



Agenda
Library Board Meeting
Tuesday, December 8, 2015
Library Board Room | 955 Northgate Drive

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

Liaisons: Council Liaison Kent
Staff Liaison Library Manager Roseberry

Regular Meeting – 5:30 p.m.

Call to Order / Attendance:

Introduction of Guests:

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

- I. November 10, 2015
 - Ann Roseberry, Library Manager

Report of the Library Manager:

- I. December 2015 Library Manager's Report
 - 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 November 1, 2015 thru November 30, 2015
 - Ann Roseberry, Library Manager
2. Approval of bills for October 1, 2015 thru October 31, 2015 Corrected
 - Ann Roseberry, Library Manager

Unfinished Business:

New Business:

Round Robin:

Agenda Items for Upcoming Board Meeting:

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

3. Library Election of 2016 Officers
 - Ann Roseberry, Library Manager

Adjournment

The next Library Board Meeting is Tuesday, January 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
November 10, 5:30 – 6:30 PM

CALL TO ORDER:

Chair Lunstad called the meeting to order at 5:35 p.m.

ATTENDANCE:

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

VICE-CHAIR SOMASUNDARAM MOVED AND BOARD MEMBER AEBERSOLD SECONDED THE MOTION TO APPROVE THE CALL TO ORDER AND ATTENDANCE. THE MOTION CARRIED 4-0.

APPROVAL OF AGENDA:

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 VICE CHAIR SOMASUNDARAM SECONDED THE MOTION TO APPROVE THE MINUTES AS SUBMITTED. THE MOTION CARRIED 5-0.

REPORT OF THE LIBRARY MANAGER:

Attached

PUBLIC COMMENTS:

Annanaomi Sams, President of the Foundation, attended. Theresa Barnaby, library staff, attended.

APPROVAL OF BILLS:

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

UNFINISHED BUSINESS:

1. Policy Revision – Patron Behavior

BOARD MEMBER MITCHELL MOVED AND VICE CHAIR SOMASUNDARAM SECONDED THE MOTION TO APPROVE THE REVISED PATRON BEHAVIOR POLICY, WITH PUNCTUATION CHANGES. THE MOTION CARRIED 4-0.

NEW BUSINESS:**1. Three Boards Social**

Foundation President Sams will work with Library Board Chair Lunstad on planning.

2. 2016 Hours

**BOARD MEMBER AEBERSOLD MOVED AND VICE CHAIR SOMASUNDARAM
SECONDED THE MOTION TO APPROVE THE 2016 HOLIDAY CLOSURES AS
AMENDED. THE MOTION CARRIED 4-0.**

3. Library Staff Presentation – Theresa Barnaby

Theresa discussed the current experiment with pre-processing, the balancing act required to oversee collection development, and the joys and challenges of selecting materials.

ROUND ROBIN:

Board Member Mitchell will be excused from the December meeting.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:**ADJOURNMENT:**

Chair Lunstad adjourned the meeting at 6:53 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

December 2015

Library Foundation

The Foundation met November 12. Treasurer Ron Kathren was authorized to proceed with transferring the TD Ameritrade funds to a local firm.

Friends of the Library

The Friends met November 30. The total proceeds of the October Book sale were \$2439.25 plus another \$523.25 from patrons using debit cards. This was the first Book sale where debit card use was possible. The Board felt that increased publicity using a banner, signs, and an article in the Tri City Herald accounted for the great return.

Statistics:

Attached

Revenue / Expense / Voucher Listing:

Revenue

We will exceed Revenue projections this year.

Expense

Salaries are well into the black because of unfilled positions. We are on track to expend all materials money and to end the overall year in the black.

Voucher Listing

Most items are familiar and recurring and show end of year purchases of supplies and materials.

Budget 2016

Final passage of the 2016 Budget occurred at the November 17 City Council meeting.

Staff presentation

This will be scheduled for the January meeting.

STEAMspace

The plan will be presented to the Library Board on January 12, 2016, at the regular meeting. Both the Friends and Foundation Board will be invited. Preliminary design

work is proceeding, with funds from the Foundation. An Open House for the Maker community will be held at the Library on December 10.

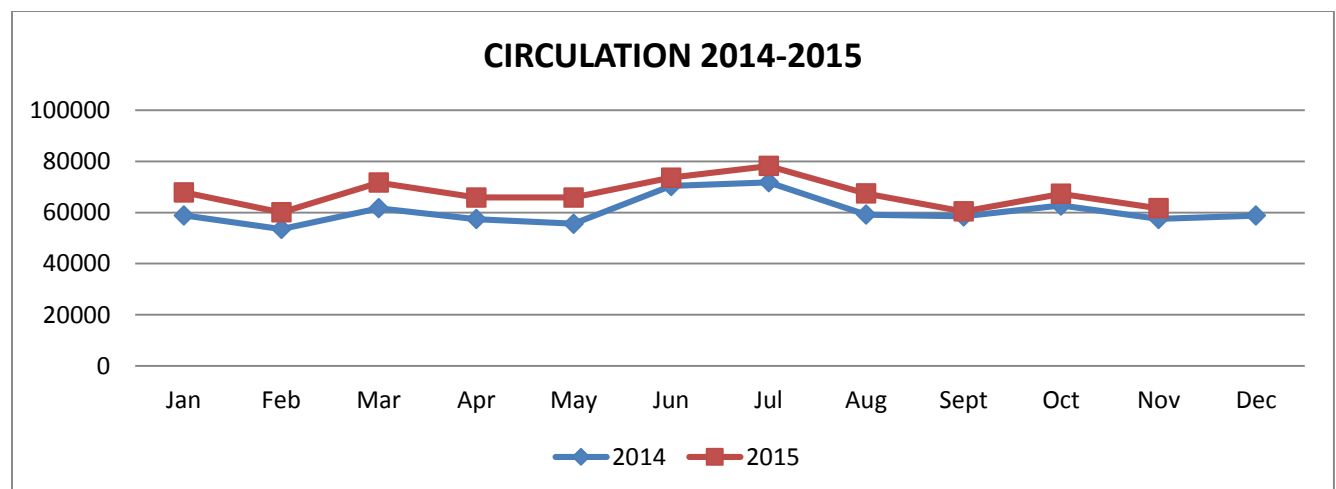
Fee Increase

Staff will take forward the overdue fee increase for Inter-Library Loans. This will be considered a market increase and will not require City Council approval. D'ette Peach-Atkins handles the ILL's for RPL. She provided documentation for sixteen public libraries across the US that charge \$1.00 per day overdue fee for ILLs. She also found two public libraries that charge \$2.00 per day. Staff thinks the one dollar fine will be sufficient.

CIRCULATION

Notes: Circulation was up 6% in November 2015 from November 2014. As of November 2015, the year's circulation total was 105% of last year's total – with a whole month left to go in 2015! RPL is on track to have its largest total circulation in four years.

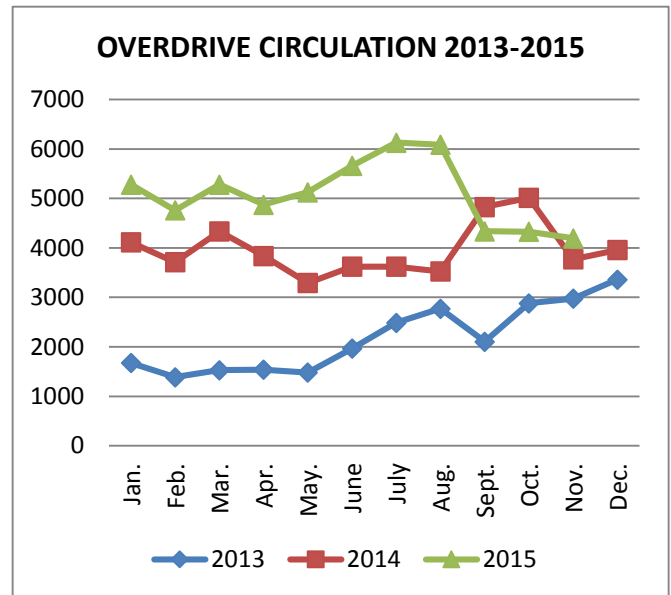
CIRCULATION					
Mo.	2012	2013	2014	2015	Rate of Change ('14 to '15)
Jan.	59,907	62,474	58,823	67,878	15%
Feb.	64,259	54,977	53,545	60,029	12%
Mar.	65,141	60,642	61,638	71,643	16%
Apr.	56,672	60,764	57,436	65,868	15%
May	59,458	44,622	55,582	65,781	18%
June	72,029	65,961	70,369	73,592	5%
July	73,774	69,107	71,813	78,206	9%
Aug.	67,877	61,855	59,163	67,440	14%
Sept.	60,317	56,373	58,470	60,430	3%
Oct.	61,195	58,575	62,737	67,267	7%
Nov.	58,524	56,531	57,471	61,681	6%
Dec.	57,171	54,646	58,764		
YTD	756,324	706,527	726,629	752,497	



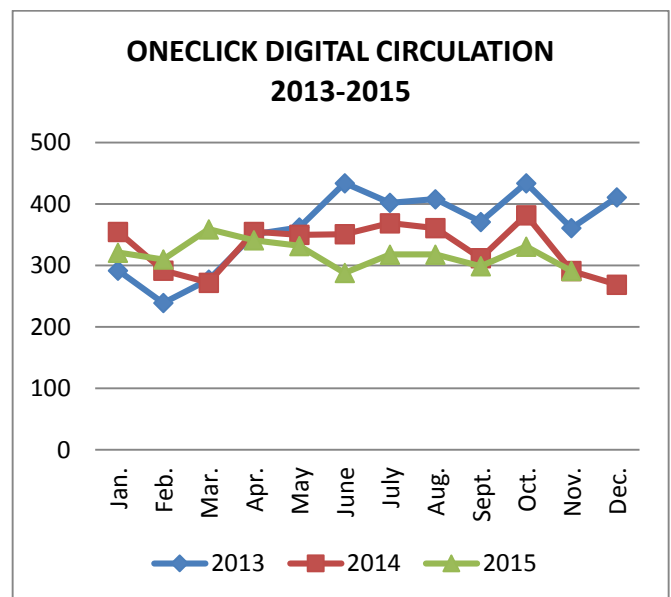
eCirculation

Notes: Overdrive was up 11% in November 2015 from November 2014, this means that Overdrive is now at 118% of 2014's total, and more than double 2013's total circulation.

OVERDRIVE	2013	2014	2015	Rate of Change '14-'15
Jan.	1,676	4,114	5,281	28%
Feb.	1,387	3,714	4,762	28%
Mar.	1,530	4,333	5,281	22%
Apr.	1,541	3,838	4,873	27%
May	1,482	3,294	5,125	55%
June	1,966	3,624	5,659	56%
July	2,487	3,622	6,130	69%
Aug.	2,773	3,526	6,087	73%
Sept.	2,105	4,829	4,336	-10%
Oct.	2,881	5,012	4,328	-13%
Nov.	2,976	3,770	4,195	11%
Dec.	3,360	3,960		
YTD	26,164	47,636	56,057	

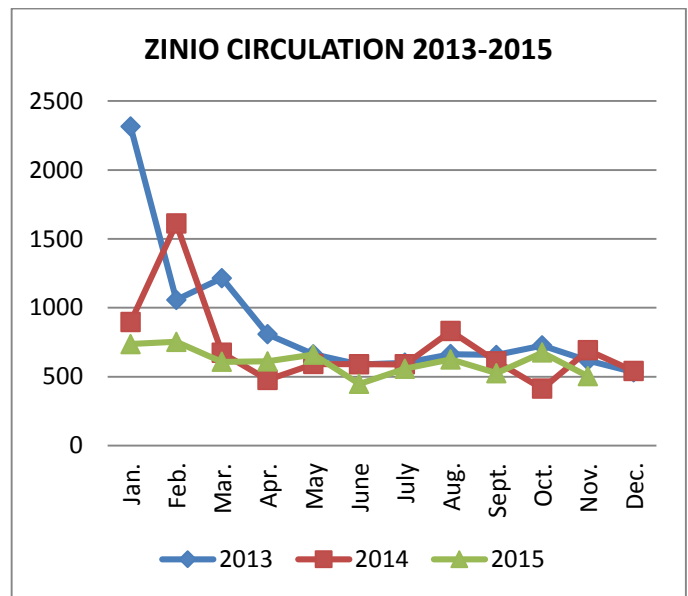


ONECLICK DIGITAL	2013	2014	2015	Rate of Change '14-'15
Jan.	292	355	321	-9%
Feb.	239	292	310	6%
Mar.	277	272	359	32%
Apr.	351	355	341	-4%
May	362	350	332	-5%
June	434	351	288	-13%
July	402	369	318	-14%
Aug.	408	361	318	-12%
Sept.	371	312	299	-4%
Oct.	434	382	331	-13%
Nov.	361	291	291	N/C
Dec.	411	269		
YTD	4,342	3,959	3,508	

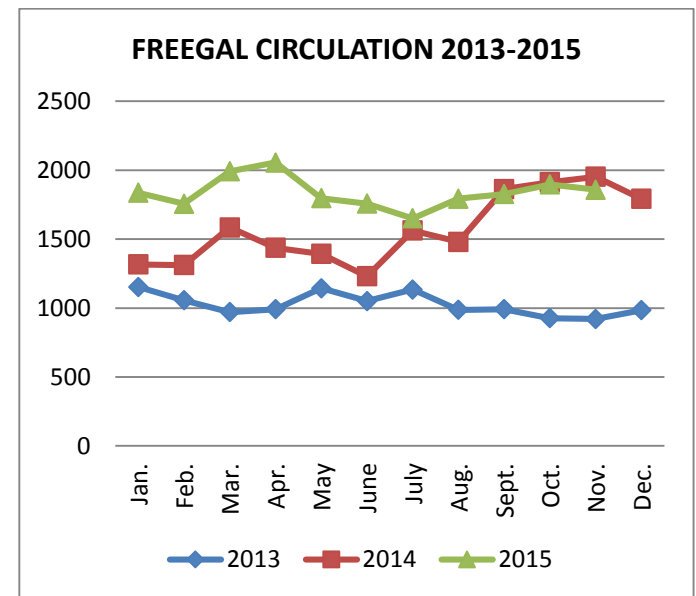


eCirculation

ZINIO	2013	2014	2015	Rate of Change '14-'15
Jan.	2,316	896	737	-17%
Feb.	1,057	1,611	753	-53%
Mar.	1,215	673	608	-9%
Apr.	808	477	612	28%
May	663	592	660	11%
June	589	591	448	-24%
July	601	590	558	-5%
Aug.	664	831	625	-25%
Sept.	658	610	526	-14%
Oct.	727	413	676	64%
Nov.	617	692	504	-27%
Dec.	533	541		
YTD	10,448	8,517	6,707	

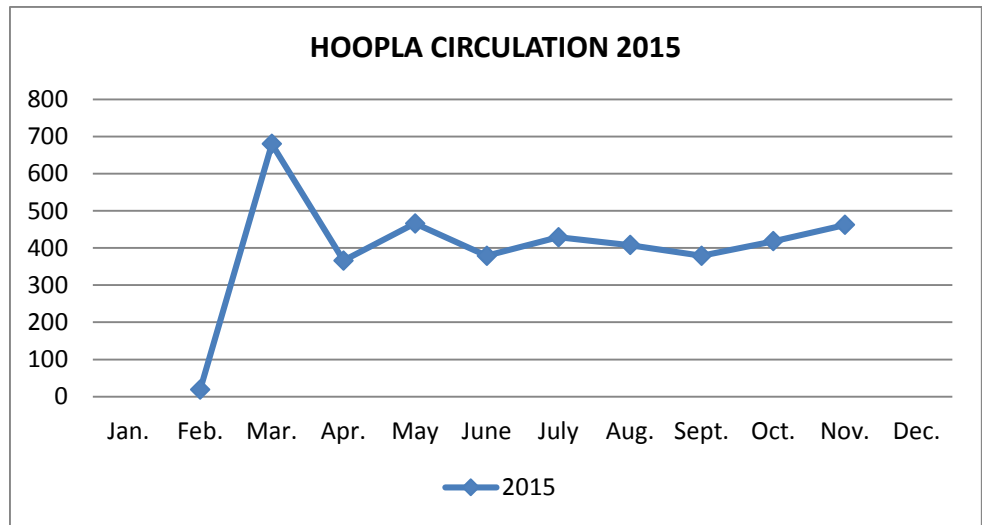


FREEGAL	2013	2014	2015	Rate of Change '14-'15
Jan.	1,153	1,317	1,836	39%
Feb.	1,056	1,312	1,756	34%
Mar.	971	1,585	1,992	25%
Apr.	992	1,437	2,056	43%
May	1,144	1,393	1,797	29%
June	1,051	1,230	1,758	43%
July	1,134	1,563	1,651	6%
Aug.	987	1,480	1,794	21%
Sept.	991	1,863	1,827	-2%
Oct.	926	1,913	1,897	-0.8%
Nov.	921	1,953	1,858	-5%
Dec.	984	1,792		
YTD	12,310	18,838	20,222	

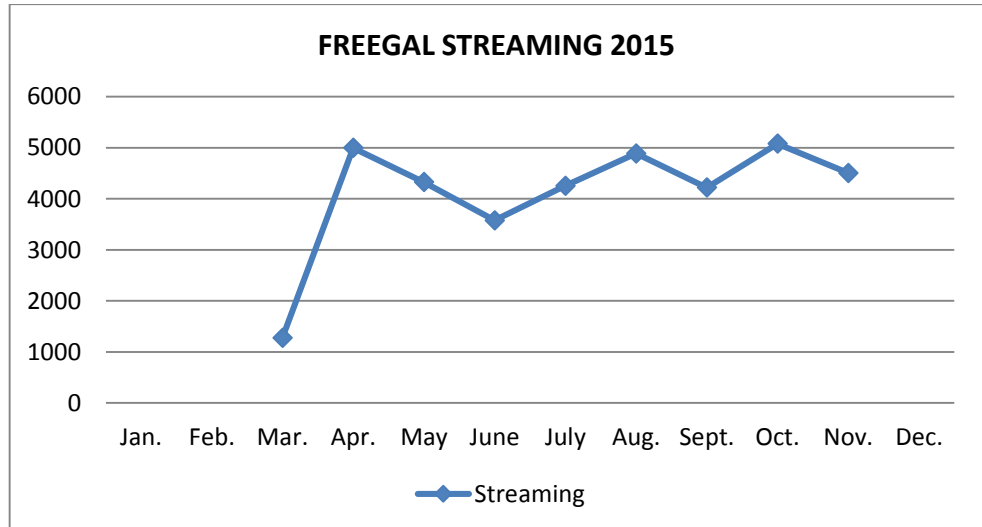


eCirculation

HOOPLA	2015
Jan.	N/A
Feb.	19
Mar.	680
Apr.	366
May	466
June	379
July	429
Aug.	408
Sept.	379
Oct.	418
Nov.	462
Dec.	
YTD	4,006

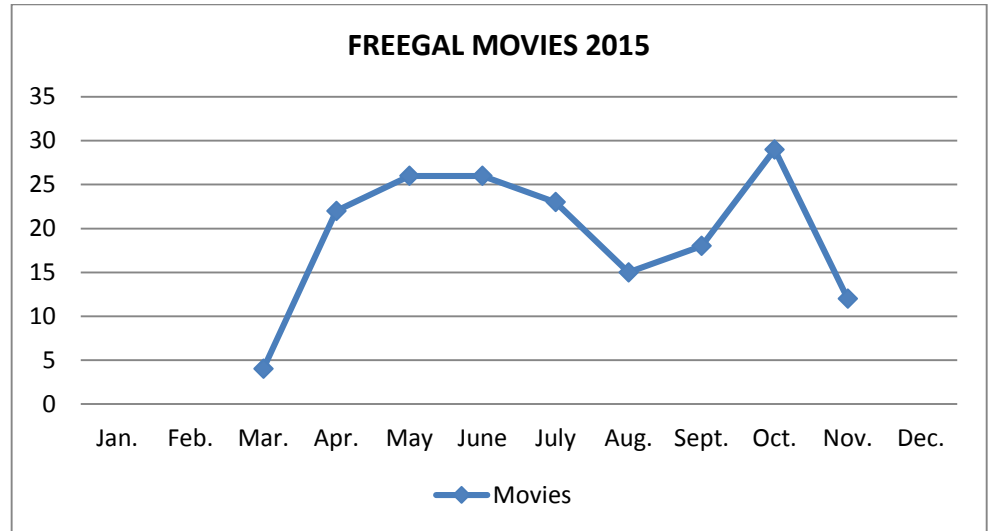


2015	Freegal Streaming
Jan.	
Feb.	
Mar.	1,278
Apr.	4,997
May	4,327
June	3,576
July	4,254
Aug.	4,888
Sept.	4,221
Oct.	5,079
Nov.	4,506
Dec.	
YTD	37,126



eCirculation

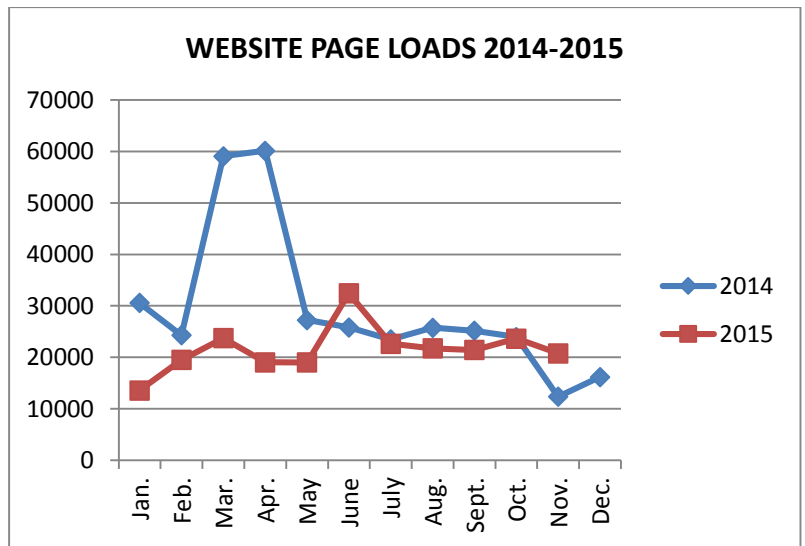
2015	Freegal Movies
Jan.	
Feb.	
Mar.	4
Apr.	22
May	26
June	26
July	23
Aug.	15
Sept.	18
Oct.	29
Nov.	12
Dec.	
YTD	175



WEBSITE PAGE LOADS

Notes: Website page loads saw a small 1% decrease from October 2014 to October 2015, and a huge 68% jump from November 2014 to November 2015.

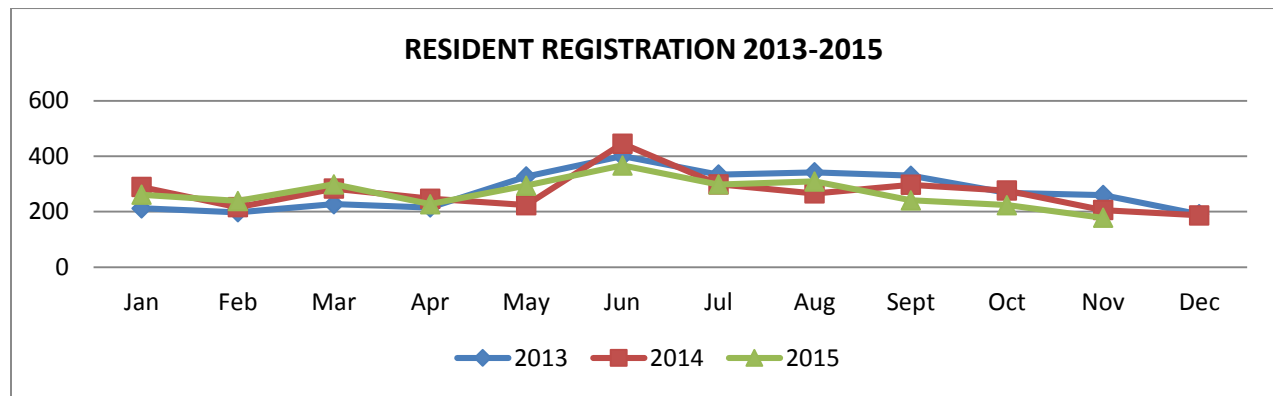
WEBSITE PAGE LOADS			
Month	2014	2015	Rate of Change
Jan.	30,560	13,576	-55%
Feb.	24,294	19,507	-20%
Mar.	59,079	23,744	-60%
Apr.	60,117	19,045	-68%
May	27,232	19,012	-30%
June	25,825	32,452	25%
July	23,477	22,663	-3%
Aug.	25,759	21,747	-15%
Sept.	25,165	21,422	-14%
Oct.	23,945	23,631	-1%
Nov.	12,362	20,791	68%
Dec.	16,184		
YTD	353,999	237,590	



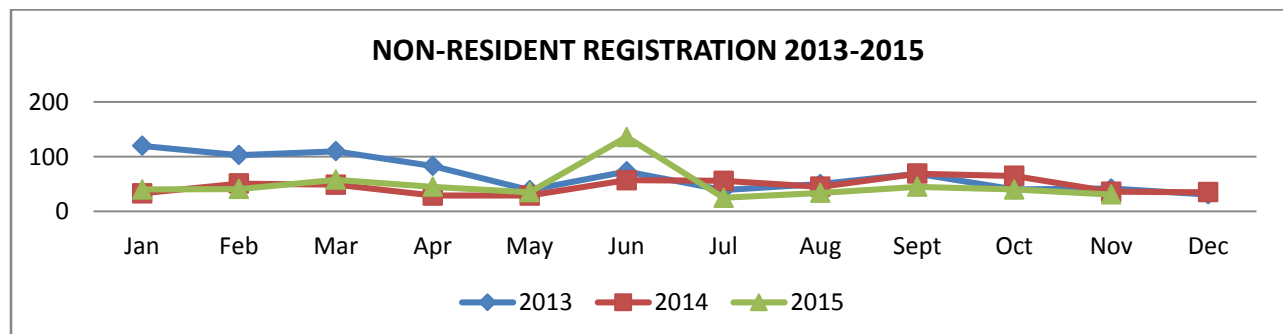
REGISTRATION

Notes: Resident registration decreased 14% in November 2015 over November 2014. Resident registration total in 2015 is 91% of 2014's total. Nonresident registration also saw a 14% decrease in November 2015 over November 2014.

RESIDENT REGISTRATION													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
2013	212	198	227	215	327	400	334	342	330	268	260	191	3,304
2014	289	216	283	247	224	445	299	266	297	276	206	187	3,235
2015	261	239	299	227	294	367	298	309	241	224	178		2,937
Change '14-'15	-10%	11%	6%	-8%	29%	-18%	0%	16%	-19%	-19%	-14%		



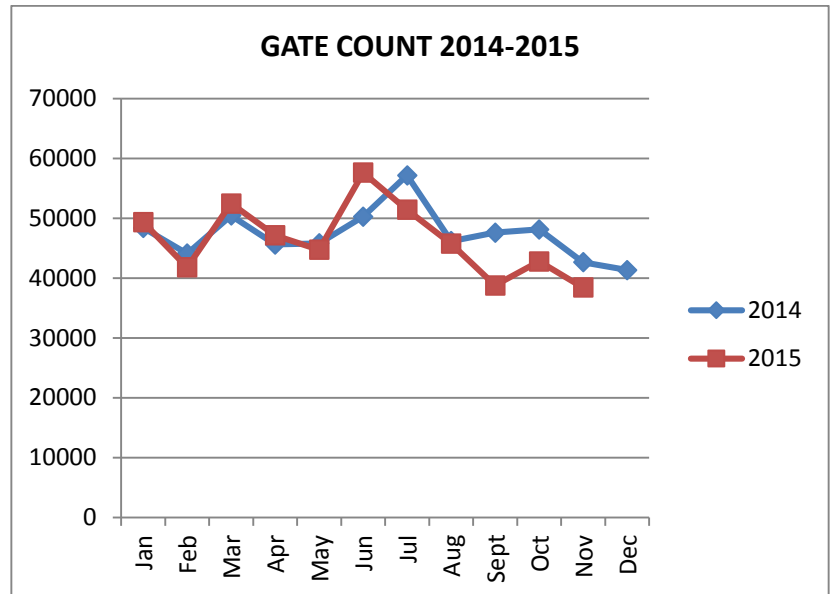
NON RESIDENT REGISTRATION													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
2013	120	103	110	83	39	73	39	50	69	40	42	31	799
2014	33	51	49	29	29	57	56	45	69	65	36	35	554
2015	40	41	58	45	35	136	25	34	45	40	31		530
Change '14-'15	21%	-20%	18%	55%	-22%	139%	-55%	-24	-35%	-38%	-14%		



GATE COUNT

Notes: Gate count decreased in October 2015 from October 2014 and in November 2015 from November 2014.

GATE COUNT	2014	2015	Rate of Change '14-'15
Jan.	48,393	49,349	2%
Feb.	44,079	41,781	-15%
Mar.	50,453	52,448	4%
Apr.	45,623	47,132	3%
May	45,804	44,737	-2%
June	50,266	57,624	15%
July	57,172	51,428	-10%
Aug.	46,170	45,745	-1%
Sept.	47,588	38,763	-18%
Oct.	48,130	42,786	-11%
Nov.	42,641	38,416	-9%
Dec.	41,326		
YTD	567,645	429,007	



LIBRARY VOLUNTEER HOURS

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

CITY OF RICHLAND

Revenue Report for Library Accounts January 1 through November 30, 2015

ACCT	ACCOUNT DESCRIPTION	ORIG BUDGET	ADJ BUDGET	MONTHLY RECEIPTS	Y-T-D	UNCOLLECTED REVENUE	PERCENT COLLECTED	PREVIOUS Y-T-D
CHARGES FOR GOODS & SVCS					4,998.55			
341691	LIBRARY: COPY SERVICES	12,000	12,000	1,056.15	11,315.84	684.16	94.30%	11,792.18
347220	LIBRARY: MISC CHARGES	4,500	4,500	122.00	3,016.19	1,483.81	67.03%	3,215.75
347270	LIBRARY: NON-RESIDENT FEES	5,750	5,750	465.00	5,463.55	286.45	95.02%	4,358.00
Total	CHARGES FOR GOODS & SVCS	22,250	22,250	1,643.15	19,795.58	2,454.42	88.97%	19,365.93
FINES & FORFEITS								
356501	LIBRARY: COURT RESTITUTION	0	0	0.00	0.00	0.00	0.00%	269.22
357360	LIBRARY COLLECTION AGENCY REFUNDS	0	0	60.00	645.00	-645.00	0.00%	1,436.00
359700	LIBRARY: MISC FINES	40,000	40,000	3,184.99	41,264.05	-1,264.05	103.16%	40,754.24
Total	FINES & FORFEITS	40,000	40,000	3,244.99	41,909.05	-1,909.05	104.77%	42,459.46
MISCELLANEOUS REVENUES								
362509	LIBRARY: BUILDING RENTAL	0	1,800	200.00	2,200.00	-400.00	122.22%	3,420.00
Total	MISCELLANEOUS REVENUES	0	1,800	200.00	2,200.00	-400.00	122.22%	3,420.00
TOTAL		62,250	64,050	5,088.14	63,904.63	145.37	99.77%	65,245.39

City of Richland Revenue Report for November 2015



RICHLAND PUBLIC LIBRARY
CERTIFICATION OF CLAIMS FOR PAYMENT
NOVEMBER 2015

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

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

Voucher Listings	Amount
October 1, 2015 thru October 31, 2015 (31740.88 + 6.83)	\$31,747.71
Interdepartmental Billings	
None	\$0.00
Transfer Advice (Salaries)	
Salaries for the weeks of 10/08/15 & 10/22/15	\$65,472.90
TOTAL MONTHLY EXPENSES	\$97,220.61

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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



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.



City Of Richland

VL-1 Voucher Listing

From: 11/1/2015 To: 11/30/2015

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001		GENERAL FUND			
Division:	303	LIBRARY			
ADAMS, LISA M		15-493 ADAMS	228859	15-493 WALE CONF-LAKE CHELAN	\$252.45
BANK OF AMERICA		TXN00023645	229171	INGRAM BOOKS	\$108.09
		TXN00023648		MAILERS	\$130.30
		TXN00023650		INGRAM BOOKS	\$88.55
		TXN00023655		INGRAM BOOKS	\$1,320.51
		TXN00023660		INGRAM BOOKS	\$316.36
		TXN00023662		INGRAM BOOKS	\$178.18
		TXN00023663		INGRAM BOOKS	\$328.37
		TXN00023670		INGRAM BOOKS	\$32.51
		TXN00023673		LAMINATE, TAPE, LABELS, SQUEEG	\$1,097.29
		TXN00023681		INGRAM BOOKS	\$26.70
		TXN00023686		INGRAM BOOKS	\$32.73
		TXN00023705		SAFETY CONES	\$89.01
		TXN00023711		OVERDRIVE DIGITAL EBOOK	\$36.96
		TXN00023730		INGRAM BOOKS	\$282.93
		TXN00023737		INGRAM BOOKS	\$479.60
		TXN00023742		INGRAM BOOKS	\$190.10
		TXN00023744		BLACKSTONE AUDIOBOOK	\$282.95
		TXN00023765		GALE LARGE PRINT	\$454.48
		TXN00023776		BAKER & TAYLOR BOOKS	\$150.34
		TXN00023781		BLACKSTONE AUDIOBOOKS	\$47.90
		TXN00023787		RECORDED BOOKS	\$22.65
		TXN00023795		OVERDRIVE DIGITAL EBOOK	\$98.98
		TXN00023796		TCD GALE LARGE PRINT	\$454.48
		TXN00023801		INGRAM BOOKS	\$278.83
		TXN00023818		TCD GALE - Credit	(\$454.48)
		TXN00023819		INGRAM BOOKS	\$1,202.44
		TXN00023836		INGRAM BOOKS	\$451.47
		TXN00023853		OVERDRIVE DIGITAL EBOOK	\$477.10
		TXN00023868		INGRAM BOOKS	\$297.74
		TXN00023869		INGRAM BOOKS	\$246.61
		TXN00023879		INGRAM BOOKS	\$293.59
		TXN00023885		INGRAM BOOKS	\$286.25
		TXN00023896		INGRAM BOOKS	\$191.01
		TXN00023897		COPY PAPER	\$290.39
		TXN00023908		INGRAM BOOKS	\$1,187.47
		TXN00023940		AMAZON DVD	\$112.61
		TXN00023944		AMAZON DVDS	\$63.24



City Of Richland

VL-1 Voucher Listing

From: 11/1/2015 To: 11/30/2015

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00023953	229171	AMAZON DVDS	\$117.64
		TXN00023957		STORAGE SHELVES	\$75.95
		TXN00023964		AMAZON DVDS	\$72.75
		TXN00023969		PENS, WIPES, ERASERS, BANDAGES	\$224.71
		TXN00023972		AMAZON DVDS	\$62.97
		TXN00023979		AMAZON DVDS	\$88.00
		TXN00023982		AMAZON DVDS	\$65.41
		TXN00023983		AMAZON DVDS	\$9.26
		TXN00023991		INGRAM BOOKS	\$328.70
		TXN00023997		INGRAM BOOKS	\$187.53
		TXN00024003		THOMSON WEST BOOKS	\$343.73
		TXN00024004		AMAZON DVDS	\$17.89
		TXN00024006		MORNINGSTAR DATABASE	\$684.00
		TXN00024010		INGRAM BOOKS	\$1,044.70
		TXN00024014		INGRAM BOOKS	\$252.67
		TXN00024015		BLACKSTONE AUDIOBOOKS	\$96.20
		TXN00024029		INGRAM BOOKS	\$341.23
		TXN00024034		INGRAM BOOKS	\$252.67
		TXN00024042		WHITE BOARD CLEANER, TAPE	\$97.03
		TXN00024048		AMAZON DVDS	\$69.44
		TXN00024050		INGRAM BOOKS	\$133.88
		TXN00024060		INGRAM BOOKS	\$192.73
		TXN00024070		OVERDRIVE DIGITAL EBOOK	\$175.88
		TXN00024074		DRY ERASE CLEANING KIT	\$5.96
		TXN00024077		INGRAM BOOKS	\$2,154.96
		TXN00024078		INGRAM BOOKS	\$140.74
		TXN00024084		INGRAM BOOKS	\$187.31
		TXN00024091		INGRAM BOOKS	\$118.49
		TXN00024122		AMAZON CREDIT	(\$2.17)
		TXN00024123		AMAZON CREDIT	(\$2.17)
		TXN00024127		BOOKMARKS & POSTER	\$36.00
		TXN00024128		INGRAM BOOKS	\$27.27
		TXN00024144		INGRAM BOOKS	\$349.67
		TXN00024147		INGRAM BOOKS	\$63.83
CASCADE NATURAL GAS CORP		09/15 61897100006	228877	NAT GAS 955 NRTHGATE 917-1019	\$214.48
CITY OF RICHLAND		10/2015 OCT	229022	CITY UTILITY BILLS/OCT 2015	\$4,138.60
FRONTIER	S016625	11/15 5099433152	229272	TELEPHONE CHARGE 11/4/15-12/3/	\$373.08
OCLC INC		0000427743	229101	CATALOGING SRVCS - OCT	\$971.69
PITNEY BOWES PURCHASE POWER		1031B/14823173	229118	POSTAGE 10/15/15 TO 10/31/15	\$247.82
STONEWAY ELECTRIC SUPPLY		S101408871.001	228937	POWER PACK	\$42.15
		S101409147.001-	228739	WIRE NUTS	\$6.77



City Of Richland

VL-1 Voucher Listing

From: 11/1/2015 To: 11/30/2015

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
STONEWAY ELECTRIC SUPPLY		S101422915.001	228937	LIGHT BULBS	\$263.72
		S101424521.001		LIGHT BULBS	\$26.35
UNIQUE MANAGEMENT SERVICES INC		315652	229334	COLLECTION SRVCS-OCT	\$80.55
XEROX CORPORATION		082046997	229165	W7225PT BASE CHRG/PRINTS-OCT	\$316.93
		082046998		W7225PT BASE CHRG/PRINTS-OCT	\$138.28
		082136917	229340	W7225PT BASE CHRG/PRINTS-OCT	\$176.20
		082136918		W7225 BASE CHRG/PRINTS-OCT	\$266.41
		0278285206	228963	PHONE CHARGES 10/23-11/22/15	\$144.74
LIBRARY TOTAL****					\$26,849.32
GENERAL FUND Total ***					\$26,849.32



City Of Richland
VL-1 Voucher Listing

From: 11/1/2015 To: 11/30/2015

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
--------	-------------	----------------	---------	---------------------	----------------

Invoice Total: ****

\$26,849.32

Number of Invoices

Amount

Vouchers In Richland

0

Vouchers In Tri Cities

0

Vouchers In WA

4

Vouchers Outside WA

83

\$26,510.33

Vouchers Final Total.....

87

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	\$19,528.09	72.73%
4	OTHER SERVICES & CHARGES	\$7,321.23	27.27%
Total		\$26,849.32	



RICHLAND PUBLIC LIBRARY
CERTIFICATION OF CLAIMS FOR PAYMENT
NOVEMBER 2015

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

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

Voucher Listings	Amount
October 1, 2015 thru October 31, 2015 (31740.88 + 6.83)	\$31,747.71
Interdepartmental Billings	
None	\$0.00
Transfer Advice (Salaries)	
Salaries for the weeks of 10/08/15 & 10/22/15	\$65,472.90
TOTAL MONTHLY EXPENSES	\$97,220.61

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

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

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

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

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

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

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

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

Grand Totals	2,019,845	2,019,845		129,964.52	1,541,917.78		0.00	477,927.22	76.3%	0.00
--------------	-----------	-----------	--	------------	--------------	--	------	------------	-------	------