

City of Richland Resolution No. 100-20 temporarily designates virtual locations for all municipal meetings until such time as Benton County moves into a phase of the Safe Start reopening plan that authorizes public gatherings and the opening of public facilities. For this meeting, the Library Board will meet remotely via Zoom. The public may attend this meeting through telephonic access by calling the phone number provided. All members of the public who remotely attend must mute their electronic devices and remain silent during the meeting.



Agenda
Library Board Meeting
Tuesday, November 10, 2020
Join the Zoom meeting [here](#)
Public Telephone Access: (206)337-9723 or (253)215-8782
Meeting ID No. 980 8948 4492

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 October 13, 2020 Library Board Meeting Minutes

Report of the Library Manager:

1. November 2020 Library Manager's Report
 - Leslie Campbell Hime, Library Manager
2. November 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 for September 1, 2020 through September 30, 2020
 - Leslie Campbell Hime, Library Manager
2. Approval of Bills for October 1, 2020 through October 31, 2020
 - Leslie Campbell Hime, Library Manager

Unfinished Business:

New Business:

Round Robin:

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, December 8, 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: 11/10/2020

Agenda Category: Approval of Minutes

Prepared By:

Subject:

Draft of October 13, 2020 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the 10-13-20 meeting minutes.

Summary:

The draft of 10-13-20 Library Board Meeting Minutes are included for consideration.

Attachments:

1. 10-13-20 Library Board Meeting Minutes Draft



MINUTES

Richland Public Library Board Meeting

Zoom - Public Telephone Access: 1-888-788-0999 or 1-833-548-0276

Meeting ID No. 988 2886 6273

October 13, 2020 - 5:30 – 6:30 P.M.

CALL TO ORDER:

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

ATTENDANCE:

CHAIR MAIER, VICE-CHAIR BOOTH, BOARD MEMBERS BUXTON AND LIGHTENER, AND CITY COUNCIL LIAISON KENT WERE PRESENT. ALSO PRESENT WAS LIBRARY MANAGER CAMPBELL HIME.

APPROVAL OF AGENDA:

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

REPORT OF THE LIBRARY MANAGER:

With the City's approval and following *Safe Start* guidance, the Friends are planning to hold an outdoor fall book sale at the library in October or early November.

There have been no revenue streams since the library's March closure. Fines have been suspended until Phase 3 and temporary library cards have been issued at no cost in lieu of annual nonresident cards as the library cannot process cash/credit payments. The Novel Café has been closed since the library's March closure.

Inslee's October 6 updates to WA's *Safe Start* allow patrons to enter the library in Phase 2 at 25% of building capacity. The original plan restricted patron entrance until Phase 3 but also at 25%. RPL's Return to Work Chart has been updated to include the new guidelines. This chart is a living doc, so changes will be incorporated, as they become available.

The contract for citywide installation of the Genetec Security Camera System security has been executed and installation is scheduled to begin Nov 1 with a completion date before the end of 2020.

The City has approved use of CARES funding for the purchase of 2-replacement self-service check out kiosks for the library.

APPROVAL OF BILLS:

THE BOARD APPROVED THE USE OF SEAMLESS (ELECTRONIC) DOCUMENTS FOR THE SIGNATURE OF LIBRARY CLAIMS FOR PAYMENTS.

BOARD MEMBER BUXTON MOVED AND BOARD MEMBER LIGHTENER SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR JULY 2020 IN THE AMOUNT OF \$78,321.06 AND AUGUST 2020 IN THE AMOUNT OF \$82,919.16. SEAMLESS WILL PROMPT BOARD MEMBERS TO SIGN EACH DOCUMENT.

NEW BUSINESS:

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

ADJOURNMENT:

CHAIR MAIER ADJOURNED THE MEETING AT 6:15 P.M.

Prepared and submitted by Leslie Campbell Hime, Library Manager

Minutes Approved by: _____
Kurt Maier, Library Board Chair



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/10/2020

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

November 2020 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

The Library Manager's November report; *The Richland Public Library Comprehensive COVID-19 Exposure Control, Mitigation, and Recovery Plan*; the *City of Richland Continuity of Operations Plan for a Communicable Disease Pandemic* and the *City of Richland Reopening Plan* are included for discussion.

Attachments:

1. 11-10-2020 Library Manager's Report
2. The Richland Public Library Comprehensive COVID-19 Exposure Control, Mitigation, and Recovery Plan
3. COR Continuity of Operations Plan v2(1)
4. City of Richland Reopening Plan



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

Friends of the Library

The Friends took advantage of the great weather and held a single table book sale outside the library in mid-October. Once the library reopened, an unstaffed indoor sale of books on two tables netted \$60 using the honor system (patrons deposited money in the Friends' cash donations box).

The Friends also held a hallway book sale in the library.

Foundation

The Foundation has not met due to COVID-19 but offered their congratulations on the library's reopening on Monday, October 26.

Statistics

Attached

Revenue / Expense / Voucher Listing

Revenue

There was no revenue from October 1-31. Although the library reopened, revenue-generating services like printing and copying have been suspended. Fines have also been suspended until Phase 3. The library continues to offer temporary library cards at no cost, and the Novel Café remains closed.

Expense

October 1-31 salary expenses are under projections due to cost-saving measures during the summer months. Increased expenses in the intermittent employee line are expected as intermittents substitute for staff over the holidays.

Voucher Listing

September 1-30 and October 1-31 voucher listings show payments for magazine and database subscriptions, services, materials, utilities, and processing. (YTD percentages reflect the percentage of the budget used at the time of printing, rather than at the end of each month. IT is still developing/revising the report.)

Programming

Conference rooms can begin to be scheduled in Phase 3, and face-to-face programming can resume in Phase 4.

Reopening

Risk & Safety Administrator Justin Tucker refreshed staff on proper PPE use and provided training on how to clean facial shields (worn with facial masks). Staff were able to ask questions about potential staff-patron interactions in Phase 2. Captain Michael VanBeek, EMS Program Officer, was also present and offered “boots on the ground” feedback about working in environments where COVID-19 is present.

The Richland Public Library Comprehensive COVID-19 Exposure Control, Mitigation, and Recovery Plan follows this report. It describes the identification and completion of control measures designed to bring the library into compliance with Governor Inslee’s Safe Start phased reopening plan. Adhering to Phase 2 guidelines, the library’s plan is kept in a binder at the Reference Desk and is available for any member of the public to examine. The binder also includes the *City of Richland Continuity of Operations Plan for a Communicable Disease Pandemic* and the *City of Richland Reopening Plan*, both of which also follow this report.

The public warmly greeted staff upon the library’s reopening. City Manager Cindy Reents was present, along with Parks & Public Facilities Director Joe Schiessl, Justin Tucker, and Parks Ranger Jason Janosky.

The Richland Public Library
Comprehensive COVID-19 Exposure Control, Mitigation, and Recovery Plan

October 22, 2020

Library reopening: October 26, 2020

The Richland Public Library will begin a phased reopening to the public on October 26, 2020. This document is a Comprehensive COVID-19 Exposure Control, Mitigation, and Recovery Plan (hereinafter the "Plan") that includes COVID-19 safety training for library staff and control measures identified in Governor Inslee's Safe Start phased reopening plan. These measures are "customer traffic management; PPE utilization; on-location physical distancing; no-contact material returns; hygiene; sanitation; symptom monitoring; incident reporting; disinfection procedures; COVID-19 safety training; exposure response procedures and a post-exposure incident project-wide recovery plan." This plan recognizes and implements portions of the City of Richland Continuity of Operations Plan (<http://portal.ci.richland.wa.us/sites/Intranet/intranet/ess/Employee%20Forms/COVID-19/COR%20Continuity%20of%20Operations%20Plan%20v2.pdf>).

Policy Statement: The City of Richland Public Library will abide by Governor Inslee's Phase 2 and 3 Library Services COVID-19 requirements in addition to those established by the Washington State Department of Health, Benton Franklin Health District, Washington State Department of Labor and Industries, and the City of Richland Continuity of Operations Plan.

Library Facility Modifications

- 2nd floor-1 chair per table (Facilities)
- 2nd floor-Remove 1 table where tables are paired on Swift Ave side (Facilities)
- 2nd floor-Remove tables along aisle near staff catwalk (Facilities)
- Entire bldg.-Remove soft furniture (Facilities)
- 2nd floor- Add barrier in administrative assistant's area and at fiction desk (Leslie, Facilities)
- Cover children's play wall (Facilities)
- Remove certain tables, chairs, and toys in children's (Facilities)
- Move 1 dvd materials shelf forward by a foot, to allow social distancing (Facilities)
- Block off story time circle (Facilities)
- Move all stanchions to the library (Michael)
- Where presently laying, attach distancing floor signs (Michael)
- Label furniture to move (Leslie)
- Move curbside parking spaces from side to front of library (Joe S and Streets)
- Cover water fountains and turn off water valve (Facilities)
- Provide freestanding hand sanitizers (Facilities)
- Provide large containers with pumps of hand sanitizer (Theresa)
- Novel café is permitted to serve customers drinks waiting outside during curbside hours (Leslie)
- Install foot door opening devices (Joe S)

Operations

- 30-min maximum visit
- Hand out masks
- Masks required at all times. Curbside and digital offerings will be provided for those requiring special accommodation
- 25% capacity excluding staff
- 1-2 greeters with counter metering access
- Hours of operation:
 - Building: Mon-Fri 3:00pm-6:00pm
 - Curbside: 11:00am-4:00pm
- No food or beverages
- Patrons and staff use separate entrance and exit
- Restrooms and high touch surfaces sanitized once daily (Janitor)
- Public tables sanitized once daily (Janitor)
- Lib staff sanitize staff areas following COR requirements (Library)
- Greeter at front door to educate patrons (Lib)
- Enforce rules as normal including contact by staff to educate prior to requesting law enforcement to remedy. Patrons not wearing a mask or wearing a mask inappropriately are breaking a minimum behavioral standard subject to staff education and law enforcement intervention if a patron is uncooperative.
- Remove computers, separate catalog computers/OPACs one per space (Library)
- No printing, copying, or scanning services
- No microfilm use, remove microfilm machine (Library)
- No STEAMspace access
- No cash transactions
- No in-person programs or meeting room use
- No quarantine of browsed material
- Returned books quarantined 7-days
- Returned dvds quarantined 5-days
- 30-minute limit on browsing, picking up holds, and checking out
- Parents/Guardians of children shall be addressed at the entry if attempting to drop of children and advised of the 30-minute maximum visit. Children must be accompanied by an adult during this initial phase of opening due to the 30-minute maximum visit. Daily staff health assessment
- Possible exposure patron-staff:
 - Report incident to Human Resources and Risk and Safety Administrator
 - Quarantine as directed by physician and/or employer
 - Close area for 24hrs prior to disinfecting when possible (contract janitorial)

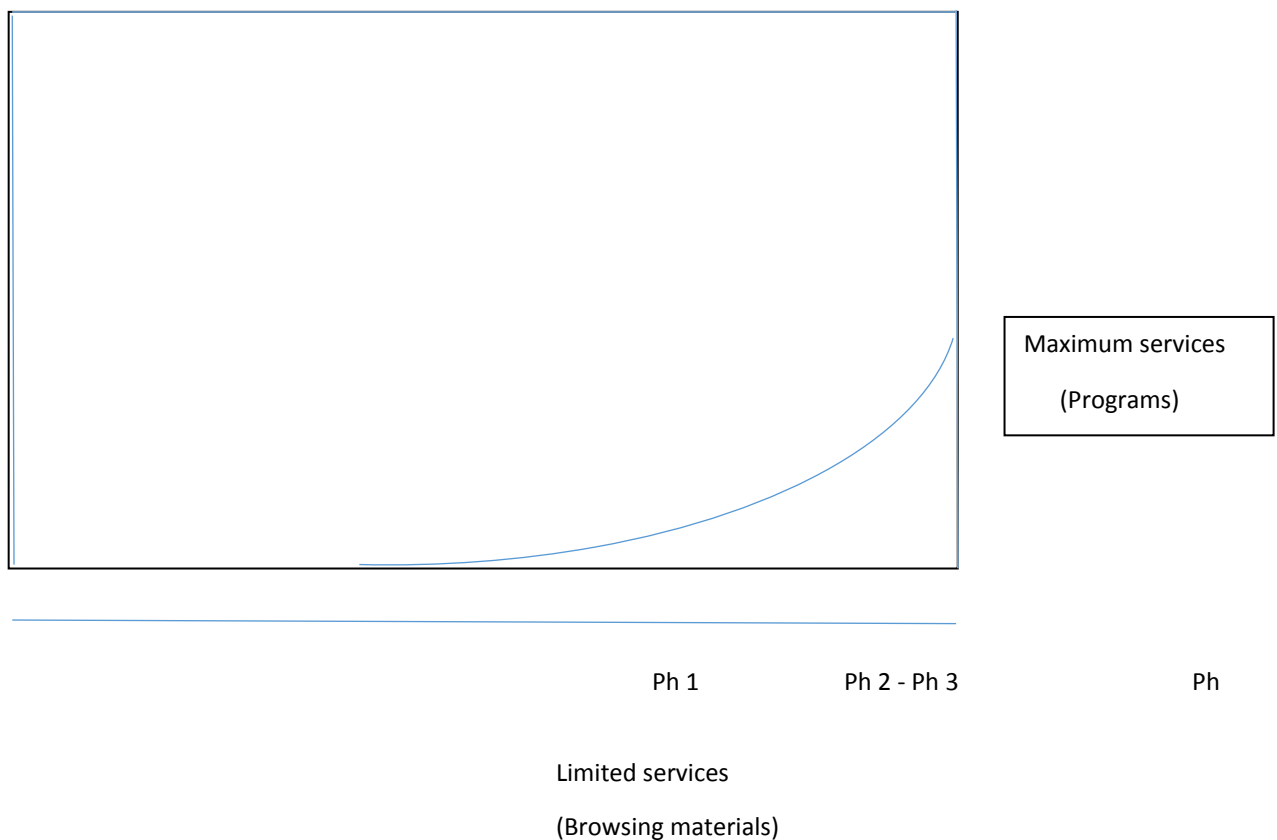
Training: Justin (Leslie)

- Review COR sanitizing expectations (Justin)
- Review how to sanitize (Justin)

- Review how to clean face shields (Justin)
- Review putting on and taking off gloves (Justin)
- Review types of gloves for handling materials (Justin)
- Interacting safely with patrons (Justin)
- Post-exposure response (Justin)

Marketing graphics: Alison/Hollie (Leslie)

- No water fountains
- Hand sanitizer provided
- 30-minute express visit
- Masks required
- Computers unavailable
- No printing, copying, or scanning services



The October 26, 2020 reopening of the Richland Public Library is the first in a multi-phased approach to reopening. Increasing access to library services is planned, with the initial offering of browsing library

materials to the eventual resumption of library programming. This safety plan is consistent with Washington's Safe Start program, which permits libraries to provide limited services in the library building. The library will continue to provide curbside service and access to digital resources.

CONTINUITY OF OPERATIONS PLAN

For a Communicable Disease Pandemic



MARCH 30, 2020

Revised: April 2, 2020

Purpose of the Plan

The purpose of this plan is to ensure continuity of local government operations and essential services if a communicable disease pandemic event occurs that affects the City of Richland. The primary focus of this plan is to focus on the roles, responsibilities, and activities of all City of Richland personnel to define the leadership decisions, response actions, and communication mechanisms necessary to address the unique challenges of a communicable disease pandemic. Specifically, this plan will:

- Define preparedness procedures before a communicable disease pandemic occurs that will enhance the effectiveness of response measures.
- Define roles and responsibilities during all phases of a communicable disease pandemic.

During a communicable disease pandemic, the City of Richland will utilize this plan to achieve the following goals:

- Preserve continuity of essential City functions.
- Reduce or mitigate disruption to all other City operations.
- Implement lines of succession in the event a disruption renders leadership unable and unavailable of performing responsibilities.
- Limit the number of illnesses and deaths.
- Achieve a timely and orderly recovery from a communicable disease pandemic and restoration of full services to the City.

Plan Implementation

The U.S. Department of Health and Human Services (HHS) will determine the pandemic phase level for the U.S. based on the global pandemic phase and extent of spread throughout the country. The Benton-Franklin Health District (BFHD) will determine the pandemic phase level within our local region, and the City of Richland will implement appropriate preparation and response measures based on the extent of spread in the City of Richland and surrounding region. The City may implement response measures in addition to those required by the current level based on federal or state guidance or directives.

To remain flexible when responding to a potential communicable disease pandemic, the City of Richland has established a core team to determine the appropriate plan of action as additional information becomes available from HHS or BFHD. The Pandemic Emergency Continuity of Governance Matrix (Appendix A) provides an overview of risk levels and corresponding action but is not inclusive of all City of Richland response measures.

Basic Operating Procedures

During a communicable disease pandemic, City staff will be encouraged to minimize interaction with others, remain home when sick, and perform work from home when possible.

Customers will be encouraged to do business with the City online, or over the phone, when possible. These actions will limit potential human-to-human spread and increase the chances of staff and the public remaining healthy during a pandemic.

Departments will enhance janitorial practices by routinely using disinfectant products to clean frequently touched surfaces and objects throughout the day. Additionally, individuals will be encouraged to practice good hygiene by washing hands often, with soap and water, using alcohol-based sanitizer, and avoid touching face with unwashed hands. Departments will offer CDC recommended products, such as alcohol-based sanitizer, for the public to use in city facilities.

City staff shall engage in social distancing by increasing the use of technology, and hold necessary meeting through teleconferences. City staff should consider canceling or postponing non-essential meetings or training. Although the City does not ordinarily permit telecommuting, it will consider work from home options on a case-by-case basis during a communicable disease pandemic.

City Function Hierarchy

During the peak of a communicable disease pandemic, certain non-essential City services may need to be temporarily limited or suspended. The City has developed three categories to identify the appropriate level of response in order to prioritize City services and functions.

These City services are essential to the preservation of life and property.

- Police First Responders
- Fire and Ambulance First Responders
- Public Works Utilities
 - Water Supply
 - Wastewater Treatment
 - Solid Waste
 - Traffic Signals
- Energy Services
- Communications (Public and Employee)

While not providing direct service to customers, these services are necessary to support delivery of essential services and staff may perform from remote locations.

- City Manager
- City Attorney
- Information Technology
- Human Resources
- Payroll
- Financial Transactions
- Procurement
- Fleet Repairs
- Facilities Repair

These services are not generally classified as essential services during a crisis and may be limited or suspended during a declared emergency. This is not to say that these services are not important and are an important reason that people choose to live in Richland.

- Parks & Recreation
- Planning & Zoning
- Library
- Permitting
- Building Inspection

Emergency Communications Management Plan

If the City of Richland determines that it is necessary to limit or suspend one or more City services, the City will communicate the decision as follows:

- The City Manager, or designee, will notify the Mayor and City Council, all Department Heads, and the Communications Manager.
- Department Heads will notify staff and ensure all primary phone lines are updated to convey current business hours and operations. In some instances, phones may be forwarded to the primary phone number, 509-942-7390.
- The Communications Manager will:
 - Update City staff through work email regarding City facility closures and employee report to work status.
 - Update the public through the City's website, the City's Facebook, and media releases as appropriate, and to periodically update the public as new information becomes available.
 - Update the City's primary telephone contact at 509-942-7390 regarding the status of City services and how to obtain additional or updated information.

Continuity of Operations by Department

City Manager's Office

- 5 - Provide organizational leadership necessary to maintain the health and welfare of our community and employees and to deliver priority services in the City.

Assistant City Manager's Office

Assistant City Manager

- 2 - Leadership Training
- 3 - Strategic Planning
- 3 - Economic Development Projects
- 3 - Legislative Issues
- 3 - Technology Initiatives
- 3 - Process Improvements
- 5 - City Manager Initiatives
- 5 - City Department Support

Communications & Marketing

- 2 - Recreational Event Support and Planning
- 2 - Special events
- 3 - City Boards, Commission, & Committee Broadcasting
- 3 - CityView Cable Channel
- 5 - Social Media Communications
- 5 - City Website
- 5 - Employee Communications
- 5 - City PIO Responsibilities

Information Technology

- 2 - Information Technology Governance Planning
- 2 - Long-Term Planning
- 2 - Business Analyst Function for Departments
- 2 - Information Technology Governance Planning
- 2 - Broadband Utility
- 3 - Software system upgrades and enhancements
- 4 - Large System Implementation
- 5 - Help Desk Functions
- 5 - Maintenance and Operation of Network
- 5 - Maintenance and Operation of Software Systems

City Attorney's Office

- 4 - Public Records Requests

- 5 - Council Clerking
- 5 - Continuity of Operations – Legal
- 5 - Risk & Safety

Administrative Services

Purchasing

- 3 - Surplus and disposal of property
- 4 - Bids, RFPs, Small Works Roster
- 5 - Contracts
- 5 - Requisitions and purchase orders
- 5 - Acquisition of supplies and materials
- 5 - Shipping, receiving and inventory management
- 5 - Credit card authorizations and limits
- 5 - SDS information

Human Resources

- 3 - Recruitment (Non-Public Safety)
- 3 - Onboarding (Non-Public Safety)
- 3 - Evaluations
- 3 - Training Programs (those not mandatory or necessary to do the job)
- 4 - Light duty assignments
- 4 - Benefits Administration
- 4 - Labor Management
- 4 - Employee Relations
- 5 - Workers Compensation
- 5 - Recruitment (Essential Services)
- 5 - Onboarding (Essential Services)
- 5 - Training Programs (those that are mandatory or necessary to do the job)

Finance

- 3 - Month-end close
- 3 - Travel reimbursements
- 4 - Investments
- 4 - Year-end close
- 4 - Annual report (CAFR)
- 4 - SEFA report
- 4 - Month-end close
- 4 - Excise tax reports
- 4 - Fuel and other miscellaneous reports
- 4 - Budgeting
- 4 - ClearGov Implementation
- 4 - ERP phase II
- 4 - Capital improvement plan purchases

- 4 - Project and grant support
- 4 - Carryovers
- 4 - Generating accounts receivable bills (except utility bills)
- 5 - Payroll
- 5 - PAF processing
- 5 - Cash management
- 5 - Invoice processing
- 5 - Cutting of checks and payment of vendors
- 5 - Wire/ACH payments, including debt payments

Finance – Customer Service

Billing

- 4 - Trouble/skip reports/tasks
- 4 - Equalized reset
- 4 - Monthly Auditing (Certificate of occupancy, snowbird, etc.)
- 5 - Final Billing
- 5 - Cycle billing
- 5 - Auditing of bills
- 5 - Inbox (new accounts)

Payments

- 5 - Electronic
- 5 - Physical (phone and check)
- 5 - Web-check payoffs

Customer requests

- 2 - Walk in customers
- 4 - Phone queue
- 4 - Customer emails
- 5 - Move in/out

Collections

- 2 - Shutoff & Fees
- 3 - Lien processing
- 3 - Washington Collectors
- 4 - Delinquent notifications
- 4 - Collection letters
- 4 - Auditing/tasks
- 4 - Inbox
- 5 - Bankruptcy processing

Business Licensing

- 2 - Delinquent w/fee
- 3 - New
- 3 - Renewal

- 4 - Street utility
- 4 - Previously worked items
- 4 - Inbox

Mail Processing – Incoming

- 3 - NeoGov Learning
- 4 - Sorting
- 4 - Drop box for incoming mail
- 4 - Outgoing mail
- 5 - Invoice Processing
- 5 - Post Office

Front Desk

- 3 - Returned Mail Processing
- 4 - Ambulance billing (sending payment information to third party vendor)
- 5 - Check stuffing/printing

Fleet

- 3 - Surplus and disposal of property
- 3 - Vehicle replacements
- 4 - Warranty work
- 4 - Preventative maintenance
- 4 - Door-to-door service ends
- 4 - Inventory management
- 5 - Accounts payable
- 5 - Recalls

Development Services

Permitting & Inspection

- 3 - General Inquiries & Assistance
- 3 - Permit Intake & Plan Review
- 4 - Inspections of Businesses Deemed Essential by the Governor

Planning Services

- 3 - General Inquiries & Assistance
- 3 - Permit Intake & Plan Review
- 3 - Process Land Use Applications (Comprehensive Plan Amendments, Annexation, Zoning, Subdivision)

Economic Development

- 3 - General Inquiries & Assistance
- 3 - Corridor Business Recruitment Plan for I-5

- 3 - Various Horn Rapids Master Plans (Storm Water, Rail)
- 3 - Capital Projects (First Street, Clubhouse Lane, Logston Boulevard)
- 4 - Outreach & Technical Assistance Programs for Small Businesses Relative to COVID-19
- 4 - Develop Short-Term Business Stimulus Grants Relative to COVID-19

CDBG/HOME

- 3 - General Inquiries & Assistance
- 3 - Down Payment Assistance Program
- 3 - Consolidated Annual Performance Evaluation Report
- 3 - Other CDBG/HOME Projects

Energy Services

- 3 - Substation O&M
- 3 - Electric meter O&M
- 3 - Electrician O&M support to Waste Water Treatment Plant
- 3 - Electrician O&M support to Water Treatment Plant
- 3 - Traffic signal O&M
- 3 - Radio O&M of Fire Department and municipal equipment
- 3 - New & modifications to electrical services
- 3 - Electrical distribution infrastructure O&M
- 3 - Electrical system planning and designing
- 3 - Electrical services, asset, GIS and records
- 3 - Power management and reporting
- 3 - Project management and reporting
- 3 - Energy efficiency program
- 4 - New essential electrical services
- 4 - Reduced meter reading
- 4 - Locating of electrical infrastructure
- 4 - Street light and rental light repair
- 4 - Electrical repairs to WWTP & WTP as necessary
- 4 - Electrical outages to residential, commercial, and industrial customers
- 4 - Substation switching, meter repairs, and repairs supporting outages
- 5 - Prioritized electrical outage response to medical, utility infrastructure, and critical electrical customers (i.e. grocery stores and gas stations) followed by industrial, commercial, and residential areas
- 5 - Dispatching for complex electrical outages
- 5 - Malfunctioning traffic signals, Fire Department and municipal radio infrastructure
- 5 - Electrical support to WWTP & WTP as requested
- 5 - Emergency electrical utility locates
- 5 - Emergency street light repairs

Fire

- 2- Community Education and training programs (CPR classes, Wildland Interface Education, station tours, etc.)
- 2- Public Events- open houses/grand openings, ribbon cuttings, etc.
- 2- Pre-incident planning, and other non-related planning functions
- 3- Close public access to buildings
- 3- Define regional data collection needs and processes
- 3- Regional coordination and distribution of EMS equipment inventories (MCI inventories, local supply caches, etc.)
- 3 - Permit Intake & Plan Review
- 4 - Inspections of Businesses Deemed Essential by the Governor
- 4- Monitor staffing and make changes in Operations workforce deployment as necessary
- 5- Operations Division emergency response capability
- 5- Logistics and support necessary to maintain emergency response capability

Parks and Public Facilities

- 2 - Grounds maintenance
- 2 - Capital projects
- 2 - Recreation services
- 2 - Special events
- 2 - Room rentals
- 2 - Full library services
- 3 - Facility maintenance
- 3 - Reduced Grounds maintenance
- 3 - Reduced Capital projects
- 3 - Reduced Recreation services
- 3 - Golf
- 3 - Reduced library services
- 4 - Park garbage service
- 4 - Park Ranger
- 4 - Priority Facility maintenance
- 4 - Priority Grounds maintenance to protect assets
- 4 - Priority Capital projects for critical infrastructure

Police

- 2 - Volunteers in Policing (VIPs) program
- 2 - Fingerprinting Service for public
- 3 - Crime prevention activities
- 3 - Close public lobby
- 3 - Mental Health Providers - onsite
- 3 - Department of Corrections - onsite
- 4 - Curtail code enforcement activities

- 4 - Records
- 5 - Patrol Operations
- 5 - Investigations (major cases only)
- 5 - Emergency Communications 911
- 5 - Emergency Management

Public Works

Administration and Engineering Division

- 2 - Long Range Infrastructure Planning
- 2 - Infrastructure Permitting and Inspection
- 3 - Capital Improvement Design Engineering
- 3 - Capital Improvement Construction Management
- 3 - Land Surveying (Capital Improvements, Property Transactions for City Business, Oversight of Land Use Actions, Right of Way Management)
- 3 - Land Use Planning Support
- 3 - GIS
- 4 - Underground Utility Locating
- 5 - Operations Technical Support (Traffic Operations, Utility Operations)

Water

- 4 - Non-potable water delivery
- 4 - Customer service (New customer meter/service line installations, water quality and quantity concerns, meter reading/billing issues)
- 5 - Potable water treatment and delivery
- 5 - Regulatory compliance (Daily sampling/testing, periodic sampling/testing, programmatic compliance)
- 5 - Infrastructure maintenance

Wastewater

- 4 - Pretreatment Program
- 5 - Wastewater conveyance
- 5 - Wastewater treatment
- 5 - Infrastructure maintenance

Solid Waste

- 4 - Yard Waste collection
- 4 - Recyclable collection
- 4 - Construction debris collection
- 4 - Customer Service (New customer container delivery, container repair/replacement, account management)
- 5 - Garbage disposal
- 5 - Compost Processing
- 5 - Garbage collection

Storm water

- 3 - Regulatory compliance
- 4 - Infrastructure maintenance

Streets Maintenance

- 3 - Pavement Preservation (Paving, crack sealing, patching)
- 3 - Signs
- 3 - Striping
- 3 - Railroad
- 3 - Street Sweeping
- 5 - Snow and Ice Mitigation
- 5 - Emergency Response Traffic Control

Impacted Policies and Procedures

Labor Contract Administration

If the City of Richland identifies a state of temporary emergency, the City may need to temporarily modify or suspend certain collective bargaining agreement provisions in order to maintain effective City operations. The City will do so only when narrowly tailored for the emergency circumstances.

The City may consider modifying or suspending provisions including, but not limited to, employee scheduling, employee notification procedures, and employee work assignments. The City will not modify or suspend procedures relating to compensation unless strictly necessary to administer payroll in a timely manner.

1. Guiding Principles:

- a. If the City identifies a state of temporary emergency, the City will take reasonable steps to ensure that the functions of each division will remain safely staffed in a manner that has the least disruptive effect on bargaining unit and non-bargaining unit employees.
- b. Managers and supervisors should follow the provisions of applicable collective bargaining agreements to the extent possible without causing excessive disruption to City operations.
- c. Managers and supervisors should provide affected employees with as much notice as reasonably possible regarding any temporary deviation from existing collective bargaining agreement provisions.
- d. Managers and supervisors should end the modification or suspension of collective bargaining agreement provisions as soon as possible under the circumstances.
- e. Managers and supervisors should refer to the Human Resources Manager for assistance in applying these guidelines as needed.

2. Examples of foreseeable modification or suspension of contract provisions:

- a. The City may rescind approved time off, including vacation or compensatory time, with minimal notice.
- b. The City may require employees to report to work or change employee work schedules with minimal notice, and may require overtime with minimal notice.
- c. The City may use employees from outside of a bargaining unit if necessary to

safely and effectively staff City operations.

- d. The City may assign employees to special assignments outside of their ordinary job duties and responsibilities with minimal notice.

Telecommuting

In response to the COVID-19 pandemic, the City of Richland is authorizing temporary telecommuting assignments for designated positions as provided herein.

What is it?

Telecommuting is a voluntary alternative work arrangement in which part or all of an employee's weekly scheduled work is performed at an alternate work location. Telecommuting is only viable in cases where the employee and the supervisor mutually agree that the duties and responsibilities of the job are well-suited to an alternative work location based on functional role and business need. Telecommuting is neither a benefit nor an entitlement, and in no way changes the terms and conditions of employment.

Telecommuting may be appropriate for some employees, but will not be a viable option for every employee. Telecommuting may be fixed and ongoing, such as working a set number of hours from an alternate location each week, or it may be limited in duration, such as working from home for only a few days or intermittently as reasonably needed. In all instances, specific reasons for telecommuting must be provided, along with a detailed work plan.

Telecommuting may require more frequent interaction and communication between the telecommuting employee and his/her supervisor, since neither can rely on seeing each other in the workplace. Daily contact should occur to verify that the employee is actively working, as well as to resolve any problems that may arise.

Who is eligible to telecommute?

Regular full-time and part-time employees serving in eligible positions are eligible to telecommute. Affiliated employees in certain eligible positions may telecommute with notice and union approval. Seasonal employees are not eligible to telecommute.

How will it be decided?

Eligible positions will be determined by the Department Director based on functional role and business need. Permission to telecommute must be granted in advance, and only upon completion of a signed Telecommuting Agreement (Exhibit B) that details assignments and expectations, and the days/times telecommuting will occur.

What are the availability expectations?

Telecommuters must be available by phone or other electronic communication during the agreed upon telecommuting hours of work. Further, employees must be available to attend meetings or appointments upon request. In the event a supervisor cannot reach a telecommuting employee after making reasonable attempts to do so, the employee's time will automatically convert from regular pay to PTO until further notice.

What about equipment and supplies?

Equipment needs will be evaluated under standard policies and procedures, regardless of location. In the event that standard policies and procedures do not address every need, potential reasonable options and solutions will be explored. At times, the equipment deemed necessary to support successful telecommuting presents an unbudgeted or duplicative expense, or requires support that the City cannot provide. At this point, telecommuting becomes unfeasible and will be disallowed.

The City will provide appropriate office supplies and reimbursement for reasonable business-related expenses that are approved in advance.

Is my alternative workplace environment suitable?

Telecommuting employees must establish an appropriate work environment for work purposes. The City will not be responsible for costs associated with establishing the telecommuter's work environment (i.e., remodeling, furniture, lighting, fixtures, etc.).

With advance notice, the telecommuting employee's supervisor may inspect the proposed alternative workplace for safe conditions.

Injuries sustained by an employee while at an alternate work location, and in conjunction with his/her regular work duties, are normally covered by workers' compensation. Telecommuting employees are responsible for notifying their supervisor and Human Resources of such injuries in the same manner as if the injury occurred at a work location on the City's premises. The City is not liable for any injuries sustained by family members or other visitors to the alternate work location, or for injuries sustained by the employee that occur outside the scope of the employee's regular work duties or during off-hours.

By agreeing to the telecommuting arrangement, the telecommuting employee warrants that the alternate workplace is a safe and healthful work environment, including proper ergonomics, ventilation and sound levels. Telecommuting employees shall act in a responsible manner to avoid injury. Failure to take proper health and safety precautions in the alternate workplace may result in discontinuation of the employee's Telecommuting Agreement.

What else do I need to know?

Telecommuting agreements may be discontinued at any time at the sole discretion of the City. Employees are not entitled to work from home or any other alternative work location. Nothing about utilizing telecommuting under this temporary emergency policy shall set a precedent in support of future requests for telecommuting arrangements.

Telecommuting employees must continue to adhere to all applicable City of Richland policies and procedures while working remotely. This includes, but is not limited to rules related to authorization of overtime, use of personal time off (PTO), and the City's wireless communications and computer use policies.

Time will continue to be reported in Cortes under the same provisions as if the work were performed at the regular work location. Hourly employees are to report only hours worked, and must continue to take required meal and rest periods.

Telecommuting employees are not to perform work under the influence of alcohol or drugs (prescribed or otherwise).

Consistent with the City's expectations of information security and compliance with public records laws, telecommuting employees will ensure the security and protection of information accessed from their alternate work location. Security issues will be promptly reported to the employee's supervisor. No confidential information (including administrator passwords) will be downloaded to any data storage device (i.e., personal hard drive, CD, DVD, USB stick). Information that is considered confidential or protected will not be removed from the employee's regular workspace without the Department Director's express written approval.

Telecommuting is not designed to be a replacement for appropriate childcare. Although an employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands.

The employee and supervisor mutually agree to adhere to and evaluate a daily work plan. Supervisors are responsible for: 1) reviewing and approving the proposed work plan; 2) adjusting the proposed work plan to meet business needs; or 3) declining the proposed work plan based on reasonable priorities and/or the infeasibility of telecommuting given the nature of the position or the equipment required.

On a weekly basis, the telecommuting employee will provide a status report to his/her supervisor that sufficiently demonstrates the work accomplished. In the event the telecommunicating employee fails to submit a status report, or submits an inadequate status report, the telecommuting agreement may be discontinued.

NOTE: Nothing about the telecommuting arrangement relieves the employee of his/her obligation to perform all duties, responsibilities and obligations of the position to the

degree expected if such work were occurring in the regular work environment. The performance requirements of telecommuting employees shall not differ from those of non-telecommuting employees. Failure of any telecommuting employee to produce the quantity and quality of work expected of the position will result in the telecommuting agreement being discontinued.

City Facility Shutdown

The City of Richland will keep City facilities operational during situations that do not pose an unreasonable threat to life, health, or safety of City staff or the public. The City Manager retains the right to limit or shutdown a City facility if emergency circumstances pose an unreasonable threat to occupants, and the City may then deploy staff to a different City facility, may approve staff to telecommute, or may send staff home.

Guiding Principles:

1. If it becomes necessary for the City to shut down a City facility, managers and supervisors will first consider options to deploy staff to an alternate work location or to approve staff to telecommute. The City will only send employees home as a last resort.
2. The City will pay exempt employees their full weekly salary for every week in which they perform work. Exempt employees must use accrued personal leave to cover days or partial days on which employees do not work during a City facility shutdown.
3. The City will pay nonexempt employees for actual hours worked during a City facility shutdown. Nonexempt employees must use accrued personal leave to cover days or partial days on which employees do not work during a City facility shutdown.
4. The City will pay temporary, variable-hour, and seasonal employees for actual hours worked during a City facility shutdown. These employees will have the option to use accrued personal leave to cover days or partial days on which employees do not work during a City facility shutdown.
5. Employees may utilize any form of available leave as further outlined in this plan.
6. If an employee exhausts all forms of available leave, the employee should contact Human Resources to determine his or her eligibility for unemployment insurance benefits.
7. Consistent with principles of public accountability, the City will not provide paid administrative leave to employees for unworked hours as the result of a City facility shutdown. The City Manager reserves the right to make exceptions to this policy in exceptional circumstances.

Paid Leave Administration

If you are ill and/or experiencing symptoms including a fever, cough and/or difficulty breathing, stay home until you are recovered. DO NOT come to work until you are free of fever, signs of a fever, and any other symptoms for at least 72 hours (or other timeframe consistent with CDC recommendations) without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees who report to work ill will be sent home. It may be necessary for you to be absent from the workplace during the COVID-19 pandemic. Paid leave is currently addressed in the existing 2015 and Continuing Unaffiliated Compensation Plan and various Collective Bargaining Agreements (CBAs). Depending on your particular circumstance, the following leave options may be available:

Sick Leave or Paid Time off (PTO): With HR approval, sick leave, state sick leave (SSL), grandfathered sick leave, vacation, and Paid Time off (PTO) leave banks can be used for a COVID-19-related absence (including child-care challenges).

Note: PTO/vacation/comp time earned are the only paid leaves available to employees who choose to self-isolate for their own comfort. If applicable accrued leave is exhausted, the employee will convert to a leave without pay status, may no longer be eligible for City provided benefits, and may end up in job jeopardy should they choose not to work for an extended period of time. Essential personnel are not eligible to self-isolate for their own comfort.

Extended Sick Leave: ESL is available consistent with the terms of existing CBAs or the Unaffiliated Compensation Plan. Employees on a COVID-19-related absence who have exhausted all other accrued leave may access ESL without first satisfying the 10-day continuous leave requirement.

Donated Leave: A temporary COVID-19 donated leave pool will be created and may be used by City employees who require a COVID-19-related absence and who have exhausted all accrued leave. This leave pool, created solely to support COVID-19-related absences, is separate and distinct from the donated leave program existing elsewhere in City policy or contract. Access to donated leave will be by written request only, and is limited to the following circumstances:

- One (1) request of no more than eighty (80) hours of COVID-19 donated leave is allowed for any one (1) incident.
- The leave recipient must pay the employee portion of insurance premiums while using donated leave, and will not accrue sick, vacation, PTO, or ESL while using donated leave.
- Grants of donated leave will be made based on availability and circumstance. The pool will be dispersed on a first-come, first-served basis until the pool is depleted. Employees are not entitled to receive donated leave.

Employees who are eligible for donated leave under the existing donated leave policy (found in CBA or Comp Plan) can request individual donated leave pursuant to that policy

after COVID-19 donated leave request options have been exhausted.

Emergency Sick Paid Leave: As of April 2, 2020, the Families First Coronavirus Response Act (FFCRA) will go into effect. Employees will be eligible for up to ten (10) days of emergency paid sick leave for certain COVID-19-related absences. Pay is capped, and first responders may be excluded. More information will be provided to employees prior to implementation of this new law on April 2, 2020.

PTO Advance: The City is temporarily allowing employees to use up to 80 hours of vacation leave or PTO before it is earned. All paid leaves must be exhausted before an employee is eligible for a PTO advance. If granted, the PTO advance is considered a salary advance that requires the employee to reimburse the City either through future sick leave/PTO accruals, cash payment or payroll deduction (including the final paycheck, if necessary and as allowed by law). Future PTO/vacation requests will be denied or rescinded until the employee's vacation/PTO bank is no longer in the negative and sufficient accruals have been earned to cover the requested time off.

Family Medical Leave Act (FMLA): The FMLA provides job protection for up to twelve (12) weeks for employees who need to care for their own or a family member's qualifying serious health condition. Some form of paid leave is usually taken in connection with FMLA (i.e., PTO, sick leave, state sick leave, etc.) to make the employee whole. Contact HR to discuss whether your COVID-19-related absence qualifies as a "serious health condition."

Note: Effective April 2, 2020, FMLA is expanded to include job protection and limited pay for employees required to be absent from the workplace for childcare reasons. More information will be provided to employees prior to implementation of this new law on April 2, 2020.

Washington's Paid Family Medical Leave (PFML): If you are too ill to work, you may qualify for PFML through the Employment Security Department. The PFML program is a state program that provides partial wage replacement from the state for employees who need to care for their own or a family member's qualifying serious health condition. The definition of "serious health condition" under PFML is similar to the FMLA and would not likely apply to mild cases of COVID-19. You must notify the City if you intend to take PFML. Failure to do so may affect your eligibility for the program. For more information on PFML, please visit <https://paidleave.wa.gov/coronavirus/>.

Leave without Pay/Unemployment Benefits: If employees are not able to work due to closure and/or no work is available, any accrued leave available can be used, and a request COVID-19 donated leave can be made. Once all accrued paid leave options have been exhausted, the employee may be eligible for unemployment benefits, and may qualify for standby during this time through the Washington State Employment Security Department.

A COVID-19-related absence is any one of the following:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
4. The employee needs to care for an individual who is isolating for one of the reasons described in (1) or (2) above.
5. The employee needs to care for his/her children under age 18 due to school closure or unavailability of the childcare provider due to COVID-19 precautions. A "child" is defined the same as under the FMLA; i.e., a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or is 18 years of age or older and "incapable of self-care because of a mental or physical disability" at the time leave is to commence.

COVID-19 Leave Pool Donations

City employees may donate accrued vacation or PTO to the COVID-19 donated leave pool under the following conditions:

1. A vacation balance of at least 100 hours or PTO balance of at least 200 hours is maintained after the transfer, and
2. Employees may not donate more than 100 hours of their vacation or PTO balance.
3. Donated leave is transferred based on the dollar value of the said leave donated.

If more leave is donated than is used, the hours of leave that remain will be returned to the donating employee(s) on a pro rata basis. COVID-19 donated leave hours are not eligible for cash-out upon separation from employment.

If you are interested in donating to the COVID-19 donated leave pool, please return the complete donation form to Human Resources.

Additional COVID-19 Resources

The Centers for Disease Control (CDC), World Health Organization (WHO), Washington State Department of Health (WDOH), and the Benton-Franklin Health District are trusted sources.

In addition, each department is currently developing guidance specific for their teams and functions on actions employees can take to reduce risk of exposure.

- For questions about leave, please contact Human Resources.
- For questions about workplace safety and sanitation, please contact your supervisor or manager.

- We know this can be a stressful time. Remember that the Employee Assistance Program (EAP) is always available to you – including counseling, health, wellness and other resources. To access EAP, please call 1-800-523-5668 or visit MagellanHealth.com/member.
- The Washington State Department of Health has established a call center to address questions from the public. If you have questions about what is happening in Washington State, how the virus is spread, and what to do if you have symptoms, please call 1-800-525-0127.
- For Paid Family Medical Leave or unemployment related questions, please visit <https://www.esd.wa.gov/>.
- During times like these, many may experience worry that can become overwhelming. Cigna is providing resources free of charge for all customers, clients, and communities to help manage high stress and anxiety. Cigna has opened a 24hour toll-free help line (1.866.912.1687) to connect people directly with qualified clinicians who can provide support and guidance.

Closure of School and Daycare Facilities

The closure of school and daycare facilities has a cascading effect on City staff absenteeism. If school or daycare facilities close, the City will not permit staff to bring children to the workplace. The City therefore encourages staff to have family care succession plans in place prior to a communicable disease pandemic, and to consider their status as first responders or critical personnel when developing family care succession plans.

1. First responders are employees who protect lives and property, and who restore order in the community. This includes Police Officers and Firefighters. First responders are essential to the continuity of City operations and should report to work notwithstanding school or daycare closures.
2. Critical personnel are employees who provide for or maintain critical functions of City operations. This includes, for example, Wastewater Treatment Plant Operators and Payroll Accountants. Critical personnel should make reasonable efforts to report to work notwithstanding school or daycare closures. Critical personnel who cannot report to work should notify their manager or supervisor immediately and remain available to telecommute, if appropriate.
3. Non-critical personnel are employees who perform functions of City operations that may be temporarily limited or suspended during an emergency. This includes, for example, Recreation Program Coordinators and Community Planners. Non-critical personnel should report to work when possible unless asked by their manager or supervisor to stay home. Non-critical personnel may be eligible to telecommute, if appropriate.

Appendix A

City of Richland**Pandemic Emergency Continuity of Governance Plan**

Level 1	• Normal business practice with no emergency
Level 2	• Emergency declared • Level 1 functions reduced – further reductions, if staffing limitations necessitate • At-risk employees encouraged to work from home with a temporary emergency telecommuting agreement, or use leave • Identify additional positions eligible for remote work, if needed for increased level of operation • Increased communications, internal & external • Employees continue with regular job duties unless directed to perform special duties
Level 3	• City Hall, and most city facilities, closed to the public • Level 2 functions reduced - further reductions, if staffing limitations necessitate • More employees may be encouraged, or even directed, to work from home with a temporary emergency telecommuting agreement • Communicate leave options available to staff for electing to take leave not requested by supervisor and/or manager • Available employees who were performing level 1-2 functions may be either directed to assist with level 3-4 functions • As needed, implement alternate work shifts to maintain progress on high priority projects or in support of critical operations
Level 4	• All city facilities closed to the public, with possible exception of the landfill • Level 3 functions discontinued – further reductions, if staffing limitations necessitate • Widespread use of the temporary emergency telecommuting agreement with employees • Available employees who were performing level 1-3 functions may be either directed to assist with level 4-5 functions
Level 5	• All city facilities closed to the public • Level 4 functions discontinued • Staffing is further limited due to directives, quarantines, etc. • Employees are directed to perform Level 5 essential life safety functions • Available employees who were performing level 1-4 functions may be either directed to assist with level 5 functions

Level	Function*	Level	Function*	Level	Function*
5	Police	5	Communications	2	Library
5	Fire	5	Facility Operations	2	CIP Projects (non-priority)
5	Water	4	Duportail Bridge Project	2	Employee Training
5	Wastewater	4	Stations 73 & 75	2	Room Rentals
5	Solid Waste	4	Public Records Requests	2	Recreational Activities
5	Energy Services	4	Code Enforcement	2	Special Events
5	Fleet	3	Crime Prevention	2	Hanford Communities
5	Signal Operations	3	Permitting & Inspections		
5	Emergency Traffic Control	3	Utility Meter Reading		
5	City Governance	3	Land Use Planning		
5	Legal	3	Economic Development		
5	Risk	3	HOME/CDBG		
5	Finance Payroll	2	Energy Efficiency Program		
5	Human Resources	2	Recruitment		
5	Purchasing	2	Parks Maintenance		
5	Information Technology	2	Street Maintenance		

*Many of these functions will likely need to be broken into more discreet categories for the purposes of determining essential vs. nonessential tasks. In other words, the above functions may be split into their own 1-5 to determine what is most essential at each stage.

Appendix B



City of Richland Temporary Emergency Telecommuting Agreement

RICHLAND TELECOMMUTING AGREEMENT

Employee:	Supervisor:
Title:	Supervisor's Title:
Department/Division:	Duration:
Address of alternate workplace:	This alternative address is:
	If other:
System Access:	☐ Remote Access/System Drives ☐ Web-based (Office 365/SharePoint)

Summary of duties/deliverables to be performed while telecommuting:

--

Telecommuting days:

Check the days and times that you will telecommute. If you are not telecommuting for a full day, identify the hours you will telecommute.

Note: "All Day" indicates your normal scheduled hours.

Day	All Day	Variable (identify hours)
Monday	☐	
Tuesday	☐	
Wednesday	☐	
Thursday	☐	
Friday	☐	

By signing below, employee acknowledges that he/she has read, understands, and agrees to abide by the provisions of this temporary emergency telecommuting policy.

Employee Date

Department Director Date

Supervisor Date

Please return completed form to Human Resources.



CITY OF RICHLAND REOPENING PLAN

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A MESSAGE FROM MAYOR RYAN LUKSON & CITY MANAGER CINDY REENTS

This year our world has been faced with unimaginable change and challenges. In the City of Richland, facing challenges and responding to community needs is not new territory. In fact, our staffs' unwavering dedication to public service is one of the factors that allowed us to respond quickly and effectively to the complexities presented as a result of the COVID-19 pandemic. Since March, when we first began feeling the effects of the pandemic, keeping our employees and community safe has been our top priority.

As we begin evolving from the initial phase of beginning to understand, accept, and cope with the changing realities and new "normal", we continue to prioritize health and safety as we begin to take cautious steps forward.

Since March, we have leaned on the guidance of the Benton Franklin Health District and Centers for Disease Control and Prevention (CDC) and worked diligently to comply with state and local safety guidelines. Governor Jay Inslee's Safe Start Washington Plan is a four-phased approach to allow counties to begin to reopen their economies. Progressing through the phases relies on careful thinking, measured actions, and most importantly, the support, cooperation, and involvement of every member of our community.

On October 13, 2020, Governor Inslee announced Benton and Franklin Counties were approved to transition to Phase 2 in the Safe Start Washington Phased Reopening Plan. As the City of Richland prepares for the additional activities allowed in Phase 2, our commitment to the health and safety of our employees and community members will not waiver. We will continue to follow state and local guidelines, and work closely with the Benton Franklin Health District as our economy begins to reopen.

This document outlines some of the safety precautions in place. Additional information and resources may be found on our website at www.ci.richland.wa.us/Covid-19.

Thank you,



Ryan Lukson
Mayor



Cindy Reents
City Manager

DISCLAIMER

Please be advised that some or all of the information contained in this document may not be applicable to some services or places of work and may not include all information necessary for certain services and places of work.

Additionally, as COVID-19 circumstances continue to evolve, so will the public health and safety recommendations and requirements.

We strongly advise that before implementing any of the practices and procedures herein, you carefully evaluate all information and consult with your director, Benton Franklin Health District resources, Washington State Coronavirus Response resources, and/or the Governor's Safe Start Washington Plan.



A PHASED APPROACH TO REOPENING

RESILIENCE ROADMAP PHASES

PHASE 1: SAFETY & PREPAREDNESS

Making essential workforce environment as safe as possible.



PHASE 2: REDUCED CAPACITY BUSINESSES

Creating opportunities for businesses to open and operate at reduced capacity.



PHASE 3: GREATER CAPACITY BUSINESSES

Creating opportunities for businesses to open and operate at greater capacity.



PHASE 4

Resume all business operations, recreational activities and large gatherings.

Cities, states, and countries around the world are responding to the COVID-19 pandemic using a phased approach. A phased approach separates a region's reopening and recovery into different stages, each with a specific goal. As the City of Richland moves toward reopening City operations and businesses, we anticipate reopening in four phases consistent with Governor Jay Inslee's Safe Start Washington Plan.

The very first phase – what we have been responding to over the last several months – is one of crisis management, with the goal of saving as many lives as possible. The second and next phase aims to transition Richland residents and businesses back to a 'new normal' through a gradual reopening, while always ensuring there are adequate safety measures in place. In the third phase, the City will transition to a state of monitoring, and aim to reopen additional features of the City with some restrictions still in place. In the fourth and final phase, the City will be fully reopened and turn its attention to reimagining itself post-COVID-19. Stages ultimately become increasingly less restrictive as they progress. Key milestones and criteria must be reached before communities can transition to the next stage of recovery.

Detailed information on the Safe Start Washington Phased Reopening County-by-County can be found on the Washington State Coronavirus Response (COVID-19) webpage at coronavirus.wa.gov.

GENERAL INFORMATION:

PREPARING TO REOPEN CITY FACILITIES

This reopening plan provides specific measures to aid in a safe, thoughtful reopening of City of Richland Facilities. These general recommendations support the overall goal of reopening City facilities in a way that protects individuals from exposure to COVID-19 and helps prevent the virus's spread including:



SOCIAL DISTANCING

Practice sensible social distancing, maintaining six feet between individuals.



PERSONAL PROTECTIVE EQUIPMENT

Employees should wear PPE (e.g. face coverings, face shields) at work as appropriate.



PRACTICE GOOD HYGIENE

Require hand washing and sanitation areas consistent with CDC guidelines.



DELIVER PUBLIC SERVICES REMOTELY

whenever possible.



INCREASE PHYSICAL SPACE

between City employees and customers.



ENHANCE SANITATION

of high traffic areas at City Hall and other community facilities.

GUIDANCE FOR REOPENING

CITY FACILITIES TO THE PUBLIC

In an effort to reopen City facilities to the public and safely continue City business during the COVID-19 pandemic, the City will be implementing the following measures

THE CITY WILL:

- ✓ Require face coverings for all individuals entering City Hall;
- ✓ Post signage at the main entrance of City Hall stating that anyone with a fever or symptoms of COVID-19 will not be permitted to enter the building or any other City facilities;
- ✓ Design a queuing system with clearly defined floor decals to ensure individuals maintain at least six feet of separation. Congregating in waiting areas will not be permitted;
- ✓ Provide contactless hand sanitizing stations and visible signage reminding individuals to maintain social distancing;
- ✓ Implement controlled public access to all public service counters to ensure at least six feet of separation between individuals;
- ✓ Install temporary physical partitions (e.g. Plexiglas barriers) at all public service counters;
- ✓ Implement an online by-appointment system for Building & Safety, Planning, Engineering, City Clerk's Office, Housing Programs, Residential Energy Conservation Programs, and similar services;
- ✓ Implement contactless payment options via credit card where possible
- ✓ Implement virtual public service delivery options where possible

GUIDANCE FOR REOPENING

CITY FACILITIES TO CITY EMPLOYEES

In an effort to reopen City facilities to the public and safely continue City business during the COVID-19 pandemic, the City will be implementing the following measures.

THE CITY WILL:

- ✓ Require face coverings for all employees entering and exiting City facilities. City employees that have direct interaction with the public closer than six feet will be required to wear face coverings. Employees will also be required to wear face coverings when in common areas (e.g. hallways, restrooms, break rooms, and lunch rooms);
- ✓ Require appropriate PPE (e.g. face coverings, face shields, gloves) for City employees working in areas of greater exposure (e.g. Public Safety, Public Works);
- ✓ Post signage at the main entrance of City facilities stating that anyone with a fever or symptoms of COVID-19 will not be permitted to enter the building;
- ✓ Provide contactless hand sanitizing stations and visible signage reminding individuals to maintain social distancing;
- ✓ Install temporary physical partitions (e.g. Plexiglas barriers) at all public service counters;
- ✓ Implement social distancing at all employee workstations;
- ✓ Encourage virtual meetings to maintain social distancing;
- ✓ Discourage shared use of phones, computers, and other equipment;
- ✓ Implement alternative service delivery methods such as virtual building inspections, online plan checks, virtual code enforcement, online recreation class registrations, and online/by-phone payment options;
- ✓ Limit the number of employees allowed simultaneously in break rooms;
- ✓ Encourage City employees to minimize use of public entrances/exits during business hours to maintain social distancing



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/10/2020

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

November 2020 Library Statistics

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

Staff will discuss the attached statistics regarding curbside service and resource usage.

Attachments:

1. November 2020 Library Statistics

RICHLAND PUBLIC LIBRARY

October 2020 Statistics Report for the November 10 Board Meeting



OCTOBER SUMMARY

Governor Jay Inslee revised the reopening guidelines for Washington libraries in mid October and moved Benton County to phase 2 of reopening, so the Richland Public Library reopened for limited in-person browsing and checkouts on Monday, October 26.

We offer curbside service from 11 a.m. to 4 p.m. on Mondays through Fridays, and the library building is now open to patrons from 3 to 6 p.m. on those days as well. Patrons can still check out holds through curbside pickup if they would prefer not to come into the building.

As outlined in the *Richland Public Library Comprehensive COVID-19 Exposure Control, Mitigation, and Recovery Plan*, we are limiting the number of people in the building to 25 percent of capacity per the state's guidelines. Patrons are required to wear masks and are being asked to limit their time in the library to 30 minutes. Signs and plexiglass barriers have been installed, some tables and chairs have been removed to encourage social distancing, and other precautions are being taken to help protect staff and patrons. Returned materials are now being quarantined for five days in response to the findings of the REopening Archives, Libraries, and Museums (REALM) Project.

PATRON PHONE CONTACT

Library staff have answered hundreds of phone calls each week since we began offering curbside pickup in August. Patrons have called to schedule curbside pickup appointments, request holds, ask reference questions, open or renew library card accounts, resolve issues, and ask general library-related questions.



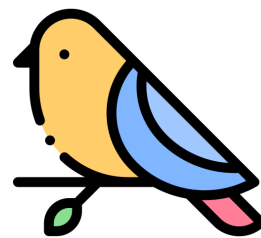
SEP. 16 THROUGH OCT. 15

- Total Circulation: 34,577
- Physical Items Checked Out: 19,695
- Digital Items Checked Out: 14,882
- Hoopla Circulation: 2,049
- Kanopy Circulation: 451 Plays
- Overdrive Circulation: 11,057
- RBDigital Circulation: 1,227
- Mango: 98 Sessions

ACTIVITIES FOR CHILDREN

Feathers for Lunch Story Walk

Children's Services Librarian Kelly Reed created a Story Walk as a fun new activity to greet kids and families who come to the library. She deconstructed two paperback copies of *Feathers for Lunch*, a favorite picture book by Lois Ehlert, and then reassembled them into seventeen double-page spreads that are now hung in windows along the lobby, the Doris Roberts Gallery, and the Children's Department. Eye-catching bird finger puppets are also displayed in the windows.



We are encouraging kids to walk with their families around the outside of the building to read the pages in order. The story starts near the front doors, progresses to the right, wraps around the Gallery, and then continues along the Children's Department.

Communications Graphic Designer Alison Manka created signs for the library's front doors to tell patrons about the Story Walk, and we have also posted about it on the library's social media accounts. Kids can enjoy the activity when they come to check out books during open hours, when they come with their families for curbside pickup, or at any other time.

Each story panel also has an activity or a question. Some panels suggest things to do, such as standing on one foot like a flamingo or crowing like a rooster. Other panels suggest more mindful activities; for example, one asks kids to take a moment and notice if they hear any birds. A few have questions, such as asking if they know which bird from the book is Washington's state bird or if they have ever seen any of the mentioned birds at the park or in their yards. One of the birds mentioned in the book is a red-winged blackbird, so it's quite possible they will have seen one here!

The StoryWalk® concept was created by Anne Ferguson of Montpelier, Vermont, and was developed with the help of Rachel Senechal of the Kellogg-Hubbard Library. More than 300 libraries in the U.S. and Canada have used Story Walks to encourage childhood literacy while also promoting exercise, family bonding, and an awareness of nature.



MORE ACTIVITIES FOR CHILDREN

Story Time with Miss Kelly

Story Time with Miss Kelly is extremely popular and currently has more than 4,700 followers on Facebook. As of October 31, the library's Facebook page provides 42 videos for children and families to watch.

Kelly reached out to author Barney Saltzberg to ask for permission to record his wonderful picture book, *Chengdu Can Do*, and post the video on the library's Facebook page. He enthusiastically gave permission and asked if she would share the link to the recording with him. We posted a video of Kelly reading the book to therapy dog Jake on the library's Facebook page in mid October, and she shared the recording with the author. Later, she noticed that the author had shared it on his own Facebook page with a comment saying it had made his day. That video has now had more than 700 views!

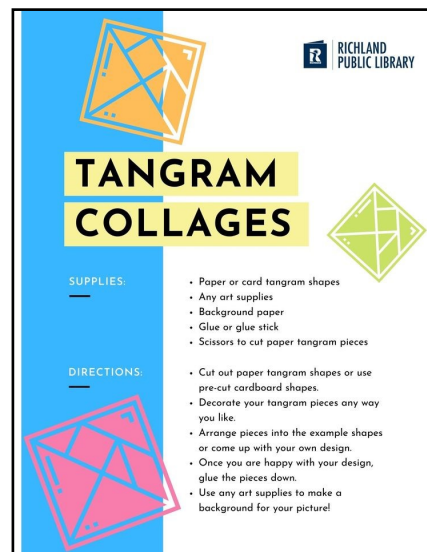
Children's Take-and-Make Kits

We are continuing to hand out children's take-and-make kits with instructions and art supplies so that patrons can complete craft projects at home.

In early October, we handed out kits with supplies to create magical fairy houses.

Later in the month, we handed out 70 Tangram Collage Activity Kits for children. Each kit contained a set of recycled cardboard tangrams and a packet of sheets with designs to create. The kits were created for children from preschool to age 8, but were available for patrons of all ages to pick up with their holds. Kelly recorded a story time video that showed kids how to create designs with tangrams, and STEAMspace Coordinator Johanna Talbott posted the activity on Facebook.

During the final week of October, we handed out Halloween kits. These take-and-make kits contained craft activities with a holiday theme.



ACTIVITIES FOR FAMILIES

Painted Rock Snakes

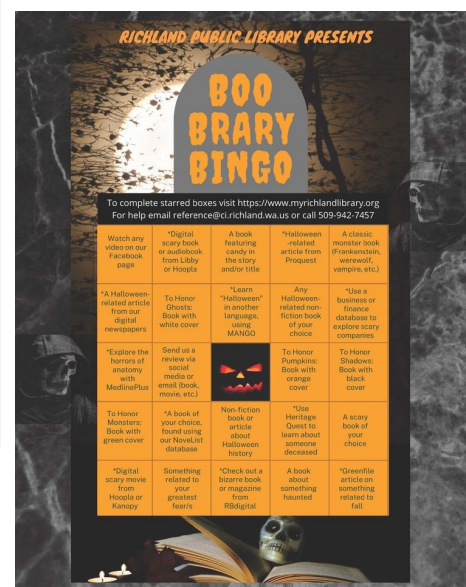
In early October, we posted instructions on the library's Facebook page for making painted rock snakes. Kids were encouraged to gather rocks, wash them, and then paint them to make the head and body of a snake. Rock painting activities have always been popular at the library, so we are hoping kids enjoyed following the instructions and making painted rock snakes at home.

Nature Faces

Another Facebook post in October encouraged patrons to take a walk outside, gather natural materials like leaves and rocks, and make "nature faces" using a blank paper or template. They could glue the items in place, or rearrange them to create new faces.

Boo Brary Bingo

We posted a Boo Brary Bingo activity on our Facebook page to invite patrons to explore the library's online resources and read different types of books. Patrons could fill in a bingo square for reading a classic monster book, watching a scary movie from Hoopla or Kanopy, reading a book with an orange cover, and more. We posted, "It's SPOOKY how many services we provide at RPL but don't be afraid to try them out! See if you can get a bingo by exploring our webpage: www.myrichlandlibrary.org."

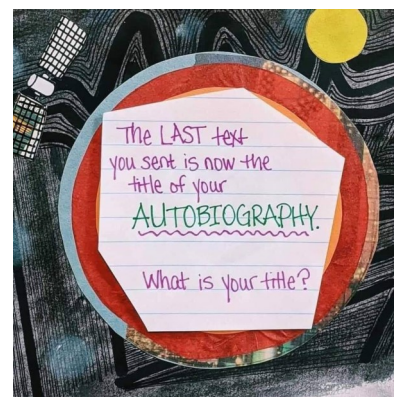


ACTIVITIES FOR TEENS

TeenTober

The Young Adult Library Services Association (YALSA) created TeenTober as a new, nationwide celebration every October to promote teen services in libraries. Each week of the month has a different theme. This year, the weekly themes were “Literacies,” “Writing,” “Technology and Gaming,” and “Art and Music.”

Teen Services Librarian Michelle Haffner created many different Facebook posts for our teen patrons during TeenTober. An especially popular one was this writing prompt to encourage teens to write what they know: “The last text you sent is the title of your autobiography. If that text was the title, how would you incorporate that title to tell your life story?” Other posts for teens during the month featured a list of spooky YA books selected by Michelle, a list of YA books she recommended reading for Hispanic Heritage Month, a list of banned YA books recommended by Richland Public Library staff for Banned Books Week, information about *Teen Ink* magazine, and more.



College Preparation Events

In early October, we posted a link to a Forbes article explaining the FAFSA and how it affects financial aid for college. We also posted about an online event being held by Columbia Basin College to help high school and college students fill out their financial aid forms. College-bound students seeking scholarships or financial aid are encouraged to fill out the FAFSA or WASFA each year starting on October 1.

Later in October, we posted about the virtual Pacific Northwest Association for College Admission Counseling (PNACAC) college fair that was held from October 19 through 22. It gave students an opportunity to learn about regional colleges they might want to attend, and to meet representatives from those colleges.



MORE ACTIVITIES FOR TEENS

Teen Take-and-Make Kits

We have continued to hand out teen take-and-make kits this month, first through curbside pickup and now in person as well. In mid October, we handed out 36 kits with Day of the Dead chalkboard painted skulls, chalk to use for decorating them, cut-and-fold dodecahedron pumpkins and ghosts, and a little Halloween candy as a treat. Another kit we handed out in October contained supplies and instructions for making macramé feathers.



NASA Essay Contest

We posted information about a NASA essay contest that is open to kids in grades K-12. Semifinalists will be invited to represent their state in a series of Artemis Explorer sessions with NASA experts, nine finalists will travel with a parent or guardian to NASA's Johnson Space Center next summer, and the national winner in each grade division will win a family trip to see the first Artemis test launch at Kennedy Space Center in Florida.

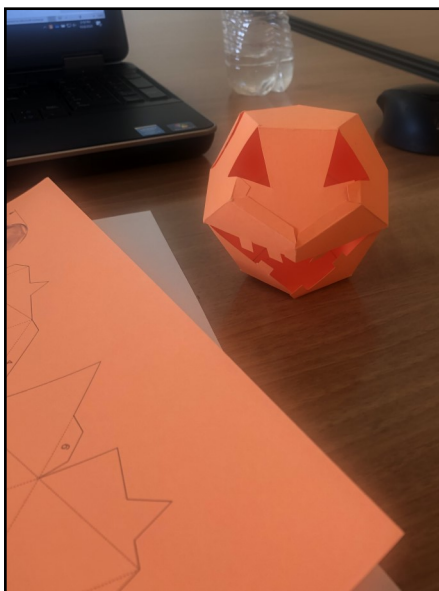
Washington Youth Survey

In late October, we posted information about an online survey being conducted by the Washington Legislative Youth Advisory Council. Teens were invited to fill out a quick survey to help the council determine how youth should be represented in the state government.

VOTERS' GUIDE

The Richland Public Library serves as a major source of information for area residents. As part of that mission, we have copies of the Washington state *Voters' Guide* booklet freely available for patrons to take, either by curbside pickup or in person.

We posted information on our Facebook page about voter registration, encouraging patrons to register and vote in the upcoming election.



ACTIVITIES FOR ADULTS

Adult Take-and-Make Kits

In mid October, we handed out 25 adult take-and-make kits. Adult Services Librarian Gavin Lightfoot put together kits for making foam warrior Belle leather bracers. Each kit contained supplies purchased by the Friends of the Richland Library, including foam sheets and strips, pieces of cord for lacing, one craft blade, and 12 gold screw studs. Gavin included instructions for cutting out the bracers and decorative roses, assembling the bracers, and decorating them. The bracers can be used for cosplay or as part of a Halloween costume.

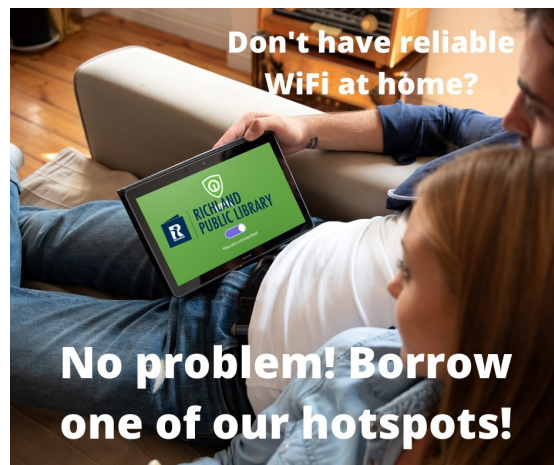
PNNL's Community Science and Technology Seminar Series

On Tuesday, October 13, Pacific Northwest National Laboratory (PNNL) held a community lecture via Zoom. PNNL chemist Heather Olson presented "Solving the World's Biggest Problems on the Smallest Scale," a lecture about mass spectrometry. Patrons were invited to attend and "find out how researchers are utilizing this powerful tool to find differences in everything from single cells to entire forests." We publicized this event through social media.

WIFI HOTSPOTS

To increase internet access for our patrons, especially during times when the library building is closed, the Richland Public Library now has 28 hotspots that can be checked out and taken home. This is a critical service because many patrons are currently attending school or working from home due to the pandemic.

The hotspots have been extremely popular with our patrons. Until recently, there was a long wait to check out a hotspot, but the wait time has now decreased because we were able to purchase more of them.



SOCIAL MEDIA OUTREACH

During October, we continued to interact with patrons through the library's social media accounts on Facebook and Twitter to provide resources, programs, and fun activities. Many of our posts highlighted digital resources that are available through the library from Hoopla, Kanopy, and Overdrive/Libby.

We encouraged patrons to celebrate Star Wars Reads Month by checking out books and ebooks from the library. We recommended Halloween books for kids, as well as scary movies for adults to watch in October. We posted about several of *The Great Courses* available on Kanopy, and we invited patrons to celebrate the 100th anniversary of the U.S. release of Agatha Christie's first novel by learning more about that author. We also asked patrons to tell us about their favorite books that are set in libraries.

Live Smithsonian Broadcast

On October 9, we encouraged patrons to tune in to a live broadcast presented by the Smithsonian Air and Space Museum. River's Edge High School was one of eleven schools nationwide that launched weather balloon satellites to gather telemetry data.

"What's New" Videos

In October, we posted a short "What's New In Kid's Graphic Novels" video on Facebook to highlight many of the library's new graphic novels. Kids were encouraged to watch the video, look books up in the catalog, and place them on hold for curbside pickup.

On October 20, we posted a short video to introduce Teen Services Librarian Michelle Haffner to our patrons. Michelle joined our staff in March 2020, just one week before the library building was closed due to the pandemic, so many of our teen patrons haven't met her yet.

We also posted an "unboxing" video featuring many of the new nonfiction books that have recently arrived at the library. Patrons were invited to view the video and place holds on items they liked.



OCTOBER BEANSTACK CHALLENGES

Fall Into Reading Challenge (October 1 to October 31)

The Junior Library Guild is hosting a “Fall Into Reading” challenge on Beanstack, and Michelle adapted it for our library users. The challenge is for patrons of all ages, and it includes book recommendations for all grades and ages. The top three schools or libraries with the most minutes read will win prizes from the Junior Library Guild.



We posted information about this challenge on the Richland Public Library’s website and Facebook page in September and October to encourage our patrons to participate.

Choose Your Own Career Adventure Challenge (September 1 to November 30)

We have continued to encourage teens to participate in the “Choose Your Own Career Adventure” challenge on Beanstack. This challenge will continue until November 30.



FRIENDS OF THE RICHLAND LIBRARY BOOK SALES

The Friends of the Richland Library held sidewalk sales from 11 to 3 p.m. on October 16 and 22. They placed tables of books and other materials just to the right of the library’s main entrance, and patrons were able to browse and purchase.

After the library building reopened to the public, the Friends set up several book sale tables in the lobby. They are also planning to hold sales in the conference rooms on Thursdays and Fridays. Their work is definitely appreciated by library staff and patrons!



“Our favorite book is always the book that speaks most directly to us at a particular stage in our lives. And our lives change.” ~ Lloyd Alexander



On the first day we reopened, a patron posted this photo with the following comment:

“My kids, so happy to go inside the Library today! Especially my little kindergartener, she was really chatting up the Librarian in checkout! It’s good to see the inside of the Library, I am so serious! Thank you RPL, we have missed you!



LOCAL

Richland library reopens for first time since COVID shutdown

IN THE NEWS

On October 27, the Tri-City Herald published an article about the Richland Public Library reopening to the public. An accompanying video interview with Library Manager Leslie Campbell Hime was also featured on the newspaper’s website.

Richland Public Library
33 mins · 📺

It's almost #Halloween!! Enjoy these ebooks 📖 from Hoopla with your little ghosts & goblins!

<https://hoopla.app.link/1YFOVnKZOab>

HALLOWEEN for Kids

We're Going on a Pumpkin Hunt

Pete the Cat: Two Little Pumpkins

Curious George: Haunted Halloween

DON'T PUSH THE BUTTON! A Halloween Treat

GHOULIA

WELCOME!

Please Follow Building Guidelines

Face Coverings are REQUIRED for entry.

If you cannot wear a mask, please take advantage of our Curbside Service and digital resources.



Limit your visit to 30 minutes.

Library Hours:
Monday - Friday
3:00 p.m. - 6:00 p.m.

Curbside Hours:
Monday - Friday
11:00 a.m. - 4:00 p.m.



No Food or Drinks.



Water Fountains are closed for your safety.



Sanitize your hands.

Hand Sanitizing stations are available throughout the library.



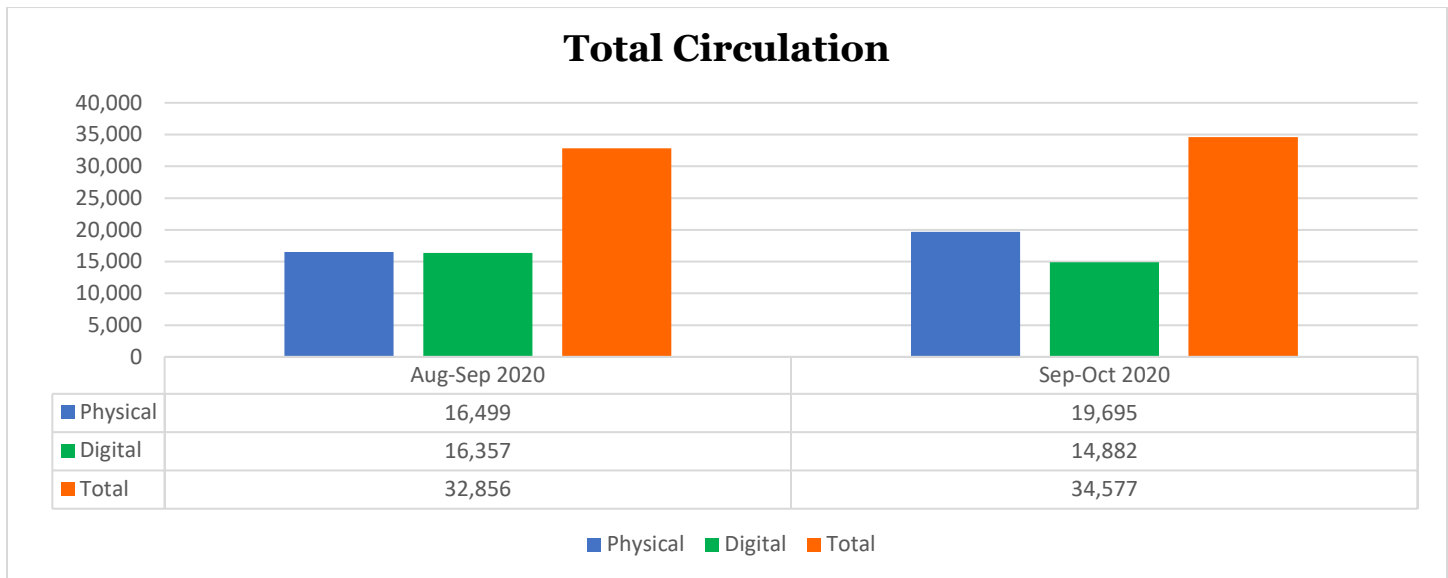
Computers and printing services are unavailable.



R RICHLAND PUBLIC LIBRARY

myrichlandlibrary.org

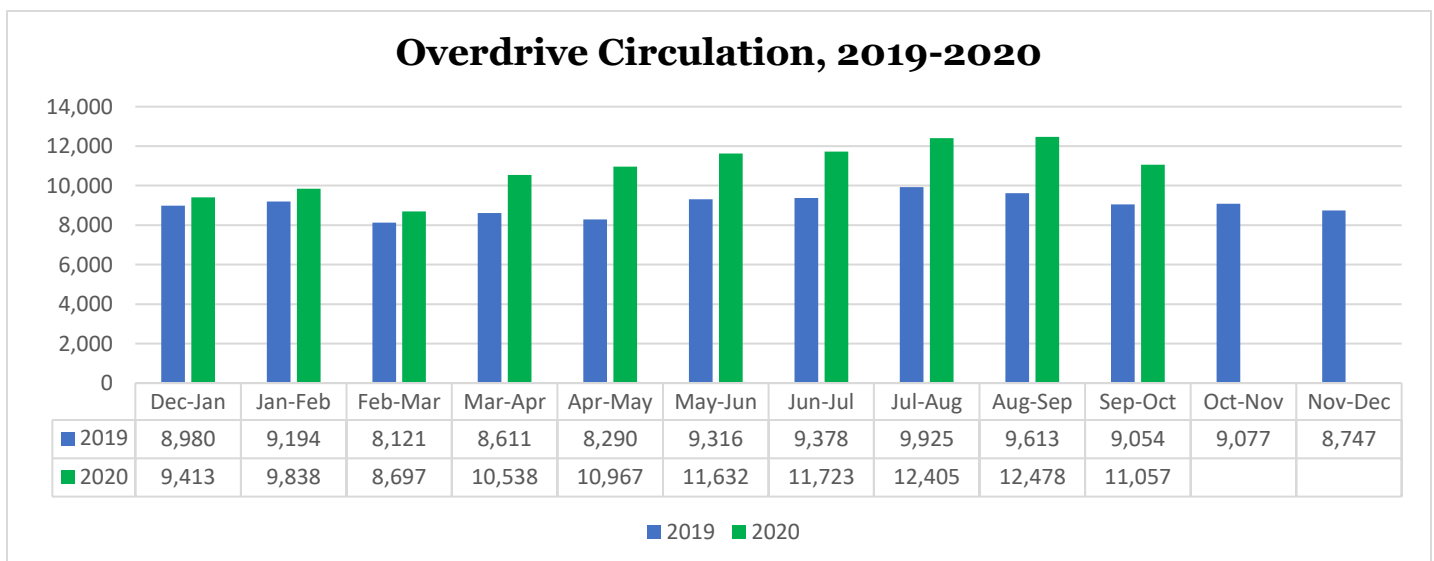
CIRCULATION



From September 16 through October 15, we filled 8,277 holds for books, DVDs, and other physical items. This is a 36% increase over the 6,099 holds that we filled during the previous month.

Our total circulation for that period was 34,577 items, of which 19,695 were physical items and 14,882 were digital items obtained through Overdrive, Hoopla, Kanopy, Mango, and RBDigital. This is a 5% increase over the 32,855 items that were checked out during the previous month. We anticipate that the circulation of physical items will continue to increase during the next month because the library building has been reopened to the public.

DIGITAL SERVICES

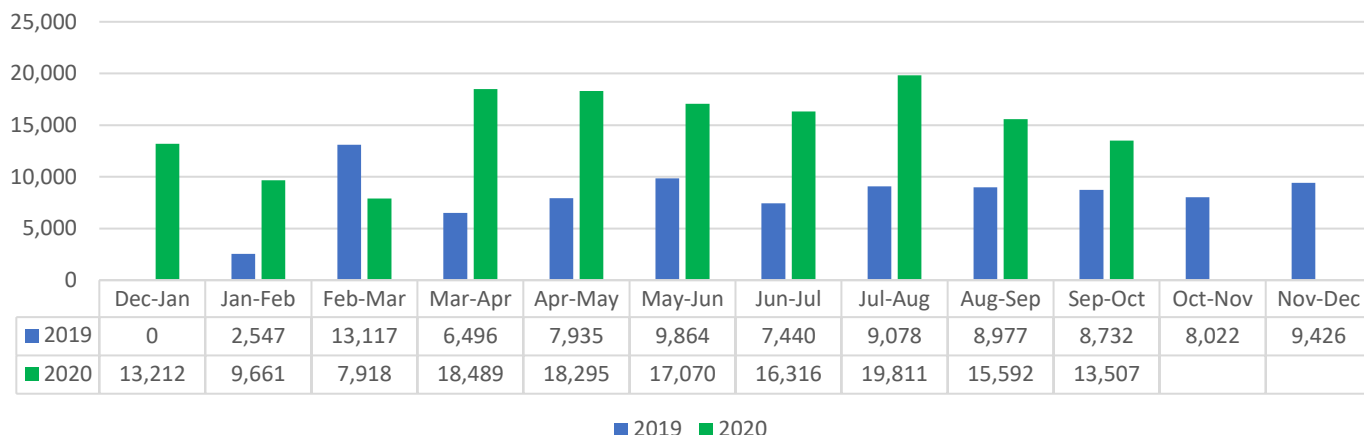


Patrons checked out 11,057 Overdrive items from September 16 through October 15, including 6,853 ebooks and 4,204 audiobooks. Overdrive checkouts are up 22% compared to the 9,054 items checked out during the same period in 2019.

Year-to-date Overdrive checkouts are also up 20% for 2020 compared to the same period in 2019. For this report, we are defining “year to date” as the period from December 16 through October 15. The ease with which people can use Overdrive, and their increasing familiarity with digital devices, makes it that much easier for them to check out items at home, work, or wherever they are.

DIGITAL SERVICES (CONTINUED)

Kanopy Minutes Played, 2019-2020

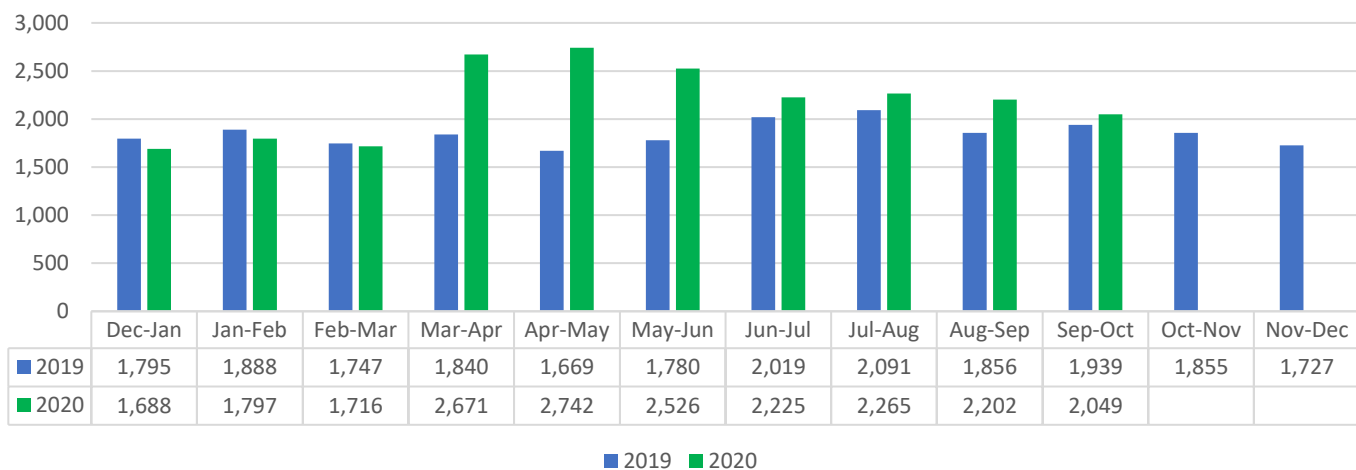


Patrons are really enjoying the Kanopy platform for their educational and recreational needs. From September 16 through October 15, patrons played a total of 451 videos for 13,507 total minutes. We saw a 55% increase in minutes played during that period compared to the same period in 2019.

Year-to-date usage of Kanopy has also increased 102% in 2020 compared to the same period in 2019.

Five of the top ten videos played by patrons this month were from Ken Burns' *County Music* series. Patrons streamed videos on desktops (32%), televisions (32%), mobile devices (23%), tablets (12%), and other/unknown devices (1%). They viewed Kanopy in the United States, Vietnam, Mexico, and Canada.

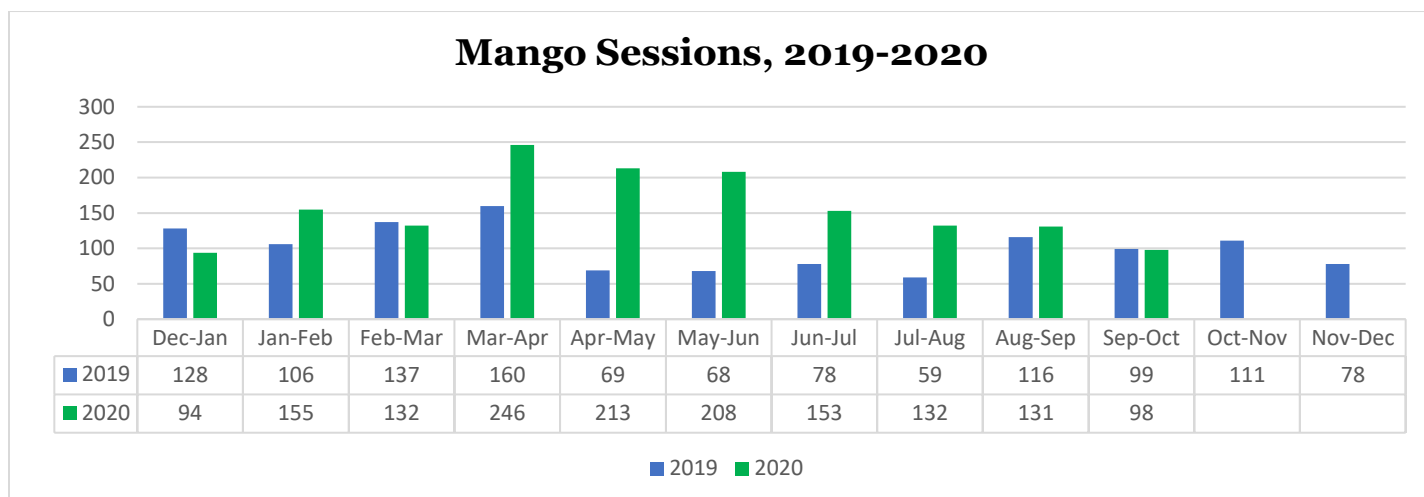
Hoopla Circulation, 2019-2020



Our Hoopla circulation numbers continue in an upward trend. Patrons checked out 2,049 items from Hoopla between September 16 and October 15. Compared to the number of Hoopla items checked out during the same period in 2019, that is a 6% increase.

Year-to-date usage of Hoopla is also up 17% for 2020 compared to the same period in 2019. An increasing familiarity with digital platforms has meant that patrons are more comfortable using these types of platforms for their needs. With the passing of Justice Ruth Bader Ginsburg in September, several patrons used Hoopla to stream a documentary (*Ginsburg*) and an audiobook (*Notorious RBG*) about her life. Those two items were among the top ten Hoopla titles streamed by our patrons this month.

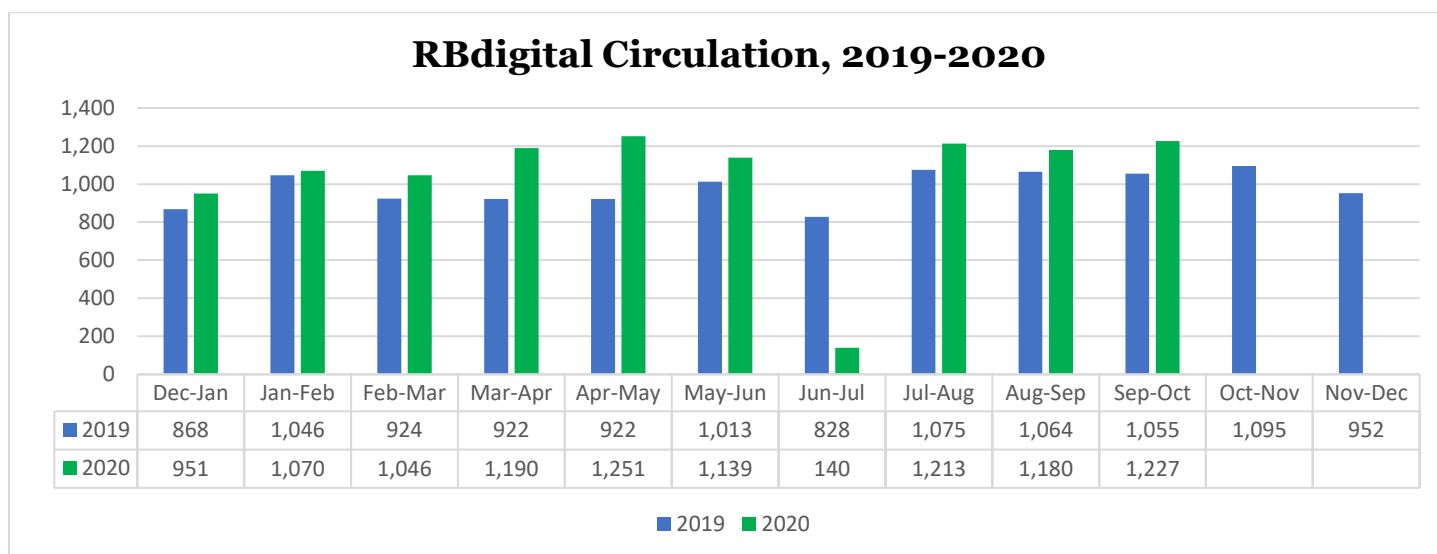
DIGITAL SERVICES (CONTINUED)



From September 16 through October 15, our patrons had a total of 98 Mango sessions with 94 course uses. Patrons logged 1,200 minutes of total learning time with an average session length of 12 minutes.

Year-to-date usage of our Mango platform is up 53% for 2020 compared to the same period in 2019, despite usage being down 1% for September/October 2020 compared to September/October 2019. With many schools still in hybrid or virtual settings this fall, Mango provides a way for students and others to learn new languages.

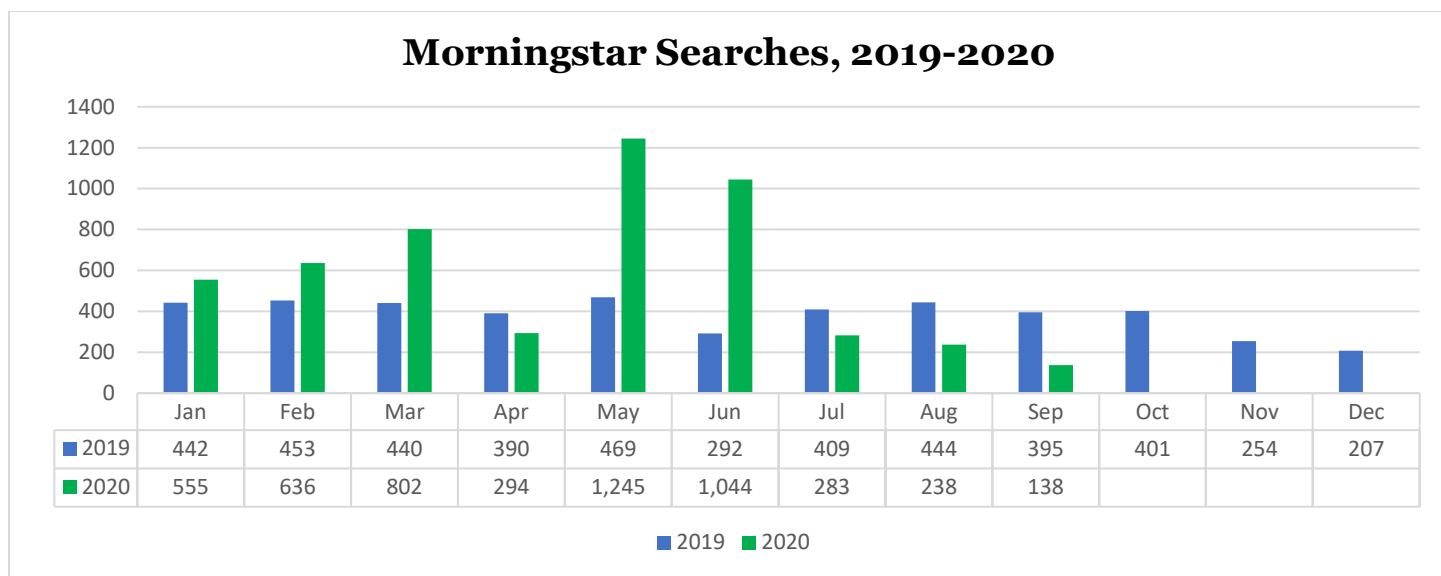
The top five languages our patrons studied during the past month were Italian, Portuguese (Brazil), Japanese, Spanish (Latin American), and German. These have consistently been in the top ten languages studied by our patrons over the past year. Other languages that make up the top ten are French, Chinese (Mandarin), Korean, Russian, and Pirate. People may have been practicing for “International Talk Like a Pirate Day” on September 19!



Patrons checked out 1,227 RBdigital items from September 16 through October 15, including 31 audiobooks, 31 ebooks, and 1,165 magazines. RBdigital checkouts are up 16% compared to the same period in 2019.

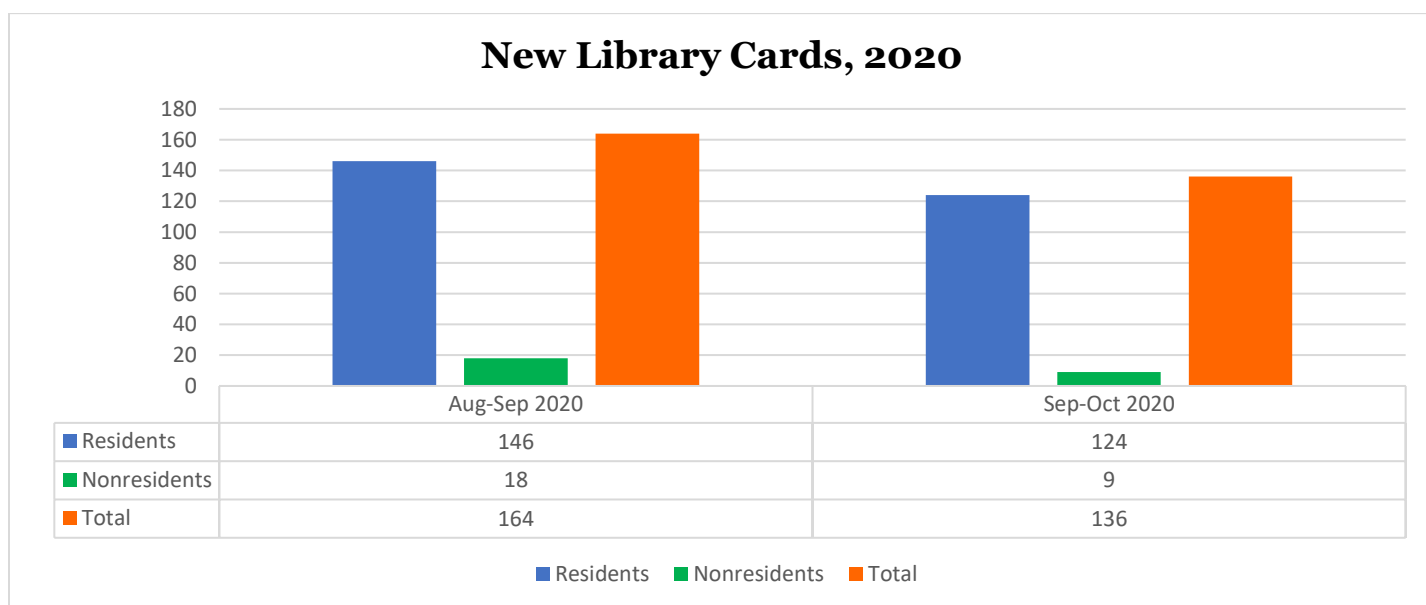
Year-to-date RBdigital checkouts are also up 7% for 2020 compared to the same period in 2019. With the ongoing pandemic, people are increasingly using digital devices as sources of education and entertainment. This trend should continue with the familiarization that patrons have now achieved in using various platforms to achieve their digital needs.

DIGITAL SERVICES (CONTINUED)



Year-to-date Morningstar searches have increased 52% in 2020 compared with the same period in 2019, even though searches were down 65% this year during the September 16 through October 15 period. Because the election is coming in November, we speculate that searches may start to increase again, depending on the results, as people look for ways to invest their financial resources.

OTHER STATISTICS



From September 16 through October 15, we had 124 Richland residents and 9 nonresidents sign up for new library cards. We fulfilled 3 interlibrary loan requests.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/10/2020

Agenda Category: Approval of Bills

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

Approval of Bills for September 1, 2020 through September 30, 2020

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the September 1, 2020 through September 30, 2020 claims for payment.

Summary:

This item is a review and approval of the September 1, 2020 through September 30, 2020 claims for payment.

Attachments:

1. September 2020 Claims for Payment
2. September 2020 Payroll
3. September 2020 Voucher Listing



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

SEPTEMBER 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 \$ 95,379.37 this 10th day of November, 2020.

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

Voucher Listings	Amount
September 01, 2020 thru September 30, 2020	\$16,850.61
Transfer Advice (Salaries)	
Salaries for the weeks of: September 01, 2020 thru September 30, 2020	\$78,528.76
MONTHLY EXPENSES	\$95,379.37

Comments: City of Richland Library Expenditure September 2020 City of Richland Library Voucher Listing September 2020

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

CITY OF RICHLAND

LIBRARY EXPENDITURE

September 2020

Month/Year

PAY PERIODS From August 17, 2020 through September 13,2020

GROSS SALARIES \$ 78,528.76

		Gross Wages	Total
WEEK OF:	<u>09/03/20</u>	<u>39,265.94</u>	<u>39,265.94</u>
WEEK OF:	<u>09/17/20</u>	<u>39,262.82</u>	<u>39,262.82</u>
WEEK OF:	<u> </u>	<u> </u>	<u>-</u>
	TOTAL	<u>78,528.76</u>	<u>78,528.76</u>

Library Voucher Listing

Begin Date: 9/1/2020

End Date: 9/30/2020

NON-FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8188700/3583	OCLC INC		1000059928	9/9/2020	282857	CATALOGING AND META DATA SUBSCRIPTION	\$1,140.91
	K8188700/3583	IDENTISYS		494486	9/2/2020	282677	CS65015843 PHONE SUPPORT SERVICE 9/22/20-9/21/21	\$259.55
	K8188700/3583	MIDWEST TAPE		99329293	9/16/2020	283037	HOOPLA DIGITAL SERVICE	\$4,314.74
	K8188700/3583	MORNINGSTAR INC		1	9/9/2020	282853	SUBSCRIPTION ID:35629360 9/13/20-9/13/21	\$4,429.00
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$10,144.20
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$133,822.00			YTD ACTUAL: \$83,220.39			YTD % USED: 62.19%		
INFORMATION TECHNOLOGY TOTAL:								\$10,144.20
	K8721000/4201	FRONTIER		09/20 2061882614	9/16/2020	283017	TELEPHONE CHARGE 8/19/20-9/18/20	\$226.48
	K8721000/4201	VERIZON WIRELESS		9861087788	9/16/2020	283074	NASPO AUGUST WIRELESS	\$47.03
	K8721000/4201	VERIZON WIRELESS		9861716521	9/18/2020	283215	AUGUST WCC WIRELESS	\$35.18
	K8721000/4201	FRONTIER		09/20 5099433152	9/23/2020	283257	TELEPHONE CHARGE FROM 9/4/20 -10/3/20	\$706.10
TELEPHONE & COMM SVCS TOTAL:								\$1,014.79
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$14,355.00			YTD ACTUAL: \$6,895.60			YTD % USED: 48.04%		

Library Voucher Listing

Begin Date: 9/1/2020

End Date: 9/30/2020

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4202	PITNEY BOWES PURCHAS		082020Postage	9/30/2020	283450	Postage 08/01/2020-08/31/2020	\$5.60
POSTAGE TOTAL:								\$5.60
POSTAGE - YTD INFORMATION								
BUDGET: \$6,316.00			YTD ACTUAL: \$960.25			YTD % USED: 15.20%		
	K8721000/4207	BANK OF AMERICA		083120	9/2/2020	8269	Library Merchant Service Fees	\$5.00
MERCHANT SVC FEES TOTAL:								\$5.00
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$396.88			YTD % USED: N/A		
	K8721000/4504	XEROX CORP		011295600	9/25/2020	283414	3UA-295134 AUGUST	\$77.77
	K8721000/4504	XEROX CORP		011295601	9/25/2020	283414	3UA-295169 AUGUST	\$75.40
	K8721000/4504	XEROX CORP		011295602	9/25/2020	283414	3UA-296344 AUGUST	\$178.60
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$331.77
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$5,650.00			YTD ACTUAL: \$4,620.78			YTD % USED: 81.78%		
	K8721000/4802	IDENTISYS		498415	9/30/2020	283433	ANNUAL SERVICE CONTRACT EG-IMA18097-04 RENEWAL	\$855.77
REPAIRS AND MAINT-EQUIPMENT TOTAL:								\$855.77
REPAIRS AND MAINT-EQUIPMENT - YTD INFORMATION								
BUDGET: \$5,790.00			YTD ACTUAL: \$4,083.62			YTD % USED: 70.53%		
LIBRARY ADMINISTRATION TOTAL:								\$2,212.93

Library Voucher Listing

Begin Date: 9/1/2020

End Date: 9/30/2020

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/4505	XEROX CORP		011136686	9/2/2020	282713	3UA-295258 JULY	\$81.74
RENTALS-OTHER TOTAL:								\$81.74
RENTALS-OTHER - YTD INFORMATION								
BUDGET: \$5,410.00			YTD ACTUAL: \$2,226.17			YTD % USED: 41.15%		
LIBRARY PUBLIC SERVICE TOTAL:								\$81.74
LIBRARY NON-FACILITIES TOTAL:								\$12,438.87

Library Voucher Listing

Begin Date: 9/1/2020

End Date: 9/30/2020

FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8725000/4700	CITY OF RICHLAND		08/2020 AUG	9/16/2020	282997	CITY UTILITY BILLS/AUG 2020	\$4,411.74
UTILITIES TOTAL:								\$4,411.74
UTILITIES - YTD INFORMATION								
BUDGET: \$53,736.00			YTD ACTUAL: \$32,107.94			YTD % USED: 59.75%		
LIBRARY FACILITIES TOTAL:								\$4,411.74



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/10/2020

Agenda Category: Approval of Bills

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

Approval of Bills for October 1, 2020 through October 31, 2020

Department:

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Recommended Motion:

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RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

OCTOBER 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 \$ \$137,648.36 this 10th day of November, 2020.

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

Voucher Listings			Amount
October 01, 2020	thru	October 31, 2020	\$19,493.00
Transfer Advice (Salaries)			
Salaries for the weeks of: October 01, 2020	thru	October 31, 2020	\$118,155.36
MONTHLY EXPENSES			\$137,648.36

Comments: City of Richland Library Expenditure October 2020 City of Richland Library Voucher Listing October 2020

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

CITY OF RICHLAND

LIBRARY EXPENDITURE

October 2020

Month/Year

PAY PERIODS From September 14, 2020 through October 25, 2020

GROSS SALARIES \$ 118,155.36

		Gross Wages	Total
WEEK OF:	<u>10/01/20</u>	<u>39,228.57</u>	<u>39,228.57</u>
WEEK OF:	<u>10/15/20</u>	<u>39,424.90</u>	<u>39,424.90</u>
WEEK OF:	<u>10/29/20</u>	<u>39,501.89</u>	<u>39,501.89</u>
	TOTAL	<u>118,155.36</u>	<u>118,155.36</u>

Library Voucher Listing

Begin Date: 10/1/2020

End Date: 10/31/2020

NON-FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8188700/3583	OCLC INC		1000066532	10/2/2020	283591	CATALOGING AND METADATA SUBSCRIPTION	\$1,140.91
	K8188700/3583	OCLC INC		1000069490	10/2/2020	283591	CATALOGING AND METADATA REF 9-1-2020 THRU 8-31-21	\$1,570.36
	K8188700/3583	OCLC INC		1000071860	10/28/2020	284151	CATALOGING AND METADATA SUBSCRIPTION	\$1,050.56
	K8188700/3583	MIDWEST TAPE		99453354	10/21/2020	284041	HOOPLA DIGITAL SERVICE SEPTEMBER	\$3,895.08
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$7,656.91
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$133,822.00			YTD ACTUAL: \$83,220.39			YTD % USED: 62.19%		
INFORMATION TECHNOLOGY TOTAL:								\$7,656.91
	K8721000/4201	FRONTIER		10/20 2061882614	10/16/2020	283927	TELEPHONE CHAREGES 9/19/20-10/18/20	\$214.92
	K8721000/4201	FRONTIER		10/20 5099433152	10/16/2020	283927	TELEPHONE CHARGES FROM 10/4/20 - 11/30/20	\$468.61
	K8721000/4201	FRONTIER		02/20 2061882614	10/16/2020	283927	TELEPHONE CHARGES 2/19/20 - 3/18/20	\$138.60
	K8721000/4201	VERIZON WIRELESS		9863800028	10/23/2020	284102	SEPTEMBER WCC WIRELESS	\$35.18
	K8721000/4201	VERIZON WIRELESS		9863164744	10/23/2020	284102	NASPO SEPTEMBER WIRELESS	\$47.03
TELEPHONE & COMM SVCS TOTAL:								\$904.34
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$14,355.00			YTD ACTUAL: \$6,895.60			YTD % USED: 48.04%		

Library Voucher Listing

Begin Date: 10/1/2020

End Date: 10/31/2020

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4202	PITNEY BOWES PURCHAS		07/20 14823173	10/9/2020	283780	Postage 07/01/2020-07/31/2020	\$26.49
POSTAGE TOTAL:								\$26.49
POSTAGE - YTD INFORMATION								
BUDGET: \$6,316.00			YTD ACTUAL: \$960.25		YTD % USED: 15.20%			
	K8721000/4207	BANK OF AMERICA		093020	10/2/2020	8307	Library Merchant Service Fees	\$5.00
MERCHANT SVC FEES TOTAL:								\$5.00
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$396.88		YTD % USED: N/A			
	K8721000/4301	CAMPBELL-HIME, LESLI		18-292 CAMPBELL	10/28/2020	284127	18-292 ALA CONFERENCE	\$103.11
TRAVEL EXPENSES TOTAL:								\$103.11
TRAVEL EXPENSES - YTD INFORMATION								
BUDGET: \$11,563.00			YTD ACTUAL: \$792.80		YTD % USED: 6.86%			
	K8721000/4504	XEROX CORP		011295590	10/2/2020	283603	7HB-469027 SEPTEMBER	\$10.86
	K8721000/4504	XEROX CORP		011547890	10/16/2020	283973	XEROX 7HB-469027 OCTOBER	\$10.86
	K8721000/4504	XEROX CORP		011547904	10/21/2020	284060	3UA-295134 SEPTEMBER 2020 BASE CHARGE	\$80.29
	K8721000/4504	XEROX CORP		011547907	10/21/2020	284060	3UA-296344 SEPTEMBER 2020 BASE CHARGE	\$213.10
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$315.11
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$5,650.00			YTD ACTUAL: \$4,620.78		YTD % USED: 81.78%			

Library Voucher Listing

Begin Date: 10/1/2020

End Date: 10/31/2020

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
LIBRARY ADMINISTRATION TOTAL:								\$1,354.05
	K8722100/3401	NEWSBANK INC		RN930049	10/30/2020	284230	TC HERALD ANNUAL SUBSCRIPTION JAN-DEC 2020	\$5,773.00
	K8722100/3401	WA STATE DEPARTMENT		DOR 09/2020	10/26/2020	1020	COMBINED EXCISE TAX- SEPTEMBER 2020	\$127.06
LIBRARY RESOURCES TOTAL:								\$5,900.06
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$256,340.00			YTD ACTUAL: \$204,010.14			YTD % USED: 79.59%		
	K8722100/4107	CI INFORMATION MANAG		0107007	10/30/2020	284188	ONSITE 64 GALLON RECURRING SHRED SERVICE	\$102.50
OTHER PROFESSIONAL SERVICES TOTAL:								\$102.50
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$860.00			YTD ACTUAL: \$637.95			YTD % USED: 74.18%		
	K8722100/4505	XEROX CORP		011360180	10/7/2020	283676	3UA-295258 AUGUST	\$81.80
	K8722100/4505	XEROX CORP		011547905	10/21/2020	284060	3UA-295169 SEPTMEBER 2020 BASE CHARGE	\$75.40
	K8722100/4505	XEROX CORP		011547906	10/21/2020	284060	3UA-295258 SEPTEMBER 2020 BASE CHARGE	\$81.80
RENTALS-OTHER TOTAL:								\$239.00
RENTALS-OTHER - YTD INFORMATION								
BUDGET: \$5,410.00			YTD ACTUAL: \$2,226.17			YTD % USED: 41.15%		
LIBRARY PUBLIC SERVICE TOTAL:								\$6,241.56
LIBRARY NON-FACILITIES TOTAL:								\$15,252.52

Library Voucher Listing

Begin Date: 10/1/2020

End Date: 10/31/2020

FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8725000/4700	CITY OF RICHLAND		09/2020 SEP	10/23/2020	284072	CITY UTILITY BILLS/SEPTEMBER 2020	\$4,240.48
UTILITIES TOTAL:								\$4,240.48
UTILITIES - YTD INFORMATION								
BUDGET: \$53,736.00			YTD ACTUAL: \$32,107.94			YTD % USED: 59.75%		
LIBRARY FACILITIES TOTAL:								\$4,240.48