



Agenda
Library Board Meeting
Tuesday, November 12, 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 October 8, 2019 Library Board Meeting Minutes

Report of the Library Manager:

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

Unfinished Business:

New Business:

- I. RPL Staff Member Presentation
 - Martha Einan
2. Economic Development
 - Leslie Campbell Hime, Library Manager

City of Richland Core Values:

- I. Manage our Natural Resources
 - Leslie Campbell Hime, Library Manager

City of Richland Council Updates:

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, December 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 942-7389.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/12/2019

Agenda Category: Approval of Minutes

Prepared By:

Subject:

Draft of October 8, 2019 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 10-8-19 Draft of Library Board Meeting Minutes



MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
October 8, 2019, 5:30 – 6:30 PM

CALL TO ORDER:

CHAIR LUNSTAD CALLED THE MEETING TO ORDER AT APPROXIMATELY 5:33 P.M.

ATTENDANCE:

CHAIR LUNSTAD, VICE-CHAIR MAIER, BOARD MEMBERS BOOTH, AND BUXTON WERE PRESENT. ALSO PRESENT WERE LIBRARY MANAGER CAMPBELL HIME AND ADMINISTRATIVE ASSISTANT BARADA. BOARD MEMBER LIGHTNER AND COUNCIL LIAISON LUKSON 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 SEPTEMBER 10, 2019 MEETING. BOARD MEMBER BUXTON MOVED AND BOARD MEMBER BOOTH SECONDED THE MOTION TO APPROVE THE MINUTES OF SEPTEMBER 10, 2019 AS IS. THE MOTION CARRIED 4-0.

REPORT OF THE LIBRARY MANAGER:

Library Manager Campbell Hime shared a clip that was filmed by a local news station, KEPR, about the six hotspots that are now available for checkout to patrons. The hotspots were checked out within 20 minutes. The Foundation will be funding the hotspots. Library Manager Campbell Hime has received great feedback from patrons.

The monthly library statistics will be included in the Council packets and sent to Communications and Marketing.

PUBLIC COMMENTS:

There were no members of the public present.

APPROVAL OF BILLS:

VICE-CHAIR MAIER MOVED AND BOARD MEMBER BOOTH SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR OCTOBER 2019 IN THE AMOUNT OF \$129,281.08. THE MOTION CARRIED 4- 0.

UNFINISHED BUSINESS:

There was no unfinished business to discuss.

NEW BUSINESS:

1. Johanna Talbott, STEAMspace Coordinator and Gavin Lightfoot, Adult Services Librarian, went into detail with the Board about the results of the Programming Survey they created for patrons.

CITY OF RICHLAND CORE VALUES:

Board Members discussed the third Core Value, Increase Economic Vitality.

CITY OF RICHLAND COUNCIL UPDATES:

City of Richland Council Updates was not discussed.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

1. Staff Presentation
2. Economic Development

ADJOURNMENT:

CHAIR LUNSTAD ADJOURNED THE MEETING AT 6:50 P.M.

Prepared and submitted by Kylie Barada, Support Specialist

Minutes Approved by: _____
Jana Kay Lunstad, Library Board



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/12/2019

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

November 2019 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 11-12-19 Library Manager's Report



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

Friends of the Library

The Friends sold over \$3,000 in merchandise at their October 24-26 book sale. They are also reviewing Square software for the book room to better sort the different types of payments and have a more “user friendly” menu for volunteers at the cash register. The Friends are taxed on the sales of books, but not on memberships and donations. At present, there is no way to separate the two into credit or debit card purchases.

Their next meeting is Monday, November 25 at 5pm in the Board Room.

Foundation

The Foundation met on October 15 and Manager Campbell Hime reviewed ideas of donor plaques, trees, and furniture as emerging from the expressed desire of one family to commemorate the life of a family member and RPL volunteer.

The Foundation also approved the manager's request for four additional WiFi hotspots. The Foundation funded 6 WiFi hotspots for the public and the story received coverage on KEPR-TV on Saturday, October 5. The hotspots were all checked out within 20 mins of opening on Monday. Foundation members have been asked for language to add to the WiFi cases indicating they generously funded the devices.

Foundation members are looking forward to the November Joint Boards' Meeting on Thursday, November 14 at 5:30pm in the Board Room, and will not hold a separate November monthly meeting.

Statistics

Attached

Revenue / Expense / Voucher Listing

Revenue

October 1-31, 2019 revenue continues to be negatively impacted by our new automatic renewal system. As is often the case, non-resident card fees generated above average revenue. Rental from the vendor is on track for the year.

Expense

October 1-31, 2019 overall expenses are 2% under typical monthly expenses due to salary savings and lower than anticipated interlibrary loan costs. Collection development (93%) is on a planned hiatus until late November and any financial cushion in the budget is earmarked to intermittent use during the holidays and final collection development purchases.

Voucher Listing

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

Novel Cafe

The Novel Café has quickly developed a list of regular customers. They have added modern signage and a black and white color scheme that is tasteful.

Calendar (see stats report)



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/12/2019

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

November 2019 Library Statistics

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 11-12-19 Library Statistics

RICHLAND PUBLIC LIBRARY

October 2019 Statistics Report
for the November 12 Board Meeting



FALL BOOK SALE

The Friends of the Richland Library held a huge book sale from October 24 through 25 in the Doris Roberts Gallery. Thousands of books, audiobooks, DVDs, and CDs were available for purchase. Library staff had spent months carefully weeding our book collection, and many items were also donated by the community.

The book sale raised a grand total of \$3,354 to support programs at the library. This was a huge undertaking by many volunteers, and it is very much appreciated by library staff and patrons!

HALLOWEEN PHOTOS

Richland photographer Scott Butner volunteered his time again this year to take fun photos of people in their Halloween costumes. The photo shoot was held in our lobby on October 31. Lisa Adams, Parks and Recreation Coordinator for the Library Division, says that Scott took more than 4,000 photos. He has now edited them to about 1,000 photos that will be posted on the library's Facebook page. Two of our favorites are shown below.

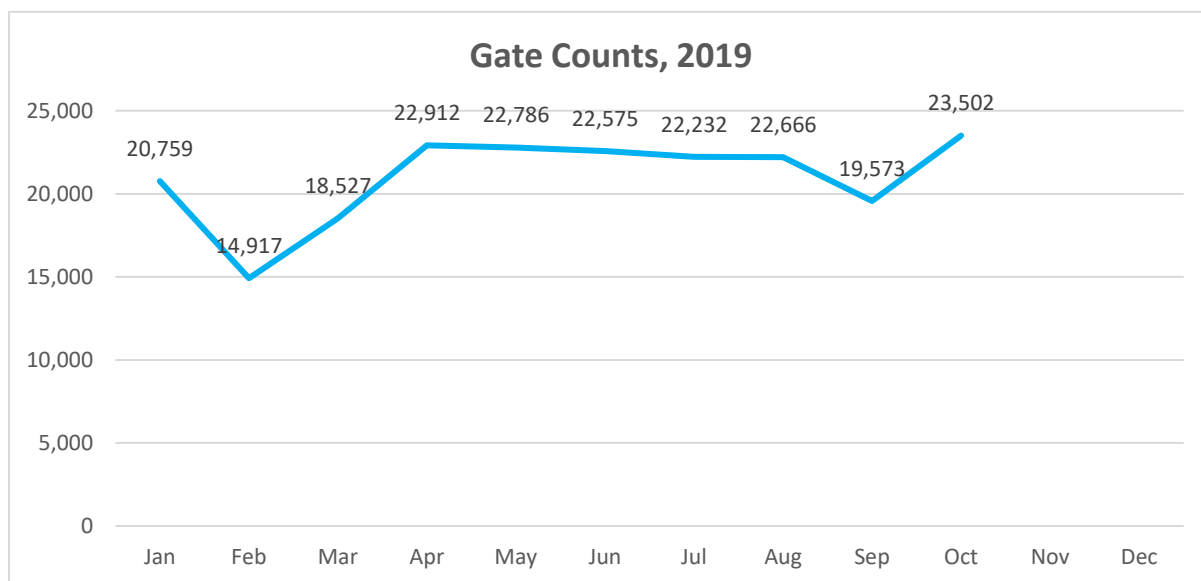
Scott also volunteers his time to teach free photography classes at the library. We just finished up a seven-month Photography Lecture Series, where people met once a month in the STEAMspace to learn a new topic. In the October class, he gave tips and tricks for landscape photography.



OCTOBER STATISTICS

- Patron visits: 23,502
- Busiest day: October 1, with 1,122 visits
- Total circulation: 55,223
- Physical items checked out: 42,667
- Digital items checked out: 12,556
- Hoopla circulation: 1,929
- Kanopy circulation: 467 plays
- Overdrive circulation: 9,056
- RBdigital circulation: 27
- Zinio circulation: 1,077

GATE COUNTS



Oct. 2019:
23,502

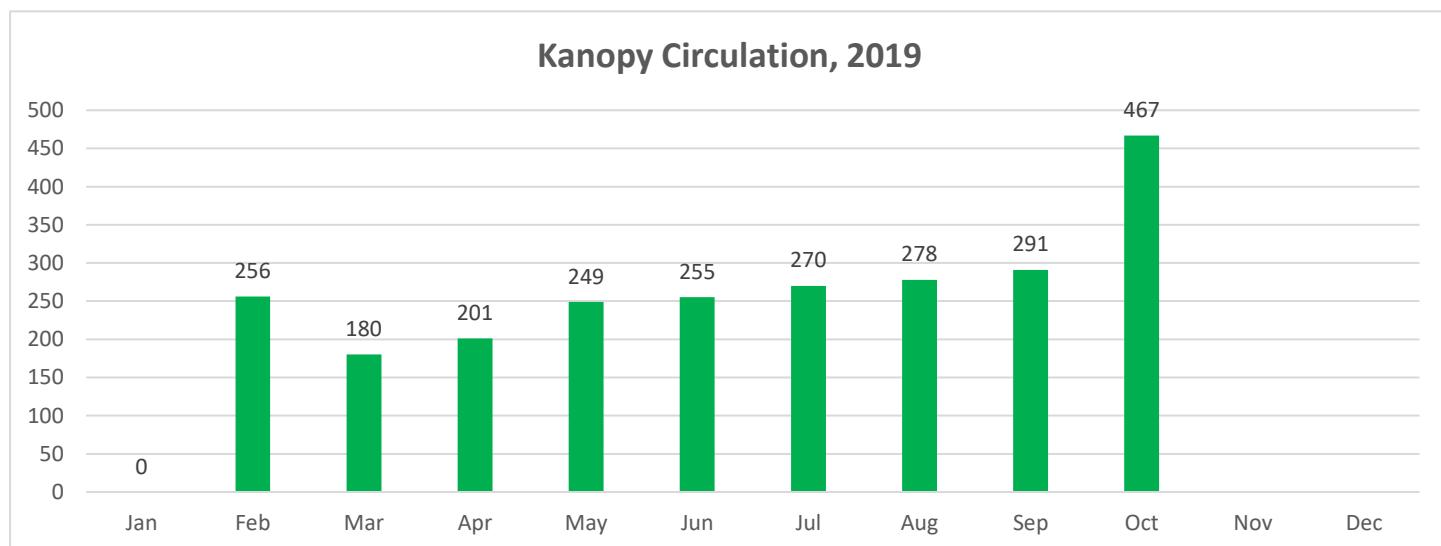
Sept. 2019:
19,573

August 2019:
22,666

July 2019:
22,232

The gate count for October was 23,502. This indicates a 20% increase in the number of patrons visiting the library compared to the 19,573 who visited in September. The increase likely represents the popularity of programs held at the library in October, especially Scott Butner's free photography session on Halloween. It also includes visitors to the library for the October book sale.

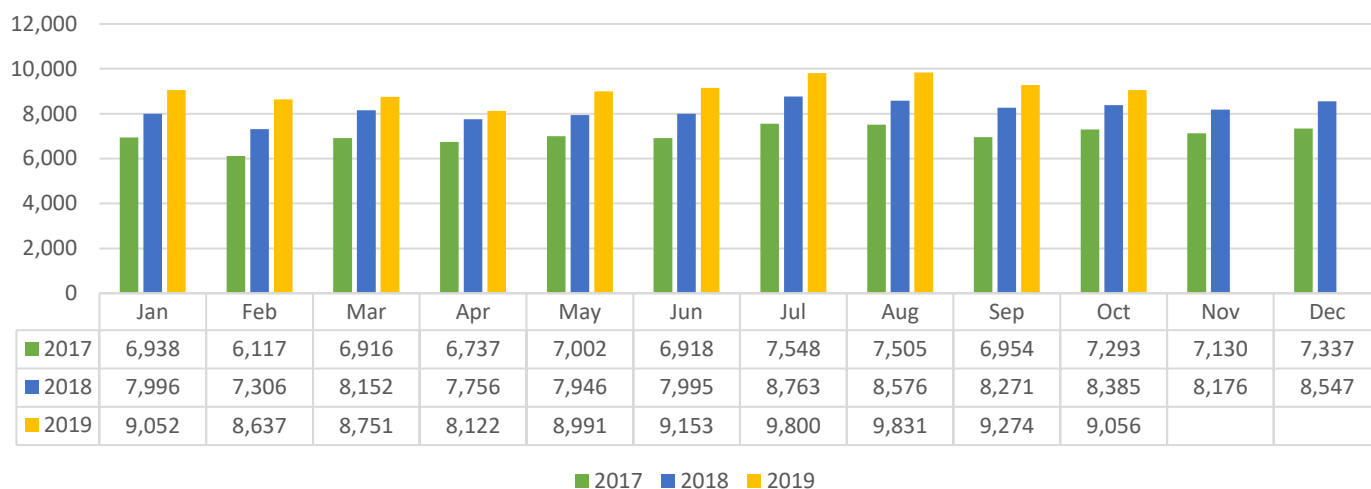
DIGITAL SERVICES



As the days grew shorter and cooler, our patrons viewed 467 films on Kanopy in October. That represents a 60% increase from the 291 that were viewed in September.

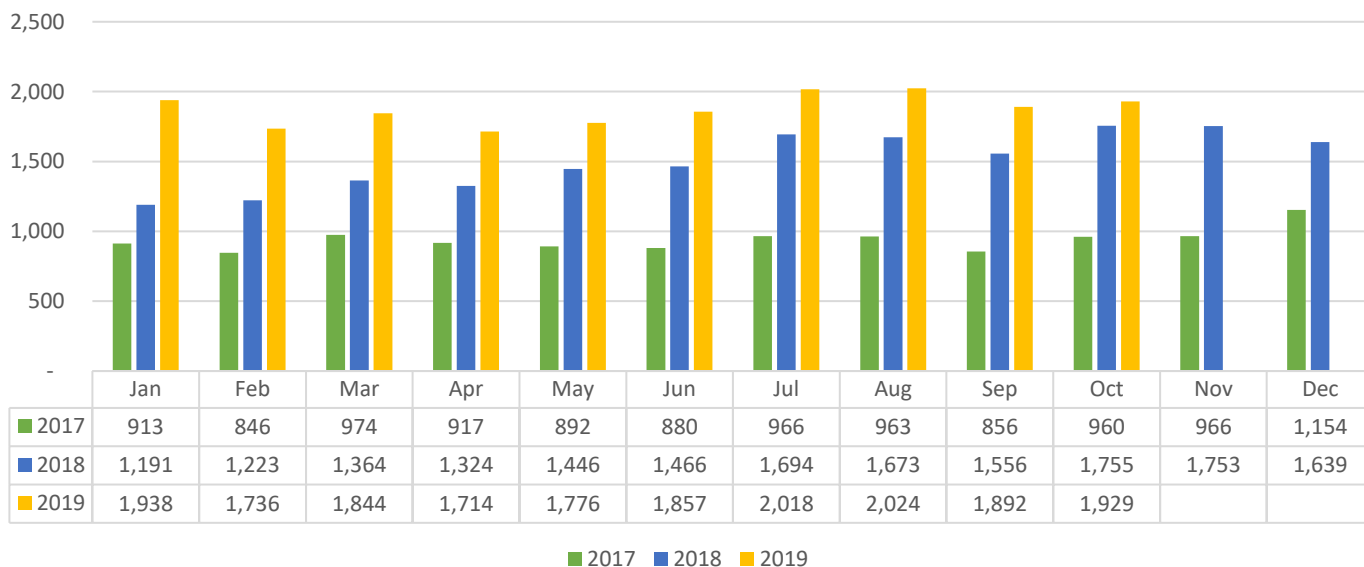
DIGITAL SERVICES (CONTINUED)

Overdrive Circulation, 2017-2019



Overdrive use in October decreased 2% from September, but it remains higher than the monthly use from January through May.

Hoopla Circulation, 2017-2019



Hoopla use increased 10% from October 2017 to October 2019. Circulation in October 2019 was the third highest since January 2017. Hoopla costs for this month totaled \$4,087 as patrons listened to over 900 audiobooks, read more than 360 e-books, and viewed more than 280 movies.

SWEATER WEATHER!

The Richland Public Library celebrated the transition to fall weather with several “Sweater Weather” activities in October.

In early October, several trees in front of the library were gently wrapped with knitted and crocheted yarn “sweaters” and tassels. Some trees have a literary theme (“Where’s Waldo?” and Harry Potter, for example) and others simply display colorful patterns. Many of the wraps and tassels were created in finger knitting classes as part of our Summer Reading Program.

The library held a “Spinning Stories for Sweater Weather” activity in the lobby on October 5. People came to see the decorated trees, and stayed to hear stories celebrating fiber arts and fall weather. Spinners and weavers also demonstrated their crafts during this event.

Children’s Services Librarian Kelly Reed also had sweater weather as the topic for a week of story times in early October.

Additionally, library staff created an inviting “Sweater Weather” display featuring autumn-themed books for patrons to check out.



From tree sweaters to this fall book display, “Sweater Weather” was a common theme at the library in October.

SOMETHING EXTRAORDINARY

On Monday, October 21, the Library hosted local authors Robert L. Ferguson and C. Mark Smith for an evening of Hanford history. The event was an author signing for their latest book, *Something Extraordinary*, which was released this month.

The book celebrates the 75th anniversary of the date in 1944 when the first production reactor at Hanford, the B Reactor, went critical and began producing the plutonium that helped the U.S. win World War II.

Refreshments were provided by the Friends of the Richland Library.

VIRTUAL REALITY SESSIONS

STEAMspace Coordinator Johanna Talbott led several popular Virtual Reality sessions in the library during the month of October. They featured Oculus Rift, Quest, and Go!

Sessions for patrons age 13 and older were held on October 9 and 23, and a Seniors Only session was held for patrons age 50 and older on October 23.

“A library is infinity under a roof.” ~ Gail Carson Levine

A VISIT FROM MS. WASHINGTON WORLD!

Ms. Washington World Tressia Nowlin visited the library during story time on Friday, October 25. The theme of the story time was “Let’s Pretend!”

Children’s Services Librarian Kelly Reed writes, “Story Time with Ms. Washington World (otherwise known as ‘a real live princess!’) was so much fun. It was so exciting for the girls who got to wear her crown! And Teeba was the perfect addition to the festivities!”



Ms. Washington World Tressia Nowlin shared her crown with the kids and captivated Teeba, one of our therapy reading dogs, during her visit to the library in October.



NEW FOR NOVEMBER

MAKE-IT MONDAYS

Make-It Mondays will be held each week from November 25 through December 16. We will have assorted holiday-themed crafts in the STEAMspace. There will be simple crafts for kids, and more advanced craft projects for adults and teens. Patrons are invited to bring their whole families!

Adult Services Librarian Gavin Lightfoot will be leading a Tea Blending Program as part of the Make-It Monday session on November 25.

FOUR MORE WIFI HOTSPOTS

As expected, our new T-Mobile wifi hotspots proved to be extremely popular with patrons. All six were checked out within 20 minutes on the first day! By the third week of October, there were 24 holds for the hotspots.

The Richland Public Library Foundation has generously agreed to fund four additional hotspots. We will have them available as soon as they arrive and we are able to catalog them.



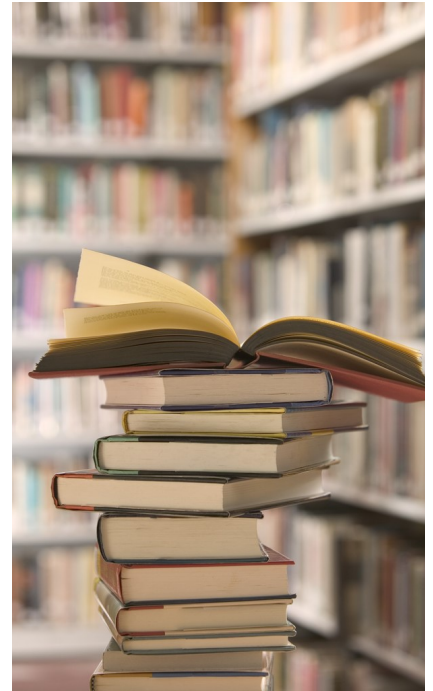
Here are three more of our favorites from Scott Butner's Halloween photography session. There's a gnome, plus two kids dressed as dragons with their favorite *Dragons Love Tacos* book!



UPCOMING NOVEMBER PROGRAMS

Library-led and library-sponsored activities planned for November include the following:

- Autumn and Thanksgiving crafts
- Baby, toddler, and preschool story times
- Bozung School of Yo Yo
- Building STEAM Construction Program for little builders and budding engineers
- Chess Club
- Evening story times for families
- Girls Who Code (grades 3 through 5)
- Junior Builders
- Make-It Monday
- Memory Café
- Ozobot Turkey Trot
- Python Tri-Cities
- Read Play Learn Story Time
- Sign language classes
- Singing Strings Ukulele Club jams and lessons
- STEAMKids
- Thanksgiving Stories
- Three Rivers Dulcimer Society jams and beginner lessons
- Visits from therapy dogs.



“A book is a dream you hold in your hands.” ~ Neil Gaiman



Here are two more of the amazing photos that Scott Butner took of people who visited the library in Halloween costumes!



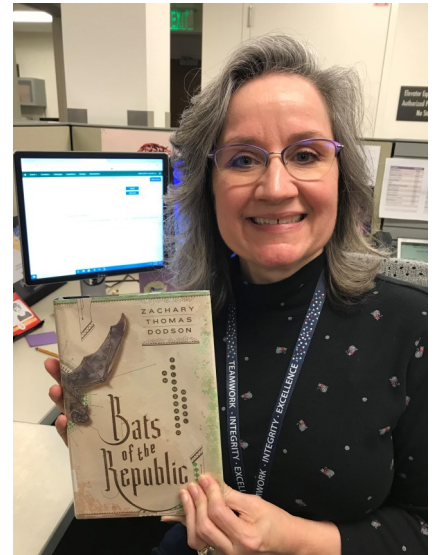
STAFF PICKS

Bats of the Republic: An Illuminated Novel

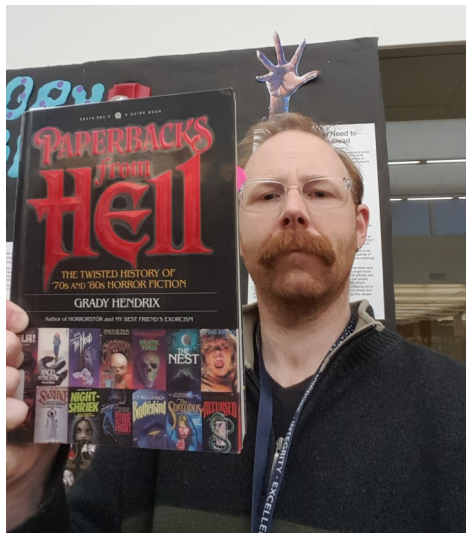
by Zachary Dodson

Bats of the Republic is a modern illuminated manuscript. Each character has their own font and paper color. It is multiple books inside of one: a facsimile of a 19th-century novel, a steampunk novel full of maps and technical drawings, torn telegrams, and an illustrated guide to animals of the Southwest. It even includes an envelope with the instruction “Do Not Open.” All of these elements combine with the parallel stories, one from 1843 and one called City State that is set 300 years later. The stories and the book combine to tell an original and astonishing story. I’ve never read anything like it in my life.

— Vionnette Sellers, Library Assistant I



Vionnette holds a copy of *Bats of the Republic*, a book she recommends.



Gavin holds a copy of *Paperbacks from Hell* in front of the horror hosts display he created for October.



Paperbacks from Hell

by Grady Hendrix

This is the second time I have checked out Grady Hendrix’s *Paperbacks from Hell* and I still brim with excitement every time I gaze upon the cover. Hendrix presents a masterful and much needed compilation of 70s and 80s horror fiction. The book is divided into eight topics: hail satan, creepy kids, when animals attack, real estate nightmares, weird science, gothic and romantic, inhumanoids, and splatterpunks, serial killers, and super creeps. Each chapter delivers rich details that trace the origins of the given literary subject, starting from its earliest influences. If the humorous, well-researched writing isn’t enough, this book is worth a look just to see the amazing book cover art displayed on every page. It is recommended for anyone 13 and up, especially fans of horror, art, and literature.

— Gavin Lightfoot, Adult Services Librarian



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/12/2019

Agenda Category: Approval of Bills

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

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

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 11-12-19 Approval of Bills



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

November 2019

We the undersigned, Richland Public Library Board, City of Richland, Benton County, do hereby certify that the merchandise or services as previously specified have been received and that the accumulated costs are approved for payment in the amount of \$116,082.68 this 12th day of November 2019.

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

Voucher Listings	Amount
October 1, 2019 through October 31, 2019	\$292.90
Transfer Advice (Salaries)	
Salaries for the weeks of: 10/3/19, 10/17/19 & 10/31/19	\$115,789.78
MONTHLY EXPENSES	\$116,082.68

Comments:

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

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	27,534.40	591,259.21	0.00	212,377.79	73.6%	562,392.11
1102		SALARIES-PART TIME	213,863	213,863	9,052.80	168,860.64	0.00	45,002.36	79.0%	118,795.12
1104		SALARIES-INTERMITTENT/TEMP	28,512	28,512	2,118.12	38,508.64	0.00	9,996.64	135.1%	36,419.76
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	4,953.26	26,729.59	0.00	7,064.41	79.1%	15,397.40
			1,080,556	1,080,556	43,658.58	825,358.08	0.00	255,197.92		734,183.11
Type:	2	BENEFITS								
2101		SOCIAL SECURITY-FICA	103,441	103,441	3,265.62	61,314.82	0.00	42,126.18	59.3%	54,285.48
2103		PENSION CONTRIBUTIONS-PERS	115,461	115,461	4,581.81	95,594.23	0.00	19,866.77	82.8%	84,855.92
2105		INDUSTRIAL INS & MED AID	12,776	12,776	257.25	7,112.81	0.00	5,663.19	55.7%	14,850.96
2106		UNEMPLOYMENT	1,910	1,910	87.31	1,650.78	0.00	259.22	86.4%	1,468.22
2107		LIFE & DISABILITY INSURANCE	6,780	6,780	323.55	4,882.74	0.00	1,897.26	72.0%	5,070.36
2108		DENTAL INSURANCE	24,105	24,105	1,606.92	18,345.67	0.00	5,759.33	76.1%	18,613.49
2109		HEALTH INSURANCE	242,523	242,523	7,651.99	176,688.23	0.00	65,834.77	72.9%	185,036.20
2110		VISION INSURANCE	3,765	3,765	250.92	2,864.67	0.00	900.33	76.1%	2,906.36
2112		DEFERRED COMPENSATION	42,397	42,397	1,554.32	33,484.43	0.00	8,912.57	79.0%	31,092.83
2118		POST EMPLOYEE HEALTH BENE	50,000	50,000	4,166.65	41,666.50	0.00	8,333.50	83.3%	41,666.50
2126		WA PAID FAMILY MEDICAL LEAV	0	0	64.16	1,221.38	0.00	1,221.38	0.0%	0.00
			603,158	603,158	23,810.50	444,826.26	0.00	158,331.74		439,846.32
Type:	3	SUPPLIES								
3102		OPERATING SUPPLIES & MATERI	22,850	22,850	0.00	15,445.45	0.00	7,404.55	67.6%	14,572.80
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	0.00	217,553.65	0.00	16,786.35	92.8%	189,443.76
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%	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	0.00	91,913.68	0.00	34,813.32	72.5%	86,590.31
3993		SUPPLIES - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			396,325	396,325	0.00	327,398.06	0.00	68,926.94		291,414.78
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%	325.88
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%	289.70
4201		TELEPHONE & COMM SVCS	7,235	7,235	111.15	5,620.85	0.00	1,614.15	77.7%	6,165.59
4202		POSTAGE	6,316	6,316	0.00	4,298.09	0.00	2,017.91	68.1%	2,275.22
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	0.00	9,291.52	0.00	1,900.48	83.0%	12,220.95
4504		COPIER/FAX LEASE RENTAL MAI	5,650	5,650	161.91	4,679.03	0.00	970.97	82.8%	7,933.08
4505		RENTALS-OTHER	5,410	5,410	19.84	2,788.03	0.00	2,621.97	51.5%	2,198.66
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	36,189.67	0.00	27,252.33	57.0%	39,961.71
4802		REPAIRS AND MAINT-EQUIPMEN	5,790	5,790	0.00	5,672.11	0.00	117.89	98.0%	2,726.59
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	292.90	95,597.47	0.00	37,430.53		94,596.74
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	0.00	533.37	0.00	486.63	52.3%	495.98
			1,220	1,220	0.00	533.37	0.00	686.63		495.98
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	67,761.98	2,086,859.06	70,632.60	506,795.34	81.0%	1,560,536.93

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

Grand Totals	2,664,287	2,664,287		67,761.98	2,086,859.06		70,632.60	506,795.34	81.0%	1,560,536.93
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City Of Richland
VL-1 Voucher Listing From: 10/1/2019 To: 10/31/2019

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001	GENERAL FUND				
Division: 303	LIBRARY				
XEROX CORPORATION		098099542	273067	3UA-295169 BASE/PRINTS-AUGUST	\$161.91
		162040598		LX5-5692939 CARRY CHARGE	\$19.84
XO COMMUNICATIONS SERVICES LLC		0328155461	273068	TELEPHONE CHARGES 9/1-9/30/19	\$111.15
LIBRARY TOTAL ****					\$292.90
GENERAL FUND Total ***					\$292.90



City Of Richland

VL-1 Voucher Listing

From: 10/1/2019 To: 10/31/2019

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001		GENERAL FUND			
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XEROX CORPORATION		098099542	273067	3UA-295169 BASE/PRINTS-AUGUST	\$161.91
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LIBRARY TOTAL ****					\$292.90
GENERAL FUND Total ***					\$292.90



City Of Richland
VL-1 Voucher Listing

From: 10/1/2019 To: 10/31/2019

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

\$292.90

Number of Invoices

Amount

Vouchers In Richland

0

Vouchers In Tri Cities

0

Vouchers In WA

0

Vouchers Outside WA

3

\$292.90

Vouchers Final Total.....

3

Ob ject Category	Title	Total	Percentage
4	OTHER SERVICES & CHARGES	\$292.90	100%
Total		\$292.90	

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	746.50	7,521.30	4,478.70	62.68%	6,774.80
347220	LIBRARY: MISC CHARGES	1,000	1,000	253.00	686.50	313.50	68.65%	433.50
347270	LIBRARY: NON-RESIDENT FEES	5,500	5,500	680.00	5,526.50	-26.50	100.48%	4,846.50
Total	CHARGES FOR GOODS & SVCS	18,500	18,500	1,679.50	13,734.30	4,765.70	74.24%	12,054.80
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	45.00	-45.00	0.00%	45.00
359700	LIBRARY: MISC FINES	44,250	44,250	1,847.28	27,920.86	16,329.14	63.10%	26,073.58
Total	FINES & FORFEITS	44,250	44,250	1,847.28	27,965.86	16,284.14	63.20%	26,118.58
MISCELLANEOUS REVENUES								
362509	LIBRARY: BUILDING RENTAL	2,400	2,400	200.00	2,000.00	400.00	83.33%	1,800.00
Total	MISCELLANEOUS REVENUES	2,400	2,400	200.00	2,000.00	400.00	83.33%	1,800.00
TOTAL		65,150	65,150	3,726.78	43,700.16	21,449.84	67.08%	39,973.38

City of Richland Revenue Report for October 2019

CITY OF RICHLAND

LIBRARY EXPENDITURE

Oct2019

Month/Year

PAY PERIODS From September 16, 2019 through October 27,2019

GROSS SALARIES \$ 115,789.78

		Gross Wages	Total
WEEK OF:	<u>10/03/19</u>	<u>43,658.58</u>	<u>43,658.58</u>
WEEK OF:	<u>10/17/19</u>	<u>36,145.18</u>	<u>36,145.18</u>
WEEK OF:	<u>10/31/19</u>	<u>35,986.02</u>	<u>35,986.02</u>
	TOTAL	<u>115,789.78</u>	<u>115,789.78</u>



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/12/2019

Agenda Category: New Business

Prepared By: Martha Einan

Subject:

RPL Staff Member Presentation

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/12/2019

Agenda Category: New Business

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

Economic Development

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. Core Focus 3



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

✓

✓





CORE FOCUS:

MANAGE OUR NATURAL RESOURCES

Core Strategy

The City of Richland develops strategies to identify and conserve the significant natural resources that provide citizens an exceptional quality of life while balancing the realities of accommodating a growing community.

Objective: Balance private and public interests in the preservation of identified natural and environmentally sensitive areas.

Actions

- ◆ Consider properties to improve park and recreation facilities in natural areas
- ◆ Participate in regional evaluation of the opportunities and challenges of obtaining ownership of public lands (i.e. TRIDEC proposed Corps land transfer)

Objective: Evaluate the provision of economically viable services that contribute to sustainable environmental stewardship.

Actions

- ◆ Enhance the electric utility conservation program to strategically identify highest priorities
- ◆ Respond to the emergence of electric vehicles
- ◆ Respond to community demand for recycling and waste reduction programs
- ◆ Implement renewable energy power generation in compliance with the state Energy Independence Act
- ◆ Advance stormwater outfall water quality retrofit program

Outcomes

- Increased public awareness of sustaining resources
- Balanced private and public interests in conservation and preservation of sensitive areas
- Reduction of stormwater conveyed pollutant loading to the rivers

Progress Indicators

✓

✓

