



Agenda
Library Board Meeting
Tuesday, November 14, 2017
Library Board Room | 955 Northgate Drive

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

Liaisons: Council Liaison Luzzo Gilmour and Alternate Council Liaison Kent
Staff Liaison Library Manager Campbell Hime and Staff Liaison Library Support Specialist Barada

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)

Draft of October 10, 2017 Library Board Minutes

Report of the Library Manager:

1. November 2017 Library Manager's Report
 - Leslie Campbell Hime, Library Manager
2. November 2017 Library Statistics
 - Leslie Campbell Hime, 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 October 1, 2017 through October 31, 2017
 - Leslie Campbell Hime, Library Manager

Unfinished Business:

1. Richland Public Library's Strategic Plan
2. Richland Public Library's Gift Guidelines

New Business:

Round Robin:

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is

Tuesday, December 12, 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.



MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
October 10, 2017, 5:30 – 6:30 PM

CALL TO ORDER:

Chair Mitchell called the meeting to order at approximately 5:31 p.m.

ATTENDANCE:

Chair Mitchell, Vice-Chair Somasundaram (absent), Board Members Dion, Lunstad and Maier were present. Also present were Council Liaison Luzzo Gilmour, Library Manager Campbell Hime and Library Support Specialist Barada.

APPROVAL OF AGENDA:

BOARD MEMBER LUNSTAD MOVED AND BOARD MEMBER MAIER SECONDED THE MOTION TO APPROVE THE AGENDA AS IS. THE MOTION CARRIED 4-0.

APPROVAL OF MINUTES:

CHAIR MITCHELL ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE SEPTEMBER 12, 2017 MEETING. BOARD MEMBER MAIER MOVED AND BOARD MEMBER DION SECONDED THE MOTION TO APPROVE THE MINUTES OF SEPTEMBER 12, 2017 AS IS. THE MOTION CARRIED 4-0.

REPORT OF THE LIBRARY MANAGER:

Library Manager Campbell Hime noted the Library Foundation wanted to receive a Library Board meeting packet.

Library Manager Campbell Hime is working on a survey to release to the public to gauge patron satisfaction. This should be ready by the end of the week.

An update on the library vendor was given.

STEAMspace will be receiving one iPad and three laptops. They will be stored in storage cabinets. Patrons will have to watch *YouTube* videos and go through different tutorials, then sign a waiver before they can use the equipment. There will be a sign out sheet to make sure there are no conflicting reservations.

Board Member Lunstad asked about adding STEAMspace to the statistical report to see how many people are attending events. Library Manager Campbell Hime agreed to this suggestion.

Chair Mitchell asked about the 65 inch monitor that will be added to the STEAMspace and how it will be used. Library Manager Campbell Hime noted the monitor will be mounted and used for *YouTube* and other web-based tutorials. The large size will make it easier for people to see from across the room. Additionally, a computer monitor will be used for non-participant viewing of images from the Oculus virtual reality headset.

The library is studying ways to minimize noise on the second floor.

PUBLIC COMMENTS:

No comments made

APPROVAL OF BILLS:

BOARD MEMBER LUNSTAD MOVED AND BOARD MEMBER DION SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR SEPTEMBER 2017 IN THE AMOUNT OF \$108,393.74. THE MOTION CARRIED 4- 0.

UNFINISHED BUSINESS:

1. RPL is eligible for Waterfront District monies. These monies will be used to replace lobby furniture and to make the library more attractive to tourists and patrons.
2. A copy of *Los Alamos County Library System Policies* was handed out. It should be read and will be discussed at the November board meeting.

NEW BUSINESS:

1. The Foundation has hosted a 3 boards' reception during the holidays. RPL Board will see about making this event happen.

ROUND ROBIN:

Board Member Lunstad shared a new international student coordinator was hired at WSU-TC this past August. She is bringing a group of 15 international students to the drone races at RPL on October 14th. They will also be touring the library and getting their library cards.

Board Member Maier shared the e-book company Overdrive, who is owned by Rakuten, purchased Kobo. Kobo released a new book reader. This new book reader will let you enter your library card and check out books from Overdrive. You no longer need to use a computer to check out books, the checkout process will now be complete on the new book reader tablet.

Council Liaison Luzzo Gilmour shared the October 3, 2017 council meeting appointed Kurt Maier to the RPL Board.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

1. 2013-2017 COR Strategic Plan
2. Strategic Plan for Richland Public Library
3. Library gift guidelines

ADJOURNMENT:

CHAIR MITCHELL ADJOURNED THE MEETING AT 6:15 P.M.

Submitted by: Leslie Campbell Hime, Library Manager

Prepared by: Kylie Barada, Support Specialist

Minutes Approved on: _____



LIBRARY MANAGER'S REPORT
Richland Public Library Board
Richland Public Library – 955 Northgate – Board Room
November 2017

Library Foundation

The Foundation will meet at 5pm on Thursday, December 7 in the Board Room. They invite Board members to attend. Foundation members continue to recognize the importance of alignment with the Library Board and also look forward to a holiday social with the Board.

Friends of the Library

The Friends grossed \$2,000 at their Fall Book Sale October 26-28. Their next meeting will be at 5pm on Monday, November 27 in the Board Room.

Statistics

Attached

Revenue / Expense / Voucher Listing

Revenue

January 1-October 31, 2017 revenue of 81.55% was close to projections of 83.33%. Once again, revenue generated from nonresident library cards and copying services exceeded expectations by nearly 10% while fines were approximately 6% below expectations.

Expense

October 1-October 31, 2017 expenses of 68.2% remain below projections due to previously noted staff vacancies. The position of Library Supervisor-Reference was advertised on the *ALAJoblist*. Phone and/Skype interviews will take place in mid-November and face-to-face interviews will take place in early December. The Library Assistant II position will close on November 12.

Voucher Listing

The voucher listing shows payment for databases, cataloging services, office supplies, and monthly utility and equipment lease charges. Charges also appear for a main library door motor replacement and a new ice machine for the library vendor kiosk.

Grants

A resolution to accept the WSL digitization grant has been submitted to COR Council for approval November 27. Evan Robb (WSL) will provide training for grant staff on the afternoon of November 30.

The library is also completing an application for Cognizant's Making the Future After-School and Summer Program Grant. Cognizant is a nationwide program that supports STEM and Maker programs with grants up to \$25,000. The Friends will serve as the fiduciary sponsor as the grant can only be administered by 501c3 non-profit organizations.

Staff Travel

RPL has the distinction of being the only Eastside library to be invited to participate in a pilot program offered by Oculus. Participants will help Oculus develop educational programming for their virtual reality headset. 2 staff members will travel to Seattle for training on November 13.

Reference staff will attend the Research Institute for Public Libraries' workshop titled, "Think, Do, Show: Practical Techniques for Using Evaluation to Improve Practice and Demonstrate Impact" at the Colfax Public Library in Colfax, WA on November 15. Instructors will teach outcome-based evaluation, using results for data-driven decision making and planning, and presenting data in infographics.

STEAMspace

The Friends facilitated the purchase of Sketchup Pro 2017 and it has been installed on 10 new STEAMspace laptops. The laptops are currently used for Girls Who Code.

Patron Surveys

The patron satisfaction survey is active from Friday, October 27th-Friday, November 17th. A library programming survey will open in December.

Materials Sorter

The materials sorter will be delivered Monday, December 11 with installation and configuring on Tuesday, December 12. Staff training will take place on the morning of Wednesday, December 13.

Gallery Update

The Gallery update is scheduled for Monday, November 27-Friday, December 1.

Library Events

Oct 27-Nov 17: Complete library patron satisfaction survey at: www.richland.lib.wa.us

Nov 7: Marissa Meyer Release Party w. making of galaxy soap in STEAMspace at 5:30pm (free event designed with 6th-12th graders in mind). Register at [Eventbrite.com](https://www.eventbrite.com)

Nov 7: 3D Printing in Your Daily Life by Rebecca Erikson, PNNL physicist, in the STEAMspace at 7pm

Nov 11: Native American Day – Demonstrations, activities, dancing, drumming, storytelling and more Nov 28 – 3D printer lesson

Nov 15: Ozobot Turkey Trot in STEAMspace at 4pm (free event designed w. K-5th graders in mind). Register at [Eventbrite.com](https://www.eventbrite.com)

Nov 16: Girls Who Code in STEAMspace at 5pm (free event designed w. 6th-12th graders in mind)

Nov 20: STEAMKids in STEAMspace and Children's Department at 12pm

Nov 21: Thanksgiving Stories and autumn crafts at 10am and 11am

Nov 22-24: Thanksgiving closure

Nov 28: 3D Printer Training in STEAMspace at 7pm

Dec 2: Spinning & Weaving Demo in lobby at 1pm

Dec 7: Raspberry Pi Users Group in STEAMspace at 6pm

Dec 9: Snowflake Crochet in STEAMspace at 1:30pm (designed w. 4th-8th graders in mind)

Dec 21: Dupus Boomer's PREFABulous Richland by Terry Andre and Connie Estep in Gallery at 7pm

CIRCULATION

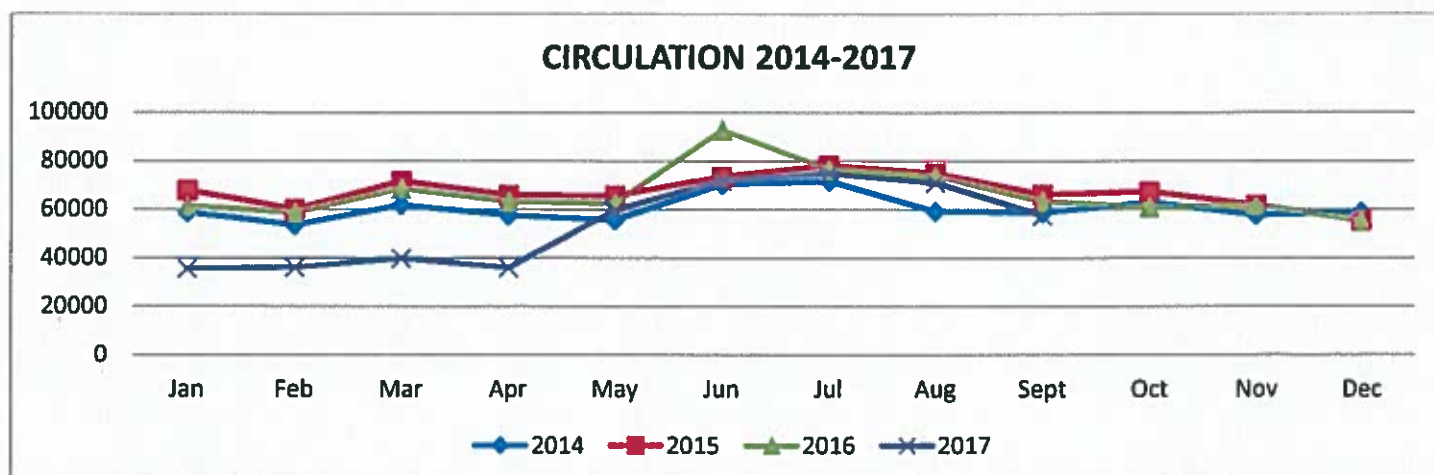
Notes: We are pleased to report that the actual use of our electronic collections has been under reported. This finding comes at a particularly auspicious moment as independent of our conversations with Evergreen about potential undercounts, we have also become increasingly aware that the foundational questions we are seeking to answer with our measures have changed. While benchmarks like the numbers of items circulated remain meaningful for rote comparisons, they do not begin to probe the patron experience with our library. Our need to understand patron behavior has necessitated the adoption of new key performance indicators that will be measured through the use of web analytics.

At present, our circulation numbers below represent the use of library resources in all formats; that is physical and digital uses were counted in a single monthly figure. Moving forward, we will focus on physical items in this section. Importantly, we will provide granular information on high and low areas of circulation of physical items, and track more closely areas that our patron satisfaction survey validates as key benchmarks for our library patrons. Preliminary findings indicate that our patrons use Richland parks slightly less than they visit the library. This offers opportunities for us to increase and update regularly our print holdings and provide information on events and changes in Richland parks on new wayfinding monitors located above the circulation desk and in the lobby.

Additionally, we will be able to monitor purchasing habits of local retail vendors target nascent local trends that can be used to market new resources to patrons.

Ultimately, our goal is a deep rather than superficial collection that circulates.

Mo.	2014	2015	2016	2017	Rate of Change (‘16 - ‘17)
Jan.	58,823	67,878	61,483	35,612	
Feb.	53,545	60,029	58,604	36,067	
Mar.	61,638	71,643	68,576	39,734	
Apr.	57,436	65,868	63,271	35,873	
May	55,582	65,781	62,522	59,760	
June	70,369	73,592	92,778	71,983	
July	71,813	78,206	76,527	74,972	
Aug.	59,163	74,878	73,777	71,035	
Sept.	58,470	66,074	63,336	57,262	
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	482,298	



eCirculation

Notes: Gaps in our knowledge of patron use of physical resources are concerning; however, gaps in our knowledge of patron use of our electronic resources are most profound. We have identified keyword searches, length of user session, and the number of clicks to access e-resources as new measures.

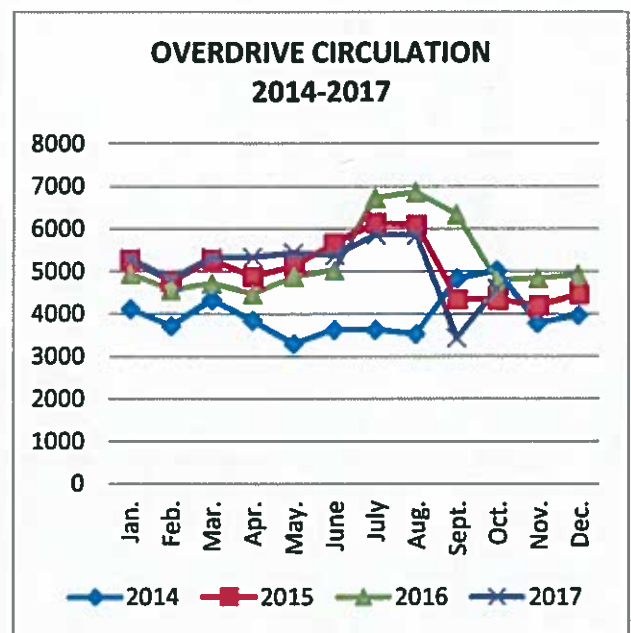
We have also obtained current information on interests of our patrons that is shaping our purchasing habits. We have purchased foreign language software in the past but it was under used and therefore eliminated. Our current research indicates that patrons are interested in learning foreign languages and that a higher percentage indicate a preference for web-based software. This eliminates plans for us to invest resources in expanding our physical foreign language collection and presents us with an opportunity to purchase language learning software that appeals to those who are learning Hebrew, Mandarin, Arabic, Swahili, and Russian in addition to the standard French, German, and Italian. Additionally, marketing this potential new resource would be fairly uncomplicated as present day vendors provide marketing material tailored to library patrons

There were 668 new users to Hoopla from October 2016 to October 2017 with an average of 51 users added each month. 849 patrons borrowed items from October 2016 through October 2017 with an average of 264 people borrowing at least 1 item per month. Total Hoopla circulations October to October were 12,684, with an average of 976 circulations per month. October 2017 circulation was 960 items that were borrowed by 281 patrons. This means the average circs per person was 3.4 at a cost of \$2.19 per circ, with 81 patrons using all of their allotted 6 circs. Audiobooks accounted for 44% of all Hoopla circs and the most popular audiobook was *The Remains of the Day*.

Overdrive use was stronger in October 2017 than in September 2017, but lower than in the previous October. The most popular adult, YA, and juvenile items were *The Handmaid's Tale*, *The Hundred Lies of Lizzie Lovett*, and *Harry Potter and the Half-Blood Prince*.

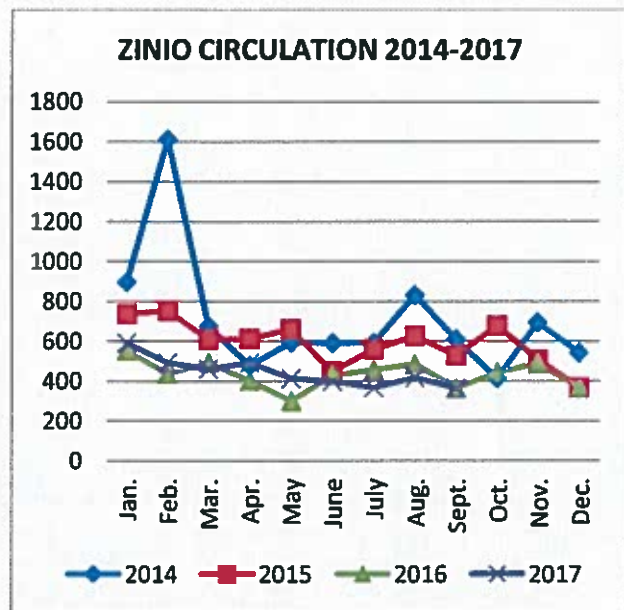
Tumble Books continues to show increased use as there were 149 uses in October 2017 as compared to 97 uses in October 2016.

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	5,428	11%
June	3,624	5,659	5,033	5,372	7%
July	3,622	6,130	6,716	5,850	-13%
Aug.	3,526	6,087	6,862	5,849	-15%
Sept.	4,829	4,336	6,335	3,427	-46%
Oct.	5,012	4,328	4,790	4,588	-4%
Nov.	3,770	4,195	4,834		
Dec.	3,960	4,467	4,919		
YTD	47,636	60,524	63,063	45,422	

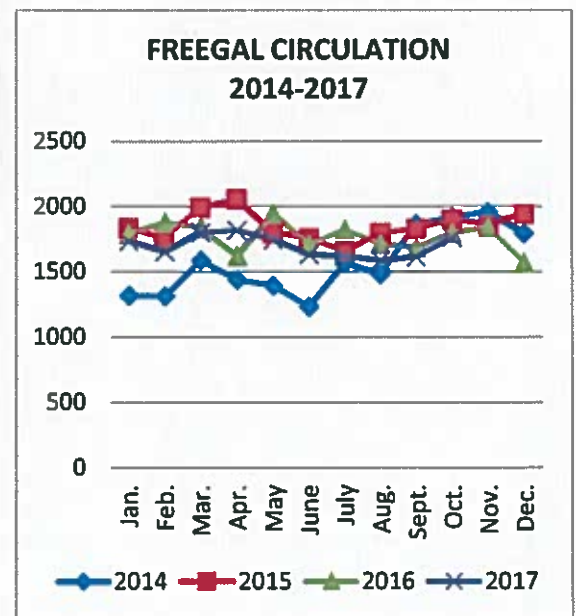


eCirculation

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	413	39%
June	591	448	428	398	-7%
July	590	558	455	365	-20%
Aug.	831	625	485	416	-14%
Sept.	610	526	362	360	0%
Oct.	413	676	443	372	-16%
Nov.	692	504	486		
Dec.	541	365	368		
YTD	8,517	7,072	5,206	3,994	

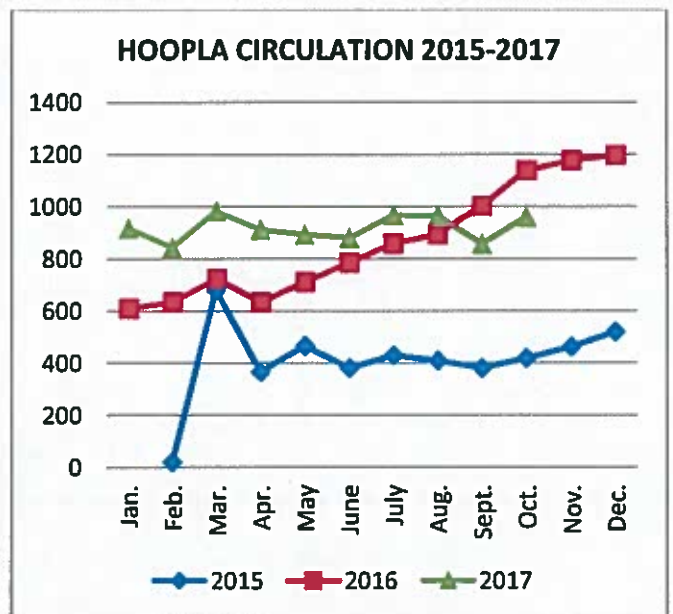


FREEGAL Downloads	2014	2015	2016	2017	Rate of Change '16 - '17
Jan.	1,317	1,836	1,791	1,736	-3%
Feb.	1,312	1,756	1,878	1,654	-12%
Mar.	1,585	1,992	1,833	1,799	-2%
Apr.	1,437	2,056	1,620	1,816	12%
May	1,393	1,797	1,947	1,744	-10%
June	1,230	1,758	1,702	1,633	-4%
July	1,563	1,651	1,822	1,614	-11%
Aug.	1,480	1,794	1,707	1,582	-6%
Sept.	1,863	1,827	1,681	1,610	-4%
Oct.	1,913	1,897	1,792	1,756	-2%
Nov.	1,953	1,858	1,839		
Dec.	1,792	1,938	1,567		
YTD	18,838	22,160	21,179	16,944	

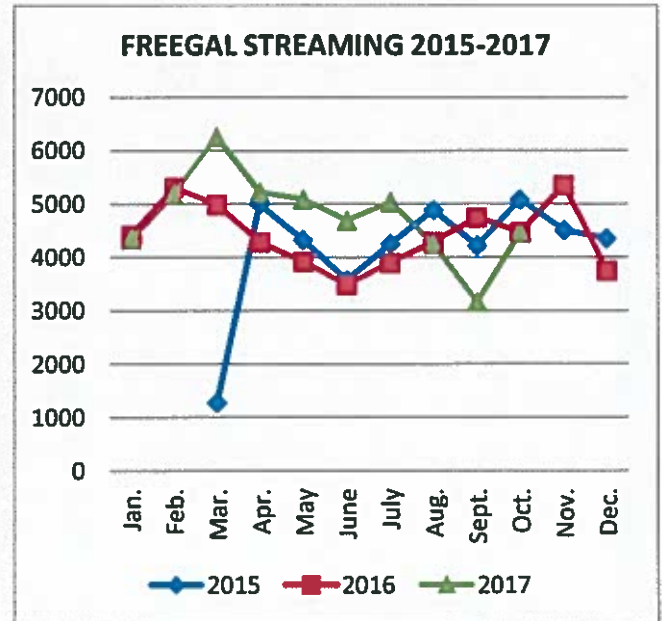


eCirculation

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	892	25%
June	379	785	880	12%
July	429	858	966	13%
Aug.	408	893	963	8%
Sept.	379	1,001	856	-14%
Oct.	418	1,138	960	-16%
Nov.	462	1,176		
Dec.	518	1,196		
YTD	4,524	10,360	9,168	



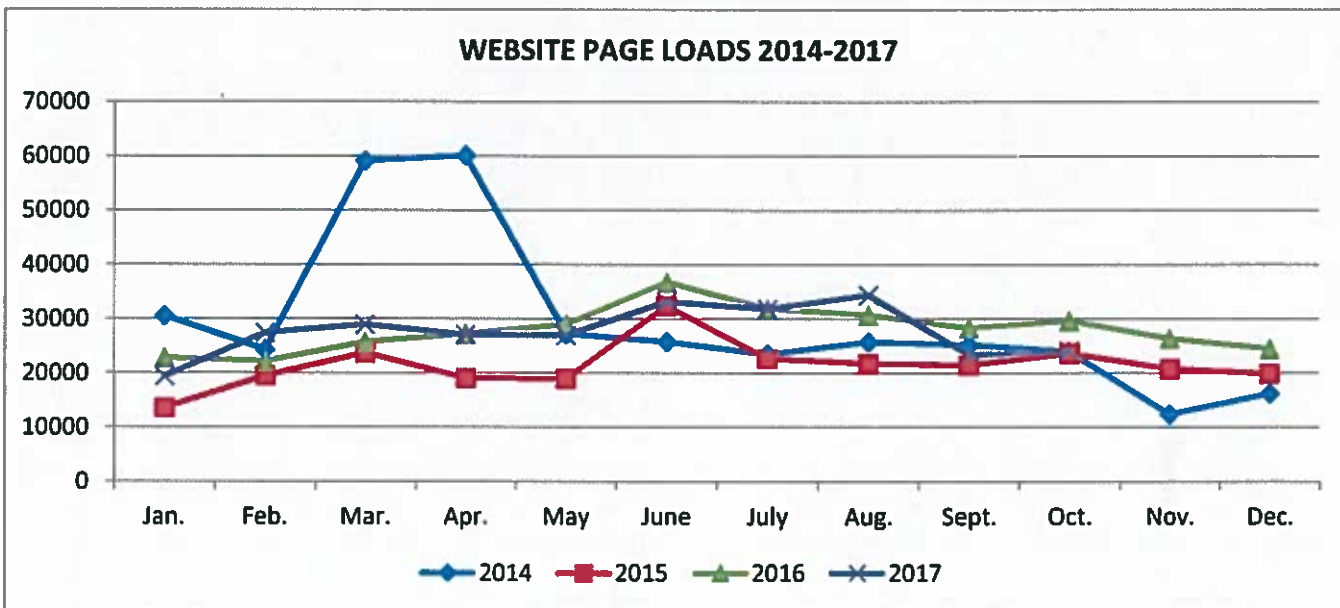
Freegal Streaming	2015	2016	2017	Rate of Change '16 - '17
Jan.	N/A	4,421	4,342	-2%
Feb.	N/A	5,315	5,184	-2%
Mar.	1,278	4,995	6,265	25%
Apr.	4,997	4,291	5,220	22%
May	4,327	3,922	5,089	30%
June	3,576	3,489	4,693	35%
July	4,254	3,900	5,037	29%
Aug.	4,888	4,291	4,240	-1%
Sept.	4,221	4,749	3,164	-33%
Oct.	5,079	4,472	4,456	-36%
Nov.	4,506	5,349		
Dec.	4,353	3,741		
YTD	41,479	52,935	47,690	



WEBSITE PAGE LOADS

Notes: 4,627 patrons accessed our web page 24,108 times in October 2017. This number is 19% lower than in October 2016; however, October 2017 patron use is higher than in the previous month, September 2017.

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	27,008	-7%
June	25,825	32,452	36,788	33,203	-10%
July	23,477	22,663	31,920	31,817	-0.3%
Aug.	25,759	21,747	30,733	34,392	-24%
Sept.	25,165	21,422	28,317	23,314	-18%
Oct.	23,945	23,631	29,618	24,108	-19%
Nov.	12,362	20,791	26,329		
Dec.	16,184	19,901	24,446		
YTD	353,999	257,491	335,080	276,597	



STEAMSPACE

Richland CityView Interview: The STEAMspace was featured on Richland CityView's YouTube page. The video went live on Monday, 11/6. <https://youtu.be/pifPwRSbVEE>

Ozobots: As expected, our biggest hit by far is the Ozobots. Pre-registration on Eventbrite fills up within a day or two of the event going active – in some cases, before the Facebook event is even advertised.

- Ozobot Haunted Houses were a big hit.
- Ozobot Turkey Trot (next Wednesday) is already booked up on Eventbrite.
- Ozobots for Adults had 6 participants. I will be adding more sessions for adults before Christmas. Most came to check them out as potential Christmas presents for kids and grandkids, but then decided they were fun and were interested in coming to another adult event.

Monster Makeup: Our Facebook event was shared multiple times and we had a very good turnout – 12 people for blisters and 17 for wounds. We also had a photographer from the *Tri-City Herald* attend. A photo of the event was in the Sunday paper: <http://www.tri-cityherald.com/news/local/article179040766.html>

Girls Who Code: Johanna will schedule some informational meetings for parents in December and January. We'll plan to start up the Winter Quarter club toward the end of January.

3D Printing: Rebecca Erikson's first lecture on 3D printing was last week. We had 14 adults and 3 children. The first 3D printing class is scheduled for 11/28. Within a day of the lecture, we already had 5 people signed up for this class.

Virtual Reality: The Washington State Library is running a pilot program in partnership with Oculus to bring VR to libraries. RPL is the ONLY library on the East side of the state that will be part of this pilot. Dee and Johanna are attending training at Oculus Headquarters in Seattle on November 13th.

STEAMspace enhancements:

- Stove installation is complete. Use of the stove is being controlled by shutting it off at the breaker. Only staff may use the stove. It has already been used for a teen soap-making program.
- Shelving and lockable storage has been ordered. The books currently in the STEAM collection (approximately 1 shelf) and the Oculus VR equipment will be relocated to the STEAMspace once it is delivered.

Short term STEAMspace goals:

- 3D printing – MakerBot developed alignment issues and had to be returned. A replacement was shipped 11/9 and should arrive by 11/16. This should allow plenty of time to get it operational before the class on 11/28.
- Coding/classroom laptops – We have 7 new laptops for general STEAMspace use and will be ordering 8 more shortly. Dee and Johanna have been working to get these up and running. We'll be using them for the first time tonight at the Girls Who Code.

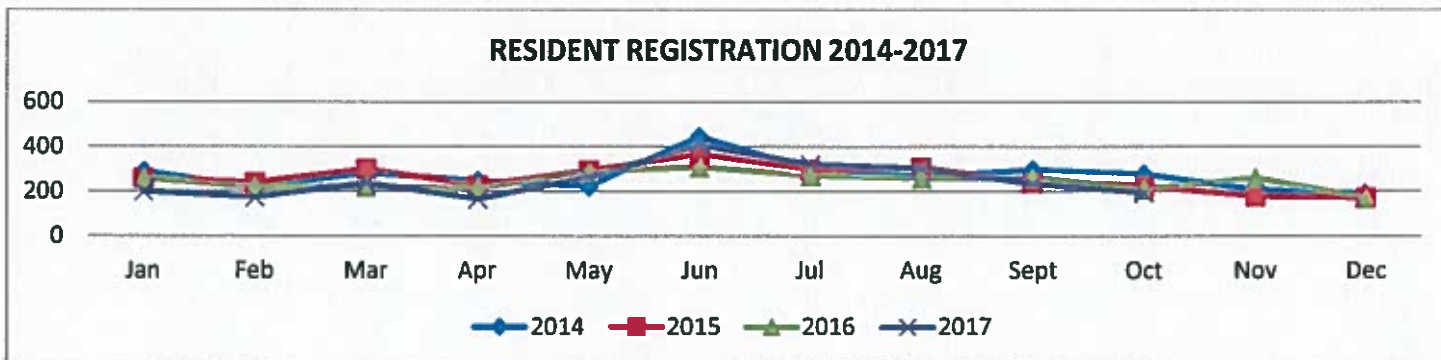
STEAMspace webpage – Johanna now has access to edit the STEAMspace webpage and will work on updating it with equipment lists, checkout/reservation process, and photos of recent activities.

STEAMspace schedule – Working on adding basic tech, computing, and coding classes to the schedule.

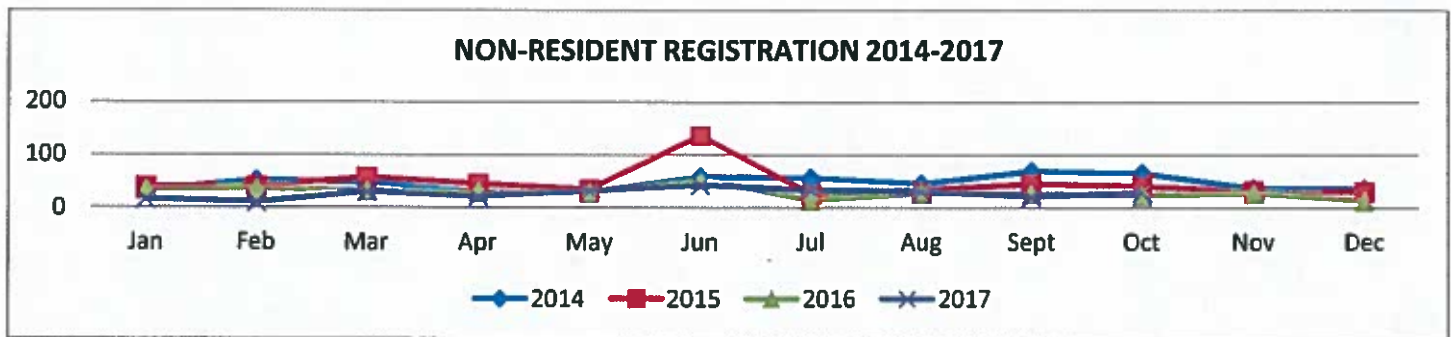
REGISTRATION

Notes: 2017 annual resident registration figures may approximate 2016 annual numbers. 7% fewer residents obtained library cards in October 2017 as compared to September 2017. Nonresident registrations, on the other hand, increased 26% in October 2017 from September 2017.

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	263	409	321	304	234	194			2,501
Change '16 - '17	-22%	-21%	7%	-22%	-9%	33%	18%	17%	-10%	-7%			



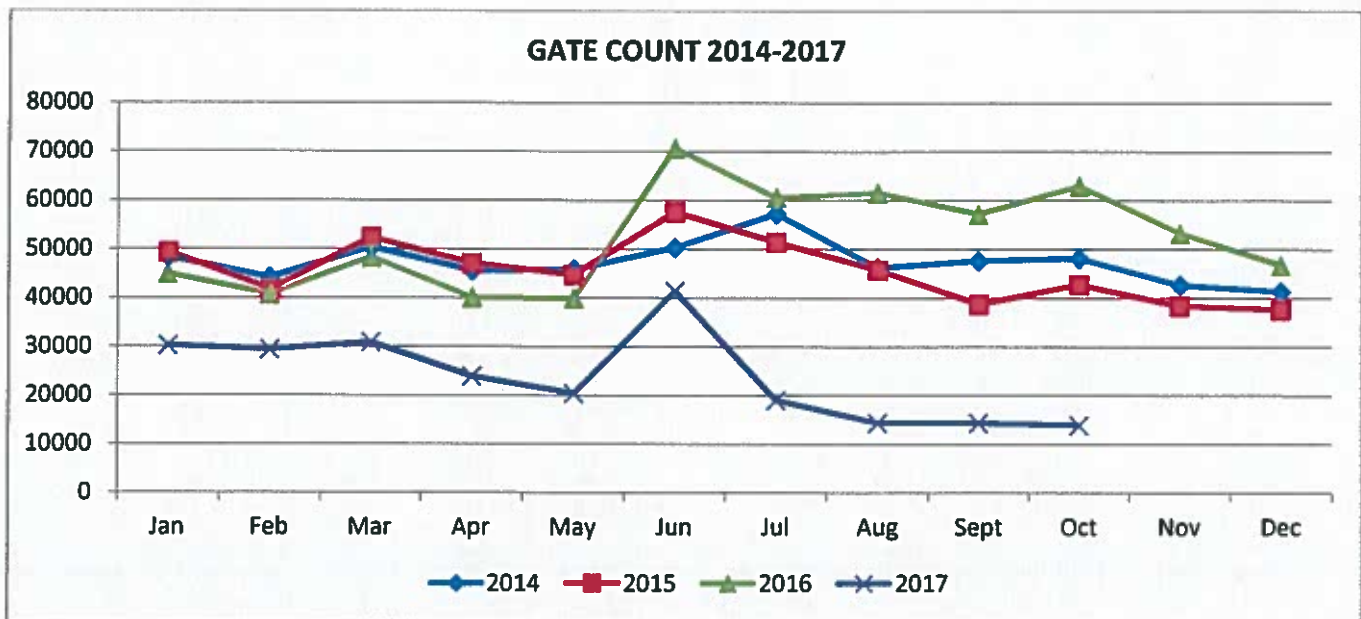
NONRESIDENT REGISTRATION													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
2014	33	51	49	29	29	57	56	45	69	65	36	35	554
2015	40	41	58	45	35	136	25	34	45	40	31	30	560
2016	35	36	32	30	29	53	14	27	26	23	26	13	344
2017	16	10	30	21	32	42	33	31	21	29			265
Change '16 - '17	-54%	-72%	-6%	-30%	10%	-21%	136%	15%	-19%	26%			



GATE COUNT

Notes: Our old practice of obtaining gate counts was to divide our gate total for the day, week, or month in half to obtain the true number of times one patron would enter and exit the library. The new people sensor maintains separate records of entries and exits. This system is less prone to human error and yet reveals our October 2017 patron count at 13, 877, which is substantially lower than the previous year's number.

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	20,432	-49%
June	50,266	57,624	70,770	41,399	-41%
July	57,172	51,428	60,532	19,033	-69%
Aug.	46,170	45,745	61,519	14,380	-77%
Sept.	47,588	38,763	57,169	12,726	-77%
Oct.	48,130	42,786	43,007	13,877	-68%
Nov.	42,641	38,416	43,297		
Dec.	41,326	37,676	46,789		
YTD	567,645	547,885	550,346	236,413	



LIBRARY VOLUNTEER HOURS

VOLUNTEER HOURS	2015	2016	2017	Rate of Change '16 - '17
Q1 (January, February, March)	1,058.00	1,364.75	1,416.75	4%
Q2 (April, May, June)	1,181.75	1,791.50	1,662.50	-7%
Q3 (July, August, September)	1,067.50	1,804.00	1,599.75	-11%
Q4 (October, November, December)	1,272.75	1,697.50		
TOTAL	4,580	6,657.75	4,679	

INTERLIBRARY LOANS

Notes: Our ILL librarian continues to research how lending libraries absorb the financial cost of ILLs. The number of items we lend has dropped from triple to double digits in the last two months as our ILL budget has been exhausted for the year. No ILLs will be filled for the remainder of November as our ILL librarian typically takes her holiday during this month.

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

RICHLAND PUBLIC LIBRARY BOARD STATISTICAL REPORT

November 14, 2017

Feb.	28	16	17	28	16	16	213	214	246	110	133	123
Mar.	29	21	16	25	23	13	287	186	279	169	124	140
Apr.	29	17	14	30	13	18	231	217	190	173	114	129
May	19	12	14	19	17	15	132	176	216	89	117	128
June	18	12	11	18	12	9	170	225	254	126	158	148
July	40	144	13	33	6	12	214	202	187	123	6	123
Aug.	17	144	15	17	25	15	171	221	266	114	32	147
Sept.	33	147	126	24	22	13	221	208	179	137	19	19
Oct.	21	13	37	29	13	17	239	215	168	139	134	40
Nov.*	13	98		7	11		16	118		6	18	
Dec.	10	115		21	20		129	175		90	37	
YTD	285	761	286	275	192	150	2,277	2,400	2,278	1,431	1,027	1146

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

CITY OF RICHLAND

Revenue Report for Library Accounts January 1 through October 31, 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	1,140.60	11,367.39	632.61	94.73%	10,226.79
347220	LIBRARY: MISC CHARGES	2,200	2,200	30.00	1,108.70	1,091.30	50.40%	1,078.70
347270	LIBRARY: NON-RESIDENT FEES	5,500	5,500	595.00	5,711.50	-211.50	103.85%	5,116.50
Total	CHARGES FOR GOODS & SVCS	19,700	19,700	1,765.60	18,187.59	1,512.41	92.32%	16,421.99
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	3,683.78	33,904.29	10,345.71	76.62%	30,220.51
Total	FINES & FORFEITS	44,250	44,250	3,683.78	33,919.29	10,330.71	76.65%	30,235.51
MISCELLANEOUS REVENUES								
362509	LIBRARY: BUILDING RENTAL	2,400	2,400	200.00	2,000.00	400.00	83.33%	1,800.00
Total	MISCELLANEOUS REVENUES	2,400	2,400	200.00	2,000.00	400.00	83.33%	1,800.00
TOTAL		66,350	66,350	5,649.38	54,106.88	12,243.12	81.55%	48,457.50

City of Richland Revenue Report for October 2017

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

Fund	001	GENERAL FUND	Orig.Budget	Adj.Budget	Current Month	Y-T-D	Current Encumbered	Unencumbered Balance	Y-T-D % Committed	Previous Y-T-D
Type:	1	SALARIES								
1101		SALARIES & WAGES-REGULAR	732,686	728,835	48,422.40	458,220.98	0.00	270,614.02	62.9%	496,627.24
1102		SALARIES-PART TIME	171,354	171,354	11,525.84	132,783.21	0.00	38,570.79	77.5%	117,979.72
1104		SALARIES-INTERMITTENT/TEMP	57,968	57,968	2,684.12	22,402.82	0.00	35,565.18	38.6%	22,679.56
1201		SALARIES & WAGES-OVERTIME	750	750	0.00	60.54	0.00	689.46	8.1%	218.67
1302		VACATION/PTO CASHOUT	49,151	49,151	0.00	38,943.08	0.00	10,207.92	79.2%	25,272.24
			1,011,909	1,008,058	62,632.36	652,410.63	0.00	355,647.37		662,777.43
Type:	2	BENEFITS								
2101		SOCIAL SECURITY-FICA	75,081	75,081	4,649.86	48,093.60	0.00	26,987.40	64.1%	49,591.88
2103		PENSION CONTRIBUTIONS-PERS	106,889	106,889	7,440.32	67,405.88	0.00	39,483.12	63.1%	67,267.51
2105		INDUSTRIAL INS & MED AID	18,366	18,366	1,373.09	13,186.25	0.00	5,179.75	71.8%	12,969.84
2106		UNEMPLOYMENT	1,920	1,920	125.27	1,304.74	0.00	615.26	68.0%	1,325.62
2107		LIFE & DISABILITY INSURANCE	6,225	6,225	469.83	4,251.70	0.00	1,973.30	68.3%	4,739.67
2108		DENTAL INSURANCE	23,800	23,800	1,842.10	16,862.30	0.00	6,937.70	70.9%	17,092.16
2109		HEALTH INSURANCE	214,130	214,130	15,964.98	147,070.81	0.00	67,059.19	68.7%	146,717.38
2110		VISION INSURANCE	3,640	3,640	281.32	2,575.16	0.00	1,064.84	70.7%	2,683.36
2112		DEFERRED COMPENSATION	37,186	37,186	2,605.58	24,386.89	0.00	12,799.11	65.6%	26,289.92
2118		POST EMPLOYEE HEALTH BENE	30,000	30,000	2,083.35	21,250.17	0.00	8,749.83	70.8%	20,666.46
			517,237	517,237	36,835.70	346,387.50	0.00	170,849.50		349,343.80
Type:	3	SUPPLIES								
3102		OPERATING SUPPLIES & MATERI	22,850	22,850	47.25	25,249.47	0.00	2,399.47-	110.5%	19,014.56
3105		COPIER SUPPLIES	1,000	1,000	78.63	701.64	0.00	298.36	70.2%	674.03
3401		LIBRARY RESOURCES	271,500	271,500	16,819.74	204,953.66	0.00	66,546.34	75.5%	219,906.53
3505		FURNITURE AND FIXTURES	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
3520		REPLACEMENT COMPUTING EQ	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
3583		SOFTWARE-LICENSING & UPGR	66,567	66,567	2,494.28	51,022.21	0.00	15,544.79	76.6%	37,478.04
3993		SUPPLIES - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			361,917	361,917	19,439.90	281,926.98	0.00	79,990.02		277,073.16
Type:	4	OTHER SERVICES & CHARGES								
4106		ARCHITECTURAL SERVICES	0	6,375	0.00	10,645.75	21,337.19	25,607.94-	501.7%	6,100.00
4107		OTHER PROFESSIONAL SERVIC	800	800	0.00	258.74	0.00	541.26	32.3%	16,195.06
4117		EXPERT SERVICES	0	0	85.00	175.00	0.00	175.00-	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
4135		SHARED VALUES PROGRAM	488	488	0.00	376.16	0.00	111.84	77.1%	485.82
4201		TELEPHONE & COMM SVCS	6,240	6,240	874.97	6,248.59	0.00	8.59	100.1%	5,092.40
4202		POSTAGE	5,098	5,098	395.28	6,120.68	0.00	1,022.68	120.1%	3,764.60
4301		TRAVEL EXPENSES	7,807	11,658	0.00	9,521.45	0.00	2,136.55	81.7%	2,721.84
4504		COPIER/FAX LEASE RENTAL MAI	5,650	5,650	1,185.72	6,860.14	0.00	1,210.14	121.4%	4,539.47
4505		RENTALS-OTHER	5,410	5,410	0.00	2,017.64	0.00	3,392.36	37.3%	4,522.02
4601		INSURANCE	22,920	22,920	0.00	20,770.00	0.00	2,150.00	90.6%	22,003.00
4700		UTILITIES	63,442	63,442	5,319.14	42,971.19	0.00	20,470.81	67.7%	43,057.73
4802		REPAIRS AND MAINT-EQUIPMEN	5,790	5,790	2,771.13	4,579.10	0.00	1,210.90	79.1%	3,323.69
4806		REPAIRS AND MAINT-STRUCTUR	0	231,088	1,842.94	95,065.44	9,284.30	126,738.26	45.2%	6,762.39
4815		REPAIR & MAINT - PUBLIC ART	1,500	1,500	0.00	1,000.00	0.00	500.00	66.7%	0.00
4902		DUES & SUBSCRIPTIONS	0	0	0.00	0.00	0.00	0.00	0.0%	783.00
4903		PRINT SHOP SERVICES	700	700	0.00	0.00	0.00	700.00	0.0%	395.97
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	1,180.00	0.00	20.00	98.3%	1,569.88
4913		COLLECTION SERVICES	0	0	0.00	0.00	0.00	0.00	0.0%	1,790.00
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
					12,474.18	207,789.88	30,621.49	129,947.63		123,106.87
Type:	5	INTERGOVERNMENTAL SERVICES								
5117		INTERLIBRARY SVCS	200	200	0.00	182.00	0.00	18.00	91.0%	20.00
5301		STATE TAXES	1,020	1,020	72.25	895.69	0.00	124.31	87.8%	796.67
					72.25	1,077.69	0.00	142.31		816.67
Type:	6	CAPITAL								
6340		PUBLIC ARTS IMPROVEMENT	0	0	0.00	0.00	0.00	0.00	0.0%	6,652.05
6406		FURNITURE & FIXTURES > \$5,000	115,000	115,000	1,031.69	1,487.69	95,546.29	17,966.02	84.4%	47,130.37
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

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
			115,000	115,000	1,031.69	1,487.69	95,546.29	17,966.02		53,782.42
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	0.00	0.00	0.00	0.00	0.00		0.00
Total Fund	001		2,134,328	2,371,791	132,486.08	1,491,080.37	126,167.78	754,542.85	68.2%	1,466,900.35

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

Grand Totals	2,134,328	2,371,791	132,486.08	1,491,080.37	126,167.78	754,542.85	68.2%	1,466,900.35
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RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

October 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 \$95,238.80 this 14th day of November 2017.

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

Voucher Listings

October 1, 2017 through October 31, 2017

\$32,606.44

Transfer Advice (Salaries)

Salaries for the weeks of: 10/01/17 through 10/31/17

\$62,632.36

MONTHLY EXPENSES

\$95,238.80

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: 10/1/2017 To: 10/31/2017

Vendor	FUND	Division:	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA	001	303					
				GENERAL FUND			
				LIBRARY			
					251191	INGRAM BOOKS	\$228.32
						INGRAM BOOKS	\$76.11
						INGRAM BOOKS	\$74.46
						INGRAM BOOKS	\$158.50
						INGRAM BOOKS	\$140.53
						INGRAM BOOKS	\$226.80
						BLACKSTONE AUDIO	\$275.58
						INGRAM BOOKS	\$300.67
						GALE LARGE PRINT	\$414.96
						INGRAM BOOKS	\$18.68
						INGRAM BOOKS	\$1,013.38
						INGRAM BOOKS	\$81.34
						MIDWEST DVD & HOOPLA	\$3,297.95
						INGRAM BOOKS	\$78.71
						INGRAM BOOKS	\$588.42
						INGRAM BOOKS	\$359.02
						STAPLES - Purchase	\$22.25
						OVERDRIVE DIGITAL	\$72.89
						OVERDRIVE DIGITAL	\$1,663.53
						INGRAM BOOKS	\$18.87
						BLACKSTONE AUDIO	\$46.10
						INGRAM BOOKS	\$153.34
						INGRAM BOOKS	\$100.05
						SAGE BOOK	\$246.16
						INGRAM BOOKS	\$256.47
						INGRAM BOOKS	\$11.77
						INGRAM BOOKS	\$70.95
						MIDWEST DVD	\$15.40
						INGRAM BOOKS	\$229.80
						INGRAM BOOKS	\$116.53
						INGRAM BOOKS	\$38.66
						BAKER & TAYLOR BOOKS	\$163.86
						STAPLES - Purchase	\$78.63
						INGRAM BOOKS	\$13.73
						INGRAM BOOKS	\$47.10
						GALE LARGE PRINT	\$409.64
						INGRAM BOOKS	\$202.19
						INGRAM BOOKS	\$957.49



City Of Richland

VL-1 Voucher Listing From: 10/1/2017 To: 10/31/2017

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00035240	251191	INGRAM BOOKS	\$218.93
		TXN00035247		MIDWEST DVD	\$302.51
		TXN00035253		INGRAM BOOKS	\$281.72
		TXN00035284		INGRAM BOOKS	\$64.56
		TXN00035316		INGRAM BOOKS	\$389.81
		TXN00035323		INGRAM BOOKS	\$111.76
		TXN00035334		INGRAM BOOKS	\$236.24
		TXN00035339		INGRAM BOOKS	\$230.29
		TXN00035343		BIRDS OF NA DATABASE	\$225.00
		TXN00035355		MIDWEST DVD	\$446.67
		TXN00035367		INGRAM BOOKS	\$1,173.54
		TXN00035369		INGRAM BOOKS	\$119.10
		TXN00035387		INGRAM BOOKS	\$59.40
		TXN00035388		INGRAM BOOKS	\$324.80
		TXN00035403		INGRAM BOOKS	\$263.09
		SI0032224-US	251225	ANNUAL SUPPORT/MNTC RENEWAL	\$593.79
		09/2017 SEPT	251234	CITY UTILITY BILLS/SEPT 2017	\$5,319.14
		062717	250961	REIMBURSEMENT FOR SMART TV	\$1,031.69
		09/17 5099433152	251358	FRONTIER COMMUNICATIONS MONTHL	\$378.87
BIBLIOTHECA ITG LLC		135wh	250671	BOOK PURCHASE- TAX INCLUDED	\$14.50
		0000554833	250800	CATALOGING SRVCS - AUGUST	\$2,494.28
		00325	251520	PRE EMP-PHYSICALS	\$85.00
		957026	250803	RICOH PRINTER	\$159.67
		9993658814	250703	POWER ASSIST DOOR-LIBRARY	\$1,842.94
		0917/14823173	250895	POSTAGE 09/01/17 TO 09/30/17	\$390.40
		58466	250709	LIBRARY INDUSTRIAL ICE MACHINE	\$31.92
		6416048	250723	LIBRARY INDUSTRIAL ICE MACHINE	\$2,094.35
		000986641427	251420	GROUND PKG TO CONWAY LIBRARY F	\$4.88
		9791815188	250730	VERIZON SERVICES FOR AUGUST 20	\$74.60
		090543177	251428	LX5-692939 BASE/PRINTS-AUGUST	\$183.51
		090543178		LX5-692946 BASE/PRINTS-AUGUST	\$389.78
		090819600		LX5-692917 BASE/PRINT- SEPT	\$302.40
		090819601		LX5-692943 BASE/PRINTS-SEPT	\$139.50
		090819607		7HB-469027 BASE ONLY-OCT	\$10.86
		0295206765	250837	PHONE CHARGES 8/23-9/22/17	\$199.52
		0296457189	251429	PHONE CHARGES 10/01-10/31/17	\$148.58
XO HOLDINGS LLC DBA				LIBRARY TOTAL ****	\$32,606.44
				GENERAL FUND Total ***	\$32,606.44



City Of Richland

VL-1 Voucher Listing From: 10/1/2017 To: 10/31/2017

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
	Number of Invoices	Amount		Invoice Total: ****	\$32,606.44

Vouchers In Richland	3	\$1,078.11			
Vouchers In Tri Cities	2	\$1,927.94			
Vouchers In WA	1	\$2,094.35			
Vouchers Outside WA	68	\$27,506.04			
Vouchers Final Total.....	74	\$32,606.44			

Object Category	Title	Total	Percentage
3	SUPPLIES	\$19,225.04	58.96%
4	OTHER SERVICES & CHARGES	\$12,349.71	37.88%
	MACHINERY & EQUIPMENT	\$1,031.69	3.16%
	Total	\$32,606.44	