Agenda
Library Board Meeting
Tuesday, April 14, 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:

1. Judy McMakin, Collection Development Supervisor
   - Ann Roseberry, Library Manager

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

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

Report of the Library Manager:

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

2. March 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 March 1, 2015 thru March 31, 2015
   - Ann Roseberry, Library Manager

Unfinished Business:

1. Financial Reporting

New Business:

1. Library Staff Presentation - Judy McMakin
   - Ann Roseberry, Library Manager

2. Business Plan
   - Ann Roseberry, Library Manager

Round Robin:

Agenda Items for Upcoming Board Meeting:

1. Proposed Art Donations
   - Ann Roseberry, Library Manager

Adjournment

The next Library Board Meeting is Tuesday, May 12, 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
March 10, 2015, 5:30-6:30 p.m.

CALL TO ORDER:
Chair Lunstad called the meeting to order at 5:37 p.m.

ATTENDANCE:
Chair Lunstad, Vice Chair Somasundaram, and 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 VICE CHAIR SOMASUNDARAM 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 MITCHELL MOVED AND BOARD MEMBER O'NEAL 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 February 2015 AS AMENDED. THE MOTION CARRIED 5-0.

MANAGER'S REPORT:
Attached

PUBLIC COMMENTS:
No public comments

APPROVAL OF BILLS:
BOARD MEMBER O'NEAL MOVED AND VICE CHAIR SOMASUNDARAM SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR MARCH 2015 IN THE AMOUNT OF $107,827.11. THE MOTION CARRIED 5-0.

The Board declined to approve January expenses, citing the difference in salary figures provided by Payroll and Finance. Chair Lunstad requested a change to the minutes to reflect their comments of concern at the February meeting.

NEW BUSINESS:

1. Technology Programming for Summer Reading – Earlene Mokler
   Earlene Mokler briefed the Board on makerspace programming planned for Summer Reading. This is a trial period that could lead to the creation of a makerspace.

2. Proposed art donation
   Two items were presented, from the Richland Art Commission, for the Board to consider adding to the Library.

The Board suggested that the gift from the sister city be hung in City Hall to accompany the other gifts.

The Board asked for installation costs for the bust before making a decision.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

ADJOURNMENT:

Chair Lunstad adjourned the meeting at 6:53 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
April 2015

Library Foundation

The Foundation met March 12 for the Annual meeting. The Board thanked Mimi Latta for her service and voted to elect her first member emerita. The Board re-elected Annanaomi Sams as President, Mary Beth Burandt as Vice President and Ron Kathren as Treasurer (temporary). Harvey Gover was re-appointed Secretary. The Board approved the 2015 budget and approved the proposed revision of Board member terms. The Foundation Board met April 9 in regular session.

Friends of the Library

The Friends met March 16 to plan for the Booksale. The sale ran from April 2-4. No figures are available yet.

Statistics:

Attached

Revenue / Expense / Voucher Listing:

Revenue

The Library Manager and Board Member Mitchell met with the city Finance Director to determine a path forward on the Revenue Report. The General Fund revenue report runs ten pages per month. The report now has specific, named, lines for Library revenue. Library lines will typically fall on pages three through six. For this report, staff will send the full ten page report. For subsequent months, Library staff will create a revenue subset report for the Board.

Expense

Postage is unusually high. Staff will investigate this. Tuition and conference are on par, based on the conference schedule for this year. Reminder that books no longer appear in the Capital lines, the 6000. Those will show zero for three years.

Voucher Listing

The voucher listing still shows charges to both the Library's original fund and that within the General Fund. These coding differences will be resolved over time, vendor by vendor.

Claims for Payment February 2015 (January expenses)
After meeting with the Finance Director, it was determined that the Board may approve the February Claims for Payment. The amount provided by the Payroll office did not include some associated benefits expenses, which were included by Finance in the Expense Report.

In conversation with the Finance Office, it became clear that it may not be possible to approve the Claims for Payment on the same schedule used in prior years. In order to be accurate, the Claims should reflect the amounts available when Finance closes the books each month. If that action has not been taken by the deadline to submit the Board packet, it may be preferable to approve the Claims with a one month delay.

This will be a topic for Board discussion, with additional information to be provided by Board Member Mitchell.

The Manager met with a representative from the Finance Department to set new lines in the city's General Fund Revenue report to show Library revenues.

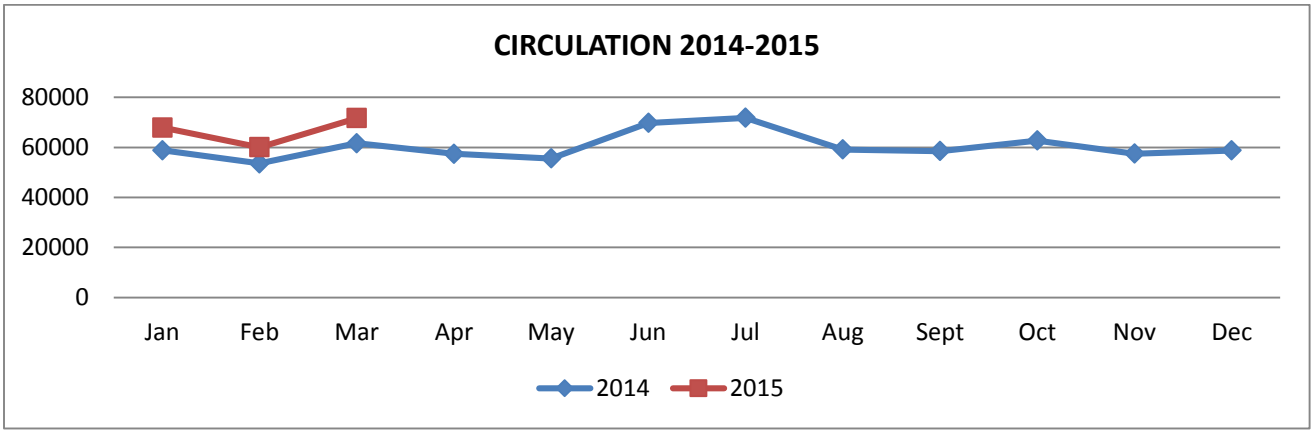
Community Survey
The survey is complete.

Art Proposals by Richland Arts Commission
The poster donated to the city will be framed and hung in City Hall. With Board approval, the bust of President Kennedy can be placed in the Richland Room display case which will provide safety and will not require any installation costs.

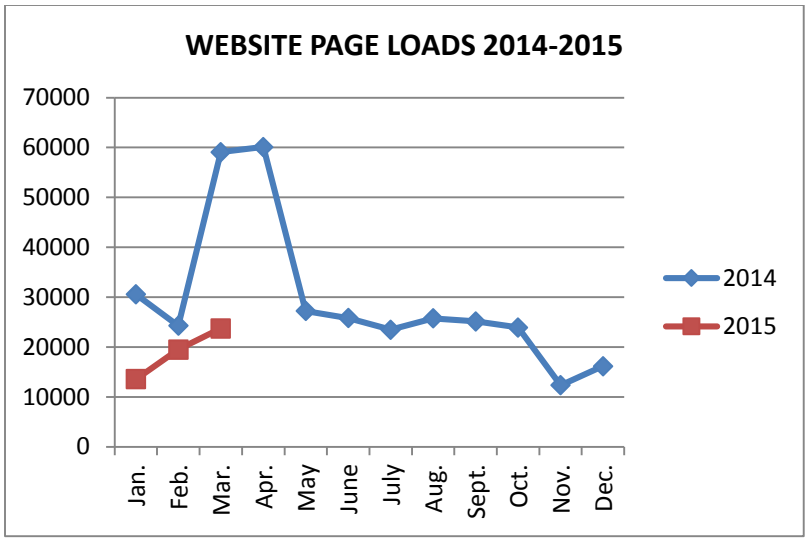
Business Plan
For Board discussion, a plan to begin planning. Steve Slate, President of the Friends, has offered to assist in the process.

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	71,643	16%
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		
YTD	**756,324**	**706,527**	**726,629**	**199,550**	

Notes: Circulation was up 16% in March 2015 over March 2014. Also, circulation was up 19% from February to March 2015. Possible factors driving circulation increases: New digital offerings, one week checkout period for all DVDs, and unlimited renewals.



WEBSITE PAGE LOADS			
Month	**2014**	**2015**	**Rate of Change**
Jan.	30,560	13,576	-55%
Feb.	24,294	19,507	-20%
Mar.	59,079	23,744	-60%
Apr.	60,117		
May	27,232		
June	25,825		
July	23,477		
Aug.	25,759		
Sept.	25,165		
Oct.	23,945		
Nov.	12,362		
Dec.	16,184		
YTD	**353,999**	**56,827**	

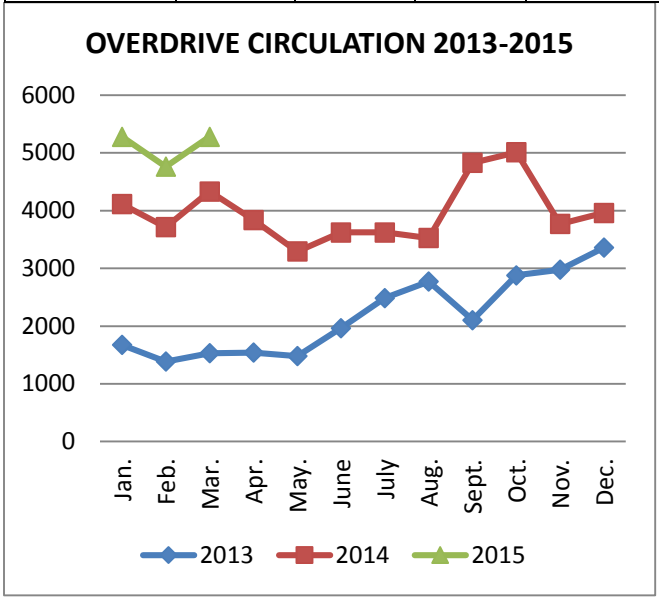


Notes: Website page loads showed a 60% decrease from March 2014 to March 2015, however it was up 22% in March 2015 over February 2015.

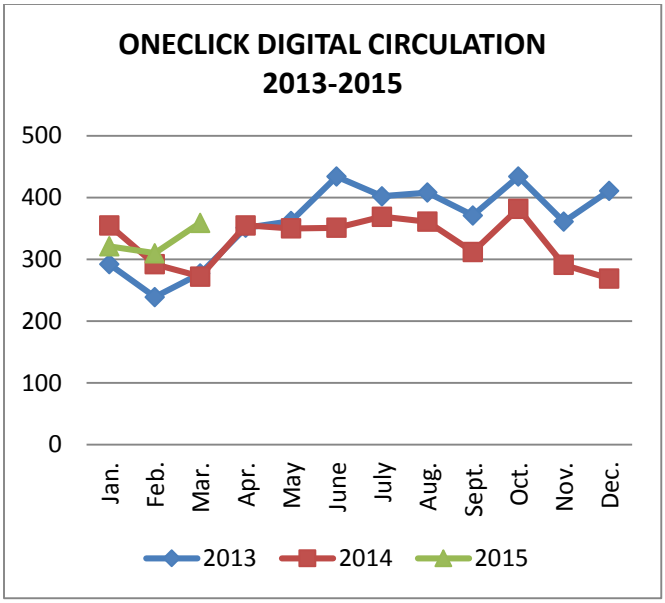
eCIRCULATION 2015													
Month	**Jan.**	**Feb.**	**Mar.**	**Apr.**	**May**	**June**	**July**	**Aug.**	**Sept.**	**Oct.**	**Nov.**	**Dec.**	**YTD**
Overdrive	5,281	4,762	5,281										
OneClick	321	310	359										
Zinio	737	753	608										
Freegal	1,836	1,756	1,992										
Freegal Streaming			1,278										
Freegal Movies			4										
Hoopla		19	680										

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	5,281	22%
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		

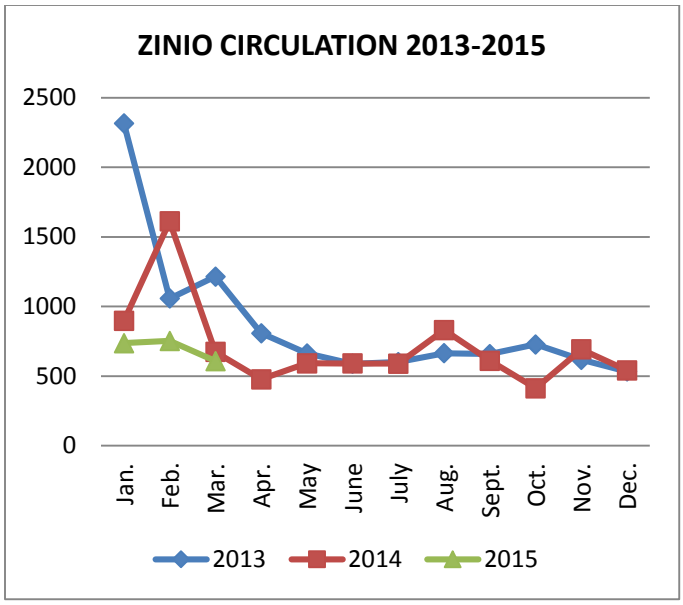
YTD	26,164	47,636	15,324	



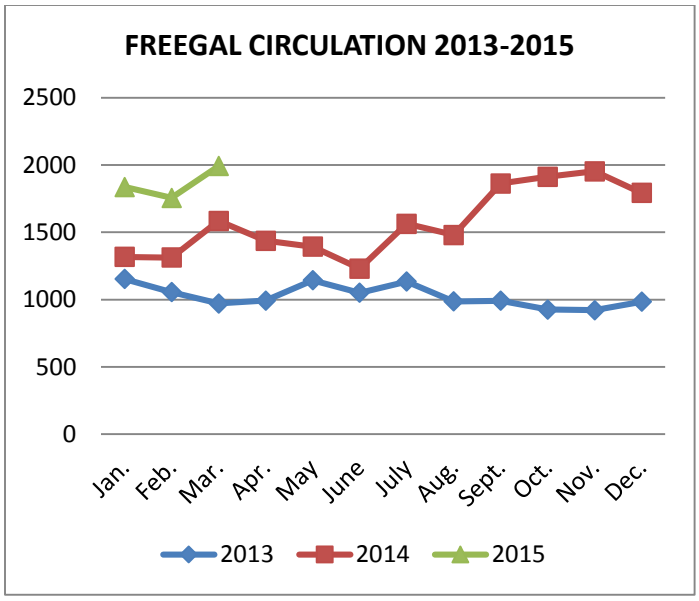
ONECLICK DIGITAL	2013	2014	2015	Rate of Change '14-'15
Jan.	292	355	321	-9%
Feb.	239	292	310	6%
Mar.	277	272	359	32%
Apr.	351	355		
May	362	350		
June	434	351		
July	402	369		
Aug.	408	361		
Sept.	371	312		
Oct.	434	382		
Nov.	361	291		
Dec.	411	269		
YTD	**4,342**	**3,959**	**990**	



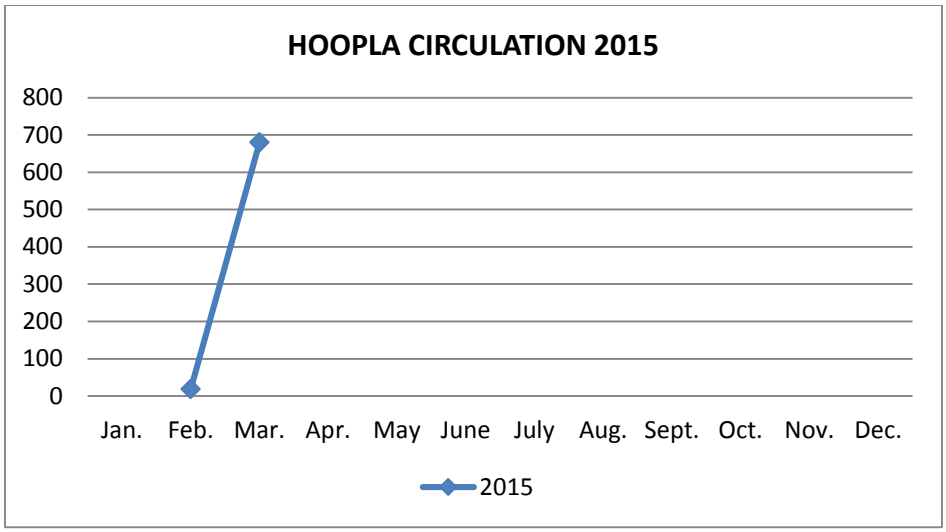
ZINIO	2013	2014	2015	Rate of Change '14-'15
Jan.	2,316	896	737	-17%
Feb.	1,057	1,611	753	-53%
Mar.	1,215	673	608	-9%
Apr.	808	477		
May	663	592		
June	589	591		
July	601	590		
Aug.	664	831		
Sept.	658	610		
Oct.	727	413		
Nov.	617	692		
Dec.	533	541		
YTD	**10,448**	**8,517**	**2,098**	



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	1,992	25%
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		
YTD	**12,310**	**18,838**	**5,584**	

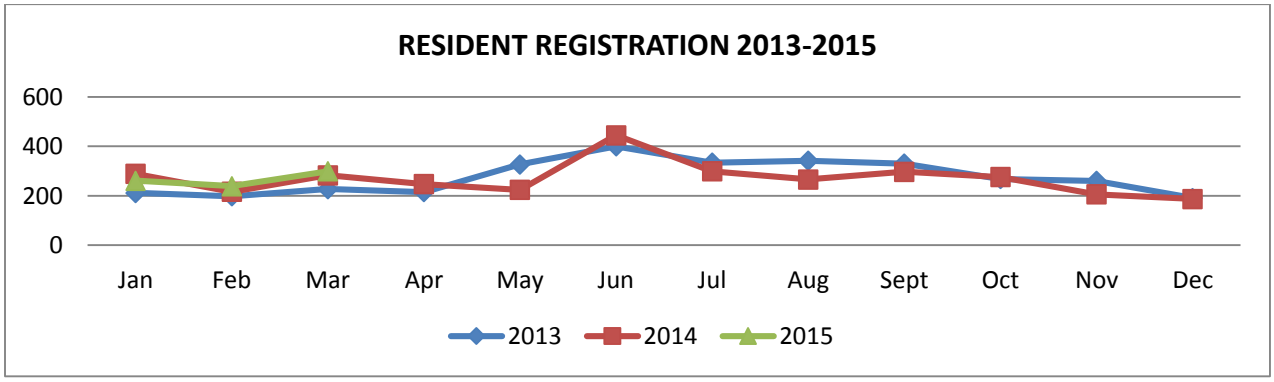


HOOPLA	2015
Jan.	N/A
Feb.	19
Mar.	680
Apr.	
May	
June	
July	
Aug.	
Sept.	
Oct.	
Nov.	
Dec.	
YTD	**699**

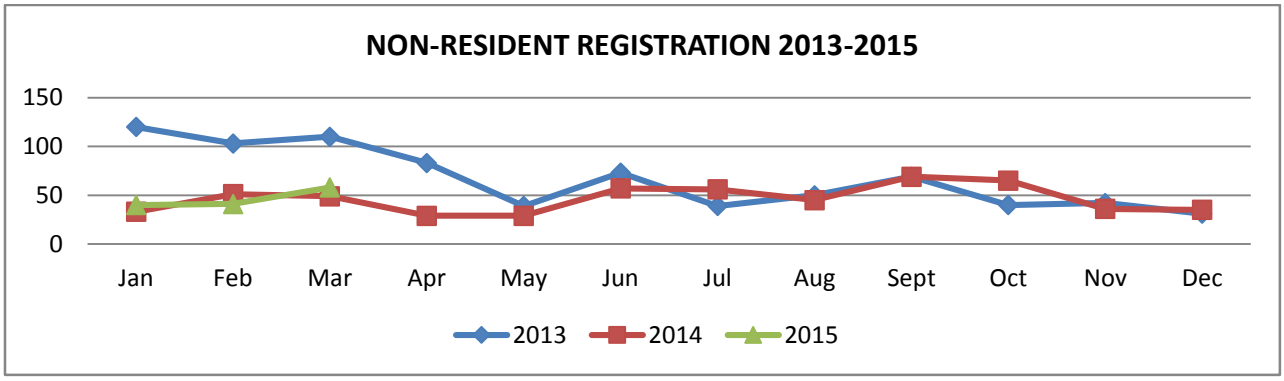


Notes: Each of RPL's digital collections enjoyed increases in circulation in February 2015 from February 2014, except Zinio, which was (only) down 9% from March 2014. RPL had a very successful launch of Hoopla, including a wonderful television news story. The service has been very popular, with 680 uses in March.

RESIDENT REGISTRATION													
Month	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
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	299										**799**
Change '14-'15	-10%	11%	6%										

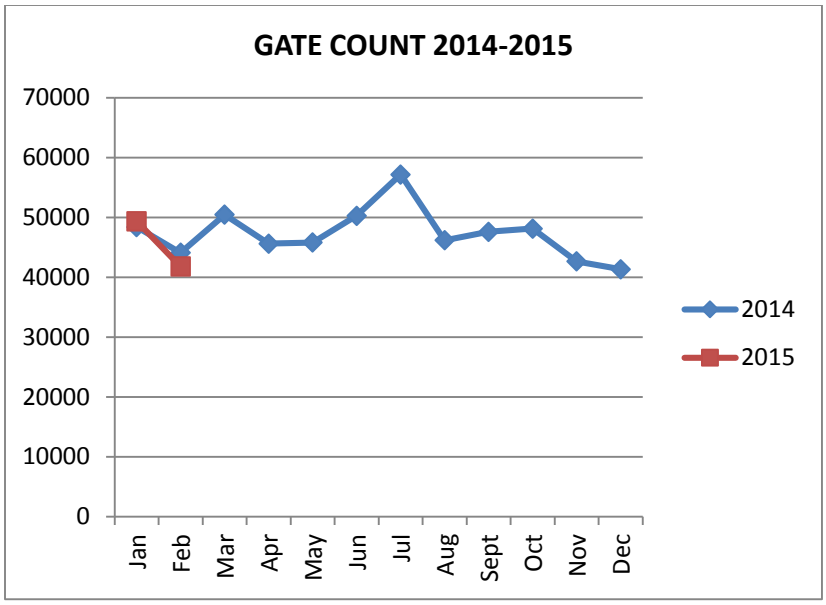


NON RESIDENT REGISTRATION													
Month	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
2013	120	103	110	83	39	73	39	50	69	40	42	31	**799**
2014	33	51	49	29	29	57	56	45	69	65	36	35	**554**
2015	40	41	58										**139**
Change '14-'15	21%	-20%	18%										



Notes: Both Resident and Non-resident registrations showed increases in March 2015 over March 2014. Resident registrations were up 6% and Non-resident registrations were up 18%.

GATE COUNT	2014	2015	Rate of Change '14-'15
Jan.	48,393	49,349	2%
Feb.	44,079	41,781	-15%
Mar.	50,453	52,448	4%
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		
YTD	**567,645**	**143,578**	



Notes: The gate count was up 4% in March 2015 over March 2014.

LIBRARY VOLUNTEER HOURS	
Q1 – 2015 (January, February, March)	1,058
Q2 – 2015 (April, May, June)	
Q3 – 2015 (July, August, September)	
Q4 – 2015 (October, November, December)	
YTD	**1,058**

Fin-6 City of Richland Revenue Report

Fund 001 GENERAL FUND

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	0	0	0.00	0.00	0.00	0.0%	0.00
Total		**0**	**0**	**0.00**	**0.00**	**0.00**	**0.0%**	**0.00**
TAXES								
311100	REAL & PERS PROP TAXES-CURRENT	13,787,789	13,787,789	0.00	104,339.74-	13,892,128.74	-0.8%	591,486.99
311110	REAL & PERS PROP TAXES-PRIOR Y	180,000	180,000	0.00	533.66-	180,533.66	-0.3%	98,817.93
311200	DIVERT CTY RD TAX	0	0	0.00	0.00	0.00	0.0%	0.00
313100	RETAIL SALES & USE TAXES	9,107,220	9,107,220	684,040.46	2,434,040.46	6,673,179.54	26.7%	2,241,846.96
313110	RET SALES CRIMINAL JUSTICE	917,347	917,347	66,169.51	237,169.51	680,177.49	25.9%	216,297.77
314510	ELECTRIC UTILITY TAX	4,123,618	4,123,618	1,153.70	2,421.22	4,121,196.78	0.1%	898,926.62
314520	WATER UTILITY TAX	1,622,163	1,622,163	0.00	0.00	1,622,163.00	0.0%	218,595.24
314540	SEWER UTILITY TAX	893,255	893,255	0.00	0.00	893,255.00	0.0%	190,527.27
314550	SOLID WASTE UTILITY TAX	807,968	807,968	295.70	717.54	807,250.46	0.1%	165,987.29
314580	STORM WATER UTILITY TAX	146,907	146,907	0.00	0.00	146,907.00	0.0%	32,351.11
314590	AMBULANCE UTILITY TAX	0	0	0.00	0.00	0.00	0.0%	5,007.27
316200	ADMISSIONS TAX	800	800	0.00	0.00	800.00	0.0%	0.00
316430	GAS UTILITY TAX	681,951	681,951	106,006.32	349,604.90	332,346.10	51.3%	346,802.68
316440	BROKERED NATURAL GAS TAX	375,370	375,370	33,593.14	104,593.14	270,776.86	27.9%	108,303.80
316460	CABLE UTILITY TAX	625,400	625,400	58,173.89	173,371.27	452,028.73	27.7%	157,749.28
316470	TELEPHONE UTILITY TAX	1,970,698	1,970,698	291,951.13	519,955.48	1,450,742.52	26.4%	532,482.19
317200	LEASEHOLD EXCISE TAX	220,000	220,000	0.00	53,607.70	166,392.30	24.4%	59,178.77
317500	GAMBLING EXCISE TAX	250,000	250,000	15,845.23	30,670.11	219,329.89	12.3%	30,291.04
Total	TAXES	**35,710,486**	**35,710,486**	**1,257,229.08**	**3,801,277.93**	**31,909,208.07**	**10.6%**	**5,894,652.21**
LICENSES & PERMITS								
321300	FIREWORKS PERMITS	275	275	0.00	0.00	275.00	0.0%	75.00
321900	BUSINESS LICENSES & PERMITS	575,000	575,000	72,922.95	133,976.08	441,023.92	23.3%	146,980.16
321910	FRANCHISE FEES	500,000	500,000	0.00	0.00	500,000.00	0.0%	1,557.62
322100	BUILDING PERMITS	1,200,000	1,200,000	174,554.22	294,077.16	905,922.84	24.5%	282,412.32
322101	EXCAVATION PERMITS	0	0	0.00	0.00	0.00	0.0%	0.00
322102	BUILDING PERMITS/NREC	35,000	35,000	6,367.00	14,273.07	20,726.93	40.8%	8,875.76
322103	PLUMBING & MECHANICAL PERMITS	30,000	30,000	2,254.95	5,223.10	24,776.90	17.4%	5,431.80
322300	ANIMAL LICENSES	47,000	47,000	50.00-	12,099.00	34,901.00	25.7%	19,315.00
322900	OTHER NON-BUS LIC & PERMITS	0	0	0.00	0.00	0.00	0.0%	0.00
322902	GUN PERMITS	20,000	20,000	1,308.00	3,599.00	16,401.00	18.0%	4,608.00
Total	LICENSES & PERMITS	**2,407,275**	**2,407,275**	**257,357.12**	**463,247.41**	**1,944,027.59**	**19.2%**	**469,255.66**

Fin-6 City of Richland Revenue Report

Fund 001 GENERAL FUND

Basub Ele	Account Description	Orig.Budget	Adj.Budget	Monthly Receipts	Y-T-D	Uncollected Revenue	Percent Collected	Previous Y-T-D
INTERGOVERNMENTAL REVENUES								
331100	NATL INSTITUTE OF JUSTICE	0	0	0.00	0.00	0.00	0.0%	0.00
331101	LAW ENFORCEMNT BLK GRNT	0	0	0.00	0.00	0.00	0.0%	0.00
331160	DEPT OF JUSTICE GRANT	0	0	0.00	0.00	0.00	0.0%	0.00
331668	SUPER FUND - EPA GRANT	0	0	0.00	0.00	0.00	0.0%	0.00
331832	FEMA-ASSISTANCE TO FIREFIGHTRS	0	0	0.00	0.00	0.00	0.0%	0.00
331833	FEMA FF ASSIST RENTAL INSPECTI	0	0	0.00	0.00	0.00	0.0%	0.00
331834	FEMA-FIRE ACT GRANT	0	0	0.00	0.00	0.00	0.0%	0.00
332210	DEA EQUITABLE SHARING	0	0	0.00	0.00	0.00	0.0%	566.01
332211	COBRA PAYROLL TAX CREDIT	0	0	0.00	0.00	0.00	0.0%	0.00
332811	POWER GENERATION TAX	0	0	0.00	0.00	0.00	0.0%	0.00
333126	DNR URBAN FORESTRY GRANT	0	0	0.00	0.00	0.00	0.0%	0.00
333161	DOJ ANTI-GANG INITIATIVE	0	0	0.00	0.00	0.00	0.0%	0.00
333813	HOMELAND SEC-POLICE FED BLD	0	0	0.00	0.00	0.00	0.0%	0.00
333814	POLICE AUTO ANTI THEFT GRANT	0	0	0.00	0.00	0.00	0.0%	0.00
333852	HOMELAND SECURITY BZPP	0	0	0.00	0.00	0.00	0.0%	0.00
334040	GMA INCENTIVE GRANT DCTED	0	0	0.00	0.00	0.00	0.0%	0.00
334271	ORV OPERATING GRANT	0	0	0.00	0.00	0.00	0.0%	0.00
334276	RCO GRANT	0	0	0.00	0.00	0.00	0.0%	0.00
334310	ECOLOGY-HANFORD COMMUNITIES	100,000	100,000	17,420.00	17,420.00	82,580.00	17.4%	0.00
334311	ECOLOGY-IAPMP MILFOIL	0	0	0.00	0.00	0.00	0.0%	0.00
334317	ECOLOGY GRANT SHORELINE MASTER	0	0	0.00	0.00	0.00	0.0%	0.00
334351	WA ST TRAFFIC SAFETY COMM	6,000	6,000	858.96	1,860.78	4,139.22	31.0%	1,587.30
334690	WA ASSOC OF SHERIFFS	0	0	0.00	0.00	0.00	0.0%	0.00
335910	PUD PRIVILEGE TAX	190,000	190,000	0.00	0.00	190,000.00	0.0%	0.00
336651	DUI/OTHER CRIM JUST ASSISTANCE	9,000	9,000	0.00	0.00	9,000.00	0.0%	0.00
336694	LIQUOR EXCISE TAX	141,164	141,164	0.00	0.00	141,164.00	0.0%	0.00
336695	LIQUOR BOARD PROFITS	456,829	456,829	114,138.62	114,138.62	342,690.38	25.0%	113,721.51
337010	BENTON COUNTY	8,762	8,762	0.00	2,190.50	6,571.50	25.0%	2,220.75
337011	PORT OF BENTON	5,000	5,000	0.00	1,250.00	3,750.00	25.0%	1,250.00
337012	CITY OF KENNEWICK	20,012	20,012	0.00	5,003.00	15,009.00	25.0%	5,033.75
337013	CITY OF PASCO	17,454	17,454	0.00	4,363.50	13,090.50	25.0%	4,321.75
337014	CITY OF WEST RICHLAND	0	0	0.00	0.00	0.00	0.0%	0.00
337020	FRANKLIN COUNTY	3,302	3,302	0.00	825.50	2,476.50	25.0%	867.00
337690	WASH AUTO THEFT PREV AUTHORITY	0	0	0.00	0.00	0.00	0.0%	0.00
338160	INVESTIGATIVE SVCS-HR CONTRACT	1,200	1,200	4,100.32	4,100.32	2,900.32-	341.7%	0.00

Fin-6 City of Richland Revenue Report

Basub Ele	Account Description	Orig.Budget	Adj.Budget	Monthly Receipts	Y-T-D	Uncollected Revenue	Percent Collected	Previous Y-T-D
Fund 001	GENERAL FUND							
338220	FIRE ADMINISTRATIVE SERVICES	0	0	0.00	0.00	0.00	0.0%	0.00
338307	BENTON COUNTY FD 1	3,400	3,400	0.00	5,410.30	2,010.30-	159.1%	0.00
338308	BENTON COUNTY FD 2	3,000	3,000	0.00	5,175.12	2,175.12-	172.5%	0.00
338309	BENTON COUNTY FD 4	3,423	3,423	0.00	4,173.01	750.01-	121.9%	0.00
338310	BENTON COUNTY FD 6	2,390	2,390	0.00	3,465.93	1,075.93-	145.0%	0.00
338312	KENNEWICK FD VHF	15,330	15,330	0.00	13,222.97	2,107.03	86.3%	0.00
338313	IEGCP FRANKLIN COUNTY	0	0	0.00	0.00	0.00	0.0%	0.00
338316	ENERGY NORTHWEST	0	0	0.00	0.00	0.00	0.0%	0.00
338317	FIRE NFPA CODES ONLINE	0	0	0.00	0.00	0.00	0.0%	0.00
338318	FIRE TRNG SUBSCRIPTIONS	0	0	0.00	0.00	0.00	0.0%	0.00
338319	WBRFA (#3)	2,500	2,500	0.00	3,481.66	981.66-	139.3%	0.00
338320	BENTON COUNTY FD 5	2,213	2,213	0.00	2,697.78	484.78-	121.9%	0.00
Total	INTERGOVERNMENTAL REVENUES	**990,979**	**990,979**	**136,517.90**	**188,778.99**	**802,200.01**	**19.0%**	**129,568.07**
	CHARGES FOR GOODS & SVCS							
341230	CIVIL/PROBATE/DOM RELATIONS	500	500	0.00	20.00	480.00	4.0%	120.00
341323	COURT RECORDS SVCS-CIVIL FEES	160	160	0.00	3.34	156.66	2.1%	3.34
341330	COURT ADMIN FEES WARNT CSTS	72,000	72,000	6,913.80	20,478.47	51,521.53	28.4%	16,383.65
341380	RECORDS SEARCH	1,600	1,600	82.35	384.60	1,215.40	24.0%	404.50
341432	ACCOUNTING ADMIN FEE-UBID	1,500	1,500	0.00	363.30	1,136.70	24.2%	358.05
341433	ACCOUNTING ADMIN FEE-PUB FAC D	1,000	1,000	0.00	0.00	1,000.00	0.0%	0.00
341434	ACCOUNTING ADMIN FEE-WEBCHECK	4,000	4,000	821.43	2,039.25	1,960.75	51.0%	1,400.00
341500	SALES OF MAPS & PUBLICATIONS	500	500	123.00	824.50	324.50-	164.9%	48.45
341510	VIDEO SALES/PUBLIC INFO	0	0	0.00	0.00	0.00	0.0%	0.00
341620	COURT COPY FEES	50	50	0.00	6.68	43.32	13.4%	0.00
341690	PRINTING/COPY/FAX SVC	0	0	1.50	5.75	5.75-	0.0%	10.00
341691	LIBRARY: COPY SERVICES	12,000	12,000	0.00	2,272.40	9,727.60	18.9%	0.00
341810	SALE OF PLANS & SPECS	0	0	0.00	0.00	0.00	0.0%	0.00
341910	ELECTION CANDIDATE FILING FEES	0	0	0.00	0.00	0.00	0.0%	0.00
341990	PASSPORT FEES-RICHLAND	0	0	0.00	0.00	0.00	0.0%	0.00
342100	LAW ENFORCEMENT SERVICES	5,000	5,000	317.36	1,560.08	3,439.92	31.2%	915.35
342101	IMPOUND FEES	0	0	0.00	0.00	0.00	0.0%	0.00
342103	POLICE SERVICES - PATROL	27,000	27,000	5,270.00	8,330.00	18,670.00	30.9%	8,245.00
342338	TRANSFER OFFENDER	0	0	0.00	40.00	40.00-	0.0%	0.00
342360	HOUSING & MONITORING/PRISONERS	80,000	80,000	8,948.85	25,616.36	54,383.64	32.0%	19,685.87
342370	BOOKING FEES	500	500	4.98	15.37	484.63	3.1%	22.21
342500	DUI EMERG RESP	47,000	47,000	4,756.07	11,336.70	35,663.30	24.1%	9,196.17

Fin-6 City of Richland Revenue Report

Fund 001 GENERAL FUND

Basub Ele	Account Description	Orig.Budget	Adj.Budget	Monthly Receipts	Y-T-D	Uncollected Revenue	Percent Collected	Previous Y-T-D
342901	CRIMINAL C0NV FE DUI	0	0	0.00	0.00	0.00	0.0%	0.00
342902	CRIMINAL C0NV FE CT	0	0	0.00	0.00	0.00	0.0%	0.00
343200	ENGINEERING SERVICES	0	0	0.00	0.00	0.00	0.0%	0.00
343950	ABATEMENT CHARGES	0	0	545.11	545.11	545.11-	0.0%	2,887.10
345100	CABLE MEDIA SERVICES	0	0	0.00	0.00	0.00	0.0%	0.00
345810	ZONING & SUBDIVISION	25,000	25,000	2,645.00	7,642.00	17,358.00	30.6%	5,416.00
345830	PLAN CHECKING	475,000	475,000	42,707.34	137,982.62	337,017.38	29.0%	105,820.87
345860	SEPA APPLICATION FEES	0	0	0.00	0.00	0.00	0.0%	0.00
347220	LIBRARY: MISC CHARGES	4,500	4,500	0.00	424.00	4,076.00	9.4%	0.00
347270	LIBRARY: NON-RESIDENT FEES	5,750	5,750	0.00	668.30	5,081.70	11.6%	0.00
347650	RECREATION:ENROLLED ATHLETICS	50,000	50,000	4,863.41	25,997.78	24,002.22	52.0%	24,420.45
347651	RECREATION:ENROLLED HLTH/FTNSS	110,000	110,000	5,004.34	14,808.27	95,191.73	13.5%	24,241.65
347652	RECREATION:ENROLLED COMM INT	75,000	75,000	9,092.69	17,214.99	57,785.01	23.0%	13,977.29
347653	RECREATION:NON-ENR ACTIVITIES	18,000	18,000	2,285.42	4,581.34	13,418.66	25.5%	3,974.80
347654	RECREATION:NON-ENR EVENTS	0	0	0.00	0.00	0.00	0.0%	1,263.76
347655	RECREATION:NON-ENR TOURISM	0	0	0.00	0.00	0.00	0.0%	0.00
347656	RECREATION: SWIMMING POOL FEES	65,000	65,000	0.00	0.00	65,000.00	0.0%	0.00
347657	RECREATION: ORV GATE/CONCESSNS	0	0	0.00	0.00	0.00	0.0%	0.00
347658	ORV EVENT/GATE FEES	0	0	0.00	0.00	0.00	0.0%	0.00
347904	RECREATION: SUSPENSE	0	0	0.00	0.00	0.00	0.0%	0.00
347905	RECREATION:REFUND ADMIN	500	500	5.00	10.00	490.00	2.0%	70.00
347906	RECREATION: ACTIVITY GUIDE ADS	0	0	0.00	0.00	0.00	0.0%	0.00
349140	FINANCIAL SERVICES	0	0	0.00	0.00	0.00	0.0%	76,152.99
349141	ADMIN SVCS	0	0	0.00	0.00	0.00	0.0%	0.00
349142	ADMIN SVCS-PARK RESERVE	0	0	0.00	0.00	0.00	0.0%	0.00
349143	ADMIN SVCS-PENSION FNDS	22,792	22,792	0.00	3,690.68	19,101.32	16.2%	6,903.00
349144	ADMIN SVCS-EMERG COMMUNICAT	204,626	204,626	0.00	17,052.17	187,573.83	8.3%	49,883.49
349145	ADMIN SVCS-EMERG MGMNT	31,000	31,000	0.00	0.00	31,000.00	0.0%	3,197.71-
349146	ADMIN SVC- 800 MHZ	10,895	10,895	0.00	907.92	9,987.08	8.3%	2,540.25
349147	ADMIN SVCS - ICMA	0	0	0.00	0.00	0.00	0.0%	0.00
349148	ADMIN SVC-MICROWAVE	4,489	4,489	0.00	374.08	4,114.92	8.3%	1,122.24
349170	EMPLOYEE BENEFIT SVC	107,074	107,074	0.00	0.00	107,074.00	0.0%	26,115.75
349171	WORKERS COMP SVC	103,519	103,519	0.00	0.00	103,519.00	0.0%	25,372.74
349180	CENTRAL SERVICES	3,651,965	3,651,965	0.00	0.00	3,651,965.00	0.0%	832,100.22
349181	B-G SVCS OTHER FUNDS	0	0	0.00	0.00	0.00	0.0%	0.00
349182	B-G SVCS ELECTRIC	0	0	0.00	0.00	0.00	0.0%	0.00

Fin-6 City of Richland Revenue Report

Fund 001 GENERAL FUND Basub Ele Account Description	Orig.Budget	Adj.Budget	Monthly Receipts	Y-T-D	Uncollected Revenue	Percent Collected	Previous Y-T-D
349183 B-G SVCS WATER/SEWER	0	0	0.00	0.00	0.00	0.0%	0.00
349184 WAREHOUSE SERVICES	589,391	589,391	0.00	0.00	589,391.00	0.0%	147,881.76
349190 OTHER GENERAL GOVMNT SVCS	1,315,276	1,315,276	0.00	0.00	1,315,276.00	0.0%	286,453.47
Total CHARGES FOR GOODS & SVCS	**7,122,587**	**7,122,587**	**94,387.65**	**305,196.06**	**6,817,390.94**	**4.3%**	**1,690,192.71**
FINES & FORFEITS							
351900 FELNY PENALT CRM VCTMS ST PSEA	0	0	0.00	0.00	0.00	0.0%	0.00
352300 PROOF OF INSURANCE	7,000	7,000	642.78	1,589.87	5,410.13	22.7%	1,908.77
352900 OTHER CIVIL PENALTIES	0	0	0.00	0.00	0.00	0.0%	0.00
353100 TRAFFIC INFRACTION PENALTIES	310,000	310,000	32,363.51	74,195.58	235,804.42	23.9%	76,882.37
353700 NON-TRAFFIC INFRACTN PENALTIES	4,000	4,000	443.26	880.88	3,119.12	22.0%	1,041.53
353702 CIVIL FINES-CODE ENFORCEMENT	5,000	5,000	970.00	4,180.00	820.00	83.6%	1,150.00
354000 PARKING INFRACTION PENALTIES	5,000	5,000	785.27	1,033.71	3,966.29	20.7%	1,432.54
355200 DRIVING WHILE INTOXICATED FINE	100,000	100,000	8,371.86	19,989.48	80,010.52	20.0%	16,180.94
355800 OTHER CRIMINAL TRAFFIC FINE	174,000	174,000	18,482.63	49,653.11	124,346.89	28.5%	39,815.31
356400 BOATING SAFETY FINES	0	0	0.00	0.00	0.00	0.0%	0.00
356500 COURT ORDERED RESTITUTION	10,000	30,000	483.27	2,802.47	27,197.53	9.3%	1,909.48
356501 LIBRARY: COURT RESTITUTION	0	0	0.00	0.00	0.00	0.0%	0.00
356900 OTHER CRIM-NON-TRAF-FINES	161,000	161,000	12,712.35	34,661.54	126,338.46	21.5%	31,955.61
357300 COURT COST RECOUPMENTS	600	600	29.13	64.83	535.17	10.8%	0.00
357310 JURY DEMAND FEE	500	500	0.00	0.00	500.00	0.0%	392.99
357320 WITNESS FEES	150	150	0.00	0.00	150.00	0.0%	0.00
357330 PUBLIC DEFENSE FEES	94,000	94,000	9,275.19	24,614.26	69,385.74	26.2%	21,920.44
357340 JAIL COST RESTITUTION	0	0	0.00	0.00	0.00	0.0%	0.00
357350 COURT INTERPRETER	100	100	0.00	0.00	100.00	0.0%	0.00
357360 COLLECTION AGENCY FEE	0	0	0.00	120.00	120.00-	0.0%	0.00
359700 LIBRARY: MISC FINES	40,000	40,000	163.90	8,705.30	31,294.70	21.8%	0.00
359910 ANIMAL IMPOUND FEES	2,500	2,500	315.00	560.00	1,940.00	22.4%	490.00
359911 ANIMAL BOARDING FEES	2,000	2,000	450.00	610.00	1,390.00	30.5%	400.00
Total FINES & FORFEITS	**915,850**	**935,850**	**85,488.15**	**223,661.03**	**712,188.97**	**23.9%**	**195,479.98**
MISCELLANEOUS REVENUES							
361100 INVESTMENT INTEREST	98,000	98,000	1,916.78	4,839.72	93,160.28	4.9%	28,733.91
361320 NET CHANGE IN FMV INVEST	0	0	0.00	0.00	0.00	0.0%	0.00
361400 INTEREST ON CONTRACTS & LOANS	0	0	0.00	0.00	0.00	0.0%	0.00
361900 OTHER INTEREST EARNINGS	5,000	5,000	0.00	0.00	5,000.00	0.0%	320.99
361910 INTEREST STATE SALES TAX	2,000	2,000	385.32	385.32	1,614.68	19.3%	107.02
361911 INTEREST FROM FISCAL AGENT	0	0	0.00	0.00	0.00	0.0%	0.00

Fin-6 City of Richland Revenue Report

Fund 001 GENERAL FUND

Basub Ele	Account Description	Orig.Budget	Adj.Budget	Monthly Receipts	Y-T-D	Uncollected Revenue	Percent Collected	Previous Y-T-D
362300	LEASED PARKING	1,658	1,658	0.00	0.00	1,658.00	0.0%	0.00
362400	SPACE & FACILITIES RENTALS S/T	0	0	0.00	0.00	0.00	0.0%	0.00
362401	RECREATION: ST BUILDING RENTLS	65,000	65,000	4,718.37	13,860.19	51,139.81	21.3%	14,539.28
362402	RECREATION: ST PARK RENTLS	40,000	40,000	795.50	1,167.00	38,833.00	2.9%	1,969.27
362403	RECREATION: ST MOORAGE	0	0	0.00	0.00	0.00	0.0%	0.00
362404	RECREATION: ST BALLFIELD RNTLS	0	0	0.00	0.00	0.00	0.0%	0.00
362405	RENTAL-COMMUNITY CTR	0	0	0.00	0.00	0.00	0.0%	0.00
362408	RENTAL-RANGE	0	0	0.00	0.00	0.00	0.0%	0.00
362410	LIBRARY: BUILDING RENTAL	0	0	0.00	0.00	0.00	0.0%	0.00
362420	RECREATION: ORV CAMPGROUND	0	0	0.00	0.00	0.00	0.0%	0.00
362421	ORV SHOWERS	0	0	0.00	0.00	0.00	0.0%	0.00
362505	703 BLDG RNTL	0	0	0.00	0.00	0.00	0.0%	0.00
362509	LIBRARY: BUILDING RENTAL L/T	0	0	0.00	400.00	400.00-	0.0%	0.00
362510	SPACE & FACILITIES RENTALS L/T	21,800	21,800	1,871.75	5,215.25	16,584.75	23.9%	5,015.25
362810	RECREATION: CONCESSIONS	10,000	10,000	1,025.00	1,195.71	8,804.29	12.0%	127.30
362812	CONCESSIONS-PARKS	0	0	0.00	0.00	0.00	0.0%	0.00
362813	CONCESSIONS-TOUR BOAT	3,300	3,300	0.00	0.00	3,300.00	0.0%	0.00
366900	MISC INTERDEPT REV	0	0	0.00	0.00	0.00	0.0%	0.00
367103	DONATIONS- RICHLAND ROTARY	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
367111	DONATIONS-POLICE EQUIPMENT	0	0	0.00	0.00	0.00	0.0%	0.00
367112	DONATIONS-FIRE DEPT	0	0	0.00	0.00	0.00	0.0%	0.00
367113	RECREATION: DONATIONS	7,500	35,375	73.81	203.48	35,171.52	0.6%	1,272.20
367114	DONATIONS-REC SCHOLARSHIP	0	0	0.00	0.00	0.00	0.0%	0.00
367118	DONATIONS-VIPS (POLICE)	0	0	0.00	0.00	0.00	0.0%	0.00
367191	CAPITAL CONTIBUTION PVT SRC	0	0	0.00	12,500.00	12,500.00-	0.0%	12,500.00
367192	DONATIONS-PRVT SRC WELCME SIGN	0	0	0.00	0.00	0.00	0.0%	0.00
367195	DONATIONS - BENTON COUNTY	0	0	0.00	0.00	0.00	0.0%	0.00
367196	DONATIONS - 50TH ANNIVERSARY	0	0	0.00	0.00	0.00	0.0%	0.00
367313	DONATIONS-PARKS CIP PROJECTS	0	0	0.00	0.00	0.00	0.0%	0.00
367314	DONATIONS-TRAILHEAD PK SIDEWK	0	0	0.00	0.00	0.00	0.0%	0.00
367315	DONATIONS-PUBLIC ART	0	0	550.00	550.00	550.00-	0.0%	2,200.00
369100	SALE OF SALVAGE	4,000	4,000	0.00	941.85	3,058.15	23.5%	0.00
369101	SALE OF SALVAGE-CELL PHONES	0	0	0.00	0.00	0.00	0.0%	0.00
369200	UNCLAIMED MONEY/PROPERTY	0	0	0.00	0.00	0.00	0.0%	379.04
369300	CONFISCATED & FORFEIT PROPERTY	1,500	1,500	0.00	373.80	1,126.20	24.9%	1,319.96

Fin-6 City of Richland Revenue Report

Fund 001 GENERAL FUND Basub Ele Account Description	Orig.Budget	Adj.Budget	Monthly Receipts	Y-T-D	Uncollected Revenue	Percent Collected	Previous Y-T-D
369310 INVEST FUND CONFISCATION	8,000	8,000	0.00	0.00	8,000.00	0.0%	759.85
369400 JUDGEMENTS & SETTLEMENTS	12,000	12,000	110.00	191.95	11,808.05	1.6%	11,350.58
369770 PROPERTY TAX IN SUSPENSE	0	0	802,288.74	1,055,266.34	1,055,266.34-	0.0%	0.00
369810 CASH OVERAGES & SHORTAGES	0	0	26.10	47.83	47.83-	0.0%	109.98
369850 POLICE TRAINING REGISTRATION	10,000	10,000	0.00	0.00	10,000.00	0.0%	2,250.00
369851 PARKS TRAINING REGISTRATION	0	0	0.00	0.00	0.00	0.0%	0.00
369900 OTHER MISC REVENUE	4,000	4,000	75.02	14,333.89	10,333.89-	358.3%	483.82-
369905 BUILDING KEY DEPOSITS	0	0	0.00	0.00	0.00	0.0%	0.00
369910 LATE FEES	0	0	0.00	0.00	0.00	0.0%	0.00
369911 SR CTR BULTN BOARD SVC	0	0	0.00	0.00	0.00	0.0%	0.00
369912 READER BOARD REVENUE	0	0	0.00	0.00	0.00	0.0%	0.00
369913 COLLECTION / NSF FEES	150	150	25.00	50.00	100.00	33.3%	0.00
369915 GARNISHMENT FEE	150	150	30.00	80.00	70.00	53.3%	30.00
369920 BAD DEBT RECOVERY	500	500	0.00	0.00	500.00	0.0%	0.00
369950 REFUND OF EXPENDITURES	0	0	68.62	1,316.95	1,316.95-	0.0%	10,632.96
369951 REIMB FIRE- RESTITUTION	0	0	0.00	16,181.41	16,181.41-	0.0%	0.00
369952 REIMBURSE EXPEND-JURY	0	0	0.00	40.00	40.00-	0.0%	30.00
369953 REIMBURSE EXPEND-METRO	15,000	15,000	3,665.01	4,754.45	10,245.55	31.7%	3,394.70
369954 REIMBURSE EXP-OTHER AGENCIES	0	0	0.00	0.00	0.00	0.0%	0.00
369957 REIMB FROM WCIA	0	0	0.00	8,551.18	8,551.18-	0.0%	0.00
369958 REVENUE IN SUSUPENSE	0	0	0.00	0.00	0.00	0.0%	0.00
369959 REIMBURSE EXP-RSD SRO	23,000	23,000	0.00	0.00	23,000.00	0.0%	0.00
369961 REIMB CABLE COMM VIDEO PRODTN	0	0	0.00	0.00	0.00	0.0%	0.00
369962 REIMB EXPEND-FIRE HAZMAT	12,000	12,000	0.00	2,776.62	9,223.38	23.1%	2,761.41
369963 REIMB EXPEND-BIPIN	0	0	0.00	0.00	0.00	0.0%	0.00
Total MISCELLANEOUS REVENUES	**344,558**	**372,433**	**817,625.02**	**1,145,222.94**	**772,789.94-**	**307.5%**	**99,319.88**
NONREVENUES							
381100 INTERFUND LOANS RECEIVED	0	0	0.00	0.00	0.00	0.0%	0.00
387000 RESIDUAL EQUITY TRANSFERS IN	0	0	0.00	0.00	0.00	0.0%	0.00
387110 RES EQ TRF FROM 703 BUILD CNST	0	0	0.00	0.00	0.00	0.0%	0.00
387121 RES EQ TRF FROM FIRE EQU RES	0	0	0.00	0.00	0.00	0.0%	0.00
387380 RES EQ TRF FROM P&R CONST F380	0	0	0.00	0.00	0.00	0.0%	0.00
387503 RES EQ TRF FROM EQUIP REPLACE	0	0	0.00	0.00	0.00	0.0%	0.00
387504 RES EQ TRF FROM OFF EQU RESVE	0	0	0.00	0.00	0.00	0.0%	0.00
387520 RES EQ TRF FROM EMP BENEFIT	0	0	0.00	0.00	0.00	0.0%	0.00
387521 RES EQ TF FROM UNEMPLOYMENT	0	0	0.00	0.00	0.00	0.0%	0.00

Fin-6 City of Richland Revenue Report

Fund 001 GENERAL FUND Basub Ele Account Description	Orig.Budget	Adj.Budget	Monthly Receipts	Y-T-D	Uncollected Revenue	Percent Collected	Previous Y-T-D
388100 CONTRIBUTED CAPITAL	0	0	0.00	0.00	0.00	0.0%	0.00
388800 PRIOR PERIOD ADJUSTMENTS	0	0	0.00	0.00	0.00	0.0%	0.00
389111 REIMB-FIRE CPR CLASSES	0	0	0.00	0.00	0.00	0.0%	0.00
389112 THIRD PARTY FEE DEFERRED COMP	48,000	48,000	0.00	0.00	48,000.00	0.0%	0.00
389113 NATIONWIDE 457 REIMBURSE	0	0	0.00	0.00	0.00	0.0%	0.00
389116 DIAL-A-RIDE CLEARING	0	0	0.00	0.00	0.00	0.0%	0.00
Total NONREVENUES	**48,000**	**48,000**	**0.00**	**0.00**	**48,000.00**	**0.0%**	**0.00**
OTHER FINANCING SOURCES							
391100 G O BOND PROCEEDS/GOVT FUNDS	0	0	0.00	0.00	0.00	0.0%	0.00
391700 LOAN/NOTE PROCEEDS GOV FND	0	0	0.00	0.00	0.00	0.0%	0.00
391710 LINE OF CREDIT PROCEEDS	0	0	0.00	0.00	0.00	0.0%	0.00
391711 LINE OF CREDIT-BOA	0	0	0.00	0.00	0.00	0.0%	0.00
391712 SHORT TERM LOAN PROCEEDS	0	0	0.00	0.00	0.00	0.0%	0.00
391713 LONG TERM LOAN PROCEEDS	0	0	0.00	0.00	0.00	0.0%	0.00
392000 PREMIUM ON GO DEBT	0	0	0.00	0.00	0.00	0.0%	0.00
395110 SALE OF LAND	0	0	0.00	0.00	0.00	0.0%	0.00
395200 FIXED ASSET/INS RECOVERY	0	0	25.98	25.98	25.98-	0.0%	0.00
397101 OP TRANS IN-STREET	0	0	0.00	0.00	0.00	0.0%	0.00
397111 OP TRANS IN-PARK RESERVE	0	0	0.00	0.00	0.00	0.0%	40,493.75
397112 OP TRANS IN-IND DEVELOPMENT	169,679	169,679	0.00	0.00	169,679.00	0.0%	634,204.99
397113 OP TRANS IN-CABLE COMM I-NET	0	0	0.00	0.00	0.00	0.0%	0.00
397114 OP TRANS IN-CRIM JUSTICE	47,724	47,724	0.00	0.00	47,724.00	0.0%	11,500.77
397115 OP TRANS IN-CAP IMPROVEMENT	0	0	0.00	0.00	0.00	0.0%	170,349.07
397121 OP TRANS IN-FIRE EQUIPMENT	0	0	0.00	0.00	0.00	0.0%	0.00
397150 OP TRANS IN-HOTEL/MOTEL	98,170	98,170	0.00	0.00	98,170.00	0.0%	25,338.00
397153 OP TRANS IN-CDBG	0	0	0.00	0.00	0.00	0.0%	0.00
397216 OP TRANS IN-LTGO DEBT SVC	0	0	0.00	0.00	0.00	0.0%	0.00
397343 OP TRANS IN-PARKWAY CONST FUND	0	0	0.00	0.00	0.00	0.0%	0.00
397381 OP TRANS IN-LIBRARY CONSTR	0	0	0.00	0.00	0.00	0.0%	0.00
397388 OP TRANS IN-RICHLAND COM CTR	0	0	0.00	0.00	0.00	0.0%	0.00
397401 OP TRANS IN-ENERGY SERVICES	0	0	0.00	0.00	0.00	0.0%	0.00
397402 OP TRANS IN-WTR FUND	0	0	0.00	0.00	0.00	0.0%	0.00
397403 OP TRANSFERS IN SEWER	0	0	0.00	0.00	0.00	0.0%	0.00
397404 OP TRANSFERS IN SOLID WASTE	0	0	0.00	0.00	0.00	0.0%	0.00
397405 OP TRANS IN-STORMWATER	0	0	0.00	0.00	0.00	0.0%	0.00
397407 OP TRANS IN-MED SVC FUND	0	0	0.00	0.00	0.00	0.0%	0.00

Fin-6 City of Richland Revenue Report

Basub Ele	Account Description	Orig.Budget	Adj.Budget	Monthly Receipts	Y-T-D	Uncollected Revenue	Percent Collected	Previous Y-T-D
Fund 001	GENERAL FUND							
397408	OP TRANS IN-BROADBAND FUND	0	0	0.00	0.00	0.00	0.0%	7,186.50
397520	OP TRANS IN-EMP BENEFIT	0	0	0.00	0.00	0.00	0.0%	699,465.00
397602	OP TRANS IN-LID GUARANTY	150,000	150,000	0.00	0.00	150,000.00	0.0%	0.00
397642	OP TRANS IN - 800 MHZ	0	0	0.00	0.00	0.00	0.0%	0.00
Total	OTHER FINANCING SOURCES	**465,573**	**465,573**	**25.98**	**25.98**	**465,547.02**	**0.0%**	**1,588,538.08**
Total	GENERAL FUND	**48,005,308**	**48,053,183**	**2,648,630.90**	**6,127,410.34**	**41,925,772.66**	**12.8%**	**10,067,006.59**

Fin-6 City of Richland Revenue Report

Fund 001 GENERAL FUND

Basub Ele	Account Description	Orig.Budget	Adj.Budget	Monthly Receipts	Y-T-D	Uncollected Revenue	Percent Collected	Previous Y-T-D
	Grand Total	48,005,308	48,053,183	2,648,630.90	6,127,410.34	41,925,772.66	12.8%	10,067,006.59

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	59,044.16	176,746.20	0.00	608,526.80	22.5%	0.00
1102	SALARIES-PART TIME	191,302	191,302	13,644.90	42,069.63	0.00	149,232.37	22.0%	0.00
1104	SALARIES-INTERMITTENT/TEMP	35,339	35,339	1,276.24	4,268.74	0.00	31,070.26	12.1%	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	0.00	12,912.60	0.00	22,845.40	36.1%	0.00
		1,048,472	1,048,472	73,965.30	235,997.17	0.00	812,474.83		0.00
Type:	**2 BENEFITS**								
2101	SOCIAL SECURITY-FICA	80,212	80,212	5,606.50	17,305.24	0.00	62,906.76	21.6%	0.00
2103	PENSION CONTRIBUTIONS-PERS	94,733	94,733	6,587.91	19,840.08	0.00	74,892.92	20.9%	0.00
2105	INDUSTRIAL INS & MED AID	9,622	9,622	589.59	1,702.14	0.00	7,919.86	17.7%	0.00
2106	UNEMPLOYMENT	4,544	4,544	322.48	1,028.91	0.00	3,515.09	22.6%	0.00
2107	LIFE & DISABILITY INSURANCE	8,783	8,783	638.46	1,915.38	0.00	6,867.62	21.8%	0.00
2108	DENTAL INSURANCE	23,106	23,106	1,925.00	5,775.00	0.00	17,331.00	25.0%	0.00
2109	HEALTH INSURANCE	218,414	218,414	18,201.12	54,603.36	0.00	163,810.64	25.0%	0.00
2110	VISION INSURANCE	3,738	3,738	312.06	936.18	0.00	2,801.82	25.0%	0.00
2112	DEFERRED COMPENSATION	44,644	44,644	3,097.56	9,229.09	0.00	35,414.91	20.7%	0.00
2118	POST EMPLOYEE HEALTH BENE	28,707	28,707	2,392.38	7,177.14	0.00	21,529.86	25.0%	0.00
		516,503	516,503	39,673.06	119,512.52	0.00	396,990.48		0.00
Type:	**3 SUPPLIES**								
3102	OPERATING SUPPLIES & MATERI	32,850	32,850	1,702.30	8,925.69	0.00	23,924.31	27.2%	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	13,781.00	76,419.96	0.00	140,080.04	35.3%	0.00
3583	SOFTWARE-LICENSING & UPGR	40,707	40,707	47.51	4,101.55	0.00	36,605.45	10.1%	0.00
3993	SUPPLIES - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
		290,857	290,857	15,530.81	89,555.60	0.00	201,301.40		0.00
Type:	**4 OTHER SERVICES & CHARGES**								
4107	OTHER PROFESSIONAL SERVIC	26,500	26,500	916.02	3,030.07	0.00	23,469.93	11.4%	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	550.25	1,595.43	0.00	6,024.57	20.9%	0.00
4202	POSTAGE	4,498	4,498	2,088.20	2,573.74	0.00	1,924.26	57.2%	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	401.90	797.14	0.00	2,772.86	22.3%	0.00
4505	RENTALS-OTHER	4,683	4,683	422.42	857.04	0.00	3,825.96	18.3%	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	4,523.18	9,323.74	0.00	52,916.26	15.0%	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	0.00	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	265.00	1,248.37	0.00	1,891.63	39.8%	0.00
4913	COLLECTION SERVICES	3,222	3,222	0.00	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	9,166.97	54,059.60	0.00	107,153.40		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	103.37	201.75	0.00	1,898.25	9.6%	0.00
		2,300	2,300	103.37	201.75	0.00	2,098.25		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**	**138,439.51**	**499,326.64**	**0.00**	**1,520,518.36**	**24.7%**	**0.00**

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

Grand Totals	**2,019,845**	**2,019,845**	**138,439.51**	**499,326.64**	**0.00**	**1,520,518.36**	**24.7%**	**0.00**

RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

APRIL 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 $96,995.76 this 14th day of April 2015.

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

Voucher Listings	**Amount**
March 1, 2015 through March 31, 2015	$23,030.46
Interdepartmental Billings	
None	$0.00
Transfer Advice (Salaries)	
Salaries for the weeks of 03/12/15 & 03/26/15	$73,965.30
TOTAL MONTHLY EXPENSES	$96,995.76

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		TXN00020093	221335	INGRAM BOOKS	$1,575.47
		TXN00020098		INGRAM BOOKS	$166.44
		TXN00020099		OFFICE SUPPLIES	$154.60
		TXN00020123		MEETING SUPPLIES	$40.82
		TXN00020137		INGRAM BOOKS	$33.18
		TXN00020206		INGRAM BOOKS	$29.95
		TXN00020211		INGRAM BOOKS	$191.26
		TXN00020213		REGISTRATION - AR TRIP#15-079	$265.00
		TXN00020245		INGRAM BOOKS	$109.41
		TXN00020254		INGRAM BOOKS	$100.45
		TXN00020255		SIGN/DISPLAY HOLDERS	$205.01
		TXN00020259		INGRAM BOOKS	$148.93
		TXN00020263		POLK DIRECTORY	$336.66
		TXN00020271		RECORDED BOOKS DIGITAL BOOK	$88.20
		TXN00020282		MCNAUGHTON BOOKS	$314.94
		TXN00020287		INGRAM BOOKS	$101.43
		TXN00020288		INGRAM BOOKS	$136.64
		TXN00020296		PAPER	$23.23
		TXN00020317		INGRAM BOOKS	$1,535.29
		TXN00020319		SIGN HOLDERS	$128.65
		TXN00020329		DISPLAY RACKS	$506.97
		TXN00020338		DISPENSER, ADHESIVE, TAPE	$194.53
		TXN00020341		INGRAM BOOKS	$215.03
		TXN00020349		OVERDRIVE DIGITAL BOOKS	$218.00
		TXN00020363		INGRAM BOOKS	$120.40
		TXN00020385		INGRAM BOOKS	$461.42
		TXN00020392		INGRAM BOOKS	$367.12
		TXN00020394		OVERDRIVE DIGITAL BOOKS	$587.59
		TXN00020400		INGRAM BOOKS	$39.29
		TXN00020404		VALUE LINE DATABASE	$3,941.67
		TXN00020406		INGRAM BOOKS	$278.07
		TXN00020415		AMAZON BOOKS	$52.14
		TXN00020430		INGRAM BOOKS	$54.05
		TXN00020431		INGRAM BOOKS	$98.52
		TXN00020436		INGRAM BOOKS	$257.29
		TXN00020441		INGRAM BOOKS	$286.43
		TXN00020457		INGRAM BOOKS	$1,875.65
		TXN00020462		OFFICE SUPPLIES	$330.21

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00020471	221335	BOOK MARKS	$84.70
CASCADE NATURAL GAS CORP		2/15-61897100006	220862	NAT GAS 955NORTHGATE 1/15-2/17	$1,519.12
CITY OF RICHLAND		2/2015 FEBRUARY	221184	CITY UTILITY BILLS/FEB 2015	$3,004.06
FRONTIER	S016228	3/15-509-943-3152	221209	TELEPHONE CHARGES 3/4/15 - 4/3	$403.34
POSTMASTER		PERMIT 153-3/17	221442	POSTAGE 2/27-3/17/15	$1,465.00
XEROX CORPORATION		078512744	221514	W7225 BASE CHRG/PRINTS-FEB	$262.88
		078595209		W7225 BASE CHRG/PRINTS-FEB	$177.32
		078595210		W7225 BASE CHRG/PRINTS-FEB	$139.02
		078595211		W7225 BASE CHRG/PRINTS-FEB	$245.10
				LIBRARY TOTAL****	**$22,870.48**
				GENERAL FUND Total ***	**$22,870.48**
FUND 110 LIBRARY					
Division: 303 LIBRARY					
BANK OF AMERICA		TXN00020367	221335	BACKUPIFY-LIBRARY FACEBOOK	$3.75
UNITED PARCEL SERVICE	S016214	000986641095	221040	GROUND PKG TO LIBRARY OF VIRGI	$4.13
	S016245	000986641125	221455	GROUND PKG TO UNIVERSITY OF WI	$5.19
XO HOLDINGS LLC DBA		0273222556	221147	PHONE CHARGES 2/23-3/22/15	$146.91
				LIBRARY TOTAL****	**$159.98**
				LIBRARY Total ***	**$159.98**

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
				Invoice Total: ****	**$23,030.46**

	Number of Invoices	Amount
Vouchers In Richland	1	$1,465.00
Vouchers In Tri Cities	0	
Vouchers In WA	0	
Vouchers Outside WA	50	$21,565.46
Vouchers Final Total.....	51	

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	$15,393.39	66.84%
4	OTHER SERVICES & CHARGES	$7,637.07	33.16%
	Total	$23,030.46	

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 04/14/2015

Agenda Category: Unfinished Business

Prepared By: Ann Roseberry, Library Manager

Subject:
Financial Reporting

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 04/14/2015

Agenda Category: New Business

Prepared By: Ann Roseberry, Library Manager

Subject:
Library Staff Presentation - Judy McMakin

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 04/14/2015

Agenda Category: New Business

Prepared By: Ann Roseberry, Library Manager

Subject:
Business Plan

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments: