

This meeting will accommodate virtual and in-person attendance. Those desiring to participate virtually are encouraged to join the meeting via Zoom using the information provided.



Agenda
Library Board Meeting
Tuesday, August 10, 2021
Richland Public Library – 955 Northgate Drive
Join the Zoom meeting [here](#)
Public Telephone Access: (206) 337-9723 or (253) 215-8782
Meeting ID No. 974 2873 2704

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

Staff Liaison: Council Liaison Kent and Interim Library Manager Barnaby

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 July 13, 2021 Library Board Meeting Minutes

Report of the Library Manager:

1. August 2021 Library Manager's Report
 - Theresa Barnaby , Interim Library Manager
2. August 2021 Library Statistics
 - Theresa Barnaby , Interim 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, 2021 through July 31, 2021
 - Theresa Barnaby , Interim Library Manager

Unfinished Business:

New Business:

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, September 14, 2021

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 meeting by calling the City Clerk's Office at 942-7389.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 8/10/2021

Agenda Category: Approval of Minutes

Prepared By: Theresa Barnaby , Interim Library Manager

Subject:

Draft of July 13, 2021 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the 07-13-21 meeting minutes.

Summary:

The draft of the 07-13-21 Library Board Meeting Minutes are included for consideration.

Attachments:

1. 2021.07.13 Library Board Meeting Minutes



MINUTES

Richland Public Library Board

Richland Public Library – 955 Northgate Drive

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

Meeting ID No. 974 2873 2704

July 13, 2021, 5:30 – 6:30 PM

CALL TO ORDER:

Vice-Chair Booth called the meeting to order at 5:34 p.m. The meeting was a hybrid of in-person and online attendance via Zoom.

ATTENDANCE:

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

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

VICE-CHAIR BOOTH ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE JUNE 8, 2021 MEETING. BOARD MEMBER LIGHTNER MOVED AND BOARD MEMBER BUXTON SECONDED THE MOTION TO APPROVE THE MINUTES OF JUNE 8, 2021 AS IS. THE MOTION CARRIED 5-0.

REPORT OF THE LIBRARY MANAGER:

The first STEAM program took place July 13 with 24 patrons attending.

Circulation is starting to increase due to the library being open and extending hours.

PUBLIC COMMENTS:

There were no members of the public present.

APPROVAL OF BILLS:

BOARD MEMBER BUXTON MOVED AND BOARD MEMBER LIGHTNER SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR JULY 2021 IN THE AMOUNT OF \$91,461.27. THE MOTION CARRIED 5- 0.

UNFINISHED BUSINESS:

1. Board Members made final changes to the Annual Report to City Council.

NEW BUSINESS:

1. Lisa Adams, Parks and Facilities Coordinator, discussed the different partnerships the library has with the community.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:**ADJOURNMENT:**

VICE-CHAIR BOOTH ADJOURNED THE MEETING AT 6:29 P.M.

Prepared and submitted by Kylie Barada, Administrative Assistant

Minutes Approved by: _____
Kurt Maier, Library Board



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 8/10/2021

Agenda Category: Report of the Library Manager

Prepared By: Theresa Barnaby , Interim Library Manager

Subject:

August 2021 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

Interim Library Manager Barnaby's August report is included for discussion.

Attachments:

1. 2021.08.10 Library Manager's Report



LIBRARY MANAGER'S REPORT

Richland Public Library Board

August 10, 2021

Manager's Report

Friends of the Library

The Friends are still working on a new website. They are also planning to do more social media posting and looking forward to their Booksale in late October. With the new plastic bag ban that goes into effect October 1st, the library will no longer be able to offer donated plastic bags to patrons. The Friends' are looking into the possibility of providing bags for patrons to purchase from the Booksale room.

Foundation

The next Foundation meeting will be August 3rd.

State of Library Services

July and August have proved to be busy days for us. We have added in more in-person programming and are still planning for a full slate of programming in the fall. We continue to monitor guidance from the Governor and are ready to pivot if we are required to make any changes to our plans.

On Tuesday September 7th we plan to go back to our normal hours – 9:30am-9:00pm Monday-Thursday, 9:30am-5:00pm Friday-Saturday and 1:00-5:00pm Sunday. We will also open our room reservation form on Monday August 9th. We anticipate opening the study rooms in August – with an age limit of 16 years or older and only one person in the room right now.

Manager interviews are scheduled for Monday August 9th, and I have tentative dates of Wednesday and Thursday August 11-12 for Library Page interviews.

We are working with our Consulting Group BerryDunn to get the strategic planning up and running. It seems like everything is happening all at once around here, which makes the days full and the weeks short!

Staff computers are also in the process of being moved over to the City network. Our Public Desk computers will stay on the library network, but all the back-desk computers will now access the City Network. This allows staff access to all the software the city provides, as well as any city documents/forms/reports that we might need. This also puts us on the IT department's replacement plan and ensures that staff computers will be replaced in a timely manner.

I continue to be so very proud of everything our library staff does. The programs, the out-reach and their absolute commitment to providing the best service possible in these difficult times is incredible, and I am very grateful for everything they do.

Library Statistics

Our circulation numbers continue to rise. As we offer more programming, more people seem to realize that we are open for business. Today (Tuesday August 2nd) we have so many kids in the children's department and the energy is so positive it feels like old times!

Digital downloads are holding firm. During the lock-down last year, Kanopy was discovered by a lot of people, and they are very enthusiastic viewers. Overdrive and Hoopla as well are holding onto their pandemic numbers.

Thank you,
Theresa Barnaby



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 8/10/2021

Agenda Category: Report of the Library Manager

Prepared By: Theresa Barnaby , Interim Library Manager

Subject:

August 2021 Library Statistics

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

Staff will discuss the attached statistics regarding library resource and curbside use.

Attachments:

1. 2021.08.10 Library Board Statistics

RICHLAND PUBLIC LIBRARY

July 2021 Statistics Report for the August Board Meeting



SUMMARY

The Richland Public Library continued to expand in-person programs and services this month. Starting the week of July 12, our operating hours were increased to include Saturdays and early evenings. We are now open from 10 a.m. to 7 p.m. on Mondays through Thursdays, and from 10 a.m. to 5 p.m. on Fridays and Saturdays. Curbside pickup appointments are available from 12 to 6 p.m. on Mondays through Thursdays, and from 12 to 5 p.m. on Fridays.

Patrons have expressed their appreciation for the in-person services and programs we are offering. Families have been happy to see board books back on shelves, the train table and puzzles returned to the Children's Area, and chess sets out on tables. More computers are now available for patrons, and tables and chairs have been returned to both floors.

We held several in-person programs this month, including "Pictures in the Park for Teens" on July 9, Urban Sketching on July 10 and 31, a STEAMkids program on July 13, a Pop-Up Play Day on July 14, a Singing Strings Ukulele Group jam for adults and teens on July 20, Tuesday evening story times on July 20 and 27, and an extremely popular "Pound It, Paint It, Plant It!" event on July 27. Ongoing in-person programs this month included Story Times at the Park on Thursday mornings and Junior Ranger Park Pop-Ups on Fridays.

Patrons have been enjoying our Summer Reading Program, which will run through August 23. We handed out several take-and-make kits this month that tied in with Summer Reading Program activities. They included Fourth of July themed Pinwheel and Paper Lantern Take-and-Make Kits, Rainbow Scope Take-and-Make Kits for teens, Robot Activity Kits for children, and Block Stamp Take-and-Make Kits for adults.

JUNE 16 THROUGH JULY 15

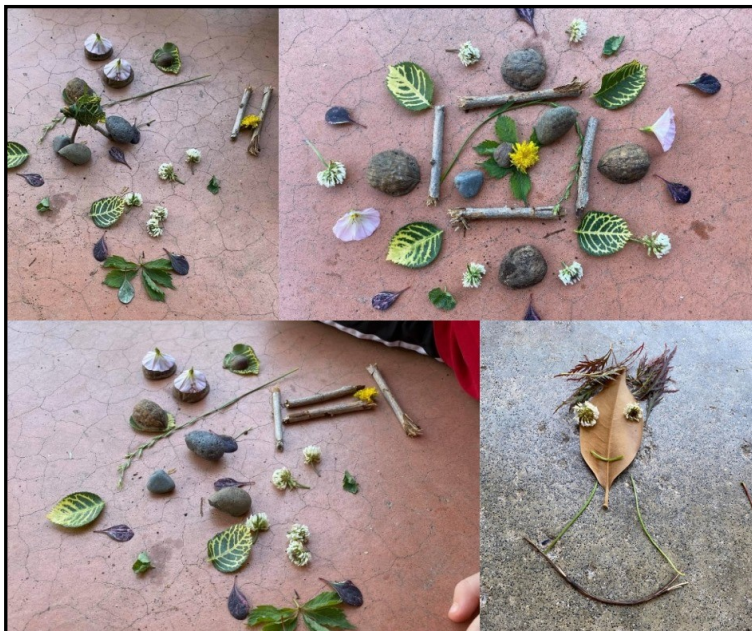
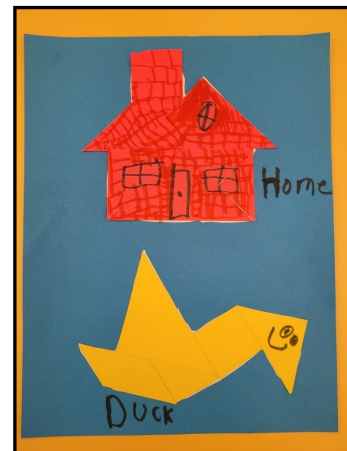
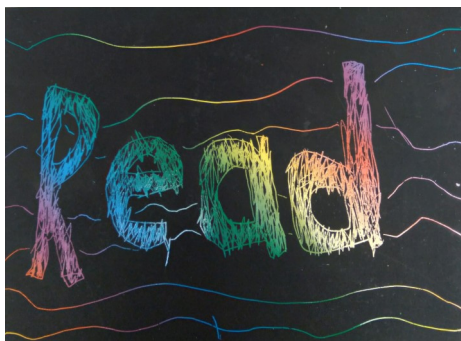
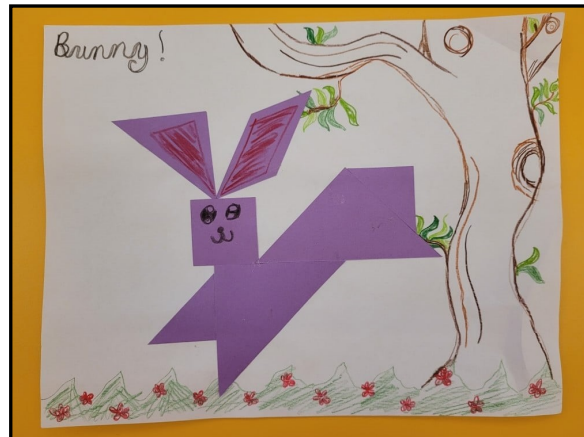
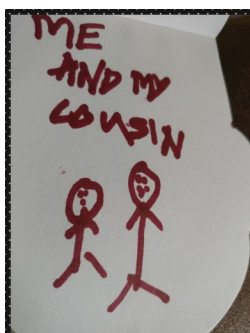
- Total Circulation:
49,694 items
- Digital Items
Checked Out: 14,261
- Physical Items
Checked Out: 35,433
- Renewals: 14,143
items
- Hoopla Circulation:
2,269 items
- Kanopy Circulation:
19,959 minutes
- Overdrive
Circulation: 11,305
items
- Mango: 93 sessions

SUMMER READING PROGRAM

The Richland Public Library's Summer Reading Program began on June 7 and will continue through August 23. The theme this year is "Reading Colors Your World!" We are offering a baby reading program, a children's program for pre-readers through fifth graders, a middle school program, a high school program, and an adult program.

More information about the Summer Reading Program, including instructions for registering, may be found at the following link.

<https://www.myrichlandlibrary.org/programs-and-events/summer-reading-program>



CHILDREN'S ACTIVITIES

Story Times at the Park

Children's Services Librarian Kelly Reed has continued to hold story times at local parks from 10 to 10:45 a.m. on Thursdays with help from Library Assistant Alyssa Uretsky-Pratt. Families are encouraged to bring blankets or chairs, and we have hula hoops and foam seats for children to use. Patrons have been telling us how much they are enjoying these outdoor story times.

The location changes from week to week. During July, these in-person story times were held at the South Gazebo in Howard Amon Park and at the Gazebo in Jefferson Park.

Story Time with Miss Kelly Videos

Kelly has also continued to record *Story Time with Miss Kelly* videos that are posted to Facebook twice per week. By July 31, we had 117 of these videos available at the following link.

<https://www.facebook.com/watch/140429522668223/592777207923073/>

This month, Kelly read several different picture books, including *Blue on Blue* by Dianne White, *Outfoxed* by Mike Twohy, *Should I Share My Ice Cream* by Mo Willems, *Yoko's Paper Cranes* by Rosemary Wells, *Kat Writes a Song* by Greg Foley, *Vroom!* by Barbara McClintock, *Not Quite Narwhal* by Jessie Sima, and *Antoinette* by Kelly DiPuccio. Her story time videos also featured visits from our wonderful therapy dogs Cali, Bella, Jemma, Lucy, and Rita.

In one video, Kelly showed young patrons how to fold an origami envelope from a piece of paper. Kids can write a letter or create a drawing and then fold it into a fun envelope to give someone.

Tuesday Evening Story Times

Kelly has resumed holding Tuesday evening story times in the library. The first two story times were held at 6 p.m. on July 20 and 27. Families came to the Story Circle to enjoy stories, songs, and rhymes.

Children's Activity Kits

Story Times at the Park often include an activity. For the July 8 story time, Kelly and Alyssa handed out glue stick Robot Craft Kits. Although the kits were geared toward preschoolers, older children could enjoy them, too. We handed out the remaining kits in the library afterward.

Many of the craft supplies for these activities, and the AccuCut machine we use to create die-cut shapes for the kits, were purchased with funds from the Friends of the Richland Library. Their ongoing support of our programs is very much appreciated!



CHILDREN'S ACTIVITIES (CONTINUED)

Interactive Graphics Featuring WLA Book Award Nominees

One of our Summer Reading Program activities encourages children to read books nominated for the 2022 OTTER, Towner, Sasquatch, and WCCPBA Awards. During the month of July, we posted several interactive graphics featuring the nominated books. On July 7, we posted a graphic featuring the OTTER Award nominees, and on July 10, we posted one featuring the Sasquatch Award nominees. They can be viewed at the following links.

view.genial.ly/60a6fc7ae5576bod62dd6736/interactive-content-2022-otter-award-nominees

view.genial.ly/60a180490f871f0d4192d5bc/interactive-content-2022-sasquatch-nominees

Interactive Graphics Featuring Singing Stories

One of our Summer Reading Program activities encourages children to read storybooks that are based on songs. We posted interactive graphics on June 30 and July 14 featuring singing story books, e-books, and audiobooks available at the library and through Hoopla Digital and Kanopy. They can be viewed at the following links.

view.genial.ly/60a803b9eb9ba60d2ed21945/interactive-content-singing-stories

view.genial.ly/60b7f59e4a970a0d598a6515/interactive-content-more-singing-stories

Therapy Dogs

We would like to thank our beloved therapy dogs and their wonderful trainers for visiting the library over the years and for coming to record *Story Time with Miss Kelly* videos during the past year. We would also like to extend a warm welcome to Gus, our newest therapy dog!



FAMILY ACTIVITIES

Pound It, Paint It, Plant It!

Our most popular in-person program this month was the “Pound It, Paint It, Plant It!” event we held from 1 to 3 p.m. on Tuesday, July 27. More than 120 patrons enthusiastically attended, including several people from ARC of Tri-Cities.

Our Facebook post invited patrons to “Get ready to make some art and add to your garden! We will be pressing and pounding flowers from live and cut plants onto paper, framing the flower or adding it to a greeting card, then decorating the frame, the card, and a pot to take home plants and seeds!”

Library Assistant Mary Brown-Elmore was instrumental in gathering donated flowers from several area businesses.

Bauman Farms Blooms in Pasco, **Buds and Blossoms Too** in Richland, and **My Garden Over Floweth** in Paterson donated buckets of loose flowers. **Fred Meyer** in Richland also donated loose flowers. **Lowe’s** in Kennewick donated more than \$100 worth of plants, and **Lowe’s** in Pasco also donated plants. Other supplies were purchased with funding from the Friends of the Richland Library.

Mary, Alyssa, STEAMspace Coordinator Johanna Talbott, Parks and Recreation Coordinator Lisa Adams, Teen Services Librarian Michelle Haffner, Reference Supervisor Michael Scarfo, and Recreation Attendant Melany Hancock worked this program that spanned the Doris Roberts Gallery, both conference rooms, and some outdoor space in front of the library. Stations included the following:

- Flower pounding on a bookmark or postcard
- Flower rubbing, with stencils patrons could color
- Grass paper crafts decorated with flowers and butterflies
- Flowerpot painting with acrylic paint pens
- Planting, where patrons could fill flowerpots with soil and then plant seeds or one of the provided plants.



FAMILY ACTIVITIES (CONTINUED)

Fourth of July Take-and-Make Kits

Lisa and Johanna put together two Fourth of July themed take-and-make kits that we handed out at the library. The first one contained instructions and supplies for making a pinwheel, including pre-punched paper, a pencil with a pin in the eraser, a straw, a brad, a bead, and a washer. It also contained a paper lantern kit, stickers, a glider kit, and flower leis in red, white, and blue. We handed out 100 of those kits.

The second one, designed for adults, contained instructions and supplies for making a colorful Fourth of July wreath. We handed out 36 of those kits.

Urban Sketching

The library hosted two Urban Sketching events in July. We invited patrons of all ages to come to John Dam Plaza from 10 to 11:30 a.m. on Saturday, July 10, and to the library from 10 a.m. to 1 p.m. on Saturday, July 31, to create sketches. Patrons could bring their own supplies or borrow some from the library.

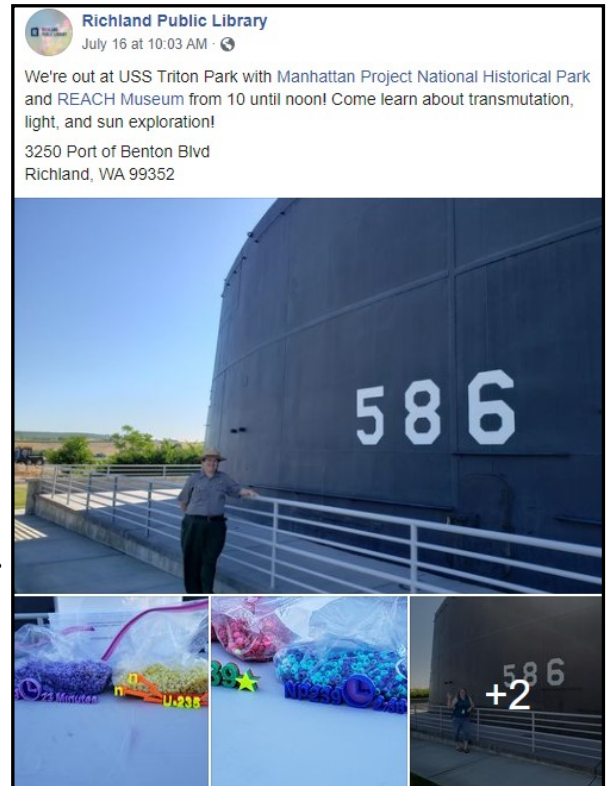
These events tied in with a “Public Art” activity for our Summer Reading Program. We encouraged patrons to share photos of their favorite sketches with us, and/or to bring their favorite sketches to the library for us to include in our art show this September.

Junior Ranger Park Pop-Ups

Junior Ranger Park Pop-Ups are being held from 10 a.m. to noon each Friday through August 6.

Johanna has been working with park rangers from the Manhattan Project National Historical Park, representatives from the REACH Museum, and others to lead fun interactive activities.

This month’s Pop-Ups were held on July 9 at Rodney Block Park, July 16 at USS Triton Park, July 23 at McMurray Park, and July 30 at Badger Mountain Community Park. At the July 9 event, families learned about alphabet houses, and they could build replica houses using cardboard and Make Do screws. At the July 16 event, they learned about transmutation, light, and sun exploration. At the July 30 event, they learned about Victory Gardens, and they could create paper gardens of their own with colorful flowers.



FAMILY ACTIVITIES (CONTINUED)

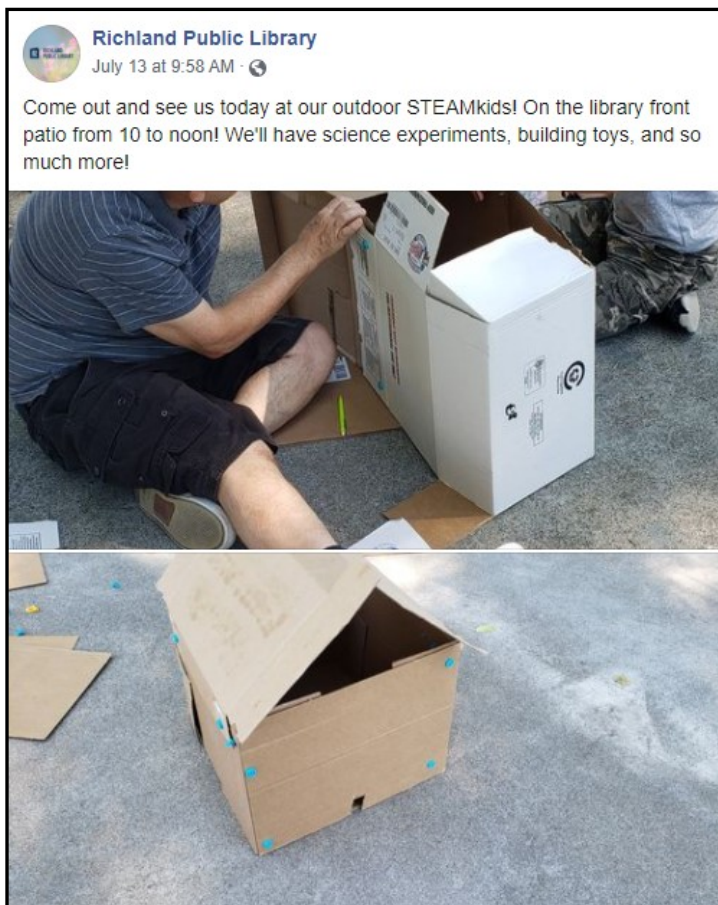
STEAMkids at the Library

We held a STEAMkids event in front of the library from 10 a.m. to noon on Tuesday, July 13. Kelly, Johanna, and Mary worked with the 24 children who attended. Activities included science experiments, building with cardboard construction kits, playing with giant checkers and chess sets, and more. For one of the activities, children had fun designing boats to float with as many pennies as possible.

Pop-Up Play Day

Richland Parks and Recreation held a Pop-Up Play Day for elementary and middle school children from 9 to 11 a.m. on Wednesday, July 14, at McMurray Park. Staff from the Richland Public Library, Richland Parks and Recreation, Lowe's Home Improvement, and the Manhattan Project National Historical Park led activities that included rock painting, foam block construction, grass volleyball, pickleball, seed planting, and a Victory Garden activity.

During the Pop-Up Play Day, Johanna led a STEAM construction activity featuring blue Imagination Playground foam blocks. Children could create structures, vehicles, and more using the blocks.



Richland Public Library
July 13 at 9:58 AM · 🌐

Come out and see us today at our outdoor STEAMkids! On the library front patio from 10 to noon! We'll have science experiments, building toys, and so much more!

Richland Public Library
July 13 at 1:38 PM · 🌐

Join us Wednesday morning for a Pop-up Play Day at McMurray Park (1780 Pike Ave)!

Activities will be provided by Richland Parks and Recreation, Richland Public Library, Lowe's Home Improvement, Manhattan Project National Historical Park, and will include:

- * Grass volleyball
- * Pickleball
- * Seed planting (Lowe's)
- * Victory Garden (Manhattan Project)
- * Library activity
- * Cool treat and MORE!

Cost is FREE to the community and activities are geared towards elementary, middle school ages, or kids at heart.

@TriCitiesFamilyFun #explorerichland

WEDNESDAY, JULY 14TH
9AM-11AM

MCMURRAY PARK
1780 PIKE AVE, RICHLAND, WA

POP UP PLAY DAY

FAMILY ACTIVITIES (CONTINUED)

Explore Richland's Art

On July 7, we posted a public art craft activity on Facebook that is tied in with our Summer Reading Program. The art prompt asked patrons to “Find a piece of public art and draw it or snap a picture. You can visit one of the pieces shown here or find something else to visit.” We invited patrons to bring their drawings to the library to be included in a September art display, or to send us photos to share on the library’s Facebook page. Here are two of their creations: a drawing and a photo of public art in the community.



People Poems

On July 21, we posted a fun “People Poems” activity on Facebook. We invited patrons of all ages to write acrostic poems about people, and we included a printable activity sheet to help guide them.

Patrons can write a person’s name downward in the boxes along the left side of the paper, and then turn the paper over to write words and phrases about that person. They can then create a poem by choosing the words and phrases that start with each letter of the person’s name.



People Poems

Let's try writing acrostic poems about people.

Choose a person to write about. It can be yourself, a friend or family member, or any person you know a lot about.

Write the person's name downward in the boxes on the left side of the paper below.

Turn the paper over and use the back to write words and phrases about the person.

Now look at what you have written to see what phrases you can use that begin with one of the letters of your person's name. You may have to add or take away words to make it work. For example, my name doesn't have a C but I could say "Likes cherries" for the L in my name.

Use the space below for your rough draft. When you are happy with your words, write them on a clean sheet of paper and illustrate it if you like.

Use more space as needed! You can write acrostic poems about anything so go ahead and try some more if you're inspired!



Check out
this book for
examples!



Explore Richland's Art

Find a piece of public art and draw it or snap a picture. You can visit one of the pieces shown here or find something else to visit.

You can bring your drawing to the library to be included in our art display in September. Or send your photo to kreed@richland.lib.wa.us to be posted on our facebook page!

FAMILY ACTIVITIES (CONTINUED)

Singing Strings Ukulele Club

The Singing Strings Ukulele Club, a library-led group, met in July for the first time since the pandemic began. We held an adult and teen ukulele jam in the STEAMspace from 5:30 to 6:30 p.m. on Tuesday, July 20, that was co-led by Johanna. Patrons were invited to bring their ukuleles, their personal copies of *Daily Ukulele* by Jim Beloff, and any sheet music that they had from previous jam sessions at the library.

What One Thing Would YOU Save?

On July 28, we posted a writing prompt inspired by *The One Thing You'd Save*, a children's book by Linda Sue Park. The poems in that book are written in a traditional Korean form of poetry called sijo. The author explains that a classic sijo poem contains three lines of 13 to 17 syllables that are sometimes broken into six shorter lines. We invited patrons to write a sijo poem or a journal entry, or create a drawing, to tell about something important to them.

"A library is not a luxury but one of the necessities of life." ~ Henry Ward Beecher



What One Thing Would YOU Save?

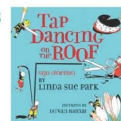
Inspired by the book *The One Thing You'd Save* by Linda Sue Park, we invite you to write about something important to you.

You can write a poem like in the book or you can just write in your journal. The one thing that was stressed in the book is you don't have to save any people. In this scenario, all your people (and pets) are safe. If you could only save one item, what would it be? And why?



The poems in this book are written in a traditional Korean form of poetry called sijo. The author explains that a classic sijo poem contains three lines of 13 to 17 syllables which are sometimes broken into six shorter lines.

If you would like to give sijo a try, the library has another book of sijo poems by Linda Sue Park called *Tap Dancing on the Roof*.



Some other books with poetry forms you might like to try:



Remember you could also choose to do a journal entry about your object or even try drawing it and explaining why it means so much to you. Be creative!

TEEN ACTIVITIES

Rainbow Scope Teen Kit

This month, Michelle created a Rainbow Scope Take-and-Make Kit as an activity for middle and high schoolers participating in our Summer Reading Program. Each kit included instructions and craft supplies for creating a rainbow scope with a fancy diffraction lens that separates light into visible colors. We handed out 49 of these kits at the library. Michelle also included a short nonfiction book list featuring young adult books about light and color, some info on the Summer Reading Program and upcoming teen programs, and a small bag of rainbow-colored Skittles to go along with the theme.

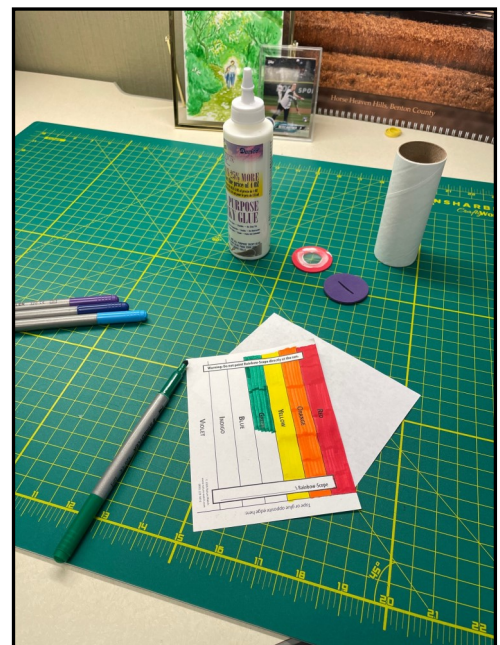
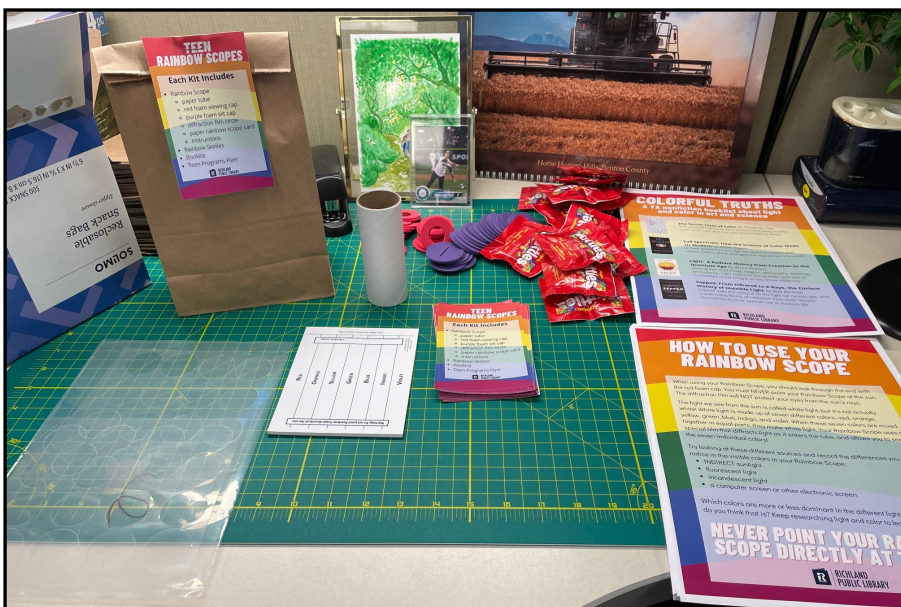
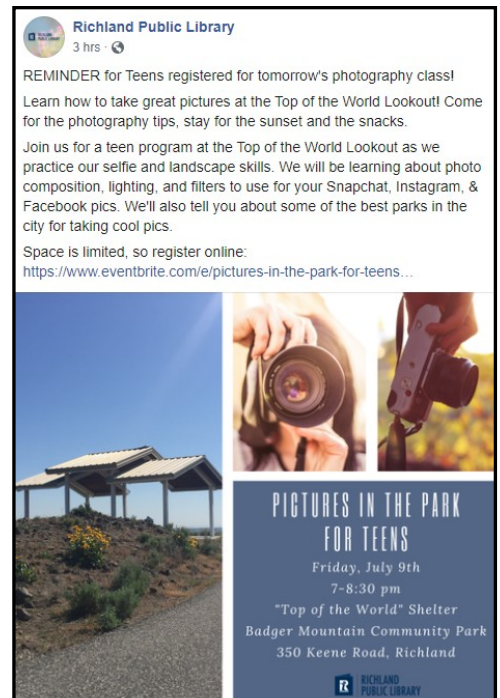
Pictures in the Park for Teens

Michelle led a “Pictures in the Park for Teens” program from 7 to 8:30 p.m. on Friday, July 9, with help from Alyssa. This photography class was held at the Top of the World Lookout near Badger Mountain Park.

Teens practiced their selfie and landscape photography skills while learning about photo composition, lighting, and filters to use for their Snapchat, Instagram, and Facebook pictures. They also learned about some of the best parks in the city for taking cool photos.

Teen Tuesday Posts

We have continued to reach out to teens through our social media accounts, sharing information and inviting them to participate in the library’s teen programs.



ADULT ACTIVITIES

Book Tasting with Gavin Video

Adult Services Librarian Gavin Lightfoot recorded a new *Book Tasting with Gavin* video that ties in with a Summer Reading Program activity. This month, he reviewed *Decorative Stamping*, a book by Sasha Dorey. He showed patrons how to create a rubber stamp from an eraser, and he also demonstrated how to use vegetables like bell peppers and an ear of corn to stamp interesting patterns.

The video may be viewed at the following link.

<https://www.facebook.com/140429522668223/videos/560778985282585/>

Make Your Own Block Stamp Kits

To go with the July video, Gavin put together “Make Your Own Block Stamp” Take-and-Make Kits for adults. Each kit contained instructions, an X-Acto knife, an eraser, two containers of fabric paint, and a dish towel. Patrons can use the knife to carve a stamp design into the eraser, and then apply fabric paint to the finished stamp so they can decorate the dish towel. After the paint dries, it can be sealed into the fabric by applying heat from an iron or a dryer.

We handed out 30 of these kits at the library.



“Color Your World With Stamps” Bulletin Board

Mary created a “Color Your World With Stamps” bulletin board describing different ways for patrons to incorporate stamping into their Summer Reading Program activities. It features a stamped design that Mary and Gavin created with fruits, veggies, and mushrooms. To go with the bulletin board, we created a “Stamp Lover’s Delight!” list of books about stamping and block printing for patrons who would like to explore this form of art.

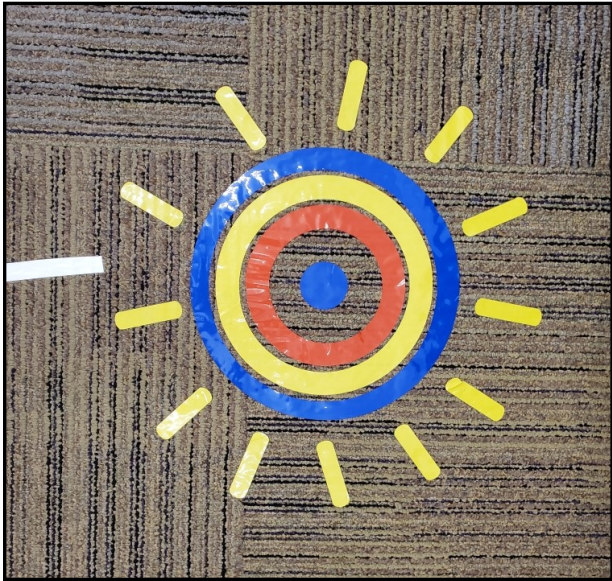


LIBRARY DISPLAYS

Hervé Tullet Book Display

Hervé Tullet is a French author and illustrator whose work is featured in this year's Summer Reading Program. This month, Mary created an eye-catching display to encourage children to sign up for the program and read his board books and storybooks. Children and their parents could easily browse through the selection of books on the table to find some favorites to check out.

Mary placed colorful stickers and a swirling tape design on the floor to attract patrons to the display. While she was putting out the floor stickers, a six-year-old patron cheerfully volunteered to help. The patron had fun creating her own little design with the dots, and other young patrons have enjoyed following the line on the floor and jumping on the dots.



LIBRARY DISPLAYS (CONTINUED)

“Celebrating America’s History” Book Display

Mary created a Fourth of July themed “Celebrating America’s History” book display featuring recommended books for patrons of all ages. All of the books featured some aspect of American history.

“Pound It, Paint It, Plant It!” Bulletin Board

Mary also created a special bulletin board display to promote our “Pound It, Paint It, Plant It!” event scheduled for Tuesday, July 28. The display featured dried flower arrangements and provided information about how to register for the program.

Summer Tree Bulletin Board

Mary has now converted our Poet-Tree bulletin board to a summertime display featuring young adult book covers. We plan to update the tree as the seasons change. In July, the display featured green leaves on the tree and colorful summertime flowers.



LIBRARY DISPLAYS (CONTINUED)

WLA Book Award Nominees Bulletin Board

Library Assistant Linda Korpi created a bulletin board in the Children's Area that features books nominated for the 2022 OTTER, Sasquatch, Towner, and Washington Children's Choice Picture Book Awards. Children are encouraged to read one of the nominated books as a Summer Reading Program activity.

INTERACTIVE GRAPHICS

We continued to post interactive graphics in July to highlight selected books in our collection. Patrons can click to learn more about each book, place holds on e-books and audiobooks at the library, and check out e-books and audiobooks through Hoopla Digital and Overdrive/Libby.

On July 9, we posted a graphic featuring Hot Summer Reads. From summertime rom-coms to thrillers, it had a little something for everyone.

view.genial.ly/60e4b861dac1590d4275def5/interactive-image-hot-summer-reads-july-2021

On July 22, we posted a graphic featuring the latest releases in sci-fi and fantasy.

view.genial.ly/60f5e8c332c83cod98ea4d01/interactive-image-new-sci-fi-and-fantasy-july-2021

On July 30, we posted a graphic featuring middle-grade fantasy books for fans of Percy Jackson.

view.genial.ly/6100ad9d6b59330d469da70b/interactive-image-middle-grades-fantasy



SOCIAL MEDIA OUTREACH

Highlighting Library Materials and Services

During the month of July, we continued to post on social media to highlight our many digital offerings, including magazines, ebooks, and audiobooks from Libby/Overdrive; ebooks, audiobooks, music albums, TV shows, movies, and comic books from Hoopla Digital; and streaming movies from Kanopy. We also let patrons know about new books and materials available at the library.

In early July, we posted to let patrons know about Big Library Read, which offers patrons the chance to check out a specific e-book or audiobook from Libby/Overdrive or Hoopla Digital without having it count against their checkout limit.

We also posted to recommend that patrons download the Libby app on their mobile devices so they could check out e-books and audiobooks over the Fourth of July holiday weekend.

We posted several times this month to remind patrons that they could still sign up for our Summer Reading Program through Beanstack.

On July 16, we posted a link to all the new music albums that had recently been added to Hoopla Digital. On July 19, we posted a link to the most popular Libby/Overdrive audiobooks of 2021.

A few days later, on July 22, we posted to let patrons know about the Craftsby collection of television programs on Hoopla Digital. Patrons can watch shows about artisan bread making; crocheting and knitting; how to make a block, jelly roll, or t-shirt quilt; baking and decorating cookies; sewing and serging; cake decorating; and more.

The Summer Olympics are being held from July 23 through August 8, and many of our patrons are tuning in to watch. We posted on July 27 to let patrons know that Hoopla Digital has a collection of biographies about many current and past Olympic athletes.



SOCIAL MEDIA OUTREACH (CONTINUED)

Providing Information About Community Events

We have continued to share information about community events and announcements through social media. Here are some examples.

During the first few days of July, we posted to let patrons know that the Richland Public Library was serving as a cooling station during an extreme heat wave. We showed movies in the Doris Roberts Gallery for patrons who came in to cool off.

On July 8, we posted to let patrons know about the family movies that will be shown outdoors every Friday through August 20. These movies are sponsored by Windermere Group One in partnership with the City of Richland.

We posted several times during the month to let patrons know about library and community events, including Junior Ranger Park Pop-Ups, the Pop-Up Play Day, “Pictures in the Park for Teens,” our “Pound It, Paint It, Plant It!” program, the Singing Strings Ukulele Group jam, Urban Sketching events, and in-person story times at the library and at local parks.

During the last week of July, we posted to let patrons know that PNNL would be holding a series of free, live, virtual tours of their Richland laboratories on Wednesdays from July 28 through September 15. People can sign up to hear directly from researchers and get a behind-the-scenes look at the scientific research and innovation taking place at PNNL.

Recent Patron Feedback

“RPL rocks!”

“Thanks for all you do, librarians!! We love RPL!”

“Thanks, Miss Kelly!” (referring to a *Story Time with Miss Kelly* video)

“I LOVE Miss Rita!” (referring to a story time video with a therapy dog visit)

“I enjoy using the library and thank you for your commitment to the library program!”

“This was a lot of fun!” (referring to the “Pound It, Paint It, Plant It!” program on July 28)



NEW FOR AUGUST!

Coloring Fun for Everyone

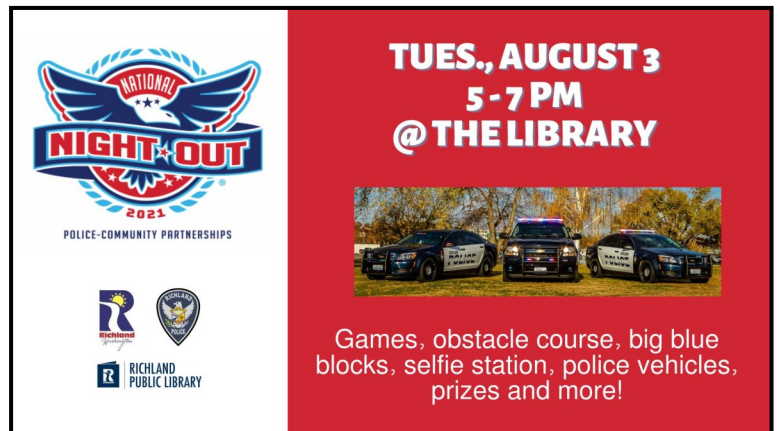
We will be holding a “Coloring Fun for Everyone” event for patrons of all ages from 3 to 5 p.m. on Monday, August 2, in the STEAMspace to celebrate National Coloring Book Day. We will have coloring pages and some other coloring goodies purchased by the Friends of the Richland Library, and patrons can also try making their own doodle coloring pages.



National Night Out

National Night Out is an annual event that “promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live.” It is held each year on the first Tuesday in August.

This year, the Richland Public Library will be a National Night Out site from 5 to 7 p.m. on Tuesday, August 3. We will have carnival games for families to enjoy, an obstacle course, blue foam construction blocks, a selfie station, prizes, police vehicles on display, and more.



Galaxy Jars Teen Event

On August 19, we will be hosting a Galaxy Jars teen event at the library from 1 to 3 p.m. Our social media post says, “Join us at the Richland Public Library to assemble one-of-a-kind galaxy jars! We will use glow-in-the-dark paint and other craft supplies to transform ordinary glass jars into your very own galaxy décor.”

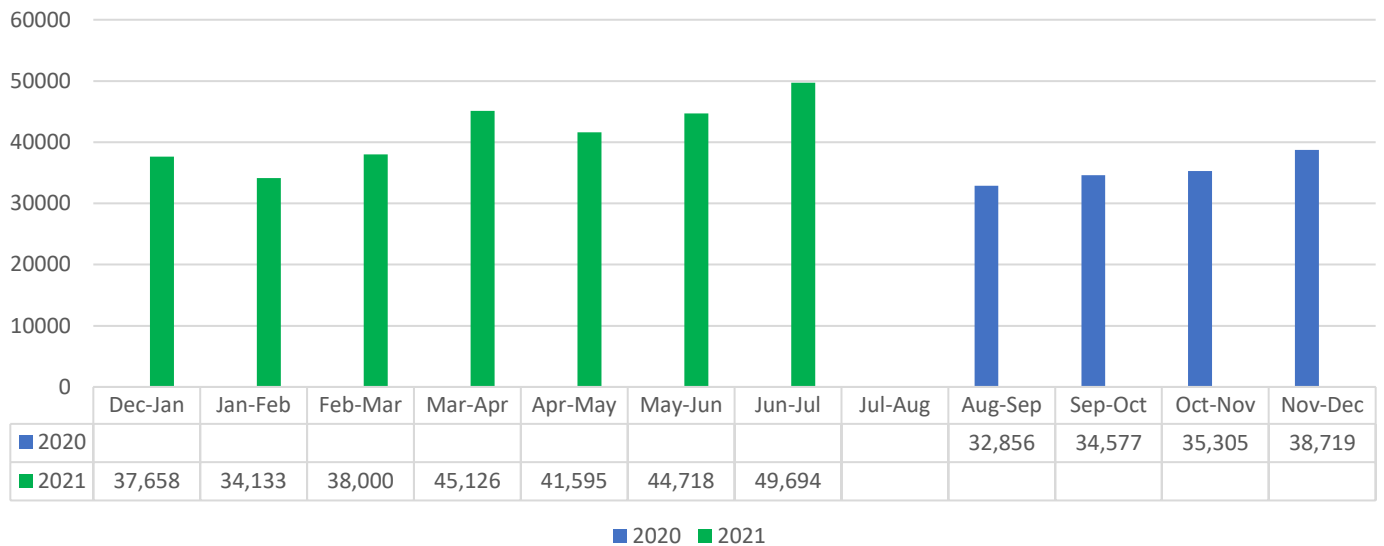
Space is limited, so teens are asked to preregister online at the following link.

www.eventbrite.com/e/teen-galaxy-jars-tickets-161145481473



CIRCULATION

Total Circulation, 2020-2021



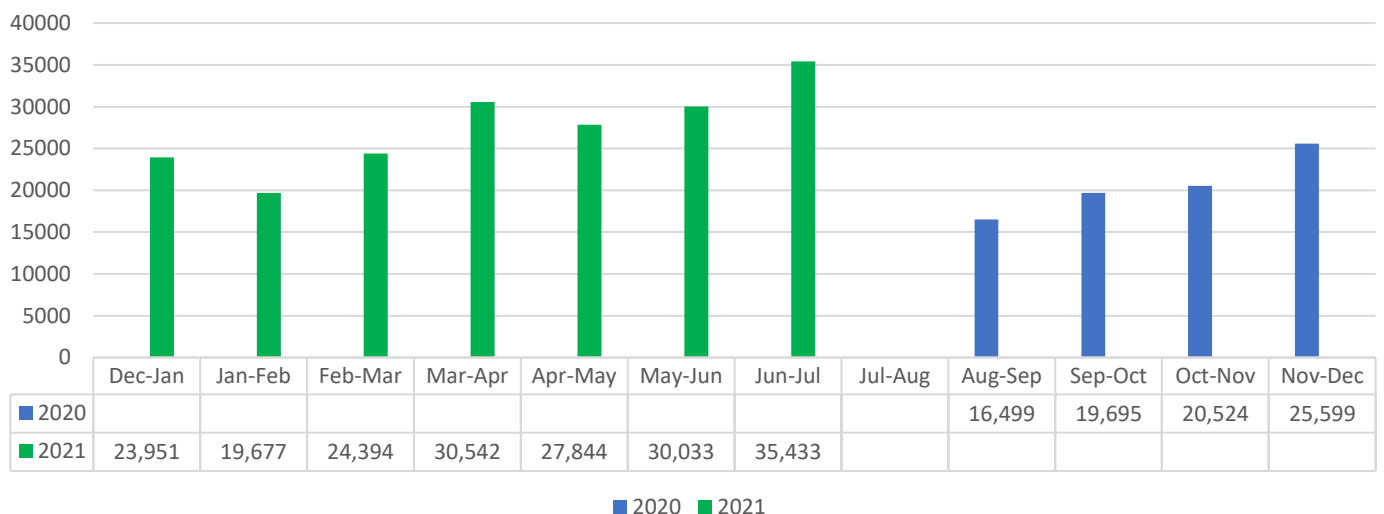
From June 16 through July 15, 2021, our total circulation was 49,694 items, of which 35,433 were physical items and 14,261 were digital items obtained through Overdrive, Hoopla, Kanopy, and Mango. Kanopy plays and Mango total sessions are counted in this number. Patrons renewed 14,143 physical items during this period. We filled 3,725 requests for holds, and we had 97 curbside pickups by 61 patrons.

The total circulation increased by 11% compared to the 44,718 items checked out from May 16 through June 15. Physical circulation has also continued its upward trend, showing an 18% increase compared to the previous month.

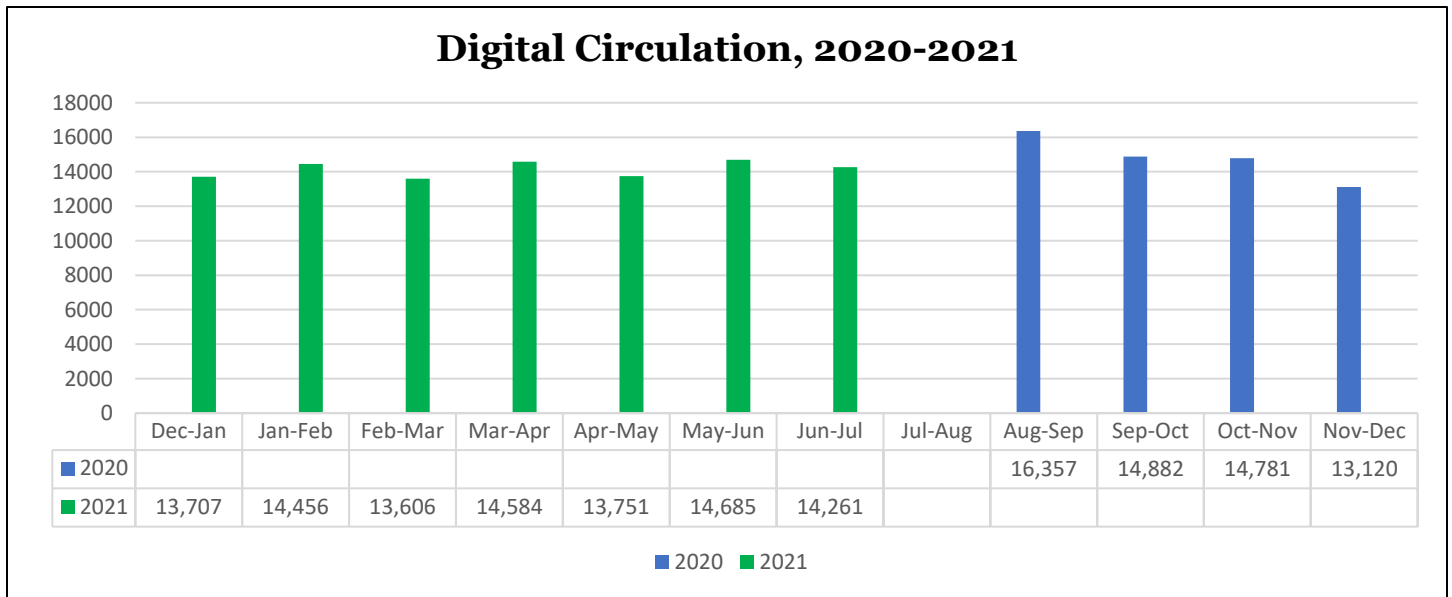
Even though the library has now expanded its open hours, our digital circulation remains high. More patrons are checking out digital items now than they did before the pandemic.

The top categories of physical items that circulated during this period were Children's Chapter Book Fiction (5,508 items), Children's Storybooks (3,996 items), Adult Nonfiction (2,970 items), Children's Nonfiction (2,804 items), Adult Movies (2,222 items), Children's Graphic Novels (2,210 items), and Children's Favorites on the Story Circle (1,584 items), Children's Movies (1,542 items), Adult Fiction 2nd Floor (1,455 items), and Children's Easy Readers (1,314 items).

Physical Circulation, 2020-2021

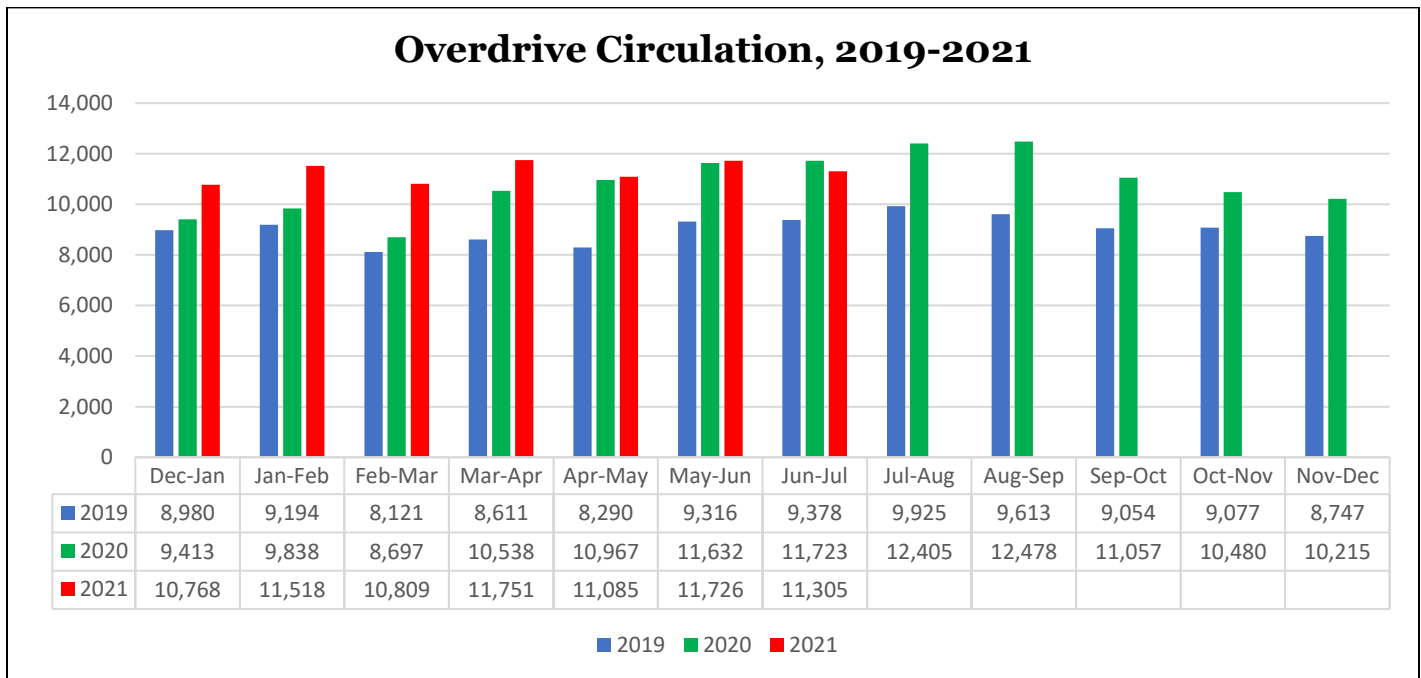


CIRCULATION (CONTINUED)



DIGITAL SERVICES

Overdrive



The 11,305 checkouts in Overdrive from June 16 through July 15, 2021, were down 4% compared to the 11,726 checkouts from May 16 through June 15, and were also down 4% compared to the 11,723 checkouts during the same period in 2020. They show a small increase of 0.2% over the 2021 average of 11,280 checkouts per period. Now that the library is open to the public with fewer restrictions, more people are coming in to browse and check out items from the library's physical collection.

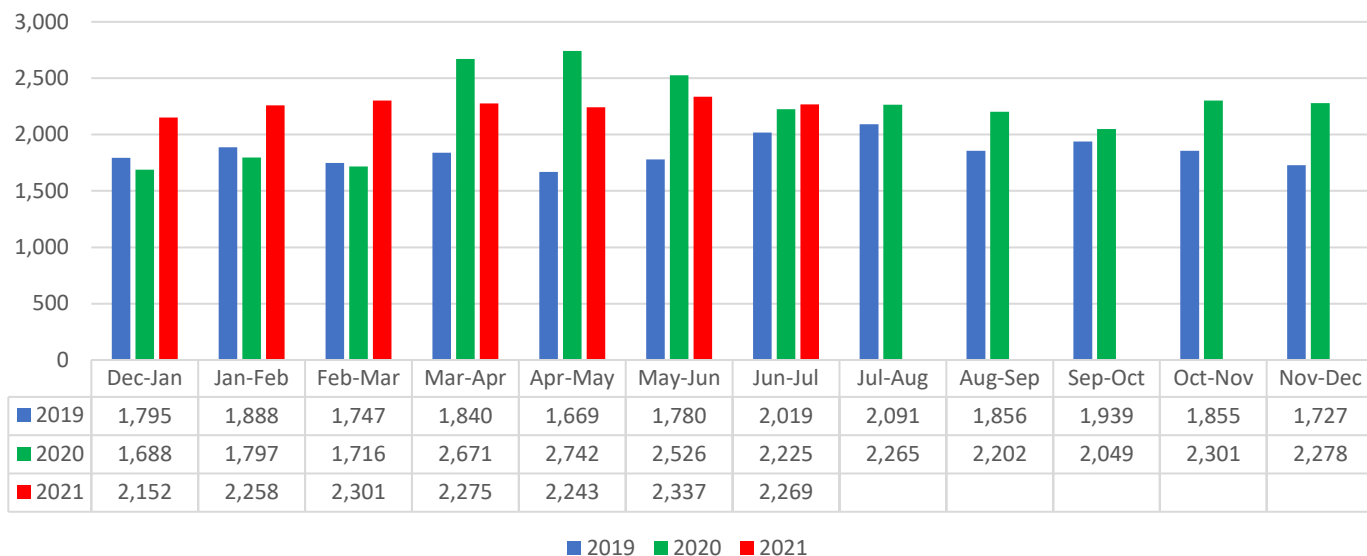
Brainfuse HelpNow

HelpNow had 128 total uses during the month of June. This is an increase of 54% over the 83 uses in May. Hopefully, these usage numbers will stay high when schools are back in session this fall and students have returned to classrooms. In addition to its use as a resource for elementary, middle, high school, and college students, HelpNow can also be used by adults looking for assistance with resumes and cover letters. We will need to promote its usage for that aspect of the resource.

DIGITAL SERVICES (CONTINUED)

Hoopla

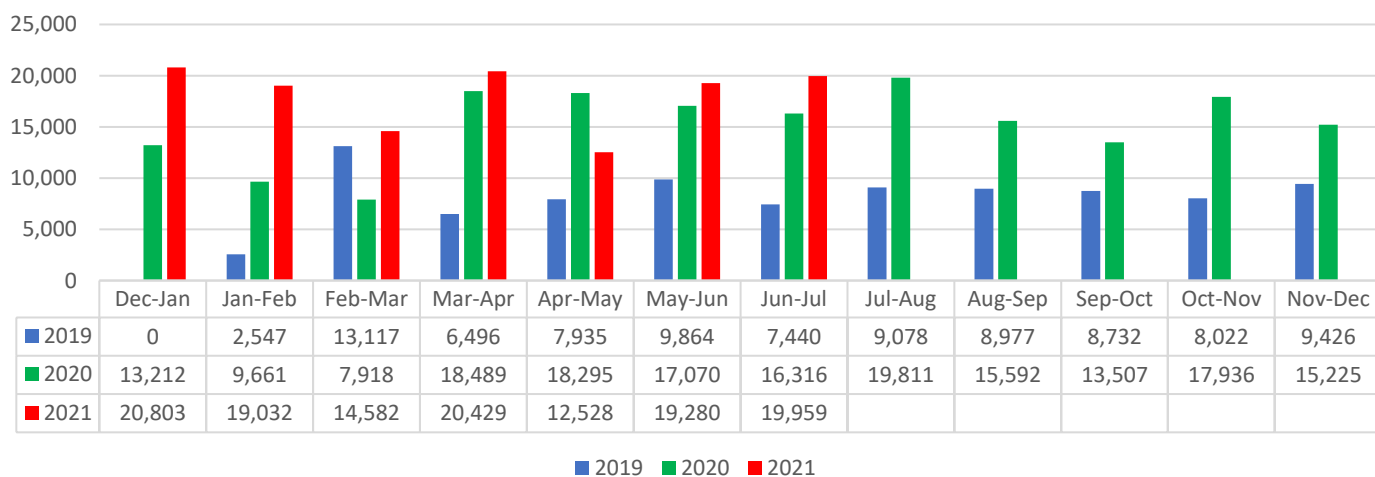
Hoopla Circulation, 2019-2021



The 2,269 items circulated in Hoopla from June 16 through July 15, 2021, show an increase of 2% over the 2,225 items circulated during the same period in 2020. They show a modest decrease of 3% compared to the 2,337 items circulated from May 16 through June 15. Streaming is still popular, though. Overall, our Hoopla Digital circulation is up 3% over last year, with an average of 2,262 checkouts per period in 2021 compared to 2,205 checkouts per period in 2020.

Kanopy

Kanopy Minutes Played, 2019-2021



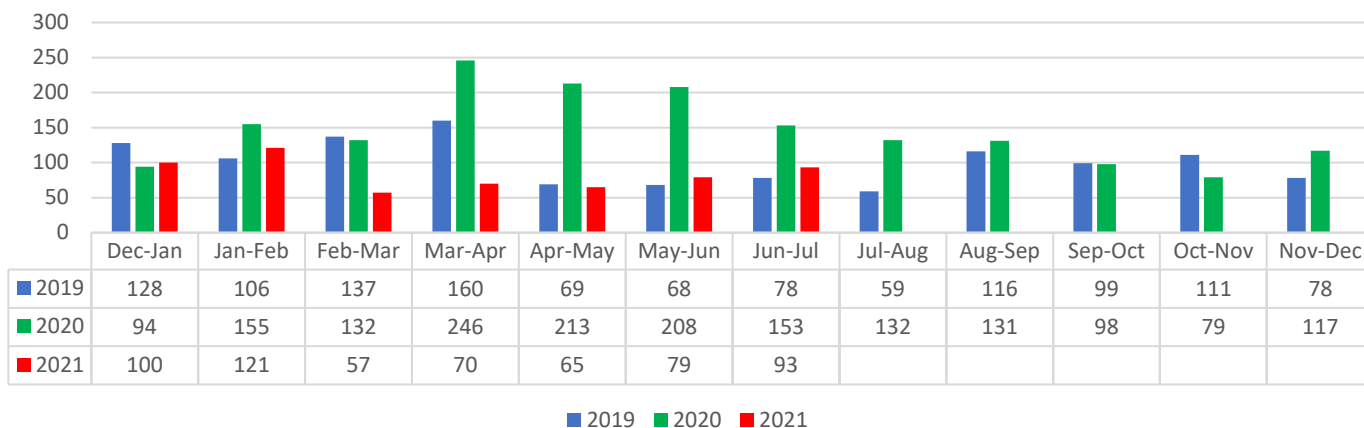
Patrons viewed 19,959 minutes of content on Kanopy from June 16 through July 15, 2021. This represents an increase of 4% over the 19,280 minutes viewed from May 16 through June 15, and an increase of 22% over the 16,316 minutes viewed during the same period in 2020.

RPL cardholders from the United States and Canada viewed programming on Kanopy during this period. Viewing was conducted 38% of the time on televisions, 31% on desktops, 17% on mobile devices, and 14% on tablets. The top five suppliers of content viewed this month were Weston Woods, Kino Lorber, Paramount Pictures, A&E, and PBS. Patrons are continuing to use Kanopy for their educational and recreational viewing needs.

DIGITAL SERVICES (CONTINUED)

Mango

Mango Sessions, 2019-2021

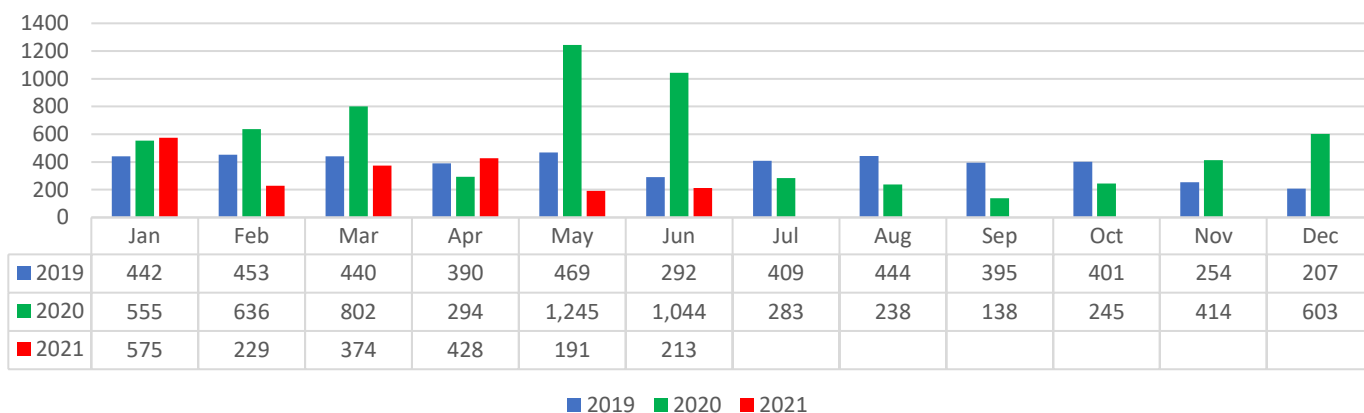


Patrons viewed 93 sessions on Mango from June 16 through July 15, 2021. This represents an increase of 18% compared to the 79 sessions from May 16 through June 15. Although it shows a decrease of 39% compared to the 153 sessions from the same period in 2020, it is 11% higher than the average of 84 sessions we have had per period in 2021.

We had some new language courses appear in the top ten listing this month. Notably, three of the top ten languages studied involved Mandarin. The top ten languages from June 16 through July 15 were Japanese; French; Spanish, Latin American; Business English for Mandarin; Chinese, Mandarin; ESL Chinese (Mandarin); Portuguese (Brazil); Arabic, MSA; Italian; and Korean. There has been an increase in the number of Chinese-speaking patrons coming into the library. Some patrons may be using Mango to help with their English-speaking abilities, while others may be learning Mandarin to help with communication.

Morningstar

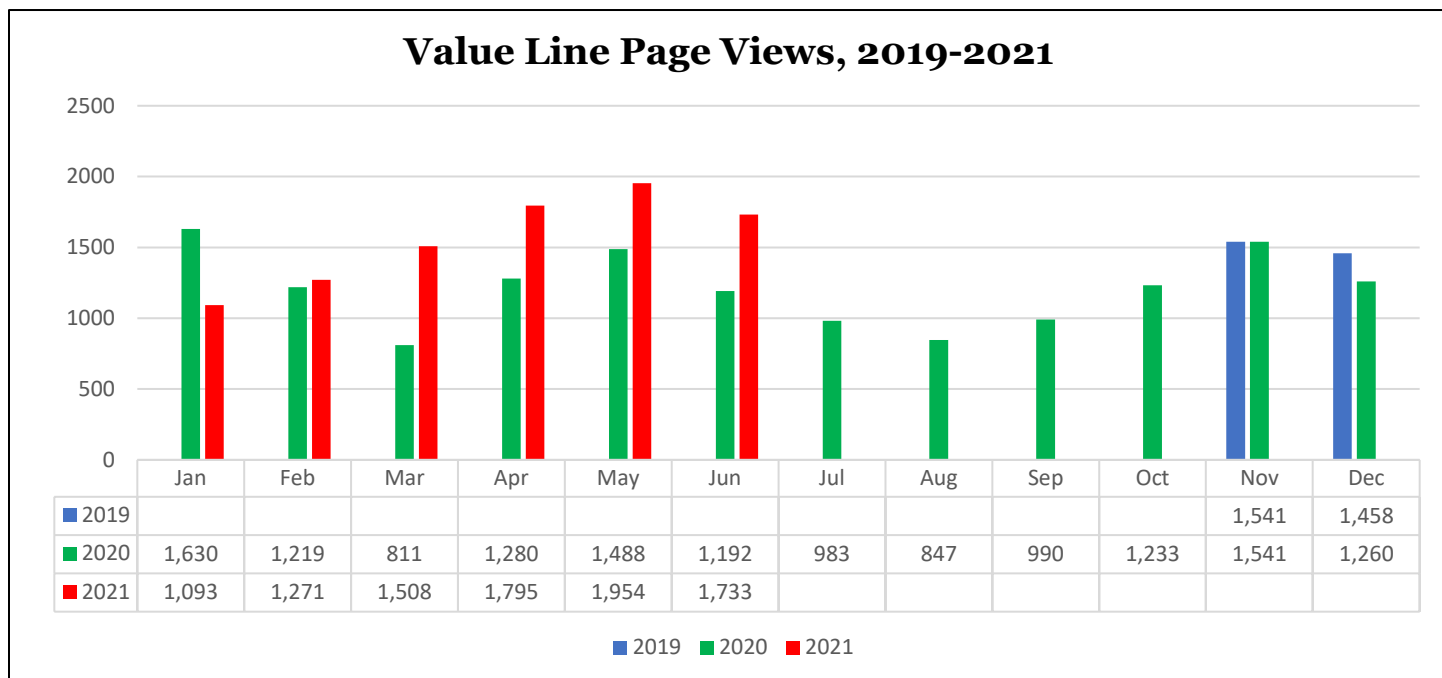
Morningstar Searches, 2019-2021



The 213 searches in Morningstar that were conducted by patrons in June 2021 show an increase of 12% compared to the 191 searches conducted in May 2021, but a decrease of 80% compared to the 1,044 searches conducted in June 2020. Morningstar has a limit of five concurrent users allowed at any given time. Although the number of searches in June was lower than during the previous June, and is lower than the 335 searches per month Morningstar is averaging in 2021, we had one patron who had to wait to be allowed to use Morningstar because we had reached the concurrent user limit. This is the first time we have reached our concurrent user limit since September 2019. Our patrons may not be doing as many Morningstar searches, but they may be spending their time doing in-depth analyses.

DIGITAL SERVICES (CONTINUED)

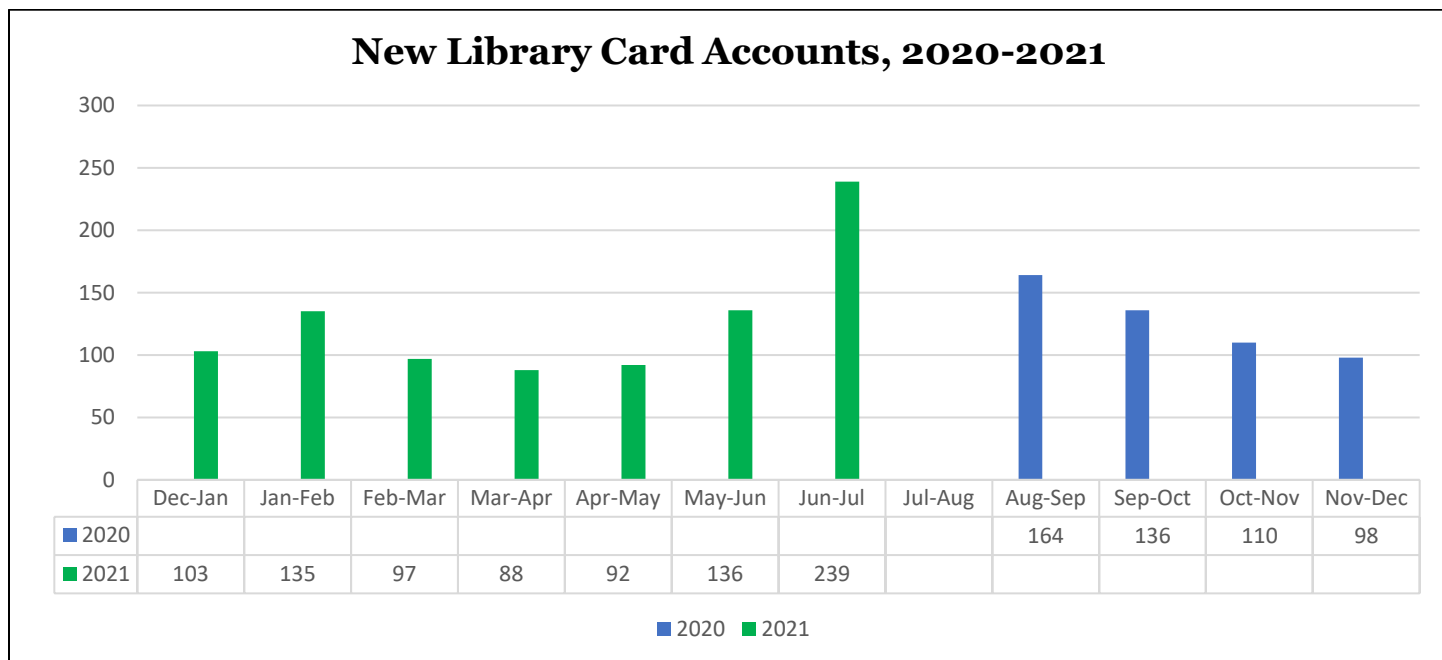
Value Line



ValueLine had 1,733 page views in June 2021. This is a decrease of 11% from the 1,954 page views that occurred in May 2021, but an increase of 45% over the 1,192 page views in June 2020. It is also 11% higher than the 1,559 page views we have been averaging per month in 2021. RPL patrons are continuing to utilize ValueLine for their financial questions and research needs.

OTHER STATISTICS

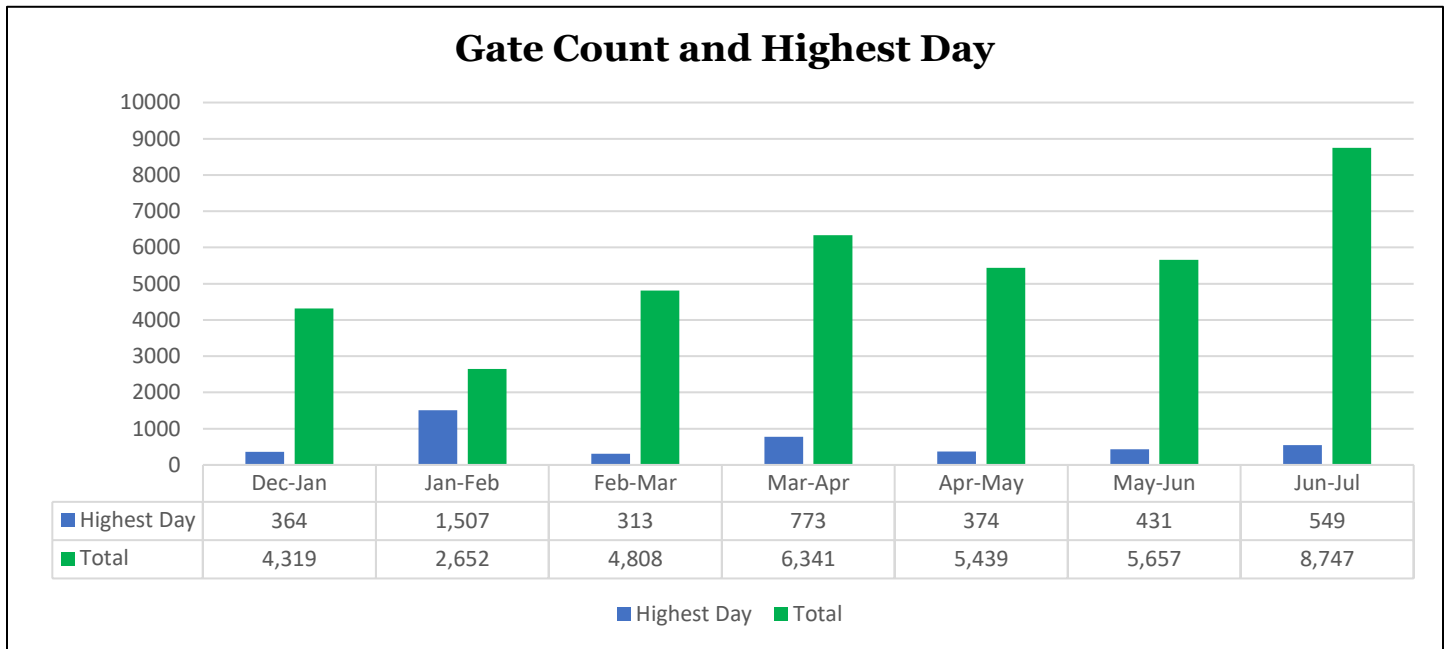
New Library Card Accounts



From June 16 through July 15, 2021, we created 239 new library card accounts for patrons, which is a 76% increase over the 136 new accounts created during the previous month. They included 210 resident cards, 19 nonresident cards, 1 iCard, and 9 interlibrary loans. Please note that the above table now includes iCards, SIP accounts created for new databases, and accounts created for interlibrary loans.

OTHER STATISTICS (CONTINUED)

Gate Counts



From June 16 through July 15, 2021, the library's total gate count was 8,747. That represents an increase of 55% compared to the 5,657 visitors the previous month, and it is the highest monthly gate count so far in 2021. Our busiest day during this period was Tuesday, July 6, with a gate count of 549.

Interlibrary Loans

During the month of July, we received a total of 154 interlibrary loan requests from other libraries. Of those, 152 were for books and 2 were for audiovisual (A/V) items. We sent 81 books to other libraries during the month in response to interlibrary loan requests.

We also sent 15 interlibrary loan requests to other libraries for our patrons in July; 10 were for books, 3 were for articles, and 2 were for A/V items. We had 13 requests filled by other libraries for us, including 8 books, 3 articles, and 2 A/V items. Requests are sometimes filled in a different month than the one in which they were placed.

Program Attendance

Our hybrid programming approach remains extremely popular with our patrons. *Story Time with Miss Kelly* videos continue to attract nearly 2,000 viewers per month, while the live story times in the various parks have between 50 and 80 attendees each time. Our "Pound It, Paint It, Plant It" program at the library on Tuesday, July 27, had more than 120 enthusiastic attendees.

Our take-and-make kits remain popular, too. From June 16 through July 15, we handed out 100 Fourth of July Pinwheel Kits, 36 Fourth of July Wreath Kits, 53 children's Color Search Kits, 55 children's Robot Activity Kits, 48 teen Color a Smile/Art Badge Kits, 49 teen Rainbow Scope Kits, and 30 adult Make Your Own Block Stamp Kits. Several of the kits were tied in to Summer Reading Program activities.

Reference Statistics

Reference desk patron service nearly doubled this month. We logged 1,327 interactions from June 16 through July 15, which is 76% higher than the 756 interactions logged from May 16 through June 15, and 105% higher than the 647 logged from April 16 through May 15.

Website Statistics

From June 16 through July 15, 2021, we had 22,870 unique visitors to the Richland Public Library website and 38,882 website page loads.

OTHER STATISTICS (CONTINUED)

Volunteer Hours

The Friends of the Richland Library have held frequent sidewalk and lobby sales this year. Their overall volunteer hours for 2021 are on target to match 2019's pre-pandemic hours.

Other library volunteers have only recently been allowed to return when pandemic restrictions were lifted, so their volunteer hours remain low. Teen Advisory Group (TAG) volunteers will probably not restart their work until our community reaches increased vaccination rates in that age group.

We plan to resume in-person therapy dog reading sessions soon. Meanwhile, the virtual story times that include therapy dog visits are among our most viewed videos.





LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 8/10/2021

Agenda Category: Approval of Bills

Prepared By: Theresa Barnaby , Interim Library Manager

Subject:

Approval of Bills for July 1, 2021 through July 31, 2021

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the July 1, 2021 through July 31, 2021 claims for payment.

Summary:

This item is a review and approval of the July 1, 2021 through July 31, 2021 claims for payment.

Attachments:

1. 2021.08.10 Approval of Bills
2. July 2021 Voucher Listing
3. July 2021 Payroll



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

AUGUST 2021

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 \$ \$102,434.45 this 10th day of August, 2021.

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

Voucher Listings	Amount
July 01, 2021 thru July 31, 2021	\$24,419.65

Transfer Advice (Salaries)	
Salaries for the weeks of: July 08, 2021 thru July 22, 2021	\$78,014.80

MONTHLY EXPENSES	\$102,434.45
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Comments: City of Richland Library Expenditure July 2021
City of Library Voucher Listing July 2021

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

Library Voucher Listing

Begin Date: 7/1/2021

End Date: 7/31/2021

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	EQUINOX SOFTWARE INC		00000852	7/2/2021	291345	SEQUOIA HOSITING, SUPPORT & AUXILARY SERVICES	\$15,789.90
	K8188700/3583	MIDWEST TAPE		500653383	7/2/2021	291359	HOOPLA JUNE 2021	\$4,253.79
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$20,043.69
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$133,822.00			YTD ACTUAL: \$128,955.80			YTD % USED: 96.36%		
INFORMATION TECHNOLOGY TOTAL:								\$20,043.69
	K8721000/4201	FRONTIER		07/21 2061882614	7/7/2021	291458	TELEPHONE CHARGE 06/19/21-07/18/21	\$147.12
	K8721000/4201	FRONTIER		7/21 5099433152	7/14/2021	291627	TELEPHONE CHARGE 7/4/21 - 8/3/21	\$618.19
	K8721000/4201	VERIZON WIRELESS		9882276481	7/14/2021	291665	NASPO JUNE WIRELESS	\$47.10
	K8721000/4201	VERIZON WIRELESS		9882932181	7/23/2021	291908	JUNE WCC WIRELESS	\$35.38
TELEPHONE & COMM SVCS TOTAL:								\$847.79
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$5,280.00			YTD ACTUAL: \$8,824.71			YTD % USED: 167.13%		
	K8721000/4202	PITNEY BOWES PURCHAS		052021_Postage	7/28/2021	292029	05/01/2021-05/31/2021 Postage	\$153.97
	K8721000/4202	PITNEY BOWES PURCHAS		062021_Postage	7/28/2021	292028	06/01/2021-06/30/2021	\$386.88
POSTAGE TOTAL:								\$540.85
POSTAGE - YTD INFORMATION								
BUDGET: \$6,316.00			YTD ACTUAL: \$1,641.52			YTD % USED: 25.99%		

Library Voucher Listing

Begin Date: 7/1/2021

End Date: 7/31/2021

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4207	BANK OF AMERICA		063021	7/2/2021	8649	Library Merchant Service Fees	\$73.33
MERCHANT SVC FEES TOTAL:								\$73.33
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$141.46			YTD % USED: N/A		
	K8721000/4504	XEROX CORP		013784011	7/28/2021	292076	7HB-469027 JULY 2021 BASE CHARGE	\$10.86
	K8721000/4504	XEROX CORP		013784021	7/28/2021	292076	3UA-295134 JUNE 2021 BASE CHARGE	\$114.48
	K8721000/4504	XEROX CORP		013784024	7/28/2021	292076	3UA-296344 JUNE 2021 BASE CHARGE	\$308.33
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$433.67
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$5,650.00			YTD ACTUAL: \$2,716.08			YTD % USED: 48.07%		
	K8721000/4902	MOON SECURITY SERVIC		1091776	7/28/2021	292014	SERVICE CALL LIBRARY	\$203.63
	K8721000/4902	MOON SECURITY SERVIC		1093151	7/28/2021	292014	FIRE MON, TOTAL CONNECT, CELL COMM, COMM MON	\$104.20
DUES & SUBSCRIPTIONS TOTAL:								\$307.83
DUES & SUBSCRIPTIONS - YTD INFORMATION								
BUDGET: \$1,855.00			YTD ACTUAL: \$1,506.33			YTD % USED: 81.20%		

Library Voucher Listing

Begin Date: 7/1/2021

End Date: 7/31/2021

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/5301	WA STATE DEPARTMENT		DOR 06/2021	7/26/2021	8670	COMBINED EXCISE TAX- JUNE 2021	\$0.07
STATE TAXES TOTAL:								\$0.07
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$2.75			YTD % USED: 0.27%		
LIBRARY ADMINISTRATION TOTAL:								\$2,203.54
	K8722100/3401	PROQUEST LLC		70686896	7/21/2021	291825	WSL BUNDLE	\$1,471.53
	K8722100/3401	THE GALE GROUP		7462485	7/28/2021	291941	GALE SUBSIDIZED DATABASES 7/1/21-6/30/22	\$441.92
LIBRARY RESOURCES TOTAL:								\$1,913.45
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$256,340.00			YTD ACTUAL: \$146,825.32			YTD % USED: 57.28%		
	K8722100/4107	CI INFORMATION MANAG		0119835	7/14/2021	291615	ONSITE 64 GALLON RECURRING SHRED SERVICE	\$105.76
OTHER PROFESSIONAL SERVICES TOTAL:								\$105.76
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$860.00			YTD ACTUAL: \$577.80			YTD % USED: 67.19%		
	K8722100/4505	XEROX CORP		013784023	7/28/2021	292076	3UA-295258 JUNE 2021 MONTHLY BASE CHARGE	\$153.21
RENTALS-OTHER TOTAL:								\$153.21
RENTALS-OTHER - YTD INFORMATION								
BUDGET: \$5,410.00			YTD ACTUAL: \$1,157.22			YTD % USED: 21.39%		
LIBRARY PUBLIC SERVICE TOTAL:								\$2,172.42

Library Voucher Listing

Begin Date: 7/1/2021

End Date: 7/31/2021

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
LIBRARY NON-FACILITIES TOTAL:								\$24,419.65

Library Voucher Listing

Begin Date: 7/1/2021

End Date: 7/31/2021

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		06/2021 JUN	7/14/2021	291612	CITY UTILITY BILLS JUN 2021	\$4,816.95
UTILITIES TOTAL:								\$4,816.95
UTILITIES - YTD INFORMATION								
BUDGET: \$53,736.00			YTD ACTUAL: \$31,078.47			YTD % USED: 57.84%		
LIBRARY FACILITIES TOTAL:								\$4,816.95

CITY OF RICHLAND

LIBRARY EXPENDITURE

July 2021

Month/Year

PAY PERIODS From June 21, 2021 through July 18, 2021

GROSS SALARIES \$ 78,014.80

		Gross Wages	Total
WEEK OF:	<u>07/08/21</u>	<u>38,770.29</u>	<u>38,770.29</u>
WEEK OF:	<u>07/22/21</u>	<u>39,244.51</u>	<u>39,244.51</u>
WEEK OF:	<u> </u>	<u> </u>	<u>-</u>
	TOTAL	<u>78,014.80</u>	<u>78,014.80</u>