



Agenda
Library Board Meeting
Tuesday, February 13, 2024
Richland Public Library
955 Northgate Drive

Board Members: Chair Lightner, Vice-Chair Buxton, and Members Hernandez, Isakson, 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)

1. February 13, 2024 Library Board Meeting Agenda

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. January 9, 2024 Library Board Meeting Minutes and January 22, 2024 Library Board Special Meeting Minutes

Richland Public Library Updates:

3. RPL Staff Update
 - Theresa Barnaby, Library Supervisor
4. February 2024 Library Manager's Report
 - Christopher Nulph, Library Manager

Approval of Bills: (Approved by Motion)

5. January 2024 and February 2024 Claims for Payment
 - Kylie Christian, Administrative Assistant

Unfinished Business:

New Business:

6. Three Boards Meeting Follow Up
 - Christopher Nulph, Library Manager

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, March 12, 2024

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: 2/13/2024

Agenda Category: Approval of Minutes

Prepared By: Kylie Christian , Administrative Assistant

Subject:

January 9, 2024 Library Board Meeting Minutes and January 22, 2024 Library Board Special Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve both the 01-09-2024 and 01-22-2024 meeting minutes.

Summary:

The drafts of the 01-09-2024 Library Board Meeting and 01-22-2024 Library Board Special Meeting are included for consideration.

Attachments:

1. 2024.01.09 Library Board Meeting Minutes
2. 2024.01.22 Library Board Special Meeting



MINUTES

Richland Public Library Board

Library Conference Room A – 955 Northgate Drive

January 9, 2024, 5:30 – 6:30 PM

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

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

Attendance

Chair Lightner, Vice-Chair Buxton, and Board Member Isakson present. Also present were Council Liaison Kent, Library Manager Nulph, Administrative Assistant Christian, and Children's Librarian Reed.

Board Members Hernandez and Pickel were absent.

Approval of Agenda

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

Approval of Minutes

2. Chair Lightner asked for a motion to approve the minutes of the December 12, 2023 meeting. Vice-Chair Buxton moved and Board Member Isakson seconded the motion to approve the minutes of December 12, 2023 as is. The motion carried 3-0.

Richland Public Library Staff Updates

3. Children's Librarian Kelly Reed shared updates about the children's area of the library and Storytimes. She also shared upcoming programs in the children's department.
4. Library Manager Nulph shared library updates and library statistics for January 2024.

Unfinished Business

5. Agenda items were finalized for the upcoming Three Board Meeting on January 22, 2024 in the Collaboratory.

New Business

6. Library Manager Nulph updated Board Members on the 2024 Richland Public Library Action Plan.

Agenda Items for Upcoming Board Meeting

7. Follow up of the Three Boards Meeting

Adjournment

Chair Lightner adjourned the meeting at 6:52 P.M.

APPROVED:

ATTEST:

Lindsay Lightner, Library Board Chair

Kylie Christian, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



MINUTES

Richland Public Library Board Special Meeting
Library Collaboratory – 955 Northgate Drive
January 22, 2024 6:00 – 8:00 PM

Richland Public Library Special Board Meeting – 6:00 p.m.

Chair Lightner called the meeting to order at approximately 6:09 p.m.

Attendance

Richland Public Library Board of Trustees

Chair Lightner, Vice-Chair Buxton, and Board Member Isakson were present. Also present were Council Liaison Kent, Library Manager Nulph and Administrative Assistant Christian.

Richland Public Library Foundation

President Alan Rither, Treasurer Andrew Cook, and Board Members Kassandra Stanford, Andrew Livingood.

Friends of the Richland Public Library

President Steve Slate, Treasurer Nichele Bunch, Susan Thornton, Katie Jansons, and Diana Knoll.

Agenda Items

1. Each Board Member gave an introduction of themselves and their background. The Friends' of the Richland Public Library President Slate, Richland Public Library Foundation President Rither, and Richland Public Board of Trustee Chair Lighter all introduced their respective Board and their mission.
2. Library Manger Nulph presented the Richland Public Library 2024 action plan and the outdoor space plans.
3. Each of the three Boards shared their initiatives for the 2024 calendar year.
4. Each of the three Boards shared what their hopes were for the future of the library.
5. Discussion was had on how frequently the Three Boards should come together. The next meeting is planned for April or May of 2024.

Adjournment

Chair Lightner adjourned the meeting at 7:42 P.M.

APPROVED:

ATTEST:

Lindsay Lightner, Library Board Chair

Kylie Christian, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:

DRAFT



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/13/2024

Agenda Category: Richland Public Library Updates

Prepared By: Theresa Barnaby, Library Supervisor

Subject:
RPL Staff Update

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Technical Services Supervisor, Theresa Barnaby, will update Board Members on her department.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/13/2024

Agenda Category: Richland Public Library Updates

Prepared By: Christopher Nulph, Library Manager

Subject:
February 2024 Library Manager's Report

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Library Manager Nulph's February 2024 report is included for discussion.

Attachments:
1. 2024.02.13 Library Manager's Report
2. 2024.02.13 Library Statistics



LIBRARY MANAGER'S REPORT Richland Public Library Board February 13, 2024

State of Library Services

We now have a few newly hatched baby salmon living in the tank in our Collaboratory. Patrons have been following updates on Facebook and visiting the tank during opening hours.

LibCal, the new calendar service for the library went live this month and has been very popular with patrons requesting room reservations.

We have been working on implementation of Aspen this month. Aspen is the discovery layer for our OPACS that will integrate our physical and digital products into one catalog, as well as offer promotional opportunities for our programs. The go live date on this is Monday February 12.

On January 17 most items went to a two-week overdue window before being set to Lost. Previously the window was 30 days.

Program highlights from January include:

- A January 11 screening of the new documentary “Day’s Pay – The People’s Plane” produced by Richland CityViewTV. The documentary details the B-17 Flying Fortress purchased by Hanford workers in WWII, featuring stories of the crewmembers who flew her over Europe. The film was followed by a question-and-answer session with local Hanford historians. You can find the documentary on the City’s YouTube channel here: https://youtu.be/mWk-8JhOZ_U?si=OFSok98_v2YW5NnO
- A story time on January 26 with Detective Edwards from the Richland Police Department.
- January 29 our Tri-City Cinephiles hosted the first of our 70s series with a showing of Bruce Lee’s Enter the Dragon.
- January 30 our Middle School book club The Cereal (Serial) Book Club met to discuss the Harry Potter books and craft wands out of pencils hot glue guns.

Staffing Updates

Charm Waddell has moved from Intermittent to Part Time Library Assistant, taking the position that Makayla Arbon resigned from in December.

Library Statistics

For January, we saw gate counts totaling 14,832 patrons, physical circulation of 35,801 items, and new library card registrations totaling 354. Our gate count was down a modest 0.2% from last January or 29 patrons. Compared to last January, our physical circulation decreased by 5.2%, but our usage of Libby, Hoopla and Kanopy increased significantly. Libby was up 33.7%, Hoopla was up 41.4% and Kanopy was up 71.9%. Mango usage for January was also up compared to last January, by 9.2%.

As a reminder, we closed at 5:00pm Thursday January 18 and were closed all day Sunday January 21 which might account for the small physical checkout decrease.

Our digital numbers saw Libby have a circulation of 15,405 items, Hoopla users checked out 3,922 items, and Kanopy users viewed 34,169 minutes worth of content. It was a record setting month for these three digital platforms. These three platforms have seen a notable increase in usage from 2022 through 2023. Libby is up 21.8%, Hoopla is up 24.0% and Kanopy's minutes viewed are up 33.0%. Early indications are that we might see another increase in usage 2024 compared with the usage in these databases in 2023.

RICHLAND PUBLIC LIBRARY

January 2024 Statistics Report for the February Board Meeting



SUMMARY

We hosted or held a variety of different programs in January, including the following:

- An “Absolute Beginners’ Intro to Ukulele” program for teens and adults on Saturday, January 6
- “The Engine Inside” Bicycling Documentary on Tuesday, January 9
- “Day’s Pay, the People’s Plane: Movie and Historian Q&A” on Thursday, January 11
- “Cardboard Construction and More!” on Monday, January 22
- Story Time with the Richland Police Department on Friday, January 26
- A CBC Financial Aid Workshop on Tuesday, January 30.

We set up a large aquarium tank in the Collaboratory in December to raise salmon as part of the “Salmon in the Classroom” program. We received the eggs in early January, and most had hatched by the end of the month. The young salmon will be released into the Columbia River later this spring at the annual Salmon Summit.

The Tri-City Cinephiles movie club for adults age 18+ watched the Bruce Lee film *Enter the Dragon* (1973) on Monday, January 29. Our Cereal (Serial) Book Club for children in grades 4-6 met on Tuesday, January 30, to discuss the Harry Potter series by J. K. Rowling.

Recurring programs held at the library included Tuesday, Wednesday, Thursday, and Friday story times; “Meet Our Therapy Dogs!” sessions on Tuesday evenings; a Singing Strings Ukulele Club teen/adult jam session on Tuesday, January 2; an LGBTQIA+ Craft Social on Monday, January 8; Team Battelle Math Tutoring on Saturday, January 13; STEAMplay on two Fridays, January 5 and 19, and on Wednesday, January 24; and STEAMkids on Saturday, January 27.

A few planned events, including a Teen Self-Care Workshop and a presentation about Martin Luther King, Jr., had to be canceled or rescheduled due to extreme weather in mid January. Our busiest day was Monday, January 22, which featured the Cardboard Construction program and was one day after a library closure due to ice.

JANUARY STATISTICS

- Overall Circulation with Renewals: **71,252**
- Digital Circulation: **18,224**
- Physical Items Checked Out: **35,801**
- Physical Items Renewed: **17,227**
- Holds Filled: **3,916**
- Hoopla Circulation: **3,922**
- Kanopy Circulation: **34,169 minutes, 1,171 plays**
- Mango: **131 sessions**
- OverDrive Circulation: **15,405**
- New Library Card Accounts: **354**
- Gate Count: **14,832**
- Busiest Day: **733 (Monday, Jan. 22)**

CHILDREN'S PROGRAMS

Story Times at the Library

Children's Services Librarian Kelly and Librarian Joyce held Tuesday evening story times at 6 p.m. on January 2, 9, 16, 23, and 30; Wednesday morning active story times at 10 a.m. on January 3, 10, 17, 24, and 31; Thursday morning baby story times at 10 a.m. on January 4, 11, 18, and 25; Friday morning preschool story times at 10 a.m. on January 5, 12, and 19; and a special guest story time on Friday, January 26. The Tuesday evening story times were followed by "Meet Our Therapy Dogs!" sessions.

STEAMplay and STEAMkids

Kelly held drop-in STEAMplay sessions from 11 a.m. to 12:30 p.m. on two Fridays, January 5 and 19, with 73 and 22 patrons attending; and Wednesday, January 24, with 92 patrons attending. She also held a drop-in STEAMkids session from 10 a.m. to noon on Saturday, January 27, with 104 patrons attending.

Salmon in the Collaboratory!

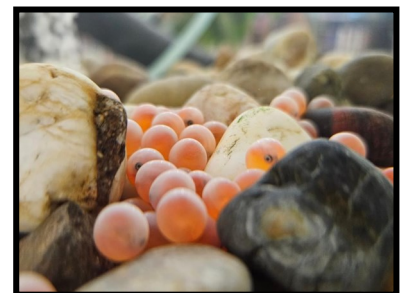
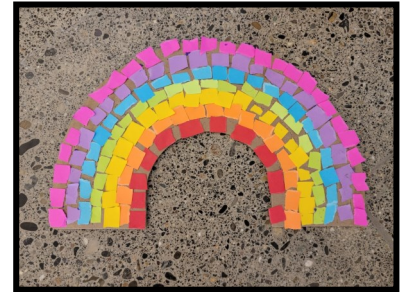
For more than 25 years, fourth and fifth graders in the Mid-Columbia have participated in "Salmon in the Classroom," a beloved program that allows classrooms to raise Chinook salmon from fertilized eggs. The salmon are then released into the Columbia River in late spring at the Salmon Summit, which is held in Columbia Park.

Richland Public Library staff have led activities at the Salmon Summit for several years, but this is the first year we will also be raising salmon in the library! We set up a large aquarium tank in the Collaboratory (formerly known as the STEAMspace) in mid December. Volunteers from the Richland Rod & Gun Club then brought us the eggs in early January and added them to the tank. We will have salmon-themed activities at the library this spring to encourage young patrons to learn more about the life cycle of salmon and current conservation efforts.

Our Facebook post on January 12 said, "The fertilized eggs have developed to the stage where the eyes and early nervous system of the fish can be seen through the translucent egg shell. Chinook eggs generally hatch after 12 weeks of fertilization, so we still have a bit of a wait ahead of us. Children's librarian Kelly Reed has been incorporating fish tales into story times and crafts, and kids and adults alike have been enjoying checking on the progress!"

The salmon began hatching in mid January. On January 26, we posted, "We have a few newly-hatched baby salmon (called "alevins"). Their yolk sacs are still attached and will slowly be absorbed into their bodies. While most of the alevins are still in the phase of learning to wiggle their tails and resting (you can spot them under and between rocks), there are a few intrepid fish who are learning to fill their swim bladder and rise to the top of the tank."

This program is sponsored by the Benton Conservation District. Our host hatchery is Priest Rapids Hatchery operated by the Washington Department of Fish and Wildlife.



CHILDREN'S PROGRAMS (CONTINUED)

Cardboard Construction and More!

Kelly held a "Cardboard Construction and More!" program in the Collaboratory from 1 to 3 p.m. on Monday, January 22. Our calendar invitation said, "Looking for something to do on this no school day? Come in and make something out of cardboard! We will have out the Make-Do Cardboard Construction set as well as many other projects. Drop in or stay the whole time!" We had 91 patrons attend this popular program.

Story Time with the Richland Police Department

Detective Edwards of the Richland Police Department visited the library and led our story time from 10 to 10:45 a.m. on Friday, January 26. He read *A Day at the Police Station* by Richard Scarry, talked with young patrons, and demonstrated how to fly a remote-controlled drone. This program was extremely popular, with 133 patrons attending in the Doris Roberts Gallery.

Cereal (Serial) Book Club

Our Cereal (Serial) Book Club for fourth through sixth graders met from 4 to 5 p.m. on Tuesday, January 30. This month, they discussed the Harry Potter series by J.K. Rowling. Librarian Johanna leads this group.

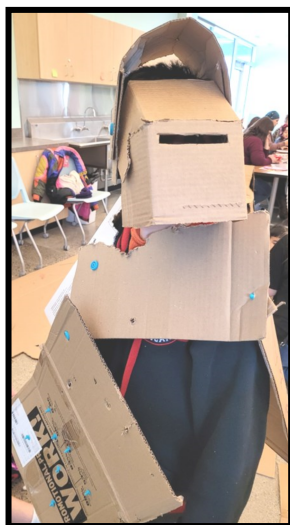
ALL-AGES PROGRAMS

Singing Strings Ukulele Club

Johanna led a Singing Strings Ukulele Club teen/adult jam session from 6:30 to 8 p.m. on Tuesdays January 2, in the Collaboratory. Ten patrons came to play ukulele.

Absolute Beginners' Intro to Ukulele

Johanna also led an "Absolute Beginners' Intro to Ukulele" class for teens and adults in the Collaboratory from 1 to 2 p.m. on Saturday, January 6. Participants learned all the basics including how to hold a ukulele, different strumming techniques, and how to read ukulele chords and tab. Thirty-two patrons enthusiastically attended.



ALL AGES PROGRAMS (CONTINUED)

Bicycling Documentary: *The Engine Inside*

We hosted a showing of a bicycling documentary, *The Engine Inside*, from 7 to 8:30 p.m. on Tuesday, January 9. Our calendar invitation said, “Presented by the Tri-Cities Citizens' Climate Lobby with support from Bike Tri-Cities and Wheelhouse Community Bike Shop, *The Engine Inside* is a beautiful film that will inspire you to apply bicycles more fully to your life, improving your physical and mental health, reducing traffic congestion, saving your hard-earned cash, and reducing climate change.”

Representatives from Bike Tri-Cities, the Tri-Cities Citizens' Climate Lobby, Wheelhouse Community Bike Shop, and other local bike shops were present to answer questions and provide information. Eighty patrons attended.

“Day’s Pay: The People’s Plane” Movie and Historian Q&A

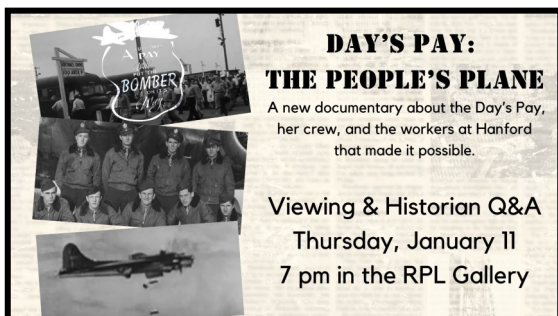
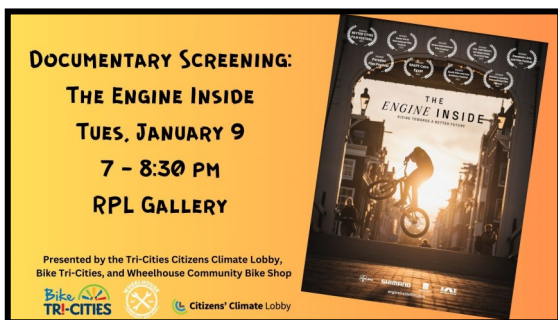
We held a special screening of *Day’s Pay: The People’s Plane*, a new documentary film, from 7 to 8:30 p.m. on Thursday, January 11. Our calendar invitation said, “Enjoy a screening of the new documentary produced by Richland CityViewTV. The documentary details the B-17 Flying Fortress purchased by Hanford workers in WWII, featuring stories of the crewmembers who flew her over Europe. The film runs 37 minutes and will be followed by a question and answer session with local Hanford historians.” Fifty patrons attended.

Team Battelle Math Tutoring

Battelle employees held a math tutoring session for students of all ages in Conference Room B from 10 a.m. to noon on Saturday, January 13.

Beanstack Challenge for January

We held a “Where We Come From” Challenge on Beanstack from January 1 through 31. The challenge featured authors and illustrators of the children’s book *Where We Come From*, including John Coy, Shannon Gibney, Sun Yung Shin, Diane Wilson, and Dion MBD. Patrons were encouraged to log reading hours and complete activities to earn badges and win a prize bag.



TEEN PROGRAMS

Financial Aid Workshop

We hosted a Financial Aid Workshop presented by Columbia Basin College from 5:30 to 7:30 p.m. on Tuesday, January 30. Our calendar invitation said, “Looking for information on financial aid for college? There are many changes to the process this year and Financial Aid Specialists are ready to help!” Representatives from CBC answered questions and assisted Richland School District families with their FAFSA and WASFA financial aid applications.

ADULT PROGRAMS

LGBTQIA+ Craft Social

We held our monthly LGBTQIA+ Craft Social from 6:30 to 8:30 p.m. on Monday, January 8. Our calendar entry said, “Chat, chill, and hang out at our 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!” Thirty-seven patrons attended this month.

Tri-City Cinephiles Movie Club: *Enter the Dragon*

The Tri-City Cinephiles Movie Club for patrons age 18+ watched *Enter the Dragon* (1973) from 6:30 to 8:30 p.m. on Monday, January 29. Adult Services Librarian Gavin leads this group, which is a partnership between the Richland Public Library and the East Benton County Museum. Eighteen patrons attended.

Local Book, Writing, and Craft Clubs

Clubs that met at the library this month included Quilting in the Library on Thursday, January 11 (with 35 attendees); By the Book Knitters on Tuesday, January 16 (with 7 attendees); the Thursday Afternoon Book Club on January 18; and the Monday Night Book Club on January 22.

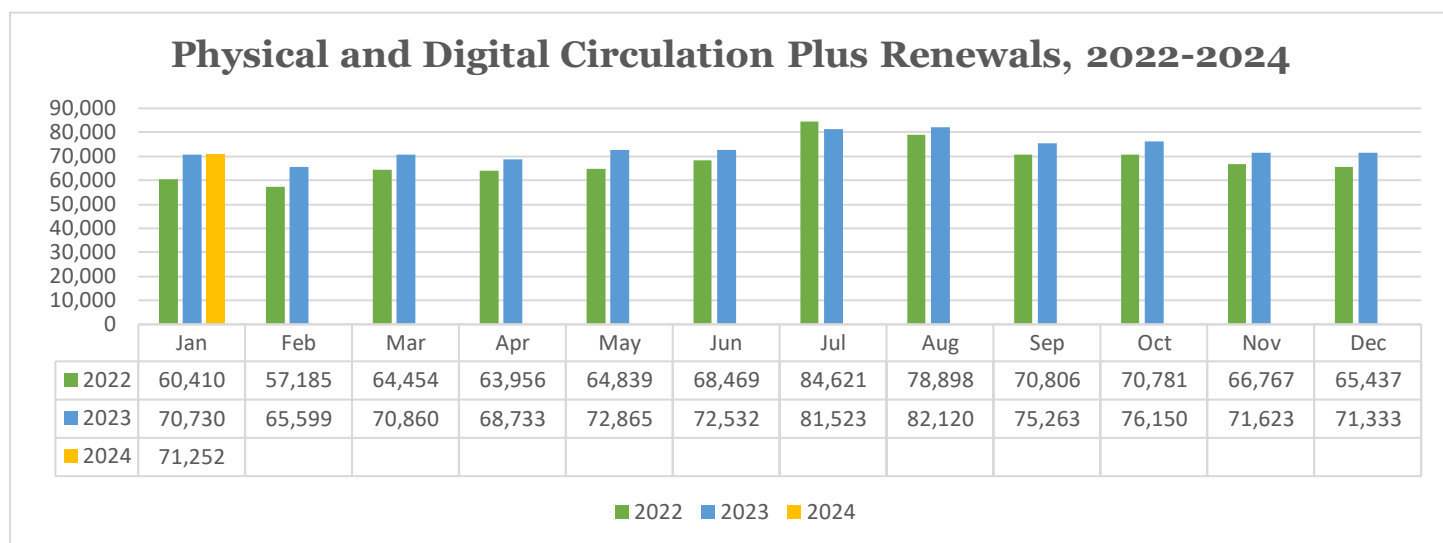
PATRON FEEDBACK

- “The drop box art is so lovely. My family loves seeing the new creations each month!”
- “What a fabulous program and immersive way to teach our children!” and “This was my favorite growing up. I loved watching them.” and “I stopped in and checked them out today. Quite cool!!” and “Thanks so much. What a neat thing for everyone to get to watch and experience!” and “That is so fantastic! We will have to come check it out on our next visit! So neat for kids to see! Thanks for sharing this experience with the community!” [on our posts about the salmon hatchlings]
- “I am so grateful for our wonderful library. Such a treasure.”



STATISTICS

TOTAL CIRCULATION

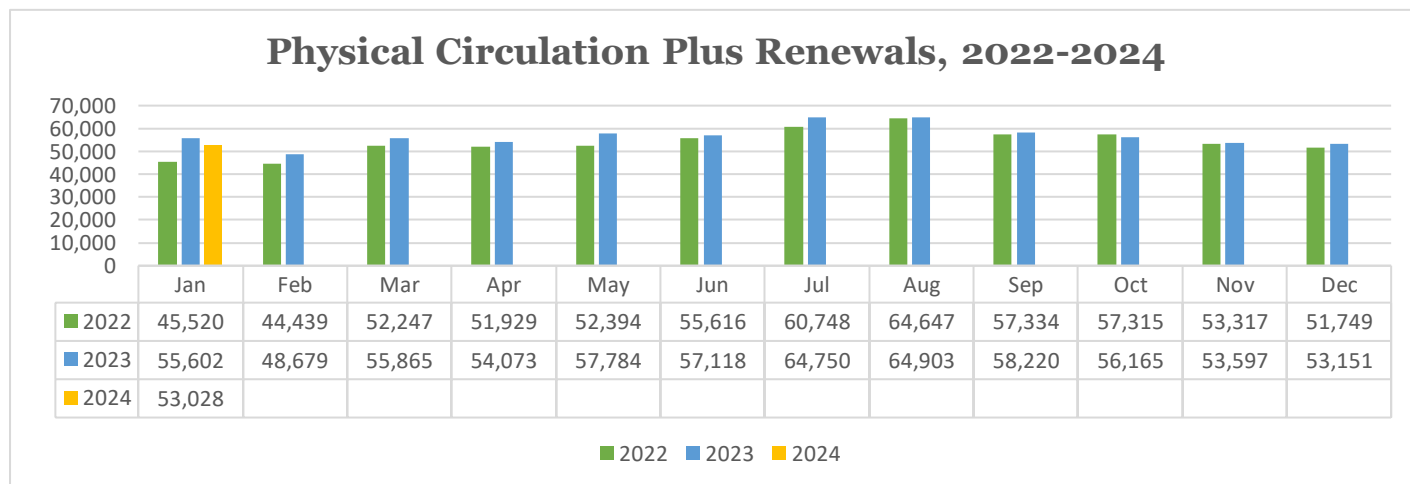


During January, our total physical plus digital circulation was 54,025 items, not including renewals. Of those, 35,801 (66.3%) were physical items and 18,224 (33.7%) were digital items obtained through Hoopla, Kanopy, Mango, and OverDrive. Kanopy plays and Mango sessions were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was up a modest 1.6% compared to the 53,155 items checked out in December 2023. Digital circulation was also up a modest 0.2% compared to the 18,182 items checked out in December. We filled 3,916 requests for holds and had 21 scheduled curbside deliveries for 14 patrons.

Our patrons also renewed 17,227 physical items in January. Including these physical item renewals, our overall circulation was 71,252. That overall circulation was down a modest 0.1% compared to the 71,333 items circulated in December 2023, but it was up a modest 0.7% compared to the 70,730 items circulated in January 2023.

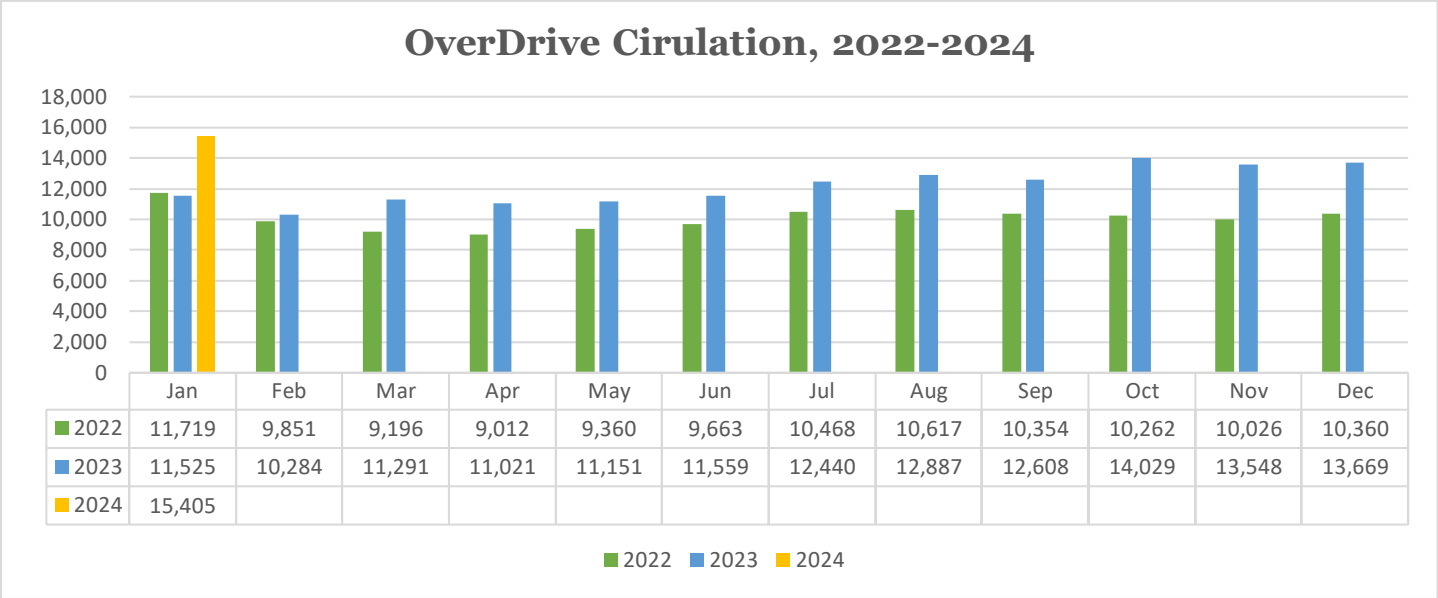
PHYSICAL CIRCULATION



Our patrons checked out 35,801 physical items in January and renewed 17,227 physical items, for a total of 53,028 items. That was down a modest 0.2% compared to the 53,151 physical items checked out and renewed in December 2023, and it was also down 4.6% compared to the 55,602 items checked out and renewed in January 2022. The top ten categories that circulated this month were Adult Nonfiction (3,923 items), Children's Storybooks (3,689 items), Children's Chapter Book Fiction (3,579 items), Adult Movies (2,578 items), Children's Nonfiction (2,527 items), Adult Fiction 2nd Floor (2,480 items), Children's Graphic Novels (2,052 items), Children's Favorites on the Story Circle (1,884 items), Children's Movies (1,575 items), and Adult New Books (1,571 items).

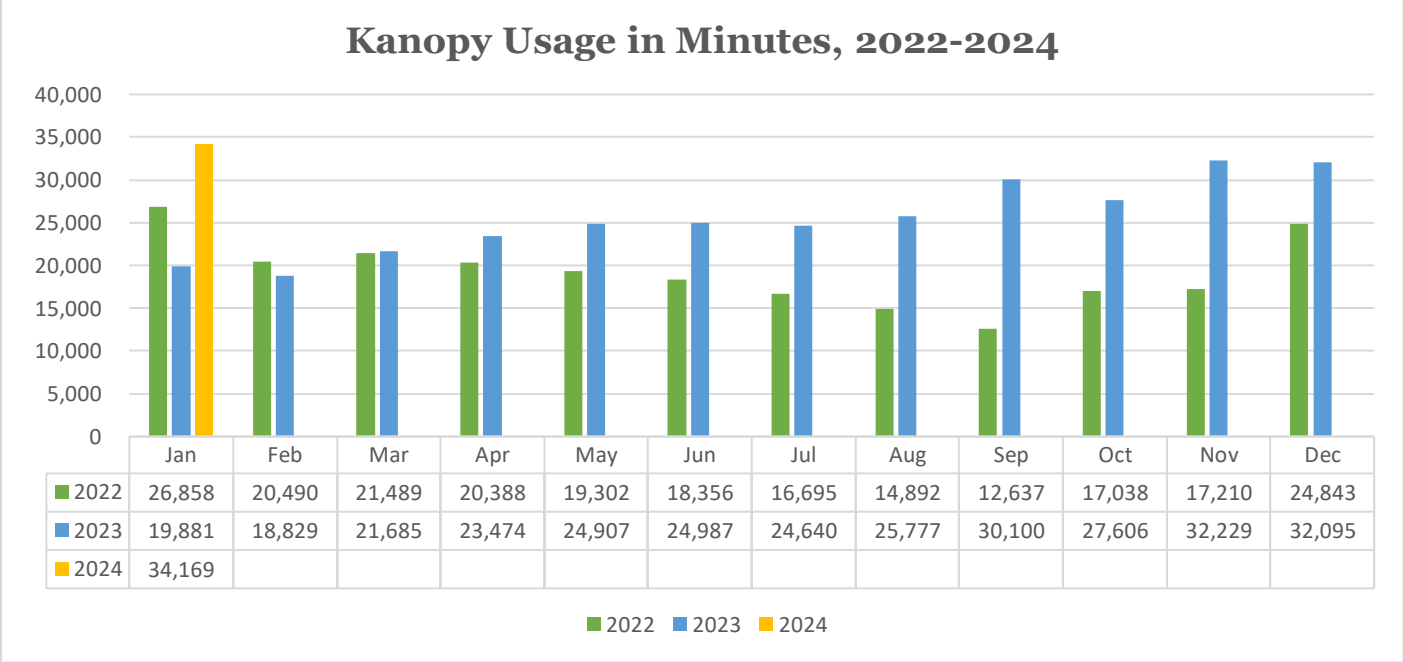
DIGITAL CIRCULATION

OverDrive



The 15,405 checkouts through OverDrive in January were up 12.7% compared to the 13,669 checkouts in December 2023, and they were also up 33.7% compared to the 11,525 checkouts in January 2023. This month’s checkouts included 7,106 e-books (which were 46.1% of the OverDrive items checked out), 5,842 audiobooks (37.9%), and 2,457 e-magazines (16.0%).

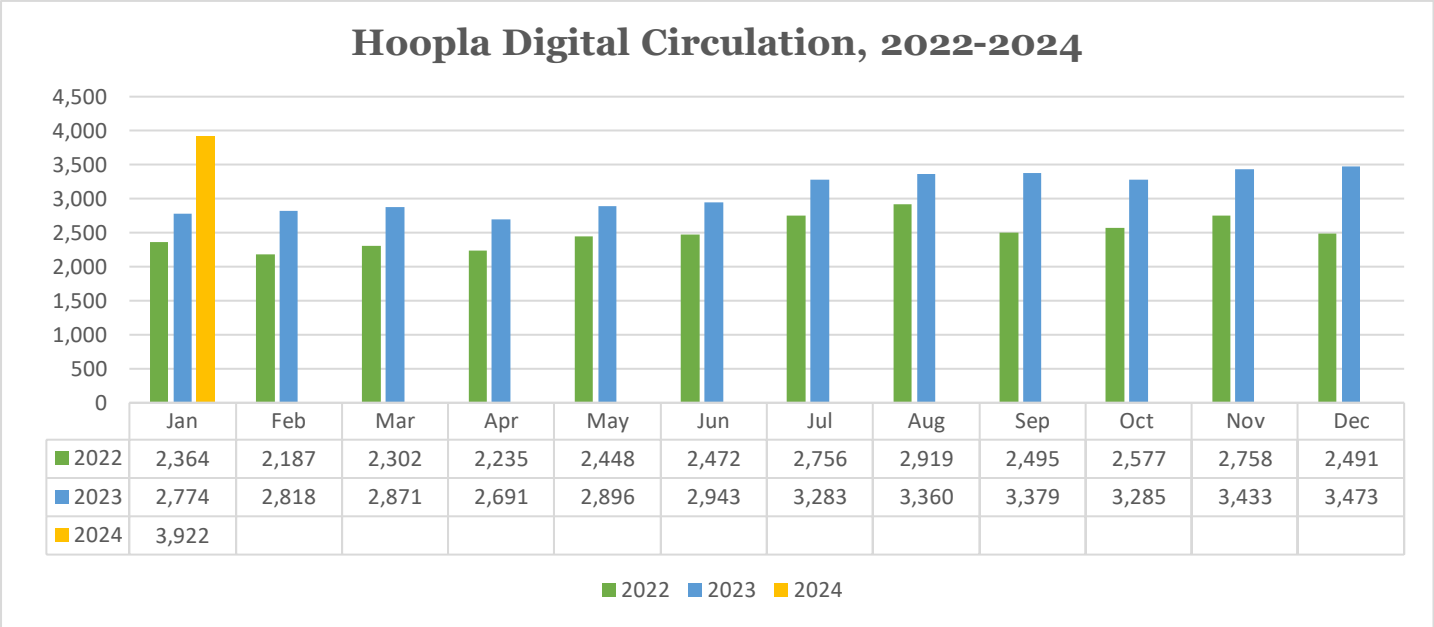
Kanopy



Our patrons viewed 34,169 minutes of Kanopy content during the month of January. That usage was up 6.5% compared to the 32,095 minutes viewed in December 2023, and it was also up 71.9% compared to the 19,881 minutes viewed in January 2023. Cardholders in the United States, Quebec, France, and Austria viewed content on Kanopy this month. The top ten suppliers of content viewed on Kanopy this month were BBC Studios, The Great Courses, A24, PBS, California Newsreel, IFC Films, Weston Woods, Moonbug Entertainment, MHz, and Paramount Pictures. Content was viewed on mobile devices (38.3%), televisions (27.7%), tablets (24.0%) and desktops (10.0%).

DIGITAL CIRCULATION (CONTINUED)

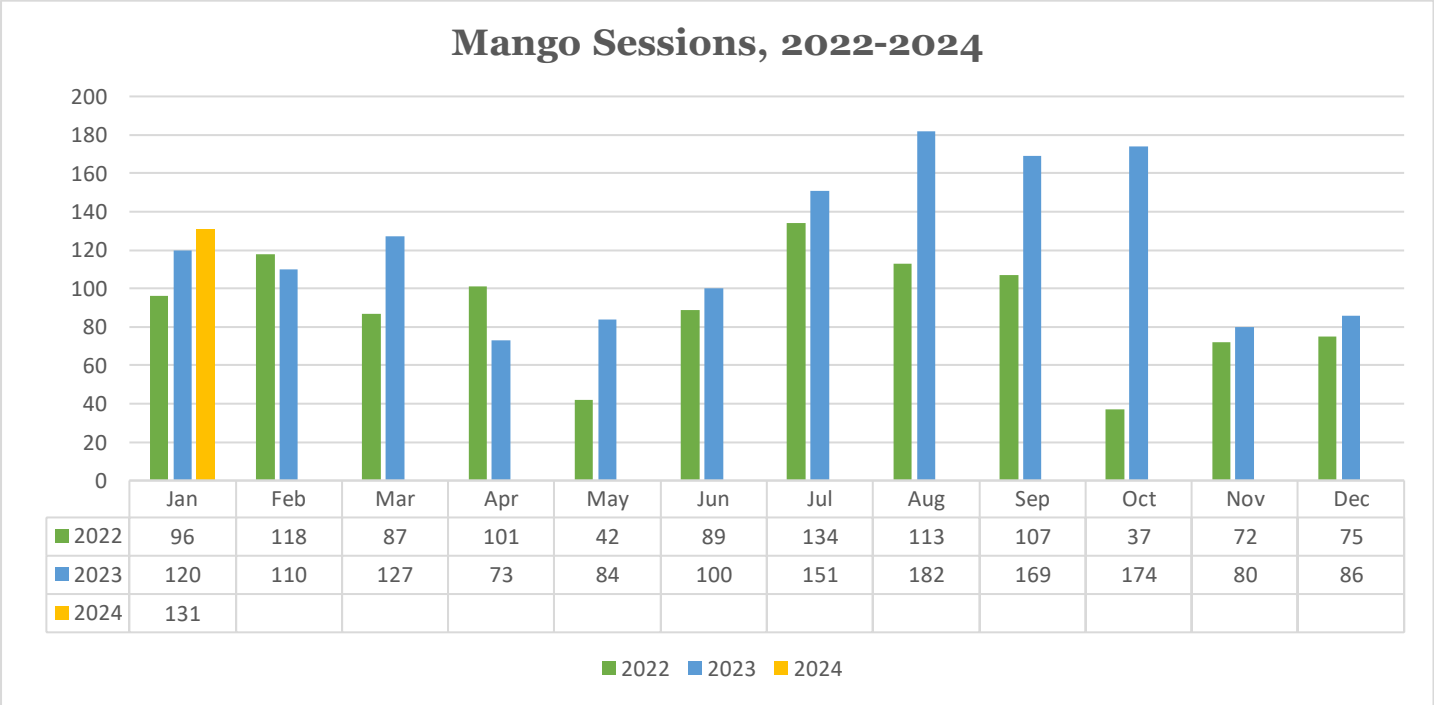
Hoopla



The 3,922 circulations in Hoopla during January were up 12.9% compared to the 3,473 circulations in December 2023, and they were also up 41.4% compared to the 2,774 circulations in January 2023. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 2,217 audiobooks (which were 56.5% of the Hoopla items checked out), 1,010 e-books and e-comics (25.7%), 567 movies and television shows (14.5%), 85 music items (2.2%), and 43 BingePasses (1.1%) this month.

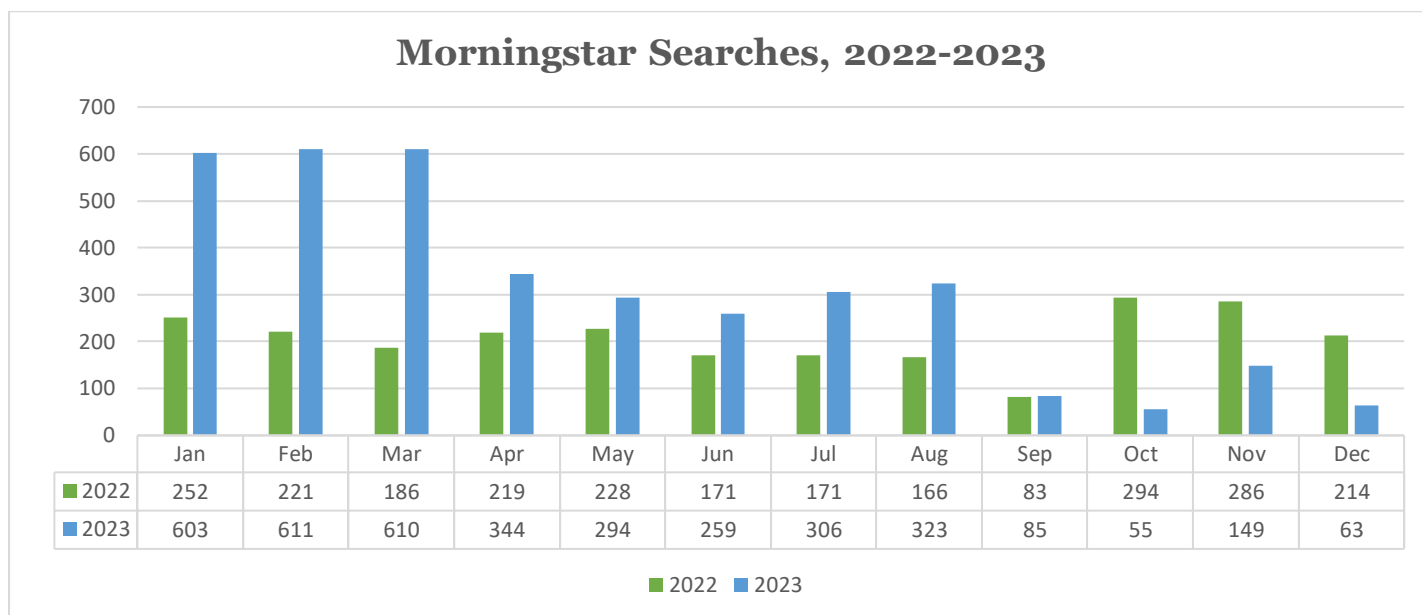
Mango



Patrons had 131 total sessions in Mango for the month of January. That usage was up 52.3% compared to the 86 sessions in December 2023, and it was also up 9.2% compared to the 120 sessions in January 2023. The top ten languages studied this month were Japanese; French; Spanish, Latin American; Chinese, Mandarin; German; Greek, Modern; Latin; Spanish, Castilian; Ukrainian; and Dutch.

OTHER DIGITAL SERVICES

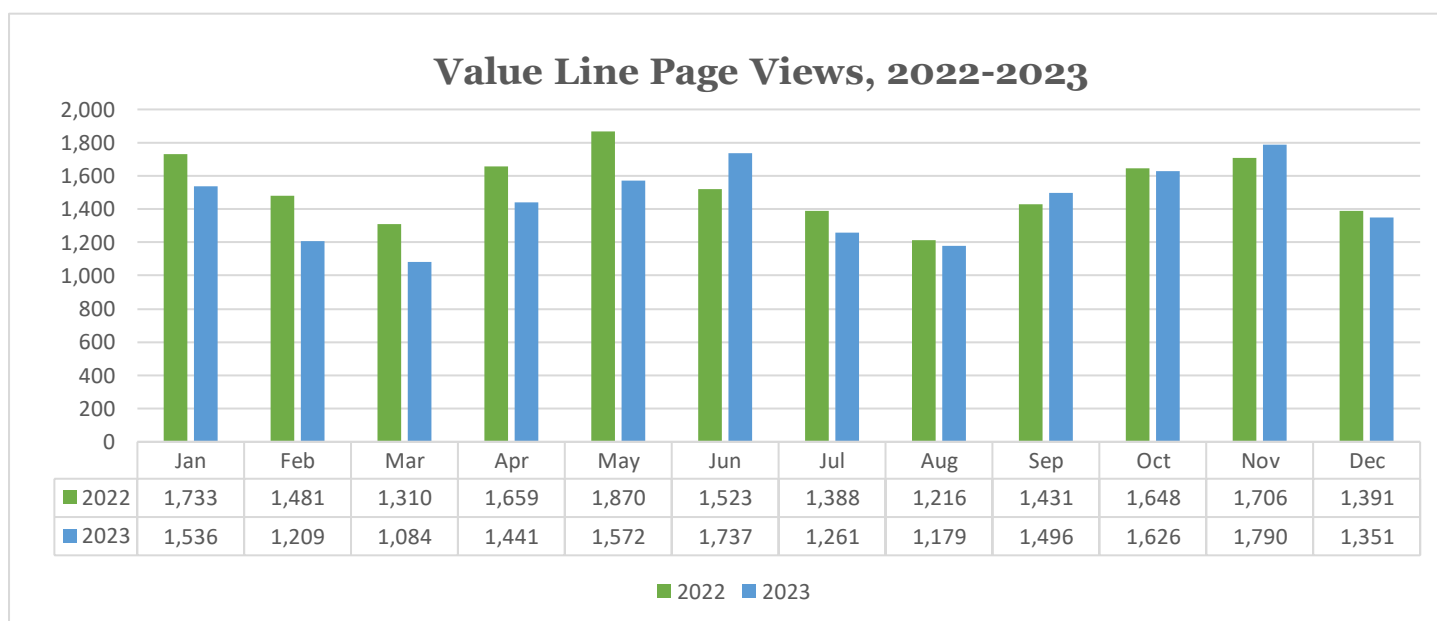
Morningstar



The 63 Morningstar searches in December were down 57.7% compared to the 149 searches in November 2023, and they were also down 70.6% compared to the 214 searches that occurred in December 2022. Even with this decrease in usage, Morningstar continues to pair nicely with Value Line, giving our patrons a helpful 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 1,351 Value Line page views in December were down 24.5% compared to the 1,790 page views in November 2023, and they were also down 2.9% compared to the 1,391 page views that occurred in December 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 January, so we will include them in next month's board report.

OTHER DIGITAL SERVICES (CONTINUED)

NewsBank

The 1,386 NewsBank page views in January were up 7.9% compared to the 1,284 page views in December 2023, but they were down 15.6% compared to the 1,643 page views that occurred in January 2023.

OTHER STATISTICS

Gate Counts

Our total gate count for January was 14,832. Our busiest day was Monday, January 22, with 733 patrons logged. That was the day of the “Cardboard Construction and More!” program.

Interlibrary Loans

In January, we received a total of 199 interlibrary loan requests from other libraries. We sent 102 items to libraries during the month in response to their interlibrary loan requests.

We also sent 28 interlibrary loan requests to other libraries in January for 28 books requested by our patrons. We received 21 books from libraries in response to requests. We had 21 unique patrons request items this month, including six patrons who requested at least two items.

New Library Card Accounts

We created 354 new library card accounts in January. They included 285 resident cards, 49 nonresident cards, 13 limited access cards, 5 interlibrary loan accounts, 1 library staff account, and 1 local administrator account.

Public Internet Sessions

Patrons enjoyed 1,373 public internet sessions during the month of January, for a total of 1,143 hours and 47 minutes. The average session was 50 minutes long.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/13/2024

Agenda Category: Approval of Bills

Prepared By: Kylie Christian , Administrative Assistant

Subject:

January 2024 and February 2024 Claims for Payment

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve both the December 1, 2023 through December 31, 2023 claims for payment and January 1, 2024 through January 31, 2024 claims for payment.

Summary:

This is a review and approval of the December 1, 2023 through December 31, 2023 claims for payment, and January 1, 2024 through January 31, 2024 claims for payment.

Attachments:

1. December 2023 Voucher Listing
2. December 2023 Payroll
3. 01.2024 Claims for Payment
4. January 2024 Voucher Listing
5. January 2024 Payroll
6. 02.2024 Claims for Payment

Library Voucher Listing

Begin Date: 12/1/2023

End Date: 12/31/2023

NON-FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8721000/3102	TARGET CORPORATION		TXN00074059	12/31/2023	0	HAND SANITIZER	\$33.89
	K8721000/3102	STAPLES		TXN00074068	12/31/2023	0	OFFICE SUPPLIES - POST ITS, PENS, WHITEOUT, WHITEB	\$152.67
	K8721000/3102	TARGET CORPORATION		TXN00074808	12/31/2023	0	HAND SANITIZER	\$5.00
	K8721000/3102	WALMART		TXN00074143	12/31/2023	0	CLEANING SUPPLIES, OFFICE SUPPLIES	\$44.37
	K8721000/3102	TARGET CORPORATION		TXN00074158	12/31/2023	0	TARGET GIFT CARDS - SHARED VALUES	\$10.87
	K8721000/3102	COSTCO WHOLESALE		TXN00074178	12/31/2023	0	CRUMBLE COOKIE GIFT CARDS & WAKE UP CALL - SHARED	\$10.87
	K8721000/3102	AMAZON		TXN00074187	12/31/2023	0	OFFICE SUPPLIES - GRAPHITE PENCILS	\$10.86
	K8721000/3102	AMAZON		TXN00074302	12/31/2023	0	SUPPLIES - TYLENOL, SURGE PROTECTOR/EXTENTION CORD	\$184.45
	K8721000/3102	DEMCO INC.		TXN00074384	12/31/2023	0	LIBRARY CART	\$744.16
	K8721000/3102	AMAZON		TXN00074401	12/31/2023	0	PLANNER, CHAIR, CHESS - TEEN SPACE	\$78.51
	K8721000/3102	FARONICS TECHNOLOGIE		TXN00074412	12/31/2023	0	DEEP FREEZE LICENSES FOR 35 COMPUTERS	\$684.82
	K8721000/3102	AMAZON		TXN00074464	12/31/2023	0	OFFICE SUPPLIES - ORGANIZATION	\$40.86
	K8721000/3102	FRED MEYER		TXN00074471	12/31/2023	0	STAFF BREAKROOM COFFEE	\$55.98

Library Voucher Listing

Begin Date: 12/1/2023

End Date: 12/31/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/3102	AMAZON		TXN00074505	12/31/2023	0	OFFICE SUPPLIES - ORGANIZATION	\$27.16
	K8721000/3102	AMAZON		TXN00074514	12/31/2023	0	OFFICE SUPPLIES - PENCILS	\$14.77
	K8721000/3102	WALMART		TXN00074531	12/31/2023	0	TEA KETTLE - STAFF BREAKROOM	\$28.22
	K8721000/3102	AMAZON		TXN00074542	12/31/2023	0	DESK CHAIR	\$65.20
	K8721000/3102	BRUTZMAN'S INC		TXN00074583	12/31/2023	0	DESK CHAIR ARM REPLACEMENTS	\$212.71
	K8721000/3102	AMAZON		TXN00074594	12/31/2023	0	OFFICE SUPPLIES - FLASH DRIVE, 2024 PLANNER, TABLE	\$25.50
OPERATING SUPPLIES & MATERIALS TOTAL:								\$2,430.87
OPERATING SUPPLIES & MATERIALS - YTD INFORMATION								
BUDGET: \$37,687.00			YTD ACTUAL: \$30,111.80			YTD % USED: 79.90%		
	K8721000/3103	COLUMBIA INDUSTRIES		5022 BREAKFAST	12/13/2023	318415	ANNUAL RPL VOLUNTEER APPRECIATION BRUNCH	\$1,065.26
MEETING EXPENSE TOTAL:								\$1,065.26
MEETING EXPENSE - YTD INFORMATION								
BUDGET: \$1,850.00			YTD ACTUAL: \$1,968.80			YTD % USED: 106.42%		
	K8721000/4117	MOON SECURITY SERVIC		1216150	12/8/2023	318372	MOON SECURITY LIBRARY 12/2023	\$123.41
EXPERT SERVICES TOTAL:								\$123.41
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$1,400.00			YTD ACTUAL: \$1,709.80			YTD % USED: 122.13%		
	K8721000/4135	COSTCO WHOLESALE		TXN00074155	12/31/2023	0	COSTCO GIFT CARDS - SHARED VALUES 4 @ \$25	\$100.00
	K8721000/4135	TARGET CORPORATION		TXN00074158	12/31/2023	0	TARGET GIFT CARDS - SHARED VALUES	\$115.00

Library Voucher Listing

Begin Date: 12/1/2023

End Date: 12/31/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4135	P-CARD OTP		TXN00074160	12/31/2023	0	MARSHALL'S GIFT CARDS - SHARED VALUES 4 @ \$25	\$100.00
	K8721000/4135	COSTCO WHOLESALE		TXN00074178	12/31/2023	0	CRUMBLE COOKIE GIFT CARDS & WAKE UP CALL - SHARED	\$119.97
SHARED VALUES PROGRAM TOTAL:								\$434.97
SHARED VALUES PROGRAM - YTD INFORMATION								
BUDGET: \$475.00			YTD ACTUAL: \$434.97			YTD % USED: 91.57%		
	K8721000/4201	VERIZON WIRELESS		9949679664	12/6/2023	318301	November 2023 - City-Wide Wireless Bill	\$89.60
	K8721000/4201	FRONTIER		12/23 2061882614	12/8/2023	318350	TELEPHONE CHARGES 12/19/23-01/18/24	\$101.36
	K8721000/4201	FRONTIER		12/23 5099433152	12/8/2023	318350	12/23 TELEPHONE CHARGES	\$1,011.52
	K8721000/4201	T-MOBILE USA INC		TXN00074015	12/31/2023	0	T-MOBILE HOTSPOTS	\$1,418.08
TELEPHONE & COMM SVCS TOTAL:								\$2,620.56
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$20,304.00			YTD ACTUAL: \$20,254.73			YTD % USED: 99.76%		
	K8721000/4207	BANK OF AMERICA		113023	12/4/2023	9844	LIBRARY MERCHANT SERVICE FEES	\$120.90
MERCHANT SVC FEES TOTAL:								\$120.90
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$1,200.00			YTD ACTUAL: \$1,726.14			YTD % USED: 143.85%		
	K8721000/4301	P-CARD OTP		TXN00074600	12/31/2023	0	C. NULPH CONFERENCE HOTEL	\$567.48

Library Voucher Listing

Begin Date: 12/1/2023

End Date: 12/31/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4301	UNITED AIRLINES		TXN00074612	12/31/2023	0	C. NULPH LIBRARY CONFERENCE TRAVEL AIRFARE	\$896.40
TRAVEL EXPENSES TOTAL:								\$1,463.88
TRAVEL EXPENSES - YTD INFORMATION								
BUDGET: \$17,379.70			YTD ACTUAL: \$5,292.77			YTD % USED: 30.45%		
	K8721000/4504	XEROX CORP		020259970	12/22/2023	318783	7HB-469027 DECEMBER 2023 BASE CHARGE	\$10.87
	K8721000/4504	XEROX CORP		020259980	12/22/2023	318783	3UA295134 NOVEMBER 2023 BASE CHARGE	\$207.78
	K8721000/4504	XEROX CORP		020259982	12/22/2023	318783	3UA295258 NOVEMBER 2023 BASE CHARGE	\$329.43
	K8721000/4504	XEROX CORP		020259983	12/22/2023	318783	3UA296344 NOVEMBER 2023 BASE CHARGE	\$360.41
	K8721000/4504	XEROX CORP		020259981	12/22/2023	318783	3UA295169 NOVEMBER 2023 BASE CHARGE	\$176.29
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$1,084.78
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$11,060.00			YTD ACTUAL: \$14,829.65			YTD % USED: 134.08%		
	K8721000/4912	PUBLIC LIBRARIES OF		2024-028	12/20/2023	318655	PUBLIC LIB OF WA MEMBERSHIP 2024	\$487.96
TUITION/CONFERENCE FEES TOTAL:								\$487.96
TUITION/CONFERENCE FEES - YTD INFORMATION								
BUDGET: \$2,690.00			YTD ACTUAL: \$2,525.55			YTD % USED: 93.89%		

Library Voucher Listing

Begin Date: 12/1/2023

End Date: 12/31/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/5301	WA STATE DEPARTMENT		DOR 11/2023	12/26/2023	9860	COMBINED EXCISE TAX - NOVEMBER 2023	\$28.01
STATE TAXES TOTAL:								\$28.01
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$469.15			YTD % USED: 46.00%		
LIBRARY ADMINISTRATION TOTAL:								\$9,860.60
	K8722100/3401	MIDWEST TAPE		504719658	12/8/2023	318370	HOOPLA NOVEMBER 2023	\$7,263.25
	K8722100/3401	MIDWEST TAPE		TXN00073993	12/31/2023	0	LIBRARY MATERIALS - MEDIA COLLECTION	\$633.23
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00074064	12/31/2023	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$835.78
	K8722100/3401	OVERDRIVE		TXN00074103	12/31/2023	0	LIBRARY EBOOK/AUDIOBOOK COLLECTION	\$693.78
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00074180	12/31/2023	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$210.18
	K8722100/3401	MIDWEST TAPE		TXN00074183	12/31/2023	0	LIBRARY MATERIALS - MEDIA COLLECTION	\$291.70
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00074274	12/31/2023	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$226.83
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00074279	12/31/2023	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$212.19
	K8722100/3401	MIDWEST TAPE		TXN00074322	12/31/2023	0	DVD COLLECTION	\$740.12
	K8722100/3401	OVERDRIVE		TXN00074362	12/31/2023	0	EBOOK/AUDIOBOOK COLLECTION	\$895.85
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00074498	12/31/2023	0	LIBRARY MATERIALS COLLECTION	\$22.42

Library Voucher Listing

Begin Date: 12/1/2023

End Date: 12/31/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00074512	12/31/2023	0	LIBRARY MATERIALS COLLECTION	\$1,558.26
	K8722100/3401	OVERDRIVE		TXN00074539	12/31/2023	0	EBOOK COLLECTION	\$110.00
	K8722100/3401	OVERDRIVE		TXN00074544	12/31/2023	0	EBOOK COLLECTION	\$31.98
	K8722100/3401	OVERDRIVE		TXN00074550	12/31/2023	0	EBOOK COLLECTION	\$27.50
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00074601	12/31/2023	0	LIBRARY MATERIALS COLLECTION	\$544.90
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00074609	12/31/2023	0	LIBRARY MATERIALS COLLECTION	\$1,264.41
	K8722100/3401	MIDWEST TAPE		TXN00074610	12/31/2023	0	LIBRARY DVD COLLECTION	\$294.76
	K8722100/3401	MIDWEST TAPE		TXN00074617	12/31/2023	0	LIBRARY DVD COLLECTION	\$580.94

LIBRARY RESOURCES TOTAL: \$16,438.08

LIBRARY RESOURCES - YTD INFORMATION

BUDGET: \$368,144.00

YTD ACTUAL: \$373,369.69

YTD % USED: 101.42%

	K8722100/3402	COLUMBIA INDUSTRIES		5022 STORYTIME	12/13/2023	318415	PRIMETIME GRANT STORYTIME DINNER	\$652.20
	K8722100/3402	INGRAM INDUSTRIES IN		78037649	12/1/2023	318176	PRIME TIME GRANT MATERIALS	\$1,163.93
	K8722100/3402	INGRAM INDUSTRIES IN		78647200	12/1/2023	318176	PRIME TIME GRANT MATERIALS	\$107.92
	K8722100/3402	NEWCOMER, SARAH		PRIME TIME 2023	12/15/2023	318522	PRIME TIME PROGRAM 2023	\$750.00
	K8722100/3402	BROWN, BENITA L		PRIME TIME 2023	12/15/2023	318482	PRIME TIME PROGRAM 2023	\$250.00
	K8722100/3402	CARTERBY, SAMANTHA		PRIME TIME 2023	12/15/2023	318483	PRIME TIME PROGRAM 2023	\$250.00
	K8722100/3402	GUYETTE, KIM		PRIME TIME 2023	12/15/2023	318504	PRIME TIME PROGRAM 2023	\$250.00

Library Voucher Listing

Begin Date: 12/1/2023

End Date: 12/31/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3402	P-CARD OTP		TXN00074132	12/31/2023	0	PROGRAMMING - MOVIE CLUB STICKERS	\$61.96
	K8722100/3402	4IMPRINT, INC		TXN00074147	12/31/2023	0	LIBRARY BRANDED TABLECLOTHS	\$605.54
	K8722100/3402	P-CARD OTP		TXN00074214	12/31/2023	0	WINTER READING CHALLENGE PRIZES	\$72.01
	K8722100/3402	HARBOR FREIGHT TOOLS		TXN00074247	12/31/2023	0	PROGRAMMING TOOLS	\$116.18
	K8722100/3402	HARBOR FREIGHT TOOLS		TXN00074256	12/31/2023	0	PROGRAMMING TOOLS	\$169.44
	K8722100/3402	HARBOR FREIGHT TOOLS		TXN00074263	12/31/2023	0	PROGRAMMING TOOLS	\$36.90
	K8722100/3402	TARGET CORPORATION		TXN00074287	12/31/2023	0	VIRTUAL REALITY FOR COLLABORATORY SPACE	\$619.57
	K8722100/3402	AMAZON		TXN00074296	12/31/2023	0	LIBRARY DISPLAY SUPPLIES	\$89.10
	K8722100/3402	BEST BUY		TXN00074299	12/31/2023	0	NINTENDO SWITCH FOR TEEN SPACE	\$467.39
	K8722100/3402	AMAZON		TXN00074302	12/31/2023	0	SUPPLIES - TYLENOL, SURGE PROTECTOR/EXTENTION CORD	\$74.55
	K8722100/3402	P-CARD OTP		TXN00074339	12/31/2023	0	TWO WIRELESS GRAPHIC TABLETS TEEN SPACE	\$195.56
	K8722100/3402	P-CARD OTP		TXN00074369	12/31/2023	0	CHILDREN'S DEPT STORYTIME SUPPLIES	\$165.39
	K8722100/3402	AMAZON		TXN00074401	12/31/2023	0	PLANNER, CHAIR, CHESS - TEEN SPACE	\$29.99
	K8722100/3402	HARBOR FREIGHT TOOLS		TXN00074504	12/31/2023	0	PROGRAMMING TOOLS	\$25.51
	K8722100/3402	HARBOR FREIGHT TOOLS		TXN00074508	12/31/2023	0	PROGRAMMING TOOLS - RETURN TO STORE	-\$165.24
	K8722100/3402	P-CARD OTP		TXN00074518	12/31/2023	0	PROGRAMMING SUPPLIES - HOLIDAY SING A LONG	\$13.30
	K8722100/3402	HARBOR FREIGHT TOOLS		TXN00074521	12/31/2023	0	PROGRAMMING TOOLS	\$43.44

Library Voucher Listing

Begin Date: 12/1/2023

End Date: 12/31/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3402	P-CARD OTP		TXN00074568	12/31/2023	0	CHILDREN'S DEPARTMENT SUPPLIES	\$101.09
	K8722100/3402	AMAZON		TXN00074594	12/31/2023	0	OFFICE SUPPLIES - FLASH DRIVE, 2024 PLANNER, TABLE	\$70.19
LIBRARY PROGRAMMING TOTAL:								\$6,215.92
LIBRARY PROGRAMMING - YTD INFORMATION								
BUDGET: \$58,300.00			YTD ACTUAL: \$26,637.56			YTD % USED: 45.69%		
	K8722100/4107	SPORTSENGINE INC		40022	12/15/2023	318521	BACKGROUND CHECKS - LIBRARY (6)	\$111.00
OTHER PROFESSIONAL SERVICES TOTAL:								\$111.00
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$1,366.98			YTD % USED: 134.02%		
LIBRARY PUBLIC SERVICE TOTAL:								\$22,765.00
LIBRARY NON-FACILITIES TOTAL:								\$32,625.60

Library Voucher Listing

Begin Date: 12/1/2023

End Date: 12/31/2023

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		11/2023 NOV	12/15/2023	318487	CITY UTILITY BILLS/NOV 2023	\$3,254.57
UTILITIES TOTAL:								\$3,254.57
UTILITIES - YTD INFORMATION								
BUDGET: \$53,736.00			YTD ACTUAL: \$51,243.11			YTD % USED: 95.36%		
	K8725000/6406	MUSTANG SIGNS		27471	12/6/2023	318264	GENERATOR WRAP/INSTALLATION	\$1,304.40
	K8725000/6406	CERIUM NETWORKS INC	22300810	I102919	12/20/2023	318574	SR-99 Wireless Controller Licenses for Library	\$369.25
FURNITURE & FIXTURES > \$5000 TOTAL:								\$1,673.65
FURNITURE & FIXTURES > \$5000 - YTD INFORMATION								
BUDGET: \$253,832.00			YTD ACTUAL: \$231,336.43			YTD % USED: 91.14%		
LIBRARY FACILITIES TOTAL:								\$4,928.22

CITY OF RICHLAND

LIBRARY EXPENDITURE

December 2023

Month/Year

PAY PERIODS From November 20, 2023 to December 17, 2023

GROSS SALARIES \$ 100,513.57

	Gross Wages	Total
WEEK OF: <u>12/07/23</u>	<u>47,431.77</u>	<u>47,431.77</u>
WEEK OF: <u>12/21/23</u>	<u>50,429.86</u>	<u>50,429.86</u>
WEEK OF: <u>Accruals</u>	<u>2,651.94</u>	<u>2,651.94</u>
TOTAL	<u><u>100,513.57</u></u>	<u><u>100,513.57</u></u>



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

JANUARY 2024

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 \$ \$133,139.17 this 13th day of February, 2024.

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

Voucher Listings	Amount
December 01, 2023 thru December 31, 2023	\$32,625.60
Transfer Advice (Salaries)	
Salaries for the weeks of: November 20, 2023 thru December 17, 2023	\$100,513.57
MONTHLY EXPENSES	\$133,139.17

Comments: COR Voucher Listing
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: 1/1/2024

End Date: 1/31/2024

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		1061	1/10/2024	319271	K20 BANDWIDTH USAGE - JULY 23-JULY 24	\$8,950.00
	K8188700/3583	ENVISIONWARE INC		INV-US-69246	1/10/2024	319212	ENVISIONWARE RENEWAL COMPUTER/CASH MAINT.	\$12,950.19
	K8188700/3583	SPRINGSHARE LLC		23-A2043	1/19/2024	319652	LIBCAL - LIBRARY CALENDAR SYSTEM	\$1,099.00
	K8188700/3583	ZOOBEAN INC		27871	1/31/2024	320096	BEANSTACK PLUS SUBSCRIPTION - READING CHALLENGES	\$1,795.00
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$24,794.19
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$75,393.00			YTD ACTUAL: \$77,671.36			YTD % USED: 103.02%		
INFORMATION TECHNOLOGY TOTAL:								\$24,794.19
	K8721000/4117	MOON SECURITY SERVIC		1220315	1/12/2024	319419	LIBRARY-FIRE MONITORING - JAN 2024	\$135.01
	K8721000/4117	MOON SECURITY SERVIC		1224689	1/31/2024	320041	FIRE, COMM MONT, TOTAL CONNECT FEBRUARY 2024	\$160.98
EXPERT SERVICES TOTAL:								\$295.99
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$1,400.00			YTD ACTUAL: \$1,709.80			YTD % USED: 122.13%		
	K8721000/4201	FRONTIER		01/24 5099433152	1/12/2024	319402	01/24 TELEPHONE CHARGES	\$1,011.76
	K8721000/4201	FRONTIER		01/24 2061882614	1/12/2024	319403	TELEPHONE CHARGES 01/19/24-02/18/24	\$101.38

Library Voucher Listing

Begin Date: 1/1/2024

End Date: 1/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4201	VERIZON WIRELESS		9952143646	1/10/2024	319302	Verizon Wireless NASPO - December 2023	\$89.60
	K8721000/4201	VERIZON WIRELESS		9954616030	1/31/2024	320089	Verizon Wireless NASPO - January 2024	\$89.62
TELEPHONE & COMM SVCS TOTAL:								\$1,292.36
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$20,304.00			YTD ACTUAL: \$20,254.73			YTD % USED: 99.76%		
	K8721000/4202	PITNEY BOWES PURCHAS		Postage_ApJun2023	1/17/2024	319533	Postage April through June 2023	\$1,640.17
	K8721000/4202	PITNEY BOWES PURCHAS		Postage_Jul-Sept2023	1/19/2024	319635	Postage July through September 2023	\$1,512.67
	K8721000/4202	PITNEY BOWES PURCHAS		Postage_OctDec_2023	1/17/2024	319533	Postage October-December 2023	\$1,350.09
POSTAGE TOTAL:								\$4,502.93
POSTAGE - YTD INFORMATION								
BUDGET: \$6,516.09			YTD ACTUAL: \$5,322.92			YTD % USED: 81.69%		
	K8721000/4207	BANK OF AMERICA		123123	1/2/2024	9877	LIBRARY MERCHANT SERVICE FEES	\$144.21
MERCHANT SVC FEES TOTAL:								\$144.21
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$1,200.00			YTD ACTUAL: \$1,726.14			YTD % USED: 143.85%		
	K8721000/4301	LIGHTFOOT, GAVIN		24-002 LIGHTFOOT	1/31/2024	320037	24-002 LIGHTFOOT ALA LIB LEARN CONFERENCE 2024	\$68.42
	K8721000/4301	CITY OF RICHLAND		24-002 LIGHTFOOT	1/31/2024	319999	24-002 LIGHTFOOT ALA LIB LEARN CONF	\$345.00
TRAVEL EXPENSES TOTAL:								\$413.42
TRAVEL EXPENSES - YTD INFORMATION								
BUDGET: \$17,379.70			YTD ACTUAL: \$5,292.77			YTD % USED: 30.45%		

Library Voucher Listing

Begin Date: 1/1/2024

End Date: 1/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4504	XEROX CORP		020461428	1/19/2024	319666	7HB-469027 JANUARY 2024 BASE CHARGE	\$10.87
	K8721000/4504	XEROX CORP		020461438	1/17/2024	319566	3UA-295134 11/21/23- 12/21/23	\$207.88
	K8721000/4504	XEROX CORP		020461439	1/17/2024	319566	3UA-295169 11/21/23- 12/21/23	\$175.74
	K8721000/4504	XEROX CORP		020461440	1/17/2024	319566	3UA-295258 BASE CHARGE 11/21/23-12/21/23	\$368.24
	K8721000/4504	XEROX CORP		020461441	1/17/2024	319566	3UA-296344 BASE CHARGE 11/21/23-12/21/23	\$417.78
	K8721000/4504	XEROX CORP		590663352	1/17/2024	319566	XEROX LATE CHARGE	\$25.00
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$1,205.51
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$11,060.00			YTD ACTUAL: \$14,829.65			YTD % USED: 134.08%		
	K8721000/4601	WASHINGTON CITIES IN		200131	1/29/2024	9896	2024 WCIA INSURANCE ASSESSMENT	\$118.00
	K8721000/4601	WASHINGTON CITIES IN		200131	1/29/2024	9896	2024 WCIA INSURANCE ASSESSMENT	\$63,088.00
INSURANCE TOTAL:								\$63,206.00
INSURANCE - YTD INFORMATION								
BUDGET: \$36,726.00			YTD ACTUAL: \$38,782.00			YTD % USED: 105.60%		
	K8721000/5301	WA STATE DEPARTMENT		DOR 12/2023	1/25/2024	9903	COMBINED EXCISE TAX DECEMBER 2023	\$33.74
STATE TAXES TOTAL:								\$33.74
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$469.15			YTD % USED: 46.00%		
LIBRARY ADMINISTRATION TOTAL:								\$71,094.16
	K8722100/3401	MIDWEST TAPE		504858600	1/10/2024	319244	HOOPLA DECEMBER 2023	\$7,903.69

Library Voucher Listing

Begin Date: 1/1/2024

End Date: 1/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3401		NEWSBANK INC		RN1101228	1/24/2024	319743	TRI-CITY HERALD ANNUAL SUBSCRIPTION JAN2024- DEC24	\$10,220.00
K8722100/3401		VALUE LINE PUBLISHIN		KF-194560-241	1/19/2024	319660	VALUE LINE RESEARCH CTR ONLINE 1/24-12/24	\$5,000.00
K8722100/3401		ATOZDATABASES		130221	1/19/2024	319574	ATOZ LIBRARY SUBSCRTIPTION 12/14/2023-12/13/2024	\$1,620.00
K8722100/3401		EBSCO		1000220171-1	1/19/2024	319602	EBSCO CONSUMER REPORTS/LEARNING EXPRESS 2024 SUB	\$6,110.00
K8722100/3401		MANGO LANGUAGES		INV013351	1/19/2024	319621	MANGO LANGUAGES/ASL DATABASE 1/24-12/24	\$5,652.81
K8722100/3401		PROQUEST LLC		70820119	1/19/2024	319638	HERITAGE QUEST ONLINE DATABASE 1/2024-12/2024	\$1,120.60
K8722100/3401		KANOPY LLC		KDEP-21775	1/19/2024	319612	KANOPY-PAY PER USE 1/2024-12/2024	\$8,000.00
K8722100/3401		SECRETARY OF STATE		1185	1/26/2024	319963	2024 WDLG ANNUAL BILLING	\$43,611.33
K8722100/3401		CENTER POINT		2062445	1/19/2024	319584	LIBRARY-MYSTERY SERIES, WESTERN, BEST SELLER	\$2,878.45
K8722100/3401		BLACKSTONE AUDIOBOOK		2129558	1/19/2024	319580	LIBRARY DVD COLLECTION	\$45.22
K8722100/3401		BLACKSTONE AUDIOBOOK		2128603	1/19/2024	319580	LIBRARY - DVD/CD COLLECTION	\$151.08
K8722100/3401		BLACKSTONE AUDIOBOOK		2126701	1/19/2024	319580	LIBRARY - CD COLLECTION	\$51.09
K8722100/3401		BLACKSTONE AUDIOBOOK		2133639	1/19/2024	319580	LIBRARY - DVD COLLECTION	\$45.22

Library Voucher Listing

Begin Date: 1/1/2024

End Date: 1/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	BLACKSTONE AUDIOBOOK		2120336	1/19/2024	319580	LIBRARY - DVD COLLECTION	\$45.22
LIBRARY RESOURCES TOTAL:								\$92,454.71
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$368,144.00			YTD ACTUAL: \$373,369.69			YTD % USED: 101.42%		
	K8722100/3402	BANK OF AMERICA		TXN00074693	1/31/2024	0	CHILDREN'S DEPT STORYTIME SUPPLIES	\$88.89
LIBRARY PROGRAMMING TOTAL:								\$88.89
LIBRARY PROGRAMMING - YTD INFORMATION								
BUDGET: \$58,300.00			YTD ACTUAL: \$26,637.56			YTD % USED: 45.69%		
	K8722100/4107	SPORTSENGINE INC		40945	1/17/2024	319519	BACKGROUND CHECKS - LIBRARY (2)	\$37.00
	K8722100/4107	CI INFORMATION MANAG		0160257	1/19/2024	319586	ONSITE 64 GALLON RECURRING SHRED SERVICE	\$112.13
OTHER PROFESSIONAL SERVICES TOTAL:								\$149.13
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$1,366.98			YTD % USED: 134.02%		
	K8722100/6414	TED BROWN MUSIC COMP	22300803	5296086	1/17/2024	319551	Library Gallery AV Upgrades, CONTRACT #422-23	\$15,405.03
MACHINERY & EQUIP > \$5000 TOTAL:								\$15,405.03
MACHINERY & EQUIP > \$5000 - YTD INFORMATION								
BUDGET: \$30,000.00			YTD ACTUAL: \$22,517.82			YTD % USED: 75.06%		
LIBRARY PUBLIC SERVICE TOTAL:								\$108,097.76



Library Voucher Listing

Begin Date: 1/1/2024

End Date: 1/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
LIBRARY NON-FACILITIES TOTAL:								\$203,986.11

Library Voucher Listing

Begin Date: 1/1/2024

End Date: 1/31/2024

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		12/2023 DEC	1/24/2024	319715	CITY UTILITY BILLS/DEC 2023	\$3,097.37
UTILITIES TOTAL:								\$3,097.37
UTILITIES - YTD INFORMATION								
BUDGET: \$53,736.00			YTD ACTUAL: \$51,243.11			YTD % USED: 95.36%		
	K8725000/6406	MUSTANG SIGNS		28135	1/10/2024	319249	COLLABORATORY SIGN - LIBRARY	\$1,088.09
	K8725000/6406	PARAMOUNT COMMUNICAT	22300833	38083	1/10/2024	319255	Library Comms Cable Install, CONTRACT #436-23	\$2,759.65
	K8725000/6406	PARAMOUNT COMMUNICAT	22300833	38083/RETAINAGE	1/31/2024	320052	Library Comms Cable Install, CONTRACT #436-23	\$279.60
FURNITURE & FIXTURES > \$5000 TOTAL:								\$4,127.34
FURNITURE & FIXTURES > \$5000 - YTD INFORMATION								
BUDGET: \$253,832.00			YTD ACTUAL: \$231,336.43			YTD % USED: 91.14%		
LIBRARY FACILITIES TOTAL:								\$7,224.71

CITY OF RICHLAND

LIBRARY EXPENDITURE

January 2024

Month/Year

PAY PERIODS From December 18, 2023 to January 14, 2024

GROSS SALARIES \$ 103,884.31

	Gross Wages	Total
WEEK OF: 01/04/24	<u>50,713.81</u>	<u>50,713.81</u>
WEEK OF: 01/18/24	<u>53,170.50</u>	<u>53,170.50</u>
WEEK OF: _____	<u> </u>	<u>-</u>
TOTAL	<u><u>103,884.31</u></u>	<u><u>103,884.31</u></u>



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

FEBRUARY 2024

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 \$ _____ this 13th day of February, 2024.

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

Voucher Listings	Amount
January 01, 2024 thru January 31, 2024	\$203,986.11
Transfer Advice (Salaries)	
Salaries for the weeks of: December 18, 2023 thru January 14, 2024	\$103,884.31
MONTHLY EXPENSES	\$307,870.42

Comments: COR Voucher Listing
COR 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: 2/13/2024

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Three Boards Meeting Follow Up

Department:
Parks & Public Facilities

Recommended Motion:
Disucssion only.

Summary:
Discussion on the Three Boards Meeting that was held on January 22, 2024.

Attachments: