



Agenda
Library Board Meeting
Tuesday, February 14, 2023
Richland Public Library
955 Northgate Drive

Board Members: Chair Lightner, Vice-Chair Buxton and Members Booth, 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. January 10, 2023 Library Board Meeting Minutes
 - Kylie Barada, Administrative Assistant

Report of the Library Manager:

2. February 2023 Library Manager's Report
 - Theresa Barnaby, Library Supervisor
3. February 2023 Library Statistics
 - Theresa Barnaby, Library Supervisor

Approval of Bills: (Approved by Motion)

4. January 2023 Claims for Payment
 - Kylie Barada, Administrative Assistant
5. February 2023 Claims for Payment
 - Kylie Barada, Administrative Assistant

Unfinished Business:

New Business:

6. Library Staff Updates
 - Theresa Barnaby, Library Supervisor

Agenda Items for Upcoming Board Meeting:

7. Library Staff Updates

8. RPL Board Presentation to Council
 - Christopher Nulph, Library Manager

Adjournment

The next Library Board Meeting is Tuesday, March 14, 2023

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: 2/14/2023

Agenda Category: Approval of Minutes

Prepared By: Kylie Barada, Administrative Assistant

Subject:

January 10, 2023 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Approve the meeting minutes from the Library Board meeting held on January 10, 2023.

Summary:

Draft minutes from the January 10, 2023 Library Board meeting minutes are presented for the Board's consideration and approval.

Attachments:

I. 2023.01.10 Library Board Meeting Minutes



MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
January 10, 2023, 5:30 – 6:30 PM

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

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

Attendance

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

Approval of Agenda

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

Approval of Minutes

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

Report of the Library Manager

RPL 2023 workplan is finalized.

STEAMspace renovation has started. The tentative finish date is February 27.

Kozy Kup is now open and has had a positive response from patrons.

December programming proved to be popular with patrons.

In 2022, there were 3,641 new library card registrations versus 1,802 in 2021.

Public Comments

There were no members of the public present.

Unfinished Business

There was no unfinished business on the agenda.

New Business

1. Board Member Buxton nominated Vice-Chair Lightner as Chair, Chair Booth seconded the motion. The motion carried 5-0.

Board Member Hernandez nominated Board Member Buxton as Vice-Chair. Chair Lightner seconded the motion. The motion carried 5-0.

2. Adult Services Librarian Lightfoot shared about his programming plans he has for 2023 and discussed his programs from 2022.

Agenda Items for Upcoming Board Meeting

1. Library Staff Updates

Adjournment

Chair Lightner adjourned the meeting at 6:14 P.M.

APPROVED:

ATTEST:

Lindsay Lightner, Library Board Chair

Kylie Barada, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/14/2023

Agenda Category: Report of the Library Manager

Prepared By: Theresa Barnaby, Library Supervisor

Subject:

February 2023 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only

Summary:

Library Supervisor Theresa Barnaby will discuss Library Manager Nulph's February 2023 Library Manager's Report

Attachments:

I. 2023.02.14 Library Manager's Report



LIBRARY MANAGER'S REPORT

Richland Public Library Board

February 14, 2023

State of Library Services

STEAM Space renovation has continued as scheduled. As of today, the projected end date is still 2/27. You may take a peek at some of the back patio progress from the parking lot.

Facilities has installed an indoor book drop for us. This replaces the previous bin that sat near the service desk. Patrons may now put library materials through the chute, which will deposit items in a bin in the staff area. This will help make book drop work more efficient and keep returned items inaccessible to the public.

Facilities has installed outdoor skateboard and scooter parking racks. These will allow patrons to safely store these modes of transportation while they visit the library. The racks require a padlock to secure these. We have added padlocks to our bike lock collection to help patrons in securing their skateboards and scooters. Locks check out for the day and are not publicly visible in our catalog.

We are currently working on installing a library history display in the Richland Room. This display will feature details of the 1951 public library, our first several Summer Reading Programs, and the 1970 building. Moving forward, we hope to use these locked cases more for exhibit space than for a static collection of books. We had a variety of books in this collection ranging in age and relevancy. We are currently looking at these items and they will be kept, put into circulation, or donated to a local history group depending on assessment.

Kozy Kup hours are now 10-5, Monday thru Saturday. They were previously 9-4.

Program highlights from the month include:

- MLK Jr event: This event was hosted by AACCES (African American Community Cultural & Educational Society) and included stories, crafts, and a variety of live and interactive entertainment. This group last hosted an event in 2019. There were 187 patrons in attendance.
- Dungeon World: This teen event was planned in conjunction with Tri-City Area Gaming and introduced teens to Dungeons and Dragons. There were 22 teens in attendance.
- Absolute Beginner's Intro to Ukulele: This is a spin-off of our regular ukulele programming and offered patrons a chance to get some tips for getting started on playing the ukulele. There were 24 patrons in attendance.
- STEAM Kids: This popular program continues to draw huge numbers. It features a variety of STEAM activities for families to explore at their own leisure. It regularly includes a number of community presenters. There were 142 and 109 in attendance at each of the two events in January.

Friends of the Library Update

The Friends are looking at updating their membership and donation payment functionality on our website. They intend to use Square moving forward.

Library Foundation

There are no updates from the Foundation this month. They plan to reconvene in March.

Staffing Updates

There are no updates from January. Anne Brennan, a fulltime Library Assistant, is scheduled to retire in February.

Library Statistics

January 2022 was when we returned to normal operating hours. Moving forward, we should be able to see more direct comparisons from year to year. While early 2022 was certainly still a rebound period, it offers a comparison with equal operating hours.

We saw strong gate counts to start the year with 14,861 as our total compared to 9,445 in 2022. This included one closed day (MLK Day) that we typically have not had in years past. This includes a number of new patrons as we had 294 new cards for the month compared to 189 in 2022.

Physical circulation continues to build back, as reflected on the graph from 2021 through 2023 with increases each passing January. We showed about a 4,000 circulation increase over December. We typically see a modest increase from December to January based on data from previous years.

We continue to see strong use of Inter-Library Loan services. We received 256 requests from other libraries, which was a large increase on our 2022 high of 186. We sent out 99 items, which also beats of 2022 high of 88. Requests from our patrons also recorded highs over any month in 2022 with 32 requests received for the month.

Digital circulation shows a similar pattern to previous years with Overdrive usage increasing by about 1,000 checkouts in comparison to December. This is often the case as newly gifted devices are usually put to use in January. We saw a nearly identical increase last year. Hoopla continues to see strong usage.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/14/2023

Agenda Category: Report of the Library Manager

Prepared By: Theresa Barnaby, Library Supervisor

Subject:
February 2023 Library Statistics

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

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

Attachments:
I. 2023.02.14 Library Statistics

RICHLAND PUBLIC LIBRARY

January 2023 Statistics Report for the February Board Meeting



SUMMARY

We hosted several special programs during the month of January. Among our most popular programs were the STEAMKids program on Saturday, January 7, with 142 patrons attending. Another popular program was STEAMKids program on Saturday, January 28 with 109 patrons attending.

Our High School Book to Movie Club had an Awards Show Edition on Thursday, January 12.

Other programs at the library this month included Singing Strings Ukulele Club teen/adult jam sessions on two Tuesdays, January 3 and 17; Absolute Beginner's Into to Ukulele on Thursday, January 19; Preschool STEAMplay on two Saturdays, January 13 and 27; an LGBTQIA+ Crafting Social on Monday, January 23; numerous therapy dog reading sessions; and Tuesday evening, Wednesday morning, Thursday morning, and Friday morning story times.

JANUARY STATISTICS

- Overall Circulation with Renewals: *70,730*
- Digital Circulation: *15,128*
- Physical Items Checked Out: *37,742*
- Physical Items Renewed: *17,860*
- Holds Filled: *3,635*
- Hoopla Circulation: *2,774*
- Kanopy Circulation: *19,881 minutes*
- Mango: *120 sessions*
- Overdrive Circulation: *11,525*
- New Library Card Accounts: *294*
- Gate Count: *14,861*

CHILDREN'S PROGRAMS

Story Times at the Library

Children's Services Librarians and staff held Tuesday evening story times at 6:30 p.m. on January 3, 10, 17, 24, and 31, as well as Wednesday morning active toddler story times at 10 a.m. on January 4, 11, 18, and 25. Baby story times were held on Thursday mornings at 10 a.m. on January 5, 12, 19, and 26. Kelly also held Friday morning story times for preschoolers at 10 a.m. on January 6, 13, 20, and 27. Kelly often gives out take-and-make kits to children after story times.

Preschool STEAMplay

We held Preschool STEAMplay sessions on two Fridays, January 13 and 27. 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."

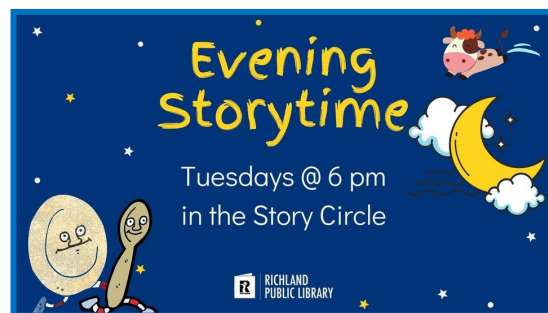
STEAMkids

We also held drop-in STEAMkids session from 10 a.m. to noon on two Saturdays, January 7 and 28.

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."

MLK Jr Children's Event

Our calendar invitation said, "Join us for the annual Martin Luther King Jr. children's event in the gallery! This program is presented by AACCES- The African American Community Cultural & Educational Society. Bring the whole family to celebrate the life of Dr. Martin Luther King Jr with activities for all ages."



TEEN PROGRAMS

High School Book to Movie Club: Awards Show Edition

Our High School Book to Movie Club for high schoolers ages 13-18 walked a red carpet and were able to pose for photos just like celebrities, from 6 to 8:30 p.m. on Thursday, January 12. They watched clips from and discussed their favorite books and movies from 2022.

Dungeon World

Our calendar invitation said “Work with other to create your own adventure in this table top role playing game similar to Dungeons and Dragons!

No experience or game accessories required. This program is opens to teens aged 13-17.

This event is put on with help from our friends at Tri-City Area Gaming.”

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, January 23. 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: *Friday the 13th: Jason X*

Our Viewer Discretion Is Advised Cinema club for ages 18+ watched *Friday the 13th: Jason X* (2001) from 6:30 to 8:30 p.m. on Friday, January 13. Our calendar invitation this month said, “Viewer Discretion is Advised Cinema is slashing open the new year with another Friday the 13th film. Fast forward from Friday the 13th part one to the start of the 21st century where Jason has been cryogenically frozen, only to be discovered in the 25th century and brought to space. Once thawed, he begins stalking and killing the spaceship's crew. Over the top with great effects and creative kills, it's a great ride from start to finish! You'll laugh and cringe in equal measure. Our films are free and feature introductions and Q&A by the amazing misfits from the local horror/punk podcast Garage-A-Rama! Pre-Packaged snacks and bottled water will be provided by the Friends of the Richland Public Library. Movie licensing is courtesy of Windermere Group One. **Ages 18+”**

ALL-AGES 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, January 3 and 17. Librarian 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.”

Absolute Beginner's Intro to Ukulele (teens and adults only)

The Absolute Beginner's Intro to Ukulele held its first of a quarterly session in the library at 6 p.m. on January 19. Librarian Johanna leads this group. Our calendar invitation said “Did you get a ukulele for Christmas or a birthday or while on vacation in Hawaii, but have absolutely no idea how to play it? We've got you covered.

Join us in the gallery for an Absolute Beginners ukulele class for teens and adults. We'll teach you all the basics from how to hold the uke, strumming techniques, and how to read ukulele chords and tab. We'll cover everything you need to know to get started on a self-directed learning path.

Ages 12 and older only, please!”

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 January 23 to discuss *Calling Invisible Women* by Jeanne Ray. The Thursday Afternoon Book Club met at 1:30 p.m. on January 19 to discuss *Jefferson's America* by Julie M. Fenster.

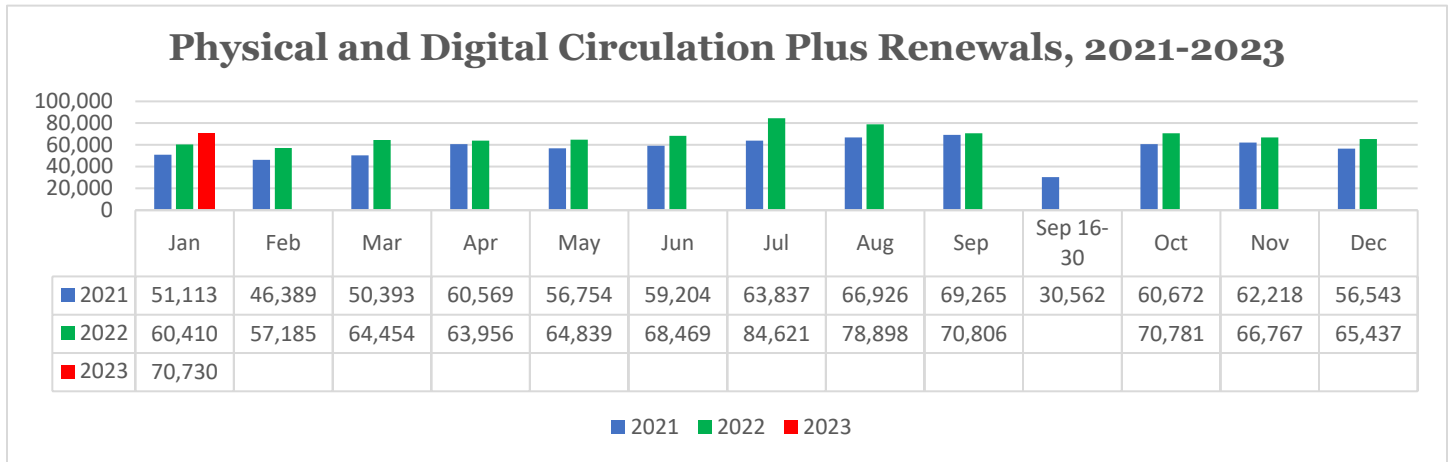
“Read the Rainbow” Book Club

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 January, the club met at the West Pasco branch of Mid-Columbia Libraries from 6:30 to 8:00 p.m. on Tuesday, January 24. Participants were invited to bring Sci-Fi books that they have recently read and would like to discuss.

STATISTICS

TOTAL CIRCULATION



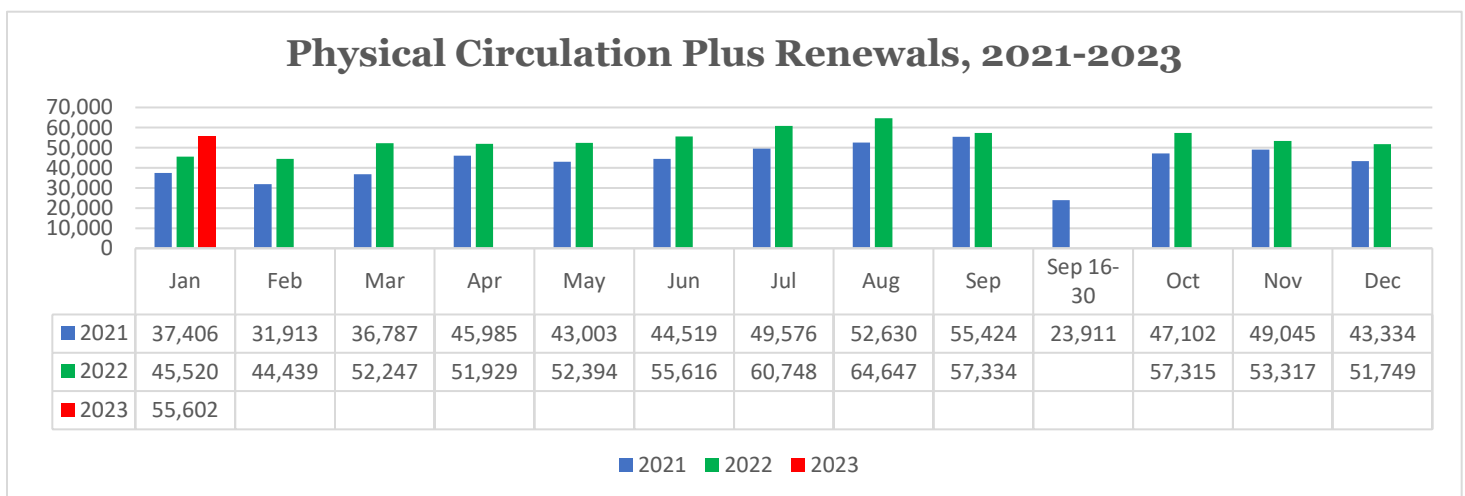
During January, our total physical plus digital circulation was 52,870 items, not including renewals. Of those, 37,742 (71.4%) were physical items and 15,128 (28.6%) were digital items obtained through Hoopla, Kanopy, Mango, and OverDrive. Kanopy plays and Mango sessions were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was up 11.3% compared to the 47,512 items checked out in December 2022. Digital circulation was up 10.5% compared to the 13,688 items checked out in December. We filled 3,635 requests for holds and had 17 scheduled curbside deliveries for 10 patrons.

Our patrons also renewed 17,860 physical items in January. Including these physical item renewals, our overall circulation was 70,730. That overall circulation was up 8.1% compared to the 65,437 items circulated in December 2022 and was up 17.1% compared to the 60,410 items circulated in January 2022.

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

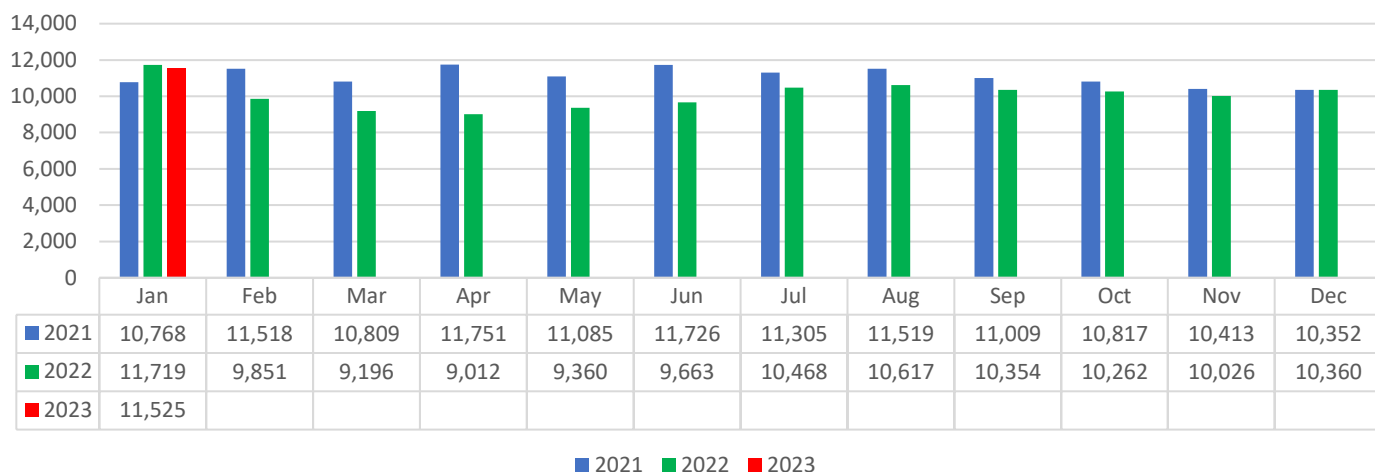


Our patrons checked out 37,742 physical items in January and renewed 17,860 physical items, for a total of 55,602 items. That was up 7.4% compared to the 51,749 physical items checked out and renewed in December 2022 and was up 22.1% compared to the 45,520 items checked out and renewed in January 2022. The top ten categories that circulated this month were Children's Storybooks (4,405 items), Children's Chapter Book Fiction (4,128 items), Adult Nonfiction (3,790 items), Adult Movies (3,367 items), Children's Nonfiction (2,568 items), Adult Fiction 2nd Floor (2,361 items), Children's Graphic Novels (2,046 items), Children's Favorites on the Story Circle (1,915 items), Children's Movies (1,555 items) and Adult New Books (1,338 items). The January through September 2021 statistics in this graph are mid-month to mid-month.

DIGITAL CIRCULATION

OverDrive

OverDrive Circulation, 2021-2023

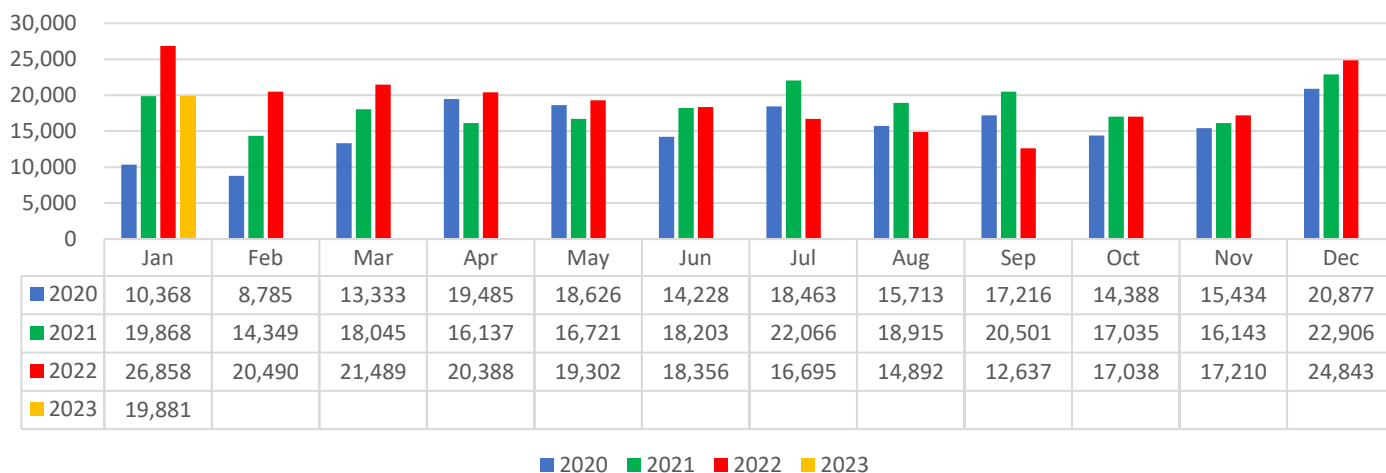


The 11,525 checkouts through OverDrive in January were up 11.2% compared to the 10,360 checkouts in December 2022 and were down a modest 1.7% compared to the 11,719 checkouts in January 2022.

This month's checkouts included 5,956 e-books (which were 51.7% of the OverDrive items checked out), 4,848 audiobooks (42.1%), and 721 e-magazines (6.2%). The January through September 2021 statistics in this graph are mid-month to mid-month.

Kanopy

Kanopy Usage in Minutes, 2020-2023

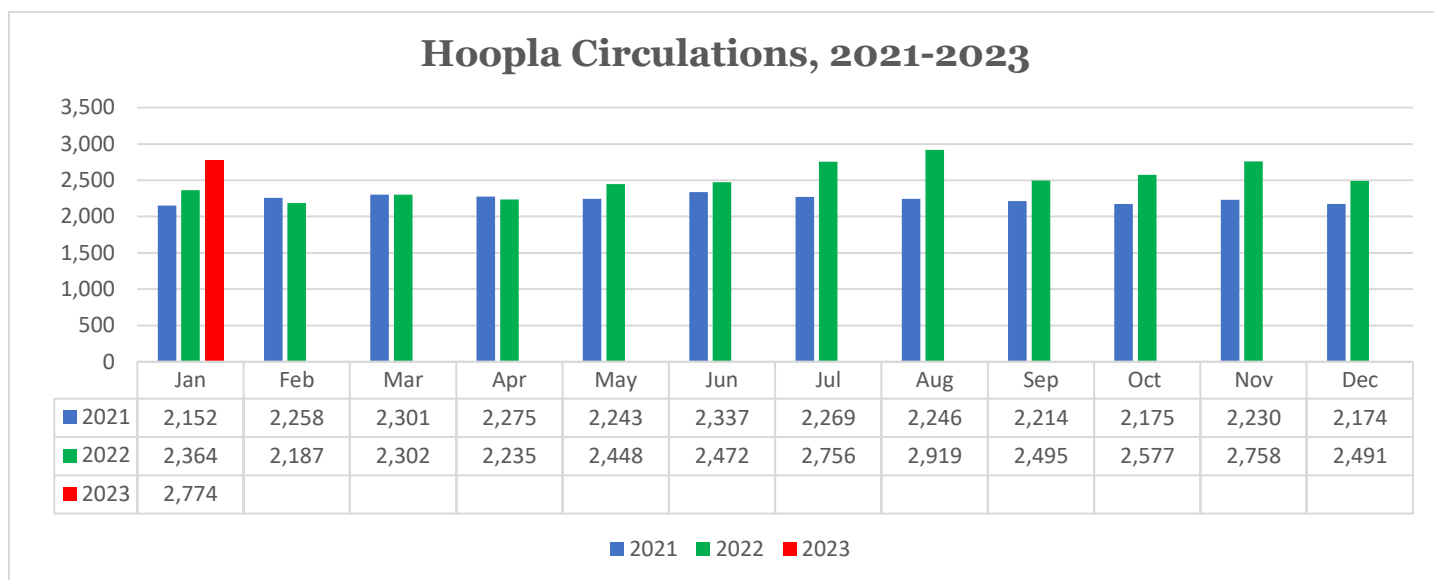


Our patrons viewed 19,881 minutes of Kanopy content during the month of January. That was down 20% compared to the 24,843 minutes viewed in December 2022 and was also down 26% compared to the 26,858 minutes viewed in January 2021. Cardholders in the United States, The Netherlands and Spain viewed content on Kanopy this month, while additional cardholders in Canada logged in but didn't view any content.

The top ten suppliers of content viewed on Kanopy this month were BBC Studios, The Great Courses, Australian Broadcasting Corporation, Journeyman Pictures, Kino Lorber, PBS, MGM, Paramount Pictures, Electric Entertainment and One World Digital. Content was viewed on mobile devices (44%), televisions (33.4%), desktops (13.8%), and tablets (8.7%).

DIGITAL CIRCULATION (CONTINUED)

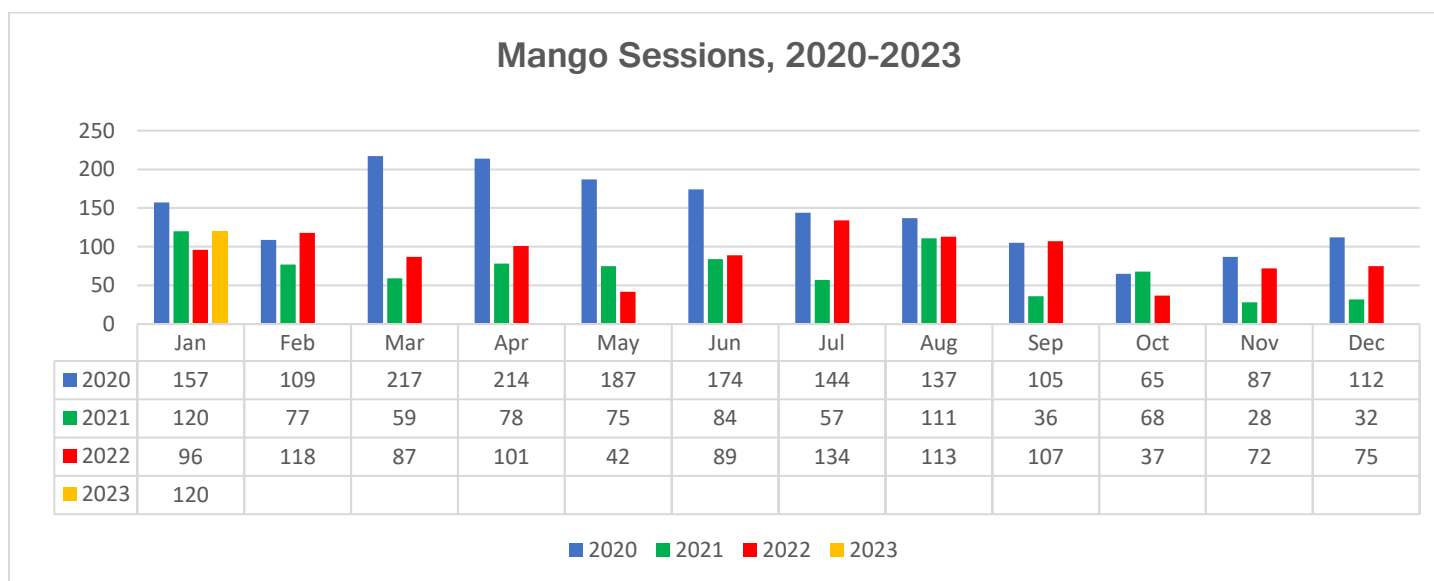
Hoopla



The 2,774 circulations in Hoopla during January were up 11.4% compared to the 2,491 circulations in December 2022 and were also up 17.3% compared to the 2,364 circulations in January 2022. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,519 audiobooks (which were 54.8% of the Hoopla items checked out), 784 e-books and e-comics (28.3%), 365 movies and television shows (13.2%), 91 music items (3.3%), and 15 BingePasses (0.4%) this month. The January through September 2021 statistics in this graph are mid-month to mid-month.

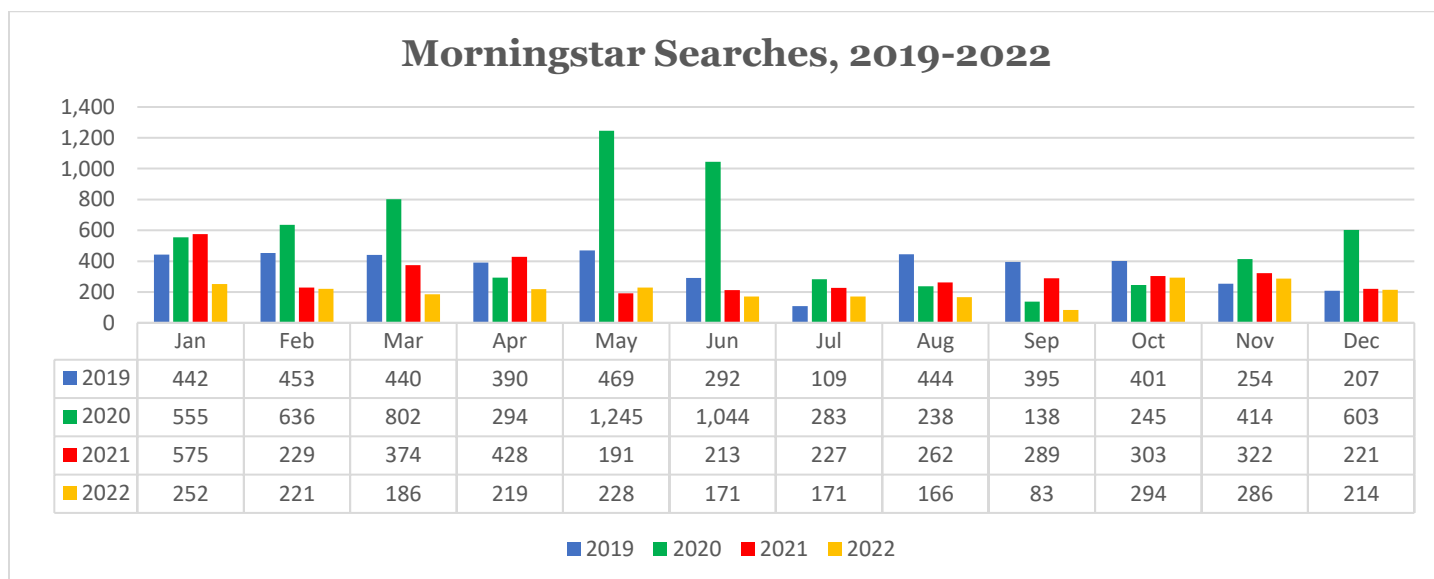
Mango



Patrons had 120 total sessions in Mango for the month of January. That usage was up 60% compared to the 75 sessions in December 2022 and was up 25% compared to the 96 sessions in January 2022. The top ten languages studied this month were Spanish, Latin American; German; Arabic, Levantine; Japanese; French; Greek, Modern, Hungarian; Arabic, Modern Standard; Chinese, Mandarin, and Finnish.

OTHER DIGITAL SERVICES

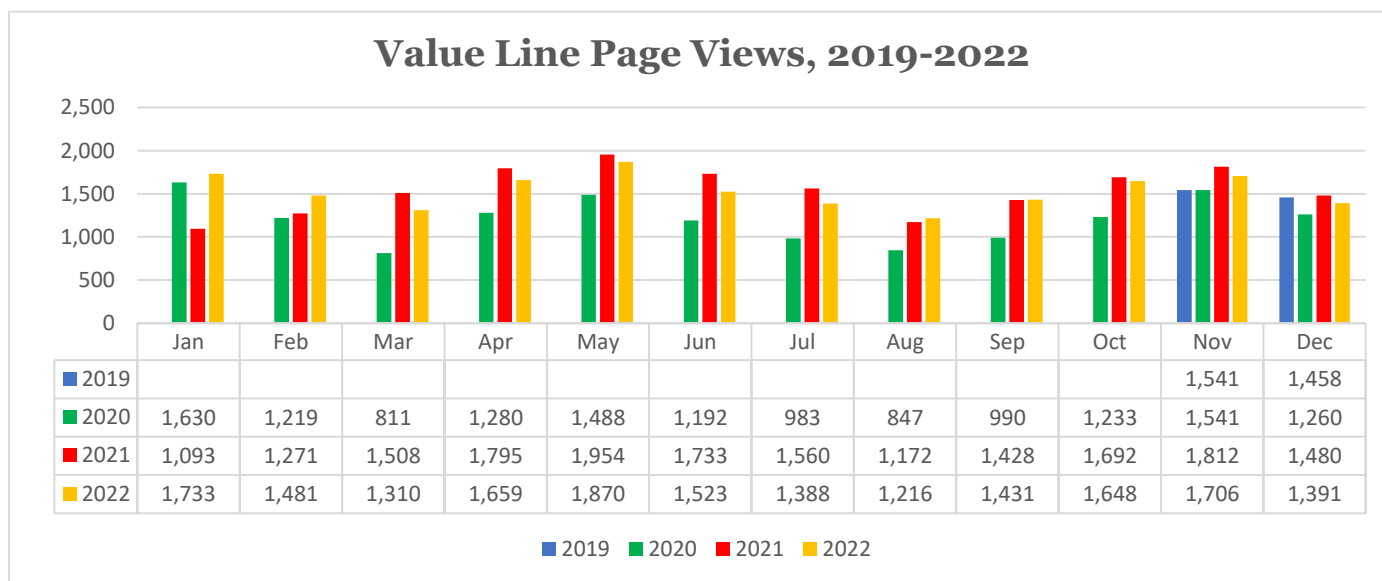
Morningstar



There were 214 searches in December. That was down 25.2% compared to the 286 searches in November 2022 and was also down 3.7% compared to the 221 searches that occurred in December 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 January, so we will include them in next month's board report.

Value Line



The 1,391 Value Line page views in December were down 18.5% compared to the 1,706 page views in December 2022, as well as being down 6% compared to the 1,480 page views that occurred in December 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 January, so we will include them in next month's board report.

OTHER DIGITAL SERVICES (CONTINUED)

NewsBank

The 1,643 NewsBank page views in January were up 12.4% compared to the 1,462 page views in December 2022 and were also up 56.3% compared to the 1,051 page views that occurred in January 2021. NewsBank seems to be one of the more consistently used offerings in our database collection.

OTHER STATISTICS

Gate Counts

Our total gate count for January was 14,861. Our busiest day was Tuesday, January 17, with 752 patrons logged.

Interlibrary Loans

In January, we received a total of 259 interlibrary loan requests from other libraries. We sent 99 items to libraries during the month in response to their interlibrary loan requests.

We also sent 32 interlibrary loan requests to other libraries in January for 28 books and 4 audiovisual (A/V) items requested by our patrons. We received 20 books and 5 A/V items from other libraries in response to requests. We had 23 unique patrons request items this month, including 4 patrons who requested multiple items.

New Library Card Accounts

We created 294 new library card accounts in January. They included 237 resident cards, 35 nonresident cards, 14 limited access cards, 5 interlibrary loan accounts, 1 global administrator, 1 SIP and 1 iCard.

Public Internet Sessions

Patrons enjoyed 1,252 public internet sessions during the month of January, for a total of 932 hours and 38 minutes. The average session was 44 minutes long.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/14/2023

Agenda Category: Approval of Bills

Prepared By: Kylie Barada, Administrative Assistant

Subject:

January 2023 Claims for Payment

Department:

Parks & Public Facilities

Recommended Motion:

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

Summary:

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

Attachments:

1. January 2023 Claims for Payment
2. December 2022 Payroll
3. December 2022 Voucher Listing



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

JANUARY 2023

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 \$ \$101,247.08 this 14th day of February, 2023.

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

Voucher Listings	Amount
December 01, 2022 thru December 31, 2022	\$9,742.73

Transfer Advice (Salaries)	
Salaries for the weeks of: November 21, 2022 thru December 18, 2022	\$91,504.35

MONTHLY EXPENSES	\$101,247.08
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Comments: COR Library Voucher Listing
COR Library Expenditure

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

CITY OF RICHLAND

LIBRARY EXPENDITURE

December 2022

Month/Year

PAY PERIODS From November 21, 2022 through December 18, 2022

GROSS SALARIES \$ **91,504.35**

		Gross Wages	Total
WEEK OF:	<u>12/08/22</u>	<u>43,637.23</u>	<u>43,637.23</u>
WEEK OF:	<u>12/22/22</u>	<u>44,227.50</u>	<u>44,227.50</u>
WEEK OF:	<u>Accruals</u>	<u>3,639.62</u>	<u>3,639.62</u>
	TOTAL	<u>91,504.35</u>	<u>91,504.35</u>

Library Voucher Listing

Begin Date: 12/1/2022

End Date: 12/31/2022

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		1000268745	12/2/2022	307164	CATALOGING METADATA ILL NOVEMBER 2022	\$1,208.47
	K8188700/3583	OCLC INC		1000273504	12/21/2022	307772	CATALOGING METDATA ILL SUBSCRIPTION	\$1,208.47
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$2,416.94
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$65,530.00			YTD ACTUAL: \$77,318.50			YTD % USED: 117.99%		
INFORMATION TECHNOLOGY TOTAL:								\$2,416.94
	K8721000/4201	VERIZON WIRELESS		9920951753	12/7/2022	307268	Verizon Wireless November 2022	\$89.28
	K8721000/4201	FRONTIER		12/22 2061882614	12/16/2022	307567	TELEPHONE CHARGES 12/01/2022-12/31/2022	\$219.42
	K8721000/4201	FRONTIER		12/22 5099433152	12/16/2022	307567	TELEPHONE CHARGES 11/4/22-12/1/22	\$935.67
	K8721000/4201	VERIZON WIRELESS		9923334394	12/28/2022	307897	Verizon Wireless December 2022	\$89.02
TELEPHONE & COMM SVCS TOTAL:								\$1,333.39
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$11,424.00			YTD ACTUAL: \$18,901.71			YTD % USED: 165.46%		
	K8721000/4504	XEROX CORP		017692244	12/21/2022	307839	7HB-469027 DECEMBER 2022 BASE CHARGE	\$10.87
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$10.87
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$11,060.00			YTD ACTUAL: \$9,975.93			YTD % USED: 90.20%		

Library Voucher Listing

Begin Date: 12/1/2022

End Date: 12/31/2022

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4902	MOON SECURITY SERVIC		1163469	12/16/2022	307583	BASIC FIRE ALARMNET COMMER MONITORING	\$123.87
DUES & SUBSCRIPTIONS TOTAL:								\$123.87
DUES & SUBSCRIPTIONS - YTD INFORMATION								
BUDGET: \$1,855.00			YTD ACTUAL: \$1,952.31			YTD % USED: 105.25%		
	K8721000/5301	WA STATE DEPARTMENT		DOR 11/2022	12/28/2022	9355	COMBINED EXCISE TAX - NOVEMBER 2022	\$21.07
STATE TAXES TOTAL:								\$21.07
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$284.63			YTD % USED: 27.90%		
	K8721000/4207	BANK OF AMERICA		113022	12/2/2022	9328	Library Merchant Service Fees	\$93.93
MERCHANT SVC FEES TOTAL:								\$93.93
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$450.00			YTD ACTUAL: \$1,159.77			YTD % USED: 257.73%		
LIBRARY ADMINISTRATION TOTAL:								\$1,583.13
	K8722100/3401	LIBRARY IDEAS LLC		93599	12/2/2022	307160	CHILDRENS VOX BOOKS	\$49.89
	K8722100/3401	BLACKSTONE AUDIOBOOK		2074641	12/2/2022	307140	LIBRARY CD BUY IN	\$97.83
	K8722100/3401	BLACKSTONE AUDIOBOOK		2075604	12/14/2022	307443	LIBRARY CD BUY IN	\$48.92
	K8722100/3401	MIDWEST TAPE		503038359	12/16/2022	307582	NOVEMBER 2022 HOOPLA	\$5,204.00
	K8722100/3401	BLACKSTONE AUDIOBOOK		2075946	12/16/2022	307539	LIBRARY MATERIALS	\$158.27

Library Voucher Listing

Begin Date: 12/1/2022

End Date: 12/31/2022

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	BLACKSTONE AUDIOBOOK		2076268	12/21/2022	307664	LIBRARY COLLECTION	\$146.75
LIBRARY RESOURCES TOTAL:								\$5,705.66
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$387,477.00			YTD ACTUAL: \$342,069.01			YTD % USED: 88.28%		
	K8722100/4107	SPORTSENGINE INC		27054	12/2/2022	307163	BACKGROUND CHECKS: LIBRARY	\$18.50
	K8722100/4107	SPORTSENGINE INC		27982	12/16/2022	307585	BACKGROUND CHECKS: LIBRARY	\$18.50
OTHER PROFESSIONAL SERVICES TOTAL:								\$37.00
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$860.00			YTD ACTUAL: \$899.85			YTD % USED: 104.63%		
LIBRARY PUBLIC SERVICE TOTAL:								\$5,742.66
LIBRARY NON-FACILITIES TOTAL:								\$9,742.73

Library Voucher Listing

Begin Date: 12/1/2022

End Date: 12/31/2022

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		11/2022 NOV	12/28/2022	307856	CITY UTILITY BILLS/NOV 2022	\$3,969.15
UTILITIES TOTAL:								\$3,969.15
UTILITIES - YTD INFORMATION								
BUDGET: \$53,736.00			YTD ACTUAL: \$48,971.79			YTD % USED: 91.13%		
LIBRARY FACILITIES TOTAL:								\$3,969.15



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/14/2023

Agenda Category: Approval of Bills

Prepared By: Kylie Barada, Administrative Assistant

Subject:

February 2023 Claims for Payment

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the January 1, 2023 through January 31, 2023 claims for payment.

Summary:

This is a review and approval of the January 1, 2023 through January 31, 2023 claims for payment.

Attachments:

1. February 2023 Claims for Payment
2. January 2023 Voucher Listing
3. January 2023 Payroll



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

FEBRUARY 2023

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 \$ \$200,043.52 this 14th day of February, 2023.

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

Voucher Listings	Amount
January 01, 2023 thru January 31, 2023	\$93,616.61
Transfer Advice (Salaries)	
Salaries for the weeks of: December 19, 2022 thru January 15, 2023	\$106,426.91
MONTHLY EXPENSES	\$200,043.52

Comments: COR Library Voucher Listings
COR Library Expenditure

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

Library Voucher Listing

Begin Date: 1/1/2023

End Date: 1/31/2023

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	SECRETARY OF STATE		51	1/13/2023	308316	K20 BANDWIDTH USAGE 7/22-6/23	\$8,950.00
	K8188700/3583	ENVISIONWARE INC		INV-US-61637	1/13/2023	308280	ENVISIONWARE SOFTWARE	\$9,831.33
	K8188700/3583	EBSCO		1000197607-1	1/20/2023	308500	NOVELIST COMSUMER REPORTS LEARNING EXPRESS LIBRARY	\$7,868.00
	K8188700/3583	OCLC INC		1000280399	1/20/2023	308531	CATALOGING METADATA ILL JANUARY 2023	\$1,208.47
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$27,857.80
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$28,936.72			YTD % USED: N/A		
INFORMATION TECHNOLOGY TOTAL:								\$27,857.80
	K8721000/4201	FRONTIER		1/23 2061882614	1/20/2023	308507	TELEPHONE CHARGES 01/01/23-01/23/2023	\$140.67
TELEPHONE & COMM SVCS TOTAL:								\$140.67
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$140.67			YTD % USED: N/A		
	K8721000/4504	XEROX CORP		017692253	1/20/2023	308555	3UA-295134 NOVEMBER 2022 BASE CHARGE	\$241.92
	K8721000/4504	XEROX CORP		017692254	1/20/2023	308555	3UA-295169 NOVEMBER 2022 BASE CHARGE	\$84.27
	K8721000/4504	XEROX CORP		017692255	1/20/2023	308555	3UA-295258 NOV 2022 BASE CHARGE	\$309.63
	K8721000/4504	XEROX CORP		017692256	1/20/2023	308555	3UA-296344 NOV 2022 BASE CHARGE	\$258.66

Library Voucher Listing

Begin Date: 1/1/2023

End Date: 1/31/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4504	XEROX CORP		017856924	1/20/2023	308555	7HB-469027 JANUARY 2023 BASE CHARGE	\$10.87
	K8721000/4504	XEROX CORP		017938114	1/20/2023	308555	3UA-295169 DECEMBER 2022 BASE CHARGE	\$84.85
	K8721000/4504	XEROX CORP		017938115	1/20/2023	308555	3UA-295258 DECEMBER 2022 BASE CHARGE	\$305.90
	K8721000/4504	XEROX CORP		018018697	1/20/2023	308555	3UA-295134 DEC 2022 BASE CHARGE	\$206.47
	K8721000/4504	XEROX CORP		018018698	1/20/2023	308555	3UA-296344 DEC 2022 BASE CHARGE	\$245.14
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$1,747.71
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$1,747.71			YTD % USED: N/A		
	K8721000/4601	WASHINGTON CITIES IN		15752-2	1/9/2023	9373	2023 LIABILITY AND/OR PROGRAM ASSESSMENT	\$96.00
	K8721000/4601	WASHINGTON CITIES IN		15752-2	1/9/2023	9373	2023 LIABILITY AND/OR PROGRAM ASSESSMENT	\$38,686.00
INSURANCE TOTAL:								\$38,782.00
INSURANCE - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$38,782.00			YTD % USED: N/A		
	K8721000/4902	PUBLIC LIBRARIES OF		2023-028	1/13/2023	308312	PUBLIC LIBRARIES OF WASHINGTON 2023 MEMBERSHIP	\$381.63
DUES & SUBSCRIPTIONS TOTAL:								\$381.63
DUES & SUBSCRIPTIONS - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$381.63			YTD % USED: N/A		

Library Voucher Listing

Begin Date: 1/1/2023

End Date: 1/31/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4207	BANK OF AMERICA		123122	1/3/2023	9365	Library Merchant Service Fees	\$195.29
MERCHANT SVC FEES TOTAL:								\$195.29
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$195.29			YTD % USED: N/A		
	K8721000/4117	MOON SECURITY SERVIC		1167693	1/13/2023	308302	BASIC FIRE TOTAL CONNECT COMM MONT	\$123.87
	K8721000/4117	MOON SECURITY SERVIC		1172345	1/25/2023	308578	BASIC FIRE TOTAL CONNECT COMM MONT	\$123.87
EXPERT SERVICES TOTAL:								\$247.74
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$247.74			YTD % USED: N/A		
LIBRARY ADMINISTRATION TOTAL:								\$41,495.04
	K8722100/3401	THE GALE GROUP		78052227	1/11/2023	308137	CHILTON LIBRARY/WA LEGAL FORMS	\$3,307.50
	K8722100/3401	VALUE LINE PUBLISHIN		KF-194560-231	1/13/2023	308324	VALUE LINE RESEARCH CENTER ONLINE 1/23- 12/23	\$5,000.00
	K8722100/3401	PROQUEST LLC		70763352	1/13/2023	308311	HERITAGE UNIVERSITY ONLINE 1/23-12/23	\$1,082.70
	K8722100/3401	CENTER POINT		1976132	1/13/2023	308268	PLATINUM MYSTERY SERIES/WESTERN SERIES 1/23-12/23	\$1,227.18
	K8722100/3401	CENTER POINT		1982565	1/13/2023	308268	CHOICE OPTION LEVEL III 1/23-12/23	\$2,466.00
	K8722100/3401	MANGO LANGUAGES		INV011502	1/13/2023	308299	MANGO CONVERSATIONS ENTERPRISE SUB 2023	\$4,431.25

Library Voucher Listing

Begin Date: 1/1/2023

End Date: 1/31/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	EBSCO		1000197607-1	1/20/2023	308500	NOVELIST COMSUMER REPORTS LEARNING EXPRESS LIBRARY	\$4,944.00
	K8722100/3401	ATOZDATABASES		126202	1/20/2023	308452	ATOZ SUBSCRIPTION 12/22-12/23	\$1,575.00
	K8722100/3401	BLACKSTONE AUDIOBOOK		2078597	1/20/2023	308482	LIBRARY CD COLLECTION	\$48.92
	K8722100/3401	BLACKSTONE AUDIOBOOK		2078693	1/20/2023	308482	LIBRARY DVD COLLECTION	\$45.22
	K8722100/3401	BLACKSTONE AUDIOBOOK		2079124	1/20/2023	308482	LIBRARY CD COLLECTION	\$8.64
LIBRARY RESOURCES TOTAL:								\$24,136.41
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$59,431.31			YTD % USED: N/A		
	K8722100/4107	SPORTSENGINE INC		28900	1/11/2023	308191	BACKGROUND CHECKS: LIBRARY	\$18.50
	K8722100/4107	CI INFORMATION MANAG		0144320	1/13/2023	308274	ONSITE 64 GALLON RECURRING SHRED SERVICE	\$108.86
OTHER PROFESSIONAL SERVICES TOTAL:								\$127.36
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$108.86			YTD % USED: N/A		
LIBRARY PUBLIC SERVICE TOTAL:								\$24,263.77
LIBRARY NON-FACILITIES TOTAL:								\$93,616.61

Library Voucher Listing

Begin Date: 1/1/2023

End Date: 1/31/2023

FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
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CITY OF RICHLAND

LIBRARY EXPENDITURE

January 2023

Month/Year

PAY PERIODS From December 19, 2022 to January 15, 2023

GROSS SALARIES \$ 106,426.91

		Gross Wages	Total
WEEK OF:	<u>01/05/23</u>	<u>50,618.17</u>	<u>50,618.17</u>
WEEK OF:	<u>01/19/23</u>	<u>55,808.74</u>	<u>55,808.74</u>
WEEK OF:	<u> </u>	<u> </u>	<u> </u>
	TOTAL	<u>106,426.91</u>	<u>106,426.91</u>



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/14/2023

Agenda Category: New Business

Prepared By: Theresa Barnaby, Library Supervisor

Subject:
Library Staff Updates

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Technical Services Supervisor Theresa Barnaby will give the Board an update on Technical Services with the Richland Public Library.

Attachments: