

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, April 13, 2021  
Join the Zoom meeting [here](#)  
Public Telephone Access: (206)337-9723 or (253)215-8782  
Meeting ID No. 974 2873 2704

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

**Liaisons:** Council Liaison Kent  
Staff Liaison: Interim Library Manager Barnaby

### **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)

Approval of the March 9, 2021 Library Board Meeting Minutes and the March 31, 2021 Library Board Special Meeting Minutes

#### **Report of the Library Manager:**

1. April 2021 Library Manager's Report
  - Theresa Barnaby , Interim Library Manager
2. April 2021 Library Statistics
  - Theresa Barnaby , Interim 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 March 1, 2021 through March 31, 2021
  - Theresa Barnaby , Interim Library Manager

#### **Unfinished Business:**

#### **New Business:**

1. Staff Presentation: Michelle Haffner, Teen Librarian
  - Michelle Haffner

2. Library Strategic Plan Request for Qualifications
  - Joe Schiessl, Parks & Public Facilities Director

**Agenda Items for Upcoming Board Meeting:**

1. RPL Policy Change: Check Out Limits and Damage to Library Property
  - Theresa Barnaby , Interim Library Manager

**Adjournment**

**The next Library Board Meeting is Tuesday, May 11, 2021**

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: 4/13/2021

Agenda Category: Approval of Minutes

Prepared By:

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**Subject:**

Approval of the March 9, 2021 Library Board Meeting Minutes and the March 31, 2021 Library Board Special Meeting Minutes

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**Department:**

Parks & Public Facilities

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**Recommended Motion:**

Move to approve the 03-09-21 meeting minutes and the 03-31-21 special meeting minutes.

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**Summary:**

The draft of 03-09-21 Library Board Meeting Minutes and the draft of 03-31-21 Library Board Special Meeting Minutes are included for consideration.

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**Attachments:**

1. 2021.03.09 Library Board Meeting Minutes
2. 2021.03.31 Library Board Special Meeting Minutes



## MINUTES

Richland Public Library Board

Public Telephone Access: (206)337-9723 or (253)215-8782

Meeting ID No. 974 2873 2704

March 9, 2021, 5:30 – 6:30 PM

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### CALL TO ORDER:

CHAIR MAIER CALLED THE MEETING TO ORDER AT APPROXIMATELY 5:37 P.M.

### ATTENDANCE:

CHAIR MAIER, VICE-CHAIR BOOTH, BOARD MEMBERS BUXTON, LIGHTNER, AND LUNSTAD WERE PRESENT. ALSO PRESENT WERE COUNCIL LIAISON KENT, LIBRARY MANAGER CAMPBELL HIME, PARKS AND PUBLIC FACILITIES DIRECTOR SCHIESSL, CITY ATTORNEY KINTZLEY, AND ADMINISTRATIVE ASSISTANT BARADA.

### APPROVAL OF AGENDA:

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

### APPROVAL OF MINUTES:

CHAIR MAIER ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE FEBRUARY 9, 2021 MEETING. BOARD MEMBER LIGHTNER MOVED AND BOARD MEMBER BUXTON SECONDED THE MOTION TO APPROVE THE MINUTES OF FEBRUARY 9, 2021 AS AMENDED. THE MOTION CARRIED 5-0.

### REPORT OF THE LIBRARY MANAGER:

Novel Café will reopen once more restrictions are lifted.

The new self-check kiosks have been installed; both patrons and staff are pleased with them.

### PUBLIC COMMENTS:

There were no public comments made.

### APPROVAL OF BILLS:

BOARD MEMBER LUNSTAD MOVED AND BOARD MEMBER LIGHTNER SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR MARCH 2021 IN THE AMOUNT OF \$131,265.52. THE MOTION CARRIED 5-0.

### UNFINISHED BUSINESS:

1. Library Manager Campbell-Hime shared with the Board the PowerPoint presentation that the Board will present to Council.

**NEW BUSINESS:**

1. At the February 8 meeting, the Board voted to eliminate fines. The question of whether or not the library could eliminate current fines already on patron accounts is unclear. The State Auditor's office provided a document that addresses the process without gifting public funds. This document is under review by the City's Finance Director and City Attorney.
2. An update was given to the Board about the February 5, 2021 complaint that Board members received
3. City Attorney Kintzley discussed the Library Board of Trustee's roles and responsibilities.
4. Parks and Public Facilities Director Schiessl discussed the plans for recruiting the next library manager.

**AGENDA ITEMS FOR UPCOMING BOARD MEETING:**

1. RPL Policy Change: Check Out Limits and Damage to Library Property
2. Staff Presentation

**ADJOURNMENT:**

CHAIR MAIER ADJOURNED THE MEETING AT 6:53 P.M.

Prepared and submitted by Kylie Barada, Administrative Assistant

Minutes Approved by: \_\_\_\_\_  
Kurt Maier, Library Board



## MINUTES

Richland Public Library Board

Special Board Meeting

Public Telephone Access: (206)337-9723 or (253)215-8782

Meeting ID No. 857 0442 1184

March 31, 2021, 5:30 – 6:30 PM

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### CALL TO ORDER:

CHAIR MAIER CALLED THE MEETING TO ORDER AT APPROXIMATELY 5:54 P.M.

### ATTENDANCE:

CHAIR MAIER, VICE-CHAIR BOOTH, BOARD MEMBERS BUXTON, LIGHTNER, AND LUNSTAD WERE PRESENT. ALSO PRESENT WERE COUNCIL LIAISON KENT, INTERIM LIBRARY MANAGER BARNABY, PARKS AND PUBLIC FACILITIES DIRECTOR SCHIESSL, AND ADMINISTRATIVE ASSISTANT BARADA.

### APPROVAL OF AGENDA:

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

### PUBLIC COMMENTS:

There were no members of the public present.

### NEW BUSINESS:

1. Department Director Schiessl and Interim Library Manager Barnaby discussed expanding the library's browsing hours. The library will be open Monday through Thursday, 10:00 a.m. to 6:00 p.m. and Friday 10:00 a.m. to 5:00 p.m. Curbside hours will be Monday through Thursday, 12:00 p.m. to 6:00 p.m. and Friday 12:00 p.m. to 5:00 p.m.

### ADJOURNMENT:

CHAIR MAIER ADJOURNED THE MEETING AT 6:34 P.M.

Prepared and submitted by Kylie Barada, Administrative Assistant

Minutes Approved by: \_\_\_\_\_  
Kurt Maier, Library Board



## LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/13/2021

Agenda Category: Report of the Library Manager

Prepared By: Theresa Barnaby , Interim Library Manager

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**Subject:**

April 2021 Library Manager's Report

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**Department:**

Parks & Public Facilities

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**Recommended Motion:**

Discussion only.

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**Summary:**

The Library Manager's April report is included for discussion.

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**Attachments:**

1. 4-13-21 Library Manager's Report

## **Manager's Report**

### **Friends of the Library**

The Friends of the Library Booksale room has re-opened to the public. They will be open during library open business hours. They are following all approved COVID-19 restrictions including requiring masks and limiting capacity to 50% in the bookroom.

At the last Friends' Board meeting, they tentatively set their Fall Booksale date for October 27-30. This is, of course, dependent upon the state guidelines at that time.

They are also pursuing options for on-site storage of their donated material and working with both the city Planning and Building departments.

### **Foundation**

No updates.

### **Statistics/Library Activities**

Please see attachment.





## LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/13/2021

Agenda Category: Report of the Library Manager

Prepared By: Theresa Barnaby , Interim Library Manager

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**Subject:**

April 2021 Library Statistics

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**Department:**

Parks & Public Facilities

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**Recommended Motion:**

Discussion only.

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**Summary:**

Staff will discuss the attached statistics regarding library curbside and resource use.

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**Attachments:**

1. 4-13-21 Library Statistics

# RICHLAND PUBLIC LIBRARY

## March 2021 Statistics Report for the April 13 Board Meeting



### SUMMARY

The Richland Public Library continued to provide both in-person services and curbside pickup appointments in March. Patrons could come into the building between 10 a.m. and noon, and between 4 and 6 p.m., on Mondays through Fridays, and we also offered curbside appointments from 12 to 6 p.m. on those same days.

Benton County moved to phase 3 of reopening on March 22, so we plan to expand our open hours. Starting Monday, April 12, the library will be open to the public from 10 a.m. to 6 p.m. on Mondays through Thursdays, and from 10 a.m. to 5 p.m. on Fridays. The first open hour on Fridays will be advertised as being for our most vulnerable patrons. We will also provide curbside service from 12 to 6 p.m. on Mondays through Thursdays, and from 12 to 5 p.m. on Fridays.

Our extremely popular March Madness Book Challenge encouraged patrons to explore new books and revisit old favorites. We paired 64 recommended books in head-to-head competitions and asked people to vote for their favorites on social media and in the library. We also handed out hundreds of take-and-make kits this month for children, teens, and families with St. Patrick's Day and spring themes.

Our librarians and staff are currently making plans for the Summer Reading Program. In March, we received a donation of new children's bicycles that will be given away as prizes this summer.



### FEB. 16 THROUGH MAR. 15

- Total Circulation: 38,000 items
- Physical Items Checked Out: 24,394
- Physical Items Renewed: 12,393
- Digital Items Checked Out: 13,606
- Hoopla Circulation: 2,301 items
- Kanopy Circulation: 14,582 total minutes
- Overdrive Circulation: 10,809 items
- Mango: 57 sessions
- New Library Cards: 92

## CHILDREN'S ACTIVITIES

### Story Time with Miss Kelly

Our twice-weekly *Story Time with Miss Kelly* videos continue to be extremely popular with patrons. By the end of March, we had 83 videos on Facebook at the following link.

<https://www.facebook.com/watch/140429522668223/592777207923073/>

Children's Services Librarian Kelly Reed read several different picture books for her story time videos this month, including *Little Pea* by Amy Krause Rosenthal, *Delivery* by Aaron Meshon, *Some Pets* by Angela DiTerlizzi, *One Potato, Two Potato* by Cynthia DeFelice, *My River* by Shari Halpern, *Little Truck* by Taro Gomi, and *Yoko Finds Her Way* by Rosemary Wells. Her story time videos also featured visits from several therapy dogs, including Lucy, Hootie, Hazel, and Bella.

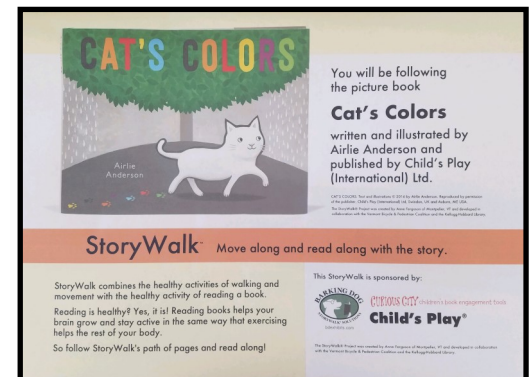
In one video, she taught kids to fold origami envelopes using printer or notebook paper.

### Special Guest for Women's History Month

This month, one of our videos featured a book read by a special guest, Ashley Jenkins, in honor of Women's History Month. On March 24, we posted a video of Ashley reading *The Power of Her Pen* by Lesa Cline-Ransome, a book that features the story of groundbreaking journalist Ethel Payne.

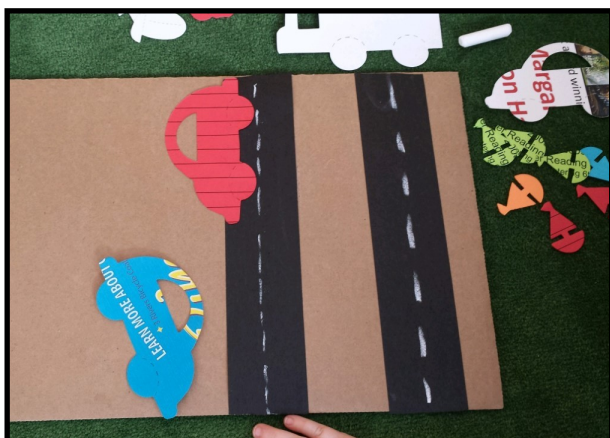
### Cat's Colors StoryWalk

During March, we displayed a StoryWalk featuring *Cat's Colors*, a picture book written and illustrated by Airlie Anderson. Children and families can walk around the outside of the library to see the colorful panels featuring pages from the book.



### Preschool Take-and-Make Kits

Kelly also put together a transportation-themed take-and-make kit for preschoolers this month. Each kit contained colorful cutout vehicles, shapes and paper straws to make road signs, and chalk and strips of black construction paper to make roadways. She mentioned the kits in several of her story time videos so that families would know to ask about them. Library staff handed out more than 50 of these kits in late March and early April.





## March Madness Book Challenge

Teen Services Librarian Michelle Haffner spearheaded this program with assistance from STEAMspace Coordinator Johanna Talbott and other library staff. Michelle created a colorful display for the library, and Johanna posted polls on social media. During March, they asked people to vote for favorite books in head-to-head matchups on Facebook, on Twitter, and in the library. Some families came into the library and had enthusiastic discussions between family members before sticking stars on our display to cast their votes.

Sixty-four books competed in the first round. Those were narrowed down to 32, then the “Sweet Sixteen,” the “Elite Eight,” the “Final Four,” and then the final two. One of the closest matchups was between *Harry Potter and the Sorcerer’s Stone* and *The Monster at the End of This Book*. We posted, “This matchup is far closer than we thought it would be ... and we LOVE IT! Our staff is as evenly split about this as Facebook and Twitter seem to be.”

We held raffles so that our patrons could win themed prizes, including a \$25 gift card to Dick's Sporting Goods, a City of Richland water bottle, a basketball, and sports cups filled with candy.



**Richland Public Library**  
March 5 at 11:15 AM · 🌐

#MarchMadness is going strong! All Round 1 matchups are underway. Vote for your favorites in our Event discussion tab at:  
[https://www.facebook.com/events/127451442616487/?active\\_tab=discussion](https://www.facebook.com/events/127451442616487/?active_tab=discussion)

You can also vote on Twitter or come into the library to vote in person on our giant bracket board during our building open hours, Monday - Friday, 10 - noon and 4 - 6 pm.

Weekly raffle prizes will be drawn all month long! Raffle entries are taken IN PERSON ONLY, so come see us!

Watch  
your  
favorites  
go head  
to head!

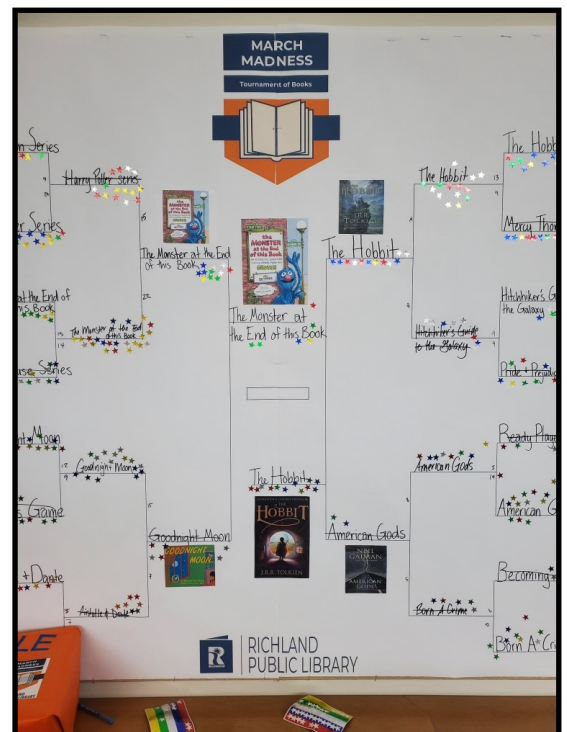




**PARKS & RECREATION**  
READY SET PLAY!



**MARCH  
MADNESS**  
Tournament of Books



## FAMILY ACTIVITIES (CONTINUED)

### March Madness Winner

*The Monster at the End of This Book* is this year's champion!

Johanna wrote, "I don't know if we've had another post that was shared and reacted to as much as this." Our post analytics on Facebook and Twitter skyrocketed over the final weekend, and people continued to try to vote after the competition ended. Patrons shared the post to a couple of sci-fi fan groups, and the City of Richland and Parks and Recreation both shared it as well. We saw a Friday afternoon surge of votes for *The Hobbit*, but more Muppet fans popped up over the weekend to vote their favorite into the lead.

Our Facebook post for the final vote reached 10,027 people, had 1,777 post engagements, and received 848 reactions, comments, and shares. We saw 390 votes on Facebook for *The Monster at the End of This Book* (153 of those votes were from shares), and 323 votes for *The Hobbit* (half of which were from shares). These were combined with Twitter and in-person votes to come up with the winner.

We'd like to thank everyone who participated in this challenge and made it so much fun: library staff, Community Center staff, other Parks and Recreation staff, and our patrons!

Post Details

**Richland Public Library**  
4d · 🌐

EDIT: VOTING IS NOW CLOSED!  
=====

This is it! Championship round of the #MarchMadness  
#TournamentOfBooks!... See More



 **Get More Likes, Comments and Shares**  
When you boost this post, you'll show it to more people.

10,027  
People Reached

1,777  
Engagements

Boost Post

**Performance for Your Post**

10,027

People Reached

848

Reactions, Comments & Shares ⓘ

|                |                |                  |
|----------------|----------------|------------------|
| 323<br>Like    | 170<br>On Post | 153<br>On Shares |
| 390<br>Love    | 195<br>On Post | 195<br>On Shares |
| 25<br>Haha     | 0<br>On Post   | 25<br>On Shares  |
| 1<br>Wow       | 1<br>On Post   | 0<br>On Shares   |
| 1<br>Sad       | 0<br>On Post   | 1<br>On Shares   |
| 97<br>Comments | 28<br>On Post  | 69<br>On Shares  |
| 14<br>Shares   | 13<br>On Post  | 1<br>On Shares   |

929

Post Clicks

|                   |                    |                       |
|-------------------|--------------------|-----------------------|
| 30<br>Photo Views | 1<br>Link Clicks ⓘ | 898<br>Other Clicks ⓘ |
|-------------------|--------------------|-----------------------|

NEGATIVE FEEDBACK

0 Hide Post

0 Hide All Posts

0 Report as Spam

0 Unlike Page

Reported stats may be delayed from what appears on posts

4



## St. Patrick's Day Take-and-Make Kits

**R**

**RICHLAND  
PUBLIC LIBRARY**

[www.myrichlandlibrary.org](http://www.myrichlandlibrary.org)

Craft Supplies  
provided by the  
Friends of the  
Richland Library.

**Leprechaun Hat**

You will need the following items for this craft:

- Green Cup - included
- Green Circle - included
- Black Paper - included
- Gold Paper - included
- Glue - included





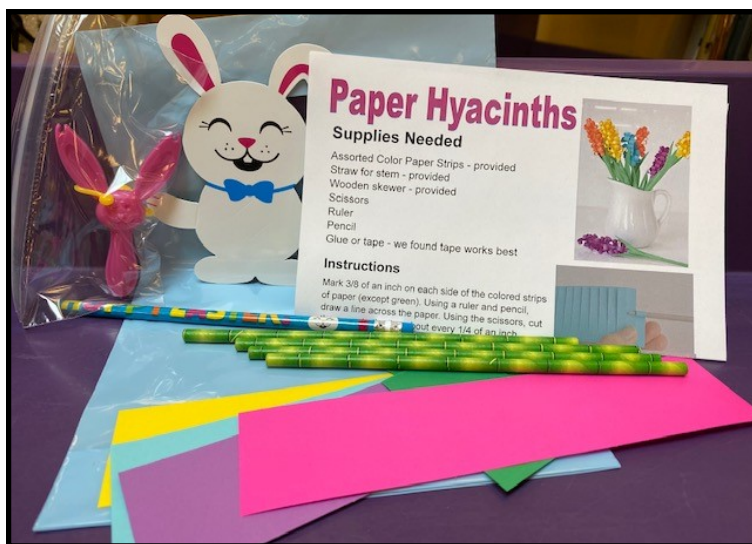
## FAMILY ACTIVITIES (CONTINUED)

### Spring Take-and-Make Kits

In late March, we handed out 100 spring-themed take-and-make kits that Lisa and Johanna put together containing craft supplies and instructions for making paper hyacinths. Families could create cheerful hyacinth bouquets using the construction paper strips, straws, and wooden skewers provided in the kits. Supplies were purchased with programming funds generously provided by the Friends of the Richland Library. Each kit also contained a toy, a paper bunny decoration, and a colorful pencil.

### Eggnite Richland 2021

We posted on social media to let people know about Eggnite Richland 2021, a springtime event for families that would be held at Columbia Playfields on March 31. This event featured games, arts and crafts, blocks, photos with the Easter Bunny, and an egg hunt. Lisa, Library Technical Support Specialist Daurice Siller, and other City of Richland staff helped to put on the event.



## FAMILY ACTIVITIES (CONTINUED)

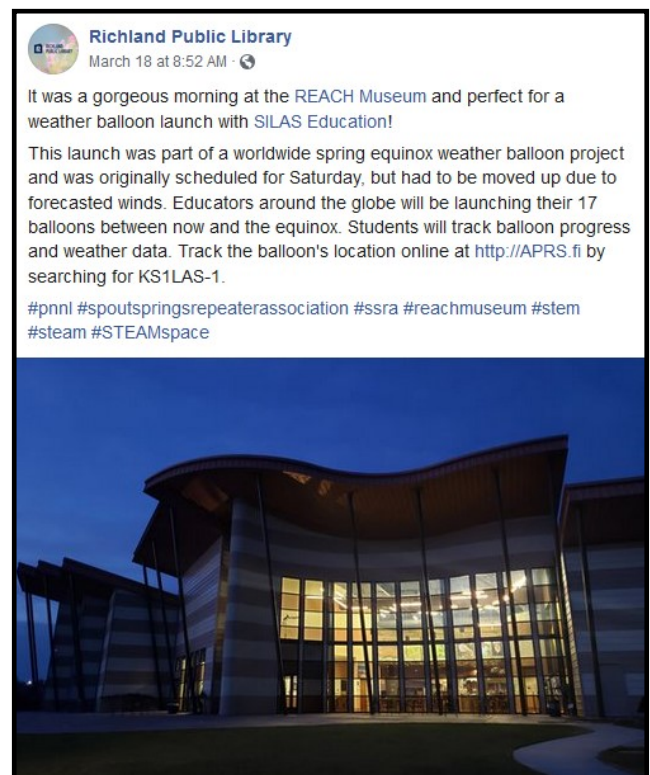
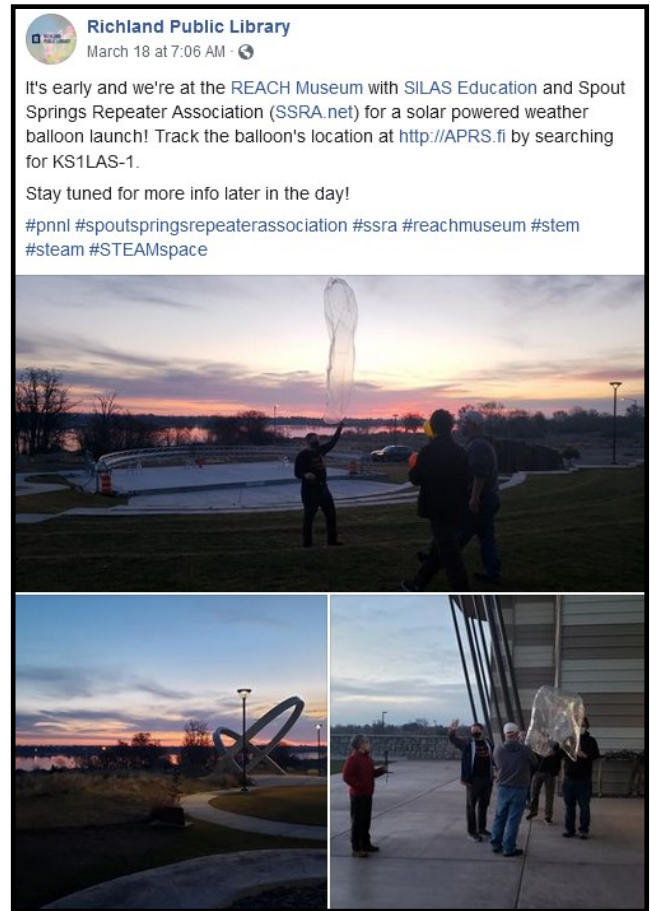
### REACH Museum Weather Balloon Launch

Local high school teacher Trevor Macduff, whose ham radio callsign is KS1LAS, is the founder of the nonprofit SILAS Education, a nonprofit group that connects educators, ham radio operators, and students to launch weather balloons and track their progress around the world. In March, 17 balloons were launched from five continents as part of #EquinoxLaunch2021. The project uses solar-powered Sky Tracker technology developed by Bill Brown, an electrical engineer for NASA, and purchased with support from Steve Lee.

SILAS Education launched a weather balloon from the REACH Museum in Richland on March 18. Representatives from PNNL and the Spout Springs Repeater Association attended. Johanna represented RPL and took photos to post on the library's Facebook page. Later that day, she also shared a video of the balloon launch that had been posted on the REACH Museum's Facebook page. The video can be viewed at this [link](#).

On March 19, we shared a Facebook post from SILAS Education to update patrons about the progress of this balloon and 16 others they were tracking. A few days later, on March 22, we shared a post from KNDU to update patrons on the progress of the weather balloons. By that point, 13 of the balloons were continuing to travel through the upper atmosphere, and the article provided a link for patrons to see their real-time locations. Although the balloon launched at the REACH Museum was only tracked to the Kootenai National Forest near the Canadian border, a balloon launched in Yakima had reached the Barents Sea above Norway by March 24!

For updates on the progress of these weather balloons, or to become involved with future launches in the Tri-Cities, check out the SILAS Education Facebook page at this [link](#).





## TEEN ACTIVITIES

### Cactus Take-and-Make Kits

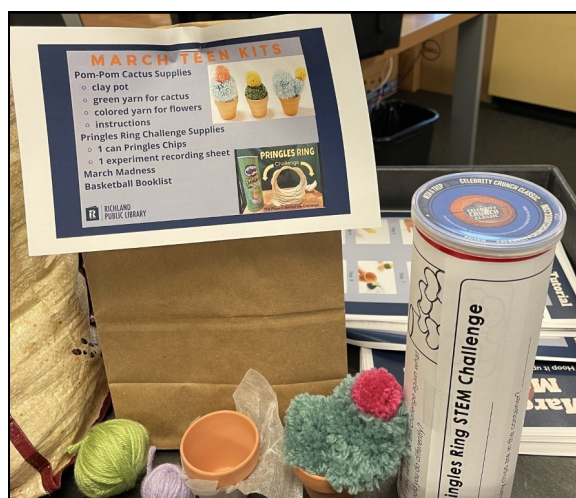
In mid March, Michelle put together cactus take-and-make kits for teens. Each kit included instructions and craft supplies for making a yarn pom-pom cactus, along with a can of Pringles Potato Chips and instructions for attempting the Pringle Arch Challenge. Supplies were purchased with funds generously donated by the Friends of the Richland Library.

### Young Adult Book Recommendations

On March 24, we posted an interactive book list graphic to highlight several YA books featuring basketball. It includes nonfiction and fiction books, as well as a graphic novel, that were selected by Michelle. The interactive book list is available at this [link](#).

### Teen Tuesday Posts

In mid March, we shared a Facebook post from the Washington LYAC (Legislative Youth Advisory Council) inviting teens to apply for a council position. Participants can get involved with state government and make a difference for Washington teens.



**Richland Public Library**  
21 hrs · 🌐

Getting caught up in the March Madness fever yet? Need more basketball? Then check out our interactive March Madness YA booklist for a great mix of basketball history, fiction, athlete profiles, autobiographical graphic novels, and more! #TeenTuesday  
<https://view.genial.ly/.../interactive-image-march-ya-book-ma...>

|                                                                                                                                         |                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Games of Deception: the true story of the first US Olympic basketball team at the 1936 Olympics</b><br>Andrew Maraniss<br>Nonfiction | <b>Here to Stay</b><br>Sara Farizan<br>Fiction                                                            |
| <b>The Final Four</b><br>Paul Volponi<br>Fiction                                                                                        | <b>Not Playing by the rules: 21 female athletes who changed sports</b><br>Lesa Cline-Ransom<br>Nonfiction |
| <b>Game</b>                                                                                                                             | <b>All the Things We Never Knew</b>                                                                       |

VIEW.GENIAL.LY  
**March Madness YA Booklist by Richland Public Library on Genially**

## SOCIAL MEDIA OUTREACH

### Providing Information

We continued to promote library services, resources, and programs on Facebook and Twitter in March while also reaching out to patrons with fun memes, photos, and questions.

In early March, many books that had been checked out before our pandemic closure went to “lost” status, so patrons received emailed notices. We posted on Facebook to gently reassure patrons that any replacement fees would be removed from their accounts as soon as returned books were out of quarantine and checked in.

On March 25, after the City of Richland held its annual Employee Appreciation Event, we posted on social media to recognize the TIE (Teamwork, Integrity, Excellence) Award and GEM (Go the Extra Mile) Award recipients. Parks and Recreation Director Joe Schiessl was given the Integrity Award for his continued perseverance in assisting all employees when many facilities were closed due to the Covid-19 pandemic.

### Interacting with Patrons

We reached out to our patrons in March by posting fun memes or questions on social media and asking for comments. Some of these posts informed our patrons about an upcoming holiday or event, but others were posted for entertainment and to connect with patrons.

We posted fun memes on March 13 and 14 to remind patrons that Daylight Savings Time would be starting. The March 13 post was shared 26 times, received 6 comments, and had 62 people click “like,” “love,” or “laugh” reactions in response. Another popular meme, which we posted on March 20, received 48 positive reactions and was shared by 34 patrons in less than a week.

### Publicizing Community Activities and Events

We also continued to highlight community activities and events on social media in March.

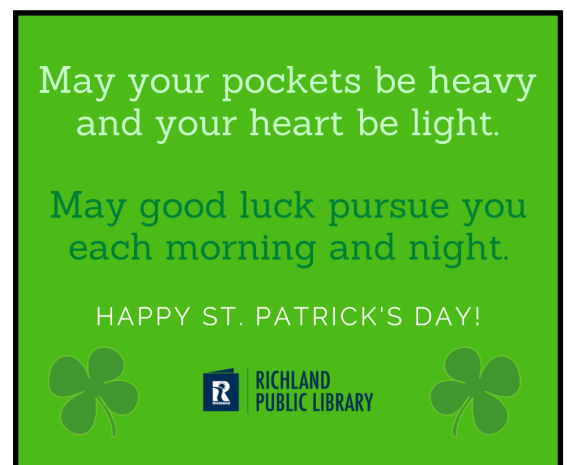
The Tri-Cities Chapter of The Links, Inc., held a Black History Month Youth Poster Art Contest in late February and early March. Students in grades 1 through 12 could pick up art supplies, including canvases and paints, at the library from February 18 through March 2. We posted a reminder on our Facebook page about the March 5 deadline for students to submit digital photos of their artwork.

On March 9 and 12, we posted to let patrons know that youth signups for Richland Parks and Recreation’s spring flag football would be ending soon, and that games would begin the week of April 12. Each time, we posted links to make it easy for kids to sign up.

The Friends of the Richland Library continued to hold book sales at the library during March, and we frequently publicized those events on social media. They also reopened the Book Sale Room in mid March.

On March 29, we publicized “April Pools,” a free water safety event to be presented by Richland Parks and Recreation with community partners on April 1.

March 30 was National Take a Walk in the Park Day. Richland has seven miles of riverfront walking trails, so we recommended that area residents enjoy the sunshine and take a walk outdoors.



## SOCIAL MEDIA OUTREACH (CONTINUED)

### Recommending Books and Other Materials

During the month of March, we continued to reach out to patrons on social media to suggest books, e-books, audiobooks, magazines, and videos that they might like.

March is Women's History Month, so we shared information about a curated collection of 16 films that are available on Kanopy. On March 29, we also posted an interactive graphic on Facebook to highlight several women's history books that are available from the library.

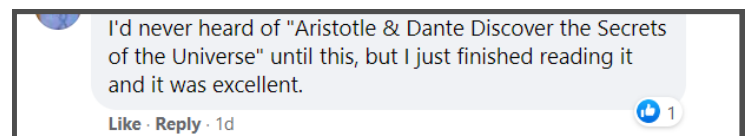
We posted several other interactive graphics on Facebook in March to encourage patrons to check out new books with different genres, themes, and reading levels. On March 17, for St. Patrick's Day, we posted a graphic featuring Irish-themed movies available from the library on DVDs, Hoopla, and Kanopy. On March 24, we posted an interactive graphic featuring CLEL Bell Board Book Award winners. These graphics allow patrons to easily access materials on the library website or through Hoopla and Libby/Overdrive.

On March 14, we highlighted "The World's Greatest Geological Wonders: 36 Spectacular Sites," available from The Great Courses on Kanopy. Since we began highlighting these courses several months ago, The Great Courses have consistently been among the top videos our patrons have accessed on Kanopy.

On March 19, we posted to suggest that patrons get their weekend started by checking out some new music available through Hoopla.

The library's Facebook page may be viewed at the following URL.

<https://www.facebook.com/RPLibrary/>





## QUILT DISPLAY

March is National Quilting Month. The Tri-City Quilters' Guild usually celebrates by holding a quilt show for the community each year, but the Covid-19 pandemic caused the cancelation of their 2020 show and the postponement of their 2021 show.

This year, they used our lobby display panels for a “(Skinny) Quilts on a Diet” display. It featured colorful “skinny” quilts that were a maximum of 7 inches wide and 42 inches long. Guild members could enter multiple quilts in a variety of categories, including stars, seasons/holidays, 3-D, applique, surface-designed, traditional piecing, and kids under 16.

All patrons who entered and exited the library in March were able to enjoy this beautiful display of quilts.

The Tri-City Quilters' Guild is planning to hold their postponed quilt show at the Three Rivers Convention Center on March 25 and 26, 2022.

## SOCIAL MEDIA FEEDBACK

“Thanks to the great staff that continues to support multi-modal citizens! We can still walk and bike up to pick up hold items. They offer outside seating, bike racks, and curbside service.”

“Happy the library is open again. Thanks for the great service!”

“My son enjoyed doing this [the StoryWalk] today!”



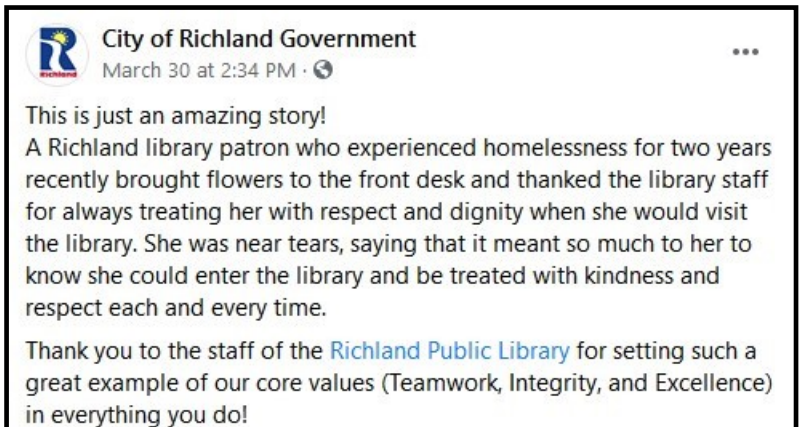


## PATRON FEEDBACK

This month, a patron who had experienced homelessness for two years brought a beautiful floral arrangement to the Circulation Desk with a handwritten card. She thanked staff, saying that it had meant so much to her to know that she could always come to the library and be treated with dignity, kindness, and respect.

As Reference Supervisor Michael Scarfo later wrote, “This is a very good reminder of the people that we touch. A simple courtesy such as a smile or a hello can go a long way. People come to the library from all walks of life, those that are well to do and those that are down on their luck. By treating all people with the same respect and courtesy that they deserve, we can brighten up someone’s day.”

We truly care about our patrons, and we are glad that we are able to offer a welcoming place for everyone at the library.



## NEW FOR APRIL!

### Art Show Display

During the month of April, we will be hosting an Art Show display in the library lobby. Entries from local artists will be hung on display panels so that people entering the library can enjoy them.

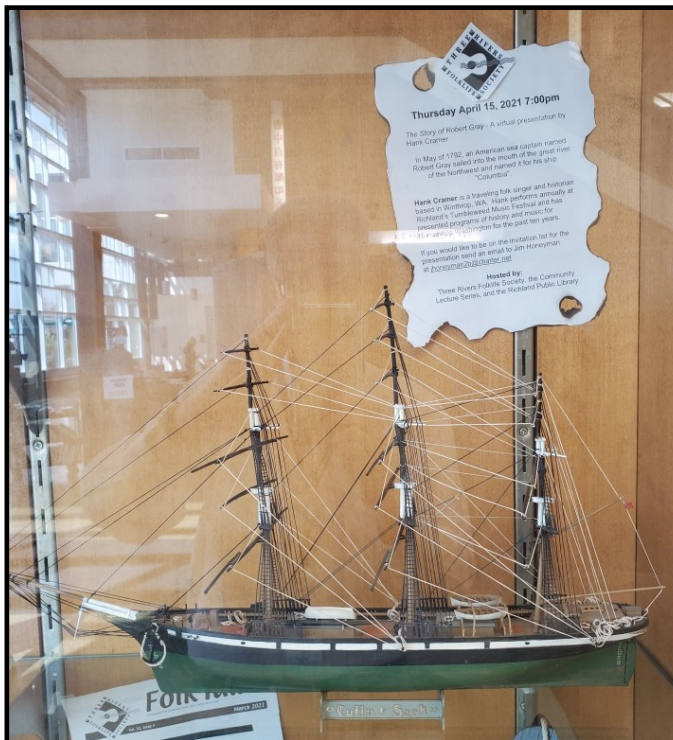
### Community Lecture Series Presentation

In April, the Three Rivers Folklife Society and the Community Lecture Series will be hosting “Columbia’s River: Captain Robert Gray’s Discovery in 1792,” a virtual presentation by Hank Cramer. Hank is a traveling folk singer and historian who has presented many Humanities Washington programs at the library over the years. His presentation will tell the story of American sea captain Robert Gray, who sailed into the great river of the Northwest in May 1792 and named it for his ship, “Columbia.”

The program will be held over Zoom at 7 p.m. on Thursday, April 15. Check out our post at the following link for more information or to sign up for a Zoom invitation.

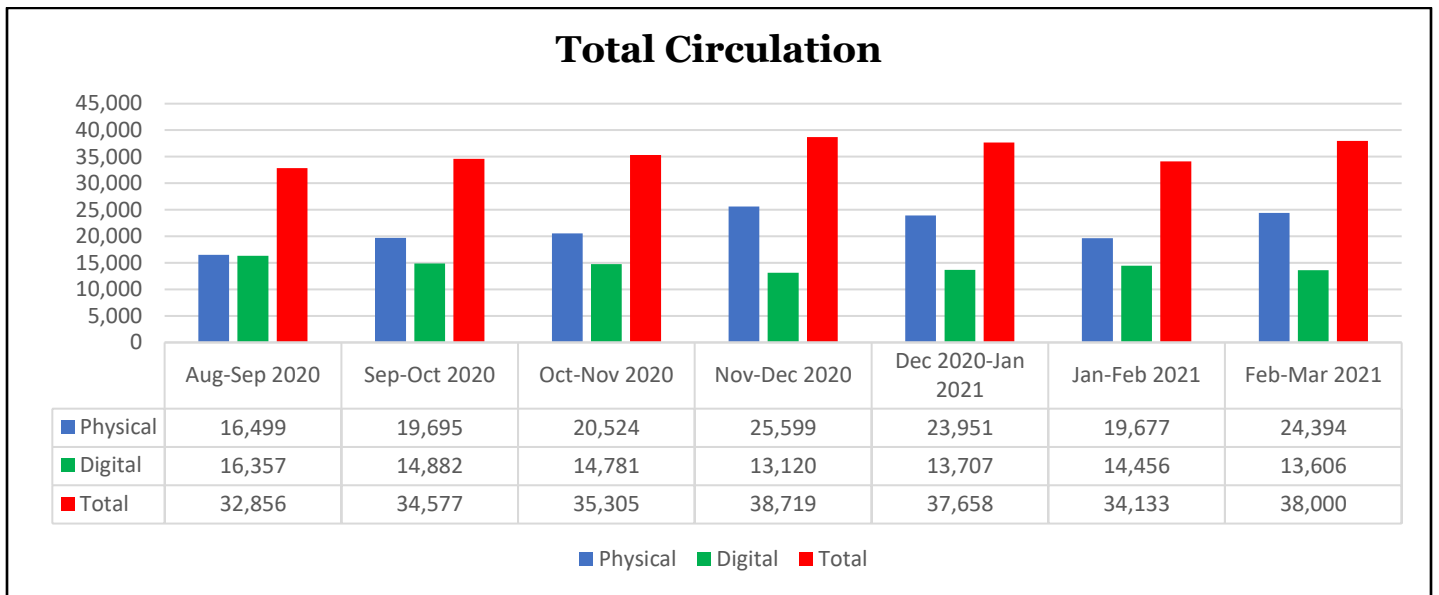
<https://www.facebook.com/events/173256307959138>

To publicize this program in our community, the Three Rivers Folklife Society has set up a display in our lobby case featuring tall ship models built by Richard Poorman, a longtime model builder from the Tri-Cities. The display also features other nautical-themed items and provides information about Hank Cramer’s upcoming presentation, the Three Rivers Folklife Society, and the annual Tumbleweed Music Festival that will be held virtually this September.





## CIRCULATION

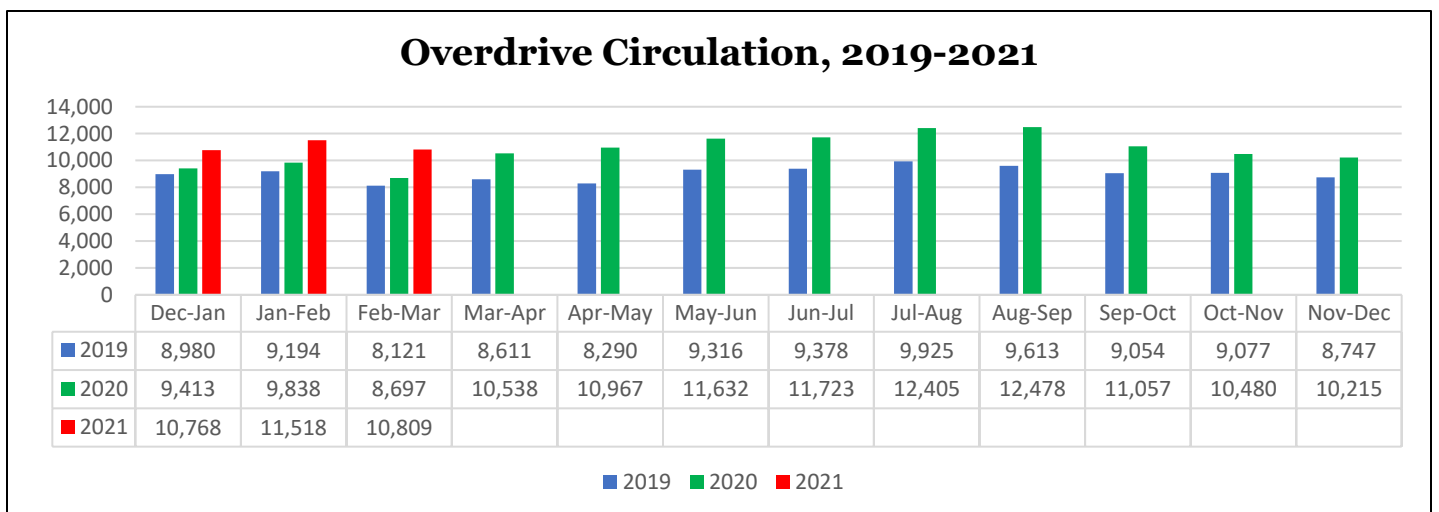


From February 16 through March 15, 2021, our total circulation was 38,000 items, of which 24,394 were physical items and 13,606 were digital items obtained through Overdrive, Hoopla, Kanopy, and Mango. Kanopy plays and Mango total sessions are counted in this number. We also saw 12,393 renewals of physical items during this time. Our total circulation, not including renewals, increased by 11% compared to the 34,133 items checked out the previous month.

The top categories of physical items circulated during the February-March period were Children's Chapter Book Fiction (3,364 items), Children's Storybooks (2,569 items), Children's Nonfiction (2,425 items), Adult Nonfiction (2,270 items), Adult Movies (1,893 items), Children's Graphic Novels (1,275 items), Adult Fiction (1,240 items), Children's Favorites on the Story Circle (941 items), Adult New Books (758 items), and Children's Easy Readers (742 items). We filled 4,943 holds for books, DVDs, and other physical items.

## DIGITAL SERVICES

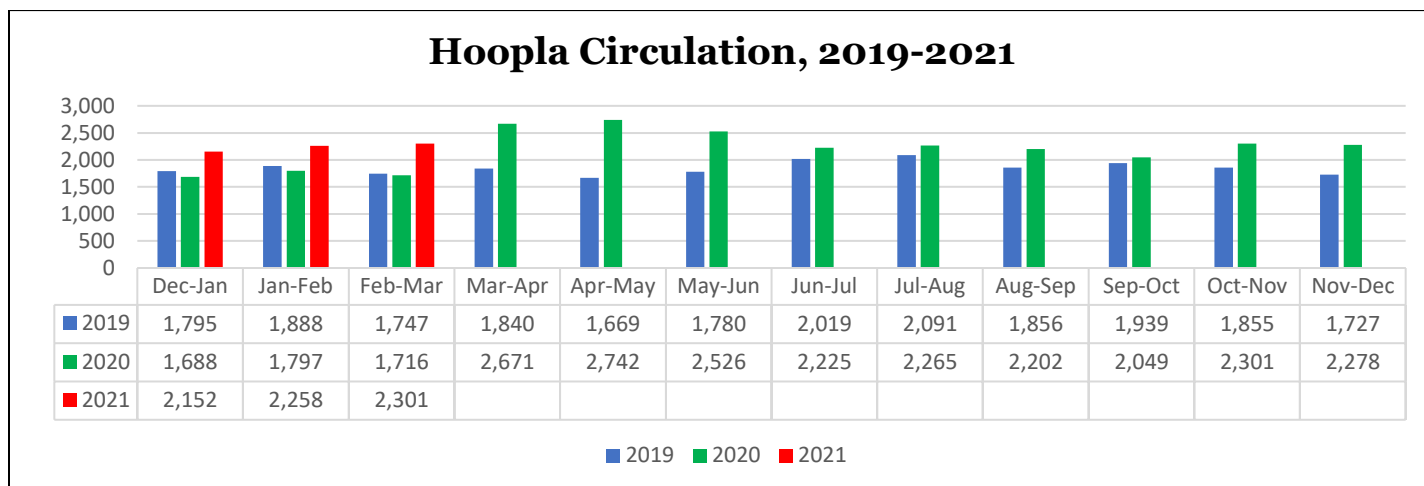
### Overdrive



Overdrive had a mix of results this month when compared to other periods. The 10,809 checkouts in Overdrive from February 16 through March 15 represent a 24% increase in use compared to the 8,697 checkouts during the same period in 2020. However, they also represent a 6% decrease compared to the 11,518 checkouts from January 16-February 15, 2021. A trend established during the March 16-April 15 period in 2020 has continued, as at least 10,000 items have been checked out each month since then.

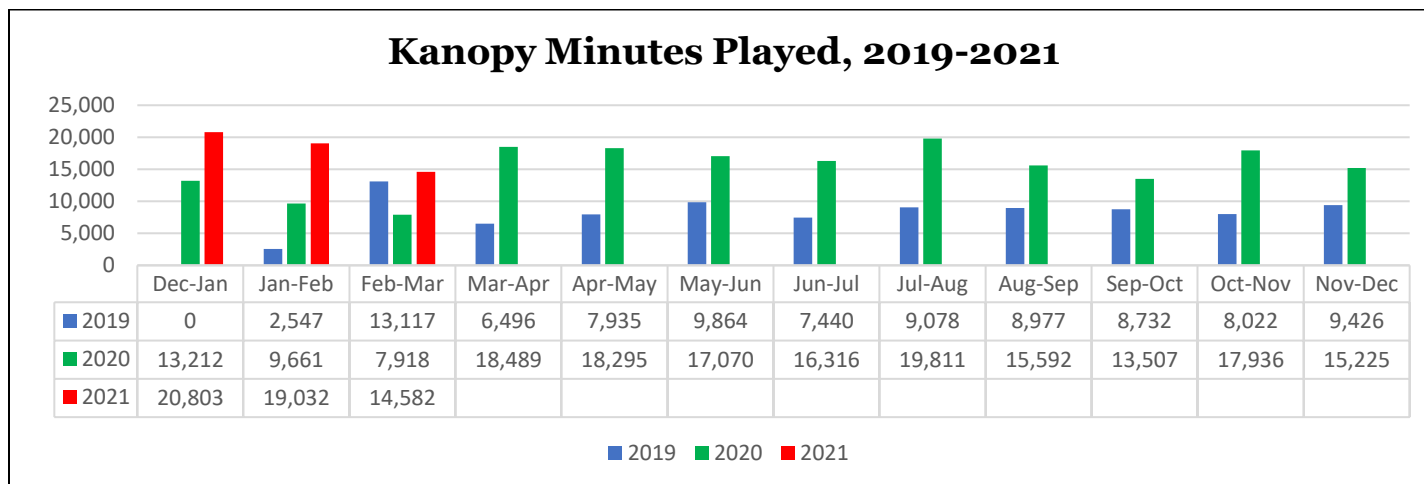
## DIGITAL SERVICES (CONTINUED)

### Hoopla



Hoopla is continuing to gain in popularity amongst our patrons. The 2,301 items circulated from February 16 through March 15 represent an increase of 34% over the same period in 2020 (when 1,716 items circulated) and a 2% increase over January 16-February 15, 2021 (when 2,258 items circulated). Streaming is fast and easy, with no waiting for items to become available. Pick your title and enjoy!

### Kanopy



Kanopy is another resource that had a mix of results when compared to previous periods. From February 16 through March 15, patrons viewed a total of 14,582 minutes on Kanopy. Usage was up 84% when compared with the 7,918 minutes viewed during the same period in 2020. In contrast, though, usage was down 23% compared with the 19,032 minutes viewed from January 16-February 15, 2021.

Richland Public Library cardholders from the United States, Mexico, and the Netherlands viewed titles on Kanopy this month. While cardholders from Canada also searched through the Kanopy offerings, they did not make any selections during this time. Usage by device was distributed between mobile devices (30%), desktop computers (29%), televisions (26%), and tablets (13%), with the remaining videos viewed by other means (2%).

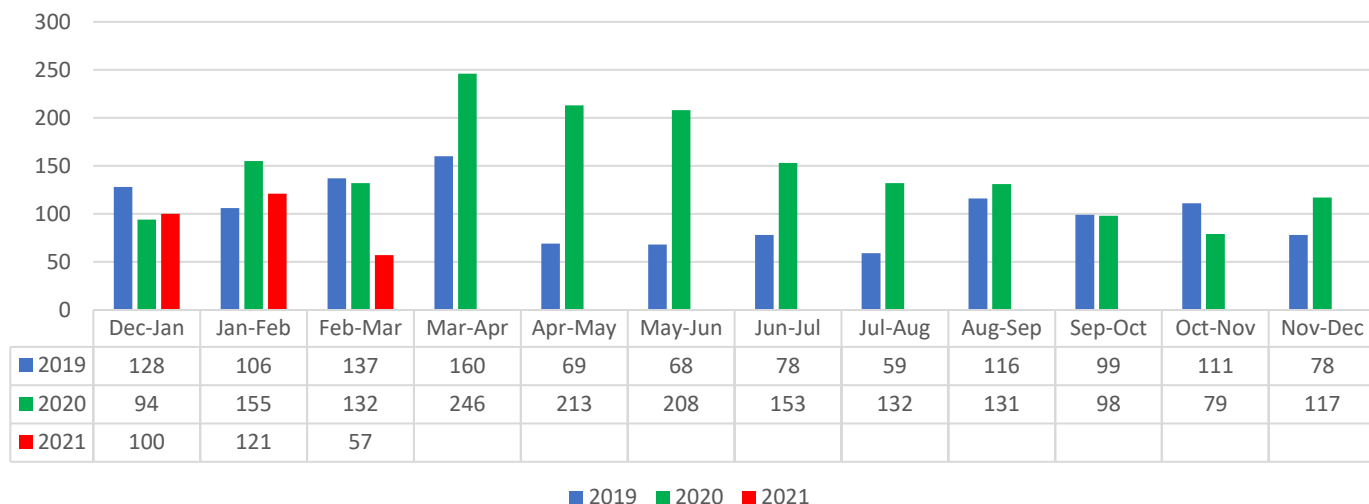
The top ten movies viewed on Kanopy this month were *Monrovia, Indiana*; *Northanger Abbey*; *To Catch a Thief*; *Fahrenheit 9/11*; *Monsieur Holut's Holiday*; *The Wrecking Crew*; *The Last Resort*; *Rebecca*; *Down in the Valley*; and *Marie Curie: The Courage of Knowledge*. The top ten suppliers were Frederick Wiseman (Zipporah), The Great Courses, PBS, Magnolia Pictures, Kino Lorber, Paramount Pictures, The Criterion Collection, Samuel Goldwyn Films, A24, and Shout Factory. Our patrons use Kanopy not only for pleasure viewing, but for educational opportunities as well.



## DIGITAL SERVICES (CONTINUED)

### Mango

**Mango Sessions, 2019-2021**

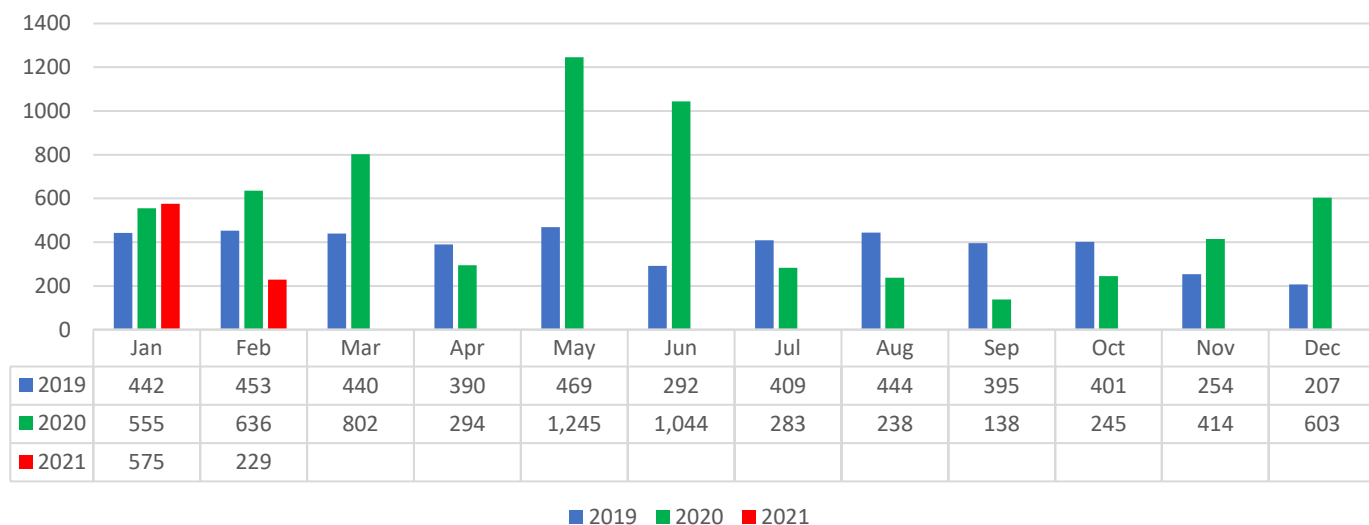


From February 16 through March 15, our patrons had a total of 57 Mango sessions. This is the lowest total monthly usage since the period covering July 16 through August 15, 2019.

While only eight language courses were used this month, some of the courses chosen had not made our list recently. The languages our patrons studied this month were French, Portuguese (Brazil), Tagalog, Spanish (Latin American), German, Cherokee, ESL Arabic (MSA), and Punjabi (Pakistani).

### Morningstar

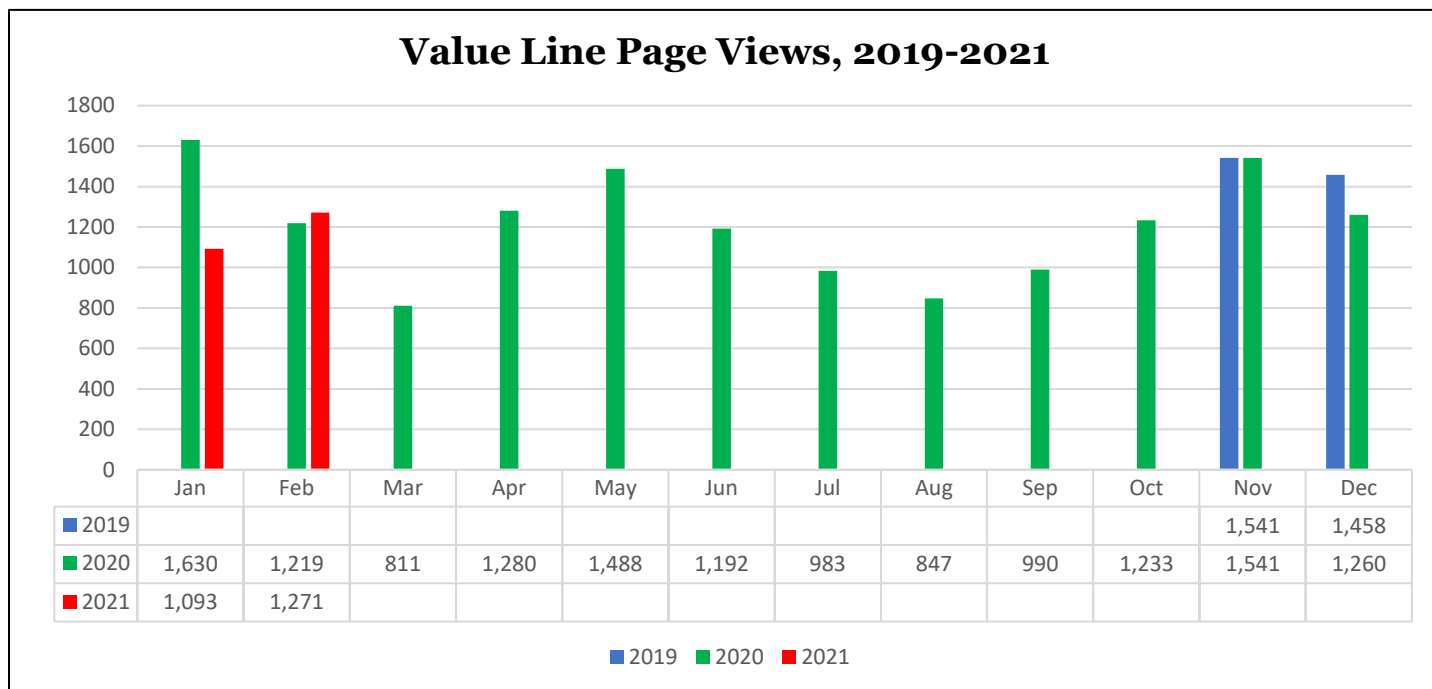
**Morningstar Searches, 2019-2021**



Patrons used Morningstar for 229 searches in February 2021. This represents a decrease of more than 60% compared to both February 2020 (with 636 searches) and January 2021 (with 575 searches). The reason for such a sharp decline is unknown. Usage is down for several of our other databases this month as well. People may have been snowed in, or they may have been dealing with other more pressing issues rather than taking advantage of services provided by the library. Now that many patrons are starting to receive their third round of stimulus checks, though, they will hopefully take advantage of the wonderful research abilities of Morningstar to possibly invest some of those funds.

## DIGITAL SERVICES (CONTINUED)

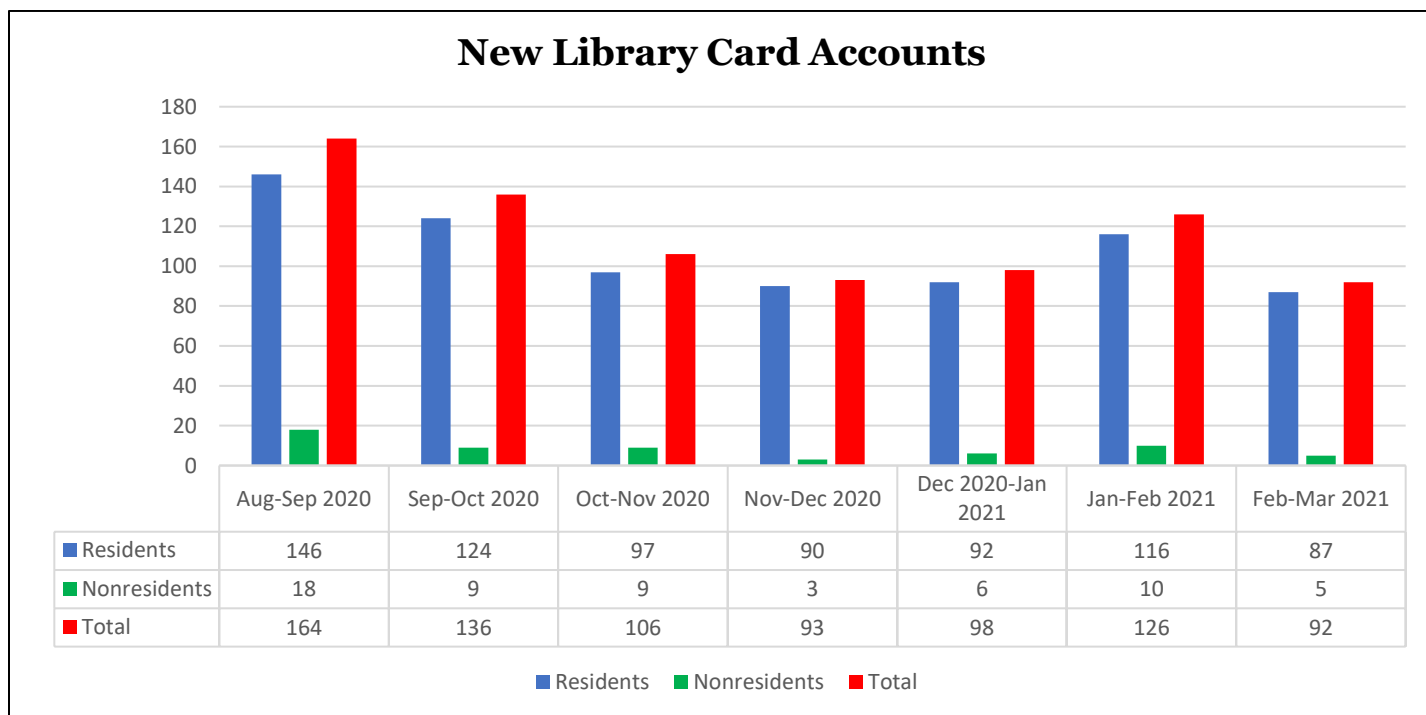
### Value Line



During February 2021, the most recent month available, our patrons accessed 1,271 Value Line page views. This represents an increase of 4% over the 1,219 page views in February 2020 and an increase of 16% over the 1,093 page views in January 2020.

## OTHER STATISTICS

### New Library Card Accounts



From February 16 through March 15, we had 87 Richland residents and 5 nonresidents sign up for new library card accounts.

## OTHER STATISTICS (CONTINUED)

### Interlibrary Loan Requests

During March, we received a total of 98 interlibrary loan requests from other libraries. Of those, 95 were for books, 2 were for periodical articles, and 1 was for an audiovisual (A/V) item. We sent 48 books to other libraries during the month in response to interlibrary loan requests.

We also sent 15 interlibrary loan requests to other libraries for our patrons in March. Of those, 14 were for books and 1 was for an A/V item. We had 11 requests filled by other libraries, including 10 books and 1 A/V item. Requests are sometimes filled in a different month than the one in which they were placed.

### Social Media Statistics

From January 6 through February 2, the library's Facebook account had 603 page visits, along with a "post reach" of 13,364 indicating how many times our posts were viewed. Our "post engagement" was 3,658, indicating the number of times people clicked on, liked, or shared our posts. Our top post was on January 28 about the Friends of the Library sidewalk sale.

We also tweeted 36 times from the library's Twitter account from January 1 through 31. We had 953 profile visits and 7,416 "tweet impressions" that indicate how many times our tweets were seen. Our top tweet during the month was on January 4 about the Winter Read Challenge on Beanstack.

By early February, we had 4,460 people following our Facebook account and 1,159 following our Twitter account.



The graphic icons in this report were made by Freepik and are available from [www.flaticon.com](http://www.flaticon.com).





## LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/13/2021

Agenda Category: Approval of Bills

Prepared By: Theresa Barnaby , Interim Library Manager

---

**Subject:**

Approval of Bills for March 1, 2021 through March 31, 2021

---

**Department:**

Parks & Public Facilities

---

**Recommended Motion:**

Move to approve the March 1, 2021 through March 31, 2021 claims for payment.

---

**Summary:**

Move to approve the March 1, 2021 through March 31, 2021 claims for payment.

---

**Attachments:**

1. March 2021 Payroll
2. March 2021 Voucher Listing
3. March 2021 Claims for Payment

# CITY OF RICHLAND

## LIBRARY EXPENDITURE

March 2021

**Month/Year**

**PAY PERIODS**      From February 15, 2021 through March 14, 2021

**GROSS SALARIES . . . . . \$ 82,433.30**

|                 |                             | <b>Gross Wages</b>          | <b>Total</b>            |
|-----------------|-----------------------------|-----------------------------|-------------------------|
| <b>WEEK OF:</b> | <u>03/04/21</u>             | <u>41,309.10</u>            | <u>41,309.10</u>        |
| <b>WEEK OF:</b> | <u>03/18/21</u>             | <u>41,124.20</u>            | <u>41,124.20</u>        |
| <b>WEEK OF:</b> | <u>                    </u> | <u>                    </u> | <u>-</u>                |
|                 | <b>TOTAL</b>                | <b><u>82,433.30</u></b>     | <b><u>82,433.30</u></b> |

## Library Voucher Listing

Begin Date: 3/1/2021

End Date: 3/31/2021

## NON-FACILITIES EXPENDITURES

| Fund                                             | Div<br>Org/Object | Description<br>Vendor | P.O. Number             | Invoice Number   | Date      | Check #            | Description                                 | Amount     |
|--------------------------------------------------|-------------------|-----------------------|-------------------------|------------------|-----------|--------------------|---------------------------------------------|------------|
| 001                                              |                   | GENERAL FUND          |                         |                  |           |                    |                                             |            |
|                                                  | 303               | LIBRARY               |                         |                  |           |                    |                                             |            |
|                                                  | K8188700/3583     | OCLC INC              |                         | 1000099209       | 3/10/2021 | 288138             | CATALOGING METADATA<br>ILL 2/1-2/28/2021    | \$1,050.56 |
|                                                  | K8188700/3583     | MIDWEST TAPE          |                         | 500092910        | 3/3/2021  | 288066             | HOOPLA FEBURARY 2021                        | \$4,019.07 |
| SOFTWARE-LICENSING & UPGRADES TOTAL:             |                   |                       |                         |                  |           |                    |                                             | \$5,069.63 |
| SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION  |                   |                       |                         |                  |           |                    |                                             |            |
| BUDGET: \$133,822.00                             |                   |                       | YTD ACTUAL: \$54,738.32 |                  |           | YTD % USED: 40.90% |                                             |            |
| INFORMATION TECHNOLOGY TOTAL:                    |                   |                       |                         |                  |           |                    |                                             | \$5,069.63 |
|                                                  | K8721000/3102     | DEMCO INC.            |                         | 6888399          | 3/19/2021 | 288488             | CURBSIDE BAGS, DESK<br>BARRIER, SIGN HOLDER | \$740.07   |
| OPERATING SUPPLIES & MATERIALS TOTAL:            |                   |                       |                         |                  |           |                    |                                             | \$740.07   |
| OPERATING SUPPLIES & MATERIALS - YTD INFORMATION |                   |                       |                         |                  |           |                    |                                             |            |
| BUDGET: \$25,675.00                              |                   |                       | YTD ACTUAL: \$1,595.26  |                  |           | YTD % USED: 6.21%  |                                             |            |
|                                                  | K8721000/4201     | VERIZON WIRELESS      |                         | 9872233903       | 3/12/2021 | 288284             | JANUARY WCC WIRELESS                        | \$35.35    |
|                                                  | K8721000/4201     | VERIZON WIRELESS      |                         | 9873706874       | 3/12/2021 | 288284             | NASPO FEBRUARY<br>WIRELESS                  | \$47.09    |
|                                                  | K8721000/4201     | FRONTIER              |                         | 3/21 5099433152  | 3/17/2021 | 288354             | TELEPHONE CHARGES<br>3/4/21 - 4/3/21        | \$399.59   |
|                                                  | K8721000/4201     | FRONTIER              |                         | 03/21 2061882614 | 3/17/2021 | 288354             | TELEPHONE CHARGE<br>2/19/21 - 3/18/21       | \$147.17   |
| TELEPHONE & COMM SVCS TOTAL:                     |                   |                       |                         |                  |           |                    |                                             | \$629.20   |
| TELEPHONE & COMM SVCS - YTD INFORMATION          |                   |                       |                         |                  |           |                    |                                             |            |
| BUDGET: \$5,280.00                               |                   |                       | YTD ACTUAL: \$1,617.07  |                  |           | YTD % USED: 30.63% |                                             |            |

## Library Voucher Listing

Begin Date: 3/1/2021

End Date: 3/31/2021

| Fund                                            | Div<br>Org/Object | Description<br>Vendor | P.O. Number            | Invoice Number | Date      | Check #            | Description                                      | Amount     |
|-------------------------------------------------|-------------------|-----------------------|------------------------|----------------|-----------|--------------------|--------------------------------------------------|------------|
|                                                 | K8721000/4202     | PITNEY BOWES PURCHAS  |                        | 202102_Postage | 3/3/2021  | 288082             | Postage 02/01-02/28/2021                         | \$151.58   |
| POSTAGE TOTAL:                                  |                   |                       |                        |                |           |                    |                                                  | \$151.58   |
| POSTAGE - YTD INFORMATION                       |                   |                       |                        |                |           |                    |                                                  |            |
| BUDGET: \$6,316.00                              |                   |                       | YTD ACTUAL: \$363.46   |                |           | YTD % USED: 5.75%  |                                                  |            |
|                                                 | K8721000/4207     | BANK OF AMERICA       |                        | 022821         | 3/2/2021  | 8491               | Library Merchant Service Fees                    | \$6.46     |
| MERCHANT SVC FEES TOTAL:                        |                   |                       |                        |                |           |                    |                                                  | \$6.46     |
| MERCHANT SVC FEES - YTD INFORMATION             |                   |                       |                        |                |           |                    |                                                  |            |
| BUDGET: \$0.00                                  |                   |                       | YTD ACTUAL: \$16.46    |                |           | YTD % USED: N/A    |                                                  |            |
|                                                 | K8721000/4504     | XEROX CORP            |                        | 012634436      | 3/17/2021 | 288442             | 3UA-295169 JANUARY BASE CHARGE                   | \$91.21    |
|                                                 | K8721000/4504     | XEROX CORP            |                        | 012797568      | 3/19/2021 | 288523             | 7HB-469027 MARCH BASE CHARGE                     | \$10.86    |
|                                                 | K8721000/4504     | XEROX CORP            |                        | 012797578      | 3/19/2021 | 288523             | 3UA-295134 FEBRUARY BASE CHARGE                  | \$98.46    |
|                                                 | K8721000/4504     | XEROX CORP            |                        | 012797579      | 3/19/2021 | 288523             | 3UA-296344 FEBRUARY BASE CHAGE                   | \$219.78   |
| COPIER/FAX LEASE RENTAL MAINT TOTAL:            |                   |                       |                        |                |           |                    |                                                  | \$420.31   |
| COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION |                   |                       |                        |                |           |                    |                                                  |            |
| BUDGET: \$5,650.00                              |                   |                       | YTD ACTUAL: \$1,184.41 |                |           | YTD % USED: 20.96% |                                                  |            |
| LIBRARY ADMINISTRATION TOTAL:                   |                   |                       |                        |                |           |                    |                                                  | \$1,947.62 |
|                                                 | K8722100/3401     | NEWSBANK INC          |                        | RN975689       | 3/3/2021  | 288072             | TRI-CITY HEARLD ANNUAL SUBSCRIPTION JAN-DEC 2021 | \$5,947.00 |



## Library Voucher Listing

Begin Date: 3/1/2021

End Date: 3/31/2021

| Fund                                | Div<br>Org/Object | Description<br>Vendor | P.O. Number             | Invoice Number | Date      | Check #            | Description                              | Amount      |
|-------------------------------------|-------------------|-----------------------|-------------------------|----------------|-----------|--------------------|------------------------------------------|-------------|
|                                     | K8722100/3401     | INFOUSA               |                         | 10003790093    | 3/24/2021 | 288580             | REFERENCE SOLUTIONS<br>SUBSCRIPTION 2021 | \$1,877.70  |
| LIBRARY RESOURCES TOTAL:            |                   |                       |                         |                |           |                    |                                          | \$7,824.70  |
| LIBRARY RESOURCES - YTD INFORMATION |                   |                       |                         |                |           |                    |                                          |             |
| BUDGET: \$256,340.00                |                   |                       | YTD ACTUAL: \$80,815.95 |                |           | YTD % USED: 31.53% |                                          |             |
|                                     | K8722100/4505     | XEROX CORP            |                         | 012838209      | 3/19/2021 | 288523             | 3UA-295169 FEBRUARY<br>BASE CHARGE       | \$75.40     |
|                                     | K8722100/4505     | XEROX CORP            |                         | 012838210      | 3/19/2021 | 288523             | 3UA-295258 FEBRUARY<br>BASE CHARGE       | \$81.93     |
| RENTALS-OTHER TOTAL:                |                   |                       |                         |                |           |                    |                                          | \$157.33    |
| RENTALS-OTHER - YTD INFORMATION     |                   |                       |                         |                |           |                    |                                          |             |
| BUDGET: \$5,410.00                  |                   |                       | YTD ACTUAL: \$561.65    |                |           | YTD % USED: 10.38% |                                          |             |
| LIBRARY PUBLIC SERVICE TOTAL:       |                   |                       |                         |                |           |                    |                                          | \$7,982.03  |
| LIBRARY NON-FACILITIES TOTAL:       |                   |                       |                         |                |           |                    |                                          | \$14,999.28 |

## Library Voucher Listing

Begin Date: 3/1/2021

End Date: 3/31/2021

## FACILITIES EXPENDITURES

| Fund                        | Div<br>Org/Object | Description<br>Vendor | P.O. Number             | Invoice Number | Date      | Check #            | Description                    | Amount     |
|-----------------------------|-------------------|-----------------------|-------------------------|----------------|-----------|--------------------|--------------------------------|------------|
| 001                         |                   | GENERAL FUND          |                         |                |           |                    |                                |            |
|                             | 303               | LIBRARY               |                         |                |           |                    |                                |            |
|                             | K8725000/4700     | CITY OF RICHLAND      |                         | 02/2021 FEB    | 3/17/2021 | 288328             | CITY UTILITY BILLS/FEB<br>2021 | \$3,213.26 |
| UTILITIES TOTAL:            |                   |                       |                         |                |           |                    |                                | \$3,213.26 |
| UTILITIES - YTD INFORMATION |                   |                       |                         |                |           |                    |                                |            |
| BUDGET: \$53,736.00         |                   |                       | YTD ACTUAL: \$15,492.84 |                |           | YTD % USED: 28.83% |                                |            |
| LIBRARY FACILITIES TOTAL:   |                   |                       |                         |                |           |                    |                                | \$3,213.26 |



## RICHLAND PUBLIC LIBRARY

# CERTIFICATION OF CLAIMS FOR PAYMENT

APRIL

2021

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 \$ 97,432.58 this 13th day of April, 2021.

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

| Voucher Listings                   | Amount      |
|------------------------------------|-------------|
| March 01, 2021 thru March 31, 2021 | \$14,999.28 |

### Transfer Advice (Salaries)

|                                                               |             |
|---------------------------------------------------------------|-------------|
| Salaries for the weeks of: March 04, 2021 thru March 18, 2021 | \$82,433.30 |
|---------------------------------------------------------------|-------------|

|                         |                    |
|-------------------------|--------------------|
| <b>MONTHLY EXPENSES</b> | <b>\$97,432.58</b> |
|-------------------------|--------------------|

**Comments:** City of Richland Library Expenditure March 2021  
City of Richland Library Voucher Listing March 2021

### LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME

SIGNATURE

1.

1.

2.

2.

3.

3.



## LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/13/2021

Agenda Category: New Business

Prepared By: Michelle Haffner

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**Subject:**

Staff Presentation: Michelle Haffner, Teen Librarian

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**Department:**

Parks & Public Facilities

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**Recommended Motion:**

Discussion only.

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**Summary:**

Teen Services Librarian Michelle Haffner will present to the Board.

---

**Attachments:**





## LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/13/2021

Agenda Category: New Business

Prepared By: Joe Schiessl, Parks & Public Facilities Director

---

**Subject:**

Library Strategic Plan Request for Qualifications

---

**Department:**

Parks & Public Facilities

---

**Recommended Motion:**

Recommend that staff release the request for consultant qualifications as the first step of the library strategic plan.

---

**Summary:**

A draft request for qualifications is attached to this cover sheet related to consultant services for the development of a library strategic plan.

---

**Attachments:**

1. RFQ Formal Process - Library

|                                                                                   |                                                                                                                                                                                                                                       |                                                                                |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
|  | <h2 style="text-align: center;">REQUEST FOR QUALIFICATIONS (RFQ)</h2> <p style="text-align: center;">City of Richland, Washington</p>                                                                                                 |                                                                                |
| RFQ NUMBER                                                                        | YY-XXXX                                                                                                                                                                                                                               |                                                                                |
| RFQ TITLE                                                                         | City of Richland Library Master Plan                                                                                                                                                                                                  |                                                                                |
| DATE ISSUED                                                                       | April XX, 2021                                                                                                                                                                                                                        |                                                                                |
| PURPOSE                                                                           | <p>The City of Richland is soliciting statements of qualifications for firms to provide public affairs services. Included herein is a call for qualifications for public affairs firms (Public Affairs) and general requirements.</p> |                                                                                |
| DEADLINE FOR SUBMISSIONS                                                          | <p style="text-align: center;">3:00 P.M. Pacific Local Time<br/>June 1, 2020</p> <p style="text-align: center;">Late submittals will not be accepted.</p>                                                                             |                                                                                |
| PRE-SUBMITTAL CONFERENCE                                                          | There is no pre-submittal conference for this solicitation.                                                                                                                                                                           |                                                                                |
| LAST DATE TO SUBMIT QUESTIONS                                                     | <p>The last date to submit questions regarding this RFQ is June 1, 2020, at 3:00 p.m. Pacific Local Time.</p>                                                                                                                         |                                                                                |
| DIRECT ALL INQUIRIES TO                                                           | BUYER                                                                                                                                                                                                                                 | Irma Bottineau                                                                 |
|                                                                                   | BUYER                                                                                                                                                                                                                                 | Barbara Raney                                                                  |
|                                                                                   | EMAIL                                                                                                                                                                                                                                 | <a href="mailto:purchasing@ci.richland.wa.us">purchasing@ci.richland.wa.us</a> |
|                                                                                   | PHONE NO.                                                                                                                                                                                                                             | (509) 942-7710                                                                 |
| REQUIRED NO. OF COPIES                                                            | Submit (1) one original electronic submission                                                                                                                                                                                         |                                                                                |
| ELECTRONIC SUBMITTAL                                                              | <p>All required documentation shall be submitted online at <a href="http://www.publicpurchase.com">www.publicpurchase.com</a>. See section 4.2 Electronic Submittal for detailed instructions.</p>                                    |                                                                                |
| RESULTS OF SUBMITTALS RECEIVED                                                    | <p>A list of submittals received will be posted to Public Purchase shortly after the due date and time.</p>                                                                                                                           |                                                                                |

**Commented [RC1]:** Use this template for formal advertised Request for Qualifications.

**Commented [RC2]:** Obtain number from Purchasing

**Commented [RC3]:** The City has moved to electronic submittal for RFQs. Contact Purchasing if a hard copy is required.

## TABLE OF CONTENTS

| SECTION    | TITLE                                           | PAGE NUMBER     |
|------------|-------------------------------------------------|-----------------|
|            | RFQ Cover Page                                  | i               |
|            | Table of Contents                               | ii              |
|            | Request for Qualifications Legal Notice         | iii             |
| 1          | Project Overview                                | TBD             |
| 2          | Scope of Work                                   | TBD             |
| 3          | Evaluation and Selection Process                | TBD             |
| 4          | Submittal Requirements                          | TBD             |
| 5          | Standard Terms and Conditions                   | 3               |
| 6          | Additional Terms and Conditions                 | TBD             |
| 7          | N/A                                             | N/A             |
| ATTACHMENT | TITLE                                           | NUMBER OF PAGES |
| A          | RFQ Signature Form and Addendum Acknowledgement | 1               |
| B          | City of Richland Sample Contract                | TBD             |
| C          | N/A                                             | N/A             |
| D          | N/A                                             | N/A             |
| E          | N/A                                             | N/A             |
|            |                                                 |                 |
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|            |                                                 |                 |

**Commented [RC4]:** Page numbers will be finalized by Purchasing before release

**Commented [RC5]:** Departments may include additional documents as needed.

**CITY OF RICHLAND**  
**REQUEST FOR QUALIFICATIONS**  
RFQ No. **XX-XXXX**, [TITLE]  
SUBMITTALS DUE: **June 1, 2020**, 3:00 p.m., EXACTLY, Pacific Local Time

**Commented [RC6]:** Purchasing will place the legal notice in the newspaper. Department will provide the budget number for the legal notice invoice. Tri-City Herald requires 3-day notice for placing advertisements.

Public notice is hereby given that the City of Richland, Washington has issued the above solicitation for firms to provide strategic planning services for the Richland Public Library, a Washington municipal library. Included herein is a call for qualifications for consultants and general requirements. Detailed information and the submittal documents are available at [www.publicpurchase.com](http://www.publicpurchase.com), under City of Richland, Washington designated webpage.

Contact Public Purchase directly if unable to access documents online at [support@publicpurchase.com](mailto:support@publicpurchase.com). Online Chat is available from 7:00 a.m. to 4:00 p.m. MT at [www.publicpurchase.com](http://www.publicpurchase.com) top left corner. If unable to reach Public Purchase, contact the City Purchasing Division at 509-942-7710.

The City of Richland in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color national origin, or sex in consideration for an award.

Published: [day of week], [month], [day], [year] Tri-City Herald

**Commented [RC7]:** Purchasing will complete this section.

Cathleen Koch  
Administrative Services Director



## SECTION 1 PROJECT OVERVIEW

### 1.1 Intent

The purpose of this Request for Statement of Qualifications is to solicit responses from interested consultants for firms to provide strategic planning services for a municipal library.

### 1.2 Background

- A. The City of Richland (City) is a rapidly growing City located in Benton County at the confluence of the Columbia and Yakima rivers in Southeastern Washington. Richland and its sister cities of Kennewick, Pasco and West Richland make up the Tri-Cities Metropolitan Statistical Area (MSA) (population 283,830). Richland is the third largest City with 56,850 residents. The City has a City Manager-Council form of government, was incorporated in 1958, and operates as a first class City under the Revised Code of Washington Title 35 (RCW 35).
- B. Richland is a full-service city composed of ten departments, with a budget of \$305 million, of which roughly, \$61 million is General Fund. The City provides citizens with general government, public safety, public works, planning and community development, housing programs, as well as parks and recreational programs. The City operates an electric distribution utility, water and waste water utilities, solid waste landfill-collection system, public library, and administers the consolidated regional emergency management (911) dispatch center.
- C. The City has a staff of approximately 542 full/part-time employees with an additional seasonal flux of up to 50. More than 80% of the employees report to Public Works, Electrical Utility (Energy Services), Public Safety (Fire and Police) as well as the Parks & Public Facilities.
- D. Established under Washington State Law Chapter 27.12 RCW, the Richland Public Library is a municipal library with a five-member volunteer Board of Trustees appointed by the City Council. The Library circulates over 600,000 items annually to a service population of 58,000, and is open 57.5 hours per week throughout the year. The Library's annual budget is \$2.7 M and there are a combined 32 part and full time employees.
- E. Information about the Richland Public Library, including its history, location, services, and programs may be found at [www.myrichlandlibrary.org](http://www.myrichlandlibrary.org). Information about the City of Richland including the library's budget may be found at the following website <https://www.ci.richland.wa.us/home>.
- F. The City of Richland seeks a consultant team to develop a 10-year strategic plan for the Richland Public Library.

### 1.3 Consultant Experience

- A. The City is seeking a consultant or consultant team that exhibits the following criteria:
  - 1. Experience in providing strategic planning services for public agencies including the development of a written plan with preference given to firms with public library experience.

2. Experience with public participation efforts and presentation to boards, commissions and Councils.
3. Ability to work and communicate effectively with the public, other agencies, and city/library staff.
4. Ability to set and meet project budgets.

#### 1.4 RFQ Solicitation Schedule

| Tentative Schedule                           |                                                 |
|----------------------------------------------|-------------------------------------------------|
| Task                                         | Date                                            |
| RFQ Issued                                   | Month Date, Year                                |
| RFQ Pre-Submittal Meeting (if applicable)    | None Scheduled or Month Date, Year              |
| Deadline for Questions by Interested Parties | Month Date, Year, 3:00 PM Pacific Location Time |
| RFQ Due Date                                 | Month, Date, Year, 3:00 PM Pacific Local Time   |
| *Evaluation and Selection                    | Month Date, – Month Date, Year                  |
| *Interviews / Presentations, if required     | TBD or Month Date, Year                         |
| *Estimated Date of Intent to Award           | Month, Year                                     |
| *Estimated Date of Council Award             | Month, Year                                     |
| *Estimated Date of Notice to Proceed         | Month, Year                                     |
| *Target Date for Completion of all Work      | Month, Year                                     |

**Commented [RC8]:** From here down, these don't have to be an exact date; they can be the month/year, or a range such as Mid-June to Early July.

**NOTE:** Dates preceded by an asterisk (\*) are estimated dates. Estimated dates are for information only.

**END OF SECTION**

## SECTION 2 SCOPE OF WORK

### 2.1 Project Description

This section should describe in detail what services the City is looking to procure; what the consultant/service provider will provide. *Do not include submittal requirements or evaluation criteria; this information is captured in other areas.*

The scope of work for this project includes, but not limited to, the following:

- A. Background research and interviews
- B. Public participation
- C. Consultation with stakeholders
- D. Plan development
- E. Presentation to stakeholders
- F. Refinement of plan
- G. Presentation to boards, commissions and City Council

### 2.2 City Provided Services / Resources

*This section describes, if any, the services or resources provided by the City.*

For this project, the City will provide the following:

- A. Administrative support including scheduling
- B. Meeting rooms (virtual and in-person)
- C. Background information for the strategic plan
- D. All prior plans and relevant documents

### 2.3 Suggested Improvements (Optional)

When preparing the submittal, responders are encouraged to suggest improvements to the scope of work that would provide the City with a successful outcome of the project.

### 2.4 Funding and Cost

It is anticipated that the contract compensation will be on a time and materials basis with a not to exceed maximum amount of \$40,000.

**END OF SECTION**

## SECTION 3 EVALUATION AND SELECTION PROCESS

### 3.1 Evaluation Criteria

Submittals will be evaluated using the following criteria:

| Evaluation Criteria                                 |                |
|-----------------------------------------------------|----------------|
| Category                                            | Maximum Points |
| Organization and Completeness of Submittal Response | 10             |
| Project Approach and Schedule                       | 20             |
| a. Methodology                                      |                |
| b. Work Plan                                        |                |
| Firm's Experience                                   | 40             |
| a. Firm's Relevant Experience                       |                |
| b. Assigned Project Team                            |                |
| c. Technical Skills                                 |                |
| Similar Projects/References                         | 30             |
| a. Past Performance                                 |                |
|                                                     |                |
| Maximum Written Points                              | 100            |
| Interview / Presentations, if needed                | 50             |
| Total Maximum Points                                | 150            |

**Commented [RC9]:** Recommend keeping – this speaks to how well Responder follows direction with assembly and providing all required information.

**Commented [RC10]:** Department may determine the total written points. Does not have to be 100; can be more.

**Commented [RC11]:** Recommend minimum of 50 points

### 3.2 Determining Selection

- A. Qualifications will be the basis from which interested individuals or firms will be selected for interviews. The City will evaluate submittals using the criteria set forth in this RFQ.
- B. The City reserves the right to request any additional information needed for clarification from any responder for evaluation purposes.
- C. Following the City staff evaluation of the submittals received, selected individuals or firms may be invited to make oral presentations before the City's Evaluation Team. The City's Project Manager will provide additional details outlining the preferred content of the presentation to each individual, firm or team invited to participate.
- D. The City reserves the right to make a contract award without written and/or oral presentations.
- E. After completion of the evaluations, the City's Evaluation Team will determine the most qualified individual or firm based on all materials and information presented. The City will then begin negotiations for an agreement with the selected individual or firm.
- F. If the City is unable to reach an agreement with the most qualified individual or firm, the City may terminate negotiations and enter into negotiations with the next most qualified individual or firm, or the City may refrain from contracting with any respondent.
- G. Once the City reaches an agreement that the City finds acceptable, the City will issue an intent to award notification.
- H. The City shall have no obligation until a contract is executed between a Responder and the City. The City reserves the right to not award a contract if doing so is in the best interest of the City.
- I. No cost chargeable to the proposed contract may be incurred before a fully executed contract.

### **3.3 Responsible Consultant Criteria**

The City shall consider only responsible Consultants. Responsible Consultants are those that have, in the sole judgment of the City, the financial ability, experience, resources, skills, capability, reliability and integrity necessary to perform the requirements of the contract. The City may also consider references, financial stability, and any other information available to the City. Firms with an owner convicted within the past ten years of a crime that impugns honesty or integrity, or with unsatisfied tax or judgment liens, are ineligible to participate and shall not submit.

### **3.4 Questions**

All questions relating to this RFQ document must be in writing. Any interpretations, clarifications, or changes will be made in the form of written addenda issued by the City of Richland. Any oral communications will not be authoritative and will not be binding on the City.

### **3.5 Proprietary Information and Public Disclosure of Submittal**

- A. Submittals received by the City of Richland in response to this RFQ become public records upon submission and are subject to the Public Records Act, Chapter 42.56 RCW. The Proposer should clearly identify in its proposal any specific information that it claims to be confidential or proprietary; provided, however, that the City is not bound by Proposer's identification of confidential or proprietary information, and will make disclosure decisions based on applicable law and without liability to the Proposer. If a public records request is made for a proposal and/or related materials before a decision to award a contract has been made, notice will be provided to the Proposer as detailed in Section 2. After a decision to award the contract has been made, third party notice will be given only as to the records that have been clearly marked as confidential and proprietary by the Proposer.
- B. If the City receives a public records request as described in Section 1 above, the City's sole obligation is to: 1) notify the Proposer of the request; and (2) provide a date upon which the information will be released to the requester unless the Proposer obtains a court order to enjoin disclosure pursuant to RCW 42.56.540. If the Proposer fails to timely obtain a court order enjoining release, the City of Richland will release the requested information on the date specified.

### **3.6 Agreement/Contract**

The City intends to use and issue an agreement for the services requested herein. Typically, the Scope of Services outlined in this RFQ solicitation, the successful responder's submittal to same and the end result of negotiations will become Exhibit "A", Scope of Services in the agreement. A sample copy of the City's agreement is attached to this RFQ as Attachment A.

**END OF SECTION**



## SECTION 4 SUBMITTAL REQUIREMENTS

### 4.1 Organization of Submittal

The following list details the appropriate submittal format. Responders should organize their submittal into the following sections:

#### A. Preface

1. Attachment A – RFQ Signature Form and Addendum Acknowledgement
2. Current Internal Revenue Service Form W-9

#### B. Executive Summary (Limit 4 pages)

1. Introduction of your organization
2. Include the key elements of the Responder's expertise, products/services offered and an overview of the consultant team. All information should tie back to the knowledge and experience of the consultant firm.
3. Indicate the address and telephone number of the respondent's office located nearest to Richland, Washington, and the office from which the Project will be managed.
4. Refer to Section 6.1 Cooperative Purchasing. Indicate if you are willing to offer these same services to other governmental entities.

#### C. Project Approach and Schedule (Limit 10 pages, excluding resumes)

1. Work Plan: Describe the proposed sequence of specific tasks to accomplish this Project. Indicate all key deliverables and their contents. Include a list of information required or tasks to be completed by City staff. Identify any pitfalls or hurdles that may be foreseen with each task.
2. Methodology: This section should clearly describe the methodology or methodologies planned to provide the specific tasks described in the Work Plan. Include project management tracking tools and communication plans.
3. Team Organization: Provide an organizational chart showing all proposed team member roles and responsibilities, including any subcontractors/sub-consultants. Identify the Responder's Project Lead Consultant/Project Manager. Include a resume (two (2) pages maximum) for each Project Team member. The City is seeking a well-balanced team featuring:
  - i. Breadth of expertise sufficient to accommodate Project needs.
  - ii. Appropriate mix of senior, mid-level, and junior staff to maximize value.
  - iii. Organizational capacity to take on workload necessary for Project success.
  - iv. List the percent each person will be assigned to this project and identify the percent they will be assigned to other projects at the same time.
4. Project Schedule: Provide a schedule for completing each task in the Scope of Work and proposed Work Plan. The schedule should demonstrate the proposed team's ability to perform the work requested within an established budget and schedule. Project schedule should include deadlines and milestones meeting project deliverables and identify potential risks that may impact the schedule with recommendations for the mitigation and/or elimination of such risks.

**Commented [RC12]:** The City typically includes this statement for other entities to piggyback. Delete this sentence if the service to be purchased is unique only to Richland. Also See Section 6.1.

5. Include a list of similar projects.
6. List any other information which may be helpful in determining your knowledge and experience for this service.

**D. Related Project Experience / References (Limit 5 pages)**

1. Describe recent, within the last five (5) years, directly related experience with library strategic planning. Past experience with municipal libraries is highly desired. Include the following:
  - i. Name of the client, address, email, telephone number and name of the project manager.
  - ii. Date(s) of the service, description of the work performed.
  - iii. Original time schedule and completed time schedule.
  - iv. Discuss if the project stayed within agreed upon budget.
2. Provide at least three (3) references. For each of the references provide the following:
  - i. Company Name
  - ii. Contact name and title, address, email and phone number
  - iii. Description of services provided
  - iv. Timeframe of services provided
3. The City reserves the right to contact any organization or individuals provided by the Responder or obtained by the City.

**4.2 Electronic Submittal**

- A. Submittals shall be submitted electronically through the Public Purchase website. Submittals delivered by hand, fax, telephone or email or any postal carrier will not be accepted.
  1. Responders must be registered with PublicPurchase.com. Visit the City of Richland website at: [Richland, WA - Public Purchase Website](#) for instructions to register.
  2. Register as early as possible and do not wait until the due date as the registration process may take up to 24 hours to complete.
  3. If you have any questions on how to respond to electronic submittals, contact vendor support at [www.publicpurchase.com](#) through Live Chat in the upper left corner of the webpage or email [support@publicpurchase.com](#). Public Purchase staff is available Monday – Friday, 8 am to 5 pm Central Time.
- B. Electronic submittals shall be limited to the documents specified in the RFQ document and shall not include additional brochures, booklets or other sales material that are not specifically requested in the RFQ.
  1. The City of Richland cannot guarantee internet access. It is strongly recommended that you respond 24 hours prior to the bid closing date and time for submittal.
  2. The City is unable to verify if a submittal has been successfully uploaded in Public Purchase. The Public Purchase system places all submissions into a virtual lock box where they cannot be viewed by the City until after the due date and time.

3. Responders can check their submission by returning to the home page of Public Purchase. The submittal will be shown in the "Bids Responding To" section. **DO NOT EMAIL A COPY OF YOUR BID TO THE CITY.**
  4. The Public Purchase website will not allow submittals to be uploaded after the due date and time established. Responders accept all risks for uploading their submission by the established due date and time.
- C. If a Responder uploads a file to Public Purchase, it is the Responder's responsibility to ensure the file is not corrupt or damaged. If the City is unable to open an attachment because it is damaged, corrupt, infected, etc., the City may disqualify the Responder's submission.

**END OF SECTION**

## SECTION 5 STANDARD TERMS AND CONDITIONS

1. **BID / QUOTE / PROPOSAL / GENERAL CONDITIONS:** All of the terms and conditions of the bid, quote, or proposal against which this purchase document is applied, are hereby incorporated.
2. **ACCEPTANCE:** This order expressly limits acceptance to the terms and conditions stated herein. All additional or different terms proposed by Contractor are objected to and hereby rejected, unless otherwise provided in writing by the City.
3. **LICENSES:** If applicable, successful contractor shall have a valid and current State of Washington and City of Richland business license. Licenses shall be obtained prior to award of any PO/contract.
4. **ADD-ON:** By mutual agreement, the quantity of items purchased may be increased within 12 months of the date of award, provided the original purchase price, terms, conditions, and specifications remain the same.
5. **TAXES:** Unless otherwise definitely specified, the City agrees to pay all State of Washington sales or use tax. The City is exempted from payment of Federal Excise Tax. No federal tax shall be included in price.
6. **CHANGES WITHOUT NOTICE PROHIBITED:** No alteration in any of the terms, conditions, delivery, price, quality, quantities, or specifications of this order will be effective without written consent of the City prior to shipment.
7. **ADDITIONAL CHARGES NOT ACCEPTABLE:** No charge will be accepted for packing, boxing, or cartage, etc., except as specified in the Notice of Award. Freight collect shipments (COD) will not be accepted. Merchandise will not be accepted if payment is to be made at the time of delivery.
8. **MSDS:** Material Safety Data Sheets to be included with shipments of any material requiring this documentation, per OSHA and WSHA regulations.
9. **IDENTIFICATION:** All invoices, packing slips, shipping notices, bill of landings, and all other written documents affecting this order shall contain the applicable PO/Contract number. Packing lists shall be enclosed in each and every box or package shipped pursuant to this order, indicating the contents therein.
10. **SHIPPING INSTRUCTIONS:** Unless otherwise specified, all goods are to be shipped prepaid, FOB Destination. Where shipping addresses indicate room numbers and/or inside delivery, it will be up to the Contractor to make delivery to that location at no additional charge. Where specific authorization is granted to ship FOB shipping point, Contractor agrees to prepay all shipping charges and route as instructed.
11. **TITLE/RISK OF LOSS:** Regardless of FOB Point, Contractor agrees to bear all risks of loss, injury, destruction of goods and materials ordered herein which occur prior to delivery. Except as otherwise expressly provided herein, title to and risk of loss on all items shipped by Contractor to City shall pass to the City upon City's inspection and acceptance of such items at the specified City location. Such loss, injury, or destruction shall not release Contractor from any obligation hereunder.
12. **DELIVERY:** With respect to delivery under this order, time is of the essence, and the order is subject to termination for failure to delivery as specified. For any exception to the delivery date as specified on this order, Contractor shall give prior notification and obtain written approval thereto from the City. The acceptance by the City of later performance with or without objection or reservation shall not waive this right to claim damages for such breach nor constitute a waiver of the requirement for the timely performance of any obligation remaining to be performed by Contractor.
13. **REJECTION:** All goods or materials purchased herein are subject to approval by the City. Any rejection of goods or materials resulting because of nonconformity to the terms and specifications of this order, whether held by the City or returned will be at Contractor's risk and expense.
14. **PAYMENT TERMS:** Unless otherwise negotiated, the terms of payment shall be net 30 days from receipt of proper invoice. PO numbers must be noted on all invoices.
15. **CASH DISCOUNTS:** In the event that the City is entitled to a cash discount, the period of computations will commence on the date of delivery or receipt of a correctly completed invoice, whichever is later. If an adjustment in payment is necessary due to damage, the cash discount period shall commence on the date final approval for payment is authorized. If a discount is made part of the contract. For the purpose of earning the discount, payment is deemed to be made on the date of mailing or transmittal of the City warrant, check or EFT.
16. **INVOICING:** Itemized invoices are required. Invoices will not be processed for payment until items invoiced are received. Payment on partial deliveries may be made whenever amounts due so warrant or when requested by the contractor and approved by the City.

17. **COMPLIANCE WITH ALL LAWS, LICENSES AND PERMITS:** In the performance of their duties, Contractor shall comply with all applicable federal, state, local laws and regulations. Contractor shall possess and maintain all necessary licenses, permits, certificates and credentials required. Failure to comply with all laws, licenses and permits shall be deemed a breach of this Agreement and constitutes grounds for the termination of this Contract.
18. **INFRINGEMENTS:** Contractor agrees to protect and save harmless, the City against all claims, suites, or proceedings for patent, trademark, copyright, or franchise infringement arising from the purchases, installation, or use of goods and materials ordered and to assume all expenses and damages arising from such claims, suits or proceedings.
19. **WARRANTIES:** Contractor represents and warrants that the goods are new, current, and fully warranted by the manufacturer. Delivered goods will comply with the specifications and be free from defects in labor, material and manufacturer. All UCC implied and expressed warranties are incorporated in this Purchase Order/Contract. Contractor shall transfer all warranties to the City.
20. **LIENS, CLAIMS, AND ENCUMBRANCES:** Contractor warrants and represents that all the goods and materials ordered herein are free and clear of all liens, claims, or encumbrances of any kind.
21. **INDEMNIFICATION/HOLD HARMLESS:** Contractor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Purchase Order/Contract, except for injuries and damages caused by the sole negligence of the City
22. **FORCE MAJEURE:** Contractor will not be responsible for delays in delivery due to acts of God, fire, strikes epidemics, war, riot, delay in transportation or railcar transport shortages, provided Contractor notifies the Purchasing Manager immediately in writing of such pending or actual delay. Normally, in the event of any such delays (acts of God, etc.) the date of delivery will be extended for a period equal to the time lost due the reason for delay.
23. **TERMINATION:** (i) The parties may terminate this Purchase Order/Contract by mutual agreement. (ii) The City may terminate this Purchase Order/Contract at any time with written notice to Contractor. Upon receipt of the written notice, Contractor shall stop performance, and City shall pay Contractor for goods delivered and accepted. (iii) The City may terminate this Purchase Order/Contract at any time if City fails to receive funding, appropriations, or other expenditure authority. (iv) If Contractor breaches any Purchase Order/Contract provision or is declared insolvent, the City may terminate this Purchase Order/Contract for cause with written notice to the Contractor, and Contractor shall be liable for all incidental and consequential damages resulting from its breach, including all damages as provided in the UCC
24. **DEFAULT:** The Contractor covenants and agrees that in the event suit is instituted by the City for any default on the part of the Contractor and the Contractor is adjudged by court of competent jurisdiction to be in default, Contractor shall pay to the City all costs, expenses expended or incurred by the City in connection therewith, and reasonable attorneys' fees.
25. **SEVERABILITY:** If a court of competent jurisdiction declares any provision of the Purchase Order/Contract to be invalid, the other provisions and the rights and obligations of the parties remain in effect.
26. **NONDISCRIMINATION:** During the performance of this Purchase Order/Contract, the Contractor agrees as follows: The Contractor shall not discriminate against any person on the grounds of race, creed, color, religion, national origin, sex, age, marital status, sexual orientation, pregnancy, veteran's status, political affiliation or belief, or the presence of any sensory, mental or physical handicap in violation of the Washington State Law Against Discrimination (RCW Chapter 49.60) or the American with Disabilities Act (42 USC 12101 et. seq.).
27. **ANTI-TRUST:** Contractor and the City recognize that in actual economic practice, overcharges resulting from anti-trust violations are in fact borne by the City, therefore, Contractor hereby assigns to the City any and all claims for such overcharges.
28. **PUBLIC DISCLOSURE:** Purchase Order/Contract and all contents and attachments are deemed a public record as defined in the Public Records Act, Chapter 42.56 RCW. The City will make disclosure decisions based on applicable law and without liability to the Proposer.
29. **ASSIGNMENT:** (i) This award is not assignable by Contractor either in whole or in part, without the prior written approval of the City.
30. **RIGHT TO AUDIT:** The City reserves the right to verify, by examination of Contractor's records, all invoiced amounts when firm prices are not set forth in the Purchase Order/Contract.
31. **INFORMATION TECHNOLOGY ASSURANCES:** Contractor shall take all reasonable precautions to ensure



that any hardware, software, and/or embedded chip devices used by the contractor in the performance of services under this agreement, other than those owned or provided by the City, shall be free from viruses. Nothing in this provision shall be construed to limit any rights or remedies otherwise available to the City under this Purchase Order/Contract.

32. **NONDISCRIMINATION - TITLE VI COMPLIANCE:** The City of Richland assures that no person shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, as amended, and the Civil Rights Restoration Act 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any City sponsored program or activity. Richland City further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

**Commented [RC13]:** If using Federal Hiway funds, replace this with the WSDOT Title VI clause.

**END OF SECTION**

## SECTION 6 ADDITIONAL TERMS AND CONDITIONS

This section is a supplement to the Standard Terms and Conditions. If there is a conflict between the Standard Terms and Conditions and the Additional Terms and Conditions, the Additional Terms and Conditions shall prevail.

### 6.1 Cooperative Purchasing

The Washington State Interlocal Cooperative Act RCW 39.34 provides that other governmental agencies may purchase goods or services on this solicitation or contract in accordance with the terms and prices indicated therein if all parties agree. The City does not accept any responsibility or involvement in the purchase orders or contracts issued by other public agencies.

Cooperative Purchasing is not applicable to this procurement.

### 6.2 Insurance

Insurance is required as stated in Attachment B – Sample City of Richland Contract.

### 6.3 Prohibition on Advanced Payments

A. The City does not accept requests for early payment, down payment or partial payment prior to services being delivered.

### 6.4 Administration

This Contract is between the City and the Consultant who shall be responsible for providing the services described herein. The City is not party to defining the division of work between the Consultant and its Subcontractors. The Consultant represents that it has or shall obtain all duly licensed or qualified personnel, materials and equipment required to provide the services hereunder.

### 6.5 Contract Amendments

- A. No oral order or conduct by the City shall constitute a Contract Amendment. Contract Amendments shall only be effective upon written notification by the City.
- B. The City reserves the right to amend the contract to add or delete goods or services within the intended scope of this contract. This may include, but is not limited to approval of replacements for discontinued items, add items of like function, or similar in nature or purpose to the originally listed products; the provision of ancillary services in response to minor changes in City needs; extend the contract to include optional terms.
- C. Cost or Price Analysis may be required by the City for the evaluation of contract modifications, terminations, revision to contract requirements or other circumstances as determined by the City.

### 6.6 Force Majeure

- A. The term force majeure shall include, without limitation by the following enumeration: acts of nature, acts of civil or military authorities, fire, accidents, shutdowns for purpose of emergency repairs, industrial, civil or public disturbances, causing the inability to perform the requirements of this Contract. If any party is unable, wholly or in part, by a force majeure event or any event cause not within such party's control, to perform or comply with any obligation or condition of this Contract, upon giving notice and reasonably full particulars to the other party, such obligation or condition shall be suspended only for the time and to the extent commercially practicable to restore normal operations. Both parties agree to use their best efforts to minimize the effects of such failures or delays. In the event the Consultant ceases to be excused pursuant to this provision, then the City shall be entitled to exercise any remedies otherwise provided for in this Contract, including Termination. Whenever a force majeure event causes the Consultant to allocate limited resources between or among the Consultant's customers, the City shall receive no less priority in respect to such allocation than any of the Consultant's other customers.

**Commented [RC14]:** Select one of the paragraphs to use

For services that other entities may use, the recommendation is to include cooperative purchasing language so they can piggyback on our award.

For services that are unique to only Richland, select the second statement

**6.7 Conflicts of Interest and Non-Competitive Practices**

- A. By entering into this contract, the Consultant represents that it has no direct or indirect pecuniary or proprietary interest, and that it shall not require any interest that conflicts in any manner or degree with the services required under this contract.
- B. The Consultant shall not employ any person or agent having any conflict of interest. In the event that the Consultant or its agents, employees or representatives hereafter acquires such a conflict of interest, it shall immediately disclose such conflict to the City. The City shall require that the Consultant take immediate action to eliminate the conflict up to and including termination.
- C. By entering into this contract, the Consultant represents that no persons except as designated by Consultant shall be employed or retained to solicit or secure this contract with an agreement or understanding that a commission, percentage, brokerage, or contingent fee would be paid; and no gratuities, in the form of entertainment, gifts or otherwise, were bided or given by the Consultant or any of its agents; employees or representatives, to any official, member or employee of the City or other governmental agency with a view toward securing this contract or securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performance of this contract.

**6.8 Non-Waiver of Breach**

No action or failure to act by the City shall constitute a waiver of any right or duty afforded to the City under the Contract; nor shall any such action or failure to act by the City constitute an approval of, or acquiescence in, any breach hereunder, except as may be specifically stated by the City in writing.

**END OF SECTION**



City of Richland

Solicitation  
Number:  
RFQ YY-XXXX

**Attachment A**  
**RFQ Signature Form and Addendum Acknowledgement**

**[Enter Title of RFQ]**

**ALL RESPONDERS COMPLETE THIS PAGE AND INCLUDE WITH SUBMITTAL:**

1. By submitting a response, the Responder certifies that the Responder has fully read and understands this RFQ document and has full knowledge of the scope, nature, quantity, and quality of work to be performed; the detailed requirements of the services to be provided; and the conditions under which the services are to be performed.
2. The Responder certifies that he or she has read and understands all terms and conditions of this solicitation.
3. By signing this document, the Responder certifies that they have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding. If the City determines that collusion has occurred among the Responders, none of the submittals from the participants of such collusion will be considered. The City's determination will be final.
4. The Responder acknowledges that the person who signs below is fully authorized to sign on behalf of the firm listed and to fully bind the firm to all conditions and provisions thereof.
5. The Responder acknowledges receipt of the following addenda: \_\_\_\_\_ through \_\_\_\_\_.

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Attachment B – Sample City of Richland Contract

Insert here the City of Richland's most current Consultant Contract (found on corCompass)

Add a watermark to the contract "Sample"

Label the Contract at the top RFQ YY-XXXX – Attachment B – City of Richland Contract