



Agenda
Library Board Meeting
Tuesday, June 11, 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. June 11, 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. May 14, 2024 Library Board Meeting Minutes

Richland Public Library Staff Updates:

3. RPL Staff Update
 - Theresa Barnaby, Library Supervisor
4. June 2024 Library Manager's Report
 - Christopher Nulph, Library Manager

Approval of Bills: (Approved by Motion)

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

Unfinished Business:

New Business:

6. Hoopla Usage
 - Christopher Nulph, Library Manager

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, July 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: 6/11/2024

Agenda Category: Approval of Minutes

Prepared By:

Subject:

May 14, 2024 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

I. 2024.05.14 Library Board Meeting Minutes



MINUTES

Richland Public Library Board

Library Conference Room A – 955 Northgate Drive

May 14, 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 5:32 p.m.

Attendance

Chair Lightner, Vice-Chair Buxton, Board Members Isakson, and Pickel were present. Also present were Library Manager Nulph, Administrative Assistant Christian, Parks and Public Facilities Director Waite, and Adult Services Librarian Lightfoot.

Board Member Hernandez and Council Liaison Kent were absent.

Approval of Agenda

1. Vice-Chair Buxton moved and Board Member Isakson 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 April 9, 2024 meeting and May 6, 2024 special meeting. Board Member Pickel moved and Vice-Chair Buxton seconded the motion to approve the minutes of April 9, 2024 as is. Board Member Isakson moved and Board Member Pickel seconded the motion to approve the May 6, 2024 special meeting minutes. Both motions carried 4-0.

Richland Public Library Staff Updates:

3. RPL Staff Update –
Adult Services Librarian Gavin Lightfoot shared with the Board what he has been working on so far in 2024 and plans for the remainder of the year.
4. May 2024 Library Manager's Report –
Library Manager Nulph shared library updates and library statistics.

Approval of Bills

5. Board Member Isakson moved and Board Member Pickel seconded the motion to approve the certification of claims for payment for May 2024 in the amount of \$135,964.87. The motion carried 4-0.

Unfinished Business

6. Reciprocal Borrowing Check In –
Library Manager Nulph provided an update on where the library is at with surrounding area libraries with a reciprocal borrowing policy.

New Business

7. Parks and Public Facilities Director Waite introduced himself to the Board and shared his professional background.
8. Board Members discussed the Three Boards Meeting with the Friend's, Foundation, and Board of Trustees that was held on May 6, 2024.

Adjournment

Chair Lightner adjourned the meeting at 6:52 P.M.

APPROVED:

ATTEST:

Lindsay Lightner, Library Board Chair

Kylie Christian, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 6/11/2024

Agenda Category: Richland Public Library Staff Updates

Prepared By: Theresa Barnaby, Library Supervisor

Subject:
RPL Staff Update

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Technical Services supervisor Theresa Barnaby will share with the Board what her and her department are currently focused on.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 6/11/2024

Agenda Category: Richland Public Library Staff Updates

Prepared By: Christopher Nulph, Library Manager

Subject:

June 2024 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

Library Manager Nulph will share library updates and library statistics from May 2024.

Attachments:

1. 2024.06.11 Library Manager's Report
2. 2024.06.11 Library Statistics



LIBRARY MANAGER'S REPORT Richland Public Library Board June 11, 2024

State of Library Services

The outdoor CIP has gone to bid. The scheduled bid opening is later this month. Once the winning bid is selected, we will need to pass the Foundation donation and a reallocation of renew and replace funds into this budget. With those funds, we will have enough to fund the outdoor seating, trash receptacles, and activities that are not included in the bid work. We hope to begin construction shortly.

The outdoor sculpture is scheduled to be in place by the time this meeting is held but after I am writing this. If there were any delays, it would only push the install back a few days.

The library has switched service providers for our library cards. The old company, Indentisys, was used for years with the photo system to place pictures on cards. Now that we have phased photos out, Indentisys is no longer the best service provider for our cards. We have selected Lucas Color Card to replace this vendor. As a comparison, Indentisys provided 5,000 cards for roughly \$5,000. Lucas Color Card has provided us with 20,000 library cards at a cost of about \$3,000, providing a big value and cost savings boost. We will now have 5 card designs with each card having a wallet and keychain sized card. The back of the cards will have a spot to write the users' name. The front of card designs (wallet/keychain) chosen are: Plane flying over the Columbia/the cable bridge at night, Water Follies/hot air balloons, vineyard landscape/grapes, RPD vehicle/RFD engine, RFD engine/RPD vehicle. We will start distributing these once we run out of our current cards.

Library Xerox machines have been replaced as part of the normal replacement schedule coordinated by IT.

Updated library signage is starting to go into place as Mustang Signs has availability. You will see some of the pillars wrapped on the bottom floor to help with directing patrons.

Our new mascot has been hinted at on social media over the last several weeks and is building excitement for the first appearance at Dive Into Summer.

We are hosting a Beat the Heat donation drive from June 1 – July 15 to help support Martha's Cupboard. Martha's Cupboard is a service out of Central Church that provides essential supplies to those in need. They provide the library with these supplies to give to patrons as needed. The donation drive is looking for items like reusable water bottles, hats, lip balm, sunscreen, insect repellent, and sunburn care.

The reciprocal borrowing discussion continues to move forward. The group of libraries is looking at late August as a possible meet time. They have proposed starting this conversation by having a representative from each Board attend the first meeting rather than the entire Board. This may be an easier first step to navigate given the size of the group and the fact that a final decision will not be made from this first meeting. It'll give each Board the opportunity to bring the discussion back to their Boards

before advancing any policy decisions with the larger group. Lindsay would be the representative from our Board if that format is selected.

We are currently planning our 2025 budget. Things to note outside of our typical operating fund include switching some Envisionware services to TBS (print/PC management) and Tech Logic (self-check software), request for funds to replace aging furniture, request to move a retiring Library Assistant position to Librarian to support Technical Services, and foreign language expansion funds.

Program highlights from the month include:

- Author Travis Baldree spoke at the library and got an enthusiastic response of 80 patrons attending this event. We even had some patrons dress as characters from his novels!
- For the Love of Art, a series that has been presented by Artworks Northwest for much of the year, continues with a reliable base of attendance. May's presentation on fiber art and quilting had 35 in attendance.
- Kadlec, another regular presenter of a community health series, also continues to drive reliable monthly attendance. This month's "witness to addiction" presentation had 50 patrons in attendance.

Friends of the Library Update

The Friends of the Library are interested in supporting the Experience Library expansion, outdoor space theater and play accessories, and citizen science kits.

Library Foundation

There are no updates from the Foundation this month.

Staffing Updates

The library is bringing in a student intern, Abigail, starting this summer and lasting for one year. This is in cooperation with the Richland School District and gives the interested student valuable experience in a field they would like to pursue.

Library Statistics

The library typically sees similar use numbers from April to May. The gate count recorded with a marginal decrease from April. The May number in comparison to 2023 is nearly identical. We have been seeing a significant gap between 2023 and 2024 gate numbers. The reason why we do not see this duplicated for May is the fact that the RSD art reception was in May of last year and provides a large bump to our gate count. This year, the RSD show was in March and that increase was recorded that month instead.

Physical circulation continues its flattening trend with a total number of items checked out being about 200 items difference from April. After months of significant increases, digital statistics showed similar numbers to April. May did see increases across the three major resources, but those increases were not as pronounced as other months in recent history.

Morningstar statistics have been revised. It appears that searches are no longer a reliable statistic of use and page views is now the preferred statistic. We have included both of these numbers in the report but will show just page views in future months. Mango continues to record low usage rates. If it continues its current trend, we estimate that each Mango use costs \$5.30 given the limited usage. I do not believe this is a good cost per use rate and we need these numbers to rise if we are to keep the service on in 2025.

A check in on community engagement stats shows increases over 2023. The total number of community engagements from 2023 to 2024 went up by 27 events and 1,168 in attendance. Meeting room use is up by 86 bookings overall as compared to 2023 at the same point in time.

RICHLAND PUBLIC LIBRARY

May 2024 Statistics Report for the June Board Meeting



SUMMARY

We held and hosted many different programs at the library in May, including the following:

- Saturday Story Time on May 4
- “For the Love of Art: Making Fiber Art Through Quilting” presentation by artist Geneva Carroll on Wednesday, May 8
- A visit by bestselling author Travis Baldree on Thursday, May 9
- “Mocktails & Masterpieces: Mango Twist Mojitos and Marble Watercolors” session #1 on Tuesday, May 14
- “Genesis of 234-5Z, the Plutonium Finishing Plant” presentation by Don Sorenson and the B Reactor Museum Association on Tuesday, May 14
- “Witness to Addiction” talk by Dr. Michele Gerber for Kadlec Community Health on Wednesday, May 15
- “Macramé Terrariums” craft program on Sunday, May 26
- “Death Doula Duo Discusses Dying and Death” talk by Kathy Bray and Lenora Good on Sunday, May 26
- “Mocktails & Masterpieces: Mango Twist Mojitos and Marble Watercolors” session #2 on Tuesday, May 28
- Special Guest Story Time with Economic Development Specialist Lynn Follett on Friday, May 31.

The Tri-City Cinephiles Club for patrons age 18+ watched *Carrie* (1976) on Monday, May 13. We held a family movie showing of *Wonka* (2024) in the Doris Roberts Gallery on Saturday, May 25. Our Cereal (Serial) Book Club met on Tuesday, May 28, to discuss the popular *Upside-Down Magic* series by Sarah Mlynowski, Lauren Myracle, and Emily Jenkins.

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 Group teen/adult jam sessions on two Tuesdays, May 7 and 21; Team Battelle Math Tutoring on three Saturdays, May 4, 11, and 18; an LGBTQIA+ Craft Social on Monday, May 20; STEAMplay sessions on two Fridays, May 10 and 24, and on Wednesday, May 15; and a STEAMkids session on Saturday, May 18.

Mustang Signs has started to install directional pillar wraps throughout the library. The eye-catching wraps will help patrons find materials more easily.

MAY STATISTICS

- Overall Circulation with Renewals: **72,577**
- Digital Circulation: **19,330**
- Physical Items Checked Out: **35,090**
- Physical Items Renewed: **18,157**
- Holds Filled: **3,076**
- Hoopla Circulation: **4,222**
- Kanopy Circulation: **27,620 minutes, 431 tickets used**
- Mango: **104 sessions**
- OverDrive Circulation: **14,573**
- New Library Card Accounts: **390**
- Gate Count: **16,638**
- Busiest Day: **823 (Wed., May 22)**

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 May 7, 14, 21, and 28; Wednesday morning active story times at 10 a.m. on May 1, 8, 15, 22, and 29; Thursday morning baby story times at 10 a.m. on May 2, 9, 16, 23, and 30; and Friday morning preschool story times at 10 a.m. on May 3, 10, 17, 24, and 31. The Tuesday evening story times were followed by "Meet Our Therapy Dogs!" sessions.

Saturday Story Time

Kelly held a new Saturday Story Time from 10 to 10:45 a.m. on Saturday, May 4. Twenty-eight patrons attended. She is planning to hold another Saturday Story Time in early June.

STEAMplay and STEAMkids

Kelly held drop-in STEAMplay sessions from 11 a.m. to 12:30 p.m. on two Fridays, May 10 and 24, and Wednesday, May 15. She also held a drop-in STEAMkids session from 1 to 3 p.m. on Saturday, May 18.

Family Movie: *Wonka*

Librarian Johanna held a family showing of *Wonka* (2024) from 2 to 4 p.m. on Saturday, May 25, in the Doris Roberts Gallery. Thirty-six enthusiastic patrons attended.

Cereal (Serial) Book Club

Our Cereal (Serial) Book Club for fourth through sixth graders met from 4 to 5 p.m. on Tuesday, May 28. This month, Johanna led the group as they discussed the bestselling *Upside-Down Magic* series by Sarah Mlynowski, Lauren Myracle, and Emily Jenkins. Cereal snacks and craft supplies were generously provided by the Friends of the Richland Library. We had 12 patrons attend.

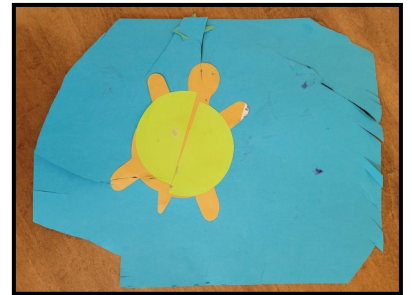
Special Guest Story Time

We also held a Special Guest Story Time from 10 to 10:45 a.m. on Friday, May 31. Economic Development Specialist Lynn Follett from the City of Richland came to read stories and talk about the Richland Farmer's Market, which will be opening in early June. This program was quite popular, with 47 patrons attending.

Library Mascot

In May, we began to introduce the idea of a new library mascot through social media posts and a giant papier-mâché egg displayed in the library.

On May 29, we posted a photo of the empty egg, saying, "Uh-oh ... Whatever WAS in this egg is now loose in the library! Keep your eyes peeled for mischief and let us know if you spot a wild baby ... uh, well, it's definitely a baby something ... hiding in our stacks!" Our new mascot will be revealed in mid June.



ALL-AGES PROGRAMS

Wildfire Preparedness Expo

Librarian Manager Michelle, Teen Services Librarian Alyssa, and Johanna staffed a Richland Public Library booth and led outreach activities at the Wildfire Preparedness Expo from 9 to 11 a.m. on Saturday, May 4, in Badger Mountain Trailhead Park. Area residents were invited to celebrate National Firefighters' Day by participating in fun activities, visiting with firefighters, and learning more about the Richland Community Wildfire Protection Plan.

“Making Fiber Art Through Quilting”

Artist Geneva Carroll gave a presentation called “For the Love of Art: Making Fiber Art Through Quilting” from 6 to 7 p.m. on Wednesday, May 8. Her statement said, “I have had a passion for color, texture, and sewing since I was a child. I translate that passion into making art using fabric and providing an emotional connection for the viewer. My art quilts have been juried into numerous international, national, and local shows and have won many awards. My art quilts have hung in medical offices, businesses, government agencies, and sold in various venues. I enjoy sharing my journey with others and am pleased when I can encourage and assist budding quilt artists.” Thirty-five patrons attended.



Singing Strings Ukulele Group

Johanna held Singing Strings Ukulele Group teen and adult jams from 6:30 to 8 p.m. on two Tuesdays, May 7 and 21. Ten patrons attended the first jam, and thirteen patrons attended the second. The Singing Strings Ukulele Group also performed for the residents of Bonaventure Assisted Living on Wednesday, May 8. They played a variety of songs ranging from 60's classics to a patriotic medley, encouraging residents to sing along.



Author Visit: Travis Baldree

We hosted a visit by Washington state author Travis Baldree from 6 to 7 p.m. on Thursday, May 9, in the Doris Roberts Gallery. He is the New York Times bestselling author of *Legends & Lattes* and *Bookshops & Bonedust*, a prolific audiobook narrator, and the designer of fantasy video games such as *Torchlight*.

Our Facebook post during the event said, “We have a full crowd here to see author Travis Baldree! And our friends from the Caterpillar Café came up with some amazing Legends & Lattes themed drinks. Adventures Underground is selling copies of both his books, and Travis will be signing after his talk.”

This event was very well attended. We had 80 enthusiastic patrons come to hear Travis talk, including two cosplaying as characters Viv and Tandi from his books.



ALL AGES PROGRAMS (CONTINUED)

Mocktails & Masterpieces

We held two sessions of Mocktails & Masterpieces in May. Our calendar invitation said, “Mocktails & Masterpieces is a program designed for adults who enjoy exploring different art techniques, while mixing up a mocktail! There will be two identical sessions each quarter. Each set of sessions will feature a different type of art and allow patrons the opportunity to mix up a mocktail from a set menu.” This month, patrons enjoyed nonalcoholic mango twist mojitos while making marble watercolor art. Patrons were asked to register for just one of the sessions. Library Assistant Mary and Library Assistant Scott held the first session with 13 attendees from 6 to 8 p.m. on Tuesday, May 14. Mary held the second session with 10 attendees from 1 to 3 p.m. on Tuesday, May 28.

“Genesis of 234-5Z, the Plutonium Finishing Plant”

We hosted a B Reactor Museum Association presentation about the Plutonium Finishing Plant from 7 to 8:30 p.m. on Tuesday, May 14, in the Doris Roberts Gallery. Speaker Don Sorenson talked about the experiences of Hanford Site workers during and after World War II as they created plutonium for the Manhattan Project. Fifty patrons attended.

Our calendar invitation said, “In the beginning it was plywood, plutonium, Wilson masks, and crude working conditions for the men and women who were willing to take risks for success in building an atomic bomb. After the war, political accounting of America’s atomic arsenal would plant the seeds leading to the creation of Hanford’s 234-5Z, currently remembered as the Plutonium Finishing Plant or PFP. Detailed information about their experiences and politics will be explored and displayed in this presentation.”

Beanstack Challenges

We held an Asian Pacific American Heritage Month Reading Challenge on Beanstack from May 1 through 31. Patrons were encouraged to read works by Asian American, Pacific Islander, and Native Hawaiian authors, then log their reading minutes and other activities to win prizes.

Additionally, from Memorial Day through Labor Day, we are holding a Smokey Bear Reading Challenge that encourages patrons to read three books on wildfire prevention and earn activity badges. It will run concurrently with our regular Summer Reading Program.

Tumbleweed Tourist

During the month of May, the Northwest Museum of Arts & Culture in Spokane displayed a new exhibit, “Harold Balazs: Leaving Marks,” featuring works from the artist who created the brick feature wall in our library’s lobby.

We posted on Facebook to let patrons know that they can check out Tumbleweed Tourist passes for that museum and many other regional attractions through the Richland Public Library website.



TEEN PROGRAMS

Macramé Terrariums

Alyssa held a Macramé Terrariums craft program for middle and high school students from 1 to 3:30 p.m. on Sunday, May 26. Our calendar invitation said, “Have a green thumb? Intertwine your green thumb and weaving skills! Join us and create a macramé hanger for a small terrarium. In this program you will pick out a plant or two to create your very own terrarium, and then receive instruction on weaving a macramé plant hanger. All materials will be provided courtesy of the Friends of the Library!” We had 14 teens attend.

ADULT PROGRAMS

Tri-Cities Cinephiles Club: *Carrie*

The Tri-Cities Cinephiles Club held a showing of *Carrie* (1976) for patrons age 18 and older from 6:30 to 8:30 p.m. on Monday, May 13. Twelve patrons attended.

“Witness to Addiction” Presentation

We hosted a Kadlec Community Health discussion, “Witness to Addiction,” from 6:30 to 8 p.m. on Wednesday, May 15, in the Doris Roberts Gallery. Local author and community advocate Dr. Michele Gerber shared her experiences as a mother who lost her son to addiction. Our Facebook invitation said, “Michele will offer practical, concrete, firsthand insights and a road map to enable you to reclaim control over the drug epidemic. Her talk is a practical guide for parents, grandparents, school personnel, employers, faith leaders, elected officials and policy makers, and others who want to make a difference against this cruel blight.” Fifty patrons attended.

LGBTQIA+ Craft Social

Gavin held our monthly LGBTQIA+ Craft Social in the Collaboratory from 6:30 to 8:30 p.m. on Monday, May 20. We had 34 patrons attend.

“Death Doula Duo Discusses Dying and Death”

We hosted a discussion by Kathy Bray and Lenora Good, two death doulas, from 2:30 to 4:30 p.m. on Sunday, May 26. Our calendar invitation said, “We will hold space for open discussion about issues surrounding end of life.” This program was for patrons age 18 and older.

Local Book, Writing, and Craft Clubs

Clubs that met at the library this month included Quilting in the Library on Thursday, May 9; Storywriters on Monday, May 13; the Thursday Afternoon Book Club on May 16; the Monday Night Book Group on May 20; and By the Book Knitters on Tuesday, May 21.

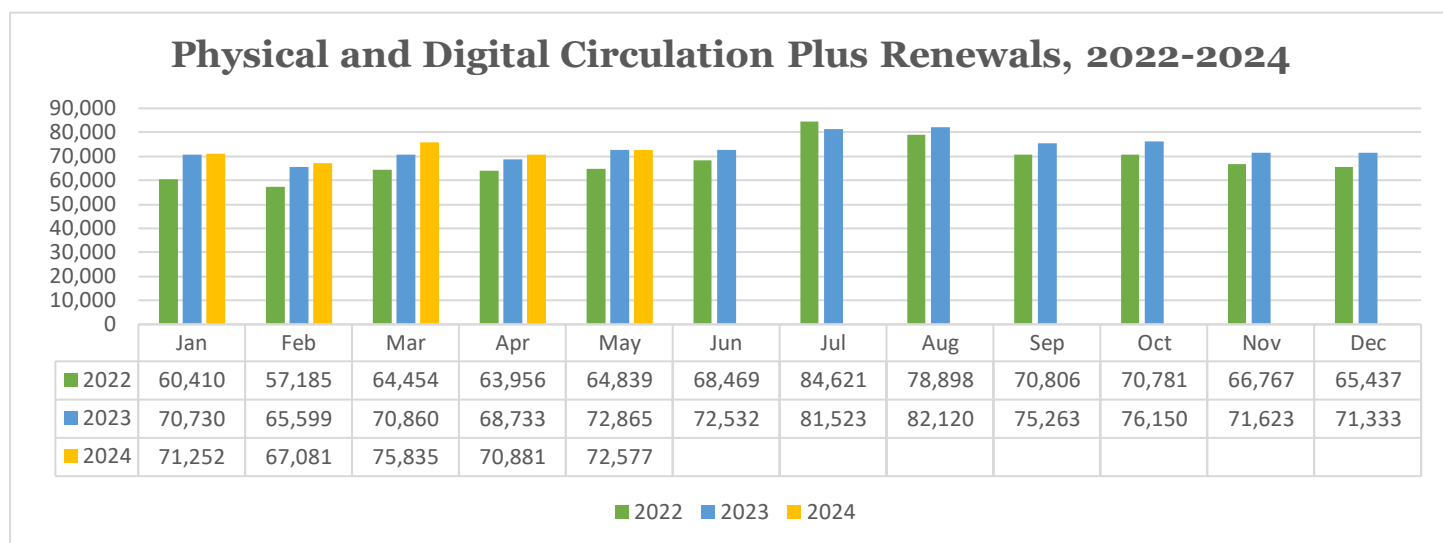
PATRON FEEDBACK

- “The library is very cool.”
- “I did enjoy Geneva’s presentation. Thank you.” [referring to the “Making Fiber Art Through Quilting” presentation on May 8]



STATISTICS

TOTAL CIRCULATION

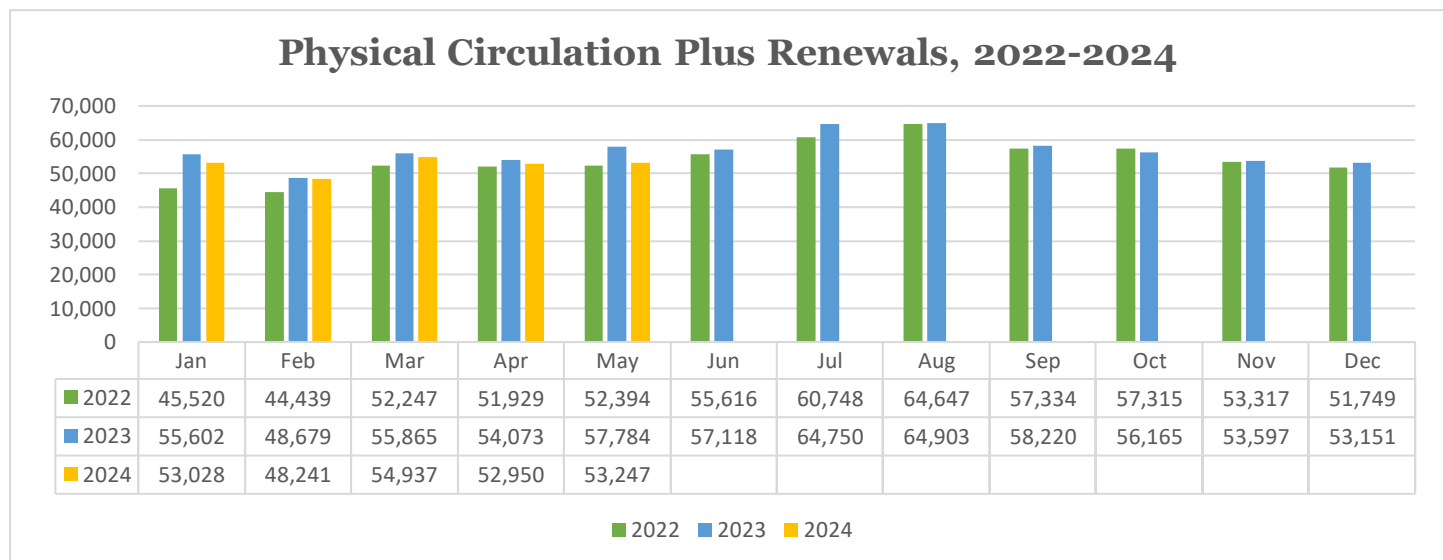


During May, our total physical plus digital circulation was 54,420 items, not including renewals. Of those, 35,090 (64.5%) were physical items and 19,330 (35.5%) were digital items obtained through Hoopla, Kanopy, Mango, and OverDrive. Kanopy plays and Mango sessions were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was up 2.5% compared to the 53,096 items checked out in April 2024. Digital circulation was also up 7.8% compared to the 17,931 items checked out in April. We filled 3,076 requests for holds and had 9 scheduled curbside deliveries for 7 patrons.

Our patrons also renewed 18,157 physical items in May. Including these physical item renewals, our overall circulation was 72,577. That overall circulation was up 2.4% compared to the 70,881 items circulated in April 2024, but was down 0.4% compared to the 72,865 items circulated in May 2023.

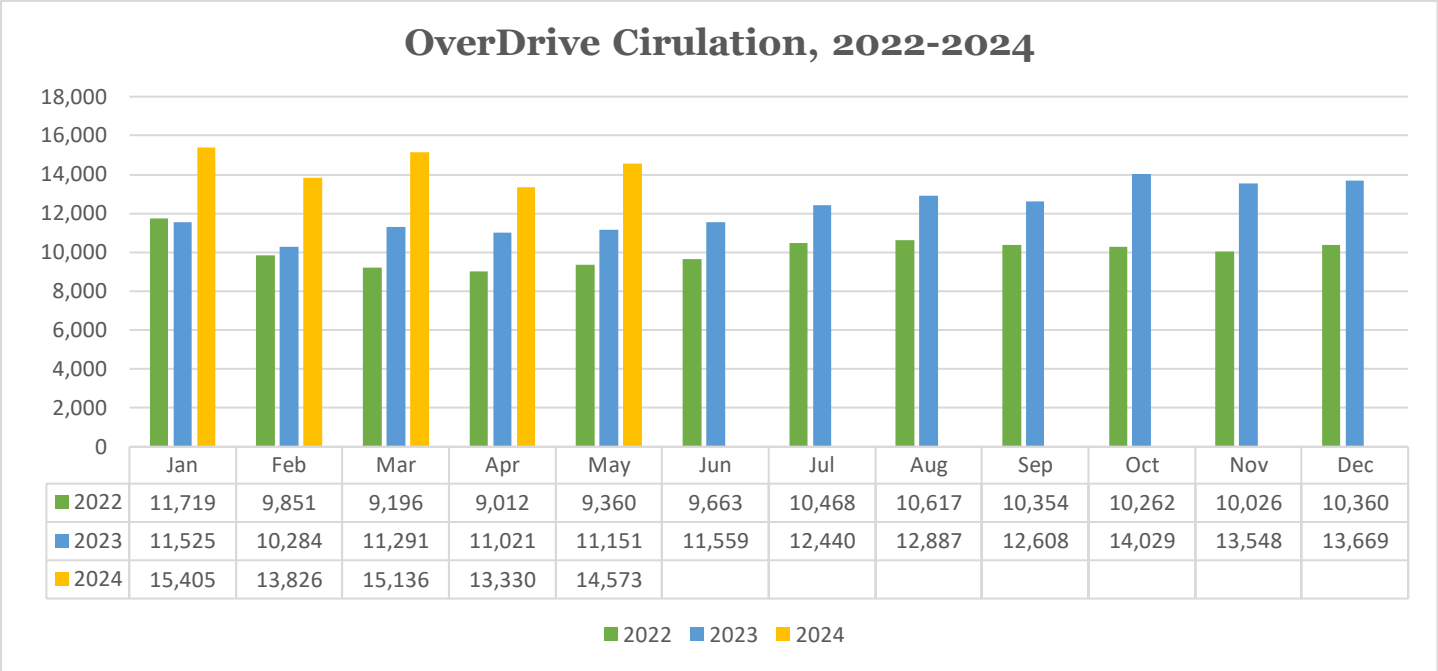
PHYSICAL CIRCULATION



Our patrons checked out 35,090 physical items in May and renewed 18,157 physical items, for a total of 53,247 items. That circulation was up 0.6% compared to the 52,950 physical items checked out and renewed in April 2024, but it was down 7.8% compared to the 57,754 items checked out and renewed in May 2023. The top ten categories that circulated this month were Children's Storybooks (3,651 items), Children's Chapter Book Fiction (3,625 items), Adult Nonfiction (3,583 items), Adult Movies (2,676 items), Children's Nonfiction (2,296 items), Children's Graphic Novels (2,267 items), Adult Fiction 2nd Floor (2,193 items), Children's Favorites on the Story Circle (1,853 items), Adult New Books (1,748 items), and Children's Movies (1,258 items).

DIGITAL CIRCULATION

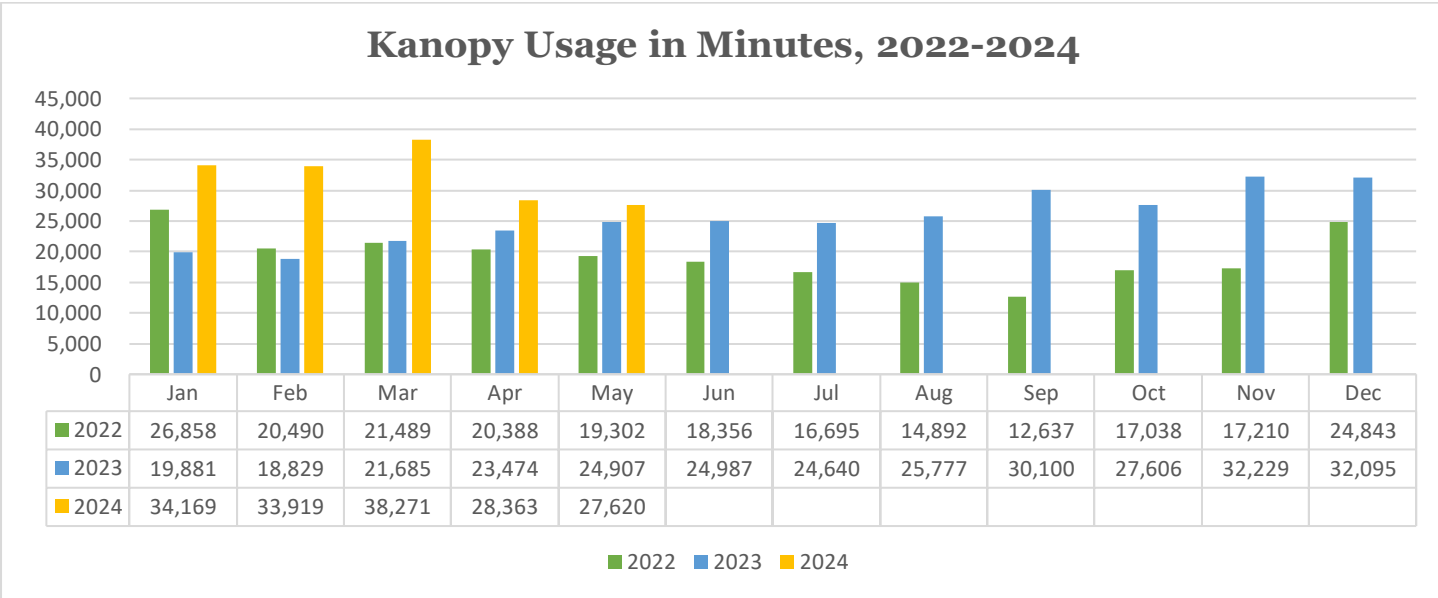
OverDrive



The 14,573 checkouts through OverDrive in May were up 9.3% compared to the 13,330 checkouts in April 2024, and they were also up 30.7% compared to the 11,151 checkouts in May 2023.

This month’s checkouts included 6,747 e-books (which were 46.3% of the OverDrive items checked out), 5,872 audiobooks (40.3%), and 1,954 e-magazines (13.4%).

Kanopy

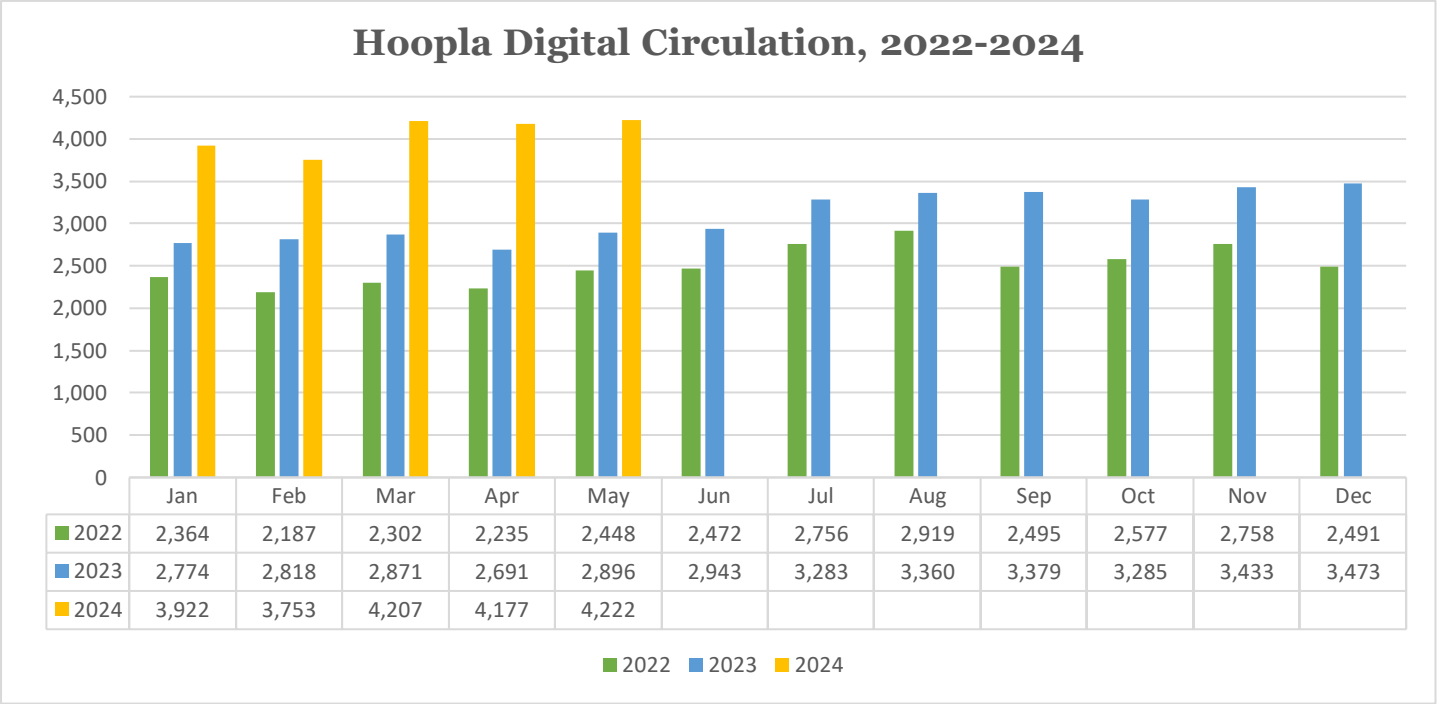


Our patrons viewed 27,620 minutes of Kanopy content during the month of May. That usage was down 2.6% compared to the 28,363 minutes viewed in April 2024, but it was up 10.9% compared to the 24,907 minutes viewed in May 2023. Cardholders in the United States and Luxembourg viewed content on Kanopy this month.

The top ten suppliers of content viewed on Kanopy in May were BBC Studios, PBS, Samuel Goldwyn Films, The Great Courses, MHz, A24, Paramount Pictures, Nelvana International, Sentai Filmworks, and IFC Films. Content was viewed on mobile devices (34.9%), televisions (32.3%), desktops (19.6%), and tablets (13.2%).

DIGITAL CIRCULATION (CONTINUED)

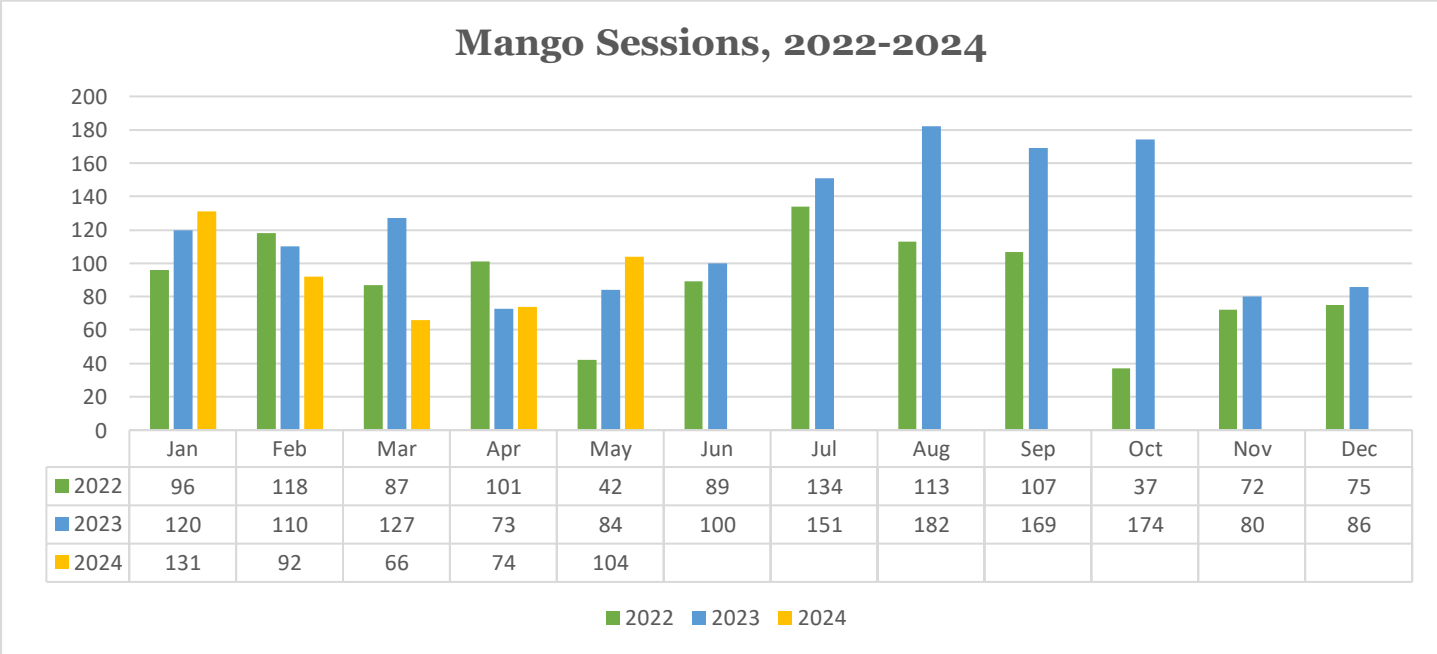
Hoopla



The 4,222 circulations in Hoopla during May were up 1.1% compared to the 4,177 circulations in April 2024, and they were also up 45.8% compared to the 2,896 circulations in May 2023. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 2,414 audiobooks (which were 57.2% of the Hoopla items checked out), 1,156 e-books and e-comics (27.4%), 488 movies and television shows (11.6%), 131 music items (3.1%), and 33 BingePasses (0.7%) this month.

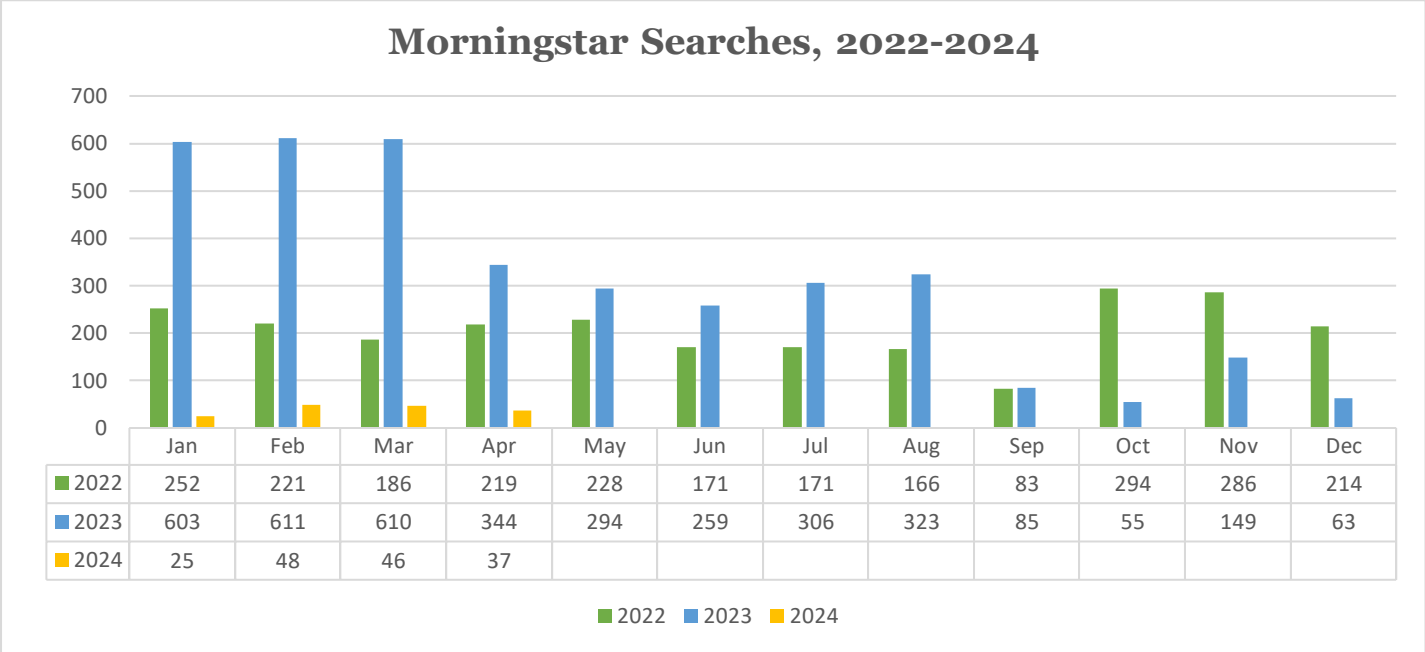
Mango



Patrons had 104 total sessions in Mango for the month of May. That usage was up 40.5% compared to the 74 sessions in April 2024 and was also up 23.8% compared to the 84 sessions in May 2023. The top ten languages studied this month were Spanish, Latin American; American Sign Language (ASL); German; Chinese, Mandarin; Italian; Japanese; Czech; Malayalam; Polish; and Portuguese, Brazilian.

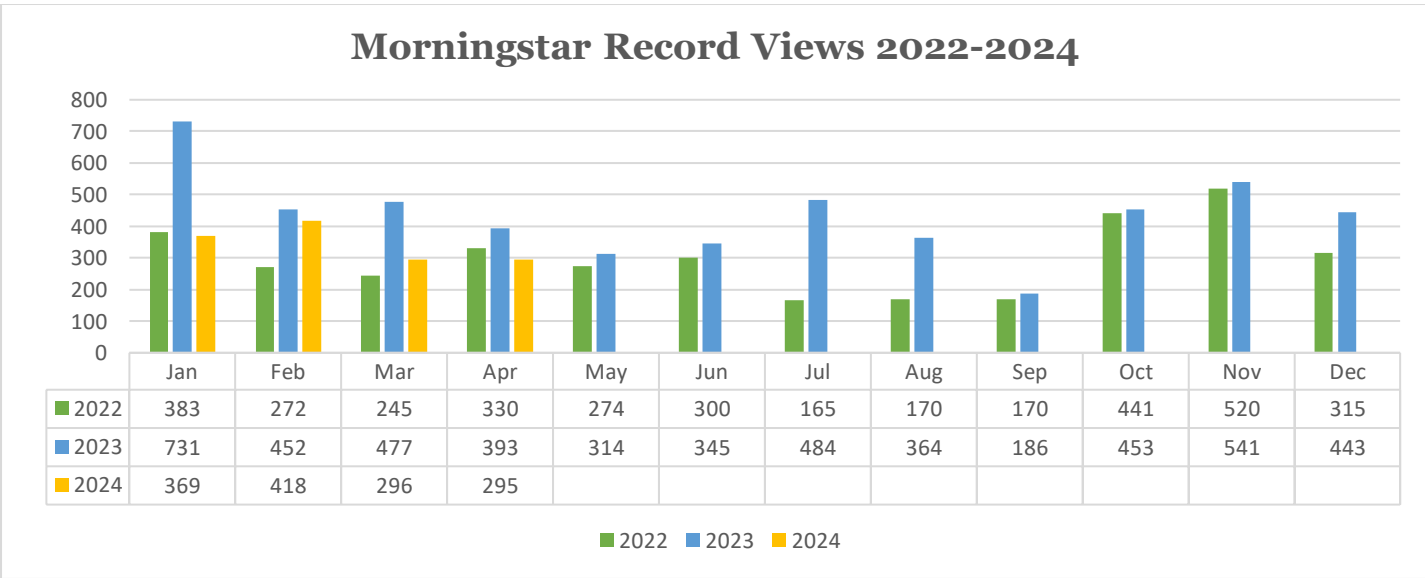
OTHER DIGITAL SERVICES

Morningstar



Our patrons conducted 37 Morningstar searches in April. That usage was down 19.6% compared to the 46 searches in March 2024, and it was also down 89.2% compared to the 344 searches that occurred in April 2023.

Although the number of searches per month has decreased recently, the amount of information being viewed has remained similar. The average number of searches per month has decreased from 208 in 2022 to 39 in 2024, but the number of records viewed has increased. The average number of records viewed per month in 2022 was 299, and the average number viewed per month in 2024 is 345.



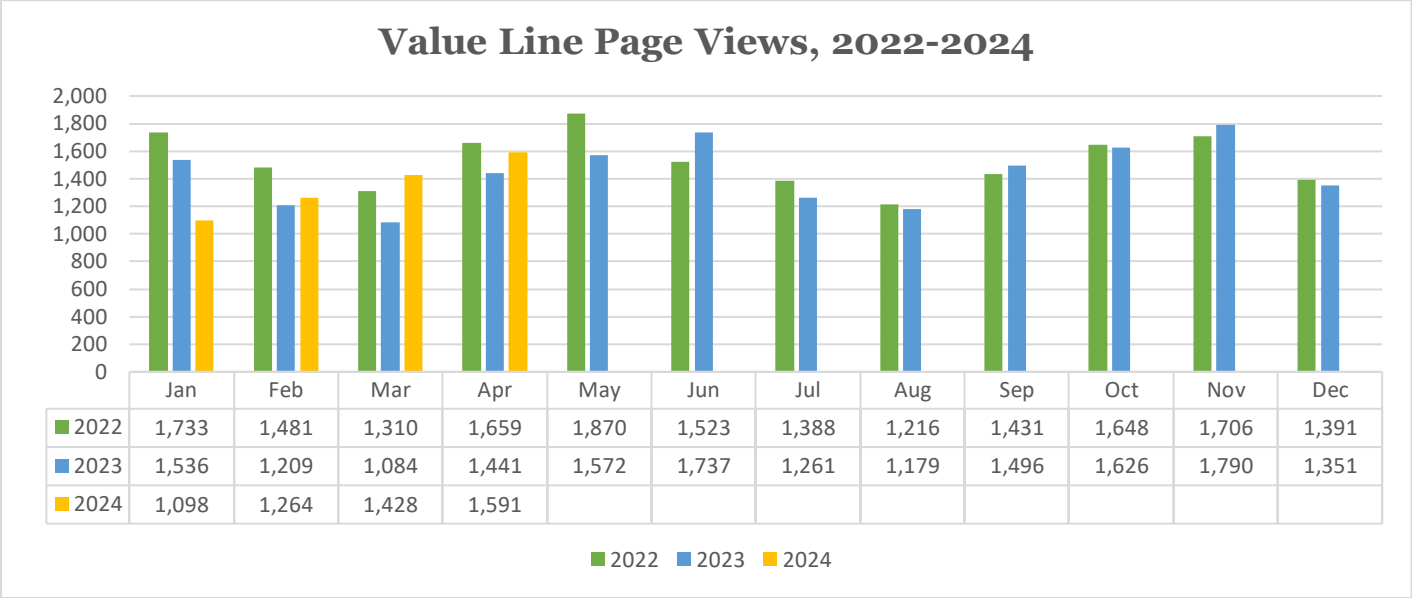
Our patrons viewed 295 Morningstar records in April. That was down 0.3% compared to the 296 records viewed in March 2024, and it was also down 24.9% compared to the 393 records viewed in April 2023.

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 May, so we will include them in next month’s board report.

OTHER DIGITAL SERVICES (CONTINUED)

Value Line



The 1,591 Value Line page views in April were up 11.4% compared to the 1,428 page views in March 2024, and they were also up 10.4% compared to the 1,441 page views that occurred in April 2023. Value Line is 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 May, so we will include them in next month’s board report.

NewsBank

The 2,656 NewsBank page views in May were up 26.5% compared to the 2,100 page views in April 2024 and were also up 98.7% compared to the 1,337 page views that occurred in May 2023. NewsBank seems to be one of the more consistently used offerings in our database collection.

OTHER STATISTICS

Gate Counts

Our total gate count for May was 16,638. Our busiest day was Wednesday, May 22, with 823 patrons logged. We held an Active Story Time that day, and several community groups also met in or held events at the library, including two well-attended music recitals in the Doris Roberts Gallery.

Interlibrary Loans

In May, we received a total of 171 interlibrary loan requests from other libraries. We sent 93 items to libraries during the month in response to their interlibrary loan requests.

We also sent 28 interlibrary loan requests to other libraries in May for 25 books and 3 audiovisual (A/V) items requested by our patrons. We received 18 books and 2 A/V items from other libraries in response to requests. We had 21 unique patrons request items this month.

New Library Card Accounts

We created 390 new library card accounts in May. They included 312 resident cards, 50 nonresident cards, 21 limited access cards, 4 interlibrary loan accounts, 3 iCard accounts, and 1 “Circulators” account.

Public Internet Sessions

Patrons enjoyed 1,678 public internet sessions during the month of May, for a total of 1,326 hours and 28 minutes. The average session was 48 minutes long.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 6/11/2024

Agenda Category: Approval of Bills

Prepared By: Kylie Christian, Administrative Assistant

Subject:
June 2024 Claims for Payment

Department:
Parks & Public Facilities

Recommended Motion:
Move to approve the May 1, 2024 through May 31, 2024 claims for payment.

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

Attachments:

1. May 2024 Library Expenditure
2. May 2024 Library Voucher Listing
3. 2024.06.11 Claims for Payment

CITY OF RICHLAND
LIBRARY EXPENDITURE

May 2024

Month/Year

PAY PERIODS From April 22, 2024 to May 19, 2024

GROSS SALARIES \$ 105,281.31

		Gross Wages	Total
WEEK OF:	<u>05/09/24</u>	<u>53,117.76</u>	<u>53,117.76</u>
WEEK OF:	<u>05/23/24</u>	<u>52,163.55</u>	<u>52,163.55</u>
WEEK OF:	<u> </u>	<u> </u>	<u>-</u>
	TOTAL	<u>105,281.31</u>	<u>105,281.31</u>

Library Voucher Listing

Begin Date: 5/1/2024

End Date: 5/31/2024

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-69882	5/17/2024	323462	ENVISIONWARE RENEWAL ANNUAL MAINTENANCE 2024	\$656.28
	K8188700/3583	ENVISIONWARE INC		INV-US-70583	5/15/2024	323286	ENVISIONWARE COPY PAYMENT MANAGER	\$2,554.45
	K8188700/3583	DEARREADER.COM LLC		INV-34767	5/24/2024	323658	NEW BOOK ALERTS - 1 YEAR SUB 2024	\$2,065.30
	K8188700/3583	ZOOBEAN INC		31027	5/29/2024	323771	BEANSTACK PLUS - READING CHALLENGE FOR 4/24-4/25	\$1,795.00
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$7,071.03
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$91,883.60			YTD ACTUAL: \$49,002.69			YTD % USED: 53.33%		
INFORMATION TECHNOLOGY TOTAL:								\$7,071.03
	K8721000/3102	PARTY CITY CORPORATI		TXN00077345	5/31/2024	0	BALLOONS	\$6.85
	K8721000/3102	AMAZON		TXN00077396	5/31/2024	0	GENERAL SUPPLIES - DISPLAYS, OFFICE SUPPLIES	\$65.16
	K8721000/3102	TARGET CORPORATION		TXN00077424	5/31/2024	0	GENERAL SUPPLIES - ORGANIZATION	\$21.74
	K8721000/3102	P-CARD OTP		TXN00077431	5/31/2024	0	GENERAL SUPPLIES - STICKERS	\$2.60
	K8721000/3102	P-CARD OTP		TXN00077450	5/31/2024	0	NEW LIBRARY CARD PICTURES	\$489.15
	K8721000/3102	COSTCO WHOLESALE		TXN00077492	5/31/2024	0	RPL SPECIAL BOARD MEETING REFRESHMENTS	\$25.99

Library Voucher Listing

Begin Date: 5/1/2024

End Date: 5/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/3102	AMAZON		TXN00077566	5/31/2024	0	OFFICE SUPPLIES - SHARPIES	\$34.11
	K8721000/3102	AMAZON		TXN00077569	5/31/2024	0	SUPPLIES - NAPKINS, MASCOT	\$36.92
	K8721000/3102	P-CARD OTP		TXN00077663	5/31/2024	0	MENDING SUPPLIES	\$65.15
	K8721000/3102	AMAZON		TXN00077683	5/31/2024	0	MAILING SUPPLIES - ILL BUBBLE MAILERS	\$31.25
	K8721000/3102	AMAZON		TXN00077686	5/31/2024	0	OFFICE SUPPLIES - DATE STAMP/INK	\$19.46
	K8721000/3102	AMAZON		TXN00077697	5/31/2024	0	OFFICE SUPPLIES - BUSINESS CARDS LABELS	\$71.21
	K8721000/3102	AMAZON		TXN00077710	5/31/2024	0	OFFICE SUPPLIES - LIBRARY CARD ORGANIZERS	\$29.34
	K8721000/3102	AMAZON		TXN00077711	5/31/2024	0	CLEANING SUPPLIES - HAND SANITIZER	\$36.50
	K8721000/3102	P-CARD OTP		TXN00077724	5/31/2024	0	PROCESSING SUPPLIES - STAMP	\$68.59
	K8721000/3102	P-CARD OTP		TXN00077737	5/31/2024	0	PROCESSING SUPPLIES - STAMP	\$55.42
	K8721000/3102	AMAZON		TXN00077738	5/31/2024	0	MEDING SUPPLIES - XACTO KNIFE	\$25.58
	K8721000/3102	WALMART		TXN00077751	5/31/2024	0	PROCESSING & MENDING SUPPLIES - BOOK TAPE	\$121.33
	K8721000/3102	AMAZON		TXN00077752	5/31/2024	0	MEDING SUPPLIES - CUTTING MAT	\$10.86
	K8721000/3102	STAPLES		TXN00077762	5/31/2024	0	OFFICE SUPPLIES - PRINTER PAPER	\$483.61
	K8721000/3102	WALMART		TXN00077785	5/31/2024	0	TOWER FANS - AC NOT WORKING	\$126.44
	K8721000/3102	P-CARD OTP		TXN00077817	5/31/2024	0	OUTREACH - BOOKMARKS	\$105.05
	K8721000/3102	AMAZON		TXN00077839	5/31/2024	0	MASCOT - COOLING VEST	\$43.47

Library Voucher Listing

Begin Date: 5/1/2024

End Date: 5/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/3102	AMAZON		TXN00077843	5/31/2024	0	SUMMER PROGRAMMING SUPPLIES/OFFICE SUPPLIES	\$40.00
	K8721000/3102	OFFICE DEPOT		TXN00077915	5/31/2024	0	OFFICE SUPPLIES - WIFI CARDS/LIBRARY HOURS	\$83.63
	K8721000/3102	TARGET CORPORATION		TXN00077923	5/31/2024	0	SUPPLIES - SHELF FOR MENDING DEPT	\$43.48
OPERATING SUPPLIES & MATERIALS TOTAL:								\$2,142.89
OPERATING SUPPLIES & MATERIALS - YTD INFORMATION								
BUDGET: \$38,800.00			YTD ACTUAL: \$10,872.27			YTD % USED: 28.02%		
	K8721000/3103	COSTCO WHOLESALE		TXN00077492	5/31/2024	0	RPL SPECIAL BOARD MEETING REFRESHMENTS	\$45.56
MEETING EXPENSE TOTAL:								\$45.56
MEETING EXPENSE - YTD INFORMATION								
BUDGET: \$1,750.00			YTD ACTUAL: \$236.91			YTD % USED: 13.54%		
	K8721000/3182	AMAZON		TXN00077601	5/31/2024	0	TV WALL MOUNTS - STUDY ROOM UPDATE	\$103.24
COMPUTER RELATED SUPPLIES TOTAL:								\$103.24
COMPUTER RELATED SUPPLIES - YTD INFORMATION								
BUDGET: \$5,000.00			YTD ACTUAL: \$617.20			YTD % USED: 12.34%		
	K8721000/4117	MOON SECURITY SERVIC		1238001	5/3/2024	322985	APRIL 2024 ALARMNET, FIRE MONT, COMMERCIAL MONT	\$160.98
EXPERT SERVICES TOTAL:								\$160.98
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$1,986.00			YTD ACTUAL: \$1,523.97			YTD % USED: 76.74%		
	K8721000/4201	VERIZON WIRELESS		9962047893	5/1/2024	322855	Verizon Wireless NASPO - April 2024	\$89.58

Library Voucher Listing

Begin Date: 5/1/2024

End Date: 5/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4201	FRONTIER		5/24 2061882614	5/17/2024	323470	TELEPHONE 5/1/2024-5/31/2024	\$60.25
	K8721000/4201	FRONTIER		5/24 5099433152	5/15/2024	323289	LIBRARY TELEPHONE CHARGES 5/1/2024-5/31/2024	\$1,061.62
	K8721000/4201	T-MOBILE USA INC		TXN00077643	5/31/2024	0	TMOBILE HOTSPOTS 4/2024	\$666.26
TELEPHONE & COMM SVCS TOTAL:								\$1,877.71
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$20,304.00			YTD ACTUAL: \$9,513.94			YTD % USED: 46.86%		
	K8721000/4207	BANK OF AMERICA		043024	5/2/2024	10064	LIBRARY MERCHANT SERVICE FEES	\$210.11
MERCHANT SVC FEES TOTAL:								\$210.11
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$2,000.00			YTD ACTUAL: \$908.74			YTD % USED: 45.44%		
	K8721000/4301	CITY OF RICHLAND		24-058 NULPH	5/15/2024	323273	24-058 NULPH PLA 2024 CONFERENCE	\$274.00
	K8721000/4301	ALASKA AIR		TXN00077725	5/31/2024	0	24-207 A. URETSKY-PRATT AIRFARE	\$599.40
	K8721000/4301	ALASKA AIR		TXN00077770	5/31/2024	0	24-208 TALBOTT AIRFARE	\$599.40
TRAVEL EXPENSES TOTAL:								\$1,472.80
TRAVEL EXPENSES - YTD INFORMATION								
BUDGET: \$17,250.00			YTD ACTUAL: \$5,326.34			YTD % USED: 30.88%		
	K8721000/4504	XEROX CORP		021249566	5/17/2024	323531	3UA296344 APRIL 2024 BASE CHARGE	\$310.10
	K8721000/4504	XEROX CORP		021249565	5/17/2024	323531	3UA295258 APRIL 2024 BASE CHARGE	\$436.58
	K8721000/4504	XEROX CORP		021249564	5/17/2024	323531	3UA295169 APRIL 2024 BASE CHARGE	\$374.18

Library Voucher Listing

Begin Date: 5/1/2024

End Date: 5/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4504	XEROX CORP		021249563	5/17/2024	323531	3UA295134 APRIL 2024 BASE CHARGE	\$435.07
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$1,555.93
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$11,613.00			YTD ACTUAL: \$5,431.45			YTD % USED: 46.77%		
	K8721000/5301	WA STATE DEPARTMENT		DOR 04/2024	5/28/2024	10087	COMBINED EXCISE TAX - APRIL 2024	\$53.08
STATE TAXES TOTAL:								\$53.08
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$175.59			YTD % USED: 17.21%		
LIBRARY ADMINISTRATION TOTAL:								\$7,622.30
	K8722100/3401	MIDWEST TAPE		505410814	5/3/2024	322983	HOOPLA USAGE - APRIL 2024	\$9,267.62
	K8722100/3401	PROQUEST LLC		70840409	5/17/2024	323502	ANCESTRY LIBRARY DATABASE - 5/1/24-4/30/25	\$2,183.91
	K8722100/3401	BLACKSTONE AUDIOBOOK		2150004	5/3/2024	322943	LIBRARY MATERIALS - DVD COLLECTION	\$45.22
	K8722100/3401	THE GALE GROUP		84053959	5/3/2024	322947	LIBRARY MATERIALS - LARGE PRINT BOOKS	\$30.15
	K8722100/3401	THE GALE GROUP		84053838	5/3/2024	322947	LIBRARY MATERIALS - LARGE PRINT BOOKS	\$123.06
	K8722100/3401	NEWSBANK INC		RT553983	5/24/2024	323680	PRORATED SUBSCRIPTION - AMERICA'S NEWS JUN- DEC 24	\$330.00
	K8722100/3401	SAGE PUBLICATIONS		982710KI	5/15/2024	323324	WID 2023-2024	\$379.69

Library Voucher Listing

Begin Date: 5/1/2024

End Date: 5/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	BRAINFUSE INC		2012380	5/15/2024	323267	ONLINE TUTORING SERVICES - HELPNOW 4/19/24-4/18/25	\$5,400.00
	K8722100/3401	BLACKSTONE AUDIOBOOK		2152883	5/24/2024	323649	LIBRARY MATERIALS - AV COLLECTION	\$255.45
	K8722100/3401	DAUBLE, DENNIS		051024	5/15/2024	323280	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$10.87
	K8722100/3401	SAGE PUBLICATIONS		991393KI	5/31/2024	323861	WID 2022-2023	\$363.38
	K8722100/3401	OVERDRIVE		TXN00077377	5/31/2024	0	DIGITAL MATERIALS - EBOOKS/AUDIOBOOK/AV	\$76.96
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00077391	5/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$1,611.65
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00077416	5/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$1,441.98
	K8722100/3401	MIDWEST TAPE		TXN00077456	5/31/2024	0	LIBRARY MATERIALS - AV COLLECTION	\$450.44
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00077495	5/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$272.81
	K8722100/3401	OVERDRIVE		TXN00077496	5/31/2024	0	DIGITAL MATERIALS - EBOOKS/AUDIOBOOK/AV	\$119.21
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00077516	5/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$228.19
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00077538	5/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$727.37
	K8722100/3401	MIDWEST TAPE		TXN00077552	5/31/2024	0	LIBRARY MATERIALS - AV COLLECTION	\$137.56
	K8722100/3401	OVERDRIVE		TXN00077556	5/31/2024	0	LIBRARY MATERIALS - AV COLLECTION	\$45.00
	K8722100/3401	OVERDRIVE		TXN00077565	5/31/2024	0	LIBRARY MATERIALS - AV COLLECTION	\$163.98
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00077582	5/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$1,007.93

Library Voucher Listing

Begin Date: 5/1/2024

End Date: 5/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	MIDWEST TAPE		TXN00077633	5/31/2024	0	LIBRARY MATERIALS - AV COLLECTION	\$217.61
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00077692	5/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$677.81
	K8722100/3401	OVERDRIVE		TXN00077706	5/31/2024	0	LIBRARY MATERIALS - DIGITAL MATERIALS	\$9.99
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00077716	5/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$701.29
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00077747	5/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$916.41
	K8722100/3401	OVERDRIVE		TXN00077778	5/31/2024	0	LIBRARY MATERIALS - DIGITAL MATERIALS	\$125.91
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00077795	5/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$463.82
	K8722100/3401	AMAZON		TXN00077837	5/31/2024	0	BOARD GAME COLLECTION	\$19.24
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00077848	5/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$771.75
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00077856	5/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$365.93
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00077877	5/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$379.93
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00077886	5/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$317.34
	K8722100/3401	MIDWEST TAPE		TXN00077902	5/31/2024	0	LIBRARY MATERIALS - AV COLLECTION	\$105.60
	K8722100/3401	AMAZON		TXN00077916	5/31/2024	0	BOARD GAME COLLECTION	\$118.31

LIBRARY RESOURCES TOTAL: \$29,863.37

LIBRARY RESOURCES - YTD INFORMATION

BUDGET: \$398,027.00

YTD ACTUAL: \$230,716.64

YTD % USED: 57.97%

Library Voucher Listing

Begin Date: 5/1/2024

End Date: 5/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3402	P-CARD OTP		TXN00077385	5/31/2024	0	PROGRAMMING SUPPLIES - CHILDREN'S DEPT	\$105.29
	K8722100/3402	P-CARD OTP		TXN00077515	5/31/2024	0	OUTREACH SWAG	\$1,012.94
	K8722100/3402	WALMART		TXN00077523	5/31/2024	0	PROGRAMMING SUPPLIES - SNACKS SELF CARE&AUTHOR VIS	\$38.00
	K8722100/3402	AMAZON		TXN00077545	5/31/2024	0	PROGRAMMING - ADULT SERVICES DEPT	\$13.47
	K8722100/3402	FRED MEYER		TXN00077555	5/31/2024	0	PROGRAMMING SNACKS - AUTHOR VISIT 5/9/24	\$11.97
	K8722100/3402	P-CARD OTP		TXN00077558	5/31/2024	0	PROGRAMMING - TEEN SUMMER READING CHALLENGE PRIZE	\$56.47
	K8722100/3402	AMAZON		TXN00077567	5/31/2024	0	PROGRAMMING - ADULT SERVICES DEPT	\$93.84
	K8722100/3402	WALMART		TXN00077807	5/31/2024	0	TEEN PROGRAM SUPPLIES - SOIL	\$18.85
	K8722100/3402	AMAZON		TXN00077843	5/31/2024	0	SUMMER PROGRAMMING SUPPLIES/OFFICE SUPPLIES	\$304.28
	K8722100/3402	AMAZON		TXN00077869	5/31/2024	0	MASTERPIECE PROGRAM SUPPLIES	\$14.99
	K8722100/3402	AMAZON		TXN00077875	5/31/2024	0	SUMMER PROGRAMMING SUPPLIES	\$59.76
LIBRARY PROGRAMMING TOTAL:								\$1,729.86

LIBRARY PROGRAMMING - YTD INFORMATION

BUDGET: \$27,895.81

YTD ACTUAL: \$12,691.95

YTD % USED: 45.50%

Library Voucher Listing

Begin Date: 5/1/2024

End Date: 5/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/4107	SPORTSENGINE INC		44872	5/15/2024	323307	BACKGROUND CHECKS - LIBRARY (3)	\$55.50
OTHER PROFESSIONAL SERVICES TOTAL:								\$55.50
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$1,227.00			YTD ACTUAL: \$446.26			YTD % USED: 36.37%		
LIBRARY PUBLIC SERVICE TOTAL:								\$31,648.73
LIBRARY NON-FACILITIES TOTAL:								\$46,342.06

Library Voucher Listing

Begin Date: 5/1/2024

End Date: 5/31/2024

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		04/2024 APR	5/16/2024	50003	CITY UTILITY BILLS/APR 2024	\$3,497.45
UTILITIES TOTAL:								\$3,497.45
UTILITIES - YTD INFORMATION								
BUDGET: \$57,000.00			YTD ACTUAL: \$12,835.95			YTD % USED: 22.52%		
LIBRARY FACILITIES TOTAL:								\$3,497.45



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

JUNE 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 \$ \$151,613.37 this 11th day of June, 2024.

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

Voucher Listings			Amount
May 01, 2024	thru	May 31, 2024	\$46,342.06
Transfer Advice (Salaries)			
Salaries for the weeks of: April 22, 2024			thru May 19, 2024
			\$105,271.31
MONTHLY EXPENSES			\$151,613.37

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: 6/11/2024

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Hoopla Usage

Department:
Parks & Public Facilities

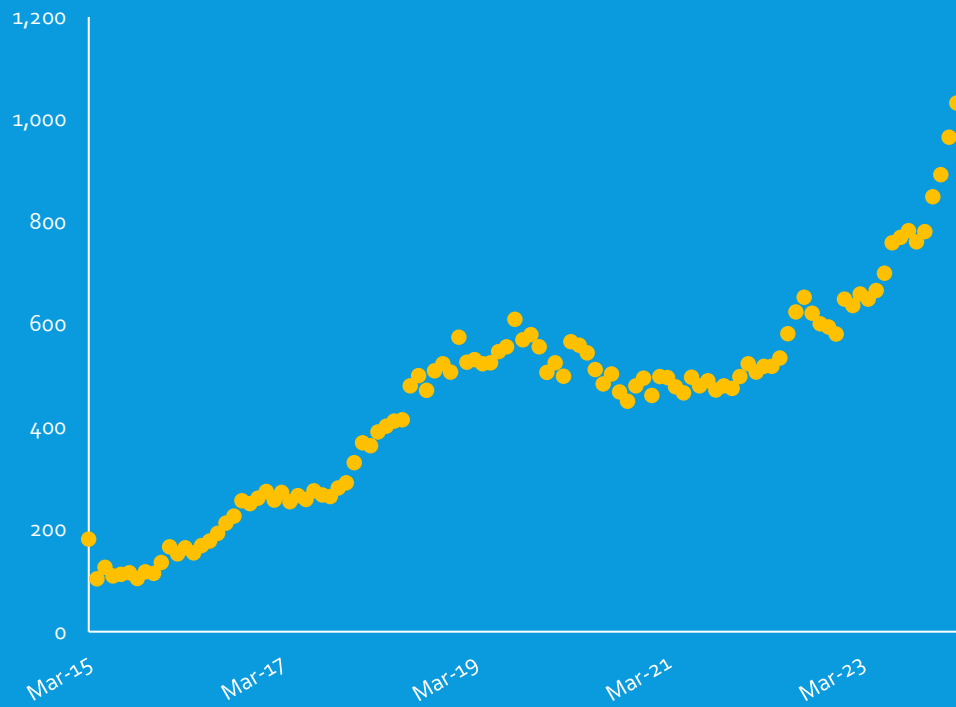
Recommended Motion:
Discussion only.

Summary:
We will take a closer look at Hoopla and the options available to us for controlling the costs associated with it.

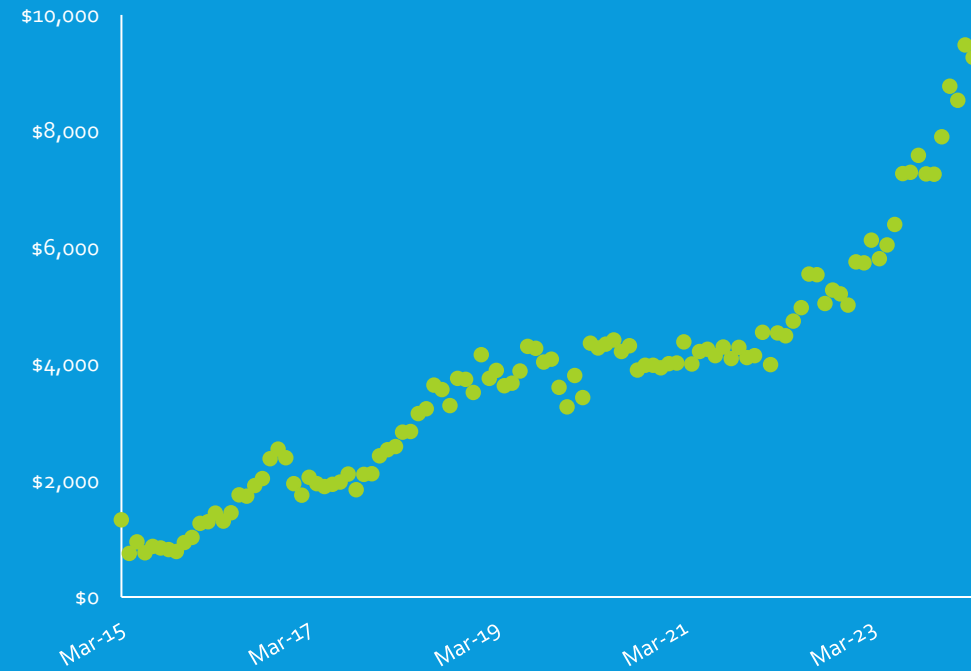
Attachments:
I. Hoopla Report

HOOPLA USAGE TRENDS

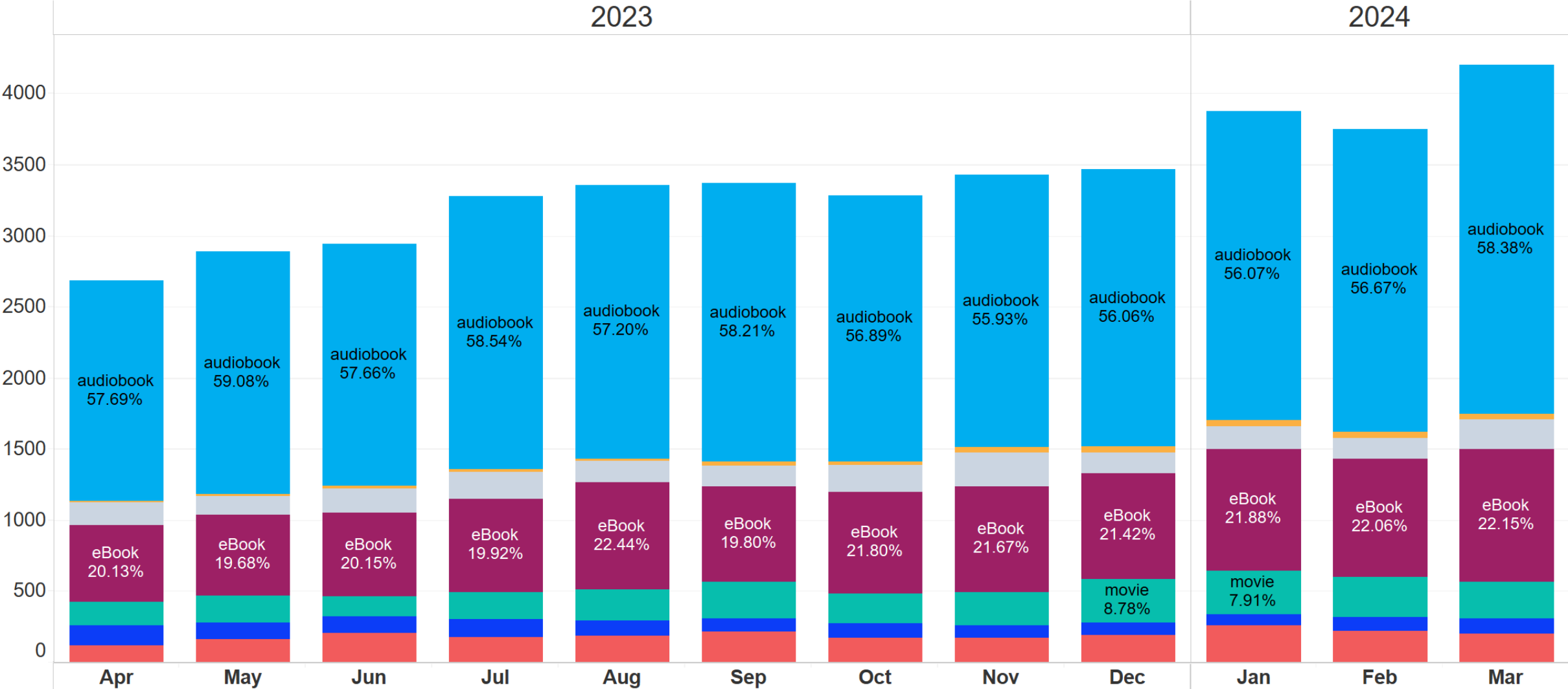
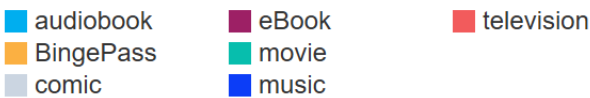
Historical Monthly Patron Usage



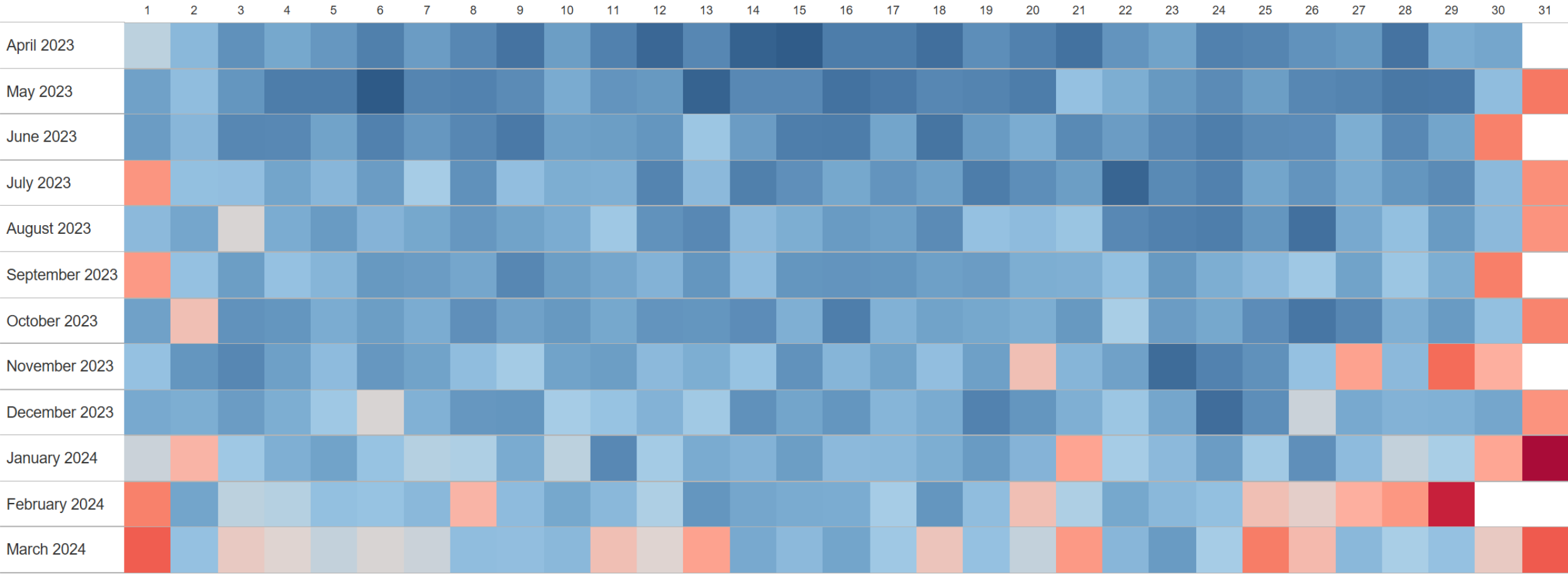
Historical Monthly Spending



Monthly Borrows by Format



Meeting Patrons Where They Are At



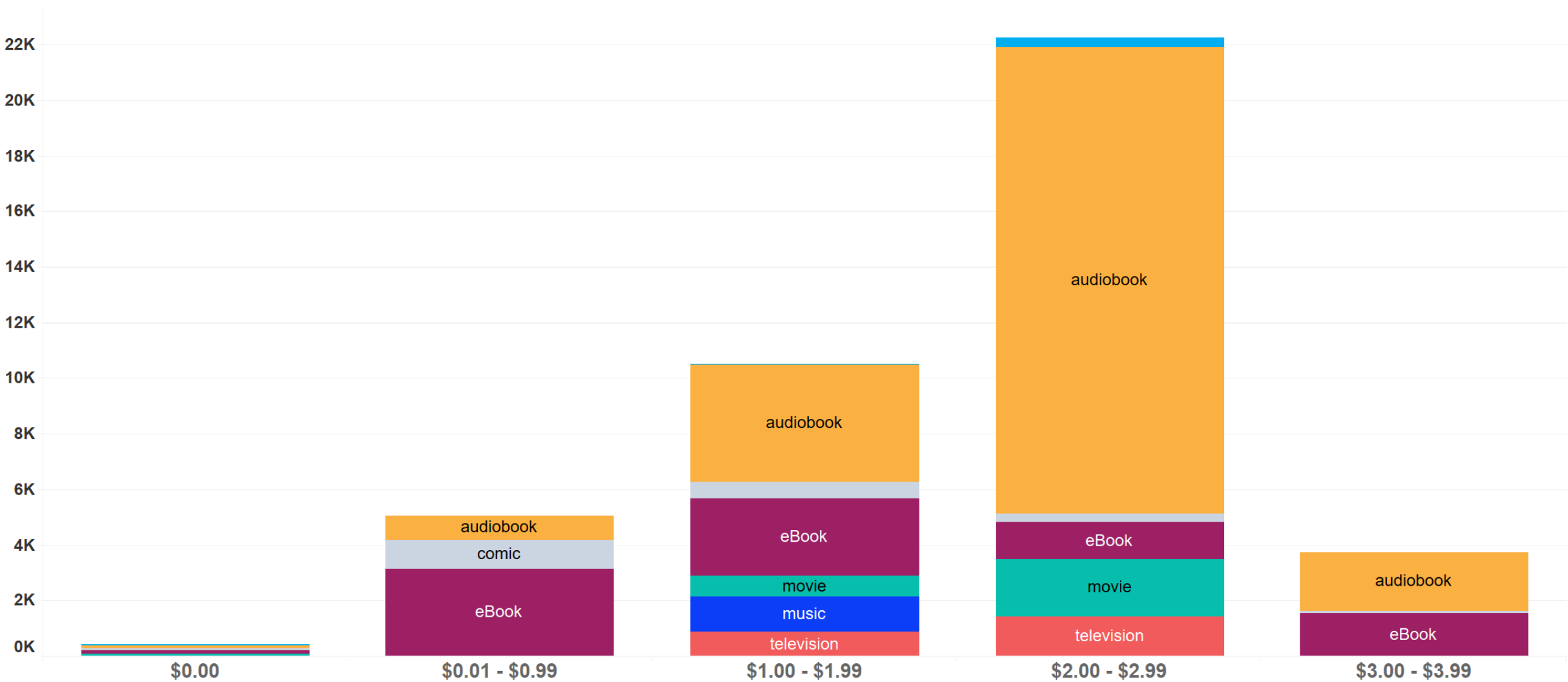
Borrow by month & day



Instant Circs by Price Tier

Library's overall last 12-month average Instant circ price: **\$2.21**

television music movie eBook comic audiobook BingePass



POSSIBLE SOLUTIONS

- Limit checkouts (currently set to 10)
- Remove titles duplicated on Libby
- Set a monthly or daily spending cap
 - Daily is a better user experience
 - Can designate reset time later than midnight
- Reduce/eliminate marketing beyond new patron introductions

RECOMMENDED ACTION

- Eliminate summaries from the collection
- Reduce monthly circulation limit to 5 per patron
- Eliminate duplicated eBooks and most eAudio in Libby
 - Run this report every quarter and unblock/block certain titles based on trends
- Reduce marketing efforts of service to new patron introductions and as needed
- Future action if needed – daily cost limitations