



Agenda
Library Board Meeting
Tuesday, January 13, 2015
Library Board Room | 955 Northgate Drive

Committee Members: Chair Lunstad, Vice-Chair Somasundaram and Board Members O'Neal, Aebersold and Mitchell

Liaisons: Council Liaisons Kent and Jones
Staff Liaison Library Manager Roseberry

Regular Meeting – 5:30 p.m.

Introduction of Guests:

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

December 9, 2014

Report of the Library Manager:

- I. January Library Manager's Report
 - Ann Roseberry, Library Manager

Public Comments: (Please Limit Comments to 3 Minutes per Person and Not More than 15 Minutes per Topic)

Approval of Bills: (Approved by Motion)

- I. Approval of bill December 1, 2014 thru December 31, 2014
 - Ann Roseberry, Library Manager

Monthly Statistics

- I. December 2014 Statistics
 - Ann Roseberry, Library Manager

Unfinished Business:

New Business:

- I. Community Survey
2. Election of Officers
3. Three Chairs meeting

Round Robin:

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is February 10, 2015

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
December 9, 2014 4:30-5:00 PM**

CALL TO ORDER:

Chair Lunstad called the meeting to order at 4:30 p.m.

ATTENDANCE:

Chair Lunstad, Board members Aebersold, Mitchell and Somasundaram were present. Council Liaison Kent and Board Member O'Neal were excused. Library Manager Roseberry was present.

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

INTRODUCTION OF GUESTS:

Annanaomi Sams, President of the Richland Public Library Foundation and eight Richland High School students were present.

APPROVAL OF AGENDA:

BOARD MEMBER MITCHELL MOVED AND BOARD MEMBER AEBERSOLD SECONDED THE MOTION TO APPROVE THE AGENDA AS SUBMITTED. THE MOTION CARRIED 4-0.

APPROVAL OF MINUTES:

BOARD MEMBER AEBERSOLD MOVED AND BOARD MEMBER MITCHELL SECONDED THE MOTION TO APPROVE THE MINUTES OF NOVEMBER 2014 AS SUBMITTED. THE MOTION CARRIED 4-0.

MANAGER'S REPORT:

Attached

PUBLIC COMMENTS:

None

APPROVAL OF BILLS:

VICE CHAIR SOMASUNDARAM MOVED AND BOARD MEMBER AEBERSOLD SECONDED THE MOTION TO APPROVE THE CLAIMS FOR PAYMENT FOR NOVEMBER 2014 IN THE AMOUNT OF \$96,496.51. THE MOTION CARRIED 4-0.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

None

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

1. Community Survey
2. Election of Officers
3. Three Chairs meeting

ADJOURNMENT:

Chair Lunstad adjourned the meeting at 4:59 p.m.

Next Regular Meeting of the Richland Library Board is Tuesday, January 13, at 5:30 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

January 2015

Library Foundation

The Foundation will meet in February.

Friends of the Library

The Friends met January 5. Recruitment of a new Bookroom Manager is a priority.

Statistics

Attached

Volunteer hours for the fourth quarter of 2014 were 999.25 (2013 was 1082.75).

Gate count for 2014, was 567,645, up 35,450 from 2013.

Staff are watching the numbers for OneClick Digital, a service which comes through the State Library. It is likely we will discontinue that service. We are also watching Zinio. Overall we consider it a successful service but the month-to-month numbers bear watching.

For Board discussion, please; the option of adding Gate Count and Volunteer Hours to the monthly report. Volunteer Hours are compiled quarterly. Staff suggests offering only chart or graph for some measures in order to keep the report at current length.

Revenue / Expense / Voucher Listing

Revenue

Attached

Expense

Attached

You will receive two reports; one for Fund 110 Library and another for Fund 001 General Fund. It will take a few reports for us to become used to the new format. Please ask any questions you may have.

Voucher Listing

Most are recurring and will be familiar. There is a payment to Icon Enterprises for Home Page Layout change. There are some changes we can make as clients but some we want for freshness and updating need to be done by the vendor.

Three Boards

The Chairs of the Three Boards have set a meeting for Saturday, January 10.

Community Survey

Staff have constructed draft questions for the community survey. These have been sent to the Director for Parks and Facilities, who supervises the Library.

Fin-6 City of Richland Revenue Report

Fund 110 LIBRARY								
Basub Ele	Account Description	Orig.Budget	Adj.Budget	Monthly Receipts	Y-T-D	Uncollected Revenue	Percent Collected	Previous Y-T-D
	308000 BEGINNING FUND BALANCE	811,325	845,144	0.00	0.00	845,144.00	0.0%	0.00
Total		811,325	845,144	0.00	0.00	845,144.00	0.0%	0.00
	INTERGOVERNMENTAL REVENUES							
	334570 CONTINUING EDUCATION GRANT	0	0	0.00	0.00	0.00	0.0%	0.00
Total	INTERGOVERNMENTAL REVENUES	0	0	0.00	0.00	0.00	0.0%	0.00
	CHARGES FOR GOODS & SVCS							
	341691 COPY SERVICES-LIBRARY	12,000	12,000	0.00	11,792.18	207.82	98.3%	0.00
	347220 MISC LIBRARY CHARGES	4,500	4,500	0.00	3,215.75	1,284.25	71.5%	0.00
	347270 NON-RESIDENT FEES	11,500	11,500	0.00	4,358.00	7,142.00	37.9%	0.00
Total	CHARGES FOR GOODS & SVCS	28,000	28,000	0.00	19,365.93	8,634.07	69.2%	0.00
	FINES & FORFEITS							
	356500 COURT ORDERED RESTITUTION	0	0	0.00	269.22	269.22-	0.0%	0.00
	357360 COLLECTION AGENCY FEE	0	0	0.00	1,436.00	1,436.00-	0.0%	0.00
	359700 LIBRARY FINES	52,000	52,000	7.99-	40,746.25	11,253.75	78.4%	0.00
Total	FINES & FORFEITS	52,000	52,000	7.99-	42,451.47	9,548.53	81.6%	0.00
	MISCELLANEOUS REVENUES							
	361100 INVESTMENT INTEREST	12,000	12,000	0.00	7,546.02	4,453.98	62.9%	0.00
	362510 SPACE & FACILITIES RENTALS L/T	1,800	1,800	200.00	3,620.00	1,820.00-	201.1%	0.00
	362800 CONCESSION PROCEEDS	0	0	0.00	0.00	0.00	0.0%	0.00
	366900 MISC INTERDEPT REV	0	0	0.00	0.00	0.00	0.0%	0.00
	367110 GIFTS FROM PRIVATE SOURCES	0	0	0.00	0.00	0.00	0.0%	0.00
	369100 SALE OF SALVAGE	0	0	0.00	0.00	0.00	0.0%	0.00
	369400 JUDGEMENTS & SETTLEMENTS	0	0	0.00	0.00	0.00	0.0%	0.00
	369810 CASH OVERAGES & SHORTAGES	0	0	0.00	52.47	52.47-	0.0%	0.00
	369900 OTHER MISC REVENUE	750	750	0.00	4.19	745.81	0.6%	0.00
	369952 REIMBURSE EXPEND-JURY	0	0	0.00	30.00	30.00-	0.0%	0.00
Total	MISCELLANEOUS REVENUES	14,550	14,550	200.00	11,252.68	3,297.32	77.3%	0.00
	NONREVENUES							
	387381 RES EQ TRF FROM LIBR CONST 381	0	0	0.00	0.00	0.00	0.0%	0.00
	387520 RES EQ TRF FROM EMP BENEFIT	48,245	0	0.00	0.00	0.00	0.0%	0.00
Total	NONREVENUES	48,245	0	0.00	0.00	0.00	0.0%	0.00
	OTHER FINANCING SOURCES							
	397001 OP TRANS IN-GENERAL FUND	1,854,000	1,854,000	154,500.00	1,854,000.00	0.00	100.0%	0.00
	397381 OP TRANS IN-LIBRARY CONSTR	0	0	0.00	0.00	0.00	0.0%	0.00

Fin-6 City of Richland Revenue Report

Fund 110 LIBRARY								
Basub Ele	Account Description	Orig.Budget	Adj.Budget	Monthly Receipts	Y-T-D	Uncollected Revenue	Percent Collected	Previous Y-T-D
	397520 OP TRANS IN-EMP BENEFIT	0	0	0.00	0.00	0.00	0.0%	0.00
Total	OTHER FINANCING SOURCES	1,854,000	1,854,000	154,500.00	1,854,000.00	0.00	100.0%	0.00
Total	LIBRARY	2,808,120	2,793,694	154,692.01	1,927,070.08	866,623.92	69.0%	0.00

Fin-6 City of Richland Revenue Report

Fund	110	LIBRARY							
Basub	Ele	Account Description	Orig.Budget	Adj.Budget	Monthly Receipts	Y-T-D	Uncollected Revenue	Percent Collected	Previous Y-T-D
		Grand Total	2,808,120	2,793,694	154,692.01	1,927,070.08	866,623.92	69.0%	0.00

Fin-1 City of Richland Expense Summary

Fund	110	LIBRARY	Orig.Budget	Current Budget	Current Month	Y-T-D	Current Encumbered	Unencumbered Balance	Y-T-D % Committed	Previous Y-T-D
Division 000										
Basub/Element 588800 PRIOR YEAR(S) CORRECTIONS										
0900 PRIOR PERIOD ADJUSTMENTS			0	0	0.00	0.00	0.00	0.00	0.0%	49,280.83
Total Basub 588800			0	0	0.00	0.00	0.00	0.00	0.0%	49,280.83
Total Division 000			0	0	0.00	0.00	0.00	0.00	0.0%	49,280.83

Fin-1 City of Richland Expense Summary

Fund	110	LIBRARY	Orig.Budget	Current Budget	Current Month	Y-T-D	Current Encumbered	Unencumbered Balance	Y-T-D % Committed	Previous Y-T-D
Division 303 LIBRARY										
Basub/Element 508820 EST AVAIL CASH YEAR END										
9986	LIBRARY FACILITY MAINT RESER	548,951	548,951	0.00	0.00	0.00	548,951.00	0.0%		0.00
9992	DESIGNATED RESERVE	99,755	88,694	0.00	0.00	0.00	88,694.00	0.0%		0.00
9993	PIP RESERVE	5,679	5,679	0.00	0.00	0.00	5,679.00	0.0%		0.00
Total Basub	508820	654,385	643,324	0.00	0.00	0.00	643,324.00	0.0%		0.00
Basub/Element 518887 INFORMATION TECHNOLOGY										
3583	SOFTWARE-LICENSING & UPGR	39,560	39,560	0.00	41,259.32	0.00	1,699.32-	104.3%		30,030.82
Total Basub	518887	39,560	39,560	0.00	41,259.32	0.00	1,699.32-	104.3%		30,030.82
Basub/Element 572100 LIBRARY ADMINISTRATION										
1101	SALARIES & WAGES-REGULAR	102,569	97,196	11,533.44	102,106.69	0.00	4,910.69-	105.1%		98,648.05
1102	SALARIES-PART TIME	24,582	23,584	2,710.81	24,092.30	0.00	508.30-	102.2%		24,779.10
1302	VACATION/PTO CASHOUT	1,821	1,807	0.00	1,807.20	0.00	0.20-	100.0%		1,789.60
2101	SOCIAL SECURITY-FICA	9,866	9,378	1,145.12	10,260.65	0.00	882.65-	109.4%		10,037.41
2103	PENSION CONTRIBUTIONS-PERS	11,711	11,124	1,342.77	11,900.69	0.00	776.69-	107.0%		10,374.30
2105	INDUSTRIAL INS & MED AID	551	551	54.09	576.99	0.00	25.99-	104.7%		532.91
2106	UNEMPLOYMENT	564	536	62.12	558.21	0.00	22.21-	104.1%		546.00
2107	LIFE & DISABILITY INSURANCE	1,235	1,171	82.44	981.31	0.00	189.69	83.8%		979.44
2108	DENTAL INSURANCE	1,535	1,587	136.52	1,586.64	0.00	0.36	100.0%		1,462.08
2109	HEALTH INSURANCE	17,343	17,343	1,445.22	17,342.64	0.00	0.36	100.0%		17,342.64
2110	VISION INSURANCE	252	267	23.55	267.48	0.00	0.48-	100.2%		252.36
2112	DEFERRED COMPENSATION	9,189	9,691	1,016.64	9,105.97	0.00	585.03	94.0%		8,849.96
2118	POST EMPLOYEE HEALTH BENE	0	0	0.00	0.00	0.00	0.00	0.0%		0.00
3102	OPERATING SUPPLIES & MATERI	32,850	32,035	41.08	31,982.84	0.00	52.16	99.8%		28,375.95
3993	SUPPLIES - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%		0.00
4135	SHARED VALUES PROGRAM	488	488	86.86	370.73	0.00	117.27	76.0%		540.13
4201	TELEPHONE & COMM SVCS	6,900	7,715	946.33	7,017.31	0.00	697.69	91.0%		7,545.64
4202	POSTAGE	4,000	4,000	382.18	4,786.09	0.00	786.09-	119.7%		2,369.96
4301	TRAVEL EXPENSES	6,535	6,535	346.95	5,854.45	0.00	680.55	89.6%		6,923.55
4504	COPIER/FAX LEASE RENTAL MAI	3,240	3,240	449.82	3,859.05	0.00	619.05-	119.1%		3,832.46
4601	INSURANCE	41,988	41,988	0.00	40,886.00	0.00	1,102.00	97.4%		38,359.00
4802	REPAIRS AND MAINT-EQUIPMEN	4,097	4,097	106.87	2,162.64	0.00	1,934.36	52.8%		2,824.05
4902	DUES & SUBSCRIPTIONS	783	783	0.00	783.00	0.00	0.00	100.0%		0.00
4903	PRINT SHOP SERVICES	400	400	32.24	177.86	0.00	222.14	44.5%		212.28
4912	TUITION/CONFERENCE FEES	3,406	3,406	0.00	2,085.00	0.00	1,321.00	61.2%		3,940.00
4913	COLLECTION SERVICES	3,222	3,222	232.70	2,622.35	0.00	599.65	81.4%		2,649.20
4993	SERVICES & CHARGES PIP AWA	0	0	0.00	0.00	0.00	0.00	0.0%		0.00
5301	STATE TAXES	2,100	2,100	58.75	1,026.99	0.00	1,073.01	48.9%		1,032.83
Total Basub	572100	291,227	284,244	22,236.50	284,201.08	0.00	42.92	100.0%		274,198.90
Basub/Element 572210 LIBRARY PUBLIC SERVICE										

Fin-1 City of Richland Expense Summary

Fund	110	LIBRARY	Orig.Budget	Current Budget	Current Month	Y-T-D	Current Encumbered	Unencumbered Balance	Y-T-D % Committed	Previous Y-T-D
Division 303 LIBRARY										
Basub/Element 572210 LIBRARY PUBLIC SERVICE										
1101		SALARIES & WAGES-REGULAR	696,683	669,492	78,090.49	702,327.49	0.00	32,835.49-	104.9%	683,346.40
1102		SALARIES-PART TIME	224,243	198,134	16,972.72	161,204.49	0.00	36,929.51	81.4%	177,668.30
1201		SALARIES & WAGES-OVERTIME	800	800	0.00	0.00	0.00	800.00	0.0%	460.17
1302		VACATION/PTO CASHOUT	21,582	34,628	3,281.60	26,635.07	0.00	7,992.93	76.9%	21,481.80
2101		SOCIAL SECURITY-FICA	72,322	69,023	7,450.10	66,456.31	0.00	2,566.69	96.3%	66,105.36
2103		PENSION CONTRIBUTIONS-PERS	80,516	76,733	8,419.52	72,031.68	0.00	4,701.32	93.9%	63,643.36
2105		INDUSTRIAL INS & MED AID	6,973	9,071	646.13	8,508.84	0.00	562.16	93.8%	6,884.07
2106		UNEMPLOYMENT	4,131	3,927	428.82	3,881.69	0.00	45.31	98.8%	3,849.81
2107		LIFE & DISABILITY INSURANCE	7,747	7,436	556.02	6,457.31	0.00	978.69	86.8%	6,544.02
2108		DENTAL INSURANCE	19,955	20,631	1,774.76	19,815.80	0.00	815.20	96.0%	18,276.00
2109		HEALTH INSURANCE	225,459	225,459	18,787.86	216,783.00	0.00	8,676.00	96.2%	216,783.00
2110		VISION INSURANCE	3,276	3,471	306.15	3,338.46	0.00	132.54	96.2%	3,154.50
2112		DEFERRED COMPENSATION	35,506	34,044	3,464.27	30,788.77	0.00	3,255.23	90.4%	30,630.35
2118		POST EMPLOYEE HEALTH BENE	29,810	26,829	2,235.78	26,783.46	0.00	45.54	99.8%	29,198.40
3102		OPERATING SUPPLIES & MATERI	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
3105		COPIER SUPPLIES	800	800	0.00	754.35	0.00	45.65	94.3%	505.90
3401		LIBRARY RESOURCES	0	216,500	16,247.82	201,358.32	0.00	15,141.68	93.0%	0.00
4107		OTHER PROFESSIONAL SERVIC	25,680	25,680	1,491.89	23,339.23	0.00	2,340.77	90.9%	24,033.00
4201		TELEPHONE & COMM SVCS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4202		POSTAGE	0	0	10.83	20.63	0.00	20.63-	0.0%	28.35
4301		TRAVEL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4504		COPIER/FAX LEASE RENTAL MAI	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4505		RENTALS-OTHER	6,000	6,000	353.77	5,600.32	0.00	399.68	93.3%	5,393.80
4802		REPAIRS AND MAINT-EQUIPMEN	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4912		TUITION/CONFERENCE FEES	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
5117		INTERLIBRARY SVCS	200	200	0.00	113.00	0.00	87.00	56.5%	46.00
6406		FURNITURE & FIXTURES > \$5,000	0	11,061	0.00	11,061.42	0.00	0.42-	100.0%	0.00
6414		MACHINERY & EQUIP > \$5,000	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6440		BOOKS - LIBRARY	216,500	0	0.00	0.00	0.00	0.00	0.0%	216,645.04
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%	44,097.46
6993		CAPITAL - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
Total Basub 572210			1,678,183	1,639,919	160,518.53	1,587,259.64	0.00	52,659.36	96.8%	1,618,775.09
Basub/Element 572220 LIBRARY/ORGANIZE MATERIALS										
1101		SALARIES & WAGES-REGULAR	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
1302		VACATION/PTO CASHOUT	0	0	0.00	0.00	0.00	0.00	0.0%	0.00

Fin-1 City of Richland Expense Summary

Fund	110	LIBRARY	Orig.Budget	Current Budget	Current Month	Y-T-D	Current Encumbered	Unencumbered Balance	Y-T-D % Committed	Previous Y-T-D
Division 303 LIBRARY										
Basub/Element 572220 LIBRARY/ORGANIZE MATERIALS										
2101		SOCIAL SECURITY-FICA	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
2103		PENSION CONTRIBUTIONS-PERS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
2105		INDUSTRIAL INS & MED AID	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
2106		UNEMPLOYMENT	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
2107		LIFE & DISABILITY INSURANCE	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
2108		DENTAL INSURANCE	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
2109		HEALTH INSURANCE	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
2110		VISION INSURANCE	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
2112		DEFERRED COMPENSATION	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
2118		POST EMPLOYEE HEALTH BENE	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
3102		OPERATING SUPPLIES & MATER	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4107		OTHER PROFESSIONAL SERVIC	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4802		REPAIRS AND MAINT-EQUIPMEN	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4903		PRINT SHOP SERVICES	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4913		COLLECTION SERVICES	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
Total Basub 572220			0	0	0.00	0.00	0.00	0.00	0.0%	0.00
Basub/Element 572500 LIBRARY FACILITIES										
4505		RENTALS-OTHER	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4700		UTILITIES	62,240	62,240	3,574.49	48,994.25	0.00	13,245.75	78.7%	54,601.59
4802		REPAIRS AND MAINT-EQUIPMEN	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4806		REPAIRS AND MAINT-STRUCTUR	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
5301		STATE TAXES	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
9141		INTFND SVCS - SYSTEMS DIVISI	500	500	0.00	0.00	0.00	500.00	0.0%	0.00
Total Basub 572500			62,740	62,740	3,574.49	48,994.25	0.00	13,745.75	78.1%	54,601.59
Basub/Element 599900 OTHER INTRAGOV-GEN ADMIN										
9999		UNASSIGNED FUND BALANCE	82,025	123,907	0.00	0.00	0.00	123,907.00	0.0%	0.00
Total Basub 599900			82,025	123,907	0.00	0.00	0.00	123,907.00	0.0%	0.00
Total Division 303			2,808,120	2,793,694	186,329.52	1,961,714.29	0.00	831,979.71	70.2%	1,977,606.40
Total Fund 110			2,808,120	2,793,694	186,329.52	1,961,714.29	0.00	831,979.71	70.2%	2,026,887.23

Fin-1 City of Richland Expense Summary

Grand Totals	2,808,120	2,793,694		186,329.52	1,961,714.29		0.00	831,979.71	70.2%	2,026,887.23
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RICHLAND PUBLIC LIBRARY
CERTIFICATION OF CLAIMS FOR PAYMENT
JANUARY 2015

We the undersigned, Richland Public Library Board, City of Richland, Benton County, do hereby certify that the merchandise or services as previously specified have been received and that the accumulated costs are approved for payment in the amount of \$136,802.19 this 13th day of January 2015.

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

Voucher Listings	Amount
December 1, 2014 through December 31, 2014	\$ 24,213.13
Interdepartmental Billings	
None	\$0.00
Transfer Advice (Salaries)	
Salaries for the weeks of 12/04/14; 12/18/14; 12/31/14	\$112,589.06
TOTAL MONTHLY EXPENSES	\$136,802.19

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: 12/1/2014 To: 12/31/2014

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 110		LIBRARY			
Division: 303		LIBRARY			
BANK OF AMERICA		TXN00018911	218664	INGRAM BOOKS	\$453.23
		TXN00018915		INGRAM BOOKS	\$249.96
		TXN00018931		INGRAM BOOKS	\$242.98
		TXN00018938		INGRAM BOOKS	\$112.99
		TXN00018947		OVERDRIVE DIGITAL MATERIAL	\$515.62
		TXN00018953		MEETING ROOM & DVD CLEANER SUP	\$37.33
		TXN00018962		INGRAM BOOKS	\$74.66
		TXN00018967		GALE BOOKS	\$1,033.59
		TXN00018971		BAKER & TAYLOR BOOKS	\$143.81
		TXN00018972		INGRAM BOOKS	\$857.88
		TXN00018977		INGRAM BOOKS	\$1,407.36
		TXN00018979		THOMSON WEST BOOKS	\$314.61
		TXN00018984		RECORDED BOOKS	\$7.53
		TXN00018992		INGRAM BOOKS	\$306.17
		TXN00018999		INGRAM BOOKS	\$186.35
		TXN00019002		INGRAM BOOKS	\$199.83
		TXN00019005		INGRAM BOOKS	\$1,401.73
		TXN00019025		INGRAM BOOKS	\$162.40
		TXN00019044		INGRAM BOOKS	\$35.65
		TXN00019046		WALE CONF LA TRIP # 14-480	\$346.95
		TXN00019055		STAFF ROOM SUPPLIES	\$86.86
		TXN00019063		AMAZON BOOKS	\$7.37
		TXN00019071		INGRAM BOOKS	\$72.19
		TXN00019076		INGRAM BOOKS	\$128.90
		TXN00019078		AMAZON BOOKS	\$9.72
		TXN00019080		INGRAM BOOKS	\$697.75
		TXN00019090		INGRAM BOOKS	\$257.25
		TXN00019104		INGRAM BOOKS	\$1,174.40
		TXN00019105		INGRAM BOOKS	\$48.71
		TXN00019118		INGRAM BOOKS	\$221.49
		TXN00019139		INGRAM BOOKS	\$332.63
		TXN00019140		INGRAM BOOKS	\$93.53
		TXN00019160		INGRAM BOOKS	\$21.13
		TXN00019201		INGRAM BOOKS	\$56.72
		TXN00019208		INGRAM BOOKS	\$160.81
		TXN00019210		INGRAM BOOKS	\$100.69
		TXN00019218		INGRAM BOOKS	\$318.04
		TXN00019220		INGRAM BOOKS	\$201.53



City Of Richland

VL-1 Voucher Listing

From: 12/1/2014 To: 12/31/2014

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00019237	218664	INGRAM BOOKS	\$525.29
		TXN00019242		INGRAM BOOKS	\$1,778.67
		TXN00019260		INGRAM BOOKS	\$115.30
		TXN00019270		OVERDRIVE DIGITAL MATERIAL	\$1,216.41
		TXN00019276		INGRAM BOOKS	\$189.51
		TXN00019280		INGRAM BOOKS	\$103.79
		TXN00019281		LIBRARY-FACEBOOK	\$3.75
		TXN00019282		TAXES - ORDER # 59889-553345	\$31.37
		TXN00019285		INGRAM BOOKS	\$129.38
		TXN00019287		INGRAM BOOKS	\$179.46
		TXN00019290		RECORDED BOOKS	\$400.80
CITY OF RICHLAND		11/2014 NOVEMBER	218716	CITY UTILITY BILLS/NOV 2014	\$3,574.49
FRONTIER	S016072	11/14-509-9433152	218366	TELEPHONE CHARGE 11/4/14 - 12/	\$400.03
	S016096	12/14-509-9433152	218744	TELEPHONE CHARGES 12/4/14-1/3/1	\$406.58
ICON ENTERPRISES DBA		151973	218379	HOME PAGE LAYOUT CHANGE	\$487.35
IDENTISYS INC		234990	218380	DATA CARD PRINTER MAINT-DEC	\$16.25
JAMES WHITE LIBRARY		DB21	219017	POSTAGE - ILL	\$10.02
OCLC INC		0000362922	218777	CATALOGING SRVCS-NOV 2014	\$985.33
PITNEY BOWES PURCHASE POWER		1114-1127-9365	219164	POSTAGE 11/01-11/3014	\$372.16
UNIQUE MANAGEMENT SERVICES INC		296767	218818	COLLECTION SRVCS-NOV 2014	\$232.70
UNITED PARCEL SERVICE	S016090	000986641494	218615	GROUND PKG TO LIBRARY OF VIRGI	\$5.83
	S016090			GROUND PKG TO JASON WHITE LIBR	\$5.00
WASHINGTON STATE PATROL		115003822	218828	VOLUNTEERS BACKGROUND CHECKS	\$20.00
XEROX CORPORATION		077165887	219081	W7225 BASE CHRG/PRINTS-NOV	\$312.21
		077165888		W7225 BASE CHRG/PRINTS-NOV	\$137.61
		077230526		W7225 BASE CHRG/PRINTS-NOV	\$171.16
		077230527		W7225 BASE CHRG/PRINTS-NOV	\$182.61
XO HOLDINGS LLC DBA		0271339206	218629	PHONE CHARGES 11/23-12/22	\$139.72
LIBRARY TOTAL****					\$24,213.13
LIBRARY Total ***					\$24,213.13



City Of Richland

VL-1 Voucher Listing

From: 12/1/2014 To: 12/31/2014

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

\$24,213.13

Number of Invoices

Amount

Vouchers In Richland

0

Vouchers In Tri Cities

0

Vouchers In WA

1

Vouchers Outside WA

65

\$24,193.13

Vouchers Final Total.....

66

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	\$16,288.90	67.27%
4	OTHER SERVICES & CHARGES	\$7,924.23	32.73%
Total		\$24,213.13	



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 01/13/2015

Agenda Category: New Business

Prepared By:

Subject:
Community Survey

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 01/13/2015

Agenda Category: New Business

Prepared By:

Subject:
Election of Officers

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 01/13/2015

Agenda Category: New Business

Prepared By:

Subject:

Three Chairs meeting

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments: