



Agenda
Library Board Meeting
Tuesday, August 11, 2026
Richland Public Library -
955 Northgate Drive

Regular Meeting - 5:30 p.m.

Call to Order/Attendance

Approval of Agenda (Approved by Motion)

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

Approval of Minutes (Approved by Motion)

1. Approval of the July 14, 2026 Library Board Meeting Minutes
 - Kylie Henry, Administrative Assistant

Richland Public Library Updates

2. New Staff Introduction — Community Engagement Supervisor
 - Christopher Nulph, Library Manager
3. Richland Public Library Staff Update
 - Michael Scarfo, Library Supervisor
4. Library Manager's Report and Library Statistics for July 2026
 - Christopher Nulph, Library Manager

Approval of Bills (Approved by Motion)

5. July 1, 2026 through July 31, 2026 Claims for Payment
 - Christopher Nulph, Library Manager

Unfinished Business

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, July 14, 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	Absent
Board Member Buxton	Present
Board Member Fisher	Absent
Board Member Isakson	Present
Council Liaison Maier	Present

Also present were Library Manager Nulph, Administrative Assistant Christian and Community Engagement Librarian Talbott.

Approval of Agenda

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

Approval of Minutes

- 1. BOARD MEMBER BUXTON MOVED AND BOARD MEMBER ISAKSON SECONDED THE MOTION TO APPROVE THE MINUTES OF MAY 12, 2026 AS PRESENTED. MOTION CARRIED 3-0.**

Richland Public Library Updates

2. Richland Public Library Staff Updates

Community Engagement Librarian Johanna Talbott shared an overview of programs she has offered in 2026 and program plans for the remainder of the year. She is focusing on tween programming such as Cereal Book Club for anyone in fourth through sixth grade.

3. Library Manager's Report and Library Statistics for May & June 2026

Library Manager Nulph shared library updates and statistics for May and June 2026.

Public Comments

Approval of Bills

4. **BOARD MEMBER BUXTON MOVED AND BOARD MEMBER ISAKSON SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR MAY 2026 IN THE AMOUNT OF \$150,123.56. THE MOTION CARRIED 3- 0.**

BOARD MEMBER BUXTON MOVED AND BOARD MEMBER ISAKSON SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR JUNE 2026 IN THE AMOUNT OF \$129,946.03. THE MOTION CARRIED 3- 0.

New Business

5. Discussion and Consideration of the Removal of Richland Public Library Board Members — Linda Isakson and Tyler Pickel

Board Member Linda Isakson has moved to West Richland and will no longer be able to serve on the Richland Public Library Board.

Board Member Tyler Pickel has missed several board meetings due to his work schedule and has indicated he will resign from the Richland Public Library Board. Chair Hernandez asked for a motion to remove Board Member Pickel from the Richland Public Library Board of Trustees.

BOARD MEMBER BUXTON MOVED TO REMOVE BOARD MEMBER PICKEL AND BOARD MEMBER ISAKSON SECONDED THE MOTION. MOTION CARRIED 3-0.

Agenda Items for Upcoming Board Meeting

Adjournment

Chair Hernandez adjourned the meeting at 6:46 P.M.

APPROVED:

ATTEST:

Cara Hernandez, Library Board Chair

Kylie Henry, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



LIBRARY BOARD AGENDA ITEM STAFF REPORT

Meeting Date: 8/11/2026

Agenda Category: Richland Public Library Updates

Prepared By: Christopher Nulph, Library Manager

Subject

New Staff Introduction — Community Engagement Supervisor

Department/Office

Parks & Public Facilities

Document Type

Library Board Item

Recommended Motion

Discussion only.

Summary

Introduction of the library's newest staff member, Phoeby Trask, Community Engagement Supervisor.

Fiscal Impact

None.

Attachments



LIBRARY BOARD AGENDA ITEM STAFF REPORT

Meeting Date: 8/11/2026

Agenda Category: Richland Public Library Updates

Prepared By: Michael Scarfo, Library Supervisor

Subject

Richland Public Library Staff Update

Department/Office

Parks & Public Facilities

Document Type

Library Board Item

Recommended Motion

Discussion only.

Summary

User Experience Supervisor Michael Scarfo will provide an update to the Board on the department he oversees at the library.

Fiscal Impact

None.

Attachments



LIBRARY BOARD AGENDA ITEM STAFF REPORT

Meeting Date: 8/11/2026

Agenda Category: Richland Public Library Updates

Prepared By: Christopher Nulph, Library Manager

Subject

Library Manager's Report and Library Statistics for July 2026

Department/Office

Parks & Public Facilities

Document Type

Library Board Item

Recommended Motion

Discussion only.

Summary

Library Manager Nulph's monthly report and library statistics for July 2026 are included for discussion.

Fiscal Impact

None.

Attachments

1. 2026.08.11 Library Manager's Report
2. Library Statistics - July 2026



LIBRARY MANAGER'S REPORT

Richland Public Library Board

August 11, 2026

State of Library Services

The library continues to see strong participation this summer. We've had some wonderful July events including weekly chess lessons averaging 75 patrons per session, the Triple Nickel lecture with 65 patrons, JuggleMania with a huge 350 patrons, our America250 quilt lecture with 44 patrons, Detective Diggs with 110 patrons, and Music Together with 76 patrons.

The 2027 budget requests have been submitted. We have submitted requests for the spending authority on the reimbursable playground grant should we receive that award, the South Richland library service feasibility study, and two study pods. Other increases were largely based on inflation.

The proposed South Richland feasibility study is a proactive and high-level study designed to be responsible in assessing this need. Deliverables would include information necessary to make informed, data-driven decisions regarding location, facility scope, future service delivery, potential partnerships, costs, and implementation strategies. When looking at data from other municipal libraries that serve 55,000 to 75,000 residents, the average number of library locations is 1.49. We are at that common tipping point in terms of population right now. When we project forward, municipalities serving 70,000 to 100,000 residents average 1.86 locations. On top of this, we regularly outperform libraries in both of those peer library comparisons. We sustain about 34% more circulation than libraries in the smaller cohort and 28% more than libraries in the larger cohort. We have about 58% higher program attendance than peer libraries in the smaller cohort and 43% more than those in the larger cohort. Extended service is a known community need based on our strategic planning process that identified this as a key strategy and the City's past interest in placing a small location in the South Badger community. A study puts us in the position to be proactive about this growth rather than reactive.

New mulch has been placed on The Lawn in early July. This mulch is more resistant to getting blown around. The previous material would often blow all over the place resulting in empty patches and a messy appearance.

Facilities is currently going through and treating the wood on our furniture in the front of the library. This wood has started to fade due to sun exposure over the years and we look forward to getting these back in good condition.

The table and chair delivery for our lobby has been delayed and should be arriving shortly, if not by the time this meeting is held.

Following up on the parking sign discussion from last meeting, we have removed the existing 3-hour parking limit signs and have a request to replace them with 24-hour limit signs. We do not know when the replacements will be put in, but it is in the queue.

Friends of the Library Update

The Friends of the Library will be attending the August and September Farmer's Market outreaches with the library. The Friends have committed funds to support a new interactive wall in the Children's area. This wall would replace the popular doodle board and features hundreds of colored dials that can be controlled by the patron. Facilities needs to assess power access for this feature. Once that has been resolved, we intend to order this product.

Library Foundation

The Foundation will be attending the August and October Farmer's Market outreaches with the library.

Staffing Updates

There are no staffing updates from July.

Library Statistics

For all our statistics this month, we should note that we had one less operational day this year compared to last. This is due to the Independence Day holiday falling on a weekend day, prompting two closure dates. As we look at gate count, we see those numbers continue to closely mirror 2025. With a 600+ decrease between 2025 and 2026, the extra closure day accounts for the difference. We often see our physical circulation peak in July, which continues to be the case this year. Our physical circulations and renewals both reached their highest totals in July despite the extra closure day, besting June for highest physical checkouts and April for highest renewals.

Room statistics offer a reverse trend to circulation with room numbers often being at their lowest in July. This trend mirrors past years with 78 room reservations compared to our March peak of 139. Compared to 2025, July was our lowest with 78 reservations and March our highest at 141 reservations.

Registration remains strong as our online registration service combined with reciprocal borrowing continues to boost those numbers. This summer has been our best new card numbers this decade with 1,062 new cards in June and July compared to 2025 when we had 958.

In digital circulation, July isn't necessarily our annual peak and is not this year. So far, January is our Libby and Kanopy peak and March is our Hoopla peak. Digital trends tend to have significantly less fluctuation throughout the year, resulting in less predictable peaks with smaller variance.

RICHLAND PUBLIC LIBRARY

July 2026 Statistics Report for the August Board Meeting



SUMMARY

We held or hosted the following programs this month.

- Wednesday, July 1: Rock Painting; Summer Chess Learn & Play
- Tuesday, July 7: Story Time on The Lawn; Singing Strings Ukulele Club
- Wednesday, July 8: Finger Knitting; Summer Chess Learn & Play
- Friday, July 10: Story Time with the Richland Police Department; Game Time Friday
- Saturday, July 11: Tri-Cities Houseplant Lovers Rare Plant Swap; “Are You Afraid of the Art?”; Cardboard Construction
- Sunday, July 12: “Build-it Jr: Sailboats”
- Monday, July 13: Music Together; LGBTQIA+ Craft Social; Ice Age Floods
- Tuesday, July 14: “Build-it: Birdhouse”; “The Triple Nickel”
- Wednesday, July 15: Lawn Games; Summer Chess Learn & Play
- Thursday, July 16: STEAMKids; Science Café; Sword Fighting for Teens
- Monday, July 20: DIY Mini Journals and Zines
- Tuesday, July 21: Pop-Up STEAMPlay on The Lawn; Draw-Along Story Time; Singing Strings Ukulele Club
- Wednesday, July 22: Summer Chess Learn & Play
- Thursday, July 23: JuggleMania with Rhys Thomas; “American History Through Quilts: 1840-2020”
- Friday, July 24: Lawn Games
- Saturday, July 25: Parenting Together Support Group; ArtLab for Kids
- Monday, July 27: Battle Vest Workshop
- Tuesday, July 28: Nature Sketching on The Lawn
- Wednesday, July 29: Summer Chess Learn & Play
- Thursday, July 30: Bridge City Children’s Theatre Program

We held a Shark Week Movie showing of *Jaws* (1975) on Sunday, July 12. We held “Family Movies of the 1990s” showings of *Jumanji* (1995), *The Sandlot* (1993), and *Matilda* (1996) on Saturday, July 18. The Underground Book Club watched *The Thing* (1982) on Sunday, July 19. We held Sensory Sunday Matinee showings of *Jumanji* (1995) and *Matilda* (1996) on Sunday, July 26. The Death Doulas held a Mortality Movie showing of *Cocoon* (1985) on Sunday, July 26. We held a Monday Movie showing of *Amélie* (2001) on Tuesday, July 27.

Our Cereal (Serial) Book Club for fourth through sixth graders met on Tuesday, July 28, to discuss the Time Quintet by Madeleine L’Engle.

Our busiest day was Thursday, July 23. We held an extremely popular JuggleMania program and “American History Through Quilts” that day.

JULY STATISTICS

- Overall Circulation with Renewals: **81,870**
- Digital Circulation: **20,791**
- Physical Items Checked Out: **41,390**
- Physical Items Renewed: **19,689**
- Holds Filled: **4,215**
- Hoopla Circulation: **3,988**
- Kanopy Circulation: **22,516 minutes, using 345 tickets**
- OverDrive Circulation: **16,458**
- New Library Card Accounts: **512**
- Gate Count: **20,059**
- Busiest Day: **1,077 (Thursday, July 23)**

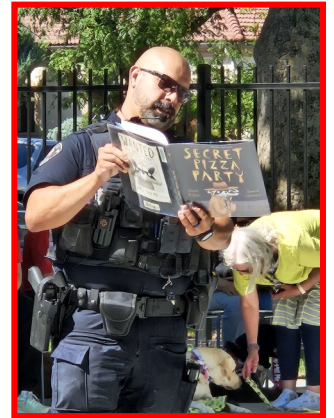
CHILDREN'S PROGRAMS

Story Times at the Library

Children's Services Librarian Kelly, Librarian Joyce, and Library Assistant Tanya held Tuesday evening story times on July 7, 14, 21, and 28; Wednesday morning active story times at 10 a.m. on July 1, 8, 15, 22, and 29; Thursday morning baby story times at 10 a.m. on July 2, 9, 16, 23, and 30; and Friday morning preschool story times on July 10, 17, 24, and 31. The Tuesday evening story times included an American Sign Language interpreter and were followed by "Meet Our Therapy Dogs!" sessions. Therapy dogs also visited after the Wednesday, Friday, and Saturday morning story times.

Story Time with the Richland Police Department

Kelly held a special Story Time with the Richland Police Department on The Lawn at 10 a.m. on Friday, July 10. Young patrons were invited to listen to stories read by Officer Morin; visit with therapy dogs and our mascot, Theo; and enjoy treats and play time afterward. This program was extremely popular, with 165 patrons attending.



Cardboard Construction

Kelly held a Cardboard Construction program from 1 to 3 p.m. on Saturday, July 11, in the Collaboratory and the Children's Department. Sixty-three patrons attended.

"Build-it Jr.: Sailboats"

Librarian Mary held a "Build-it Jr.: Sailboats" craft program from 2:30 to 4 p.m. on Sunday, July 12, guiding patrons ages 5-7 as they built no-tool sailboat kits donated by Home Depot. Afterward, the young builders tested their newly completed sailboats in a small kiddie pool of water. Forty-five patrons attended.



Music Together

We hosted Music Together as they held an active music and literacy experience for kids from 10 to 11 a.m. on Monday, July 13, in the Doris Roberts Gallery. This program was sponsored by the Friends of the Richland Public Library. Seventy-six patrons attended.

Lawn Games

Kelly invited kids and families to play with lawn games from 11 a.m. to 1 p.m. on Wednesday, July 15, and Friday, July 24, after the morning story times.



STEAMKids and Pop-Up STEAMPlay

Kelly held a STEAMKids program from 1 to 3 p.m. on Thursday, July 16. She also held Pop-Up STEAMPlay on The Lawn from 9 to 11 a.m. on Tuesday, July 21, with special guests from LIGO, Master Gardeners, the Reading Foundation, and the Water Department. She had 65 and 81 attend.

ArtLab for Kids

Kelly held an ArtLab for Kids program from 1 to 3 p.m. on Saturday, July 25, with several different art activities to choose from. Seventy-five patrons attended.

CHILDREN'S PROGRAMS (CONTINUED)

Cereal (Serial) Book Club

The Cereal (Serial) Book Club for grades 4-6 met from 4 to 5:30 p.m. on Tuesday, July 28. This month, Community Engagement Librarian Johanna led the group as they discussed the *Time Quintet* by Madeleine L'Engle and completed craft projects.

Bridge City Children's Theatre Program

We hosted Bridge City Children's Theatre from 1:30 to 2:30 p.m. on Thursday, July 30, as they had children gather clues, question suspects, and solve a playful mystery in "Detective Diggs and the Case of the Bone Bandit." One hundred and ten patrons attended this fun program, which was sponsored by the Friends of the Richland Library.



ALL-AGES PROGRAMS

Rock Painting

Kelly held a second session of her extremely popular Rock Painting program in the Collaboratory from 1 to 3 p.m. on Wednesday, July 1, with 121 patrons attending. Library Assistants Connor, Lind, and Syd assisted.

Summer Chess Classes: Learn & Play

The Washington Elementary Chess Champions hosted chess games and learn-and-play chess classes for children in grades K-6 from 6 to 8 p.m. on five Wednesdays: July 1, 8, 15, 22, and 29. Young participants received codes to enter into Beanstack for the Summer Reading Program.



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, July 7 and 21. The group performed at Brookdale Assisted Living on Friday, July 24.

Finger Knitting

Johanna and Kelly held a popular finger knitting program from 1 to 2 p.m. on Wednesday, July 8, in the Story Circle. Twenty-seven patrons attended.

Game Time Friday

Adult Services Librarian Gavin held an intergenerational Game Time Friday program from 11 a.m. to 1 p.m. on July 10. This monthly program encourages patrons with memory loss and their caregivers to socialize and play games with others. Twelve patrons attended.

"Build-it: Birdhouse"

Mary held a "Build-it: Birdhouse" craft program from 6 to 7:30 p.m. on Tuesday, July 14. Patrons ages 8 and up were invited to explore basic woodworking while building cedar birdhouses that can be mounted on poles, fences, or the side of a building. Preregistration was required, and she had 30 patrons attend.

Family Movies of the 1990s

Johanna held family showings of *Jumanji* (1995), *The Sandlot* (1993), and *Matilda* (1996) in the Doris Roberts Gallery from 11 a.m. to 4:30 p.m. on Saturday, July 18. She had 32 patrons attend.

ALL-AGES PROGRAMS (CONTINUED)

DIY Mini Journals and Zines

Gavin and Kelly held a drop-in craft program from 6 to 7:30 p.m. on Monday, July 20, inviting patrons of all ages to get creative with mini books, zines, and journal prompts. They taught folding techniques to make tiny books and introduced easy zine formats. Thirty-eight attended.

Sensory Sunday Matinee: 1990s

Mary held Sensory Sunday Matinee showings of *Jumanji* (1995) and *Matilda* (1996) from 12 to 4 p.m. on Sunday, July 26, in the Doris Roberts Gallery. Eighteen patrons attended.

Nature Sketching on The Lawn

Kelly held a Nature Sketching program on The Lawn from 11 a.m. to 1 p.m. on Tuesday, July 28. Patrons were invited to draw rocks, twigs, pinecones, and acorns, and to try shadow tracing. Eighteen patrons attended.

JuggleMania with Rhys Thomas

We hosted entertainer Rhys Thomas for a high-energy “Hilarity and Dexterity JuggleMania” show in the Doris Roberts Gallery from 11 a.m. to noon on Thursday, July 23. Three hundred and fifty patrons attended this show, which was funded by the Friends of the Richland Public Library.



TEEN PROGRAMS

“Sword Fighting for Teens”

Teen Services Librarian Alyssa worked with the Blackbird Training Group to hold a “Sword Fighting for Teens” program from 5:30 to 7:30 p.m. on Thursday, July 16, in honor of the library’s 75th Anniversary. Twenty-seven teens came to learn basic sword fighting skills using Scottish broadswords.



ADULT PROGRAMS

Tri-Cities Houseplant Lovers’ Rare Plant Swap

We hosted the Tri-Cities Houseplant Lovers as they held a Rare Plant Swap in the Doris Roberts Gallery from 12 to 4 p.m. on Saturday, July 11. Forty-five patrons attended.

Are You Afraid of the Art?

Tanya held a craft program in the Collaboratory from 1 to 2:30 p.m. on Saturday, July 11, to encourage high schoolers and adults to experiment with pens, markers, and colors. The goal of these monthly classes is to make art approachable and fun. Five patrons attended.

Shark Week Movie: *Jaws*

Gavin held a showing of *Jaws* (1975) for patrons ages 18+ in the Doris Roberts Gallery from 1 to 3:30 p.m. on Sunday, July 12. Snacks and drinks were provided by the Friends of the Library. Twelve 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, July 13. Thirty-seven patrons attended this popular program.

ADULT PROGRAMS (CONTINUED)

B Reactor Museum Association Presentation

We hosted the B Reactor Museum Association for a presentation by Bruce Bjornstad on Ice Age Floods at 6 p.m. on Monday, July 13. Fifty patrons attended.

“The Triple Nickel” Presentation

We hosted Eastern Washington University professor Bob Bartlett as he gave a presentation on “The Triple Nickel: Black Paratroopers in Washington State During World War II” from 6:30 to 7:30 p.m. on Tuesday, July 14, in the Doris Roberts Gallery. Sixty-three patrons attended this informative program.



Science Café: MOFs, the Molecular Sponge

We hosted the American Chemical Society for an introduction and discussion of the Nobel prize-winning metal-organic frameworks, MOFs, from 5 to 8 p.m. on Thursday, July 16. We had 23 patrons attend both in person and online.

Underground Book Club

We hosted the Underground Book Club from Adventures Underground for a showing of *The Thing* (1982) in the Doris Roberts Gallery from 2 to 4 p.m. on Sunday, July 19. Eight attended.

“American History Through Quilts: 1840-2020”

In celebration of America’s 250th Anniversary, the White Bluffs Quilt Museum held a presentation in the Doris Roberts Gallery from 6:30 to 7:30 p.m. on Thursday, July 23. Patrons were invited to “discover how fabric, color, and patterns can tell stories of community, identity, and resilience across generations.” Forty-four patrons attended.

Battle Vest Workshop

We held a Battle Vest Workshop from 12 to 4 p.m. on Sunday, July 26, in the Collaboratory. Eleven patrons came to create or work on their battle vests.

Mortality Movie: *Cocoon*

Ask Death Doulas held a Mortality Movie showing of *Cocoon* (1985) from 1 to 4 p.m. on Sunday, July 26, followed by guided discussions for teens and adults. Fourteen patrons attended.

Monday Movie: *Amélie*

Gavin held a showing of *Amélie* (2001) for patrons ages 18+ in the Doris Roberts Gallery from 5:30 to 7:30 p.m. on Monday, July 27. Twenty-two patrons attended.

OTHER

Local Book, Writing, and Craft Clubs

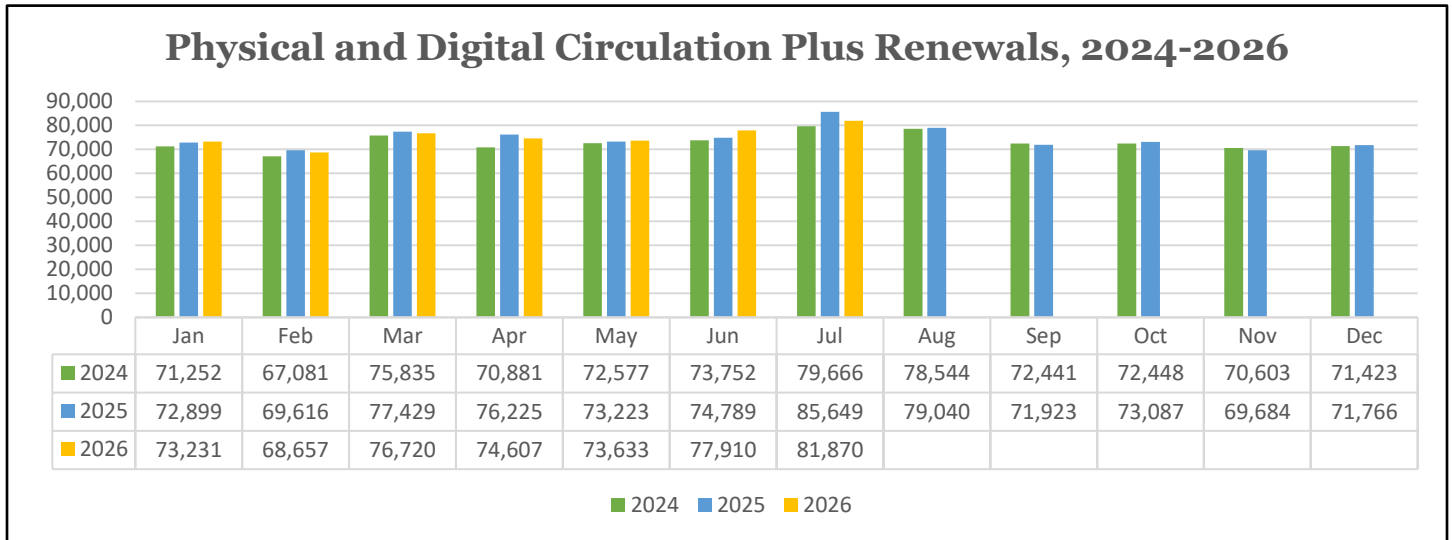
Clubs that met at the library this month included Quilting in the Library on Thursday, July 9; the Monday Night Book Group on July 20; and By the Book Knitters on Tuesday, July 21. The Thursday Afternoon Book Club takes a break during the summertime months.

Library Outreach

Outreach activities this month included visits from Children’s Garden on July 14 (Kelly), July 16 (Gavin), July 28 (Kelly), and July 30 (Gavin); a visit to KinderCare (Kelly) on Friday, July 24; and the Richland Farmer’s Market (Gavin and Justin) on Friday, July 31.

STATISTICS

TOTAL CIRCULATION

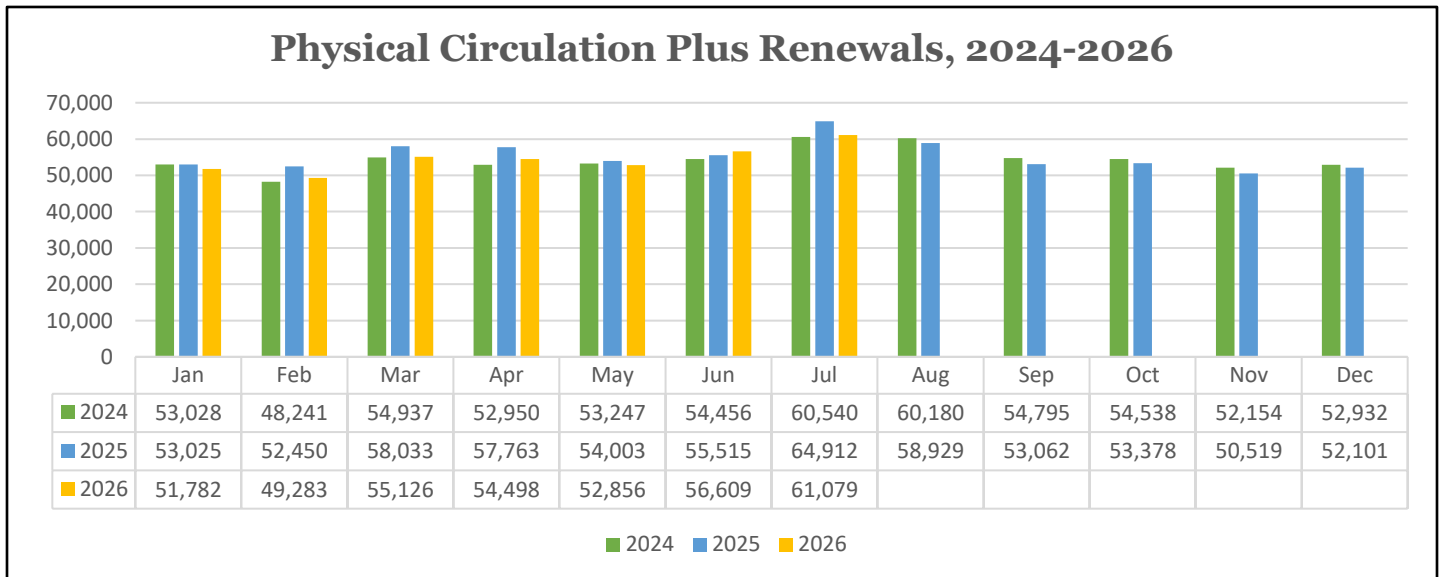


During July our total physical plus digital circulation was 62,181 items, not including renewals. Of those, 41,390 (66.6%) were physical items and 20,791 (33.4%) were digital items obtained through Hoopla, Kanopy, and OverDrive. Kanopy plays were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was up 2.4% compared to the 60,726 items checked out in June 2026. Digital circulation was down 2.4% compared to the 21,301 items checked out in June. We filled 4,215 holds for patrons this month.

Our patrons also renewed 19,689 physical items in June. Including these physical item renewals, our overall circulation was 81,870. That overall circulation was up 5.1% compared to the 77,910 items circulated in June 2026, but it was down 4.4% compared to the 85,649 items circulated in July 2025.

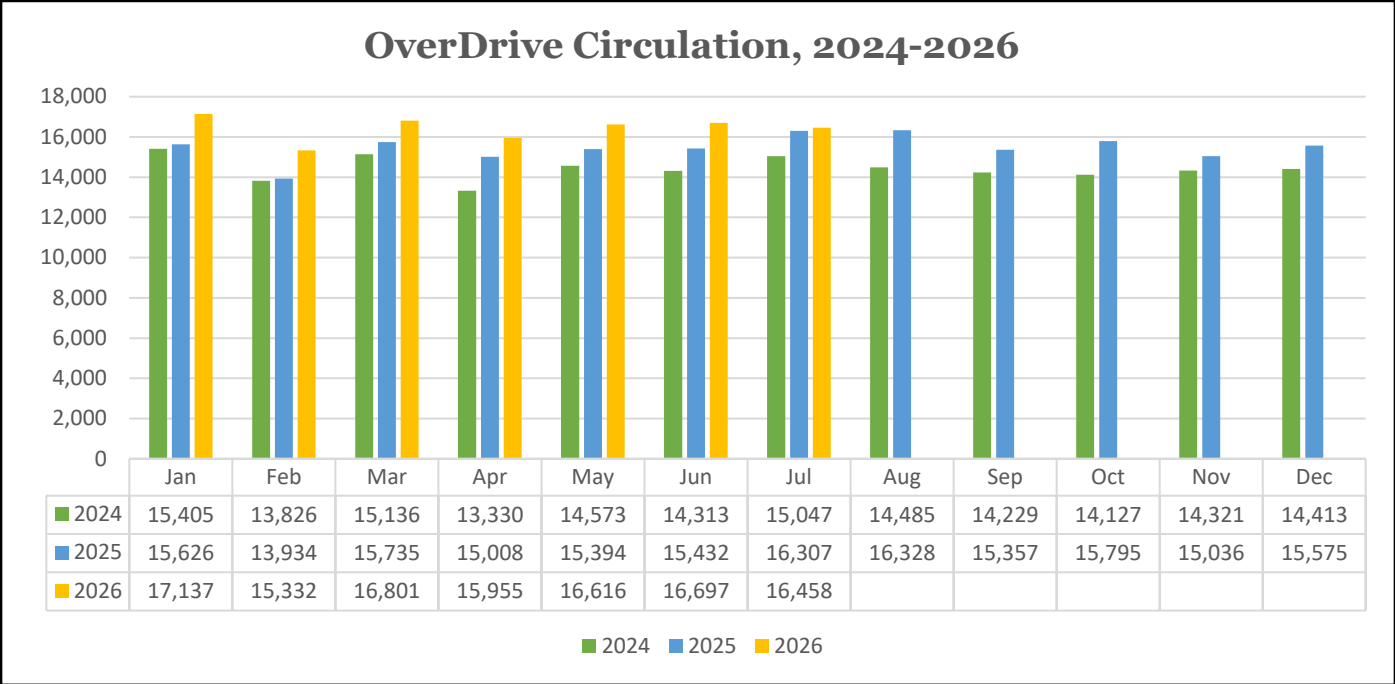
PHYSICAL CIRCULATION



Our patrons checked out 41,390 physical items in June and renewed 19,689 physical items, for a total of 61,079 items. That circulation was up 7.9% compared to the 56,609 physical items checked out and renewed in June 2026, but it was down 5.9% compared to the 64,912 items checked out and renewed in July 2025. The top ten categories that circulated this month were Children's Chapter Book Fiction (4,657 items), Children's Storybooks (4,364 items), Adult Nonfiction (3,694 items), Children's Graphic Novels (3,331 items), Adult Fiction 2nd Floor (3,074 items), Adult Movies (2,879 items), Children's Nonfiction (2,628 items), Children's Movies (2,144 items), Adult New Books (1,754 items), and Children's Favorites on the Story Circle (1,478 items).

DIGITAL CIRCULATION

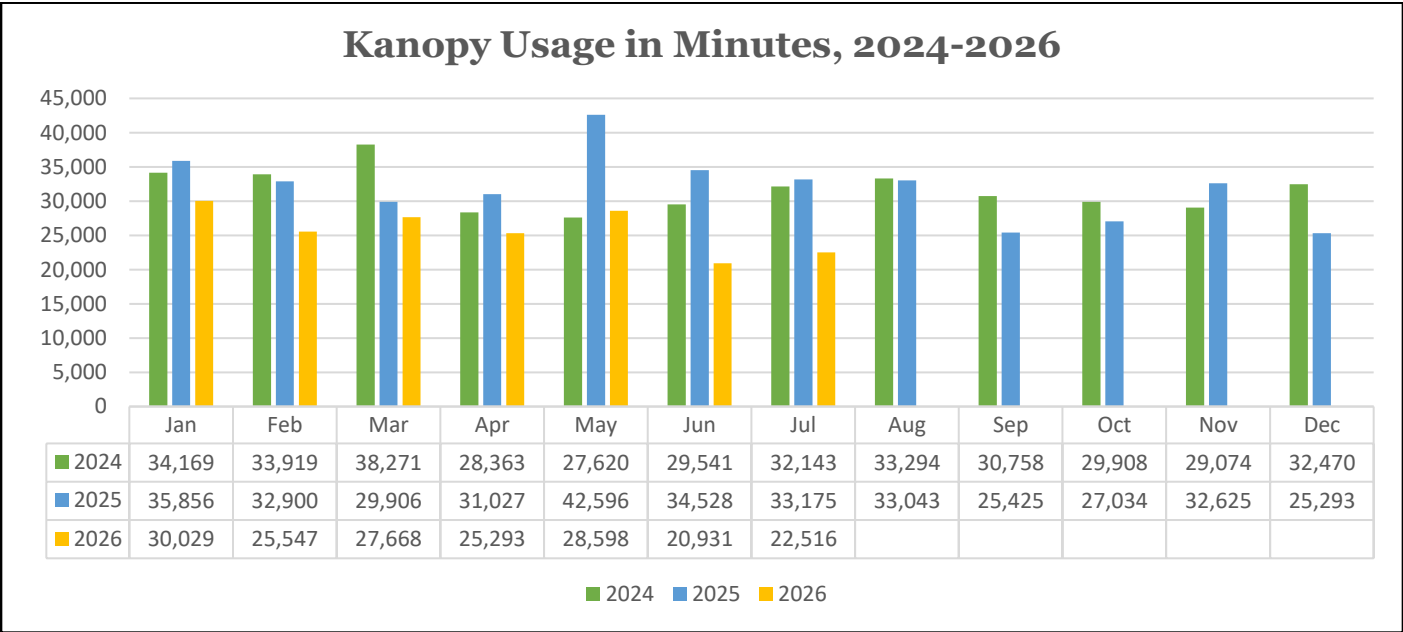
OverDrive



The 16,458 checkouts through OverDrive in July were down 1.4% compared to the 16,697 checkouts in June 2026, but they were up 0.9% compared to the 16,307 checkouts in July 2025.

This month’s checkouts included 7,529 audiobooks (which were 45.8% of the OverDrive items checked out), 6,420 e-books (39.0%), and 2,509 e-magazines (15.2%).

Kanopy

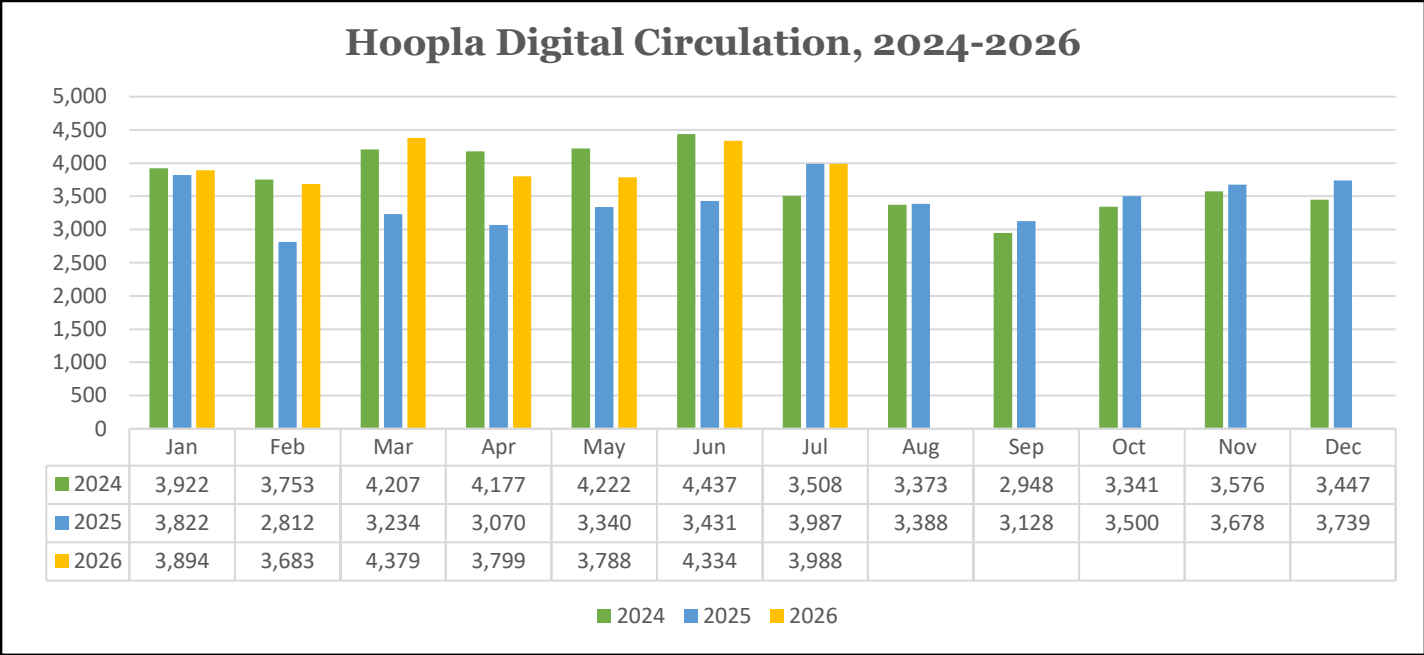


Our patrons viewed 22,516 minutes of Kanopy content during the month of July using 345 tickets. That usage was up 7.6% compared to the 20,931 minutes viewed in June 2026, but it was down 32.1% compared to the 33,175 minutes viewed in July 2025.

The top ten suppliers of content on Kanopy this month were Paramount Pictures, BBC Studios, The History Channel, Lionsgate, The Criterion Collection, Samuel Goldwyn Films, IFC Films, Warner Bros., PBS, and Shout Studios. Content was viewed on televisions (34.6%), mobile devices (27.6%), tablets (27.1%), and desktops (10.6%).

DIGITAL CIRCULATION (CONTINUED)

Hoopla

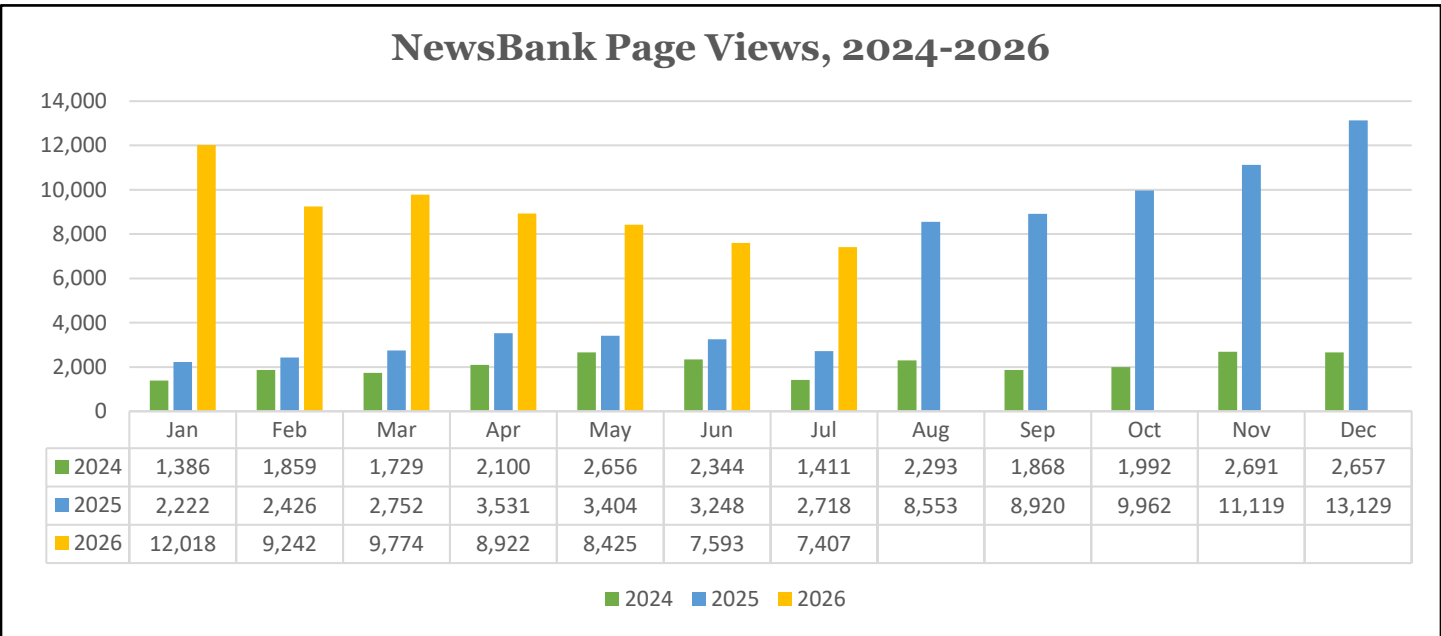


The 3,988 circulations in Hoopla during July were down 8.0% compared to the 4,334 circulations in June 2026, and they were statistically the same compared to the 3,987 circulations in July 2025. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 2,146 audiobooks (which were 53.8% of the Hoopla items checked out), 909 movies and television shows (22.8%), 877 e-books and e-comics (22.0%), 54 music items (1.4%) and 2 magazines (0.0%).

OTHER DIGITAL SERVICES

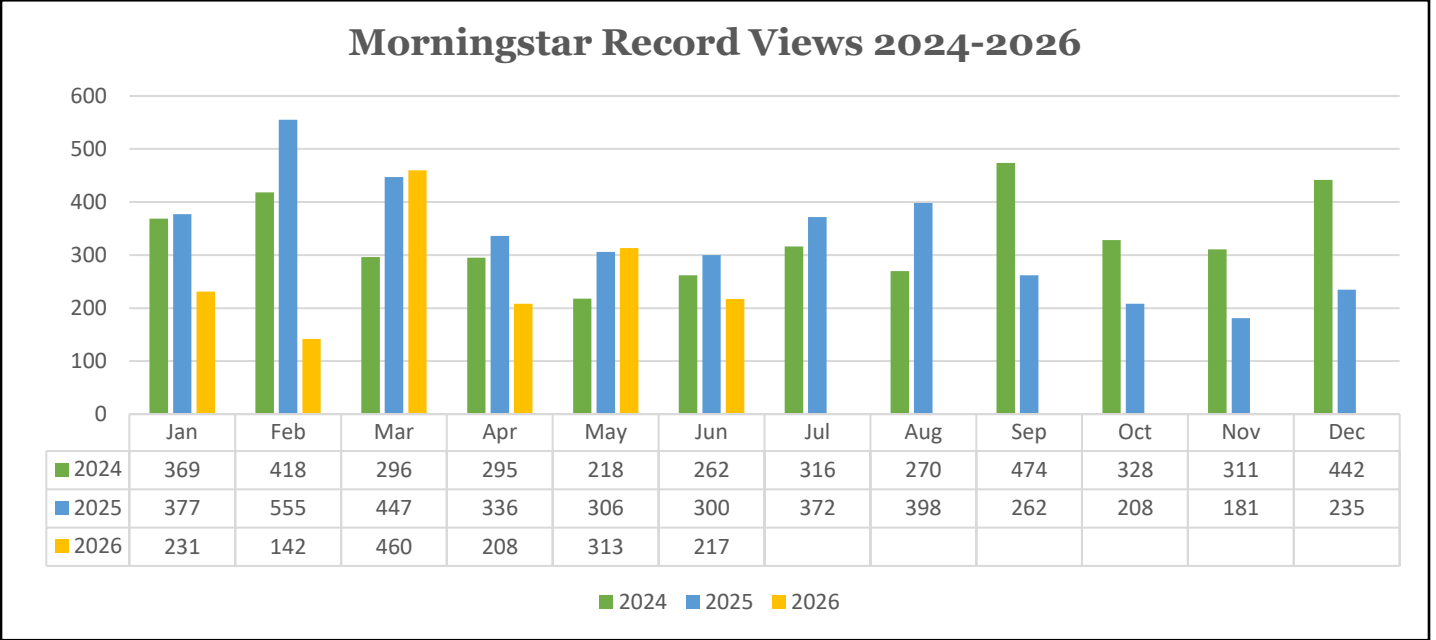
NewsBank



The 7,407 NewsBank page views in July were down 2.4% compared to the 7,593 page views in June 2026, but they were up 172.5% compared to the 2,718 page views that occurred in July 2025. NewsBank seems to be one of the more consistently used offerings in our database collection.

OTHER DIGITAL SERVICES (CONTINUED)

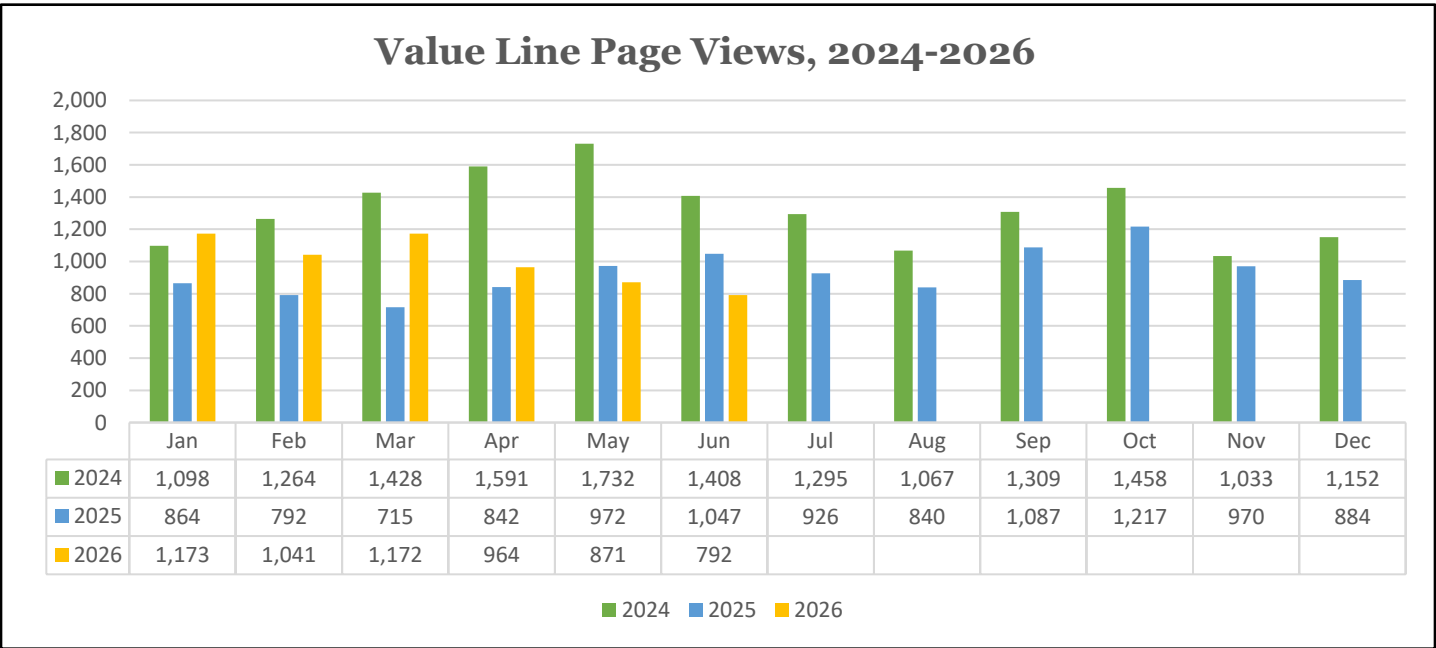
Morningstar



Our patrons viewed 217 Morningstar records in June. That usage was down 30.7% compared to the 313 records viewed in May 2026, and it was also down 27.7% compared to the 300 records viewed in June 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 July, so we will include them in next month’s board report.

Value Line



The 792 Value Line page views in June were down 9.1% compared to the 871 page views in May 2026, and they were also down 24.4% compared to the 1,047 page views that occurred in June 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 July, so we will include them in next month’s board report.

ADDITIONAL STATISTICS

Gate Counts

Our total gate count for July was 20,059. Our busiest day was Thursday, July 23, with 1,077 patrons logged. We held an extremely popular JuggleMania program and “American History Through Quilts” that day.

Interlibrary Loans

In July, we received a total of 36 interlibrary loan requests from other libraries, and we sent 24 items to libraries during the month in response to their requests. We also sent 45 interlibrary loan requests to other libraries in July for our patrons, and we received 26 items from other libraries.

New Library Card Accounts

We created 512 new library card accounts in July. They included 329 resident cards, 138 reciprocal cards, 18 reciprocal digital cards, 13 nonresident cards, 12 limited access cards, 1 interlibrary loan account, and 1 iCard account.



LIBRARY BOARD AGENDA ITEM STAFF REPORT

Meeting Date: 8/11/2026

Agenda Category: Approval of Bills

Prepared By: Christopher Nulph, Library Manager

Subject

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

Department/Office

Parks & Public Facilities

Document Type

Library Board Item

Recommended Motion

Move to approve the July 1, 2026 through July 31, 2026 claims for payment.

Summary

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

Fiscal Impact

July 1, 2026 through July 31, 2026 claims for payment total is \$214,965.35.

Attachments

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

Library Voucher Listing

Begin Date: 7/1/2026

End Date: 7/31/2026

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	SPRINGSHARE LLC		26-R7405	7/8/2026	348709	LIB-PATRON POINT VERIFY MODULE USAGE 4/2026-6/2026	\$519.96
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$519.96
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$71,425.00			YTD ACTUAL: \$47,595.29			YTD % USED: 66.64%		
INFORMATION TECHNOLOGY TOTAL:								\$519.96
	K8721000/3102	ODP BUSINESS SOLUTIO		472937615001	7/31/2026	349519	BUSINESS CARDS - P. TRASK	\$20.60
	K8721000/3102	AMAZON		TXN00094226	7/31/2026	0	MENDING SUPPLIES	\$47.85
	K8721000/3102	AMAZON		TXN00094239	7/31/2026	0	MENDING SUPPLIES	\$12.86
	K8721000/3102	AMAZON		TXN00094241	7/31/2026	0	MENDING SUPPLIES	\$38.06
	K8721000/3102	VENMILL INDUSTRIES		TXN00094326	7/31/2026	0	DVD POLISHING SUPPLIES - MENDING DEPT	\$208.35
	K8721000/3102	AMAZON		TXN00094335	7/31/2026	0	REMOTE - LIB BOARDROOM TV	\$7.06
	K8721000/3102	AMAZON		TXN00094416	7/31/2026	0	STAFF KITCHEN SUPPLIES	\$69.09
	K8721000/3102	DEMCO INC.		TXN00094423	7/31/2026	0	OUTREACH - BOOKMARKS	\$146.00
	K8721000/3102	P-CARD OTP		TXN00094424	7/31/2026	0	LAUNDROMAT - TEEN PROGRAMMING	\$40.00
	K8721000/3102	AMAZON		TXN00094460	7/31/2026	0	IPHONE CASE - P. TRASK WORK PHONE	\$28.28
	K8721000/3102	TARGET CORPORATION		TXN00094462	7/31/2026	0	STAFF KITCHEN SUPPLIES	\$3.14
	K8721000/3102	COSTCO WHOLESALE		TXN00094474	7/31/2026	0	SUPPLIES/PROGRAMMING SNACKS	\$106.48

Library Voucher Listing

Begin Date: 7/1/2026

End Date: 7/31/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/3102	DEMCO INC.		TXN00094532	7/31/2026	0	MENDING SUPPLIES	\$252.67
	K8721000/3102	AMAZON		TXN00094549	7/31/2026	0	MENDING SUPPLY CART	\$158.10
	K8721000/3102	AMAZON		TXN00094620	7/31/2026	0	RECEIPT TAPE	\$67.17
	K8721000/3102	AMAZON		TXN00094630	7/31/2026	0	MENDING SUPPLIES	\$184.59
	K8721000/3102	AMAZON		TXN00094635	7/31/2026	0	MENDING SUPPLIES	\$10.71
	K8721000/3102	AMAZON		TXN00094750	7/31/2026	0	MENDING SUPPLIES	\$10.71
	K8721000/3102	AMAZON		TXN00094775	7/31/2026	0	USB HUB - CIRC DESKS	\$10.87
	K8721000/3102	AMAZON		TXN00094788	7/31/2026	0	ORGANIZING SUPPLIES - CHILDREN'S DEPT	\$28.85
	K8721000/3102	COSTCO WHOLESALE		TXN00094796	7/31/2026	0	PROGRAMMING SNACKS/SUPPLIES	\$36.33
	K8721000/3102	AMAZON		TXN00094816	7/31/2026	0	DRY ERASE SUPPLIES/PROGRAMMING SNACKS	\$62.85
OPERATING SUPPLIES & MATERIALS TOTAL:								\$1,550.62

OPERATING SUPPLIES & MATERIALS - YTD INFORMATION

BUDGET: \$34,500.00

YTD ACTUAL: \$14,335.41

YTD % USED: 41.55%

K8721000/3124	SUNWEST SPORTSWEAR		TXN00094608	7/31/2026	0	P. TRASK LIBRARY BRANDED CLOTHING	\$54.95
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CLOTHING-NON ALLOWANCE TOTAL: \$54.95

CLOTHING-NON ALLOWANCE - YTD INFORMATION

BUDGET: \$1,250.00

YTD ACTUAL: \$754.80

YTD % USED: 60.38%

K8721000/4117	MOON SECURITY SERVIC		8622024	7/8/2026	348668	LIB-SECURITY SERVICES 7/2026	\$174.03
K8721000/4117	CI INFORMATION MANAG		0200245	7/15/2026	348924	RECURRING SHRED - 2 64GAL 6/10/26	\$120.12

EXPERT SERVICES TOTAL: \$294.15

EXPERT SERVICES - YTD INFORMATION

BUDGET: \$3,500.00

YTD ACTUAL: \$1,782.46

YTD % USED: 50.93%

Library Voucher Listing

Begin Date: 7/1/2026

End Date: 7/31/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4201	FRONTIER		06/26 509/943-3152	7/1/2026	348461	TELEPHONE 6/1/2026-6/30/2026 509/943-3152	\$1,122.76
	K8721000/4201	VERIZON WIRELESS		6146501767	7/8/2026	348721	Verizon Wireless NASPO - June 2026	\$78.64
	K8721000/4201	VERIZON WIRELESS	22600494	6145599254	7/8/2026	348721	UNLIMITED M2M PLAN (PER MONTH) HOT SPOTS	\$647.34
	K8721000/4201	FRONTIER		07/26 206/188-2614	7/22/2026	349173	July 2026 Fiber	\$54.07
	K8721000/4201	FRONTIER		07/26 509/943-3152	7/17/2026	349048	TELEPHONE 7/1/2026-7/31/2026 509/943-3152	\$1,122.76
	K8721000/4201	VERIZON WIRELESS	22600494	6148102796	7/22/2026	349245	UNLIMITED M2M PLAN (PER MONTH) HOT SPOTS	\$696.92
TELEPHONE & COMM SVCS TOTAL:								\$3,722.49
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$25,230.00			YTD ACTUAL: \$15,397.42			YTD % USED: 61.03%		
	K8721000/4202	PITNEY BOWES PURCHAS		JUNE 2026 POSTAGE	7/15/2026	348989	POSTAGE 06/01/2026 - 06/30/2026	\$309.40
POSTAGE TOTAL:								\$309.40
POSTAGE - YTD INFORMATION								
BUDGET: \$6,000.00			YTD ACTUAL: \$2,495.00			YTD % USED: 41.58%		
	K8721000/4301	CITY OF RICHLAND		26-203 REED	7/1/2026	348439	26-203 K. REED SPOKANE	\$218.30
	K8721000/4301	LIGHTFOOT, GAVIN		26-202 LIGHTFOOT	7/1/2026	348496	26-202 LIGHTFOOT SPOKANE WA TRAVEL	\$24.00
	K8721000/4301	P-CARD OTP		TXN00094459	7/31/2026	0	G. LIGHTFOOT PORTLAND ZINE FEST LODGING TRAVEL INS	\$27.20
	K8721000/4301	P-CARD OTP		TXN00094481	7/31/2026	0	AMTRAK TRIP INSURANCE G. LIGHTFOOT	\$9.00

Library Voucher Listing

Begin Date: 7/1/2026

End Date: 7/31/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4301	P-CARD OTP		TXN00094506	7/31/2026	0	G. LIGHTFOOT TRIP PORTLAND ZINE FEST AMTRAK	\$76.00
TRAVEL EXPENSES TOTAL:								\$354.50
TRAVEL EXPENSES - YTD INFORMATION								
BUDGET: \$22,250.00			YTD ACTUAL: \$6,018.75			YTD % USED: 27.05%		
	K8721000/4504	XEROX CORP		025746462	7/1/2026	348575	7HB-469027 LIB JUNE 2026	\$10.88
	K8721000/4504	KELLEY CREATE CO		42317006	7/1/2026	348487	AGR#112-3056730-000 LIBRARY 6/2026	\$421.06
	K8721000/4504	XEROX CORP		025900569	7/8/2026	348728	7HB-469027 JULY 2026 BASE CHARGE	\$10.88
	K8721000/4504	KELLEY CREATE CO		42577069	7/29/2026	349402	AGR# 112-3056730-000 LIB 07/26	\$421.06
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$863.88
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$16,500.00			YTD ACTUAL: \$6,898.59			YTD % USED: 41.81%		
	K8721000/5301	WA STATE DEPARTMENT		DOR 06/2026	7/27/2026	11115	COMBINED EXCISE TAX - JUNE 2026	\$82.69
STATE TAXES TOTAL:								\$82.69
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$424.00			YTD % USED: 41.57%		
LIBRARY ADMINISTRATION TOTAL:								\$7,232.68
	K8722100/3401	CENGAGE LEARNING, IN		999102689133	7/1/2026	348432	LIBRARY MATERIALS - LARGE PRINT COLLECTION 5/12/26	\$194.97

Library Voucher Listing

Begin Date: 7/1/2026

End Date: 7/31/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	INGRAM INDUSTRIES IN		97077997	7/1/2026	348477	LIBRARY MATERIALS - PHYSICAL COLLECTION 6/4/26	\$263.01
	K8722100/3401	INGRAM INDUSTRIES IN		97210547	7/1/2026	348477	LIBRARY MATERIALS - PHYSICAL COLLECTION 6/10/26	\$570.87
	K8722100/3401	INGRAM INDUSTRIES IN		97235193	7/1/2026	348477	LIBRARY MATERIALS - PHYSICAL COLLECTION 6/11/26	\$370.66
	K8722100/3401	INGRAM INDUSTRIES IN		97241052	7/1/2026	348477	LIBRARY MATERIALS - PHYSICAL COLLECTION 6/11/26	\$463.85
	K8722100/3401	INGRAM INDUSTRIES IN		97241053	7/1/2026	348477	LIBRARY MATERIALS - PHYSICAL COLLECTION 6/11/26	\$164.25
	K8722100/3401	INGRAM INDUSTRIES IN		97305127	7/1/2026	348477	LIBRARY MATERIALS - PHYSICAL COLLECTION 6/15/26	\$40.77
	K8722100/3401	INGRAM INDUSTRIES IN		97305128	7/1/2026	348477	LIBRARY MATERIALS - PHYSICAL COLLECTION 6/15/26	\$799.58
	K8722100/3401	OVERDRIVE		01452CO26195223	7/1/2026	348515	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 6/8/26	\$131.99
	K8722100/3401	OVERDRIVE		01452CO26203404	7/1/2026	348515	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 6/16/26	\$581.96
	K8722100/3401	OVERDRIVE		01452CO26206381	7/1/2026	348515	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 6/18/26	\$753.48
	K8722100/3401	OVERDRIVE		01452CO26192759	7/1/2026	348515	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 6/4/26	\$1,496.22

Library Voucher Listing

Begin Date: 7/1/2026

End Date: 7/31/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	OVERDRIVE		01452DA26194334	7/1/2026	348515	LIBRARY MATERIALS - AUDIOBOOK COLLECTION 6/5/26	\$53.94
	K8722100/3401	BRAINFUSE INC	22600650	2014767	7/8/2026	348625	LIBRARY DATABASE - EDUCATION SERVICES	\$5,875.20
	K8722100/3401	CENGAGE LEARNING, IN		999102820866	7/8/2026	348629	LIBRARY MATERIALS - LARGE PRINT COLLECTION 6/13/26	\$126.21
	K8722100/3401	INGRAM INDUSTRIES IN		97434983	7/8/2026	348653	LIBRARY MATERIALS - PHYSICAL COLLECTION 6/22/26	\$49.26
	K8722100/3401	INGRAM INDUSTRIES IN		97434984	7/8/2026	348653	LIBRARY MATERIALS - PHYSICAL COLLECTION 6/22/26	\$29.98
	K8722100/3401	INGRAM INDUSTRIES IN		97387644	7/8/2026	348653	LIBRARY MATERIALS - PHYSICAL COLLECTION 6/18/26	\$423.45
	K8722100/3401	INGRAM INDUSTRIES IN		97361195	7/8/2026	348653	LIBRARY MATERIALS - PHYSICAL COLLECTION 6/17/26	\$1,108.35
	K8722100/3401	INGRAM INDUSTRIES IN		97482779	7/8/2026	348653	LIBRARY MATERIALS - PHYSICAL COLLECTION 6/24/26	\$1,026.35
	K8722100/3401	INGRAM INDUSTRIES IN		97607178	7/8/2026	348653	LIBRARY MATERIALS - PHYSICAL COLLECTION 6/30/26	\$410.39
	K8722100/3401	INGRAM INDUSTRIES IN		97637532	7/8/2026	348653	LIBRARY MATERIALS - PHYSICAL COLLECTION 7/1/26	\$1,730.19
	K8722100/3401	CENGAGE LEARNING, IN		999102814785	7/8/2026	348629	LIBRARY MATERIALS - LARGE PRINT COLLECTION 6/12/26	\$100.10
	K8722100/3401	INGRAM INDUSTRIES IN		97455737	7/8/2026	348653	LIBRARY MATERIALS - PHYSICAL COLLECTION 6/23/26	\$295.05

Library Voucher Listing

Begin Date: 7/1/2026

End Date: 7/31/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	INGRAM INDUSTRIES IN		97791172	7/15/2026	348956	LIBRARY MATERIALS - PHYSICAL COLLECTION 7/9/26	\$2,349.26
	K8722100/3401	INGRAM INDUSTRIES IN		97668090	7/15/2026	348956	LIBRARY MATERIALS - PHYSICAL COLLECTION 7/2/26	\$514.76
	K8722100/3401	MIDWEST TAPE		509080864	7/15/2026	348974	HOOPLA USAGE JUNE 2026	\$7,498.41
	K8722100/3401	OVERDRIVE		01452DA26230565	7/15/2026	348982	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 7/7/26	\$82.46
	K8722100/3401	OVERDRIVE		01452CO26229198	7/15/2026	348982	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 7/7/26	\$525.85
	K8722100/3401	OVERDRIVE		01452CO26227651	7/15/2026	348982	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 7/5/26	\$506.92
	K8722100/3401	OVERDRIVE		01452CO26212289	7/15/2026	348982	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 6/25/26	\$125.96
	K8722100/3401	OVERDRIVE		01452CO26229230	7/15/2026	348982	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 7/7/26	\$3,099.68
	K8722100/3401	INGRAM INDUSTRIES IN		97822144	7/17/2026	349058	LIBRARY MATERIALS - PHYSICAL COLLECTION 7/12/26	\$926.49
	K8722100/3401	INGRAM INDUSTRIES IN		97870802	7/17/2026	349058	LIBRARY MATERIALS - PHYSICAL COLLECTION 7/13/26	\$533.83
	K8722100/3401	INGRAM INDUSTRIES IN		97870801	7/17/2026	349058	LIBRARY MATERIALS - PHYSICAL COLLECTION 7/13/26	\$18.43
	K8722100/3401	INGRAM INDUSTRIES IN		97975219	7/24/2026	349323	LIBRARY MATERIALS - PHYSICAL COLLECTION 7/17/26	\$73.56

Library Voucher Listing

Begin Date: 7/1/2026

End Date: 7/31/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	INGRAM INDUSTRIES IN		97925616	7/24/2026	349323	LIBRARY MATERIALS - PHYSICAL COLLECTION 7/15/26	\$1,330.73
	K8722100/3401	INGRAM INDUSTRIES IN		97895987	7/24/2026	349323	LIBRARY MATERIALS - PHYSICAL COLLECTION 7/14/26	\$303.47
	K8722100/3401	INGRAM INDUSTRIES IN		97980891	7/24/2026	349323	LIBRARY MATERIALS - PHYSICAL COLLECTION 7/19/26	\$369.60
	K8722100/3401	INGRAM INDUSTRIES IN		97972024	7/24/2026	349323	LIBRARY MATERIALS - PHYSICAL COLLECTION 7/17/26	\$304.09
	K8722100/3401	OVERDRIVE		01452DA26238112	7/31/2026	349520	LIBRARY MATERIALS - EBOOK COLLECTION 7/14/26	\$100.00
	K8722100/3401	OVERDRIVE		01452CO26234086	7/31/2026	349520	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 7/9/26	\$392.40
	K8722100/3401	OVERDRIVE		01452CO26248056	7/31/2026	349520	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 7/27/26	\$465.93
	K8722100/3401	CENGAGE LEARNING, IN		999102915290	7/31/2026	349488	LIBRARY MATERIALS - LARGE PRINT COLL 7/9/26	\$316.83
	K8722100/3401	CENGAGE LEARNING, IN		999102943230	7/31/2026	349488	LIBRARY MATERIALS - LARGE PRINT COLL 7/16/26	\$102.71
	K8722100/3401	CENGAGE LEARNING, IN		999102893004	7/31/2026	349488	LIBRARY MATERIALS - LARGE PRINT COLL 7/1/26	\$29.59
	K8722100/3401	CENGAGE LEARNING, IN		999102880791	7/31/2026	349488	LIBRARY MATERIALS - LARGE PRINT COLL 6/29/26	\$29.59
	K8722100/3401	CENGAGE LEARNING, IN		999102943231	7/31/2026	349488	LIBRARY MATERIALS - LARGE PRINT COLL 7/16/26	\$31.33

Library Voucher Listing

Begin Date: 7/1/2026

End Date: 7/31/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	INGRAM INDUSTRIES IN		97530856	7/31/2026	349503	LIBRARY MATERIALS - PHYSICAL COLLECTION 6/26/26	\$19.07
	K8722100/3401	INGRAM INDUSTRIES IN		98011336	7/31/2026	349503	LIBRARY MATERIALS - PHYSICAL COLLECTION 7/20/26	\$563.26
	K8722100/3401	INGRAM INDUSTRIES IN		98170834	7/31/2026	349503	LIBRARY MATERIALS - PHYSICAL COLLECTION 7/27/26	\$776.95
	K8722100/3401	INGRAM INDUSTRIES IN		98062568	7/31/2026	349503	LIBRARY MATERIALS - PHYSICAL COLLECTION 7/22/26	\$315.90
	K8722100/3401	INGRAM INDUSTRIES IN		98096344	7/31/2026	349503	LIBRARY MATERIALS - PHYSICAL COLLECTION 7/23/26	\$26.91
LIBRARY RESOURCES TOTAL:								\$38,794.05

LIBRARY RESOURCES - YTD INFORMATION

BUDGET: \$476,175.00

YTD ACTUAL: \$298,456.47

YTD % USED: 62.68%

K8722100/3402	COSTCO WHOLESALE	TXN00094259	7/31/2026	0	PROGRAMMING REFRESHMENTS	\$90.33
K8722100/3402	COSTCO WHOLESALE	TXN00094283	7/31/2026	0	PROGRAMMING WATER	\$8.68
K8722100/3402	WALMART	TXN00094342	7/31/2026	0	TEEN PROGRAMMING - TIE DYE	\$43.00
K8722100/3402	THE HOME DEPOT PRO	TXN00094366	7/31/2026	0	PROGRAM SUPPLIES - BUILD IT 7/14/26	\$66.11
K8722100/3402	COSTCO WHOLESALE	TXN00094390	7/31/2026	0	PROGRAMMING REFRESHMENTS	\$117.66
K8722100/3402	P-CARD OTP	TXN00094403	7/31/2026	0	TEEN PROGRAMMING - TIE DYE	\$63.06
K8722100/3402	P-CARD OTP	TXN00094442	7/31/2026	0	NNO LIBRARY PROMOS	\$469.64
K8722100/3402	P-CARD OTP	TXN00094611	7/31/2026	0	THEO STICKERS - OUTREACH	\$134.91

Library Voucher Listing

Begin Date: 7/1/2026

End Date: 7/31/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3402	AMAZON		TXN00094662	7/31/2026	0	END OF SUMMER READING PARTY SUPPLIES	\$32.63
	K8722100/3402	P-CARD OTP		TXN00094687	7/31/2026	0	MOCKTAIL & MASTERPEICE PROGRAM SUPPLIES	\$97.89
	K8722100/3402	COSTCO WHOLESALE		TXN00094796	7/31/2026	0	PROGRAMMING SNACKS/SUPPLIES	\$56.44
	K8722100/3402	AMAZON		TXN00094850	7/31/2026	0	ZIPPERS - PROGRAMMING SUPPLIES	\$26.86
LIBRARY PROGRAMMING TOTAL:								\$1,207.21
LIBRARY PROGRAMMING - YTD INFORMATION								
BUDGET: \$20,000.00			YTD ACTUAL: \$16,008.87			YTD % USED: 80.04%		
LIBRARY PUBLIC SERVICE TOTAL:								\$40,001.26
LIBRARY NON-FACILITIES TOTAL:								\$47,753.90

Library Voucher Listing

Begin Date: 7/1/2026

End Date: 7/31/2026

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		06/2026 JUN	7/23/2026	50027	CITY UTILITY BILLS/JUN 2026	\$5,755.13
UTILITIES TOTAL:								\$5,755.13
UTILITIES - YTD INFORMATION								
BUDGET: \$57,000.00			YTD ACTUAL: \$25,225.08			YTD % USED: 44.25%		
LIBRARY FACILITIES TOTAL:								\$5,755.13

CITY OF RICHLAND

LIBRARY EXPENDITURE

July 2026

Month/Year

PAY PERIODS: From June 15, 2026 through July 26, 2026

GROSS SALARIES \$ 167,211.45

		Gross Wages	Total
WEEK OF:	<u>07/02/26</u>	<u>55,797.54</u>	<u>55,797.54</u>
WEEK OF:	<u>07/16/26</u>	<u>54,536.81</u>	<u>54,536.81</u>
WEEK OF:	<u>07/30/26</u>	<u>56,877.10</u>	<u>56,877.10</u>
	TOTAL	<u>167,211.45</u>	<u>167,211.45</u>



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

July 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 \$214,965.35 this 11th day of August 2026.

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

Voucher Listings	Amount
July 1, 2026 thru July 31, 2026	\$47,753.90
Transfer Advice (Salaries)	
Salaries for the weeks of: 7/2/26, 7/16/26 & 7/30/26	\$167,211.45
MONTHLY EXPENSES	\$214,965.35

Comments:

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME	SIGNATURE
1.	1.
2.	2.
3.	3.