

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 electronic devices and remain silent during the meeting.



Agenda
Library Board Meeting
Tuesday, October 13, 2020 - 5:30 p.m.
Join the Zoom meeting [here](#)
Public Telephone Access: (206) 337-9723 or (253) 215-8782
Meeting ID No. 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)

Draft of September 8, 2020 Library Board Meeting Minutes

Report of the Library Manager:

1. October 2020 Library Manager's Report
- Leslie Campbell Hime, Library Manager
2. October 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)

1. Approval of Bills for July 1, 2020 through July 31, 2020
- Leslie Campbell Hime, Library Manager
2. Approval of Bills for August 1, 2020 through August 31, 2020
- Leslie Campbell Hime, Library Manager

Unfinished Business:

Electronic signature of June 1, 2020 to June 30, 2020 Claims for Payment

New Business:

Round Robin:

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, November 10, 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: 10/13/2020

Agenda Category: Approval of Minutes

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

September 8, 2020 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the 09-08-20 meeting minutes.

Summary:

The draft of 09-08-20 Library Board Meeting Minutes are included for consideration.

Attachments:

1. 09-08-20 Library Board Meeting Minutes Draft



MINUTES

Richland Public Library Board Meeting

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

Meeting ID No. 988 2886 6273

September 8, 2020 - 5:30 – 6:30 P.M.

CALL TO ORDER:

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

ATTENDANCE:

CHAIR MAIER, VICE-CHAIR BOOTH, BOARD MEMBERS BUXTON AND LIGHTENER WERE PRESENT. ALSO PRESENT WAS LIBRARY MANAGER CAMPBELL HIME.

APPROVAL OF AGENDA:

CHAIR MAIER MOVED AND BOARD MEMBER X SECONDED THE MOTION TO APPROVE THE AGENDA AS IS. THE MOTION CARRIED 4-0.

REPORT OF THE LIBRARY MANAGER:

During the library's first week of curbside service beginning Aug 12, more than 2,000 items were placed on hold. 2,445 items were placed on hold during the second week of the new service. Curbside hours are 11:00 a.m.-6:00 p.m. Mon-Thurs and 10:00 a.m.-2:00 p.m. on Fri.

The library is following guidance from the REALM Project on the length of time library materials should be quarantined. All items received in book drops are immediately placed in a separate quarantine room and checked in at the end of the quarantine period. Material due dates have been extended to compensate for this additional period and overdue fines have been suspended until Phase 3.

Patron use of digital materials continues to be robust with demand for e-books, audiobooks, and film streaming increasing 29% from July.

20 new hot spots funded by a CARES Grant have been placed in circulation.

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.

APPROVAL OF BILLS:

BOARD MEMBER BUXTON MOVED AND BOARD MEMBER LIGHTENER SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR JUNE 2020 IN THE AMOUNT OF \$90,415.69 WITH NOTED FORM REVISION. THE MOTION CARRIED 3-0.

NEW BUSINESS:

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

ADJOURNMENT:

CHAIR MAIER ADJOURNED THE MEETING AT 6:0X P.M.

Prepared and submitted by Leslie Campbell Hime, Library Manager

Minutes Approved by: _____
Kurt Maier, Library Board Chair



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 10/13/2020

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

October 2020 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

The Library Manager's October report Washington State Safe Start revised guidelines for libraries issued 10/6, and RPL return to work chart revised 10/6 are included for discussion.

Attachments:

1. October 2020 Library Manager's Report
2. COVID19 Phase 2 and 3 Library Guidance
3. October 2020 RPL Return to Work Chart



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

Friends of the Library

With the city's approval and following *Safe Start* guidance, the Friends are planning to hold an outdoor fall book sale at the library in October or early November.

Foundation

The Foundation has not met due to COVID-19.

Statistics

Attached

Revenue / Expense / Voucher Listing

Revenue

There have been no revenue streams since the library's March closure. Fines have been suspended until Phase 3 and temporary library cards have been issued at no cost in lieu of annual nonresident cards as the library cannot process cash/credit payments. The Novel Café has been closed since the library's March closure.

Expense

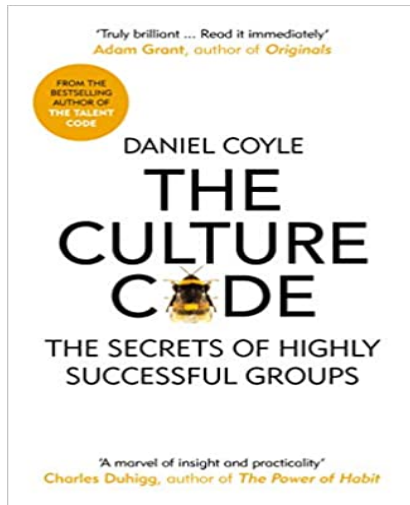
Voucher listings for July and August 2020 show database, materials, processing, software, and utility expenses. Library facilities expenses are reflected on the July and August 2020 listing and are billed to the library facilities line, which is administered by Facilities. Staff salaries are consistent with projections.

Reopening

Inslee's October 6 updates to WA's *Safe Start* allow patrons to enter the library in Phase 2 at 25% of building capacity. The original plan restricted patron entrance until Phase 3 but also at 25%. RPL's Return to Work Chart has been updated to include the new guidelines. This chart is a living doc, so changes will be incorporated, as they become available.

The contract for citywide installation of the Genetec Security Camera System security has been executed and installation is scheduled to begin Nov 1 with a completion date before the end of 2020.

The city has approved use of CARES funding for the purchase of 2-replacement self-service check out kiosks for the library.



[The Culture Code](#) is the first book library staff will read as a group. The goal is to heighten staff awareness of how verbal and non-verbal cues can help/hinder group problem solving and creativity.

Phase 2 and 3 Library Services

COVID-19 Requirements

Phase 2 and 3: All public libraries, public library systems, institutional & governmental libraries, and libraries at institutions of higher education are permitted to provide limited services to customers in-person. However, in general libraries should continue to facilitate services through the mail or via curbside pick-up where possible to limit interaction between staff and customers within enclosed space. Libraries should continue to utilize the [Phase 2 Curbside Guidance](#) where applicable.

1. Prior to reopening any operations, libraries are required to develop a comprehensive COVID-19 exposure control, mitigation, and recovery plan that at least conforms to the requirements of this document. The plan must include policies regarding the following control measures: customer traffic management; PPE utilization; on-location physical distancing; no-contact material returns; hygiene; sanitation; symptom monitoring; incident reporting; disinfection procedures; COVID-19 safety training; exposure response procedures and a post-exposure incident project-wide recovery plan. A copy of the plan must be available at the location for inspection by state and local authorities. Failure to meet planning requirements may result in sanctions, including forced closure of the location.

In-person Library Operations Specific Requirements:

2. In order to open to any in-person services, libraries must require customers to wear a cloth face covering at all times while present within the facility.
3. Customer Traffic Management
 - a. **Phase 2:** Guest occupancy must be 25% of maximum building occupancy or lower as determined by the fire code. This limit does not include employees in the calculation.
 - b. **Phase 3:** Guest occupancy must be 50% of maximum building occupancy or lower as determined by the fire code. This limit does not include employees in the calculation.
 - c. Place distance markers outside of the library in order to maintain six-foot physical distancing requirements for customers waiting to enter. Assign employees to assist and monitor customers waiting to enter if necessary.
 - d. Arrange the flow of customers to eliminate choke points and reduce crowding. Mark high traffic areas with six-foot markers to maintain physical distancing requirements.
 - e. Place conspicuous signage at entrances and throughout the store alerting staff and customers to the required occupancy limits, six-foot physical distancing guidance, and policy on facial coverings.
 - f. Reduce or eliminate the use of in-person check-out processes wherever possible. Where they are still necessary, place distance markers in check-out lines in order to maintain six-foot physical distancing requirements for customers waiting to check out materials.
 - g. Ensure minimum six-foot physical distancing requirements are maintained between customers and staff, except when exchanging materials. Sneeze guards or other barriers should be placed throughout the facility at all fixed places of potential interaction between customers and employees that could be less than 6 feet.
 - h. Where possible, establish hours of operation that permit access solely to high-risk individuals as defined by the CDC.

4. Sanitation

- a. Ensure operating hours allow downtime between shifts for thorough cleaning.
- b. Employees should be encouraged to regularly wash their hands, and must do so before and after using the restroom, eating, or engaging in any activity that involves exposing their hands to other bodily fluids (i.e. coughing, sneezing, blowing nose, etc.)
- c. Libraries must provide disinfectant and sanitation products for employees to clean their workspace, equipment, tools, and common areas. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol must be provided and utilized, but should not supplant regular hand-washing.
- d. Frequent sanitation of surfaces should occur, particularly in high-traffic areas such as restrooms, computer stations, doors, and check-out counters amongst others.
- e. Where feasible, libraries must keep doors and windows open where possible and utilize fans to improve ventilation. Adjust mechanical ventilation systems to bring in as much outside air as possible. Increase filters to MERV 13 if the HVAC can accommodate.

5. Group spaces and public meeting spaces

- a. Generally, libraries are discouraged from allowing the use of group meeting or study spaces by customers. However, at the discretion of the appointed building-specific COVID-19 Supervisor, libraries may allow patrons to utilize these spaces under certain conditions.
- b. Must limit to 5 patrons or less per grouping.
- c. Groups or individual patrons must be far enough apart when measured from occupied space to occupied space, to ensure patrons are a minimum of six feet away from patrons in adjacent space, or there must be a physical barrier or wall separating patrons.
- d. Clean and sanitize any group or public space after each use by patrons, and must ensure a reasonable amount of time passes before allowing subsequent groups or individual patrons to access the space.

6. Computer terminals/stations

- a. If, at the discretion of the appointed building-specific COVID-19 Supervisor, a library chooses to allow customers to access public computer terminals, certain protocols must be followed. **Best practice** includes the use of an automated reservation system, and use of coverings for screens, keyboards, mouse, and other high-contact areas, but is not required.
- b. Patrons must be far enough apart, when measured from station to station, to ensure a minimum of six feet separation from patrons in adjacent space, or there must be a physical barrier or wall separating.
- c. Clean and sanitize each station after each use, and ensure a reasonable amount of time passes before allowing subsequent access.
- d. Limit patrons' access to an appropriate amount of time based on number of available spaces, and customer demand, with appropriate time in-between scheduled appointments.

7. Returns

- a. Libraries should continue to utilize no-contact return procedures developed under the [Phase 2 Curbside Guidance](#) where possible. Any in-person returns should follow protocols to limit potential staff exposure including:

- i. Requiring returned items to be sealed, stored, and quarantined for **24 hours** before allowing them to return to active inventory for redistribution. Staff who are processing materials as they are returned must wash hands immediately after processing the returned materials.
 - ii. Employees who process returned items need proper PPE.
8. Library staff must develop individualized library guidelines based on materials offered, library footprint, location, and other local conditions.

In addition to the above, libraries facilitating in-person services should continue to enforce the specific health protocols (8-9), sick employee plan (10-15), and training requirements (16) outlined in the [Phase 2 Curbside Guidance](#).

Safety and Health Requirements

All libraries and library systems have a general obligation to keep a safe and healthy facility in accordance with state and federal law, and comply with the following COVID-19 organization-specific safety practices, as outlined in Governor Jay Inslee's "Stay Home, Stay Healthy" Proclamation 20-25, the Governor's "Safe Start" [Proclamation](#) 20-25.4, and in accordance with the Washington State Department of Labor & Industries [General Requirements and Prevention Ideas for Workplaces](#) and the Washington State Department of Health Workplace and Employer Resources & Recommendations at <https://www.doh.wa.gov/Coronavirus/workplace>.

All libraries must specifically ensure operations follow the main L&I COVID-19 requirements to protect employees and customers:

- Educate all employees in the language in which they are most proficient about coronavirus, how to prevent transmission, and the library's COVID-19 policies.
- **Maintain minimum six-foot separation between employees and library patrons in all interactions at all times.** When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as the use of barriers, minimizing the number of employees in narrow or enclosed areas, staggered breaks, and work shift starts.
- Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate or required to employees for the activity being performed. **Cloth facial coverings must be worn by every employee within the facility unless their exposure dictates a higher level of protection under Department of Labor and Industries safety and health rules and guidance.** Refer to [Coronavirus Facial Covering and Mask Requirements](#) for additional details. A cloth facial covering is described in the [Department of Health guidance](#).
- **All libraries are strongly encouraged to require customers to use cloth face coverings when interacting with staff.**
- Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use disposable gloves where safe and applicable to prevent transmission on items that are shared.
- Hand sanitizer should be available at entry for all staff and customers (assuming supply availability).
- Establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces.
- Screen employees for signs/symptoms of COVID-19 at the start of every shift. Make sure sick employees stay home or immediately go home if they feel or appear sick. Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc.,

until the area and equipment is cleaned and disinfected. Follow the cleaning guidelines set by the CDC to deep clean and disinfect.

A building-specific COVID-19 Supervisor shall be designated by each library to monitor the health of employees and enforce the library's COVID-19 safety plan.

An employee may refuse to perform unsafe work, including hazards created by COVID-19. And, it is unlawful for the employer to take adverse action against an employee who has engaged in safety-protected activities under the law if their work refusal meets certain requirements.

Employees who choose to remove themselves from a worksite because they do not believe it is safe to work due to the risk of COVID-19 exposure may have access to certain leave or unemployment benefits. Employers must provide high-risk individuals covered by Proclamation 20-46 with their choice of access to available employer-granted accrued leave or unemployment benefits if an alternative work arrangement is not feasible. Other employees may have access to expanded family and medical leave included in the Families First Coronavirus Response Act, access to use unemployment benefits, or access to other paid time off depending on the circumstances. Additional information is available at <https://www.lni.wa.gov/agency/outreach/paid-sick-leave-and-coronavirus-covid-19-common-questions>.

No public libraries or library systems may operate curbside services until they can meet and maintain all the requirements in this document, including providing materials, schedules and equipment required to comply. Additional considerations are made as suggestions and may be adopted, as appropriate.

All issues regarding worker safety and health are subject to enforcement action under L&I's Division of Occupational Safety and Health (DOSH).

- Employers can request COVID-19 [prevention advice and help](#) from L&I's Division of Occupational Safety and Health (DOSH).
- Employee Workplace safety and health complaints may be submitted to the L&I DOSH Safety Call Center: (1-800-423-7233) or via email to adag235@lni.wa.gov.
- General questions about how to comply with the agreement practices can be submitted to the state's Business Response Center at <https://coronavirus.wa.gov/how-you-can-help/covid-19-business-and-worker-inquiries>.
- All other violations related to Proclamation 20-25 can be submitted at <https://coronavirus.wa.gov/report-safe-start-violation>.
- **Disclaimer:** Health and safety plans created under this guidance do not need approval or review from local government before reopening. Should additional clarity be needed or for questions, please contact L&I DOSH Safety Call Center: (1-800-423-7233) or via email to adag235@lni.wa.gov.

	Phase 1	Phase 2	Phase 3	Phase 4
Entrance & Exit into Library: Restrictions on those entering the library will vary based on social distancing recommendations, especially those establishing recommended limits for indoor gatherings.	Under Stay at Home Order: Entrance to the library is restricted to Safety Team of four staff members performing critical operations. Ph 1.5 8/2020-FT staff return to the bldg part time to perform curbside service only as mandated by Safe Start and telecommute part time. 9/2020 PT and FT library staff return to the bldg and telecommuting is eliminated.	Gatherings of less than 25% of bldg capacity: Staff continue to work in the library bldg w/o restriction to their work functions.	TBA Staff continue to work in the library bldg w/o restriction to their work functions.	No distancing limits: Entrance to the library would be unrestricted. Separate hours for vulnerable populations could be considered.
Holds pick up: The method for holds pick up should be scaled based on the severity of social distancing recommendations.	Installed: Parking poles and numbered signs designating 2 areas of curbside holds pick up; 2 wayfinding monitors above circulation desk on flr 1, 1 monitor at top of stairs on flr 2, and on cart with casters placed near main entrance; development of curbside script that is shown on all lib wayfinding monitors. To be completed but in process of purchase and installation: Video cameras throughout the library; 2 self-service kiosks for patron check out of materials; increased lighting around bldg where curbside parking is available. Curbside holds pick up began in Ph 1.5. Approximately 16 PT and FT staff provide service. Holds requests for curbside pick up require advance notice and walk ups are served using one table while social distancing. PPE is required and disinfection protocols are followed. See "Curbside FAQ" doc for additional details on this service. "Take and Make" bags are offered to patrons and are delivered to vehicle trunk along with holds.	Curbside service will continue. Patrons encouraged to use self service check out kiosks. Restrictions on numbers of people in library to 25% capacity are closely followed, and sanitization by staff would occur more frequently.	See Ph 2	Normal holds pick ups would resume. Special hours for vulnerable populations could be instituted.

Materials Handling: Materials handling is one of the most complex areas of operations during pandemic due to the potential of virus transmission on shared objects. This means all materials will require quarantine for at least 72 hrs.	Beginning in May, 4 Safety Team staff check in, shelve, and place on hold materials in the library since March closure. Due dates for all materials extended until September 2020. Late fines waived until the library reopens. Ph 1.5-Curbside service begins, staff wear PPE, socially distance, sanitize work areas every 4 hrs OR between different users, barriers separate employee work stations and staff in the staff breakroom. Returned materials are quarantined in the Quarantine Room based on results of the REALM Project (72hrs later lengthened to 5 dys for dvds and 7 dys for all other materials). Additional days are added to the checkout period to accommodate the quarantine period.	Staff check in, shelve, and place on hold materials in the library. Staff wear PPE and follow quarantine procedure. See Ph 1.	Library opens for select services, including circulation of materials. Art exhibits resume.	Staff encouraged/required to wear PPE when sorting, shelving, and checking items in and out.
Checkouts: Circulation of collections is a core function of RPL, but physical checkouts put staff and patrons at risk of virus transmission, The goal is to restore core services while protecting all.	Checkouts are limited to digital collections. Purchase of 2 self-service kiosks to replace 2 that are broken (\$12k-\$15k for 2 (have 2 at present)).	Curbside and/or lobby hold pick ups can be offered; however, disinfection protocols would need to be in effect. Staff would be responsible for cleaning at regular intervals. Staff required to wear PPE when assisting patrons.	Normal holds pick ups. Special hours for vulnerable populations could be instituted.	See Ph 3
Programs: The community views library programs as a core service, but indoor gatherings have been a way through which COVID-19 has been transmitted. The library needs to model safe behavior to the public and also be highly cautious about when and how to resume programming.	Online programs are allowed under this guideline. The summer reading program (SRP) launched June 1 through Beanstack, an online program. Videos of Kelly's virtual story times are uploaded to RPL Facebook on Weds and Sats. RPL SRP and e-resources video created by COMM uploaded to RPL webpage, FB, RCC webpage June 30. SRP press release and graphics produced by COMM. Interview by Rollins June 4 promoting SRP and lib resources. Ancestry remote access was granted but could not be executed. Patrons can request "Take and Make" bags as a part of curbside and Pop up Play Dates. Bags will be delivered using holds' pick up procedure.	See Ph 1.5	Online programs will continue. 2021 outdoor story times with patrons bringing their blankets and/or a hoola hoop would help children remain in a contained space. Consider allowing meeting rooms reservations beginning mid-July and also increasing room size per reservation (instead of placing 10-12 people in the Seminar Room, use a conference room. Likewise, instead of 30 people in a conference room, place them in the Gallery).	The library could return with an active slate of programs.

Community Outreach Visits: Offsite visits to provide partnerships, programs or other services help encourage community use of RPL and assist in providing high priority services to the community, but they also pose a transmission risk.	Outreach visits and programs should not occur.	Outreach visits and programs should not occur.	Some outreach visits could occur on a case by case basis. Considerations include: can attendance be monitored and restricted? Are there more than fifty people in the venue? Does the venue primarily serve vulnerable populations? If yes, it may be best to forego offering services until distancing restrictions are fully lifted.	Outreach visits and programs could resume as normal, though with special consideration to those serving vulnerable populations.
Internet Access: Internet access is a critical resource for the community especially during times of economic distress. The challenge will be providing internet access equitably to patrons using Wi-Fi and public computers.	Wi-Fi is available on-site for use exterior to the library building.	Public computing is available for 30 min sessions; Wi-Fi remains available both inside and outside the bldg (patrons may access from parking lot or from exterior tables). Wireless printing is unavailable. Computers will be removed on one side of the table and every other computer will be removed on the remaining side. This will maintain recommended distancing. Patrons will use computer reservation system to sign up for a computer. This will restrict the duration of use to an hour. This will help meet public demand for computers. All computers will be disinfected between uses.	See Ph 2	All computer terminals will be returned and caps on duration of use removed if/when distancing recommendations are removed.
Novel Café	Novel Café is closed. Installed: protective barriers.	Novel Café opens but customers must socially distance and numbers are included in 25% bldg capacity. Café follows sanitization protocols.	See Ph 2	See Ph 2
Facility	Consider replacing 2 drinking stations with water bottle refilling stations (\$1k-\$2k for 2).			



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 10/13/2020

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

October 2020 Library Statistics

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

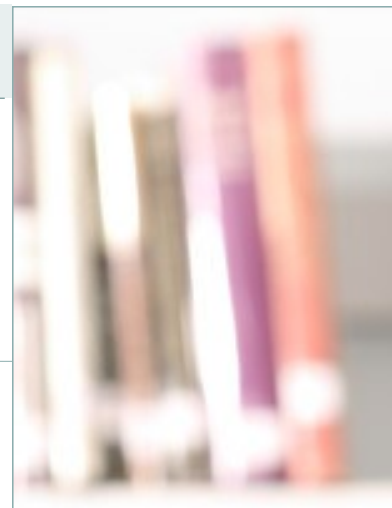
Staff will discuss the attached statistics regarding curbside service and resource usage.

Attachments:

1. 10-13-20 Board Statistics Report

RICHLAND PUBLIC LIBRARY

September 2020 Statistics Report for the October 13 Board Meeting



SEPTEMBER SUMMARY

We expect that the increase in the number of physical items being checked out will continue to trend in an upward direction. More children are being homeschooled than in years past, and our library provides an essential source of books and online materials to help with their schooling. Traditional kindergarten through high school students who are currently unable to attend classes in person may not have access to school libraries, so they are using our library to obtain materials in both digital and physical formats. College and university students will likely be using our resources more heavily as well.

REFERENCE STATISTICS

Our Reference team responded to approximately 108 emails from patrons during the month of September, and they have responded to 192 reference questions since the library closed in March. Patron emails included research questions; requests for information, library card renewals, new library cards, holds, and curbside pickup; and circulation questions.

CLOSURE-TO- PRESENT STATISTICS

- Items Circulated: 31,310
- Holds Captured: 14,010
- Library Cards (New): 570
- Library Cards (Renewed): 17,594
- Database Views, Searches, and Plays: 100,941
- Online Programs and Activities: 3,167
- Reference Questions: 192
- Summer Reading Program Total Hours Read: 13,775



SEPTEMBER BEANSTACK CHALLENGES!

Choose Your Own Career Adventure Challenge

Teen Services Librarian Michelle Haffner has created a new series of activities that encourage teens to explore different career paths. Teens can watch video interviews with professionals in different fields, read nonfiction books about those fields of study, take aptitude tests, and explore other websites with useful information.

Patrons are encouraged to visit <http://richland.beanstack.org/> to sign up for the challenge.

If they complete the challenge, they will be entered in a drawing to win a \$50 gift certificate for REI.

Children's Book Award Challenges

Each year, the Washington Library Association presents the Towner, Sasquatch, Otter, and Washington Children's Choice Picture Book Awards to notable books that are nominated, selected by a committee of librarians, and voted on by students. Children's Services Librarian Kelly Reed has created Beanstack challenges that encourage young patrons to read the nominated books for each award. By September 22, we had 46 people signed up for the Otter Award Challenge, 41 signed up for the Children's Choice Award Challenge, 15 signed up for the Sasquatch Award Challenge, and 10 signed up for the Towner Award Challenge.

Back to School Challenge

The Back to School Challenge encourages patrons to log their minutes during the month of September, track that time, and earn new badges. Participants have the chance to win one of three grand prizes for \$500 toward books or supplies from Zoobean, the parent company for Beanstack. This challenge doesn't have an age limit, so patrons of all ages signed up for it.

Michelle reports that as of September 22, we had 130 people signed up for this challenge and they had read a combined total of 199,034 minutes/3,317 hours.

Beanstack challenges have definitely continued to be popular with our patrons.



“The library is an arena of possibility, opening both a window into the soul and a door onto the world.” ~ Rita Dove

TEEN MAKE-AND-TAKE KITS

Scratch Art

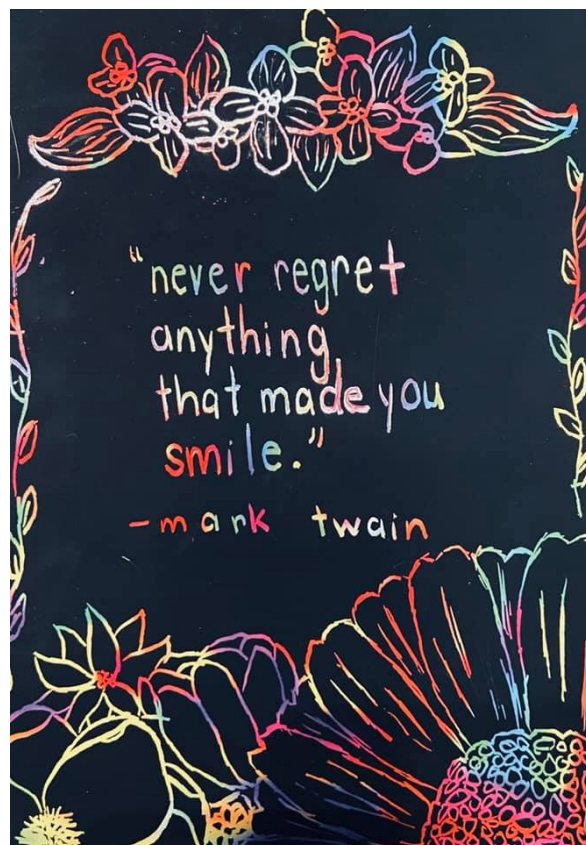
This summer, we handed out 45 make-and-take scratch art kits with art supplies. These kits were meant to help teens complete one of the activity badges for the summer reading program. Michelle Haffner provided instructions for creating colorful scratch art drawings using paper, crayons, and black paint.

Paper Stars

Another make-and-take kit created for teens contained directions and supplies to fold red, white, and blue paper stars and string them onto a garland. We handed out 35 kits.

Paracord Bracelet

In mid September, we began handing out teen make-and-take paracord bracelet kits. Each kit included a buckle and enough paracord rope for one bracelet, as well as instructions with pictures. Michelle says, "Paracord bracelets are not only fun to make and cool to wear, but the rope can come in handy in any number of situations from a broken shoelace to camping equipment malfunction."



LIBRARY RESOURCES PRESENTATION

In September, Adult Services Librarian Gavin Lightfoot gave a Zoom presentation about library resources for those living with memory loss. His presentation was the first in the new Online Community Engagement Series that is being offered by the Alzheimer's Association. It was hosted by Alzheimer's Association Care Navigator Julie Hooley.

DIAL-A-STORY

From the end of July through the start of October, we recorded 13 new stories for our popular Dial-A-Story program. Children can call 942-7444 to hear a prerecorded story.

CHILDREN'S MAKE-AND-TAKE KITS

Catapult Kits

In early September, we handed out 100 make-and-take catapult kits. Each kit contained pompoms, spoons, rubber bands, popsicle sticks, and instructions on how to create a catapult. Kids enjoyed making rubber band catapults to fling pompoms.

Finger Knitting

In mid September, we handed out 100 make-and-take finger knitting kits. Each kit contained a ball of yarn and instructions for finger knitting. Kids were encouraged to share photos of their completed projects.

This project goes along with our traditional fall “Sweater Weather” theme. We wrap trees near the library with finger knitting and elaborately patterned sweaters that look like Elmo, a minion from *Despicable Me*, and other favorite characters.

Dragons

The last week of September, we handed out 100 make-and-take Dragon kits. STEAMspace Coordinator Johanna Talbott said that each kit contained two toilet paper rolls, four small pompoms, four eyeballs, two colors of construction paper, and crepe paper. Kids had fun creating colorful dragons.



“A library card is the start of a lifelong adventure.” ~ Lilian Jackson Braun

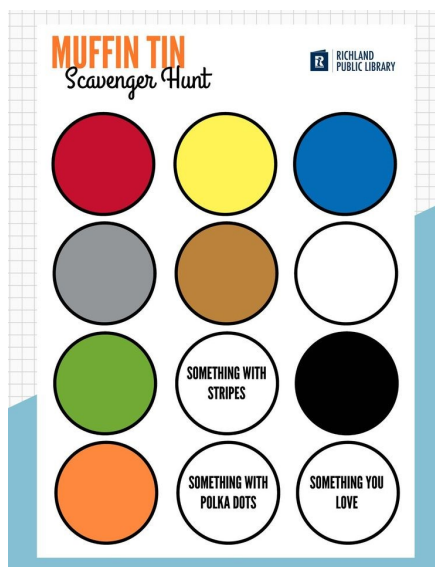
REACHING OUT TO PATRONS

With the library closed to the public, we regularly interact with patrons through social media to provide resources, programs, and fun activities. Many of our posts highlight digital resources that are available through the library from Hoopla, Kanopy, and Overdrive/Libby.

In September, for example, we highlighted “Yoga for a Healthy Mind and Body,” “Introduction to Astrophysics,” and “How to Play Piano” from *The Great Courses* on Kanopy; cookbooks, movies, and back-to-school classics available from Hoopla Digital; and the Audie Awards’ 2020 Audiobook of the Year available from Libby/Overdrive.

We encouraged patrons to write five senses poems, do a muffin tin scavenger hunt, celebrate Hispanic Heritage Month by reading YA books recommended by Teen Services Librarian Michelle Haffner, participate in Pop Up Play Days, enter a 53-word story writing contest, create a sidewalk chalk self portrait, read some of the most anticipated books of the fall, watch a PNNL public lecture on The New Stone Age, and apply for library cards during Library Card Sign Up Month.

We also featured story time videos recorded by Children’s Services Librarian Kelly Reed and Library Assistant Gretchen Patterson. The library’s Facebook page currently provides 34 videos for children and families to watch. *Story Time with Miss Kelly* is extremely popular and has more than 1,700 followers on Facebook.



SUMMER READING PROGRAM FEEDBACK

“I think you guys did a phenomenal job pivoting to still make this important part of our summer break available during COVID times. Thank you for your hard work, and commitment to keeping our community safe!”

“This is a great program with tons of ideas and avenues.”

“You have done a great job at adapting to the pandemic. You are awesome.”

“I plan to keep logging my reading and writing reviews, which is a great exercise for the little grey cells! Thanks for providing such a stimulating summer reading program.”

“Thank you for getting curbside up and running and for setting up this program.”

“I think this is great! Maybe incorporate some baby art projects but honestly, this is a great way to get families who don’t normally do these things involved. Thanks!”

“I thought this year’s program was well done, especially considering that it had to be changed because the library was closed all summer. I really liked having it available online, as it was simple to sign up and easy to keep track of my reading time and activities.”

“Really enjoyed the set up of the reading program this summer! I didn’t have to find lost papers [or] tape ripped reading logs. Logging it online made it really easy.”

“Great job! It was a very diverse reading program. I haven’t explored everything, but it is a great place to access links to see what the library offers.”

“Thank you for the challenge!! It really got me back into reading for fun again!!”

“Thank you for making this accessible to me and my family even though your doors are closed due to COVID.”



“We did the baby reading program with our littlest and it was so much fun. My 5-year-old enjoyed the kids’ one too. You all did a good job adapting them for online. We appreciate it!”

“One very happy baby has her summer reading prize now.”

SUMMER READING PROGRAM WRAP UP

Our Summer Reading Program wrapped up at the end of August, and we began giving away prizes to participants in September.

The final statistics for our Summer Reading Program are as follows.

We had a total of 386 people sign up for the adult program. They completed 747 activities and 56 reading challenges, and they logged 357,330 minutes/5,956 hours of reading. Thirty-seven adult reviewers provided 123 reviews.

We had 132 middle and high schoolers sign up for the teen program.

We had 526 people sign up for the pre-reader through fifth grade program, and 52 people sign up for the baby program.

NEW FOR OCTOBER 2020

Nature Art Activity

On the last day of September, we posted a fun Nature Art activity on the library's Facebook page. Patrons were encouraged to create art by arranging rocks, sticks, leaves, flower petals, seed pods, shells, and other items found in nature, and then to take a photograph of their art to share.

Sweater Weather

Johanna Talbott posted photos of decorated trees from past years on social media, and asked patrons to let us know if they have random bits of knitted or crocheted practice pieces, finger knitting, or tassels they would like to contribute for this year's display.

Beanstack Fall Into Reading Challenge

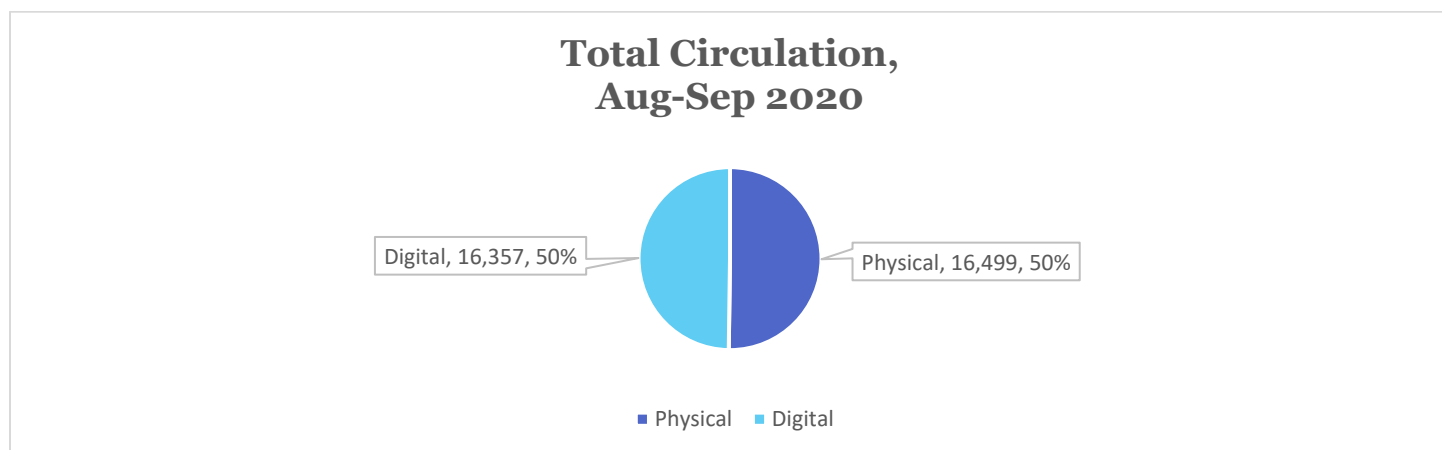
The Junior Library Guild is hosting a "Fall Into Reading" challenge on Beanstack, and Michelle Haffner has adapted it for our library users. The challenge is for patrons of all ages, and it includes book recommendations for all grades and ages. The top three schools or libraries with the most minutes read will win prizes from the Junior Library Guild.

We will be posting information about this challenge on the Richland Public Library's website and Facebook page.



STATISTICS

TOTAL CIRCULATION



From August 15 to September 15, we filled 6,099 holds for books and other materials.

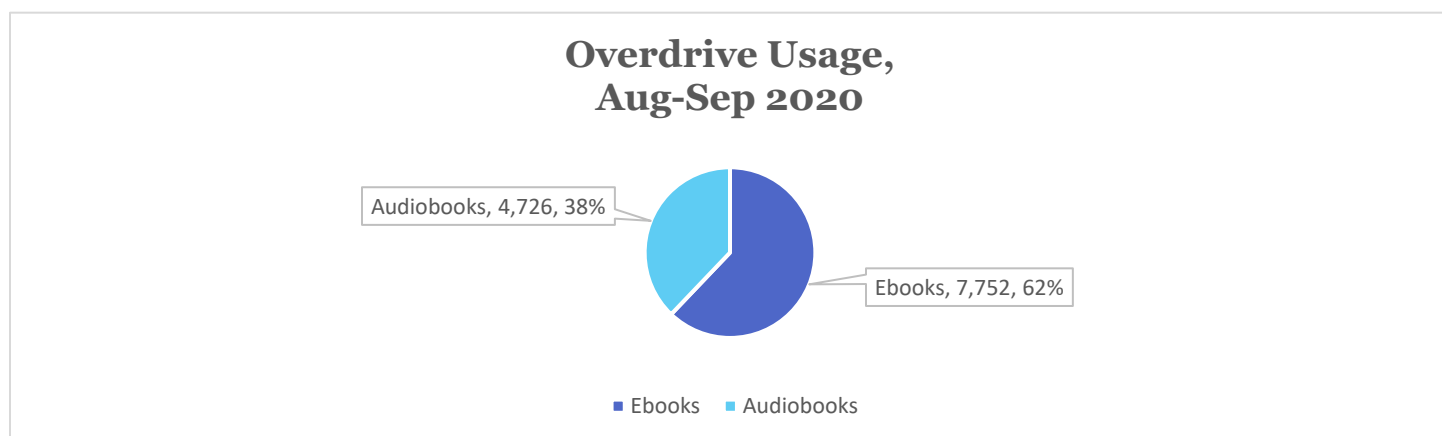
Our total circulation for that period was 32,856 items, of which 16,499 were physical items and 16,357 were digital items.

PHYSICAL CIRCULATION

A total of 16,499 physical items were checked out between August 15 and September 15. The top five categories were Children's Chapter Book Fiction (2,563 items), Children's Nonfiction (1,904 items), Adult Nonfiction (1,916 items), Children's Storybooks (1,670 items), and Adult Fiction (930 items).

DIGITAL CIRCULATION

Overdrive



Patrons checked out 12,478 items from Overdrive from August 15 to September 15, including 7,752 ebooks and 4,726 audiobooks. That represents a 27% increase over August 2019 usage and a 35% increase over September 2019 usage. It also shows a 0.4% increase over July 2020 usage, even though the library is now offering curbside service so that physical items may be checked out. With more titles and copies available on Overdrive, we believe that this platform will continue to be used by our patrons in large numbers.

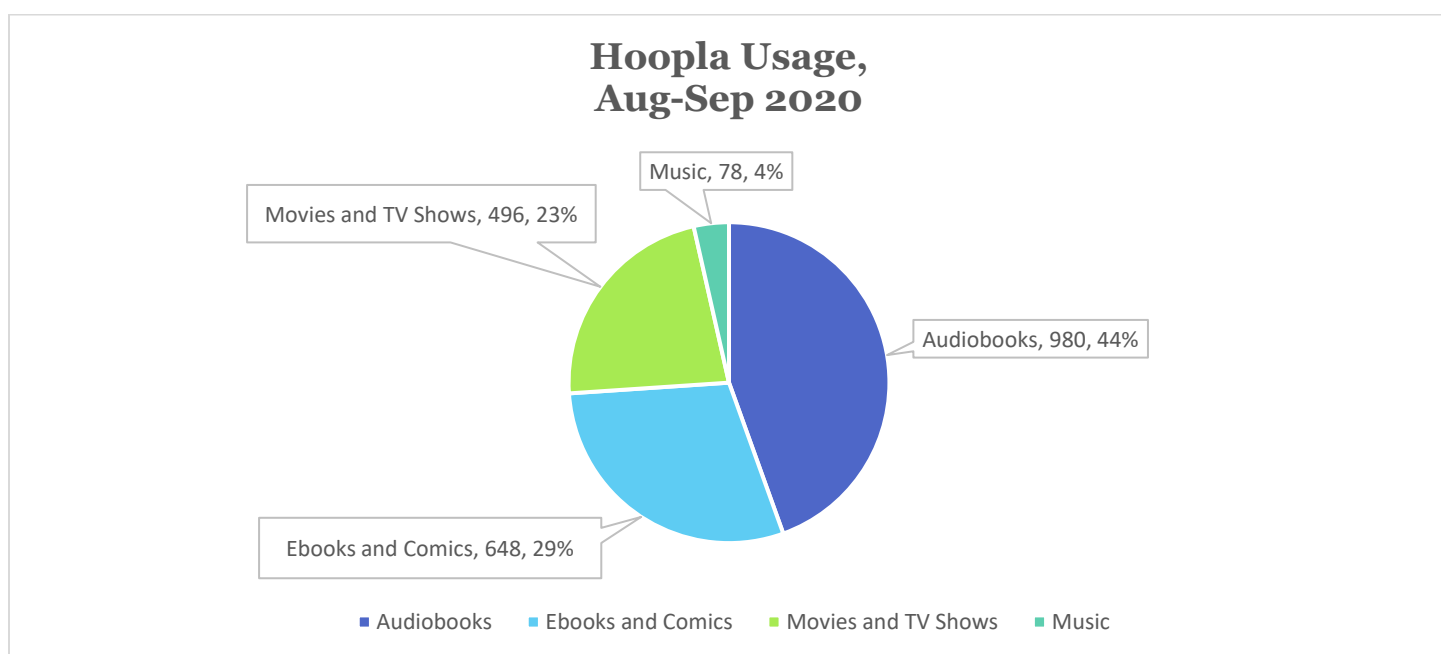
DIGITAL CIRCULATION (Continued)

Kanopy

Patrons viewed 516 videos on Kanopy from August 15 to September 15, for 15,780 minutes/263 hours of viewing. That represents a 71% increase over the same period in 2019, when patrons viewed 314 videos for a total of 9,212 minutes/154 hours.

The most popular videos were from Weston Woods (73 plays), The Great Courses (67 plays), Kino Lorber (46 plays), PBS (32 plays), FilmRise (21 plays), and Samuel Goldwyn Films (20 plays). People from the U.S., Vietnam, and Canada played videos. Films were most often streamed on desktops (41.9%), followed by televisions (28.3%), tablets (14.1%), mobile devices (12.6%), and other (3.1% “not set/media”).

Hoopla



The total Hoopla circulation from August 15 to September 15 was 2,202 items. That represents a 9% increase over August 2019 usage and a 16% increase over September 2019 usage. Patrons checked out 980 audiobooks, 648 ebooks/comics, 496 movies and TV shows, and 78 music items. With more people becoming used to streaming services, this service could continue to see an increase in usage.

Mango Languages

Patrons had 132 total sessions in Mango from August 15 to September 15, and 100 of those were mobile sessions. We saw 158 course uses during that period. The average session length was 15 minutes, and the total learning time for all patrons was 1,995 minutes/33 hours.

The total reflects a 61% increase over August 2019 usage and a 28% increase over September 2019 usage. With more students doing remote learning, it will be interesting to see if there is a continued increase in usage that complements what they are learning in school.

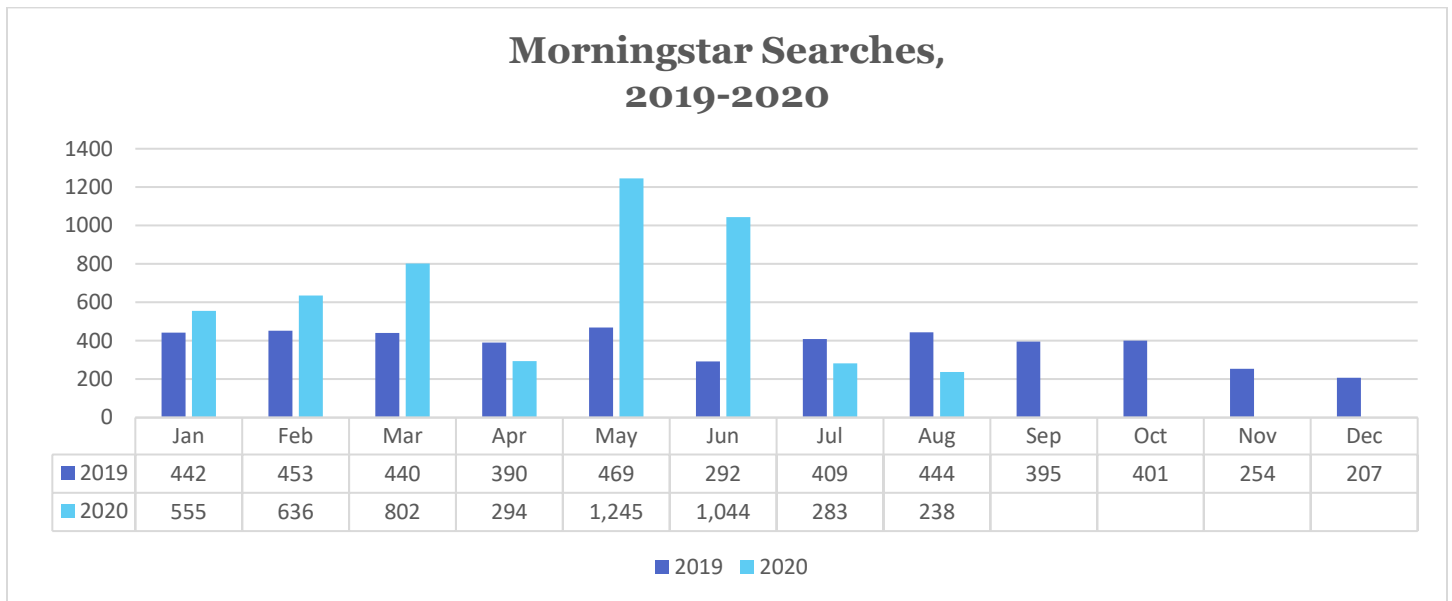
DIGITAL CIRCULATION (Continued)

RBdigital

Patrons checked out a total of 1,029 items from RBdigital from August 15 to September 15, including 978 magazines (95% of items), 38 audiobooks (4%), and 13 ebooks (1%).

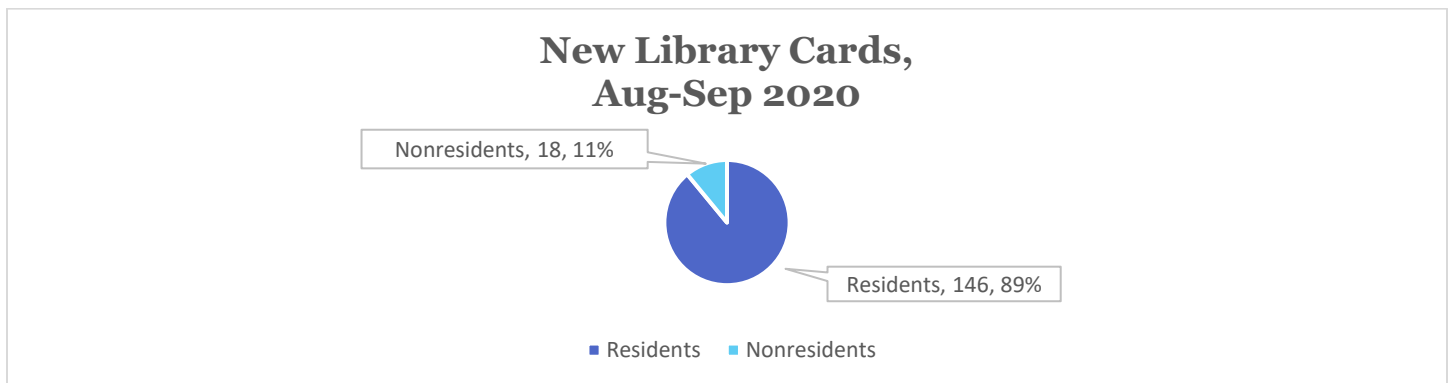
DATABASE USAGE

Morningstar



We saw an uptick in searches in May and June as patrons researched stocks. August numbers are consistent with previous months. In August, patrons performed 238 searches in Morningstar, which is a 16% decrease from the 283 searches performed in July and a 46% decrease from the 444 searches performed in August 2019. Patrons had 90 total sessions with 172 record views.

NEW LIBRARY CARDS



We had 146 Richland residents and 18 nonresidents sign up for new library cards from August 15 to September 15. The total reflects a 13% increase over the 136 residents and 19 nonresidents we had sign up during the entire month of August.

SOCIAL MEDIA

Facebook

We average 21 to 25 posts on Facebook each week, including some that are informative and some that are for fun. During the past four weeks, we have reached 13,503 people and have had 750 page views. Post engagement was 4,489. We currently have 4,389 people following our Facebook account.

Twitter

During September, we posted 37 tweets. We had 9,939 tweet impressions (comparable to Facebook's "reach"), 34 profile visits (comparable to Facebook's page views), and 2 mentions. We currently have 1,167 people following our Twitter account.

Our top tweet was one in which we shared a cartoon drawn by Richland Public Library patron @redpen. The artist contacted us directly on social media and said he had drawn it about us specifically.

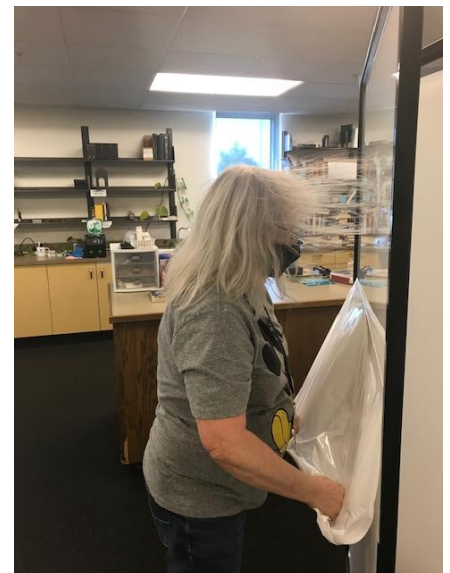


@redpenblackpen



We have installed barriers around library workstations as a protective measure during the Covid-19 pandemic. Here is one of the new barriers in our staff area.

It was a hair-raising day when Library Assistant Carole Rodriguez removed the plastic wrapping from one of our new barriers.





LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 10/13/2020

Agenda Category: Approval of Bills

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

Approval of Bills for July 1, 2020 through July 31, 2020

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the July 1, 2020 through July 31, 2020 claims for payment.

Summary:

This item is a review and approval of the July 1, 2020 through July 31, 2020 claims for payment.

Attachments:

1. July 2020 Claims for Payment
2. July 2020 Voucher Listing
3. July 2020 Library Payroll



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

JULY 2020

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 \$ \$78,321.06 this 13th day of October, 2020.

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

Voucher Listings		Amount
July 01, 2020	thru July 31, 2020	\$8,688.99
Transfer Advice (Salaries)		
Salaries for the weeks of: July 01, 2020	thru July 31, 2020	\$69,632.07
MONTHLY EXPENSES		\$78,321.06

Comments: City of Richland Library Expenditure July 2020
City of Richland Library Voucher Listing July 2020

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

Library Voucher Listing

Begin Date: 7/1/2020

End Date: 7/31/2020

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	OCLC INC		1000042955	7/8/2020	281105	CATALOGING METADATA ILL SUBSCRIPTION	\$1,050.56
	K8188700/3583	MIDWEST TAPE		99085796	7/8/2020	281097	JUNE 2020 HOOPLA	\$4,414.27
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$5,464.83
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$133,822.00			YTD ACTUAL: \$78,274.75			YTD % USED: 58.49%		
INFORMATION TECHNOLOGY TOTAL:								\$5,464.83
	K8721000/4201	FRONTIER		07/20 2061882614	7/10/2020	281181	TELEPHONE CHARGES 6/19-7/18/20	\$172.11
	K8721000/4201	FRONTIER		7/20 5099433152	7/15/2020	281234	TELEPHONE CHARGE FROM 7/4/20-8/3/20	\$391.46
	K8721000/4201	VERIZON WIRELESS		9855556089	7/22/2020	281503	WCC MAY WIRELESS CHARGES AND CREDITS	\$35.20
	K8721000/4201	VERIZON WIRELESS		9854938955	7/22/2020	281503	NASPO MAY WIRELESS	\$47.97
	K8721000/4201	VERIZON WIRELESS		9856981051	7/22/2020	281503	NASPO JUNE WIRELESS	\$52.97
TELEPHONE & COMM SVCS TOTAL:								\$699.71
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$6,355.00			YTD ACTUAL: \$5,991.26			YTD % USED: 94.28%		
	K8721000/4202	PITNEY BOWES PURCHAS		01/20 14823173	7/31/2020	281786	POSTAGE 01/01/2020- 01/31/2020	\$415.21
	K8721000/4202	PITNEY BOWES PURCHAS		02/20 14823173	7/31/2020	281786	POSTAGE 02/01/2020- 02/29/2020	\$181.38

Library Voucher Listing

Begin Date: 7/1/2020

End Date: 7/31/2020

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4202	PITNEY BOWES PURCHAS		03/20 14823173	7/31/2020	281786	POSTAGE 03/01/2020-03/31/2020	\$331.57
POSTAGE TOTAL:								\$928.16
POSTAGE - YTD INFORMATION								
BUDGET: \$6,316.00			YTD ACTUAL: \$933.76			YTD % USED: 14.78%		
	K8721000/4207	BANK OF AMERICA		063020	7/2/2020	8200	Library Merchant Service Fees	\$5.00
MERCHANT SVC FEES TOTAL:								\$5.00
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$391.88			YTD % USED: N/A		
	K8721000/4504	XEROX CORP		010608833	7/1/2020	281038	3UA-295258 MAY BASE CHARGE	\$81.74
	K8721000/4504	XEROX CORP		010736837	7/15/2020	281302	3UA-295134 JUNE BASE CHARGE	\$80.85
	K8721000/4504	XEROX CORP		010736838	7/15/2020	281302	3UA-295169 JUNE BASE CHARGE	\$75.40
	K8721000/4504	XEROX CORP		010736827	7/24/2020	281622	7HB-469027 JULY 2020 BASE CHARGE	\$10.86
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$248.85
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$5,650.00			YTD ACTUAL: \$4,316.53			YTD % USED: 76.40%		
LIBRARY ADMINISTRATION TOTAL:								\$1,881.72
	K8722100/3401	PROQUEST LLC		70633451	7/15/2020	281267	DATABASES FOR RPL 01-7-20 - 30-6-21	\$1,003.45

Library Voucher Listing

Begin Date: 7/1/2020

End Date: 7/31/2020

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	WA STATE DEPARTMENT		DOR 06/2020	7/27/2020	720	COMBINED EXCISE TAX- JUNE 2020	\$23.22
	K8722100/3401	WA STATE DEPARTMENT		DOR 06/2020	7/27/2020	720	COMBINED EXCISE TAX- JUNE 2020	\$38.70
LIBRARY RESOURCES TOTAL:								\$1,065.37
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$256,340.00			YTD ACTUAL: \$168,941.43			YTD % USED: 65.91%		
	K8722100/4107	CI INFORMATION MANAG		0099110	7/29/2020	281656	ONSITE 64 GALLON- RECURRING SHRED SERVICE	\$103.15
OTHER PROFESSIONAL SERVICES TOTAL:								\$103.15
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$860.00			YTD ACTUAL: \$535.45			YTD % USED: 62.26%		
	K8722100/4505	XEROX CORP		010736839	7/15/2020	281302	3UA-296344 JUNE BASE CHARGE	\$173.92
RENTALS-OTHER TOTAL:								\$173.92
RENTALS-OTHER - YTD INFORMATION								
BUDGET: \$5,410.00			YTD ACTUAL: \$1,987.17			YTD % USED: 36.73%		
LIBRARY PUBLIC SERVICE TOTAL:								\$1,342.44
LIBRARY NON-FACILITIES TOTAL:								\$8,688.99

Library Voucher Listing

Begin Date: 7/1/2020

End Date: 7/31/2020

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		06/2020 JUN	7/22/2020	281439	CITY UTILITY BILLS/JUN 2020	\$8,741.73
UTILITIES TOTAL:								\$8,741.73
UTILITIES - YTD INFORMATION								
BUDGET: \$53,736.00			YTD ACTUAL: \$27,867.46			YTD % USED: 51.86%		
	K8725000/6406	KCDA PURCHASING COOP	25948	300480311	7/22/2020	281468	LIBRARY ROOF REPAIR RETAINAGE	\$20,928.16
FURNITURE & FIXTURES > \$5000 TOTAL:								\$20,928.16
FURNITURE & FIXTURES > \$5000 - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$20,928.16			YTD % USED: N/A		
LIBRARY FACILITIES TOTAL:								\$29,669.89

CITY OF RICHLAND

LIBRARY EXPENDITURE

July 2020

Month/Year

PAY PERIODS From June 22, 2020 through July 19,2020

GROSS SALARIES \$ 69,632.07

		Gross Wages	Total
WEEK OF:	<u>07/09/20</u>	<u>34,501.84</u>	<u>34,501.84</u>
WEEK OF:	<u>07/23/20</u>	<u>35,130.23</u>	<u>35,130.23</u>
WEEK OF:	<u> </u>	<u> </u>	<u>-</u>
	TOTAL	<u>69,632.07</u>	<u>69,632.07</u>



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 10/13/2020

Agenda Category: Approval of Bills

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

Approval of Bills for August 1, 2020 through August 31, 2020

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the August 1, 2020 through August 31, 2020 claims for payment.

Summary:

This items is a review and approval of the August 1, 2020 through August 31, 2020 claims for payment.

Attachments:

1. August 2020 Claims for Payment
2. August 2020 Voucher Listing
3. August 2020 Library Payroll



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

AUGUST 2020

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 \$ 82,919.16 this 13th day of October, 2020.

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

Voucher Listings			Amount
August 01, 2020	thru	August 31, 2020	\$15,226.75
Transfer Advice (Salaries)			
Salaries for the weeks of: August 01, 2020	thru	August 31, 2020	\$67,692.41
MONTHLY EXPENSES			\$82,919.16

Comments: City of Richland Library Expenditure August 2020
City of Richland Library Voucher Listing August 2020

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

Library Voucher Listing

Begin Date: 8/1/2020

End Date: 8/31/2020

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	OCLC INC		1000048520	8/5/2020	281846	CATALOGING AND METADATA SUBSCRIPTION 7/1-6/30/21	\$1,140.91
	K8188700/3583	MIDWEST TAPE		99205917	8/7/2020	281993	HOOPLA DIGITAL SERVICE	\$4,217.85
	K8188700/3583	WA STATE DEPARTMENT		DOR 07/2020	8/24/2020	820	COMBINED EXCISE TAX-JULY 2020	\$542.10
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$5,900.86
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$133,822.00			YTD ACTUAL: \$78,274.75			YTD % USED: 58.49%		
INFORMATION TECHNOLOGY TOTAL:								\$5,900.86
	K8721000/3102	BIBLIOTHECA ITG LLC		INV-US34410	8/5/2020	281806	RFID TAGS	\$1,390.96
OPERATING SUPPLIES & MATERIALS TOTAL:								\$1,390.96
OPERATING SUPPLIES & MATERIALS - YTD INFORMATION								
BUDGET: \$28,675.00			YTD ACTUAL: \$5,858.88			YTD % USED: 20.43%		
	K8721000/4201	VERIZON WIRELESS		9857596987	8/5/2020	281878	JUNE WCC WIRELESS	\$35.19
	K8721000/4201	FRONTIER		08/20 2061882614	8/12/2020	282075	TELEPHONE CHARGES 7/19/20-8/18/20	\$191.48
	K8721000/4201	VERIZON WIRELESS		9859030481	8/19/2020	282270	NASPO JULY WIRELESS	\$53.72
	K8721000/4201	FRONTIER		08/20 5099433152	8/26/2020	282420	TELEPHONE CHARGES 8/4/20-9/3/20	\$391.46
	K8721000/4201	VERIZON WIRELESS		9859653598	8/26/2020	282464	JULY WCC WIRELESS	\$35.20
TELEPHONE & COMM SVCS TOTAL:								\$707.05
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$14,355.00			YTD ACTUAL: \$5,991.26			YTD % USED: 41.74%		

Library Voucher Listing

Begin Date: 8/1/2020

End Date: 8/31/2020

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4207	BANK OF AMERICA		073120	8/3/2020	8232	Library Merchant Service Fees	\$5.00
MERCHANT SVC FEES TOTAL:								\$5.00
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$396.88			YTD % USED: N/A		
	K8721000/4504	XEROX CORP		010887358	8/26/2020	282474	3UA-295258 JUNE	\$81.74
	K8721000/4504	XEROX CORP		011030696	8/26/2020	282474	7HB-469027 AUGUST	\$10.86
	K8721000/4504	XEROX CORP		011030708	8/26/2020	282474	3UA-295134 JULY	\$75.93
	K8721000/4504	XEROX CORP		011030709	8/26/2020	282474	3UA-296344 JULY	\$211.85
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$380.38
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$5,650.00			YTD ACTUAL: \$4,316.53			YTD % USED: 76.40%		
	K8721000/4902	WA STATE DEPARTMENT		DOR 07/2020	8/24/2020	820	COMBINED EXCISE TAX-JULY 2020	\$5.16
DUES & SUBSCRIPTIONS TOTAL:								\$5.16
DUES & SUBSCRIPTIONS - YTD INFORMATION								
BUDGET: \$1,855.00			YTD ACTUAL: \$394.56			YTD % USED: 21.27%		
LIBRARY ADMINISTRATION TOTAL:								\$2,488.55
	K8722100/3401	WT COX SUBSCRIPTIONS		3084180	8/26/2020	282472	MAGAZINE SUBSCRIPTIONS	\$6,837.34
LIBRARY RESOURCES TOTAL:								\$6,837.34
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$256,340.00			YTD ACTUAL: \$168,941.43			YTD % USED: 65.91%		

Library Voucher Listing

Begin Date: 8/1/2020

End Date: 8/31/2020

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
LIBRARY PUBLIC SERVICE TOTAL:								\$6,837.34
LIBRARY NON-FACILITIES TOTAL:								\$15,226.75

Library Voucher Listing

Begin Date: 8/1/2020

End Date: 8/31/2020

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		07/2020 JUL	8/19/2020	282219	CITY UTILITY BILLS/JUL 2020	\$3,756.10
UTILITIES TOTAL:								\$3,756.10
UTILITIES - YTD INFORMATION								
BUDGET: \$53,736.00			YTD ACTUAL: \$27,867.46			YTD % USED: 51.86%		
LIBRARY FACILITIES TOTAL:								\$3,756.10

CITY OF RICHLAND
LIBRARY EXPENDITURE

August 2020
Month/Year

PAY PERIODS From July 20, 2020 through August 16,2020

GROSS SALARIES \$ 67,692.41

Table with 3 columns: WEEK OF, Gross Wages, Total. Rows include weekly breakdowns for 08/06/20, 08/20/20, and a TOTAL row.