



Agenda
Library Board Meeting
Tuesday, March 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:

Approval of Agenda: (Approved by Motion)

Introduction of Guests:

New Business:

- I. Library Staff Updates
 - Alyssa Uretsky-Pratt

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

Approval of Minutes: (Approved by Motion)

2. February 14, 2023 Library Board Meeting Minutes
 - Kylie Barada, Administrative Assistant

Report of the Library Manager:

3. March 2023 Library Manager's Report
 - Christopher Nulph, Library Manager
4. March 2023 Library Statistic Report
 - Christopher Nulph, Library Manager

Approval of Bills: (Approved by Motion)

5. March 2023 Claims for Payment
 - Christopher Nulph, Library Manager

Unfinished Business:

Agenda Items for Upcoming Board Meeting:

6. Library Staff Updates
 - Michelle Haffner
7. Richland Public Library Board Presentation to City Council

- Christopher Nulph, Library Manager

Adjournment

The next Library Board Meeting is April 11, 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: 3/14/2023

Agenda Category: New Business

Prepared By: Alyssa Uretsky-Pratt

Subject:
Library Staff Updates

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only

Summary:
Teen Services Librarian Alyssa Uretsky-Pratt will discuss with the Board what her position entails.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/14/2023

Agenda Category: Approval of Minutes

Prepared By: Kylie Barada, Administrative Assistant

Subject:

February 14, 2023 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the 02-14-2023 meeting minutes.

Summary:

The draft of the 02-14-2023 Library Board Meeting Minutes is included for discussion.

Attachments:

I. 2023.02.14 Library Board Meeting Minutes



MINUTES

Richland Public Library Board
Library Conference Room – 955 Northgate Drive
February 14, 2023, 5:30 – 6:30 PM

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

Chair Lightner called the meeting to order at approximately 5:33 p.m.

Attendance

Chair Lightner, Vice-Chair Buxton and Board Member Pickel were present. Also present were Council Liaison Kent, Library Supervisor Barnaby and Administrative Assistant Barada.

Approval of Agenda

Board Member Pickel moved and Vice-Chair Buxton seconded the motion to approve the agenda as is. The motion carried 3-0.

Approval of Minutes

Chair Lightner asked for a motion to approve the minutes of the January 10, 2023 meeting. Vice-Chair Buxton moved and Board Member Pickel seconded the motion to approve the minutes of January 10, 2023 as written. The motion carried 3-0.

Report of the Library Manager

Library Supervisor Barnaby gave updates on the STEAMspace remodel.

The library has a new book drop inside near the service desk.

RPL's statistics are returning to pre-pandemic numbers.

Public Comments

There were no members of the public present.

Approval of Bills

Vice-Chair Buxton moved and Board Member Pickel seconded the motion to approve the certification of claims for payment for January 2023 in the amount of \$101,247.08. The motion carried 3- 0.

Board Member Pickel moved and Vice-Chair Buxton seconded the motion to approve the certification of claims for payment for February 2023 in the amount of \$200,043.52. The motion carried 3- 0.

Unfinished Business

There was no Unfinished Business on the agenda.

New Business

1. Technical Services Supervisor Theresa Barnaby discussed her position. She is responsible for processing materials before they are available to the public. She also discussed the new board game collection and how popular it is with patrons.

Agenda Items for Upcoming Board Meeting

1. Library Staff Updates
2. RPL Board Presentation to City Council

Adjournment

Chair Lightner adjourned the meeting at 6:39 P.M.

APPROVED:

ATTEST:

Lindsay Lightner, Library Board Chair

Kylie Barada, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/14/2023

Agenda Category: Report of the Library Manager

Prepared By: Christopher Nulph, Library Manager

Subject:

March 2023 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only

Summary:

Library Manager Nulph's March 2023 report is included for discussion.

Attachments:

I. 2023.03.14 Library Manager's Report



LIBRARY MANAGER'S REPORT

Richland Public Library Board

March 14, 2023

State of Library Services

STEAM Space renovation has been completed on the interior of the building. There are a couple of small detail items left to be finished, but the space is now usable. The STEAM Space exterior still has some items that need completed before it can be used. This is primarily work to the shortened wall border and a wrap for the generator.

HR has worked with the library to allow for library cards to be created during orientation. HR will recap library benefits, offer a digital registration, and provide a card to the new hire. Library staff will then enter the information and activate the library card.

The library app has begun development. We hope to have a finished product to show the Board in the coming months.

Early patron feedback on a library mascot has been completed. Early favorites include a badger, sun, and dinosaur named Thesaurus Rex. There was a strong sentiment that the library mascot should have glasses with many suggestions being various animals with glasses.

We have received new public PCs and will be installing these over the next couple weeks. We are installing fewer than our previous total due to the lack of demand for public PCs. At our adult PC tables, we will have one table with the full number of PCs and one with half. The table with half the number of computers will allow for more personal space and for space if two people need to use one PC.

The library has received a \$10,000 donation to support the outfitting of a new teen space. This will be located in the empty storage space currently housing our microfilm. Look for development over the next few months.

Due to leave, the rough draft of the Board Report to Council will be present at the April Board meeting.

Program highlights from the month include:

- Valentines for Seniors continues to be a major offering for our community every year. We regularly get tremendous participation from our residents and staff. This year we received 903 valentines for area seniors.
- Our children's programming has really grown in attendance beyond its already impressive numbers. STEAM Kids continues to be a huge draw with 233 and 189 in attendance at the two

February programs. Storytime numbers across the week continue to grow, often filling our parking lot and our story circle during these events.

- Introduce a Girl to Engineering Day was held 2/23 and is always a February highlight. Volunteers, educators, and other professionals were present to provide a number of STEM activities to learn from. There were over 100 attendees present for this event.
- We've had several new programs that our Teen Librarian has introduced since being hired. These programs have brought new teens into the library as a result! Alyssa is present tonight to discuss these services.

Friends of the Library Update

The Friends are reviewing a lease agreement for the library space. This will formalize our relationship with the Friends for use of their space and for rent to be accounted for via book sale support.

Library Foundation

There are no updates from the Foundation this month. They are scheduled to meet in March.

Staffing Updates

Anne Brennan, a fulltime Library Assistant, has retired. An internal vacancy has been posted and interviewing will begin shortly.

Library Statistics

We continue to see physical circulation trends mirror previous years, but with a higher baseline. We typically see a small decrease from January as a result of fewer operating days in February. This continues to be the case with a 2023 dip from January to February of 55,602 to 48,679 compared to 2022 with 45,520 to 44,439. The same trend holds with Overdrive typically dipping a little from January to February. We saw a drop of about 1,200 this February in Overdrive use.

The one resource that did not see a dip from fewer statistical days was Hoopla. This resource continues to have large numbers compared to other digital statistics, with a 44 circulation increase.

Gate count and card registrations remain strong, only seeing a minor decrease. Gate count only saw a 297 decrease and card registration a 29 decrease.

Public PCs have shown a slight increase recently but remain the one statistic that does not appear to be headed towards pre-pandemic levels. The past two months saw over 1,000 sessions, which is the first consecutive non-summer months to top 1,000 sessions. Pre-pandemic numbers saw sessions consistently in the 2,000-3,000 range.

There was a question from the Board regarding Beanstack usage at the February meeting. Since September 1 (after SRP), we have recorded 518 people as participating in challenges. We are looking at ways to incorporate these numbers in our community engagement statistics so that they can be regularly represented.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/14/2023

Agenda Category: Report of the Library Manager

Prepared By: Christopher Nulph, Library Manager

Subject:
March 2023 Library Statistic Report

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only

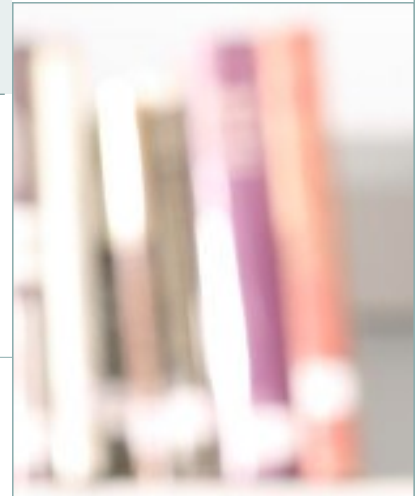
Summary:
Staff will discuss the attached statistics regarding library services.

Attachments:
I. 2023.03.14 Library Statistic Report



RICHLAND PUBLIC LIBRARY

February 2023 Statistics Report for the March Board Meeting



SUMMARY

We hosted several special programs during the month of February. One of our most popular program was Take Your Child to the Library STEAMKids Day on Saturday, February 4, with 233 patrons attending. Another popular program was the STEAMKids program on Saturday, February 18, with 189 patrons attending.

Our High School Book to Movie Club watched *The Outsiders* on Thursday, February 9.

Other programs at the library this month included Singing Strings Ukulele Club teen/adult jam sessions on two Tuesdays, February 7 and 14; Preschool STEAMplay on two Fridays, February 10 and 24; an LGBTQIA+ Crafting Social on Monday, February 13; numerous therapy dog reading sessions; and Tuesday evening, Wednesday morning, Thursday morning and Friday morning story times.

FEBRUARY STATISTICS

- Overall Circulation with Renewals:
65,599
- Digital Circulation:
13,902
- Physical Items Checked Out: *34,774*
- Physical Items Renewed: *16,923*
- Holds Filled: *3,288*
- Hoopla Circulation:
2,818
- Kanopy Circulation:
18,829 minutes
- Mango: *110* sessions
- Overdrive Circulation: *10,284*
- New Library Card Accounts: *265*
- Gate Count: *14,564*

CHILDREN'S PROGRAMS

Story Times at the Library

Community engagement staff held Tuesday evening story times at 6:00 p.m. on February 7, 14, 21, and 28, as well as Wednesday morning active toddler story times at 10 a.m. on February 1, 8, 15, and 22. Staff also held Thursday morning baby story times on February 2, 9, 16, and 23, as well as, Friday morning story times for preschoolers at 10 a.m. on February 3, 10, 17, and 24.

Preschool STEAMplay

We held Preschool STEAMplay sessions on two Fridays, February 10 and 24. Our calendar invitation said, "Drop in to enjoy some STEAMplay at the Library. Sponsored by the Friends of the Richland Public Library. Preschoolers must be accompanied by an adult."

STEAMkids

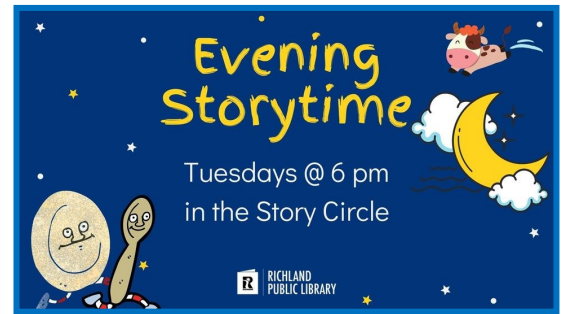
We also held drop-in STEAMkids session from 10 a.m. to noon on Saturday, February 18.

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."

Take Your Child to the Library STEAMKids Day

We held a Take your Child to the Library STEAMKids Day on Saturday, February 4.

Our calendar invitation said, "Celebrate the 12th annual Take Your Child to the Library Day with us! We will have stations with various construction sets in the children's department and the library lobby. Come and join us! 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."



TEEN PROGRAMS

High School Book to Movie Club: *The Outsiders*

Our High School Book to Movie Club for high schoolers ages 13-18 read *The Outsiders* by S. E. Hinton for February. The group then watched *The Outsiders* (1983), the movie adaptation, from 6 to 8:30 p.m. on Thursday, February 9.

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, February 13. 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: *Bros*

Our Viewer Discretion Is Advised Cinema club for ages 18+ watched "*Bros*" (2022) from 6:30 to 8:30 p.m. on Friday, February 24.

ALL-AGES PROGRAMS

Introduce a Girl to Engineering Day

We held an Introduce a Girl to Engineering Day on Thursday, February 23. Our calendar invitation said, "Celebrate Introduce a Girl to Engineering Day on February 23, 2023! DiscoverE's Girl Day is a time when volunteers, educators, and others act as role models, facilitate engineering activities, and show girls how engineers change our world. DiscoverE's Despite the Odds research found that this simple formula helps girls develop an interest in engineering, build their confidence in their problem-solving skills, and creates a STEM identity. Join us and be a role model! Learn more at DiscoverE.org/GirlDay.

Join us in the Richland Public Library lobby and conference rooms for fun hands-on engineering activities, free snacks, and a chance to meet and talk to real female engineers and scientists from right here in our own community. This free event is open to all girls from 3rd - 12th grade.

#GirlDay is brought to you by:

- Eastern Washington Society of Women Engineers (SWE)
- National Society of Black Engineers (NSBE) - TriCities Professionals
- Women of Wisdom (WOW)
- Richland Public Library

ALL-AGES PROGRAMS (CONTINUED)

Valentine's for Seniors

Community Engagement and Outreach Supervisor Michelle Haffner and her staff coordinated with local groups including the Mid-Columbia Meals on Wheels to distribute over 900 Valentine's Day cards. Kits were distributed from the Library, plus there were workshops at the Richland Community Center on Wednesday February 8 and at the library on Saturday February 11.

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, February 7 and 21. 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."

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 February 27 to discuss *The Things We Cannot Say* by Kelly Rimmer. The Thursday Afternoon Book Club met at 1:30 p.m. on February 16 to discuss *The Lager Queen of Minnesota* by J. Ryan Stradal.

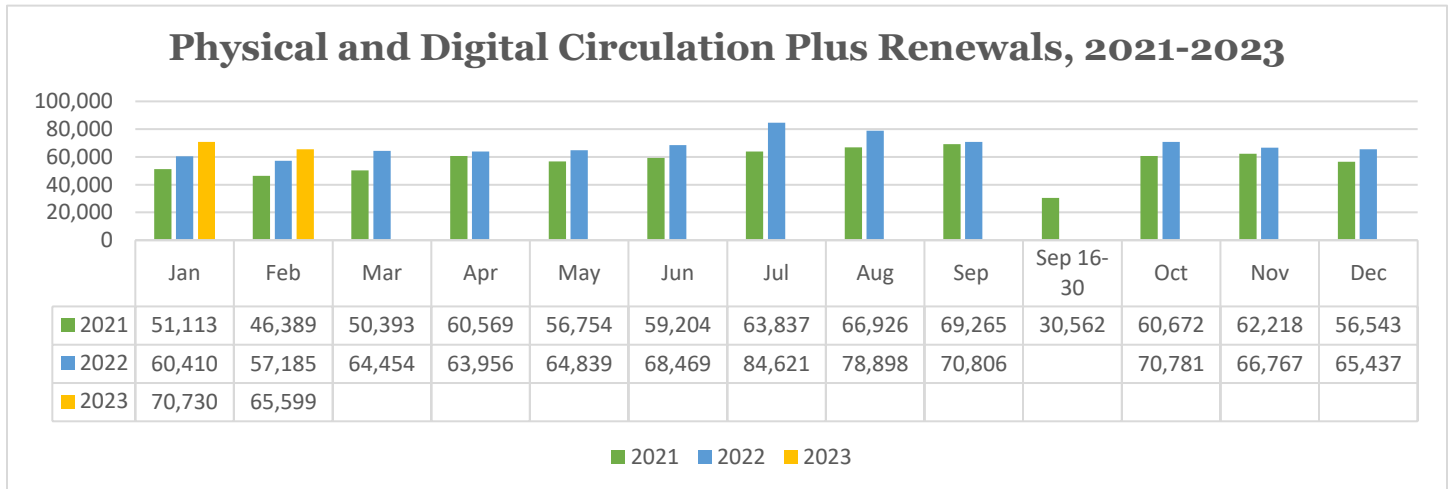
"Read the Rainbow" Book Club

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 February, the club met at the Kennewick branch of Mid-Columbia Libraries from 6:30 to 8:00 p.m. on Tuesday, February 28. Participants were invited to a graphic novel that they have recently read and would like to discuss.

STATISTICS

TOTAL CIRCULATION



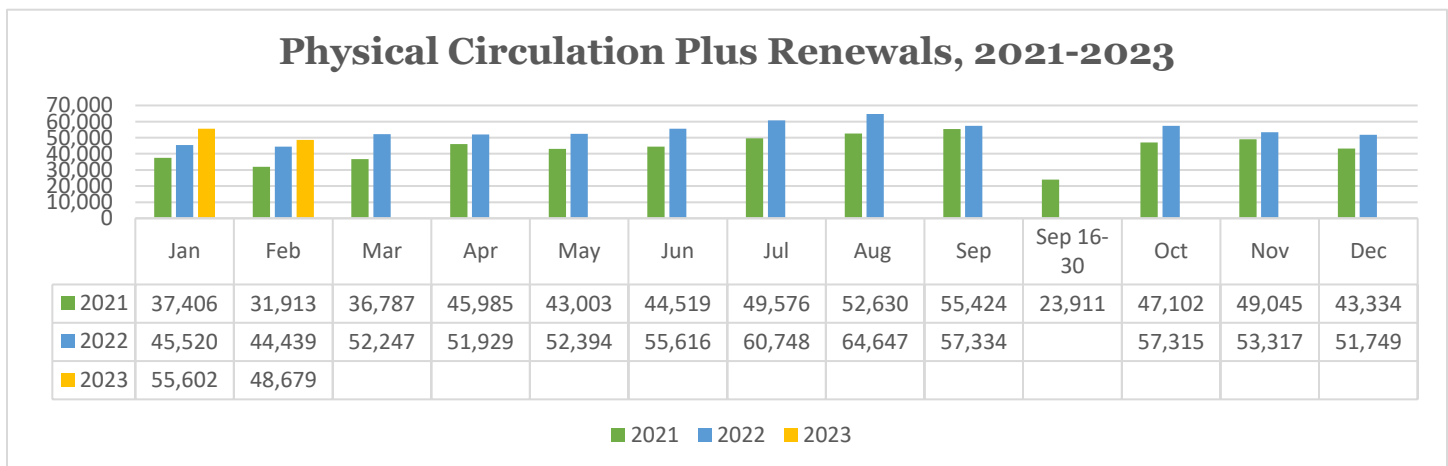
During February, our total physical plus digital circulation was 48,676 items, not including renewals. Of those, 34,774 (71.4%) were physical items and 13,902 (28.6%) were digital items obtained through Hoopla, Kanopy, Mango, and OverDrive. Kanopy plays and Mango sessions were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was down 7.9% compared to the 52,870 items checked out in January 2023. Digital circulation was also down 8.1% compared to the 15,128 items checked out in January. We filled 3,288 requests for holds and had 27 scheduled curbside deliveries for 19 patrons.

Our patrons also renewed 16,923 physical items in February. Including these physical item renewals, our overall circulation was 65,599. That overall circulation was down 7.3% compared to the 70,730 items circulated in January 2023 but was up 14.7% compared to the 57,185 items circulated in February 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.

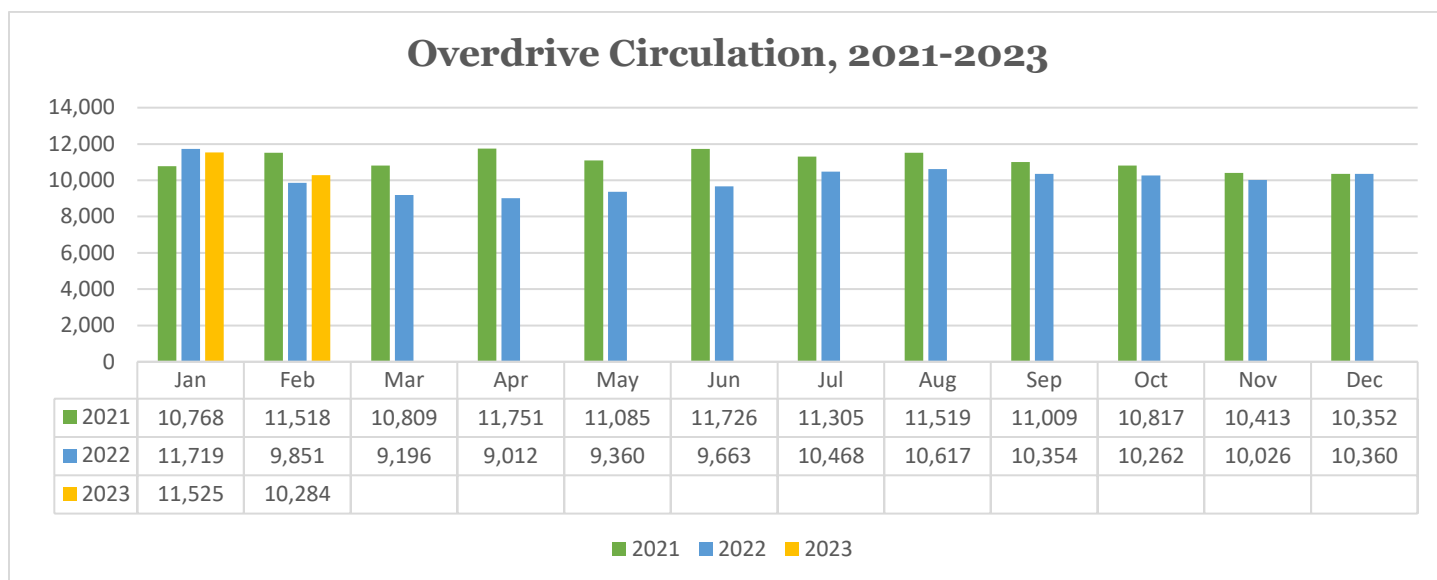
PHYSICAL CIRCULATION



Our patrons checked out 34,774 physical items in February and renewed 16,923 physical items, for a total of 48,679 items. That was down 12.5% compared to the 55,602 physical items checked out and renewed in January 2023 but was up 9.5% compared to the 44,439 items checked out and renewed in February 2022. The top ten categories that circulated this month were Children's Storybooks (4,221 items), Adult Nonfiction (3,621 items), Children's Chapter Book Fiction (3,352 items), Adult Movies (2,929 items), Children's Nonfiction (2,609 items), Adult Fiction 2nd Floor (2,150 items), Children's Graphic Novels (1,862 items), Children's Favorites on the Story Circle (1,553 items), Children's Movies (1,519 items) and Adult New Books (1,353 items). The January through September 2021 statistics in this graph are mid-month to mid-month.

DIGITAL CIRCULATION

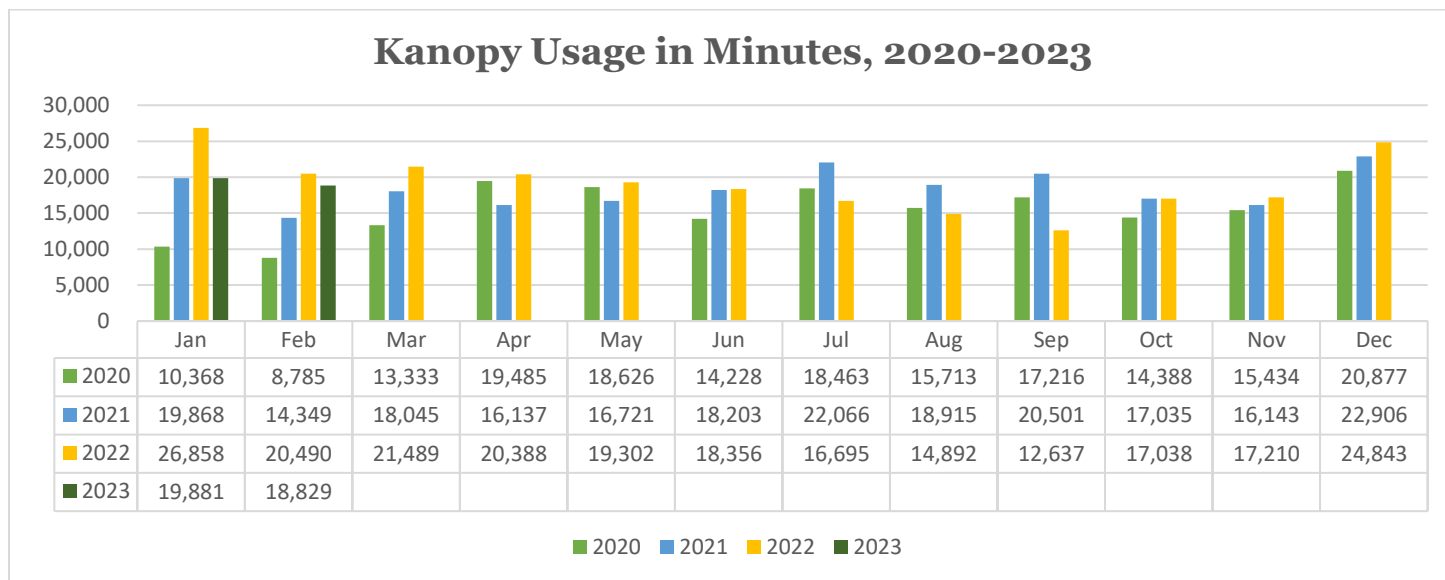
OverDrive



The 10,284 checkouts through OverDrive in February were down 10.8% compared to the 11,525 checkouts in January 2023 but were up 4.4% compared to the 9,851 checkouts in February 2022.

This month's checkouts included 5,211 e-books (which were 50.7% of the OverDrive items checked out), 4,337 audiobooks (42.1%), and 736 e-magazines (7.2%). The January through September 2021 statistics in this graph are mid-month to mid-month.

Kanopy

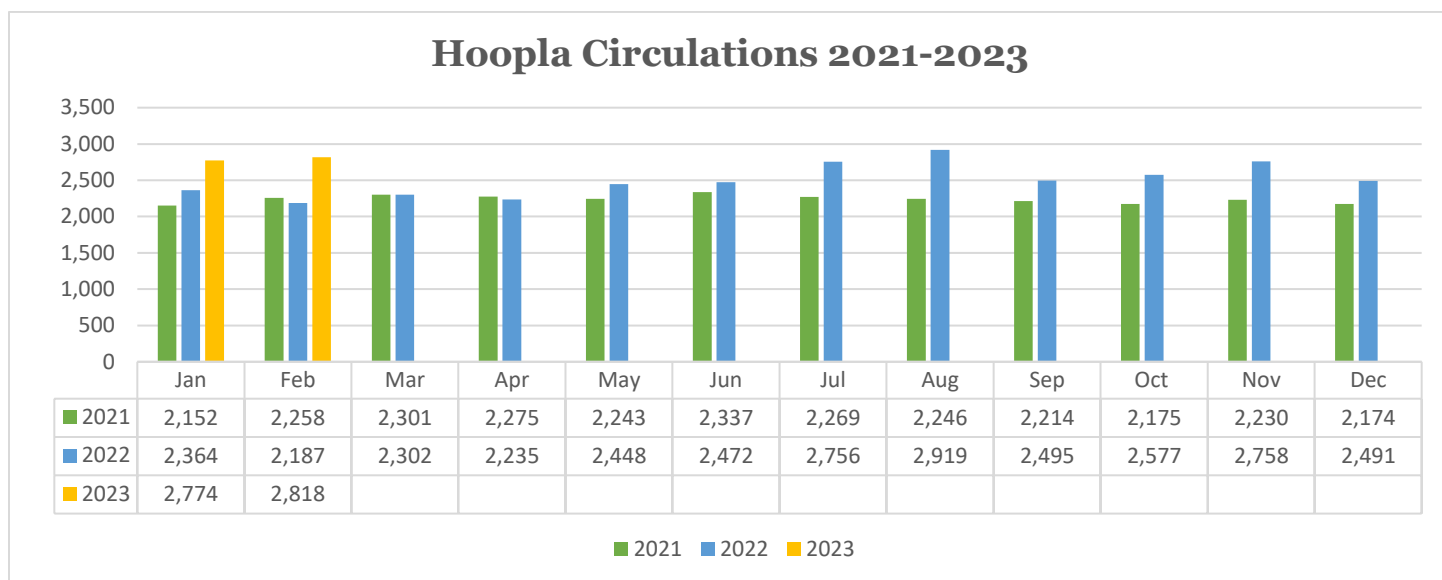


Our patrons viewed 18,829 minutes of Kanopy content during the month of February. That was down 5.3% compared to the 19,881 minutes viewed in January 2023 and was also down 8.1% compared to the 20,490 minutes viewed in February 2022. Cardholders in the United States, Canada and The United Kingdom viewed content on Kanopy this month, while additional cardholders in New Zealand and Saudi Arabia 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, Paramount Pictures, MGM, Kino Lorber, Well Go USA, One Digital World, Film Movement, Electric Entertainment and PBS. Content was viewed on mobile devices (40.6%), televisions (36.4%), desktops (19.6%), and tablets (3.5%).

DIGITAL CIRCULATION (CONTINUED)

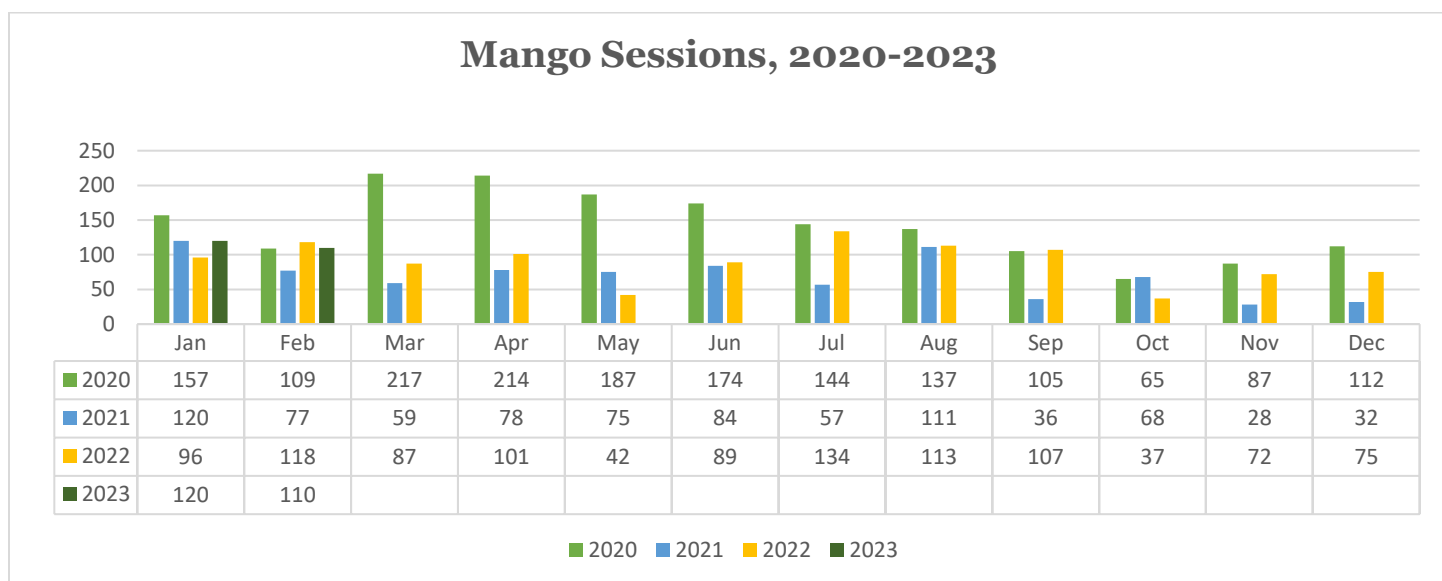
Hoopla



The 2,818 circulations in Hoopla during February were up a modest 1.6% compared to the 2,774 circulations in January 2023 and were up 28.9% compared to the 2,187 circulations in February 2022. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,496 audiobooks (which were 53.1% of the Hoopla items checked out), 806 e-books and e-comics (28.6%), 377 movies and television shows (13.4%), 132 music items (4.7%), and 7 BingePasses (0.2%) this month. The January through September 2021 statistics in this graph are mid-month to mid-month.

Mango

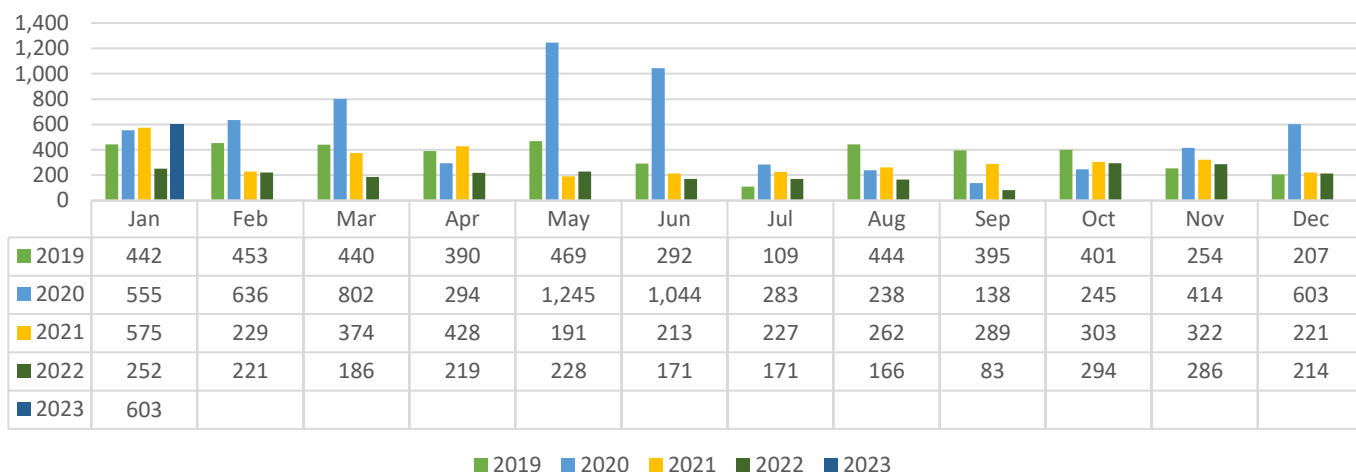


Patrons had 110 total sessions in Mango for the month of February. That usage was down 8.3% compared to the 120 sessions in January 2023 but was up 6.8% compared to the 118 sessions in February 2022. The top ten languages studied this month were Japanese; Italian; Spanish, Latin American; Arabic, Levantine; Chinese, Mandarin; German; French; Hebrew, Modern; Hungarian and Cherokee.

OTHER DIGITAL SERVICES

Morningstar

Morningstar Searches, 2019-2023

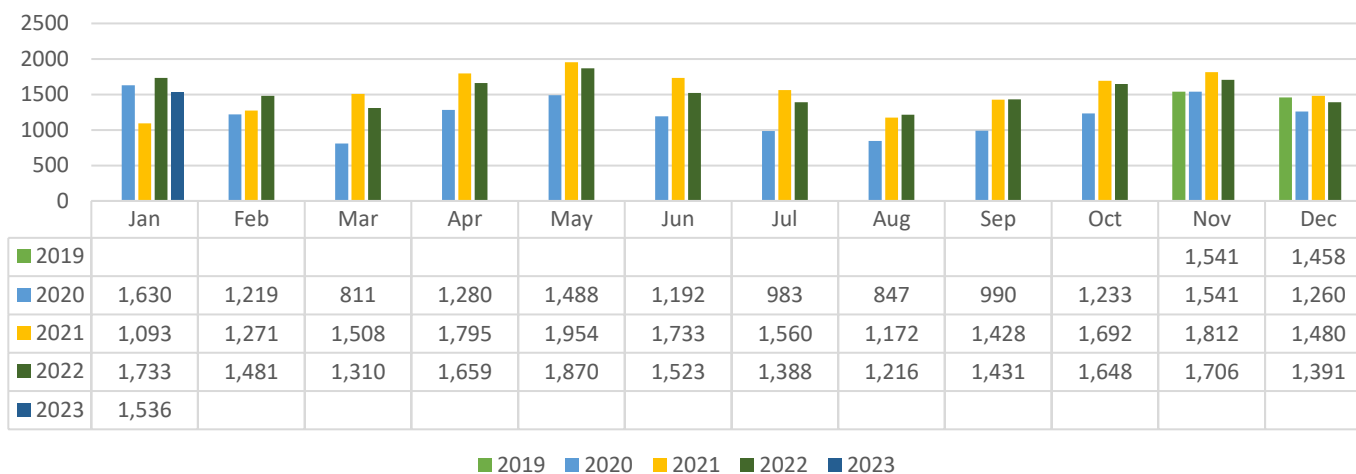


There were 603 searches in January. That was up 181.8% compared to the 217 searches in December 2022 and was also up 139.3% compared to the 222 searches that occurred in January 2022. Morningstar continues to pair nicely with Value Line, giving our patrons a nice combination of resources to use when researching their financial questions.

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

Value Line

Value Line Page Views, 2019-2023



The 1,536 Value Line page views in January were up 10.4% compared to the 1,391 page views in December 2022, but they were down 11.4% compared to the 1,733 page views that occurred in January 2022. 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 February, so we will include them in next month's board report.

OTHER DIGITAL SERVICES (CONTINUED)

NewsBank

The 1,452 NewsBank page views in February were down 11.6% compared to the 1,643 page views in January 2023 but were up 38.0% compared to the 1,042 page views that occurred in February 2022. NewsBank seems to be one of the more consistently used offerings in our database collection.

OTHER STATISTICS

Gate Counts

Our total gate count for February was 14,564. Our busiest day was Friday, February 24, with 705 patrons logged. That was the day of the Preschool Story Time and Preschool STEAMPlay.

Interlibrary Loans

In February, we received a total of 166 interlibrary loan requests from other libraries. We sent 64 items to libraries during the month in response to their interlibrary loan requests.

We also sent 43 interlibrary loan requests to other libraries in February for 31 books and 12 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 28 unique patrons request items this month, including three patrons who requested at least 4 items.

New Library Card Accounts

We created 265 new library card accounts in February. They included 213 resident cards, 39 nonresident cards, 11 limited access cards, and 2 interlibrary loan accounts.

Public Internet Sessions

Patrons enjoyed 1,063 public internet sessions during the month of February, for a total of 857 hours and 31 minutes. The average session was 48 minutes long.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/14/2023

Agenda Category: Approval of Bills

Prepared By: Christopher Nulph, Library Manager

Subject:

March 2023 Claims for Payment

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the February 1, 2023 through February 28, 2023 claims for payment.

Summary:

This is a review and approval of the February 1, 2023 through February 28, 2023 claims for payment.

Attachments:

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

CITY OF RICHLAND

LIBRARY EXPENDITURE

Febrary 2023

Month/Year

PAY PERIODS From January 16, 2023 to February 12, 2023

GROSS SALARIES \$ 101,340.50

		Gross Wages	Total
WEEK OF:	<u>02/02/23</u>	<u>51,510.66</u>	<u>51,510.66</u>
WEEK OF:	<u>02/16/23</u>	<u>49,829.84</u>	<u>49,829.84</u>
WEEK OF:	<u> </u>	<u> </u>	<u> </u>
	TOTAL	<u>101,340.50</u>	<u>101,340.50</u>

Library Voucher Listing

Begin Date: 2/1/2023

End Date: 2/28/2023

NON-FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8721000/4201	VERIZON WIRELESS		9925711935	2/8/2023	308953	Verizon Wireless NASPO January 2023	\$89.40
	K8721000/4201	FRONTIER		01/23 5099433152	2/17/2023	309168	TELEPHONE CHARGES FOR 01/01/2023-01/31/2023	\$946.63
	K8721000/4201	FRONTIER		02/23 5099433152	2/17/2023	309168	02/23 TELEPHONE CHARGES	\$1,001.23
TELEPHONE & COMM SVCS TOTAL:								\$2,037.26
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$2,342.64			YTD % USED: N/A		
	K8721000/4504	XEROX CORP		018149496	2/15/2023	309127	3UA295169 JANUARY 2023 BASE CHARGE	\$87.36
	K8721000/4504	XEROX CORP		018149497	2/15/2023	309127	3UA295258 JANUARY 2023 BASE CHARGE	\$314.72
	K8721000/4504	XEROX CORP		018149498	2/15/2023	309127	3UA296344 JANUARY 2023 BASE CHARGE	\$210.91
	K8721000/4504	XEROX CORP		018149491	2/15/2023	309127	7HB-469027 FEBRUARY BASE CHARGE	\$10.87
	K8721000/4504	XEROX CORP		018238968	2/22/2023	309286	3UA295134 JANUARY BASE CHARGE	\$465.85
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$1,089.71
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$2,837.42			YTD % USED: N/A		

Library Voucher Listing

Begin Date: 2/1/2023

End Date: 2/28/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/5301	WA STATE DEPARTMENT		DOR 01/2023	2/28/2023	9435	COMBINED EXCISE TAX- JANUARY 2023	\$65.59
STATE TAXES TOTAL:								\$65.59
STATE TAXES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$65.59			YTD % USED: N/A		
	K8721000/4207	BANK OF AMERICA		013123	2/2/2023	9411	Library Merchant Service Fees	\$143.50
MERCHANT SVC FEES TOTAL:								\$143.50
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$338.79			YTD % USED: N/A		
	K8721000/4117	STRATEGIC GOVERNMENT		2023-105900	2/10/2023	309026	SGR FEES JAN 2023	\$133.68
	K8721000/4117	MOON SECURITY SERVIC		1175595	2/15/2023	309096	SERVICE CALL	\$89.68
EXPERT SERVICES TOTAL:								\$223.36
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$471.10			YTD % USED: N/A		
LIBRARY ADMINISTRATION TOTAL:								\$3,559.42
	K8722100/3401	SECRETARY OF STATE		189	2/3/2023	308834	2023 WDLC ANNUAL BILLING	\$38,558.29
	K8722100/3401	MIDWEST TAPE		503310236	2/15/2023	309094	JANUARY 2023 HOOPLA	\$5,757.49
	K8722100/3401	FORT WALLA WALLA MUS		1495	2/15/2023	309081	TUMBLEWEED TOURIST MEMBERSHIP	\$373.90
	K8722100/3401	BLACKSTONE AUDIOBOOK		2084760	2/17/2023	309149	LIBRARY CD COLLECTION	\$244.58

Library Voucher Listing

Begin Date: 2/1/2023

End Date: 2/28/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	BLACKSTONE AUDIOBOOK		2084426	2/17/2023	309149	LIBRARY CD COLLECTION	\$427.97
	K8722100/3401	BLACKSTONE AUDIOBOOK		2083092	2/17/2023	309149	LIBRARY CD COLLECTION	\$45.22
	K8722100/3401	NEWSBANK INC		RTRN1051415	2/17/2023	309185	2023 ANNUAL SUBSCRIPTION TRI CITY HEARLD	\$9,013.00
LIBRARY RESOURCES TOTAL:								\$54,420.45
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$93,489.26			YTD % USED: N/A		
	K8722100/4107	SPORTSENGINE INC		29807	2/15/2023	309097	BACKGROUND CHECKS: LIBRARY	\$18.50
OTHER PROFESSIONAL SERVICES TOTAL:								\$18.50
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$127.36			YTD % USED: N/A		
	K8722100/4117	STRATEGIC GOVERNMENT		2023-105900	2/10/2023	309026	SGR FEES JAN 2023	\$133.68
EXPERT SERVICES TOTAL:								\$133.68
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$133.68			YTD % USED: N/A		
LIBRARY PUBLIC SERVICE TOTAL:								\$54,572.63
LIBRARY NON-FACILITIES TOTAL:								\$58,132.05

Library Voucher Listing

Begin Date: 2/1/2023

End Date: 2/28/2023

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		01/2023 JAN	2/15/2023	309061	CITY UTILITY BILLS/JAN 2023	\$3,624.29
UTILITIES TOTAL:								\$3,624.29
UTILITIES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$3,624.29			YTD % USED: 0.00%		
LIBRARY FACILITIES TOTAL:								\$3,624.29



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

MARCH 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 \$ \$159,472.55 this 14th day of March, 2023.

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

Voucher Listings	Amount
February 01, 2023 thru February 28, 2023	\$58,132.05
Transfer Advice (Salaries)	
Salaries for the weeks of: January 16, 2023 thru February 12, 2023	\$101,340.50
MONTHLY EXPENSES	\$159,472.55

Comments: February 2023 COR Voucher Listing
February 2023 COR Library Expenditure

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME	SIGNATURE
1. Your Name Here	1. 03/10/2023
2. Your Name Here	2. 03/10/2023
3. Your Name Here	3. 03/10/2023

I.N.