



Agenda
Library Board Meeting
Tuesday, April 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 Luzzo Gilmour and Alternate Council Liaison Kent
Staff Liaison Library Manager Roseberry

Regular Meeting – 5:30 p.m.

Call to Order / Attendance:

Introduction of Guests:

- I. Daurice Siller, Library Assistant I
- Ann Roseberry, Library Manager

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

- I. March 8, 2016 Library Board Minutes
- Ann Roseberry, Library Manager

Report of the Library Manager:

- I. April 2016 Library Manager's Report
- Ann Roseberry, Library Manager
2. March 2016 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 March 1, 2016 thru March 31, 2016
- Ann Roseberry, Library Manager

Unfinished Business:

- I. December 2016 Claims for Payment Certificate
- Ann Roseberry, Library Manager

New Business:

- I. Staff Presentation - Technical Help for the Public
- Ann Roseberry, Library Manager

Round Robin:

Agenda Items for Upcoming Board Meeting:

- I. Library Business Plan
 - Ann Roseberry, Library Manager

Adjournment

The next Library Board Meeting is Tuesday, May 10, 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.



MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
March 8, 2016, 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 Luzzo Gilmour was present. Library Manager Roseberry was present. Also present was Reference Supervisor Dr. Leslie Campbell-Hime.

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

APPROVAL OF AGENDA:

BOARD MEMBER MITCHELL MOVED AND 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 VICE CHAIR SOMASUNDARAM SECONDED THE MOTION TO APPROVE THE MINUTES AS AMENDED. THE MOTION CARRIED 4-0. BOARD MEMBER MOHR ABSTAINED DUE TO NOT HAVING ATTENDED THE MEETING.

REPORT OF THE LIBRARY MANAGER:

Attached

PUBLIC COMMENTS:

None

APPROVAL OF BILLS:

VICE CHAIR SOMASUNDARAM MOVED AND BOARD MEMBER MOHR SECONDED THE MOTION TO APPROVE THE CERTIFICATION FOR CLAIMS FOR FEBRUARY 2016 IN THE AMOUNT OF \$134,913.83. THE MOTION CARRIED 5-0.

The Certification of Claims for December 2015 was deferred to a future meeting.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:**Library Staff Presentation – Dr. Leslie Campbell-Hime, Reference Supervisor**

Dr. Campbell-Hime introduced herself and gave an overview of her professional history. She discussed her philosophy of Reference, including plans for staff training.

ROUND ROBIN:**AGENDA ITEMS FOR UPCOMING BOARD MEETING:**

Library Staff Presentation – Processing
Parks and Facilities 2016 Work plan
Business Plan
STEAMspace

ADJOURNMENT:

Chair Lunstad adjourned the meeting at 6:42 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

April 2016

Library Foundation

The Foundation met March 24. Their approved budget included \$5,000 for NWPR, funding for Lit Fest, and \$100,000 for the Library STEAMspace.

Friends of the Library

The Friends cancelled the March 28 meeting in order to devote time to Book Sale set up. The Book Sale was very successful (no final figures yet) and accomplishments included new Friends members.

Statistics:

Attached

Revenue / Expense / Voucher Listing:

Revenue

Revenue is on track for the first quarter.

Expense

Salaries are running black due to unfilled positions. Other types of expenditures are on track.

Voucher Listing

March included significant materials expenditures, including supplies. Lisa Adams travelled to training on volunteers. The mobile app (Boopsie) is for the Library ILS, Evergreen. Also March included a fee for design services for the STEAMspace, money donated by the Foundation, and an ergonomic assessment of circulation workspace.

Staff presentation

The Board requested a presentation on the processing of materials. This is scheduled for the May meeting. The April meeting will feature Daurice Siller, the RPL Tech Help person.

STEAMspace

City staff met with Design West on March 11 and decided to move forward with the revised design. The Foundation voted \$100,000 at their March 24 meeting. The next step is to request City Council permission to transfer funds from the Library Construction Bond Reserve to begin the project.

2016 Parks and Facilities Work plan

Staff continue to work toward goals.

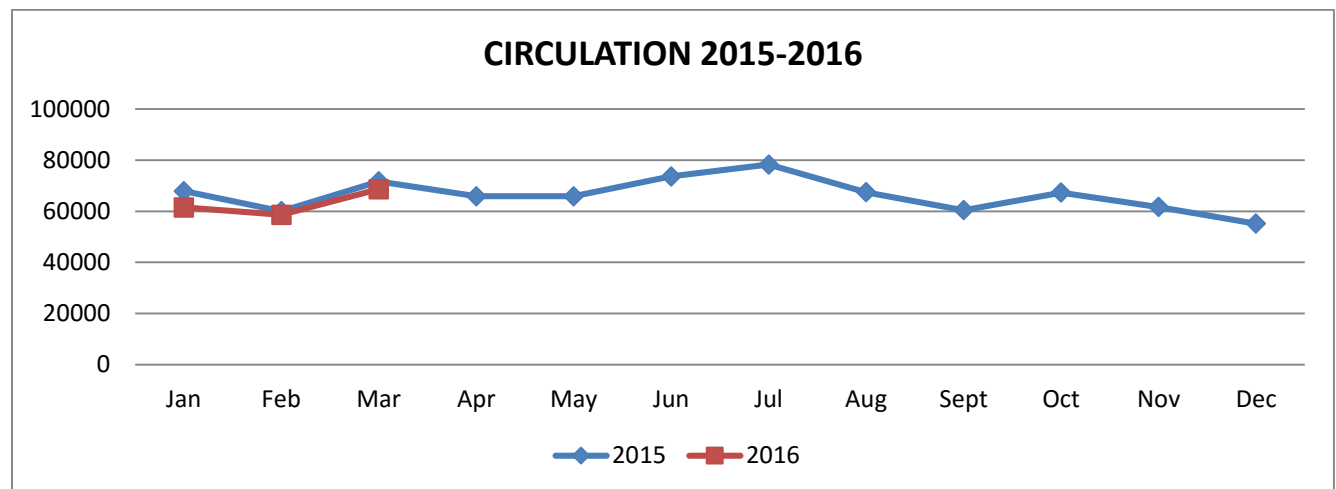
December 2015 Certification for Claims

The Certification will be presented to the Board for approval when the city closes out 2015. The ETA for that action is mid-April which would suggest timing as May Library Board meeting.

CIRCULATION

Notes: Circulation was down 4% in March 2016 from March 2015. Even though circulation was down overall in March 2016 over March 2015, it was the higher than March circulation in 2012, 2013, and 2014.

Mo.	2012	2013	2014	2015	2016	Rate of Change ('15 to '16)
Jan.	59,907	62,474	58,823	67,878	61,483	-9%
Feb.	64,259	54,977	53,545	60,029	58,604	-2%
Mar.	65,141	60,642	61,638	71,643	68,576	-4%
Apr.	56,672	60,764	57,436	65,868		
May	59,458	44,622	55,582	65,781		
June	72,029	65,961	70,369	73,592		
July	73,774	69,107	71,813	78,206		
Aug.	67,877	61,855	59,163	67,440		
Sept.	60,317	56,373	58,470	60,430		
Oct.	61,195	58,575	62,737	67,267		
Nov.	58,524	56,531	57,471	61,681		
Dec.	57,171	54,646	58,764	55,142		
YTD	756,324	706,527	726,629	807,639	188,633	

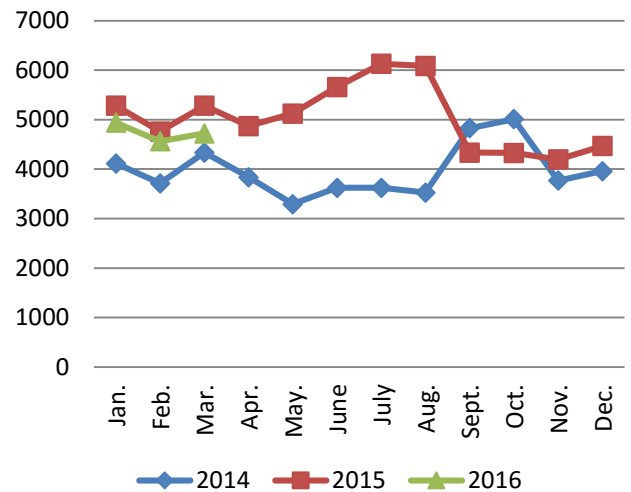


eCirculation

Notes: eCirculation was down overall in March 2016 from March 2015. Hoopla and Freegal Streaming continue to perform well, each showing gains in March 2016 over March 2015. Freegal Movies showed a significant increase in circulation in March 2016 over February 2016, the first month it was offered. It is important to note that even though eCirculation was down overall from March 2015 to March 2016, circulation was higher in March 2016 over February 2016 for OverDrive and Zinio, and only slightly lower in March 2016 over the previous month for OneClick Digital and Freegal.

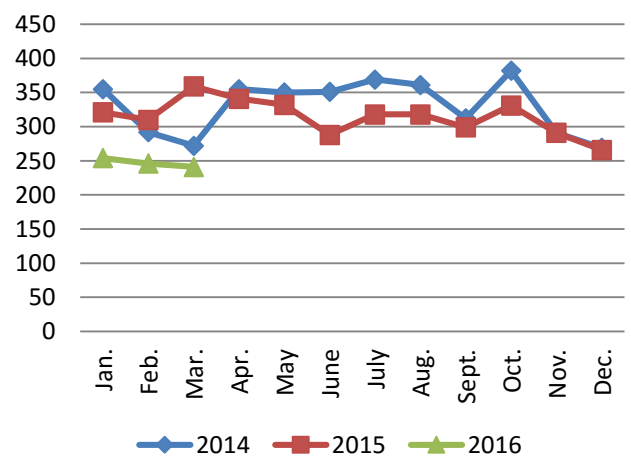
OVER DRIVE	2013	2014	2015	2016	Rate of Change '15-'16
Jan.	1,676	4,114	5,281	4,938	-6%
Feb.	1,387	3,714	4,762	4,563	-4%
Mar.	1,530	4,333	5,281	4,724	-10%
Apr.	1,541	3,838	4,873		
May	1,482	3,294	5,125		
June	1,966	3,624	5,659		
July	2,487	3,622	6,130		
Aug.	2,773	3,526	6,087		
Sept.	2,105	4,829	4,336		
Oct.	2,881	5,012	4,328		
Nov.	2,976	3,770	4,195		
Dec.	3,360	3,960	4,467		
YTD	26,164	47,636	60,524	14,225	

OVERDRIVE CIRCULATION 2014-2016



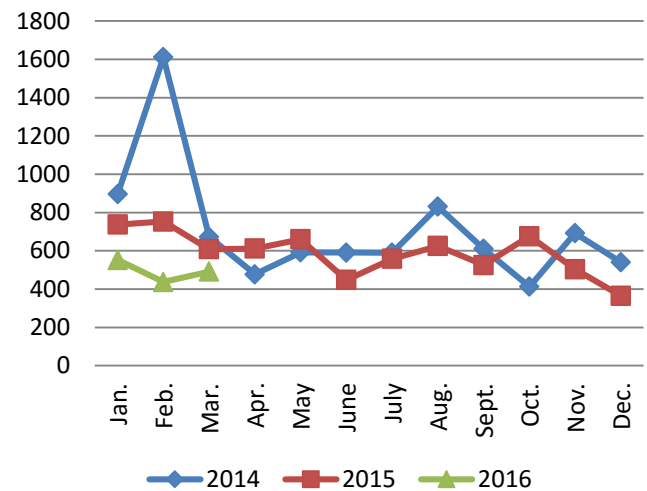
ONE CLICK DIGITAL	2013	2014	2015	2016	Rate of Change '14-'15
Jan.	292	355	321	254	-20%
Feb.	239	292	310	246	-21%
Mar.	277	272	359	241	-33%
Apr.	351	355	341		
May	362	350	332		
June	434	351	288		
July	402	369	318		
Aug.	408	361	318		
Sept.	371	312	299		
Oct.	434	382	331		
Nov.	361	291	291		
Dec.	411	269	266		
YTD	4,342	3,959	3,774	741	

ONECLICK DIGITAL CIRCULATION 2014-2016

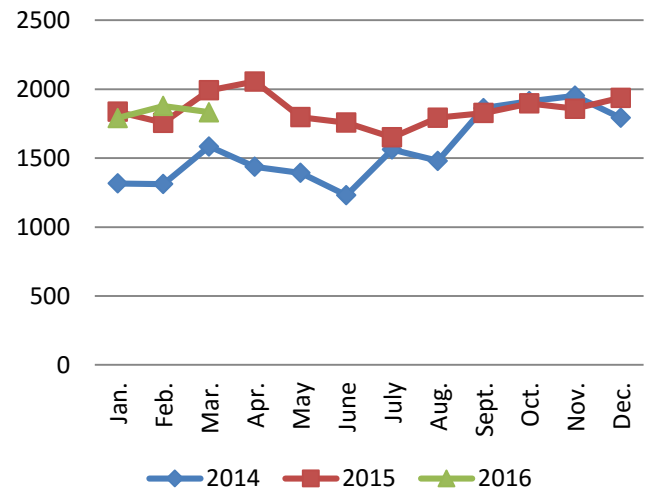


eCirculation

ZINIO	2013	2014	2015	2016	Rate of Change '15-'16
Jan.	2,316	896	737	552	-25%
Feb.	1,057	1,611	753	437	-42%
Mar.	1,215	673	608	491	-19%
Apr.	808	477	612		
May	663	592	660		
June	589	591	448		
July	601	590	558		
Aug.	664	831	625		
Sept.	658	610	526		
Oct.	727	413	676		
Nov.	617	692	504		
Dec.	533	541	365		
YTD	10,448	8,517	7,072	1,480	

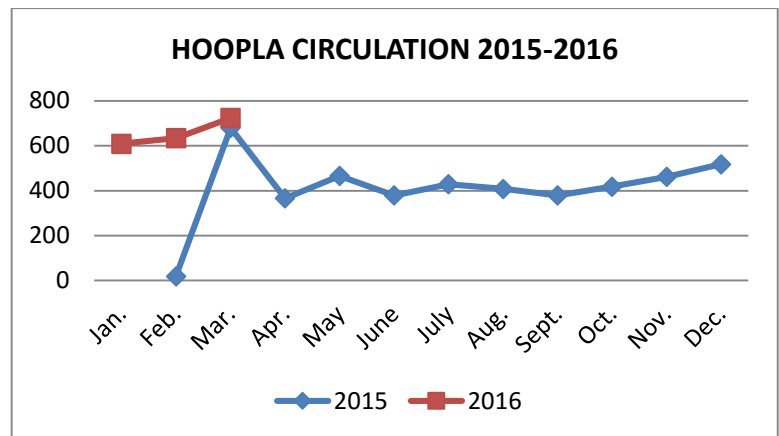
ZINIO CIRCULATION 2014-2016

FREEGAL	2013	2014	2015	2016	Rate of Change '15-'16
Jan.	1,153	1,317	1,836	1,791	-2%
Feb.	1,056	1,312	1,756	1,878	7%
Mar.	971	1,585	1,992	1,833	-8%
Apr.	992	1,437	2,056		
May	1,144	1,393	1,797		
June	1,051	1,230	1,758		
July	1,134	1,563	1,651		
Aug.	987	1,480	1,794		
Sept.	991	1,863	1,827		
Oct.	926	1,913	1,897		
Nov.	921	1,953	1,858		
Dec.	984	1,792	1,938		
YTD	12,310	18,838	22,160	5,502	

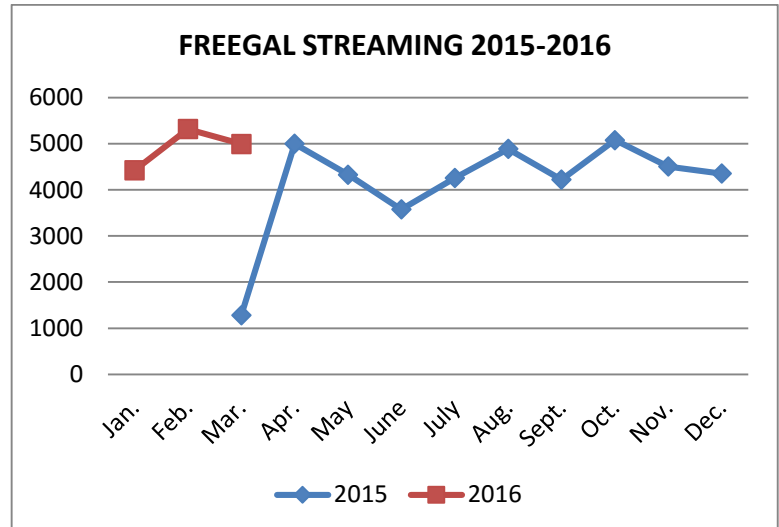
FREEGAL CIRCULATION 2014-2016

eCirculation

HOOPLA	2015	2016	Rate of Change '15-'16
Jan.	N/A	609	N/A
Feb.	19	634	3237%
Mar.	680	724	6%
Apr.	366		
May	466		
June	379		
July	429		
Aug.	408		
Sept.	379		
Oct.	418		
Nov.	462		
Dec.	518		
YTD	4,524	1,967	

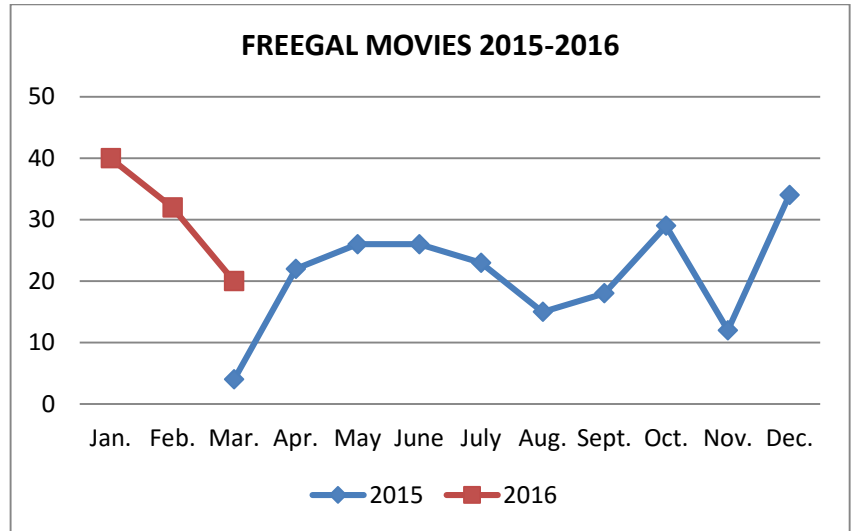


Freegal Streaming	2015	2016	Rate of Change '15-'16
Jan.	N/A	4,421	N/A
Feb.	N/A	5,315	N/A
Mar.	1,278	4,995	291%
Apr.	4,997		
May	4,327		
June	3,576		
July	4,254		
Aug.	4,888		
Sept.	4,221		
Oct.	5,079		
Nov.	4,506		
Dec.	4,353		
YTD	41,479	14,731	



eCirculation

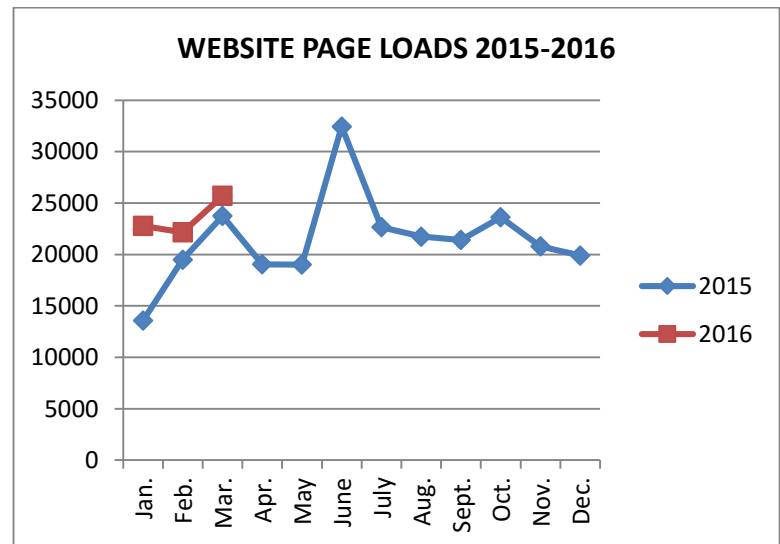
Freegal Movies	2015	2016	Rate of Change '15-'16
Jan.	N/A	40	N/A
Feb.	N/A	32	N/A
Mar.	4	20	400%
Apr.	22		
May	26		
June	26		
July	23		
Aug.	15		
Sept.	18		
Oct.	29		
Nov.	12		
Dec.	34		
YTD	209	92	



WEBSITE PAGE LOADS

Notes: Website page loads continue to increase over the previous year, with March 2016 showing an 8% increase from March 2015. The City of Richland, including Richland Public Library, launched a new website the week of April 4, 2016. It will be interesting to see what, if any, impact the redesigned website has on the web page loads and web page visits in future months.

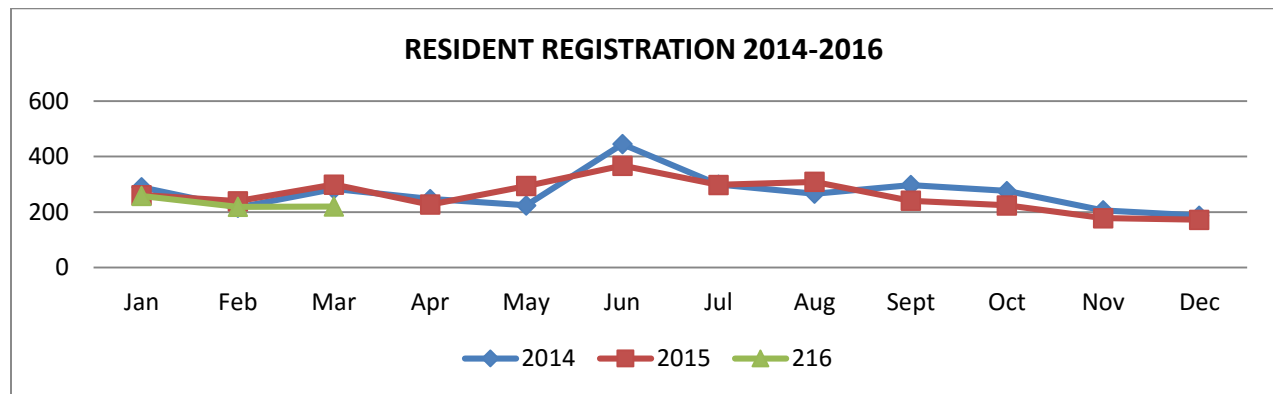
WEBSITE PAGE LOADS	2014	2015	2016	Rate of Change
Jan.	30,560	13,576	22,786	68%
Feb.	24,294	19,507	22,169	14%
Mar.	59,079	23,744	25,704	8%
Apr.	60,117	19,045		
May	27,232	19,012		
June	25,825	32,452		
July	23,477	22,663		
Aug.	25,759	21,747		
Sept.	25,165	21,422		
Oct.	23,945	23,631		
Nov.	12,362	20,791		
Dec.	16,184	19,901		
YTD	353,999	257,491	70,659	



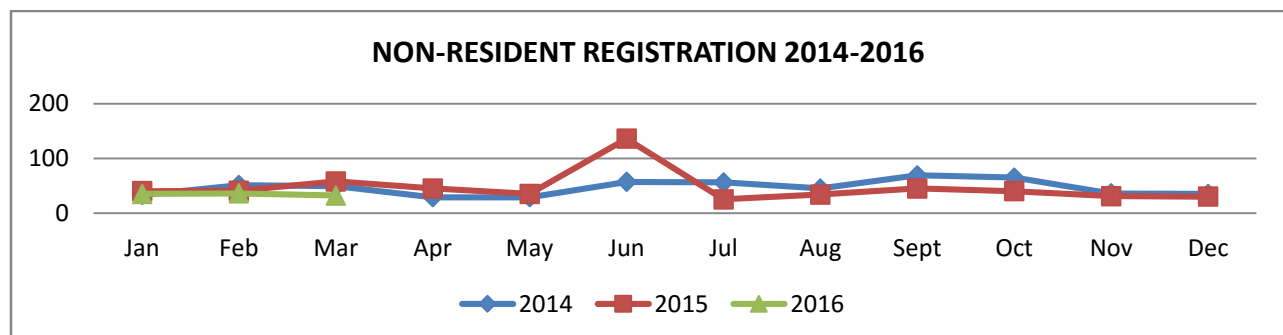
REGISTRATION

Notes: Resident registration decreased 26% in March 2016 over March 2015, though there was one more resident registration in March 2016 over February 2016. Nonresident registration also saw a 45% decrease in February 2016 over February 2015, though only four less non-resident registrations in March 2016 from February 2015.

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
2016	258	219	220										697
Change '15-'16	-1%	-8%	-26%										



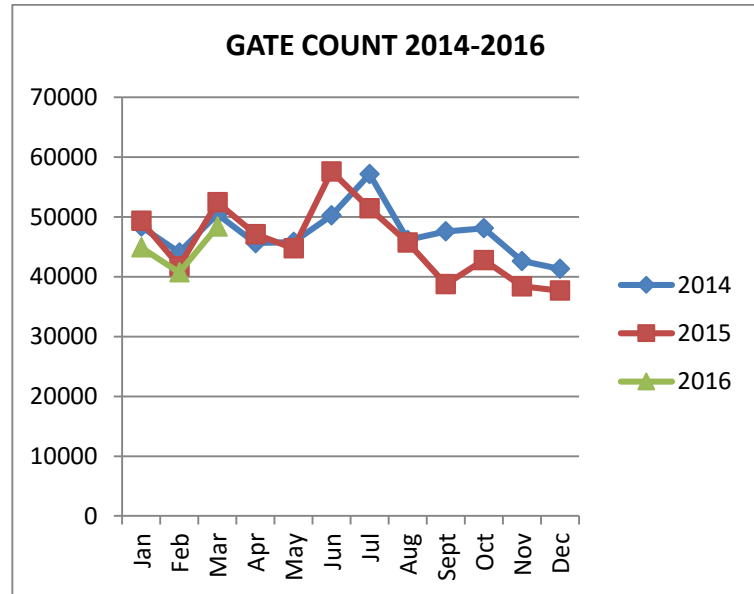
NON RESIDENT REGISTRATION													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
2013	120	103	110	83	39	73	39	50	69	40	42	31	799
2014	33	51	49	29	29	57	56	45	69	65	36	35	554
2015	40	41	58	45	35	136	25	34	45	40	31	30	560
2016	35	36	32										103
Change '15-'16	-13%	-12%	-45%										



GATE COUNT

Notes: Gate count showed a 7% decrease in March 2016 from March 2015, however there was a 19% increase from February 2016 to March 2016.

GATE COUNT	2014	2015	2016	Rate of Change '15-'16
Jan.	48,393	49,349	44,917	-9%
Feb.	44,079	41,781	40,747	-2%
Mar.	50,453	52,448	48,398	-7%
Apr.	45,623	47,132		
May	45,804	44,737		
June	50,266	57,624		
July	57,172	51,428		
Aug.	46,170	45,745		
Sept.	47,588	38,763		
Oct.	48,130	42,786		
Nov.	42,641	38,416		
Dec.	41,326	37,676		
YTD	567,645	547,885	143,062	



LIBRARY VOLUNTEER HOURS

Notes: Library volunteer hours showed a 29% increase in the first quarter of 2016 over the first quarter of 2015. Community Liaison and Volunteer Coordinator Lisa Adams is currently not accepting any new volunteers at this time, as she currently has as many as are needed. There are seven potential volunteers to be interviewed.

VOLUNTEER HOURS	2015	2016	Rate of Change '15-'16
Q1 (January, February, March)	1,058	1364.75	29%
Q2 (April, May, June)	1,181.75		
Q3 (July, August, September)	1,067.5		
Q4 (October, November, December)	1,272.75		
TOTAL	4,580	1364.75	

CITY OF RICHLAND

Revenue Report for Library Accounts January 1 through March 31, 2016

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	13,000	13,000	968.45	3,002.95	9,997.05	23.10%	3,395.00
347220	LIBRARY: MISC CHARGES	4,000	4,000	134.00	662.10	3,337.90	16.55%	604.29
347270	LIBRARY: NON-RESIDENT FEES	5,500	5,500	555.00	1,100.00	4,400.00	20.00%	1,158.30
Total	CHARGES FOR GOODS & SVCS	22,500	22,500	1,657.45	4,765.05	17,734.95	21.18%	5,157.59
FINES & FORFEITS								
356501	LIBRARY: COURT RESTITUTION	0	0	0.00	0.00	0.00	0.00%	0.00
357360	LIBRARY COLLECTION AGENCY REFUNDS	500	500	255.00	450.00	50.00	0.00%	165.00
359700	LIBRARY: MISC FINES	41,000	41,000	3,734.21	10,890.27	30,109.73	26.56%	12,731.40
Total	FINES & FORFEITS	41,500	41,500	3,989.21	11,340.27	30,159.73	27.33%	12,896.40
MISCELLANEOUS REVENUES								
362509	LIBRARY: BUILDING RENTAL	2,400	2,400	200.00	600.00	1,800.00	25.00%	600.00
Total	MISCELLANEOUS REVENUES	2,400	2,400	200.00	600.00	1,800.00	25.00%	600.00
TOTAL		66,400	66,400	5,846.66	16,705.32	49,694.68	25.16%	18,653.99

City of Richland Revenue Report for March 2016

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

Fund	001	GENERAL FUND			Current		Current	Unencumbered	Y-T-D %	Previous
			Orig.Budget	Adj.Budget	Month	Y-T-D	Encumbered	Balance	Committed	Y-T-D
Type:	1	SALARIES								
1101	SALARIES & WAGES-REGULAR		760,297	760,297	45,640.00	139,485.88	0.00	620,811.12	18.3%	0.00
1102	SALARIES-PART TIME		174,506	174,506	11,164.52	35,330.48	0.00	139,175.52	20.2%	0.00
1104	SALARIES-INTERMITTENT/TEMP		62,482	62,482	2,451.56	6,840.68	0.00	55,641.32	10.9%	0.00
1201	SALARIES & WAGES-OVERTIME		750	750	0.00	0.00	0.00	750.00	0.0%	0.00
1302	VACATION/PTO CASHOUT		68,364	68,364	0.00	17,962.64	0.00	50,401.36	26.3%	0.00
			1,066,399	1,066,399	59,256.08	199,619.68	0.00	866,779.32		0.00
Type:	2	BENEFITS								
2101	SOCIAL SECURITY-FICA		85,574	85,574	4,447.63	14,672.77	0.00	70,901.23	17.1%	0.00
2103	PENSION CONTRIBUTIONS-PERS		103,614	103,614	6,206.30	19,165.20	0.00	84,448.80	18.5%	0.00
2105	INDUSTRIAL INS & MED AID		19,167	19,167	1,291.42	3,770.77	0.00	15,396.23	19.7%	0.00
2106	UNEMPLOYMENT		2,126	2,126	118.53	399.29	0.00	1,726.71	18.8%	0.00
2107	LIFE & DISABILITY INSURANCE		7,397	7,397	462.44	1,416.09	0.00	5,980.91	19.1%	0.00
2108	DENTAL INSURANCE		23,212	23,212	1,654.08	4,962.24	0.00	18,249.76	21.4%	0.00
2109	HEALTH INSURANCE		209,081	209,081	14,075.44	42,671.30	0.00	166,409.70	20.4%	0.00
2110	VISION INSURANCE		3,822	3,822	259.68	779.04	0.00	3,042.96	20.4%	0.00
2112	DEFERRED COMPENSATION		40,291	40,291	2,417.60	7,358.70	0.00	32,932.30	18.3%	0.00
2118	POST EMPLOYEE HEALTH BENE		32,000	32,000	1,999.98	6,666.60	0.00	25,333.40	20.8%	0.00
			526,284	526,284	32,933.10	101,862.00	0.00	424,422.00		0.00
Type:	3	SUPPLIES								
3102	OPERATING SUPPLIES & MATERI		32,850	32,850	2,301.45	3,549.16	0.00	29,300.84	10.8%	0.00
3105	COPIER SUPPLIES		1,000	1,000	0.00	369.13	0.00	630.87	36.9%	0.00
3401	LIBRARY RESOURCES		261,500	261,500	15,600.46	98,822.11	0.00	162,677.89	37.8%	0.00
3583	SOFTWARE-LICENSING & UPGR		40,867	40,867	0.00	11,767.89	15,300.00	13,799.11	66.2%	0.00
3993	SUPPLIES - PIP AWARDS		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			336,217	336,217	17,901.91	114,508.29	15,300.00	206,408.71		0.00
Type:	4	OTHER SERVICES & CHARGES								
4106	ARCHITECTURAL SERVICES		0	0	2,960.00	3,700.00	0.00	3,700.00-	0.0%	0.00
4107	OTHER PROFESSIONAL SERVIC		26,500	26,500	1,532.91	3,577.03	0.00	22,922.97	13.5%	0.00
4135	SHARED VALUES PROGRAM		488	488	83.32	83.32	0.00	404.68	17.1%	0.00
4201	TELEPHONE & COMM SVCS		6,000	6,000	531.49	1,197.84	370.47	4,431.69	26.1%	0.00
4202	POSTAGE		5,098	5,098	486.02	860.76	0.00	4,237.24	16.9%	0.00

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

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	3,742	3,742	93.24	369.24	0.00	3,372.76	9.9%	0.00
4504		COPIER/FAX LEASE RENTAL MAI	5,160	5,160	451.70	898.93	0.00	4,261.07	17.4%	0.00
4505		RENTALS-OTHER	5,136	5,136	493.30	1,320.99	0.00	3,815.01	25.7%	0.00
4601		INSURANCE	32,133	32,133	0.00	21,978.00	0.00	10,155.00	68.4%	0.00
4700		UTILITIES	64,356	64,356	4,342.60	9,776.72	0.00	54,579.28	15.2%	0.00
4802		REPAIRS AND MAINT-EQUIPMEN	3,690	3,690	966.54	3,051.66	0.00	638.34	82.7%	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	1,500	1,500	0.00	0.00	0.00	1,500.00	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	400	19.09	57.22	0.00	342.78	14.3%	0.00
4911		OUTSIDE SVCS PROVIDED	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4912		TUITION/CONFERENCE FEES	3,180	3,180	329.88	864.88	0.00	2,315.12	27.2%	0.00
4913		COLLECTION SERVICES	2,622	2,622	1,038.20	1,172.45	0.00	1,449.55	44.7%	0.00
4993		SERVICES & CHARGES PIP AWA	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			160,788	160,788	13,328.29	49,692.04	370.47	110,725.49		0.00
Type:	5	INTERGOVERNMENTAL SERVICES								
5117		INTERLIBRARY SVCS	200	200	0.00	0.00	0.00	200.00	0.0%	0.00
5301		STATE TAXES	2,100	2,100	99.09	182.84	0.00	1,917.16	8.7%	0.00
			2,300	2,300	99.09	182.84	0.00	2,117.16		0.00
Type:	6	CAPITAL								
6340		PUBLIC ARTS IMPROVEMENT	0	0	5,611.58	5,611.58	0.00	5,611.58-	0.0%	0.00
6406		FURNITURE & FIXTURES > \$5,000	0	51,350	0.00	1,320.00	45,810.37	4,219.63	91.8%	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	51,350	5,611.58	6,931.58	45,810.37	1,391.95-		0.00
Type:	9	INTERFUND SERVICES								
9141		INTFND SVCS - SYSTEMS DIVISI	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

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
			0	0	0.00	0.00	0.00	0.00		0.00
Total Fund	001		2,091,988	2,143,338	129,130.05	472,796.43	61,480.84	1,609,060.73	24.9%	0.00

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

Grand Totals	2,091,988	2,143,338		129,130.05	472,796.43		61,480.84	1,609,060.73	24.9%	0.00
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RICHLAND PUBLIC LIBRARY
CERTIFICATION OF CLAIMS FOR PAYMENT
APRIL 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 \$92,440.02 this 12th day of April 2016.

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

Voucher Listings	Amount
March 1, 2016 thru March 31, 2016	\$33,183.94
Interdepartmental Billings	
None	\$0.00
Transfer Advice (Salaries)	
Salaries for the weeks of 03/10/16 & 03/24/16	\$59,256.08
TOTAL MONTHLY EXPENSES	\$92,440.02

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: 3/1/2016 To: 3/31/2016

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001		GENERAL FUND			
Division:	303	LIBRARY			
BANK OF AMERICA		TXN00025373	232572	INGRAM BOOKS	\$58.16
		TXN00025375		RECORDED BOOKS	\$34.83
		TXN00025384		GALE LARGE PRINT	\$652.08
		TXN00025392		BLACKSTONE AUDIOBOOK	\$352.20
		TXN00025396		INGRAM BOOKS	\$132.70
		TXN00025404		INGRAM BOOKS	\$32.72
		TXN00025405		INGRAM BOOKS	\$77.59
		TXN00025409		INGRAM BOOKS	\$142.16
		TXN00025412		INGRAM BOOKS	\$116.48
		TXN00025417		BOOKMARKS	\$257.85
		TXN00025418		HEATER & STAFF RM SUPPLIES	\$234.62
		TXN00025420		INGRAM BOOKS	\$69.00
		TXN00025437		STAFF RM SUPPLIES	\$53.32
		TXN00025438		INGRAM BOOKS	\$124.99
		TXN00025440		OVERDRIVE EBOOKS	\$411.94
		TXN00025446		HEATERS & WATER	\$139.30
		TXN00025455		BLACKSTONE AUDIOBOOK	\$48.10
		TXN00025465		INGRAM BOOKS	\$1,433.23
		TXN00025471		CORRECTION 53.32 SH/BE 83.32	\$30.00
		TXN00025472		INGRAM BOOKS	\$104.91
		TXN00025478		GALE LARGE PRINT	\$98.04
		TXN00025479		INGRAM BOOKS	\$129.07
		TXN00025512		INGRAM BOOKS	\$63.29
		TXN00025516		INGRAM BOOKS	\$20.66
		TXN00025523		CAKES CF RETIREMENT & HEATERS	\$126.87
		TXN00025529		INGRAM BOOKS	\$150.03
		TXN00025538		INGRAM BOOKS	\$296.43
		TXN00025551		INGRAM BOOKS	\$104.41
		TXN00025561		INGRAM BOOKS	\$184.91
		TXN00025570		INGRAM BOOKS	\$471.96
		TXN00025580		INGRAM BOOKS	\$24.48
		TXN00025591		INGRAM BOOKS	\$288.24
		TXN00025595		INGRAM BOOKS	\$144.55
		TXN00025599		COFFEE - CONNIE'S RETIREMENT P	\$32.58
		TXN00025601		INGRAM BOOKS	\$1,526.10
		TXN00025603		OVERDRIVE EBOOKS	\$154.85
		TXN00025604		INGRAM BOOKS	\$30.59
		TXN00025606		INGRAM BOOKS	\$34.51



City Of Richland

VL-1 Voucher Listing

From: 3/1/2016 To: 3/31/2016

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00025607	232572	PAPER, LAMINATE, TAPE, LABEL P	\$846.60
		TXN00025611		OVERDRIVE EBOOKS	\$586.76
		TXN00025614		BOOK MARKS	\$292.88
		TXN00025634		INGRAM BOOKS	\$120.49
		TXN00025640		CLIP BOARDS	\$11.49
		TXN00025642		SHELVING	\$75.97
		TXN00025645		OFFICE SUPPLIES	\$125.98
		TXN00025657		MEETING SUPPLIES	\$57.33
		TXN00025666		INGRAM BOOKS	\$24.49
		TXN00025667		INGRAM BOOKS	\$52.49
		TXN00025668		INGRAM BOOKS	\$30.45
		TXN00025680		INGRAM BOOKS	\$232.78
		TXN00025681		INGRAM BOOKS	\$359.60
		TXN00025685		AMAZON BOOKS	\$30.35
		TXN00025705		AMAZON BOOKS	\$21.20
		TXN00025712		INGRAM BOOKS	\$772.34
		TXN00025718		INGRAM BOOKS	\$92.86
		TXN00025721		INGRAM BOOKS	\$274.68
		TXN00025749		INGRAM BOOKS	\$1,410.77
		TXN00025752		INGRAM BOOKS	\$281.13
		TXN00025756		INGRAM BOOKS	\$323.66
		TXN00025758		INGRAM BOOKS	\$30.46
		TXN00025765		INGRAM BOOKS	\$35.23
		TXN00025768		OVERDRIVE EBOOKS	\$439.90
		TXN00025774		BUBBLE MAILER	\$46.90
		TXN00025778		INGRAM BOOKS	\$300.68
		TXN00025779		INGRAM BOOKS	\$24.49
		TXN00025781		INGRAM BOOKS	\$206.18
		TXN00025790		INGRAM BOOKS	\$303.89
		TXN00025791		INGRAM BOOKS	\$35.71
		TXN00025794		INGRAM BOOKS	\$42.68
		TXN00025801		BLACKSTONE AUDIOBOOK	\$47.40
		TXN00025809		INGRAM BOOKS	\$27.08
		TXN00025815		GALE LARGE PRINT	\$180.12
		TXN00025819		INGRAM BOOKS	\$145.88
		TXN00025825		GALE LARGE PRINT	\$135.28
		TXN00025830		GALE LARGE PRINT	\$124.64
		TXN00025833		INGRAM BOOKS	\$682.47
		TXN00025848		INGRAM BOOKS	\$20.89
		TXN00025854		OVERDRIVE DIGITAL BOOKS	\$296.55
		TXN00025859		INGRAM BOOKS	\$10.09



City Of Richland

VL-1 Voucher Listing

From: 3/1/2016 To: 3/31/2016

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00025865	232572	HOTEL LA TRP # 16-081 WCIA MTG	\$93.24
		TXN00025871		INGRAM BOOKS	\$84.59
		TXN00025877		INGRAM BOOKS	\$182.68
		TXN00025880		OVERDRIVE DIGITAL BOOKS	\$17.99
		TXN00025890		INGRAM BOOKS	\$98.32
		TXN00025895		BUBBLE MAILER CREDIT	(\$46.90)
		TXN00025929		PAPER, SCISSORS, ADHESIVE	\$77.81
BOOPSIE INC		25142	231901	MOBILE AP	\$1,995.00
CASCADE NATURAL GAS CORP		02/16 61897100006	232147	NAT GAS 955 NRTHGT 01/20-02/16	\$1,073.40
CITY OF RICHLAND		02/2016 FEB	232340	CITY UTILITY BILLS/FEB 2016	\$3,269.20
		16-081 ADAMS	232152	16-081 WCIA VOL TRNG LV WA	\$329.88
DESIGN WEST ARCHITECTS		1592/2	232085	DESIGN SVCS-LIBRARY MAKER SPAC	\$2,960.00
EMILY MOLITOR		124	232741	ERGONOMIC EVALUATION	\$550.00
FRONTIER	S016832	03/16 509943315	232749	TELEPHONE CHARGES 3/4/16 - 4/3	\$376.54
OCLC INC		0000450611	232467	CATALOGING SRVCS - FEB	\$970.91
PITNEY BOWES PURCHASE POWER		0216/14823173	232383	POSTAGE 02/01/16 TO 02/29/16	\$486.02
TECHNOLOGY UNLIMITED INC		302237	232801	CANNON MS300 ANNUAL MAINT	\$966.54
UNIQUE MANAGEMENT SERVICES INC		421834	232813	COLLECTION SRVCS-FEB	\$1,038.20
WASHINGTON STATE PATROL		I16006043	232825	VOLUNTEER BACKGROUND CHECKS	\$12.00
XEROX CORPORATION		083659492	232566	W7225 BASE CHRG/PRINTS-FEB	\$311.10
		083659493		W7225 BASE CHRG/PRINTS-FEB	\$140.60
		083776113	232833	W7225 BASE CHRG/PRINTS-FEB	\$178.31
		083776114		W7225 BASE CHRG/PRINTS-FEB	\$314.99
XO HOLDINGS LLC DBA		0280911464	232121	PHONE CHARGES 2/23-3/22/16	\$154.95
LIBRARY TOTAL****					\$33,183.94
GENERAL FUND Total ***					\$33,183.94



City Of Richland
VL-1 Voucher Listing

From: 3/1/2016 To: 3/31/2016

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

\$33,183.94

Number of Invoices

Amount

Vouchers In Richland

0

Vouchers In Tri Cities

0

Vouchers In WA

3

Vouchers Outside WA

100

\$31,655.40

Vouchers Final Total.....

103

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	\$19,874.74	59.89%
4	OTHER SERVICES & CHARGES	\$13,309.20	40.11%
	Total	\$33,183.94	



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 04/12/2016

Agenda Category: Unfinished Business

Prepared By: Ann Roseberry, Library Manager

Subject:

December 2016 Claims for Payment Certificate

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. December 2015 Claims for Payment



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.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 04/12/2016

Agenda Category: New Business

Prepared By: Ann Roseberry, Library Manager

Subject:

Staff Presentation - Technical Help for the Public

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments: