



Agenda
Library Board Meeting
Tuesday, November 8, 2022
Richland Public Library
955 Northgate Drive

Board Members: Chair Booth and Vice-Chair Lightner and Members Buxton, Hernandez, and Pickel

Council Liaison: Kent

Staff Liaison: Library Manager Nulph

Regular Meeting - 5:30 p.m.

Call to Order/Attendance:

Introduction of Guests:

Approval of Agenda: (Approved by Motion)

Public Comments: Please limit comments to 3 minutes per person and not more than 15 minutes per topic.

Approval of Minutes: (Approved by Motion)

1. Approval of the October 11, 2022 Library Board Meeting Minutes

Report of the Library Manager:

2. November 2022 Library Manager's Report
 - Christopher Nulph, Library Manager
3. November 2022 Library Statistics
 - Christopher Nulph, Library Manager

Approval of Bills: (Approved by Motion)

4. November 2022 Claims for Payment
 - Christopher Nulph, Library Manager

Unfinished Business:

New Business:

5. Internet Usage Policy
 - Christopher Nulph, Library Manager
6. 2023 Library Proposed Budget
 - Christopher Nulph, Library Manager

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, December 13, 2022

Richland Public Library is ADA accessible with special parking and access available at the entrance facing Northgate Drive. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (Ch. 42.30 RCW) Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 509-942-7389.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/8/2022

Agenda Category: Approval of Minutes

Prepared By: Kylie Barada, Administrative Assistant

Subject:

Approval of the October 11, 2022 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the 10-11-2022 meeting minutes.

Summary:

The draft of the 10-11-2022 Library Board Meeting Minutes is included for discussion.

Attachments:

- I. 2022.10.11 Library Board Meeting Minutes



MINUTES

Richland Public Library Board
STEAMSpace – 955 Northgate Drive
October 11, 2022, 5:30 – 6:30 PM

Richland Public Library Regular Board Meeting – 5:30 p.m.

Chair Booth called the meeting to order at approximately 5:34 p.m.

Attendance

Chair Booth, Vice-Chair Lightner, Board Members Buxton, Hernandez, and Pickel were present. Also present were Library Manager Nulph, Administrative Assistant Barada, and Community Engagement Supervisor Haffner. Council Liaison Kent was absent.

Introduction of Guests:

Michelle Haffner, Community Engagement Supervisor, introduced herself to the Board. She is replacing Lisa Adams, who retired from RPL after 40 plus years. This is a new position and Michelle shared what her plans are for the future with library services and outreach.

Approval of Agenda

Board Member Hernandez moved and Board Member Buxton seconded the motion to approve the agenda as is. The motion carried 5-0.

Approval of Minutes

Chair Booth asked for a motion to approve the minutes of the September 13, 2022 meeting. Board Member Buxton moved and Vice-Chair Lightner seconded the motion to approve the minutes of September 13, 2022 as is. The motion carried 5-0.

Report of the Library Manager

The Friends' book sale will run October 27-29.

The café should be up and running by the end of October.

NASA presentation was a huge success. There were over 500 attendees.

Public Comments

No members of the public were present.

Approval of Bills

Board Member Hernandez moved and Board Member Buxton seconded the motion to approve the certification of claims for payment for October 2022 in the amount of \$213,095.49. The motion carried 5- 0.

Unfinished Business

There was no Unfinished Business on the Agenda.

New Business

1. Board Members discussed updates that should be made to the working agreement between the City of Richland and the Richland Public Library Board. This agreement has not been updated since 1960.

Agenda Items for Upcoming Board Meeting

Adjournment

Chair Booth adjourned the meeting at 6:28 P.M.

APPROVED:

ATTEST:

Emily Booth, Library Board Chair

Kylie Barada, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/8/2022

Agenda Category: Report of the Library Manager

Prepared By: Christopher Nulph, Library Manager

Subject:
November 2022 Library Manager's Report

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Library Manager Nulph's November 2022 report is included for discussion.

Attachments:
I. 2022.11.08 Library Manager's Report



LIBRARY MANAGER'S REPORT

Richland Public Library Board

November 8, 2022

State of Library Services

The library was not successful in the pursuit of the Library Capital Improvement Grant. As a result, the South Badger location will not have a larger library presence. There will still be a community room built adjacent to the fire station. This community room will have priority use for the Fire Department. When not in use, it will be a space where we can hold library programming to reach that community. The community room will face the park and will be a good spot to hold larger indoor/outdoor events. In terms of a South Richland location, this will move that effort a little farther back with the intention of setting a location closer to the center of that population.

The non-competitive grant to receive FAFSA completion support has been approved. We have up to \$30,000 to support FAFSA completion in our city through 2024.

The library strategic plan implementation day was a success. Most of our staff were able to attend this all-day event on 10/14 and participate in activities focused on what this strategic plan means to staff and how it impacts us. Several great ideas came from this event, which will inform our work plan for 2023. That work plan is being developed now in preparation for the coming year.

The next phase of the Tumbleweed Tourist collection got its start earlier this month. The collection now features six attractions – the REACH Museum, the East Benton History Museum, the Franklin County History Museum, tours of the USS Triton at the Port of Benton, Maryhill Museum of Art, and the Tamastslikt Cultural Institute. Additionally, the process is now entirely digital. Patrons can select a specific day to visit an attraction and receive the pass digitally. They can then present the pass on their personal device at their chosen attraction.

The library has placed native plants in the vacant beds in front of the library. As these plants grow, they will provide a natural, decorative landscape for these beds.

Programming and outreach highlights from October include Riverfest outreach (568 booth visitors), an all ages Make a Monster event (174 attendees), and a Badger Mountain Preserve lecture (37 attendees).

The café space has been turned over to Kozy Kup. They are still in the process of installing appliances and will be open shortly.

Friends of the Library Update

The Friends of the Library book sale has completed. Their total sales for the event was \$3,043, an increase from the previous sale. The Friends have new donation bins, which look much nicer than the previous blue bins. Mary from the library staff designed and applied the lettering on these new bins.

Library Foundation

There was no Foundation activity in October. The Foundation will reconvene in November.

Staffing Updates

Alyssa Uretsky-Pratt has accepted the Teen Services Librarian position and started November 7. Alyssa has been a part time Library Assistant II with our library and has done extensive support with our programming and outreach. A part time Library Assistant II position will be vacant as of November 7 and recruitment will begin shortly after that.

Library Statistics

Our statistics continue to echo decrease/increase trends of previous years, but with numbers that are overall higher than previous years. For instance, we historically see similar circulation numbers in September and October. This trend holds in 2022 with 37,873 and 37,671 items checked out in those respective months. This is about 5,000 less than 2019, but exceeds 2021 by about 6,000. This is a similar trend with gate count. This year we see 14,335 and 14,294 in September and October respectively. This is about 5,000 people higher than 2021 and about 1,000 people higher than 2019. In room usage, we've been seeing a gradual increase from the beginning of the year with our biggest numbers of the year this past month (39 Conference Room bookings, 17 Gallery bookings). The only in person statistic that remains significantly lower than 2019 is the PC usage. While we have seen it increase, those numbers are still about half what they were in 2019 (1,128 October '22 vs. 2,268 October '19).

October completed our third full month of board game circulation. We currently have 32 circulating board games. There have been over 100 circulations each month and we are at a total of 388 circulations since the collection was introduced.

We do not see any notable trends in digital statistics.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/8/2022

Agenda Category: Report of the Library Manager

Prepared By: Christopher Nulph, Library Manager

Subject:
November 2022 Library Statistics

Department:
Parks & Public Facilities

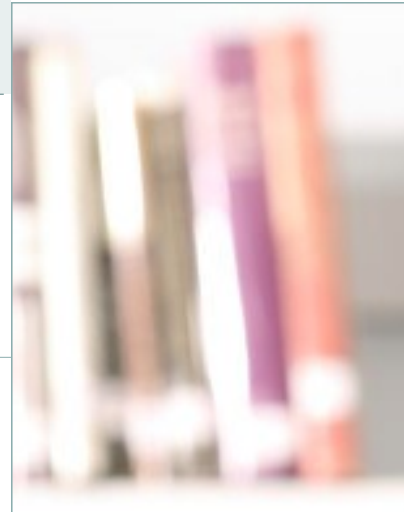
Recommended Motion:
Discussion only.

Summary:
Staff will discuss the attached statistics regarding library services.

Attachments:
I. 2022.11.08 Library Statistics

RICHLAND PUBLIC LIBRARY

October 2022 Statistics Report for the November Board Meeting



SUMMARY

We hosted several special programs during the month of October. One of our most popular program was Not Very Scary Stories on Thursday, October 27, with many patrons attending in costume.

Our High School Book to Movie Club watched *John Carter* on Thursday, October 13. For Marvel Monday, we showed *Guardians of the Galaxy Volume 2* to patrons of all ages on Monday, October 10.

Other programs at the library this month included Singing Strings Ukulele Club teen/adult jam sessions on two Tuesdays, October 4 and 18; STEAMKids on Saturday, October 15; Preschool STEAMplay on two Thursdays, October 6 and 20; an LGBTQIA+ Crafting Social on Monday, October 17; numerous therapy dog reading sessions; and Tuesday evening, Wednesday morning, and Friday morning story times. We also held an outdoor StoryTime at Goethals Park on Thursday, October 13.

OCTOBER STATISTICS

- Overall Circulation with Renewals:
70,781
- Digital Circulation:
13,466
- Physical Items Checked Out: *37,671*
- Physical Items Renewed: *19,644*
- Holds Filled: *3,558*
- Hoopla Circulation:
2,577
- Kanopy Circulation:
17,038 minutes
- Mango: *37 sessions*
- Overdrive Circulation: *10,262*
- New Library Card Accounts: *280*
- Gate Count: *14,294*

CHILDREN'S PROGRAMS

Story Times at the Library

Children's Services Librarian Kelly and Librarian Joyce held Tuesday evening story times at 6:30 p.m. on October 4, 11, 18, and 25, as well as Wednesday morning active toddler story times at 10 a.m. on October 5, 12, 19, and 26. Kelly also held Friday morning story times for preschoolers at 10 a.m. on October 7, 14, and 28. Kelly often gives out take-and-make kits to children after story times.

Not Very Scary Stories!

We held a "Not Very Scary Stories" session from 6 to 6:40 p.m. on Thursday, October 27. Our calendar said, "Join us for a few (Not Very) Scary Stories and maybe a few rhymes for young listeners. Feel free to come in costume if you like. Enjoy the thrill of a (very) slight chill!"

Preschool STEAMplay

We held Preschool STEAMplay sessions on two Thursdays, October 6 and 20. Our calendar invitation said, "Drop in anytime during the two hours to enjoy some STEAMplay at the Library. We will get out blocks, games, and other activities. Sponsored by the Friends of the Richland Public Library. Preschoolers must be accompanied by an adult."

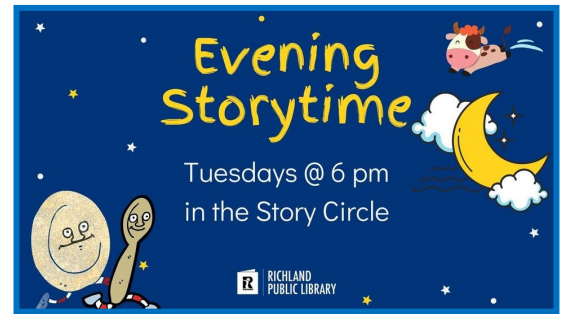
STEAMkids

We also held drop-in STEAMkids session from 10 a.m. to noon on Saturday October 15th. Our calendar invitation said, "Join us for some STEAM activities! We will bring out blocks, construction sets, giant chess and whatever else we think might be fun! Sponsored by the Friends of the Richland Public Library. Preschoolers must be accompanied by an adult."

Pop-Up STEAMplay

We held a Pop-Up STEAMplay at 11am on Friday, October 7.

Our calendar invitation said, "Join us for StoryTime at 10:00 am. Stay to play with our STEAM toys inside and outside the library (weather permitting). Or drop in any time from 11:00 am to 12:30 pm if that works better for you. Preschoolers must be accompanied by an adult."



TEEN PROGRAMS

High School Book to Movie Club: *Princess of Mars* and *John Carter*

Our High School Book to Movie Club for high schoolers ages 13-18 read *Princess of Mars* by Edgar Rice Burroughs for October. The group then watched *John Carter* (2012), the movie adaptation, from 6 to 8:30 p.m. on Thursday, October 13.

Middle School and High School Spooky Crafts

We held a Middle School Spooky Crafts program for middle schoolers age 11-13 from 6 to 7:30 p.m. on Tuesday, October 25, and a High School Spooky Crafts program for high schoolers age 14-18 from 6 to 7:30 p.m. on Thursday, October 27. Our calendar invitations said, "Join us for a spooktacular time as we make Halloween crafts and creations! Create frightening orbs, perform bug taxidermy, concoct soap potions and more . . . if you dare!"

ADULT PROGRAMS

LGBTQIA+ Craft Social

Adult Services Librarian Gavin held another LGBTQIA+ Craft Social for patrons age 13 and older from 6:30 to 8:30 p.m. on Monday, October 17. Our calendar invitation this month said, "Chat, chill, and hang out: A crafting social for LGBTQ+ and allies. Do you like to create mail art, mixed media, painting, drawing, cross stitch, knitting/crocheting, or something completely different? Bring your projects and get your craft on. If you just want to hang out and chat, that's OK too! Some basic art supplies may be available, but it's best to bring what you need. Light snacks provided." Twenty-six patrons attended this popular program.

Viewer Discretion Is Advised Cinema: Frightful Double Feature

Our Viewer Discretion Is Advised Cinema club for ages 18+ watched a "Frightful Double Feature" from 5:30 to 9:30 p.m. on Friday, October 21. We showed the cult horror classic *The Crow* (1994) starring Brandon Lee, followed by the demon-crushing thrill ride *Constantine* (2005) starring Keanu Reeves.

ALL-AGES PROGRAMS

Beanstack Challenge: “Hallow-Read 2022”

We held a spooky, fun “Hallow-Read 2022” challenge on Beanstack in October. Patrons of all ages were encouraged to complete three activity badges and log at least five hours of reading to finish the challenge, and we had treat bags for finishers to pick up starting Monday, October 24.

Rivers of Ink Writers Conference

The Arts Foundation of the Mid-Columbia held their Rivers of Ink Writers Conference at the library on Friday and Saturday, October 7 and 8. Their website stated, “Rivers of Ink 2022 offers a small variety of in-depth sessions in craft and author platform, perfect for intermediate and advanced writers. Led by published authors. This intimate, engaging conference encourages connection-building amongst attendees.”

Community Outreach: RiverFest at Columbia Park

Community Engagement Supervisor Michelle, STEAMspace Coordinator Johanna, and other library staff had a Richland Public Library outreach table and led a craft activity at *RiverFest: Our Rivers, Our Life* from 10 a.m. to 3 p.m. on Saturday, October 8. This free, family-oriented community event to celebrate our local rivers was held at Columbia Park.

People of all ages came to learn why hydropower is important, visit educational exhibits, participate in hands-on learning experiences, enjoy music and entertainment, and see local retail and food vendors. They also learned about fish hatcheries, the salmon cycle, the history of local rivers, and the importance of those rivers for energy production, agriculture, recreation, transportation, and commerce.

Marvel Monday: *Guardians of the Galaxy Vol. 2*

This month, for Marvel Monday, we showed *Guardians of the Galaxy Vol. 2* (2017) in the Doris Roberts Gallery from 6:30 to 8:30 p.m. on Monday, October 10. Snacks and beverages were provided by the Friends of the Richland Public Library, and movie licensing was courtesy of Windermere Group One.

ALL-AGES PROGRAMS (CONTINUED)

Community Lecture Series Presentation: Badger Mountain Preserve

Sharon Grant, the co-founder of Friends of Badger Mountain, will be giving a presentation in the Doris Roberts Gallery at 7 p.m. on Thursday, October 20. The topic of this Community Lecture Series presentation will be “Passion and Persistence: How Badger Mountain Preserve Was Created.” The presentation will be hosted by Jim and Doris Kelly.

Our Facebook invitation says, “Join co-founder Sharon Grant in this engaging presentation about how a group of volunteers was able to create the 10-mile Badger Mountain Trail. Friends of Badger Mountain, founded in January 2003, has preserved 1,000 acres of local ridge land and created over 10 miles of trails. How did a group of volunteers do this.”

Friends of the Richland Library Book Sale

The Friends of the Richland Library held their annual fall book sale during the last weekend in October. A members only preview was held from 5 to 7 p.m. on Thursday, followed by the regular book sale from 10 a.m. to 5:30 p.m. on Friday and a “Bag Day” sale from 10 a.m. to 4 p.m. on Saturday. Proceeds from the sale will help to fund our wonderful library programs.

Singing Strings Ukulele Club

The Singing Strings Ukulele Club held teen/adult jam sessions in the library at 6:30 p.m. on two Tuesdays, October 4 and 18. STEAMspace Coordinator Johanna co-leads this group. Our calendar invitation said, “Jam sessions will be the first and third Tuesday of each month in the STEAMspace. Please bring your ukulele, your personal copy of *Daily Ukulele* by Jim Beloff, any sheet music we've provided, and be tuned up and ready to begin at 6:30 p.m.”

Local Book Clubs

We host several different book clubs at the library each month. The Monday Night Book Group met at 6:30 p.m. on October 17 to discuss *The Lion of Fifth Avenue* by Fiona Davis. The Thursday Afternoon Book Club met at 1:30 p.m. on October 20 to discuss *Miss Benson's Beetle* by Rachel Joyce.

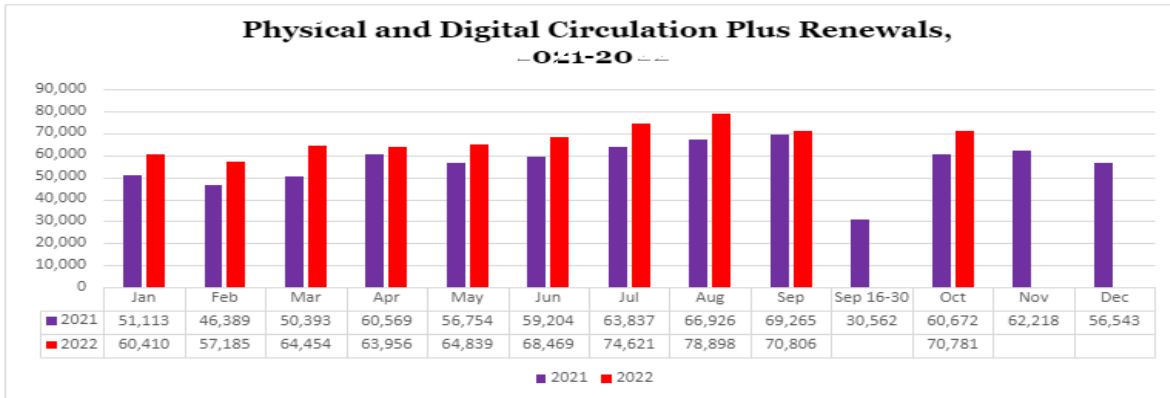
“Read the Rainbow” Book Club

Richland Public Library and Mid-Columbia Libraries have teamed up to host a “Read the Rainbow” Book Club for LGBTQIA+ patrons and allies. The book club meets monthly and rotates around library branches in the Tri-Cities.

In October, the club met at the West Pasco branch of Mid-Columbia Libraries from 6:30 to 7:30 p.m. on Tuesday, October 15. Participants were invited to bring books that they have recently read and would like to discuss.

STATISTICS

TOTAL CIRCULATION



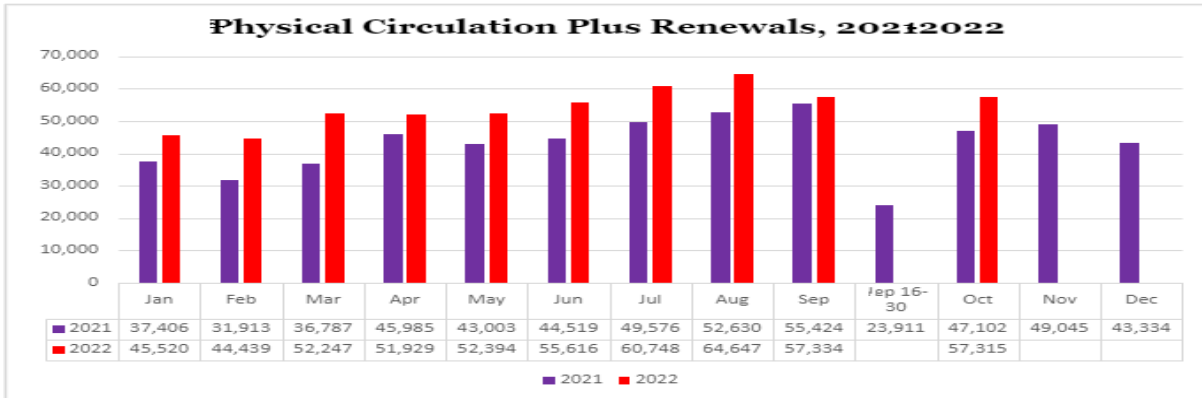
During October, our total physical plus digital circulation was 51,137 items, not including renewals. Of those, 37,671 (73.7%) were physical items and 13,466 (26.3%) were digital items obtained through Hoopla, Kanopy, Mango, and OverDrive. Kanopy plays and Mango sessions were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was down a modest .7% compared to the 51,493 items checked out in September 2022. Digital circulation was statistically the same compared to the 13,472 items checked out in September. We filled 3,558 requests for holds and had 18 scheduled curbside deliveries for 13 patrons.

Our patrons also renewed 19,644 physical items in October. Including these physical item renewals, our overall circulation was 70,781. That overall circulation was down a modest .04% compared to the 70,806 items circulated in September 2022 but was up 16.7% compared to the 60,762 items circulated in October 2021.

Please note that the January through September 2021 statistics in this graph are mid-month to mid-month statistics (December 16 through January 15, for example). We switched to full months in October.

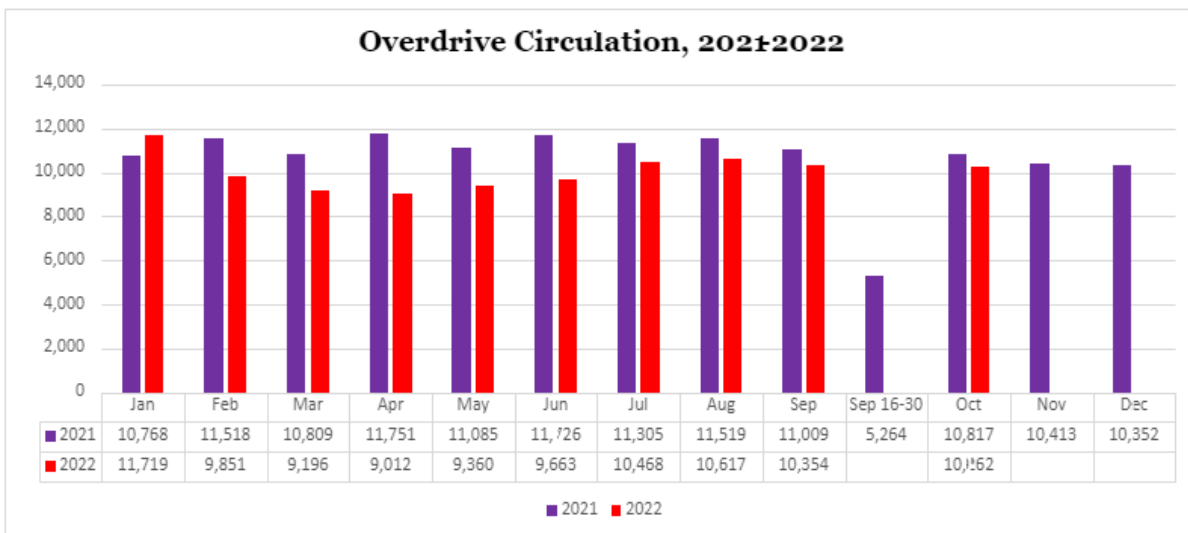
PHYSICAL CIRCULATION



Our patrons checked out 37,761 physical items in October and renewed 19,644 physical items, for a total of 57,315 items. That was down a modest .04% compared to the 57,334 physical items checked out and renewed in September 2022 but was up 21.7% compared to the 47,102 items checked out and renewed in October 2021. The top ten categories that circulated this month were Children's Storybooks (4,454 items), Children's Chapter Book Fiction (4,235 items), Adult Nonfiction (3,566 items), Children's Nonfiction (3,005 items), Adult Movies (2,732 items), Children's Graphic Novels (2,239 items), Adult Fiction 2nd Floor (2,152 items), Children's Favorites on the Story Circle (1,923 items), Adult New Books (1,574 items), and Children's Movies (1,555 items). The January through September 2021 statistics in this graph are mid-month to mid-month.

DIGITAL CIRCULATION

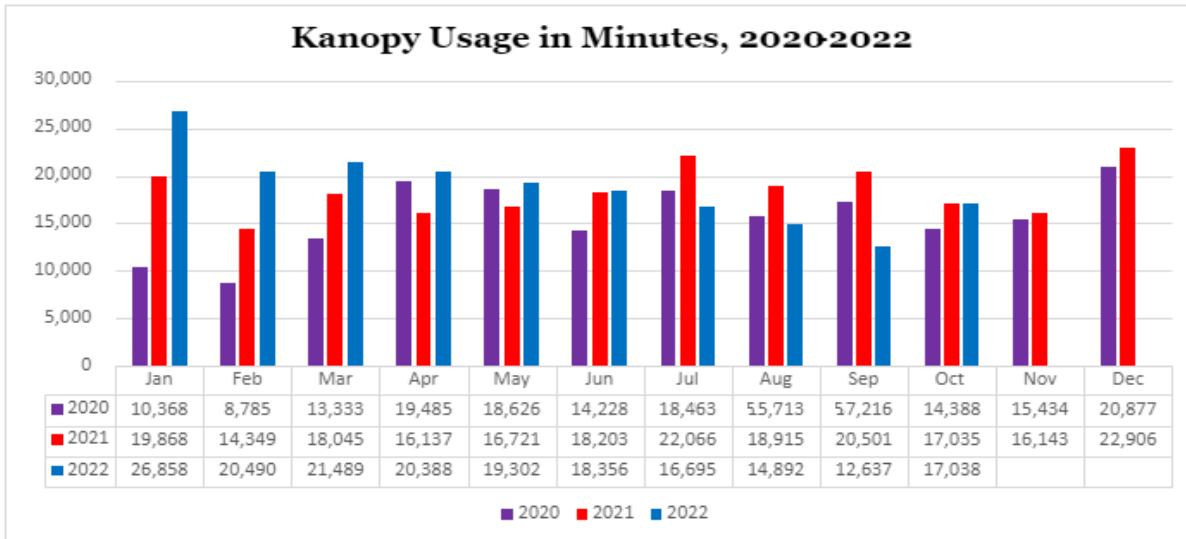
OverDrive



The 10,262 checkouts through OverDrive in October were down .9% compared to the 10,354 checkouts in September 2022 and were also down 5.1% compared to the 10,817 checkouts in October 2021.

This month's checkouts included 5,171 e-books (which were 50.3% of the OverDrive items checked out), 4,419 audiobooks (43.2%), and 672 e-magazines (6.5%). The January through September 2021 statistics in this graph are mid-month to mid-month.

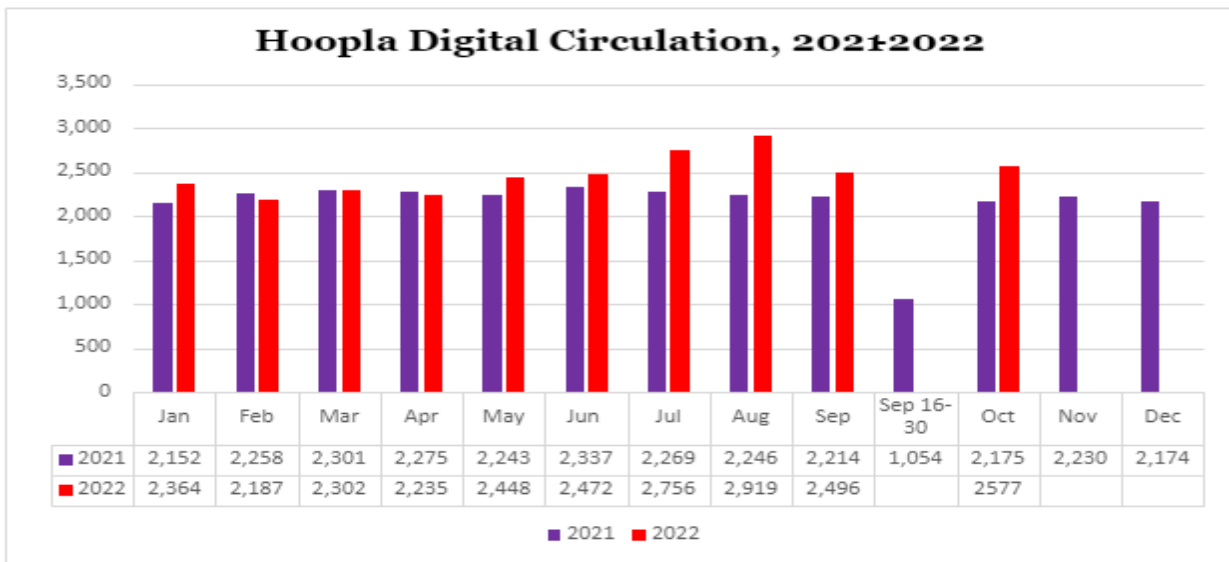
Kanopy



Our patrons viewed 17,038 minutes of Kanopy content during the month of October. That was up 34.8% compared to the 12,637 minutes viewed in September 2022 and was statistically the same when compared to the 17,035 minutes viewed in October 2021. Cardholders in the United States viewed content on Kanopy this month, while additional cardholders in Canada logged in but didn't view any content.

The top five suppliers of content viewed on Kanopy this month were, BBC Studios, A&E, IFC Films, PBS and Nelvana International. Content was viewed on television (42.1%), mobile devices (26.8%), desktops (18.2%), tablets (12.1%), and "media" (0.7%).

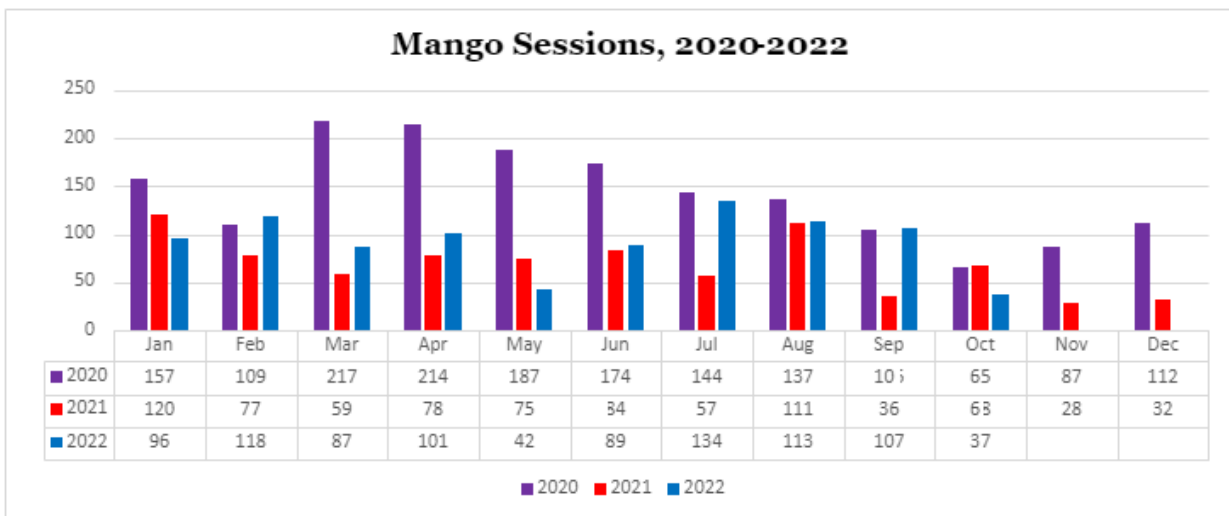
Hoopla



The 2,577 circulations in Hoopla during October were up 3.2% compared to the 2,496 circulations in September 2022 and were up 18.5% compared to the 2,175 circulations in October 2021. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,413 audiobooks (which were 54.9% of the Hoopla items checked out), 666 e-books and e-comics (25.9%), 397 movies and television shows (15.4%), 96 music items (3.7%), and 5 BingePasses (0.1%) this month. The January through September 2021 statistics in this graph are mid-month to mid-month.

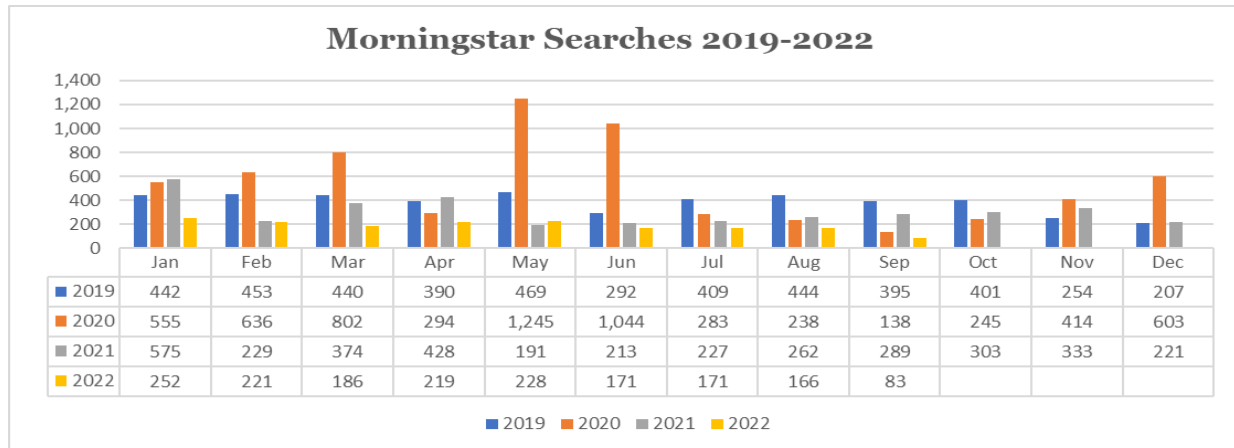
Mango



Patrons had 37 total sessions in Mango for the month of October. That usage was down 65.4% compared to the 107 sessions in September 2022 and was down 45.6% compared to the 68 sessions in October 2021. The top ten languages studied this month were French; Spanish, Latin American; German; Japanese; Chinese, Mandarin; Russian; Danish; English, Shakespearean; Greek, Ancient; Latin.

OTHER DIGITAL SERVICES

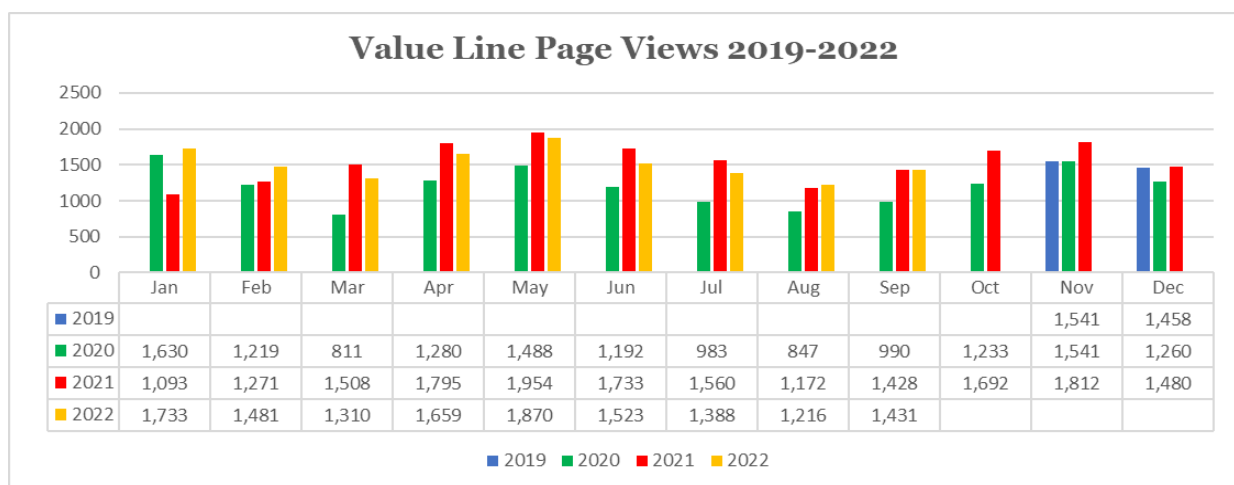
Morningstar



There were 83 searches in September. That was down 50% compared to the 166 searches in August 2022 and was also down 71.3% compared to the 289 searches that occurred in September 2021. Morningstar continues to pair nicely with Value Line, giving our patrons a nice combination of resources to use when researching their financial questions.

Usage statistics are not yet available from Morningstar for October, so we will include them in next month's board report.

Value Line



The 1,431 Value Line page views in September were up 17.7% compared to the 1,216 page views in August 2022, and they were up a modest .2% compared to the 1,428 page views that occurred in September 2021. Value Line is still a valuable research platform for our patrons. Its pairing with Morningstar gives our patrons a nice depth of financial information for any investment questions that they have.

Usage statistics are not yet available from Value Line for October, so we will include them in next month's board report.

NewsBank

The 1,470 NewsBank page views in October were down 2.5% compared to the 1,507 page views in September 2022 but were up 76.5% compared to the 833 page views that occurred in October 2021. NewsBank seems to be one of the more consistently used offerings in our database collection.

Patrons have been averaging 1,251 page views per month in 2022, which is up 273.4% compared to the 335 pages viewed on average per month in 2021 and is up 5,857.1% compared to the 21 pages viewed on average per month in 2020.

OTHER STATISTICS

Gate Counts

Our total gate count for October was 14,294. Our busiest day was Tuesday, October 11, with 669 patrons logged.

Interlibrary Loans

In October, we received a total of 29 interlibrary loan requests from other libraries. We sent 13 items to libraries during the month in response to their interlibrary loan requests.

We also sent 30 interlibrary loan requests to other libraries in October for 24 books, 1 article, and 5 audiovisual (A/V) items requested by our patrons. We received 20 books and 1 A/V items from other libraries in response to requests. We had 20 unique patrons request items this month.

New Library Card Accounts

We created 280 new library card accounts in October. They included 217 resident cards, 47 nonresident cards, 14 limited access cards, and 2 interlibrary loan accounts.

Public Internet Sessions

Patrons enjoyed 1,128 public internet sessions during the month of October, for a total of 93 hours and 30 minutes. The average session was 49 minutes long.

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LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/8/2022

Agenda Category: Approval of Bills

Prepared By: Christopher Nulph, Library Manager

Subject:

November 2022 Claims for Payment

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the October 1, 2022 through October 31, 2022 claims for payment.

Summary:

This is a review and approval of the October 1, 2022 through October 31, 2022 claims for payment.

Attachments:

1. Library October 2022
2. October 2022 Voucher Listing
3. 2022.11.08 Claims for Payment

CITY OF RICHLAND

LIBRARY EXPENDITURE

October 2022

Month/Year

PAY PERIODS From September 26, 2022 through October 23, 2022

GROSS SALARIES \$ 88,302.56

		Gross Wages	Total
WEEK OF:	<u>10/13/22</u>	<u>43,312.90</u>	<u>43,312.90</u>
WEEK OF:	<u>10/27/22</u>	<u>44,989.66</u>	<u>44,989.66</u>
WEEK OF:	<u> </u>	<u> </u>	<u>-</u>
	TOTAL	<u>88,302.56</u>	<u>88,302.56</u>

Library Voucher Listing

Begin Date: 10/1/2022

End Date: 10/31/2022

NON-FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8188700/3583	OCLC INC		1000250590	10/5/2022	305285	FIRSTSEARCH SERVICE DATES 9/1/22-8/31/23	\$1,667.37
	K8188700/3583	OCLC INC		1000250966	10/5/2022	305285	CATALOGING METADATA ILL 9/1/22-9/30/22	\$1,208.47
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$2,875.84
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$65,530.00			YTD ACTUAL: \$74,901.56			YTD % USED: 114.30%		
INFORMATION TECHNOLOGY TOTAL:								\$2,875.84
	K8721000/3102	IDENTISYS		587195	10/5/2022	305276	LIBRARY CARDS	\$4,737.36
	K8721000/3102	BIBLIOTHECA ITG LLC		INV-US57268	10/28/2022	306137	RFID TAGS	\$1,409.00
OPERATING SUPPLIES & MATERIALS TOTAL:								\$6,146.36
OPERATING SUPPLIES & MATERIALS - YTD INFORMATION								
BUDGET: \$32,380.00			YTD ACTUAL: \$27,640.69			YTD % USED: 85.36%		
	K8721000/4201	FRONTIER		10/22 5099433152	10/28/2022	306155	TELEPHONE CHARGES 10/04/2022-11/03/2022	\$935.67
TELEPHONE & COMM SVCS TOTAL:								\$935.67
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$11,424.00			YTD ACTUAL: \$16,476.21			YTD % USED: 144.22%		

Library Voucher Listing

Begin Date: 10/1/2022

End Date: 10/31/2022

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4301	CITY OF RICHLAND		22-244 NULPH	10/28/2022	306141	C. NULPH REIMBURSEMENT TO CITY FOR TRAVEL 22-244	\$350.38
TRAVEL EXPENSES TOTAL:								\$350.38
TRAVEL EXPENSES - YTD INFORMATION								
BUDGET: \$14,392.00			YTD ACTUAL: \$5,019.66		YTD % USED: 34.88%			
	K8721000/4504	XEROX CORP		016922940	10/14/2022	305683	3UA295134 JULY 2022	\$162.45
	K8721000/4504	XEROX CORP		017281516	10/19/2022	305811	3UA295134 SEPTEMBER 2022	\$177.95
	K8721000/4504	XEROX CORP		017281517	10/19/2022	305811	3UA295169 SEPTEMBER 2022	\$108.68
	K8721000/4504	XEROX CORP		017281518	10/19/2022	305811	3UA295258 SEPTEMBER 2022	\$336.96
	K8721000/4504	XEROX CORP		017281519	10/19/2022	305811	3UA296344 SEPTEMBER 2022	\$233.84
	K8721000/4504	XEROX CORP		017281506	10/26/2022	306110	7HB-469027 OCTOBER 2022 BASE CHARGE	\$10.87
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$1,030.75
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$11,060.00			YTD ACTUAL: \$9,071.05		YTD % USED: 82.02%			
	K8721000/4902	MOON SECURITY SERVIC		1158879	10/26/2022	306071	BASIC FIRE, ALARMNET COMMERICAL MONT.	\$123.87
DUES & SUBSCRIPTIONS TOTAL:								\$123.87
DUES & SUBSCRIPTIONS - YTD INFORMATION								
BUDGET: \$1,855.00			YTD ACTUAL: \$1,828.44		YTD % USED: 98.57%			

Library Voucher Listing

Begin Date: 10/1/2022

End Date: 10/31/2022

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/5301	WA STATE DEPARTMENT		DOR 09/2022	10/26/2022	9269	COMBINED EXCISE TAX - SEPTEMBER 2022	\$35.45
STATE TAXES TOTAL:								\$35.45
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$227.18			YTD % USED: 22.27%		
	K8721000/4207	BANK OF AMERICA		093022	10/3/2022	9248	Library Merchant Service Fees	\$122.71
MERCHANT SVC FEES TOTAL:								\$122.71
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$450.00			YTD ACTUAL: \$979.98			YTD % USED: 217.77%		
LIBRARY ADMINISTRATION TOTAL:								\$8,745.19
	K8722100/3401	BLACKSTONE AUDIOBOOK		2058027	10/5/2022	305239	DVD MIRACLE	\$45.22
	K8722100/3401	BLACKSTONE AUDIOBOOK		2062020	10/5/2022	305240	DVD MOON	\$45.22
	K8722100/3401	BLACKSTONE AUDIOBOOK		2061818	10/5/2022	305240	CD BUY-IN BLACK DOG	\$48.92
	K8722100/3401	BLACKSTONE AUDIOBOOK		2060487	10/5/2022	305240	LIBRARY CD & PROCESSING FEES	\$244.55
	K8722100/3401	MIDWEST TAPE		502755395	10/14/2022	305658	HOOPLA SEPTEMBER 2022	\$5,042.99
	K8722100/3401	INFOUSA		10004022844	10/14/2022	305647	POLK CITY DIRECTORY TRI CITIES, WA	\$377.62
	K8722100/3401	BLACKSTONE AUDIOBOOK		2066867	10/12/2022	305402	BLACKSTONE AUDIOBOOKS OCTOBER 2022	\$282.88

Library Voucher Listing

Begin Date: 10/1/2022

End Date: 10/31/2022

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	BLACKSTONE AUDIOBOOK		2066736	10/12/2022	305402	BLACKSTONE AUDIO SEPTEMBER 2022	\$8.64
	K8722100/3401	LIBRARY IDEAS LLC		93271	10/26/2022	306063	CHILDREN'S VOX BOOKS	\$1,735.62
LIBRARY RESOURCES TOTAL:								\$7,831.66
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$367,277.00			YTD ACTUAL: \$303,938.82			YTD % USED: 82.75%		
	K8722100/4107	SPORTSENGINE INC		26062	10/14/2022	305660	BACKGROUND CHECKS: LIBRARY	\$18.50
	K8722100/4107	CI INFORMATION MANAG		0140542	10/26/2022	306037	ONSITE 64 GALLON RECURRING SHRED SERVICE	\$108.86
OTHER PROFESSIONAL SERVICES TOTAL:								\$127.36
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$860.00			YTD ACTUAL: \$862.85			YTD % USED: 100.33%		
LIBRARY PUBLIC SERVICE TOTAL:								\$7,959.02
LIBRARY NON-FACILITIES TOTAL:								\$19,580.05

Library Voucher Listing

Begin Date: 10/1/2022

End Date: 10/31/2022

FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8725000/4700	CITY OF RICHLAND		09/2022 SEPT	10/14/2022	305624	CITY UTILITY BILLS/SEPT 2022	\$6,085.35
UTILITIES TOTAL:								\$6,085.35
UTILITIES - YTD INFORMATION								
BUDGET: \$53,736.00			YTD ACTUAL: \$40,085.41			YTD % USED: 74.60%		
LIBRARY FACILITIES TOTAL:								\$6,085.35



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

NOVEMBER 2022

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 \$ \$107,882.61 this 8th day of November, 2022.

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

Voucher Listings	Amount
October 01, 2022 thru October 31, 2022	\$19,580.05
Transfer Advice (Salaries)	
Salaries for the weeks of: September 26, 2022 thru October 23, 2022	\$88,302.56
MONTHLY EXPENSES	\$107,882.61

Comments: October 2022 COR Voucher Listing
October 2022 Library Expenditure

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/8/2022

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Internet Usage Policy

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

This is a review of a proposed update to the library's Internet Resource Access Policy. This is another complete reconfiguration of a policy, which is why we don't have a markup review. The existing policy can be found on the library's website.

Attachments:

- I. Internet Resource Access Policy

Internet Resource Access Policy

The Richland Public Library's collections, resources, and services are guided by the informational, educational, and recreational needs of our diverse community. It is within this context that the library offers access to the Internet.

Accessing the Internet

To access the Internet, a patron must use their own library card number. A visitor who does not have a library card may request an Internet guest pass at the front desk.

Richland Public Library card holders may have up to three hours of access to the Internet per day using a library computer. Guest passes will allow up to two hours of access to the Internet per day using a library computer. Extensions beyond these limits may be requested at the service desk and will be provided based on computer availability.

Computers in the children's section of the library are designated for use by children ages 12 and under or adults accompanied by children ages 12 and under. Adults not accompanied by children must use computers in the primary public computer area.

Card holders and guests are allowed unlimited use of the library's Wi-Fi on their own devices.

Internet Filtering

In compliance with the federal *Children's Internet Protection Act (CIPA)*, the library provides filtered access to the Internet for all users. Individuals, 18 years of age and older, can request unfiltered Internet access from a library service desk. Filtering does not guarantee that all obscene materials and sites that pose security risks will be blocked.

A patron may request that library staff consider allowing access to a website that is blocked. Library staff will determine if access can be allowed.

Parental Responsibility

Parents or guardians, not the library or its staff, are responsible for their children's use of the Internet through the library's connection. When applying for a child's library card, parents or guardians who do not want their child to have access to the Internet must notify library staff.

General Internet Use Precautions

Users should be aware that the Internet is not always a secure medium and that third parties may be able to obtain information regarding users' activities.

Not all information on the Internet is accurate, current, or complete. Library users are encouraged to be critical consumers and to evaluate the validity of information carefully.

It is recommended that those working on important documents save their progress. If the computer inadvertently resets, document progress following the last time it was saved will be lost and is unrecoverable.

The Richland Public Library does not assume responsibility for any damages, direct or indirect, arising from the use of the Library's technology resources, services, or Internet or wireless connections.

Rules Governing Use of Library Computers

At each log-in, a library computer user must complete an agreement acknowledging these rules.

Failure to comply with the following rules may result in loss of computer privileges, loss of library privileges, civil trespass, and/or criminal prosecution.

1. Users must always obey the Library Standards of Patron Behavior.
2. Log on using your own library card or guest pass number.
3. There is a charge for printing from public computers (see Fee Schedule). You must pay before printing.
4. Respect others' privacy in a public environment by not attempting to observe, obstruct, or distract others' computer use.
5. Use personal headphones when listening to audio content and keep the volume low so you do not disturb others.
6. Users may not send, receive, or display text or graphics that may reasonably be construed as obscene.
7. End your session when you are finished using the computer and vacate the workstation. By doing so, this protects the privacy of your session and deletes the history of your use.
8. Whether or not they are in use, computers located in the Children's Area are for the exclusive use of children ages 12 and under and their accompanying caregivers.
9. You may not download files on library computers unless using supported media. The library is not responsible for damage to your media or for corruption of your data, including damage caused by mechanical malfunction or corruption caused

by a virus or spyware infection while using library computers. Do not attempt to run or execute programs or applications from personal storage media.

10. The public may only use computers for legal purposes. Examples of unacceptable use include, but are not limited to: harassment of others; libeling or slandering others; destruction of or damage to equipment, software, or data belonging to the Library or others; disruption or unauthorized monitoring of electronic communications; or unauthorized copying of copyright-protected material.

Adopted by the Richland Public Library Board of Trustees on December 7, 1995.

Amended July 6, 2000, April 4, 2002, September 5, 2002, September 9, 2004, April 10, 2007, September 9, 2008, and September 2, 2014.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/8/2022

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
2023 Library Proposed Budget

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

This is a review of the proposed 2023 library operating budget as submitted by the City Manager. The budget is currently in the Council review process. This does not include capital funds to build out the northwest corner of the library's outdoor area. The plan is for design in 2023 with construction in 2024.

Attachments:

1. 2023 Library Proposed Budget

ACCOUNT ID	Description	FY2023 - First Reading Sub-lines	FY2023 - First Reading
001.303.03.5725000.3505	FURNITURE AND FIXTURES		\$15,705.00
001.303.03.5725000.3505	EP2023 Library Outdoor Improvements	\$15,705.00	
001.303.06.5188700.3501.	SMALL TOOLS & EQUIP		\$0.00
001.303.06.5188700.3520.	REPLACEMENT COMPUTING EQUIP		\$0.00
001.303.06.5188700.3583.	SOFTWARE-LICENSING AND UPGRADES		\$73,393.00
001.303.06.5188700.3583.	ITGC 2023 - TixKeeper-600 ongoing	\$600.00	
001.303.06.5188700.3583.	ITGC 2023 - Capira-6,100 ongoing	\$6,650.00	
001.303.06.5188700.3583.	ITGC 2023 - ILS Pmt Kiosk-5.5k ongoing	\$6,500.00	
001.303.06.5188700.3583.	Dear Reader	\$1,900.00	
001.303.06.5188700.3583.	Online Consortium for library cataloging, Cataloging & Metadata, First Search & Worldcat, Resource Sharing & Ill	\$12,859.00	
001.303.06.5188700.3583.	K-20 Internet Connection - Fiber Connect	\$9,100.00	
001.303.06.5188700.3583.	Bibliotheca - RFID Renew	\$2,823.00	
001.303.06.5188700.3583.	Novelist - Catalog Content Renew	\$4,110.00	
001.303.06.5188700.3583.	Deep Freeze - PC Lockdown (55)	\$2,025.00	
001.303.06.5188700.3583.	Boopsie - Mobile AP Renew	\$0.00	
001.303.06.5188700.3583.	Envisionware - INET, Print Management,/MBL, Cash	\$4,465.00	
001.303.06.5188700.3583.	Equinox - Evergreen Host Renew	\$16,500.00	
001.303.06.5188700.3583.	Identisys - Card Printer Renew	\$0.00	
001.303.06.5188700.3583.	One Call Now - MSG Service	\$361.00	
001.303.06.5188700.3583.	Edelweiss Project Management Systems	\$5,500.00	
001.303.06.5188700.4107.	OTHER PROFESSIONAL SERVICES		\$0.00
001.303.06.5721000.1101.	SALARIES AND WAGES-REGULAR		\$158,062.00
001.303.06.5721000.1102.	SALARIES AND WAGES-PART TIME		\$0.00
001.303.06.5721000.1104.	SALARIES-INTERMITTENTS/TEMPS		\$0.00
001.303.06.5721000.1302.	VACATION-PTO CASHOUT		\$0.00
001.303.06.5721000.2101.	SOCIAL SECURITY-FICA		\$12,099.00
001.303.06.5721000.2103.	PENSION CONTRIBUTIONS-PERS		\$16,524.00
001.303.06.5721000.2105.	INDUSTRIAL INS AND MED AID		\$863.00
001.303.06.5721000.2106.	UNEMPLOYMENT		\$80.00
001.303.06.5721000.2107.	LIFE AND DISABILITY INSURANCE		\$480.00
001.303.06.5721000.2108.	DENTAL INSURANCE		\$2,926.00
001.303.06.5721000.2109.	HEALTH INSURANCE		\$36,224.00
001.303.06.5721000.2110.	VISION INSURANCE		\$502.00
001.303.06.5721000.2112.	DEFERRED COMPENSATION		\$8,502.00
001.303.06.5721000.2118.	POST EMPLOY HEALTHCARE CONTRIB		\$0.00
001.303.06.5721000.2126.	WA PAID FAMILY MEDICAL LEAVE		\$255.00
001.303.06.5721000.3001.	PCARD EXPENSE CLEARING		\$0.00
001.303.06.5721000.3102.	OPERATING SUPPLIES AND MATERIALS		\$37,687.00
001.303.06.5721000.3102.	LIBRARY CARD SUPPLIES	\$3,437.00	
001.303.06.5721000.3102.	COPIER SUPPLIES	\$1,000.00	
001.303.06.5721000.3102.	2022 EP - Library Equipment	\$0.00	

ACCOUNT ID	Description	FY2023 - First Reading Sub-lines	FY2023 - First Reading
001.303.06.5721000.3102.	Office Supplies & Materials	\$2,550.00	
001.303.06.5721000.3102.	Operating Supplies & Materials	\$28,150.00	
001.303.06.5721000.3102.	Marketing & Outreach Programming	\$2,550.00	
001.303.06.5721000.3103.	MEETING EXPENSE		\$1,850.00
001.303.06.5721000.3103.	Board Meeting	\$200.00	
001.303.06.5721000.3103.	Volunteer Recognition	\$550.00	
001.303.06.5721000.3103.	Staff In Service Training Day	\$900.00	
001.303.06.5721000.3103.	Joint Meeting Foundation, BD, FNDS	\$200.00	
001.303.06.5721000.3182	COMPUTER RELATED SUPPLIES		\$4,998.00
001.303.06.5721000.3182	IT COSTS	\$4,998.00	
001.303.06.5721000.3993.	SUPPLIES - PIP AWARDS		\$0.00
001.303.06.5721000.4117	EXPERT SERVICES		\$1,400.00
001.303.06.5721000.4117	Moon Security	\$1,400.00	
001.303.06.5721000.4117	Professional Development Engagement	\$0.00	
001.303.06.5721000.4135.	SHARED VALUES PROGRAM		\$475.00
001.303.06.5721000.4135.	Shared Values	\$475.00	
001.303.06.5721000.4201.	TELEPHONE		\$20,304.00
001.303.06.5721000.4201.	FRONTIER \$800/mo	\$9,600.00	
001.303.06.5721000.4201.	Verizon \$90/mo	\$1,080.00	
001.303.06.5721000.4201.	T-Mobile Hotspot \$952/mo	\$9,624.00	
001.303.06.5721000.4202.	POSTAGE		\$6,516.00
001.303.06.5721000.4202.	Inter-Library Loans Returned	\$3,368.00	
001.303.06.5721000.4202.	Inter-Library Loans Borrowed	\$1,692.00	
001.303.06.5721000.4202.	Assumed Lost Notices	\$73.99	
001.303.06.5721000.4202.	Hold Notices	\$24.01	
001.303.06.5721000.4202.	Overdue Notices	\$1,196.09	
001.303.06.5721000.4202.	Library Correspondence	\$150.00	
001.303.06.5721000.4202.	Rounding	\$11.91	
001.303.06.5721000.4207.	MERCHANT SVC FEES		\$1,200.00
001.303.06.5721000.4207.	Merchant Service Fees	\$1,200.00	
001.303.06.5721000.4301.	TRAVEL EXPENSES		\$15,615.00
001.303.06.5721000.4301.	Sub-line Item 1	\$15,615.00	
001.303.06.5721000.4301.	ALA (WA D.C.) Travel, Lodging & Meals	\$0.00	
001.303.06.5721000.4301.	Wa State Public Library Directors Meeting	\$0.00	
001.303.06.5721000.4301.	PNLA (Missoula, MT)	\$0.00	
001.303.06.5721000.4301.	NW Loan	\$0.00	
001.303.06.5721000.4301.	Evergreen TBD	\$0.00	
001.303.06.5721000.4301.	Story Telling Conference	\$0.00	
001.303.06.5721000.4504.	COPIER FAX LEASE MAINTENANCE		\$11,060.00
001.303.06.5721000.4504.	W7225PT Public Copier #1 Base and Printer Charges	\$1,600.00	
001.303.06.5721000.4504.	W7225PT Public Copy #2 Base and Printer Charges	\$3,810.00	

ACCOUNT ID	Description	FY2023 - First Reading Sub-lines	FY2023 - First Reading
001.303.06.5721000.4504.	W7225PT Base & Printer Charges Admin	\$2,650.00	
001.303.06.5721000.4504.	W7225PT Base & Printer Charges Staff	\$3,000.00	
001.303.06.5721000.4601.	INSURANCE		\$36,726.00
001.303.06.5721000.4601.	Public Art Policy (Travelers)	\$2,500.00	
001.303.06.5721000.4601.	Property	\$34,143.00	
001.303.06.5721000.4601.	Boiler/Machinery	\$83.00	
001.303.06.5721000.4802.	REPAIRS AND MAINT-EQUIPMENT		\$5,790.00
001.303.06.5721000.4802.	Technology Unlimited Microfilm Read/Print	\$3,000.00	
001.303.06.5721000.4802.	Identisys Card Printer Renew	\$2,100.00	
001.303.06.5721000.4802.	Office Equipment Repair	\$690.00	
001.303.06.5721000.4902.	DUES AND SUBSCRIPTIONS		\$1,575.00
001.303.06.5721000.4902.	PLA MEMBERSHIP (CN)	\$75.00	
001.303.06.5721000.4902.	PNLA/WLA MEMBERSHIP (JT, MH, GL)	\$450.00	
001.303.06.5721000.4902.	PLW MEMBERSHIP (CN)	\$450.00	
001.303.06.5721000.4902.	Public Libraries of Washington	\$0.00	
001.303.06.5721000.4902.	ALA Membership	\$600.00	
001.303.06.5721000.4903.	PRINTING SERVICES		\$1,000.00
001.303.06.5721000.4903.	Summer Reading	\$1,000.00	
001.303.06.5721000.4912.	TUITION-CONFERENCE FEES		\$2,690.00
001.303.06.5721000.4912.	PNLA - JT, MS	\$500.00	
001.303.06.5721000.4912.	WLA - JT	\$425.00	
001.303.06.5721000.4912.	ALA - CN	\$400.00	
001.303.06.5721000.4912.	WLA - MS, GL, MH	\$705.00	
001.303.06.5721000.4912.	EVERGREEN - DS, DPA	\$660.00	
001.303.06.5721000.4912.	ALA - Lib Man, TB, MH	\$0.00	
001.303.06.5721000.4912.	PNLA - MS LA, JT	\$0.00	
001.303.06.5721000.4912.	Evergreen -DS, DPA, TB, LA	\$0.00	
001.303.06.5721000.4912.	NW Interlib Loan -DPA	\$0.00	
001.303.06.5721000.4913.	COLLECTION SERVICES		\$0.00
001.303.06.5721000.4913.	Unique Management "Gentle Knudge"	\$0.00	
001.303.06.5721000.4993.	SERVICES & CHARGES PIP AWARDS		\$0.00
001.303.06.5721000.5301.	STATE TAXES		\$1,020.00
001.303.06.5721000.5301.	Excise Taxes	\$1,020.00	
001.303.06.5722100.1101.	SALARIES AND WAGES-REGULAR		\$905,207.00
001.303.06.5722100.1102.	SALARIES AND WAGES-PART TIME		\$244,700.00
001.303.06.5722100.1104.	SALARIES-INTERMITTENTS-TEMPS		\$33,160.00
001.303.06.5722100.1201.	SALARIES AND WAGES-OVERTIME		\$787.00
001.303.06.5722100.1302.	VACATION-PTO CASHOUT		\$11,346.00
001.303.06.5722100.2101.	SOCIAL SECURITY-FICA		\$79,618.00
001.303.06.5722100.2103.	PENSION CONTRIBUTIONS-PERS		\$106,840.00
001.303.06.5722100.2105.	INDUSTRIAL INS AND MED AID		\$7,753.00

ACCOUNT ID	Description	FY2023 - First Reading Sub-lines	FY2023 - First Reading
001.303.06.5722100.2106.	UNEMPLOYMENT		\$1,539.00
001.303.06.5722100.2107.	LIFE AND DISABILITY INSURANCE		\$3,316.00
001.303.06.5722100.2108.	DENTAL INSURANCE		\$19,018.00
001.303.06.5722100.2109.	HEALTH INSURANCE		\$227,530.00
001.303.06.5722100.2110.	VISION INSURANCE		\$3,262.00
001.303.06.5722100.2112.	DEFERRED COMPENSATION		\$40,639.00
001.303.06.5722100.2118.	POST EMPLOY HEALTHCARE CONTRIB		\$72,000.00
001.303.06.5722100.2126.	WA PAID FAMILY MEDICAL LEAVE		\$1,713.00
001.303.06.5722100.3102.	OPERATING SUPPLIES AND MATERIALS		\$0.00
001.303.06.5722100.3105.	COPIER SUPPLIES		\$0.00
001.303.06.5722100.3105.	<i>Paper for Public Copiers</i>	\$0.00	
001.303.06.5722100.3401.	LIBRARY RESOURCES		\$368,144.00
001.303.06.5722100.3401.	<i>BOARD GAME COLLECTION</i>	\$1,500.00	
001.303.06.5722100.3401.	<i>Hoopla (moved from 3583)</i>	\$59,535.00	
001.303.06.5722100.3401.	<i>Kanopy (moved from 3583)</i>	\$6,513.00	
001.303.06.5722100.3401.	<i>Overdrive (moved from 3583)</i>	\$11,025.00	
001.303.06.5722100.3401.	<i>Brainfuse (moved from 3583)</i>	\$5,954.00	
001.303.06.5722100.3401.	<i>Plus 5% increase</i>	\$0.00	
001.303.06.5722100.3401.	<i>2022 EP - Additional Library Programing</i>	\$0.00	
001.303.06.5722100.3401.	<i>E-Book</i>	\$37,857.00	
001.303.06.5722100.3401.	<i>Fiction & Non Fiction</i>	\$79,373.00	
001.303.06.5722100.3401.	<i>Non Print</i>	\$68,024.00	
001.303.06.5722100.3401.	<i>Processing</i>	\$19,732.00	
001.303.06.5722100.3401.	<i>Shipping</i>	\$2,820.00	
001.303.06.5722100.3401.	<i>Tax</i>	\$15,435.00	
001.303.06.5722100.3401.	<i>Audio Books</i>	\$28,624.00	
001.303.06.5722100.3401.	<i>AV Movies & Music</i>	\$21,499.00	
001.303.06.5722100.3401.	<i>Periodicals</i>	\$10,253.00	
001.303.06.5722100.3401.	<i>Additional Library Programing</i>	\$0.00	
001.303.06.5722100.3402	PROGRAM FUNDS		\$20,000.00
001.303.06.5722100.3505.	FURNITURE AND FIXTURES		\$0.00
001.303.06.5722100.4107.	OTHER PROFESSIONAL SERVICES		\$1,020.00
001.303.06.5722100.4107.	<i>Volunteer Background Checks</i>	\$600.00	
001.303.06.5722100.4107.	<i>Columbia Industries - Shredding</i>	\$420.00	
001.303.06.5722100.4117.	EXPERT SERVICES		\$0.00
001.303.06.5722100.4117.	<i>Professional Development Engagements</i>	\$0.00	
001.303.06.5722100.4201.	TELEPHONE		\$0.00
001.303.06.5722100.4202.	POSTAGE		\$0.00
001.303.06.5722100.4301.	TRAVEL EXPENSES		\$0.00
001.303.06.5722100.4504.	COPIER FAX LEASE MAINTENANCE		\$0.00
001.303.06.5722100.4505.	RENTALS-OTHER		\$0.00

ACCOUNT ID	Description	FY2023 - First Reading Sub-lines	FY2023 - First Reading
001.303.06.5722100.4802.	REPAIRS AND MAINT-EQUIPMENT		\$0.00
001.303.06.5722100.4802.	Steamspace	\$0.00	
001.303.06.5722100.4912.	TUITION/CONFERENCE FEES		\$0.00
001.303.06.5722100.4998.	CASHIERS SHORTAGE		\$0.00
001.303.06.5722100.5117.	INTERLIBRARY SVCS		\$200.00
001.303.06.5722100.5117.	Inter-Library Loans	\$200.00	
001.303.06.5722100.6406.	FURNITURE AND FIXTURES > \$5000		\$0.00
001.303.06.5722100.6414.	MACHINERY & EQUIP > \$5000		\$30,000.00
001.303.06.5722100.6414.	EP 2023-Conf Room Meeting Display	\$30,000.00	
001.303.06.5722100.6440.	BOOKS - LIBRARY		\$0.00
001.303.06.5722100.6441.	PERIODICALS - LIBRARY		\$0.00
001.303.06.5722100.6442.	NONPRINT - LIBRARY		\$0.00
001.303.06.5722100.6443.	DATABASES - LIBRARY		\$0.00
001.303.06.5722100.6481.	COMPUTER SOFTWARE		\$0.00
001.303.06.5722100.6993.	CAPITAL - PIP AWARDS		\$0.00
001.303.06.5725000.3102.	OPERATING SUPPLIES AND MATERIALS		\$0.00
001.303.06.5725000.4106.	ARCHITECHTURAL SERVICES		\$0.00
001.303.06.5725000.4505.	RENTALS-OTHER		\$0.00
001.303.06.5725000.4700.	UTILITIES		\$53,736.00
001.303.06.5725000.4700.	City Services	\$53,736.00	
001.303.06.5725000.4802.	REPAIRS AND MAINT-EQUIPMENT		\$0.00
001.303.06.5725000.4806.	REPAIRS AND MAINT-STRUCTURES		\$0.00
001.303.06.5725000.4806.	Convert Fluorescent Lights to LED	\$0.00	
001.303.06.5725000.4806.	Steamspace Drywall Repair	\$0.00	
001.303.06.5725000.4806.	Study Room Update	\$0.00	
001.303.06.5725000.4815.	REPAIRS AND MAINT-PUBLIC ART		\$0.00
001.303.06.5725000.4911.	OUTSIDE SERVICES PROVIDED		\$0.00
001.303.06.5725000.5301.	STATE TAXES		\$0.00
001.303.06.5725000.6340.	PUBLIC ART IMPROVEMENT		\$0.00
001.303.06.5725000.6406.	FURNITURE AND FIXTURES > \$5000		\$0.00
001.303.06.5725000.6406.	CIP-MN220005-RPL Steam Space	\$0.00	
001.303.06.5725000.9141.	INTFND SVCS - SYSTEMS DIVISION		\$0.00