



Agenda
Library Board Meeting
Tuesday, February 11, 2020
Library Board Room | 955 Northgate Drive

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

Liaisons: 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 January 14, 2020 Library Board Meeting Minutes

Report of the Library Manager:

1. February 2020 Library Manager's Report
- Leslie Campbell Hime, Library Manager
2. February 2020 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 October 1, 2019 through October 31, 2019
- Leslie Campbell Hime, Library Manager
2. Approval of Bills November 1, 2019 through November 30, 2019
- Leslie Campbell Hime, Library Manager
3. Approval of Bills December 1, 2019 through December 31, 2019
- Leslie Campbell Hime, Library Manager
4. Approval of Bills January 1, 2020 through January 31, 2020
- Leslie Campbell Hime, Library Manager

Unfinished Business:

New Business:

City of Richland Core Focus:

- I. Enhance Neighborhoods and Community Safety
 - Leslie Campbell Hime, Library Manager

City of Richland Council Updates:

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, March 10, 2020

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: 2/11/2020

Agenda Category: Approval of Minutes

Prepared By:

Subject:

Draft of January 14, 2020 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 1-14-20 Draft of Library Board Meeting Minutes



MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
January 14, 2020, 5:30 – 6:30 PM

CALL TO ORDER:

CHAIR LUNSTAD CALLED THE MEETING TO ORDER AT APPROXIMATELY 5:42 P.M.

ATTENDANCE:

CHAIR LUNSTAD, VICE-CHAIR MAIER, BOARD MEMBERS BOOTH, BUXTON, AND LIGHTNER WERE PRESENT. ALSO PRESENT WERE ACTING LIBRARY MANAGER BARNABY, ADMINISTRATIVE ASSISTANT BARADA, PARKS AND PUBLIC FACILITIES DIRECTOR SCHIESSL AND LIBRARY SUPERVISOR SCARFO WERE PRESENT.

COUNCIL LIAISON LUKSON WAS ABSENT.

APPROVAL OF AGENDA:

BOARD MEMBER BUXTON MOVED AND BOARD MEMBER BOOTH SECONDED THE MOTION TO APPROVE THE AGENDA AS IS. THE MOTION CARRIED 5-0.

APPROVAL OF MINUTES:

CHAIR LUNSTAD ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE NOVEMBER 12, 2019 MEETING. BOARD MEMBER BOOTH MOVED AND BOARD MEMBER LIGHTNER SECONDED THE MOTION TO APPROVE THE MINUTES OF NOVEMBER 12, 2019 AS IS. THE MOTION CARRIED 5-0.

REPORT OF THE LIBRARY MANAGER:

Acting Library Manager Barnaby talked about the increase in budget the Friends gave RPL.

The Friends are looking for new volunteers. They will have to wait for COR to get the new background check system before they can pursue this.

The Foundation plans to meet in February.

PUBLIC COMMENTS:

No members of the public were present.

APPROVAL OF BILLS:

Approval of Bills will be discussed at the next meeting due to the new financial software program not having all of the proper information needed to sign off on bills.

UNFINISHED BUSINESS:

There was no Unfinished Business to discuss.

NEW BUSINESS:

1. Chair Lunstad nominated Board Member Maier as Chair of the Library Board. Board Member Booth nominated herself as Vice-Chair of the Library Board. The motion carried 5-0.
2. Library Supervisor Scarfo introduced himself and discussed his previous employment and the plans he has at RPL. Library Supervisor Scarfo is eager to learn more and is so happy that everyone has been so welcoming.

CITY OF RICHLAND CORE FOCUS:

Board Members brought up the idea of a South Richland branch of RPL. They would like to see South Richland incorporated in future planning and programming.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

1. Partnership with Friends

ADJOURNMENT:

CHAIR LUNSTAD ADJOURNED THE MEETING AT 6:30 P.M.

Prepared and submitted by Kylie Barada, Administrative Assistant

Minutes Approved by: _____
Kurt Maier, Library Board Chair



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/11/2020

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

February 2020 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 2-11-20 Library Manager's Report lc



LIBRARY MANAGER'S REPORT
Richland Public Library Board
Richland Public Library – 955 Northgate – Board Room
February 2020

Friends of the Library

Their next meeting is Monday, February 24 at 5pm in the Board Room.

Foundation

The Foundation will meet Thursday, February 13 at 5:30pm in the Board Room.

Statistics

Attached

Revenue / Expense / Voucher Listing

Revenue

January 1-31, 2020 revenue will be reported as soon as figures are available.

Expense

January 1-31, 2020 expenses will be reported as soon as figures are available.

Voucher Listing

Payment-for database subscriptions, materials, utilities, and processing show.

Library Security

COR IT is installing 22 video cameras on the interior and exterior of the library. Camera locations include both book drops, meeting rooms, and STEAMspace. A new camera will also be at the circulation desk.

Novel Cafe

The Novel Café continued to update their look by “wrapping” their back splash in black. They have adopted black as their signature color and it is repeated on their signage and disposable cups.



Novel Café on 2/5/20

A Gallup Poll released Jan 20, 2020 reveals several interesting facts about libraries including:

- Americans visit libraries twice as often as they visit movie theatres.
- Women are more likely to visit libraries while men are more likely to visit casinos, sports events and national parks.
- 18-29 yr olds are most likely to visit libraries than any other age group.

<https://news.gallup.com/poll/284009/library-visits-outpaced-trips-movies-2019.aspx>



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/11/2020

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

February 2020 Library Statistics

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 2-11-20 Library Statistics

RICHLAND PUBLIC LIBRARY

January 2020 Statistics Report for the February 11 Board Meeting



STEAMKIDS

We held a STEAMKids program at the library on Monday, January 20, when many kids were out of school for the holiday honoring Dr. Martin Luther King Jr. The program was very well attended, with more than 80 people participating in STEAM activities ranging from drawing and painting to construction projects and puzzles. For more information and photos, please see page 2.

Special thanks go to the Friends of the Richland Library for purchasing materials, and to the local artists and other volunteers who led the activities.

Afterward, we showed the movie *Angry Birds 2* in the Doris Roberts Gallery. We would like to thank Windermere Group One for providing the movie license.



JANUARY STATISTICS

- Patron visits: 20,889
- Busiest day: January 9, with 949 visits
- Total circulation: 55,960
- Physical items checked out: 42,592
- Digital items checked out: 13,368
- Hoopla circulation: 1,860
- Kanopy circulation: 503 plays
- Overdrive circulation: 9,879
- RBDigital circulation: 969
- Mango: 157 sessions



Our STEAMKids program on Monday, January 20, included many different activities throughout the main floor of the library for our patrons to enjoy.

Children's Librarian Kelly Reed assisted with the activities throughout the library.

Five local artists from the 509 Arts group led kids through a variety of creative activities, including a drawing lesson, rock painting, and coloring information cards about state birds.

In the STEAMspace, Parks and Recreation Coordinator Lisa Adams and Reference Supervisor Michael Scarfo helped kids with several STEAM projects. Kids built towers with a set of construction straws and connectors, and they completed patterns using puzzle blocks recently purchased by the Friends of the Richland Library. Additionally, we had a Lego communication activity that came from a Family Engineering training our staff attended.

Volunteers from Tapteal Greenway brought animal pelts and other natural objects for kids to learn about, and they also had animal drawing activities. Two teen volunteers led a cardboard construction activity.

We had building blocks out in the Children's Area, too.

This was a very popular and well-attended program!



DREAM: MARTIN LUTHER KING JR. CHILDREN'S EVENT

The African American Community Cultural and Educational Society (AACCES) hosted their annual DREAM: Martin Luther King Jr. Children's Event from 11 a.m. to 3 p.m. on Saturday, January 18, in the Doris Roberts Gallery.

This event is held each year in honor of Dr. Martin Luther King Jr. and includes education, entertainment, and crafts. This year featured visits from storyteller and entertainer Corey Jenkins Jr., Miss Juneteenth Queen Ja'Lani Green, Miss Juneteenth Princesses Arielle Green and Ayra'Zonna Kennedy, and Miss Juneteenth Junior Hostess Kiara McKenzie.

Special thanks go to the Children's Reading Foundation of the Mid-Columbia, the Mid-Columbia Boys and Girls Choir, the Miss Juneteenth Organization, and Yoke's Fresh Market of Road 68 in Pasco.



AN EVENING OF POETRY

We had a great turnout for our special after-hours evening of poetry on Friday, January 24, featuring the 2018-2020 Washington State Poet Laureate Claudia Castro Luna. This event was held from 6:30 to 8:30 p.m. in the Doris Roberts Gallery, and nearly 100 people attended.

Castro Luna is currently holding poetry readings and writing workshops in communities along the length of the Columbia River as part of her yearlong *One River, Many Voices* project. Her goal is “to explore a sense of place, of ecology, of history, and to celebrate the power of words and stories to define ourselves and our communities.” She was awarded an Academy of American Poets Laureate Fellowship in 2019 to support her work on this project.

Local poets Afrose Ahmed, Dan Clark, and Maureen McQuerry also participated in the poetry readings.

PATRON FEEDBACK

“Thank you for bringing her! She was amazing, and we also really enjoyed the local poets as well.”

“A great evening!”



“Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve, and contribute to improving our quality of life. Libraries change lives for the better.” ~ Sidney Sheldon

JANUARY PATRON COMMENTS

“Best co-working space in Richland! We spent half the summer there and went at least 20x as many times as we went to the movies over the course of the year!”

“Love Richland Public Library!”

“Thank goodness for ebooks! Always something to read, even when we can’t get to the library!”

“Bad weather coming? Get bread, milk, eggs, and books . . .”

“Going on a trip? Extra socks, underwear, snacks, and books!”

“Google can bring you back 100,000 answers. A librarian can bring you back the right one.” ~ Neil Gaiman

BY THE BOOK KNITTERS

By the Book Knitters is an independent study group that meets in the library each month to learn new knitting techniques. The group will be meeting from 6 to 8 p.m. on Tuesday, February 18.

New knitters are invited to bring their questions and challenges so that more experienced knitters can help. The group has also knitting needles and yarn to share with new knitters. Experienced knitters are encouraged to bring their current projects to knit with the group.

During each month’s meeting, members also discuss books they have recently read. They get ideas for new authors and books that they can read next.

GIRLS WHO CODE

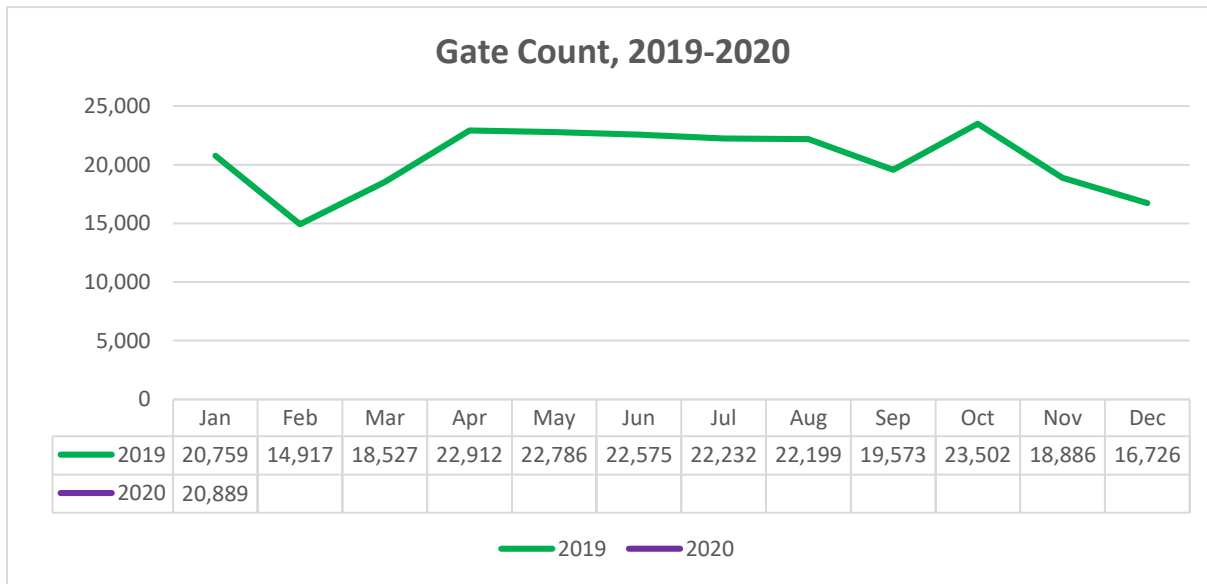
STEAMspace Coordinator Johanna Talbott will be leading a Girls Who Code meeting at 4 p.m. on Thursday, February 27.

Girls Who Code is a national after-school program for girls learning to use computer science to impact their communities. Our drop-in program teaches girls in grades 3 through 5 the basic concepts of coding, along with some online drag-and-drop coding.

PYTHON TRI-CITIES

Python Tri-Cities will be meeting in the STEAMspace from 5:30 to 6:30 p.m. on Tuesday, February 11, and Tuesday, February 25. On the second Tuesday of each month, they pick beginner topics to teach. On the fourth Tuesday of each month, they split up into small groups and work on solving problems with Python; they also have Project Presentations on topics of interest to the group.

GATE COUNT



Jan. 2020:
20,889

Dec. 2019:
16,726

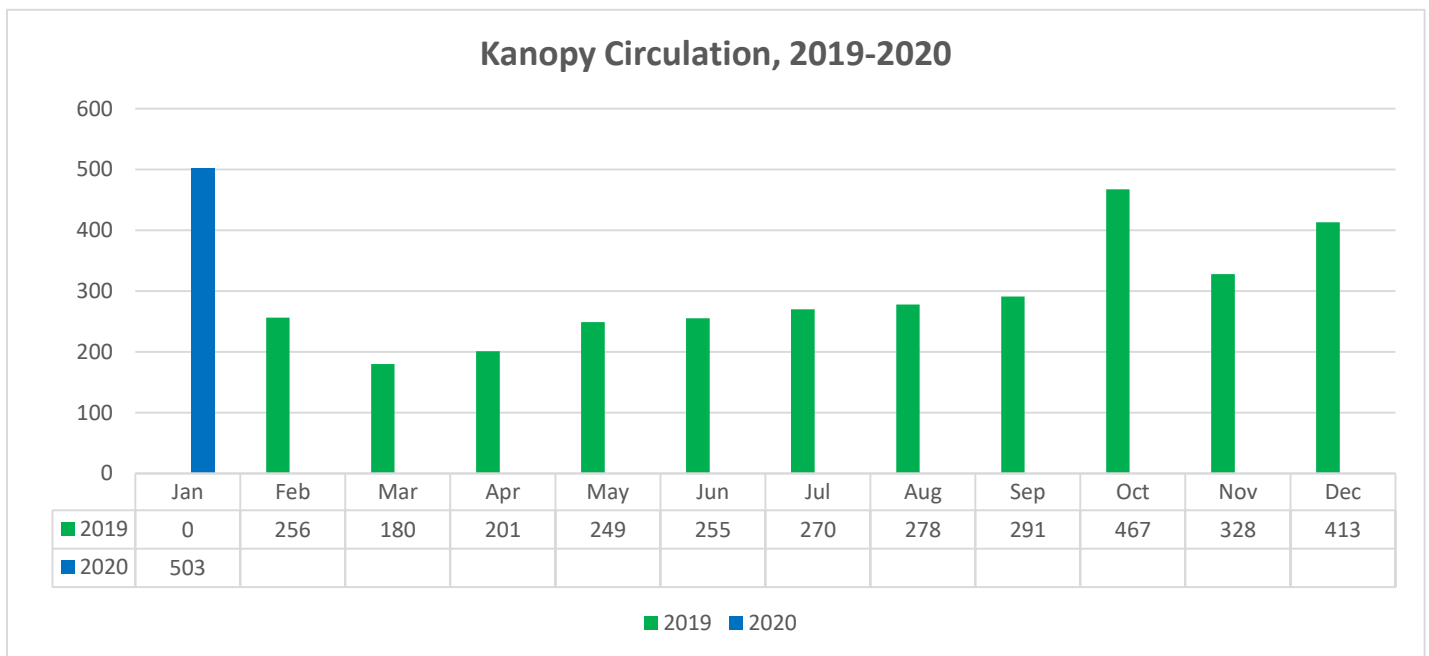
Nov. 2019:
18,886

Oct. 2019:
23,502

Sept. 2019:
19,573

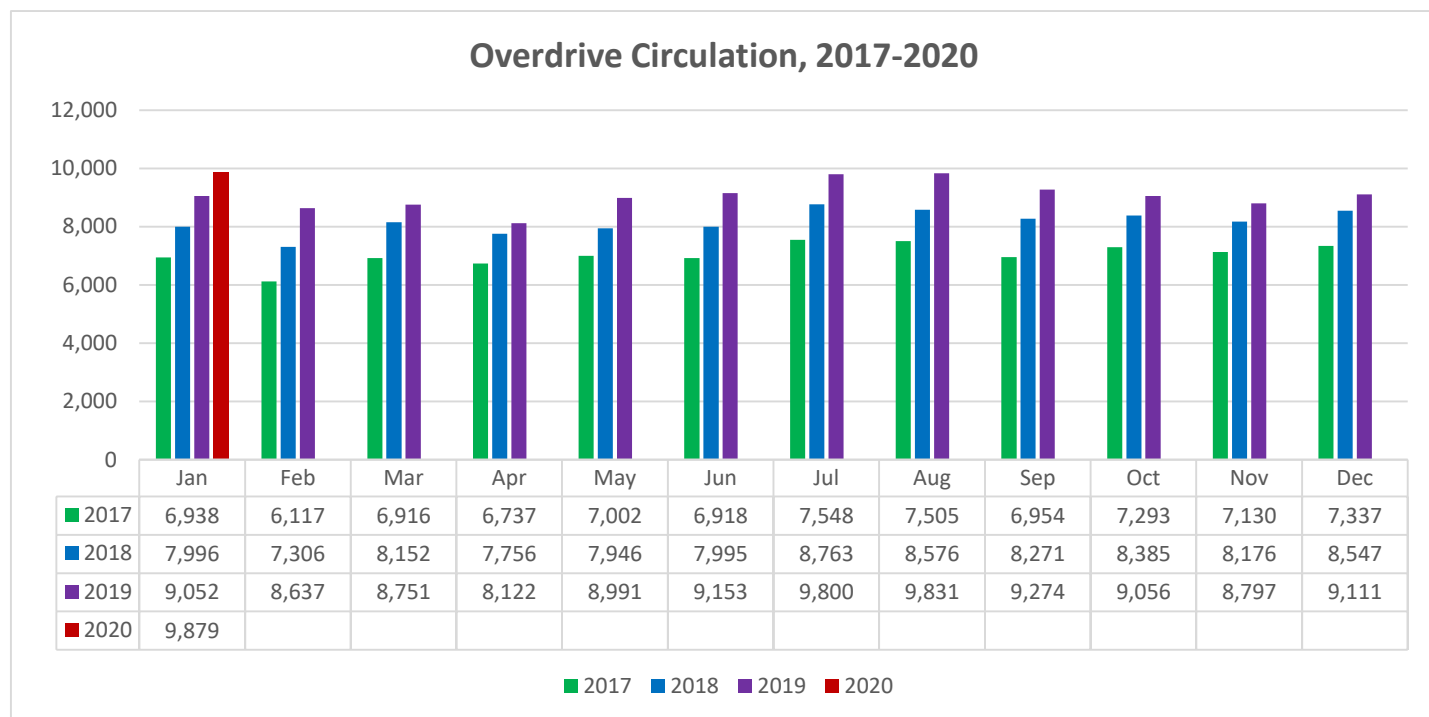
The gate count for January was 20,889. This indicates a 25% increase in the number of patrons visiting the library compared to the 16,726 who visited in December, and it is slightly higher than the 20,759 who visited in January 2019.

DIGITAL SERVICES

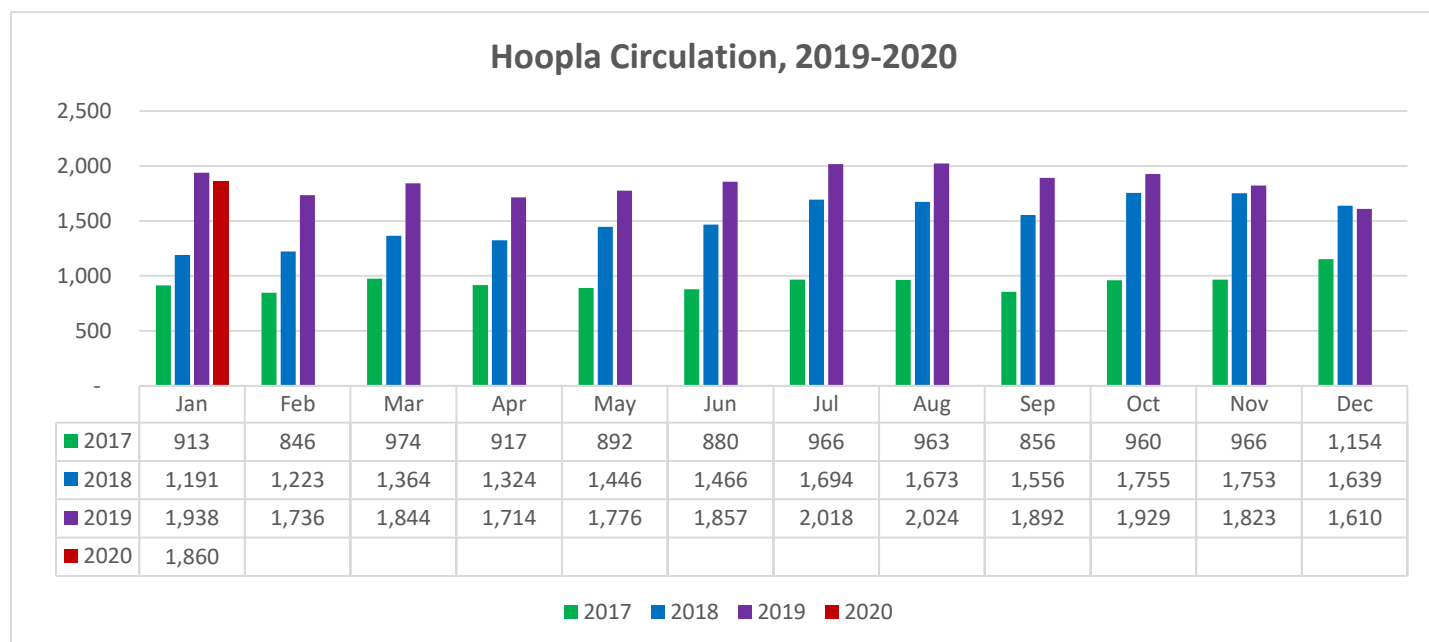


Patrons viewed a total of 503 films on Kanopy in January. That represents a 22% increase from the 413 films that were viewed in December. We are continuing to see an upward trend over time for Kanopy circulation.

DIGITAL SERVICES (CONTINUED)



Patrons checked out 9,879 items from Overdrive in January, which represents an 8% increase compared to the 9,111 items checked out in December. Overdrive use this month was 9% higher than in January 2019 and 24% higher than in January 2018, so we are seeing a continued upward trend over time.



Hoopla circulation for January was 1,860. This represents a 15.5% increase compared to the 1,610 items checked out in December and a 2% increase compared to the 1,823 items checked out in November.

UPCOMING FEBRUARY PROGRAMS

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

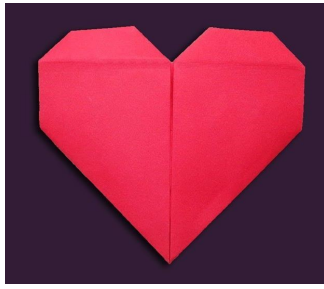
- Absolute Beginners Ukulele
- Building STEAM Construction Program
- By the Book Knitters
- Chess Club
- Daytime baby, toddler, and preschool story times
- Evening story times
- Girls Who Code (grades 3 through 5)
- Junior Builders
- Math tutoring
- Memory Café
- Origami valentines
- Python Tri-Cities
- Quilting in the Library
- Read Play Learn Story Time
- Singing Strings Ukulele Club (Kids and Teens/Adults)
- STEAMKids
- Three Rivers Dulcimer Society beginner lessons and jams
- Valentine making
- Valentine rock painting
- Virtual Reality sessions (“Seniors Only!” for age 50+, and “Ages 13+”)
- Visits from therapy dogs.

BUILDING STEAM

The Richland Parks and Recreation Department catalog invites people to “Celebrate ‘Take Your Child to the Library Day!’” by bringing kids to a Building STEAM Construction Program from 1 to 3 p.m. on Saturday, February 1. The event will involve construction, math, and other fun STEAM activities for kids of all ages.

LEONA LIBBY MIDDLE SCHOOL ART SHOW

Our lobby will feature a display of artwork from Leona Libby Middle School students during the first three weeks of February. An Art Show Reception for parents and students will be held in the Doris Roberts Gallery from 6 to 7 p.m. on Wednesday, February 4.



NEW FOR FEBRUARY

VALENTINE ROCK PAINTING

Our patrons love holiday-themed craft projects, so we will be having a Valentine Rock Painting session in the STEAMspace from 6 to 7 p.m. on Thursday, February 6. Our calendar invites patrons to “Paint a valentine-themed rock for yourself or to give to someone you love!”

We’ll be providing rocks, acrylic paints, brushes, and ideas.

ORIGAMI VALENTINES

On Saturday, February 8, Children’s Librarian Kelly Reed will be teaching a class on making origami hearts and envelopes that will be perfect for sharing Valentine’s Day fun with friends and loved ones. The class will be from 1 to 2 p.m. in the Seminar Room, and is for ages 7 and up.

Space is limited, so patrons will need to sign up in advance on [eventbrite.com](https://www.eventbrite.com).

VALENTINE MAKING

We will be having a valentine-making session in our Children’s Area from 3:30 to 5 p.m. on Thursday, February 13. Kids are invited to “Drop by to make a valentine for someone special. We’ll provide the supplies. You bring your creativity!”

3RD ANNUAL GIRL DAY

Introduce a Girl to Engineering Day, also known as Girl Day, is part of a growing movement to inspire girls’ futures and teach them that they can be part of engineering a better world.

This event will be held in the STEAMspace from 4 to 6 p.m. on Thursday, February 20. It will include fun hands-on engineering activities, snacks, and inspiration. Girls can meet real female engineers and scientists from right here in our own community.

Special thanks go to AECOM Future Leaders, the American Society of Mechanical Engineers (ASME), Bechtel NextGen, DiscoverE, the Eastern Washington Society of Women Engineers (SWE), the National Society of Black Engineers (NSBE) Tri-Cities Professional Chapter, and Women@Bechtel.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/11/2020

Agenda Category: Approval of Bills

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

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

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. Approval of Bills November 2019



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 \$129,087.32 this 11th day of February 2020.

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

Voucher Listings	Amount
October 1, 2019 through October 31, 2019	\$13,297.54
Transfer Advice (Salaries)	
Salaries for the weeks of: 10/3/19, 10/17/19, 10/31/19	\$115,789.78
MONTHLY EXPENSES	\$129,087.32

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: 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				
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

billing statement

Company Name City of Richland
Post Date Between 2019-10-01 00:00:00 and 2019-10-31 00:00:00
Report Owner BARNABY, THERESA
Report Time 2019-11-20 12:42:14
Transaction Type One of: Misc Credit or Misc Debit or Purchase

Card Last 4 Digits

MCC	Txn Number	Post Date	Purchase Date	Amount	Credit	Debit	Payment Amount
9004							
5192	TXN00047778	10/03/2019	10/02/2019	242.22	0.00	242.22	0.00
5192	TXN00047799	10/04/2019	10/03/2019	1,991.15	0.00	1,991.15	0.00
5192	TXN00047813	10/04/2019	10/03/2019	122.40	0.00	122.40	0.00
5192	TXN00047937	10/11/2019	10/10/2019	1,022.46	0.00	1,022.46	0.00
5192	TXN00047944	10/11/2019	10/10/2019	70.98	0.00	70.98	0.00
5192	TXN00048074	10/18/2019	10/17/2019	1,567.23	0.00	1,567.23	0.00
5192	TXN00048083	10/18/2019	10/17/2019	358.58	0.00	358.58	0.00
5192	TXN00048111	10/21/2019	10/19/2019	159.27	0.00	159.27	0.00
5192	TXN00048135	10/22/2019	10/21/2019	122.48	0.00	122.48	0.00
5192	TXN00048148	10/23/2019	10/22/2019	1,320.15	0.00	1,320.15	0.00
5192	TXN00048208	10/25/2019	10/24/2019	2,040.74	0.00	2,040.74	0.00
5192	TXN00048239	10/28/2019	10/25/2019	(8.60)	8.60	0.00	0.00
5192	TXN00048260	10/28/2019	10/26/2019	166.91	0.00	166.91	0.00
5192	TXN00048280	10/30/2019	10/29/2019	148.46	0.00	148.46	0.00
count: 14				9,324.43	8.60	9,333.03	0.00
report count: 14				9,324.43	8.60	9,333.03	0.00

Billing Statement

Company Name City of Richland

Post Date Between 2019-10-01 00:00:00 and 2019-10-31 00:00:00

Report Owner BARNABY, THERESA

Report Time 2019-11-20 13:06:44

Transaction Type One of: Misc Credit or Misc Debit or Purchase

Card Last 4 Digits

MCC	Txn Number	Post Date	Purchase Date	Amount	Credit	Debit	Payment Amount
4136							
7829	TXN00047844	10/07/2019	10/03/2019	453.91	0.00	453.91	0.00
5942	TXN00047865	10/08/2019	10/07/2019	359.99	0.00	359.99	0.00
5815	TXN00048009	10/16/2019	10/15/2019	1,480.47	0.00	1,480.47	0.00
7829	TXN00048066	10/18/2019	10/16/2019	432.58	0.00	432.58	0.00
5815	TXN00048113	10/21/2019	10/18/2019	137.40	0.00	137.40	0.00
5815	TXN00048177	10/24/2019	10/23/2019	147.92	0.00	147.92	0.00
5815	TXN00048298	10/30/2019	10/29/2019	110.00	0.00	110.00	0.00
count: 7				3,122.27	0.00	3,122.27	0.00
report count: 7				3,122.27	0.00	3,122.27	0.00

library billing statement

Company Name City of Richland
 Post Date Between 2019-10-01 00:00:00 and 2019-10-31 00:00:00
 Report Owner BARADA, KYLIE
 Report Time 2019-11-20 14:35:17
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Card Last 4 Digits

MCC	Txn Number	Post Date	Purchase Date	Amount	Credit	Debit	Payment Amount
5944							
5111	TXN00047851	10/07/2019	10/05/2019	203.43	0.00	203.43	0.00
5942	TXN00047921	10/10/2019	10/09/2019	27.04	0.00	27.04	0.00
5942	TXN00047940	10/11/2019	10/10/2019	86.87	0.00	86.87	0.00
5399	TXN00047996	10/15/2019	10/14/2019	97.73	0.00	97.73	0.00
5111	TXN00048011	10/16/2019	10/14/2019	58.79	0.00	58.79	0.00
7399	TXN00048015	10/16/2019	10/15/2019	13.31	0.00	13.31	0.00
5300	TXN00048107	10/21/2019	10/18/2019	53.54	0.00	53.54	0.00
5912	TXN00048231	10/28/2019	10/25/2019	8.63	0.00	8.63	0.00
count: 8				549.34	0.00	549.34	0.00
report count: 8				549.34	0.00	549.34	0.00

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>

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



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/11/2020

Agenda Category: Approval of Bills

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

Approval of Bills November 1, 2019 through November 30, 2019

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. Approval of Bills December 2019



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

DECEMBER 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 \$117,203.46 this 11th day of February 2020.

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

Voucher Listings	Amount
November 1, 2019 through November 30, 2019	\$25,057.19
Transfer Advice (Salaries)	
Salaries for the weeks of: 11/14/19 & 11/27/19	\$92,146.27
MONTHLY EXPENSES	\$117,203.46

Comments:

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

VENDOR NAME	ACCOUNT DESC	YEAR	PERIOD	AMOUNT
OCLC INC	SOFTWARE-LICENSING & UPGRADES	2019	11	1,140.91
OCLC INC	SOFTWARE-LICENSING & UPGRADES	2019	11	1,140.91
MIDWEST TAPE	SOFTWARE-LICENSING & UPGRADES	2019	11	4,033.71
MIDWEST TAPE	SOFTWARE-LICENSING & UPGRADES	2019	11	4,086.88
XEROX CORP	COPIER FAX LEASE MAINTENANCE	2019	11	96.90
XEROX CORP	COPIER FAX LEASE MAINTENANCE	2019	11	319.85
XEROX CORP	COPIER FAX LEASE MAINTENANCE	2019	11	10.86
XEROX CORP	COPIER FAX LEASE MAINTENANCE	2019	11	10.86
XEROX CORP	COPIER FAX LEASE MAINTENANCE	2019	11	390.80
XEROX CORP	COPIER FAX LEASE MAINTENANCE	2019	11	84.77
BRUTZMAN'S INC	REPAIRS AND MAINT-EQUIPMENT	2019	11	671.13
WT COX SUBSCRIPTIONS	LIBRARY RESOURCES	2019	11	22.20
COLUMBIA INDUSTRIES	OTHER PROFESSIONAL SERVICES	2019	11	97.65
XEROX CORP	RENTALS-OTHER	2019	11	245.23
XEROX CORP	RENTALS-OTHER	2019	11	109.22
			TOTAL:	12,461.88

Billing Statement

Company Name City of Richland

Post Date Between 2019-11-01 00:00:00 and 2019-11-30 00:00:00

Report Owner BARNABY, THERESA

Report Time 2019-12-02 17:33:58

Transaction Type One of: Misc Credit or Misc Debit or Purchase

Card Last 4 Digits

MCC	Txn Number	Post Date	Purchase Date	Amount	Credit	Debit	Payment Amount
4136							
7829	TXN00048402	11/07/2019	11/05/2019	761.31	0.00	761.31	0.00
5942	TXN00048613	11/20/2019	11/19/2019	449.99	0.00	449.99	0.00
5815	TXN00048673	11/22/2019	11/21/2019	1,450.20	0.00	1,450.20	0.00
7829	TXN00048686	11/22/2019	11/20/2019	391.24	0.00	391.24	0.00
5968	TXN00048745	11/26/2019	11/25/2019	270.40	0.00	270.40	0.00
count: 5				3,323.14	0.00	3,323.14	0.00
report count: 5				3,323.14	0.00	3,323.14	0.00

billing statement

Company Name City of Richland
Post Date Between 2019-11-01 00:00:00 and 2019-11-30 00:00:00
Report Owner BARNABY, THERESA
Report Time 2019-12-05 13:20:36
Transaction Type One of: Misc Credit or Misc Debit or Purchase

Card Last 4 Digits		MCC	Txn Number	Post Date	Purchase Date	Amount	Credit	Debit	Payment Amount
9004									
5192			TXN00048330	11/01/2019	10/31/2019	163.82	0.00	163.82	0.00
5192			TXN00048331	11/01/2019	10/31/2019	20.83	0.00	20.83	0.00
5192			TXN00048341	11/01/2019	10/31/2019	1,085.55	0.00	1,085.55	0.00
5192			TXN00048407	11/08/2019	11/07/2019	1,465.07	0.00	1,465.07	0.00
5192			TXN00048408	11/08/2019	11/07/2019	93.84	0.00	93.84	0.00
5192			TXN00048419	11/08/2019	11/07/2019	287.20	0.00	287.20	0.00
5192			TXN00048480	11/14/2019	11/13/2019	15.59	0.00	15.59	0.00
5192			TXN00048499	11/14/2019	11/13/2019	184.01	0.00	184.01	0.00
5192			TXN00048538	11/15/2019	11/14/2019	178.68	0.00	178.68	0.00
5192			TXN00048551	11/18/2019	11/15/2019	1,284.50	0.00	1,284.50	0.00
5192			TXN00048578	11/18/2019	11/16/2019	299.57	0.00	299.57	0.00
5192			TXN00048646	11/21/2019	11/20/2019	95.79	0.00	95.79	0.00
5192			TXN00048670	11/21/2019	11/20/2019	476.79	0.00	476.79	0.00
5192			TXN00048714	11/25/2019	11/22/2019	8.45	0.00	8.45	0.00
5192			TXN00048742	11/26/2019	11/25/2019	78.04	0.00	78.04	0.00
5192			TXN00048788	11/29/2019	11/27/2019	673.61	0.00	673.61	0.00
5192			TXN00048808	11/29/2019	11/28/2019	1,016.85	0.00	1,016.85	0.00
5192			TXN00048809	11/29/2019	11/28/2019	125.54	0.00	125.54	0.00
count: 18						7,553.73	0.00	7,553.73	0.00
report count: 18						7,553.73	0.00	7,553.73	0.00

nov bs lib

Company Name City of Richland
Post Date Between 2019-11-01 00:00:00 and 2019-11-30 00:00:00
Report Owner BARADA, KYLIE
Report Time 2020-01-22 11:04:25
Transaction Type One of: Misc Credit or Misc Debit or Purchase

Card Last 4 Digits

MCC	Txn Number	Post Date	Purchase Date	Amount	Credit	Debit	Payment Amount
5944							
5300	TXN00048340	11/01/2019	10/31/2019	18.99	0.00	18.99	0.00
5111	TXN00048345	11/04/2019	11/02/2019	39.54	0.00	39.54	0.00
5912	TXN00048354	11/04/2019	11/01/2019	25.00	0.00	25.00	0.00
5942	TXN00048397	11/07/2019	11/06/2019	33.40	0.00	33.40	0.00
5411	TXN00048512	11/15/2019	11/14/2019	7.58	0.00	7.58	0.00
5300	TXN00048530	11/15/2019	11/14/2019	99.29	0.00	99.29	0.00
4814	TXN00048598	11/19/2019	11/18/2019	476.00	0.00	476.00	0.00
5300	TXN00048624	11/20/2019	11/19/2019	34.73	0.00	34.73	0.00
5732	TXN00048678	11/22/2019	11/21/2019	866.17	0.00	866.17	0.00
5111	TXN00048708	11/25/2019	11/22/2019	117.74	0.00	117.74	0.00
count: 10				1,718.44	0.00	1,718.44	0.00
report count: 10				1,718.44	0.00	1,718.44	0.00

CITY OF RICHLAND

LIBRARY EXPENDITURE

Nov2019

Month/Year

PAY PERIODS From October 27, 2019 through November 24, 2019

GROSS SALARIES \$ 92,146.27

		Gross Wages	Total
WEEK OF:	<u>11/14/19</u>	<u>43,658.58</u>	<u>43,658.58</u>
WEEK OF:	<u>11/27/19</u>	<u>48,487.69</u>	<u>48,487.69</u>
WEEK OF:	<u> </u>	<u> </u>	<u> </u>
	TOTAL	<u>92,146.27</u>	<u>92,146.27</u>

CITY OF RICHLAND

Revenue Report for Library Accounts

January 1 through December 31, 2019

ACCT	New #	ACCOUNT DESCRIPTION	ORIG BUDGET	ADJ BUDGET	MONTHLY RECEIPTS	Y-T-D	UNCOLLECTED REVENUE	PERCENT COLLECTED	PREVIOUS Y-T-D
	00106								
CHARGES FOR GOODS & SVCS									
341691	341813	LIBRARY: COPY SERVICES	12,000	12,000	475.40	7,996.70	4,003.30	66.64%	7,521.30
347220	347200	LIBRARY: MISC CHARGES	1,000	1,000	12.00	698.50	301.50	69.85%	686.50
347270	347207	LIBRARY: NON-RESIDENT FEES	5,500	5,500	320.00	5,846.50	-346.50	106.30%	5,526.50
Total		CHARGES FOR GOODS & SVCS	18,500	18,500	807.40	14,541.70	3,958.30	78.60%	13,734.30
FINES & FORFEITS									
356501		LIBRARY: COURT RESTITUTION	0	0	0.00	0.00	0.00	0.00%	0.00
357360	359007	LIBRARY COLLECTION AGENCY REFUNDS	0	0	0.00	45.00	-45.00	0.00%	45.00
359700	359000	LIBRARY: MISC FINES	44,250	44,250	1,463.67	29,384.53	14,865.47	66.41%	27,920.86
Total		FINES & FORFEITS	44,250	44,250	1,463.67	29,429.53	14,820.47	66.51%	27,965.86
MISCELLANEOUS REVENUES									
362509	362509	LIBRARY: BUILDING RENTAL	2,400	2,400	200.00	2,200.00	200.00	91.67%	2,000.00
Total		MISCELLANEOUS REVENUES	2,400	2,400	200.00	2,200.00	200.00	91.67%	2,000.00
TOTAL			65,150	65,150	2,471.07	46,171.23	18,978.77	70.87%	43,700.16

City of Richland Revenue Report for November 2019



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/11/2020

Agenda Category: Approval of Bills

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

Approval of Bills December 1, 2019 through December 31, 2019

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. Approval of Bills January 2020



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

JANUARY 2020

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 \$88,991.78 this 11th day of February 2020.

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

Voucher Listings	Amount
December 1, 2019 through December 31, 2019	\$13,757.40
Transfer Advice (Salaries)	
Salaries for the weeks of: 12/12/19 & 12/26/19	\$75,234.38
MONTHLY EXPENSES	\$88,991.78

Comments:

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

VENDOR NAME	ACCOUNT DESC	YEAR	PERIOD	AMOUNT
MIDWEST TAPE	SOFTWARE-LICENSING & UPGRADES	2019	12	3,264.20
MIDWEST TAPE	SOFTWARE-LICENSING & UPGRADES	2019	12	3,598.30
ENVISION WARE INC	SOFTWARE-LICENSING & UPGRADES	2019	12	977.40
XEROX CORP	COPIER FAX LEASE MAINTENANCE	2019	12	25.00
XEROX CORP	COPIER FAX LEASE MAINTENANCE	2019	12	10.86
XEROX CORP	COPIER FAX LEASE MAINTENANCE	2019	12	95.84
IDENTISYS	REPAIRS AND MAINT-EQUIPMENT	2019	12	826.45
THE GALE GROUP INC	LIBRARY RESOURCES	2019	12	39.22
SAGE PUBLICATION INC	LIBRARY RESOURCES	2019	12	282.03
WT COX SUBSCRIPTIONS	LIBRARY RESOURCES	2019	12	105.94
XEROX CORP	RENTALS-OTHER	2019	12	77.74
XEROX CORP	RENTALS-OTHER	2019	12	100.51
XEROX CORP	RENTALS-OTHER	2019	12	107.72
XEROX CORP	RENTALS-OTHER	2019	12	-86.51
XEROX CORP	RENTALS-OTHER	2019	12	-33.82
XEROX CORP	RENTALS-OTHER	2019	12	7.88
XEROX CORP	RENTALS-OTHER	2019	12	206.68
XEROX CORP	RENTALS-OTHER	2019	12	94.62
XEROX CORP	RENTALS-OTHER	2019	12	151.44
			Total:	9,851.50

Billing Statement

Company Name City of Richland

Post Date Between 2019-12-01 00:00:00 and 2019-12-31 00:00:00

Report Owner BARNABY, THERESA

Report Time 2020-01-07 17:08:56

Transaction Type One of: Misc Credit or Misc Debit or Purchase

Card Last 4 Digits

MCC	Txn Number	Post Date	Purchase Date	Amount	Credit	Debit	Payment Amount
4136							
7829	TXN00049037	12/16/2019	12/13/2019	893.91	0.00	893.91	0.00
5942	TXN00049051	12/16/2019	12/13/2019	397.48	0.00	397.48	0.00
5942	TXN00049238	12/27/2019	12/26/2019	86.99	0.00	86.99	0.00
8299	TXN00049247	12/30/2019	12/27/2019	356.88	0.00	356.88	0.00
7829	TXN00049255	12/30/2019	12/27/2019	272.57	0.00	272.57	0.00
8299	TXN00049258	12/30/2019	12/27/2019	85.16	0.00	85.16	0.00
count: 6				2,092.99	0.00	2,092.99	0.00
report count: 6				2,092.99	0.00	2,092.99	0.00

billing statement

Company Name City of Richland

Post Date Between 2019-12-01 00:00:00 and 2019-12-31 00:00:00

Report Owner BARNABY, THERESA

Report Time 2020-01-07 17:34:27

Transaction Type One of: Misc Credit or Misc Debit or Purchase

Card Last 4 Digits

MCC	Txn Number	Post Date	Purchase Date	Amount	Credit	Debit	Payment Amount
9004							
5192	TXN00048811	12/02/2019	11/29/2019	(77.14)	77.14	0.00	0.00
5192	TXN00048854	12/05/2019	12/04/2019	261.56	0.00	261.56	0.00
5192	TXN00048866	12/05/2019	12/04/2019	113.25	0.00	113.25	0.00
5192	TXN00049151	12/19/2019	12/18/2019	20.83	0.00	20.83	0.00
5192	TXN00049166	12/19/2019	12/18/2019	282.39	0.00	282.39	0.00
count: 5				600.89	77.14	678.03	0.00
report count: 5				600.89	77.14	678.03	0.00

dec bs lib

Company Name City of Richland
Post Date Between 2019-12-01 00:00:00 and 2019-12-31 00:00:00
Report Owner BARADA, KYLIE
Report Time 2020-01-22 11:03:26
Transaction Type One of: Misc Credit or Misc Debit or Purchase

Card Last 4 Digits							
MCC	Txn Number	Post Date	Purchase Date	Amount	Credit	Debit	Payment Amount
944							
5300	TXN00048818	12/03/2019	12/02/2019	19.54	0.00	19.54	0.00
5045	TXN00048950	12/11/2019	12/10/2019	513.13	0.00	513.13	0.00
5399	TXN00048958	12/11/2019	12/10/2019	81.44	0.00	81.44	0.00
5111	TXN00048973	12/12/2019	12/11/2019	122.49	0.00	122.49	0.00
5111	TXN00048979	12/12/2019	12/11/2019	21.47	0.00	21.47	0.00
5111	TXN00049030	12/16/2019	12/12/2019	154.70	0.00	154.70	0.00
5942	TXN00049107	12/18/2019	12/17/2019	51.00	0.00	51.00	0.00
5251	TXN00049176	12/20/2019	12/19/2019	3.90	0.00	3.90	0.00
5111	TXN00049241	12/30/2019	12/28/2019	80.41	0.00	80.41	0.00
5942	TXN00049257	12/30/2019	12/28/2019	86.80	0.00	86.80	0.00
count: 10				1,134.88	0.00	1,134.88	0.00
Report count: 10				1,134.88	0.00	1,134.88	0.00

CITY OF RICHLAND

LIBRARY EXPENDITURE

Dec2019

Month/Year

PAY PERIODS From November 25, 2019 through December 22,2019

GROSS SALARIES \$ 75,234.38

		Gross Wages	Total
/EEK OF:	<u>12/12/19</u>	<u>39,223.66</u>	<u>39,223.66</u>
/EEK OF:	<u>12/26/19</u>	<u>36,010.72</u>	<u>36,010.72</u>
/EEK OF:	<u> </u>	<u> </u>	<u>-</u>
	TOTAL	<u>75,234.38</u>	<u>75,234.38</u>

CITY OF RICHLAND

Revenue Report for Library Accounts

January 1 through December 31, 2019

ACCT	New #	ACCOUNT DESCRIPTION	ORIG BUDGET	ADJ BUDGET	MONTHLY RECEIPTS	Y-T-D	UNCOLLECTED REVENUE	PERCENT COLLECTED	PREVIOUS Y-T-D
	00106								
CHARGES FOR GOODS & SVCS									
341691	341813	LIBRARY: COPY SERVICES	12,000	12,000	366.30	8,363.00	3,637.00	69.69%	7,996.70
347220	347200	LIBRARY: MISC CHARGES	1,000	1,000	44.00	742.50	257.50	74.25%	698.50
347270	347207	LIBRARY: NON-RESIDENT FEES	5,500	5,500	400.00	6,246.50	-746.50	113.57%	5,846.50
Total		CHARGES FOR GOODS & SVCS	18,500	18,500	810.30	15,352.00	3,148.00	82.98%	14,541.70
FINES & FORFEITS									
356501		LIBRARY: COURT RESTITUTION	0	0	0.00	0.00	0.00	0.00%	0.00
357360	359007	LIBRARY COLLECTION AGENCY REFUNDS	0	0	0.00	45.00	-45.00	0.00%	45.00
359700	359000	LIBRARY: MISC FINES	44,250	44,250	1,572.33	30,956.86	13,293.14	69.96%	29,384.53
Total		FINES & FORFEITS	44,250	44,250	1,572.33	31,001.86	13,248.14	70.06%	29,429.53
MISCELLANEOUS REVENUES									
362509	362509	LIBRARY: BUILDING RENTAL	2,400	2,400	200.00	2,400.00	0.00	100.00%	2,200.00
Total		MISCELLANEOUS REVENUES	2,400	2,400	200.00	2,400.00	0.00	100.00%	2,200.00
TOTAL			65,150	65,150	2,582.63	48,753.86	16,396.14	74.83%	46,171.23

City of Richland Revenue Report for December 2019



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/11/2020

Agenda Category: Approval of Bills

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

Approval of Bills January 1, 2020 through January 31, 2020

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. Approval of Bills February 2020



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

FEBRUARY 2020

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 \$194641.73 this 11th day of February 2020.

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

Voucher Listings	Amount
January 1, 2020 through January 31, 2020	\$107,368.65
Transfer Advice (Salaries)	
Salaries for the weeks of: 1/9/20 & 1/23/20	\$87,273.08
MONTHLY EXPENSES	\$194,641.73

Comments:

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

VENDOR	VENDOR NAME	ACCOUNT DESC	YEAR	PERIOD	AMOUNT
10,042	EBSCO	SOFTWARE-LICENSING & UPGRADES	2020	1	7,340.00
10,472	OCLC INC	SOFTWARE-LICENSING & UPGRADES	2020	1	1,140.91
10,472	OCLC INC	SOFTWARE-LICENSING & UPGRADES	2020	1	1,140.91
11,333	ENVISION WARE INC	SOFTWARE-LICENSING & UPGRADES	2020	1	9,880.59
10,194	XEROX CORP	COPIER FAX LEASE MAINTENANCE	2020	1	147.73
10,194	XEROX CORP	COPIER FAX LEASE MAINTENANCE	2020	1	77.47
10,194	XEROX CORP	COPIER FAX LEASE MAINTENANCE	2020	1	754.88
10,194	XEROX CORP	COPIER FAX LEASE MAINTENANCE	2020	1	10.86
10,042	EBSCO	LIBRARY RESOURCES	2020	1	2,232.00
10,042	EBSCO	LIBRARY RESOURCES	2020	1	2,247.00
10,397	SECRETARY OF STATE	LIBRARY RESOURCES	2020	1	30,253.42
10,614	RECORDED BOOKS LLC	LIBRARY RESOURCES	2020	1	10,747.92
10,653	PROQUEST LLC	LIBRARY RESOURCES	2020	1	2,639.10
10,653	PROQUEST LLC	LIBRARY RESOURCES	2020	1	1,015.62
11,056	WT COX SUBSCRIPTIONS	LIBRARY RESOURCES	2020	1	80.95
11,056	WT COX SUBSCRIPTIONS	LIBRARY RESOURCES	2020	1	21.09
30,308	ATOZDATABASES	LIBRARY RESOURCES	2020	1	1,500.00
30,780	MANGO LANGUAGES	LIBRARY RESOURCES	2020	1	3,827.88
10,135	COLUMBIA INDUSTRIES	OTHER PROFESSIONAL SERVICES	2020	1	99.54
10,232	PERFECTION GLASS	OTHER PROFESSIONAL SERVICES	2020	1	173.76
11,049	EDUCATIONAL SERVICE	OTHER PROFESSIONAL SERVICES	2020	1	60.00
10,194	XEROX CORP	RENTALS-OTHER	2020	1	25.00
10,194	XEROX CORP	RENTALS-OTHER	2020	1	96.12
10,194	XEROX CORP	RENTALS-OTHER	2020	1	272.00
Total:					75,784.75

january bs lib

Company Name City of Richland
Post Date Between 2020-01-01 00:00:00 and 2020-01-31 00:00:00
Report Owner BARADA, KYLIE
Report Time 2020-02-03 13:28:46
Transaction Type One of: Misc Credit or Misc Debit or Purchase

Card Last 4 Digits

MCC	Txn Number	Post Date	Purchase Date	Amount	Credit	Debit	Payment Amount
5944							
5111	TXN00049332	01/06/2020	01/04/2020	81.75	0.00	81.75	0.00
8398	TXN00049389	01/08/2020	01/06/2020	10.00	0.00	10.00	0.00
4814	TXN00049512	01/14/2020	01/13/2020	583.12	0.00	583.12	0.00
5111	TXN00049543	01/15/2020	01/14/2020	493.51	0.00	493.51	0.00
9399	TXN00049584	01/16/2020	01/15/2020	340.00	0.00	340.00	0.00
9399	TXN00049591	01/16/2020	01/15/2020	340.00	0.00	340.00	0.00
5111	TXN00049604	01/17/2020	01/15/2020	1,182.01	0.00	1,182.01	0.00
5111	TXN00049629	01/20/2020	01/17/2020	21.99	0.00	21.99	0.00
3256	TXN00049635	01/20/2020	01/16/2020	396.40	0.00	396.40	0.00
3256	TXN00049636	01/20/2020	01/16/2020	396.40	0.00	396.40	0.00
5111	TXN00049655	01/20/2020	01/17/2020	179.44	0.00	179.44	0.00
5942	TXN00049694	01/22/2020	01/21/2020	114.88	0.00	114.88	0.00
5942	TXN00049706	01/22/2020	01/21/2020	6.51	0.00	6.51	0.00
5111	TXN00049729	01/23/2020	01/22/2020	5.51	0.00	5.51	0.00
4814	TXN00049893	01/30/2020	01/29/2020	297.50	0.00	297.50	0.00
5942	TXN00049907	01/30/2020	01/29/2020	15.19	0.00	15.19	0.00
5111	TXN00049937	01/31/2020	01/30/2020	181.36	0.00	181.36	0.00
count: 17				4,645.57	0.00	4,645.57	0.00
report count: 17				4,645.57	0.00	4,645.57	0.00

Billing Statement

Company Name City of Richland

Post Date Between 2020-01-01 00:00:00 and 2020-01-31 00:00:00

Report Owner BARNABY, THERESA

Report Time 2020-02-05 14:49:29

Transaction Type One of: Misc Credit or Misc Debit or Purchase

Card Last 4 Digits

MCC	Txn Number	Post Date	Purchase Date	Amount	Credit	Debit	Payment Amount
4136							
5968	TXN00049396	01/08/2020	01/06/2020	5,000.00	0.00	5,000.00	0.00
2741	TXN00049413	01/09/2020	01/08/2020	3,408.36	0.00	3,408.36	0.00
7311	TXN00049428	01/09/2020	01/08/2020	864.00	0.00	864.00	0.00
5815	TXN00049432	01/10/2020	01/09/2020	182.97	0.00	182.97	0.00
5815	TXN00049448	01/10/2020	01/10/2020	537.99	0.00	537.99	0.00
5192	TXN00049465	01/13/2020	01/11/2020	495.12	0.00	495.12	0.00
5111	TXN00049487	01/13/2020	01/09/2020	313.17	0.00	313.17	0.00
5942	TXN00049594	01/17/2020	01/16/2020	179.99	0.00	179.99	0.00
5968	TXN00049650	01/20/2020	01/17/2020	1,877.70	0.00	1,877.70	0.00
7829	TXN00049668	01/20/2020	01/16/2020	526.87	0.00	526.87	0.00
5199	TXN00049735	01/23/2020	01/22/2020	3,240.00	0.00	3,240.00	0.00
7829	TXN00049804	01/27/2020	01/23/2020	448.55	0.00	448.55	0.00
5815	TXN00049830	01/28/2020	01/27/2020	14.99	0.00	14.99	0.00
5192	TXN00049848	01/29/2020	01/28/2020	27.08	0.00	27.08	0.00
5815	TXN00049862	01/29/2020	01/28/2020	30.00	0.00	30.00	0.00
8299	TXN00049935	01/31/2020	01/30/2020	39.39	0.00	39.39	0.00
count: 16				17,186.18	0.00	17,186.18	0.00
report count: 16				17,186.18	0.00	17,186.18	0.00

billing statement

Company Name City of Richland

Post Date Between 2020-01-01 00:00:00 and 2020-01-31 00:00:00

Report Owner BARNABY, THERESA

Report Time 2020-02-05 14:58:59

Transaction Type One of: Misc Credit or Misc Debit or Purchase

Card Last 4 Digits

MCC	Txn Number	Post Date	Purchase Date	Amount	Credit	Debit	Payment Amount
9004							
5192	TXN00049293	01/02/2020	01/01/2020	226.57	0.00	226.57	0.00
5192	TXN00049298	01/02/2020	01/01/2020	18.87	0.00	18.87	0.00
5192	TXN00049416	01/09/2020	01/08/2020	1,240.92	0.00	1,240.92	0.00
5192	TXN00049425	01/09/2020	01/08/2020	1,031.44	0.00	1,031.44	0.00
5192	TXN00049433	01/10/2020	01/09/2020	169.39	0.00	169.39	0.00
5192	TXN00049481	01/13/2020	01/11/2020	132.47	0.00	132.47	0.00
5192	TXN00049572	01/16/2020	01/15/2020	226.21	0.00	226.21	0.00
5192	TXN00049578	01/16/2020	01/15/2020	1,174.78	0.00	1,174.78	0.00
5192	TXN00049621	01/17/2020	01/16/2020	26.26	0.00	26.26	0.00
5192	TXN00049638	01/20/2020	01/18/2020	1,072.65	0.00	1,072.65	0.00
5192	TXN00049639	01/20/2020	01/17/2020	209.38	0.00	209.38	0.00
5192	TXN00049654	01/20/2020	01/17/2020	77.02	0.00	77.02	0.00
5192	TXN00049748	01/23/2020	01/22/2020	1,525.49	0.00	1,525.49	0.00
5192	TXN00049765	01/24/2020	01/23/2020	480.52	0.00	480.52	0.00
5192	TXN00049776	01/24/2020	01/23/2020	105.73	0.00	105.73	0.00
5192	TXN00049806	01/27/2020	01/25/2020	161.78	0.00	161.78	0.00
5192	TXN00049852	01/29/2020	01/28/2020	580.33	0.00	580.33	0.00
5192	TXN00049923	01/31/2020	01/30/2020	1,292.34	0.00	1,292.34	0.00
count: 18				9,752.15	0.00	9,752.15	0.00
report count: 18				9,752.15	0.00	9,752.15	0.00

CITY OF RICHLAND

LIBRARY EXPENDITURE

January 2020

Month/Year

PAY PERIODS From December 23, 2019 through January 19,2020

GROSS SALARIES \$ 87,273.08

		Gross Wages	Total
/EEK OF:	<u>01/09/20</u>	<u>38,382.22</u>	<u>38,382.22</u>
/EEK OF:	<u>01/23/20</u>	<u>48,890.86</u>	<u>48,890.86</u>
/EEK OF:	<u> </u>	<u> </u>	<u>-</u>
	TOTAL	<u>87,273.08</u>	<u>87,273.08</u>

CITY OF RICHLAND

Revenue Report for Library Accounts

January 1 through December 31, 2020

ACCT	New #	ACCOUNT DESCRIPTION	ORIG BUDGET	ADJ BUDGET	MONTHLY RECEIPTS	Y-T-D	UNCOLLECTED REVENUE	PERCENT COLLECTED	PREVIOUS Y-T-D
CHARGES FOR GOODS & SVCS									
341691	341813	LIBRARY: COPY SERVICES	12,000	12,000	247.50	247.50	11,752.50	2.06%	0.00
347220	347200	LIBRARY: MISC CHARGES	1,000	1,000	49.00	49.00	951.00	4.90%	0.00
347270	347207	LIBRARY: NON-RESIDENT FEES	5,500	5,500	520.00	520.00	4,980.00	9.45%	0.00
Total		CHARGES FOR GOODS & SVCS	18,500	18,500	816.50	816.50	17,683.50	4.41%	0.00
FINES & FORFEITS									
356501		LIBRARY: COURT RESTITUTION	0	0	0.00	0.00	0.00	0.00%	0.00
357360	359007	LIBRARY COLLECTION AGENCY REFUNDS	0	0	0.00	0.00	0.00	0.00%	0.00
359700	359000	LIBRARY: MISC FINES	44,250	44,250	2,573.39	2,573.39	41,676.61	5.82%	0.00
Total		FINES & FORFEITS	44,250	44,250	2,573.39	2,573.39	41,676.61	5.82%	0.00
MISCELLANEOUS REVENUES									
362509	362509	LIBRARY: BUILDING RENTAL	2,400	2,400	200.00	200.00	2,200.00	8.33%	0.00
Total		MISCELLANEOUS REVENUES	2,400	2,400	200.00	200.00	2,200.00	8.33%	0.00
TOTAL			65,150	65,150	3,589.89	3,589.89	61,560.11	5.51%	0.00

City of Richland Revenue Report for January 2020



CORE FOCUS:

ENHANCE NEIGHBORHOODS & COMMUNITY SAFETY

Core Strategy

The City of Richland values the safety of our neighborhoods and community. We work to enhance the sense of community pride through prevention of neighborhood deterioration. The City provides a safe and connected transportation network for residents to access cultural, entertainment and employment opportunities located throughout the City.

Objective: Prevent and reduce blight of neighborhoods and commercial property.

Actions

- ◆ Improve identified areas through proactive code enforcement

Objective: Enhance livability and connectivity of neighborhoods.

Actions

- ◆ Ensure minimum life safety standards through a residential rental property inspection program
- ◆ Develop a network of pedestrian and bicycle facilities linking neighborhoods with trail and park amenities

Objective: Increase safety and enhance prevention activities in neighborhoods, retail and industrial business districts.

Actions

- ◆ Conduct a regional analysis of upgrades to the traffic signal pre-emption system for emergency vehicle response
- ◆ Develop a comprehensive Fire and EMS community and risk profile
- ◆ Develop a comprehensive wildland and fire fuel mitigation and management plan for the Yakima Delta, Leslie Canyon and river corridors
- ◆ Initiate a proactive educational campaign to improve cardiac and stroke survivability, reduce targeted call-types, and improve overall community resilience
- ◆ Improve wayfinding in City parks and trail systems to improve emergency location accuracy
- ◆ Evaluate the sustainability of the current Fire and EMS emergency radio system
- ◆ Evaluate Police and Fire deployment plans
- ◆ Integrate regional dispatch services
- ◆ Implement a comprehensive records and jail management system

Objective: Increase collaboration with Police, Fire, and dispatch.

Actions

- ◆ Integrate response of police and fire to active shooter incidents or other similar situations

Outcomes

- Increased crime prevention and community pride
- Increased collaboration with Police, Fire and dispatch
- Increased neighborhood connectivity
- Increased timeliness for law enforcement and emergency medical response

Progress indicators

✓

✓

