



Agenda
Library Board Meeting
Tuesday, July 12, 2016
Library Board Room | 955 Northgate Drive

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

Liaisons: Council Liaison Luzzo Gilmour and Alternate Council Liaison Kent
Staff Liaison Library Manager Roseberry

Regular Meeting – 5:30 p.m.

Call to Order / Attendance:

Introduction of Guests:

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

June 14, 2016 Library Board Minutes

Report of the Library Manager:

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

Unfinished Business:

1. December 2015 Expenditures - January 2016 Certification of Claims for Payment
2. 2017 Budget

New Business:

Round Robin:

Agenda Items for Upcoming Board Meeting:

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

Adjournment

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

Richland Public Library is ADA accessible with special parking and access available at the entrance facing Northgate Drive. Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the Library Board Meeting by calling the City Clerk's Office at 942-7388.



MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
June 14, 2016 5:30 – 6:30 PM

CALL TO ORDER:

Chair Lunstad called the meeting to order at 5:34 p.m.

ATTENDANCE:

Chair Lunstad, Vice Chair Somasundaram, and Board Members Aebersold, Mitchell, and Mohr were present. Council Liaison Luzzo Gilmour was present. Library Manager Roseberry was present.

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

APPROVAL OF AGENDA:

BOARD MEMBER AEBERSOLD MOVED AND BOARD MEMBER MITCHELL SECONDED THE MOTION TO APPROVE THE AGENDA AS SUBMITTED. THE MOTION CARRIED 5-0.

APPROVAL OF MINUTES:

BOARD MEMBER MITCHELL MOVED AND VICE CHAIR SOMASUNDARAM SECONDED THE MOTION TO APPROVE THE MINUTES AS SUBMITTED. THE MOTION CARRIED 4-0. BOARD MEMBER MOHR ABSTAINED, CITING ABSENCE FROM THE MAY MEETING.

REPORT OF THE LIBRARY MANAGER:

Attached

PUBLIC COMMENTS:

None

APPROVAL OF BILLS:

BOARD MEMBER MITCHELL MOVED AND BOARD MEMBER MOHR SECONDED THE MOTION TO APPROVE THE CERTIFICATION FOR CLAIMS FOR MAY 2016 IN THE AMOUNT OF \$80,710.70. THE MOTION CARRIED 5-0.

UNFINISHED BUSINESS:

The Certification of Claims for December 2015 Expenditures was deferred to the July meeting.

NEW BUSINESS:

Library Staff Presentation – Processing

Board members moved to the Processing area on the first floor. Theresa Barnaby introduced Anne Silva and Carole Rodriguez, who both demonstrated processing and answered questions.

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

Library Staff Presentation – TBD

2017 Budget

Business Plan

ADJOURNMENT:

Chair Lunstad adjourned the meeting at 7:00 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

July 2016

Library Foundation

The Library Foundation will not meet during the summer months. The planning is going forward with The Mastersingers for a joint fundraiser on July 30.

Friends of the Library

The Friends met June 27. The three pop-up sales days have gone well; garnering \$170-200 per day. The Bookroom will be upgrading to a chip reader for the debit/credit card process.

Statistics:

Will be distributed at the board meeting.

Revenue / Expense / Voucher Listing:

Revenue

Due to the city budget schedule revenue will be deferred to the August meeting.

Expense

Mid-year numbers are on or below estimates.

Voucher Listing

You might note two unusual types of purchases. First, upon advice, we purchased pens to detect counterfeit bills. Also, you will note payments to Beaver Bark and other vendors, which were for the Art Commission, for the installation of a piece at Howard Amon. Larsen Transfer moved out the damaged tables and both Leslie Campbell Hime and Brianna Hoffman traveled to the annual conference of the American Library Association.

Staff presentation

Deferred to August meeting.

STEAMspace

Ordinance 29-16, requesting transfer from the Library Bond Reserve to the 2016 Operating Budget was approved by City Council on June 21.

January 2016 Certification for Claims – December 2015 Expenses

The revised form, with documentation and note regarding the \$123.11 was included in the packet.

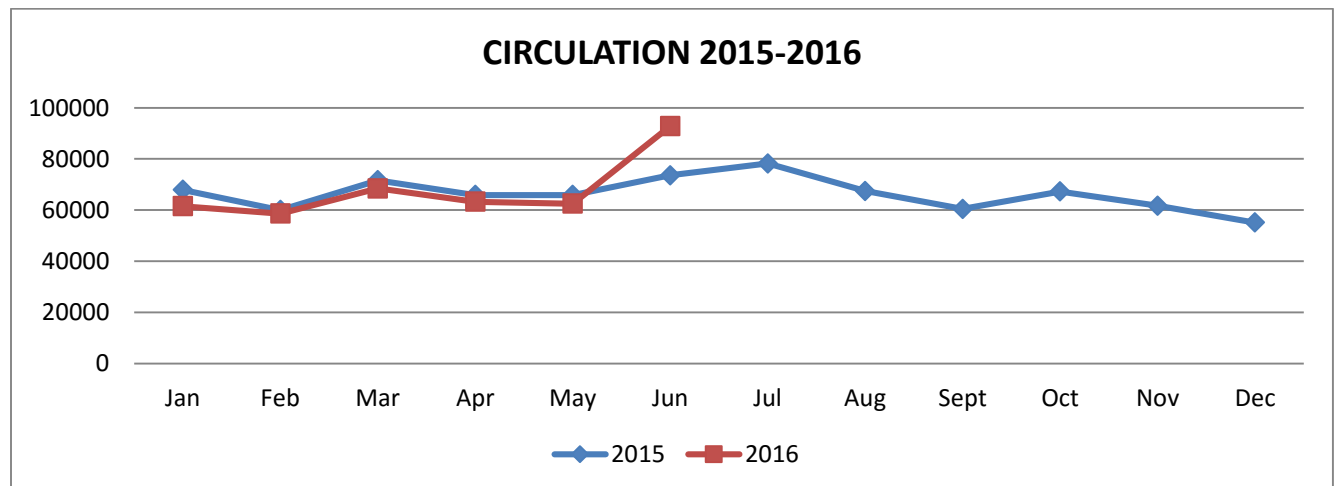
2017 Budget

The 2017 draft budget, submitted to the City Manager on July 8, will be distributed at the meeting.

CIRCULATION

Notes: June 2016 was a banner month for circulation at RPL. As you can see from the table below, June 2016 was the highest circulation in the last four years. The next highest monthly circulation was July of 2015. This increase was in physical circulation, as all digital services but Hoopla showed decreases in circulation. This increase can be attributed in part to the start of all Summer Reading Programs. It was certainly a busy month!

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	92,778	26%
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	407,234	

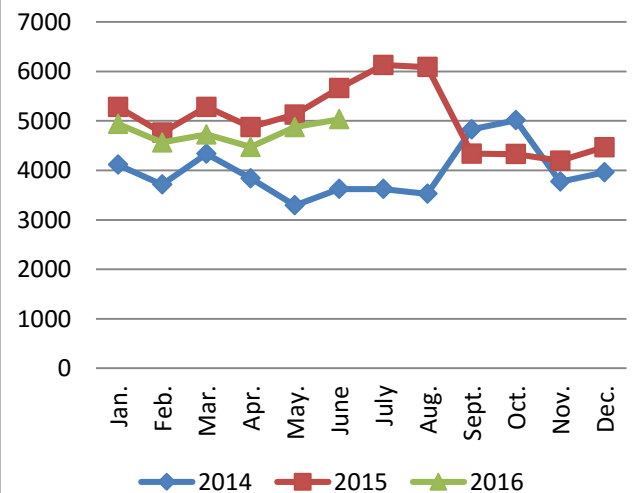


eCirculation

Notes: All digital services saw declines in circulation in June 2016 compared to June 2015 except for Hoopla, which saw a 107% increase over last year. Even though all digital services saw decreases in circulation over June 2015, Freegal and Overdrive were up considerably over June 2014's totals.

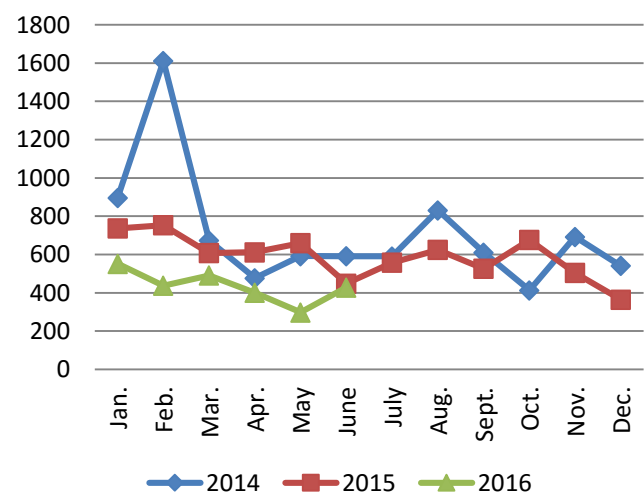
OVER DRIVE	2013	2014	2015	2016	Rate of Change '15-'16
Jan.	1,676	4,114	5,281	4,938	-6%
Feb.	1,387	3,714	4,762	4,563	-4%
Mar.	1,530	4,333	5,281	4,724	-10%
Apr.	1,541	3,838	4,873	4,474	-8%
May	1,482	3,294	5,125	4,875	-5%
June	1,966	3,624	5,659	5,033	-11%
July	2,487	3,622	6,130		
Aug.	2,773	3,526	6,087		
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	28,607	

OVERDRIVE CIRCULATION 2014-2016



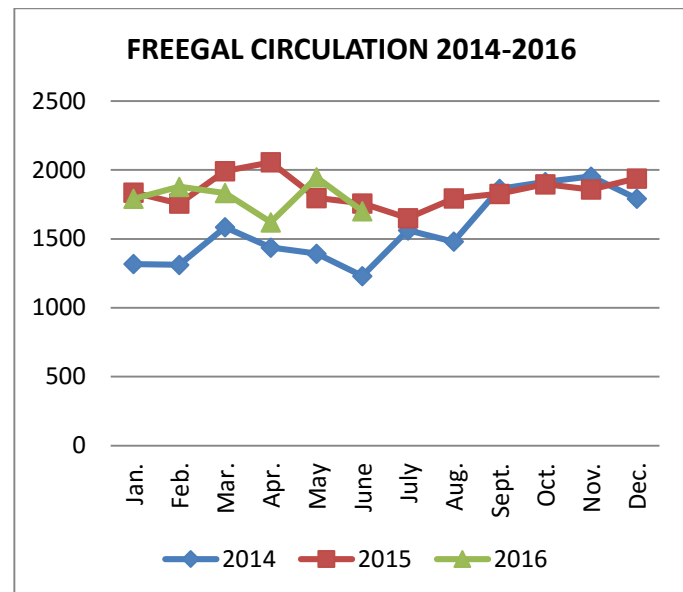
ZINIO	2013	2014	2015	2016	Rate of Change '15-'16
Jan.	2,316	896	737	552	-25%
Feb.	1,057	1,611	753	437	-42%
Mar.	1,215	673	608	491	-19%
Apr.	808	477	612	401	-34%
May	663	592	660	298	-55%
June	589	591	448	428	-4%
July	601	590	558		
Aug.	664	831	625		
Sept.	658	610	526		
Oct.	727	413	676		
Nov.	617	692	504		
Dec.	533	541	365		
YTD	10,448	8,517	7,072	2,607	

ZINIO CIRCULATION 2014-2016

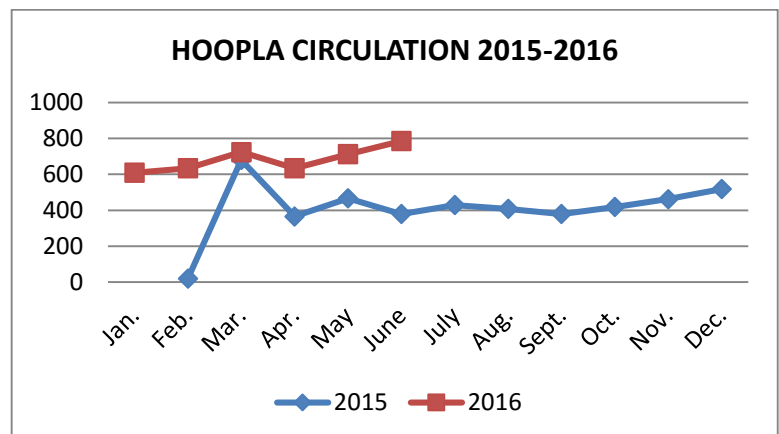


eCirculation

FREGAL	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	1,702	-3%
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	10,771	

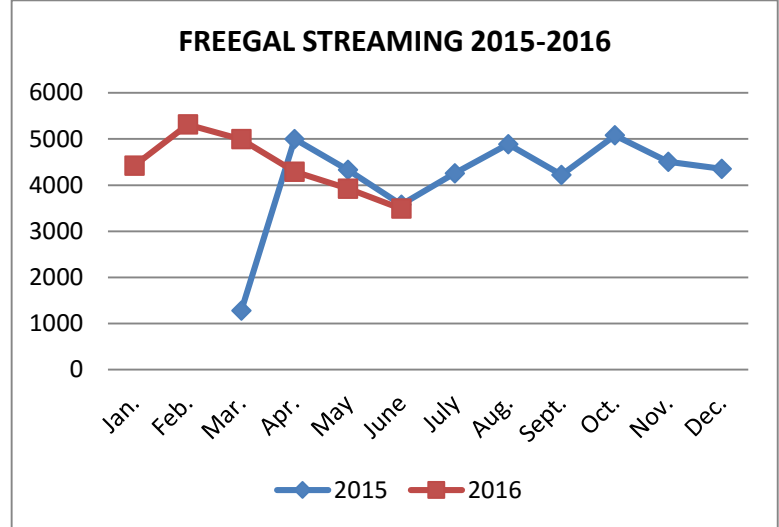


HOOPLA	2015	2016	Rate of Change '15-'16
Jan.	N/A	609	N/A
Feb.	19	634	3237%
Mar.	680	724	6%
Apr.	366	634	73%
May	466	712	53%
June	379	785	107%
July	429		
Aug.	408		
Sept.	379		
Oct.	418		
Nov.	462		
Dec.	518		
YTD	4,524	4,098	

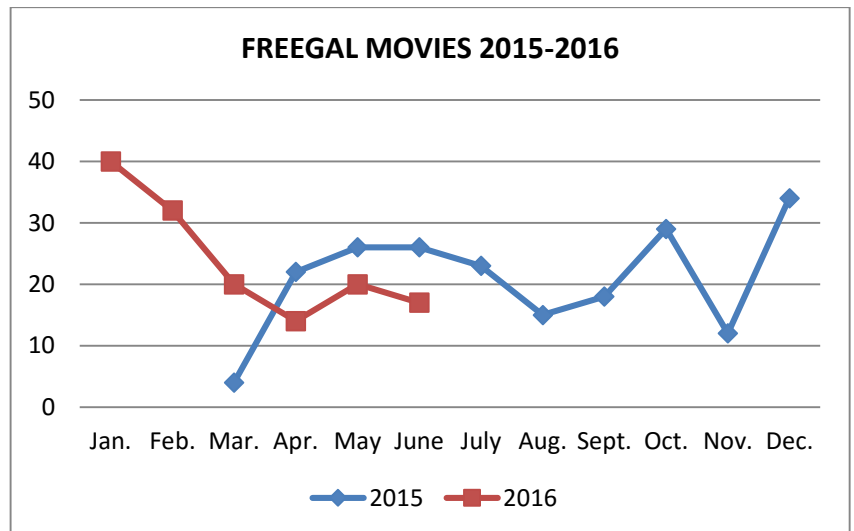


eCirculation

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	3,489	-2%
July	4,254		
Aug.	4,888		
Sept.	4,221		
Oct.	5,079		
Nov.	4,506		
Dec.	4,353		
YTD	41,479	26,433	



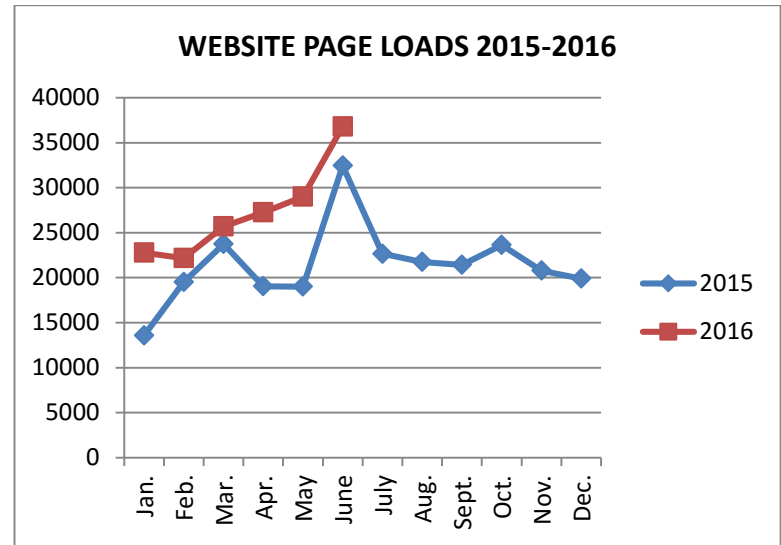
Freegal Movies	2015	2016	Rate of Change '15-'16
Jan.	N/A	40	N/A
Feb.	N/A	32	N/A
Mar.	4	20	400%
Apr.	22	14	-36%
May	26	20	-23%
June	26	17	-35%
July	23		
Aug.	15		
Sept.	18		
Oct.	29		
Nov.	12		
Dec.	34		
YTD	209	143	



WEBSITE PAGE LOADS

Notes: Website page loads continue to increase over last year with June 2016 showing a 13% increase over June 2015 and a 27% increase from the previous month.

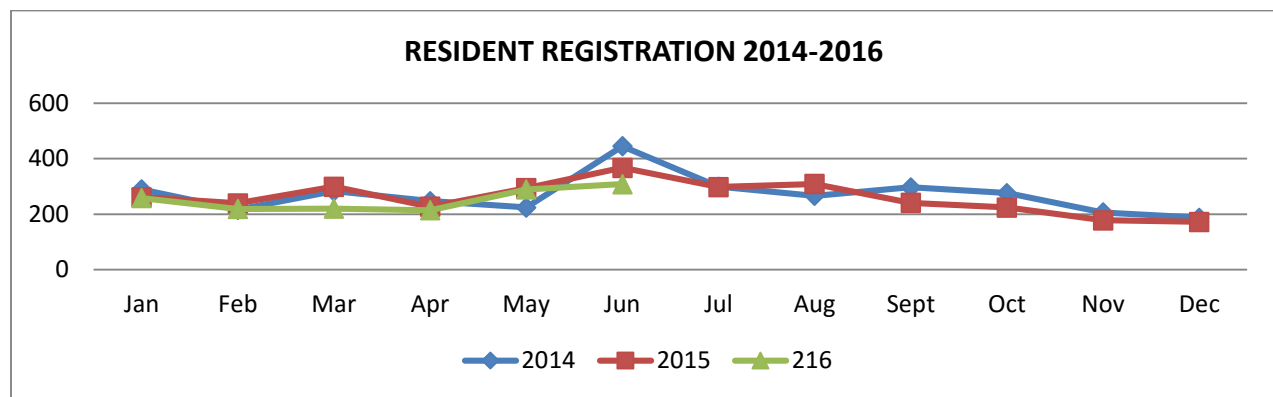
WEBSITE PAGE LOADS	2014	2015	2016	Rate of Change
Jan.	30,560	13,576	22,786	68%
Feb.	24,294	19,507	22,169	14%
Mar.	59,079	23,744	25,704	8%
Apr.	60,117	19,045	27,257	43%
May	27,232	19,012	29,013	53%
June	25,825	32,452	36,788	13%
July	23,477	22,663		
Aug.	25,759	21,747		
Sept.	25,165	21,422		
Oct.	23,945	23,631		
Nov.	12,362	20,791		
Dec.	16,184	19,901		
YTD	353,999	257,491	163,717	



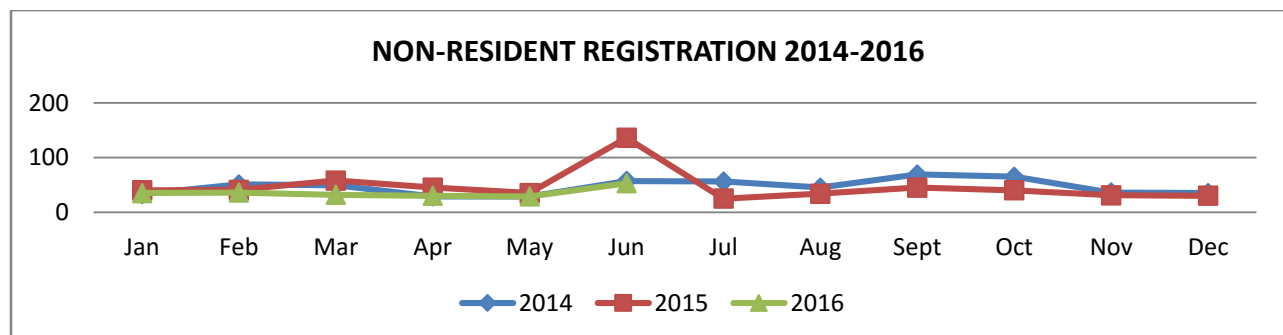
REGISTRATION

Notes: Resident registration was down in June 2016 over June 2015. Non-resident registration was also down 61% from June 2015, but was up 104% from May 2015.

RESIDENT REGISTRATION													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
2013	212	198	227	215	327	400	334	342	330	268	260	191	3,304
2014	289	216	283	247	224	445	299	266	297	276	206	187	3,235
2015	261	239	299	227	294	367	298	309	241	224	178	172	3,109
2016	258	219	220	214	289	308							1,508
Change '15-'16	-1%	-8%	-26%	-6%	-2%	-16%							



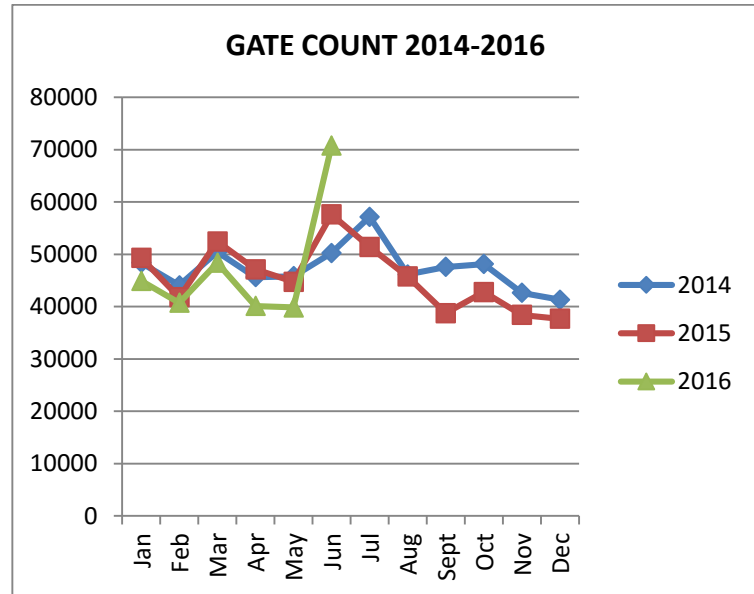
NON RESIDENT REGISTRATION													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
2013	120	103	110	83	39	73	39	50	69	40	42	31	799
2014	33	51	49	29	29	57	56	45	69	65	36	35	554
2015	40	41	58	45	35	136	25	34	45	40	31	30	560
2016	35	36	32	30	29	53							215
Change '15-'16	-13%	-12%	-45%	-33%	-17%	-61%							



GATE COUNT

Notes: Gate count showed a 23% increase in June 2016 over June 2015. There was also a considerable 78% increase in June 2016 over May 2015 to correlate to the huge increase in physical circulation during June 2016.

GATE COUNT	2014	2015	2016	Rate of Change '15-'16
Jan.	48,393	49,349	44,917	-9%
Feb.	44,079	41,781	40,747	-2%
Mar.	50,453	52,448	48,398	-7%
Apr.	45,623	47,132	40,120	-15%
May	45,804	44,737	39,870	-11%
June	50,266	57,624	70,770	23%
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	284,992	



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	12	12	225	158
July				
Aug.				
Sept.				
Oct.				
Nov.				
Dec.				
YTD	100	95	1,261	781

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 Accounts January 1 through June 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	871.55	5,458.45	7,541.55	41.99%	6,324.55
347220	LIBRARY: MISC CHARGES	4,000	4,000	70.00	1,107.10	2,892.90	27.68%	2,020.29
347270	LIBRARY: NON-RESIDENT FEES	5,500	5,500	435.00	2,435.00	3,065.00	44.27%	2,708.55
Total	CHARGES FOR GOODS & SVCS	22,500	22,500	1,376.55	9,000.55	13,499.45	40.00%	11,053.39
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	135.01	771.96	-271.96	0.00%	300.00
359700	LIBRARY: MISC FINES	41,000	41,000	4,244.01	23,114.52	17,885.48	56.38%	24,608.05
Total	FINES & FORFEITS	41,500	41,500	4,379.02	23,886.48	17,613.52	57.56%	24,908.05
MISCELLANEOUS REVENUES								
362509	LIBRARY: BUILDING RENTAL	2,400	2,400	200.00	1,200.00	1,200.00	50.00%	1,200.00
Total	MISCELLANEOUS REVENUES	2,400	2,400	200.00	1,200.00	1,200.00	50.00%	1,200.00
TOTAL		66,400	66,400	5,955.57	34,087.03	32,312.97	51.34%	37,161.44

City of Richland Revenue Report for June 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	70,174.80	301,595.36	0.00	458,701.64	39.7%	335,673.17
1102	SALARIES-PART TIME		174,506	174,506	16,611.05	74,359.27	0.00	100,146.73	42.6%	84,047.34
1104	SALARIES-INTERMITTENT/TEMP		62,482	62,482	3,715.98	15,103.92	0.00	47,378.08	24.2%	8,572.18
1201	SALARIES & WAGES-OVERTIME		750	750	0.00	218.67	0.00	531.33	29.2%	9.12
1302	VACATION/PTO CASHOUT		68,364	68,364	2,286.40	20,249.04	0.00	48,114.96	29.6%	57,176.78
			1,066,399	1,066,399	92,788.23	411,526.26	0.00	654,872.74		485,478.59
Type:	2	BENEFITS								
2101	SOCIAL SECURITY-FICA		85,574	85,574	7,037.86	30,655.12	0.00	54,918.88	35.8%	36,239.74
2103	PENSION CONTRIBUTIONS-PERS		103,614	103,614	9,484.49	41,150.54	0.00	62,463.46	39.7%	38,130.40
2105	INDUSTRIAL INS & MED AID		19,167	19,167	1,560.55	7,880.36	0.00	11,286.64	41.1%	5,360.85
2106	UNEMPLOYMENT		2,126	2,126	185.59	823.14	0.00	1,302.86	38.7%	2,116.71
2107	LIFE & DISABILITY INSURANCE		7,397	7,397	462.44	2,803.41	0.00	4,593.59	37.9%	3,589.93
2108	DENTAL INSURANCE		23,212	23,212	1,654.08	9,924.48	0.00	13,287.52	42.8%	10,862.50
2109	HEALTH INSURANCE		209,081	209,081	14,075.44	84,897.62	0.00	124,183.38	40.6%	102,706.32
2110	VISION INSURANCE		3,822	3,822	259.68	1,558.08	0.00	2,263.92	40.8%	1,760.91
2112	DEFERRED COMPENSATION		40,291	40,291	3,693.97	15,888.50	0.00	24,402.50	39.4%	17,641.48
2118	POST EMPLOYEE HEALTH BENE		32,000	32,000	1,999.98	12,666.54	0.00	19,333.46	39.6%	13,556.82
			526,284	526,284	40,414.08	208,247.79	0.00	318,036.21		231,965.66
Type:	3	SUPPLIES								
3102	OPERATING SUPPLIES & MATERI		32,850	32,850	2,435.29	7,366.81	0.00	25,483.19	22.4%	16,171.93
3105	COPIER SUPPLIES		1,000	1,000	0.00	369.13	0.00	630.87	36.9%	538.46
3401	LIBRARY RESOURCES		261,500	261,500	15,090.66	140,179.27	0.00	121,320.73	53.6%	143,585.84
3583	SOFTWARE-LICENSING & UPGR		40,867	40,867	725.00	29,111.29	0.00	11,755.71	71.2%	24,391.43
3993	SUPPLIES - PIP AWARDS		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			336,217	336,217	18,250.95	177,026.50	0.00	159,190.50		184,687.66
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	971.69	10,108.55	0.00	16,391.45	38.1%	5,881.97
4135	SHARED VALUES PROGRAM		488	488	0.00	292.48	0.00	195.52	59.9%	277.78
4201	TELEPHONE & COMM SVCS		6,000	6,000	517.52	3,141.82	0.00	2,858.18	52.4%	3,125.54
4202	POSTAGE		5,098	5,098	11.72	1,675.86	0.00	3,422.14	32.9%	4,091.17

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	1,267.96	2,081.22	0.00	1,660.78	55.6%	3,185.98
4504		COPIER/FAX LEASE RENTAL MAI	5,160	5,160	501.20	2,310.44	0.00	2,849.56	44.8%	2,152.70
4505		RENTALS-OTHER	5,136	5,136	464.64	2,638.80	0.00	2,497.20	51.4%	2,141.25
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	4,151.76	22,273.00	0.00	42,083.00	34.6%	21,790.41
4802		REPAIRS AND MAINT-EQUIPMEN	3,690	3,690	0.00	3,051.66	0.00	638.34	82.7%	3,078.40
4806		REPAIRS AND MAINT-STRUCTUR	0	270,000	0.00	0.00	0.00	270,000.00	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	252.41	322.39	0.00	77.61	80.6%	725.66
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	285.00	1,149.88	0.00	2,030.12	36.2%	1,808.37
4913		COLLECTION SERVICES	2,622	2,622	187.95	1,790.00	0.00	832.00	68.3%	984.50
4993		SERVICES & CHARGES PIP AWA	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			160,788	441,227	8,611.85	79,722.10	0.00	361,504.90		81,528.73
Type:	5	INTERGOVERNMENTAL SERVICES								
5117		INTERLIBRARY SVCS	200	200	0.00	0.00	0.00	200.00	0.0%	70.00
5301		STATE TAXES	2,100	2,100	48.87	409.95	0.00	1,690.05	19.5%	501.27
			2,300	2,300	48.87	409.95	0.00	1,890.05		571.27
Type:	6	CAPITAL								
6340		PUBLIC ARTS IMPROVEMENT	0	6,000	1,040.47	6,652.05	0.00	652.05	110.9%	0.00
6406		FURNITURE & FIXTURES > \$5,000	0	51,350	0.00	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	1,040.47	53,782.42	0.00	3,567.58		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	2,429,777	161,154.45	930,715.02	0.00	1,499,061.98	38.3%	984,231.91

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

Grand Totals	2,091,988	2,429,777	161,154.45	930,715.02	0.00	1,499,061.98	38.3%	984,231.91
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RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

JULY 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 **\$169,809.06** this **12th** day of **July 2016**.

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

Voucher Listings	Amount
June 1, 2016 thru June 30, 2016	\$77,020.83
Transfer Advice (Salaries)	
Salaries for the weeks of: 06/02/16; 06/16/16; 06/30/16	\$92,788.23
MONTHLY EXPENSES	\$169,809.06

Comments:

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: 6/1/2016 To: 6/30/2016

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001		GENERAL FUND			
Division:	303	LIBRARY			
BANK OF AMERICA		TXN00026977	235311	INGRAM BOOKS	\$270.13
		TXN00026988		INGRAM BOOKS	\$296.95
		TXN00026997		HOTEL BH TRP# 16-065	\$337.76
		TXN00027003		OVERDRIVE DIGITAL	\$386.44
		TXN00027028		INGRAM BOOKS	\$277.24
		TXN00027057		ENVELOPES	\$20.51
		TXN00027064		INGRAM BOOKS	\$33.99
		TXN00027068		INGRAM BOOKS	\$149.76
		TXN00027071		COUNTERFEIT PENS	\$27.25
		TXN00027072		OVERDRIVE DIGITAL	\$107.97
		TXN00027080		OVERDRIVE DIGITAL	\$165.82
		TXN00027084		INGRAM BOOKS	\$69.68
		TXN00027094		LABELS	\$70.55
		TXN00027097		INGRAM BOOKS	\$24.33
		TXN00027099		INGRAM BOOKS	\$704.28
		TXN00027100		SURGE SUPPRESSORS	\$104.23
		TXN00027108		DISH SOAP & SPRAY BOTTLES	\$31.90
		TXN00027113		INGRAM BOOKS	\$1,259.08
		TXN00027115		SURGE SUPPRESSORS	\$161.47
		TXN00027118		LAMINATE	\$483.70
		TXN00027144		INGRAM BOOKS	\$308.65
		TXN00027150		EASELS, DVD CASES, EXACTO BLAD	\$150.86
		TXN00027155		SURGE SUPPRESSORS	\$108.56
		TXN00027167		INGRAM BOOKS	\$106.16
		TXN00027168		LOWES #02344 - CEMENT COLOR, M	\$163.11
		TXN00027170		SUN RENTAL CENTER -COBBLESTONE	\$89.60
		TXN00027172		BEAVER BARK LTD - CONCRETE TRA	\$307.99
		TXN00027182		INGRAM BOOKS	\$139.94
		TXN00027184		INGRAM BOOKS	\$422.47
		TXN00027185		REGISTRATION LCH ALA TRP #16-2	\$285.00
		TXN00027196		INGRAM BOOKS	\$1,324.08
		TXN00027198		INGRAM BOOKS	\$40.40
		TXN00027204		INGRAM BOOKS	\$195.38
		TXN00027205		AIR FARE LCH TRP# 16-259	\$895.20
		TXN00027207		INGRAM BOOKS	\$640.14
		TXN00027214		AGENT FEE LCH tRP # 16-259	\$35.00
		TXN00027217		THE HOME DEPOT #4746 - CIRCSAW	\$171.45
		TXN00027240		BAKER & TAYLOR BOOKS	\$150.90



City Of Richland

VL-1 Voucher Listing

From: 6/1/2016 To: 6/30/2016

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00027248	235311	BEAVER BARK LTD - CLEANING DEP	(\$30.00)
		TXN00027249		ACE HDWE - paint	\$15.18
		TXN00027269		INGRAM BOOKS	\$131.56
		TXN00027277		OFFICE SUPPLIES	\$86.08
		TXN00027279		KEYS	\$24.34
		TXN00027283		INGRAM BOOKS	\$209.59
		TXN00027294		INGRAM BOOKS	\$227.47
		TXN00027297		INGRAM BOOKS	\$911.43
		TXN00027328		INGRAM BOOKS	\$111.75
		TXN00027345		INGRAM BOOKS	\$599.30
		TXN00027347		INGRAM BOOKS	\$284.99
		TXN00027356		INGRAM BOOKS	\$90.14
		TXN00027363		OVERDRIVE DIGITAL	\$801.80
		TXN00027373		INGRAM BOOKS	\$18.67
		TXN00027375		INGRAM BOOKS	\$59.95
		TXN00027376		SW WA LIBRARY DIRECTORS MTG	\$50.74
		TXN00027381		INGRAM BOOKS	\$659.03
		TXN00027386		INGRAM BOOKS	\$75.12
		TXN00027387		STORAGE CONTAINERS & HOOK	\$19.52
		TXN00027400		RETURN HOOK	(\$8.68)
		TXN00027401		STORAGE & STAFF RM SUPPLIES	\$58.98
		TXN00027408		INGRAM BOOKS	\$47.58
		TXN00027410		INGRAM BOOKS	\$90.13
		TXN00027417		INGRAM BOOKS	\$459.39
		TXN00027435		TUGGMOVIES	\$87.00
		TXN00027436		INGRAM BOOKS	\$155.98
		TXN00027437		INGRAM BOOKS	\$256.73
		TXN00027442		INGRAM BOOKS	\$127.45
		TXN00027445		INGRAM BOOKS	\$95.98
		TXN00027451		HAND SANITIZER	\$102.30
		TXN00027453		DESK ORGANIZER	\$92.62
		TXN00027462		INGRAM BOOKS	\$18.03
		TXN00027464		BOOK TAPE	\$73.31
		TXN00027466		INGRAM BOOKS	\$132.34
		TXN00027467		DISC REPAIR SUPPLIES	\$713.90
CASCADE NATURAL GAS CORP		05/15-61897100006	234657	NAT GAS 955 NRTHGT 04/18-05/18	\$177.58
		06/15-61897100006	235468	NAT GAS 955 NRTHGT 05/18-06/18	\$96.37
CITY OF RICHLAND		05/2016 MAY	235169	CITY UTILITY BILLS/MAY 2016	\$4,055.39
ENVISION WARE INC		INV-US-25084	234885	MOBILE PRINT SUBSCRIPTION	\$725.00
FRONTIER	S016968	06/16 5099433152	235204	TELEPHONE CHARGE 6/4/16 -7/3/1	\$370.13
HAWORTH INC	P056234	3000667807	234703	VZAR-0000, TR-E, Panel, Recept	\$1.99



City Of Richland

VL-1 Voucher Listing

From: 6/1/2016 To: 6/30/2016

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
HAWORTH INC	P056234	3000667807	234703	VZAD-0000-R, TR-E, Elec Comp,	\$2.39
	P056234			VZEK-0R48-NNH, TR-E, Compose,	\$56.15
	P056234			VZEB-0000-2, Compose, Base Fee	\$92.71
	P056234			VZCE-5000-A, TR-E, Compose, Pa	\$134.75
	P056234			1-0229, Installation Non-Hawor	\$4,952.16
	P056234			45TC-2472-LT4PCA, H-KA, HP-8J,	\$8,235.05
	P056234			WUAC-WSG, Casegood, Grommet	\$186.68
	P056234			TATA-4872-LJMNPG4N, H-KA, HP-K	\$8,145.65
	P056234			JTPL-3642-JYJYS, H-ED, HP-3E,	\$501.47
	P056234			JLPD-0342-S1, TR-E, TR-E, LR-B	\$2,246.59
	P056234	3000668407		2377-8713, TR-E, Chair Arm, Ar	\$46.18
	P056234			SCM-44-OT, TR-FE, TR-7, TR-LE,	\$6,240.24
	P056234			SCM-44-OT, TR-FC, TR-7, TR-LE,	\$6,240.24
	P056234			SCM-44OT, TR-FN, TR-7, TR-LE V	\$6,240.24
	P056234			SZTS-20-MX,3A-18, TR-E, Chair	\$306.71
	P056234	3000674469		SPLY-1542, H-KA, TR-KO, TR-LE,	\$2,181.17
MIDWEST TAPE		94016874	235082	DATABASES	\$1,450.58
MONARCH MACHINE & TOOL CO INC		A184112	235085	HR FLAT BAR	\$66.46
OCLC INC		0000467540	235238	CATALOGING SRVCS - MAY	\$971.69
SUNBELT RENTALS INC		60186889-001	235112	EXCAVATOR CAB/BUCKET	\$256.68
THE GALE GROUP INC		57989333	235117	BOOKS-9 TITLES	\$247.76
		57997758		BOOKS-4 TITLES	\$98.80
		58005644		BOOKS-4 TITLES	\$95.00
		58062832		BOOKS-6 TITLES	\$152.76
		58072470		BOOKS-5 TITLES	\$101.79
		87989185		BOOKS-8 TITLES	\$211.28
		110209	234779	LIBRARY- MOVE CARTON/WARDROBE	\$3,452.66
UNIQUE MANAGEMENT SERVICES INC		428651	235277	COLLECTION SRVCS-MAY	\$187.95
UNITED PARCEL SERVICE	S016974	000986641246	235278	GROUND PKG TO UPSHUR COUNTY PU	\$7.81
	S016974	000986641256		GROUND PKG TO WASH STATE LIBRA	\$3.91
XEROX CORPORATION		084848839	235293	W7225PT BASE CHRG/PRINTS-MAY	\$347.86
		084848840		W7225 BASE CHRG/PRINTS-MAY	\$153.34
		084940475		W7225PT BASE CHRG/PRINTS-MAY	\$176.52
		084940476		W7225PT BASE CHRG/PRINTS-MAY	\$288.12
		0282859278	234964	PHONE CHARGES 5/23-6/22/16	\$147.39
LIBRARY TOTAL****					\$77,020.83
GENERAL FUND Total ***					\$77,020.83



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

\$77,020.83

Number of Invoices

Amount

Vouchers In Richland	1	\$3,452.66
Vouchers In Tri Cities	0	
Vouchers In WA	1	
Vouchers Outside WA	112	\$73,501.71
Vouchers Final Total.....	114	

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	\$18,180.31	23.6%
4	OTHER SERVICES & CHARGES	\$11,989.68	15.57%
6	CAPITAL PROJECTS	\$1,040.47	1.35%
	MACHINERY & EQUIPMENT	\$45,810.37	59.48%
	Total	\$77,020.83	



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 07/12/2016

Agenda Category: Unfinished Business

Prepared By: Ann Roseberry, Library Manager

Subject:

December 2015 Expenditures - January 2016 Certification of Claims for Payment

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. January 2016 Claims for Payment



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 12th day of July 2016.

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

Voucher Listings	Amount
December 1, 2015 thru December 31, 2016	\$26,877.58
Transfer Advice (Salaries)	
Salaries for the weeks of: 12/03/15; 12/17/15; 12/31/15	\$123,515.30
MONTHLY EXPENSES	\$150,392.88

Comments: The Library Board notes the discrepancy of \$123.11 in the Salaries figure between the Fin-2 of January 5, 2016 and the library salaries provided by payroll. This is due to an end of year fiscal adjustment.

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME

SIGNATURE

1.

1.

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LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 07/12/2016

Agenda Category: Unfinished Business

Prepared By: Ann Roseberry, Library Manager

Subject:
2017 Budget

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments: