



CANCELLATION NOTICE

April 14, 2020:

Due to technological difficulties, the April 14, 2020 meeting of the Richland Public Library Board of Trustees has been cancelled.

Agenda items will be moved to the next regularly scheduled board meeting.

Note: Governor Inslee's Proclamation 20-28 prohibits public meetings from being conducted in person. For this meeting, the City of Richland Library Board of Trustees will meet remotely and only take action on necessary and routine matters or matters necessary to respond to the COVID-19 outbreak until such time as regular public participation is possible. The public may attend this meeting through telephonic access by calling the phone number provided. All members of the public who remotely attend must mute their phones/remain silent during the meeting.



Agenda Library Board Meeting

****REMOTE ATTENDANCE ONLY****

Call-In Number: 509-942-7699

Tuesday, April 14, 2020

5:30 p.m.

Board Members: Chair Maier, Vice Chair Booth and Board Members Buxton, Lightner and Lunstad

Liaisons: Council Liaison Kent
Staff Liaison: Library Manager Campbell Hime

Regular Meeting - 5:30 p.m.

Call to Order/Attendance:

Approval of Agenda: (Approved by Motion)

Approval of Bills: (Approved by Motion)

1. Approval of Bills February 1, 2020 through February 29, 2020
- Leslie Campbell Hime, Library Manager
2. Approval of Bills March 1, 2020 through March 31, 2020
- Leslie Campbell Hime, Library Manager

Adjournment

The next Library Board Meeting is Tuesday, May 12, 2020

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 942-7389.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/14/2020

Agenda Category: Approval of Bills

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

Approval of Bills February 1, 2020 through February 29, 2020

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. March 2020 Claims for Payment
2. February 2020
3. February Voucher Listing
4. YTD Budget Report



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

MARCH 2020

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 \$115,556.22 this 14 day of April 2020.

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

Voucher Listings	Amount
February 1, 2020 thru February 29, 2020	\$32,428.02
Transfer Advice (Salaries)	
Salaries for the weeks of: 2/6/20 & 2/20/20	\$83,128.20
MONTHLY EXPENSES	\$115,556.22

Comments:

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME

SIGNATURE

1.

1.

2.

2.

3.

3.

CITY OF RICHLAND

LIBRARY EXPENDITURE

February 2020

Month/Year

PAY PERIODS From January 20, 2019 through February 16,2020

GROSS SALARIES \$ 83,128.20

		Gross Wages	Total
WEEK OF:	<u>02/06/20</u>	<u>41,433.71</u>	<u>41,433.71</u>
WEEK OF:	<u>02/20/20</u>	<u>41,694.49</u>	<u>41,694.49</u>
WEEK OF:	<u> </u>	<u> </u>	<u>-</u>
	TOTAL	<u>83,128.20</u>	<u>83,128.20</u>

Voucher Listing

Begin Date: 2/1/2020

End Date: 2/29/2020

Fund	Div/Org	Vendor	P.O. Number	Invoice Number	Check #	Description	Amount
001		GENERAL FUND					
	303	LIBRARY					
	K8188700	MIDWEST TAPE		98553006	276665	HOOPLA JANUARY 2020	\$3,804.44
	K8722100	WASHINGTON STATE PAT		I20004856	276816	VOLUNTEER BACKGROUND CHECK	\$55.00
	K8725000	CITY OF RICHLAND		01/2020 JAN	276709	CITY UTILITY BILLS/JAN 2020	\$3,574.97
	K8721000	PUBLIC LIBRARIES OF		2020025	277077	2020 ORGANIZATION MEMBERSHIP	\$329.41
	K8721000	TRAVELERS		6769F7144/2020	277089	LIBRARY ART INSURANCE POLICY	\$1,547.00
	K8721000	PITNEY BOWES PURCHAS		1019/14823173	276973	POSTAGE 10/01/19 TO 10/31/19	\$509.30
	K8721000	PITNEY BOWES PURCHAS		1119/14823173	276973	POSTAGE 11/01/19 TO 11/30/19	\$305.06
	K8722100	SONOMA STATE UNIVERS		200425992	277176	LOST INTER LIBRARY LOAN BOOK	\$50.00
	K8721000	WA STATE DEPARTMENT		DOR 01/2020	220	COMBINED EXCISE TAX-JAN 2020	\$22.03
	K8721000	FRONTIER COMMUNICATI		1/20 206-188-2614	276591	Period 1/19/2020 to 2/18/2020	\$142.71
	K8721000	BANK OF AMERICA		013120	8012	Library Merchant Service Fees	\$112.50
Division Total:							\$10,452.42
Fund Total:							\$10,452.42

YEAR-TO-DATE BUDGET REPORT

FOR 2020 02				JOURNAL DETAIL 2020 1 TO 2020 2				
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
001 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
K8188700 001.303 INFORMATION TECHNOLOGY								
K8188700 3583 SOFTWARE-LICENSIN	133,822	0	133,822	23,306.85	.00	110,515.15	17.4%	
2020/01/000157 01/03/2020 API	9,880.59 VND 011333 VCH		ENVISION WARE INC		ENVISIONWARE RENEWAL INVOICE		275809	
2020/01/000598 01/16/2020 API	1,140.91 VND 010472 VCH		OCLC INC		CATALOGING METADATA ILL JANUAR		276492	
2020/01/000699 01/29/2020 API	1,140.91 VND 010472 VCH		OCLC INC		CATALOGING METADATA ILL 12/1/1		276492	
2020/01/000704 01/29/2020 API	7,340.00 VND 010042 VCH		EBSCO		NOVELIST ONLINE		276448	
2020/02/000130 02/04/2020 API	3,804.44 VND 010578 VCH		MIDWEST TAPE		HOOPLA JANUARY 2020		276665	
TOTAL 001.303 INFORMATION TECHNOLOGY	133,822	0	133,822	23,306.85	.00	110,515.15	17.4%	
K8721000 001.303 LIBRARY ADMIN								
K8721000 1101 SALARIES & WAGES-	97,254	0	97,254	14,278.40	.00	82,975.60	14.7%	
2020/01/000084 01/09/2020 GNI	3,569.60 REF PR				PAYROLL FOR 010920			
2020/01/000436 01/23/2020 GNI	3,569.60 REF PR				PAYROLL FOR 012320			
2020/02/000122 02/06/2020 GNI	3,569.60 REF PR				PAYROLL FOR 020620			
2020/02/000494 02/20/2020 GNI	3,569.60 REF PR				PAYROLL FOR 022020			
K8721000 1102 SALARIES & WAGES-	24,240	0	24,240	4,027.92	.00	20,212.08	16.6%	
2020/01/000084 01/09/2020 GNI	1,015.73 REF PR				PAYROLL FOR 010920			
2020/01/000436 01/23/2020 GNI	980.71 REF PR				PAYROLL FOR 012320			
2020/02/000122 02/06/2020 GNI	980.72 REF PR				PAYROLL FOR 020620			
2020/02/000494 02/20/2020 GNI	1,050.76 REF PR				PAYROLL FOR 022020			
K8721000 1302 VACATION/PTO CASH	7,424	0	7,424	892.40	.00	6,531.60	12.0%	
2020/01/000436 01/23/2020 GNI	892.40 REF PR				PAYROLL FOR 012320			
K8721000 2101 SOCIAL SECURITY--	9,840	0	9,840	1,371.77	.00	8,468.23	13.9%	
2020/01/000084 01/09/2020 GNI	344.19 REF PR				PAYROLL FOR 010920			
2020/01/000436 01/23/2020 GNI	340.30 REF PR				PAYROLL FOR 012320			
2020/02/000122 02/06/2020 GNI	341.41 REF PR				PAYROLL FOR 020620			
2020/02/000494 02/20/2020 GNI	345.87 REF PR				PAYROLL FOR 022020			

YEAR-TO-DATE BUDGET REPORT

FOR 2020 02					JOURNAL DETAIL 2020 1 TO 2020 2			
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
K8721000 2103	PENSION CONTRIBUT	15,624	0	15,624	2,409.29	.00	13,214.71	15.4%
2020/01/000084	01/09/2020 GNI	603.46	REF PR			PAYROLL FOR 010920		
2020/01/000436	01/23/2020 GNI	598.94	REF PR			PAYROLL FOR 012320		
2020/02/000122	02/06/2020 GNI	598.94	REF PR			PAYROLL FOR 020620		
2020/02/000494	02/20/2020 GNI	607.95	REF PR			PAYROLL FOR 022020		
K8721000 2105	INDUSTRIAL INS &	721	0	721	113.81	.00	607.19	15.8%
2020/01/000084	01/09/2020 GNI	5.76	REF PR			PAYROLL FOR 010920		
2020/01/000436	01/23/2020 GNI	49.49	REF PR			PAYROLL FOR 012320		
2020/02/000122	02/06/2020 GNI	8.33	REF PR			PAYROLL FOR 020620		
2020/02/000494	02/20/2020 GNI	50.23	REF PR			PAYROLL FOR 022020		
K8721000 2106	UNEMPLOYMENT	257	0	257	38.39	.00	218.61	14.9%
2020/01/000084	01/09/2020 GNI	9.17	REF PR			PAYROLL FOR 010920		
2020/01/000436	01/23/2020 GNI	10.88	REF PR			PAYROLL FOR 012320		
2020/02/000122	02/06/2020 GNI	9.10	REF PR			PAYROLL FOR 020620		
2020/02/000494	02/20/2020 GNI	9.24	REF PR			PAYROLL FOR 022020		
K8721000 2107	LIFE & DISABILITY	487	0	487	81.14	.00	405.86	16.7%
2020/01/000084	01/09/2020 GNI	29.37	REF PR			PAYROLL FOR 010920		
2020/01/000436	01/23/2020 GNI	11.20	REF PR			PAYROLL FOR 012320		
2020/02/000122	02/06/2020 GNI	29.37	REF PR			PAYROLL FOR 020620		
2020/02/000494	02/20/2020 GNI	11.20	REF PR			PAYROLL FOR 022020		
K8721000 2108	DENTAL INSURANCE	1,607	0	1,607	245.32	.00	1,361.68	15.3%
2020/01/000084	01/09/2020 GNI	122.66	REF PR			PAYROLL FOR 010920		
2020/02/000122	02/06/2020 GNI	122.66	REF PR			PAYROLL FOR 020620		
K8721000 2109	HEALTH INSURANCE	18,571	0	18,571	3,095.20	.00	15,475.80	16.7%
2020/01/000084	01/09/2020 GNI	773.80	REF PR			PAYROLL FOR 010920		
2020/01/000436	01/23/2020 GNI	773.80	REF PR			PAYROLL FOR 012320		
2020/02/000122	02/06/2020 GNI	773.80	REF PR			PAYROLL FOR 020620		
2020/02/000494	02/20/2020 GNI	773.80	REF PR			PAYROLL FOR 022020		
K8721000 2110	VISION INSURANCE	251	0	251	41.82	.00	209.18	16.7%
2020/01/000084	01/09/2020 GNI	20.91	REF PR			PAYROLL FOR 010920		
2020/02/000122	02/06/2020 GNI	20.91	REF PR			PAYROLL FOR 020620		

YEAR-TO-DATE BUDGET REPORT

FOR 2020 02				JOURNAL DETAIL 2020 1 TO 2020 2				
ACCOUNTS FOR: 001 GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
K8721000 2112 DEFERRED COMPENSA		8,394	0	8,394	1,303.40	.00	7,090.60	15.5%
2020/01/000084 01/09/2020 GNI		326.20 REF PR				PAYROLL FOR 010920		
2020/01/000436 01/23/2020 GNI		324.80 REF PR				PAYROLL FOR 012320		
2020/02/000122 02/06/2020 GNI		324.80 REF PR				PAYROLL FOR 020620		
2020/02/000494 02/20/2020 GNI		327.60 REF PR				PAYROLL FOR 022020		
K8721000 2126 WA PAID FAMILY ME		156	0	156	28.22	.00	127.78	18.1%
2020/01/000084 01/09/2020 GNI		6.74 REF PR				PAYROLL FOR 010920		
2020/01/000436 01/23/2020 GNI		8.00 REF PR				PAYROLL FOR 012320		
2020/02/000122 02/06/2020 GNI		6.69 REF PR				PAYROLL FOR 020620		
2020/02/000494 02/20/2020 GNI		6.79 REF PR				PAYROLL FOR 022020		
K8721000 3102 OPERATING SUPPLIE		25,675	0	25,675	-1,069.12	.00	26,744.12	-4.2%
2020/02/000268 02/04/2020 CRP		-1,069.12 REF 2720				. MISCELLANEOUS CASH RECEIPTS		
K8721000 3103 MEETING EXPENSE		1,850	0	1,850	.00	.00	1,850.00	.0%
K8721000 4135 SHARED VALUES PRO		488	0	488	.00	.00	488.00	.0%
K8721000 4201 TELEPHONE		6,355	0	6,355	1,099.10	.00	5,255.90	17.3%
2020/01/000549 01/16/2020 API		96.81 VND 012233 VCH				XO COMMUNICATIONS SE LIBRARY		276360
2020/01/000602 01/16/2020 API		384.66 VND 031071 VCH				FRONTIER COMMUNICATI TELEPHONE CHARGES 1/4/20-2/3/2		276460
2020/01/000885 01/31/2020 GNI		90.26 REF 140104				REV B#2019/12/1296		
2020/02/000033 02/03/2020 API		142.71 VND 031071 VCH				FRONTIER COMMUNICATI LIBRARY		276591
2020/02/000807 02/25/2020 API		384.66 VND 031071 VCH				FRONTIER COMMUNICATI TELEPHONE CHARGE 2/4/20-3/3/20		277298
K8721000 4202 POSTAGE		6,316	0	6,316	.00	.00	6,316.00	.0%
2020/02/000406 02/14/2020 API		509.30 VND 010611 VCH				PITNEY BOWES PURCHAS POSTAGE 10/01/19 TO 10/31/19		276973
2020/02/000468 02/14/2020 API		305.06 VND 010611 VCH				PITNEY BOWES PURCHAS POSTAGE 11/01/19 TO 11/30/19		276973
2020/02/000616 02/29/2020 GNI		-814.36 REF 140201				REV B#2019/12/1296		
K8721000 4207 MERCHANT SVC FEES		0	0	0	192.99	.00	-192.99	100.0%
2020/01/000642 01/02/2020 API		80.49 VND 010367 VCH				BANK OF AMERICA Library Merchant Service Fees		7968
2020/02/000067 02/03/2020 API		112.50 VND 010367 VCH				BANK OF AMERICA Library Merchant Service Fees		8012
K8721000 4301 TRAVEL EXPENSES		11,563	0	11,563	.00	.00	11,563.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2020 02				JOURNAL DETAIL 2020 1 TO 2020 2				
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
K8721000 4504	COPIER FAX LEASE	5,650	0	5,650	1,488.95	.00	4,161.05	26.4%
2020/01/000600	01/16/2020 API	147.73 VND 010194 VCH		XEROX CORP		BASE CHANGE NOVEMBER 3UA-29634	276539	
2020/01/000604	01/17/2020 API	77.47 VND 010194 VCH		XEROX CORP		3UA-295134 DECEMBER	276539	
2020/01/000604	01/17/2020 API	754.88 VND 010194 VCH		XEROX CORP		3UA-296344 DECEMBER	276539	
2020/01/000630	01/23/2020 API	10.86 VND 010194 VCH		XEROX CORP		7HB-469027 JANUARY BASE CHARGE	276539	
2020/02/000875	02/21/2020 API	82.46 VND 010194 VCH		XEROX CORP		3UA-295134 JANUARY 2020 BASE C	277609	
2020/02/000875	02/21/2020 API	404.69 VND 010194 VCH		XEROX CORP		3UA-296344 JANUARY 2020 BASE C	277609	
2020/02/000875	02/21/2020 API	10.86 VND 010194 VCH		XEROX CORP		7HB-469027 FEB 2020 BASE CHARG	277609	
K8721000 4601	INSURANCE	24,600	0	24,600	26,834.00	.00	-2,234.00	109.1%
2020/01/000366	01/03/2020 API	25,231.00 VND 010430 VCH		WASHINGTON CITIES IN LIABILITY AND/OR PROGRAM ASSES			7987	
2020/01/000366	01/03/2020 API	56.00 VND 010430 VCH		WASHINGTON CITIES IN LIABILITY AND/OR PROGRAM ASSES			7987	
2020/02/000514	02/12/2020 API	1,547.00 VND 011127 VCH		TRAVELERS LIBRARY ART INSURANCE POLICY			277089	
K8721000 4802	REPAIRS AND MAINT	5,790	0	5,790	3,227.85	.00	2,562.15	55.7%
2020/02/000874	02/28/2020 API	3,227.85 VND 011333 VCH		ENVISION WARE INC CBA COIN/BILL ACCEPTOR			277535	
K8721000 4902	DUES & SUBSCRIPTI	1,855	0	1,855	329.41	.00	1,525.59	17.8%
2020/02/000514	02/12/2020 API	329.41 VND 030460 VCH		PUBLIC LIBRARIES OF 2020 ORGANIZATION MEMBERSHIP			277077	
K8721000 4903	PRINTING SERVICES	1,000	0	1,000	.00	.00	1,000.00	.0%
K8721000 4912	TUITION/CONFERENC	2,515	0	2,515	.00	.00	2,515.00	.0%
K8721000 4913	COLLECTION SERVIC	179	0	179	.00	.00	179.00	.0%
K8721000 5301	STATE TAXES	1,020	0	1,020	22.03	.00	997.97	2.2%
2020/02/000811	02/20/2020 API	22.03 VND 010155 VCH		WA STATE DEPARTMENT COMBINED EXCISE TAX-JAN 2020			220	
TOTAL 001.303	LIBRARY ADMIN	279,682	0	279,682	60,052.29	.00	219,629.71	21.5%
K8722100 001.303 LIBRARY PUBLIC SVC								
K8722100 1101	SALARIES & WAGES-	717,944	0	717,944	100,531.20	.00	617,412.80	14.0%
2020/01/000084	01/09/2020 GNI	22,639.20 REF PR				PAYROLL FOR 010920		
2020/01/000436	01/23/2020 GNI	25,964.00 REF PR				PAYROLL FOR 012320		
2020/02/000122	02/06/2020 GNI	25,964.00 REF PR				PAYROLL FOR 020620		

YEAR-TO-DATE BUDGET REPORT

FOR 2020 02				JOURNAL DETAIL 2020 1 TO 2020 2				
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
001 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
K8722100 1101 SALARIES & WAGES-								
2020/02/000494 02/20/2020 GNI	25,964.00	REF PR						
						PAYROLL FOR 022020		
K8722100 1102 SALARIES & WAGES-	185,423	0	185,423	31,914.95	.00	153,508.05	17.2%	
2020/01/000084 01/09/2020 GNI	8,236.46	REF PR				PAYROLL FOR 010920		
2020/01/000436 01/23/2020 GNI	7,992.39	REF PR				PAYROLL FOR 012320		
2020/02/000122 02/06/2020 GNI	7,872.01	REF PR				PAYROLL FOR 020620		
2020/02/000494 02/20/2020 GNI	7,814.09	REF PR				PAYROLL FOR 022020		
K8722100 1104 SALARIES-INTERMIT	28,512	0	28,512	10,905.41	.00	17,606.59	38.2%	
2020/01/000084 01/09/2020 GNI	2,921.23	REF PR				PAYROLL FOR 010920		
2020/01/000436 01/23/2020 GNI	1,640.76	REF PR				PAYROLL FOR 012320		
2020/02/000122 02/06/2020 GNI	3,047.38	REF PR				PAYROLL FOR 020620		
2020/02/000494 02/20/2020 GNI	3,296.04	REF PR				PAYROLL FOR 022020		
K8722100 1201 SALARIES & WAGES-	750	0	750	.00	.00	750.00	.0%	
K8722100 1302 VACATION/PTO CASH	29,219	0	29,219	7,851.00	.00	21,368.00	26.9%	
2020/01/000436 01/23/2020 GNI	7,851.00	REF PR				PAYROLL FOR 012320		
K8722100 2101 SOCIAL SECURITY--	73,047	0	73,047	10,712.35	.00	62,334.65	14.7%	
2020/01/000084 01/09/2020 GNI	2,487.30	REF PR				PAYROLL FOR 010920		
2020/01/000436 01/23/2020 GNI	2,787.12	REF PR				PAYROLL FOR 012320		
2020/02/000122 02/06/2020 GNI	2,715.81	REF PR				PAYROLL FOR 020620		
2020/02/000494 02/20/2020 GNI	2,722.12	REF PR				PAYROLL FOR 022020		
K8722100 2103 PENSION CONTRIBUT	113,062	0	113,062	16,596.03	.00	96,465.97	14.7%	
2020/01/000084 01/09/2020 GNI	3,858.99	REF PR				PAYROLL FOR 010920		
2020/01/000436 01/23/2020 GNI	4,252.88	REF PR				PAYROLL FOR 012320		
2020/02/000122 02/06/2020 GNI	4,243.52	REF PR				PAYROLL FOR 020620		
2020/02/000494 02/20/2020 GNI	4,240.64	REF PR				PAYROLL FOR 022020		
K8722100 2105 INDUSTRIAL INS &	8,513	0	8,513	1,282.59	.00	7,230.41	15.1%	
2020/01/000084 01/09/2020 GNI	153.37	REF PR				PAYROLL FOR 010920		
2020/01/000436 01/23/2020 GNI	443.07	REF PR				PAYROLL FOR 012320		
2020/02/000122 02/06/2020 GNI	246.07	REF PR				PAYROLL FOR 020620		
2020/02/000494 02/20/2020 GNI	440.08	REF PR				PAYROLL FOR 022020		

YEAR-TO-DATE BUDGET REPORT

FOR 2020 02				JOURNAL DETAIL 2020 1 TO 2020 2					
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
K8722100 2106	UNEMPLOYMENT	1,927	0	1,927	302.43	.00	1,624.57	15.7%	
2020/01/000084	01/09/2020 GNI	67.61	REF PR						PAYROLL FOR 010920
2020/01/000436	01/23/2020 GNI	86.89	REF PR						PAYROLL FOR 012320
2020/02/000122	02/06/2020 GNI	73.78	REF PR						PAYROLL FOR 020620
2020/02/000494	02/20/2020 GNI	74.15	REF PR						PAYROLL FOR 022020
K8722100 2107	LIFE & DISABILITY	5,647	0	5,647	858.80	.00	4,788.20	15.2%	
2020/01/000084	01/09/2020 GNI	285.36	REF PR						PAYROLL FOR 010920
2020/01/000436	01/23/2020 GNI	125.11	REF PR						PAYROLL FOR 012320
2020/02/000122	02/06/2020 GNI	323.22	REF PR						PAYROLL FOR 020620
2020/02/000494	02/20/2020 GNI	125.11	REF PR						PAYROLL FOR 022020
K8722100 2108	DENTAL INSURANCE	20,891	0	20,891	2,821.18	.00	18,069.82	13.5%	
2020/01/000084	01/09/2020 GNI	1,349.26	REF PR						PAYROLL FOR 010920
2020/02/000122	02/06/2020 GNI	1,471.92	REF PR						PAYROLL FOR 020620
K8722100 2109	HEALTH INSURANCE	229,492	0	229,492	34,443.88	.00	195,048.12	15.0%	
2020/01/000084	01/09/2020 GNI	8,293.91	REF PR						PAYROLL FOR 010920
2020/01/000436	01/23/2020 GNI	8,293.91	REF PR						PAYROLL FOR 012320
2020/02/000122	02/06/2020 GNI	8,928.03	REF PR						PAYROLL FOR 020620
2020/02/000494	02/20/2020 GNI	8,928.03	REF PR						PAYROLL FOR 022020
K8722100 2110	VISION INSURANCE	3,263	0	3,263	480.93	.00	2,782.07	14.7%	
2020/01/000084	01/09/2020 GNI	230.01	REF PR						PAYROLL FOR 010920
2020/02/000122	02/06/2020 GNI	250.92	REF PR						PAYROLL FOR 020620
K8722100 2112	DEFERRED COMPENSA	35,292	0	35,292	4,922.38	.00	30,369.62	13.9%	
2020/01/000084	01/09/2020 GNI	1,185.94	REF PR						PAYROLL FOR 010920
2020/01/000436	01/23/2020 GNI	1,228.42	REF PR						PAYROLL FOR 012320
2020/02/000122	02/06/2020 GNI	1,220.79	REF PR						PAYROLL FOR 020620
2020/02/000494	02/20/2020 GNI	1,287.23	REF PR						PAYROLL FOR 022020
K8722100 2118	POST EMPLOY HEALT	60,000	0	60,000	10,000.00	.00	50,000.00	16.7%	
2020/01/000084	01/09/2020 GNI	5,000.00	REF PR						PAYROLL FOR 010920
2020/02/000122	02/06/2020 GNI	5,000.00	REF PR						PAYROLL FOR 020620
K8722100 2126	WA PAID FAMILY ME	1,412	0	1,412	222.19	.00	1,189.81	15.7%	
2020/01/000084	01/09/2020 GNI	49.66	REF PR						PAYROLL FOR 010920
2020/01/000436	01/23/2020 GNI	63.86	REF PR						PAYROLL FOR 012320
2020/02/000122	02/06/2020 GNI	54.19	REF PR						PAYROLL FOR 020620
2020/02/000494	02/20/2020 GNI	54.48	REF PR						PAYROLL FOR 022020

YEAR-TO-DATE BUDGET REPORT

FOR 2020 02				JOURNAL DETAIL 2020 1 TO 2020 2					
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
K8722100 3102	OPERATING SUPPLIE	0	0	0	808.29	.00	-808.29	100.0%	
2020/02/001010	02/05/2020 API	495.12 VND 999998 VCH		P-CARD OTP		ALA BOOKMARKS			
2020/02/001010	02/05/2020 API	313.17 VND 999998 VCH		P-CARD OTP		DEMCO BOOKMARKS			
K8722100 3105	COPIER SUPPLIES	1,000	0	1,000	.00	.00	1,000.00	.0%	
K8722100 3401	LIBRARY RESOURCES	256,340	0	256,340	63,250.52	.00	193,089.48	24.7%	
2020/01/000033	01/03/2020 API	1,500.00 VND 030308 VCH		ATOZDATABASES		ATOZDATABASES ONE YEAR SUBSCRI		275648	
2020/01/000595	01/16/2020 API	2,639.10 VND 010653 VCH		PROQUEST LLC		ANCESTRY LIBRARY		276502	
2020/01/000598	01/16/2020 API	1,015.62 VND 010653 VCH		PROQUEST LLC		HERITAGE QUEST ONLINE		276502	
2020/01/000598	01/16/2020 API	10,747.92 VND 010614 VCH		RECORDED BOOKS LLC		EMAGAZINE		276504	
2020/01/000598	01/16/2020 API	3,827.88 VND 030780 VCH		MANGO LANGUAGES		MANGO CONVERSATIONS SUBSCRIPTI			
2020/01/000599	01/16/2020 API	30,253.42 VND 010397 VCH		SECRETARY OF STATE		2020 WDLJ JAN-DEC		276511	
2020/01/000703	01/29/2020 API	2,232.00 VND 010042 VCH		EBSCO		CONSUMERREPORTS.ORG JAN 1 - DE		276448	
2020/01/000704	01/29/2020 API	2,247.00 VND 010042 VCH		EBSCO		LEARNING EXPRESS LIBRARY JAN 1		276448	
2020/01/000705	01/29/2020 API	80.95 VND 011056 VCH		WT COX SUBSCRIPTIONS		IBD DIGITAL		276538	
2020/01/000705	01/29/2020 API	21.09 VND 011056 VCH		WT COX SUBSCRIPTIONS		COOKING WITH PAULA DEEN		276538	
2020/02/001010	02/05/2020 API	5,000.00 VND 011054 VCH		VALUE LINE PUBLISHIN		VALUE LINE DATABASE			
2020/02/001010	02/05/2020 API	182.97 VND 012470 VCH		OVERDRIVE		OVERDRIVE DIGITAL			
2020/02/001010	02/05/2020 API	537.99 VND 012470 VCH		OVERDRIVE		OVERDRIVE DIGITAL			
2020/02/001010	02/05/2020 API	1,877.70 VND 010587 VCH		INFOGROUP		INFOGROUP DATABASE			
2020/02/001010	02/05/2020 API	526.87 VND 010578 VCH		MIDWEST TAPE		MIDWEST DVD			
2020/02/001010	02/05/2020 API	448.55 VND 010578 VCH		MIDWEST TAPE		MIDWEST DVD			
2020/02/001010	02/05/2020 API	14.99 VND 012470 VCH		OVERDRIVE		OVERDRIVE DIGITAL			
2020/02/001010	02/05/2020 API	27.08 VND 999998 VCH		P-CARD OTP		BARNES&NOBLE ATOMIC RICHLAND B			
2020/02/001010	02/05/2020 API	30.00 VND 012470 VCH		OVERDRIVE		OVERDRIVE DIGITAL			
2020/02/001010	02/05/2020 API	39.39 VND 010614 VCH		RECORDED BOOKS LLC		RECORDED AUDIOBOOK			
K8722100 4107	OTHER PROFESSIONA	860	0	860	388.30	.00	471.70	45.2%	
2020/01/000600	01/16/2020 API	60.00 VND 011049 VCH		EDUCATIONAL SERVICE		BENTON-FRANKLIN EARLY LEARNING		276450	
2020/01/000607	01/20/2020 API	99.54 VND 010135 VCH		COLUMBIA INDUSTRIES		ONSITE 64 GALLON RECURRING SHR		276431	
2020/01/000616	01/22/2020 API	173.76 VND 010232 VCH		PERFECTION GLASS		DOOR SERVICE FOR FRONT DOORS		276497	
2020/02/000180	02/05/2020 API	55.00 VND 010140 VCH		WASHINGTON STATE PAT		VOLUNTEER BACKGROUND CHECK		276816	
K8722100 4117	EXPERT SERVICES	40,000	0	40,000	.00	.00	40,000.00	.0%	
K8722100 4505	RENTALS-OTHER	5,410	0	5,410	774.13	.00	4,635.87	14.3%	
2020/01/000600	01/16/2020 API	25.00 VND 010194 VCH		XEROX CORP		LATE CHARGE		276539	
2020/01/000604	01/17/2020 API	96.12 VND 010194 VCH		XEROX CORP		3UA-295169 DECEMBER		276539	
2020/01/000604	01/17/2020 API	272.00 VND 010194 VCH		XEROX CORP		3UA-295258 DECEMBER		276539	
2020/02/000875	02/21/2020 API	90.53 VND 010194 VCH		XEROX CORP		3UA-295169 JANUARY 2020 BASE C		277609	
2020/02/000875	02/21/2020 API	290.48 VND 010194 VCH		XEROX CORP		3UA-295258 JANUARY 2020 BASE C		277609	

YEAR-TO-DATE BUDGET REPORT

FOR 2020 02				JOURNAL DETAIL 2020 1 TO 2020 2				
ACCOUNTS FOR: 001	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
K8722100 4802	REPAIRS AND MAINT	4,998	0	4,998	.00	.00	4,998.00	.0%
K8722100 5117	INTERLIBRARY SVCS	200	0	200	50.00	.00	150.00	25.0%
2020/02/000703	02/19/2020 API	50.00 VND 031144 VCH		SONOMA STATE UNIVERS LOST INTER LIBRARY LOAN BOOK				277176
TOTAL 001.303 LIBRARY PUBLIC SVC		1,823,202	0	1,823,202	299,116.56	.00	1,524,085.44	16.4%
K8725000 001.303 LIBRARY FACILITIES								
K8725000 4700	UTILITIES	53,736	0	53,736	3,574.97	.00	50,161.03	6.7%
2020/02/000212	02/11/2020 API	3,574.97 VND 010261 VCH		CITY OF RICHLAND	CITY UTILITY BILLS/JAN 2020			276709
K8725000 4806	REPAIRS AND MAINT	4,800	0	4,800	.00	.00	4,800.00	.0%
TOTAL 001.303 LIBRARY FACILITIES		58,536	0	58,536	3,574.97	.00	54,961.03	6.1%
TOTAL GENERAL FUND		2,295,242	0	2,295,242	386,050.67	.00	1,909,191.33	16.8%
TOTAL EXPENSES		2,295,242	0	2,295,242	386,050.67	.00	1,909,191.33	

YEAR-TO-DATE BUDGET REPORT

FOR 2020 02				JOURNAL DETAIL 2020 1 TO 2020 2				
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
222 LIBRARY DEBT SERVICE	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
MC911100 222.974 GEN L/T DEBT PRIN								
MC911100 7101 GENERAL L/T DEBT	1,075,000	0	1,075,000	.00	.00	1,075,000.00	.0%	
TOTAL 222.974 GEN L/T DEBT PRIN	1,075,000	0	1,075,000	.00	.00	1,075,000.00	.0%	
MC921100 222.974 INT & OTHER DEBT SVCS								
MC921100 8304 G O BOND INTEREST	388,700	0	388,700	.00	.00	388,700.00	.0%	
MC921100 8910 FISCAL AGENT FEES	275	0	275	.00	.00	275.00	.0%	
TOTAL 222.974 INT & OTHER DEBT SVCS	388,975	0	388,975	.00	.00	388,975.00	.0%	
TOTAL LIBRARY DEBT SERVICE	1,463,975	0	1,463,975	.00	.00	1,463,975.00	.0%	
TOTAL EXPENSES	1,463,975	0	1,463,975	.00	.00	1,463,975.00		

YEAR-TO-DATE BUDGET REPORT

FOR 2020 02					JOURNAL DETAIL 2020 1 TO 2020 2			
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	3,759,217	0	3,759,217	386,050.67	.00	3,373,166.33	10.3%	
** END OF REPORT - Generated by Barada, Kylie **								



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/14/2020

Agenda Category: Approval of Bills

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

Approval of Bills March 1, 2020 through March 31, 2020

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. April 2020 Claims for Payment
2. March Voucher Listing
3. YTD Budget Report
4. March 2020 Payroll



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

APRIL 2020

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 \$122,147.98 this 14 day of April 2020.

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

Voucher Listings	Amount
March 1, 2020 thru March 31, 2020	\$40,588.91
Transfer Advice (Salaries)	
Salaries for the weeks of: 3/5/20 & 3/19/20	\$81,559.07
MONTHLY EXPENSES	\$122,147.98

Comments:

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

Voucher Listing

Begin Date: 3/1/2020

End Date: 3/31/2020

Fund	Div/Org	Vendor	P.O. Number	Invoice Number	Check #	Description	Amount
001	GENERAL FUND						
	303	LIBRARY					
	K8721000	XEROX CORP		099435976	277609	3UA-295134 JANUARY 2020 BASE CHARGE	\$82.46
	K8722100	XEROX CORP		099435977	277609	3UA-295169 JANUARY 2020 BASE CHARGE	\$90.53
	K8722100	XEROX CORP		099435978	277609	3UA-295258 JANUARY 2020 BASE CHARGE	\$290.48
	K8721000	XEROX CORP		099435979	277609	3UA-296344 JANUARY 2020 BASE CHARGE	\$404.69
	K8721000	XEROX CORP		099435962	277609	7HB-469027 FEB 2020 BASE CHARGE	\$10.86
	K8721000	FRONTIER COMMUNICATI		02/20 509-943-3152	277298	TELEPHONE CHARGE 2/4/20-3/3/20	\$384.66
	K8721000	ENVISION WARE INC		INV-US-46385	277535	CBA COIN/BILL ACCEPTOR	\$3,227.85
	K8721000	BANK OF AMERICA		022820	8049	Library Merchant Service Fees	\$111.54
	K8188700	MIDWEST TAPE		98690963	277657	FEBRUARY 2020 HOOPLA	\$3,424.93
	K8722100	CONCEPTION ABBEY, IN		200951693	277717	RETURNED ILL DAMAGED	\$16.32
	K8725000	CITY OF RICHLAND		02/2020 FEB	277637	CITY UTILITY BILLS/FEB 2020	\$3,702.40
	K8721000	FRONTIER		3/20 5099433152	277735	TELEPHONE CHARGE 3/4/20-4/3/20	\$384.66
	K8188700	OCLC INC		1000009524	277764	CATALOGING METADATA ILL	\$1,050.56
	K8721000	XEROX CORP		099697089	277805	3UA-296344 BASE/PRINTS FEB 20	\$496.09
	K8721000	XEROX CORP		099697086	277805	3UA-295134 BASE/PRINTS FEB 20	\$102.97
	K8721000	XEROX CORP		099697071	277805	7HB-469027 BASE MARCH 20	\$10.86
	K8722100	XEROX CORP		099697088	277805	3UA-295258 BASE/PRINTS FEB 20	\$406.91
	K8722100	XEROX CORP		099697087	277805	3UA-295169 BASE/PRINTS FEB 20	\$99.34
	K8721000	XO COMMUNICATIONS SE		0335952587	277861	Period 2/1/2020 to 2/29/2020	\$94.70
	K8721000	WA STATE DEPARTMENT		DOR 02/2020	320	COMBINED EXCISE TAX-FEB 2020	\$59.58
	K8188700	OCLC INC		1000016374	277959	CATALOGING METADATA ILL	\$1,050.56
						Division Total:	\$15,502.95
						Fund Total:	\$15,502.95

YEAR-TO-DATE BUDGET REPORT

FOR 2020 02				JOURNAL DETAIL 2020 1 TO 2020 2				
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
001 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
K8188700 001.303 INFORMATION TECHNOLOGY								
K8188700 3583 SOFTWARE-LICENSIN	133,822	0	133,822	23,306.85	.00	110,515.15	17.4%	
2020/01/000157 01/03/2020 API	9,880.59 VND 011333 VCH		ENVISION WARE INC		ENVISIONWARE RENEWAL INVOICE		275809	
2020/01/000598 01/16/2020 API	1,140.91 VND 010472 VCH		OCLC INC		CATALOGING METADATA ILL JANUAR		276492	
2020/01/000699 01/29/2020 API	1,140.91 VND 010472 VCH		OCLC INC		CATALOGING METADATA ILL 12/1/1		276492	
2020/01/000704 01/29/2020 API	7,340.00 VND 010042 VCH		EBSCO		NOVELIST ONLINE		276448	
2020/02/000130 02/04/2020 API	3,804.44 VND 010578 VCH		MIDWEST TAPE		HOOPLA JANUARY 2020		276665	
TOTAL 001.303 INFORMATION TECHNOLOGY	133,822	0	133,822	23,306.85	.00	110,515.15	17.4%	
K8721000 001.303 LIBRARY ADMIN								
K8721000 1101 SALARIES & WAGES-	97,254	0	97,254	14,278.40	.00	82,975.60	14.7%	
2020/01/000084 01/09/2020 GNI	3,569.60 REF PR				PAYROLL FOR 010920			
2020/01/000436 01/23/2020 GNI	3,569.60 REF PR				PAYROLL FOR 012320			
2020/02/000122 02/06/2020 GNI	3,569.60 REF PR				PAYROLL FOR 020620			
2020/02/000494 02/20/2020 GNI	3,569.60 REF PR				PAYROLL FOR 022020			
K8721000 1102 SALARIES & WAGES-	24,240	0	24,240	4,027.92	.00	20,212.08	16.6%	
2020/01/000084 01/09/2020 GNI	1,015.73 REF PR				PAYROLL FOR 010920			
2020/01/000436 01/23/2020 GNI	980.71 REF PR				PAYROLL FOR 012320			
2020/02/000122 02/06/2020 GNI	980.72 REF PR				PAYROLL FOR 020620			
2020/02/000494 02/20/2020 GNI	1,050.76 REF PR				PAYROLL FOR 022020			
K8721000 1302 VACATION/PTO CASH	7,424	0	7,424	892.40	.00	6,531.60	12.0%	
2020/01/000436 01/23/2020 GNI	892.40 REF PR				PAYROLL FOR 012320			
K8721000 2101 SOCIAL SECURITY--	9,840	0	9,840	1,371.77	.00	8,468.23	13.9%	
2020/01/000084 01/09/2020 GNI	344.19 REF PR				PAYROLL FOR 010920			
2020/01/000436 01/23/2020 GNI	340.30 REF PR				PAYROLL FOR 012320			
2020/02/000122 02/06/2020 GNI	341.41 REF PR				PAYROLL FOR 020620			
2020/02/000494 02/20/2020 GNI	345.87 REF PR				PAYROLL FOR 022020			

YEAR-TO-DATE BUDGET REPORT

FOR 2020 02					JOURNAL DETAIL 2020 1 TO 2020 2			
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
K8721000 2103	PENSION CONTRIBUT	15,624	0	15,624	2,409.29	.00	13,214.71	15.4%
2020/01/000084	01/09/2020 GNI	603.46	REF PR			PAYROLL FOR 010920		
2020/01/000436	01/23/2020 GNI	598.94	REF PR			PAYROLL FOR 012320		
2020/02/000122	02/06/2020 GNI	598.94	REF PR			PAYROLL FOR 020620		
2020/02/000494	02/20/2020 GNI	607.95	REF PR			PAYROLL FOR 022020		
K8721000 2105	INDUSTRIAL INS &	721	0	721	113.81	.00	607.19	15.8%
2020/01/000084	01/09/2020 GNI	5.76	REF PR			PAYROLL FOR 010920		
2020/01/000436	01/23/2020 GNI	49.49	REF PR			PAYROLL FOR 012320		
2020/02/000122	02/06/2020 GNI	8.33	REF PR			PAYROLL FOR 020620		
2020/02/000494	02/20/2020 GNI	50.23	REF PR			PAYROLL FOR 022020		
K8721000 2106	UNEMPLOYMENT	257	0	257	38.39	.00	218.61	14.9%
2020/01/000084	01/09/2020 GNI	9.17	REF PR			PAYROLL FOR 010920		
2020/01/000436	01/23/2020 GNI	10.88	REF PR			PAYROLL FOR 012320		
2020/02/000122	02/06/2020 GNI	9.10	REF PR			PAYROLL FOR 020620		
2020/02/000494	02/20/2020 GNI	9.24	REF PR			PAYROLL FOR 022020		
K8721000 2107	LIFE & DISABILITY	487	0	487	81.14	.00	405.86	16.7%
2020/01/000084	01/09/2020 GNI	29.37	REF PR			PAYROLL FOR 010920		
2020/01/000436	01/23/2020 GNI	11.20	REF PR			PAYROLL FOR 012320		
2020/02/000122	02/06/2020 GNI	29.37	REF PR			PAYROLL FOR 020620		
2020/02/000494	02/20/2020 GNI	11.20	REF PR			PAYROLL FOR 022020		
K8721000 2108	DENTAL INSURANCE	1,607	0	1,607	245.32	.00	1,361.68	15.3%
2020/01/000084	01/09/2020 GNI	122.66	REF PR			PAYROLL FOR 010920		
2020/02/000122	02/06/2020 GNI	122.66	REF PR			PAYROLL FOR 020620		
K8721000 2109	HEALTH INSURANCE	18,571	0	18,571	3,095.20	.00	15,475.80	16.7%
2020/01/000084	01/09/2020 GNI	773.80	REF PR			PAYROLL FOR 010920		
2020/01/000436	01/23/2020 GNI	773.80	REF PR			PAYROLL FOR 012320		
2020/02/000122	02/06/2020 GNI	773.80	REF PR			PAYROLL FOR 020620		
2020/02/000494	02/20/2020 GNI	773.80	REF PR			PAYROLL FOR 022020		
K8721000 2110	VISION INSURANCE	251	0	251	41.82	.00	209.18	16.7%
2020/01/000084	01/09/2020 GNI	20.91	REF PR			PAYROLL FOR 010920		
2020/02/000122	02/06/2020 GNI	20.91	REF PR			PAYROLL FOR 020620		

YEAR-TO-DATE BUDGET REPORT

FOR 2020 02				JOURNAL DETAIL 2020 1 TO 2020 2				
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
K8721000 2112	DEFERRED COMPENSA	8,394	0	8,394	1,303.40	.00	7,090.60	15.5%
2020/01/000084	01/09/2020 GNI	326.20 REF PR				PAYROLL FOR 010920		
2020/01/000436	01/23/2020 GNI	324.80 REF PR				PAYROLL FOR 012320		
2020/02/000122	02/06/2020 GNI	324.80 REF PR				PAYROLL FOR 020620		
2020/02/000494	02/20/2020 GNI	327.60 REF PR				PAYROLL FOR 022020		
K8721000 2126	WA PAID FAMILY ME	156	0	156	28.22	.00	127.78	18.1%
2020/01/000084	01/09/2020 GNI	6.74 REF PR				PAYROLL FOR 010920		
2020/01/000436	01/23/2020 GNI	8.00 REF PR				PAYROLL FOR 012320		
2020/02/000122	02/06/2020 GNI	6.69 REF PR				PAYROLL FOR 020620		
2020/02/000494	02/20/2020 GNI	6.79 REF PR				PAYROLL FOR 022020		
K8721000 3102	OPERATING SUPPLIE	25,675	0	25,675	-1,069.12	.00	26,744.12	-4.2%
2020/02/000268	02/04/2020 CRP	-1,069.12 REF 2720	RICHLAND PUBLIC LIBR			.MISCELLANEOUS CASH RECEIPTS		
K8721000 3103	MEETING EXPENSE	1,850	0	1,850	.00	.00	1,850.00	.0%
K8721000 4135	SHARED VALUES PRO	488	0	488	.00	.00	488.00	.0%
K8721000 4201	TELEPHONE	6,355	0	6,355	1,099.10	.00	5,255.90	17.3%
2020/01/000549	01/16/2020 API	96.81 VND 012233 VCH	XO COMMUNICATIONS SE LIBRARY				276360	
2020/01/000602	01/16/2020 API	384.66 VND 031071 VCH	FRONTIER COMMUNICATI TELEPHONE CHARGES 1/4/20-2/3/2				276460	
2020/01/000885	01/31/2020 GNI	90.26 REF 140104	REV B#2019/12/1296					
2020/02/000033	02/03/2020 API	142.71 VND 031071 VCH	FRONTIER COMMUNICATI LIBRARY				276591	
2020/02/000807	02/25/2020 API	384.66 VND 031071 VCH	FRONTIER COMMUNICATI TELEPHONE CHARGE 2/4/20-3/3/20				277298	
K8721000 4202	POSTAGE	6,316	0	6,316	.00	.00	6,316.00	.0%
2020/02/000406	02/14/2020 API	509.30 VND 010611 VCH	PITNEY BOWES PURCHAS POSTAGE 10/01/19 TO 10/31/19				276973	
2020/02/000468	02/14/2020 API	305.06 VND 010611 VCH	PITNEY BOWES PURCHAS POSTAGE 11/01/19 TO 11/30/19				276973	
2020/02/000616	02/29/2020 GNI	-814.36 REF 140201	REV B#2019/12/1296					
K8721000 4207	MERCHANT SVC FEES	0	0	0	192.99	.00	-192.99	100.0%
2020/01/000642	01/02/2020 API	80.49 VND 010367 VCH	BANK OF AMERICA			Library Merchant Service Fees	7968	
2020/02/000067	02/03/2020 API	112.50 VND 010367 VCH	BANK OF AMERICA			Library Merchant Service Fees	8012	
K8721000 4301	TRAVEL EXPENSES	11,563	0	11,563	.00	.00	11,563.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2020 02				JOURNAL DETAIL 2020 1 TO 2020 2				
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
K8721000 4504	COPIER FAX LEASE	5,650	0	5,650	1,488.95	.00	4,161.05	26.4%
2020/01/000600	01/16/2020 API	147.73 VND 010194 VCH		XEROX CORP		BASE CHANGE NOVEMBER 3UA-29634	276539	
2020/01/000604	01/17/2020 API	77.47 VND 010194 VCH		XEROX CORP		3UA-295134 DECEMBER	276539	
2020/01/000604	01/17/2020 API	754.88 VND 010194 VCH		XEROX CORP		3UA-296344 DECEMBER	276539	
2020/01/000630	01/23/2020 API	10.86 VND 010194 VCH		XEROX CORP		7HB-469027 JANUARY BASE CHARGE	276539	
2020/02/000875	02/21/2020 API	82.46 VND 010194 VCH		XEROX CORP		3UA-295134 JANUARY 2020 BASE C	277609	
2020/02/000875	02/21/2020 API	404.69 VND 010194 VCH		XEROX CORP		3UA-296344 JANUARY 2020 BASE C	277609	
2020/02/000875	02/21/2020 API	10.86 VND 010194 VCH		XEROX CORP		7HB-469027 FEB 2020 BASE CHARG	277609	
K8721000 4601	INSURANCE	24,600	0	24,600	26,834.00	.00	-2,234.00	109.1%
2020/01/000366	01/03/2020 API	25,231.00 VND 010430 VCH		WASHINGTON CITIES IN LIABILITY AND/OR PROGRAM ASSES			7987	
2020/01/000366	01/03/2020 API	56.00 VND 010430 VCH		WASHINGTON CITIES IN LIABILITY AND/OR PROGRAM ASSES			7987	
2020/02/000514	02/12/2020 API	1,547.00 VND 011127 VCH		TRAVELERS		LIBRARY ART INSURANCE POLICY	277089	
K8721000 4802	REPAIRS AND MAINT	5,790	0	5,790	3,227.85	.00	2,562.15	55.7%
2020/02/000874	02/28/2020 API	3,227.85 VND 011333 VCH		ENVISION WARE INC		CBA COIN/BILL ACCEPTOR	277535	
K8721000 4902	DUES & SUBSCRIPTI	1,855	0	1,855	329.41	.00	1,525.59	17.8%
2020/02/000514	02/12/2020 API	329.41 VND 030460 VCH		PUBLIC LIBRARIES OF		2020 ORGANIZATION MEMBERSHIP	277077	
K8721000 4903	PRINTING SERVICES	1,000	0	1,000	.00	.00	1,000.00	.0%
K8721000 4912	TUITION/CONFERENC	2,515	0	2,515	.00	.00	2,515.00	.0%
K8721000 4913	COLLECTION SERVIC	179	0	179	.00	.00	179.00	.0%
K8721000 5301	STATE TAXES	1,020	0	1,020	22.03	.00	997.97	2.2%
2020/02/000811	02/20/2020 API	22.03 VND 010155 VCH		WA STATE DEPARTMENT		COMBINED EXCISE TAX-JAN 2020	220	
TOTAL 001.303	LIBRARY ADMIN	279,682	0	279,682	60,052.29	.00	219,629.71	21.5%
K8722100 001.303 LIBRARY PUBLIC SVC								
K8722100 1101	SALARIES & WAGES-	717,944	0	717,944	100,531.20	.00	617,412.80	14.0%
2020/01/000084	01/09/2020 GNI	22,639.20 REF PR				PAYROLL FOR 010920		
2020/01/000436	01/23/2020 GNI	25,964.00 REF PR				PAYROLL FOR 012320		
2020/02/000122	02/06/2020 GNI	25,964.00 REF PR				PAYROLL FOR 020620		

YEAR-TO-DATE BUDGET REPORT

FOR 2020 02				JOURNAL DETAIL 2020 1 TO 2020 2				
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
001 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
K8722100 1101 SALARIES & WAGES-								
2020/02/000494 02/20/2020 GNI	25,964.00	REF PR						
					PAYROLL FOR 022020			
K8722100 1102 SALARIES & WAGES-	185,423	0	185,423	31,914.95	.00	153,508.05	17.2%	
2020/01/000084 01/09/2020 GNI	8,236.46	REF PR			PAYROLL FOR 010920			
2020/01/000436 01/23/2020 GNI	7,992.39	REF PR			PAYROLL FOR 012320			
2020/02/000122 02/06/2020 GNI	7,872.01	REF PR			PAYROLL FOR 020620			
2020/02/000494 02/20/2020 GNI	7,814.09	REF PR			PAYROLL FOR 022020			
K8722100 1104 SALARIES-INTERMIT	28,512	0	28,512	10,905.41	.00	17,606.59	38.2%	
2020/01/000084 01/09/2020 GNI	2,921.23	REF PR			PAYROLL FOR 010920			
2020/01/000436 01/23/2020 GNI	1,640.76	REF PR			PAYROLL FOR 012320			
2020/02/000122 02/06/2020 GNI	3,047.38	REF PR			PAYROLL FOR 020620			
2020/02/000494 02/20/2020 GNI	3,296.04	REF PR			PAYROLL FOR 022020			
K8722100 1201 SALARIES & WAGES-	750	0	750	.00	.00	750.00	.0%	
K8722100 1302 VACATION/PTO CASH	29,219	0	29,219	7,851.00	.00	21,368.00	26.9%	
2020/01/000436 01/23/2020 GNI	7,851.00	REF PR			PAYROLL FOR 012320			
K8722100 2101 SOCIAL SECURITY--	73,047	0	73,047	10,712.35	.00	62,334.65	14.7%	
2020/01/000084 01/09/2020 GNI	2,487.30	REF PR			PAYROLL FOR 010920			
2020/01/000436 01/23/2020 GNI	2,787.12	REF PR			PAYROLL FOR 012320			
2020/02/000122 02/06/2020 GNI	2,715.81	REF PR			PAYROLL FOR 020620			
2020/02/000494 02/20/2020 GNI	2,722.12	REF PR			PAYROLL FOR 022020			
K8722100 2103 PENSION CONTRIBUT	113,062	0	113,062	16,596.03	.00	96,465.97	14.7%	
2020/01/000084 01/09/2020 GNI	3,858.99	REF PR			PAYROLL FOR 010920			
2020/01/000436 01/23/2020 GNI	4,252.88	REF PR			PAYROLL FOR 012320			
2020/02/000122 02/06/2020 GNI	4,243.52	REF PR			PAYROLL FOR 020620			
2020/02/000494 02/20/2020 GNI	4,240.64	REF PR			PAYROLL FOR 022020			
K8722100 2105 INDUSTRIAL INS &	8,513	0	8,513	1,282.59	.00	7,230.41	15.1%	
2020/01/000084 01/09/2020 GNI	153.37	REF PR			PAYROLL FOR 010920			
2020/01/000436 01/23/2020 GNI	443.07	REF PR			PAYROLL FOR 012320			
2020/02/000122 02/06/2020 GNI	246.07	REF PR			PAYROLL FOR 020620			
2020/02/000494 02/20/2020 GNI	440.08	REF PR			PAYROLL FOR 022020			

YEAR-TO-DATE BUDGET REPORT

FOR 2020 02										JOURNAL DETAIL 2020 1 TO 2020 2									
ACCOUNTS FOR:		GENERAL FUND		ORIGINAL APPROP		TRANFRS/ADJSTMTS		REVISED BUDGET		YTD EXPENDED		ENCUMBRANCES		AVAILABLE BUDGET		PCT USED			
K8722100 2106		UNEMPLOYMENT		1,927		0		1,927		302.43		.00		1,624.57		15.7%			
2020/01/000084		01/09/2020 GNI		67.61		REF PR						PAYROLL FOR 010920							
2020/01/000436		01/23/2020 GNI		86.89		REF PR						PAYROLL FOR 012320							
2020/02/000122		02/06/2020 GNI		73.78		REF PR						PAYROLL FOR 020620							
2020/02/000494		02/20/2020 GNI		74.15		REF PR						PAYROLL FOR 022020							
K8722100 2107		LIFE & DISABILITY		5,647		0		5,647		858.80		.00		4,788.20		15.2%			
2020/01/000084		01/09/2020 GNI		285.36		REF PR						PAYROLL FOR 010920							
2020/01/000436		01/23/2020 GNI		125.11		REF PR						PAYROLL FOR 012320							
2020/02/000122		02/06/2020 GNI		323.22		REF PR						PAYROLL FOR 020620							
2020/02/000494		02/20/2020 GNI		125.11		REF PR						PAYROLL FOR 022020							
K8722100 2108		DENTAL INSURANCE		20,891		0		20,891		2,821.18		.00		18,069.82		13.5%			
2020/01/000084		01/09/2020 GNI		1,349.26		REF PR						PAYROLL FOR 010920							
2020/02/000122		02/06/2020 GNI		1,471.92		REF PR						PAYROLL FOR 020620							
K8722100 2109		HEALTH INSURANCE		229,492		0		229,492		34,443.88		.00		195,048.12		15.0%			
2020/01/000084		01/09/2020 GNI		8,293.91		REF PR						PAYROLL FOR 010920							
2020/01/000436		01/23/2020 GNI		8,293.91		REF PR						PAYROLL FOR 012320							
2020/02/000122		02/06/2020 GNI		8,928.03		REF PR						PAYROLL FOR 020620							
2020/02/000494		02/20/2020 GNI		8,928.03		REF PR						PAYROLL FOR 022020							
K8722100 2110		VISION INSURANCE		3,263		0		3,263		480.93		.00		2,782.07		14.7%			
2020/01/000084		01/09/2020 GNI		230.01		REF PR						PAYROLL FOR 010920							
2020/02/000122		02/06/2020 GNI		250.92		REF PR						PAYROLL FOR 020620							
K8722100 2112		DEFERRED COMPENSA		35,292		0		35,292		4,922.38		.00		30,369.62		13.9%			
2020/01/000084		01/09/2020 GNI		1,185.94		REF PR						PAYROLL FOR 010920							
2020/01/000436		01/23/2020 GNI		1,228.42		REF PR						PAYROLL FOR 012320							
2020/02/000122		02/06/2020 GNI		1,220.79		REF PR						PAYROLL FOR 020620							
2020/02/000494		02/20/2020 GNI		1,287.23		REF PR						PAYROLL FOR 022020							
K8722100 2118		POST EMPLOY HEALT		60,000		0		60,000		10,000.00		.00		50,000.00		16.7%			
2020/01/000084		01/09/2020 GNI		5,000.00		REF PR						PAYROLL FOR 010920							
2020/02/000122		02/06/2020 GNI		5,000.00		REF PR						PAYROLL FOR 020620							
K8722100 2126		WA PAID FAMILY ME		1,412		0		1,412		222.19		.00		1,189.81		15.7%			
2020/01/000084		01/09/2020 GNI		49.66		REF PR						PAYROLL FOR 010920							
2020/01/000436		01/23/2020 GNI		63.86		REF PR						PAYROLL FOR 012320							
2020/02/000122		02/06/2020 GNI		54.19		REF PR						PAYROLL FOR 020620							
2020/02/000494		02/20/2020 GNI		54.48		REF PR						PAYROLL FOR 022020							

YEAR-TO-DATE BUDGET REPORT

FOR 2020 02				JOURNAL DETAIL 2020 1 TO 2020 2					
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
K8722100 3102	OPERATING SUPPLIE	0	0	0	808.29	.00	-808.29	100.0%	
2020/02/001010	02/05/2020 API	495.12 VND 999998 VCH		P-CARD OTP		ALA BOOKMARKS			
2020/02/001010	02/05/2020 API	313.17 VND 999998 VCH		P-CARD OTP		DEMCO BOOKMARKS			
K8722100 3105	COPIER SUPPLIES	1,000	0	1,000	.00	.00	1,000.00	.0%	
K8722100 3401	LIBRARY RESOURCES	256,340	0	256,340	63,250.52	.00	193,089.48	24.7%	
2020/01/000033	01/03/2020 API	1,500.00 VND 030308 VCH		ATOZDATABASES		ATOZDATABASES ONE YEAR SUBSCRI		275648	
2020/01/000595	01/16/2020 API	2,639.10 VND 010653 VCH		PROQUEST LLC		ANCESTRY LIBRARY		276502	
2020/01/000598	01/16/2020 API	1,015.62 VND 010653 VCH		PROQUEST LLC		HERITAGE QUEST ONLINE		276502	
2020/01/000598	01/16/2020 API	10,747.92 VND 010614 VCH		RECORDED BOOKS LLC		EMAGAZINE		276504	
2020/01/000598	01/16/2020 API	3,827.88 VND 030780 VCH		MANGO LANGUAGES		MANGO CONVERSATIONS SUBSCRIPTI			
2020/01/000599	01/16/2020 API	30,253.42 VND 010397 VCH		SECRETARY OF STATE		2020 WDLJ JAN-DEC		276511	
2020/01/000703	01/29/2020 API	2,232.00 VND 010042 VCH		EBSCO		CONSUMERREPORTS.ORG JAN 1 - DE		276448	
2020/01/000704	01/29/2020 API	2,247.00 VND 010042 VCH		EBSCO		LEARNING EXPRESS LIBRARY JAN 1		276448	
2020/01/000705	01/29/2020 API	80.95 VND 011056 VCH		WT COX SUBSCRIPTIONS		IBD DIGITAL		276538	
2020/01/000705	01/29/2020 API	21.09 VND 011056 VCH		WT COX SUBSCRIPTIONS		COOKING WITH PAULA DEEN		276538	
2020/02/001010	02/05/2020 API	5,000.00 VND 011054 VCH		VALUE LINE PUBLISHIN		VALUE LINE DATABASE			
2020/02/001010	02/05/2020 API	182.97 VND 012470 VCH		OVERDRIVE		OVERDRIVE DIGITAL			
2020/02/001010	02/05/2020 API	537.99 VND 012470 VCH		OVERDRIVE		OVERDRIVE DIGITAL			
2020/02/001010	02/05/2020 API	1,877.70 VND 010587 VCH		INFOGROUP		INFOGROUP DATABASE			
2020/02/001010	02/05/2020 API	526.87 VND 010578 VCH		MIDWEST TAPE		MIDWEST DVD			
2020/02/001010	02/05/2020 API	448.55 VND 010578 VCH		MIDWEST TAPE		MIDWEST DVD			
2020/02/001010	02/05/2020 API	14.99 VND 012470 VCH		OVERDRIVE		OVERDRIVE DIGITAL			
2020/02/001010	02/05/2020 API	27.08 VND 999998 VCH		P-CARD OTP		BARNES&NOBLE ATOMIC RICHLAND B			
2020/02/001010	02/05/2020 API	30.00 VND 012470 VCH		OVERDRIVE		OVERDRIVE DIGITAL			
2020/02/001010	02/05/2020 API	39.39 VND 010614 VCH		RECORDED BOOKS LLC		RECORDED AUDIOBOOK			
K8722100 4107	OTHER PROFESSIONA	860	0	860	388.30	.00	471.70	45.2%	
2020/01/000600	01/16/2020 API	60.00 VND 011049 VCH		EDUCATIONAL SERVICE		BENTON-FRANKLIN EARLY LEARNING		276450	
2020/01/000607	01/20/2020 API	99.54 VND 010135 VCH		COLUMBIA INDUSTRIES		ONSITE 64 GALLON RECURRING SHR		276431	
2020/01/000616	01/22/2020 API	173.76 VND 010232 VCH		PERFECTION GLASS		DOOR SERVICE FOR FRONT DOORS		276497	
2020/02/000180	02/05/2020 API	55.00 VND 010140 VCH		WASHINGTON STATE PAT		VOLUNTEER BACKGROUND CHECK		276816	
K8722100 4117	EXPERT SERVICES	40,000	0	40,000	.00	.00	40,000.00	.0%	
K8722100 4505	RENTALS-OTHER	5,410	0	5,410	774.13	.00	4,635.87	14.3%	
2020/01/000600	01/16/2020 API	25.00 VND 010194 VCH		XEROX CORP		LATE CHARGE		276539	
2020/01/000604	01/17/2020 API	96.12 VND 010194 VCH		XEROX CORP		3UA-295169 DECEMBER		276539	
2020/01/000604	01/17/2020 API	272.00 VND 010194 VCH		XEROX CORP		3UA-295258 DECEMBER		276539	
2020/02/000875	02/21/2020 API	90.53 VND 010194 VCH		XEROX CORP		3UA-295169 JANUARY 2020 BASE C		277609	
2020/02/000875	02/21/2020 API	290.48 VND 010194 VCH		XEROX CORP		3UA-295258 JANUARY 2020 BASE C		277609	

YEAR-TO-DATE BUDGET REPORT

FOR 2020 02				JOURNAL DETAIL 2020 1 TO 2020 2				
ACCOUNTS FOR: 001	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
K8722100	4802 REPAIRS AND MAINT	4,998	0	4,998	.00	.00	4,998.00	.0%
K8722100	5117 INTERLIBRARY SVCS	200	0	200	50.00	.00	150.00	25.0%
2020/02/000703	02/19/2020 API	50.00 VND 031144 VCH		SONOMA STATE UNIVERS LOST INTER LIBRARY LOAN BOOK				277176
TOTAL 001.303 LIBRARY PUBLIC SVC		1,823,202	0	1,823,202	299,116.56	.00	1,524,085.44	16.4%
K8725000 001.303 LIBRARY FACILITIES								
K8725000	4700 UTILITIES	53,736	0	53,736	3,574.97	.00	50,161.03	6.7%
2020/02/000212	02/11/2020 API	3,574.97 VND 010261 VCH		CITY OF RICHLAND		CITY UTILITY BILLS/JAN 2020		276709
K8725000	4806 REPAIRS AND MAINT	4,800	0	4,800	.00	.00	4,800.00	.0%
TOTAL 001.303 LIBRARY FACILITIES		58,536	0	58,536	3,574.97	.00	54,961.03	6.1%
TOTAL GENERAL FUND		2,295,242	0	2,295,242	386,050.67	.00	1,909,191.33	16.8%
TOTAL EXPENSES		2,295,242	0	2,295,242	386,050.67	.00	1,909,191.33	

YEAR-TO-DATE BUDGET REPORT

FOR 2020 02				JOURNAL DETAIL 2020 1 TO 2020 2				
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
222 LIBRARY DEBT SERVICE	APPROP	ADJSTMTS	BUDGET				BUDGET	USED
MC911100 222.974 GEN L/T DEBT PRIN								
MC911100 7101 GENERAL L/T DEBT	1,075,000	0	1,075,000	.00	.00	1,075,000.00	.0%	
TOTAL 222.974 GEN L/T DEBT PRIN	1,075,000	0	1,075,000	.00	.00	1,075,000.00	.0%	
MC921100 222.974 INT & OTHER DEBT SVCS								
MC921100 8304 G O BOND INTEREST	388,700	0	388,700	.00	.00	388,700.00	.0%	
MC921100 8910 FISCAL AGENT FEES	275	0	275	.00	.00	275.00	.0%	
TOTAL 222.974 INT & OTHER DEBT SVCS	388,975	0	388,975	.00	.00	388,975.00	.0%	
TOTAL LIBRARY DEBT SERVICE	1,463,975	0	1,463,975	.00	.00	1,463,975.00	.0%	
TOTAL EXPENSES	1,463,975	0	1,463,975	.00	.00	1,463,975.00		

YEAR-TO-DATE BUDGET REPORT

FOR 2020 02					JOURNAL DETAIL 2020 1 TO 2020 2			
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	3,759,217	0	3,759,217	386,050.67	.00	3,373,166.33	10.3%	
** END OF REPORT - Generated by Barada, Kylie **								

CITY OF RICHLAND

LIBRARY EXPENDITURE

March 2020

Month/Year

PAY PERIODS From February 17, 2020 through March 15,2020

GROSS SALARIES \$ 81,559.07

		Gross Wages	Total
WEEK OF:	<u>03/05/20</u>	<u>40,845.84</u>	<u>40,845.84</u>
WEEK OF:	<u>03/19/20</u>	<u>40,713.23</u>	<u>40,713.23</u>
WEEK OF:	<u></u>	<u></u>	<u>-</u>
	TOTAL	<u>81,559.07</u>	<u>81,559.07</u>