



Agenda
Library Board Meeting
Tuesday, February 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:

- I. D'ette Peach-Atkins, Library Staff
- Ann Roseberry, Library Manager

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

January 12, 2016 Library Board Minutes

Report of the Library Manager:

- I. February 2016 Library Manager's Report
- Ann Roseberry, Library Manager
2. January 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 January 1, 2016 thru January 31, 2016
- Ann Roseberry, Library Manager
2. Approval of bills for December 1, 2015 thru December 31, 2015
- Ann Roseberry, Library Manager

Unfinished Business:

New Business:

- I. Library Staff Presentation - Inter-Library Loans
- Ann Roseberry, Library Manager

Round Robin:

Agenda Items for Upcoming Board Meeting:

I. Library Business Plan

-

Adjournment

The next Library Board Meeting is Tuesday, March 8, 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
January 12, 2016 5:30 – 6:30 PM

CALL TO ORDER:

Chair Lunstad called the meeting to order at 5:36 p.m.

ATTENDANCE:

Chair Lunstad, Vice-Chair Somasundaram, Board Members Aebersold, Mitchell, and Mohr were present. Council Liaison Kent was excused. Library Manager Roseberry was present. Parks and Facilities Director Schiessl was present as was Library staff member Earlene Mokler.

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

APPROVAL OF AGENDA:

VICE CHAIR SOMASUNDARAM MOVED AND BOARD MEMBER MOHR SECONDED THE MOTION TO APPROVE THE AGENDA AS SUBMITTED. THE MOTION CARRIED 5-0.

APPROVAL OF MINUTES:

VICE CHAIR SOMASUNDARAM MOVED AND BOARD MEMBER MOHR SECONDED THE MOTION TO APPROVE THE MINUTES AS SUBMITTED. THE MOTION CARRIED 4-0. BOARD MEMBR MITCHELL ABSTAINED.

REPORT OF THE LIBRARY MANAGER:

Attached

PUBLIC COMMENTS:

Steve Slate, President of the Friends of the Library attended. He reported the Friends made over \$3,000 at the Fall Booksale.

APPROVAL OF BILLS:

BOARD MEMBER MITCHELL MOVED AND BOARD MEMBER MOHR SECONDED THE MOTION TO APPROVE THE CERTIFICATION FOR CLAIMS FOR NOVEMBER 2015 IN THE AMOUNT OF \$94,361.46. THE MOTION CARRIED 5-0.

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

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

Election of 2016 Officers

BOARD MEMBER MITCHELL MOVED AND BOARD MEMBER AEBERSOLD SECONDED THE MOTION TO APPOINT JANA KAY LUNSTAD CHAIR AND SRIRAM SOMASUNDARAM VICE CHAIR OF THE LIBRARY BOARD. THE MOTION CARRIED 5-0.

Presentation on STEAMspace

Library Manager Roseberry provided a background and introduction to the Conceptual Design Space. Earlene Mokler provided detail on desired design features and on activities and programming that are planned. Parks and Facilities Director Schiessl concluded with a discussion of infrastructure and construction costs. The next step will be value engineering the Design.

ROUND ROBIN:

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

Library Staff Presentation
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

February 2016

Library Foundation

The Foundation will meet February 11.

Friends of the Library

The Friends met January 25.

Statistics:

Attached

Revenue / Expense / Voucher Listing:

Revenue

On track for this time of year.

Expense

Fin 2 shows expenses charged to the 2016 budget. A reminder: Insurance, 4601, generally is fully expended before the end of the first quarter. Library Resources, 3401, shows the pattern we follow now of annualizing subscriptions and materials contracts. In addition, it shows the healthy first-of-the-year order to catch the late year publications (2015) and get the new materials flowing in.

Voucher Listing

The Voucher Listing also shows the first-of-year materials orders. A payment to Design West Architects was paid from the donation by the Library Foundation. Another significant charge (aggregated in Library Resources 3401) is the annual payment to Freegal, for downloadable music. WCIA, Washington City/County Insurance Agency, received the large part of the annual insurance premium.

Staff presentation

D'ette Peach Atkins will discuss the Inter-Library Loan process.

STEAMspace

City staff met with Design West on Friday, February 5, to discuss value engineering the design.

2016 Goals and Workplan and Business Plan

At the March meeting, the manager will provide a copy of Parks and Facilities 2016 Workplan. That will provide the framework for the Board to begin work on the Business Plan.

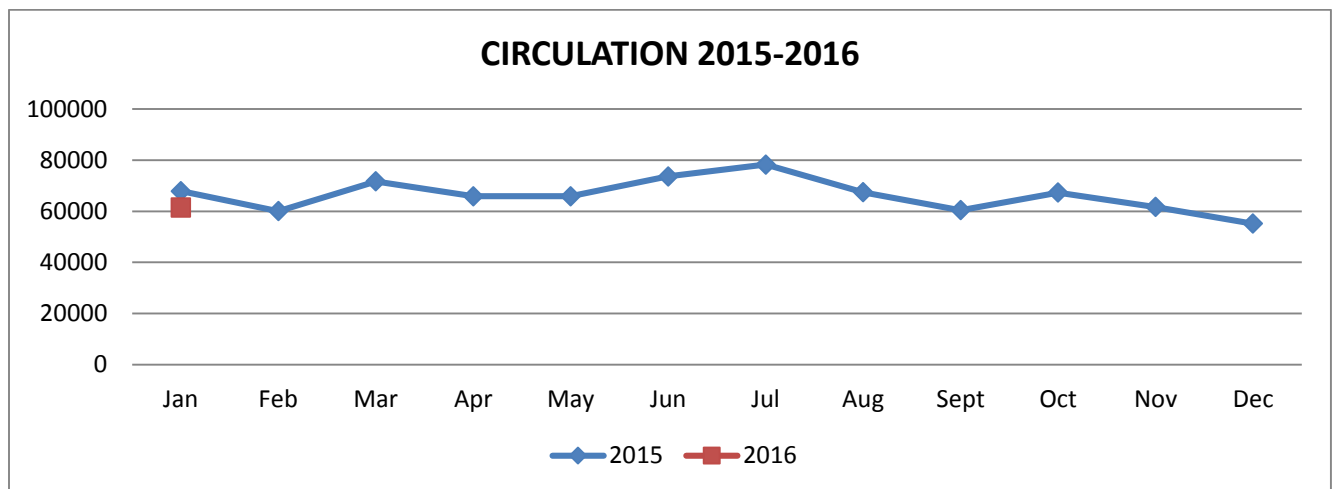
Council Liaison

Council Member Gilmour was appointed to represent the Library Board. Council Member Kent will be the alternate.

CIRCULATION

Notes: Circulation was down 9% in January 2016 from January 2015. January 2016's total was 4.5% higher than January 2014, and just slightly lower than January 2013. Overall, still a great way to start the year.

Mo.	2013	2014	2015	2016	Rate of Change ('15 to '16)
Jan.	62,474	58,823	67,878	61,483	-9%
Feb.	54,977	53,545	60,029		
Mar.	60,642	61,638	71,643		
Apr.	60,764	57,436	65,868		
May	44,622	55,582	65,781		
June	65,961	70,369	73,592		
July	69,107	71,813	78,206		
Aug.	61,855	59,163	67,440		
Sept.	56,373	58,470	60,430		
Oct.	58,575	62,737	67,267		
Nov.	56,531	57,471	61,681		
Dec.	54,646	58,764	55,142		
YTD	706,527	726,629	807,639	61,483	

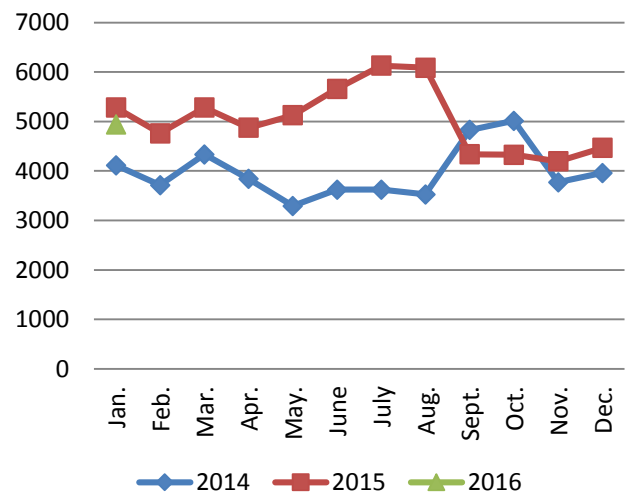


eCirculation

Notes: Overdrive circulation was down 6% in January 2016 over January 2015. Zinio and Freegal also showed decreases of 25% and 2% respectfully, in January 2016 over January 2015. It is worth noting however, that Overdrive and Zinio's January 2016 totals are higher than the previous month (December 2015). All three of the new digital services (Hoopla, Freegal Streaming, and Freegal Movies) also had increases in circulation in January 2016 over the previous month (December 2015). OneClick Digital circulation is being closely monitored. It is of note that Librarian Connie Farr reports that many public libraries are dropping that particular digital service.

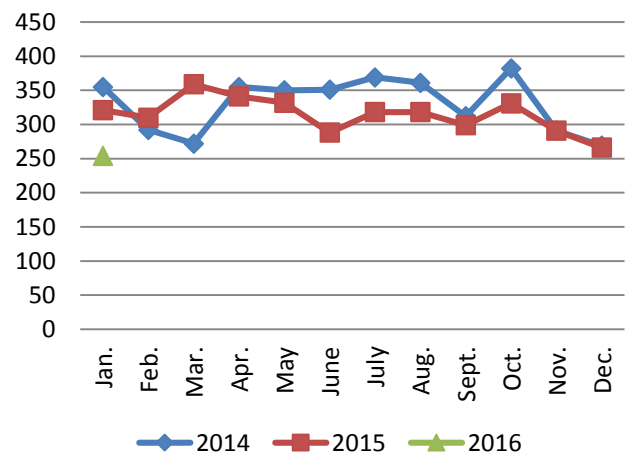
OVERDRIVE	2014	2015	2016	Rate of Change '15-'16
Jan.	4,114	5,281	4,938	-6%
Feb.	3,714	4,762		
Mar.	4,333	5,281		
Apr.	3,838	4,873		
May	3,294	5,125		
June	3,624	5,659		
July	3,622	6,130		
Aug.	3,526	6,087		
Sept.	4,829	4,336		
Oct.	5,012	4,328		
Nov.	3,770	4,195		
Dec.	3,960	4,467		
YTD	47,636	60,524	4,938	

OVERDRIVE CIRCULATION 2014-2016



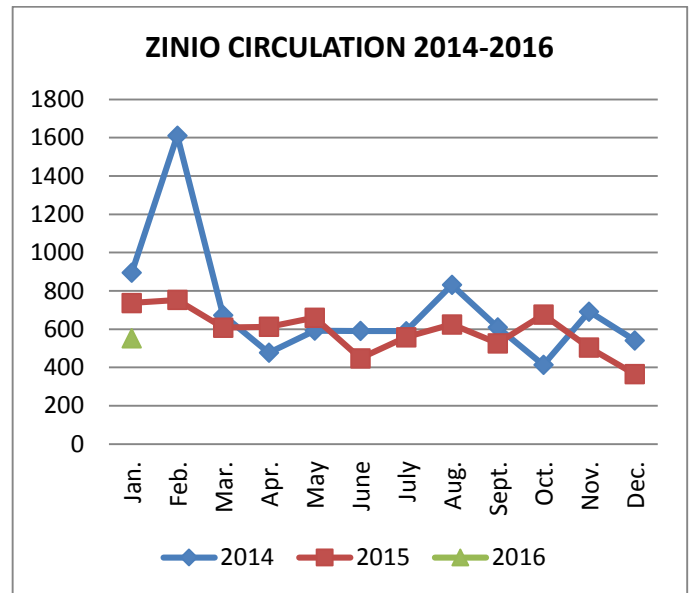
ONECLICK DIGITAL	2014	2015	2016	Rate of Change '14-'15
Jan.	355	321	254	-20%
Feb.	292	310		
Mar.	272	359		
Apr.	355	341		
May	350	332		
June	351	288		
July	369	318		
Aug.	361	318		
Sept.	312	299		
Oct.	382	331		
Nov.	291	291		
Dec.	269	266		
YTD	3,959	3,774	254	

ONECLICK DIGITAL CIRCULATION 2014-2016

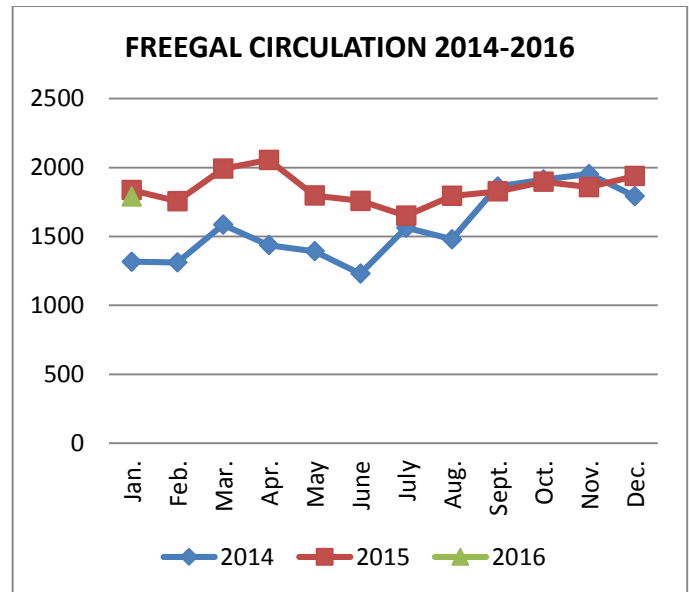


eCirculation

ZINIO	2014	2015	2016	Rate of Change '15-'16
Jan.	896	737	552	-25%
Feb.	1,611	753		
Mar.	673	608		
Apr.	477	612		
May	592	660		
June	591	448		
July	590	558		
Aug.	831	625		
Sept.	610	526		
Oct.	413	676		
Nov.	692	504		
Dec.	541	365		
YTD	8,517	7,072	552	

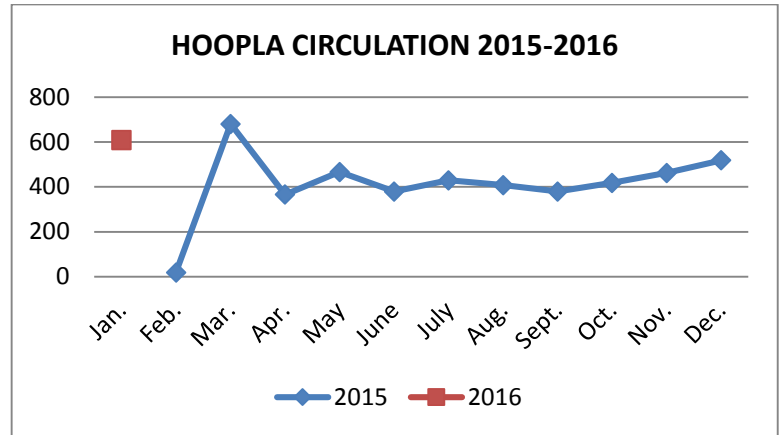


FREEGAL	2014	2015	2016	Rate of Change '15-'16
Jan.	1,317	1,836	1,791	-2%
Feb.	1,312	1,756		
Mar.	1,585	1,992		
Apr.	1,437	2,056		
May	1,393	1,797		
June	1,230	1,758		
July	1,563	1,651		
Aug.	1,480	1,794		
Sept.	1,863	1,827		
Oct.	1,913	1,897		
Nov.	1,953	1,858		
Dec.	1,792	1,938		
YTD	18,838	22,160	1,791	

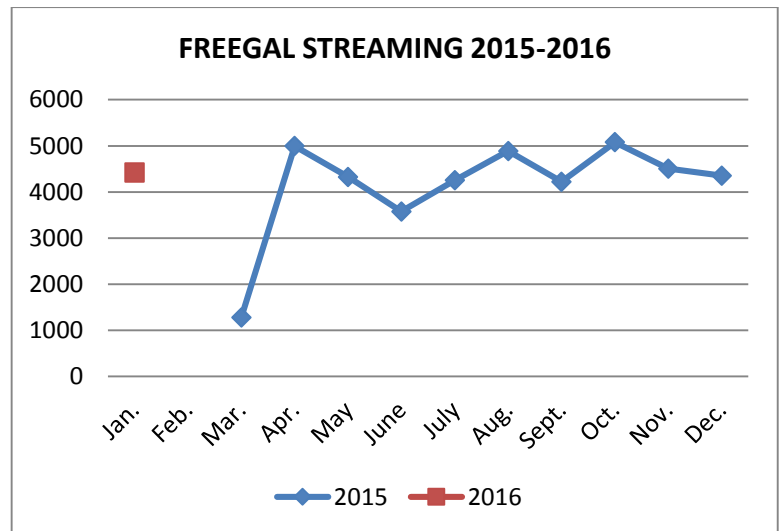


eCirculation

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

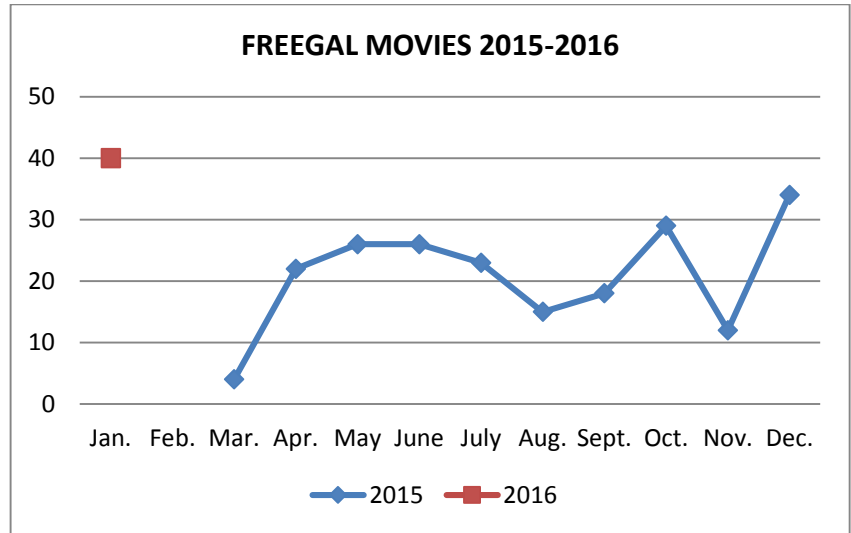


Freegal Streaming	2015	2016	Rate of Change '15-'16
Jan.	N/A	4,421	N/A
Feb.	N/A		
Mar.	1,278		
Apr.	4,997		
May	4,327		
June	3,576		
July	4,254		
Aug.	4,888		
Sept.	4,221		
Oct.	5,079		
Nov.	4,506		
Dec.	4,353		
YTD	41,479	4,421	



eCirculation

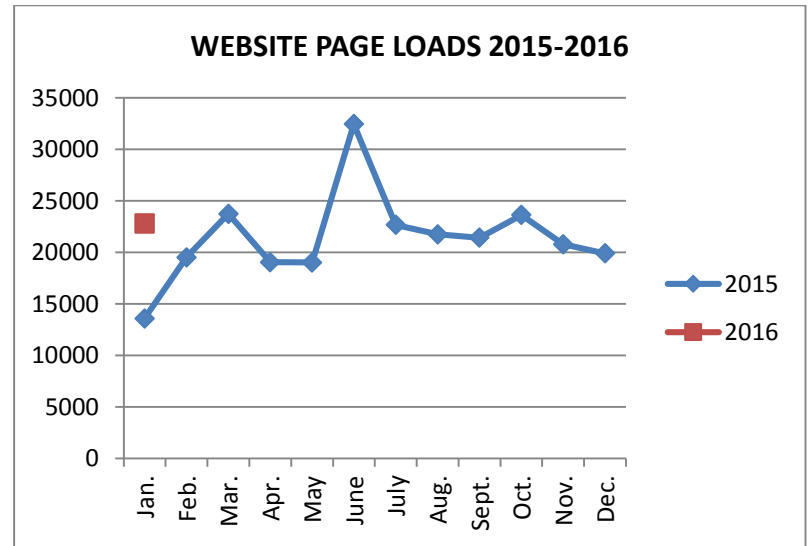
Freegal Movies	2015	2016	Rate of Change '15-'16
Jan.		40	N/A
Feb.			
Mar.	4		
Apr.	22		
May	26		
June	26		
July	23		
Aug.	15		
Sept.	18		
Oct.	29		
Nov.	12		
Dec.	34		
YTD	209	40	



WEBSITE PAGE LOADS

Notes: Website page loads showed a 68% increase in January 2016 over January 2015. They also showed a 14% increase from the previous month (December 2015).

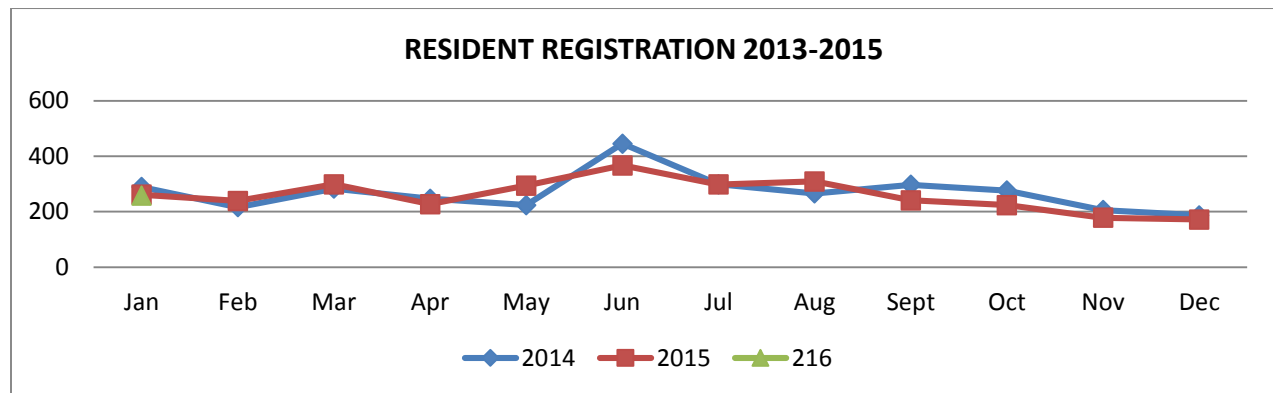
WEBSITE PAGE LOADS			
Month	2015	2016	Rate of Change
Jan.	13,576	22,786	68%
Feb.	19,507		
Mar.	23,744		
Apr.	19,045		
May	19,012		
June	32,452		
July	22,663		
Aug.	21,747		
Sept.	21,422		
Oct.	23,631		
Nov.	20,791		
Dec.	19,901		
YTD	257,491	22,786	



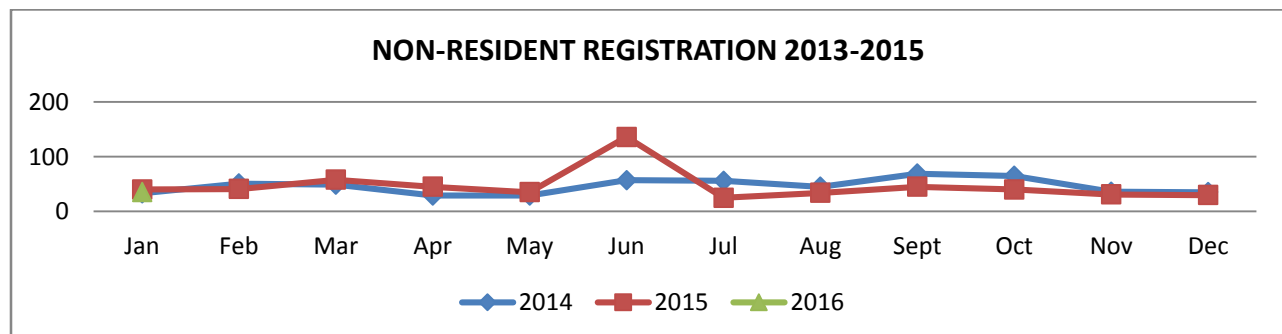
REGISTRATION

Notes: Resident registration decreased slightly, by 1% in January 2016 over January 2015. Nonresident registration had a whopping 630% increase in January 2016 over January 2015 and is already 52% of 2015's TOTAL nonresident registrations!

RESIDENT REGISTRATION													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
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												258
Change '15-'16	-1%												



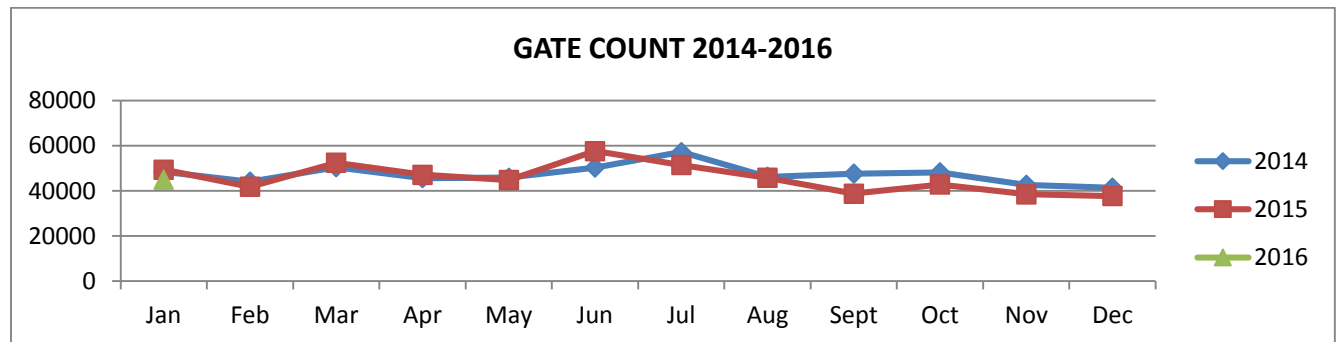
NON RESIDENT REGISTRATION													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
2014	33	51	49	29	29	57	56	45	69	65	36	35	554
2015	40	41	58	45	35	136	25	34	45	40	31	30	560
2016	35												
Change '15-'16	-13%												



GATE COUNT

Notes: Gate count showed a 9% decrease in January 2016 from January 2015.

GATE COUNT	2014	2015	2016	Rate of Change '15-'16
Jan.	48,393	49,349	44,917	-9%
Feb.	44,079	41,781		
Mar.	50,453	52,448		
Apr.	45,623	47,132		
May	45,804	44,737		
June	50,266	57,624		
July	57,172	51,428		
Aug.	46,170	45,745		
Sept.	47,588	38,763		
Oct.	48,130	42,786		
Nov.	42,641	38,416		
Dec.	41,326	37,676		
YTD	567,645	547,885	44,917	

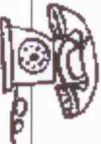


LIBRARY VOLUNTEER HOURS

LIBRARY VOLUNTEER HOURS			
Q1 – 2015 (January, February, March)	1,058	Q1 – 2016 (January, February, March)	390.75
Q2 – 2015 (April, May, June)	1,181.75	Q2 – 2016 (April, May, June)	
Q3 – 2015 (July, August, September)	1,067.5	Q3 – 2016 (July, August, September)	
Q4 – 2015 (October, November, December)	1,272.75	Q4 – 2016 (October, November, December)	
2015 TOTAL	4,580	2016 TOTAL	390.75



FEBRUARY ACTIVITIES

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 This Week's Story Time Theme: <i>Opposites</i>		2 Preschool Story Time 10:00 am Read to Jack & Scout 3:30 pm	3 Baby Story Time 10:00 am	4 Therapy Dogs: Read to Dani & Malo 3:30 pm	5 Toddler Story Times 10:00 & 11:00 am	6 Block Play & STEAM Activities 10:00 am – 12:00 pm Spinning & Weaving Demo 1:00 – 4:00 pm
7 This Week's Story Time Theme: <i>Size</i>	8 	9 Story Time 10:00 am Therapy Dogs: Read to Jack & Scout 3:30 pm	10 Baby Story Time 10:00 am 	11 Quilting In the Library 9:30 am – 4:00 pm Read to Dani & Malo 3:30 pm Valentine Making 3:45 pm	12 Toddler Story Times 10:00 & 11:00 am 	13
14 This Week's Story Time Theme: <i>Patterns</i>	15 Library Closed Presidents' Day	16 Story Time 10:00 am Read to Jack & Scout 3:30 pm	17 Baby Story Time 10:00 am Therapy Dog: Read to Rita 3:30 pm	18	19 Toddler Story Times 10:00 & 11:00 am	20 Call Dial-A-Story Anytime! 942-7444 
21 This Week's Story Time Theme: 	22	23 Story Time 10:00 am Read to Jack & Scout 3:30 pm	24 Baby Story Time 10:00 am Therapy Dog: Read to Rita 3:30 pm	25	26 Toddler Story Times 10:00 & 11:00 am	27
28 This Week's Story Time Theme: <i>Dolls</i>	29 	1 Preschool Story Time 10:00 am Read to Jack & Scout 3:30 pm	2 Baby Story Time 10:00 am	3 Therapy Dogs: Read to Dani & Malo 3:30 pm	4 Toddler Story Times 10:00 & 11:00 am	5 Spinning & Weaving Demo 1:00 – 4:00 pm 

For more information about any of these programs, please call the Richland Public Library at 942-7452.
All programs take place at the Richland Public Library unless otherwise stated.

Richland Public Library

February Events

<http://richland.lib.wa.us>

February 2, 9 & 16 3:45 – 5:15pm

Advanced Beginning Scratch

This is a continuation of the January Class but anyone 4th grade and older can attend. Registration is required



February 4 6:00pm

Raspberry Pi User Group



The monthly meeting of Raspberry Pi Users is opened to all. Bring your own Pi or check out a Pi from the library. Limited number of monitor, keyboard and mouse setups are available for use.

February 4 & 11 3:45 – 5:15pm

Steampunk Top hats

Make your own Steampunk Top hat in time for RadCon. Open to anyone 4th grade and older. Registration is required. This is a two session class; we will create the design this week and assemble the hat the next week. Lots of hot glue and fun.



February 6 10:00am – 12:00pm

Take your Child to the Library Day

Block play and STEAM activities



Richland Public Library

February Events

February 11 10:00am – 4:00pm

Project Linus Quilters

Do you have an unfinished quilt project? Do you need table space for your quilting project? Do you like looking at beautiful quilts and learning from master quilters? Have a passion for quilting? Come together to work on projects. Stay all day (bring a lunch!) or just stay for a few hours. Water, Juice, Coffee, Tea and Snacks are provided. Bring your sewing machine and your quilting project.

February 16 6:00 pm

By the Book Knitters

By the Book Knitters is a self-guided study group this year the focus is on Felting.

February 23 10:00 – 11:30am

Makey Makey

On special loan from the Washington State Library Makey Makey is here for 2 weeks only. Open to anyone 4th grade and older and registration is required



February 25 3:45 – 5:15pm

Makey Makey

On special loan from the Washington State Library Makey Makey is here for 2 weeks only. Open to anyone 4th grade and older and registration is required

CITY OF RICHLAND

Revenue Report for Library Accounts January 1 through January 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	935.45	935.45	12,064.55	7.20%	1,110.45
347220	LIBRARY: MISC CHARGES	4,000	4,000	222.00	222.00	3,778.00	5.55%	193.00
347270	LIBRARY: NON-RESIDENT FEES	5,500	5,500	240.00	240.00	5,260.00	4.36%	330.00
Total	CHARGES FOR GOODS & SVCS	22,500	22,500	1,397.45	1,397.45	21,102.55	6.21%	1,633.45
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	60.00	60.00	440.00	0.00%	45.00
359700	LIBRARY: MISC FINES	41,000	41,000	3,851.73	3,851.73	37,148.27	9.39%	4,690.00
Total	FINES & FORFEITS	41,500	41,500	3,911.73	3,911.73	37,588.27	9.43%	4,735.00
MISCELLANEOUS REVENUES								
362509	LIBRARY: BUILDING RENTAL	2,400	2,400	200.00	200.00	2,200.00	8.33%	200.00
Total	MISCELLANEOUS REVENUES	2,400	2,400	200.00	200.00	2,200.00	8.33%	200.00
TOTAL		66,400	66,400	5,509.18	5,509.18	60,890.82	8.30%	6,568.45

City of Richland Revenue Report for January 2016

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	47,617.08	47,617.08	0.00	712,679.92	6.3%	0.00
1102		SALARIES-PART TIME	174,506	174,506	12,305.34	12,305.34	0.00	162,200.66	7.1%	0.00
1104		SALARIES-INTERMITTENT/TEMP	62,482	62,482	2,279.58	2,279.58	0.00	60,202.42	3.6%	0.00
1201		SALARIES & WAGES-OVERTIME	750	750	0.00	0.00	0.00	750.00	0.0%	0.00
1302		VACATION/PTO CASHOUT	68,364	68,364	4,683.20	4,683.20	0.00	63,680.80	6.9%	0.00
			1,066,399	1,066,399	66,885.20	66,885.20	0.00	999,513.80		0.00
Type:	2	BENEFITS								
2101		SOCIAL SECURITY-FICA	85,574	85,574	4,684.55	4,684.55	0.00	80,889.45	5.5%	0.00
2103		PENSION CONTRIBUTIONS-PERS	103,614	103,614	6,541.91	6,541.91	0.00	97,072.09	6.3%	0.00
2105		INDUSTRIAL INS & MED AID	19,167	19,167	1,261.77	1,261.77	0.00	17,905.23	6.6%	0.00
2106		UNEMPLOYMENT	2,126	2,126	134.51	134.51	0.00	1,991.49	6.3%	0.00
2107		LIFE & DISABILITY INSURANCE	7,397	7,397	476.82	476.82	0.00	6,920.18	6.4%	0.00
2108		DENTAL INSURANCE	23,212	23,212	1,654.08	1,654.08	0.00	21,557.92	7.1%	0.00
2109		HEALTH INSURANCE	209,081	209,081	14,297.94	14,297.94	0.00	194,783.06	6.8%	0.00
2110		VISION INSURANCE	3,822	3,822	259.68	259.68	0.00	3,562.32	6.8%	0.00
2112		DEFERRED COMPENSATION	40,291	40,291	2,497.38	2,497.38	0.00	37,793.62	6.2%	0.00
2118		POST EMPLOYEE HEALTH BENE	32,000	32,000	2,333.31	2,333.31	0.00	29,666.69	7.3%	0.00
			526,284	526,284	34,141.95	34,141.95	0.00	492,142.05		0.00
Type:	3	SUPPLIES								
3102		OPERATING SUPPLIES & MATERI	32,850	32,850	0.00	0.00	0.00	32,850.00	0.0%	0.00
3105		COPIER SUPPLIES	1,000	1,000	0.00	0.00	0.00	1,000.00	0.0%	0.00
3401		LIBRARY RESOURCES	261,500	261,500	29,899.79	29,899.79	0.00	231,600.21	11.4%	0.00
3583		SOFTWARE-LICENSING & UPGR	40,867	40,867	4,458.02	4,458.02	0.00	36,408.98	10.9%	0.00
3993		SUPPLIES - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			336,217	336,217	34,357.81	34,357.81	0.00	301,859.19		0.00
Type:	4	OTHER SERVICES & CHARGES								
4106		ARCHITECTURAL SERVICES	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4107		OTHER PROFESSIONAL SERVIC	26,500	26,500	1,049.21	1,049.21	0.00	25,450.79	4.0%	0.00
4135		SHARED VALUES PROGRAM	488	488	0.00	0.00	0.00	488.00	0.0%	0.00
4201		TELEPHONE & COMM SVCS	6,000	6,000	516.81	516.81	0.00	5,483.19	8.6%	0.00
4202		POSTAGE	5,098	5,098	0.00	0.00	0.00	5,098.00	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
4301		TRAVEL EXPENSES	3,742	3,742	276.00	276.00	0.00	3,466.00	7.4%	0.00
4504		COPIER/FAX LEASE RENTAL MAI	5,160	5,160	0.00	0.00	0.00	5,160.00	0.0%	0.00
4505		RENTALS-OTHER	5,136	5,136	257.74	257.74	0.00	4,878.26	5.0%	0.00
4601		INSURANCE	32,133	32,133	20,478.00	20,478.00	0.00	11,655.00	63.7%	0.00
4700		UTILITIES	64,356	64,356	2,161.02	2,161.02	0.00	62,194.98	3.4%	0.00
4802		REPAIRS AND MAINT-EQUIPMEN	3,690	3,690	0.00	0.00	0.00	3,690.00	0.0%	0.00
4806		REPAIRS AND MAINT-STRUCTUR	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4815		REPAIR & MAINT - PUBLIC ART	1,500	1,500	0.00	0.00	0.00	1,500.00	0.0%	0.00
4902		DUES & SUBSCRIPTIONS	783	783	783.00	783.00	0.00	0.00	100.0%	0.00
4903		PRINT SHOP SERVICES	400	400	0.00	0.00	0.00	400.00	0.0%	0.00
4911		OUTSIDE SVCS PROVIDED	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4912		TUITION/CONFERENCE FEES	3,180	3,180	0.00	0.00	0.00	3,180.00	0.0%	0.00
4913		COLLECTION SERVICES	2,622	2,622	0.00	0.00	0.00	2,622.00	0.0%	0.00
4993		SERVICES & CHARGES PIP AWA	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			160,788	160,788	25,521.78	25,521.78	0.00	135,266.22		0.00
Type:	5	INTERGOVERNMENTAL SERVICES								
5117		INTERLIBRARY SVCS	200	200	0.00	0.00	0.00	200.00	0.0%	0.00
5301		STATE TAXES	2,100	2,100	0.00	0.00	0.00	2,100.00	0.0%	0.00
			2,300	2,300	0.00	0.00	0.00	2,300.00		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	51,350	0.00	0.00	0.00	51,350.00	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	51,350	0.00	0.00	0.00	51,350.00		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	2,143,338	160,906.74	160,906.74	0.00	1,982,431.26	7.5%	0.00

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

Grand Totals	2,091,988	2,143,338		160,906.74	160,906.74		0.00	1,982,431.26	7.5%	0.00
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RICHLAND PUBLIC LIBRARY
CERTIFICATION OF CLAIMS FOR PAYMENT
FEBRUARY 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 \$169,773.77 this 9th day of February 2016.

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

Voucher Listings	Amount
January 1, 2016 thru January 31, 2016	\$103,188.57
Interdepartmental Billings	
None	\$0.00
Transfer Advice (Salaries)	
Salaries for the weeks of 01/14/16 & 01/28/16	\$66,885.20
TOTAL MONTHLY EXPENSES	\$170,073.77

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

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001		GENERAL FUND			
Division:	303	LIBRARY			
BANK OF AMERICA		TXN00024526	230723	INGRAM BOOKS	\$286.33
		TXN00024534		INGRAM BOOKS	\$223.18
		TXN00024535		INGRAM BOOKS	\$13.02
		TXN00024541		INGRAM BOOKS	\$230.47
		TXN00024575		ALBERTSONS #213 - Arts Commisi	\$36.69
		TXN00024583		INGRAM BOOKS	\$182.18
		TXN00024585		INGRAM BOOKS	\$70.32
		TXN00024588		INGRAM BOOKS	\$281.55
		TXN00024600		INGRAM BOOKS	\$17.85
		TXN00024605		INGRAM BOOKS	\$1,008.57
		TXN00024614		MEETING SUPPLIES	\$33.43
		TXN00024618		INGRAM BOOKS	\$95.07
		TXN00024636		INGRAM BOOKS	\$113.94
		TXN00024646		AmazonPrime Membership - Credi	(\$99.00)
		TXN00024655		INGRAM BOOKS	\$138.97
		TXN00024656		INGRAM BOOKS	\$73.85
		TXN00024683		OVERDRIVE DIGITAL BOOKS	\$301.58
		TXN00024690		RECORDED BOOKS	\$413.75
		TXN00024694		RECORDED BOOKS	\$119.27
		TXN00024699		GALE LARGE PRINT	\$987.19
		TXN00024707		TAPE DISPENSER CORE	\$4.72
		TXN00024708		INGRAM BOOKS	\$58.60
		TXN00024722		OFFICE SUPPLIES	\$320.59
		TXN00024729		TONER CARTRIDGE	\$65.62
		TXN00024730		500 GB BACKUP, COIN WRAPPERS	\$97.71
		TXN00024747		HOLE PUNCH	\$12.20
		TXN00024748		SCISSORS	\$16.40
		TXN00024778		INGRAM BOOKS	\$65.29
		TXN00024785		INGRAM BOOKS	\$427.47
		TXN00024787		INGRAM BOOKS	\$54.17
		TXN00024799		INGRAM BOOKS	\$236.00
		TXN00024819		INGRAM BOOKS	\$1,456.09
		TXN00024840		GALE LARGE PRINT	\$362.52
		TXN00024871		INGRAM BOOKS	\$56.12
		TXN00024872		INGRAM BOOKS	\$17.84
		TXN00024898		INGRAM BOOKS	\$147.49
		TXN00024899		INGRAM BOOKS	\$22.21
CITY OF RICHLAND		12/2015 DEC	230766	CITY UTILITY BILLS/DEC 2015	\$3,167.98



City Of Richland

VL-1 Voucher Listing

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

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
CITY OF RICHLAND		16-006 HIME	230957	16-006 LCH ALA 01 2016	\$276.00
DESIGN WEST ARCHITECTS		1592/1	230552	DESIGN SVCS-LIBRARY MAKER SPAC	\$11,107.40
ENVISION WARE INC	P056072	INV-US-23307	230422	Annual Mntnc for Envisionware	\$4,458.02
FRONTIER	S016711	01/16 5099433152	230894	TELEPHONE CHARGES 1/4/16 - 2/3	\$369.29
HUDSON, ROBIN		2015 SHARED VALUE	230318	STAFF LUNCH - SHARED VALUES	\$66.77
LIBRARY IDEAS LLC		43682	230997	FREEGAL MUSIC SUBSCRIPTION	\$14,000.00
NORTHWEST VITAL RECORDS CENTER INC		13433	230816	FILM CONVER/3 TB HARD DRIVE	\$4,808.52
P.V.SUPA INC	P055973	11638	230336	SHIPPING FOR 3 UNITS	\$650.00
	P055973			SELF-CHECK UNIT, REMOTE	\$1,500.00
	P055973			SELF-CHECK UNIT, LIBMASTER PIL	\$16,500.00
PITNEY BOWES PURCHASE POWER		1215/14823173	230607	POSTAGE 12/01/15 TO 12/31/15	\$297.56
SECRETARY OF STATE		00006028	230919	2016 WDLG CONTRACT #IG-4513	\$15,899.79
UNIQUE MANAGEMENT SERVICES INC		417629	230848	COLLECTION SRVCS-DEC	\$268.50
WASHINGTON CITIES INSURANCE AUTHORITY		40117	230711	2016 WCIA INSURANCE PREMIUM	\$36.00
				2016 WCIA INSURANCE PREMIUM	\$20,442.00
WASHINGTON LIBRARY ASSOCIATION		2016 DUES	230932	2016 INSTITUTIONAL MEMBERSHIP	\$783.00
XEROX CORPORATION		082874489	230652	W7225 BASE CHRG/PRINTS-DEC	\$319.58
		082874490	230653	W7225 BASE CHRG/PRINTS-DEC	\$141.39
XO HOLDINGS LLC DBA		0279562040	230713	PHONE CHARGES 12/23-01/22/16	\$147.52
LIBRARY TOTAL****					\$103,188.57
GENERAL FUND Total ***					\$103,188.57



City Of Richland
VL-1 Voucher Listing

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

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

\$103,188.57

Number of Invoices

Amount

Vouchers In Richland

0

Vouchers In Tri Cities

0

Vouchers In WA

5

Vouchers Outside WA

52

\$61,219.26

Vouchers Final Total.....

57

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	\$42,307.06	41%
4	OTHER SERVICES & CHARGES	\$42,231.51	40.93%
	MACHINERY & EQUIPMENT	\$18,650.00	18.07%
	Total	\$103,188.57	

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

Fund	001	GENERAL FUND			Current		Current	Unencumbered	Y-T-D %	Previous
			Orig.Budget	Adj.Budget	Month	Y-T-D	Encumbered	Balance	Committed	Y-T-D
Type:	1	SALARIES								
1101	SALARIES & WAGES-REGULAR		785,273	760,206	61,644.31	681,588.09	0.00	78,617.91	89.7%	0.00
1102	SALARIES-PART TIME		191,302	191,302	16,384.20	167,246.36	0.00	24,055.64	87.4%	0.00
1104	SALARIES-INTERMITTENT/TEMP		35,339	35,339	3,546.22	21,591.93	0.00	13,747.07	61.1%	0.00
1201	SALARIES & WAGES-OVERTIME		800	800	0.00	9.12	0.00	790.88	1.1%	0.00
1302	VACATION/PTO CASHOUT		35,758	60,825	29,248.59	93,828.51	0.00	33,003.51-	154.3%	0.00
			1,048,472	1,048,472	110,823.32	964,264.01	0.00	84,207.99		0.00
Type:	2	BENEFITS								
2101	SOCIAL SECURITY-FICA		80,212	80,212	8,384.77	72,438.88	0.00	7,773.12	90.3%	0.00
2103	PENSION CONTRIBUTIONS-PERS		94,733	94,733	8,858.38	84,758.41	0.00	9,974.59	89.5%	0.00
2105	INDUSTRIAL INS & MED AID		9,622	9,622	608.59	8,765.53	0.00	856.47	91.1%	0.00
2106	UNEMPLOYMENT		4,544	4,544	479.62	4,200.67	0.00	343.33	92.4%	0.00
2107	LIFE & DISABILITY INSURANCE		8,783	8,783	497.98	6,876.91	0.00	1,906.09	78.3%	0.00
2108	DENTAL INSURANCE		23,106	23,106	1,592.68	21,081.84	0.00	2,024.16	91.2%	0.00
2109	HEALTH INSURANCE		218,414	218,414	11,897.40	180,480.00	0.00	37,934.00	82.6%	0.00
2110	VISION INSURANCE		3,738	3,738	267.48	3,477.24	0.00	260.76	93.0%	0.00
2112	DEFERRED COMPENSATION		44,644	44,644	3,343.10	35,660.00	0.00	8,984.00	79.9%	0.00
2118	POST EMPLOYEE HEALTH BENE		28,707	28,707	1,860.74	26,050.36	0.00	2,656.64	90.7%	0.00
			516,503	516,503	37,790.74	443,789.84	0.00	72,713.16		0.00
Type:	3	SUPPLIES								
3102	OPERATING SUPPLIES & MATERI		32,850	32,850	2,846.00	32,560.74	0.00	289.26	99.1%	0.00
3105	COPIER SUPPLIES		800	800	0.00	828.85	0.00	28.85-	103.6%	0.00
3401	LIBRARY RESOURCES		216,500	216,500	12,900.90	233,704.00	0.00	17,204.00-	107.9%	0.00
3583	SOFTWARE-LICENSING & UPGR		40,707	40,707	0.00	32,554.11	0.00	8,152.89	80.0%	0.00
3993	SUPPLIES - PIP AWARDS		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			290,857	290,857	15,746.90	299,647.70	0.00	8,790.70-		0.00
Type:	4	OTHER SERVICES & CHARGES								
4106	ARCHITECTURAL SERVICES		0	20,000	0.00	0.00	0.00	20,000.00	0.0%	0.00
4107	OTHER PROFESSIONAL SERVIC		26,500	26,500	1,139.69	13,521.42	0.00	12,978.58	51.0%	0.00
4135	SHARED VALUES PROGRAM		488	488	66.77	482.34	0.00	5.66	98.8%	0.00
4201	TELEPHONE & COMM SVCS		7,620	7,620	516.70	6,210.66	0.00	1,409.34	81.5%	0.00
4202	POSTAGE		4,498	4,498	123.63	6,323.65	0.00	1,825.65-	140.6%	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
4301		TRAVEL EXPENSES	5,010	5,010	922.20	4,824.25	0.00	185.75	96.3%	0.00
4504		COPIER/FAX LEASE RENTAL MAI	3,570	3,570	548.63	5,189.17	0.00	1,619.17-	145.4%	0.00
4505		RENTALS-OTHER	4,683	4,683	404.84	4,622.81	0.00	60.19	98.7%	0.00
4601		INSURANCE	35,369	35,369	0.00	31,502.00	0.00	3,867.00	89.1%	0.00
4700		UTILITIES	62,240	61,414	5,798.59	52,242.12	0.00	9,171.88	85.1%	0.00
4802		REPAIRS AND MAINT-EQUIPMEN	3,690	3,690	0.00	3,078.40	0.00	611.60	83.4%	0.00
4806		REPAIRS AND MAINT-STRUCTUR	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4815		REPAIR & MAINT - PUBLIC ART	0	3,850	0.00	271.03	0.00	3,578.97	7.0%	0.00
4902		DUES & SUBSCRIPTIONS	783	783	0.00	783.00	0.00	0.00	100.0%	0.00
4903		PRINT SHOP SERVICES	400	1,226	0.00	725.66	0.00	500.34	59.2%	0.00
4911		OUTSIDE SVCS PROVIDED	0	9,360	1,750.00	2,500.00	0.00	6,860.00	26.7%	0.00
4912		TUITION/CONFERENCE FEES	3,140	3,140	0.00	2,441.24	0.00	698.76	77.7%	0.00
4913		COLLECTION SERVICES	3,222	3,222	196.90	1,924.25	0.00	1,297.75	59.7%	0.00
4993		SERVICES & CHARGES PIP AWA	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			161,213	194,423	11,467.95	136,642.00	0.00	57,781.00		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	92.64	1,018.33	0.00	1,081.67	48.5%	0.00
			2,300	2,300	92.64	1,123.33	0.00	1,176.67		0.00
Type:	6	CAPITAL								
6340		PUBLIC ARTS IMPROVEMENT	0	6,000	0.00	0.00	0.00	6,000.00	0.0%	0.00
6406		FURNITURE & FIXTURES > \$5,000	0	70,000	0.00	0.00	18,650.00	51,350.00	26.6%	0.00
6414		MACHINERY & EQUIP > \$5,000	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6440		BOOKS - LIBRARY	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6441		PERIODICALS - LIBRARY	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6442		NONPRINT - LIBRARY	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6443		DATABASES - LIBRARY	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6481		COMPUTER SOFTWARE	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6993		CAPITAL - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			0	76,000	0.00	0.00	18,650.00	57,350.00		0.00
Type:	9	INTERFUND SERVICES								
9141		INTFND SVCS - SYSTEMS DIVISI	500	500	0.00	0.00	0.00	500.00	0.0%	0.00

Fin-2 City of Richland Expense Summary - Object Types by Fund 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
9986		LIBRARY FACILITY MAINT RESER	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
9992		DESIGNATED RESERVE	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
9993		PIP RESERVE	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
9999		UNAPPROPRIATED FUND BALAN	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			500	500	0.00	0.00	0.00	500.00		0.00
Total Fund	001		2,019,845	2,129,055	175,921.55	1,845,466.88	18,650.00	264,938.12	87.6%	0.00

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

Grand Totals	2,019,845	2,129,055		175,921.55	1,845,466.88		18,650.00	264,938.12	87.6%	0.00
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RICHLAND PUBLIC LIBRARY
CERTIFICATION OF CLAIMS FOR PAYMENT
JANUARY 2016

We the undersigned, Richland Public Library Board, City of Richland, Benton County, do hereby certify that the merchandise or services as previously specified have been received and that the accumulated costs are approved for payment in the amount of \$150,392.88 this 12 day of January 2016.

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

Voucher Listings	Amount
December 1, 2015 thru December 31, 2015	\$26,877.58
Interdepartmental Billings	
None	\$0.00
Transfer Advice (Salaries)	
Salaries for the weeks of 12/03/15; 12/17/15; 12/31/15	\$123,515.30
TOTAL MONTHLY EXPENSES	\$150,392.88

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 02/09/2016

Agenda Category: New Business

Prepared By: Ann Roseberry, Library Manager

Subject:

Library Staff Presentation - Inter-Library Loans

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. Inter Library Loan Policy

Interlibrary Loan Policy

The purpose of Interlibrary loan as defined by the American Libraries Association Interlibrary Loan Code and Explanatory Supplement is the process by which a library requests material from, or supplies materials to, another library. Interlibrary loan as a concept has existed since 1916 when libraries in the U.S. embraced an idea first proposed in 1876 by then-director Samuel Green of the Worcester Free Public Library (MA).

He proposed his idea in the September 1876 issue of *Library Journal*, in which he wrote : It would add greatly to the usefulness of our reference libraries if an agreement should be made to lend books to each other for short periods of time...I should think libraries would be willing to make themselves responsible for the value of borrowed books, and be willing to pay an amount of expressage that would make the transportation company liable for the loss in money should the books disappear in transit. (Green, 1876)

The U.S. interlibrary Loan Code, first published in 1917 and adopted by The ALA in 1919, is designed to provide a code of behavior for requesting and supplying material within the United States. This national code is intended to provide guidelines for exchanges between libraries where no other agreement applies. The ultimate objective for the Library is to provide the patron with the material which he or she is seeking.

Interlibrary loan (ILL) is intended to complement local collections and is not a substitute for good library collections intended to meet the routine needs of users. ILL is based on a tradition of sharing resources between various types and sizes of libraries and rests on the belief that no library, no matter how large or well supported, is self-sufficient in today's world. It is also evident that some libraries are net borrowers (borrow more than they lend) and others are net lenders (lend more

than they borrow), but the system of interlibrary loan still rests on the belief that all libraries should be willing to lend if they are willing to borrow. Although the U. S. shares a common border with Canada and Mexico, it is important to remember that these countries have their own library infrastructures and ILL codes.

Who may use Interlibrary Services?

Interlibrary Services are available to all RPL cardholders. You may place a request through our online website or the reference desk.

Is there a charge for Interlibrary Services?

Yes, a fee of \$4 or more if applicable from the lending library.

How long does it take?

A requested item should arrive in two to three weeks, depending upon how widely available it is and the location of the library sending it.

How many items may I request?

There is no limit to how many items you can request.

How long can I use materials received through Interlibrary Loan?

The loan period is three weeks unless noted differently by the lending library.

Can I renew my Interlibrary Loan materials?

You may request an extension of the loan period. You cannot renew these items yourself or have the library staff do it for you. You must request renewals through the reference desk at least two days prior that the item is due. The Interlibrary loan coordinator will request a renewal from the lending library. If the renewal is allowed, we will notify you with the new due date (determined by the lending library), which may be shorter or longer than the three-week lending period.

Materials Borrowed From Other Libraries

Interlibrary loan materials are subject to loan periods, renewals, fines, fees and other applicable policies of the lending library (the library which owns the material). RPL staff will honor the lending library's condition of loan including observation of dates and duration of loans, recall notices, fees (if applicable), and special handling provisions. RPL will explain these conditions to the patron at checkout.

When borrowing, materials are always requested first from lenders who provide the materials at no cost. When a free source is not located, patrons are charged the fees specified by the lending library.

Permission will be obtained from the patron before the request for any item with an associated fee is submitted. If a patron wishes to cancel a request for an item after the item has shipped by the lender, the patron will be responsible for the total cost of the fee. Patrons are expected to return items in the same condition as received. Patrons may be billed an amount named by the lending library if materials are returned damaged or if the item is lost.

Materials Loaned to Other Libraries

Materials are available to loan with the exception of High Demand, Lucky Day, New Books (last 6 months), downloadable materials, reference material and Audio/Visual materials.

The initial circulation period for materials loaned to other libraries is four (4) weeks. Extensions may be granted when requested and will be based on whether or not there is a local need for the materials.

The terms "requesting library" and "supplying library" are used in preference to "borrowing" and "lending" to cover the exchange of copies as well as loans. The requesting library assumes an inherent risk when material is supplied through interlibrary loan. Although the number is small. Some material is lost or damaged at some point along the route

from supplier and back again. The requesting library's responsibility for this loss is based on the concept that if the request had not been made, the material would not have left the supplier's shelf, and thus would not have been put at risk. It clearly states that the requesting library is responsible for the material from the time it leaves the supplying library until its safe return to the supplying library. Borrowed items should be returned in the condition in which they were received at the requesting library. In particular, adhesive labels or tape should not be affixed directly to any borrowed item.

It is the responsibility of the requesting library to pay invoices received or to notify the supplying library of any billing questions no later than six months from the billing date for the charges in question. The requesting library should make every attempt to resolve billing questions within six months of notifying the supplying library of an apparent billing error. Although the code stipulates that the requesting library is required to pay if billed for a lost or damaged item, the supplying library is not necessarily required to charge for a lost item. The requesting library is responsible for ensuring compliance with any use restrictions specified by the supplying library such as "library use only" or "no photocopying."