



Agenda
Library Board Meeting
Tuesday, August 9, 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)

July 12, 2016 Library Board Minutes

Report of the Library Manager:

- I. August 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 bill for July 1, 2016 thru July 31, 2016
 - Ann Roseberry, Library Manager

Unfinished Business:

New Business:

- I. Staff Presentation - Dr. Leslie Campbell Hime, Six Month Update
 - Ann Roseberry, Library Manager

Round Robin:

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, September 13, 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
July 12, 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 and Mitchell were present. Board Member Mohr was excused. Council Liaison Luzzo Gilmour was present. Library Manager Roseberry was present.

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

APPROVAL OF AGENDA:

BOARD MEMBER AEBERSOLD MOVED AND VICE CHAIR SOMASUNDARAM 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.

REPORT OF THE LIBRARY MANAGER:

Attached

PUBLIC COMMENTS:

Two citizens attended, for the summer session of the US Government class.

APPROVAL OF BILLS:

VICE CHAIR SOMASUNDARAM MOVED AND BOARD MEMBER MITCHELL SECONDED THE MOTION TO APPROVE THE CERTIFICATION FOR CLAIMS FOR JUNE 2016 IN THE AMOUNT OF \$169,809.06. THE MOTION CARRIED 4-0.

UNFINISHED BUSINESS:

VICE CHAIR SOMASUNDARAM MOVED AND BOARD MEMBER MITCHELL SECONDED THE MOTION TO APPROVE THE CERTIFICATION FOR CLAIMS FOR DECEMBER 2015 IN THE AMOUNT OF \$150,392.88. THE MOTION CARRIED 4-0.

UNFINISHED BUSINESS:

2017 Budget

The manager distributed the draft budget, initial data entry version, and provided an overview of the schedule for adoption.

ROUND ROBIN:

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

Library Staff Presentation – Dr. Leslie Campbell-Hime, Update

2017 Budget

Business Plan

ADJOURNMENT:

Chair Lunstad adjourned the meeting at 6:45 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

August 2016

Library Foundation

The Library Foundation will not meet during the summer months. The Mastersingers' invited the Foundation to join in a fundraiser, at the Library, on July 29. The get together was very successful with a good attendance. We do not yet have the proceeds number.

Friends of the Library

The Friends met July 25. The Bookroom is doing very well and membership is up, 113, again. The Pop-Up sales are garnering approximately an additional \$100.00 on the Fridays they occur, with records/vinyl gaining in popularity.

Statistics:

Attached

Revenue / Expense / Voucher Listing:

Revenue

Revenue is on track.

Expense

Salaries continue under projections. All of the vacant positions are in process for replacement. 4106, Architectural Services, shows in the deficit. That will be corrected when Finance completes the transfer from the Reserve fund.

Voucher Listing

Most of July's expenses were for the collection, plus some supplies. The charges for Dr. Campbell-Hime's ALA attendance also show.

Staff presentation

Dr. Leslie Campbell-Hime will report on her first six months as Reference Supervisor and on her attendance at the annual meeting of the American Library Association.

STEAMspace

Design West, the architects for the preliminary design, have been asked to begin work on full design. They provided a cost outline which staff are currently evaluating.

2017 Budget

The 2017 draft budget, submitted to the City Manager on July 8, will be on the agenda for discussion. Joe Schiessl, will present the full Parks and Facilities budget to the City Manager on August 24.

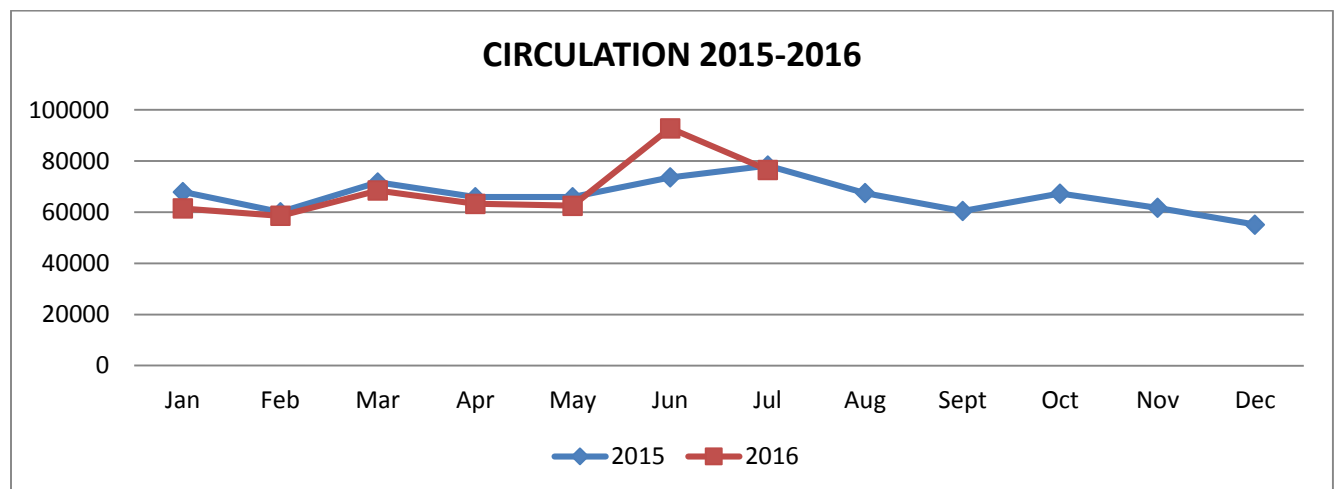
Business Model

The first meeting of Team Business Model will meet Friday afternoon, August 19. Steve Slate, President of the Friends, will lead the process. It is anticipated that three to four meetings will suffice to develop a model.

CIRCULATION

Notes: Overall circulation was down slightly in July 2016 over July 2015. July 2016's circulation total was the third highest in the last four years after June 2015 and July 2015. July was another busy month at the library with multiple programs and the Summer Reading Programs reaching their apex. 2016 is on track to have another big year in total circulation.

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	76,527	-2%
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	483,761	

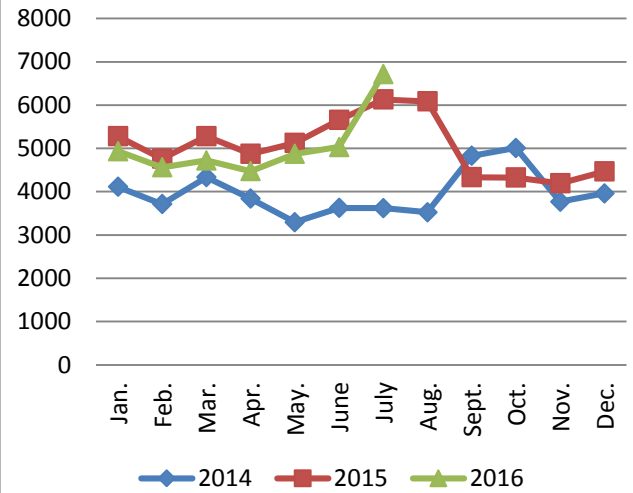


eCirculation

Notes: eCirculation continues to be strong with Overdrive having its highest circulating month since RPL began offering the digital service in 2013. Zinio was down in July 2016 over July 2015, but showed a 6% increase over the previous month. Freegal and Hoopla continue to be popular with both showing increased use in July 2016 over last year.

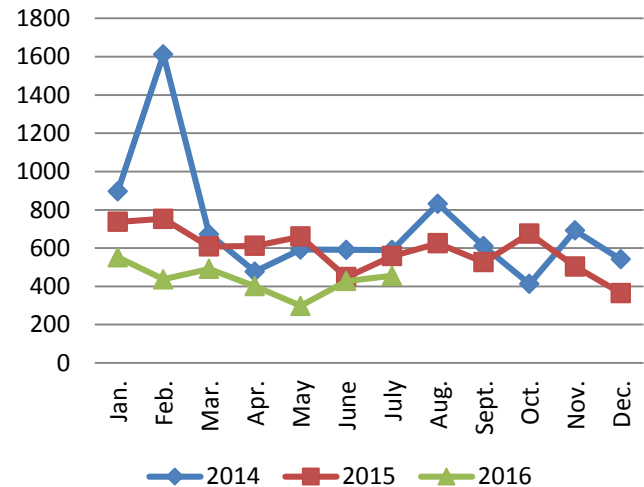
OVER DRIVE	2013	2014	2015	2016	Rate of Change '15-'16
Jan.	1,676	4,114	5,281	4,938	-6%
Feb.	1,387	3,714	4,762	4,563	-4%
Mar.	1,530	4,333	5,281	4,724	-10%
Apr.	1,541	3,838	4,873	4,474	-8%
May	1,482	3,294	5,125	4,875	-5%
June	1,966	3,624	5,659	5,033	-11%
July	2,487	3,622	6,130	6,716	9%
Aug.	2,773	3,526	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	35,323	

OVERDRIVE CIRCULATION 2014-2016



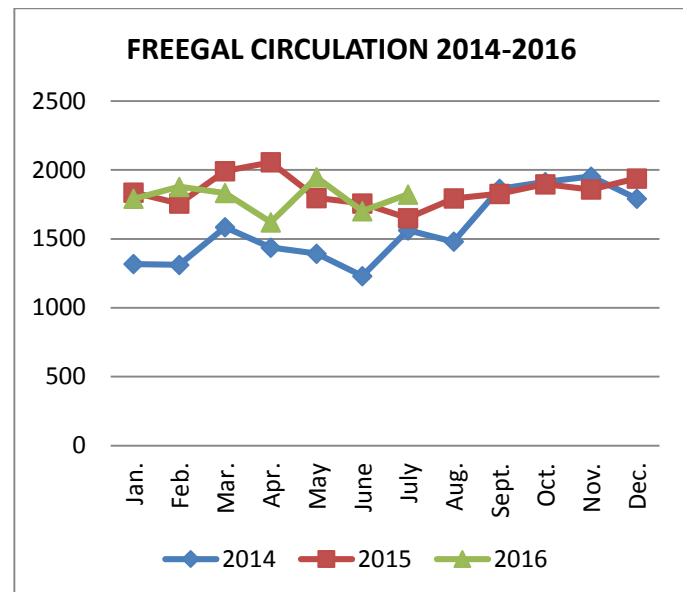
ZINIO	2013	2014	2015	2016	Rate of Change '15-'16
Jan.	2,316	896	737	552	-25%
Feb.	1,057	1,611	753	437	-42%
Mar.	1,215	673	608	491	-19%
Apr.	808	477	612	401	-34%
May	663	592	660	298	-55%
June	589	591	448	428	-4%
July	601	590	558	455	-18%
Aug.	664	831	625		
Sept.	658	610	526		
Oct.	727	413	676		
Nov.	617	692	504		
Dec.	533	541	365		
YTD	10,448	8,517	7,072	3,062	

ZINIO CIRCULATION 2014-2016

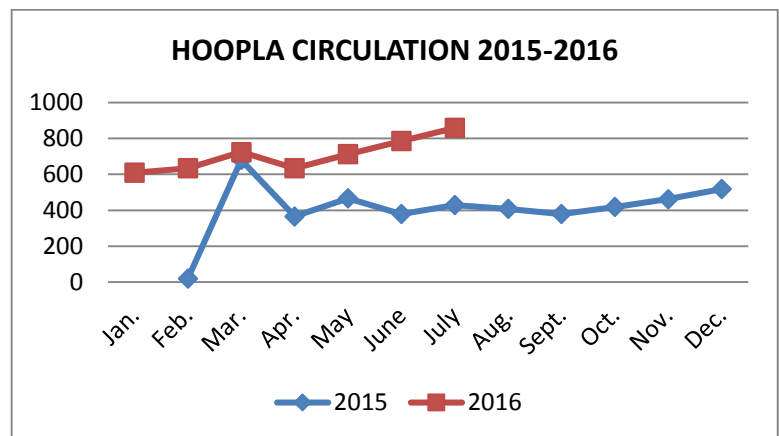


eCirculation

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	1,822	10%
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	12,593	

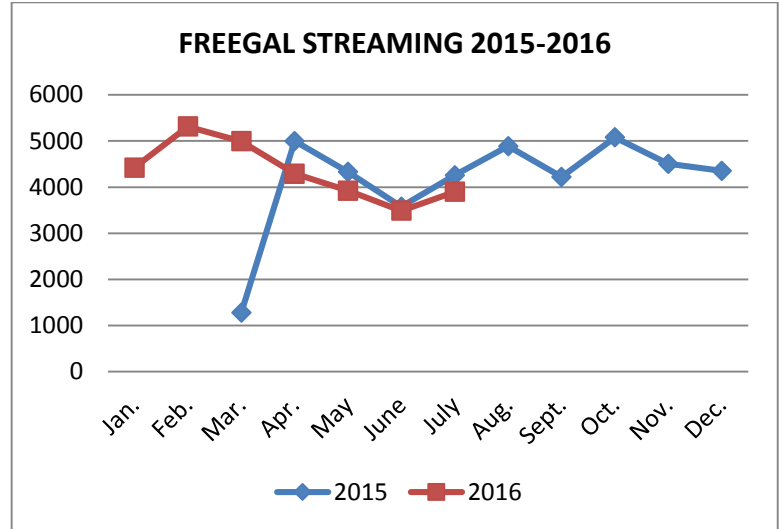


HOOPLA	2015	2016	Rate of Change '15-'16
Jan.	N/A	609	N/A
Feb.	19	634	3237%
Mar.	680	724	6%
Apr.	366	634	73%
May	466	712	53%
June	379	785	107%
July	429	858	100%
Aug.	408		
Sept.	379		
Oct.	418		
Nov.	462		
Dec.	518		
YTD	4,524	4,956	

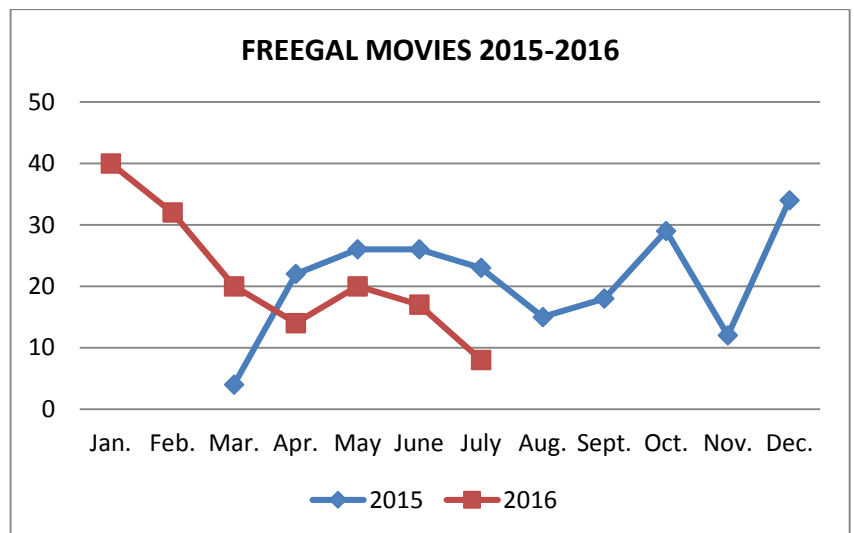


eCirculation

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	3,900	-8%
Aug.	4,888		
Sept.	4,221		
Oct.	5,079		
Nov.	4,506		
Dec.	4,353		
YTD	41,479	30,333	



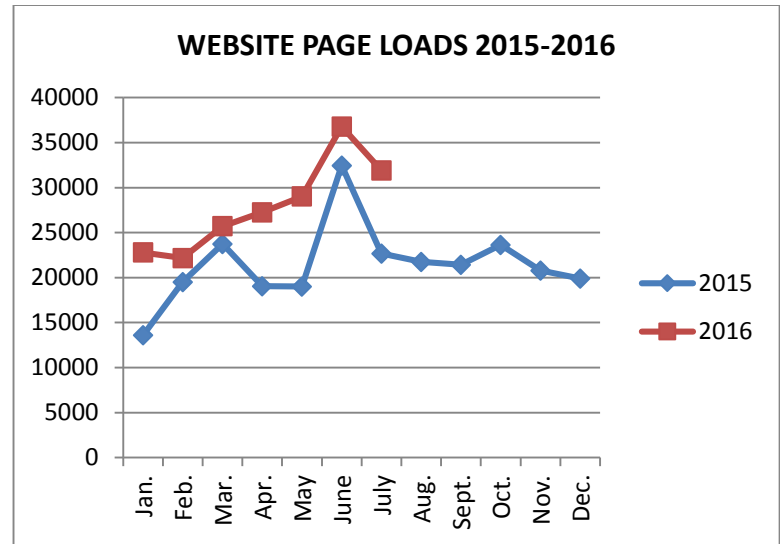
Freegal Movies	2015	2016	Rate of Change '15-'16
Jan.	N/A	40	N/A
Feb.	N/A	32	N/A
Mar.	4	20	400%
Apr.	22	14	-36%
May	26	20	-23%
June	26	17	-35%
July	23	8	-65%
Aug.	15		
Sept.	18		
Oct.	29		
Nov.	12		
Dec.	34		
YTD	209	151	



WEBSITE PAGE LOADS

Notes: Website page loads continue to increase over last year with July 2016 showing a 41% increase over July 2015. Even though it was lower than June 2016, July 2016 had the second highest total website page loads in 2016.

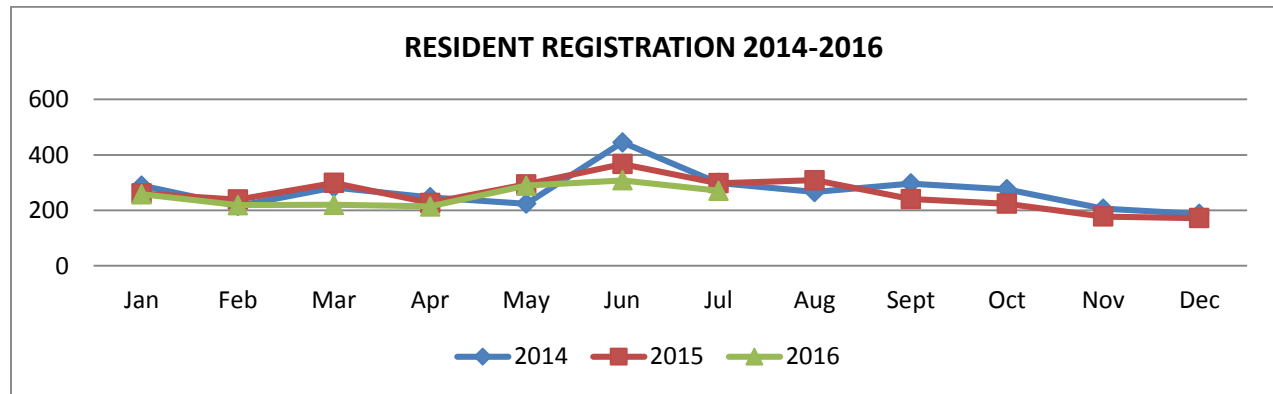
WEBSITE PAGE LOADS	2014	2015	2016	Rate of Change
Jan.	30,560	13,576	22,786	68%
Feb.	24,294	19,507	22,169	14%
Mar.	59,079	23,744	25,704	8%
Apr.	60,117	19,045	27,257	43%
May	27,232	19,012	29,013	53%
June	25,825	32,452	36,788	13%
July	23,477	22,663	31,920	41%
Aug.	25,759	21,747		
Sept.	25,165	21,422		
Oct.	23,945	23,631		
Nov.	12,362	20,791		
Dec.	16,184	19,901		
YTD	353,999	257,491	195,637	



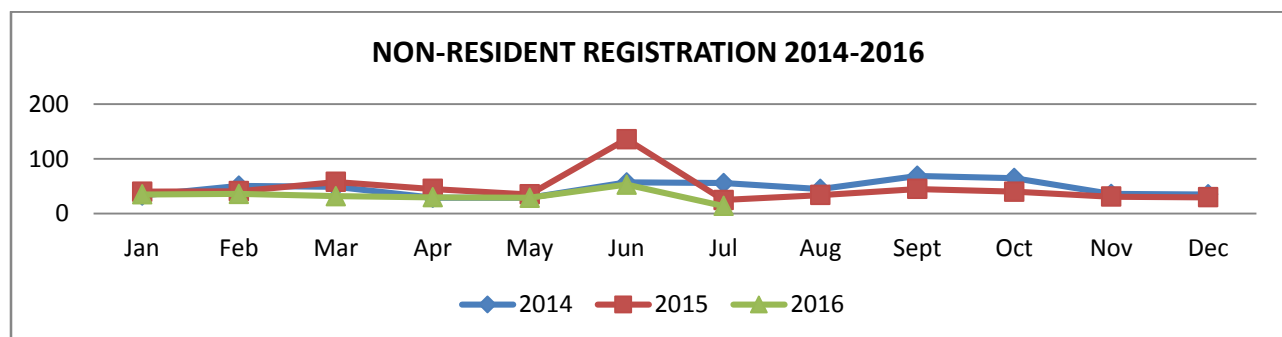
REGISTRATION

Notes: Resident registration was down in July 2016 over July 2015. After a jump in June 2016, most likely attributed to the Summer Reading Programs, non-resident registration was down 44% from July 2015. Though both resident and non-resident registration was down from July 2015, the totals appear to be in-line with previous years' figures.

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	271						1,779
Change '15-'16	-1%	-8%	-26%	-6%	-2%	-16%	-9%						



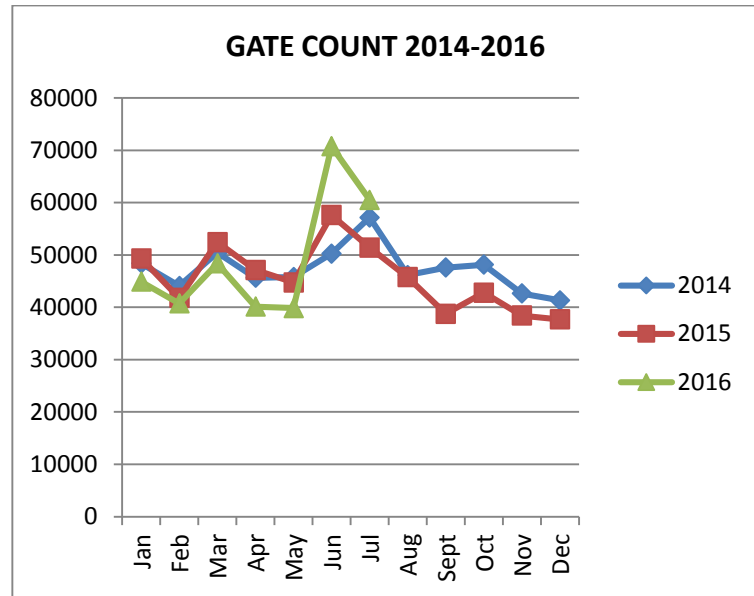
NON RESIDENT REGISTRATION													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
2013	120	103	110	83	39	73	39	50	69	40	42	31	799
2014	33	51	49	29	29	57	56	45	69	65	36	35	554
2015	40	41	58	45	35	136	25	34	45	40	31	30	560
2016	35	36	32	30	29	53	14						229
Change '15-'16	-13%	-12%	-45%	-33%	-17%	-61%	-44%						



GATE COUNT

Notes: Though down from last month, the July 2016 gate count showed an increase of 18% over July 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	39,870	-11%
June	50,266	57,624	70,770	23%
July	57,172	51,428	60,532	18%
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	405,866	



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	1,791.50	51%
Q3 (July, August, September)	1,067.5		
Q4 (October, November, December)	1,272.75		
TOTAL	4,580	3,156.25	

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	6	144	202	6
Aug.				
Sept.				
Oct.				
Nov.				
Dec.				
YTD	244	101	1,463	787
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.*	13	7	16	6
Dec.	10	21	129	90
YTD	285	275	2,317	1,431

*Did not send or receive ILL's during a two week period in November 2015 due to staff vacation.

CITY OF RICHLAND

Revenue Report for Library Accounts January 1 through July 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	806.05	6,264.50	6,735.50	48.19%	7,143.60
347220	LIBRARY: MISC CHARGES	4,000	4,000	12.00	1,119.10	2,880.90	27.98%	2,262.29
347270	LIBRARY: NON-RESIDENT FEES	5,500	5,500	480.00	2,915.00	2,585.00	53.00%	3,348.55
Total	CHARGES FOR GOODS & SVCS	22,500	22,500	1,298.05	10,298.60	12,201.40	45.77%	12,754.44
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	15.00	786.96	-286.96	0.00%	390.00
359700	LIBRARY: MISC FINES	41,000	41,000	4,092.59	27,207.11	13,792.89	66.36%	27,873.67
Total	FINES & FORFEITS	41,500	41,500	4,107.59	27,994.07	13,505.93	67.46%	28,263.67
MISCELLANEOUS REVENUES								
362509	LIBRARY: BUILDING RENTAL	2,400	2,400	200.00	1,600.00	800.00	66.67%	1,400.00
Total	MISCELLANEOUS REVENUES	2,400	2,400	200.00	1,600.00	800.00	66.67%	1,400.00
TOTAL		66,400	66,400	5,605.64	39,892.67	26,507.33	60.08%	42,418.11

City of Richland Revenue Report for July 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	48,399.68	349,995.04	0.00	410,301.96	46.0%	413,357.84
1102	SALARIES-PART TIME		174,506	174,506	11,570.63	85,929.90	0.00	88,576.10	49.2%	103,296.79
1104	SALARIES-INTERMITTENT/TEMP		62,482	62,482	1,825.70	16,929.62	0.00	45,552.38	27.1%	10,779.96
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	0.00	20,249.04	0.00	48,114.96	29.6%	57,176.78
			1,066,399	1,066,399	61,796.01	473,322.27	0.00	593,076.73		584,620.49
Type:	2	BENEFITS								
2101	SOCIAL SECURITY-FICA		85,574	85,574	4,634.27	35,289.39	0.00	50,284.61	41.2%	43,780.18
2103	PENSION CONTRIBUTIONS-PERS		103,614	103,614	6,565.36	47,715.90	0.00	55,898.10	46.1%	48,026.92
2105	INDUSTRIAL INS & MED AID		19,167	19,167	1,257.72	9,138.08	0.00	10,028.92	47.7%	6,072.41
2106	UNEMPLOYMENT		2,126	2,126	123.59	946.73	0.00	1,179.27	44.5%	2,548.98
2107	LIFE & DISABILITY INSURANCE		7,397	7,397	483.47	3,286.88	0.00	4,110.12	44.4%	4,147.73
2108	DENTAL INSURANCE		23,212	23,212	1,791.92	11,716.40	0.00	11,495.60	50.5%	12,650.00
2109	HEALTH INSURANCE		209,081	209,081	15,454.94	100,352.56	0.00	108,728.44	48.0%	119,607.36
2110	VISION INSURANCE		3,822	3,822	281.32	1,839.40	0.00	1,982.60	48.1%	2,050.68
2112	DEFERRED COMPENSATION		40,291	40,291	2,570.93	18,459.43	0.00	21,831.57	45.8%	21,635.93
2118	POST EMPLOYEE HEALTH BENE		32,000	32,000	1,999.98	14,666.52	0.00	17,333.48	45.8%	15,683.38
			526,284	526,284	35,163.50	243,411.29	0.00	282,872.71		276,203.57
Type:	3	SUPPLIES								
3102	OPERATING SUPPLIES & MATERI		32,850	32,850	2,978.49	10,345.30	0.00	22,504.70	31.5%	18,066.78
3105	COPIER SUPPLIES		1,000	1,000	147.65	516.78	0.00	483.22	51.7%	538.46
3401	LIBRARY RESOURCES		261,500	261,500	12,275.36	152,454.63	0.00	109,045.37	58.3%	155,350.88
3583	SOFTWARE-LICENSING & UPGR		40,867	40,867	310.45	29,421.74	0.00	11,445.26	72.0%	26,696.88
3993	SUPPLIES - PIP AWARDS		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			336,217	336,217	15,711.95	192,738.45	0.00	143,478.55		200,653.00
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	1,052.27	11,160.82	0.00	15,339.18	42.1%	5,921.97
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	524.58	3,666.40	0.00	2,333.60	61.1%	3,637.98
4202	POSTAGE		5,098	5,098	815.12	2,490.98	0.00	2,607.02	48.9%	4,458.94

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	640.62	2,721.84	0.00	1,020.16	72.7%	3,721.18
4504		COPIER/FAX LEASE RENTAL MAI	5,160	5,160	660.53	2,970.97	0.00	2,189.03	57.6%	2,673.23
4505		RENTALS-OTHER	5,136	5,136	517.55	3,156.35	0.00	1,979.65	61.5%	2,558.11
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	4,617.97	26,890.97	0.00	37,465.03	41.8%	26,424.29
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	36.08	358.47	0.00	41.53	89.6%	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	0.00	1,149.88	0.00	2,030.12	36.2%	1,941.24
4913		COLLECTION SERVICES	2,622	2,622	0.00	1,790.00	0.00	832.00	68.3%	1,136.65
4993		SERVICES & CHARGES PIP AWA	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			160,788	441,227	8,864.72	88,586.82	0.00	352,640.18		88,840.43
Type:	5	INTERGOVERNMENTAL SERVICES								
5117		INTERLIBRARY SVCS	200	200	0.00	0.00	0.00	200.00	0.0%	105.00
5301		STATE TAXES	2,100	2,100	76.00	485.95	0.00	1,614.05	23.1%	574.23
			2,300	2,300	76.00	485.95	0.00	1,814.05		679.23
Type:	6	CAPITAL								
6340		PUBLIC ARTS IMPROVEMENT	0	6,000	0.00	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	0.00	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	121,612.18	1,052,327.20	0.00	1,377,449.80	43.3%	1,150,996.72

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

Grand Totals	2,091,988	2,429,777		121,612.18	1,052,327.20		0.00	1,377,449.80	43.3%	1,150,996.72
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RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

AUGUST 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 \$ 85,410.51 this 9th day of August 2016.

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

Voucher Listings	Amount
July 1, 2016 thru July 31, 2016	\$23,614.50
Transfer Advice (Salaries)	
Salaries for the weeks of: 07/14/16 & 07/28/16	\$61,796.01
MONTHLY EXPENSES	\$85,410.51

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: 7/1/2016 To: 7/31/2016

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001		GENERAL FUND			
Division:	303	LIBRARY			
BANK OF AMERICA		TXN00027487	236162	INGRAM BOOKS	\$111.40
		TXN00027488		INGRAM BOOKS	\$189.10
		TXN00027489		OVERDRIVE DIGITAL BOOKS	\$744.96
		TXN00027497		INGRAM BOOKS	\$294.66
		TXN00027500		INGRAM BOOKS	\$801.62
		TXN00027502		OVERDRIVE DIGITAL BOOKS	\$199.13
		TXN00027510		INGRAM BOOKS	\$37.13
		TXN00027511		INGRAM BOOKS	\$227.38
		TXN00027516		INGRAM BOOKS	\$246.96
		TXN00027517		INGRAM BOOKS	\$119.87
		TXN00027518		INGRAM BOOKS	\$57.93
		TXN00027519		INGRAM BOOKS	\$61.00
		TXN00027527		BLACKSTONE AUDIOBOOKS	\$297.87
		TXN00027529		RECORDED BOOKS	\$22.65
		TXN00027534		RECORDED BOOKS	\$264.93
		TXN00027535		INGRAM BOOKS	\$96.28
		TXN00027536		INGRAM BOOKS	\$10.14
		TXN00027552		INGRAM BOOKS	\$614.48
		TXN00027553		INGRAM BOOKS	\$171.39
		TXN00027556		INGRAM BOOKS	\$18.87
		TXN00027571		INGRAM BOOKS	\$179.19
		TXN00027572		INGRAM BOOKS	\$30.45
		TXN00027581		INGRAM BOOKS	\$186.66
		TXN00027595		BLACKSTONE AUDIOBOOKS	\$45.80
		TXN00027602		CREDIT - ENVELOPES	(\$20.51)
		TXN00027611		INGRAM BOOKS	\$102.06
		TXN00027614		INGRAM BOOKS	\$37.36
		TXN00027617		BAKER & TAYLOR BOOKS	\$150.93
		TXN00027619		INGRAM BOOKS	\$44.79
		TXN00027621		INGRAM BOOKS	\$91.53
		TXN00027626		ORGANIZER, TAPE, STAFF ROOM SU	\$167.02
		TXN00027628		INGRAM BOOKS	\$179.52
		TXN00027629		PAPER - PUBLIC COPIERS	\$147.65
		TXN00027636		INGRAM BOOKS	\$699.74
		TXN00027640		INGRAM BOOKS	\$136.13
		TXN00027642		INGRAM BOOKS	\$136.58
		TXN00027653		INGRAM BOOKS	\$72.30
		TXN00027656		PENCILS	\$32.89



City Of Richland

VL-1 Voucher Listing

From: 7/1/2016 To: 7/31/2016

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00027657	236162	INGRAM BOOKS	\$288.60
		TXN00027662		INGRAM BOOKS	\$81.36
		TXN00027674		INGRAM BOOKS	\$13.19
		TXN00027684		INGRAM BOOKS	\$269.79
		TXN00027686		OVERDRIVE DIGITAL BOOKS	\$119.97
		TXN00027700		INGRAM BOOKS	\$498.13
		TXN00027703		INGRAM BOOKS	\$111.42
		TXN00027704		INGRAM BOOKS	\$96.24
		TXN00027705		OVERDRIVE DIGITAL BOOKS	\$59.99
		TXN00027719		INGRAM BOOKS	\$162.02
		TXN00027743		INGRAM BOOKS	\$18.94
		TXN00027750		INGRAM BOOKS	\$182.22
		TXN00027759		INGRAM BOOKS	\$56.66
		TXN00027765		INGRAM BOOKS	\$267.87
		TXN00027769		PHONE NOTIFICATIONS	\$310.45
		TXN00027770		HOTEL LCH TRP # 16-259	\$334.14
		TXN00027775		INGRAM BOOKS	\$134.45
		TXN00027790		INGRAM BOOKS	\$149.40
		TXN00027793		INGRAM BOOKS	\$626.89
		TXN00027798		PRESENTATION CHECK	\$21.67
		TXN00027799		INGRAM BOOKS	\$92.82
		TXN00027801		ARCHIVAL BOXES	\$159.56
		TXN00027807		INGRAM BOOKS	\$92.08
		TXN00027818		INGRAM BOOKS	\$110.70
		TXN00027822		INGRAM BOOKS	\$7.80
		TXN00027828		INGRAM BOOKS	\$80.62
		TXN00027835		INGRAM BOOKS	\$189.11
		TXN00027838		INGRAM BOOKS	\$18.03
		TXN00027839		ARCHIVING GLOVES	\$21.90
		TXN00027840		PAPER	\$147.65
		TXN00027842		INGRAM BOOKS	\$7.80
		TXN00027858		INGRAM BOOKS	\$17.38
		TXN00027867		LOBBY TRASH RECEPTICALS	\$2,406.41
		TXN00027868		INGRAM BOOKS	\$24.26
		TXN00027874		INGRAM BOOKS	\$149.84
		TXN00027890		INGRAM BOOKS	\$266.76
		TXN00027892		INGRAM BOOKS	\$29.71
		TXN00027893		INGRAM BOOKS	\$293.91
		TXN00027896		INGRAM BOOKS	\$114.69
		TXN00027902		REPAIR KIT	\$28.18
		TXN00027905		INGRAM BOOKS	\$39.90



City Of Richland

VL-1 Voucher Listing

From: 7/1/2016 To: 7/31/2016

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00027907	236162	INGRAM BOOKS	\$53.12
		TXN00027914		INGRAM BOOKS	\$117.26
CAMPBELL-HIME, LESLIE		16-259 CAMPBELL	236015	16-259 ALA CONFERENCE	\$15.48
CITY OF RICHLAND		06/2016 JUNE	236199	CITY UTILITY BILLS/JUNE 2016	\$4,617.97
		16-259 CAMPBELL	236024	16-259 ALA CONFERENCE	\$291.00
COLUMBIA INDUSTRIES SUPPORT LLC		0036864	236029	ON SITE SHREDDING WO #0053222	\$80.58
FRONTIER	S017009	07/16 5099433152	236051	TELEPHONE CHARGES 7/4/16-8/3/1	\$370.33
PITNEY BOWES PURCHASE POWER		0516/14823173	235618	POSTAGE 5/1/16 - 5/31/16	\$334.41
		0616/14823173	236370	POSTAGE 06/01/16 TO 06/30/16	\$480.71
THE GALE GROUP INC		58169715	235913	BOOKS-9 TITLES	\$238.64
		58169899		BOOKS-7 TITLES	\$191.52
		58186010		BOOKS-5 TITLES	\$124.64
		58187074		BOOKS-6 TITLES	\$148.20
		58256525		BOOKS-2 TITLES	\$48.64
XEROX CORPORATION		085276998	236155	W7225PT BASE CHRG/PRINTS-JUNE	\$510.38
		085276999		W7225PT BASE CHRG/PRINTS-JUNE	\$150.15
		085322822		W7225PT BASE CHRG/PRINTS-JUNE	\$167.86
		085322823		W7225PT BASE CHRG/PRINTS-JUNE	\$349.69
XO HOLDINGS LLC DBA		0283540904	235936	PHONE CHARGES 6/23-7/22/16	\$154.25
LIBRARY TOTAL****					\$23,555.18
GENERAL FUND Total ***					\$23,555.18
FUND 110		LIBRARY			
Division:	303	LIBRARY			
TRI CITY HERALD	S017005	2474830	236132	NOTICE OF PUBLIC HEARING	\$59.32
LIBRARY TOTAL****					\$59.32
LIBRARY Total ***					\$59.32



City Of Richland
VL-1 Voucher Listing

From: 7/1/2016 To: 7/31/2016

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

\$23,614.50

Number of Invoices

Amount

Vouchers In Richland

0

Vouchers In Tri Cities

2

\$139.90

Vouchers In WA

0

Vouchers Outside WA

97

\$23,474.60

Vouchers Final Total.....

99

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	\$15,698.23	66.48%
4	OTHER SERVICES & CHARGES	\$7,916.27	33.52%
	Total	\$23,614.50	



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 08/09/2016

Agenda Category: New Business

Prepared By: Ann Roseberry, Library Manager

Subject:

Staff Presentation - Dr. Leslie Campbell Hime, Six Month Update

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Six Month Update

Attachments:
