



Agenda

Library Board Meeting
Tuesday, April 14, 2026
955 Northgate Drive

Regular Meeting - 5:30 p.m.

Call to Order/Attendance

Approval of Agenda (Approved by Motion)

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

Approval of Minutes (Approved by Motion)

1. Approval of the March 10, 2026 Library Board Meeting Minutes
- Kylie Christian, Administrative Assistant

Richland Public Library Updates

2. Library Manager's Report and Library Statistics for March 2026
- Christopher Nulph, Library Manager

Approval of Bills (Approved by Motion)

3. March 1, 2026 through March 31, 2026 Claims for Payment
- Christopher Nulph, Library Manager

Unfinished Business

4. Recruiting Library Board Members
- Karen Buxton, Library Board Member

New Business

5. Meeting Room Policy
- Christopher Nulph, Library Manager

Agenda Items for Upcoming Board Meeting

Adjournment

Richland City Hall is ADA accessible. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (Ch. 42.30 RCW) Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 509-942-7389.



MINUTES

Richland Public Library Board
Tuesday, March 10, 2026
Richland Public Library ~ Conference Room A
955 Northgate Drive

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 | Present |
| Board Member Buxton | Present |
| Board Member Fisher | Present |
| Board Member Isakson | Absent |
| Council Liaison Maier | Present |

Also present were Library Manager Nulph, Librarian Mary Brown-Elmore, and Administrative Assistant Christian.

Approval of Agenda

BOARD MEMBER BUXTON MOVED AND VICE-CHAIR PICKEL 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 JANUARY 13, 2026 AS PRESENTED. MOTION CARRIED 4-0.**

Richland Public Library Updates

2. Richland Public Library Staff Update

Community Engagement Librarian Mary Brown-Elmore discussed the reoccurring programs that she hosts throughout the year. Mary also creates different bulletin boards displays around the library. These are changed monthly and each display reflects events for the month.

3. Library Manager's Monthly Report and Library Statistics Report from February 2026

The Lawn soft-opened on February 23 and the grand opening celebration was March 7, and had a great turnout.

The celebration of the library's 75th anniversary is on Friday, May 1, 4:30 p.m. to 7:30 p.m. There will be celebrations from each decade that the library has been opened.

The Community Engagement team has done a great job with the current supervisor's vacancy in the department. Community Engagement team members and library supervisors have been taking on the extra tasks while a replacement is found.

Public Comments

None.

Approval of Bills

4. **BOARD MEMBER BUXTON MOVED AND VICE-CHAIR PICKEL SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR JANURAY 2026 IN THE AMOUNT OF \$358,490.39. THE MOTION CARRIED 4- 0.**

BOARD MEMBER BUXTON MOVED AND VICE-CHAIR PICKEL SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR FEBRUARY 2026 IN THE AMOUNT OF \$137,623.39. THE MOTION CARRIED 4- 0.

Unfinished Business

5. Recruiting Library Board Members

Board Member Buxton created a one-page summary of the roles and responsibilities of a Richland Public Library Board of Trustee member. The idea is to have a member of the Library Board at various library events or outreach to educate and recruit future board members.

New Business

6. Library Board Presentation to Council

Chair Hernandez will be sharing the Board of Trustees 2025 Operating Report to Council on March 17, 2026.

7. Library Capital Improvement Program –

The library plans to apply for the Library Capital Improvement Program Grant with a vote from the Board endorsing the application. The grant will provide play equipment for The Lawn. The grant will be presented to Council on March 17, 2026. If approved by both the Library Board and Council, the library will move forward with submitting the application for the grant.

CHAIR HERNANDEZ ASKED FOR MOTION TO APPROVE THE LIBRARY APPLYING FOR THE CAPITAL IMPROVEMENT PROGRAM GRANT PENDING CITY COUNCIL APPROVAL. VICE-CHAIR PICKEL MOVED AND BOARD MEMBER BUXTON SECONDED THE MOTION. THE MOTION CARRIED 4-0.

8. Reciprocal Borrowing Agreement

The reciprocal borrowing agreement was presented for Board approval. This agreement will then go to City Council for approval on March 17, 2026.

BOARD MEMBER FISHER MOVED AND BOARD MEMBER BUXTON SECONDED THE MOTION TO APPROVE THE RECIPROCAL BORROWING AGREEMENT AS IS. THE MOTION CARRIED 4-0.

Agenda Items for Upcoming Board Meeting

Adjournment

Chair Hernandez adjourned the meeting at 6:29 P.M.

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APPROVED:

ATTEST:

Cara Hernandez, Library Board Chair

Kylie Christian, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



LIBRARY BOARD AGENDA ITEM STAFF REPORT

Meeting Date: 4/14/2026

Agenda Category: Richland Public Library Updates

Prepared By:

Christopher Nulph, Library Manager

Subject

Library Manager's Report and Library Statistics for March 2026

| Department/Office | Ordinance/Resolution Number | Document Type |
|-------------------|-----------------------------|---------------|
|-------------------|-----------------------------|---------------|

Parks & Public Facilities

350

Library Board Item

Recommended Motion

Discussion only.

Summary

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

Attachments

1. 2026.04.14 Library Manager's Report
2. March 2026 Library Statistic Report



LIBRARY MANAGER'S REPORT
Richland Public Library Board
April 14, 2026

State of Library Services

As a reminder, our 75th anniversary event will take place May 1 from 4:30-7:30. We encourage the Board to attend and to help spread the word about this event.

The grand opening of The Lawn went well. The weather was great, attendance was strong, and it was an excellent highlight of our support Boards. Our attendance for the day was 1,082, which is huge number for a Saturday. Typically, we see around 500-600 patrons on Saturdays.

The playground grant for The Lawn has been submitted. To recap, we are asking for \$181,620 in matching funds from the State. The Foundation has committed to providing \$157,930 towards this project and the City is committed to bring \$23,690 in matching contingency funds to the application. From here, we will have an idea if the project is on the awarded list in October 2026. If we make that list, the funds would become available after the State budget is set in early 2027. Funds would then become available in the summer of 2027. If awarded, our plan is to do construction at the end of 2027 and early 2028 to prepare for opening by spring 2028.

The SBDC has come to us about having a venue for small business drop-in support. We have provided them with space in the Richland Room Mondays and Wednesdays through May for this service. Patrons may receive assistance 9-5.

We have added a new museum to our Tumbleweed Tourist collection: The Heritage Station Museum. This museum tells the story of the region and is housed in the historic 1909 Pendleton train depot. The museum provides free access to 2 adults and 4 children per visit.

Our library will be participating in a west coast initiative: One Book, One Coast. This is organized by libraries in California, Oregon, and Washington and encourages patrons to read *They Called Us Enemy* by George Takei. The Washington Anytime Library has arranged access so many users can read this title through Libby at once. This will culminate in an author talk with George Takei on May 31. Patrons may attend the virtual program in person at our library or access the digital link in our event calendar listing.

The yearly State Library statistical survey has opened. This occurs yearly and allows us to record our statistics for comparison with other libraries in the state. Published data can be found through the State Library's website. It often takes some time to publish and shows up late in the year.

Friends of the Library Update

The Friends of the Library book sale is coming this month! Be sure to check them out April 22-25.

Library Foundation

The Foundation has provided their letter of support for the grant application. Their partnership has been critical to the strength of this application.

Staffing Updates

The Library Supervisor position has finished interviewing, and HR is presently working on hiring our top candidate. No start date has been set as of writing this.

We have interviewed for two User Experience Library Assistant (intermittent) positions and have made our selections. HR is working on the hiring process for these candidates. The one Community Engagement Library Assistant (intermittent) position will be undergoing interviews this week.

Library Statistics

Gate counts for March saw a large increase, which is typical as we approach the warmer season. Numbers were assisted by the successful Lawn grand opening in early March. Compared to 2025, our gate numbers are almost identical. This continues to reinforce that we are moving from a steady growth trend to a sustained high demand trend. Physical circulation follows this trend with a usual increase from February to March.

In terms of space usage, we see numbers that echo the gate trend. Meeting room usage and study room usage is quite similar compared to 2025 as we start to consistently see high usage in a resource with a defined amount of availability and little room for growth remaining. Statistics like these will transition from growth to maintaining high demand.

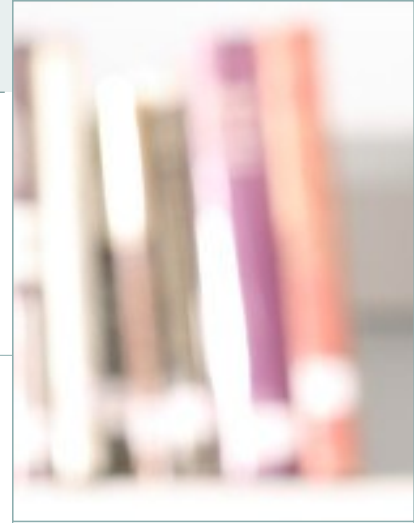
Program statistics, which do lag beyond our reporting cutoff, show similar numbers to 2025, which is encouraging given the vacancy at Supervisor. In fact, through February, we have had about the same number of events with 400 more patrons in attendance total. This reflects the team's continued hard work to maintain community engagement output despite the vacancy.

Digital circulation rose with the gains mainly centered around eaudio. We saw eaudio usage increase in Hoopla by about 250 and Libby by about 1,000 circulations. Ebook use remains relatively the same as February.

RICHLAND PUBLIC LIBRARY



March 2026 Statistics Report for the April Board Meeting



SUMMARY

We held or hosted the following programs this month.

- Sunday, March 1: Draw-a-Thon (Day 3 of 3)
- Tuesday, March 3: Singing Strings Ukulele Club
- Friday, March 6: Story Time at Goethals Park
- Saturday, March 7: The Lawn Ribbon Cutting; Story Time on The Lawn; Team Battelle Math Tutoring; “Holi: Festival of Colors”
- Sunday, March 8: Battle Vest Workshop
- Monday, March 9: LGBTQIA+ Craft Social; B Reactor Museum Association Presentation
- Tuesday, March 10: “Ostereierbaum: Easter Egg Tree”
- Thursday, March 12: “Spring Crafts and Coloring”; “Nintendo Switch with the Teen Librarian”
- Friday, March 13: Story Time on The Lawn; “Game Time Fridays”
- Saturday, March 14: Team Battelle Math Tutoring; “Are You Afraid of the Art?” Craft Program
- Monday, March 16: DSHS Mobile Office
- Tuesday, March 17: Singing Strings Ukulele Club
- Friday, March 20: Preschool STEAM
- Saturday, March 21: Parenting Together Support Group; Team Battelle Math Tutoring; Ashley Erdely Author Visit
- Sunday, March 22: “Ask Death Doulas”
- Wednesday, March 25: Preschool STEAM
- Thursday, March 26: '60s Vinyl Painting
- Saturday, March 28: Team Battelle Math Tutoring; Silent Book Club
- Sunday, March 29: Matching Astronomies of Easter and Exodus

We held a “Family Movies of the 1950s” showing of *Lady and the Tramp* (1955), *Cinderella* (1950), and *Alice in Wonderland* (1951) on Saturday, March 14. We held a screening of *Whip It* (2009) with the Atomic City Roller Derby team on Thursday, March 19. We held a Sensory Sunday Matinee showing of *Lady and the Tramp* and *Alice in Wonderland* on Sunday, March 22. We held a Monday Movie showing of *A Clockwork Orange* (1971) on March 23. The Jane Austen Book Club watched *Bride and Prejudice* (2004) on Thursday, March 26. Our Cereal (Serial) Book Club for fourth through sixth graders met on Tuesday, March 24, to discuss the “39 Clues” series.

Our busiest day this month was Saturday, March 7, with 1,082 patrons visiting the library. We held a ribbon cutting for The Lawn, Story Time on The Lawn, and our extremely popular “Holi: Festival of Colors” program that day.

MARCH STATISTICS

- Overall Circulation with Renewals: **76,720**
- Digital Circulation: **21,594**
- Physical Items Checked Out: **37,193**
- Physical Items Renewed: **17,933**
- Holds Filled: **4,066**
- Hoopla Circulation: **4,379**
- Kanopy Circulation: **25,639 minutes, using 414 tickets**
- OverDrive Circulation: **16,801**
- New Library Card Accounts: **451**
- Gate Count: **19,737**
- Busiest Day: **1,082 (Saturday, Mar. 7)**

CHILDREN'S PROGRAMS

Story Times at the Library

Children's Services Librarian Kelly, Librarian Joyce, and Library Assistant Tanya held Tuesday evening story times at 6 p.m. on March 3, 10, 17, 24, and 31; Wednesday morning active story times at 10 a.m. on March 4, 11, 18, and 25; Thursday morning baby story times at 10 a.m. on March 5, 12, 19, and 26; and Friday morning preschool story times on March 6, 13, 20, and 27. The Tuesday evening story times were followed by "Meet Our Therapy Dogs!" sessions, and therapy dogs also visited after the Wednesday and Friday morning story times.

Story Time at Goethals Park

Kelly held a Story Time at Goethals Park from 10 to 10:45 a.m. on Friday, March 6. Our calendar invitation said, "We will read a story or two and then have an activity to explore the park a little bit. Story lovers of all ages welcome." She had 81 patrons attend this fun program.

Story Times on The Lawn

Kelly held a special Story Time on The Lawn at 10:15 a.m. on Saturday, March 7, after the ribbon cutting. Sixty-five patrons enjoyed listening to stories and rhymes; played with oversized toys, including the big blue blocks, giant chess, and a colorful Tetris building game; and visiting with therapy dogs. She held another Story Time on The Lawn at 10 a.m. on Friday, March 13, with 70 patrons attending.



Spring Crafts and Coloring

Kelly held a "Spring Crafts and Coloring" program in the Collaboratory from 1 to 3 p.m. on Thursday, March 12. Our calendar invitation said, "We will have several crafts and some coloring sheets out for you to make and take home. Please join us for relaxing and creative fun!" Forty-six patrons attended.

Preschool STEAM

Kelly held drop-in Preschool STEAM programs from 11 a.m. to 12:30 p.m. on Friday, March 20, and Wednesday, March 25. Preschoolers were encouraged to play with STEAM toys in the Children's Department.

Author Visit: Ashley Erdely

We hosted Ashley Erdely, the author of *Wildflowers of the Pacific Northwest for Kids*, for a visit from 2 to 3:30 p.m. on Saturday, March 21. Representatives from the Benton Conservation District and the Columbia Basin Native Plant Society brought educational activities, teaching kids about native plants and making seed balls. Thirty-seven patrons attended.

Cereal (Serial) Book Club

The Cereal (Serial) Book Club for fourth through sixth graders met from 4 to 5:30 p.m. on Tuesday, March 24. This month, Community Engagement Librarian Johanna led the group as they discussed books from the "39 Clues" series. Cereal snacks and craft supplies were generously provided by the Friends of the Richland Public Library. Five patrons attended.



ALL-AGES PROGRAMS

Draw-a-Thon

Adult Services Librarian Gavin held an all-ages Draw-a-Thon craft program in the Collaboratory from Friday, February 27, through Monday, March 1. Patrons could enjoy free drawing, attend quick sketch and drawing workshops, or respond to prompts. We estimate that 180 patrons came to participate over the three days.

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, March 3 and 17.

“The Lawn” Ribbon Cutting

We held a ribbon cutting ceremony at 10 a.m. on Saturday, March 7, to celebrate the opening of our new outdoor program, work, and play space: The Lawn. Speakers included Library Manager Chris, City Council Liaison Kurt Maier, and Richland Public Library Foundation President Alan Rither. Sixty-five patrons attended. This new outdoor space will be used regularly for story times and programs.

Holi: Festival of Colors

We held an extremely popular “Holi: Festival of Colors” celebration with the Hindu Society of Eastern Washington from 1 to 4 p.m. on Saturday, March 7. Librarian Mary coordinated, planned, and led this event with members of the Hindu Society. Johanna, Tanya, Library Page Nelibeth, and Intern Rilla helped with different crafts and activities. Our calendar said, “This vibrant, family-friendly event will feature colorful crafts, classic and folk dances, tasty treats, a photo booth, and the chance to play with colors as we welcome spring and celebrate joy, community, and renewal.”

Patrons enjoyed crafts and treats in the Collaboratory, watched traditional folk dances in the Doris Roberts Gallery, and celebrated with a color toss on The Lawn. We also had festive photo booths and themed coloring pages in the conference rooms. We had 150 patrons attend.

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 March 7, 14, 21, and 28.

“Game Time Fridays”

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



ALL-AGES PROGRAMS (CONTINUED)

“Ostereierbaum: Easter Egg Tree”

Mary held a special craft program in the Collaboratory from 6 to 7:30 p.m. on Tuesday, March 10. Our calendar invitation said, “Join us as we decorate egg ornaments! *Ostereierbaum* is the German tradition of decorating trees and bushes with eggs for Easter, a tradition that was celebrated during the early years of the Richland Public Library and one that will be recreated for our 75th Anniversary.” Twenty-five patrons attended.

Family Movies of the 1950s

Johanna held a family showing of *Lady and the Tramp* (1955), *Cinderella* (1950), and *Alice in Wonderland* (1951) in the Doris Roberts Gallery from 12 to 4:15 p.m. on Saturday, March 14, with assistance from Rilla. Our calendar said, “It's our 75th anniversary, so this year we're taking a movie journey to revisit some of the amazing family movies that have been enjoyed by our patrons through the decades! ” Light snacks and movie licensing were generously provided by the Friends of the Richland Library. We had 57 patrons attend.

Movie Screening: *Whip It*

We held a screening of *Whip It* (2009) with special guests from the Atomic City Roller Derby team in the Doris Roberts Gallery from 5 to 7:30 p.m. on Thursday, March 19. Fifty patrons attended.

Sensory Sunday Matinee

Mary held Sensory Sunday Matinee showings of *Lady and the Tramp* (1955) and *Alice in Wonderland* (1950) from 12 to 4 p.m. on Sunday, March 22. Ten patrons attended.



TEEN PROGRAMS

Nintendo Switch with the Teen Librarian

Teen Services Librarian Alyssa held a program in the Teen Reactor from 4:30 to 5:30 p.m. on Thursday, March 12. She invited teens to come enjoy snacks, see if they could beat her at Mario Kart, and talk about future programs they would like the library to offer for teens.

‘60s Vinyl Painting

Alyssa held a '60s Vinyl Painting craft program in the Collaboratory from 5 to 6:30 p.m. on Thursday, March 26. Our calendar said, “Come get groovy as we celebrate RPL's 75th anniversary! Listen to some vinyl records and decorate your own to take home.”

ADULT PROGRAMS

Battle Vest Workshop

Gavin held a Battle Vest Workshop from noon to 4 p.m. on Sunday, March 8, in the Collaboratory. Patrons ages 16 and older were encouraged to bring patches and other décor, and we had sewing machines and a grommet press for them to use. Fourteen patrons attended.

LGBTQIA+ Craft Social

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

ADULT PROGRAMS (CONTINUED)

BRMA Lecture: “Dr. Chien-Shiung Wu and the Saving of the B Reactor”

We hosted the B Reactor Museum Association for a lecture from 6 to 7:45 p.m. on Monday, March 9, in the Doris Roberts Gallery. Historian and docent Megan Simpson gave a presentation about Dr. Chien-Shiung Wu, the brilliant physicist whose research on radioactive xenon helped identify the cause of the unexpected B Reactor shutdown that occurred shortly after startup.

“Are You Afraid of the Art?”

Tanya held an “Are You Afraid of the Art?” craft program from 1 to 2:30 p.m. on Saturday, March 14, to encourage patrons ages 16+ to explore basic art concepts like moving pens and markers on paper, and using color. Sixteen patrons attended.

“Ask Death Doulas”

We hosted death doulas as they held an open discussion about end-of-life issues with patrons from 2:30 to 4:30 p.m. on Sunday, March 22, in Conference Room B.

Monday Movie: *A Clockwork Orange*

Gavin held a showing of *A Clockwork Orange* (1971) for patrons ages 18+ in the Doris Roberts Gallery from 5:30 to 7:30 p.m. on Monday, March 23. Eleven patrons attended.

Jane Austen Book Club: *Bride and Prejudice*

We hosted the Jane Austen Book Club from Adventures Underground for a showing of *Bride and Prejudice* (2004) in the Doris Roberts Gallery from 5:30 to 7:30 p.m. on Thursday, March 26. Ten patrons attended.

OTHER

Local Book, Writing, and Craft Clubs

Clubs that met at the library this month included Quilting in the Library on Thursday, March 12; the Monday Night Book Group on March 16; By the Book Knitters on Tuesday, March 17; and the Thursday Afternoon Book Club on March 19.

Library Ambassador: Earlene Mokler

The honorary title of Library Ambassador for this quarter goes to longtime library volunteer and retired employee Earlene Mokler. Since the start of her 26-year career at RPL, she has been a fierce supporter of the library. Even after retirement, she has continued to volunteer her time at countless library events, and the “By the Book Knitters” group she established in 2010 is still going strong at the library. Thank you, Earlene!

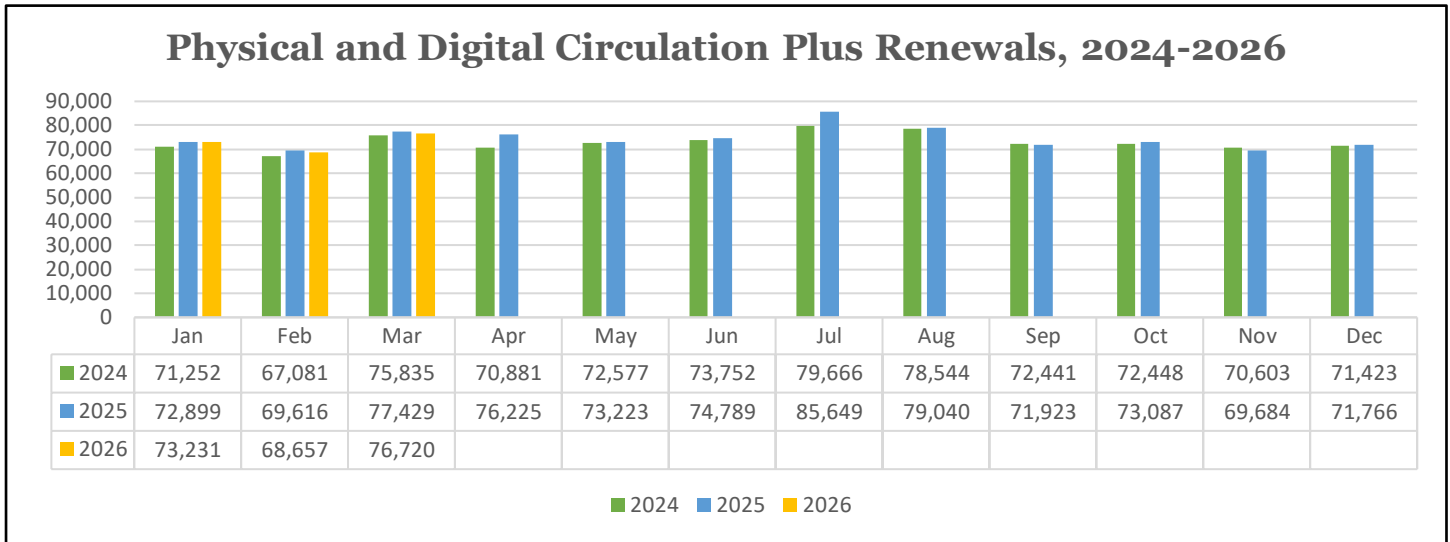
Library Outreach

Library outreach this month included YMCA Preschool on Tuesday, March 10 (Kelly); Early Learning Center outreach on Thursday, March 19 (Kelly); Leona Libby Middle School on Friday, March 27 (Alyssa and Johanna); and Jefferson Elementary on Friday, March 27 (Alyssa and Johanna).



STATISTICS

TOTAL CIRCULATION

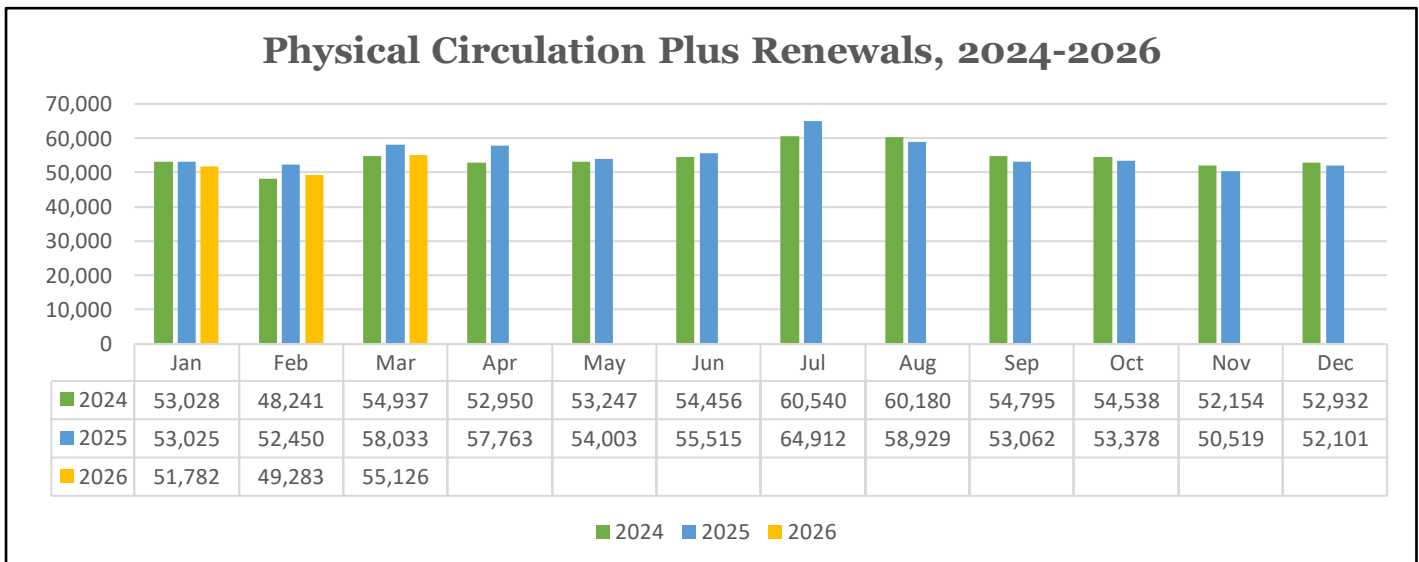


During March, our total physical plus digital circulation was 58,787 items, not including renewals. Of those, 37,193 (63.3%) were physical items and 21,594 (36.7%) were digital items obtained through Hoopla, Kanopy, and OverDrive. Kanopy plays were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was up 11.2% compared to the 52,844 items checked out in February 2026. Digital circulation was up 11.5% compared to the 19,374 items checked out in February. We filled 4,066 holds for patrons.

Our patrons also renewed 17,933 physical items in March. Including these physical item renewals, our overall circulation was 76,720. That overall circulation was up 11.7% compared to the 68,657 items circulated in February 2026, but it was down 0.9% compared to the 77,429 items circulated in March 2025.

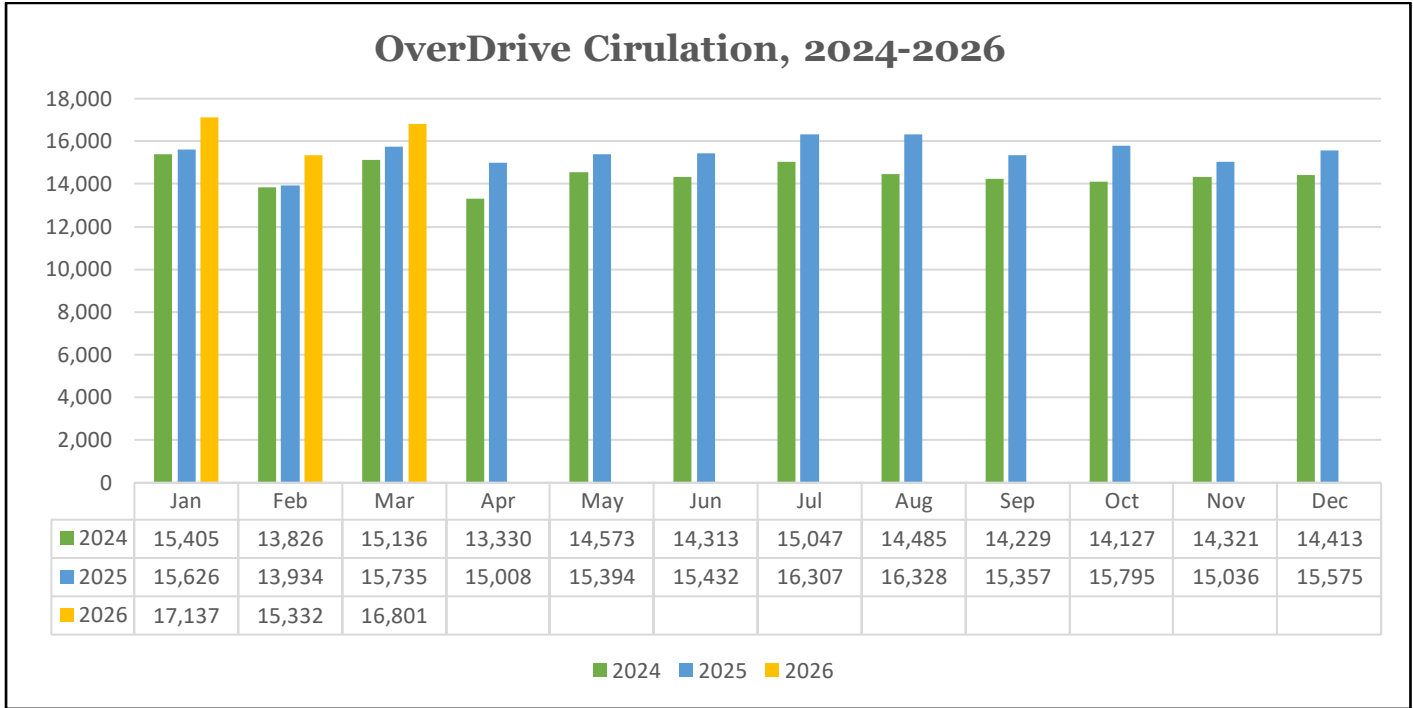
PHYSICAL CIRCULATION



Our patrons checked out 37,193 physical items in March and renewed 17,933 physical items, for a total of 55,126 items. That circulation was up 11.9% compared to the 49,283 physical items checked out and renewed in February 2026, but it was down 5.0% compared to the 58,033 items checked out and renewed in March 2025. The top ten categories that circulated this month were Children’s Storybooks (3,963 items), Adult Nonfiction (3,813 items), Children’s Chapter Book Fiction (3,478 items), Adult Movies (2,893 items), Adult Fiction 2nd Floor (2,762 items), Children’s Nonfiction (2,612 items), Children’s Graphic Novels (2,542 items), Adult New Books (1,793 items), Children’s Movies (1,658 items), and Children’s Favorites on the Story Circle (1,458 items).

DIGITAL CIRCULATION

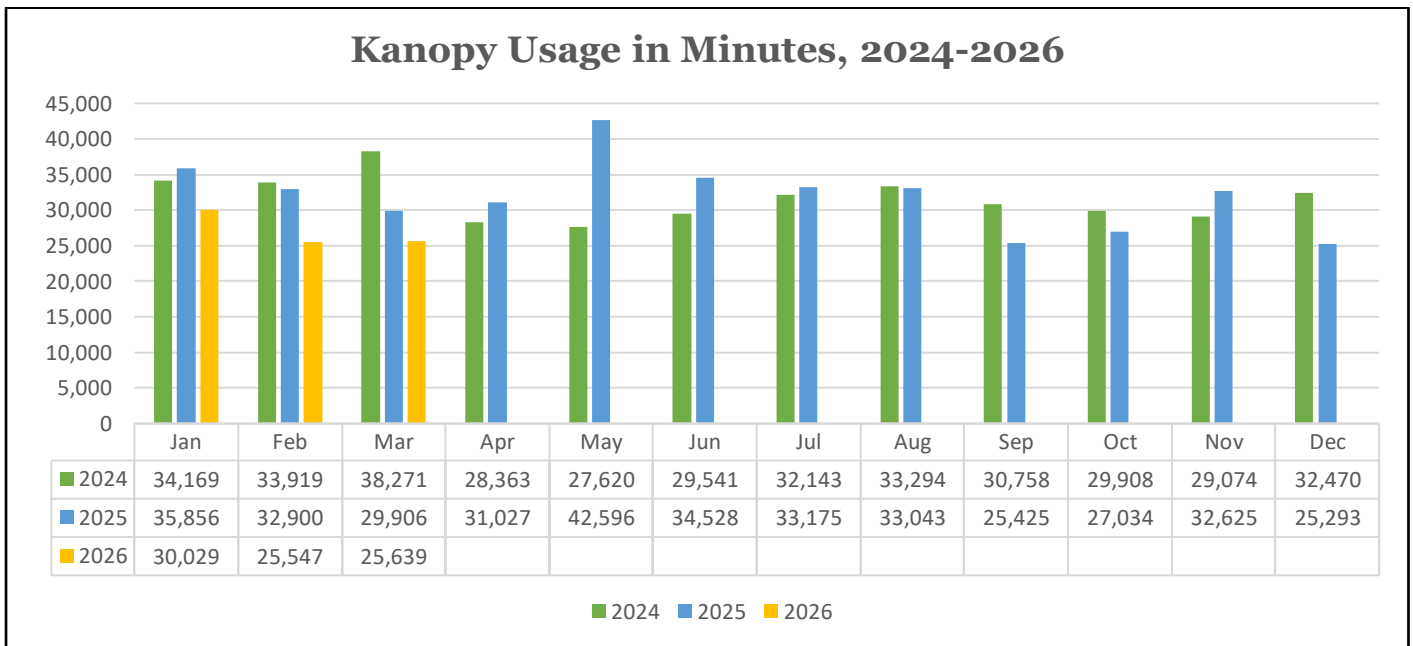
OverDrive



The 16,801 checkouts through OverDrive in March were up 9.6% compared to the 15,332 checkouts in February 2026, and they were also up 6.8% compared to the 15,735 checkouts in March 2025.

This month's checkouts included 7,374 audiobooks (which were 43.9% of the OverDrive items checked out), 6,567 e-books (39.1%), and 2,860 e-magazines (17.0%).

Kanopy

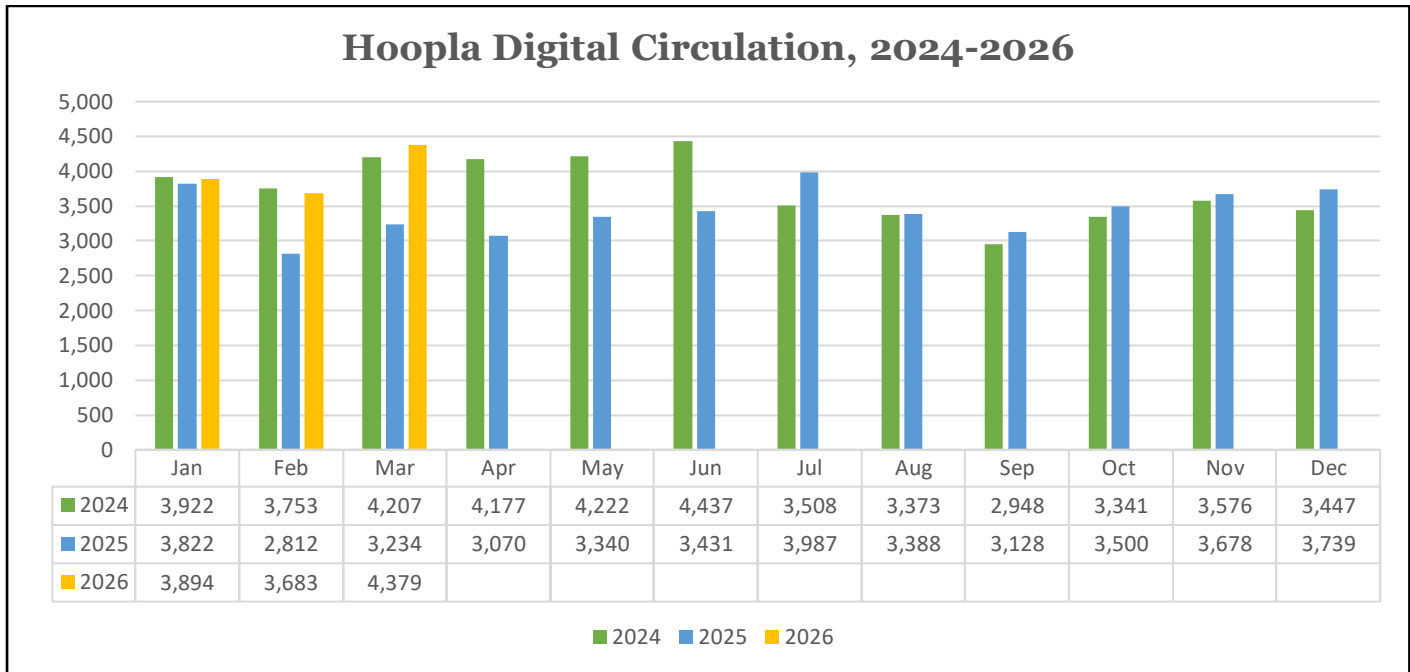


Our patrons viewed 25,639 minutes of Kanopy content during the month of March, using 414 tickets. That usage was up 0.4% compared to the 25,547 minutes viewed in February 2026, but it was down 14.3% compared to the 29,906 minutes viewed in March 2025.

The top ten suppliers of content on Kanopy this month were The Great Courses, PBS, Paramount Pictures, BBC Studios, MHz Networks, A24, Mediatoon Distribution, Film Movement, IFC Films, and Kino Lorber. Content was viewed on televisions (38.7%), mobile devices (26.7%), tablets (23.6%), and desktops (11.0%).

DIGITAL CIRCULATION (CONTINUED)

Hoopla

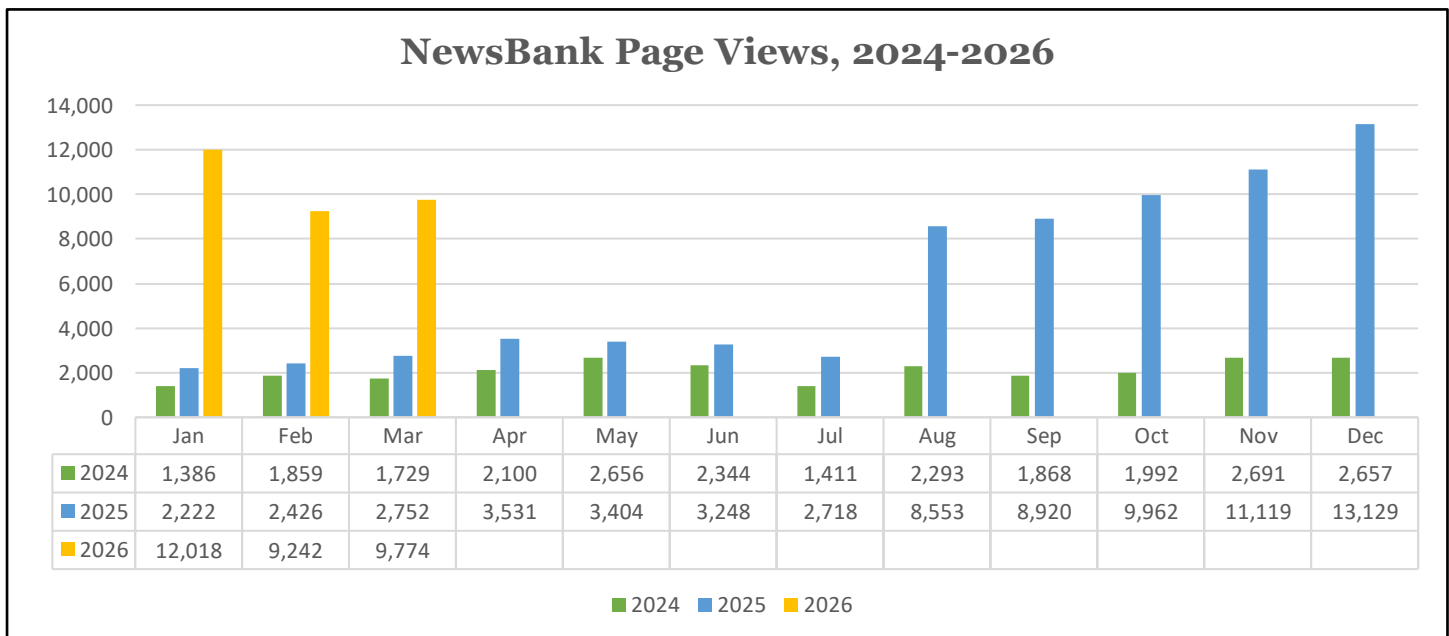


The 4,379 circulations in Hoopla during March were up 18.9% compared to the 3,683 circulations in February 2026, and they were also up 35.4% compared to the 3,234 circulations in March 2025. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,933 audiobooks (which were 44.2% of the Hoopla items checked out), 1,467 movies and television shows (33.5%), 890 e-books and e-comics (20.3%), and 89 music items (2.0%).

OTHER DIGITAL SERVICES

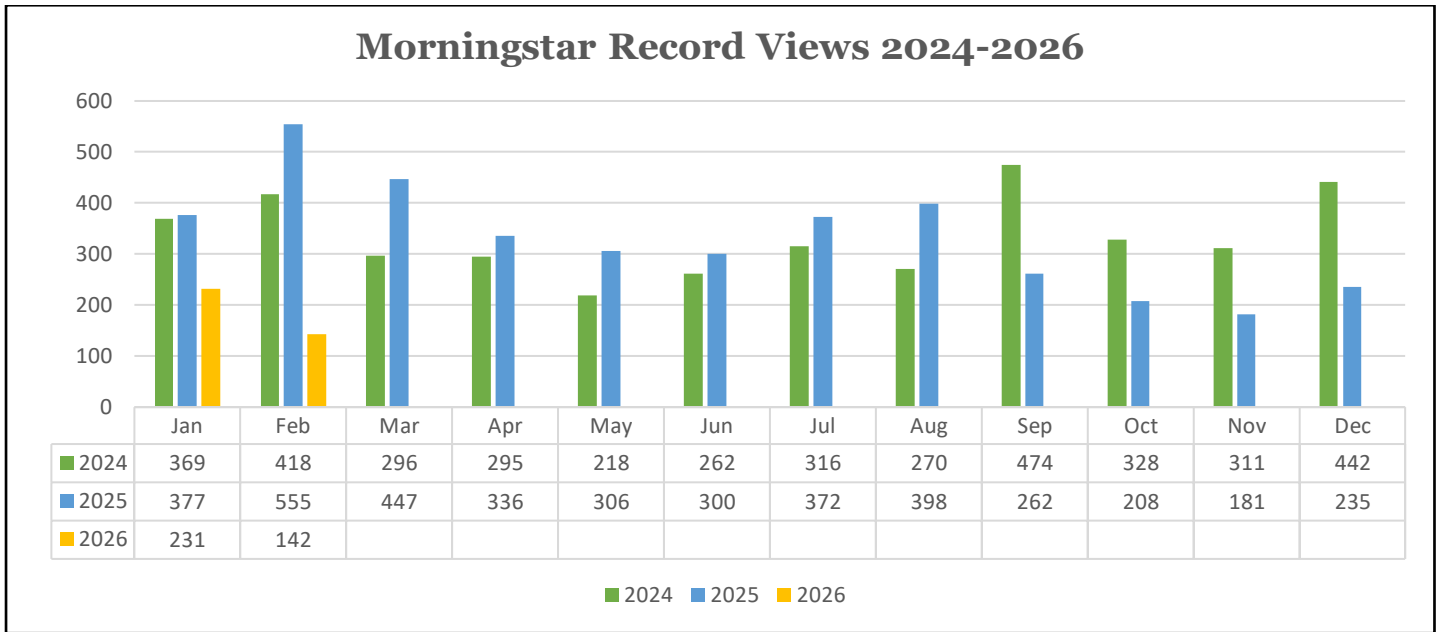
NewsBank



The 9,774 NewsBank page views in March were up 5.8% compared to the 9,242 page views in February 2026, and they were also up 255.2% compared to the 2,752 page views that occurred in March 2025. NewsBank seems to be one of the more consistently used offerings in our database collection.

OTHER DIGITAL SERVICES (CONTINUED)

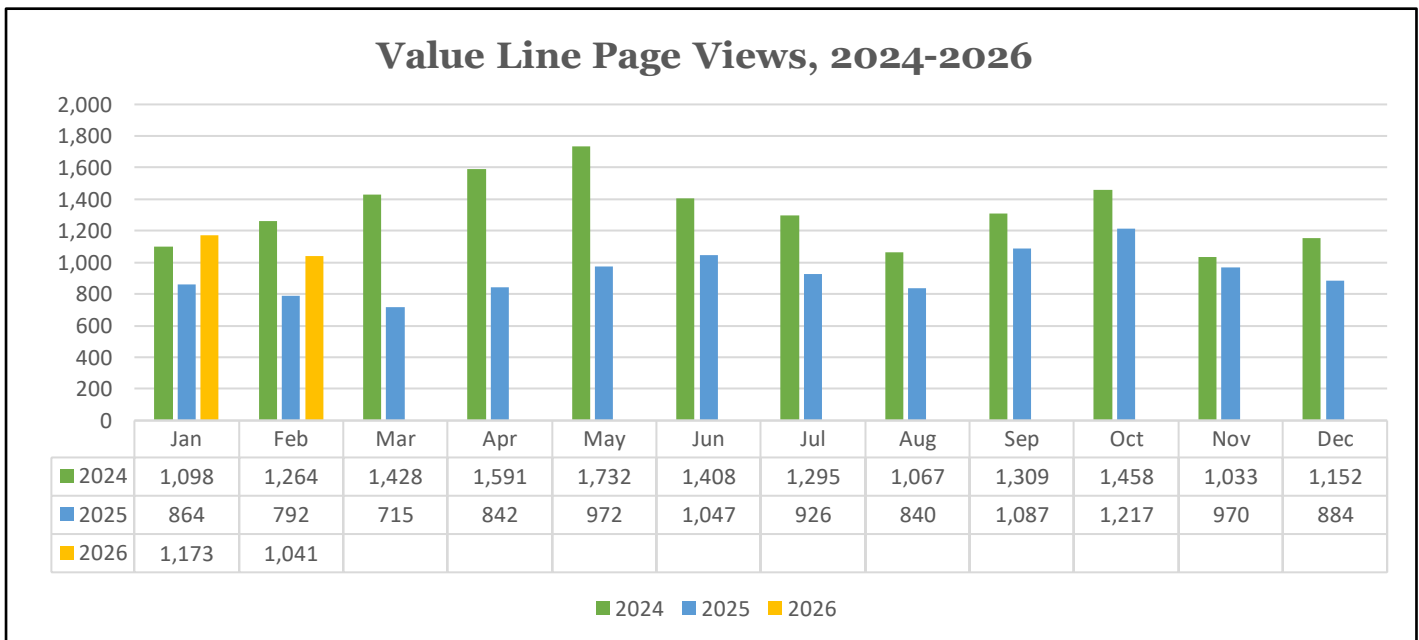
Morningstar



Our patrons viewed 142 Morningstar records in February. That usage was down 38.5% compared to the 231 records viewed in January 2026, and it was also down 74.4% compared to the 555 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 March, so we will include them in next month's board report.

Value Line



The 1,041 Value Line page views in February were down 11.3% compared to the 1,173 page views in January 2026, but they were up 31.4% compared to the 792 page views that occurred in February 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 March, so we will include them in next month's board report.

ADDITIONAL STATISTICS

Gate Counts

Our total gate count for March was 19,737. Our busiest day was Saturday, March 7, with 1,082 patrons logged. We held a ribbon cutting for The Lawn, Story Time on The Lawn, and our extremely popular “Holi: Festival of Colors” program that day.

Interlibrary Loans

In March, we received a total of 113 interlibrary loan requests from other libraries, and we sent 60 items to libraries during the month in response to their requests. We also sent 44 interlibrary loan requests to other libraries in March for our patrons, and we received 50 items from other libraries.

New Library Card Accounts

We created 451 new library card accounts in March. They included 313 resident cards, 92 reciprocal cards, 23 nonresident cards, 11 reciprocal digital cards, 9 limited access cards, and 3 interlibrary loan accounts.



LIBRARY BOARD AGENDA ITEM STAFF REPORT

Meeting Date: 4/14/2026

Agenda Category: Approval of Bills

Prepared By:
Christopher Nulph, Library Manager

Subject

March 1, 2026 through March 31, 2026 Claims for Payment

| Department/Office | Ordinance/Resolution Number | Document Type |
|---------------------------|-----------------------------|--------------------|
| Parks & Public Facilities | 351 | Library Board Item |

Recommended Motion

Move to approve March 1, 2026 through March 31, 2026 Claims for Payment.

Summary

This is a review and approval of the March 1, 2026 through March 31, 2026 Claims for Payment.

Attachments

1. March 2026 Library Voucher Listing
2. Library Payroll - March 2026
3. March 2026 Library Claims for Payment



Library Voucher Listing

Begin Date: 3/1/2026

End Date: 3/31/2026

NON-FACILITIES EXPENDITURES

| Fund | Div Org/Object | Description Vendor | P.O. Number | Invoice Number | Date | Check # | Description | Amount |
|--|-------------------|-----------------------|--------------------------------|----------------|-----------|---------------------------|---|-------------------|
| 001 | | GENERAL FUND | | | | | | |
| | 303 | LIBRARY | | | | | | |
| | K8188700/3583 | ZOOBEAN INC | | 39385 | 3/25/2026 | 345669 | LIB READING CHALLENGE BEANSTACK PLUS 4/8/26- 4/7/27 | \$2,151.16 |
| SOFTWARE-LICENSING & UPGRADES TOTAL: | | | | | | | | \$2,151.16 |
| SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION | | | | | | | | |
| BUDGET: \$71,425.00 | | | YTD ACTUAL: \$47,075.33 | | | YTD % USED: 65.91% | | |
| INFORMATION TECHNOLOGY TOTAL: | | | | | | | | \$2,151.16 |
| | K8721000/3102 | AMAZON | | TXN00091456 | 3/31/2026 | 0 | THE LAWN - OUTDOOR GAMES | \$76.08 |
| | K8721000/3102 | FARONICS TECHNOLOGIE | | TXN00091463 | 3/31/2026 | 0 | DEEP FREEZE MAINTENANCE | \$376.64 |
| | K8721000/3102 | DEMCO INC. | | TXN00091542 | 3/31/2026 | 0 | PROCESSING/MENDING SUPPLIES | \$306.72 |
| | K8721000/3102 | COSTCO WHOLESALE | | TXN00091610 | 3/31/2026 | 0 | PROGRAMMING SUPPLIES/SNACKS | \$21.48 |
| | K8721000/3102 | AMAZON | | TXN00091624 | 3/31/2026 | 0 | CIRCULATION DESK WIRELESS MOUSE (4) | \$51.48 |
| | K8721000/3102 | TARGET CORPORATION | | TXN00091635 | 3/31/2026 | 0 | SUPPLIES - WHITEBOARD MARKER CONTAINER | \$49.44 |
| | K8721000/3102 | P-CARD OTP | | TXN00091667 | 3/31/2026 | 0 | STAFF LUNCH | \$82.11 |
| | K8721000/3102 | XEROX CORP | | TXN00091728 | 3/31/2026 | 0 | MENDING STAFF XEROX PRINTER SUPPLIES | \$1,400.00 |
| | K8721000/3102 | P-CARD OTP | | TXN00091799 | 3/31/2026 | 0 | BULLETIN BOARD SUPPLIES | \$22.85 |
| | K8721000/3102 | AMAZON | | TXN00091812 | 3/31/2026 | 0 | PROGRAMMING/PROCESS ING SUPPLIES | \$121.73 |



Library Voucher Listing

Begin Date: 3/1/2026

End Date: 3/31/2026

| Fund | Div Org/Object | Description Vendor | P.O. Number | Invoice Number | Date | Check # | Description | Amount |
|---|-------------------|-----------------------|-------------------------------|-------------------|-----------|---------------------------|---|-------------------|
| K8721000/3102 | AMAZON | | | TXN00092086 | 3/31/2026 | 0 | MENDING SUPPLIES - BOOKTAPE | \$193.00 |
| K8721000/3102 | AMAZON | | | TXN00092106 | 3/31/2026 | 0 | LIBRARY 75TH ANNIVERSARY PROGRAM SUPPLIES | \$126.72 |
| K8721000/3102 | STAPLES | | | TXN00092134 | 3/31/2026 | 0 | PRINTER PAPER | \$461.87 |
| OPERATING SUPPLIES & MATERIALS TOTAL: | | | | | | | | \$3,290.12 |
| OPERATING SUPPLIES & MATERIALS - YTD INFORMATION | | | | | | | | |
| BUDGET: \$34,500.00 | | | YTD ACTUAL: \$9,228.63 | | | YTD % USED: 26.75% | | |
| K8721000/3103 | P-CARD OTP | | | TXN00091924 | 3/31/2026 | 0 | WORKING LUNCH - LIBRARY SUPERVISOR INTERVIEWS | \$46.71 |
| MEETING EXPENSE TOTAL: | | | | | | | | \$46.71 |
| MEETING EXPENSE - YTD INFORMATION | | | | | | | | |
| BUDGET: \$2,500.00 | | | YTD ACTUAL: \$46.71 | | | YTD % USED: 1.87% | | |
| K8721000/4117 | SPORTSENGINE INC | | | 66770 | 3/11/2026 | 345266 | BACKGROUND CHECKS - LIBRARY (9) | \$166.50 |
| EXPERT SERVICES TOTAL: | | | | | | | | \$166.50 |
| EXPERT SERVICES - YTD INFORMATION | | | | | | | | |
| BUDGET: \$3,500.00 | | | YTD ACTUAL: \$823.50 | | | YTD % USED: 23.53% | | |
| K8721000/4201 | VERIZON WIRELESS | | | 6136429399 | 3/4/2026 | 345089 | Verizon Wireless NASPO - February 2026 | \$78.66 |
| K8721000/4201 | FRONTIER | | | 3/26 206/188-2614 | 3/25/2026 | 345613 | TELEPHONE 3/1/2026-3/31/2026 206/188-2614 | \$53.73 |
| K8721000/4201 | FRONTIER | | | 3/26 509/943-3152 | 3/25/2026 | 345614 | TELEPHONE 3/1/2026-3/31/2026 509/943-3152 | \$1,123.39 |
| TELEPHONE & COMM SVCS TOTAL: | | | | | | | | \$1,255.78 |
| TELEPHONE & COMM SVCS - YTD INFORMATION | | | | | | | | |
| BUDGET: \$25,230.00 | | | YTD ACTUAL: \$7,694.15 | | | YTD % USED: 30.50% | | |



Library Voucher Listing

Begin Date: 3/1/2026

End Date: 3/31/2026

| Fund | Div Org/Object | Description Vendor | P.O. Number | Invoice Number | Date | Check # | Description | Amount |
|---|----------------------|-----------------------|-----------------------------|------------------------|-----------|---------------------------|--|-------------------|
| K8721000/4202 | PITNEY BOWES PURCHAS | | | FEBRUARY 26 POSTAGE | 3/4/2026 | 345069 | POSTAGE 02/01/26 - 02/28/26 | \$442.87 |
| POSTAGE TOTAL: | | | | | | | | \$442.87 |
| POSTAGE - YTD INFORMATION | | | | | | | | |
| BUDGET: \$6,000.00 | | | YTD ACTUAL: \$941.78 | | | YTD % USED: 15.70% | | |
| K8721000/4902 | WASHINGTON LIBRARY A | | | 1153958 | 3/11/2026 | 345291 | J. TALBOTT PROFESSION MEMBERSHIP WLA 2026 | \$100.00 |
| DUES & SUBSCRIPTIONS TOTAL: | | | | | | | | \$100.00 |
| DUES & SUBSCRIPTIONS - YTD INFORMATION | | | | | | | | |
| BUDGET: \$2,070.00 | | | YTD ACTUAL: \$771.59 | | | YTD % USED: 37.27% | | |
| K8721000/5301 | WA STATE DEPARTMENT | | | DOR 02/2026 | 3/25/2026 | 10951 | COMBINED EXCISE TAX - FEBRUARY 2026 | \$87.19 |
| STATE TAXES TOTAL: | | | | | | | | \$87.19 |
| STATE TAXES - YTD INFORMATION | | | | | | | | |
| BUDGET: \$1,020.00 | | | YTD ACTUAL: \$106.81 | | | YTD % USED: 10.47% | | |
| LIBRARY ADMINISTRATION TOTAL: | | | | | | | | \$5,389.17 |
| K8722100/3401 | CENGAGE LEARNING, IN | | | 999101915401 | 3/4/2026 | 345037 | LIBRARY MATERIALS - LARGE PRINT COLLECTION 1/13/26 | \$136.48 |
| K8722100/3401 | MIDWEST TAPE | | | 508511632 | 3/11/2026 | 345263 | LIB - HOOPLA USAGE 2/2026 | \$6,619.23 |
| K8722100/3401 | OVERDRIVE | | | 01452CO26034561 | 3/6/2026 | 345134 | LIBRARY MATERIALS - EBOOK COLLECTION 2/1/26 | \$55.00 |



Library Voucher Listing

Begin Date: 3/1/2026

End Date: 3/31/2026

| Fund | Div Org/Object | Description Vendor | P.O. Number | Invoice Number | Date | Check # | Description | Amount |
|---------------|-------------------|-----------------------|----------------|-----------------|----------|---------|--|------------|
| K8722100/3401 | | OVERDRIVE | | 1452CO26050985 | 3/6/2026 | 345134 | LIBRARY MATERIALS - EBOOK COLLECTION 2/17/26 | \$691.15 |
| K8722100/3401 | | OVERDRIVE | | 01452CO26061601 | 3/6/2026 | 345134 | LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 2/26/26 | \$514.90 |
| K8722100/3401 | | OVERDRIVE | | 01452CO26072761 | 3/6/2026 | 345134 | LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 3/3/26 | \$364.21 |
| K8722100/3401 | | OVERDRIVE | | 01452CO26034562 | 3/6/2026 | 345134 | LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 2/1/26 | \$2,095.92 |
| K8722100/3401 | | INGRAM INDUSTRIES IN | | 94570738 | 3/6/2026 | 345127 | LIBRARY MATERIALS - PHYSICAL COLLECTION 2/17/26 | \$18.84 |
| K8722100/3401 | | INGRAM INDUSTRIES IN | | 94570739 | 3/6/2026 | 345127 | LIBRARY MATERIALS - PHYSICAL COLLECTION 2/17/26 | \$327.03 |
| K8722100/3401 | | INGRAM INDUSTRIES IN | | 94457684 | 3/6/2026 | 345127 | LIBRARY MATERIALS - PHYSICAL COLLECTION 2/12/26 | \$454.89 |
| K8722100/3401 | | INGRAM INDUSTRIES IN | | 94463496 | 3/6/2026 | 345127 | LIBRARY MATERIALS - PHYSICAL COLLECTION 2/12/26 | \$232.16 |
| K8722100/3401 | | INGRAM INDUSTRIES IN | | 94463497 | 3/6/2026 | 345127 | LIBRARY MATERIALS - PHYSICAL COLLECTION 2/12/26 | \$328.73 |
| K8722100/3401 | | INGRAM INDUSTRIES IN | | 94664572 | 3/6/2026 | 345127 | LIBRARY MATERIALS - PHYSICAL COLLECTION 2/20/26 | \$1,449.17 |
| K8722100/3401 | | INGRAM INDUSTRIES IN | | 94814295 | 3/6/2026 | 345127 | LIBRARY MATERIALS - PHYSICAL COLLECTION 2/26/26 | \$85.38 |

Library Voucher Listing

Begin Date: 3/1/2026

End Date: 3/31/2026

| Fund | Div Org/Object | Description Vendor | P.O. Number | Invoice Number | Date | Check # | Description | Amount |
|---------------|----------------------|-----------------------|----------------|----------------|----------|---------|---|------------|
| K8722100/3401 | INGRAM INDUSTRIES IN | | | 94814296 | 3/6/2026 | 345127 | LIBRARY MATERIALS - PHYSICAL COLLECTION 2/26/26 | \$270.35 |
| K8722100/3401 | INGRAM INDUSTRIES IN | | | 94778454 | 3/6/2026 | 345127 | LIBRARY MATERIALS - PHYSICAL COLLECTION 2/25/26 | \$18.40 |
| K8722100/3401 | INGRAM INDUSTRIES IN | | | 94778455 | 3/6/2026 | 345127 | LIBRARY MATERIALS - PHYSICAL COLLECTION 2/25/26 | \$693.95 |
| K8722100/3401 | INGRAM INDUSTRIES IN | | | 94748124 | 3/6/2026 | 345127 | LIBRARY MATERIALS - PHYSICAL COLLECTION 2/24/26 | \$1,258.41 |
| K8722100/3401 | INGRAM INDUSTRIES IN | | | 94748125 | 3/6/2026 | 345127 | LIBRARY MATERIALS - PHYSICAL COLLECTION 2/24/26 | \$25.59 |
| K8722100/3401 | INGRAM INDUSTRIES IN | | | 94593301 | 3/6/2026 | 345127 | LIBRARY MATERIALS - PHYSICAL COLLECTION 2/18/26 | \$260.66 |
| K8722100/3401 | INGRAM INDUSTRIES IN | | | 94845017 | 3/6/2026 | 345127 | LIBRARY MATERIALS - PHYSICAL COLLECTION 2/27/26 | \$70.24 |
| K8722100/3401 | INGRAM INDUSTRIES IN | | | 94534681 | 3/6/2026 | 345127 | LIBRARY MATERIALS - PHYSICAL COLLECTION 2/16/26 | \$25.37 |
| K8722100/3401 | INGRAM INDUSTRIES IN | | | 94534682 | 3/6/2026 | 345127 | LIBRARY MATERIALS - PHYSICAL COLLECTION 2/16/26 | \$439.38 |
| K8722100/3401 | INGRAM INDUSTRIES IN | | | 94431741 | 3/6/2026 | 345127 | LIBRARY MATERIALS - PHYSICAL COLLECTION 2/11/26 | \$615.55 |
| K8722100/3401 | INGRAM INDUSTRIES IN | | | 94363560 | 3/6/2026 | 345127 | LIBRARY MATERIALS - PHYSICAL COLLECTION 2/9/26 | \$448.48 |



Library Voucher Listing

Begin Date: 3/1/2026

End Date: 3/31/2026

| Fund | Div Org/Object | Description Vendor | P.O. Number | Invoice Number | Date | Check # | Description | Amount |
|---------------|-------------------|-----------------------|----------------|----------------|-----------|---------|--|------------|
| K8722100/3401 | | THE GALE GROUP | | 999102097489 | 3/6/2026 | 345114 | LIBRARY MATERIALS - LARGE PRINT COLLECTION 1/23/26 | \$33.03 |
| K8722100/3401 | | THE GALE GROUP | | 999102164978 | 3/6/2026 | 345114 | LIBRARY MATERIALS - LARGE PRINT COLLECTION 1/27/26 | \$105.21 |
| K8722100/3401 | | THE GALE GROUP | | 999102301155 | 3/6/2026 | 345114 | LIBRARY MATERIALS - LARGE PRINT COLLECTION 2/6/26 | \$133.01 |
| K8722100/3401 | | PROQUEST LLC | | 70925665 | 3/18/2026 | 345457 | SYNDETTICS UNBOUND BASE PACKAGE 1/1/26- 12/31/26 | \$4,200.00 |
| K8722100/3401 | | INGRAM INDUSTRIES IN | | 95064470 | 3/18/2026 | 345422 | LIBRARY MATERIALS - PHYSICAL COLLECTION 3/9/26 | \$452.84 |
| K8722100/3401 | | INGRAM INDUSTRIES IN | | 95099917 | 3/18/2026 | 345422 | LIBRARY MATERIALS - PHYSICAL COLLECTION 3/10/26 | \$25.58 |
| K8722100/3401 | | INGRAM INDUSTRIES IN | | 95021190 | 3/18/2026 | 345422 | LIBRARY MATERIALS - PHYSICAL COLLECTION 3/6/26 | \$1,367.41 |
| K8722100/3401 | | INGRAM INDUSTRIES IN | | 94992689 | 3/18/2026 | 345422 | LIBRARY MATERIALS - PHYSICAL COLLECTION 3/5/26 | \$806.13 |
| K8722100/3401 | | INGRAM INDUSTRIES IN | | 94992688 | 3/18/2026 | 345422 | LIBRARY MATERIALS - PHYSICAL COLLECTION 3/5/26 | \$84.69 |
| K8722100/3401 | | INGRAM INDUSTRIES IN | | 94958907 | 3/18/2026 | 345422 | LIBRARY MATERIALS - PHYSICAL COLLECTION 3/4/26 | \$40.55 |
| K8722100/3401 | | INGRAM INDUSTRIES IN | | 94958906 | 3/18/2026 | 345422 | LIBRARY MATERIALS - PHYSICAL COLLECTION 3/4/26 | \$556.33 |



Library Voucher Listing

Begin Date: 3/1/2026

End Date: 3/31/2026

| Fund | Div Org/Object | Description Vendor | P.O. Number | Invoice Number | Date | Check # | Description | Amount |
|---------------|-------------------|-----------------------|----------------|----------------|-----------|---------|---|------------|
| K8722100/3401 | | INGRAM INDUSTRIES IN | | 94958905 | 3/18/2026 | 345422 | LIBRARY MATERIALS - PHYSICAL COLLECTION 3/4/26 | \$26.89 |
| K8722100/3401 | | INGRAM INDUSTRIES IN | | 94877426 | 3/18/2026 | 345422 | LIBRARY MATERIALS - PHYSICAL COLLECTION 3/2/26 | \$350.19 |
| K8722100/3401 | | INGRAM INDUSTRIES IN | | 95132667 | 3/20/2026 | 345522 | LIBRARY MATERIALS - PHYSICAL COLLECTION 3/11/26 | \$1,137.84 |
| K8722100/3401 | | INGRAM INDUSTRIES IN | | 95132666 | 3/20/2026 | 345522 | LIBRARY MATERIALS - PHYSICAL COLLECTION 3/11/26 | \$890.77 |
| K8722100/3401 | | MIDWEST TAPE | | TXN00091518 | 3/31/2026 | 0 | LIBRARY MATERIAL - AV COLLECTION | \$1,052.17 |
| K8722100/3401 | | MIDWEST TAPE | | TXN00091620 | 3/31/2026 | 0 | LIBRARY MATERIALS - AV COLLECTION | \$375.17 |
| K8722100/3401 | | MIDWEST TAPE | | TXN00091846 | 3/31/2026 | 0 | LIBRARY MATERIALS - AV COLLECTION | \$233.01 |
| K8722100/3401 | | MIDWEST TAPE | | TXN00091956 | 3/31/2026 | 0 | LIBRARY MATERIALS - AV COLLECTION | \$373.61 |
| K8722100/3401 | | AMAZON | | TXN00092074 | 3/31/2026 | 0 | LIBRARY MATERIALS - DVD COLLECTION | \$25.97 |
| K8722100/3401 | | AMAZON | | TXN00092123 | 3/31/2026 | 0 | LIBRARY MATERIALS - DVD COLLECTION | \$13.01 |
| K8722100/3401 | | AMAZON | | TXN00092128 | 3/31/2026 | 0 | LIBRARY MATERIALS - GAME COLLECTION | \$277.29 |

LIBRARY RESOURCES TOTAL: \$30,060.17

LIBRARY RESOURCES - YTD INFORMATION

BUDGET: \$476,175.00 **YTD ACTUAL: \$175,434.31** **YTD % USED: 36.84%**

| | | | | | | | | |
|---------------|--|------------|--|-------------|-----------|---|--|----------|
| K8722100/3402 | | P-CARD OTP | | TXN00091550 | 3/31/2026 | 0 | OUTREACH - RPL AT PRIDE EVENT JUNE 2026 | \$103.30 |
|---------------|--|------------|--|-------------|-----------|---|--|----------|

Library Voucher Listing

Begin Date: 3/1/2026

End Date: 3/31/2026

| Fund | Div Org/Object | Description Vendor | P.O. Number | Invoice Number | Date | Check # | Description | Amount |
|------|-------------------|-----------------------|----------------|----------------|-----------|---------|---|----------|
| | K8722100/3402 | COSTCO WHOLESALE | | TXN00091610 | 3/31/2026 | 0 | PROGRAMMING SUPPLIES/SNACKS | \$88.54 |
| | K8722100/3402 | WALMART | | TXN00091625 | 3/31/2026 | 0 | PROGRAMMING SUPPLIES - HOTGLUE GUNS | \$33.90 |
| | K8722100/3402 | AMAZON | | TXN00091633 | 3/31/2026 | 0 | PROGRAMMING SUPPLIES | \$84.95 |
| | K8722100/3402 | COSTCO WHOLESALE | | TXN00091689 | 3/31/2026 | 0 | PROGRAMMING SNACKS/SUPPLIES | \$115.45 |
| | K8722100/3402 | PARTY ON ARCADE | | TXN00091760 | 3/31/2026 | 0 | 75TH LIB ANNIV CELEBRATION EVENT 5/1/26 | \$516.33 |
| | K8722100/3402 | P-CARD OTP | | TXN00091803 | 3/31/2026 | 0 | PROGRAMMING SUPPLIES | \$55.43 |
| | K8722100/3402 | WALMART | | TXN00091947 | 3/31/2026 | 0 | PROGRAMMING SUPPLIES - LIB 75TH ANNIV | \$87.96 |
| | K8722100/3402 | AMAZON | | TXN00091970 | 3/31/2026 | 0 | PROGRAMMING SUPPLIES - LIB 75TH ANNIV | \$77.55 |
| | K8722100/3402 | AMAZON | | TXN00091987 | 3/31/2026 | 0 | REUTRN - DRINK DISPENSERS | -\$46.73 |
| | K8722100/3402 | AMAZON | | TXN00091997 | 3/31/2026 | 0 | PROGRAMMING SUPPLIES - LIB 75TH ANNIV | \$46.73 |
| | K8722100/3402 | AMAZON | | TXN00092000 | 3/31/2026 | 0 | PROGRAMMING SUPPLIES - LIB 75TH ANNIV | \$286.33 |
| | K8722100/3402 | AMAZON | | TXN00092053 | 3/31/2026 | 0 | LIBRARY 75TH ANNIVERSARY PROGRAM SUPPLIES | \$142.66 |
| | K8722100/3402 | P-CARD OTP | | TXN00092071 | 3/31/2026 | 0 | THEO STICKERS - OUTREACH | \$413.06 |
| | K8722100/3402 | WALMART | | TXN00092085 | 3/31/2026 | 0 | LIBRARY 75TH ANNIVERSARY PROGRAM SUPPLIES | \$53.92 |
| | K8722100/3402 | AMAZON | | TXN00092115 | 3/31/2026 | 0 | LIBRARY 75TH ANNIVERSARY PROGRAM SUPPLIES | \$16.29 |



Library Voucher Listing

Begin Date: 3/1/2026

End Date: 3/31/2026

| Fund | Div Org/Object | Description Vendor | P.O. Number | Invoice Number | Date | Check # | Description | Amount |
|--|-------------------|-----------------------|-------------------------------|----------------|-----------|---------------------------|---|--------------------|
| K8722100/3402 | AMAZON | | | TXN00092121 | 3/31/2026 | 0 | LIBRARY 75TH ANNIVERSARY PROGRAM SUPPLIES | \$47.80 |
| | | | | | | | LIBRARY PROGRAMMING TOTAL: | \$2,123.47 |
| LIBRARY PROGRAMMING - YTD INFORMATION | | | | | | | | |
| BUDGET: \$20,000.00 | | | YTD ACTUAL: \$7,620.82 | | | YTD % USED: 38.10% | | |
| | | | | | | | LIBRARY PUBLIC SERVICE TOTAL: | \$32,183.64 |
| | | | | | | | LIBRARY NON-FACILITIES TOTAL: | \$39,723.97 |



Library Voucher Listing

Begin Date: 3/1/2026

End Date: 3/31/2026

FACILITIES EXPENDITURES

| Fund | Div Org/Object | Description Vendor | P.O. Number | Invoice Number | Date | Check # | Description | Amount |
|------------------------------------|-------------------|-----------------------|-------------------------------|----------------|-----------|---------------------------|--------------------------------|-------------------|
| 001 | | GENERAL FUND | | | | | | |
| | 303 | LIBRARY | | | | | | |
| | K8725000/4700 | CITY OF RICHLAND | | 02/2026 FEB | 3/17/2026 | 50023 | CITY UTILITY BILLS/FEB 2026 | \$2,968.69 |
| UTILITIES TOTAL: | | | | | | | | \$2,968.69 |
| UTILITIES - YTD INFORMATION | | | | | | | | |
| BUDGET: \$57,000.00 | | | YTD ACTUAL: \$6,248.43 | | | YTD % USED: 10.96% | | |
| LIBRARY FACILITIES TOTAL: | | | | | | | | \$2,968.69 |

CITY OF RICHLAND

LIBRARY EXPENDITURE

March 2026

Month/Year

PAY PERIODS: From February 23, 2026 through March 22, 2026

GROSS SALARIES \$ 105,131.77

| | Gross Wages | Total |
|--------------------------|--------------------------|--------------------------|
| WEEK OF: <u>03/12/26</u> | <u>52,476.54</u> | <u>52,476.54</u> |
| WEEK OF: <u>03/26/26</u> | <u>52,655.23</u> | <u>52,655.23</u> |
| WEEK OF: _____ | _____ | _____ |
| TOTAL | <u>105,131.77</u> | <u>105,131.77</u> |



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 \$ 144,855.74 this 14th day of April, 2026.

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

| Voucher Listings | Amount |
|-----------------------------------|---------------|
| March 1, 2026 thru March 31, 2026 | \$39,723.97 |

Transfer Advice (Salaries)

| | |
|--|--------------|
| Salaries for the weeks of: February 23, 2026 thru March 22, 2026 | \$105,131.77 |
|--|--------------|

MONTHLY EXPENSES \$144,855.74

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 STAFF REPORT

Meeting Date: 4/14/2026

Agenda Category: Unfinished Business

Prepared By:
Karen Buxton

Subject

Recruiting Library Board Members

| Department/Office | Ordinance/Resolution Number | Document Type |
|-------------------|-----------------------------|---------------|
|-------------------|-----------------------------|---------------|

Parks & Public Facilities

353

Library Board Item

Recommended Motion

Move to approve the Richland Public Library Board of Trustees Information.

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 and approval is 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. The Board will also discuss possible library outreach events to have a member represent the Board to help recruit future board members.

Attachments

- I. 20260315_RPL_Board_of_Trustees_InfoSheet

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. 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 Board of Trustees is a volunteer advisory board and has no governance responsibilities. The Board meets the second Tuesday of each month and meetings are open to the public. Each trustee serves a five-year term and can be reappointed to a second five-year term. The City of Richland solicits applications for a Library Trustee annually at the end of July.

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:** Function as a liaison between the public and the library, promoting the library's value to the community.
- **Legal Compliance:** Ensure compliance with the Open Public Meetings Act (OPMA) requirements. The QR code links to OPMA information.



Expectations

- **Meetings:** Attend monthly meetings on the second Tuesday of each month, 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

- **Residency:** Must be a City of Richland resident.
- **Appointment:** Interviews for the Richland Public Library Board of Trustees are conducted by the Library Manager, a member of City Council, and the Chair and Vice-Chair of the Library Board. Richland City Council appoints or reappoints Board members.
- **Term:** Serve a 5-year term.
- **Skills:** Willingness to work cooperatively, advocate for the library, and understand community needs.

Do you want to be part of this important community service? Use the QR Code to complete an application for the Library Board or for any of the other City of Richland Boards, Committees and Commissions. Join other community members in service to the city and its residents.





LIBRARY BOARD AGENDA ITEM STAFF REPORT

Meeting Date: 4/14/2026

Agenda Category: New Business

Prepared By:
Christopher Nulph, Library Manager

Subject

Meeting Room Policy

Department/Office

Parks & Public Facilities

Ordinance/Resolution Number

352

Document Type

Library Board Item

Recommended Motion

Review and discussion only.

Summary

The current Meeting Room Policy is included for review and discussion.

Attachments

- I. Richland Public Library Meeting Room Policy

Meeting Room Policy

Space Available

Doris Roberts Gallery

Capacity – 132 people

Dimensions - 62 ft x 32 ft

Room Features:

- Wi-Fi
- Two projectors
- Sound system
- Microphone
- DVD player
- Podium
- One dry erase board
- Shades and blackout curtains
- Baby grand piano (requires permission)

Conference A & B combined

Capacity – 64 people

Dimensions - 38 ft x 24 ft

Room Features:

- Wi-Fi
- Two 32" Roku TV with HDMI
- Three dry erase boards

Conference Room A

Capacity – 32 people

Dimensions - 19 ft x 24 ft

Room Features:

- Wi-Fi
- 32" Roku TV with HDMI
- One dry erase board

Conference Room B

Capacity – 32 people

Dimensions - 19 ft x 24 ft

Room Features:

- Wi-Fi
- 32" Roku TV with HDMI
- Two dry erase boards

Features available for all rooms:

- Chairs
- Tables
- Dry erase markers and erasers
- Accessible kitchenette with small refrigerator, microwave, and sink

Rooms are available to reserve within the following hours:

- Monday – Thursday, 8:00am-8:00pm

- Friday, 8:00am-5:30pm
 - Saturday, 9:00am-4:30pm
 - Sunday, 9:00pm-4:30pm
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Eligibility for Room Reservations

- Meeting rooms are available for use by residents and non-residents. A Richland Public Library (RPL) card is not required to book space.
 - Reservations must be made by individuals that are at least 18 years old. The individual making the reservation becomes the Responsible Party for requested reservations.
 - Library meeting space has been designated as a “limited public forum”. Refer to City of Richland Policy 0285 for more details.
 - Meeting rooms are available to all organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, or political activities. Political activities must meet the standards of [RCW 42.17A.555](#). Events must be non-commercial in nature and may not include any solicitation or sales.
 - Any requested time in the meeting rooms must be open to all members of the public. Private or personal events such as birthday parties, weddings, baby showers, or similar events will not be permitted.
 - If the request fits within the requirements of this policy, the Library may not exclude any group based on the subject matter to be discussed or the ideas for which the group advocates.
 - If the public event is free to attend, there will be no charge to make the reservation. If the public event is charging an admission fee, the Library will charge the organization according to the current [Fee Schedule](#).
 - Previous use of meeting rooms does not guarantee future use or priority.
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Making and Managing Reservations

- Room requests are made using our online [Reserve a Room Form](#).
 - Meeting rooms may be booked up to 90 days in advance.
 - No more than two room reservations may be held by the Responsible Party or affiliated organization at one time.
 - Set up and clean up time must be requested as part of the room reservation.
 - Filling out a room request form does not guarantee a room reservation. Monitor your email for follow-up.
 - If organizations are unable to use the room during their reserved time, they must let the Library know as soon as possible, and no later than 3 days from their reserved time. Responsible Parties and their affiliated organizations that are no-shows or have multiple cancellations within 3 days of the reserved time may have their meeting room privileges revoked.
 - Walk-in, same day meeting room requests may be made and will be assessed based on availability.
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Meeting Room Use

- Check in and out for reservations is done at the central Service Desk of the Library. The Responsible Party must be present for check in and out of the room and must be present for the entirety of the booking. The number of individuals in attendance must be recorded and provided to Library staff upon checking out of the room.
 - Library staff will assist with the setup of Library provided audio-visual equipment but is unable to provide extended technical assistance during the event. The Library is not responsible for technical difficulties encountered.
 - Users are responsible for bringing their own laptop and any accessories needed to work with the Library's audio-visual equipment. Equipment may be tested in advance by request.
 - Food and non-alcoholic beverages are permitted during meeting room reservations.
 - Rooms must be left in the same condition they were found at the start of the reservation.
 - The Responsible Party will be held accountable for any violations of the meeting room policy. Violations of this policy may result in the suspension of future meeting room privileges for the Responsible Party and their affiliated organization.
 - All individuals attending an event in a meeting room are subject to the Library Standards of Patron Behavior, Federal, State, and Local law, and fire code requirements.
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Additional Policy Details

- This policy governs meeting room use by the general public. Meeting room use by the Richland Public Library, Friends of the Library, and City of Richland is not governed by this policy.
 - Priority of meeting room use is given to the Richland Public Library, Friends of the Library, and City of Richland. RPL reserves the right to reschedule or cancel room reservations if a room is needed by one of the aforementioned entities. Advance notice will be given if a reservation needs to be rescheduled or canceled for this reason.
 - In the event of inclement weather or unforeseen emergencies, the Library may close. During these closure events, all meeting room reservations will be canceled. Monitor City and Library social media for updates.
 - The City of Richland does not endorse any activity, subject matter, or viewpoint expressed by meeting room users and organizers. No group shall state or suggest in any of its publicity that the Library or City of Richland sponsors or endorses the meeting, the group, or any set of ideas.
 - The Library does not aid in the promotion of any meeting room reservations.
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- Adopted by the Richland Public Library Board on August 9, 2022