



AGENDA

Richland Public Library Board
Library Board Room - 955 Northgate Drive
November 18, 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:

1. Community Survey
2. Budget reports

New Business:

1. Board vacancy

Round Robin:

Agenda Items for Upcoming Board Meeting

Adjournment:

Next Regular Meeting of the Richland Library Board is Tuesday, December 9, 2014



MINUTES

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

CALL TO ORDER:

Chair Lunstad called the meeting to order at 5:32 p.m.

ATTENDANCE:

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

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

INTRODUCTION OF GUESTS

Library Foundation Board Member Annanaomi Sams and two Richland High School students were present.

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

Minutes from the September meeting were corrected to show the meeting date as September 9 (not August 12) and time as 5:30 (not 4:30 to 5:00). Also under Approval of Minutes to say "...to approve the minutes of August 2014," not July 2014.

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

MANAGER'S REPORT

The manager was excused. Written Manager's Report was reviewed. Board members would appreciate staff input on possible reasons for the fluctuations in Zinio statistics at a future meeting. The Board is concerned about the decline in Resident cards and would like to pursue initiatives including publicity of free library cards for WSU students and possibly for CBC students.

PUBLIC COMMENTS

Annanaomi Sams reported that the Library Foundation Board is currently reviewing its bylaws and is discussing the possibility of hiring a fundraiser.

APPROVAL OF BILLS:

Board members would like to discuss several items at the next meeting: 1) "Court-ordered restitution" on Revenue Report; 2) "Deferred compensation" on Expense Summary; 3) Expenditure item 6440 "Books-Library" under Capital.

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.

NEW BUSINESS:

Chairs of the Three Boards Meeting. Chair Lundstad reported on the meeting of the chairs of the three boards (Library Board, Library Foundation Board, Friends of the Library Board). A priority for the Library Board is serving South Richland; toward that objective, a community survey is scheduled for February 2015. A priority for the Foundation is enhancing the children's space and creating a children's garden; an initial meeting with staff, Foundation, and City planners has been held. A priority for the Friends is expansion of the book sales room; options continue to be explored. All Boards are interested in pursuing a "create space."

November meeting date was changed from second Tuesday (November 11) to third Tuesday (November 18) due to the Library being closed November 11 for Veterans Day. Vice Chair Somasundaram will be unable to attend.

December 9 was suggested as a possible date for a Three Boards holiday gathering. Board Member O'Neal will be unable to attend.

ADJOURNMENT:

Chair Lunstad adjourned the meeting at 6:14 p.m.

Next Regular Meeting of the Richland Library Board is Tuesday, November 18, 2014 at 5:30 p.m.

Submitted by: Sally O'Neal, Board Member
Reviewed by: Library Manager Ann Roseberry
Minutes Approved on: _____



LIBRARY MANAGER'S REPORT

Richland Public Library Board

November 2014

Library Foundation

The Foundation Board met October 23 and October 30. The treasurer, Steve Arneson, resigned. Mimi Latta will serve as interim treasurer.

Friends of the Library

The Friends met October 27. The Book sale was held Oct 30 - Nov 2.

Statistics:

Attached

There was a Board question about Zinio statistics at the October meeting. Staff know that the Zinio interface is more difficult to use, for example, than Overdrive. Staff monitors use statistics for trends, but the recent ups and downs show no particular trend. We have not heard patron complaints; which is a long way to say that we are watching and evaluating but have no conclusive answer.

Revenue / Expense / Voucher Listing:

Revenue

Revenue continues at the rate seen this year. Line 356500 dates from 2006. The library was broken into and vandalized in November of that year. Three of the four minors who participated were assessed damages. Those payments come intermittently.

Expense

Most budget lines and all categories are at or under the 75% mark. The Deferred Compensation is part of the benefits package for city staff as is Post Employment Health Benefit.

The apparent shortfall in 6440 is part of the move of the Books budget from the 6000 range, capital expenses, to the 3000 range, supplies, now called Resources.

Voucher Listing

The charges this month are usual. The BOOKPAGE subscription is for a newsprint publication that we distribute free. It includes listings of new books and book reviews. Since we moved it to the front desk, use and popularity have doubled.

There is a travel charge for the manager, for mileage to Tacoma, for the Association of Small and Rural Libraries conference.

Three Boards

The Chairs of the Three Boards will meet to arrange a social event, scheduled for December 9.

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	9,862.53	2,137.47	82.2%	9,848.38
	347220 MISC LIBRARY CHARGES	4,500	4,500	0.00	2,967.10	1,532.90	65.9%	3,757.45
	347270 NON-RESIDENT FEES	11,500	11,500	0.00	3,795.00	7,705.00	33.0%	5,472.09
Total	CHARGES FOR GOODS & SVCS	28,000	28,000	0.00	16,624.63	11,375.37	59.4%	19,077.92
	FINES & FORFEITS							
	356500 COURT ORDERED RESTITUTION	0	0	0.00	269.22	269.22-	0.0%	9,080.00
	357360 COLLECTION AGENCY FEE	0	0	0.00	1,351.00	1,351.00-	0.0%	261.75
	359700 LIBRARY FINES	52,000	52,000	0.00	33,731.52	18,268.48	64.9%	36,999.76
Total	FINES & FORFEITS	52,000	52,000	0.00	35,351.74	16,648.26	68.0%	46,341.51
	MISCELLANEOUS REVENUES							
	361100 INVESTMENT INTEREST	12,000	12,000	0.00	7,140.97	4,859.03	59.5%	7,559.84
	362510 SPACE & FACILITIES RENTALS L/T	1,800	1,800	200.00	3,220.00	1,420.00-	178.9%	708.00
	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	0.48-	51.37	51.37-	0.0%	9.35
	369900 OTHER MISC REVENUE	750	750	0.00	4.19	745.81	0.6%	1,467.74
	369952 REIMBURSE EXPEND-JURY	0	0	0.00	30.00	30.00-	0.0%	595.80
Total	MISCELLANEOUS REVENUES	14,550	14,550	199.52	10,446.53	4,103.47	71.8%	10,432.94
	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	1,390,500.00	463,500.00	75.0%	1,545,000.00
	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								
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	1,390,500.00	463,500.00	75.0%	1,545,000.00
Total	LIBRARY	2,808,120	2,793,694	199.52	1,452,922.90	1,340,771.10	52.0%	1,620,852.37

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	199.52	1,452,922.90	1,340,771.10	52.0%	1,620,852.37

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	766,688	56,241.68	657,092.44	0.00	109,595.56	85.7%	662,382.63
1102		SALARIES-PART TIME	248,825	221,718	12,995.18	152,698.64	0.00	69,019.36	68.9%	169,869.94
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%	23,271.40
			1,072,280	1,025,641	69,236.86	834,951.75	0.00	190,689.25		855,523.97
Type:		2 BENEFITS								
2101		SOCIAL SECURITY-FICA	82,188	78,401	5,244.99	62,768.79	0.00	15,632.21	80.1%	64,558.84
2103		PENSION CONTRIBUTIONS-PERS	92,227	87,857	6,095.69	67,919.79	0.00	19,937.21	77.3%	60,472.44
2105		INDUSTRIAL INS & MED AID	7,524	9,622	540.46	7,840.83	0.00	1,781.17	81.5%	5,470.14
2106		UNEMPLOYMENT	4,695	4,463	301.92	3,640.95	0.00	822.05	81.6%	3,730.57
2107		LIFE & DISABILITY INSURANCE	8,982	8,607	606.27	6,186.29	0.00	2,420.71	71.9%	6,296.28
2108		DENTAL INSURANCE	21,490	22,218	1,774.76	17,716.40	0.00	4,501.60	79.7%	16,570.24
2109		HEALTH INSURANCE	242,802	242,802	18,787.86	195,104.70	0.00	47,697.30	80.4%	196,549.92
2110		VISION INSURANCE	3,528	3,738	306.15	2,970.09	0.00	767.91	79.5%	2,860.08
2112		DEFERRED COMPENSATION	44,695	43,735	2,888.25	32,492.22	0.00	11,242.78	74.3%	33,487.63
2118		POST EMPLOYEE HEALTH BENE	29,810	26,829	2,235.78	22,311.90	0.00	4,517.10	83.2%	24,332.00
			537,941	528,272	38,782.13	418,951.96	0.00	109,320.04		414,328.14
Type:		3 SUPPLIES								
3102		OPERATING SUPPLIES & MATERI	32,850	32,035	7,717.91	31,636.64	0.00	398.36	98.8%	20,090.60
3105		COPIER SUPPLIES	800	800	374.95	754.35	0.00	45.65	94.3%	505.90
3401		LIBRARY RESOURCES	0	216,500	9,026.19	159,912.38	0.00	56,587.62	73.9%	0.00
3583		SOFTWARE-LICENSING & UPGR	39,560	39,560	568.58	41,259.32	0.00	1,699.32	104.3%	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	17,687.63	233,562.69	0.00	55,332.31		48,837.15
Type:		4 OTHER SERVICES & CHARGES								
4107		OTHER PROFESSIONAL SERVIC	25,680	25,680	1,024.54	20,779.93	0.00	4,900.07	80.9%	19,844.77
4135		SHARED VALUES PROGRAM	488	488	0.00	195.55	0.00	292.45	40.1%	540.13

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	7,715	544.54	5,930.57	0.00	1,784.43	76.9%	6,373.94
4202		POSTAGE	4,000	4,000	408.21	3,947.31	0.00	52.69	98.7%	1,887.05
4301		TRAVEL EXPENSES	6,535	6,535	360.36	5,136.54	0.00	1,398.46	78.6%	5,162.33
4504		COPIER/FAX LEASE RENTAL MAI	3,240	3,240	372.40	3,008.48	0.00	231.52	92.9%	2,609.21
4505		RENTALS-OTHER	6,000	6,000	299.06	4,365.88	0.00	1,634.12	72.8%	4,186.08
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	5,091.03	40,666.68	0.00	21,573.32	65.3%	39,834.43
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%	212.28
4912		TUITION/CONFERENCE FEES	3,406	3,406	0.00	1,735.00	0.00	1,671.00	50.9%	3,940.00
4913		COLLECTION SERVICES	3,222	3,222	277.45	2,156.95	0.00	1,065.05	66.9%	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	8,377.59	130,701.38	0.00	39,092.62		126,775.67
Type:	5	INTERGOVERNMENTAL SERVICES								
5117		INTERLIBRARY SVCS	200	200	0.00	113.00	0.00	87.00	56.5%	31.00
5301		STATE TAXES	2,100	2,100	93.49	863.11	0.00	1,236.89	41.1%	801.24
			2,300	2,300	93.49	976.11	0.00	1,323.89		832.24
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	18.12	9,455.01	0.00	9,455.01-	0.0%	168,128.55
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%	44,097.46
6993		CAPITAL - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			216,500	11,061	18.12	20,516.43	0.00	9,455.43-		212,226.01
Type:	9	INTERFUND SERVICES								
9141		INTFND SVCS - SYSTEMS DIVISI	500	500	0.00	0.00	0.00	500.00	0.0%	0.00
9986		LIBRARY FACILITY MAINT 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	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	134,195.82	1,639,660.32	0.00	1,154,033.68	58.7%	1,658,523.18

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

Grand Totals	2,808,120	2,793,694		134,195.82	1,639,660.32		0.00	1,154,033.68	58.7%	1,658,523.18
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RICHLAND PUBLIC LIBRARY
CERTIFICATION OF CLAIMS FOR PAYMENT
NOVEMBER 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 \$95,740.43 this 18th day of November 2014.

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

Voucher Listings	Amount
October 1, 2014 through October 31, 2014	\$26,503.57
Interdepartmental Billings	
None	\$0.00
Transfer Advice (Salaries)	
Salaries for the weeks of 10/09/14 & 10/23/14	\$69,236.86
TOTAL MONTHLY EXPENSES	\$95,740.43

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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



City Of Richland

VL-1 Voucher Listing

From: 10/1/2014 To: 10/31/2014

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 110		LIBRARY			
Division:	303	LIBRARY			
BANK OF AMERICA		TXN00018106	216809	INGRAM BOOKS	\$273.01
		TXN00018107		INGRAM BOOKS	\$1,235.43
		TXN00018130		INGRAM BOOKS	\$212.73
		TXN00018131		INGRAM BOOKS	\$503.79
		TXN00018137		COPY PAPER	\$103.95
		TXN00018140		PAPER	\$232.08
		TXN00018143		PAPER	\$113.70
		TXN00018145		INGRAM BOOKS	\$160.97
		TXN00018146		POSTER & BOOK MARKS	\$69.00
		TXN00018155		INGRAM BOOKS	\$117.52
		TXN00018159		INGRAM BOOKS	\$296.12
		TXN00018183		INGRAM BOOKS	\$251.59
		TXN00018207		INGRAM BOOKS	\$149.94
		TXN00018216		INGRAM BOOKS	\$282.29
		TXN00018224		INGRAM BOOKS	\$84.39
		TXN00018241		INGRAM BOOKS	\$300.00
		TXN00018271		INGRAM BOOKS	\$215.47
		TXN00018275		LIBRARY CARDS	\$6,236.96
		TXN00018277		INGRAM BOOKS	\$210.65
		TXN00018278		INGRAM BOOKS	\$40.26
		TXN00018302		KEYS	\$16.83
		TXN00018304		BUBBLE MAILERS	\$65.94
		TXN00018305		TONER	\$202.90
		TXN00018334		R&L PUBLISHING GROUP BOOK	\$68.75
		TXN00018341		HEADSET W/LIFTER, PENCILS	\$389.15
		TXN00018342		INGRAM BOOKS	\$85.10
		TXN00018343		INGRAM BOOKS	\$111.36
		TXN00018345		INGRAM BOOKS	\$191.20
		TXN00018346		SAGE BOOKS	\$184.47
		TXN00018347		INGRAM BOOKS	\$113.07
		TXN00018348		INGRAM BOOKS	\$130.54
		TXN00018349		INGRAM BOOKS	\$182.79
		TXN00018353		GALE/CENAGE BOOKS	\$352.35
		TXN00018355		RECORDED BOOKS	\$58.62
		TXN00018357		INGRAM BOOKS	\$131.86
		TXN00018358		INGRAM BOOKS	\$143.38
		TXN00018360		INGRAM BOOKS	\$101.56
		TXN00018362		INGRAM BOOKS	\$109.06



City Of Richland

VL-1 Voucher Listing

From: 10/1/2014 To: 10/31/2014

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00018381	216809	BOOKPAGE SUBSCRIPTION	\$720.00
		TXN00018387		INGRAM BOOKS	\$70.11
		TXN00018390		INGRAM BOOKS	\$79.71
		TXN00018404		INGRAM BOOKS	\$300.00
		TXN00018405		INGRAM BOOKS	\$60.08
		TXN00018407		INGRAM BOOKS	\$83.75
		TXN00018411		BADGE HOLDERS	\$51.43
		TXN00018417		LANYARDS	\$59.55
		TXN00018429		RECORDED BOOKS DIGITAL BOOKS	\$71.10
		TXN00018436		GALE/CENAGE BOOKS	\$263.71
		TXN00018441		DAYMINDERS & CARD STOCK	\$240.77
		TXN00018446		RPL (LIBRARY) FACEBOOK	\$3.75
		TXN00018454		STAFF ROOM SUPPLIES	\$35.85
		TXN00018457		INGRAM BOOKS	\$1,079.46
CASCADE NATURAL GAS CORP		9/14-61897100006	216517	NAT GAS 955 NORTHGATE8/20-9/17	\$20.56
CITY OF RICHLAND		9/2014 SEPT	217032	CITY UTILITY BILLS-SEPT 2014	\$5,091.03
EDNETICS INC		INV-63271	217164	SW RECONFIGURATION SRVCS	\$568.58
FRONTIER	S015993	10/14-509-9433152	217176	TELEPHONE CHARGE 10/4/14 - 11/	\$400.03
OCLC INC		0000351410	217208	CATALOGING SRVCS-SEPT 2014	\$985.33
PITNEY BOWES PURCHASE POWER		8/14-1124-9365	216585	POSTAGE 7/1-7/31/14	\$172.60
				POSTAGE 8/1-8/31/14	\$515.40
		9/14-1127-9365	217389	POSTAGE USE 9/1-9/30/14	\$408.21
ROSEBERRY, ANN		14-311 ROSEBERRY	217322	ARSL CONF/TACOMA/ROSEBERRY	\$360.36
UNIQUE MANAGEMENT SERVICES INC		272153	217247	COLLECTION SRVCS-SEPT 2014	\$277.45
WASHINGTON STATE PATROL		I15002243	217256	VOLUNTEER BACKGROUND CHECKS	\$40.00
XEROX CORPORATION		075927731	217264	W7225 BASE CHRG/COPIES-AUG	\$40.85
		075964527		W7225 COPIES-7/29-8/30/14	\$48.24
		076253550		W7225 BASE CHRG/COPIES-SEPT	\$236.00
		076253551		W7225 BASE CHRG/COPIES-SEPT	\$136.40
		701793849		W5225 BASE CHRG/COPIES-AUG	\$209.97
XO HOLDINGS LLC DBA		0270084890	216802	TELEPHONE CHARGES 9/23-10/22	\$144.51
LIBRARY TOTAL****					\$26,503.57
LIBRARY Total ***					\$26,503.57



Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
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Invoice Total: **** \$26,503.57

Number of Invoices Amount

Vouchers In Richland	0	
Vouchers In Tri Cities	0	
Vouchers In WA	1	
Vouchers Outside WA	68	\$26,463.57
Vouchers Final Total.....	69	

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	\$17,416.63	65.71%
4	OTHER SERVICES & CHARGES	\$9,086.94	34.29%
	Total	\$26,503.57	

2015 Holiday Closures

City Approved

January 1	New Year's Day
February 16	Presidents Day
May 25	Memorial Day
July 3	Independence Day Observed
July 4	Independence Day
September 7	Labor Day
November 11	Veteran's Day
November 26	Thanksgiving Day
November 27	Day After Thanksgiving
December 24	Christmas Eve
December 25	Christmas Day

Additional Closures Board Approved

2015 Early Closures (5:00 pm)

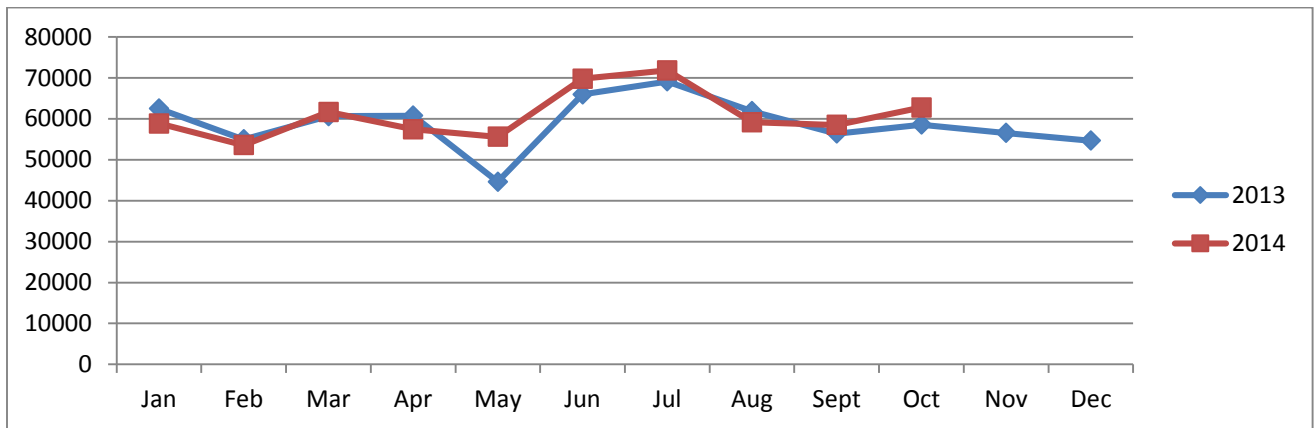
November 25	Day before Thanksgiving
December 31	New Year's Eve

2015 Sunday Closures for Summer

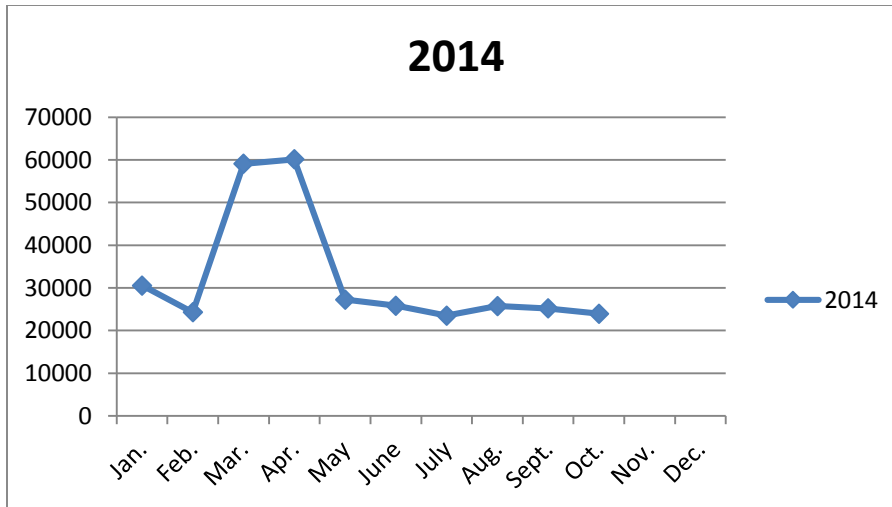
June 14 to September 6

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	62,737	7%
Nov.	59,976	58,524	56,531		
Dec.	57,976	57,171	54,646		
Total	774,840	756,324	706,527	609,576	

Notes: Circulation was up 7% in October 2014 from October 2013. There was a also a 7% increase in circulation from September 2014 to October 2014. 2014 total circulation is on trend to meet and possibly exceed 2013's total.



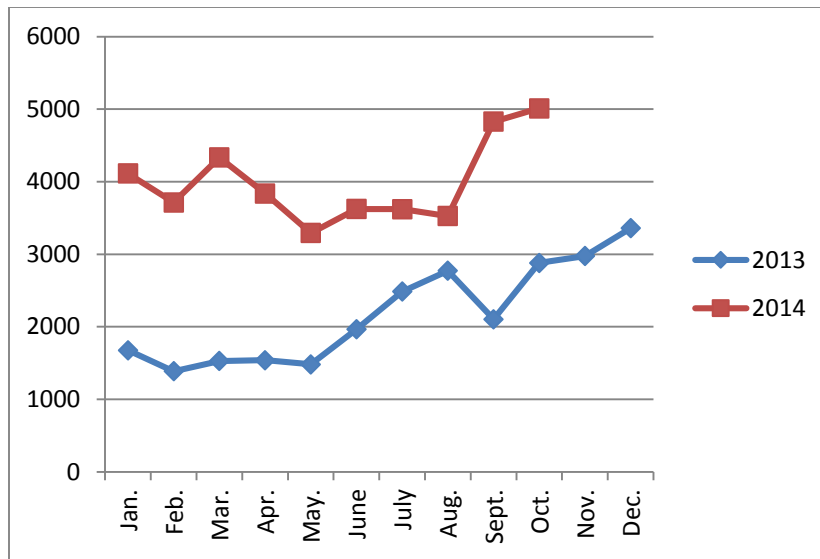
WEB SITE PAGE LOADS		
Month	2014	Rate of Change
January	30,560	NA
February	24,294	-20%
March	59,079	143%
April	60,117	2%
May	27,232	-54%
June	25,825	-5%
July	23,477	-9%
August	25,759	9%
September	25,165	-2%
October	23,945	-5%
November		
December		
Total	325,453	



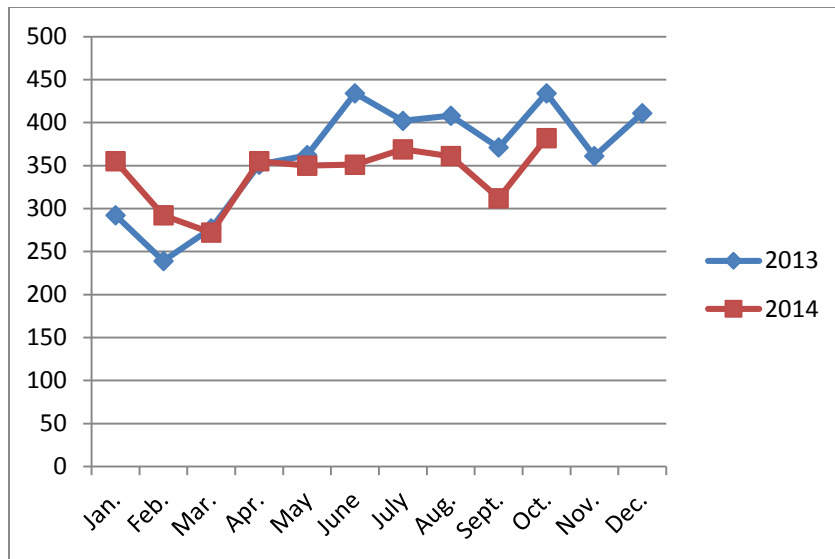
Notes: After a gain in August, website page loads were down 2% and 5% in September and October, respectively.

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	5,012		
OneClick	355	292	272	355	350	351	369	361	312	382		
Zinio	896	1,611	673	477	592	591	590	831	610	413		
Freegal	1,317	1,312	1,585	1,437	1,393	1,230	1,563	1,480	1,863	1,913		

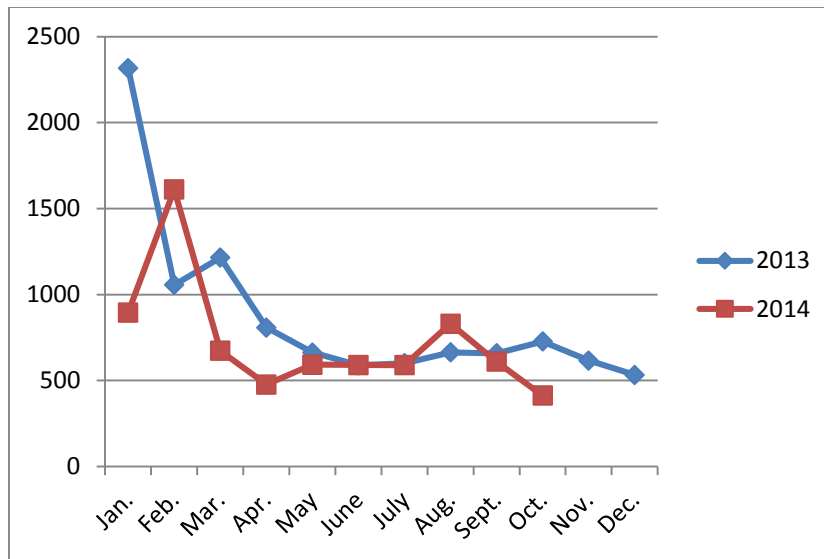
OVERDRIVE	2013	2014	Rate of Change '13-'14
Jan.	1,676	4,114	145%
Feb.	1,387	3,714	168%
Mar.	1,530	4,333	183%
Apr.	1,541	3,838	149%
May	1,482	3,294	122%
June	1,966	3,624	84%
July	2,487	3,622	45%
Aug.	2,773	3,526	27%
Sept.	2,105	4,829	129%
Oct.	2,881	5,012	74%
Nov.	2,976		
Dec.	3,360		
TOTAL	26,164	39,906	



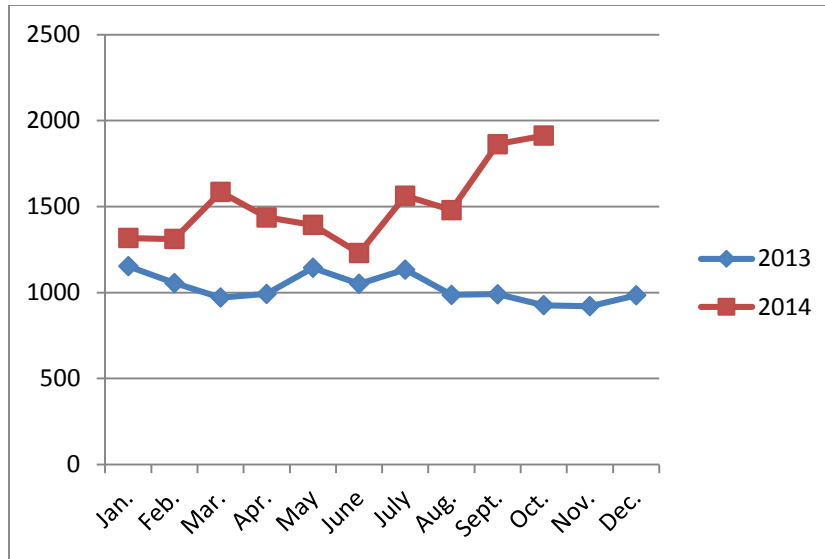
ONECLICK DIGITAL	2013	2014	Rate of Change '13-'14
Jan.	292	355	21%
Feb.	239	292	22%
Mar.	277	272	-2%
Apr.	351	355	1%
May	362	350	-3%
June	434	351	-19%
July	402	369	-8%
Aug.	408	361	-11%
Sept.	371	312	-15%
Oct.	434	382	-12%
Nov.	361		
Dec.	411		
TOTAL	4,342	3,399	



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	413	-43%
Nov.	617		
Dec.	533		
TOTAL	10,448	7,284	



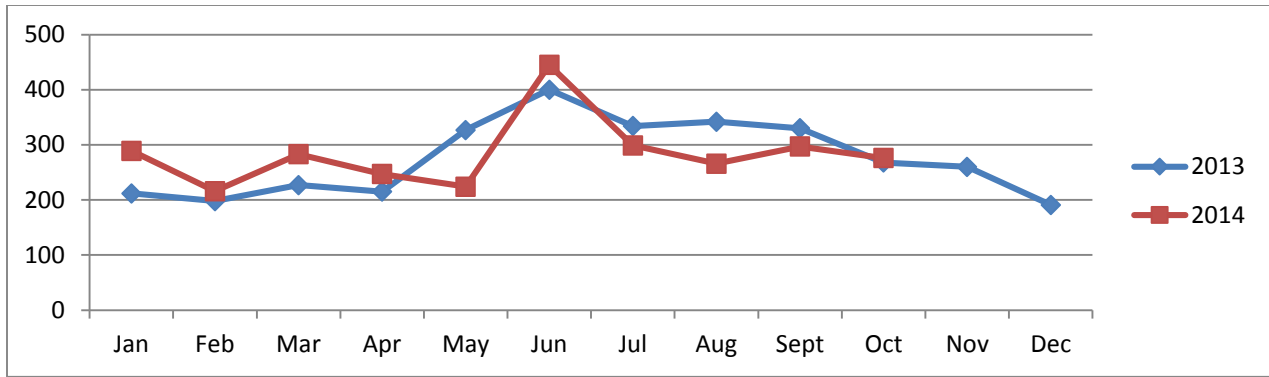
FREEGAL	2013	2014	Rate of Change '13-'14
Jan.	1,153	1,317	14%
Feb.	1,056	1,312	24%
Mar.	971	1,585	63%
Apr.	992	1,437	45%
May	1,144	1,393	22%
June	1,051	1,230	17%
July	1,134	1,563	38%
Aug.	987	1,480	50%
Sept.	991	1,863	88%
Oct.	926	1,913	106%
Nov.	921		
Dec.	984		
TOTAL	12,310	15,093	



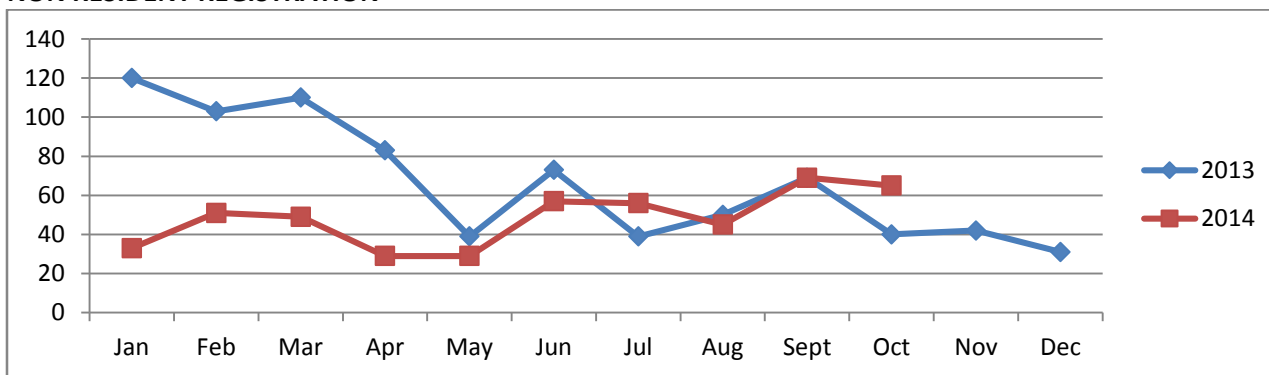
Notes: eCirculation continues to perform exceptionally well, with Overdrive and Freegal showing increases over last year in every single month. October was a very successful month for both Overdrive and Freegal, and both had their best circulation numbers of the year. Zinio continues to fluctuate, down 43% in October. Oneclick Digital continues to decline with only three months of 2014 showing positive gains in 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	445	299	266	297	276			2,842
Change '13-'14	36%	9%	25%	15%	-31%	11%	-10%	-22%	-10%	3%			
NON RESIDENT REGISTRATION													
2013	120	103	110	83	39	73	39	50	69	40	42	31	799
2014	33	51	49	29	29	57	56	45	69	65			483
Change '13-'14	-73%	-50%	-55%	-65%	-26%	-22%	44%	-10%	0%	63%			

RESIDENT REGISTRATION



NON RESIDENT REGISTRATION



Notes: Resident registrations showed a slight increase in October 2014 over October 2013. Non-resident registrations also showed an increase of 63% in October 2014 over October 2013.