



Agenda
Library Board Meeting
Tuesday, June 13, 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. Approval of the May 9, 2023 Library Board Meeting Minutes

Reports from Library Staff:

2. RPL Staff Updates
 - Michael Scarfo, Library Supervisor
3. June 2023 Library Manager's Report
 - Christopher Nulph, Library Manager
4. June 2023 Library Statistics
 - Christopher Nulph, Library Manager

Approval of Bills: (Approved by Motion)

5. June 2023 Claims for Payment
 - Christopher Nulph, Library Manager

Unfinished Business:

New Business:

6. Patron Printing
 - Christopher Nulph, Library Manager

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, July 11, 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: 6/13/2023

Agenda Category: Approval of Minutes

Prepared By: Kylie Barada, Administrative Assistant

Subject:

Approval of the May 9, 2023 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the 05-09-2023 meeting minutes.

Summary:

The draft of the 05-09-2023 Library Board Meeting Minutes is included for consideration.

Attachments:

I. 2023.05.09 Library Board Meeting Minutes



MINUTES

Richland Public Library Board
955 Northgate Drive
May 9, 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 5:29 p.m.

Attendance

Chair Lightner, Vice-Chair Buxton, Board Members Booth, Hernandez, and Pickel were present. Also present were Council Liaison Kent, Library Manager Nulph, Administrative Assistant Barada and Children's Librarian Reed.

Approval of Agenda

Board Member Booth moved and Vice-Chair Buxton seconded the motion to approve the agenda as is. The motion carried 5-0.

Approval of Minutes

Chair Lightner asked for a motion to approve the minutes of the April 11, 2023 meeting. Vice-Chair moved and Buxton seconded the motion to approve the minutes of April 11, 2023 as is. The motion carried 5-0.

Reports from Library Staff

1. RPL Staff Updates
Children's Librarian Kelly Reed shared what she has been working on and some goals that she has for the year.
2. May 2023 Library Manager's Report/Library Statistics
Library Manager Nulph is working on a reciprocal borrowing agreement between area libraries. This will be an ongoing process and updates will be provided as they come.

Public Comments

There were no members of the public present.

Approval of Bills

Vice Chair Buxton moved and Board Member Hernandez seconded the motion to approve the certification of claims for payment for May 2023 in the amount of \$129,159.26. The motion carried 5- 0.

Unfinished Business

1. Board Members voted on a change to the Circulation Policy.

Board Member Hernandez moved and Board Member Pickel seconded the motion to approve the change to the Circulation Policy of refunds. If a patron pays for lost material but finds the material at a later date, they are not eligible for a refund. The motion carried 5-0.

Chair Lightner asked for a motion to have a check out limit of 200 items to begin on September 1, 2023. Board Member Booth moved and Board Member Hernandez seconded the motion to have a check out limit of 200 items. The motion carried 5-0.

2. Chair Lightner asked for a motion to approve the Program Policy. Board Member Pickel moved and Board Member Hernandez seconded the motion to approve the Program Policy. The motion carried 5-0.
3. Board Members discussed the date for the annual presentation to City Council. June 6 was the date that was selected.

New Business

1. A rough draft of the Use of Public Spaces policy was presented to the Board. They discussed any changes that needed to be made. Library Manager Nulph will present changes to Parks and Public Facilities Director and City Attorney before bringing back to the Board for approval.

Agenda Items for Upcoming Board Meeting

1. Annual Report to Council Debrief
2. Partnerships

Adjournment

Chair Lightner adjourned the meeting at 6:53 P.M.

APPROVED:

ATTEST:

Lindsay Lightner, Library Board Chair

Kylie Barada, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 6/13/2023

Agenda Category: Reports from Library Staff

Prepared By: Michael Scarfo, Library Supervisor

Subject:

RPL Staff Updates

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

User Experience Supervisor Michael Scarfo will discuss with the Board his role at RPL.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 6/13/2023

Agenda Category: Reports from Library Staff

Prepared By: Christopher Nulph, Library Manager

Subject:

June 2023 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

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

Attachments:

I. 2023.06.13 Library Manager's Report



LIBRARY MANAGER'S REPORT

Richland Public Library Board

June 13, 2023

State of Library Services

We have installed our outdoor game tables (3) and picnic benches (2). These provide better outdoor space for people to socialize, work, and relax. Game pieces for chess, checkers, and Othello are available for checkout at the service desk. These game pieces checkout for the day and are due at the end of the day.

The library upgraded their Envisionware payment systems. The update allows the service desk to no longer be involved in financial transactions, allow patrons to receive a quantity of free prints and copies per week, pay for larger prints with credit card, pay fines and fees at our OneStop machines, have one terminal set for cash payments, and will allow for both printers to offer the same printing services. We still are awaiting a part to allow our second printer to manage copies, the implementation of an online payment portal, and a vote from the Board to allow the weekly free print/copy credit per week.

We will be adding the George Prout Pool and the Community Center Fitness Room to our Tumbleweed Tourist offerings in June. Free admission will be granted into both locations via a reservation with a library card.

Work has begun on our upcoming teen space. Facilities has helped us clear out some of this space and we have started ordering furniture to furnish the space. We anticipate this space being available towards the end of the year.

We began collaborating with a local architect for the proposed 2024 outdoor activity space. We have a meeting scheduled in June to work through our priorities for the space and plan to have a budget estimate in time for our 2024 budget submission.

We continue to explore a reciprocal borrowing assessment with our neighboring libraries, Mid-Columbia, Walla Walla, and Walla Walla County. We are currently pulling comparable statistics and will reconvene in August to review our progress.

We are working with IT to scan our copies of Alphabet House blueprints into high quality TIFF files. The plan is to share these with the State Archives, which can make the scans available digitally for all. This effort preserves rare and historic documents of interest for patrons to utilize as a resource tool. In future years, we hope to preserve other photos and documents so that the history we possess is not lost.

Program highlights from the month include:

- Built It, Fix It is a new programming series Mary created. This featured two events. One was bird and bee house construction project, which received 19 patrons in attendance. The other was a bike fix it program with 14 patrons in attendance.
- A yearly library guest, the Bing Futch dulcimer concert had 40 patrons in attendance.
- Chief Huntington was a special guest at our 5/19 storytime. We got 115 excited community members to read along with the Chief. Many of our young attendees wore fire fighter costumes or shirts with engines on them.
- May is often a busy time for field trips to the library. We had 11 class visits to the library with 631 students in attendance.

Friends of the Library Update

Sue is retiring from her role as bookroom manager. She has done a wonderful job in this role, and we thank her for this work. Jasmine has taken this role over, and we look forward to continuing to work with Jasmine.

Library Foundation

There are no Foundation updates for May.

Staffing Updates

There are no staffing updates for May. Our new part time Library Assistant, Makayla Arbon, began work 6/5.

Library Statistics

We typically see May with similar numbers as April. This year, we saw some higher use numbers out of May. Our gate count rose by about 2,000. Part of this increase was a Richland School District art reception, which recorded the monthly high count of 1,091 patrons on 5/2. Our physical circulation increased by about 3,700 over April and was about 5,400 higher than May of 2022. Our rooms continue to be a strong public service. We are seeing meeting room use increase by 74% over the same January-May interval in 2022. Study rooms are also continuing to be a strong public service with a 63% increase over the January-May interval in 2022.

Our Community Engagement numbers continue to be strong going into our busy Summer Reading Program. We have similar numbers to April of this year, but, compared to May of last year, we show a 31% increase in the number of engagements offered and 85% increase in attendance. These increases over 2022 have been roughly similar for other months in this first half of the year.

Our digital circulation showed modest increases across our three major services – Libby, Hoopla, and Kanopy. When compared to 2022, we are seeing all three resources in a much stronger position of use. Hoopla saw a 18% increase, Kanopy a 29% increase, and Libby a 19% increase over May 2022.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 6/13/2023

Agenda Category: Reports from Library Staff

Prepared By: Christopher Nulph, Library Manager

Subject:
June 2023 Library Statistics

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

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

Attachments:
I. 2023.06.13 Library Statistics

RICHLAND PUBLIC LIBRARY

May 2023 Statistics Report for the June Board Meeting



SUMMARY

We held or hosted several programs at the library during the month of May. On Wednesday, May 10, we hosted a concert by nationally known musician and music educator Bing Futch, who sang and played Appalachian mountain dulcimer and Native American flute. On Thursday, May 18, we hosted a Tri-Cities Community Lecture Series presentation by Professor Michelle Liu on “What Laughter Tells Us: Asian Americans, Comedy, and Belonging.” Both programs were sponsored by the Friends of the Richland Public Library.

A popular multi-session program this month was “Build It, Fix It, Makes You Stronger.” For our “Build It” program on Tuesday, May 2, children age 8 and older learned how to build a cedar birdhouse or a bee hotel using hammers and nails. In our “Fix It” program on Tuesday, May 23, experts from Wheelhouse Community Bike Shop conducted bike safety checks and taught basic bike maintenance to middle and high schoolers. On Thursday, May 4, we held a fun “Star Wars Day: May the Fourth Be With You” craft program for fourth through sixth graders. Our High School Book to Movie Club watched *Stardust* (2007) on Thursday, May 11, after reading the book by Neil Gaiman. We also held a Teen Marvel Trivia program on Saturday, May 13. Later in the month, our Viewer Discretion Is Advised Cinema Club watched the Alfred Hitchcock classic *Psycho!* (1960) on Friday, May 26.

Fire Chief Tom Huntington came to the library on Friday morning, May 19, for a special guest story time, and we also held a Bilingual Spanish/English Story Time on Saturday, May 27.

Recurring programs held at the library this month included Tuesday evening, Wednesday morning, Thursday morning, and Friday morning story times; STEAMKids sessions on two Saturdays, May 6 and 20; Preschool STEAMPlay sessions on two Fridays, May 15 and 19; Singing Strings Ukulele Club teen/adult jam sessions on two Tuesdays, May 2 and 16; and an LGBTQIA+ Craft Social on Monday, May 15.

MAY STATISTICS

- Overall Circulation with Renewals: **72,865**
- Digital Circulation: **15,081**
- Physical Items Checked Out: **38,066**
- Physical Items Renewed: **19,718**
- Holds Filled: **3,251**
- Hoopla Circulation: **2,896**
- Kanopy Circulation: **24,907 minutes, 950 sessions**
- Mango: **84 sessions**
- Libby/Overdrive Circulation: **11,151**
- New Library Card Accounts: **587**
- Gate Count: **16,512**
- Busiest Day: **1,091 (May 2)**

CHILDREN'S PROGRAMS

Story Times at the Library

Children's Services Librarian Kelly, Librarian Joyce, and staff held Tuesday evening story times at 6 p.m. on May 2, 9, 16, 23, and 30; Wednesday morning active story times at 10 a.m. on May 3, 10, 17, 24, and 31; Thursday morning baby story times at 10 a.m. on May 4, 11, 18, and 25; and Friday morning preschool story times at 10 a.m. on May 5, 12, 19, and 26.

These story times are extremely popular with patrons. On our top regular story time attendance days, we had 76 patrons attend on Thursday, May 4; 72 patrons attend on Wednesday, May 17; and 70 patrons attend on Friday, May 26.

We also held "Meet Our Therapy Dogs" sessions after the Tuesday evening story times. Children could meet different therapy dogs and were encouraged to read stories to them. We logged 764 patrons who visited with therapy dogs during May.

May the Fourth Be With You: Star Wars Crafts

We held a special Star Wars Day program from 5 to 7 p.m. on Thursday, May 4. Fourth through sixth graders were invited to come for "a Star Wars themed crafternoon full of craft projects, a Star Wars movie screening from the original trilogy, and snacks." Patrons were encouraged to wear Star Wars themed costumes. Twenty-six young patrons enthusiastically attended.

Preschool Story Time with the Fire Chief!

Fire Chief Tom Huntington came to the library on Friday, May 19, to present a special guest story time at 10 a.m. for children ages 3 to 5. He read *My Fire Engine* by Michael Rex. This program was extremely popular, with 115 patrons attending in our newly renovated STEAMspace.

Bilingual Story Time

We held a Spanish/English Bilingual Story Time in the Children's Story Area at 10:30 a.m. on Saturday, May 27. Fourteen patrons attended.

STEAMkids and Preschool STEAMplay

We held STEAMkids sessions from 10 a.m. to noon on two Saturdays, May 6 and 20, with 95 and 78 patrons attending. We also held drop-in Preschool STEAMplay sessions from 11 a.m. to 12:30 p.m. on two Fridays, May 5 and 19, with 86 and 103 patrons attending.



TEEN PROGRAMS

Teen Marvel Trivia

Teen Services Librarian Alyssa held a special Teen Marvel Trivia event from 1:30 to 3 p.m. on Saturday, May 13. Our calendar entry said, “How much do you know about the Avengers? Who took up Captain America's shield when he perished? Where does the villainess Elektra call home? Put Tony Stark to shame with your trivia knowledge! Snacks will be provided!” Twelve patrons attended.

High School Book to Movie Club

This month, our High School Book to Movie Club read *Stardust* by Neil Gaiman and then met at 6 p.m. on Thursday, May 11, to watch the 2007 movie adaptation. Eight patrons attended.

ADULT PROGRAMS

Viewer Discretion Is Advised Cinema

Our Viewer Discretion Is Advised Cinema club for ages 18+ watched Alfred Hitchcock's serial killer classic *Psycho*! (1960) at 6:30 p.m. on Friday, May 26. Seventeen patrons attended.

LGBTQIA+ Craft Social

Adult Services Librarian Gavin held a LGBTQIA+ Craft Social for patrons age 13 and older at 6:30 p.m. on Monday, May 15. The group meets the third Monday of each month.

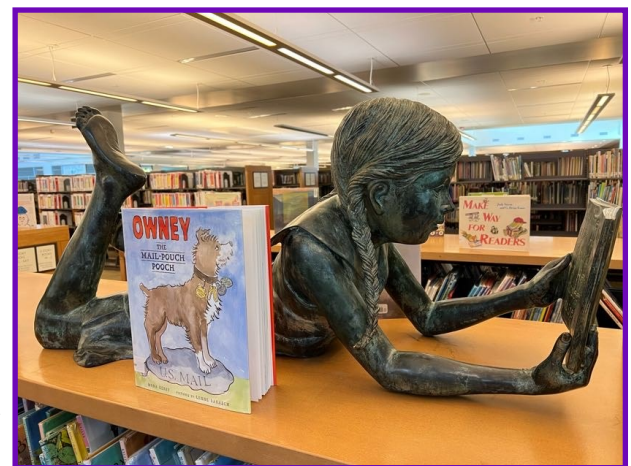
Our calendar said, “Chat, chill, and hang out: A crafting social for LGBTQ+ and allies. This month is a special all-ages event where attendees have the option to decorate a paper shape to be included in our pride-themed group art display. Or just use our supplies or your own to work on whatever art/craft project you like. There will be snacks and drinks paid for by the Friends of the Library.” Twenty-two patrons attended.

Local Book Clubs

We host several book clubs at the library each month. The Monday Night Book Group met at 6:30 p.m. on May 15 to discuss *The Night Watchman* by Louise Erdrich.

The Thursday Afternoon Book Club met at 1:30 p.m. on May 18 to discuss *The Arsenal of Democracy* by A. J. Baime. This club meets on the third Thursday of each month from September through May, so they will now be taking a summer break.

The Read the Rainbow Book Club, a partnership between the Richland Public Library and Mid-Columbia Libraries [MCL], met at the main Kennewick branch of MCL at 6:30 p.m. on Tuesday, May 30, to discuss books they had recently read.



MULTI-AGE PROGRAMS AND EVENTS

Bing Futch Dulcimer Concert

The library hosted a concert by nationally known musician and music educator Bing Futch from 6:30 to 8:30 p.m. on Wednesday, May 10, as part of his 2023 West Coast Tour.

Bing entertained the audience by singing and playing Appalachian mountain dulcimer and Native American flute. He performed a variety of musical styles during the concert, from folk and Celtic music to blues. This was Bing's second time giving a concert at our library.

The concert was sponsored by the Friends of the Richland Public Library and hosted by the Three Rivers Dulcimer Society. Forty patrons attended.

"Build It, Fix It, Makes You Stronger"

We held "Build It, Fix It, Makes You Stronger" programs for children and teens in May. The first program, held on Tuesday, May 9, was for patrons age 8 and up. Library Assistants Mary, Gera, and Justin guided patrons in building cedar birdhouses and bee hotels to take home. Nineteen patrons attended.

The second program, held by Mary and Teen Services Librarian Alyssa on Tuesday, May 23, was for middle and high schoolers. Our Facebook invitation said, "Send your middle and high schoolers to the STEAMspace WITH THEIR BICYCLES on Tuesday, May 23rd, for bike safety inspections and basic maintenance with our friends from Wheelhouse Community Bike Shop." Fourteen patrons attended.



MULTI-AGE PROGRAMS AND EVENTS (CONTINUED)

“What Laughter Tells Us: Asian Americans, Comedy, and Belonging”

We hosted a Tri-Cities Community Lecture Series presentation by Professor Michelle Liu at 7 p.m. on Thursday, May 18, in the Doris Roberts Gallery. Nineteen patrons attended.

The website stated, “While everyone finds different things funny, we all have experienced laughter. And what we find funny shapes how we interconnect. Through clips of Asian American stand-up comedians, Professor Michelle Liu explores how humor can change the patterns of belonging that everyone in the United States has inherited.” Dr. Liu is a professor of English and the associate director of writing programs at the University of Washington.

Tri-Cities Community Lecture Series programs are sponsored by the Arts and Humanities Division at CBC, Battelle, the Friends of the Richland Public Library, the East Benton County Historical Museum, the Franklin County Historical Museum, and Mid-Columbia Libraries.

For information about the lecture series, please visit <https://www.cbcartcenter.com/lectures>.

Singing Strings Ukulele Club

The Singing Strings Ukulele Club held teen/adult jam sessions in the library at 6:30 p.m. on the first and third Tuesdays of the month, May 2 and 16, with 18 and 9 patrons attending. Librarian Johanna leads this group.

Beanstack Reading Challenge

In celebration of Asian Pacific American Heritage Month in May, we held a special reading challenge on [Beanstack](#) for our patrons. Fifty-five patrons participated. Our challenge description said, “Asian Pacific American Heritage Month is celebrated each year from May 1-31. Celebrate Asian American and Pacific Islander voices through reading. Log your reading and activities here to earn badges all month long.”

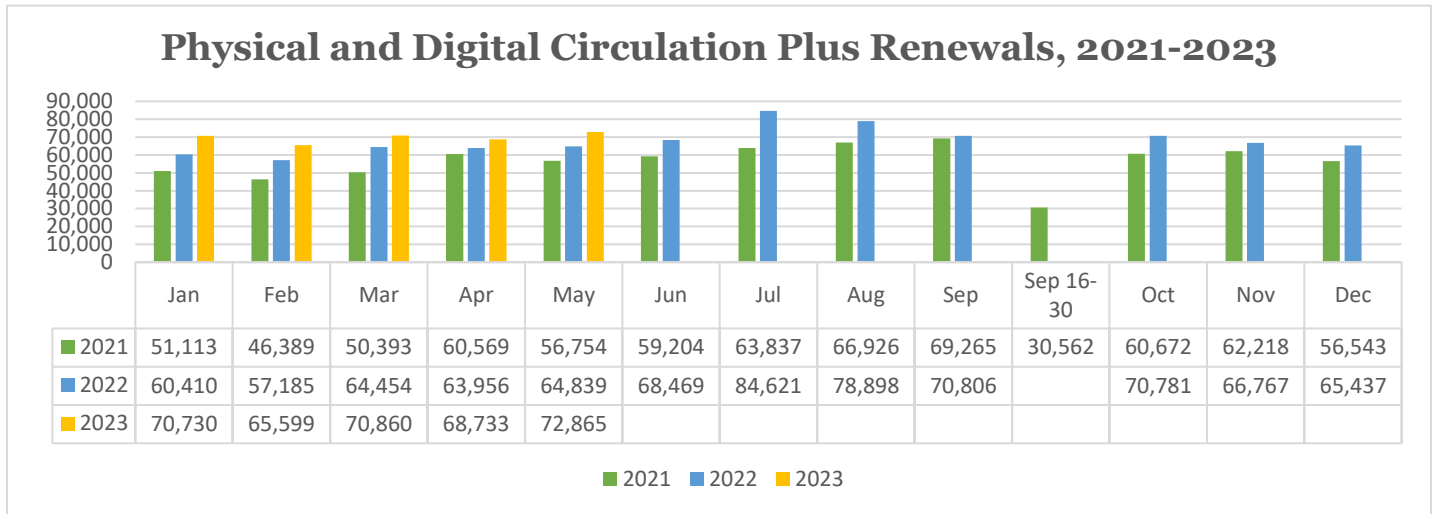
Richland School District K-5 Art Exhibition and Open Houses

The second-annual Richland School District K-5 Art Exhibition was displayed in our lobby from May 1 through 8. The district held open house events for the artists and their families at the library on May 2, 3, and 4, so they could visit and view the displayed artwork. These events were extremely well attended, and our daily gate count rose to 1,091, 850, and 733 on those three days, respectively.



STATISTICS

TOTAL CIRCULATION



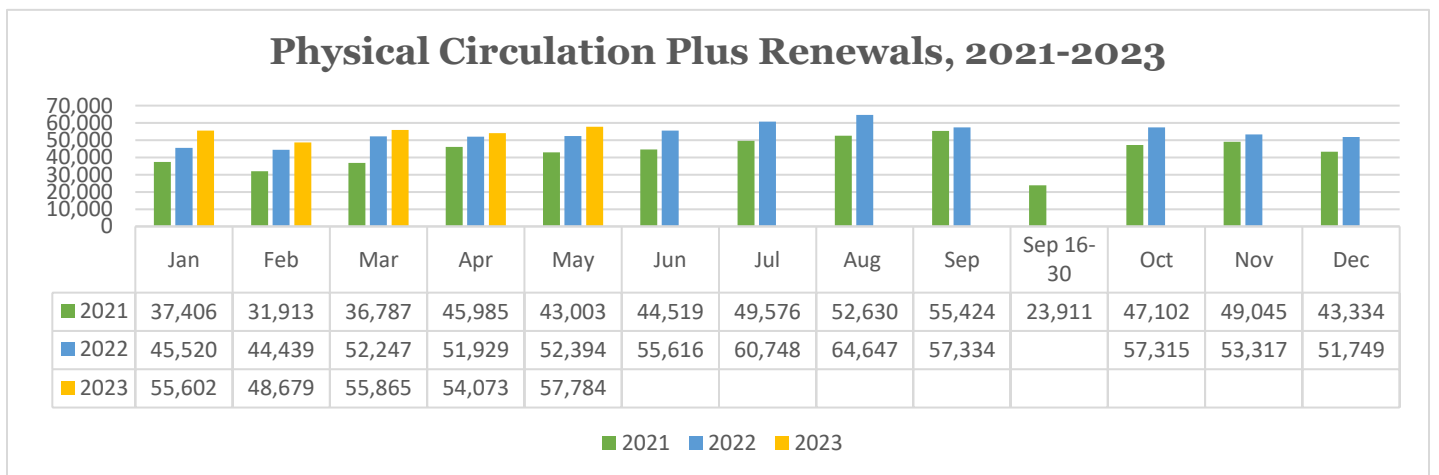
During May, our total physical plus digital circulation was 53,147 items, not including renewals. Of those, 38,066 (71.6%) were physical items and 15,081 (28.4%) were digital items obtained through Hoopla, Kanopy, Mango, and OverDrive. Kanopy plays and Mango sessions were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was up 5.2% compared to the 50,518 items checked out in April 2023. Digital circulation was also up 2.9% compared to the 14,660 items checked out in April. We filled 3,251 requests for holds and had 19 scheduled curbside deliveries for 13 patrons.

Our patrons also renewed 19,718 physical items in May. Including these physical item renewals, our overall circulation was 72,865. That overall circulation was up 6.0% compared to the 68,733 items circulated in April 2023 and was up 12.4% compared to the 64,839 items circulated in May 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.

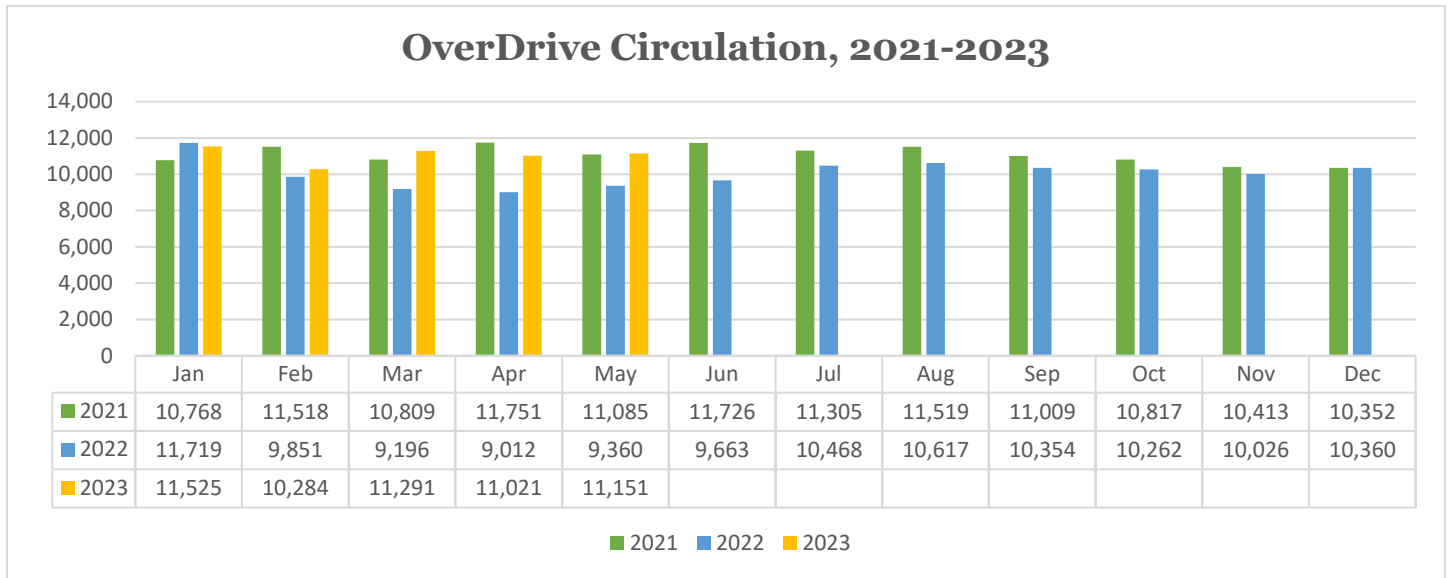
PHYSICAL CIRCULATION



Our patrons checked out 38,066 physical items in May and renewed 19,718 physical items, for a total of 57,784 items. That was up 6.9% compared to the 54,073 physical items checked out and renewed in April 2023 and was up 10.3% compared to the 52,394 items checked out and renewed in May 2022. The top ten categories that circulated this month were Children's Chapter Book Fiction (4,292 items), Children's Storybooks (4,279 items), Adult Nonfiction (3,769 items), Children's Nonfiction (3,212 items), Adult Movies (2,938 items), Adult Fiction 2nd Floor (2,298 items), Children's Graphic Novels (2,253 items), Children's Favorites on the Story Circle (1,798 items), Adult New Books (1,535 items), and Children's Movies (1,196 items). The January through September 2021 statistics in this graph are mid-month to mid-month.

DIGITAL CIRCULATION

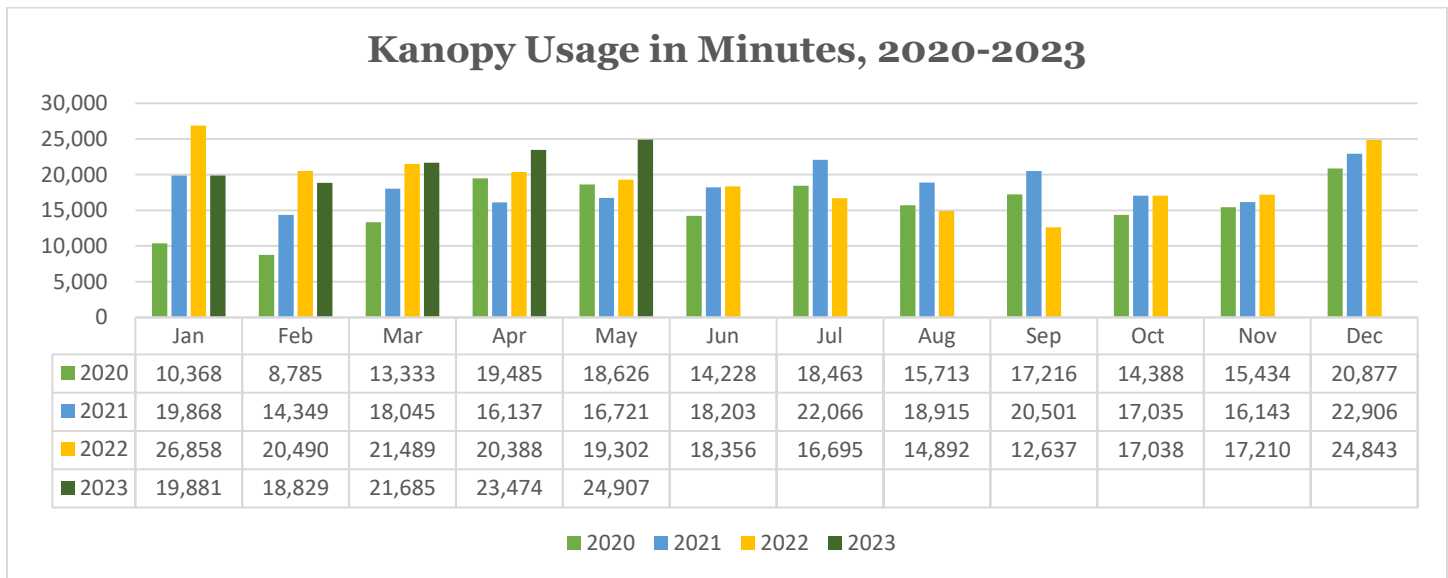
OverDrive



The 11,151 checkouts through OverDrive in May were up a modest 1.2% compared to the 11,021 checkouts in April 2023 and were also up 19.1% compared to the 9,360 checkouts in May 2022.

This month's checkouts included 5,555 e-books (which were 49.8% of the OverDrive items checked out), 5,082 audiobooks (45.6%), and 514 e-magazines (4.6%). The January through September 2021 statistics in this graph are mid-month to mid-month.

Kanopy

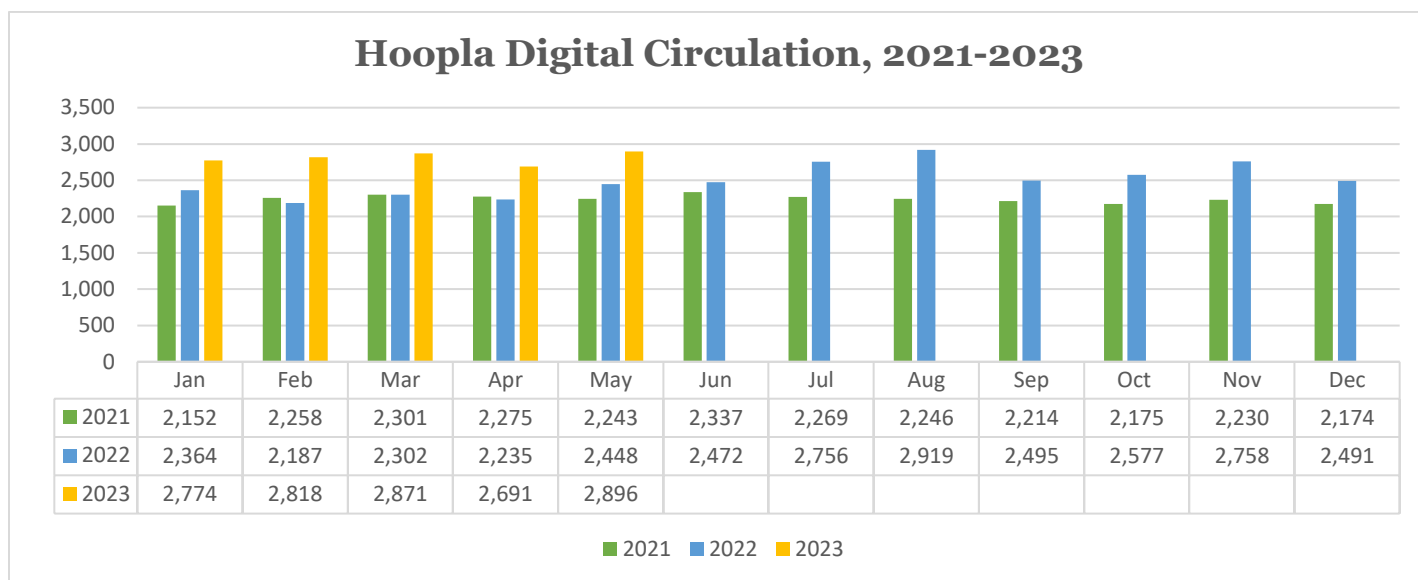


Our patrons viewed 24,907 minutes of Kanopy content during the month of May. That was up 6.1% compared to the 23,474 minutes viewed in April 2023 and was also up 29.0% compared to the 19,302 minutes viewed in May 2022. Cardholders in the United States, Egypt and Saudi Arabia viewed content on Kanopy this month.

The top ten suppliers of content viewed on Kanopy this month were 9 Study Media Group, BBC Studios, The Great Courses, WildBrain, Paramount Pictures, Weston Woods, Shout Factory, Kino Lorber, MGM, and Warner Bros. Content was viewed on televisions (47.5%), mobile devices (29.6%), desktops (17.3%), and tablets (5.7%).

DIGITAL CIRCULATION (CONTINUED)

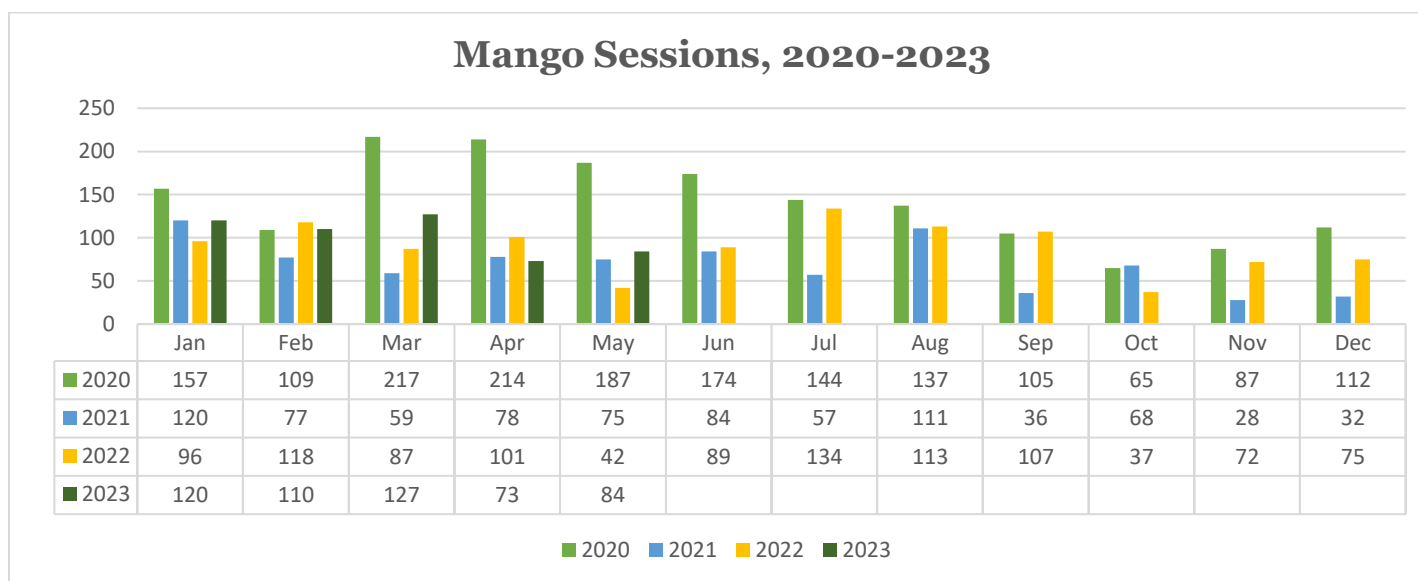
Hoopla



The 2,896 circulations in Hoopla during May were up 7.7% compared to the 2,691 circulations in April 2023 and were up 18.3% compared to the 2,448 circulations in May 2022. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,711 audiobooks (which were 59.1% of the Hoopla items checked out), 702 e-books and e-comics (24.2%), 355 movies and television shows (12.3%), 120 music items (4.1%), and 8 BingePasses (0.3%) this month. The January through September 2021 statistics in this graph are mid-month to mid-month.

Mango

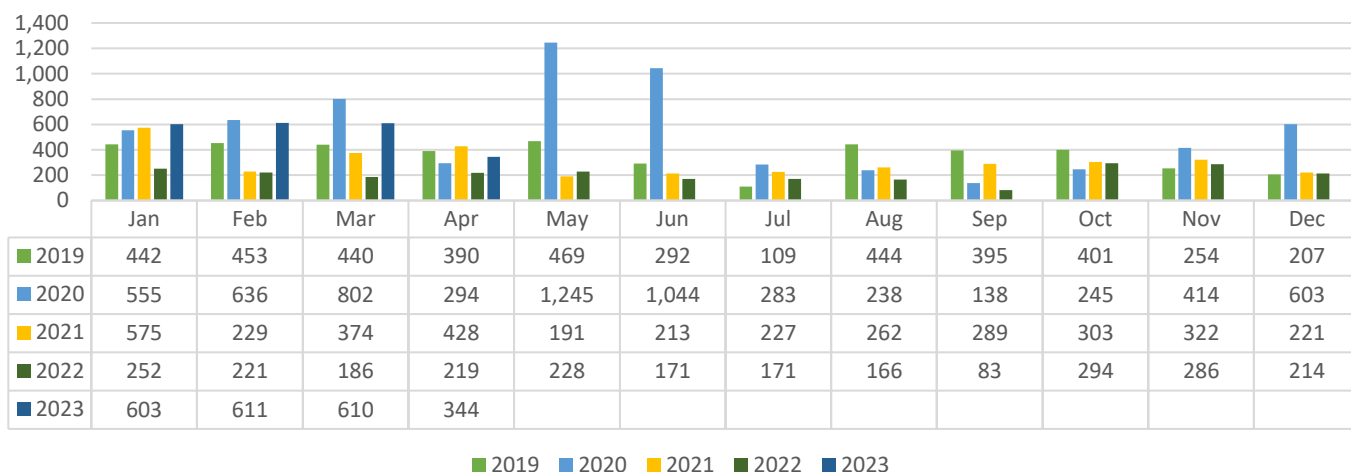


Patrons had 84 total sessions in Mango for the month of May. That usage was up 15.1% compared to the 73 sessions in April 2023 and was also up 100% compared to the 42 sessions in May 2022. The top ten languages studied this month were Arabic, Levantine; Russian; Chinese, Mandarin; Spanish, Latin American; Italian; German; Finnish; Korean; French and Chaldean Aramaic.

OTHER DIGITAL SERVICES

Morningstar

Morningstar Searches, 2019-2023

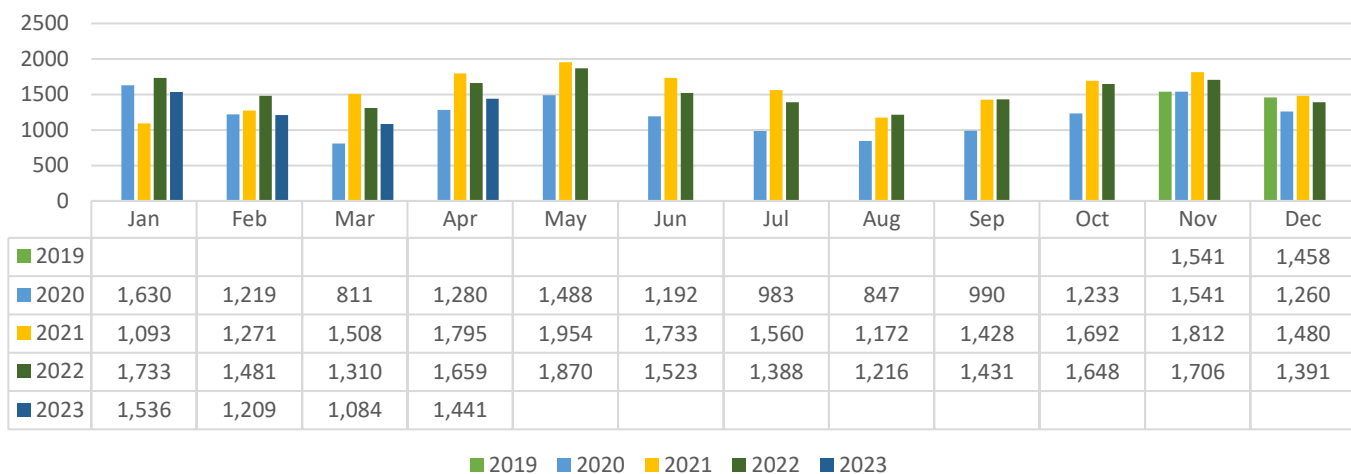


There were 344 searches in April. That was down 43.6% compared to the 610 searches in March 2023 but was up 57.1% compared to the 219 searches that occurred in April 2022. Morningstar continues to pair nicely with Value Line, giving our patrons a nice combination of resources to use when researching their financial questions.

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

Value Line

ValueLine Page Views, 2019-2023



The 1,441 Value Line page views in April were up 32.9% compared to the 1,084 page views in March 2023, but they were down 13.1% compared to the 1,659 page views that occurred in April 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 May, so we will include them in next month's board report.

OTHER DIGITAL SERVICES (CONTINUED)

NewsBank

The 1,337 NewsBank page views in May were down 6.8% compared to the 1,435 page views in April 2023, but were up 2.3% compared to the 1,307 page views that occurred in May 2022. NewsBank seems to be one of the more consistently used offerings in our database collection.

Patrons have been averaging 1,479 page views per month in 2023, which is up 15.6% compared to the 1,279 pages viewed on average per month in 2022 and is up 341.5% compared to the 335 pages viewed on average per month in 2021.

OTHER STATISTICS

Gate Counts

Our total gate count for May was 16,512. Our busiest day was Tuesday, May 2, with 1,091 patrons logged. That was the first day of the Richland School District Art Show reception.

Interlibrary Loans

In May, we received a total of 133 interlibrary loan requests from other libraries. We sent 59 books to libraries during the month in response to their interlibrary loan requests.

We also sent 23 interlibrary loan requests to other libraries in May for 16 books, 3 articles, and 4 audiovisual (A/V) items requested by our patrons. We received 14 books, 1 article and 4 A/V items from other libraries in response to requests. We had 15 unique patrons request items this month.

New Library Card Accounts

We created 587 new library card accounts in May. They included 471 resident cards, 101 nonresident cards, 9 limited access cards, and 6 interlibrary loan accounts.

Public Internet Sessions

Patrons enjoyed 1,242 public internet sessions during the month of May, for a total of 945 hours and 25 minutes. The average session was 46 minutes long.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 6/13/2023

Agenda Category: Approval of Bills

Prepared By: Christopher Nulph, Library Manager

Subject:

June 2023 Claims for Payment

Department:

Parks & Public Facilities

Recommended Motion:

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

Summary:

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

Attachments:

1. May 2023 Payroll
2. May 2023 Voucher Listing
3. 2023.06.13 Claims for Payment

CITY OF RICHLAND

LIBRARY EXPENDITURE

May 2023

Month/Year

PAY PERIODS From April 24, 2023 to May 21, 2023

GROSS SALARIES \$ 97,885.19

	Gross Wages	Total
WEEK OF: 05/11/23	49,058.09	49,058.09
WEEK OF: 05/25/23	48,827.10	48,827.10
WEEK OF: _____	_____	-
TOTAL	<u>97,885.19</u>	<u>97,885.19</u>

Library Voucher Listing

Begin Date: 5/1/2023

End Date: 5/31/2023

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		1000297519	5/3/2023	311456	CATALOGING METADATA ILL SUBSCRIPTION	\$1,208.47
	K8188700/3583	ENVISIONWARE INC		INV-US-65155	5/5/2023	311558	CBA COPIER CABLE	\$260.52
	K8188700/3583	ENVISIONWARE INC		INV-US-65157	5/5/2023	311558	UPGRADE FIRMWARE FOR CBA	\$1,035.05
	K8188700/3583	ENVISIONWARE INC		INV-US-65180	5/10/2023	311639	CBA CONTROL BOARD CONNECTION	\$326.10
	K8188700/3583	ENVISIONWARE INC		INV-US-65238	5/24/2023	312070	CASHLESS COPY CONTROLLER	\$1,497.32
	K8188700/3583	ENVISIONWARE INC		INV-US-64059	5/24/2023	312070	ENVISIONWARE RENEWAL	\$788.08
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$5,115.54
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$73,393.00			YTD ACTUAL: \$40,899.08			YTD % USED: 55.73%		
INFORMATION TECHNOLOGY TOTAL:								\$5,115.54
	K8721000/3102	BIBLIOTHECA ITG LLC		INV-US65026	5/31/2023	312213	RFID TAGS	\$1,844.25
OPERATING SUPPLIES & MATERIALS TOTAL:								\$1,844.25
OPERATING SUPPLIES & MATERIALS - YTD INFORMATION								
BUDGET: \$37,687.00			YTD ACTUAL: \$8,342.40			YTD % USED: 22.14%		
	K8721000/4117	MOON SECURITY SERVIC		1189812	5/31/2023	312236	MOON SECURITY JUNE 2023	\$123.87
EXPERT SERVICES TOTAL:								\$123.87
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$1,400.00			YTD ACTUAL: \$966.58			YTD % USED: 69.04%		

Library Voucher Listing

Begin Date: 5/1/2023

End Date: 5/31/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4201	FRONTIER		05/23 2061882614	5/12/2023	311790	TELEPHONE CHARGES 5/19/23-6/18/23	\$166.78
	K8721000/4201	FRONTIER		05/23 5099433152	5/12/2023	311790	5/23 TELEPHONE CHARGES	\$991.80
	K8721000/4201	VERIZON WIRELESS		9932896041	5/17/2023	311959	Verizon Wireless NASPO April 2023	\$89.32
TELEPHONE & COMM SVCS TOTAL:								\$1,247.90
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$20,304.00			YTD ACTUAL: \$5,088.74			YTD % USED: 25.06%		
	K8721000/4207	BANK OF AMERICA		043023	5/2/2023	9555	LIBRARY MERCHANT SERVICES FEES	\$152.47
MERCHANT SVC FEES TOTAL:								\$152.47
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$1,200.00			YTD ACTUAL: \$751.93			YTD % USED: 62.66%		
	K8721000/4504	XEROX CORP		018595782	5/24/2023	312133	7HB-469027 APRIL 2023 BASE CHARGE	\$10.87
	K8721000/4504	XEROX CORP		590627814	5/31/2023	312259	LATE CHARGE MARCH 2023	\$25.00
	K8721000/4504	XEROX CORP		018800201	5/31/2023	312259	7HB-469027 MAY 2023	\$10.87
	K8721000/4504	XEROX CORP		018800219	5/31/2023	312259	3UA-295134 APRIL 2023 BASE CHARGE	\$321.69
	K8721000/4504	XEROX CORP		018800220	5/31/2023	312259	3UA-295169 APRIL 2023 BASE CHARGE	\$90.82
	K8721000/4504	XEROX CORP		018800221	5/31/2023	312259	3UA-295258 APRIL 2023 BASE CHARGE	\$372.45

Library Voucher Listing

Begin Date: 5/1/2023

End Date: 5/31/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4504	XEROX CORP		018800222	5/31/2023	312259	3UA-296344 APRIL 2023 BASE CHARGE	\$294.28
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$1,125.98
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$11,060.00			YTD ACTUAL: \$5,828.31			YTD % USED: 52.70%		
	K8721000/5301	WA STATE DEPARTMENT		DOR 04/2023	5/26/2023	9580	COMBINED EXCISE TAX - APRIL 2023	\$43.70
STATE TAXES TOTAL:								\$43.70
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$206.92			YTD % USED: 20.29%		
LIBRARY ADMINISTRATION TOTAL:								\$4,538.17
	K8722100/3401	MIDWEST TAPE		503721086	5/17/2023	311928	HOOPLA APRIL 2023	\$5,809.98
	K8722100/3401	BLACKSTONE AUDIOBOOK		2097627	5/10/2023	311618	LIBRARY DVD COLLECTION	\$45.22
	K8722100/3401	BLACKSTONE AUDIOBOOK		2098182	5/10/2023	311618	LIBRARY DVD AND CD COLLECTION	\$239.14
	K8722100/3401	BLACKSTONE AUDIOBOOK		2098385	5/10/2023	311618	LIBRARY DVD AND CD COLLECTION	\$92.38
	K8722100/3401	PROQUEST LLC		70779448	5/24/2023	312103	ANCESTRY LIBRARY	\$2,110.06
	K8722100/3401	BLACKSTONE AUDIOBOOK		2099398	5/24/2023	312055	LIBRARY DVD COLLECTION	\$48.92
LIBRARY RESOURCES TOTAL:								\$8,345.70
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$368,144.00			YTD ACTUAL: \$180,944.11			YTD % USED: 49.15%		

Library Voucher Listing

Begin Date: 5/1/2023

End Date: 5/31/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/4107	SPORTSENGINE INC		32896	5/10/2023	311667	BACKGROUND CHECKS: LIBRARY (2)	\$37.00
OTHER PROFESSIONAL SERVICES TOTAL:								\$37.00
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$421.22			YTD % USED: 41.30%		
LIBRARY PUBLIC SERVICE TOTAL:								\$8,382.70
LIBRARY NON-FACILITIES TOTAL:								\$18,036.41

Library Voucher Listing

Begin Date: 5/1/2023

End Date: 5/31/2023

FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001	GENERAL FUND							
	303	LIBRARY						
	K8725000/3505	NW PLAYGROUND EQUIPM	22300171	51448	5/31/2023	312240	OUTDOOR TABLES	\$13,093.32
FURNITURE AND FIXTURES TOTAL:								\$13,093.32
FURNITURE AND FIXTURES - YTD INFORMATION								
BUDGET: \$15,705.00			YTD ACTUAL: \$14,823.80			YTD % USED: 94.39%		
	K8725000/4700	CITY OF RICHLAND		04/2023 APR	5/19/2023	311998	CITY UTILITY BILLS/APR 2023	\$3,986.91
UTILITIES TOTAL:								\$3,986.91
UTILITIES - YTD INFORMATION								
BUDGET: \$53,736.00			YTD ACTUAL: \$14,209.72			YTD % USED: 26.44%		
	K8725000/6406	ELITE CONSTRUCTION	22300266	487-22/PMT 3	5/5/2023	311557	RICHLAND LIBRARY STEAM SPACE Contract No. 478-22	\$17,561.26
	K8725000/6406	MEIER ARCHITECTURE	22200604	23097	5/12/2023	311803	Library STEAM Space Improvements, CONTRACT 226-22	\$200.00
FURNITURE & FIXTURES > \$5000 TOTAL:								\$17,761.26
FURNITURE & FIXTURES > \$5000 - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$213,771.96			YTD % USED: N/A		
LIBRARY FACILITIES TOTAL:								\$34,841.49



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

JUNE 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 \$ \$115,921.60 this 13th day of June, 2023.

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

Voucher Listings	Amount
May 01, 2023 thru May 31, 2023	\$18,036.41

Transfer Advice (Salaries)	
Salaries for the weeks of: April 24, 2023 thru May 21, 2023	\$97,885.19

MONTHLY EXPENSES	\$115,921.60
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Comments: COR Voucher Listing May 2023
COR Library Expenditure May 2023

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME	SIGNATURE
1. Your Name Here	1. 06/08/2023
2. Your Name Here	2. 06/08/2023
3. Your Name Here	3. 06/08/2023

I.N.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 6/13/2023

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Patron Printing

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

With recent printing upgrades, we now have the ability to provide patrons with a stipend for weekly prints and copies. We are proposing a \$3.50 stipend for patrons per week. Such a change would require a vote from the Board changing our fee schedule details.

Attachments: