



Agenda
Library Board Meeting
Tuesday, July 9, 2024
Richland Public Library
955 Northgate Drive

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

Council Liaison: Mayor Pro Tem Kent

Staff Liaison: Library Manager Nulph

Regular Meeting - 5:30 p.m.

Call to Order/Attendance:

Introduction of Guests:

Approval of Agenda: (Approved by Motion)

1. July 9, 2024 Library Board Meeting Agenda

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

Approval of Minutes: (Approved by Motion)

2. June 11, 2024 Library Board Meeting Minutes

RPL Staff Updates:

3. Staff Updates
 - Alyssa Uretsky-Pratt, Teen Librarian
4. July 2024 Library Manager's Report
 - Michael Scarfo, Library Supervisor

Approval of Bills: (Approved by Motion)

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

Unfinished Business:

New Business:

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, August 13, 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: 7/9/2024

Agenda Category: Approval of Minutes

Prepared By: Kylie Christian, Administrative Assistant

Subject:

June 11, 2024 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the 06-11-2024 meeting minutes.

Summary:

The draft of the 06-11-2024 Library Board Meeting Minutes are included for consideration.

Attachments:

I. 2024.06.11 Library Board Meeting Minutes



MINUTES

Richland Public Library Board

Library Conference Room A – 955 Northgate Drive

June 11, 2024, 5:30 – 6:30 PM

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

Chair Lightner called the meeting to order at approximately 5:30 p.m.

Attendance

Chair Lightner, Vice-Chair Buxton, and Board Member Pickel were present. Also present were Council Liaison Kent, Library Manager Nulph, Administrative Assistant Christian, and Library Supervisor Barnaby.

Board Members Hernandez and Isakson were absent.

Approval of Agenda

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

Approval of Minutes

2. **Chair Lightner asked for a motion to approve the minutes of the May 14, 2024 meeting. Vice-Chair Buxton moved and Board Member Pickel seconded the motion to approve the minutes of May 14, 2024 as is. The motion carried 3-0.**

Richland Public Library Staff Updates

3. **RPL Staff Update –**
Technical Services Supervisor Theresa Barnaby updated the Board on projects she has been working on the first half of 2024. She discussed the plans for the new signage that will be around the library, which will allow patrons to be able to find collections easier. Technical Services Supervisor Barnaby also gave a brief history on Libby and explained how Libby works behind the scenes.
4. **June 2024 Library Manager's Report –**
Library Manager Nulph shared updates on the outdoor play space. Library Manager Nulph also shared library updates and statistics for the month of May.

Approval of Bills

5. **Vice-Chair Buxton moved and Board Member Pickel seconded the motion to approve the certification of claims for payment for June 2024 in the amount of \$151,623.37. The motion carried 3-0.**

New Business

6. Hoopla usage continues to be utilized by patrons. Staff are looking at what options are available with Hoopla for the library to control the costs associated with services.

Adjournment

Chair Lightner adjourned the meeting at 6:35 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: 7/9/2024

Agenda Category: RPL Staff Updates

Prepared By: Alyssa Uretsky-Pratt

Subject:
Staff Updates

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Teen Librarian Alyssa Uretsky-Pratt will share with the Board what she is currently working on in the teen department.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 7/9/2024

Agenda Category: RPL Staff Updates

Prepared By: Michael Scarfo, Library Supervisor

Subject:
July 2024 Library Manager's Report

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
The Library Manager's report from June 2024 and library statistics from June 2024 are included for discussion.

Attachments:
1. 2024.07.09 Library Manager Report
2. 2024.07.09 Library Statistic Report



LIBRARY MANAGER'S REPORT

Richland Public Library Board

July 9, 2024

State of Library Services

The outdoor CIP bids have been opened. The resulting bids were significantly over the architects' projected cost. We plan to investigate the discrepancy and choose the best path forward. The turf areas make up the biggest difference in estimates. If we are not able to resolve the difference and get a lower turf estimate, we will likely look to revert these sections to grass. Unfortunately, this will set the opening back until early 2025, but it likely would have been completed close to winter if we were to start construction today. We would have limited use of this space in winter. A 2025 spring opening would align it with a full year of use from that point.

We spoke with Christ the King about hosting an exhibit about the history of Sausage Fest and they are excited about the idea. They have several historic pieces that they believe would make a great exhibit. They are going to put together a concept to install in the lobby August through September.

We have had some issues regarding behavior in the Teen Reactor recently. Michael has set a progressive warning process for rules violations in this space. The goal is to start with warnings followed by short term restriction of the space. The space is relatively small, so we must reinforce these policies to make it a welcoming space for all. Since restricting some of these teens for their actions, we have seen better use of the space.

Most of the budget planning is now in place. Our projected budget remains similar to our projections from the last meeting. As of now, our projected budget is set to increase over the 2024 planned budget by \$37,500. When you factor in our carryover funds from 2024, our budget would be slightly lower (-\$6,250) than the 2024 budget with carryover funds. The 2025 budget will include items that will provide us savings in future years – such as transitioning out of Envisionware services. The overall increases are largely based on increased material and service costs, more professional travel requests from staff, and maintaining our Library Resources budget at a level that meets demand. This does not include our expanded program requests of a position reclassification and furniture replacement, nor does it include end of year salary increases.

We are working with the Richland School District this year to help them checkout Lego kits over the summer. These kits feature various STEM activities and checkout for 2 weeks. RSD is managing this program and is facilitating the check in/out process. We are simply acting as a venue for this initiative.

The library has installed a water bottle filler on the second floor. This has long been something the public has wanted to see. Our Facebook post about the addition had over 185 likes.

Program highlights from the month include:

- Dive Into Summer kicked off our seasonal festivities on the 15th. The windy day canceled many outdoor events in the region, but it had slowed down enough to still host our event. That factor

likely reduced attendance, but the crowd that came had a great time and it was a well-executed event. Theo is now a member of the library family, and he will be at other library events this summer.

- We experimented with a couple of lobby table offerings this month. On 6/15, Daughters of the American Revolution had a table to help with genealogy research. On 6/18, a local FIRST Robotics team setup to celebrate their year of competition and share their successes. This was our first time doing such an offering since changing our policy to accommodate this. I felt this worked particularly well for offerings like this. It allows for a much larger passing audience than a meeting room would have provided, allowed for patrons to visit at any time during the scheduled event, and created a nice buzz as you enter the lobby – particularly for the very active FIRST setup.
- The West African Kora (53 attended), Music Together (120 attended), and BRMA (64 attended) all hosted popular programming that we've featured in previous years.
- We hosted authors Craig Romano (6 attended) and David Moskowitz (32 attended) in separate events this month.
- Magician Louie Foxx returned to the library this year. Louie has hosted magic shows in the past at the library, but this is his first show here since the pandemic. We had a huge crowd of 281 for this program.
- Storytime at Fire Station 71 was a huge event that was a lot of fun. The event featured Chief Tom, fire engines, therapy dogs, and an appearance by Theo. We recorded 209 attendees at this event.
- Some of our crafting programs benefitted from the summer crowds. Mary's Build It programs continue to reach their 25-person capacity, Cardboard Construction had 93 in attendance, and STEAMKids had a big audience of 113.

Friends of the Library Update

There are no updates from the Friends this month.

Library Foundation

There are no updates from the Foundation this month.

Staffing Updates

There are no staffing updates this month.

Library Statistics

We typically see our gate statistics similar to May or with a slight increase. This June follows that trend with a slightly larger increase than what previous years show. We went from a gate count of 16,638 in May to 18,334 this month. June 2023 saw 16,275 visit the library, for comparison. Our physical circulation matches this upward trend for summer with 2,150 more items being checked out in comparison with May. We typically see new card registrations in the 300-400+ range each month. June set the record so far for 2024 with 424 new cards being registered. This is one of the higher monthly totals in the last two years.

At 4,437 uses, this sets the final circulation number before our Hoopla changes. As of 7/1, we are now limiting checkouts to 5 a month and deduplicating Libby titles. We will take a look at this number in July to see how the first month went. Libby saw a very strong number of circulations at 18,590. Prior to this, 15,405 in January was our highest Libby circulation number this year. The increase seems to be due to magazine usage. We had over 5,000 magazine circulations this month with previous months hovering around 2,000. Kanopy was the only digital resource to see a dip, but it was a relatively modest decrease from May.

Some other statistics of note:

- PC usage continues a small but steady rise, reaching 1800 sessions for the first time since prior to the pandemic. While we will likely never reach that level regularly again, it demonstrates that PC services are still a valuable resource for many.
- A quick update on meeting rooms – we had 107 bookings in May that covered 320 hours of use. In June, this number was 127 bookings with 368 hours of use. These numbers have been reasonably consistent since switching to LibCal.

RICHLAND PUBLIC LIBRARY

June 2024 Statistics Report for the July Board Meeting



SUMMARY

Our 2024 Summer Reading Program started on Saturday, June 15, and library staff participated in the City of Richland's "Dive Into Summer!" kickoff event in John Dam Plaza with our new mascot, Thesaurus Rex.

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

- Saturday Story Time on June 1
- "Worldwide Knit in Public Day" on Saturday, June 8
- West African Kora Concert by Sean Gaskell on Sunday, June 9
- "Build It: Bird Feeders" on Tuesday, June 11
- "Genesis of 234-5Z: Part II" presentation on Tuesday, June 11
- "For the Love of Art: Iconography" presentation on Wednesday, June 12
- "Quilting in the Library" with Project Linus on Thursday, June 13
- "Discover Your 1776 Colonial America Ancestors" on Saturday, June 15
- "Music Together at the Library!" on Monday, June 17
- "Cardboard Construction and More Fun" on Monday, June 17
- "An Afternoon with Robots" on Tuesday, June 18
- "Recognizing and Responding to Chemical Threats" on Tuesday, June 18
- "Learn Finger Knitting" on Wednesday, June 19
- *Big River* Author Visit on Thursday, June 20
- Urban Sketching at Goethals Park on Saturday, June 22
- "Death Doula Duo Discusses Dying and Death" talk on Sunday, June 23
- "Reading is Magic" with Louie Foxx on Monday, June 24
- "ACT Story Drama" on Tuesday, June 25, during the evening story time
- Author Visit by Craig Romano on Tuesday, June 25
- "Fix It: Recycled Wind Chimes" on Wednesday, June 26
- "Pollinator Garden Party" on Thursday, June 27

We held a Teen Theater showing of *Pride & Prejudice* (2005) on Thursday, June 6, and a family showing of *Teenage Mutant Ninja Turtles: Mutant Mayhem* (2023) on Friday, June 21. The Tri-City Cinephiles Club watched *Grease* (1978) on Monday, June 24. Our Cereal (Serial) Book Club met on Tuesday, June 25, to discuss the *A Series of Unfortunate Events* series.

Recurring programs held at the library this month included children's story times; "Meet Our Therapy Dogs!" sessions; Singing Strings Ukulele Group teen/adult jam sessions; Team Battelle Math Tutoring; an LGBTQIA+ Craft Social; and STEAMplay and STEAMkids sessions.

JUNE STATISTICS

- Overall Circulation with Renewals: **78,029**
- Digital Circulation: **23,573**
- Physical Items Checked Out: **37,290**
- Physical Items Renewed: **17,166**
- Holds Filled: **3,394**
- Hoopla Circulation: **4,437**
- Kanopy Circulation: **29,541 minutes, 389 tickets used**
- Mango: **157 sessions**
- OverDrive Circulation: **18,590**
- New Library Card Accounts: **424**
- Gate Count: **18,334**
- Busiest Day: **1,192 (Tuesday, June 11)**

ALL AGES PROGRAMS

2024 Summer Reading Program: “Read, Renew, Repeat!”

Our Summer Reading Program kicked off on Saturday, June 15. This year’s theme is “Read, Renew, Repeat!” We have separate challenges on the Beanstack app for babies, children, middle and high schoolers, and adults, encouraging them to log their reading time and complete different activities to earn badges and prizes. We will hold programs at the library all summer long to help participants complete those activities.

City of Richland “Dive Into Summer!” Event

Teen Services Librarian Alyssa, Library Manager Chris, Library Technical Support Specialist Dee, Adult Services Librarian Gavin, Librarian Johanna, Children’s Services Librarian Kelly, Administrative Assistant Kylie, Library Assistant Mary, and Library Supervisor Michelle led activities and conducted library outreach at the City of Richland’s “Dive Into Summer!” event at John Dam Plaza from 6 to 8 p.m. on Saturday, June 15. They registered new patrons for library cards, encouraged them to sign up for our Summer Reading Program, and let them know about upcoming library programs.

Our New Library Mascot: Thesaurus Rex

We also announced our new mascot, Thesaurus Rex, at the “Dive Into Summer!” event after building anticipation through Facebook posts. We will be featuring Theo in future programs.

Singing Strings Ukulele Group

Johanna held Singing Strings Ukulele Group teen and adult jams from 6:30 to 8 p.m. on two Tuesdays, June 4 and 18. The group is hoping to perform for a senior luau luncheon in July.

“Worldwide Knit in Public Day”

By the Book Knitters and Textile Tutors held a special event to celebrate “Worldwide Knit in Public Day” on Saturday, June 8. Patrons of all ages and skill levels were invited to join them for a yarn craft extravaganza in the library lobby and in Conference Rooms A and B. Forty patrons attended. One participant later commented, “We had a great time!”

“Build It, Fix It, Make You Stronger”

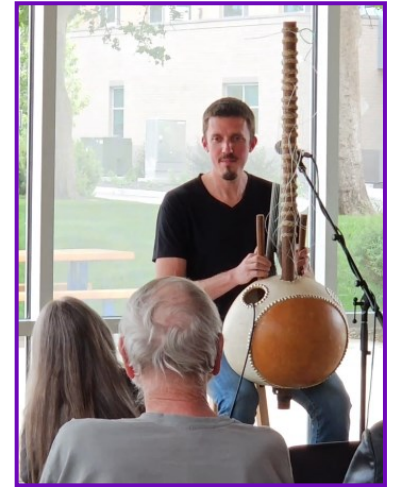
Mary held two sessions of our “Build It, Fix It, Makes You Stronger” program in the Collaboratory this month. She held the first session, “Build It: Bird Feeders,” from 6 to 8 p.m. on Tuesday, June 11, with help from Library Assistant Luca. She held the second session, “Fix It: Recycled Wind Chimes,” from 6 to 8 p.m. on Wednesday, June 26, with help from Library Assistant Maira.



ALL-AGES PROGRAMS (CONTINUED)

West African Kora Concert

Musician Sean Gaskell played the West African kora in concert from 2 to 3 p.m. on Saturday, June 9, in the Doris Roberts Gallery. Our calendar invitation said, “Sean Gaskell will give a performance and educational demonstration on the kora, an ancient 21-stringed harp from West Africa. He will feature traditional songs that are the heart and soul of the kora’s musical repertoire.” Fifty-three patrons attended the concert. One attendee later commented, “Thank you for putting this on, we really enjoyed it!”



Big River Author Event

Photographer David Moskowitz, author Eileen Delehanty Pearkes, and other special guests presented their new book, *Big River: Resilience and Renewal in the Columbia Basin*, from 6 to 7:30 p.m. on Thursday, June 20, in the Doris Roberts Gallery. Thirty-two patrons attended.

Family Movie

Gavin held a family showing of *Teenage Mutant Ninja Turtles: Mutant Mayhem* (2023) from 2 to 4 p.m. on Friday, June 21, in the Doris Roberts Gallery. Seven patrons attended.

Urban Sketching at Goethals Park

Kelly held an Urban Sketching program for patrons of all ages and abilities from 10 a.m. to noon on Saturday, June 22, in Goethals Park. Patrons were encouraged to turn in their favorite drawings for the library to display in our lobby this September. Twenty-eight patrons attended.

Author Visit: Craig Romano

We hosted award-winning author, conservationist, and Northwest trail expert Craig Romano for a discussion of his new book, *Day Hiking Columbia River Gorge, 2nd Edition*, from 7 to 8:30 p.m. on Tuesday, June 25, in the Doris Roberts Gallery. He gave a slide show and talked about trail hikes in the Columbia River Gorge National Scenic Area, the Trapper Creek Wilderness, the Yacolt Burn State Forest, and other scenic areas of Washington and Oregon.

“For the Love of Art: Iconography”

Artist Ellen Tomaszewski gave a presentation about the Christian tradition of iconography from 6 to 7 p.m. on Wednesday, June 12. Our calendar invitation stated, “Come join us for an introduction into the mystery of this art.”

“An Afternoon with Robots”

We hosted “An Afternoon with Robots” from 4 to 5:30 p.m. on Tuesday, June 18, in the library’s lobby. Members of local FIRST LEGO League Tech Challenge teams, the Intelligent Mavericks (who represented Washington state this year at the World Festival in Texas) and Richland High School Robotics, demonstrated their robots and answered questions. Sixty patrons attended.

“Learn Finger Knitting”

Kelly held a “Learn Finger Knitting” craft program in the Children’s Department from 1 to 2 p.m. on Wednesday, June 19. Patrons created strands of finger knitting so they could earn the Summer Reading Program “Sweater Weather” badge.

CHILDREN'S PROGRAMS

Story Times at the Library

Kelly and Librarian Joyce held regular Tuesday evening story times at 6 p.m. on June 4, 11, and 18; Wednesday morning active story times at 10 a.m. on June 5, 12, 19, and 26; Thursday morning baby story times at 10 a.m. on June 6, 13, 20, and 27; and regular Friday morning preschool story times at 10 a.m. on June 7, 14, and 21. Kelly also held a Saturday Story Time at 10 a.m. on June 1. The Tuesday evening story times were followed by "Meet Our Therapy Dogs!" sessions.

"ACT Story Drama"

We hosted the Academy of Children's Theatre at 6 p.m. on Tuesday, June 25, for a live interactive event based on storybooks. This guest story time was geared toward ages 3-8.

"Story Time at the Fire Station"

Kelly held a special "Story Time at the Fire Station" from 10 to 11 a.m. on Friday, June 28, accompanied by Alyssa and Chris. Our invitation said, "We'll do some active rhyming, read a few books, meet real firefighters, see real fire trucks, and end it all with a few photo ops with Theo and his dinosaur friends!" We had at least 209 enthusiastic patrons attend.

"Music Together at the Library"

Teachers from Music Together held an interactive program at the library from 10 to 11 a.m. on Monday, June 17. Our calendar said, "Infants, toddlers, preschoolers, and their grown-ups will all enjoy making music at this family-focused program." We had 120 patrons attend this fun program.

"Cardboard Construction and More Fun"

Kelly and Library Assistant Theresa held a "Cardboard Construction and More Fun" craft program from 1 to 3 p.m. on Monday, June 17. Our calendar invitation said, "We will get out our MakeDo tools, some cardboard crafts and more. We'll have cardboard available. You just need to bring your creativity!" We had 93 patrons attend this craft program.

STEAMplay and STEAMkids

Kelly held a drop-in STEAMplay session from 11 a.m. to 12:30 p.m. on Friday, June 7, with 53 patrons attending. She and Maira also held a well-attended STEAMkids session from 10 a.m. to noon on Saturday, June 29, with 113 patrons attending.

"Reading Is Magic!" with Louie Foxx

Magician Louie Foxx entertained patrons with an enjoyable "Reading is Magic!" show from 1 to 2 p.m. on Monday, June 24, in the Doris Roberts Gallery. This program was extremely popular, with 281 patrons coming to enjoy the magic show.

Cereal (Serial) Book Club

Our Cereal (Serial) Book Club for fourth through sixth graders met from 4 to 5 p.m. on Tuesday, June 25. This month, Johanna led the group as they discussed the *A Series of Unfortunate Events* series by Lemony Snicket.



TEEN PROGRAMS

Teen Theater

Alyssa held a Teen Theater showing of *Pride & Prejudice* (2005) from 5:30 to 7:30 p.m. on Thursday, June 6, in the Doris Roberts Gallery. Fifteen teens attended.

“Pollinator Garden Party”

Alyssa also held a “Pollinator Garden Party” for teens age 12+ from 3 to 5:30 p.m. on Tuesday, June 27, with help from Luca and Library Supervisor Michael. Our calendar invitation said, “Help RPL create a safe haven for pollinators! Assist in creating a pollinator garden for RPL’s upcoming outdoor space and make seed bombs for pollinators in your own garden!” Twelve teens attended.

ADULT PROGRAMS

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

We hosted a second session of the B Reactor Museum Association presentation about the Plutonium Finishing Plant from 7 to 8:30 p.m. on Tuesday, June 11. Speaker Dennis Armstrong talked about the naming process for the “Dash Five” part of Z Plant, and he presented a series of images detailing plant operations. Sixty-four patrons attended.

“Recognizing and Responding to Chemical Threats”

We hosted a presentation by the Richland Section of the American Chemical Society, and Dr. Kabrene Rodda of PNNL, from 5 to 6:30 p.m. on Tuesday, June 18. Their informative program discussed responding to, and mitigating, chemical threats. Five patrons attended.

“Death Doula Duo Discusses Dying and Death”

Kathy Bray and Lenora Good of While We’re Still Here Doula Death Services held space for open discussions about death and dying from 2:30 to 4:30 p.m. on Sunday, June 23.

Tri-Cities Cinephiles Club

Gavin and the Tri-Cities Cinephiles Club held a showing of *Grease* (1977) for patrons age 18 and older from 6:30 to 8:30 p.m. on Monday, June 24. Fifteen 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, June 17. Nineteen patrons attended.

Local Book, Writing, and Craft Clubs

Clubs that met at the library this month included Quilting in the Library on Thursday, June 13; Storywriters on Monday, June 10; the Monday Night Book Group on June 17; and By the Book Knitters on Tuesday, June 18.

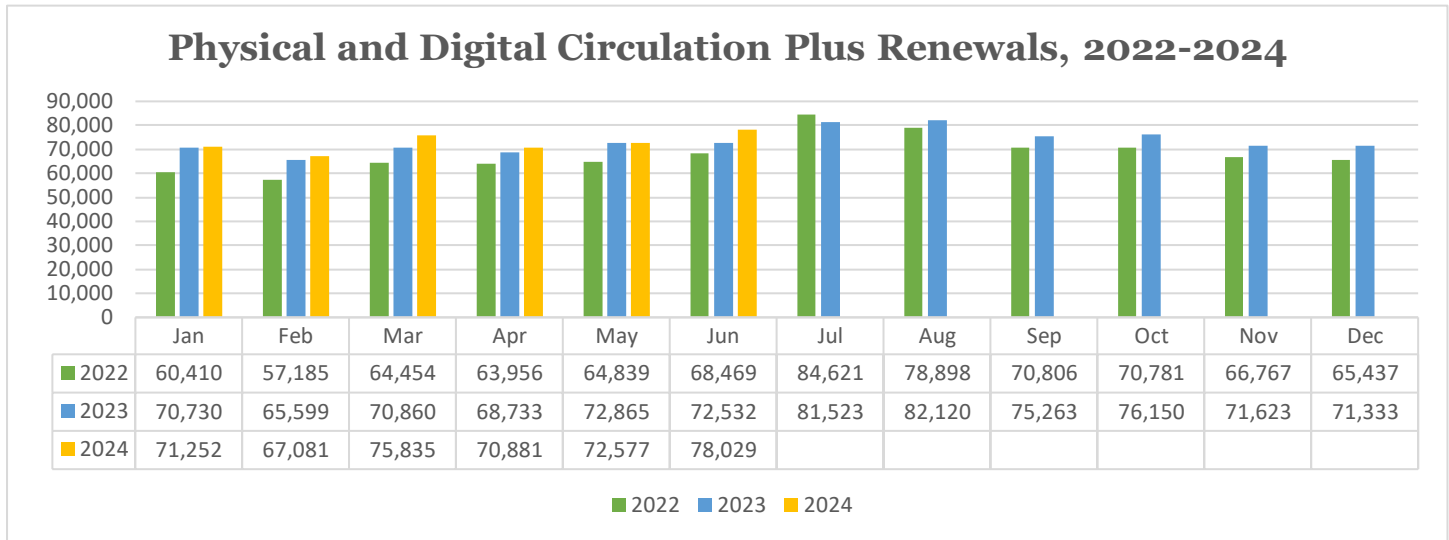
PATRON FEEDBACK

- “Thank you for being there and showcasing books that people will enjoy that we have in the RPL collection. Books are for everyone!”
- “Thank you for showing up to this festival, Richland Public Library! That was a great show of support!” [referring to our outreach booth at the PRIDE Festival]
- “Keep up the good work!!” and “You guys make my day.”



STATISTICS

TOTAL CIRCULATION

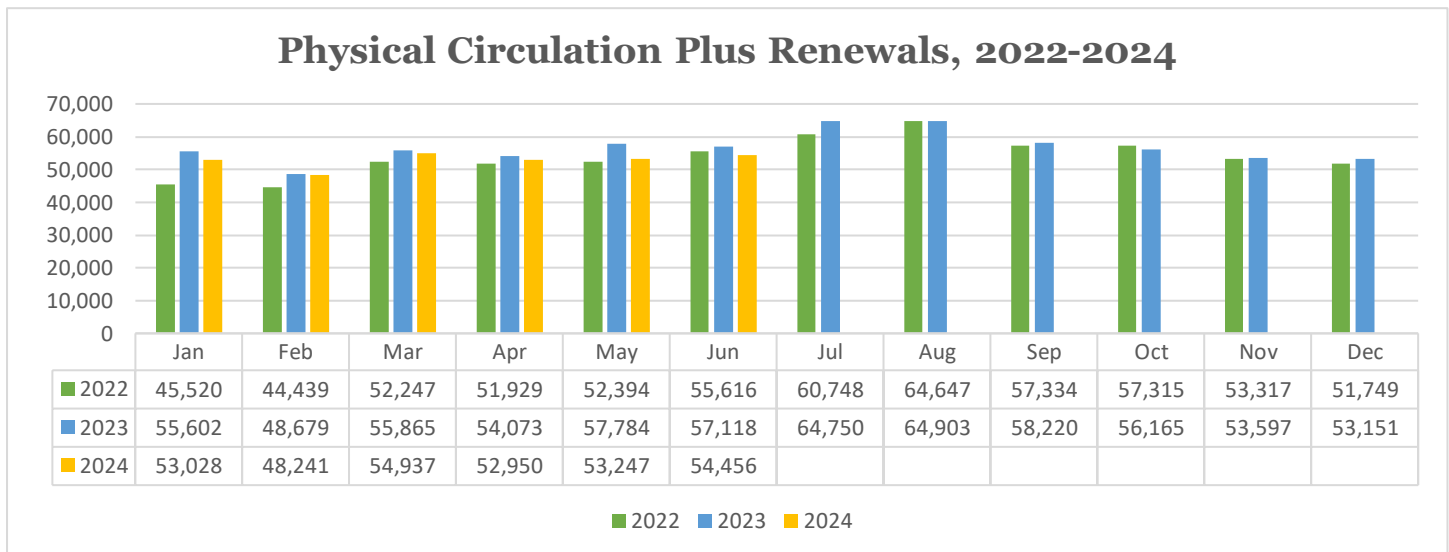


During June, our total physical plus digital circulation was 60,863 items, not including renewals. Of those, 37,290 (61.3%) were physical items and 23,573 (38.7%) were digital items obtained through Hoopla, Kanopy, Mango, and OverDrive. Kanopy plays and Mango sessions were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was up 11.8% compared to the 54,420 items checked out in May 2024. Digital circulation was also up 22.0% compared to the 19,330 items checked out in May. We filled 3,394 requests for holds and had 9 scheduled curbside deliveries for 4 patrons.

Our patrons also renewed 17,166 physical items in June. Including these physical item renewals, our overall circulation was 78,029. That overall circulation was up 7.5% compared to the 72,577 items circulated in May 2024 and was also up 7.6% compared to the 72,532 items circulated in June 2023.

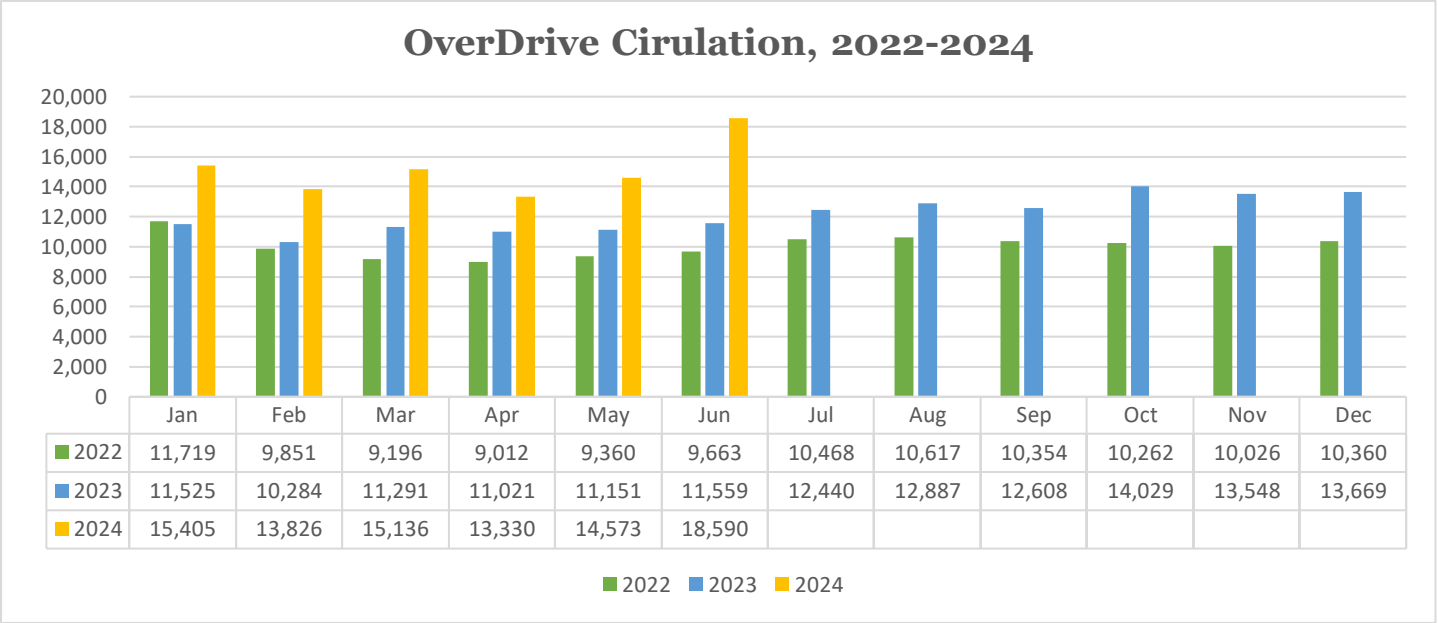
PHYSICAL CIRCULATION



Our patrons checked out 37,290 physical items in June and renewed 17,166 physical items, for a total of 54,456 items. That was up 2.3% compared to the 53,247 physical items checked out and renewed in May 2024, but it was down 4.7% compared to the 57,118 items checked out and renewed in June 2023. The top ten categories that circulated this month were Children's Chapter Book Fiction (4,179 items), Children's Storybooks (3,879 items), Adult Nonfiction (3,473 items), Adult Movies (2,716 items), Children's Nonfiction (2,635 items), Children's Graphic Novels (2,563 items), Adult Fiction 2nd Floor (2,451 items), Children's Favorites on the Story Circle (1,774 items), Adult New Books (1,686 items), and Children's Movies (1,400 items).

DIGITAL CIRCULATION

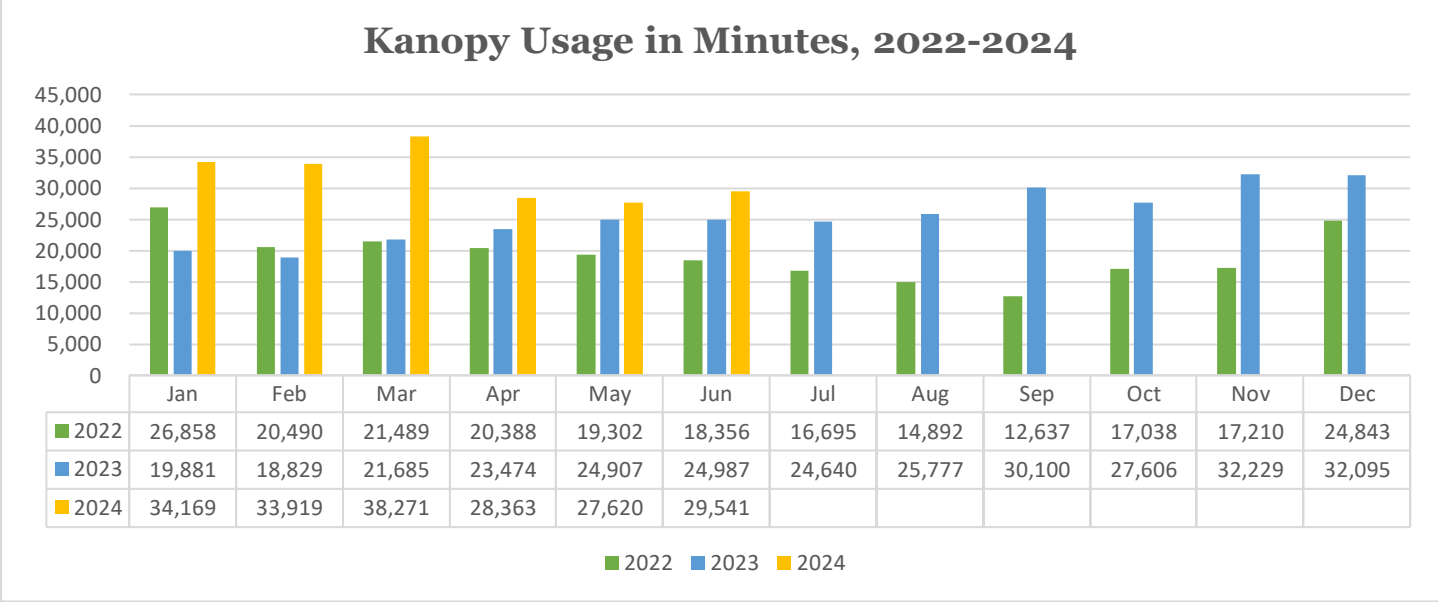
OverDrive



The 18,590 checkouts through OverDrive in June were up 27.6% compared to the 14,573 checkouts in May 2024, and they were also up 60.8% compared to the 11,559 checkouts in June 2023.

This month’s checkouts included 6,804 e-books (which were 36.6% of the OverDrive items checked out), 5,914 e-magazines (31.8%) and 5,872 audiobooks (31.6%).

Kanopy

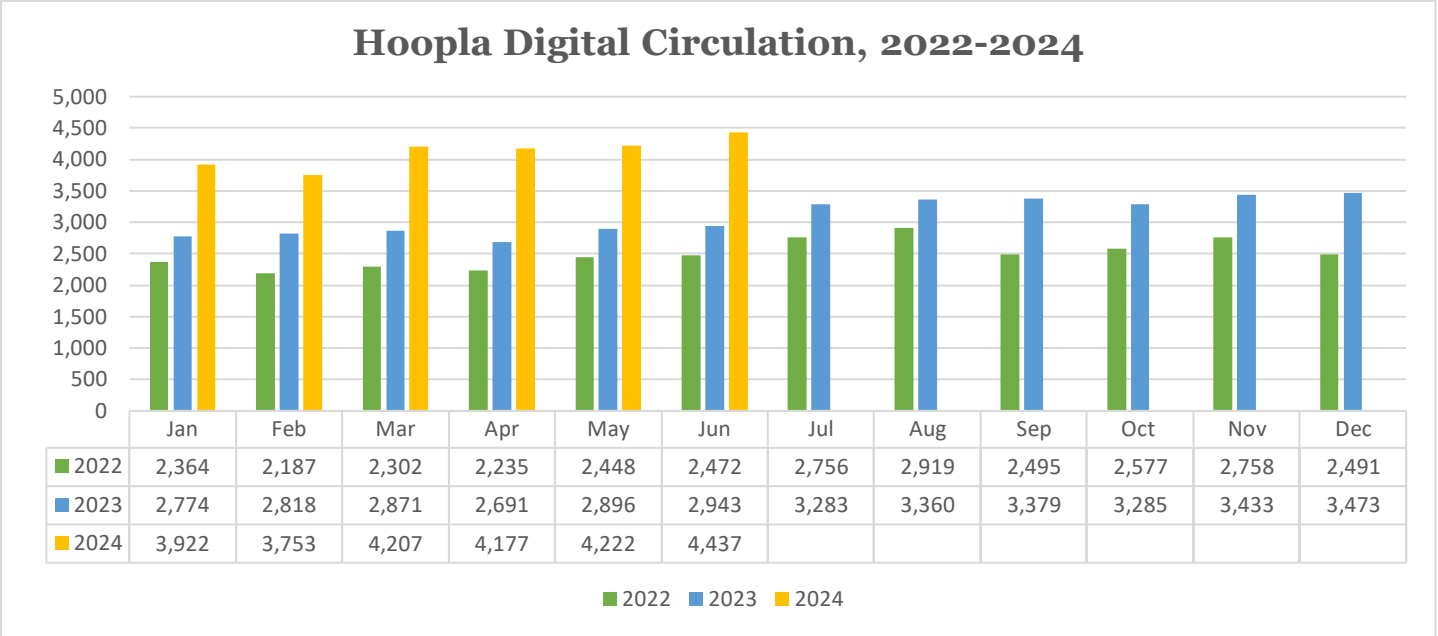


Our patrons viewed 29,541 minutes of Kanopy content during the month of June, using 389 tickets. That usage was up 7.0% compared to the 27,620 minutes viewed in May 2024, and it was also up 18.2% compared to the 24,987 minutes viewed in June 2023. Cardholders in the United States and the United Kingdom viewed content on Kanopy this month.

The top ten suppliers of content viewed on Kanopy this month were BBC Studios, The Great Courses, Lionsgate, Paramount Pictures, MHz, Moonbug Entertainment, Weston Woods, StudioCanal, IFC Films, and Kino Lorber. Content was viewed on televisions (45.2%), mobile devices (22.6%), desktops (19.4%), and tablets (12.9%).

DIGITAL CIRCULATION (CONTINUED)

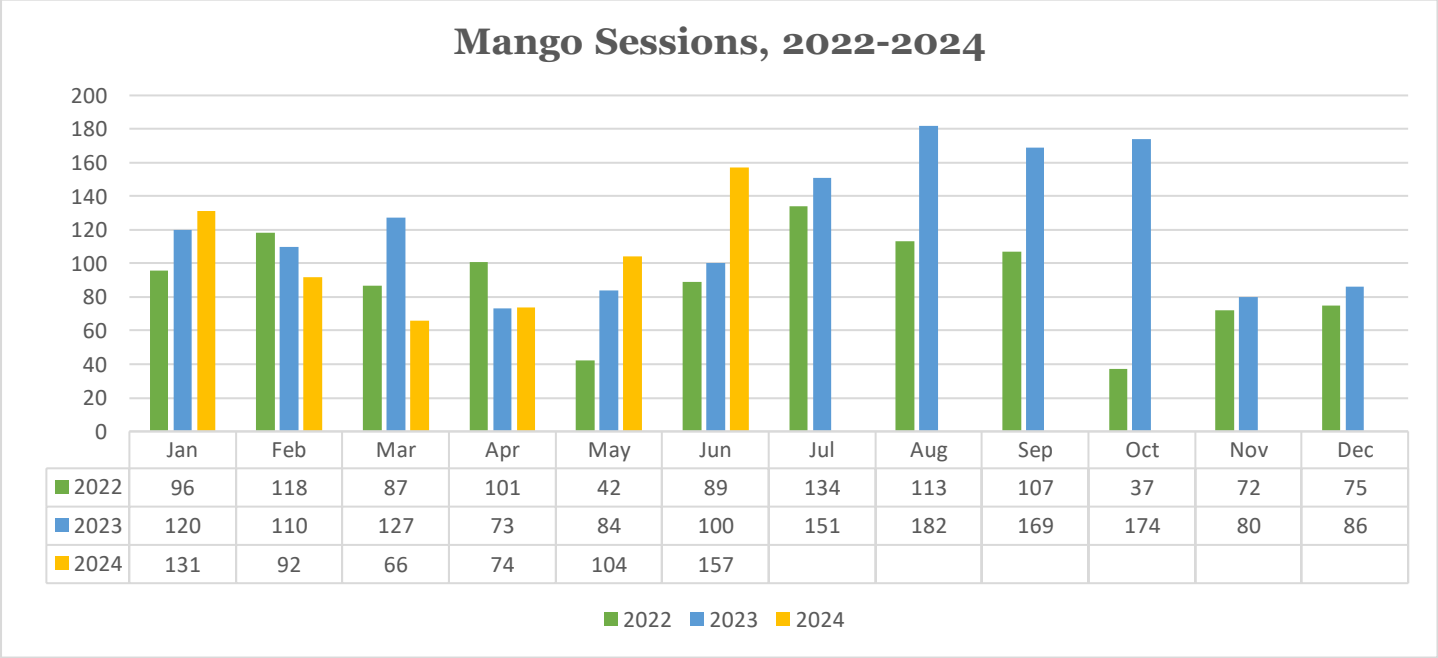
Hoopla



The 4,437 circulations in Hoopla during June were up 5.1% compared to the 4,222 circulations in May 2024, and they were also up 50.8% compared to the 2,943 circulations in June 2023. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 2,421 audiobooks (which were 54.6% of the Hoopla items checked out), 1,249 e-books and e-comics (28.2%), 591 movies and television shows (13.3%), 139 music items (3.1%), and 37 BingePasses (0.8%) this month.

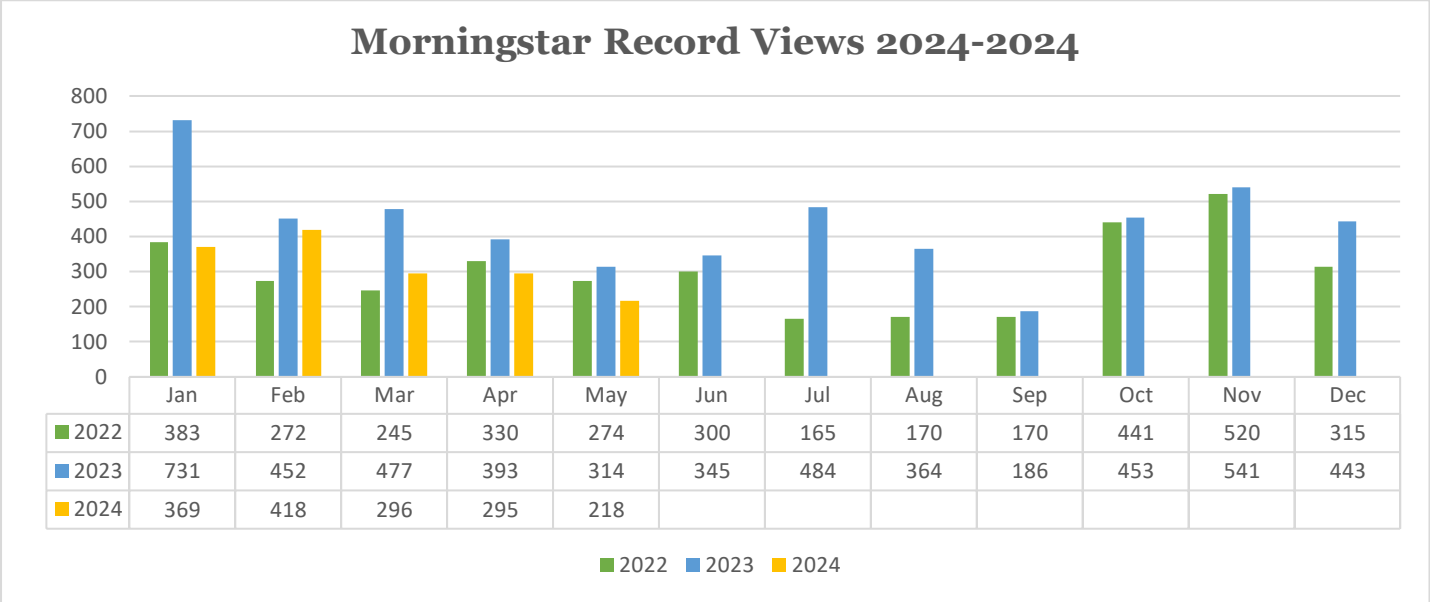
Mango



Patrons had 157 total sessions in Mango for the month of June. That usage was up 51.0% compared to the 104 sessions in May 2024, and it was also up 57.0% compared to the 100 sessions in June 2023. The top ten languages studied this month were Spanish, Latin American; American Sign Language (ASL); French; Arabic, Egyptian; German; Japanese; Malayalam; Swahili; Chinese, Mandarin; and Chinese, Cantonese.

OTHER DIGITAL SERVICES

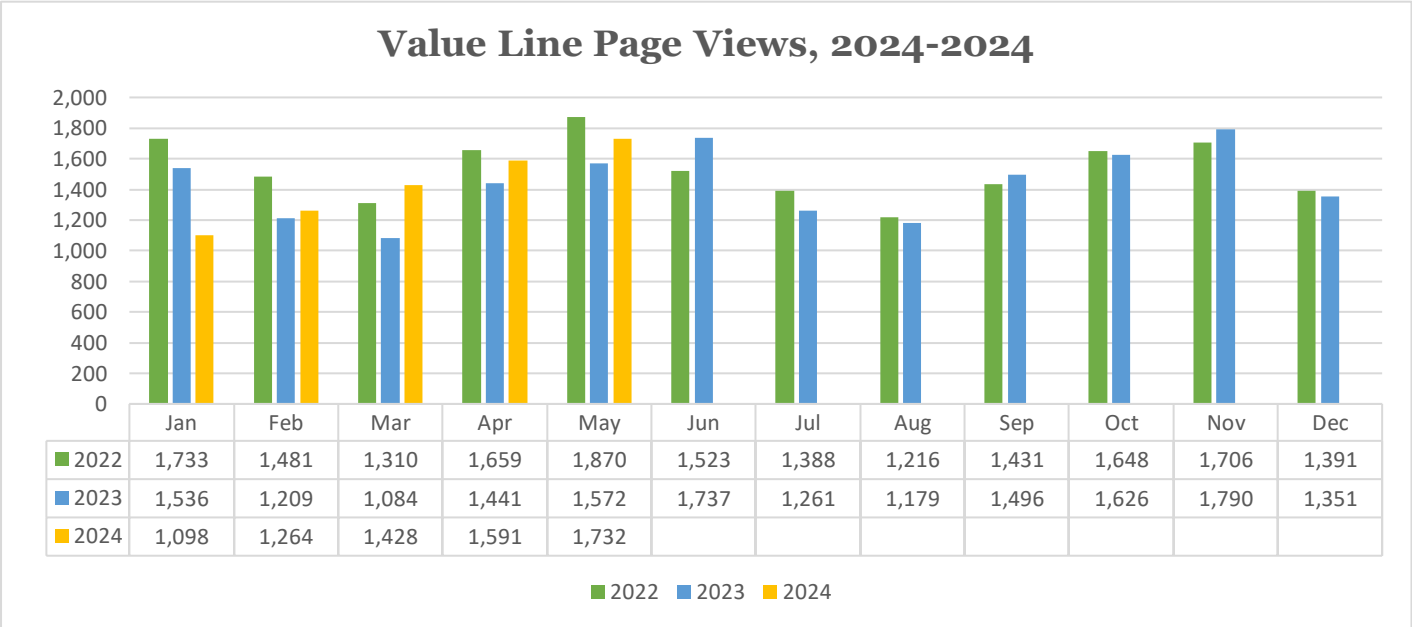
Morningstar



The 218 Morningstar record views in May were down 26.1% compared to the 295 record views in April 2024, and they were also down 30.6% compared to the 314 record views that occurred in May 2023. Morningstar continues to pair well with Value Line, giving our patrons an effective combination of resources to use when researching their financial questions.

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

Value Line



The 1,732 Value Line page views in May were up 8.9% compared to the 1,591 page views in April 2024, and they were also up 10.2% compared to the 1,572 page views that occurred in May 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 June, so we will include them in next month’s board report.

OTHER STATISTICS

Gate Counts

Our total gate count for June was 18,334. Our busiest day was Tuesday, June 11, with 1,192 patrons logged. We held an evening story time, a “Meet Our Therapy Dogs!” session, and a “Build It: Bird Feeders” craft program that day, and we also hosted a well-attended presentation by Dennis Armstrong of the B Reactor Museum Association.

Interlibrary Loans

In June, we received a total of 153 interlibrary loan requests from other libraries for 152 books and 1 article. We sent 74 books to libraries during the month in response to their interlibrary loan requests.

We also sent 21 interlibrary loan requests to other libraries in June for 17 books and 4 audiovisual (A/V) items requested by our patrons. We received 24 books and 4 A/V items from other libraries in response to requests. Thirteen unique patrons requested items this month, including 1 patron who requested 2 items and 2 patrons who requested 3 items.

New Library Card Accounts

We created 424 new library card accounts in June. They included 338 resident cards, 52 nonresident cards, 26 limited access cards, 5 interlibrary loan accounts, and 3 iCard accounts.

Public Internet Sessions

Patrons enjoyed 1,800 public internet sessions during the month of June, for a total of 1,476 hours and 32 minutes. The average session was 49 minutes long.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 7/9/2024

Agenda Category: Approval of Bills

Prepared By: Kylie Christian, Administrative Assistant

Subject:
July 2024 Claims for Payment

Department:
Parks & Public Facilities

Recommended Motion:
Move to approve the June 1, 2024 through June 30, 2024 claims for payment.

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

Attachments:

1. 2024.07.09 Claims for Payment
2. June 2024 Library Voucher Listing
3. June 2024 Library Expenditure



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

JULY 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 \$ \$150,342.11 this 9th day of July, 2024.

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

Voucher Listings	Amount
June 01, 2024 thru June 30, 2024	\$44,101.73
Transfer Advice (Salaries)	
Salaries for the weeks of: May 20, 2024 thru June 16, 2024	\$106,240.38
MONTHLY EXPENSES	\$150,342.11

Comments: June 2024 Library Voucher Listing
June 2024 Library Expenditure

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

Library Voucher Listing

Begin Date: 6/1/2024

End Date: 6/30/2024

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	MARCIVE INC	22400066	402351	6/7/2024	324146	MARCIVE AUTHORITY PROCESSING	\$6,193.44
	K8188700/3583	EQUINOX SOFTWARE INC		00001458	6/7/2024	324127	SEQUOIA ANNUAL RENEWAL/DATA CONSULTING 6/24-5/25	\$17,523.60
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$23,717.04
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$91,883.60			YTD ACTUAL: \$72,719.73			YTD % USED: 79.14%		
INFORMATION TECHNOLOGY TOTAL:								\$23,717.04
	K8721000/3102	VENMILL INDUSTRIES		19403	6/14/2024	324390	DVD POLISHING SUPPLIES	\$216.31
	K8721000/3102	BIBLIOTHECA ITG LLC		INV-US74646	6/19/2024	324406	LIBRARY PROCESSING - RFID TAGS	\$2,179.39
OPERATING SUPPLIES & MATERIALS TOTAL:								\$2,395.70
OPERATING SUPPLIES & MATERIALS - YTD INFORMATION								
BUDGET: \$38,800.00			YTD ACTUAL: \$13,417.96			YTD % USED: 34.58%		
	K8721000/4117	MOON SECURITY SERVIC		1242081	6/12/2024	324222	BASIC FIRE MONITORING ALARMNET COMM MONITORING	\$160.98
EXPERT SERVICES TOTAL:								\$160.98
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$1,986.00			YTD ACTUAL: \$1,684.95			YTD % USED: 84.84%		
	K8721000/4201	VERIZON WIRELESS		9964553788	6/7/2024	324173	Verizon Wirelss NASPO - May 2024	\$89.58
	K8721000/4201	FRONTIER		6/24 2061882614	6/7/2024	324132	TELEPHONE 6/1/2024- 6/30/2024	\$60.25

Library Voucher Listing

Begin Date: 6/1/2024

End Date: 6/30/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4201	FRONTIER		6/24 5099433152	6/7/2024	324133	LIBRARY TELEPHONE CHARGES 6/1/2024-6/30/2024	\$1,061.62
	K8721000/4201	VERIZON WIRELESS		9967008393	6/28/2024	324789	Verizon Wireless NASPO - June 2024	\$89.58
TELEPHONE & COMM SVCS TOTAL:								\$1,301.03
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$20,304.00			YTD ACTUAL: \$10,814.97			YTD % USED: 53.27%		
	K8721000/4207	BANK OF AMERICA		053124	6/3/2024	10110	LIBRARY MERCHANT SERVICE FEES	\$173.86
MERCHANT SVC FEES TOTAL:								\$173.86
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$2,000.00			YTD ACTUAL: \$1,082.60			YTD % USED: 54.13%		
	K8721000/4504	KELLEY CREATE CO		36671980	6/12/2024	324211	AGREEMENT 112-3056730-000 XEROX C8155/C7125	\$556.55
	K8721000/4504	XEROX CORP		021634864	6/28/2024	324794	7HB-469027 JULY 2024 MAINTENCE PLAN CHARGE	\$10.87
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$567.42
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$11,613.00			YTD ACTUAL: \$5,998.87			YTD % USED: 51.66%		
	K8721000/5301	WA STATE DEPARTMENT		DOR 05/2024	6/25/2024	10131	COMBINED EXCISE TAX - MAY 2024	\$45.31
STATE TAXES TOTAL:								\$45.31
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$220.90			YTD % USED: 21.66%		
LIBRARY ADMINISTRATION TOTAL:								\$4,644.30

Library Voucher Listing

Begin Date: 6/1/2024

End Date: 6/30/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	BLACKSTONE AUDIOBOOK		2154248	6/5/2024	323932	LIBRARY MATERIALS - AV COLLECTION	\$45.22
	K8722100/3401	THE GALE GROUP		84109882	6/5/2024	323938	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$32.60
	K8722100/3401	THE GALE GROUP		84109200	6/5/2024	323938	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$62.75
	K8722100/3401	THE GALE GROUP		84109442	6/5/2024	323938	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$91.28
	K8722100/3401	THE GALE GROUP		84174925	6/5/2024	323938	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$216.78
	K8722100/3401	THE GALE GROUP		84174703	6/5/2024	323938	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$152.40
	K8722100/3401	MIDWEST TAPE		505559351	6/14/2024	324365	DIGITAL MATERIALS - HOOPLA MAY 2024 USAGE	\$9,545.64
	K8722100/3401	PLAYAWAY PRODUCTS		462577	6/7/2024	324154	LIBRARY COLLECTION - SASQUATCH LIST BOOKS CHILDREN	\$1,642.63
	K8722100/3401	PLAYAWAY PRODUCTS		464988	6/26/2024	324695	LIBRARY MATERIALS - CHILDREN'S COLLECTION	\$235.40
	K8722100/3401	PLAYAWAY PRODUCTS		465675	6/28/2024	324770	CHILDREN'S DEPT - PHYSICAL MATERIALS	\$56.78
LIBRARY RESOURCES TOTAL:								\$12,081.48

LIBRARY RESOURCES - YTD INFORMATION

BUDGET: \$398,027.00

YTD ACTUAL: \$232,684.82

YTD % USED: 58.46%

Library Voucher Listing

Begin Date: 6/1/2024

End Date: 6/30/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3402	HOGTOWN MASCOTS INC	22300875	U24-1492	6/7/2024	324138	LIBRARY MASCOT	\$3,621.91
LIBRARY PROGRAMMING TOTAL:								\$3,621.91
LIBRARY PROGRAMMING - YTD INFORMATION								
BUDGET: \$27,895.81			YTD ACTUAL: \$18,447.87			YTD % USED: 66.13%		
	K8722100/4107	SPORTSENGINE INC		45928	6/21/2024	324614	Background Checks - Division 303	\$18.50
	K8722100/4107	SPORTSENGINE INC		45927	6/21/2024	324614	Background Checks - Division 303	\$18.50
OTHER PROFESSIONAL SERVICES TOTAL:								\$37.00
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$1,227.00			YTD ACTUAL: \$483.26			YTD % USED: 39.39%		
LIBRARY PUBLIC SERVICE TOTAL:								\$15,740.39
LIBRARY NON-FACILITIES TOTAL:								\$44,101.73

Library Voucher Listing

Begin Date: 6/1/2024

End Date: 6/30/2024

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		05/2024 MAY	6/18/2024	50004	CITY UTILITY BILLS/MAY 2024	\$4,369.57
UTILITIES TOTAL:								\$4,369.57
UTILITIES - YTD INFORMATION								
BUDGET: \$57,000.00			YTD ACTUAL: \$17,205.52			YTD % USED: 30.19%		
LIBRARY FACILITIES TOTAL:								\$4,369.57

CITY OF RICHLAND
LIBRARY EXPENDITURE

June 2024

Month/Year

PAY PERIODS **From May 20, 2024 to June 16, 2024**

GROSS SALARIES \$ 106,240.38

		Gross Wages	Total
WEEK OF:	<u>06/06/24</u>	<u>53,402.53</u>	<u>53,402.53</u>
WEEK OF:	<u>06/20/24</u>	<u>52,837.85</u>	<u>52,837.85</u>
WEEK OF:	<u> </u>	<u> </u>	<u>-</u>
TOTAL		<u><u>106,240.38</u></u>	<u><u>106,240.38</u></u>