



Agenda
Library Board Meeting
Tuesday, May 9, 2017
Library Board Room | 955 Northgate Drive

Board Members: Chair Mitchell, Vice Chair _____ and Board Members Dion, Lunstad, Maier, and Somasundaram

Liaisons: Council Liaison Luzzo Gilmour and Alternate Council Liaison Kent
Staff Liaison Interim Library Manager Campbell Hime

Regular Meeting – 5:30 p.m.

Call to Order / Attendance:

Introduction of Guests:

1. Theresa Barnaby, Collection Development Supervisor
- Leslie Campbell Hime, Interim Library Manager
2. Lisa Adams, Parks and Recreation Coordinator - Library
- Leslie Campbell Hime, Interim Library Manager
3. Daurice Siller, Library Technical Support Specialist
- Leslie Campbell Hime, Interim Library Manager
4. D'ette Peach-Atkins, Library Assistant II
- Leslie Campbell Hime, Interim Library Manager

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

Draft April 11, 2017 Library Board Minutes

Report of the Library Manager:

1. May 2017 Library Manager's Report
- Leslie Campbell Hime, Interim Library Manager
2. May 2017 Library Statistics
- Leslie Campbell Hime, Interim 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)

1. Approval of bills for April 1, 2017 thru April 30, 2017
- Leslie Campbell Hime, Interim Library Manager

Unfinished Business:

New Business:

- I. Evergreen Conference
 - Theresa Barnaby, Lisa Adams, Daurice Siller, D'ette Peach-Atkins
2. In-Service Day Discussion
 - Leslie Campbell Hime, Interim Library Manager

Round Robin:**Agenda Items for Upcoming Board Meeting:****Adjournment**

The next Library Board Meeting is Tuesday, June 13, 2017

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.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 05/09/2017

Agenda Category: Approval of Minutes

Prepared By:

Subject:

Draft April 11, 2017 Library Board Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. Draft April 11, 2017 Library Board Minutes



MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
April 11, 2017, 5:30 – 6:30 PM

CALL TO ORDER:

CHAIR MITCHELL CALLED THE MEETING TO ORDER AT APPROXIMATELY 5:32 P.M.

Chair Mitchell mentioned that the meetings may run longer than the designated hour. He would like to make the new goal one and a half hours. This is to ensure sufficient time is given to items requiring discussion, so they are not rushed to meet the hour timeframe.

Chair Mitchell expressed his appreciation to Vice-Chair Aebersold for her service and told her she would be missed. He also wished her well on her new position as Assistant Director of Faculty Development at UC Irvine.

ATTENDANCE:

CHAIR MITCHELL, VICE-CHAIR AEBERSOLD, BOARD MEMBERS DION, LUNSTAD AND SOMASUNDARAM (EXCUSED) WERE PRESENT. ALSO PRESENT WERE COUNCIL LIAISON LUZZO GILMOUR, INTERIM LIBRARY MANAGER CAMPBELL HIME AND SUPPORT SPECIALIST HUDSON.

APPROVAL OF AGENDA:

BOARD MEMBER LUNSTAD MOVED AND VICE-CHAIR AEBERSOLD SECONDED THE MOTION TO APPROVE THE AGENDA AS MODIFIED. THE MOTION CARRIED 4 - 0.

APPROVAL OF MINUTES:

VICE-CHAIR AEBERSOLD MOVED AND BOARD MEMBER DION SECONDED THE MOTION TO APPROVE THE MINUTES OF MARCH 14, 2017 AS AMENDED. THE MOTION CARRIED 4 - 0.

REPORT OF THE LIBRARY MANAGER:

Attached

Foundation Update

All members of the Foundation board were reelected. Also mentioned was the Foundation mail would be going to a post office box and they will send their own thank you letters.

Three Boards Social

The Friends and the Foundation were both enthusiastic about the idea of a social or collective meeting with the Library board. Suggestions for either a Friday evening, after the library closed, or a half day on Saturday were presented. It was decided that the chairs of the boards would get together to determine a date.

STEAMspace Update

On April 17 the city will begin preparations for construction. An updated floor plan was handed out to board members. The construction time has been increased to two weeks.

Statistics

There was some discussion regarding different forms of advertisement for Tumble Books to see if the numbers could be brought up. Board Member Dion will get together with Council Liaison Luzzo Gilmour and Interim Library Manager Campbell Hime to brainstorm some ideas. Also, Board Member Lunstad will meet with staff to see about doing a library editorial calendar for social media. Interim Library Manager Campbell Hime will arrange the meeting.

PUBLIC COMMENTS:

No members of the public were present.

APPROVAL OF BILLS:

BOARD MEMBER DION MOVED AND VICE-CHAIR AEBERSOLD SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR APRIL 2017 IN THE AMOUNT OF \$91,974.42. THE MOTION CARRIED 4 - 0.

UNFINISHED BUSINESS:

1. Election of new Vice-Chair – The election for this position will take place at the May meeting when the new board member is present.
2. Richland School Board Meeting – Chair Mitchell attended the meeting and said they are appreciative of his attendance. There was discussion about Hanford High and Richland High providing their students with the same opportunity for outside activities. The principals of both schools will meet to ensure this happens. Chair Mitchell will also mention at the next school board meeting that the students are invited to attend the library board meetings.
3. Chair Mitchell handed out an updated occupancy list and timeline for the Rand Wortman Medical Science Center.

NEW BUSINESS:

1. Revised Term of Service Expiration Date – A current library board roster was handed out and the new board member received an RPL orientation binder/packet.

ROUND ROBIN:

Council Liaison Luzzo Gilmour congratulated Board Member Lunstad on her upcoming award on April 13 for the Tri-Cities Woman of Distinction Award. She will be attending the Parks and Recreation meeting where they will be approving the plaque for the children's memorial at the library.

Board Member Lunstad mentioned that WSU selected their common reading for the year. The book is Ready Player One. This is one of the books Sandra Kent mentioned in the Round Robin at a board meeting. Board Member Lunstad will let us know if the author of the book does a broadcast lecture.

Chair Mitchell gave us an update on his family situation.

Board Member Dion mentioned she survived spring break.

Vice-Chair Aebersold gave us an update on her moving situation.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

1. Election of Vice-Chair
2. STEAMspace Tour Date (Library Board Prior to Public Opening)

ADJOURNMENT:

Chair Mitchell adjourned the meeting at 6:32 p.m.

Submitted by: Leslie Campbell Hime, Interim Library Manager

Prepared by: Robin Hudson, Support Specialist

Minutes Approved on: _____



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 05/09/2017

Agenda Category: Report of the Library Manager

Prepared By:

Subject:

May 2017 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. May 2017 Library Manager's Report



LIBRARY MANAGER'S REPORT

Richland Public Library Board

Richland Public Library – 955 Northgate – Board Room

May 2017

Library Foundation

The Library Foundation meets in alternating months with the next meeting to be held in May. The Foundation looks forward to meeting with the Board and Friends.

Friends of the Library

The spring book sale was held April 28th-29th and generated \$3, 000. The Friends look forward to meeting with the Board and the Foundation.

Statistics

Attached

Revenue / Expense / Voucher Listing

Revenue

Revenue from the building rental met April projections although overall Library revenue was 3.06% below monthly projections. The deficit is again attributable to a decrease in overdue fines.

Expense

Expenses are slightly below projections. Salaries are running low as positions are currently unfilled; however, vacancies may be filled as soon as June.

Voucher Listing

Fin 2 shows maintenance costs for iPrism. This filtering software prevents users from visiting certain sites and protects sensitive information like passwords.

STEAMspace

STEAMspace construction is 60% complete. Electrical wiring and plumbing have been installed as well as plate glass panels and aluminum framed glass doors. A “soft and creamy” yellow has been preferred for the walls of STEAMspace.

Library Events

May 17: Meet Julian Guthrie and find out more about FIRST Washington, the state's largest STEM program at 3:30pm

May 18: The Pine and the Cherry-Japanese Americans in Washington at 7pm

May 29: Library closed for Memorial Day

June 15: Trillium-239 presents Bandanas to Badges: Songs and Stories of Northwest Workers at 7pm



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 05/09/2017

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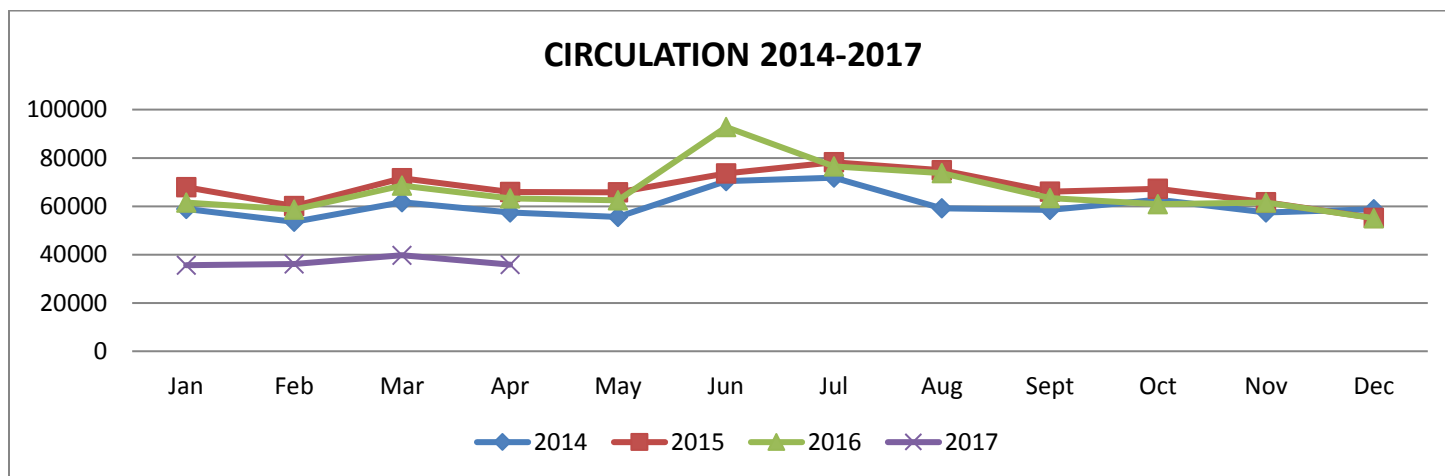
Attachments:

1. May 2017 Library Statistics

CIRCULATION

Notes: Circulation figures for 2017 continue to be significantly below comparable periods from 2014, 2015, and 2016. Patron use of the library's print and tangible materials decreased 43% when comparing April 2017 with April 2016. Conversely, patron use of the library's digital collections continued to increase in April 2017.

Mo.	2014	2015	2016	2017	Rate of Change ('16 - '17)
Jan.	58,823	67,878	61,483	35,612	-42%
Feb.	53,545	60,029	58,604	36,067	-38%
Mar.	61,638	71,643	68,576	39,734	-42%
Apr.	57,436	65,868	63,271	35,873	-43%
May	55,582	65,781	62,522		
June	70,369	73,592	92,778		
July	71,813	78,206	76,527		
Aug.	59,163	74,878	73,777		
Sept.	58,470	66,074	63,336		
Oct.	62,737	67,267	60,820		
Nov.	57,471	61,681	61,541		
Dec.	58,764	55,142	55,101		
YTD	725,811	808,039	798,336		

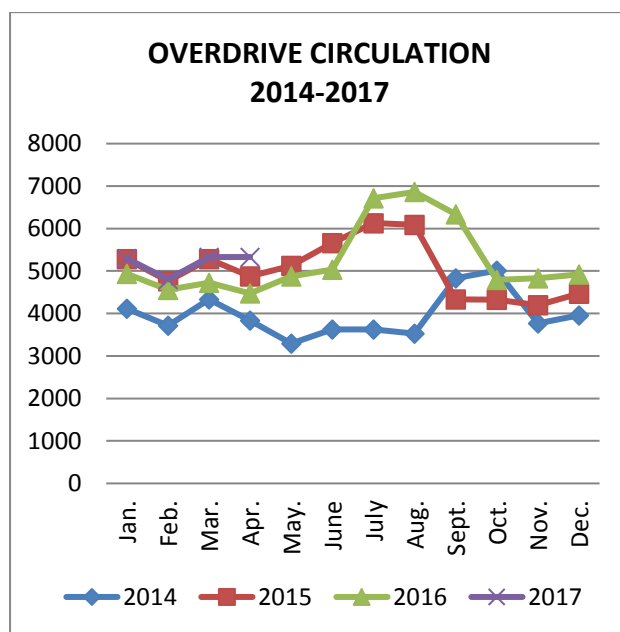


eCirculation

Notes: While patron use of tangible materials fell in April, patron use of Overdrive and Hoopla increased 19% and 44% respectively. In terms of format, ebooks were almost twice as popular as audiobooks on Overdrive while audiobooks continued to be the most popular format on Hoopla. Patron satisfaction with the library may have been tested in April as the average wait time for holds available through Overdrive lengthened from 18 to 24 days (comparable information is not available from Hoopla). Likewise, patron satisfaction with Hoopla may have been diminished for the 75 users who reached their circulation limit.

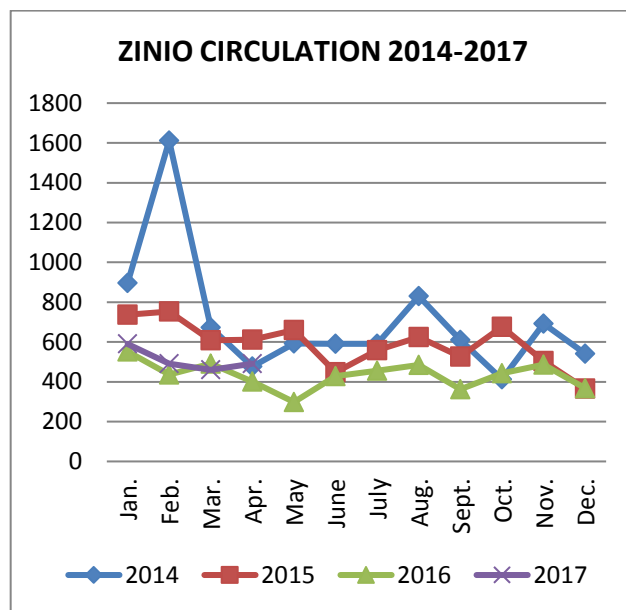
Zinio use in April 2017 was the highest of the year. Patron use increased 22% as compared to April 2016. Tumble Book use, on the other hand, continued to decline with April numbers showing 6% fewer users than in April of the previous year.

OVER-DRIVE	2014	2015	2016	2017	Rate of Change '16 - '17
Jan.	4,114	5,281	4,938	5,300	7%
Feb.	3,714	4,762	4,563	4,804	5%
Mar.	4,333	5,281	4,724	5,324	13%
Apr.	3,838	4,873	4,474	5,330	19%
May	3,294	5,125	4,875		
June	3,624	5,659	5,033		
July	3,622	6,130	6,716		
Aug.	3,526	6,087	6,862		
Sept.	4,829	4,336	6,335		
Oct.	5,012	4,328	4,790		
Nov.	3,770	4,195	4,834		
Dec.	3,960	4,467	4,919		
YTD	47,636	60,524	63,063		

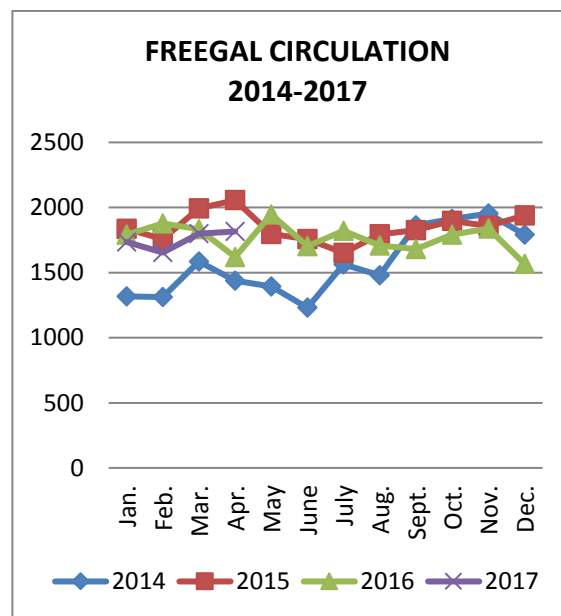


eCirculation

ZINIO	2014	2015	2016	2017	Rate of Change '16 - '17
Jan.	896	737	552	590	7%
Feb.	1,611	753	437	491	12%
Mar.	673	608	491	460	-6%
Apr.	477	612	401	491	22%
May	592	660	298		
June	591	448	428		
July	590	558	455		
Aug.	831	625	485		
Sept.	610	526	362		
Oct.	413	676	443		
Nov.	692	504	486		
Dec.	541	365	368		
YTD	8,517	7,072	5,206		

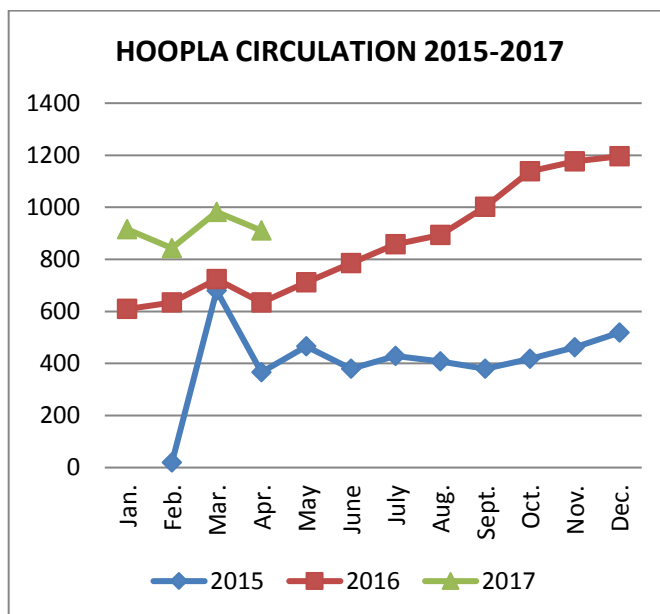


FREEGAL Downloads	2014	2015	2016	2017	Rate of Change '16 - '17
Jan.	1,317	1,836	1,791	1,736	-3%
Feb.	1,312	1,756	1,878	1,654	-12%
Mar.	1,585	1,992	1,833	1,799	-2%
Apr.	1,437	2,056	1,620	1,816	12%
May	1,393	1,797	1,947		
June	1,230	1,758	1,702		
July	1,563	1,651	1,822		
Aug.	1,480	1,794	1,707		
Sept.	1,863	1,827	1,681		
Oct.	1,913	1,897	1,792		
Nov.	1,953	1,858	1,839		
Dec.	1,792	1,938	1,567		
YTD	18,838	22,160	21,179		

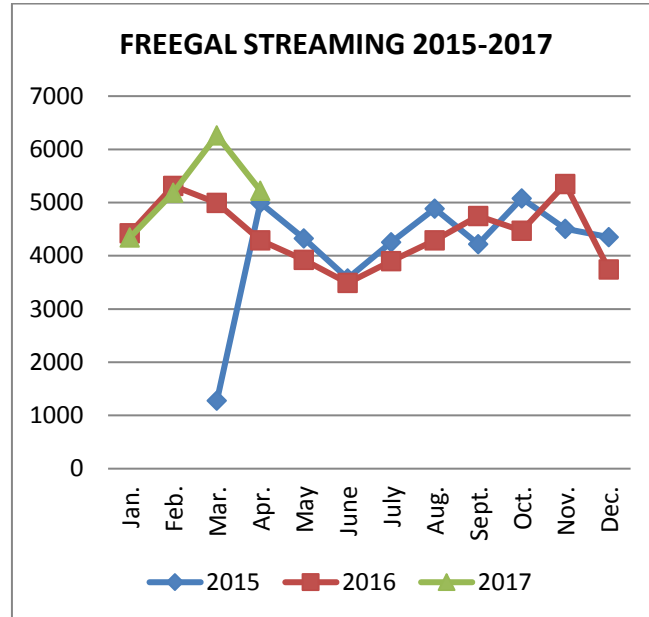


eCirculation

HOOPLA	2015	2016	2017	Rate of Change '16 - '17
Jan.	N/A	609	915	50%
Feb.	19	634	843	33%
Mar.	680	724	982	36%
Apr.	366	634	911	44%
May	466	712		
June	379	785		
July	429	858		
Aug.	408	893		
Sept.	379	1,001		
Oct.	418	1,138		
Nov.	462	1,176		
Dec.	518	1,196		
YTD	4,524	10,360		



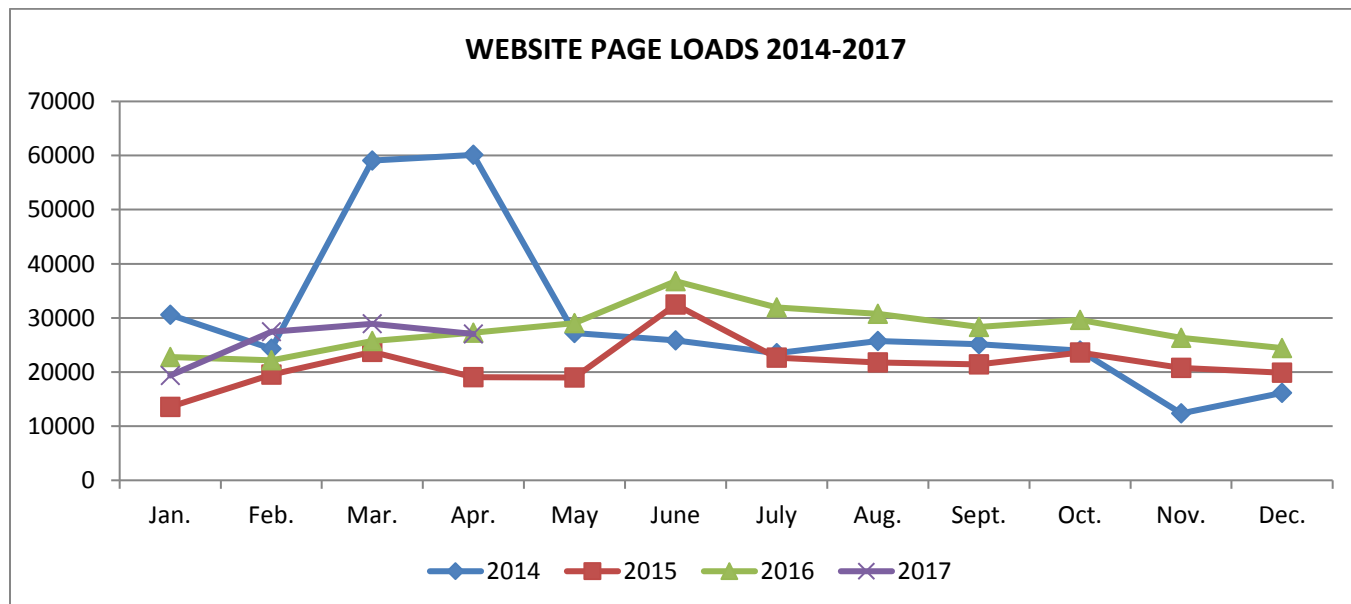
Freegal Streaming	2015	2016	2017	Rate of Change '16 - '17
Jan.	N/A	4,421	4,342	-2%
Feb.	N/A	5,315	5,184	-2%
Mar.	1,278	4,995	6,265	25%
Apr.	4,997	4,291	5,220	22%
May	4,327	3,922		
June	3,576	3,489		
July	4,254	3,900		
Aug.	4,888	4,291		
Sept.	4,221	4,749		
Oct.	5,079	4,472		
Nov.	4,506	5,349		
Dec.	4,353	3,741		
YTD	41,479	52,935		



WEBSITE PAGE LOADS

Notes: Website page loads for April 2017 and April 2016 were fairly similar. There was a 1% decrease in page loads from April 2016.

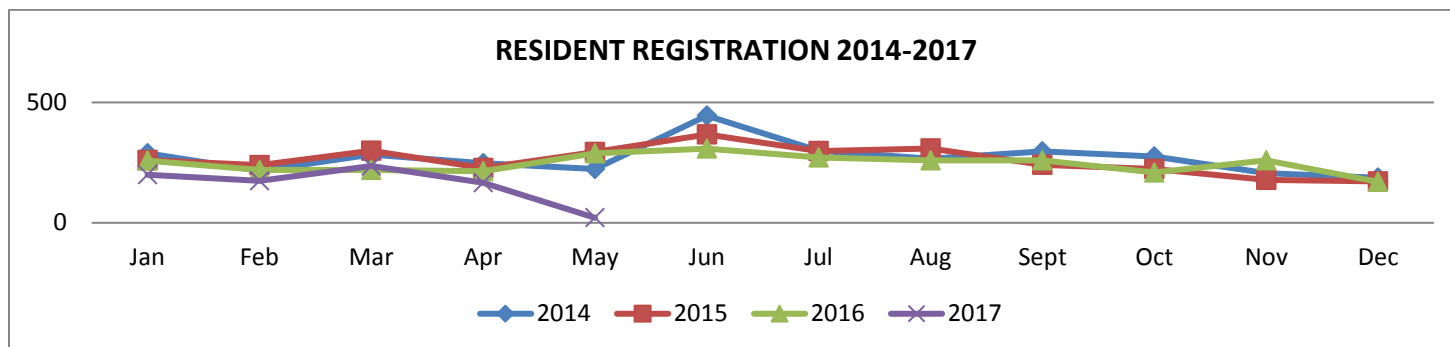
WEBSITE PAGE LOADS	2014	2015	2016	2017	Rate of Change '16 - '17
Jan.	30,560	13,576	22,786	19,356	-15%
Feb.	24,294	19,507	22,169	27,426	24%
Mar.	59,079	23,744	25,704	28,915	12%
Apr.	60,117	19,045	27,257	27,058	-1%
May	27,232	19,012	29,013		
June	25,825	32,452	36,788		
July	23,477	22,663	31,920		
Aug.	25,759	21,747	30,733		
Sept.	25,165	21,422	28,317		
Oct.	23,945	23,631	29,618		
Nov.	12,362	20,791	26,329		
Dec.	16,184	19,901	24,446		
YTD	353,999	257,491	335,080		



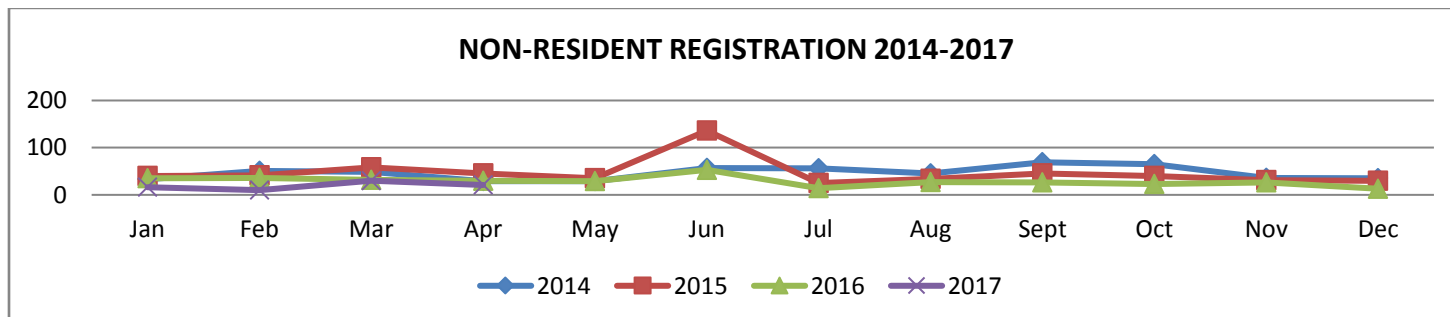
REGISTRATION

Notes: Resident and nonresident registrations for April 2017 show a decrease of 22% and 30% respectively from April 2016. Declines may be partly attributed to spring break and the departure of families from Richland.

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	219	220	214	289	308	271	259	259	209	260	170	2,936
2017	200	174	236	166									
Change '16 - '17	-22%	-21%	7%	-22%									



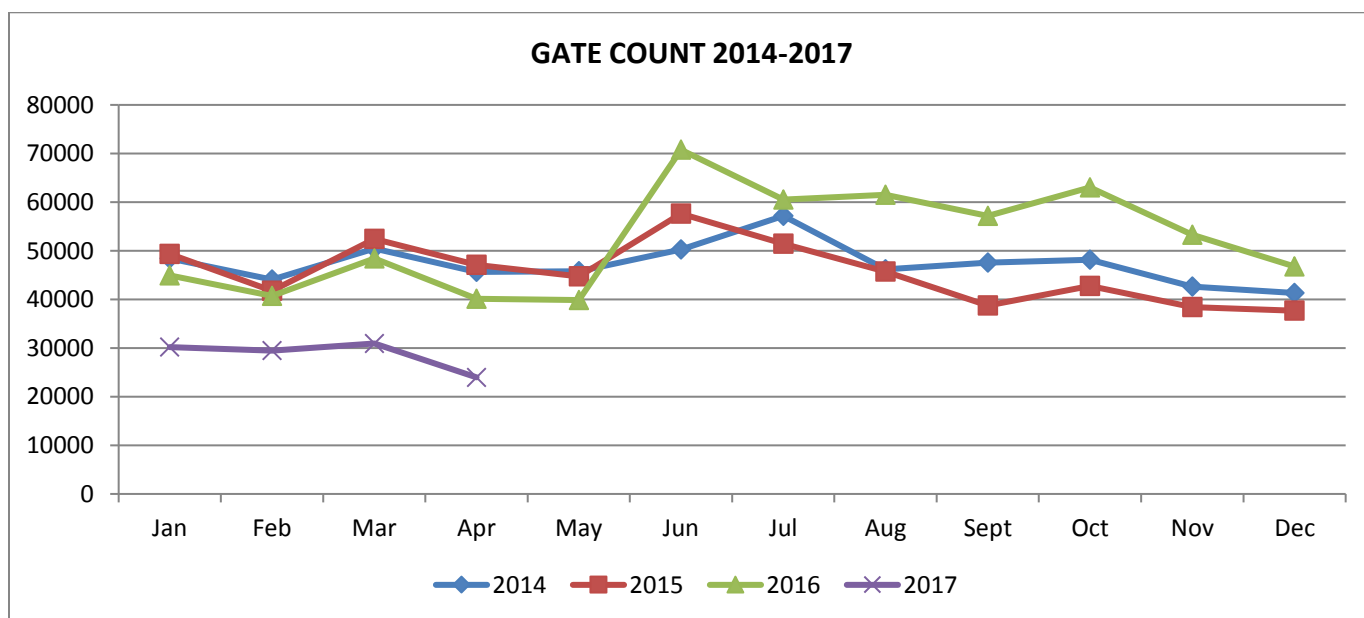
NON RESIDENT REGISTRATION													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
2014	33	51	49	29	29	57	56	45	69	65	36	35	554
2015	40	41	58	45	35	136	25	34	45	40	31	30	560
2016	35	36	32	30	29	53	14	27	26	23	26	13	344
2017	16	10	30	21									
Change '16 - '17	-54%	-72%	-6%	-30%									



GATE COUNT

Notes: Gate counts for April 2017 decreased by 40% as, perhaps, patrons chose to visit our library virtually. Patron use of library materials when tallied across formats reveals a continued demand for library materials.

GATE COUNT	2014	2015	2016	2017	Rate of Change '16 - '17
Jan.	48,393	49,349	44,917	30,199	-33%
Feb.	44,079	41,781	40,747	29,455	-28%
Mar.	50,453	52,448	48,398	30,939	-36%
Apr.	45,623	47,132	40,120	23,973	-40%
May	45,804	44,737	39,870		
June	50,266	57,624	70,770		
July	57,172	51,428	60,532		
Aug.	46,170	45,745	61,519		
Sept.	47,588	38,763	57,169		
Oct.	48,130	42,786	63,007		
Nov.	42,641	38,416	53,297		
Dec.	41,326	37,676	46,789		
YTD	567,645	547,885	627,135		



LIBRARY VOLUNTEER HOURS

Notes: Volunteerism at the library continues to be high in 2017. April numbers show an increase of 14% with the greatest number of hours donated coming from the Friends. The fewest hours donated came from the handlers in our therapy dog program. The program is still recovering from the loss of the program founder.

VOLUNTEER HOURS	2015	2016	2017	Rate of Change '16 - '17
Q1 (January, February, March)	1,058.00	1,364.75		
Q2 (April, May, June)	1,181.75	1,791.50		
Q3 (July, August, September)	1,067.50	1,804.00		
Q4 (October, November, December)	1,272.75	1,697.50		
TOTAL	4,580	6,657.75		

INTERLIBRARY LOANS

Notes: Requests from other libraries for our materials continued to surpass the number of items our library requested of other libraries (all on behalf of patrons). Nonetheless, there was an 18% drop in requests for our materials and a 12% drop in the number of items we lent to other libraries.

ILL	Requests Sent to Other Libraries			Items Filled by Other Libraries			Requests from Other Libraries			Items Sent to Other Libraries		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Jan.	28	22	23	24	14	22	254	243	293	155	135	149
Feb.	28	16	17	28	16	16	213	214	246	110	133	123
Mar.	29	21	16	25	23	12	287	186	279	169	124	140
Apr.	29	17	14	30	13	18	231	217	190	173	114	129
May	19	12		19	17		132	176		89	117	
June	18	12		18	12		170	225		126	158	
July	40	144		33	6		214	202		123	6	
Aug.	17	144		17	25		171	221		114	32	
Sept.	33	147		24	22		221	208		137	19	
Oct.	21	13		29	13		239	215		139	134	
Nov.*	13	98		7	11		16	118		6	18	
Dec.	10	115		21	20		129	175		90	37	
YTD	285	761	70	275	192	68	2,277	2,400	1,008	1,431	1,027	541

*Did not send or receive ILL's during a two-week period in November 2015 and November 2016 due to staff vacation.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 05/09/2017

Agenda Category: Approval of Bills

Prepared By:

Subject:

Approval of bills for April 1, 2017 thru April 30, 2017

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. April 2017 Revenue Report
2. April 2017 Expense Report
3. May 2017 Claims for Payment
4. April 2017 Voucher Listing

CITY OF RICHLAND

Revenue Report for Library Accounts January 1 through April 30, 2017

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	12,000	12,000	1,003.25	4,582.25	7,417.75	38.19%	3,579.00
347220	LIBRARY: MISC CHARGES	2,200	2,200	185.00	509.70	1,690.30	23.17%	324.70
347270	LIBRARY: NON-RESIDENT FEES	5,500	5,500	420.00	1,860.00	3,640.00	33.82%	1,440.00
Total	CHARGES FOR GOODS & SVCS	19,700	19,700	1,608.25	6,951.95	12,748.05	35.29%	5,343.70
FINES & FORFEITS								
356501	LIBRARY: COURT RESTITUTION	0	0	0.00	0.00	0.00	0.00%	0.00
357360	LIBRARY COLLECTION AGENCY REFUNDS	0	0	0.00	15.00	-15.00	0.00%	15.00
359700	LIBRARY: MISC FINES	44,250	44,250	3,098.74	12,312.66	31,937.34	27.83%	9,213.92
Total	FINES & FORFEITS	44,250	44,250	3,098.74	12,327.66	31,922.34	27.86%	9,228.92
MISCELLANEOUS REVENUES								
362509	LIBRARY: BUILDING RENTAL	2,400	2,400	200.00	800.00	1,600.00	33.33%	600.00
Total	MISCELLANEOUS REVENUES	2,400	2,400	200.00	800.00	1,600.00	33.33%	600.00
TOTAL								
		66,350	66,350	4,906.99	20,079.61	46,270.39	30.26%	15,172.62

City of Richland Revenue Report for April 2017

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		732,686	728,835	39,257.60	163,148.85	0.00	565,686.15	22.4%	0.00
1102	SALARIES-PART TIME		171,354	171,354	14,692.46	51,768.39	0.00	119,585.61	30.2%	0.00
1104	SALARIES-INTERMITTENT/TEMP		57,968	57,968	2,590.36	8,740.66	0.00	49,227.34	15.1%	0.00
1201	SALARIES & WAGES-OVERTIME		750	750	0.00	60.54	0.00	689.46	8.1%	0.00
1302	VACATION/PTO CASHOUT		49,151	49,151	0.00	23,703.57	0.00	25,447.43	48.2%	0.00
			1,011,909	1,008,058	56,540.42	247,422.01	0.00	760,635.99		0.00
Type:	2	BENEFITS								
2101	SOCIAL SECURITY-FICA		75,081	75,081	4,189.57	17,951.06	0.00	57,129.94	23.9%	0.00
2103	PENSION CONTRIBUTIONS-PERS		106,889	106,889	5,833.33	23,003.26	0.00	83,885.74	21.5%	0.00
2105	INDUSTRIAL INS & MED AID		18,366	18,366	1,335.51	4,796.81	0.00	13,569.19	26.1%	0.00
2106	UNEMPLOYMENT		1,920	1,920	113.09	494.82	0.00	1,425.18	25.8%	0.00
2107	LIFE & DISABILITY INSURANCE		6,225	6,225	388.31	1,609.12	0.00	4,615.88	25.8%	0.00
2108	DENTAL INSURANCE		23,800	23,800	1,558.70	6,376.50	0.00	17,423.50	26.8%	0.00
2109	HEALTH INSURANCE		214,130	214,130	13,847.50	56,448.74	0.00	157,681.26	26.4%	0.00
2110	VISION INSURANCE		3,640	3,640	238.04	973.80	0.00	2,666.20	26.8%	0.00
2112	DEFERRED COMPENSATION		37,186	37,186	2,083.30	8,683.45	0.00	28,502.55	23.4%	0.00
2118	POST EMPLOYEE HEALTH BENE		30,000	30,000	2,083.35	8,750.07	0.00	21,249.93	29.2%	0.00
			517,237	517,237	31,670.70	129,087.63	0.00	388,149.37		0.00
Type:	3	SUPPLIES								
3102	OPERATING SUPPLIES & MATERI		22,850	22,850	1,054.44	10,260.56	0.00	12,589.44	44.9%	0.00
3105	COPIER SUPPLIES		1,000	1,000	157.25	157.25	0.00	842.75	15.7%	0.00
3401	LIBRARY RESOURCES		271,500	271,500	15,539.74	107,412.84	0.00	164,087.16	39.6%	0.00
3505	FURNITURE AND FIXTURES		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
3583	SOFTWARE-LICENSING & UPGR		66,567	66,567	5,930.35	24,480.42	0.00	42,086.58	36.8%	0.00
3993	SUPPLIES - PIP AWARDS		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			361,917	361,917	22,681.78	142,311.07	0.00	219,605.93		0.00
Type:	4	OTHER SERVICES & CHARGES								
4106	ARCHITECTURAL SERVICES		0	0	0.00	0.00	6,374.83	6,374.83-	0.0%	0.00
4107	OTHER PROFESSIONAL SERVIC		800	800	1,097.92	3,143.02	0.00	2,343.02-	392.9%	0.00
4135	SHARED VALUES PROGRAM		488	488	144.34	273.72	0.00	214.28	56.1%	0.00
4201	TELEPHONE & COMM SVCS		6,240	6,240	598.09	2,581.16	0.00	3,658.84	41.4%	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
4202		POSTAGE	5,098	5,098	627.78	1,796.69	0.00	3,301.31	35.2%	0.00
4301		TRAVEL EXPENSES	7,807	11,658	3,276.82	6,591.22	0.00	5,066.78	56.5%	0.00
4504		COPIER/FAX LEASE RENTAL MAI	5,650	5,650	473.34	1,397.79	0.00	4,252.21	24.7%	0.00
4505		RENTALS-OTHER	5,410	5,410	442.69	1,420.52	0.00	3,989.48	26.3%	0.00
4601		INSURANCE	22,920	22,920	0.00	20,734.00	0.00	2,186.00	90.5%	0.00
4700		UTILITIES	63,442	63,442	4,350.89	15,506.80	0.00	47,935.20	24.4%	0.00
4802		REPAIRS AND MAINT-EQUIPMEN	5,790	5,790	390.96	1,357.50	0.00	4,432.50	23.4%	0.00
4806		REPAIRS AND MAINT-STRUCTUR	0	0	0.00	0.00	99,833.81	99,833.81-	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	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4903		PRINT SHOP SERVICES	700	700	0.00	0.00	0.00	700.00	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	1,200	1,200	0.00	880.00	0.00	320.00	73.3%	0.00
4913		COLLECTION SERVICES	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4993		SERVICES & CHARGES PIP AWA	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4998		CASHIERS SHORTAGE	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			127,045	130,896	11,402.83	55,682.42	106,208.64	30,995.06-		0.00
Type:	5	INTERGOVERNMENTAL SERVICES								
5117		INTERLIBRARY SVCS	200	200	7.00	7.00	0.00	193.00	3.5%	0.00
5301		STATE TAXES	1,020	1,020	124.96	312.67	0.00	707.33	30.7%	0.00
			1,220	1,220	131.96	319.67	0.00	900.33		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	115,000	115,000	0.00	0.00	0.00	115,000.00	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
			115,000	115,000	0.00	0.00	0.00	115,000.00		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
Type:	9	INTERFUND SERVICES								
9141	INTFND SVCS - SYSTEMS DIVISI	0	0	0.00	0.00	0.00	0.00	0.00	0.0%	0.00
9986	LIBRARY FACILITY MAINT RESER	0	0	0.00	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	0.00	0.0%	0.00
9993	PIP RESERVE	0	0	0.00	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	0.00	0.0%	0.00
		0	0	0.00	0.00	0.00	0.00	0.00		0.00
Total Fund	001		2,134,328	2,134,328	122,427.69	574,822.80	106,208.64	1,453,296.56	31.9%	0.00

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

Grand Totals	2,134,328	2,134,328		122,427.69	574,822.80		106,208.64	1,453,296.56	31.9%	0.00
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RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

MAY 2017

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 \$ 90,593.41 this 9th day of May 2017.

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

Voucher Listings	Amount
April 1, 2017 thru April 30, 2017	\$34,052.99
Transfer Advice (Salaries)	
Salaries for the weeks of: 04/06/17 & 04/20/17	\$56,540.42
MONTHLY EXPENSES	\$90,593.41

Comments:

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME

SIGNATURE

1.

1.

2.

2.

3.

3.



City Of Richland

VL-1 Voucher Listing

From: 4/1/2017 To: 4/30/2017

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001		GENERAL FUND			
Division:	303	LIBRARY			
ADAMS, LISA M		17-029 ADAMS	244146	17-029 EVERGREEN TRAINING	\$72.60
BANK OF AMERICA		TXN00031769	244249	INGRAM BOOKS	\$636.23
		TXN00031774		OVERDRIVE DIGITAL	\$852.02
		TXN00031780		CREDIT BUBBLE MAILERS	(\$18.35)
		TXN00031781		INGRAM BOOKS	\$155.18
		TXN00031784		COPY PAPER	\$157.25
		TXN00031801		BLACKSTONE AUDIO	\$229.90
		TXN00031802		MIDWEST DVD	\$793.96
		TXN00031815		INGRAM BOOKS	\$58.06
		TXN00031819		INGRAM BOOKS	\$557.64
		TXN00031820		OFFICE SUPPLIES	\$100.63
		TXN00031823		INGRAM BOOKS	\$15.52
		TXN00031826		INGRAM BOOKS	\$30.45
		TXN00031855		INGRAM BOOKS	\$196.95
		TXN00031857		BUBBLE MAILERS	\$18.35
		TXN00031883		INGRAM BOOKS	\$283.08
		TXN00031908		INGRAM BOOKS	\$30.45
		TXN00031913		INGRAM BOOKS	\$124.36
		TXN00031930		WRIST WRESTS	\$22.57
		TXN00031931		INGRAM BOOKS	\$243.49
		TXN00031933		HOTELBOOKINGSERVFEE-LIB CANDID	\$12.99
		TXN00031942		INGRAM BOOKS	\$30.45
		TXN00031952		INGRAM BOOKS	\$773.62
		TXN00031956		TAPES	\$160.39
		TXN00031983		HOMEWOOD SUITES-LIBRARY CANDID	\$371.06
		TXN00031989		INGRAM BOOKS	\$194.76
		TXN00032025		STAFF ROOM SUPPLIES	\$11.90
		TXN00032032		INGRAM BOOKS	\$408.01
		TXN00032047		INGRAM BOOKS	\$275.81
		TXN00032066		INGRAM CREDIT	(\$7.60)
		TXN00032096		INGRAM BOOKS	\$26.27
		TXN00032099		OVERDRIVE DIGITAL	\$244.50
		TXN00032124		INK CARTRIDGES	\$111.20
		TXN00032157		INGRAM BOOKS	\$207.96
		TXN00032178		INGRAM BOOKS	\$166.98
		TXN00032192		STAFF ROOM SUPPLIES & 2 GIFT C	\$144.34
		TXN00032195		MEETING SUPPLIES	\$50.87
		TXN00032209		INGRAM BOOKS	\$84.45



City Of Richland

VL-1 Voucher Listing

From: 4/1/2017 To: 4/30/2017

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00032220	244249	BLACKSTONE AUDIO	\$230.10
		TXN00032234		MIDWEST DVD	\$826.90
		TXN00032250		MIDWEST HOOPLA	\$1,748.77
		TXN00032252		PEOPLE COUNTER	\$305.22
		TXN00032274		INGRAM BOOKS	\$235.16
		TXN00032276		PROQUEST HERITAGE QUEST	\$909.00
		TXN00032282		INGRAM BOOKS	\$171.97
		TXN00032285		LUNCH W/LIBRARY CANDIDATE	\$116.15
		TXN00032288		KEYS	\$5.97
		TXN00032289		INGRAM BOOKS	\$130.67
		TXN00032305		INGRAM BOOKS	\$1,630.08
		TXN00032311		MIDWEST DVD	\$50.60
		TXN00032312		INGRAM BOOKS	\$31.47
		TXN00032332		DINNER W/LIBRARY CANDIDATE	\$260.48
		TXN00032333		INGRAM BOOKS	\$414.27
		TXN00032349		INGRAM BOOKS	\$958.38
		TXN00032353		ARCHIVAL MATERIALS	\$143.90
BRUTZMAN'S INC		0000787844	243967	MOVE DESK AND PANELS	\$103.17
CASCADE NATURAL GAS CORP		03/17 61897100006	243772	NAT GAS 955 NRTHGT 02/10-03/21	\$1,238.60
CITY OF RICHLAND		03/2017 MAR	244163	CITY UTILITY BILLS/MAR 2017	\$3,112.29
		17-026 SILLER	244165	17-026 EVERGREEN TRAINING	\$378.00
		17-027 BARNABY		17-027 EVERGREEN TRAINING	\$378.00
		17-028 PEACH		17-028 EVERGREEN TRAINING	\$378.00
		17-029 ADAMS		17-029 EVERGREEN TRAINING	\$615.09
COLUMBIA INDUSTRIES SUPPORT LLC		0047605	244309	ON SITE SHREDDING WO #0073574	\$81.37
EDNETICS INC		77967	243990	IPRISM MAINTENANCE 38 MONTHS	\$5,930.35
FRONTIER	S017384	04/17 5099433152	244328	FRONTIER COMMUNICATIONS, MONTH	\$373.42
JSTM JOINT VENTURE LLC		17032101	244007	REPAIR DELL POWER SUPPLY	\$390.96
LULL, CASSANDRA		11254470475	244196	REIMB TRAVEL EXPENSE	\$566.70
		95476-02	244360	TRAVEL EXPENSES-RENTAL CAR	\$127.75
OCLC INC		0000524866	244370	CATALOGING SRVCS - MAR	\$1,004.55
PITNEY BOWES PURCHASE POWER		0317/14823173	243869	POSTAGE 03/01/17 TO 03/31/17	\$627.78
THE GALE GROUP INC		60070235	243890	BOOKS-3 TITLES	\$76.00
		60092043		BOOKS-8 TITLES	\$151.24
		60202935		BOOKS-4 TITLES	\$99.56
		60213109		BOOKS-5 TITLES	\$101.79
		60282749		BOOKS-3 TITLES	\$81.32
		60283051		BOOKS-9 TITLES	\$238.64
		60283557		BOOKS-3 TITLES	\$73.72
		60293257		BOOKS-6 TITLES	\$145.16
		60350067	244517	BOOKS-2 TITLES	\$51.68



City Of Richland

VL-1 Voucher Listing

From: 4/1/2017 To: 4/30/2017

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
THE GALE GROUP INC		60357529	244517	BOOKS-3 TITLES	\$73.72
		60380742		BOOKS-3 TITLES	\$84.36
		60380859		BOOKS-3 TITLES	\$85.88
		60381344		BOOK-1 TITLE	\$25.84
		60428845		BOOKS-3 TITLES	\$74.48
		60429063		BOOKS-3 TITLES	\$77.52
		60436653		BOOKS-6 TITLES	\$148.96
VERIZON WIRELESS	P057783	9782955979	244528	Verizon Charges for March	\$73.74
WASHINGTON STATE PATROL		I17006749	244425	VOLUNTEER BACKGROUND CHECKS	\$12.00
WILSONVILLE PUBLIC LIBRARY		BC#56436850	244432	LOST BOOK SPINNERS LAKE	\$7.00
XEROX CORPORATION		088719499	244433	LX5-692917 BASE/PRINTS- MAR	\$330.51
		088719500		LX5-692939 BASE/PRINTS- MAR	\$172.37
		088719501		LX5-692943 BASE/PRINTS- MAR	\$142.83
		088719502		LX5-692946 BASE/PRINTS-MAR	\$270.32
XO HOLDINGS LLC DBA		0289689983	243913	PHONE CHARGES 3/23-4/22/17	\$150.93
LIBRARY TOTAL****					\$34,052.99
GENERAL FUND Total ***					\$34,052.99



City Of Richland
VL-1 Voucher Listing

From: 4/1/2017 To: 4/30/2017

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

\$34,052.99

Number of Invoices

Amount

Vouchers In Richland

0

Vouchers In Tri Cities

2

\$184.54

Vouchers In WA

2

Vouchers Outside WA

90

\$33,465.49

Vouchers Final Total.....

94

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	\$22,643.16	66.49%
4	OTHER SERVICES & CHARGES	\$11,402.83	33.49%
5	INTERGOVERNMENTAL SERVICES	\$7.00	0.02%
Total		\$34,052.99	



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 05/09/2017

Agenda Category: New Business

Prepared By:

Subject:

Evergreen Conference

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Library Collection Development Supervisor Theresa Barnaby, Parks and Recreation Coordinator Lisa Adams, Library Technical Support Specialist Daurice Siller and Library Assistant II D'ette Peach-Atkins will report on their attendance at the Evergreen Conference in Kentucky.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 05/09/2017

Agenda Category: New Business

Prepared By:

Subject:

In-Service Day Discussion

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments: