Agenda
Library Board Meeting
Tuesday, March 10, 2015
Library Board Room | 955 Northgate Drive

Board Members: Chair Lunstad, Vice-Chair Somasundaram and Board Members O'Neal, Aebersold and Mitchell

Liaisons: Council Liaisons Kent and Jones
Staff Liaison Library Manager Roseberry

Regular Meeting – 5:30 p.m.

Call to Order / Attendance:

Introduction of Guests:

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

1. February 10, 2015
   - Ann Roseberry, Library Manager

Report of the Library Manager:

1. March Library Manager's Report
   - Ann Roseberry, Library Manager

2. February Library Statistics
   - Ann Roseberry, Library Manager

Public Comments: (Please Limit Comments to 3 Minutes per Person and Not More than 15 Minutes per Topic)

Approval of Bills: (Approved by Motion)

1. Approval of bills for February 1, 2015 thru February 28, 2015
   - Ann Roseberry, Library Manager

Unfinished Business:

New Business:

1. Technology Programming for Summer Reading, Earlene Mokler, Library IT
   - Ann Roseberry, Library Manager

2. Proposed Art Donations
   - Ann Roseberry, Library Manager

Round Robin:

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is April 14, 2015

Richland Public Library is ADA accessible with special parking and access available at the entrance facing Northgate Drive. Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the Library Board Meeting by calling the City Clerk's Office at 942-7388.

MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
February 10, 2015, 5:30-6:30 p.m.

CALL TO ORDER:
Chair Lunstad called the meeting to order at 5:30 p.m.

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

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

INTRODUCTION OF GUESTS
There were no guests.

APPROVAL OF AGENDA:
VICE CHAIR SOMASUNDARAM MOVED AND BOARD MEMBER AEBERSOLD SECONDED THE MOTION TO APPROVE THE AGENDA AS SUBMITTED. THE MOTION CARRIED 4-0.

APPROVAL OF MINUTES:
BOARD MEMBER MITCHELL MOVED AND BOARD MEMBER AEBERSOLD SECONDED THE MOTION TO APPROVE THE MINUTES OF JANUARY 2015 AS SUBMITTED. THE MOTION CARRIED 4-0.

MANAGER'S REPORT:
Attached

PUBLIC COMMENTS
No public comments

APPROVAL OF BILLS:
VICE CHAIR SOMASUNDARAM MOVED AND BOARD MEMBER MITCHELL SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR DECEMBER 2014 IN THE AMOUNT OF $136,802.19. THE MOTION CARRIED 4-0.

The Library manager provided documentation for the salaries for December 2014. That documentation, provided by the Payroll Department, matched the number on the Certification for Claims for Payment. The Voucher listing total matched the Certification as well.

The manager provided a Voucher Listing for January 2015 which indicated payments made from both the Library Fund, closed in 2014 and the General Fund. There was no Revenue Report available. The Board declined to approve January expenses.

UNFINISHED BUSINESS:

1. Community Survey

The Manager will send the link to the current draft to the Board and staff. This will be the last round for suggestions but those are requested.
Library staff have been working with Communication Staff to plan to postcard. The date has not been set, but is likely to be early March.

NEW BUSINESS:
No new business

AGENDA ITEMS FOR UPCOMING BOARD MEETING

1. Makerspace update
2. Presentation by staff member

ADJOURNMENT:

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

Next Regular Meeting of the Richland Library Board is Tuesday, March 10, 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
March 2015

Library Foundation
The Foundation met February 12. Mimi Latta will be leaving town so Ron Kathren has agreed to serve as Treasurer until a replacement can be found. The Foundation Board will meet again March 12 for the annual meeting.

Friends of the Library
The Friends met February 23. The major discussion topic was the upcoming Booksale.

Statistics:
Attached

Revenue / Expense / Voucher Listing:
Revenue
A revenue report for the Library is not available. Library staff have been informed that that we will have to create one. We will have a draft of same for the meeting. We know already that it will not be complete, but we hope to be able to obtain full information by March 10.

Expense
Expenditures are consistent with this time of year. Within the 4000 series, items which occur at the beginning of the year, 4802 includes the annual maintenance for the library card printer, 4601 is a beginning-of-year expenditure, and 4912 is the annual dues for the Washington Library Association.

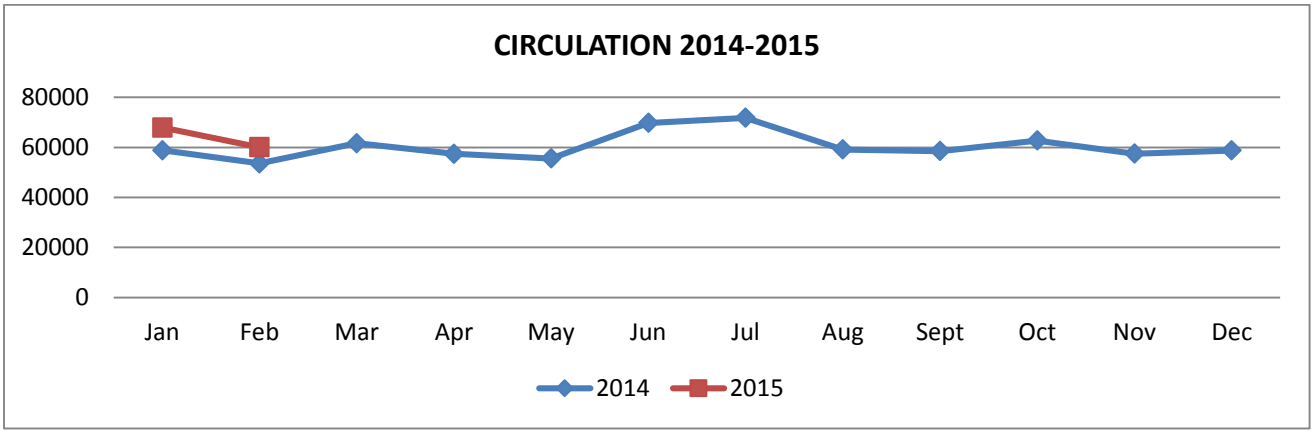
Voucher Listing
Standard vendors and amounts show here. We replaced a standard vacuum with a shop vac.

Community Survey
Communication staff are compiling a mailing list for the postcards.

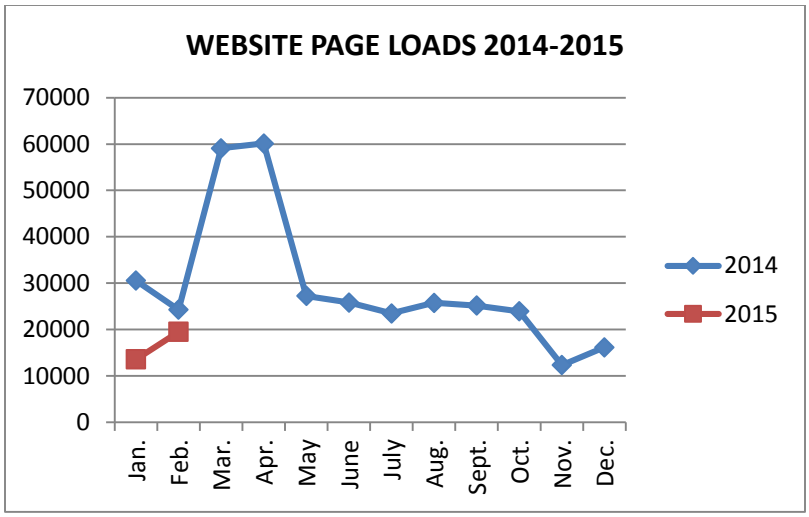
Programming Update and Staff presentation
Earlene Mokler will share her technology programming plans for Summer Reading.

CIRCULATION					
Mo.	**2012**	**2013**	**2014**	**2015**	**Rate of Change ('14 to '15)**
Jan.	59,907	62,474	58,823	67,878	15%
Feb.	64,259	54,977	53,545	60,029	12%
Mar.	65,141	60,642	61,638		
Apr.	56,672	60,764	57,436		
May	59,458	44,622	55,582		
June	72,029	65,961	69,778		
July	73,774	69,107	71,813		
Aug.	67,877	61,855	59,163		
Sept.	60,317	56,373	58,470		
Oct.	61,195	58,575	62,737		
Nov.	58,524	56,531	57,471		
Dec.	57,171	54,646	58,764		
Total	**756,324**	**706,527**	**726,629**	**127,907**	

Notes: Circulation was up 12% in February 2015 over February 2014.



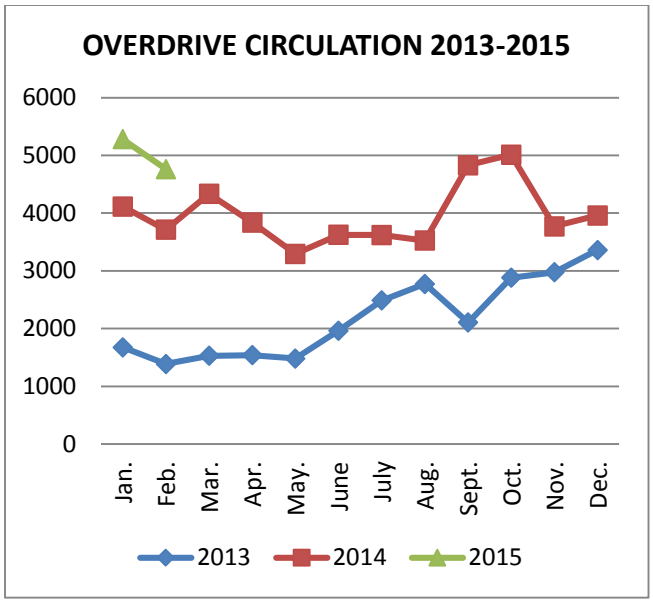
WEBSITE PAGE LOADS			
Month	**2014**	**2015**	**Rate of Change**
January	30,560	13,576	-55%
February	24,294	19,507	-20%
March	59,079		
April	60,117		
May	27,232		
June	25,825		
July	23,477		
August	25,759		
September	25,165		
October	23,945		
November	12,362		
December	16,184		
Total	**353,999**	**33,083**	



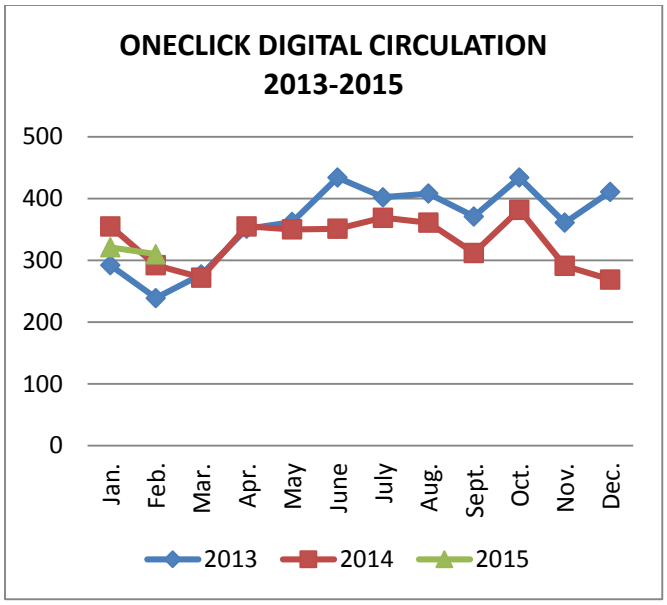
Notes: Website page loads showed a 20% decrease from February 2014 to Februrary 2015, however it was up 44% in February 2015 over January 2015.

eCIRCULATION 2015												
Month	**Jan.**	**Feb.**	**Mar.**	**Apr.**	**May**	**June**	**July**	**Aug.**	**Sept.**	**Oct.**	**Nov.**	**Dec.**
Overdrive	5,281	4,762										
OneClick	321	310										
Zinio	737	753										
Freegal	1,836	1,756										
Hoopla		19										

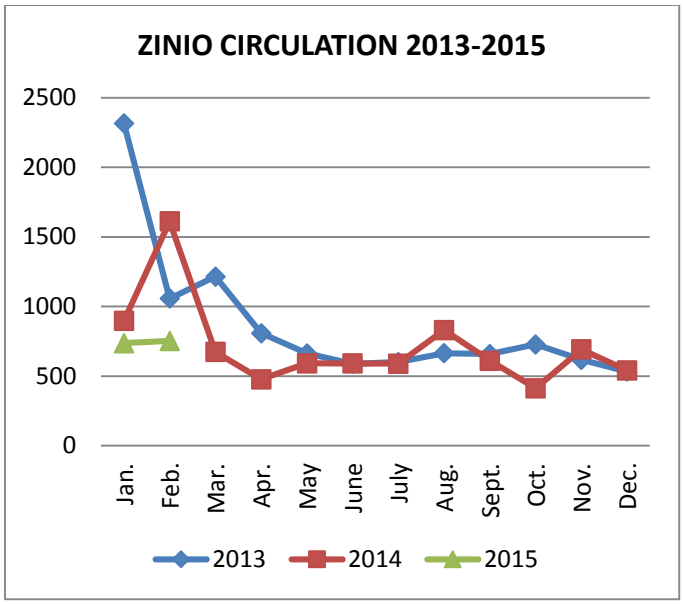
OVERDRIVE	2013	2014	2015	Rate of Change '14-'15
Jan.	1,676	4,114	5,281	28%
Feb.	1,387	3,714	4,762	28%
Mar.	1,530	4,333		
Apr.	1,541	3,838		
May	1,482	3,294		
June	1,966	3,624		
July	2,487	3,622		
Aug.	2,773	3,526		
Sept.	2,105	4,829		
Oct.	2,881	5,012		
Nov.	2,976	3,770		
Dec.	3,360	3,960		
TOTAL	**26,164**	**47,636**	**10,043**	



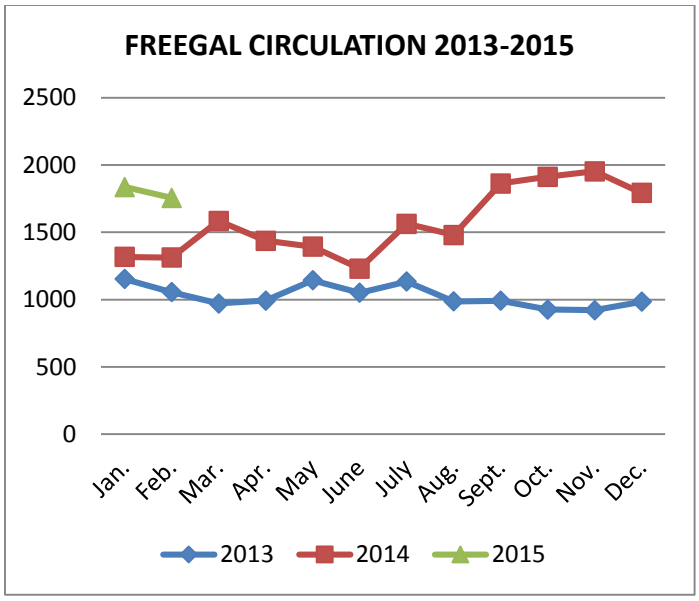
ONECLICK DIGITAL	2013	2014	2015	Rate of Change '14-'15
Jan.	292	355	321	-9%
Feb.	239	292	310	6%
Mar.	277	272		
Apr.	351	355		
May	362	350		
June	434	351		
July	402	369		
Aug.	408	361		
Sept.	371	312		
Oct.	434	382		
Nov.	361	291		
Dec.	411	269		
TOTAL	**4,342**	**3,959**	**631**	



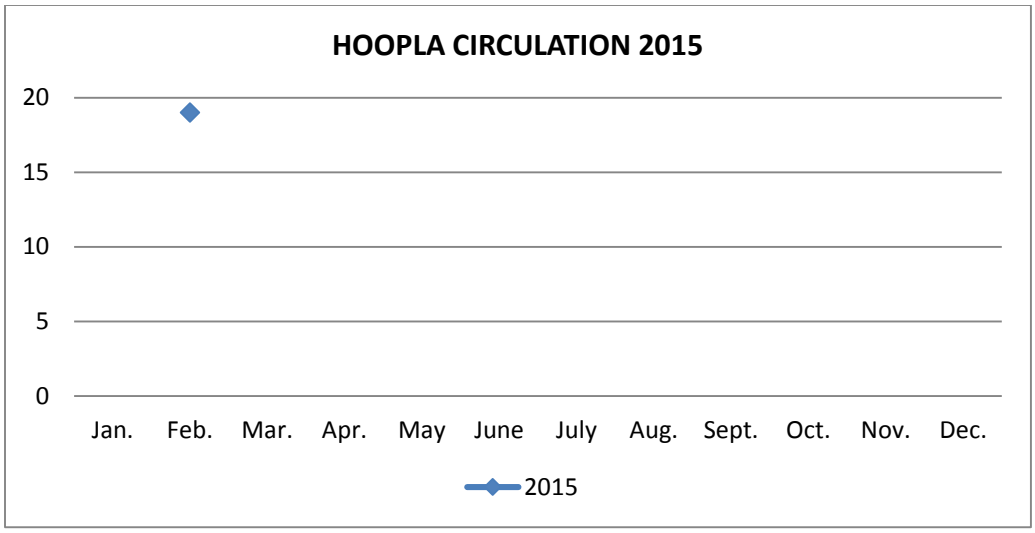
ZINIO	2013	2014	2015	Rate of Change '14-'15
Jan.	2,316	896	737	-17%
Feb.	1,057	1,611	753	-53%
Mar.	1,215	673		
Apr.	808	477		
May	663	592		
June	589	591		
July	601	590		
Aug.	664	831		
Sept.	658	610		
Oct.	727	413		
Nov.	617	692		
Dec.	533	541		
TOTAL	**10,448**	**8,517**	**1,490**	



FREEGAL	2013	2014	2015	Rate of Change '14-'15
Jan.	1,153	1,317	1,836	39%
Feb.	1,056	1,312	1,756	34%
Mar.	971	1,585		
Apr.	992	1,437		
May	1,144	1,393		
June	1,051	1,230		
July	1,134	1,563		
Aug.	987	1,480		
Sept.	991	1,863		
Oct.	926	1,913		
Nov.	921	1,953		
Dec.	984	1,792		
TOTAL	**12,310**	**18,838**	**3,592**	

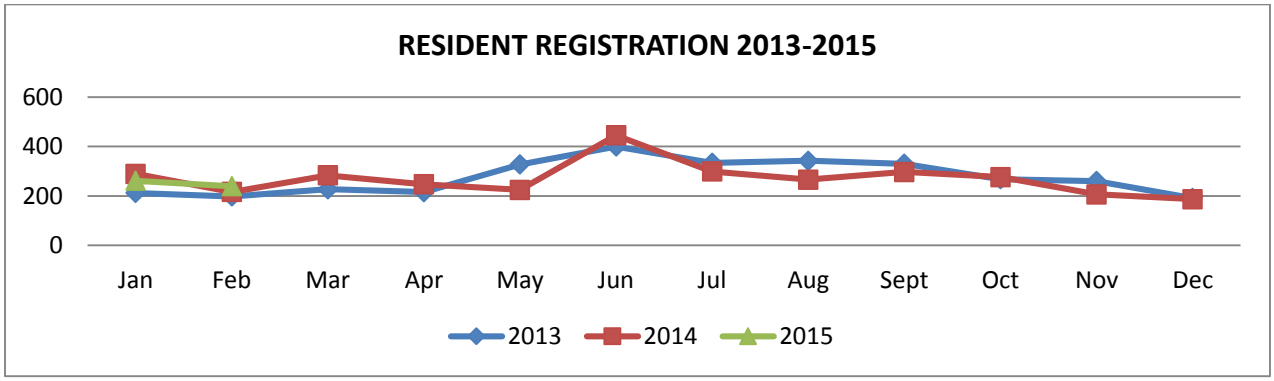


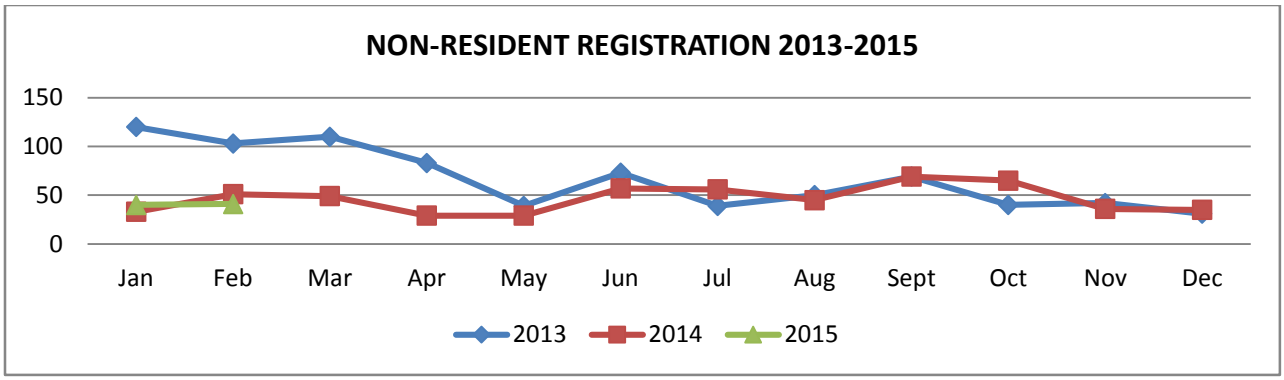
HOOPLA	2015
Jan.	N/A
Feb.	19
Mar.	
Apr.	
May	
June	
July	
Aug.	
Sept.	
Oct.	
Nov.	
Dec.	
TOTAL	**19**



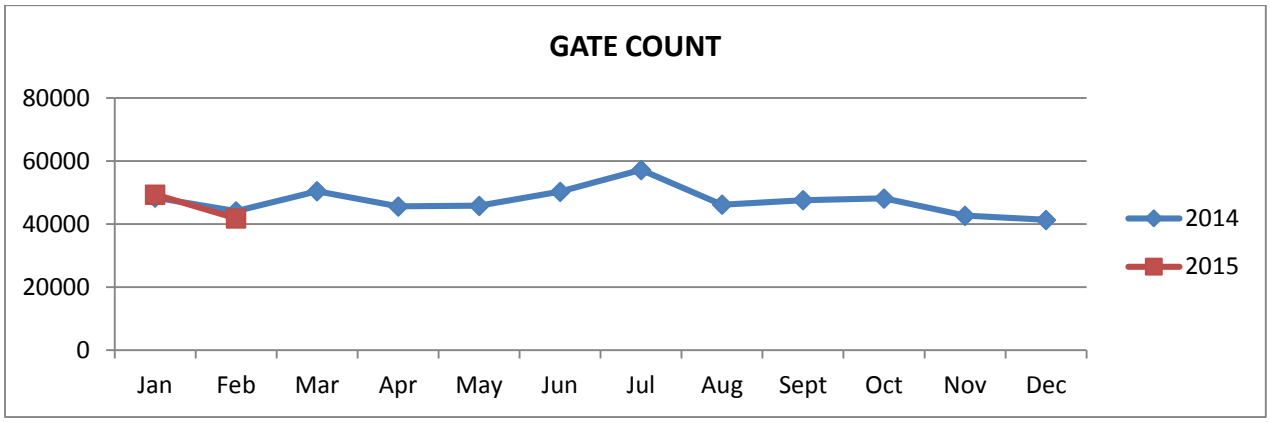
Notes: Each ofRPL's digital collections enjoyed increases in circulation in February 2015 from February 2014, except Zinio, which had a 53% descrease from last year. Zinio was up a modest 2% in February 2015 from January 2015. RPL is also preparing to launch Hoopla, a movie, music and book streaming service. It will be interesting to see how patrons react to this new offering! The 19 Hoopla checkouts in February can most likely be attributed to staff getting to know the service.

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	187	**3,235**
2015	261	239											**500**
Change '14-'15	-10%	11%											
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	35	**554**
2015	40	41											**81**
Change '14-'15	21%	-20%											





Notes: Resident registration was up 11% in February 2015 from February 2014. Non-resident registrations were down 20% in February 2015 from February 2014.



GATE COUNT	2014	2015	Rate of Change '14-'15
Jan.	48,393	49,349	2%
Feb.	44,079	41,781	-15%
Mar.	50,453		
Apr.	45,623		
May	45,804		
June	50,266		
July	57,172		
Aug.	46,170		
Sept.	47,588		
Oct.	48,130		
Nov.	42,641		
Dec.	41,326		
TOTAL	**567,645**	**91,130**	

Notes: The gate count was down 15% in February 2015 from February 2014. One of the gates was not working on Sunday, February 20th, and only tallied a total of four. The count on Sundays is 119 or more.

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

Fund 001 GENERAL FUND

		Orig.Budget	Adj.Budget	Current Month	Y-T-D	Current Encumbered	Unencumbered Balance	Y-T-D % Committed	Previous Y-T-D
Type:	**1 SALARIES**								
1101	SALARIES & WAGES-REGULAR	785,273	785,273	57,157.88	117,702.04	0.00	667,570.96	15.0%	0.00
1102	SALARIES-PART TIME	191,302	191,302	14,634.66	28,424.73	0.00	162,877.27	14.9%	0.00
1104	SALARIES-INTERMITTENT/TEMP	35,339	35,339	1,421.72	2,992.50	0.00	32,346.50	8.5%	0.00
1201	SALARIES & WAGES-OVERTIME	800	800	0.00	0.00	0.00	800.00	0.0%	0.00
1302	VACATION/PTO CASHOUT	35,758	35,758	2,348.00	12,912.60	0.00	22,845.40	36.1%	0.00
		1,048,472	1,048,472	75,562.26	162,031.87	0.00	886,440.13		0.00
Type:	**2 BENEFITS**								
2101	SOCIAL SECURITY-FICA	80,212	80,212	5,728.49	11,698.74	0.00	68,513.26	14.6%	0.00
2103	PENSION CONTRIBUTIONS-PERS	94,733	94,733	6,509.05	13,252.17	0.00	81,480.83	14.0%	0.00
2105	INDUSTRIAL INS & MED AID	9,622	9,622	549.78	1,112.55	0.00	8,509.45	11.6%	0.00
2106	UNEMPLOYMENT	4,544	4,544	329.45	706.43	0.00	3,837.57	15.5%	0.00
2107	LIFE & DISABILITY INSURANCE	8,783	8,783	638.46	1,276.92	0.00	7,506.08	14.5%	0.00
2108	DENTAL INSURANCE	23,106	23,106	1,925.00	3,850.00	0.00	19,256.00	16.7%	0.00
2109	HEALTH INSURANCE	218,414	218,414	18,201.12	36,402.24	0.00	182,011.76	16.7%	0.00
2110	VISION INSURANCE	3,738	3,738	312.06	624.12	0.00	3,113.88	16.7%	0.00
2112	DEFERRED COMPENSATION	44,644	44,644	3,064.41	6,131.53	0.00	38,512.47	13.7%	0.00
2118	POST EMPLOYEE HEALTH BENE	28,707	28,707	2,392.38	4,784.76	0.00	23,922.24	16.7%	0.00
		516,503	516,503	39,650.20	79,839.46	0.00	436,663.54		0.00
Type:	**3 SUPPLIES**								
3102	OPERATING SUPPLIES & MATERI	32,850	32,850	7,060.79	7,223.39	0.00	25,626.61	22.0%	0.00
3105	COPIER SUPPLIES	800	800	0.00	108.40	0.00	691.60	13.6%	0.00
3401	LIBRARY RESOURCES	216,500	216,500	9,832.73	62,638.96	0.00	153,861.04	28.9%	0.00
3583	SOFTWARE-LICENSING & UPGR	40,707	40,707	0.00	4,054.04	0.00	36,652.96	10.0%	0.00
3993	SUPPLIES - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
		290,857	290,857	16,893.52	74,024.79	0.00	216,832.21		0.00
Type:	**4 OTHER SERVICES & CHARGES**								
4107	OTHER PROFESSIONAL SERVIC	26,500	26,500	1,118.72	2,114.05	0.00	24,385.95	8.0%	0.00
4135	SHARED VALUES PROGRAM	488	488	0.00	0.00	0.00	488.00	0.0%	0.00
4201	TELEPHONE & COMM SVCS	7,620	7,620	403.34	403.34	0.00	7,216.66	5.3%	0.00
4202	POSTAGE	4,498	4,498	0.00	0.00	0.00	4,498.00	0.0%	0.00
4301	TRAVEL EXPENSES	5,010	5,010	0.00	0.00	0.00	5,010.00	0.0%	0.00

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

Fund 001 GENERAL FUND

		Orig.Budget	Adj.Budget	Current Month	Y-T-D	Current Encumbered	Unencumbered Balance	Y-T-D % Committed	Previous Y-T-D
4504	COPIER/FAX LEASE RENTAL MAI	3,570	3,570	395.24	395.24	0.00	3,174.76	11.1%	0.00
4505	RENTALS-OTHER	4,683	4,683	434.62	434.62	0.00	4,248.38	9.3%	0.00
4601	INSURANCE	35,369	35,369	0.00	31,502.00	0.00	3,867.00	89.1%	0.00
4700	UTILITIES	62,240	62,240	0.00	1,814.14	0.00	60,425.86	2.9%	0.00
4802	REPAIRS AND MAINT-EQUIPMEN	3,690	3,690	0.00	2,008.97	0.00	1,681.03	54.4%	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	783.00	783.00	0.00	0.00	100.0%	0.00
4903	PRINT SHOP SERVICES	400	400	0.00	0.00	0.00	400.00	0.0%	0.00
4912	TUITION/CONFERENCE FEES	3,140	3,140	983.37	983.37	0.00	2,156.63	31.3%	0.00
4913	COLLECTION SERVICES	3,222	3,222	170.05	340.10	0.00	2,881.90	10.6%	0.00
4993	SERVICES & CHARGES PIP AWA	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
		161,213	161,213	4,288.34	40,778.83	0.00	120,434.17		0.00
Type:	**5 INTERGOVERNMENTAL SERVICES**								
5117	INTERLIBRARY SVCS	200	200	0.00	0.00	0.00	200.00	0.0%	0.00
5301	STATE TAXES	2,100	2,100	98.38	98.38	0.00	2,001.62	4.7%	0.00
		2,300	2,300	98.38	98.38	0.00	2,201.62		0.00
Type:	**6 CAPITAL**								
6406	FURNITURE & FIXTURES > $5,000	0	0	0.00	0.00	0.00	0.00	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	0	0	0.00	0.00	0.00	0.00	0.0%	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
		0	0	0.00	0.00	0.00	0.00		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	LIBRARY FACILITY MAINT RESER	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
9992	DESIGNATED RESERVE	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
9993	PIP RESERVE	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
9999	UNAPPROPRIATED FUND BALAN	0	0	0.00	0.00	0.00	0.00	0.0%	0.00

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

Fund 001 GENERAL FUND	Orig.Budget	Adj.Budget	Current Month	Y-T-D	Current Encumbered	Unencumbered Balance	Y-T-D % Committed	Previous Y-T-D
	500	500	0.00	0.00	0.00	500.00		0.00
Total Fund 001	**2,019,845**	**2,019,845**	**136,492.70**	**356,773.33**	**0.00**	**1,663,071.67**	**17.7%**	**0.00**

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

Grand Totals	**2,019,845**	**2,019,845**	**136,492.70**	**356,773.33**	**0.00**	**1,663,071.67**	**17.7%**	**0.00**

RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

MARCH 2015

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 $107,827.11 this 10th day of March 2015.

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

Voucher Listings	**Amount**
February 1, 2015 through February 15, 2015	$32,264.85
Interdepartmental Billings	
None	$0.00
Transfer Advice (Salaries)	
Salaries for the weeks of 02/15/15 & 02/26/15	$75,562.26
TOTAL MONTHLY EXPENSES	$107,827.11

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 001	**GENERAL FUND**				
Division: 303	LIBRARY				
BANK OF AMERICA		TXN00019732	220586	INGRAM BOOKS	$315.12
		TXN00019742		INGRAM BOOKS	$77.96
		TXN00019755		INGRAM BOOKS	$103.49
		TXN00019776		PROQUEST	$920.55
		TXN00019780		INGRAM BOOKS	$192.98
		TXN00019790		GALE Books	$79.56
		TXN00019791		PROQUEST DATABASE	$1,100.04
		TXN00019808		TUMBLEBOOKS DATABASE	$698.60
		TXN00019827		RECORDED BOOKS AUDIOBOOK	$122.86
		TXN00019836		INGRAM BOOKS	$51.28
		TXN00019875		GALE BOOKS	$54.56
		TXN00019876		MEETING SUPPLIES	$22.94
		TXN00019880		OXFORD UNIVERSITY PRESS BOOKS	$93.88
		TXN00019889		CODING FOR KIDS - EM	$40.00
		TXN00019904		INGRAM BOOKS	$16.01
		TXN00019905		INGRAM BOOKS	$1,288.02
		TXN00019908		BATTERIES	$50.04
		TXN00019910		OFFICE SUPPLIES	$260.82
		TXN00019911		PAPER	$114.02
		TXN00019919		Amazon Books	$143.37
		TXN00019924		INGRAM BOOKS	$385.43
		TXN00019927		INGRAM BOOKS	$202.38
		TXN00019936		BACKUPIFY-LIBRARY-FACEBK	$3.75
		TXN00019956		EVERGREEN TRNG - LA, TB, EM, D	$800.00
		TXN00019957		INGRAM BOOKS	$368.07
		TXN00019958		INGRAM BOOKS	$119.51
		TXN00019972		INGRAM BOOKS	$226.49
		TXN00019976		SHOPVAC	$129.23
		TXN00019981		INGRAM BOOKS	$287.39
		TXN00019991		CLASSIFICATION LABELS	$105.24
		TXN00020000		INGRAM BOOKS	$1,461.79
		TXN00020009		SPINE LABELS	$316.94
		TXN00020014		DVD CASE, LAMINATE, BOOK TAPE	$1,857.76
		TXN00020015		GALE BOOKS	$476.52
		TXN00020019		OVERDRIVE DIGITAL BOOKS	$557.37
		TXN00020026		INGRAM BOOKS	$39.29
		TXN00020030		INGRAM BOOKS	$231.11
		TXN00020031		INGRAM BOOKS	$87.19

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00020040	220586	BOOK MARKS	$346.90
		TXN00020045		CD BINDERS	$1,856.34
		TXN00020050		INGRAM BOOKS	$275.28
COLUMBIA INDUSTRIES SUPPORT LLC		262338	220638	SHREDDING SRVCS-LIBRARY 1/5	$79.04
FRONTIER	S016173	2/15-509-943-3152	220472	TELEPHONE CHARGE 2/4/15-3/3/15	$403.34
IDENTISYS INC		241235	220212	PRINT RIBBONS, CLEANING KITS	$1,996.81
OCLC INC		0000368641	220143	CAT, MDATA, RESRCE, ILL, REF	$985.33
		0000374401	220679	CATALOGING SRVCS-JAN	$990.47
RECORDED BOOKS LLC		75065181	220151	SUBSCRIPTION 01/01/15-12/31/15	$6,485.39
UNIQUE MANAGEMENT SERVICES INC		300632	220535	COLLECTION SRVCS-JAN	$170.05
WASHINGTON LIBRARY ASSOCIATION		2015 DUES	220243	2015 INSTITUTIONAL MEMBERSHIP	$783.00
WASHINGTON STATE PATROL		I15005379	220541	VOLUNTEER BACKGROUND CHECKS	$50.00
XEROX CORPORATION		078098886	220709	W7225 BASE CHRG/PRINTS-JAN	$252.27
		078157581		W7225 BASE CHRG/PRINTS-JAN	$173.95
		078157582		W7225 BASE CHRG/PRINTS-JAN	$260.67
		078183876		W7225 BASE CHRG/PRINTS-JAN	$142.97
				LIBRARY TOTAL****	**$28,653.37**
				GENERAL FUND Total ***	**$28,653.37**
FUND 110 LIBRARY					
Division: 303 LIBRARY					
CITY OF RICHLAND		1/2015 JANUARY	220271	CITY UTILITY BILLS/ JAN 2015	$2,986.42
PITNEY BOWES PURCHASE POWER		0115-1127-9365	220774	POSTAGE 1/1-1/31/15	$485.54
XO HOLDINGS LLC DBA		0272589536	220385	PHONE CHARGES 1/23-2/22/15	$139.52
				LIBRARY TOTAL****	**$3,611.48**
				LIBRARY Total ***	**$3,611.48**

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
				Invoice Total: ****	**$32,264.85**

	Number of Invoices	Amount
Vouchers In Richland	0	
Vouchers In Tri Cities	1	$79.04
Vouchers In WA	2	
Vouchers Outside WA	54	$31,352.81
Vouchers Final Total.....	57	

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	$23,378.91	72.46%
4	OTHER SERVICES & CHARGES	$8,885.94	27.54%
	Total	$32,264.85	

CITY OF RICHLAND

LIBRARY EXPENDITURE

February 2015

Month/Year

PAY PERIODS From January 26, 2015 through February 22, 2015

GROSS SALARIES . . . . . $ 75,562.26

		Gross Wages	Total
WEEK OF:	02/12/15	38,725.54	38,725.54
WEEK OF:	02/26/15	36,836.72	36,836.72
WEEK OF:			-
	TOTAL	75,562.26	75,562.26

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LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 03/10/2015

Agenda Category: New Business

Prepared By: Ann Roseberry, Library Manager

Subject:
Technology Programming for Summer Reading, Earlene Mokler, Library IT

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 03/10/2015

Agenda Category: New Business

Prepared By: Ann Roseberry, Library Manager

Subject:
Proposed Art Donations

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments: