



Agenda
Library Board Meeting
Tuesday, June 9, 2015
Library Board Room | 955 Northgate Drive

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

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

Regular Meeting – 5:30 p.m.

Call to Order / Attendance:

Introduction of Guests:

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

- I. May 12, 2015
 - Ann Roseberry, Library Manager

Report of the Library Manager:

- I. June Library Manager's Report
 - Ann Roseberry, Library Manager
2. May 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 May 1, 2015 thru May 31, 2015
 - Ann Roseberry, Library Manager

Unfinished Business:

New Business:

Round Robin:

Agenda Items for Upcoming Board Meeting:

- I. Business Plan
 - Ann Roseberry, Library Manager
2. 2016 Budget
 - Ann Roseberry, Library Manager

Adjournment

The next Library Board Meeting is Tuesday, July 14, 2015

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



MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
May 12, 2015, 5:30-6:30 p.m.

CALL TO ORDER:

Chair Lunstad called the meeting to order at 5:36p.m.

ATTENDANCE:

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

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

INTRODUCTION OF GUESTS

Foundation Chair Annanaomi Sams and Children's Librarian Kelly Reed were present.

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

VICE CHAIR SOMASUNDARAM MOVED AND BOARD MEMBER AEBERSOLD SECONDED THE MOTION TO APPROVE THE MINUTES OF APRIL 2015 AS AMENDED. THE MOTION CARRIED 4-0.

MANAGER'S REPORT:

Attached

PUBLIC COMMENTS

No public comments

APPROVAL OF BILLS:

VICE CHAIR SOMASUNDARAM MOVED AND BOARD MEMBER AEBERSOLD SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR APRIL 2015 IN THE AMOUNT OF \$127,045.58. THE MOTION CARRIED 4-0.

UNFINISHED BUSINESS

Financial Reporting

The Board reviewed the financial reports for April, including the Revenue report, and accepted the new formats.

Community Survey

The Board discussed the quantitative and qualitative findings of the survey.

NEW BUSINESS:

Library Staff presentation – Kelly Reed, Children’s Librarian

Kelly focused on the Summer Reading program, the Library’s signature children’s program.

GENERAL

Vice Chair Somasundaram announced that he would miss the June Board meeting and Chair Lundstad will miss the July Board meeting.

AGENDA ITEMS FOR UPCOMING BOARD MEETING

Business Plan

ADJOURNMENT:

Chair Lunstad adjourned the meeting at 7:00 p.m.

Next Regular Meeting of the Richland Library Board is Tuesday, June 9, 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

June 2015

Library Foundation

The Foundation will meet again June 11.

Friends of the Library

The Friends met June 1. They will meet again June 29. They authorized the expenditure of \$30,000 to replace pc's currently used by the public.

Statistics:

Attached

Revenue / Expense / Voucher Listing:

Revenue

Revenue is healthy. It appears our projections were realistic.

Expense

Vacation/PTO shows the staff retirement payout. This was a one-time payment. The other salary lines are appropriate for this time of year as is the library resources line.

Voucher Listing

Normal expenditures for the month. Travel expenses include registration for Brianna Hoffman to attend the American Library Association. Her other expenses will be paid by Mid-Columbia Library. The annual Evergreen (library software) training was in Hood River, Oregon and four staff attended.

Staff presentation

This will be deferred for full Board attendance.

Business Plan

The Chairs of the Three Boards met May 23. Steve Slate will attend the August meeting to give an overview of the planning.

STEAMspace

Library staff submitted a budget for the Capital Improvement Plan for 2016. Money would come from the Construction Bond reserve. STEAM programming will go forward

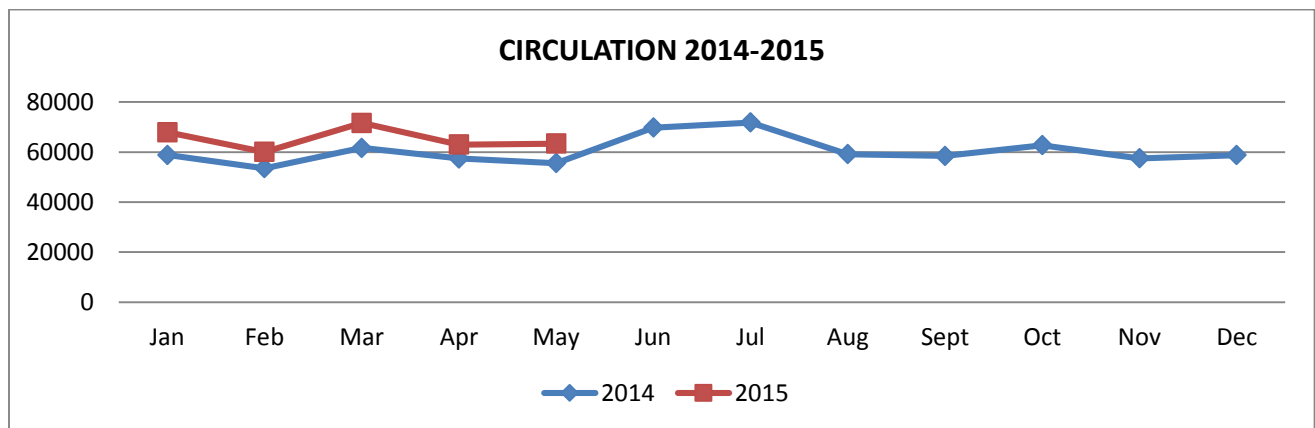
this year. Additional budget would allow for infrastructure changes to expand programming options.

Budget 2016

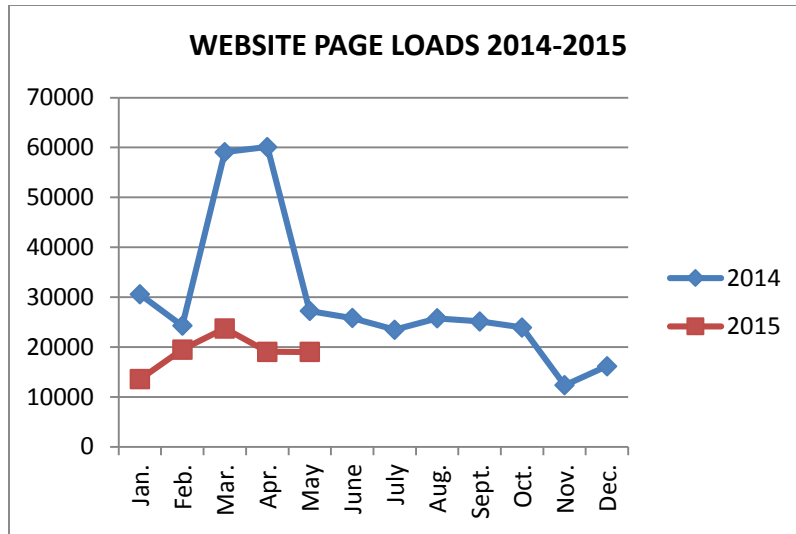
2016 Budget planning began June 1 with a meeting for all managers. The City Manager provided an overview, zero-based budgeting, and discussed potential vulnerabilities for the city. Both the processes and the guidelines will follow those of previous years.

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	63,363	14%
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	325,880	

Notes: Circulation was up 14% in May 2015 from May 2014. As of May 2015, the year's circulation total was 44% of last year's total.



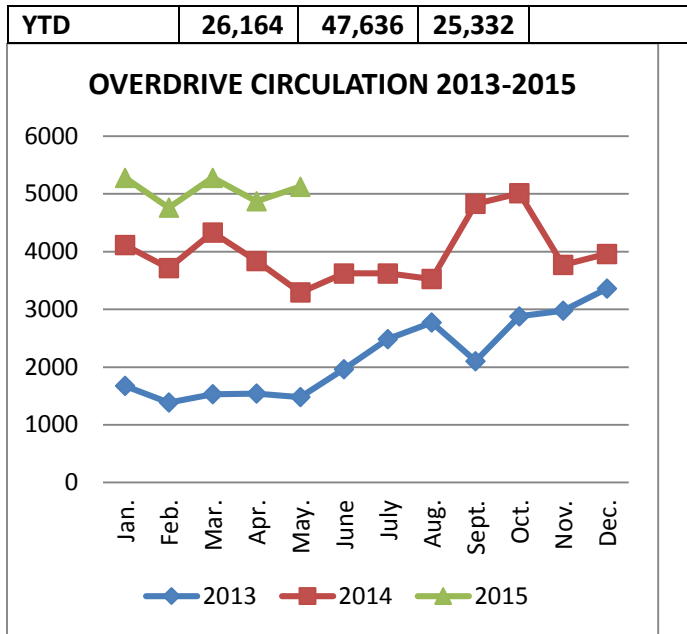
WEBSITE PAGE LOADS			
Month	2014	2015	Rate of Change
Jan.	30,560	13,576	-55%
Feb.	24,294	19,507	-20%
Mar.	59,079	23,744	-60%
Apr.	60,117	19,045	-68%
May	27,232	19,012	-30%
June	25,825		
July	23,477		
Aug.	25,759		
Sept.	25,165		
Oct.	23,945		
Nov.	12,362		
Dec.	16,184		
YTD	353,999	94,884	



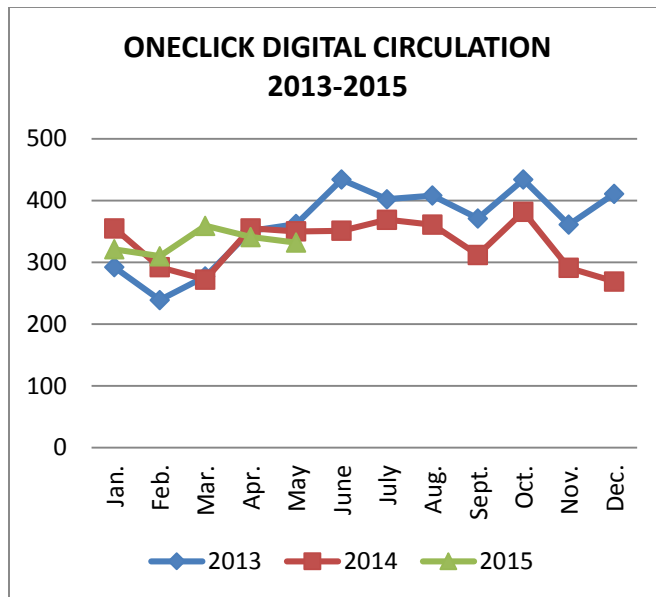
Notes: Website page loads showed a 30% decrease in May 2015 over May 2014. However, total in May is consistent with 2015's monthly totals so far.

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	5,125								25,322
OneClick	321	310	359	341	332								1,663
Zinio	737	753	608	612	660								3,370
Freegal	1,836	1,756	1,992	2,056	1,797								9,437
Freegal Streaming			1,278	4,997	4,327								10,602
Freegal Movies			4	22	26								52
Hoopla		19	680	366	466								1,531

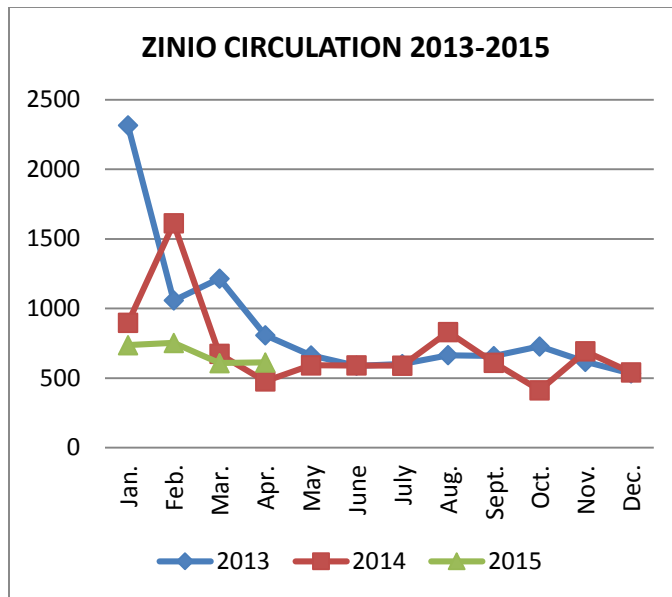
OVERDRIVE	2013	2014	2015	Rate of Change '14-'15
Jan.	1,676	4,114	5,281	28%
Feb.	1,387	3,714	4,762	28%
Mar.	1,530	4,333	5,281	22%
Apr.	1,541	3,838	4,873	27%
May	1,482	3,294	5,125	55%
June	1,966	3,624		
July	2,487	3,622		
Aug.	2,773	3,526		
Sept.	2,105	4,829		
Oct.	2,881	5,012		
Nov.	2,976	3,770		
Dec.	3,360	3,960		



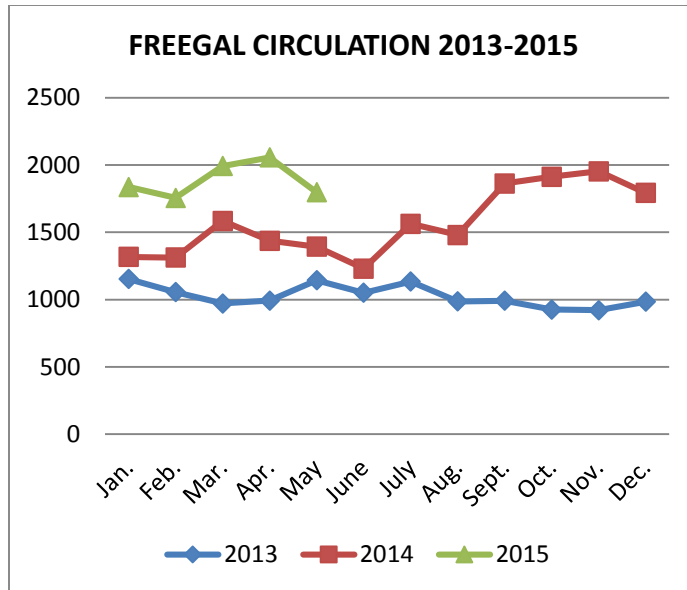
ONECLICK DIGITAL	2013	2014	2015	Rate of Change '14-'15
Jan.	292	355	321	-9%
Feb.	239	292	310	6%
Mar.	277	272	359	32%
Apr.	351	355	341	-4%
May	362	350	332	-5%
June	434	351		
July	402	369		
Aug.	408	361		
Sept.	371	312		
Oct.	434	382		
Nov.	361	291		
Dec.	411	269		
YTD	4,342	3,959	1,663	



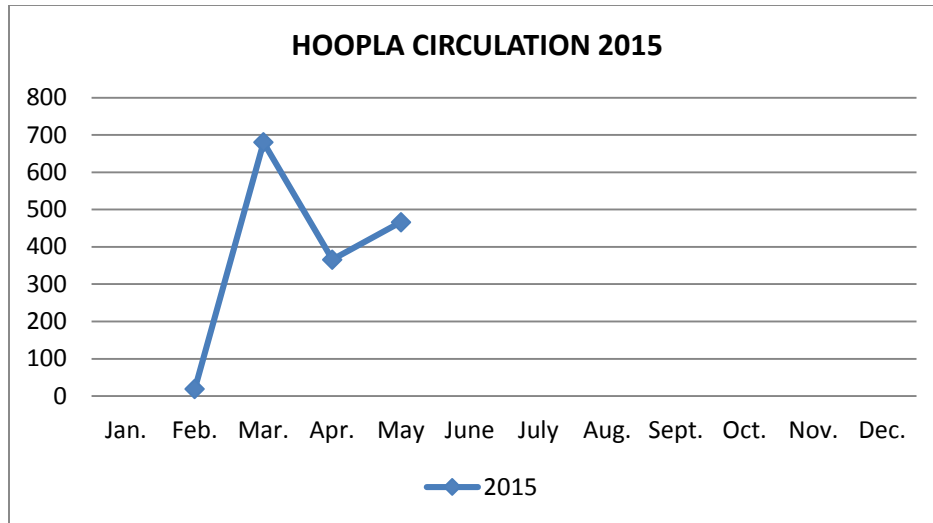
ZINIO	2013	2014	2015	Rate of Change '14-'15
Jan.	2,316	896	737	-17%
Feb.	1,057	1,611	753	-53%
Mar.	1,215	673	608	-9%
Apr.	808	477	612	28%
May	663	592	660	11%
June	589	591		
July	601	590		
Aug.	664	831		
Sept.	658	610		
Oct.	727	413		
Nov.	617	692		
Dec.	533	541		
YTD	10,448	8,517	3,370	



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	1,797	29%
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	9,437	

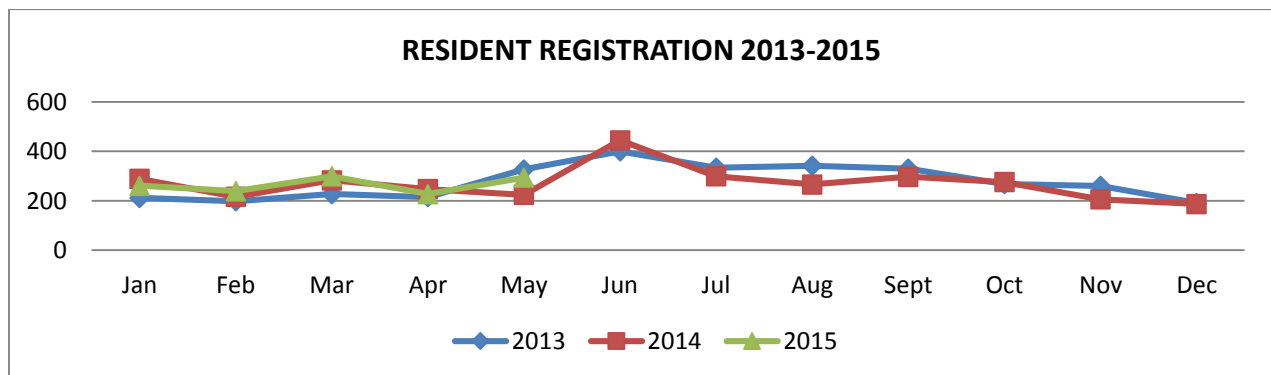


HOOPLA	2015
Jan.	N/A
Feb.	19
Mar.	680
Apr.	366
May	466
June	
July	
Aug.	
Sept.	
Oct.	
Nov.	
Dec.	
YTD	1,531

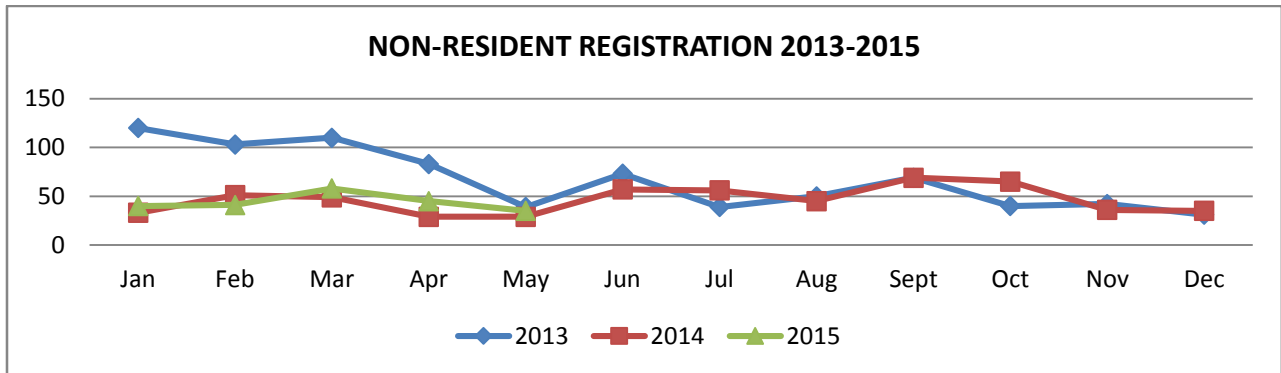


Notes: Each of RPL's digital collections enjoyed increases in circulation in May 2015 from May 2014, except OneClick Digital, which showed a small 5% decrease from May 2014. Overdrive had another strong month of circulation showing a 55% increase over May 2014. As of May 2015, Overdrive is already an impressive 53% of 2014's total.

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	294								1,320
Change '14-'15	-10%	11%	6%	-8%	29%								

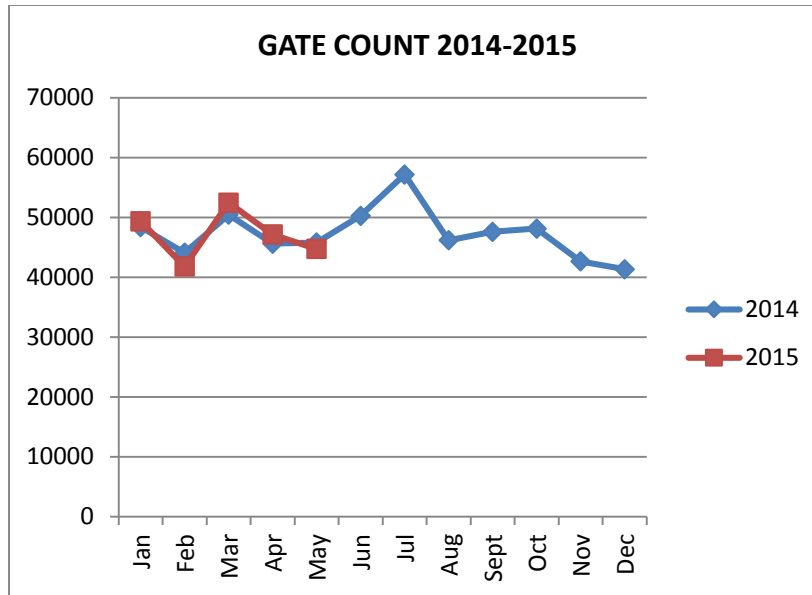


NON RESIDENT REGISTRATION													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
2013	120	103	110	83	39	73	39	50	69	40	42	31	799
2014	33	51	49	29	29	57	56	45	69	65	36	35	554
2015	40	41	58	45	35								219
Change '14-'15	21%	-20%	18%	55%	-22%								



Notes: Resident registration was up 29% in May 2015 from May 2014. Non-Resident registration was down 22% in May 2015 from May 2014. Non-Resident registration was up in May 2015 from 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	44,737	-2%
June	50,266		
July	57,172		
Aug.	46,170		
Sept.	47,588		
Oct.	48,130		
Nov.	42,641		
Dec.	41,326		
YTD	567,645	227,157	

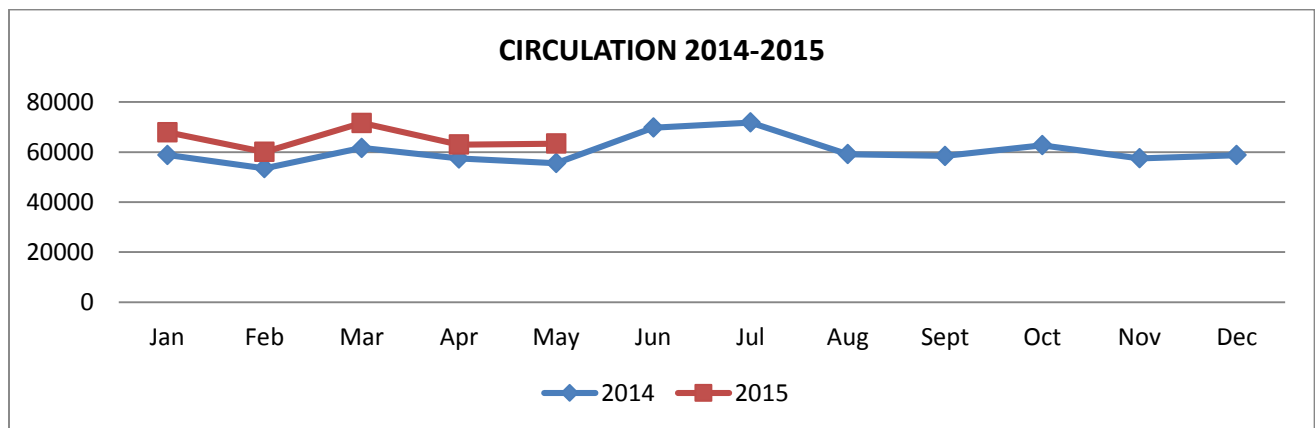


Notes: The gate count fell 2% in May 2015 from May 2014.

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

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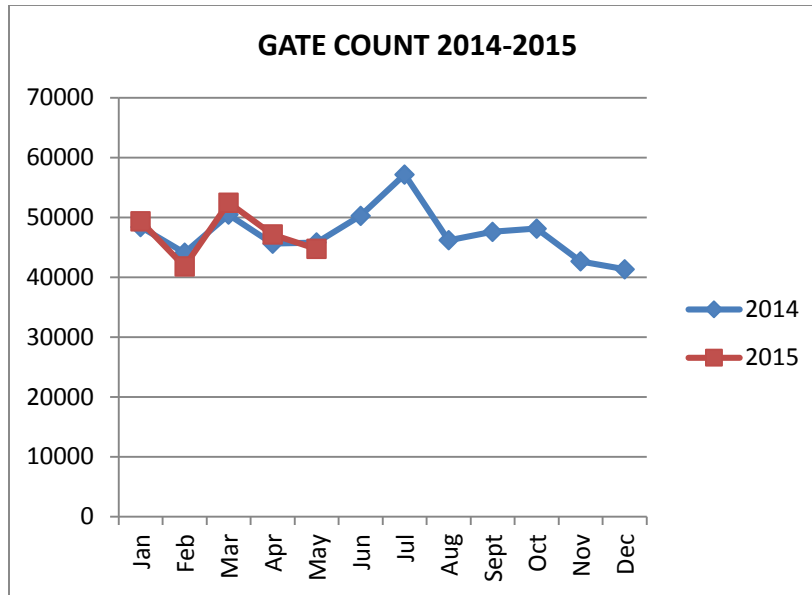
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YTD	1,058

CITY OF RICHLAND

Revenue Report for Library Accounts January 1 through May 31, 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	1,061.55	5,506.15	6,493.85	45.88%	6,201.57
347220	LIBRARY: MISC CHARGES	4,500	4,500	254.00	1,852.00	2,648.00	41.16%	2,123.60
347270	LIBRARY: NON-RESIDENT FEES	5,750	5,750	715.25	2,393.55	3,356.45	41.63%	2,125.00
Total	CHARGES FOR GOODS & SVCS	22,250	22,250	2,030.80	9,751.70	12,498.30	43.83%	10,450.17
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	255.00	-255.00	0.00%	900.00
359700	LIBRARY: MISC FINES	40,000	40,000	3,515.47	20,141.32	19,858.68	50.35%	18,799.52
Total	FINES & FORFEITS	40,000	40,000	3,560.47	20,396.32	19,603.68	50.99%	19,968.74
MISCELLANEOUS REVENUES								
362509	LIBRARY: BUILDING RENTAL	0	1,800	200.00	1,000.00	800.00	55.56%	900.00
Total	MISCELLANEOUS REVENUES	0	1,800	200.00	1,000.00	800.00	55.56%	900.00
TOTAL		62,250	64,050	5,791.27	31,148.02	32,901.98	48.63%	31,318.91

City of Richland Revenue Report for May, 2015

Fin-1 City of Richland Expense Summary

Fund	001	GENERAL FUND	Orig.Budget	Current Budget	Current Month	Y-T-D	Current Encumbered	Unencumbered Balance	Y-T-D % Committed	Previous Y-T-D
Division 303 LIBRARY										
Basub/Element 508820 EST AVAIL CASH YEAR END										
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
Total Basub	508820		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
Basub/Element 518887 INFORMATION TECHNOLOGY										
3583		SOFTWARE-LICENSING & UPGR	40,707	40,707	16,285.96	23,073.05	0.00	17,633.95	56.7%	0.00
Total Basub	518887		40,707	40,707	16,285.96	23,073.05	0.00	17,633.95	56.7%	0.00
Basub/Element 572100 LIBRARY ADMINISTRATION										
1101		SALARIES & WAGES-REGULAR	103,387	103,387	7,577.60	37,888.00	0.00	65,499.00	36.6%	0.00
1102		SALARIES-PART TIME	24,174	24,174	1,908.23	9,529.57	0.00	14,644.43	39.4%	0.00
1104		SALARIES-INTERMITTENT/TEMP	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
1302		VACATION/PTO CASHOUT	1,807	1,807	0.00	0.00	0.00	1,807.00	0.0%	0.00
2101		SOCIAL SECURITY-FICA	9,901	9,901	760.00	3,799.13	0.00	6,101.87	38.4%	0.00
2103		PENSION CONTRIBUTIONS-PERS	12,046	12,046	894.58	4,471.87	0.00	7,574.13	37.1%	0.00
2105		INDUSTRIAL INS & MED AID	551	551	46.85	223.04	0.00	327.96	40.5%	0.00
2106		UNEMPLOYMENT	543	543	41.36	206.74	0.00	336.26	38.1%	0.00
2107		LIFE & DISABILITY INSURANCE	1,200	1,200	82.44	412.20	0.00	787.80	34.4%	0.00
2108		DENTAL INSURANCE	1,650	1,650	137.50	687.50	0.00	962.50	41.7%	0.00
2109		HEALTH INSURANCE	15,601	15,601	1,300.08	6,500.40	0.00	9,100.60	41.7%	0.00
2110		VISION INSURANCE	267	267	22.29	111.45	0.00	155.55	41.7%	0.00
2112		DEFERRED COMPENSATION	9,933	9,933	682.53	3,412.19	0.00	6,520.81	34.4%	0.00
2118		POST EMPLOYEE HEALTH BENE	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
3102		OPERATING SUPPLIES & MATER	32,850	32,850	5,024.10	14,163.04	0.00	18,686.96	43.1%	0.00
3993		SUPPLIES - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4135		SHARED VALUES PROGRAM	488	488	81.88	201.90	0.00	286.10	41.4%	0.00
4201		TELEPHONE & COMM SVCS	7,620	7,620	511.41	2,613.90	0.00	5,006.10	34.3%	0.00
4202		POSTAGE	4,498	4,498	524.66	3,697.09	0.00	800.91	82.2%	0.00
4301		TRAVEL EXPENSES	5,010	5,010	1,245.20	1,886.70	0.00	3,123.30	37.7%	0.00
4504		COPIER/FAX LEASE RENTAL MAI	3,570	3,570	413.39	1,667.30	0.00	1,902.70	46.7%	0.00
4601		INSURANCE	35,369	35,369	0.00	31,502.00	0.00	3,867.00	89.1%	0.00
4802		REPAIRS AND MAINT-EQUIPMEN	3,690	3,690	0.00	2,975.51	0.00	714.49	80.6%	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	270.00	1,808.37	0.00	1,331.63	57.6%	0.00
4913		COLLECTION SERVICES	3,222	3,222	187.95	868.15	0.00	2,353.85	26.9%	0.00
4993		SERVICES & CHARGES PIP AWA	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
5301		STATE TAXES	0	0	105.10	406.17	0.00	406.17	0.0%	0.00
Total Basub	572100		281,700	281,700	21,817.15	129,815.22	0.00	151,884.78	46.1%	0.00

Fin-1 City of Richland Expense Summary

Fund	001	GENERAL FUND	Orig.Budget	Current Budget	Current Month	Y-T-D	Current Encumbered	Unencumbered Balance	Y-T-D % Committed	Previous Y-T-D
Division 303 LIBRARY										
Basub/Element 572210 LIBRARY PUBLIC SERVICE										
1101		SALARIES & WAGES-REGULAR	681,886	681,886	44,865.44	248,220.05	0.00	433,665.95	36.4%	0.00
1102		SALARIES-PART TIME	167,128	167,128	12,147.75	60,610.51	0.00	106,517.49	36.3%	0.00
1104		SALARIES-INTERMITTENT/TEMP	35,339	35,339	1,290.56	7,065.86	0.00	28,273.14	20.0%	0.00
1201		SALARIES & WAGES-OVERTIME	800	800	0.00	9.12	0.00	790.88	1.1%	0.00
1302		VACATION/PTO CASHOUT	33,951	33,951	32,418.92	57,176.78	0.00	23,225.78	168.4%	0.00
2101		SOCIAL SECURITY-FICA	70,311	70,311	6,858.12	27,532.98	0.00	42,778.02	39.2%	0.00
2103		PENSION CONTRIBUTIONS-PERS	82,687	82,687	5,235.64	27,922.79	0.00	54,764.21	33.8%	0.00
2105		INDUSTRIAL INS & MED AID	9,071	9,071	477.42	2,543.42	0.00	6,527.58	28.0%	0.00
2106		UNEMPLOYMENT	4,001	4,001	395.57	1,626.66	0.00	2,374.34	40.7%	0.00
2107		LIFE & DISABILITY INSURANCE	7,583	7,583	451.49	2,643.80	0.00	4,939.20	34.9%	0.00
2108		DENTAL INSURANCE	21,456	21,456	1,512.50	8,525.00	0.00	12,931.00	39.7%	0.00
2109		HEALTH INSURANCE	202,813	202,813	14,300.88	80,604.96	0.00	122,208.04	39.7%	0.00
2110		VISION INSURANCE	3,471	3,471	245.19	1,381.98	0.00	2,089.02	39.8%	0.00
2112		DEFERRED COMPENSATION	34,711	34,711	2,094.15	11,625.67	0.00	23,085.33	33.5%	0.00
2118		POST EMPLOYEE HEALTH BENE	28,707	28,707	2,126.56	11,430.26	0.00	17,276.74	39.8%	0.00
3102		OPERATING SUPPLIES & MATERI	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
3105		COPIER SUPPLIES	800	800	0.00	108.40	0.00	691.60	13.6%	0.00
3401		LIBRARY RESOURCES	216,500	216,500	27,226.82	133,929.24	0.00	82,570.76	61.9%	0.00
4107		OTHER PROFESSIONAL SERVIC	26,500	26,500	1,787.58	4,887.65	0.00	21,612.35	18.4%	0.00
4201		TELEPHONE & COMM SVCS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4202		POSTAGE	0	0	0.00	14.96	0.00	14.96	0.0%	0.00
4301		TRAVEL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4504		COPIER/FAX LEASE RENTAL MAI	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4505		RENTALS-OTHER	4,683	4,683	847.18	1,704.22	0.00	2,978.78	36.4%	0.00
4802		REPAIRS AND MAINT-EQUIPMEN	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4912		TUITION/CONFERENCE FEES	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
5117		INTERLIBRARY SVCS	200	200	0.00	40.00	0.00	160.00	20.0%	0.00
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
Total Basub 572210			1,632,598	1,632,598	154,281.77	689,604.31	0.00	942,993.69	42.2%	0.00
Basub/Element 572220 LIBRARY/ORGANIZE MATERIALS										
1101		SALARIES & WAGES-REGULAR	0	0	0.00	0.00	0.00	0.00	0.0%	0.00

Fin-1 City of Richland Expense Summary

Fund	001	GENERAL FUND	Orig.Budget	Current Budget	Current Month	Y-T-D	Current Encumbered	Unencumbered Balance	Y-T-D % Committed	Previous Y-T-D
Division 303 LIBRARY										
Basub/Element 572220 LIBRARY/ORGANIZE MATERIALS										
1302	VACATION/PTO CASHOUT		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
2101	SOCIAL SECURITY-FICA		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
2103	PENSION CONTRIBUTIONS-PERS		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
2105	INDUSTRIAL INS & MED AID		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
2106	UNEMPLOYMENT		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
2107	LIFE & DISABILITY INSURANCE		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
2108	DENTAL INSURANCE		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
2109	HEALTH INSURANCE		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
2110	VISION INSURANCE		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
2112	DEFERRED COMPENSATION		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
2118	POST EMPLOYEE HEALTH BENE		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
3102	OPERATING SUPPLIES & MATER		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4107	OTHER PROFESSIONAL SERVIC		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4802	REPAIRS AND MAINT-EQUIPMEN		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4903	PRINT SHOP SERVICES		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4913	COLLECTION SERVICES		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
Total Basub 572220			0	0	0.00	0.00	0.00	0.00	0.0%	0.00
Basub/Element 572500 LIBRARY FACILITIES										
4505	RENTALS-OTHER		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4700	UTILITIES	62,240	62,240	4,239.31	17,586.89	0.00	44,653.11	28.3%	0.00	0.00
4802	REPAIRS AND MAINT-EQUIPMEN	0	0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00
4806	REPAIRS AND MAINT-STRUCTUR	0	0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00
5301	STATE TAXES	2,100	2,100	0.00	0.00	0.00	2,100.00	0.0%	0.00	0.00
9141	INTFND SVCS - SYSTEMS DIVISI	500	500	0.00	0.00	0.00	500.00	0.0%	0.00	0.00
Total Basub 572500			64,840	64,840	4,239.31	17,586.89	0.00	47,253.11	27.1%	0.00
Basub/Element 599900 OTHER INTRAGOV-GEN ADMIN										
9999	UNAPPROPRIATED FUND BALAN	0	0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00
Total Basub 599900			0	0	0.00	0.00	0.00	0.0%	0.00	0.00
Total Division 303			2,019,845	2,019,845	196,624.19	860,079.47	0.00	1,159,765.53	42.6%	0.00
Total Fund 001			2,019,845	2,019,845	196,624.19	860,079.47	0.00	1,159,765.53	42.6%	0.00

Fin-1 City of Richland Expense Summary

Grand Totals	2,019,845	2,019,845		196,624.19	860,079.47		0.00	1,159,765.53	42.6%	0.00
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RICHLAND PUBLIC LIBRARY
CERTIFICATION OF CLAIMS FOR PAYMENT
JUNE 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 \$156,777.58 this 9th day of June 2015.

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

Voucher Listings	Amount
May 1, 2015 through May 31, 2015	\$56,569.08
Interdepartmental Billings	
None	\$0.00
Transfer Advice (Salaries)	
Salaries for the weeks of 05/07/15 & 05/21/15	\$100,208.50
TOTAL MONTHLY EXPENSES	\$156,777.58

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: 5/1/2015 To: 5/31/2015

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001		GENERAL FUND			
Division:	303	LIBRARY			
ADAMS, LISA M		15-065	223286	EVERGREEN CONF/MILEAGE/ADAMS	\$121.90
BANK OF AMERICA		TXN00020981	223291	INGRAM BOOKS	\$414.94
		TXN00020998		AMAZON REFUND	(\$1.04)
		TXN00021008		AMAZON MOVIES	\$35.17
		TXN00021010		INGRAM BOOKS	\$86.59
		TXN00021012		INGRAM BOOKS	\$1,596.55
		TXN00021029		INGRAM BOOKS	\$311.39
		TXN00021061		AMAZON REFUND	(\$5.36)
		TXN00021064		AMAZON REFUND	(\$5.36)
		TXN00021068		INGRAM BOOKS	\$253.17
		TXN00021094		INGRAM BOOKS	\$290.10
		TXN00021111		OVERDRIVE EBOOK	\$11.99
		TXN00021113		INGRAM BOOKS	\$1,342.83
		TXN00021114		OVERDRIVE DIGITAL BOOKS	\$409.17
		TXN00021116		OVERDRIVE EBOOKS	\$117.97
		TXN00021133		INGRAM BOOKS	\$301.27
		TXN00021134		RECORDED BOOKS EBOOKS	\$4,733.30
		TXN00021136		RECORDED BOOKS	\$15.10
		TXN00021167		GALE LARGE PRINT	\$163.40
		TXN00021177		INGRAM BOOKS	\$221.34
		TXN00021186		REGISTRATION BH ALA TRP #15-21	\$270.00
		TXN00021202		AMAZON MOVIES	\$35.74
		TXN00021220		INGRAM BOOKS	\$342.64
		TXN00021226		INGRAM BOOKS	\$177.69
		TXN00021231		STAFF RM SUPPLIES	\$81.88
		TXN00021237		STAFF RM & MTG SUPPLIES	\$63.11
		TXN00021240		OVERDRIVE EBOOKS	\$357.87
		TXN00021251		INGRAM BOOKS	\$112.56
		TXN00021256		AMAZON REFUND	(\$0.01)
		TXN00021267		INGRAM BOOKS	\$437.01
		TXN00021282		INGRAM BOOKS	\$41.22
		TXN00021284		INGRAM BOOKS	\$70.02
		TXN00021287		INGRAM BOOKS	\$759.94
		TXN00021306		HOTEL AR WLA TRP #15-211	\$153.60
		TXN00021309		INGRAM BOOKS	\$245.53
		TXN00021313		INGRAM BOOKS	\$70.08
		TXN00021318		INGRAM BOOKS	\$149.11
		TXN00021338		INGRAM BOOKS	\$1,143.62



City Of Richland

VL-1 Voucher Listing

From: 5/1/2015 To: 5/31/2015

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00021349	223291	RECORDED BOOKS EBOOKS	\$397.01
		TXN00021350		INGRAM BOOKS	\$1,158.04
		TXN00021354		GALE LARGE PRINT	\$345.80
		TXN00021356		OVERDRIVE EBOOKS	\$37.98
		TXN00021358		INGRAM BOOKS	\$367.18
		TXN00021362		INGRAM BOOKS	\$70.97
		TXN00021365		RECORDED BOOKS EBOOK	\$16.99
		TXN00021404		OFFICE SUPPLIES	\$141.85
		TXN00021410		INGRAM BOOKS	\$181.22
		TXN00021427		LAMINATE	\$881.77
		TXN00021428		INGRAM BOOKS	\$1,179.25
		TXN00021429		INGRAM BOOKS	\$399.17
		TXN00021430		CD ALBUMS	\$1,551.72
		TXN00021434		DVD/CD CASES	\$1,762.84
		TXN00021438		INGRAM BOOKS	\$230.08
		TXN00021457		INGRAM BOOKS	\$89.12
		TXN00021462		INGRAM BOOKS	\$269.93
		TXN00021480		LABELS	\$622.81
		TXN00021485		INGRAM BOOKS	\$212.84
CASCADE NATURAL GAS CORP		4/15-61897100006	222715	NAT GAS LIBRARY 3/19-4/20	\$579.17
CITY OF RICHLAND		15-062 SILLER	223340	EVERGREEN CON/HOODRIVER/SILLER	\$197.00
		15-063 BARNABY		EVERGREEN CON/HOODRIVER/BARNAB	\$197.00
		15-064 MOKLER		EVERGREEN CON/HOODRIVER/MOKLER	\$197.00
		15-065 ADAMS		EVERGREEN CONF/HOODRIVER/ADAMS	\$378.70
		4/2015-APRIL	223155	CITY UTILITY BILLS-APR 2015	\$3,660.14
ENVISION WARE INC		INV-US-20649	222732	MOBILE PRINT SUBSCRIPTION	\$725.00
EQUINOX SOFTWARE INC	P055230	3682	222990	Equinox Sequoia Service	\$15,330.00
FRONTIER	S016335	5/15-509-943-3152	223182	TELEPHONE CHARGE 5/4/15 - 6/3/	\$367.65
MIDWEST TAPE		92770834	223392	DVD'S	\$198.65
		92794338		DVD'S	\$118.12
		92814163		DVD'S	\$34.74
NEWSBANK INC		RN742588	222784	TC HERALD FILM SUBSCRIPTION	\$6,754.80
OCLC INC		0000385681	222785	CATALOGING SRVCS-MARCH	\$841.57
PITNEY BOWES PURCHASE POWER		5/2015-14823173	223044	14823173 POSTAGE 4/1-4/30/15	\$524.66
UNIQUE MANAGEMENT SERVICES INC		306240	223268	COLLECTION SRVCS-APRIL	\$187.95
WASHINGTON STATE PATROL		I15007853	223524	VOLUNTEER BACKGROUND CHECKS	\$30.00
XEROX CORPORATION		079097831	222829	W7225 BASE CHRG/PRINTS-MAR	\$186.63
		079097832		W7225 BASE CHRG/PRINTS-MAR	\$282.99
		079425804	223530	W7225 BASE CHRG/PRINTS-APRIL	\$276.14
		079425805		W7225 BASE CHRG/PRINTS-APRIL	\$137.25
		079486940		W7225 BASE CHRG/PRINTS-APRIL	\$164.66



City Of Richland

VL-1 Voucher Listing

From: 5/1/2015 To: 5/31/2015

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
XEROX CORPORATION		079486941	223530	W7225 BASE CHRG/PRINTS-APRIL	\$212.90
XO HOLDINGS LLC DBA		0274468884	222830	PHONE CHARGES 4/23-5/22/15	\$143.76
LIBRARY TOTAL****					\$56,569.08
GENERAL FUND Total ***					\$56,569.08
FUND 110		LIBRARY			
Division:	303	LIBRARY			
BANK OF AMERICA		TXN00021291	223291	BACKUPIFY-LIBRARY-FB	\$3.75
LIBRARY TOTAL****					\$3.75
LIBRARY Total ***					\$3.75



City Of Richland
VL-1 Voucher Listing

From: 5/1/2015 To: 5/31/2015

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
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Invoice Total: **** \$56,572.83

Number of Invoices	Amount
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Vouchers In Richland	0	
Vouchers In Tri Cities	0	
Vouchers In WA	1	
Vouchers Outside WA	81	\$56,542.83
Vouchers Final Total.....	82	

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	\$47,380.28	83.75%
4	OTHER SERVICES & CHARGES	\$9,192.55	16.25%
	Total	\$56,572.83	