Agenda
Library Board Meeting
Tuesday, June 14, 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:

1. Theresa Barnaby, Collection and Development Supervisor
   - Ann Roseberry, Library Manager
2. Carole Rodriguez and Anne Silva, Library Assistant I's
   - Ann Roseberry, Library Manager

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

May 10, 2016 Library Board Minutes

Report of the Library Manager:

1. June 2016 Library Manager's Report
   - Ann Roseberry, Library Manager
2. May 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)

1. Approval of bills for May 1, 2016 thru May 31, 2016
   - Ann Roseberry, Library Manager

Unfinished Business:

1. December 2015 Expenditures - Certificate of Claims for Payment
2. STEAMspace

New Business:

1. Library Staff Presentation
   - Ann Roseberry, Library Manager
2. 2017 Budget
   - Ann Roseberry, Library Manager

Round Robin:

Agenda Items for Upcoming Board Meeting:

1. Library Business Plan
   - Ann Roseberry, Library Manager

Adjournment

The next Library Board Meeting is Tuesday, July 12, 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
May 10, 2016, 5:30 – 6:30 PM

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

ATTENDANCE:
Chair Lunstad, Vice Chair Somasundaram, and Board Members Aebersold and Mitchell were present. Board member Mohr was excused. Council Liaison Luzzo Gilmour was present. Library Manager Roseberry was present. Also present was Finance Department Accountant Jeanne Portch.

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:
VICE CHAIR SOMASUNDARAM MOVED AND BOARD MEMBER AEBERSOLD SECONDED THE MOTION TO APPROVE THE AGENDA AS SUBMITTED. THE MOTION CARRIED 4-0.

APPROVAL OF MINUTES:
BOARD MEMBER MITCHELL MOVED AND BOARD MEMBER AEBERSOLD 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 AEBERSOLD MOVED AND BOARD MEMBER MITCHELL SECONDED THE MOTION TO APPROVE THE CERTIFICATION FOR CLAIMS FOR APRIL 2016 IN THE AMOUNT OF $104,743.30. THE MOTION CARRIED 4-0.

UNFINISHED BUSINESS:
The Certification of Claims for December 2015 Expenditures was deferred to the June meeting. Jeanne Portch will provide the reconciled figures for that meeting.

NEW BUSINESS:
Finance Department Presentation – Jeanne Portch, Accountant
Jeanne answered Board questions regarding Finance practices and procedures.

ROUND ROBIN:

AGENDA ITEMS FOR UPCOMING BOARD MEETING:
Library Staff Presentation – Processing
2017 Budget
Business Plan
STEAMspace

ADJOURNMENT:
Chair Lunstad adjourned the meeting at 6:43 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
June 2016

Library Foundation
The Library Foundation met Friday, June 10, to adopt the revised by-laws. They voted to participate in a fundraiser with the Mastersingers.

Friends of the Library
The Friends met May 23. Three additional people joined in May, bringing the membership total to 99, up from 65 at the end of December, 2015. There are currently 35 Bookroom volunteers.

Statistics:
Attached

Revenue / Expense / Voucher Listing:
Revenue
We are on track to meet mid-year revenue projections.

Expense
Salaries continue to be underspent. However, the three processes to replace staff are proceeding.

One note, lines 4815 and 6340, were added to the Library budget, to allow the Art Commission to spend their reserve money. This was added money, available only for Art Commission purposes.

Voucher Listing
The voucher listing includes standard items. We purchased three gift cards in May, using the Shared Values line, to give as recognition for extraordinary service by Library staff members.

Staff presentation
Processing of Materials will be presented by Anne Silva and Carole Rodriguez. Theresa Barnaby will also present.

STEAMspace
Ordinance 29-16, requesting transfer from the Library Bond Reserve to the 2016 Operating Budget is scheduled for the First Reading on June 7. The Second Reading, for Approval, is now scheduled for June 21.

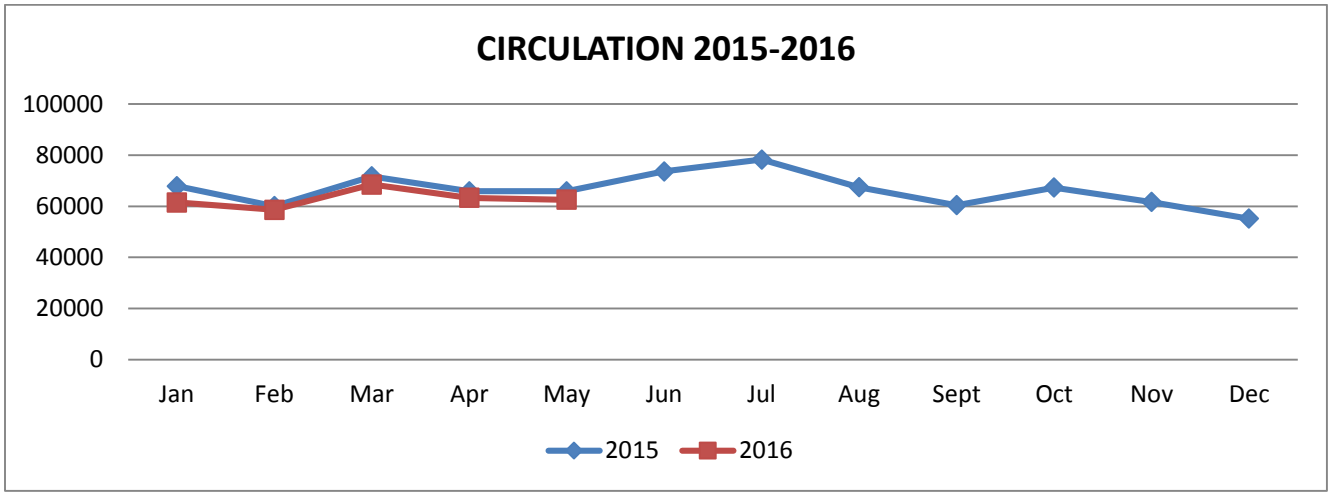
January 2016 Certification for Claims – December 2015 Expenses
The appropriate form, with correct figures, was provided by Jeanne Portch.

2017 Budget
The introduction to the 2017 budget was held June 1. The guidelines from the City Manager were to continue to look for ways to improve how we do business. The sales tax projections are up. However, the vulnerabilities include an increase in the PERS contribution to the State of Washington. Finance projects that the increased revenue will cover the increased expenses, but staff will continue to look for efficiencies.

CIRCULATION

Notes: Overall circulation was down 5% in May 2016 from May 2015. It is worth noting that although circulation was down in May 2016 from this time last year, it was higher than previous year's overall circulation. In fact, circulation was up 12.5% in May 2016 from May 2014.

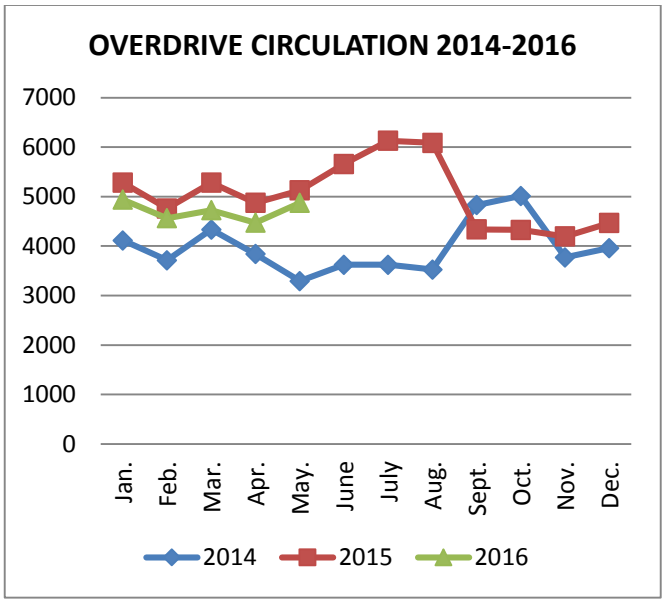
Mo.	2012	2013	2014	2015	2016	Rate of Change ('15 to '16)
Jan.	59,907	62,474	58,823	67,878	61,483	-9%
Feb.	64,259	54,977	53,545	60,029	58,604	-2%
Mar.	65,141	60,642	61,638	71,643	68,576	-4%
Apr.	56,672	60,764	57,436	65,868	63,271	-4%
May	59,458	44,622	55,582	65,781	62,522	-5%
June	72,029	65,961	70,369	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**	**314,456**	



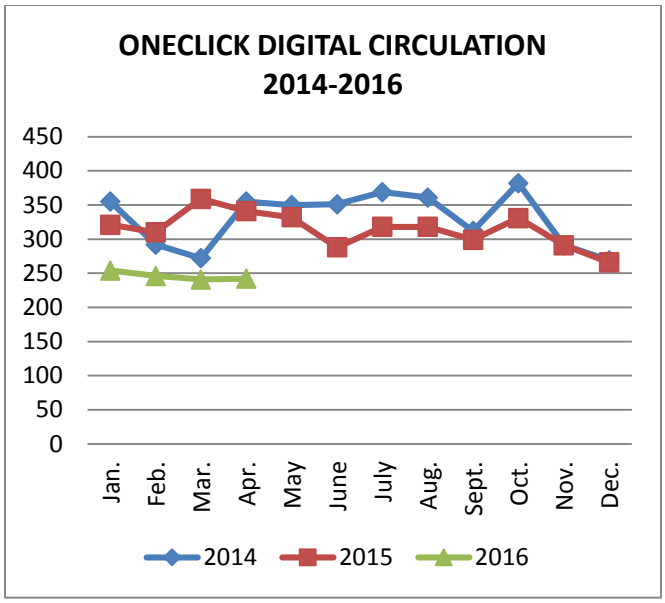
eCirculation

Notes: RPL decided not to renew the subscription to OneClick Digital. This decision was made because of the cost to add items to the subscription ($100.00-$123.00 per item), an overall 15% drop in circulation from 2013 to 2016, and a steadily declining circulation in 2016. Freegal and Hoopla showed circulation increases from May 2015 to May 2016, with Hoopla being up 53%. Other services show a decrease in circulation, but it is worth nothing that circulation is up from 2014. In the case of Overdrive, up 47% in May 2016 from May 2014. In the month of May, the library website was down for about a week, and the database links were up and down for two weeks while we worked to stabalize the new website. In January we lost our most popular Zinio magazine, US Magazine because the publisher and Zinio could not come to terms. This month, we will be adding new magazines to the Zinio format that will hopefully make up for the loss of US Magazine.

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	4,875	-5%
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**	**23,574**	

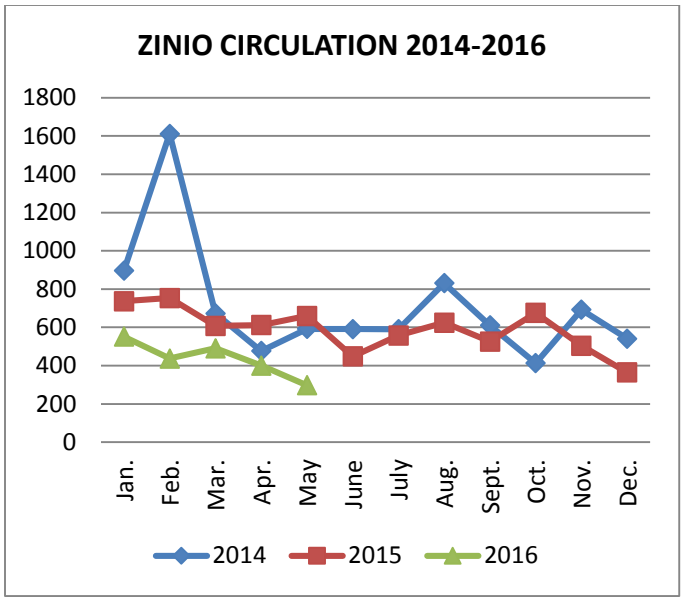


ONE CLICK DIGITAL	2013	2014	2015	2016	Rate of Change '14-'15
Jan.	292	355	321	254	-20%
Feb.	239	292	310	246	-21%
Mar.	277	272	359	241	-33%
Apr.	351	355	341	242	-29%
May	362	350	332	0	
June	434	351	288		
July	402	369	318		
Aug.	408	361	318		
Sept.	371	312	299		
Oct.	434	382	331		
Nov.	361	291	291		
Dec.	411	269	266		
YTD	**4,342**	**3,959**	**3,774**	**983**	

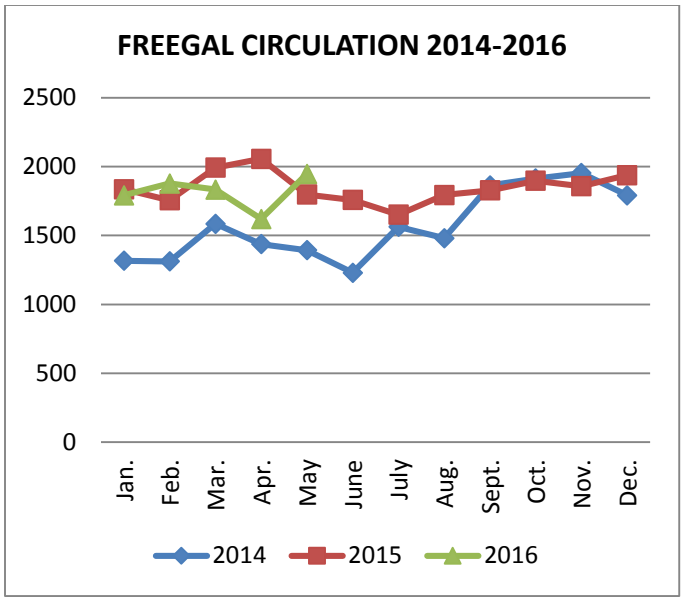


eCirculation

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	298	-55%
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**	**2,179**	

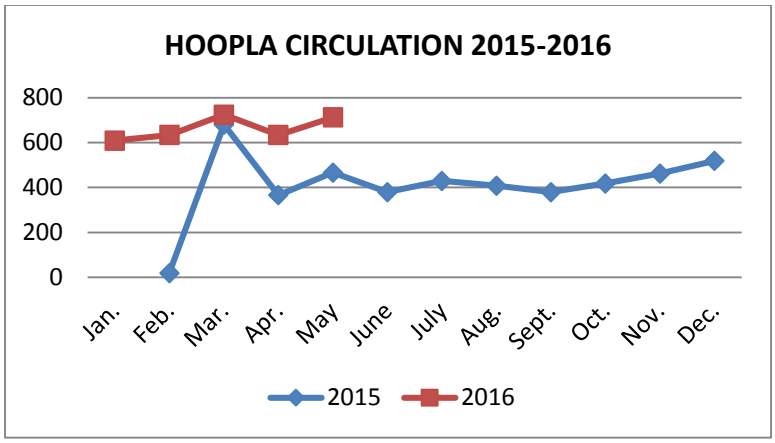


FREEGAL	2013	2014	2015	2016	Rate of Change '15-'16
Jan.	1,153	1,317	1,836	1,791	-2%
Feb.	1,056	1,312	1,756	1,878	7%
Mar.	971	1,585	1,992	1,833	-8%
Apr.	992	1,437	2,056	1,620	-21%
May	1,144	1,393	1,797	1,947	8%
June	1,051	1,230	1,758		
July	1,134	1,563	1,651		
Aug.	987	1,480	1,794		
Sept.	991	1,863	1,827		
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**	**9,069**	

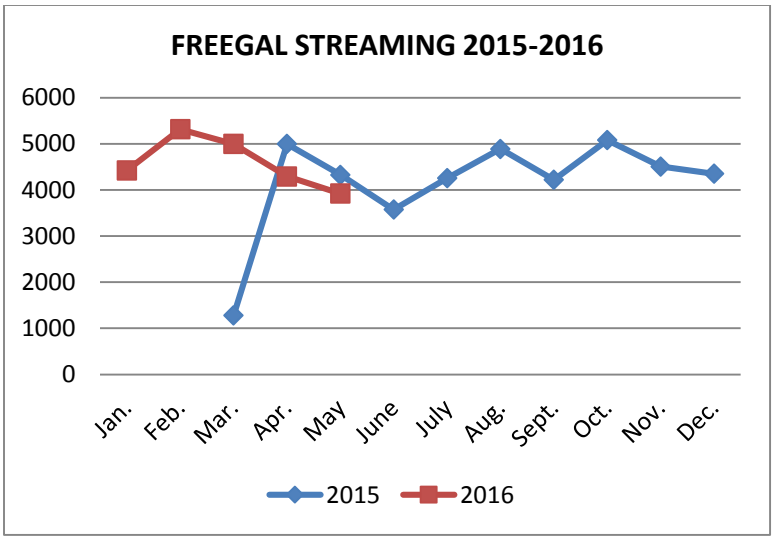


eCirculation

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	712	53%
June	379		
July	429		
Aug.	408		
Sept.	379		
Oct.	418		
Nov.	462		
Dec.	518		
YTD	**4,524**	**3,313**	

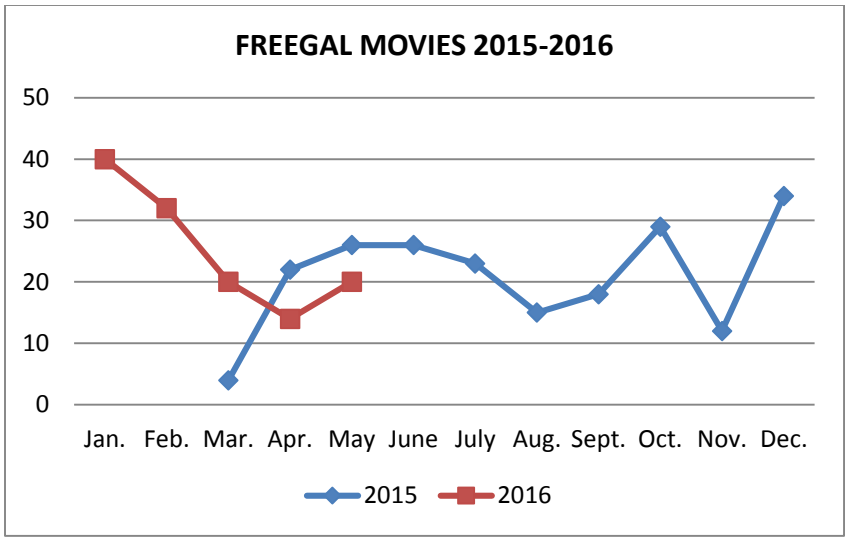


Freegal Streaming	2015	2016	Rate of Change '15-'16
Jan.	N/A	4,421	N/A
Feb.	N/A	5,315	N/A
Mar.	1,278	4,995	291%
Apr.	4,997	4,291	-14%
May	4,327	3,922	-9%
June	3,576		
July	4,254		
Aug.	4,888		
Sept.	4,221		
Oct.	5,079		
Nov.	4,506		
Dec.	4,353		
YTD	**41,479**	**22,944**	



eCirculation

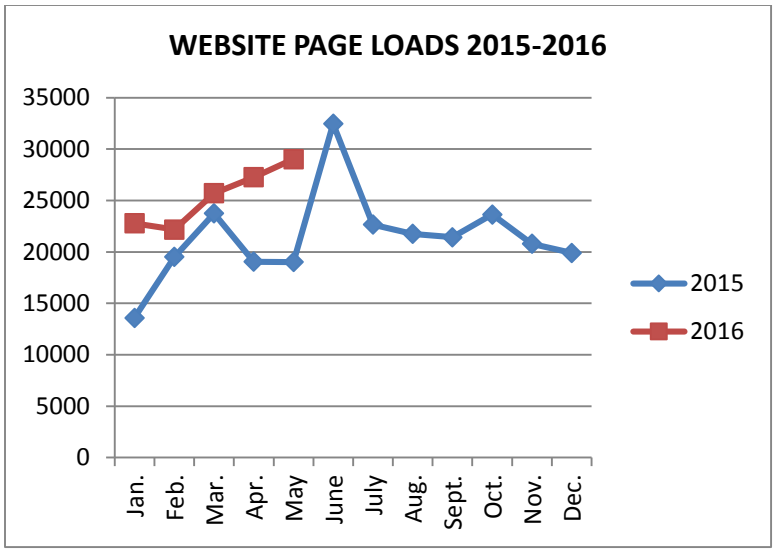
Freegal Movies	2015	2016	Rate of Change '15-'16
Jan.	N/A	40	N/A
Feb.	N/A	32	N/A
Mar.	4	20	400%
Apr.	22	14	-36%
May	26	20	-23%
June	26		
July	23		
Aug.	15		
Sept.	18		
Oct.	29		
Nov.	12		
Dec.	34		
YTD	**209**	**126**	



WEBSITE PAGE LOADS

Notes: Website page loads were up 43% from April 2015 to April 2016, and up 53% from May 2015 to May 2016. The new website launch made website page loads unavailable for May's Board report.

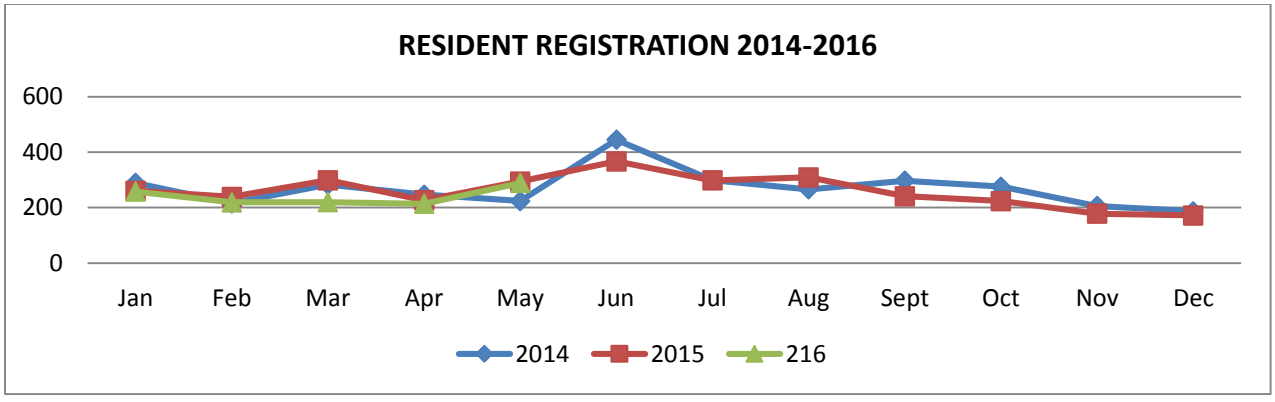
WEBSITE PAGE LOADS	2014	2015	2016	Rate of Change
Jan.	30,560	13,576	22,786	68%
Feb.	24,294	19,507	22,169	14%
Mar.	59,079	23,744	25,704	8%
Apr.	60,117	19,045	27,257	43%
May	27,232	19,012	29,013	53%
June	25,825	32,452		
July	23,477	22,663		
Aug.	25,759	21,747		
Sept.	25,165	21,422		
Oct.	23,945	23,631		
Nov.	12,362	20,791		
Dec.	16,184	19,901		
YTD	**353,999**	**257,491**	**126,929**	



REGISTRATION

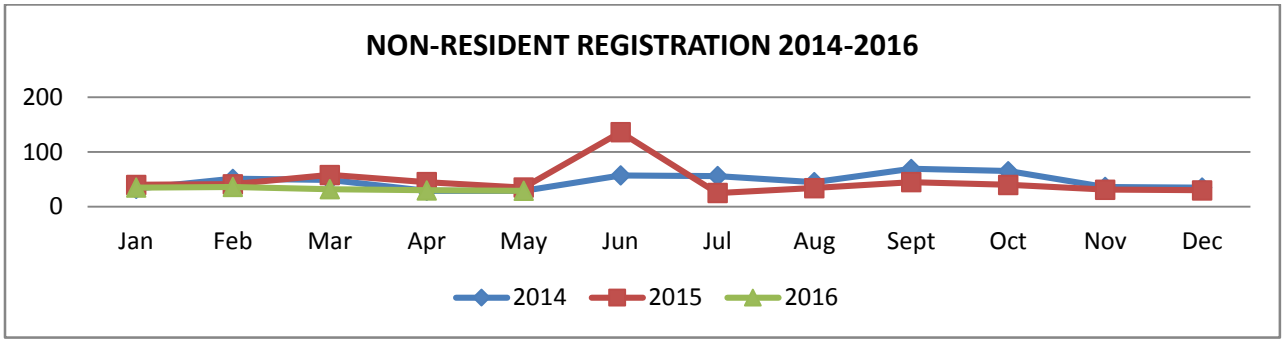
Notes: Resident registration was down slightly in May 2016 from May 2015, but up considerably (35%) from April 2016 to May 2016. Non-resident registration was down slightly from May 2015 to May 2016.

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	289								**1,200**
Change '15-'16	-1%	-8%	-26%	-6%	-2%								



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**

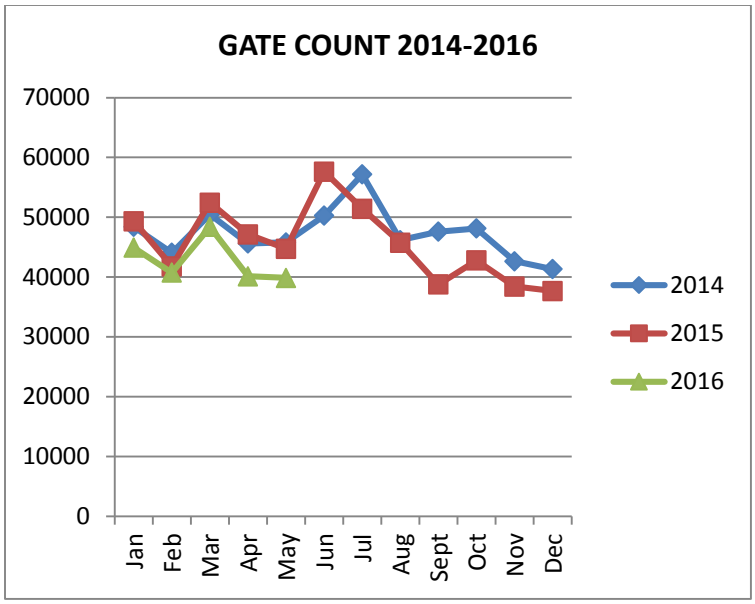
2014	33	51	49	29	29	57	56	45	69	65	36	35	**554**
2015	40	41	58	45	35	136	25	34	45	40	31	30	**560**
2016	35	36	32	30	29								**162**
Change '15-'16	-13%	-12%	-45%	-33%	-17%								



GATE COUNT

Notes: Gate count showed an 11% decrease from May 2015 to May 2016. Possibilities for this drop include the increased construction in the area taking up street parking, and the front parking lot filling up quickly. This gives the impression that the library is incredibly busy when the side parking lot is relatively empty.

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	39,870	-11%
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**	**214,052**	



LIBRARY VOLUNTEER HOURS

VOLUNTEER HOURS	2015	2016	Rate of Change '15-'16
Q1 (January, February, March)	1,058	1,364.75	29%
Q2 (April, May, June)	1,181.75	1,187.5	0.5%
Q3 (July, August, September)	1,067.5		
Q4 (October, November, December)	1,272.75		
TOTAL	**4,580**	**2,552.5**	

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	12	17	176	117
June				
July				
Aug.				
Sept.				
Oct.				
Nov.				
Dec.				
YTD	**88**	**83**	**1,036**	**623**

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**

CITY OF RICHLAND

Revenue Report for Library Acccounts
January 1 through May 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	546.30	4,586.90	8,413.10	35.28%	5,506.15
347220	LIBRARY: MISC CHARGES	4,000	4,000	126.00	1,037.10	2,962.90	25.93%	1,847.29
347270	LIBRARY: NON-RESIDENT FEES	5,500	5,500	420.00	2,000.00	3,500.00	36.36%	2,393.55
Total	CHARGES FOR GOODS & SVCS	**22,500**	**22,500**	**1,092.30**	**7,624.00**	**14,876.00**	**33.88%**	**9,746.99**
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	75.00	636.95	-136.95	0.00%	255.00
359700	LIBRARY: MISC FINES	41,000	41,000	4,187.39	18,870.51	22,129.49	46.03%	20,141.32
Total	FINES & FORFEITS	**41,500**	**41,500**	**4,262.39**	**19,507.46**	**21,992.54**	**47.01%**	**20,396.32**
MISCELLANEOUS REVENUES								
362509	LIBRARY: BUILDING RENTAL	2,400	2,400		1,000.00	1,400.00	41.67%	1,000.00
Total	MISCELLANEOUS REVENUES	**2,400**	**2,400**	**0.00**	**1,000.00**	**1,400.00**	**41.67%**	**1,000.00**
TOTAL		**66,400**	**66,400**	**5,354.69**	**28,131.46**	**38,268.54**	**42.37%**	**31,143.31**

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
Type:	**1 SALARIES**								
1101	SALARIES & WAGES-REGULAR	760,297	760,297	46,232.80	231,420.56	0.00	528,876.44	30.4%	286,108.05
1102	SALARIES-PART TIME	174,506	174,506	11,393.83	57,748.22	0.00	116,757.78	33.1%	70,140.08
1104	SALARIES-INTERMITTENT/TEMP	62,482	62,482	2,066.38	11,387.94	0.00	51,094.06	18.2%	7,065.86
1201	SALARIES & WAGES-OVERTIME	750	750	218.67	218.67	0.00	531.33	29.2%	9.12
1302	VACATION/PTO CASHOUT	68,364	68,364	0.00	17,962.64	0.00	50,401.36	26.3%	57,176.78
		1,066,399	1,066,399	59,911.68	318,738.03	0.00	747,660.97		420,499.89
Type:	**2 BENEFITS**								
2101	SOCIAL SECURITY-FICA	85,574	85,574	4,499.18	23,617.26	0.00	61,956.74	27.6%	31,332.11
2103	PENSION CONTRIBUTIONS-PERS	103,614	103,614	6,312.58	31,666.05	0.00	71,947.95	30.6%	32,394.66
2105	INDUSTRIAL INS & MED AID	19,167	19,167	1,320.69	6,319.81	0.00	12,847.19	33.0%	2,766.46
2106	UNEMPLOYMENT	2,126	2,126	119.84	637.55	0.00	1,488.45	30.0%	1,833.40
2107	LIFE & DISABILITY INSURANCE	7,397	7,397	462.44	2,340.97	0.00	5,056.03	31.6%	3,056.00
2108	DENTAL INSURANCE	23,212	23,212	1,654.08	8,270.40	0.00	14,941.60	35.6%	9,212.50
2109	HEALTH INSURANCE	209,081	209,081	14,075.44	70,822.18	0.00	138,258.82	33.9%	87,105.36
2110	VISION INSURANCE	3,822	3,822	259.68	1,298.40	0.00	2,523.60	34.0%	1,493.43
2112	DEFERRED COMPENSATION	40,291	40,291	2,436.46	12,194.53	0.00	28,096.47	30.3%	15,037.86
2118	POST EMPLOYEE HEALTH BENE	32,000	32,000	1,999.98	10,666.56	0.00	21,333.44	33.3%	11,430.26
		526,284	526,284	33,140.37	167,833.71	0.00	358,450.29		195,662.04
Type:	**3 SUPPLIES**								
3102	OPERATING SUPPLIES & MATERI	32,850	32,850	901.55	4,931.52	0.00	27,918.48	15.0%	14,279.54
3105	COPIER SUPPLIES	1,000	1,000	0.00	369.13	0.00	630.87	36.9%	108.40
3401	LIBRARY RESOURCES	261,500	261,500	11,637.14	125,088.61	0.00	136,411.39	47.8%	133,929.24
3583	SOFTWARE-LICENSING & UPGR	40,867	40,867	0.00	28,386.29	0.00	12,480.71	69.5%	23,073.05
3993	SUPPLIES - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
		336,217	336,217	12,538.69	158,775.55	0.00	177,441.45		171,390.23
Type:	**4 OTHER SERVICES & CHARGES**								
4106	ARCHITECTURAL SERVICES	0	0	0.00	6,100.00	0.00	6,100.00-	0.0%	0.00
4107	OTHER PROFESSIONAL SERVIC	26,500	26,500	4,576.14	9,136.86	0.00	17,363.14	34.5%	4,887.65
4135	SHARED VALUES PROGRAM	488	488	209.16	292.48	0.00	195.52	59.9%	201.90
4201	TELEPHONE & COMM SVCS	6,000	6,000	898.10	2,624.30	0.00	3,375.70	43.7%	2,613.90
4202	POSTAGE	5,098	5,098	410.60	1,664.14	0.00	3,433.86	32.6%	3,712.05

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	444.02	813.26	0.00	2,928.74	21.7%	1,886.70
4504	COPIER/FAX LEASE RENTAL MAI	5,160	5,160	452.58	1,809.24	0.00	3,350.76	35.1%	1,667.30
4505	RENTALS-OTHER	5,136	5,136	469.40	2,174.16	0.00	2,961.84	42.3%	1,704.22
4601	INSURANCE	32,133	32,133	0.00	22,003.00	0.00	10,130.00	68.5%	31,502.00
4700	UTILITIES	64,356	64,356	4,206.82	18,121.24	0.00	46,234.76	28.2%	17,586.89
4802	REPAIRS AND MAINT-EQUIPMEN	3,690	3,690	0.00	3,051.66	0.00	638.34	82.7%	2,975.51
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%	783.00
4903	PRINT SHOP SERVICES	400	400	0.00	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%	1,808.37
4913	COLLECTION SERVICES	2,622	2,622	223.75	1,602.05	0.00	1,019.95	61.1%	868.15
4993	SERVICES & CHARGES PIP AWA	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
		160,788	171,227	11,890.57	71,110.25	0.00	100,116.75		72,197.64
Type:	**5 INTERGOVERNMENTAL SERVICES**								
5117	INTERLIBRARY SVCS	200	200	0.00	0.00	0.00	200.00	0.0%	40.00
5301	STATE TAXES	2,100	2,100	0.00	268.12	0.00	1,831.88	12.8%	406.17
		2,300	2,300	0.00	268.12	0.00	2,031.88		446.17
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	45,810.37	47,130.37	0.00	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	45,810.37	52,741.95	0.00	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**	**163,291.68**	**769,467.61**	**0.00**	**1,390,309.39**	**35.6%**	**860,195.97**

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

Grand Totals	**2,091,988**	**2,159,777**	**163,291.68**	**769,467.61**	**0.00**	**1,390,309.39**	**35.6%**	**860,195.97**

RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

JUNE 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 $80,710.70 this 14th day of June 2016.

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

Voucher Listings	**Amount**
May 1, 2016 thru May 31, 2016	$20,799.02
Interdepartmental Billings	
None	$0.00
Transfer Advice (Salaries)	
Salaries for the weeks of 05/05/16 & 05/19/16	$59,911.68
TOTAL MONTHLY EXPENSES	$80,710.70

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				
BANK OF AMERICA		TXN00026510	234251	INGRAM BOOKS	$595.81
		TXN00026526		STAFF RM SUPPLY	$9.98
		TXN00026535		INGRAM BOOKS	$75.01
		TXN00026551		INGRAM BOOKS	$120.47
		TXN00026575		INGRAM BOOKS	$173.92
		TXN00026607		OVERDRIVE DIGITAL BOOKS	$44.98
		TXN00026610		BLACKSTONE AUDIOBOOKS	$640.04
		TXN00026624		RECORDED BOOKS	$294.36
		TXN00026627		RECORDED BOOKS	$102.67
		TXN00026640		GIFT CARD - CR, SD	$30.00
		TXN00026648		LAMINATE	$254.46
		TXN00026651		GIFT CARD - JS	$25.00
		TXN00026674		AMAZON	$10.23
		TXN00026677		INGRAM BOOKS	$200.24
		TXN00026702		INGRAM BOOKS	$141.95
		TXN00026705		INGRAM BOOKS	$119.84
		TXN00026711		INGRAM BOOKS	$2,309.86
		TXN00026731		INGRAM BOOKS	$28.67
		TXN00026737		INGRAM BOOKS	$415.09
		TXN00026752		INGRAM BOOKS	$178.85
		TXN00026765		INGRAM BOOKS	$723.33
		TXN00026768		INGRAM BOOKS	$149.78
		TXN00026776		INGRAM BOOKS	$49.28
		TXN00026807		INGRAM BOOKS	$592.93
		TXN00026812		FURNITURE CLEANER	$33.12
		TXN00026825		INGRAM BOOKS	$87.21
		TXN00026827		INGRAM BOOKS	$197.33
		TXN00026836		STAFF ROOM SUPPLIES, GIFT CARD	$154.16
		TXN00026839		INGRAM BOOKS	$81.25
		TXN00026851		STAFF ROOM SUPPLIES	$25.52
		TXN00026866		INGRAM BOOKS	$103.54
		TXN00026870		INGRAM BOOKS	$417.73
		TXN00026877		INGRAM BOOKS	$18.23
		TXN00026892		INGRAM BOOKS	$82.07
		TXN00026894		INGRAM BOOKS	$30.45
		TXN00026903		INGRAM BOOKS	$259.92
		TXN00026914		INGRAM BOOKS	$244.69
		TXN00026916		INGRAM BOOKS	$21.48

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00026918	234251	MEETING SUPPLIES	$36.49
		TXN00026925		INGRAM BOOKS	$519.68
		TXN00026926		MEETING/PROGRAM SUPPLIES	$49.71
		TXN00026929		INGRAM BOOKS	$256.53
		TXN00026936		INGRAM BOOKS	$178.46
		TXN00026945		WALL CLOCKS & SHEET PROTECTORS	$78.87
		TXN00026955		INGRAM BOOKS	$104.38
CASCADE NATURAL GAS CORP		04/16-61897100006	233956	NAT GAS 955 NRTHGT 03/18-04/18	$490.30
CITY OF RICHLAND		04/2016 APRIL	234297	CITY UTILITY BILLS/APRIL 2016	$3,538.94
		16-065 HOFFMAN	233963	16-065 WLA CONF	$251.30
		16-089 MOKLER		16-089 CODING WORKSHOP SPL	$192.72
COLUMBIA INDUSTRIES SUPPORT LLC		0034413	234144	ONSITE SHRED SERVICE	$79.79
FRONTIER	S016779	02/16 5099433152	234321	TELEPHONE CHARGE 2/4/16-3/3-16	$370.47
	S016915	05/16 5099433152		TELEPHONE CHARGE 5/4/16 - 6/3/	$370.13
IDENTISYS INC		296594	234485	PRINT RIBBONS	$413.40
MIDWEST TAPE		93924863	234196	DATABASES	$1,286.36
OCLC INC		0000462048	234199	CATALOGING SRVCS - APR	$971.69
PITNEY BOWES PURCHASE POWER		0416/14823173	234210	POSTAGE 04/01/16 TO 04/30/16	$410.60
THE GALE GROUP INC		57817368	234049	BOOKS-3 TITLES	$85.88
		57817578		BOOKS-2 TITLES	$57.00
		57818028		BOOKS-1 TITLE	$25.84
		57861917		BOOKS-3 TITLES	$79.04
		57861944		BOOKS-8 TITLES	$212.04
		57862535		BOOKS-7 TITLES	$174.80
		57862881		BOOKS-2 TITLES	$47.88
		57940681	234542	BOOKS-4 TITLES	$98.04
UNIQUE MANAGEMENT SERVICES INC		427243	234557	COLLECTION SRVCS-APR	$223.75
WASHINGTON STATE PATROL		I16007646	234560	BACKGROUND CHECKS	$72.00
XEROX CORPORATION		084490104	234568	W7225PT BASE CHRG/PRINTS-APR	$314.18
		084490105		W7225 BASE CHRG/PRINTS-APR	$138.40
		084535886	234241	W7225 BASE CHRG/PRINTS-APR	$175.91
		084535887	234415	W7225 BASE CHRG/PRINTS-APR	$293.49
XO HOLDINGS LLC DBA		0282233732	234242	PHONE CHARGES 4/23-5/22/16	$157.50
				LIBRARY TOTAL****	**$20,799.02**
				GENERAL FUND Total ***	**$20,799.02**

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
				Invoice Total: ****	**$20,799.02**

	Number of Invoices	Amount
Vouchers In Richland	0	
Vouchers In Tri Cities	1	$79.79
Vouchers In WA	1	
Vouchers Outside WA	69	$20,647.23
Vouchers Final Total.....	71	

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	$12,538.69	60.29%
4	OTHER SERVICES & CHARGES	$8,260.33	39.71%
	Total	$20,799.02	

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 06/14/2016

Agenda Category: Unfinished Business

Prepared By: Ann Roseberry, Library Manager

Subject:
December 2015 Expenditures - Certificate of Claims for Payment

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. January 2016 Claims for Payment Summary

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 $243,439.00 this 14th day of June 2016.

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

Voucher/Warrants approved for Payment	**Amount**
December 1, 2015 thru December 31, 2015	$74,311.46
Interdepartmental Billings	
None	$0.00
Salary and Benefits Approved for Payment	
December1, 2015 thru December 31, 2015	$169,127.54
TOTAL MONTHLY EXPENSES	$243,439.00

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: 06/14/2016

Agenda Category: Unfinished Business

Prepared By: Ann Roseberry, Library Manager

Subject:
STEAMspace

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 06/14/2016

Agenda Category: New Business

Prepared By: Ann Roseberry, Library Manager

Subject:
Library Staff Presentation

Department:
Parks & Public Facilities

Recommended Motion:

Summary:
Processing of New Materials

Attachments:

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 06/14/2016

Agenda Category: New Business

Prepared By: Ann Roseberry, Library Manager

Subject:
2017 Budget

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments: