



Agenda
Library Board Meeting
Tuesday, May 10, 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. Jeanne Portch, Accountant City of Richland
- Ann Roseberry, Library Manager

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

- I. April 12, 2016 Library Board Minutes
- Ann Roseberry, Library Manager

Report of the Library Manager:

- I. May 2016 Library Manager's Report
- Ann Roseberry, Library Manager
2. April 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 April 1, 2016 thru April 30, 2016
- Ann Roseberry, Library Manager

Unfinished Business:

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

New Business:

- I. City Finance Staff Presentation
- Ann Roseberry, Library Manager

2. 2017 Budget Calendar Discussion
 - Ann Roseberry, Library Manager

Round Robin:

Agenda Items for Upcoming Board Meeting:

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

Adjournment

The next Library Board Meeting is Tuesday, June 14, 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
April 12, 2016, 5:30 – 6:30 PM

CALL TO ORDER:

Chair Lunstad called the meeting to order at 5:32 p.m.

ATTENDANCE:

Chair Lunstad, Board Members Aebersold, Mitchell, and Mohr were present. Vice-Chair Somasundaram was excused. Council Liaison Luzzo Gilmour was present. Library Manager Roseberry was present. Also present was Library staff person Daurice Siller.

BOARD MEMBER MITCHELL MOVED AND BOARD MEMBER MOHR SECONDED THE MOTION TO APPROVE THE CALL TO ORDER AND ATTENDANCE. THE MOTION CARRIED 4-0.

APPROVAL OF AGENDA:

BOARD MEMBER AEBERSOLD MOVED AND BOARD MEMBER MITCHELL SECONDED THE MOTION TO APPROVE THE AGENDA AS SUBMITTED. THE MOTION CARRIED 4-0.

APPROVAL OF MINUTES:

BOARD MEMBER MITCHELL MOVED AND BOARD MEMBER MOHR SECONDED THE MOTION TO APPROVE THE MINUTES AS SUBMITTED. THE MOTION CARRIED 4-0.

REPORT OF THE LIBRARY MANAGER:

Attached

PUBLIC COMMENTS:

None

APPROVAL OF BILLS:

BOARD MEMBER MOHR MOVED AND BOARD MEMBER AEBERSOLD SECONDED THE MOTION TO APPROVE THE CERTIFICATION FOR CLAIMS FOR MARCH 2016 IN THE AMOUNT OF \$92,440.02. THE MOTION CARRIED 4-0.

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

UNFINISHED BUSINESS:

January 2016 Claims for Payment – December 2015 Expenses

NEW BUSINESS:

Library Staff Presentation – Daurice Siller Tech Support

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

Library Staff Presentation – Processing

Business Plan

STEAMspace

ADJOURNMENT:

Chair Lunstad adjourned the meeting at 6:31 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

May 2016

Library Foundation

The Foundation donated \$100,000 to the Library for construction of a Makerspace.

Friends of the Library

The Friends met April 25. The March Book sale netted approximately \$3200. The big news is that the Book sale brought 30 more memberships, bringing the total to 96.

Statistics:

Attached

Revenue / Expense / Voucher Listing:

Revenue

Revenue is running above projections.

Expense

Salaries remain firmly on the plus side. The work to fill the vacancies is progressing.

Voucher Listing

The Library operating budget now includes lines for Art. The Library Manager staffs the Richland Art Commission so art expenses will show on the Voucher Listing. Money was added in the art lines and is allocated through a separate process than the Library budget. The money sits there for ease of use and budget monitoring. The significant expenditure in April was for the software, Integrated Library Software (ILS), Evergreen. Equinox is the vendor.

Staff presentation

The presentation on Processing of Materials will be deferred to the June meeting. Jeanne Portch, the Library Accountant from City of Richland Finance, will join the meeting to answer questions and discuss Finance procedures.

STEAMspace

The donation of \$100,000 will be part of the application to City Council to use a portion of the Bond reserve fund for construction of a Makerspace. This will take the form of an

ordinance; first reading on May 17 and second reading on June 7. Formal Council approval will signal selection of a design team for construction plans.

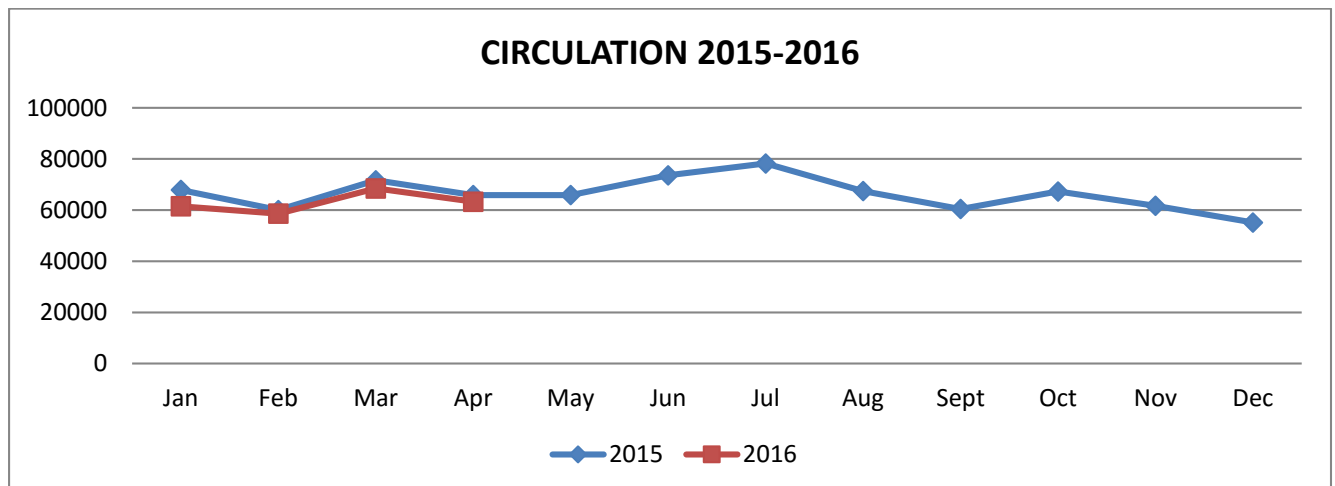
December 2015 Certification for Claims

The Certification will be presented to the Board for approval at the May 10 meeting. There is still a delta between the documentation issuing from the Payroll Office and that showing on the overall budget report. The motion may be worded to acknowledge that delta and state that the Board is approving the figures provided by the City of Richland Finance Office. Jeanne Portch, the Library's accountant will attend the meeting.

CIRCULATION

Notes: Circulation was down 4% in April 2016 from April 2015. Even though circulation was down overall in April 2016 over April 2015, it was still up from April 2012, 2013 and 2014. There were several new digital services offered in 2015, which likely contributed to the overall increase in circulation. 2016 seems to be “settling down” from 2015, but still greater circulation overall from previous years.

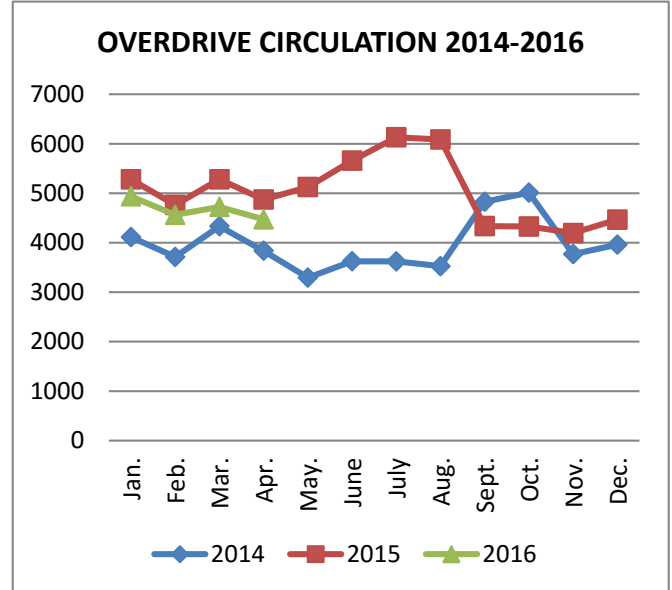
Mo.	2012	2013	2014	2015	2016	Rate of Change ('15 to '16)
Jan.	59,907	62,474	58,823	67,878	61,483	-9%
Feb.	64,259	54,977	53,545	60,029	58,604	-2%
Mar.	65,141	60,642	61,638	71,643	68,576	-4%
Apr.	56,672	60,764	57,436	65,868	63,271	-4%
May	59,458	44,622	55,582	65,781		
June	72,029	65,961	70,369	73,592		
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	251,934	



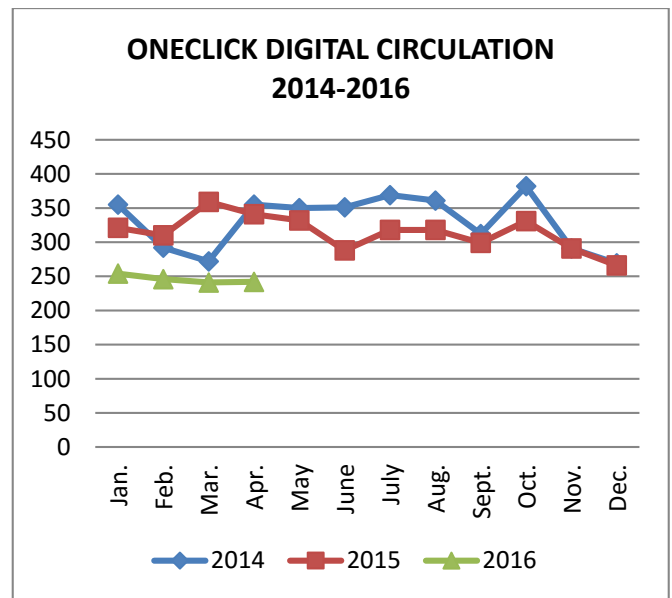
eCirculation

Notes: eCirculation was down overall in April 2016 from April 2015, with Hoopla showing the only gain. Digital collections continue to perform well, and new patrons are always surprised and excited to hear about the offerings.

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	4,474	-8%
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	18,699	

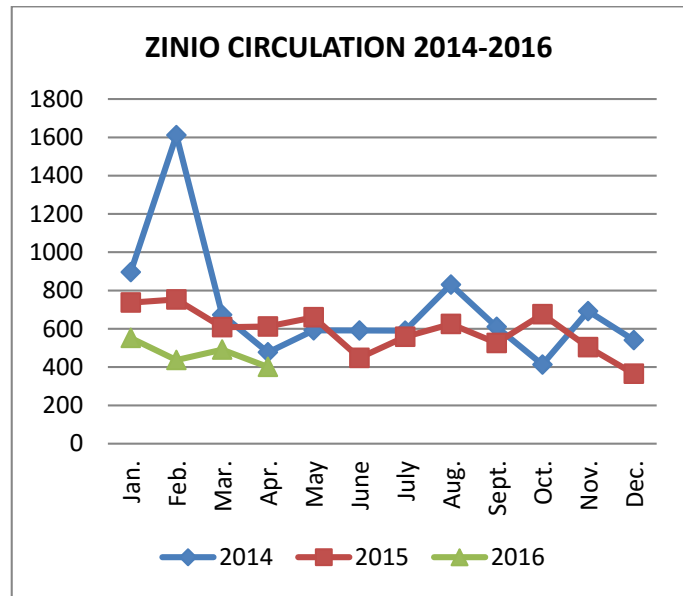


ONE CLICK DIGITAL	2013	2014	2015	2016	Rate of Change '14-'15
Jan.	292	355	321	254	-20%
Feb.	239	292	310	246	-21%
Mar.	277	272	359	241	-33%
Apr.	351	355	341	242	-29%
May	362	350	332		
June	434	351	288		
July	402	369	318		
Aug.	408	361	318		
Sept.	371	312	299		
Oct.	434	382	331		
Nov.	361	291	291		
Dec.	411	269	266		
YTD	4,342	3,959	3,774	983	

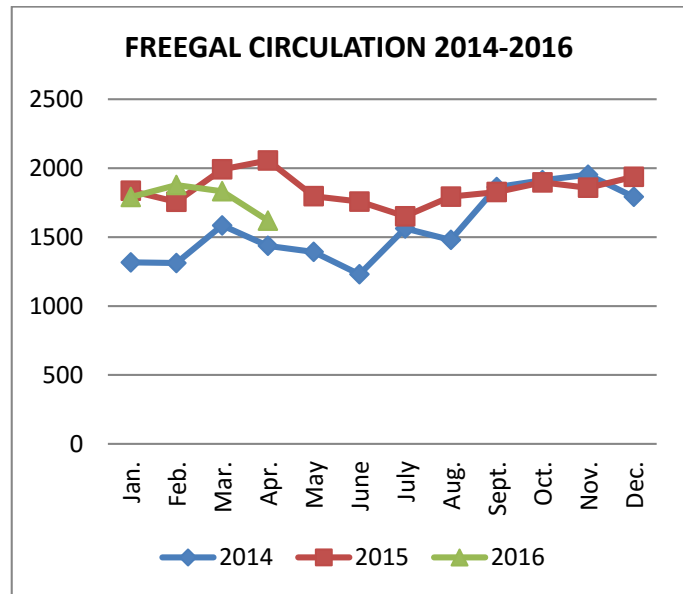


eCirculation

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	401	-34%
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	1,881	

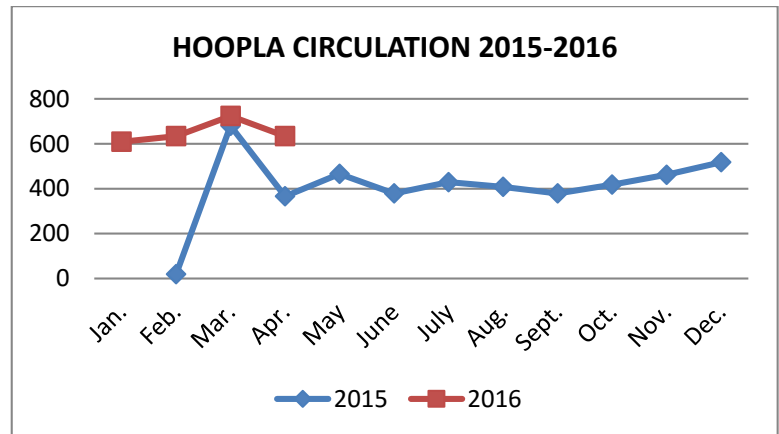


FREEGAL	2013	2014	2015	2016	Rate of Change '15-'16
Jan.	1,153	1,317	1,836	1,791	-2%
Feb.	1,056	1,312	1,756	1,878	7%
Mar.	971	1,585	1,992	1,833	-8%
Apr.	992	1,437	2,056	1,620	-21%
May	1,144	1,393	1,797		
June	1,051	1,230	1,758		
July	1,134	1,563	1,651		
Aug.	987	1,480	1,794		
Sept.	991	1,863	1,827		
Oct.	926	1,913	1,897		
Nov.	921	1,953	1,858		
Dec.	984	1,792	1,938		
YTD	12,310	18,838	22,160	7,122	

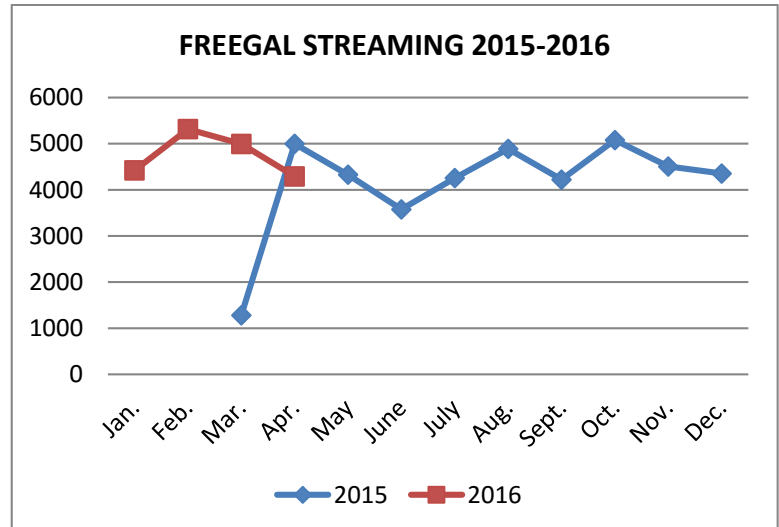


eCirculation

HOOPLA	2015	2016	Rate of Change '15-'16
Jan.	N/A	609	N/A
Feb.	19	634	3237%
Mar.	680	724	6%
Apr.	366	634	73%
May	466		
June	379		
July	429		
Aug.	408		
Sept.	379		
Oct.	418		
Nov.	462		
Dec.	518		
YTD	4,524	2,601	

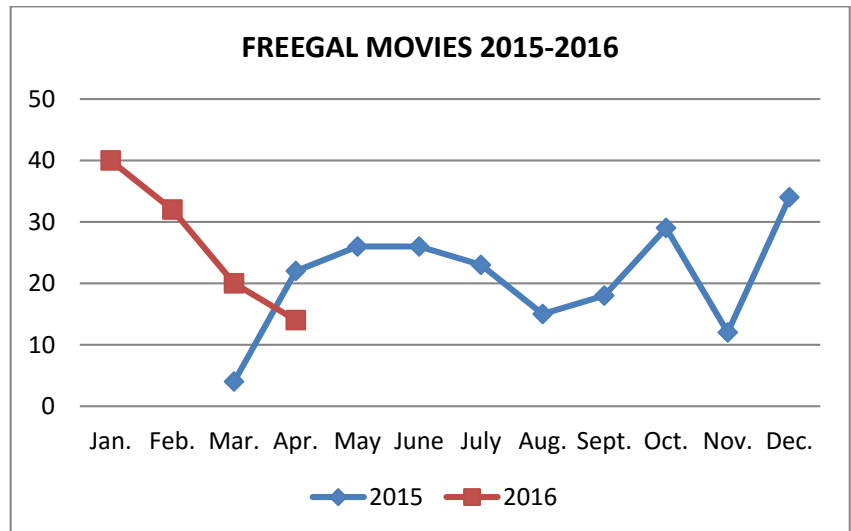


Freegal Streaming	2015	2016	Rate of Change '15-'16
Jan.	N/A	4,421	N/A
Feb.	N/A	5,315	N/A
Mar.	1,278	4,995	291%
Apr.	4,997	4,291	-14%
May	4,327		
June	3,576		
July	4,254		
Aug.	4,888		
Sept.	4,221		
Oct.	5,079		
Nov.	4,506		
Dec.	4,353		
YTD	41,479	19,022	



eCirculation

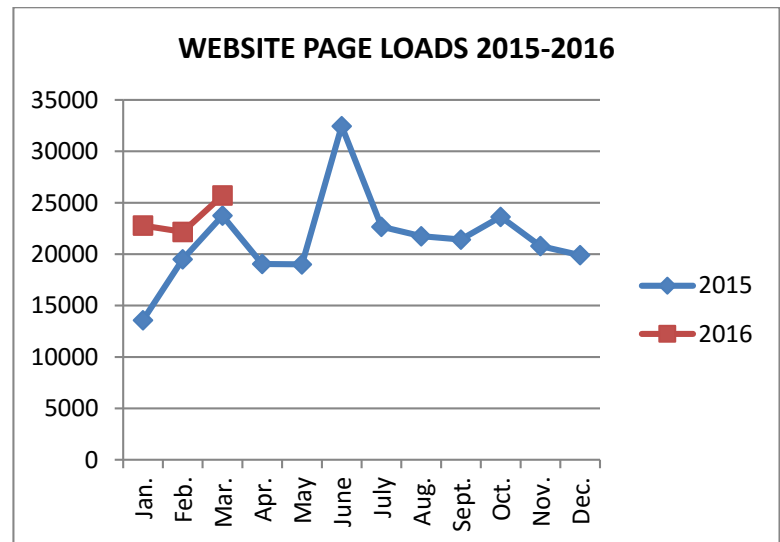
Freegal Movies	2015	2016	Rate of Change '15-'16
Jan.	N/A	40	N/A
Feb.	N/A	32	N/A
Mar.	4	20	400%
Apr.	22	14	-36%
May	26		
June	26		
July	23		
Aug.	15		
Sept.	18		
Oct.	29		
Nov.	12		
Dec.	34		
YTD	209	106	



WEBSITE PAGE LOADS

Notes: Website page load statistics were not available at the time of this report's creation.

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	

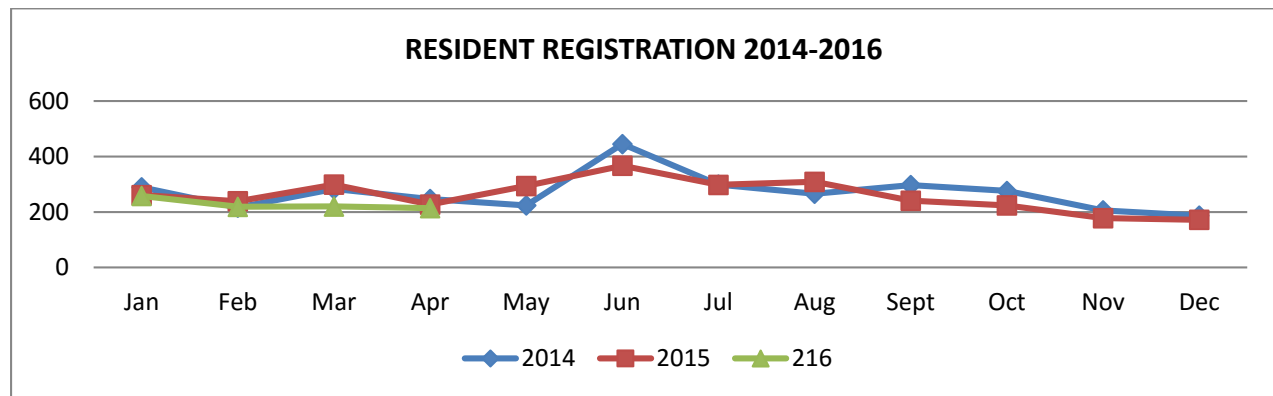


REGISTRATION

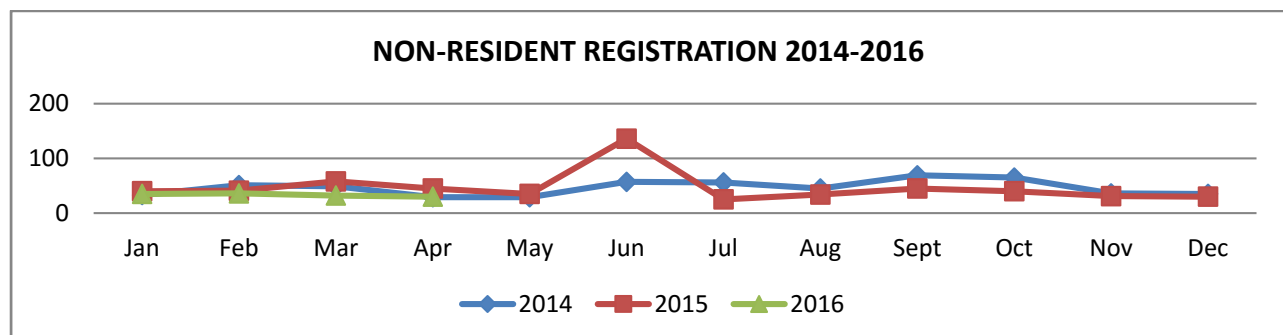
Notes: Resident registration was down slightly in April 2016 over April 2015 with a 6% decrease.

Nonresident registration also saw a 33% decrease in April 2016 over April 2015. Even with the decreases from 2016 to 2015, both Resident and Non Resident Registrations appear to be fairly consistent from month to month.

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	214									911
Change '15-'16	-1%	-8%	-26%	-6%									



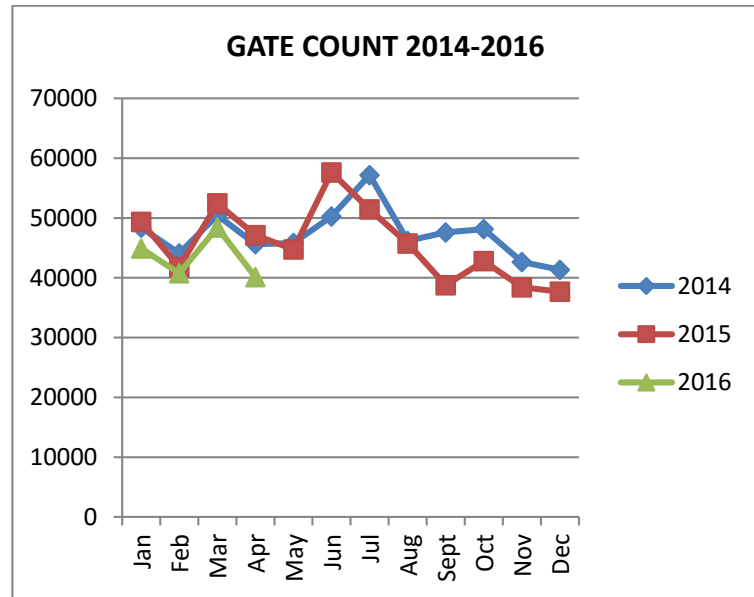
NON RESIDENT REGISTRATION													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
2013	120	103	110	83	39	73	39	50	69	40	42	31	799
2014	33	51	49	29	29	57	56	45	69	65	36	35	554
2015	40	41	58	45	35	136	25	34	45	40	31	30	560
2016	35	36	32	30									133
Change '15-'16	-13%	-12%	-45%	-33%									



GATE COUNT

Notes: Gate count showed a 15% decrease in April 2016 from April 2015.

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	40,120	-15%
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	174,182	



LIBRARY VOLUNTEER HOURS

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	597.5	
Q3 (July, August, September)	1,067.5		
Q4 (October, November, December)	1,272.75		
TOTAL	4,580	1,962.5	

INTERLIBRARY LOANS

ILL 2016	Requests to Other Libraries	Items Received from Other Libraries	Requests from Other Libraries	Items Sent to Other Libraries
Jan.	22	14	243	135
Feb.	16	16	214	133
Mar.	21	23	186	124
Apr.	17	13	217	114
May				
June				
July				
Aug.				
Sept.				
Oct.				
Nov.				
Dec.				
YTD	76	66	860	506
ILL 2015	Requests to Other Libraries	Items Received from Other Libraries	Requests from Other Libraries	Items Sent to Other Libraries
Jan.	28	24	254	155
Feb.	28	28	213	110
Mar.	29	25	287	169
Apr.	29	30	231	173
May	19	19	132	89
June	18	18	170	126
July	40	33	214	123
Aug.	17	17	171	114
Sept.	33	24	221	137
Oct.	21	29	239	139
Nov. *Did not send/receive for 2 weeks	13	7	16	6
Dec.	10	21	129	90
YTD	285	275	2,317	1,431
ILL 2014	Requests to Other Libraries	Items Received from Other Libraries	Requests from Other Libraries	Items Sent to Other Libraries
Jan.	23	23	219	196
Feb.	122	27	207	29
Mar.	40	33	214	150
Apr.	149	29	261	52
May	27	21	52	22
June	24	13	111	62
July	36	33	233	157
Aug.	21	17	207	131
Sept.	17	17	207	145
Oct.	0	28	243	38
Nov.	105	12	153	12
Dec.	138	32	0	0
YTD	702	285	2,107	994

CITY OF RICHLAND

Revenue Report for Library Accounts January 1 through April 30, 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	1,037.65	4,040.60	8,959.40	31.08%	4,444.60
347220	LIBRARY: MISC CHARGES	4,000	4,000	249.00	911.10	3,088.90	22.78%	1,593.29
347270	LIBRARY: NON-RESIDENT FEES	5,500	5,500	480.00	1,580.00	3,920.00	28.73%	1,678.30
Total	CHARGES FOR GOODS & SVCS	22,500	22,500	1,766.65	6,531.70	15,968.30	29.03%	7,716.19
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	111.95	561.95	-61.95	0.00%	210.00
359700	LIBRARY: MISC FINES	41,000	41,000	3,792.85	14,683.12	26,316.88	35.81%	16,625.85
Total	FINES & FORFEITS	41,500	41,500	3,904.80	15,245.07	26,254.93	36.74%	16,835.85
MISCELLANEOUS REVENUES								
362509	LIBRARY: BUILDING RENTAL	2,400	2,400	200.00	800.00	1,600.00	33.33%	800.00
Total	MISCELLANEOUS REVENUES	2,400	2,400	200.00	800.00	1,600.00	33.33%	800.00
TOTAL								
		66,400	66,400	5,871.45	22,576.77	43,823.23	34.00%	25,352.04

City of Richland Revenue Report for April 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	45,701.88	185,187.76	0.00	575,109.24	24.4%	0.00
1102	SALARIES-PART TIME		174,506	174,506	11,023.91	46,354.39	0.00	128,151.61	26.6%	0.00
1104	SALARIES-INTERMITTENT/TEMP		62,482	62,482	2,480.88	9,321.56	0.00	53,160.44	14.9%	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	59,206.67	258,826.35	0.00	807,572.65		0.00
Type:	2	BENEFITS								
2101	SOCIAL SECURITY-FICA		85,574	85,574	4,445.31	19,118.08	0.00	66,455.92	22.3%	0.00
2103	PENSION CONTRIBUTIONS-PERS		103,614	103,614	6,188.27	25,353.47	0.00	78,260.53	24.5%	0.00
2105	INDUSTRIAL INS & MED AID		19,167	19,167	1,228.35	4,999.12	0.00	14,167.88	26.1%	0.00
2106	UNEMPLOYMENT		2,126	2,126	118.42	517.71	0.00	1,608.29	24.4%	0.00
2107	LIFE & DISABILITY INSURANCE		7,397	7,397	462.44	1,878.53	0.00	5,518.47	25.4%	0.00
2108	DENTAL INSURANCE		23,212	23,212	1,654.08	6,616.32	0.00	16,595.68	28.5%	0.00
2109	HEALTH INSURANCE		209,081	209,081	14,075.44	56,746.74	0.00	152,334.26	27.1%	0.00
2110	VISION INSURANCE		3,822	3,822	259.68	1,038.72	0.00	2,783.28	27.2%	0.00
2112	DEFERRED COMPENSATION		40,291	40,291	2,399.37	9,758.07	0.00	30,532.93	24.2%	0.00
2118	POST EMPLOYEE HEALTH BENE		32,000	32,000	1,999.98	8,666.58	0.00	23,333.42	27.1%	0.00
			526,284	526,284	32,831.34	134,693.34	0.00	391,590.66		0.00
Type:	3	SUPPLIES								
3102	OPERATING SUPPLIES & MATERI		32,850	32,850	480.81	4,029.97	0.00	28,820.03	12.3%	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	14,629.36	113,451.47	0.00	148,048.53	43.4%	0.00
3583	SOFTWARE-LICENSING & UPGR		40,867	40,867	16,618.40	28,386.29	0.00	12,480.71	69.5%	0.00
3993	SUPPLIES - PIP AWARDS		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			336,217	336,217	31,728.57	146,236.86	0.00	189,980.14		0.00
Type:	4	OTHER SERVICES & CHARGES								
4106	ARCHITECTURAL SERVICES		0	0	2,400.00	6,100.00	0.00	6,100.00	0.0%	0.00
4107	OTHER PROFESSIONAL SERVIC		26,500	26,500	983.69	4,560.72	0.00	21,939.28	17.2%	0.00
4135	SHARED VALUES PROGRAM		488	488	0.00	83.32	0.00	404.68	17.1%	0.00
4201	TELEPHONE & COMM SVCS		6,000	6,000	528.36	1,726.20	370.47	3,903.33	34.9%	0.00
4202	POSTAGE		5,098	5,098	392.78	1,253.54	0.00	3,844.46	24.6%	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	0.00	369.24	0.00	3,372.76	9.9%	0.00
4504		COPIER/FAX LEASE RENTAL MAI	5,160	5,160	457.73	1,356.66	0.00	3,803.34	26.3%	0.00
4505		RENTALS-OTHER	5,136	5,136	383.77	1,704.76	0.00	3,431.24	33.2%	0.00
4601		INSURANCE	32,133	32,133	25.00	22,003.00	0.00	10,130.00	68.5%	0.00
4700		UTILITIES	64,356	64,356	4,137.70	13,914.42	0.00	50,441.58	21.6%	0.00
4802		REPAIRS AND MAINT-EQUIPMEN	3,690	3,690	0.00	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	5,079	0.00	0.00	0.00	5,079.00	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	12.76	69.98	0.00	330.02	17.5%	0.00
4911		OUTSIDE SVCS PROVIDED	0	6,860	0.00	0.00	0.00	6,860.00	0.0%	0.00
4912		TUITION/CONFERENCE FEES	3,180	3,180	0.00	864.88	0.00	2,315.12	27.2%	0.00
4913		COLLECTION SERVICES	2,622	2,622	205.85	1,378.30	0.00	1,243.70	52.6%	0.00
4993		SERVICES & CHARGES PIP AWA	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			160,788	171,227	9,527.64	59,219.68	370.47	111,636.85		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	85.28	268.12	0.00	1,831.88	12.8%	0.00
			2,300	2,300	85.28	268.12	0.00	2,031.88		0.00
Type:	6	CAPITAL								
6340		PUBLIC ARTS IMPROVEMENT	0	6,000	0.00	5,611.58	0.00	388.42	93.5%	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	57,350	0.00	6,931.58	45,810.37	4,608.05		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	2,159,777	133,379.50	606,175.93	46,180.84	1,507,420.23	30.2%	0.00

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

Grand Totals	2,091,988	2,159,777	133,379.50	606,175.93	46,180.84	1,507,420.23	30.2%	0.00
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RICHLAND PUBLIC LIBRARY
CERTIFICATION OF CLAIMS FOR PAYMENT

MAY 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 \$104,743.30 this 10th day of May 2016.

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

Voucher Listings	Amount
April 1, 2016 thru April 30, 2016	\$45,536.63
Interdepartmental Billings	
None	\$0.00
Transfer Advice (Salaries)	
Salaries for the weeks of 04/07/16 & 04/21/16	\$59,206.67
TOTAL MONTHLY EXPENSES	\$104,743.30

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: 4/1/2016 To: 4/30/2016

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001		GENERAL FUND			
Division: 303		LIBRARY			
BANK OF AMERICA		TXN00025956	233457	INGRAM BOOKS	\$107.52
		TXN00025967		INGRAM BOOKS	\$72.27
		TXN00025973		INGRAM BOOKS	\$272.14
		TXN00025982		INGRAM BOOKS	\$1,125.28
		TXN00025993		INGRAM BOOKS	\$354.82
		TXN00026011		INGRAM BOOKS	\$179.76
		TXN00026037		INGRAM BOOKS	\$93.09
		TXN00026051		BUBBLE MAILERS	\$46.90
		TXN00026072		INGRAM BOOKS	\$292.40
		TXN00026075		INGRAM BOOKS	\$59.22
		TXN00026094		INGRAM BOOKS	\$82.74
		TXN00026095		INGRAM BOOKS	\$138.66
		TXN00026113		INGRAM BOOKS	\$95.24
		TXN00026114		GALE LARGE PRINT	\$370.83
		TXN00026117		OVERDRIVE EBOOKS	\$47.95
		TXN00026142		INGRAM BOOKS	\$140.24
		TXN00026154		INGRAM BOOKS	\$658.16
		TXN00026156		INGRAM BOOKS	\$426.95
		TXN00026173		INGRAM BOOKS	\$27.08
		TXN00026177		INGRAM BOOKS	\$47.84
		TXN00026192		INGRAM BOOKS	\$18.90
		TXN00026208		INGRAM BOOKS	\$1,366.73
		TXN00026210		INGRAM BOOKS	\$274.88
		TXN00026219		INGRAM BOOKS	\$522.37
		TXN00026230		INGRAM BOOKS	\$26.27
		TXN00026231		INGRAM BOOKS	\$18.24
		TXN00026233		FRED-MEYER #0286 - Arts Commis	\$15.27
		TXN00026242		INGRAM BOOKS	\$29.85
		TXN00026244		INGRAM BOOKS	\$163.73
		TXN00026261		INGRAM BOOKS	\$41.83
		TXN00026269		INGRAM BOOKS	\$124.91
		TXN00026273		OFFICE SUPPLIES	\$157.48
		TXN00026281		INGRAM BOOKS	\$923.40
		TXN00026296		INGRAM BOOKS	\$931.29
		TXN00026301		INGRAM BOOKS	\$285.81
		TXN00026307		INGRAM BOOKS	\$206.76
		TXN00026313		INGRAM BOOKS	\$40.34
		TXN00026322		OVERDRIVE EBOOKS	\$458.56



City Of Richland

VL-1 Voucher Listing

From: 4/1/2016 To: 4/30/2016

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00026331	233457	MEETING SUPPLIES - WATER	\$10.33
		TXN00026344		INGRAM BOOKS	\$24.48
		TXN00026358		INGRAM BOOKS	\$120.42
		TXN00026373		INGRAM BOOKS	\$37.79
		TXN00026404		INGRAM BOOKS	\$30.45
		TXN00026406		INGRAM BOOKS	\$362.68
		TXN00026426		INGRAM BOOKS	\$441.78
		TXN00026434		INGRAM BOOKS	\$31.33
		TXN00026437		INGRAM BOOKS	\$87.71
		TXN00026449		BOOKMARKS	\$250.83
		TXN00026456		OVERDRIVE EBOOKS	\$119.99
		TXN00026463		INGRAM BOOKS	\$216.80
		TXN00026468		INGRAM BOOKS	\$928.28
		TXN00026492		INGRAM BOOKS	\$130.90
CASCADE NATURAL GAS CORP		03/16 61897100006	232879	NAT GAS 955 NRTHTG 02/17-03/17	\$812.52
CITY OF RICHLAND		03/2016 MAR	233355	CITY UTILITY BILLS/MAR 2016	\$3,325.18
DESIGN WEST ARCHITECTS		1592/4	233631	DESIGN SVCS-LIBRARY MAKER SPAC	\$2,400.00
EQUINOX SOFTWARE INC	P056427	3854	232914	Equinox Sequoia Service June 1	\$15,300.00
FRONTIER	S016867	04/16 2530035792	233377	TELEPHONE CHARGE 4/4/16-5/3/16	\$370.07
MIDWEST TAPE		114227336	233399	CREDIT-DATABASES	(\$154.90)
		93832899		DATABASES	\$1,471.67
NORTHWEST PLAYGROUND EQUIPMENT INC	P056331	39295	232971	KCDA DISCOUNT 5%	(\$270.20)
	P056331			#STEEL POSTS UPGRADE PAIR OF	\$651.60
	P056331			#MALLET CLEAR FIRM HEAD WITH	\$191.14
	P056331			FREIGHT	\$477.84
	P056331			#IMBARIMBA YELLOW XYLOPHONE I	\$4,561.20
OCLC INC		0000456291	233668	CATALOGING SRVCS - MAR	\$971.69
PITNEY BOWES PURCHASE POWER		0316/14823173	233300	POSTAGE 03/01/16 TO 03/31/16	\$392.78
THE GALE GROUP INC		57676706	233178	BOOKS-3 TITLES	\$163.40
		57676758		BOOKS-3 TITLES	\$186.96
		57686016		BOOKS-3 TITLES	\$72.20
		57687929		BOOKS-3 TITLES	\$148.20
		57757657		BOOKS-3 TITLES	\$98.80
		57788814		BOOKS-2 TITLES	\$54.72
		57788995		BOOKS-1 TITLE	\$29.64
TRAVELERS		6769F7144/2016 CH	233009	LIBRARY ART INS POLICY-ADD/CH	\$25.00
UNIQUE MANAGEMENT SERVICES INC		425822	233687	COLLECTION SRVCS-MAR	\$205.85
WASHINGTON STATE PATROL		I16006854	233694	VOLUNTEER BACKGROUND CHECKS	\$12.00
XEROX CORPORATION		084093862	233451	W7225 BASE CHRG/PRINTS-MAR	\$310.22
		084093863		W7225 BASE CHRG/PRINTS-MAR	\$165.20
		084093864		W7225 BASE CHRG/PRINTS-MAR	\$147.51



City Of Richland

VL-1 Voucher Listing

From: 4/1/2016 To: 4/30/2016

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
XEROX CORPORATION		084093865	233451	W7225 BASE CHRG/PRINTS-MAR	\$218.57
XO HOLDINGS LLC DBA		0281560054	233031	PHONE CHARGES 3/23-4/22/16	\$158.29
LIBRARY TOTAL****					\$45,536.63
GENERAL FUND Total ***					\$45,536.63



City Of Richland
VL-1 Voucher Listing

From: 4/1/2016 To: 4/30/2016

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

\$45,536.63

Number of Invoices

Amount

Vouchers In Richland

0

Vouchers In Tri Cities

0

Vouchers In WA

6

Vouchers Outside WA

75

\$39,913.05

Vouchers Final Total.....

81

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	\$30,410.17	66.78%
4	OTHER SERVICES & CHARGES	\$9,514.88	20.9%
6	CAPITAL PROJECTS	\$5,611.58	12.32%
Total		\$45,536.63	



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 05/10/2016

Agenda Category: Unfinished Business

Prepared By: Ann Roseberry, Library Manager

Subject:

January 2016 Certificate of Claims for Payment

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. January 2016 Claims for Payment
2. December 2015 Expense Summary Report



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.

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		785,273	760,206	71,356.66	691,300.44	0.00	68,905.56	90.9%	0.00
1102	SALARIES-PART TIME		191,302	191,302	18,975.84	169,838.00	0.00	21,464.00	88.8%	0.00
1104	SALARIES-INTERMITTENT/TEMP		35,339	35,339	4,057.32	22,103.03	0.00	13,235.97	62.5%	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	123,638.41	977,079.10	0.00	71,392.90		0.00
Type:	2	BENEFITS								
2101	SOCIAL SECURITY-FICA		80,212	80,212	9,351.59	73,405.70	0.00	6,806.30	91.5%	0.00
2103	PENSION CONTRIBUTIONS-PERS		94,733	94,733	10,201.79	86,101.82	0.00	8,631.18	90.9%	0.00
2105	INDUSTRIAL INS & MED AID		9,622	9,622	773.24	8,930.18	0.00	691.82	92.8%	0.00
2106	UNEMPLOYMENT		4,544	4,544	505.96	4,227.01	0.00	316.99	93.0%	0.00
2107	LIFE & DISABILITY INSURANCE		8,783	8,783	634.63	7,013.56	0.00	1,769.44	79.9%	0.00
2108	DENTAL INSURANCE		23,106	23,106	2,254.32	21,743.48	0.00	1,362.52	94.1%	0.00
2109	HEALTH INSURANCE		218,414	218,414	14,756.99	183,339.59	0.00	35,074.41	83.9%	0.00
2110	VISION INSURANCE		3,738	3,738	371.36	3,581.12	0.00	156.88	95.8%	0.00
2112	DEFERRED COMPENSATION		44,644	44,644	3,845.19	36,162.09	0.00	8,481.91	81.0%	0.00
2118	POST EMPLOYEE HEALTH BENE		28,707	28,707	2,794.06	26,983.68	0.00	1,723.32	94.0%	0.00
			516,503	516,503	45,489.13	451,488.23	0.00	65,014.77		0.00
Type:	3	SUPPLIES								
3102	OPERATING SUPPLIES & MATERI		32,850	32,850	3,434.77	33,149.51	0.00	299.51-	100.9%	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	20,481.39	241,284.49	0.00	24,784.49-	111.4%	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	23,916.16	307,816.96	0.00	16,959.96-		0.00
Type:	4	OTHER SERVICES & CHARGES								
4106	ARCHITECTURAL SERVICES		0	20,000	11,107.40	11,107.40	0.00	8,892.60	55.5%	0.00
4107	OTHER PROFESSIONAL SERVIC		26,500	26,500	5,948.21	18,329.94	0.00	8,170.06	69.2%	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	421.19	6,621.21	0.00	2,123.21-	147.2%	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	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	1,009.60	5,650.14	0.00	2,080.14-	158.3%	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	8,966.57	55,410.10	0.00	6,003.90	90.2%	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	465.40	2,192.75	0.00	1,029.25	68.1%	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	31,578.88	156,752.93	0.00	37,670.07		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	165.97	1,091.66	0.00	1,008.34	52.0%	0.00
			2,300	2,300	165.97	1,196.66	0.00	1,103.34		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	18,650.00	18,650.00	0.00	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	18,650.00	18,650.00	0.00	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

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	243,438.55	1,912,983.88	0.00	216,071.12	89.9%	0.00

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

Grand Totals	2,019,845	2,129,055		243,438.55	1,912,983.88		0.00	216,071.12	89.9%	0.00
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LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 05/10/2016

Agenda Category: New Business

Prepared By: Ann Roseberry, Library Manager

Subject:

City Finance Staff Presentation

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Update on Library financial reporting

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 05/10/2016

Agenda Category: New Business

Prepared By: Ann Roseberry, Library Manager

Subject:

2017 Budget Calendar Discussion

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments: