



AGENDA

Richland Public Library Board
Library Board Room - 955 Northgate Drive
May 13, 2014 5:30 – 6:30 PM

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:

New Business:

Round Robin:

Agenda Items for Upcoming Board Meeting

Adjournment:

Next Regular Meeting of the Richland Library Board is Tuesday, June 10, 2014



MINUTES

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

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. Also present were invited guests from the Walla Walla Public Library; Beth Hudson, Library Director, Jane Ellen Innes, Library Board Chair, and Janice King, Library Board Member.

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

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

BOARD MEMBER O'NEAL MOVED AND BOARD MEMBER AEBERSOLD SECONDED THE MOTION TO APPROVE THE MINUTES OF JANUARY 2014 AS AMENDED. THE MOTION CARRIED 5-0.

REPORT OF THE LIBRARY MANAGER:

Attached

The Board asked for a 2013 comparison number of volunteer hours for the first quarter of the year. 2013 was 1216, 2014 was 1201.75.

PUBLIC COMMENTS:

There were no public comments.

APPROVAL OF BILLS:

The Certification of Claims will be re-submitted at the May meeting.

UNFINISHED BUSINESS:

Non-resident Cards

BOARD MEMBER MITCHELL MOVED AND BOARD MEMBER O'NEAL SECONDED THE MOTION TO APPROVE THE ISSUANCE OF NON-RESIDENT E CARDS, FOR \$25.00 PER YEAR. THE MOTION CARRIED 5-0.

NEW BUSINESS:

Visit from Walla Walla Public Library Board

General conversation around partnership opportunities and the roles of library boards were shared between the two boards.

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

Chair Lunstad adjourned the meeting at 6:30 p.m.

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

Library Foundation

The Foundation met April 10. The Nominating Committee presented a slate of officer candidates for Board vote. The slate, Annanaomi Sams, President, Mary Beth Burandt, Vice President, Steve Arneson, Treasurer, and Harvey Gover, Secretary, was adopted unanimously. Duke Mitchell represented the Library Board at the meeting. Steve Slate, President of the Friends, also attended. The next Foundation meeting is June 12. The Foundation Board expressed an interest in another Three Boards meeting. The proposed month was August. The manager will consult with the Library Board and the Friends for a specific date.

Friends of the Library

The Friends met May 1 for their annual meeting and the Friends-only opening evening for the Book sale. The sale continued through Sunday, May 4. We do not yet have the sales numbers.

Statistics:

Attached

Revenue / Expense / Voucher Listing:

Revenue

Revenues (Charges, Fines and Miscellaneous) are slightly under projected. Facilities rentals are on par.

Expense

Salaries and other personnel related expenses are on par as are the materials.

Voucher Listing

The listing includes an expense which will be reversed. The three Secret Cities, as represented at the Public Library Association Conference, hoped for a video of the presentation. Unfortunately, there were technical difficulties and the video charge will be reversed.

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
Total		811,325	811,325	0.00	0.00	811,325.00	0.0%	0.00
	INTERGOVERNMENTAL REVENUES							
	334570 CONTINUING EDUCATION GRANT	0	0	0.00	0.00	0.00	0.0%	0.00
Total	INTERGOVERNMENTAL REVENUES	0	0	0.00	0.00	0.00	0.0%	0.00
	CHARGES FOR GOODS & SVCS							
	341691 COPY SERVICES-LIBRARY	12,000	12,000	0.00	4,063.87	7,936.13	33.9%	3,533.75
	347220 MISC LIBRARY CHARGES	4,500	4,500	0.00	967.00	3,533.00	21.5%	1,478.00
	347270 NON-RESIDENT FEES	11,500	11,500	0.00	1,345.00	10,155.00	11.7%	2,915.00
Total	CHARGES FOR GOODS & SVCS	28,000	28,000	0.00	6,375.87	21,624.13	22.8%	7,926.75
	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	645.00	645.00-	0.0%	0.00
	359700 LIBRARY FINES	52,000	52,000	38.94-	11,942.78	40,057.22	23.0%	17,865.10
Total	FINES & FORFEITS	52,000	52,000	38.94-	12,857.00	39,143.00	24.7%	17,865.10
	MISCELLANEOUS REVENUES							
	361100 INVESTMENT INTEREST	12,000	12,000	0.00	3,387.18	8,612.82	28.2%	3,554.84
	362510 SPACE & FACILITIES RENTALS L/T	1,800	1,800	180.00	720.00	1,080.00	40.0%	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	0.00	30.40-	30.40	0.0%	1.00
	369900 OTHER MISC REVENUE	750	750	0.00	4.19	745.81	0.6%	8,259.74
	369952 REIMBURSE EXPEND-JURY	0	0	0.00	0.00	0.00	0.0%	0.00
Total	MISCELLANEOUS REVENUES	14,550	14,550	180.00	4,080.97	10,469.03	28.0%	12,357.79
	NONREVENUES							
	387381 RES EQ TRF FROM LIBR CONST 381	0	0	0.00	0.00	0.00	0.0%	0.00
	387520 RES EQ TRF FROM EMP BENEFIT	48,245	0	0.00	0.00	0.00	0.0%	0.00
Total	NONREVENUES	48,245	0	0.00	0.00	0.00	0.0%	0.00
	OTHER FINANCING SOURCES							
	397001 OP TRANS IN-GENERAL FUND	1,854,000	1,854,000	0.00	309,000.00	1,545,000.00	16.7%	618,000.00
	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%	618,000.00
Total		LIBRARY	2,808,120	2,808,120	141.06	380,558.84	2,427,561.16	13.6%	656,149.64

Fin-6 City of Richland Revenue Report

Fund	110	LIBRARY							
Basub	Ele	Account Description	Orig.Budget	Adj.Budget	Monthly Receipts	Y-T-D	Uncollected Revenue	Percent Collected	Previous Y-T-D
		Grand Total	2,808,120	2,808,120	141.06	380,558.84	2,427,561.16	13.6%	656,149.64

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	59,822.90	271,495.19	0.00	527,756.81	34.0%	0.00
1102		SALARIES-PART TIME	248,825	248,825	14,267.18	63,001.92	0.00	185,823.08	25.3%	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	0.00	18,783.20	0.00	4,619.80	80.3%	0.00
			1,072,280	1,072,280	74,090.08	353,280.31	0.00	718,999.69		0.00
Type:		2 BENEFITS								
2101		SOCIAL SECURITY-FICA	82,188	82,188	5,607.09	26,202.83	0.00	55,985.17	31.9%	0.00
2103		PENSION CONTRIBUTIONS-PERS	92,227	92,227	6,333.94	28,401.96	0.00	63,825.04	30.8%	0.00
2105		INDUSTRIAL INS & MED AID	7,524	7,524	568.88	2,328.15	0.00	5,195.85	30.9%	0.00
2106		UNEMPLOYMENT	4,695	4,695	323.09	1,540.54	0.00	3,154.46	32.8%	0.00
2107		LIFE & DISABILITY INSURANCE	8,982	8,982	636.92	2,547.72	0.00	6,434.28	28.4%	0.00
2108		DENTAL INSURANCE	21,490	21,490	1,790.88	7,163.52	0.00	14,326.48	33.3%	0.00
2109		HEALTH INSURANCE	242,802	242,802	20,233.08	80,932.32	0.00	161,869.68	33.3%	0.00
2110		VISION INSURANCE	3,528	3,528	294.42	1,177.68	0.00	2,350.32	33.4%	0.00
2112		DEFERRED COMPENSATION	44,695	44,695	3,021.59	13,650.41	0.00	31,044.59	30.5%	0.00
2118		POST EMPLOYEE HEALTH BENE	29,810	29,810	2,235.78	8,897.22	0.00	20,912.78	29.8%	0.00
			537,941	537,941	41,045.67	172,842.35	0.00	365,098.65		0.00
Type:		3 SUPPLIES								
3101		OFFICE SUPPLIES	0	0	0.00	51.78	0.00	51.78	0.0%	0.00
3102		OPERATING SUPPLIES & MATERI	32,850	32,850	4,726.96	14,070.42	0.00	18,779.58	42.8%	0.00
3105		COPIER SUPPLIES	800	800	271.00	379.40	0.00	420.60	47.4%	0.00
3583		SOFTWARE -LICENSING -UPGRA	39,560	39,560	5,358.00	7,652.91	0.00	31,907.09	19.3%	0.00
3993		SUPPLIES - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			73,210	73,210	10,355.96	22,154.51	0.00	51,055.49		0.00
Type:		4 OTHER SERVICES & CHARGES								
4107		OTHER PROFESSIONAL SERVIC	25,680	25,680	951.57	12,300.91	0.00	13,379.09	47.9%	0.00
4135		SHARED VALUES PROGRAM	488	488	0.00	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	704.74	2,690.37	0.00	4,209.63	39.0%	0.00
4202		POSTAGE	4,000	4,000	413.26	1,285.26	0.00	2,714.74	32.1%	0.00
4301		TRAVEL EXPENSES	6,535	6,535	619.90	2,421.90	0.00	4,113.10	37.1%	0.00
4504		COPIER/FAX LEASE RENTAL MAI	3,240	3,240	233.58	467.16	0.00	2,772.84	14.4%	0.00
4505		RENTALS-OTHER	6,000	6,000	370.80	1,347.96	0.00	4,652.04	22.5%	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	4,780.68	14,037.22	0.00	48,202.78	22.6%	0.00
4802		REPAIRS AND MAINT-EQUIPMEN	4,097	4,097	0.00	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	660.00	1,550.00	0.00	1,856.00	45.5%	0.00
4913		COLLECTION SERVICES	3,222	3,222	187.95	832.35	0.00	2,389.65	25.8%	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	8,922.48	79,705.26	0.00	89,273.74		0.00
Type:	5	INTERGOVERNMENTAL SERVICES								
5117		INTERLIBRARY SVCS	200	200	20.00	43.00	0.00	157.00	21.5%	0.00
5301		STATE TAXES	2,100	2,100	89.97	351.82	0.00	1,748.18	16.8%	0.00
			2,300	2,300	109.97	394.82	0.00	1,905.18		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	26,247.96	86,435.17	0.00	130,064.83	39.9%	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	26,247.96	86,435.17	11,061.41	119,003.42		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

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
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
Total Fund	110		2,808,120	2,808,120	160,772.12	714,812.42	11,061.41	2,082,246.17	25.8%	0.00

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

Grand Totals	2,808,120	2,808,120		160,772.12	714,812.42		11,061.41	2,082,246.17	25.8%	0.00
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RICHLAND PUBLIC LIBRARY
CERTIFICATION OF CLAIMS FOR PAYMENT

MAY 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 \$117,810.97 this 13th day of May 2014.

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

Voucher Listings	Amount
April 1, 2014 through April 30, 2014	\$43,720.89
Interdepartmental Billings	
None	\$0.00
Transfer Advice (Salaries)	
Salaries for the weeks of 04/10/14 & 04/24/14	\$74,090.08
TOTAL MONTHLY EXPENSES	\$117,810.97

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME	SIGNATURE
1.	1.
2.	2.
3.	3.



City Of Richland

VL-1 Voucher Listing

From: 4/1/2014 To: 4/30/2014

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 110		LIBRARY			
Division: 303		LIBRARY			
BANK OF AMERICA		TXN00016092	211339	INGRAM BOOKS	\$568.17
		TXN00016095		INGRAM BOOKS	\$1,106.24
		TXN00016096		INGRAM BOOKS	\$1,759.10
		TXN00016121		BAKER & TAYLOR BOOKS	\$21.61
		TXN00016132		INGRAM BOOKS	\$55.15
		TXN00016141		INGRAM BOOKS	\$308.42
		TXN00016142		INGRAM BOOKS	\$90.74
		TXN00016150		OVERDRIVE DIGITAL BOOKS	\$1,281.78
		TXN00016154		CLASSIFICATION LABELS	\$168.08
		TXN00016157		INGRAM BOOKS	\$392.42
		TXN00016159		OVERDRIVE DIGITAL BOOKS	\$1,022.94
		TXN00016173		INGRAM BOOKS	\$72.00
		TXN00016176		INGRAM BOOKS	\$983.72
		TXN00016181		INGRAM BOOKS	\$368.81
		TXN00016189		INGRAM BOOKS	\$374.83
		TXN00016210		REGISTRATION BH #14-102	\$255.00
		TXN00016212		REGISTRATION DS # 14-101	\$255.00
		TXN00016217		BLUE BEGONIA PRESS BOOKS	\$18.98
		TXN00016220		INGRAM BOOKS	\$68.77
		TXN00016229		INGRAM BOOKS	\$176.40
		TXN00016233		INGRAM BOOKS	\$800.04
		TXN00016236		INGRAM BOOKS	\$154.89
		TXN00016238		INGRAM BOOKS	\$91.91
		TXN00016240		INGRAM BOOKS	\$330.40
		TXN00016244		LEGAL PAD & INK CARTRIDGES	\$55.92
		TXN00016245		OFFICE & STAFF ROOM SUPPLIES	\$955.23
		TXN00016250		INK CARTRIDGES	\$75.76
		TXN00016260		INGRAM BOOKS	\$166.11
		TXN00016265		INGRAM BOOKS	\$47.94
		TXN00016288		INGRAM BOOKS	\$175.37
		TXN00016294		INGRAM BOOKS	\$1,128.46
		TXN00016296		OVERDRIVE DIGITAL BOOKS	\$360.98
		TXN00016307		OVERDRIVE DIGITAL BOOKS	\$614.66
		TXN00016310		INGRAM BOOKS	\$177.67
		TXN00016311		AMAZON BOOKS	\$83.73
		TXN00016320		AMAZON BOOKS	\$254.16
		TXN00016333		INGRAM BOOKS	\$168.12
		TXN00016337		INGRAM BOOKS	\$581.10



City Of Richland

VL-1 Voucher Listing

From: 4/1/2014 To: 4/30/2014

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00016339	211339	INGRAM BOOKS	\$229.01
		TXN00016345		CONFERENCE PRESENTATION VIDEO	\$150.00
		TXN00016353		CD CASES	\$365.71
		TXN00016371		HOTEL PLA CONF JMc # 14-029	\$619.90
		TXN00016385		DISPLAYS & BOOK MARKS	\$1,004.39
		TXN00016392		CD & DVD CASES, LAMINATE, SQUE	\$1,545.10
		TXN00016406		INGRAM BOOKS	\$50.17
		TXN00016409		INGRAM BOOKS	\$123.37
		TXN00016410		BAKER & TAYLOR BOOKS	\$26.14
		TXN00016419		BACKUPIFY-LIBRARY	\$3.75
		TXN00016428		INGRAM BOOKS	\$293.96
		TXN00016433		INGRAM BOOKS	\$64.68
		TXN00016436		INGRAM BOOKS	\$170.46
CASCADE NATURAL GAS CORP		3/14-61897100006	211007	NAT GAS 955 NORTHGATE2/14-3/18	\$1,227.17
CHILIFRESH ENTERPRISES INC		CFC-201403-53	211011	SOCIAL NETWORKING PLATFORM	\$4,158.00
		CFR-201403-1162		PATRON REVIEW ENGINE	\$1,200.00
CITY OF RICHLAND		3/2014 MARCH	211563	CITY UTILITY BILLS/MAR 2014	\$3,149.52
FRONTIER	S015692	4/14-509-943-3152	211513	TELEPHONE CHARGE 4/4/14 - 5/3/	\$532.58
H W WILSON		319655	211722	PUBLIC LIB CORE COLLECTION BKS	\$420.00
IDENTISYS INC		203814	211041	RIBBON CARTRIDGE ASSEMBLY	\$67.05
LIBRARY IDEAS LLC		36266	211629	FREEGAL MUSIC SUBSCRIPTION	\$10,400.00
OCLC INC		0000313598	211646	CATALOGING SRVCS-MAR 2014	\$941.57
PITNEY BOWES PURCHASE POWER		3/14-1127-9365	211654	POSTAGE 3/1-3/31/14	\$413.26
UNIQUE MANAGEMENT SERVICES INC		254038	211690	COLLECTION SRVCS-MARCH 2014	\$187.95
UNIVERSITY OF WISCONSIN-MADISON		2438027	211096	INTERLIBRARY LOAN 114088550	\$20.00
WASHINGTON STATE PATROL		114007162	211702	VOLUNTEER BACKGROUND CHECKS	\$10.00
XEROX CORPORATION		701737903	211714	W5225 BASE CHRGS-FEB 2014	\$370.80
		701737904		W5225 BASE CHRGS-FEB 2014	\$233.58
XO HOLDINGS LLC DBA		0266473100	211293	TELEPHONE CHARGES 2/23-3/22/14	\$172.16
LIBRARY TOTAL****					\$43,720.89
LIBRARY Total ***					\$43,720.89



City Of Richland
VL-1 Voucher Listing

From: 4/1/2014 To: 4/30/2014

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
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Invoice Total: **** \$43,720.89

Number of Invoices	Amount
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Vouchers In Richland	0	
Vouchers In Tri Cities	0	
Vouchers In WA	1	
Vouchers Outside WA	66	\$43,710.89
Vouchers Final Total.....	67	

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	\$9,598.99	21.96%
4	OTHER SERVICES & CHARGES	\$8,518.49	19.48%
5	INTERGOVERNMENTAL SERVICES	\$20.00	0.05%
	MACHINERY & EQUIPMENT	\$25,583.41	58.52%
	Total	\$43,720.89	



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 8th day of April 2014.

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

Voucher Listings	Amount
March 1, 2014 through March 31, 2014	\$45,157.80
Interdepartmental Billings	
None	\$0.00
Transfer Advice (Salaries)	
Salaries for the weeks of 03/13/14 & 03/27/14	\$77,075.55
TOTAL MONTHLY EXPENSES	\$122,233.35

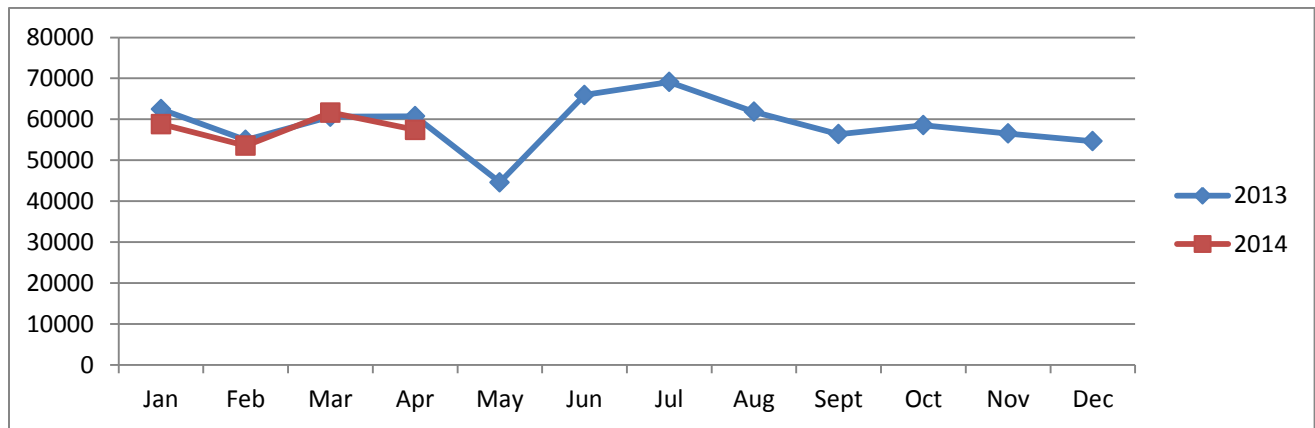
LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME	SIGNATURE
1.	1.
2.	2.
3.	3.

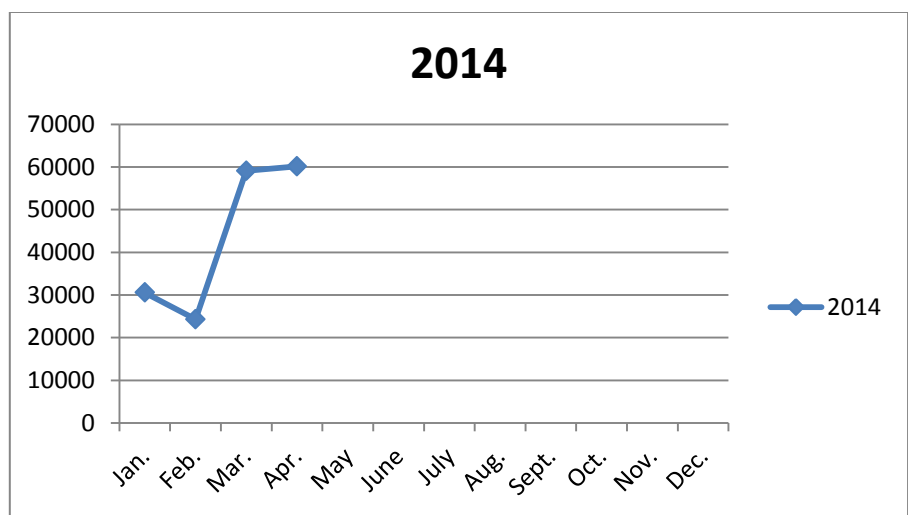
CIRCULATION					
Mo.	2011	2012	2013	2014	Rate of Change ('13 to '14)
Jan.	66,362	59,907	62,474	58,823	-6%
Feb.	59,027	64,259	54,977	53,545	-3%
Mar.	67,598	65,141	60,642	61,638	2%
Apr.	60,892	56,672	60,764	57,436	-5%
May	61,628	59,458	44,622		
June	72,743	72,029	65,961		
July	71,720	73,774	69,107		
Aug.	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	231,442	

Notes:

After a 2% increase in circulation from March 2013 to March 2014, circulation decreased 5% from April 2013 to April 2014.



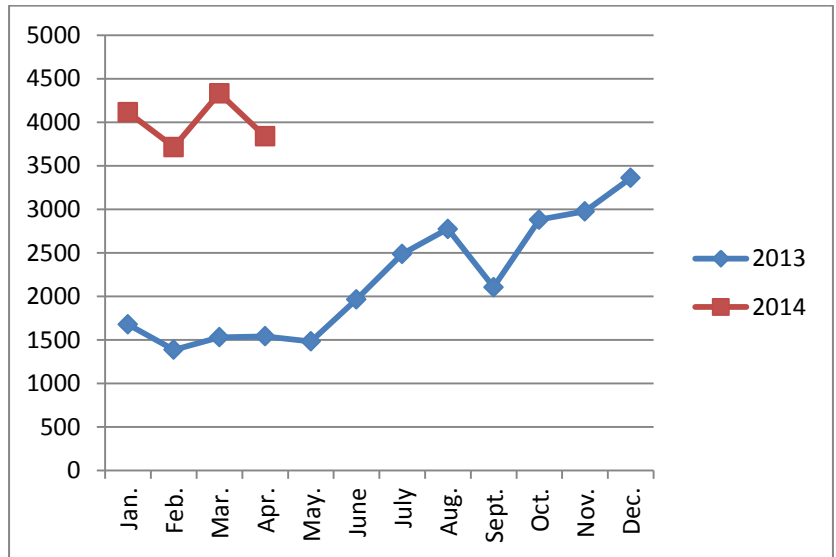
WEB SITE PAGE LOADS		
Month	2014	Rate of Change
January	30,560	NA
February	24,294	-20%
March	59,079	143%
April	60,117	2%
May		
June		
July		
August		
September		
October		
November		
December		
Total	174,050	



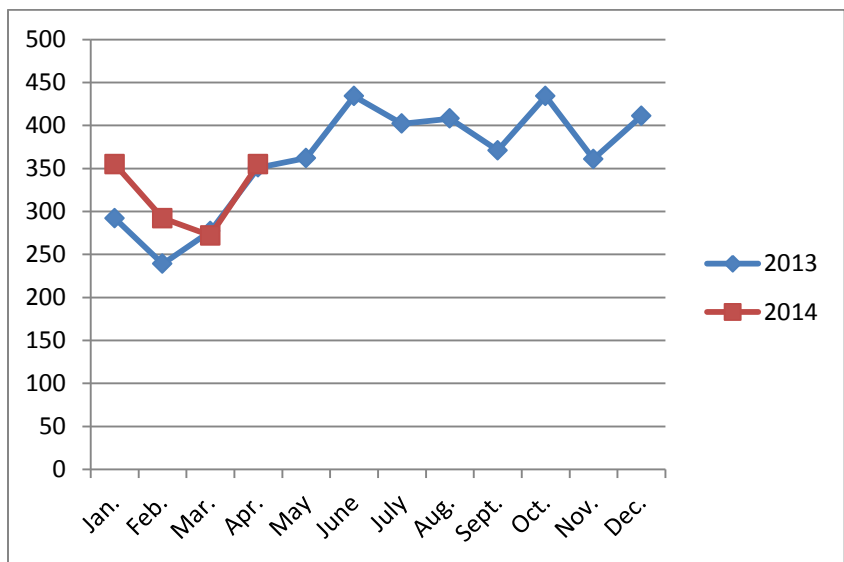
Notes: Web site page loads increased 2% in April 2014 from March 2014.

eCIRCULATION 2014												
Month	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Overdrive	4,114	3,714	4,333	3,838								
OneClick	355	292	272	355								
Zinio	896	1,611	673	477								
Freegal	1,317	1,312	1,585	1,437								

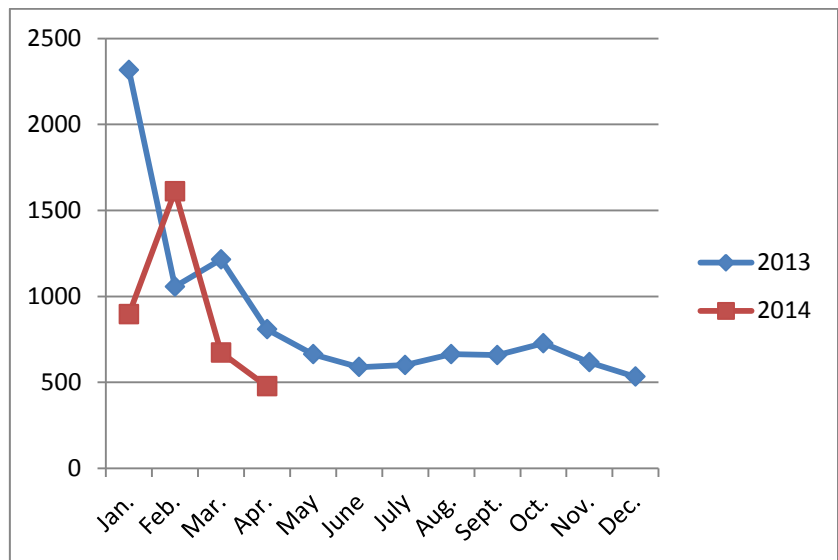
OVERDRIVE	2013	2014	Rate of Change '13-'14
Jan.	1,676	4,114	145%
Feb.	1,387	3,714	168%
Mar.	1,530	4,333	183%
Apr.	1,541	3,838	149%
May	1,482		
June	1,966		
July	2,487		
Aug.	2,773		
Sept.	2,105		
Oct.	2,881		
Nov.	2,976		
Dec.	3,360		
TOTAL	26,164	15,999	



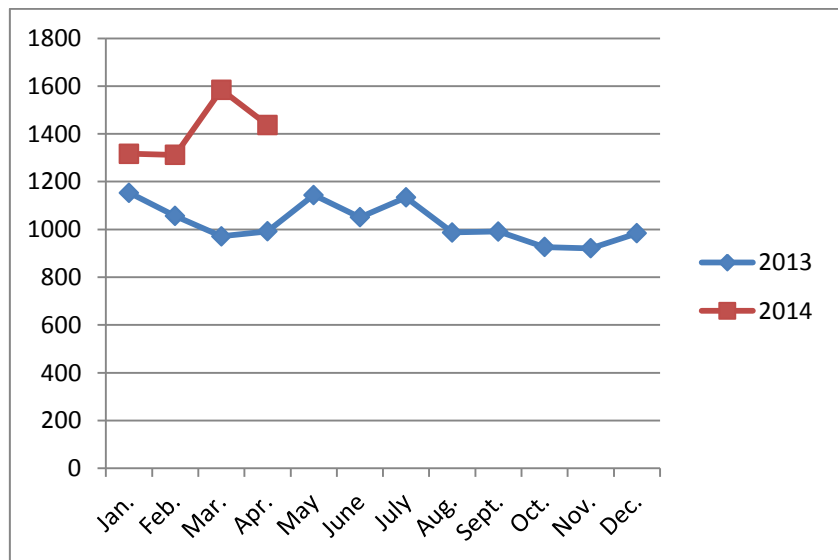
ONECLICK DIGITAL	2013	2014	Rate of Change '13-'14
Jan.	292	355	21%
Feb.	239	292	22%
Mar.	277	272	-2%
Apr.	351	355	1%
May	362		
June	434		
July	402		
Aug.	408		
Sept.	371		
Oct.	434		
Nov.	361		
Dec.	411		
TOTAL	4,342	1,274	



ZINIO	2013	2014	Rate of Change '13-'14
Jan.	2,316	896	-61%
Feb.	1,057	1,611	52%
Mar.	1,215	673	-45%
Apr.	808	477	-41%
May	663		
June	589		
July	601		
Aug.	664		
Sept.	658		
Oct.	727		
Nov.	617		
Dec.	533		
TOTAL	10,448	3,657	



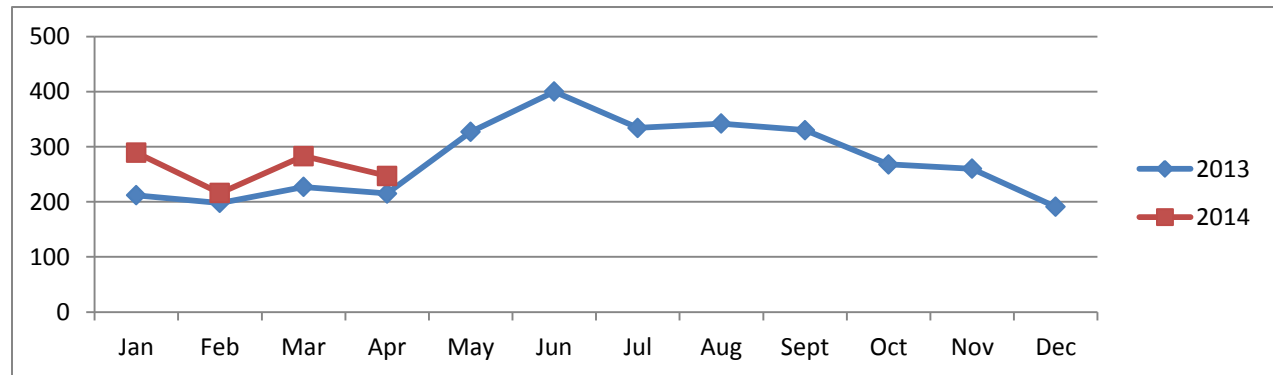
FREEGAL	2013	2014	Rate of Change '13-'14
Jan.	1,153	1,317	14%
Feb.	1,056	1,312	24%
Mar.	971	1,585	63%
Apr.	992	1,437	45%
May	1,144		
June	1,051		
July	1,134		
Aug.	987		
Sept.	991		
Oct.	926		
Nov.	921		
Dec.	984		
TOTAL	12,310	5,651	

**Notes:**

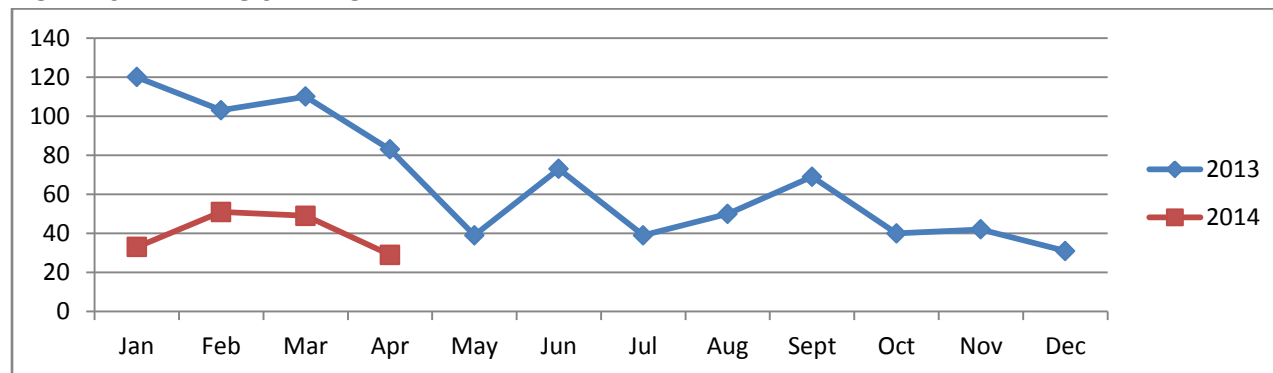
Overdrive and Freegal both continue to show strong circulation numbers in 2014, with Overdrive showing increases well over 100% each month.

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									1,035
Change '13-'14	36%	9%	25%	15%									
NON RESIDENT REGISTRATION													
2013	120	103	110	83	39	73	39	50	69	40	42	31	799
2014	33	51	49	29									162
Change '13-'14	-73%	-50%	-55%	-65%									

RESIDENT REGISTRATION



NON RESIDENT REGISTRATION



Notes:

Resident registration is up 36% from January 2013 to January 2014.