



Agenda
Library Board Meeting
Tuesday, November 14, 2023
Richland Public Library
955 Northgate Drive

Board Members: Chair Lightner, Vice-Chair Buxton and Members Hernandez, Isakson, 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. September 12, 2023 Library Board Meeting Minutes

RPL Staff Updates:

2. RPL Staff Updates
 - Gavin Lightfoot, Adult Services Librarian
3. RPL Staff Updates
 - Alyssa Uretsky-Pratt, Teen Librarian
4. October 2023 Library Manager's Report
 - Christopher Nulph, Library Manager
5. November 2023 Library Manager's Report
 - Christopher Nulph, Library Manager

Approval of Bills: (Approved by Motion)

6. October 2023 and November 2023 Claims for Payment
 - Kylie Christian, Administrative Assistant

Unfinished Business:

New Business:

7. Circulation Policy
 - Christopher Nulph, Library Manager

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, December 12, 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: 11/14/2023

Agenda Category: Approval of Minutes

Prepared By: Kylie Christian , Administrative Assistant

Subject:

September 12, 2023 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the 09-12-2023 minutes.

Summary:

The draft of the 09-12-2023 Library Board Meeting Minutes is included for consideration.

Attachments:

I. 2023.09.12 Library Board Meeting Minutes



MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
September 12, 2023, 5:30 – 6:30 PM

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

Vice-Chair Buxton called the meeting to order at approximately 5:29 p.m.

Attendance

Vice-Chair Buxton, Board Members Booth and Hernandez were present. Also present were Library Manager Nulph, Administrative Assistant Barada, and Technical Services Supervisor Barnaby.

Chair Lightner, Board Member Pickel, and Council Liaison Kent were absent.

Approval of Agenda

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

Approval of Minutes

Vice-Chair Buxton asked for a motion to approve the minutes of the July 11, 2023 meeting. Board Member Hernandez moved and Board Member Booth seconded the motion to approve the minutes of July 11, 2023 as is. The motion carried 4-0.

Library Staff Updates

1. Technical Services Supervisor Barnaby discussed end of the year goals for her department.
2. Library Manager Nulph discussed the July 2023 and August 2023 Library Manager's Report and the Statistical Report.

Public Comments

There were no members of the public present.

Approval of Bills

1. **Board Member Hernandez moved and Board Member Booth seconded the motion to approve the certification of claims for payment for August 2023 in the amount of \$130,377.78. The motion carried 3- 0.**

2. **Board Member Booth moved and Board Member Hernandez seconded the motion to approve the certification of claims for payment for September 2023 in the amount of \$175,432.12. The motion carried 3- 0.**

Unfinished Business

1. Library Manager Nulph gave a brief overview of the design for the outdoor space that will begin construction in 2024.
2. Library Manager Nulph discussed any changes and asks above normal operating costs in regards to the 2024 library budget.
3. Board Members voted to approve the library art donation placement. Board Member Booth moved and Board Member Hernandez seconded the motion to approve the library art donation placement. The motion carried 3-0.
4. Library Manager Nulph discussed current events that other libraries are dealing with.
5. Vice-Chair Buxton discussed the ALA United for Libraries conference she attended.

Agenda Items for Upcoming Board Meeting

1. Three Boards Meeting

Adjournment

Vice-Chair Buxton adjourned the meeting at 6:58 P.M.

APPROVED:

ATTEST:

Lindsay Lightner, Library Board Chair

Kylie Christian, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/14/2023

Agenda Category: RPL Staff Updates

Prepared By: Gavin Lightfoot

Subject:
RPL Staff Updates

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Adult Services Librarian Gavin Lightfoot will discuss his role at RPL.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/14/2023

Agenda Category: RPL Staff Updates

Prepared By:

Subject:
RPL Staff Updates

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Teen Librarian Alyssa Uretsky-Pratt will discuss her role at RPL.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/14/2023

Agenda Category: RPL Staff Updates

Prepared By: Christopher Nulph, Library Manager

Subject:

October 2023 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Staff will discuss the attached statistics regarding library services.

Summary:

Library Manager Nulph's October 2023 report and the October 2023 statistic report are included for discussion.

Attachments:

1. 2023.10.10 Library Manager's Report
2. 2023.10.10 Library Statistic Report



LIBRARY MANAGER'S REPORT

Richland Public Library Board

October 10, 2023

State of Library Services

We have added two Spokane museums to our Tumbleweed Tourist collection. The Northwest Museum of Arts and Culture and the Mobius Discovery Center are now live offerings. Both museums offer admission for up to 2 adults and 4 children with a reservation.

The library added 6 power banks to our collection for checkout. These power banks are intended for one day, in library use only. We often get inquiries for power cables to charge devices. These power banks have built in cables for charging. This will help patrons stay charged and will resolve situations where patrons do not have charging cables.

The recent call for volunteers was successful. We have several interested residents that are starting to pick up duties. We have begun volunteer training on the book drop using the materials handler. This will give staff extra time for off desk duties. We have also started to include more volunteers in program prep and execution. This will help distribute certain programming duties amongst a larger support group.

Patrons are now able to pay for lost/damaged items or nonresident fees online. They can view and pay for these fees through their Evergreen account online. This makes taking payment more user friendly for everyone. Once this system is established, we may look to reduce the number of payment stations in the library.

We have a practice of not ordering Blu-ray DVDs as they only work with certain machines, and we do not want to manage two formats of the same title. However, certain titles are now only being made in this format. Some examples include Disney series like The Mandalorian. For popular series that are only available in Blu-ray, we will begin ordering those. If a title is available in both formats, we will still only order the standard format DVD.

Board interviews to replace Emily's seat will take place October 11. Once a candidate is selected, we will pass this recommendation to Council for approval.

Program highlights from the month include:

- On 9/9, we joined up with Recreation to support Richland's first Cruizin' Car Show. The library provided a chance for kids to create their own cardboard cars and vote for their favorites. There were about 130 people that participated in this event.
- National Coloring Day was an all-day event for families to drop in and participate in a number of coloring activities. We had over 50 people drop in and participate in these activities.
- Sweater Weather took place 9/23 and was a chance to grow the scope of our popular tree decorations for the season. We had fiber art activities, yarn swap, and movies for folks to enjoy. There were 40 patrons in attendance.

- We hosted two gardening events at the end of the month. Cover Crops was hosted by the Master Gardeners saw 6 patrons in attendance. The Heritage Garden hosted a Fall Workshop that saw 60 patrons in attendance.

Friends of the Library Update

There are no updates from the Friends of the Library. The Friends have expressed interest in joining a Board-Friends-Foundation meeting in January.

Library Foundation

The Foundation's next meeting is in October. The Foundation has expressed interest in joining a Board-Friends-Foundation meeting in January.

Staffing Updates

The library has opted to bring in two new intermittent employees to support that workforce. Scott Soto is one of our hires and he comes to us from working at the Community Center. We are awaiting final paperwork on the second hire.

Library Statistics

September historically sees a decrease in usage numbers after Summer Reading Program ends. In 2022, we saw the gate count from August to September go from 16,177 to 14,335. This year, the same months are at 16,757 and 15,155. Physical circulation trends are similar. Last year, we saw the number of physical items checked out go from 44,477 to 37,873 from August to September. This year we saw the trend go from 43,766 to 38,693. The overall post summer decrease is not as large, which is my top takeaway from these numbers. This shows more stable circulation numbers overall from 2022 to 2023.

Digital statistics do not see the fluctuation that are reflected in physical circulation. This is consistent with what we've seen in past years. In 2022, we saw August to September digital circulation go from 14,251 to 13,472. This year, cumulative digital circulation went from 17,217 to 17,043. The numbers continue to be quite strong and consistent from month to month.

RICHLAND PUBLIC LIBRARY

September 2023 Statistics Report for the October Board Meeting



SUMMARY

In September, we shifted our focus to fall-themed programs. Here are some of the programs we held or hosted this month:

- Drive-In Storytime at the Cruizin' Car Show on Saturday, September 9
- National Coloring Day "Color-In" on Thursday, September 14
- "Why Deny Science?" a Tri-Cities Community Lecture Series presentation by Dr. Michael Goldsby on Thursday, September 21
- Sweater Weather Kickoff on Saturday, September 23
- Skate Park Story Time in the library on Tuesday, September 26
- "Cover Crops" by the Master Gardeners and the WSU Extension Office on Tuesday, September 26
- "Mosquitos: The Most Dangerous Animal," a Benton County Mosquito Control Outreach Lecture on Wednesday, September 27
- "Gardening with Natives 101 Planting Practicum: How and When to Plant Native Plants," a workshop presented by the Benton Conservation District's Heritage Garden Program on Saturday, September 30.

We held a special 90's Edition Li-BREWERY Trivia Night at Pub in the Park on Wednesday, September 6, in partnership with MCL and Moonshot Brewing. It had been rescheduled from August due to rain.

Our High School Book to Movie Club read *Warm Bodies* by Isaac Marion and then watched the 2013 movie adaptation on Thursday, September 14. We held a family movie showing of *Elemental* (2023) on Sunday, September 17. The Tri-City Cinephiles Club for patrons age 18+ watched *Double Indemnity* (1944) on Monday, September 18, and *The Big Lebowski* (1988) on Monday, September 25.

Recurring programs held at the library this month included Tuesday, Wednesday, Thursday, and Friday story times; "Meet Our Therapy Dogs!" sessions on Tuesday evenings; Singing Strings Ukulele Club teen/adult jam sessions on two Tuesdays, September 5 and 19; Preschool STEAMplay on two Fridays, September 15 and 29; STEAMkids on Saturday, September 23; and an LGBTQIA+ Craft Social on Monday, September 18.

SEPTEMBER STATISTICS

- Overall Circulation with Renewals:
75,263
- Digital Circulation:
17,043
- Physical Items Checked Out: **38,648**
- Physical Items Renewed: **19,572**
- Holds Filled: **3,694**
- Hoopla Circulation:
3,379
- Kanopy Circulation:
887 plays, 30,100 minutes
- Mango: **169 sessions**
- OverDrive Circulation:
12,608
- New Library Card Accounts: **351**
- Gate Count: **15,155**
- Busiest Day: **689 (September 14)**

GROUP ART PROJECT DISPLAY

As part of our Summer Reading Challenge, we handed out blank card stock “bricks” to patrons and asked them to color, paint, or decorate them for the library to display this fall as a Group Art Project. During the month of September, we displayed patrons’ colorful artwork in our lobby.

CHILDREN’S PROGRAMS

Story Times at the Library

Children’s Services Librarian Kelly and Librarian Joyce held Tuesday evening story times at 6 p.m. on September 5, 12, 19, and 26; Wednesday morning active story times at 10 a.m. on September 6, 13, 20, and 27; Thursday morning baby story times at 10 a.m. on September 7, 14, 21, and 28; and Friday morning preschool story times at 10 a.m. on September 1, 8, 15, 22, and 29. The Tuesday evening story times were followed by “Meet Our Therapy Dogs!” sessions.

Drive-In Storytime at the Cruizin’ Car Show

Kelly, Librarian Johanna, and Library Assistant Gera led fun activities at the City of Richland’s first annual Cruizin’ Car Show from 12 to 5 p.m. on Saturday, September 9. Our calendar said, “Join the Richland Public Library at Richland’s Cruizin’ Car Show for a drive-in style story time! The library will have everything your kiddos need to transform a cardboard box into a stylin’ ride they can sit in for an afternoon story time with Miss Kelly at the event. Story time will be at 3:00 p.m. but stop by any time during the car show to decorate a car with your child and leave it in our ‘parking lot’ to be judged by the crowd.” We estimate that 130 patrons participated.

Skate Park Story Time

Kelly had planned to hold a special Story Time at Jeanette Taylor Skate Park at 10 a.m. on Tuesday, September 26. Due to inclement weather, however, she held this program in the Story Circle at the library.

STEAMkids and Preschool STEAMplay

We held a drop-in STEAMkids session from 10 a.m. to noon on Saturday, September 23, with special tabletop displays and visitors from the Mosquito Control Board. We also held Preschool STEAMplay sessions at 11 a.m. on two Fridays, September 15 and 29. These programs are sponsored by the Friends of the Richland Public Library.



ALL-AGES PROGRAMS

Singing Strings Ukulele Club

Librarian Johanna led Singing Strings Ukulele Club teen/adult jam sessions at 6:30 p.m. on two Tuesdays, September 5 and 19, in the STEAMspace. The group also performed ukulele favorites at Brookdale Assisted Living on Friday, September 29.

Beanstack Challenges for September

After our Summer Reading Challenge came to a close, we held a Bingo Reading Challenge on Beanstack from August 21 through September 15. We then held a Hispanic Heritage Month Reading Challenge from September 15 through October 15. Patrons were encouraged to log their reading time and activities, explore book recommendations by Hispanic authors and artists, and check out events in the community.



National Coloring Day Color-In!

To celebrate National Coloring Day on Thursday, September 14, we held an all-day Color-In at the library. Our calendar invitation said, “Pop into the STEAMspace this National Coloring Day and express yourself at our all day Color-In! We’ll have coloring pages of all shapes and sizes and suitable for a wide variety of pages. We’re covering every surface and pulling out all the crayons, pencils, and markers! Whether you’ve got five minutes or five hours, stop in and let your inner artist out!” Fifty patrons participated.



Family Movie: *Elemental*

We hosted a family showing of Disney and Pixar’s 2023 movie, *Elemental*, from 1 to 3 p.m. on Sunday, September 17. Snacks were provided by the Friends of the Richland Public Library, and the movie licensing was courtesy of Windermere Group One. Twenty-nine patrons attended.

Humanities Washington Lecture: *Why Deny Science?*

The library hosted a Humanities Washington lecture in the Doris Roberts Gallery from 7 to 8 p.m. on Thursday, September 21. Our calendar invitation said, “In this talk, philosopher Michael Goldsby sorts through the tactics and reasons many people use to argue against scientific claims. Though science is far from perfect, science denialism can have far-reaching impacts, especially in an era of critical issues like global warming and vaccines. Discover how to discuss scientific issues without being dismissive and learn about the richer discussions one can have when science, philosophy, and logic intersect.” Seventeen patrons attended.

The talk was sponsored by Humanities Washington, the Thomas S. Foley Institute for Public Policy and Public Service at Washington State University, and the Tri-Cities Community Lecture Series. For more information about the Tri-Cities Community Lecture Series, please visit their website at cbcartcenter.com/lectures.

ALL AGES PROGRAMS (CONTINUED)

Sweater Weather Kickoff!

Librarian Supervisor Michelle, Librarian Johanna, and Teen Services Librarian Alyssa held a special Sweater Weather craft program from 12 to 4:30 p.m. on Saturday, September 23. Our calendar invitation said, "Calling all knitters, crocheters, and those who want to learn! Come and celebrate the coming of Fall and all things cozy at the library! Join us for a sip & stitch session where you can work on your own projects or learn to finger knit while enjoying a cup of tea and some yarn-themed movies and documentaries." The program included a showing of *Wallace and Gromit: A Close Shave* (1995) at 12:30 p.m., live demonstrations from local textile experts from 2 to 4 p.m., a showing of *Yarn* (a 2016 documentary) at 3 p.m., and a yarn swap from 12 to 4 p.m. Participants were encouraged to donate knitted or crocheted pieces to decorate the trees in front of the library. Forty patrons enjoyed this program.



Cover Crops Presentation

The library hosted a Cover Crops presentation by the Master Gardeners and the WSU Extension Office from 6 to 7 p.m. on Tuesday, September 26, in the STEAMspace. Patrons learned about the types and benefits of different cover crops, and about the selection and management of crops for their gardens. Six patrons attended.

Mosquito Control Presentation

We also hosted a "Mosquitos: The Most Dangerous Animal" lecture by the Benton County Mosquito Control outreach team from 6 to 7 p.m. on Wednesday, September 27, in the Doris Roberts Gallery. Patrons were invited to learn about mosquitos and the methods used to control them in the Tri-Cities.

Heritage Garden Program Fall Workshop

Another program we hosted this month was the Benton Conservation District's Heritage Garden Program Fall Workshop, which was held from 10:30 a.m. to 12:30 p.m. on Saturday, September 30. This year's topic was "Gardening with Natives 101 Planting Practicum: How and When to Plant Native Plants." Our calendar invitation said, "Got a native garden related question on your mind? Join the Heritage Garden Program for our Fall 2023 practicum workshop! Planting time is upon us and what better way to celebrate than to learn the best practices for fall in the native garden. First, we'll cover some of the basics of how and why to plant native species, including why fall is the best time to get plants in the ground. Then, we'll get outside for some practical application of the knowledge by planting a part of the new pollinator Heritage Garden at the Richland Public Library."

TEEN PROGRAMS

High School Book to Movie Club

This month, our High School Book to Movie Club read *Warm Bodies* by Isaac Marion and then met from 6 to 8:30 p.m. on Thursday, September 14, to watch the 2013 movie adaptation. Library Assistant Makayla led the program this month. Ten patrons attended.

ADULT PROGRAMS

LGBTQIA+ Craft Social

We held our monthly LGBTQIA+ Craft Social from 6:30 to 8:30 p.m. on Monday, September 18. Our calendar entry said, “Chat, chill, and hang out: A crafting social for LGBTQ+ and allies. Do you like to create mail art, mixed media, painting, drawing, cross stitch, knitting/crocheting, or something completely different? Bring your projects and get your craft on.” Thirty-five patrons attended.

Li-BREWERY Trivia Night: 90’s Edition

We partnered with MCL and Moonshot Brewery to hold a 90’s-themed Trivia Night from 7 to 9 p.m. on Wednesday, September 6, at Pub at the Park in Richland. Our calendar invitation said, “Earn bragging rights and fantastic prizes by showing us, when it comes to 90’s trivia, you are all that and a bag of chips. The trivia contest takes place in the outside seating area.” Thirty-six patrons participated. The program had been rescheduled from August due to a rainstorm.

Tri-City Cinephiles Club

Our Tri-City Cinephiles Club watched two movies at the library this month. One movie, *Double Indemnity* (1944), was shown from 6:30 to 8:30 p.m. on Monday, September 18, with nine patrons attending. Our calendar noted that it was “the first of our film noir series 90 Days of Darkness,” which will continue in October and November. Another movie, *The Big Lebowski* (1988), was shown from 6:30 to 8:30 p.m. on Monday, September 25, with 13 patrons attending. Adult Services Librarian Gavin leads this group, which is a partnership between the Richland Public Library and the East Benton County Museum.

Local Book, Writing, and Craft Clubs

Clubs that met at the library this month included Quilting in the Library on Thursday, September 14; the Monday Night Book Group on September 18; By the Book Knitters on Tuesday, September 19; the Thursday Afternoon Book Club on September 21; and the Read the Rainbow Book Club on Tuesday, September 26.

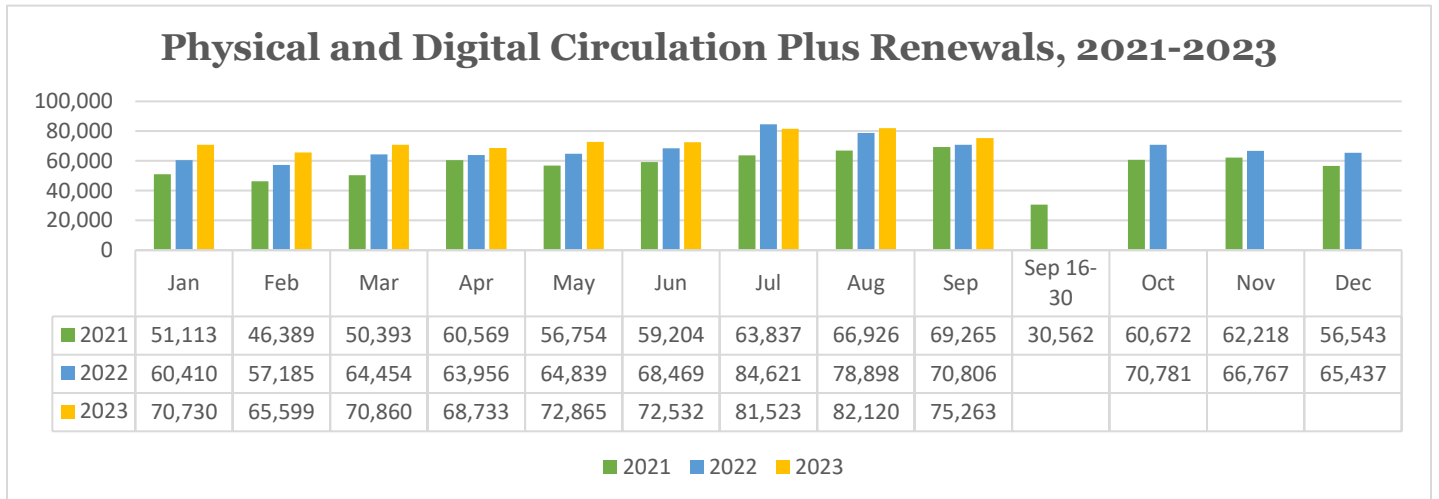


PATRON FEEDBACK

- “My boys (6 and 4) LOVE these! Thank you for adding them to the collection!” [referring to our VOX Readalong Books for children]
- Two women told us how much they appreciated our adult summer reading program. One was a mom who had signed her kids up for the Summer Reading Challenge and decided to do it, too. She said “I’m reading again and I love it!” The other was a grandmother who said that reading is hard for her because she gets distracted, but having the time limits helped her to stay on track. She said she was “so happy to be reading again!”
- “Thanks for doing this. Loved the variety.” [referring to our National Coloring Day program]
- “It was fun learning the finger weave!” and “Thanks for teaching me how to finger knit!” and “Thank you. It was good to meet everyone and work on knitting.” [referring to our Sweater Weather Kickoff program]

STATISTICS

TOTAL CIRCULATION



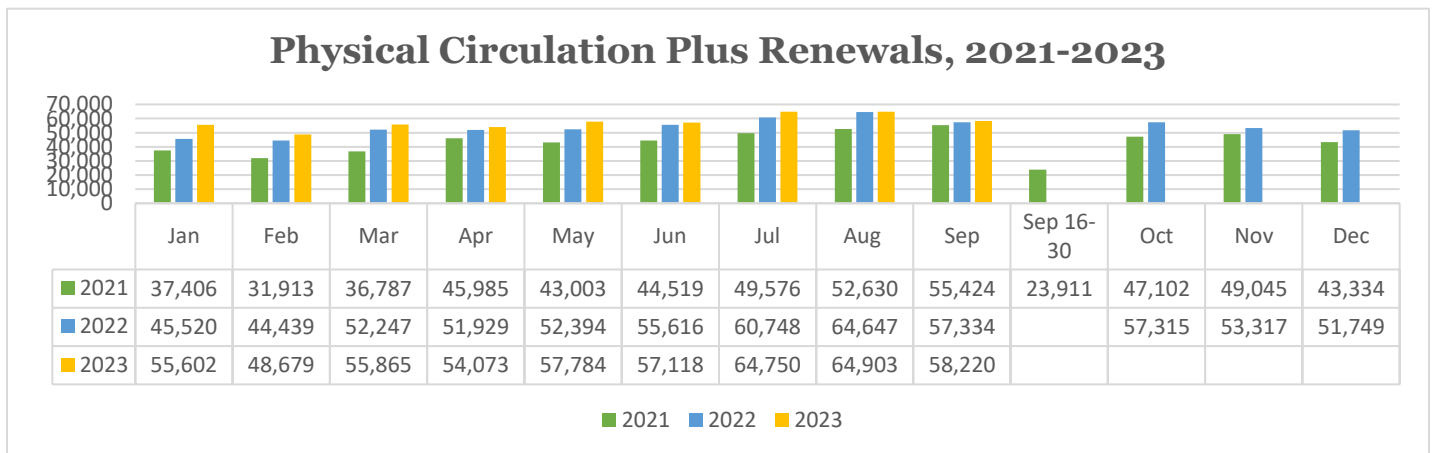
During September, our total physical plus digital circulation was 55,691 items, not including renewals. Of those, 38,648 (69.4%) were physical items and 17,043 (30.6%) were digital items obtained through Hoopla, Kanopy, Mango, and OverDrive. Kanopy plays and Mango sessions were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was down 8.6% compared to the 60,920 items checked out in August 2023. Digital circulation was also down 1.0% compared to the 17,217 items checked out in August. We filled 3,694 requests for holds and had 14 scheduled curbside deliveries for 10 patrons.

Our patrons also renewed 19,572 physical items in September. Including these physical item renewals, our overall circulation was 75,263. That overall circulation was down 8.3% compared to the 82,120 items circulated in August 2023, but was up 6.3% compared to the 70,806 items circulated in September 2022.

Please note that the January through September 2021 statistics in this graph are mid-month to mid-month statistics (December 16 through January 15, for example). We switched to full months in October.

PHYSICAL CIRCULATION

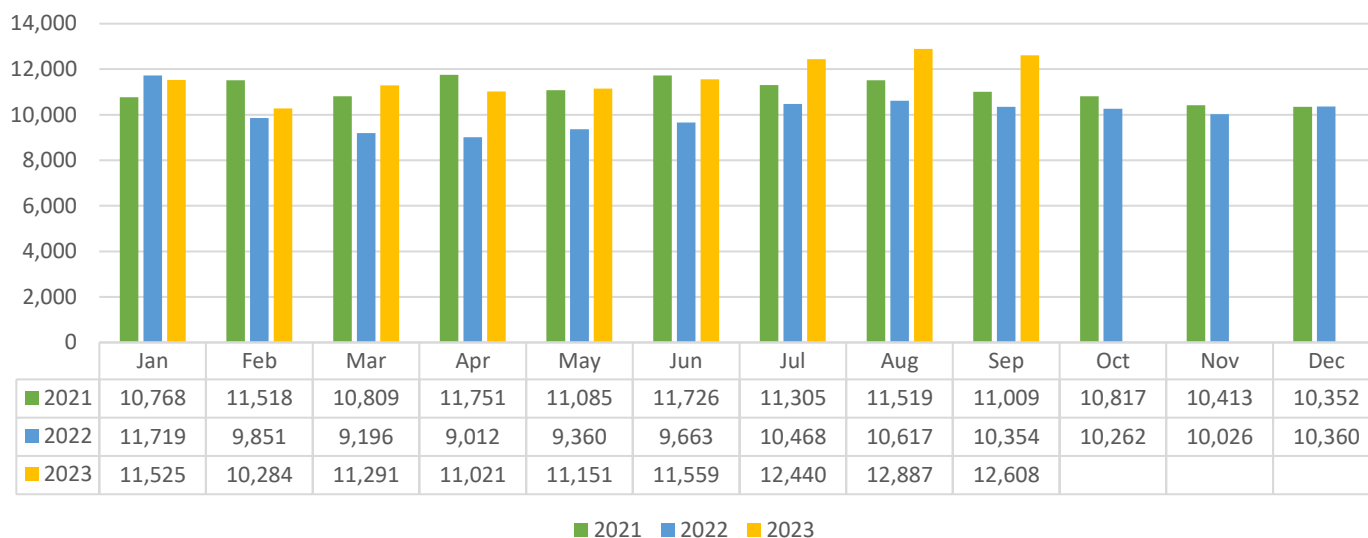


Our patrons checked out 38,648 physical items in September and renewed 19,572 physical items, for a total of 58,220 items. That was down 10.3% compared to the 64,903 physical items checked out and renewed in August 2023, but was up 1.5% compared to the 57,334 items checked out and renewed in September 2022. The top ten categories that circulated this month were Children's Chapter Book Fiction (4,649 items), Children's Storybooks (4,482 items), Adult Nonfiction (3,751 items), Children's Nonfiction (2,902 items), Adult Movies (2,771 items), Adult Fiction 2nd Floor (2,382 items), Children's Graphic Novels (2,352 items), Children's Favorites on the Story Circle (1,741 items), Adult New Books (1,557 items), and Children's Movies (1,413 items). The January through September 2021 statistics in this graph are mid-month to mid-month.

DIGITAL CIRCULATION

OverDrive

OverDrive Circulation, 2021-2023

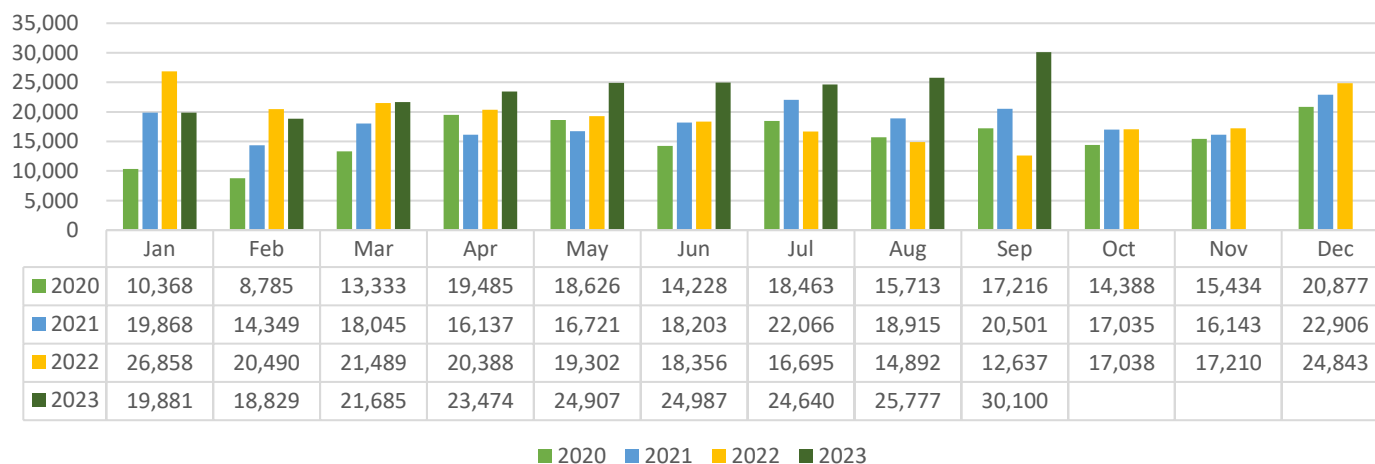


The 12,608 checkouts through OverDrive in September were down 2.2% compared to the 12,887 checkouts in August 2023, but were up 21.8% compared to the 10,354 checkouts in September 2022.

This month's checkouts included 5,979 e-books (which were 47.4% of the OverDrive items checked out), 5,501 audiobooks (43.6%), and 1,128 e-magazines (9.0%). The January through September 2021 statistics in this graph are mid-month to mid-month.

Kanopy

Kanopy Usage in Minutes, 2020-2023



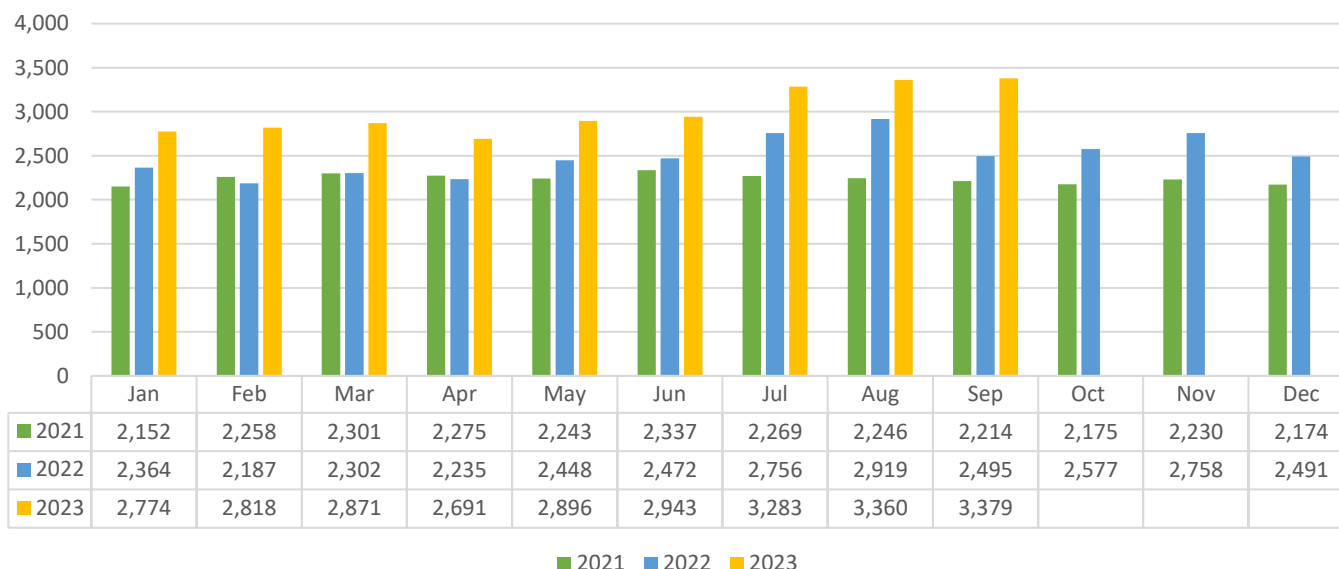
Our patrons viewed 30,100 minutes of Kanopy content during the month of September. That was up 16.8% compared to the 25,777 minutes viewed in August 2023, and was also up 138.2% compared to the 12,637 minutes viewed in September 2022. Cardholders in the United States and Austria viewed content on Kanopy this month, while additional cardholders in Saudi Arabia and France 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, The History Channel, Warner Bros., A24, Weston Woods, PBS, Moonbug Entertainment, Lionsgate, and Paramount Pictures. Content was viewed on mobile devices (35.7%), televisions (30.9%), desktops (18.1%), and tablets (15.2%).

DIGITAL CIRCULATION (CONTINUED)

Hoopla

Hoopla Digital Circulation, 2021-2023

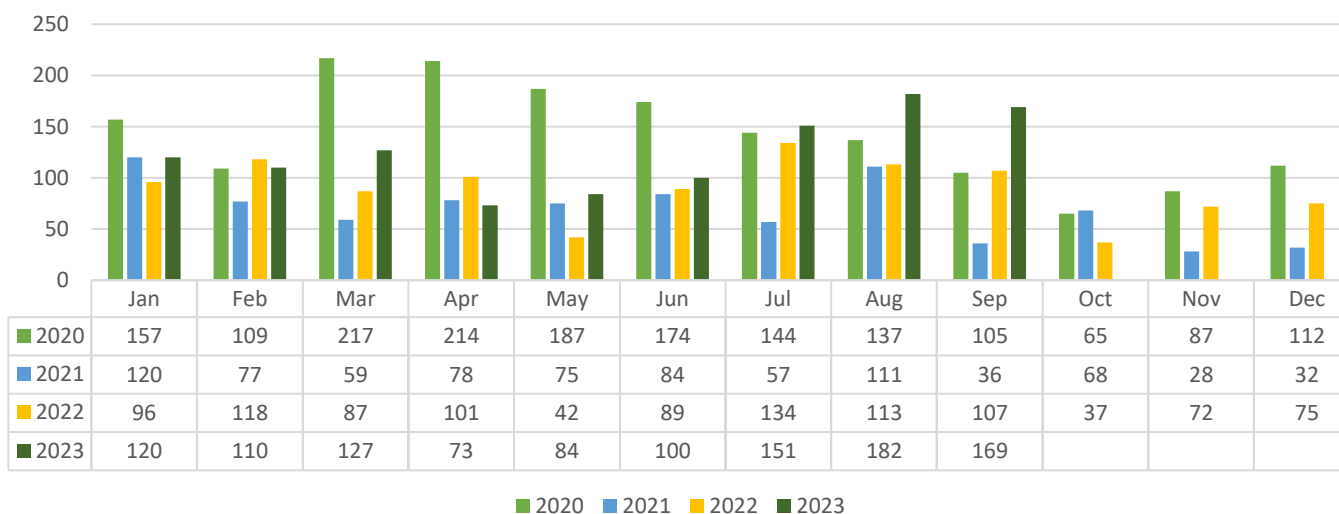


The 3,379 circulations in Hoopla during September were up a modest .6% compared to the 3,360 circulations in August 2023, and were also up 35.4% compared to the 2,495 circulations in September 2022. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,967 audiobooks (which were 58.2% of the Hoopla items checked out), 814 e-books and e-comics (24.1%), 468 movies and television shows (13.9%), 100 music items (2.9%), and 30 BingePasses (0.9%) this month. The January through September 2021 statistics in this graph are mid-month to mid-month.

Mango

Mango Sessions, 2020-2023

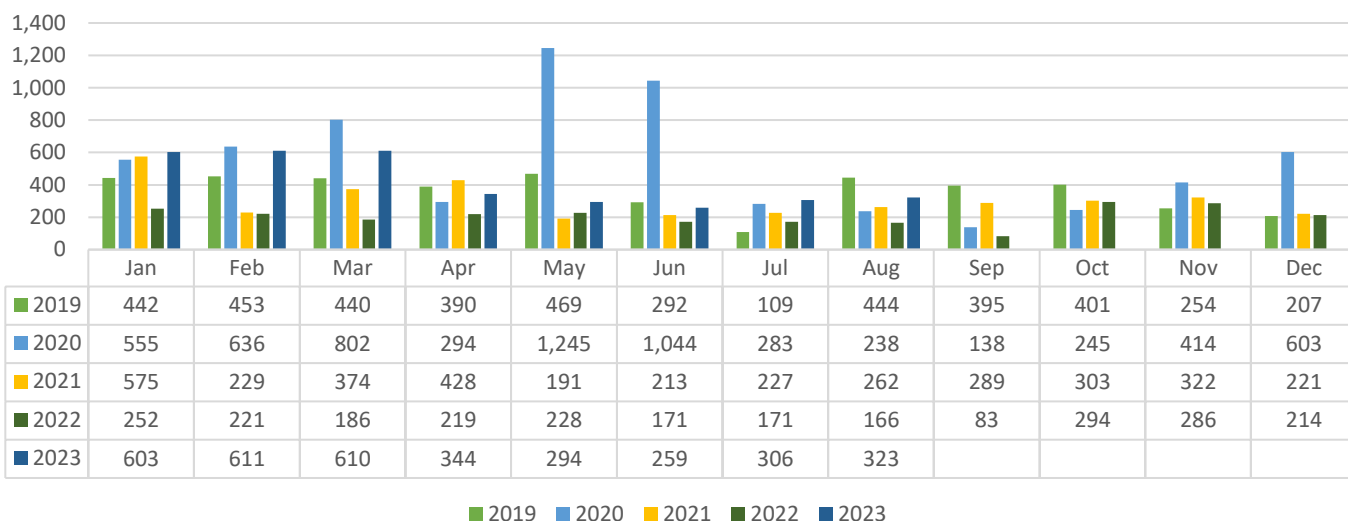


Patrons had 169 total sessions in Mango for the month of September. That usage was down 7.1% compared to the 182 sessions in August 2023, but was up 57.9% compared to the 107 sessions in September 2022. The top ten languages studied this month were Arabic, Levantine; Chinese, Mandarin; Russian; Spanish, Latin American; Japanese; French; German; Latin; Hindi; and Portuguese, Brazilian.

OTHER DIGITAL SERVICES

Morningstar

Morningstar Searches, 2019-2023



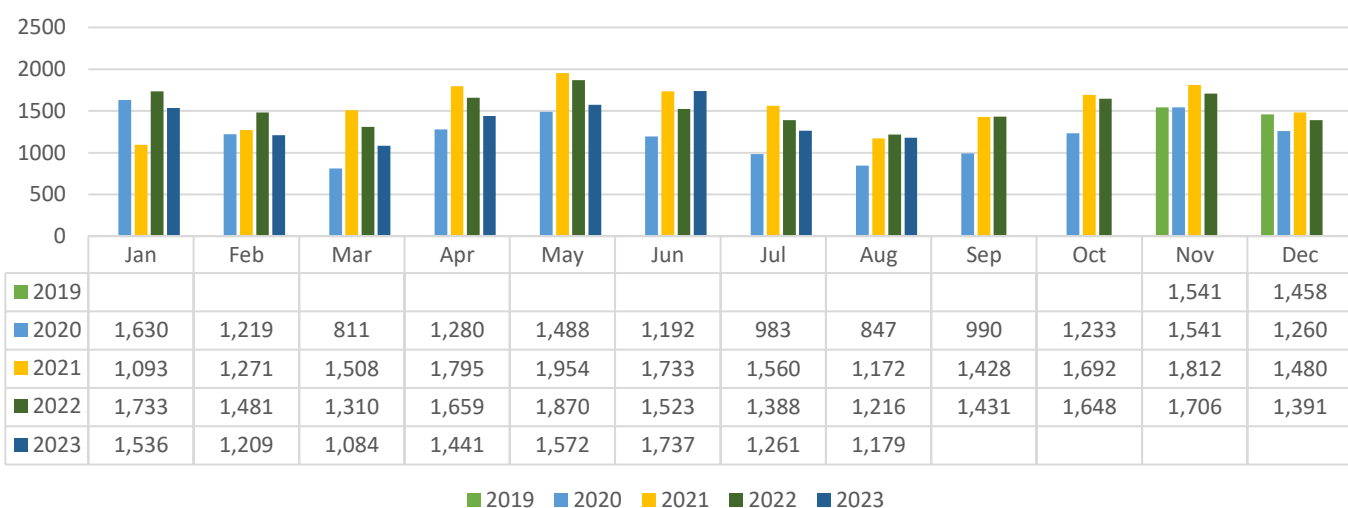
Patrons conducted 323 Morningstar searches in August. That was up 5.6% compared to the 306 searches in July 2023, and was also up 94.6% compared to the 166 searches that occurred in August 2022.

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 September, so we will include them in next month's board report.

Value Line

Value Line Page Views, 2019-2023



The 1,179 Value Line page views in August were down 6.5% compared to the 1,261 page views in July 2023, and they were also down 3.0% compared to the 1,216 page views that occurred in August 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 September, so we will include them in next month's board report.

OTHER DIGITAL SERVICES (CONTINUED)

NewsBank

The 1,340 NewsBank page views in September were down 19.7% compared to the 1,669 page views in August 2023, and were also down 11.1% compared to the 1,507 page views that occurred in September 2022. NewsBank seems to be one of the more consistently used offerings in our database collection, even with this dip in usage in September.

Patrons have been averaging 1,516 page views per month in 2023, which is up 18.5% compared to the 1,279 pages viewed on average per month in 2022.

OTHER STATISTICS

Gate Counts

Our total gate count for September was 15,155. Our busiest day was Thursday, September 14, with 689 patrons logged. That was the day of the National Coloring Day Color-In, Quilting in the Library, Baby Story Time, and our High School Book to Movie Club.

Interlibrary Loans

In September, we received a total of 156 interlibrary loan requests from other libraries. We sent 65 items to libraries during the month in response to their interlibrary loan requests.

We also sent 26 interlibrary loan requests to other libraries in September for 20 books, and 6 audiovisual (A/V) items requested by our patrons. We received 24 books and 7 A/V items from other libraries in response to requests. We had 16 unique patrons request items this month, including a patron who requested 5 items. Some items received in September were for loan requests placed in August.

We were a non-lender from September 1 through 13 due to staff being unavailable for various reasons.

New Library Card Accounts

We created 351 new library card accounts in September. They included 285 resident cards, 46 nonresident cards, 16 limited access cards, and 4 interlibrary loan accounts.

Public Internet Sessions

Patrons enjoyed 1,236 public internet sessions during the month of September, for a total of 938 hours and 22 minutes. The average session was 46 minutes long.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/14/2023

Agenda Category: RPL Staff Updates

Prepared By: Christopher Nulph, Library Manager

Subject:

November 2023 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

Library Manager Nulph's November 2023 report and the November 2023 statistic report are included for discussion.

Attachments:

1. 2023.11.14 Library Manager's Report
2. 2023.11.14 Library Statistics



LIBRARY MANAGER'S REPORT

Richland Public Library Board

November 14, 2023
5:30pm-6:30pm

State of Library Services

We have partnered with the CBC library to offer Richland Public Library Card registration at their library. By utilizing the online registration form and calling our library, CBC staff can register a patron and give them a card on the spot.

Columbia Industries determined they are unable to take over the café space at this time. We will continue to look for viable vendors for this space.

Our teen space has now been painted. We are moving to assemble the furniture and are gearing up for an opening soon.

The library will begin offering Blu-Ray DVDs for titles that are only released in that format. For any movie that is released in regular format and Blu-Ray, just the regular format will be purchased. This change is a result of Disney only offering some titles on Blu-Ray.

The library is a collection point for the Treats for Troops program. Residents may donate their excess candy through 11/21 to give to our troops. This has gotten off to a very popular start with many donations coming in.

The library received a shipment of bookends. For years, the nonfiction section was shelved using slats. This is not an ideal way to shelf these items. The bookend order solves this shortage, making the nonfiction selection more presentable.

The library app is currently projected to release in January. The developer is working on some final corrections and then staff will be doing final testing.

State Representative April Connors contacted the library about hosting a session for residents to educate them on how to engage with the legislative process. Other state elected officials may also join this session. This is a wonderful opportunity to educate citizens on how to engage with local and state government. We thank Representative Connors for bringing this opportunity forward and look forward to showing folks how to help Eastern Washington voices be heard.

Program highlights from the month include:

- Scott Butner, a local professional photographer, returned to the library on Halloween to take free professional photos of our area families in costume. This returns a hugely popular service, and this Halloween was no different. We recorded 173 patrons that got their photo taken. If you want to view these photos, you can find them on Scott Butner's Facebook page.
- Prime Time has gotten off to a positive start. This grant funded program is in partnership with the Richland School District. The Richland School District selects the participant families, and the

library hosts a weekly storytime and discussion event for six weeks in total. Grant funds allow for food to be served and prizes to be given at each event. We have averaged about 30+ attendees at each event and it has been well received.

- The Port of Benton hosted and facilitated an event about New Nuclear Energy in the region. The event featured speakers from Energy Northwest, WSU, and the Port of Benton. We received 31 engaged citizens with lots of questions. This is an example of an event connecting residents to current events in our region. This is something we would like to continue to explore and build upon. The Port of Benton indicated they would like to host more of these events to keep our citizens in the know.
- We had a last-minute booking for a touring folk band, the Squirrel Hillbillies. With a short turnaround on marketing efforts, we got a strong response from 42 patrons at that musical event.

Friends of the Library Update

The Friends of the Library hosted their semiannual book sale. This was attended by several hundred patrons and generated thousands in sales, although I do not have the final reported number yet.

Library Foundation

The Foundation met in early October to continue discussion of funding efforts for our outdoor space in 2024.

Staffing Updates

Laura Hester has resigned as the Parks and Public Facilities Director. Joe Schiessl is the acting Director until the position can be recruited for.

Library Statistics

We typically see October with similar numbers to September. In terms of gate count, we have seen an interesting trend since May. Our gate counts have been in the 16,000 range every month except one. This bucks historic trends in two ways. One, we typically see a higher fluctuation from month to month and season to season. The strong gate numbers we saw this summer have held. In years past, you typically see a couple thousand person decrease after summer is done. The second trend of note is the fact that October numbers are higher than even June or July, typically some of our highest months of the year.

For physical circulation, we see this statistic more closely follow historic examples. In terms of the number of physical items circulated, these October numbers are a close mirror of 2022. We also show these numbers with a seasonal fluctuation as opposed to gate count. This demonstrates that we are seeing a higher number of users visiting the library for its space (meeting rooms, programs, study space, Internet) than usual.

For our digital services, we continue to see strong and steady use across our major platforms. Libby is noteworthy this month in that it has recorded its second highest circulation in its history with 14,029 circulations, with the next highest total being 12,887. It appears that increased magazine usage is

leading this sudden bump. Magazine circulation had hovered in the 600 and 700 range for months. It is now at 2,309. We are not certain if this is a response to advertising the service or positive word of mouth. We will continue monitoring these magazine numbers to see if this is a trend or an anomaly.

RICHLAND PUBLIC LIBRARY

October 2023 Statistics Report for the November Board Meeting



SUMMARY

We held several fall-themed programs at the library in October. Here are some of the programs we held or hosted:

- Visit by local author T. J. Tranchell on Thursday, October 5
- “Annular Eclipse Viewing Party” on Saturday, October 14
- “New Nuclear Energy: A Solution for Washington” Community Panel on Wednesday, October 18
- “Spooky Soda and Scribbles” for teens on Thursday, October 19
- “Monster Rocks” craft program on Thursday, October 26
- “Slightly Scary Story Time” for Halloween on Tuesday, October 31
- “Halloween Pictures by the Picture Fairy” on Tuesday, October 31.

We hosted a concert by the Squirrel Hillbillies, an acoustic duo from Pittsburgh, on Monday, October 30. Musicians Jenny Wolsk and Gary Crouth performed an eclectic mix of acoustic roots music.

Our High School Book to Movie Club read *Jurassic Park* by Michael Crichton and then watched the 1993 movie adaptation on Thursday, October 12. The new Cereal (Serial) Book Club for children in grades 4-6 met on Tuesday, October 24, to discuss the *Percy Jackson & The Olympians* series by Rick Riordan. We held a “Ghouls Night In After Hours Movie” showing of *Practical Magic* (1998) on Friday, October 27. We also held afternoon showings of *Scooby Doo and the Reluctant Werewolf* (1988) on Saturday, October 28, and *Hocus Pocus* (1993) on Sunday, October 29.

The Tri-City Cinephiles Movie Club watched *The Maltese Falcon* (1941) on Monday, October 2. Later in the month, they watched *Evil Dead* (2013) and *Army of Darkness* (1992) on Monday, October 30.

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 Saturday, October 7; Preschool STEAMplay on two Fridays, October 13 and 27; an LGBTQIA+ Craft Social on Monday, October 16, and a Singing Strings Ukulele Club teen/adult jam session on Tuesday, October 17.

OCTOBER STATISTICS

- Overall Circulation with Renewals: **76,150**
- Digital Circulation: **18,342**
- Physical Items Checked Out: **37,823**
- Physical Items Renewed: **19,985**
- Holds Filled: **3,646**
- Hoopla Circulation: **3,285**
- Kanopy Circulation: **27,606 minutes, 854 plays**
- Mango: **174 sessions**
- OverDrive Circulation: **14,029**
- New Library Card Accounts: **308**
- Gate Count: **16,564**
- Busiest Day: **791 (October 10)**

LIBRARY DISPLAYS

Sweater Weather Trees

October is the start of “Sweater Weather,” and we continued our tradition of decorating trees around the library with colorful knitted and crocheted pieces of art created by patrons, volunteers, and library staff. Branches were draped with strands of finger knitting, and several tree trunks were decorated to look like children’s book characters, including the Very Hungry Caterpillar, Bert and Ernie, and Paddington Bear.



CHILDREN’S PROGRAMS

Story Times at the Library

Children’s Services Librarian Kelly and Librarian Joyce held Tuesday evening story times at 6 p.m. on October 3, 10, 17, 24, and 31; Wednesday morning active story times at 10 a.m. on October 4, 11, 18, and 25; Thursday morning baby story times at 10 a.m. on October 5, 19, and 26; and Friday morning preschool story times at 10 a.m. on October 6, 13, 20, and 27. The Tuesday evening story times were followed by “Meet Our Therapy Dogs!” sessions. One pup even came dressed as a cute jack-o-lantern!

“Slightly Scary Story Time”

Kelly held a special “Slightly Scary Story Time” in the Children’s Department at 6 p.m. on Halloween. Our calendar invitation said, “Join us for about a half hour of not very scary stories, songs, and rhymes.”

STEAMkids and Preschool STEAMplay

We held a drop-in STEAMkids session from 10 a.m. to noon on Saturday, October 7. We also held Preschool STEAMplay sessions from 11 a.m. to 12:30 p.m. on two Fridays, October 13 and 27. These programs are sponsored by the Friends of the Richland Public Library.

Prime Time Family Reading

On Wednesday, October 11, we began holding invitation-only Prime Time Family Reading sessions in the STEAMspace every week from 6 to 7:30 p.m. Students were selected and recruited by the Richland School District for this program using district criteria. Sessions will continue every Wednesday through November 15. Up to 38 patrons attended each week in October.



“Monster Rocks” Craft Program

Kelly, Joyce, and Librarian Johanna held a fun “Monster Rocks” craft program for patrons of all ages from 6 to 8 p.m. on Thursday, October 26. Our calendar invitation said, “Come use our large assortment of Sharpie markers, googly eyes, and other crafty materials to transform ordinary rocks into fantastic monsters. We will provide rocks, supplies, and any instruction needed. You can keep the rocks or hide them for others to find. Don’t forget to ask us about local rock painting groups like Tri-Cities Rocks.” Forty-nine patrons attended this popular program.



CHILDREN'S PROGRAMS (CONTINUED)

Cereal Book Club

This month, we started a new book club for children in grades 4 through 6. The first meeting was held from 4 to 5 p.m. on Tuesday, October 24. Our calendar invitation said, "Each month, we'll focus on a different upper elementary or middle-grade book series, talk about the books in that series that you've already read, find read-alikes, and get book recommendations from each other! You don't have to read ALL the books in the series in order to participate. If you've read at least one, that's a good start! October's series is *Percy Jackson & the Olympians*." Johanna led this session.



"Halloween Pictures by the Picture Fairy"

We invited patrons of all ages to come to the library in costume from 10 a.m. to 7 p.m. on Halloween to have their photos taken for free. Our calendar invitation said, "Richland photographer Scott Butner (AKA the Picture Fairy) will once again set up in the library lobby to take fun photos of people in their Halloween costumes." The first three hours featured "quiet time sessions" for children with sensory issues. Scott posted hundreds of these wonderful photos on Facebook afterward (see examples at right) so people could share them with family and friends. We had 173 patrons attend this extremely popular event.



ALL-AGES PROGRAMS

Annular Eclipse Viewing Party

Kelly, Johanna, and Teen Services Librarian Alyssa held an Annular Eclipse Viewing Party outside the library from 9 to 10:30 a.m. on Saturday, October 14. An annular solar eclipse occurs when the moon passes between the sun and the earth. With the moon appearing to cover the sun's center, viewers can see a "ring of fire," also known as an annulus, around the moon.

We handed out free eclipse glasses to patrons earlier that week, and we also had "sunoculars" available at the library during the party so patrons could view the eclipse safely. Fifty-six patrons attended the viewing party.

Singing Strings Ukulele Club

Johanna led a Singing Strings Ukulele Club teen/adult jam session from 6:30 to 8 p.m. on Tuesday, October 17, in the STEAMspace. Seven patrons attended.

Beanstack Challenges for October

We held two separate Beanstack challenges in October. The first, a Hispanic Heritage Month Reading Challenge, ran from September 15 through October 15. The second, a Hallow-Read Reading Challenge, ran from October 1 through 31.

ALL AGES PROGRAMS (CONTINUED)

“New Nuclear Energy: A Solution for Washington”

We hosted an educational community panel on Wednesday, October 18. Our Facebook invitation said, “It's Nuclear Science Week! Join us on Wednesday evening at 7 pm as we partner with the Port of Benton for an educational community panel. WSU Tri-Cities' Chancellor Sandra Haynes and Energy Northwest's Jason Herbert will be presenting ‘New Nuclear Energy: A Solution for Washington,’ with the Port of Benton's Executive Director Diahann Howard acting as moderator.” Thirty-one patrons attended.

“Ghouls Night In” After-Hours Movie

We held a special family showing of *Practical Magic* (1998) from 6 to 8:30 p.m. on Friday, October 27, in the Doris Roberts Gallery. Our calendar invitation said “Bring your coziest outfits and blankets, and enjoy treats while you watch—no tricks!” Thirteen patrons attended. Light snacks and movie licensing were provided by the Friends of the Richland Public Library.

Halloween Movies

To get in the holiday spirit, we held two afternoon matinees of Halloween movies in October. Fourteen patrons watched *Scooby Doo and the Reluctant Werewolf* (1988) in the STEAMspace at 2 p.m. on Saturday, October 28. Eight patrons watched *Hocus Pocus* (1993) in the STEAMspace at 1 p.m. on Sunday, October 29. Light snacks and movie licensing were provided by the Friends of the Richland Public Library.

Concert: The Squirrel Hillbillies

We hosted a concert by the Squirrel Hillbillies, an acoustic duo from Pittsburgh, at 7 p.m. on Monday, October 30, in the Doris Roberts Gallery. Musicians Jenny Wolsk and Gary Crouth visited the Pacific Northwest for the first time to share their eclectic mix of acoustic roots music: folk, country, and blues. They sing and play ukulele, guitar, mandolin, bass, and percussion instruments. Forty-two patrons attended the concert.

TEEN PROGRAMS

High School Book to Movie Club

Our High School Book to Movie Club read *Jurassic Park* by Michael Crichton and then met from 6 to 8:30 p.m. on Thursday, October 12, to watch the 1993 movie adaptation. Alyssa leads this group. Eleven patrons attended.

Spooky Soda and Scribbles

Alyssa held a “Spooky Soda and Scribbles” program from 6:30 to 8 p.m. on Thursday, October 19, for teens age 12 and up. Our calendar said, “Join us for a frighteningly good time! Concoct the potion of your choice to sip on as we paint a Halloween-themed art piece!” Twenty-four teens attended.



ADULT PROGRAMS

LGBTQIA+ Craft Social

We held our monthly LGBTQIA+ Craft Social from 6:30 to 8:30 p.m. on Monday, October 16. Our calendar entry said, “Chat, chill, and hang out: A crafting social for LGBTQ+ and allies.” Twenty-one patrons attended this program.

Tri-City Cinephiles Movie Club: “90 Days of Darkness” Film Noir Series

The Tri-City Cinephiles Movie Club for patrons age 18+ watched *The Maltese Falcon* (1941) from 6:30 to 8:30 p.m. on Monday, October 2. It was the second movie in the group’s “90 Days of Darkness” film noir series, which will continue in November. Seven patrons attended. Adult Services Librarian Gavin leads this group, which is a partnership between the Richland Public Library and the East Benton County Museum.

Tri-City Cinephiles Movie Club: Halloween Double Feature

The club also watched two horror movies from 5 to 8:30 p.m. on Monday, October 30. The first movie was *Evil Dead* (2013), a “re-imagining” of the original *Evil Dead* movie from 1981. The second was *Army of Darkness* (1992), the third movie in the series. Light snacks and bottled water were provided by the Friends of the Richland Public Library.

Local Book, Writing, and Craft Clubs

Clubs that met at the library this month included Quilting in the Library on Thursday, October 12; the Monday Night Book Group on October 16; By the Book Knitters on Tuesday, October 17; and the Thursday Afternoon Book Club on October 19.

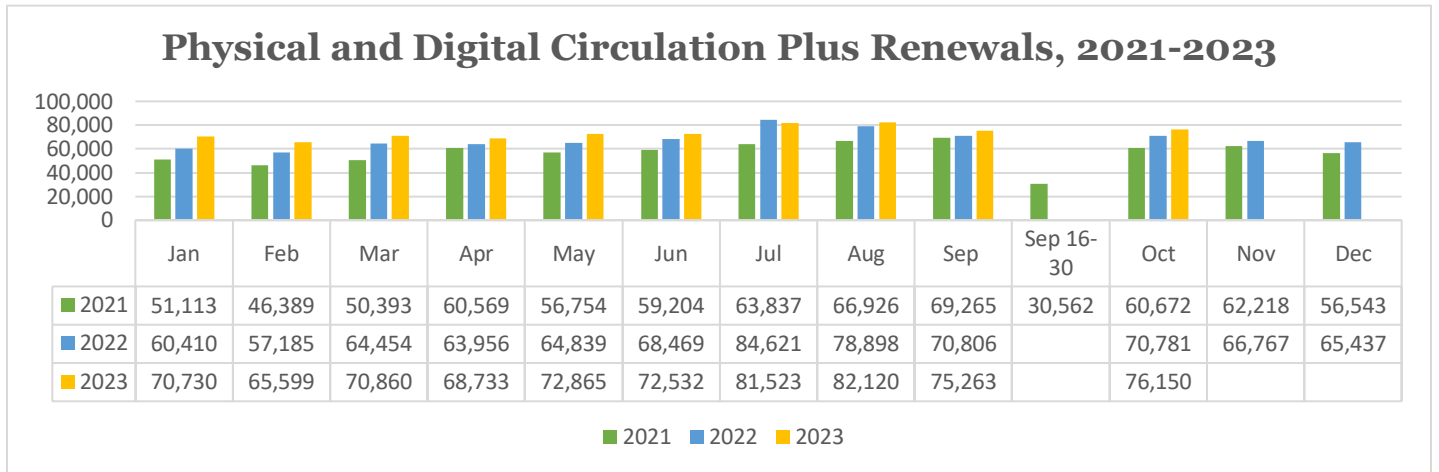
PATRON FEEDBACK

- “These are SO fun! My kids were SO impressed with the Star Wars one! Good work on all of these!” and “We always look for these and are always delighted when there’s a new one!” and “My kids absolutely love how the book drop changes!” [referring to the indoor book drop decorations created by Library Page Nelibeth]
- “This is the greatest library with the greatest staff! We love and appreciate all of you for everything you do for us!” and “Definitely the hardest working department in the city! Thank you for your dedication and service to your community!” and “Thank you for all you do for our community!” and “THANK YOU LIBRARY STAFF!” [replying to a post about our staff training day]
- Fantastic concert. Hope they come back! [about The Squirrel Hillbillies’ concert]
- “What a wonderful gift you give to our community, Scott and the Richland Public Library!!! Thank you for the special Halloween memories you’ve helped to capture over the years!!!” [referring to Scott Butner’s photo sessions at the library]



STATISTICS

TOTAL CIRCULATION



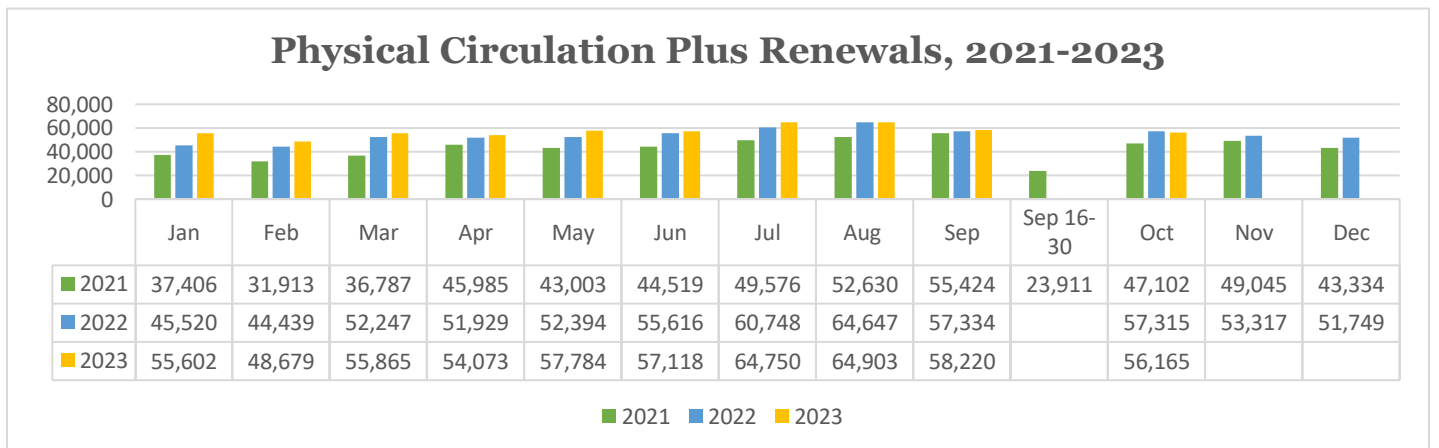
During October, our total physical plus digital circulation was 56,165 items, not including renewals. Of those, 37,823 (67.3%) were physical items and 18,342 (32.7%) were digital items obtained through Hoopla, Kanopy, Mango, and OverDrive. Kanopy plays and Mango sessions were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was up a modest 0.9% compared to the 55,691 items checked out in September 2023. Digital circulation was also up 7.6% compared to the 17,043 items checked out in September. We filled 3,646 requests for holds and had 20 scheduled curbside deliveries for 14 patrons.

Our patrons also renewed 19,985 physical items in October. Including these physical item renewals, our overall circulation was 76,150. That overall circulation was up a modest 1.2% compared to the 75,263 items circulated in September 2023, and was up 7.6% compared to the 70,781 items circulated in October 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.

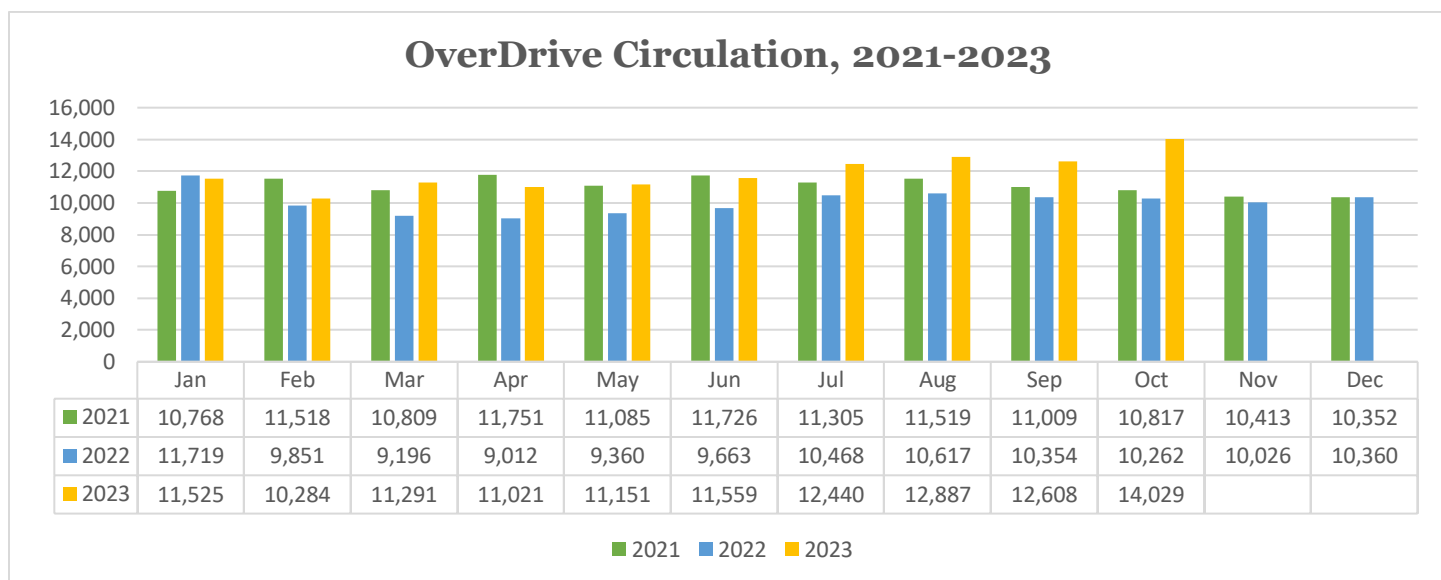
PHYSICAL CIRCULATION



Our patrons checked out 37,823 physical items in October and renewed 19,985 physical items, for a total of 56,165 items. That was down 3.5% compared to the 58,220 physical items checked out and renewed in September 2023, and was also down 2.0% compared to the 57,315 items checked out and renewed in October 2022. The top ten categories that circulated this month were Children's Storybooks (4,272 items), Children's Chapter Book Fiction (4,240 items), Adult Nonfiction (3,698 items), Adult Movies (2,924 items), Children's Nonfiction (2,830 items), Adult Fiction 2nd Floor (2,350 items), Children's Graphic Novels (2,303 items), Children's Movies (1,772 items), Children's Favorites on the Story Circle (1,745 items), and Adult New Books (1,608 items). The January through September 2021 statistics in this graph are mid-month to mid-month.

DIGITAL CIRCULATION

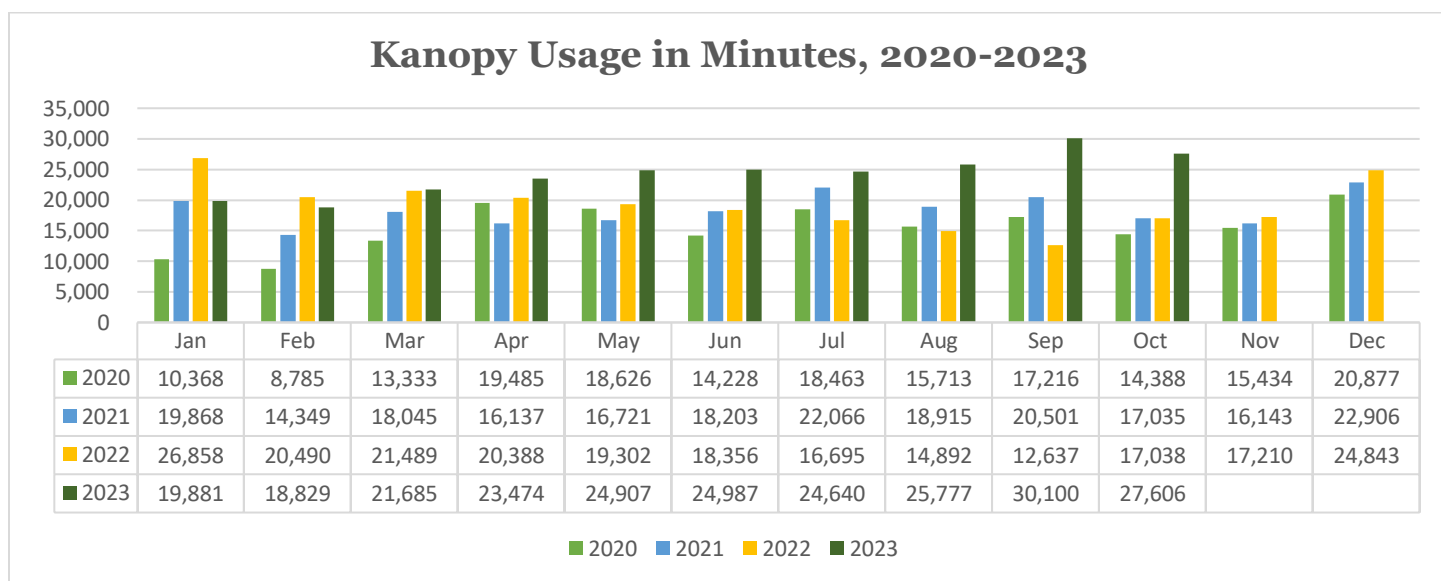
OverDrive



The 14,029 checkouts through OverDrive in October were up 11.3% compared to the 12,608 checkouts in September 2023, and were also up 36.7% compared to the 10,262 checkouts in October 2022.

This month's checkouts included 6,280 e-books (which were 44.8% of the OverDrive items checked out), 5,440 audiobooks (38.8%), and 2,309 e-magazines (16.4%). The January through September 2021 statistics in this graph are mid-month to mid-month.

Kanopy

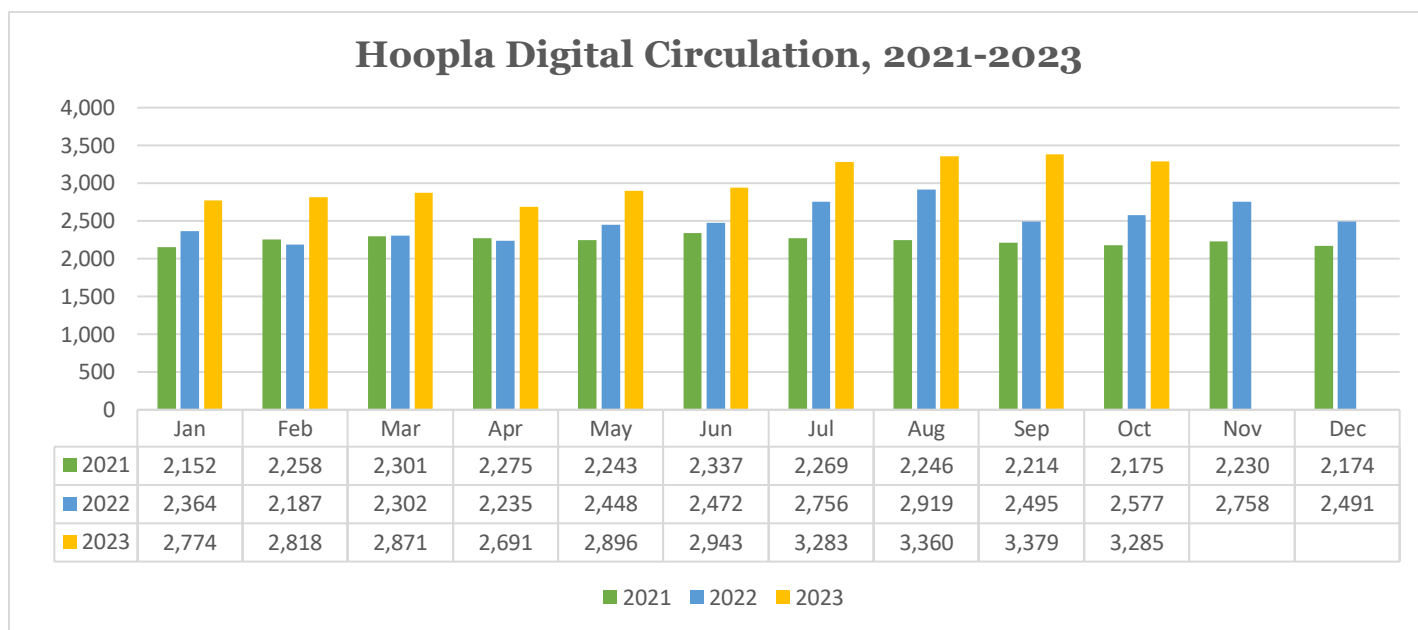


Our patrons viewed 27,606 minutes of Kanopy content during the month of October. That was down 8.3% compared to the 30,100 minutes viewed in September 2023, but was up 62.0% compared to the 17,038 minutes viewed in October 2022. Cardholders in the United States, Austria, and the United Kingdom viewed content on Kanopy this month, while additional cardholders in Quebec, Spain, and the Netherlands 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, The History Channel, MHz Networks, PBS, A24, Paramount Pictures, Lionsgate, and Kino Lorber. Content was viewed on televisions (37.1%), mobile devices (33.5%), tablets (19.0%), and desktops (10.4%).

DIGITAL CIRCULATION (CONTINUED)

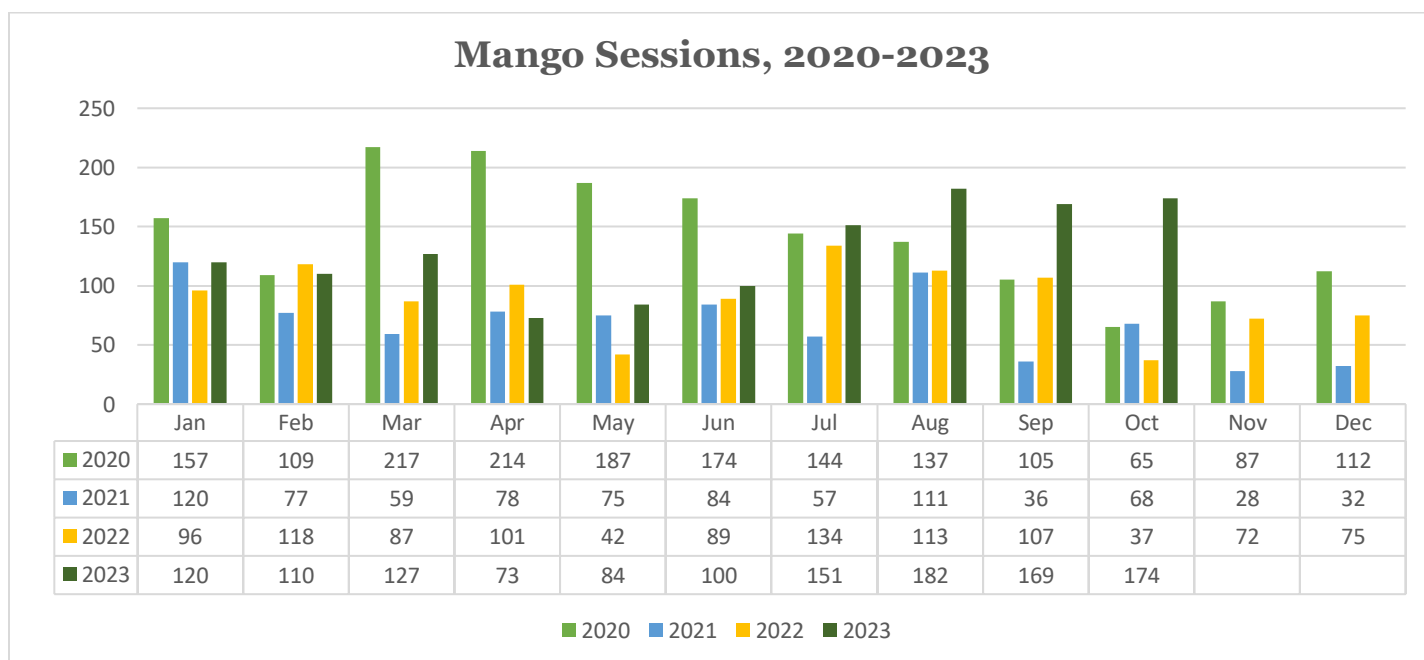
Hoopla



The 3,285 circulations in Hoopla during October were down 2.8% compared to the 3,379 circulations in September 2023, but were up 27.5% compared to the 2,577 circulations in October 2022. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,869 audiobooks (which were 56.9% of the Hoopla items checked out), 905 e-books and e-comics (27.6%), 384 movies and television shows (11.7%), 106 music items (3.2%), and 21 BingePasses (0.6%) this month. The January through September 2021 statistics in this graph are mid-month to mid-month.

Mango

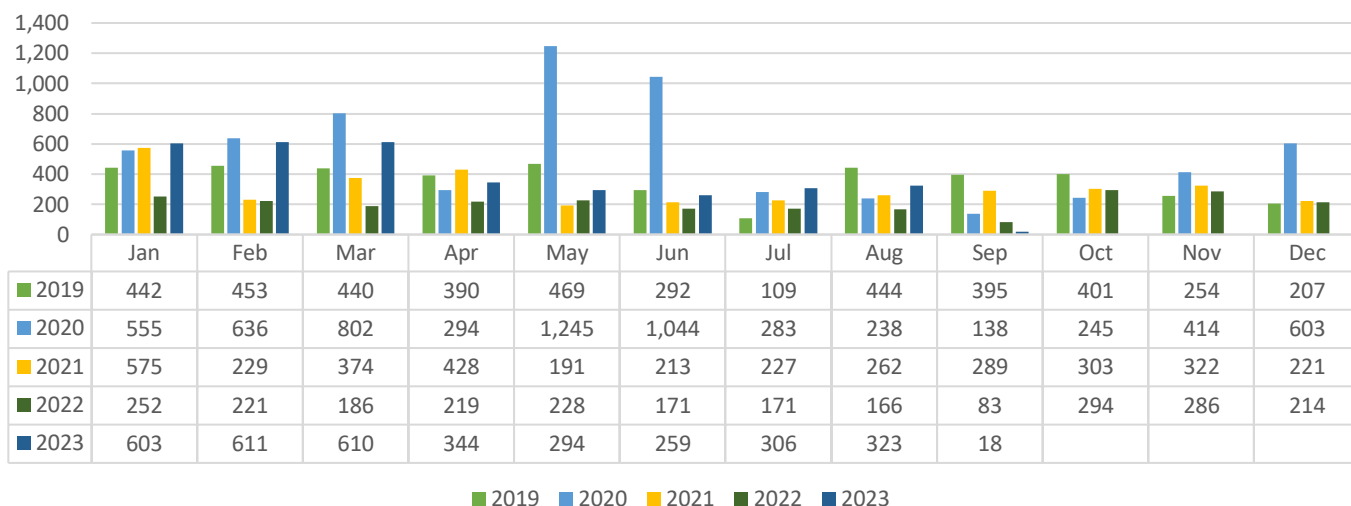


Patrons had 174 total sessions in Mango for the month of October. That usage was up 3.0% compared to the 169 sessions in September 2023, and was also up 370.3% compared to the 37 sessions in October 2022. The top ten languages studied this month were Spanish, Latin American; Portuguese, Brazilian; German; Japanese; Arabic, Levantine; Hebrew, Modern; Chinese, Mandarin; Russian; Arabic, Egyptian; and Arabic, Modern Standard.

OTHER DIGITAL SERVICES

Morningstar

Morningstar Searches, 2019-2023

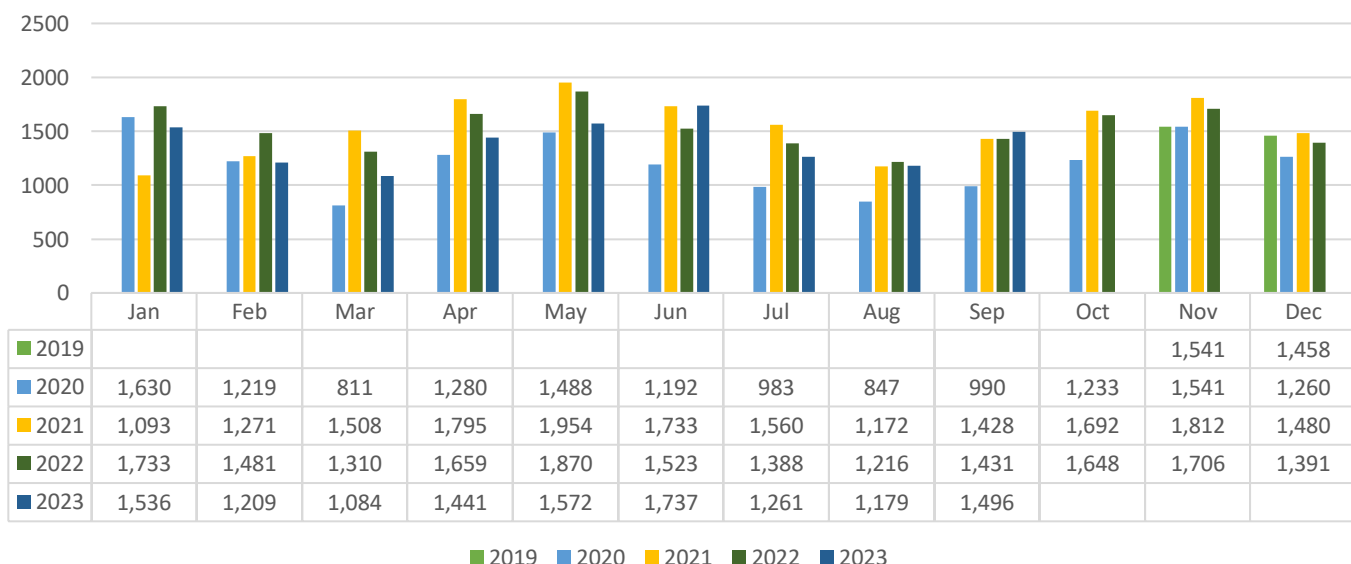


Patrons conducted 18 Morningstar searches in September. That was down 94.4% compared to the 323 searches in August 2023, and was also down 78.3% compared to the 83 searches that occurred in September 2022. Morningstar continues to pair nicely with Value Line, giving our patrons a nice combination of resources to use when researching their financial questions.

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

Value Line

Value Line Page Views, 2019-2023



The 1,496 Value Line page views in September were up 26.9% compared to the 1,179 page views in August 2023, and they were up 4.5% compared to the 1,431 page views that occurred in September 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 October, so we will include them in next month's board report.

OTHER DIGITAL SERVICES (CONTINUED)

NewsBank

The 1,427 NewsBank page views in October were up 6.5% compared to the 1,340 page views in September 2023, but were down 2.9% compared to the 1,470 page views that occurred in October 2022. NewsBank seems to be one of the more consistently used offerings in our database collection. Physical editions of the *Tri-City Herald* are now being published just twice a week as of late October 2023, so it will be interesting to see what that does to our library's future usage of NewsBank.

Patrons have been averaging 1,507 page views per month in 2023, which is up 17.8% compared to the 1,279 pages viewed on average per month in 2022.

OTHER STATISTICS

Gate Counts

Our total gate count for October was 16,564. Our busiest day was Tuesday, October 10, with 791 patrons logged. That was the day following our library closure for a Staff In-Service Day.

Interlibrary Loans

In October, we received a total of 120 interlibrary loan requests from other libraries. We sent 57 books to libraries during the month in response to their interlibrary loan requests.

We also sent 20 interlibrary loan requests to other libraries in October for 18 books and 2 audiovisual (A/V) items requested by our patrons. We received 14 books and 4 A/V items from other libraries in response to requests. We had 17 unique patrons request items this month.

New Library Card Accounts

We created 308 new library card accounts in October. They included 237 resident cards, 45 nonresident cards, 17 limited access cards, 7 interlibrary loan accounts, 1 global administrator account, and 1 iCard.

Public Internet Sessions

Patrons enjoyed 1,513 public internet sessions during the month of October, for a total of 11 hours and 25 minutes. The average session was 45 minutes long.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/14/2023

Agenda Category: Approval of Bills

Prepared By: Kylie Christian , Administrative Assistant

Subject:

October 2023 and November 2023 Claims for Payment

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the September 1, 2023 through September 30, 2023 and October 1, 2023 through October 31, 2023 claims for payment.

Summary:

This is a review and approval of the September 1, 2023 through September 30, 2023 and the October 1, 2023 through October 31, 2023 claims for payment.

Attachments:

1. September 2023 Voucher Listing
2. September 2023 Payroll
3. 2023.10.10 Claims for Payment
4. October 2023 Voucher Listing
5. October 2023 Payroll
6. 2023.11.14 Claims for Payment

Library Voucher Listing

Begin Date: 9/1/2023

End Date: 9/30/2023

NON-FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8721000/4201	VERIZON WIRELESS		9942403541	9/13/2023	315477	Verizon Wireless NASPO August 2023	\$89.34
TELEPHONE & COMM SVCS TOTAL:								\$89.34
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$20,304.00			YTD ACTUAL: \$8,773.94			YTD % USED: 43.21%		
	K8721000/4301	CITY OF RICHLAND		23-129 NULPH	9/15/2023	315540	23-129 NULPH ALA CHICAGO 2023 CONF	\$358.00
TRAVEL EXPENSES TOTAL:								\$358.00
TRAVEL EXPENSES - YTD INFORMATION								
BUDGET: \$15,615.00			YTD ACTUAL: \$3,381.14			YTD % USED: 21.65%		
	K8721000/4504	XEROX CORP		019644699	9/20/2023	315724	7HB-469027 SEPTEMBER 2023 BASE CHARGE	\$10.87
	K8721000/4504	XEROX CORP		019644709	9/20/2023	315724	3UA-295134 AUGUST 2023 BASE CHARGE	\$318.21
	K8721000/4504	XEROX CORP		019644710	9/20/2023	315724	3UA-295169 AUGUST 2023 BASE CHARGE	\$166.03
	K8721000/4504	XEROX CORP		019644711	9/20/2023	315724	3UA-295258 AUGUST 2023 BASE CHARGE	\$407.37
	K8721000/4504	XEROX CORP		019644712	9/20/2023	315724	3UA-296344 AUGUST 2023 BASE CHARGE	\$310.94
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$1,213.42
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$11,060.00			YTD ACTUAL: \$10,286.55			YTD % USED: 93.01%		

Library Voucher Listing

Begin Date: 9/1/2023

End Date: 9/30/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4207	BANK OF AMERICA		083123	9/5/2023	9722	Library Merchant Service Fees	\$175.44
MERCHANT SVC FEES TOTAL:								\$175.44
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$1,200.00			YTD ACTUAL: \$1,308.72			YTD % USED: 109.06%		
	K8721000/4117	MOON SECURITY SERVIC		1202900	9/13/2023	315446	MOON SECURITY AUGUST 2023	\$123.87
EXPERT SERVICES TOTAL:								\$123.87
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$1,400.00			YTD ACTUAL: \$1,338.19			YTD % USED: 95.59%		
LIBRARY ADMINISTRATION TOTAL:								\$1,960.07
	K8722100/3401	THE GALE GROUP		81591612	9/6/2023	315227	GALE DATABASES SUBSCRIPTION 7/1/2023-6/30/2024	\$884.64
	K8722100/3401	BLACKSTONE AUDIOBOOK		2110537	9/1/2023	315169	DVD COLLECTION **USE CREDIT ATTACHED**	\$45.22
	K8722100/3401	BLACKSTONE AUDIOBOOK		CM307262	9/1/2023	315169	DVD COLLECTION CREDIT	-\$48.92
	K8722100/3401	BLACKSTONE AUDIOBOOK		2115440	9/8/2023	315305	LIBRARY DVD COLLECTION	\$45.22
	K8722100/3401	BLACKSTONE AUDIOBOOK		2114386	9/1/2023	315169	LIBRARY DVD/AUDIOBOOK COLLECTION	\$160.44
	K8722100/3401	MIDWEST TAPE		504293419	9/6/2023	315261	AUGUST 2023 HOOPLA	\$7,295.11
	K8722100/3401	MOBIUS SPOKANE		LIBRARY 09/11/2023	9/13/2023	315444	MOBIUS DISCOVERY CENTER MEMBERSHIP MUSEUM PASSES	\$160.00

Library Voucher Listing

Begin Date: 9/1/2023

End Date: 9/30/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	NORTHWEST MUSEUM OF		24INM650	9/27/2023	315793	MAC MUSEUM PASSES FOR LIBRARY PATRONS	\$375.00
	K8722100/3401	INFOUSA		10004141345	9/27/2023	315820	POLK CITY DIRECTORY 2023 EDITION	\$377.62
	K8722100/3401	KANOPY LLC		KDEP-21407	9/29/2023	316025	KANOPY 2023	\$2,000.00
LIBRARY RESOURCES TOTAL:								\$11,294.33
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$368,144.00			YTD ACTUAL: \$281,805.48			YTD % USED: 76.55%		
	K8722100/4107	SPORTSENGINE INC		36986	9/13/2023	315448	BACKGROUND CHECKS - LIBRARY (7)	\$129.50
OTHER PROFESSIONAL SERVICES TOTAL:								\$129.50
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$866.35			YTD % USED: 84.94%		
LIBRARY PUBLIC SERVICE TOTAL:								\$11,423.83
LIBRARY NON-FACILITIES TOTAL:								\$13,383.90

Library Voucher Listing

Begin Date: 9/1/2023

End Date: 9/30/2023

FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8725000/4700	CITY OF RICHLAND		08/2023 AUG	9/27/2023	315776	CITY UTILITY BILLS/AUGUST 2023	\$5,760.09
UTILITIES TOTAL:								\$5,760.09
UTILITIES - YTD INFORMATION								
BUDGET: \$53,736.00			YTD ACTUAL: \$36,579.94			YTD % USED: 68.07%		
LIBRARY FACILITIES TOTAL:								\$5,760.09

CITY OF RICHLAND

LIBRARY EXPENDITURE

September 2023

Month/Year

PAY PERIODS From August 28, 2023 to September 24, 2023

GROSS SALARIES \$ 101,334.28

	Gross Wages	Total
WEEK OF: 09/14/23	<u>50,097.33</u>	<u>50,097.33</u>
WEEK OF: 09/28/23	<u>51,236.95</u>	<u>51,236.95</u>
WEEK OF: _____	<u> </u>	<u>-</u>
TOTAL	<u><u>101,334.28</u></u>	<u><u>101,334.28</u></u>



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

October 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 \$114,718.18 this 14th day of November 2023.

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

Voucher Listings	Amount
September 1, 2023 through September 30, 2023	\$13,383.90
Transfer Advice (Salaries)	
Salaries for all categories for the weeks of: 8/28/23 to 9/24/23	\$101,334.28
MONTHLY EXPENSES	\$114,718.18

Comments:

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME	SIGNATURE
1. _____	1. _____

2.	2.
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3.	3.
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Library Voucher Listing

Begin Date: 10/1/2023

End Date: 10/31/2023

NON-FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8721000/3102	IDENTISYS		631666	10/18/2023	316669	CUSTOM PRINTED LIBRARY CARDS	\$5,298.81
OPERATING SUPPLIES & MATERIALS TOTAL:								\$5,298.81
OPERATING SUPPLIES & MATERIALS - YTD INFORMATION								
BUDGET: \$37,687.00			YTD ACTUAL: \$22,720.93			YTD % USED: 60.29%		
	K8721000/4201	FRONTIER		9/23 2061882614	10/6/2023	316331	TELEPHONE CHARGES 9/19/23-10/18/23	-\$71.62
	K8721000/4201	VERIZON WIRELESS		9944808513	10/11/2023	316465	Verizon Wireless NASPO September 2023	\$89.52
	K8721000/4201	FRONTIER		3/23 5099433152	10/27/2023	317002	3/23 TELEPHONE CHARGES	\$1,001.23
	K8721000/4201	FRONTIER		6/23 5099433152	10/27/2023	317002	6/23 TELEPHONE CHARGES	\$991.80
	K8721000/4201	FRONTIER		7/23 5099433152	10/27/2023	317002	7/23 TELEPHONE CHARGES	\$992.60
	K8721000/4201	FRONTIER		8/23 5099433152	10/27/2023	317002	8/23 TELEPHONE CHARGES	\$993.01
	K8721000/4201	FRONTIER		9/23 5099433152	10/27/2023	317002	9/23 TELEPHONE CHARGES	\$993.01
	K8721000/4201	FRONTIER		10/23 5099433152	10/27/2023	317002	10/23 TELEPHONE CHARGES	\$1,011.52

Library Voucher Listing

Begin Date: 10/1/2023

End Date: 10/31/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4201	FRONTIER		11/22 5099433152-FIX	10/27/2023	317002	11/22 TELEPHONE CHARGES MISAPPLIED PAYMENT	\$37.72
TELEPHONE & COMM SVCS TOTAL:								\$6,038.79
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$20,304.00			YTD ACTUAL: \$15,669.97			YTD % USED: 77.18%		
	K8721000/4504	XEROX CORP		019847696	10/18/2023	316714	7HB-469027 OCTOBER 2023 BASE CHARGE	\$10.87
	K8721000/4504	XEROX CORP		019847706	10/18/2023	316714	3UA-295134 SEPTEMBER 2023 BASE CHARGE	\$239.41
	K8721000/4504	XEROX CORP		019847707	10/18/2023	316714	3UA-295169 SEPTEMBER 2023 BASE CHARGE	\$135.06
	K8721000/4504	XEROX CORP		019847708	10/18/2023	316714	3UA-295258 SEPTEMBER 2023 BASE CHARGE	\$355.35
	K8721000/4504	XEROX CORP		019847709	10/18/2023	316714	3UA-296344 SEPTEMBER 2023 BASE CHARGE	\$369.83
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$1,110.52
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$11,060.00			YTD ACTUAL: \$11,397.07			YTD % USED: 103.05%		
	K8721000/5301	WA STATE DEPARTMENT		DOR 09/2023	10/25/2023	9784	COMBINED EXCISE TAX - SEPTEMBER 2023	\$11.97
STATE TAXES TOTAL:								\$11.97
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$373.62			YTD % USED: 36.63%		

Library Voucher Listing

Begin Date: 10/1/2023

End Date: 10/31/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4207	BANK OF AMERICA		093023	10/2/2023	9754	Library Merchant Service Fees	\$136.76
MERCHANT SVC FEES TOTAL:								\$136.76
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$1,200.00			YTD ACTUAL: \$1,445.48			YTD % USED: 120.46%		
	K8721000/4117	MOON SECURITY SERVIC		1207364	10/18/2023	316682	BASIC FIRE MONITORING BASIC ALARMNET	\$123.87
EXPERT SERVICES TOTAL:								\$123.87
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$1,400.00			YTD ACTUAL: \$1,462.06			YTD % USED: 104.43%		
LIBRARY ADMINISTRATION TOTAL:								\$12,720.72
	K8722100/3401	OCLC INC		1000340910	10/25/2023	316899	MUSEUM KEY 9/2023-9/2024	\$611.32
	K8722100/3401	BLACKSTONE AUDIOBOOK		2119731	10/4/2023	316110	LIBRARY CD COLLECTION	\$145.65
	K8722100/3401	MIDWEST TAPE		504429094	10/18/2023	316680	HOOPLA SEPTEMBER 2023	\$7,588.36
	K8722100/3401	WT COX SUBSCRIPTIONS		3126741	10/13/2023	316627	LIBRARY MAGAZINE COLLECTION	\$5,481.87
	K8722100/3401	BLACKSTONE AUDIOBOOK		2121704	10/18/2023	316638	LIBRARY CD COLLECTION	\$425.97

Library Voucher Listing

Begin Date: 10/1/2023

End Date: 10/31/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	BLACKSTONE AUDIOBOOK		2122889	10/27/2023	316979	LIBRARY CD COLLECTION	\$102.18
LIBRARY RESOURCES TOTAL:								\$14,355.35
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$368,144.00			YTD ACTUAL: \$314,033.43			YTD % USED: 85.30%		
	K8722100/4107	SPORTSENGINE INC		38059	10/11/2023	316429	BACKGROUND CHECKS - LIBRARY ((7)	\$129.50
	K8722100/4107	CI INFORMATION MANAG		0156267	10/13/2023	316535	ONSITE 64 GALLON RECURRING SHRED SERVICE	\$112.13
OTHER PROFESSIONAL SERVICES TOTAL:								\$241.63
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$1,107.98			YTD % USED: 108.63%		
LIBRARY PUBLIC SERVICE TOTAL:								\$14,596.98
LIBRARY NON-FACILITIES TOTAL:								\$27,317.70

Library Voucher Listing

Begin Date: 10/1/2023

End Date: 10/31/2023

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		09/2023 SEP	10/13/2023	316532	CITY UTILITY BILLS/SEP 2023	\$4,490.48
UTILITIES TOTAL:								\$4,490.48
UTILITIES - YTD INFORMATION								
BUDGET: \$53,736.00			YTD ACTUAL: \$41,070.42			YTD % USED: 76.43%		
LIBRARY FACILITIES TOTAL:								\$4,490.48

CITY OF RICHLAND

LIBRARY EXPENDITURE

October 2023

Month/Year

PAY PERIODS From September 28, 2023 to October 22, 2023

GROSS SALARIES \$ 102,183.00

	Gross Wages	Total
WEEK OF: <u>10/12/23</u>	<u>50,196.87</u>	<u>50,196.87</u>
WEEK OF: <u>10/26/23</u>	<u>51,986.13</u>	<u>51,986.13</u>
WEEK OF: _____	_____	<u>-</u>
TOTAL	<u><u>102,183.00</u></u>	<u><u>102,183.00</u></u>



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

November 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 \$129,500.70 this 14th day of November 2023.

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

Voucher Listings	Amount
October 1, 2023 through October 31, 2023	\$27,317.70
Transfer Advice (Salaries)	
Salaries for all categories for the weeks of: 8/28/23 to 9/24/23	\$102,183.00
MONTHLY EXPENSES	\$129,500.70

Comments:

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME	SIGNATURE
1.	1.

2.	2.
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3.	3.
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LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/14/2023

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Circulation Policy

Department:
Parks & Public Facilities

Recommended Motion:
Library management and Technical Services recommends shortening the lost activation from 30 days overdue to 14 days.

Summary:
Discussion of the Circulation Policy is needed to discuss how long items take to read as lost. Presently, it takes 30 days for an item that is overdue to be marked as lost. Technical Services and management is suggesting shortening this duration to 14 days. This requires a Board vote to amend if the Board agrees with this assessment.

Attachments: