



Agenda
Library Board Meeting
Tuesday, March 12, 2024
Richland Public Library
955 Northgate Drive

Board Members: Chair Lightner, Vice-Chair Buxton, and Members Hernandez, Isakson, and Pickel

Council Liaison: Mayor Pro Tem 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)

1. March 12, 2024 Library Board Meeting Agenda

Public Comments: Please limit comments to 3 minutes per person and not more than 15 minutes per topic.

Approval of Minutes: (Approved by Motion)

2. February 13, 2024 Library Board Meeting Minutes

Richland Public Library Updates:

3. RPL Staff Update
 - Johanna Talbott, Community Engagement Librarian
4. March 2024 Library Manager's Report
 - Christopher Nulph, Library Manager

Approval of Bills: (Approved by Motion)

5. March 2024 Claims for Payment
 - Kylie Christian, Administrative Assistant

Unfinished Business:

New Business:

6. City of Richland Strategic Plan Overview
 - Joe Schiessl, Deputy City Manager
7. Art Sculpture Placement
 - Christopher Nulph, Library Manager
8. Annual Report to Council Draft
 - Christopher Nulph, Library Manager

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, April 9, 2024

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: 3/12/2024

Agenda Category: Approval of Minutes

Prepared By: Kylie Christian , Administrative Assistant

Subject:

February 13, 2024 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the February 13, 2024 Library Board meeting minutes.

Summary:

The draft of the 02-13-2024 Library Board Meeting Minutes is included for consideration.

Attachments:

I. 2024.02.13 Library Board Meeting Minutes



MINUTES

Richland Public Library Board

Library Conference Room A – 955 Northgate Drive

February 13, 2024, 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 Hernandez and Isakson were present. Also present were Council Liaison Kent, Library Manager Nulph, Technical Services Supervisor Barnaby and Administrative Assistant Christian. Board Member Pickel was absent.

Approval of Agenda

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

Approval of Minutes

2. Chair Lightner asked for a motion to approve the minutes of the January 9, 2024 Library Board Meeting and the approval of the minutes of the January 22, 2024 Library Board Special Meeting. Board Member Isakson moved and Vice-Chair Buxton seconded the motion to approve the minutes of January 9, 2024 as is. Vice-Chair Buxton moved and Board Member Hernandez seconded the motion to approve the January 22, 2024 Library Board Special Meeting minutes. Both motions carried 4-0.

Richland Public Library Updates:

3. Technical Services Supervisor Barnaby demonstrated the new catalog that the library will be using, Aspen. This new catalog will be more user friendly for patrons.
4. Library Manager Nulph shared library updates and library statistics.

Approval of Bills

5. Board Member Hernandez moved and Board Member Isakson seconded the motion to approve the certification of claims for payment for January 2024 and February 2024 in the amount of \$133,139.17 for January 2024 and \$307,870.42 for February 2024. The motion carried 4- 0.

New Business

6. Board Members discussed the January 22, 2024 Library Board Special Meeting. The Three Boards of the Library plan to meet in May 2024.

Agenda Items for Upcoming Board Meeting

7. Collaboration with COR Departments

Adjournment

Chair Lightner adjourned the meeting at 6:47 P.M.

APPROVED:

ATTEST:

Lindsay Lightner, Library Board Chair

Kylie Christian, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/12/2024

Agenda Category: Richland Public Library Updates

Prepared By:

Subject:
RPL Staff Update

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Community Engagement Librarian Johanna Talbott will update Board Members on her current position.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/12/2024

Agenda Category: Richland Public Library Updates

Prepared By: Christopher Nulph, Library Manager

Subject:

March 2024 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

Library Manager Nulph's March 2024 report and statistics are included for discussion.

Attachments:

1. 2024.03.12 Library Manager's Report
2. 2024.03.12 Library Statistics



LIBRARY MANAGER'S REPORT Richland Public Library Board March 12, 2024

State of Library Services

The Aspen Discovery layer for our catalog is now live. This is accessible through the library's website and on catalog computers in our library. Theresa reviewed the details of Aspen at the last Board meeting. Early response has been positive, and the rollout has gone smoothly.

The library app is now live. This can be found in Apple and Android stores. Users will just search "Richland Public Library" to find it. The only element still awaiting a fix is event audience filters. Otherwise, the app should be fully functional. We are awaiting marketing materials and will start widely promoting the app once we have those. Features of the app include:

- Digital library cards
- The ability to have multiple cards attached to one app
- Ability to search our catalog and place holds on items
- Ability to manage account
- Access to event calendar with the ability to add events to personal calendars
- Booking Tumbleweed Tourist passes
- Quick links to popular digital resources
- Easy access to Beanstack reading challenges
- Ability to receive library updates through notification
- Access to all contact us forms including room reservation, exhibit space booking, renewing library cards, and requesting tech help

The library has received two pad/tampon dispensers for the female public restrooms in the library. They will distribute free period products for our patrons. These were purchased through Aunt Flow, which has machines placed in schools and public buildings across the US. The products were funded out of the janitorial budget.

The library will be applying for an AARP grant to try and get supporting funds for our outdoor space furnishings. To add a full complement of seating, we will likely need funds beyond the budgeted amount. The AARP grant allows for submissions of up to \$50,000.

A second Three Boards Meeting has been set for May 6 at 6:00pm. A May meeting is a good opportunity to discuss funding priorities for 2025. We can discuss library needs and interest in funding these needs through the Friends and Foundation. We will discuss which needs should be put forward as a City funding request. An annual meeting in May will be ideal to lay out a more structured plan for library service funding in the years to come.

Program highlights from the month include:

- Introduce a Girl to Engineering Day, an annual library event, continues to be a big hit with area families. We had 15 stations setup with presenters from across our community. We recorded 223 patrons in attendance.
- Artworks Northwest, a local artist collective, will be presenting a monthly art lecture through the end of the year. Their first event discussed marketing artwork and had 21 people in attendance.
- Mocktails and Masterpieces took place on two different dates. This adult event featured making mocktails combined with crafting. The evening event (6pm) had 13 in attendance. The afternoon event (1pm) received more in attendance with 22 attendees.
- Valentines for Seniors returned this year. We received 450 valentines created by the community to be distributed to our area seniors.

Friends of the Library Update

Jasmine has stepped down in her role as Book Room Manager. Diana will be stepping into this role. The Friends hopes to break this large role up into three pieces – book room manager, volunteer coordinator, and annual book sale coordinator.

Library Foundation

The Foundation received a large donation with the donor's desire for this to be used as a scholarship endowment. The Foundation is looking at the details for what this involves, but they hope to award one or two scholarships of around \$2000 on a yearly basis.

Staffing Updates

Charm Waddell has moved from intermittent Library Assistant to part time Library Assistant. Charm has done great work in her intermittent role and, previously, as a library volunteer.

Library Statistics

Historically, we see similar or a small dip in numbers from January to February. Contradicting this trend, we saw a pretty large increase in gate count from January to February, going from 14,832 to 16,852. This is an impressive number to see in February – traditionally a lower gate count month. Compared to 2023, there was only one month that had a higher gate count. Physical circulation, however, reflected the typical trend of decreasing from January. February's 48,241 circulation closely mirrors 2023's 48,679 number.

One reason why we might see a rising gate count and a typical physical circulation number is the increased ease of room bookings. As predicted, the new interface boosted our room numbers. We had

105 meeting room bookings in February. For comparison, we had 78 in January of 2024 and 61 in February of 2023. The 105 meetings beat any month from 2023. It appears space and programming are the biggest drivers for better gate numbers in February.

For digital circulation, we continue to see a large increase in 2024 numbers vs 2023. While digital numbers did decrease from January to February, they show that same overall difference from 2023 to 2024. Comparing the two years, this February saw 13,826 in Libby usage, 33,919 in Kanopy, and 3,753 in Hoopla. These same numbers in February 2023 were 10,284, 18,829, and 2,818.

RICHLAND PUBLIC LIBRARY

February 2024 Statistics Report for the March Board Meeting



SUMMARY

We held or hosted a variety of different programs in February, including the following:

- “Coloring Fun” craft program for “Take Your Child to the Library Day” on Saturday, February 3
- “How ‘I Have a Dream’ Almost Didn’t Happen” presentation by Arthur Broady on Thursday, February 8
- “Valentines for Seniors” on Saturday, February 10
- “Mocktails & Masterpieces” on two Tuesdays, February 13 and 27
- “For the Love of Art: Marketing Art” on Thursday, February 15
- “Soda & Scribbles: Conversation Hearts” for teens on Thursday, February 15
- “Introduce a Girl to Engineering Day” on Thursday, February 22

Our Cereal (Serial) Book Club for fourth through sixth graders met on Tuesday, February 20, to discuss the *Alice in Wonderland* series by Lewis Carroll. The Tri-City Cinephiles movie club for adults age 18+ watched *Shaft* (1971) on Tuesday, February 20. We also held a Teen Theater showing of *Belle* (2021), a Japanese animated science fantasy film, on Thursday, February 29.

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, February 6 and 20; Team Battelle Math Tutoring on two Saturdays, February 10 and 24; an LGBTQIA+ Craft Social on Monday, February 12; STEAMplay on two Fridays, February 2 and 16, and on Wednesday, February 21; and STEAMkids on Saturday, February 24.

Our welcoming new Teen Reactor space opened on February 12. It features computers, a study table, comfortable seating including a sofa and beanbag chairs, and several games, including a Nintendo Switch gaming system.



FEBRUARY STATISTICS

- Overall Circulation with Renewals: **67,081**
- Digital Circulation: **18,840**
- Physical Items Checked Out: **32,802**
- Physical Items Renewed: **15,439**
- Holds Filled: **3,466**
- Hoopla Circulation: **3,753**
- Kanopy Circulation: **33,919 minutes, 1,169 plays**
- Mango: **99 sessions**
- OverDrive Circulation: **13,826**
- New Library Card Accounts: **320**
- Gate Count: **16,852**
- Busiest Day: **891 (Tuesday, Feb. 20)**

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 February 6, 13, 20, and 27; Wednesday morning active story times at 10 a.m. on February 7, 14, 21, and 28; Thursday morning baby story times at 10 a.m. on February 1, 8, 15, 22, and 29; and Friday morning preschool story times at 10 a.m. on February 2, 9, 16, and 23. The Tuesday evening story times were followed by "Meet Our Therapy Dogs!" sessions.

STEAMkids and Preschool STEAMplay

Kelly held drop-in STEAMplay sessions from 11 a.m. to 12:30 p.m. on two Fridays, February 2 and 16, and on Wednesday, February 21.

She also held a drop-in STEAMkids session from 10 a.m. to noon on Saturday, February 24, with help from Library Assistant Scott. We had 121 patrons attend the STEAMkids program.

"Coloring Fun!" Craft Program

Libraries across the U.S. and Canada celebrate "Take Your Child to the Library Day" on the first Saturday of February. To celebrate, Kelly held a "Coloring Fun!" program in the library from 12 to 2 p.m. on Saturday, February 3.

Our calendar said, "Bring your child (and yourself) down for some fun coloring in the Children's Department! We will have a variety of coloring pages, bookmarks and other things to color for all ages." We had 63 patrons attend this fun program.

Salmon in the Collaboratory!

We continued to raise young salmon in our Collaboratory aquarium tank for the "Salmon in the Classroom" program.

Our Facebook update on February 23 said, "Salmon update! Our chinook salmon have now reached the fry stage! Most of them have absorbed their egg sacs, which means we now start feeding them. They are quite active and our staff and patrons are having a lot of fun watching them darting around the tank. Stop by the Collaboratory classroom to check them out! We'll have them until around April 15th, when they will be released back into the Columbia River as part of the Salmon Summit."

This program is sponsored by the Benton Conservation District. Our host hatchery is Priest Rapids Hatchery operated by the Washington Department of Fish and Wildlife.



CHILDREN'S PROGRAMS (CONTINUED)

Cereal (Serial) Book Club

Our Cereal (Serial) Book Club for fourth through sixth graders met from 4 to 5 p.m. on Tuesday, February 20. Our calendar invitation said, "Each month, we'll focus on a different upper elementary or middle grades book series, talk about the books in that series that you've already read, do a book-themed craft, 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!" This month, Johanna led the group as they discussed *Alice in Wonderland* by Lewis Carroll. We had 6 patrons attend.

ALL-AGES PROGRAMS

Singing Strings Ukulele Club

Librarian Johanna led Singing Strings Ukulele Club teen/adult jam sessions in the Collaboratory from 6:30 to 8 p.m. on two Tuesdays, February 6 and 20. We had 12 and 13 patrons attend these sessions, respectively.

Presentation: "How 'I Have a Dream' Almost Didn't Happen"

We hosted a presentation by Arthur Broady in honor of Dr. Martin Luther King, Jr., from 7 to 8 p.m. on Thursday, February 8, in the Doris Roberts Gallery. The subject of this lecture was "How 'I Have a Dream' Almost Didn't Happen." The event was rescheduled from January 18 when the library closed early due to a snowstorm.

Our Facebook invitation said, "The fascinating account of the details that resulted in those most famous lines added to his speech are presented in story telling fashion and will provide a deeper appreciation and admiration for both Dr. King and his speech." Thirty-nine patrons attended this informative program.

"Valentines for Seniors" Craft Program

Teen Services Librarian Alyssa, Librarian Johanna, and Library Supervisor Michelle held a "Valentines for Seniors" craft program for patrons of all ages from 11 a.m. to 2 p.m. on Saturday, February 10. Our calendar invitation said, "Join us again this year as we make valentines for our local seniors! Head to the library and decorate some Valentine's Day cards to be distributed to the community through Mid-Columbia Meals on Wheels. Paper, markers, glitter, and fun will all be provided."

Our craft programs are always well attended. We had 65 patrons attend this program in the library, and we also handed out 118 take-and-make kits containing craft supplies so patrons could make valentines at home.

This year, we collected a total of 450 valentines to brighten the day of seniors in our community!



ALL AGES PROGRAMS (CONTINUED)

“For the Love of Art” Lecture Series

In February, we hosted the first session of a new lecture series, “For the Love of Art,” that is being presented by Art Works Northwest. Our calendar invitation said, “Learn about art related topics and have your questions answered by the experts. Listen to artists speak on the passion of why they do art, why they selected their chosen media, and what drives them to create.” Each monthly session will feature a one-hour lecture by local artists, followed by a Q&A session.

Pam Sharp, the founder of Prairie Skullpture, gave a “Marketing Art” lecture in the Doris Roberts Gallery from 6 to 7 p.m. on Thursday, February 15. She creates one-of-a-kind pieces that combine the rich culture of the Pacific Rim with the western flare of Wyoming, working with a variety of media including ink and watercolor. Our calendar invitation said, “Pam will be providing an overview of the steps that are needed to sell your art or craft: How to set goals, how to define your target audience, how to locate your target audience, how to present your work for sale, and how to price your art.” Twenty-one patrons attended.

“Introduce a Girl to Engineering Day”

We held a special “Introduce a Girl to Engineering Day” program from 4 to 6 p.m. on Thursday, February 22. Our calendar invitation said, “DiscoverE’s Girl Day is a time when volunteers, educators, and others act as role models, facilitate engineering activities, and show girls how engineers change our world.” We had 223 patrons attend this extremely popular program that was designed for girls in grades 3 through 12 but open to all.

Our Facebook post that day said, “What a turnout for Girl Day 2024! We’ve got more than 30 volunteers helping facilitate different activities like hand crank generators, multiple types of robots, squishy circuits, snap circuits, radiation detection, foil boats, geodomes, wind energy, electrical conductivity, steam cars, straw bridges and more! We’ll be going strong until 6 pm, so you still have some time to swing by!”

Participating organizations included the Eastern Washington Society of Women Engineers, National Society of Black Engineers (NSBE) Tri-Cities Professionals, the American Society of Mechanical Engineers, Hanford Vit Plant, Framatome Inc., Hanford Mission Integration Solutions, Girl Scouts Eastern Washington & Northern Idaho, Women of Wisdom (WOW) Tri-Cities, IEEE Women in Engineering, and Mid-Columbia Children’s Museum.

Beanstack Challenges for February

We held two reading challenges on Beanstack this month: “For the Love of Reading” and “Black History Month.” Both challenges ran from February 1 through 29. Patrons were encouraged to log reading hours and complete activities to earn badges and win prizes.



TEEN PROGRAMS

Soda & Scribbles: Conversation Hearts

Michelle held a “Soda & Scribbles: Conversation Hearts” program for patrons age 12 and older from 6 to 7:30 p.m. on Thursday, February 15. Our calendar said, “Love Valentine's Day? Hate Valentine's Day? Either way, pick up your paintbrush because this Soda & Scribbles is for you. Paint your own set of conversation hearts!” We had 15 teens attend.



Teen Theater: *Belle*

Alyssa held a special Teen Theater showing of *Belle* (2021), a Japanese animated science fantasy film, from 5:30 to 7:30 p.m. on Thursday, February 29, in the Doris Roberts Gallery. Twenty-one teens attended this new program.

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, February 12. Our calendar entry said, “Chat, chill, and hang out at our crafting social for LGBTQ+ and allies.” Twenty patrons attended.

“Mocktails & Masterpieces”

This month, we started a new “Mocktails & Masterpieces” series for adults age 18 and up. Two identical sessions will be held each quarter, with each set of sessions featuring a different type of art and allowing patrons the opportunity to mix up a mocktail from a set menu. For February, we invited patrons to “Come mix up a non-alcoholic Pomegranate Fizz and try your hand at abstract squeegee dot art!” Space was limited, so pre-registration was required.

Library Assistant Mary and Library Assistant Maira held the first session from 6 to 8 p.m. on Tuesday, February 13, with 13 patrons attending. Mary held the second session from 1 to 3 p.m. on Tuesday, February 27, with 22 patrons attending.

Tri-City Cinephiles Movie Club: *Shaft*

The Tri-City Cinephiles Movie Club for patrons age 18+ watched *Shaft* (1971) from 6:30 to 8:30 p.m. on Tuesday, February 20. Gavin leads this group, which is a partnership between the Richland Public Library and the East Benton County Museum. We had 14 patrons attend.

Local Book, Writing, and Craft Clubs

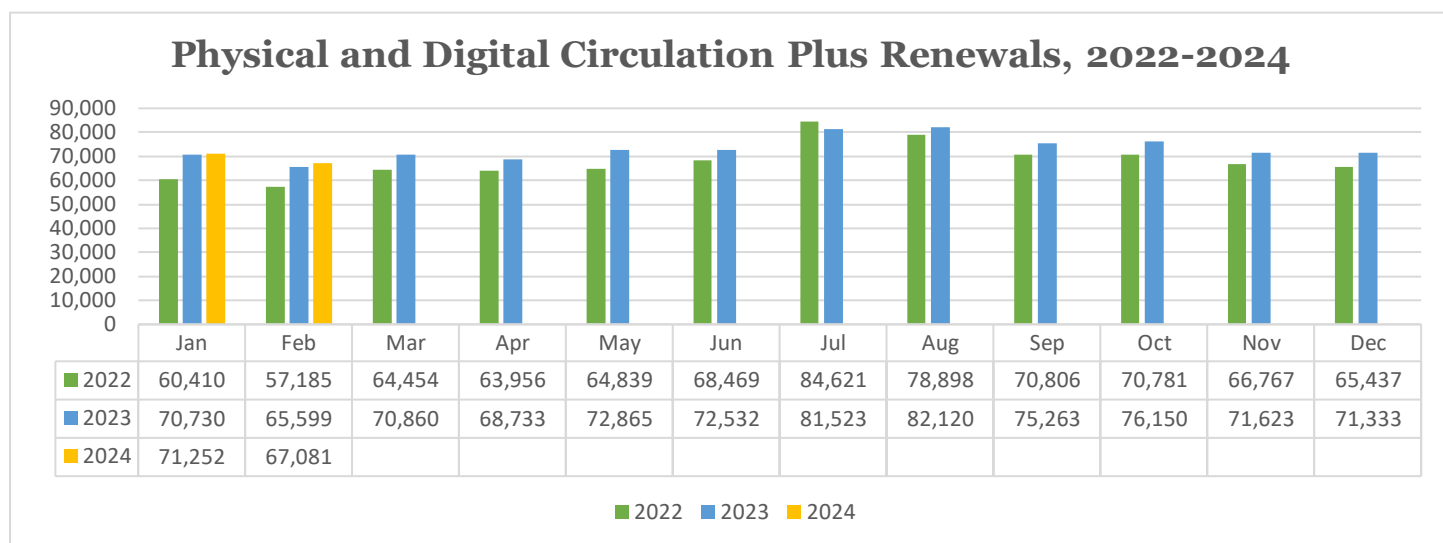
Clubs that met at the library this month included Storywriters on Monday, February 12; the Thursday Afternoon Book Club on February 15; By the Book Knitters on Tuesday, February 20; and the Monday Night Book Club on February 26.

PATRON FEEDBACK

- “It was an excellent program! Thank you, Art Broady! And Richland Public Library! Always a good time at the library!” [referring to the presentation about Dr. Martin Luther King, Jr.]
- “Thank you for such a great event. So many kids and families enjoyed the event!!!” [referring to our “Introduce a Girl to Engineering Day” program on February 22]

STATISTICS

TOTAL CIRCULATION

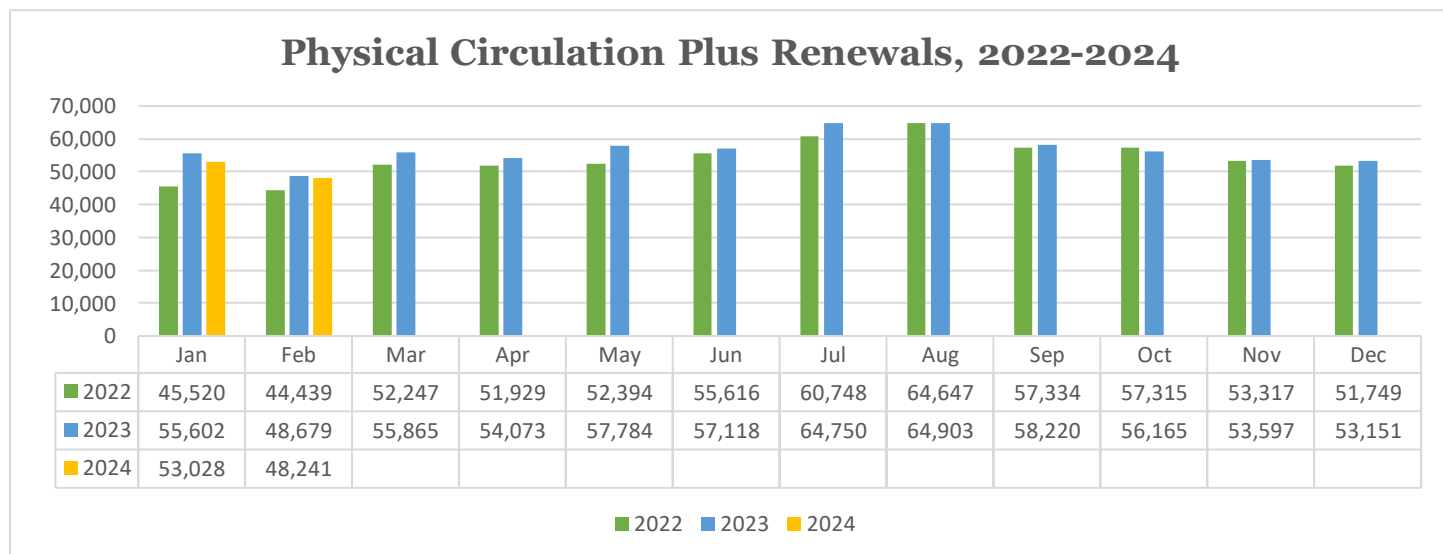


During February, our total physical plus digital circulation was 51,642 items, not including renewals. Of those, 32,802 (63.5%) were physical items and 18,840 (36.5%) were digital items obtained through Hoopla, Kanopy, Mango, and OverDrive. Kanopy plays and Mango sessions were counted in this total, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was down 4.4% compared to the 54,025 items checked out in January 2024. Digital circulation was up 3.4% compared to the 18,224 items checked out in January. We filled 3,466 requests for holds and had 14 scheduled curbside deliveries for 14 patrons.

Our patrons also renewed 15,439 physical items in February. Including these physical item renewals, our overall circulation was 67,081. That overall circulation was down 5.9% compared to the 71,252 items circulated in January 2024, but it was up 2.3% compared to the 65,599 items circulated in February 2023.

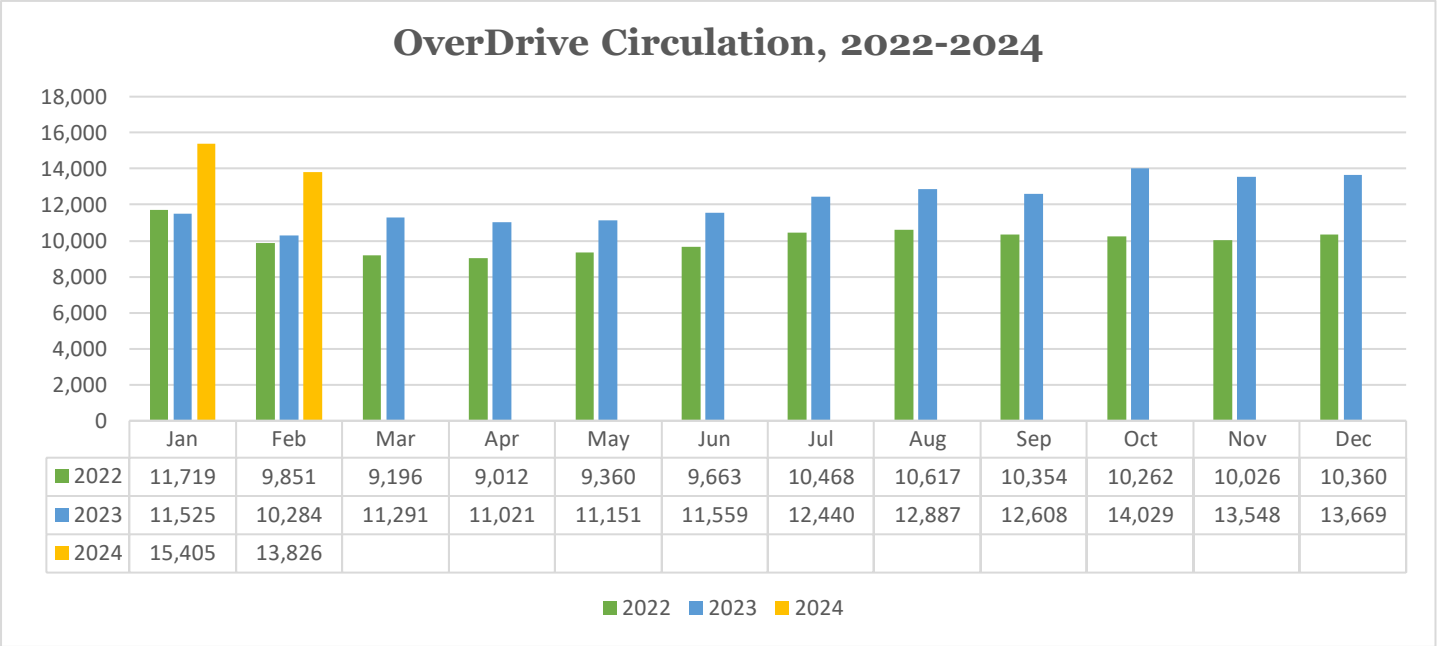
PHYSICAL CIRCULATION



Our patrons checked out 32,802 physical items in February and renewed 15,439 physical items, for a total of 48,241 items. That was down 9.0% compared to the 53,028 physical items checked out and renewed in January 2024, and it was down a modest 0.9% compared to the 48,679 items checked out and renewed in February 2023. The top ten categories that circulated this month were Adult Nonfiction (3,567 items), Children's Storybooks (3,416 items), Children's Chapter Book Fiction (3,223 items), Adult Movies (2,731 items), Children's Nonfiction (2,418 items), Adult Fiction 2nd Floor (2,215 items), Children's Graphic Novels (2,023 items), Children's Favorites on the Story Circle (1,627 items), Adult New Books (1,444 items), and Children's Easy Readers (969 items).

DIGITAL CIRCULATION

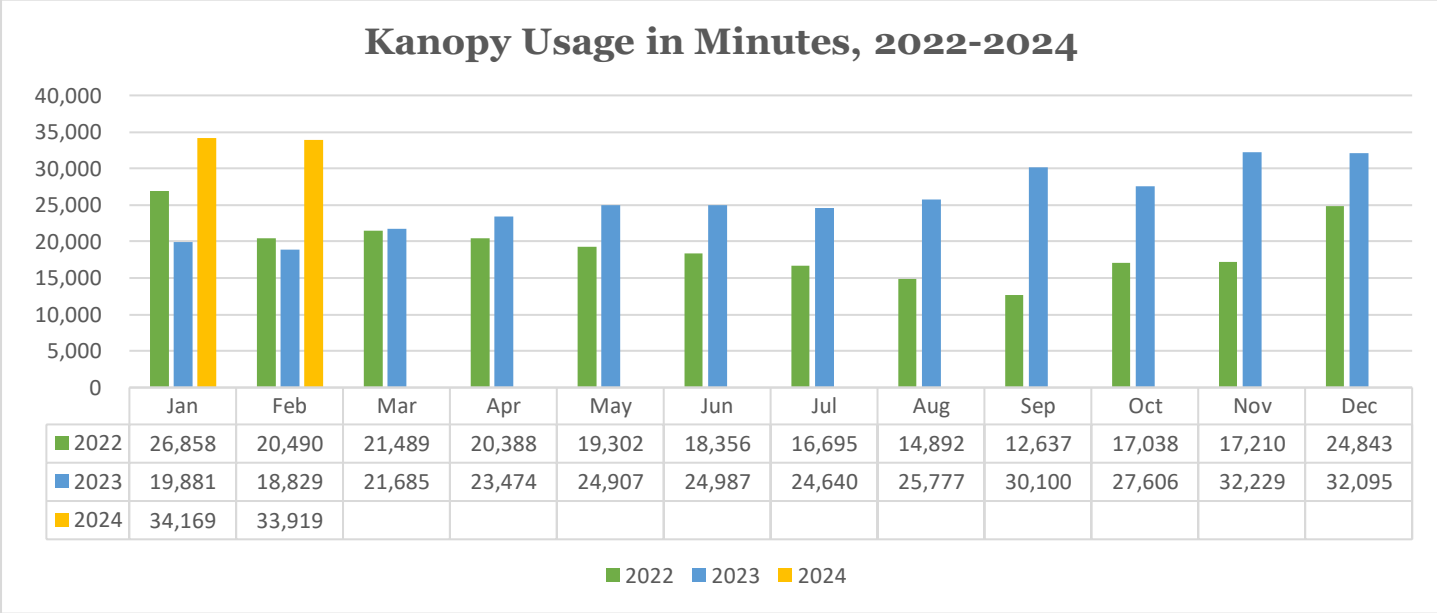
OverDrive



The 13,826 checkouts through OverDrive in February were down 10.3% compared to the 15,405 checkouts in January 2024, but they were up 34.4% compared to the 10,284 checkouts in February 2023.

This month’s checkouts included 6,376 e-books (which were 46.1% of the OverDrive items checked out), 5,328 audiobooks (38.5%), and 2,122 e-magazines (15.4%).

Kanopy

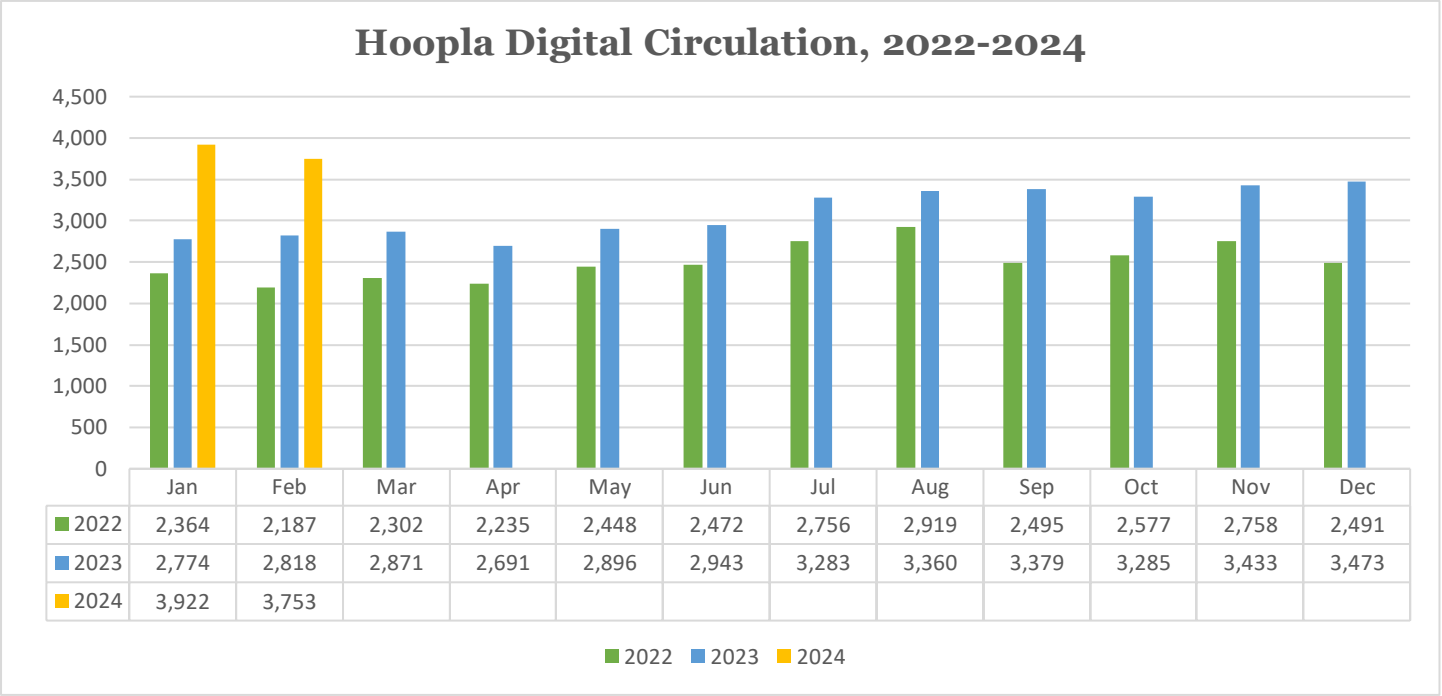


Our patrons viewed 33,919 minutes of Kanopy content during the month of February. That usage was down a modest 0.7% compared to the 34,169 minutes viewed in January 2024, but it was up 80.1% compared to the 18,829 minutes viewed in February 2023. Cardholders in the United States, Mexico, Austria, and Peru viewed content on Kanopy this month.

The top ten suppliers of content viewed on Kanopy this month were BBC Studios, PBS, The Great Courses, California Newsreel, MHz, Moonbug Entertainment, A24, Kino Lorber, IFC Studios, and Shout Studios. Content was viewed on mobile devices (34.2%), televisions (27.6%), tablets (21.3%), and desktops (16.9%).

DIGITAL CIRCULATION (CONTINUED)

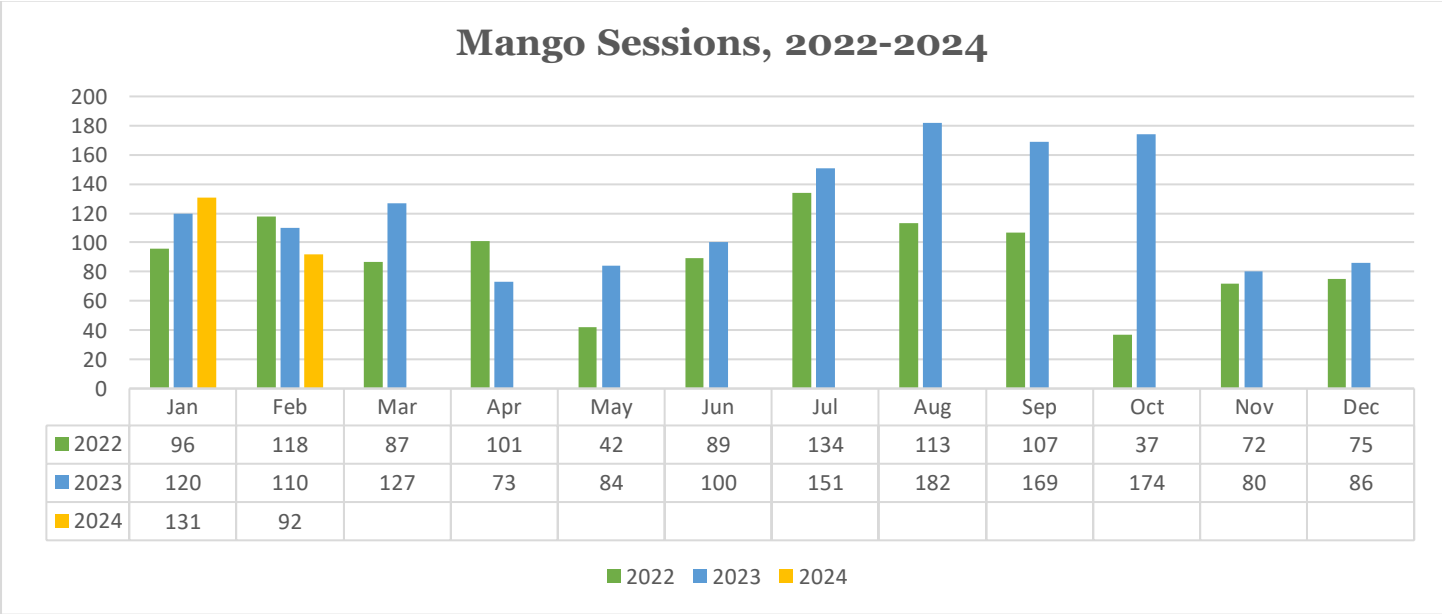
Hoopla



The 3,753 circulations in Hoopla during February were down 4.3% compared to the 3,922 circulations in January 2024, but were up 33.2% compared to the 2,818 circulations in February 2023. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 2,127 audiobooks (which were 56.7% of the Hoopla items checked out), 975 e-books and e-comics (26.0%), 512 movies and television shows (13.6%), 96 music items (2.6%), and 43 BingePasses (1.1%) this month.

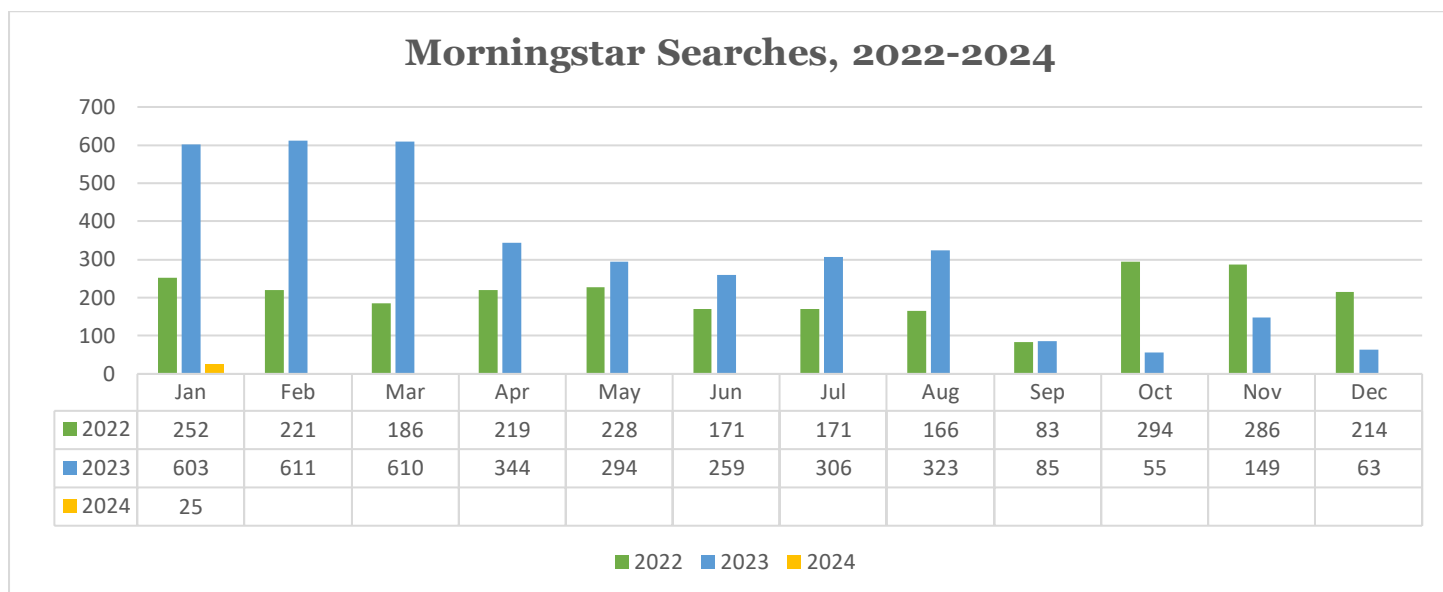
Mango



Our patrons had 92 total sessions in Mango for the month of February. That usage was down 29.8% compared to the 131 sessions in December 2023, and it was also down 16.4% compared to the 110 sessions in January 2023. The top ten languages studied this month were German; Spanish, Latin American; Russian; Japanese; Italian; Arabic, Levantine; French; Chinese, Mandarin; Greek, Modern; and Dutch.

OTHER DIGITAL SERVICES

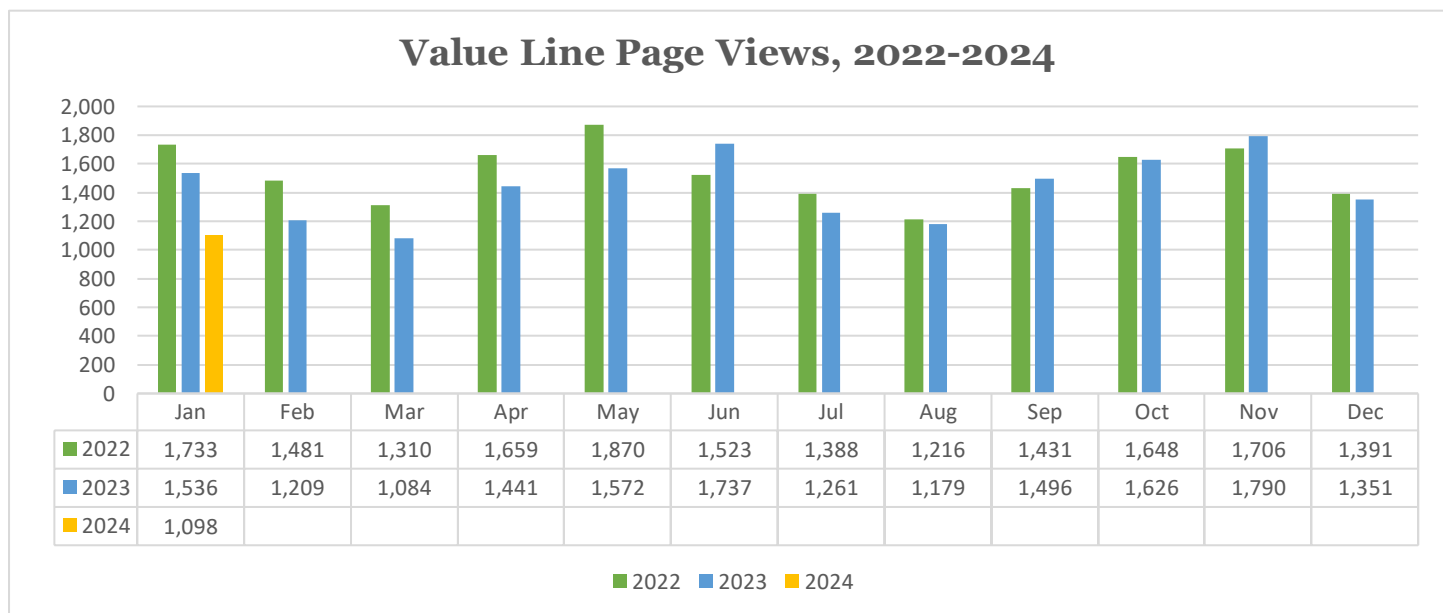
Morningstar



Our patrons conducted 25 Morningstar searches in January. That usage was down 60.3% compared to the 63 searches in December 2023, and it was also down 95.9% compared to the 603 searches that occurred in January 2023. Even with this decrease in usage, Morningstar continues to pair nicely with Value Line, giving our patrons a valuable combination of resources to use when researching their financial questions.

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

Value Line



The 1,098 Value Line page views in January were down 18.7% compared to the 1,351 page views in December 2023, and they were also down 28.5% compared to the 1,536 page views that occurred in January 2023. Even with this decrease in usage, 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 February, so we will include them in next month's board report.

OTHER DIGITAL SERVICES (CONTINUED)

NewsBank

The 1,859 NewsBank page views in February were up 34.1% compared to the 1,386 page views in January 2024, and they were also up 20.6% compared to the 1,542 page views that occurred in February 2023. NewsBank seems to be one of the more consistently used offerings in our database collection.

Patrons have been averaging 1,623 page views per month in 2024. That usage is up 10% compared to the 1,475 pages viewed on average per month in 2023, and it is up 26.9% compared to the 1,279 pages viewed on average per month in 2022.

OTHER STATISTICS

Gate Counts

Our total gate count for February was 16,852. Our busiest day was Tuesday, February 20, with 891 patrons logged the day after a holiday closure. We held or hosted several programs that day: Cereal (Serial) Book Club, By the Book Knitters, Evening Story Time, Meet Our Therapy Dogs, a Tri-City Cinephiles movie, and a Singing Strings Ukulele Club jam.

Interlibrary Loans

In February, we received a total of 204 interlibrary loan requests from other libraries. We sent 97 books to libraries during the month in response to their interlibrary loan requests.

We also sent 37 interlibrary loan requests to other libraries in February for 31 books and 6 audiovisual (A/V) items requested by our patrons. We received 32 books and 4 A/V items from other libraries in response to requests. We had 29 unique patrons request items this month, including one patron who requested 5 items and another patron who requested 4 items.

New Library Card Accounts

We created 320 new library card accounts in February. They included 258 resident cards, 44 nonresident cards, 11 limited access cards, 6 interlibrary loan accounts, and 1 local administrator account.

Public Internet Sessions

Patrons enjoyed 1,390 public internet sessions during the month of February, for a total of 1,145 hours and 13 minutes. The average session was 49 minutes long.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/12/2024

Agenda Category: Approval of Bills

Prepared By: Kylie Christian , Administrative Assistant

Subject:

March 2024 Claims for Payment

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the February 1, 2024 through February 29, 2024 claims for payment.

Summary:

This is a review and approval of the February 1, 2024 through February 29, 2024 claims for payment.

Attachments:

1. February 2024 Library Voucher Listing
2. February 2024 Payroll
3. 2024.03.12 Claims for Payment

Library Voucher Listing

Begin Date: 2/1/2024

End Date: 2/29/2024

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		1000354590	2/2/2024	320185	CATALOGING, METADATA, ILL SUBSCRIPTION1/2024- 12/24	\$15,045.55
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$15,045.55
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$87,526.00			YTD ACTUAL: \$35,364.74			YTD % USED: 40.40%		
INFORMATION TECHNOLOGY TOTAL:								\$15,045.55
	K8721000/4117	MOON SECURITY SERVIC		1219258	2/14/2024	320458	SERVICE CALL/PANIC TRANSMITTER INSTALL	\$906.48
	K8721000/4117	MOON SECURITY SERVIC		1229197	2/28/2024	320808	FIRE MONT, ALAMRNET, COMMERICAL MONITORING	\$160.98
EXPERT SERVICES TOTAL:								\$1,067.46
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$1,986.00			YTD ACTUAL: \$1,362.99			YTD % USED: 68.63%		
	K8721000/4201	FRONTIER		02/24 2061882614	2/16/2024	320531	TELEPHONE CHARGES 02/19/24-03/18/24.	\$101.38
	K8721000/4201	FRONTIER		02/24 5099433152	2/16/2024	320532	2/24 TELEPHONE CHARGES	\$1,011.76
TELEPHONE & COMM SVCS TOTAL:								\$1,113.14
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$20,304.00			YTD ACTUAL: \$3,833.52			YTD % USED: 18.88%		

Library Voucher Listing

Begin Date: 2/1/2024

End Date: 2/29/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4207	BANK OF AMERICA		013124	2/2/2024	9923	LIBRARY MERCHANT SERVICE FEES	\$173.57
MERCHANT SVC FEES TOTAL:								\$173.57
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$2,000.00			YTD ACTUAL: \$476.21			YTD % USED: 23.81%		
	K8721000/4504	XEROX CORP		020662351	2/14/2024	320504	7HB-469027 FEBRUARY 2024 BASE CHARGE	\$10.87
	K8721000/4504	XEROX CORP		020662361	2/14/2024	320504	3UA-295134 JANUARY 2024 BASE CHARGE	\$242.53
	K8721000/4504	XEROX CORP		020662362	2/14/2024	320504	3UA-295169 JANUARY 2024 BASE CHARGE	\$167.94
	K8721000/4504	XEROX CORP		020662363	2/14/2024	320504	3UA-295258 JANUARY 2024 BASE CHARGE	\$348.43
	K8721000/4504	XEROX CORP		020662364	2/14/2024	320504	3UA-296344 JANUARY 2024 BASE CHARGE	\$336.99
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$1,106.76
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$11,613.00			YTD ACTUAL: \$1,117.63			YTD % USED: 9.62%		
	K8721000/5301	WA STATE DEPARTMENT		DOR 01/2024	2/23/2024	9953	COMBINED EXCISE TAX - JANUARY 2024	\$35.49
STATE TAXES TOTAL:								\$35.49
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$35.49			YTD % USED: 3.48%		
LIBRARY ADMINISTRATION TOTAL:								\$3,496.42
	K8722100/3401	MIDWEST TAPE		504993564	2/2/2024	320182	JANUARY 2024 HOOPLA	\$8,774.95

Library Voucher Listing

Begin Date: 2/1/2024

End Date: 2/29/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	BLACKSTONE AUDIOBOOK		2140170	2/28/2024	320747	LIBRARY COLLECTION - AV/MEDIA	\$291.29
LIBRARY RESOURCES TOTAL:								\$9,066.24
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$398,027.00			YTD ACTUAL: \$110,405.36			YTD % USED: 27.74%		
	K8722100/3402	HOGTOWN MASCOTS INC	22300875	U23-1441	2/9/2024	320349	LIBRARY MASCOT	\$3,621.91
LIBRARY PROGRAMMING TOTAL:								\$3,621.91
LIBRARY PROGRAMMING - YTD INFORMATION								
BUDGET: \$20,000.00			YTD ACTUAL: \$5,568.88			YTD % USED: 27.84%		
	K8722100/4107	SPORTSENGINE INC		41859	2/16/2024	320554	BACKGROUND CHECKS - LIBRARY	\$37.00
OTHER PROFESSIONAL SERVICES TOTAL:								\$37.00
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$1,227.00			YTD ACTUAL: \$149.13			YTD % USED: 12.15%		
LIBRARY PUBLIC SERVICE TOTAL:								\$12,725.15
LIBRARY NON-FACILITIES TOTAL:								\$31,267.12

Library Voucher Listing

Begin Date: 2/1/2024

End Date: 2/29/2024

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		01/2024 JAN	2/24/2024	50000	CITY UTILITY BILLS/JAN 2024	\$3,144.17
UTILITIES TOTAL:								\$3,144.17
UTILITIES - YTD INFORMATION								
BUDGET: \$57,000.00			YTD ACTUAL: \$3,144.17			YTD % USED: 5.52%		
LIBRARY FACILITIES TOTAL:								\$3,144.17

CITY OF RICHLAND

LIBRARY EXPENDITURE

February 2024

Month/Year

PAY PERIODS From January 15, 2023 to February 25, 2024

GROSS SALARIES \$ **157,505.11**

	Gross Wages	Total
WEEK OF: <u>02/01/24</u>	<u>53,355.04</u>	<u>53,355.04</u>
WEEK OF: <u>02/15/24</u>	<u>51,789.36</u>	<u>51,789.36</u>
WEEK OF: <u>02/29/24</u>	<u>52,360.71</u>	<u>52,360.71</u>
TOTAL	<u><u>157,505.11</u></u>	<u><u>157,505.11</u></u>



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

MARCH 2024

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 \$ \$188,772.23 this 12th day of March, 2024.

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

Voucher Listings	Amount
February 01, 2024 thru February 29, 2024	\$31,267.12
Transfer Advice (Salaries)	
Salaries for the weeks of: January 15, 2024 thru February 25, 2024	\$157,505.11
MONTHLY EXPENSES	\$188,772.23

Comments: COR Voucher Listing
COR Library Expenditure

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/12/2024

Agenda Category: New Business

Prepared By: Joe Schiessl, Deputy City Manager

Subject:

City of Richland Strategic Plan Overview

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

Deputy City Manager Schiessl will present the City of Richland's Strategic Plan. The Strategic Plan can be found on the City of Richland's website [here](#).

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/12/2024

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Art Sculpture Placement

Department:
Parks & Public Facilities

Recommended Motion:
Discuss and vote on final placement of the sculpture.

Summary:
Review of the final placement of the sculpture the City has received as a donation at the Library. The Library Board and Art Commission will decide on the final placement.

Attachments:
I. Sculpture Location











LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/12/2024

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Annual Report to Council Draft

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
This is a discussion and review of the 2023 annual report to Council.

Attachments:
I. Annual Report to Council 2023



Richland Public Library Board of Trustees 2023 Operating Report

Our Board of Trustees

Lindsay Lightner, Chair

Karen Buxton, Vice-Chair

Cara Hernandez, Member

Linda Isakson, Member

Tyler Pickel, Member

Sandra Kent, City Council Liaison





Public Programming



Community Engagement & Outreach





Community Engagement Highlights

- We launched "Dive Into Summer" in June, uniting City departments, community groups, and the Library to showcase summer activities across Richland.
- We also experimented and expanded on other key Library programs, including our Family Game Day, Sweater Weather event, Holiday crafting programs, and recurring clubs.
- The Library supplemented its offerings with diverse self-directed programs including year-round reading challenges, engaging displays, and creative take-and-make activities.
- We developed a newly strengthened relationship with the Richland School District and worked together on the grant-funded Prime Time Story Time for students and their families. We visited schools for outreach and invited classes to the Library for field trips.
- We made efforts to be an effective community interface for other City of Richland departments. The Library featured Recreation, Police, Fire, Public Works, and Economic Development in events this year. Local government partners Port of Benton and District 8 State Legislators hosted community education programs in our Gallery.

2023 Community Engagement

Output	2022 Total	2023 Total	Trend
Program and Outreach Activities	879	825	- 6.1%
Program and Outreach Attendees	30,562	42,951	+ 40.5%
Reading Challenge Participants	2,327	2,550	+ 9.6%
Social Media Followers	7,139	9,091	+ 27.3%
Lobby Exhibits	30	38	+ 26.7%
Gate Count	156,477	187,175	+ 19.6%





Technical Services Highlights

- The elimination of overdue fines in 2022 is believed to have contributed to our circulation (9.6%), gate count (19.6%), and program attendance (48.2%) increases in 2023.
- The elimination of ILL fees has also led to an increase (49.3%) in ILL requests.
- We continued to expand our offerings through Tumbleweed Tourist, a digital service that allows residents to visit regional attractions for free. We now have 14 attractions in our collection.
- We added to our start-up collection of the increasingly popular Board Games.
- We prepared for our planned collection initiatives. This work included major database cleanup for the implementation of Marcive, research into light novels and anime in preparation for their purchase in 2024, researching the addition of a Spanish language collection, and coordinating a new look for our public-facing catalog.

2023 State of the Collection

- 163,964 physical items in the collection
- 9,308 items added in 2023
- 193,307 digital holdings
- 357,271 total physical & digital holdings
- 13 available databases





2023 Circulation Statistics

Output	2022 Total	2023 Total	Trend
Physical Circulation & Renewals	645,937	688,192	+ 6.5%
Digital Circulation	159,348	194,673	+ 22.2%
Total Circulation	805,285	882,865	+ 9.6%
Holds Filled	41,713	43,055	+ 3.2%
InterLibrary Loans Sent	614	743	+ 21.0%
InterLibrary Loans Received	211	315	+ 49.3%
Database Usage	79,818	124,218	+ 55.6%





User Experience Highlights

- Renovations to the Collaboratory, formerly known as the STEAM Space, were completed in 2023. The Collaboratory is used as our main programming space. We renovated the interior and added an exterior patio for additional functionality. When not in use for programming, patrons can use this space to study and work together.
- We worked to create a welcoming Teen Reactor space. This is a space teens can call their own and features computers, games, and comfortable seating. Funded by a \$10,000 community donation in honor of Hanford worker Jerry Lorenzen, this space opened in early 2024.
- We upgraded our public computers and print management systems for our patrons to facilitate ease of use. This included the ability for Library cardholders to receive \$3.50 in free printing or copying each week.
- New City of Richland employees can now receive a card during onboarding with HR. CBC students can now apply for, and receive, Richland Public Library cards at CBC.
- The AV system in the Doris Roberts Gallery has been upgraded to enhance its use by community groups.

2023 General Statistics

Output	2022 Total	2023 Total	Trend
New Library Cards	3,641	4,030	+ 10.7%
Reference Questions	18,345	25,545	+ 39.2%
Meeting Room Uses	544	853	+ 56.8%
Study Room Uses	1,199	1,650	+ 37.6%
PC Sessions	11,286	15,888	+ 40.8%
Volunteer Hours	4,502	4,592	+ 2.0%
Wi-Fi Session Uses	42,100	71,050	+ 68.8%



2023 Finances

Summary of Year:

- General Fund Budget: \$2,759,114
- Capital Budget: \$253,832
- Total of Expenditures: \$2,867,533
- End of Year Balance: \$145,413

Supplemental Grant and Support
Organization Revenues: \$72,065

**Estimated value of Library services utilized by
residents in 2023 equals \$12,108,798!**

Notable Expenditures:

- Staff Salary, Wages, and Benefits: \$1,914,495
- Physical Collections: \$163,443
- Digital Collections: \$193,640
- Total Collections: \$357,083



Behind the Scenes in 2023

- The Library began a process of optimizing our resource allocation. We redesigned our weekly schedules and position duties, making for a more streamlined operation.
- Our onboarding process went through a major overhaul, creating a consistent experience for all new employees.
- We introduced the Library SharePoint site, which has been tremendously helpful in being a central source for staff. Operational guides, reporting facility issues, accessing rule violation summaries, and posting announcements are now in one place.
- We shifted our reporting structure to allow for one Supervisor to manage our entire Community Engagement team. The coordinated effort from this team has made for a great 2023.
- We digitally preserved our Alphabet Home blueprints and documents, which are now digitally available on the Washington State Library website.





2024 Action Plan Items

- Complete the planned facility improvements - open the Teen Reactor, construct the new outdoor space, update wayfinding, and install the donated outdoor sculpture.
- Assess future options for improved exhibit and study space infrastructure.
- Implement efforts to enhance the Library's virtual presence – Library app, new user-friendly catalog, new event calendar, new room booking interface.
- Maximize resource allocation through staff development, online cross training interface, AI utility assessment, and volunteer process improvements.
- Place a focus on expanding programming and outreach to Richland seniors.
- Continue to develop key partnerships from 2023, including the Richland School District.
- Connect with faith-based organizations to identify areas of mutual support.

