



Agenda
Library Board Meeting
Tuesday, October 13, 2015
Library Board Room | 955 Northgate Drive

Board Members: Chair Lunstad, Vice-Chair Somasundaram and Board Members Aebersold, Mitchell and Mohr

Liaisons: Council Liaison Kent
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. September 8, 2015
 - Ann Roseberry, Library Manager

Report of the Library Manager:

- I. October 13, 2015 Library Manager's Report
 - Ann Roseberry, Library Manager
2. September 2015 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 September 1, 2015 thru September 30, 2015
 - Ann Roseberry, Library Manager

Unfinished Business:

1. 2016 Budget - Approval of Recommendation
2. Library Board Member Appointment

New Business:

- I. Policy Revision - Patron Behavior
 - Ann Roseberry, Library Manager

Round Robin:

Agenda Items for Upcoming Board Meeting:

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

Adjournment

The next Library Board Meeting is Tuesday, November 10, 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
September 8, 2015 5:30 – 6:30 PM

CALL TO ORDER:

Vice Chair Somasundaram called the meeting to order at approximately 5:30 p.m.

ATTENDANCE:

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

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.

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 AEBERSOLD SECONDED THE MOTION TO APPROVE THE MINUTES AS SUBMITTED. THE MOTION CARRIED 4-0.

REPORT OF THE LIBRARY MANAGER:

Attached

PUBLIC COMMENTS:

There were no public comments.

APPROVAL OF BILLS:

BOARD MEMBER MITCHELL MOVED AND BOARD MEMBER AEBERSOLD SECONDED THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR AUGUST 2015 IN THE AMOUNT OF \$97,694.86.

UNFINISHED BUSINESS:

1. 2016 Budget – update

The Library operating budget has passed through the administrative process. The next step is consideration by the City Council Budget Committee.

2. Three Boards meeting

The manager confirmed the meeting for Saturday, September 26, from 10-12, in the Library Gallery.

NEW BUSINESS:

There was no new business.

ROUND ROBIN:

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

1. Business Plan
2. Policy Revision – Patron Behavior
3. Library staff presentation

ADJOURNMENT:

Vice Chair Somasundaram adjourned the meeting at 6:19 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

October 2015

Library Foundation

The Foundation will meet October 8.

Friends of the Library

The Friends met September 28. Planning is going forward for the October Book sale.

Statistics:

Attached

The pc reserved for the statistics failed on October 2. Earlene has asked IT to recover the data. We hope to have the report ready to distribute at the meeting.

Revenue / Expense / Voucher Listing:

Revenue

Some lines are above 75% and some below but, on average, we are at 82% of anticipated.

Expense

We are on track to balance at year's end.

Voucher Listing

We will be power ordering books and materials between now and the end of October. We will slow down after that until mid-December. All items must be received by December 31 to be charged to the 2015 budget.

Budget 2016

Parks and Facilities Director Joe Schiessl presented the Library Budget, as part of the department budget, to the Budget Committee of City Council on September 15. The 2016 Budget is slated for discussion at both October City Council meetings and for formal hearings at the November City Council meetings.

Policy Update

Acting on staff concerns and comments from community members, the Library Manager revised the Patron Behavior policy. The policy had oversight by other managers in Parks and Facilities and a review by the City Attorney. It will be part of the Board

packet; on the agenda for discussion. The version in the packet shows the proposed changes.

Staff presentation

Deferred

Business Plan

No update

Library Board Vacancy

Three candidates were interviewed on September 10 by Chair Lunstad. In attendance were Council Liaison Kent and Library Manager Roseberry. Chair Lunstad sent her recommendation of Sally Mohr to the Council Liaison and Library Manager, who forwarded same to the City Clerk's office to be considered by City Council. The recommendation will be part of the Consent Agenda for the October 6 City Council meeting.

Sally O'Neal will be honored for her service at the October 6 meeting.

Three Boards

The Three Boards met in the Library Gallery from 10-11:30 on Saturday, September 26. After a welcome by the Library Manager and Parks and Facilities Director Joe Schiessl, Library Board Chair Jana Kay Lunstad opened the discussion.

Steve Slate, President of the Friends, provided an update on the planning for a Library STEAMspace.

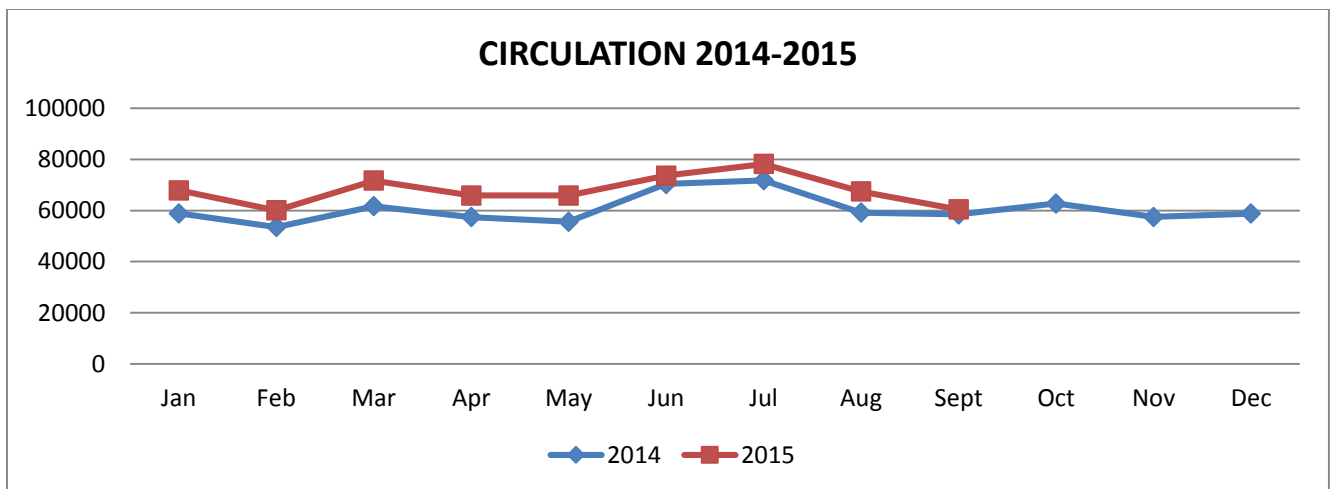
Annanaomi Sams, Chair of the Foundation affirmed the Foundation's interest in providing support for the project.

The Foundation will meet October 8 to discuss funding the design portion of the project.

CIRCULATION

Notes: Circulation was up 3% in September 2015 from September 2014. As of September 2015, the year's circulation total was 84% of last year's total. RPL is on track to have its largest total circulation in four years.

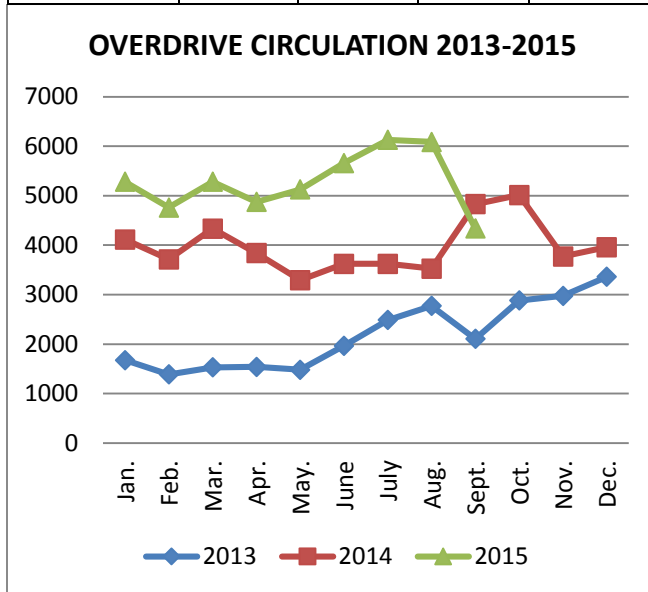
CIRCULATION					
Mo.	2012	2013	2014	2015	Rate of Change ('14 to '15)
Jan.	59,907	62,474	58,823	67,878	15%
Feb.	64,259	54,977	53,545	60,029	12%
Mar.	65,141	60,642	61,638	71,643	16%
Apr.	56,672	60,764	57,436	65,868	15%
May	59,458	44,622	55,582	65,781	18%
June	72,029	65,961	70,369	73,592	5%
July	73,774	69,107	71,813	78,206	9%
Aug.	67,877	61,855	59,163	67,440	14%
Sept.	60,317	56,373	58,470	60,430	3%
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	610,867	



eCirculation

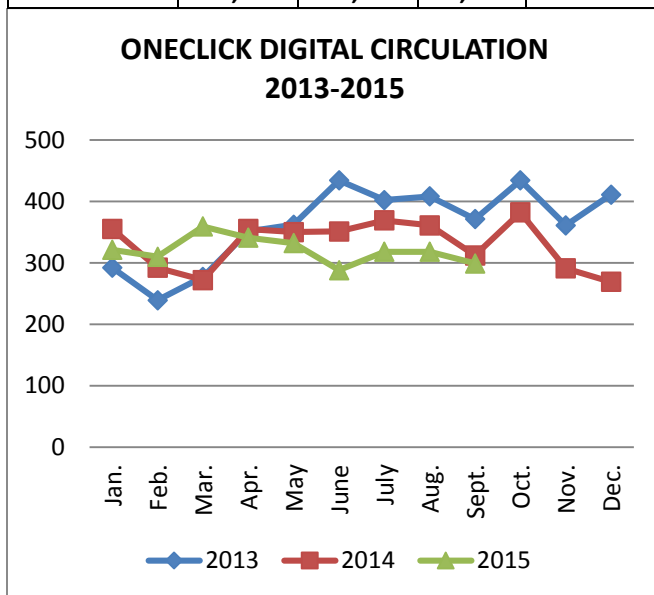
Notes: After several months of large increases in Overdrive circulation was down 10% in September 2015 over September 2014. In fact, all eCirculation was down in September 2015 from September 2014 except for Freegal Movies, which increased slightly over last month. Even though the eCirculation was down in numbers, the weekly "Tech Thursday" program had over 100 attendees in the month of September.

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	6,130	69%
Aug.	2,773	3,526	6,087	73%
Sept.	2,105	4,829	4,336	-10%
Oct.	2,881	5,012		
Nov.	2,976	3,770		
Dec.	3,360	3,960		
YTD	26,164	47,636	47,534	



ONECLICK DIGITAL	2013	2014	2015	Rate of Change '14-'15

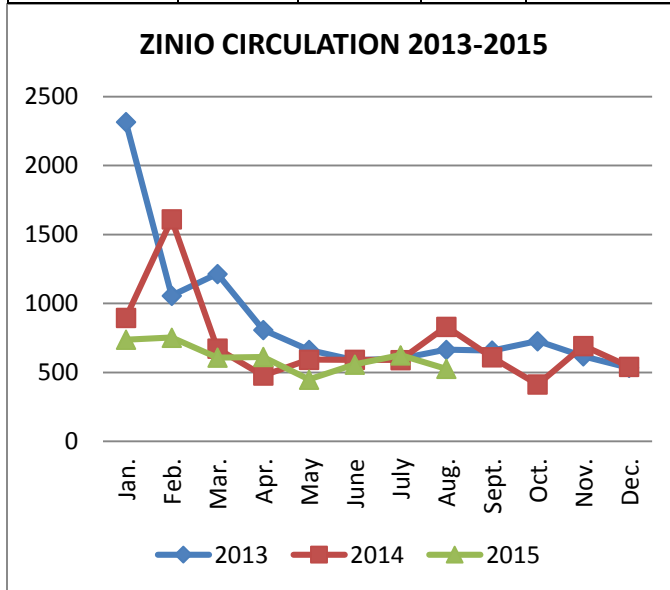
Jan.	292	355	321	-9%
Feb.	239	292	310	6%
Mar.	277	272	359	32%
Apr.	351	355	341	-4%
May	362	350	332	-5%
June	434	351	288	-13%
July	402	369	318	-14%
Aug.	408	361	318	-12%
Sept.	371	312	299	-4%
Oct.	434	382		
Nov.	361	291		
Dec.	411	269		
YTD	4,342	3,959	2,886	



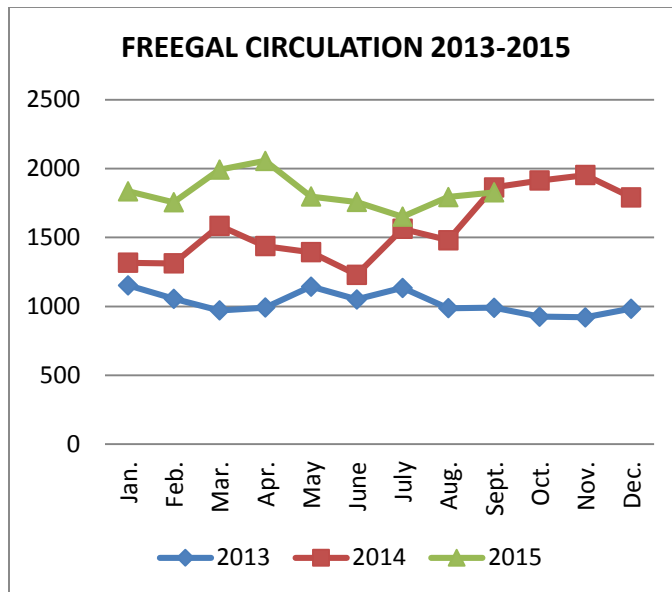
eCirculation

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	558	-5%
Aug.	664	831	625	-25%

Sept.	658	610	526	-14%
Oct.	727	413		
Nov.	617	692		
Dec.	533	541		
YTD	10,448	8,517	5,527	

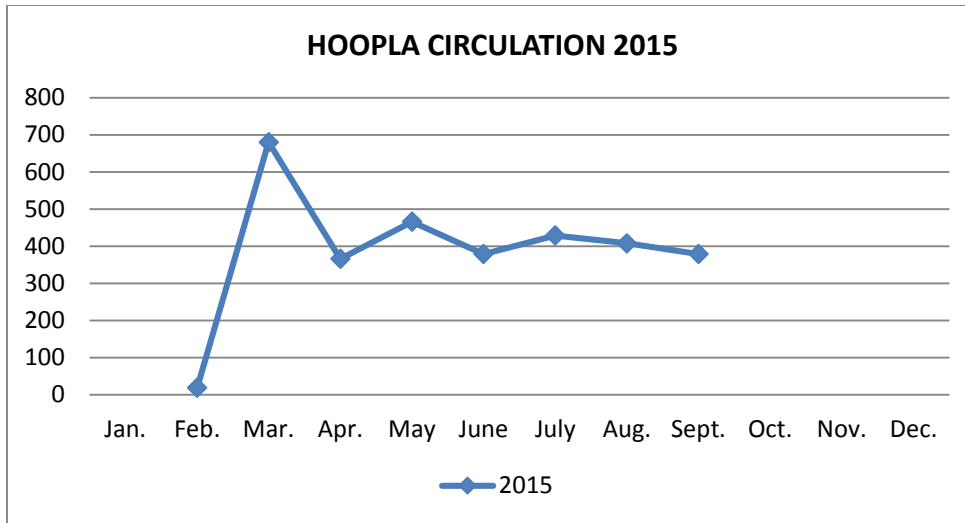


FREGAL	2013	2014	2015	Rate of Change '14-'15
Jan.	1,153	1,317	1,836	39%
Feb.	1,056	1,312	1,756	34%
Mar.	971	1,585	1,992	25%
Apr.	992	1,437	2,056	43%
May	1,144	1,393	1,797	29%
June	1,051	1,230	1,758	43%
July	1,134	1,563	1,651	6%
Aug.	987	1,480	1,794	21%
Sept.	991	1,863	1,827	-2%
Oct.	926	1,913		
Nov.	921	1,953		
Dec.	984	1,792		
YTD	12,310	18,838	16,467	

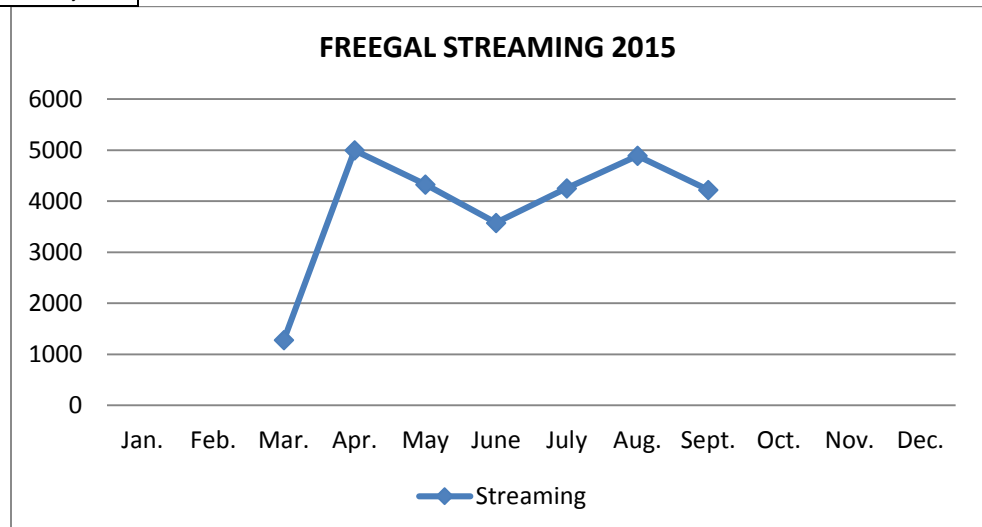


eCirculation

HOOPLA	2015
Jan.	N/A
Feb.	19
Mar.	680
Apr.	366
May	466
June	379
July	429
Aug.	408
Sept.	379
Oct.	
Nov.	
Dec.	
YTD	3,126

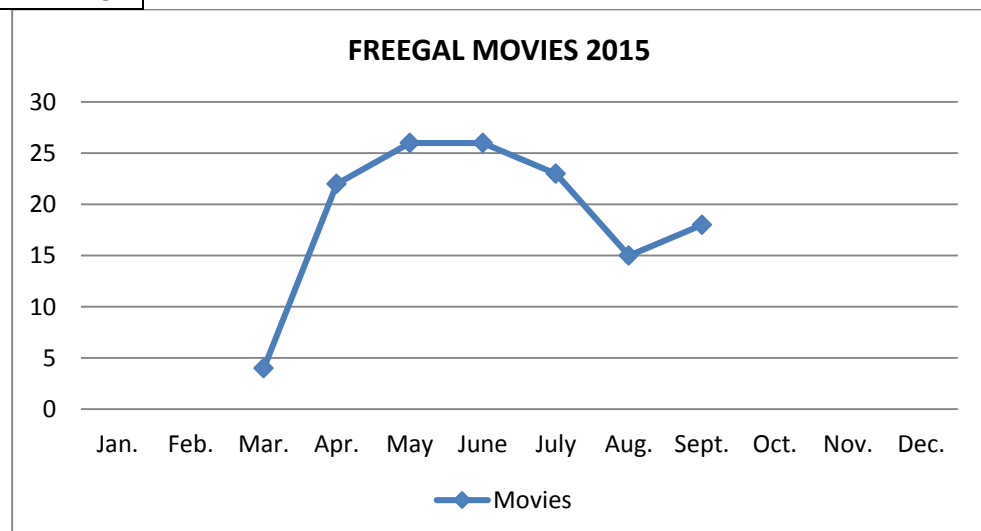


2015	Freegal Streaming
Jan.	
Feb.	
Mar.	1,278
Apr.	4,997
May	4,327
June	3,576
July	4,254
Aug.	4,221
Sept.	
Oct.	
Nov.	
Dec.	
YTD	27,541



eCirculation

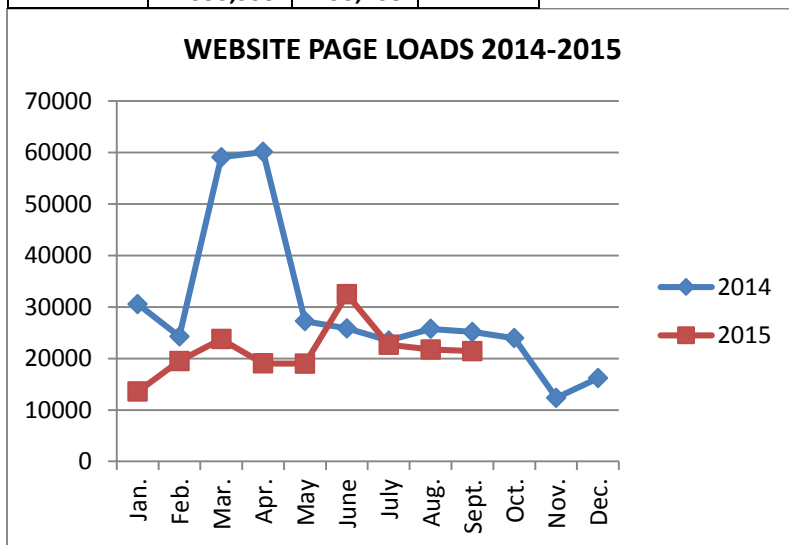
2015	Freegal Movies
Jan.	
Feb.	
Mar.	4
Apr.	22
May	26
June	26
July	23
Aug.	15
Sept.	18
Oct.	
Nov.	
Dec.	
YTD	134



WEBSITE PAGE LOADS

Notes: Website page loads showed a 14% decrease in August 2015 over August 2014.

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	22,663	-3%
Aug.	25,759	21,747	-15%
Sept.	25,165	21,422	-14%
Oct.	23,945		
Nov.	12,362		
Dec.	16,184		
YTD	353,999	193,168	

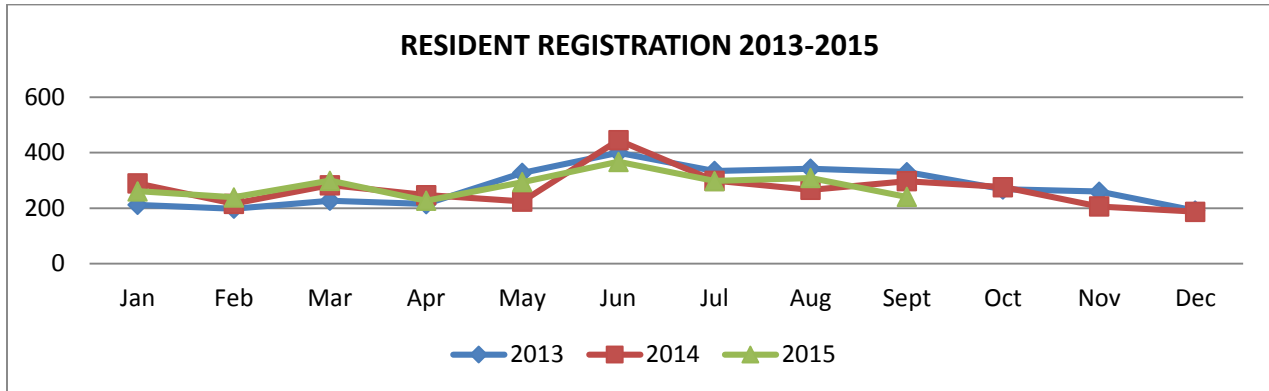


REGISTRATION

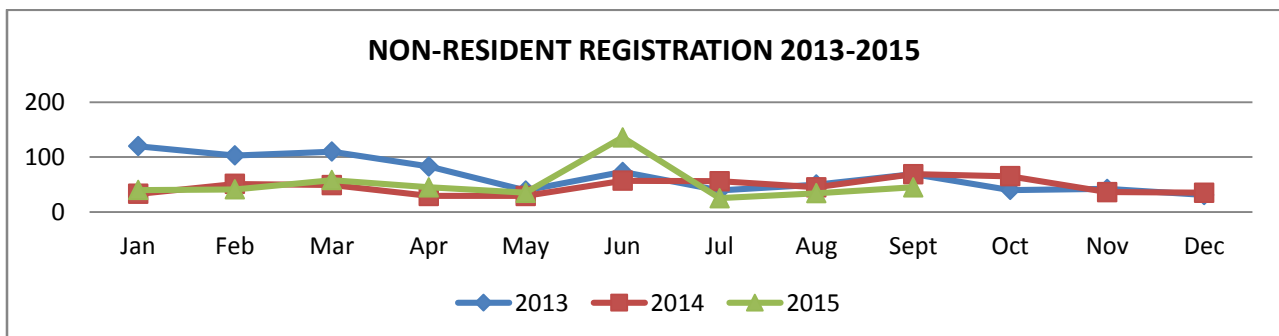
Notes: Resident registration decreased 19% in September 2015 over September 2014. Nonresident registration saw a 35% decrease in September 2015 over September 2014.

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	294	367	298	309	241				2,535
Change '14-'15	-10%	11%	6%	-8%	29%	-18%	0%	16%	-19%				



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	25	34	45				459
Change '14-'15	21%	-20%	18%	55%	-22%	139%	-55%	-24	-35%				

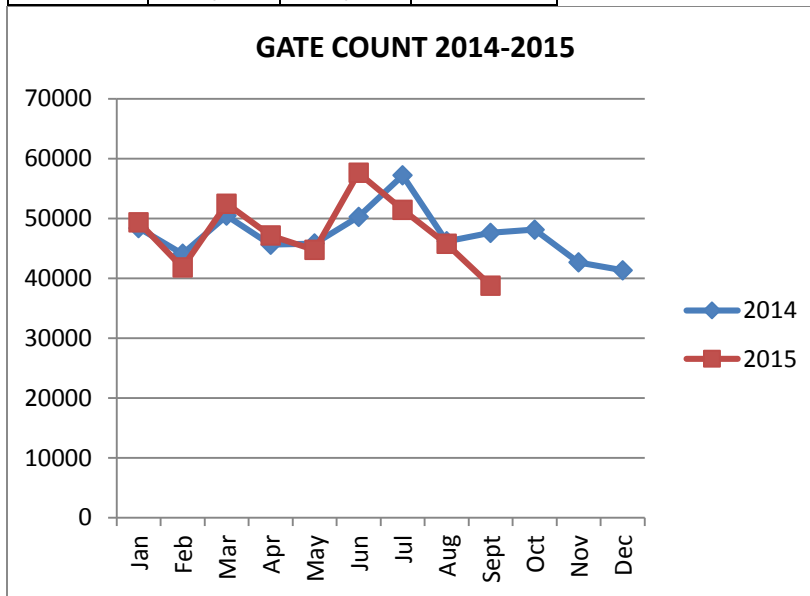


GATE COUNT

Notes: The gate count was down 18% in September 2015 from September 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	51,428	-10%
Aug.	46,170	45,745	-1%
Sept.	47,588	38,763	-18%
Oct.	48,130		
Nov.	42,641		
Dec.	41,326		
YTD	567,645	429,007	



LIBRARY VOLUNTEER HOURS

LIBRARY VOLUNTEER HOURS	
Q1 – 2015 (January, February, March)	1,058
Q2 – 2015 (April, May, June)	1,181.75
Q3 – 2015 (July, August, September)	1,067.5
Q4 – 2015 (October, November, December)	
YTD	3307.25

CITY OF RICHLAND

Revenue Report for Library Accounts January 1 through September 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	1,198.74	9,303.39	2,696.61	77.53%	9,862.53
347220	LIBRARY: MISC CHARGES	4,500	4,500	233.00	2,648.29	1,851.71	58.85%	2,967.10
347270	LIBRARY: NON-RESIDENT FEES	5,750	5,750	625.00	4,413.55	1,336.45	76.76%	3,795.00
Total	CHARGES FOR GOODS & SVCS	22,250	22,250	2,056.74	16,365.23	5,884.77	73.55%	16,624.63
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	510.00	-510.00	0.00%	1,351.00
359700	LIBRARY: MISC FINES	40,000	40,000	3,015.68	34,171.15	5,828.85	85.43%	33,731.52
Total	FINES & FORFEITS	40,000	40,000	3,060.68	34,681.15	5,318.85	86.70%	35,351.74
MISCELLANEOUS REVENUES								
362509	LIBRARY: BUILDING RENTAL	0	1,800		1,800.00	0.00	100.00%	3,020.00
Total	MISCELLANEOUS REVENUES	0	1,800	0.00	1,800.00	0.00	100.00%	3,020.00
TOTAL								
		62,250	64,050	5,117.42	52,846.38	11,203.62	82.51%	54,996.37

City of Richland Revenue Report for September, 2015

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

Fund	001	GENERAL FUND	Orig.Budget	Adj.Budget	Current Month	Y-T-D	Current Encumbered	Unencumbered Balance	Y-T-D % Committed	Previous Y-T-D
Type:	1	SALARIES								
1101		SALARIES & WAGES-REGULAR	785,273	760,206	51,641.60	516,568.88	0.00	243,637.12	68.0%	0.00
1102		SALARIES-PART TIME	191,302	191,302	11,853.75	127,783.07	0.00	63,518.93	66.8%	0.00
1104		SALARIES-INTERMITTENT/TEMP	35,339	35,339	1,700.70	13,365.06	0.00	21,973.94	37.8%	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	60,825	3,711.14	62,729.52	0.00	1,904.52	103.1%	0.00
			1,048,472	1,048,472	68,907.19	720,455.65	0.00	328,016.35		0.00
Type:	2	BENEFITS								
2101		SOCIAL SECURITY-FICA	80,212	80,212	5,199.37	54,027.29	0.00	26,184.71	67.4%	0.00
2103		PENSION CONTRIBUTIONS-PERS	94,733	94,733	6,964.11	62,036.35	0.00	32,696.65	65.5%	0.00
2105		INDUSTRIAL INS & MED AID	9,622	9,622	490.99	7,086.99	0.00	2,535.01	73.7%	0.00
2106		UNEMPLOYMENT	4,544	4,544	300.44	3,141.24	0.00	1,402.76	69.1%	0.00
2107		LIFE & DISABILITY INSURANCE	8,783	8,783	557.80	5,263.33	0.00	3,519.67	59.9%	0.00
2108		DENTAL INSURANCE	23,106	23,106	1,713.92	16,077.84	0.00	7,028.16	69.6%	0.00
2109		HEALTH INSURANCE	218,414	218,414	12,434.70	144,476.76	0.00	73,937.24	66.1%	0.00
2110		VISION INSURANCE	3,738	3,738	289.77	2,630.22	0.00	1,107.78	70.4%	0.00
2112		DEFERRED COMPENSATION	44,644	44,644	2,661.06	26,955.41	0.00	17,688.59	60.4%	0.00
2118		POST EMPLOYEE HEALTH BENE	28,707	28,707	2,126.56	19,936.50	0.00	8,770.50	69.4%	0.00
			516,503	516,503	32,738.72	341,631.93	0.00	174,871.07		0.00
Type:	3	SUPPLIES								
3102		OPERATING SUPPLIES & MATERI	32,850	32,850	2,178.49	24,944.86	0.00	7,905.14	75.9%	0.00
3105		COPIER SUPPLIES	800	800	0.00	538.46	0.00	261.54	67.3%	0.00
3401		LIBRARY RESOURCES	216,500	216,500	14,754.86	184,501.58	0.00	31,998.42	85.2%	0.00
3583		SOFTWARE-LICENSING & UPGR	40,707	40,707	1,887.62	29,855.94	0.00	10,851.06	73.3%	0.00
3993		SUPPLIES - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
			290,857	290,857	18,820.97	239,840.84	0.00	51,016.16		0.00
Type:	4	OTHER SERVICES & CHARGES								
4107		OTHER PROFESSIONAL SERVIC	26,500	26,500	2,361.14	10,260.81	0.00	16,239.19	38.7%	0.00
4135		SHARED VALUES PROGRAM	488	488	0.00	415.57	0.00	72.43	85.2%	0.00
4201		TELEPHONE & COMM SVCS	7,620	7,620	513.58	4,662.20	0.00	2,957.80	61.2%	0.00
4202		POSTAGE	4,498	4,498	442.23	5,309.66	0.00	811.66	118.0%	0.00
4301		TRAVEL EXPENSES	5,010	5,010	0.00	3,577.60	0.00	1,432.40	71.4%	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	560.81	3,736.35	0.00	166.35-	104.7%	0.00
4505		RENTALS-OTHER	4,683	4,683	405.45	3,360.62	0.00	1,322.38	71.8%	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	61,414	5,670.09	37,597.92	0.00	23,816.08	61.2%	0.00
4802		REPAIRS AND MAINT-EQUIPMEN	3,690	3,690	0.00	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
4815		REPAIR & MAINT - PUBLIC ART	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	1,226	0.00	725.66	0.00	500.34	59.2%	0.00
4911		OUTSIDE SVCS PROVIDED	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4912		TUITION/CONFERENCE FEES	3,140	3,140	0.00	2,441.24	0.00	698.76	77.7%	0.00
4913		COLLECTION SERVICES	3,222	3,222	205.85	1,494.65	0.00	1,727.35	46.4%	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	10,159.15	108,945.68	0.00	52,267.32		0.00
Type:	5	INTERGOVERNMENTAL SERVICES								
5117		INTERLIBRARY SVCS	200	200	0.00	105.00	0.00	95.00	52.5%	0.00
5301		STATE TAXES	2,100	2,100	84.93	733.21	0.00	1,366.79	34.9%	0.00
			2,300	2,300	84.93	838.21	0.00	1,461.79		0.00
Type:	6	CAPITAL								
6340		PUBLIC ARTS IMPROVEMENT	0	0	0.00	0.00	0.00	0.00	0.0%	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
			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

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
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
			500	500	0.00	0.00	0.00	500.00		0.00
Total Fund	001		2,019,845	2,019,845	130,710.96	1,411,712.31	0.00	608,132.69	69.9%	0.00

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

Grand Totals	2,019,845	2,019,845		130,710.96	1,411,712.31		0.00	608,132.69	69.9%	0.00
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RICHLAND PUBLIC LIBRARY
CERTIFICATION OF CLAIMS FOR PAYMENT
OCTOBER 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 \$97,789.92 this 13 day of October 2015.

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

Voucher Listings	Amount
September 1, 2015 thru September 30, 2015	\$28,882.73
Interdepartmental Billings	
None	\$0.00
Transfer Advice (Salaries)	
Salaries for the weeks of 09/10/15 & 09/24/15	\$68,907.19
TOTAL MONTHLY EXPENSES	\$97,789.92

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: 9/1/2015 To: 9/30/2015

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001		GENERAL FUND			
Division:	303	LIBRARY			
BANK OF AMERICA		TXN00022828	227215	INGRAM BOOKS	\$115.68
		TXN00022830		INGRAM BOOKS	\$80.99
		TXN00022833		INGRAM BOOKS	\$54.51
		TXN00022838		INGRAM BOOKS	\$38.52
		TXN00022847		OVERDRIVE DIGITAL BOOKS	\$149.80
		TXN00022879		INGRAM BOOKS	\$104.22
		TXN00022881		INGRAM BOOKS	\$35.54
		TXN00022883		INGRAM BOOKS	\$157.95
		TXN00022888		INGRAM BOOKS	\$205.97
		TXN00022889		KEURIG	\$176.44
		TXN00022891		INGRAM BOOKS	\$1,107.74
		TXN00022898		INGRAM BOOKS	\$49.47
		TXN00022902		INGRAM BOOKS	\$28.08
		TXN00022904		OVERDRIVE DIGITAL BOOKS	\$226.37
		TXN00022911		INGRAM BOOKS	\$213.17
		TXN00022920		INGRAM BOOKS	\$37.78
		TXN00022941		INGRAM BOOKS	\$32.57
		TXN00022946		INGRAM BOOKS	\$175.99
		TXN00022959		INGRAM BOOKS	\$77.32
		TXN00022971		INGRAM BOOKS	\$220.70
		TXN00022979		INGRAM BOOKS	\$1,346.38
		TXN00022984		INGRAM BOOKS	\$193.67
		TXN00023001		INGRAM BOOKS	\$898.11
		TXN00023045		INGRAM BOOKS	\$87.77
		TXN00023047		OVERDRIVE DIGITAL BOOKS	\$1,107.13
		TXN00023052		INGRAM BOOKS	\$465.96
		TXN00023055		INGRAM BOOKS	\$125.02
		TXN00023056		INGRAM BOOKS	\$170.37
		TXN00023057		INGRAM BOOKS	\$67.59
		TXN00023069		LEARNING EXPRESS DATABASE	\$1,965.00
		TXN00023074		INGRAM BOOKS	\$44.20
		TXN00023089		OFFICE SUPPLIES	\$299.70
		TXN00023094		INGRAM BOOKS	\$341.16
		TXN00023103		TAPE, POS ROLLS, PENCILS	\$638.32
		TXN00023104		OVERDRIVE DIGITAL BOOKS	\$70.98
		TXN00023109		INGRAM BOO	\$17.59
		TXN00023110		GALE LARGE PRINT	\$714.40
		TXN00023112		RECORDED BOOKS	\$7.55



City Of Richland

VL-1 Voucher Listing

From: 9/1/2015 To: 9/30/2015

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00023120	227215	RECORDED BOOKS	\$17.63
		TXN00023121		BAKER & TAYLOR BOOKS	\$150.34
		TXN00023136		INGRAM BOOKS	\$5.20
		TXN00023149		INGRAM BOOKS	\$262.31
		TXN00023155		INGRAM BOOKS	\$167.43
		TXN00023184		INGRAM BOOKS	\$823.17
		TXN00023185		INGRAM BOOKS	\$185.41
		TXN00023187		INGRAM BOOKS	\$168.11
		TXN00023189		MEETING SUPPLIES	\$29.76
		TXN00023196		OVERDRIVE DIGITAL BOOKS	\$509.29
		TXN00023199		INGRAM BOOKS	\$301.49
		TXN00023202		CD CASES, LABEL PEELERS	\$973.23
		TXN00023212		RECORDED BOOKS	\$265.02
		TXN00023226		INGRAM DATABASE	\$300.00
		TXN00023227		INGRAM BOOKS	\$300.02
		TXN00023236		OVERDRIVE DIGITAL BOOKS	\$24.00
BIBLIOTHECA ITG LLC		SI0009824-US	226800	SEMI ANNUAL SUPPORT & MAINT	\$1,887.62
CASCADE NATURAL GAS CORP		8-15-61897100006	226696	NAT GAS 955 NORTHGATE 7/6-8/18	\$24.30
CITY OF RICHLAND		8/2015/AUG	227087	CITY UTILITY BILLS/AUG 2015	\$5,645.79
FARR, CONNIE		081915	226716	FARR-CAUTION TAPE	\$10.85
FRONTIER	S016535	9/15-509-943-3152	227283	TELEPHONE CHARGE 9/4/15 - 10/3	\$367.63
OCLC INC		0000416291	227320	CATALOGING SRVCS-AUG	\$2,341.14
PITNEY BOWES PURCHASE POWER		0915-14823173	227334	POSTAGE 8/1/15-8/31/15	\$442.23
SECRETARY OF STATE		00005630	227341	K20 NETWORK ISP/OCT 14-MAR 15	\$354.81
		00005652		K20 NETWORK ISP-2ND QTR 2015	\$138.18
UNIQUE MANAGEMENT SERVICES INC		312150	227368	COLLECTION SRVCS-AUG	\$205.85
WASHINGTON STATE PATROL		I16001367	227375	VOLUNTEER BACKGROUND CHECKS	\$20.00
XEROX CORPORATION		081181742	227383	W7225 BASE CHRG/PRINTS-AUG	\$420.97
		081181743		W7225PT BASE CHRG/PRINTS-AUG	\$139.84
		081230887		W7225PT BASE CHRG/PRINTS-AUG	\$175.54
		081230888		W7225PT BASE CHRG/PRINTS-AUG	\$229.91
XO HOLDINGS LLC DBA		0276977708	227203	PHONE CHARGES 8/23-9/22/15	\$145.95
LIBRARY TOTAL****					\$28,882.73
GENERAL FUND Total ***					\$28,882.73



City Of Richland
VL-1 Voucher Listing

From: 9/1/2015 To: 9/30/2015

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

\$28,882.73

Number of Invoices

Amount

Vouchers In Richland

0

Vouchers In Tri Cities

0

Vouchers In WA

3

Vouchers Outside WA

67

\$28,369.74

Vouchers Final Total.....

70

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	\$18,723.58	64.83%
4	OTHER SERVICES & CHARGES	\$10,159.15	35.17%
	Total	\$28,882.73	



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 10/13/2015

Agenda Category: Unfinished Business

Prepared By: Ann Roseberry, Library Manager

Subject:

2016 Budget - Approval of Recommendation

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 10/13/2015

Agenda Category: Unfinished Business

Prepared By: Ann Roseberry, Library Manager

Subject:

Library Board Member Appointment

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 10/13/2015

Agenda Category: New Business

Prepared By: Ann Roseberry, Library Manager

Subject:

Policy Revision - Patron Behavior

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. Library Standards of Patron Behavior

RICHLAND PUBLIC LIBRARY

LIBRARY STANDARDS OF PATRON BEHAVIOR

To better serve all library users, ~~the City of Richland~~ and the Library Board of Trustees ~~have as~~-established certain standards of acceptable behavior to ensure a positive, welcoming, clean, and safe environment conducive to library use.

~~An individual library patron's behavior~~ becomes unacceptable when it impinges on the rights of others. Unacceptable behavior includes any form of harassment that could result in physical, emotional, or mental injury to oneself or others, or actions that could result in damage to the facilities, equipment or materials.

The City of Richland desires to provide a safe and appropriate environment for patrons of all ages, ~~and~~. ~~The Richland Public Library~~ welcomes library use by children. ~~Library~~ staff members are available to assist children with library materials or services. ~~The City of Richland desires to provide a safe and appropriate environment for patrons of all ages.~~ The ~~Library~~ is a public building with staff trained to provide library services. ~~However,~~ ~~The Library~~ is not equipped, nor is it the Library's role, to provide long or short-term child care.

For the safety and comfort of children, a responsible adult or caregiver should accompany children while they are using the ~~Library~~. While in the ~~Library~~, parents and caregivers are responsible for monitoring and regulating the behavior of their children.

Library staff members will be guided by this policy in situations such as when:

- An unattended child is found frightened or crying in the ~~Library~~;
- An unattended child is perceived to be endangering him or herself; ~~or~~
- Another person in the ~~Library~~ poses a threat to ~~the an~~ unattended child;
- An unattended child exhibits specific ~~inappropriate~~ unacceptable behavior; ~~or~~
- An unattended child has not been met by a responsible caregiver at closing time.

After evaluating the situation, ~~the Library staff members~~ will attempt to contact the parent or guardian of ~~the an~~ unattended child. In the event a parent or guardian cannot be reached, ~~the child will be placed in the care of the~~ Richland Police Department will be contacted to direct the care and custody of the child.

Other examples of unacceptable behavior include, but are not limited to:

- ~~Abandonment or leaving of young children unattended~~
- Behavior or language that is offensive to others;
- Bringing pets into the library (service animals are allowed);
- Entering the library without shirt or shoes
- Excessive noise or language that disturbs others (including use of cell phones and other personal devices);
- Harassment or abuse in any form (physical, verbal, mental, sexual, ~~or verbal~~)

RICHLAND PUBLIC LIBRARY

~~abuse, in any form,~~ of other library users or library staff;

- Intoxication (drugs or alcohol);
- Illegal activities within the library or on library grounds;
- Loitering;
- Smoking ~~or use of eand vapor~~ cigarettes in the building or within 25 feet of entrances and book drops;
- Soliciting; or commercial activity;
- Unruly or offensive behavior;
- Using library computer equipment for purposes other than those permitted under the Computer Resources Access and Internet Safety Policy, or performing any act that damages or disables computer hardware or software.

Patrons behaving in an unacceptable manner will be asked to modify their behavior or, upon failure to do so, to leave the library facility. ~~Police~~ The Richland Police Department will be called ~~if there is not~~ compliance is not met, or if Library staff feels ~~in any way~~ unable to handle the situation.

Failure to ~~follow the directions of library staff when directed, to~~ abide by these rules or other specific directions of Library staff when so directed shall ~~instructions, will~~ result in ~~permanent~~ expulsion from the library.

Food and beverages may be consumed in the ~~Lobby areas~~, and at special events. Consuming beverages from lidded containers is permitted in the ~~Library~~. Lidded containers may include covered coffee, water, soda, juice boxes, glass and plastic beverage bottles. Alcoholic beverages are not permitted, regardless of container.

The second floor has been designated a QUIET ZONE and patrons ~~will be~~ asked to ~~limit conversation, including use of cell phones.~~ observe ~~show~~ courtesy to those ~~studying or reading.~~

~~The Library reminds P~~ patrons are reminded that libraries are public places where each person must assume responsibility for his or her safety, the safety of their children, and the safety of personal belongings.

Adopted by the Richland Public Library Board, September 2, 1987

Amended: December 4, 2003

Amended: July 2010

Amended: September 2, 2014