



Agenda
Library Board Meeting
Tuesday, October 8, 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. October 8, 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. September 10, 2024 Library Board Meeting Minutes

Richland Public Library Updates:

3. RPL Staff Update
 - Michelle Haffner, Library Supervisor
4. October 2024 Library Manager's Report
 - Christopher Nulph, Library Manager

Approval of Bills: (Approved by Motion)

5. October 2024 Claims for Payment
 - Christopher Nulph, Library Manager

Unfinished Business:

6. Reciprocal Borrowing

New Business:

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, November 12, 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: 10/8/2024

Agenda Category: Approval of Minutes

Prepared By: Kylie Christian, Administrative Assistant

Subject:

September 10, 2024 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the 09-10-2024 meeting minutes.

Summary:

The draft of the 09-10-2024 Library Board Meeting Minutes is included for discussion.

Attachments:

I. 2024.09.10 Library Board Meeting Minutes



MINUTES

Richland Public Library Board

Library Conference Room A – 955 Northgate Drive

September 10, 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 Hernandez, Isakson, and Pickel were present. Also present were Council Liaison Kent, Library Manager Nulph and Administrative Assistant Christian.

Approval of Agenda

1. Vice-Chair Buxton moved and Board Member Hernandez seconded the motion to approve the agenda as is. The motion carried 5-0.

Approval of Minutes

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

Richland Public Library Updates

3. RPL Staff Update –
Children's Librarian Kelly Reed will reschedule for a later date.
4. September 2024 Library Manager's Report –
Library Manager Nulph shared library updates, highlights, and statistics for the month of August 2024. He shared the library will be closed on Monday, October 14 for staff training.

Approval of Bills

5. Vice-Chair Buxton moved and Board Member Isakson seconded the motion to approve the certification of claims for payment for September 2024 in the amount of \$195,838.30. The motion carried 5- 0.

Unfinished Business

6. Library Manager presented a reciprocal borrowing study that was prepared by Mid-Columbia Library. Board Members asked Library Manager Nulph questions and had some discussion.

Agenda Items for Upcoming Board Meeting

7. Reciprocal Borrowing

Adjournment

Chair Lightner adjourned the meeting at 6:32 P.M.

APPROVED:

ATTEST:

Lindsay Lightner, Library Board Chair

Kylie Christian, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 10/8/2024

Agenda Category: Richland Public Library Updates

Prepared By: Michelle Haffner

Subject:
RPL Staff Update

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Community Engagement Supervisor Michelle Haffner will discuss summer reading and other programs her group has planned for the remainder of 2024.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 10/8/2024

Agenda Category: Richland Public Library Updates

Prepared By: Christopher Nulph, Library Manager

Subject:

October 2024 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

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

Attachments:

1. 2024.10.08 Library Manager's Report
2. 2024.10.08 Library Statistics Report



LIBRARY MANAGER'S REPORT Richland Public Library Board October 8, 2024

State of Library Services

As we move into fall, we intend to rebid our outdoor space with some modifications. We will ask for bids with the artificial turf and without. This will allow us to assess both options and make a determination for the best path forward. With adjustments in how it is bid, we anticipate savings in the artificial turf numbers.

The library has removed unused shelving in the Richland Room area. One of these shelves has been moved to the front of the DVDs. The intention is to use this space for our Experience Library items. Right now, this is primarily board games and ukuleles, but we will add outdoor recreation next year. The Richland Room furniture that was showing significant wear has been surplused. The salvageable items were moved to the front of the Richland Room display cases. The Richland Room has new pieces of furniture where the old furniture once sat. New whiteboard tables and seating will introduce an additional collaboration space.

IT has installed cameras in the Teen Reactor. This will help with the monitoring of the space and will help us identify rules violations if we need to address them.

The swap of Envisionware PC/print management services is moving along with TBS. We anticipate this switch to come sometime in November. The self-check kiosk switch will occur early in 2025.

Theresa and Chris will attend a session in October to discuss future strategy for the Washington Anytime Library. The session will be an in-person meeting of all libraries that participate in this consortium.

Marcive, the company we presently use for our metadata quality control, is going out of business. We will be looking to move this service to Backstage. There should not be a significant change to cost or provided services.

We are trying a display where we invite families to decorate a pumpkin. Pumpkins can be retrieved from the service desks for families to decorate. We will display the decorated pumpkins in the Children's area.

Program highlights from the month include:

- Sweater Weather took place on 9/21 during a busy weekend for Richland. 65 people enjoyed this fall crafting and decorating event.

- The Build It, Fix It series continues to be popular. This month featured repurposed clocks with 57 in attendance between the two events this month.
- Our friends at the Civil Air Patrol led a teen program featuring aerospace activities. A total of 35 students attended the event.
- Our soapmaking program on 9/15 filled up with 30 registrations, but 16 arrived at the program. The demand for this was high with over 25 people on the waitlist, but the no-show number impacted the final attendance.

Friends of the Library Update

The Friends continue to assess print on demand options for the sale of RPL merchandise to benefit the Friends.

Library Foundation

There are no updates from the Foundation this month.

Staffing Updates

There are no staffing updates this month.

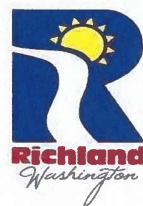
Library Statistics

Our gate count from August to September is virtually the same with 407 person decrease. We typically see this decrease from summer to fall as a higher number. Last year, for instance, the decrease was more than 1,500. This indicates a stronger September than previous years. With physical circulation, we saw a similar dip to previous years. Our physical circulation decreased by about 4,000 items from August to September. In 2023, this decrease was about 5,000 items.

On the digital side of things, we see small decreases on all 3 platforms. This continues to be a positive trend in the case of Hoopla. Our circulation dropped by about 400, which brought our monthly invoice under \$7,000 for the first time in many months. We are starting to get close to a monthly number that fits within our budget. We will continue to monitor this trend. The Libby change from August is negligible. Kanopy did see a greater decrease, but this is likely seasonal, and we will continue to monitor it. Compared to previous years, Kanopy usage is still high.

RICHLAND PUBLIC LIBRARY

September 2024 Statistics Report for the October Board Meeting



SUMMARY

As children headed back to school, we gradually shifted to autumn-themed activities. We held or hosted the following programs in September.

- “Saturday Story Time with Therapy Dogs!” on September 7
- “Understanding Alzheimer’s and Dementia” on Tuesday, September 10
- “Build It: Wooden Luminaries!” on Tuesday, September 10
- “For the Love of Art: Halloween Pumpkins Out of Paper Mâché” on Wednesday, September 11
- “Coloring Fun” on Thursday, September 12
- “Youth STEM and Aerospace Night” on Thursday, September 12
- “Game Time Fridays” on Friday, September 13
- “Story Time at Goethals Park” on Friday, September 13
- “Cottagecore Soapmaking” on Sunday, September 15
- “Trailer Park America: Reimagining Working-Class Communities” presentation by author Leontina Hormel on Tuesday, September 17
- “How Beer Might Save Democracy” Humanities Washington presentation by Michael Goldsby on Thursday, September 19
- “Story Time with the Richland Police Department” featuring Officer Morin on Friday, September 20
- “Sweater Weather” program on Saturday, September 21
- “Death Doula Duo” on Sunday, September 22
- “Fix It: Repurposed Clocks!” on Tuesday, September 24
- “Story Time at the Skate Park” on Friday, September 27

We held a family movie showing of *Ghostbusters: Frozen Empire* (2024) on Saturday, September 14. Our Teen Theater group watched *Dead Poets Society* (1989) on Thursday, September 19. The Tri-City Cinephiles Club watched *Chinatown* (1974) on Monday, September 23. Our Cereal (Serial) Book Club met on Tuesday, September 24, to discuss *White Fox* by Chen Jiatong and create fox bookmarks.

Other recurring programs held this month included evening, active, baby, and preschool story times; “Meet Our Therapy Dogs!” sessions; three preschool STEAMplay sessions; an evening STEAMkids session; two Singing Strings Ukulele Group jams; and an LGBTQIA+ Craft Social. Our busiest day was Tuesday, September 24, when we held the Cereal (Serial) Book Club, the “Fix It: Repurposed Clocks!” craft program, and an evening story time with visiting therapy dogs.

SEPTEMBER STATISTICS

- Overall Circulation with Renewals:
72,441
- Digital Circulation:
17,646
- Physical Items Checked Out: **36,165**
- Physical Items Renewed: **18,630**
- Holds Filled: **3,802**
- Hoopla Circulation:
2,948
- Kanopy Circulation:
**30,758 minutes,
365 tickets used**
- Mango: **104 sessions**
- OverDrive Circulation: **14,229**
- New Library Card Accounts: **345**
- Gate Count: **17,200**
- Busiest Day: **788 (Tues., Sept. 24)**

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 September 3, 10, 17, and 24; Wednesday morning active story times at 10 a.m. on September 4, 11, 18, and 25; Thursday morning baby story times at 10 a.m. on September 5, 12, 19, and 26; and a regular Friday morning preschool story time at 10 a.m. on September 6. The Tuesday evening story times were followed by "Meet Our Therapy Dogs!" sessions.

Kelly also held a "Story Time at Goethals Park" on Friday, September 13, and a "Story Time at the Skate Park" (with 43 attendees) on Friday, September 27.

"Saturday Story Time with Therapy Dogs!"

Kelly held a special "Saturday Story Time with Therapy Dogs!" from 10 to 10:45 a.m. on September 9. We had 35 patrons attend.

Uptown Art Walk

Kelly represented the library at the Uptown Art Walk on Saturday, September 14. She had coloring pages and other activities for kids.

"Story Time with the Richland Police Department"

Officer Morin of the Richland Police Department read stories to children from 10 to 10:45 a.m. on Friday, September 20, in the Collaboratory. Our Facebook invitation said, "Get ready to discover exciting tales, solve mysteries, and ... meet some special guests from the force!" Sixty-nine patrons attended.

STEAMplay and STEAMkids

Kelly held STEAMplay sessions from 11 a.m. to 12:30 p.m. on Friday, September 6 (with 57 attendees); Wednesday, September 11 (with 79 attendees); and Friday, September 20.

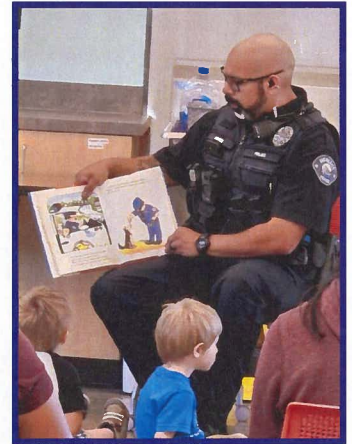
She also held a special evening STEAMkids session from 6 to 7:30 p.m. on Monday, September 23, with 39 patrons attending.

Coloring Fun

We held a "Coloring Fun" craft program from in the Children's Department from 4 to 5:30 p.m. on Thursday, September 12. Our calendar invitation said, "Let's celebrate National Coloring Day a little early! Join us in the Children's Department where we will have coloring pages and activities, markers, crayons, and colored pencils. Maybe even try your hand at reverse coloring." We had 22 patrons attend this program.

Cereal (Serial) Book Club

Our Cereal (Serial) Book Club for grades 4-6 met from 4 to 5 p.m. on Tuesday, September 24. This month, Librarian Johanna led the group as they discussed *White Fox* by Chen Jiatong and created colorful fox bookmarks. Cereal snacks and craft supplies were provided by the Friends of the Richland Public Library. Fourteen patrons attended.



ALL-AGES PROGRAMS

New Library Card Designs

We introduced new library card designs in early September. Patrons may now choose from five different designs: spectators at a hydroplane race, a thriving vineyard, a Richland police car, a Richland fire truck, and an aerial view of the Columbia River.

Collaborative Art Project

As part of our Summer Reading Program, we encouraged patrons of all ages to create colorful drawings on paper dots for a collaborative art project inspired by the book *The Dot* by Peter H. Reynolds. Children were also asked to decorate paper dolls inspired by the book *Emily's Idea* by Christina Evans. We displayed their creations in the library lobby just in time for International Dot Day on September 15. Our social media post said, "If you didn't get a chance to participate, it's not too late! Stop by the Children's Desk and pick up your dot, then return it as soon as you can so we can add it to the display before the end of the month!"

Singing Strings Ukulele Group

Johanna held Singing Strings Ukulele Group teen and adult jams from 6:30 to 8 p.m. on two Tuesdays, September 3 and 17. This welcoming, enthusiastic group enjoys playing and singing favorite songs from *Daily Ukulele* and other sources.

"Build It, Fix It: Makes You Stronger"

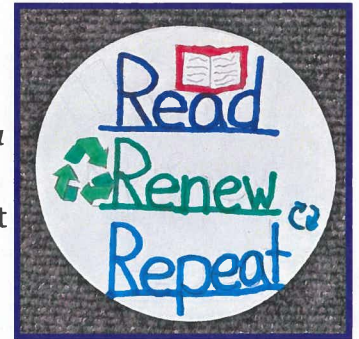
Library Assistant Mary held two sessions of our "Build It, Fix It: Makes You Stronger" program in the Collaboratory this month. Twenty-nine patrons attended the first session, "Build It: Wooden Luminaria," from 6 to 8 p.m. on Tuesday, September 10. Twenty-two patrons attended the second session, "Fix It: Repurposed Clocks," from 6 to 8 p.m. on Tuesday, September 24.

Game Time Friday

Mary held the first in a series of "Game Time Fridays" from 10 a.m. to noon on Friday, September 13. Our calendar said, "Join us for some intergenerational fun! Games, puzzles, and refreshments provided. All ages and abilities welcome. This program is suited for those with Early Stage Memory Loss, their care partners, and kids of all ages." We had 10 patrons attend.

Family Movie: *Ghostbusters: Frozen Empire*

Johanna held a family showing of *Ghostbusters: Frozen Empire* (2024) from 2 to 4 p.m. on Saturday, September 14, in the Doris Roberts Gallery. Light snacks and movie licensing were generously provided by the Friends of the Richland Public Library. We had 20 patrons attend.



ALL-AGES PROGRAMS (CONTINUED)

“Sweater Weather”

Teen Services Librarian Alyssa, Johanna, and Library Supervisor Michelle held a “Sweater Weather” program from 10 a.m. to 3 p.m. on Saturday, September 21, to celebrate two annual community events: Fiber With a Twist and the fall decorating of the Richland Public Library trees. Our calendar invitation said, “Bring in your finger knitting or other yarn projects to help us drape our trees in festive colors before they lose their leaves for the winter. Then head inside and explore the many ways you can create and play with the fiber arts.” Patrons could drop in to the Gallery for demonstrations by fiber artists, artisan vendors, and instruction on a variety of fiber arts; swap out yarn with other patrons in the conference rooms; and work on projects in the Collaboratory while enjoying refreshments and cozy mystery shows. Sixty-five patrons attended.

MCCM + Nickelodeon Worldwide Day of Play

We handed out packets from the Mid-Columbia Children’s Museum (MCCM) encouraging young patrons to participate in the Nickelodeon Worldwide Day of Play on Saturday, September 28. Children could decorate paper dolls and then share photos of them doing 15 different activities such as playing hopscotch, picking flowers, and flying kites.

TEEN PROGRAMS

“Youth STEM and Aerospace Night”

We hosted a “Youth STEM and Aerospace Night” presented by the Civil Air Patrol from 5:30 to 8:30 p.m. on Thursday, September 12. Our calendar invitation said, “The Civil Air Patrol is proud to present an evening of STEAM & aerospace activities for youth ages 10-18. Dive into understanding aircraft, rockets, and other STEM principles with activities led by Civil Air Patrol Cadets.” Thirty-five patrons attended.

Teen Theater: *Dead Poets Society*

Alyssa held a Teen Theater showing of the Robin Williams movie *Dead Poets Society* (1989) from 5:30 to 7:30 p.m. on Thursday, September 19. Six patrons attended this program, which was open to teens age 12 and up.

ADULT PROGRAMS

“Understanding Alzheimer’s & Dementia”

We hosted a Kadlec Community Health presentation about “Understanding Alzheimer’s & Dementia” from 1 to 2 p.m. on Tuesday, September 10, in the Doris Roberts Gallery.

For the Love of Art: “Halloween Pumpkins Out of Paper Mâché”

Artist Marcia Wyatt gave a “For the Love of Art” presentation about making Halloween pumpkins out of paper mâché from 6 to 7 p.m. on Wednesday, September 11. Our calendar invitation said, “Marcia, ever adventurous, has developed her new pieces from years of work in various mediums, bringing them together in a free-spirited, barely contained expression. She now invites you to hear her speak about her latest endeavors with paper mâché: Paper Mâché Pumpkins!”



ADULT PROGRAMS (CONTINUED)

“Cottagecore Soapmaking”

Alyssa, Johanna, and Michelle held a soapmaking craft program from 1 to 2:30 p.m. on Sunday, September 15, in the Collaboratory. Our calendar invitation said, “Grownups ages 18+ are invited to join us for an afternoon of good, clean, fun! We will be demonstrating various soapmaking techniques using a variety of soap bases and mix-ins, with time for everyone to create two bars of soap to take home. Learn about different soap bases, experiment with scents and dyes, and add in different items to achieve different finishes.” Sixteen patrons attended.

“Trailer Park America: Reimagining Working-Class Communities”

We hosted an author visit from Leontina Hormel, a professor of sociology at the University of Idaho, from 6 to 7:30 p.m. on Tuesday, September 17. She discussed her book, *Trailer Park America: Reimagining Working-Class Communities*.

Humanities Washington Lecture: “How Beer Might Save Democracy”

We hosted a Humanities Washington presentation by Michael Goldsby, a beer enthusiast and associate professor of philosophy at Washington State University, from 7 to 8 p.m. on Thursday, September 19, in the Gallery. His presentation, “How Beer Might Save Democracy,” was presented in partnership with the Thomas S. Foley Institute for Public Policy and Public Service.

LGBTQIA+ Craft Social

Adult Services Librarian Gavin held our monthly LGBTQIA+ Craft Social from 6:30 to 8:30 p.m. on Monday, September 16. Forty patrons attended.

Tri-Cities Cinephiles Club

The Tri-Cities Cinephiles Club showed *Chinatown* (1974) for patrons age 18 and older from 6:30 to 8:30 p.m. on Monday, September 23. Gavin leads this group. Fourteen patrons attended.

Local Book, Writing, and Craft Clubs

Clubs that met at the library this month included Storywriters on Monday, September 9; Quilting in the Library on Thursday, September 12; the Monday Night Book Group on September 16; By the Book Knitters on Tuesday, September 17; and the Thursday Afternoon Book Club on September 19.



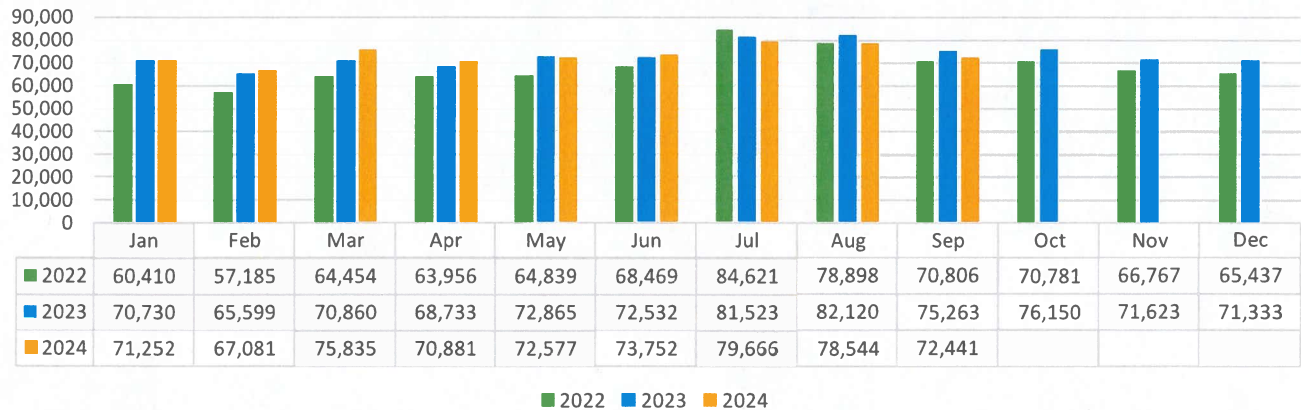
PATRON FEEDBACK

- “Your library is literally one of the best I have ever been to!”
- “I love to tell moms about the play area! So many don’t know it exists and it’s such a rare resource to have a free indoor play space for kids here in the Tri!”
- “Story time is a great way to help your child prepare for preschool or kindergarten. Great place to learn socialization skills. Gentle learning about following directions. They have the best children’s librarians. I love this library! And it’s all free. And there are therapy dogs.”
- “Thank you for providing these opportunities for our littles! And thank you Richland WA Police Department for doing community outreach!” [referring to “Story Time with the Richland Police Department”]
- “It was a great event. Thank you.” [referring to our “Sweater Weather” program]

STATISTICS

TOTAL CIRCULATION

Physical and Digital Circulation Plus Renewals, 2022-2024



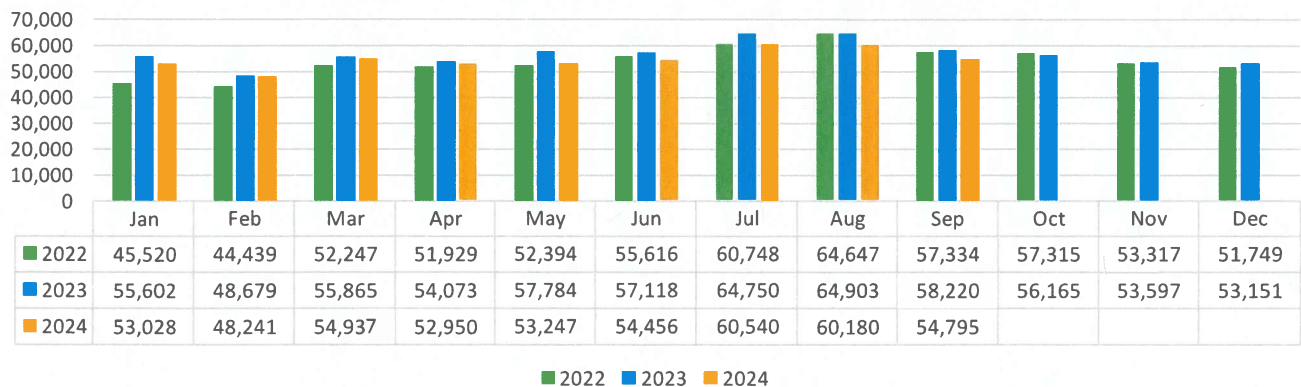
During September, our total physical plus digital circulation was 53,811 items, not including renewals. Of those, 36,165 (67.2%) were physical items and 17,646 (32.8%) were digital items obtained through Hoopla, Kanopy, Mango, and OverDrive. Kanopy plays and Mango sessions were counted in this total, but physical item renewals were not. We filled 3,802 requests for holds and had 18 scheduled curbside deliveries for 8 patrons.

This physical plus digital circulation, not including renewals, was down 8.4% compared to the 58,760 items checked out in August 2024. Digital circulation was also down 3.9% compared to the 18,364 items checked out in August.

Our patrons also renewed 18,630 physical items in September. Including these physical item renewals, our overall circulation was 72,441. That circulation was down 7.8% compared to the 78,544 items circulated in August 2024, and it was also down 3.7% compared to the 75,263 items circulated in September 2023.

PHYSICAL CIRCULATION

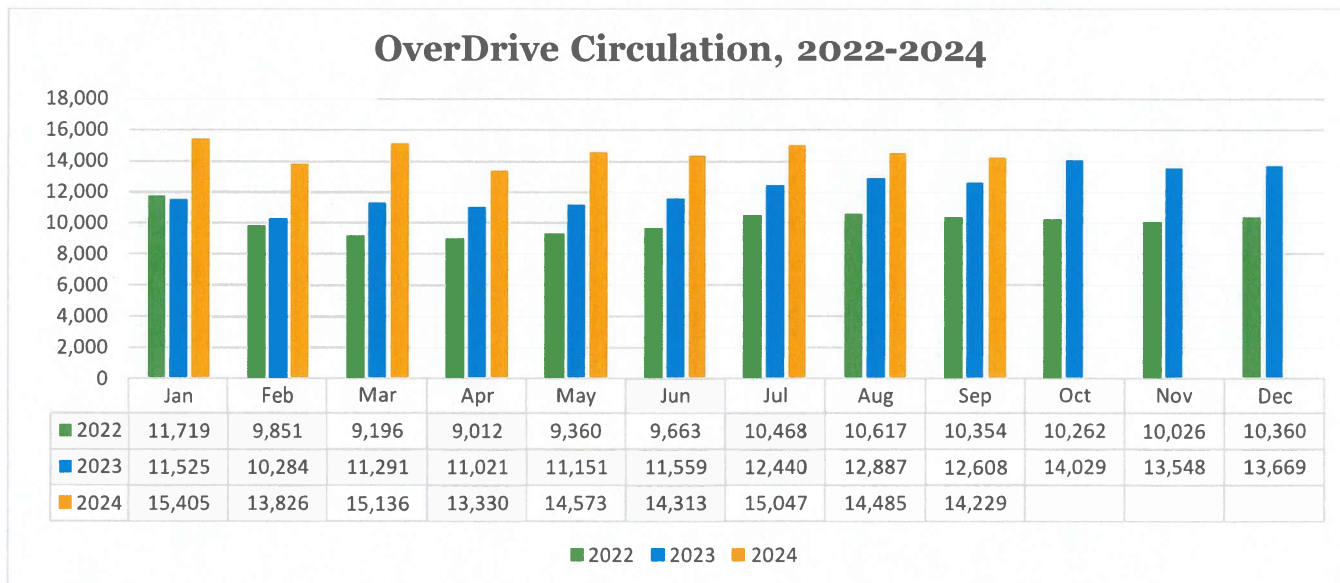
Physical Circulation Plus Renewals, 2022-2024



Our patrons checked out 36,165 physical items in September and renewed 18,630 physical items, for a total of 54,795 items. That circulation was down 8.9% compared to the 60,180 physical items checked out and renewed in August 2024, and it was also down 5.9% compared to the 58,220 physical items checked out and renewed in September 2023. The top ten categories that circulated this month were Children's Storybooks (4,212 items), Children's Chapter Book Fiction (3,893 items), Adult Nonfiction (3,470 items), Adult Fiction 2nd Floor (2,520 items), Children's Graphic Novels (2,459 items), Children's Nonfiction (2,350 items), Adult Movies (2,330 items), Children's Favorites on the Story Circle (1,669 items), Adult New Books (1,617 items), and Children's Movies (1,485 items).

DIGITAL CIRCULATION

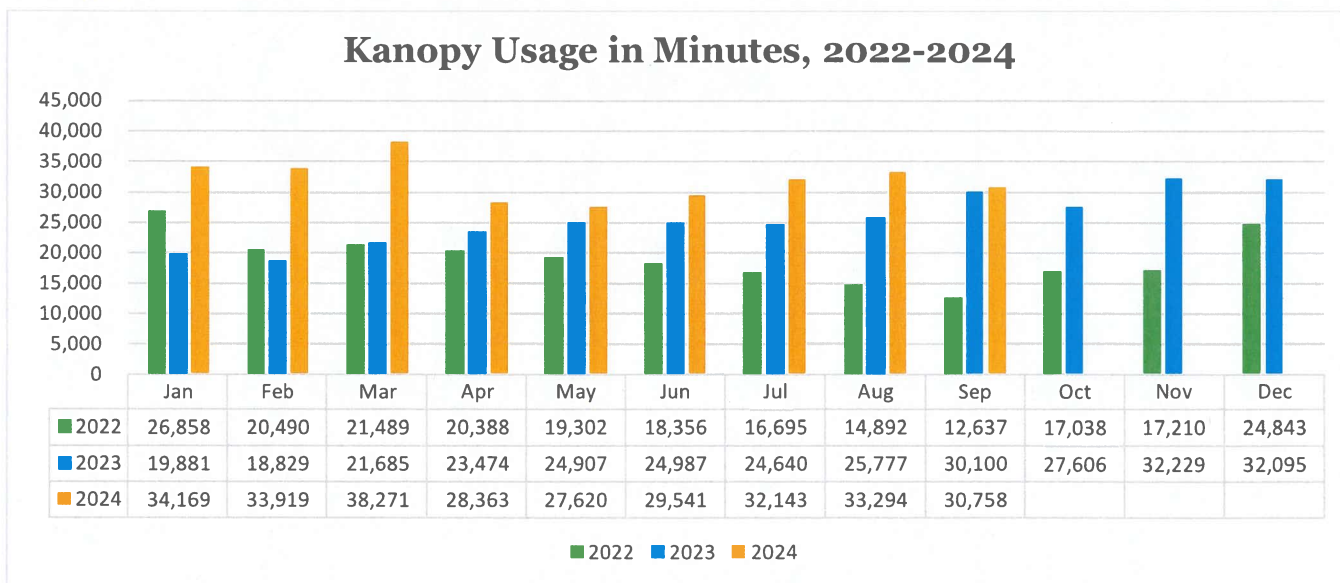
OverDrive



The 14,229 checkouts through OverDrive in September were down 1.8% compared to the 14,485 checkouts in August 2024, but they were up 12.9% compared to the 12,608 checkouts in September 2023.

This month's checkouts included 6,185 audiobooks (which were 43.5% of the OverDrive items checked out), 6,140 e-books (43.1%), and 1,904 e-magazines (13.4%).

Kanopy

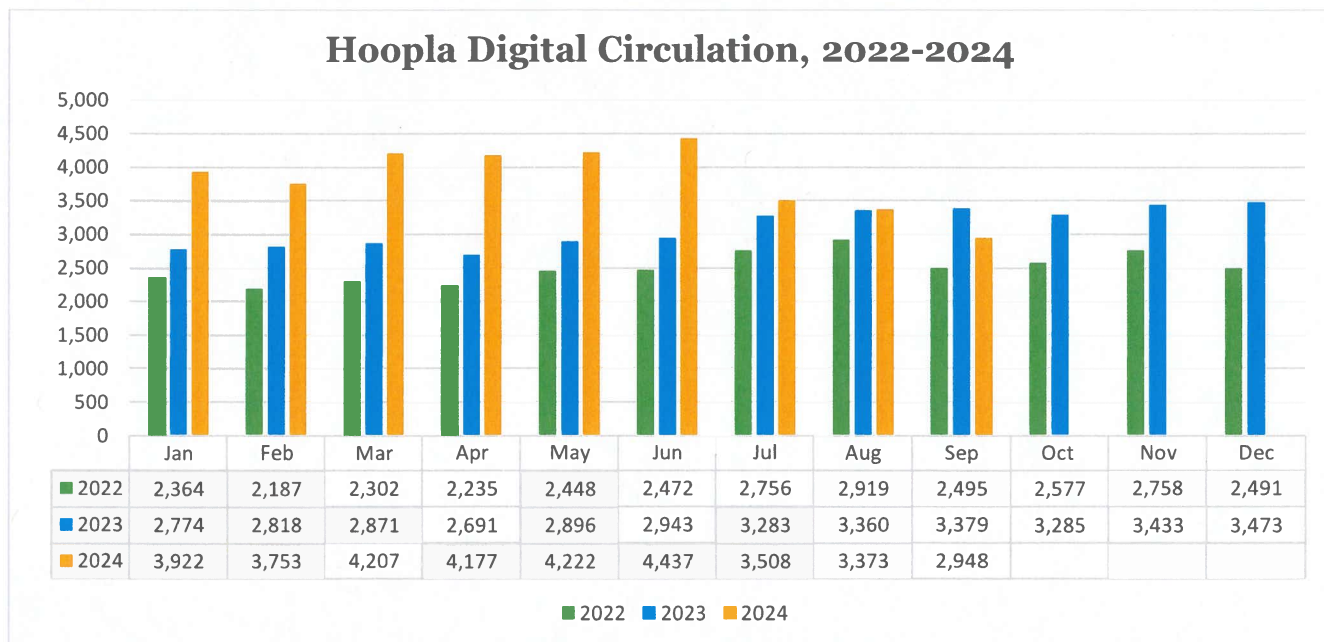


Our patrons viewed 30,758 minutes of Kanopy content, using 365 tickets, during the month of September. That usage was down 7.6% compared to the 33,294 minutes viewed in August 2024, but it was up 2.2% compared to the 30,100 minutes viewed in September 2023. Cardholders in the United States, Austria, and Germany viewed content on Kanopy this month, while additional cardholders in Switzerland and the United Kingdom logged in but didn't view any content.

The top ten suppliers of content viewed on Kanopy this month were BBC Studios, PBS, Moonbug Entertainment, The Great Courses, Paramount Pictures, Nelvana International, Warner Bros., Weston Woods, IFC Films, and Samuel Goldwyn Films. Content was viewed on televisions (47.9%), mobile devices (27.8%), tablets (12.6%), and desktops (11.7%).

DIGITAL CIRCULATION (CONTINUED)

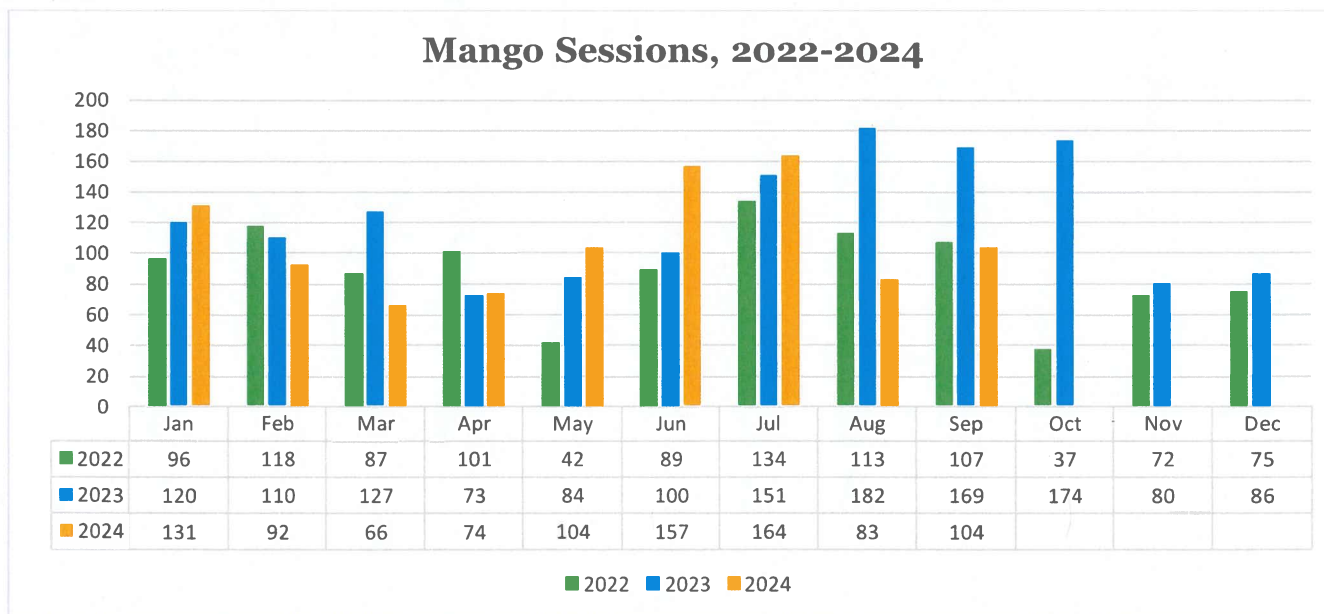
Hoopla



The 2,948 circulations in Hoopla during September were down 12.6% compared to the 3,373 circulations in August 2024, and they were also down 12.8% compared to the 3,379 circulations in September 2023. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,757 audiobooks (which were 59.6% of the Hoopla items checked out), 764 e-books and e-comics (25.9%), 343 movies and television shows (11.6%), 60 music items (2.1%), and 24 BingePasses (0.8%) this month.

Mango

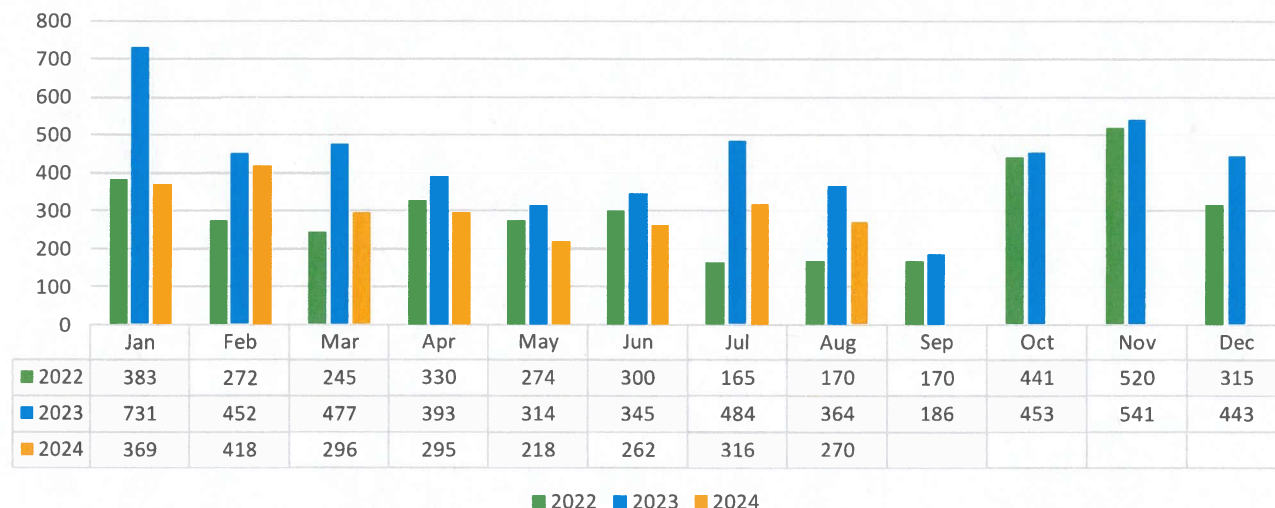


Our patrons had 104 total sessions in Mango for the month of September. That usage was up 25.3% compared to the 83 sessions in August 2024, but it was down 38.5% compared to the 169 sessions in September 2023. The top ten languages studied this month were Spanish, Latin American; French; Italian; German; Greek, Modern; Japanese; Turkish; American Sign Language (ASL); Russian; and Filipino, Tagalog.

OTHER DIGITAL SERVICES

Morningstar

Morningstar Record Views, 2022-2024

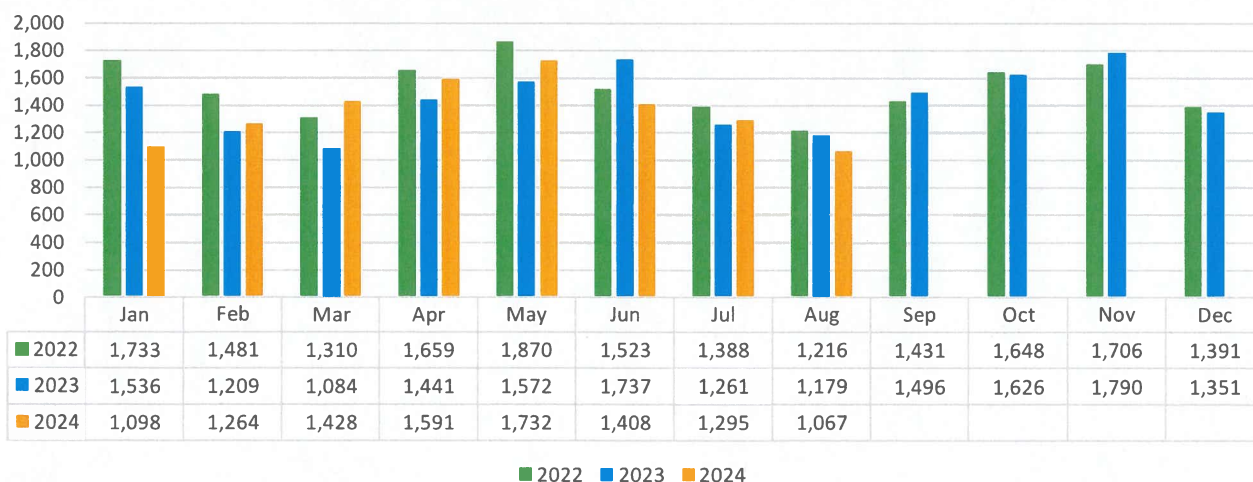


The 270 Morningstar record views in August were down 14.6% compared to the 316 record views in July 2024, and they were also down 25.8% compared to the 364 record views that occurred in August 2023. Morningstar continues to pair nicely with Value Line, giving our patrons a valuable combination of resources to use when researching their financial questions.

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

Value Line

Value Line Page Views, 2022-2024



The 1,067 Value Line page views in August were down 17.6% compared to the 1,295 page views in July 2024, and they were also down 9.5% compared to the 1,179 page views that occurred in August 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 September, so we will include them in next month's board report.

OTHER STATISTICS

Gate Counts

Our total gate count for September was 17,200. Our busiest day was Tuesday, September 24, with 788 patrons logged. We held a Cereal (Serial) Book Club meeting, the "Fix It: Repurposed Clocks!" craft program, an evening story time, and a "Meet Our Therapy Dogs!" session that day.

Interlibrary Loans

In September, we received a total of 146 interlibrary loan requests from other libraries. We sent 101 items to libraries during the month in response to their interlibrary loan requests.

We also sent 20 interlibrary loan requests to other libraries in September for items requested by our patrons. We received 16 items from other libraries in response to requests.

New Library Card Accounts

We created 345 new library card accounts in September. They included 246 resident cards, 71 nonresident cards, 22 limited access cards, 4 interlibrary loan accounts, and 2 iCards.

Public Internet Sessions

Patrons enjoyed 1,889 public internet sessions during the month of September, for a total of 1,474 hours and 15 minutes. The average session was 47 minutes long.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 10/8/2024

Agenda Category: Approval of Bills

Prepared By: Christopher Nulph, Library Manager

Subject:

October 2024 Claims for Payment

Department:

Parks & Public Facilities

Recommended Motion:

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

Summary:

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

Attachments:

1. September 2024 Library Voucher Listing
2. September 2024 Library Expenditure
3. 2024.10.08 Claims for Payment

Library Voucher Listing

Begin Date: 9/1/2024

End Date: 9/30/2024

NON-FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8721000/3102	AMAZON		TXN00079869	9/30/2024	0	HOTSPOT CASES & DUSTERS	\$38.56
	K8721000/3102	AMAZON		TXN00079880	9/30/2024	0	HOTSPOT CASES & DUSTERS	\$118.40
	K8721000/3102	AMAZON		TXN00079918	9/30/2024	0	OFFICE SUPPLIES - PLANNER	\$20.64
	K8721000/3102	THE HOME DEPOT PRO		TXN00079930	9/30/2024	0	SKELETON EYES/HALLOWEEN	\$32.59
	K8721000/3102	AMAZON		TXN00079933	9/30/2024	0	ILL BUBBLE MAILERS	\$27.10
	K8721000/3102	AMAZON		TXN00079962	9/30/2024	0	OFFICE SUPPLIES - STAPLER	\$15.07
	K8721000/3102	COSTCO WHOLESALE		TXN00079968	9/30/2024	0	SUPPLIES - DUSTERS, KLEENEX/OUTREACH - MONSTER MAS	\$145.46
	K8721000/3102	AMAZON		TXN00079976	9/30/2024	0	SUPPLIES - STAPLER RETURN	-\$15.07
	K8721000/3102	TARGET CORPORATION		TXN00080000	9/30/2024	0	OFFICE SUPPLIES - BROOM, SILVERWARE, FREEZER BAGS	\$46.09
	K8721000/3102	AMAZON		TXN00080003	9/30/2024	0	OFFICE SUPPLIES - STAPLER, LABELS	\$88.06
	K8721000/3102	AMAZON		TXN00080027	9/30/2024	0	LIB IN SERVICE DAY SUPPLIES - BUZZER	\$14.12
	K8721000/3102	BRODART INC		TXN00080032	9/30/2024	0	PROCESSING SUPPLIES - LABELS	\$65.13
	K8721000/3102	COSTCO WHOLESALE		TXN00080059	9/30/2024	0	PROGRAMMING SUPPLIES - DRINKS & SNACKS	\$27.98

Library Voucher Listing

Begin Date: 9/1/2024

End Date: 9/30/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/3102	AMAZON		TXN00080072	9/30/2024	0	MENDING SUPPLIES - BOOK PAPER	\$35.47
	K8721000/3102	DEMCO INC.		TXN00080096	9/30/2024	0	PROCESSING SUPPLIES - DVD CASES/OUTREACH - BOOKMAR	\$228.63
	K8721000/3102	AMAZON		TXN00080159	9/30/2024	0	OUTREACH - MONSTER 5K	\$7.60
	K8721000/3102	COSTCO WHOLESALE		TXN00080187	9/30/2024	0	PROGRAMMING SUPPLIES - COOKIES/SUPPLIES - BATTERIE	\$37.36
	K8721000/3102	P-CARD OTP		TXN00080323	9/30/2024	0	LIBRARY STAFF DAY - TROPHY	\$76.43
	K8721000/3102	AMAZON		TXN00080357	9/30/2024	0	OFFICE SUPPLIES - RECEIPT PAPER	\$62.82
	K8721000/3102	WALMART		TXN00080366	9/30/2024	0	GENERAL SUPPLIES/KITCHEN SUPPLIES	\$40.10
	K8721000/3102	AMAZON		TXN00090378	9/30/2024	0	TEEN PROGRAMMING SUPPLIES	\$17.58

OPERATING SUPPLIES & MATERIALS TOTAL: \$1,130.12

OPERATING SUPPLIES & MATERIALS - YTD INFORMATION

BUDGET: \$38,800.00

YTD ACTUAL: \$25,041.80

YTD % USED: 64.54%

K8721000/3182	P-CARD OTP	TXN00080282	9/30/2024	0	INDESIGN SUBSCRIPTION ADOBE	\$24.99
---------------	------------	-------------	-----------	---	--------------------------------	---------

COMPUTER RELATED SUPPLIES TOTAL: \$24.99

COMPUTER RELATED SUPPLIES - YTD INFORMATION

BUDGET: \$5,000.00

YTD ACTUAL: \$1,607.75

YTD % USED: 32.16%

Library Voucher Listing

Begin Date: 9/1/2024

End Date: 9/30/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4117	MOON SECURITY SERVIC		1258687	9/25/2024	327592	MOON SECURITY 10/1/24-10/31/24	\$160.98
EXPERT SERVICES TOTAL:								\$160.98
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$1,986.00			YTD ACTUAL: \$2,426.70			YTD % USED: 122.19%		
	K8721000/4201	VERIZON WIRELESS		9971846050	9/11/2024	327207	Verizon Wireless NASPO - August 2024	\$89.62
	K8721000/4201	T-MOBILE USA INC		963664605	9/6/2024	327081	RPL HOTSPOTS 07/21/24-08/20/24	\$715.00
	K8721000/4201	FRONTIER		9/24 5099433152	9/13/2024	327249	LIBRARY TELEPHONE CHARGES 9/1/2024-9/30/2024	\$991.85
	K8721000/4201	FRONTIER		9/24 2061882614	9/18/2024	327335	TELEPHONE 9/1/2024-9/30/2024	\$52.68
TELEPHONE & COMM SVCS TOTAL:								\$1,849.15
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$20,304.00			YTD ACTUAL: \$17,697.51			YTD % USED: 87.16%		
	K8721000/4207	BANK OF AMERICA		083124	9/3/2024	10250	Library Merchant Service Fees	\$146.78
MERCHANT SVC FEES TOTAL:								\$146.78
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$2,000.00			YTD ACTUAL: \$1,517.34			YTD % USED: 75.87%		
	K8721000/4504	XEROX CORP		021552204	9/11/2024	327212	3UA-295258 BASE CHARGE6/2024	\$81.82
	K8721000/4504	XEROX CORP		590687794	9/11/2024	327212	XEROX LATE FEE	\$25.00

Library Voucher Listing

Begin Date: 9/1/2024

End Date: 9/30/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4504	XEROX CORP		022034077	9/11/2024	327212	7HB-469027 SEPTEMBER 2024 BASE CHARGE	\$10.87
	K8721000/4504	KELLEY CREATE CO		37289032	9/4/2024	326952	AGREEMENT# 112- 3056730-000 MAY 24- AUGUST 24	\$3,195.11
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$3,312.80
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$11,613.00			YTD ACTUAL: \$11,131.81			YTD % USED: 95.86%		
	K8721000/4802	P-CARD OTP		TXN00079917	9/30/2024	0	FICTION TABLE TABLE POWER OUTLET REPLACEMENT	\$2,553.91
REPAIRS AND MAINT-EQUIPMENT TOTAL:								\$2,553.91
REPAIRS AND MAINT-EQUIPMENT - YTD INFORMATION								
BUDGET: \$5,000.00			YTD ACTUAL: \$3,118.94			YTD % USED: 62.38%		
	K8721000/4912	TRI CITY REGIONAL CH		97629	9/25/2024	327625	2024 Women In Business Conference	\$775.00
TUITION/CONFERENCE FEES TOTAL:								\$775.00
TUITION/CONFERENCE FEES - YTD INFORMATION								
BUDGET: \$2,650.00			YTD ACTUAL: \$3,358.00			YTD % USED: 126.72%		
	K8721000/5301	WA STATE DEPARTMENT		DOR 08/2024	9/25/2024	10263	COMBINED EXCISE TAX - AUGUST 2024	\$35.78
STATE TAXES TOTAL:								\$35.78
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$320.97			YTD % USED: 31.47%		
LIBRARY ADMINISTRATION TOTAL:								\$9,989.51
	K8722100/3401	THE GALE GROUP		84763589	9/25/2024	327552	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$245.30

Library Voucher Listing

Begin Date: 9/1/2024

End Date: 9/30/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	THE GALE GROUP		84675781	9/6/2024	327030	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$220.86
	K8722100/3401	THE GALE GROUP		84662978	9/6/2024	327030	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$191.52
	K8722100/3401	THE GALE GROUP		84763439	9/25/2024	327552	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$243.67
	K8722100/3401	THE GALE GROUP		84676017	9/6/2024	327030	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$211.89
	K8722100/3401	MIDWEST TAPE		505983089	9/6/2024	327065	HOOPLA USAGE - AUGUST 2024	\$7,189.86
	K8722100/3401	PLAYAWAY PRODUCTS		469695	9/11/2024	327179	WONDERBOOKS - CHILDRENS MATERIALS	\$61.95
	K8722100/3401	THE GALE GROUP		84769960	9/25/2024	327552	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$158.10

LIBRARY RESOURCES TOTAL: \$8,523.15

LIBRARY RESOURCES - YTD INFORMATION

BUDGET: \$398,027.00

YTD ACTUAL: \$319,626.57

YTD % USED: 80.30%

	K8722100/3402	ABADAN INC		AR274224	9/25/2024	327533	PRIDE OUTREACH - BOOKMARKS JUNE 2024	\$93.48
	K8722100/3402	P-CARD OTP		TXN00079940	9/30/2024	0	GHOULS NIGHT OUT SUPPLIES	\$99.96
	K8722100/3402	AMAZON		TXN00080020	9/30/2024	0	OUTREACH - MONSTER 5K	\$51.14
	K8722100/3402	AMAZON		TXN00080054	9/30/2024	0	DISPALY SUPPLIES - DIWALI DISPLAY	\$24.99
	K8722100/3402	COSTCO WHOLESALE		TXN00080059	9/30/2024	0	PROGRAMMING SUPPLIES - DRINKS & SNACKS	\$80.56

Library Voucher Listing

Begin Date: 9/1/2024

End Date: 9/30/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3402	AMAZON		TXN00080070	9/30/2024	0	DISPLAY SUPPLIES - DIWALI DISPLAY	\$47.80
	K8722100/3402	AMAZON		TXN00090378	9/30/2024	0	TEEN PROGRAMMING SUPPLIES	\$71.07
	K8722100/3402	P-CARD OTP		TXN00079842	9/30/2024	0	OUTREACH - STICKERS	\$19.57
	K8722100/3402	P-CARD OTP		TXN00080057	9/30/2024	0	OUTREACH - STICKERS	\$140.22
	K8722100/3402	P-CARD OTP		TXN00080094	9/30/2024	0	OUTREACH - STICKERS/PRIZES	\$258.21
	K8722100/3402	AMAZON		TXN00080112	9/30/2024	0	PRIMETIME GRANT BOOKS	\$53.27
	K8722100/3402	DOLLAR TREE		TXN00080116	9/30/2024	0	CHILDREN'S PROGRAM BASKETS	\$16.31
	K8722100/3402	P-CARD OTP		TXN00080156	9/30/2024	0	PROGRAM PRIZE	\$16.45
	K8722100/3402	P-CARD OTP		TXN00080173	9/30/2024	0	PROGRAMMING SUPPLIES	\$21.72
	K8722100/3402	P-CARD OTP		TXN00080174	9/30/2024	0	OUTREACH - GIVEAWAYS	\$997.09
	K8722100/3402	P-CARD OTP		TXN00080180	9/30/2024	0	PROGRAMMING SUPPLIES	\$72.80
	K8722100/3402	4IMPRINT, INC		TXN00080190	9/30/2024	0	OUTREACH - GIVEAWAYS	\$412.33
	K8722100/3402	P-CARD OTP		TXN00080206	9/30/2024	0	PROGRAMMING SUPPLIES	\$59.84
	K8722100/3402	YOKES FOODS		TXN00080226	9/30/2024	0	PROGRAM SUPPLIES	\$45.58
	K8722100/3402	AMAZON		TXN00080243	9/30/2024	0	PROGRAMMING SUPPLIES	\$71.72
	K8722100/3402	AMAZON		TXN00080248	9/30/2024	0	PROGRAMMING SUPPLIES	\$107.56
	K8722100/3402	SAFEWAY, INC		TXN00080251	9/30/2024	0	PROGRAM SUPPLIES	\$15.20
	K8722100/3402	PARTY CITY CORPORATI		TXN00080262	9/30/2024	0	PROGARMMING SUPPLIES	\$51.17
	K8722100/3402	P-CARD OTP		TXN00080269	9/30/2024	0	PROGRAMMING SUPPLIES	\$8.14
	K8722100/3402	WALMART		TXN00080273	9/30/2024	0	PROGRAM SUPPLIES	\$76.05
	K8722100/3402	AMAZON		TXN00080327	9/30/2024	0	GENERAL PROGRAMMING SUPPLIES	\$62.61

Library Voucher Listing

Begin Date: 9/1/2024

End Date: 9/30/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3402	AMAZON		TXN00080415	9/30/2024	0	GENERAL PROGRAMMING SUPPLIES	\$7.12
LIBRARY PROGRAMMING TOTAL:								\$2,981.96
LIBRARY PROGRAMMING - YTD INFORMATION								
BUDGET: \$27,895.81			YTD ACTUAL: \$26,269.70			YTD % USED: 94.17%		
	K8722100/4107	SPORTSENGINE INC		49087	9/18/2024	327359	BACKGROUND CHECKS (4) - LIBRARY	\$74.00
OTHER PROFESSIONAL SERVICES TOTAL:								\$74.00
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$1,227.00			YTD ACTUAL: \$780.39			YTD % USED: 63.60%		
LIBRARY PUBLIC SERVICE TOTAL:								\$11,579.11
LIBRARY NON-FACILITIES TOTAL:								\$21,568.62

Library Voucher Listing

Begin Date: 9/1/2024

End Date: 9/30/2024

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		08/2024 AUG	9/13/2024	50007	CITY UTILITY BILLS/AUG 2024	\$5,062.46
UTILITIES TOTAL:								\$5,062.46
UTILITIES - YTD INFORMATION								
BUDGET: \$57,000.00			YTD ACTUAL: \$32,337.67			YTD % USED: 56.73%		
	K8725000/6406	BEST BUY		TXN00080170	9/30/2024	0	COLLABROTORY TV	\$1,195.69
	K8725000/6406	AMAZON		TXN00080277	9/30/2024	0	MOBILE TV ROLLING CART	\$163.04
	K8725000/6406	TARGET CORPORATION		TXN00080103	9/30/2024	0	COLLABROTORY ORGANIZATION	\$54.24
	K8725000/6406	TARGET CORPORATION		TXN00080102	9/30/2024	0	COLLABROTORY ORGANIZATION	\$227.62
	K8725000/6406	TARGET CORPORATION		TXN00080118	9/30/2024	0	COLLABORATORY REMODEL SUPPLIES	\$150.77
	K8725000/6406	TARGET CORPORATION		TXN00080135	9/30/2024	0	COLLABROTORY REMODEL ORGANIZATION - CREDIT	-\$16.27
FURNITURE & FIXTURES > \$25000 TOTAL:								\$1,775.09
FURNITURE & FIXTURES > \$25000 - YTD INFORMATION								
BUDGET: \$22,495.60			YTD ACTUAL: \$5,759.21			YTD % USED: 25.60%		
LIBRARY FACILITIES TOTAL:								\$6,837.55

CITY OF RICHLAND
LIBRARY EXPENDITURE

September-24

Month

PAY PERIODS From 8/26/2024 To 9/22/2024

GROSS SALARIES \$ 107445.11

	GROSS WAGES	Total
WEEK OF: 9/12/2024	53562.82	53562.82
WEEK OF: 9/26/2024	53882.29	53882.29
WEEK OF:		
TOTAL	107445.11	107445.11



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

OCTOBER 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 \$ \$129,013.73 this 8th day of October, 2024.

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

Voucher Listings	Amount
September 01, 2024 thru September 30, 2024	\$21,568.62
Transfer Advice (Salaries)	
Salaries for the weeks of: August 26, 2024 thru September 22, 2024	\$107,445.11
MONTHLY EXPENSES	\$129,013.73

Comments: COR Library 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: 10/8/2024

Agenda Category: Unfinished Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Reciprocal Borrowing

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Discussion on reciprocal borrowing before a joint meeting is held between the libraries interested in reciprocal borrowing.

Attachments:
