



Agenda
Library Board Meeting
Tuesday, September 13, 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. Leslie Campbell Hime, Reference Supervisor
- Ann Roseberry, Library Manager

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

August 9, 2016 Library Board Minutes

Report of the Library Manager:

- I. September 2016 Library Manager's Report
- Ann Roseberry, Library Manager
2. August 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 August 1, 2016 thru August 31, 2016
- Ann Roseberry, Library Manager
2. Approval of bills for July 1, 2016 thru July 31, 2016
- Ann Roseberry, Library Manager

Unfinished Business:

New Business:

Round Robin:

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, October 11, 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
August 9, 2016 5:30 – 6:30 PM

CALL TO ORDER:

Chair Lunstad called the meeting to order at 5:30 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.

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

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

BOARD MEMBER MITCHELL MOVED AND BOARD MEMBER AEBERSOLD SECONDED THE MOTION TO APPROVE THE MINUTES AS SUBMITTED. BOARD MEMBER MOHR ABSTAINED DUE TO ABSENCE. THE MOTION CARRIED 4-0.

REPORT OF THE LIBRARY MANAGER:

Attached

PUBLIC COMMENTS:

No public comment.

APPROVAL OF BILLS:

Deferred to the September meeting.

NEW BUSINESS:

Staff Presentation

Dr. Leslie Campbell-Hime, Reference Supervisor, provided an overview of her first six months in the position, including a report on her attendance at the American Library Association Annual Conference.

ROUND ROBIN:

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

1. 2017 Budget
2. STEAMspace
3. Business Model

ADJOURNMENT:

Chair Lunstad adjourned the meeting at 6:38 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
September 2016

Library Foundation

The proceeds from the combined Mastersingers and Library Foundation netted \$500.00 for the Foundation. The plan is to make this an annual event.

Friends of the Library

The Friends met August 29. They plan one or two more Pop-Up sales before the Booksale scheduled for the end of October.

Statistics:

Attached

Revenue / Expense / Voucher Listing:

Revenue

Revenue shows 69.11% at the end of August.

Expense

Salaries continue under projections. All of the vacant positions are in process for replacement. 4903, Print Shop Services, shows the effects of printing for the Summer Reading program, our main printing project. Telephone and Communications, is running high. That was addressed in the 2017 budget.

Voucher Listing

We purchased some spray in August for an unexpected gathering of wasps around the front door. The charge for Yoke's was miscoded and will be reversed to Parks and Facilities budget. Library pads for \$3720 are replacement RFID check-in/check-out pads. These were part of an upgrade. Software/camera/printer were replacements for outdated/failing library card equipment. The advertisement, \$325, was for national distribution of the opening for a librarian.

STEAMspace

The contract with Design West, the architects for the preliminary design, has been approved. The next step is to advertise for construction bids. The hoped-for schedule is still to begin work at the beginning of November.

2017 Budget

The 2017 draft budget was presented to the City Manager by Joe Schiessl on August 24. It will go forward to City Council unchanged.

Business Model

The first meeting of Business Model team met August 19. The second meeting is scheduled for September 9.

K-12 Reciprocity with Mid-Columbia Libraries (MCL)

Discussions between MCL and the City of Richland resulted in a decision to defer a meeting of the Boards and discussion of student, K-12, reciprocity until after the November election. The city of West Richland has a tax measure on the ballot to fund library services. It was determined that a more productive discussion would result after the election.



Notable Events Calendar
Richland Public Library and Hapo Community Stage

September 2016

Richland Public Library:

- September 14, 15, 20 & 21 – First Time Homebuyer Classes presented by Windermere
- September 15 – Eva Abram will give RPL's first Humanities Washington Lecture 5-7:30pm in the Gallery. Her talk is titled "Defeating Racism Today: What Does It Take?"
- September 17 – Toastmasters Humor Speech Contest & Sweater Weather
- September 17 – Mid Columbia Electric Vehicle Association (cars will be parked on sidewalk)
- September 23 & 24 – Women & Retirement seminars presented by Tom Doncaster
- September 26 – SE WA Aging & Long Term Care – Alzheimer's Association, AARP & other organizations will be presenting about aging topics

Coming Soon - RPL:

- October 1 – U.S.S. Antares – Star Trek Day commemorating the 50th anniversary of Star Trek – there will be assorted geeks and freaks throughout the building all day!!!
- October 8 – Indie Author Day at RPL. Rivers of Ink will also be at RPL

Hapo Community Stage:

- September 24 – Time of Remembrance Parade

Coming Soon - HCS:

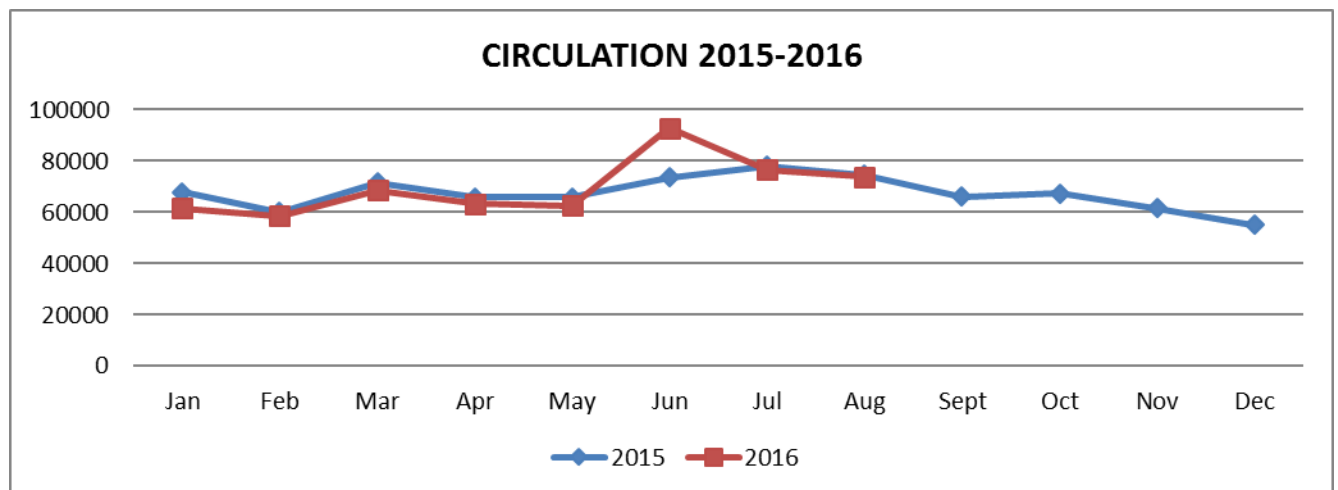
- October 15 – Rocktoberfest! This is still in the planning stages, but there will be a couple of Rock/Bluesy bands – the **JavaTones** and **Tuck Foster & the Tumbling Dice**, there will be beer tasting from some local breweries and some food trucks on hand. This will be an over 21 event.

Additional information can be found at : <http://www.richland.lib.wa.us/>

CIRCULATION

Notes: Circulation was down slightly in August 2016 from August 2015.

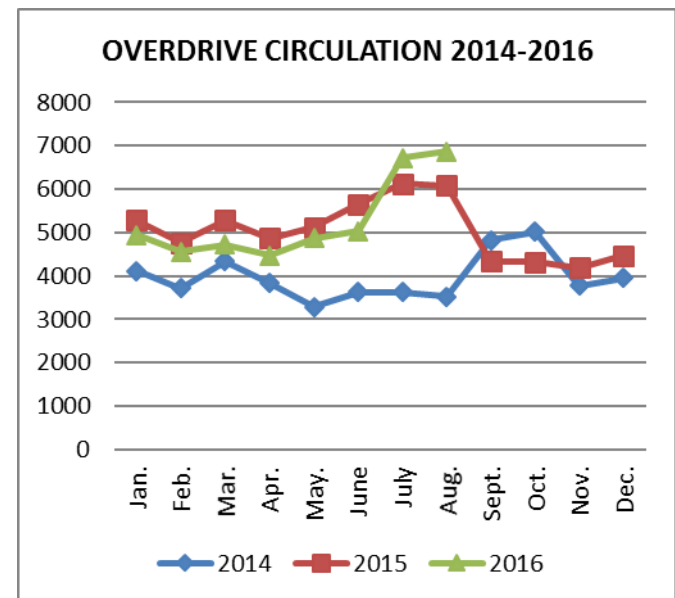
Mo.	2012	2013	2014	2015	2016	Rate of Change ('15 to '16)
Jan.	59,907	62,474	58,823	67,878	61,483	-9%
Feb.	64,259	54,977	53,545	60,029	58,604	-2%
Mar.	65,141	60,642	61,638	71,643	68,576	-4%
Apr.	56,672	60,764	57,436	65,868	63,271	-4%
May	59,458	44,622	55,582	65,781	62,522	-5%
June	72,029	65,961	70,369	73,592	92,778	26%
July	73,774	69,107	71,813	78,206	76,527	-2%
Aug.	67,877	61,855	59,163	74,878	73,777	-1%
Sept.	60,317	56,373	58,470	66,074		
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	557,538	



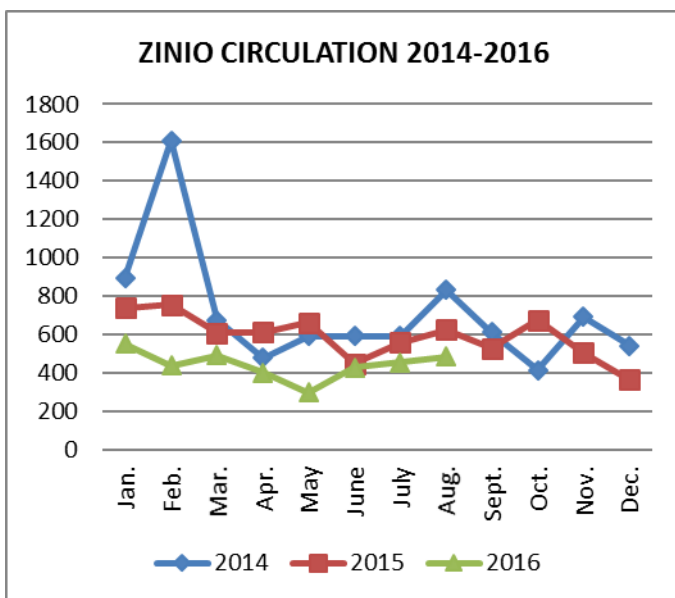
eCirculation

Notes: Overdrive and Hoopla continued to recover from a slight decrease in use in April 2016. Overall, August 2016 numbers for each show an increase in use from August 2015 and July 2016. Zinio use continued to rebound with August 2016 numbers eclipsing all monthly totals since March 2016.

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	6,862	2%
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	42,185	

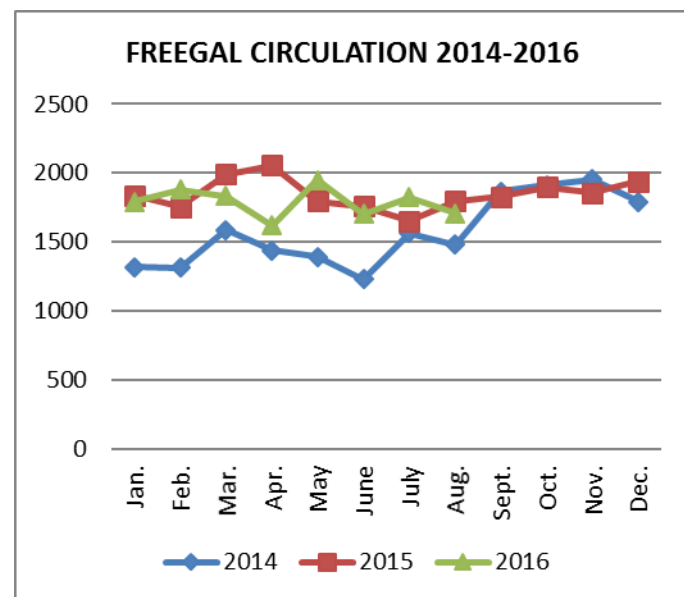


ZINIO	2013	2014	2015	2016	Rate of Change '15-'16
Jan.	2,316	896	737	552	-25%
Feb.	1,057	1,611	753	437	-42%
Mar.	1,215	673	608	491	-19%
Apr.	808	477	612	401	-34%
May	663	592	660	298	-55%
June	589	591	448	428	-4%
July	601	590	558	455	-18%
Aug.	664	831	625	485	-22%
Sept.	658	610	526		
Oct.	727	413	676		
Nov.	617	692	504		
Dec.	533	541	365		
YTD	10,448	8,517	7,072	3,547	

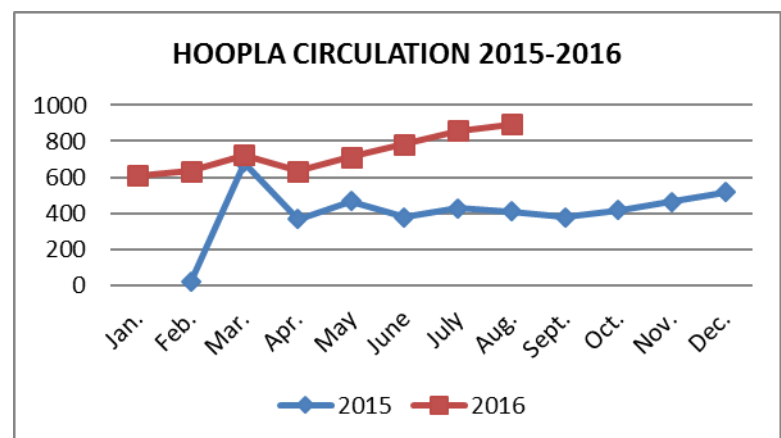


eCirculation

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	1,707	-5%
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	14,300	

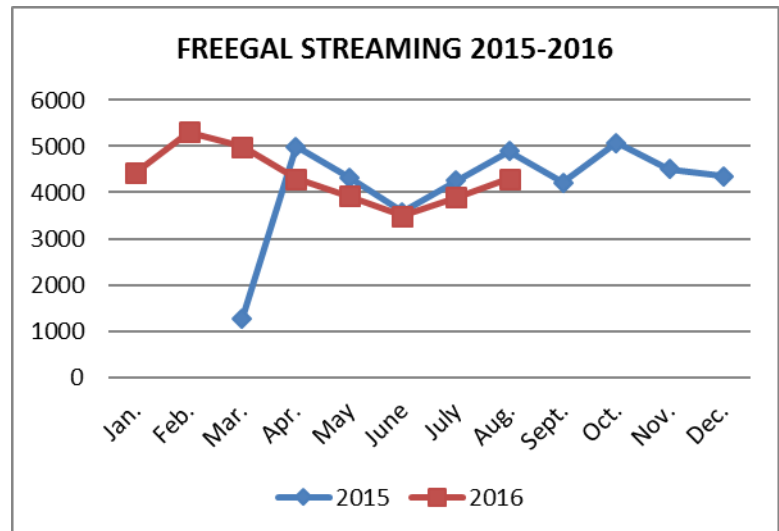


HOOPLA	2015	2016	Rate of Change '15-'16
Jan.	N/A	609	N/A
Feb.	19	634	3237%
Mar.	680	724	6%
Apr.	366	634	73%
May	466	712	53%
June	379	785	107%
July	429	858	100%
Aug.	408	893	119%
Sept.	379		
Oct.	418		
Nov.	462		
Dec.	518		
YTD	4,524	5,849	

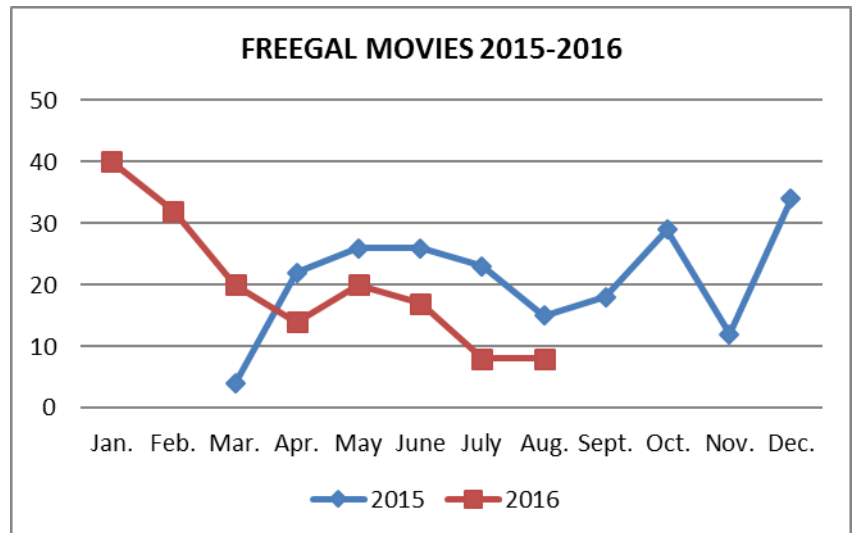


eCirculation

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	4,291	-12%
Sept.	4,221		
Oct.	5,079		
Nov.	4,506		
Dec.	4,353		
YTD	41,479	34,624	



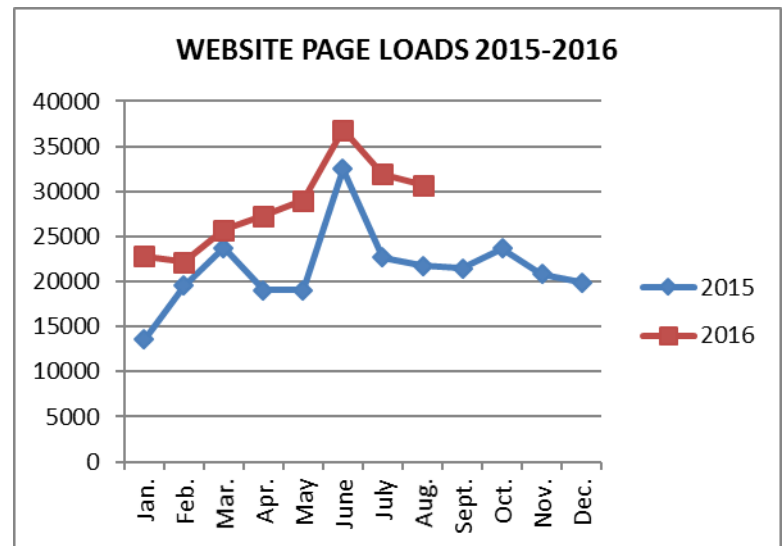
Freegal Movies	2015	2016	Rate of Change '15-'16
Jan.	N/A	40	N/A
Feb.	N/A	32	N/A
Mar.	4	20	400%
Apr.	22	14	-36%
May	26	20	-23%
June	26	17	-35%
July	23	8	-65%
Aug.	15	8	-47%
Sept.	18		
Oct.	29		
Nov.	12		
Dec.	34		
YTD	209	159	



WEBSITE PAGE LOADS

Notes: Website page loads increased 41% from August 2016 over August 2015, but showed a decrease from July 2016.

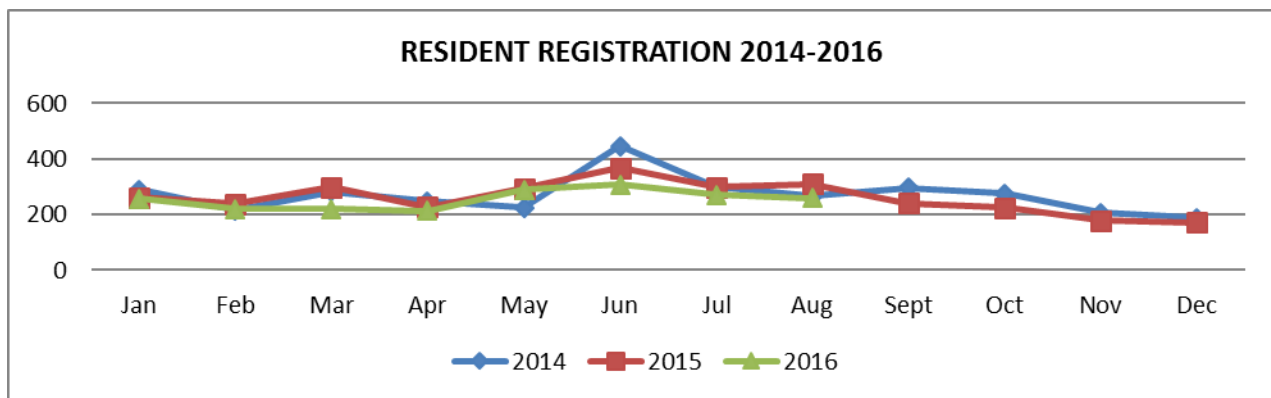
WEBSITE PAGE LOADS	2014	2015	2016	Rate of Change
Jan.	30,560	13,576	22,786	68%
Feb.	24,294	19,507	22,169	14%
Mar.	59,079	23,744	25,704	8%
Apr.	60,117	19,045	27,257	43%
May	27,232	19,012	29,013	53%
June	25,825	32,452	36,788	13%
July	23,477	22,663	31,920	41%
Aug.	25,759	21,747	30,733	41%
Sept.	25,165	21,422		
Oct.	23,945	23,631		
Nov.	12,362	20,791		
Dec.	16,184	19,901		
YTD	353,999	257,491	226,370	



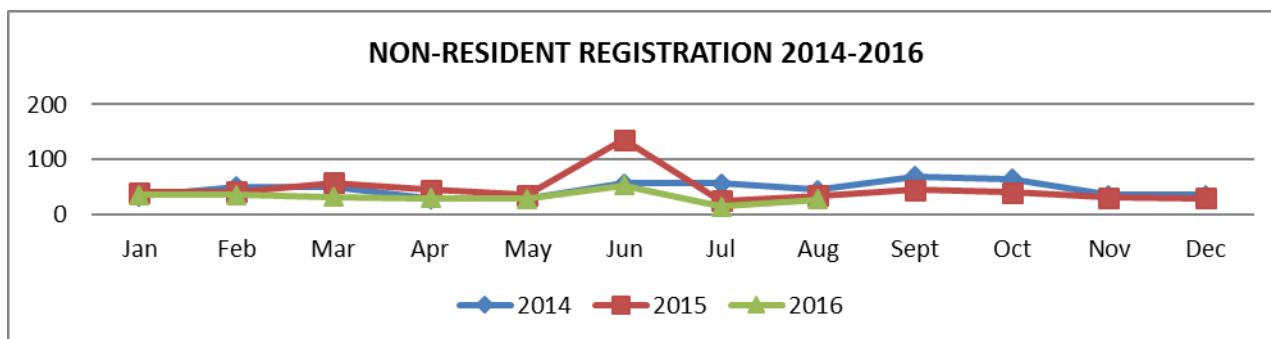
REGISTRATION

Notes: Resident registrations decreased by 16% in August 2016 over August 2015. Similarly, nonresident registrations decreased by 21% in August 2016 over August 2015, but showed a 44% increase over July 2016.

RESIDENT REGISTRATION													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
2013	212	198	227	215	327	400	334	342	330	268	260	191	3,304
2014	289	216	283	247	224	445	299	266	297	276	206	187	3,235
2015	261	239	299	227	294	367	298	309	241	224	178	172	3,109
2016	258	219	220	214	289	308	271	259					2,038
Change '15-'16	-1%	-8%	-26%	-6%	-2%	-16%	-9%	-16%					



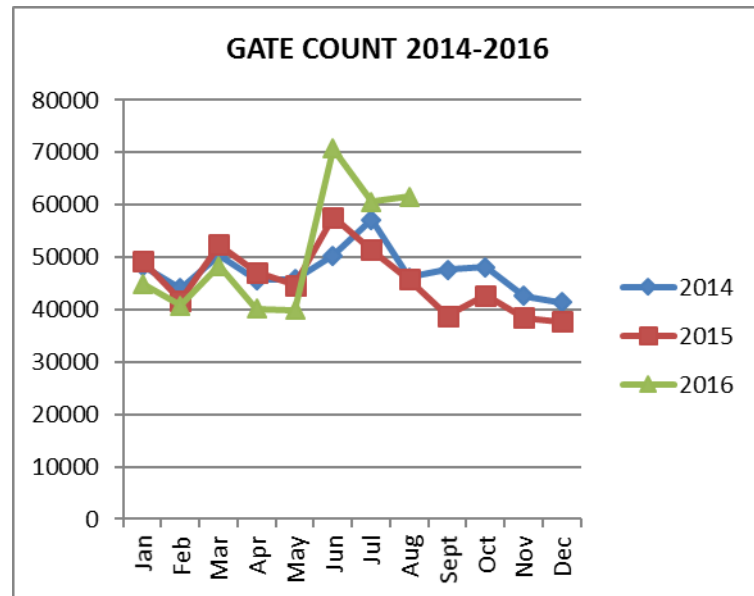
NON RESIDENT REGISTRATION													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
2013	120	103	110	83	39	73	39	50	69	40	42	31	799
2014	33	51	49	29	29	57	56	45	69	65	36	35	554
2015	40	41	58	45	35	136	25	34	45	40	31	30	560
2016	35	36	32	30	29	53	14	27					256
Change '15-'16	-13%	-12%	-45%	-33%	-17%	-61%	-44%	-21%					



GATE COUNT

Notes: Gate count showed an increase of 34% in August 2016 as compared to August 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	61,519	34%
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	406,873	



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	1,228	
Q4 (October, November, December)	1,272.75		
TOTAL	4,580	3,836.25	

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	144	6	202	6
Aug.	144	25	221	32
Sept.				
Oct.				
Nov.				
Dec.				
YTD	388	126	1,684	419
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 August 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					2,915.00			
341691	LIBRARY: COPY SERVICES	13,000	13,000	1,265.35	7,529.85	5,470.15	57.92%	8,104.65
347220	LIBRARY: MISC CHARGES	4,000	4,000	80.00	1,199.10	2,800.90	29.98%	2,415.29
347270	LIBRARY: NON-RESIDENT FEES	5,500	5,500	915.00	3,830.00	1,670.00	69.64%	3,788.55
Total	CHARGES FOR GOODS & SVCS	22,500	22,500	2,260.35	12,558.95	9,941.05	55.82%	14,308.49
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	801.96	-301.96	0.00%	465.00
359700	LIBRARY: MISC FINES	41,000	41,000	3,718.95	30,926.06	10,073.94	75.43%	31,184.96
Total	FINES & FORFEITS	41,500	41,500	3,733.95	31,728.02	9,771.98	76.45%	31,649.96
MISCELLANEOUS REVENUES								
362509	LIBRARY: BUILDING RENTAL	2,400	2,400	200.00	1,600.00	800.00	66.67%	1,600.00
Total	MISCELLANEOUS REVENUES	2,400	2,400	200.00	1,600.00	800.00	66.67%	1,600.00
TOTAL		66,400	66,400	6,194.30	45,886.97	20,513.03	69.11%	47,558.45

City of Richland Revenue Report for August 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	48,800.00	398,795.04	0.00	361,501.96	52.5%	464,927.28
1102	SALARIES-PART TIME		174,506	174,506	11,438.06	97,367.96	0.00	77,138.04	55.8%	115,929.32
1104	SALARIES-INTERMITTENT/TEMP		62,482	62,482	2,450.18	19,379.80	0.00	43,102.20	31.0%	11,664.36
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%	59,018.38
			1,066,399	1,066,399	62,688.24	536,010.51	0.00	530,388.49		651,548.46
Type:	2	BENEFITS								
2101	SOCIAL SECURITY-FICA		85,574	85,574	4,702.51	40,072.64	0.00	45,501.36	46.8%	48,827.92
2103	PENSION CONTRIBUTIONS-PERS		103,614	103,614	6,593.01	54,308.91	0.00	49,305.09	52.4%	55,072.24
2105	INDUSTRIAL INS & MED AID		19,167	19,167	1,296.32	10,434.40	0.00	8,732.60	54.4%	6,596.00
2106	UNEMPLOYMENT		2,126	2,126	125.36	1,072.09	0.00	1,053.91	50.4%	2,840.80
2107	LIFE & DISABILITY INSURANCE		7,397	7,397	483.47	3,770.35	0.00	3,626.65	51.0%	4,705.53
2108	DENTAL INSURANCE		23,212	23,212	1,791.92	13,508.32	0.00	9,703.68	58.2%	14,363.92
2109	HEALTH INSURANCE		209,081	209,081	15,454.94	115,807.50	0.00	93,273.50	55.4%	132,042.06
2110	VISION INSURANCE		3,822	3,822	281.32	2,120.72	0.00	1,701.28	55.5%	2,340.45
2112	DEFERRED COMPENSATION		40,291	40,291	2,569.63	21,029.06	0.00	19,261.94	52.2%	24,294.35
2118	POST EMPLOYEE HEALTH BENE		32,000	32,000	1,999.98	16,666.50	0.00	15,333.50	52.1%	17,809.94
			526,284	526,284	35,298.46	278,790.49	0.00	247,493.51		308,893.21
Type:	3	SUPPLIES								
3102	OPERATING SUPPLIES & MATERI		32,850	32,850	5,222.08	15,567.38	0.00	17,282.62	47.4%	22,766.37
3105	COPIER SUPPLIES		1,000	1,000	0.00	516.78	0.00	483.22	51.7%	538.46
3401	LIBRARY RESOURCES		261,500	261,500	16,837.71	169,292.34	0.00	92,207.66	64.7%	169,746.72
3583	SOFTWARE-LICENSING & UPGR		40,867	40,867	0.00	29,421.74	0.00	11,445.26	72.0%	27,968.32
3993	SUPPLIES - PIP AWARDS		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			336,217	336,217	22,059.79	214,798.24	0.00	121,418.76		221,019.87
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	1,354.04	12,574.18	0.00	13,925.82	47.4%	7,899.67
4135	SHARED VALUES PROGRAM		488	488	125.81	418.29	0.00	69.71	85.7%	415.57
4201	TELEPHONE & COMM SVCS		6,000	6,000	694.73	4,361.13	0.00	1,638.87	72.7%	4,148.62
4202	POSTAGE		5,098	5,098	0.00	2,490.98	0.00	2,607.02	48.9%	4,867.43

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	0.00	2,721.84	0.00	1,020.16	72.7%	3,577.60
4504		COPIER/FAX LEASE RENTAL MAI	5,160	5,160	607.31	3,578.28	0.00	1,581.72	69.3%	3,175.54
4505		RENTALS-OTHER	5,136	5,136	359.82	3,516.17	0.00	1,619.83	68.5%	2,955.17
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	5,174.03	32,065.00	0.00	32,291.00	49.8%	31,927.83
4802		REPAIRS AND MAINT-EQUIPMEN	3,690	3,690	272.03	3,323.69	0.00	366.31	90.1%	3,078.40
4806		REPAIRS AND MAINT-STRUCTUR	0	270,000	6,762.39	6,762.39	0.00	263,237.61	2.5%	0.00
4815		REPAIR & MAINT - PUBLIC ART	1,500	5,079	0.00	0.00	0.00	5,079.00	0.0%	0.00
4902		DUES & SUBSCRIPTIONS	783	783	0.00	783.00	0.00	0.00	100.0%	783.00
4903		PRINT SHOP SERVICES	400	400	0.00	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%	2,441.24
4913		COLLECTION SERVICES	2,622	2,622	0.00	1,790.00	0.00	832.00	68.3%	1,288.80
4993		SERVICES & CHARGES PIP AWA	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			160,788	441,227	15,350.16	103,996.30	0.00	337,230.70		98,786.53
Type:	5	INTERGOVERNMENTAL SERVICES								
5117		INTERLIBRARY SVCS	200	200	20.00	20.00	0.00	180.00	10.0%	105.00
5301		STATE TAXES	2,100	2,100	69.50	555.45	0.00	1,544.55	26.5%	648.28
			2,300	2,300	89.50	575.45	0.00	1,724.55		753.28
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	135,486.15	1,187,953.41	0.00	1,241,823.59	48.9%	1,281,001.35

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

Grand Totals	2,091,988	2,429,777		135,486.15	1,187,953.41		0.00	1,241,823.59	48.9%	1,281,001.35
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RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

SEPTEMBER 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 \$100,769.96 this 13th day of September 2016.

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

Voucher Listings	Amount
August 1, 2016 thru August 31, 2016	\$38,081.72
Transfer Advice (Salaries)	
Salaries for the weeks of: 08/11/16 & 08/25/16	\$62,688.24
MONTHLY EXPENSES	\$100,769.96

Comments:

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME

SIGNATURE

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City Of Richland

VL-1 Voucher Listing

From: 8/1/2016 To: 8/31/2016

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001		GENERAL FUND			
Division:	303	LIBRARY			
BANK OF AMERICA		TXN00027932	237107	INGRAM BOOKS	\$79.58
		TXN00027935		BLACKSTONE AUDIOBOOKS	\$488.57
		TXN00027940		INGRAM BOOKS	\$54.17
		TXN00027951		INGRAM BOOKS	\$123.41
		TXN00027971		INGRAM CREDIT	(\$24.44)
		TXN00027976		INGRAM BOOKS	\$208.59
		TXN00027978		INGRAM BOOKS	\$408.17
		TXN00027992		INGRAM BOOKS	\$54.17
		TXN00028009		INGRAM BOOKS	\$153.53
		TXN00028014		INGRAM BOOKS	\$320.92
		TXN00028015		INGRAM BOOKS	\$78.94
		TXN00028023		RECORDED BOOKS	\$13.10
		TXN00028024		INGRAM BOOKS	\$915.42
		TXN00028025		RECORDED BOOKS	\$1,810.55
		TXN00028030		INGRAM BOOKS	\$280.12
		TXN00028031		RECORDED BOOKS	\$246.40
		TXN00028036		INGRAM BOOKS	\$35.40
		TXN00028038		INGRAM BOOKS	\$79.75
		TXN00028056		INGRAM BOOKS	\$146.72
		TXN00028062		INGRAM BOOKS	\$35.39
		TXN00028065		INGRAM BOOKS	\$56.66
		TXN00028072		INGRAM BOOKS	\$112.35
		TXN00028075		WASP SPRAY	\$13.75
		TXN00028079		INGRAM BOOKS	\$25.39
		TXN00028083		INGRAM BOOKS	\$158.98
		TXN00028086		INGRAM BOOKS	\$13.19
		TXN00028096		INGRAM BOOKS	\$85.89
		TXN00028109		INGRAM BOOKS	\$220.25
		TXN00028122		INGRAM BOOKS	\$114.04
		TXN00028123		INGRAM BOOKS	\$108.07
		TXN00028128		INGRAM BOOKS	\$734.98
		TXN00028136		INGRAM BOOKS	\$106.36
		TXN00028155		INGRAM BOOKS	\$13.01
		TXN00028172		SPINE LABELS	\$105.51
		TXN00028173		TAPE, ORGANIZER, FIRST AID SUP	\$195.55
		TXN00028174		INGRAM BOOKS	\$34.80
		TXN00028175		INGRAM BOOKS	\$113.84
		TXN00028187		INGRAM BOOKS	\$37.98



City Of Richland

VL-1 Voucher Listing

From: 8/1/2016 To: 8/31/2016

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00028189	237107	INGRAM BOOKS	\$23.35
		TXN00028203		INGRAM BOOKS	\$147.96
		TXN00028210		INGRAM BOOKS	\$25.37
		TXN00028213		INGRAM BOOKS	\$17.38
		TXN00028222		INGRAM BOOKS	\$85.77
		TXN00028224		INGRAM BOOKS	\$86.57
		TXN00028232		BLACKSTONE AUDIO	\$45.00
		TXN00028234		JUMP DRIVE	\$32.56
		TXN00028244		INGRAM BOOKS	\$188.54
		TXN00028249		YOKE'S FRESH MARKET - ART TOUR	\$55.41
		TXN00028250		INGRAM BOOKS	\$53.94
		TXN00028269		INGRAM BOOKS	\$111.43
		TXN00028271		INGRAM BOOKS	\$33.45
		TXN00028278		INGRAM BOOKS	\$53.43
		TXN00028279		BAKER & TAYLOR BOOKS	\$151.00
		TXN00028283		INGRAM BOOKS	\$132.62
		TXN00028288		INGRAM BOOKS	\$47.70
		TXN00028293		INGRAM BOOKS	\$19.54
		TXN00028294		CARD PRINTER RIBBONS	\$180.77
		TXN00028328		CARD PRINTER RIBBONS	\$430.00
		TXN00028332		INGRAM BOOKS	\$481.74
		TXN00028352		INGRAM BOOKS	\$1,376.53
		TXN00028353		INGRAM BOOKS	\$30.36
		TXN00028354		INGRAM BOOKS	\$315.10
		TXN00028355		INGRAM BOOKS	\$63.51
		TXN00028359		INGRAM BOOKS	\$20.17
		TXN00028361		INGRAM BOOKS	\$96.60
		TXN00028370		INGRAM BOOKS	\$113.11
		TXN00028377		K-CUPS - STAFF ROOM	\$125.81
		TXN00028379		MEETING SUPPLIES	\$70.22
		TXN00028385		INGRAM BOOKS	\$36.06
		TXN00028388		INGRAM BOOKS	\$106.95
		TXN00028392		BLACKSTONE AUDIO	\$553.70
BIBLIOTHECA ITG LLC		SI0015208-US	236449	LIBRARY PADS FOR CHECKOUT	\$3,720.00
CASCADE NATURAL GAS CORP		07/15-61897100006	236461	NAT GAS 955 NRTHGT 06/18-07/18	\$37.63
CITY OF RICHLAND		07/2016 JULY	237148	CITY UTILITY BILLS/JULY 2016	\$5,136.40
ENTERPRISE HOLDINGS INC		08/16-45WA423	236969	ROE ARTS COMMISSION TOUR	\$98.39
FRONTIER	S017065	08/16 5099433152	237266	TELEPHONE CHARGE 8/4/16 - 9/3/	\$370.33
IDENTISYS INC		308758	237499	SOFTWARE/CAMERA/PRINTER	\$6,762.39
MIDWEST TAPE		94112043	236559	DATABASES	\$1,608.38
		94190893	237021	DATABASES	\$1,811.72



City Of Richland

VL-1 Voucher Listing

From: 8/1/2016 To: 8/31/2016

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
OCLC INC		0000473433	236574	CATALOGING SRVCS - JUNE	\$971.69
		0000480302	237517	CATALOGING SRVCS - JULY	\$1,029.04
SCHINDLER ELEVATOR CORPORATION		7152368936	237532	REPAIR ELEVATOR AT LIBRARY	\$272.03
THE GALE GROUP INC		58280000	236818	BOOKS-4 TITLES	\$110.20
		58280067		BOOKS-7 TITLES	\$172.52
		58317089	236615	BOOKS-3 TITLES	\$72.96
		58317840		BOOKS-1 TITLES	\$28.12
		58325814		BOOKS-6 TITLES	\$147.44
		58352962	236818	BOOKS-1 TITLE	\$27.36
		58388433	237058	BOOKS-7 TITLES	\$178.60
		58455779	237544	BOOKS-12 TITLES	\$330.60
		58455881		BOOKS-8 TITLES	\$216.60
		58470904		BOOKS-1 TITLES	\$25.84
		58471092		BOOKS-4 TITLES	\$98.80
		58471891		BOOKS-6 TITLES	\$147.44
UNIVERSITY OF WISCONSIN-MADISON		2859821	237554	INTERLIBRARY LOAN 169110256	\$20.00
VERIZON WIRELESS	P056902	9769478947	237385	Verizon Charges for July	\$164.96
XEROX CORPORATION		085684737	237093	W7225PT BASE CHRG/PRINTS-JULY	\$465.65
		085684738		W7225PT BASE CHRG/PRINTS-JULY	\$170.40
		085684739		W7225PT BASE CHRG/PRINTS-JULY	\$141.66
		085770603	237563	JUNE-W7225PT METER CREDIT	(\$220.94)
		085770604		W7225PT BASE CHRG/PRINTS-JULY	\$131.89
		085770605		W7225PT BASE CHRG/PRINTS-JULY	\$278.47
XO HOLDINGS LLC DBA		0284216326	236844	PHONE CHARGES 7/23-8/22/16	\$159.44
YOURMEMBERSHIP.COM INC		R23247519	237096	AD-POWER LIBRARIAN I	\$325.00
LIBRARY TOTAL****					\$38,081.72
GENERAL FUND Total ***					\$38,081.72



City Of Richland
VL-1 Voucher Listing

From: 8/1/2016 To: 8/31/2016

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

\$38,081.72

Number of Invoices

Amount

Vouchers In Richland

0

Vouchers In Tri Cities

0

Vouchers In WA

0

Vouchers Outside WA

104

\$38,081.72

Vouchers Final Total.....

104

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	\$21,739.87	57.09%
4	OTHER SERVICES & CHARGES	\$16,321.85	42.86%
5	INTERGOVERNMENTAL SERVICES	\$20.00	0.05%
Total		\$38,081.72	



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

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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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