Agenda
Library Board Meeting
Tuesday, January 12, 2016
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:

1. Joe Schiessl, Parks & Public Facilities Director
   - Ann Roseberry, Library Manager
2. Richland Public Library Foundation
   - Ann Roseberry, Library Manager
3. Friends of the Richland Public Library
   - Ann Roseberry, Library Manager

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

1. December 8, 2015 Library Board Minutes
   - Ann Roseberry, Library Manager

Report of the Library Manager:

1. January 2016 Library Manager's Report
   - Ann Roseberry, Library Manager
2. December 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)

1. Approval of bill for December 1, 2015 thru December 31, 2015
   - Ann Roseberry, Library Manager
2. Approval of bills for November 1, 2015 thru November 30, 2015 Corrected
   - Ann Roseberry, Library Manager

Unfinished Business:

New Business:

1. Election of 2016 Officers
   - Ann Roseberry, Library Manager
2. Presentation on STEAMspace
   - Ann Roseberry, Library Manager

Round Robin:

Agenda Items for Upcoming Board Meeting:

1. Library Staff Presentation
   - Ann Roseberry, Library Manager
2. Library Business Plan
   - Ann Roseberry, Library Manager

Adjournment

The next Library Board Meeting is Tuesday, February 9, 2016

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.

DRAFT

MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
December 8, 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 and Mohr were present. Board Member Mitchell was excused. 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 4-0.

APPROVAL OF AGENDA:
BOARD MEMBER MOHR MOVED AND VICE CHAIR SOMASUNDARAM SECONDED THE MOTION TO APPROVE THE AGENDA AS AMENDED. THE MOTION CARRIED 4-0.

APPROVAL OF MINUTES:
BOARD MEMBER AEBERSOLD MOVED AND VICE CHAIR SOMASUNDARAM SECONDED THE MOTION TO APPROVE THE MINUTES AS AMENDED. THE MOTION CARRIED 3-0. BOARD MEMBR MOHR ABSTAINED.

REPORT OF THE LIBRARY MANAGER:
Attached

PUBLIC COMMENTS:
None

APPROVAL OF BILLS:
VICE CHAIR SOMASUNDARAM MOVED AND BOARD MEMBER AEBERSOLD SECONDED THE MOTION TO APPROVE THE CERTIFICATION FOR CLAIMS FOR OCTOBER 2015 IN THE AMOUNT OF $97,220.61. THE MOTION CARRIED 4-0.

The Certification of Claims for November, 2015 was deferred to the December meeting.

UNFINISHED BUSINESS:
There was no unfinished business.

NEW BUSINESS:
There was no new business.

ROUND ROBIN:

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

1. Library Staff Presentation
2. Business Plan
3. Election of Officers

ADJOURNMENT:
Chair Lunstad adjourned the meeting at 6:18 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
January 2016

Library Foundation
The Foundation will meet again in February.

Friends of the Library
The Friends met December 28. The manager did not attend the meeting. The discussion centered on Bookroom operations.

Statistics:
Attached

Revenue / Expense / Voucher Listing:
Revenue
We exceeded projections.

Expense
The December report is not the official end-of-year for 2015, but gives a clear picture. We deliberately overspent in materials, knowing that we were in the black overall. For 2016 we adjusted our expectations for postage and copiers, which also overspent. The vacation/PTO buyout shows the results of three unanticipated retirements of long time staff.

The salary lines show a reversal of accrual by Finance, from 2015 back to 2014.

Voucher Listing
December shows primarily materials and supplies.

Staff presentation
This will be scheduled for the February meeting, D'ette Peach Atkins will discuss the Inter-Library Loan process.

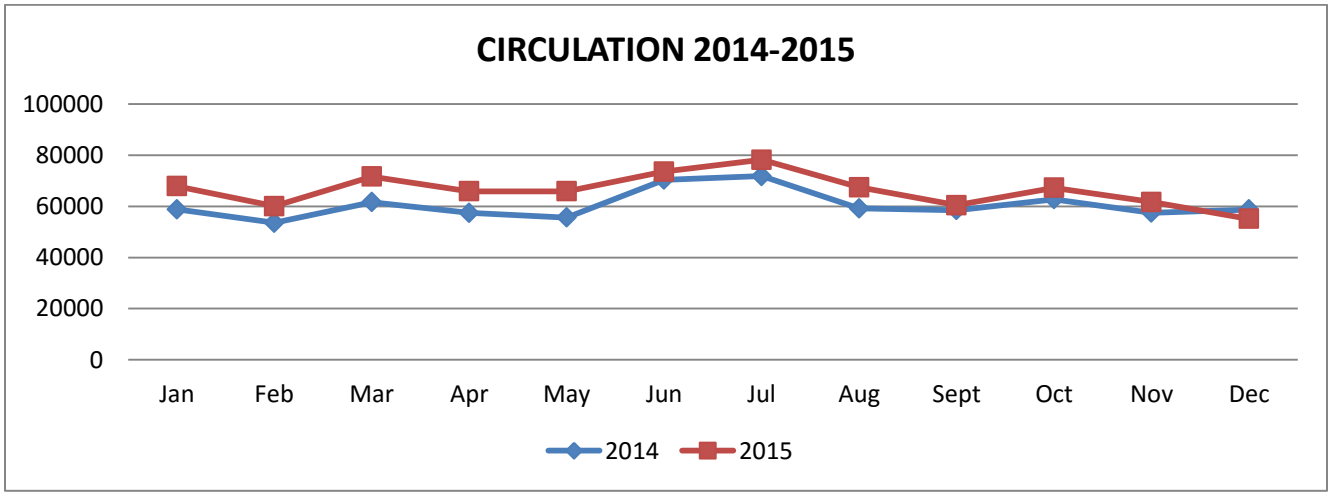
STEAMspace
The plan will be presented to the Library Board on January 12, 2016, at the regular meeting. The Friends of the Library and Foundation Boards will be invited.

2015 was a great year for RPL in circulation. Overall, total circulation was **UP 11%**, with over **80,000 MORE** circs over the course of the year. Several factors could have contributed to this increase. RPL launched three new digital serviced this year: Hoopla, Freegal Streaming, and Freegal Movies. Freegal streaming garnered over **41,000** checkouts in 2015. Overdrive had a stellar year with almost **13,000 more** checkouts in 2015 over 2014. Overdrive also **more than doubled** the checkout total of 2013, its introductory year.

CIRCULATION

Notes: Circulation was down 6% in December 2015 from December 2014. Total circulation for 2015 was up 11% from 2014 making it RPL's largest circulation total in four years!

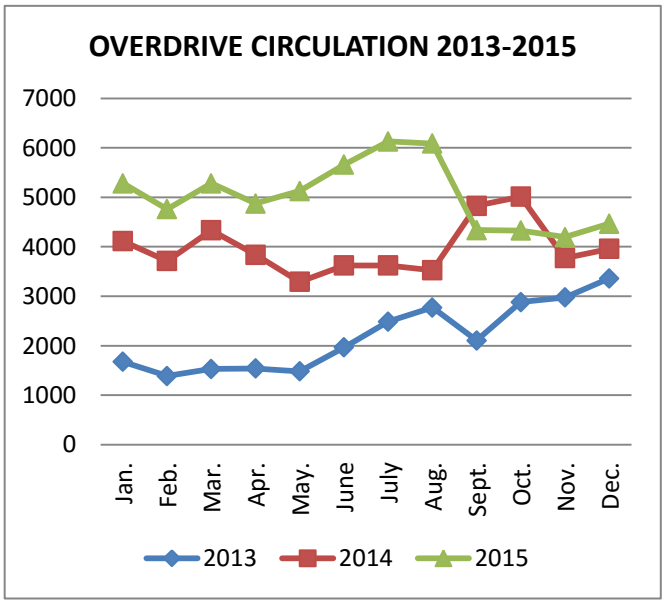
CIRCULATION					
Mo.	**2012**	**2013**	**2014**	**2015**	**Rate of Change ('14 to '15)**
Jan.	59,907	62,474	58,823	67,878	15%
Feb.	64,259	54,977	53,545	60,029	12%
Mar.	65,141	60,642	61,638	71,643	16%
Apr.	56,672	60,764	57,436	65,868	15%
May	59,458	44,622	55,582	65,781	18%
June	72,029	65,961	70,369	73,592	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	61,681	6%
Dec.	57,171	54,646	58,764	55,142	-6%
YTD	**756,324**	**706,527**	**726,629**	**807,639**	**11%**



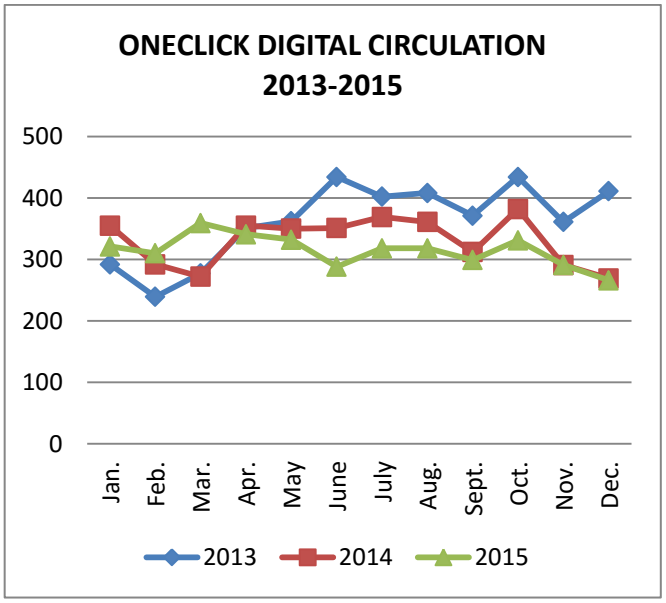
eCirculation

Notes: Overdrive circulation was up 13% in December 2015 over December 2014. Freegal also showed an increase of 8% in December 2015 over December 2014.

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	4,195	11%
Dec.	3,360	3,960	4,467	13%
YTD	**26,164**	**47,636**	**60,524**	**27%**

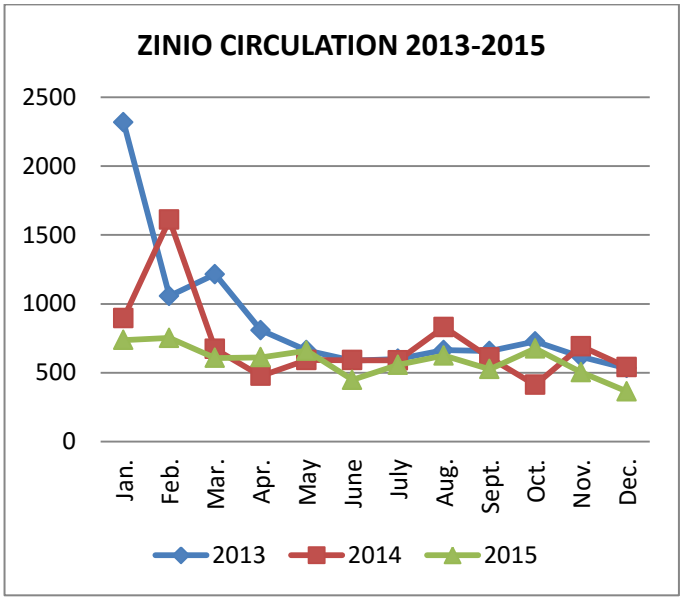


ONECLICK DIGITAL	2013	2014	2015	Rate of Change '14-'15
Jan.	292	355	321	-9%
Feb.	239	292	310	6%
Mar.	277	272	359	32%
Apr.	351	355	341	-4%
May	362	350	332	-5%
June	434	351	288	-13%
July	402	369	318	-14%
Aug.	408	361	318	-12%
Sept.	371	312	299	-4%
Oct.	434	382	331	-13%
Nov.	361	291	291	N/C
Dec.	411	269	266	-1%
YTD	**4,342**	**3,959**	**3,774**	**-13%**

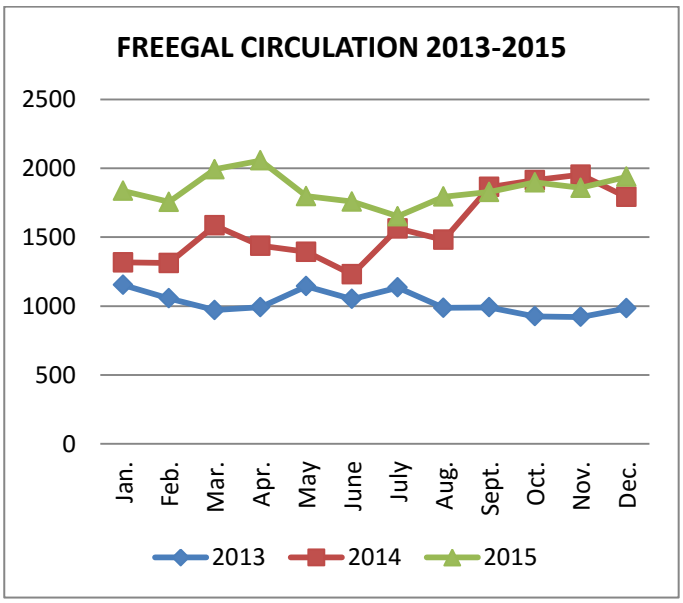


eCirculation

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	504	-27%
Dec.	533	541	365	-32%
YTD	**10,448**	**8,517**	**7,072**	**-17%**

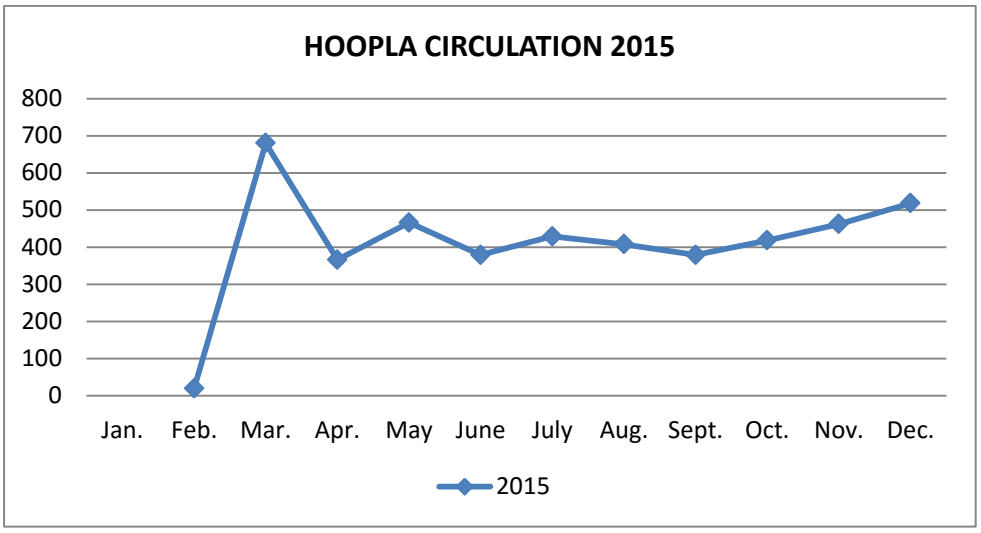


FREEGAL	2013	2014	2015	Rate of Change '14-'15
Jan.	1,153	1,317	1,836	39%
Feb.	1,056	1,312	1,756	34%
Mar.	971	1,585	1,992	25%
Apr.	992	1,437	2,056	43%
May	1,144	1,393	1,797	29%
June	1,051	1,230	1,758	43%
July	1,134	1,563	1,651	6%
Aug.	987	1,480	1,794	21%
Sept.	991	1,863	1,827	-2%
Oct.	926	1,913	1,897	-0.8%
Nov.	921	1,953	1,858	-5%
Dec.	984	1,792	1,938	8%
YTD	**12,310**	**18,838**	**22,160**	**17%**

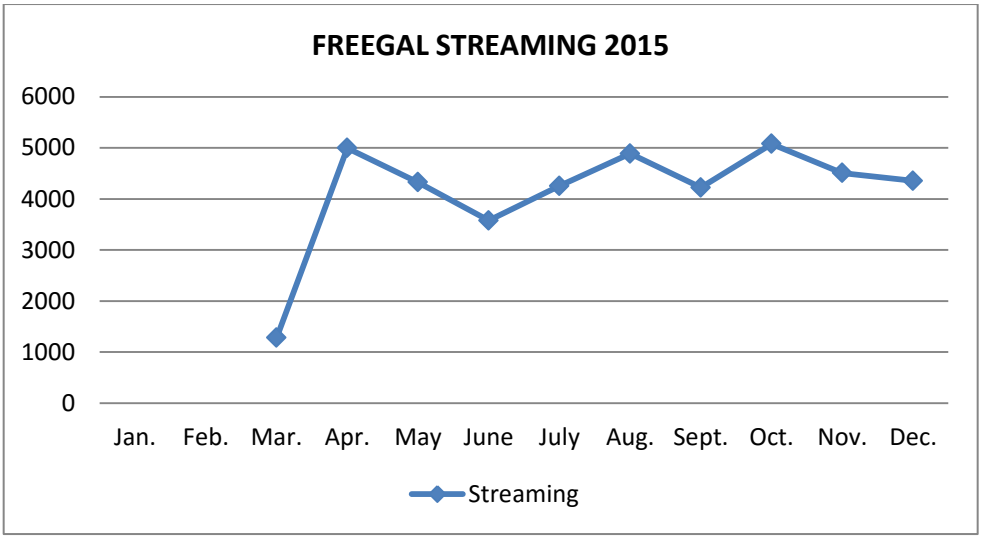


eCirculation

HOOPLA	2015
Jan.	N/A
Feb.	19
Mar.	680
Apr.	366
May	466
June	379
July	429
Aug.	408
Sept.	379
Oct.	418
Nov.	462
Dec.	518
YTD	**4,524**

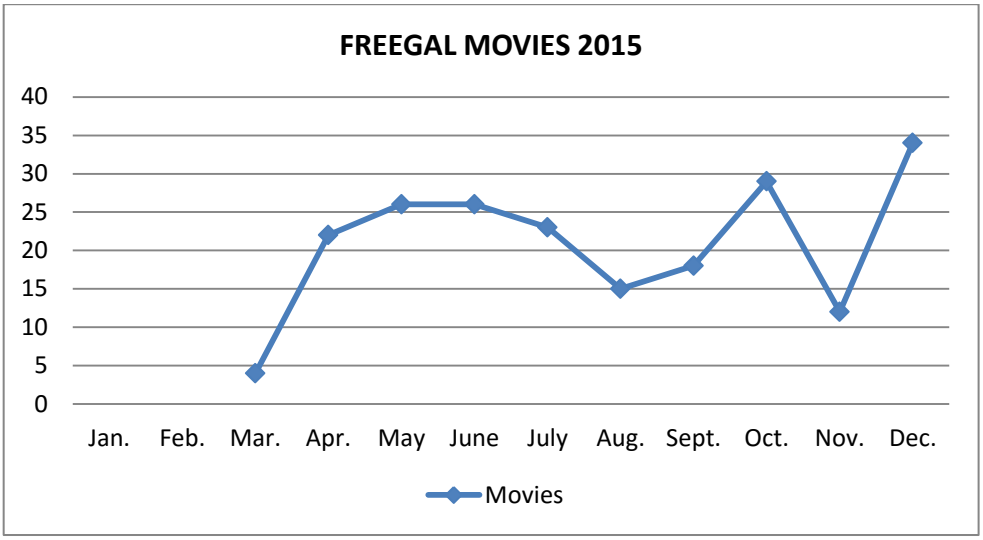


2015	Freegal Streaming
Jan.	
Feb.	
Mar.	1,278
Apr.	4,997
May	4,327
June	3,576
July	4,254
Aug.	4,888
Sept.	4,221
Oct.	5,079
Nov.	4,506
Dec.	4,353
YTD	**41,479**



eCirculation

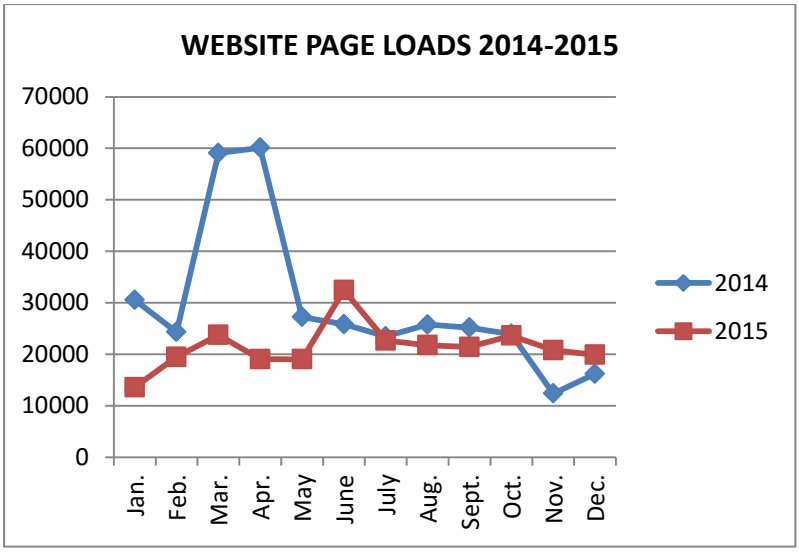
2015	Freegal Movies
Jan.	
Feb.	
Mar.	4
Apr.	22
May	26
June	26
July	23
Aug.	15
Sept.	18
Oct.	29
Nov.	12
Dec.	34
YTD	**209**



WEBSITE PAGE LOADS

Notes: Website page loads showed a 23% increase in December 2015 over December 2014.

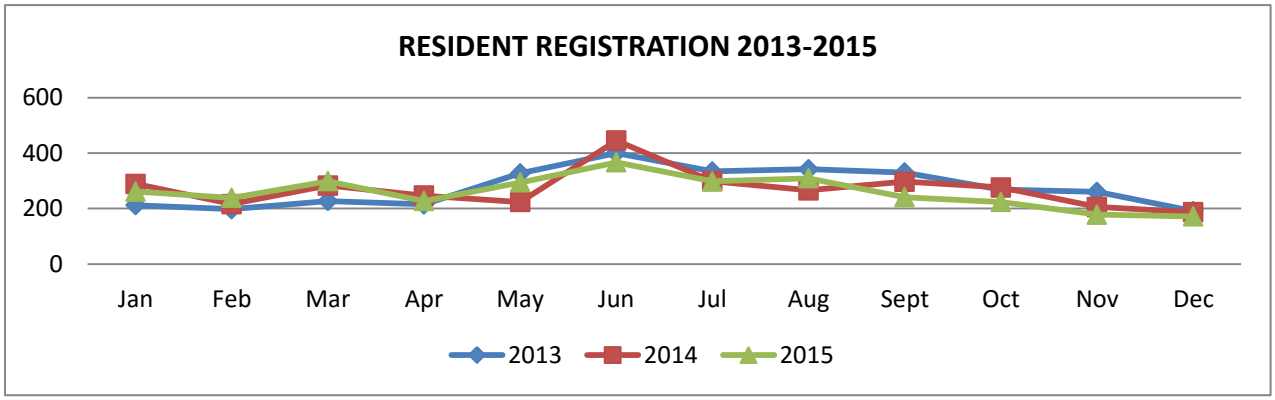
WEBSITE PAGE LOADS			
Month	2014	2015	Rate of Change
Jan.	30,560	13,576	-55%
Feb.	24,294	19,507	-20%
Mar.	59,079	23,744	-60%
Apr.	60,117	19,045	-68%
May	27,232	19,012	-30%
June	25,825	32,452	25%
July	23,477	22,663	-3%
Aug.	25,759	21,747	-15%
Sept.	25,165	21,422	-14%
Oct.	23,945	23,631	-1%
Nov.	12,362	20,791	68%
Dec.	16,184	19,901	23%
YTD	**353,999**	**257,491**	**-27%**



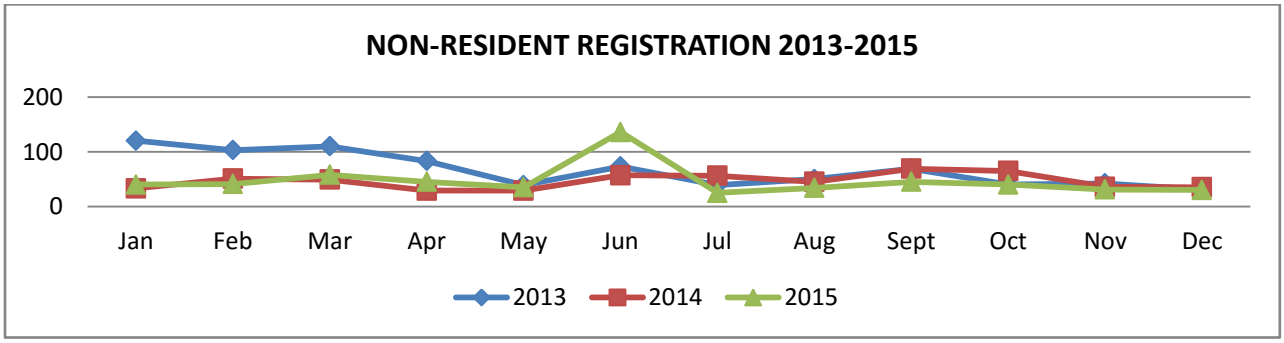
REGISTRATION

Notes: Resident registration decreased 8% in December 2015 over December 2014. Nonresident registration also saw another 14% decrease in December 2015 over December 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	178	172	**3,109**
Change '14-'15	-10%	11%	6%	-8%	29%	-18%	0%	16%	-19%	-19%	-14%	-8%	**-4%**



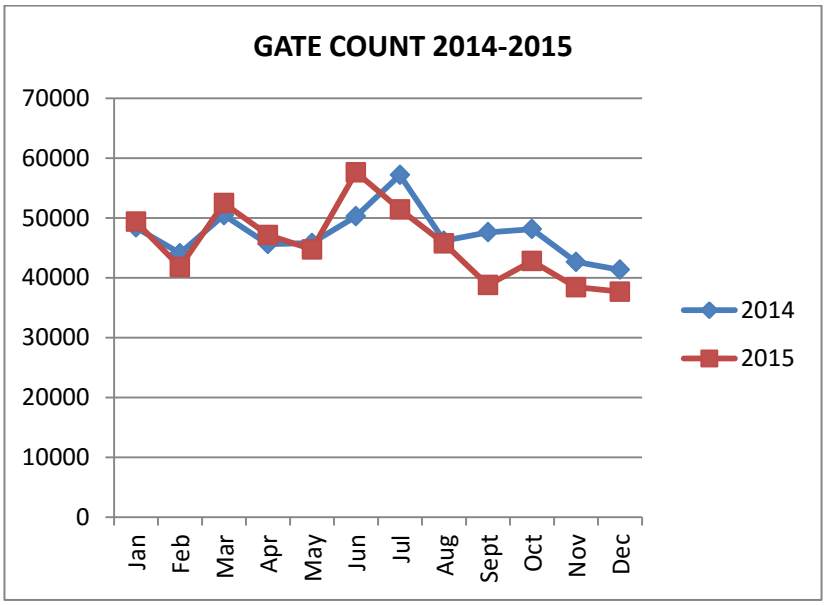
NON RESIDENT REGISTRATION													
Month	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
2013	120	103	110	83	39	73	39	50	69	40	42	31	**799**
2014	33	51	49	29	29	57	56	45	69	65	36	35	**554**
2015	40	41	58	45	35	136	25	34	45	40	31	30	**560**
Change '14-'15	21%	-20%	18%	55%	-22%	139%	-55%	-24	-35%	-38%	-14%	-14%	**1%**



GATE COUNT

Notes: Gate count showed a 9% decrease in December 2015 from December 2014.

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	42,786	-11%
Nov.	42,641	38,416	-9%
Dec.	41,326	37,676	-9%
YTD	**567,645**	**547,885**	**-3%**



LIBRARY VOLUNTEER HOURS

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)	1,272.75
2015 TOTAL	**4,580**

CITY OF RICHLAND

Revenue Report for Library Acccounts
January 1 through December 30, 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	825.40	12,141.24	-141.24	101.18%	13,144.43
347220	LIBRARY: MISC CHARGES	4,500	4,500	158.20	3,174.39	1,325.61	70.54%	3,394.75
347270	LIBRARY: NON-RESIDENT FEES	5,750	5,750	470.00	5,933.55	-183.55	103.19%	4,678.00
Total	CHARGES FOR GOODS & SVCS	**22,250**	**22,250**	**1,453.60**	**21,249.18**	**1,000.82**	**95.50%**	**21,217.18**
FINES & FORFEITS								
356501	LIBRARY: COURT RESTITUTION	0	0		0.00	0.00	0.00%	269.22
357360	LIBRARY COLLECTION AGENCY REFUNDS	0	0	60.00	705.00	-705.00	0.00%	1,451.00
359700	LIBRARY: MISC FINES	40,000	40,000	3,046.32	44,310.37	-4,310.37	110.78%	43,599.78
Total	FINES & FORFEITS	**40,000**	**40,000**	**3,106.32**	**45,015.37**	**-5,015.37**	**112.54%**	**45,320.00**
MISCELLANEOUS REVENUES								
362509	LIBRARY: BUILDING RENTAL	0	1,800	200.00	2,400.00	-600.00	133.33%	3,620.00
Total	MISCELLANEOUS REVENUES	**0**	**1,800**	**200.00**	**2,400.00**	**-600.00**	**133.33%**	**3,620.00**
TOTAL		**62,250**	**64,050**	**4,759.92**	**68,664.55**	**-4,614.55**	**107.20%**	**70,157.18**

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	61,644.31	681,588.09	0.00	78,617.91	89.7%	0.00
1102	SALARIES-PART TIME	191,302	191,302	16,384.20	167,246.36	0.00	24,055.64	87.4%	0.00
1104	SALARIES-INTERMITTENT/TEMP	35,339	35,339	3,546.22	21,591.93	0.00	13,747.07	61.1%	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	29,248.59	93,828.51	0.00	33,003.51-	154.3%	0.00
		1,048,472	1,048,472	110,823.32	964,264.01	0.00	84,207.99		0.00
Type:	**2 BENEFITS**								
2101	SOCIAL SECURITY-FICA	80,212	80,212	8,384.77	72,438.88	0.00	7,773.12	90.3%	0.00
2103	PENSION CONTRIBUTIONS-PERS	94,733	94,733	8,858.38	84,758.41	0.00	9,974.59	89.5%	0.00
2105	INDUSTRIAL INS & MED AID	9,622	9,622	608.59	8,765.53	0.00	856.47	91.1%	0.00
2106	UNEMPLOYMENT	4,544	4,544	479.62	4,200.67	0.00	343.33	92.4%	0.00
2107	LIFE & DISABILITY INSURANCE	8,783	8,783	497.98	6,876.91	0.00	1,906.09	78.3%	0.00
2108	DENTAL INSURANCE	23,106	23,106	1,592.68	21,081.84	0.00	2,024.16	91.2%	0.00
2109	HEALTH INSURANCE	218,414	218,414	11,897.40	180,480.00	0.00	37,934.00	82.6%	0.00
2110	VISION INSURANCE	3,738	3,738	267.48	3,477.24	0.00	260.76	93.0%	0.00
2112	DEFERRED COMPENSATION	44,644	44,644	3,343.10	35,660.00	0.00	8,984.00	79.9%	0.00
2118	POST EMPLOYEE HEALTH BENE	28,707	28,707	1,860.74	26,050.36	0.00	2,656.64	90.7%	0.00
		516,503	516,503	37,790.74	443,789.84	0.00	72,713.16		0.00
Type:	**3 SUPPLIES**								
3102	OPERATING SUPPLIES & MATERI	32,850	32,850	2,846.00	32,560.74	0.00	289.26	99.1%	0.00
3105	COPIER SUPPLIES	800	800	0.00	828.85	0.00	28.85-	103.6%	0.00
3401	LIBRARY RESOURCES	216,500	216,500	12,900.90	233,704.00	0.00	17,204.00-	107.9%	0.00
3583	SOFTWARE-LICENSING & UPGR	40,707	40,707	0.00	32,554.11	0.00	8,152.89	80.0%	0.00
3993	SUPPLIES - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
		290,857	290,857	15,746.90	299,647.70	0.00	8,790.70-		0.00
Type:	**4 OTHER SERVICES & CHARGES**								
4106	ARCHITECTURAL SERVICES	0	20,000	0.00	0.00	0.00	20,000.00	0.0%	0.00
4107	OTHER PROFESSIONAL SERVIC	26,500	26,500	1,139.69	13,521.42	0.00	12,978.58	51.0%	0.00
4135	SHARED VALUES PROGRAM	488	488	66.77	482.34	0.00	5.66	98.8%	0.00
4201	TELEPHONE & COMM SVCS	7,620	7,620	516.70	6,210.66	0.00	1,409.34	81.5%	0.00
4202	POSTAGE	4,498	4,498	123.63	6,323.65	0.00	1,825.65-	140.6%	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
4301	TRAVEL EXPENSES	5,010	5,010	922.20	4,824.25	0.00	185.75	96.3%	0.00
4504	COPIER/FAX LEASE RENTAL MAI	3,570	3,570	548.63	5,189.17	0.00	1,619.17-	145.4%	0.00
4505	RENTALS-OTHER	4,683	4,683	404.84	4,622.81	0.00	60.19	98.7%	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	5,798.59	52,242.12	0.00	9,171.88	85.1%	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	3,850	0.00	271.03	0.00	3,578.97	7.0%	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	9,360	1,750.00	2,500.00	0.00	6,860.00	26.7%	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	196.90	1,924.25	0.00	1,297.75	59.7%	0.00
4993	SERVICES & CHARGES PIP AWA	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
		161,213	194,423	11,467.95	136,642.00	0.00	57,781.00		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	92.64	1,018.33	0.00	1,081.67	48.5%	0.00
		2,300	2,300	92.64	1,123.33	0.00	1,176.67		0.00
Type:	**6 CAPITAL**								
6340	PUBLIC ARTS IMPROVEMENT	0	6,000	0.00	0.00	0.00	6,000.00	0.0%	0.00
6406	FURNITURE & FIXTURES > $5,000	0	70,000	0.00	0.00	18,650.00	51,350.00	26.6%	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	76,000	0.00	0.00	18,650.00	57,350.00		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

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
9986	LIBRARY FACILITY MAINT RESER	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
9992	DESIGNATED RESERVE	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
9993	PIP RESERVE	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
9999	UNAPPROPRIATED FUND BALAN	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
		500	500	0.00	0.00	0.00	500.00		0.00
Total Fund	001	**2,019,845**	**2,129,055**	**175,921.55**	**1,845,466.88**	**18,650.00**	**264,938.12**	**87.6%**	**0.00**

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

Grand Totals	**2,019,845**	**2,129,055**	**175,921.55**	**1,845,466.88**	**18,650.00**	**264,938.12**	**87.6%**	**0.00**

RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

JANUARY 2016

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 $150,392.88 this 12 day of January 2016.

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

Voucher Listings	**Amount**
December 1, 2015 thru December 31, 2015	$26,877.58
Interdepartmental Billings	
None	$0.00
Transfer Advice (Salaries)	
Salaries for the weeks of 12/03/15; 12/17/15; 12/31/15	$123,515.30
TOTAL MONTHLY EXPENSES	$150,392.88

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001	**GENERAL FUND**				
Division: 303	LIBRARY				
ASSOCIATED RESOURCES		110215	229494	ABOVE AND BEYOND DVD	$100.00
BANK OF AMERICA		TXN00024150	229966	INGRAM BOOKS	$36.49
		TXN00024169		INGRAM BOOKS	$44.90
		TXN00024173		INGRAM BOOKS	$339.08
		TXN00024179		INGRAM BOOKS	$50.98
		TXN00024193		INGRAM BOOKS	$165.98
		TXN00024204		AMAZON DVD	$27.10
		TXN00024213		INGRAM BOOKS	$139.35
		TXN00024215		INGRAM BOOKS	$913.01
		TXN00024252		INGRAM BOOKS	$403.39
		TXN00024261		INGRAM BOOKS	$271.64
		TXN00024279		AMAZON DVD	$34.74
		TXN00024286		INGRAM BOOKS	$236.10
		TXN00024301		INGRAM BOOKS	$47.53
		TXN00024302		INGRAM BOOKS	$1,127.95
		TXN00024323		INGRAM CREDIT	($252.67)
		TXN00024329		OVERDRIVE DIGITAL BOOKS	$1,134.29
		TXN00024331		INGRAM BOOKS	$104.77
		TXN00024337		BLACKSTONE AUDIOBOOK	$471.09
		TXN00024340		INGRAM BOOKS	$141.23
		TXN00024341		INGRAM BOOKS	$27.08
		TXN00024347		BAKER & TAYLOR BOOKS	$150.48
		TXN00024354		RECORDED BOOKS	$58.13
		TXN00024355		GALE LARGE PRINT	$854.24
		TXN00024356		AMAZON PRIME	$99.00
		TXN00024360		OVERDRIVE DIGITAL BOOKS	$7.99
		TXN00024366		INGRAM BOOKS	$161.52
		TXN00024369		INGRAM BOOKS	$218.41
		TXN00024372		INGRAM BOOKS	$78.81
		TXN00024380		INGRAM BOOKS	$220.74
		TXN00024394		WAL-MART #3261 - Snack for Com	$24.72
		TXN00024403		INGRAM BOOKS	$883.93
		TXN00024408		INGRAM BOOKS	$1,067.43
		TXN00024416		INGRAM BOOKS	$119.83
		TXN00024421		INGRAM BOOKS	$138.77
		TXN00024439		INGRAM BOOKS	$104.45
		TXN00024444		INGRAM BOOKS	$398.34
		TXN00024453		INGRAM BOOKS	$119.77

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00024455	229966	INGRAM BOOKS	$27.35
		TXN00024467		INGRAM BOOKS	$48.96
		TXN00024487		INGRAM BOOKS	$1,003.04
		TXN00024496		INGRAM BOOKS	$30.45
		TXN00024498		INGRAM BOOKS	$180.19
		TXN00024516		INGRAM BOOKS	$125.69
		TXN00024520		INGRAM BOOKS	$1,184.27
BIBLIOTHECA ITG LLC		SI0010719-US	229748	LIBRARY TAGS	$2,595.00
BOYS & GIRLS CLUBS OF BENTON FRANKLIN CO		12/04/15	229750	2015 WINTERFEST PERFORMANCE	$100.00
CASCADE NATURAL GAS CORP		10/15 61897100006	229753	NAT GAS 955 NRTHGT 10/20-11/13	$480.02
		12/15 61897100006	230134	NAT GAS 955 NRTHGT 11/14-12/16	$1,558.29
CHRISTENSEN, TORY B DBA		121515	229758	2015 WINTERFEST PERFORMANCE	$250.00
CITY OF RICHLAND		11/2015 NOV	230006	CITY UTILITY BILLS/NOV 2015	$3,760.28
		15-364 HOFFMAN	230008	15-364 BH PNLA 10 2015	$441.95
DAHLBERG BOOKS		1208	229771	BOOKS	$10.86
FRONTIER	S016673	12/15 5099433152	230036	TELEPHONE CHARGES 12/4/15-1/3/	$367.06
HOFFMAN, BRIANNA		15-364-HOFFMAN	230046	15-364 BH PNLA 10 2015	$6.00
MID COLUMBIA MASTERSINGERS		200	229518	2015 WINTERFEST PERFORMANCE	$500.00
		201	229814	2015 WINTERFEST-SANTA CLAUSE	$200.00
MOKLER, EARLENE		15-512-MOKLER	230199	15-512 EM STEM 12 2015	$474.25
OCLC INC		0000433389	230069	CATALOGING SRVCS - NOV	$971.69
PITNEY BOWES PURCHASE POWER		1115/14823173	229619	POSTAGE 11/01/15 TO 11/30/15	$123.63
SETH THOMAS O'BRIEN RAMSAY		120115	229626	2015 WINTERFEST PERFORMANCE	$200.00
THE RUDE MECHANICALS			229526	2015 WINTERFEST PERFORMANCE	$500.00
UNIQUE MANAGEMENT SERVICES INC		415685	230100	COLLECTION SRVCS-NOV	$196.90
WASHINGTON STATE PATROL		I16002979	229877	VOLUNTEER BACKGROUND CHECKS	$48.00
		I16003729	230103	VOLUNTEER BACKGROUND CHECKS	$120.00
XEROX CORPORATION		082431843	229886	W7225PT BASE CHRG/PRINTS-NOV	$406.03
		082431844		W7225PT BASE CHRG/PRINTS-NOV	$142.60
		082534676	230252	W7225PT BASE CHRG/PRINTS-NOV	$172.90
		082534677	230253	W7225PT BASE CHRG/PRINTS-NOV	$231.94
XO HOLDINGS LLC DBA		0278919172	229660	PHONE CHARGES 11/23-12/22/15	$149.64
				LIBRARY TOTAL****	**$26,877.58**
				GENERAL FUND Total ***	**$26,877.58**

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
				Invoice Total: ****	**$26,877.58**

	Number of Invoices	Amount
Vouchers In Richland	3	$1,200.00
Vouchers In Tri Cities	3	$550.00
Vouchers In WA	2	$168.00
Vouchers Outside WA	62	$24,959.58
Vouchers Final Total.....	70	$26,877.58

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	$15,476.40	57.58%
4	OTHER SERVICES & CHARGES	$11,401.18	42.42%
	Total	$26,877.58	

RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

DECEMBER 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 $94,361.46 this 8th day of December 2015.

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

Voucher Listings	**Amount**
November 1, 2015 thru November 30, 2015	$26,849.32
Interdepartmental Billings	
None	$0.00
Transfer Advice (Salaries)	
Salaries for the weeks of 11/05/15 & 11/19/15	67,512.14
TOTAL MONTHLY EXPENSES	$94,361.46

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

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

Fund 001 GENERAL FUND

		Orig.Budget	Adj.Budget	Current Month	Y-T-D	Current Encumbered	Unencumbered Balance	Y-T-D % Committed	Previous Y-T-D
Type:	**1 SALARIES**								
1101	SALARIES & WAGES-REGULAR	785,273	760,206	51,641.60	619,943.78	0.00	140,262.22	81.5%	0.00
1102	SALARIES-PART TIME	191,302	191,302	11,609.31	150,862.16	0.00	40,439.84	78.9%	0.00
1104	SALARIES-INTERMITTENT/TEMP	35,339	35,339	2,410.83	18,045.71	0.00	17,293.29	51.1%	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	1,850.40	64,579.92	0.00	3,754.92-	106.2%	0.00
		1,048,472	1,048,472	67,512.14	853,440.69	0.00	195,031.31		0.00
Type:	**2 BENEFITS**								
2101	SOCIAL SECURITY-FICA	80,212	80,212	5,092.47	64,054.11	0.00	16,157.89	79.9%	0.00
2103	PENSION CONTRIBUTIONS-PERS	94,733	94,733	6,934.50	75,900.03	0.00	18,832.97	80.1%	0.00
2105	INDUSTRIAL INS & MED AID	9,622	9,622	523.15	8,156.94	0.00	1,465.06	84.8%	0.00
2106	UNEMPLOYMENT	4,544	4,544	294.35	3,721.05	0.00	822.95	81.9%	0.00
2107	LIFE & DISABILITY INSURANCE	8,783	8,783	557.80	6,378.93	0.00	2,404.07	72.6%	0.00
2108	DENTAL INSURANCE	23,106	23,106	1,713.92	19,489.16	0.00	3,616.84	84.3%	0.00
2109	HEALTH INSURANCE	218,414	218,414	12,434.70	168,582.60	0.00	49,831.40	77.2%	0.00
2110	VISION INSURANCE	3,738	3,738	289.77	3,209.76	0.00	528.24	85.9%	0.00
2112	DEFERRED COMPENSATION	44,644	44,644	2,698.20	32,316.90	0.00	12,327.10	72.4%	0.00
2118	POST EMPLOYEE HEALTH BENE	28,707	28,707	2,126.56	24,189.62	0.00	4,517.38	84.3%	0.00
		516,503	516,503	32,665.42	405,999.10	0.00	110,503.90		0.00
Type:	**3 SUPPLIES**								
3102	OPERATING SUPPLIES & MATERI	32,850	32,850	2,188.81	29,714.74	0.00	3,135.26	90.5%	0.00
3105	COPIER SUPPLIES	800	800	290.39	828.85	0.00	28.85-	103.6%	0.00
3401	LIBRARY RESOURCES	216,500	216,500	17,142.46	220,803.10	0.00	4,303.10-	102.0%	0.00
3583	SOFTWARE-LICENSING & UPGR	40,707	40,707	200.83	32,554.11	0.00	8,152.89	80.0%	0.00
3993	SUPPLIES - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
		290,857	290,857	19,822.49	283,900.80	0.00	6,956.20		0.00
Type:	**4 OTHER SERVICES & CHARGES**								
4106	ARCHITECTURAL SERVICES	0	20,000	0.00	0.00	0.00	20,000.00	0.0%	0.00
4107	OTHER PROFESSIONAL SERVIC	26,500	26,500	971.69	12,381.73	0.00	14,118.27	46.7%	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	517.82	5,693.96	0.00	1,926.04	74.7%	0.00
4202	POSTAGE	4,498	4,498	247.82	6,200.02	0.00	1,702.02-	137.8%	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
4301	TRAVEL EXPENSES	5,010	5,010	252.45	3,902.05	0.00	1,107.95	77.9%	0.00
4504	COPIER/FAX LEASE RENTAL MAI	3,570	3,570	455.21	4,640.54	0.00	1,070.54-	130.0%	0.00
4505	RENTALS-OTHER	4,683	4,683	442.61	4,217.97	0.00	465.03	90.1%	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	4,353.08	46,443.53	0.00	14,970.47	75.6%	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	3,850	0.00	271.03	0.00	3,578.97	7.0%	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	9,360	0.00	750.00	0.00	8,610.00	8.0%	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	80.55	1,727.35	0.00	1,494.65	53.6%	0.00
4993	SERVICES & CHARGES PIP AWA	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
		161,213	194,423	7,321.23	125,174.05	0.00	69,248.95		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	85.91	925.69	0.00	1,174.31	44.1%	0.00
		2,300	2,300	85.91	1,030.69	0.00	1,269.31		0.00
Type:	**6 CAPITAL**								
6340	PUBLIC ARTS IMPROVEMENT	0	6,000	0.00	0.00	0.00	6,000.00	0.0%	0.00
6406	FURNITURE & FIXTURES > $5,000	0	70,000	0.00	0.00	19,970.00	50,030.00	28.5%	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	76,000	0.00	0.00	19,970.00	56,030.00		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

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
9986	LIBRARY FACILITY MAINT RESER	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
9992	DESIGNATED RESERVE	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
9993	PIP RESERVE	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
9999	UNAPPROPRIATED FUND BALAN	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
		500	500	0.00	0.00	0.00	500.00		0.00
Total Fund	001	**2,019,845**	**2,129,055**	**127,407.19**	**1,669,545.33**	**19,970.00**	**439,539.67**	**79.4%**	**0.00**

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

Grand Totals	**2,019,845**	**2,129,055**	**127,407.19**	**1,669,545.33**	**19,970.00**	**439,539.67**	**79.4%**	**0.00**

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 01/12/2016

Agenda Category: New Business

Prepared By: Ann Roseberry, Library Manager

Subject:
Election of 2016 Officers

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 01/12/2016

Agenda Category: New Business

Prepared By: Ann Roseberry, Library Manager

Subject:
Presentation on STEAMspace

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments: