



Agenda  
Library Board Meeting  
Tuesday, March 10, 2026  
Richland Public Library  
955 Northgate Drive

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## **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 January 13, 2026 Library Board Meeting Minutes

### **Richland Public Library Updates:**

2. Richland Public Library Staff Update
  - Mary Brown-Elmore, Librarian
3. Library Manager's Report and Library Statistics for February 2026
  - Christopher Nulph, Library Manager

**Approval of Bills:** (Approved by Motion)

4. January 1, 2026 through January 31, 2026 Claims for Payment and February 1, 2026 through February 28, 2026 Claims for Payment
  - Christopher Nulph, Library Manager

### **Unfinished Business:**

5. Recruiting Library Board Members

### **New Business:**

6. Library Board Presentation to Council
  - Christopher Nulph, Library Manager
7. Library Capital Improvement Program Grant
  - Christopher Nulph, Library Manager
8. Reciprocal Borrowing Agreement
  - 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: 3/10/2026

Agenda Category: Approval of Minutes

Prepared By: Kylie Christian, Administrative Assistant

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### Subject

Approval of the January 13, 2026 Library Board Meeting Minutes

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### Department

Parks & Public Facilities

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### Recommended Motion

Move to approve the January 13, 2026 Library Board Meeting Minutes as written.

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### Summary

The draft of the January 13, 2026 Library Board Meeting minutes are included for consideration.

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### Attachments

- I. 2026.01.13 Library Board Meeting Minutes



# MINUTES

Richland Public Library Board  
Tuesday, January 13, 2026  
Library Conference Room B  
955 Northgate Drive

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

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

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

Also present were Library Manager Nulph, Parks and Public Facilities Director Watie, Teen Services Librarian Alyssa Uretsky-Pratt and Administrative Assistant Christian.

### Approval of Agenda

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

### Approval of Minutes

- 1. BOARD MEMBER FISHER MOVED AND BOARD MEMBER BUXTON SECONDED THE MOTION TO APPROVE THE MINUTES OF DECEMBER 9, 2025 AS PRESENTED. MOTION CARRIED 4-0.**

### Richland Public Library Updates

2. Richland Public Library Staff Update

Teen Services Librarian Alyssa Uretsky-Pratt shared what is planned for the teens in the coming months. One project is relabeling the teen section to mirror the upstairs adult fiction. This would create fiction, fantasy, mystery, etc. in the teens and would be easier for patrons to find materials.

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

Lawn is still under review. The only issue is the gates; those are awaiting signoff. The anticipated soft opening date will be in the spring.

The Caterpillar Café will be closing at the end of January. The space will serve a different purpose in the future, Library Manager Nulph is looking at different ideas.

The library has noticed an increase in lost hot spots. Most of the lost hot spots were checked out from reciprocal borrower card holders. Due to this the library will only allow Richland resident card holders to check out hot spots.

RSD to partner with RPL for student library cards. Board Members engaged in a question-and-answer session with Library Manager Nulph.

The Richland Public Library Foundation is currently looking for new board members.

Library Manager Nulph also shared library statistics from December 2025 as well as 2025-year end statistics. Yearly attendance numbers at the library have continued to rise after the pandemic.

### **Public Comments**

None.

### **Approval of Bills**

- 4. BOARD MEMBER BUXTON MOVED AND BOARD MEMBER FISHER SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR SEPTEMBER 2025 IN THE AMOUNT OF \$235,042.65. THE MOTION CARRIED 4-0.**

### **Unfinished Business**

- 5. Collection Development Policy Review**  
Library Manager made a minor change to the Collection Development Policy that was presented and discussed at the December 9, 2025 Library Board Meeting.

**BOARD MEMBER FISHER MADE A MOTION TO APPROVE THE COLLECTION DEVELOPMENT POLICY AND BOARD MEMBER ISAKSON SECONDED THE MOTION. THE MOTION CARRIED 4-0.**

- 6. Final Review of the Updated City of Richland – Library Board Agreement**

Board Members reviewed the updated City of Richland and Library Board Agreement.

**BOARD MEMBER BUXTON MOVED TO APPROVE THE AGREEMENT BETWEEN THE CITY OF RICHLAND AND THE LIBRARY BOARD. BOARD MEMBER ISAKSON SECONDED THE MOTION. THE MOTION CARRIED 4-0.**

## **New Business**

### 7. 2026 Library Action Plan

Library Manager Nulph shared the Library's Action Plan for 2026. The plan details the goals the library has for the year.

### 8. Reciprocal Borrowing 2025 Review

2025-year end statistics from reciprocal borrowing were presented. This agreement has proven to be an asset to all libraries involved. This agreement has allowed libraries in the region to work together, collaborate, and lend each other resources.

### 9. Recruiting Library Board Members

Board Member Buxton would like to see Board Members be present in the community. She would like to see board members attend different library events, especially the bigger events, to recruit potential future board members. Other board members were in support of this suggestion.

A description of what being on the Library Board entails will be drafted to present to future members. This will be provided at the February 10, 2026 meeting.

## **Agenda Items for Upcoming Board Meeting**

Circulation Policy Review

### **Adjournment**

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

APPROVED:

ATTEST:

\_\_\_\_\_  
Cara Hernandez, Library Board Chair

\_\_\_\_\_  
Kylie Christian, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



## LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/10/2026

Agenda Category: Richland Public Library Updates

Prepared By: Mary Brown-Elmore

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**Subject**

Richland Public Library Staff Update

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**Department**

Parks & Public Facilities

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**Recommended Motion**

Discussion only.

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**Summary**

Community Engagement Librarian Mary Brown-Elmore will update the Board with projects, programs, and ideas she has planned for 2026.

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**Attachments**

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## LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/10/2026

Agenda Category: Richland Public Library Updates

Prepared By: Christopher Nulph, Library Manager

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### Subject

Library Manager's Report and Library Statistics for February 2026

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### Department

Parks & Public Facilities

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### Recommended Motion

Discussion only.

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### Summary

Library Manager Nulph's report and library statistics from February 2026 are included for discussion.

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### Attachments

1. Library Manager's Report - February 2026
2. Library Statistics - February 2026



**LIBRARY MANAGER'S REPORT**  
**Richland Public Library Board**  
**March 10, 2026**

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### **State of Library Services**

The Lawn soft opened on 2/23 with a grand opening 3/7. So far, the space has been primarily used by families for outdoor engagement. We have added an outdoor shed to keep the activities when not being used. We will be gathering input from patrons to see if there are activities we can add throughout the year. Activities will ideally be tied to things that cannot blow away, can be left out in the elements, and are not easily lost outside the fence.

Next Tuesday (3/17), we will be presenting our 2025 report to Council. The presentation will occur shortly after the 6:00 start of the meeting. We will also have our resolution to approve application for the playground grant and our resolution to continue our reciprocal borrowing agreement.

We have made our new verification service for library cards live. This means patrons may now apply for library cards on our website. A verification service will determine if their information is accurate and their address is valid. If verified, patrons will immediately receive a card number by email. Only residents are eligible for this new service. Reciprocal users must still come into the library to receive a card. The verification service also extends to card renewals. Cards will be automatically renewed using this service. Card renewals will apply to resident and reciprocal users. Any card that requires payment will need to be renewed by contacting the library. The only remaining PatronPoint services we have yet to activate are account notices and newsletters. We expect to have those active by the end of March.

On the last agenda, we shared that our 75<sup>th</sup> anniversary event will take place May 1. We have since set the event time at 4:30-7:30. The event will feature an activity for each decade the library has been open. Details of the activities will be coming soon.

The Community Engagement operation is doing well during the recruitment process. Staff have all taken small pieces of the Supervisor task and have kept things moving in the right direction. Be sure to thank our Librarians as you see them for maintaining a strong Community Engagement presence as we head towards our 75<sup>th</sup> celebration and our Summer Reading Program.

We will pause our policy review this month as we focus on higher priority agenda items.

### **Friends of the Library Update**

There are no major updates for the Friends this month.

## **Library Foundation**

Stephanie Plesha has joined the Foundation as the Treasurer. Stephanie operates a local business, Three Cedars Bookkeeping.

## **Staffing Updates**

Scott Soto has filled our vacant part-time Library Assistant position. Scott was an internal hire and has been an intermittent Library Assistant for the library in recent years. Previously, he worked at the Richland Community Center.

The Library Supervisor position has been posted and recently reached the end of advertising. We are now working on assessing applicants and scheduling interviews.

We have two User Experience Library Assistant (intermittent) positions and one Community Engagement Library Assistant (intermittent) position open. We will be interviewing for these positions after the Library Supervisor interviews have taken place.

## **Library Statistics**

In February, we saw a small increase from January in our gate count. Most Februarys see a small decrease given the reduced number of operating days (days in month, holiday). February 2026 gate count is once again quite similar to 2025, suggesting that the statistical Covid rebound is starting to level off. In terms of physical circulation, we saw a small decrease from January to February, which follows the typical trend. The number is slightly lower than February 2025. The reciprocal surge combined with the leveling trend we have seen in recent months are likely the result of that difference.

With our new online registration service, I will be monitoring our registration statistics early in the year. With only half a month of use, we saw a small rise in registration stats over 2025. This is impressive as we were still seeing a surge in reciprocal cards in early 2025.

Digital Circulation usually sees a small decrease from January to February. This trend holds with a small decrease in these statistics. Overall, this is a statistic that is not leveling off and continues its increase with over 2,000 circulations more than 2025. Libby is mostly accountable for this steady rise, but Hoopla also saw some increase. Despite this, our Hoopla invoice was lower than in previous months, suggesting this month that patrons are checking out more items that have a lower per use cost for the library.



# RICHLAND PUBLIC LIBRARY



## February 2026 Statistics Report for the March Board Meeting

### SUMMARY

We held or hosted the following programs this month.

- Monday, Feb. 2: “Poetry Collage Valentines”
- Tuesday, Feb. 3: “Black History Month Story Time”; Singing Strings Ukulele Club
- Wednesday, Feb. 4: “Inspiration from the Shrub Steppe” lecture
- Thursday, Feb. 5: “Teen Paint & Sip: Aurora Borealis”
- Friday, Feb. 6: “RPD Special Guest Story Time”; Preschool STEAM
- Saturday, Feb. 7: Saturday Story Time; Team Battelle Math Tutoring; “Coloring Fun for All Ages”; “Valentines for Seniors Drop-In”
- Sunday, Feb. 8: “Mocktails & Masterpieces: Mandala Rock Painting”
- Monday, Feb. 9: DSHS Mobile Office; LGBTQIA+ Craft Social; BRMA
- Wednesday, Feb. 11: “History Time with Glen”
- Thursday, Feb. 12: “Cocoa and Crafts with First Responders”
- Friday, Feb. 13: “Game Time Fridays”
- Saturday, Feb. 14: Craft Supply Swap; Team Battelle Math Tutoring; “Are You Afraid of the Art?”; Tri-Cities House Plant Lovers’ Plant Swap
- Tuesday, Feb. 17: “Drawalong Story Time”; Singing Strings Ukulele Club
- Wednesday, Feb. 18: “Breathing Through Grief”
- Friday, Feb. 20: Preschool STEAM
- Saturday, Feb. 21: Parenting Together Support Group; STEAMKids; Team Battelle Math Tutoring
- Sunday, Feb. 22: Ask Death Doulas
- Wednesday, Feb. 25: Preschool STEAM; “History Time with Glen”
- Thursday, Feb. 26: “Introduce a Girl to Engineering Day”
- Friday, Feb. 27: Draw-a-Thon (Day 1)
- Saturday, Feb. 28: Draw-a-Thon (Day 2); Team Battelle Math Tutoring

The Romancing the Cryptid Book Club watched Bram Stoker’s *Dracula* (1992) on Thursday, February 5. We held a matinee showing of *Taxi Driver* (1976) and *Raging Bull* (1980) for patrons ages 18+ on Sunday, February 8, and a Monday Movie showing of *West Side Story* (1961) on February 23. We held a Teen Theater showing of *10 Things I Hate About You* (1999) on Thursday, February 12. The Teen Cereal Book Club met on Thursday, February 19, to discuss *Elatsoe* by Darcie Little Badger. We held a Sensory Sunday Matinee showing of *The Bad Guys* (2022) and *The Bad Guys 2* (2025) on February 22. Our Cereal (Serial) Book Club for grades 4-6 met on Tuesday, February 24, to discuss the “Mr. Lemoncello’s Library” series by Chris Grabenstein.

Our busiest day this month was Thursday, February 26. We held a baby story time and a popular “Introduce a Girl to Engineering Day” program that day.



### FEBRUARY STATISTICS

- Overall Circulation with Renewals: **68,657**
- Digital Circulation: **19,374**
- Physical Items Checked Out: **33,470**
- Physical Items Renewed: **15,813**
- Holds Filled: **3,708**
- Hoopla Circulation: **3,683**
- Kanopy Circulation: **25,547 minutes, using 359 tickets**
- OverDrive Circulation: **15,332**
- New Library Card Accounts: **419**
- Gate Count: **17,739**
- Busiest Day: **941 (Thursday, February 26)**

## CHILDREN'S PROGRAMS

### Story Times at the Library

Children's Services Librarian Kelly, Librarian Joyce, and Library Assistant Tanya held regular Tuesday evening story times at 6 p.m. on February 10 and 24; a "Drawalong Story Time" on Tuesday, February 17; Wednesday morning active story times at 10 a.m. on February 4, 11, 18, and 25; Thursday morning baby story times at 10 a.m. on February 5, 12, 19, and 26; and regular Friday morning preschool story times on February 13, 20, and 27. Therapy dogs also visited with young patrons after the Tuesday evening, Wednesday morning, and Friday morning story times.

### Black History Month Special Guest Story Time

We welcomed the 2025 Miss Juneteenth court and members of Psi Nu Omega Chapter/Alpha Kappa Alpha Sorority for a special guest story time at 6 p.m. on Tuesday, February 3, in recognition of Black History Month. Twenty-three patrons attended.

### Richland Police Department Special Guest Story Time

We welcomed a special guest from the Richland Police Department for our preschool story time on Friday, February 6. Officer Minarik came to read favorite stories, solve kid-friendly mysteries, and spend a fun-filled morning with young patrons in the Doris Roberts Gallery. We had 132 patrons attend this program.

### Saturday Story Time

Kelly held a Saturday Story Time in the library at 10 a.m. on February 7. Fifty-five patrons enjoyed Valentine's Day themed stories and rhymes, then visited with therapy dogs afterward.

### "Coloring Fun for All Ages"

We celebrated Take Your Child to the Library Day with a drop-in "Coloring Fun for All Ages" program from 11 a.m. to 2 p.m. on Saturday, February 7. Fifty-seven patrons attended.

### Preschool STEAM and STEAMKids

Kelly held drop-in Preschool STEAM programs from 11 a.m. to 12:30 p.m. on two Fridays, February 6 (with 74 attending) and 20 (with 46 attending). She also held a popular STEAMKids session from 10 a.m. to noon on Saturday, February 21, with 93 attending.

### Cereal (Serial) Book Club

The Cereal (Serial) Book Club for grades 4-6 met from 4 to 5:30 p.m. on Tuesday, February 24. This month, Community Engagement Librarian Johanna led the group as they discussed the "Mr. Lemoncello's Library" series by Chris Grabenstein and played "library Olympics" games.

### Introduce a Girl to Engineering Day

Johanna led an extremely popular "Introduce a Girl to Engineering Day" program from 4 to 6 p.m. on Thursday, February 26, in partnership with Women of Wisdom (WOW) Tri-Cities and the Columbia Basin Section of the American Society of Mechanical Engineers (ASME). Children in grades 3-12 participated in hands-on engineering activities with guidance from female engineers and scientists. We had 170 patrons attend.



## **ALL-AGES PROGRAMS**

### **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, February 3 and 17.

### **“Valentines for Seniors”**

Johanna held a drop-in “Valentines for Seniors” craft program in the Collaboratory from 11 a.m. to 4 p.m. on Saturday, February 7. Our calendar said, “Stop by the Collaboratory and make some valentines! Make some to share with friends and family, and then make a few more to share with our local seniors. We will be partnering with Meals on Wheels to distribute valentines to local seniors along with their meals during the week of Valentine’s Day, and we need your help to add some sparkle to their valentines!” Eighty-nine patrons attended this popular program. This year, our patrons donated 388 valentines that were distributed to seniors.



### **Team Battelle Math Tutoring**

We regularly host employees from Battelle as they come to the library on Saturdays to help students of any grade level with their math questions. This month, they provided math tutoring from 10 a.m. to noon on February 7, 14, 21, and 28.

### **Cocoa and Crafts with First Responders**

We held a popular “Cocoa and Crafts with First Responders” program from 5 to 7 p.m. on Thursday, February 12, in the Doris Roberts Gallery. Families with elementary school age children came to enjoy free hot cocoa, meet City of Richland first responders, connect with community resource groups supporting local youth, and create Valentine’s Day crafts. They were also encouraged to create valentines to donate through our annual “Valentines for Seniors” program.

Teen Services Librarian Alyssa, Community Engagement Supervisor Michelle, and Tanya ran the program, and Library Assistant Charm appeared as Theo with assistance from Johanna. We estimate that 100 patrons attended.



### **“Game Time Fridays”**

Adult Services Librarian Gavin held an intergenerational “Game Time Fridays” program from 11 a.m. to 1 p.m. on February 13. This monthly program encourages those with memory loss to socialize and play games with others. Twelve patrons attended.

### **Craft Supply Swap**

We hosted the Crafting in Tri-Cities group as they held a craft supply swap from 10 a.m. to noon on Saturday, February 14, in the Doris Roberts Gallery. Patrons were encouraged to come socialize, craft, and swap crafting supplies.



## ALL-AGES PROGRAMS (CONTINUED)

### Sensory Sunday Matinee

Librarian Mary held a Sensory Sunday Matinee showing of *The Bad Guys* (2022) and *The Bad Guys 2* (2025) from 12 to 4 p.m. on February 22 in the Doris Roberts Gallery. These showings have the lights on, the volume low, and space for moviegoers to move around and express themselves. We had 20 patrons attend.

### Draw-a-Thon

Gavin held an all-ages Draw-a-Thon craft program in the Collaboratory from Friday, February 27, through Monday, March 1. He covered the room with craft paper, and patrons could respond to drawing prompts or choose to do free drawing. Patrons could also learn how to draw labyrinths from Kelly Reed, take quick sketch lessons from Ryan Bennett, learn drawing basics from Syd Burtner, or create exquisite corpse collaborative drawings with Ryan and Gavin. We estimate that 180 patrons attended.



## TEEN PROGRAMS

### Teen Paint & Sip: Aurora Borealis

Alyssa held a “Teen Paint & Sip: Aurora Borealis” craft program in the Collaboratory from 5 to 6:30 p.m. on Thursday, February 5. Our calendar said, “Enjoy a soda and paint a wintery scene of the Aurora Borealis!” Twenty-five teens attended this popular program.

### Teen Theater: *10 Things I Hate About You*

Alyssa also held a Teen Theater showing of *10 Things I Hate About You* (1999) from 5:30 to 7:30 p.m. on Thursday, February 12.

### Teen Cereal (Serial) Book Club: *Elatsoe*

Our Teen Cereal (Serial) Book Club met from 4 to 5 p.m. on Thursday, February 19, in the Teen Reactor. Alyssa led the group as they discussed *Elatsoe* by Darcie Little Badger and enjoyed snacks.

## ADULT PROGRAMS

### Poetry Collage Valentines

Gavin held a “Poetry Collage Valentines” craft program from 5:30 to 7:30 p.m. on Monday, February 2, in the Collaboratory. Local art and poetry teacher M. Fig Duresky led this workshop emphasizing the importance of words in art, and patrons created their own Valentine’s Day collages. Materials were provided by the Friends of the Richland Public Library. Fifteen attended.

### “Breaking Dormancy: Inspiration from the Shrub Steppe”

We hosted the Columbia Basin Washington Native Plant Society (CBWANPS) from 6 to 8 p.m. on Wednesday, February 4, as they held an open discussion about native flora and encouraged patrons to create art inspired by our local shrub steppe ecosystem.

### Romancing the Cryptid Book Club

We hosted the Romancing the Cryptid Book Club from Adventures Underground for a showing of Bram Stoker’s *Dracula* (1992) at 5:30 p.m. on Thursday, February 5, in the Doris Roberts Gallery. This group is for patrons ages 18 and up.

## **ADULT PROGRAMS (CONTINUED)**

### **Sunday Matinee: *Taxi Driver* and *Raging Bull***

Gavin held a Sunday Matinee showing of *Taxi Driver* (1976) and *Raging Bull* (1980) for patrons ages 18+ from 11 a.m. to 5 p.m. on Sunday, February 8. Five patrons attended.

### **Mocktails & Masterpieces: Mandala Rock Painting**

Mary held a Mocktails & Masterpieces session from 1 to 3 p.m. on Sunday, February 8, in the Collaboratory. Eighteen patrons painted colorful mandalas on rocks while enjoying refreshing nonalcoholic mocktails.

### **LGBTQIA+ Craft Social**

Gavin held our monthly LGBTQIA+ Craft Social in the Collaboratory from 5:30 to 7:30 p.m. on Monday, February 9. Thirty-two patrons attended.

### **B-Reactor Museum Association Lecture**

We hosted the B-Reactor Museum Association for their monthly lecture from 6 to 8 p.m. on Monday, February 9, in the Gallery. Historian Kyley Canion Brewer discussed “Project Chariot,” a controversial 1954 proposal to create a harbor in Alaska’s Arctic using nuclear explosions.

### **History Time with Glen**

We hosted Glen Smith from 10 to 11 a.m. on two Wednesdays, February 11 and 25, as he shared in-depth historical presentations about trains.

### **“Are You Afraid of the Art?”**

Tanya held an “Are You Afraid of the Art?” program in the Collaboratory from 1 to 2:30 p.m. on Saturday, February 14. Patrons age 16+ were encouraged to explore different art concepts.

### **Tri-Cities House Plant Lovers’ Plant Swap**

We hosted the Tri-Cities House Plant Lovers as they held their annual Holiday Hangover Plant Swap in the Doris Roberts Gallery from 1 to 3 p.m. on Saturday, February 14. Fifty attended.

### **“Breathing Through Grief”**

We hosted certified somatic breathwork practitioner Stephen Stott as he held a “Breathing Through Grief” session from 6:30 to 7:30 p.m. on Wednesday, February 18. Nine attended.

### **Monday Movie: *West Side Story***

Gavin held a showing of *West Side Story* (1961) for patrons ages 18+ from 5:30 to 7:30 p.m. on Monday, February 23, in the Doris Roberts Gallery. Fifteen patrons attended.

## **OTHER**

### **Local Book, Writing, and Craft Clubs**

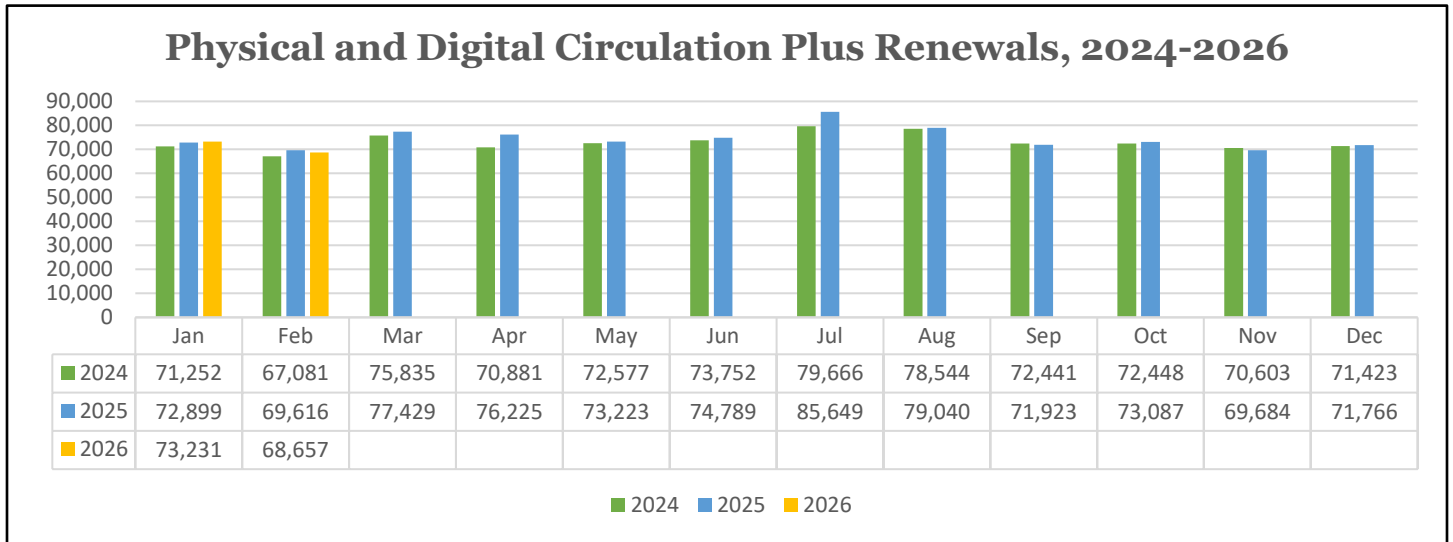
Clubs that met at the library this month included Quilting in the Library on Thursday, February 12; By the Book Knitters on Tuesday, February 17; the Thursday Afternoon Book Club on February 19; and the Monday Night Book Group on February 23.

### **Library Outreach**

Library outreach this month included preschool visits to the library (Kelly) on Tuesday and Wednesday, Feb. 3 and 4; an offsite YMCA Preschool visit (Kelly) on Tuesday, Feb. 10; and Union Gospel Mission outreach (Mary) on Wednesday, Feb. 18.

## STATISTICS

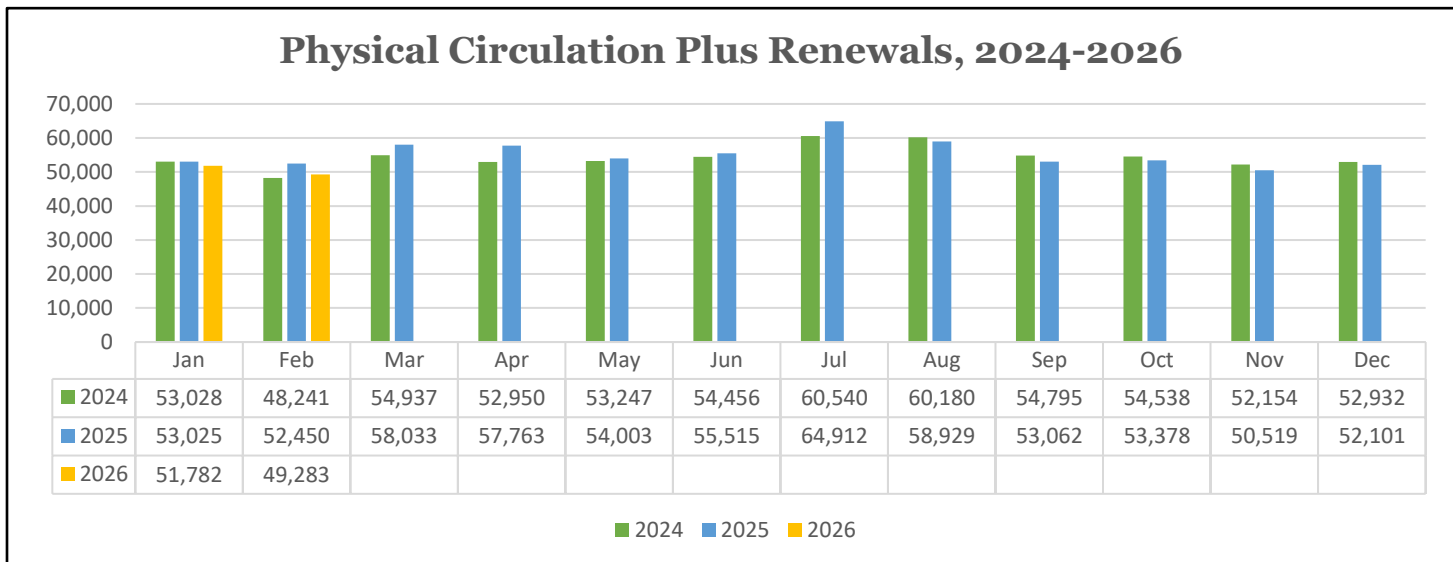
### TOTAL CIRCULATION



During February, our total physical plus digital circulation was 52,844 items, not including renewals. Of those, 33,470 (63.3%) were physical items and 19,374 (36.7%) 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 7.4% compared to the 57,057 items checked out in January 2026. Digital circulation was down 9.7% compared to the 21,449 items checked out in January. We filled 3,708 holds for patrons.

Our patrons also renewed 15,813 physical items in February. Including these physical item renewals, our overall circulation was 68,657. That overall circulation was down 6.2% compared to the 73,231 items circulated in January 2026, and it was also down 1.4% compared to the 69,616 items circulated in February 2025.

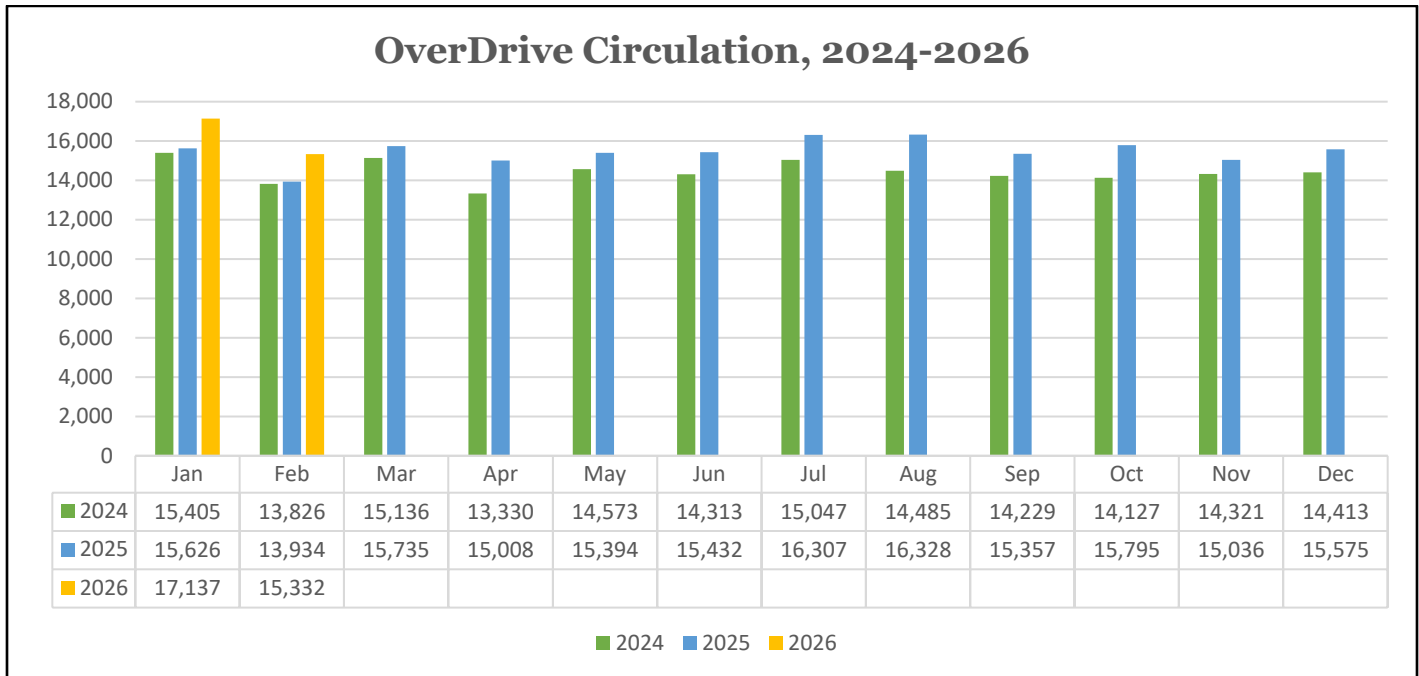
### PHYSICAL CIRCULATION



Our patrons checked out 33,470 physical items in February and renewed 15,813 physical items, for a total of 49,283 items. That circulation was down 4.8% compared to the 51,782 physical items checked out and renewed in January 2026, and it was also down 6.0% compared to the 52,450 items checked out and renewed in February 2025. The top ten categories that circulated this month were Children’s Storybooks (3,608 items), Adult Nonfiction (3,368 items), Children’s Chapter Book Fiction (3,066 items), Adult Movies (2,603 items), Adult Fiction 2nd Floor (2,489 items), Children’s Nonfiction (2,332 items), Children’s Graphic Novels (2,238 items), Adult New Books (1,744 items), Children’s Movies (1,515 items) and Children’s Favorites on the Story Circle (1,379 items).

# DIGITAL CIRCULATION

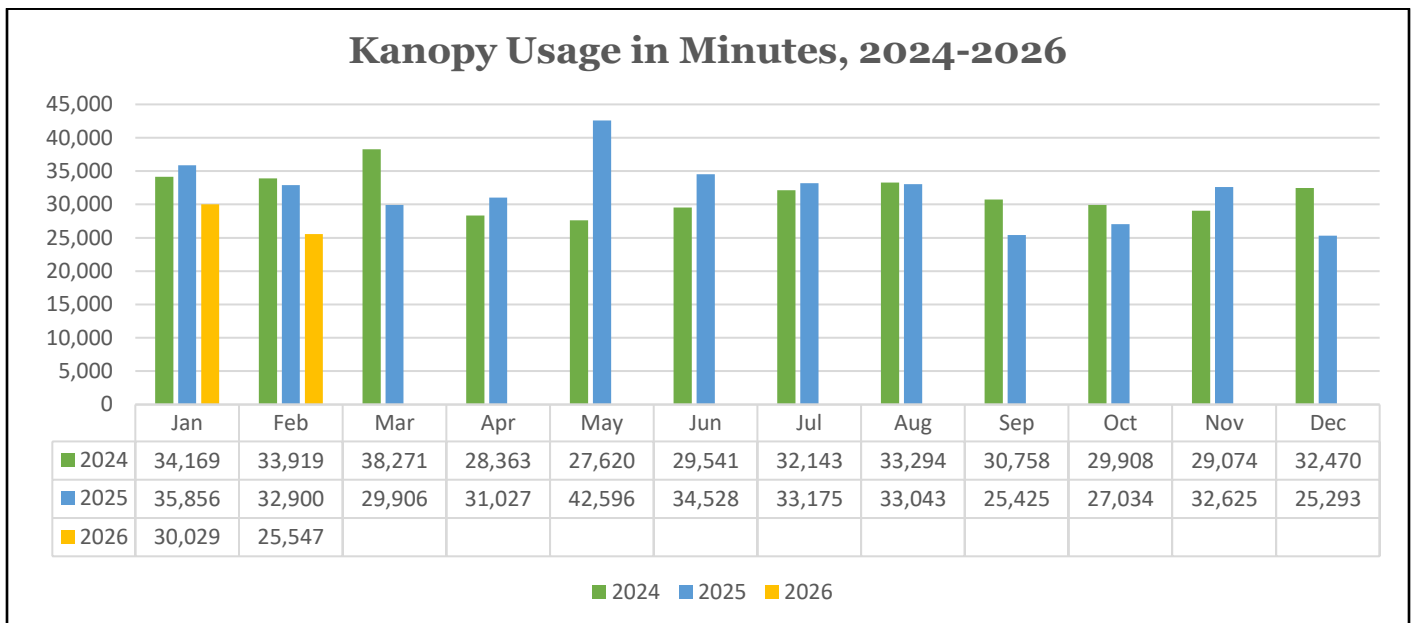
## OverDrive



The 15,332 checkouts through OverDrive in February were down 10.5% compared to the 17,137 checkouts in January 2026, but they were up 10.0% compared to the 13,934 checkouts in February 2025.

This month's checkouts included 6,449 audiobooks (which were 42.1% of the OverDrive items checked out), 6,288 e-books (41.0%), and 2,595 e-magazines (16.9%).

## Kanopy

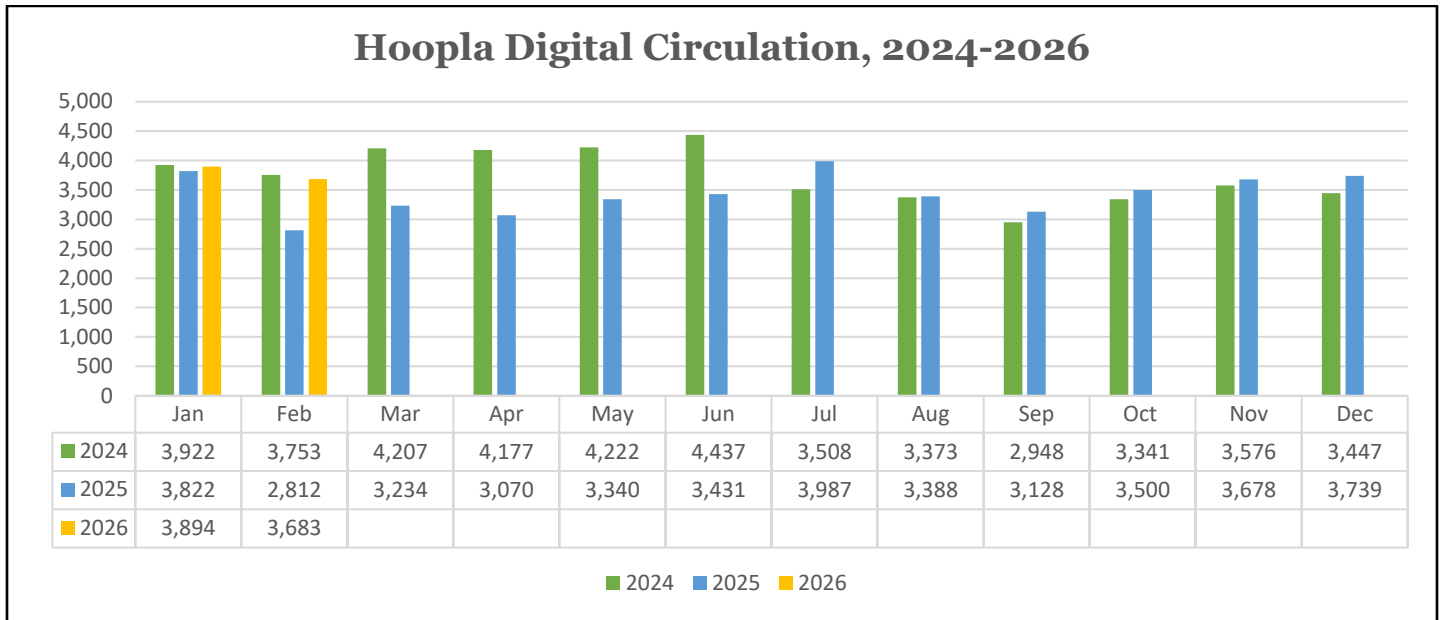


Our patrons viewed 25,547 minutes of Kanopy content during the month of February, using 359 tickets. That usage was down 14.9% compared to the 30,029 minutes viewed in January 2026, and it was also down 22.3% compared to the 32,900 minutes viewed in February 2025.

The top ten suppliers of content on Kanopy this month were BBC Studios, Paramount Pictures, MHz Networks, PBS, NEON, Weston Woods, Moonbug Entertainment, The Criterion Collection, The History Channel, and Cavalcade Productions. Content was viewed on televisions (36.3%), tablets (29.1%), mobile devices (22.9%), and desktops (11.7%).

## DIGITAL CIRCULATION (CONTINUED)

### Hoopla

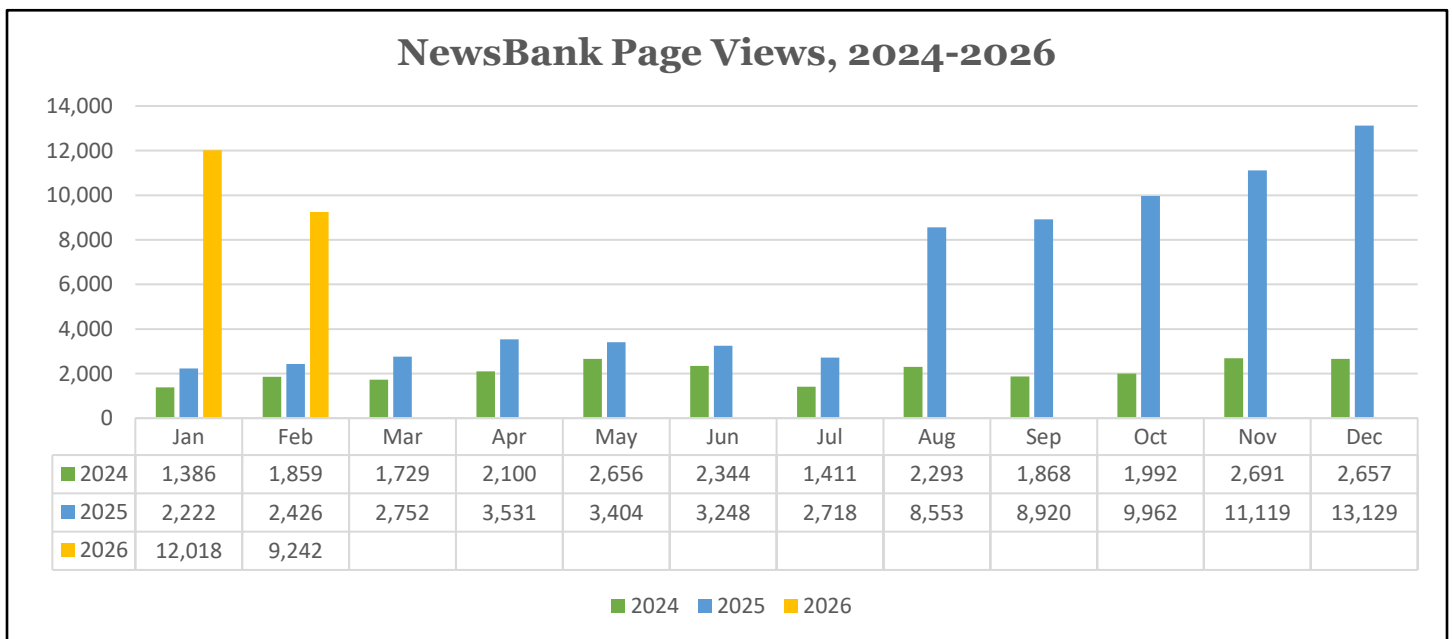


The 3,683 circulations in Hoopla during February were down 5.4% compared to the 3,894 circulations in January 2026, but they were up 31.0% compared to the 2,812 circulations in February 2025. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,687 audiobooks (which were 45.8% of the Hoopla items checked out), 1,174 movies and television shows (31.9%), 752 e-books and e-comics (20.4%), 66 music items (1.8%), and 4 e-magazines (0.1%).

## OTHER DIGITAL SERVICES

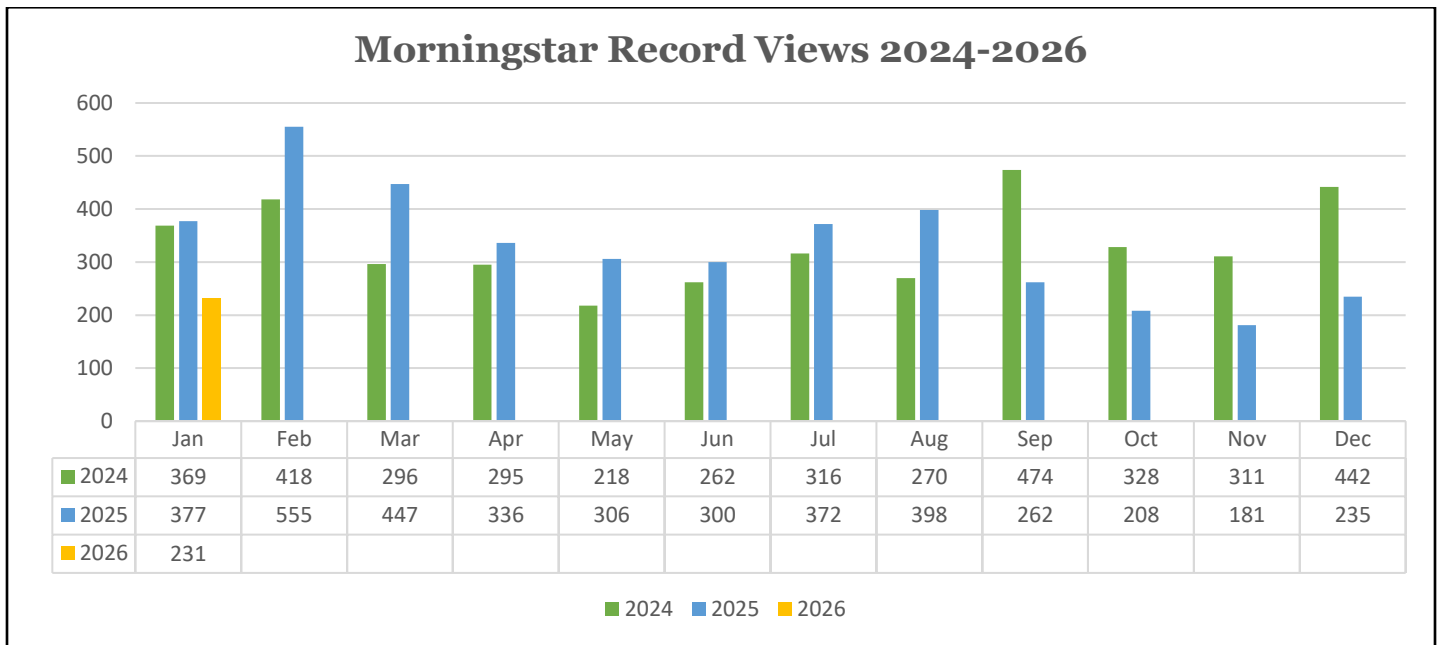
### NewsBank



The 9,242 NewsBank page views in February were down 23.1% compared to the 12,018 page views in January 2026, but they were up 281.0% compared to the 2,426 page views that occurred in February 2025. NewsBank seems to be one of the more consistently used offerings in our database collection, and its use has increased in recent months.

## OTHER DIGITAL SERVICES (CONTINUED)

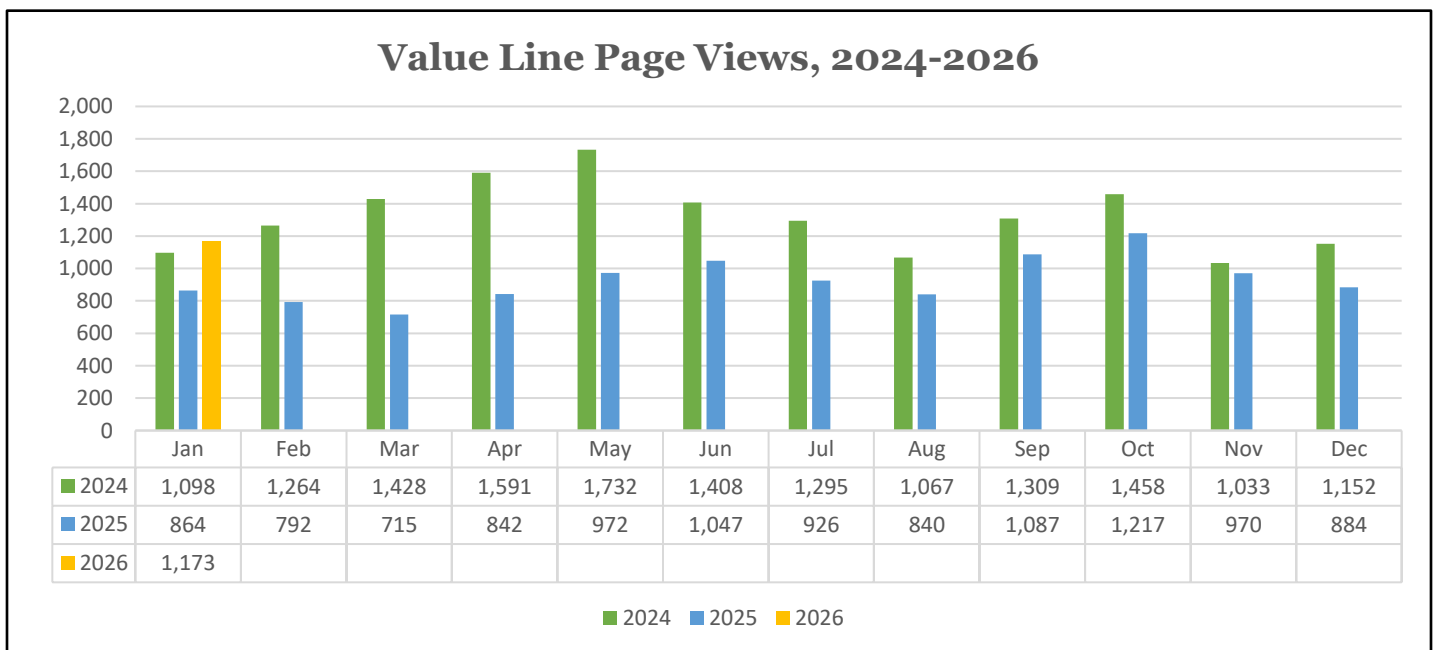
### Morningstar



Our patrons viewed 231 Morningstar records in January. That usage was down 1.7% compared to the 235 records viewed in December 2025, and it was also down 38.7% compared to the 377 records viewed in January 2025. 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 February, so we will include them in next month's board report.

### Value Line



The 1,173 Value Line page views in January were up 32.7% compared to the 884 page views in December 2025, and they were also up 35.8% compared to the 864 page views that occurred in January 2025. 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 February, so we will include them in next month's board report.

## **ADDITIONAL STATISTICS**

### **Gate Counts**

Our total gate count for February was 17,739. Our busiest day was Thursday, February 26, with 941 patrons logged. We held a baby story time and an extremely popular “Introduce a Girl to Engineering Day” program that day, and several groups used our conference rooms and the Doris Roberts Gallery.

### **Interlibrary Loans**

In February, we received a total of 147 interlibrary loan requests from other libraries, and we sent 62 items to libraries during the month in response to their requests. We also sent 36 interlibrary loan requests to other libraries in February for our patrons, and we received 41 items from other libraries.

### **New Library Card Accounts**

We created 419 new library card accounts in February. They included 255 resident cards, 110 reciprocal cards, 24 nonresident cards, 13 limited access cards, 13 reciprocal digital cards, and 4 interlibrary loan accounts.



# LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/10/2026

Agenda Category: Approval of Bills

Prepared By: Christopher Nulph, Library Manager

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## Subject

January 1, 2026 through January 31, 2026 Claims for Payment and February 1, 2026 through February 28, 2026 Claims for Payment

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## Department

Parks & Public Facilities

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## Recommended Motion

Move to approve January 1, 2026 through January 31, 2026 and February 1, 2026 through February 28, 2026 Claims for Payment.

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## Summary

This is a review and approval of the January 1, 2026 through January 31, 2026 and February 1, 2026 through February 28, 2026 claims for payment.

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## Attachments

1. January 2026 Library Voucher Listing
2. Library Payroll - January 2026
3. January 2026 Claims for Payment
4. February 2026 Library Voucher Listing
5. Library Payroll - February 2026
6. February 2026 Claims for Payment



## Library Voucher Listing

Begin Date: 1/1/2026

End Date: 1/31/2026

### NON-FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
<b>001</b>		<b>GENERAL FUND</b>						
	<b>303</b>	<b>LIBRARY</b>						
K8188700/3583		TECH LOGIC		INV21004031	1/28/2026	343931	CIRC IT SUITE LICENSE 2/1/26-1/31/27	\$869.60
K8188700/3583		TECH LOGIC		INV21004057	1/28/2026	343931	SPAD ANTENNA/READER HARDWARE RENEWAL 2026	\$188.92
K8188700/3583		TODAYS BUSINESS		19358	1/28/2026	343934	PC/PRINT MANAGEMENT ANNUAL RENEWAL	\$2,794.95
K8188700/3583		SPRINGSHARE LLC		26-R1126	1/21/2026	343686	LIB - LIBCAL 5/5/5 1/2026- 12/2026	\$1,279.40
K8188700/3583		OCLC INC	22600074	1000478090	1/28/2026	343905	OCLC CATALOGGING 2026 SUBSCRIPTION, Contract 359-2	\$15,986.31
K8188700/3583		ENVISIONWARE INC	22600076	INV-US-78392	1/28/2026	343856	1 YR MAINT - AUTOMATED BOOK RETURN	\$9,057.00
K8188700/3583		SPRINGSHARE LLC	22600078	25-R7472	1/28/2026	343928	1 YR PATRON POINT SUBSCRIPTION	\$9,239.50
<b>SOFTWARE-LICENSING &amp; UPGRADES TOTAL:</b>								<b>\$39,415.68</b>
<b>SOFTWARE-LICENSING &amp; UPGRADES - YTD INFORMATION</b>								
<b>BUDGET: \$110,598.00</b>			<b>YTD ACTUAL: \$91,688.75</b>			<b>YTD % USED: 82.90%</b>		
<b>INFORMATION TECHNOLOGY TOTAL:</b>								<b>\$39,415.68</b>
K8721000/3102		ACOUSTICAL CEILINGS	22500957	6213	1/9/2026	343254	LIBRARY - Teen Space - Acoustical Ceiling	\$1,815.29
K8721000/3102		AMAZON		TXN00090698	1/31/2026	0	SUPPLIES - BADGE HOLDER	\$32.59
K8721000/3102		P-CARD OTP		TXN00089952	1/31/2026	0	INTERNATIONAL TRANSACTION - Purchase	\$0.50



## Library Voucher Listing

Begin Date: 1/1/2026

End Date: 1/31/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/3102	AMAZON		TXN00090155	1/31/2026	0	SUPPLIES - USB C CHARGER BLOCK (2)	\$75.00
	K8721000/3102	AMAZON		TXN00090376	1/31/2026	0	SUPPLIES - PENS	\$16.15
	K8721000/3102	P-CARD OTP		TXN00090513	1/31/2026	0	Adobe Inc - Purchase	\$24.99
	K8721000/3102	AMAZON		TXN00089943	1/31/2026	0	SUPPLIES - LABELS	\$34.77
	K8721000/3102	P-CARD OTP		TXN00089977	1/31/2026	0	PROCESSING/MENDING SUPPLIES - STAMPS	\$71.00
	K8721000/3102	AMAZON		TXN00089982	1/31/2026	0	MENDING/PROCESSING SUPPLIES	\$65.21
	K8721000/3102	P-CARD OTP		TXN00089988	1/31/2026	0	PROCESSING SUPPLIES	\$50.55
	K8721000/3102	AMAZON		TXN00090002	1/31/2026	0	PROCESSING/MENDING SUPPLIES	\$117.21
	K8721000/3102	P-CARD OTP		TXN00090023	1/31/2026	0	PROCESSING SUPPLIES - LABELS	\$30.74
	K8721000/3102	AMAZON		TXN00090031	1/31/2026	0	CREDIT - LABELS BOUGHT WRONG ONES	-\$34.77
	K8721000/3102	STORYTIME PODS PTY		TXN00090044	1/31/2026	0	INT'L CHARGE DUE TO STORYPODS	\$12.66
	K8721000/3102	STAPLES		TXN00090051	1/31/2026	0	MENDING/PROCESSING SUPPLIES - TAPE	\$264.14
	K8721000/3102	P-CARD OTP		TXN00090054	1/31/2026	0	PRINTER RIBBON	\$101.36
	K8721000/3102	AMAZON		TXN00090092	1/31/2026	0	LIBRARY DISPLAY ORGANIZATION/STORAGE	\$144.11
	K8721000/3102	AMAZON		TXN00090106	1/31/2026	0	LIBRARY DISPLAY ORGANIZATION/STORAGE	\$30.43
	K8721000/3102	AMAZON		TXN00090110	1/31/2026	0	HOTSPOT CASES	\$43.00
	K8721000/3102	AMAZON		TXN00090142	1/31/2026	0	MENDING SUPPLIES - PENCIL SHARPNER	\$10.82
	K8721000/3102	AMAZON		TXN00090222	1/31/2026	0	HOTSPOT CASES	\$15.64
	K8721000/3102	P-CARD OTP		TXN00090244	1/31/2026	0	PROCESSING SUPPLIES - LABELS	\$104.33





## Library Voucher Listing

Begin Date: 1/1/2026

End Date: 1/31/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8721000	4117	CI INFORMATION MANAG		0192127	1/16/2026	343499	64 GALLON - RECURRING SHRED (2)	\$115.50
<b>EXPERT SERVICES TOTAL:</b>								<b>\$424.49</b>
<b>EXPERT SERVICES - YTD INFORMATION</b>								
<b>BUDGET: \$3,250.00</b>			<b>YTD ACTUAL: \$2,706.41</b>			<b>YTD % USED: 83.27%</b>		
K8721000	4201	VERIZON WIRELESS		6131416812	1/9/2026	343362	Verizon Wireless NASPO - December 2025	\$78.66
K8721000	4201	FRONTIER		1/26 509/943-3152	1/14/2026	343402	TELEPHONE 1/1/2026-1/31/2026 509/943-3152	\$1,123.39
K8721000	4201	FRONTIER		1/26 206/188-2614	1/14/2026	343403	TELEPHONE 1/1/2026-1/31/2026 206/188-2614	\$53.73
K8721000	4201	VERIZON WIRELESS	22500470	6133020426	1/28/2026	343940	150-25 VERIZON HOTSPOTS - LIBRARY	\$2,382.19
K8721000	4201	VERIZON WIRELESS		6133925202	1/28/2026	343940	Verizon Wireless NASPO - January 2026	\$78.66
<b>TELEPHONE &amp; COMM SVCS TOTAL:</b>								<b>\$3,716.63</b>
<b>TELEPHONE &amp; COMM SVCS - YTD INFORMATION</b>								
<b>BUDGET: \$24,330.00</b>			<b>YTD ACTUAL: \$24,116.96</b>			<b>YTD % USED: 99.12%</b>		
K8721000	4202	PITNEY BOWES PURCHAS		DECEMBER 25 POSTAGE	1/23/2026	343754	Postage 12/01/25 - 12/31/25	\$329.61
<b>POSTAGE TOTAL:</b>								<b>\$329.61</b>
<b>POSTAGE - YTD INFORMATION</b>								
<b>BUDGET: \$5,000.00</b>			<b>YTD ACTUAL: \$3,911.79</b>			<b>YTD % USED: 78.24%</b>		
K8721000	4301	HAFFNER, MICHELLE		OCT-DEC 2025 - LIBRA	1/16/2026	343519	REIMB OCT-DEC 2025 MILEAGE	\$141.75



## Library Voucher Listing

Begin Date: 1/1/2026

End Date: 1/31/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8721000/4301		LIGHTFOOT, GAVIN		DECEMBER 2025- LIBRAR	1/16/2026	343533	REIMB DEC 2025 MILEAGE	\$6.44
K8721000/4301		TALBOTT, JOHANNA		OCT-DEC 2025 - LIB	1/16/2026	343563	REIMB OCT-DEC 2025 MILEAGE	\$10.78
<b>TRAVEL EXPENSES TOTAL:</b>								<b>\$158.97</b>
<b>TRAVEL EXPENSES - YTD INFORMATION</b>								
<b>BUDGET: \$21,000.00</b>			<b>YTD ACTUAL: \$22,552.47</b>			<b>YTD % USED: 107.39%</b>		
K8721000/4504		KELLEY CREATE CO		40873621	1/9/2026	343310	AGMNT 112-3056730-000 (3) PRINTER DEC 25 USAGE	\$420.67
K8721000/4504		XEROX CORP		024904311	1/28/2026	343946	7HB-469027 JANUARY 2026 BASE CHARGE	\$10.87
<b>COPIER/FAX LEASE RENTAL MAINT TOTAL:</b>								<b>\$431.54</b>
<b>COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION</b>								
<b>BUDGET: \$14,145.00</b>			<b>YTD ACTUAL: \$6,115.40</b>			<b>YTD % USED: 43.23%</b>		
K8721000/4601		WASHINGTON CITIES IN		200747	1/30/2026	10883	2026 WCIA INSURANCE ASSESSMENT	\$2,064.00
K8721000/4601		WASHINGTON CITIES IN		200747	1/30/2026	10883	2026 WCIA INSURANCE ASSESSMENT	\$67,675.00
<b>INSURANCE TOTAL:</b>								<b>\$69,739.00</b>
<b>INSURANCE - YTD INFORMATION</b>								
<b>BUDGET: \$67,627.00</b>			<b>YTD ACTUAL: \$68,590.00</b>			<b>YTD % USED: 101.42%</b>		
K8721000/4902		ALA		TXN00090010	1/31/2026	0	J. STEPHENSON PLA MEMBERSHIP	\$55.00
<b>DUES &amp; SUBSCRIPTIONS TOTAL:</b>								<b>\$55.00</b>
<b>DUES &amp; SUBSCRIPTIONS - YTD INFORMATION</b>								
<b>BUDGET: \$1,835.00</b>			<b>YTD ACTUAL: \$1,510.60</b>			<b>YTD % USED: 82.32%</b>		



## Library Voucher Listing

Begin Date: 1/1/2026

End Date: 1/31/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8721000	4912	P-CARD OTP		TXN00090026	1/31/2026	0	26-018 J. STEPHENSON PLA CONFERENCE FEE	\$281.53
<b>TUITION/CONFERENCE FEES TOTAL:</b>								<b>\$281.53</b>
<b>TUITION/CONFERENCE FEES - YTD INFORMATION</b>								
<b>BUDGET: \$4,320.00</b>			<b>YTD ACTUAL: \$5,140.21</b>			<b>YTD % USED: 118.99%</b>		
K8721000	5301	WA STATE DEPARTMENT		DOR 12/2025	1/26/2026	10884	COMBINED EXCISE TAX - DECEMBER 2025	\$70.45
<b>STATE TAXES TOTAL:</b>								<b>\$70.45</b>
<b>STATE TAXES - YTD INFORMATION</b>								
<b>BUDGET: \$1,020.00</b>			<b>YTD ACTUAL: \$496.70</b>			<b>YTD % USED: 48.70%</b>		
<b>LIBRARY ADMINISTRATION TOTAL:</b>								<b>\$79,993.95</b>
K8722100	3401	MIDWEST TAPE		508251166	1/9/2026	343318	LIBRARY DATABASE - HOOPLA DEC 25 USAGE	\$7,055.86
K8722100	3401	INGRAM INDUSTRIES IN		93180612	1/9/2026	343301	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/26/25	\$47.27
K8722100	3401	ATOZDATABASES		144223	1/28/2026	343775	AtoZ DATABASE SUBSCRIPTION 12/14/25- 12/13/26	\$1,620.00
K8722100	3401	VALUE LINE PUBLISHIN		KF-194560-261	1/28/2026	343939	DATABASE - VALUELINE RESEARCH 1/26-12/26	\$4,950.00
K8722100	3401	PROQUEST LLC		70920874	1/28/2026	343914	LIB DATABASE HERITAGE QUEST	\$1,200.41
K8722100	3401	SECRETARY OF STATE		3006	1/28/2026	343924	2026 WDLC ANNUAL BILLING	\$54,520.27
K8722100	3401	CENTER POINT		2215087	1/14/2026	343385	LIBRARY MATERIALS - LARGE PRINT	\$920.47



## Library Voucher Listing

Begin Date: 1/1/2026

End Date: 1/31/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3401		INGRAM INDUSTRIES IN		93249562	1/14/2026	343414	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$56.70
K8722100/3401		INGRAM INDUSTRIES IN		93249563	1/14/2026	343414	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$1,251.60
K8722100/3401		INGRAM INDUSTRIES IN		93249564	1/14/2026	343414	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$48.77
K8722100/3401		INGRAM INDUSTRIES IN		93286656	1/14/2026	343414	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$238.54
K8722100/3401		INGRAM INDUSTRIES IN		93444690	1/14/2026	343414	LIBRARY MATERIALS - PHYSICAL COLLECTION 1/5/26	\$1,475.04
K8722100/3401		INGRAM INDUSTRIES IN		93490247	1/14/2026	343414	LIBRARY MATERIALS - PHYSICAL COLLECTION 1/6/26	\$522.65
K8722100/3401		INGRAM INDUSTRIES IN		93490248	1/14/2026	343414	LIBRARY MATERIALS - PHYSICAL COLLECTION 1/6/26	\$393.65
K8722100/3401		THE GALE GROUP		999101767179	1/14/2026	343384	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$343.92
K8722100/3401		THE GALE GROUP		999101767178	1/14/2026	343384	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$218.41
K8722100/3401		THE GALE GROUP		999101767181	1/14/2026	343384	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$154.03
K8722100/3401		BOOKPAGE		S87522	1/14/2026	343380	BOOKPAGE PRINT 1/1- 12/31/26 SUBSCRIPTION	\$754.38
K8722100/3401		KANOPY LLC	22600077	KDEP-25227	1/28/2026	343878	KANOPY 2026 SUBSCRIPTION	\$8,696.00
K8722100/3401		EBSCO	22600073	91011036620	1/28/2026	343855	EBSCO ONLINE LEARNING LIB 2026 SUBSCRIPTION	\$12,382.02
K8722100/3401		NEWSBANK INC	22600075	RN2010580	1/28/2026	343902	NEWSBANK SUBSCRIPTION	\$12,448.32



## Library Voucher Listing

Begin Date: 1/1/2026

End Date: 1/31/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3401		OVERDRIVE		01452CO26004797	1/28/2026	343907	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 1/7/26	\$277.13
K8722100/3401		OVERDRIVE		01452CO26015731	1/28/2026	343907	LIBRARY MATERIALS - E/AUDIOBOOK 1/20/26	\$121.74
K8722100/3401		OVERDRIVE		01452CO26015796	1/28/2026	343907	LIBRARY MATERIALS - E/AUDIOBOOK COLL 1/20/26	\$3,800.82
K8722100/3401		INGRAM INDUSTRIES IN		93688464	1/28/2026	343874	LIBRARY MATERIALS - PHYSICAL COLLECTION 1/13/26	\$297.00
K8722100/3401		INGRAM INDUSTRIES IN		93854634	1/28/2026	343874	LIBRARY MATERIALS - PHYSICAL COLLECITON 1/20/26	\$581.89
K8722100/3401		INGRAM INDUSTRIES IN		93854633	1/28/2026	343874	LIBRARY MATERIALS - PHYSICAL COLLECTION 1/20/26	\$283.45
K8722100/3401		INGRAM INDUSTRIES IN		93854632	1/28/2026	343874	LIBRARY MATERIALS - PHYSICAL COLLECTION 1/20/26	\$1,056.70
K8722100/3401		INGRAM INDUSTRIES IN		93678834	1/28/2026	343874	LIBRARY MATERIALS - PHYSICAL COLLECTION 1/13/26	\$297.78
K8722100/3401		INGRAM INDUSTRIES IN		93519639	1/28/2026	343874	LIBRARY MATERIALS - PHYSICAL COLLECTION 1/7/26	\$457.16
K8722100/3401		INGRAM INDUSTRIES IN		93525311	1/28/2026	343874	LIBRARY MATERIALS - PHYSICAL COLLECTION 1/7/26	\$146.93
K8722100/3401		INGRAM INDUSTRIES IN		93525312	1/28/2026	343874	LIBRARY MATERIALS - PHYSICAL COLLECTION 1/7/26	\$25.37
K8722100/3401		INGRAM INDUSTRIES IN		93589650	1/28/2026	343874	LIBRARY MATERIALS - PHYSICAL COLLECTION 1/9/26	\$1,149.77



## Library Voucher Listing

Begin Date: 1/1/2026

End Date: 1/31/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3401		INGRAM INDUSTRIES IN		93727137	1/28/2026	343874	LIBRARY MATERIALS - PHYSICAL COLLECTION 1/14/26	\$357.42
K8722100/3401		INGRAM INDUSTRIES IN		93648652	1/28/2026	343874	LIBRARY MATERIALS - PHYSICAL COLLECTION 1/12/26	\$1,749.65
K8722100/3401		AMAZON		TXN00090064	1/31/2026	0	COLLECTION DEVELOPMENT	\$153.65
K8722100/3401		MIDWEST TAPE		TXN00090137	1/31/2026	0	LIBRARY MATERIALS - AV COLLECTION	\$160.74
K8722100/3401		AMAZON		TXN00090152	1/31/2026	0	LIBRARY MATERIALS - BOARD GAME COLLECTION	\$146.27
K8722100/3401		AMAZON		TXN00090232	1/31/2026	0	LIBRARY MATERIALS - BOARD GAME COLLECTION	\$54.32
K8722100/3401		AMAZON		TXN00090423	1/31/2026	0	COLLECTION DEVELOPMENT - WA BIRD GUIDE	\$36.78
K8722100/3401		AMAZON		TXN00090505	1/31/2026	0	PROCESSING SUPPLIES - RUBBERBANDS	\$42.33
K8722100/3401		MIDWEST TAPE		TXN00090540	1/31/2026	0	LIBRARY MATERIALS - AV COLLECTION	\$837.95
K8722100/3401		STORYTIME PODS PTY		TXN00090069	1/31/2026	0	LOTE4KIDS SUBSCRIPTION	\$1,375.74

**LIBRARY RESOURCES TOTAL: \$122,708.90**

### LIBRARY RESOURCES - YTD INFORMATION

**BUDGET: \$424,700.00**

**YTD ACTUAL: \$419,582.46**

**YTD % USED: 98.80%**

K8722100/3402		AMAZON		TXN00089936	1/31/2026	0	PROGRAMMING - VALENTINES FOR SENIORS	\$323.17
K8722100/3402		P-CARD OTP		TXN00089946	1/31/2026	0	PROGRAMMING EQUIPMENT	\$50.00

## Library Voucher Listing

Begin Date: 1/1/2026

End Date: 1/31/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3402	AMAZON		TXN00089956	1/31/2026	0	PROGRAMMING - VALENTINES FOR SENIORS	\$6.51
	K8722100/3402	AMAZON		TXN00089955	1/31/2026	0	PROGRAMMING - VALENTINES FOR SENIORS	\$10.86
	K8722100/3402	P-CARD OTP		TXN00089958	1/31/2026	0	OUTREACH STICKERS	\$345.12
	K8722100/3402	AMAZON		TXN00089961	1/31/2026	0	PROGRAMMING - VALENTINES FOR SENIORS	\$27.15
	K8722100/3402	AMAZON		TXN00089962	1/31/2026	0	PROGRAMMING - BATTLE VEST ADULT PROGRAM	\$36.94
	K8722100/3402	TARGET CORPORATION		TXN00089966	1/31/2026	0	OUTREACH - CAMERA	\$228.24
	K8722100/3402	P-CARD OTP		TXN00089980	1/31/2026	0	PROGRAMMING SUPPLIES	\$42.79
	K8722100/3402	AMAZON		TXN00090017	1/31/2026	0	PROCESSING SUPPLIES	\$33.58
	K8722100/3402	DEMCO INC.		TXN00090033	1/31/2026	0	OUTREACH - BOOKMARKS	\$162.69
	K8722100/3402	FAST SIGNS		TXN00090329	1/31/2026	0	LIBRARY 75TH ANNI LARGE BANNER	\$459.41
	K8722100/3402	P-CARD OTP		TXN00080593	1/31/2026	0	PROMO - THEO STICKERS	\$217.40
	K8722100/3402	COSTCO WHOLESALE		TXN00090210	1/31/2026	0	PROGRAMMING SUPPLIES/SNACKS	\$274.82
	K8722100/3402	AMAZON		TXN00090358	1/31/2026	0	PROGRAMMING SUPPLIES - LIGHTING	\$171.94
	K8722100/3402	AMAZON		TXN00090412	1/31/2026	0	PROGRAMMING SUPPLIES - HOLI	\$87.19
	K8722100/3402	AMAZON		TXN00090424	1/31/2026	0	PROGRAMMING SUPPLIES - HOLI, EASTER	\$258.52
	K8722100/3402	P-CARD OTP		TXN00090464	1/31/2026	0	PROGRAMMING SUPPLIES - PRETEEN BOOKCLUB	\$24.90



## Library Voucher Listing

Begin Date: 1/1/2026

End Date: 1/31/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3402	AMAZON			TXN00090511	1/31/2026	0	PROGRAMMING SUPPLIES - PRETEEN BOOKCLUB	\$21.38
<b>LIBRARY PROGRAMMING TOTAL:</b>								<b>\$2,782.61</b>
<b>LIBRARY PROGRAMMING - YTD INFORMATION</b>								
<b>BUDGET: \$20,000.00</b>			<b>YTD ACTUAL: \$19,864.36</b>			<b>YTD % USED: 99.32%</b>		
<b>LIBRARY PUBLIC SERVICE TOTAL:</b>								<b>\$125,491.51</b>
<b>LIBRARY NON-FACILITIES TOTAL:</b>								<b>\$244,901.14</b>



## Library Voucher Listing

Begin Date: 1/1/2026

End Date: 1/31/2026

### FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
<b>001</b>		<b>GENERAL FUND</b>						
	<b>303</b>	<b>LIBRARY</b>						
	K8725000/4700	CITY OF RICHLAND		12/2025 DEC	1/22/2026	50021	CITY UTILITY BILLS/DEC 2025	\$3,091.28
<b>UTILITIES TOTAL:</b>								<b>\$3,091.28</b>
<b>UTILITIES - YTD INFORMATION</b>								
<b>BUDGET: \$57,000.00</b>			<b>YTD ACTUAL: \$50,849.33</b>			<b>YTD % USED: 89.21%</b>		
<b>LIBRARY FACILITIES TOTAL:</b>								<b>\$3,091.28</b>

# CITY OF RICHLAND

## LIBRARY EXPENDITURE

January 2026

Month/Year

PAY PERIODS: From December 29, 2025 to January 25, 2026

GROSS SALARIES ..... \$ 113,589.25

	Gross Wages	Total
WEEK OF: <u>1/15/26</u>	<u>56,188.10</u>	<u>56,188.10</u>
WEEK OF: <u>1/29/26</u>	<u>57,401.15</u>	<u>57,401.15</u>
WEEK OF: _____	_____	_____
<b>TOTAL</b>	<b><u>113,589.25</u></b>	<b><u>113,589.25</u></b>



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

JANUARY 2026

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 \$ 358,490.39 this 10th day of March, 2026.

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

Voucher Listings	Amount
January 01, 2026 thru January 31, 2026	\$244,901.14

Transfer Advice (Salaries)

Salaries for the weeks of: December 29, 2025 thru January 25, 2026	\$113,589.25
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MONTHLY EXPENSES \$358,490.39

Comments: COR Library Voucher Listing
COR Library Expenditure

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME	SIGNATURE
1. Board Member 1	1. 03/05/2026
2. Board Member 2	2. 03/05/2026
3. Board Member 3	3. 03/05/2026



## Library Voucher Listing

Begin Date: 2/1/2026

End Date: 2/28/2026

### NON-FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
<b>001</b>		<b>GENERAL FUND</b>						
	<b>303</b>	<b>LIBRARY</b>						
	K8721000/3102	BIBLIOTHECA ITG LLC		INV-US84471	2/13/2026	344458	OPERATING SUPPLIES - RFID TAGS	\$1,971.82
	K8721000/3102	AMAZON		TXN00090758	2/28/2026	0	SUPPLIES - FRIDGE WATER FILTER	\$26.28
	K8721000/3102	AMAZON		TXN00090771	2/28/2026	0	SUPPLIES - RECEIPT PAPER	\$68.47
	K8721000/3102	AMAZON		TXN00090807	2/28/2026	0	SUPPLIES - ACRYLIC SIGN HOLDERS	\$114.05
	K8721000/3102	COSTCO WHOLESALE		TXN00090853	2/28/2026	0	PROGRAMMING SUPPLIES/SNACKS	\$120.53
	K8721000/3102	AMAZON		TXN00090854	2/28/2026	0	SUPPLIES- TAPE/PROGRAM SUPPLIES-HOLI	\$173.90
	K8721000/3102	AMAZON		TXN00090872	2/28/2026	0	SUPPLIES - PENS	\$45.64
	K8721000/3102	AMAZON		TXN00090877	2/28/2026	0	SUPPLIES - ILL BUBBLE MAILERS	\$98.97
	K8721000/3102	AMAZON		TXN00090945	2/28/2026	0	RETURN - RECEIPT TAPE	-\$126.08
	K8721000/3102	AMAZON		TXN00090976	2/28/2026	0	SUPPLIES - DUSTERS, BROCHURE HOLDER	\$71.74
	K8721000/3102	AMAZON		TXN00091018	2/28/2026	0	SUPPLIES - OFFICE CABINET	\$96.83
	K8721000/3102	AMAZON		TXN00091019	2/28/2026	0	SUPPLIES - CABINET SPACE	\$163.03
	K8721000/3102	P-CARD OTP		TXN00091056	2/28/2026	0	TECH SERVICES - HOTSPOT CASES	\$65.24
	K8721000/3102	AMAZON		TXN00091057	2/28/2026	0	REFUND - KEYBOARD TRAYS	-\$108.68



## Library Voucher Listing

Begin Date: 2/1/2026

End Date: 2/28/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8721000/3102	WALMART			TXN00091175	2/28/2026	0	SUPPLIES - COLLABORATORY CLEAN UP	\$33.11
K8721000/3102	WALMART			TXN00091185	2/28/2026	0	SUPPLIES - COLLABORATORY CLEAN UP	\$19.10
K8721000/3102	AMAZON			TXN00091241	2/28/2026	0	PROGRAMMING - BROCHURE HOLDERS	\$57.60
K8721000/3102	AMAZON			TXN00091397	2/28/2026	0	SUPPLIES - PROCESSING/MENDING DEPARTMENT	\$23.81
K8721000/3102	AMAZON			TXN00091410	2/28/2026	0	MENDING SUPPLIES - RUBBING ALCOHOL	\$3.42
K8721000/3102	AMAZON			TXN00091411	2/28/2026	0	MENDING/PROCESSING SUPPLIES	\$48.29
<b>OPERATING SUPPLIES &amp; MATERIALS TOTAL:</b>								<b>\$2,967.07</b>
<b>OPERATING SUPPLIES &amp; MATERIALS - YTD INFORMATION</b>								
<b>BUDGET: \$34,500.00</b>			<b>YTD ACTUAL: \$5,938.51</b>			<b>YTD % USED: 17.21%</b>		
K8721000/3124	SUNWEST SPORTSWEAR			TXN00091303	2/28/2026	0	D. SMITH LIB APPEARAL	\$69.09
<b>CLOTHING-NON ALLOWANCE TOTAL:</b>								<b>\$69.09</b>
<b>CLOTHING-NON ALLOWANCE - YTD INFORMATION</b>								
<b>BUDGET: \$1,250.00</b>			<b>YTD ACTUAL: \$69.09</b>			<b>YTD % USED: 5.53%</b>		
K8721000/4117	MOON SECURITY SERVIC			7765343	2/18/2026	344581	COMM MONT, FIRE, ALARMNET LIBRARY 2/2026	\$160.99



## Library Voucher Listing

Begin Date: 2/1/2026

End Date: 2/28/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8721000/4117		MOON SECURITY SERVIC		7926250	2/27/2026	344847	LIB-ALARMNET, SECURITY, FIRE MONT MARCH 2026	\$160.99
<b>EXPERT SERVICES TOTAL:</b>								<b>\$321.98</b>
<b>EXPERT SERVICES - YTD INFORMATION</b>								
<b>BUDGET: \$3,500.00</b>			<b>YTD ACTUAL: \$482.97</b>			<b>YTD % USED: 13.80%</b>		
K8721000/4201		FRONTIER		2/26 206/188-2614	2/11/2026	344360	TELEPHONE 2/1/2026- 2/28/2026 206/188-2614	\$53.73
K8721000/4201		FRONTIER		2/26 509/943-3152	2/11/2026	344361	TELEPHONE 2/1/2026- 1/28/2026 509/943-3152	\$1,123.39
K8721000/4201		VERIZON WIRELESS	22500470	6135521748	2/25/2026	344803	150-25 VERIZON HOTSPOTS - LIBRARY	\$778.60
<b>TELEPHONE &amp; COMM SVCS TOTAL:</b>								<b>\$1,955.72</b>
<b>TELEPHONE &amp; COMM SVCS - YTD INFORMATION</b>								
<b>BUDGET: \$25,230.00</b>			<b>YTD ACTUAL: \$5,672.35</b>			<b>YTD % USED: 22.48%</b>		
K8721000/4202		PITNEY BOWES PURCHAS		JANUARY 2026 POSTAGE	2/4/2026	344091	POSTAGE 01/01/26 - 01/31/26	\$498.91
<b>POSTAGE TOTAL:</b>								<b>\$498.91</b>
<b>POSTAGE - YTD INFORMATION</b>								
<b>BUDGET: \$6,000.00</b>			<b>YTD ACTUAL: \$941.78</b>			<b>YTD % USED: 15.70%</b>		
K8721000/4504		KELLEY CREATE CO		41103853	2/11/2026	344371	AGRMNT# 112-3056730- 000 1/2026	\$420.67
K8721000/4504		XEROX CORP		025069843	2/11/2026	344422	7HB-469027 2/2026 BASE CHARGE	\$10.87



## Library Voucher Listing

Begin Date: 2/1/2026

End Date: 2/28/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8721000/4504		KELLEY CREATE CO		41332077	2/27/2026	344843	AGMT#112-3056730-000 FEB 2026 PRINTER/COPIER	\$2,211.87
K8721000/4504		XEROX CORP		025164830	2/27/2026	344873	7HB-469027 MARCH 2026 BASE CHARGE	\$10.87
<b>COPIER/FAX LEASE RENTAL MAINT TOTAL:</b>								<b>\$2,654.28</b>
<b>COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION</b>								
<b>BUDGET: \$16,500.00</b>			<b>YTD ACTUAL: \$2,665.15</b>			<b>YTD % USED: 16.15%</b>		
K8721000/4802		P-CARD OTP		TXN00091219	2/28/2026	0	THE LAWN - OUTDOOR STORAGE	\$608.71
<b>REPAIRS AND MAINT-EQUIPMENT TOTAL:</b>								<b>\$608.71</b>
<b>REPAIRS AND MAINT-EQUIPMENT - YTD INFORMATION</b>								
<b>BUDGET: \$5,000.00</b>			<b>YTD ACTUAL: \$608.71</b>			<b>YTD % USED: 12.17%</b>		
K8721000/4902		PUBLIC LIBRARIES OF		2026-WA0055	2/4/2026	344093	PUB LIB WA 2026 ORGANIZATION MEMBERSHIP	\$616.59
<b>DUES &amp; SUBSCRIPTIONS TOTAL:</b>								<b>\$616.59</b>
<b>DUES &amp; SUBSCRIPTIONS - YTD INFORMATION</b>								
<b>BUDGET: \$2,070.00</b>			<b>YTD ACTUAL: \$671.59</b>			<b>YTD % USED: 32.44%</b>		
K8721000/4912		MID-COLUMBIA LIBRARY		2026-RPL-0326	2/18/2026	344580	CUSTOMER SERVICE TRAINING M. SCARFO	\$50.00
K8721000/4912		WASHINGTON LIBRARY A		TXN00090995	2/28/2026	0	J. TALBOTT WLA CONFERENCE 2026	\$195.30
K8721000/4912		P-CARD OTP		TXN00091181	2/28/2026	0	D. SMITH EVERGREEN CONF 2026 REGISTRATION	\$300.00
K8721000/4912		P-CARD OTP		TXN00091188	2/28/2026	0	D. SMITH EVERGREEN CONF 2026 REG PRECONF	\$100.00
K8721000/4912		P-CARD OTP		TXN00091200	2/28/2026	0	M. SCARFO OREGON LIB CONFERENCE 2026 REG	\$210.00



## Library Voucher Listing

Begin Date: 2/1/2026

End Date: 2/28/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8721000/4912	P-CARD OTP			TXN00091203	2/28/2026	0	A. URETSKY-PRATT EVERGREEN 2026 REG	\$300.00
K8721000/4912	P-CARD OTP			TXN00091217	2/28/2026	0	A. URETSKY-PRATT EVERGREEN 2026 PRECONF REG	\$100.00
<b>TUITION/CONFERENCE FEES TOTAL:</b>								<b>\$1,255.30</b>
<b>TUITION/CONFERENCE FEES - YTD INFORMATION</b>								
<b>BUDGET: \$4,523.00</b>			<b>YTD ACTUAL: \$1,541.86</b>			<b>YTD % USED: 34.09%</b>		
K8721000/5301	WA STATE DEPARTMENT			DOR 01/2026	2/25/2026	10918	COMBINED EXCISE TAX - JANUARY 2026	\$19.62
<b>STATE TAXES TOTAL:</b>								<b>\$19.62</b>
<b>STATE TAXES - YTD INFORMATION</b>								
<b>BUDGET: \$1,020.00</b>			<b>YTD ACTUAL: \$19.62</b>			<b>YTD % USED: 1.92%</b>		
<b>LIBRARY ADMINISTRATION TOTAL:</b>								<b>\$10,967.27</b>
K8722100/3401	MIDWEST TAPE			508385868	2/11/2026	344378	LIBRARY - HOOPLA USAGE 1/2026	\$7,373.75
K8722100/3401	KANOPY LLC			490679-PPU	2/6/2026	344269	LIB- KANOPY PAYPERUSE 1/2026	\$17.39
K8722100/3401	THE GALE GROUP			999101815152	2/11/2026	344339	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$29.57
K8722100/3401	INGRAM INDUSTRIES IN			93886965	2/11/2026	344369	LIBRARY MATERIALS - PHYSICAL COLLECTION 1/21/26	\$297.71
K8722100/3401	INGRAM INDUSTRIES IN			93894724	2/11/2026	344369	LIBRARY MATERIALS - PHYSICAL COLLECTION 1/21/26	\$25.37
K8722100/3401	INGRAM INDUSTRIES IN			93894725	2/11/2026	344369	LIBRARY MATERIALS - PHYSICAL COLLECTION 1/21/26	\$626.37

## Library Voucher Listing

Begin Date: 2/1/2026

End Date: 2/28/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3401	INGRAM INDUSTRIES IN			93958986	2/11/2026	344369	LIBRARY MATERIALS - PHYSICAL COLLECTION 1/23/26	\$44.87
K8722100/3401	INGRAM INDUSTRIES IN			93958987	2/11/2026	344369	LIBRARY MATERIALS - PHYSICAL COLLECTION 1/23/26	\$995.40
K8722100/3401	INGRAM INDUSTRIES IN			93922836	2/11/2026	344369	LIBRARY MATERIALS - PHYSICAL COLLECTION 1/22/26	\$455.08
K8722100/3401	INGRAM INDUSTRIES IN			93988262	2/11/2026	344369	LIBRARY MATERIALS - PHYSICAL COLLECTION 1/26/26	\$518.68
K8722100/3401	INGRAM INDUSTRIES IN			94285347	2/18/2026	344564	LIBRARY MATERIALS - PHYSICAL COLLECTION 2/5/26	\$27.98
K8722100/3401	INGRAM INDUSTRIES IN			94315008	2/18/2026	344564	LIBRARY MATERIALS - PHYSICAL COLLECTION 2/6/26	\$1,669.17
K8722100/3401	INGRAM INDUSTRIES IN			94245820	2/18/2026	344564	LIBRARY MATERIALS - PHYSICAL COLLECTION 2/4/26	\$896.36
K8722100/3401	INGRAM INDUSTRIES IN			94240014	2/18/2026	344564	LIBRARY MATERIALS - PHYSICAL COLLECTION 2/4/26	\$301.93
K8722100/3401	INGRAM INDUSTRIES IN			94213816	2/18/2026	344564	LIBRARY MATERIALS - PHYSICAL COLLECTION 2/3/26	\$360.15
K8722100/3401	INGRAM INDUSTRIES IN			94213815	2/18/2026	344564	LIBRARY MATERIALS - PHYSICAL COLLECTION 2/3/26	\$25.37
K8722100/3401	INGRAM INDUSTRIES IN			94178086	2/18/2026	344564	LIBRARY MATERIALS - PHYSICAL COLLECTION 2/2/26	\$507.80





## Library Voucher Listing

Begin Date: 2/1/2026

End Date: 2/28/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3402		P-CARD OTP		TXN00091154	2/28/2026	0	CHILDREN'S DEPT - STICKERS	\$130.32
K8722100/3402		WALMART.COM		TXN00091224	2/28/2026	0	DRAW-A-THON PROGRAM SUPPLIES	\$34.77
K8722100/3402		WALMART.COM		TXN00091244	2/28/2026	0	DRAW-A-THON PROGRAM SUPPLIES	\$31.98
K8722100/3402		AMAZON		TXN00091253	2/28/2026	0	OUTREACH - STICKERS	\$30.42
K8722100/3402		AMAZON		TXN00091260	2/28/2026	0	OUTREACH - STICKERS	\$58.72
K8722100/3402		AMAZON		TXN00091273	2/28/2026	0	PROGRAMMING - READING CHALLENGE PRIZE	\$36.32
K8722100/3402		AMAZON		TXN00091274	2/28/2026	0	OUTREACH - STICKERS	\$164.48
K8722100/3402		AMAZON		TXN00091285	2/28/2026	0	OUTREACH - STICKERS	\$13.56
K8722100/3402		AMAZON		TXN00091334	2/28/2026	0	PROGRAMMING SUPPLIES - HOLI 3/7/26	\$6.51
K8722100/3402		P-CARD OTP		TXN00091356	2/28/2026	0	THE LAWN - CORNHOLE BEANBAGS	\$34.76
K8722100/3402		P-CARD OTP		TXN00091376	2/28/2026	0	DRAW-A-THON SUPPLIES 2/27/26	\$256.53
K8722100/3402		AMAZON		TXN00091393	2/28/2026	0	PROGRAMMING SUPPLIES - COLORING SUPPLIES	\$165.23
K8722100/3402		ACE HARDWARE		TXN00091408	2/28/2026	0	DRAW-A-THON SUPPLIES - BLUE PAINTERS TAPE	\$135.91

**LIBRARY PROGRAMMING TOTAL: \$1,987.77**

### LIBRARY PROGRAMMING - YTD INFORMATION

**BUDGET: \$20,000.00**

**YTD ACTUAL: \$4,770.38**

**YTD % USED: 23.85%**

**LIBRARY PUBLIC SERVICE TOTAL: \$17,824.22**

**LIBRARY NON-FACILITIES TOTAL: \$28,791.49**



## Library Voucher Listing

Begin Date: 2/1/2026

End Date: 2/28/2026

## 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

February 2026

Month/Year

PAY PERIODS: From January 26, 2026 through February 22, 2026

GROSS SALARIES ..... \$ 108,831.90

	Gross Wages	Total
WEEK OF: <u>02/12/26</u>	<u>55,378.77</u>	<u>55,378.77</u>
WEEK OF: <u>02/26/26</u>	<u>53,453.13</u>	<u>53,453.13</u>
WEEK OF: _____	_____	_____
<b>TOTAL</b>	<b><u>108,831.90</u></b>	<b><u>108,831.90</u></b>



# RICHLAND PUBLIC LIBRARY

## CERTIFICATION OF CLAIMS FOR PAYMENT

MARCH 2026

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 \$ 137,623.39 this 10th day of March, 2026.

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

Voucher Listings	Amount
February 01, 2026 thru February 28, 2026	\$28,791.49
<b>Transfer Advice (Salaries)</b>	
Salaries for the weeks of: January 26, 2026 thru February 22, 2026	\$108,831.90
<b>MONTHLY EXPENSES</b>	\$137,623.39

**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: 3/10/2026

Agenda Category: Unfinished Business

Prepared By: Karen Buxton

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**Subject**

Recruiting Library Board Members

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**Department**

Parks & Public Facilities

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**Recommended Motion**

Discussion only.

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**Summary**

When a board, commission, or committee has a vacancy available, City of Richland staff promote vacancies through multiple channels. This process includes recruitment flyers inserted in utility bills (January and July), the City website and all City social media platforms, the Richland Chamber of Commerce and partner agencies, and the Board, Commission, and Committee Vacancy web page on the City of Richland's website. Additionally, Communications and Marketing displays current vacancies on the screen prior to the Council meetings.

Included for discussion is a draft of a job description that staff and board members can provide to the public that may be interested in joining the Richland Public Library Board of Trustees.

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**Attachments**

- I. Library Board Recruitment

## Richland Public Library Board of Trustees Information

The Richland Public Library (RPL) opened in 1951 and is celebrating its 75th anniversary in 2026. From the beginning, the library has been an essential part of the Richland community. Within the first few months of Library operation, so many books were checked out that the library had to close to order more materials.

The library continues to be a vital service to the community providing traditional book and digital collections, robust programming for babies, children, teens and adults, and a library of things such as Wi-Fi hotspots, board games and outdoor play equipment.

The Richland Public Library operates with the advice of a five-member Board of Trustees. Each trustee serves a five-year term and can be reappointed to a second five-year term. Every year in July Richland Public Library solicits applications for a Library Trustee.

### Key Responsibilities and Duties

- **Policy Reviews:** Review new and revised policies for library services and provide feedback.
- **Fiscal Oversight:** Examine monthly library purchases, bills, and employee salaries and approve them for payment.
- **Planning:** Provide a community perspective and insight into strategic planning and action planning activities.
- **Community Advocacy:** Act as a liaison between the public and the library, promoting the library's value to the community.
- **Legal Compliance:** Ensuring compliance with the [Open Public Meetings Act \(OPMA\) requirements](#).

### Expectations

- **Meetings:** Attend monthly meetings, special sessions, and read the prepared information packet prior to meetings. Come prepared to discuss items on the meeting agenda.
- **Committees:** Participate with liaison responsibilities between the RPL Board of Trustees and Friends of the Library or the Library Foundation.

### Qualifications and Appointment

- **Appointment:** Richland Public Library Trustees applicants are interviewed by the Library Director, a member of City Council, and the chair of the Library Board. The applicant is appointed by Richland City Council.
- **Term:** Serve a 5-year term.
- **Skills:** Willingness to work cooperatively, advocate for the library, and understand community needs.

Come be a part of this important community resource. Download an application here:

<https://www.richlandwa.gov/government/advisory-boards-commissions-and-committees/library-board>



## LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/10/2026

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

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### Subject

Library Board Presentation to Council

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### Department

Parks & Public Facilities

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### Recommended Motion

Discussion only.

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### Summary

In compliance with RCW 27.12.260 Annual Report of Trustees, the Library Board will present their annual report to City Council on Tuesday, March 17, 2026. The final draft of the report is included for discussion.

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### Attachments

- I. 2026 Library Board Council Presentation



# Board of Trustees 2025 Operating Report



# Our Board of Trustees

Cara Hernandez, Chair

Tyler Pickel, Vice-Chair

Karen Buxton, Member

Darci Fisher, Member

Linda Isakson, Member

Kurt Maier, City Council Liaison



**Special thanks to the Friends of the Library  
and the Library Foundation for continued  
support and Board collaboration!**



# Community Engagement





# RICHLAND PUBLIC LIBRARY

2025





# 2025 Community Engagement

Output	2024 Total	2025 Total	Trend
Program and Outreach Activities	973	1,031	+ 5.96%
Program and Outreach Attendees	51,354	48,245	- 6.05%
Reading Challenge Participants	2,598	2,405	- 7.4%
Social Media Followers	8,994	10,107	+ 12.4%
Lobby Exhibits	42	48	+ 14.3%
Gate Count	207,023	224,100	+ 8.2%





# Technical Services Highlights

- Implemented a new reciprocal borrowing program in partnership with four other regional libraries.
- Doubled our hot spot inventory without increasing our service costs by switching vendors.
- Launched a redesigned Richland Public Library website that is easier for patrons to navigate.
- Added Rosetta Stone, a popular language learning resource.
- Added an Adult Languages collection featuring Spanish books.
- Added outdoor recreation games and Yoto players to the Experience Library.


**NEW DIGITAL RESOURCE** 

Learn Up to 24 Different Languages  
With Rosetta Stone Library Solution

**CLICK HERE**

Rosetta Stone 

Polki  فارسی  Türk  Deutsch  Français  हिंदी  ריבית 


 **RICHLAND PUBLIC LIBRARY**

**EXPAND YOUR LIBRARY WORLD!  
RECIPROCAL BORROWING AGREEMENT**

Richland residents can now get free library cards at the following libraries:

- Richland Public Library
- Mid-Columbia Libraries
- Walla Walla County Rural Library District
- Walla Walla Public Library
- Columbia County Rural Library District

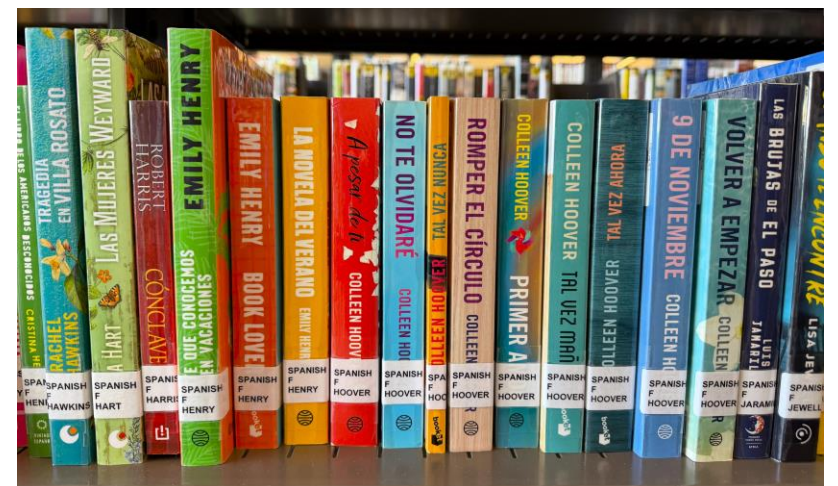
For more details, visit [myrichlandlibrary.org](http://myrichlandlibrary.org)



Richland Public Library · [myrichlandlibrary.org](http://myrichlandlibrary.org) · 509.942.7454

# 2025 State of the Collection

- 158,577 physical items in the collection
- 9,743 physical items added in 2025
- 217,437 digital holdings (Hoopla, Libby, and Kanopy)
- 376,014 total physical and digital holdings
- 20 paid subscription databases





# 2025 Circulation Statistics

Output	2024 Total	2025 Total	Trend
Physical Circulation & Renewals	654,946	663,690	+ 1.3%
Digital Circulation	223,511	232,281	+ 3.9%
Total Circulation	878,457	895,971	+ 2.0%
Holds Filled	42,591	44,982	+ 5.6%
Interlibrary Loans Sent	1,041	971	- 6.7%
Interlibrary Loans Received	278	307	+ 10.4%
Database Usage	82,597	153,543	+ 85.9%





# User Experience Highlights

- Completed construction of “The Lawn,” which features an amphitheater, seating spaces, and a tree-shaded reading area.
- Installed two new self-checkout stations, replacing higher cost and less efficient models.
- Replaced our PC/print management system with a less costly and more reliable vendor.
- Replaced lobby furniture.
- Added new features to our app such as Mobile Checkout.
- Updated our statistic tracking method in partnership with IT, reducing staff time to manage these statistics.





# 2025 General Statistics

Output	2024 Total	2025 Total	Trend
New Library Cards	4,084	5,002	+ 22.5%
Meeting Room Uses	1,021	1,235	+ 21.0%
Study Room Uses	2,018	2,237	+ 10.9%
PC Sessions	21,165	27,242	+ 28.7%
Volunteer Hours	4,782	5,235	+ 9.5%
Wi-Fi Session Uses	96,639	129,393	+ 33.9%





# 2025 Finances

## Summary of Year:

- Total Expenditures: \$2,835,417.72
  - General Fund Budget: \$2,964,088
  - Rollover: \$20,321
  - Grants: \$6,000

The estimated value of Library services utilized by residents in 2025 amounts to more than **\$13,000,000!**

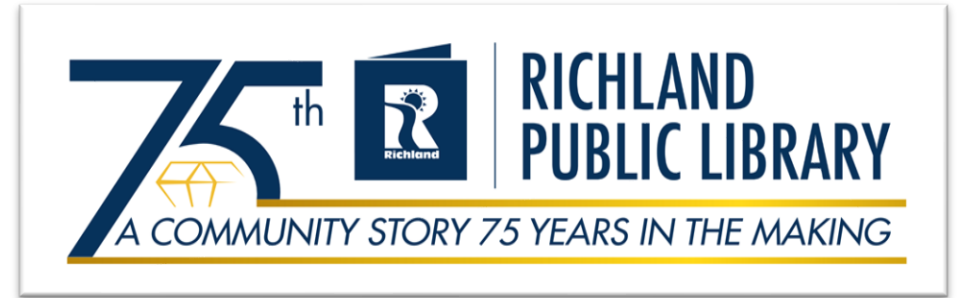
## Notable Expenditures:

- Total Collections: ~\$424,700
  - Physical Collections: ~\$195,000
  - Digital Collections: ~\$229,700
- Staff Salaries and Benefits: \$2,040,532.72





# 2026 Action Plan Items



- Celebrate the Library's 75<sup>th</sup> anniversary with community events; book displays, bulletin boards, book lists and a unique Summer Reading Program theme.
- Implement improved registration, notice, and newsletter service.
- Develop programs for The Lawn and make this an active and engaging space. Apply for a State grant to support the addition of playground equipment to this space.
- Continue—and make indefinite—the reciprocal borrowing connection with area libraries.
- Identify the next Experience Library addition.
- Improve interlibrary loan processes to streamline this popular service.
- Continue building a culture of teamwork and shared support among Library staff.
- Plan library space for the next 10 years, including collection shelving, service desks, and program supply storage.



**Thank  
you for  
your  
support!**





## LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/10/2026

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

---

### Subject

Library Capital Improvement Program Grant

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### Department

Parks & Public Facilities

---

### Recommended Motion

Move to approve the library applying for the Library Capital Improvement Program Grant.

---

### Summary

The library plans to apply for the Library Capital Improvement Program Grant with a vote from the Board endorsing the application. Taking the vote of the Library Board will improve the strength of the application.

---

### Attachments

1. 2026.FactSheet
2. PlaygroundDesign

STATE GRANT OPPORTUNITY:

# Library Capital Improvement Program

Apply Spring 2026

**Library Capital Improvement Program (LCIP) grant projects acquire, construct, repair, or rehabilitate public library facilities.**

Eligible projects must be operated by a governmental organization and result in a usable public library facility.

- Maximum \$2 million per project
- 1:1 funding match, grant may fund 50% of a project
- Priority given to properties listed on a historic registry, or located in a distressed, or rural county
- Priority given to shovel ready projects
- Organizations may apply for more than one grant if each is for a separate facility

The LCIP Program committee will recommend award of \$10 million for the 2027-2029 State Capital Budget. Funds will have a start date of July 1, 2027, and an initial end date of June 30, 2029 with possible legislative reappropriation.

Application will open online in early 2026.

Additional information and updates may be found on the LCIP website: [www.commerce.wa.gov/capital-facilities/lcip/](http://www.commerce.wa.gov/capital-facilities/lcip/)



“Bad libraries build collections, good libraries build services, great libraries build communities”

— R. David Lankes

**Mara Isaacson**  
PROGRAM MANAGER

Local Government Division

[Mara.Isaacson@commerce.wa.gov](mailto:Mara.Isaacson@commerce.wa.gov)

Phone: 360.742.7665



We strengthen communities

# Program Requirements

**Grantees must document completion of State pre-contract requirements** before execution of a grant contract and before any grant reimbursement. Applicants need not have these requirements complete at time application but will be ranked more competitive with greater compliance. Requirements include:

- Site or location control via ownership or long-term lease for a minimum of 10 years
- Public library status or agreements
- Project funding and budgets
- LEED Silver certification process
- State prevailing wages
- Governor's Executive Order 21-02 (or Section 106 with federal funds or permitting)

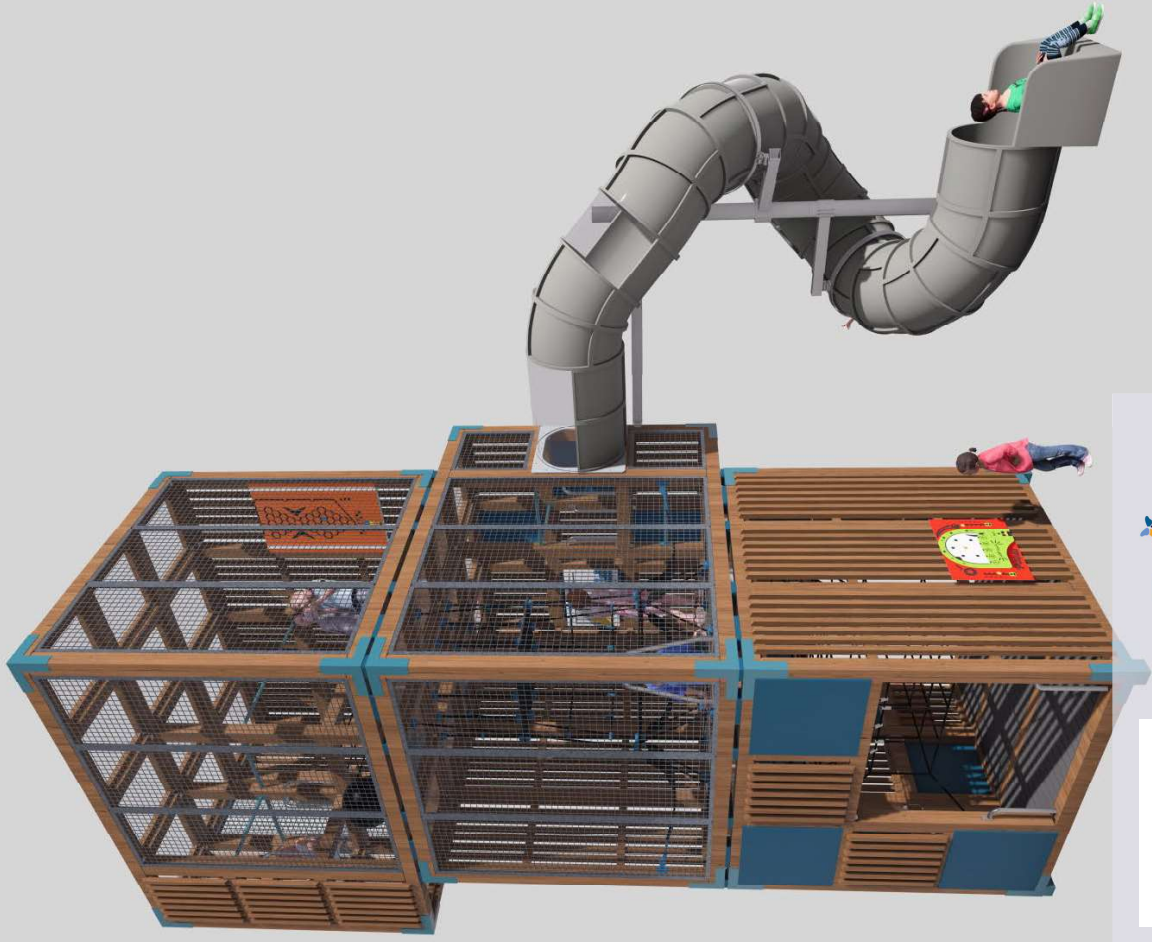
The Washington State Department of Commerce is authorized to retain up to three percent from each grant awarded to cover administration costs. The LCIP grants are disbursed on a reimbursement basis, funds may only be released for eligible incurred costs after a grant contract has been executed.

**Eligible Costs:** capital grant funds may generally be used to pay for the following construction-related expenses:

- Design, architectural, and engineering work
- Building permits/fees
- Archaeological/historical review
- Construction labor and materials
- Demolition/site preparation
- Capitalized equipment
- Information technology infrastructure (cables and wiring)
- Onsite construction management (from external sources only)
- Initial furnishings – if useful for 13 years or more
- Real property when purchased specifically for the project, and associated costs

**Ineligible Costs:** grants are intended to fund bricks and mortar. The following costs are not eligible for reimbursement and cannot be used to match state funds:

- Legal fees
  - Internal administrative activities
  - Project management (from any sources)
  - Fundraising activities
  - Feasibility studies
  - Computers or office equipment
  - Rolling stock (such as vehicles)
  - Lease payments for rental of equipment or facilities
  - Mortgages or loan payments
  - Property leases (including long-term)
  - The moving of equipment, furniture, etc., between facilities
  - Any maintenance or operating costs
-



RICHLAND LIBRARY  
OUTDOOR PLAY SPACE  
Q61143 - FAHR PANELS



Northwest Playgroud  
EQUIPMENT, INC.



DESIGN SHOWN IS CONCEPTUAL ONLY. FINAL PRODUCTS MAY DIFFER.

LHD\_431\_25B-HC Color Option FA



RICHLAND LIBRARY  
OUTDOOR PLAY SPACE  
Q61143 - FARH PANELS



Northwest Playground  
EQUIPMENT, INC.



DESIGN SHOWN IS CONCEPTUAL ONLY. FINAL PRODUCTS MAY DIFFER.

IHD\_431\_25B-HC Color Option 1A



RICHLAND LIBRARY  
OUTDOOR PLAY SPACE  
Q61143 - FARH PANELS



Northwest Playground  
EQUIPMENT, INC.



Fahr

DESIGN SHOWN IS CONCEPTUAL ONLY. FINAL PRODUCTS MAY DIFFER.

IHD\_431\_25B-HC Color Option 1A



RICHLAND LIBRARY  
OUTDOOR PLAY SPACE  
Q61143 - FARH PANELS



NorthWest Playground  
EQUIPMENT, INC.



Fahr

1HD-431-25B-HC Color Option FA DESIGN SHOWN IS CONCEPTUAL ONLY. FINAL PRODUCTS MAY DIFFER.



RICHLAND LIBRARY  
OUTDOOR PLAY SPACE  
Q61143 - FARH PANELS

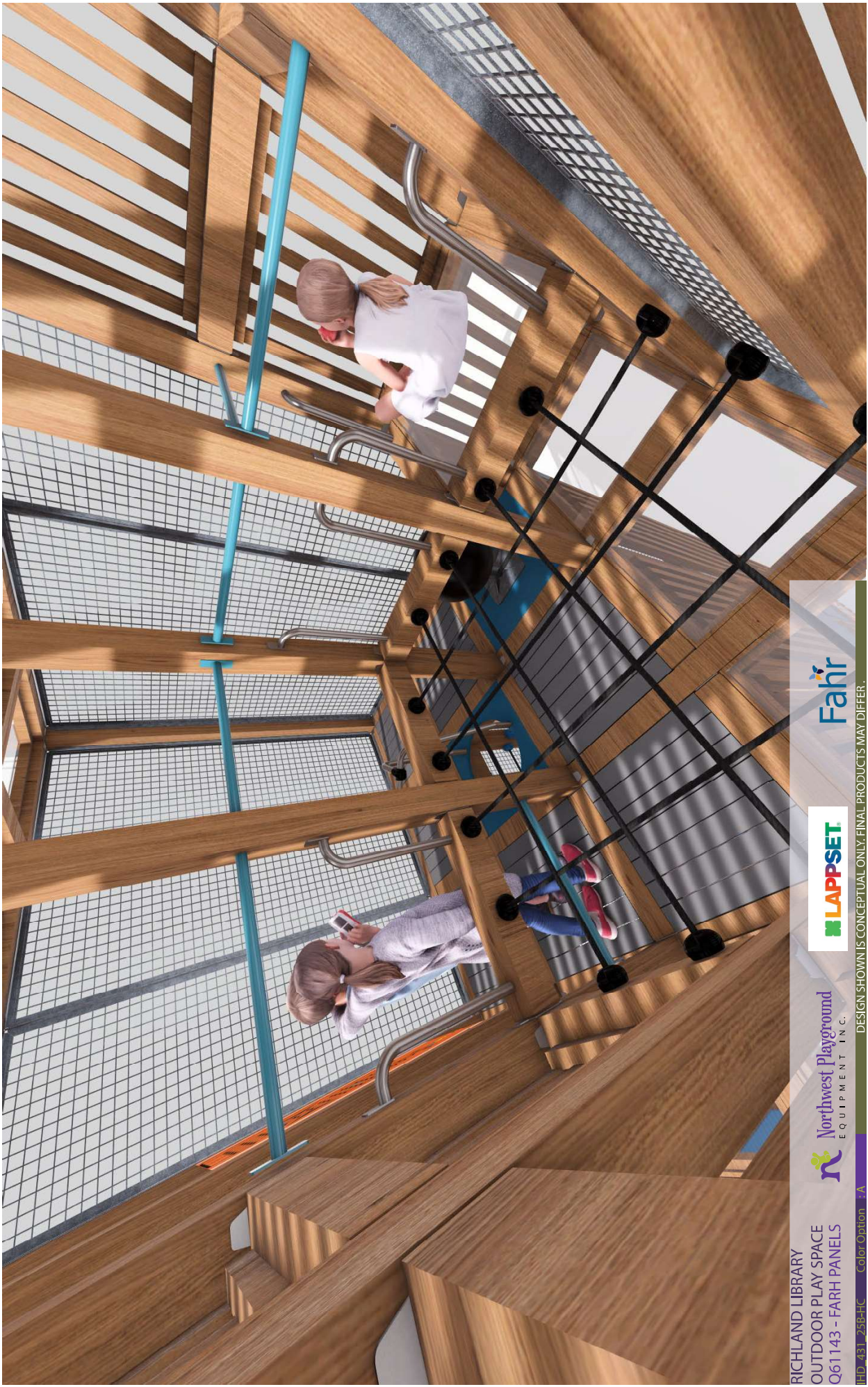


Northwest Playground  
EQUIPMENT, INC.



DESIGN SHOWN IS CONCEPTUAL ONLY. FINAL PRODUCTS MAY DIFFER.

IHD\_431\_25B-HC Color Option 3A



RICHLAND LIBRARY  
OUTDOOR PLAY SPACE  
Q61143 - FARRI PANELS



Northwest Playground  
EQUIPMENT, INC.



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IHD\_431\_25B-HC Color Option FA



**Northwest Playground Equipment, Inc.**  
 BUILDING COMMUNITY THROUGH PLAY  
 P.O. Box 2410 Issaquah, WA 98027  
 Toll Free: 1.800.726.0031  
 www.nwplayground.com  
 sales@nwplayground.com



USE ZONE: \_\_\_\_\_  
 AREA: \_\_\_\_\_ PERIMETER: \_\_\_\_\_  
**SEE PLAN**

FALL HEIGHT: **4 FT.**  
 USER CAPACITY: **34** AGE GROUP: **5-12**

ADA SCHEDULE		Required	Provided
Accessible Elevated Activities	X	X	X
Accessible Ground-Level Activities	X	X	X
Accessible Ground-Level Play Types	X	X	X

Total Elevated Play Activities: X  
 Total Ground-Level Play Activities: X



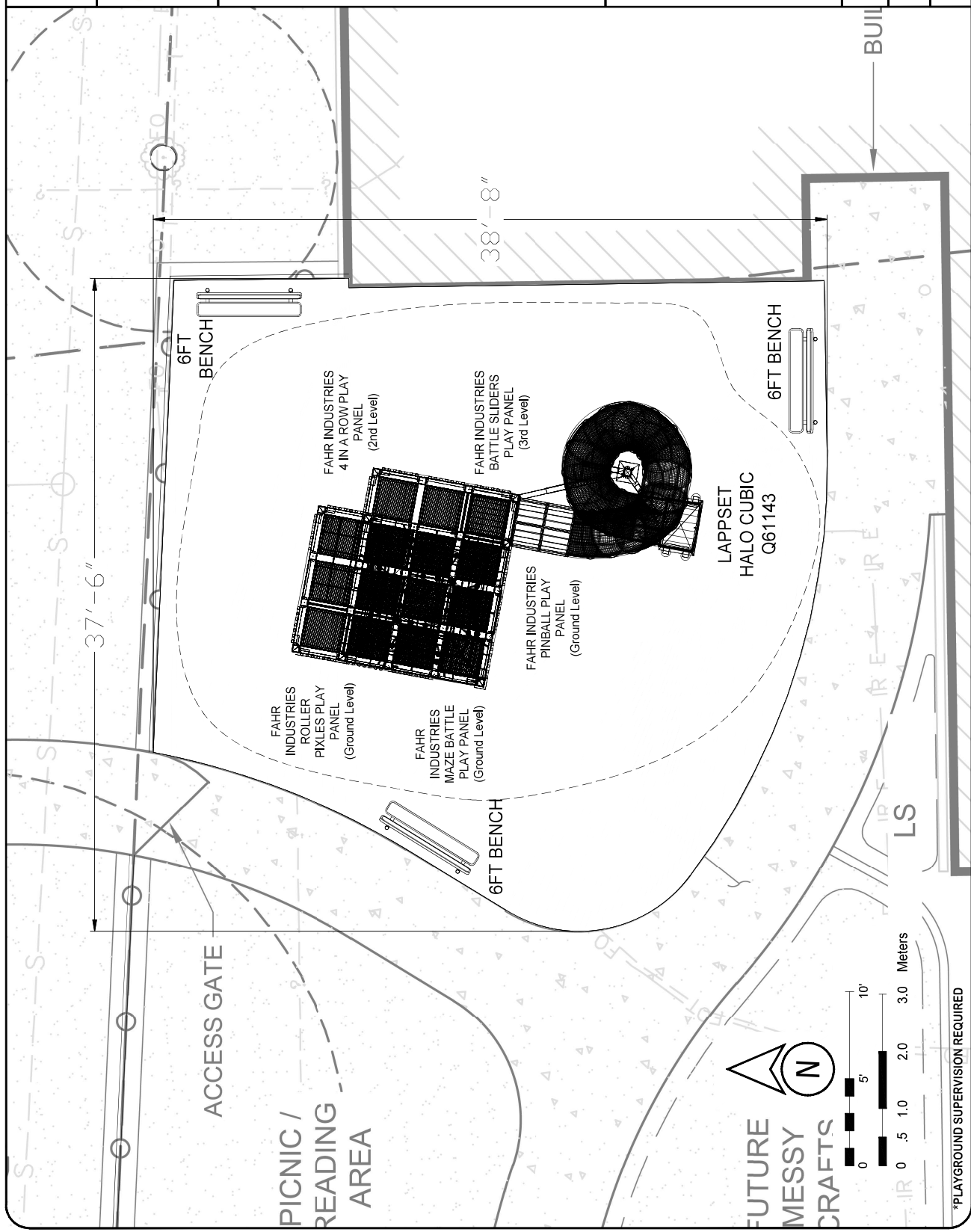
✓ ASTM F1487-21  
 ✓ CPSC #325

PROJECT NO: IHD\_431\_25B-HC  
 SCALE: 3/16" = 1'-0"

DRAWN BY: BPL  
 DATE: 4-Feb-26  
 Paper Size: **B**

# RICHLAND LIBRARY OUTDOOR PLAY SPACE

OPTION B SITE PLAN



DESIGN FILE PATH: I:\RICHLAND LIBRARY OUTDOOR PLAY SPACE\IHD\_431\_25B-HALO CUBESIDESIGN

\*PLAYGROUND SUPERVISION REQUIRED



# LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/10/2026

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

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**Subject**

Reciprocal Borrowing Agreement

---

**Department**

Parks & Public Facilities

---

**Recommended Motion**

Move to approve the ongoing Reciprocal Borrowing agreement.

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**Summary**

The Library Board will review reciprocal borrowing and take a vote to endorse the ongoing agreement. The agreement will then go to Council on March 17, 2026 for final approval.

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**Attachments**

1. Rec Borrowing - 2025 Summary
2. 2026 - Interlocal Agreement - Rec Borrowing - Great Rivers

# RECIPROCAL BORROWING PILOT PROJECT



**RICHLAND  
PUBLIC LIBRARY**



Walla Walla County  
Rural Library District



# *Agenda*

- **Introductions**
- **Review:** 2025 Reciprocal Use Data
- **Review:** Proposed Language for New Agreement



# Considerations

*How can we improve access for our customers?*

*Can working together make us stronger?*

*Can working together improve our libraries?*

*Can sharing improve our customers' experience?*

*Would this be consistent or in conflict with our principles?*

## **Augmentation**

**Are neighboring libraries close to our service population?**

## **Existential**

**How can we support each other in the current political environment?**

## **Relational**

**Why not explore how to work more closely? The public keeps asking.**

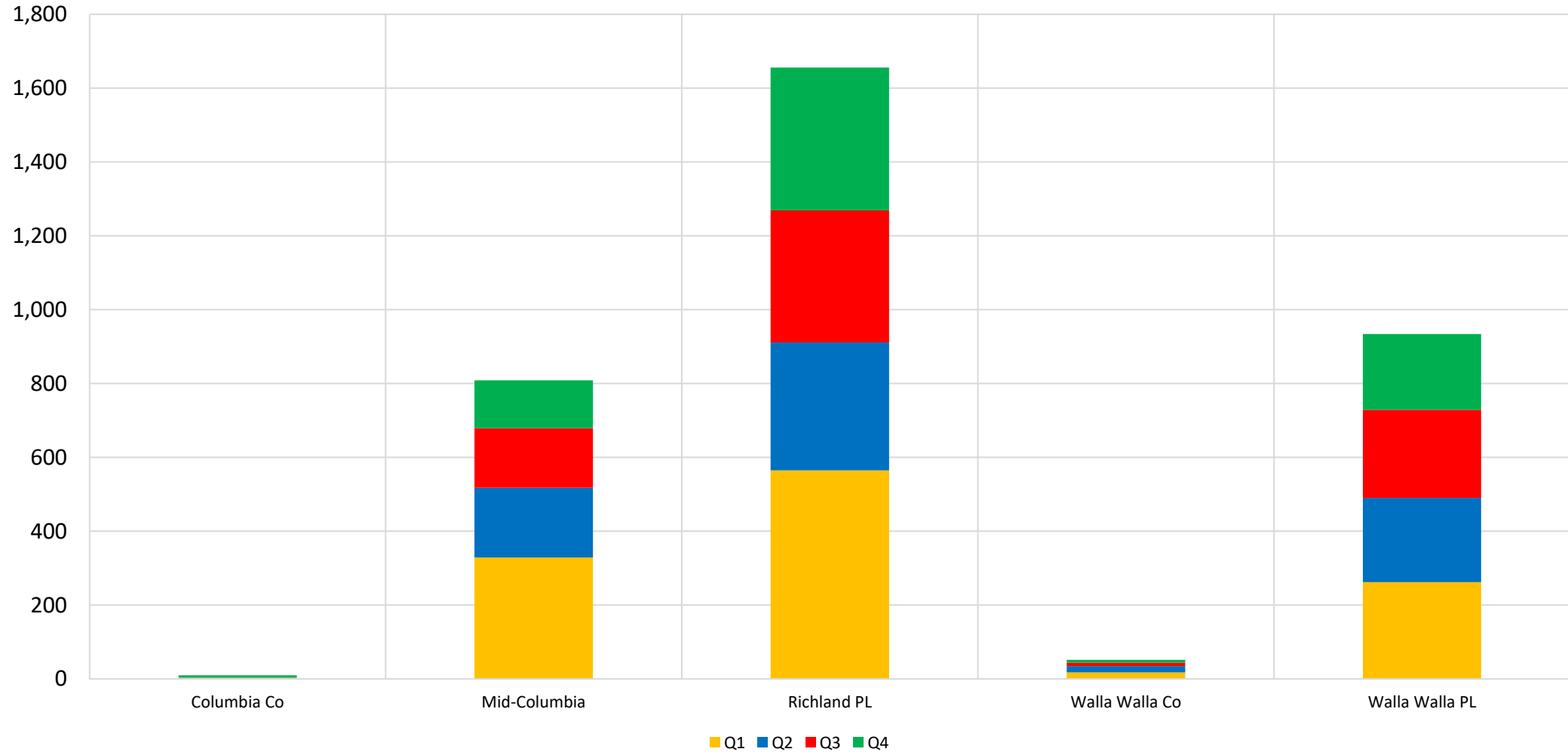
## **Resources**

**Can neighboring libraries supplement our collection and vice versa?**

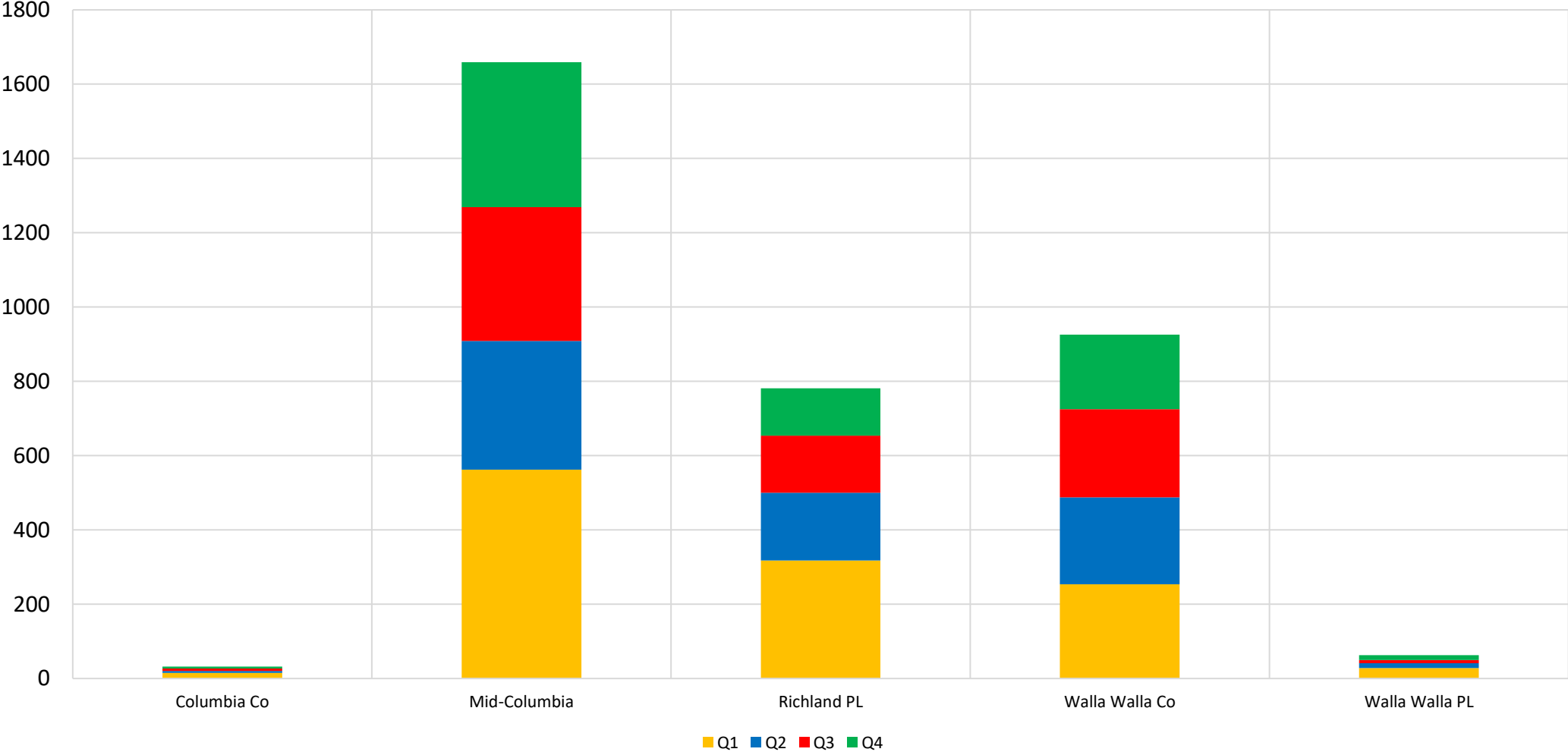
## **Values**

**Does reciprocal borrowing align with our values?**

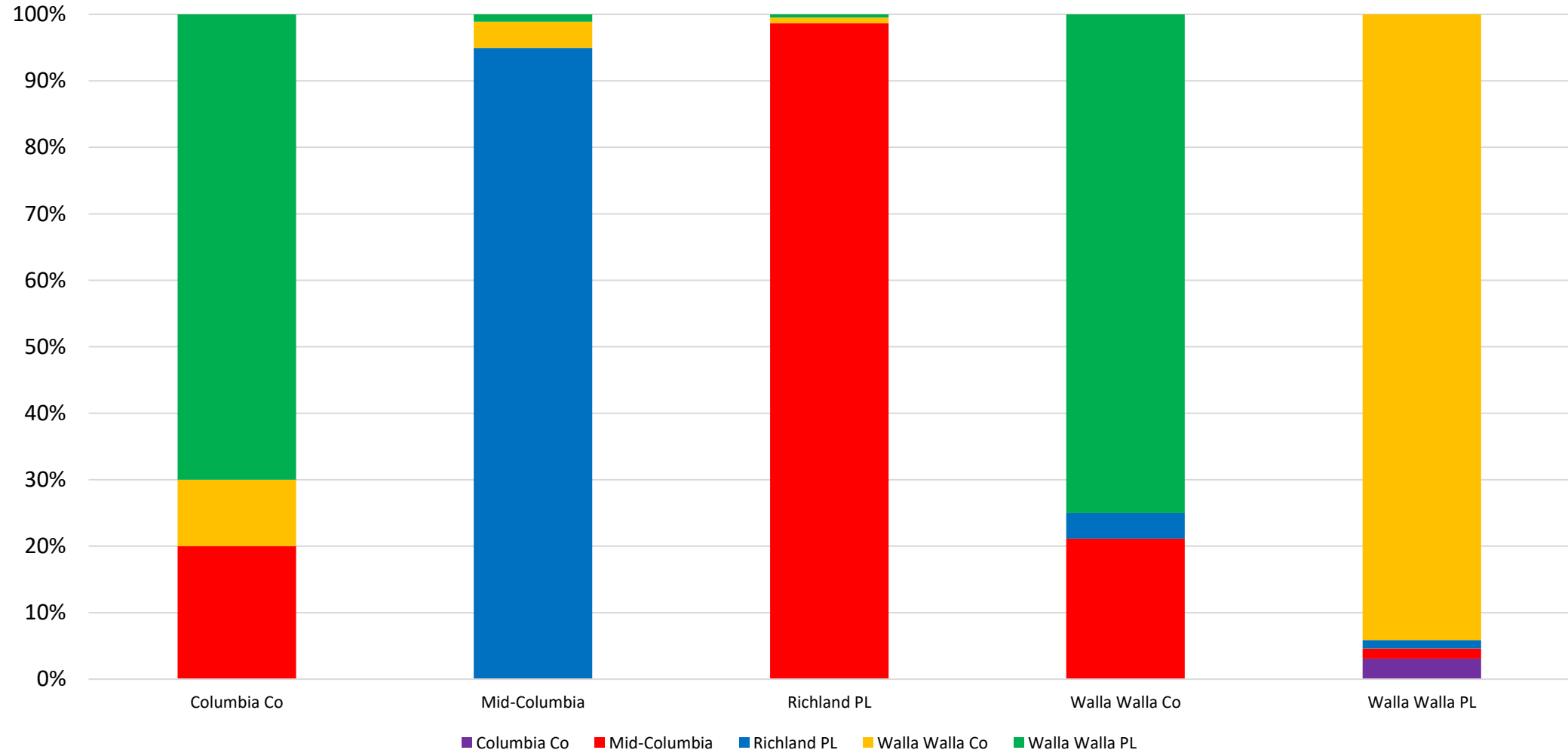
# Reciprocal Cards by "Issuing" Library



# Reciprocal Cards by Borrower's Home Library



# Composition of Reciprocal Cards Issued - 2025

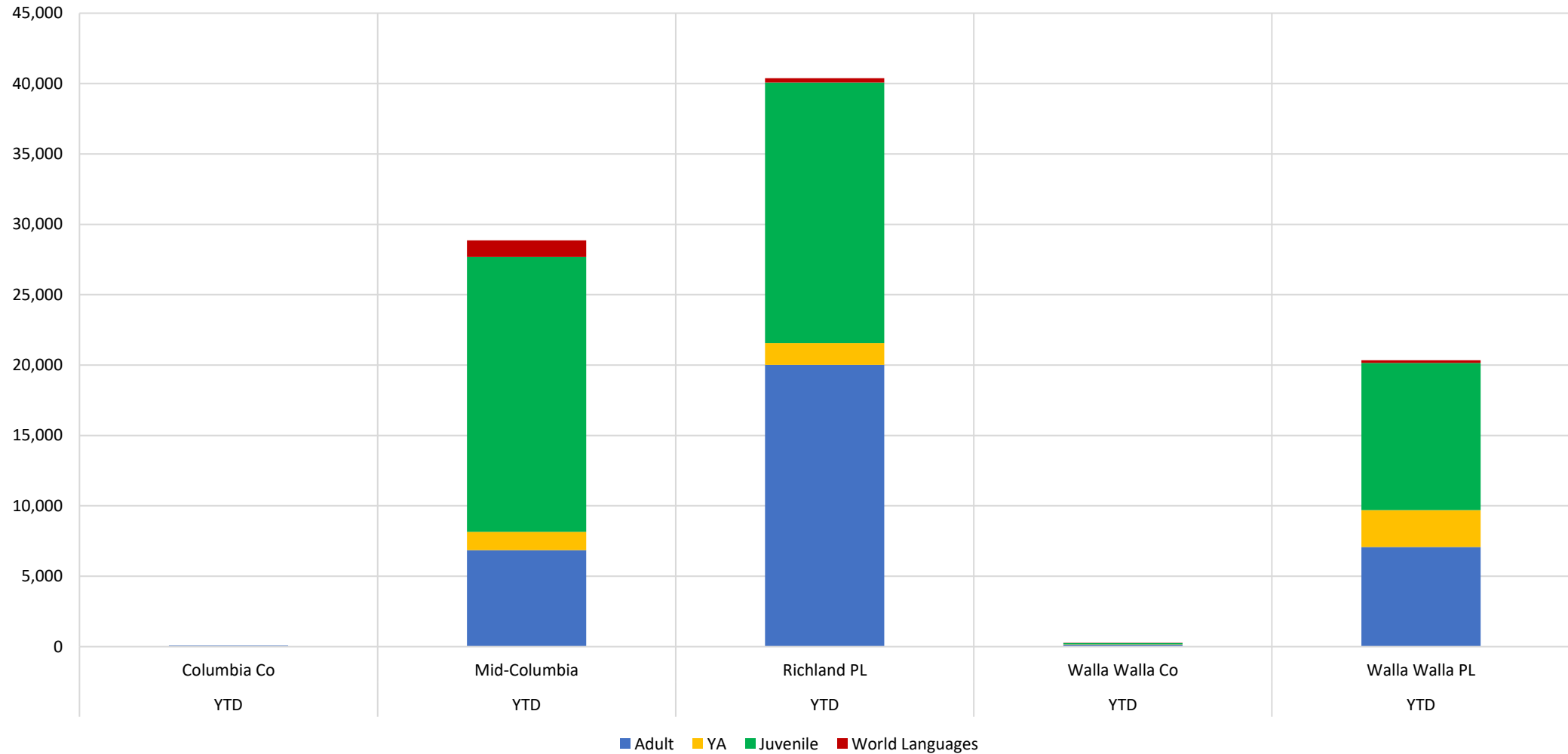


## *Notes – Issuing Libraries*

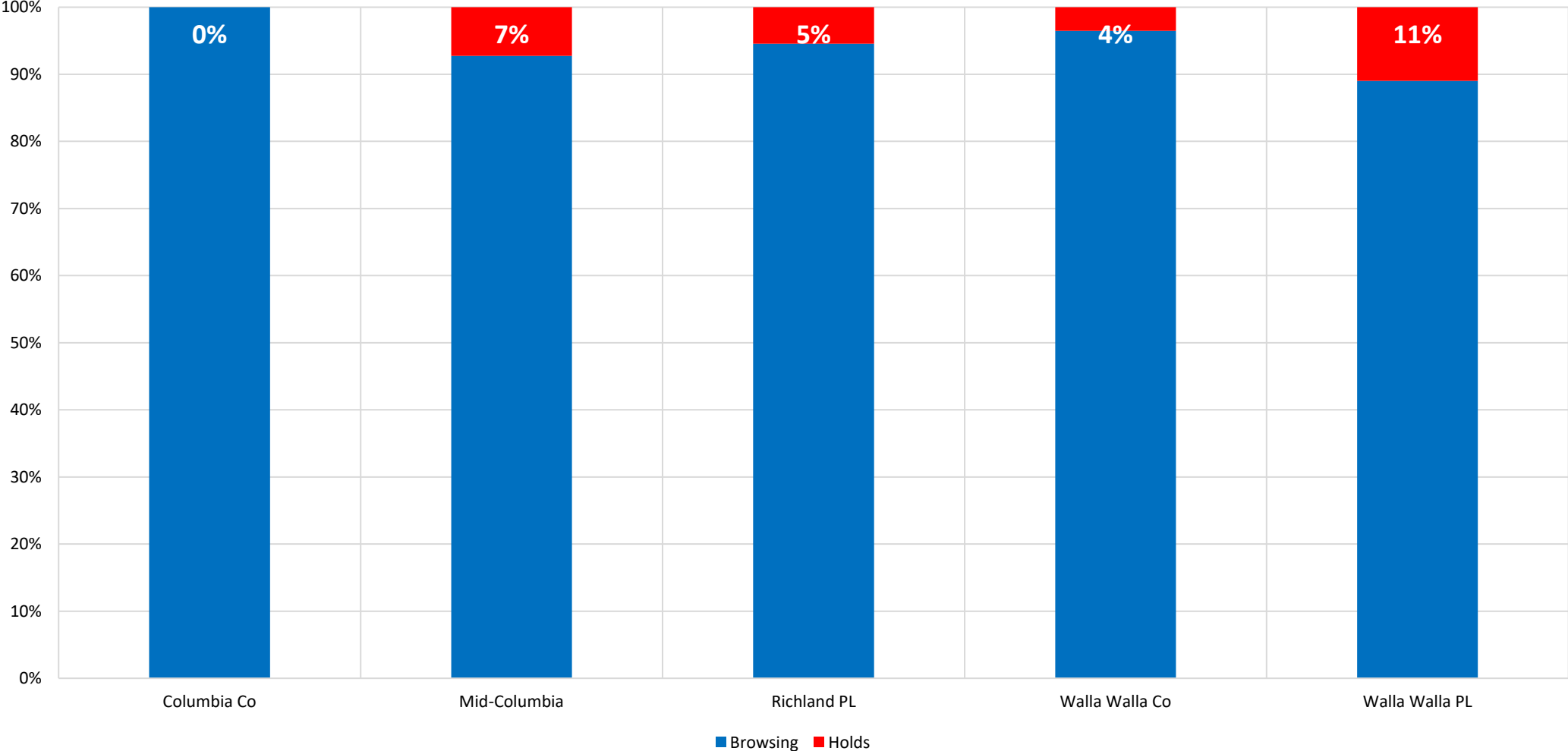
1. Richland PL issued 1632 cards to Mid-Columbia residents
2. Walla Walla PL issued 879 cards to Walla Walla Co residents
3. Mid-Columbia issued 767 cards to Richland residents
4. Walla Walla Co issued 39 cards to Walla Walla residents
5. Columbia Co issued 7 cards to Walla Walla residents



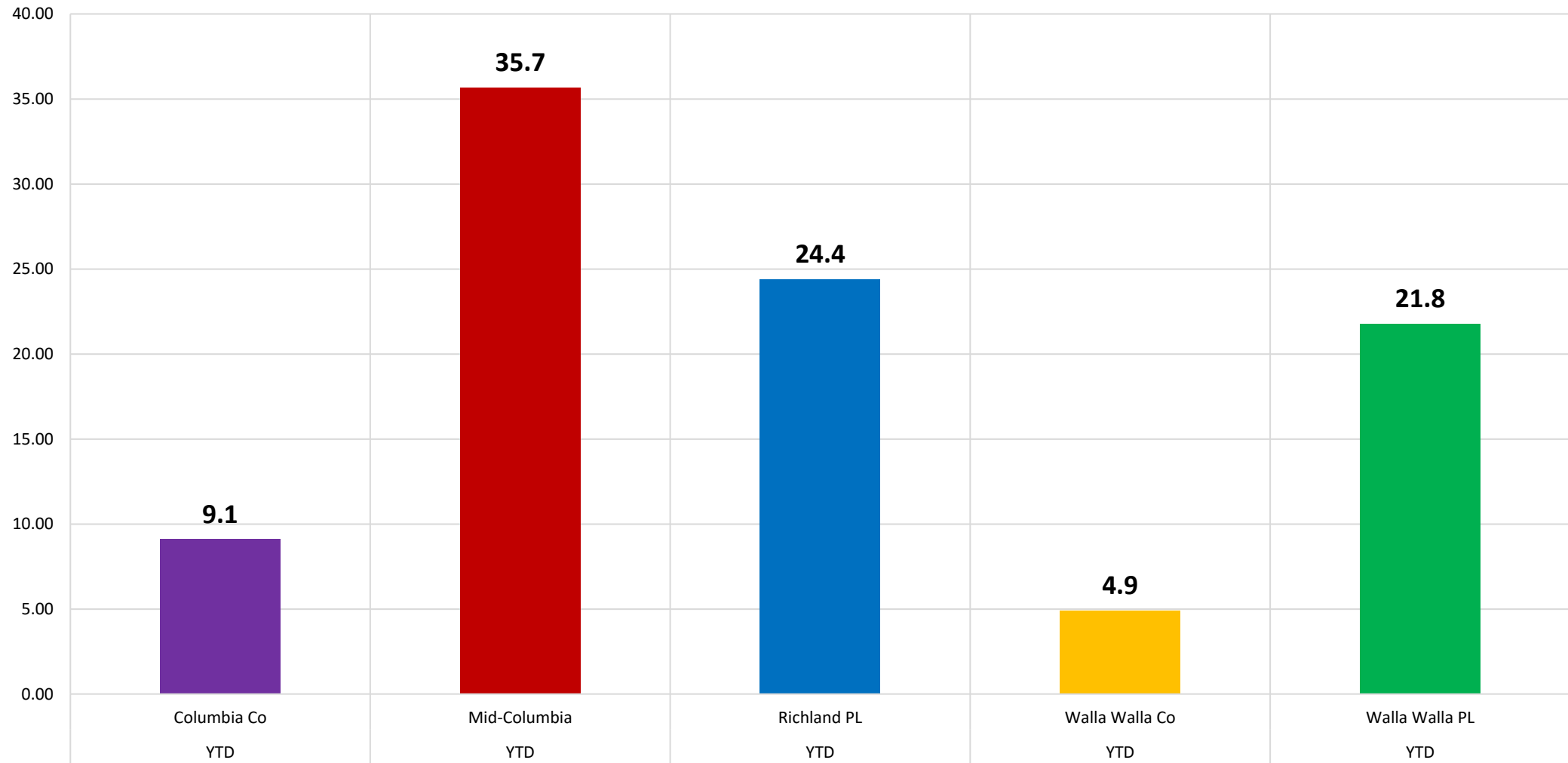
# Total Reciprocal Borrowing Circulation - 2025



# Circulation - Browsing v Holds



# Circulation per Card - 2025



# Reciprocal Borrowing – 2025

	Reciprocal Cards	Service Population Composition	vs Reciprocal Cards	Active Accounts Composition	vs Reciprocal Cards
<b>Columbia Co</b>	1%	1%	0%	1%	0%
<b>Mid-Columbia</b>	48%	68%	-20%	63%	-15%
<b>Richland PL</b>	23%	16%	+7%	26%	-4%
<b>Walla Walla Co</b>	27%	7%	+20%	1%	+25%
<b>Walla Walla PL</b>	2%	9%	-7%	9%	-7%

# Moving from Pilot Project - Proposal

	<b>2024 Pilot Agreement</b>	<b>2026 Proposed Agreement</b>	<b>Significance</b>
<b>Program Framing</b>	Explicitly labeled as a <i>Pilot Project</i>	Pilot language removed; established as ongoing program	Moves from experimental to ongoing
<b>Purpose Clause</b>	Designed to <i>measure use and impact</i> and evaluate before long-term adoption	Designed to <i>facilitate sharing resources</i>	Removes evaluation mandate; focuses on operations
<b>Term</b>	Fixed term: Jan 1, 2025 – April 30, 2026	Perpetual; remains in effect indefinitely	Major shift to permanent interlocal
<b>Expiration</b>	Automatic expiration date	No expiration; continues until withdrawal	Eliminates sunset

# *Moving from Pilot Project - Proposal*

	<b><i>2024 Pilot Agreement</i></b>	<b><i>2026 Proposed Agreement</i></b>	<b><i>Significance</i></b>
<b>Reporting Frequency</b>	Quarterly reporting	Biannual reporting?	Reduces administrative burden
<b>Review Requirement</b>	Directors must report before project end	Directors submit annual review by Jan 31 each year	Ongoing oversight vs. end-of-pilot evaluation
<b>Dispute Resolution</b>	Court action in Benton County Superior Court	Binding arbitration under RCW 7.04A	Significant legal procedural shift
<b>Withdrawal Terms</b>	30 days written notice	30 days written notice, without cause or penalty	Clarifies exit flexibility

# *Moving from Pilot Project - Proposal*

- *All other aspects of the agreement stay the same- nothing changes for customers.*
- *Anything we're missing?*



**GREAT RIVERS LIBRARIES INTERLOCAL AGREEMENT  
BETWEEN**

**THE CITY OF RICHLAND, THE CITY OF WALLA WALLA, COLUMBIA COUNTY RURAL  
LIBRARY DISTRICT, MID-COLUMBIA LIBRARIES, AND WALLA WALLA COUNTY RURAL  
LIBRARY DISTRICT TO ESTABLISH RECIPROCAL LIBRARY BORROWING**

This interlocal agreement (the “Agreement”) is made this \_\_\_\_\_ day of \_\_\_\_\_, 2026, between the City of Richland, the City of Walla Walla, Columbia County Rural Library District, Mid-Columbia Libraries, and Walla Walla County Rural Library District (collectively “Participating Libraries”).

**Whereas**, the Cities of Richland and Walla Walla maintain public libraries, which desire to expand the opportunities for its library patrons to utilize library services when they are outside of their respective cities; and

**Whereas**, the special purpose districts of Columbia County Rural Library District (CCRLD), Mid-Columbia Intercounty Rural Library District (dba Mid-Columbia Libraries, MCL), and Walla Walla County Rural Library District (WWCRLD) maintain public libraries, which desire to expand the opportunities for its library patrons to utilize library services when they are outside of their respective jurisdictions; and

**Whereas**, the Board of Trustees of the Richland Public Library, the Board of Trustees of the Walla Walla Public Library, the Columbia County Rural Library District Board of Trustees, the Mid-Columbia Libraries Board of Trustees, and the Walla Walla County Rural Library District Board of Trustees find that it is in the best interests of their respective libraries to establish and maintain a reciprocal borrowing process that would allow their respective patrons to borrow library materials in-person from the other participating libraries under the same conditions that apply to resident patrons (excluding non-resident charges for library services); and

**Whereas**, all parties understand that reciprocal borrowing is not a replacement for, but rather a supplement to, the services their libraries provide,

IT IS NOW THEREFORE AGREED BY THE PARTIES AS FOLLOWS:

1. **Purpose.** The purpose of this Agreement is to facilitate the sharing resources with neighboring libraries through reciprocal borrowing.
2. **Term.** This Agreement shall commence on \_\_\_\_\_ 2026. It shall be perpetual and remain in effect indefinitely, subject to each Participating Library’s right to withdraw per §15.
3. **Effective date.** This Agreement does not require the signatures of all parties to be effective as to those parties that have executed it. If less than all parties have executed this Agreement, then the terms hereof shall be interpreted as to apply only to the parties that have executed this Agreement. Regardless of the date of this Agreement set forth at the top of page 1, the

actual effective date of this Agreement for each individual party shall be the date that party executed it and posted the Agreement on its website or filed it with the county auditor.

4. **Definitions.** For the purposes of this Agreement, the following terms shall have the following meanings:
  - a. A "Resident Cardholder" shall refer to a library cardholder who resides within the city limits of the City of Richland, the city limits of the City of Walla Walla, the district service area of CCRLD, the district service area of MCL, or the district service area of WWCRDL as well as those entitled by the library policies of each library to resident library cards.
  - b. "Owning Library" refers to the library that owns the item to be checked out.
5. **Specific Provisions.** The Resident Cardholders of one Participating Library's service area may obtain a library card permitting the use of any other Participating Library's facilities and services, without payment of a non-resident fee, under the following conditions:
  - a. The current policies and procedures for the provision of library services of each Participating Library shall remain in effect, with no coordination or standardization required, and specifically including the following provisions:
    - i. Library materials placed on hold must be picked up by the library cardholder at the Owning Library.
    - ii. Library Materials must be returned to the Owning Library.
    - iii. Participating libraries may set borrowing and holds limits specific to cards issued by this Agreement.
    - iv. The cards issued pursuant to this Agreement shall expire when this Agreement's term ends, unless otherwise agreed by the Participating Library that issued the card.
  - b. A Resident Cardholder of any Participating Library shall be entitled to borrowing privileges of physical materials at other Participating Libraries, as well as access to digital databases. The borrowing of digital content (e.g. eBooks and eAudiobooks) and access to licensed streaming content (e.g. Kanopy, Hoopla) shall be excluded from this Agreement.
  - c. Each Participating Library shall provide information, on a biannual basis, to the other Participating Libraries on:
    - i. The number of cards issued pursuant to this Agreement,
    - ii. The composition of the cards issued pursuant to this Agreement by residence of cardholder per §4.a, and
    - iii. The number and general composition of items checked out from their respective libraries by cards issued pursuant to this Agreement.
6. **Review and Administration.** The Directors/Managers of participating libraries shall be the administrators of this Agreement. They will submit a report to their respective boards no later than January 31 each year, reviewing the previous 12-month usage, per §5. c. This Agreement does not create a separate legal or administrative entity.

7. **Financing and Property.** Each party will bear its own cost of performing under this Agreement. No jointly owned real or personal property will be acquired, held, or dispositioned related to this cooperative undertaking, and no budget will be adopted.
8. **Amendment.** This Agreement may be modified only by further written agreement executed by all parties.
9. **Dispute Resolution.** If a dispute arises from or relates to this Agreement or the breach thereof, and if the dispute cannot be resolved through direct discussions between the respective Directors/Managers of each participating library within thirty (30) days, any party may pursue the remedies in section §10 below.
10. **Applicable Law-Venue.** This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. In the event a dispute cannot be resolved in accordance with §9 above or by a party withdrawing from this Agreement pursuant to §15 below, then the dispute shall be resolved in binding arbitration pursuant to RCW 7.04A at a mutually agreed location in Benton County, Washington. In the event the parties are unable to agree upon an arbitrator, the same shall be selected by the presiding judge for the Benton County Superior Court at the request of either party. The mandatory arbitration rules, as implemented in Benton County Superior Court, shall be binding as to procedure. The arbitrator shall have the authority to award attorney fees and costs, including the arbitrator's fees, to the prevailing party if the arbitrator deems it appropriate.
11. **Waiver.** No waiver of any right under this Agreement shall be effective unless made in writing by the authorized representative of the Party to be bound thereby.
12. **Concurrent Originals.** This Agreement may be executed in five or more counterparts, each which shall be deemed an original, but all of which together shall constitute one and the same instrument. This Agreement may also be executed by electronic means.
13. **Ratification and Confirmation.** Any acts consistent with the authority granted by this Agreement that were taken prior to the effective date of this Agreement are hereby ratified and confirmed.
14. **Severability.** If any term, provision, covenant, or condition of this Agreement is held by a court of competitive jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated as a result of such decision.
15. **Withdrawal from Agreement.** Any participating library may leave the Reciprocal Borrowing Agreement without cause and without penalty upon giving 60 days written notice to the other Participating Libraries. Notice shall be directed to the remaining Directors/Managers of the participating libraries.

16. **Other Reciprocal Borrowing Agreements.** This Agreement shall not prevent a Participating Library from entering into a similar reciprocal borrowing agreement with a library that is not a party to this Agreement.

17. **Entire Agreement.** This Agreement constitutes the entire understanding of the parties. It supersedes any oral representations that are inconsistent with or modify its terms and conditions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date first written above.

CITY OF RICHLAND:

CITY OF WALLA WALLA:

\_\_\_\_\_  
By: City Manager  
Date: \_\_\_\_\_

\_\_\_\_\_  
By: City Manager  
Date: \_\_\_\_\_

Attest:  
  
\_\_\_\_\_  
Library Director

Attest:  
  
\_\_\_\_\_  
Library Director

COLUMBIA COUNTY  
RURAL LIBRARY DISTRICT:

MID-COLUMBIA  
LIBRARIES:

\_\_\_\_\_  
By: Chair, Board of Trustees  
Date: \_\_\_\_\_

\_\_\_\_\_  
By: Chair, Board of Trustees  
Date: \_\_\_\_\_

Attest:  
  
\_\_\_\_\_  
Library Director

Attest:  
  
\_\_\_\_\_  
Library Director

WALLA WALLA COUNTY  
RURAL LIBRARY DISTRICT:

\_\_\_\_\_  
By: Chair, Board of Trustees  
Date: \_\_\_\_\_

Attest:  
  
\_\_\_\_\_  
Library Director