AGENDA

Richland Public Library Board
Library Board Room - 955 Northgate Drive
June 10, 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:

1. E card
2. Three Boards

New Business:

Round Robin:

Agenda Items for Upcoming Board Meeting

Adjournment:
Next Regular Meeting of the Richland Library Board is Tuesday, July 8, 2014

MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
May 13, 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 Mitchell and O'Neal were present. Board member Aebersold was excused. 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.

BOARD MEMBER O'NEAL MOVED AND VICE CHAIR SOMASUNDARAM SECONDED THE MOTION TO APPROVE THE CALL TO ORDER AND ATTENDANCE. THE MOTION CARRIED 4-0.

APPROVAL OF AGENDA:
VICE CHAIR SOMASUNDARAM MOVED AND BOARD MEMBER O'NEAL SECONDED THE MOTION TO APPROVE THE AGENDA AS AMENDED. THE MOTION CARRIED 4-0.

APPROVAL OF MINUTES:
BOARD MEMBER MITCHELL MOVED AND BOARD MEMBER O'NEAL SECONDED THE MOTION TO APPROVE THE MINUTES OF APRIL 2014 AS SUBMITTED. THE MOTION CARRIED 4-0.

REPORT OF THE LIBRARY MANAGER:
Attached

PUBLIC COMMENTS:
Chair Lunstad read a card of thanks from the director of Walla Walla Public Library.

APPROVAL OF BILLS:
BOARD MEMBER MITCHELL MOVED AND BOARD MEMBER O'NEAL SECONDED THE MOTION TO APPROVE THE CLAIMS FOR PAYMENT FOR APIRL 2014 IN THE AMOUNT OF $117,810.97. THE MOTION CARRIED 4-0.

UNFINISHED BUSINESS:

eCards

The manager reported that the process for issuing eCards to residents had been delayed by the need to update the public computers to Windows 7.

NEW BUSINESS:

Three Boards Meeting

The second week of August is being considered for the annual meeting of the Library Board, the Friends Board, and the Foundation Board. The options include Tuesday evening, Thursday evening, and Saturday. The manager will discuss those options with the Friends of the Library at their May 19 meeting.

ROUND ROBIN:

Vice Chair Somasundaram will be on travel and will miss the June meeting.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

ADJOURNMENT:

Chair Lunstad adjourned the meeting at 6:02 p.m.

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

Library Foundation
The Foundation will meet June 12.

Friends of the Library
The Friends met May 19. The Book sale garnered $1400. Logan Morris, Bookroom Manager, was recognized as City of Richland Volunteer of the Year at the awards reception May 1.

Statistics:
Attached

Revenue / Expense / Voucher Listing:
Revenue
Revenue continues the pattern for this year.

Expense
Salaries and benefits are on track. Software licensing (3583) is at 93%, normal for the annual renewal schedules. Books and materials are at 50%, also normal for the year. We purchase more heavily during the first three quarters of the year, in order to end the fiscal/calendar year without carryover orders.

Voucher Listing
Of note is the renewal for the microfilm for the Tri City Herald ($6,344), the credit from the Indianapolis videographer ($150), the annual maintenance fee for software (Bibliotheca $6,769.77), and the renewal fee for the Ancestry.com database ($2,301.38). The charges for the tables funded by the Foundation (Haworth) also came through. The Foundation will reimburse the city.

Three Boards
The second week of August has been identified as the target for the annual Three Boards meeting. Tentative timing is 5 p.m. on Thursday, August 14.

eCards
Publicity for the eCards for non-residents debuted mid-May. So far we have sold three non-resident cards.

Staff recommends that we issue new PR, explaining that all Richland residents have an eCard, by virtue of being able to use their regular library card number to gain access to any and all electronic library materials. Richland residents who do not already have library cards, but wish to have one, can apply online. Staff will then make personal contact with them to get documentation of residency.

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	5,240.02	6,759.98	43.7%	4,201.35
347220	MISC LIBRARY CHARGES	4,500	4,500	0.00	1,597.60	2,902.40	35.5%	1,591.00
347270	NON-RESIDENT FEES	11,500	11,500	0.00	1,665.00	9,835.00	14.5%	3,075.00
Total	CHARGES FOR GOODS & SVCS	**28,000**	**28,000**	**0.00**	**8,502.62**	**19,497.38**	**30.4%**	**8,867.35**
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	750.00	750.00-	0.0%	23.00
359700	LIBRARY FINES	52,000	52,000	0.00	15,213.97	36,786.03	29.3%	19,137.79
Total	FINES & FORFEITS	**52,000**	**52,000**	**0.00**	**16,233.19**	**35,766.81**	**31.2%**	**19,160.79**
MISCELLANEOUS REVENUES								
361100	INVESTMENT INTEREST	12,000	12,000	0.00	3,671.55	8,328.45	30.6%	3,759.87
362510	SPACE & FACILITIES RENTALS L/T	1,800	1,800	180.00	900.00	900.00	50.0%	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%	2.10
369900	OTHER MISC REVENUE	750	750	0.00	4.19	745.81	0.6%	8,359.74
369952	REIMBURSE EXPEND-JURY	0	0	30.00	30.00	30.00-	0.0%	0.00
Total	MISCELLANEOUS REVENUES	**14,550**	**14,550**	**210.00**	**4,575.34**	**9,974.66**	**31.4%**	**12,663.92**
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%	772,500.00
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 Basub Ele Account Description	Orig.Budget	Adj.Budget	Monthly Receipts	Y-T-D	Uncollected Revenue	Percent Collected	Previous 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%**	**772,500.00**
Total LIBRARY	**2,808,120**	**2,808,120**	**210.00**	**386,556.15**	**2,421,563.85**	**13.8%**	**813,192.06**

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	210.00	386,556.15	2,421,563.85	13.8%	813,192.06

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	72,335.96	343,831.15	0.00	455,420.85	43.0%	0.00
1102	SALARIES-PART TIME	248,825	248,825	14,690.73	77,692.65	0.00	171,132.35	31.2%	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	87,026.69	440,307.00	0.00	631,973.00		0.00
Type:	**2 BENEFITS**								
2101	SOCIAL SECURITY-FICA	82,188	82,188	6,595.39	32,798.22	0.00	49,389.78	39.9%	0.00
2103	PENSION CONTRIBUTIONS-PERS	92,227	92,227	6,165.67	34,567.63	0.00	57,659.37	37.5%	0.00
2105	INDUSTRIAL INS & MED AID	7,524	7,524	590.74	2,918.89	0.00	4,605.11	38.8%	0.00
2106	UNEMPLOYMENT	4,695	4,695	379.50	1,920.04	0.00	2,774.96	40.9%	0.00
2107	LIFE & DISABILITY INSURANCE	8,982	8,982	637.18	3,184.90	0.00	5,797.10	35.5%	0.00
2108	DENTAL INSURANCE	21,490	21,490	1,790.88	8,954.40	0.00	12,535.60	41.7%	0.00
2109	HEALTH INSURANCE	242,802	242,802	20,233.08	101,165.40	0.00	141,636.60	41.7%	0.00
2110	VISION INSURANCE	3,528	3,528	294.42	1,472.10	0.00	2,055.90	41.7%	0.00
2112	DEFERRED COMPENSATION	44,695	44,695	2,966.53	16,616.94	0.00	28,078.06	37.2%	0.00
2118	POST EMPLOYEE HEALTH BENE	29,810	29,810	2,235.78	11,133.00	0.00	18,677.00	37.3%	0.00
		537,941	537,941	41,889.17	214,731.52	0.00	323,209.48		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	1,353.71	15,424.13	0.00	17,425.87	47.0%	0.00
3105	COPIER SUPPLIES	800	800	0.00	379.40	0.00	420.60	47.4%	0.00
3583	SOFTWARE -LICENSING -UPGRA	39,560	39,560	29,128.56	36,781.47	0.00	2,778.53	93.0%	0.00
3993	SUPPLIES - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
		73,210	73,210	30,482.27	52,636.78	0.00	20,573.22		0.00
Type:	**4 OTHER SERVICES & CHARGES**								
4107	OTHER PROFESSIONAL SERVIC	25,680	25,680	1,105.70	13,406.61	0.00	12,273.39	52.2%	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	539.36	3,229.73	0.00	3,670.27	46.8%	0.00
4202	POSTAGE	4,000	4,000	729.54	2,014.80	0.00	1,985.20	50.4%	0.00
4301	TRAVEL EXPENSES	6,535	6,535	666.11	3,088.01	0.00	3,446.99	47.3%	0.00
4504	COPIER/FAX LEASE RENTAL MAI	3,240	3,240	357.02	824.18	0.00	2,415.82	25.4%	0.00
4505	RENTALS-OTHER	6,000	6,000	617.34	1,965.30	0.00	4,034.70	32.8%	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	3,376.22	17,413.44	0.00	44,826.56	28.0%	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	145.62	145.62	0.00	254.38	36.4%	0.00
4912	TUITION/CONFERENCE FEES	3,406	3,406	150.00-	1,400.00	0.00	2,006.00	41.1%	0.00
4913	COLLECTION SERVICES	3,222	3,222	0.00	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	7,386.91	87,092.17	0.00	81,886.83		0.00
Type:	**5 INTERGOVERNMENTAL SERVICES**								
5117	INTERLIBRARY SVCS	200	200	40.00	83.00	0.00	117.00	41.5%	0.00
5301	STATE TAXES	2,100	2,100	107.08	458.90	0.00	1,641.10	21.9%	0.00
		2,300	2,300	147.08	541.90	0.00	1,758.10		0.00
Type:	**6 CAPITAL**								
6406	FURNITURE & FIXTURES > $5,000	0	0	11,061.42	11,061.42	0.00	11,061.42-	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	24,399.50	110,834.67	0.00	105,665.33	51.2%	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	35,460.92	121,896.09	0.00	94,603.91		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**	**202,393.04**	**917,205.46**	**0.00**	**1,890,914.54**	**32.7%**	**0.00**

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

Grand Totals	**2,808,120**	**2,808,120**	**202,393.04**	**917,205.46**	**0.00**	**1,890,914.54**	**32.7%**	**0.00**

RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

JUNE 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 $158,011.93 this 10th day of June 2014.

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

Voucher Listings	**Amount**
May 1, 2014 through May 31, 2014	$70,985.24
Interdepartmental Billings	
None	$0.00
Transfer Advice (Salaries)	
Salaries for the weeks of 05/08/14 & 05/22/14	$87,026.69
TOTAL MONTHLY EXPENSES	$158,011.93

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 110 LIBRARY					
Division: 303 LIBRARY					
ADAMS, LISA M		14-214 ADAMS	212297	WLA AWARDS/WENATCHEE/ADAMS	$145.60
BANK OF AMERICA		TXN00016444	212140	RECORDED BOOKS	$162.12
		TXN00016454		INGRAM BOOKS	$822.07
		TXN00016459		NEWSBANK INC TRI CITY HERALD F	$6,344.00
		TXN00016461		INGRAM BOOKS	$217.20
		TXN00016464		ENVELOPES & THERMAL ROLLS	$427.59
		TXN00016467		OVERDRIVE DIGITAL BOOKS	$991.52
		TXN00016478		INGRAM BOOKS	$334.61
		TXN00016480		INGRAM BOOKS	$328.60
		TXN00016488		MESSAGE SERVICE	$62.05
		TXN00016496		INGRAM BOOKS	$380.68
		TXN00016502		AMAZON BOOKS	$24.27
		TXN00016504		DVD SECURITY CASES	$371.96
		TXN00016506		INGRAM BOOKS	$150.61
		TXN00016512		BOOK MARKS & POSTER	$34.00
		TXN00016521		POSTAGE	$5.38
		TXN00016530		INGRAM BOOKS	$53.86
		TXN00016531		OMNIGRAPHICS BOOKS	$187.78
		TXN00016532		MEETING SUPPLIES	$14.00
		TXN00016537		MEETING SUPPLIES	$60.88
		TXN00016558		AMAZON BOOKS	$17.00
		TXN00016560		INFORMATION TODAY BOOK	$404.00
		TXN00016571		INGRAM BOOKS	$395.77
		TXN00016592		INGRAM BOOKS	$129.24
		TXN00016599		INGRAM BOOKS	$133.12
		TXN00016605		INGRAM BOOKS	$80.11
		TXN00016613		ANT KILLER	$14.06
		TXN00016624		THERMAL ROLLS	$101.82
		TXN00016625		INGRAM BOOKS	$61.37
		TXN00016631		INGRAM BOOKS	$178.10
		TXN00016634		INGRAM BOOKS	$330.57
		TXN00016640		INGRAM BOOKS	$47.37
		TXN00016642		INGRAM BOOKS	$1,126.30
		TXN00016655		INGRAM BOOKS	$169.20
		TXN00016662		INGRAM BOOKS	$17.54
		TXN00016685		OVERDRIVE DIGITAL BOOKS	$667.47
		TXN00016689		INGRAM BOOKS	$96.05
		TXN00016691		OVERDRIVE DIGITAL BOOKS	$819.76

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00016692	212140	SQ 505 PHOTO STUDIO - Credit	($150.00)
		TXN00016703		INGRAM BOOKS	$155.37
		TXN00016710		INGRAM BOOKS	$867.36
		TXN00016733		INGRAM BOOKS	$239.89
		TXN00016738		RECORDED BOOKS	$7.53
		TXN00016744		RECORDED BOOKS	$4,733.30
		TXN00016755		OVERDRIVE DIGITAL BOOKS	$86.93
		TXN00016766		INGRAM BOOKS	$1,009.86
		TXN00016767		INGRAM BOOKS	$199.75
		TXN00016768		BAKER & TAYLOR BOOKS	$37.10
		TXN00016773		BAKER & TAYLOR BOOKS	$82.21
BIBLIOTHECA ITG LLC		S10005331/5340	212320	ANNUAL SUPPORT-MAINTENANCE	$6,769.77
CASCADE NATURAL GAS CORP		4/14-61897100006	211908	NAT GAS 955 NORTHGATE3/19-4/17	$403.99
CITY OF RICHLAND		14-029 MCMAKIN	211909	PLA CONF/INDIANAPOLIS/MCMAKIN	$330.00
		4/2014 APRIL	212230	CITY UTILITY BILLS/APR 2014	$3,376.22
COLUMBIA INDUSTRIES SUPPORT LLC		153007	212524	SHREDDING SRVCS 3/26/14	$82.08
ENTERPRISE RENT A CAR		4/14-45WA423	212237	14-029 MCMAKIN-RENTAL CAR	$190.51
ENVISION WARE INC		INV-US-16259	211976	ANNUAL SYSTEM MAINT FEES	$4,603.79
EQUINOX SOFTWARE INC		3456	211977	EVERGREEN PRODUCTION SYSTEM	$15,330.00
				EVERGREEN TEST SYSTEM	$1,400.00
FRONTIER	S015738	5/14-509-943-3152	212368	TELEPHOHE CHARGE 5/4/14 - 6/3/	$401.88
H W WILSON		319654	211922	BOOKS	$307.50
HAWORTH INC	P053723	3000317831	211924	I-0229, INSTALLATION NON-HAWOR	$389.88
	P053723	3000333387		HAWORTH SPLR-8976,H-FNY,TR-KO	$1,345.93
	P053723			SPLR-8976,H-DJ6,TR-K0,TR-F(260	$2,691.86
	P053723			SPLR-9287,H-DJ6,TR-K0,TR-F(260	$2,276.47
	P053723			SPLR-9287,H-FNY,TR-K0,TR-F(260	$1,138.23
	P053723			SPLT-0082,H-AAM,TR-K0,TR-F(261	$527.18
	P053723			ADJUST SALES TAX	$0.01
	P053723			SPLR-8976,H-AAM,TR-K0,TR-F(260	$2,691.86
PROQUEST LLC		US1644468/2014	212557	ANCESTRY DATABASE RENEWAL	$2,301.38
ROSEBERRY, ANN		040814	212017	ROSEBERRY/BOARD MTG/LUNCH	$97.93
UNIVERSITY OF WISCONSIN-MADISON		2450126	212477	INTERLIBRARY LOAN #114735636	$20.00
		2459321		INTERLIBRARY LOAN #115713189	$20.00
XEROX CORPORATION		701747604	212499	W5225 BASE CHRG/PRINTS	$617.34
		701747605		W5225 BASE CHRG/PRINTS	$357.02
XO HOLDINGS LLC DBA		0267074372	212501	TELEPHONE CHARGES 4/23-5/22	$137.48
				LIBRARY TOTAL**	**$70,985.24**
				LIBRARY Total ***	**$70,985.24**

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
				Invoice Total: ****	**$70,985.24**

	Number of Invoices	Amount
Vouchers In Richland	0	
Vouchers In Tri Cities	1	$82.08
Vouchers In WA	0	
Vouchers Outside WA	74	$70,903.16
Vouchers Final Total.....	75	

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	$29,225.80	41.17%
4	OTHER SERVICES & CHARGES	$5,959.55	8.4%
5	INTERGOVERNMENTAL SERVICES	$40.00	0.06%
	MACHINERY & EQUIPMENT	$35,759.89	50.38%
	Total	$70,985.24	

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 $122,233.35 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)

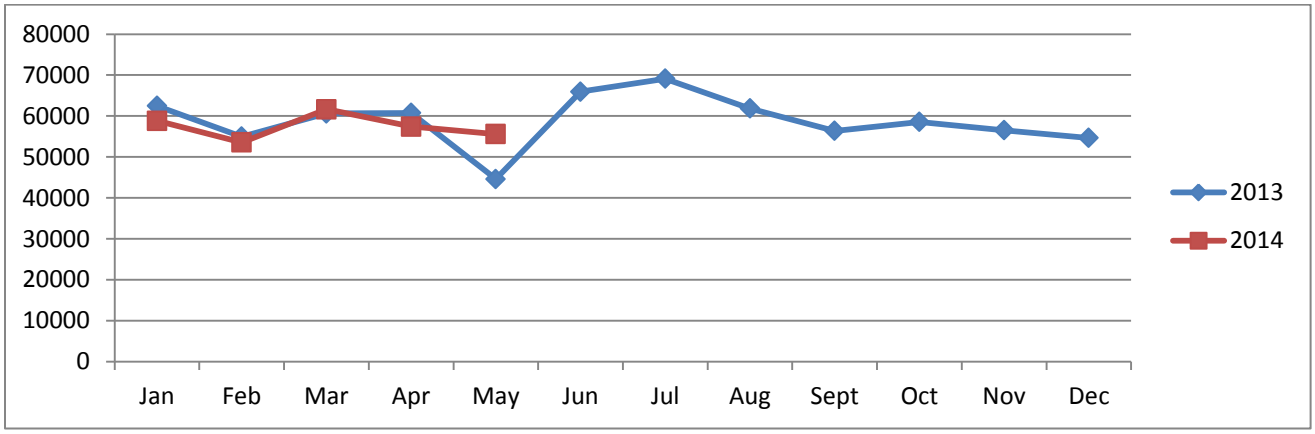
PRINT NAME	SIGNATURE
1.	1.
2.	2.
3.	3.

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	55,582	24%
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**	**287,024**	

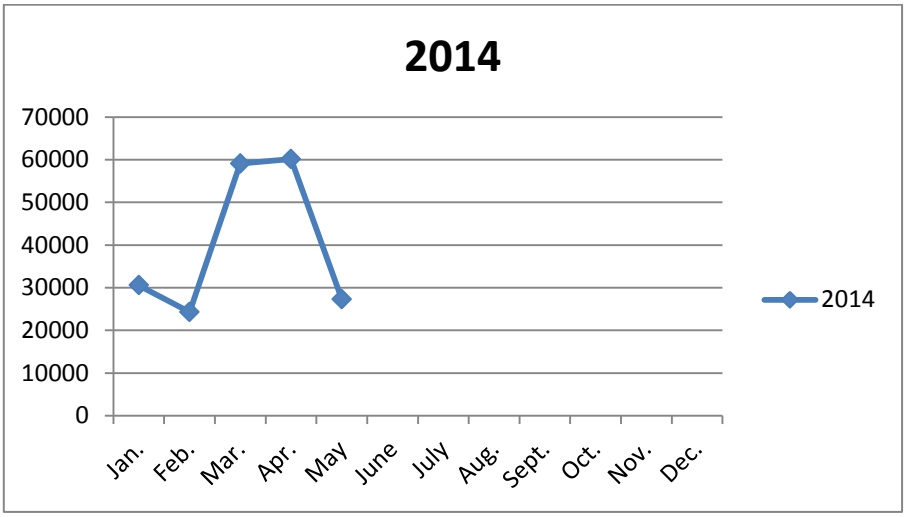
Notes:

There was a 24% increase in circulation from May 2013 to May 2014. While this is an exciting jump, it can possibly be attributed to the fact that the library was closed for several days in May 2013 while we migrated to the Evergreen ILS.

There was a 3% drop in circulation from April 2014 to May 2014.



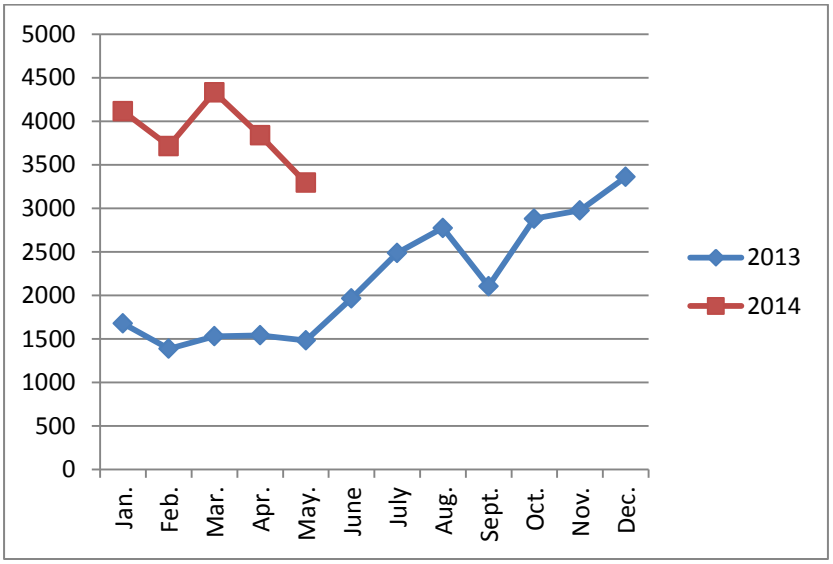
WEB SITE PAGE LOADS		
Month	2014	Rate of Change
January	30,560	NA
February	24,294	-20%
March	59,079	143%
April	60,117	2%
May	27,232	-54%
June		
July		
August		
September		
October		
November		
December		
Total	**201,282**	



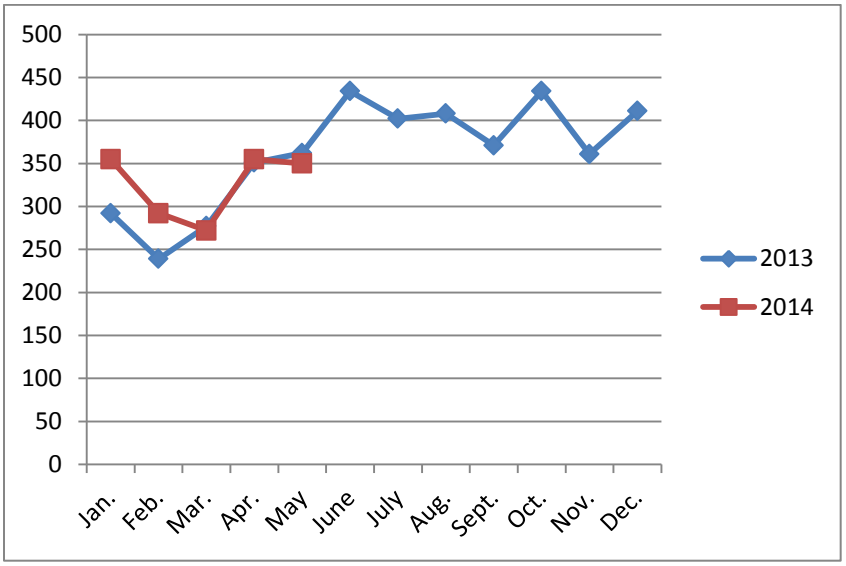
Notes: When the library upgraded the public internet computers at the end of April 2014, the way that page loads are counted changed (again).

eCIRCULATION 2014												
Month	**Jan.**	**Feb.**	**Mar.**	**Apr.**	**May**	**June**	**July**	**Aug.**	**Sept.**	**Oct.**	**Nov.**	**Dec.**
Overdrive	4,114	3,714	4,333	3,838	3,294							
OneClick	355	292	272	355	350							
Zinio	896	1,611	673	477	592							
Freegal	1,317	1,312	1,585	1,437	1,393							

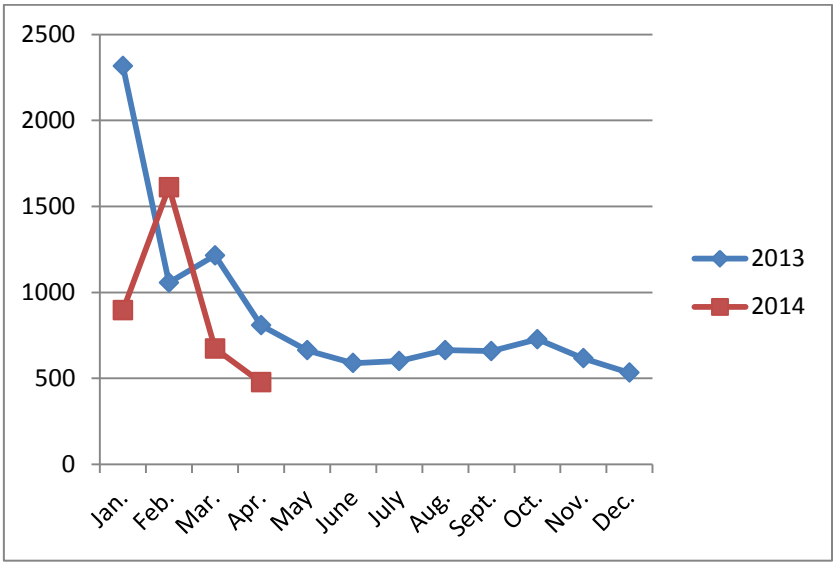
OVERDRIVE	2013	2014	Rate of Change '13-'14
Jan.	1,676	4,114	145%
Feb.	1,387	3,714	168%
Mar.	1,530	4,333	183%
Apr.	1,541	3,838	149%
May	1,482	3,294	122%
June	1,966		
July	2,487		
Aug.	2,773		
Sept.	2,105		
Oct.	2,881		
Nov.	2,976		
Dec.	3,360		
TOTAL	**26,164**	**19,293**	



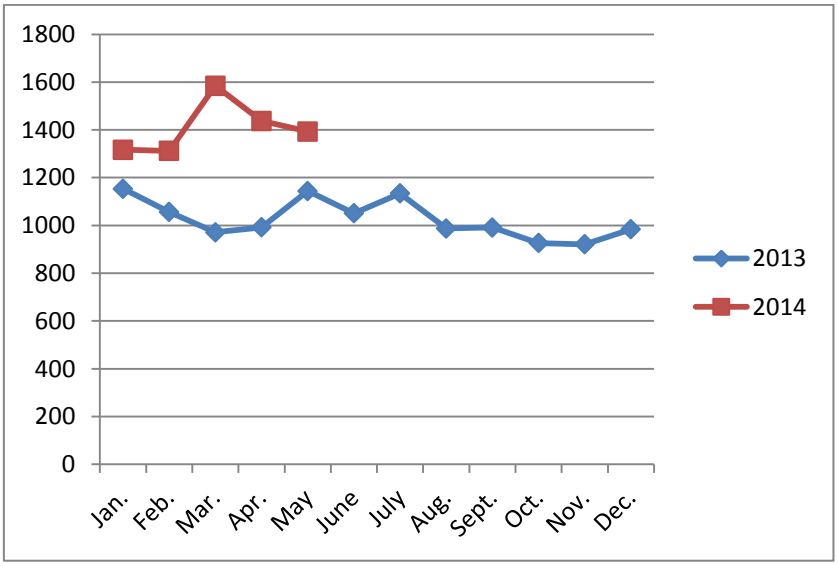
ONECLICK DIGITAL	2013	2014	Rate of Change '13-'14
Jan.	292	355	21%
Feb.	239	292	22%
Mar.	277	272	-2%
Apr.	351	355	1%
May	362	350	-3%
June	434		
July	402		
Aug.	408		
Sept.	371		
Oct.	434		
Nov.	361		
Dec.	411		
TOTAL	**4,342**	**1,624**	



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	592	-11%
June	589		
July	601		
Aug.	664		
Sept.	658		
Oct.	727		
Nov.	617		
Dec.	533		
TOTAL	**10,448**	**4,249**	



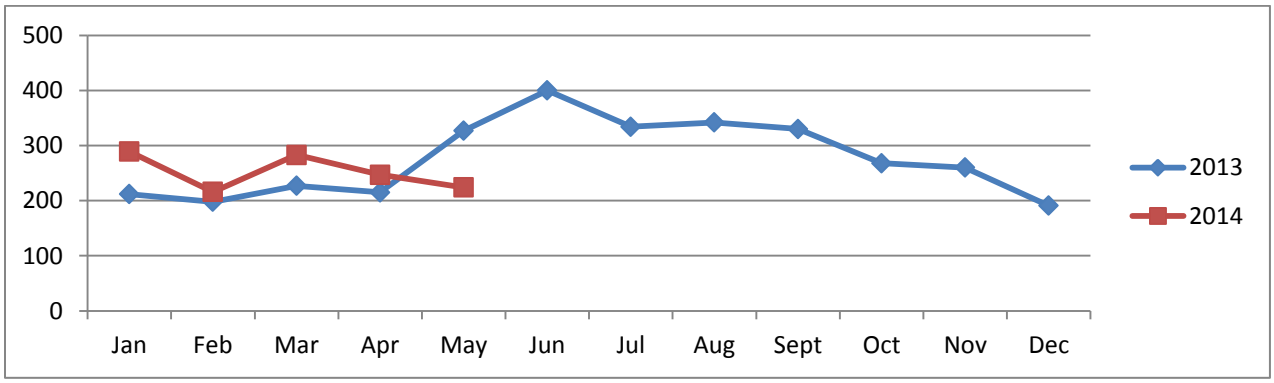
FREEGAL	2013	2014	Rate of Change '13-'14
Jan.	1,153	1,317	14%
Feb.	1,056	1,312	24%
Mar.	971	1,585	63%
Apr.	992	1,437	45%
May	1,144	1,393	22%
June	1,051		
July	1,134		
Aug.	987		
Sept.	991		
Oct.	926		
Nov.	921		
Dec.	984		
TOTAL	**12,310**	**7,044**	



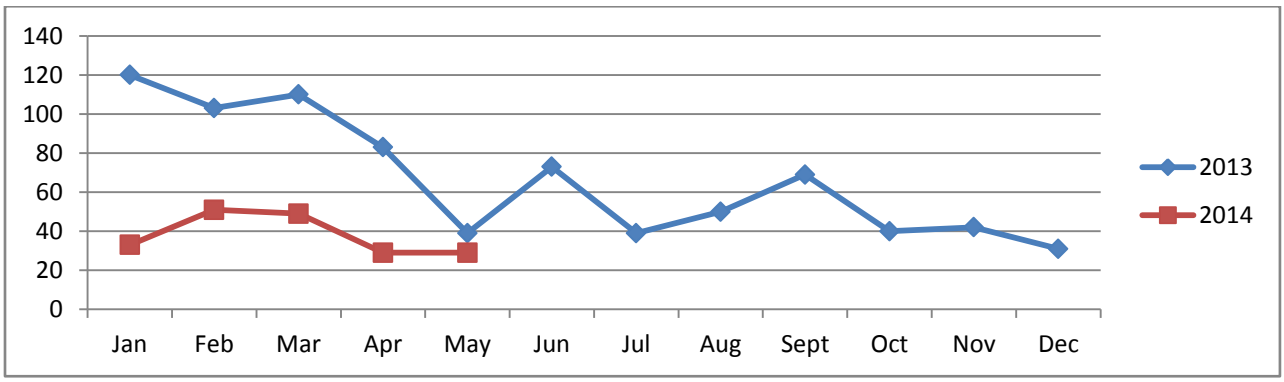
Notes: Overdrive continues to outperform 2013's circulation; however there has been a slight decrease from month to month since March 2014. One thing to note is that 2014 Overdrive circulation will be close to matching 2013's total circulation in July 2014 and definitely surpass it by August 2014. Freegal appears to be fairly steady in circulation during 2014 and it continues to surpass 2013's circulation.

RESIDENT REGISTRATION													
Month	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Total**
2013	212	198	227	215	327	400	334	342	330	268	260	191	**3,304**
2014	289	216	283	247	224								**1,259**
Change '13-'14	36%	9%	25%	15%	-31%								
NON RESIDENT REGISTRATION													
2013	120	103	110	83	39	73	39	50	69	40	42	31	**799**
2014	33	51	49	29	29								**191**
Change '13-'14	-73%	-50%	-55%	-65%	-26%								

RESIDENT REGISTRATION



NON RESIDENT REGISTRATION



Notes:

Resident registration was down 31% from May 2013 to May 2014. Registration is predicted to increase in June and possibly in July due to the Summer Reading Program.