



Agenda
Library Board Meeting
Tuesday, September 12, 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. July 11, 2023 Library Board Meeting Minutes

Library Staff Updates:

2. RPL Staff Updates
 - Theresa Barnaby, Library Supervisor
3. RPL Staff Updates
 - Gavin Lightfoot, Adult Services Librarian
4. July 2023 Library Manager's Report
 - Christopher Nulph, Library Manager
5. August 2023 Library Manager's Report
 - Christopher Nulph, Library Manager

Approval of Bills: (Approved by Motion)

6. August 2023 Claims for Payment
 - Kylie Barada, Administrative Assistant
7. September 2023 Claims for Payment
 - Kylie Barada, Administrative Assistant

Unfinished Business:

New Business:

8. Review of Outdoor Space

- Christopher Nulph, Library Manager
- 9. 2024 Library Budget
 - Christopher Nulph, Library Manager
- 10. Approval of Library Art Donation Placement
 - Christopher Nulph, Library Manager
- 11. Library Current Events
 - Christopher Nulph, Library Manager
- 12. Discussion of ALA United for Libraries
 - Karen Buxton, Vice-Chair

Agenda Items for Upcoming Board Meeting:

Adjournment

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

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



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/12/2023

Agenda Category: Approval of Minutes

Prepared By: Kylie Barada, Administrative Assistant

Subject:

July 11, 2023 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the 07-11-2023 Library Board Meeting minutes.

Summary:

The draft of the 07-11-2023 Library Board Meeting minutes is included for consideration.

Attachments:

I. 2023.07.11 Library Board Meeting Minutes



MINUTES

Richland Public Library Board
955 Northgate Drive
July 11, 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 and Pickel were present. Also present were Council Liaison Kent, Library Manager Nulph, Administrative Assistant Barada and Community Engagement Librarian Talbott. Board Member Hernandez was absent.

Approval of Agenda

Board Member Pickel moved and Vice-Chair Buxton seconded the motion to approve the agenda as is. The motion carried 4-0.

Approval of Minutes

1. Chair Lightner asked for a motion to approve the minutes of the June 13, 2023 meeting. Vice-Chair Buxton moved and Board Member Booth seconded the motion to approve the minutes of June 13, 2023 as is. The motion carried 4-0.

Report from Library Staff:

2. RPL Staff Updates – Johanna Talbott, Community Engagement Librarian, shared with the Board what her job entails. Johanna focuses on outreach to the schools and programming for third through fifth grade students.
3. Library Manager's Report – Kozy Kup has terminated their lease with the City. Library Manager Nulph has a meeting with a vendor in August to discuss a potential partnership.
4. Library Statistics – Discussed with Library Manager Nulph's Manager's Report.

Public Comments

There were no members of the public present.

Approval of Bills

Vice-Chair Buxton moved and Board Member Pickel seconded the motion to approve the certification of claims for payment for July 2023 in the amount of \$110,937.80. The motion carried 4- 0.

Unfinished Business

There was no unfinished business on the agenda.

New Business

There was no new business on the agenda.

Agenda Items for Upcoming Board Meeting

1. Library Staff Updates
2. City of Richland Strategic Plan

Adjournment

Chair Lightner adjourned the meeting at 6:16 P.M.

APPROVED:

ATTEST:

Lindsay Lightner, Library Board Chair

Kylie Barada, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/12/2023

Agenda Category: Library Staff Updates

Prepared By: Theresa Barnaby, Library Supervisor

Subject:
RPL Staff Updates

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Theresa Barnaby will update the Board on her position as the Technical Services Supervisor.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/12/2023

Agenda Category: Library Staff Updates

Prepared By: Gavin Lightfoot

Subject:
RPL Staff Updates

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Gavin Lightfoot will update the Board on his position as the Adult Services Librarian.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/12/2023

Agenda Category: Library Staff Updates

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 along with the July 2023 Library Statistics Report.

Attachments:
1. 2023.08.08 Library Manager's Report
2. 2023.08.08 Library Stastic Report



LIBRARY MANAGER'S REPORT

Richland Public Library Board

August 8, 2023

State of Library Services

We have some proposed schematics for the outdoor space that we will discuss tonight. The project is currently in the phase of mapping out the areas of the space and not yet in the details phase.

Our self-checks are once again operating. After software and hardware fixes were put into place, all the components of these machines are now working. We will continue to monitor the machines to make sure they are serving our patrons as designed.

Benton Conservation District has reached out to us about partnering on a project they already have in the area schools. They would like to host a salmon tank in the library January-April to hatch salmon and release them at Salmon Summit. The proposal appears manageable, and we have several staff eager to help.

We have recently started promoting volunteer needs on our website. Our goal is to get a few more reliable volunteers that can help our programmers with the setup and execution of events. We are also looking for people to support the Friends of the Library operation and processing items.

Program highlights from the month include:

- Eric Herman and the Puppy Dogs, a regular yearly music event for kids, was hosted at John Dam Plaza on 7/5. About 200 patrons came out in the heat to enjoy this concert.
- Music Together, an entertainer from Dive Into Summer, returned for their own event in the library. We recorded 130 patrons attending this event.
- There were four Summer Chess Lessons this month with great attendance. Over the July events, a total of 418 patrons attended.
- Family Game Day hosted by TAG is always a great event. We had 120 attendees at this summer's event.
- The West African Kora Concert brings an opportunity to observe an incredibly unique instrument. We had 43 patrons take advantage of this opportunity.
- Build It Fix It programming returned to build birdhouses and bee hotels. This session received 35 patrons in attendance, and we will look to host more construction classes in the future.
- Rock Painting is always a hit when we host it, and this July's session was no different. We had 133 patrons attend this event.

Friends of the Library Update

The Friends approved the Lease Agreement that has been under review for many months now. This will outline an official space use agreement, which had previously been a non-formal agreement.

We discussed two defunct Little Free Libraries in John Dam Plaza. We hope to renovate these and make them functional again. The Friends are happy to stock them and improve the interior shelving.

Library Foundation

The Foundation met to discuss the 2024 outdoor space. They are interested in contributing to this project to help it meet its maximum potential. They will be discussing fundraising strategy in August. If the Board has any connections that can help facilitate this effort, I am happy to pass that information along.

Staffing Updates

There are no staffing updates.

Library Statistics

We had our third straight month of 16,000+ for our gate count. Our busiest day (903) featured Music Together, Finger Knitting, and Summer Chess Lesson events.

July is usually one of the heaviest circulating months of the year and 2023 is no different. The total physical items circulated reached just over 44,000, which is the highest this year by about 4,000 items. When you add renewals to the count, we saw over 64,000 circulation activities for the month, which beats March's high of about 59,000.

Our digital numbers were notably high this month. Libby reached a 3 year high of 12,440 circulations. In recorded history, we have only broken 12,000 circulations 3 times, which were all in 2020 when the pandemic started. This is almost the all-time high of 12,478 which was in September 2020. Hoopla also had a record-breaking month with 3,283 circulations. This is the highest monthly total we have had for Hoopla in its history. Rounding out our top digital offerings, Kanopy continues a high usage rate with 24,640 minutes streamed. This marks the third straight month of over 24,000 minutes. To compare, last year averaged around 19,000 minutes per month.

RICHLAND PUBLIC LIBRARY

July 2023 Statistics Report for the August Board Meeting



SUMMARY

Our 2023 Summer Reading Challenge continued during the month of July, encouraging patrons to “Find Your Voice!” by reading and participating in library programs.

Here are some of the special programs we held in July:

- Public Art Sketch Walk on Tuesday, July 11
- Teen Writers Meet Ups on two Tuesdays, July 11 and 18
- “Music Together at the Library!” on Wednesday, July 12
- Finger Knitting on Wednesday, July 12
- Tassel Making on Tuesday, July 25
- “Build It, Fix It, Makes You Stronger” on Tuesday, July 25
- Kids’ Ukulele Intro for grades 4-6 on Tuesday, July 25
- Rock Painting on Wednesday, July 26
- Summer Reading Program Art Lab on Saturday, July 29

We hosted a concert by Eric Herman and the Puppy Dogs at John Dam Plaza on Wednesday, July 5, in partnership with Mid-Columbia Libraries. We also partnered with MCL and Moonshot Brewing to hold a “Back to the 80’s” Li-BREWERY Trivia Night at Pub in the Park on Thursday, June 29.

We held a Family Game Day at the library from 9 a.m. to 9 p.m. on Saturday, July 15, in partnership with Tri-City Area Gaming. We also hosted a West African Kora Concert featuring musician Sean Gaskell in the Doris Roberts Gallery on Monday, July 17.

Our High School Book to Movie Club watched *Tales from Earthsea* (2011) on Thursday, July 13. We held a showing of *LEGO Batman* (2017) for patrons of all ages on Tuesday, July 20. Later, our Tri-City Cinephiles Club for patrons age 18+ watched *Aliens* (1986) on Friday, July 21.

Recurring programs held at the library this month included Tuesday, Wednesday, Thursday, and Friday story times; STEAMkids sessions on Saturday, July 15, and Wednesday, July 19; Pop-Up Mini STEAMplay on Friday, July 21; an LGBTQIA+ Craft Social on Monday, July 17; and a Singing Strings Ukulele Club teen/adult jam session on Tuesday, July 18.

Our busiest day was July 12 with Finger Knitting, a Therapy Dog Meet and Greet, Summer Chess Lessons, and “Music Together at the Library!”

JULY STATISTICS

- Overall Circulation with Renewals: **81,523**
- Digital Circulation: **16,773**
- Physical Items Checked Out: **44,168**
- Physical Items Renewed: **20,582**
- Holds Filled: **3,877**
- Hoopla Circulation: **3,283**
- Kanopy Circulation: **22,640 minutes**
- Mango: **151 sessions**
- Overdrive Circulation: **12,440**
- New Library Card Accounts: **392**
- Gate Count: **16,492**
- Busiest Day: **903 (July 12)**

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 July 18 and 25; Wednesday morning active story times at 10 a.m. on July 5, 19, and 26; Thursday morning baby story times at 10 a.m. on July 6, 13, 20, and 27; and Friday morning preschool story times at 10 a.m. on July 7, 14, 21, and 28. The Tuesday evening story times were followed by "Meet Our Therapy Dogs!" sessions.

"Music Together at the Library" Story Time

We held a special "Music Together at the Library" story time from 10 to 11 a.m. on Wednesday, July 12. Our calendar invitation said, "Explore our summer reading theme, 'Find Your Voice,' by exploring music at the library with the music teachers from Music Together! Infants, toddlers, preschoolers, and their grown-ups will all enjoy making music at this family-focused program." We had an extremely strong turnout with 130 patrons attending.

Finger Knitting

We held a special Finger Knitting program in the Children's Story Area from 1 to 2 p.m. on Wednesday, July 12. Patrons of all ages could learn how to knit using only their fingers and yarn, and they were encouraged to complete a summer reading activity by donating some knitting for Sweater Weather 2023.

Therapy Dog Meet and Greet

We held a special Therapy Dog Meet and Greet program from 6 to 7 p.m. on Wednesday, July 12. Our calendar entry said, "We have invited our Therapy Dogs to come so you will have a chance to read to them. We will also have a simple craft for you to make. Don't forget to record which dogs you read to in Beanstack for the Summer Reading Program!"

STEAMkids and Pop-Up Mini STEAMplay

We held drop-in STEAMkids sessions from 10 a.m. to noon on Saturday, July 15, and from 1 to 3 p.m. on Wednesday, July 19. On July 15, we were joined by volunteers from the Hanford High School Robotics Club, the REACH Museum, and the Master Gardeners. We also held a Pop-Up Mini STEAMplay session in front of the library from 11 a.m. to noon on Friday, July 21.

Kids' Ukulele Intro

Librarian Johanna held a special Kids' Ukulele Intro program for fourth through sixth graders from 3 to 4 p.m. on Tuesday, July 25. She taught the basics of how to hold and strum a ukulele, how to read a chord chart, and how to play and sing some simple songs.



TEEN PROGRAMS

Teen Writers Group

We held Teen Creative Writing Workshops for kids age 12 and up from 3 to 4:30 p.m. on two Tuesdays, July 11 and 18, in partnership with the Urban Poets Society. Urban Poets Society mentors Nisha and Michele led the writing activities, and Teen Services Librarian Alyssa and Library Assistant Tracy assisted. Fourteen patrons attended each workshop.

Teen Take-and-Make Kits

In July, to go with the writing theme, Alyssa put together some Redacted Poetry Take-and-Make Kits for teens. We handed out 20 of them.

High School Book to Movie Club

This month, our High School Book to Movie Club read *Tales from Earthsea* by Ursula K. Le Guin and then met at 6 p.m. on Thursday, July 13, to watch the 2011 movie adaptation.



ALL-AGES PROGRAMS

Summer Reading Challenge

Our 2023 Summer Reading Challenge continued during the month of July. We encouraged patrons of all ages to log their reading minutes and other activities on richland.beanstack.com to earn badges and enter drawings for prizes. Many of our library-led programs in July were centered around the “Find Your Voice!” theme.

Where’s Waldo?

Our library participated in a “Where’s Waldo?” hunt with 24 other Tri-Cities businesses in July. We hid a small cutout Waldo figure in the library, and patrons who found it could collect a stamp in a passport folder to win prizes.

Eric Herman and the Puppy Dogs Concert

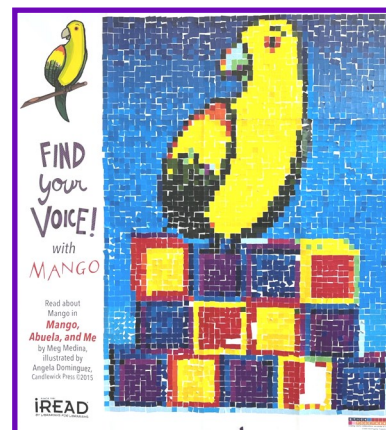
On Wednesday, July 5, we hosted a family-friendly concert featuring area favorites Eric Herman and the Puppy Dogs, in partnership with MCL. The concert ran from 6:30 to 7:30 p.m. at the HAPO Community Stage in John Dam Plaza. We estimate that 200 patrons attended.

Public Art Sketch Walk

Kelly led a Public Art Sketch Walk from 10 to 11 a.m. on Tuesday, July 11. Our calendar invitation said, “Do you enjoy sketching? Meet us at the Tree of Seasons sculpture in the Parkway. We will walk through the Parkway talking about the art there and end by looking at the art in and around John Dam Plaza.” Each patron was encouraged to turn in a sketch for our September art display.

Family Movie: *The Super Mario Bros Movie*

We showed *The Super Mario Bros Movie* (2023) at 1 p.m. on Friday, July 14, in the Gallery. This event was popular, with 61 patrons attending. One patron later wrote, “We enjoyed the movie this last Friday! Thanks for showing one of the latest kid flicks; we had lots of fun.”



ALL AGES PROGRAMS (CONTINUED)

Family Game Day

The Richland Public Library partnered with Tri-City Area Gaming to hold Family Game Day from 9 a.m. to 9 p.m. on Saturday, July 15. Our calendar entry noted, “There will be board, card, and other types of games available for borrowing from the mobile game library as well as tournaments, short role play game adventures, and more. There will be vendor booths, door prizes, and free snacks, pizza, and drinks.” Adult Services Librarian Gavin coordinated this event and User Experience Supervisor Michael assisted. We had 133 enthusiastic patrons attend.



West African Kora Concert

We hosted a West African Kora Concert at the library at 7 p.m. on Monday, July 17. Our calendar invitation said, “Sean Gaskell will give a performance and educational demonstration on the kora, an ancient 21-stringed harp from West Africa. He will feature traditional songs that are the heart and soul of the kora’s musical repertoire.” Forty-three patrons attended. After the concert, a patron left feedback saying, “It was wonderful! Good dialogue and sweet awesome music!”

Singing Strings Ukulele Club

Our Singing Strings Ukulele Club held a teen/adult jam session from 6:30 to 8 p.m. on Tuesday, July 18. Johanna leads this group. Fourteen patrons attended.

Family Movie: *LEGO Batman*

We held a special summertime showing of *LEGO Batman* (2017) in the Doris Roberts Gallery at 6:30 p.m. on Thursday, July 20, in partnership with Mid-Columbia Libraries, the East Benton County History Museum, the Museum at Keewaydin, and Numerica Credit Union. Twenty-one patrons attended.

Tassel Making

We held a Tassel Making program from 1 to 2 p.m. on Tuesday, July 25. Patrons age 8 and up learned how to make tassels. They were encouraged to make one for themselves and one to donate for our fall Sweater Weather tree decor in the fall. Twenty-seven patrons attended.

Summer Chess Lessons

Members of the Washington Elementary Chess Champions held chess lessons at 6:30 p.m. on July 5, 12, 19, and 26. Participants received a code they could enter on Beanstack to log this activity for the library’s Summer Reading Challenge. These were extremely popular lessons, with 121, 117, and 82 patrons attending the first three sessions of the month.



ALL-AGES PROGRAMS (CONTINUED)

Build It, Fix It, Makes You Stronger

Following the success of our “Build It, Fix It, Makes You Stronger” programs in June, we held an additional session on Tuesday, July 25. Patrons age 8 and up could make a cedar birdhouse or a bee hotel using hammers and nails.

Rock Painting

We held a drop-in Rock Painting program in the STEAMspace from 1 to 3 p.m. on Wednesday, July 26. Our calendar entry said, “We will have rocks, paints, brushes and ideas to get you started! You bring your creativity and great ideas! ”

Summer Reading Program Art Lab

We held a Summer Reading Program Art Lab 10 a.m. to noon on Saturday, July 29, with several stations set up for summer reading art activities. Patrons of all ages could work on their entries for the Group Art Project, create a Story Walk entry or a Tiny Illustrated Poem, use paper shapes and tangrams, and more.

ADULT PROGRAMS

LGBTQIA+ Craft Social

We held our monthly LGBTQIA+ Craft Social from 6:30 to 8:30 p.m. on Monday, July 17. Our calendar invited patrons to “chat, chill, and hang out while working on art and craft projects.” Twenty-nine patrons attended.

Li-BREWERY Trivia Night: Back to the 80's

We partnered with MCL and Moonshot Brewery to hold a themed trivia night from 7 to 9 p.m. on Thursday, July 20, at Pub at the Park in Richland. A publicity release said, “Topics will range from media and music to toys and throwbacks, but even if you wipe out, you'll still be totally rad in our book! Plus, if you dress up in your best 80's threads, you may possibly earn some bonus points for your team.”

Tri-City Cinephiles Club

Our Tri-City Cinephiles Club invited patrons age 18+ to enjoy a showing of *Aliens* (1986) from 6:30 to 9 p.m. on Friday, July 21. Adult Services Librarian Gavin leads this group.

Local Book and Writing Clubs

Clubs that met at the library this month included Storywriters on Monday, July 10; the Monday Night Book Group on July 17; and By the Book Knitters on Tuesday, July 18.

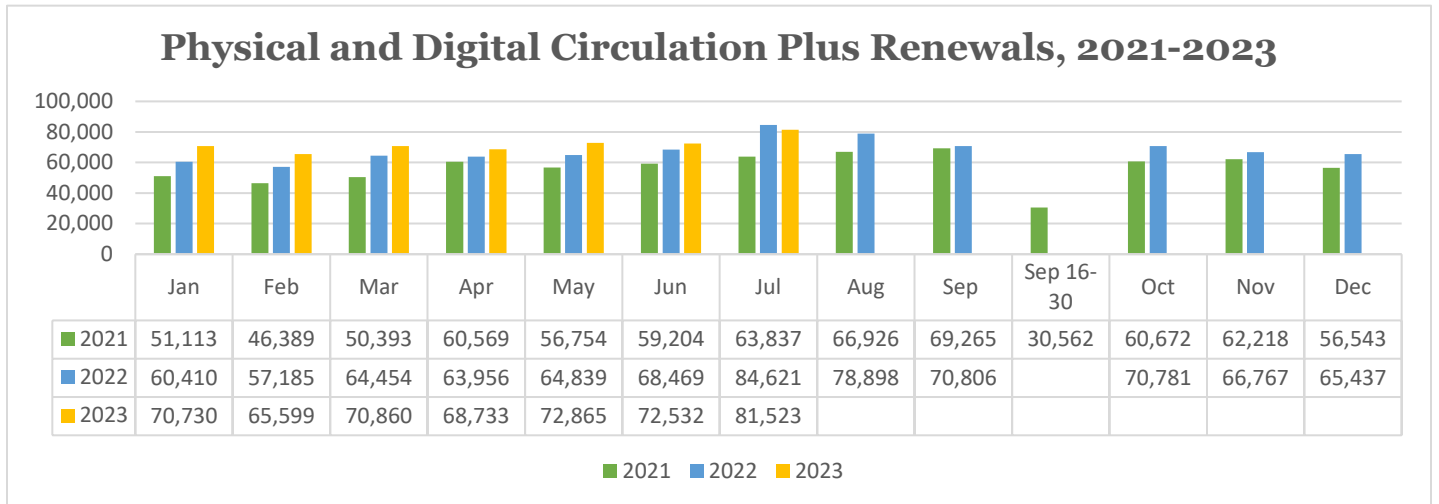
PATRON FEEDBACK

- “My soon to be 1st grader and I are both signed up [for the Summer Reading Challenge] - so impressed by this!!! Summer reading programs have sure come a long way since the paper logs we had when I was a kid. We are especially having fun working on the badges, and we LOVED the STEAMkids event last week. Thank you all for this super fun programming!!”



STATISTICS

TOTAL CIRCULATION



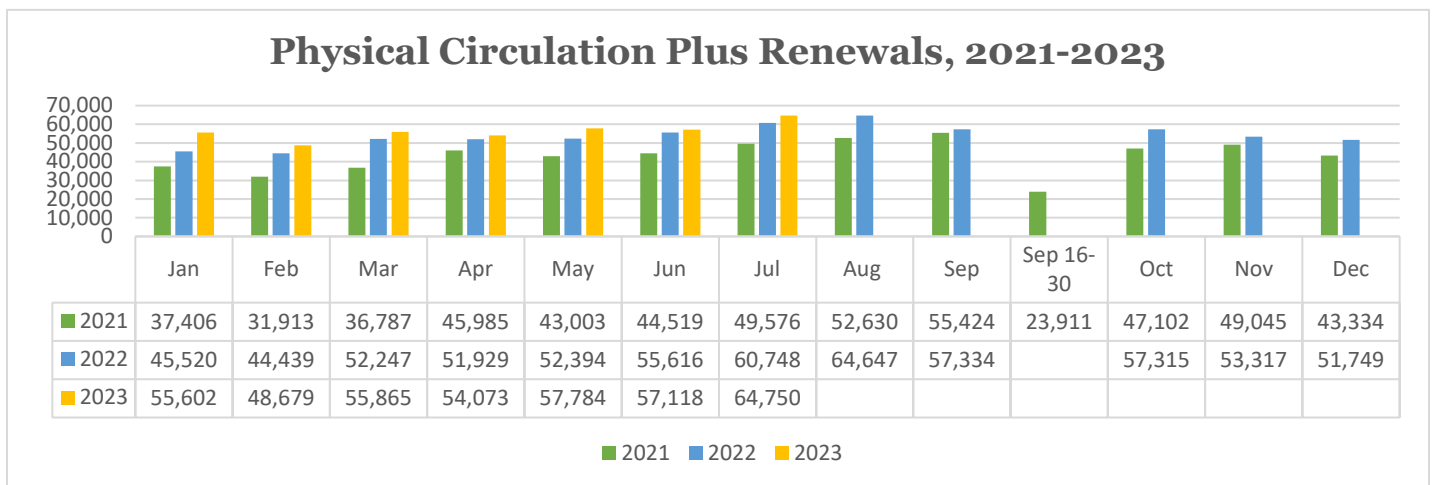
During July, our total physical plus digital circulation was 60,941 items, not including renewals. Of those, 44,168 (72.5%) were physical items and 16,773 (27.5%) were digital items obtained through Hoopla, Kanopy, Mango, and OverDrive. Kanopy plays and Mango sessions were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was up 9.8% compared to the 55,525 items checked out in June 2023. Digital circulation was also up 8.8% compared to the 15,414 items checked out in June. We filled 3,877 requests for holds and had 17 scheduled curbside deliveries for nine patrons.

Our patrons also renewed 20,582 physical items in July. Including these physical item renewals, our overall circulation was 81,523. That overall circulation was up 12.4% compared to the 72,532 items circulated in June 2023, but was down 3.7% compared to the 84,621 items circulated in July 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

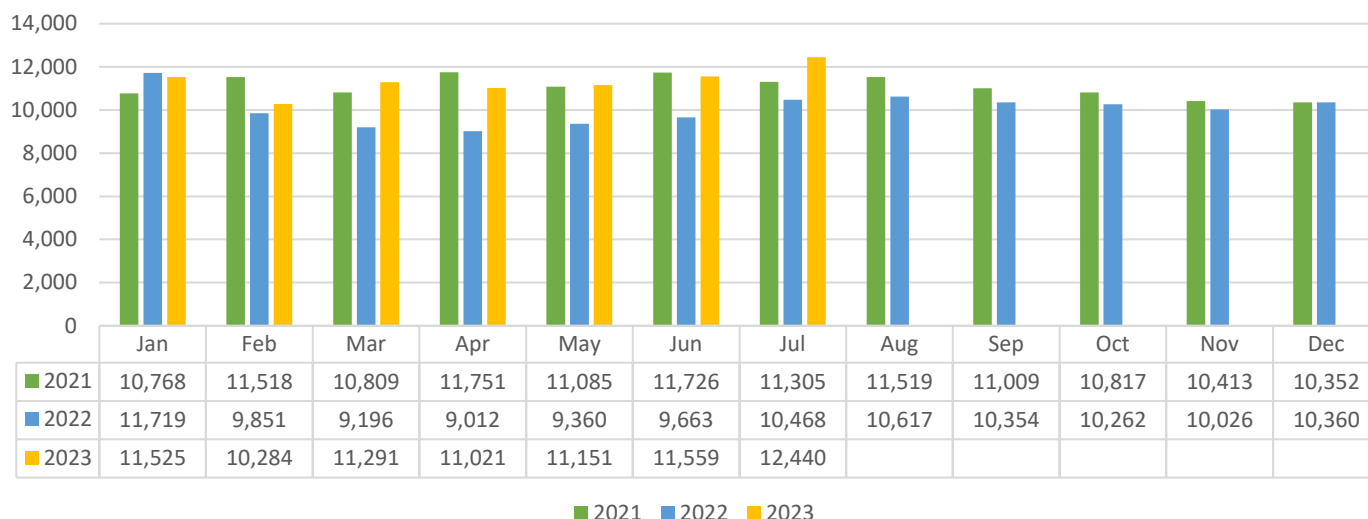


Our patrons checked out 44,168 physical items in July and renewed 20,582 physical items, for a total of 64,750 items. That was up 13.4% compared to the 57,118 physical items checked out and renewed in June 2023, and was also up 6.6% compared to the 60,748 items checked out and renewed in July 2022. The top ten categories that circulated this month were Children's Chapter Book Fiction (5,642 items), Children's Storybooks (4,816 items), Adult Nonfiction (3,989 items), Children's Nonfiction (3,439 items), Children's Graphic Novels (3,142 items), Adult Movies (2,756 items), Adult Fiction 2nd Floor (2,546 items), Children's Favorites on the Story Circle (1,884 items), Children's Movies (1,777 items), and Children's Easy Readers (1,694 items). The January through September 2021 statistics in this graph are mid-month to mid-month.

DIGITAL CIRCULATION

OverDrive

OverDrive Circulation, 2021-2023

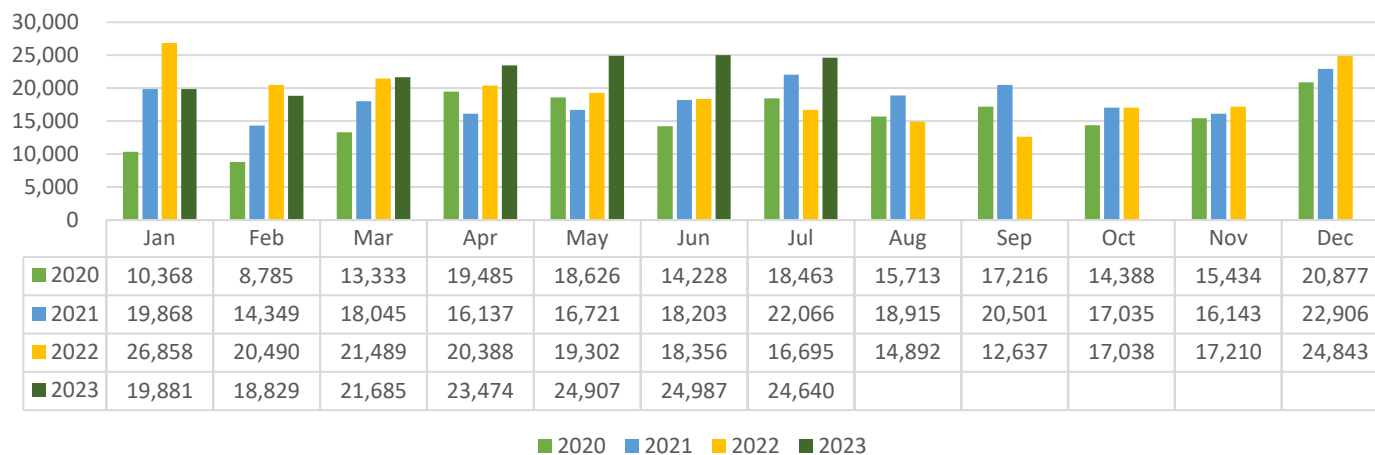


The 12,440 checkouts through OverDrive in July were up 7.6% compared to the 11,559 checkouts in June 2023, and were also up 18.8% compared to the 10,468 checkouts in July 2022.

This month's checkouts included 6,395 e-books (which were 51.4% of the OverDrive items checked out), 5,434 audiobooks (43.7%), and 611 e-magazines (4.9%). The January through September 2021 statistics in this graph are mid-month to mid-month.

Kanopy

Kanopy Usage in Minutes, 2020-2023

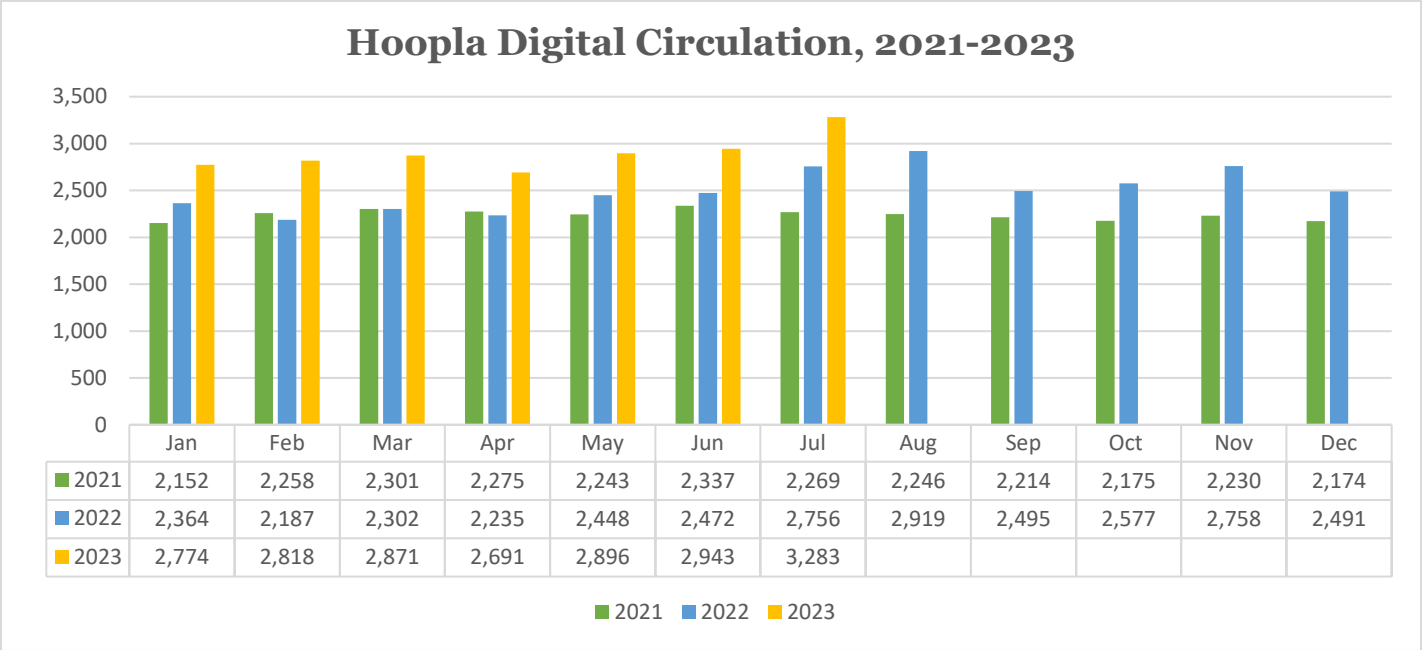


Our patrons viewed 24,640 minutes of Kanopy content during the month of July. That was down a modest 1.4% compared to the 24,987 minutes viewed in June 2023, but was up 47.6% compared to the 16,695 minutes viewed in July 2022. Cardholders in the United States and the Philippines viewed content on Kanopy this month, while additional cardholders in the Netherlands, Iceland, Canada, and Saudi Arabia 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, Weston Woods, Nelvana International, Paramount Pictures, Warner Bros., Kino Lorber, Samuel Goldwyn Films, Lionsgate, and Vooks. Content was viewed on televisions (41.3%), mobile devices (36.9%), desktops (14.8%), and tablets (7.0%).

DIGITAL CIRCULATION (CONTINUED)

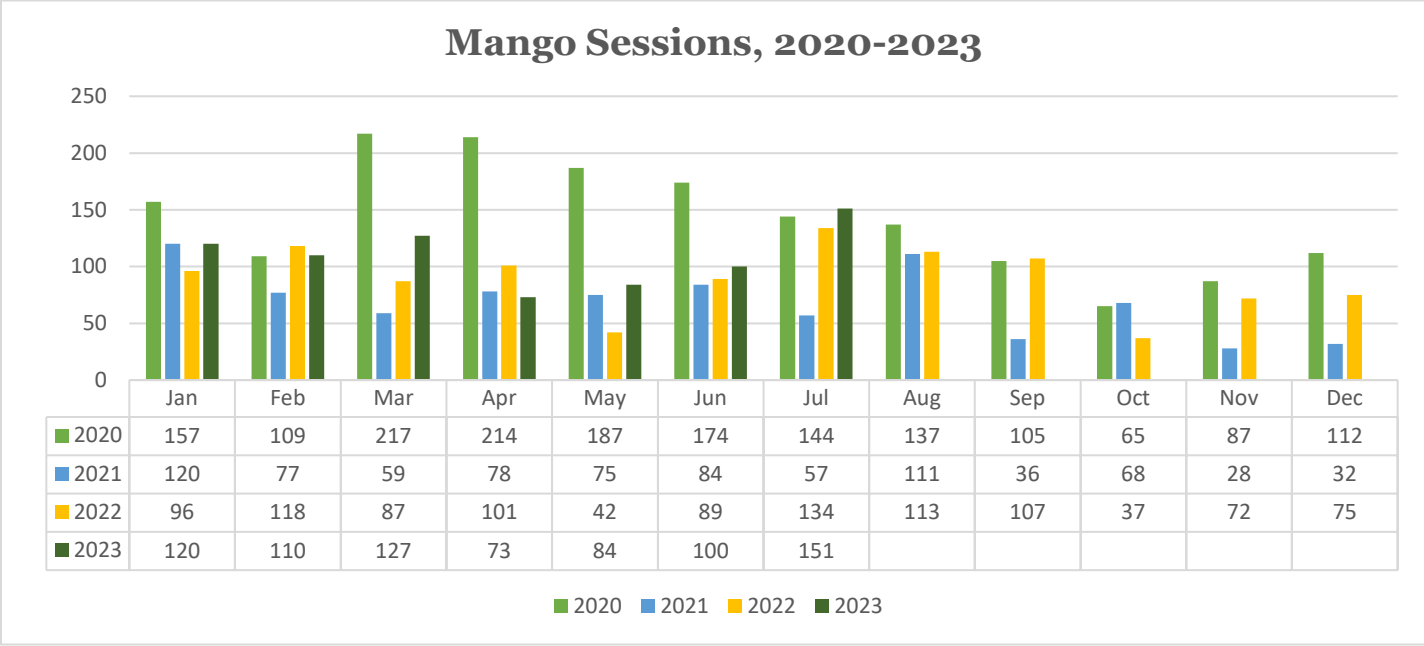
Hoopla



The 3,283 circulations in Hoopla during July were up 11.6% compared to the 2,943 circulations in June 2023, and were also up 19.1% compared to the 2,756 circulations in July 2022. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,922 audiobooks (which were 58.5% of the Hoopla items checked out), 848 e-books and e-comics (25.8%), 370 movies and television shows (11.3%), 127 music items (3.9%), and 16 BingePasses (0.5%) this month. The January through September 2021 statistics in this graph are mid-month to mid-month.

Mango

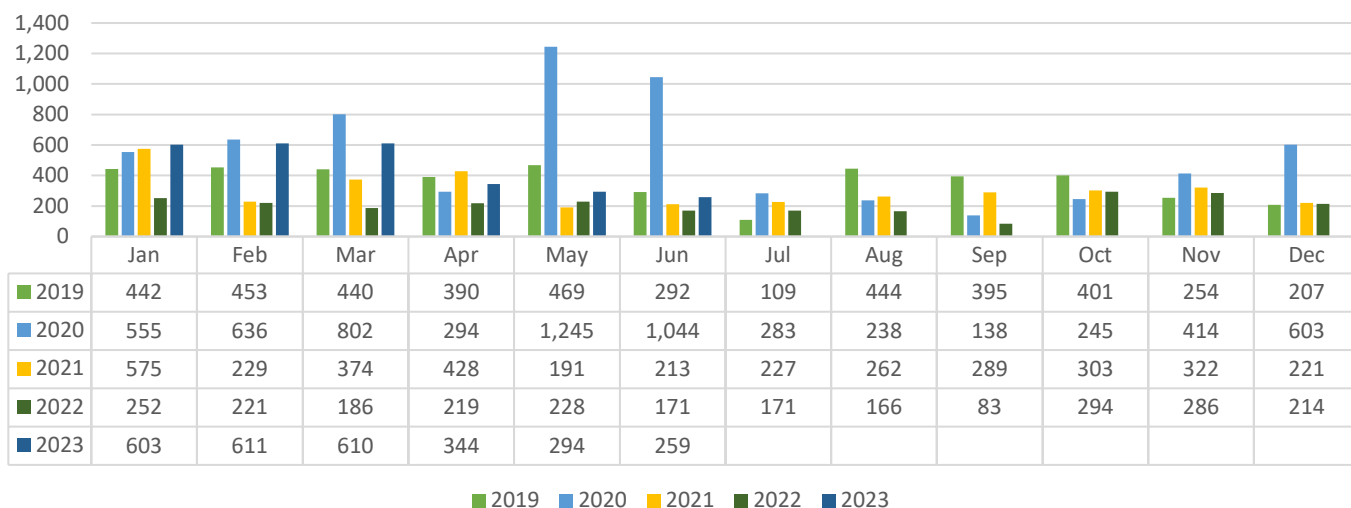


Patrons had 151 total sessions in Mango for the month of July. That usage was up 51% compared to the 100 sessions in June 2023, and was also up 12.7% compared to the 134 sessions in July 2022. The top ten languages studied this month were Spanish, Latin American; Arabic, Levantine; English; Russian; Thai; Korean; German; Cherokee; Filipino, Tagalog; and French.

OTHER DIGITAL SERVICES

Morningstar

Morningstar Searches, 2019-2023

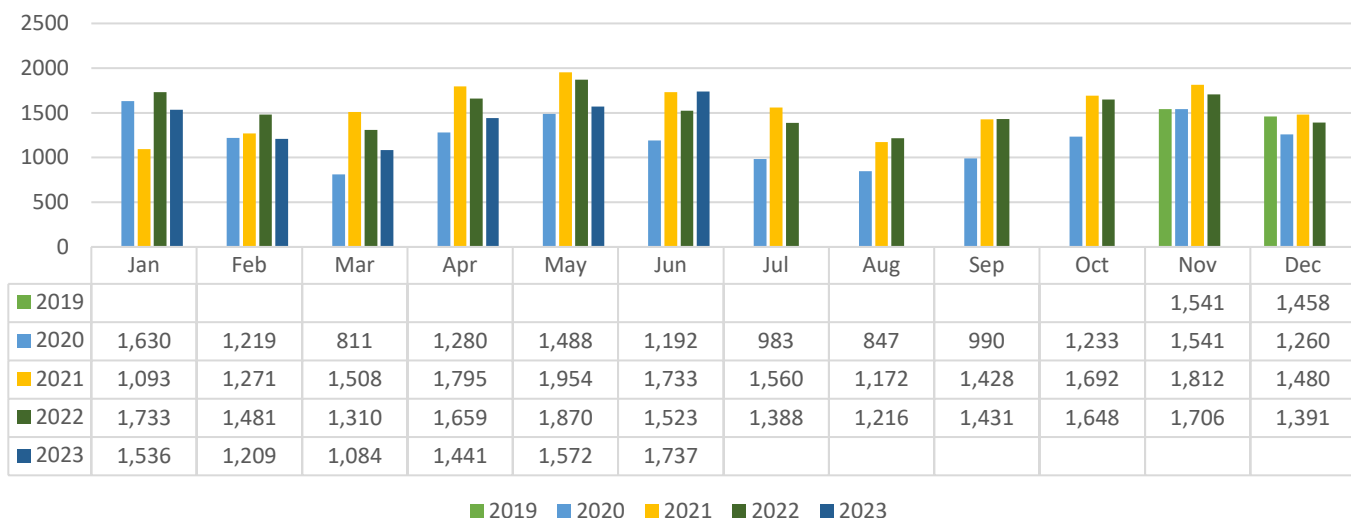


There were 259 searches in June. That was down 11.9% compared to the 294 searches in May 2023, but was up 51.5% compared to the 171 searches that occurred in June 2022. Morningstar continues to pair nicely with Value Line, giving our patrons a nice combination of resources to use when researching their financial questions.

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

Value Line

Value Line Page Views, 2019-2023



The 1,737 Value Line page views in June were up 10.5% compared to the 1,572 page views in May 2023, and were also up 14.1% compared to the 1,523 page views that occurred in June 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 July, so we will include them in next month's board report.

OTHER DIGITAL SERVICES (CONTINUED)

NewsBank

The 1,935 NewsBank page views in July were up 48.7% compared to the 1,301 page views in June 2023, and were also up 80% compared to the 1,075 page views that occurred in July 2022. NewsBank seems to be one of the more consistently used offerings in our database collection.

Patrons have been averaging 1,519 page views per month in 2023, which is up 18.8% compared to the 1,279 pages viewed on average per month in 2022.

OTHER STATISTICS

Gate Counts

Our total gate count for July was 16,492. Our busiest day was Wednesday, July 12, with 903 patrons logged. Programs held that day included Finger Knitting, a Therapy Dog Meet and Greet, Summer Chess Lessons, and "Music Together at the Library!"

Interlibrary Loans

In July, we received a total of 169 interlibrary loan requests from other libraries. We sent 79 items to libraries during the month in response to their interlibrary loan requests.

We also sent 44 interlibrary loan requests to other libraries in July for 37 books and 7 audiovisual (A/V) items requested by our patrons. We received 31 books and 4 A/V items from other libraries in response to requests. We had 29 unique patrons request items this month, including seven patrons who requested more than one item.

New Library Card Accounts

We created 392 new library card accounts in July. They included 322 resident cards, 48 nonresident cards, 14 limited access cards, and 8 interlibrary loan accounts.

Public Internet Sessions

Patrons enjoyed 1,176 public internet sessions during the month of July, for a total of 934 hours and 48 minutes. The average session was 48 minutes long.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/12/2023

Agenda Category: Library Staff Updates

Prepared By: Christopher Nulph, Library Manager

Subject:

August 2023 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

Library Manager Nulph's August 2023 report is included for discussion along with the August 2023 Library Statistics Report.

Attachments:

1. 2023.09.12 Library Manager's Report
2. 2023.09.12 Library Statistic Report



LIBRARY MANAGER'S REPORT

Richland Public Library Board

September 12, 2023

State of Library Services

We have implemented the 200-item limit in our Circulation Policy. Patrons that had over 100 items were notified of this change in August. No patrons had over 200 items checked out at the time the policy was implemented. We received no negative feedback because of this change.

The teen space continues to make progress. We have nearly all the furnishings for the space. Facilities will paint the rooms and will assemble the furniture in the coming weeks. Our Teen Librarian, Alyssa, is targeting opening by Thanksgiving.

The Yakima Valley Museum has updated their Tumbleweed Tourist offering to include admission for 4 people. Previously, they offered a buy one get one free service.

A new catalog discovery layer, Aspen Discovery, has begun development and will be implemented into our catalog by the end of the year. This will allow for one stop searching for our physical and digital resources. The user experience will be vastly improved with this new service.

We presently have an open vacancy for this year's Board cycle. We have one submission but are awaiting more to have a competitive assessment of candidates. After September, if the position is not filled, this will leave 4 members on the Board. We hope to promote this to boost the number of applications received and return to a full complement of members as soon as possible.

Program highlights from the month include:

- Bike to School Bootcamp was an event series that taught kids how to navigate to school on their bikes and how to keep their bikes maintained. This was a limited attendance event due to the nature of instruction but delivered a big impact for the kids in attendance.
- The ukulele group put on a performance at the Brookdale Senior Living facility. Over 100 residents enjoyed this community ukulele performance.
- The library participated in a busy Pop-Up Play Day at Goethals Park. Over 200 residents attended this engagement opportunity.

Friends of the Library Update

The Friends will be providing book room coupons to new library patrons. We will give these out to raise new patron awareness about the service. The Friends are also looking into providing free branded totes for new kids library cards.

Library Foundation

The Foundation continues to meet to discuss the 2024 outdoor space. They are planning for fundraising efforts in the coming months to help fulfill all the needs for this space.

Staffing Updates

There are no staffing updates.

Library Statistics

August is typically the top statistical month of the year between Summer Reading Program and school returning. It was once again the busiest month of the summer, but this summer has seen a consistent high gate count. Our gate count from May-August was in the 16,000 range every month. Last year, May started in the 12,000 range and progressively increased to 16,000 over the course of the summer.

See below for a summary of our 2023 summer (June-August) community engagement numbers.

2023 Community Engagement Opportunities – 323
2023 Community Engagement Participation – 17,629
2023 Gate Count – 49,524
2023 Number of Physical Items Circulated – 128,081
2023 Digital Circulation (Libby, Hoopla, Kanopy) – 48,971
2023 New Cards Created – 1,229
2023 Meeting Room Reservations - 209
2023 Reading Challenge Registrations – 1,643

And our 2022 numbers were as follows:

2022 Community Engagement Opportunities - 254
2022 Community Engagement Participation – 11,125
2022 Gate Count – 46,238
2022 Number of Physical Items Circulated – 126,134
2022 Digital Circulation (Libby, Hoopla, Kanopy) – 40,641
2022 New Cards Created – 1,279
2022 Meeting Room Reservations - 137
2022 Reading Challenge Registrations – 1,826

We saw an increase in nearly all our major community engagement metrics. Our reading challenge registrations decreased. We will work on our marketing to improve these numbers in 2024. It is possible as COVID subsided, that more people are doing in person activities as opposed to at home activities.

RICHLAND PUBLIC LIBRARY

August 2023 Statistics Report for the September Board Meeting



SUMMARY

Our 2023 Summer Reading Challenge came to a close on Monday, August 21, after a summer full of library programs that encouraged patrons to “Find Your Voice!” We are now handing out bicycles and other prizes.

Here are some of the special programs we held in August.

- Therapy Dog Meet and Greet on Wednesday, August 2
- Summer Reading Program Art Lab on Thursday, August 3
- Rock Decorating with Sharpies at Columbia Point Marina Park on Tuesday, August 8
- Finger Knitting on Tuesday, August 8
- “Music Together at the Library!” story time on Wednesday, August 9
- Rock Painting on Saturday, August 12
- “Find Your Voice!” Make-It Monday on August 14
- Bike to School Bootcamp from Wednesday to Friday, August 16 to 18
- Singing Strings Ukulele Club performance at the Brookdale Luau on Monday, August 21

Library staff led activities at the City of Richland’s National Night Out and City Fair on Tuesday, August 1, and at the “Dino Dig” Pop-Up Play Day at Goethals Park on Thursday, August 10. A planned 90’s Edition Li-BREWERY Trivia Night to be held outdoors at Pub in the Park was rescheduled for Wednesday, September 6, due to rain.

Our High School Book to Movie Club watched *The Maze Runner* (2014) on Thursday, August 10. We held a Marvel Marathon and Trivia program on Thursday, August 17, featuring *Shang-Chi and the Legend of the Ten Rings* (2021) and *Guardians of the Galaxy Vol. 3* (2023). We showed *Puss in Boots—The Last Wish* (2022) on Tuesday, August 22. Later in the month, the Tri-City Cinephiles Club for patrons age 18+ watched *Texas Chainsaw Massacre 2* (1986) on Monday, August 28.

Recurring programs held at the library this month included Tuesday, Wednesday, Thursday, and Friday story times; “Meet Our Therapy Dogs!” sessions on Tuesday evenings; STEAMkids on Thursday, August 17; Pop-Up Mini STEAMplay on two Fridays, August 4 and August 25; an LGBTQIA+ Craft Social on Monday, August 21; and Singing Strings Ukulele Club teen/adult jam sessions on two Tuesdays, August 1 and 15.

AUGUST STATISTICS

- Overall Circulation with Renewals: **82,120**
- Digital Circulation: **17,217**
- Physical Items Checked Out: **43,703**
- Physical Items Renewed: **21,200**
- Holds Filled: **3,943**
- Hoopla Circulation: **3,360**
- Kanopy: **788 plays, 25,777 minutes**
- Mango: **182 sessions**
- OverDrive Circulation: **12,887**
- New Library Card Accounts: **365**
- Gate Count: **16,757**
- Busiest Day: **817 (August 17)**

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 August 8, 15, 22, and 29; Wednesday morning active story times at 10 a.m. on August 2, 16, 23, and 30; Thursday morning baby story times at 10 a.m. on August 3, 10, 17, 24, and 31; and Friday morning preschool story times at 10 a.m. on August 4, 11, 18, and 25. The Tuesday evening story times were followed by "Meet Our Therapy Dogs!" sessions.

Therapy Dog Meet and Greet

We also held a special "Therapy Dog Meet and Greet" program from 6 to 7 p.m. on Wednesday, August 2. Our calendar invitation said, "We have invited our Therapy Dogs to come so you will have a chance to read to them. We will also have a simple craft for you to make. Don't forget to record which dogs you read to in Beanstack for the Summer Reading Program!"

Afterward, a patron wrote, "Thank you, we really enjoyed ourselves." Another said, "This is fantastic!"



"Music Together at the Library" Story Time

We held a special "Music Together at the Library" story time from 10 to 11 a.m. on Wednesday, August 9. Our calendar invitation said, "Explore our summer reading theme, 'Find Your Voice,' by exploring music at the library with the music teachers from Music Together! Infants, toddlers, preschoolers, and their grown-ups will all enjoy making music at this family-focused program."

Finger Knitting

Kelly and library volunteer Earlene held a Finger Knitting craft program in the Children's Story Area from 1 to 2 p.m. on Tuesday, August 8. Patrons of all ages could learn how to knit using only their fingers and yarn, and they could complete a summer reading activity by donating some knitting for Sweater Weather 2023.

"Dino Dig" Pop-Up Play Day

Kelly led activities at the last Pop-Up Play Day of the summer, which was held at Goethals Park from 9 to 11 a.m. on Thursday, August 10. We estimate that 229 people attended this popular summer program.

STEAMkids and Pop-Up Mini STEAMplay

Kelly held a drop-in STEAMkids session from 1 to 3 p.m. on Thursday, August 17, with special guest exhibits from the Mid-Columbia Children's Museum for patrons to enjoy. The program was very well attended, and August 17 was our busiest day of the month with a gate count of 817.

We also held Pop-Up Mini STEAMplay sessions from 11 a.m. to noon on two Fridays, August 4 and 25. These programs are sponsored by the Friends of the Richland Public Library.



TEEN PROGRAMS

High School Book to Movie Club

This month, our High School Book to Movie Club read *The Maze Runner* by James Dashner and then met from 6 to 8:30 p.m. on Thursday, August 10, to watch the 2014 movie adaptation. Ten teens attended. This group for high schoolers age 13 and older is led by Teen Services Librarian Alyssa.

Bike to School Bootcamp

Library Assistant Mary held a three-session Bike to School Bootcamp program for middle schoolers this month in partnership with Wheelhouse Community Bike Shop, Trips for Kids Mid-Columbia, Reborn Bike Shop, and Greenies. Sessions were held in the library from 10 a.m. to 1 p.m. from Wednesday through Friday, August 16 through 18. Six patrons attended.

Our Facebook invitation said, “Trips for Kids leaders will be empowering middle schoolers with knowledge about how to plan their route, maintain their bike, carry all their stuff, how to ride on the road and on the sidewalk, and how to keep their bike secure on the rack.” Participants learned to fix loose threaded stems, wobbly wheels, brakes, stuck chains, and flat tires. On the final day, they cycled a 2-mile route they had planned around downtown Richland, safely navigating intersections and different types of bike lanes. Participants received a Kryptonite lock, a set of lights, and a patch kit from Trips for Kids, along with water bottles and stickers.



ALL-AGES PROGRAMS

National Night Out and City Fair

The City of Richland held its annual National Night Out and City Fair from 5 to 7:30 p.m. on Tuesday, August 1, in Howard Amon Park. Library staff including Alyssa, Library Manager Chris, Library Technical Support Specialist Dee, Administrative Assistant Kylie, Librarian Supervisor Michelle, and Library Supervisor Theresa led activities and conducted community outreach at this event. We estimate that 450 patrons attended.

Singing Strings Ukulele Club

Librarian Johanna led Singing Strings Ukulele Club teen/adult jam sessions at 6:30 p.m. on two Tuesdays, August 1 and 15, in the STEAMspace.

Several members of the club also played and sang ukulele favorites with Johanna for a luau at the Brookdale Assisted Living Facility in Richland on Monday, August 21. They played for about 100 residents. Everyone had fun!



ALL AGES PROGRAMS (CONTINUED)

Summer Reading Program Art Lab

Children's Services Librarian Kelly held a Summer Reading Program Art Lab from 1 to 3 p.m. on Thursday, August 3. Our calendar entry said, "Having trouble with the art activities for the Summer Reading Program? Come and work on them here! We will have stations set up for various art activities, mainly focused on summer reading activities."



Rock Decorating with Sharpies

Kelly and Library Assistant Tracy held a "Rock Decorating with Sharpies" program at Columbia Point Marina Park from 10 a.m. to noon on Tuesday, August 8. Our calendar invitation said, "Meet at Columbia Point Marina Park to decorate some rocks with Sharpies. You can choose if you want to keep your rock or hide it for someone else to find. Last time we did this, participants found decorated rocks left by other people at the park. Join us for a fun time. All ages. No registration necessary. Just show up ready to be creative and have fun!"



Rock Painting

Kelly, Johanna, and Library Assistant Maira held an all-ages Rock Painting program in the STEAMspace on Saturday, August 12. Our calendar invitation said, "Drop in anytime from 10 a.m. to 12 p.m. to paint a rock or two. We will have rocks, paints, brushes and ideas to get you started! You bring your creativity and great ideas!"



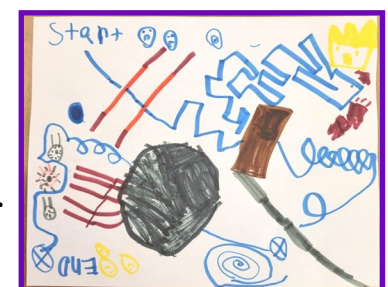
Make-It Monday

We held a "Find Your Voice (Summer Reading Edition)" Make-It Monday program from 6 to 8 p.m. on Monday, August 14. Our calendar entry described the program as "All ages crafting events to encourage everyone to 'Find Your Voice' during Summer Reading. Crafts will encourage self expression not only through our voices, but writing, music, dance, art, and action. If you haven't yet finished your activity badges for SRP, here's your chance!" Fifty-one patrons attended this popular craft program. Alyssa, Chris, Gera, Johanna, Kelly, and Michelle assisted patrons with the different crafts.



Marvel Marathon and Trivia

Alyssa and Johanna held a Marvel Marathon and Trivia program in the Doris Roberts Gallery on Thursday, August 17. The first trivia session was held from 2:30 to 2:50 p.m., and was followed by a showing of *Shang-Chi and the Legend of the Ten Rings* (2021). The second trivia session was held from 5 to 5:20 p.m., and was followed by a showing of *Guardians of the Galaxy, Vol. 3* (2023). Both movies are rated PG-13, so children under the age of 13 were required to have a grownup attend with them.



ALL-AGES PROGRAMS (CONTINUED)

Family Movie

As a last celebration of summer before the start of the school year, we held a family showing of *Puss In Boots—The Last Wish* (2022) from 2 to 4 p.m. on Tuesday, August 22. Eleven patrons attended.

ADULT PROGRAMS

LGBTQIA+ Craft Social

Adult Services Librarian Gavin held our monthly LGBTQIA+ Craft Social from 6:30 to 8:30 p.m. on Monday, August 21. This group encourages LGBTQIA+ patrons and allies to work on drawing, painting, cross stitch, chain mail, and other crafts while socializing. We had 31 patrons attend.

Tri-City Cinephiles Club

The Tri-City Cinephiles Club for adults age 18+ watched *Texas Chainsaw Massacre 2* (1986) from 6:30 to 9 p.m. on Monday, August 28. Gavin leads this group. Nine patrons attended.

Local Book, Writing, and Craft Clubs

Clubs that met at the library this month included Quilting in the Library on Thursday, August 10; Storywriters on Monday, August 14; By the Book Knitters on Tuesday, August 15; and the Monday Night Book Group on August 21.

SUMMER READING CHALLENGE

Our 2023 Summer Reading Challenge continued for the first three weeks of August before coming to a close on Monday, August 21. We encouraged patrons of all ages to log their reading minutes and other activities on [Beanstack](#) to earn badges and prizes. This year, we had 1,643 patrons sign up for the challenge, including 80 babies, 859 children, 251 teens, and 453 adults!

We had an interactive display in the library asking patrons to write down the things they liked most about our Summer Reading Challenge. They mentioned “reading books,” “getting the prizes,” “hours of fun,” “craft,” “STEAMkids,” and “the books and kind libraryans.” We also had a display asking kids to share their favorite books.

PATRON FEEDBACK

“We made so many trips to the library this summer, you guys made it so easy to keep my now first grader reading all summer long. Thank you for all of the wonderful programming! We especially loved STEAM kids and checking out board games. Your team is the best!”

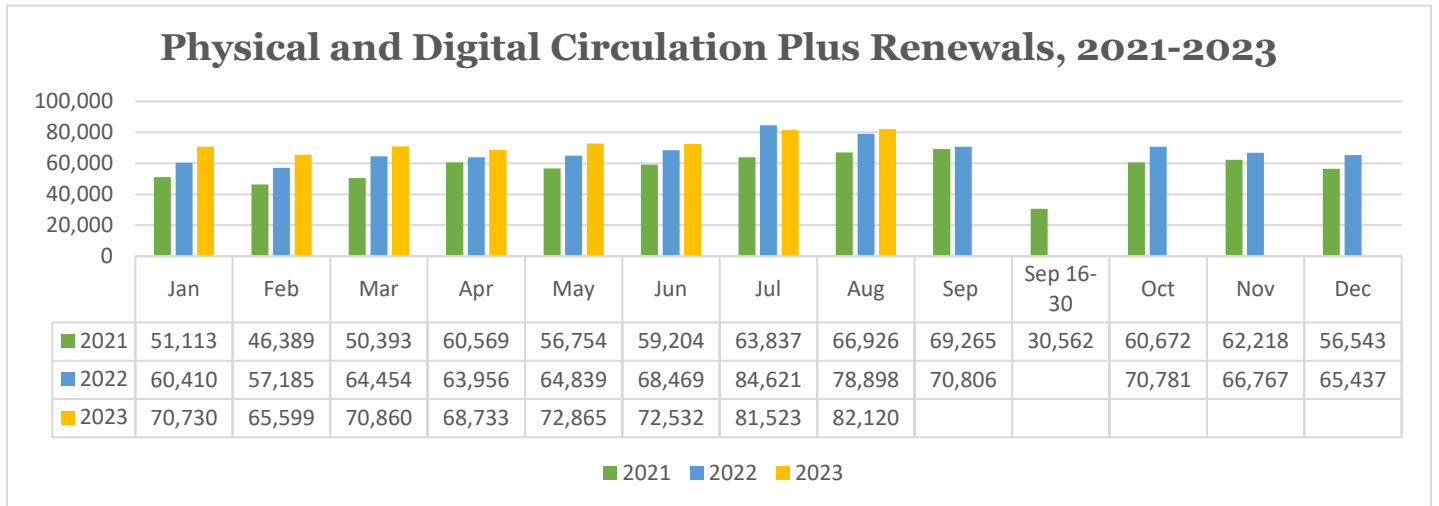
“Your library does such a great job of making summer so welcoming and fun! Enjoy your upcoming calm!”

“[Tumbleweed Tourist] is awesome. Thanks for this program. In the past week we have visited the Reach and Maryhill museums.”



STATISTICS

TOTAL CIRCULATION



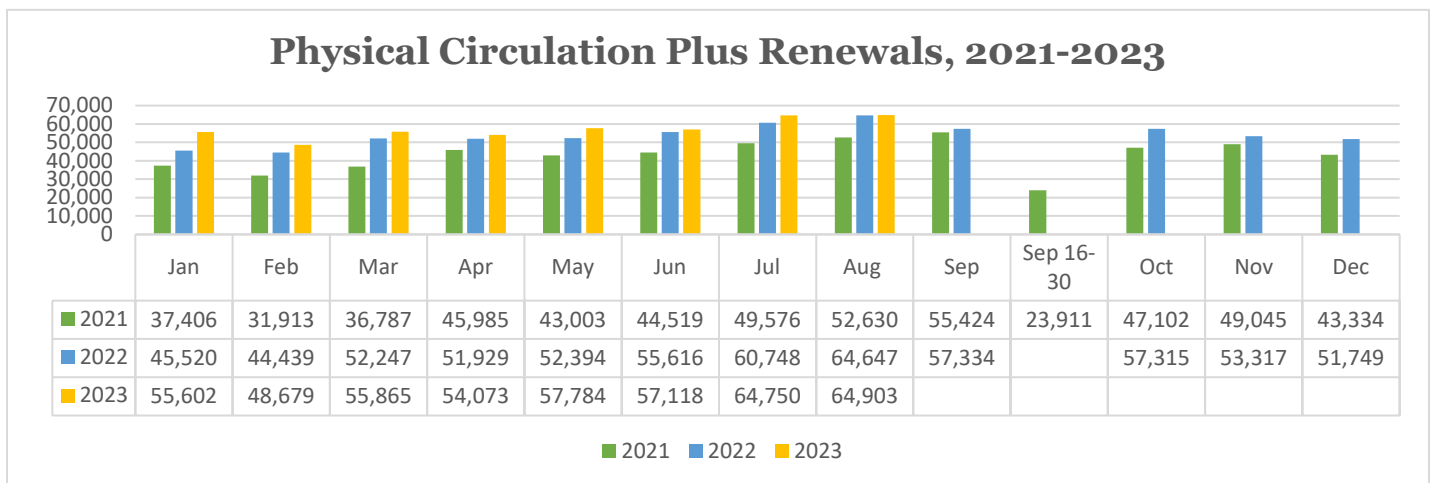
During August, our total physical plus digital circulation was 60,920 items, not including renewals. Of those, 43,703 (71.7%) were physical items and 17,217 (28.3%) were digital items obtained through Hoopla, Kanopy, Mango, and OverDrive. Kanopy plays and Mango sessions were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was down 5.9% compared to the 64,750 items checked out in July 2023. Digital circulation was up 2.6% compared to the 16,773 items checked out in July. We filled 3,943 requests for holds and had 19 scheduled curbside deliveries for 11 patrons.

Our patrons also renewed 21,200 physical items in August. Including these physical item renewals, our overall circulation was 82,120. That overall circulation was up .7% compared to the 81,523 items circulated in July 2023 and was up 4.1% compared to the 78,898 items circulated in August 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

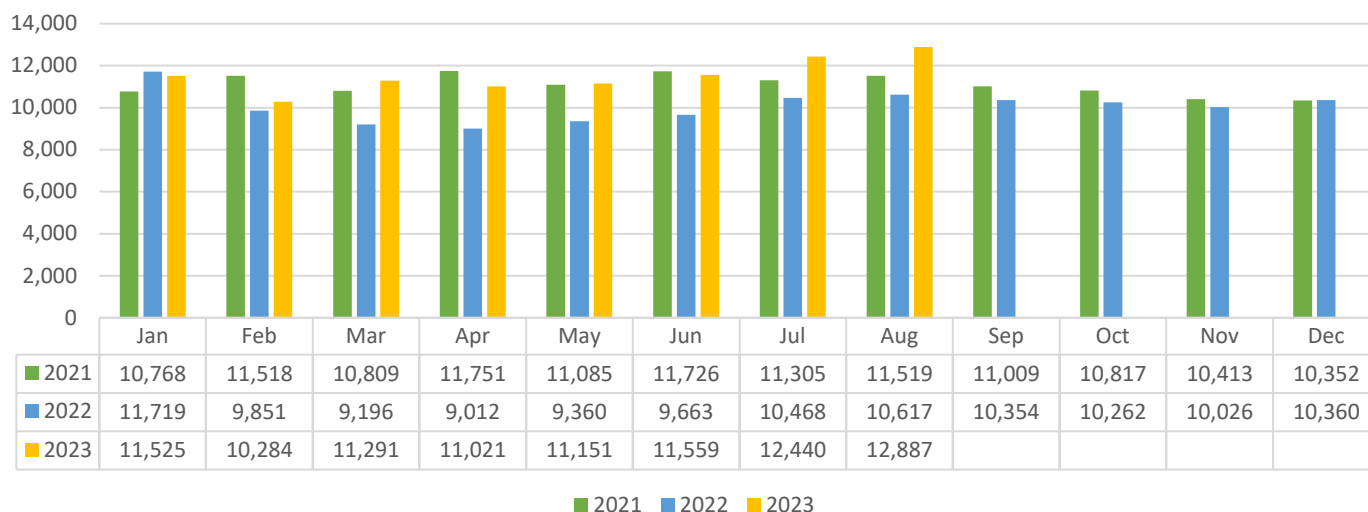


Our patrons checked out 43,703 physical items in August and renewed 21,200 physical items, for a total of 64,903 items. That was up .2% compared to the 64,750 physical items checked out and renewed in July 2023 and was up .4% compared to the 64,647 items checked out and renewed in August 2022. The top ten categories that circulated this month were Children's Chapter Book Fiction (5,643 items), Children's Storybooks (5,092 items), Adult Nonfiction (3,992 items), Children's Nonfiction (3,293 items), Children's Graphic Novels (3,008 items), Adult Movies (2,971 items), Adult Fiction 2nd Floor (2,542 items), Children's Favorites on the Story Circle (1,928 items), Children's Movies (1,819 items), and Adult New Books (1,586 items). The January through September 2021 statistics in this graph are mid-month to mid-month.

DIGITAL CIRCULATION

OverDrive

OverDrive Circulation, 2021-2023

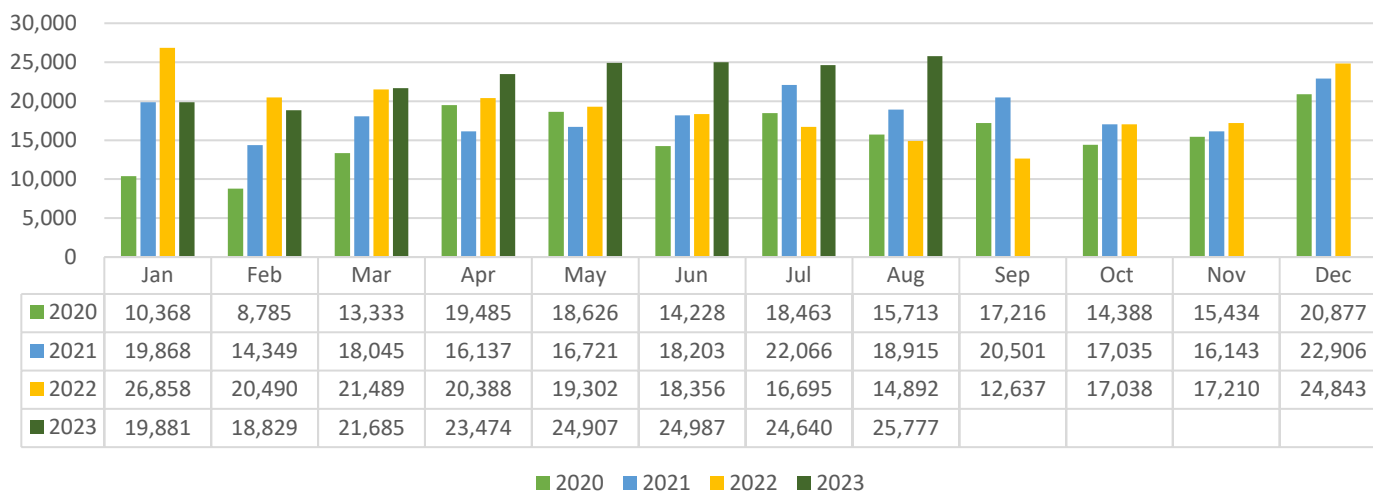


The 12,887 checkouts through OverDrive in August were up 3.6% compared to the 12,440 checkouts in July 2023 and were also up 21.4% compared to the 10,617 checkouts in August 2022.

This month's checkouts included 6,397 e-books (which were 49.7% of the OverDrive items checked out), 5,766 audiobooks (44.7%), and 724 e-magazines (5.6%). The January through September 2021 statistics in this graph are mid-month to mid-month.

Kanopy

Kanopy Usage in Minutes, 2020-2023

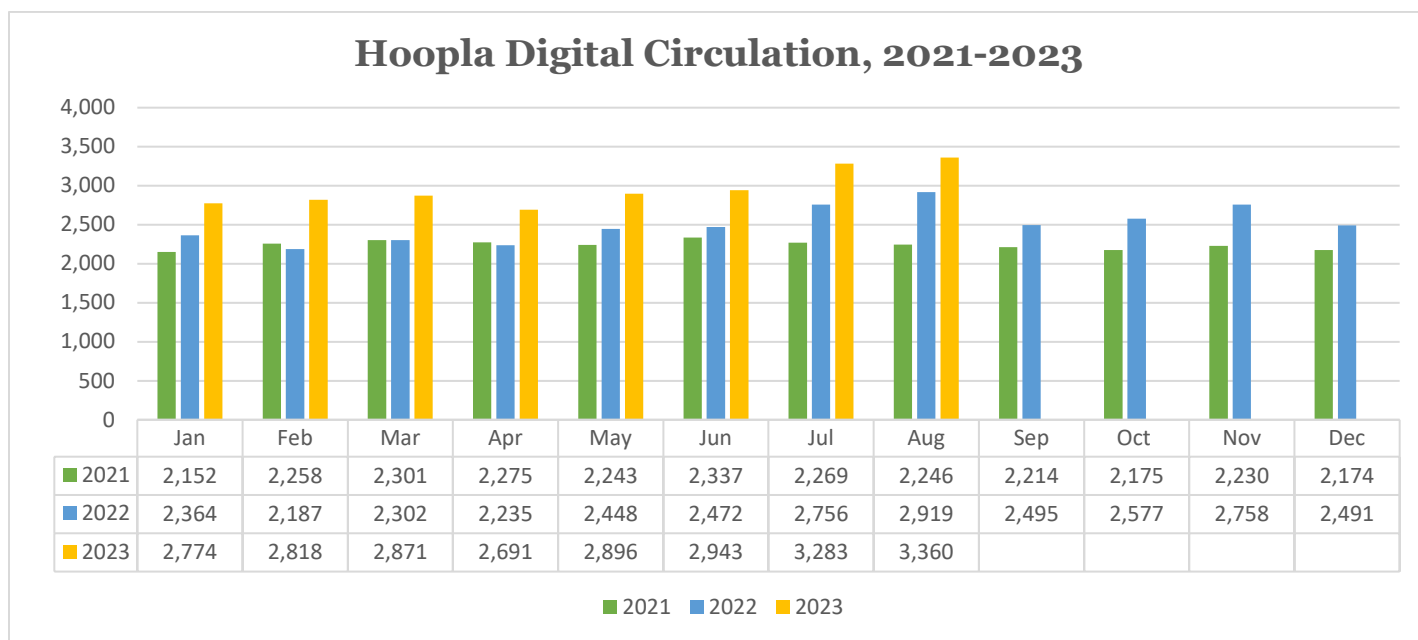


Our patrons viewed 25,777 minutes of Kanopy content during the month of August. That was up 4.6% compared to the 24,640 minutes viewed in July 2023 and was also up 73.1% compared to the 14,892 minutes viewed in August 2022. Cardholders in the United States and Austria viewed content on Kanopy this month, while additional cardholders in Saudi Arabia 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, Lionsgate, Paramount Pictures, Weston Woods, Kino Lorber, The Criterion Collection, Warner Bros., Samuel Goldwyn Films, and IFC Films. Content was viewed on mobile devices (44.7%), televisions (34.6%), desktops (13.5%), and tablets (7.2%).

DIGITAL CIRCULATION (CONTINUED)

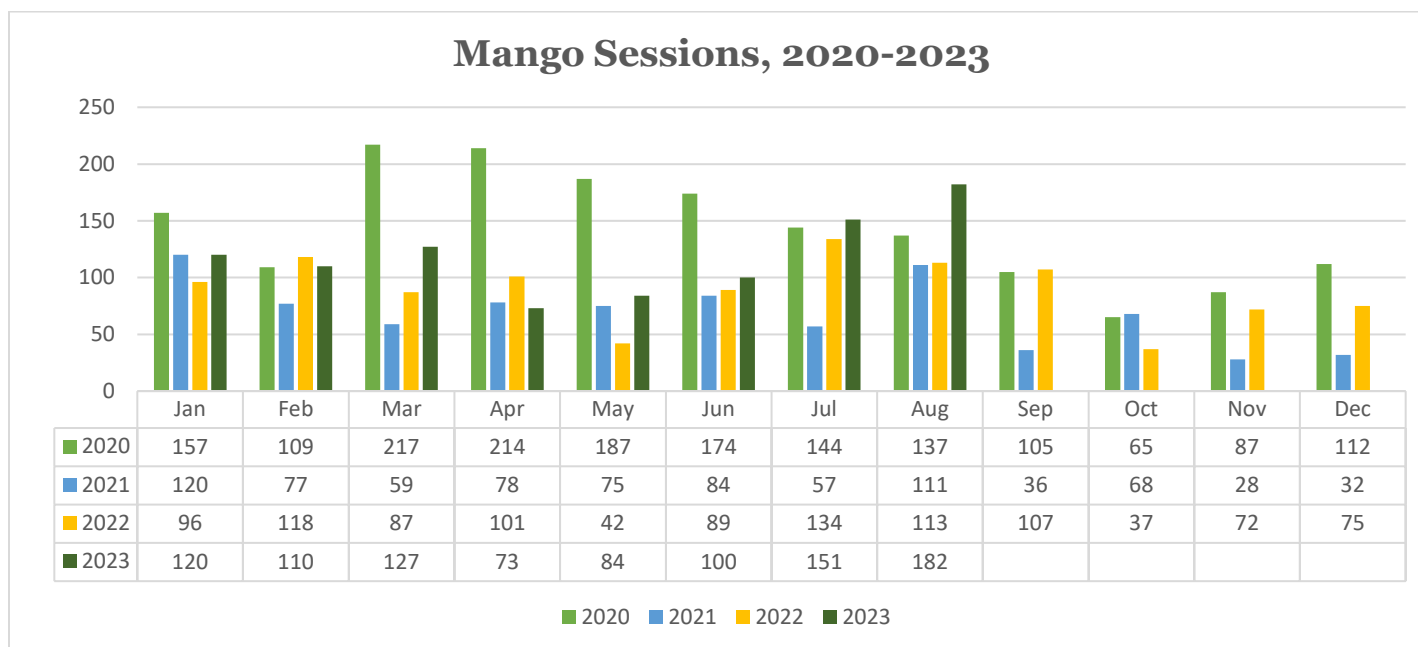
Hoopla



The 3,360 circulations in Hoopla during August were up 2.3% compared to the 3,283 circulations in July 2023 and were up 15.1% compared to the 2,919 circulations in August 2022. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,922 audiobooks (which were 57.2% of the Hoopla items checked out), 901 e-books and e-comics (26.8%), 413 movies and television shows (12.3%), 105 music items (3.1%), and 19 BingePasses (0.6%) this month. The January through September 2021 statistics in this graph are mid-month to mid-month.

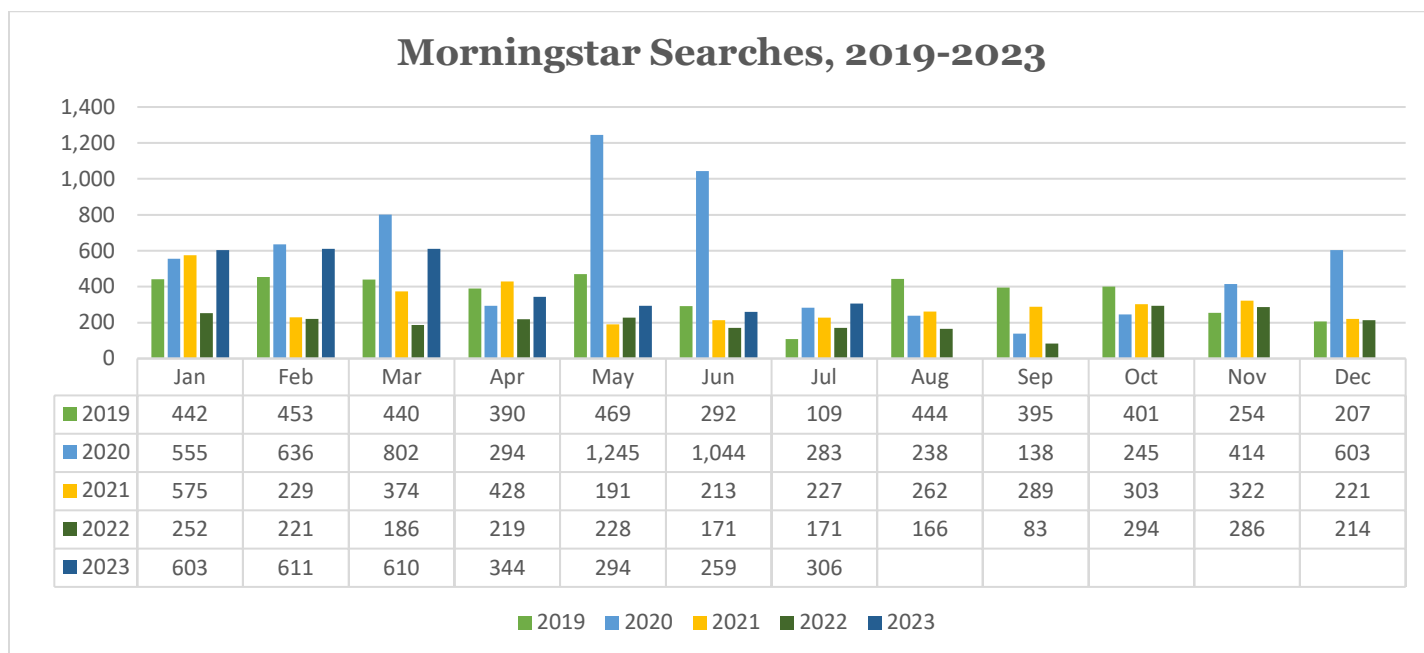
Mango



Patrons had 182 total sessions in Mango for the month of August. That usage was up 20.5% compared to the 151 sessions in July 2023 and was up 61.1% compared to the 113 sessions in August 2022. The top ten languages studied this month were Arabic, Levantine; Spanish, Latin American; Russian; English; Hebrew, Modern; German; Japanese; Spanish, Castilian; Cherokee; and Chinese, Cantonese.

OTHER DIGITAL SERVICES

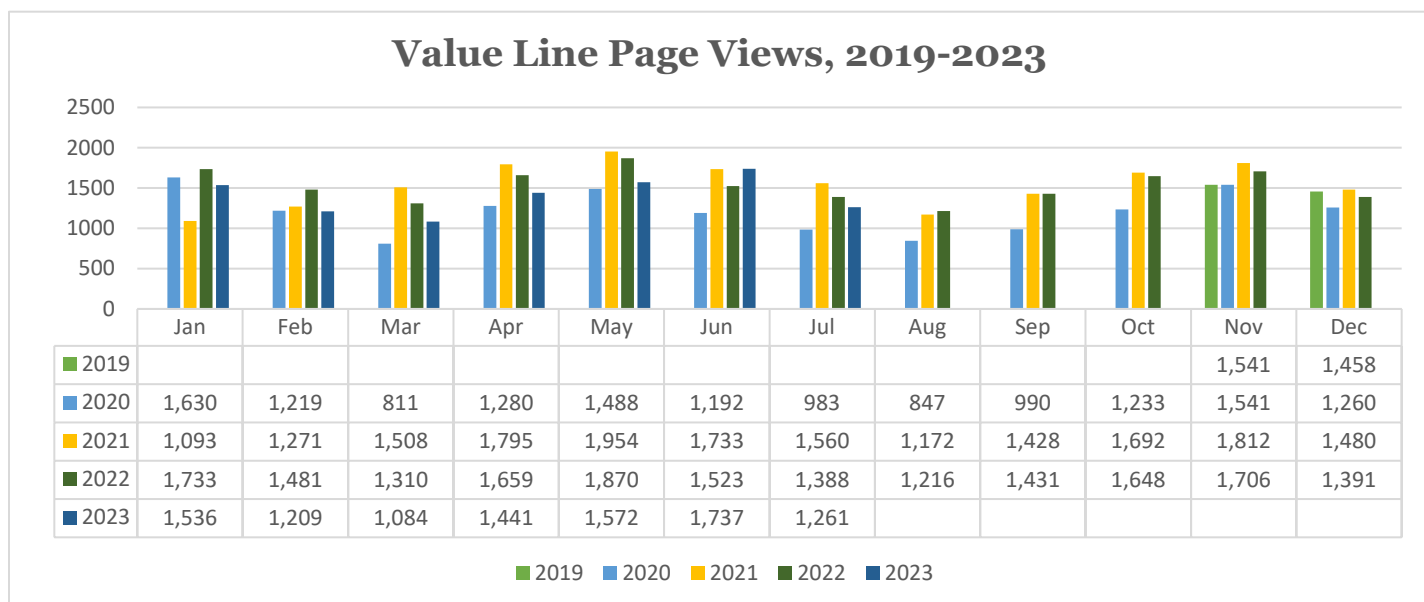
Morningstar



There were 306 Morningstar searches in July. That was up 18.1% compared to the 259 searches in June 2023 and was also up 78.9% compared to the 171 searches that occurred in July 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 August, so we will include them in next month's board report.

Value Line



The 1,261 Value Line page views in July were down 27.4% compared to the 1,737 page views in June 2023 and they were also down 9.1% compared to the 1,388 page views that occurred in July 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 August, so we will include them in next month's board report.

OTHER DIGITAL SERVICES (CONTINUED)

NewsBank

The 1,669 NewsBank page views in August were down 13.7% compared to the 1,935 page views in July 2023, but were up 25.9% compared to the 1,326 page views that occurred in August 2022. NewsBank seems to be one of the more consistently used offerings in our database collection.

Patrons have been averaging 1,538 page views per month in 2023, which is up 20.3% compared to the 1,279 pages viewed on average per month in 2022.

OTHER STATISTICS

Gate Counts

Our total gate count for August was 16,757. Our busiest day was Thursday, August 17, with 817 patrons logged. That was the day we held a STEAMkids program and our Marvel Marathon and Trivia program.

Interlibrary Loans

In August, we received a total of 19 interlibrary loan requests from other libraries. We sent 9 items to libraries during the month in response to their interlibrary loan requests.

We also sent 43 interlibrary loan requests to other libraries in August for 33 books, 1 article, and 9 audiovisual (A/V) items requested by our patrons. We received 25 books, 1 article, and 9 A/V items from other libraries in response to requests. We had 24 unique patrons request items this month.

New Library Card Accounts

We created 365 new library card accounts in August. They included 305 resident cards, 41 nonresident cards, 14 limited access cards, 3 interlibrary loan accounts, and 2 iCards.

Public Internet Sessions

Patrons enjoyed 1,584 public internet sessions during the month of August, for a total of 1,254 hours and 26 minutes. The average session was 48 minutes long.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/12/2023

Agenda Category: Approval of Bills

Prepared By: Kylie Barada, Administrative Assistant

Subject:

August 2023 Claims for Payment

Department:

Parks & Public Facilities

Recommended Motion:

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

Summary:

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

Attachments:

1. July 2023 Voucher Listing
2. July 2023 Library Expenditures
3. August 2023 Claims for Payment

Library Voucher Listing

Begin Date: 7/1/2023

End Date: 7/31/2023

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		1000307426	7/5/2023	313344	CATALOGING METADATA ILL SUBSCRIPTION	\$1,208.54
	K8188700/3583	ABOVE THE TREE LINE		78308	7/12/2023	313540	SUMMIT SUBSCRIPTION FEE 3/1/23-3/1/24	\$4,000.00
	K8188700/3583	EQUINOX SOFTWARE INC		00001269	7/14/2023	313706	SEQUOIA ANNUAL RENEWAL 12 MONTH SERVICE 2023-2024	\$16,236.60
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$21,445.14
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$73,393.00			YTD ACTUAL: \$70,466.46			YTD % USED: 96.01%		
INFORMATION TECHNOLOGY TOTAL:								\$21,445.14
	K8721000/4117	MOON SECURITY SERVIC		1198618	7/28/2023	314145	MOON SECURITY SERVICES AUGUST 2023	\$123.87
EXPERT SERVICES TOTAL:								\$123.87
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$1,400.00			YTD ACTUAL: \$1,214.32			YTD % USED: 86.74%		
	K8721000/4201	VERIZON WIRELESS		9937639226	7/7/2023	313532	Verizon Wireless NASPO June 2023	\$89.32
	K8721000/4201	FRONTIER		7/23 2061882614	7/21/2023	313952	TELEPHONE CHARGES 7/19/23-8/18/23	\$225.25
TELEPHONE & COMM SVCS TOTAL:								\$314.57
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$20,304.00			YTD ACTUAL: \$6,941.30			YTD % USED: 34.19%		

Library Voucher Listing

Begin Date: 7/1/2023

End Date: 7/31/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4207	BANK OF AMERICA		063023	7/3/2023	9637	LIBRARY MERCHANT SERVICE FEES	\$145.68
MERCHANT SVC FEES TOTAL:								\$145.68
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$1,200.00			YTD ACTUAL: \$1,000.74			YTD % USED: 83.40%		
	K8721000/4504	XEROX CORP		019225821	7/19/2023	313868	7HB-469027 JULY 2023	\$10.87
	K8721000/4504	XEROX CORP		019225831	7/19/2023	313868	3UA-295134 JUNE 2023	\$345.89
	K8721000/4504	XEROX CORP		019225832	7/19/2023	313868	3UA-295169 JUNE 2023	\$154.05
	K8721000/4504	XEROX CORP		019225833	7/19/2023	313868	3UA-295258 JUNE 2023	\$322.96
	K8721000/4504	XEROX CORP		019225834	7/19/2023	313868	3UA-296344 JUNE 2023	\$300.69
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$1,134.46
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$11,060.00			YTD ACTUAL: \$7,971.36			YTD % USED: 72.07%		
	K8721000/5301	WA STATE DEPARTMENT		DOR 06/2023	7/26/2023	9661	COMBINED EXCISE TAX - JUNE 2023	\$43.14
STATE TAXES TOTAL:								\$43.14
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$299.37			YTD % USED: 29.35%		
LIBRARY ADMINISTRATION TOTAL:								\$1,761.72
	K8722100/3401	MIDWEST TAPE		504010945	7/14/2023	313714	HOOPLA JUNE 2023	\$6,399.62
	K8722100/3401	BLACKSTONE AUDIOBOOK		2108479	7/19/2023	313761	LIBRARY CD COLLECTION	\$48.92

Library Voucher Listing

Begin Date: 7/1/2023

End Date: 7/31/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	BLACKSTONE AUDIOBOOK		2106260	7/19/2023	313761	LIBRARY CD COLLECTION	\$146.75
LIBRARY RESOURCES TOTAL:								\$6,595.29
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$368,144.00			YTD ACTUAL: \$223,049.62			YTD % USED: 60.59%		
	K8722100/4107	SPORTSENGINE INC		34935	7/12/2023	313599	BACKGROUND CHECKS: LIBRARY (5)	\$92.50
	K8722100/4107	CI INFORMATION MANAG		0152345	7/14/2023	313701	Onsite 64 Gallon - Recurring Shred Service	\$112.13
OTHER PROFESSIONAL SERVICES TOTAL:								\$204.63
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$625.85			YTD % USED: 61.36%		
LIBRARY PUBLIC SERVICE TOTAL:								\$6,799.92
LIBRARY NON-FACILITIES TOTAL:								\$30,006.78

Library Voucher Listing

Begin Date: 7/1/2023

End Date: 7/31/2023

FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8725000/3505	SCHOOL OUTFITTERS	22300471	INV13990915	7/5/2023	313349	LIBRARY TEEN ROOM FURNITURE	\$902.05
	K8725000/3505	SCHOOL OUTFITTERS	22300471	INV14002701	7/26/2023	314085	LIBRARY TEEN ROOM FURNITURE	\$2,750.22
	K8725000/3505	SCHOOL OUTFITTERS	22300471	INV13999176	7/19/2023	313849	LIBRARY TEEN ROOM FURNITURE	\$1,175.16
FURNITURE AND FIXTURES TOTAL:								\$4,827.43
FURNITURE AND FIXTURES - YTD INFORMATION								
BUDGET: \$25,705.00			YTD ACTUAL: \$20,593.47			YTD % USED: 80.11%		
	K8725000/4700	CITY OF RICHLAND		06/2023 JUN	7/14/2023	313696	CITY UTILITY BILLS/JUNE 2023	\$5,396.17
UTILITIES TOTAL:								\$5,396.17
UTILITIES - YTD INFORMATION								
BUDGET: \$53,736.00			YTD ACTUAL: \$24,777.36			YTD % USED: 46.11%		
LIBRARY FACILITIES TOTAL:								\$10,223.60

CITY OF RICHLAND

LIBRARY EXPENDITURE

July 2023

Month/Year

PAY PERIODS From June 19, 2023 to July 16, 2023

GROSS SALARIES \$ 100,371.00

		Gross Wages	Total
WEEK OF:	<u>07/06/23</u>	<u>50,172.70</u>	<u>50,172.70</u>
WEEK OF:	<u>07/20/23</u>	<u>50,198.30</u>	<u>50,198.30</u>
WEEK OF:	<u> </u>	<u> </u>	<u>-</u>
TOTAL		<u>100,371.00</u>	<u>100,371.00</u>



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

AUGUST 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 \$ \$130,377.78 this 8th day of August, 2023.

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

Voucher Listings	Amount
July 01, 2023 thru July 31, 2023	\$30,006.78
Transfer Advice (Salaries)	
Salaries for the weeks of: June 19, 2023 thru July 16, 2023	\$100,371.00
MONTHLY EXPENSES	\$130,377.78

Comments: City of Richland Library Voucher Listing
City of Richland Library Expenditures

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: 9/12/2023

Agenda Category: Approval of Bills

Prepared By: Kylie Barada, Administrative Assistant

Subject:
September 2023 Claims for Payment

Department:
Parks & Public Facilities

Recommended Motion:
Move to approve the August 1, 2023 through August 31, 2023 claims for payment.

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

Attachments:

1. August 2023
2. CoR-VoucherListing-Library (I)
3. September 2023 Claims for Payment

CITY OF RICHLAND

LIBRARY EXPENDITURE

August 2023

Month/Year

PAY PERIODS From July 17, 2023 to August 27, 2023

GROSS SALARIES \$ 152,481.15

	Gross Wages	Total
WEEK OF: <u>08/03/23</u>	<u>50,244.05</u>	<u>50,244.05</u>
WEEK OF: <u>08/17/23</u>	<u>52,652.17</u>	<u>52,652.17</u>
WEEK OF: <u>08/31/23</u>	<u>49,584.93</u>	<u>49,584.93</u>
TOTAL	<u><u>152,481.15</u></u>	<u><u>152,481.15</u></u>

Library Voucher Listing

Begin Date: 8/1/2023

End Date: 8/31/2023

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		1000329470	8/23/2023	314850	CATALOGING METADATA ILL 7/1/23-12/31/23	\$7,522.78
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$7,522.78
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$73,393.00			YTD ACTUAL: \$75,466.46			YTD % USED: 102.83%		
INFORMATION TECHNOLOGY TOTAL:								\$7,522.78
	K8721000/4201	VERIZON WIRELESS		9940012246	8/11/2023	314641	Verizon Wireless NASPO July 2023	\$89.34
	K8721000/4201	FRONTIER		08/23 2061882614	8/16/2023	314704	TELEPHONE CHARGES 8/19/23-9/18/23	\$225.96
TELEPHONE & COMM SVCS TOTAL:								\$315.30
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$20,304.00			YTD ACTUAL: \$8,684.60			YTD % USED: 42.77%		
	K8721000/4207	BANK OF AMERICA		073123	8/2/2023	9682	Library Merchant Service Fees	\$132.54
MERCHANT SVC FEES TOTAL:								\$132.54
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$1,200.00			YTD ACTUAL: \$1,133.28			YTD % USED: 94.44%		
	K8721000/4504	XEROX CORP		019437141	8/4/2023	314423	7HB-469027 AUGUST 2023 MONTHLY BASE CHARGE	\$10.87
	K8721000/4504	XEROX CORP		019437151	8/16/2023	314754	3UA-295134 JULY 2023 USAGE	\$325.29
	K8721000/4504	XEROX CORP		019437152	8/16/2023	314754	3UA-295169 JULY 2023 USAGE	\$120.52

Library Voucher Listing

Begin Date: 8/1/2023

End Date: 8/31/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4504	XEROX CORP		019437153	8/16/2023	314754	3UA-295258 JULY 2023 USAGE	\$345.93
	K8721000/4504	XEROX CORP		019437154	8/16/2023	314754	3UA-296344 JULY 2023 USAGE	\$299.16
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$1,101.77
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$11,060.00			YTD ACTUAL: \$9,073.13			YTD % USED: 82.04%		
LIBRARY ADMINISTRATION TOTAL:								\$1,549.61
	K8722100/3401	MORNINGSTAR INC		011791475	8/30/2023	315094	MORNINGSTAR INVESTMENT RESEARCH CENTER RENEWAL LIB	\$5,648.00
	K8722100/3401	BLACKSTONE AUDIOBOOK		2109809	8/2/2023	314216	DVD COLLECTION	\$45.22
	K8722100/3401	MIDWEST TAPE		504147783	8/4/2023	314394	JULY 2023 HOOPLA	\$7,274.36
LIBRARY RESOURCES TOTAL:								\$12,967.58
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$368,144.00			YTD ACTUAL: \$245,642.96			YTD % USED: 66.72%		
	K8722100/4107	SPORTSENGINE INC		35971	8/11/2023	314619	BACKGROUND CHECKS: LIBRARY (6)	\$111.00
OTHER PROFESSIONAL SERVICES TOTAL:								\$111.00
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$736.85			YTD % USED: 72.24%		
	K8722100/4117	BERRY DUNN MCNEIL &	22200433	423561	8/30/2023	315048	Library Master Plan (Contract #373-21)	\$800.00
EXPERT SERVICES TOTAL:								\$800.00
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$933.68			YTD % USED: N/A		
LIBRARY PUBLIC SERVICE TOTAL:								\$13,878.58

Library Voucher Listing

Begin Date: 8/1/2023

End Date: 8/31/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
LIBRARY NON-FACILITIES TOTAL:								\$22,950.97

Library Voucher Listing

Begin Date: 8/1/2023

End Date: 8/31/2023

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		07/2023 JUL	8/23/2023	314787	CITY UTILITY BILLS/JULY 2023	\$6,042.49
UTILITIES TOTAL:								\$6,042.49
UTILITIES - YTD INFORMATION								
BUDGET: \$53,736.00			YTD ACTUAL: \$30,819.85			YTD % USED: 57.35%		
	K8725000/6406	MEIER ARCHITECTURE	22200604	23498	8/23/2023	314845	Library STEAM Space Improvements, CONTRACT 226-22	\$1,840.00
FURNITURE & FIXTURES > \$5000 TOTAL:								\$1,840.00
FURNITURE & FIXTURES > \$5000 - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$215,611.96			YTD % USED: N/A		
LIBRARY FACILITIES TOTAL:								\$7,882.49



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

SEPTEMBER 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 \$ \$175,432.12 this 12th day of September, 2023.

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

Voucher Listings			Amount
August 01, 2023	thru	August 31, 2023	\$22,950.97
Transfer Advice (Salaries)			
Salaries for the weeks of: July 17, 2023	thru	August 27, 2023	\$152,481.15
MONTHLY EXPENSES			\$175,432.12

Comments: COR Voucher Listing August 2023
COR Library Expenditure August 2023

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: 9/12/2023

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Review of Outdoor Space

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
The first sketches of the outdoor space are included for discussion.

Attachments:
1. 20230717 Richland Library Schematic Design 2230310
2. Revised Amphitheater

existing trees to remain

picnic and reading areas

6' decorative privacy
fence

messy crafts area
(gravel surface)

artificial turf
amphitheater berm

emergency egress / main-
tenance access gate

drainage drywell / catch
basin

concrete stage / seating
area

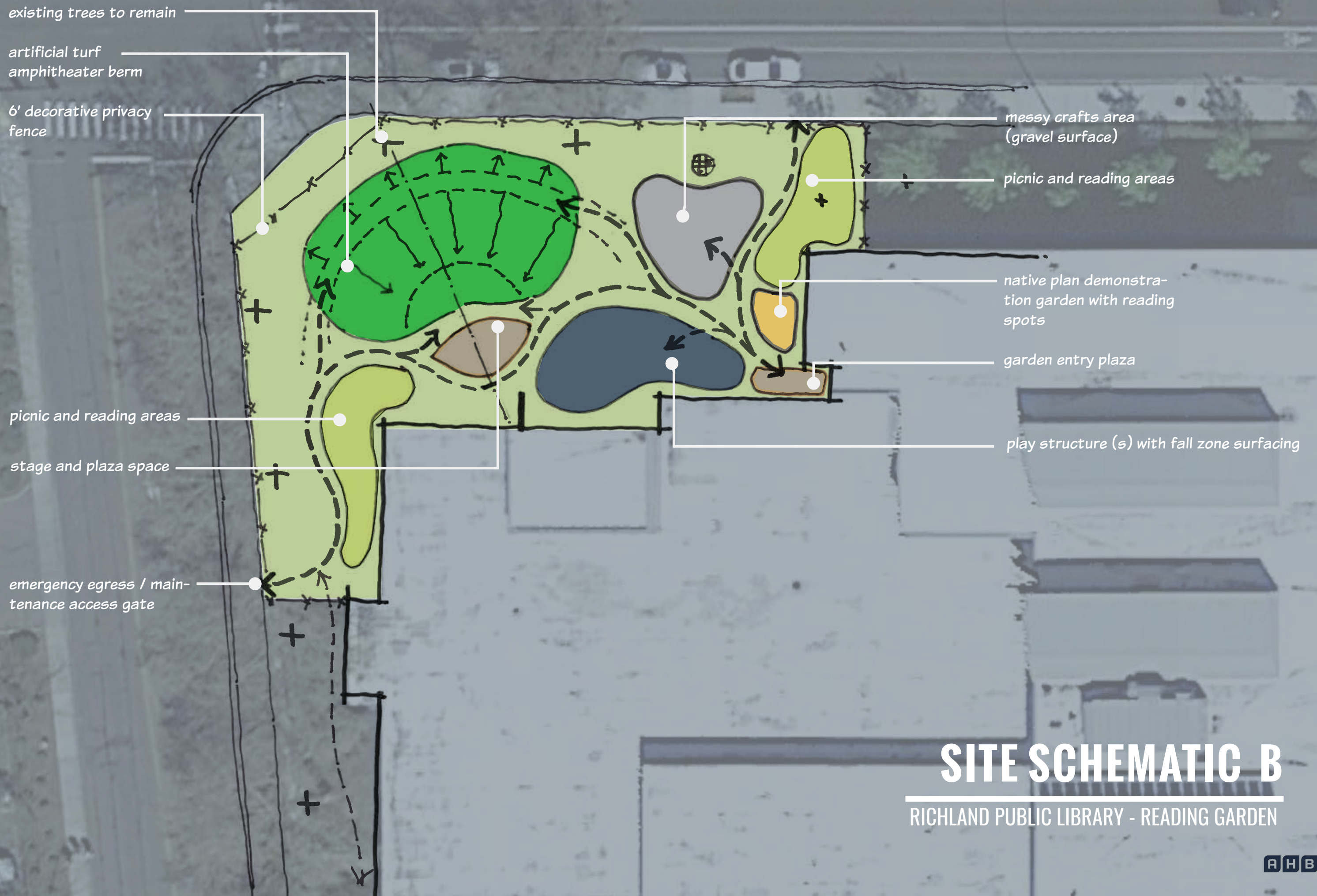
native plan demonstra-
tion garden with reading
spots

play structure (s) with
fall zone surfacing

garden entry plaza

SITE SCHEMATIC A

RICHLAND PUBLIC LIBRARY - READING GARDEN



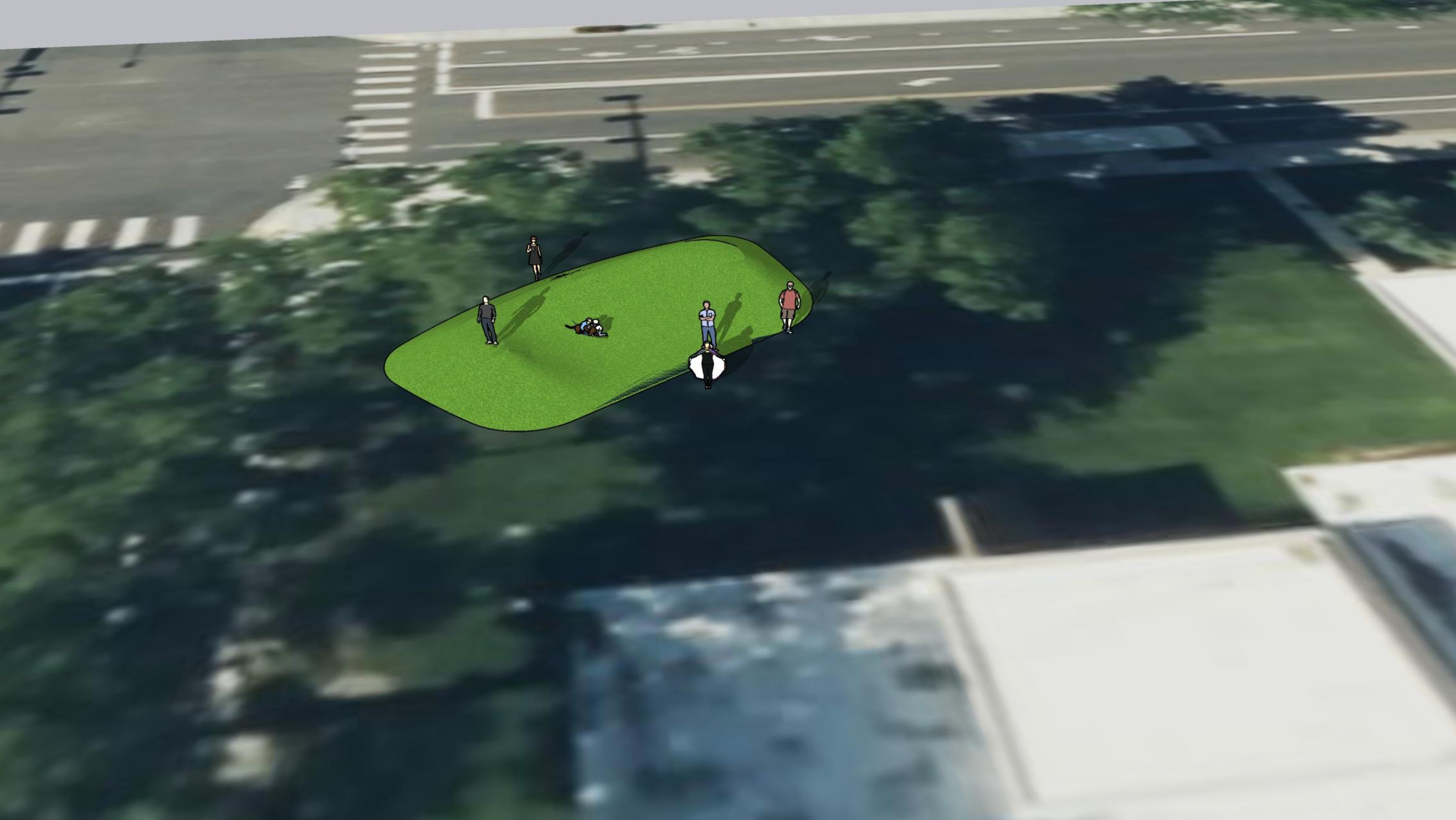
SITE SCHEMATIC B

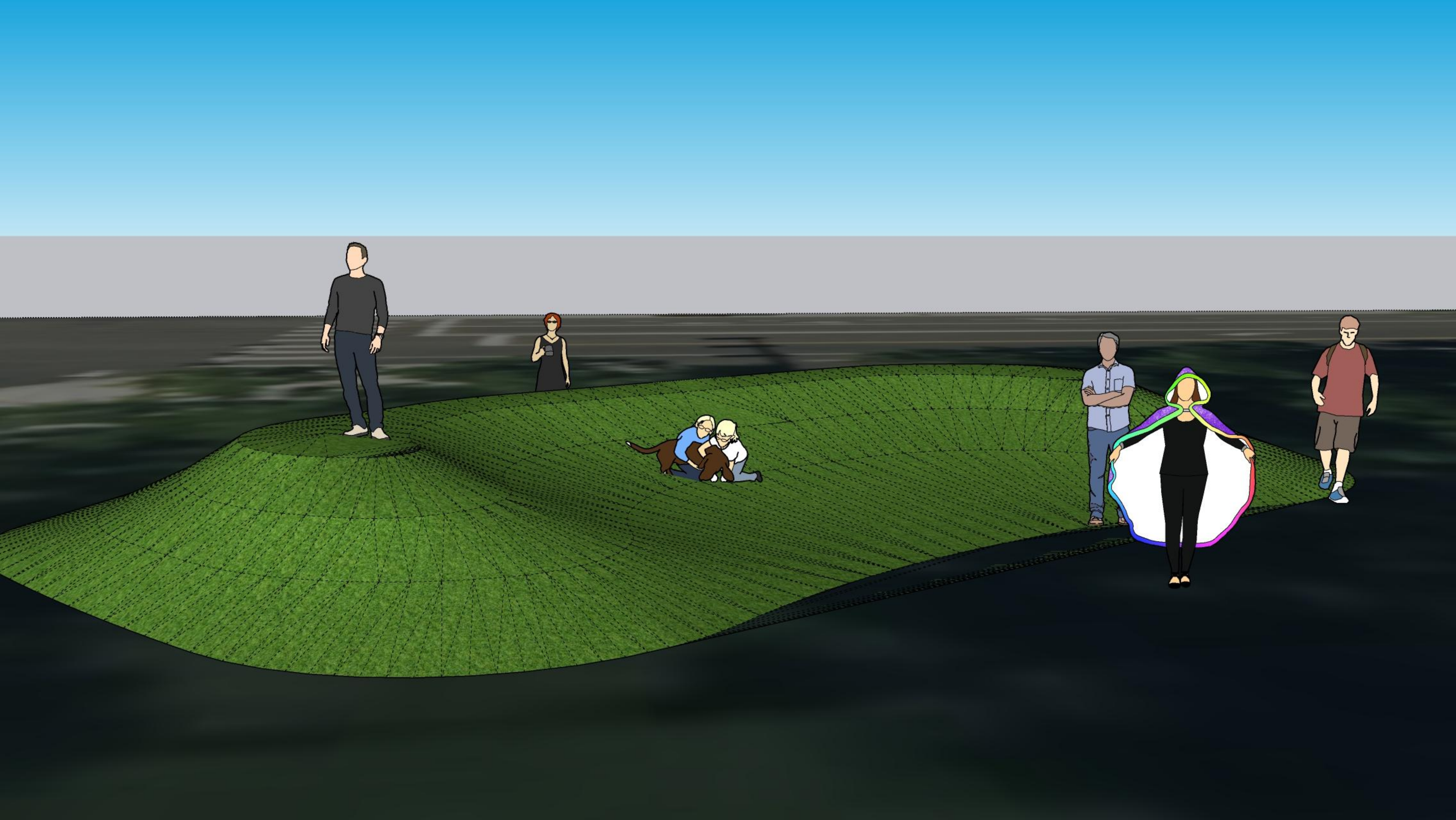
RICHLAND PUBLIC LIBRARY - READING GARDEN



SITE SCHEMATIC B.1

RICHLAND PUBLIC LIBRARY READING GARDEN









LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/12/2023

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
2024 Library Budget

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
We will review the proposed 2024 Library budget. In particular, we will be reviewing any changes and asks above the normal operating costs.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/12/2023

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:

Approval of Library Art Donation Placement

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the library art donation.

Summary:

Recently, the City received an offer to host Bernard Hosey sculptures. This is a donation from the deceased artist's family to help beautify East Washington municipalities. After discussion from Council, the first proposed locations, various roundabouts, were declined as desired locations. Since then, the library was proposed and accepted as a site for one of the sculptures. On the Threshold of Liberty is a red abstract sculpture that was constructed in 1989 and sits 18 feet tall. It is proposed to sit in the annual flower bed in front of the exterior book drop. We think this is a great fit. At the request of Administration, we are seeking the Board's approval of the placement of this art as proposed.

Attachments:

I. Art Donation





LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/12/2023

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Library Current Events

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Library Manager Nulph will brief the Board on issues facing a southeastern Washington library and general discussion.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/12/2023

Agenda Category: New Business

Prepared By: Karen Buxton

Subject:

Discussion of ALA United for Libraries

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

Vice-Chair Buxton attended the ALA United for Libraries virtual conference on August 1-3, 2023 and would like to share her experience.

Attachments: