



Agenda
Library Board Meeting
Tuesday, December 9, 2025
Richland Public Library
955 Northgate Drive

Regular Meeting - 5:30 p.m.

Call to Order/Attendance:

Approval of Agenda: (Approved by Motion)

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

Approval of Minutes: (Approved by Motion)

1. Approval of the October 14, 2025 Library Board Meeting Minutes

Richland Public Library Updates:

2. Richland Public Library Staff Update
 - Theresa Barnaby, Library Supervisor
3. Library Manager's Report and Library Statistics for October and November 2025
 - Christopher Nulph, Library Manager

Approval of Bills: (Approved by Motion)

4. Claims for Payment October 1, 2025 through October 31, 2025 and November 1, 2025 through November 30, 2025
 - Christopher Nulph, Library Manager

Unfinished Business:

New Business:

5. Circulation Policy Review
 - Christopher Nulph, Library Manager
6. Proposed Agreement Between City of Richland and Richland Public Library Board of Trustees
 - Christopher Nulph, Library Manager
7. Richland Public Library Foundation Update
 - Christopher Nulph, Library Manager

Agenda Items for Upcoming Board Meeting:

Adjournment

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. (Chapter 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: 12/9/2025

Agenda Category: Approval of Minutes

Prepared By: Kylie Christian, Administrative Assistant

Subject

Approval of the October 14, 2025 Library Board Meeting Minutes

Department

Parks & Public Facilities

Recommended Motion

Move to approve the October 14, 2025 Library Board Meeting Minutes.

Summary

The draft of the October 14, 2025 Library Board Meeting Minutes is included for consideration.

Attachments

- I. 2025.10.14 Library Board Meeting Minutes



MINUTES

Richland Public Library Board
Tuesday, October 14, 2025
Library Conference Room A
955 Northgate Drive

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

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

Attendance: Chair Buxton	Present
Vice-Chair Hernandez	Absent
Board Member Fisher	Present
Board Member Isakson	Present
Board Member Pickel	Present
Council Liaison Kent	Present

Also present were Library Manager Nulph and Administrative Assistant Christian.

Approval of Agenda

BOARD MEMBER ISAKSON MOVED AND BOARD MEMBER PICKEL SECONDED THE MOTION TO APPROVE THE AGENDA AS PUBLISHED. MOTION CARRIED 4-0.

Approval of Minutes

- 1. BOARD MEMBER PICKEL MOVED AND BOARD MEMBER ISAKSON SECONDED THE MOTION TO APPROVE THE MINUTES OF SEPTEMBER 9, 2025 AS PRESENTED. MOTION CARRIED 4-0.**

Richland Public Library Updates

2. Richland Public Library Staff Update

Library Supervisor Haffner was absent and will be present at future meeting.

3. Library Manager's Monthly Report and Library Statistics Report from September 2025

Library Manager Nulph shared that the library's new operating hours are going over well with patrons and staff.

There has been a delay in the library's new outdoor space, "The Lawn." The turf was installed poorly. The contractor will be making the necessary repairs before opening to the public.

Library Manager Nulph also shared library statistics from September 2025.

Public Comments

None.

Approval of Bills

- 4. BOARD MEMBER ISAKSON MOVED AND BOARD MEMBER PICKEL SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR SEPTEMBER 2025 IN THE AMOUNT OF \$146,910.33. THE MOTION CARRIED 4- 0.**

New Business

5. Election of Board Officers

Chair Buxton nominated Vice-Chair Hernandez as the Richland Public Library Board Chair and Board Member Pickel as Vice-Chair.

CHAIR BUXTON ASKED FOR A MOTION TO APPROVE CARA HERNANDEZ AS CHAIR AND TYLER PICKEL AS VICE-CHAIR OF THE RICHLAND PUBLIC LIBRARY BOARD OF TRUSTEES. BOARD MEMBER ISAKSON MOVED AND BOARD MEMBER FISHER SECONDED THE MOTION. MOTION CARRIED 4-0.

Agenda Items for Upcoming Board Meeting

6. Collection Development Policy Review

Adjournment

Chair Buxton adjourned the meeting at 6:02 P.M.

APPROVED:

ATTEST:

Cara Hernandez, Library Board Chair

Kylie Christian, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/9/2025

Agenda Category: Richland Public Library Updates

Prepared By: Theresa Barnaby, Library Supervisor

Subject

Richland Public Library Staff Update

Department

Parks & Public Facilities

Recommended Motion

Discussion only.

Summary

Theresa Barnaby, Collection Development Supervisor, will share updates within her department with the Board.

Attachments



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/9/2025

Agenda Category: Richland Public Library Updates

Prepared By: Christopher Nulph, Library Manager

Subject

Library Manager's Report and Library Statistics for October and November 2025

Department

Parks & Public Facilities

Recommended Motion

Discussion only.

Summary

Library Manager Nulph will share his Library Manager's Report from October and November 2025 as well as library statistics.

Attachments

1. 2025.12.09 Library Manager's Report
2. Library Statistics Report October and November 2025



LIBRARY MANAGER'S REPORT
Richland Public Library Board
December 9, 2025

State of Library Services

The Lawn has been making progress with the Turf replacement. Assuming the replacement goes well, we can likely soft open the space in December. I will have returned from PTO on 12/8. I can provide a more current update during the December Board Meeting.

The Library held its Staff Day in October. This year's Staff Day received great reviews from staff and seems to be our best received event yet. The day included a guest speaker from Seattle Public Library regarding compassionate de-escalation. The afternoon featured fun teambuilding activities and action plan brainstorming.

The reciprocal borrowing group met and discussed our third quarter statistics. In January, we will need to discuss whether the Board would like to see any changes to the agreement or if we would like to endorse extending the agreement as presently constructed.

We have installed our Day with the Birds exhibit. This is a traveling exhibit from Kansas and presents information about the history of birding and the impact of community science. The local Audubon group is supporting the display through their own information in our display case and three community engagement events taking place in November and December.

The Library hosted our Volunteer Appreciation Breakfast on 11/12. This event invites our volunteers who support the Friends bookstore, library operations, and events. About 30 volunteers showed up for breakfast, games, prizes, and fellowship.

The Library budget has been moving through as proposed. This would include two reclassifications from Library Assistant to Librarian to provide more comprehensive support to our Community Engagement and Technical Services work groups. We will not receive requested funds for our study pods, but that is the only request not being received.

Program highlights from the month include:

- The Library hosted a series of unique Halloween programs this year. Ghouls Night Out was an after-hours adult program with a stunning amount of theming by our Community Engagement team. Día de los Muertos was cohosted by Cork's Place Kids Grief Center. This event featured a trunk or treat, community resource fair, arts and crafts, and a Mexican Folklore performance. More than 250 patrons attended this event. Scott Butner returned to the library this Halloween to once again take free professional-quality photos of families in their Halloween costumes. This has been a wonderful tradition adored by hundreds every year. Scott has posted the photos on his Facebook page. Marketing also made a heartwarming video that was liked by many.
- Our Diwali Celebration was held on 10/11. This event is becoming a yearly favorite featuring cultural dance and arts and crafts. More than 250 patrons attended this year's event.
- Programming was also busy in November, with programs such as a Tree Care Workshop, a

community meeting about The Downtown Loop, a Richland Fire Department special guest story time, an Audubon presentation on The Science of Birds, and more.

- Our Native American Arts, Crafts, and Culture Day was held on 11/1. This event is another yearly favorite, and hundreds of patrons attended.
- We have tested some events presented by Goodwill to promote digital literacy. These included basic computer skill classes and a digital security class. They received modest interest, but they also took place midday on a Monday. We will continue to see if these services offered by Goodwill can gain traction.

Friends of the Library Update

The Friends hosted their Fall Book Sale 10/15-10/18. Hundreds of patrons visited each day to check out the new book finds accumulated since the last sale.

Library Foundation

The Library Foundation is continuing to work through new bylaws. We have also started to receive proposals from different playground equipment manufacturers and have started to share these with the Foundation. We will start to get an idea of what direction we want to go in and will project funding from there.

Staffing Updates

There are no staffing updates for the month.

Library Statistics

October was a busy month. Our overall circulation of 73,087, which included physical and digital items plus renewals, increased 1.6% compared to September 2025 (71,923) and 0.9% compared to the previous October (72,448). Digital circulations in Libby, Hoopla, and Kanopy for October were higher than in September 2025, and they were also higher than in October 2024 except for Kanopy, which was slightly lower.

We regularly showcase programs that reflect the diverse community we are interwoven with, and these months were no exception. We held a large Diwali Celebration with the Hindu Society of Eastern Washington in mid-October, and an extremely well-attended Día de los Muertos program with Cork's Place in late October. We also held a Native American Arts, Crafts, and Culture Day with the local chapter of the American Indian Science and Engineering Society in early November. Programs such as these help with our continued gate count growth. We have surpassed the total gate count for 2023, and we are on pace to have an increased gate count over 2024 as well.

November reflected predictable seasonal declines in gate count and physical circulation, likely driven by holiday closures that reduce our open days. Our overall circulation of 69,684 decreased 4.7% compared to October 2025 (73,087) and 1.3% compared to November 2024 (70,603). Digital circulations in Libby and Hoopla for November were higher than in October 2025, but Libby circulation was lower; all three were higher than in November 2024.

Despite these November decreases, however, the Library's overall performance in 2025 remains above prior years. Our total physical circulation from January through November trended higher than during

the same time period in 2024 (611,589 compared to 599,066), although it was lower than in 2023 (which saw 626,756). Our total physical and digital circulation so far this year (823,564) was also higher than during the same time periods in 2024 (805,080) and 2023 (807,997). Digital platforms offset physical declines, with Libby showing strong growth from improved magazine access, Hoopla maintaining consistent usage, and Kanopy achieving record-high engagement this year.

Beyond circulation, other key indicators demonstrate continued growth for the Library. Public computer sessions are continuing to increase, meeting and study room usage is strong and increasing, and library card registrations remain strong. Community engagement has continued to excel. Overall, most categories are stabilizing into predictable patterns, with digital resources and engagement leading growth while physical circulation levels off.



RICHLAND PUBLIC LIBRARY



October 2025 Statistics Report for the December Board Meeting

SUMMARY

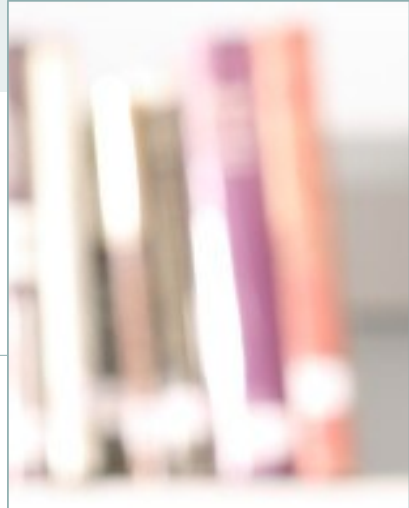
We held or hosted the following programs this month.

- Wednesday, Oct. 1: CBWNPS Native Seed Swap Social
- Friday, Oct. 3: “Story Time at Goethals Park;” “Art Lab for Kids”
- Saturday, Oct. 4: “Saturday Story Time;” “Project Linus Make a Blanket Day;” Parenting Together Support Group
- Thursday, Oct. 9: “Draw Along Story Time;” “Science Café” Lecture; “Teen Freedom to Read Craft Party”
- Friday, Oct. 10: “Game Time Fridays” program
- Saturday, Oct. 11: Diwali Celebration
- Sunday, Oct. 12: Tri-Cities House Plant Lovers’ Fall Plant Swap
- Wednesday, Oct. 15: “Harvest Art Fest”
- Thursday-Saturday, Oct. 16-18: Friends’ Fall Book Sale
- Saturday, Oct. 18: Cold-Weather Paddling Workshop
- Monday, Oct. 20: DSHS Mobile Office visit; LGBTQIA+ Craft Social
- Wednesday, Oct. 22: Preschool STEAM; “The Great Pumpkin Exhibit” Decorating; “History Time with Glen;” Cold Weather Paddling Workshop
- Saturday, Oct. 25: “Ghouls Night Out”
- Sunday, Oct. 26: “Ask Death Doulas”
- Tuesday, Oct. 28: “Not-So-Scary Stories”
- Thursday, Oct. 30: Día de los Muertos program
- Friday, Oct. 31: Preschool STEAM; “Halloween Picture Fairy” Photos

The Tri-City Cinephiles watched *Bride of Frankenstein* (1935) and *Young Frankenstein* (1974) on Sunday, Oct. 5, and they watched *A Nightmare on Elm Street* (1984) and *The Blob* (1988) on Monday, Oct. 27. We held a Sensory Sunday Matinee showing of *Coco* (2017) on Oct. 19. The Jane Austen Book Club from Adventures Underground watched *Pride and Prejudice and Zombies* (2016) on Sunday, Oct. 26. The Citizens’ Climate Lobby showed *Nuclear Now* (2022) on Tuesday, Oct. 28. The Romancing the Cryptid Book Club watched *Nosferatu* (2024) on Wednesday, Oct. 29.

Our new Teen Cereal Book Club for middle and high schoolers met on Thursday, Oct. 15, to discuss the “Song of the Lioness” series by Tamora Pierce. Our Cereal (Serial) Book Club for grades 4-6 met on Tuesday, Oct. 28, to discuss the “Warriors” series by Erin Hunter.

Our busiest day was Thursday, Oct. 30, with 989 patrons logged. We held an extremely popular Día de los Muertos program with Cork’s Place that day.



OCTOBER STATISTICS

- Overall Circulation with Renewals: **73,043**
- Digital Circulation: **19,665**
- Physical Items Checked Out: **35,428**
- Physical Items Renewed: **17,950**
- Holds Filled: **3,764**
- Hoopla Circulation: **3,500**
- Kanopy Circulation: **370 tickets used**
- OverDrive Circulation: **15,795**
- New Library Card Accounts: **404**
- Gate Count: **20,483**
- Busiest Day: **989 (Thurs., Oct. 30)**



RICHLAND PUBLIC LIBRARY

November 2025 Statistics Report for the December Board Meeting

SUMMARY

We held or hosted the following programs this month.

- Saturday, Nov. 1: Native American Arts, Crafts, and Culture Day; Saturday Story Time; Team Battelle Math Tutoring
- Monday, Nov. 3: Basic Computer Skills class (Part 1 of 2)
- Tuesday, Nov. 4: “Intellidance Music and Dance Class;” Singing Strings Ukulele Club
- Wednesday, Nov. 5: “History Time with Glen”
- Saturday, Nov. 8: Team Battelle Math Tutoring; “Ozobot Turkey Trot”
- Monday, Nov. 10: Basic Computer Skills class (Part 2 of 2); B-Reactor Museum Association lecture
- Wednesday, Nov. 12: Tree Care Workshop
- Thursday, Nov. 13: “The Downtown Loop” Community Meeting
- Friday, Nov. 14: Richland Fire Department Special Guest Story Time; Preschool STEAM; “Game Time Fridays”
- Saturday, Nov. 15: Parenting Together Support Group ; STEAMKids; Team Battelle Math Tutoring
- Sunday, Nov. 16: “Ornament Paint and Take”
- Monday, Nov. 17: “Digital Security” computer class; LGBTQIA+ Craft Social
- Tuesday, Nov. 18: “Mocktails & Masterpieces;” Singing Strings Ukulele Club
- Wednesday, Nov. 19: Preschool STEAM; “History Time with Glen;” “Mocktails & Masterpieces”
- Thursday, Nov. 20: “Build-A-Bear Program”
- Sunday, Nov. 23: “Ask Death Doulas”
- Monday, Nov. 24: “Cardboard Construction”
- Tuesday, Nov. 25: “Intellidance Music and Dance Class;” “Fall and Gratitude Crafts;” “The Science of Birds” presentation

Our Teen Theater group watched *The Addams Family* (1991) on Thursday, Nov. 6. The Tri-City Cinephiles watched *Misery* (1990) and *The Shining* (1980) on Sunday, Nov. 9, and *Sinister* (2012) on Monday, Nov. 24. We held a Family Movie Sing-Along showing of *Sing 2* (2021) on Saturday, Nov. 22, and a Sensory Sunday Matinee on Nov. 30.

Our Teen Cereal (Serial) Book Club met on Thursday, Nov. 13, to discuss the *The Raven Boys* by Maggie Stiefvater. Our Cereal (Serial) Book Club met on Tuesday, Nov. 25, to discuss the “Animorphs” series by K. A. Applegate. Our busiest day was Wednesday, Nov. 12, with a Volunteer Appreciation Brunch, a story time, two therapy dog sessions, and a Tree Care Workshop.



NOVEMBER STATISTICS

- Overall Circulation with Renewals: **69,684**
- Digital Circulation: **19,165**
- Physical Items Checked Out: **33,742**
- Physical Items Renewed: **16,777**
- Holds Filled: **3,572**
- Hoopla Circulation: **3,678**
- Kanopy Circulation: **32,625 minutes, 404 tickets used**
- OverDrive Circulation: **15,036**
- New Library Card Accounts: **326**
- Gate Count: **16,856**
- Busiest Day: **921 (Wed., Nov. 12)**

CHILDREN'S PROGRAMS

Story Times at the Library

Children's Services Librarian Kelly, Librarian Joyce, and Library Assistant Tanya held Tuesday evening story times at 6 p.m. on November 4, 18, and 25; Wednesday morning active story times at 10 a.m. on November 5, 12, 19, and 26; Thursday morning baby story times at 10 a.m. on November 6, 13, and 20; and regular Friday morning preschool story times on November 7 and 21. Kelly also held a Saturday Story Time at 10 a.m. on November 1. The Tuesday evening story times were followed by "Meet Our Therapy Dogs!" sessions, and therapy dogs also visited after the Wednesday, Friday, and Saturday story times and on Wednesday afternoons.



Visits from Theo

The library mascot, Theo, visited patrons after story times on Friday, November 14 (staffed by Library Assistant Charm and Library Manager Chris); Tuesday, November 18 (staffed by Library Page Nelibeth and Kelly); and Wednesday, November 19 (staffed by Adult Services Librarian Gavin and Community Engagement Supervisor Michelle).

"Intellidance Music and Dance Classes"

We hosted community partner Thrive Performing Arts as they held "Intellidance Music and Dance Classes" for children ages 2-5 from 10 to 10:45 a.m. on two Tuesdays, November 4 and 25. Dance and music concepts were introduced to children ages 2-5 through circle dances, movement exploration, songs and rhymes, and sensory activities. These classes were well attended.



Special Guest Story Time: Richland Fire Department

We celebrated the Richland Fire Department by holding a special guest story time from 10 to 10:45 a.m. on Friday, November 14. Retiring Fire Chief Tom Huntington and soon-to-be Fire Chief Randy Aust came read stories and talked with young patrons. We had 95 patrons attend.

Preschool STEAM and STEAMKids

Kelly held drop-in Preschool STEAM programs from 11 a.m. to 12:30 p.m. on Friday, November 14, and Wednesday, November 19. She also held a STEAMKids session from 10 a.m. to noon on Saturday, November 15, with 94 patrons attending.

"Cardboard Construction"

Kelly and Joyce held a fun "Cardboard Construction" craft program from 1 to 3 p.m. on Monday, November 24, in the Collaboratory. Our calendar said, "We will get out a lot of cardboard and our cardboard construction kit. You can just bring your creativity and see what you can build!" They had 53 patrons attend.

Cereal (Serial) Book Club

Our original Cereal (Serial) Book Club for fourth through sixth graders met from 4 to 5:30 p.m. on Tuesday, November 25. This month, Community Engagement Librarian Johanna facilitated a discussion of *The Invasion* and other books from the "Animorphs" series by K. A. Applegate.

ALL-AGES PROGRAMS

Native American Arts, Crafts, and Culture Day

Native American Heritage Month is celebrated each November in the United States. We hosted an extremely popular “Native American Arts, Crafts, and Culture Day” at the library for patrons of all ages from 10 a.m. to 3 p.m. on Saturday, November 1.

This family event included hands-on activities, crafts, demonstrations, presentations, storytelling, and displays. It was sponsored by the Columbia River Professional Chapter of the American Indian Science and Engineering Society and coordinated by Johanna and Michelle. Hundreds of patrons attended.

We also had a tipi on display in the library during November, and Library Assistant Mary created a tabletop display featuring books by Native American authors and illustrators.

Singing Strings Ukulele Club

Johanna held Singing Strings Ukulele Club teen and adult jams from 6:30 to 7:45 p.m. on two Tuesdays, November 4 and 18. She had 10 and 9 patrons attend.

“Ozobot Turkey Trot”

Johanna held an “Ozobot Turkey Trot” for third through fifth graders from 2 to 3:30 p.m. on Saturday, November 8, in the Collaboratory. Participants decorated their tiny Ozobots as turkeys and designed individual race courses to control their speed and direction using colors. Eleven young patrons came to decorate and race Ozobots.

“Game Time Fridays”

Gavin held an intergenerational “Game Time Fridays” program from 11 a.m. to 1 p.m. on November 14. This program encourages those with early-stage memory loss and their caregivers to socialize with others.

“Mocktails & Masterpieces: Pour Painting”

Mary held two “Mocktails & Masterpieces: Pour Painting” craft sessions from 6 to 7:30 p.m. on Tuesday, November 18, and from 1 to 2:30 on Wednesday, November 19. Patrons came to drink refreshing winter mocktails while layering paint to create colorful acrylic pour paintings. Preregistration was required, and the first class had a wait list.

Family Movie Sing-Along and Sensory Sunday Matinee: *Sing 2*

Johanna led a Family Movie Sing-Along showing of *Sing 2* (2021) from 2 to 4 p.m. on Saturday, November 22, with 11 patrons attending. Families were encouraged to sing along with the movie. Mary also held a Sensory Sunday Matinee showing of the movie from 2 to 4 p.m. on November 30.



ALL-AGES PROGRAMS (CONTINUED)

Fall and Gratitude Crafts

Kelly held a drop-in “Fall and Gratitude Crafts” program in the Children’s Department from 1 to 3 p.m. on Tuesday, November 25. Children and families could complete some simple crafts with an Autumn or gratitude theme to decorate their homes or share with someone they love. She had 59 patrons attend.



TEEN PROGRAMS

Teen Theater: *The Addams Family*

Teen Services Librarian Alyssa held a Teen Theater showing of *The Addams Family* (1991) from 5:30 to 7:30 p.m. on Thursday, November 6. Five teens attended.

Teen Cereal (Serial) Book Club

Our Teen Cereal (Serial) Book Club for fourth through sixth graders met from 4 to 5 p.m. on Thursday, November 13, in the Teen Reactor. This month, Alyssa facilitated a discussion of *The Raven Boys*, the first book in the “Raven Cycle” series by Maggie Stiefvater.



Build-a-Bear Program

Alyssa and Tanya held a “Build-a-Bear” craft program from 5 to 7 p.m. on Thursday, November 20. Preregistration was required, and teens ages 12 and up came to learn basic sewing skills and create their own stuffed animals to take home. Twenty-nine teens attended this popular program.

ADULT PROGRAMS

“Basic Computer Skills” Workshops

We hosted Goodwill Industries of the Columbia as they held two free digital literacy classes at the library from 1 to 3 p.m. on Monday, November 3, and Monday, November 10.

“History Time with Glen”

We hosted Glen Smith as he gave an in-depth historical presentation about trains from 10 to 11 a.m. on Wednesday, November 5.

Double Feature: *Misery* and *The Shining*

The Tri-City Cinephiles Club for patrons age 18+ watched *Misery* (1990) and *The Shining* (1980) in the Doris Roberts Gallery from 12 to 4 p.m. on Sunday, November 9. Nine patrons attended.

B-Reactor Museum Association Lecture

We hosted the B-Reactor Museum Association as they held a lecture from 6 to 7:30 p.m. on Monday, November 10, as they held a presentation by Robert Franklin on the Student Training and Research Season (STARS) connecting Hanford and Fukushima. Fifteen patrons attended.

Tree Care Workshop

We hosted the Mid-Columbia Forestry Council for their Tree Care Workshop in the Doris Roberts Gallery from 8:45 a.m. to 3:45 p.m. on Wednesday, November 12. One hundred patrons attended.

ADULT PROGRAMS (CONTINUED)

“The Downtown Loop” Community Meeting

The City of Richland held an informational meeting about this upcoming road construction project from 6 to 8 p.m. on Thursday, November 13. More than 100 patrons attended.

“Ornament Paint and Take”

Gavin held a special “Ornament Paint and Take” craft program for adults from 1 to 3 p.m. on Sunday, November 16, in the Collaboratory. Twenty-seven patrons enjoyed assembling and painting laser-cut ornament kits.

“Digital Security”

We hosted Goodwill Industries of the Columbia as they held a “Digital Security” class at the library from 1 to 2 p.m. on Monday, November 17.

LGBTQIA+ Craft Social

Gavin held our monthly LGBTQIA+ Craft Social in the Collaboratory from 5:30 to 7:30 p.m. on Monday, November 17. Thirty-seven patrons attended this month.

Tri-City Cinephiles Movie: *Sinister*

The Tri-City Cinephiles Club for patrons age 18+ watched *Sinister* (2012) in the Doris Roberts Gallery from 5:30 to 7:30 p.m. on Monday, November 24. Twelve patrons attended.

“The Science of Birds”

We hosted the Lower Columbia Basin Audubon Society as they held a special talk about “The Science of Birds” from 6 to 7:50 p.m. on Tuesday, November 25, in the Doris Roberts Gallery. The speaker was renowned podcaster and scientist Dr. Ivan Phillipson, Ph.D., host and creator of *The Science of Birds*. Forty-five patrons attended.

OTHER

Library Ambassador Award Winner

The honorary title of Library Ambassador for this quarter goes to Fire Chief Tom Huntington. Over the years, he has partnered with library staff to create opportunities for community members to engage with firefighters in a safe and positive environment. He also connects the Richland Fire Department with local families through regular story times at the library and at local fire stations. Thank you, Tom!

Local Book, Writing, and Craft Clubs

Clubs that met at the library this month included Quilting in the Library on Thursday, November 13; the Monday Night Book Group on November 17; By the Book Knitters on Tuesday, November 18; and the Thursday Afternoon Book Club on November 20.

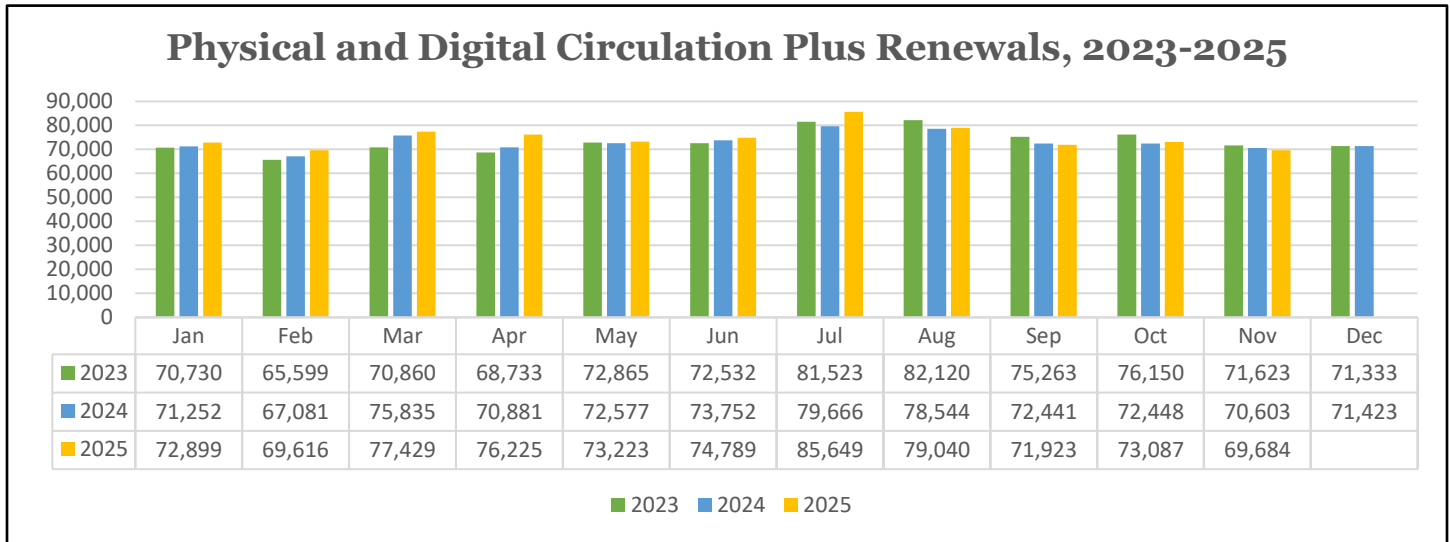
Library Outreach

Library outreach included the CJMS Science Night (Alyssa and Johanna) on Wednesday, Nov. 5; the CJMS Career Day (Alyssa); Tri-City Americans Family Nights on two Fridays, Nov. 7 (Alyssa, Library Supervisor Michael, and Michelle) and Nov. 21 (Alyssa and Technical Support Specialist Dee); the ELC Resource Fair (Kelly) on Thursday, Nov. 13; a CK School library visit (Alyssa) on Thursday, Nov. 20; and a YMCA Preschool visit (Kelly) on Tuesday, Nov. 25.



STATISTICS

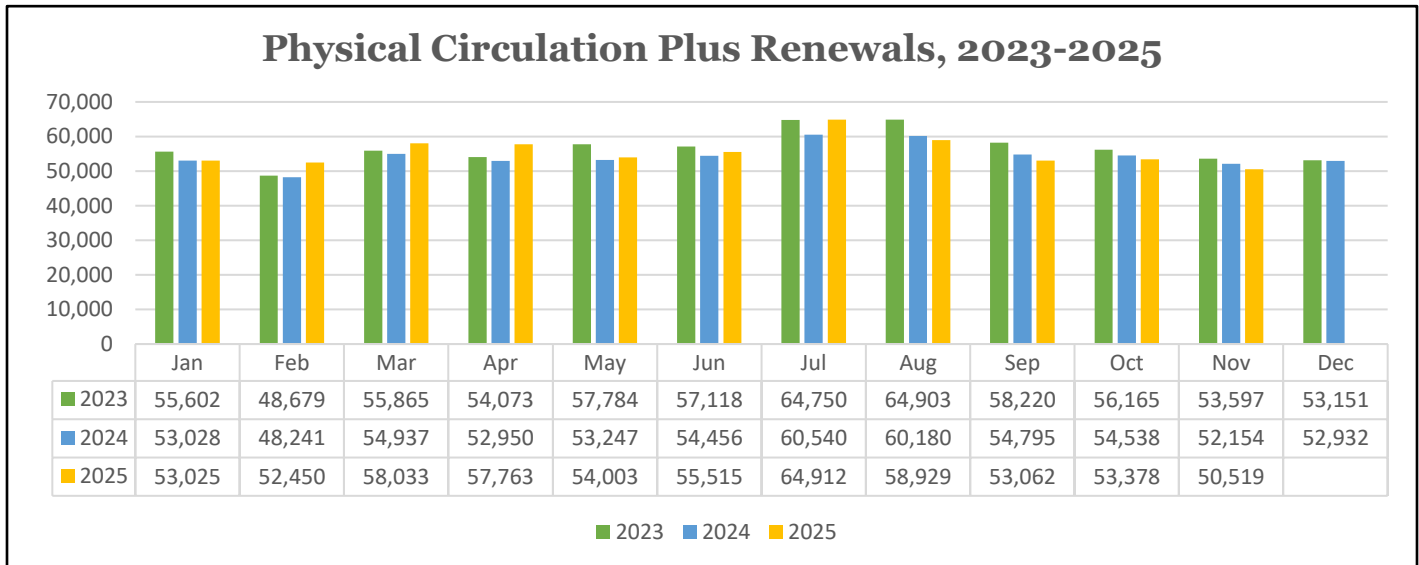
TOTAL CIRCULATION



During November, our total physical plus digital circulation was 52,907 items, not including renewals. Of those, 33,742 (63.8%) were physical items and 19,165 (36.2%) were digital items obtained through Hoopla, Kanopy, and OverDrive. Kanopy plays were counted in this, but physical item renewals were not. This physical plus digital circulation, not including renewals, was down 4.0% compared to the 55,137 items checked out in October 2025. Digital circulation was down 2.8% compared to the 19,709 items checked out in October. We filled 3,572 hold requests for patrons.

Our patrons also renewed 16,777 physical items in November. Including these physical item renewals, our overall circulation was 69,684. That overall circulation was down 4.7% compared to the 73,087 items circulated in October 2025, and it was also down 1.3% compared to the 70,603 items circulated in November 2024.

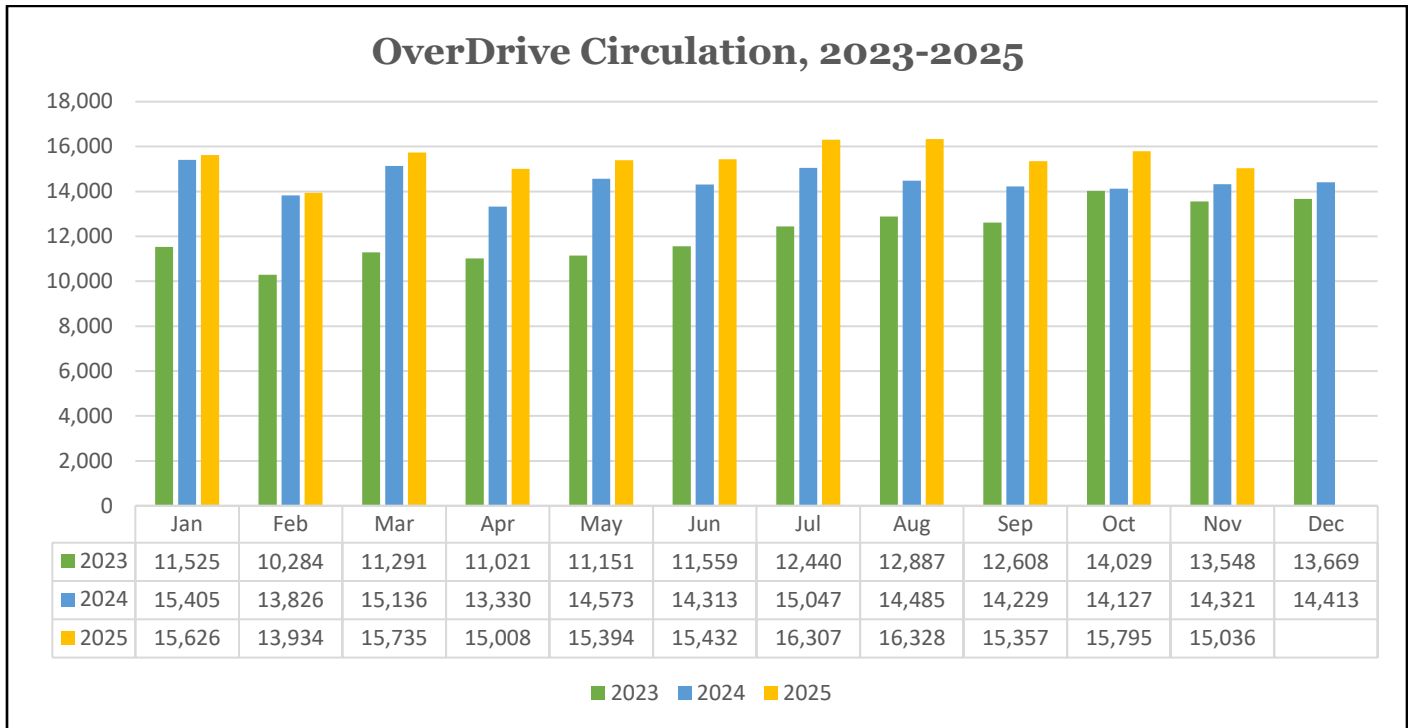
PHYSICAL CIRCULATION



Our patrons checked out 33,742 physical items in November and renewed 16,777 physical items, for a total of 50,519 items. That circulation was down 5.4% compared to the 53,378 physical items checked out and renewed in October 2025, and it was also down 3.1% compared to the 52,154 items checked out and renewed in November 2024. The top ten categories that circulated this month were Children’s Storybooks (3,429 items), Adult Nonfiction (3,323 items), Children’s Chapter Book Fiction (3,130 items), Adult Movies (2,650 items), Adult Fiction 2nd Floor (2,593 items), Children’s Graphic Novels (2,323 items), Children’s Nonfiction (2,232 items), Adult New Books (1,489 items), Children’s Favorites on the Story Circle (1,341 items), and Children’s Movies (1,339 items).

DIGITAL CIRCULATION

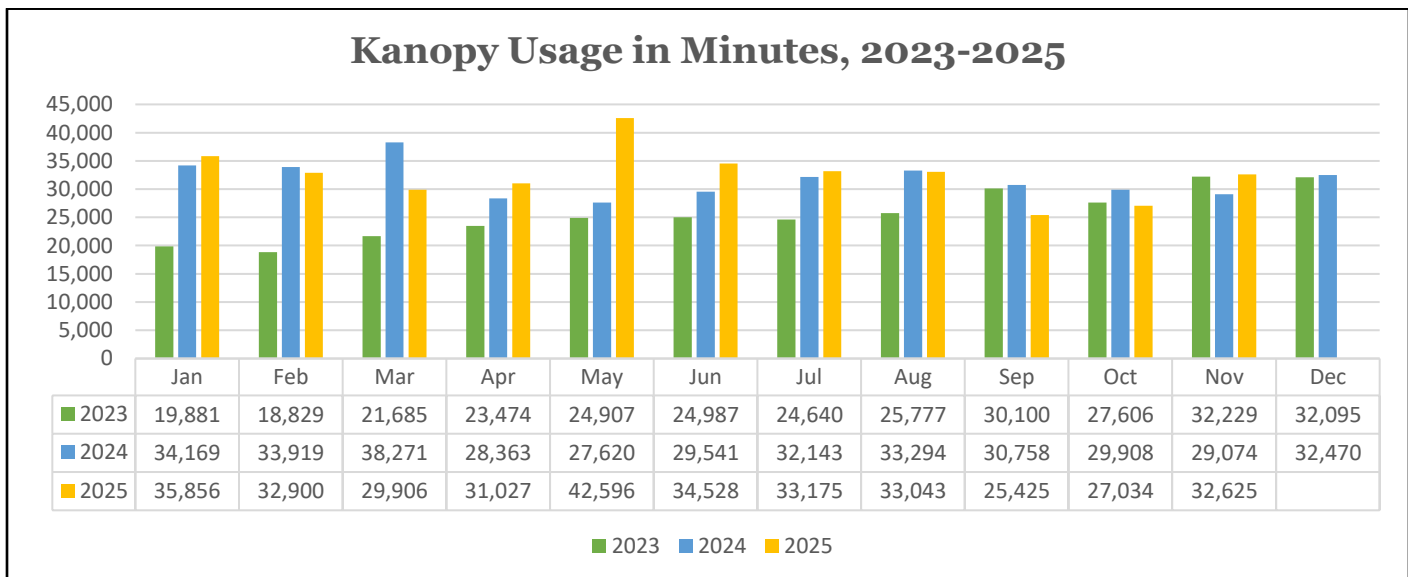
OverDrive



The 15,036 checkouts through OverDrive in November were down 4.8% compared to the 15,795 checkouts in October 2025, but they were up 5.0% compared to the 14,321 checkouts in November 2024.

This month's checkouts included 6,379 audiobooks (which were 42.4% of the OverDrive items checked out), 6,277 e-books (41.8%), and 2,380 e-magazines (15.8%).

Kanopy

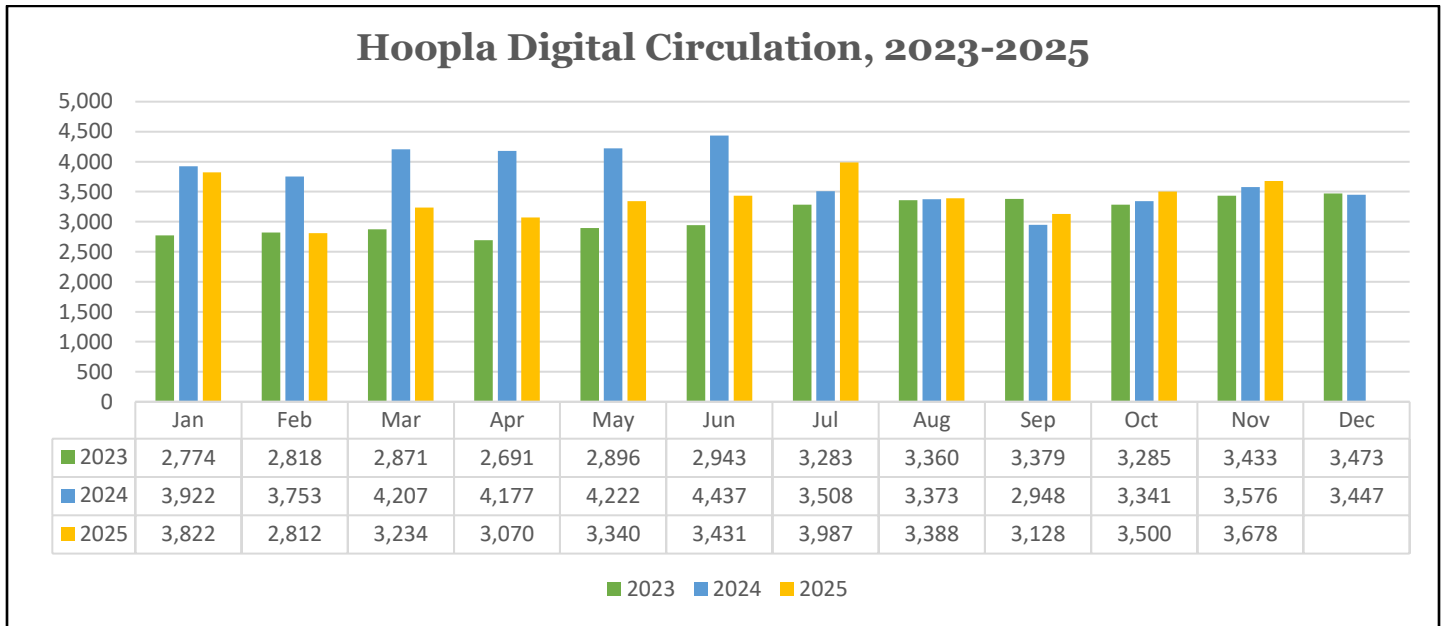


Our patrons viewed 32,625 minutes of Kanopy content during the month of November, using 404 tickets. That usage was up 20.7% compared to the 27,034 minutes viewed in October 2025, and it was also up 12.2% compared to the 29,074 minutes viewed in November 2024.

The top ten suppliers of content viewed on Kanopy this month were BBC Studios, Paramount Pictures, MHz Networks, PBS, Stash Media, The Great Courses, IFC Films, Kino Lorber, Moonbug Entertainment, and Shout Studios. Content was viewed on televisions (40.7%), mobile devices (27.4%), tablets (17.0%), and desktops (14.9%).

DIGITAL CIRCULATION (CONTINUED)

Hoopla

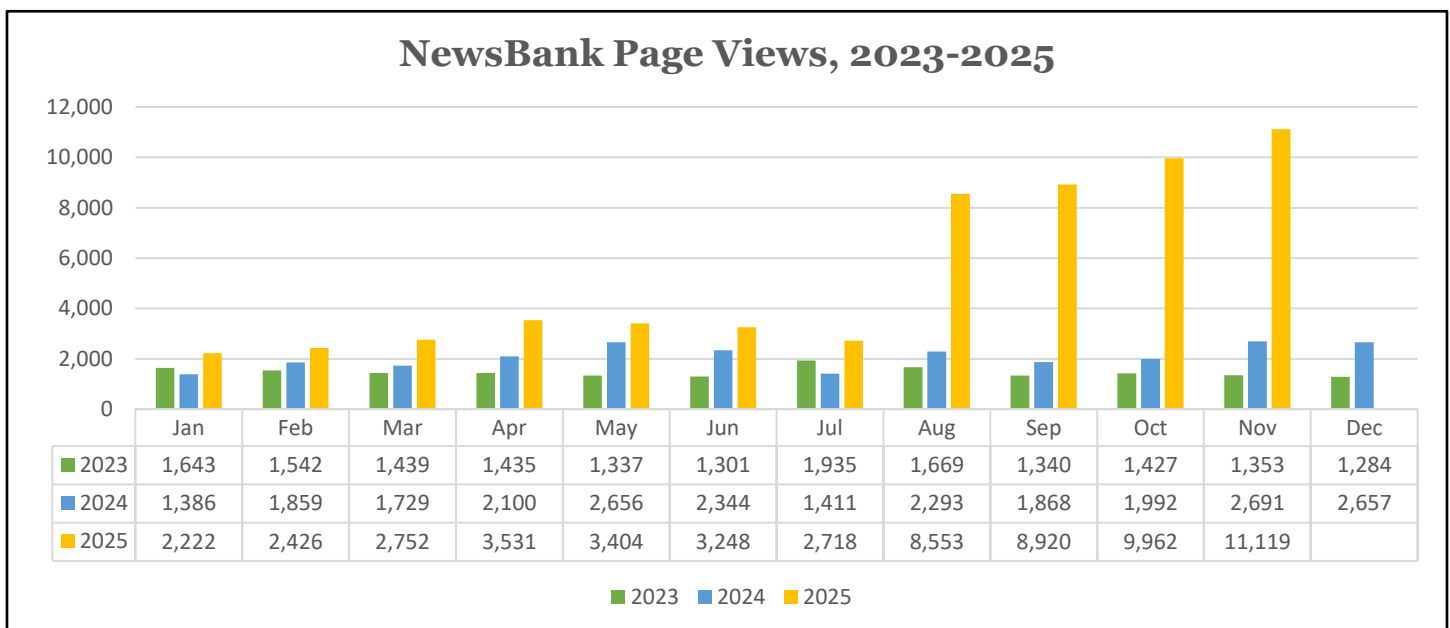


The 3,678 circulations in Hoopla during November were up 5.1% compared to the 3,500 circulations in October 2025 and they were also up 2.9% compared to the 3,576 circulations in November 2024. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,789 audiobooks (which were 48.7% of the Hoopla items checked out), 957 movies and television shows (26.0%), 840 e-books and e-comics (22.8%), 87 music items (2.4%), and 5 e-magazines (0.1%).

OTHER DIGITAL SERVICES

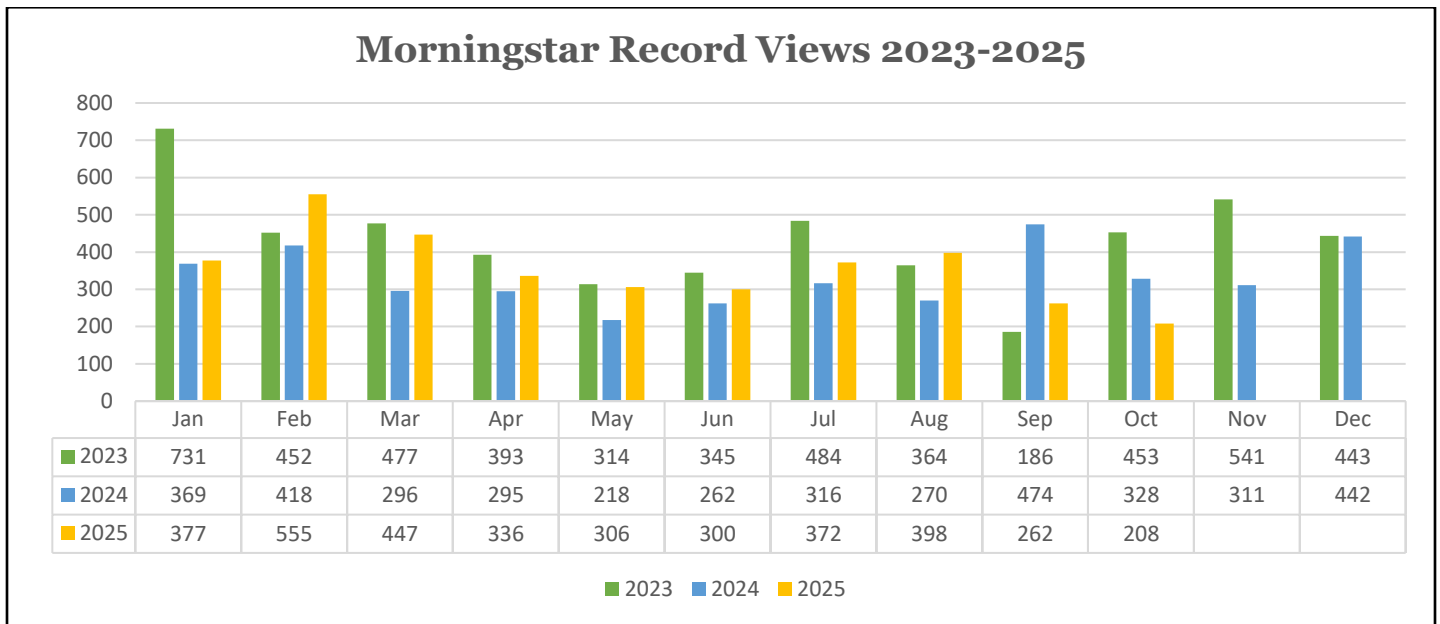
NewsBank



The 11,119 NewsBank page views in November were up 11.6% compared to the 9,962 page views in October 2025, and they were also up 313.2% compared to the 2,691 page views that occurred in November 2024. NewsBank continues to be one of the more consistently used offerings in our database collection.

OTHER DIGITAL SERVICES (CONTINUED)

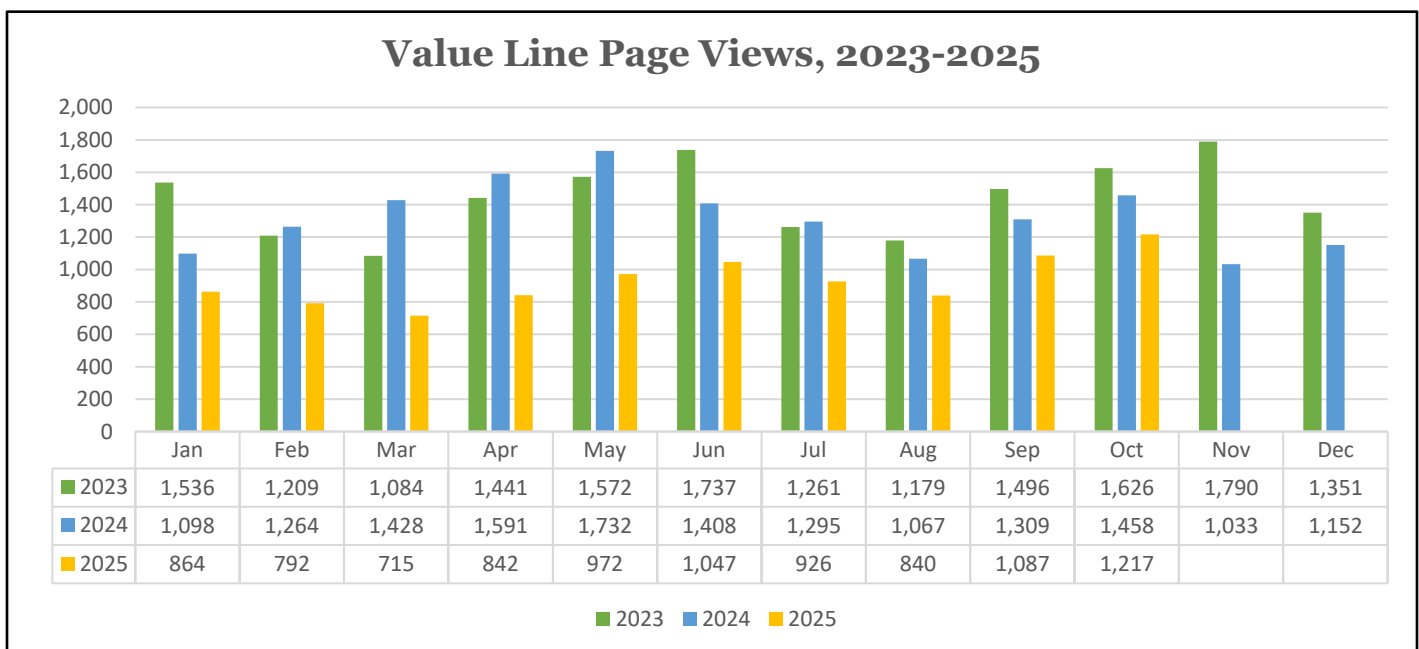
Morningstar



Our patrons viewed 208 Morningstar records in October. That usage was down 20.6% compared to the 262 records viewed in September 2025, and it was also down 36.6% compared to the 328 records viewed in October 2024. Morningstar continues to pair well with Value Line, giving our patrons a valuable combination of resources to use when researching their financial questions.

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

Value Line



The 1,217 Value Line page views in October were up 12.0% compared to the 1,087 page views in September 2025, but they were down 16.5% compared to the 1,458 page views that occurred in October 2024. Value Line is a worthwhile research platform for our patrons. Its pairing with Morningstar gives our patrons a helpful depth of financial information for any investment questions that they have.

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

ADDITIONAL STATISTICS

Gate Counts

Our total gate count for November was 16,856. Our busiest day was Wednesday, November 12, with 921 patrons logged. We held a Volunteer Appreciation Brunch, a story time, and two therapy dog programs that day, and we hosted a well-attended Tree Care Workshop held by the Mid-Columbia Forestry Council.

Interlibrary Loans

In November, we received a total of 97 interlibrary loan requests from other libraries, and we sent 58 items to libraries during the month in response to requests. We also sent 30 interlibrary loan requests to other libraries in November for our patrons, and we received 25 items from other libraries.

New Library Card Accounts

We created 326 new library card accounts in November. They included 204 resident cards, 70 reciprocal cards, 24 nonresident cards, 14 limited access cards, 12 reciprocal digital cards, 1 interlibrary loan account, and 1 Homebound account.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/9/2025

Agenda Category: Approval of Bills

Prepared By: Christopher Nulph, Library Manager

Subject

Claims for Payment October 1, 2025 through October 31, 2025 and November 1, 2025 through November 30, 2025

Department

Parks & Public Facilities

Recommended Motion

Move to approve the October 1, 2025 through October 31, 2025 and November 1, 2025 through November 30, 2025 claims for payment.

Summary

This is a review and approval of the October 1, 2025 through October 31, 2025 and November 1, 2025 through November 30, 2025 claims for payment.

Attachments

1. October 2025 Library Voucher Listing
2. Library Payroll - October 2025
3. October 2025 Claims for Payment
4. November 2025 Library Voucher Listing
5. Library Payroll - November 2025
6. November 2025 Claims for Payment



Library Voucher Listing

Begin Date: 10/1/2025

End Date: 10/31/2025

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		1000464084	10/24/2025	341298	OCLC MUSEUMKEY 9/23/25-9/22/26	\$611.21
	K8188700/3583	OCLC INC		1000462120	10/3/2025	340580	OCLC FIRSTSEARCH 9/1/25-8/31/26	\$1,782.18
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$2,393.39
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$110,598.00			YTD ACTUAL: \$91,688.75			YTD % USED: 82.90%		
INFORMATION TECHNOLOGY TOTAL:								\$2,393.39
	K8721000/3102	WALMART		TXN00087958	10/31/2025	0	THE LAWN OUTDOOR GAME STORAGE	\$86.83
	K8721000/3102	ULINE		TXN00088027	10/31/2025	0	ENTRANCE DOOR RUG FOR THE LAWN	\$89.67
	K8721000/3102	STAPLES		TXN00088049	10/31/2025	0	GENERAL OFFICE SUPPLIES	\$264.14
	K8721000/3102	AMAZON		TXN00088092	10/31/2025	0	GENERAL OFFICE SUPPLIES	\$104.38
	K8721000/3102	AMAZON		TXN00088107	10/31/2025	0	ALCOHOL WIPES	\$21.73
	K8721000/3102	COSTCO WHOLESALE		TXN00088126	10/31/2025	0	LIB STAFF IN SERVICE DAY SUPPLIES	\$145.37
	K8721000/3102	AMAZON		TXN00088129	10/31/2025	0	P&PF ALL STAFF MEETING SUPPLIES	\$13.02
	K8721000/3102	FRED MEYER		TXN00088141	10/31/2025	0	LIB STAFF IN SERVICE DAY SUPPLIES	\$40.85
	K8721000/3102	AMAZON		TXN00088153	10/31/2025	0	OFFICE SUPPLIES - TAPE	\$8.72
	K8721000/3102	TARGET CORPORATION		TXN00088178	10/31/2025	0	LIB STAFF IN SERVICE DAY SUPPLIES	\$24.01



Library Voucher Listing

Begin Date: 10/1/2025

End Date: 10/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/3102	P-CARD OTP		TXN00088185	10/31/2025	0	P&PF ALL STAFF MEETING SUPPLIES	\$26.01
	K8721000/3102	WALGREENS		TXN00088216	10/31/2025	0	LIBRARY ALL STAFF PHOTO PRINT	\$14.12
	K8721000/3102	TARGET CORPORATION		TXN00088227	10/31/2025	0	PHOTO FRAME - LIB ALL STAFF PHOTO	\$34.78
	K8721000/3102	TARGET CORPORATION		TXN00088261	10/31/2025	0	RETURN - PHOTO FRAME BROKEN	-\$34.78
	K8721000/3102	STAPLES		TXN00088279	10/31/2025	0	OFFICE SUPPLIES - PRINTER PAPER	\$692.80
	K8721000/3102	AMAZON		TXN00088435	10/31/2025	0	TISSUES	\$20.97
	K8721000/3102	AMAZON		TXN00088532	10/31/2025	0	P&PF ALL STAFF MEETING 11/18/25	\$66.84
	K8721000/3102	P-CARD OTP		TXN00088549	10/31/2025	0	SUPPLIES - PLANNER	\$57.72
	K8721000/3102	AMAZON		TXN00088576	10/31/2025	0	P&PF ALL STAFF MEETING SUPPLIES 11/18/25	\$28.28
	K8721000/3102	TARGET CORPORATION		TXN00088113	10/31/2025	0	CAMERA SUPPLIES	\$47.85
	K8721000/3102	P-CARD OTP		TXN00088421	10/31/2025	0	ADOBE INDESIGN MONTLHY	\$24.99
	K8721000/3102	P-CARD OTP		TXN00088613	10/31/2025	0	M. HAFFNER CERT PARK & REC PROF EXAM	\$275.00

OPERATING SUPPLIES & MATERIALS TOTAL: \$2,053.30

OPERATING SUPPLIES & MATERIALS - YTD INFORMATION

BUDGET: \$34,200.00

YTD ACTUAL: \$21,952.48

YTD % USED: 64.19%

	K8721000/3103	BABY J'S BBQ & BURGE		TXN00088166	10/31/2025	0	LIB STAFF IN SERVICE DAY LUNCH 10/13/25	\$711.05
	K8721000/3103	P-CARD OTP		TXN00088210	10/31/2025	0	LIB STAFF IN SERVICE DAY 10/13/25	\$54.00



Library Voucher Listing

Begin Date: 10/1/2025

End Date: 10/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8721000	3103	P-CARD OTP		TXN00088003	10/31/2025	0	M. HAFFNER/J. TALBOTT LUNCH MTG	\$44.82
MEETING EXPENSE TOTAL:								\$809.87
MEETING EXPENSE - YTD INFORMATION								
BUDGET: \$1,900.00			YTD ACTUAL: \$1,634.12			YTD % USED: 86.01%		
K8721000	4117	MOON SECURITY SERVIC		7124018	10/10/2025	340883	LIB MOON SECURITY OCTOBER 2025	\$160.99
EXPERT SERVICES TOTAL:								\$160.99
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$3,250.00			YTD ACTUAL: \$2,281.92			YTD % USED: 70.21%		
K8721000	4135	FRED MEYER		TXN00088141	10/31/2025	0	LIB STAFF IN SERVICE DAY SUPPLIES	\$300.00
SHARED VALUES PROGRAM TOTAL:								\$300.00
SHARED VALUES PROGRAM - YTD INFORMATION								
BUDGET: \$475.00			YTD ACTUAL: \$475.00			YTD % USED: 100.00%		
K8721000	4201	VERIZON WIRELESS		6123917700	10/8/2025	340795	Verizon Wireless NASPO - September 2025	\$78.64
K8721000	4201	FRONTIER		10/25 509/943-3152	10/15/2025	340946	TELEPHONE 10/1/2025- 10/31/2025 509/943-3152	\$1,124.78
K8721000	4201	FRONTIER		10/25 206/188-2614	10/15/2025	340947	TELEPHONE 10/1/2025- 10/31/2025 206/188-2614	\$53.83
K8721000	4201	VERIZON WIRELESS	22500470	6125504283	10/22/2025	341210	150-25 VERIZON HOTSPOTS - LIBRARY	\$751.00



Library Voucher Listing

Begin Date: 10/1/2025

End Date: 10/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8721000	4201	VERIZON WIRELESS		6126403634	10/29/2025	341390	Verizon Wireless NASPO - October 2025	\$78.66

TELEPHONE & COMM SVCS TOTAL: \$2,086.91

TELEPHONE & COMM SVCS - YTD INFORMATION

BUDGET: \$24,330.00 YTD ACTUAL: \$21,566.37 YTD % USED: 88.64%

K8721000	4301	CITY OF RICHLAND		25-311 NULPH	10/22/2025	341130	25-311 NULPH PLW MEETING LOON LAKE, WA	\$362.00
K8721000	4301	DELTA AIR		TXN00088389	10/31/2025	0	C. NULPH ALA CONFERENCE AIRFARE JAN 2026	\$478.97
K8721000	4301	P-CARD OTP		TXN00088454	10/31/2025	0	C. NULPH ALA HOTEL JAN 2026	\$791.23

TRAVEL EXPENSES TOTAL: \$1,632.20

TRAVEL EXPENSES - YTD INFORMATION

BUDGET: \$21,000.00 YTD ACTUAL: \$18,114.25 YTD % USED: 86.26%

K8721000	4504	KELLEY CREATE CO		40185539	10/1/2025	340455	AGRMNT#112-3056730-000 9/2025 PRINT	\$420.67
K8721000	4504	XEROX CORP		024373316	10/10/2025	340907	7HB-469027 FULL MAINT PLAN OCTOBER 2025	\$10.87

COPIER/FAX LEASE RENTAL MAINT TOTAL: \$431.54

COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION

BUDGET: \$14,145.00 YTD ACTUAL: \$11,588.07 YTD % USED: 81.92%



Library Voucher Listing

Begin Date: 10/1/2025

End Date: 10/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8721000/4902	ALA			TXN00088550	10/31/2025	0	G. LIGHTFOOT PROFESSIONAL MEMBERSHIP - ALA	\$245.00
DUES & SUBSCRIPTIONS TOTAL:								\$245.00
DUES & SUBSCRIPTIONS - YTD INFORMATION								
BUDGET: \$1,835.00			YTD ACTUAL: \$1,510.60			YTD % USED: 82.32%		
K8721000/5301	WA STATE DEPARTMENT			DOR 09/2025	10/27/2025	10756	COMBINED EXCISE TAX - SEPTEMBER 2025	\$70.61
STATE TAXES TOTAL:								\$70.61
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$341.14			YTD % USED: 33.45%		
LIBRARY ADMINISTRATION TOTAL:								\$7,790.42
K8722100/3401	MIDWEST TAPE			507820920	10/15/2025	340964	LIBRARY HOOPLA USAGE SEPTEMBER 2025	\$6,538.31
K8722100/3401	INFOUSA			10004350661	10/10/2025	340873	POLK CITY DIRECTORY TC, WA 2025 EDITION	\$377.62
K8722100/3401	THE GALE GROUP			999101332285	10/29/2025	341339	LIBRARY MATERIALS - LARGE PRINT COLLECTION 9/11/25	\$184.18
K8722100/3401	THE GALE GROUP			999101332286	10/29/2025	341339	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$246.93
K8722100/3401	INGRAM INDUSTRIES IN			TXN00087956	10/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$315.33
K8722100/3401	INGRAM INDUSTRIES IN			TXN00087973	10/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$18.61



Library Voucher Listing

Begin Date: 10/1/2025

End Date: 10/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00087975	10/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$444.76
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00087991	10/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$2,092.35
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00088008	10/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$339.90
	K8722100/3401	MIDWEST TAPE		TXN00088026	10/31/2025	0	LIBRARY MATERIALS - AV COLLECTION	\$864.55
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00088029	10/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$915.98
	K8722100/3401	AMAZON		TXN00088033	10/31/2025	0	BOARD GAME COLLECTION	\$93.62
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00088056	10/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$691.99
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00088138	10/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$24.61
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00088149	10/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$22.66
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00088175	10/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$2,317.58
	K8722100/3401	AMAZON		TXN00088238	10/31/2025	0	BOARD GAME COLLECTION	\$21.73
	K8722100/3401	MIDWEST TAPE		TXN00088257	10/31/2025	0	LIBRARY MATERIALS - AV COLLECTION	\$550.60
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00088273	10/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$267.53
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00088310	10/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$39.30
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00088366	10/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$18.60
	K8722100/3401	MIDWEST TAPE		TXN00088368	10/31/2025	0	LIBRARY MATERIALS - AV COLLECTION	\$816.53



Library Voucher Listing

Begin Date: 10/1/2025

End Date: 10/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00088374	10/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$1,275.57
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00088439	10/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$516.45
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00088542	10/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$1,649.97
LIBRARY RESOURCES TOTAL:								\$20,645.26

LIBRARY RESOURCES - YTD INFORMATION

BUDGET: \$424,700.00

YTD ACTUAL: \$384,134.79

YTD % USED: 90.45%

	K8722100/3402	BROWN-ELMORE, MARY		09252025	10/1/2025	340420	REIMB SUPPLIES BUILD IT PLANT STANDS	\$133.74
	K8722100/3402	COSTCO WHOLESALE		TXN00088392	10/31/2025	0	PROGRAMMING FOOD - HALLOWEEN PROGRAMS	\$176.52
	K8722100/3402	AMAZON		TXN00088020	10/31/2025	0	PROGRAM PREP - PAINT	\$7.38
	K8722100/3402	P-CARD OTP		TXN00088101	10/31/2025	0	RETURN - PROGRAMMING SUPPLIES	-\$36.88
	K8722100/3402	DEMCO INC.		TXN00088117	10/31/2025	0	OUTREACH - BOOKMARKS	\$223.18
	K8722100/3402	AMAZON		TXN00088256	10/31/2025	0	PROGRAMMING SUPPLIES- GHOULS NIGHT OUT	\$34.68
	K8722100/3402	AMAZON		TXN00088270	10/31/2025	0	PROGRAMMING SUPPLIES - GHOULS NIGHT OUT	\$104.27
	K8722100/3402	AMAZON		TXN00088275	10/31/2025	0	SUPPLIES - GHOULS NIGHT OUT	\$7.60
	K8722100/3402	AMAZON		TXN00088280	10/31/2025	0	PROGRAMMING SUPPLIES - GHOULS NIGHT OUT	\$117.88
	K8722100/3402	AMAZON		TXN00088284	10/31/2025	0	PROGRAMMING SUPPLIES - GHOULS NIGHT OUT	\$31.07
	K8722100/3402	AMAZON		TXN00088286	10/31/2025	0	PROGRAMMING SUPPLIES - GHOULS NIGHT OUT	\$76.17
	K8722100/3402	AMAZON		TXN00088303	10/31/2025	0	PROGRAMMING SUPPLIES GHOULS NIGHT OUT	\$206.90



Library Voucher Listing

Begin Date: 10/1/2025

End Date: 10/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3402	AMAZON			TXN00088305	10/31/2025	0	PROGRAMMING SUPPLIES - GHOULS NIGHT OUT	\$20.39
K8722100/3402	AMAZON			TXN00088314	10/31/2025	0	GHOULS NIGHT OUT	\$21.72
K8722100/3402	P-CARD OTP			TXN00088318	10/31/2025	0	PROGRAMMING SUPPLIES GHOULS NIGHT OUT	\$40.61
K8722100/3402	P-CARD OTP			TXN00088442	10/31/2025	0	OUTREACH - STICKERS	\$23.91
K8722100/3402	P-CARD OTP			TXN00088468	10/31/2025	0	GHOULS NIGHT OUT SUPPLIES	\$70.41
K8722100/3402	P-CARD OTP			TXN00088478	10/31/2025	0	TEEN PROGRAM - BUILD A BEAR	\$183.86
K8722100/3402	P-CARD OTP			TXN00088490	10/31/2025	0	GHOULS NIGHT OUT	\$29.62
K8722100/3402	AMAZON			TXN00088570	10/31/2025	0	SUPPLIES - TEEN PROGRAMMING	\$73.04
K8722100/3402	P-CARD OTP			TXN00088595	10/31/2025	0	PROMOTIONAL - THEO STICKERS	\$190.23

LIBRARY PROGRAMMING TOTAL: \$1,736.30

LIBRARY PROGRAMMING - YTD INFORMATION

BUDGET: \$20,000.00

YTD ACTUAL: \$19,206.62

YTD % USED: 96.03%

LIBRARY PUBLIC SERVICE TOTAL: \$22,381.56

LIBRARY NON-FACILITIES TOTAL: \$32,565.37



Library Voucher Listing

Begin Date: 10/1/2025

End Date: 10/31/2025

FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8725000/4700	CITY OF RICHLAND		09/2025 SEP	10/14/2025	50018	CITY UTILITY BILLS/SEP 2025	\$4,956.34
UTILITIES TOTAL:								\$4,956.34
UTILITIES - YTD INFORMATION								
BUDGET: \$57,000.00			YTD ACTUAL: \$40,609.70			YTD % USED: 71.25%		
LIBRARY FACILITIES TOTAL:								\$4,956.34

CITY OF RICHLAND

LIBRARY EXPENDITURE

October 2025

Month/Year

PAY PERIODS: From September 22, 2025 to October 19, 2025

GROSS SALARIES \$ 112,133.31

	Gross Wages	Total
WEEK OF: <u>10/09/25</u>	<u>55,801.22</u>	<u>55,801.22</u>
WEEK OF: <u>10/23/25</u>	<u>56,332.09</u>	<u>56,332.09</u>
WEEK OF: _____	_____	_____
TOTAL	<u>112,133.31</u>	<u>112,133.31</u>



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

OCTOBER 2025

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 \$ 144,698.68 this 9th day of December, 2025.

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

Voucher Listings	Amount
October 01, 2025 thru October 31, 2025	\$32,565.37

Transfer Advice (Salaries)

Salaries for the weeks of: September 22, 2025 thru October 19, 2025	\$112,133.31
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MONTHLY EXPENSES \$144,698.68

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.



Library Voucher Listing

Begin Date: 11/1/2025

End Date: 11/30/2025

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	TODAYS BUSINESS	22400728	17673	11/19/2025	341977	TBS - PC/PRINT MANAGEMENT SERVICES	\$19,616.27
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$19,616.27
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$110,598.00			YTD ACTUAL: \$91,688.75			YTD % USED: 82.90%		
INFORMATION TECHNOLOGY TOTAL:								\$19,616.27
	K8721000/3102	AMAZON		TXN00088650	11/30/2025	0	SUPPLIES - EARBUDS, KEYBOARD	\$206.48
	K8721000/3102	COSTCO WHOLESALE		TXN00088694	11/30/2025	0	SUPPLIES - DISHWASHER SOAP, PROGRAMMING, VOL BRUNC	\$91.68
	K8721000/3102	P-CARD OTP		TXN00088714	11/30/2025	0	CHRISTMAS TREE - LIBRARY	\$650.03
	K8721000/3102	P-CARD OTP		TXN00088746	11/30/2025	0	TECH SERVICES - SMART TABLET	\$738.07
	K8721000/3102	AMAZON		TXN00088786	11/30/2025	0	VOLUNTEER BRUNCH SUPPLIES	\$43.88
	K8721000/3102	AMAZON		TXN00088796	11/30/2025	0	P&PF ALL STAFF MEETING SUPPLIES	\$26.06
	K8721000/3102	AMAZON		TXN00088797	11/30/2025	0	TECH SERVICES - SMART TABLET COVER	\$27.16
	K8721000/3102	AMAZON		TXN00088820	11/30/2025	0	NAPKINS - VOLUNTEER BRUNCH	\$9.77
	K8721000/3102	AMAZON		TXN00088853	11/30/2025	0	P&PF ALL STAFF MEETING SUPPLIES	\$70.94
	K8721000/3102	AMAZON		TXN00088866	11/30/2025	0	P&PF ALL STAFF MEETING SUPPLIES	\$16.99



Library Voucher Listing

Begin Date: 11/1/2025

End Date: 11/30/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/3102	AMAZON		TXN00088871	11/30/2025	0	P&PF ALL STAFF MEETING SUPPLIES	\$51.10
	K8721000/3102	WALMART		TXN00088885	11/30/2025	0	P&PF ALL STAFF MEETING SUPPLIES	\$26.82
	K8721000/3102	AMAZON		TXN00088886	11/30/2025	0	MENDING SUPPLIES	\$12.60
	K8721000/3102	P-CARD OTP		TXN00088889	11/30/2025	0	MENDING SUPPLIES - DVD POLISHER CLEANER	\$210.88
	K8721000/3102	AMAZON		TXN00088896	11/30/2025	0	MENDING SUPPLIES	\$21.68
	K8721000/3102	AMAZON		TXN00088918	11/30/2025	0	SUPPLIES - SANITIZER WIPES/KEYBOARD	\$90.99
	K8721000/3102	P-CARD OTP		TXN00088955	11/30/2025	0	CANVA SUBSCRIPTION 11/2025-11/2026	\$288.04
	K8721000/3102	AMAZON		TXN00088965	11/30/2025	0	SUPPLIES - RECEIPT PAPER	\$54.34
	K8721000/3102	P-CARD OTP		TXN00088981	11/30/2025	0	Canva paAAAG4MRVUPHZ4A - Credit	-\$1.00
	K8721000/3102	P-CARD OTP		TXN00088984	11/30/2025	0	Canva paAAAG4MRVUPHZ4A - Purchase	\$1.00
	K8721000/3102	AMAZON		TXN00089018	11/30/2025	0	SUPPLIES - THUMBDRIVE	\$38.03
	K8721000/3102	COSTCO WHOLESALE		TXN00089061	11/30/2025	0	SUPPLIES - COFFEE	\$93.56
	K8721000/3102	DEMCO INC.		TXN00089103	11/30/2025	0	SUPPLIES - MEDING DEPARTMENT	\$177.39
	K8721000/3102	AMAZON		TXN00089192	11/30/2025	0	SUPPLIES - BREAKROOM	\$17.25
OPERATING SUPPLIES & MATERIALS TOTAL:								\$2,963.74

OPERATING SUPPLIES & MATERIALS - YTD INFORMATION

BUDGET: \$34,200.00

YTD ACTUAL: \$21,952.48

YTD % USED: 64.19%

	K8721000/3103	AMAZON		TXN00088727	11/30/2025	0	VOLUNTEER BRUNCH SUPPLIES	\$49.96
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Library Voucher Listing

Begin Date: 11/1/2025

End Date: 11/30/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8721000/3103	AMAZON			TXN00088754	11/30/2025	0	VOLUNTEER BRUNCH SUPPLIES	\$44.80
K8721000/3103	TARGET CORPORATION			TXN00088779	11/30/2025	0	VOLUNTEER BRUNCH SUPPLIES	\$59.24
K8721000/3103	AMAZON			TXN00088842	11/30/2025	0	VOLUNTEER BRUNCH SUPPLIES	\$57.80
K8721000/3103	WALMART			TXN00088854	11/30/2025	0	VOLUNTEER BRUNCH FOOD/SUPPLIES	\$41.99
K8721000/3103	COSTCO WHOLESALE			TXN00088855	11/30/2025	0	VOLUNTEER BRUNCH FOOD/SUPPLIES	\$86.26
MEETING EXPENSE TOTAL:								\$340.05
MEETING EXPENSE - YTD INFORMATION								
BUDGET: \$1,900.00			YTD ACTUAL: \$1,634.12			YTD % USED: 86.01%		
K8721000/3124	SUNWEST SPORTSWEAR			2393366	11/5/2025	341588	LIBRARY BRANDED 75TH ANNI SHIRTS ALL STAFF	\$1,006.03
CLOTHING-NON ALLOWANCE TOTAL:								\$1,006.03
CLOTHING-NON ALLOWANCE - YTD INFORMATION								
BUDGET: \$1,250.00			YTD ACTUAL: \$1,473.60			YTD % USED: 117.89%		
K8721000/4117	MOON SECURITY SERVIC			7276467	11/5/2025	341568	MOON SECURITY - LIBRARY NOVEMBER 2025	\$160.99
K8721000/4117	SPORTSENGINE INC			63143	11/21/2025	342065	LIBRARY BACKGROUND CHECK: (1)	\$18.50
EXPERT SERVICES TOTAL:								\$179.49
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$3,250.00			YTD ACTUAL: \$2,281.92			YTD % USED: 70.21%		
K8721000/4201	FRONTIER			11/25 206/188-2614	11/19/2025	341934	TELEPHONE 11/1/2025-11/31/2025 206/188-2614	\$53.83



Library Voucher Listing

Begin Date: 11/1/2025

End Date: 11/30/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8721000	4902	P-CARD OTP		TXN00088963	11/30/2025	0	WASHYARG - J. TALBOTT PROFESSIONAL MEMBERSHIP	\$35.70
DUES & SUBSCRIPTIONS TOTAL:								\$35.70
DUES & SUBSCRIPTIONS - YTD INFORMATION								
BUDGET: \$1,835.00			YTD ACTUAL: \$1,510.60			YTD % USED: 82.32%		
K8721000	5301	WA STATE DEPARTMENT		DOR 10/2025	11/25/2025	10810	COMBINED EXCISE TAX - OCTOBER 2025	\$106.33
STATE TAXES TOTAL:								\$106.33
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$341.14			YTD % USED: 33.45%		
LIBRARY ADMINISTRATION TOTAL:								\$9,970.03
K8722100	3401	THE GALE GROUP		999101413860	11/5/2025	341531	LIBRARY MATERIALS - LARGE PRINT COLLECTION 9/18	\$191.52
K8722100	3401	OVERDRIVE		01452CO25288286	11/5/2025	341574	LIBRARY MATERIALS - EBOOK COLLECTION 9/18/25	\$177.93
K8722100	3401	OVERDRIVE		01452CO25295004	11/5/2025	341574	LIBRARY MATERIALS - E/AUDIOBOOK COLL 9/25/25	\$507.95
K8722100	3401	OVERDRIVE		01452DA25306113	11/5/2025	341574	LIBRARY MATERIALS - E/AUDIOBOOK COLL 9/30/25	\$150.00
K8722100	3401	OVERDRIVE		01452CO25319650	11/5/2025	341574	LIBRARY MATERIALS - E/AUDIOBOOK COLL 10/14/25	\$392.92

Library Voucher Listing

Begin Date: 11/1/2025

End Date: 11/30/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3401		OVERDRIVE		01452CO25324017	11/5/2025	341574	LIBRARY MATERIALS - EBOOK COLLECTION 10/17/25	\$322.93
K8722100/3401		OVERDRIVE		01452CO25288287	11/5/2025	341574	LIBRARY MATERIALS - E/AUDIOBOOK COLL 9/18/25	\$602.15
K8722100/3401		OVERDRIVE		01452CO25288297	11/5/2025	341574	LIBRARY MATERIALS - EBOOK COLLECTION 9/18/25	\$521.86
K8722100/3401		OVERDRIVE		01452DA25292932	11/5/2025	341574	LIBRARY MATERIALS - AUDIOBOOK COLLECITON 9/23/25	\$69.99
K8722100/3401		OVERDRIVE		01452DA25306045	11/5/2025	341574	LIBRARY MATERIALS - E/AUDIOBOOK COLL 9/30/25	\$268.99
K8722100/3401		OVERDRIVE		01452DA25313789	11/5/2025	341574	LIBRARY MATERIALS - AUDIOBOOK COLLECTION 10/7/25	\$47.50
K8722100/3401		OVERDRIVE		01452DA25320729	11/5/2025	341574	LIBRARY MATERIALS - EBOOK COLLECTION 10/14/25	\$29.99
K8722100/3401		OVERDRIVE		01452DA25328041	11/5/2025	341574	LIBRARY MATERIALS - EBOOK COLLECTION 10/21/25	\$150.00
K8722100/3401		MIDWEST TAPE		507967619	11/5/2025	341565	HOOPLA USAGE OCTOBER 2025	\$6,808.29
K8722100/3401		CENGAGE LEARNING, IN		999101584620	11/5/2025	341532	LIBRARY MATERIALS - LARGE PRINT 10/11/25	\$277.90
K8722100/3401		CENGAGE LEARNING, IN		999101610460	11/5/2025	341532	LIBRARY MATERIALS - LARGE PRINT 10/16/25	\$29.34
K8722100/3401		CENGAGE LEARNING, IN		999101610461	11/21/2025	342033	LIBRARY MATERIALS - LARGE PRINT 10/16/25	\$247.75



Library Voucher Listing

Begin Date: 11/1/2025

End Date: 11/30/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3401		CENGAGE LEARNING, IN		999101610464	11/21/2025	342033	LIBRARY MATERIALS - LARGE PRINT COLLECTION 10/16	\$252.64
K8722100/3401		INGRAM INDUSTRIES IN		91764261	11/21/2025	342053	LIBRARY MATERIALS - PHYSICAL COLLECTION 11/5/25	\$474.12
K8722100/3401		INGRAM INDUSTRIES IN		91769940	11/21/2025	342053	LIBRARY MATERIALS - PHYSICAL COLLECTION 11/5/25	\$1,039.17
K8722100/3401		INGRAM INDUSTRIES IN		91866659	11/21/2025	342053	LIBRARY MATERIALS - PHYSICAL COLLECTION 11/10/25	\$168.28
K8722100/3401		INGRAM INDUSTRIES IN		91941149	11/21/2025	342053	LIBRARY MATERIALS - PHYSICAL COLLECTION 11/12/25	\$1,110.57
K8722100/3401		INGRAM INDUSTRIES IN		91941150	11/21/2025	342053	LIBRARY MATERIALS - PHYSICAL COLLECTION 11/12/25	\$36.86
K8722100/3401		INGRAM INDUSTRIES IN		91970443	11/21/2025	342053	LIBRARY MATERIALS - PHYSICAL COLLECTION 11/13/25	\$23.97
K8722100/3401		INGRAM INDUSTRIES IN		91994224	11/21/2025	342053	LIBRARY MATERIALS - PHYSICAL COLLECTION 11/14/25	\$64.06
K8722100/3401		INGRAM INDUSTRIES IN		91994225	11/21/2025	342053	LIBRARY MATERIALS - PHYSICAL COLLECTION 11/14/25	\$1,210.41
K8722100/3401		INGRAM INDUSTRIES IN		92036635	11/26/2025	342147	LIBRARY MATERIALS - PHYSICAL COLLECTION 11/17/25	\$340.07
K8722100/3401		INGRAM INDUSTRIES IN		92116161	11/26/2025	342147	LIBRARY MATERIALS - PHYSICAL COLLECTION 11/19/25	\$1,734.64

Library Voucher Listing

Begin Date: 11/1/2025

End Date: 11/30/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3401		INGRAM INDUSTRIES IN		92170385	11/26/2025	342147	LIBRARY MATERIALS - PHYSICAL COLLECTION 11/21/25	\$617.03
K8722100/3401		INGRAM INDUSTRIES IN		92170386	11/26/2025	342147	LIBRARY MATERIALS - PHYSICAL COLLECTION 11/21/25	\$23.32
K8722100/3401		OVERDRIVE		01452CO25331985	11/26/2025	342168	LIBRARY MATERIALS - EBOOK COLLECTION 10/26/25	\$65.84
K8722100/3401		OVERDRIVE		01452CO25345945	11/26/2025	342168	LIBRARY MATERIALS - EBOOK COLLECTION 11/3/25	\$380.36
K8722100/3401		OVERDRIVE		01452DA25350028	11/26/2025	342168	LIBRARY MATERIALS - EBOOK COLLECTION 11/4/25	\$33.98
K8722100/3401		OVERDRIVE		01452DA25352771	11/26/2025	342168	LIBRARY MATERIALS - AUDIOBOOK COLLECTION 11/6/25	\$79.00
K8722100/3401		OVERDRIVE		01452CO25353963	11/26/2025	342168	LIBRARY MATERIALS - EBOOK COLLECTION 11/9/25	\$385.00
K8722100/3401		OVERDRIVE		01452DA25356842	11/26/2025	342168	LIBRARY MATERIALS - EBOOK COLLECTION 11/11/25	\$60.00
K8722100/3401		OVERDRIVE		01452CO25359616	11/26/2025	342168	LIBRARY MATERIALS - AUDIOBOOK COLLECTION 11/13/25	\$421.18
K8722100/3401		OVERDRIVE		01452CO25362020	11/26/2025	342168	LIBRARY MATERIALS - EBOOK COLLECTION 11/17/25	\$16.99
K8722100/3401		OVERDRIVE		01452DA25364641	11/26/2025	342168	LIBRARY MATERIALS - AUDIOBOOK COLLECTION 11/18/25	\$74.99



Library Voucher Listing

Begin Date: 11/1/2025

End Date: 11/30/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3401		OVERDRIVE		01452CO25331986	11/26/2025	342168	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 10/2/25	\$1,563.37
K8722100/3401		OVERDRIVE		01452DA25335025	11/26/2025	342168	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION10/28/25	\$287.98
K8722100/3401		OVERDRIVE		01452DA25357133	11/26/2025	342168	LIBRARY MATERIALS - AUDIOBOOK COLLECTION 11/11/25	\$209.97
K8722100/3401		OVERDRIVE		01452DA25364278	11/26/2025	342168	LIBRARY MATERIALS - AUDIOBOOK COLLECTION 11/18/25	\$74.99
K8722100/3401		INGRAM INDUSTRIES IN		TXN00088625	11/30/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$412.35
K8722100/3401		INGRAM INDUSTRIES IN		TXN00088653	11/30/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$54.29
K8722100/3401		MIDWEST TAPE		TXN00088710	11/30/2025	0	LIBRARY MATERIALS - AV COLLECTION	\$505.24
K8722100/3401		AMAZON		TXN00088723	11/30/2025	0	LIBRARY MATERIALS - BOARD GAME COLLECTION	\$48.42
K8722100/3401		AMAZON		TXN00088743	11/30/2025	0	LIBRARY MATERIALS - GENERAL LIBRARY COLLECTION	\$34.76
K8722100/3401		AMAZON		TXN00088760	11/30/2025	0	LIBRARY MATERIALS - DVD COLLECTION	\$12.82
K8722100/3401		P-CARD OTP		TXN00088766	11/30/2025	0	LIBRARY MATERIALS - DVD COLLECTION	\$27.15
K8722100/3401		AMAZON		TXN00088798	11/30/2025	0	LIBRARY MATERIALS - DVD COLLECTION	\$51.62
K8722100/3401		MIDWEST TAPE		TXN00089073	11/30/2025	0	LIBRARY MATERIALS - AV COLLECTION	\$802.75
K8722100/3401		MIDWEST TAPE		TXN00089183	11/30/2025	0	LIBRARY MATERIALS - AV COLLECTION	\$137.68



Library Voucher Listing

Begin Date: 11/1/2025

End Date: 11/30/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3401	AMAZON			TXN00089203	11/30/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$7.88
K8722100/3401	AMAZON			TXN00089216	11/30/2025	0	LIBRARY MATERIALS - BOARD GAME COLLECTION	\$31.49
LIBRARY RESOURCES TOTAL:								\$23,672.25
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$424,700.00			YTD ACTUAL: \$384,134.79			YTD % USED: 90.45%		
K8722100/3402	WALMART			TXN00089008	11/30/2025	0	MOCKTAIL & MASTERPIECE PROGRAM SUPPLIES	\$19.72
K8722100/3402	P-CARD OTP			TXN00089137	11/30/2025	0	TEEN TEDDY BEAR PROGRAM SUPPLIES	\$17.40
LIBRARY PROGRAMMING TOTAL:								\$37.12
LIBRARY PROGRAMMING - YTD INFORMATION								
BUDGET: \$20,000.00			YTD ACTUAL: \$19,206.62			YTD % USED: 96.03%		
LIBRARY PUBLIC SERVICE TOTAL:								\$23,709.37
LIBRARY NON-FACILITIES TOTAL:								\$53,295.67



Library Voucher Listing

Begin Date: 11/1/2025

End Date: 11/30/2025

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

November 2025

Month/Year

PAY PERIODS: From October 20, 2025 to November 16, 2025

GROSS SALARIES \$ 110,202.21

	Gross Wages	Total
WEEK OF: <u>11/06/25</u>	<u>54,830.22</u>	<u>54,830.22</u>
WEEK OF: <u>11/20/25</u>	<u>55,371.99</u>	<u>55,371.99</u>
WEEK OF: _____	_____	_____
TOTAL	<u>110,202.21</u>	<u>110,202.21</u>



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

NOVEMBER 2025

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 \$ \$163,497.88 this 9th day of December, 2025.

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

Voucher Listings	Amount
November 01, 2025 thru November 30, 2025	\$53,295.67

Transfer Advice (Salaries)

Salaries for the weeks of: October 20, 2025 thru November 16, 2025	\$110,202.21
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MONTHLY EXPENSES \$163,497.88

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.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/9/2025

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject

Circulation Policy Review

Department

Parks & Public Facilities

Recommended Motion

Review of current Collection Development policy.

Summary

The current Collection Development policy is included in the packet. The library is reviewing policies to make sure they are up to date with operations.

Attachments

- I. Collection Development Policy

Purpose of Collection Development Policy

The collection development policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs and interests of the Richland community. It directly relates the collection to the Library's mission statement and defines the scope and standards of the various collections.

As the community changes, the Richland Public Library (RPL) reassesses and adapts its collections to reflect new and differing areas of interest and concern. The collection development policy is periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

RPL Mission, Vision, and Values

Mission

Be the hope-inspiring presence in our community where every person belongs and is supported in enjoyment, learning, and understanding.

Vision for 2033

All Richland residents experience the library as a durable, trusted institution for the public good that is finely interwoven into the entire fabric of our community.

City Values

Teamwork: We will work together, demonstrating collaboration through mutual reliability, openness, and flexibility to accomplish our goals.

Integrity: We will demonstrate an uncompromising allegiance to the core values of honesty, respect for others, loyalty, consistency, accountability, and sincerity.

Excellence: We will deliver a superior level of commitment, responsiveness, performance, and provision of services to all, with the attitude that everything is worth our best effort.

Philosophy of Selection

In support of its mission, RPL fully endorses the principles documented in the Library Bill of Rights, the Freedom to View, and the Freedom to Read Statements of the American Library Association. The Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others.

Materials available in the Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.

Collection Development Policy Statement

Collection Development is conducted through examination and consideration of review media, announcements of new publications by publishers, customer and staff recommendations, bibliographies on specific subjects, and examination of the present collection. Materials will be evaluated as a whole and not on the basis of a particular section or sections. Materials are acquired in a manner that is both timely and useful to our customers.

The evaluation of materials will be characterized by flexibility, open-mindedness, and responsiveness to the changing needs of our customers. These changing needs require that materials be evaluated on a continuing basis. As a result, materials not recommended for purchase originally may be selected for purchase at a later date, or materials already in the collection may be considered unnecessary or unsuitable.

Since RPL functions as a center for life-long learning, it has materials to support learning through all the ages and phases of life, from the youngest child's needs to those of senior citizens. While we do select materials to support the educational process as much as possible, the Library's collection cannot and does not substitute for the specialized collections provided by school or college libraries, nor do we collect homeschool curricula. The Library makes no attempt to duplicate materials (such as textbooks) in those collections. In addition, the obligation to provide duplicate copies for students is primarily that of the college or school library. RPL cannot undertake meeting the demands of large class assignments.

A significant part of RPL's collection is popular materials for recreational use. Popular materials may be in a variety of formats and either fiction or non-fiction. RPL considers the popular materials collection seriously and selects for a wide range of interests using evidence-based software and statistics.

Materials are purchased in the most appropriate and available format for library and customer use. New formats will be considered for the collection when industry reports, national survey results, and local requests indicate that a significant portion of the community has the necessary technology to make use of the new format.

Collection Development also entails maintaining the existing collection so that it remains vital and useful to the community. This includes the regular and consistent evaluation of the collection for withdrawal and replacement of worn out and dated materials using available tools and software.

Responsibility of Selection

Responsibility for development of the collection rests with the RPL Manager under the authority of the Library Board of Trustees. Direct selection of all library materials is delegated to staff members qualified for this duty by their education, training, interest, and job classification. Suggestions from library users are always welcome and given serious consideration.

Selection Criteria

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection.

- Contribution to the diversity and scope of the collection
- Contemporary significance
- Physical format
- Popular appeal
- Quality of production
- Receipt or nomination for awards
- Available space
- Published evaluation or reviews
- Suitability of subject and style for intended age level
- Relevance to local interests and needs
- Current or historical significance
- Importance as a document of the times
- Relationship to existing collection, alternative formats, and other material on the subject
- Reputation and/or significance of one of the creators of the work
- Skill, competence, and purpose of the author/artist
- Comprehensiveness and depth of treatment
- Clarity, accuracy, logic of presentation, and/or ease of use
- Relevance to the experiences and contributions of diverse populations
- Cost

The following criteria, in addition to the appropriate criteria listed above, will be used when acquiring and/or maintaining online databases or other virtual services:

- System priorities. A higher priority will be given to databases or services that will provide access to the widest group of customers
- Usage
- Cost per use
- Viable alternatives to the database or service being considered
- Breadth vs. depth of information provided by the database or service
- Resources that are already offered in another format or service provided by the Library
- Use as a standard reference source

Duplication of Material

Multiple copies of materials are purchased in response to user demand. This is decided by the number of holds, anticipated popularity, repeated requests, and monitoring of the collection. For popular fiction and non-fiction

titles, RPL maintains a holds ratio (i.e., for every 4 holds on a title, another copy is purchased) as allowed by budget constraints.

Access to the Collection

RPL considers reading, listening, and viewing to be an individual and private matter. The Board believes that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. While anyone is free to select or reject materials for themselves or their own minor child(ren), the freedom of others to read or inquire will not be restricted by the Library. Only parents and guardians have the right and responsibility to guide and direct the reading, listening, and viewing choices of their own minor child(ren). The Library does not stand in the place of parents (in loco parentis).

The library collection will be organized, marked, and maintained to help people find materials. Any labeling, sequestering, alteration, or discarding of materials because of controversy surrounding the author or subject matter will not be allowed. Library materials may be sequestered for the purpose of protecting them from damage or theft. The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Washington State Constitution.

Suggestions for Purchase

RPL strongly encourages input from the Richland community concerning the collection. Richland citizens can use the [Library Material Request form](#) to request the purchase of a particular item or subject. However, all suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the Library's intent that suggestions for purchase are used to help RPL in developing a collection which serves the interests and needs of the community.

Reconsideration of Materials

RPL provides a wide variety of materials to meet the needs and interests of as many of our residents as possible. Materials are selected for the library using the Collection Development policies. If a patron or staff member feels that an item was purchased in error or is inappropriate, they may request reconsideration of that item by submitting a [Reconsideration of Materials Request form](#).

RPL is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be considered for removal based solely on the complaint of obscenity or any other category covered by law until a local court of competent jurisdiction has ruled against the material.

Independently Published Material

RPL is often asked to include items in our library that are written and/or published independently. This can include materials that are self-published/produced or items published through a vanity press company. RPL looks for material with regional connections and collection relevance that will appeal to a wide audience. The best way to bring an item to RPL's attention is through reviews. Review sources that specialize in independently published material include the following:

- Foreword
- Small Press Review
- Independent Publisher

A positive review in one or more of the library review journals, such as Library Journal, School Library Journal, Kirkus Reviews, Booklist, and Publisher's Weekly, or in the local daily paper will give an independently published book an improved chance for inclusion by RPL.

Information regarding the material should be sent to the RPL's Collection Development supervisor. The following information should be included:

- A brief summary of the material
- Any professional reviews
- Intended audience
- Author background and contact information
- Publisher information
- Item description (price, ISBN, date of publication)
- Distributor(s)
- OCLC World Cat Record

Preview copies will be treated as a donation and their disposition will be covered under the Gifts and Donations Policy.

Used Material

Used materials are generally not purchased due to the following:

- High shipping and handling costs
 - Inconsistent grading of materials available from on-line vendors
 - Need to obtain materials in mint condition
 - Need to have materials processed to library standards
-

Gifts, Memorials, and Monetary Donations

RPL welcomes the donation of materials to the library. Donations may be made in the form of resources or money. All donations have costs associated with them, including the time for evaluation, cataloging, and processing. As a result, the acceptance of donations should be made judiciously. RPL will not accept a donation that includes a stipulation that is not consistent with this policy or the collection goals of the library. Donations of resources must meet the same selection criteria used in the normal acquisitions process and are accepted with the understanding that they may not be added to the collection. Donations should meet the goals of RPL rather than the donor.

Due to the labor involved in processing donations, individual materials will not be returned after evaluation. Items not added to the collection may be sold by the Friends of the Richland Public Library, given to other resources, or discarded. All proceeds from sales support library activities and needs.

Donation Evaluation Criteria

The lists below offer additional guidelines to assist in determining if a donation is appropriate for the library, or if it should be donated to the Friends of the Library.

RPL will not add material if the item:

- Is marked, damaged, or shows excessive wear
- Is a withdrawal from another organization
- Is abridged or condensed fiction in an audio-visual format
- Requires special equipment for use
- Is a personal, non-commercial copy/recording
- Is in a format no longer supported by the library
- Is a textbook, magazine, or newspaper

RPL will, if requested, provide a written acknowledgment of the receipt of donations. In accordance with IRS regulations, RPL leaves the determination of donation/gift values to the donor.

Collection Maintenance

In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. This policy provides authority for the systematic and regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete, or infrequently used materials and supports the public's right of access to an appealing and relevant collection.

RPL management staff systematically review the collection with the goal of maintaining the quality and vitality of library resources. This process of collection analysis incorporates the use of output measures, circulation reports, and other statistical information for continuous collection evaluation.

Weeding Evaluation Criteria

Weeding in the context is defined as the process of evaluating a book to determine if it will be retained, relocated, or replaced. Selection of material for discarding is based on the CREW method:

- Continuous
- Review
- Evaluation
- Weeding

This system uses the acronym MUSTIE to help evaluate an item for withdrawal:

- Misleading and/or factually inaccurate
- Ugly (worn out beyond mending or looks unappealing)
- Superseded by a new edition or a better source
- Trivial (of no discernible literary or scientific merit)
- Irrelevant to the needs and interest of your community
- Elsewhere (the material may be easily borrowed from another source)

Replacement Criteria

While RPL attempts to have copies of standard and important works, it does not automatically replace all materials. The same criteria that apply to original selection also apply to replacements. The need for replacement is based on:

- The number of duplicate copies
- Existence of adequate coverage of the subject in the collection
- Demand for the specific title or subject area
- Availability of material

Removal of Withdrawn Material

Materials that no longer meet the stated objectives of the Library will be withdrawn from the system. RPL reserves the right to determine how materials are removed.

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- Adopted by the Richland Public Library Board on March 3, 1988.
 - Amended February 8, 2022.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/9/2025

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject

Proposed Agreement Between City of Richland and Richland Public Library Board of Trustees

Department

Parks & Public Facilities

Recommended Motion

This will be reviewed during this meeting, December 9, 2025. If there are any requested changes, those will be made before the January 13, 2026 Library Board Meeting, where a vote to approve the new agreement will take place.

Summary

The current agreement between the City of Richland and the Richland Public Library Board of Trustees is from the 1960s and much has changed since then. The old agreement along with the proposed new language agreement are both attached to this agenda item.

Attachments

1. COR-Board Agreement Original
2. COR-Board Agreement Updated

“[i]t is the consensus of the Library Board that the public would be best served if the Library functions as a City department to the greatest practicable degree. To this end, the following working relationships are considered normal:

1. Policies governing the services to be rendered to the public, and the basic mode of operation shall be established by the Library Board. The recommendations of the Librarian, and the advice of the City Attorney and the City Manager, will be solicited during the formulation of such policies.
2. The City Librarian shall be chosen by the Library Board and the City Manager, acting jointly.
3. The Librarian shall be considered a member of the City Manager’s staff, and shall have the normally proscribed duties, responsibilities and relationships of a City Department Head in the administration of the library operations.
4. The Librarian shall select, from available candidates, the individuals to fill vacancies in the library staff. The hiring policies, practices and procedures of the city shall be followed.
5. The personnel practices adopted by the City for its employees shall apply to members of the Library staff.
6. Budgets for library operation shall be jointly recommended to the City Council by the Library Board and the City Manager. Expenditures will be by the Library Board only.”

The Richland Public Library shall operate as a City Division under the Parks & Public Facilities Department. Final decisions regarding operation, budgeting, contracts, agreements, and personnel are the responsibility of the City of Richland. The Library Board acts in an advisory capacity for the Library, giving voice to a representative group of Richland residents. The working relationship between the Parties is as follows:

1. The Library Manager shall bring questions of policy pertaining to the operation of the Library to the Library Board for review. During the formulation of such policies, the advice of the City Attorney, the Director of Parks & Public Facilities, the City Manager, and other relevant City departments may be solicited. The Library Board will provide suggested adjustments and will give a vote to endorse adoption or amendment of Library policies. Should the Library Board and Library Manager not reach an agreement on a policy, the matter will be brought to the Director of Parks and Public Facilities to try and find a resolution. If there is not a resolution that the Library Board endorses, the City Manager will be consulted. If there is still not a resolution that the Library Board endorses, the City Manager holds final approval power over any City of Richland policies.
2. The Library Board will serve in an advisory role to major operational initiatives and strategic planning. The Library Manager, in collaboration with relevant City staff, will take Board recommendations into account and will provide a final decision on such matters.
3. The Library Board shall provide oversight for Library expenditures on a monthly basis by reviewing and endorsing the Library Claims for Payment. The Library Board will review and endorse any amendments to the Library Fee Schedule. Setting the Library budget is a duty of City Council. For all other financial matters, the Board will serve in an advisory capacity.
4. Escalated resident concerns regarding Library operation, collection, and services will be resolved by the Library Manager or the appropriate City of Richland staff.
5. The Library Manager shall provide a monthly report to the Library Board summarizing the last month of Library operations. This will include notable events in daily operation, statistics of Library usage by the community, staffing changes, Friends of the Library updates, and Library Foundation updates.
6. In accordance with RCW 27.12.260, the Library Board shall provide a yearly report to City Council summarizing the last full year of Library operations. The report will contain statistics pertaining to finances, the collection, and other metrics deemed to be a public interest.
7. The Library Manager shall be chosen by the Director of Parks & Public Facilities. The Library Board will be represented in the interview process and will provide input.
8. The Library Manager shall be considered a member of the City of Richland staff, and shall have the normal duties, responsibilities, and relationships overseeing the administration of the Library operations. The position shall report to the Director of Parks

& Public Facilities.

9. The Library Manager and their supervisory staff shall select, from available candidates, the individuals to fill vacancies in the Library staff. The hiring policies, practices, and procedures of the City shall be followed.

10. The personnel practices adopted by the City for its employees shall apply to members of the Library staff.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/9/2025

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject

Richland Public Library Foundation Update

Department

Parks & Public Facilities

Recommended Motion

Discussion only.

Summary

Library Manager Chris Nulph will provide a recently received update on the Foundation's operation.

Attachments
