



Agenda
Library Board Meeting
Tuesday, December 13, 2022
Richland Public Library
955 Northgate Drive

Board Members: Chair Booth and Vice-Chair Lightner and Members Buxton, Hernandez, and Pickel

Council Liaison: Kent

Staff Liaison: Library Manager Nulph

Regular Meeting - 5:30 p.m.

Call to Order/Attendance:

Introduction of Guests:

Approval of Agenda: (Approved by Motion)

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

Approval of Minutes: (Approved by Motion)

1. Approval of the November 8, 2022 Library Board Meeting Minutes

Report of the Library Manager:

2. December 2022 Library Manager's Report
 - Christopher Nulph, Library Manager
3. December 2022 Library Statistics
 - Christopher Nulph, Library Manager

Approval of Bills: (Approved by Motion)

4. December 2022 Claims for Payment
 - Christopher Nulph, Library Manager

Unfinished Business:

New Business:

5. 2023 Library Workplan
 - Christopher Nulph, Library Manager

Agenda Items for Upcoming Board Meeting:

6. Election of Board Officers
 - Christopher Nulph, Library Manager

Adjournment

The next Library Board Meeting is Tuesday, January 10, 2023

Richland Public Library is ADA accessible with special parking and access available at the entrance facing Northgate Drive. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (Ch. 42.30 RCW) Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 509-942-7389.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/13/2022

Agenda Category: Approval of Minutes

Prepared By: Kylie Barada, Administrative Assistant

Subject:

Approval of the November 8, 2022 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the 11-08-2022 meeting minutes.

Summary:

The draft of the 11-08-2022 Library Board Meeting Minutes are included for consideration.

Attachments:

- I. 2022.11.08 Library Board Meeting Minutes



MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
November 8, 2022, 5:30 – 6:30 PM

Richland Public Library Regular Board Meeting – 5:30 p.m.

Vice-Chair Lightner called the meeting to order at approximately 5:33 p.m.

Attendance

Vice-Chair Lightner and Board Members Buxton and Pickel were present. Also present were Council Liaison Kent, Library Manager Nulph and Administrative Assistant Barada.

Chair Booth and Board Member Hernandez were absent.

Approval of Agenda

Board Member Buxton moved and Board Member Pickel seconded the motion to approve the agenda as is. The motion carried 3-0.

Public Comments

There were no members of the public present.

Approval of Minutes

Vice-Chair Lightner asked for a motion to approve the minutes of the October 11, 2022 meeting. Board Member Buxton moved and Board Member Pickel seconded the motion to approve the minutes of October 11, 2022 as is. The motion carried 3-0.

Report of the Library Manager

The library was not successful with the Capital Improvement Grant for the South Badger Fire Station.

Tumbleweed Tourist is now online completely. Patrons are able to go online and look at the calendar for the museums and pick a date. They can then print out a pass or show the pass on their smartphone.

Approval of Bills

Board Member Buxton moved and Board Member Pickel seconded the motion to approve the certification of claims for payment for November 2022 in the amount of \$107,882.61. The motion carried 3- 0.

Unfinished Business

There was no Unfinished Business on the agenda.

New Business

1. Library Manager Nulph presented the Board with an updated Internet Usage Policy. Board Member Pickel moved and Board Member Buxton seconded a motion to approve the Internet Usage Policy. The motion carried 3-0.
2. Library Manager Nulph presented the 2023 proposed budget to the Board.

Agenda Items for Upcoming Board Meeting

1. Strategic Plan Implementation

Adjournment

Vice-Chair Lightner adjourned the meeting at 6:04 P.M.

APPROVED:

ATTEST:

Emily Booth, Library Board Chair

Kylie Barada, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/13/2022

Agenda Category: Report of the Library Manager

Prepared By: Christopher Nulph, Library Manager

Subject:
December 2022 Library Manager's Report

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Library Manager Nulph's December 2022 report is included for discussion.

Attachments:
I. 2022.12.13 Library Manager's Report



LIBRARY MANAGER'S REPORT

Richland Public Library Board

December 13, 2022

State of Library Services

The 2023 library budget as discussed in the previous Board meeting has been approved. This includes putting all Library Assistants on the same pay scale, reclassifying a Library Technical Support Specialist to Librarian, moving our Administrative Assistant to full time, funding the creation of a custom library app, improving our patron payment capabilities, new outdoor furniture, meeting room AV improvements, and a capital project through 2024 to build an outdoor space on the northwest corner of the building.

We have a rough draft for the 2023 work plan based on the strategic plan. This work plan will cover our objectives for 2023. We have included this as a separate topic for discussion.

The Library STEAM Space construction has been delayed slightly. We now anticipate a construction timeline of mid-December through February.

Program highlights from the month include our annual Native American day with 200 in attendance. It is noteworthy that this event was the day after the heavy wind event that left many downed trees across the city. We hosted several piano recitals that were open to the public. We also reintroduced our Baby Story Time offering on Thursday mornings. This has received about 30 attendees each week as patrons learn that this is once again on our calendar.

Starting next month, we will reintroduce a library employee guest to each meeting to give a recap of what is going on in their area of responsibility. We have established a regular rotation of supervisors and programmers for the duration of 2023. This is a good opportunity to ask questions and to increase familiarity on the specifics of each of these responsibilities.

Friends of the Library Update

There are no updates from the Friends of the Library this month.

Library Foundation

The Foundation met and voted in a new Treasurer, Andrew Cook, and a new member, Laura Hansen.

Staffing Updates

We currently have a part time Library Assistant II position that is vacant and undergoing the hiring process.

Library Statistics

Statistical patterns are starting to align with 2019 patterns as opposed to 2021 patterns. In other words, we are seeing more historically typical rather than atypical trends. In 2019, we saw physical circulation decrease by about 4,000 from October to November, which is the same for 2022. In 2021, circulation was still on a progressive rise as we bounced back from COVID.

The gate count has a similar pattern following 2019. This shows a decrease of about 1,500 from October to November, which is similar to 2019. The decrease generally is related to 4 fewer operational days in November than October.

Our Interlibrary Loan numbers have been high throughout 2022. This is primarily due to us dropping the ILL fee that we had previously been imposing. Numbers have been rising as more patrons become aware of this service. For November, we filled a year high of 30 patron requests out of a total 40 requests.

Room use continues to grow, particularly study room use. We recorded our highest study room use for the year and the highest total public room use for the year.

Hoopla continues to deliver strong numbers. Overdrive remains at a fairly predictable number from month to month. Kanopy has bounced around this year but maintains strong usage overall.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/13/2022

Agenda Category: Report of the Library Manager

Prepared By: Christopher Nulph, Library Manager

Subject:
December 2022 Library Statistics

Department:
Parks & Public Facilities

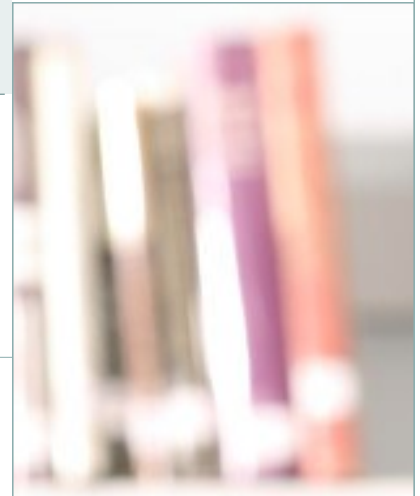
Recommended Motion:
Discussion only.

Summary:
Staff will discuss the attached statistics regarding library services.

Attachments:
I. 2022.12.13 Library Statistics

RICHLAND PUBLIC LIBRARY

November 2022 Statistics Report for the December Board Meeting



SUMMARY

We hosted several special programs during the month of November. Our most popular program was Native American Arts, Crafts, and Culture Day on Saturday, November 5.

Our High School Book to Movie Club watched *The Darkest Minds* on Thursday, November 10. For Marvel Monday, we showed *Avengers: Infinity War* to patrons of all ages on Monday, November 21.

Other programs at the library this month included Singing Strings Ukulele Club teen/adult jam sessions on two Tuesdays, November 1 and 15; STEAMKids on Monday, November 21; Preschool STEAMplay on two Fridays, November 4 and 18; an LGBTQIA+ Crafting Social on Monday, November 14; numerous therapy dog reading sessions; and Tuesday evening, Wednesday morning, and Friday morning story times.

OCTOBER STATISTICS

- Overall Circulation with Renewals: 66,767
- Digital Circulation: 13,450
- Physical Items Checked Out: 35,712
- Physical Items Renewed: 17,605
- Holds Filled: 3,191
- Hoopla Circulation: 2,758
- Kanopy Circulation: 17,210 minutes
- Mango: 72 sessions
- Overdrive Circulation: 10,026
- New Library Card Accounts: 241
- Gate Count: 12,780

CHILDREN'S PROGRAMS

Story Times at the Library

Children's Services Librarian Kelly and Librarian Joyce held Tuesday evening story times at 6:00 p.m. on November 1, 8, 15, 22 and 29, as well as Wednesday morning active toddler story times at 10 a.m. on November 2, 9, 16, 23, and 30. Kelly also held Thursday morning baby story times on November 3, 10, and 17 at 10 a.m. Kelly also held Friday morning story times for preschoolers at 10 a.m. on November 4 and 18.

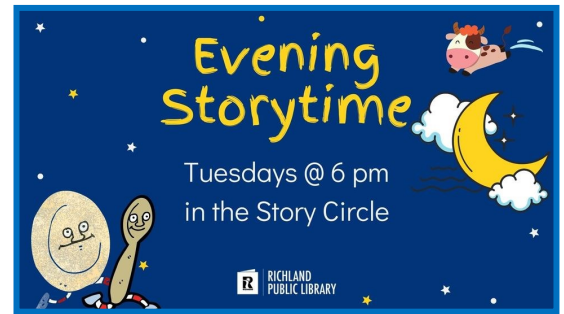
Preschool STEAMplay

We held Preschool STEAMplay sessions on two Fridays, November 4 and 18. Our calendar invitation said, "Drop in anytime during the two hours to enjoy some STEAMplay at the Library. We will get out blocks, games, and other activities. Sponsored by the Friends of the Richland Public Library. Preschoolers must be accompanied by an adult."

STEAMkids

We also held drop-in STEAMkids session from 11 a.m. to 1 p.m. on Monday, November 21.

Our calendar invitation said, "Join us for some STEAM activities! We will bring out blocks, construction sets, giant chess and whatever else we think might be fun! Sponsored by the Friends of the Richland Public Library. Preschoolers must be accompanied by an adult."



TEEN PROGRAMS

High School Book to Movie Club: *The Darkest Minds*

Our High School Book to Movie Club for high schoolers ages 13-18 read *The Darkest Minds* by Alexandra Bracken for November. The group then watched the movie adaptation, from 6 to 8:30 p.m. on Thursday, November 10.

Middle School Ozobot Turkey Trot

We held a Middle School Ozobot Turkey Trot program for middle schoolers age 11-13 from 6 to 7:00 p.m. on Thursday, November 17. Our calendar invitations said, "Come play with Ozobots and learn some basic programming concepts at the same time! Ozobots are tiny robots that you can program using colors. In this class, we will use color coding to control their speed and direction as we design individual race courses. Dress up your turkey (I mean, bot) and test your codes against others in our Ozobot Turkey Trot! May the best turkey win! "

ADULT PROGRAMS

LGBTQIA+ Craft Social

Adult Services Librarian Gavin held another LGBTQIA+ Craft Social for patrons age 13 and older from 6:30 to 8:30 p.m. on Monday, November 14. Our calendar invitation this month said, "Chat, chill, and hang out: A crafting social for LGBTQ+ and allies. Do you like to create mail art, mixed media, painting, drawing, cross stitch, knitting/crocheting, or something completely different? Bring your projects and get your craft on. If you just want to hang out and chat, that's OK too! Some basic art supplies may be available, but it's best to bring what you need. Light snacks provided." Twenty-six patrons attended this popular program.

ALL-AGES PROGRAMS

Marvel Monday: *Avengers: Infinity War*

This month, for Marvel Monday, we showed *Avengers: Infinity War* (2018) in the Doris Roberts Gallery from 6:30 to 8:30 p.m. on Monday, November 21. Snacks and beverages were provided by the Friends of the Richland Public Library, and movie licensing was courtesy of Windermere Group One.

ALL-AGES PROGRAMS (CONTINUED)

Singing Strings Ukulele Club

The Singing Strings Ukulele Club held teen/adult jam sessions in the library at 6:30 p.m. on two Tuesdays, November 1 and 15. STEAMspace Coordinator Johanna co-leads this group. Our calendar invitation said, “Jam sessions will be the first and third Tuesday of each month in the STEAMspace. Please bring your ukulele, your personal copy of *Daily Ukulele* by Jim Beloff, any sheet music we've provided, and be tuned up and ready to begin at 6:30 p.m.”

Local Book Clubs

We host several different book clubs at the library each month. The Monday Night Book Group met at 6:30 p.m. on November 21 to discuss *The Magnificent Ambersons* by Booth Tarkington. The Thursday Afternoon Book Club met at 1:30 p.m. on November 17 to discuss *Death at La Fenice* by Donna Leon.

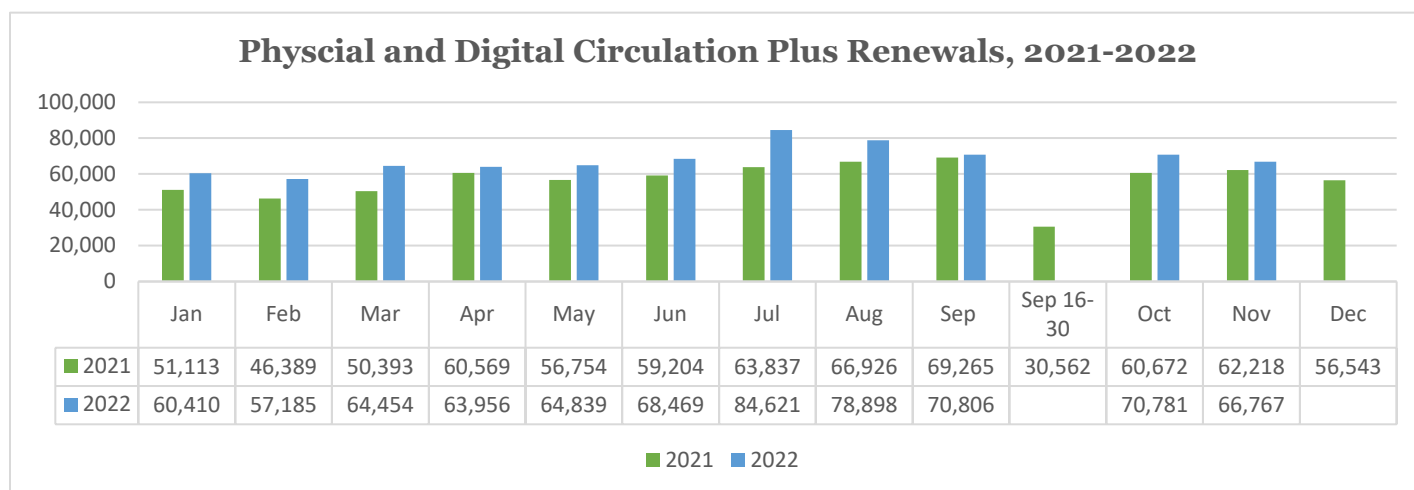
“Read the Rainbow” Book Club

Richland Public Library and Mid-Columbia Libraries have teamed up to host a “Read the Rainbow” Book Club for LGBTQIA+ patrons and allies. The book club meets monthly and rotates around library branches in the Tri-Cities.

In November, the club met at the Kennewick branch of Mid-Columbia Libraries from 6:30 to 8:30 p.m. on Tuesday, November 15. Participants were invited to discuss *The Seven Husbands of Evelyn Hugo* by Taylor Jenkins Reid.

STATISTICS

TOTAL CIRCULATION



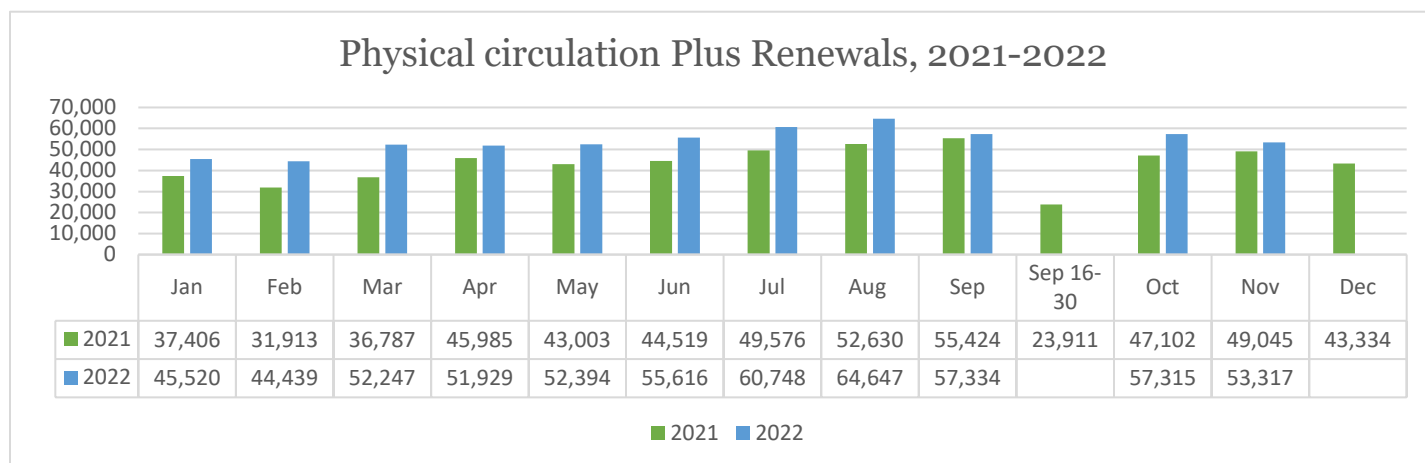
During November, our total physical plus digital circulation was 49,162 items, not including renewals. Of those, 35,712 (72.6%) were physical items and 13,450 (27.4%) were digital items obtained through Hoopla, Kanopy, Mango, and OverDrive. Kanopy plays and Mango sessions were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was down 3.9% compared to the 51,137 items checked out in October 2022. Digital circulation was also down a modest .1% compared to the 13,466 items checked out in October. We filled 3,191 requests for holds and had 22 scheduled curbside deliveries for 14 patrons.

Our patrons also renewed 17,605 physical items in November. Including these physical item renewals, our overall circulation was 66,767. That overall circulation was down 5.7% compared to the 70,781 items circulated in October 2022 but was up 7.3% compared to the 62,218 items circulated in November 2021.

Please note that the January through September 2021 statistics in this graph are mid-month to mid-month statistics (December 16 through January 15, for example). We switched to full months in October.

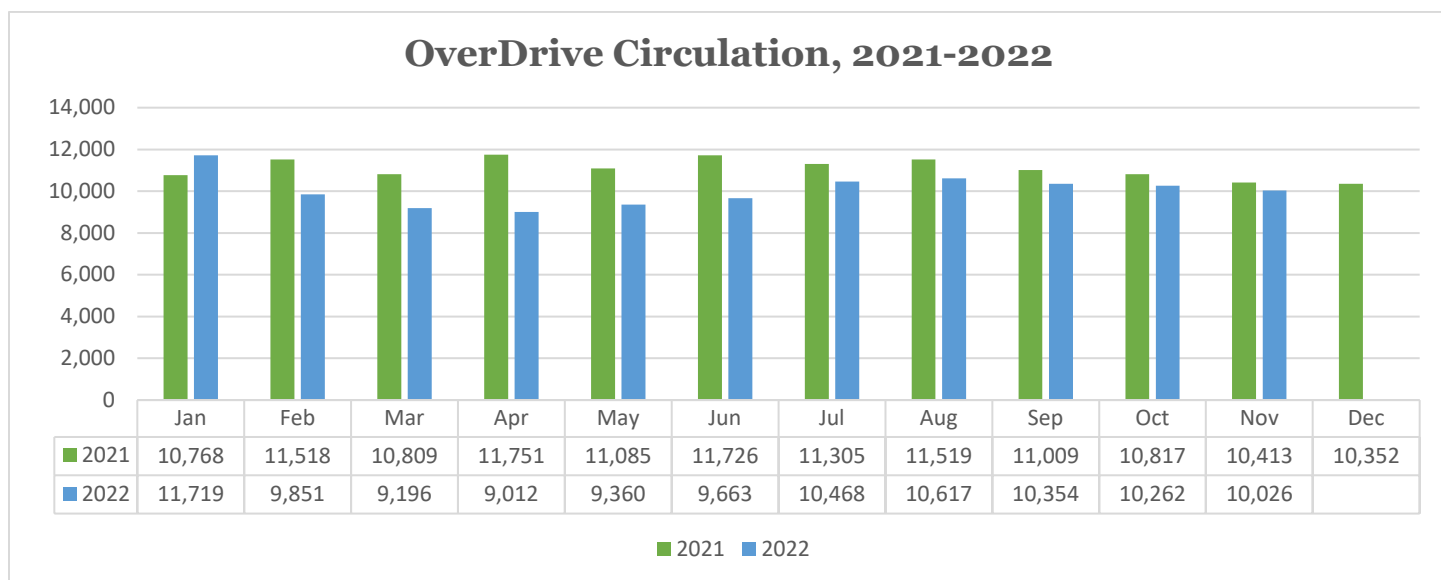
PHYSICAL CIRCULATION



Our patrons checked out 35,712 physical items in November and renewed 17,605 physical items, for a total of 53,317 items. That was down 7.0% compared to the 57,315 physical items checked out and renewed in October 2022 but was up 8.7% compared to the 49,045 items checked out and renewed in November 2021. The top ten categories that circulated this month were Children's Storybooks (4,225 items), Children's Chapter Book Fiction (4,023 items), Adult Nonfiction (3,146 items), Adult Movies (3,032 items), Children's Nonfiction (2,669 items), Children's Graphic Novels (2,058 items), Adult Fiction 2nd Floor (2,036 items), Children's Favorites on the Story Circle (1,866 items), Children's Movies (1,543 items) and Adult New Books (1,492 items). The January through September 2021 statistics in this graph are mid-month to mid-month.

DIGITAL CIRCULATION

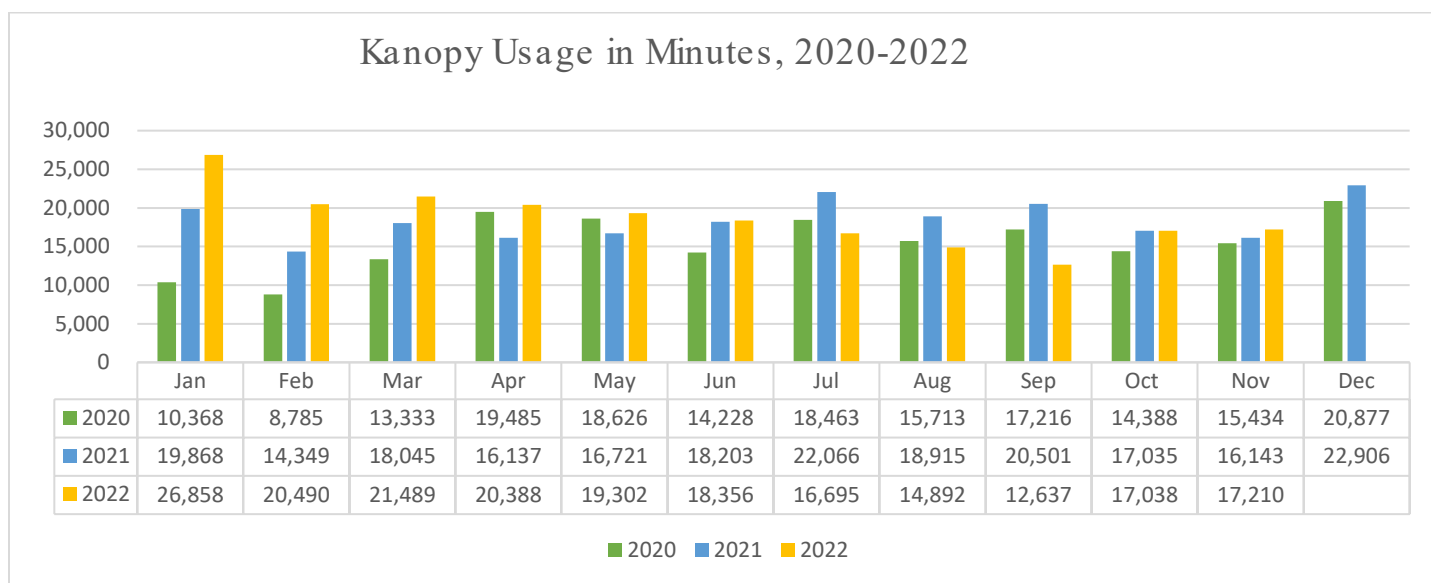
OverDrive



The 10,026 checkouts through OverDrive in November were down 3.2% compared to the 10,354 checkouts in October 2022 and were also down 3.7% compared to the 10,413 checkouts in November 2021.

This month's checkouts included 5,178 e-books (which were 51.6% of the OverDrive items checked out), 4,181 audiobooks (41.7%), and 667 e-magazines (6.7%). The January through September 2021 statistics in this graph are mid-month to mid-month.

Kanopy

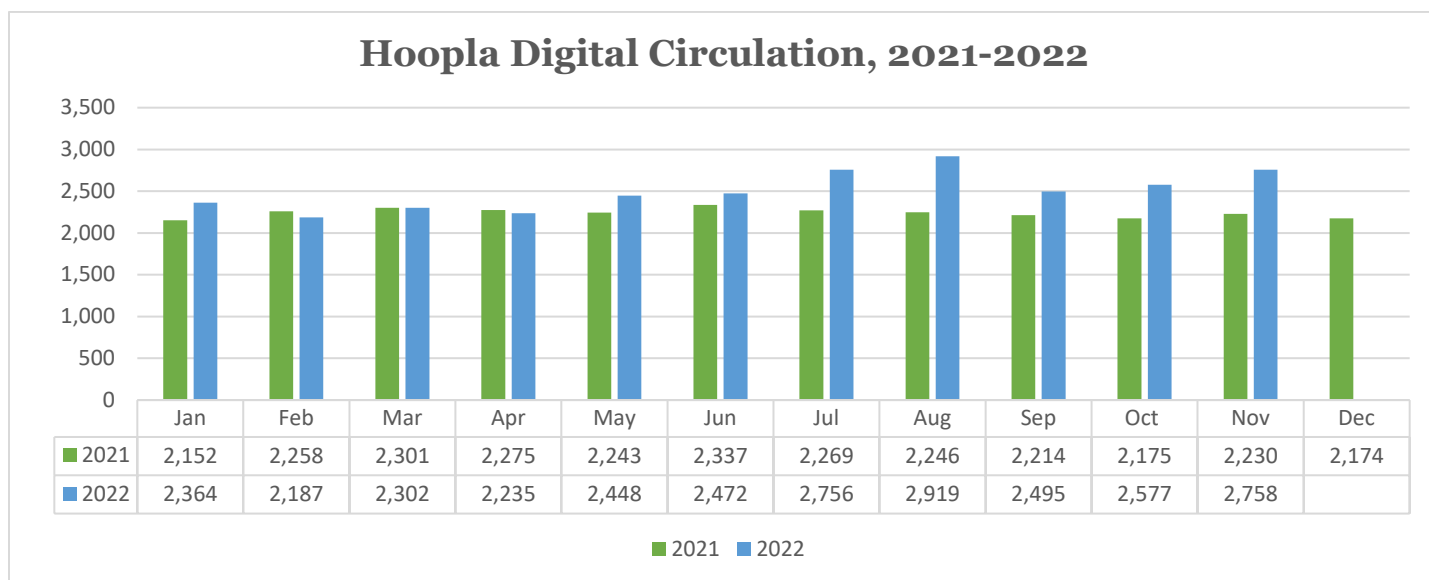


Our patrons viewed 17,210 minutes of Kanopy content during the month of November. That was up a modest 1% compared to the 17,038 minutes viewed in October 2022 and was also up 6.6% compared to the 16,143 minutes viewed in November 2021. Only cardholders in the United States viewed content on Kanopy this month.

The top ten suppliers of content viewed on Kanopy this month were BBC Studios, Weston Woods, Nelvana International, A&E, Kino Lorber, The Great Courses, MGM, Australian Broadcasting Corporation, IFC Films and Warner Bros. Content was viewed on mobile devices (37.2%), televisions (36.7%), tablets (14.6%), desktops (10.9%), and "media" (0.5%).

DIGITAL CIRCULATION (CONTINUED)

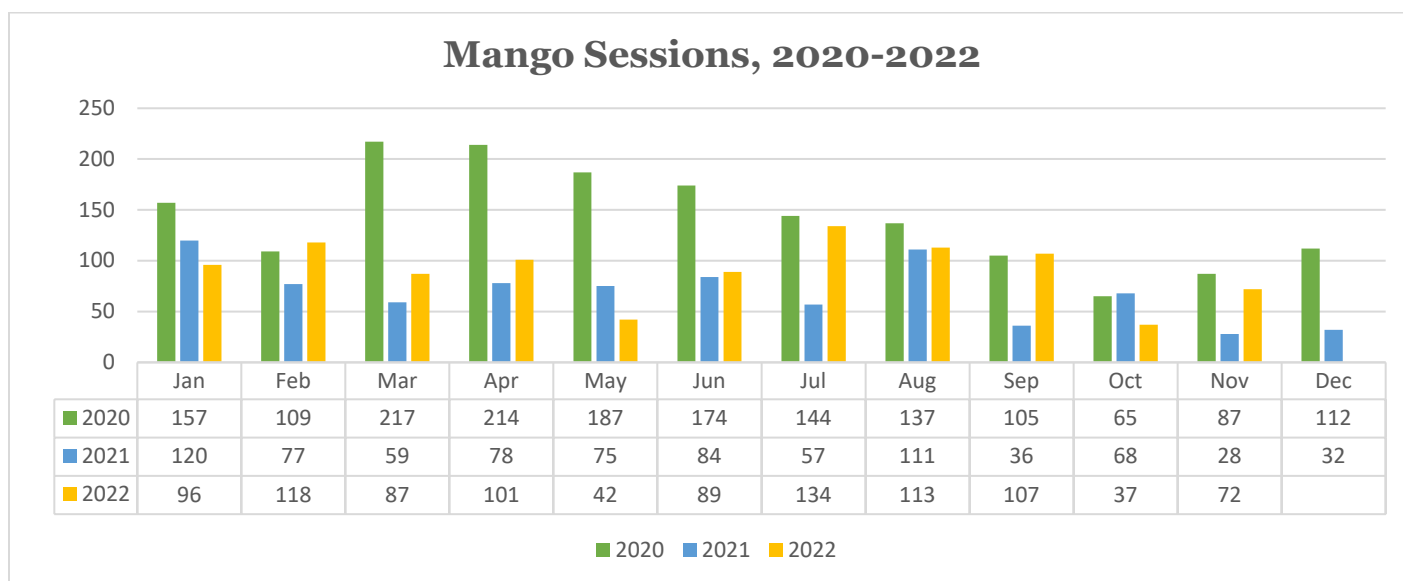
Hoopla



The 2,758 circulations in Hoopla during November were up 7.0% compared to the 2,577 circulations in October 2022 and were up 23.7% compared to the 2,230 circulations in November 2021. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,478 audiobooks (which were 53.6% of the Hoopla items checked out), 744 e-books and e-comics (27.0%), 419 movies and television shows (15.2%), 111 music items (4.0%), and 6 BingePasses (0.2%) this month. The January through September 2021 statistics in this graph are mid-month to mid-month.

Mango

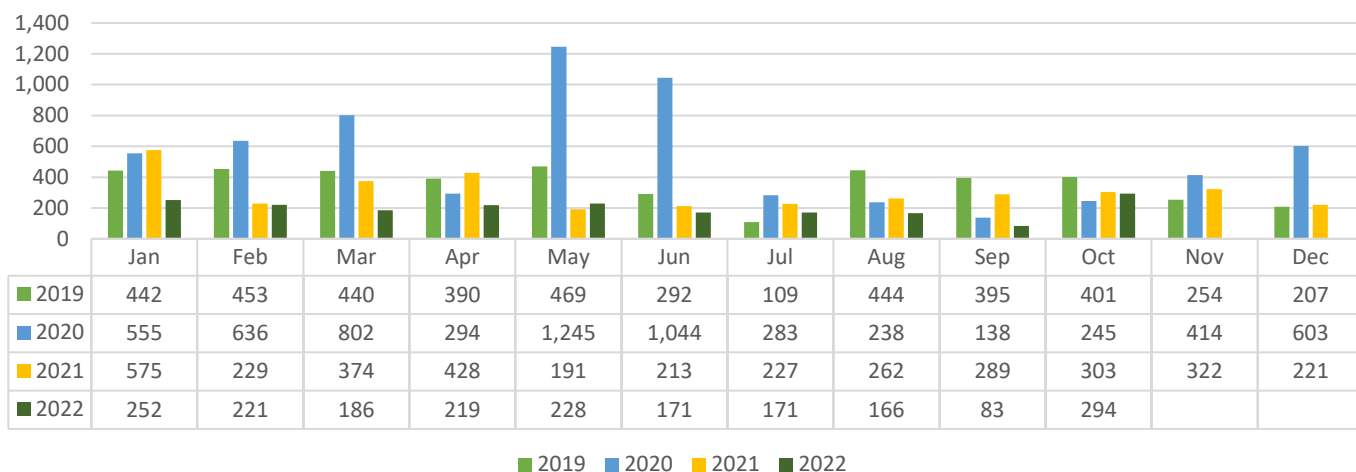


Patrons had 72 total sessions in Mango for the month of November. That usage was up 94.6% compared to the 37 sessions in October 2022 and was up 157.1% compared to the 28 sessions in November 2021. The top ten languages studied this month were Chinese, Mandarin; French; Spanish, Latin American; German, Japanese; Korean; Russian; Hawaiian; Swahili and English.

OTHER DIGITAL SERVICES

Morningstar

Morningstar Searches, 2019-2022

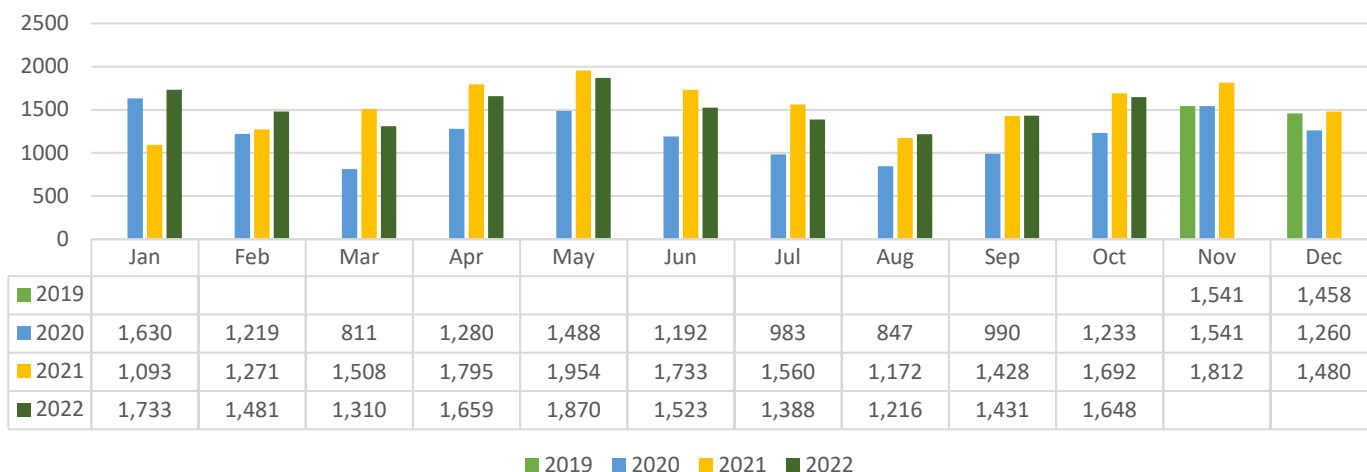


There were 294 searches in October. That was up 254.2% over the 83 searches in September 2022 but was down 2.9% compared to the 303 searches that occurred in October 2021. Morningstar continues to pair nicely with Value Line, giving our patrons a nice combination of resources to use when researching their financial questions.

Usage statistics are not yet available from Morningstar for November, so we will include them in next month's board report.

Value Line

Value Line Page Views, 2019-2022



The 1,648 Value Line page views in October were up 15.2% compared to the 1,431 page views in September 2022, but they were down a modest 2.6% compared to the 1,692 page views that occurred in October 2021. Value Line is still a valuable research platform for our patrons. Its pairing with Morningstar gives our patrons a nice depth of financial information for any investment questions that they have.

Usage statistics are not yet available from Value Line for September, so we will include them in next month's board report.

OTHER DIGITAL SERVICES (CONTINUED)

NewsBank

The 1,383 NewsBank page views in November were down 5.9% compared to the 1,470 page views in October 2022 but were up 167% compared to the 518 page views that occurred in November 2021. NewsBank seems to be one of the more consistently used offerings in our database collection.

Patrons have been averaging 1,263 page views per month in 2022, which is up 277% compared to the 335 pages viewed on average per month in 2021 and is up 5,914.3% compared to the 21 pages viewed on average per month in 2020.

OTHER STATISTICS

Gate Counts

Our total gate count for November was 12,780. Our busiest day was Saturday, November 5, with 601 patrons logged. That was the Native American Arts, Crafts and Culture Day.

Interlibrary Loans

In November, we received a total of 133 interlibrary loan requests from other libraries. We sent 73 items to libraries during the month in response to their interlibrary loan requests.

We also sent 40 interlibrary loan requests to other libraries in November for 23 books and 17 audiovisual (A/V) items requested by our patrons. We received 19 books and 11 A/V items from other libraries in response to requests. We had 22 unique patrons request items this month.

New Library Card Accounts

We created 241 new library card accounts in November. They included 202 resident cards, 26 nonresident cards, 7 limited access cards, and 6 interlibrary loan accounts.

Public Internet Sessions

Patrons enjoyed 628 public internet sessions during the month of November, for a total of 304 hours and 05 minutes. The average session was 33 minutes long.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/13/2022

Agenda Category: Approval of Bills

Prepared By: Christopher Nulph, Library Manager

Subject:

December 2022 Claims for Payment

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the November 1, 2022 through November 30, 2022 claims for payment.

Summary:

This is a review and approval of the November 1, 2022 through November 30, 2022 claims for payment.

Attachments:

1. November 2022 Voucher Listing
2. November 2022 Payroll
3. 2022.12.13 Claims for Payment

Library Voucher Listing

Begin Date: 11/1/2022

End Date: 11/30/2022

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	22200855	1000257050	11/2/2022	306297	OCLC Museumkey CONTRACT#359-22	\$586.39
	K8188700/3583	OCLC INC		1000259835	11/2/2022	306297	CATALOGING METADATA ILL OCTOBER 2022	\$1,208.47
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$1,794.86
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$65,530.00			YTD ACTUAL: \$76,110.03			YTD % USED: 116.15%		
INFORMATION TECHNOLOGY TOTAL:								\$1,794.86
	K8721000/3102	BIBLIOTHECA ITG LLC		INV-US59760	11/30/2022	306970	RFID TAG	\$1,563.98
OPERATING SUPPLIES & MATERIALS TOTAL:								\$1,563.98
OPERATING SUPPLIES & MATERIALS - YTD INFORMATION								
BUDGET: \$32,380.00			YTD ACTUAL: \$29,856.46			YTD % USED: 92.21%		
	K8721000/4201	VERIZON WIRELESS		9918566718	11/4/2022	306458	VERIZON OCTOBER 2022 WIRELESS	\$106.97
	K8721000/4201	FRONTIER		10/22 2061882614	11/9/2022	306507	TELEPHONE CHARGES 10/19/2022-11/18/2022	\$138.77
	K8721000/4201	FRONTIER		11/22 5099433152	11/9/2022	306507	TELEPHONE CHARGES 10/04/2022-11/03/2022	\$846.37
TELEPHONE & COMM SVCS TOTAL:								\$1,092.11
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$11,424.00			YTD ACTUAL: \$17,568.32			YTD % USED: 153.78%		
	K8721000/4504	XEROX CORP		017500642	11/16/2022	306702	3UA295169 OCTOBER 2022 BASE CHARGE	\$85.03

Library Voucher Listing

Begin Date: 11/1/2022

End Date: 11/30/2022

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4504	XEROX CORP		017500643	11/16/2022	306702	3UA295258 OCTOBER 2022 BASE CHARGE	\$316.12
	K8721000/4504	XEROX CORP		017500644	11/16/2022	306702	3UA296344 OCTOBER 2022 BASE CHARGE	\$328.71
	K8721000/4504	XEROX CORP		017500641	11/16/2022	306702	3UA295134 OCTOBER 2022 BASE CHARGE	\$153.28
	K8721000/4504	XEROX CORP		017500631	11/30/2022	307064	7HB-469027 FULL SERVICE MAINT PLAN NOV 2022	\$10.87
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$894.01
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$11,060.00			YTD ACTUAL: \$9,965.06			YTD % USED: 90.10%		
	K8721000/5301	WA STATE DEPARTMENT		DOR 10/2022	11/29/2022	9310	COMBINED EXCISE TAX - OCTOBER 2022	\$36.38
STATE TAXES TOTAL:								\$36.38
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$263.56			YTD % USED: 25.84%		
	K8721000/4207	BANK OF AMERICA		103122	11/2/2022	9294	Library Merchant Services Fees	\$85.86
MERCHANT SVC FEES TOTAL:								\$85.86
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$450.00			YTD ACTUAL: \$1,065.84			YTD % USED: 236.85%		
	K8721000/4117	STRATEGIC GOVERNMENT		2022-105584	11/22/2022	306935	NOVEMBER SGR SESSIONS	\$159.81
EXPERT SERVICES TOTAL:								\$159.81
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$1,550.00			YTD ACTUAL: \$955.94			YTD % USED: 61.67%		
LIBRARY ADMINISTRATION TOTAL:								\$3,832.15

Library Voucher Listing

Begin Date: 11/1/2022

End Date: 11/30/2022

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	BLACKSTONE AUDIOBOOK		2067879	11/2/2022	306257	LIBRARY CD BUY-IN	\$48.92
	K8722100/3401	BLACKSTONE AUDIOBOOK		2068636	11/2/2022	306257	LIBRARY DVD BUY-IN	\$45.22
	K8722100/3401	MIDWEST TAPE		502901113	11/16/2022	306653	OCTOBER 2022 HOOPLA	\$5,274.57
	K8722100/3401	BLACKSTONE AUDIOBOOK		2071851	11/22/2022	306874	LIBRARY COLLECTION - CD	\$838.99
	K8722100/3401	BLACKSTONE AUDIOBOOK		2072215	11/22/2022	306874	LIBRARY COLLECTION - DVD	\$45.22
LIBRARY RESOURCES TOTAL:								\$6,252.92
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$367,277.00			YTD ACTUAL: \$327,565.02			YTD % USED: 89.19%		
	K8722100/4117	STRATEGIC GOVERNMENT		2022-105584	11/22/2022	306935	NOVEMBER SGR SESSIONS	\$159.81
EXPERT SERVICES TOTAL:								\$159.81
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$41,550.00			YTD ACTUAL: \$40,325.94			YTD % USED: 97.05%		
LIBRARY PUBLIC SERVICE TOTAL:								\$6,412.73
LIBRARY NON-FACILITIES TOTAL:								\$12,039.74

Library Voucher Listing

Begin Date: 11/1/2022

End Date: 11/30/2022

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		10/2022 OCT	11/18/2022	306777	CITY UTILITY BILLS/OCT 2022	\$4,917.23
UTILITIES TOTAL:								\$4,917.23
UTILITIES - YTD INFORMATION								
BUDGET: \$53,736.00			YTD ACTUAL: \$45,002.64			YTD % USED: 83.75%		
	K8725000/6406	EWING		18047839	11/2/2022	306277	IRRIGATION PARTS NATIVE GARDEN	\$18.92
	K8725000/6406	TRI CITY HERALD		336965	11/16/2022	306687	IPL0095147 ITB22-0090 LIBRARY STEAM SPACE IMPROVE	\$167.81
	K8725000/6406	MEIER ENTERPRISES IN	22200604	22873	11/22/2022	306912	Library STEAM Space Improvements, CONTRACT 226-22	\$4,800.00
	K8725000/6406	MEIER ENTERPRISES IN	22200604	22604	11/22/2022	306912	Library STEAM Space Improvements, CONTRACT 226-22	\$6,153.00
	K8725000/6406	MEIER ENTERPRISES IN	22200604	22703	11/22/2022	306912	Library STEAM Space Improvements, CONTRACT 226-22	\$8,097.00
	K8725000/6406	MEIER ENTERPRISES IN	22200604	22957	11/22/2022	306912	Library STEAM Space Improvements, CONTRACT 226-22	\$1,950.00
FURNITURE & FIXTURES > \$5000 TOTAL:								\$21,186.73
FURNITURE & FIXTURES > \$5000 - YTD INFORMATION								
BUDGET: \$275,000.00			YTD ACTUAL: \$64,171.82			YTD % USED: 23.34%		
LIBRARY FACILITIES TOTAL:								\$26,103.96

CITY OF RICHLAND

LIBRARY EXPENDITURE

November 2022

Month/Year

PAY PERIODS From October 24, 2022 through November 20, 2022

GROSS SALARIES \$ 86,713.65

		Gross Wages	Total
WEEK OF:	<u>11/10/22</u>	<u>43,053.74</u>	<u>43,053.74</u>
WEEK OF:	<u>11/23/22</u>	<u>43,659.91</u>	<u>43,659.91</u>
WEEK OF:	<u> </u>	<u> </u>	<u>-</u>
	TOTAL	<u>86,713.65</u>	<u>86,713.65</u>



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

DECEMBER 2022

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 \$ \$98,753.39 this 13th day of December, 2022.

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

Voucher Listings	Amount
November 01, 2022 thru November 30, 2022	\$12,039.74
Transfer Advice (Salaries)	
Salaries for the weeks of: October 24, 2022 thru November 20, 2022	\$86,713.65
MONTHLY EXPENSES	\$98,753.39

Comments: COR November 2022 Voucher Listing
COR November 2022 Library Expenditure

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/13/2022

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
2023 Library Workplan

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
This is a review of the rough draft of our 2023 work plan. We are looking for Board input before we go through final revisions of the work plan.

Attachments:
I. 2023 Workplan Draft

2023 Richland Public Library Action Plan

Role Focus: Public Square

The library is a welcoming, comfortable, and evolving community space for everyone. It serves the multifaceted needs of our community members— creative, cultural, economic, educational, intellectual, interpersonal, recreational, and social. Wherever library service is offered, it embodies a friendly, respectful, safe, and hospitable environment. The library is a valued community destination and a trusted hub for neighborly fellowship.

User Experience: Hope, belonging, and a sense of well-being.

Objective	Actions	Supporting Department	Supporting Strategy	Success Measure
Optimize resource allocation	• Standardize the volunteer process and leverage volunteers to assist with simple library tasks • Simplify the schedule rotation to balance our available work hours across all days of the week • Develop scheduling timelines for schedule releases, time off requests, and community engagement obligations • Determine optimal off desk hours for each role	• Administration • User Experience • Technical Services • Community Engagement	• Relevancy	• A reliable network of volunteers connected to specific library departments • Reduce part time and intermittent over spending by a minimum of 25% in comparison to 2022 • A structured scheduling timeline in practice by the beginning of Q2
Design future outdoor and teen space	• Use budgeted capital funds to study the best configuration for an outdoor space on the northwest corner of the building	• Administration • User Experience • Community Engagement	• Accessibility	• Have a finalized design for the outdoor space by the end of the year • Have a completed teen space open by the end of the year

	• Plan and implement a teen space utilizing an old employee work room			
Standardize our onboarding and ongoing training processes	• Develop a thorough onboarding checklist process for all front-line positions • Utilize SharePoint to house a comprehensive collection of procedure guides • Provide opportunities for ongoing training and development • Establish clear and uniform expectations for proactive hospitality • Reassess the staff meeting structure to connect more staff with their supervisors and team	• Administration • User Experience • Community Engagement • Technical Services	• Relevancy	• Have a usable checklist for each position in place by the start of Q3 • Have a complete collection of SharePoint guides uploaded to support onboarding and ongoing training by the start of Q2 • A minimum of 50% increase in the number of team and supervisor meeting opportunities for employees as compared to 2022
Assess best use of library signage for a 2024 budget request	• Analyze how other libraries and hospitality organizations utilize signage to reach maximum effectiveness • Assess current signage and how these signs can be improved to meet current industry standards • Propose signage improvements and an itemized budget for these changes	• User Experience • Technical Services	• Accessibility	• A complete proposal for signage improvements by the end of May

Role Focus: Community Advocate

Leveraging outreach and partnerships, the library facilitates a connected web of community support. In this way, the library is without walls—meeting people where they are and facilitating their access to a network of library and regional resources. The library is committed to the growth and well-being of its partners.

User Experience: A supported and resilient community.

Objective	Actions	Supporting Department	Supporting Strategy	Success Measure
Clearly define a community engagement foundation from which to build future initiatives	• Develop a standardized programming workflow • Establish essential connections with the Richland School District to support robust outreach • Focus on bringing library programming into the community and bringing community presenters into the library • Focus on developing connections with cultural groups to support community engagement • Develop and implement a passive programming strategy • Provide opportunities for all library staff to participate in community engagement efforts	• Community Engagement	• Inclusion	• A complete tracking system for community engagement efforts • A minimum of 12 Richland School District events attended by the conclusion of 2023 • Develop a minimum of 6 new programs hosted at locations in the community • Host a minimum of 6 programs in the library hosted by a community member • A minimum of 12 cultural organizations that can contribute to community engagement efforts • Annual schedule of passive programming opportunities
Establish marketing	• Define the image of the library through message and brand	• Administration • Community Engagement	• Relevancy	• Have established guidelines for library marketing materials

philosophy and practices	• Research the creation of a library mascot • Develop patron feedback channels to incorporate patron input in our operations and messaging • Work with Marketing to leverage our social media	• User Experience		• Propose a library mascot by the start of Q2 • Identify a minimum of 3 feedback mechanisms that are easily accessible to patrons • Train a second social media contributor on library staff
Work with City departments, administration, and Council to offer the library as a community interface	• Develop a list of ways the library can support each of these groups • Present these to City Administration to see where objectives overlap • Utilize programming, collection, and library space to support these groups and connect the community with City leadership	• Administration • Community Engagement • Technical Services	• Inclusion	• Plan and execute a minimum of 5 collaborations with other City of Richland departments and Council

Role Focus: Knowledge Nursery

The library is fertile ground for the propagation and nurturing of knowledge for everyone in our community. It is the ultimate source of reliable information. The library is an easily accessible virtual and physical environment that facilitates the freedom to discover new ideas and cultivate the diverse learning pursuits of residents throughout their lifetimes. Its favorable conditions improve quality of life for every person and for the City as a whole.

User Experience: An inspired and empowered City

Objective	Actions	Supporting Department	Supporting Strategy	Success Measure
Improve browsing and access to our collection to support a user-friendly experience	• Design the budgeted library app with OCLC • Learn how to utilize Evergreen carousels to highlight certain areas of our collection • Troubleshoot API functionality for the library collection • Utilize the newly created collection guidelines for reference and local history to optimize these spaces • Conduct an assessment of library databases to improve and consolidate our collection • Support programming and displays through our collection	• Technical Services • User Experience	• Accessibility	• Have a completed library app by the start of the Summer Reading Program • Carousels and API functionality implemented by the end of Q3 • Provide collection support for a minimum of 12 program or displays • Conclude collection maintenance in reference and local history by the end of July • Conclude database assessment by the end April
Study foreign language collection need	• Meet with community groups to determine what languages are needed in a collection • Determine from those language groups what the best fit is for collection content	• Technical Services	• Inclusion	• Connect with a minimum of 3 community groups to determine foreign language collection needs

	Continue this research into 2024			
Establish technical assistance services for the community	- Create a framework for technology programming to potentially include drop in help, structured classes, and online videos - Use tools provided by IT to record help that can be accessed anytime and by anyone	- Technical Services - Community Engagement	Accessibility	- Introduce new technology offerings by the start of Q2 - Have 5 training videos created and added to our offerings by the end of the year