



Agenda
Library Board Meeting
Tuesday, November 10, 2015
Library Board Room | 955 Northgate Drive

Board Members: Chair Lunstad, Vice-Chair Somasundaram and Board Members Aebersold, Mitchell and Mohr

Liaisons: Council Liaison Kent
Staff Liaison Library Manager Roseberry

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)

- I. October 13, 2015
 - Ann Roseberry, Library Manager

Report of the Library Manager:

- I. November 2015 Library Manager's Report
 - Ann Roseberry, Library Manager
2. October 2015 Library Statistics
 - Ann Roseberry, Library Manager

Public Comments: (Please Limit Comments to 3 Minutes per Person and Not More than 15 Minutes per Topic)

Approval of Bills: (Approved by Motion)

- I. Approval of bills for October 1, 2015 thru October 31, 2015
 - Ann Roseberry, Library Manager

Unfinished Business:

- I. Policy Revision - Patron Behavior
 - Ann Roseberry, Library Manager

New Business:

- I. Library Staff Presentation
 - Ann Roseberry, Library Manager
2. Three Boards Social
 - Ann Roseberry, Library Manager

3. 2016 Library Closures
 - Ann Roseberry, Library Manager

Round Robin:

Agenda Items for Upcoming Board Meeting:

- I. Business Plan
 - Ann Roseberry, Library Manager

Adjournment

The next Library Board Meeting is Tuesday, December 8, 2015

Richland Public Library is ADA accessible with special parking and access available at the entrance facing Northgate Drive. Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the Library Board Meeting by calling the City Clerk's Office at 942-7388.



MINUTES

**Richland Public Library Board
Library Board Room – 955 Northgate Drive
October 13, 5:30 – 6:30 PM**

CALL TO ORDER:

Chair Lunstad called the meeting to order at 5:30 p.m.

ATTENDANCE:

Chair Lunstad, Vice-Chair Somasundaram, Board Members Aebersold, Mitchell and Mohr were present. Council Liaison Kent was excused. Library Manager Roseberry was present.

VICE-CHAIR SOMASUNDARAM MOVED AND BOARD MEMBER AEBERSOLD SECONDED THE MOTION TO APPROVE THE CALL TO ORDER AND ATTENDANCE. THE MOTION CARRIED 5-0.

APPROVAL OF AGENDA:

BOARD MEMBER MITCHELL MOVED AND BOARD VICE-CHAIR SOMASUNDARAM SECONDED THE MOTION TO APPROVE THE AGENDA AS SUBMITTED. THE MOTION CARRIED 5-0.

APPROVAL OF MINUTES:

BOARD MEMBER MITCHELL MOVED AND BOARD MEMBER AEBERSOLD SECONDED THE MOTION TO APPROVE THE MINUTES AS SUBMITTED. THE MOTION CARRIED 5-0.

REPORT OF THE LIBRARY MANAGER:

Attached

PUBLIC COMMENTS:

There were six guests, Government students from Richland High School.

APPROVAL OF BILLS:

BOARD MEMBER MITCHELL MOVED AND VICE-CHAIR SOMASUNDARAM SECONDED THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR SEPTEMBER 2015 IN THE AMOUNT OF \$97,789.92. THE MOTION CARRIED 5-0.

UNFINISHED BUSINESS:

1. 2016 Budget – Approval

BOARD MEMBER AEBERSOLD MOVED AND BOARD MEMBER MITCHELL SECONDED THE MOTION TO APPROVE THE 2016 BUDGET SUBMITTED BY THE CITY MANAGER TO CITY COUNCIL. THE MOTION CARRIED 5-0.

2. Library Board Member Appointment
Sally Mohr, confirmed by City Council on October 6, joined the Library Board.

NEW BUSINESS:

1. Policy Revision – Patron Behavior
The packet included a mark-up version of the policy to show the proposed changes.
The revised policy will be presented at the November meeting for a vote.

ROUND ROBIN:

Board Member Mohr will be excused for the November meeting. The Library Manager was asked to discuss a potential timeline to begin the Business Plan with Friends of the Library President Steve Slate.

Chair Lunstad suggested investigating the possibility of a partnership project with the Richland Art Commission.

Chair Lunstad suggested including photos of Library STEAMspace activities on the website and via social media channels.

The manager proposed December 10 as a possible date for the Three Boards Social. The Friends and Foundation are interested in having that event.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

1. Library staff presentation

ADJOURNMENT:

Chair Lunstad adjourned the meeting at 6:22 p.m.

Submitted by: Ann Roseberry, Library Manager

Reviewed by: Library Manager Ann Roseberry

Minutes Approved on: _____



LIBRARY MANAGER'S REPORT

Richland Public Library Board

November 2015

Library Foundation

The Foundation will meet November 12.

Friends of the Library

The Friends did not meet on October 26, using the time to prepare for the Booksale. They earned approximately \$3,000, a significant increase over recent book sales.

Statistics:

Attached

Revenue / Expense / Voucher Listing:

Revenue

Revenue numbers are healthy; on October 31 we were at 91.83% of anticipated revenue.

Expense

Both salaries and benefits show that we have been running short-staffed. We are well under budget. We under budgeted for the copiers (under budgeted for use, not lease fee) and for postage, but are in balance by type category.

Voucher Listing

The listing includes the annual payment for paper magazines to vendor WT Cox for \$8,222.37. We also updated our filter software, for \$2,335.00.

Budget 2016

The Budget calendar indicates November 17 for final passage of the 2016 Budget.

Policy Update

Included in your packet is the proposed update.

Staff presentation

Theresa Barnaby, Collection Development Supervisor

Business Plan

Deferred

STEAMspace

The kick-off meeting occurred October 27. Final Council approval for the funding for project design was November 3. Team members include two representatives from Design West, Beth Bailey and Brandon Wilm, Joe Schiessl, Darrin Sweeney, Earlene Mokler, Steve Slate, Ann Wright-Mokler and the Library Manager.

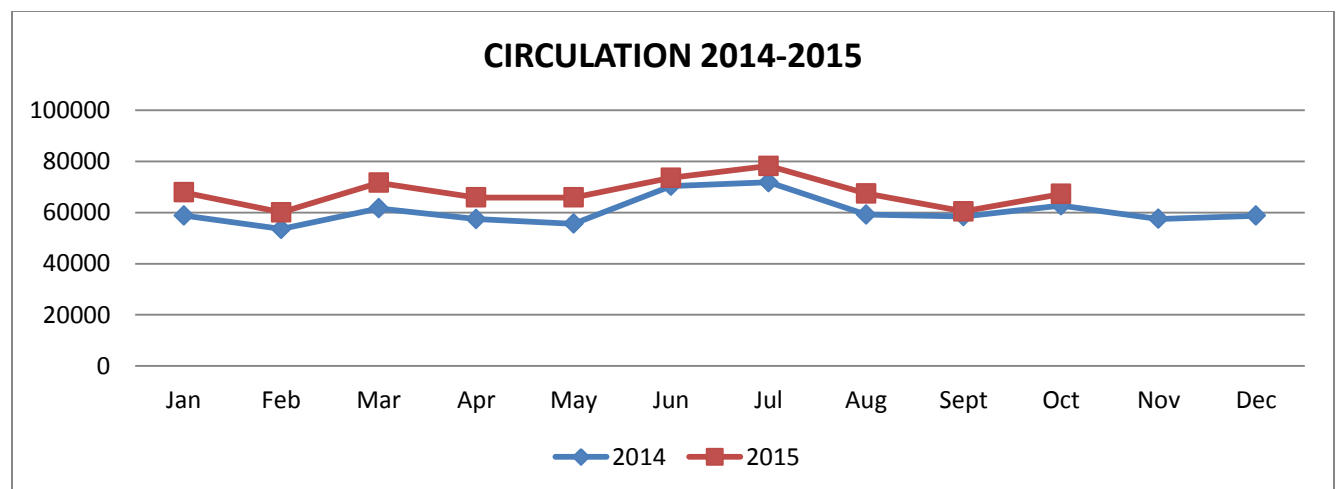
Three Boards Social

The date has tentatively been set for December 10.

CIRCULATION

Notes: Circulation was up 7% in October 2015 from October 2014, and up 11% from the previous month. As of October 2015, the year's circulation total was 95% of last year's total. RPL is on track to have its largest total circulation in four years.

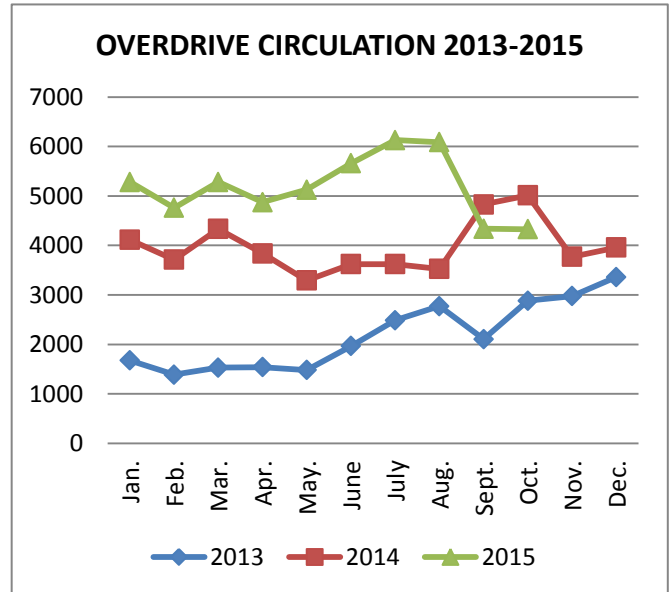
CIRCULATION					
Mo.	2012	2013	2014	2015	Rate of Change ('14 to '15)
Jan.	59,907	62,474	58,823	67,878	15%
Feb.	64,259	54,977	53,545	60,029	12%
Mar.	65,141	60,642	61,638	71,643	16%
Apr.	56,672	60,764	57,436	65,868	15%
May	59,458	44,622	55,582	65,781	18%
June	72,029	65,961	70,369	73,592	5%
July	73,774	69,107	71,813	78,206	9%
Aug.	67,877	61,855	59,163	67,440	14%
Sept.	60,317	56,373	58,470	60,430	3%
Oct.	61,195	58,575	62,737	67,267	7%
Nov.	58,524	56,531	57,471		
Dec.	57,171	54,646	58,764		
YTD	756,324	706,527	726,629	690,816	



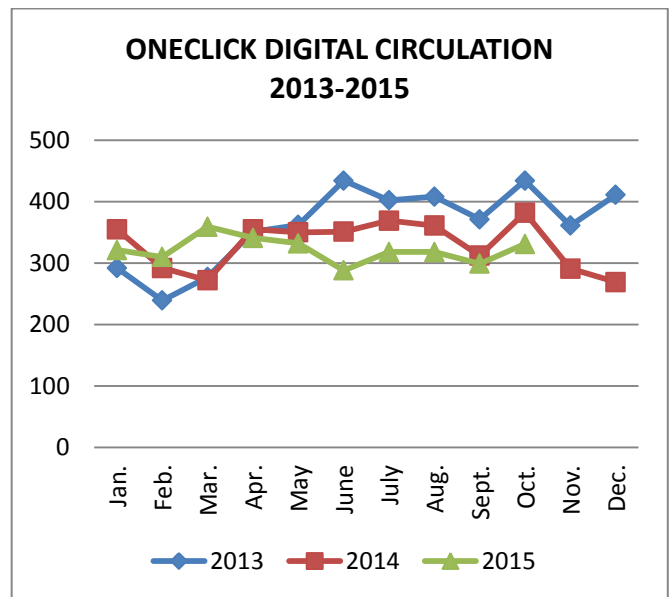
eCirculation

Notes: Overdrive was down 13% in October 2015 from October 2014. Even with this small decrease, total Overdrive circulation in 2015 is now 109% of 2014's total and almost double 2013's total circulation. Zinio had a huge 64% increase in October 2015 over October 2014. October 2015's total was a 28% increase from the previous month.

OVERDRIVE	2013	2014	2015	Rate of Change '14-'15
Jan.	1,676	4,114	5,281	28%
Feb.	1,387	3,714	4,762	28%
Mar.	1,530	4,333	5,281	22%
Apr.	1,541	3,838	4,873	27%
May	1,482	3,294	5,125	55%
June	1,966	3,624	5,659	56%
July	2,487	3,622	6,130	69%
Aug.	2,773	3,526	6,087	73%
Sept.	2,105	4,829	4,336	-10%
Oct.	2,881	5,012	4,328	-13%
Nov.	2,976	3,770		
Dec.	3,360	3,960		
YTD	26,164	47,636	51,862	

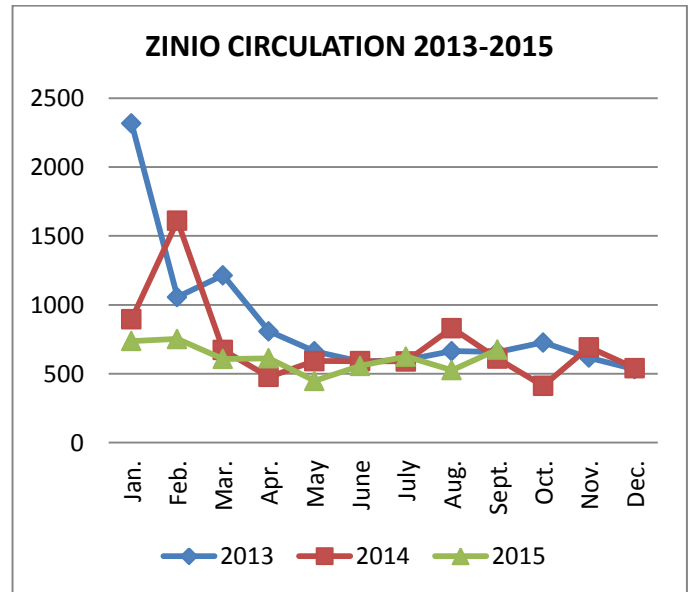


ONECLICK DIGITAL	2013	2014	2015	Rate of Change '14-'15
Jan.	292	355	321	-9%
Feb.	239	292	310	6%
Mar.	277	272	359	32%
Apr.	351	355	341	-4%
May	362	350	332	-5%
June	434	351	288	-13%
July	402	369	318	-14%
Aug.	408	361	318	-12%
Sept.	371	312	299	-4%
Oct.	434	382	331	-13%
Nov.	361	291		
Dec.	411	269		
YTD	4,342	3,959	3,217	

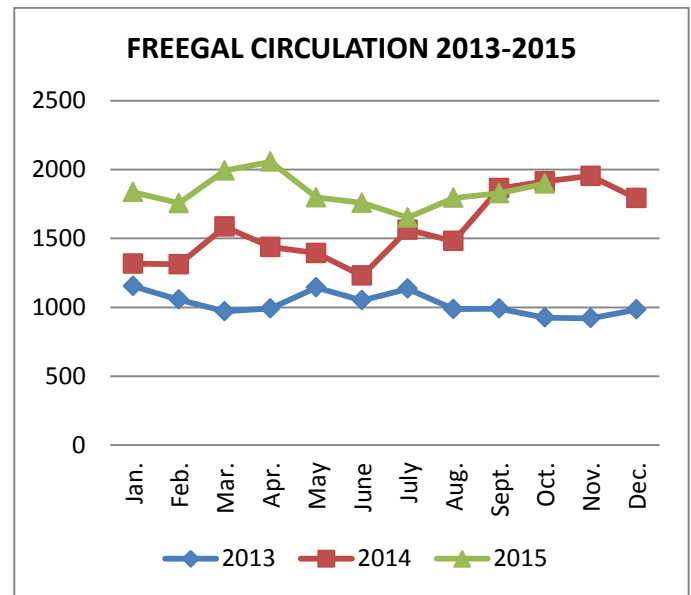


eCirculation

ZINIO	2013	2014	2015	Rate of Change '14-'15
Jan.	2,316	896	737	-17%
Feb.	1,057	1,611	753	-53%
Mar.	1,215	673	608	-9%
Apr.	808	477	612	28%
May	663	592	660	11%
June	589	591	448	-24%
July	601	590	558	-5%
Aug.	664	831	625	-25%
Sept.	658	610	526	-14%
Oct.	727	413	676	64%
Nov.	617	692		
Dec.	533	541		
YTD	10,448	8,517	6,203	

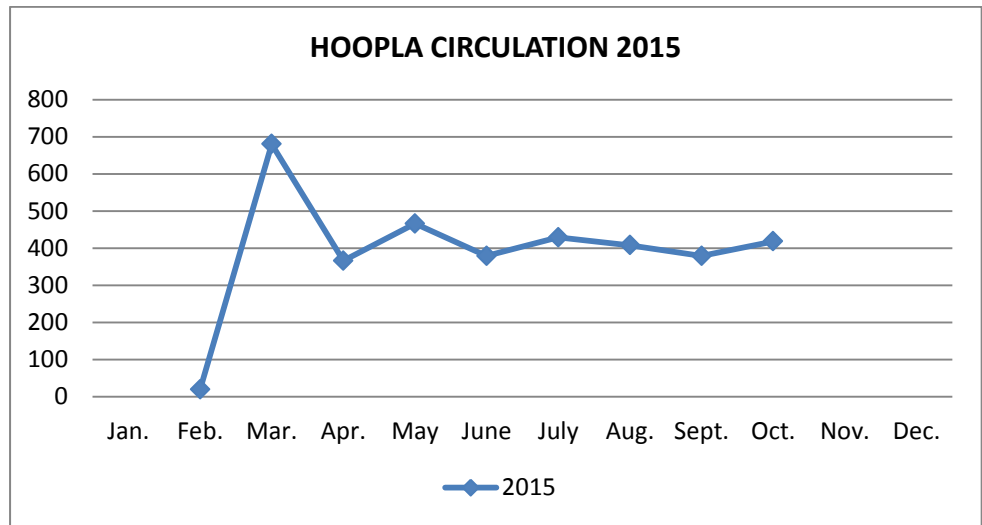


FREEGAL	2013	2014	2015	Rate of Change '14-'15
Jan.	1,153	1,317	1,836	39%
Feb.	1,056	1,312	1,756	34%
Mar.	971	1,585	1,992	25%
Apr.	992	1,437	2,056	43%
May	1,144	1,393	1,797	29%
June	1,051	1,230	1,758	43%
July	1,134	1,563	1,651	6%
Aug.	987	1,480	1,794	21%
Sept.	991	1,863	1,827	-2%
Oct.	926	1,913	1,897	-0.8%
Nov.	921	1,953		
Dec.	984	1,792		
YTD	12,310	18,838	18,364	

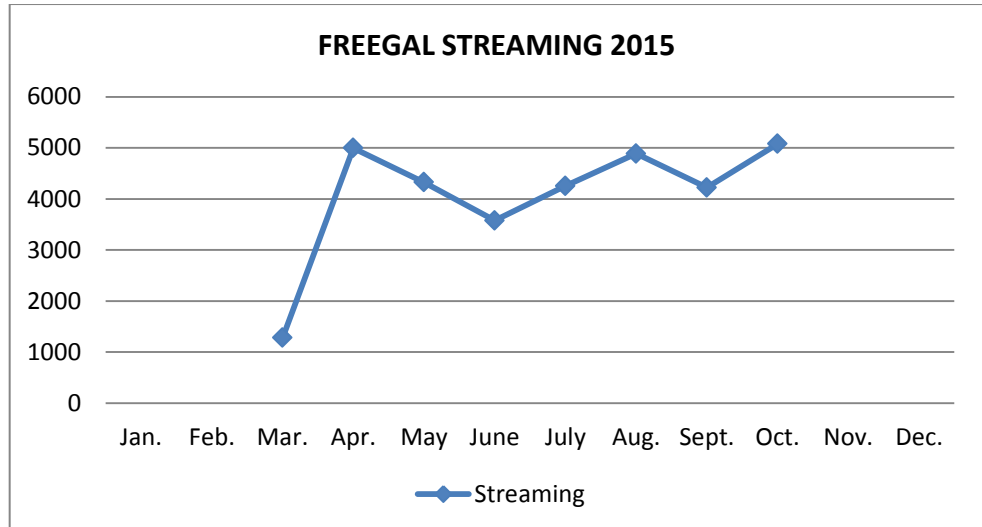


eCirculation

HOOPLA	2015
Jan.	N/A
Feb.	19
Mar.	680
Apr.	366
May	466
June	379
July	429
Aug.	408
Sept.	379
Oct.	418
Nov.	
Dec.	
YTD	3,584

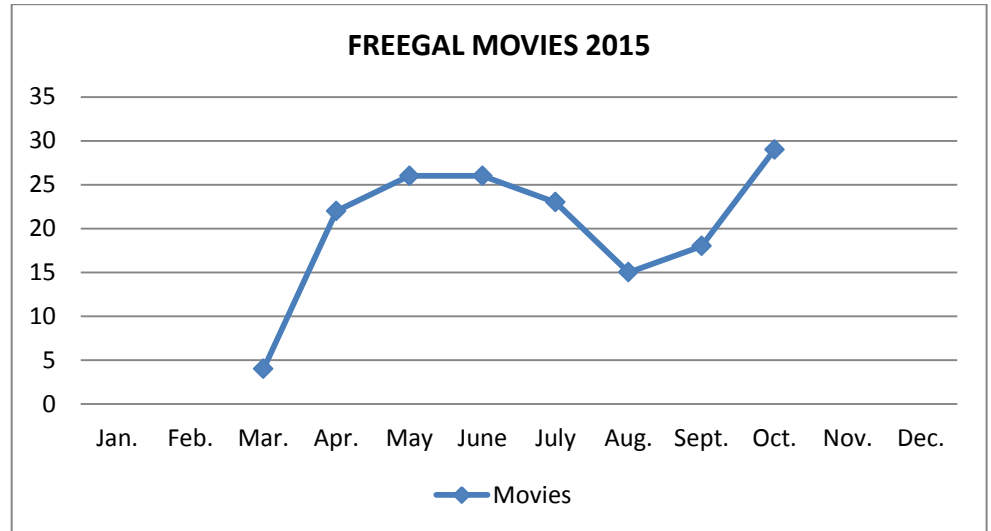


2015	Freegal Streaming
Jan.	
Feb.	
Mar.	1,278
Apr.	4,997
May	4,327
June	3,576
July	4,254
Aug.	4,221
Sept.	5,079
Oct.	
Nov.	
Dec.	
YTD	32,628



eCirculation

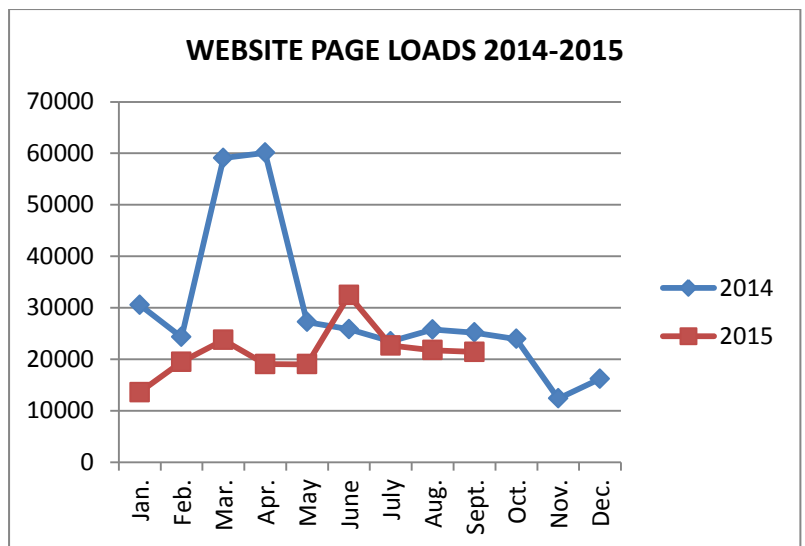
2015	Freegal Movies
Jan.	
Feb.	
Mar.	4
Apr.	22
May	26
June	26
July	23
Aug.	15
Sept.	18
Oct.	29
Nov.	
Dec.	
YTD	163



WEBSITE PAGE LOADS

Notes: The number of website page loads was not available at the time of this report's creation.

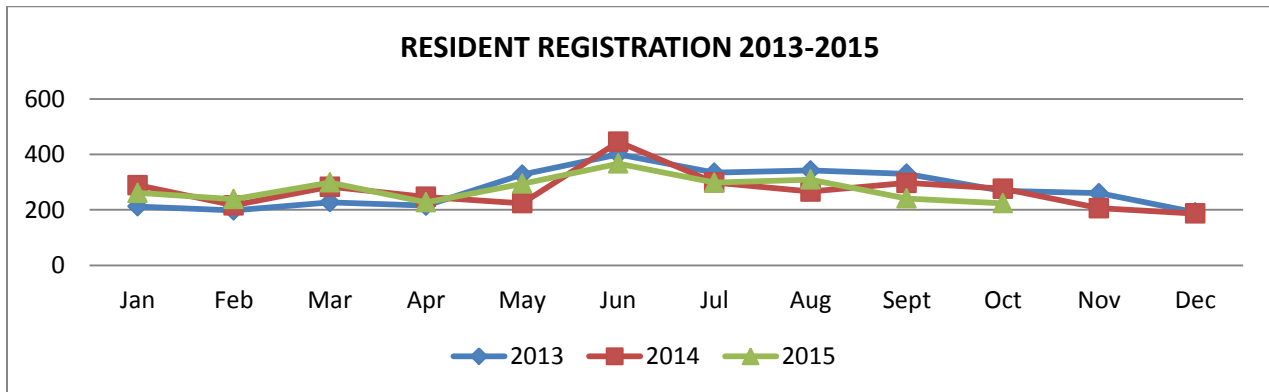
WEBSITE PAGE LOADS			
Month	2014	2015	Rate of Change
Jan.	30,560	13,576	-55%
Feb.	24,294	19,507	-20%
Mar.	59,079	23,744	-60%
Apr.	60,117	19,045	-68%
May	27,232	19,012	-30%
June	25,825	32,452	25%
July	23,477	22,663	-3%
Aug.	25,759	21,747	-15%
Sept.	25,165	21,422	-14%
Oct.	23,945		
Nov.	12,362		
Dec.	16,184		
YTD	353,999	193,168	



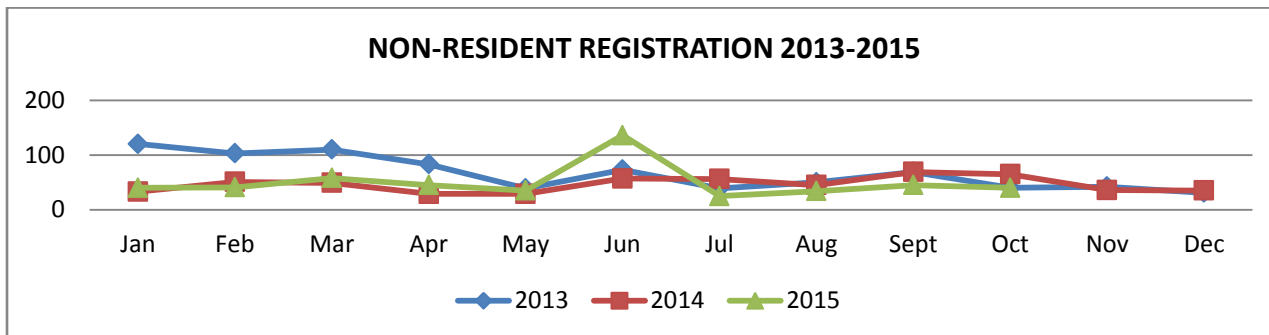
REGISTRATION

Notes: Resident registration decreased 19% in October 2015 over October 2014. Resident registration total in 2015 is 85% of 2014's total. Nonresident registration saw a 38% decrease in October 2015 over October 2014.

RESIDENT REGISTRATION													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
2013	212	198	227	215	327	400	334	342	330	268	260	191	3,304
2014	289	216	283	247	224	445	299	266	297	276	206	187	3,235
2015	261	239	299	227	294	367	298	309	241	224			2,759
Change '14-'15	-10%	11%	6%	-8%	29%	-18%	0%	16%	-19%	-19%			



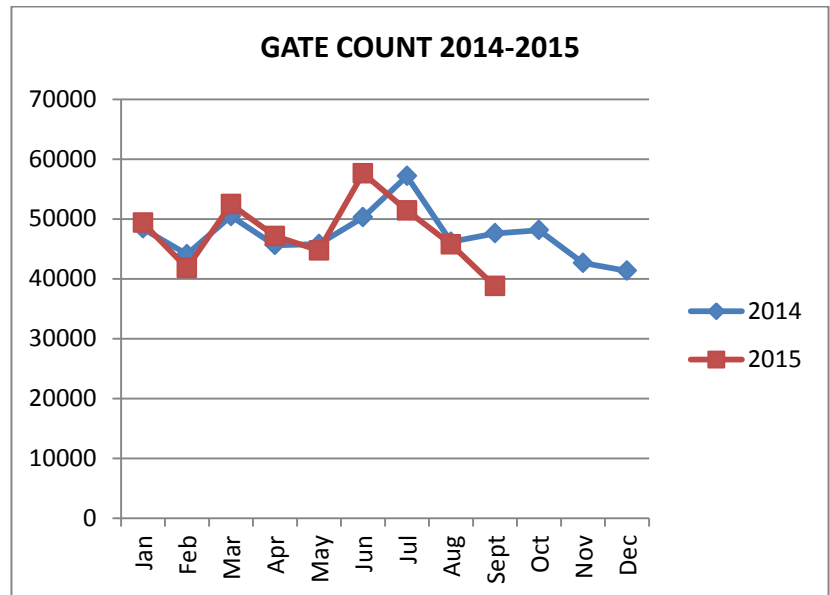
NON RESIDENT REGISTRATION													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
2013	120	103	110	83	39	73	39	50	69	40	42	31	799
2014	33	51	49	29	29	57	56	45	69	65	36	35	554
2015	40	41	58	45	35	136	25	34	45	40			499
Change '14-'15	21%	-20%	18%	55%	-22%	139%	-55%	-24	-35%	-38%			



GATE COUNT

Notes: The gate count for October was not available at the time of this report's creation.

GATE COUNT	2014	2015	Rate of Change '14-'15
Jan.	48,393	49,349	2%
Feb.	44,079	41,781	-15%
Mar.	50,453	52,448	4%
Apr.	45,623	47,132	3%
May	45,804	44,737	-2%
June	50,266	57,624	15%
July	57,172	51,428	-10%
Aug.	46,170	45,745	-1%
Sept.	47,588	38,763	-18%
Oct.	48,130		
Nov.	42,641		
Dec.	41,326		
YTD	567,645	429,007	



LIBRARY VOLUNTEER HOURS

*Volunteer hours for the month of October 2015 were **534.75 hours**, which is equivalent to 3.3 FTE staff.

LIBRARY VOLUNTEER HOURS	
Q1 – 2015 (January, February, March)	1,058
Q2 – 2015 (April, May, June)	1,181.75
Q3 – 2015 (July, August, September)	1,067.5
Q4 – 2015 (October, November, December)	
YTD	3307.25

CITY OF RICHLAND

Revenue Report for Library Accounts January 1 through October 31, 2015

ACCT	ACCOUNT DESCRIPTION	ORIG BUDGET	ADJ BUDGET	MONTHLY RECEIPTS	Y-T-D	UNCOLLECTED REVENUE	PERCENT COLLECTED	PREVIOUS Y-T-D
CHARGES FOR GOODS & SVCS								
341691	LIBRARY: COPY SERVICES	12,000	12,000	956.30	10,259.69	1,740.31	85.50%	11,084.53
347220	LIBRARY: MISC CHARGES	4,500	4,500	245.90	2,894.19	1,605.81	64.32%	3,213.60
347270	LIBRARY: NON-RESIDENT FEES	5,750	5,750	585.00	4,998.55	751.45	86.93%	4,198.00
Total	CHARGES FOR GOODS & SVCS	22,250	22,250	1,787.20	18,152.43	4,097.57	81.58%	18,496.13
FINES & FORFEITS								
356501	LIBRARY: COURT RESTITUTION	0	0	0.00	0.00	0.00	0.00%	269.22
357360	LIBRARY COLLECTION AGENCY REFUNDS	0	0	75.00	585.00	-585.00	0.00%	1,396.00
359700	LIBRARY: MISC FINES	40,000	40,000	3,907.91	38,079.06	1,920.94	95.20%	37,307.67
Total	FINES & FORFEITS	40,000	40,000	3,982.91	38,664.06	1,335.94	96.66%	38,972.89
MISCELLANEOUS REVENUES								
362509	LIBRARY: BUILDING RENTAL	0	1,800	200.00	2,000.00	-200.00	111.11%	3,220.00
Total	MISCELLANEOUS REVENUES	0	1,800	200.00	2,000.00	-200.00	111.11%	3,220.00
TOTAL		62,250	64,050	5,970.11	58,816.49	5,233.51	91.83%	60,689.02

City of Richland Revenue Report for October, 2015

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

Fund	001	GENERAL FUND		Orig.Budget	Adj.Budget	Current Month	Y-T-D	Current Encumbered	Unencumbered Balance	Y-T-D % Committed	Previous Y-T-D
Type:	1	SALARIES									
1101	SALARIES & WAGES-REGULAR	785,273	760,206	51,733.30	568,302.18	0.00	191,903.82	74.8%	0.00		
1102	SALARIES-PART TIME	191,302	191,302	11,469.78	139,252.85	0.00	52,049.15	72.8%	0.00		
1104	SALARIES-INTERMITTENT/TEMP	35,339	35,339	2,269.82	15,634.88	0.00	19,704.12	44.2%	0.00		
1201	SALARIES & WAGES-OVERTIME	800	800	0.00	9.12	0.00	790.88	1.1%	0.00		
1302	VACATION/PTO CASHOUT	35,758	60,825	0.00	62,729.52	0.00	1,904.52-	103.1%	0.00		
		1,048,472	1,048,472	65,472.90	785,928.55	0.00	262,543.45		0.00		
Type:	2	BENEFITS									
2101	SOCIAL SECURITY-FICA	80,212	80,212	4,934.35	58,961.64	0.00	21,250.36	73.5%	0.00		
2103	PENSION CONTRIBUTIONS-PERS	94,733	94,733	6,929.18	68,965.53	0.00	25,767.47	72.8%	0.00		
2105	INDUSTRIAL INS & MED AID	9,622	9,622	546.80	7,633.79	0.00	1,988.21	79.3%	0.00		
2106	UNEMPLOYMENT	4,544	4,544	285.46	3,426.70	0.00	1,117.30	75.4%	0.00		
2107	LIFE & DISABILITY INSURANCE	8,783	8,783	557.80	5,821.13	0.00	2,961.87	66.3%	0.00		
2108	DENTAL INSURANCE	23,106	23,106	1,713.92	17,775.24	0.00	5,330.76	76.9%	0.00		
2109	HEALTH INSURANCE	218,414	218,414	12,434.70	156,147.90	0.00	62,266.10	71.5%	0.00		
2110	VISION INSURANCE	3,738	3,738	289.77	2,919.99	0.00	818.01	78.1%	0.00		
2112	DEFERRED COMPENSATION	44,644	44,644	2,663.29	29,618.70	0.00	15,025.30	66.3%	0.00		
2118	POST EMPLOYEE HEALTH BENE	28,707	28,707	2,126.56	22,063.06	0.00	6,643.94	76.9%	0.00		
		516,503	516,503	32,481.83	373,333.68	0.00	143,169.32		0.00		
Type:	3	SUPPLIES									
3102	OPERATING SUPPLIES & MATERI	32,850	32,850	2,367.54	27,312.40	0.00	5,537.60	83.1%	0.00		
3105	COPIER SUPPLIES	800	800	0.00	538.46	0.00	261.54	67.3%	0.00		
3401	LIBRARY RESOURCES	216,500	216,500	19,159.06	203,660.64	0.00	12,839.36	94.1%	0.00		
3583	SOFTWARE-LICENSING & UPGR	40,707	40,707	2,497.34	32,353.28	0.00	8,353.72	79.5%	0.00		
3993	SUPPLIES - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00		
		290,857	290,857	24,023.94	263,864.78	0.00	26,992.22		0.00		
Type:	4	OTHER SERVICES & CHARGES									
4107	OTHER PROFESSIONAL SERVIC	26,500	26,500	1,149.23	11,410.04	0.00	15,089.96	43.1%	0.00		
4135	SHARED VALUES PROGRAM	488	488	0.00	415.57	0.00	72.43	85.2%	0.00		
4201	TELEPHONE & COMM SVCS	7,620	7,620	513.94	5,176.14	0.00	2,443.86	67.9%	0.00		
4202	POSTAGE	4,498	4,498	635.71	5,945.37	0.00	1,447.37-	132.2%	0.00		
4301	TRAVEL EXPENSES	5,010	5,010	72.00	3,649.60	0.00	1,360.40	72.8%	0.00		

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

Fund	001	GENERAL FUND	Orig.Budget	Adj.Budget	Current Month	Y-T-D	Current Encumbered	Unencumbered Balance	Y-T-D % Committed	Previous Y-T-D
4504		COPIER/FAX LEASE RENTAL MAI	3,570	3,570	448.98	4,185.33	0.00	615.33-	117.2%	0.00
4505		RENTALS-OTHER	4,683	4,683	414.74	3,775.36	0.00	907.64	80.6%	0.00
4601		INSURANCE	35,369	35,369	0.00	31,502.00	0.00	3,867.00	89.1%	0.00
4700		UTILITIES	62,240	61,414	4,492.53	42,090.45	0.00	19,323.55	68.5%	0.00
4802		REPAIRS AND MAINT-EQUIPMEN	3,690	3,690	0.00	3,078.40	0.00	611.60	83.4%	0.00
4806		REPAIRS AND MAINT-STRUCTUR	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4815		REPAIR & MAINT - PUBLIC ART	0	0	0.00	271.03	0.00	271.03-	0.0%	0.00
4902		DUES & SUBSCRIPTIONS	783	783	0.00	783.00	0.00	0.00	100.0%	0.00
4903		PRINT SHOP SERVICES	400	1,226	0.00	725.66	0.00	500.34	59.2%	0.00
4911		OUTSIDE SVCS PROVIDED	0	0	0.00	750.00	0.00	750.00-	0.0%	0.00
4912		TUITION/CONFERENCE FEES	3,140	3,140	0.00	2,441.24	0.00	698.76	77.7%	0.00
4913		COLLECTION SERVICES	3,222	3,222	152.15	1,646.80	0.00	1,575.20	51.1%	0.00
4993		SERVICES & CHARGES PIP AWA	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			161,213	161,213	7,879.28	117,845.99	0.00	43,367.01		0.00
Type:	5	INTERGOVERNMENTAL SERVICES								
5117		INTERLIBRARY SVCS	200	200	0.00	105.00	0.00	95.00	52.5%	0.00
5301		STATE TAXES	2,100	2,100	106.57	839.78	0.00	1,260.22	40.0%	0.00
			2,300	2,300	106.57	944.78	0.00	1,355.22		0.00
Type:	6	CAPITAL								
6340		PUBLIC ARTS IMPROVEMENT	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6406		FURNITURE & FIXTURES > \$5,000	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6414		MACHINERY & EQUIP > \$5,000	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6440		BOOKS - LIBRARY	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6441		PERIODICALS - LIBRARY	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6442		NONPRINT - LIBRARY	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6443		DATABASES - LIBRARY	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6481		COMPUTER SOFTWARE	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6993		CAPITAL - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			0	0	0.00	0.00	0.00	0.00		0.00
Type:	9	INTERFUND SERVICES								
9141		INTFND SVCS - SYSTEMS DIVISI	500	500	0.00	0.00	0.00	500.00	0.0%	0.00
9986		LIBRARY FACILITY MAINT RESER	0	0	0.00	0.00	0.00	0.00	0.0%	0.00

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

Fund	001	GENERAL FUND	Orig.Budget	Adj.Budget	Current Month	Y-T-D	Current Encumbered	Unencumbered Balance	Y-T-D % Committed	Previous Y-T-D
9992		DESIGNATED RESERVE	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
9993		PIP RESERVE	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
9999		UNAPPROPRIATED FUND BALAN	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			500	500	0.00	0.00	0.00	500.00		0.00
Total Fund	001		2,019,845	2,019,845	129,964.52	1,541,917.78	0.00	477,927.22	76.3%	0.00

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

Grand Totals	2,019,845	2,019,845		129,964.52	1,541,917.78		0.00	477,927.22	76.3%	0.00
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RICHLAND PUBLIC LIBRARY
CERTIFICATION OF CLAIMS FOR PAYMENT
NOVEMBER 2015

We the undersigned, Richland Public Library Board, City of Richland, Benton County, do hereby certify that the merchandise or services as previously specified have been received and that the accumulated costs are approved for payment in the amount of \$95,613.41 this 10th day of November 2015.

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

Voucher Listings	Amount
October 1, 2015 thru October 31, 2015 (31740.88 + 6.83)	\$31,747.71
Interdepartmental Billings	
None	\$0.00
Transfer Advice (Salaries)	
Salaries for the weeks of 10/08/15 & 10/22/15	\$63,865.70
TOTAL MONTHLY EXPENSES	\$95,613.41

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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



City Of Richland

VL-1 Voucher Listing

From: 10/1/2015 To: 10/31/2015

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001		GENERAL FUND			
Division:	303	LIBRARY			
ADAMS, LISA M		15-324 ADAMS	227763	15-324 LA-PT TRNG 09-2015	\$72.00
BANK OF AMERICA		TXN00023251	228245	INGRAM BOOKS	\$165.97
		TXN00023254		INGRAM BOOKS	\$202.62
		TXN00023258		INGRAM BOOKS	\$604.18
		TXN00023261		INGRAM BOOKS	\$13.02
		TXN00023268		INGRAM BOOKS	\$95.94
		TXN00023290		BOOKMARKS	\$355.56
		TXN00023291		INGRAM BOOKS	\$96.43
		TXN00023299		INGRAM BOOKS	\$615.03
		TXN00023313		OVERDRIVE DIGITAL BOOKS	\$252.77
		TXN00023318		BOOKMARKS	\$339.00
		TXN00023345		SAGE BOOKS	\$215.09
		TXN00023347		INGRAM BOOKS	\$20.15
		TXN00023348		INGRAM BOOKS	\$230.53
		TXN00023351		INGRAM BOOKS	\$59.90
		TXN00023362		INGRAM BOOKS	\$220.03
		TXN00023374		INGRAM BOOKS	\$1,082.70
		TXN00023377		GALE BOOKS	\$409.59
		TXN00023378		RECORDED BOOKS FILM MOVEMENT	\$136.71
		TXN00023382		OVERDRIVE DIGITAL BOOKS	\$191.84
		TXN00023390		MOUNTING TAPE & CALENDARS	\$188.30
		TXN00023392		INGRAM BOOKS	\$138.00
		TXN00023414		INGRAM BOOKS	\$56.01
		TXN00023423		OVERDRIVE DIGITAL BOOKS	\$250.79
		TXN00023452		INGRAM BOOKS	\$469.95
		TXN00023457		INGRAM BOOKS	\$151.79
		TXN00023461		INGRAM BOOKS	\$79.14
		TXN00023488		DISC CLEANER SUPPLIES	\$713.90
		TXN00023502		INGRAM BOOKS	\$424.34
		TXN00023509		INGRAM BOOKS	\$251.17
		TXN00023517		W T COX MAGAZINE SUBSCRIPTION	\$8,222.37
		TXN00023519		BOOKPAGE SUBSCRIPTION	\$180.00
		TXN00023523		INGRAM BOOKS	\$191.61
		TXN00023525		INGRAM BOOKS	\$380.69
		TXN00023529		OVERDRIVE DIGITAL BOOKS	\$168.96
		TXN00023530		INGRAM BOOKS	\$840.69
		TXN00023547		INGRAM BOOKS	\$872.09
		TXN00023558		INGRAM BOOKS	\$235.19



City Of Richland

VL-1 Voucher Listing

From: 10/1/2015 To: 10/31/2015

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00023559	228245	BOOKMARKS & POSTER	\$35.00
		TXN00023574		INGRAM BOOKS	\$181.65
		TXN00023576		INGRAM BOOKS	\$275.15
		TXN00023598		3 BOARDS MTG REFRESHMENTS	\$34.82
		TXN00023610		STAFF ROOM SUPPLIES	\$127.80
		TXN00023621		INGRAM BOOKS	\$335.99
		TXN00023637		BUBBLE MAILERS & STAPLES	\$343.34
CASCADE NATURAL GAS CORP		10/15-61897100006	227623	NAT GAS 955 NRTHGATE 8/19-9/16	\$72.97
CITY OF RICHLAND		9/2015 SEPT	227983	CITY UTILITY BILLS/SEPT 2015	\$4,419.56
COLUMBIA INDUSTRIES SUPPORT LLC		0027168	228140	ON SITE SHREDDING WO #31022	\$78.28
EDGEWAVE, INC		146096	228357	FILTER SOFTWARE	\$2,335.00
FRONTIER	S016585	1015-509-943-3152	228158	TELEPHONE CHARGES 10/4/15-11/3	\$367.06
OCLC INC		0000421971	228186	CATALOGING SRVCS - SEPT	\$974.95
PITNEY BOWES PURCHASE POWER		09/2015-14823173	228078	POSTAGE 9/1/15 TO 9/30/15	\$432.55
		1015A/14823173		POSTAGE 10/1/15 TO 10/14/15	\$203.16
PROQUEST LLC		70356161	228419	INTERNET DATABASES 7/1-6/30/16	\$840.98
STONEWAY ELECTRIC SUPPLY		S101408204.001	228434	LIGHT BULBS	\$139.53
		S101408384.001		LIGHT BULBS	\$64.17
		S101412257.001		LIGHT BULBS	\$26.12
UNIQUE MANAGEMENT SERVICES INC		313651	228454	COLLECTION SRVCS-SEPT	\$152.15
WASHINGTON STATE PATROL		I16002195	228460	VOLUNTEER BACKGROUND CHECKS	\$96.00
XEROX CORPORATION		081588546	228238	W7225PT BASE CHG/PRINTS-SEPT	\$304.78
		081588547	228473	W7225PT BASE CHG/PRINTS-SEPT	\$172.21
		081588548	228238	W7225PT BASE CHRG/PRINTS-SEPT	\$144.20
		081588549		W7225PT BASE CHRG/PRINTS-SEPT	\$242.53
XO HOLDINGS LLC DBA		0277606268	227812	PHONE CHARGES 9/23-10/22/15	\$146.88
LIBRARY TOTAL****					\$31,740.88
GENERAL FUND Total ***					\$31,740.88
FUND 110		LIBRARY			
Division:	303	LIBRARY			
UNITED PARCEL SERVICE	S016575	000986641415	227942	GROUND PKG TO ROWAN & LITTLEFI	\$6.83
LIBRARY TOTAL****					\$6.83
LIBRARY Total ***					\$6.83



City Of Richland
VL-1 Voucher Listing

From: 10/1/2015 To: 10/31/2015

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

\$31,747.71

Number of Invoices

Amount

Vouchers In Richland

0

Vouchers In Tri Cities

1

\$78.28

Vouchers In WA

4

Vouchers Outside WA

60

\$31,343.61

Vouchers Final Total.....

65

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	\$23,861.60	75.16%
4	OTHER SERVICES & CHARGES	\$7,886.11	24.84%
Total		\$31,747.71	



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/10/2015

Agenda Category: Unfinished Business

Prepared By: Ann Roseberry, Library Manager

Subject:

Policy Revision - Patron Behavior

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/10/2015

Agenda Category: New Business

Prepared By: Ann Roseberry, Library Manager

Subject:

Library Staff Presentation

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Library Collection Development

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/10/2015

Agenda Category: New Business

Prepared By: Ann Roseberry, Library Manager

Subject:

Three Boards Social

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/10/2015

Agenda Category: New Business

Prepared By: Ann Roseberry, Library Manager

Subject:

2016 Library Closures

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 2016 Closures

2016 Holiday Closures

Designated Holidays

January 1	New Year's Day
February 15	Presidents Day
May 30	Memorial Day
July 4	Independence Day
September 5	Labor Day
November 11	Veteran's Day
November 24	Thanksgiving Day
November 25	Day After Thanksgiving
December 23	Christmas Eve Observed
December 24	Christmas Eve
December 25	Christmas Day
December 26	Christmas Day Observed

Additional Closures Board Approved

2016 Early Closures (5:00 pm)

November 23	Day before Thanksgiving
December 31	New Year's Eve

2015 Sunday Closures for Summer

June 12 thru September 4