



Agenda
Library Board Meeting
Tuesday, July 14, 2015
Library Board Room | 955 Northgate Drive

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

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

Regular Meeting – 5:30 p.m.

Call to Order / Attendance:

Introduction of Guests:

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

- I. June 9, 2015
 - Ann Roseberry, Library Manager

Report of the Library Manager:

- I. July Library Manager's Report
 - Ann Roseberry, Library Manager
2. June 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 June 1, 2015 thru June 30, 2015
 - Ann Roseberry, Library Manager

Unfinished Business:

New Business:

Round Robin:

Agenda Items for Upcoming Board Meeting:

- I. Library Staff Presentation
 - Ann Roseberry, Library Manager
2. Business Plan
 - Ann Roseberry, Library Manager

3. 2016 Budget

- Ann Roseberry, Library Manager

Adjournment

The next Library Board Meeting is Tuesday, August 11, 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
June 9, 2015, 5:30-6:30 p.m.

CALL TO ORDER:

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

ATTENDANCE:

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

BOARD MEMBER O'NEAL MOVED AND BOARD MEMBER MITCHELL SECONDED THE MOTION TO APPROVE THE CALL TO ORDER AND ATTENDANCE. THE MOTION CARRIED 4-0.

INTRODUCTION OF GUESTS

There were no guests.

APPROVAL OF AGENDA:

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 CHAIR LUNSTAD 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:

Deferred for July meeting.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS:

There was no staff presentation.

GENERAL

Chair Lunstad will miss the July Board meeting.

AGENDA ITEMS FOR UPCOMING BOARD MEETING

Business Plan

2016 Budget

ADJOURNMENT:

Chair Lunstad adjourned the meeting at 6:27 p.m.

Next Regular Meeting of the Richland Library Board is Tuesday, July 14, 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

July 2015

Library Foundation

The Foundation will meet June 11.

Friends of the Library

The Friends met June 29. They authorized the expenditure of \$25,000 to replace pc's currently used by the public. They will have a booth at the 50th anniversary of PNNL to recruit Friends and Bookroom volunteers. They will debut accepting credit and debit cards on July 10.

Statistics:

Attached

Revenue / Expense / Voucher Listing:

Revenue

Overall we are on target for mid-year.

Expense

We are noting above average expenses for printing and postage. This year's survey community survey accounts for that. Salaries are slightly under budgeted, due to unfilled positions.

Voucher Listing

Most of the vouchers this month were for materials. We cleared the final travel expenses for the software training in Hood River. There are some supply costs for meeting refreshments. We purchase those rarely, for guests, as opposed to Library staff.

Staff presentation

This will be deferred for full Board attendance in August.

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.

Three Boards

Discussion continues on an August meeting of the Three Boards. Full meeting may be pushed to September.

STEAMspace

The summer programs, maker/math/coding are drawing crowds. A budget proposal for infrastructure changes was submitted to the Capital Improvement Committee (CIP) in early June. That proposal is likely to be deferred to the 2017 budget year, but will remain on the CIP list. Programming will continue.

Budget 2016

The draft budget is due to the Finance Department on July 7. Staff will prepare a decision package for additional materials funding. Otherwise the budget, built from a zero-based approach, will be a flat proposal.

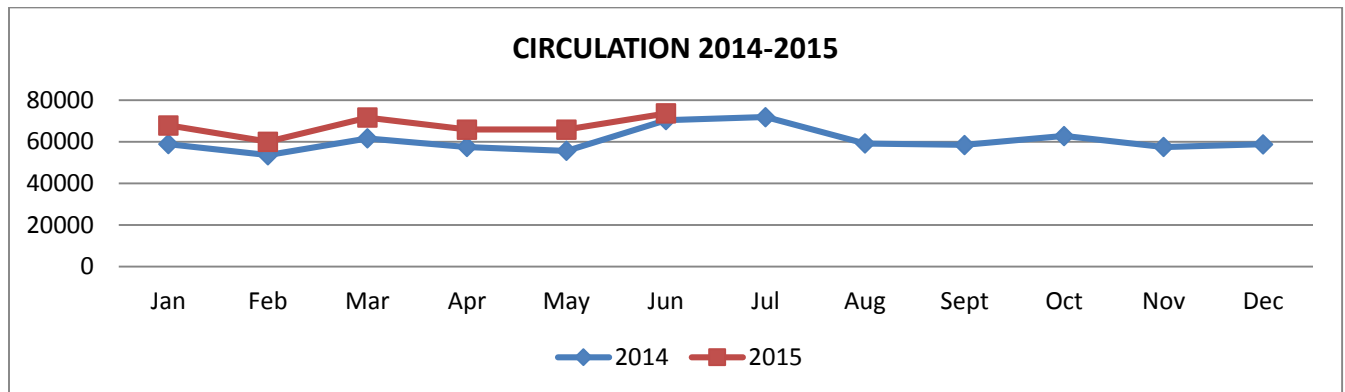
West Richland

The City Manager, Director of Parks and Facilities, and the Library Manager met with the Mayor and Finance Manager of West Richland on June 24. The City of West Richland continues to be interested in a proposal from Richland to provide library service.

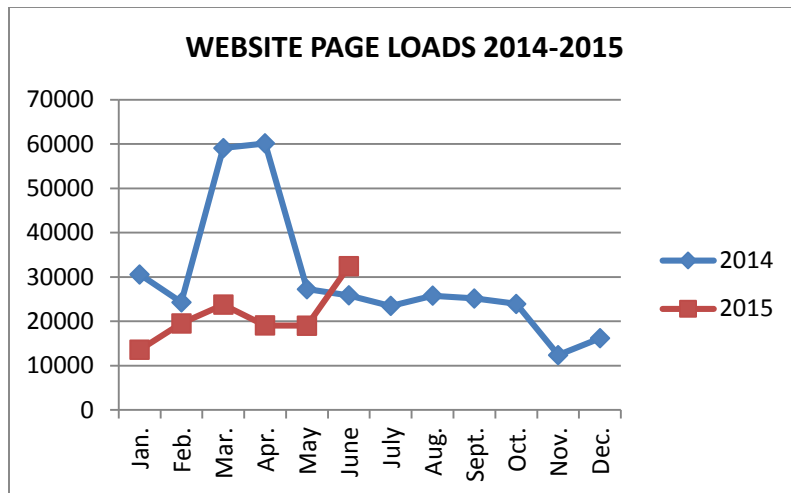
They will also continue to negotiate with the Mid-Columbia Libraries in hopes of reaching a contract accord. They intend to request a contract extension from Mid-Columbia Libraries.

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	65,868	15%
May	59,458	44,622	55,582	65,781	18%
June	72,029	65,961	70,369	73,592	4.5%
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	404,791	

Notes: Circulation was up 4.5% in June 2015 from June 2014. As of June 2015, the year's circulation total was 56% of last year's total. RPL is on track to have its largest total circulation in four years.



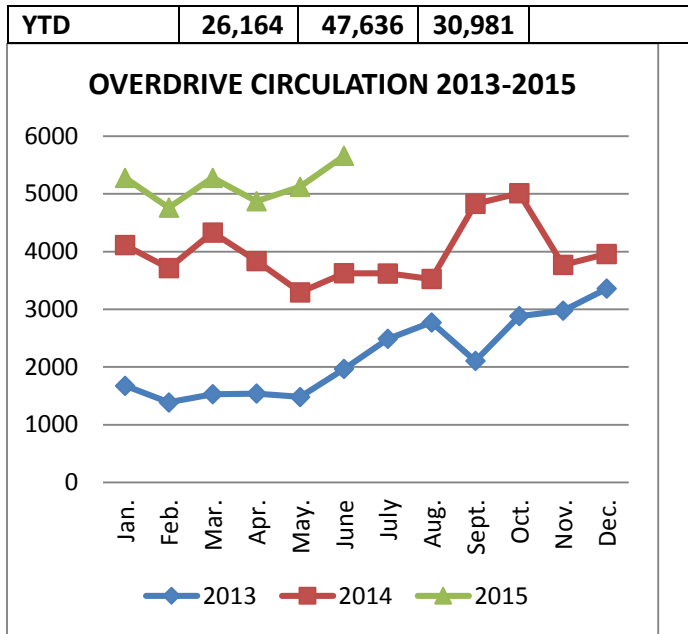
WEBSITE PAGE LOADS			
Month	2014	2015	Rate of Change
Jan.	30,560	13,576	-55%
Feb.	24,294	19,507	-20%
Mar.	59,079	23,744	-60%
Apr.	60,117	19,045	-68%
May	27,232	19,012	-30%
June	25,825	32,452	25%
July	23,477		
Aug.	25,759		
Sept.	25,165		
Oct.	23,945		
Nov.	12,362		
Dec.	16,184		
YTD	353,999	127,336	



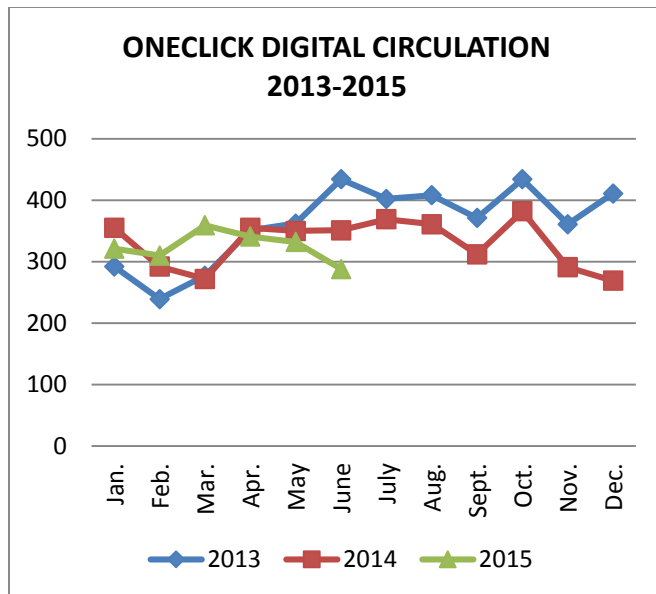
Notes: Website page loads showed a 25% increase in June 2015 over June 2014, and a 70% increase from May 2015 to June 2015.

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	5,659							30,981
OneClick	321	310	359	341	332	288							1,951
Zinio	737	753	608	612	660	448							3,818
Freegal	1,836	1,756	1,992	2,056	1,797	1,758							11,195
Freegal Streaming			1,278	4,997	4,327	3,576							14,178
Freegal Movies			4	22	26	26							76
Hoopla		19	680	366	466	379							1,910

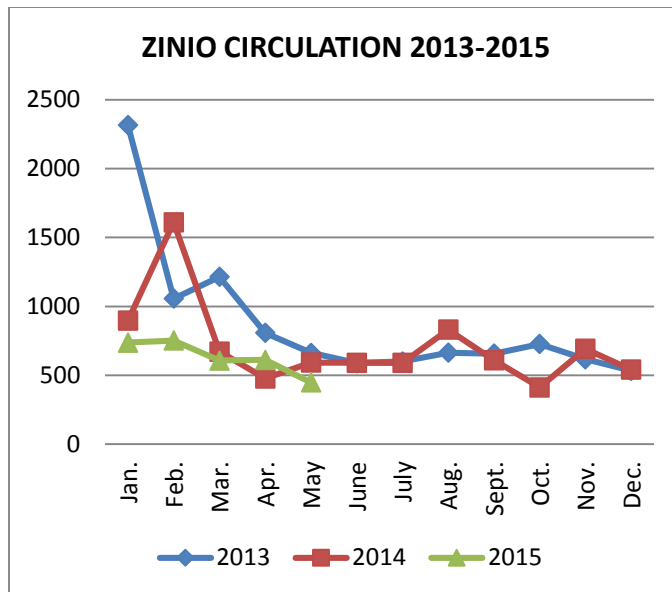
OVERDRIVE	2013	2014	2015	Rate of Change '14-'15
Jan.	1,676	4,114	5,281	28%
Feb.	1,387	3,714	4,762	28%
Mar.	1,530	4,333	5,281	22%
Apr.	1,541	3,838	4,873	27%
May	1,482	3,294	5,125	55%
June	1,966	3,624	5,659	56%
July	2,487	3,622		
Aug.	2,773	3,526		
Sept.	2,105	4,829		
Oct.	2,881	5,012		
Nov.	2,976	3,770		
Dec.	3,360	3,960		



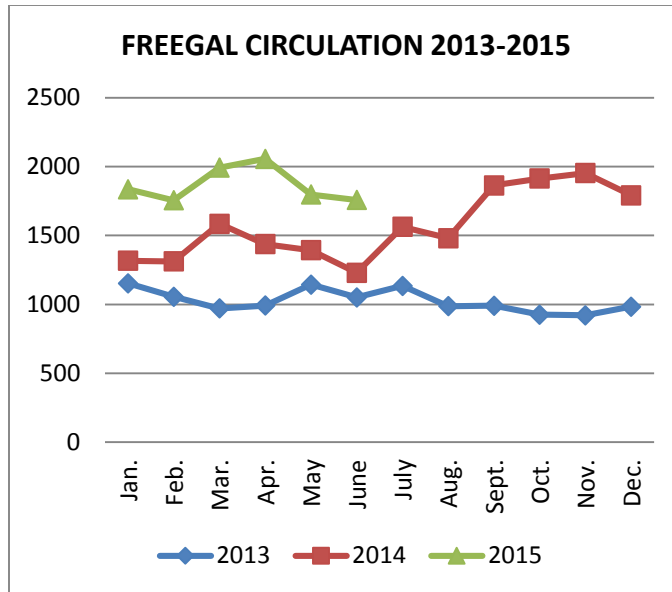
ONECLICK DIGITAL	2013	2014	2015	Rate of Change '14-'15
Jan.	292	355	321	-9%
Feb.	239	292	310	6%
Mar.	277	272	359	32%
Apr.	351	355	341	-4%
May	362	350	332	-5%
June	434	351	288	-13%
July	402	369		
Aug.	408	361		
Sept.	371	312		
Oct.	434	382		
Nov.	361	291		
Dec.	411	269		
YTD	4,342	3,959	1,951	



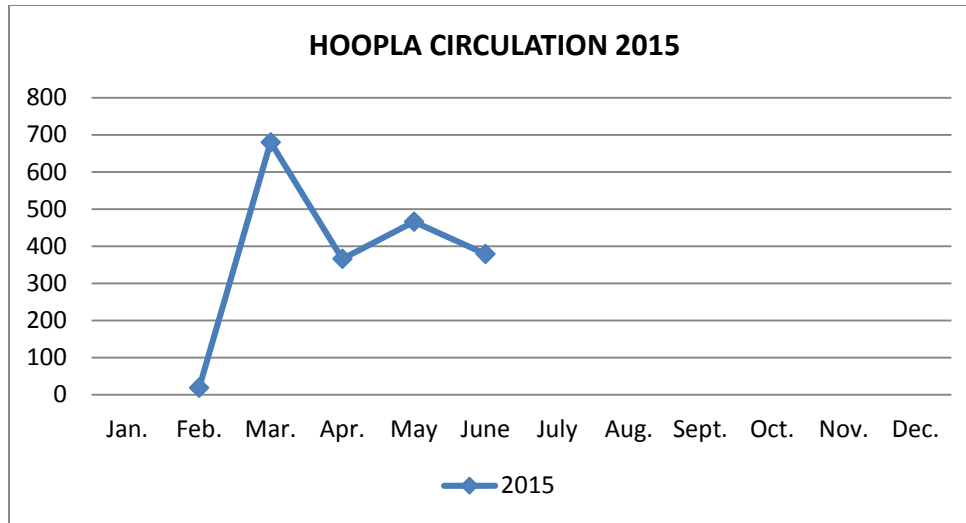
ZINIO	2013	2014	2015	Rate of Change '14-'15
Jan.	2,316	896	737	-17%
Feb.	1,057	1,611	753	-53%
Mar.	1,215	673	608	-9%
Apr.	808	477	612	28%
May	663	592	660	11%
June	589	591	448	-24%
July	601	590		
Aug.	664	831		
Sept.	658	610		
Oct.	727	413		
Nov.	617	692		
Dec.	533	541		
YTD	10,448	8,517	3,818	



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	1,758	43%
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	11,195	

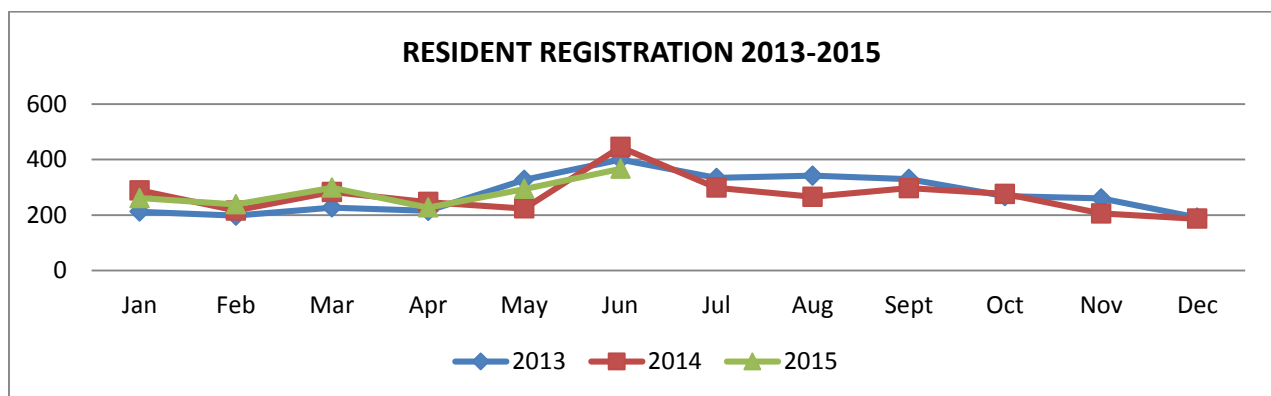


HOOPLA	2015
Jan.	N/A
Feb.	19
Mar.	680
Apr.	366
May	466
June	379
July	
Aug.	
Sept.	
Oct.	
Nov.	
Dec.	
YTD	1,910

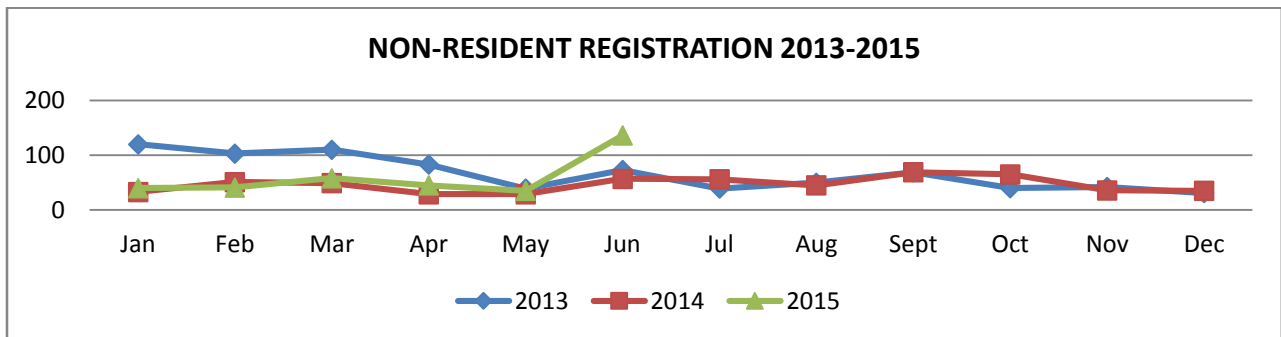


Notes: OneClick Digital and Zinio saw decreases in circulation. Freegal and Overdrive both saw significant gains. Overdrive's 2015 total is now 65% of 2014's total. Freegal is also on track to surpass last year's total.

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	367							1,687
Change '14-'15	-10%	11%	6%	-8%	29%	-18%							

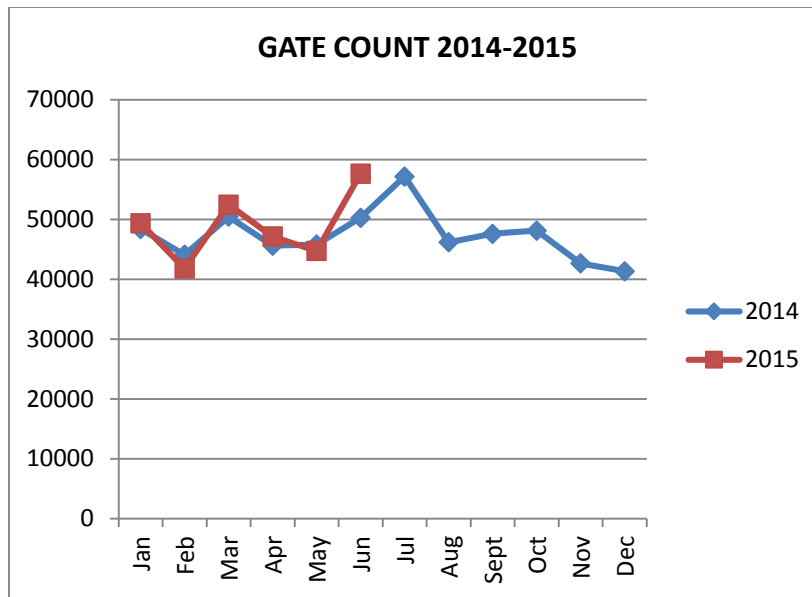


NON RESIDENT REGISTRATION													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
2013	120	103	110	83	39	73	39	50	69	40	42	31	799
2014	33	51	49	29	29	57	56	45	69	65	36	35	554
2015	40	41	58	45	35	136							355
Change '14-'15	21%	-20%	18%	55%	-22%	139%							



Notes: Resident registration was down 18% in June 2015 from June 2014. Non-Resident registration surged 139% in June 2015 from June 2014.

GATE COUNT	2014	2015	Rate of Change '14-'15
Jan.	48,393	49,349	2%
Feb.	44,079	41,781	-15%
Mar.	50,453	52,448	4%
Apr.	45,623	47,132	3%
May	45,804	44,737	-2%
June	50,266	57,624	15%
July	57,172		
Aug.	46,170		
Sept.	47,588		
Oct.	48,130		
Nov.	42,641		
Dec.	41,326		
YTD	567,645	293,071	



Notes: The gate count was up 15% in June 2015 from June 2014, and up 28% in June 2015 from May 2015. The Summer Reading Programs, including summer programming, likely contributed to this rise.

LIBRARY VOLUNTEER HOURS	
Q1 – 2015 (January, February, March)	1,058
Q2 – 2015 (April, May, June)	1,181.75
Q3 – 2015 (July, August, September)	
Q4 – 2015 (October, November, December)	
YTD	2239.75

CITY OF RICHLAND

Revenue Report for Library Accounts January 1 through June 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	818.40	6,324.55	5,675.45	52.70%	7,070.78
347220	LIBRARY: MISC CHARGES	4,500	4,500	173.00	2,020.29	2,479.71	44.90%	2,327.60
347270	LIBRARY: NON-RESIDENT FEES	5,750	5,750	315.00	2,708.55	3,041.45	47.11%	2,640.00
Total	CHARGES FOR GOODS & SVCS	22,250	22,250	1,306.40	11,053.39	11,196.61	49.68%	12,038.38
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	300.00	-300.00	0.00%	1,005.00
359700	LIBRARY: MISC FINES	40,000	40,000	4,466.73	24,608.05	15,391.95	61.52%	22,689.45
Total	FINES & FORFEITS	40,000	40,000	4,511.73	24,908.05	15,091.95	62.27%	23,963.67
MISCELLANEOUS REVENUES								
362509	LIBRARY: BUILDING RENTAL	0	1,800	200.00	1,200.00	600.00	66.67%	1,080.00
Total	MISCELLANEOUS REVENUES	0	1,800	200.00	1,200.00	600.00	66.67%	1,080.00
TOTAL		62,250	64,050	6,018.13	37,161.44	26,888.56	58.02%	37,082.05

City of Richland Revenue Report for June, 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	49,565.12	335,673.17	0.00	449,599.83	42.7%	0.00
1102	SALARIES-PART TIME		191,302	191,302	13,907.26	84,047.34	0.00	107,254.66	43.9%	0.00
1104	SALARIES-INTERMITTENT/TEMP		35,339	35,339	1,506.32	8,572.18	0.00	26,766.82	24.3%	0.00
1201	SALARIES & WAGES-OVERTIME		800	800	0.00	9.12	0.00	790.88	1.1%	0.00
1302	VACATION/PTO CASHOUT		35,758	35,758	0.00	57,176.78	0.00	21,418.78	159.9%	0.00
			1,048,472	1,048,472	64,978.70	485,478.59	0.00	562,993.41		0.00
Type:	2	BENEFITS								
2101	SOCIAL SECURITY-FICA		80,212	80,212	4,907.63	36,239.74	0.00	43,972.26	45.2%	0.00
2103	PENSION CONTRIBUTIONS-PERS		94,733	94,733	5,735.74	38,130.40	0.00	56,602.60	40.3%	0.00
2105	INDUSTRIAL INS & MED AID		9,622	9,622	497.39	3,263.85	0.00	6,358.15	33.9%	0.00
2106	UNEMPLOYMENT		4,544	4,544	283.31	2,116.71	0.00	2,427.29	46.6%	0.00
2107	LIFE & DISABILITY INSURANCE		8,783	8,783	533.93	3,589.93	0.00	5,193.07	40.9%	0.00
2108	DENTAL INSURANCE		23,106	23,106	1,650.00	10,862.50	0.00	12,243.50	47.0%	0.00
2109	HEALTH INSURANCE		218,414	218,414	15,600.96	102,706.32	0.00	115,707.68	47.0%	0.00
2110	VISION INSURANCE		3,738	3,738	267.48	1,760.91	0.00	1,977.09	47.1%	0.00
2112	DEFERRED COMPENSATION		44,644	44,644	2,603.62	17,641.48	0.00	27,002.52	39.5%	0.00
2118	POST EMPLOYEE HEALTH BENE		28,707	28,707	2,126.56	13,556.82	0.00	15,150.18	47.2%	0.00
			516,503	516,503	34,206.62	229,868.66	0.00	286,634.34		0.00
Type:	3	SUPPLIES								
3102	OPERATING SUPPLIES & MATERI		32,850	32,850	1,892.39	16,171.93	0.00	16,678.07	49.2%	0.00
3105	COPIER SUPPLIES		800	800	430.06	538.46	0.00	261.54	67.3%	0.00
3401	LIBRARY RESOURCES		216,500	216,500	9,656.60	143,585.84	0.00	72,914.16	66.3%	0.00
3583	SOFTWARE-LICENSING & UPGR		40,707	40,707	1,318.38	24,391.43	0.00	16,315.57	59.9%	0.00
3993	SUPPLIES - PIP AWARDS		0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			290,857	290,857	13,297.43	184,687.66	0.00	106,169.34		0.00
Type:	4	OTHER SERVICES & CHARGES								
4107	OTHER PROFESSIONAL SERVIC		26,500	26,500	994.32	5,881.97	0.00	20,618.03	22.2%	0.00
4135	SHARED VALUES PROGRAM		488	488	75.88	277.78	0.00	210.22	56.9%	0.00
4201	TELEPHONE & COMM SVCS		7,620	7,620	511.64	3,125.54	0.00	4,494.46	41.0%	0.00
4202	POSTAGE		4,498	4,498	379.12	4,091.17	0.00	406.83	91.0%	0.00
4301	TRAVEL EXPENSES		5,010	5,010	1,299.28	3,185.98	0.00	1,824.02	63.6%	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	485.40	2,152.70	0.00	1,417.30	60.3%	0.00
4505		RENTALS-OTHER	4,683	4,683	437.03	2,141.25	0.00	2,541.75	45.7%	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	4,203.52	21,790.41	0.00	40,449.59	35.0%	0.00
4802		REPAIRS AND MAINT-EQUIPMEN	3,690	3,690	102.89	3,078.40	0.00	611.60	83.4%	0.00
4806		REPAIRS AND MAINT-STRUCTUR	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4902		DUES & SUBSCRIPTIONS	783	783	0.00	783.00	0.00	0.00	100.0%	0.00
4903		PRINT SHOP SERVICES	400	400	725.66	725.66	0.00	325.66	181.4%	0.00
4912		TUITION/CONFERENCE FEES	3,140	3,140	0.00	1,808.37	0.00	1,331.63	57.6%	0.00
4913		COLLECTION SERVICES	3,222	3,222	116.35	984.50	0.00	2,237.50	30.6%	0.00
4993		SERVICES & CHARGES PIP AWA	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			161,213	161,213	9,331.09	81,528.73	0.00	79,684.27		0.00
Type:	5	INTERGOVERNMENTAL SERVICES								
5117		INTERLIBRARY SVCS	200	200	30.00	70.00	0.00	130.00	35.0%	0.00
5301		STATE TAXES	2,100	2,100	95.10	501.27	0.00	1,598.73	23.9%	0.00
			2,300	2,300	125.10	571.27	0.00	1,728.73		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	121,938.94	982,134.91	0.00	1,037,710.09	48.6%	0.00

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

Grand Totals	2,019,845	2,019,845		121,938.94	982,134.91		0.00	1,037,710.09	48.6%	0.00
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RICHLAND PUBLIC LIBRARY
CERTIFICATION OF CLAIMS FOR PAYMENT
JULY 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 \$86,509.92 this 14th day of July 2015.

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

Voucher Listings	Amount
June 1, 2015 thru June 30, 2015	\$21,531.22
Interdepartmental Billings	
None	\$0.00
Transfer Advice (Salaries)	
Salaries for the weeks of 06/04/15 & 06/18/15	\$64,978.70
TOTAL MONTHLY EXPENSES	\$86,509.92

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: 6/1/2015 To: 6/30/2015

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001		GENERAL FUND			
Division:	303	LIBRARY			
BANK OF AMERICA		TXN00021515	224545	INGRAM BOOKS	\$150.42
		TXN00021516		STAFF & MEETING RM SUPPLIES	\$67.66
		TXN00021527		BOOK MARKS	\$266.85
		TXN00021532		STAFF RM SUPPLIES	\$75.88
		TXN00021536		INGRAM BOOKS	\$1,080.03
		TXN00021537		INGRAM BOOKS	\$360.91
		TXN00021538		MAKER SPACE MTG REFRESHMENTS	\$27.13
		TXN00021540		INGRAM BOOKS	\$466.61
		TXN00021555		INGRAM BOOKS	\$78.09
		TXN00021559		BAKER & TAYLOR	\$150.17
		TXN00021562		BLACKSTONE AUDIOBOOKS	\$181.83
		TXN00021564		INGRAM BOOKS	\$119.06
		TXN00021586		INGRAM BOOKS	\$54.05
		TXN00021601		INGRAM BOOKS	\$16.91
		TXN00021613		OVERDRIVE DIGITAL BOOKS	\$372.67
		TXN00021626		INGRAM BOOKS	\$230.45
		TXN00021629		OFFICE SUPPLIES	\$73.26
		TXN00021651		OVERDRIVE DIGITAL BOOKS	\$323.88
		TXN00021664		INGRAM BOOKS	\$749.12
		TXN00021665		INGRAM BOOKS	\$160.85
		TXN00021667		PAPER	\$430.06
		TXN00021670		INGRAM BOOKS	\$169.99
		TXN00021679		INGRAM BOOKS	\$265.55
		TXN00021693		INGRAM BOOKS	\$244.32
		TXN00021710		INGRAM BOOKS	\$1,043.22
		TXN00021717		INGRAM BOOKS	(\$184.67)
		TXN00021720		LODGING LA & TB TRP # 15-064	\$649.64
		TXN00021727		LODGING EM & DS TRP # 15-065	\$649.64
		TXN00021729		INGRAM BOOKS	\$269.04
		TXN00021730		INGRAM BOOKS	\$202.36
		TXN00021753		BACKUPIFY_RPL-FB	\$3.75
		TXN00021769		INGRAM BOOKS	\$404.12
		TXN00021771		INGRAM BOOKS	\$102.98
		TXN00021773		GALE LARGE PRINT	\$607.24
		TXN00021782		MCNAUGHTON BOOKS	\$143.90
		TXN00021783		INGRAM BOOKS	\$51.46
		TXN00021801		INGRAM BOOKS	\$71.23
		TXN00021811		DISPLAY	\$403.38



City Of Richland

VL-1 Voucher Listing

From: 6/1/2015 To: 6/30/2015

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00021827	224545	INGRAM BOOKS	\$108.74
		TXN00021830		OVERDRIVE DIGITAL BOOKS	\$339.18
		TXN00021831		3 BOARDS MTG REFRESHMENTS	\$20.77
		TXN00021861		INGRAM BOOKS	\$57.91
		TXN00021863		INGRAM BOOKS	\$220.65
		TXN00021870		INGRAM BOOKS	\$745.42
		TXN00021883		INGRAM BOOKS	\$238.61
BIBLIOTHECA ITG LLC		SI0009113-US	224242	LIBRARY TAGS	\$1,029.59
BIRMINGHAM PUBLIC LIBRARY		050115	224019	142549237 INTERLIBRARY LOAN	\$30.00
CASCADE NATURAL GAS CORP		5/15-61897100006	223840	NAT GAS 955 NORTHGATE4/21-5/18	\$264.47
CITY OF RICHLAND		5/2015-MAY	224250	CITY UTILITY BILLS-MAY 2015	\$3,939.05
COLUMBIA INDUSTRIES SUPPORT LLC		0022378	224256	SHREDDING SRVCS 5/4/15	\$79.04
DAHLBERG BOOKS		622015	224259	BOOK	\$15.15
FRONTIER	S016383	6/15-509-943-3152	224371	TELEPHONE CHARGES 6/4/15 - 7/3	\$367.65
IDENTISYS INC		254322	224067	TECHNICAL PHONE SUPPORT	\$102.89
MIDWEST TAPE		92835502	224089	DVD'S	\$45.15
OCLC INC		0000391341	223780	CATALOGING SRVCS-APRIL	\$916.01
		0000396914	224293	CATALOGING SRVCS-MAY	\$916.01
PITNEY BOWES PURCHASE POWER		6/2015-14823173	223959	14823173 POSTAGE 5/1-5/31/15	\$379.12
UNIQUE MANAGEMENT SERVICES INC		307802	224321	COLLECTION SERVICES-MAY	\$116.35
XEROX CORPORATION		079857247	224543	W7225 BASE CHRG/PRINTS-MAY	\$342.95
		079912269		W7225 BASE CHRG/PRINTS-MAY	\$170.23
		079912270		W7225 BASE CHRG/PRINTS-MAY	\$266.80
		079925414		W7225 BASE CHRG/PRINTS-MAY	\$142.45
XO HOLDINGS LLC DBA		0275090656	224225	PHONE CHARGES 5/23-6/22/15	\$143.99
LIBRARY TOTAL****					\$21,531.22
GENERAL FUND Total ***					\$21,531.22



City Of Richland
VL-1 Voucher Listing

From: 6/1/2015 To: 6/30/2015

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
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Invoice Total: ****

\$21,531.22

Number of Invoices

Amount

Vouchers In Richland

0

Vouchers In Tri Cities

1

\$79.04

Vouchers In WA

0

Vouchers Outside WA

62

\$21,452.18

Vouchers Final Total.....

63

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	\$11,979.05	55.64%
4	OTHER SERVICES & CHARGES	\$9,522.17	44.22%
5	INTERGOVERNMENTAL SERVICES	\$30.00	0.14%
Total		\$21,531.22	