



Agenda
Library Board Meeting
Tuesday, May 12, 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:

- I. Kelly Reed, Children's Librarian
- Ann Roseberry, Library Manager

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

- I. April 14, 2015
- Ann Roseberry, Library Manager

Report of the Library Manager:

- I. May Library Manager's Report
- Ann Roseberry, Library Manager
2. April 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)

- I. Approval of bills for April 1, 2015 thru April 30, 2015
- Ann Roseberry, Library Manager

Unfinished Business:

- I. Financial Reporting
2. Community Survey

New Business:

- I. Library Staff Presentation - Kelly Reed, Children's Librarian
- Ann Roseberry, Library Manager

Round Robin:

Agenda Items for Upcoming Board Meeting:

- I. Business Plan
 - Ann Roseberry, Library Manager

Adjournment

The next Library Board Meeting is Tuesday, June 9, 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
April 14, 2015, 5:30-6:30 p.m.

CALL TO ORDER:

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

ATTENDANCE:

Chair Lunstad, Vice Chair Somasundaram, and Board Members Mitchell and O'Neal were present. Board Member Aebersold was excused. Council Liaison Kent was excused. 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 4-0.

INTRODUCTION OF GUESTS

Staff member Judy McMakin and Foundation Chair Annanaomi Sams were present.

APPROVAL OF AGENDA:

BOARD MEMBER MITCHELL MOVED AND BOARD MEMBER O'NEAL SECONDED THE MOTION TO APPROVE THE AGENDA AS SUBMITTED. THE MOTION CARRIED 4-0.

APPROVAL OF MINUTES:

BOARD MEMBER MITCHELL MOVED AND BOARD MEMBER O'NEAL SECONDED THE MOTION TO APPROVE THE MINUTES OF MARCH 2015 AS AMENDED. THE MOTION CARRIED 4-0.

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 \$96,995.76 THE MOTION CARRIED 4-0.

BOARD MEMBER O'NEAL MOVED AND VICE CHAIR SOMASUNDARAM SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR FEBRUARY 2015 IN THE AMOUNT OF \$107,827.11. THE MOTION CARRIED 4-0.

UNFINISHED BUSINESS

Financial Reporting

Board Member Mitchell reported on the meeting with the Finance Director Joyce Marsh. The Board offered thanks and asked the Library Manager to request a library-specific Revenue report.

NEW BUSINESS:

Library Staff presentation – Judy McMakin

Judy reflected upon the changes she had seen in her years as a librarian and when pressed, shared some of what she considers her accomplishments.

The Board congratulated and thanked her and asked to be invited to her retirement celebration.

AGENDA ITEMS FOR UPCOMING BOARD MEETING

1. Business Plan
2. Community Survey

ADJOURNMENT:

Chair Lunstad adjourned the meeting at 6:52 p.m.

Next Regular Meeting of the Richland Library Board is Tuesday, May 12, 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

May 2015

Library Foundation

The Foundation will meet again June 11.

Friends of the Library

The Friends met April 27. They elected a new Bookroom Manager, Sue Spencer, who will be assisted by John Spencer. They also elected David Rose (not Mayor Rose) to the Friends Board. The proceeds for the Booksale, \$1900, included \$120 in memberships. The first night of the Booksale, April 2, also was the Annual Meeting. The Board slate was re-elected; Steve Slate, President, Steve Woolfolk, Treasurer, Leah Kelly, Secretary, and Susan Spencer, Membership. With Susan's election as Bookroom Manager, David Rose agreed to take over Membership.

Statistics:

Attached

Revenue / Expense / Voucher Listing:

Revenue

The Revenue report has been re-formatted. This is the first draft of the new format. The Board can examine and consider for changes.

Expense

Regular staffing costs are running on par. We are above our estimate for vacation cashout. We had an unexpected retirement at the end of April. We will be in balance by the end of the year. Other lines that exceed 30% are ones that expend in cycles; not on an even monthly basis.

Voucher Listing

Normal items and vendors.

Staff Presentation

Kelly Reed, Children's Librarian

Business Plan

The Chairs of the Three Boards moved their meeting to May 23.

Community Survey

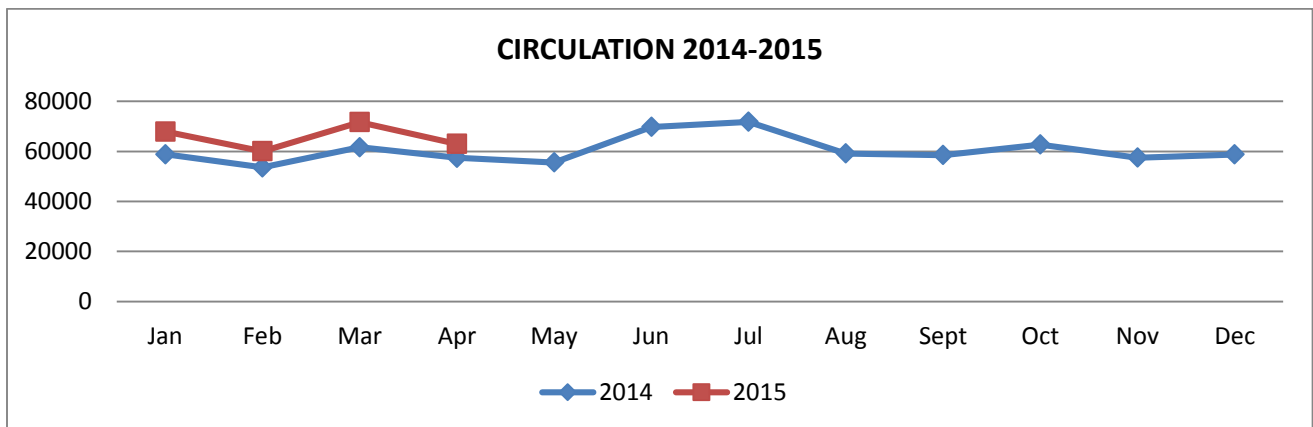
The survey postcards were sent to 5000 households. The survey garnered 401 responses. The households were randomly selected using a program the City of Richland uses for all such surveys. Steve Slate, President of the Friends, offered to provide some analysis of the survey results.

Financial Reports

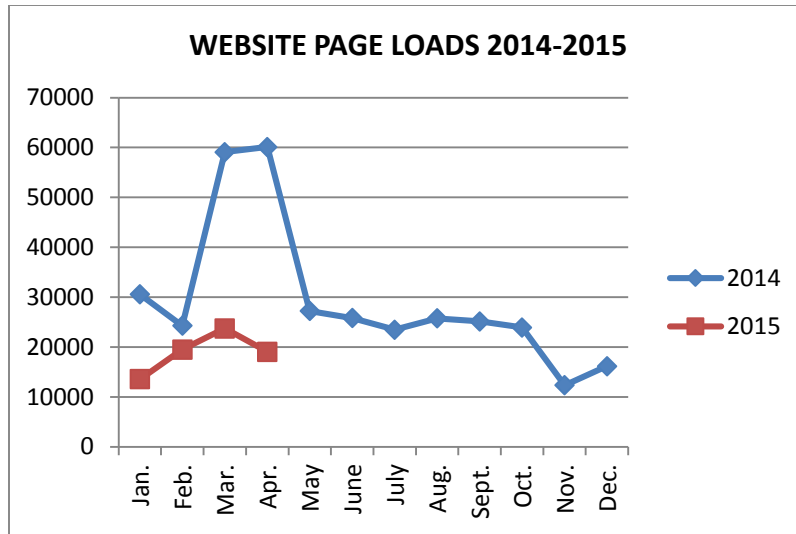
Finance reports that the books for 2014 have been closed. This does not affect the Library reporting.

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	62,967	10%
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	262,517	

Notes: Circulation was up 10% in April 2015 over April 2014. It was also the highest circulation in April in the last three years.



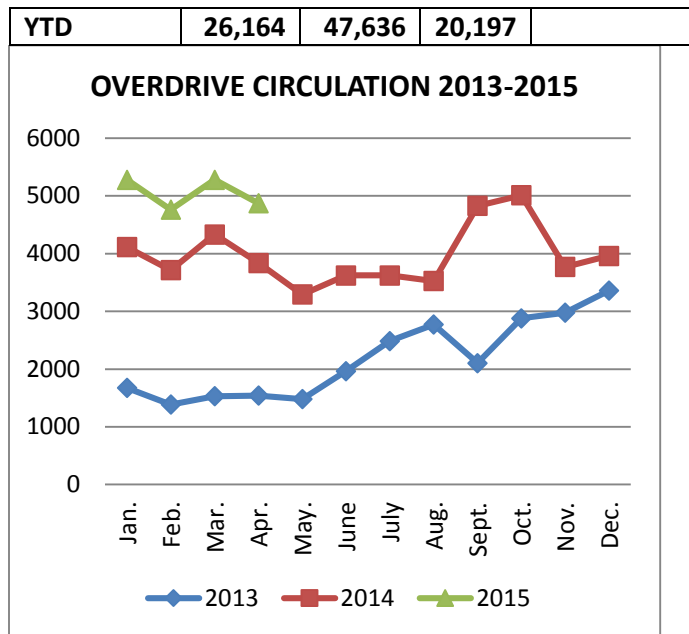
WEBSITE PAGE LOADS			
Month	2014	2015	Rate of Change
Jan.	30,560	13,576	-55%
Feb.	24,294	19,507	-20%
Mar.	59,079	23,744	-60%
Apr.	60,117	19,045	-68%
May	27,232		
June	25,825		
July	23,477		
Aug.	25,759		
Sept.	25,165		
Oct.	23,945		
Nov.	12,362		
Dec.	16,184		
YTD	353,999	75,872	



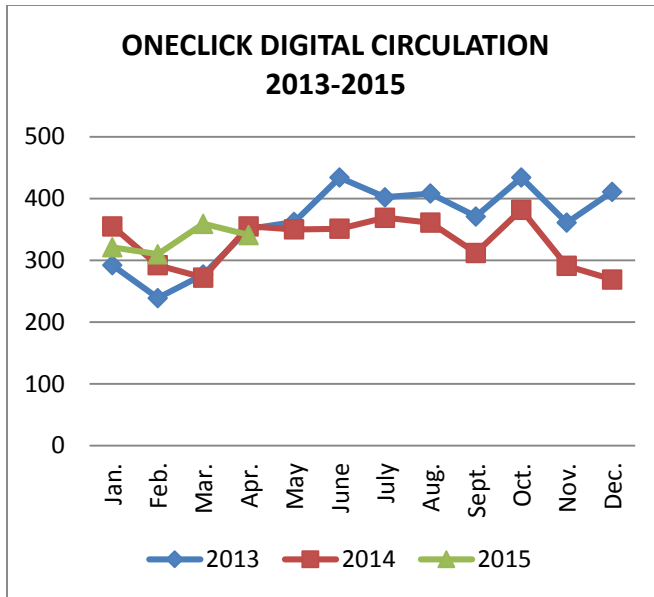
Notes: Website page loads showed a 68% decrease from April 2014 to April 2015. However, total in April is consistent with 2015's monthly totals so far.

eCIRCULATION 2015													
Month	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	YTD
Overdrive	5,281	4,762	5,281	4,873									20,197
OneClick	321	310	359	341									1,331
Zinio	737	753	608	612									2,710
Freegal	1,836	1,756	1,992	2,056									7,640
Freegal Streaming			1,278	4,997									6,275
Freegal Movies			4	22									26
Hoopla		19	680	366									1,065

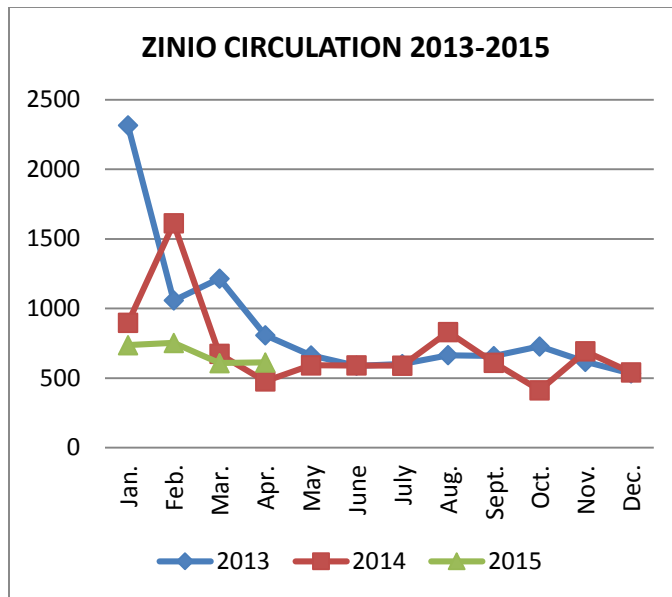
OVERDRIVE	2013	2014	2015	Rate of Change '14-'15
Jan.	1,676	4,114	5,281	28%
Feb.	1,387	3,714	4,762	28%
Mar.	1,530	4,333	5,281	22%
Apr.	1,541	3,838	4,873	27%
May	1,482	3,294		
June	1,966	3,624		
July	2,487	3,622		
Aug.	2,773	3,526		
Sept.	2,105	4,829		
Oct.	2,881	5,012		
Nov.	2,976	3,770		
Dec.	3,360	3,960		



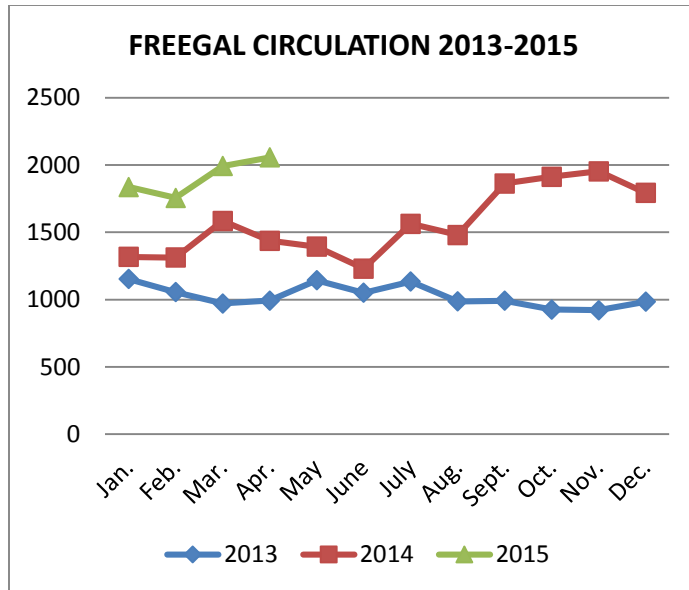
ONECLICK DIGITAL	2013	2014	2015	Rate of Change '14-'15
Jan.	292	355	321	-9%
Feb.	239	292	310	6%
Mar.	277	272	359	32%
Apr.	351	355	341	-4%
May	362	350		
June	434	351		
July	402	369		
Aug.	408	361		
Sept.	371	312		
Oct.	434	382		
Nov.	361	291		
Dec.	411	269		
YTD	4,342	3,959	1,331	



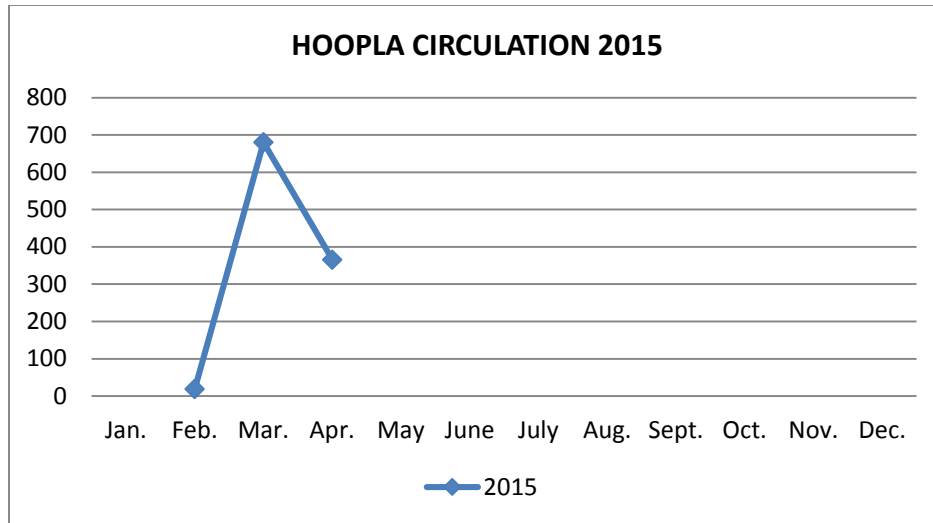
ZINIO	2013	2014	2015	Rate of Change '14-'15
Jan.	2,316	896	737	-17%
Feb.	1,057	1,611	753	-53%
Mar.	1,215	673	608	-9%
Apr.	808	477	612	28%
May	663	592		
June	589	591		
July	601	590		
Aug.	664	831		
Sept.	658	610		
Oct.	727	413		
Nov.	617	692		
Dec.	533	541		
YTD	10,448	8,517	2,710	



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	2,056	43%
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	7,640	

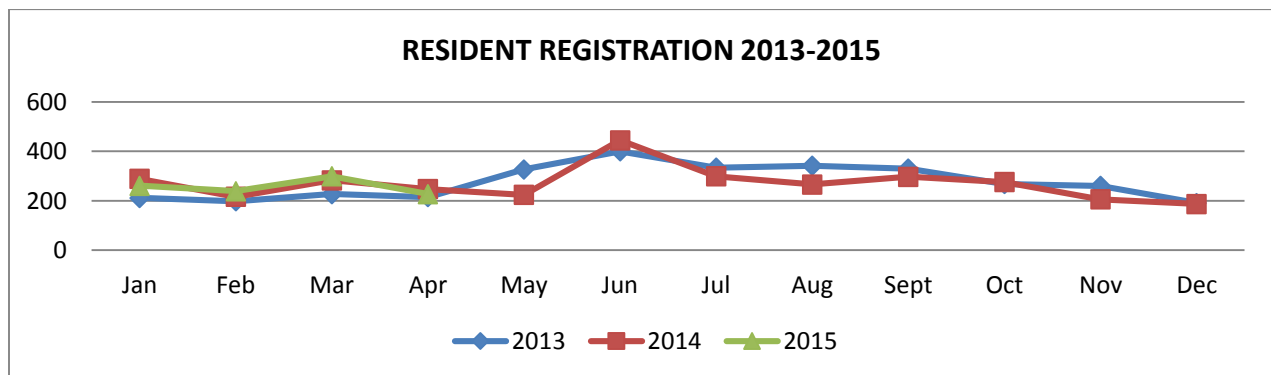


HOOPLA	2015
Jan.	N/A
Feb.	19
Mar.	680
Apr.	366
May	
June	
July	
Aug.	
Sept.	
Oct.	
Nov.	
Dec.	
YTD	1,065

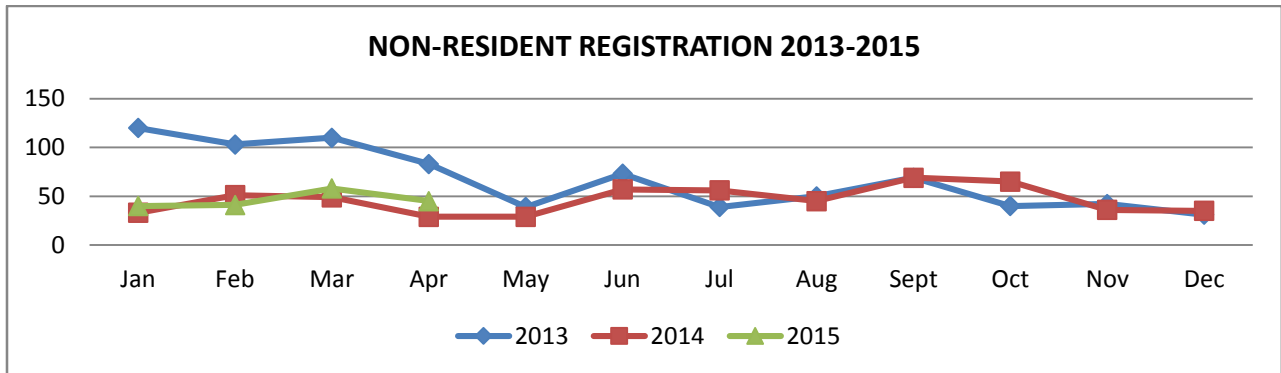


Notes: Each of RPL's digital collections enjoyed increases in circulation in April 2015 from April 2014, except OneClick Digital, which showed a small 4% decrease from April 2014. Freegal Streaming was incredibly popular in April 2015, with a staggering 291% jump in usage in April 2015 from March 2015. Zinio had its first increase in circulation in 2015 with a 28% increase from April 2014.

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	227									1,026
Change '14-'15	-10%	11%	6%	-8%									

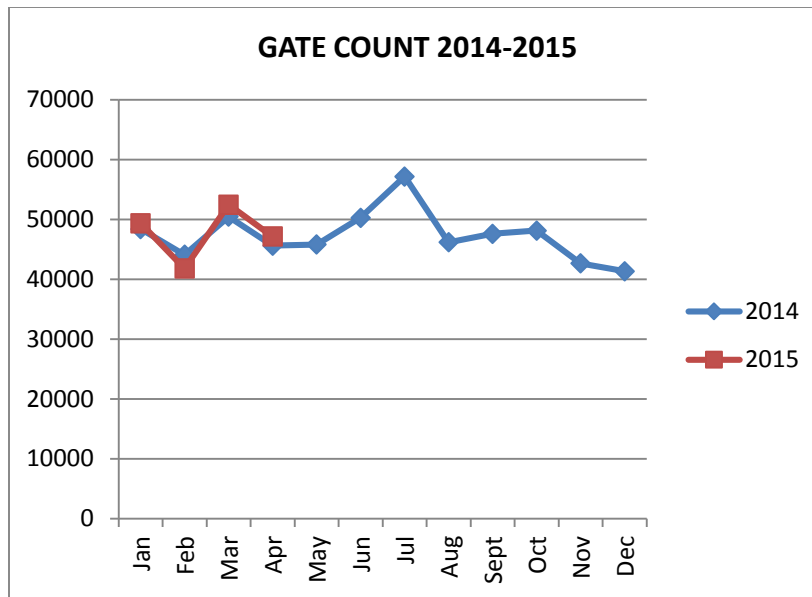


NON RESIDENT REGISTRATION													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
2013	120	103	110	83	39	73	39	50	69	40	42	31	799
2014	33	51	49	29	29	57	56	45	69	65	36	35	554
2015	40	41	58	45									184
Change '14-'15	21%	-20%	18%	55%									



Notes: Resident registration was slightly down (-8%) in April 2015 from April 2014. Non Resident registration was up 55% from April 2014 to April 2015.

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	47,132	3%
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	182,420	



Notes: The gate count was up 3% in April 2015 from April 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

CITY OF RICHLAND

Revenue Report for Library Accounts January 1 through April 30, 2015

ACCT	ACCOUNT DESCRIPTION	ORIG BUDGET	ADJ BUDGET	MONTHLY RECEIPTS	Y-T-D	UNCOLLECTED REVENUE	PERCENT COLLECTED	PREVIOUS Y-T-D
CHARGES FOR GOODS & SVCS								
341691	LIBRARY: COPY SERVICES	12,000	12,000	1,049.60	4,444.60	7,555.40	37.04%	5,240.02
347220	LIBRARY: MISC CHARGES	4,500	4,500	989.00	1,598.00	2,902.00	35.51%	1,597.60
347270	LIBRARY: NON-RESIDENT FEES	5,750	5,750	520.00	1,678.39	4,071.61	29.19%	1,665.00
Total	CHARGES FOR GOODS & SVCS	22,250	22,250	2,558.60	7,720.99	14,529.01	34.70%	8,502.62
FINES & FORFEITS								
356501	LIBRARY: COURT RESTITUTION	0	0	0.00	0.00	0.00	0.00%	269.22
357360	LIBRARY COLLECTION AGENCY REFUNDS	0	0	45.00	210.00	-210.00	0.00%	750.00
359700	LIBRARY: MISC FINES	40,000	40,000	3,894.45	16,625.85	23,374.15	41.56%	15,213.97
Total	FINES & FORFEITS	40,000	40,000	3,939.45	16,835.85	23,164.15	42.09%	16,233.19
MISCELLANEOUS REVENUES								
362509	LIBRARY: BUILDING RENTAL	0	1,800	200.00	800.00	1,000.00	44.44%	720.00
Total	MISCELLANEOUS REVENUES	0	1,800	200.00	800.00	1,000.00	44.44%	720.00
TOTAL		62,250	64,050	6,698.05	25,356.84	38,693.16	39.59%	25,455.81

City of Richland Revenue Report for April, 2015

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

Fund	001	GENERAL FUND			Current		Current	Unencumbered	Y-T-D %	Previous
			Orig.Budget	Adj.Budget	Month	Y-T-D	Encumbered	Balance	Committed	Y-T-D
Type:	1	SALARIES								
1101	SALARIES & WAGES-REGULAR		785,273	785,273	56,918.81	233,665.01	0.00	551,607.99	29.8%	0.00
1102	SALARIES-PART TIME		191,302	191,302	14,014.47	56,084.10	0.00	135,217.90	29.3%	0.00
1104	SALARIES-INTERMITTENT/TEMP		35,339	35,339	1,506.56	5,775.30	0.00	29,563.70	16.3%	0.00
1201	SALARIES & WAGES-OVERTIME		800	800	9.12	9.12	0.00	790.88	1.1%	0.00
1302	VACATION/PTO CASHOUT		35,758	35,758	11,845.26	24,757.86	0.00	11,000.14	69.2%	0.00
			1,048,472	1,048,472	84,294.22	320,291.39	0.00	728,180.61		0.00
Type:	2	BENEFITS								
2101	SOCIAL SECURITY-FICA		80,212	80,212	6,408.75	23,713.99	0.00	56,498.01	29.6%	0.00
2103	PENSION CONTRIBUTIONS-PERS		94,733	94,733	6,424.36	26,264.44	0.00	68,468.56	27.7%	0.00
2105	INDUSTRIAL INS & MED AID		9,622	9,622	540.05	2,242.19	0.00	7,379.81	23.3%	0.00
2106	UNEMPLOYMENT		4,544	4,544	367.56	1,396.47	0.00	3,147.53	30.7%	0.00
2107	LIFE & DISABILITY INSURANCE		8,783	8,783	606.69	2,522.07	0.00	6,260.93	28.7%	0.00
2108	DENTAL INSURANCE		23,106	23,106	1,787.50	7,562.50	0.00	15,543.50	32.7%	0.00
2109	HEALTH INSURANCE		218,414	218,414	16,901.04	71,504.40	0.00	146,909.60	32.7%	0.00
2110	VISION INSURANCE		3,738	3,738	289.77	1,225.95	0.00	2,512.05	32.8%	0.00
2112	DEFERRED COMPENSATION		44,644	44,644	3,032.09	12,261.18	0.00	32,382.82	27.5%	0.00
2118	POST EMPLOYEE HEALTH BENE		28,707	28,707	2,126.56	9,303.70	0.00	19,403.30	32.4%	0.00
			516,503	516,503	38,484.37	157,996.89	0.00	358,506.11		0.00
Type:	3	SUPPLIES								
3102	OPERATING SUPPLIES & MATERI		32,850	32,850	213.25	9,138.94	0.00	23,711.06	27.8%	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	30,282.46	106,702.42	0.00	109,797.58	49.3%	0.00
3583	SOFTWARE-LICENSING & UPGR		40,707	40,707	2,685.54	6,787.09	15,330.00	18,589.91	54.3%	0.00
3993	SUPPLIES - PIP AWARDS		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			290,857	290,857	33,181.25	122,736.85	15,330.00	152,790.15		0.00
Type:	4	OTHER SERVICES & CHARGES								
4107	OTHER PROFESSIONAL SERVIC		26,500	26,500	70.00	3,100.07	0.00	23,399.93	11.7%	0.00
4135	SHARED VALUES PROGRAM		488	488	120.02	120.02	0.00	367.98	24.6%	0.00
4201	TELEPHONE & COMM SVCS		7,620	7,620	507.06	2,102.49	0.00	5,517.51	27.6%	0.00
4202	POSTAGE		4,498	4,498	613.65	3,187.39	0.00	1,310.61	70.9%	0.00
4301	TRAVEL EXPENSES		5,010	5,010	641.50	641.50	0.00	4,368.50	12.8%	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	456.77	1,253.91	0.00	2,316.09	35.1%	0.00
4505		RENTALS-OTHER	4,683	4,683	0.00	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	4,023.84	13,347.58	0.00	48,892.42	21.4%	0.00
4802		REPAIRS AND MAINT-EQUIPMEN	3,690	3,690	966.54	2,975.51	0.00	714.49	80.6%	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	290.00	1,538.37	0.00	1,601.63	49.0%	0.00
4913		COLLECTION SERVICES	3,222	3,222	340.10	680.20	0.00	2,541.80	21.1%	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	8,029.48	62,089.08	0.00	99,123.92		0.00
Type:	5	INTERGOVERNMENTAL SERVICES								
5117		INTERLIBRARY SVCS	200	200	40.00	40.00	0.00	160.00	20.0%	0.00
5301		STATE TAXES	2,100	2,100	99.32	301.07	0.00	1,798.93	14.3%	0.00
			2,300	2,300	139.32	341.07	0.00	1,958.93		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	164,128.64	663,455.28	15,330.00	1,341,059.72	33.6%	0.00

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

Grand Totals	2,019,845	2,019,845		164,128.64	663,455.28		15,330.00	1,341,059.72	33.6%	0.00
--------------	-----------	-----------	--	------------	------------	--	-----------	--------------	-------	------



RICHLAND PUBLIC LIBRARY
CERTIFICATION OF CLAIMS FOR PAYMENT

MAY 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 \$127,045.58 this 12th day of May 2015.

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

Voucher Listings	Amount
April 1, 2015 through April 30, 2015	\$42,751.36
Interdepartmental Billings	
None	\$0.00
Transfer Advice (Salaries)	
Salaries for the weeks of 04/09/15 & 04/23/15	\$84,294.22
TOTAL MONTHLY EXPENSES	\$127,045.58

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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



City Of Richland

VL-1 Voucher Listing

From: 4/1/2015 To: 4/30/2015

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001		GENERAL FUND			
Division:	303	LIBRARY			
BANK OF AMERICA		TXN00020476	222258	INGRAM BOOKS	\$286.52
		TXN00020478		INGRAM BOOKS	\$114.80
		TXN00020490		GALE BOOKS	\$418.76
		TXN00020503		MEETING SUPPLIES	\$54.92
				STAFF ROOM SUPPLIES	\$120.02
		TXN00020518		INGRAM BOOKS	\$472.36
		TXN00020520		INGRAM BOOKS	\$1,009.38
		TXN00020523		INGRAM BOOKS	\$425.40
		TXN00020544		INGRAM BOOKS	\$197.28
		TXN00020577		INGRAMBOOKS	\$1,519.06
		TXN00020582		VELCRO DOTS	\$39.93
		TXN00020592		BLACKSTONE AUDIO	\$686.99
		TXN00020596		WLA REGISTRATION - BH TRP# 15-	\$290.00
		TXN00020600		OVERDRIVE DIGITAL BOOKS	\$1,362.97
		TXN00020614		GALE LARGE PRINT BOOKS	\$186.15
		TXN00020623		OVERDRIVE DIGITAL BOOKS	\$510.79
		TXN00020624		LIB STREAM MTG - EM, NN, TL, S	\$42.35
		TXN00020628		AMAZON BOOKS	\$12.23
		TXN00020640		INGRAM BOOKS	\$18.21
		TXN00020641		INGRAM BOOKS	\$1,406.16
		TXN00020651		INGRAM BOOKS	\$90.49
		TXN00020657		INGRAM BOOKS	\$846.55
		TXN00020658		AMAZON BOOKS	\$240.03
		TXN00020676		AMAZON BOOKS	\$97.92
		TXN00020692		INGRAM BOOKS	\$304.93
		TXN00020695		GREY HOUSE PUBLISHING BOOKS	\$378.00
		TXN00020699		INGRAM BOOKS	\$27.34
		TXN00020708		GALE LARGE PRINT	\$521.36
		TXN00020713		INGRAM BOOKS	\$584.29
		TXN00020735		PROQUEST DATABASE	\$1,596.42
		TXN00020755		BACKUPIFY-LIBRARY-FACEBOOK	\$3.75
		TXN00020756		INGRAM BOOKS	\$117.37
		TXN00020759		INGRAM BOOKS	\$83.96
		TXN00020767		INGRAM BOOKS	\$210.40
		TXN00020772		INGRAM BOOKS	\$1,002.74
		TXN00020806		INGRAM BOOKS	\$259.79
		TXN00020807		INGRAM BOOKS	\$134.34
		TXN00020814		INGRAM BOOKS	\$214.36



City Of Richland

VL-1 Voucher Listing

From: 4/1/2015 To: 4/30/2015

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00020839	222258	INGRAM BOOKS	\$173.79
		TXN00020885		INGRAM BOOKS	\$315.33
		TXN00020886		AMAZON BOOKS	\$88.14
		TXN00020905		INGRAM BOOKS	\$1,863.52
		TXN00020917		INGRAM BOOKS	\$198.45
		TXN00020934		INGRAM BOOKS	\$10.43
		TXN00020945		GALE LARGE PRINT	\$26.60
		TXN00020951		RECORDED BOOKS DIGITAL BOOKS	\$98.10
		TXN00020962		INGRAM BOOKS	\$124.70
		TXN00020964		OVERDRIVE DIGITAL BOOKS	\$322.86
		TXN00020970		OVERDRIVE DIGITAL BOOKS	\$890.99
		TXN00020973		AMAZON BOOKS	\$20.87
CASCADE NATURAL GAS CORP		3/15-61897100006	222306	NAT GAS 955NORTHGATE 2/18-3/18	\$888.69
CITY OF RICHLAND		15-128 HOFFMAN	222513	WLA CONF/MARYSVILLE/HOFFMAN	\$293.25
		3/2015 MARCH	222089	CITY UTILITY BILLS-MAR 2015	\$3,135.15
		INV-64681	221573	SW SUPPORT SERVICE CALL	\$47.51
EDNETICS INC		INV-US-20524	222522	ANNUAL SYSTEM MAINTENANCE FEES	\$2,685.54
ENVISION WARE INC					
FRONTIER	S016290	4/15-509-943-3152	222331	TELEPHONE CHARGE 4/4/15 - 5/3/	\$355.44
INDIANA UNIVERSITY		12112	222345	144023778 INTERLIBRARY LOAN	\$20.00
LIBRARY IDEAS LLC		43681	222350	FREEGAL MUSIC SUBSCRIPTION	\$10,806.85
OCLC INC		0000380052	221624	CATALOGING SRVCS-FEB	\$916.02
PITNEY BOWES PURCHASE POWER		0215-1127-9365	221633	POSTAGE 2/1-2/28/15	\$613.88
		4/2015-14823173	222465	14823173-POSTAGE 3/1-3/31/15	\$608.01
		15-079 ROSEBERRY	222571	WLA CONF/MARYSVILLE/ROSEBERRY	\$348.25
ROSEBERRY, ANN		292031	221648	CANNON MS300 ANNUAL MAINT	\$966.54
TECHNOLOGY UNLIMITED INC		302384	221658	COLLECTION SRVCS-FEB	\$134.25
UNIQUE MANAGEMENT SERVICES INC		304008	222395	COLLECTION SRVCS-MAR	\$205.85
		000986641155	222178	GROUND PKG TO LIBRARY OF VIRGI	\$5.64
UNITED PARCEL SERVICE	S016282	2615221	221659	INTERLIBRARY LOAN 142142050	\$20.00
UNIVERSITY OF WISCONSIN-MADISON		I15006169	221665	VOLUNTEER BACKGROUND CHECKS	\$20.00
WASHINGTON STATE PATROL		I15006997	222406	VOLUNTEER BACKGROUND CHECKS	\$50.00
XEROX CORPORATION		078977034	222413	W7225 BASE CHRG/PRINTS-MAR	\$318.74
		078977035		W7225 BASE CHRG/PRINTS-MAR	\$138.03
XO HOLDINGS LLC DBA		0273844018	221955	PHONE CHARGES 3/23-4/22/15	\$151.62
LIBRARY TOTAL****					\$42,751.36
GENERAL FUND Total ***					\$42,751.36



City Of Richland
VL-1 Voucher Listing

From: 4/1/2015 To: 4/30/2015

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
--------	-------------	----------------	---------	---------------------	----------------

Invoice Total: ****

\$42,751.36

Number of Invoices

Amount

Vouchers In Richland

0

Vouchers In Tri Cities

0

Vouchers In WA

3

Vouchers Outside WA

69

\$41,714.82

Vouchers Final Total.....

72

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	\$33,151.98	77.55%
4	OTHER SERVICES & CHARGES	\$9,559.38	22.36%
5	INTERGOVERNMENTAL SERVICES	\$40.00	0.09%
Total		\$42,751.36	



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 05/12/2015

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: 05/12/2015

Agenda Category: Unfinished Business

Prepared By: Ann Roseberry, Library Manager

Subject:
Community Survey

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 05/12/2015

Agenda Category: New Business

Prepared By: Ann Roseberry, Library Manager

Subject:

Library Staff Presentation - Kelly Reed, Children's Librarian

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments: