



## AGENDA

Richland Public Library Board  
Library Board Room - 955 Northgate Drive  
April 8, 2014 5:30 – 6:30 PM

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**Board Members:** Chair Jana Kay Lunstad, Vice-Chair Sriram Somasundaram, Board Members Andrea Aebersold, Duke Mitchell, and Sally O'Neal

**Liaisons:** City Council Liaison Sandra Kent and Library Manager Ann Roseberry

**Call to Order / Attendance:** *(Approved by Motion)*

**Introduction of Guests:**

**Approval of the Agenda:** *(Approved by Motion)*

**Approval of the Minutes:** *(Approved by Motion)*

**Report of the Library Manager:**

**Public Comments:** *(Please limit comments to three (3) minutes per person and not more than (15) minutes per topic.)*

**Approval of Bills:** *(Approved by Motion)*

**Unfinished Business:**

1. Non-resident cards

**New Business:**

1. Visit from Walla Walla Public Library Board

**Round Robin:**

**Agenda Items for Upcoming Board Meeting**

**Adjournment:**

Next Regular Meeting of the Richland Library Board is Tuesday, May 13, 2014



## **MINUTES**

**Richland Public Library Board**  
**Library Board Room – 955 Northgate Drive**  
**March 11, 2014 5:30 – 6:30 PM**

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### **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. Council Liaison Kent was present. Library Manager Roseberry and Brianna Hoffman were present.

### **INTRODUCTION OF GUESTS:**

Chair of the Library Foundation, Annanaomi Sams, was present. She invited the Library Board to the meeting of the Foundation Board, April 10, 5 p.m., in the Board Room.

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

### **APPROVAL OF AGENDA:**

**VICE CHAIR SOMASUNDARAM MOVED AND BOARD MEMBER MITCHELL SECONDED THE MOTION TO APPROVE THE AGENDA AS WRITTEN. THE MOTION CARRIED 5-0.**

### **APPROVAL OF MINUTES:**

**BOARD MEMBER MITCHELL MOVED AND VICE CHAIR SOMASUNDARAM SECONDED THE MOTION TO APPROVE THE MINUTES OF JANUARY 2014 AS SUBMITTED. THE MOTION CARRIED 5-0.**

### **REPORT OF THE LIBRARY MANAGER:**

Attached

### **PUBLIC COMMENTS:**

There were no public comments.

**APPROVAL OF BILLS:**

BOARD MEMBER MITCHELL MOVED AND VICE CHAIR SOMASUNDARAM SECONDED THE MOTION TO CERTIFY THE CLAIMS FOR PAYMENT FOR JANUARY 2014 IN THE AMOUNT OF \$196,445.20 THE MOTION CARRIED 5-0.

BOARD MEMBER O'NEAL MOVED AND BOARD MEMBER MITCHELL SECONDED THE MOTION TO CERTIFY THE CLAIMS FOR PAYMENT FOR FEBRUARY 2014 IN THE AMOUNT OF \$130,226.61. THE MOTION CARRIED 5-0.

**UNFINISHED BUSINESS:**

There was no unfinished business.

**NEW BUSINESS:**

The Board discussed the concept of a non-resident card for electronic materials. The Board expressed an interest in expanding that concept to residents. Staff will prepare a proposal for the April meeting.

**ROUND ROBIN:****AGENDA ITEMS FOR UPCOMING BOARD MEETING:**

The Board asked the manager to issue an invitation to the Walla Walla Public Library Director and Board to attend the April meeting. Walla Walla has expressed an interest in visiting. The manager was asked to offer a light dinner before the meeting.

**ADJOURNMENT:**

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

Next Regular Meeting of the Richland Library Board is Tuesday, April 8, 2014 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

April 2014

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## **Library Foundation**

The Foundation will meet April 10. The Nominating Committee will offer a slate of officer candidates for Board vote.

## **Friends of the Library**

The Friends met March 31. They are planning a booksale for May 1. They prepared an insert for the April City of Richland utility bill.

## **Statistics:**

Attached

Not included on this report but worth noting: 1201.75 volunteer hours were logged in the first quarter of 2014.

## **Revenue / Expense / Voucher Listing:**

### Revenue

Receipts for copy services and space rentals are on par for the first quarter.

### Expense

Salaries are on par for the first quarter, as are other personnel-related expenses.

Supplies are on par or less and materials are on par.

### Voucher Listing

Some of the travel expenses for Public Library Association have cleared. Notable this month is the charge for Value Line database. This replaced the paper version and is heavily used.

## **Walla Walla Library Board**

Two members of the Walla Walla Library Board and the Walla Walla Library director will be guests at the April meeting. The city of Walla Walla is interested in opportunities for partnering.

## **Non-resident fees**

Staff will present an expanded proposal to the Board.

# 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        | 811,325        | 0.00             | 0.00            | 811,325.00          | 0.0%              | 0.00             |
| <b>Total</b>     |                                       | <b>811,325</b> | <b>811,325</b> | <b>0.00</b>      | <b>0.00</b>     | <b>811,325.00</b>   | <b>0.0%</b>       | <b>0.00</b>      |
|                  | INTERGOVERNMENTAL REVENUES            |                |                |                  |                 |                     |                   |                  |
|                  | 334570 CONTINUING EDUCATION GRANT     | 0              | 0              | 0.00             | 0.00            | 0.00                | 0.0%              | 0.00             |
| <b>Total</b>     | INTERGOVERNMENTAL REVENUES            | <b>0</b>       | <b>0</b>       | <b>0.00</b>      | <b>0.00</b>     | <b>0.00</b>         | <b>0.0%</b>       | <b>0.00</b>      |
|                  | CHARGES FOR GOODS & SVCS              |                |                |                  |                 |                     |                   |                  |
|                  | 341691 COPY SERVICES-LIBRARY          | 12,000         | 12,000         | 0.00             | 3,045.22        | 8,954.78            | 25.4%             | 2,628.30         |
|                  | 347220 MISC LIBRARY CHARGES           | 4,500          | 4,500          | 0.00             | 606.00          | 3,894.00            | 13.5%             | 1,211.00         |
|                  | 347270 NON-RESIDENT FEES              | 11,500         | 11,500         | 0.00             | 985.00          | 10,515.00           | 8.6%              | 2,115.00         |
| <b>Total</b>     | CHARGES FOR GOODS & SVCS              | <b>28,000</b>  | <b>28,000</b>  | <b>0.00</b>      | <b>4,636.22</b> | <b>23,363.78</b>    | <b>16.6%</b>      | <b>5,954.30</b>  |
|                  | 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             | 375.00          | 375.00-             | 0.0%              | 0.00             |
|                  | 359700 LIBRARY FINES                  | 52,000         | 52,000         | 29.95            | 7,693.41        | 44,306.59           | 14.8%             | 13,526.62        |
| <b>Total</b>     | FINES & FORFEITS                      | <b>52,000</b>  | <b>52,000</b>  | <b>29.95</b>     | <b>8,337.63</b> | <b>43,662.37</b>    | <b>16.0%</b>      | <b>13,526.62</b> |
|                  | MISCELLANEOUS REVENUES                |                |                |                  |                 |                     |                   |                  |
|                  | 361100 INVESTMENT INTEREST            | 12,000         | 12,000         | 0.00             | 0.00            | 12,000.00           | 0.0%              | 3,404.76         |
|                  | 362510 SPACE & FACILITIES RENTALS L/T | 1,800          | 1,800          | 180.00           | 540.00          | 1,260.00            | 30.0%             | 450.00           |
|                  | 362800 CONCESSION PROCEEDS            | 0              | 0              | 0.00             | 0.00            | 0.00                | 0.0%              | 92.21            |
|                  | 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              | 30.60-           | 30.40-          | 30.40               | 0.0%              | 0.00             |
|                  | 369900 OTHER MISC REVENUE             | 750            | 750            | 4.19             | 4.19            | 745.81              | 0.6%              | 6,626.49         |
|                  | 369952 REIMBURSE EXPEND-JURY          | 0              | 0              | 0.00             | 0.00            | 0.00                | 0.0%              | 0.00             |
| <b>Total</b>     | MISCELLANEOUS REVENUES                | <b>14,550</b>  | <b>14,550</b>  | <b>153.59</b>    | <b>513.79</b>   | <b>14,036.21</b>    | <b>3.5%</b>       | <b>10,573.46</b> |
|                  | 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             |
| <b>Total</b>     | NONREVENUES                           | <b>48,245</b>  | <b>0</b>       | <b>0.00</b>      | <b>0.00</b>     | <b>0.00</b>         | <b>0.0%</b>       | <b>0.00</b>      |
|                  | OTHER FINANCING SOURCES               |                |                |                  |                 |                     |                   |                  |
|                  | 397001 OP TRANS IN-GENERAL FUND       | 1,854,000      | 1,854,000      | 0.00             | 309,000.00      | 1,545,000.00        | 16.7%             | 463,500.00       |
|                  | 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                 |             |            | Monthly  |            | Uncollected  | Percent   | Previous   |
|-----------|--------|-------------------------|-------------|------------|----------|------------|--------------|-----------|------------|
| Basub Ele |        | Account Description     | Orig.Budget | Adj.Budget | Receipts | Y-T-D      | Revenue      | Collected | Y-T-D      |
|           | 397520 | OP TRANS IN-EMP BENEFIT | 0           | 48,245     | 0.00     | 48,245.00  | 0.00         | 100.0%    | 0.00       |
| Total     |        | OTHER FINANCING SOURCES | 1,854,000   | 1,902,245  | 0.00     | 357,245.00 | 1,545,000.00 | 18.8%     | 463,500.00 |
| Total     |        | LIBRARY                 | 2,808,120   | 2,808,120  | 183.54   | 370,732.64 | 2,437,387.36 | 13.2%     | 493,554.38 |

# Fin-6 City of Richland Revenue Report

| Fund  | 110 | LIBRARY     |             |             |            |                     |            |                        |                      |                   |
|-------|-----|-------------|-------------|-------------|------------|---------------------|------------|------------------------|----------------------|-------------------|
| Basub | Ele | Account     | Description | Orig.Budget | Adj.Budget | Monthly<br>Receipts | Y-T-D      | Uncollected<br>Revenue | Percent<br>Collected | Previous<br>Y-T-D |
|       |     | Grand Total |             | 2,808,120   | 2,808,120  | 183.54              | 370,732.64 | 2,437,387.36           | 13.2%                | 493,554.38        |

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

| Fund  | 110 | LIBRARY                     | Orig.Budget | Adj.Budget | Current Month | Y-T-D      | Current Encumbered | Unencumbered Balance | Y-T-D % Committed | Previous Y-T-D |
|-------|-----|-----------------------------|-------------|------------|---------------|------------|--------------------|----------------------|-------------------|----------------|
| Type: |     | 0                           |             |            |               |            |                    |                      |                   |                |
| 0900  |     | PRIOR PERIOD ADJUSTMENTS    | 0           | 0          | 0.00          | 0.00       | 0.00               | 0.00                 | 0.0%              | 0.00           |
|       |     |                             | 0           | 0          | 0.00          | 0.00       | 0.00               | 0.00                 |                   | 0.00           |
| Type: |     | 1 SALARIES                  |             |            |               |            |                    |                      |                   |                |
| 1101  |     | SALARIES & WAGES-REGULAR    | 799,252     | 799,252    | 59,999.23     | 211,672.29 | 0.00               | 587,579.71           | 26.5%             | 0.00           |
| 1102  |     | SALARIES-PART TIME          | 248,825     | 248,825    | 14,377.12     | 48,734.74  | 0.00               | 200,090.26           | 19.6%             | 0.00           |
| 1201  |     | SALARIES & WAGES-OVERTIME   | 800         | 800        | 0.00          | 0.00       | 0.00               | 800.00               | 0.0%              | 0.00           |
| 1302  |     | VACATION/PTO CASHOUT        | 23,403      | 23,403     | 2,699.20      | 18,783.20  | 0.00               | 4,619.80             | 80.3%             | 0.00           |
|       |     |                             | 1,072,280   | 1,072,280  | 77,075.55     | 279,190.23 | 0.00               | 793,089.77           |                   | 0.00           |
| Type: |     | 2 BENEFITS                  |             |            |               |            |                    |                      |                   |                |
| 2101  |     | SOCIAL SECURITY-FICA        | 82,188      | 82,188     | 5,835.83      | 20,595.74  | 0.00               | 61,592.26            | 25.1%             | 0.00           |
| 2103  |     | PENSION CONTRIBUTIONS-PERS  | 92,227      | 92,227     | 6,316.05      | 22,068.02  | 0.00               | 70,158.98            | 23.9%             | 0.00           |
| 2105  |     | INDUSTRIAL INS & MED AID    | 7,524       | 7,524      | 553.30        | 1,759.27   | 0.00               | 5,764.73             | 23.4%             | 0.00           |
| 2106  |     | UNEMPLOYMENT                | 4,695       | 4,695      | 336.11        | 1,217.45   | 0.00               | 3,477.55             | 25.9%             | 0.00           |
| 2107  |     | LIFE & DISABILITY INSURANCE | 8,982       | 8,982      | 636.92        | 1,910.80   | 0.00               | 7,071.20             | 21.3%             | 0.00           |
| 2108  |     | DENTAL INSURANCE            | 21,490      | 21,490     | 1,790.88      | 5,372.64   | 0.00               | 16,117.36            | 25.0%             | 0.00           |
| 2109  |     | HEALTH INSURANCE            | 242,802     | 242,802    | 20,233.08     | 60,699.24  | 0.00               | 182,102.76           | 25.0%             | 0.00           |
| 2110  |     | VISION INSURANCE            | 3,528       | 3,528      | 294.42        | 883.26     | 0.00               | 2,644.74             | 25.0%             | 0.00           |
| 2112  |     | DEFERRED COMPENSATION       | 44,695      | 44,695     | 3,026.00      | 10,628.82  | 0.00               | 34,066.18            | 23.8%             | 0.00           |
| 2118  |     | POST EMPLOYEE HEALTH BENE   | 29,810      | 29,810     | 2,235.78      | 6,661.44   | 0.00               | 23,148.56            | 22.3%             | 0.00           |
|       |     |                             | 537,941     | 537,941    | 41,258.37     | 131,796.68 | 0.00               | 406,144.32           |                   | 0.00           |
| Type: |     | 3 SUPPLIES                  |             |            |               |            |                    |                      |                   |                |
| 3101  |     | OFFICE SUPPLIES             | 0           | 0          | 51.78         | 51.78      | 0.00               | 51.78-               | 0.0%              | 0.00           |
| 3102  |     | OPERATING SUPPLIES & MATERI | 32,850      | 32,850     | 8,635.91      | 9,343.46   | 0.00               | 23,506.54            | 28.4%             | 0.00           |
| 3105  |     | COPIER SUPPLIES             | 800         | 800        | 0.00          | 108.40     | 0.00               | 691.60               | 13.6%             | 0.00           |
| 3583  |     | SOFTWARE -LICENSING -UPGRA  | 39,560      | 39,560     | 0.00          | 2,294.91   | 0.00               | 37,265.09            | 5.8%              | 0.00           |
| 3993  |     | SUPPLIES - PIP AWARDS       | 0           | 0          | 0.00          | 0.00       | 0.00               | 0.00                 | 0.0%              | 0.00           |
|       |     |                             | 73,210      | 73,210     | 8,687.69      | 11,798.55  | 0.00               | 61,411.45            |                   | 0.00           |
| Type: |     | 4 OTHER SERVICES & CHARGES  |             |            |               |            |                    |                      |                   |                |
| 4107  |     | OTHER PROFESSIONAL SERVIC   | 25,680      | 25,680     | 961.57        | 11,349.34  | 0.00               | 14,330.66            | 44.2%             | 0.00           |
| 4135  |     | SHARED VALUES PROGRAM       | 488         | 488        | 139.26        | 139.26     | 0.00               | 348.74               | 28.5%             | 0.00           |

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

| Fund  | 110 | LIBRARY                        | Orig.Budget | Adj.Budget | Current Month | Y-T-D     | Current Encumbered | Unencumbered Balance | Y-T-D % Committed | Previous Y-T-D |
|-------|-----|--------------------------------|-------------|------------|---------------|-----------|--------------------|----------------------|-------------------|----------------|
| 4201  |     | TELEPHONE & COMM SVCS          | 6,900       | 6,900      | 656.48        | 1,985.63  | 0.00               | 4,914.37             | 28.8%             | 0.00           |
| 4202  |     | POSTAGE                        | 4,000       | 4,000      | 872.00        | 872.00    | 0.00               | 3,128.00             | 21.8%             | 0.00           |
| 4301  |     | TRAVEL EXPENSES                | 6,535       | 6,535      | 1,802.00      | 1,802.00  | 0.00               | 4,733.00             | 27.6%             | 0.00           |
| 4504  |     | COPIER/FAX LEASE RENTAL MAI    | 3,240       | 3,240      | 233.58        | 233.58    | 0.00               | 3,006.42             | 7.2%              | 0.00           |
| 4505  |     | RENTALS-OTHER                  | 6,000       | 6,000      | 370.80        | 977.16    | 0.00               | 5,022.84             | 16.3%             | 0.00           |
| 4601  |     | INSURANCE                      | 41,988      | 41,988     | 0.00          | 40,886.00 | 0.00               | 1,102.00             | 97.4%             | 0.00           |
| 4700  |     | UTILITIES                      | 62,240      | 62,240     | 5,147.78      | 9,256.54  | 0.00               | 52,983.46            | 14.9%             | 0.00           |
| 4802  |     | REPAIRS AND MAINT-EQUIPMEN     | 4,097       | 4,097      | 963.87        | 963.87    | 0.00               | 3,133.13             | 23.5%             | 0.00           |
| 4806  |     | REPAIRS AND MAINT-STRUCTUR     | 0           | 0          | 0.00          | 0.00      | 0.00               | 0.00                 | 0.0%              | 0.00           |
| 4902  |     | DUES & SUBSCRIPTIONS           | 783         | 783        | 0.00          | 783.00    | 0.00               | 0.00                 | 100.0%            | 0.00           |
| 4903  |     | PRINT SHOP SERVICES            | 400         | 400        | 0.00          | 0.00      | 0.00               | 400.00               | 0.0%              | 0.00           |
| 4912  |     | TUITION/CONFERENCE FEES        | 3,406       | 3,406      | 890.00        | 890.00    | 0.00               | 2,516.00             | 26.1%             | 0.00           |
| 4913  |     | COLLECTION SERVICES            | 3,222       | 3,222      | 644.40        | 644.40    | 0.00               | 2,577.60             | 20.0%             | 0.00           |
| 4993  |     | SERVICES & CHARGES PIP AWA     | 0           | 0          | 0.00          | 0.00      | 0.00               | 0.00                 | 0.0%              | 0.00           |
|       |     |                                | 168,979     | 168,979    | 12,681.74     | 70,782.78 | 0.00               | 98,196.22            |                   | 0.00           |
| Type: | 5   | INTERGOVERNMENTAL SERVICES     |             |            |               |           |                    |                      |                   |                |
| 5117  |     | INTERLIBRARY SVCS              | 200         | 200        | 0.00          | 23.00     | 0.00               | 177.00               | 11.5%             | 0.00           |
| 5301  |     | STATE TAXES                    | 2,100       | 2,100      | 121.11        | 261.85    | 0.00               | 1,838.15             | 12.5%             | 0.00           |
|       |     |                                | 2,300       | 2,300      | 121.11        | 284.85    | 0.00               | 2,015.15             |                   | 0.00           |
| Type: | 6   | CAPITAL                        |             |            |               |           |                    |                      |                   |                |
| 6406  |     | FURNITURE & FIXTURES > \$5,000 | 0           | 0          | 0.00          | 0.00      | 11,061.41          | 11,061.41-           | 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                | 216,500     | 216,500    | 24,576.89     | 68,144.59 | 0.00               | 148,355.41           | 31.5%             | 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           |
|       |     |                                | 216,500     | 216,500    | 24,576.89     | 68,144.59 | 11,061.41          | 137,294.00           |                   | 0.00           |
| Type: | 9   | INTERFUND SERVICES             |             |            |               |           |                    |                      |                   |                |
| 9141  |     | INTFND SVCS - SYSTEMS DIVISI   | 500         | 500        | 0.00          | 0.00      | 0.00               | 500.00               | 0.0%              | 0.00           |
| 9986  |     | FACILITY MAINTENANCE RESER     | 548,951     | 548,951    | 0.00          | 0.00      | 0.00               | 548,951.00           | 0.0%              | 0.00           |

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

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| Fund 110 LIBRARY      |                        | Orig.Budget      | Adj.Budget       | Current<br>Month  | Y-T-D             | Current<br>Encumbered | Unencumbered<br>Balance | Y-T-D %<br>Committed | Previous<br>Y-T-D |
|-----------------------|------------------------|------------------|------------------|-------------------|-------------------|-----------------------|-------------------------|----------------------|-------------------|
| 9992                  | DESIGNATED RESERVE     | 99,755           | 99,755           | 0.00              | 0.00              | 0.00                  | 99,755.00               | 0.0%                 | 0.00              |
| 9993                  | PIP RESERVE            | 5,679            | 5,679            | 0.00              | 0.00              | 0.00                  | 5,679.00                | 0.0%                 | 0.00              |
| 9999                  | OTHER EXPENSES/RESERVE | 82,025           | 82,025           | 0.00              | 0.00              | 0.00                  | 82,025.00               | 0.0%                 | 0.00              |
|                       |                        | 736,910          | 736,910          | 0.00              | 0.00              | 0.00                  | 736,910.00              |                      | 0.00              |
| <b>Total Fund 110</b> |                        | <b>2,808,120</b> | <b>2,808,120</b> | <b>164,401.35</b> | <b>561,997.68</b> | <b>11,061.41</b>      | <b>2,235,060.91</b>     | <b>20.4%</b>         | <b>0.00</b>       |

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

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|              |           |           |  |            |            |  |           |              |       |      |
|--------------|-----------|-----------|--|------------|------------|--|-----------|--------------|-------|------|
| Grand Totals | 2,808,120 | 2,808,120 |  | 164,401.35 | 561,997.68 |  | 11,061.41 | 2,235,060.91 | 20.4% | 0.00 |
|--------------|-----------|-----------|--|------------|------------|--|-----------|--------------|-------|------|



RICHLAND PUBLIC LIBRARY  
**CERTIFICATION OF CLAIMS FOR PAYMENT**

APRIL 2014

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 \$153,536.28 this 8<sup>th</sup> day of April 2014.

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

| <b>Voucher Listings</b>                       | <b>Amount</b>       |
|-----------------------------------------------|---------------------|
| March 1, 2014 through March 31, 2014          | \$76,460.73         |
| <b>Interdepartmental Billings</b>             |                     |
| None                                          | \$0.00              |
| <b>Transfer Advice (Salaries)</b>             |                     |
| Salaries for the weeks of 03/13/14 & 03/27/14 | \$77,075.55         |
| <b>TOTAL MONTHLY EXPENSES</b>                 | <b>\$153,536.28</b> |

**LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)**

| <b>PRINT NAME</b> | <b>SIGNATURE</b> |
|-------------------|------------------|
| 1.                | 1.               |
|                   |                  |
| 2.                | 2.               |
|                   |                  |
| 3.                | 3.               |
|                   |                  |



## City Of Richland

VL-1 Voucher Listing

From: 3/1/2014 To: 3/31/2014

| Vendor          | P.O. Number | Invoice Number | Check # | Purpose of Purchase            | Invoice Amount |
|-----------------|-------------|----------------|---------|--------------------------------|----------------|
| FUND 110        |             | LIBRARY        |         |                                |                |
| Division:       | 303         | LIBRARY        |         |                                |                |
| BANK OF AMERICA |             | TXN00015748    | 210515  | INGRAM BOOKS                   | \$113.42       |
|                 |             | TXN00015751    |         | JMC PLA CONF AIRFARE TRIP #14- | \$758.00       |
|                 |             | TXN00015753    |         | JM PLA CONF AIRFARE TRIP #14-0 | \$758.00       |
|                 |             | TXN00015761    |         | INGRAM BOOKS                   | \$928.75       |
|                 |             | TXN00015763    |         | AGENT FEE TRIP # 14-029 JMC    | \$35.00        |
|                 |             | TXN00015765    |         | AGENT FEE TRIP # 14-030 JM     | \$35.00        |
|                 |             | TXN00015767    |         | PROQUEST DATABASE SUBSCRIPTION | \$893.48       |
|                 |             | TXN00015781    |         | BOARD MTG REFRESHMENTS         | \$51.78        |
|                 |             | TXN00015786    |         | EBSCO DATABASE SUBSCRIPTION    | \$4,872.00     |
|                 |             | TXN00015788    |         | SHARED VALUES                  | \$67.40        |
|                 |             | TXN00015792    |         | INGRAM BOOKS                   | \$1,309.76     |
|                 |             | TXN00015793    |         | REGISTRATION PLA JMC # 14-029  | \$50.00        |
|                 |             | TXN00015795    |         | REGISTRATION PLA JMC #14-029   | \$335.00       |
|                 |             | TXN00015796    |         | TONER, PACKING TAPE, PENS      | \$343.64       |
|                 |             | TXN00015800    |         | INGRAM BOOKS                   | \$340.46       |
|                 |             | TXN00015806    |         | INGRAM BOOKS                   | \$469.21       |
|                 |             | TXN00015816    |         | TAPE                           | \$150.49       |
|                 |             | TXN00015817    |         | REGISTRATION PLA JM # 14-030   | \$50.00        |
|                 |             | TXN00015819    |         | REGISTRATION PLA JM # 14-030   | \$335.00       |
|                 |             | TXN00015827    |         | REGISTRATION PLA JM # 14-030   | \$120.00       |
|                 |             | TXN00015834    |         | INGRAM BOOKS                   | \$82.48        |
|                 |             | TXN00015835    |         | INGRAM BOOKS                   | \$40.60        |
|                 |             | TXN00015839    |         | INGRAM BOOKS                   | \$192.16       |
|                 |             | TXN00015846    |         | BOOKMARKS                      | \$389.00       |
|                 |             | TXN00015847    |         | BRICK CLIPS                    | \$16.50        |
|                 |             | TXN00015848    |         | INGRAM BOOKS                   | \$475.32       |
|                 |             | TXN00015863    |         | INGRAM BOOKS                   | \$32.42        |
|                 |             | TXN00015874    |         | LABELS & STICKERS              | \$344.70       |
|                 |             | TXN00015880    |         | SHARED VALUES                  | \$59.90        |
|                 |             | TXN00015883    |         | STAMPS & LABELS                | \$58.44        |
|                 |             | TXN00015892    |         | SHARED VALUES                  | \$11.96        |
|                 |             | TXN00015905    |         | BOOK DISPLAYS                  | \$951.27       |
|                 |             | TXN00015917    |         | OVERDRIVE DIGITAL BOOKS        | \$1,312.85     |
|                 |             | TXN00015918    |         | INGRAM BOOKS                   | \$448.32       |
|                 |             | TXN00015920    |         | ATOMIC HERITAGE BOOKS          | \$101.85       |
|                 |             | TXN00015922    |         | OVERDRIVE DIGITAL BOOKS        | \$3,485.18     |
|                 |             | TXN00015926    |         | INGRAM BOOKS                   | \$741.27       |
|                 |             | TXN00015939    |         | INGRAM BOOKS                   | \$18.17        |



## City Of Richland

VL-1 Voucher Listing

From: 3/1/2014 To: 3/31/2014

| Vendor                         | P.O. Number | Invoice Number    | Check # | Purpose of Purchase            | Invoice Amount |
|--------------------------------|-------------|-------------------|---------|--------------------------------|----------------|
| BANK OF AMERICA                |             | TXN00015941       | 210515  | INGRAM BOOKS                   | \$596.96       |
|                                |             | TXN00015950       |         | BACKUPIFY-LIBRARY-FACEBOOK     | \$3.75         |
|                                |             | TXN00015957       |         | USPS-LIBRARY POSTAGE           | \$11.04        |
|                                |             | TXN00015958       |         | INGRAM BOOKS                   | \$248.20       |
|                                |             | TXN00015984       |         | INGRAM BOOKS                   | \$432.96       |
|                                |             | TXN00015988       |         | INGRAM BOOKS                   | \$51.47        |
|                                |             | TXN00015995       |         | BAKER & TAYLOR BOOKS           | \$4.12         |
|                                |             | TXN00016004       |         | INGRAM BOOKS                   | \$44.33        |
|                                |             | TXN00016011       |         | INGRAM BOOKS                   | \$299.59       |
|                                |             | TXN00016021       |         | INGRAM BOOKS                   | \$1,420.04     |
|                                |             | TXN00016047       |         | VALUE LINE DATABASE            | \$4,200.00     |
|                                |             | TXN00016051       |         | AMAZON BOOKS                   | \$57.53        |
|                                |             | TXN00016064       |         | INGRAM BOOKS                   | \$262.07       |
|                                |             | TXN00016072       |         | INGRAM BOOKS                   | \$75.54        |
|                                |             | TXN00016076       |         | INGRAM BOOKS                   | \$48.02        |
|                                |             | TXN00016078       |         | INGRAM BOOKS                   | \$25.17        |
|                                |             | TXN00016080       |         | BACKUPIFY_RPL-FACEBOOK         | \$3.75         |
|                                |             | TXN00016084       |         | INGRAM BOOKS                   | \$209.90       |
| BIBLIOTHECA ITG LLC            |             | SI0004816-US      | 210703  | SMARTLABEL LIBRARY TAGS        | \$3,136.98     |
| CASCADE NATURAL GAS CORP       |             | 2/14-61897100006  | 210541  | NAT GAS 955 NORTHGATE          | \$2,073.65     |
| CITY OF RICHLAND               |             | 2/2014 FEB        | 210713  | CITY UTILITY BILLS FEB 2014    | \$3,074.13     |
| FRONTIER                       | S015642     | 3/14-253-003-5792 | 210794  | TELEPHONE CHARGE 3/4/14-4/3/14 | \$523.84       |
| GAYLORD BROTHERS INC           |             | 2245514           | 210205  | CLEAR LAMINATE                 | \$3,192.16     |
| MERCIER, JEANETTE              |             | 14-030 MERCIER    | 210951  | PLA CONF/INDIANAPOLIS/MERCIER  | \$216.00       |
| OCLC INC                       |             | 0000307432        | 210819  | CATALOGING SRVCS-FEB 2014      | \$941.57       |
| PITNEY BOWES PURCHASE POWER    |             | 1/14-1127-9365    | 210238  | POSTAGE 1/1-1/31/14            | \$500.12       |
|                                |             | 2/14-1127-9365    | 210728  | POSTAGE 2/1-2/28/14            | \$360.84       |
| TECHNOLOGY UNLIMITED INC       |             | 282162            | 210846  | CANON M5300 ANNUAL MAINTENANCE | \$963.87       |
| UNIQUE MANAGEMENT SERVICES INC |             | 252962            | 210859  | COLLECTIONS-FEB 2014           | \$644.40       |
| WASHINGTON STATE PATROL        |             | I14006318         | 210870  | VOLUNTEER BACKGROUND CHECKS    | \$20.00        |
| XEROX CORPORATION              |             | 701728416         | 210696  | W5525 BASE CHRG=JAN            | \$370.80       |
|                                |             | 701728417         |         | W5225 BASE CHRG-JAN            | \$233.58       |
| XO HOLDINGS LLC DBA            |             | 0265765552        | 210511  | TELEPHONE CHARGES 2/23-3/22    | \$132.64       |
| LIBRARY TOTAL****              |             |                   |         |                                | \$45,157.80    |
| LIBRARY Total ***              |             |                   |         |                                | \$45,157.80    |



City Of Richland  
VL-1 Voucher Listing

From: 3/1/2014 To: 3/31/2014

| Vendor | P.O. Number | Invoice Number | Check # | Purpose of Purchase | Invoice Amount |
|--------|-------------|----------------|---------|---------------------|----------------|
|--------|-------------|----------------|---------|---------------------|----------------|

Invoice Total: \*\*\*\*

\$45,157.80

Number of Invoices

Amount

Vouchers In Richland

0

Vouchers In Tri Cities

0

Vouchers In WA

2

Vouchers Outside WA

69

\$44,173.93

Vouchers Final Total.....

71

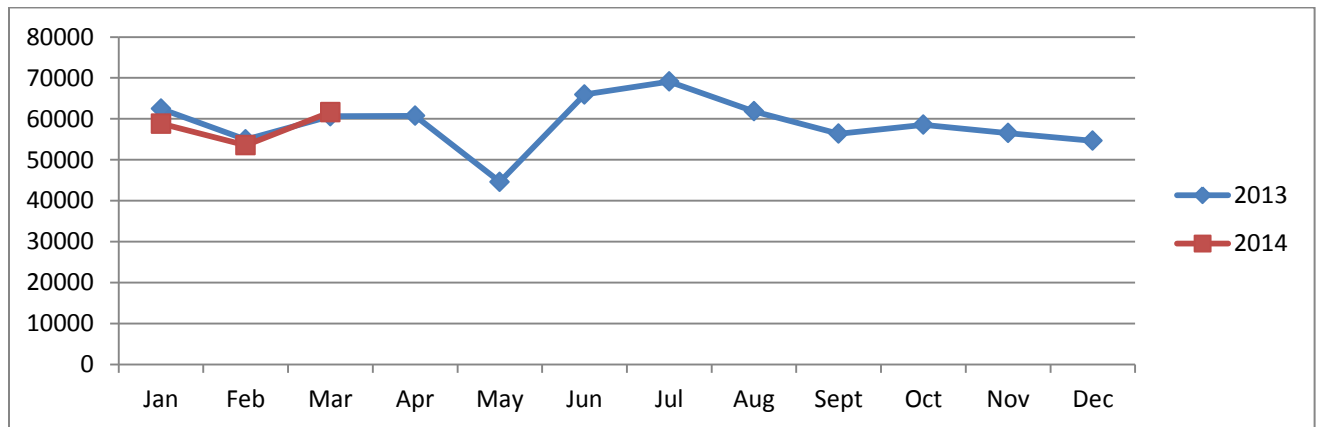
| Ob ject Category | Title                    | Total       | Percentage |
|------------------|--------------------------|-------------|------------|
| 3                | SUPPLIES                 | \$8,642.46  | 19.14%     |
| 4                | OTHER SERVICES & CHARGES | \$12,681.74 | 28.08%     |
|                  | MACHINERY & EQUIPMENT    | \$23,833.60 | 52.78%     |
|                  | Total                    | \$45,157.80 |            |

| CIRCULATION |         |         |         |         |                             |
|-------------|---------|---------|---------|---------|-----------------------------|
| Mo.         | 2011    | 2012    | 2013    | 2014    | Rate of Change ('13 to '14) |
| Jan.        | 66,362  | 59,907  | 62,474  | 58,823  | -6%                         |
| Feb.        | 59,027  | 64,259  | 54,977  | 53,545  | -3%                         |
| Mar.        | 67,598  | 65,141  | 60,642  | 61,638  | 2%                          |
| Apr.        | 60,892  | 56,672  | 60,764  |         |                             |
| May         | 61,628  | 59,458  | 44,622  |         |                             |
| June        | 72,743  | 72,029  | 65,961  |         |                             |
| July        | 71,720  | 73,774  | 69,107  |         |                             |
| Aug.        | 73,259  | 67,877  | 61,855  |         |                             |
| Sept.       | 60,329  | 60,317  | 56,373  |         |                             |
| Oct.        | 63,394  | 61,195  | 58,575  |         |                             |
| Nov.        | 59,976  | 58,524  | 56,531  |         |                             |
| Dec.        | 57,976  | 57,171  | 54,646  |         |                             |
| Total       | 774,840 | 756,324 | 706,527 | 174,006 |                             |

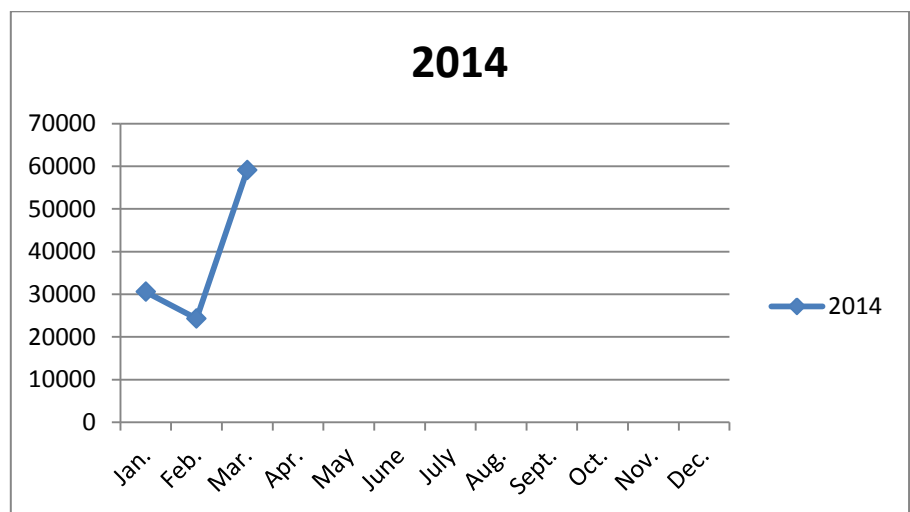
**Notes:**

Circulation was UP 2% from March 2013 to March 2014.

Circulation also increased 15% from February 2014 to March 2014.

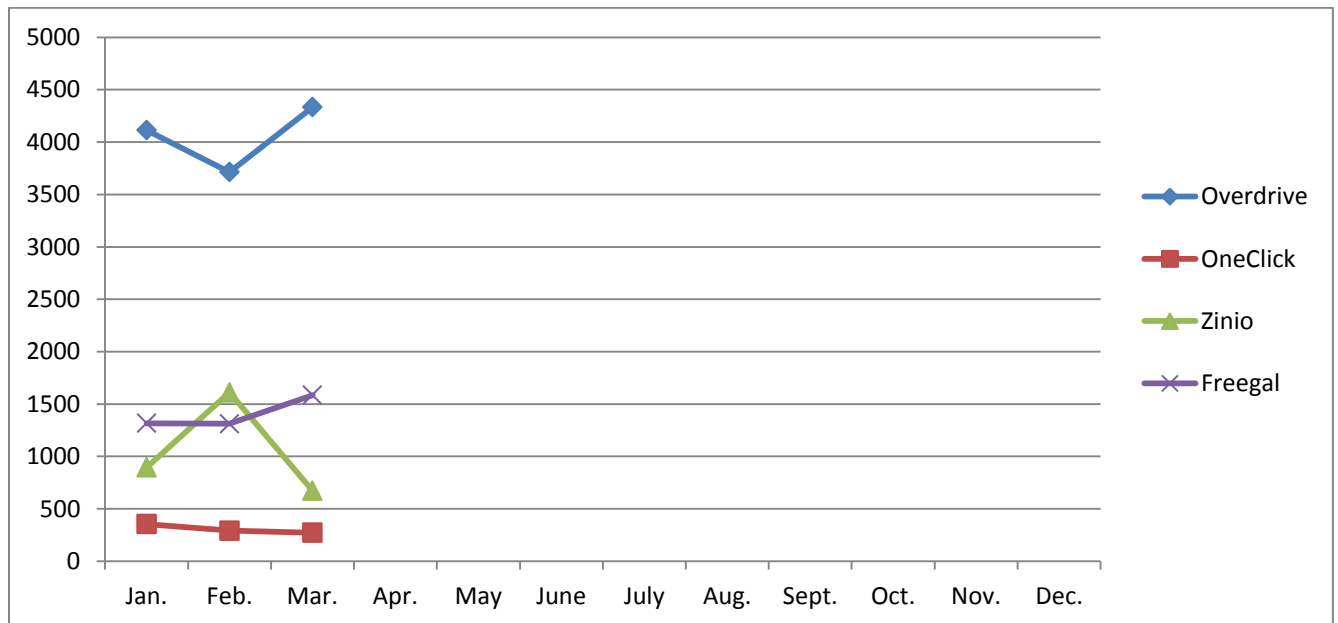


| WEB SITE PAGE LOADS |         |                |
|---------------------|---------|----------------|
| Month               | 2014    | Rate of Change |
| January             | 30,560  | NA             |
| February            | 24,294  | -20%           |
| March               | 59,079  | 143%           |
| April               |         |                |
| May                 |         |                |
| June                |         |                |
| July                |         |                |
| August              |         |                |
| September           |         |                |
| October             |         |                |
| November            |         |                |
| December            |         |                |
| Total               | 113,933 |                |



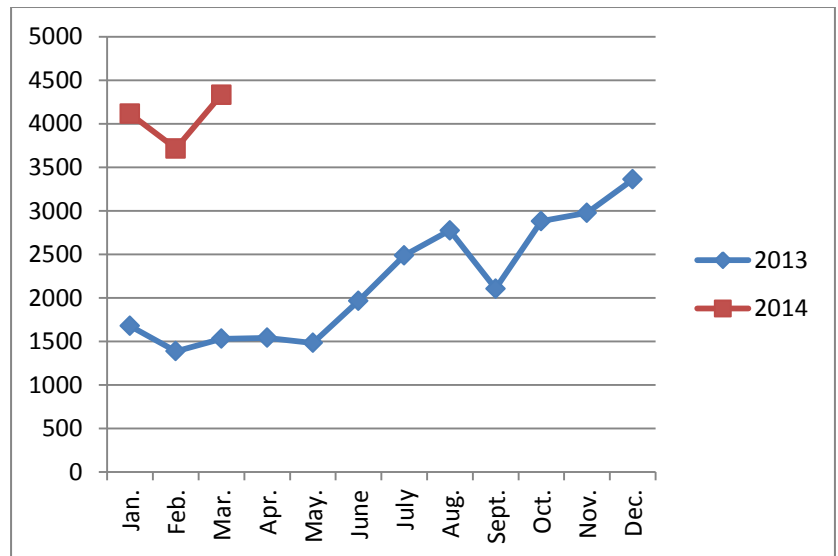
**Notes:** After a 20% decrease from January 2014 to February 2014, page loads took a large 143% jump from February 2014 to March 2014.

| eCIRCULATION 2014 |       |       |       |      |     |      |      |      |       |      |      |      |
|-------------------|-------|-------|-------|------|-----|------|------|------|-------|------|------|------|
| Month             | Jan.  | Feb.  | Mar.  | Apr. | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. |
| Overdrive         | 4,114 | 3,714 | 4,333 |      |     |      |      |      |       |      |      |      |
| OneClick          | 355   | 292   | 272   |      |     |      |      |      |       |      |      |      |
| Zinio             | 896   | 1,611 | 673   |      |     |      |      |      |       |      |      |      |
| Freegal           | 1,317 | 1,312 | 1,585 |      |     |      |      |      |       |      |      |      |

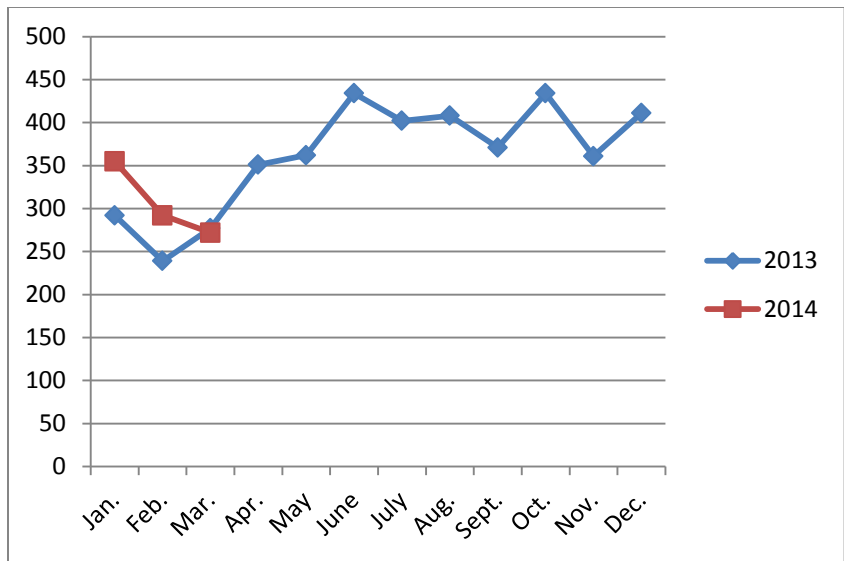


**Notes:** Both Freegal and Overdrive showed strong circulation in March 2014 with Freegal showing an increase of 21% from February 2014 to March 2014 and Overdrive showing a 17% increase from February 2014 to March 2014.

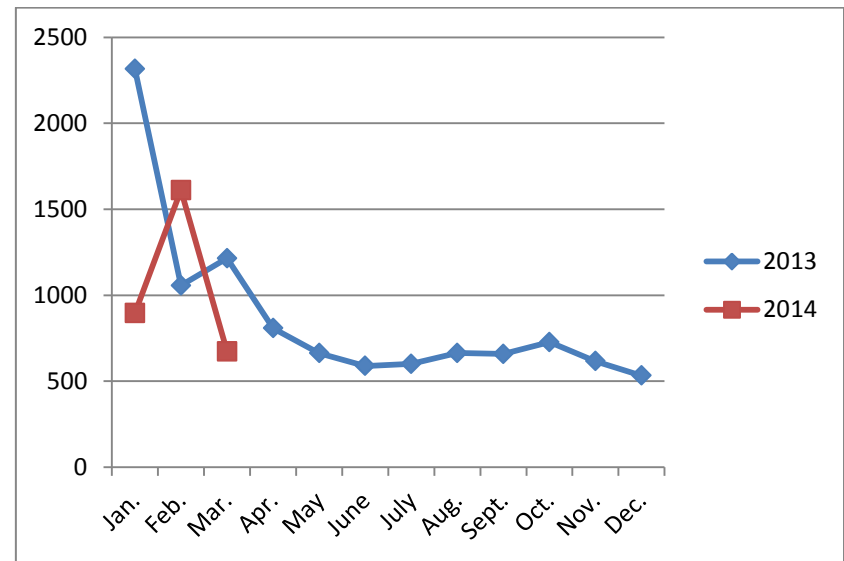
| OVERDRIVE    | 2013          | 2014          | Rate of Change |
|--------------|---------------|---------------|----------------|
| Jan.         | 1,676         | 4,114         | 145%           |
| Feb.         | 1,387         | 3,714         | 168%           |
| Mar.         | 1,530         | 4,333         | 183%           |
| Apr.         | 1,541         |               |                |
| May          | 1,482         |               |                |
| June         | 1,966         |               |                |
| July         | 2,487         |               |                |
| Aug.         | 2,773         |               |                |
| Sept.        | 2,105         |               |                |
| Oct.         | 2,881         |               |                |
| Nov.         | 2,976         |               |                |
| Dec.         | 3,360         |               |                |
| <b>TOTAL</b> | <b>26,164</b> | <b>12,161</b> |                |



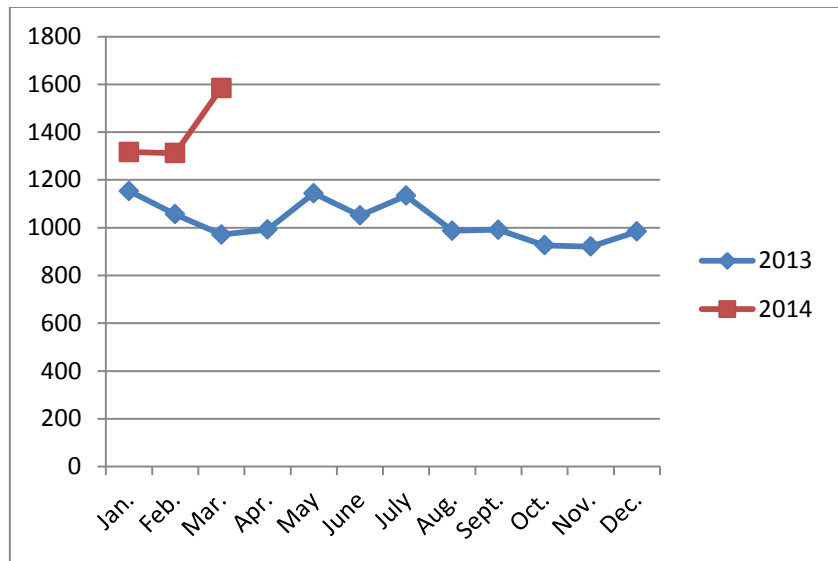
| ONECLICK DIGITAL | 2013         | 2014       | Rate of Change |
|------------------|--------------|------------|----------------|
| Jan.             | 292          | 355        | 21%            |
| Feb.             | 239          | 292        | 22%            |
| Mar.             | 277          | 272        | -2%            |
| Apr.             | 351          |            |                |
| May              | 362          |            |                |
| June             | 434          |            |                |
| July             | 402          |            |                |
| Aug.             | 408          |            |                |
| Sept.            | 371          |            |                |
| Oct.             | 434          |            |                |
| Nov.             | 361          |            |                |
| Dec.             | 411          |            |                |
| <b>TOTAL</b>     | <b>4,342</b> | <b>919</b> |                |



| ZINIO        | 2013          | 2014         | Rate of Change |
|--------------|---------------|--------------|----------------|
| Jan.         | 2,316         | 896          | -61%           |
| Feb.         | 1,057         | 1,611        | 52%            |
| Mar.         | 1,215         | 673          | -44%           |
| Apr.         | 808           |              |                |
| May          | 663           |              |                |
| June         | 589           |              |                |
| July         | 601           |              |                |
| Aug.         | 664           |              |                |
| Sept.        | 658           |              |                |
| Oct.         | 727           |              |                |
| Nov.         | 617           |              |                |
| Dec.         | 533           |              |                |
| <b>TOTAL</b> | <b>10,448</b> | <b>3,180</b> |                |

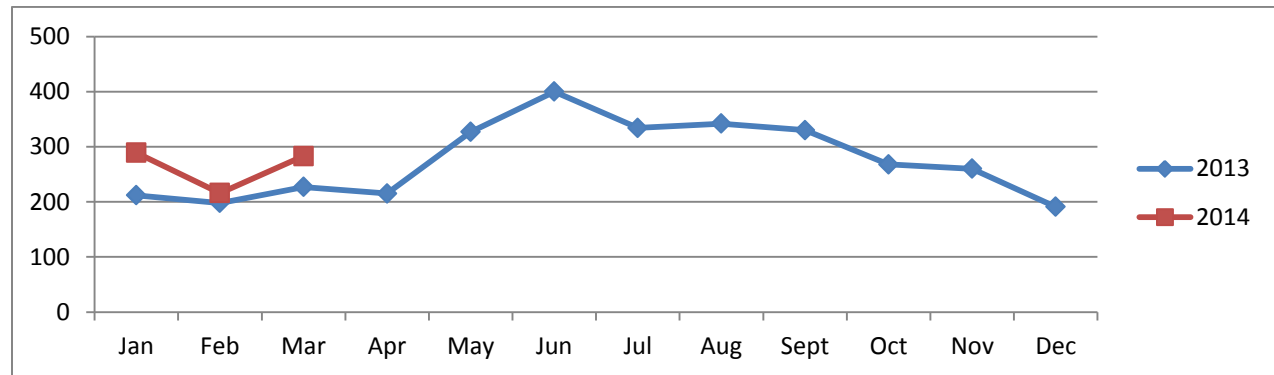
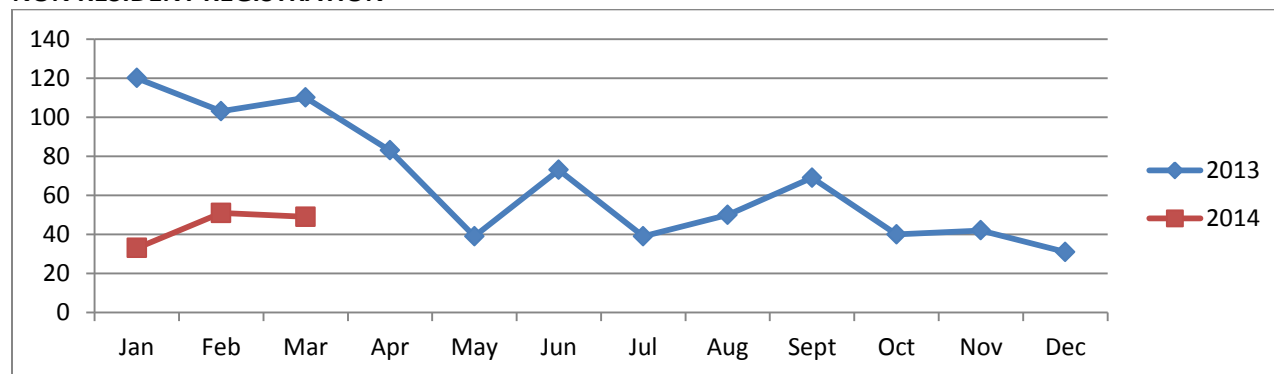


| FREGAL       | 2013          | 2014         | Rate of Change |
|--------------|---------------|--------------|----------------|
| Jan.         | 1,153         | 1,317        | 14%            |
| Feb.         | 1,056         | 1,312        | 24%            |
| Mar.         | 971           | 1,585        | 63%            |
| Apr.         | 992           |              |                |
| May          | 1,144         |              |                |
| June         | 1,051         |              |                |
| July         | 1,134         |              |                |
| Aug.         | 987           |              |                |
| Sept.        | 991           |              |                |
| Oct.         | 926           |              |                |
| Nov.         | 921           |              |                |
| Dec.         | 984           |              |                |
| <b>TOTAL</b> | <b>12,310</b> | <b>4,214</b> |                |



**Notes:** Freegal and Overdrive showed increases from March 2013 to March 2014 with 183% and 63% respectively. Oneclick Digital and Zinio showed decreases from March 2013 to March 2014. Oneclick Digital showed a small 2% decrease, while Zinio's circulation was down 44% from March last year, after showing a significant 52% increase from February 2013 to February 2014.

| 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  |     |     |     |     |     |      |     |     |     | 788   |
| Change                    | 36%  | 9%   | 25%  |     |     |     |     |     |      |     |     |     |       |
| NON RESIDENT REGISTRATION |      |      |      |     |     |     |     |     |      |     |     |     |       |
| 2013                      | 120  | 103  | 110  | 83  | 39  | 73  | 39  | 50  | 69   | 40  | 42  | 31  | 799   |
|                           | 33   | 51   | 49   |     |     |     |     |     |      |     |     |     | 133   |
| Change                    | -73% | -50% | -55% |     |     |     |     |     |      |     |     |     |       |

**RESIDENT REGISTRATION****NON RESIDENT REGISTRATION****Notes:**

Resident registration continues to see positive growth. From March 2013 to March 2014, resident registration was up 25%. Resident registration was also up 31% from February 2014 to March 2014.