

City of Richland Resolution No. 100-20 temporarily designates virtual locations for all municipal meetings until such time as Benton County moves into a phase of the *Safe Start* reopening plan that authorizes public gatherings and the opening of public facilities. For this meeting, the Library Board will meet remotely via Zoom. The public may attend this meeting through telephonic access by calling the phone number provided. All members of the public who remotely attend must mute their phones/remain silent during the meeting.



Agenda

Library Board Meeting

Tuesday, September 8, 2020 - 5:30 p.m.

[Zoom](#) - Public Telephone Access: (253) 215- 8782 or (206) 337-9723

Meeting ID: 988 2886 6273

Passcode: 720414

Board Members: Chair Maier, Vice-Chair Booth and Board Members Buxton, Lightner and Lunstad

Liaisons: Council Liaison Kent
Staff Liaison: Library Manager Campbell-Hime

Regular Meeting - 5:30 p.m.

Call to Order/Attendance:

Introduction of Guests:

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

June 9, 2020 Library Board Special Meeting Minutes

Report of the Library Manager:

- I. September 2020 Library Manager's Report
 - Leslie Campbell-Hime, Library Manager
2. September 2020 Library Statistics
 - Leslie Campbell-Hime, Library Manager

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

Approval of Bills: (Approved by Motion)

- I. Approval of Bills for June 1, 2020 through June 30, 2020
 - Leslie Campbell-Hime, Library Manager

Unfinished Business:

New Business:

Community Engagement:

Round Robin:

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, October 13, 2020

Richland Public Library is ADA accessible with special parking and access available at the entrance facing Northgate Drive. Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the Library Board Meeting by calling the City Clerk's Office at 942-7389.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/8/2020

Agenda Category: Approval of Minutes

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

June 9, 2020 Library Board Special Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the June 9, 2020 minutes.

Summary:

The June 9, 2020 meeting minutes are included for review and approval.

Attachments:

1. Draft 6-9-20 Special Library Board Meeting Minutes



MINUTES

Richland Public Library Board Special Meeting

Zoom - Public Telephone Access: 1-888-788-0999 or 1-833-548-0276

Meeting ID No. 946 7153 9908

June 9, 2020, 5:30 – 6:30 PM

CALL TO ORDER:

CHAIR MAIER CALLED THE SPECIAL MEETING TO ORDER AT APPROXIMATELY 5:34 P.M.

ATTENDANCE:

CHAIR MAIER, VICE-CHAIR BOOTH, BOARD MEMBERS BUXTON, LIGHTNER, AND LUNSTAD WERE PRESENT. ALSO PRESENT WERE COUNCIL LIAISON KENT, LIBRARY MANAGER CAMPBELL HIME, ADMINISTRATIVE ASSISTANT BARADA, AND PARKS AND PUBLIC FACILITIES DIRECTOR SCHIESSL.

APPROVAL OF AGENDA:

BOARD MEMBER BUXTON MOVED AND BOARD MEMBER LUNSTAD SECONDED THE MOTION TO APPROVE THE AGENDA AS IS. THE MOTION CARRIED 5-0.

NEW BUSINESS:

1. Parks and Public Facilities Director Schiessl discussed the City of Richland's plan for reopening.
2. Library Manager Campbell Hime discussed the library's plan for curbside pickup. Curbside pickup will begin once Benton County is in Phase 2 of the Governor's reopening plan.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

ADJOURNMENT:

CHAIR MAIER ADJOURNED THE MEETING AT 6:53 P.M.

Prepared and submitted by Kylie Barada, Administrative Assistant

Minutes Approved by: _____
Kurt Maier, Library Board Chair



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/8/2020

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

September 2020 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Review of report.

Summary:

September 2020 Library Manager's Report

Attachments:

1. 09082020 Library Manager's Report



LIBRARY MANAGER'S REPORT
Richland Public Library Board
Richland Public Library – 955 Northgate – Board Room
August 2020

Friends of the Library

The Friends cancelled their spring book sale due to the health emergency created by COVID-19. They are looking forward to opening the bookstore just as soon as permitted. They are developing practices to maintain volunteer safety in a small and enclosed space as volunteers are drawn almost uniformly from a vulnerable population. The Friends' spending for 2019-2020 will be curtailed due to the cancelled book sale and closure of the bookstore for six months.

Foundation

The Foundation has not met due to COVID-19.

Statistics

Attached

Revenue / Expense / Voucher Listing

Revenue

There has been no revenue from non-resident library cards fees, fines, or copying charges since the library's March closure due to COVID-19. Additionally, there has been no revenue from the Novel Café as the city suspended the café's monthly rental fee until the library reopens. Projected revenue for the remainder of 2020 will be revised downward due to the above noted.

Expense

June 1-30, 2020 salary expenses are slightly below projections at 43% as telecommuting opportunities were no longer available for part-time staff. The COR placed part-time staff on "stand by" status, which made workers eligible to apply for workers' compensation.

Voucher Listing

The newly formatted voucher listing debuted on Sept 4. It presents in one-document library P-Card purchases and invoices. Payment for database subscriptions, services, materials, utilities, and processing show.

Reopening preparation

Staff are eager to reopen and, without exception, have voiced how much they miss serving patrons. For many of us, public service is our *raison d'être*.

However, we are a public service agency and must be mindful of the ways we can serve the public while mitigating risk of exposure to COVID-19. Our reopening planning is guided on the local level by our city manager and broadly in accord with Governor Inslee's [Safe Start Washington Plan](#).

We thank the Friends for their financial support, which made it possible for us to purchase a license to Beanstack and host our summer reading program. Librarians scrapped months of summer reading planning to translate what has always been in-person programming to equally enjoyable but exclusively online programming.

Our reopening planning includes defining quarantine procedures for materials, cleaning schedules for the library building, staff training on the use of PPE and maintaining safe work and public areas. Our planning also includes minimizing person-to-person contact at high touchpoint areas by installing safety barriers in staff and patron areas, storing or wrapping soft furniture, and removing toys and other items that cannot be sanitized from the children's area.

Our touchless curbside service has been successful in pleasing patrons while also keeping both patrons and staff safe. We are attempting to be careful in our identification of all points that require attention during a health situation for which there is no recent equivalent.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/8/2020

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

September 2020 Library Statistics

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

This item is a review of the September library statistics.

Attachments:

1. 2020 08 Board Stat Report - 090320

RICHLAND PUBLIC LIBRARY

August 2020 Statistics Report for the September 8 Board Meeting

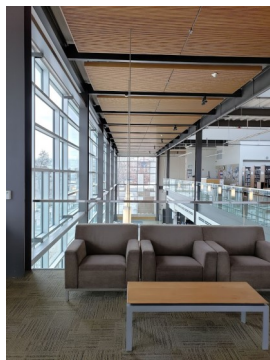


AUGUST SUMMARY

Due to the Covid-19 pandemic, the library has been closed to the public since March 20. Several staff members worked remotely over the summer months. They ran the Summer Reading Program, recorded and posted story time and other videos, issued new library cards, renewed accounts, assisted patrons remotely, provided a variety of online services, and performed other critical work.

On August 12, we reopened for curbside pickup. We received a very enthusiastic response from our patrons, and this service continues to be very popular heading into September. We anticipate providing curbside pickup until the library reopens to the public.

We continue to reach out to patrons through social media and through the library's website with news about online offerings, information about new books and materials available through the library, and more.



AUGUST STATISTICS

- Total circulation: 21,548
- Physical items checked out: 4,865
- Digital items checked out: 16,683
- Hoopla circulation: 2,296
- Kanopy circulation: 556 plays
- Overdrive circulation: 12,348
- RBdigital circulation: 1,344
- Mango: 139 sessions

LIBRARY CURBSIDE PICKUP IS A SUCCESS!

On Wednesday, August 12, the library began offering curbside pickups. Appointment times are available from 11 a.m. to 6 p.m. Mondays through Thursdays, and from 10 a.m. to 2 p.m. on Fridays.

Patrons log in to their accounts or call the library to place holds. When their material is ready, they are contacted and given instructions for scheduling a curbside pickup appointment.

We now have numbered parking spaces in front of the library, so each patron can park in one of those spaces, call to let us know they have arrived, and wait for a staff member to bring materials out to their trunk. Patrons on foot or on bicycles can call when they arrive, and a staff member will bring their items out to place on a table for pickup.

Our patrons are very happy to be checking out physical books and materials again!



 **RICHLAND PUBLIC LIBRARY**
CURBSIDE SERVICE



For More Information:

www.myrichlandlibrary.org

“I love books. I adore everything about them. I love the feel of the pages on my fingertips. They are light enough to carry, yet so heavy with worlds and ideas. I love the sound of the pages flicking against my fingers. Print against fingerprints. Books make people quiet, yet they are so loud.” ~ Nnedi Okorafor

QUARANTINING RETURNED MATERIALS

To help libraries understand and manage the risks of handling materials during the Covid-19 pandemic, Battelle has been conducting the Reopening Archives, Libraries, and Museums (REALM) Project.

The researchers are studying the natural attenuation of the SARS-CoV-2 virus on a variety of materials that are commonly used in libraries, including hardback and paperback book covers, plastic book covers, DVD cases, and expanded polyethylene foam.

Based on the findings of the REALM Project, the Richland Public Library is now quarantining all returned materials for a minimum of six days. This is being done to minimize the risk for library employees as well as patrons.

For more information, and to access the results of this study as they are reported, please visit the following links.

www.webjunction.org/explore-topics/COVID-19-research-project.html

www.webjunction.org/news/webjunction/test4-results.html



We are quarantining books and other materials in an isolated area of the library, behind a closed door, until they are considered safe to handle.

POP-UP PLAY DAYS

This summer, the City of Richland has hosted six online Pop Up Play Days that were co-sponsored by the Richland Public Library, Manhattan Project National Historical Park, and Richland Parks and Recreation. Kids are encouraged to watch videos on the website and try the featured activities. They can earn a Junior Ranger patch or pin by completing all six weeks.

Week 1 (June 24): Community Resources

Kids watched videos to learn the history of our community, explore how resources were used for the Manhattan Project, and find out about geocaching and earth caches. STEAMspace Coordinator Johanna Talbott taught kids to create “resource robots” out of plant-based products, animal products, rocks and minerals, and fossil fuels.

Week 2 (July 8): Engineering Our Community

Kids watched videos to learn about engineers and engineering. Recreation Coordinator Lori Briere taught kids to build dams of natural materials, and Johanna guided kids through a civil and structural engineering activity to build a tower out of marshmallows and spaghetti sticks.

Week 3 (July 22): ABC Houses—Building Our Community

Kids watched videos that explored the history of Richland and took them on a virtual tour of the alphabet homes. Johanna showed kids how to create an alphabet house from a template.

Week 4 (August 5): Feeding Our Community

Kids learned about Victory Gardens, took virtual tours of local farms and a farmer’s market, and watched video footage of a harvest. Johanna also taught kids to plant seeds and create an indoor garden, and she led them through a fun paper craft activity.

Week 5 (August 19): Pets in Our Community

Kids learned about the history of pets in our community, and watched a video that guided them through yoga with their own pets. Johanna taught kids to create cats, butterflies, and other crafty pets out of toilet paper and paper towel rolls, paint, tape, construction paper, and other craft supplies.

Week 6 (September 2): Art in Our Community

Kids watched a video about art in our community, learned about the different types of art in exhibits at The REACH Museum, and viewed art murals in the Parkway and at the Uptown Mall. Johanna taught kids to design postcards.

SUMMER READING PROGRAM

This summer, because the library was closed to the public, we used an app called Beanstack to run our Summer Reading Program. Each participant signed up for the baby, children's, teen, or adult program, and the four programs had different activities, challenges, and prizes.

All participants could choose how they wanted to participate. They could log their minutes, submit reviews, and/or complete activities and challenges. They could earn "tickets" into the prize drawings for logging their reading time and completing other activities.

We had 34 registered users for the baby program. They completed 194 activities and 10 reading challenges.

We had 422 registered users for the children's program. They completed 1,668 activities and 172 reading challenges, and they logged 301,183 minutes of reading. Twenty-five reviewers provided 108 reviews of books, audiobooks, and other reading material.

We had 132 registered users for the teen program. They completed 221 activities and 62 reading challenges, and they logged 167,974 minutes of reading. Twenty-eight teen reviewers submitted 79 reviews.

We had 284 registered users for the adult program. They completed 747 activities and 55 reading challenges, and they logged 357,265 minutes of reading. Twenty-four adult reviewers provided 123 reviews.

The Summer Reading Program was a success because we were able to encourage fun reading and learning activities during the library's closure. Parents and guardians enthusiastically sent us photos from the many different activities their children completed.

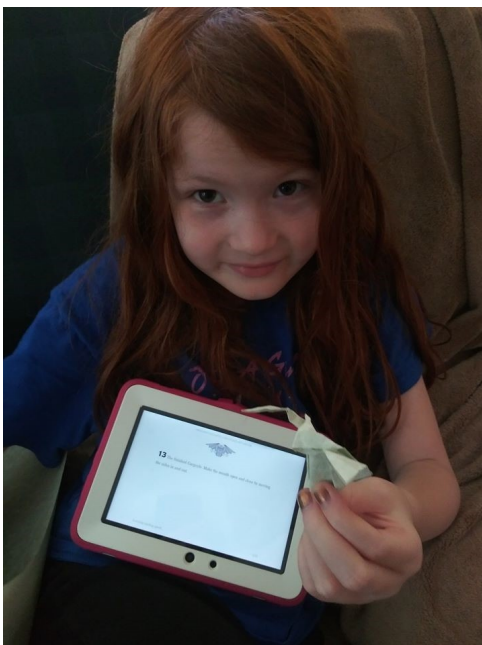
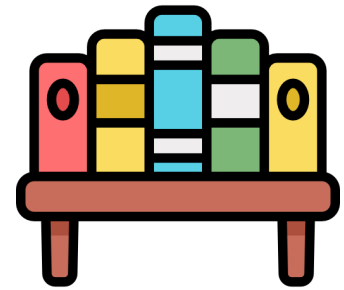


STORY TIMES

Throughout the summer, the Richland Public Library has been posting videos of Children's Services Librarian Kelly Reed leading story time activities and reading children's books. Kids haven't been able to visit the library for story time, but they are definitely enjoying her videos!

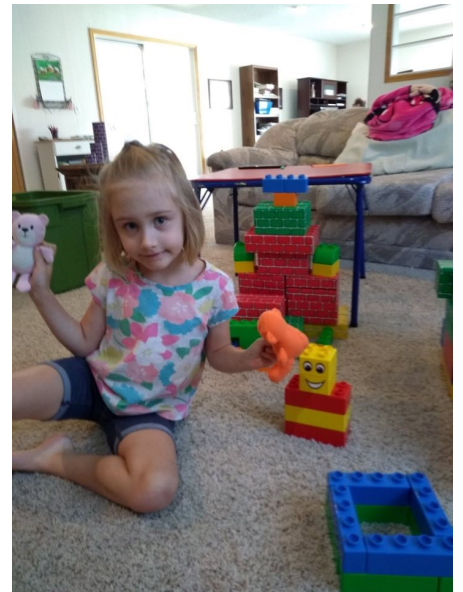
She has read picture books by favorite authors like Mo Willems; shared a Kamishibai story, draw-and-tell stories, and felt board stories; led songs; and introduced viewers to some of our therapy dogs.

The story time videos have also included visits from many of our beloved therapy dogs, including Goldie, Lucy and her puppies, Hazel, Ally, Sydney, Hootie, Jake, Rita, and Teeba.



Here are some photos we received of completed Summer Reading Program projects!





Kids enjoyed many creative activities during our Summer Reading Program!



PATRON FEEDBACK RECEIVED IN AUGUST

“My kids are so happy with their books, thank you so much! We have missed the library.”

“It worked great today! Thank you for making this possible. I was glad to get my book!”

“Thank you RPL! It went so smoothly, and it was so great to get library books again!”

“THANK YOU! We sooo miss the library!”

“I used it today. Great service. Thanks.”

“The pick up worked really well for us!”

“This is a really good thing!”

“Thank you, we’ve really missed you!”

“I love this library!”

“Thank you! I picked up my books, and it was easy to do!!”

“I love seeing Miss Kelly and the puppies!”

“HOORAY!! Of all the things that closed, I have missed the library the most!!”

“Yay!! Thank you!”

“Yahooo!!! Other than not seeing family this is what I’ve missed the most.”

“I am so excited! My appointment is this morning. Thank you RPL!”

“This is awesome! I didn’t know we had access to Kanopy with our library card. I’m sure you guys have mentioned it before, but thanks for bringing it to my attention again!”

“Somebody put in two coloring pages with the picture books I picked up today. My child was delighted. Thank you!”

“We’re adding this to our distance learning activities! Thanks!!”

“Miss Kelly is the best! My grandkids love story time with her!”

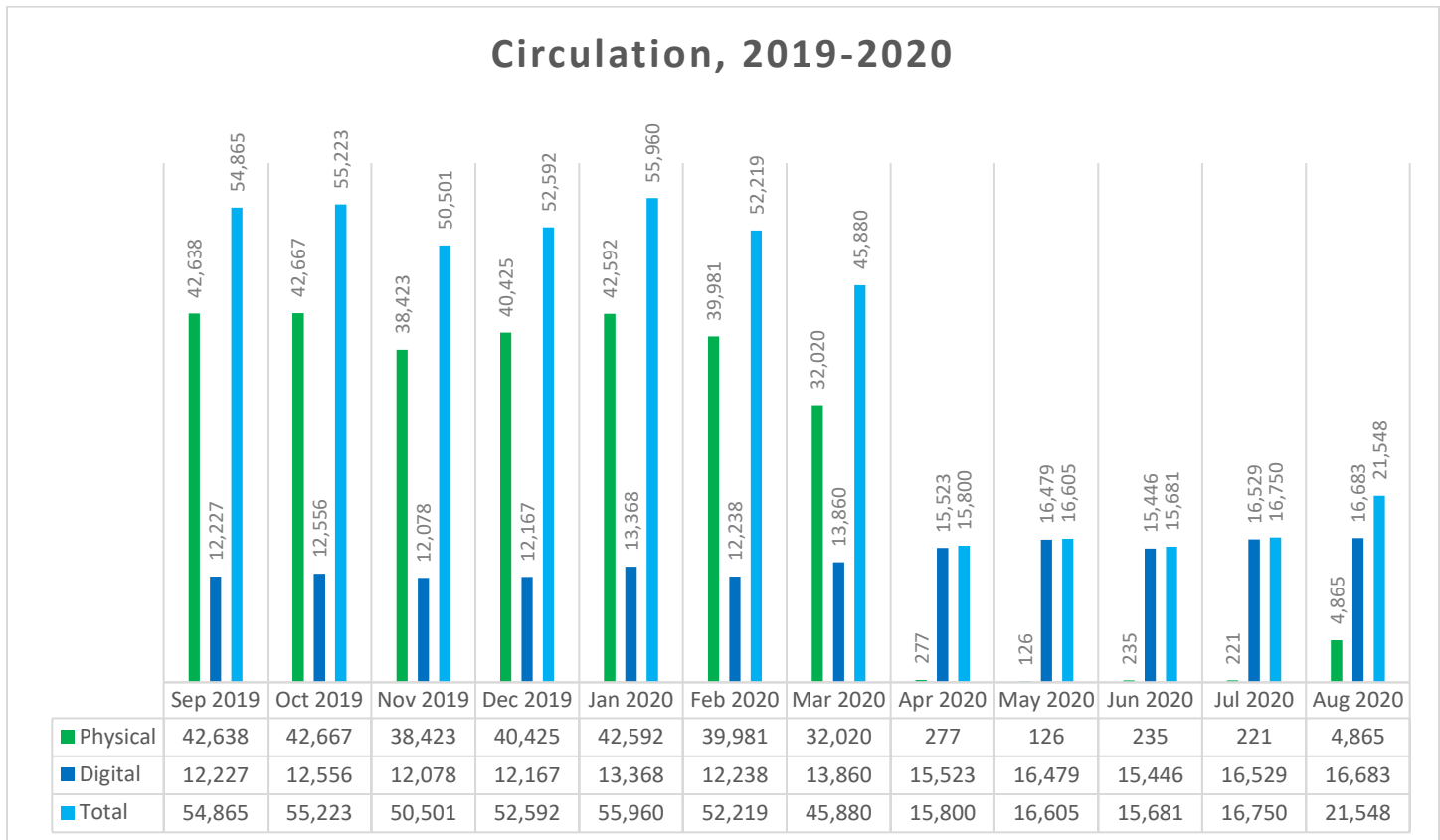
“Another enjoyable story! Keep them coming!”

“The adult program was great. It jumpstarted my summer reading, led me to new authors, and let me make tassels. You did a great job on it!!”

“This is great. I missed you!”



CIRCULATION



Governor Inslee approved the addition of curbside library services for Benton County in modified phase 1 of reopening, so we began offering curbside pickup of holds at the library on Wednesday, August 12.

During the first week of curbside service, we received more than 2,000 hold requests. By Wednesday morning, we had 1,204 items on the holds shelf and 851 items remaining to pull. From Wednesday through Friday of the first week, we checked out approximately 700 items.

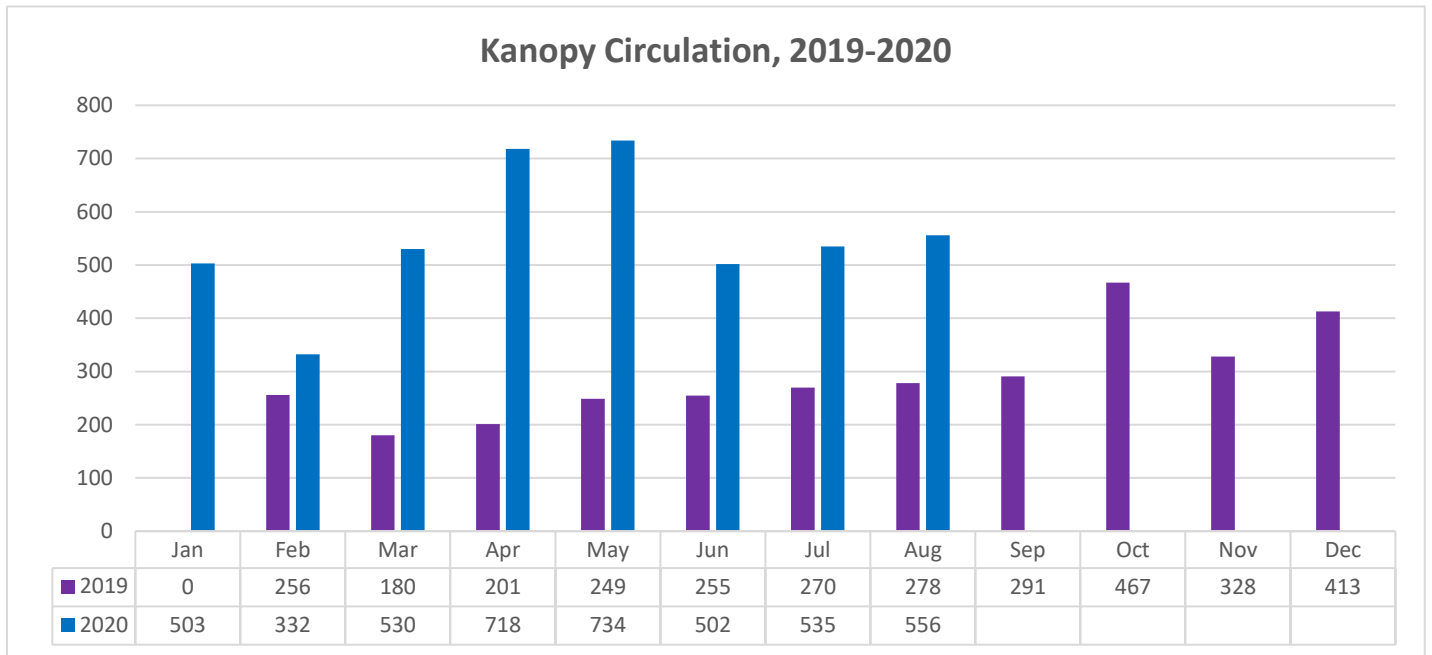
In our second week of curbside service, we captured an astonishing 2,445 holds. The biggest day was Tuesday, when we captured 1,064 holds in one day.

We placed and pulled a total of 5,422 holds during the month of August. Of those, 4,321 had been checked out by the end of the month. Patrons have been enthusiastic about curbside pickup. The top five categories of physical items circulated in August were children's chapter books (fiction), children's nonfiction, children's story books, adult nonfiction, and adult fiction.

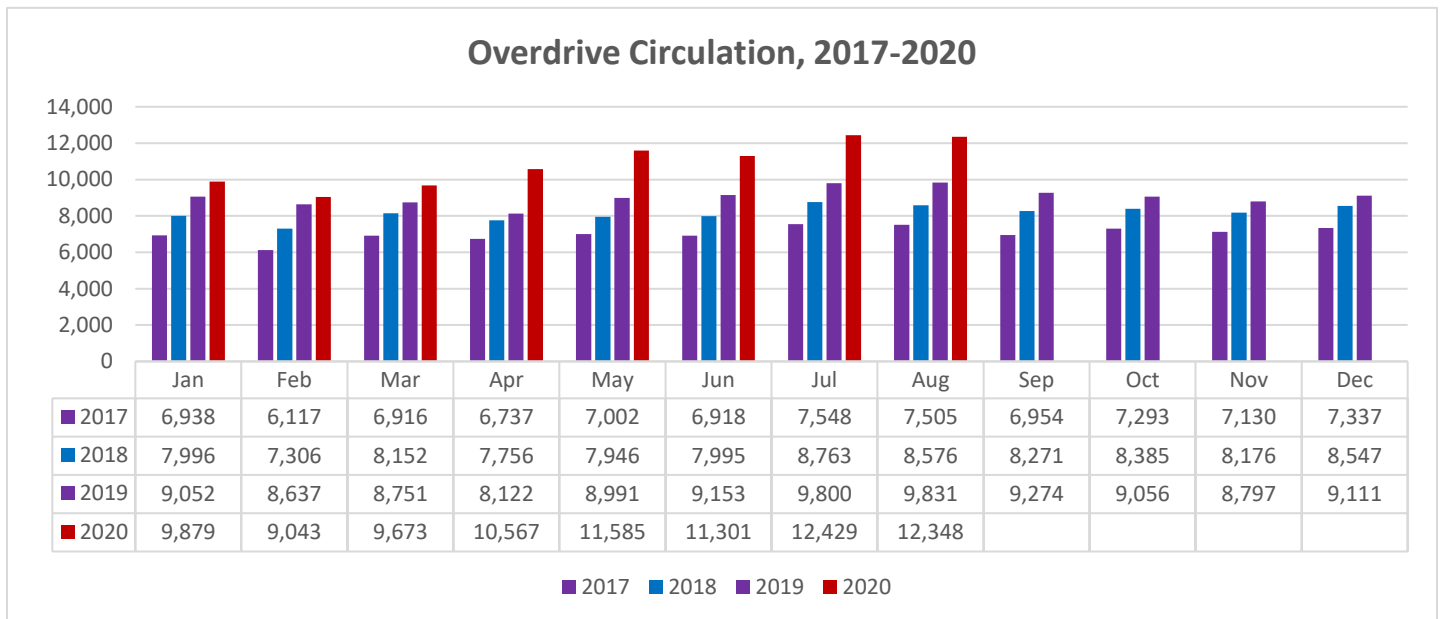
Our total circulation for August was 21,548 items, of which 4,865 were physical items and 16,683 were digital items. This is a 29% increase over the 16,750 items checked out in July.

We have seen an overall increase in the number of digital items checked out since the library closed in March. The total number of digital items checked out in August, for example, reflects a 1% increase over the 16,529 digital items checked out in July, a 20% increase over the 13,860 items checked out in March, and a 36% increase over the 12,238 digital items checked out in February, the last month we were fully open to the public.

DIGITAL SERVICES

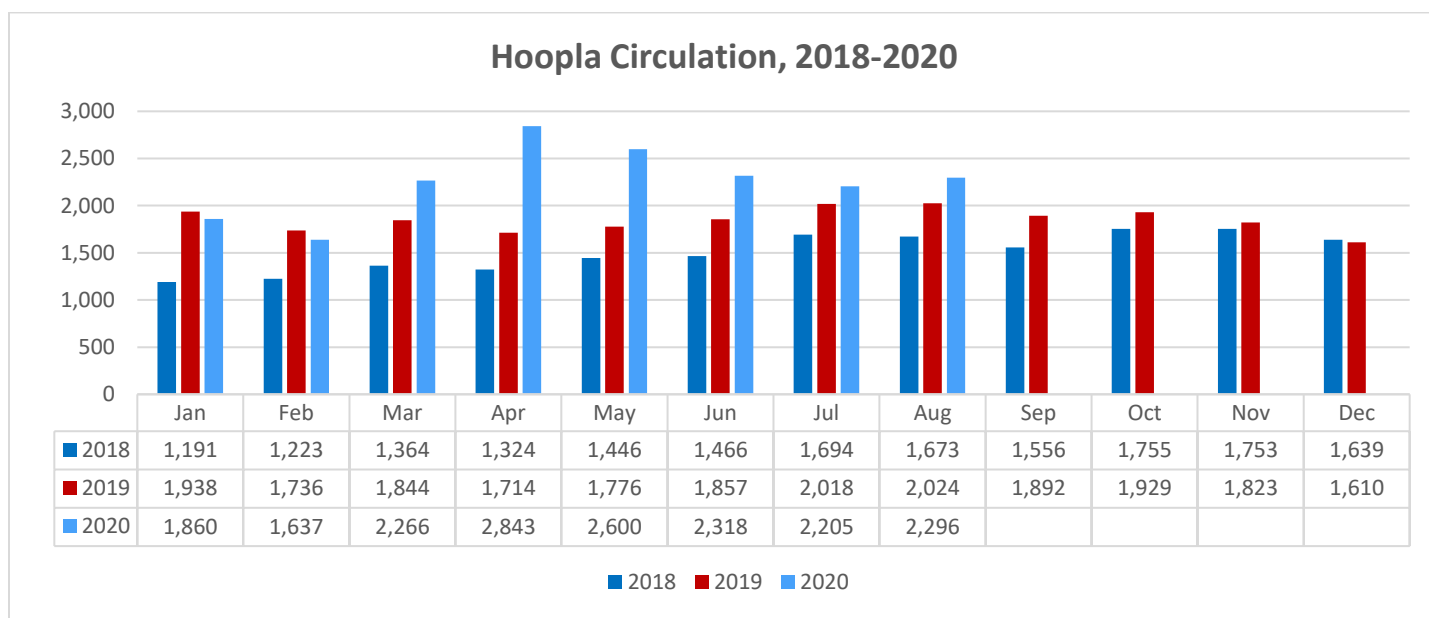


Patrons viewed a total of 556 videos on Kanopy in August for 15,713 total minutes of viewing. That included 91 plays (1,942 minutes) of *The Great Courses*, 84 plays (695 minutes) of Weston Woods children's videos, 59 plays (1,299 minutes) of PBS videos, and 40 plays (1,282 minutes) of Kino Lorber videos. It represents a 4% increase from the 535 films that were viewed in July and a 100% increase from the 278 films that were viewed one year ago in August 2019. Viewers were from the U.S., Vietnam, and the Netherlands.

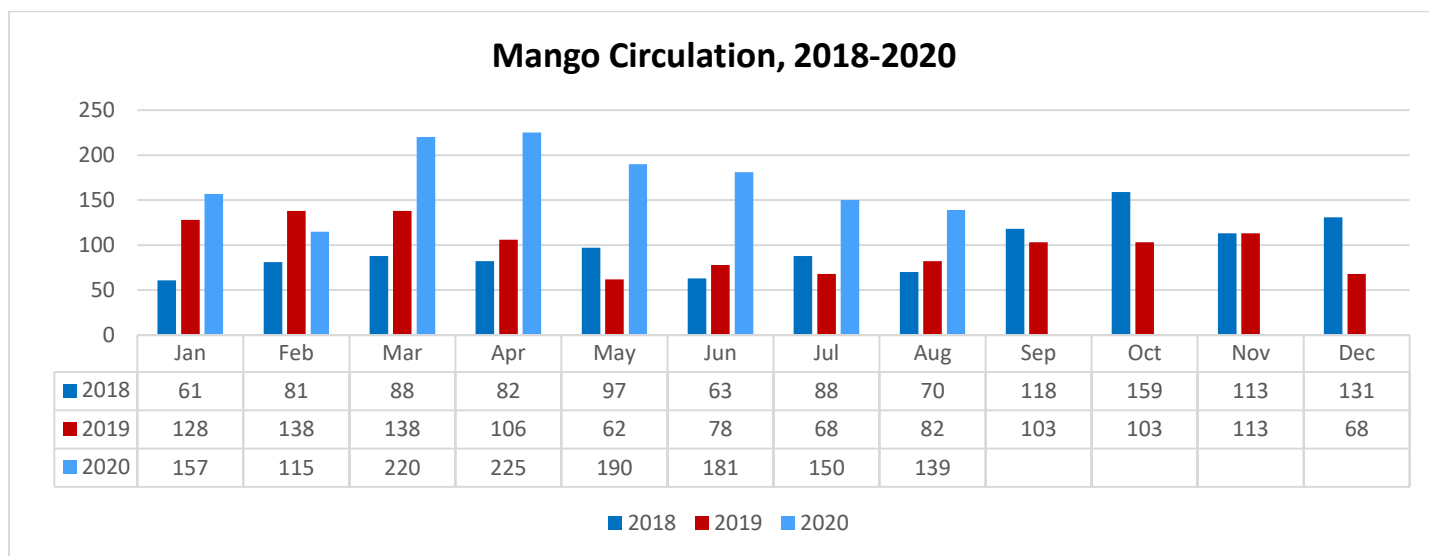


Patrons checked out 12,348 items from Overdrive in August, including 7,664 ebooks and 4,684 audiobooks. This is within 1% of the 12,429 items checked out in July. It shows a 9% increase over the 11,301 items checked out in June, a 28% increase over the 9,673 items checked in March, and a 26% increase over the 9,831 items checked out one year ago in August 2019. Patrons have clearly been checking out more Overdrive materials during the pandemic.

DIGITAL SERVICES (CONTINUED)



Hoopla circulation for August was 2,296. This represents a 4% increase compared to the 2,205 items checked out in July. Patrons checked out audiobooks (1,027 items), ebooks/comics (681 items), movies and TV shows (496 items), and music (92 items).



During August, our patrons had 139 total Mango sessions, with 163 total course uses. Although that shows a 7% decrease from the 150 sessions in July, it shows a 70% increase from the 82 sessions in August 2019. The average session length was 15 minutes and the total learning time logged was 2,063 minutes. The top five languages studied were Portuguese (Brazil), Spanish (Latin American), French, Japanese, and German.

OTHER STATISTICS

Patrons also checked out 1,344 items from RBdigital in August, including 60 audiobooks, 9 ebooks, and 1,275 magazines.

During August, we had 136 Richland residents and 19 nonresidents sign up for new library cards.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/8/2020

Agenda Category: Approval of Bills

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

Approval of Bills for June 1, 2020 through June 30, 2020

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the June 1, 2020-June 30, 2020 claims for payment.

Summary:

This item is a review and approval of the June 1, 2020 through June 30, 2020 claims for payment.

Attachments:

1. June 2020 Voucher Listing
2. June 2020 Payroll
3. June 2020 Claims for Payment

Library Voucher Listing

Begin Date: 6/1/2020

End Date: 6/30/2020

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8188700/3583	SWN COMMUNICATIONS I		SA127083	6/19/2020	280709	BPCN-0250 7/18-7/17/21 1 CALL NOW AUTO CALL SYSTEM	\$62.05
	K8188700/3583	MIDWEST TAPE		98967541	6/17/2020	280480	MAY 2020 HOOPLA	\$4,345.34
	K8188700/3583	INGRAM INDUSTRIES IN		TXN00052168	6/30/2020	0	INGRAM EDELWEISS ANALYTICS DIGITAL ACCESS	\$5,000.00
							SOFTWARE-LICENSING & UPGRADES TOTAL:	\$9,407.39
							001.303 INFORMATION TECHNOLOGY TOTAL:	\$9,407.39
	K8721000/3102	BRUTZMAN'S INC		0000816708	6/5/2020	280225	INSTALLATION SVCS 3/13 - MOVE OF OFFICE FURNITURE	\$225.89
	K8721000/3102	P-CARD OTP		TXN00051872	6/30/2020	0	RITE AID STORE - 5319 - Purchase	\$14.11
	K8721000/3102	STAPLES		TXN00051957	6/30/2020	0	OFFICE SUPPLIES	\$22.84
	K8721000/3102	DEMCO INC.		TXN00052018	6/30/2020	0	PROCESSING SUPPLIES	\$141.07
	K8721000/3102	STAPLES		TXN00052031	6/30/2020	0	OFFICE SUPPLIES	\$37.73
	K8721000/3102	AMAZON		TXN00052124	6/30/2020	0	AMZN Mktp US MS5KN52C1 - Purchase	\$24.97
	K8721000/3102	AMAZON		TXN00052128	6/30/2020	0	AMZN Mktp US MS0DL2HW2 - Purchase	\$293.21
	K8721000/3102	DEMCO INC.		TXN00052153	6/30/2020	0	PROCESSING SUPPLIES	\$368.14
							OPERATING SUPPLIES & MATERIALS TOTAL:	\$1,127.96
	K8721000/4201	FRONTIER		06/20 2061882614	6/5/2020	280236	TELEPHONE CHARGES 5/19/20-6/18/20	\$163.98

Library Voucher Listing

Begin Date: 6/1/2020

End Date: 6/30/2020

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4201	FRONTIER		6/20 5099433152	6/19/2020	280682	TELEPHONE CHARGES 6/4/20 - 7/3/20	\$382.24
TELEPHONE & COMM SVCS TOTAL:								\$546.22
	K8721000/4207	BANK OF AMERICA		053120	6/2/2020	8165	Library Merchant Service Fees	\$5.00
MERCHANT SVC FEES TOTAL:								\$5.00
	K8721000/4504	XEROX CORP		010497205	6/12/2020	280411	7HB-469027 JUNE BASE CHARGE	\$10.86
	K8721000/4504	XEROX CORP		010497219	6/12/2020	280411	3UA-295134 MAY BASE CHARGE	\$75.41
	K8721000/4504	XEROX CORP		010497220	6/12/2020	280411	3UA-295169 MAY BASE CHARGE	\$75.40
	K8721000/4504	XEROX CORP		010497221	6/12/2020	280411	3UA-296344 MAY BASE CHARGE	\$150.54
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$312.21
001.303 LIBRARY ADMIN TOTAL:								\$1,991.39
	K8722100/3105	XEROX CORP		TXN00051950	6/30/2020	0	TONER FOR VERSALINK PRINTER - STAFF	\$423.52
COPIER SUPPLIES TOTAL:								\$423.52
	K8722100/3401	WA STATE DEPARTMENT		DOR 05/2020	6/25/2020	620	COMBINED EXCISE TAX- MAY 2020	\$74.30
	K8722100/3401	WA STATE DEPARTMENT		DOR 05/2020	6/25/2020	620	COMBINED EXCISE TAX- MAY 2020	\$293.12
	K8722100/3401	OVERDRIVE		TXN00051863	6/30/2020	0	OVERDRIVE DIGITAL	\$1,423.31
	K8722100/3401	OVERDRIVE		TXN00051933	6/30/2020	0	OVERDRIVE DIGITAL	\$235.48
	K8722100/3401	OVERDRIVE		TXN00051942	6/30/2020	0	OVERDRIVE DIGITAL	\$1,157.52

Library Voucher Listing

Begin Date: 6/1/2020

End Date: 6/30/2020

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	MIDWEST TAPE		TXN00051991	6/30/2020	0	MIDWEST DVD	\$306.39
	K8722100/3401	OVERDRIVE		TXN00052051	6/30/2020	0	OVERDRIVE DIGITAL	\$177.67
	K8722100/3401	OVERDRIVE		TXN00052130	6/30/2020	0	OVERDRIVE DIGITAL	\$1,323.30
	K8722100/3401	RECORDED BOOKS LLC		TXN00052144	6/30/2020	0	RECORDED AUDIOBOOKS	\$15.10
	K8722100/3401	RECORDED BOOKS LLC		TXN00052145	6/30/2020	0	RECORDED AUDIOBOOKS	\$76.18
	K8722100/3401	RECORDED BOOKS LLC		TXN00052151	6/30/2020	0	RECORDED AUDIOBOOKS	\$335.10
	K8722100/3401	RECORDED BOOKS LLC		TXN00052152	6/30/2020	0	RECORDED AUDIOBOOKS	\$195.80
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00051989	6/30/2020	0	INGRAM BOOKS	\$493.72
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00052014	6/30/2020	0	INGRAM BOOKS	\$139.97
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00052026	6/30/2020	0	INGRAM BOOKS	\$3,813.51
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00052079	6/30/2020	0	INGRAM BOOKS	\$213.26
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00052082	6/30/2020	0	INGRAM BOOKS	\$2,300.00
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00052089	6/30/2020	0	INGRAM BOOKS	\$125.61
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00052091	6/30/2020	0	INGRAM BOOKS	\$44.53
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00052133	6/30/2020	0	INGRAM BOOKS	\$1,529.72
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00052139	6/30/2020	0	INGRAM BOOKS	\$204.99
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00052140	6/30/2020	0	INGRAM BOOKS	\$38.64
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00052181	6/30/2020	0	INGRAM BOOKS	\$211.37
							LIBRARY RESOURCES TOTAL:	\$14,728.59
							001.303 LIBRARY PUBLIC SVC TOTAL:	\$15,152.11
							LIBRARY TOTAL:	\$26,550.89
							GENERAL FUND TOTAL:	\$26,550.89

CITY OF RICHLAND

LIBRARY EXPENDITURE

June 2020

Month/Year

PAY PERIODS

From May 25, 2020 through June 21,2020

GROSS SALARIES \$ 63,864.80

		Gross Wages	Total
WEEK OF:	<u>06/11/20</u>	<u>31,932.40</u>	<u>31,932.40</u>
WEEK OF:	<u>06/25/20</u>	<u>31,932.40</u>	<u>31,932.40</u>
WEEK OF:	<u></u>	<u></u>	<u>-</u>
	TOTAL	<u>63,864.80</u>	<u>63,864.80</u>



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

MONTH YEAR

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 \$_ this 8th day of 2020.

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

Voucher Listings	Amount
June 1, 2020 thru June 30, 2020	\$26,550.89
Transfer Advice (Salaries)	
Salaries for the weeks of: June 1, 2020 thru June 30, 2020	\$63,864.80
MONTHLY EXPENSES	\$90,415.69

Comments:

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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