



Agenda
Library Board Meeting
Tuesday, April 9, 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. April 9, 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. March 12, 2024 Library Board Meeting Minutes

Richland Public Library Staff Updates:

3. RPL Staff Update
 - Michael Scarfo, Library Supervisor
4. April 2024 Library Manager's Report
 - Christopher Nulph, Library Manager

Approval of Bills: (Approved by Motion)

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

Unfinished Business:

New Business:

6. Agenda for Three Boards Meeting
 - Christopher Nulph, Library Manager

Agenda Items for Upcoming Board Meeting:

Adjournment

**The next Library Board Meeting is Library Board Special Meeting Monday May 6, 2024
Library Board Regular Meeting Tuesday, May 14, 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: 4/9/2024

Agenda Category: Approval of Minutes

Prepared By: Kylie Christian , Administrative Assistant

Subject:

March 12, 2024 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the 03-12-2024 meeting minutes.

Summary:

The draft of the 03-12-2024 Library Board Meeting Minutes is included for consideration.

Attachments:

I. 2024.03.12 Library Board Meeting Minutes



MINUTES

Richland Public Library Board

Library Conference Room A – 955 Northgate Drive

March 12, 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 5:30 p.m.

Attendance

Chair Lightner, Vice-Chair Buxton, Board Members Hernandez, Isakson, and Pickel were present. Also present were Council Liaison Kent, Library Manager Nulph, Administrative Assistant Christian, Deputy City Manager Schiessl, Community Engagement Librarian Talbott, Parks and Recreation Manager Piper, and Council Member Whitten.

Approval of Agenda

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

Public Comments

There was no member of the public present.

Approval of Minutes

2. Chair Lightner asked for a motion to approve the minutes of the February 13, 2024 meeting. Board Member Hernandez moved and Vice-Chair Buxton seconded the motion to approve the minutes of February 13, 2024 as is. The motion carried 4-0.

Richland Public Library Updates:

3. Community Engagement Librarian Johanna Talbott shared program highlights so far in 2024.
4. Library Manager Nulph shared library updates and statistics for the month of February.

Approval of Bills

5. Vice-Chair Buxton moved and Board Member Hernandez seconded the motion to approve the certification of claims for payment for March 2024 in the amount of \$188,772.23. The motion carried 5- 0.

Unfinished Business

There was no unfinished business on the agenda.

New Business

6. Deputy City Manager Schiessl provided an overview of the City of Richland's Strategic Plan for 2024-2026.
7. The placement for the art sculpture that was donated to the City of Richland was discussed and agreed upon. Vice-Chair Buxton moved, and Board Member Isakson seconded the motion to approve the placement of the art sculpture. The motion carried 5-0.
8. The draft of the annual report to City Council was presented. The Library Board will present to Council in April 2024.

Agenda Items for Upcoming Board Meeting

Adjournment

Chair Lightner adjourned the meeting at 7:10 P.M.

APPROVED:

ATTEST:

Lindsay Lightner, Library Board Chair

Kylie Christian, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/9/2024

Agenda Category: Richland Public Library Staff Updates

Prepared By: Michael Scarfo, Library Supervisor

Subject:
RPL Staff Update

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
User Expericence Supervisor Michael Scarfo will speak to the Board about his position at RPL.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/9/2024

Agenda Category: Richland Public Library Staff Updates

Prepared By: Christopher Nulph, Library Manager

Subject:

April 2024 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

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

Attachments:

1. 2024.04.09 Library Manager's Report
2. 2024.04.09 Library Statistics



LIBRARY MANAGER'S REPORT

Richland Public Library Board

April 9, 2024

State of Library Services

The library has installed the original Horse Heaven Hills mural that was in place at the library prior to its renovation. The mural has been on display at WSU Tri-Cities for the last decade plus. In the library, the mural originally hung above the Collaboratory, but has been moved to the opposite wall above the service desk.

The library app has gotten off to a successful start with positive feedback from patrons and staff. We already have over 700 users and over 4,500 catalog searches in the last month since being released.

The Columbia Gorge Museum in Stevenson, WA has been added to Tumbleweed Tourist. The museum offers free admission for up to 6 people. We are currently looking at potential attractions to add for the summer season.

The statue that was approved for placement in the last meeting is projected to be installed by the end of April.

The outdoor space is currently between our engineers and architects working on the final renderings for the space before bid.

The Conference Room B TV has been replaced by a larger TV. This has been replaced due to damage of the older TV by a user. Conference Room A will soon have a larger TV to match Conference Room B. We will look to take the working TV from Conference Room A to place in a study room, giving additional functionality to this service.

Program highlights from the month include:

- The Drawathon took place the first weekend in March and covered the Collaboratory with paper for patrons to express their creativity. The event featured free drawing, prompts, and instructor led activities. We had over 200 participants and the room was covered in drawings by the end of the event.
- Authors Lisa and Matt McMahon visited the library to talk to kids about their works. This event was in coordination with Cavalcade of Authors, which is looking to make a return in 2025. We had 62 patrons in attendance for this event.
- We had two lectures discussing the role of women in the Manhattan Project. The Hanford Girl program on 3/11 discussed the lives of woman performing support roles and the Barbenheimer program on 3/21 discussed the role of female scientists in the Manhattan project. Each program met capacity for the room with over 100 people in attendance at each event.
- Storytime on 3/22 featured Detective Doss from the RPD and was another crowd favorite in our storytime guest speaker series. There were 124 in attendance for this event.

Friends of the Library Update

The Friends continue to reorganize duties within the group. Diana will continue to manage the bookstore while David Rose will be taking on the role of volunteer coordination.

Library Foundation

The Foundation has continued to pursue awarding two \$1,500 scholarships each year. They are having ongoing discussions for details and implementation of this.

Staffing Updates

Chris Waite will be the new Director of Parks and Public Facilities. He will begin at the end of April.

Luca McMahon was hired as an intermittent Library Assistant.

Library Statistics

We typically see a rise in most usage stats in March. Our gate count for this month reflects this trend with an increase of over 3,000 people from February. Gate counts overall continue to be notably higher than 2023. Continuing to track meeting room use as one of the main leaders in this increase, we saw over 100 room uses for the month. Looking back at our history, I could not find another month that exceeded 100 room uses. Physical circulation continues to closely follow 2023 trends, demonstrating that meeting room use is likely the primary driver of this increase.

Digital statistics continue their steady rise over the past several months. We believe that Aspen Discovery and the library app will likely contribute to this trend. Both of these new resources make browsing and accessing our digital collection more user friendly for those interested in browsing all of the formats the library has to offer. We will continue to monitor how these new services impact how patrons interact with our collection.

RICHLAND PUBLIC LIBRARY

March 2024 Statistics Report for the April Board Meeting



SUMMARY

We hosted or held many programs in March, including the following:

- Draw-A-Thon from Friday, March 1, through Sunday, March 3
- An author visit from Lisa and Matt McCann on Wednesday, March 6
- “The Hanford Girl: Vibrant, Vivacious, and Vital” presentation by the B Reactor Museum Association on Monday, March 11
- “Build It: Handy Caddy” program on Tuesday, March 12
- “The Accidental Artist: My Life with a Camera” presentation by photographer Scott Butner on Thursday, March 14
- “March Madness Mascots” on Saturday, March 16
- A performance by the Swallowtail Irish Band on Saturday, March 16
- “Pictures in the Park” for teens on Sunday, March 17
- “The Real Barbenheimer: Women of the Manhattan Project” presentation by the Society of Women Engineers on Thursday, March 21
- Story Time with the Richland Police Department on Friday, March 22
- “My 360 Perspective on TBI” presentation by Kadlec Community Health on Friday, March 22
- “Fix It: Book Art” program on Tuesday, March 26
- “The Dream ... We Almost Never Heard” repeat performance by Arthur Broady on Wednesday, March 27

Our Cereal (Serial) Book Club for fourth through sixth graders met on Tuesday, March 26, to discuss the *Keeper of the Lost Cities* series by Shannon Messenger. The Tri-City Cinephiles Club showed *Willy Wonka & the Chocolate Factory* (1971) on Monday, March 25. We also held a “March Madness Movie Marathon” on Saturday, March 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; Singing Strings Ukulele Club teen/adult jam sessions on two Tuesdays, March 5 and 19; Team Battelle Math Tutoring on four Saturdays, March 2, 9, 16, and 23; an LGBTQIA+ Craft Social on Monday, March 18; Preschool STEAMplay sessions on three Fridays, March 1, 15, and 29, and on Wednesday, March 20; and a STEAMkids session on Thursday, March 7.

We released a brand-new Richland Public Library app for Apple and Android phones in mid March, giving patrons increased access to our services.

MARCH STATISTICS

- Overall Circulation with Renewals: **75,835**
- Digital Circulation: **20,898**
- Physical Items Checked Out: **36,995**
- Physical Items Renewed: **17,942**
- Holds Filled: **3,453**
- Hoopla Circulation: **4,207**
- Kanopy Circulation: **38,271 minutes, 1,489 plays**
- Mango: **66 sessions**
- OverDrive Circulation: **15,136**
- New Library Card Accounts: **407**
- Gate Count: **20,061**
- Busiest Day: **1,381 (March 20)**

CHILDREN'S PROGRAMS

Story Times at the Library

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

Story Time with the Richland Police Department

Our March 22 story time featured a special guest: Detective Doug Doss of the Richland Police Department. Detective Doss read to the children and also spent time talking about his police vest and camera. This was an extremely popular program, with 124 patrons attending.

STEAMplay and STEAMkids

Kelly held STEAMplay sessions from 11 a.m. to 12:30 p.m. on three Fridays, March 1, 15, and 29, and on Wednesday, March 20. We had 86, 51, 71, and 47 patrons attend, respectively. She also held a STEAMkids session from 1 to 3 p.m. on Thursday, March 7, with 61 patrons attending.

Visiting Authors Lisa and Matt McMann

We hosted a visit from two middle-grades authors, Lisa and Matt McMann, in the Gallery from 3:30 to 4:30 p.m. on Wednesday, March 6. Our Facebook post after the event said, "We learned about character development, great plots, and to never give up on our writing! Thank you so much to the Cavalcade of Authors for making this author visit possible!" We had 62 patrons attend.

Cereal (Serial) Book Club

Our Cereal (Serial) Book Club for fourth through sixth graders met from 4 to 5 p.m. on Tuesday, March 26. This month, Librarian Johanna led the group as they discussed *Keeper of the Lost Cities* by Shannon Messenger.

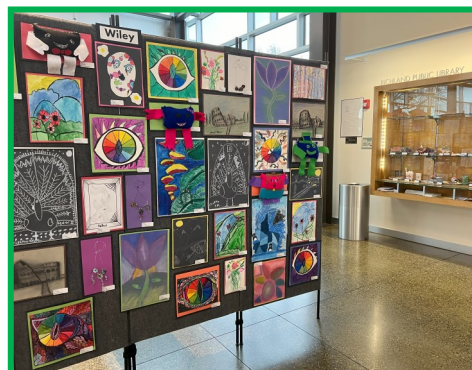
Richland School District Lobby Art Display

We hosted a display of artwork by Richland elementary students during the month of March. The Richland School District held three open houses for the artists and their families. One was held on our busiest day, March 20, which had a gate count of 1,381.

TEEN PROGRAMS

Pictures in the Park

Teen Services Librarian Alyssa and Library Supervisor Michael held a "Pictures in the Park" program from 1:30 to 3 p.m. on Sunday, March 17. Our calendar said, "Join us in Leslie Groves Park for a quick photography lesson! We will discuss phone cameras versus digital cameras and more! Different types of cameras will be provided including a polaroid camera for use." Seven teens attended.



PATRON FEEDBACK

- “This is amazing!” [referring to the author visit from Lisa and Matt McMann on March 8]
- “This was fascinating! Thanks so much.” [referring to “The Hanford Girl” presentation by the B Reactor Museum Association on March 11]
- “We love Ruby!! She’s looking pretty stylish too!!!”
- “I really enjoyed this!” [referring to “The Real Barbenheimer” presentation by the Society of Women Engineers on March 21]
- “That’s quite a crowd! Love that RPD is doing this.” [referring to Story Time with the Richland Police Department on March 22]



ALL-AGES PROGRAMS

Draw-A-Thon

From March 1 through 3, Adult Services Librarian Gavin and other library staff held a Draw-A-Thon craft program in the Collaboratory for patrons of all ages. Countertops, tables, and walls were covered with butcher paper so that patrons could draw all over them. Patrons were encouraged to participating in free drawing each day with a variety of prompts. Other activities included a drop-in drawing challenge, drawings by request, a stick figure fashion show, animal quick sketch sessions, an “add to our drawing” challenge, and blind contour drawing. We had approximately 210 patrons participate.



Singing Strings Ukulele Club

Johanna held Singing Strings Ukulele Club teen and adult jams from 6:30 to 8 p.m. on two Tuesdays, March 5 and 19.

“The Hanford Girl: Vibrant, Vivacious, and Vital”

The B Reactor Museum Association gave a presentation called “The Hanford Girl: Vibrant, Vivacious, and Vital” from 6:30 to 8 p.m. on Monday, March 11, in the Doris Roberts Gallery. Our calendar invitation said, “In 1943 and beyond women answered the call to participate in the war work in the hot, dry, and dusty conditions of southeastern Washington at the Hanford Engineer Works. Their contributions were largely unknown; their names (almost!) lost to history. Join us as we honor the women who supported the mission. With backgrounds as diverse as the roles they played, these women embodied the ‘Spirit of H.E.W.’ and saw the job through.” One hundred and thirty-nine people attended.



Beanstack Challenge for March

We held a “March Madness Mascots” reading challenge on Beanstack from February 26 through March 31. Patrons were encouraged to log reading hours and complete recommended activities to earn badges and win a prize bag.



ALL AGES PROGRAMS (CONTINUED)

Build It, Fix It, Makes You Stronger

Library Assistant Mary held a “Build It: Handy Caddy” craft program from 6 to 8 p.m. on Tuesday, March 12. Patrons learned to build a multipurpose caddy that can be used for tools, craft supplies, and much more. We had 24 patrons attend this session.

Mary also held a “Fix It: Book Art” program from 6 to 8 p.m. on Tuesday, March 26, with help from Library Assistant Maira. We had 15 patrons attend this session.

“The Accidental Artist: My Life with a Camera” Presentation

In March, we hosted the second session of a new series called “For the Love of Art.” In this series, presented by Art Works Northwest, local artists give one-hour lectures about art-related topics and answer questions from participants. This month, local photographer Scott Butner gave a presentation called “The Accidental Artist: My Life with a Camera” from 6 to 7 p.m. on Thursday, March 14. Thirty-three patrons attended.

March Madness Tournament of Books

Librarian Supervisor Michelle asked patrons and library staff to nominate their favorite books for our “March Madness Tournament of Books.” She then created a poster with a playoff-type bracket pairing books together, and we asked patrons to vote on Facebook or in person at the library for their favorite book in each matchup. In-person voters were eligible to enter a weekly drawing to win a basketball. By late March, we were down to the final four books in the competition.

“March Madness Mascots” Program

Michelle and Johanna held a “March Madness Mascots” program for patrons of all ages from 11 a.m. to 1 p.m. on Saturday, March 16. Our calendar invitation said, “Create a mascot for your favorite March Madness Tournament of Books contender! Even books need a little support from their fans, so join us to come up with the perfect mascot for the book you hope will win our tournament. Special prizes will be given to those who create a logo for the book that eventually wins our tournament.” We had 32 patrons attend this fun program.

“The Real Barbenheimer” Presentation

The Society of Women Engineers gave a presentation called “The Real Barbenheimer: Women of the Manhattan Project” from 5:30 to 8:30 p.m. on Thursday, March 21, in the Doris Roberts Gallery.

Our calendar said, “We have all heard of J. Robert Oppenheimer and Enrico Fermi, but what about Leona Woods Marshall Libby, Lilli Hornig, Floy Agnes Lee, Frances Dunne, or the Calutron Girls? From the discovery of nuclear fission to the creation of nuclear weapons, women played many critical and often overlooked roles in the secret government program that helped end World War II. This presentation will highlight the accomplishments of women scientists and engineers during the Manhattan Project.” One hundred and eleven patrons attended.



ALL-AGES PROGRAMS (CONTINUED)

“My 360 Perspective on TBI” Presentation

We hosted a special presentation by Kadlec Community Health from 1 to 2 p.m. on Friday, March 22. Our calendar invitation said, “Dr. Cheryle Sullivan will present from her perspectives as a family physician, family member of two parents with Traumatic Brain Injuries (TBI), TBI survivor, and full-time caregiver of a parent who was a TBI survivor.” Thirty-six patrons attended.

“The Dream ... We Almost Never Heard” Presentation

Arthur Broady gave a repeat performance of his well-received presentation about Dr. Martin Luther King, Jr., from 7 to 8 p.m. on Wednesday, March 27. Forty-six patrons attended.

March Madness Movie Marathon

Michelle and Johanna held a drop-in “March Madness Movie Marathon” from 10 a.m. to 4 p.m. on Saturday, March 30, in the Doris Roberts Gallery. Movies shown included *Hoosiers* (1986), *Air Bud* (1997), and *Space Jam: A New Legacy* (2021).



Salmon in the Classroom

We continued to raise young salmon fry for the Salmon in the Classroom program. Our Facebook update on March 15 said, “Check out our small fry! We're still about a month out from release day but things are going well. The fry are fed several times a day and staff continue to monitor temperature and water to ensure our chinook salmon get the best possible chance of survival.”

Richland Public Library App

In mid March, we debuted a new Richland Public Library app for Apple and Android phones. Our Facebook post said, “With this app, you can search the library catalog, place holds, manage multiple card holders, and even get your digital library card. Don't miss out on our programs with easy access to our event calendar, the ability to add events to your calendar, and opt-in library updates. Enjoy central access to our digital resources, check out free attraction passes, and join our reading challenges. You can even renew your library card, reserve a meeting room, and connect with your library in many other ways.” Patrons are enjoying the new app.

ADULT PROGRAMS

LGBTQIA+ Craft Social

Gavin held our monthly LGBTQIA+ Craft Social in the Collaboratory from 6:30 to 8:30 p.m. on Monday, March 18. Thirty patrons attended.

Tri-Cities Cinephiles Club: *Willy Wonka and the Chocolate Factory*

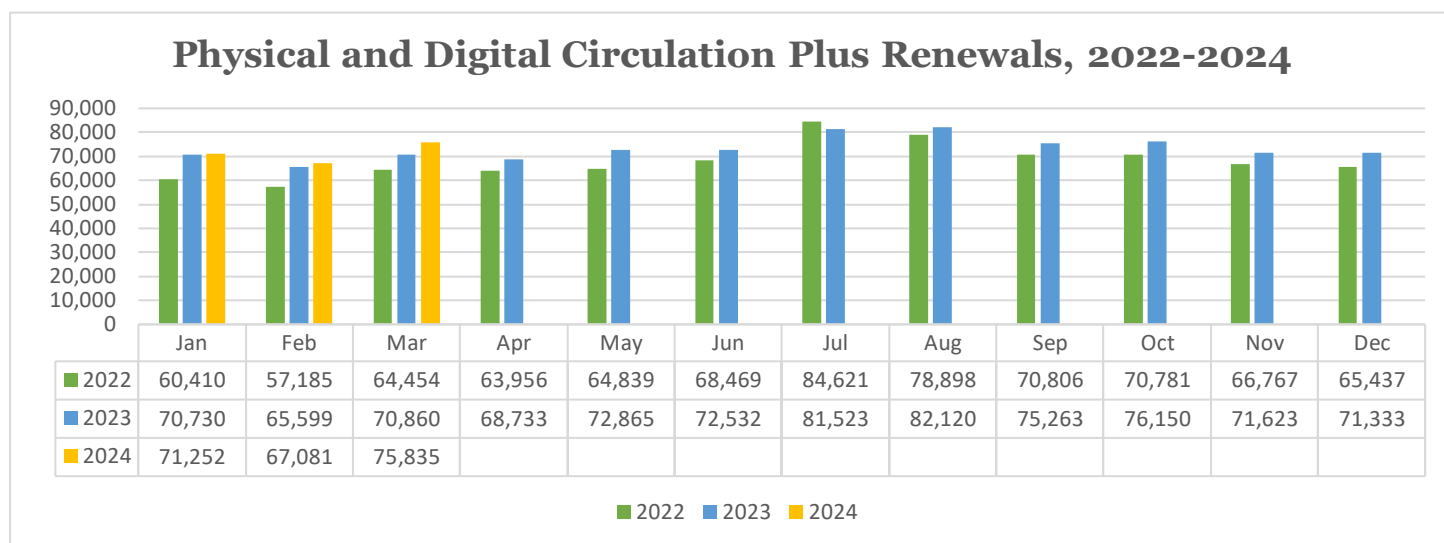
The Tri-Cities Cinephiles Club held a showing of *Willy Wonka & the Chocolate Factory* (1971) for patrons of all ages from 6:30 to 8:30 p.m. on Monday, March 25. Twenty patrons attended.

Local Book, Writing, and Craft Clubs

Clubs that met at the library this month included Storywriters on Monday, March 11; Quilting in the Library on Thursday, March 14; the Monday Night Book Group on March 18; By the Book Knitters on Tuesday, March 19; and the Thursday Afternoon Book Club on March 21.

STATISTICS

TOTAL CIRCULATION

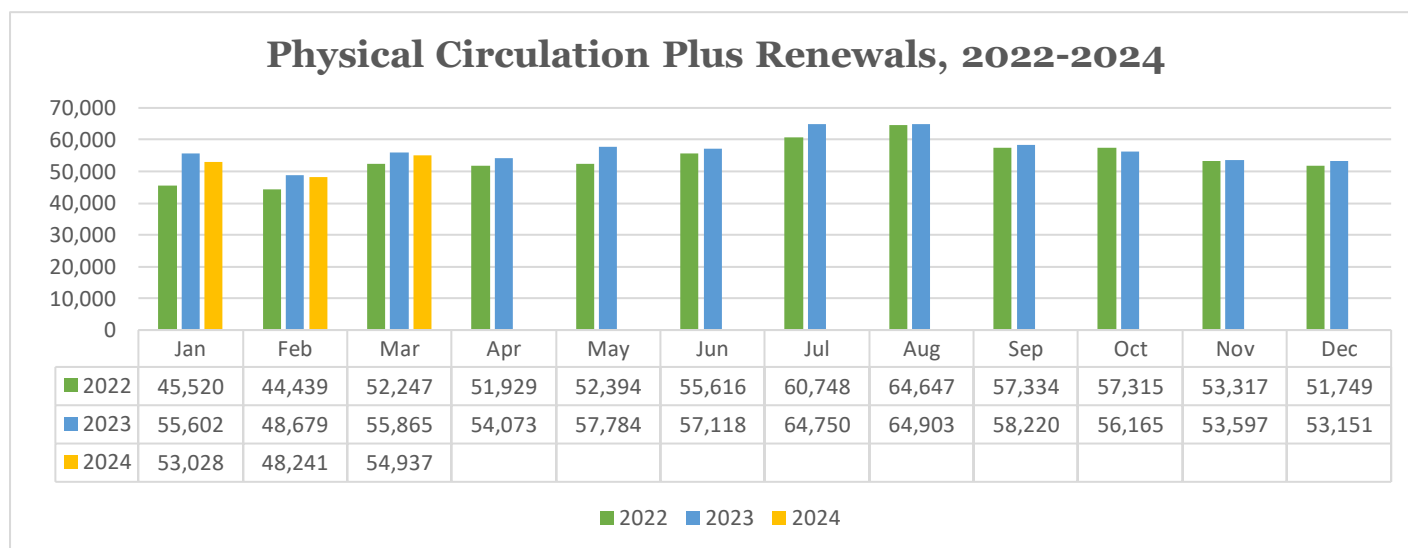


During March, our total physical plus digital circulation was 57,893 items, not including renewals. Of those, 36,995 (63.9%) were physical items and 20,898 (36.1%) were digital items obtained through Hoopla, Kanopy, Mango, and OverDrive. Kanopy plays and Mango sessions were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was up 12.1% compared to the 51,642 items checked out in February 2024. Digital circulation was up 10.9% compared to the 18,840 items checked out in February. We filled 3,453 requests for holds and had 11 scheduled curbside deliveries for 9 patrons.

Our patrons also renewed 17,942 physical items in March. Including these physical item renewals, our overall circulation was 75,835. That overall circulation was up 13.0% compared to the 67,081 items circulated in February 2024, and it was up 7.0% compared to the 70,860 items circulated in March 2023.

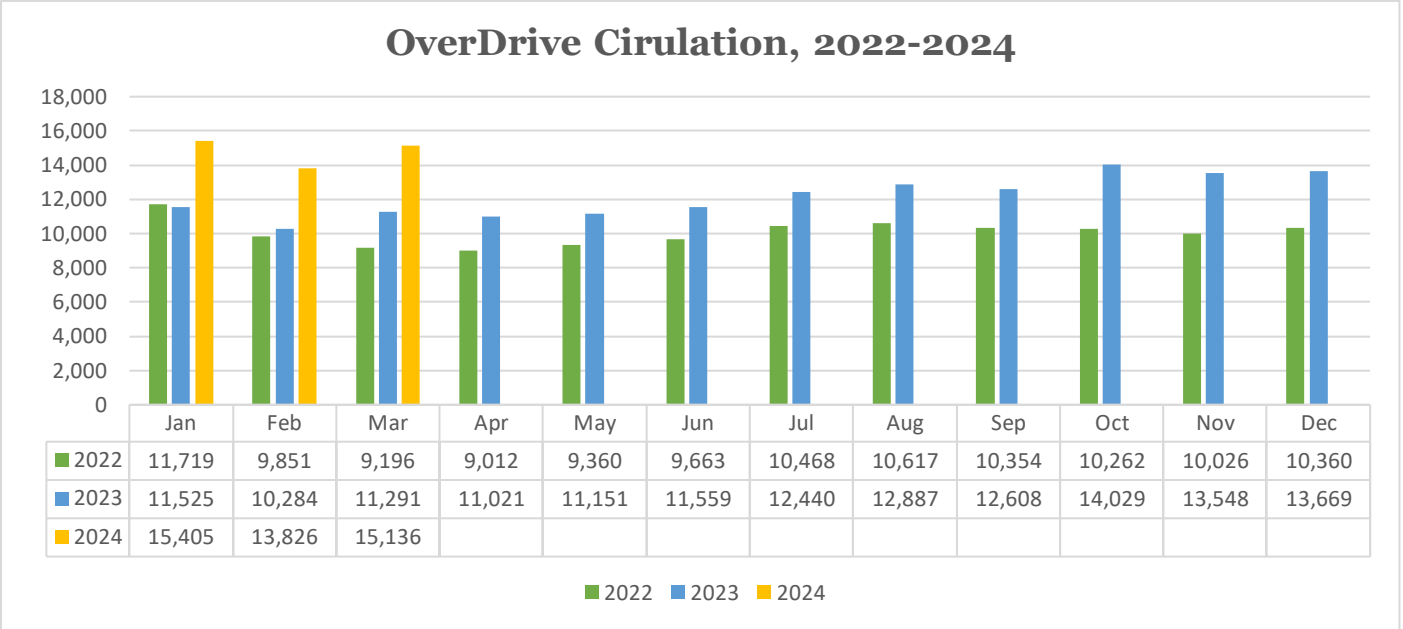
PHYSICAL CIRCULATION



Our patrons checked out 36,995 physical items in March and renewed 17,942 physical items, for a total of 54,937 items. That was up 13.9% compared to the 48,241 physical items checked out and renewed in February 2024, but it was down 1.7% compared to the 55,865 items checked out and renewed in March 2023. The top ten categories of items that circulated this month were Adult Nonfiction (3,957 items), Children's Chapter Book Fiction (3,951 items), Children's Storybooks (3,721 items), Children's Nonfiction (2,987 items), Adult Movies (2,728 items), Children's Graphic Novels (2,399 items), Adult Fiction 2nd Floor (2,348 items), Children's Favorites on the Story Circle (1,730 items), Adult New Books (1,598 items), and Children's Movies (1,404 items).

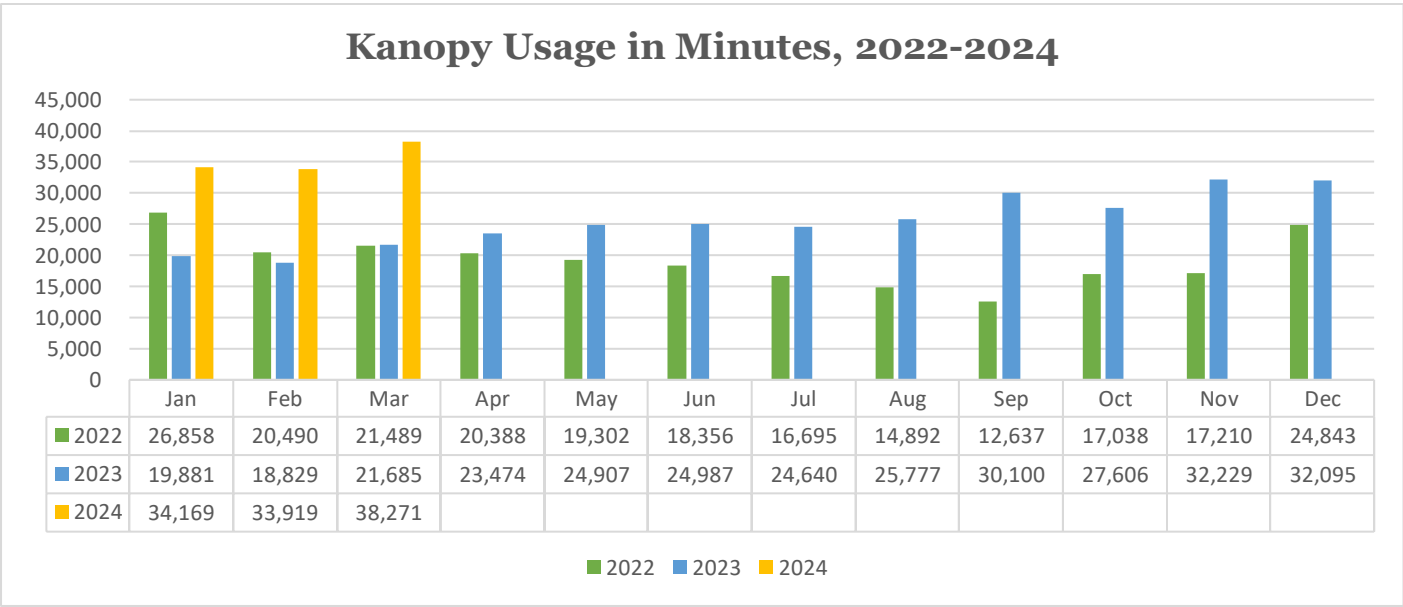
DIGITAL CIRCULATION

OverDrive



The 15,136 checkouts through OverDrive in March were up 9.5% compared to the 13,826 checkouts in February 2024, and they were also up 34.1% compared to the 11,291 checkouts in March 2023. This month’s checkouts included 6,828 e-books (which were 45.1% of the OverDrive items checked out), 5,900 audiobooks (39.0%), and 2,408 e-magazines (15.9%).

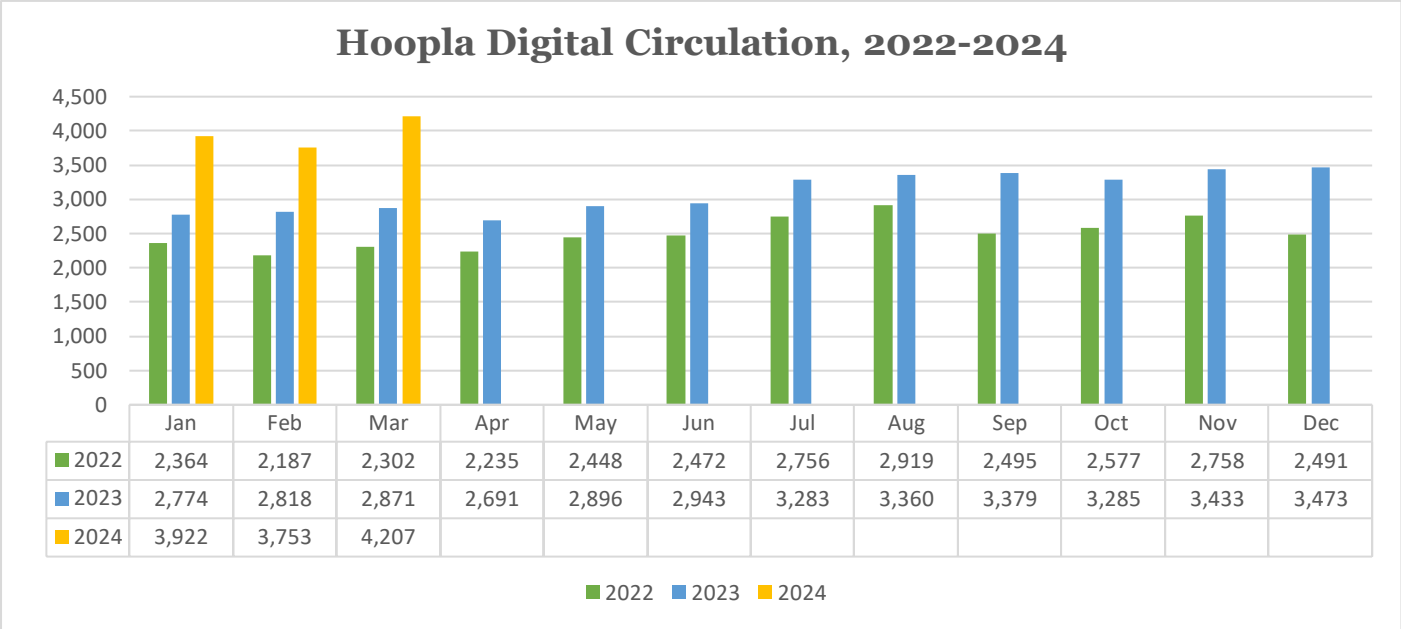
Kanopy



Our patrons viewed 38,271 minutes of Kanopy content during the month of March. That usage was up 12.8% compared to the 33,919 minutes viewed in February 2024, and it was also up 76.5% compared to the 21,685 minutes viewed in March 2023. Cardholders in the United States and Mexico viewed content on Kanopy this month, while additional cardholders in Belgium, Austria, and Peru 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, PBS, Moonbug Entertainment, MHz, WildBrain, A24, Paramount Pictures, and The History Channel. Content was viewed on televisions (45%), mobile devices (30%), tablets (14%), and desktops (11%).

DIGITAL CIRCULATION (CONTINUED)

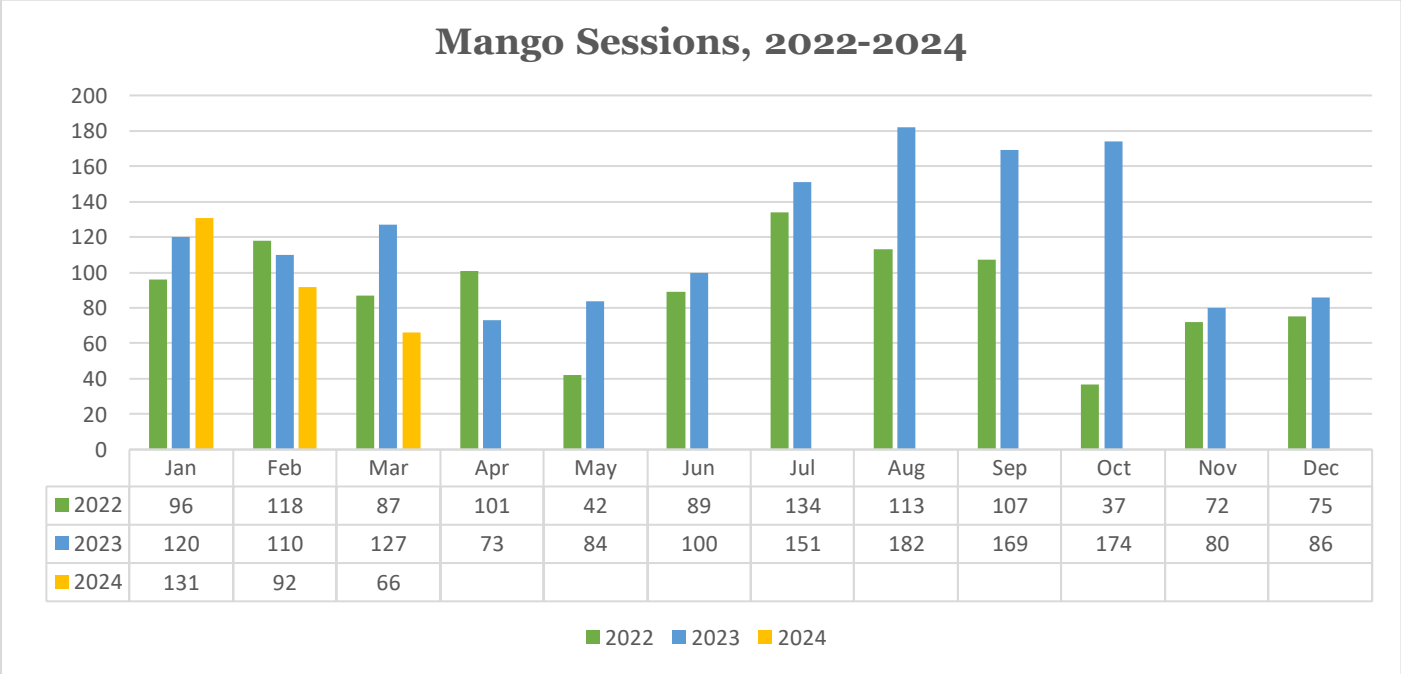
Hoopla



The 4,207 circulations in Hoopla during March were up 12.1% compared to the 3,753 circulations in February 2024, and they were also up 46.5% compared to the 2,871 circulations in March 2023. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 2,456 audiobooks (which were 58.4% of the Hoopla items checked out), 1,142 e-books and e-comics (27.1%), 465 movies and television shows (11.1%), 103 music items (2.4%), and 41 BingePasses (1.0%) this month.

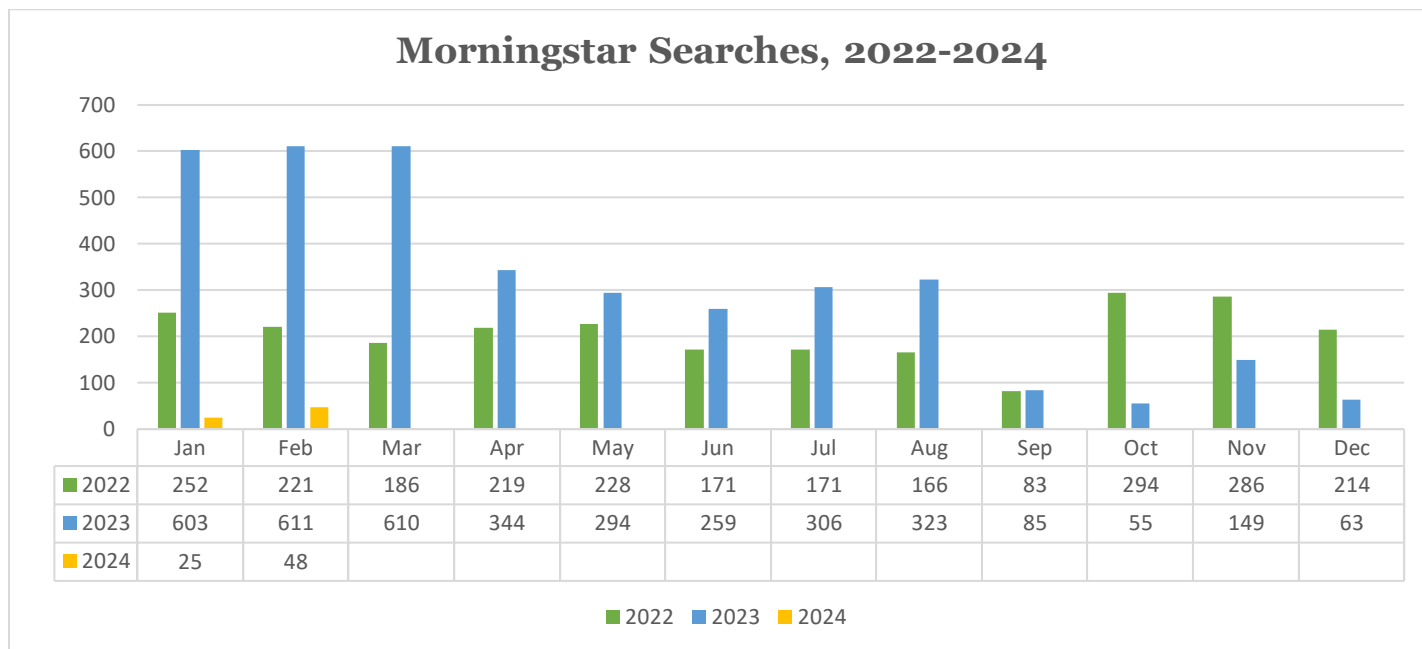
Mango



Our patrons had 66 total sessions in Mango during the month of March. That usage was down 28.3% compared to the 92 sessions in February 2024, and it was also down 48.0% compared to the 127 sessions in March 2023. The top ten languages studied this month were French; Russian; German; Spanish, Latin American; Arabic, Levantine; Japanese; Chaldean Aramaic; American Sign Language (ASL); Arabic, Iraqi; and Arabic, Modern Standard.

OTHER DIGITAL SERVICES

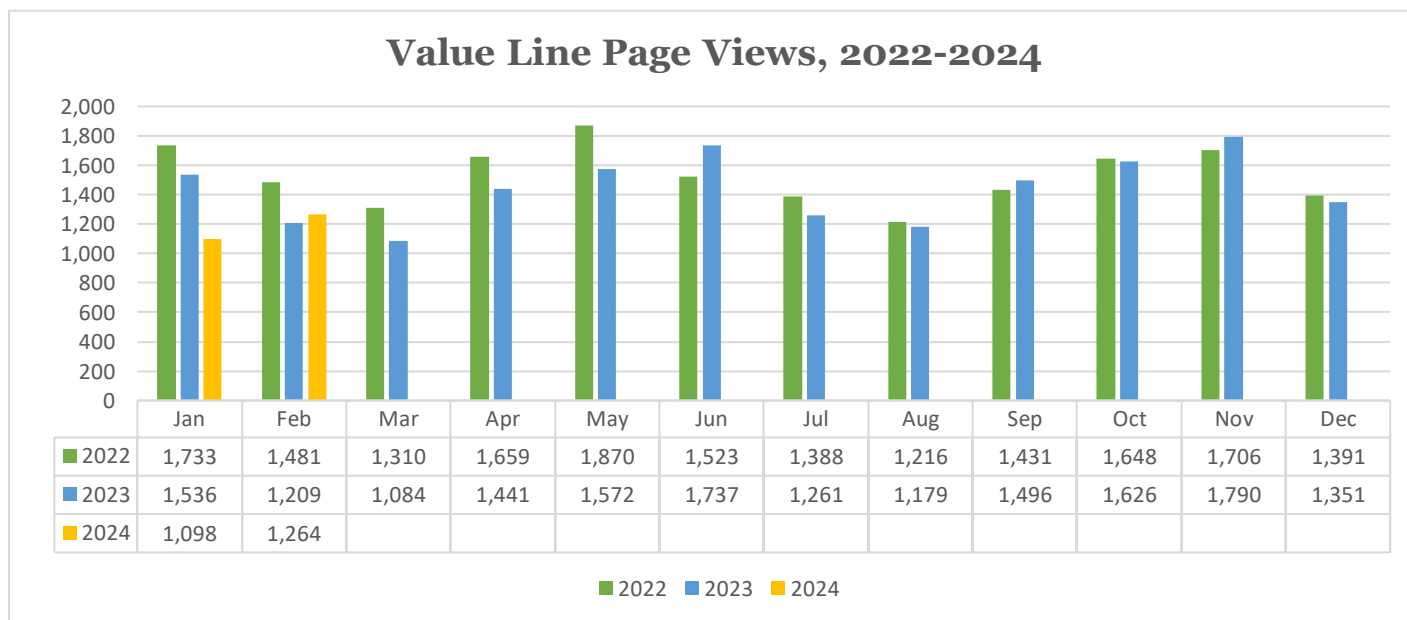
Morningstar



Our patrons conducted 48 Morningstar searches in February. That usage was up 92.0% compared to the 25 searches in January 2024, but it was down 92.1% compared to the 611 searches that occurred in February 2023. 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 March, so we will include them in next month's board report.

Value Line



The 1,264 Value Line page views in February were up 15.1% compared to the 1,098 page views in January 2024, and they were also up 4.5% compared to the 1,209 page views that occurred in February 2023. Value Line continues to be 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 March, so we will include them in next month's board report.

OTHER DIGITAL SERVICES (CONTINUED)

NewsBank

The 1,729 NewsBank page views in March were down 7.0% compared to the 1,859 page views in February 2024, but they were up 20.2% compared to the 1,439 page views that occurred in March 2023. NewsBank seems to be one of the more consistently used offerings in our database collection.

Patrons have been averaging 1,658 page views per month in 2024. That usage is up 12.4% compared to the 1,475 pages viewed on average per month in 2023, and it is up 29.6% compared to the 1,279 pages viewed on average per month in 2022.

OTHER STATISTICS

Gate Counts

Our total gate count for March was 20,061. Our busiest day was Wednesday, March 20, with 1,381 patrons logged. That was one of three days of the Richland School District Elementary School Art Show open house.

Interlibrary Loans

In March, we received a total of 208 interlibrary loan requests from other libraries. We sent 92 items to libraries during the month in response to their interlibrary loan requests.

We also sent 15 interlibrary loan requests to other libraries in March for 14 books and 1 audiovisual (A/V) item requested by our patrons. We received 17 books and 2 A/V items from other libraries in response to our requests.

New Library Card Accounts

We created 407 new library card accounts in March. They included 311 resident cards, 72 nonresident cards, 20 limited access cards, 3 interlibrary loan accounts, and 1 Global Administrator account.

Public Internet Sessions

Patrons enjoyed 1,653 public internet sessions during the month of March, for a total of 1,411 hours and 1 minute. The average session was 51 minutes long.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/9/2024

Agenda Category: Approval of Bills

Prepared By: Kylie Christian , Administrative Assistant

Subject:

April 2024 Claims for Payment

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the March 1, 2024 through March 31, 2024 claims for payment.

Summary:

This is a review and approval of the March 1, 2024 through March 31, 2024 claims for payment.

Attachments:

1. 03.2024 COR Library Voucher Listing
2. March 2024 Payroll
3. 04.2024 Claims for Payment

Library Voucher Listing

Begin Date: 3/1/2024

End Date: 3/31/2024

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	ENVISIONWARE INC		INV-US-67110	3/8/2024	321150	ENVISIONWARE SERVICES RENEWAL 1/23- 12/23	\$2,209.32
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$2,209.32
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$87,526.00			YTD ACTUAL: \$41,931.66			YTD % USED: 47.91%		
INFORMATION TECHNOLOGY TOTAL:								\$2,209.32
	K8721000/4201	VERIZON WIRELESS		9957074343	3/6/2024	321086	Verizon Wireless NASPO - February 2024	\$89.62
	K8721000/4201	FRONTIER		3/24 5099433152	3/8/2024	321153	3/24 TELEPHONE CHARGES	\$1,066.38
	K8721000/4201	FRONTIER		03/24 2061882614	3/8/2024	321154	TELEPHONE CHARGES 03/19/24-04/18/24	\$52.02
TELEPHONE & COMM SVCS TOTAL:								\$1,208.02
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$20,304.00			YTD ACTUAL: \$5,041.54			YTD % USED: 24.83%		
	K8721000/4207	BANK OF AMERICA		022924	3/4/2024	9973	LIBRARY MERCHANT SERVICE FEES	\$158.43
MERCHANT SVC FEES TOTAL:								\$158.43
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$2,000.00			YTD ACTUAL: \$476.21			YTD % USED: 23.81%		
	K8721000/4301	TALBOTT, JOHANNA		24-055 TALBOTT	3/27/2024	321702	24-055 TALBOTT WSL SPOKANE CONF 2024	\$16.08

Library Voucher Listing

Begin Date: 3/1/2024

End Date: 3/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4301	CITY OF RICHLAND		24-055 TALBOTT	3/27/2024	321638	24-055 TALBOTT WSL SPOKANE WA 2024	\$361.56
TRAVEL EXPENSES TOTAL:								\$377.64
TRAVEL EXPENSES - YTD INFORMATION								
BUDGET: \$17,250.00			YTD ACTUAL: \$1,632.36			YTD % USED: 9.46%		
	K8721000/4504	XEROX CORP		020857462	3/15/2024	321364	7HB-469027 MARCH 2024 BASE CHARGE	\$10.87
	K8721000/4504	XEROX CORP		020857472	3/15/2024	321364	3UA-295134 FEBRUARY 2024 BASE CHARGE	\$344.07
	K8721000/4504	XEROX CORP		020857473	3/15/2024	321364	3UA-295169 FEBRUARY 2024 BASE CHARGE	\$221.52
	K8721000/4504	XEROX CORP		020857474	3/15/2024	321364	3UA-295258 FEBRUARY 2024 BASE CHARGE	\$448.58
	K8721000/4504	XEROX CORP		020857475	3/15/2024	321364	3UA-296344 FEBRUARY 2024 BASE CHARGE	\$309.25
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$1,334.29
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$11,613.00			YTD ACTUAL: \$2,451.92			YTD % USED: 21.11%		
	K8721000/5301	WA STATE DEPARTMENT		DOR 02/2024	3/25/2024	9992	COMBINED EXCISE TAX - FEBRUARY 2024	\$42.94
STATE TAXES TOTAL:								\$42.94
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$78.43			YTD % USED: 7.69%		
LIBRARY ADMINISTRATION TOTAL:								\$3,121.32

Library Voucher Listing

Begin Date: 3/1/2024

End Date: 3/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	MIDWEST TAPE		505126848	3/8/2024	321167	HOOPLA USAGE - FEBRUARY 2024	\$8,532.99
	K8722100/3401	WA STATE PARKS & REC		24-0160	3/15/2024	321363	CHECK OUT WASHINGTON STATE PARK PASSES	\$100.00
	K8722100/3401	BLACKSTONE AUDIOBOOK		2142480	3/27/2024	321631	LIBRARY - DVD COLLECTION	\$45.22
	K8722100/3401	BLACKSTONE AUDIOBOOK		2143162	3/27/2024	321631	LIBRARY - DVD COLLECTION	\$45.22
	K8722100/3401	BLACKSTONE AUDIOBOOK		2143368	3/27/2024	321631	LIBRARY - DVD COLLECTION	\$204.36
	K8722100/3401	THE GALE GROUP		83324721	3/27/2024	321635	LIBRARY - LARGE PRINT MATERIALS	\$30.97
	K8722100/3401	THE GALE GROUP		83815785	3/27/2024	321635	LIBRARY - LARGE PRINT MATERIALS	\$237.97
	K8722100/3401	THE GALE GROUP		83815637	3/27/2024	321635	LIBRARY - LARGE PRINT MATERIALS	\$207.00
	K8722100/3401	THE GALE GROUP		83830787	3/27/2024	321635	LIBRARY - LARGE PRINT MATERIALS	\$242.86

LIBRARY RESOURCES TOTAL: \$9,646.59

LIBRARY RESOURCES - YTD INFORMATION

BUDGET: \$398,027.00

YTD ACTUAL: \$141,360.26

YTD % USED: 35.52%

	K8722100/3402	COLUMBIA INDUSTRIES		5006	3/29/2024	321806	PRIME TIME READING GRANT DINNER OCT 2023	\$652.20
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LIBRARY PROGRAMMING TOTAL: \$652.20

LIBRARY PROGRAMMING - YTD INFORMATION

BUDGET: \$20,000.00

YTD ACTUAL: \$8,562.95

YTD % USED: 42.81%

Library Voucher Listing

Begin Date: 3/1/2024

End Date: 3/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/4107	SPORTSENGINE INC		42844	3/8/2024	321171	BACKGROUND CHECKS - LIBRARY (6)	\$111.00
OTHER PROFESSIONAL SERVICES TOTAL:								\$111.00
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$1,227.00			YTD ACTUAL: \$260.13			YTD % USED: 21.20%		
	K8722100/6414	TED BROWN MUSIC COMP	22300803	5296086-RET	3/8/2024	321183	Retainage, CONTRACT #422-23	\$1,560.79
MACHINERY & EQUIP > \$5000 TOTAL:								\$1,560.79
MACHINERY & EQUIP > \$5000 - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$0.00			YTD % USED: N/A		
LIBRARY PUBLIC SERVICE TOTAL:								\$11,970.58
LIBRARY NON-FACILITIES TOTAL:								\$17,301.22

Library Voucher Listing

Begin Date: 3/1/2024

End Date: 3/31/2024

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		02/2024 FEB	3/18/2024	50001	CITY UTILITY BILLS/FEB 2024	\$2,829.07
UTILITIES TOTAL:								\$2,829.07
UTILITIES - YTD INFORMATION								
BUDGET: \$57,000.00			YTD ACTUAL: \$5,973.24			YTD % USED: 10.48%		
LIBRARY FACILITIES TOTAL:								\$2,829.07

CITY OF RICHLAND
LIBRARY EXPENDITURE

March 2024

Month/Year

PAY PERIODS From February 26, 2024 to March 24, 2024

GROSS SALARIES \$ 105,179.68

		Gross Wages	Total
WEEK OF:	<u>03/14/24</u>	<u>52,679.38</u>	<u>52,679.38</u>
WEEK OF:	<u>03/28/24</u>	<u>52,500.30</u>	<u>52,500.30</u>
WEEK OF:	<u> </u>	<u> </u>	<u>-</u>
TOTAL		<u><u>105,179.68</u></u>	<u><u>105,179.68</u></u>



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

APRIL 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 \$ \$122,480.90 this 9th day of April, 2024.

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

Voucher Listings	Amount
March 01, 2024 thru March 31, 2024	\$17,301.22

Transfer Advice (Salaries)	
Salaries for the weeks of: February 26, 2024 thru March 24, 2024	\$105,179.68

MONTHLY EXPENSES	\$122,480.90
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Comments: COR Library Voucher Listing
COR Library Expenditure

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME	SIGNATURE
1. Your Name Here	1. 04/03/2024
2. Your Name Here	2. 04/03/2024
3. Your Name Here	3. 04/03/2024



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/9/2024

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Agenda for Three Boards Meeting

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Discussion on the agenda for the Three Boards Meeting on May 6, 2024

Attachments: