



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

Reports from Library Staff:

2. RPL Staff Updates
 - Johanna Talbott, Community Engagement Librarian
3. July 2023 Library Manager's Report
 - Christopher Nulph, Library Manager
4. July 2023 Library Statistics
 - Christopher Nulph, Library Manager

Approval of Bills: (Approved by Motion)

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

Unfinished Business:

New Business:

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, August 8, 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: 7/11/2023

Agenda Category: Approval of Minutes

Prepared By: Kylie Barada, Administrative Assistant

Subject:

Approval of the June 13, 2023 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the 06-13-2023 meeting minutes.

Summary:

The draft of the 06-13-2023 Library Board Meeting Minutes is included for consideration.

Attachments:

I. 2023.06.13 Library Board Meeting Minutes



MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
June 13, 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 5:31 p.m.

Attendance

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

Approval of Agenda

Board Member Hernandez 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 May 9, 2023 meeting. Board Member Booth moved and Board Member Buxton seconded the motion to approve the minutes of May 9, 2023 as is. The motion carried 5-0.

Reports from Library Staff

RPL Staff Update –

User Experience Supervisor Michael Scarfo shared that he is working on a formalized training checklist process. He also shared with goals that he has for the remainder of the year.

Library Manager's Report –

Outdoor game tables and picnic tables have been installed.

Furniture has been ordered for the new teen space.

Library staff is no longer taking payments at the front counter. Patrons must pay for any fines or printing using the self-serve stations.

Public Comments

There were no members of the public present.

Approval of Bills

Board Member Hernandez moved and Vice-Chair Buxton seconded the motion to approve the certification of claims for payment for June 2023 in the amount of \$115,921.60. The motion carried 5- 0.

Unfinished Business

1. The Board discussed their annual presentation to City Council that was heard on June 6.

New Business

1. Library Manager Nulph is wanting to make a change to the fee schedule and allow patrons who have an active library card a stipend of \$3.50 for prints weekly. Vice-Chair Buxton moved and Board Member Booth seconded the motion to change the fee schedule. The motion carried 5-0.

Agenda Items for Upcoming Board Meeting

Adjournment

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

APPROVED:

ATTEST:

Lindsay Lightner, Library Board Chair

Kylie Barada, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 7/11/2023

Agenda Category: Reports from Library Staff

Prepared By: Johanna Talbott

Subject:
RPL Staff Updates

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Community Engagement Librarian Johanna Talbott will discuss with the Board her role at RPL.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 7/11/2023

Agenda Category: Reports from Library Staff

Prepared By: Christopher Nulph, Library Manager

Subject:
July 2023 Library Manager's Report

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

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

Attachments:
I. 2023.07.11 Library Manager's Report



LIBRARY MANAGER'S REPORT Richland Public Library Board July 11, 2023

State of Library Services

Kozy Kup has ended their lease with the City. We will be looking at the possibility of Columbia Industries utilizing the space. Needing to operate within library hours can be a hurdle for some businesses and focusing on a job skills building program may be the best way to maximize that space.

The George Prout Pool and the Community Center Fitness Room have been added to our Tumbleweed Tourist offerings. At the beginning of summer, the REACH, Maryhill, and Fort Walla Walla have been our top three attractions. We have received numerous positive comments about having Maryhill, our farthest museum, as part of this program.

We continue to work with a local architect for the proposed 2024 outdoor activity space. We have additional design meetings in July. We also plan to meet with the Foundation in July to provide additional support to this project.

We continue to explore a reciprocal borrowing. In feedback from other libraries, many municipal libraries in the state have open reciprocity. This means if you have a library card anywhere in Washington State, you can bring that in and get a card at many of these city libraries. I've received all positive feedback. The only challenge they have indicated is establishing a process for when patrons return items to the wrong location.

We have a large amount of lent art in our storage space. After some digging, I have located the donor. We are currently looking at moving the art to other facilities in the area or returning them back to the donor.

We have a tentative new logo for our STEAMSpace. We intend to rebrand this as the Collaboratory later in the year and will replace the sign at the entrance to the space. We also intend to use this logo on our generator wrap, which will be the final component of the STEAMSpace money.

Our self-checks have been broken for an extended period of time now. We continue to work with the service provider, Envisionware, on a reliable solution. Should these machines continue to struggle with reliable operation, we will pursue replacement options. We continue to work on adding an online payment option for patrons to process fees. We hope to have this up and running soon.

Program highlights from the month include:

- Dive Into Summer was a big success as mentioned at the previous meeting. This summer kickoff event successfully entertained over 400 members of the community, got patrons signed up for library cards, and got them involved in our Summer Reading Program. We look to continue to grow this event in the years to come.
- Our popular all ages Make It Monday was once again a success. Run at special occasions throughout the year, this Summer Reading version saw 95 patrons in attendance.
- We hosted a trivia night at the new Moonshot Brewery branch off George Washington. This Dungeons and Dragons themed trivia saw 67 in attendance.
- Our Summer Chess Lessons got off to a popular start with 96 students this month.
- A big teen event from the month was a terrarium program. This event saw 25 teens come in to build these green crafts.
- Chief Huntington returned for another library storytime. This time it topped his May event with 135 patrons in attendance!

Friends of the Library Update

There are no Friends updates.

Library Foundation

There are no Foundation updates. They intend to meet in July.

Staffing Updates

There are no staffing updates.

Library Statistics

As Summer Reading kicks off, we typically see strong numbers regarding in person visitation of the library. We followed up a big May number with a similar gate count of 16,275, which is about 2,000 patrons higher than 2022. We welcomed 472 new cardholders this month. Our number of physical items checked out is our highest number of the year at 40,111. With renewals added in, total physical circulation is 57,118.

We are seeing Libby numbers at a consistently high usage rate this year. For all but one month this year, we have been in the 11,000 circulation range. This compares to 2020 and 2021 when digital circulation was a strong alternative during the pandemic. We saw a small dip in 2022 with circulation often being around 9,000 to 10,000, but we are now seeing a consistent rise in both physical and digital resources. Kanopy is a digital resource that also echoes a general rise in usage. We saw our highest usage rate of the year in June and numbers that have been consistently high the past three months. Hoopla circulation has continued its trend of being about 500 monthly circulations higher than the previous year for each reported month.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 7/11/2023

Agenda Category: Reports from Library Staff

Prepared By: Christopher Nulph, Library Manager

Subject:
July 2023 Library Statistics

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

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

Attachments:
I. 2023.07.11 Statistic Report

RICHLAND PUBLIC LIBRARY

June 2023 Statistics Report for the July Board Meeting



SUMMARY

We launched our 2023 Summer Reading Challenge on Saturday, June 10. The theme of this year's program is "Find Your Voice!" That same day, Richland Public Library and Parks & Recreation staff held a "Dive Into Summer with the City of Richland" program at John Dam Plaza to encourage area residents to sign up for summertime activities, including our Summer Reading Challenge.

We held several special programs in June, including the following:

- See the USA with the NPS! on Thursday, June 8
- Preschool Story Time with the Fire Chief on Friday, June 16
- Finger Knitting on Thursday, June 22
- LGBTQ+ Voices for patrons age 18+ on Thursday, June 22
- Urban Sketching at Goethals Park on Saturday, June 24
- Teen Green Crafts on Saturday, June 24
- Make-It Monday: Find Your Voice (Summer Reading Edition) on Monday, June 26.

We also held a special Dungeons & Dragons themed Li-BREWERY Trivia Night at Pub in the Park on Thursday, June 29, in partnership with Mid-Columbia Libraries and Moonshot Brewing. Additionally, we hosted this month's Read the Rainbow LGBTQIA+ and Allies Book Club meeting at the library on Tuesday, June 27, in partnership with MCL.

Our High School Book to Movie Club watched *Twilight* (2008) on Thursday, June 8, after reading the book by Stephenie Meyer. We held a special showing of *Minions: The Rise of Gru* (2022) for patrons of all ages on Tuesday, June 20. Later, our Tri-City Cinephiles Club for patrons age 18+ watched *Summer School* (1987) on Friday, June 23.

Recurring programs held at the library this month included Tuesday evening, Wednesday morning, Thursday morning, and Friday morning story times; Preschool STEAMplay on Friday, June 2; STEAMkids sessions on Saturday, June 17, and Wednesday, June 28; Singing Strings Ukulele Club teen/adult jam sessions on two Tuesdays, June 6 and 20; and an LGBTQIA+ Craft Social on Monday, June 19.

JUNE STATISTICS

- Overall Circulation with Renewals: **72,532**
- Digital Circulation: **15,414**
- Physical Items Checked Out: **40,111**
- Physical Items Renewed: **17,007**
- Holds Filled: **3,657**
- Hoopla Circulation: **2,943**
- Kanopy Circulation: **24,987 minutes**
- Mango: **100 sessions**
- Overdrive Circulation: **11,559**
- New Library Card Accounts: **472**
- Gate Count: **16,275**
- Busiest Day: **819 (Wed., June 28)**

CHILDREN'S PROGRAMS

Story Times at the Library

Children's Services Librarian Kelly, Librarian Joyce, and Library Assistant Gera held Tuesday evening story times at 6 p.m. on June 6, 13, 20, and 27; Wednesday morning active story times at 10 a.m. on June 7, 14, 21, and 28; Thursday morning baby story times at 10 a.m. on June 1, 8, 15, 22, and 29; and Friday morning preschool story times at 10 a.m. on June 2, 9, 23, and 30. Each Tuesday evening story time was followed by a "Meet Our Therapy Dogs!" session.

Pop-Up Play Day at Leslie Groves Park

Kelly and other staff held a Pop-Up Play Day from 9 to 11 a.m. on Thursday, June 15. Patrons were invited to "Blast Into Summer" with squirt toys, big blue blocks, beach ball play, crafts like blow paint designs, and much more."

Preschool Story Time with the Fire Chief!

Richland Fire Chief Tom Huntington came to the library at 10 a.m. on Friday, June 16, to present a special guest story time for children ages 3 to 5. Chief Tom read stories about firefighting, showed off his fire gear, and taught children what firefighters look like in full gear so they won't be afraid if they see a full-suited firefighter coming to help them in an emergency. This was an extremely popular event, with more than 135 patrons attending!



Finger Knitting

We held a special Finger Knitting program in the Children's Story Area at 1 p.m. on Thursday, June 22. Our calendar invitation said, "Learn how to knit using only your fingers and yarn. You can bring your own yarn or use some of ours. Children under 6 must be accompanied (and possibly assisted) by an adult. Turn in a strand for Sweater Weather 2023 to complete your summer reading activity."

STEAMkids and Preschool STEAMplay

We held drop-in STEAMkids sessions from 10 a.m. to noon on Saturday, June 17, and from 1 to 3 p.m. on Wednesday, June 28. We also held a drop-in Preschool STEAMplay session from 11 a.m. to 12:30 p.m. on Friday, June 2.

Our Facebook invitation for the June 28 STEAMkids program said, "You don't want to miss next week's STEAMkids! We'll have some special guests including our friends from the REACH, the National Park Service, AND the Girl Scouts are bringing their STEM Mobile!! It's gonna be AWESOME!"



TEEN PROGRAMS

Teen Green Crafts

Our Teen Services Librarian Alyssa and Librarian Supervisor Michelle held a “Teen Green Crafts” program from 1:30 to 3 p.m. on Saturday, June 24. Our calendar entry said, “Flex your green thumb and make terrarium homes for air plants! You can also use that green energy to make a perler bead plant companion for your air plant! This event is open to teens ages 12 and up.” This was a popular program, with 25 teens attending.

High School Book to Movie Club

This month, our High School Book to Movie Club read *Twilight* by Stephenie Meyer and then met at 6 p.m. on Thursday, June 8, to watch the 2008 movie adaptation.

ALL-AGES PROGRAMS

2023 Summer Reading Challenge Launch

Our 2023 Summer Reading Challenge officially launched on Saturday, June 10. This year’s theme is “Find Your Voice,” and many of our summertime activities are centered around it. We have separate Beanstack challenges for babies, children (prereaders through fifth grade), middle and high schoolers, and adults. We invited patrons to “Complete challenge prompts and track your reading to earn badges, prizes, and to earn raffle tickets for our big summer prizes!” Patrons can sign up, log their reading minutes, and check off completed activities at richland.beanstack.org.

Dive Into Summer with the City of Richland

Library and Parks & Recreation staff held a special “Dive Into Summer with the City of Richland” program in John Dam Plaza from 6 to 8 p.m. on Saturday, June 10. Attendees could sign up for the library’s Summer Reading Challenge, get library cards, listen to the Jason Lee Elementary Marimba Band, enjoy Music Together Tri-Cities activities, and more. The Friends of the Richland Library provided free face painting from Vivid Imaginations and free popcorn from Northwest Popcorn. After sunset, we showed *Lyle, Lyle, Crocodile* (2022) as part of the Outdoor Family Movie Series sponsored by Windermere Group One. More than 400 people attended this event.

Singing Strings Ukulele Club

Our 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, June 6 and 20. Librarian Johanna leads this group.



ALL AGES PROGRAMS (CONTINUED)

See the USA with NPS!

We held a “See the USA with NPS!” program for patrons of all ages from 6 to 7:30 p.m. on Thursday, June 8. The park ranger talk guided patrons through the use of the National Park Service app and the Recreation.gov website, handy tools for vacation planning.

Family Movie

We held a special summertime showing of *Minions: The Rise of Gru* (2022) from 1 to 3 p.m. on Tuesday, June 20. Snacks were provided by the Friends of the Richland Library, and movie licensing was provided by Windermere Group One. Thirty-one patrons attended.

Urban Sketching at Goethals Park

We held an Urban Sketching program for patrons of all ages at Goethals Park from 10 a.m. to noon on Saturday, June 24. Our calendar said, “We invite you to join us for sketching activities at Goethals Park. All ages and ability levels welcome. Bring your own art supplies or borrow some of ours. Be sure to mark this activity off for your Summer Reading Challenge!”

Make-It Monday: Find Your Voice

We held a “Make-It Monday: Find Your Voice (Summer Reading Edition)” program for patrons of all ages from 6 to 8 p.m. on Monday, June 26. Our calendar invitation said that the crafts would “encourage self expression not only through our voices, but writing, music, dance, art, and action.” Make-It Mondays are always extremely popular at our library, and this month was no exception. We had 95 patrons enthusiastically attend the program.

Summer Chess Lessons

The Washington Elementary Chess Champions will be holding chess lessons at the library on five Wednesday evenings this summer. Participants receive a code to log a summer reading activity on Beanstack. The first session was held from 6:30 to 8 p.m. on Wednesday, June 28. Ninety-six patrons attended, leading to our highest gate count in June.

New Game Tables

We have added three new outdoor game tables (including one that is ADA accessible) and two new picnic tables in front of the library. Patrons can check out checkers, chess, or Othello game pieces from the front desk to use on these new tables.



ADULT PROGRAMS

LGBTQIA+ Craft Social

We held our monthly LGBTQIA+ Craft Social from 6:30 to 8:30 p.m. on Monday, June 19. June is National Pride Month, and our calendar invited patrons age 13+ to celebrate “Pride at the Library!” by coming to chat, chill, and hang out while working on art and craft projects. This was a popular program, with 40 patrons attending.

LGBTQ+ Voices

We also hosted an LGBTQ+ Voices program from 6 to 8:30 p.m. on Thursday, June 22. Our calendar invitation said, “Listen to speakers from our local LGBTQ+ community followed by refreshments and mingling. Ages 18+.”

Tri-City Cinephiles

Tri-City Cinephiles, formerly known as the Viewer Discretion Is Advised Cinema Club, invited patrons age 18+ to enjoy a showing of *Summer School* (1987) from 6:30 to 8:30 p.m. on Friday, June 23. Adult Services Librarian Gavin leads this group. Snacks and bottled water were provided by the Friends of the Richland Public Library. Twelve patrons attended.



Li-BREWERY Trivia Night: Dungeons & Dragons Edition

We partnered with MCL and Moonshot Brewery to hold a themed trivia night from 7 to 9 p.m. on Thursday, June 29, at the outside seating area of Pub at the Park in Richland. A publicity release on HappeningNext.com said, “How well do you know Dungeons & Dragons? D&D turns 50 in 2024, marking half a century of players who have ventured into the fantasy worlds of the legendary roleplaying game. Test your knowledge of D&D lore, rules, and history with this special trivia night.” Patrons could also show their library cards to receive 10% off purchases. This new program was very popular, with sixty-seven patrons attending.

Local Book Clubs

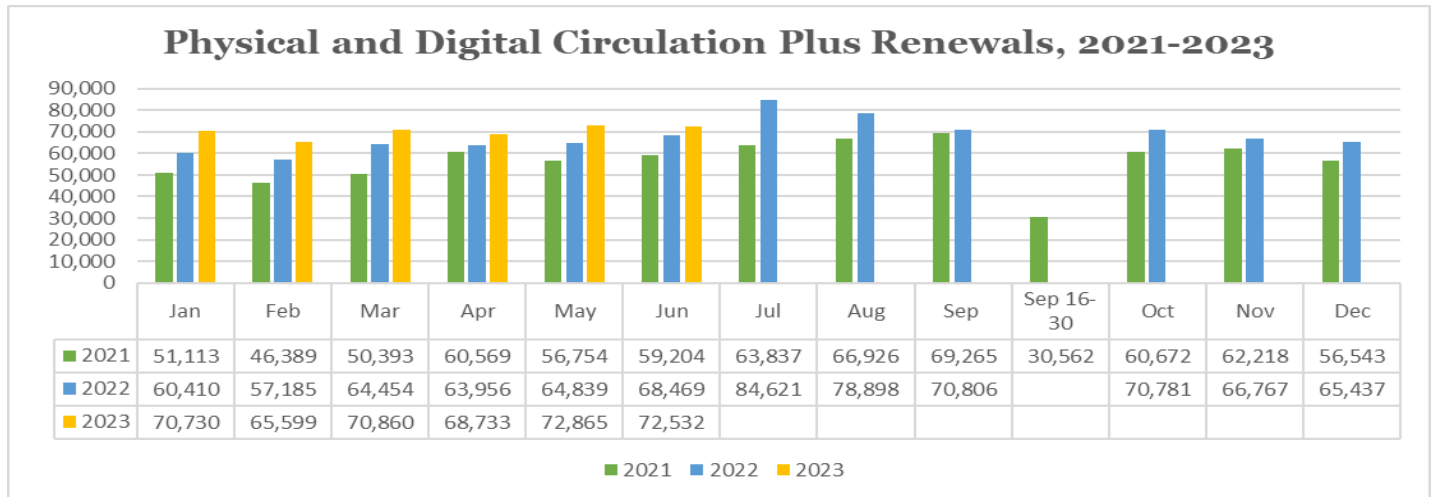
We host several book clubs at the library each month. Here are some clubs that met in June.

- The Monday Night Book Group met from 6:30 to 8:30 p.m. on Monday, June 19, to discuss *Road to Valor* by Aili McConnon.
- By the Book Knitters met from 6 to 8:30 p.m. on Tuesday, June 20, to work on knitting projects and discuss books they read during the month.
- The Read the Rainbow Book Club, a partnership between the Richland Public Library and MCL, met at our library from 6:30 to 8 p.m. on Tuesday, June 27.



STATISTICS

TOTAL CIRCULATION



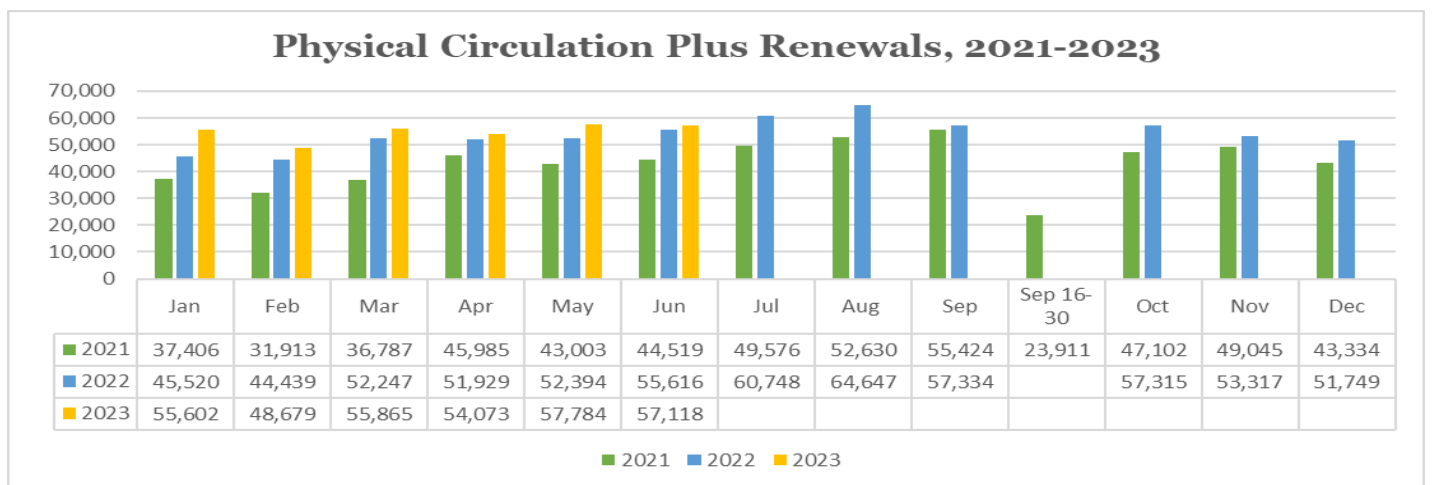
During June, our total physical plus digital circulation was 55,525 items, not including renewals. Of those, 40,111 (72.2%) were physical items and 15,414 (27.8%) were digital items obtained through Hoopla, Kanopy, Mango, and OverDrive. Kanopy plays and Mango sessions were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was up 4.5% compared to the 53,147 items checked out in May 2023. Digital circulation was also up 2.2% compared to the 15,081 items checked out in May. We filled 3,657 requests for holds and had 16 scheduled curbside deliveries for 10 patrons.

Our patrons also renewed 17,007 physical items in June. Including these physical item renewals, our overall circulation was 72,532. That overall circulation was down .46% compared to the 72,865 items circulated in May 2023, but was up 5.9% compared to the 68,469 items circulated in June 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.

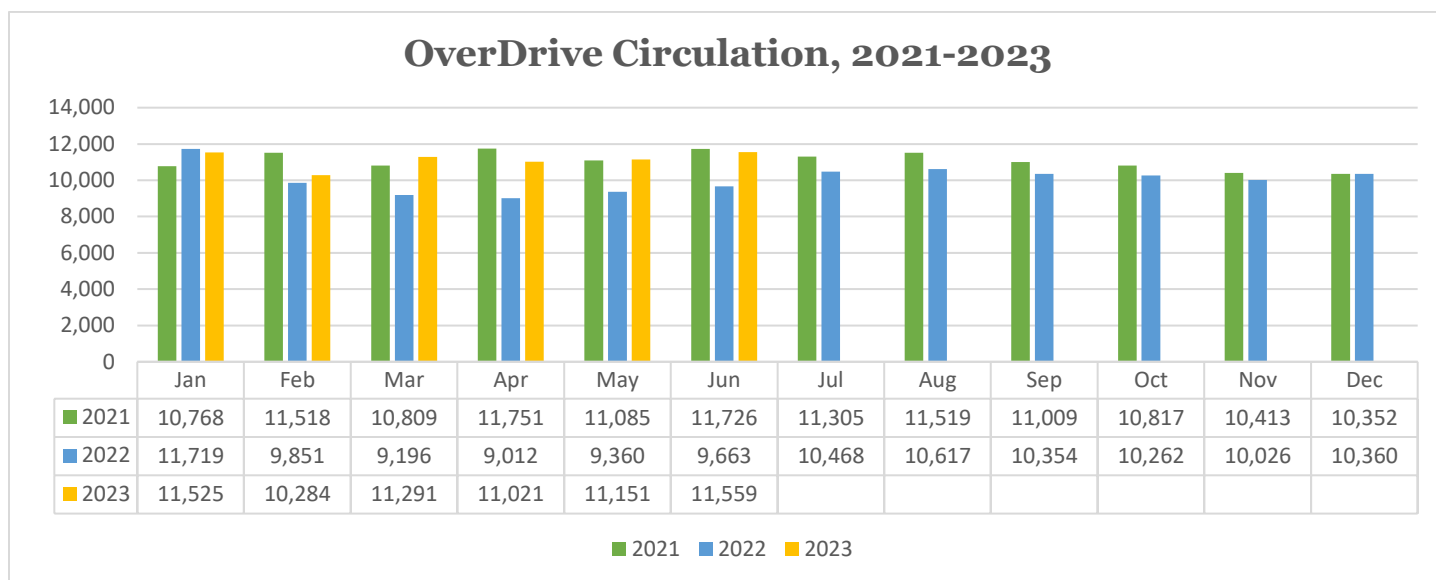
PHYSICAL CIRCULATION



Our patrons checked out 40,111 physical items in June and renewed 17,007 physical items, for a total of 57,118 items. That was down 1.2% compared to the 57,784 physical items checked out and renewed in May 2023, but was up 2.7% compared to the 55,616 items checked out and renewed in June 2022. The top ten categories that circulated this month were Children's Chapter Book Fiction (4,842 items), Children's Storybooks (4,366 items), Adult Nonfiction (3,513 items), Children's Nonfiction (3,180 items), Adult Movies (2,855 items), Children's Graphic Novels (2,846 items), Adult Fiction 2nd Floor (2,254 items), Children's Favorites on the Story Circle (1,797 items), Adult New Books (1,783 items), and Children's Movies (1,597 items). The January through September 2021 statistics in this graph are mid-month to mid-month.

DIGITAL CIRCULATION

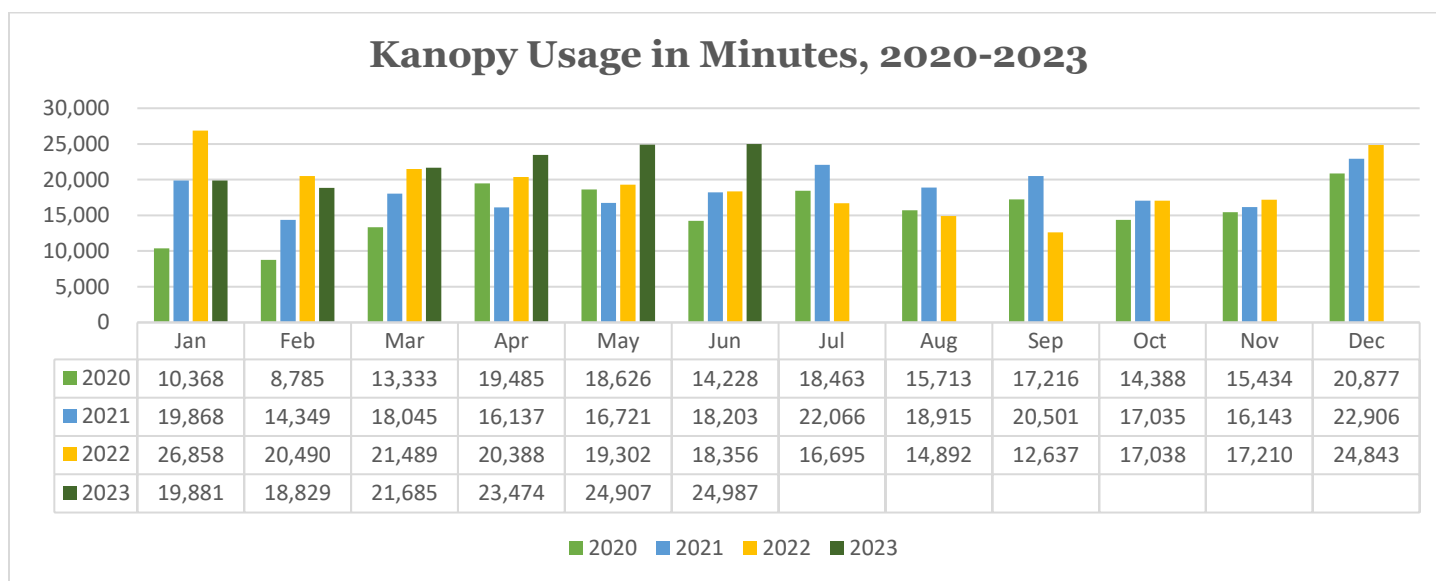
OverDrive



The 11,559 checkouts through OverDrive in June were up 3.7% compared to the 11,151 checkouts in May 2023 and were also up 19.6% compared to the 9,663 checkouts in June 2022.

This month's checkouts included 5,869 e-books (which were 50.8% of the OverDrive items checked out), 5,126 audiobooks (44.3%), and 564 e-magazines (4.9%). The January through September 2021 statistics in this graph are mid-month to mid-month.

Kanopy

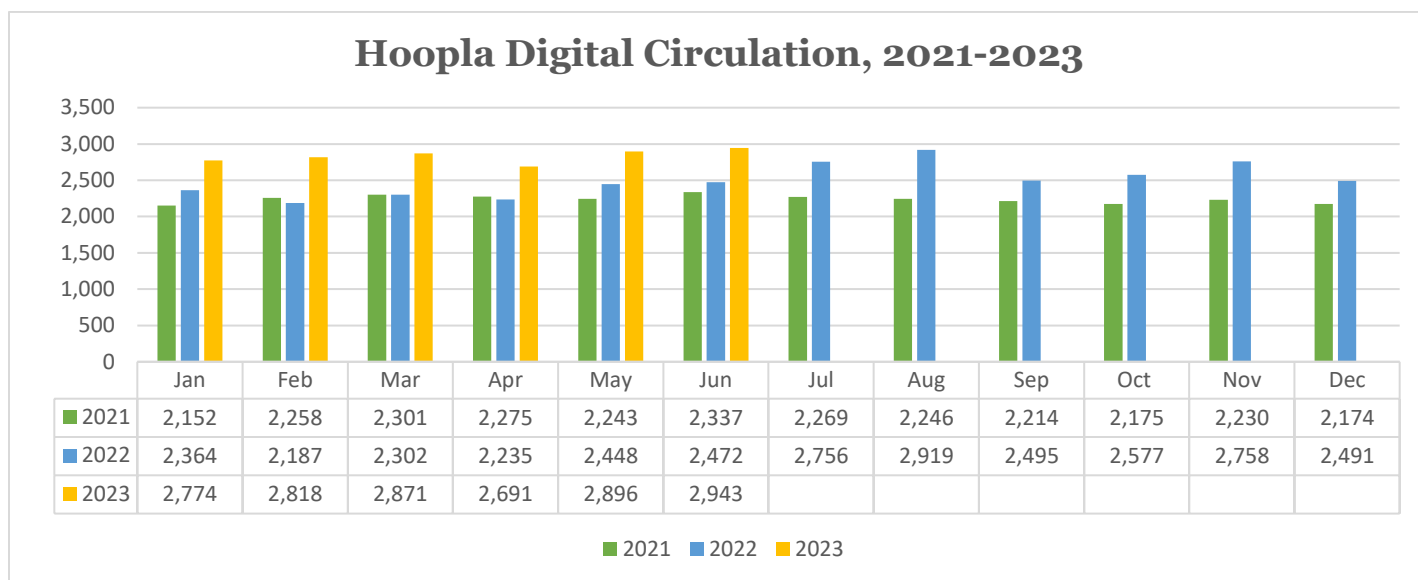


Our patrons viewed 24,987 minutes of Kanopy content during the month of June. That was up a modest .3% compared to the 24,907 minutes viewed in May 2023, and was also up 36.1% compared to the 18,356 minutes viewed in June 2022. Cardholders in the United States, Israel, and Italy viewed content on Kanopy this month, while additional cardholders in the United Kingdom, Egypt, Germany, France, and Canada logged in but didn't view any content.

The top ten suppliers of content viewed on Kanopy this month were BBC Studios, The Great Courses, Paramount Pictures, Weston Woods, Kino Lorber, Nelvana International, Warner Bros., WildBrain, MGM, and Moonbug Entertainment. Content was viewed on mobile devices (36.7%), televisions (36.6%), desktops (19.3%), and tablets (7.4%).

DIGITAL CIRCULATION (CONTINUED)

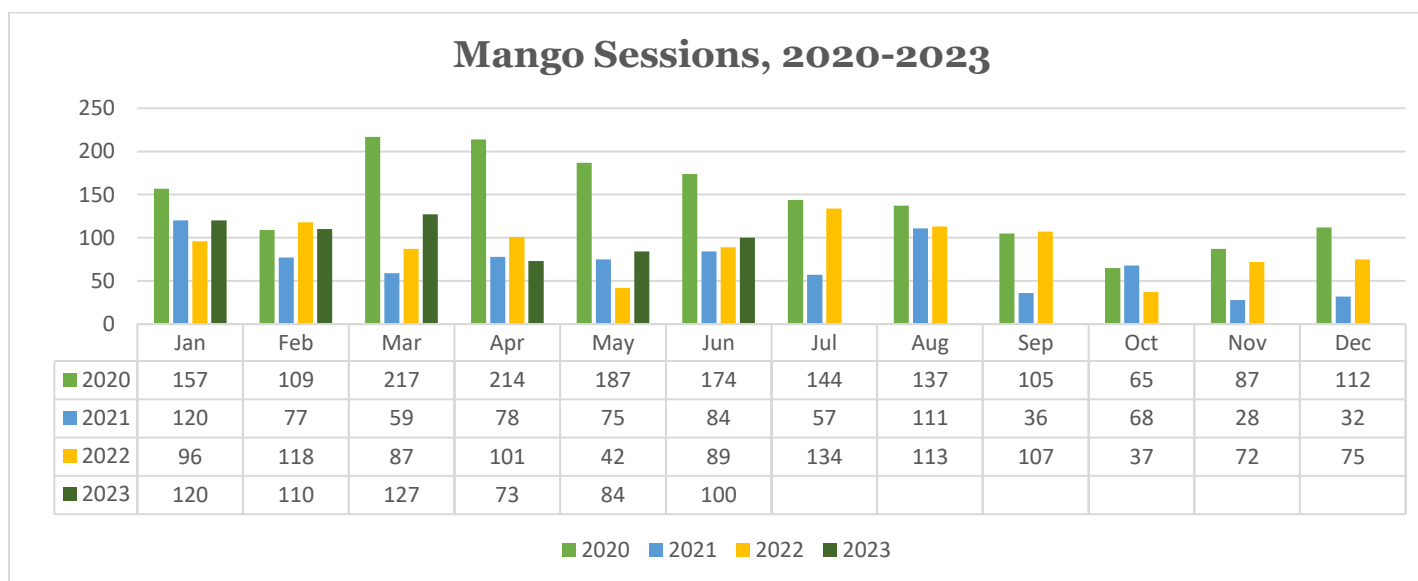
Hoopla



The 2,943 circulations in Hoopla during June were up 1.6% compared to the 2,896 circulations in May 2023 and were up 19.1% compared to the 2,472 circulations in June 2022. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,697 audiobooks (which were 57.7% of the Hoopla items checked out), 759 e-books and e-comics (25.8%), 353 movies and television shows (11.9%), 114 music items (3.9%), and 20 BingePasses (0.7%) this month. The January through September 2021 statistics in this graph are mid-month to mid-month.

Mango

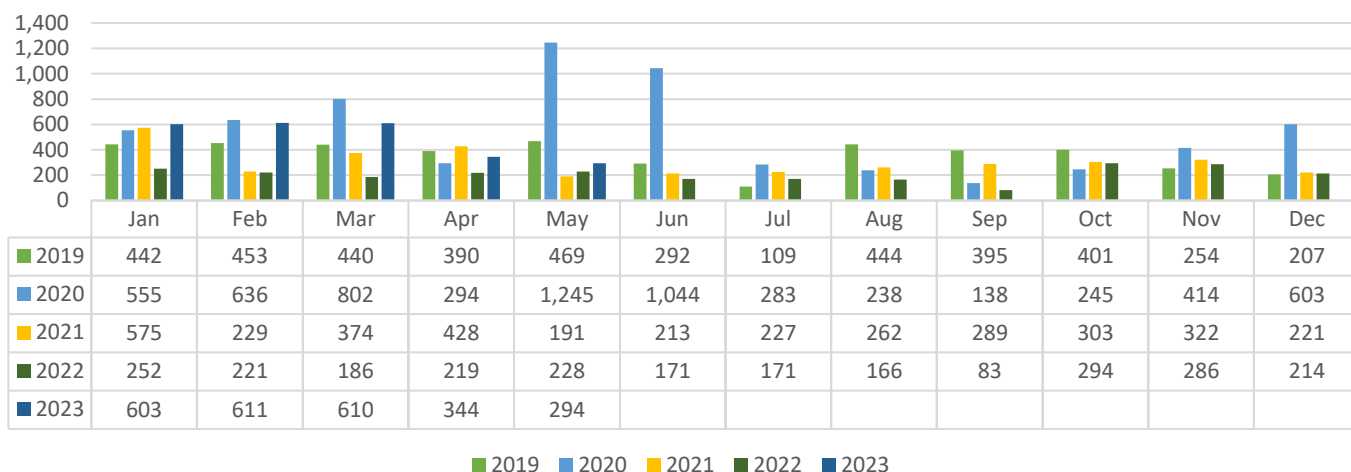


Patrons had 100 total sessions in Mango for the month of June. That usage was up 19.0% compared to the 84 sessions in May 2023 and was up 12.4% compared to the 89 sessions in June 2022. The top ten languages studied this month were Arabic, Levantine; Russian; Spanish, Latin American; Spanish, Castilian; Italian; French; Korean; Hebrew, Biblical; Scottish Gaelic; and Chinese, Mandarin.

OTHER DIGITAL SERVICES

Morningstar

Morningstar Searches, 2019-2023

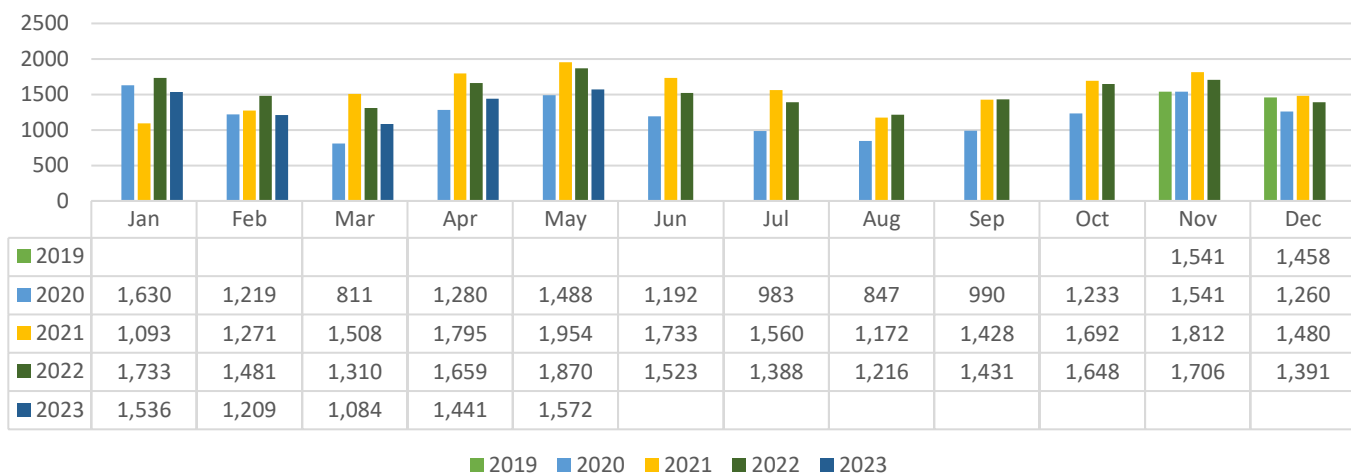


There were 294 searches in May. That was down 14.5% compared to the 344 searches in April 2023, but was up 28.9% compared to the 228 searches that occurred in May 2022. Morningstar continues to pair nicely with Value Line, giving our patrons a nice combination of resources to use when researching their financial questions.

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

Value Line

Value Line Page Views, 2019-2023



The 1,572 Value Line page views in May were up 9.1% compared to the 1,441 page views in April 2023, but they were down 15.9% compared to the 1,870 page views that occurred in May 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 June, so we will include them in next month's board report.

OTHER DIGITAL SERVICES (CONTINUED)

NewsBank

The 1,301 NewsBank page views in June were down 2.7% compared to the 1,337 page views in May 2023, but were up 20.2% compared to the 1,082 page views that occurred in June 2022. NewsBank seems to be one of the more consistently used offerings in our database collection.

Patrons have been averaging 1,450 page views per month in 2023, which is up 13.4% compared to the 1,279 pages viewed on average per month in 2022.

OTHER STATISTICS

Gate Counts

Our total gate count for June was 16,275. Our busiest day was Wednesday, June 28, with 819 patrons logged. That was the day of the STEAMkids with Girl Scouts STEM Mobile and Summer Chess Lessons.

Interlibrary Loans

In June, we received a total of 144 interlibrary loan requests from other libraries. We sent 82 items to libraries during the month in response to their interlibrary loan requests.

We also sent 19 interlibrary loan requests to other libraries in June for 14 books and 5 audiovisual (A/V) items requested by our patrons. We received 16 books and 3 A/V items from other libraries in response to requests. We had 14 unique patrons request items this month, including three patrons who requested multiple items.

New Library Card Accounts

We created 472 new library card accounts in June. They included 388 resident cards, 59 nonresident cards, 20 limited access cards, 3 interlibrary loan accounts, 1 Global Administrator, and 1 new library staff member.

Public Internet Sessions

Patrons enjoyed 1,463 public internet sessions during the month of June, for a total of 1,067 hours and 47 minutes. The average session was 44 minutes long.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 7/11/2023

Agenda Category: Approval of Bills

Prepared By: Christopher Nulph, Library Manager

Subject:
July 2023 Claims for Payment

Department:
Parks & Public Facilities

Recommended Motion:
Move to approve the June 1, 2023 through June 30, 2023 claims for payment.

Summary:
This is a review and approval of the June 1, 2023 through June 30, 2023 claims for payment.

Attachments:

1. June 2023 Payroll
2. June 2023 Voucher Listing
3. July 2023 Library Claims for Payment

CITY OF RICHLAND

LIBRARY EXPENDITURE

June 2023

Month/Year

PAY PERIODS From May 22, 2023 to June 18, 2023

GROSS SALARIES \$ 101,004.34

	Gross Wages	Total
WEEK OF: 06/08/23	<u>49,984.67</u>	<u>49,984.67</u>
WEEK OF: 06/22/23	<u>51,019.67</u>	<u>51,019.67</u>
WEEK OF: _____	<u> </u>	<u>-</u>
TOTAL	<u><u>101,004.34</u></u>	<u><u>101,004.34</u></u>

Library Voucher Listing

Begin Date: 6/1/2023

End Date: 6/30/2023

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		1000301055	6/2/2023	312483	CATALOGING METADATA ILL MAY 2023	\$1,208.47
	K8188700/3583	OCLC INC	22300037	1000282040	6/30/2023	313286	CAPIRAMOBILE MOBILE APP - CONTRACT NO. 359- 22	\$539.46
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$1,747.93
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$73,393.00			YTD ACTUAL: \$43,786.00			YTD % USED: 59.66%		
INFORMATION TECHNOLOGY TOTAL:								\$1,747.93
	K8721000/4201	VERIZON WIRELESS		9935276001	6/14/2023	312817	Verizon Wireless NASPO May 2023	\$89.32
	K8721000/4201	FRONTIER		06/23 2061882614	6/23/2023	313090	TELEPHONE CHARGES 6/19/23-7/18/23	\$246.27
TELEPHONE & COMM SVCS TOTAL:								\$335.59
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$20,304.00			YTD ACTUAL: \$5,912.73			YTD % USED: 29.12%		
	K8721000/4301	HAFFNER, MICHELLE		MAR-APR 2023 MILEAGE	6/16/2023	312912	REIMB HAFFNER MILEAGE REIMBURSEMENT 3/14- 4/19/23	\$36.55
TRAVEL EXPENSES TOTAL:								\$36.55
TRAVEL EXPENSES - YTD INFORMATION								
BUDGET: \$15,615.00			YTD ACTUAL: \$1,408.03			YTD % USED: 9.02%		
	K8721000/4504	XEROX CORP		019002793	6/30/2023	313307	7HB-469027 JUNE 2023 BASE CHARGE	\$10.87

Library Voucher Listing

Begin Date: 6/1/2023

End Date: 6/30/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4504	XEROX CORP		019002812	6/30/2023	313307	3UA-295134 MAY 2023 BASE CHARGE	\$248.36
	K8721000/4504	XEROX CORP		019002813	6/30/2023	313307	3UA-295169 MAY 2023 BASE CHARGE	\$92.82
	K8721000/4504	XEROX CORP		019002814	6/30/2023	313307	3UA-295258 MAY 2023 BASE CHARGE	\$342.25
	K8721000/4504	XEROX CORP		019002815	6/30/2023	313307	3UA-296344 MAY 2023 BASE CHARGE	\$314.29
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$1,008.59
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$11,060.00			YTD ACTUAL: \$6,836.90			YTD % USED: 61.82%		
	K8721000/5301	WA STATE DEPARTMENT		DOR 05/2023	6/27/2023	9617	COMBINED EXCISE TAX - MAY 2023	\$49.31
STATE TAXES TOTAL:								\$49.31
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$256.23			YTD % USED: 25.12%		
	K8721000/4207	BANK OF AMERICA		053123	6/2/2023	9601	Library Merchant Service Fees	\$103.13
MERCHANT SVC FEES TOTAL:								\$103.13
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$1,200.00			YTD ACTUAL: \$855.06			YTD % USED: 71.26%		
	K8721000/4117	MOON SECURITY SERVIC		1194183	6/30/2023	313285	FIRE MONT ALARMNET BASIC COMM MONT JUNE 2023	\$123.87
EXPERT SERVICES TOTAL:								\$123.87
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$1,400.00			YTD ACTUAL: \$1,090.45			YTD % USED: 77.89%		
LIBRARY ADMINISTRATION TOTAL:								\$1,657.04

Library Voucher Listing

Begin Date: 6/1/2023

End Date: 6/30/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	MIDWEST TAPE		503870435	6/16/2023	312933	HOOPLA USAGE MAY 2023	\$6,046.32
	K8722100/3401	BLACKSTONE AUDIOBOOK		2102388	6/7/2023	312534	LIBRARY DVD COLLECTION	\$195.66
	K8722100/3401	BLACKSTONE AUDIOBOOK		2102501	6/7/2023	312534	LIBRARY DVD/CD COLLECTION	\$143.46
	K8722100/3401	BLACKSTONE AUDIOBOOK		2102963	6/14/2023	312723	LIBRARY CD COLLECTION	\$97.83
	K8722100/3401	BLACKSTONE AUDIOBOOK		2103999	6/16/2023	312887	LIBRARY DVD COLLECTION	\$45.22
LIBRARY RESOURCES TOTAL:								\$6,528.49
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$368,144.00			YTD ACTUAL: \$198,682.72			YTD % USED: 53.97%		
LIBRARY PUBLIC SERVICE TOTAL:								\$6,528.49
LIBRARY NON-FACILITIES TOTAL:								\$9,933.46

Library Voucher Listing

Begin Date: 6/1/2023

End Date: 6/30/2023

FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8725000/3505	SCHOOL OUTFITTERS	22300471	INV13985354	6/23/2023	313136	LIBRARY TEEN ROOM FURNITURE	\$404.27
FURNITURE AND FIXTURES TOTAL:								\$404.27
FURNITURE AND FIXTURES - YTD INFORMATION								
BUDGET: \$25,705.00			YTD ACTUAL: \$50,559.47			YTD % USED: 196.69%		
	K8725000/4700	CITY OF RICHLAND		05/2023 MAY	6/14/2023	312731	CITY UTILITY BILLS/MAY 2023	\$5,171.47
UTILITIES TOTAL:								\$5,171.47
UTILITIES - YTD INFORMATION								
BUDGET: \$53,736.00			YTD ACTUAL: \$19,381.19			YTD % USED: 36.07%		
LIBRARY FACILITIES TOTAL:								\$5,575.74



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

JULY 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 \$ \$110,937.80 this 11th day of July, 2023.

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

Voucher Listings	Amount
June 01, 2023 thru June 30, 2023	\$9,933.46

Transfer Advice (Salaries)	
Salaries for the weeks of: May 22, 2023 thru June 18, 2023	\$101,004.34

MONTHLY EXPENSES	\$110,937.80
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Comments: COR Library Voucher Listing
COR Library Expenditure

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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