

BANNED BOOKS WEEK

Adult Services Librarian Gavin Lightfoot created a display for **Banned Books Week**, which was September 22 through 28 this year.

In 2018, the top eleven challenged books were *George*, *A Day in the Life of Marlon Bundo*, the *Captain Underpants* series, *The Hate U Give*, *Drama*, *Thirteen Reasons Why*, *This One Summer*, the *Skippyjon Jones* series, *The Absolutely True Diary of a Part-Time Indian*, *This Day in June*, and *Two Boys Kissing*.

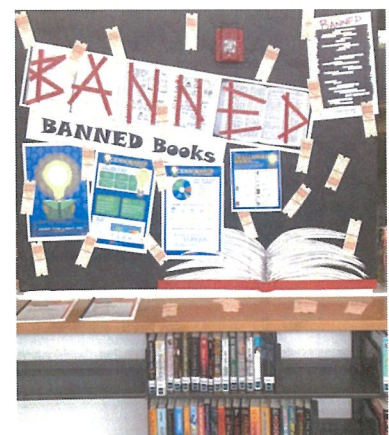
STAFF IN-SERVICE DAY

All library staff and management attended an **In-Service Day** on Friday, September 27.

The first half of the day featured a presentation by Angelina Benedetti, Library Regional Manager for the King County Library System, and Melissa Munn, Community Conduct Coordinator for the King County Library System. The presenters covered a range of topics including ways to build positive relationships with patrons, how to respond to incidents and disruptive behavior, de-escalation and conflict management, personal safety, self care, and team building.



We have six new wifi hotspots that can be checked out by patrons.



Gavin's display features information about Banned Books Week.

ATOMIC FRONTIER DAY

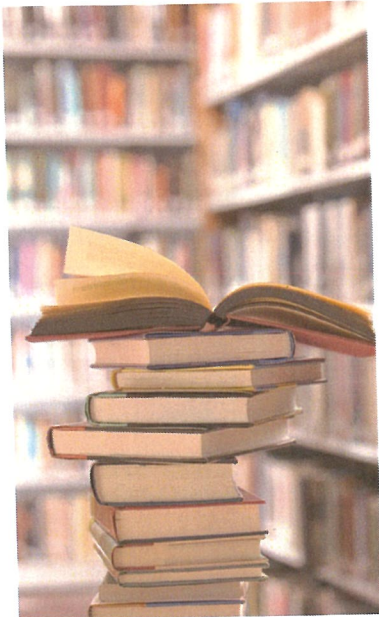
The City of Richland and other community partners hosted **Atomic Frontier Day** on September 14 in Howard Amon Park. This event was in honor of the historic Atomic Frontier Days that were held in the early years of the Hanford Site, and was held in recognition of the **75th anniversary of the Manhattan Project**. It included a parade, visiting speakers, a swing music concert, games, exhibits, and storytelling.

As part of this community celebration, the Richland Public Library hosted a presentation about the **Day's Pay**, a World War II airplane that was purchased through donations made by Hanford workers. The presentation was from 6:30 to 8:30 p.m. on September 13 in the Gallery. Attendees included several crew members and Wyatt Winieger, the son of Day's Pay pilot Arlyss Winieger.

Richland Public Library staff put together a ***Bibliography of the Manhattan Project*** that lists the library's books and DVDs on Hanford and the Manhattan Project. A printed copy is available at the library, and a PDF with links is posted on the library's website.

Community member Don Sorenson created a **Hanford History Exhibit** that was in the library's lobby display case through the end of September. It contained artifacts and memorabilia from the early days of the Hanford Site. -Lisa Adams, Parks & Rec. Coordinator-Library Division

"The library card is a passport to wonders and miracles." ~ Libba Bray



OCTOBER PROGRAMS

Upcoming programs at the library include :

- Baby, toddler, and preschool story times
- The Bozung School of Yo-Yo
- A "Frightfully Fabulous Makeup Class"
- Girls Who Code (for grades 3 through 5)
- Lego Club
- Memory Café
- A photography series with Scott Butner
- Sing Along Stories with Miss Jana
- Singing Strings Ukulele Group and Ukulele Lessons
- Quilting in the Library.

On October 21, local authors Robert L. Ferguson and C. Mark Smith will be presenting an evening of Hanford history and talking about their latest book, *Something Extraordinary*, which celebrates the 75th anniversary of the Manhattan Project.

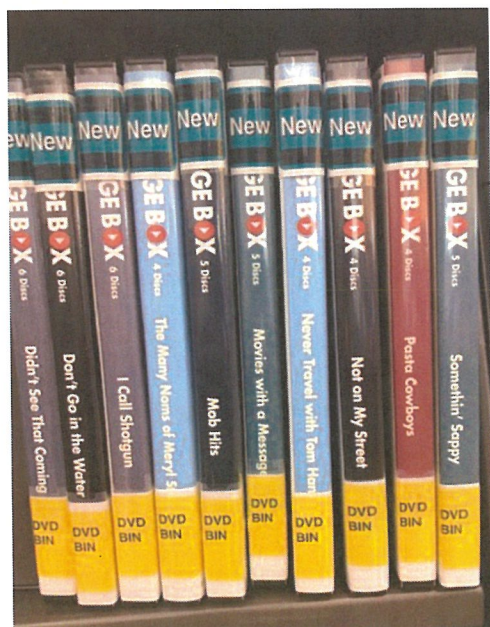
BINGE BOXES

Now that the weather is turning chilly, binge boxes are a great way to avoid the cold weather by staying home and bingeing out!

We now have thirteen **binge boxes** for patrons to check out. They are located on the top shelf of the DVD section where the new audiobooks used to be. The new audiobooks have been moved down to share space with the new DVDs.

Binge boxes are DVD containers with four to six movies that all follow a theme. For example, we have “6 Degrees of Kevin Bacon” that contains six Kevin Bacon movies. We have “Not on My Street” that includes *Poltergeist*, *House*, *Amityville Horror*, and *Paranormal Activity*. We have “Never Travel with Tom Hanks” that includes *Cast Away*, *Captain Phillips*, *Apollo 13*, and *Sully*.

The binge boxes are easy to find in our catalog because their names all begin with “Binge Box.” They all have a call number of DVD BIN. They will be treated just like regular movies, except that only two binge boxes at a time may be checked out per library card, and those two will count toward the total of ten movies that the patron may check out.



We think patrons will like the new binge boxes, which contain four to six DVDs following a theme.



Teen Services Librarian Cassandra Lull created a “meme” display featuring bestselling YA books.

SIGN LANGUAGE CLASSES

Local instructor Cliff Hanks has started a series of workshops to teach American Sign Language. The workshops are for adults only, and they are free and open to the public.

These workshops are proving to be extremely popular with patrons. Six people attended the first week, and the workshop was held in the Seminar Room. Once word got out, though, 53 people attended the second week! The workshops will now be held in the STEAMspace.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 10/8/2019

Agenda Category: Approval of Bills

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

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

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 10-8-19 Claims for Payment



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

October 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 \$129,281.08 this 8th day of October 2019.

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

Voucher Listings	Amount
September 1, 2019 through September 30, 2019	\$45,807.00
Transfer Advice (Salaries)	
Salaries for the weeks of: 9/5/19 & 9/19/19	\$83,474.08
MONTHLY EXPENSES	\$129,281.08

Comments:

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

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	722.45	6,774.80	5,225.20	56.46%	6,052.35
347220	LIBRARY: MISC CHARGES	1,000	1,000	65.00	433.50	566.50	43.35%	368.50
347270	LIBRARY: NON-RESIDENT FEES	5,500	5,500	640.00	4,846.50	653.50	88.12%	4,206.50
	Total CHARGES FOR GOODS & SVCS	18,500	18,500	1,427.45	12,054.80	6,445.20	65.16%	10,627.35
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	45.00	-45.00	0.00%	30.00
359700	LIBRARY: MISC FINES	44,250	44,250	1,589.42	26,073.58	18,176.42	58.92%	24,484.16
	Total FINES & FORFEITS	44,250	44,250	1,604.42	26,118.58	18,131.42	59.03%	24,514.16
MISCELLANEOUS REVENUES								
362509	LIBRARY: BUILDING RENTAL	2,400	2,400	200.00	1,800.00	600.00	75.00%	1,600.00
	Total MISCELLANEOUS REVENUES	2,400	2,400	200.00	1,800.00	600.00	75.00%	1,600.00
TOTAL		65,150	65,150	3,231.87	39,973.38	25,176.62	61.36%	36,741.51

City of Richland Revenue Report for September 2019

CITY OF RICHLAND

LIBRARY EXPENDITURE

Sept2019

Month/Year

PAY PERIODS **From August 19, 2019 through September 15,2019**

GROSS SALARIES \$ 83,474.08

		Gross Wages	Total
/EEK OF:	<u>09/05/19</u>	<u>46,296.05</u>	<u>46,296.05</u>
/EEK OF:	<u>09/19/19</u>	<u>37,178.03</u>	<u>37,178.03</u>
/EEK OF:	<u> </u>	<u> </u>	<u>-</u>
	TOTAL	<u>83,474.08</u>	<u>83,474.08</u>



City Of Richland

VL-1 Voucher Listing

From: 9/1/2019 To: 9/30/2019

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001		GENERAL FUND			
Division: 303		LIBRARY			
ADAMS, LISA M		19-378 ADAMS	272040	19-378 PNLA CONF	\$305.44
BANK OF AMERICA		TXN00046650	272497	OVERDRIVE DIGITAL	\$132.48
		TXN00046659		OVERDRIVE DIGITAL	\$1,397.57
		TXN00046687		INGRAM BOOKS	\$583.36
		TXN00046724		INGRAM BOOKS	\$70.92
		TXN00046746		INGRAM BOOKS	\$317.50
		TXN00046784		POLK DIRECTORY	\$358.38
		TXN00046786		INGRAM BOOKS	\$1,390.35
		TXN00046818		MIDWEST DVD	\$453.09
		TXN00046835		DEMCO INC - Purchase	\$544.15
		TXN00046856		THE CENTENNIAL HOTEL - Purchas	\$290.72
		TXN00046881		INGRAM BOOKS	\$538.33
		TXN00046893		THE CENTENNIAL HOTEL - Purchas	\$290.72
		TXN00046900		COSTCO WHSE #0486 - Purchase	\$28.20
		TXN00046901		INGRAM BOOKS	\$193.66
		TXN00046904		OVERDRIVE DIGITAL	\$80.99
		TXN00046932		INGRAM BOOKS	\$670.90
		TXN00046948		MORNINGSTAR DATABASE	\$4,300.00
		TXN00046951		BLACKSTONE AUDIOBOOK	\$494.99
		TXN00046956		STAPLES - Purchase	\$67.14
		TXN00047039		STAPLES - Purchase	\$53.39
		TXN00047051		COSTCO WHSE #0486 - Purchase	\$36.90
		TXN00047066		INGRAM BOOKS	\$98.29
		TXN00047083		OVERDRIVE DIGITAL	\$758.41
		TXN00047091		HOBBY-LOBBY #457 - Purchase	\$15.99
		TXN00047092		OVERDRIVE DIGITAL	\$32.99
		TXN00047100		FRED-MEYER #0163 - Purchase	\$4.33
		TXN00047109		INGRAM BOOKS	\$655.95
		TXN00047110		INGRAM BOOKS	\$936.02
		TXN00047124		INGRAM IPAGE DATABASE	\$350.00
		TXN00047126		INGRAM BOOKS	\$199.51
		TXN00047136		WM SUPERCENTER #3261 - Purchas	\$3.19
		TXN00047137		OVERDRIVE DIGITAL	\$51.93
		TXN00047141		MIDWEST DVD	\$121.94
		TXN00047151		MIDWEST DVD	\$844.41
		TXN00047154		DEMCO INC - Purchase	\$106.47
		TXN00047189		INGRAM BOOKS	\$72.00
BARNABY, THERESA		19-377 BARNABY	272047	19-377 PNLA CONF	\$165.25



City Of Richland
VL-1 Voucher Listing

From: 9/1/2019 To: 9/30/2019

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
CITY OF RICHLAND		08/2019 AUG	272179	CITY UTILITY BILLS AUG 2019	\$12,099.51
FRONTIER	S018486	09/19 5099433152	272614	TELEPHONE CHARGE 9/4/19 - 10/3	\$392.20
MIDWEST TAPE		97875220	272442	AUGUST 2019 DIGITAL DATABASES	\$4,272.79
OCLC INC		0000683283	272769	CATALOGING/METADATA/ILL/REFER	\$2,711.27
PITNEY BOWES PURCHASE POWER		08/19 14823173	272341	POSTAGE 06/01/19-06/30/19	\$667.13
VERIZON WIRELESS	P060702	9833032988	272159	VERIZON WCC PRIMARY WIRELESS	\$84.17
	P060703	9835018003		VERIZON WCC WIRELESS CHARGES J	\$74.81
	P060714	9837013983	272228	WIRELESS CHARGES PRIMARY WCC	\$74.99
WT COX SUBSCRIPTIONS		3068586	272811	MAGAZINE SUBSCRIPT 2020-2021	\$7,780.14
XEROX CORPORATION		097840480	272492	3UA-295169 BASE CHRGE JUL 19	\$75.40
		098019416	272812	7HB-469027 BASE - SEPTEMBER	\$10.86
		098019432	272492	3UA-295134 BASE CHRGE AUG 19	\$97.80
		098019433		3UA-296344 BASE/PRINTS AUG 19	\$430.23
		161612555		LX5692939 EQUIP CARRYING CHRGS	\$19.84
LIBRARY TOTAL ****					\$45,807.00
GENERAL FUND Total ***					\$45,807.00



City Of Richland

VL-1 Voucher Listing

From: 9/1/2019 To: 9/30/2019

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

Invoice Total: ****

\$45,807.00

Number of Invoices

Amount

Vouchers In Richland

0

Vouchers In Tri Cities

0

Vouchers In WA

0

Vouchers Outside WA

52

\$45,807.00

Vouchers Final Total.....

52

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	\$30,727.93	67.08%
4	OTHER SERVICES & CHARGES	\$15,079.07	32.92%
Total		\$45,807.00	

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
Type:	1	SALARIES								
1101		SALARIES & WAGES-REGULAR	803,637	803,637	55,112.01	563,724.81	0.00	239,912.19	70.1%	507,988.91
1102		SALARIES-PART TIME	213,863	213,863	16,756.89	159,807.84	0.00	54,055.16	74.7%	107,280.79
1104		SALARIES-INTERMITTENT/TEMP	28,512	28,512	2,871.33	36,390.52	0.00	7,878.52-	127.6%	32,777.96
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	8,733.85	21,776.33	0.00	12,017.67	64.4%	12,014.20
			1,080,556	1,080,556	83,474.08	781,699.50	0.00	298,856.50		661,240.58
Type:	2	BENEFITS								
2101		SOCIAL SECURITY-FICA	103,441	103,441	6,241.82	58,049.20	0.00	45,391.80	56.1%	48,852.63
2103		PENSION CONTRIBUTIONS-PERS	115,461	115,461	9,042.77	91,012.42	0.00	24,448.58	78.8%	76,608.60
2105		INDUSTRIAL INS & MED AID	12,776	12,776	676.75	6,855.56	0.00	5,920.44	53.7%	13,392.59
2106		UNEMPLOYMENT	1,910	1,910	166.96	1,563.47	0.00	346.53	81.9%	1,322.34
2107		LIFE & DISABILITY INSURANCE	6,780	6,780	469.83	4,559.19	0.00	2,220.81	67.2%	4,559.19
2108		DENTAL INSURANCE	24,105	24,105	1,740.83	16,738.75	0.00	7,366.25	69.4%	16,738.75
2109		HEALTH INSURANCE	242,523	242,523	17,817.86	169,036.24	0.00	73,486.76	69.7%	166,416.12
2110		VISION INSURANCE	3,765	3,765	271.83	2,613.75	0.00	1,151.25	69.4%	2,613.62
2112		DEFERRED COMPENSATION	42,397	42,397	3,209.64	31,930.11	0.00	10,466.89	75.3%	28,095.45
2118		POST EMPLOYEE HEALTH BENE	50,000	50,000	4,166.65	37,499.85	0.00	12,500.15	75.0%	37,499.85
2126		WA PAID FAMILY MEDICAL LEAV	0	0	122.72	1,157.22	0.00	1,157.22-	0.0%	0.00
			603,158	603,158	43,927.66	421,015.76	0.00	182,142.24		396,099.14
Type:	3	SUPPLIES								
3102		OPERATING SUPPLIES & MATERI	22,850	22,850	859.76	15,445.45	0.00	7,404.55	67.6%	13,079.18
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	22,884.11	217,553.65	0.00	16,786.35	92.8%	175,869.17
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%	74.92
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	6,984.06	91,913.68	0.00	34,813.32	72.5%	69,700.74
3993		SUPPLIES - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			396,325	396,325	30,727.93	327,398.06	0.00	68,926.94		259,457.00
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	626.17	5,509.70	0.00	1,725.30	76.2%	5,406.23
4202		POSTAGE	6,316	6,316	667.13	4,298.09	0.00	2,017.91	68.1%	1,364.48
4207		MERCHANT SVC FEES	0	0	0.00	268.37	0.00	268.37-	0.0%	0.00
4301		TRAVEL EXPENSES	11,192	11,192	1,052.13	9,291.52	0.00	1,900.48	83.0%	11,940.95
4504		COPIER/FAX LEASE RENTAL MAI	5,650	5,650	538.89	4,517.12	0.00	1,132.88	79.9%	7,933.08
4505		RENTALS-OTHER	5,410	5,410	95.24	2,768.19	0.00	2,641.81	51.2%	1,183.93
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	12,099.51	36,189.67	0.00	27,252.33	57.0%	34,209.41
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	0.00	2,561.00	0.00	733.00	77.7%	2,101.00
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	15,079.07	95,304.57	0.00	37,723.43		84,692.55
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	70.14	533.37	0.00	486.63	52.3%	408.54
			1,220	1,220	70.14	533.37	0.00	686.63		408.54
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	383,927.03	70,632.60	4,559.63-	101.0%	0.00
6414		MACHINERY & EQUIP > \$5,000	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6440		BOOKS - LIBRARY	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6441		PERIODICALS - LIBRARY	0	0	0.00	0.00	0.00	0.00	0.0%	0.00

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	393,145.82	70,632.60	13,778.42-		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	173,278.88	2,019,097.08	70,632.60	574,557.32	78.4%	1,401,897.81

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

Grand Totals	2,664,287	2,664,287		173,278.88	2,019,097.08		70,632.60	574,557.32	78.4%	1,401,897.81
--------------	-----------	-----------	--	------------	--------------	--	-----------	------------	-------	--------------



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 10/8/2019

Agenda Category: New Business

Prepared By: Johanna Talbott
Gavin Lightfoot

Subject:
Programming Survey

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

✓

✓

