



Agenda
Library Board Meeting
Tuesday, February 10, 2015
Library Board Room | 955 Northgate Drive

Board 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.

Call to Order / Attendance:

Introduction of Guests:

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

- I. January 13, 2015
 - Ann Roseberry, Library Manager

Report of the Library Manager:

- I. February Library Manager's Report with January 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. December 2014 Claims for Payment Summary
 - Ann Roseberry, Library Manager

Unfinished Business:

- I. Community Survey
 - Ann Roseberry, Library Manager

New Business:

Round Robin:

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, March 10, 2015

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 13, 2015, 5:30-6:30 p.m.

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 O'Neal were present. Council Liaison Kent was present. Library Manager Roseberry was present. Also present was Joe Schiessl, Director of Parks and Facilities.

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

INTRODUCTION OF GUESTS

Steve Slate, Chair of the Richland Public Library Friends of the Library and two 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 5-0.

APPROVAL OF MINUTES:

BOARD MEMBER O'NEAL MOVED AND BOARD MEMBER MITCHELL SECONDED THE MOTION TO APPROVE THE MINUTES OF DECEMBER 2014 AS SUBMITTED. THE MOTION CARRIED 5-0.

MANAGER'S REPORT:

Attached

The manager asked the Board to consider adding Gate Count and Volunteer Hours to the statistical report. The Board was in favor. The manager mentioned that the Volunteer Hours are calculated quarterly rather than monthly.

PUBLIC COMMENTS

Steve Slate provided an update to Friends of the Library activities.

APPROVAL OF BILLS:

The Board declined to approve the bills. The budget report amounts did not match the amounts on the Certification of Claims. The manager will request a revised report from the Finance Department.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Community Survey

The manager distributed the current draft of the Community Survey and asked for Board feedback and suggestions.

2. Election of Officers

BOARD MEMBER O'NEAL MOVED AND BOARD MEMBER MITCHELL SECONDED THE MOTION TO APPROVE THE NOMINATION OF JANA KAY LUNSTAD AS CHAIR AND SRIRAM SOMASUNDARAM AS VICE CHAIR OF THE LIBRARY BOARD FOR 2015. THE MOTION CARRIED 5-0.

3. Three Chairs meeting

Chair Lunstad reported on the January 10 meeting of the Chairs of the Three Boards.

Board Member O'Neal announced that she will be on business travel and will miss the February meeting.

AGENDA ITEMS FOR UPCOMING BOARD MEETING

1. Community Survey

ADJOURNMENT:

Chair Lunstad adjourned the meeting at 6:38 p.m.

Next Regular Meeting of the Richland Library Board is Tuesday, February 10, 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

February 2015

Library Foundation

The Foundation will meet February 12.

Friends of the Library

The Friends met January 26. The manager did not attend the meeting. The Friends Board approved the 2015 Friends budget for the Library.

Statistics:

Attached

Revenue / Expense / Voucher Listing:

Revenue

Currently not available

Expense

Attached

Currently not available

Voucher Listing

Currently not available

December 2014 Certification of Claims

It has been established that the Voucher list amount matched the amount on the Certification of Claims. The disconnect was the Salaries figure. In past, we have drawn the Salaries figure from a report issued by the Payroll Department. In past, that number has always matched the number on Fin 2, the Expense Report. That number did not match in December, because the Finance Department was reallocating the third payroll in December 2014 to budget year 2015.

We will not have 2014 end-of-year figures until after the end of February.

Community Survey

With the help of the Communications Office, Library staff have completed the survey. The Communications Office is designing the postcard/mailer and the survey has been

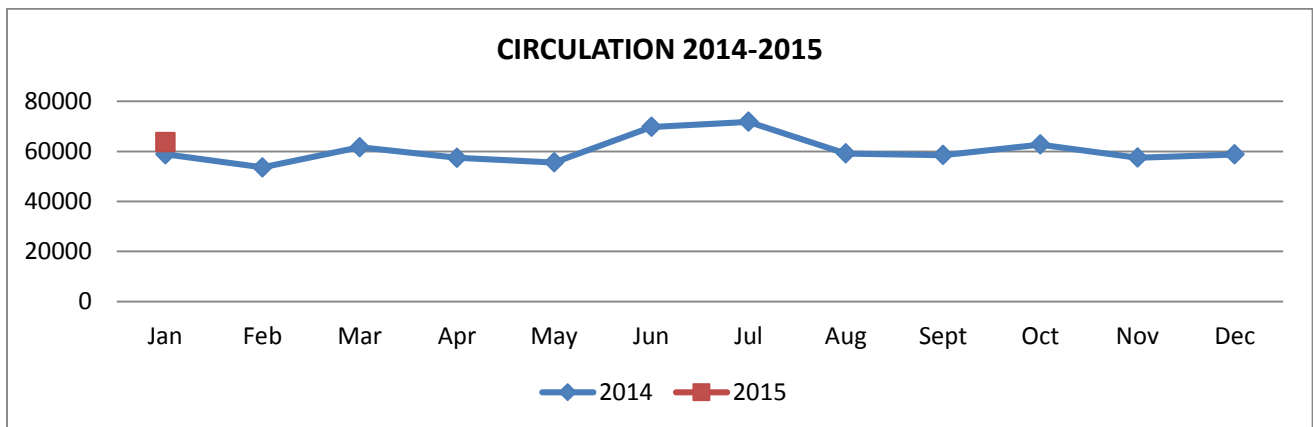
put into a survey monkey format. There will be a link available on February 10 for the Board and the schedule will be shared.

Packet Format

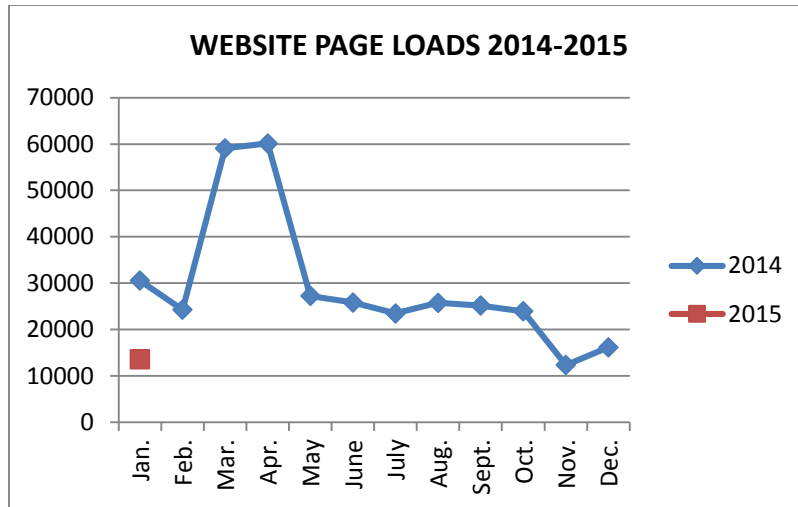
The city has moved to a product called Suite One. All units will be using that product and following the new format. You will note some font changes and the addition of cover sheets. This product supports the public records requirements. Please let me know if you have concerns or questions.

CIRCULATION					
Mo.	2012	2013	2014	2015	Rate of Change ('14 to '15)
Jan.	59,907	62,474	58,823	63,596	8%
Feb.	64,259	54,977	53,545		
Mar.	65,141	60,642	61,638		
Apr.	56,672	60,764	57,436		
May	59,458	44,622	55,582		
June	72,029	65,961	69,778		
July	73,774	69,107	71,813		
Aug.	67,877	61,855	59,163		
Sept.	60,317	56,373	58,470		
Oct.	61,195	58,575	62,737		
Nov.	58,524	56,531	57,471		
Dec.	57,171	54,646	58,764		
Total	756,324	706,527	726,629	63,596	

Notes: Circulation was up 8% in January 2015 over January 2014. The January 2015 gate count was 49,349 which is a 2% increase over January 2014's gate count total of 48,393. A great start to the New Year!



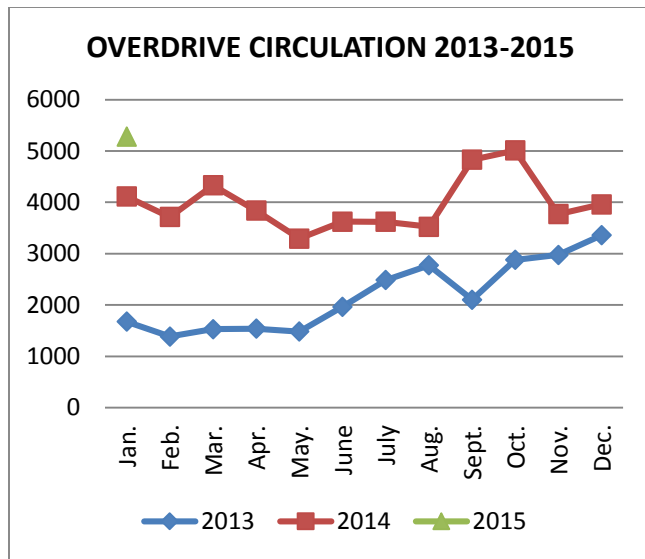
WEBSITE PAGE LOADS			
Month	2014	2015	Rate of Change
January	30,560	13,576	-55%
February	24,294		
March	59,079		
April	60,117		
May	27,232		
June	25,825		
July	23,477		
August	25,759		
September	25,165		
October	23,945		
November	12,362		
December	16,184		
Total	353,999	13,576	



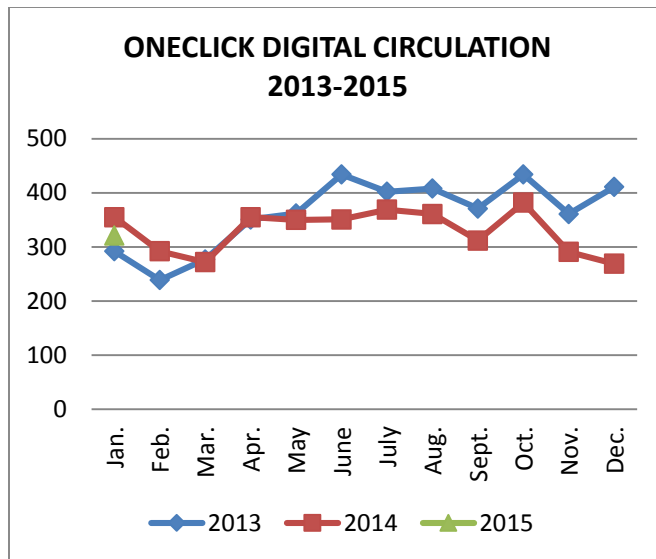
Notes: Website page loads showed a 55% decrease from January 2014 to January 2015.

eCIRCULATION 2015												
Month	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Overdrive	5,281											
OneClick	321											
Zinio	737											
Freegal	1,836											

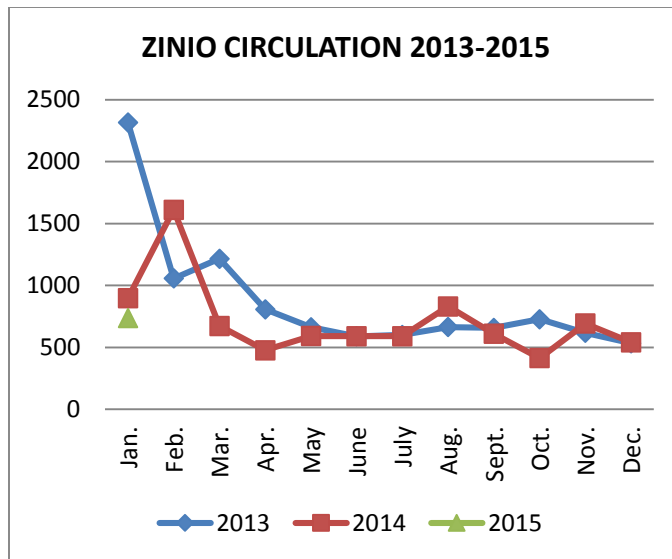
OVERDRIVE	2013	2014	2015	Rate of Change '14-'15
Jan.	1,676	4,114	5,281	28%
Feb.	1,387	3,714		
Mar.	1,530	4,333		
Apr.	1,541	3,838		
May	1,482	3,294		
June	1,966	3,624		
July	2,487	3,622		
Aug.	2,773	3,526		
Sept.	2,105	4,829		
Oct.	2,881	5,012		
Nov.	2,976	3,770		
Dec.	3,360	3,960		
TOTAL	26,164	47,636	5,281	



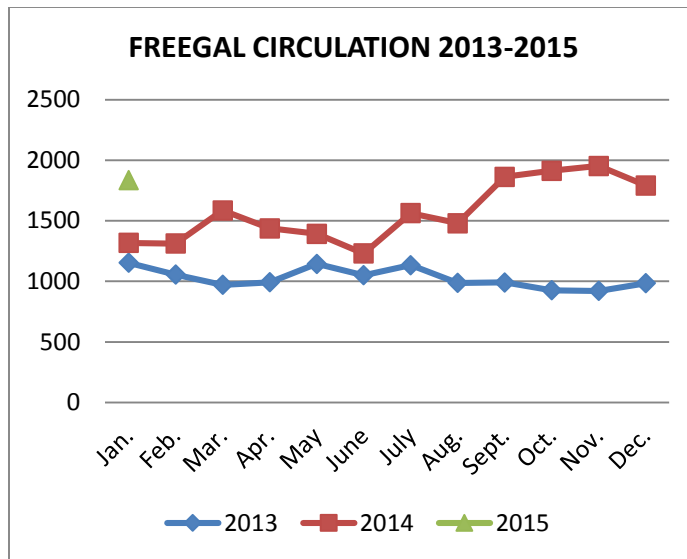
ONECLICK DIGITAL	2013	2014	2015	Rate of Change '14-'15
Jan.	292	355	321	-9%
Feb.	239	292		
Mar.	277	272		
Apr.	351	355		
May	362	350		
June	434	351		
July	402	369		
Aug.	408	361		
Sept.	371	312		
Oct.	434	382		
Nov.	361	291		
Dec.	411	269		
TOTAL	4,342	3,959	321	



ZINIO	2013	2014	2015	Rate of Change '14-'15
Jan.	2,316	896	737	-17%
Feb.	1,057	1,611		
Mar.	1,215	673		
Apr.	808	477		
May	663	592		
June	589	591		
July	601	590		
Aug.	664	831		
Sept.	658	610		
Oct.	727	413		
Nov.	617	692		
Dec.	533	541		
TOTAL	10,448	8,517	737	

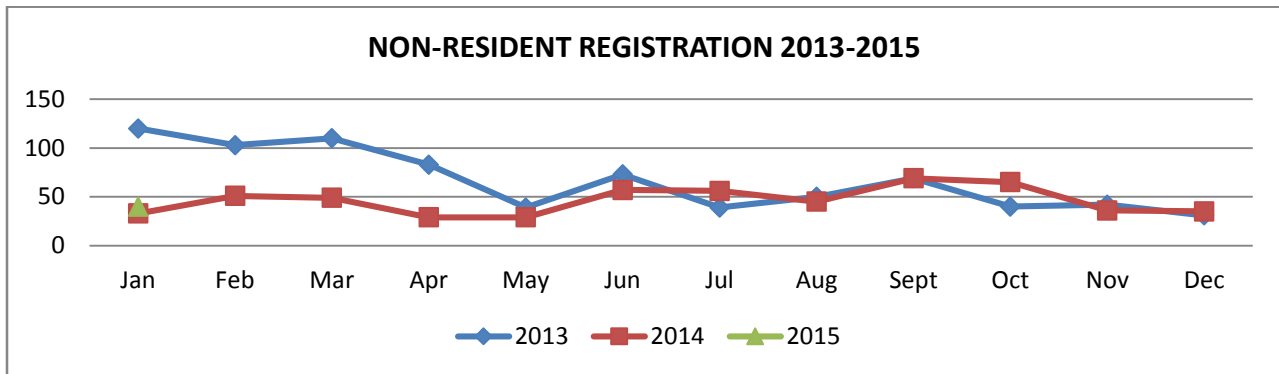
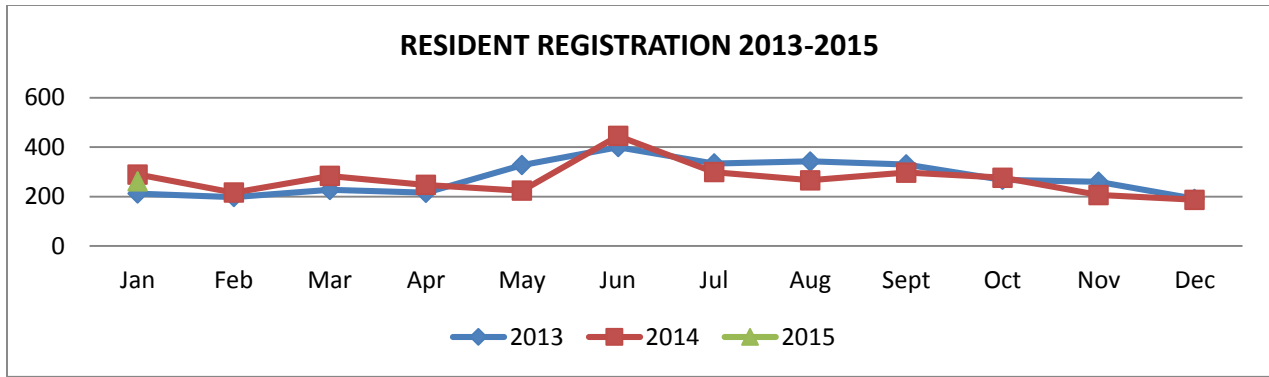


FREEGAL	2013	2014	2015	Rate of Change '14-'15
Jan.	1,153	1,317	1,836	39%
Feb.	1,056	1,312		
Mar.	971	1,585		
Apr.	992	1,437		
May	1,144	1,393		
June	1,051	1,230		
July	1,134	1,563		
Aug.	987	1,480		
Sept.	991	1,863		
Oct.	926	1,913		
Nov.	921	1,953		
Dec.	984	1,792		
TOTAL	12,310	18,838	1,836	



Notes: 2015 begins with both Overdrive and Freegal showing positive gains over January 2014's total.

RESIDENT REGISTRATION													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
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												261
Change '14-'15	-10%												
NON RESIDENT REGISTRATION													
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												40
Change '14-'15	21%												



Notes: Resident registration was down 10% in January 2015 from January 2014, but up from January 2013. Non-resident registrations were up 21% in January 2015 from January 2014.

CITY OF RICHLAND

LIBRARY EXPENDITURE

December 2014

Month/Year

PAY PERIODS From November 17, 2014 through December 28, 2014

GROSS SALARIES \$ 112,589.06

		Gross Wages	Total
WEEK OF:	<u>12/04/14</u>	<u>39,760.38</u>	<u>39,760.38</u>
WEEK OF:	<u>12/18/14</u>	<u>34,721.92</u>	<u>34,721.92</u>
WEEK OF:	<u>12/31/14</u>	<u>38,106.76</u>	<u>38,106.76</u>
	TOTAL	<u>112,589.06</u>	<u>112,589.06</u>