



Agenda
Library Board Meeting
Tuesday, May 14, 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. May 14, 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. April 9, 2024 Library Board Meeting Minutes and May 6, 2024 Special Library Board Meeting Minutes

Richland Public Library Staff Updates:

3. RPL Staff Update
 - Gavin Lightfoot
4. May 2024 Library Manager's Report
 - Christopher Nulph, Library Manager

Approval of Bills: (Approved by Motion)

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

Unfinished Business:

6. Reciprocal Borrowing Check In

New Business:

7. Director of Parks and Public Facilities Introduction
 - Christopher Waite, Parks & Public Facilities Director
8. Three Boards Meeting Follow Up
 - Christopher Nulph, Library Manager

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, June 11, 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: 5/14/2024

Agenda Category: Approval of Minutes

Prepared By: Kylie Christian, Administrative Assistant

Subject:

April 9, 2024 Library Board Meeting Minutes and May 6, 2024 Special Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the April 9, 2024 meeting minutes and the May 6, 2024 special meeting minutes.

Summary:

The draft of the April 9, 2024 Library Board Meeting and May 6, 2024 Special Library Board Meeting Minutes are included for consideration.

Attachments:

1. 2024.04.09 Library Board Meeting Minutes
2. 2024.05.06 Library Board Special Meeting



MINUTES

Richland Public Library Board

Library Conference Room A – 955 Northgate Drive

April 9, 2024, 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 5:42 p.m.

Attendance

Vice-Chair Buxton, and Board Members Isakson, and Pickel were present. Also present were Council Liaison Kent, Library Manager Nulph, Administrative Assistant Christian, and User Experience Supervisor Scarfo.

Chair Lightner and Board Member Hernandez were absent.

Approval of Agenda

1. **Board Member Pickel moved and Board Member Isakson seconded the motion to approve the agenda as is. The motion carried 3-0.**

Public Comments

There was no member of the public present.

Approval of Minutes

2. **Vice-Chair Buxton asked for a motion to approve the minutes of the March 12, 2024 meeting. Board Member Isakson moved and Board Member Pickel seconded the motion to approve the minutes of March 12, 2024 as is. The motion carried 3-0.**

Richland Public Library Updates:

3. User Experience Supervisor Michael Scarfo shared highlights for 2024 so far.
4. Library Manager Nulph shared library updates and statistics for the month of March.

Approval of Bills

5. **Board Member Isakson moved and Board Member Pickel seconded the motion to approve the certification of claims for payment for April 2024 in the amount of \$122,480.90. The motion carried 3-0.**

Unfinished Business

There was no unfinished business on the agenda.

New Business

6. The Board discussed the agenda for the Three Boards meeting that will be held on May 6, 2024.

Agenda Items for Upcoming Board Meeting

Adjournment

Vice-Chair Buxton adjourned the meeting at 6:30 P.M.

APPROVED:

ATTEST:

Lindsay Lightner, Library Board Chair

Kylie Christian, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



MINUTES

Richland Public Library Board Special Meeting
Library Conference Room B – 955 Northgate Drive
May 6, 2024 6:00 – 8:00 PM

Richland Public Library Special Board Meeting – 6:00 p.m.

Chair Lightner called the meeting to order at approximately 6:01 p.m.

Attendance –

Richland Public Library Board of Trustees

Chair Lightner, Vice-Chair Buxton, and Board Members Hernandez and Pickel were present. Also present were Library Manager Nulph, Community Engagement Supervisor Haffner, and Administrative Assistant Christian.

Richland Public Library Foundation

President Alan Rither, Treasurer Andrew Cook, and Board Members Ron Kathren, Andrew Livingood, and Kassandra Stanford.

Friends of the Richland Public Library

President Steve Slate, Treasurer Nichele Bunch, and Book Room Manager Diana Knoll.

Agenda Items

1. Updates from the Boards –
RPL Board Chair Lightner shared what the Board has accomplished since the last meeting.
RPL Foundation President Alan Rither shared what the Foundation has accomplished since the last meeting.
Friends of the RPL President Steve Slate shared what the Friends has accomplished since the last meeting.
Library Manager Nulph shared what RPL has accomplished since the last meeting.
2. 2025 Budget Discussion –
Library Manager Nulph presented the Friends' and Foundation the wants of the library. These are items that the City will not fund, they are above and beyond the library's budget.
3. Fundraising Sources –
Discussion on fundraising for the library for the outdoor space and future projects.
4. Open Discussion –
An open discussion was had between the Friends, Foundation, and Board of Trustees.
5. Setting Future Meeting Schedule –
Meeting dates were suggested for future meetings between the Friends, Foundation, and Board of Trustees.

Adjournment

Chair Lightner adjourned the meeting at 7:03 P.M.

APPROVED:

ATTEST:

Lindsay Lightner, Library Board Chair

Kylie Christian, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:

DRAFT



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/14/2024

Agenda Category: Richland Public Library Staff Updates

Prepared By: Gavin Lightfoot

Subject:
RPL Staff Update

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Adult Services Librarian Gavin Lightfoot will share what he is currently working on and future projects.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/14/2024

Agenda Category: Richland Public Library Staff Updates

Prepared By: Christopher Nulph, Library Manager

Subject:

May 2024 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

Library Manager Nulph's May 2024 Library Manager Report and the Library Statistics Report are attached for discussion.

Attachments:

1. 2024.05.14 Library Manager's Report
2. 2024.05.14 Library Statistics



LIBRARY MANAGER'S REPORT Richland Public Library Board May 14, 2024

State of Library Services

The Columbia Gorge Discovery Center in The Dalles, OR has been added to Tumbleweed Tourist. The museum offers free admission for up to 2 adults and 4 children.

We have obtained the plaque for the donated sculpture and work may now be initiated. This will depend on the contractor's schedule, but we anticipate this being done within a month.

Both Conference Room TVs are now matching and new. We are now pursuing using the replaced TV and a matching new TV being placed in our study rooms. We are working with Facilities to determine any considerations before we install them.

The Richland School District has indicated they are interested in discussing the logistics of Student Library Cards. This would be a process in which student ID numbers are given library access, renewing the student roster each year. We are working through many variables at the moment, including what a Student Library Card would have access to.

The catalog has been hit and miss with picking up book covers when browsing. Theresa has been monitoring this and believes the issue has largely been resolved. We will continue to monitor this and troubleshoot if the issues continue.

Marcive implementation – the last step of Theresa's cataloging improvements – is now being processed. While these changes are not necessarily visible to patrons, the result will provide better records, which will in turn provide a better browsing experience.

I attended the PLA Conference in Columbus, OH at the start of April. This is always an information rich conference and provided some helpful perspective, industry trends, and vendor visits. In terms of potential new services for the library, we are looking into TBS and Tech Logic to replace our Envisionware products. This is primarily being assessed due to chronic issues with the current service combined with a better product and price pairing. Possible new digital services include LOTE4Kids and Lingopie. These services offer a different take on language learning to possibly replace the struggling Mango Languages resource. Mango continues to lack traction at just 74 uses this past month.

Program highlights from the month include:

- Lindsay helped coordinate salmon activities with WSU teacher students. This was the last chance to participate in activities with our salmon still in the building. We since released our

salmon at Salmon Summit. The salmon tank was a highly popular initiative that got a large amount of community engagement. We will look to continue this activity in 2025 provided we still have interested staff.

- Northwest folk duo Hank Cramer and Michelle Cameron hosted a music concert in our Gallery. This got a strong response with 91 attendees.
- The RPL Poets Department was a fun after hours event celebrating the music of Taylor Swift and poetry. We had 60 patrons in attendance for this celebration.

Friends of the Library Update

The Friends of the Library Spring Sale was a success. I am still awaiting final sale numbers, but they have said the numbers will exceed our most recent sales. There were an estimated 545 patrons that shopped this book sale.

Library Foundation

The Foundation has pushed out the applications for the Susan Kathren Memorial Scholarships and selected recipients. They have decided to award two \$2,000 scholarships.

Staffing Updates

There are no staffing updates for this month.

Library Statistics

Historic April trends typically see a dip in usage from March to April. This is still the case in 2024, but while also generally reflecting the upward trend in gate statistics we have seen. In 2023, March gate numbers were 17,159 and April 14,407. This year, we saw March's gate numbers at 20,061 and April's at 17,099.

Our physical circulation statistics show less of a change from 2023 to 2024 than our other in-library statistics. We saw a modest 2,000 circulation decrease from March to April and about 1,000 fewer circulations from April 2023 to April 2024. When broken down further, this amounts to about 700 fewer items circulated and about 400 fewer renewals.

This in some ways reverses the trend we saw in much of 2022 and 2023 with digital materials being relatively steady while physical climbed back. This year we are seeing physical circulation remain steady while digital circulation surges.

As we see, Libby, Hoopla, and Kanopy all continue to receive heavier and heavier use. It is worth noting that Kanopy has changed the way they measure usage. We will be switching from minutes watched to tickets used as their subscription model has changed. This will make comparing year over year statistics a little tougher until we develop a baseline with this new statistical measure.

Hoopla has begun to exceed its planned budget by more than we can account for. We will be meeting with our representative at Hoopla to see what settings we can adjust to make fit this product into an appropriately sized portion of our budget. If our current usage continued for 2024, the cost of Hoopla would amount to roughly 25% of our library resources budget while only accounting for about 5% of our total circulation. We are seeking to bring these numbers closer together and to reallocate the savings.

RICHLAND PUBLIC LIBRARY

April 2024 Statistics Report for the May Board Meeting



SUMMARY

We held or hosted many different programs at the library in April, including the following:

- “Salmon Activities for Kids” on Wednesday, April 3
- Rock Painting on Wednesday, April 3
- “Mosquito Prevention and Awareness” presentation on Thursday, April 4
- Story Time with the Richland Fire Department on Friday, April 5
- Absolute Beginner’s Intro to Ukulele on Tuesday, April 9
- “For the Love of Art: What is Sublimation Printing?” presentation on Wednesday, April 10
- “Soda & Scribbles: Pet Portraits” for teens on Thursday, April 11
- “Seniors Writing Workshop” for older adults on Saturday, April 13
- “Roots & Branches: Celtic Origins of Cowboy Music” performance by Hank Cramer and Michelle Cameron on Thursday, April 18
- “Autism and Early Intervention” presentation on Friday, April 19
- “RPL Poet’s Department” after-hours program on Friday, April 19
- “CottageCore 101: Home Food Preservation Intro” on Saturday, April 20
- “Me Time: Self-Care for Teens and Adults” on Tuesday, April 23
- Author visit by Lincoln Reign on Monday, April 29.

We held a family showing of *The Little Mermaid* (2023) on Thursday, April 4. The Tri-City Cinephiles Club for patrons age 18+ watched *Up In Smoke* (1978) on Monday, April 8. We also held a Teen Theater showing of *The Phantom of the Opera* (2005) on Thursday, April 25. Our Cereal (Serial) Book Club met on Tuesday, April 30, to discuss the *Wings of Fire* books and make colorful dragon’s eyes from clay.

Our recurring programs 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, April 2 and 16; Team Battelle Math Tutoring on four Saturdays, April 6, 13, 20, and 27; an LGBTQIA+ Craft Social on Monday, April 15; STEAMplay sessions on two Fridays, April 12 and 26, and on Wednesday, April 17; and STEAMkids sessions on Tuesday, April 2, and Saturday, April 20.

The Friends of the Richland Public Library held their annual Spring Book Sale in the Doris Roberts Gallery from Thursday, April 25, through Saturday, April 27. They generously provide support for many of our library programs.

APRIL STATISTICS

- Overall Circulation with Renewals: **70,881**
- Digital Circulation: **17,931**
- Physical Items Checked Out: **35,165**
- Physical Items Renewed: **17,785**
- Holds Filled: **3,090**
- Hoopla Circulation: **4,177**
- Kanopy Circulation: **28,363 minutes, 350 tickets**
- Mango: **74 sessions**
- OverDrive Circulation: **13,330**
- New Library Card Accounts: **313**
- Gate Count: **17,099**
- Busiest Day: **766 (Wed., April 3)**

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 April 2, 9, 16, 23, and 30; Wednesday morning active story times at 10 a.m. on April 3, 10, 17, and 24; Thursday morning baby story times at 10 a.m. on April 4, 11, 18, and 25; and Friday morning preschool story times at 10 a.m. on April 5, 12, 19, and 26. The Tuesday evening story times were followed by "Meet Our Therapy Dogs!" sessions. Our evening story time on Tuesday, April 2, had a space theme to help children get excited about the upcoming solar eclipse. Library staff also handed out free eclipse glasses at the front desk so patrons would be able to view the solar eclipse safely on Monday, April 8.

Story Time with the Richland Fire Department

We held a Story Time with the Richland Fire Department from 10 to 10:45 a.m. on Friday, April 5. Fire Chief Tom Huntington and Firefighter Hayden Boring came to read stories and demonstrate firefighting gear, including a fire truck with its lights flashing. This program was very popular, with 130 enthusiastic patrons attending.



STEAMkids and STEAMplay

Kelly held drop-in STEAMkids sessions from 1 to 3 p.m. on Tuesday, April 2, and from 10 a.m. to noon on Saturday, April 20. She also held drop-in STEAMplay sessions from 11 a.m. to 12:30 p.m. on two Fridays, April 12 and 26, and Wednesday, April 17.

Salmon Activities for Kids

Kelly held a special "Salmon Activities for Kids" program from 11 a.m. to noon on Wednesday, April 3, with special guest Lindsay Lightner. Our calendar invitation said, "Come in to see our salmon before they are released into the Columbia later this month, and learn about salmon through kid-friendly activities presented by WSU teacher students." This was a very popular program, with 140 patrons attending.

Kelly, Teen Services Librarian Alyssa, Adult Services Librarian Gavin, Library Supervisor Michael, Library Technical Support Specialist Dee, and Library Assistant Mary staffed a learning station for fourth and fifth graders at the Salmon Summit in Columbia Park on Monday and Tuesday, April 15 and 16, where the salmon were released.



Earth Day at the REACH Museum

Librarian Johanna and Librarian Supervisor Michelle led fun library outreach activities at the REACH Museum's Earth Day celebration on Saturday, April 20. More than 25 community organizations were there.

Cereal (Serial) Book Club

Our Cereal (Serial) Book Club for fourth through sixth graders met from 4 to 5 p.m. on Tuesday, April 30. This month, Johanna led the group as they discussed the popular *Wings of Fire* series by Tui Sutherland and made colorful clay dragon's eyes. Cereal snacks and craft supplies were provided by the Friends of the Richland Public Library. Twelve patrons attended.



ALL-AGES PROGRAMS

Singing Strings Ukulele Club

Johanna held Singing Strings Ukulele Club teen and adult jams from 6:30 to 8 p.m. on two Tuesdays, April 2 and 16. The group is planning to perform at Bonaventure Assisted Living in May.

Absolute Beginner's Intro to Ukulele

Johanna also held an "Absolute Beginner's Intro to Ukulele" session for patrons age 12 and up from 2 to 3 p.m. on Tuesday, April 9. Our calendar invitation said, "Do you have a new ukulele but absolutely no idea how to play it? We've got you covered."

Spring Break Rock Painting

Kelly, Michelle, and Library Assistant Scott held a Spring Break Rock Painting craft program for all ages from 1 to 3 p.m. on Wednesday, April 3, in the Collaboratory. Our calendar said, "We'll supply the rocks and the paint. Bring your creativity and get ready to paint! We will be using acrylic paint so bring a smock or wear something you won't mind getting paint on. Drop in anytime during the event." This program was very well attended, with 168 patrons participating.

Family Movie: *The Little Mermaid*

Johanna held a special Spring Break showing of *The Little Mermaid* (2023) from 12 to 2:30 p.m. on Thursday, April 4, in the Doris Roberts Gallery. We had 20 patrons attend.

"For the Love of Art: What is Sublimation Printing?"

We hosted a third "For the Love of Art" session from 6 to 7 p.m. on Wednesday, April 10. 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, Mark Dade gave a presentation called "What is Sublimation Printing?" Mark is the owner of High Desert Metal Prints, and he talked about how he helps artists produce their works on many different substrates, canvas handbags, glass, and aluminum. Ten patrons attended.

"Roots and Branches: Celtic Origins of Country Music"

The library hosted a performance by Hank Cramer and Michelle Cameron, a well-known folk duo from the Pacific Northwest, from 7 to 8 p.m. on Thursday, April 18, in the Doris Roberts Gallery. The topic of their presentation was "Roots and Branches: Celtic Origins of Country Music." Their program was part of the Tri-Cities Community Lecture Series and was hosted by the Three Rivers Folklife Society. We had 91 patrons attend.

Patrons later wrote, "Stories and music—makes learning fun!" and "It was a great show!"

Beanstack Challenge for April

We held an "Idita-Read" Reading Challenge on Beanstack from April 1 through 30. Patrons were encouraged to log one minute of reading for every mile of the Iditarod Trail Sled Dog Race.

March Madness Tournament of Books Winner

The winner of our 2024 March Madness Tournament of Books was *Soul Taken* by bestselling local author Patricia Briggs. The runner-up was *All Boys Aren't Blue* by George M. Johnson.



ALL AGES PROGRAMS (CONTINUED)

“RPL Poet’s Department”

Michelle, Johanna, Alyssa, and Library Assistant Tracy held a Taylor Swift themed “RPL Poet’s Department” program for patrons age 12 and up from 5 to 9 p.m. on Friday, April 19, for National Poetry Month. To get patrons excited about attending, we hid an RPL Poet’s Department friendship bracelet in the library each day for two weeks before the event.

Our Facebook invitation said, “Poets, non-poets, and Taylor Swift fans are invited to wear their favorite black, white, or sparkly attire and enjoy crafts and trivia. Activities include making friendship bracelets, voting for your favorite album, sampling themed treats from the Caterpillar Cafe and Popcorn Northwest (while supplies last), and taking selfies in front of a fabulous balloon photo backdrop made by the folks at Atomic Balloon Company.”

We had 48 patrons attend this program. Patrons later wrote, “Thank you for this fun event!” and “This was such a fun event! Love that you had this piano player!” and “So much fun!!!”

CottageCore 101: Home Food Preservation Intro

We hosted a “CottageCore 101: Home Food Preservation Intro” presentation from 1 to 3 p.m. on Saturday, April 20, in the Collaboratory. Our calendar entry said, “Join us in the Collaboratory for a demo and info session about the basics of at-home food preservation with our friends from the WSU Master Food Preserver program. We’ll also get you some great resources and info about upcoming local classes.” This is the first workshop in a series. Nine patrons attended.

“Me Time: Self-Care” for Teens and Adults

Mary and Library Assistant Luca held a special craft program from 4 to 6 p.m. on Tuesday, April 23, in the Collaboratory. Our calendar entry said, “Make your own soap, body scrub, and mini heating pad. This is a program that focuses on different aspects of self-care and is designed for high school teens and adults.” Thirty-four patrons attended.

Visiting Author Lincoln Reign

We hosted a visit from Lincoln Reign, author of *The Ancient’s Fables*, from 7 to 8 p.m. on Monday, April 29, in the Collaboratory. Nine patrons attended.

TEEN PROGRAMS

Soda & Scribbles: Pet Portraits

To celebrate National Pet Day on Thursday, April 11, Alyssa held a “Pet Portraits” Soda & Scribbles program for patrons age 12 and up from 6 to 8 p.m. Our calendar invitation said, “Bring a picture of your pet (we can help you print it at the library) and we will show you how to create their portrait! No drawing or painting skills required.” We had 15 patrons attend.



Teen Theater: The Phantom of the Opera

Alyssa also held a Teen Theater viewing of *The Phantom of the Opera* (2005) from 5:30 to 7:30 p.m. on Thursday, April 25, in the Collaboratory. We had 19 patrons attend.

ADULT PROGRAMS

Kadlec Community Health: “Mosquito Prevention and Awareness”

We hosted a Kadlec Community Health presentation by the Benton County Mosquito Control District from 3:30 to 5 p.m. on Thursday, April 4, in the Gallery. Ten patrons attended.

Tri-Cities Cinephiles Club: *Up in Smoke*

The Tri-Cities Cinephiles Club held a showing of *Up in Smoke* (1978) for patrons age 18 and older from 6:30 to 8:30 p.m. on Monday, April 8. Fourteen patrons attended.

Seniors Writing Workshop

We hosted a Seniors Writing Workshop at the library from 3 to 4:30 p.m. on Saturday, April 13. Our calendar encouraged patrons to “gather your favorite pen, notebook, or other writing tools and bring them along with your courageous spirit to try something new!” Professional wordsmith Sandy Westin led participants in some fun exercises to bring out their creative writing talents.

LGBTQIA+ Craft Social

Gavin held our monthly LGBTQIA+ Craft Social in the Collaboratory from 6:30 to 8:30 p.m. on Monday, April 15. We had 24 patrons attend.

Kadlec Community Health: “Autism and Early Intervention”

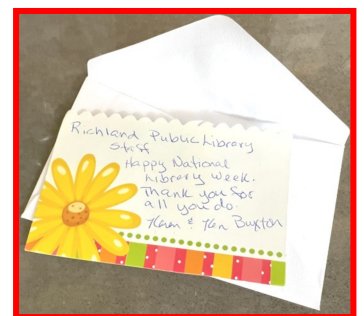
Christine Lindgren, M.Ed., gave a Kadlec Community Health presentation on “Autism and Early Intervention” from 1 to 3 p.m. on Friday, April 19. She explored ways of fostering engagement, communication, and social interaction in children with autism. Thirty-six patrons attended.

Local Book, Writing, and Craft Clubs

Clubs that met at the library this month included Storywriters on Monday, April 8; Quilting in the Library on Thursday, April 11; the Monday Night Book Group on April 15; By the Book Knitters on Tuesday, April 16; and the Thursday Afternoon Book Club on April 18.

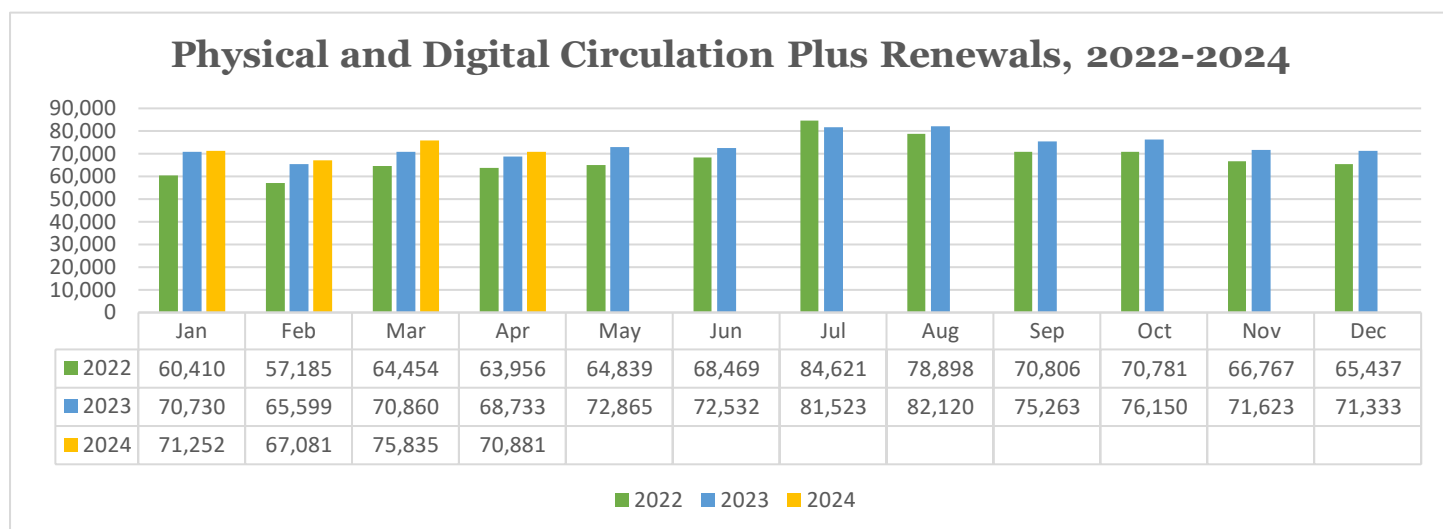
PATRON FEEDBACK

- “RPL has the best staff! Happy National Library Week!”
- “Love this place! Great people and such a welcoming environment!”
- “Hands-down the greatest library with the greatest staff I’ve ever been to! We love our library!!!” and “Love the library staff.”
- “Thank you for your work! We love our library.”
- “I love going to the library! It’s like going to the bookstore, but better, because you don’t have to buy anything! I also really enjoy the adult summer reading challenge!”
- “Thank you for all you do! You make all of our Therapy Dogs feel like Rock Stars.”
- “The impact you make in our community is tenfold what is listed! Thank you for your outstanding work!”
- “We love the library! Thank you all!” and “Thank you! I love our library. It’s a treasure.”
- “Thank you!! The kids had a great time with the stories and fire truck!” [referring to our Story Time with the Richland Fire Department]
- “Look at those GOOD GOOD dogs! Thanks for all you do Richland Public Library & Go Team Therapy Dogs of the Tri-Cities!”



STATISTICS

TOTAL CIRCULATION

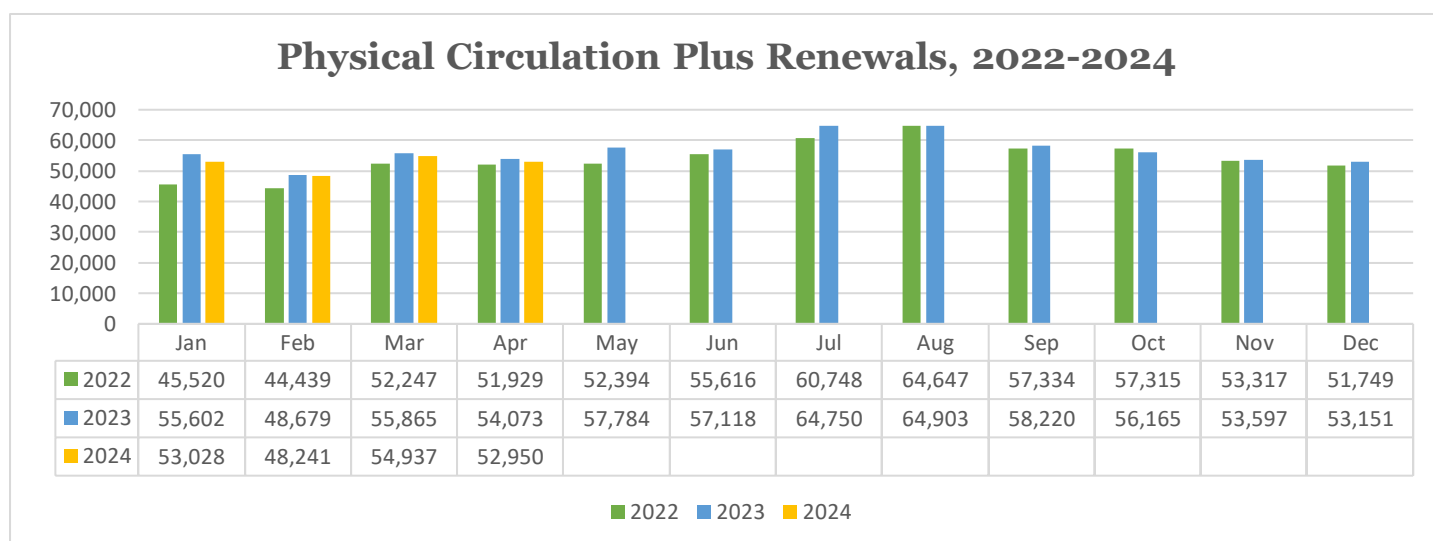


During April, our total physical plus digital circulation was 53,096 items, not including renewals. Of those, 35,165 (66.2%) were physical items and 17,931 (33.8%) were digital items obtained through Hoopla, Kanopy, Mango, and OverDrive. Kanopy plays, which are now referred to as “tickets,” and Mango sessions were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was down 8.3% compared to the 57,893 items checked out in March 2024. Digital circulation was also down 14.2% compared to the 20,898 items checked out in March. We filled 3,090 requests for holds and had 14 scheduled curbside deliveries for 9 patrons.

Our patrons also renewed 17,785 physical items in April. Including these physical item renewals, our overall circulation was 70,881. That overall circulation was down 6.5% compared to the 75,835 items circulated in March 2024, but was up 3.1% compared to the 68,733 items circulated in April 2023.

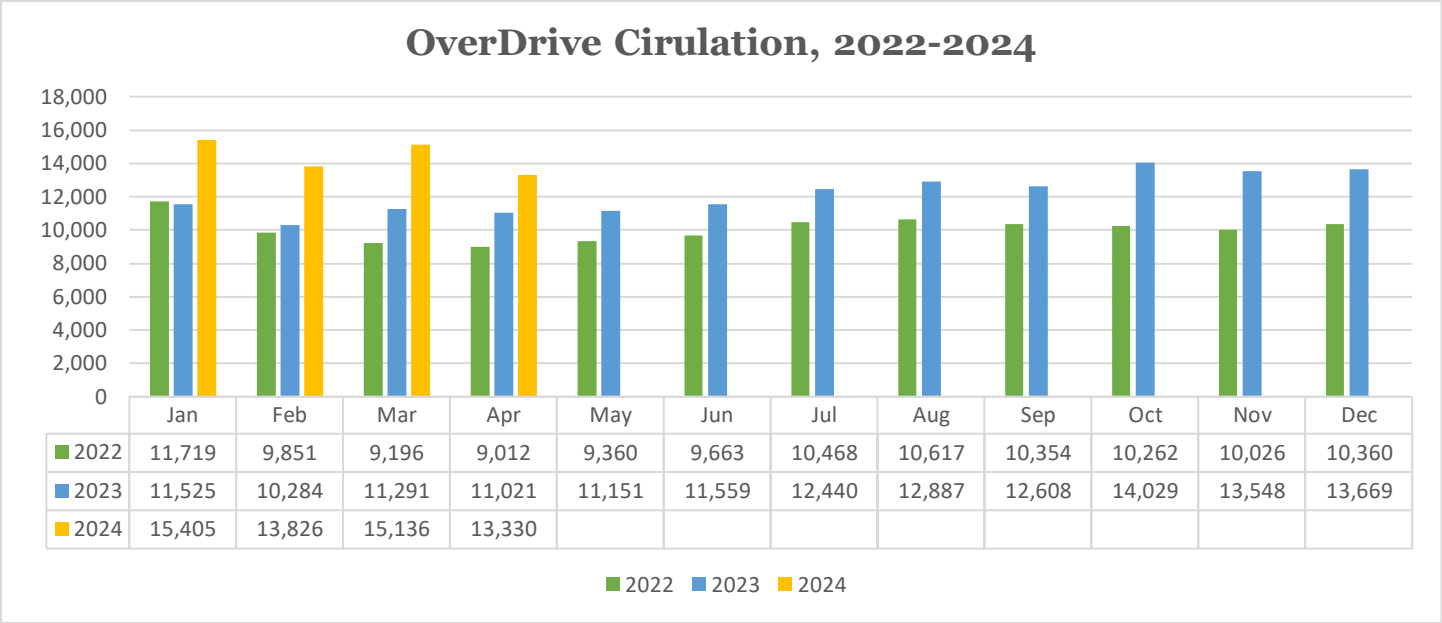
PHYSICAL CIRCULATION



Our patrons checked out 35,165 physical items in April and renewed 17,785 physical items, for a total of 52,950 items. That was down 3.6% compared to the 54,937 physical items checked out and renewed in March 2024, and it was also down 2.1% compared to the 54,073 items checked out and renewed in April 2023. The top ten categories that circulated this month were Children’s Storybooks (3,698 items), Children’s Chapter Book Fiction (3,596 items), Adult Nonfiction (3,572 items), Children’s Nonfiction (2,486 items), Adult Movies (2,425 items), Children’s Graphic Novels (2,328 items), Adult Fiction 2nd Floor (2,216 items), Adult New Books (1,757 items), Children’s Favorites on the Story Circle (1,671 items), and Children’s Movies (1,521 items).

DIGITAL CIRCULATION

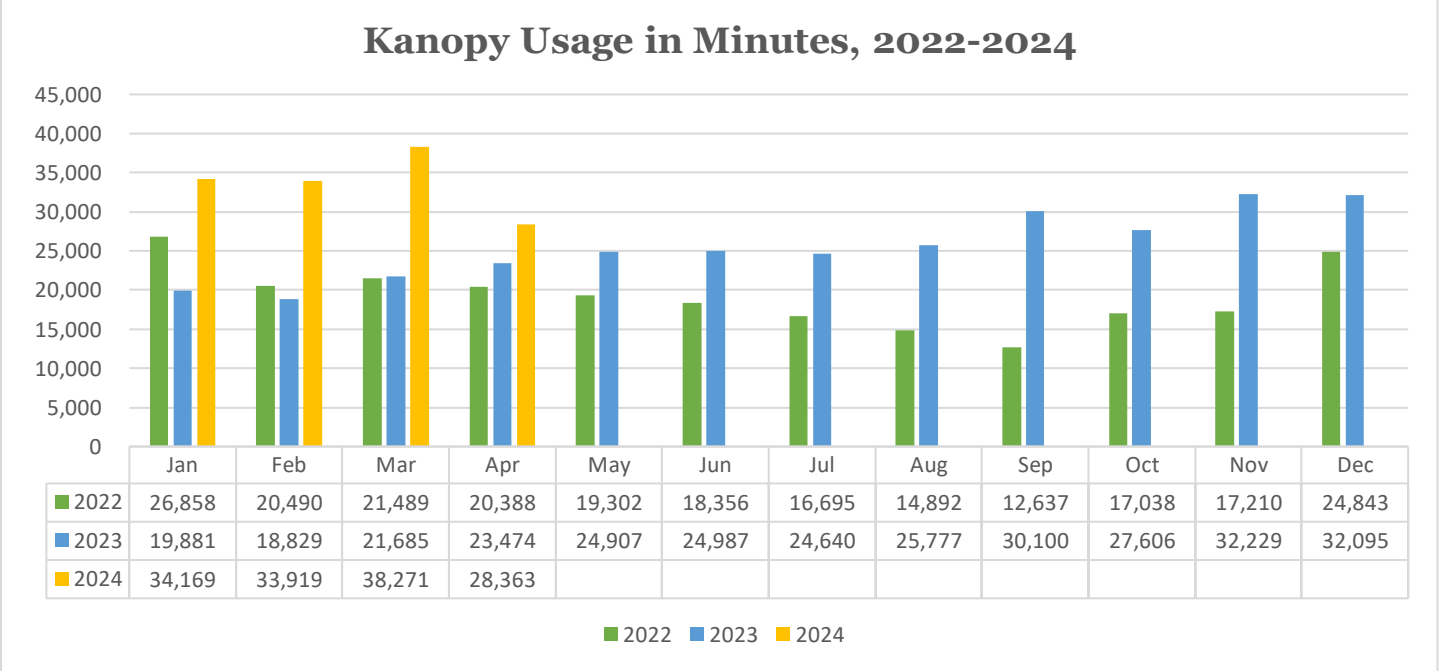
OverDrive



The 13,330 checkouts through OverDrive in April were down 11.9% compared to the 15,136 checkouts in March 2024, but they were up 21.0% compared to the 11,021 checkouts in April 2023.

This month’s checkouts included 6,334 e-books (which were 47.5% of the OverDrive items checked out), 5,842 audiobooks (43.8%), and 1,154 e-magazines (8.7%).

Kanopy

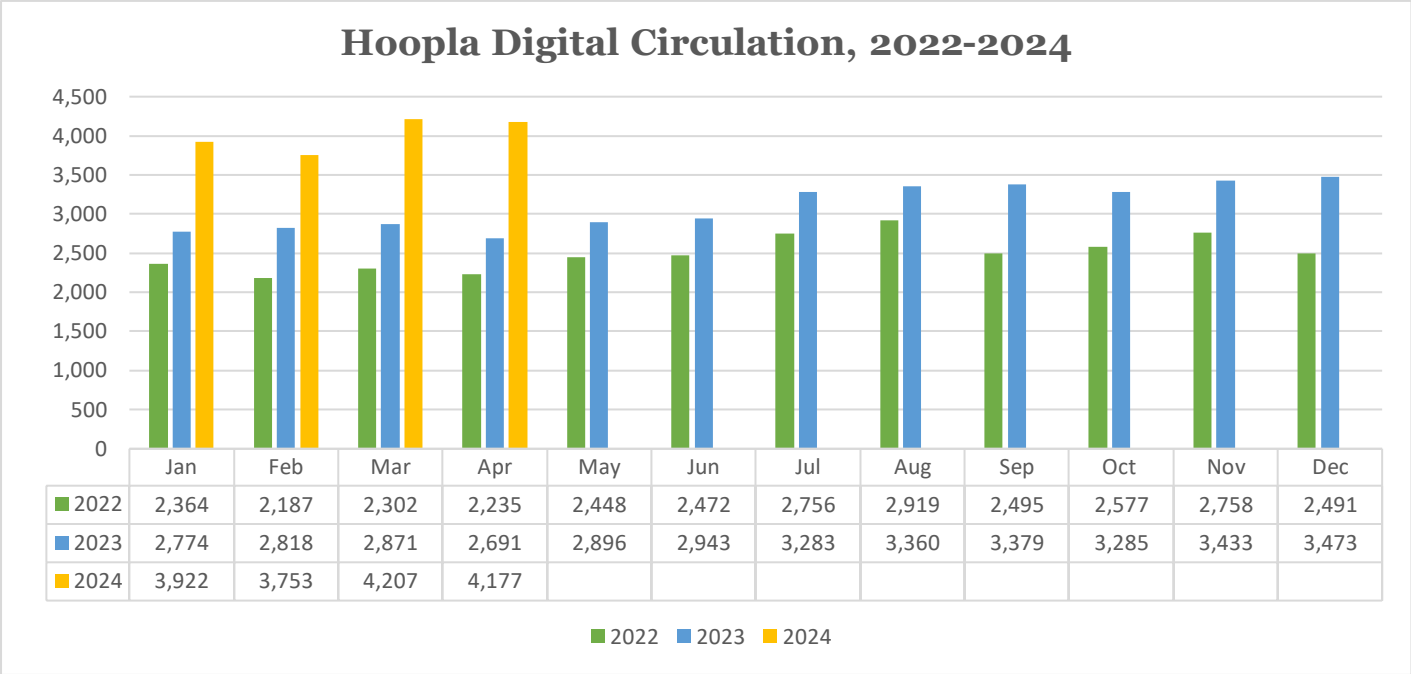


Our patrons viewed 28,363 minutes of Kanopy content during the month of April. That usage was down 25.9% compared to the 38,271 minutes viewed in March 2024, but it was up 20.8% compared to the 23,474 minutes viewed in April 2023. Cardholders in the United States viewed content.

The top ten suppliers of content viewed on Kanopy this month were The Great Courses, BBC Studios, The Criterion Collection, Weston Woods, California Newsreel, PBS, MHz, Paramount Pictures, IFC Films, and Shout Studios. Content was viewed on mobile devices (32.3%), tablets (30.0%), televisions (23.1%), and desktops (14.6%).

DIGITAL CIRCULATION (CONTINUED)

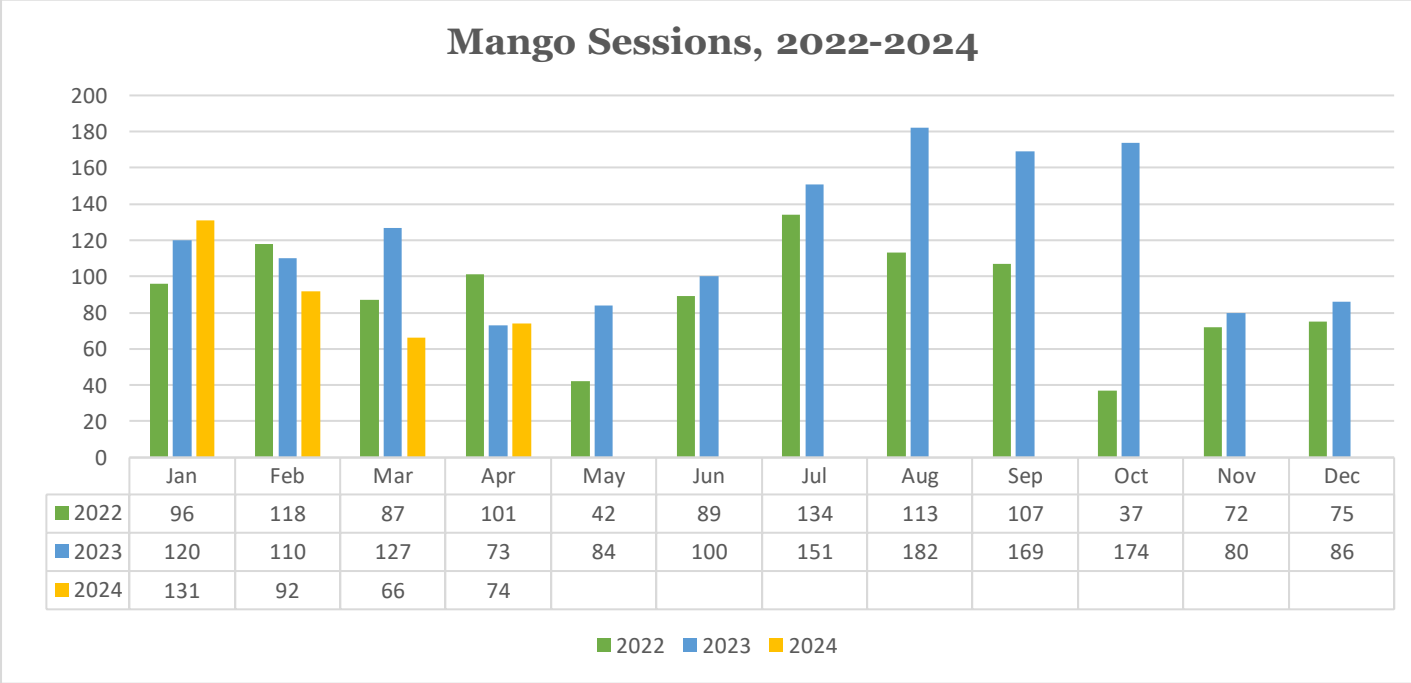
Hoopla



The 4,177 circulations in Hoopla during April were down a modest 0.7% compared to the 4,207 circulations in March 2024, but they were up 55.2% compared to the 2,691 circulations in April 2023. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 2,455 audiobooks (which were 58.7% of the Hoopla items checked out), 1,085 e-books and e-comics (26.0%), 471 movies and television shows (11.3%), 134 music items (3.2%), and 32 BingePasses (0.8%) this month.

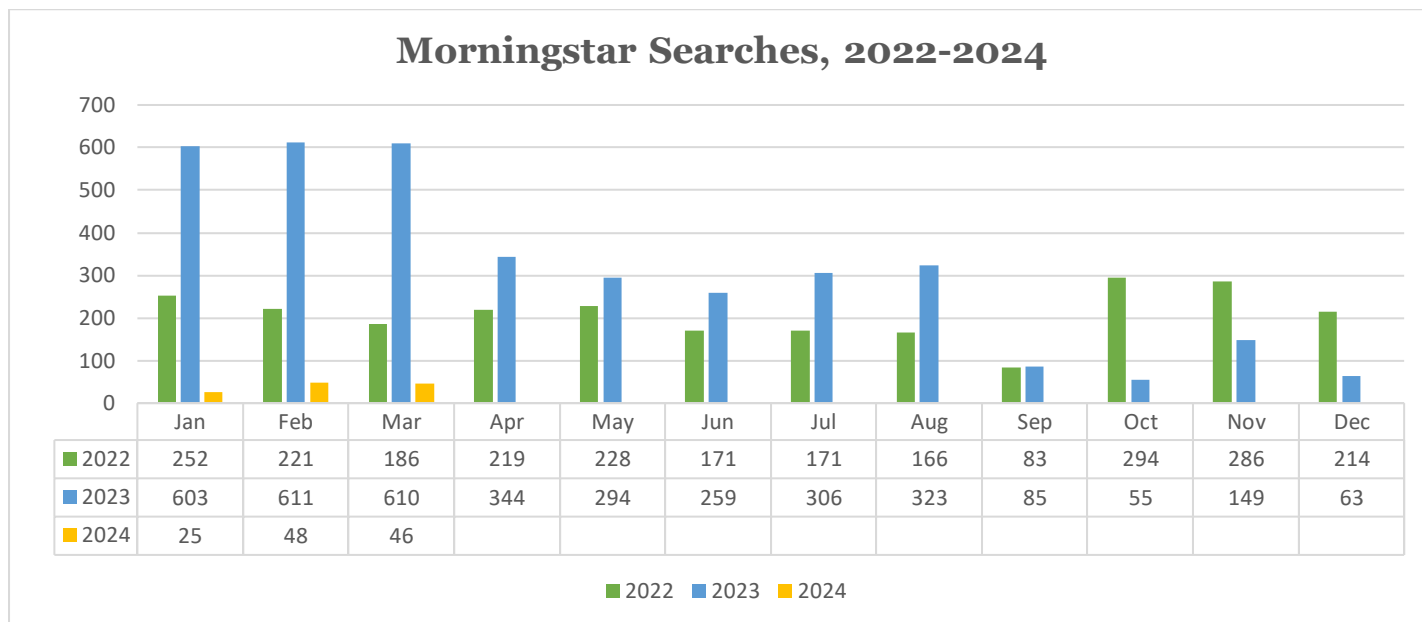
Mango



Our patrons had 74 total sessions in Mango for the month of April. That usage was up 12.1% compared to the 66 sessions in March 2024, and it was up a modest 1.4% compared to the 73 sessions in April 2023. The top ten languages studied this month were Spanish, Latin American; German; Arabic, Egyptian; Korean; Malayalam; Polish; Tamil; American Sign Language (ASL); Finnish; and French.

OTHER DIGITAL SERVICES

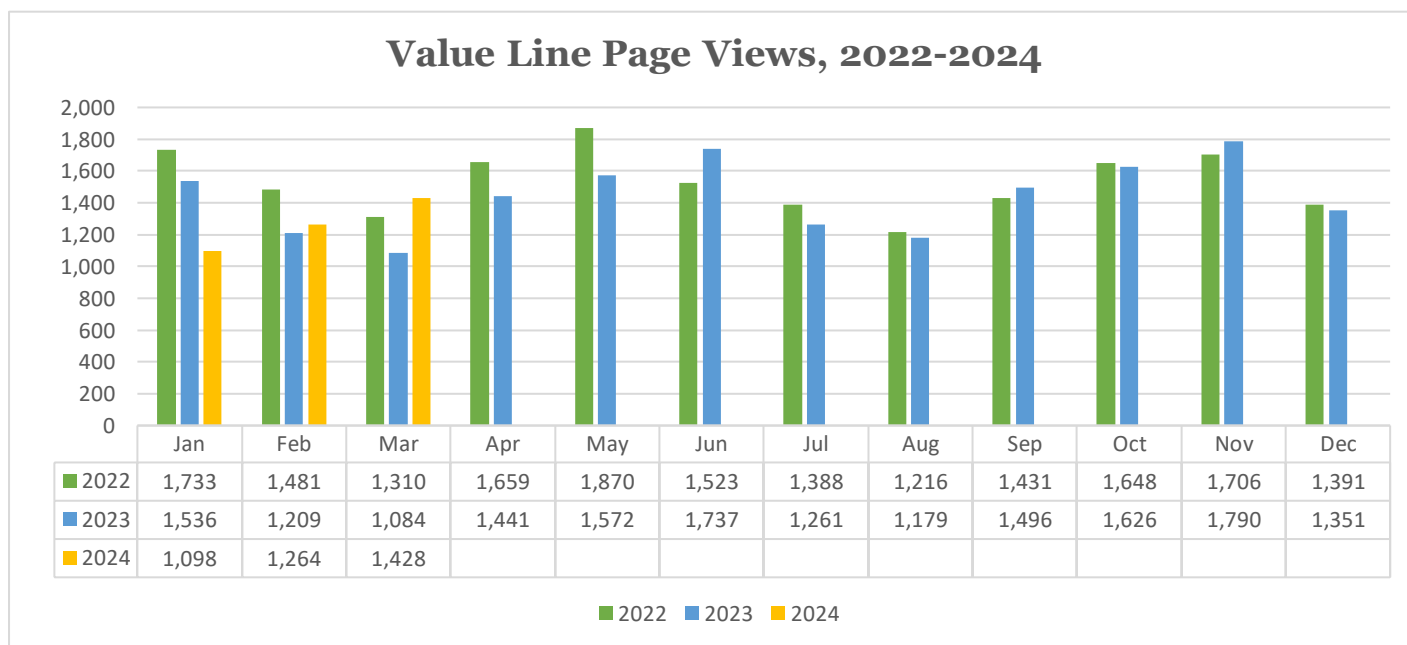
Morningstar



Our patrons conducted 46 Morningstar searches in March. That usage was down 4.2% compared to the 48 searches in February 2024, and it was also down 92.5% compared to the 610 searches that occurred in March 2023. 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 April, so we will include them in next month's board report.

Value Line



The 1,428 Value Line page views in March were up 13.0% compared to the 1,264 page views in February 2024, and they were also up 31.7% compared to the 1,084 page views that occurred in March 2023. Value Line remains 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 April, so we will include them in next month's board report.

OTHER DIGITAL SERVICES (CONTINUED)

NewsBank

The 2,100 NewsBank page views in April were up 21.5% compared to the 1,729 page views in March 2024, and they were also up 46.3% compared to the 1,435 page views that occurred in April 2023. NewsBank continues to be one of the more consistently used offerings in our database collection.

Patrons have been averaging 1,769 page views per month in 2024, which is up 19.9% compared to the 1,475 pages viewed on average per month in 2023 and is also up 38.3% compared to the 1,279 pages viewed on average per month in 2022.

OTHER STATISTICS

Gate Counts

Our total gate count for April was 17,099. Our busiest day was Wednesday, April 3, with 766 patrons logged. We held several popular programs that day, including Rock Painting (with 168 attendees), Salmon Activities for Kids (with 140 attendees), and Active Story Time (with 90 attendees).

Interlibrary Loans

In April, we received a total of 187 interlibrary loan requests from other libraries for 186 books and one article. We sent 90 books to libraries during the month in response to their interlibrary loan requests.

We also sent 26 interlibrary loan requests to other libraries in April for 25 books and one audiovisual (A/V) item requested by our patrons. We received 17 books and one A/V item from other libraries in response to requests. We had 17 unique patrons request items this month, including three patrons who requested three items each and three patrons who requested two items each.

New Library Card Accounts

We created 313 new library card accounts in April. They included 242 resident cards, 49 nonresident cards, 18 limited access cards, three interlibrary loan accounts, one homebound card, and one iCard.

Public Internet Sessions

Patrons enjoyed 1,717 public internet sessions during the month of April, for a total of 1,358 hours and 3 minutes. The average session was 47 minutes long.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/14/2024

Agenda Category: Approval of Bills

Prepared By: Kylie Christian, Administrative Assistant

Subject:

May 2024 Claims for Payment

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the April 1, 2024 through April 30, 2024 claims for payment.

Summary:

This is a review and approval of the April 1, 2024 through April 30, 2024 claims for payment.

Attachments:

1. April 2024 Library Voucher Listing
2. April 2024 Library Expenditure
3. 2024.05.14 Claims for Payment

Library Voucher Listing

Begin Date: 4/1/2024

End Date: 4/30/2024

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	22300037	1000362969	4/10/2024	322151	CAPIRAMOBILE MOBILE APP - CONTRACT NO. 359-22	\$4,357.60
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$4,357.60
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$87,526.00			YTD ACTUAL: \$41,931.66			YTD % USED: 47.91%		
INFORMATION TECHNOLOGY TOTAL:								\$4,357.60
	K8721000/3102	ODP BUSINESS SOLUTIO		356921069001	4/19/2024	322498	C. NULPH BUSINESS CARDS	\$30.37
	K8721000/3102	COSTCO WHOLESALE		TXN00076956	4/30/2024	0	NATIONAL LIBRARY WEEK - PIZZA FOR STAFF APPRECIATI	\$64.89
	K8721000/3102	COSTCO WHOLESALE		TXN00076980	4/30/2024	0	LIBRARY SUPPLIES - DUSTERS	\$38.89
	K8721000/3102	STAPLES		TXN00077102	4/30/2024	0	OFFICE SUPPLIES - POST ITS, FLASH DRIVES	\$59.59
	K8721000/3102	AMAZON		TXN00077132	4/30/2024	0	OFFICE SUPPLIES - UNDER DESK FOOTREST	\$21.77
	K8721000/3102	AMAZON		TXN00077257	4/30/2024	0	MEDING SUPPLIES - TAPE, BOOK TAPE, LABELS	\$121.95
	K8721000/3102	DEMCO INC.		TXN00077289	4/30/2024	0	MENDING/MATERIAL PROCESSING SUPPLIES	\$74.97
	K8721000/3102	STAPLES		TXN00077317	4/30/2024	0	OFFICE SUPPLIES - MENDING BOOK TAPE & ENVELOPS	\$180.62
	K8721000/3102	AMAZON		TXN00077329	4/30/2024	0	RETURN - MENDING SUPPLIES - TAPE	-\$75.15

Library Voucher Listing

Begin Date: 4/1/2024

End Date: 4/30/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/3102	AMAZON		TXN00077335	4/30/2024	0	MENDING SUPPLIES & DISPLAY SUPPLIES	\$176.07
	K8721000/3102	SAFEWAY, INC		TXN00077113	4/30/2024	0	BATTERIES/CANDY FOR RPL POET PROGRAM 4/19/24	\$72.63
	K8721000/3102	P-CARD OTP		TXN00077311	4/30/2024	0	VIRTUAL COMMUNITY EVENT - C. NULPH	\$6.00
	K8721000/3102	AMAZON		TXN00076821	4/30/2024	0	OFFICE SUPPLIES - FILE BOX	\$32.26
	K8721000/3102	P-CARD OTP		TXN00077108	4/30/2024	0	GENERAL SUPPLIES - BUTTON MAKING SUPPLIES	\$95.11
	K8721000/3102	AMAZON		TXN00077310	4/30/2024	0	OFFICE SUPPLIES - GLUE STICKS	\$59.52
OPERATING SUPPLIES & MATERIALS TOTAL:								\$959.49
OPERATING SUPPLIES & MATERIALS - YTD INFORMATION								
BUDGET: \$38,800.00			YTD ACTUAL: \$8,729.38			YTD % USED: 22.50%		
	K8721000/3182	BEST BUY		TXN00077256	4/30/2024	0	STUDY ROOM TV SCREEN	\$282.61
	K8721000/3182	P-CARD OTP		TXN00077203	4/30/2024	0	ADOBE INDESIGN MONTHLY SUBSCRIPTION	\$22.82
COMPUTER RELATED SUPPLIES TOTAL:								\$305.43
COMPUTER RELATED SUPPLIES - YTD INFORMATION								
BUDGET: \$5,000.00			YTD ACTUAL: \$513.96			YTD % USED: 10.28%		
	K8721000/4201	VERIZON WIRELESS		9959555461	4/3/2024	321986	Verizon Wireless NASPO - March 2024	\$89.62
	K8721000/4201	FRONTIER		4/24 2061882614	4/12/2024	322261	TELEPHONE CHARGES 04/19/24-05/18/24.	\$105.07
	K8721000/4201	FRONTIER		04/24 5099433152	4/12/2024	322262	4/24 TELEPHONE CHARGES	\$1,061.62

Library Voucher Listing

Begin Date: 4/1/2024

End Date: 4/30/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4201	T-MOBILE USA INC		TXN00077123	4/30/2024	0	T-MOBILE HOTSPOTS 2/2024-3/2024	\$714.00
TELEPHONE & COMM SVCS TOTAL:								\$1,970.31
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$20,304.00			YTD ACTUAL: \$7,725.81			YTD % USED: 38.05%		
	K8721000/4207	BANK OF AMERICA		033124	4/2/2024	10018	LIBRARY MERCHANT SERVICES FEES	\$222.42
MERCHANT SVC FEES TOTAL:								\$222.42
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$2,000.00			YTD ACTUAL: \$908.74			YTD % USED: 45.44%		
	K8721000/4301	P-CARD OTP		TXN00076749	4/30/2024	0	24-058 NULPH UBER	\$27.43
	K8721000/4301	P-CARD OTP		TXN00076844	4/30/2024	0	24-058 NULPH UBER	\$12.92
	K8721000/4301	P-CARD OTP		TXN00076863	4/30/2024	0	24-058 NULPH LYFT	\$41.29
TRAVEL EXPENSES TOTAL:								\$81.64
TRAVEL EXPENSES - YTD INFORMATION								
BUDGET: \$17,250.00			YTD ACTUAL: \$3,854.84			YTD % USED: 22.35%		
	K8721000/4504	XEROX CORP		021058804	4/19/2024	322514	7HB-469027 APRIL 2024 BASE CHARGE	\$10.87
	K8721000/4504	XEROX CORP		021058814	4/19/2024	322514	3UA-295134 MARCH 2024 BASE CHARGE	\$371.44
	K8721000/4504	XEROX CORP		021058815	4/19/2024	322514	3UA-295169 MARCH 2024 BASE CHARGE	\$295.14
	K8721000/4504	XEROX CORP		021058816	4/19/2024	322514	3UA-295258 MARCH 2024 BASE CHARGE	\$437.66

Library Voucher Listing

Begin Date: 4/1/2024

End Date: 4/30/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4504	XEROX CORP		021058817	4/19/2024	322514	3UA-296344 MARCH 2024 BASE CHARGE	\$308.49
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$1,423.60
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$11,613.00			YTD ACTUAL: \$5,431.45			YTD % USED: 46.77%		
	K8721000/4912	P-CARD OTP		TXN00077275	4/30/2024	0	K. REED - NATURE BASED ERLY LRN CONF	\$395.00
	K8721000/4912	PACIFIC NW LIBRARY A		TXN00077323	4/30/2024	0	A. URETSKY-PRATT PNLA CONFERENCE	\$325.00
	K8721000/4912	PACIFIC NW LIBRARY A		TXN00077331	4/30/2024	0	J. TALBOTT PNLA CONFERENCE 2024 REG	\$250.00
TUITION/CONFERENCE FEES TOTAL:								\$970.00
TUITION/CONFERENCE FEES - YTD INFORMATION								
BUDGET: \$2,650.00			YTD ACTUAL: \$2,408.00			YTD % USED: 90.87%		
	K8721000/5301	WA STATE DEPARTMENT		DOR 03/2024	4/25/2024	10033	COMBINED EXCISE TAX - MARCH 2024	\$44.08
STATE TAXES TOTAL:								\$44.08
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$122.51			YTD % USED: 12.01%		
LIBRARY ADMINISTRATION TOTAL:								\$5,976.97
	K8722100/3401	MIDWEST TAPE		505270745	4/3/2024	321941	HOOPLA MARCH 2024	\$9,484.34
	K8722100/3401	BLACKSTONE AUDIOBOOK		2146180	4/3/2024	321898	A/V COLLECTION - LIBRARY	\$247.55
	K8722100/3401	BLACKSTONE AUDIOBOOK		2145935	4/3/2024	321898	A/V MATERIALS - LIBRARY	\$45.22

Library Voucher Listing

Begin Date: 4/1/2024

End Date: 4/30/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3401		CRATES POINT		2403	4/12/2024	322251	TUMBLEWEED TOURIST MUSEUM PASS MEMBERSHIP 4/24-4/25	\$75.00
K8722100/3401		KANOPY LLC		KDEP-22256	4/24/2024	322563	ONLINE SERVICES - KANOPY PAY PER USE	\$6,000.00
K8722100/3401		THE GALE GROUP		84009939	4/24/2024	322537	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$158.10

LIBRARY RESOURCES TOTAL: \$16,010.21

LIBRARY RESOURCES - YTD INFORMATION

BUDGET: \$398,027.00

YTD ACTUAL: \$185,359.05

YTD % USED: 46.57%

K8722100/3402	TARGET CORPORATION	TXN00076888	4/30/2024	0	PROGRAMMING SUPPLIES	\$32.70
K8722100/3402	TARGET CORPORATION	TXN00076899	4/30/2024	0	CINEMATIC PROGRAM SNACKS 4/8/24	\$18.07
K8722100/3402	WALMART	TXN00077096	4/30/2024	0	PROGRAMMING SUPPLIES - TEEN SELF CARE 4/23/24	\$52.87
K8722100/3402	FRED MEYER	TXN00077324	4/30/2024	0	PROGRAMMING SNACKS - AUTHOR VISIT 4/29/24	\$4.99
K8722100/3402	COSTCO WHOLESALE	TXN00077339	4/30/2024	0	PROGRAMMING SNACK - AUTHOR VISIT 4/29/24	\$9.99
K8722100/3402	4IMPRINT, INC	TXN00076699	4/30/2024	0	OUTREACH GIVEAWAYS	\$635.03
K8722100/3402	AMAZON	TXN00076805	4/30/2024	0	PROGRAMMING SUPPLIES/TEEN ROOM	\$94.05
K8722100/3402	PARTY CITY CORPORATI	TXN00076976	4/30/2024	0	RPL POET'S DEPT PROGRAM 4/19/24	\$163.35
K8722100/3402	AMAZON	TXN00077020	4/30/2024	0	PROGRAMMING SUPPLIES - MIDDLE GRADE PROGRAM	\$46.81
K8722100/3402	TARGET CORPORATION	TXN00077153	4/30/2024	0	PROGRAMMING TREATS	\$31.46
K8722100/3402	AMAZON	TXN00077225	4/30/2024	0	PROGRAMMING SUPPLIES - TEEN PROGRAM	\$23.90

Library Voucher Listing

Begin Date: 4/1/2024

End Date: 4/30/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3402	AMAZON		TXN00077283	4/30/2024	0	PROGRAMMING SUPPLIES - MOCKTAIL AND MATERPIECE PRO	\$93.86
	K8722100/3402	AMAZON		TXN00077297	4/30/2024	0	PROGRAMMING SUPPLIES - TEEN PROGRAM	\$8.69
	K8722100/3402	AMAZON		TXN00077312	4/30/2024	0	PROGRAMMING SUPPLIES - TEEN MACRAME PROGRAM	\$21.68
LIBRARY PROGRAMMING TOTAL:								\$1,237.45
LIBRARY PROGRAMMING - YTD INFORMATION								
BUDGET: \$20,000.00			YTD ACTUAL: \$10,962.09			YTD % USED: 54.81%		
	K8722100/4107	CI INFORMATION MANAG		0164255	4/10/2024	322111	ONSITE 64 GALLON RECURRING SHRED	\$112.13
	K8722100/4107	SPORTSENGINE INC		43845	4/10/2024	322147	BACKGROUND CHECKS - LIBRARY (1)	\$18.50
OTHER PROFESSIONAL SERVICES TOTAL:								\$130.63
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$1,227.00			YTD ACTUAL: \$390.76			YTD % USED: 31.85%		
	K8722100/6414	AMAZON		TXN00077158	4/30/2024	0	SR-1172 Amazon AV Switch for Library Gallery Room	\$908.73
MACHINERY & EQUIP > \$25000 TOTAL:								\$908.73
MACHINERY & EQUIP > \$25000 - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$908.73			YTD % USED: N/A		
LIBRARY PUBLIC SERVICE TOTAL:								\$18,287.02
LIBRARY NON-FACILITIES TOTAL:								\$28,621.59

Library Voucher Listing

Begin Date: 4/1/2024

End Date: 4/30/2024

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		03/2024 MAR	4/16/2024	50002	CITY UTILITY BILLS/MAR2024	\$3,365.26
UTILITIES TOTAL:								\$3,365.26
UTILITIES - YTD INFORMATION								
BUDGET: \$57,000.00			YTD ACTUAL: \$9,338.50			YTD % USED: 16.38%		
LIBRARY FACILITIES TOTAL:								\$3,365.26

CITY OF RICHLAND
LIBRARY EXPENDITURE

April 2024

Month/Year

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

GROSS SALARIES \$ 107,343.28

		Gross Wages	Total
WEEK OF:	<u>04/11/24</u>	<u>54,644.63</u>	<u>54,644.63</u>
WEEK OF:	<u>04/25/24</u>	<u>52,698.65</u>	<u>52,698.65</u>
WEEK OF:	<u> </u>	<u> </u>	<u>-</u>
	TOTAL	<u>107,343.28</u>	<u>107,343.28</u>



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

MAY 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 \$ \$135,964.87 this 14th day of May, 2024.

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

Voucher Listings	Amount
April 01, 2024 thru April 30, 2024	\$28,621.59
Transfer Advice (Salaries)	
Salaries for the weeks of: March 25, 2024 thru April 21, 2024	\$107,343.28
MONTHLY EXPENSES	\$135,964.87

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: 5/14/2024

Agenda Category: Unfinished Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Reciprocal Borrowing Check In

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Discussion about reciprocal borrowing in a bit more detail as the report from the participating libraries nears its conclusion. This will reacclimate everyone ahead of that discussion and raise any specifics the Board would like to see.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/14/2024

Agenda Category: New Business

Prepared By: Christopher Waite, Parks & Public Facilities Director

Subject:

Director of Parks and Public Facilities Introduction

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

Parks and Public Facilities Director Chris Waite will introduce himself to the Board.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/14/2024

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:

Three Boards Meeting Follow Up

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

An opportunity to discuss how the meeting went and what the Board would like to see from this moving forward.

Attachments:
