



AGENDA

Richland Public Library Board
Library Board Room - 955 Northgate Drive
October 14, 2014 5:30 PM – 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:

1. Meeting – chairs of Three Boards
2. November meeting date

Round Robin:

Agenda Items for Upcoming Board Meeting

Adjournment:

Next Regular Meeting of the Richland Library Board is Tuesday, November 11, 2014



MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
August 12, 2014 4:30 – 5:00 PM

CALL TO ORDER:

Chair Lunstad called the meeting to order at 5:33 p.m.

ATTENDANCE:

Chair Lunstad, Vice Chair Somasundaram, Board members Aebersold, Mitchell and O'Neal were present. Council Liaison Kent was present. Library Manager Roseberry was present.

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

INTRODUCTION OF GUESTS

There were no guests.

APPROVAL OF AGENDA:

BOARD MEMBER AEBERSOLD MOVED AND BOARD MEMBER MITCHELL SECONDED THE MOTION TO APPROVE THE AGENDA AS SUBMITTED. THE MOTION CARRIED 5-0.

APPROVAL OF MINUTES:

BOARD MEMBER MITCHELL MOVED AND BOARD MEMBER AEBERSOLD SECONDED THE MOTION TO APPROVE THE MINUTES OF JULY 2014 AS SUBMITTED. THE MOTION CARRIED 5-0.

VICE CHAIR SOMASUNDARAM MOVED AND BOARD MEMBER MITCHELL SECONDED THE MOTION TO APPROVE THE MINUTES OF THE THREE BOARDS MEETING OF JULY 2014 AS AMENDED. THE MOTION CARRIED 5-0.

MANAGER'S REPORT

The manager apologized for the later delivery of the statistics, still in raw form. The formal report will be sent by email.

Chair Lunstad asked that a meeting of the chairs of the Three Boards be set prior to the October meeting. Chair Lunstad also asked for a target date to be set for the community survey.

The Board discussed themes and concepts around making and keeping the Library relevant.

PUBLIC COMMENTS

No comment

APPROVAL OF BILLS:

BOARD MEMBER O'NEAL MOVED AND BOARD MEMBER AEBERSOLD SECONDED THE MOTION TO APPROVE THE CLAIMS FOR PAYMENT FOR AUGUST 2014 IN THE AMOUNT OF \$93,422.28. THE MOTION CARRIED 5-0.

UNFINISHED BUSINESS:

Policy Revisions

The manager provided a review of the proposed changes, noting that most were minor. The component likely to return to the Board would include language for electronic cigarettes. The Library will wait for a city-wide policy.

VICE CHAIR SOMASUNDARAM MOVED AND BOARD MEMBER MITCHELL SECONDED THE MOTION TO APPROVE THE LIBRARY POLICIES SUBMITTED FOR CONSIDERATION AT THE JUNE 2014 MEETING. THE MOTION CARRIED 5-0.

Budget

The Board reviewed the budget presented at the August meeting, including the format of the Revenue report. The manager reported that the Finance Department had re-named the Library Table Reserve fund so that it could be clearly identified now that Library revenues will be reported as part of the General Fund revenue report.

BOARD MEMBER O'NEAL MOVED AND BOARD MEMBER AEBERDOLD SECONDED THE MOTION TO APPROVE THE LIBRARY 2015 BUDGET AS SUBMITTED. THE MOTION CARRIED 5-0.

ADJOURNMENT:

Chair Lunstad adjourned the meeting at 6:44 p.m.

Next Regular Meeting of the Richland Library Board is Tuesday, October 14, 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

October 14, 2014

Library Foundation

The Foundation Board met October 2. The manager did not attend the meeting.

Friends of the Library

The Friends met September 29. The manager did not attend the meeting.

Statistics:

Attached

Third quarter volunteer hours were 978, down from 1067 for the third quarter of 2013.

Revenue / Expense / Voucher Listing:

Revenue

Revenue continues at the rate seen this year.

Expense

Most budget lines and all categories are at or under the 75% mark.

Voucher Listing

The charges this month are usual.

Three Boards

The chairs of the Three Boards met September 27. The manager provided updates from the Three Boards meeting. The chairs agreed to meet on a regular basis.

Community Survey

The Community Survey, upon advice from the Communications Director, has been scheduled for February, 2015.

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	845,144	0.00	0.00	845,144.00	0.0%	0.00
Total		811,325	845,144	0.00	0.00	845,144.00	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	8,768.68	3,231.32	73.1%	8,960.68
	347220 MISC LIBRARY CHARGES	4,500	4,500	0.00	2,787.10	1,712.90	61.9%	3,472.60
	347270 NON-RESIDENT FEES	11,500	11,500	0.00	3,480.00	8,020.00	30.3%	4,740.60
Total	CHARGES FOR GOODS & SVCS	28,000	28,000	0.00	15,035.78	12,964.22	53.7%	17,173.88
	FINES & FORFEITS							
	356500 COURT ORDERED RESTITUTION	0	0	0.00	269.22	269.22-	0.0%	9,030.00
	357360 COLLECTION AGENCY FEE	0	0	0.00	1,296.00	1,296.00-	0.0%	191.75
	359700 LIBRARY FINES	52,000	52,000	0.00	29,900.76	22,099.24	57.5%	33,607.65
Total	FINES & FORFEITS	52,000	52,000	0.00	31,465.98	20,534.02	60.5%	42,829.40
	MISCELLANEOUS REVENUES							
	361100 INVESTMENT INTEREST	12,000	12,000	0.00	6,811.79	5,188.21	56.8%	7,223.39
	362510 SPACE & FACILITIES RENTALS L/T	1,800	1,800	180.00	1,620.00	180.00	90.0%	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	17.85	17.85-	0.0%	4.35
	369900 OTHER MISC REVENUE	750	750	0.00	4.19	745.81	0.6%	778.74
	369952 REIMBURSE EXPEND-JURY	0	0	0.00	30.00	30.00-	0.0%	595.80
Total	MISCELLANEOUS REVENUES	14,550	14,550	180.00	8,483.83	6,066.17	58.3%	9,144.49
	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	1,236,000.00	618,000.00	66.7%	1,390,500.00
	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	0	0.00	0.00	0.00	0.0%	0.00
Total	OTHER FINANCING SOURCES	1,854,000	1,854,000	0.00	1,236,000.00	618,000.00	66.7%	1,390,500.00
Total	LIBRARY	2,808,120	2,793,694	180.00	1,290,985.59	1,502,708.41	46.2%	1,459,647.77

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	2,793,694	180.00	1,290,985.59	1,502,708.41	46.2%	1,459,647.77



RICHLAND PUBLIC LIBRARY
CERTIFICATION OF CLAIMS FOR PAYMENT
OCTOBER 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 \$91,812.80 this 14th day of October 2014.

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

Voucher Listings	Amount
September 1, 2014 through September 30, 2014	\$22,169.08
Interdepartmental Billings	
None	\$0.00
Transfer Advice (Salaries)	
Salaries for the weeks of 09/11/14 & 09/25/14	\$69,643.72
TOTAL MONTHLY EXPENSES	\$91,812.80

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

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

Fund	110	LIBRARY			Current		Current	Unencumbered	Y-T-D %	Previous
			Orig.Budget	Adj.Budget	Month	Y-T-D	Encumbered	Balance	Committed	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	766,688	57,046.15	600,850.76	0.00	165,837.24	78.4%	605,038.44
1102	SALARIES-PART TIME		248,825	221,718	12,597.57	139,703.46	0.00	82,014.54	63.0%	153,217.07
1201	SALARIES & WAGES-OVERTIME		800	800	0.00	0.00	0.00	800.00	0.0%	0.00
1302	VACATION/PTO CASHOUT		23,403	36,435	0.00	25,160.67	0.00	11,274.33	69.1%	22,183.40
			1,072,280	1,025,641	69,643.72	765,714.89	0.00	259,926.11		780,438.91
Type:		2	BENEFITS							
2101	SOCIAL SECURITY-FICA		82,188	78,401	5,276.16	57,523.80	0.00	20,877.20	73.4%	58,857.59
2103	PENSION CONTRIBUTIONS-PERS		92,227	87,857	6,115.04	61,824.10	0.00	26,032.90	70.4%	54,234.19
2105	INDUSTRIAL INS & MED AID		7,524	9,622	509.89	7,300.37	0.00	2,321.63	75.9%	4,961.22
2106	UNEMPLOYMENT		4,695	4,463	303.70	3,339.03	0.00	1,123.97	74.8%	3,403.16
2107	LIFE & DISABILITY INSURANCE		8,982	8,607	598.78	5,580.02	0.00	3,026.98	64.8%	5,682.69
2108	DENTAL INSURANCE		21,490	22,218	1,774.76	15,941.64	0.00	6,276.36	71.8%	14,986.32
2109	HEALTH INSURANCE		242,802	242,802	18,787.86	176,316.84	0.00	66,485.16	72.6%	177,762.06
2110	VISION INSURANCE		3,528	3,738	306.15	2,663.94	0.00	1,074.06	71.3%	2,586.69
2112	DEFERRED COMPENSATION		44,695	43,735	2,883.23	29,603.97	0.00	14,131.03	67.7%	30,517.42
2118	POST EMPLOYEE HEALTH BENE		29,810	26,829	2,235.78	20,076.12	0.00	6,752.88	74.8%	21,898.80
			537,941	528,272	38,791.35	380,169.83	0.00	148,102.17		374,890.14
Type:		3	SUPPLIES							
3101	OFFICE SUPPLIES		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
3102	OPERATING SUPPLIES & MATERI		32,850	32,035	1,224.63	23,918.73	0.00	8,116.27	74.7%	19,541.31
3105	COPIER SUPPLIES		800	800	0.00	379.40	0.00	420.60	47.4%	505.90
3401	LIBRARY RESOURCES		0	216,500	0.00	150,886.19	0.00	65,613.81	69.7%	0.00
3583	SOFTWARE-LICENSING & UPGR		39,560	39,560	300.00	40,690.74	0.00	1,130.74	102.9%	28,240.65
3993	SUPPLIES - PIP AWARDS		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			73,210	288,895	1,524.63	215,875.06	0.00	73,019.94		48,287.86
Type:		4	OTHER SERVICES & CHARGES							
4107	OTHER PROFESSIONAL SERVIC		25,680	25,680	3,328.19	19,755.39	0.00	5,924.61	76.9%	18,811.87

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
4135		SHARED VALUES PROGRAM	488	488	0.00	195.55	0.00	292.45	40.1%	540.13
4201		TELEPHONE & COMM SVCS	6,900	7,715	542.12	5,386.03	0.00	2,328.97	69.8%	5,521.99
4202		POSTAGE	4,000	4,000	688.00	3,539.10	0.00	460.90	88.5%	1,769.40
4301		TRAVEL EXPENSES	6,535	6,535	0.00	4,776.18	0.00	1,758.82	73.1%	5,162.33
4504		COPIER/FAX LEASE RENTAL MAI	3,240	3,240	962.43	2,636.08	0.00	603.92	81.4%	2,375.63
4505		RENTALS-OTHER	6,000	6,000	753.62	4,066.82	0.00	1,933.18	67.8%	3,684.46
4601		INSURANCE	41,988	41,988	0.00	40,886.00	0.00	1,102.00	97.4%	38,359.00
4700		UTILITIES	62,240	62,240	5,585.68	35,575.65	0.00	26,664.35	57.2%	34,675.11
4802		REPAIRS AND MAINT-EQUIPMEN	4,097	4,097	0.00	963.87	0.00	3,133.13	23.5%	2,824.05
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	145.62	0.00	254.38	36.4%	204.95
4912		TUITION/CONFERENCE FEES	3,406	3,406	0.00	1,735.00	0.00	1,671.00	50.9%	2,800.00
4913		COLLECTION SERVICES	3,222	3,222	71.60	1,879.50	0.00	1,342.50	58.3%	1,002.40
4993		SERVICES & CHARGES PIP AWA	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			168,979	169,794	11,931.64	122,323.79	0.00	47,470.21		117,731.32
Type:	5	INTERGOVERNMENTAL SERVICES								
5117		INTERLIBRARY SVCS	200	200	0.00	113.00	0.00	87.00	56.5%	11.00
5301		STATE TAXES	2,100	2,100	87.34	769.62	0.00	1,330.38	36.6%	678.98
			2,300	2,300	87.34	882.62	0.00	1,417.38		689.98
Type:	6	CAPITAL								
6406		FURNITURE & FIXTURES > \$5,000	0	11,061	0.00	11,061.42	0.00	0.42-	100.0%	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	0	9,436.89	9,436.89	0.00	9,436.89-	0.0%	159,352.85
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%	42,697.46
6993		CAPITAL - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			216,500	11,061	9,436.89	20,498.31	0.00	9,437.31-		202,050.31
Type:	9	INTERFUND SERVICES								
9141		INTFND SVCS - SYSTEMS DIVISI	500	500	0.00	0.00	0.00	500.00	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
9986		LIBRARY FACILITY MAINT RESER	548,951	548,951	0.00	0.00	0.00	548,951.00	0.0%	0.00
9992		DESIGNATED RESERVE	99,755	88,694	0.00	0.00	0.00	88,694.00	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		UNASSIGNED FUND BALANCE	82,025	123,907	0.00	0.00	0.00	123,907.00	0.0%	0.00
			736,910	767,731	0.00	0.00	0.00	767,731.00		0.00
Total Fund	110		2,808,120	2,793,694	131,415.57	1,505,464.50	0.00	1,288,229.50	53.9%	1,524,088.52

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

Grand Totals	2,808,120	2,793,694	131,415.57	1,505,464.50	0.00	1,288,229.50	53.9%	1,524,088.52
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City Of Richland

VL-1 Voucher Listing

From: 9/1/2014 To: 9/30/2014

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 110		LIBRARY			
Division:	303	LIBRARY			
BANK OF AMERICA		TXN00017782	215873	BACKUPIFY-LIBRARY-FACEBK	\$3.75
		TXN00017790		BAKER & TAYLOR BOOKS	\$143.28
		TXN00017794		BOOK MARKS	\$533.36
		TXN00017801		INGRAM BOOKS	\$158.70
		TXN00017802		OVERDRIVE DIGITAL BOOKS	\$637.86
		TXN00017804		OVERDRIVE DIGITAL BOOKS	\$579.29
		TXN00017807		INGRAM BOOKS	\$359.84
		TXN00017808		INGRAM BOOKS	\$72.71
		TXN00017809		INGRAM BOOKS	\$84.35
		TXN00017816		Credit THERMAL ROLLS	(\$101.82)
		TXN00017823		INGRAM BOOKS	\$503.79
		TXN00017824		INGRAM BOOKS	\$36.81
		TXN00017826		INGRAM BOOKS	\$109.81
		TXN00017849		INGRAM BOOKS	\$164.96
		TXN00017854		INGRAM BOOKS	\$63.78
		TXN00017856		BOOK - ILL REPLACEMENT	\$218.32
		TXN00017857		INK CARTRIDGES & STAFF ROOM SU	\$147.71
		TXN00017858		INGRAM BOOKS	\$503.79
		TXN00017863		INK CARTRIDGES & OFFICE SUPPLI	\$91.15
		TXN00017880		INGRAM BOOKS	\$85.05
		TXN00017881		INGRAM BOOKS	\$323.56
		TXN00017890		INGRAM BOOKS	\$547.14
		TXN00017901		MEETING & STAFF ROOM SUPPLIES	\$29.59
		TXN00017907		INGRAM BOOKS	\$175.75
		TXN00017924		INGRAM BOOKS	\$40.92
		TXN00017935		INGRAM BOOKS	\$39.58
		TXN00017945		INGRAM BOOKS	\$90.94
		TXN00017950		INGRAM BOOKS	\$93.63
		TXN00017956		INGRAM BOOKS	\$1,041.56
		TXN00017958		STAFF ROOM SUPPLIES	\$92.82
		TXN00017962		INGRAM BOOKS	\$92.24
		TXN00017966		INGRAM BOOKS	\$16.23
		TXN00017985		INGRAM BOOKS	\$176.74
		TXN00018003		OPERATING SUPPLIES	\$424.32
		TXN00018013		INGRAM BOOKS	\$16.85
		TXN00018023		OVERDRIVE DIGITAL BOOKS	\$969.06
		TXN00018026		GALE/CENAGE BOOKS	\$373.02
		TXN00018028		INGRAM BOOKS	\$141.67



City Of Richland

VL-1 Voucher Listing

From: 9/1/2014 To: 9/30/2014

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00018029	215873	INGRAM BOOKS	\$132.39
		TXN00018044		INGRAM BOOKS	\$69.46
		TXN00018051		Claim ADJ/INGRAM BOOKS - Credi	(\$503.79)
		TXN00018068		INGRAM BOOKS	\$418.64
		TXN00018069		INGRAM BOOKS	\$50.65
		TXN00018075		INGRAM BOOKS	\$183.21
		TXN00018078		INGRAM BOOKS	\$1,209.58
		TXN00018090		BACKUPIFY-LIBRARY-FACEBK	\$3.75
CASCADE NATURAL GAS CORP		8/14-61897100006	215533	NAT GAS 955NORTHGATE 7/18-8/19	\$21.53
CITY OF RICHLAND		8/2014 AUGUST	216042	CITY UTILITY BILLS/AUG 2014	\$5,543.59
ENVISION WARE INC		INV-US-17440	215547	PORTAL/EMAIL ADDRESS TRAINING	\$300.00
FRONTIER	S015954	9/14-509-943-3152	216392	TELEPHONE CHARGE 9/4/14 - 10/3	\$399.40
OCLC INC		0000339478	215593	CATALOGING SRVCS-JULY 2014	\$985.33
		0000345694	216303	CATALOGING SRVCS-AUG 2014	\$2,332.86
UNIQUE MANAGEMENT SERVICES INC		270747	216435	COLLECTIONS SRVCS AUG 2014	\$71.60
WASHINGTON STATE PATROL		I15001394	216361	VOLUNTEER BACKGROUND CHECKS	\$10.00
XEROX CORPORATION		075791958	216371	W7225 BASE CHRG-AUG	\$128.39
		075791959		W7225 BASE CHRG-AUGUST	\$134.42
		075791960		W7225 BASE CHRG/AUGUST	\$128.39
		075850483		W7225 PRINTS 7/29-8/27/14	\$149.67
		701784659		W5225 BASE CHRGS/JUL-AUG	\$625.23
		701784660		W5225 BASE CHRGS/JUL-AUG	\$549.95
XO HOLDINGS LLC DBA		0269461826	215863	PHONE CHARGES 8/23-9/22/14	\$142.72
LIBRARY TOTAL****					\$22,169.08
LIBRARY Total ***					\$22,169.08



City Of Richland
VL-1 Voucher Listing

From: 9/1/2014 To: 9/30/2014

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
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Invoice Total: ****

\$22,169.08

Number of Invoices

Amount

Vouchers In Richland

0

Vouchers In Tri Cities

0

Vouchers In WA

1

Vouchers Outside WA

60

\$22,159.08

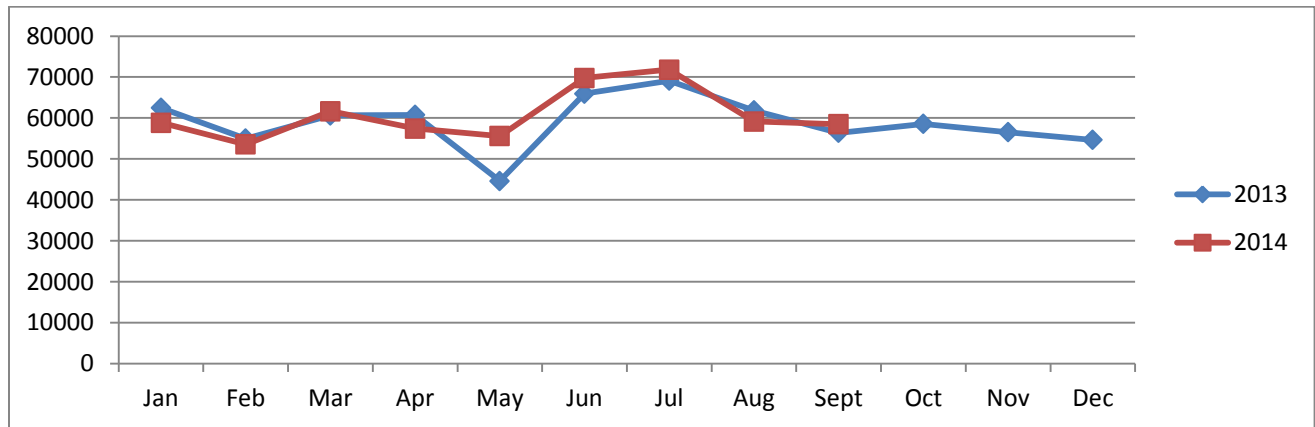
Vouchers Final Total.....

61

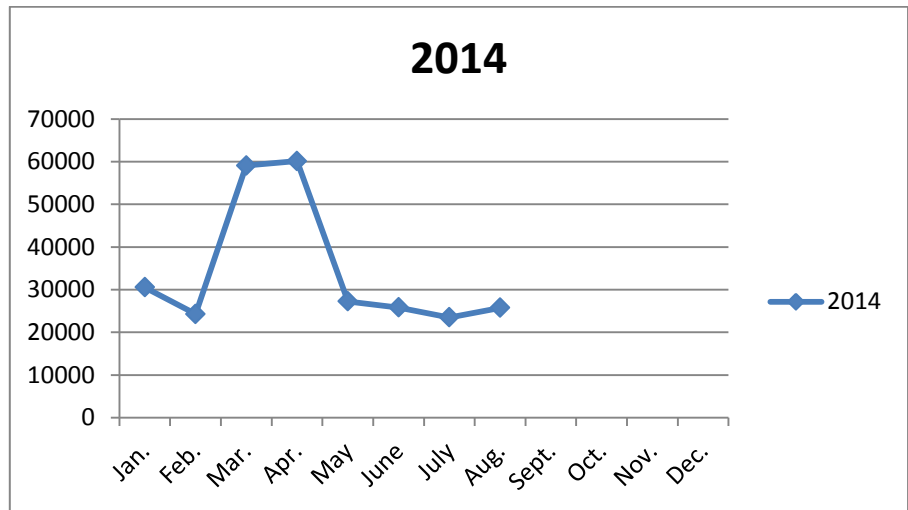
Ob ject Category	Title	Total	Percentage
3	SUPPLIES	\$1,524.63	6.88%
4	OTHER SERVICES & CHARGES	\$11,223.08	50.62%
	MACHINERY & EQUIPMENT	\$9,421.37	42.5%
	Total	\$22,169.08	

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	69,778	6%
July	71,720	73,774	69,107	71,813	4%
Aug.	73,259	67,877	61,855	59,163	-4%
Sept.	60,329	60,317	56,373	58,470	4%
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	546,839	

Notes: Circulation was up 4% in September 2014 from September 2013. There was a small 1% decrease in circulation from August 2014 to September 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	25,825	-5%
July	23,477	-9%
August	25,759	9%
September		
October		
November		
December		
Total	276,343	

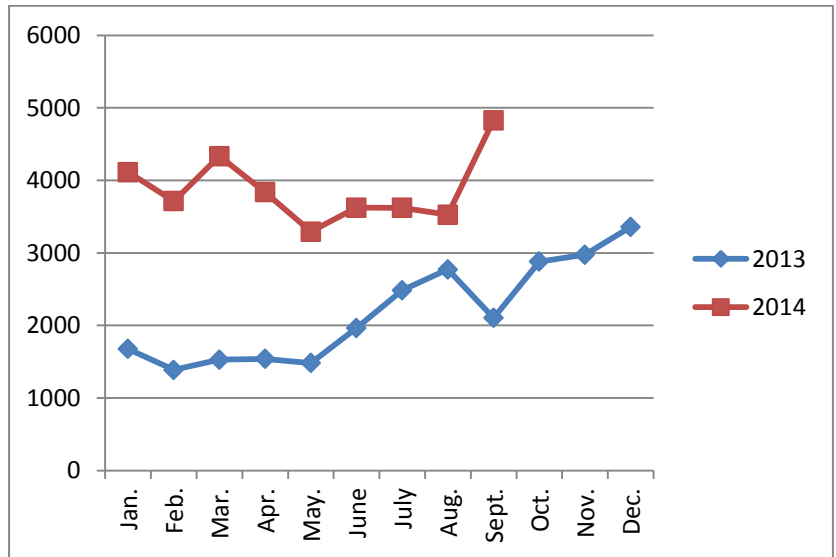


Notes: Web site page loads are unavailable at this time do to issues with the reporting software.

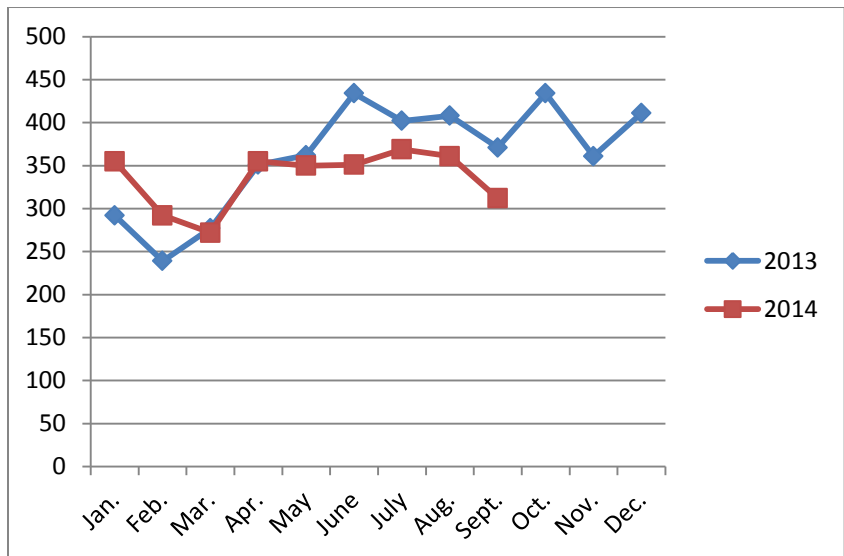
eCIRCULATION 2014

Month	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Overdrive	4,114	3,714	4,333	3,838	3,294	3,624	3,622	3,526	4,829			
OneClick	355	292	272	355	350	351	369	361	312			
Zinio	896	1,611	673	477	592	591	590	831	610			
Freegal	1,317	1,312	1,585	1,437	1,393	1,230	1,563	1,480	1,863			

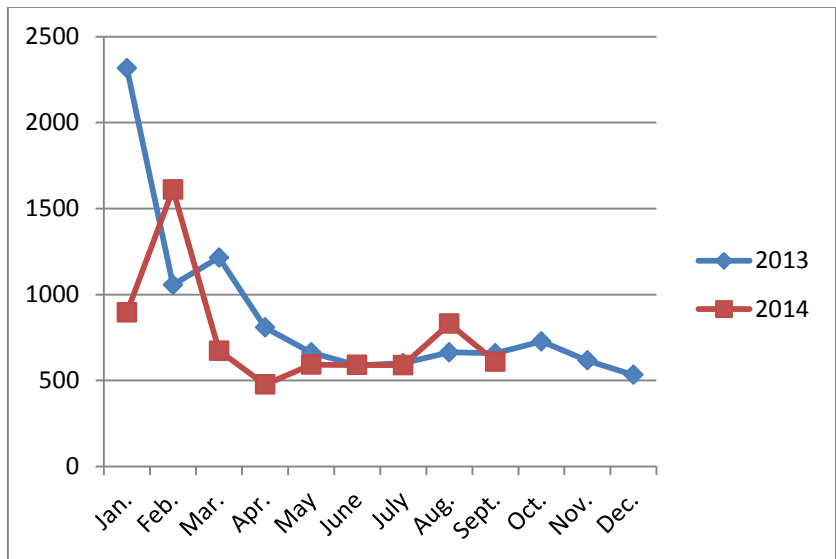
OVERDRIVE	2013	2014	Rate of Change '13-'14
Jan.	1,676	4,114	145%
Feb.	1,387	3,714	168%
Mar.	1,530	4,333	183%
Apr.	1,541	3,838	149%
May	1,482	3,294	122%
June	1,966	3,624	84%
July	2,487	3,622	45%
Aug.	2,773	3,526	27%
Sept.	2,105	4,829	129%
Oct.	2,881		
Nov.	2,976		
Dec.	3,360		
TOTAL	26,164	34,894	



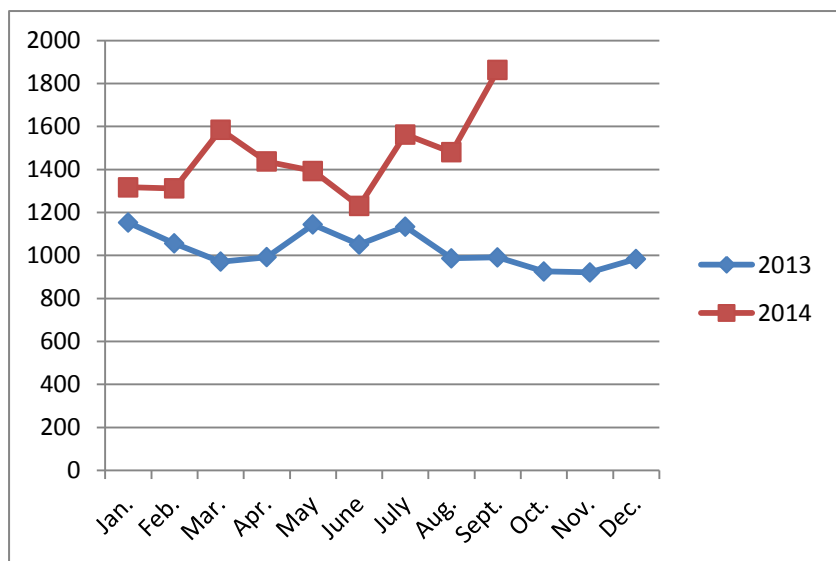
ONECLICK DIGITAL	2013	2014	Rate of Change '13-'14
Jan.	292	355	21%
Feb.	239	292	22%
Mar.	277	272	-2%
Apr.	351	355	1%
May	362	350	-3%
June	434	351	-19%
July	402	369	-8%
Aug.	408	361	-11%
Sept.	371	312	-15%
Oct.	434		
Nov.	361		
Dec.	411		
TOTAL	4,342	3,017	



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	591	0.3%
July	601	590	-2%
Aug.	664	831	25%
Sept.	658	610	-7%
Oct.	727		
Nov.	617		
Dec.	533		
TOTAL	10,448	6,871	

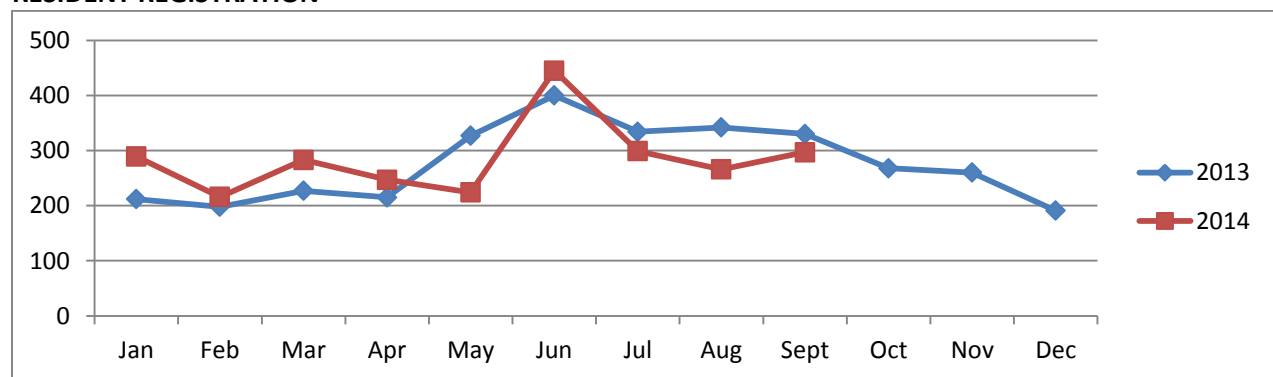
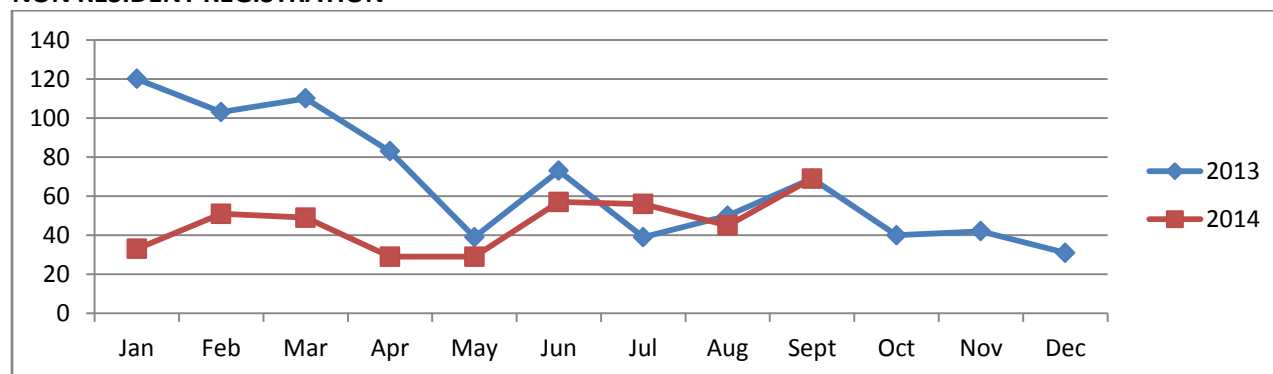


FREGAL	2013	2014	Rate of Change '13-'14
Jan.	1,153	1,317	14%
Feb.	1,056	1,312	24%
Mar.	971	1,585	63%
Apr.	992	1,437	45%
May	1,144	1,393	22%
June	1,051	1,230	17%
July	1,134	1,563	38%
Aug.	987	1,480	50%
Sept.	991	1,863	88%
Oct.	926		
Nov.	921		
Dec.	984		
TOTAL	12,310	13,180	



Notes: eCirculation continues to perform exceptionally well, with Overdrive and Freegal showing increases over last year in every single month. September 2014 was a big month for Overdrive with an increase of 129% over September 2013. With the ease of Overdrive growing with each new update, that number is expected to continue to stay strong. Freegal also had a big September 2014. 2014 Freegal circulation is now 107% of 2013's total circulation. September 2014 showed an 88% increase from September 2013 and a 26% increase from August 2014 to September 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	247	224	445	299	266	297				2,566
Change '13-'14	36%	9%	25%	15%	-31%	11%	-10%	-22%	-10%				
NON RESIDENT REGISTRATION													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
2013	120	103	110	83	39	73	39	50	69	40	42	31	799
2014	33	51	49	29	29	57	56	45	69				418
Change '13-'14	-73%	-50%	-55%	-65%	-26%	-22%	44%	-10%	0%				

RESIDENT REGISTRATION**NON RESIDENT REGISTRATION**

Notes: Even though resident registrations showed a decrease and non-resident registrations showed no change from September 2013 to September 2014, both numbers showed an increase from August 2014.