



AGENDA

Richland Public Library Board
Library Board Room - 955 Northgate Drive
December 9, 2014 4:30 PM – 5:00 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, January 13, 2015



MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
November 18, 2014 5:30 – 6:30 PM

CALL TO ORDER:

Chair Lunstad called the meeting to order at 5:35 p.m.

ATTENDANCE:

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

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

INTRODUCTION OF GUESTS

Annanaomi Sams, President of the Richland Public Library Foundation and three Richland High School students were present.

APPROVAL OF AGENDA:

BOARD MEMBER MITCHELL 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 AEBERSOLD MOVED AND BOARD MEMBER MITCHELL SECONDED THE MOTION TO APPROVE THE MINUTES OF OCTOBER 2014 AS AMENDED. THE MOTION CARRIED 4-0.

MANAGER'S REPORT:

Attached

PUBLIC COMMENTS

None

APPROVAL OF BILLS:

BOARD MEMBER O'NEAL MOVED AND BOARD MEMBER MITCHELL SECONDED THE MOTION TO APPROVE THE CLAIMS FOR PAYMENT FOR OCTOBER 2014 IN THE AMOUNT OF \$95,740.43. THE MOTION CARRIED 4-0.

UNFINISHED BUSINESS:

1. Community Survey
The manager reported that the community survey would be staged in February of 2015. The survey invitation would be distributed via a postcard with a link to a web survey. The Board asked to see the questions before they are distributed.
2. Budget Reports
The manager reported on the changes in coding and allocation that have come from the Library's integration into the General Fund. Line items that have previously not been part of the monthly reports were explained as were some that were unfamiliar to newer Board members.
3. Holiday Social
Board Member O'Neal asked for an update on the Three Boards Holiday Social. Chair Lunstad and Foundation President Sams reported that December 9 had been set as the date. The Board agreed to meet earlier than normal to conduct regular business before adjourning for the social.

NEW BUSINESS:

1. Board vacancy
The vacancy advertisement garnered one applicant, incumbent Sriram Somasundaram. The manager consulted with the Director for Parks and Facilities and with the City Clerk's office to determine process. Because Mr. Somasundaram was the only candidate and is an incumbent; the Library Board chair can send an email to that effect.
2. City Council Expectations
The Library Board received a mailing from the Mayor outlining standard protocols and expectations for Board and Commission members. Topics were discussed and it was agreed the guidelines were well considered.
3. 2015 Holiday closures

BOARD MEMBER AEBERSOLD MOVED AND BOARD MEMBER MITCHELL SECONDED THE MOTION TO APPROVE THE HOLIDAY CLOSURES FOR 2015. THE MOTION CARRIED 4-0.

OTHER

Board Member O'Neal said that she would miss the December 9 meeting.

ADJOURNMENT:

Chair Lunstad adjourned the meeting at 6:39 p.m.

Next Regular Meeting of the Richland Library Board is Tuesday, December 9, 2014 at 4:30 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

December 2014

Library Foundation

Friends of the Library

The Friends met November 24. The proceeds from the Booksale were approximately \$2500. Logan Morris, the manager of the Bookroom has resigned. He is moving out of the area. The Friends Board will be meeting to discuss Bookroom transition.

Statistics:

Attached

Revenue / Expense / Voucher Listing:

Revenue

Attached

Expense

Salaries and Benefits are on target. Due to an audit recommendation, certain expenses in the 3000 range, which were incurred in 2014, but crossed the fiscal year end, were reallocated to 2014 budget year. Some of these account for apparent overspending in 3583. New copiers pushed 4504 over and the 2014 attempt to reduce the postage budget showed our real use.

Voucher Listing

The listing includes the travel expenses for the WALE conference and materials purchases.

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	11,084.53	915.47	92.4%	10,484.93
	347220 MISC LIBRARY CHARGES	4,500	4,500	0.00	3,213.60	1,286.40	71.4%	4,056.45
	347270 NON-RESIDENT FEES	11,500	11,500	0.00	4,198.00	7,302.00	36.5%	6,067.09
Total	CHARGES FOR GOODS & SVCS	28,000	28,000	0.00	18,496.13	9,503.87	66.1%	20,608.47
	FINES & FORFEITS							
	356500 COURT ORDERED RESTITUTION	0	0	0.00	269.22	269.22-	0.0%	9,220.00
	357360 COLLECTION AGENCY FEE	0	0	0.00	1,396.00	1,396.00-	0.0%	331.75
	359700 LIBRARY FINES	52,000	52,000	0.00	37,307.67	14,692.33	71.7%	40,551.56
Total	FINES & FORFEITS	52,000	52,000	0.00	38,972.89	13,027.11	74.9%	50,103.31
	MISCELLANEOUS REVENUES							
	361100 INVESTMENT INTEREST	12,000	12,000	0.00	7,403.09	4,596.91	61.7%	7,709.92
	362510 SPACE & FACILITIES RENTALS L/T	1,800	1,800	200.00	3,420.00	1,620.00-	190.0%	888.00
	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	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	200.00	10,908.65	3,641.35	75.0%	10,763.02
	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	1,545,000.00	309,000.00	83.3%	1,699,500.00
	397381 OP TRANS IN-LIBRARY CONSTR	0	0	0.00	0.00	0.00	0.0%	0.00

Fin-6 City of Richland Revenue Report

Fund	110	LIBRARY			Monthly		Uncollected	Percent	Previous
Basub Ele		Account Description	Orig.Budget	Adj.Budget	Receipts	Y-T-D	Revenue	Collected	Y-T-D
	397520	OP TRANS IN-EMP BENEFIT	0	0	0.00	0.00	0.00	0.0%	0.00
Total		OTHER FINANCING SOURCES	1,854,000	1,854,000	0.00	1,545,000.00	309,000.00	83.3%	1,699,500.00
Total		LIBRARY	2,808,120	2,793,694	200.00	1,613,377.67	1,180,316.33	57.8%	1,780,974.80

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	200.00	1,613,377.67	1,180,316.33	57.8%	1,780,974.80

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	57,717.81	714,810.25	0.00	51,877.75	93.2%	721,217.08
1102		SALARIES-PART TIME	248,825	221,718	12,914.62	165,613.26	0.00	56,104.74	74.7%	185,519.22
1201		SALARIES & WAGES-OVERTIME	800	800	0.00	0.00	0.00	800.00	0.0%	460.17
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	70,632.43	905,584.18	0.00	120,056.82		930,467.87
Type:		2 BENEFITS								
2101		SOCIAL SECURITY-FICA	82,188	78,401	5,352.95	68,121.74	0.00	10,279.26	86.9%	70,248.25
2103		PENSION CONTRIBUTIONS-PERS	92,227	87,857	6,250.29	74,170.08	0.00	13,686.92	84.4%	66,762.72
2105		INDUSTRIAL INS & MED AID	7,524	9,622	544.78	8,385.61	0.00	1,236.39	87.2%	5,978.10
2106		UNEMPLOYMENT	4,695	4,463	308.01	3,948.96	0.00	514.04	88.5%	4,057.34
2107		LIFE & DISABILITY INSURANCE	8,982	8,607	613.87	6,800.16	0.00	1,806.84	79.0%	6,909.87
2108		DENTAL INSURANCE	21,490	22,218	1,774.76	19,491.16	0.00	2,726.84	87.7%	18,154.16
2109		HEALTH INSURANCE	242,802	242,802	18,787.86	213,892.56	0.00	28,909.44	88.1%	215,337.78
2110		VISION INSURANCE	3,528	3,738	306.15	3,276.24	0.00	461.76	87.6%	3,133.47
2112		DEFERRED COMPENSATION	44,695	43,735	2,921.61	35,413.83	0.00	8,321.17	81.0%	36,432.95
2118		POST EMPLOYEE HEALTH BENE	29,810	26,829	2,235.78	24,547.68	0.00	2,281.32	91.5%	26,765.20
			537,941	528,272	39,096.06	458,048.02	0.00	70,223.98		453,779.84
Type:		3 SUPPLIES								
3102		OPERATING SUPPLIES & MATERI	32,850	32,035	305.12	31,941.76	0.00	93.24	99.7%	20,705.11
3105		COPIER SUPPLIES	800	800	0.00	754.35	0.00	45.65	94.3%	505.90
3401		LIBRARY RESOURCES	0	216,500	15,743.11	185,110.50	0.00	31,389.50	85.5%	0.00
3583		SOFTWARE-LICENSING & UPGR	39,560	39,560	0.00	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	16,048.23	259,065.93	0.00	29,829.07		49,451.66
Type:		4 OTHER SERVICES & CHARGES								
4107		OTHER PROFESSIONAL SERVIC	25,680	25,680	1,067.41	21,847.34	0.00	3,832.66	85.1%	19,874.77
4135		SHARED VALUES PROGRAM	488	488	88.32	283.87	0.00	204.13	58.2%	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	140.41	6,070.98	400.03	1,243.99	83.9%	6,896.98
4202		POSTAGE	4,000	4,000	466.40	4,413.71	0.00	413.71-	110.3%	1,887.05
4301		TRAVEL EXPENSES	6,535	6,535	370.96	5,507.50	0.00	1,027.50	84.3%	6,016.19
4504		COPIER/FAX LEASE RENTAL MAI	3,240	3,240	400.75	3,409.23	0.00	169.23-	105.2%	2,985.37
4505		RENTALS-OTHER	6,000	6,000	880.67	5,246.55	0.00	753.45	87.4%	4,652.20
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	4,753.08	45,419.76	0.00	16,820.24	73.0%	44,080.77
4802		REPAIRS AND MAINT-EQUIPMEN	4,097	4,097	1,091.90	2,055.77	0.00	2,041.23	50.2%	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	350.00	2,085.00	0.00	1,321.00	61.2%	3,940.00
4913		COLLECTION SERVICES	3,222	3,222	232.70	2,389.65	0.00	832.35	74.2%	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	9,842.60	140,543.98	400.03	28,849.99		133,271.19
Type:	5	INTERGOVERNMENTAL SERVICES								
5117		INTERLIBRARY SVCS	200	200	0.00	113.00	0.00	87.00	56.5%	46.00
5301		STATE TAXES	2,100	2,100	105.13	968.24	0.00	1,131.76	46.1%	879.19
			2,300	2,300	105.13	1,081.24	0.00	1,218.76		925.19
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	0.00	0.00	0.00	0.00	0.0%	181,396.46
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	0.00	11,061.42	0.00	0.42-		225,493.92
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	135,724.45	1,775,384.77	400.03	1,017,909.20	63.6%	1,793,389.67

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

Grand Totals	2,808,120	2,793,694		135,724.45	1,775,384.77		400.03	1,017,909.20	63.6%	1,793,389.67
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RICHLAND PUBLIC LIBRARY
CERTIFICATION OF CLAIMS FOR PAYMENT
DECEMBER 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 \$96,496.51 this 9th day of December 2014.

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

Voucher Listings	Amount
November 1, 2015 through November 30, 2015	\$25,864.08
Interdepartmental Billings	
None	\$0.00
Transfer Advice (Salaries)	
Salaries for the weeks of 11/06/14 & 11/20/14	\$70,632.43
TOTAL MONTHLY EXPENSES	\$96,496.51

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: 11/1/2014 To: 11/30/2014

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 110		LIBRARY			
Division: 303		LIBRARY			
BANK OF AMERICA		TXN00018480	217788	INGRAM BOOKS	\$176.66
		TXN00018486		PHONE	\$274.90
		TXN00018512		OVERDRIVE DIGITAL BOOKS	\$1,006.64
		TXN00018519		INGRAM BOOKS	\$205.93
		TXN00018524		BAKER & TAYLOR BOOKS	\$144.67
		TXN00018526		INGRAM BOOKS	\$43.53
		TXN00018544		INGRAM BOOKS	\$136.25
		TXN00018546		INGRAM BOOKS	\$527.68
		TXN00018553		INGRAM BOOKS	\$1,453.47
		TXN00018554		LIBRARY & RCC GET TOGETHER	\$88.32
		TXN00018563		INGRAM BOOKS	\$459.51
		TXN00018568		INGRAM BOOKS	\$11.03
		TXN00018577		INGRAM BOOKS	\$181.27
		TXN00018582		REGISTRATION WALE CONF DPA	\$285.00
		TXN00018584		DISC CLEANER REPAIR	\$713.90
		TXN00018596		INGRAM BOOKS	\$276.25
		TXN00018599		REGISTRATION WALE CONF DS	\$165.00
		TXN00018602		INGRAM BOOKS	\$1,472.38
		TXN00018604		REGISTRATION WALE CONF LA	\$165.00
		TXN00018620		INGRAM BOOKS	\$153.18
		TXN00018623		R&L PUBLISHING GROUP BOOKS	\$64.75
		TXN00018634		STAPLES - Credit	(\$292.40)
		TXN00018646		INGRAM BOOKS	\$471.15
		TXN00018647		STAPLES - Credit	(\$71.33)
		TXN00018660		INGRAM BOOKS	\$107.80
		TXN00018677		REGISTRATION WALE CONF DPA - R	(\$265.00)
		TXN00018681		INGRAM BOOKS	\$103.40
		TXN00018684		BOOK MARKS	\$365.52
		TXN00018707		INGRAM BOOKS	\$150.22
		TXN00018708		INGRAM BOOKS	\$141.49
		TXN00018721		INGRAM BOOKS	\$124.02
		TXN00018724		INGRAM BOOKS	\$1,462.02
		TXN00018736		INGRAM BOOKS	\$404.69
		TXN00018745		INGRAM BOOKS	\$304.49
		TXN00018758		INGRAM BOOKS	\$364.06
		TXN00018764		RECORDED BOOKS	\$917.63
		TXN00018769		RECORDED BOOKS	\$508.08
		TXN00018771		MCGRAW HILL BOOKS	\$103.19



City Of Richland

VL-1 Voucher Listing

From: 11/1/2014 To: 11/30/2014

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00018773	217788	INGRAM BOOKS	\$18.84
		TXN00018793		INGRAM BOOKS	\$203.41
		TXN00018818		INGRAM BOOKS	\$644.45
		TXN00018821		INGRAM BOOKS	\$19.48
		TXN00018824		WHITE BOARDS	\$378.00
		TXN00018836		INGRAM BOOKS	\$184.80
		TXN00018856		INGRAM BOOKS	\$3,136.74
		TXN00018857		INGRAM BOOKS	\$38.93
		TXN00018859		RPL_LIBRARY-FACEBOOK	\$3.75
CASCADE NATURAL GAS CORP		10/14-61897100006	217527	NATGAS 955NORTHGATE 9/18-10/21	\$22.50
		11/14-61897100006	218175	NAT GAS 955 NORTHGATE	\$555.74
CITY OF RICHLAND		10/2014 OCTOBER	217898	CITY UTILITY BILLS/OCT 2014	\$4,174.84
		14-480 ADAMS	218182	WALE CONF/CHELAN/ADAMS	\$273.96
COLUMBIA INDUSTRIES SUPPORT LLC		159029	218190	SHREDDING SRVCS-OCT	\$82.08
OCLC INC		0000357194	218248	CATALOGING SRVCS-OCT 2014	\$985.33
PITNEY BOWES PURCHASE POWER		1014-1127-9365	218256	POSTAGE 10/1-10/31/14	\$456.60
PRINT PLUS/PSS RUBBER STAMPS		5825	217587	IDEAL STAMP	\$18.95
SILLER, DAURICE		14-479 SILLER	218272	WALE CONF/CHELAN/SILLER	\$97.00
UNIQUE MANAGEMENT SERVICES INC		294750	218294	COLLECTION SRVCS-OCT	\$232.70
UNITED PARCEL SERVICE	S016042	000986641444	217616	GROUND PKG TO LIBRARY OF VIRGI	\$5.27
	S016060	000986641464	218074	GROUND PKG TO INGRAM FOR LIBRA	\$4.53
XEROX CORPORATION		076443933	217778	W7225 BASE CHRG/COPIES-SEPT	\$176.27
		076443934		W7225 BASE CHRG/COPIES-SEPT	\$357.11
		076741478	218308	W7225 BASE CHRG/PRINTS-OCT	\$264.00
		076741479		W7225 BASE CHRG/PRINTS-OCT	\$158.68
		076741480		W7225 BASE CHRG/PRINTS-OCT	\$136.75
		076741481		W7225 BASE CHRG/PRINTS-OCT	\$188.61
		0270707086	217779	TELEPHONE CHARGES 10/23-11/22	\$140.41
LIBRARY TOTAL****					\$25,864.08
LIBRARY Total ***					\$25,864.08



City Of Richland

VL-1 Voucher Listing

From: 11/1/2014 To: 11/30/2014

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

\$25,864.08

Number of Invoices

Amount

Vouchers In Richland

0

Vouchers In Tri Cities

2

\$101.03

Vouchers In WA

0

Vouchers Outside WA

64

\$25,763.05

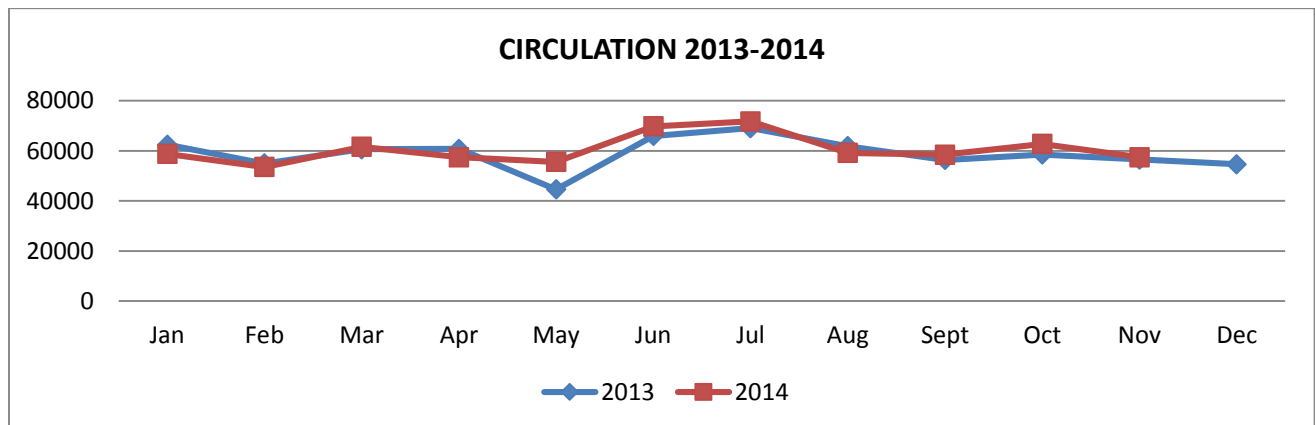
Vouchers Final Total.....

66

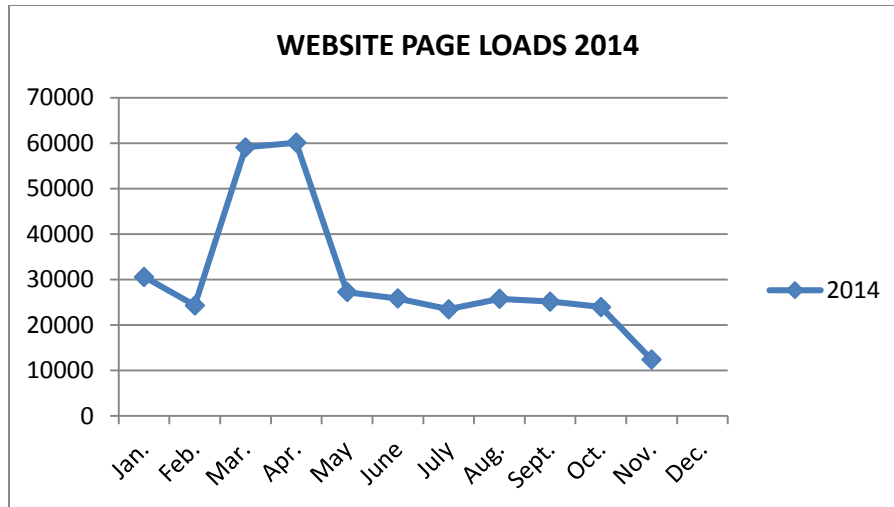
Ob ject Category	Title	Total	Percentage
3	SUPPLIES	\$16,021.48	61.94%
4	OTHER SERVICES & CHARGES	\$9,842.60	38.06%
Total		\$25,864.08	

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	62,737	7%
Nov.	59,976	58,524	56,531	57,471	2%
Dec.	57,976	57,171	54,646		
Total	774,840	756,324	706,527	667,047	

Notes: Circulation was up 2% in November 2014 from November 2013. There was an 8% decrease in circulation from October 2014 to November 2014. 2014 total circulation is at 94% of 2013's total. If December 2014's circulation follows the trend of the last three years, 2014 will exceed 2013's total.



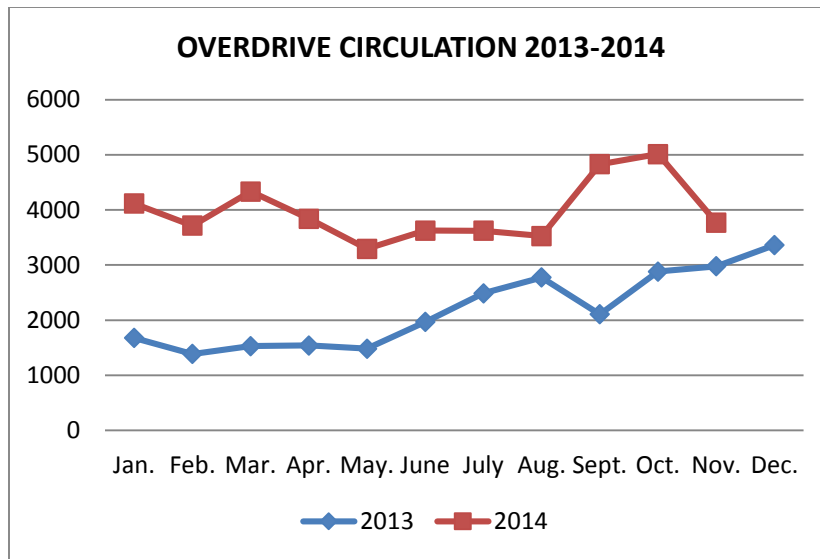
WEBSITE PAGE LOADS		
Month	2014	Rate of Change
January	30,560	NA
February	24,294	-20%
March	59,079	143%
April	60,117	2%
May	27,232	-54%
June	25,825	-5%
July	23,477	-9%
August	25,759	9%
September	25,165	-2%
October	23,945	-5%
November	12,362	-48%
December		
Total	337,815	



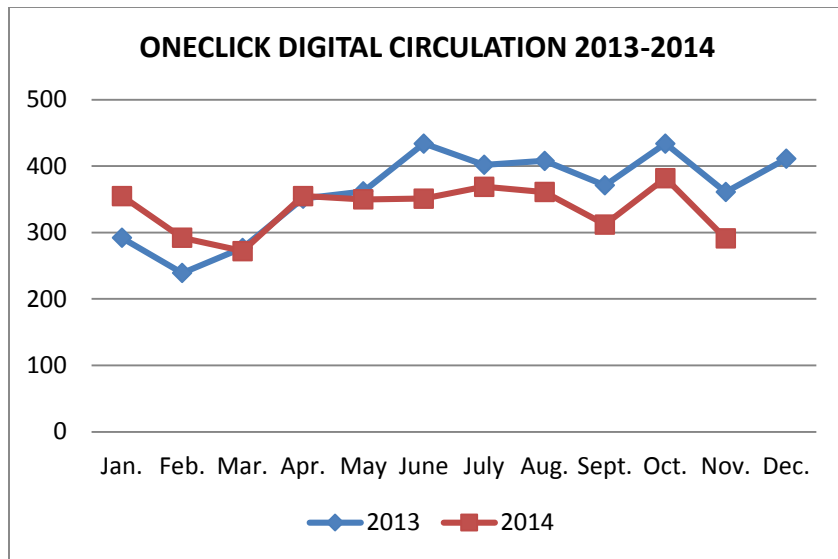
Notes: Website page loads showed a 48% decrease in November 2014 from October 2014.

eCIRCULATION 2014												
Month	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Overdrive	4,114	3,714	4,333	3,838	3,294	3,624	3,622	3,526	4,829	5,012	3,770	
OneClick	355	292	272	355	350	351	369	361	312	382	291	
Zinio	896	1,611	673	477	592	591	590	831	610	413	692	
Freegal	1,317	1,312	1,585	1,437	1,393	1,230	1,563	1,480	1,863	1,913	1,953	

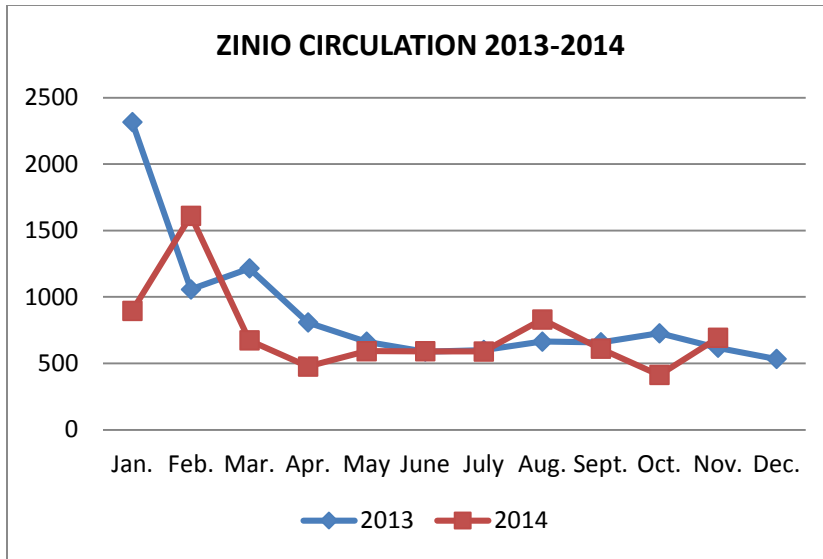
OVERDRIVE	2013	2014	Rate of Change '13-'14
Jan.	1,676	4,114	145%
Feb.	1,387	3,714	168%
Mar.	1,530	4,333	183%
Apr.	1,541	3,838	149%
May	1,482	3,294	122%
June	1,966	3,624	84%
July	2,487	3,622	45%
Aug.	2,773	3,526	27%
Sept.	2,105	4,829	129%
Oct.	2,881	5,012	74%
Nov.	2,976	3,770	27%
Dec.	3,360		
TOTAL	26,164	43,676	



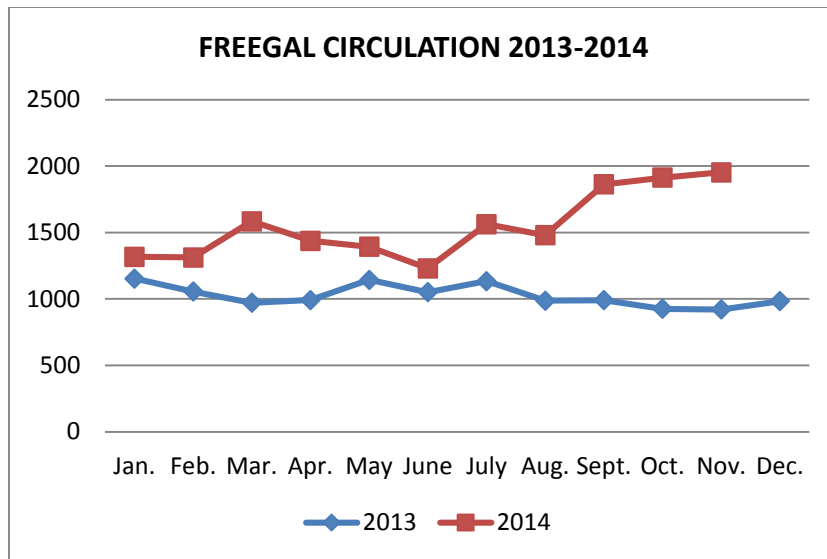
ONECLICK DIGITAL	2013	2014	Rate of Change '13-'14
Jan.	292	355	21%
Feb.	239	292	22%
Mar.	277	272	-2%
Apr.	351	355	1%
May	362	350	-3%
June	434	351	-19%
July	402	369	-8%
Aug.	408	361	-11%
Sept.	371	312	-15%
Oct.	434	382	-12%
Nov.	361	291	-19%
Dec.	411		
TOTAL	4,342	3,690	



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	692	12%
Dec.	533		
TOTAL	10,448	7,976	

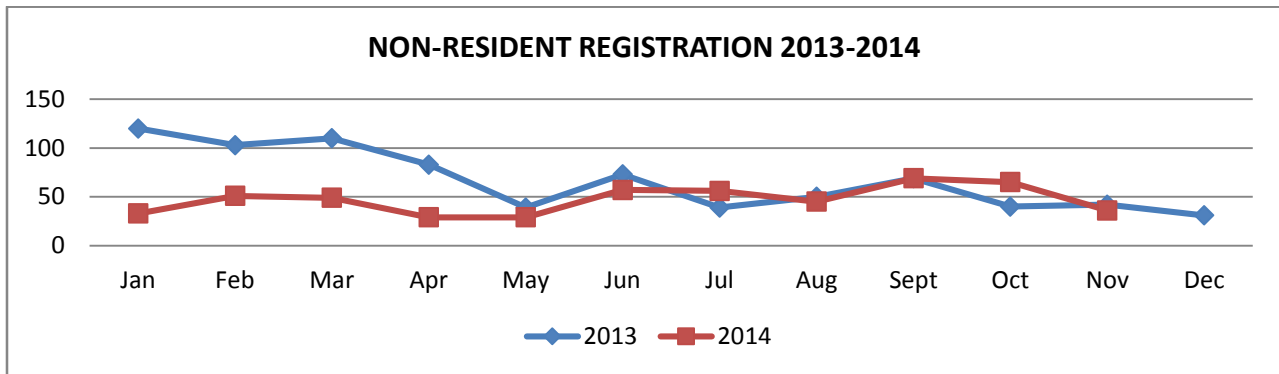
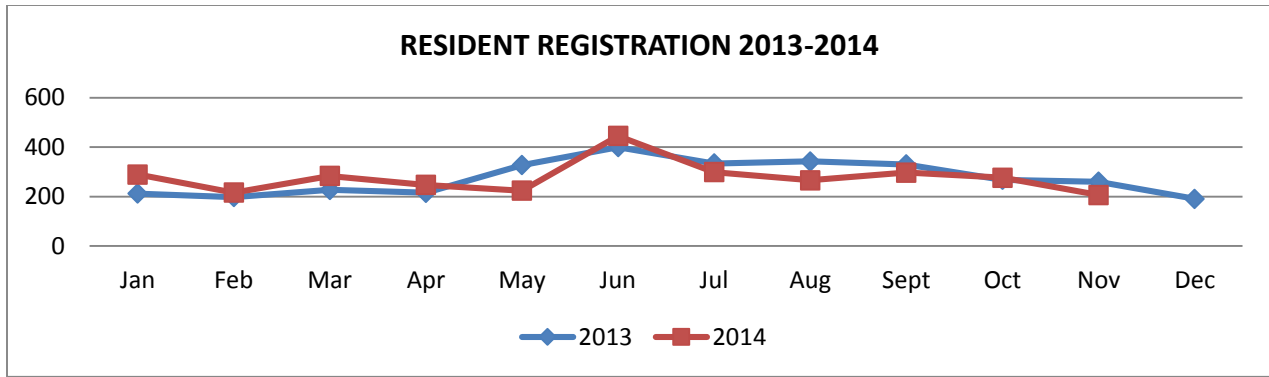


FREEGAL	2013	2014	Rate of Change '13-'14
Jan.	1,153	1,317	14%
Feb.	1,056	1,312	24%
Mar.	971	1,585	63%
Apr.	992	1,437	45%
May	1,144	1,393	22%
June	1,051	1,230	17%
July	1,134	1,563	38%
Aug.	987	1,480	50%
Sept.	991	1,863	88%
Oct.	926	1,913	106%
Nov.	921	1,953	112%
Dec.	984		
TOTAL	12,310	17,046	



Notes: Overdrive and Freegal continue to show increases every month over 2013, though Overdrive showed a 25% decrease in November 2014 from October 2014. Zinio showed a slight increase in November 2014 from November 2013. It also showed a 67% jump from October 2014 to November 2014. Oneclick Digital showed another decrease from last month and is currently at 85% of 2013's total downloads.

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	206		3,048
Change '13-'14	36%	9%	25%	15%	-31%	11%	-10%	-22%	-10%	3%	-21%		
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	36		519
Change '13-'14	-73%	-50%	-55%	-65%	-26%	-22%	44%	-10%	0%	63%	-14		



Notes: Both resident and non-resident registration showed decreases in November 2014. Resident registration is currently at 92% of 2013's total and non-resident registration is at 65% of 2013's total.