



Agenda
Library Board Meeting
Tuesday, April 11, 2023
Richland Public Library
955 Northgate Drive

Board Members: Chair Lightner, Vice-Chair Buxton and Members Booth, 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. March 14, 2023 Library Board Meeting Minutes
 - Kylie Barada, Administrative Assistant

Report of the Library Manager:

2. April 2023 Library Manager's Report
 - Christopher Nulph, Library Manager
3. April 2023 Library Statistics
 - Christopher Nulph, Library Manager

Approval of Bills: (Approved by Motion)

4. April 2023 Claims for Payment
 - Christopher Nulph, Library Manager

Unfinished Business:

New Business:

5. Library Staff Updates
 - Michelle Haffner Community Engagement Supervisor
6. Amendment to the Circulation Policy
 - Christopher Nulph, Library Manager
7. Program Policy
 - Christopher Nulph, Library Manager

8. Annual Report to City Council
 - Christopher Nulph, Library Manager

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, May 9, 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: 4/11/2023

Agenda Category: Approval of Minutes

Prepared By: Kylie Barada, Administrative Assistant

Subject:

March 14, 2023 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the 03-14-2023 meeting minutes.

Summary:

The draft of the 03-14-2023 Library Board Meeting Minutes is included for consideration.

Attachments:

I. 2023.03.14 Library Board Meeting Minutes



MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
March 14, 2023, 5:30 – 6:30 PM

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

Chair Lightner called the meeting to order at approximately 5:30 p.m.

Attendance

Chair Lightner, Board Members Booth, Hernandez, and Pickel were present. Also present were Council Liaison Kent, Library Manager Nulph, Administrative Assistant Barada, Parks and Public Facilities Director Hester, Teen Librarian Uretsky-Pratt, and Richland Resident Lily Lightner. Vice-Chair Buxton was absent.

Approval of Agenda

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

New Business

1. Teen Librarian Alyssa Uretsky-Pratt shared with the Board what her plans and goals are in her new position. She hopes to create a safe space for teens, ramp up the teen graphic novel collection, and have a teen space for teens to utilize by the end of the calendar year.
2. Parks and Public Facilities Director Laura Hester introduced herself to the Board. She went over her goals she has for the Parks and Public Facilities department.

Approval of Minutes

Chair Lightner asked for a motion to approve the minutes of the February 14, 2023, meeting. Board Member Pickel moved and Chair Lightner seconded the motion to approve the minutes of February 14, 2023, as is. The motion carried 4-0.

Report of the Library Manager

The Foundation is interested in helping support the children's outside area.

The STEAMSpace renovation has been complete on the interior of the building. The exterior has some items that need to be complete before that space can be utilized.

Valentines for Seniors collected 903 valentines for area seniors.

Public Comments

There were no public comments.

Approval of Bills

Board Member Booth moved, and Board Member Hernandez seconded the motion to approve the certification of claims for payment for March 2023 in the amount of \$159,472.55. The motion carried 4- 0.

Unfinished Business

There was no unfinished business on the agenda.

Agenda Items for Upcoming Board Meeting

1. Library Staff Updates
2. RPL Board Presentation to City Council

Adjournment

Chair Lightner adjourned the meeting at 6:41 P.M.

APPROVED:

ATTEST:

Lindsay Lightner, Library Board Chair

Kylie Barada, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/11/2023

Agenda Category: Report of the Library Manager

Prepared By: Christopher Nulph, Library Manager

Subject:

April 2023 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

Library Manager Nulph's April 2023 report is included for discussion.

Attachments:

I. 2023.04.11 Library Manager's Report



LIBRARY MANAGER'S REPORT

Richland Public Library Board

April 11, 2023

State of Library Services

The cap for the shortened STEAM Space wall has been put in place. The exterior will be opened shortly. We are brainstorming ideas for what should be on the generator wrap and are open to suggestions from the Board. Our Community Engagement Supervisor is also looking to rebrand the space. This is more of a general programming space and is not used just for STEAM programming. We are also seeking suggestions for a more general space name.

A display on the history of the library is now complete and available for viewing in the Richland Room. This display details the operations of the original 1951 building, our first fourteen Summer Reading Programs, and scenes from the 1970 building. Marketing is working on developing some promotional material to get the word out. We view this as a long-term exhibit to represent the history of our operation.

Fort Walla Walla has joined Tumbleweed Tourist. They grant admission for 4 people per reservation. They have limited use to once per year per library card. The Yakima Valley Museum has also been added to the collection. Yakima Valley Museum has opted to provide buy one get one free access with reservations.

We have added another batch of board games to our popular collection. Patrons can find a list of available games on our website under the Experience Library page.

The library once had a mural of Horse Heaven Hills located above what is now the STEAM Space. When the building closed for renovation in 2009, this mural was loaned to WSU Tri-Cities. We have spoken with WSU and intend to return this mural to the library over the summer. We will look to place this mural above the exit arch near the service desk.

Program highlights from the month include:

- Diamonds in the Rough was our Humanities Washington lecture for the month of April. It focused on gentrification in Eastern Washington. 21 patrons attended this event.
- We had our first of two Alphabet House programs celebrating the 80th birthday of our Alphabet Houses. The event features special presentations, blueprint exhibits, and a chance to share stories of our Alphabet House legacy. Our friends at the East Benton County Historical Society coordinated this event with Gavin. 60 patrons attended this event.

- A community volunteer offered to give introductory Latin classes for kids and tweens the first weekend in April. This was a special engagement that asked for advanced registration. 25 patrons attended this event.
- Our annual March Madness event was once again a popular community engagement. The RPL branded basketball prizes were quite popular with participants. Our final matchup was *Charlotte's Web* versus *To Kill A Mocking Bird*.

Friends of the Library Update

The Friends are preparing for their Spring Book Sale. This will take place the last weekend in April.

Library Foundation

The Foundation met in March and is interested in being a part of the northwest outdoor space project. We will loop them in the design process so that they may weigh in about potential contributions.

Staffing Updates

Justin Stephenson has been promoted to full time Library Assistant. This fills Anne's spot vacated by retirement. Justin was formerly a part time Library Assistant, which now opens a vacancy for that position.

Library Statistics

Similar to most March months, we saw a rise in visitation and use. Our gate count increased by about 2,500 from February to March. The total March visitation is about 4,000 people higher than 2022's March. Thus far, we have seen about 4,000 more people each 2023 month compared to the respective 2022 month. Other notable usage numbers showing an increase from February to March are physical circulation up by about 7,000, Overdrive circulation up by about 1,000, and Kanopy usage up by about 3,000 minutes.

Other digital statistics show that Mango Languages has seen more consistent use in 2023 with over 100 sessions each month. However, this is still lower than we would like to see from this resource. We hope the upcoming library app that can tie users directly to the Mango app will increase its usage. We continue to see strong use from Hoopla with a second straight month of over 2,800 circulations.

A new statistic we have access to is real-time wifi usage. Previously wifi usage was unreported as we had no reliable way to log this. This new tool allows us to see how many users are logged into our wifi networks at any given time. Michael is working on a method to estimate usage by spot checking and averaging these statistics. Early numbers suggest our wifi usage peaks in the afternoon with over 100 devices regularly logged in at that time of day.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/11/2023

Agenda Category: Report of the Library Manager

Prepared By: Christopher Nulph, Library Manager

Subject:
April 2023 Library Statistics

Department:
Parks & Public Facilities

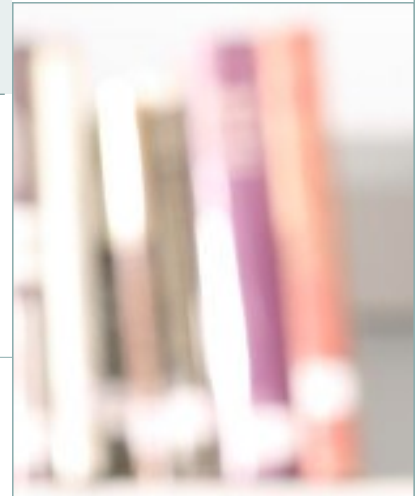
Recommended Motion:
Discussion only.

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

Attachments:
I. 2023.04.11 Library Statistics

RICHLAND PUBLIC LIBRARY

March 2023 Statistics Report for the April Board Meeting



SUMMARY

We hosted several special programs during the month of March. One of our most popular program was Preschool STEAMPlay on Friday, March 10, with 135 patrons attending. Another popular program was Preschool STEAMPlay held on Friday, March 24 with 124 patrons attending.

Our High School Book to Movie Club watched *Scary Stories to Tell in the Dark* on Thursday, March 9.

Other programs at the library this month included Singing Strings Ukulele Club teen/adult jam sessions on two Tuesdays, March 7 and 21; STEAMKids on two Saturdays, March 11 and 25; an LGBTQIA+ Crafting Social on Monday, March 20; numerous therapy dog reading sessions; and Tuesday evening, Wednesday morning, Thursday morning and Friday morning story times.

MARCH STATISTICS

- Overall Circulation with Renewals: 70,860
- Digital Circulation: 14,995
- Physical Items Checked Out: 36,911
- Physical Items Renewed: 18,954
- Holds Filled: 3,861
- Hoopla Circulation: 2,871
- Kanopy Circulation: 21,685 minutes
- Mango: 127 sessions
- Overdrive Circulation: 11,291
- New Library Card Accounts: 277
- Gate Count: 17,159

CHILDREN'S PROGRAMS

Story Times at the Library

Children's Services staff held Tuesday evening story times at 6:00 p.m. on March 7, 14, 21, and 28, as well as Wednesday morning active toddler story times at 10 a.m. on March 1, 8, 15, 22, and 29. Staff held Thursday morning baby story times on March 2, 9, 16, 23, and 30 as well as, held Friday morning story times for preschoolers at 10 a.m. on March 3, 10, 17, 24, and 31.

Preschool STEAMplay

We held Preschool STEAMplay sessions on two Fridays, March 10 and 24. 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 two Saturdays, March 11 and 25.

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."

Grandpa's Old Sneakers

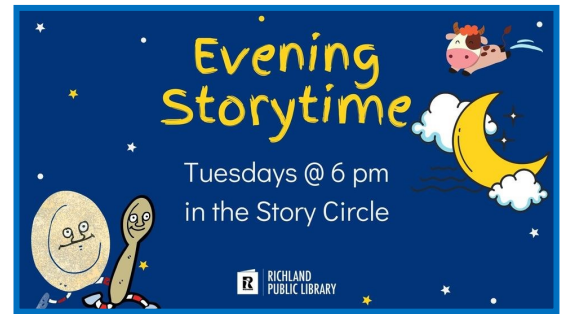
We held a storytelling event at 3:30pm on Thursday, March 2.

Our calendar invitation said, "Judy and Vida are back to share a story, *Grandpa's Old Sneakers* by Vida Zuljevic. They will include puppets and opportunities for kids to interact. Geared toward ages 5 to 10. In the Story Area of the Children's Department."

Latin Class for Kids and Tweens

We held a Latin class for kids and tweens on Saturday March 4 and Sunday March 5 from 1pm to 4pm. Our calendar invite said, "Kids ages 7 to 12 can learn Latin in a fun, engaging atmosphere. Traditional learning will be interspersed with crafts and other activities to keep the class lively. Your instructor, Taryn, has been studying Latin for several years and would like to share her knowledge with the community.

Sign up at [eventbrite.com](https://www.eventbrite.com)"



TEEN PROGRAMS

High School Book to Movie Club: *Scary Stories to Tell in the Dark*

Our High School Book to Movie Club for high schoolers ages 13-18 read *Scary Stories to Tell in the Dark* by Alvin Schwartz for March. The group then watched *Scary Stories to Tell in the Dark* (2019), the movie adaptation, from 6 to 8:30 p.m. on Thursday, March 9.

Middle School and High School Soda & Scribbles

We held a Middle School Soda and Scribbles program for middle schoolers age 12-14 from 6 to 8:00 p.m. on Tuesday, March 14, and a High School Soda & Scribbles program for high schoolers age 14-18 from 6 to 8:00 p.m. on Thursday, March 16. Our calendar invitations said, "A paint and sip program just for teens! Come sip some soda and scribble along as we paint a cherry blossom tree!"

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, March 20. 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.

Viewer Discretion Is Advised Cinema: *Frida (2002)*

Our Viewer Discretion Is Advised Cinema club for ages 18+ watched *Frida (2002)* from 6:30 to 8:30 p.m. on Friday, March 24. Our calendar invitation said, "In honor of Women's History Month, Viewer Discretion Advised Movie Club will be showing *Frida*, nominated for six academy awards and winner for best makeup and best original score. Artist Frida Kahlo, played by Salma Hayek, has become a standard-bearer for women's inner strength, a love of Mexico and its culture, and for courage in the face of adversity. A genuine woman who was true to her convictions, Frida channeled the pain of a crippling injury and her tempestuous marriage into her work. Our films are free and feature introductions and Q&A by the amazing misfits from the local horror/punk podcast Garage-A-Rama! Pre-Packaged snacks and bottled water will be provided by the Friends of the Richland Public Library. Movie licensing is courtesy of Windermere Group One. **Ages 18+**"

ALL-AGES PROGRAMS

Beanstack Challenge: “Read Across America 2023”

We held a “Read Across America 2023” challenge on Beanstack in March. Patrons of all ages were encouraged to keep track of their time spent reading and explore the library with our **Read Across America Challenge** throughout March!

March Madness Trivia

We held a March Madness Trivia event from 2 to 4:00 p.m. on Saturday March 4. Our calendar invitation said, “Are you just as knowledgeable about books as you are basketball? Have a friend who knows all about the NYT best sellers but nothing about a half-court press? Team up for trivia! Test your skills answering questions about books and NCAA basketball. Teams of up to 4 individuals are welcome! Pre-registration is required [here](#). Space is limited! “

Spring Break: See the USA with the NPS!

We held a program along with the National Park Service from 6 to 7:30 p.m. on Monday March 13. Our calendar invitation said, “Celebrate America’s treasures, explore amazing places and discover stories rich with history and culture. This park ranger talk walks you through the [National Park Service app](#) and [Recreation.gov](#) and how you can use them to plan for Spring Break (and beyond!). “

Alphabet House Party

In March, we celebrated the Alphabet Houses of Richland. From 4 to 6:00 p.m. on Thursday March 30, we invited alphabet homeowners to come and share stories and photos of their homes. Members from the East Benton County Historical Society were on hand.

ALL-AGES PROGRAMS (CONTINUED)

Community Lecture Series Presentation: Diamonds in the Rough: The Gentrification of Rural Washington

Jennifer Sherman, a professor of sociology at WSU, gave a presentation in the Doris Roberts Gallery at 7 p.m. on Thursday, March 23. The topic of this Community Lecture Series presentation was “Diamonds in the Rough: The Gentrification of Rural Washington.” The presentation was hosted by the Friends of the Richland Library.

Our Facebook invitation says, “Washington’s rural communities are rapidly changing. Formerly reliant on working-class industries like mining, oil, and agriculture, an influx of wealthy urbanites is looking for a different kind of experience that includes natural amenities, outdoor recreation, and cultural activities. But in doing so, these newcomers are causing new inequalities.

Join Jennifer Sherman, professor of sociology, to discuss both the glaring and the hidden effects of rural gentrification. Through the lens of a rural Washington community, Sherman explains how “class blindness” protects those with more privilege from fully recognizing social class inequalities. She advocates for the importance of getting to know the neighbors who are least like us so that we can minimize destructive social divides together. ”

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, March 7 and 21. Librarian 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 March 20 to discuss *Nowhere Man* by Robert Rosen. The Thursday Afternoon Book Club met at 1:30 p.m. on March 16 to discuss *The Personal Librarian* by Marie Benedict & Victoria Christopher Murphy.

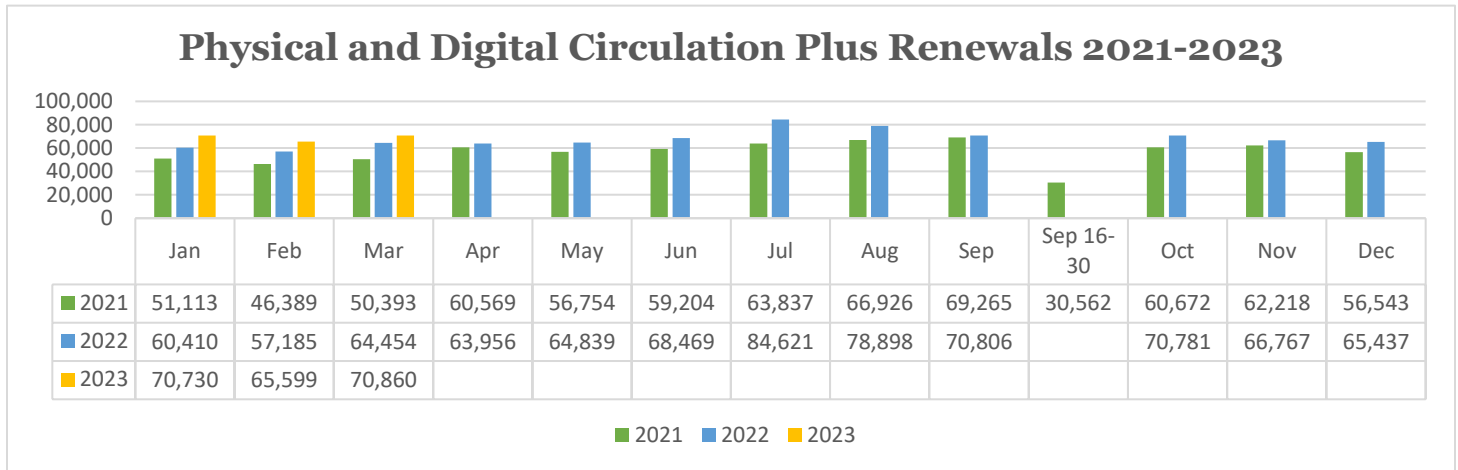
“Read the Rainbow” Book Club

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 March, the club met at the Richland Public Library from 6:30 to 8:00 p.m. on Tuesday, March 28. Participants were invited to bring a biography or autobiography that they have recently read and would like to discuss.

STATISTICS

TOTAL CIRCULATION



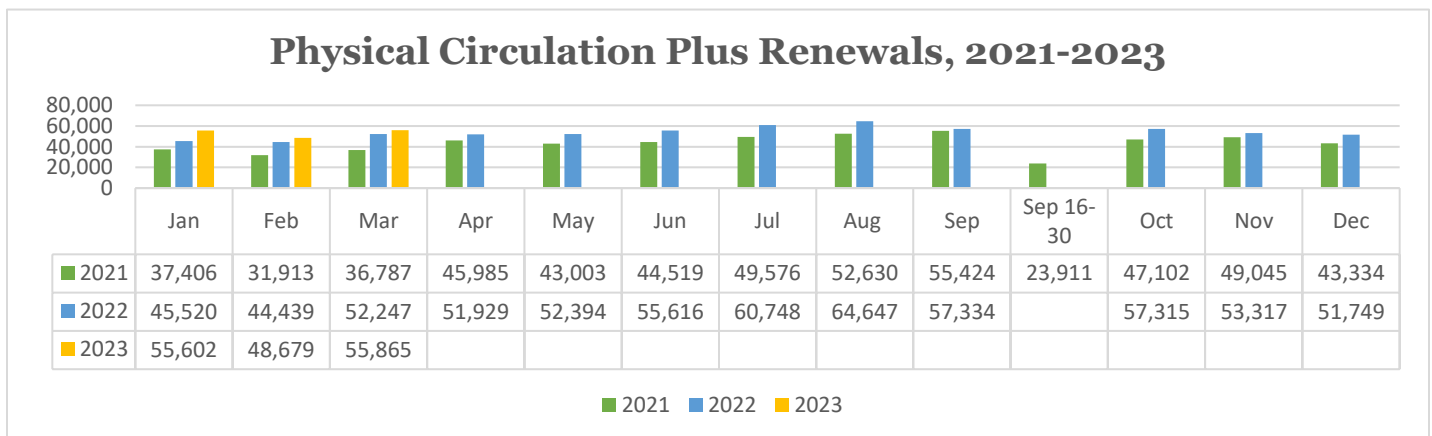
During March, our total physical plus digital circulation was 51,906 items, not including renewals. Of those, 36,911 (71.1%) were physical items and 14,995 (28.9%) were digital items obtained through Hoopla, Kanopy, Mango, and OverDrive. Kanopy plays and Mango sessions were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was up 6.6% compared to the 48,676 items checked out in February 2023. Digital circulation was also up 7.9% compared to the 13,902 items checked out in February. We filled 3,861 requests for holds and had 36 scheduled curbside deliveries for 22 patrons.

Our patrons also renewed 18,954 physical items in March. Including these physical item renewals, our overall circulation was 70,860. That overall circulation was up 8.0% compared to the 65,599 items circulated in February 2023 and was also up 9.9% compared to the 64,454 items circulated in March 2022.

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.

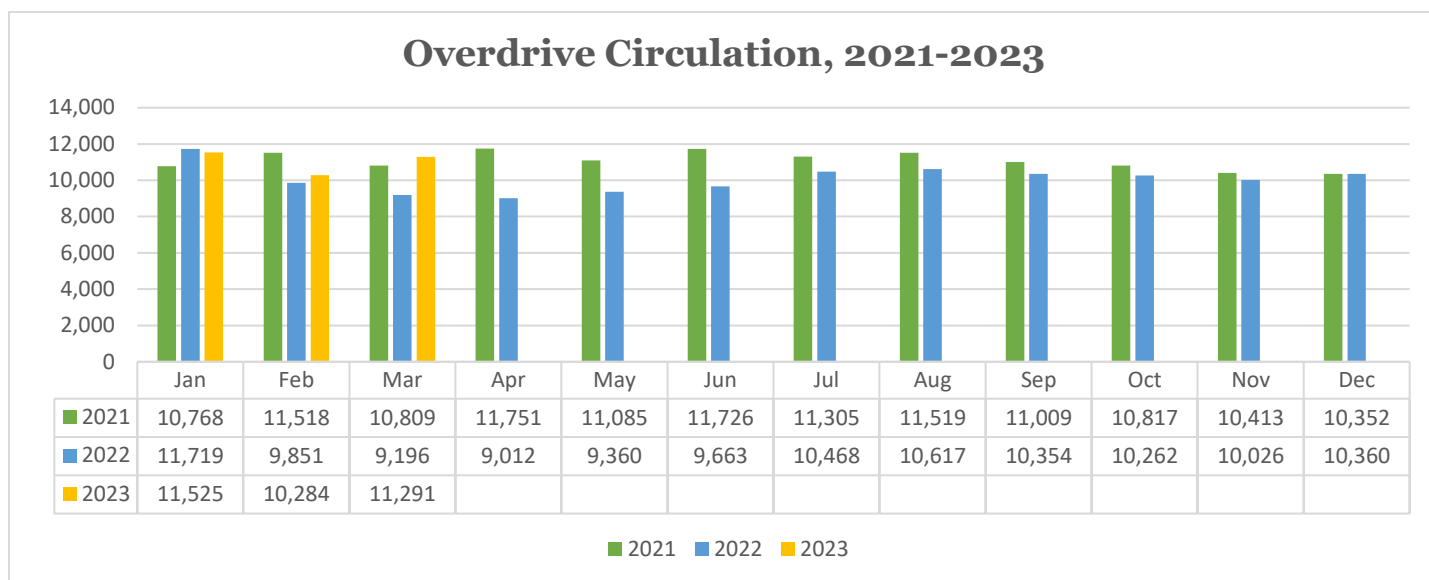
PHYSICAL CIRCULATION



Our patrons checked out 36,911 physical items in March and renewed 18,954 physical items, for a total of 55,865 items. That was up 14.8% compared to the 48,679 physical items checked out and renewed in February 2023 and was also up 6.9% compared to the 52,247 items checked out and renewed in March 2022. The top ten categories that circulated this month were Children's Storybooks (4,902 items), Adult Nonfiction (4,160 items), Children's Chapter Book Fiction (4,006 items), Children's Nonfiction (3,270 items), Adult Movies (3,135 items), Adult Fiction 2nd Floor (2,339 items), Children's Graphic Novels (2,335 items), Children's Favorites on the Story Circle (1,936 items), Children's Movies (1,612 items), and Adult New Books (1,499 items). The January through September 2021 statistics in this graph are mid-month to mid-month.

DIGITAL CIRCULATION

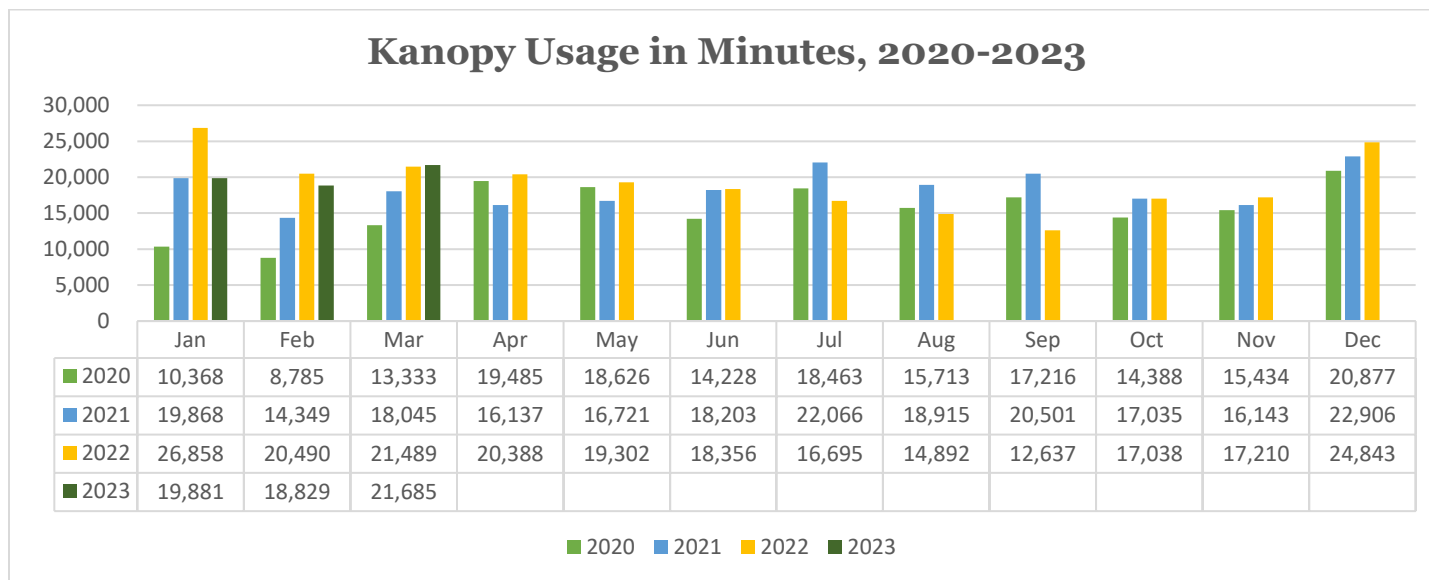
OverDrive



The 11,291 checkouts through OverDrive in March were up 9.8% compared to the 10,284 checkouts in February 2023 and were also up 22.8% compared to the 9,196 checkouts in March 2022.

This month's checkouts included 5,774 e-books (which were 51.2% of the OverDrive items checked out), 4,892 audiobooks (43.3%), and 625 e-magazines (5.5%). The January through September 2021 statistics in this graph are mid-month to mid-month.

Kanopy



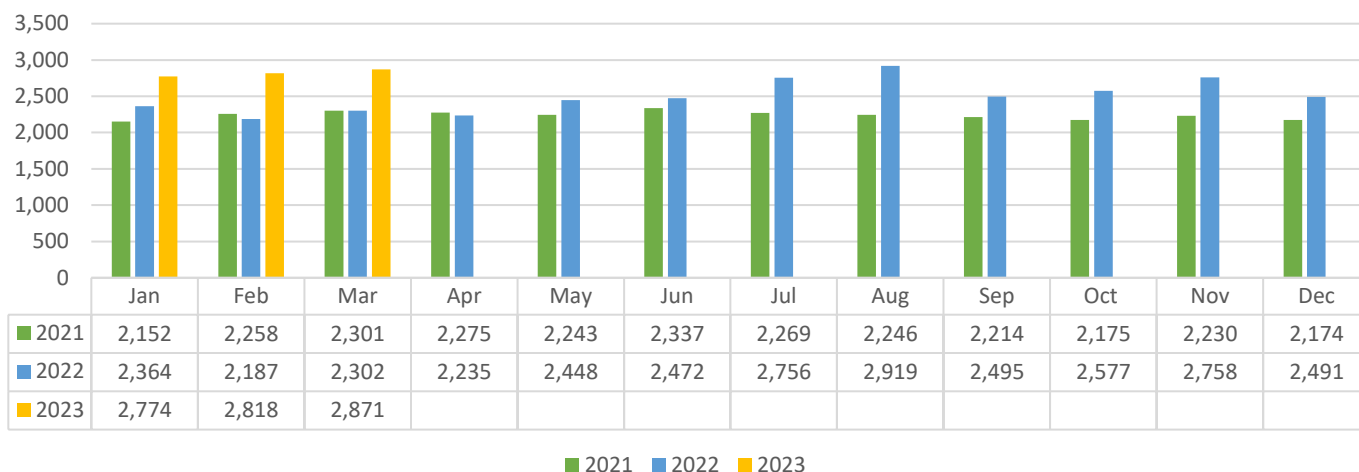
Our patrons viewed 21,685 minutes of Kanopy content during the month of March. That was up 15.2% compared to the 18,829 minutes viewed in February 2022 and was also up a modest .9% compared to the 21,489 minutes viewed in March 2022. Cardholders in the United States and Canada viewed content on Kanopy this month, while additional cardholders in Panama, Belgium and the Netherlands logged in but did not view any content.

The top ten suppliers of content viewed on Kanopy this month were BBC Studios, Paramount Pictures, The Great Courses, Weston Woods, Samuel Goldwyn Films, IFC Films, Lionsgate, MGM, PBS, and Angel Studios. Content was viewed on televisions (46.2%), mobile devices (29.7%), desktops (19%), and tablets (5.1%).

DIGITAL CIRCULATION (CONTINUED)

Hoopla

Hoopla Digital Circulation, 2021-2023

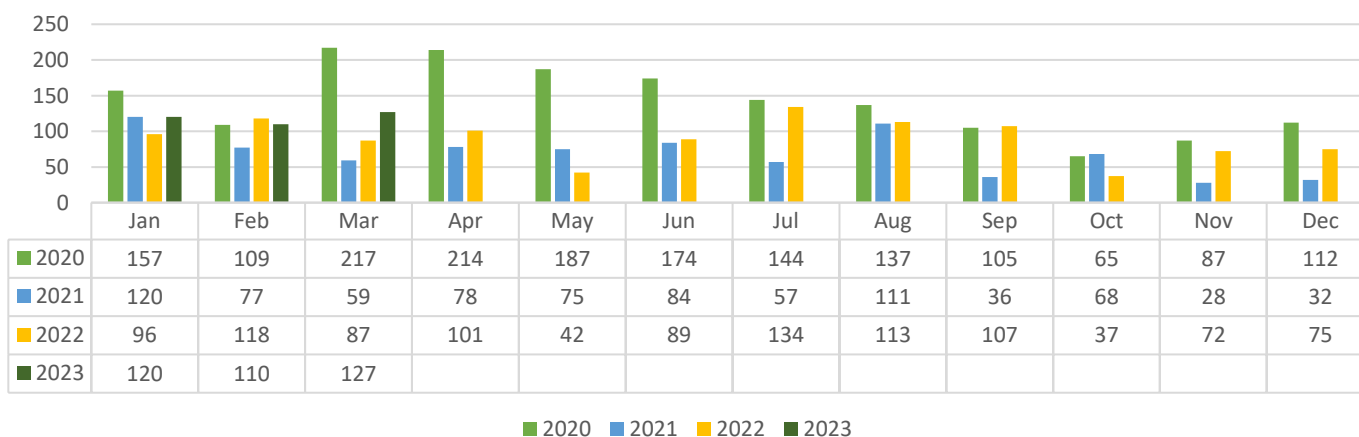


The 2,871 circulations in Hoopla during March were up a modest 1.9% compared to the 2,818 circulations in February 2023 and were also up 24.7% compared to the 2,302 circulations in March 2022. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,576 audiobooks (which were 54.91% of the Hoopla items checked out), 828 e-books and e-comics (28.8%), 324 movies and television shows (11.3%), 125 music items (4.4%), and 18 BingePasses (0.6%) this month. The January through September 2021 statistics in this graph are mid-month to mid-month.

Mango

Mango Sessions, 2020-2023

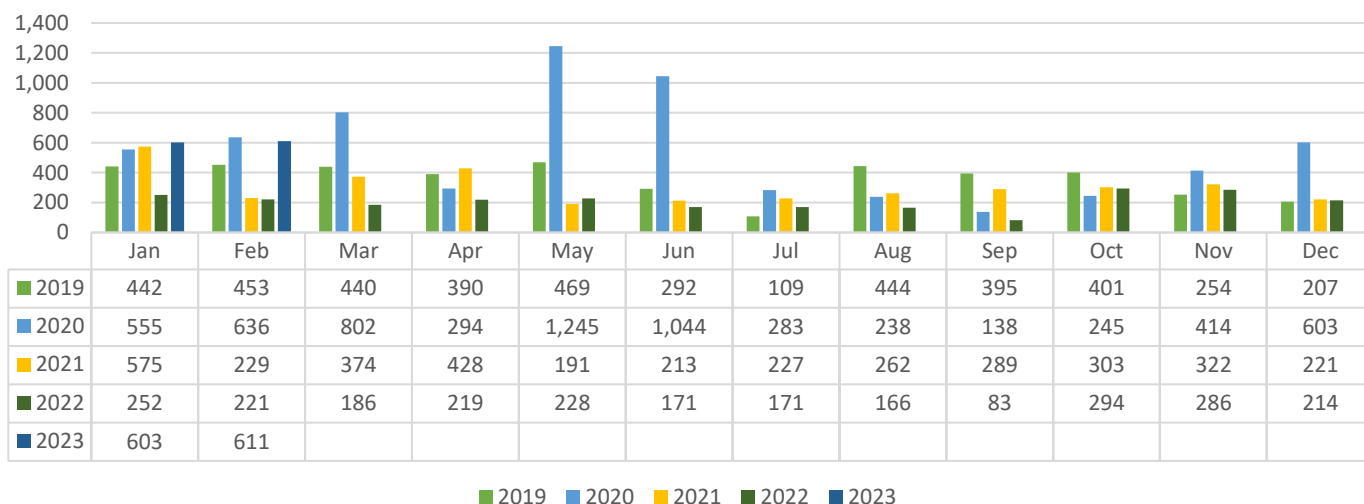


Patrons had 127 total sessions in Mango for the month of March. That usage was up 15.5% compared to the 110 sessions in February 2023 and was also up 46% compared to the 87 sessions in March 2022. The top ten languages studied this month were Italian; Spanish, Latin American; Arabic, Levantine; Hungarian; Chinese, Mandarin; English; Latin; Dutch; German and English, Shakespearean.

OTHER DIGITAL SERVICES

Morningstar

Morningstar Searches, 2019-2023

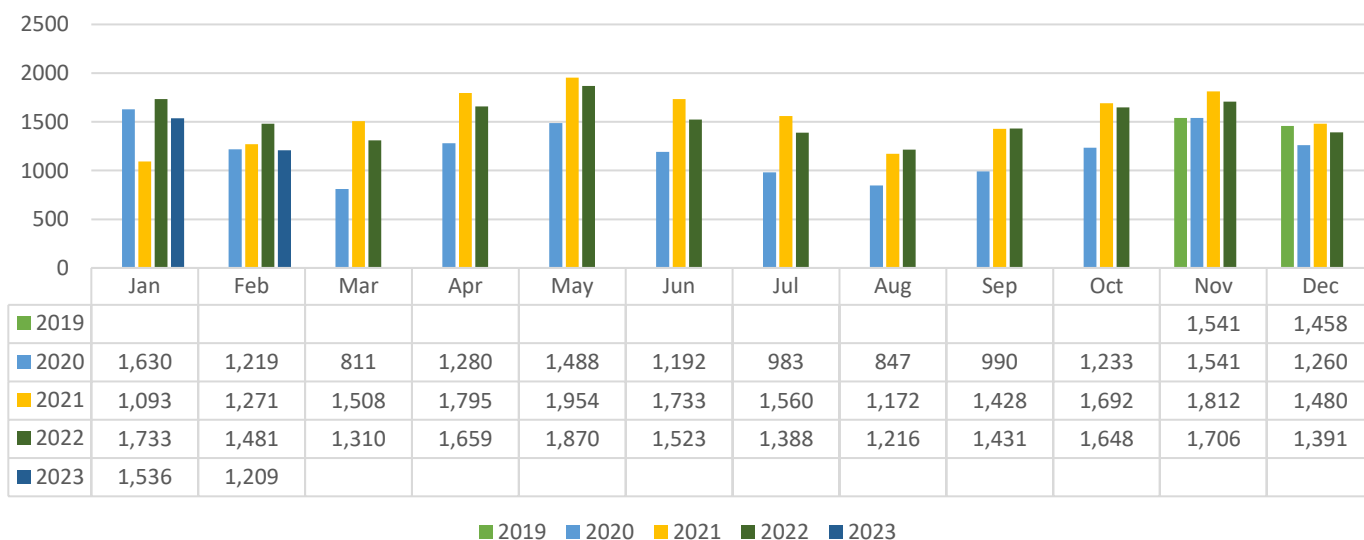


There were 611 searches in February. That was up a modest 1.3% compared to the 603 searches in January 2022 and was also up 176.5% compared to the 221 searches that occurred in February 2022. Morningstar continues to pair nicely with Value Line, giving our patrons a nice combination of resources to use when researching their financial questions.

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

Value Line

Value Line Page Views, 2019-2023



The 1,209 Value Line page views in February were down 22.3% compared to the 1,536 page views in January 2023 and they were down 18.4% compared to the 1,481 page views that occurred in February 2022. 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 March, so we will include them in next month's board report.

OTHER DIGITAL SERVICES (CONTINUED)

NewsBank

The 1,439 NewsBank page views in March were down 6.7% compared to the 1,542 page views in February 2023 but were up 8.3% compared to the 1,329 page views that occurred in March 2022. NewsBank seems to be one of the more consistently used offerings in our database collection.

OTHER STATISTICS

Gate Counts

Our total gate count for March was 17,154. Our busiest day was Wednesday, March 22, with 727 patrons logged. That was the day of the Wednesday morning Active Storytime.

Interlibrary Loans

In March, we received a total of 141 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 48 interlibrary loan requests to other libraries in March for 41 books and 7 audiovisual (A/V) items requested by our patrons. We received 31 books and 10 A/V items from other libraries in response to requests. We had 27 unique patrons request items this month, including two patrons who requested 5 items.

New Library Card Accounts

We created 277 new library card accounts in March. They included 214 resident cards, 43 nonresident cards, 15 limited access cards, 2 interlibrary loan accounts, 2 iCards, and 1 homebound card.

Public Internet Sessions

Patrons enjoyed 1447 public internet sessions during the month of March, for a total of 1,115 hours and 12 minutes. The average session was 46 minutes long.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/11/2023

Agenda Category: Approval of Bills

Prepared By: Christopher Nulph, Library Manager

Subject:

April 2023 Claims for Payment

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the March 1, 2023 through March 31, 2023 claims for payment.

Summary:

This is a review and approval of the March 1, 2023 through March 31, 2023 claims for payment.

Attachments:

1. March 2023 Voucher Listing
2. March 2023 Library Expenditure
3. April 2023 Claims for Payment

Library Voucher Listing

Begin Date: 3/1/2023

End Date: 3/31/2023

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		1000285517	3/8/2023	309674	CATALOGING METADATA ILL FEBRUARY 2023	\$1,208.47
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$1,208.47
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$73,393.00			YTD ACTUAL: \$34,503.51			YTD % USED: 47.01%		
INFORMATION TECHNOLOGY TOTAL:								\$1,208.47
	K8721000/4201	FRONTIER		2/23 2061882614	3/1/2023	309456	TELEPHONE CHARGES 2/19/23-3/18/23	\$164.71
	K8721000/4201	VERIZON WIRELESS		9928092746	3/8/2023	309694	Verizon Wireless NASPO February 2023	\$89.40
	K8721000/4201	FRONTIER		3/23 2061882614	3/17/2023	310006	TELEPHONE CHARGES 3/19/23-4/18/23	\$186.81
TELEPHONE & COMM SVCS TOTAL:								\$440.92
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$20,304.00			YTD ACTUAL: \$2,618.85			YTD % USED: 12.90%		
	K8721000/4504	XEROX CORP		018343347	3/22/2023	310101	3UA295134 FEB 2023 BASE CHARGE	\$190.80
	K8721000/4504	XEROX CORP		018343348	3/22/2023	310101	3UA295169 FEB 2023 BASE CHARGE	\$85.91
	K8721000/4504	XEROX CORP		018343349	3/22/2023	310101	3UA295258 FEB 2023 BASE CHARGE	\$361.18
	K8721000/4504	XEROX CORP		018343350	3/22/2023	310101	3UA296344 FEB 2023 BASE CHARGE	\$248.96

Library Voucher Listing

Begin Date: 3/1/2023

End Date: 3/31/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4504	XEROX CORP		018353320	3/22/2023	310101	7HB-469027 MARCH 2023 BASE CHARGE	\$10.87
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$897.72
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$11,060.00			YTD ACTUAL: \$3,735.14			YTD % USED: 33.77%		
	K8721000/5301	WA STATE DEPARTMENT		DOR 02/2023	3/28/2023	9480	COMBINED EXCISE TAX - FEBRUARY 2023	\$33.57
STATE TAXES TOTAL:								\$33.57
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$99.16			YTD % USED: 9.72%		
	K8721000/4207	BANK OF AMERICA		022823	3/2/2023	9458	Library Merchant Service Fees	\$106.08
MERCHANT SVC FEES TOTAL:								\$106.08
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$1,200.00			YTD ACTUAL: \$444.87			YTD % USED: 37.07%		
	K8721000/4117	MOON SECURITY SERVIC		1176693	3/10/2023	309773	MOON SECURITY MARCH 2023	\$123.87
	K8721000/4117	MOON SECURITY SERVIC		1181057	3/29/2023	310360	BASIC FIRE TOTAL CONNECT COMM MONT APRIL 2023	\$123.87
EXPERT SERVICES TOTAL:								\$247.74
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$1,400.00			YTD ACTUAL: \$718.84			YTD % USED: 51.35%		
LIBRARY ADMINISTRATION TOTAL:								\$1,726.03

Library Voucher Listing

Begin Date: 3/1/2023

End Date: 3/31/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	MIDWEST TAPE		503174639	3/1/2023	309474	HOOPLA DECEMBER 2022	\$5,015.82
	K8722100/3401	BLACKSTONE AUDIOBOOK		2086901	3/8/2023	309637	LIBRARY CD COLLECTION	\$146.75
	K8722100/3401	BLACKSTONE AUDIOBOOK		2086367	3/8/2023	309637	LIBRARY CD COLLECTION	\$138.58
	K8722100/3401	BLACKSTONE AUDIOBOOK		2086787	3/8/2023	309637	LIBRARY DVD COLLECTION	\$45.22
	K8722100/3401	BLACKSTONE AUDIOBOOK		2087373	3/8/2023	309637	LIBRARY CD COLLECTION	\$89.67
	K8722100/3401	MIDWEST TAPE		503439545	3/8/2023	309667	HOOPLA FEBRUARY 2023	\$5,739.91
	K8722100/3401	BLACKSTONE AUDIOBOOK		2093181	3/31/2023	310425	LIBRARY CD COLLECTION	\$146.75
LIBRARY RESOURCES TOTAL:								\$11,322.70
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$368,144.00			YTD ACTUAL: \$117,940.32			YTD % USED: 32.04%		
	K8722100/4107	SPORTSENGINE INC		30802	3/8/2023	309673	BACKGROUND CHECKS: LIBRARY	\$74.00
OTHER PROFESSIONAL SERVICES TOTAL:								\$74.00
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$201.36			YTD % USED: 19.74%		
LIBRARY PUBLIC SERVICE TOTAL:								\$11,396.70
LIBRARY NON-FACILITIES TOTAL:								\$14,331.20

Library Voucher Listing

Begin Date: 3/1/2023

End Date: 3/31/2023

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		02/2023 FEB	3/29/2023	310315	CITY UTILITY BILLS/FEB 2023	\$3,074.88
UTILITIES TOTAL:								\$3,074.88
UTILITIES - YTD INFORMATION								
BUDGET: \$53,736.00			YTD ACTUAL: \$6,699.17			YTD % USED: 12.47%		
	K8725000/6406	ELITE CONSTRUCTION	22300266	478-22/PMT 2	3/17/2023	310001	RICHLAND LIBRARY STEAM SPACE Contract No. 478-22	\$79,202.95
	K8725000/6406	ELITE CONSTRUCTION	22300266	478-22/PMT 1	3/17/2023	310001	RICHLAND LIBRARY STEAM SPACE Contract No. 478-22	\$114,847.75
	K8725000/6406	MEIER ARCHITECTURE	22200604	23235	3/29/2023	310353	Library STEAM Space Improvements, CONTRACT 226-22	\$1,200.00
	K8725000/6406	MEIER ARCHITECTURE	22200604	23309	3/29/2023	310353	Library STEAM Space Improvements, CONTRACT 226-22	\$760.00
FURNITURE & FIXTURES > \$5000 TOTAL:								\$196,010.70
FURNITURE & FIXTURES > \$5000 - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$617,836.43			YTD % USED: 0.00%		
LIBRARY FACILITIES TOTAL:								\$199,085.58

CITY OF RICHLAND

LIBRARY EXPENDITURE

March 2023

Month/Year

PAY PERIODS From February 13, 2023 to March 26, 2023

GROSS SALARIES \$ **150,893.52**

		Gross Wages	Total
WEEK OF:	<u>03/02/23</u>	<u>55,809.15</u>	<u>55,809.15</u>
WEEK OF:	<u>03/16/23</u>	<u>47,272.29</u>	<u>47,272.29</u>
WEEK OF:	<u>03/30/23</u>	<u>47,812.08</u>	<u>47,812.08</u>
	TOTAL	<u>150,893.52</u>	<u>150,893.52</u>



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

APRIL 2023

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 \$ \$165,224.72 this 11th day of April, 2023.

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

Voucher Listings	Amount
March 01, 2023 thru March 31, 2023	\$14,331.20
Transfer Advice (Salaries)	
Salaries for the weeks of: February 27, 2023 thru March 26, 2023	\$150,893.52
MONTHLY EXPENSES	\$165,224.72

Comments: COR March 2023 Voucher Listing
COR March 2023 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: 4/11/2023

Agenda Category: New Business

Prepared By: Michelle Haffner Community Engagement Supervisor

Subject:
Library Staff Updates

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Community Engagement Supervisor Michelle Haffner will give a brief description of her position with the Richland Public Library.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/11/2023

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Annual Report to City Council

Department:
Parks & Public Facilities

Recommended Motion:
Provide suggestions for revisions before presentation to City Council.

Summary:
This PowerPoint captures statistics on library use, holdings, expenditures, and other items of interest to the public. The Board will discuss any changes they would like to make before agreeing to a final draft to be shared with Council. We will also discuss possible dates the Board is available to deliver the report.

Attachments:
I. 2022 RPL Year End Report



Richland Public Library Board of Trustees 2022 Operating Report



Our Board of Trustees

Lindsay Lightner, Chair

Karen Buxton, Vice-Chair

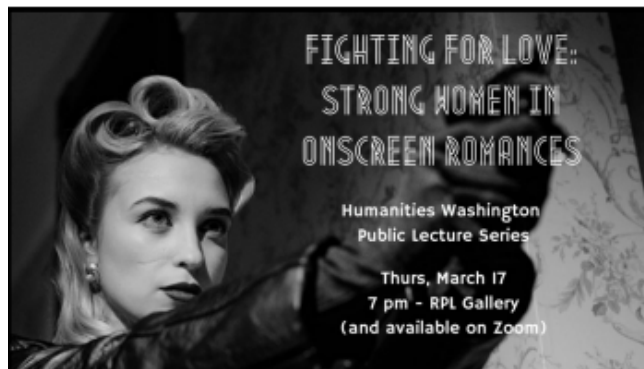
Emily Booth, Member

Cara Hernandez, Member

Tyler Pickel, Member

Sandra Kent, City Council Liaison





2022 Programming





Community Engagement & Outreach





Community Engagement Highlights

- The library returned to normal hours of operation at the start of 2022!
- The library brought the community into our building by partnering with local organizations including the National Park Service, the youth-based Civil Air Patrol, the African American Community Cultural & Educational Society, Tri-City Area Gaming, and many more local groups with expertise and interests to share.
- A program featuring local NASA astronaut, Kayla Barron, was a huge success. Over 500 patrons attended to listen to Kayla talk about her experiences and answer questions.
- The library partnered with the Richland Community Center on popup playdays, held story time in our City parks, and expanded outreach at locations like the Richland Farmer's Market, City of Richland events, Richland School District events, and regional celebrations.
- Our Summer Reading Program is always a highlight, with programs for all ages and interests including building solar ovens, soap making, urban sketching, family game days, and more.



2022 Community Engagement

Output	2021 Total	2022 Total	Trend
Programs Offered	315	879	+179%
Attendees	12,250	30,562	+149%
Take and Make Kits Distributed	4,429	3,178	-28%
Summer Reading Participants	1,229	1,826	+49%
Social Media Followers	6,419	7,139	+11%
Gate Count	88,923	156,477	+76%



2022 State of the Collection

- 147,792 physical items in the collection
- 8,783 items added in 2022
- 69 magazine/newspaper titles offered
- 78,173 digital holdings
- 225,965 total physical & digital holdings



Technical Services Highlights

- Overdue fines were eliminated thanks to City Council's approval. This barrier-reducing measure has been tremendously well received by our patrons and has likely contributed to our increases in circulation and community engagement.
- Tumbleweed Tourist is a new digital service that offers residents a chance to access regional attractions for free. We currently have 9 attractions in our collection including nearby museums like the REACH and regional attractions like the Maryhill Museum of Art.
- An adult graphic novel collection was added by shifting the adult nonfiction section. This is a highly used collection and we plan to continue to build it in 2023.
- We added a board game collection to our Experience Library in August. The collection started with 57 games for families to enjoy, which circulated a total of 674 times in under 4 months. We continue to add to this collection that has gotten overwhelming positive reviews from our patrons.

2022 Circulation Statistics

Output	2021 Total	2022 Total	Trend
Physical Circulation & Renewals	540,926	645,937	+19%
Digital Circulation	168,994	159,348	-6%
Total Circulation	709,920	805,285	+13%
Holds Filled	48,147	41,713	-13%
Curbside Deliveries	3,559	402	-89%
Interlibrary Loans Sent	132	614	+365%
Interlibrary Loans Received	116	211	+82%





2022 General Statistics

Output	2021 Total	2022 Total	Trend
New Library Cards	1,768	3,641	+106%
Reference Questions	9,394	18,345	+95%
Meeting Room Uses	Not Offered	544	
Study Room Uses	99 (Limited Availability)	1,199	+1,111%
PC Sessions	4,372	11,286	+158%
Volunteer Hours	2,713	4,502	+66%
Website Page Views	415,617	369,463	-11%





2022 Finances

Summary of Year:

- General Fund Budget: \$2,651,847
- Total of Expenditures: \$2,396,110.37
- Capital Dollars Rollover to 2023:
\$253,832.19
- End of Year Balance: \$1,904.44

Notable Expenditures:

- Staff Salary, Wages, and Benefits:
\$1,750,145
- Physical Collections: \$114,290
- Digital Collections: \$191,896
- Total Collections: \$306,186

Supplemental Grant, Support Organization, and
Fee Revenues: \$38,876

Plans for 2023

- Completion of our STEAM Space renovation and design planning for our proposed 2024 project of an outdoor study, play, and programming space
- Outfitting a new teen space thanks to community donation support
- Planning for a new Summer Reading Program kickoff event, in coordination with other City Departments
- Building upon popular new collections: Tumbleweed Tourist, Board Games, and Graphic Novels
- Development of a library app as the central and convenient source for all our resources
- Leveraging the library's role as a community interface to support public-facing goals and initiatives for City Administration, City Council, and other departments

