



**Agenda**  
Library Board Meeting  
Tuesday, May 12, 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 April 14, 2026 Library Board Meeting Minutes  
- Kylie Christian, Administrative Assistant

### **Richland Public Library Updates**

2. Richland Public Library Staff Update  
- Kelly Reed, Librarian
3. Library Manager's Report and Library Statistics for April 2026  
- Christopher Nulph, Library Manager

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

4. April 1, 2026 through April 30, 2026 Claims for Payment  
- Christopher Nulph, Library Manager

### **Unfinished Business**

5. Meeting Room Policy  
- Christopher Nulph, Library Manager

### **New Business**

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

### **Adjournment**

The Richland Public Library is ADA accessible. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (RCW Ch. 42.30) 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, April 14, 2026  
Richland Public Library ~ Conference Room A  
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 5:31 p.m.

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

Also present were Library Manager Nulph and Administrative Assistant Christian.

**Approval of Agenda**

**BOARD MEMBER BUXTON MOVED AND BOARD MEMBER FISHER SECONDED THE MOTION TO APPROVE THE AGENDA AS PUBLISHED. MOTION CARRIED 3-0.**

**Approval of Minutes**

- 1. BOARD MEMBER FISHER MOVED AND BOARD MEMBER BUXTON SECONDED THE MOTION TO APPROVE THE MINUTES OF MARCH 10, 2026 AS PRESENTED. MOTION CARRIED 3-0.**

**Richland Public Library Updates**

- 2. Library Manager's Monthly Report and Library Statistics Report from March 2026**

The library's 75<sup>th</sup> anniversary celebration is scheduled for May 1, 2026, 4:30 p.m. to 7:30 p.m. The event will take place all around the library.

The library has applied for the grant for playground equipment for the lawn. The library will know if they were chosen or not sometime in October 2026.

Small Business Development Centers (SBDC) came to the library to inquire about setting up a space in the library to help small business owners. They will be in the

Richland Room every Monday and Wednesday, 9:00 a.m. to 5:00 p.m. through the month of May.

The Friends Spring book sale is April 22-25 in the Gallery.

**Public Comments**

**Approval of Bills**

- 3. **BOARD MEMBER BUXTON MOVED AND BOARD MEMBER ISAKSON SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR MARCH 2026 IN THE AMOUNT OF \$144,855.74. THE MOTION CARRIED 4- 0.**

**Unfinished Business**

- 4. Recruiting Library Board Members

The Library Board of Trustees will have a table set up at the library's 75<sup>th</sup> anniversary event on May 1 to be present and the hope of getting the word to Richland residents to give back to their community.

**New Business**

- 5. Meeting Room Policy

Discussion about the current meeting room policy and any updates that need to be made. Library Manger Nulph will take the suggestions and bring a rough draft to the next Library Board meeting on May 12, 2026, for input.

**Agenda Items for Upcoming Board Meeting**

**Adjournment**

Chair Hernandez adjourned the meeting at 6:23 P.M.

APPROVED:

ATTEST:

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

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

DATE APPROVED:

DATE PUBLISHED:



## LIBRARY BOARD AGENDA ITEM STAFF REPORT

Meeting Date: 5/12/2026

Agenda Category: Richland Public Library Updates

Prepared By: Kelly Reed, Librarian

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### Subject

Richland Public Library Staff Update

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### Department/Office

Parks & Public Facilities

### Document Type

Library Board Item

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### Recommended Motion

Discussion only.

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### Summary

Children's Librarian Kelly Reed will update the Board on the children's department at the library.

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### Fiscal Impact

None.

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### Attachments

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## LIBRARY BOARD AGENDA ITEM STAFF REPORT

Meeting Date: 5/12/2026

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 April 2026

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### Department/Office

Parks & Public Facilities

### Document Type

Library Board Item

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### Recommended Motion

Discussion only.

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### Summary

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

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### Fiscal Impact

None.

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### Attachments

1. 2026.05.12 Library Manager's Report
2. April 2026 Library Statistic Report



**LIBRARY MANAGER'S REPORT**  
**Richland Public Library Board**  
**May 12, 2026**

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## **State of Library Services**

The 75<sup>th</sup> Anniversary was a success. We will provide more detail in our next board meeting tied to May events. For those that have not seen our 75<sup>th</sup> anniversary film, you can find this on Richland's CityView. The 34 minute video is a great encapsulation of our history and culture and we thank the Communication's AV team for putting this together.

We have added a new museum to our Tumbleweed Tourist collection: The Fort Dalles Museum and Anderson Homestead. This museum is located by two other museums in our collection and interprets life in the PNW during the 19<sup>th</sup> and early 20<sup>th</sup> centuries. The museum provides free access to 2 adults and 2 children per visit. With this addition, we now have 20 attractions in Tumbleweed Tourist if you count the Washington State Park passes. As far as I know, this is the biggest museum pass collection in the state, topping libraries like Seattle Public Library with 18 attractions.

Christ the King has inquired about using student ID numbers as library cards. We have provided the information for them to review. If approved, we would plan to initiate this service at the beginning of the next school year. Richland School District is still evaluating this as an option for their students.

We have initiated our first email newsletter ahead of the 75<sup>th</sup> anniversary event. In future months, there will be newsletters for all ages, adults, teens, and kids, which will highlight upcoming events and services for each of those age groups. The newsletters will be sent the last week of each month. Patrons may opt to unsubscribe at any time.

The library has received an inquiry connected to the Hanford Reach Solar System project. This project maps out the solar system with the Tri-Cities and has markers throughout our communities. The library sits on the orbit of Jupiter, and the project is interested in having some sort of acknowledgement of Jupiter onsite. They are proposing a 4 feet in diameter concrete inlay and two educational signs or plaques. We are still investigating this and have made no decisions on possible implementation.

The salmon have been released at Salmon Summit. We did not participate in the two day outreach this year, but still participated in the public tank and fish release.

We are starting to look at budget planning for 2027. Some considerations for that budget include the addition of study pods and the consideration of a feasibility study looking at South Richland library services.

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

The Friends of the Library book sale occurred. Sales for the event come in at about \$6,000. Early merchandise sales got a good deal of interest, and the Friends report earning about \$1,300 thus far from that.

### **Library Foundation**

The Foundation is currently reviewing their finances and developing a new plan for investing their reserves to maximize growth between projects.

### **Staffing Updates**

We have one hire that has been confirmed, which is an intermittent Library Assistant position. This will be filled by Conner Burham. Our other vacancies are still working their way through the hiring process. This includes Library Supervisor and two intermittent Library Assistant positions.

### **Library Statistics**

In April, we saw our first significant difference between 2026 and 2025 gate counts with about 1,000 more patrons in April 2026 compared to April 2025. The trend remains the same with April typically showing a small decrease in gate count from March. The physical circulation trend tends to echo the gate trend with a slight decrease from March to April. The same is seen this year.

Digital circulation follows the same small dip in numbers from March to April. Overall, these numbers are still about 1,500 circulations higher than April 2025. We see the different formats in these services ripple each month. This month, Hoopla's video usage saw the biggest change – going from 1,467 in March to 729 in April. Most of the other formats stayed within a small margin of March's numbers.

Registration stats remain strong with over 400 registrations every month this year. The measures we took with reciprocal borrowing and online card registration have made for sustained, strong numbers each month. Prior to 2025, card registrations tended to trend around 300 per month.



# RICHLAND PUBLIC LIBRARY



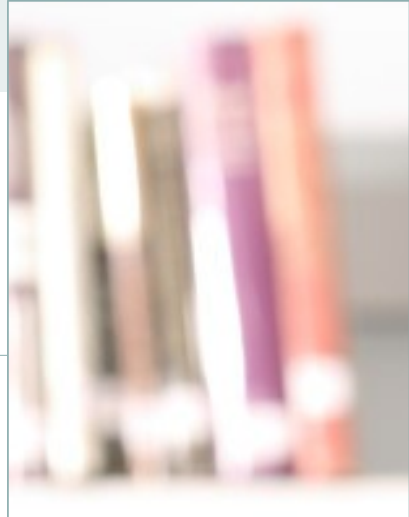
## April 2026 Statistics Report for the May Board Meeting

### SUMMARY

We held or hosted the following programs this month.

- Wednesday, 4/1: Turf Alternatives Workshop
- Friday, 4/3: Preschool STEAM
- Saturday, 4/4: Saturday Story Time
- Tuesday, 4/7: Drop-In Seed Mosaics; Singing Strings Ukulele Club
- Wednesday, 4/8: Coloring Fun for Everyone
- Thursday, 4/9: Quilting in the Library; Games on The Lawn
- Friday, 4/10: Story Time at Goethals Park; “Game Time Fridays”
- Saturday, 4/11: Project Linus Make a Blanket Day; “Are You Afraid of the Art?”; Mid-Columbia Musical Theatre Children’s Revue
- Monday, 4/13: LGBTQIA+ Craft Social; Hanford Reach Presentation
- Tuesday, 4/14: “Build-It: Spice Rack”; Breathing Through Grief
- Wednesday, 4/15: Good ‘Nuff Mending Group
- Thursday, 4/16: Wes Weddell “Going from Story to Song”
- Friday, 4/17: Preschool STEAM
- Saturday, 4/18: STEAMKids; Team Battelle Math Tutoring
- Tuesday, 4/21: Singing Strings Ukulele Club
- Wednesday, 4/22: Preschool STEAM; FORL Book Sale
- Thursday, 4/23: Nintendo Switch with the Teen Librarian; Teen Pet Parade; FORL Book Sale
- Friday, 4/24: FORL Book Sale
- Saturday, 4/25: Team Battelle Math Tutoring; FORL Book Sale
- Tuesday, 4/28: Breathing Through Grief; Cereal (Serial) Book Club
- Wednesday, 4/29: BFHD Community Health Improvement Plan

We held a “Family Movies of the 1960s” showing of *The Absent-Minded Professor* (1961), *The Parent Trap* (1961), and *Mary Poppins* (1964) on Saturday, April 4, and a Sensory Sunday matinee showing of the latter two on Sunday, April 19. The Underground Book Club watched *Dune* (2021) on Wednesday, April 8. We held a Teen Theater showing of *The Last Unicorn* (1982) on Thursday, April 9. We showed *Silkwood* (1983) and *Postcards from the Edge* (1990) on Sunday, April 12, and showed *Death Becomes Her* (1992) on April 27. The Death Doulas showed *The Fault In Our Stars* (2014) on Sunday, April 26. Our Cereal (Serial) Book Club met on Tuesday, April 28. Our busiest day this month was Thursday, April 23. That was the first public day of the Friends of the Richland Library Spring Book Sale, and we also held a Baby Story Time and two popular teen programs that day.



### APRIL STATISTICS

- Overall Circulation with Renewals: **74,607**
- Digital Circulation: **20,109**
- Physical Items Checked Out: **36,095**
- Physical Items Renewed: **18,403**
- Holds Filled: **3,787**
- Hoopla Circulation: **3,799**
- Kanopy Circulation: **25,293 minutes, 355 tickets used**
- OverDrive Circulation: **15,955**
- New Library Card Accounts: **408**
- Gate Count: **19,043**
- Busiest Day: **879 (Thurs., April 23)**

## **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 April 7, 14, 21, and 28; Wednesday morning active story times at 10 a.m. on April 1, 8, 15, 22, and 29; Thursday morning baby story times at 10 a.m. on April 2, 9, 16, 23, and 30; and Friday morning preschool story times on April 3, 10, 17, and 24. 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.

### **Saturday Story Time**

Kelly held a Saturday Story Time at 10 a.m. on April 4. Our calendar said, "Join us for about 30 minutes of stories and rhymes followed by a simple craft to do here or take home to do later. We will invite the Therapy Dogs to join us, too!"

### **Story Time at Goethals Park**

Kelly held a Story Time at Goethals Park from 10 to 10:45 a.m. on Friday, April 10. Our calendar invitation said, "We will share a few stories and rhymes followed with an activity to explore the park a little bit." Sixty-four patrons attended.

### **Preschool STEAM and STEAMKids**

Kelly held drop-in Preschool STEAM programs from 11 a.m. to 12:30 p.m. on Friday, April 3; Friday, April 17; and Wednesday, April 22. She also held a STEAMKids session from 10 a.m. to noon on Saturday, April 18, with 68 patrons attending.

### **"Coloring Fun for Everyone"**

Kelly held a "Coloring Fun for Everyone" craft program from 11 a.m. to 2 p.m. on Wednesday, April 8, in the Children's Department. Our calendar said, "Looking for something to do over Spring Break? We will have coloring sheets and drawing prompts for all ages available in the Children's Department. Stop by anytime and stay as long as you like." Forty-one patrons attended this program.

### **Games on The Lawn**

Kelly invited children and families to join us for games on The Lawn from 1 to 3 p.m. on Thursday, April 9. Sixty-nine patrons came to enjoy this drop-in program.

### **Mid-Columbia Musical Theatre Children's Revue**

We hosted Mid-Columbia Musical Theatre as they held a Children's Revue from 2 to 3 p.m. on Saturday, April 11, on The Lawn. They presented a revue of songs based on musicals from beloved children's books. Thirty-four patrons attended.

### **Cereal (Serial) Book Club**

Our Cereal (Serial) Book Club for fourth through sixth graders met from 4 to 5:30 p.m. on Tuesday, April 28. This month, Community Engagement Librarian Johanna led the group as they discussed *The Giver Quartet* by Lois Lowry. Cereal snacks and craft supplies were generously provided by the Friends of the Richland Public Library.



## **ALL-AGES PROGRAMS**

### **Family Movies of the 1960s**

Johanna and Intern Rilla held a family showing of *The Absent-Minded Professor* (1961), *The Parent Trap* (1961), and *Mary Poppins* (1964) in the Doris Roberts Gallery from 10 a.m. to 4:30 p.m. on Saturday, April 4. 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!" We had 28 patrons attend.

### **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, April 7 and 21.

### **"Drop-In Seed Mosaics"**

Kelly held an extremely popular "Drop-In Seed Mosaics" craft program from 1 to 3 p.m. on Tuesday, April 7, in the Collaboratory. Our calendar said, "Join us for a relaxing creative time this spring break! We will have cardboard shapes and a selection of seeds to glue to them. The result will be a charming rustic mosaic." She had 93 patrons attend this program.

### **"Game Time Fridays"**

Adult Services Librarian Gavin held an intergenerational "Game Time Fridays" program in the Collaboratory from 11 a.m. to 1 p.m. on April 10. Eight patrons attended.

### **Project Linus Make a Blanket Day**

We hosted Project Linus as they held their semi-annual Make a Blanket Day in the Doris Roberts Gallery and Conference Room B from 10 a.m. to 2 p.m. on Saturday, April 11.

### **"Are You Afraid of the Art?"**

Tanya held an "Are You Afraid of the Art?" craft program in the Collaboratory from 1 to 2:30 p.m. on Saturday, April 11. Six patrons attended.

### **"Build-It: Spice Rack"**

Librarian Mary held a "Build-It: Spice Rack" craft program from 6 to 7:30 p.m. on Tuesday, April 14, in the Collaboratory. Our calendar invitation said, "This spice rack works great as a small shelf for a couple of children's board books or handy spot to keep collectibles." Preregistration was required. Twenty-five patrons preregistered, and we also had a waiting list.

### **Good 'Nuff Mending Club**

We hosted the Good 'Nuff Mending Club in the Doris Roberts Gallery from 5 to 7:45 p.m. on Wednesday, April 15. Twenty patrons attended to learn and practice mending techniques.

### **Tri-Cities Community Lecture Series: Wes Weddell**

We hosted a "Northwest Song and Story" presentation by award-winning songwriter and musician Wes Weddell from 7 to 7:45 p.m. on Thursday, April 16, in the Doris Roberts Gallery. He performed songs and talked about how he draws songwriting inspiration from books and local stories. This presentation was hosted by the Three Rivers Folklife Society as part of the Tri-Cities Community Lecture Series. Thirty-three patrons attended.



## ALL-AGES PROGRAMS (CONTINUED)

### Sensory Sunday Matinee

Mary held Sensory Sunday Matinee showings of *The Parent Trap* (1961) and *Mary Poppins* (1964) from 12 to 4 p.m. on Sunday, April 19. Three patrons attended.

### Salmon Summit

The Richland Public Library participated in the Benton Conservation District's "Salmon in the Classroom" program again this year, setting up a large aquarium tank in the Collaboratory and raising Chinook salmon from eggs. Area fourth and fifth graders released the young salmon into the Columbia River during the Salmon Summit on Tuesday and Wednesday, April 21 and 22.

## TEEN PROGRAMS

### Teen Theater: *The Last Unicorn*

Gavin held a Teen Theater showing of *The Last Unicorn* (1982) from 5:30 to 7:30 p.m. on Thursday, April 9. Seven teens attended.

### "Nintendo Switch with the Teen Librarian"

Alyssa invited teens to enjoy snacks, play Mario Kart on the Nintendo Switch, and chat about the library from 4:30 to 5:30 p.m. on Thursday, April 23. Five teens attended.

### "Teen Pet Parade"

Teen Services Librarian Alyssa held a "Teen Pet Parade" program in the Collaboratory from 5:30 to 7 p.m. on Thursday, April 23. Teens were invited to customize stuffed animals and compete to win a crown for the cutest pet. Seventeen patrons attended this fun program.



## ADULT PROGRAMS

### Turf Alternatives Workshop

We hosted the Benton Conservation District Heritage Garden Program as they gave a presentation about waterwise landscaping in Eastern Washington from 5 to 8 p.m. on Wednesday, April 1, in the Doris Roberts Gallery. Thirty-seven patrons attended.

### Small Business Advising with SBDC

We hosted the Small Business Development Center as they held walk-in advising sessions from 9 to 5 p.m. on several Mondays and Wednesdays in April.

### Underground Book Club: *Dune*

We hosted the Underground Book Club from Adventures Underground as they watched *Dune* (2021) in the Doris Roberts Gallery from 5:30 to 7:30 p.m. on Wednesday, April 8. This showing was for patrons ages 18 and up.

### "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, April 11, to encourage patrons ages 16+ to explore basic art concepts. Six patrons attended.

### Double Feature: *Silkwood* and *Postcards from the Edge*

Gavin held a double feature showing of *Silkwood* (1983) and *Postcards from the Edge* (1990) from 12 to 5 p.m. on Sunday, April 12, in the Doris Roberts Gallery. Eleven patrons attended.

## ADULT PROGRAMS (CONTINUED)

### LGBTQIA+ Craft Social

Gavin held our monthly LGBTQIA+ Craft Social in the Collaboratory from 5:30 to 7:30 p.m. on Monday, April 13. It was well attended.

### Hanford Reach Presentation

We hosted the B-Reactor Museum Association for a presentation by Marie Cobb on “The Hanford Reach of the Columbia River: Past, Present, and the Manhattan Project” from 6 to 8 p.m. on Monday, April 13. Thirty-seven patrons attended.



### Mortality Movie: *The Fault In Our Stars*

We hosted the Death Doulas for a Mortality Movie showing of *The Fault In Our Stars* (2014) from 1 to 4 p.m. on Sunday, April 26, in our conference rooms. This program included a guided discussion for teens (ages 15-18) and adults (ages 19 and older). Seven patrons registered.

### Monday Movie: *Death Becomes Her*

Gavin held a showing of *Death Becomes Her* (1992) for patrons ages 18+ in the Doris Roberts Gallery from 5:30 to 7:30 p.m. on Monday, April 27.

### “Breathing Through Grief”

Certified somatic breathwork practitioner Stephen Stott held “Breathing Through Grief” sessions from 6:30 to 7:30 p.m. on two Tuesdays, April 14 and 28. We had 8 and 15 patrons attend.

### “Community Health Improvement Plan with BFHD”

We hosted the Benton-Franklin Health District as they held a presentation about their three-year Community Health Improvement Plan from 3:30 to 5 p.m. on Wednesday, April 29.

## OTHER

### Local Book, Writing, and Craft Clubs

Clubs that met at the library this month included Quilting in the Library on Thursday, April 9; the Thursday Afternoon Book Club on April 16; the Monday Night Book Group on April 20; and By the Book Knitters on Tuesday, April 21.

### Library Outreach

Library outreach this month included YMCA Preschool (Kelly) on Tuesday, April 14; TAGCON (Library Assistant Charm, Gavin, and Library Page Nelibeth) and Earth Day at the REACH Museum (Alyssa and Johanna) on Saturday, April 18; CBC (Gavin), Earth Day Cleanup with Richland Cares (Kylie), and Badger Mountain Elementary Science Night (Mary) on Wednesday, April 22; and Orchard Elementary Science Night (Mary) on Tuesday, April 28.

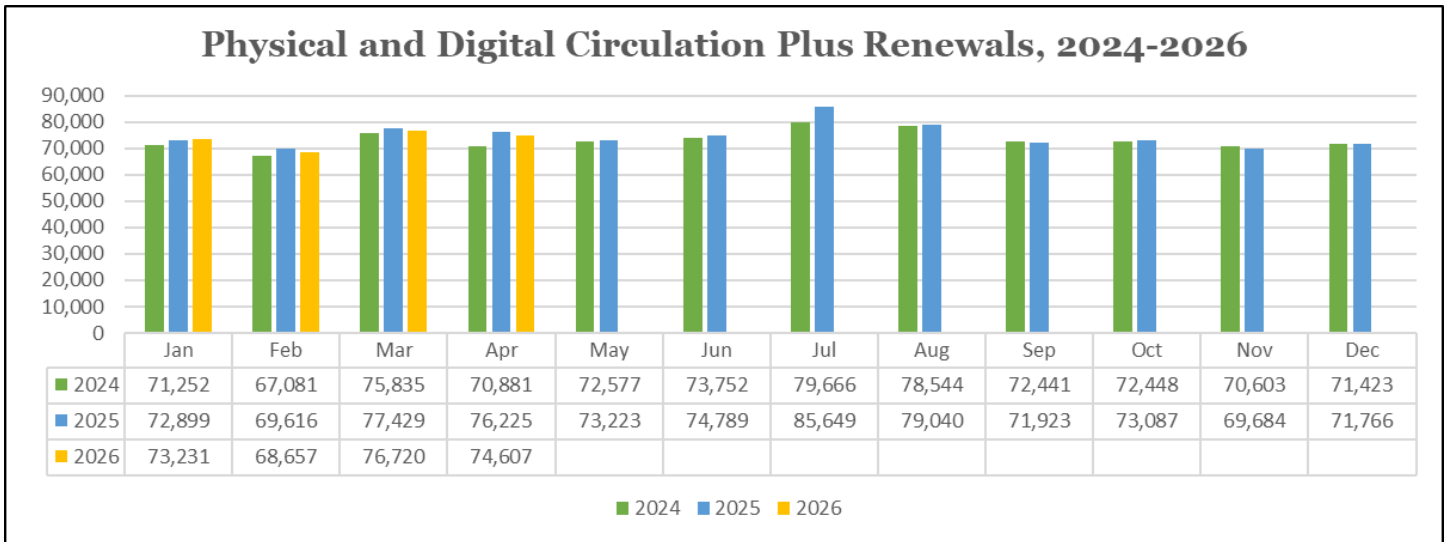


### Friends of the Library Book Sale

The Friends of the Library held their annual Spring Book Sale from Thursday through Saturday, April 23 through 25, with a Friends-only preview night on Wednesday, April 22. We truly appreciate their generous support of the library’s programs and services!

## STATISTICS

### TOTAL CIRCULATION

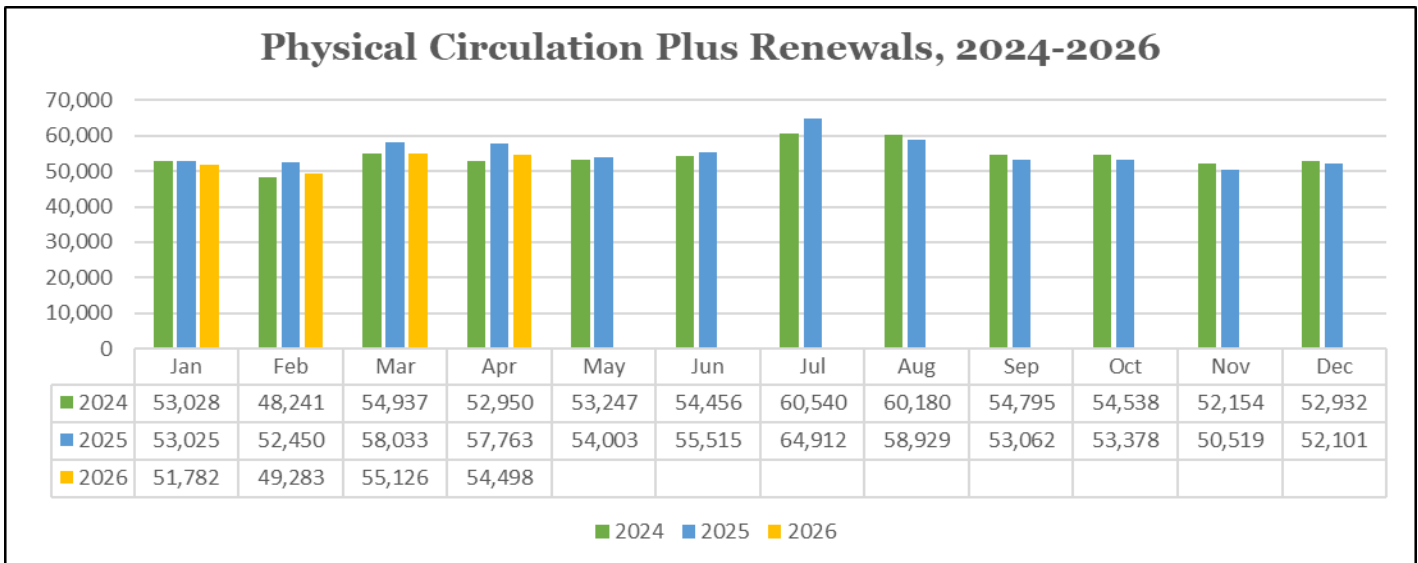


During April our total physical plus digital circulation was 56,204 items, not including renewals. Of those, 36,095 (64.2%) were physical items and 20,109 (35.8%) were digital items obtained through Hoopla, Kanopy, and OverDrive. Kanopy plays were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was down 4.4% compared to the 58,787 items checked out in March 2026. Digital circulation was down 6.9% compared to the 21,594 items checked out in March. We filled 3,787 holds for patrons.

Our patrons also renewed 18,403 physical items in April. Including these physical item renewals, our overall circulation was 74,607. That overall circulation was down 2.8% compared to the 76,720 items circulated in March 2026, and it was also down 2.1% compared to the 76,225 items circulated in April 2025.

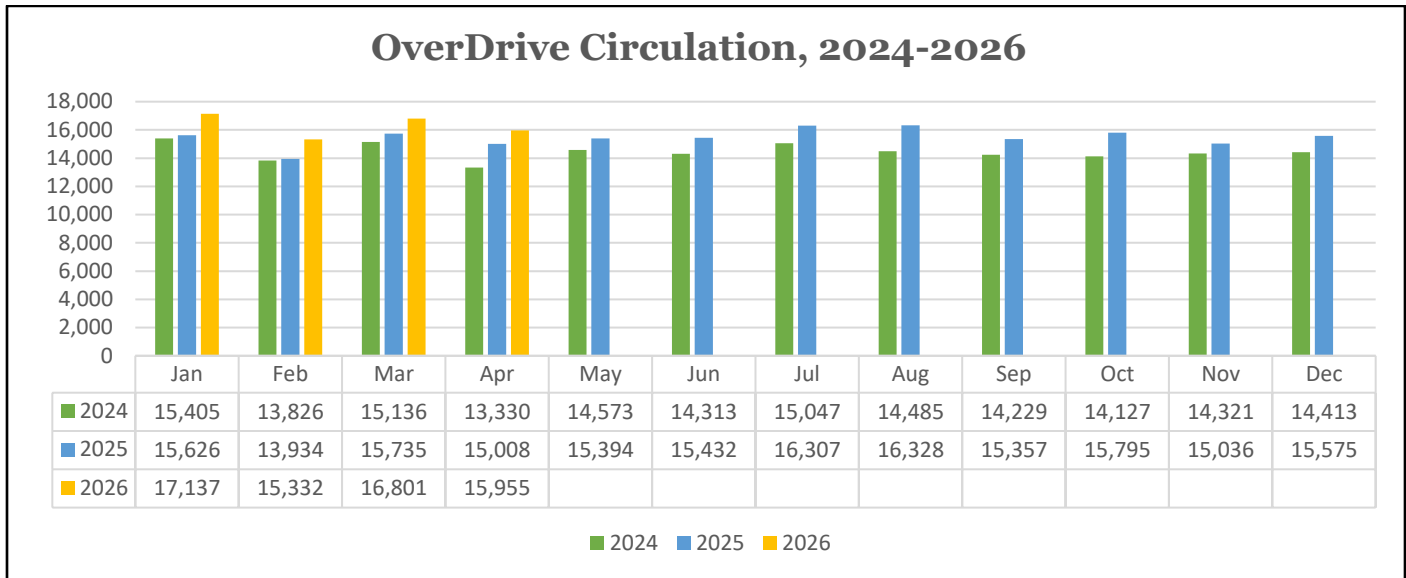
### PHYSICAL CIRCULATION



Our patrons checked out 36,095 physical items in April and renewed 18,403 physical items, for a total of 54,498 items. That circulation was down 1.1% compared to the 55,126 physical items checked out and renewed in March 2026, and it was also down 5.7% compared to the 57,763 items checked out and renewed in April 2025. The top ten categories that circulated this month were Children’s Storybooks (3,891 items), Adult Nonfiction (3,865 items), Children’s Chapter Book Fiction (3,530 items), Adult Fiction 2nd Floor (2,678 items), Children’s Graphic Novels (2,651 items), Children’s Nonfiction (2,489 items), Adult Movies (2,464 items), Adult New Books (1,738 items), Children’s Movies (1,577 items), and Children’s Favorites on the Story Circle (1,458 items).

# DIGITAL CIRCULATION

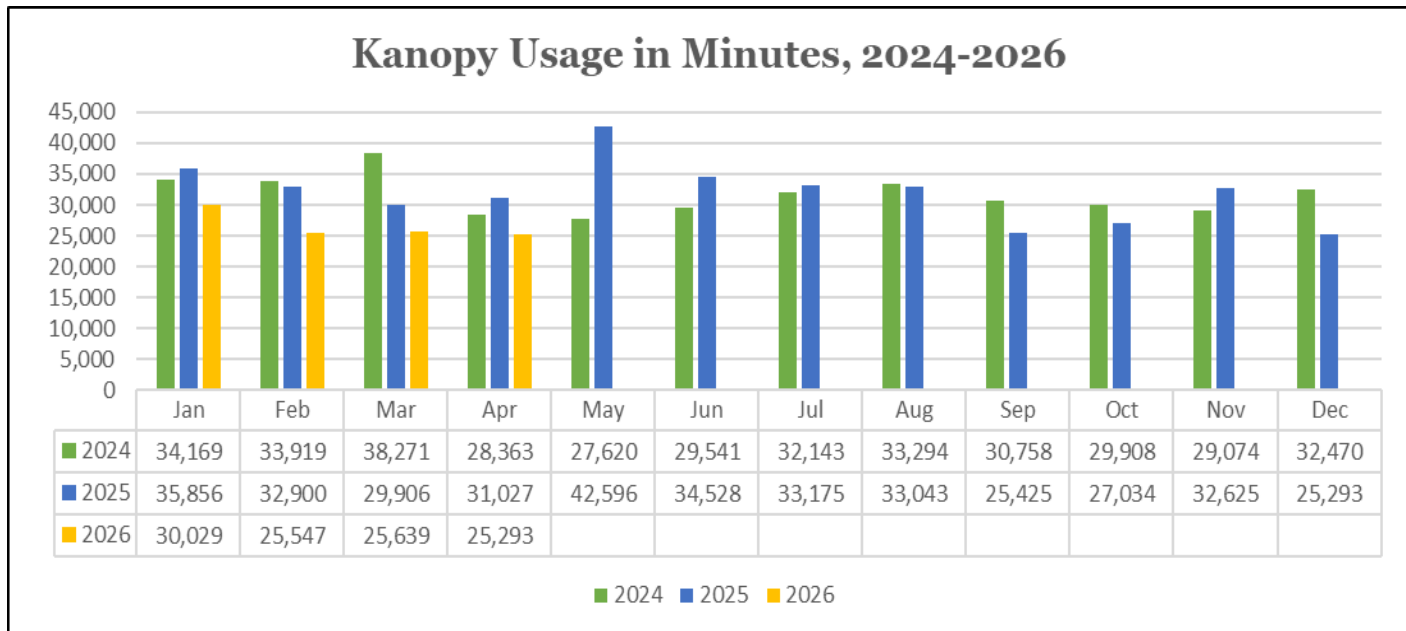
## OverDrive



The 15,955 checkouts through OverDrive in April were down 5.0% compared to the 16,801 checkouts in March 2026, but they were up 6.3% compared to the 15,008 checkouts in April 2025.

This month's checkouts included 7,139 audiobooks (which were 44.7% of the OverDrive items checked out), 6,456 e-books (40.5%), and 2,360 e-magazines (14.8%).

## Kanopy

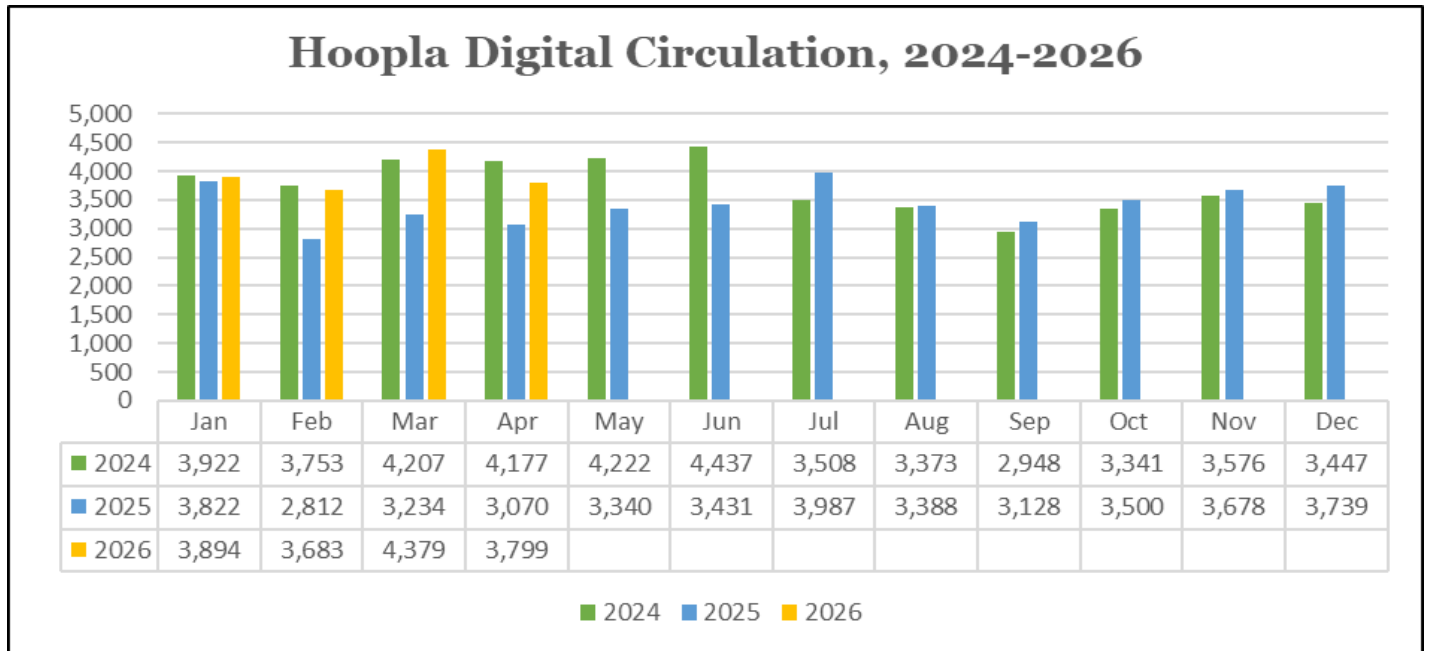


Our patrons viewed 25,293 minutes of Kanopy content during the month of April, using 355 tickets. That usage was down 1.3% compared to the 25,639 minutes viewed in March 2026, and it was also down 18.5% compared to the 31,027 minutes viewed in April 2025.

The top ten suppliers of content on Kanopy this month were Paramount Pictures, The Great Courses, BBC Studios, PBS, The Criterion Collection, IFC Films, A24, Kino Lorber, Magnolia Pictures, and Neon. Content was viewed on mobile devices (32.0%), televisions (27.3%), tablets (22.3%), and desktops (18.3%).

## DIGITAL CIRCULATION (CONTINUED)

### Hoopla

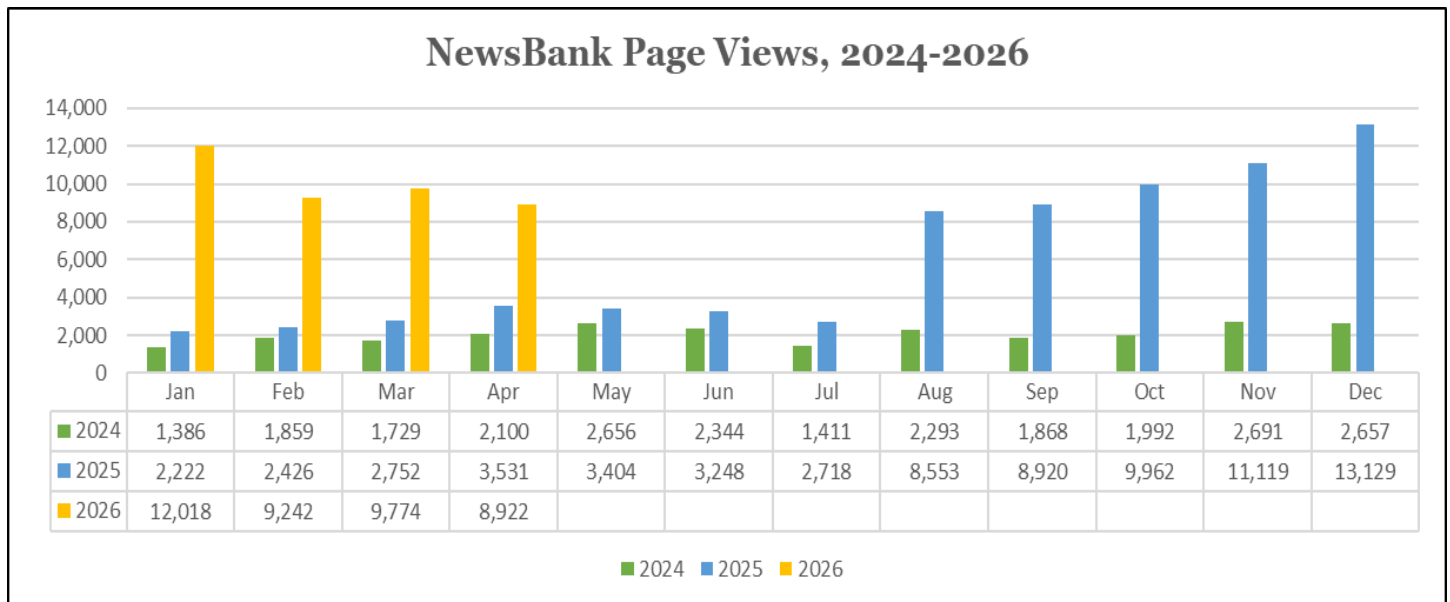


The 3,799 circulations in Hoopla during April were down 13.2% compared to the 4,379 circulations in March 2026, but they were up 23.7% compared to the 3,070 circulations in April 2025. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,903 audiobooks (which were 50.1% of the Hoopla items checked out), 1,083 e-books and e-comics (28.5%), 729 movies and television shows (19.2%), 83 music items (2.2%), and 1 magazine (0.0%).

## OTHER DIGITAL SERVICES

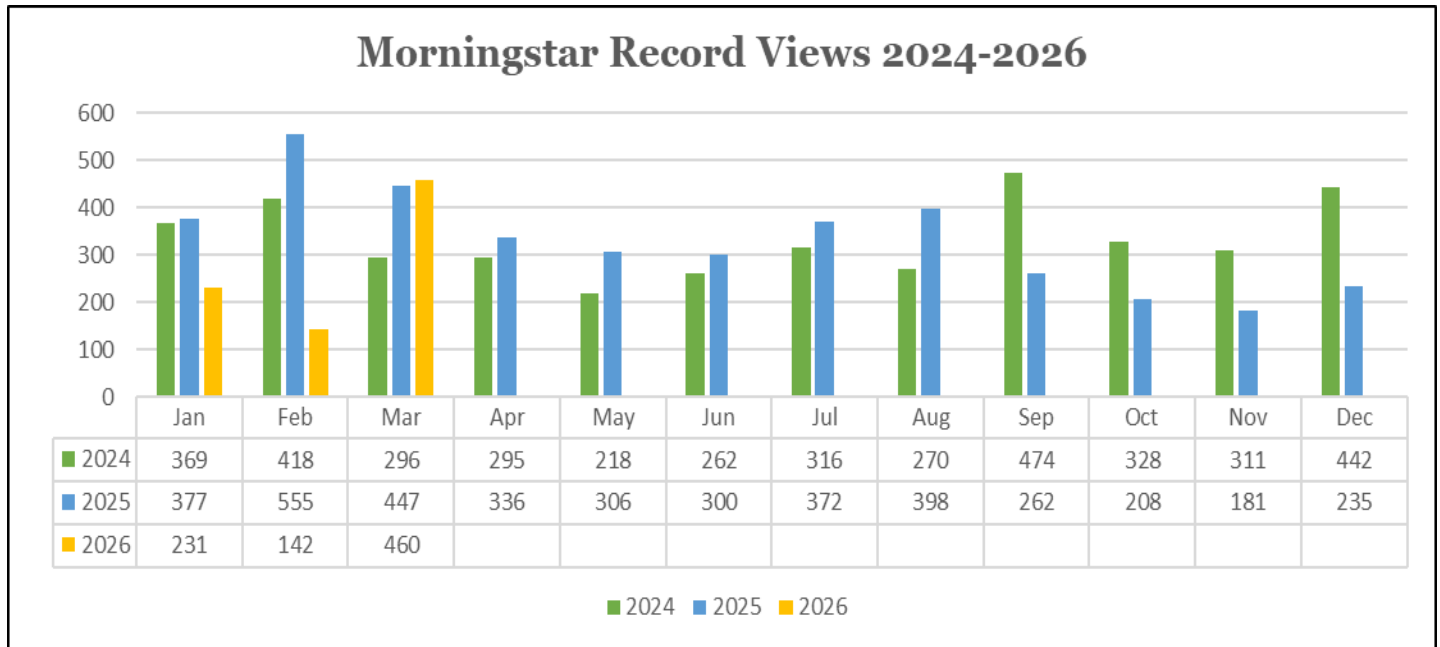
### NewsBank



The 8,922 NewsBank page views in April were down 8.7% compared to the 9,774 page views in March 2026, but they were up 152.7% compared to the 3,531 page views that occurred in April 2025. NewsBank seems to be one of the more consistently used offerings in our database collection.

## OTHER DIGITAL SERVICES (CONTINUED)

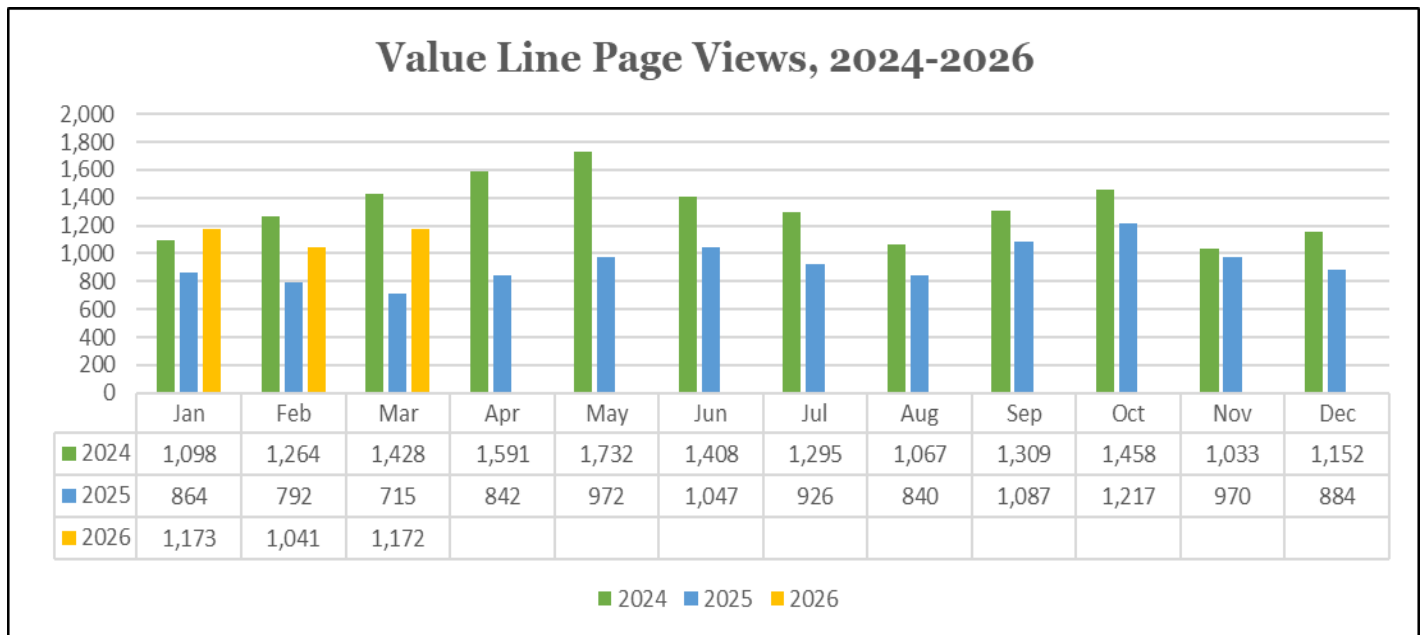
### Morningstar



Our patrons viewed 460 Morningstar records in March. That usage was up 223.9% compared to the 142 records viewed in February 2026, and it was also up 2.9% compared to the 447 records viewed in March 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 April, so we will include them in next month's board report.

### Value Line



The 1,172 Value Line page views in March were up 12.6% compared to the 1,041 page views in February 2026, and they were also up 63.9% compared to the 715 page views that occurred in March 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 April, so we will include them in next month's board report.

## **ADDITIONAL STATISTICS**

### **Gate Counts**

Our total gate count for April was 19,043. Our busiest day was Thursday, April 23, with 879 patrons logged. It was the first public day of the Friends of the Richland Library Spring Book Sale, and we also held a Baby Story Time and two popular teen programs that day.

### **Interlibrary Loans**

In April, we received a total of 120 interlibrary loan requests from other libraries, and we sent 68 items to libraries during the month in response to their requests. We also sent 29 interlibrary loan requests to other libraries in April for our patrons, and we received 36 items from other libraries.

### **New Library Card Accounts**

We created 408 new library card accounts in April. They included 271 resident cards, 92 reciprocal cards, 25 nonresident cards, 12 limited access cards, 5 reciprocal digital cards, and 3 interlibrary loan accounts.



## LIBRARY BOARD AGENDA ITEM STAFF REPORT

Meeting Date: 5/12/2026

Agenda Category: Approval of Bills

Prepared By: Christopher Nulph, Library Manager

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### Subject

April 1, 2026 through April 30, 2026 Claims for Payment

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### Department/Office

Parks & Public Facilities

### Document Type

Library Board Item

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### Recommended Motion

Move to approve the claims for payment from April 1, 2026 through April 30, 2026.

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### Summary

This is a review and approval of the April 1, 2026 through April 30, 2026 claims for payment.

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### Fiscal Impact

The claims for payment from April 1, 2026 through April 30, 2026 totaled \$150,207.17.

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### Attachments

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

# CITY OF RICHLAND

## LIBRARY EXPENDITURE

April 2026

Month/Year

PAY PERIODS: From March 23, 2026 to April 19, 2026

GROSS SALARIES ..... \$ 106,940.91

|                          | Gross Wages              | Total                    |
|--------------------------|--------------------------|--------------------------|
| WEEK OF: <u>04/09/26</u> | <u>52,510.43</u>         | <u>52,510.43</u>         |
| WEEK OF: <u>04/23/26</u> | <u>54,430.48</u>         | <u>54,430.48</u>         |
| WEEK OF: _____           | _____                    | _____                    |
| <b>TOTAL</b>             | <b><u>106,940.91</u></b> | <b><u>106,940.91</u></b> |



## Library Voucher Listing

Begin Date: 4/1/2026

End Date: 4/30/2026

### NON-FACILITIES EXPENDITURES

| Fund   | Div<br>Org/Object | Description<br>Vendor | P.O.<br>Number                 | Invoice Number    | Date      | Check #                   | Description  | Amount            |
|--|-------------------|-----------------------|--------------------------------|-------------------|-----------|---------------------------|--|-------------------|
| <b>001</b>   |                   | <b>GENERAL FUND</b>   |                                |                   |           |                           |  |                   |
|  | <b>303</b>        | <b>LIBRARY</b>        |                                |                   |           |                           |  |                   |
|  | K8188700/3583     | OCLC INC              |                                | 1000485716        | 4/1/2026  | 345825                    | LIBRARY APP - CAPIRA<br>MOBILE 3/4/26-3/3/27             | \$5,147.89        |
|  | K8188700/3583     | SPRINGSHARE LLC       |                                | 26-R7173          | 4/15/2026 | 346243                    | PATRON PPINT VERIFY<br>MODULE USAGE 1/26-3/26            | \$360.60          |
| <b>SOFTWARE-LICENSING &amp; UPGRADES TOTAL:</b>            |                   |                       |                                |                   |           |                           |  | <b>\$5,508.49</b> |
| <b>SOFTWARE-LICENSING &amp; UPGRADES - YTD INFORMATION</b> |                   |                       |                                |                   |           |                           |  |                   |
| <b>BUDGET: \$71,425.00</b>                                 |                   |                       | <b>YTD ACTUAL: \$47,075.33</b> |                   |           | <b>YTD % USED: 65.91%</b> |  |                   |
| <b>INFORMATION TECHNOLOGY TOTAL:</b>                       |                   |                       |                                |                   |           |                           |  | <b>\$5,508.49</b> |
|  | K8721000/4117     | MOON SECURITY SERVIC  |                                | 8117705           | 4/8/2026  | 346044                    | MOON SECURITY -<br>RECURRING SECURITY<br>SERVICES 4/2026 | \$174.03          |
|  | K8721000/4117     | CI INFORMATION MANAG  |                                | 0196155           | 4/17/2026 | 346278                    | 1 - ONSITE RECURRING<br>SHRED SERVICE 3/11/26            | \$57.75           |
|  | K8721000/4117     | SPORTSENGINE INC      |                                | 67711             | 4/15/2026 | 346224                    | BACKGROUND CHECKS -<br>LIBRARY (4)                       | \$74.00           |
| <b>EXPERT SERVICES TOTAL:</b>                              |                   |                       |                                |                   |           |                           |  | <b>\$305.78</b>   |
| <b>EXPERT SERVICES - YTD INFORMATION</b>                   |                   |                       |                                |                   |           |                           |  |                   |
| <b>BUDGET: \$3,500.00</b>                                  |                   |                       | <b>YTD ACTUAL: \$955.25</b>    |                   |           | <b>YTD % USED: 27.29%</b> |  |                   |
|  | K8721000/4201     | VERIZON WIRELESS      |                                | 6138958032        | 4/8/2026  | 346079                    | Verizon Wireless NASPO -<br>March 2026                   | \$78.66           |
|  | K8721000/4201     | VERIZON WIRELESS      | 22500470                       | 6138036955        | 4/1/2026  | 345847                    | 150-25 VERIZON<br>HOTSPOTS - LIBRARY                     | \$766.02          |
|  | K8721000/4201     | FRONTIER              |                                | 4/26 206/188-2614 | 4/22/2026 | 346397                    | TELEPHONE 4/1/2026-<br>4/30/2026 206/188-2614            | \$53.70           |





## Library Voucher Listing

Begin Date: 4/1/2026

End Date: 4/30/2026

| Fund   | Div<br>Org/Object | Description<br>Vendor | P.O.<br>Number                | Invoice Number | Date      | Check #                   | Description   | Amount            |
|--|-------------------|-----------------------|-------------------------------|----------------|-----------|---------------------------|---|-------------------|
| K8721000/4504  |                   | XEROX CORP            |                               | 025406323      | 4/8/2026  | 346085                    | 7HB-469027 FULL SERV<br>PLAN 4/2026 - LIB             | \$10.88           |
| K8721000/4504  |                   | KELLEY CREATE CO      |                               | 41560479       | 4/8/2026  | 346028                    | AGRMT #112-3056730-000<br>LIBRARY 4/2026              | \$545.29          |
| <b>COPIER/FAX LEASE RENTAL MAINT TOTAL:</b>            |                   |                       |                               |                |           |                           |   | <b>\$556.17</b>   |
| <b>COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION</b> |                   |                       |                               |                |           |                           |   |                   |
| <b>BUDGET: \$16,500.00</b>                             |                   |                       | <b>YTD ACTUAL: \$3,642.89</b> |                |           | <b>YTD % USED: 22.08%</b> |   |                   |
| K8721000/5301  |                   | WA STATE DEPARTMENT   |                               | DOR 03/2026    | 4/27/2026 | 10995                     | COMBINED EXCISE TAX -<br>MARCH 2026                   | \$100.96          |
| <b>STATE TAXES TOTAL:</b>                              |                   |                       |                               |                |           |                           |   | <b>\$100.96</b>   |
| <b>STATE TAXES - YTD INFORMATION</b>                   |                   |                       |                               |                |           |                           |   |                   |
| <b>BUDGET: \$1,020.00</b>                              |                   |                       | <b>YTD ACTUAL: \$207.77</b>   |                |           | <b>YTD % USED: 20.37%</b> |   |                   |
| <b>LIBRARY ADMINISTRATION TOTAL:</b>                   |                   |                       |                               |                |           |                           |   | <b>\$5,491.25</b> |
| K8722100/3401  |                   | INGRAM INDUSTRIES IN  |                               | 95321253       | 4/1/2026  | 345811                    | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>3/19/26 | \$441.34          |
| K8722100/3401  |                   | INGRAM INDUSTRIES IN  |                               | 95230119       | 4/1/2026  | 345811                    | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>3/16/26 | \$49.87           |
| K8722100/3401  |                   | INGRAM INDUSTRIES IN  |                               | 95352509       | 4/1/2026  | 345811                    | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>3/20/26 | \$859.17          |
| K8722100/3401  |                   | INGRAM INDUSTRIES IN  |                               | 95352510       | 4/1/2026  | 345811                    | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>3/20/26 | \$40.24           |
| K8722100/3401  |                   | INGRAM INDUSTRIES IN  |                               | 95430788       | 4/1/2026  | 345811                    | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>3/24/26 | \$25.07           |
| K8722100/3401  |                   | INGRAM INDUSTRIES IN  |                               | 95430789       | 4/1/2026  | 345811                    | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>3/24/26 | \$525.51          |



## Library Voucher Listing

Begin Date: 4/1/2026

End Date: 4/30/2026

| Fund          | Div<br>Org/Object | Description<br>Vendor | P.O.<br>Number | Invoice Number | Date     | Check # | Description   | Amount     |
|---------------|-------------------|-----------------------|----------------|----------------|----------|---------|---|------------|
| K8722100/3401 |                   | INGRAM INDUSTRIES IN  |                | 95230120       | 4/1/2026 | 345811  | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>3/16/26 | \$472.45   |
| K8722100/3401 |                   | INGRAM INDUSTRIES IN  |                | 95158390       | 4/1/2026 | 345811  | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>3/12/26 | \$322.38   |
| K8722100/3401 |                   | MIDWEST TAPE          |                | 508658987      | 4/8/2026 | 346041  | HOOPLA - MARCH 2026<br>USAGE                          | \$7,607.44 |
| K8722100/3401 |                   | INGRAM INDUSTRIES IN  |                | 95488183       | 4/8/2026 | 346023  | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>3/26/26 | \$714.32   |
| K8722100/3401 |                   | INGRAM INDUSTRIES IN  |                | 95460598       | 4/8/2026 | 346023  | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>3/25/26 | \$411.98   |
| K8722100/3401 |                   | INGRAM INDUSTRIES IN  |                | 95348250       | 4/8/2026 | 346023  | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>3/20/26 | \$395.49   |
| K8722100/3401 |                   | INGRAM INDUSTRIES IN  |                | 95643876       | 4/8/2026 | 346023  | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>4/2/26  | \$166.78   |
| K8722100/3401 |                   | INGRAM INDUSTRIES IN  |                | 95558062       | 4/8/2026 | 346023  | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>3/30/26 | \$61.06    |
| K8722100/3401 |                   | INGRAM INDUSTRIES IN  |                | 95558063       | 4/8/2026 | 346023  | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>3/30/26 | \$71.51    |
| K8722100/3401 |                   | INGRAM INDUSTRIES IN  |                | 95558064       | 4/8/2026 | 346023  | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>3/30/26 | \$944.66   |
| K8722100/3401 |                   | INGRAM INDUSTRIES IN  |                | 95643877       | 4/8/2026 | 346023  | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>4/2/26  | \$457.09   |
| K8722100/3401 |                   | INGRAM INDUSTRIES IN  |                | 95512526       | 4/8/2026 | 346023  | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>3/27/26 | \$233.57   |



## Library Voucher Listing

Begin Date: 4/1/2026

End Date: 4/30/2026

| Fund          | Div<br>Org/Object    | Description<br>Vendor | P.O.<br>Number | Invoice Number | Date      | Check # | Description   | Amount     |
|---------------|----------------------|-----------------------|----------------|----------------|-----------|---------|---|------------|
| K8722100/3401 | INGRAM INDUSTRIES IN |                       |                | 95583409       | 4/8/2026  | 346023  | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>3/31/26 | \$137.66   |
| K8722100/3401 | INGRAM INDUSTRIES IN |                       |                | 95583410       | 4/8/2026  | 346023  | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>3/31/26 | \$604.31   |
| K8722100/3401 | INGRAM INDUSTRIES IN |                       |                | 95710253       | 4/22/2026 | 346405  | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>4/6/26  | \$448.39   |
| K8722100/3401 | INGRAM INDUSTRIES IN |                       |                | 95612928       | 4/17/2026 | 346293  | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>4/1/26  | \$1,074.81 |
| K8722100/3401 | INGRAM INDUSTRIES IN |                       |                | 95740318       | 4/17/2026 | 346293  | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>4/7/26  | \$24.95    |
| K8722100/3401 | INGRAM INDUSTRIES IN |                       |                | 95740319       | 4/17/2026 | 346293  | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>4/7/26  | \$459.23   |
| K8722100/3401 | INGRAM INDUSTRIES IN |                       |                | 95740320       | 4/17/2026 | 346293  | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>4/7/26  | \$1,419.80 |
| K8722100/3401 | INGRAM INDUSTRIES IN |                       |                | 95797315       | 4/17/2026 | 346293  | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>4/9/26  | \$122.29   |
| K8722100/3401 | INGRAM INDUSTRIES IN |                       |                | 95863179       | 4/17/2026 | 346293  | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>4/13/26 | \$1,157.98 |
| K8722100/3401 | INGRAM INDUSTRIES IN |                       |                | 95863178       | 4/17/2026 | 346293  | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>4/13/26 | \$16.44    |
| K8722100/3401 | INGRAM INDUSTRIES IN |                       |                | 95824080       | 4/17/2026 | 346293  | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>4/10/26 | \$43.39    |



## Library Voucher Listing

Begin Date: 4/1/2026

End Date: 4/30/2026

| Fund          | Div<br>Org/Object | Description<br>Vendor | P.O.<br>Number | Invoice Number  | Date      | Check # | Description  | Amount     |
|---------------|-------------------|-----------------------|----------------|-----------------|-----------|---------|--|------------|
| K8722100/3401 |                   | THE GALE GROUP        |                | 999102474558    | 4/22/2026 | 346380  | LIBRARY MATERIALS -<br>LARGE PRINT<br>COLLECTION 3/5/26  | \$204.29   |
| K8722100/3401 |                   | THE GALE GROUP        |                | 999102474560    | 4/22/2026 | 346380  | LIBRARY MATERIALS -<br>LARGE PRINT<br>COLLECTION 3/5/26  | \$33.03    |
| K8722100/3401 |                   | THE GALE GROUP        |                | 999102461847    | 4/22/2026 | 346380  | LIBRARY MATERIALS -<br>LARGE PRINT<br>COLLECTION 3/3/26  | \$137.40   |
| K8722100/3401 |                   | THE GALE GROUP        |                | 999102490817    | 4/29/2026 | 346581  | LIBRARY MATERIALS -<br>LARGE PRINT<br>COLLECTION 3/10/26 | \$32.16    |
| K8722100/3401 |                   | THE GALE GROUP        |                | 999102418067    | 4/22/2026 | 346380  | LIBRARY MATERIALS -<br>LARGE PRINT<br>COLLECTION 2/21/26 | \$31.29    |
| K8722100/3401 |                   | INGRAM INDUSTRIES IN  |                | 96022264        | 4/24/2026 | 346525  | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>4/20/26    | \$92.64    |
| K8722100/3401 |                   | INGRAM INDUSTRIES IN  |                | 96022265        | 4/24/2026 | 346525  | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>4/20/26    | \$1,025.35 |
| K8722100/3401 |                   | OVERDRIVE             |                | 01452CO26075751 | 4/24/2026 | 346538  | LIBRARY MATERIALS -<br>E/AUDIOBOOK<br>COLLECTION 3/5/26  | \$2,778.87 |
| K8722100/3401 |                   | OVERDRIVE             |                | 01452DA26087100 | 4/24/2026 | 346538  | LIBRARY MATERIALS -<br>E/AUDIOBOOK<br>COLLECTION 3/17/26 | \$213.98   |
| K8722100/3401 |                   | OVERDRIVE             |                | 01452CO26095723 | 4/24/2026 | 346538  | LIBRARY MATERIALS -<br>E/AUDIOBOOK<br>COLLECTION 3/25/26 | \$1,583.89 |
| K8722100/3401 |                   | OVERDRIVE             |                | 01452DA26109847 | 4/24/2026 | 346538  | LIBRARY MATERIALS -<br>E/AUDIOBOOK<br>COLLECTION 3/31/26 | \$531.48   |



## Library Voucher Listing

Begin Date: 4/1/2026

End Date: 4/30/2026

| Fund          | Div<br>Org/Object    | Description<br>Vendor | P.O.<br>Number | Invoice Number  | Date      | Check # | Description  | Amount   |
|---------------|----------------------|-----------------------|----------------|-----------------|-----------|---------|--|----------|
| K8722100/3401 | OVERDRIVE            |                       |                | 01452CO26075731 | 4/24/2026 | 346538  | LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 3/5/26  | \$655.09 |
| K8722100/3401 | OVERDRIVE            |                       |                | 01452CO26076499 | 4/24/2026 | 346538  | LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 3/6/26  | \$858.69 |
| K8722100/3401 | OVERDRIVE            |                       |                | 01452CO26084482 | 4/24/2026 | 346538  | LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 3/15/26 | \$908.52 |
| K8722100/3401 | OVERDRIVE            |                       |                | 01452CO26098625 | 4/24/2026 | 346538  | LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 3/26/26 | \$397.79 |
| K8722100/3401 | OVERDRIVE            |                       |                | 01452DA26110331 | 4/24/2026 | 346538  | LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 3/31/26 | \$179.99 |
| K8722100/3401 | OVERDRIVE            |                       |                | 01452CO26128553 | 4/24/2026 | 346538  | LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 4/17/26 | \$92.95  |
| K8722100/3401 | OVERDRIVE            |                       |                | 01452CO26131089 | 4/24/2026 | 346538  | LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 4/21/26 | \$369.13 |
| K8722100/3401 | INGRAM INDUSTRIES IN |                       |                | 95980264        | 4/29/2026 | 346612  | LIBRARY MATERIALS - PHYSICAL COLLECTION 4/17/26    | \$68.99  |
| K8722100/3401 | INGRAM INDUSTRIES IN |                       |                | 95924250        | 4/29/2026 | 346612  | LIBRARY MATERIALS - PHYSICAL COLLECTION 4/15/26    | \$40.12  |
| K8722100/3401 | INGRAM INDUSTRIES IN |                       |                | 95952684        | 4/29/2026 | 346612  | LIBRARY MATERIALS - PHYSICAL COLLECTION 4/16/26    | \$312.86 |
| K8722100/3401 | INGRAM INDUSTRIES IN |                       |                | 95952683        | 4/29/2026 | 346612  | LIBRARY MATERIALS - PHYSICAL COLLECTION 4/16/26    | \$103.06 |



## Library Voucher Listing

Begin Date: 4/1/2026

End Date: 4/30/2026

| Fund                                       | Div<br>Org/Object | Description<br>Vendor | P.O.<br>Number                  | Invoice Number | Date      | Check #                   | Description   | Amount             |
|--|-------------------|-----------------------|---------------------------------|----------------|-----------|---------------------------|---|--------------------|
| K8722100/3401                              |                   | INGRAM INDUSTRIES IN  |                                 | 96016062       | 4/29/2026 | 346612                    | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>4/20/26 | \$571.03           |
| K8722100/3401                              |                   | INGRAM INDUSTRIES IN  |                                 | 96086534       | 4/29/2026 | 346612                    | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>4/22/26 | \$1,710.44         |
| K8722100/3401                              |                   | INGRAM INDUSTRIES IN  |                                 | 96115238       | 4/29/2026 | 346612                    | LIBRARY MATERIALS -<br>PHYSICAL COLLECTION<br>4/23/26 | \$24.30            |
|  |                   |                       |                                 |                |           |                           | <b>LIBRARY RESOURCES TOTAL:</b>                       | <b>\$32,266.52</b> |
| <b>LIBRARY RESOURCES - YTD INFORMATION</b> |                   |                       |                                 |                |           |                           |   |                    |
| <b>BUDGET: \$476,175.00</b>                |                   |                       | <b>YTD ACTUAL: \$204,021.39</b> |                |           | <b>YTD % USED: 42.85%</b> |   |                    |
|  |                   |                       |                                 |                |           |                           | <b>LIBRARY PUBLIC SERVICE TOTAL:</b>                  | <b>\$32,266.52</b> |
|  |                   |                       |                                 |                |           |                           | <b>LIBRARY NON-FACILITIES TOTAL:</b>                  | <b>\$43,266.26</b> |



## Library Voucher Listing

Begin Date: 4/1/2026

End Date: 4/30/2026

### FACILITIES EXPENDITURES

| Fund                               | Div<br>Org/Object | Description<br>Vendor | P.O.<br>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      |                               | 03/2026 MAR    | 4/17/2026 | 50024                     | CITY UTILITY BILLS/MAR<br>2026 | \$3,435.06        |
| <b>UTILITIES TOTAL:</b>            |                   |                       |                               |                |           |                           |                                | <b>\$3,435.06</b> |
| <b>UTILITIES - YTD INFORMATION</b> |                   |                       |                               |                |           |                           |                                |                   |
| <b>BUDGET: \$57,000.00</b>         |                   |                       | <b>YTD ACTUAL: \$9,683.49</b> |                |           | <b>YTD % USED: 16.99%</b> |                                |                   |
| <b>LIBRARY FACILITIES TOTAL:</b>   |                   |                       |                               |                |           |                           |                                | <b>\$3,435.06</b> |



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

APRIL 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 \$ 150,207.17 this 12th day of May, 2026.

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

| <b>Voucher Listings</b>                                       | <b>Amount</b>       |
|---|---------------------|
| April 01, 2026 thru April 30, 2026                            | \$43,266.26         |
| <b>Transfer Advice (Salaries)</b>                             |                     |
| Salaries for the weeks of: March 23, 2026 thru April 19, 2026 | \$106,940.91        |
| <b>MONTHLY EXPENSES</b>                                       | <b>\$150,207.17</b> |

Comments: 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: 5/12/2026

Agenda Category: Unfinished Business

Prepared By: Christopher Nulph, Library Manager

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### Subject

Meeting Room Policy

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### Department/Office

Parks & Public Facilities

### Document Type

Library Board Item

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### Recommended Motion

Move to approve the revised meeting room policy.

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### Summary

A final draft of the updated meeting room policy is included for review and discussion. If no changes need to be made the Board will vote to approve the updated meeting room policy.

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### Fiscal Impact

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### Attachments

- I. Meeting Room Policy

## 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 who 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.
- Study rooms are available for small group or individual activities such as working on a project, taking a test, or studying. These activities are not the primary purpose of meeting room use. However, meeting room requests for these purposes may be approved within three (3) days of the requested reservation date, based on availability. Requests made more than three (3) days in advance for these purposes will be denied to prioritize uses outlined above.
- 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 or requires the collection of personal information to participate, 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 a reservation cannot be used, the Responsible Party must notify the Library as soon as possible, and no later than three (3) days prior to the reservation. Responsible Parties or affiliated organizations that are no-shows or have multiple late cancellations may, at staff discretion, have their meeting room privileges revoked. 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, at staff discretion, 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 imply~~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