Agenda
Library Board Meeting
Tuesday, January 10, 2023
Richland Public Library
955 Northgate Drive

Board Members: Chair Booth, 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. Draft of December 13, 2022 Library Board Meeting Minutes

Report of the Library Manager:

2. January 2023 Library Manager's Report
   - Christopher Nulph, Library Manager

3. January 2023 Library Statistics
   - Christopher Nulph, Library Manager

Approval of Bills: (Approved by Motion)

Unfinished Business:

New Business:

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

5. Library Staff Updates
   - Gavin Lightfoot
     Adult Services Librarian

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, February 14, 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: 1/10/2023

Agenda Category: Approval of Minutes

Prepared By: Kylie Barada, Administrative Assistant

Subject:
Draft of December 13, 2022 Library Board Meeting Minutes

Department:
Parks & Public Facilities

Recommended Motion:
Move to approve the 12-13-2022 meeting minutes.

Summary:
The draft of the 12-13-2022 Library Board Meeting Minutes are included for consideration.

Attachments:
1. 2022.12.13 Library Board Meeting Minutes

MINUTES

Richland Public Library Board
Library Conference Room – 955 Northgate Drive
December 13, 2022, 5:30 – 6:30 PM

Richland Public Library Regular Board Meeting – 5:30 p.m.
Chair Booth called the meeting to order at approximately 5:32 p.m.

Attendance
Chair Booth, Vice-Chair Lightner, Board Members Buxton and Hernandez, were present. Library Manager Nulph and Administrative Assistant Barada. Board Member Pickel and Council Liaison Kent were absent.

Approval of Agenda

Board Member Hernandez moved and Chair Booth seconded the motion to approve the agenda as is. The motion carried 4-0.

Approval of Minutes

Chair Booth asked for a motion to approve the minutes of the November 8, 2022 meeting. Board Member Buxton moved and Vice-Chair Lightner seconded the motion to approve the minutes of November 8, 2022 as is. The motion carried 4-0.

Report of the Library Manager

Library Manager Nulph shared that the 2023 budget for the library has been approved by Council.

Library statistical patterns are starting to align with 2019 patterns as opposed to 2021.

Public Comments

There were no members of the public present.

Approval of Bills

Board Member Buxton moved and Board Member Hernandez seconded the motion to approve the certification of claims for payment for December 2022 in the amount of $98,753.93. The motion carried 4- 0.

Unfinished Business

DRAFT

There was no Unfinished Business on the agenda.

New Business

1. Library Manger Nulph discussed the 2023 Richland Public Library Action Plan.

Agenda Items for Upcoming Board Meeting

1. Staff Updates
2. Election of Board Officers

Adjournment

Chair Booth adjourned the meeting at 6:20 P.M.

APPROVED: ATTEST:

_____ _____

Emily Booth, Library Board Chair Kylie Barada, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:

DRAFT

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 1/10/2023

Agenda Category: Report of the Library Manager

Prepared By: Christopher Nulph, Library Manager

Subject:
January 2023 Library Manager's Report

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Library Manager Nulph's January 2023 report is included for discussion.

Attachments:
1. 2023.01.10Library Manager's Report

LIBRARY MANAGER'S REPORT

Richland Public Library Board
January 10, 2023

State of Library Services

The 2023 work plan has been finalized. There are no notable changes from the draft provided in last month's Board Meeting.

STEAMSpace renovation has begun. We anticipate this project will last through February 2023.

The library now has an internal SharePoint page for use. We intend to use this to centralize our procedures, keeping a central location for reference. We will also use this to track facility, IT, and supply requests, and to track rules violations in the library.

We've seen a very positive community response to the Kozy Kup opening. Their posts on City social media have consistently received strong engagement. They are seeing sales pickup as people become accustomed to their hours. Peak business times seem to be in the morning and late afternoon.

Program highlights from the month include a variety of holiday programming. Our Santa Paws Sing-Along featuring the therapy dogs recorded 71 in attendance. Make It Monday had another year of strong attendance with 175 in attendance over two nights of programming. Our Humanities Washington lecture about nuclear past, present, and future had 38 people in attendance. The LGBTQ Craft Social continues to do well with 35 in attendance in December. We will hear more about this program from Gavin tonight.

Friends of the Library Update

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

Library Foundation

There are no updates from the Foundation this month.

Staffing Updates

Tracy Coburn has filled our part time Library Assistant vacancy. Previously, Tracy was an intermittent Library Assistant.

Laura Hester has been introduced as the new Parks & Public Facilities Director and started work on January 3.

Library Statistics

We usually see December as a low statistic month due to the number of closed dates and the holidays. This December had a higher than average number of off days because of the way the holiday fell. Rather than two closed days, we had four this year. Despite that, we saw a modest 1,500 drop in physical circulation compared to about 5,500 last year. It is noteworthy that curbside use continues a downward trend as we distance ourselves from the height of that convenience. We only recorded 11 curbside uses this month, which is the lowest since the service was introduced. With board game additions in the month of December, that collection continues to be a huge success. With 176 circulations, we believe word is catching on about the collection. We also believe that holiday time with families is an excellent incentive to use the collection. Some of our attractions on Tumbleweed Tourist are now closed for the season. We have received about 20 checkouts in each of the past two months for the passes. The REACH Museum continues to be the most checked out attraction pass. Gate counts reduced by about 1,700 compared to about 1,000 in 2021 and 2,000 in 2019.

One noteworthy year end stat is the number of new cards we issued. For 2022, we issued 3,641 new cards. This more than doubles the 2021 total of 1,802. We expected an increase with a more normal year of operation, but this more than exceeded those expectations.

The largest variance in digital statistics is in Kanopy. The 24,843 minute usage in December is the second highest total of the past three years. We do tend to see an increase in usage for December, but this increase is notably large, rising about 6,500 minutes from the previous month.

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 1/10/2023 Agenda Category: Report of the Library Manager

Prepared By: Christopher Nulph, Library Manager

Subject:
January 2023 Library Statistics

Department:
Parks & Public Facilities

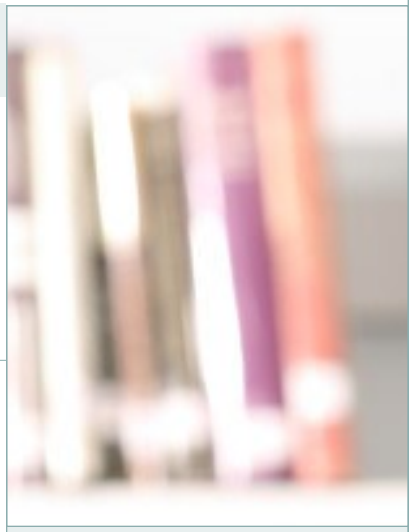
Recommended Motion:
Discussion only.

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

Attachments:
1. 2023.01.10 Library Stastics Report

RICHLAND PUBLIC LIBRARY

December 2022 Statistics Report for the January 10, 2023 Board Meeting



SUMMARY

We hosted several special programs during the month of December. A couple of our most popular programs were Make-It Monday: Holiday Edition! on Monday, December 5 and 12. Another popular program was Holiday Movie Marathon!, Santa Paws Sing-Along, and the showing of the movie *Elf* (2003) held in the Gallery on Thursday, December 22.

Our High School Book to Movie Club watched *The Princess Bride* on Wednesday, December *28*. For Marvel Monday, we showed *Avengers: Endgame* to patrons of all ages on Monday, December *19*.

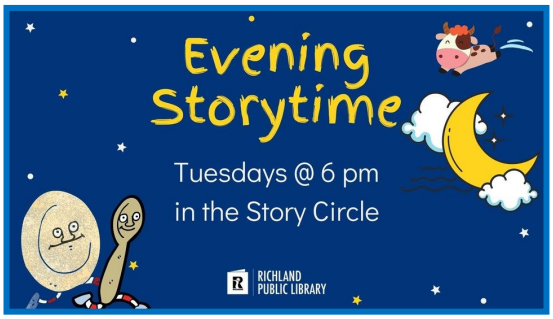
Other programs at the library this month included Singing Strings Ukulele Club teen/adult jam sessions on two Tuesdays, December 6 and 20; STEAMKids on Saturday, December 17; Preschool STEAMplay on four Fridays, December 2, 9, 16 and 30; an LGBTQIA+ Crafting Social on Monday, December 19; numerous therapy dog reading sessions; and Tuesday evening, Wednesday morning, Thursday morning and Friday morning story times.

DECEMBER STATISTICS

- Overall Circulation with Renewals: *65,437*
- Digital Circulation: *13.688*
- Physical Items Checked Out: *33,824*
- Physical Items Renewed: *17.925*
- Holds Filled: *3,191*
- Hoopla Circulation: *2,491*
- Kanopy Circulation: 24,843 minutes
- Mango: *75* sessions
- Overdrive Circulation: *10.360*
- New Library Card Accounts: *200*
- Gate Count: *11,060*

CHILDREN'S PROGRAMS

Story Times at the Library



Children's Services Librarian Kelly and Librarian Joyce held Tuesday evening story times at 6:30 p.m. on December 6, 13, 20, and 27, as well as Wednesday morning active toddler story times at 10 a.m. on December 7, 14, 21, and 28. Kelly also held Thursday morning story times at 10 a.m. for babies on December 1, 8, 15, 22, and 29. Kelly also held Friday morning story times for preschoolers at 10 a.m. on December 2, 9, 16, and 30.

Preschool STEAMplay

We held Preschool STEAMplay sessions on four Fridays, December 2, 9, 16, and 30. 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 10 a.m. to noon on Saturday, December 17.

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 Princess Bride*

Our High School Book to Movie Club for high schoolers ages 13-18 read *The Princess Bride* by William Goldman for December. The group then watched *The Princess Bride* (1987), the movie adaptation, from 6 to 8:30 p.m. on Wednesday, December 28.

Middle School and High School Graham Cracker Construction

We held a Middle School Graham Cracker Construction program for middle schoolers age 11-13 from 11 a.m. to 1:00 p.m. on Wednesday, December 21, and a High School Graham Cracker Construction program for high schoolers age 14-18 from 3 to 5:00 p.m. on Thursday, December 21. Our calendar invitations said, "Come test your decorating, icing, and structural engineering skills as we build festive structures out of graham crackers and frosting. You can take home your creation to admire or eat later!"

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, December 19. 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." Forty patrons attended this popular program.

Viewer Discretion Is Advised Cinema: The Thing (1982)

Our Viewer Discretion Is Advised Cinema club for ages 18+ watched "*The Thing*" (1982) from 6:30 to 8:30 p.m. on Friday, October 21.

ALL-AGES PROGRAMS

Marvel Monday: *Avengers: Endgame*

This month, for Marvel Monday, we showed *Avengers: Endgame* (2019) in the Doris Roberts Gallery from 6:30 to 8:59 p.m. on Monday, December 19. Snacks and beverages were provided by the Friends of the Richland Public Library, and movie licensing was courtesy of Windermere Group One.

Community Lecture Series Presentation: Atomic Washington: Our Nuclear Past, Present and Future

Steve Olson, gave a presentation in the Doris Roberts Gallery at 7 p.m. on Thursday, December 15. The topic of this Community Lecture Series presentation was “Atomic Washington: Our Nuclear Past, Present and Future”.

Our Facebook invitation said in part, “Drawing from history, science, and popular culture, author Steve Olson reveals the many influences of nuclear materials on Washington State, and the many ways in which our state has been a pioneer in the atomic age. “

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, December 6 and 13. 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 December 19 to discuss *The Book Woman of Troublesome Creek* by Kim Michele Richardson. The Thursday Afternoon Book Club met at 1:30 p.m. on December 15 to discuss *The Best Laid Plans* by Terry Fallis.

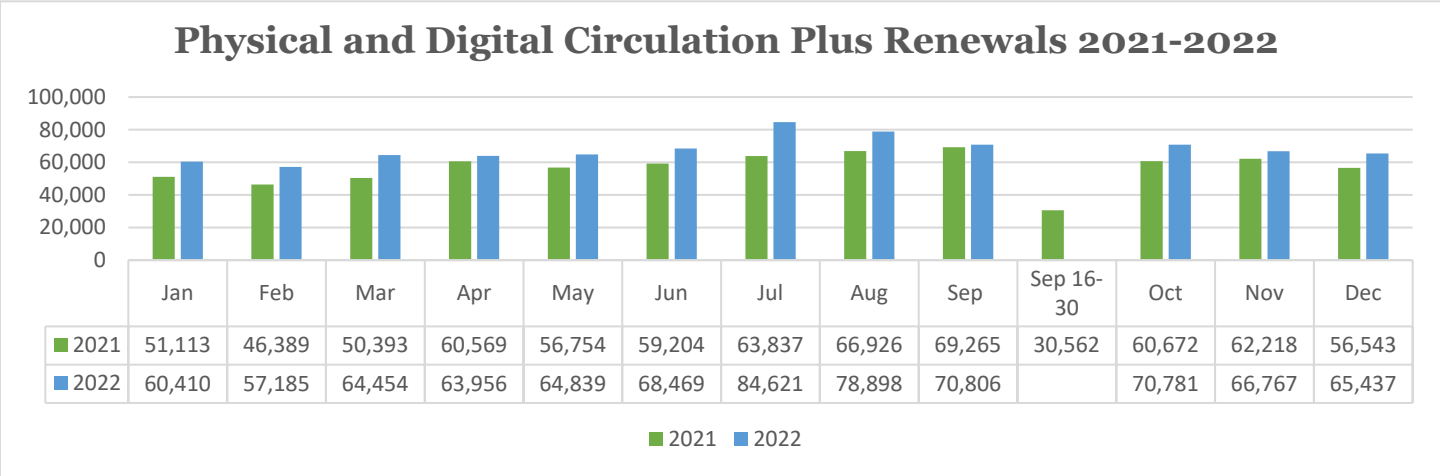
“Read the Rainbow” Book Club

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 December, the club met at the Richland Public Library from 6:30 to 8:30 p.m. on Tuesday, December 27. Participants were invited to bring books that they have recently read and would like to discuss.

STATISTICS

TOTAL CIRCULATION



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Sep 16-30	Oct	Nov	Dec
2021	51,113	46,389	50,393	60,569	56,754	59,204	63,837	66,926	69,265	30,562	60,672	62,218	56,543
2022	60,410	57,185	64,454	63,956	64,839	68,469	84,621	78,898	70,806		70,781	66,767	65,437

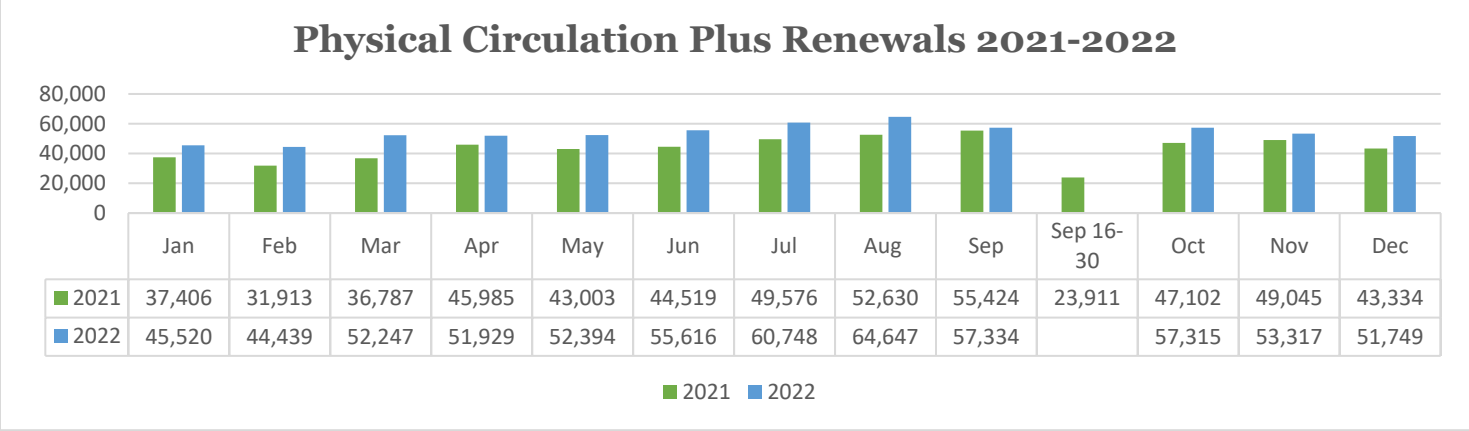
During December, our total physical plus digital circulation was 47,512 items, not including renewals. Of those, 33,824 (71.2%) were physical items and 13,688 (20.9%) were digital items obtained through Hoopla, Kanopy, Mango, and OverDrive. Kanopy plays and Mango sessions are counted in this, but physical item renewals are not.

This physical plus digital circulation, not including renewals, was down 3.4% compared to the 49,162 items checked out in November 2022. Digital circulation was also up 1.8% compared to the 13,450 items checked out in November. We filled 3191 requests for holds and had 11 scheduled curbside deliveries for 11 patrons.

Our patrons also renewed 17,925 physical items in December. Including these physical item renewals, our overall circulation was 65,437. That overall circulation was down 2.0% compared to the 66,767 items circulated in November 2022 and was up 15.7% compared to the 56,543 items circulated in December 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

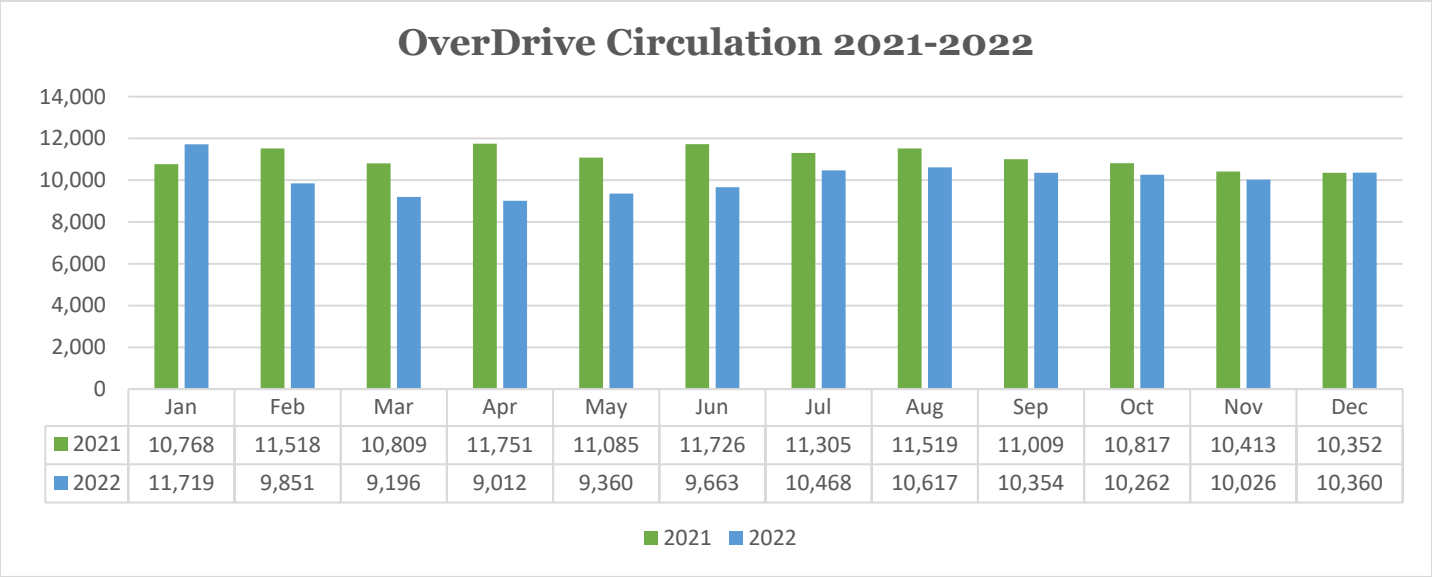


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Sep 16-30	Oct	Nov	Dec
2021	37,406	31,913	36,787	45,985	43,003	44,519	49,576	52,630	55,424	23,911	47,102	49,045	43,334
2022	45,520	44,439	52,247	51,929	52,394	55,616	60,748	64,647	57,334		57,315	53,317	51,749

Our patrons checked out 33,824 physical items in December and renewed 17,925 physical items, for a total of 51,749 items. That is down 2.9% compared to the 53,317 physical items checked out and renewed in November 2022 and is up 19.4% compared to the 43,334 items checked out and renewed in December 2021. The top ten categories that circulated this month were Children's Chapter Book Fiction (3,639 items), Children's Storybooks (3,418 items), Adult Nonfiction (3,144 items), Adult Movies (2,980 items), Children's Nonfiction (2,265 items), Adult Fiction 2nd Floor (2,140 items), Children's Graphic Novels (1,806 items), Children's Favorites on the Story Circle (1,701 items), Adult New Books (1,529 items) and Children's Movies (1,527 items). The January through September 2021 statistics in this graph are mid-month to mid-month.

DIGITAL CIRCULATION

OverDrive

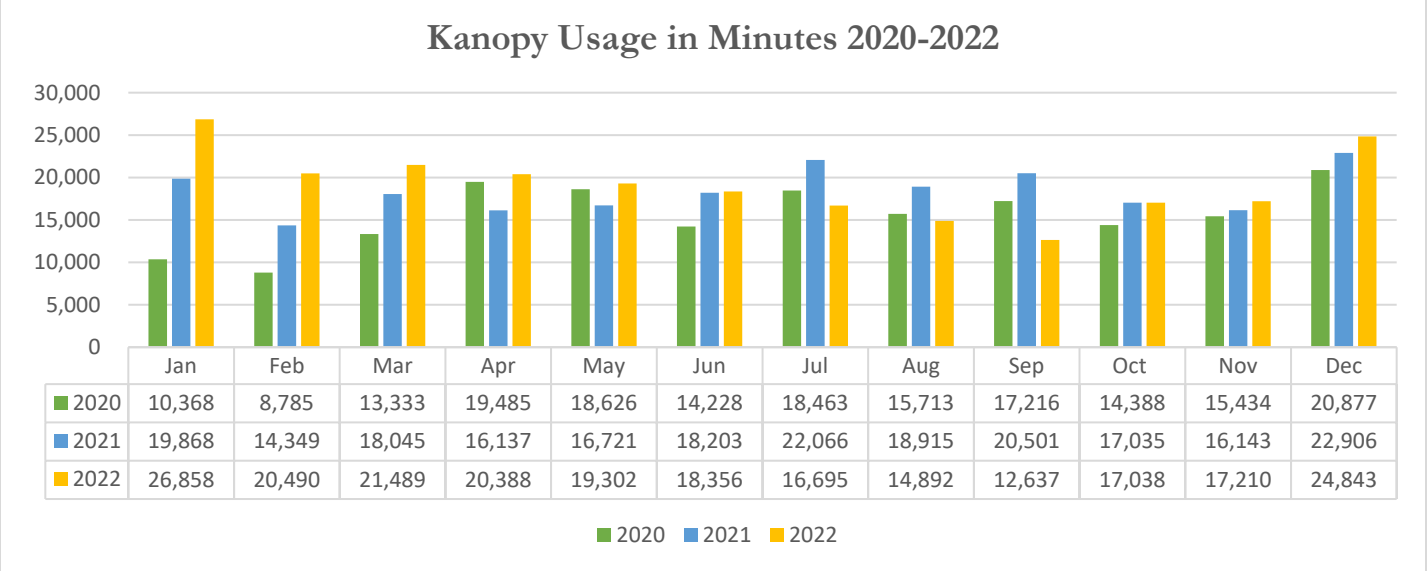


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	10,768	11,518	10,809	11,751	11,085	11,726	11,305	11,519	11,009	10,817	10,413	10,352
2022	11,719	9,851	9,196	9,012	9,360	9,663	10,468	10,617	10,354	10,262	10,026	10,360

The 10,360 checkouts through OverDrive in December are up 3.3% compared to the 10,026 checkouts in November 2022, as well as being up a modest .1% compared to the 10,352 checkouts in December 2021. This platform continues to be popular with patrons of all ages for their reading enjoyment and needs.

This month's checkouts included 5,618 e-books (which were 54.2% of the OverDrive items checked out), 4,130 audiobooks (39.9%), and 612 e-magazines (5.9%). The January through September 2021 statistics in this graph are mid-month to mid-month.

Kanopy



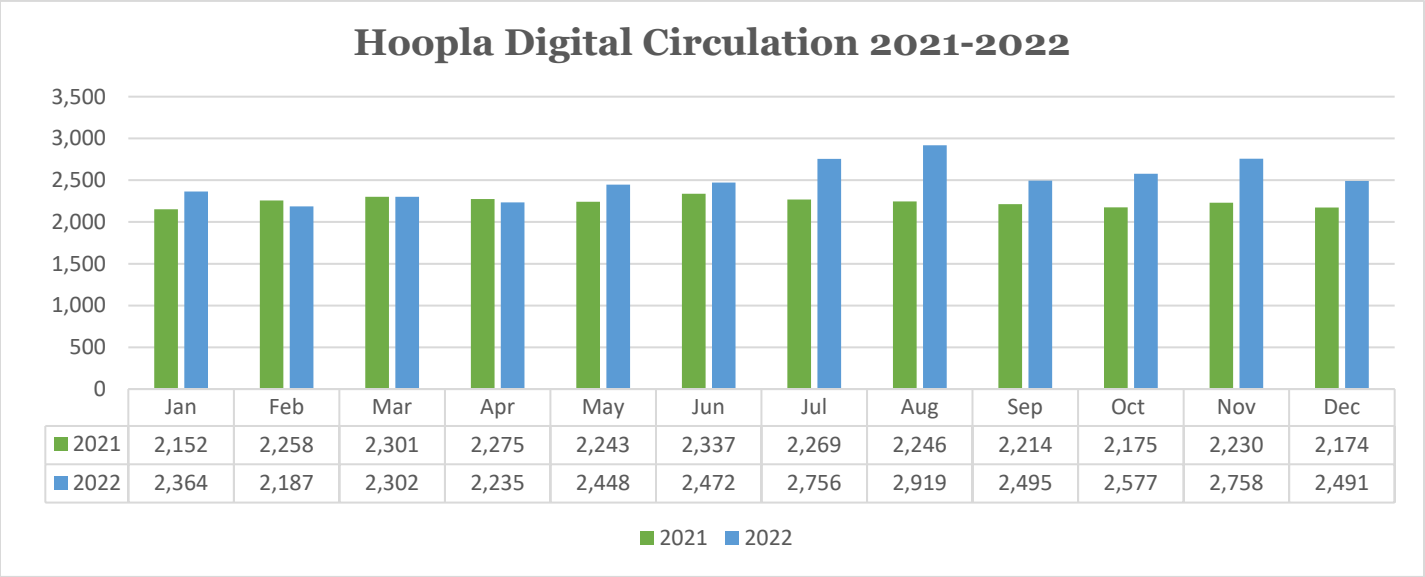
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	10,368	8,785	13,333	19,485	18,626	14,228	18,463	15,713	17,216	14,388	15,434	20,877
2021	19,868	14,349	18,045	16,137	16,721	18,203	22,066	18,915	20,501	17,035	16,143	22,906
2022	26,858	20,490	21,489	20,388	19,302	18,356	16,695	14,892	12,637	17,038	17,210	24,843

Our patrons viewed 24,843 minutes of Kanopy content in 762 plays during the month of December. This is up 44.4% compared to the 17,210 minutes viewed in November 2022 and is also up 8.5% compared to the 22,906 minutes viewed in December 2021. Cardholders in the United States and Canada viewed content, while additional cardholders in Mexico looked at titles available on Kanopy but did not watch any content.

The top ten suppliers of content viewed this month were BBC Studios, The Great Courses, Relativity Media, MGM, Kino Lorber, Lionsgate, PBS, Sesame Workshop, Weston Woods, and Electric Entertainment. Content was viewed on mobile devices (42.3%), televisions (34.4%), desktops (12.7%), and tablets (10.6%). Kanopy is still very popular with our patrons for their streaming educational and entertainment needs.

DIGITAL CIRCULATION (CONTINUED)

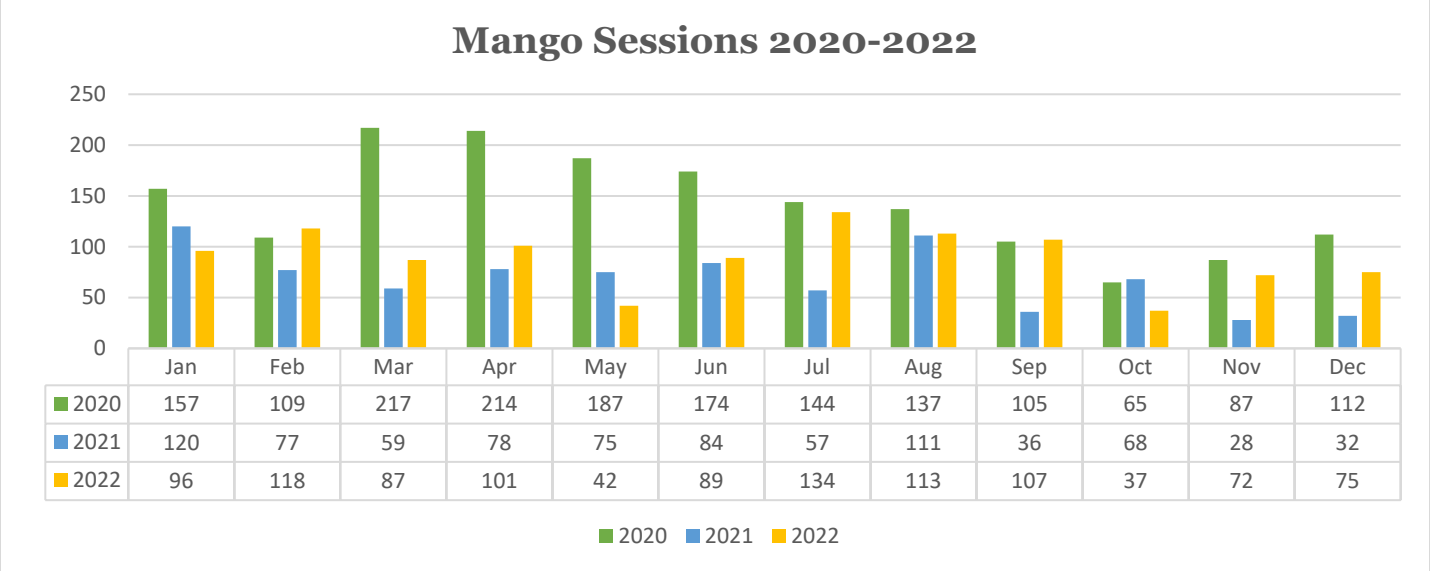
Hoopla



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	2,152	2,258	2,301	2,275	2,243	2,337	2,269	2,246	2,214	2,175	2,230	2,174
2022	2,364	2,187	2,302	2,235	2,448	2,472	2,756	2,919	2,495	2,577	2,758	2,491

The 2,491 circulations in Hoopla during the month of December are down 9.7% compared to the 2,758 circulations in November 2022 and are up 15.6% compared to the 2,174 circulations in December 2021. Patrons checked out 1,335 audiobooks (which were 53.6% of the Hoopla items checked out), 695 e-books and e-comics (27.9%), 377 movies and television shows (15.1%), 75 music items (3.0%), and 9 BingePasses (.4%) in December. The January through September 2021 statistics in this graph are mid-month to mid-month. Patrons are enjoying the ability to stream the items they are wanting, without having to wait for them to become available like a physical item or titles on other platforms.

Mango

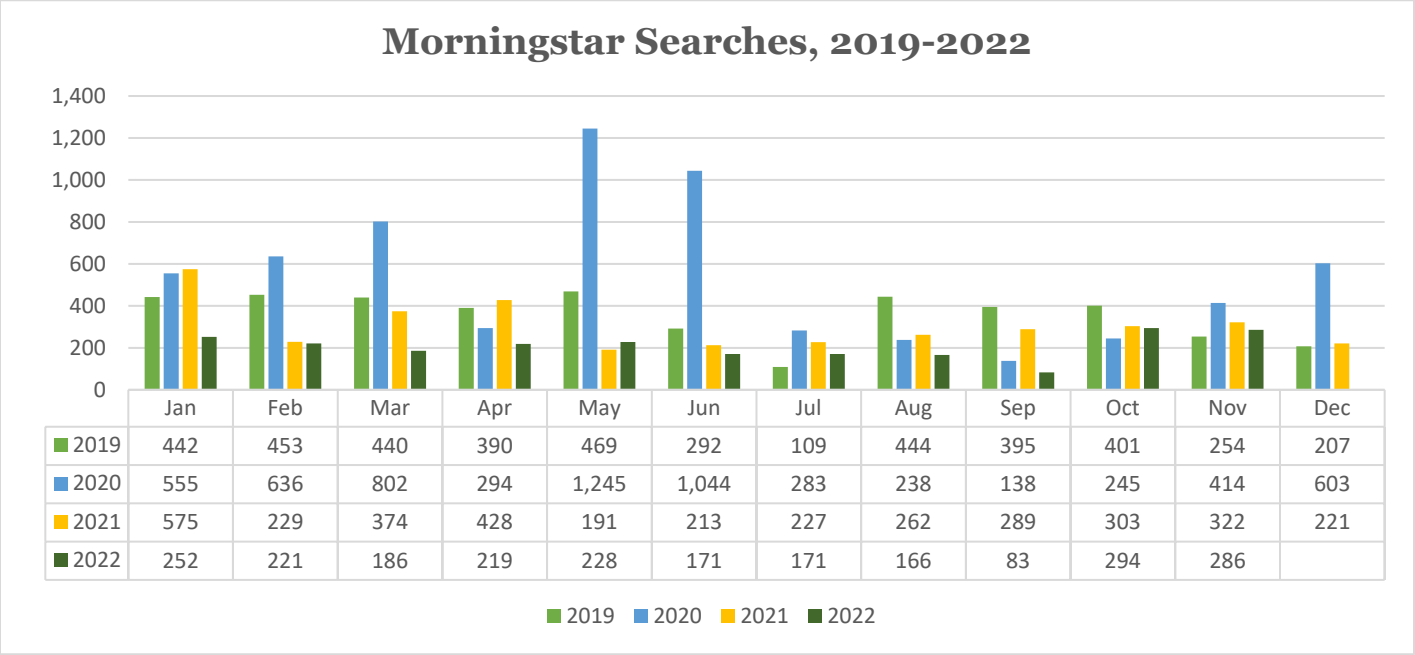


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	157	109	217	214	187	174	144	137	105	65	87	112
2021	120	77	59	78	75	84	57	111	36	68	28	32
2022	96	118	87	101	42	89	134	113	107	37	72	75

Patrons had 75 total sessions in Mango for the month of December. This usage is up 4.2% compared to the 72 sessions in November 2022 and is up 134.4% compared to the 32 sessions in December 2021. The top ten languages studied this month were Spanish, Latin American; Chinese, Mandarin; German; Japanese; French; Finnish; Greek, Koine; Cherokee, Telugu and English, Shakespearean.

OTHER DIGITAL SERVICES

Morningstar

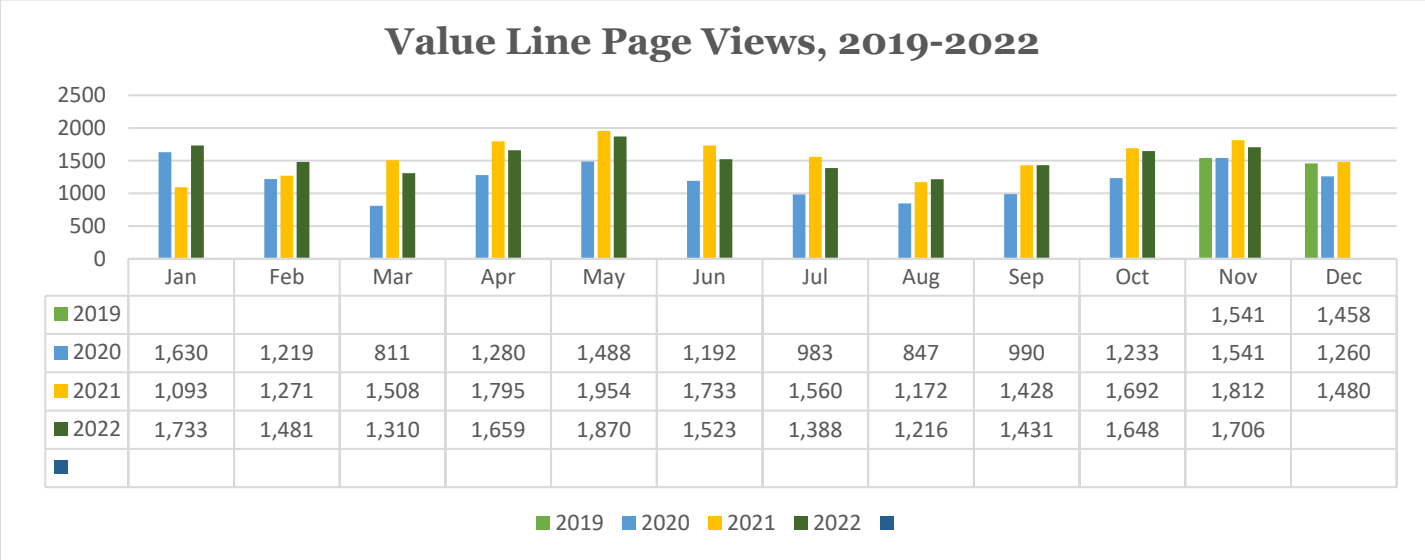


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	442	453	440	390	469	292	109	444	395	401	254	207
2020	555	636	802	294	1,245	1,044	283	238	138	245	414	603
2021	575	229	374	428	191	213	227	262	289	303	322	221
2022	252	221	186	219	228	171	171	166	83	294	286	

There were 286 searches in November. This is down a modest 2.7% compared to the 294 searches in October 2022 and is also down 11.2% compared to the 322 searches that occurred in November 2021. Morningstar continues to pair nicely with Value Line, giving our patrons a nice combination of resources to use when researching their financial questions, even with its decrease in usage compared to previous months.

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

Value Line



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019											1,541	1,458
2020	1,630	1,219	811	1,280	1,488	1,192	983	847	990	1,233	1,541	1,260
2021	1,093	1,271	1,508	1,795	1,954	1,733	1,560	1,172	1,428	1,692	1,812	1,480
2022	1,733	1,481	1,310	1,659	1,870	1,523	1,388	1,216	1,431	1,648	1,706	

The 1,706 Value Line page views in November show an increase of 3.5% compared to the 1,648 page views in October 2022, but they show a decrease of 5.9% compared to the 1,812 page views that occurred in November 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 December, so we will include them in next month's board report.

OTHER DIGITAL SERVICES (CONTINUED)

NewsBank

The 1,462 NewsBank page views in December are up 5.7% compared to the 1,326 page views in November 2022 and are also up 86.7% over the 783 page views that occurred in December 2021. NewsBank continues to be a popular resource for our patrons' informational needs. With access to newspapers from all over the country, our patrons can obtain local news about almost any location of interest.

OTHER STATISTICS

Gate Counts

Our total gate count for December was 11,060.

Interlibrary Loans

In December, we received a total of 186 interlibrary loan requests from other libraries. We sent 88 items to libraries during the month in response to their interlibrary loan requests.

We also sent 18 interlibrary loan requests to other libraries in December for 14 books, and 4 audiovisual (A/V) items requested by our patrons. We received 15 books and 7 A/V items from other libraries in response to requests. We had 14 patrons request items this month.

New Library Card Accounts

We created 200 new library card accounts in December. They included 153 resident cards, 25 nonresident cards, 11 ILL cards and 11 limited access cards.

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 1/10/2023

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Election of Board Officers

Department:
Parks & Public Facilities

Recommended Motion:

Summary:
Board Members will discuss and vote on Chair and Vice-Chair for the Richland Public LIbrary Board of Trustees for 2023.

Attachments:

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 1/10/2023

Agenda Category: New Business

Prepared By: Gavin Lightfoot
Adult Services Librarian

Subject:
Library Staff Updates

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Adult Services Librarian Gavin Lightfoot will provide the Board updates on adult programing.

Attachments: