



Agenda
Library Board Meeting
Tuesday, December 10, 2024
Richland Public Library
955 Northgate Drive

Board Members: Chair Buxton, Vice-Chair Hernandez, and Members Isakson, Lightner, 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. December 10, 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. November 12, 2024 Library Board Meeting Minutes

Richland Public Library Staff Updates:

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

Approval of Bills:

5. November 2024 and December 2024 Claims for Payment
 - Kylie Christian, Administrative Assistant

Unfinished Business:

New Business:

6. Proposed Amendment to Circulation and Non-Resident Policies Connected to Reciprocal Borrowing
 - Christopher Nulph, Library Manager
7. RPL 2025 Action Plan Draft
 - Christopher Nulph, Library Manager

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, January 14, 2025

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: 12/10/2024

Agenda Category: Approval of Minutes

Prepared By: Kylie Christian, Administrative Assistant

Subject:

November 12, 2024 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the November 12, 2024 Library Board Meeting Minutes.

Summary:

Approval of the November 12, 2024 Library Board Meeting Minutes.

Attachments:

I. 2024.11.12 Library Board Meeting Minutes



MINUTES

Richland Public Library Board

Library Conference Room A – 955 Northgate Drive

Tuesday, November 12, 2024, 5:30 – 6:30 PM

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

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

Attendance

Chair Lightner, Vice-Chair Buxton, Board Members Hernandez, Isakson, and Pickel were present. Also present were Council Liaison Kent, Library Manager Nulph, Administrative Assistant Christian, and community engagement librarian Johanna Talbott.

Approval of Agenda

1. **Board Member Hernandez moved and Board Member Pickel 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 October 8, 2024 meeting. Board Member Hernandez moved and Vice-Chair Buxton seconded the motion to approve the minutes of October 8, 2024 as is. The motion carried 5-0.**

Richland Public Library Updates

3. **Richland Public Library (RPL) Staff Updates –**
Community Engagement Librarian Johanna Talbott shared her recurring program, Cereal Book Club. This is a book club for 4th-6th grade students who pick different books to read each month and make a craft based on the book. This is a program Johanna is proud of, which Library Manager Nulph pointed out to the Board.

Johanna shared about the Native American History program, and the lecture series she is working with local citizens as well as the Washington State Library Humanities grant lecture series. Ukulele Club has been doing a lot of outreach, and have a few events scheduled at area senior living centers for the holidays.

4. **November 2024 Library Manager's Report –**
Library Manager Nulph shared an overview of the staff in-service day that library held on October 14.

Library Manager Nulph shared library updates and highlights for the month of October, as well as the statistics of the library.

Approval of Bills

5. Approval of Bills will be on the December Library Board Meeting agenda.

Unfinished Business

6. Reciprocal Borrowing with Area Libraries –
Chair Lightner discussed the meeting she attended with Library Manager Nulph and Vice-Chair Buxton. They met with area libraries to discuss a possible agreement for a reciprocal borrowing agreement. A draft of an agreement was presented.

VICE-CHAIR BUXTON MOVED TO APPROVE THE INNERLOCAL RECIPROCAL BORROWING AGREEMENT FOR REVIEW BY THE CITY OF RICHLAND CITY ATTORNEY AND BOARD MEMBER ISKASON SECONDED THE MOTION. THE MOTION CARRIED 5-0.

New Business

7. 2025 Three Boards Meeting (Friends of the Library, Richland Public Library Foundation, Richland Public Library Board) –
Discussion on a date for the next meeting between the three boards. Library Manager Nulph will talk with the other boards and come up a final date.

8. Election of Richland Public Library Board Officers –

Vice-Chair Buxton nominated herself as Chair of the Board.
Vice-Chair nominated Cara Hernandez as Vice-Chair of the Board.

Chair Lightner asked for a motion to appoint Vice-Chair Buxton to Chair of the Board and Board Member Hernandez to Vice-Chair of the Board. The motion carried 5-0.

Agenda Items for Upcoming Board Meeting

1. Policy Updates

Adjournment

Chair Buxton adjourned the meeting at 6:39 P.M.

APPROVED:

ATTEST:

Karen Buxton, Library Board Chair

Kylie Christian, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:

DRAFT



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/10/2024

Agenda Category: Richland Public Library Staff Updates

Prepared By: Michael Scarfo, Library Supervisor

Subject:
RPL Staff Update

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
User Experience Supervisor Michael Scarfo will update the Board on his position and discuss database cost and usage from 2023 and 2024.

Attachments:
I. 2024.12.10 Database Usage

Name of Database	Ancestry	A to Z	Brainfuse	Consumer Reports	Heritage Quest	Mango	Morningstar	NewsBank	Value Line
Metrics used for stats collecting	Searches	Records Viewed	Total Usage	Page Views	Total Searches	Sessions	Searches	Page Views	Page Views
Cost in 2023	\$2,110	\$1,575	\$5,400	\$2,472	\$1,083	\$4,431	\$5,648	\$9,914	\$5,000
Number of Uses 2023 (Jan-Nov)	3,559	39,395	610	7,856	983	1,370	4,740	16,421	15,931
Avg use per month 2023 (Jan-Nov)	324	3,581	55	714	89	125	431	1,493	1,448
Cost per use 2023	\$0.59	\$0.04	\$8.85	\$0.31	\$1.10	\$3.24	\$1.19	\$0.60	\$0.31
Cost in 2024	\$2,184	\$1,620	\$5,400	\$3,055	\$1,121	\$5,653	\$5,817	\$10,220	\$5,000
Number of Uses 2024 (Jan-Nov)	1,616	13,738	700	9,148	841	1,216	3,246	22,329	13,650
Avg use per month 2024 (Jan-Nov)	147	1,249	64	832	76	111	325	2,030	1,365
Cost per use 2024	\$1.35	\$0.12	\$7.71	\$0.33	\$1.33	\$4.65	\$1.79	\$0.46	\$0.37



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/10/2024

Agenda Category: Richland Public Library Staff Updates

Prepared By: Christopher Nulph, Library Manager

Subject:

December 2024 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

Library Manager Nulph will discuss library highlights and statistics from November 2024.

Attachments:

1. 2024.12.10 Library Manager's Report
2. 2024.12.10 Library Statistics



LIBRARY MANAGER'S REPORT

Richland Public Library Board

December 10, 2024

State of Library Services

We anticipate swapping our Envisionware services out this month. TBS is currently scheduled to go live 12/16 with staff training scheduled 12/11. This will be the service that controls PC and print management. We will not have the payment hardware component until January. As a result, there will be a few weeks in which we are not charging for prints/copies. The self-check replacements are scheduled for early January. We will be removing the current self-checks as we approach the end of December.

Mary's Diwali program in October has officially been recognized by the supporting organization, Hindu Society of Eastern Washington. The library was presented with a Community Enrichment Award. The plaque thanks the library "for its commitment to fostering cultural awareness and inclusivity by hosting the Diwali function, bringing the community together in celebration of this vibrant tradition." The library thanks Mary for her efforts in putting this all together and we look forward to working with HSEW on future events.

The library experienced a set of rules violations in November connected to a teen patron that is worth noting. This patron had been asked to leave the library for a period of time following an altercation in the parking lot with other teens. The patron returned to the library on two separate occasions to light toilet paper on fire in the first-floor public restroom. RPD was not able to arrive on time on the first instant but did on the second. The patron was arrested and issued the maximum trespass duration (2 years). We have not seen this patron since the arrest.

Chris and Kelly attended a Mid-Columbia Children's Museum visioning session in November. This process talked about broad concepts for what a museum should look like. MCCM's collaboration with the library has been great thus far and we continue to support their efforts in their development.

The library is featuring a checkout promotion starting the last week of November and lasting through the end of December. For patron's that checkout at least 10 children's books, they will receive a coupon for a buy one get one drink from local business, Fiiz. This encourages patrons to checkout more items and to receive additional value on their visit. For businesses, these checkout promotions offer another way of partnering with the library. This is the first checkout promo we have offered, and we hope to offer more in the future if it is successful.

The salmon tank for this year's Salmon Summit project has been put in place. This will once again be in our Collaboratory. Our fish will not arrive until January, but we need to condition the water for a period of time before they arrive. We look forward to returning this popular feature.

Program highlights from the month include:

- The Native American Arts Crafts & Culture Day continues to be a well-attended tradition. We recorded over 250 attendees for this event.
- Theo appeared at several children's events this month to celebrate Dino-vember. We are still meeting a lot of kids for the first time at these events, and they are really enjoying it.
- There were several successful partner events this month. WSU has a lobby exhibit and hosted a community program connected to their new Institute for Northwest Energy Futures. The Civil Air Patrol hosted a teen aerospace night featuring activities connected to aircraft, rockets, and STEM. Heartlinks Hospice hosted a grief and the holidays workshop for those having a difficult time with loss during the holiday season. Kadlec Community Health hosted a support session for parents with children who have complex medical diagnosis allowing those in our community to connect with others in similar circumstances. Lastly, Tri-Cities House Plant Lovers hosted a fall plant swap, which has turned out to be a high demand event. The plant swap also brought in donations for Tri-Cities Food Bank. We estimate well over 100 people attended this event.
- To end the month, we hosted a cardboard construction event for families. This is quickly becoming a favorite event for many area families. We supply the cardboard and assembly supplies, and the patrons provide the creativity to create all kinds of creations.

Friends of the Library Update

Facilities helped the Friends move a couple bookshelves in the bookstore. This will help improve the traffic flow in the bookstore.

The Friends have added the bookstore to Google Maps. Now when patrons are searching the area for bookstores, the FOL store will show up. We expect this to help increase awareness and foot traffic given the relatively few bookstore options in the region.

Library Foundation

There are no updates from the Foundation this month.

Staffing Updates

There are no staff updates this month.

Library Statistics

We typically see one of the largest month-to-month gate count decreases in November. This is for a number of reasons as we have 3 holidays and 1 less day in the month, plus many in our community are out of town or at family gatherings. We see this same decrease in 2024, which is a little more pronounced given our strong October – going from 19,363 down to 15,685 this year. Overall, this is still higher than 2023, which totaled 14,610. Our physical circulation usually follows this trend with a

decrease. This year, our physical circulation went down by about 1,000 circulations compared to last year which decreased by about 2,500 circulations.

Digital statistics usually trend slightly upwards in November and 2024 reflected the same trend. Again, with a lot of patrons away and on vacation, it makes sense that our digital circulation rises as physical circulation falls. The gains were not large across our three digital platforms, but all three did trend upwards and reflect higher numbers than November 2023.

Here are some quick takeaways from our other stats as we approach the end of the year:

- The number of PC sessions has gradually risen and is starting to approach 2019 numbers. This is the last statistical category that has yet to fully bounce back and one we did not expect to. However, the 1,800 sessions in November are only 10 shy of the 1,810 sessions we had November 2019. We have not eclipsed any PC stats from 2019 since the pandemic and this is the closest we have come to matching a 2019 number.
- As of October, our meeting and study room uses eclipsed the total from all of 2023. We will likely finish the year with over 100 more meeting room uses and over 500 more study room uses.
- Our ILL stats remain relatively similar to 2023. We are projected to receive about the same number of requests from our patrons compared to 2023. Whereas our requests received from other libraries did increase, rising by about 500 requests.
- Library card registrations remain a strong and consistent statistic. We are projected to have 100-200 more registrations in 2024 compared to 2023.
- Our Community Engagement statistics met our cumulative 2023 numbers at the end of October. We are set to exceed 2023 numbers by about 150-200 engagement events. Attendance is tougher to project, but it appears to be trending to rise 5,000-7,000. We expect the numbers from 2024 to be a representation of an optimal year of community engagement. Because of staffing bandwidth, this will not be a category that continues to see the year over year rises we have been seeing recently. We will continue to look for outside presenters and opportunities for bigger events, but the strong increases will likely start to level.
- Overall, we see our cumulative numbers continuing to rise. Physical circulation appears to be the one exception as it is beginning to level off in predictable trends. Other statistics are starting to settle into predictable trends, but still show increases in most categories.

RICHLAND PUBLIC LIBRARY

November 2024 Statistics Report for the December Board Meeting



SUMMARY

We held or hosted the following programs at the library in November:

- “Native American Arts, Crafts, and Culture Day” on Saturday, November 2
- Saturday Story Time on November 2
- Team Battelle Math Tutoring on three Saturdays, November 2, 9, and 16
- Tri-Cities House Plant Lovers Fall Swap on Sunday, November 3
- “Mandala Rocks” on Monday, November 4
- B Reactor Museum Association lecture on Tuesday, November 5
- “Charging Toward a Carbon-Neutral Future” on Wednesday, November 6
- “Youth STEM and Aerospace Night” on Thursday, November 7
- “Game Time Friday” on November 8
- “Miyazaki Day” on Saturday, November 9
- “Mocktails and Masterpieces” on two Tuesdays, November 12 and 26
- “Story Time with Miss Tri-Cities Teen” on November 12 and 22
- “For the Love of Art” on Wednesday, November 13
- “Grief and the Holidays Workshop” on Thursday, November 14
- “Beeswax Candle Kits” craft program for teens on Thursday, November 14
- MyHeritage Genealogy Presentation on Thursday, November 14
- “Special Guest Story Time” with Chris Waite on Friday, November 15
- Parenting Together Support Group on Saturday, November 16
- “Story Writing 101” on Saturday, November 16
- Zentangle program by Kadlec Community Health on Friday, November 22
- “Death Doula Duo Discusses Dying and Death” on Sunday, November 24
- “Cardboard Construction and More!” on Monday, November 25
- “Drop-In Fall Crafts” on Wednesday, November 27
- “Ozobot Turkey Trot” on Wednesday, November 27

We held a showing of the World War I documentary *They Shall Not Grow Old* (2018) for patrons age 18+ on Tuesday, November 12. We held a family movie showing of *Despicable Me 4* (2024) on Saturday, November 23, and a “Sensory Sunday Matinee” of the same movie on November 17. The Tri-City Cinephiles Club watched *Soylent Green* (1973) on Monday, November 25. We also held a “Dino-venber Movie Marathon” featuring dinosaur movies and an appearance by Theo on Saturday, November 30.

Our busiest day was Saturday, November 2, which featured our popular “Native American Arts, Crafts, and Culture Day” program; a Saturday Story Time; and Team Battelle Math Tutoring. We logged 859 patrons that day.

NOVEMBER STATISTICS

- Overall Circulation with Renewals: **70,603**
- Digital Circulation: **18,449**
- Physical Items Checked Out: **34,561**
- Physical Items Renewed: **17,593**
- Holds Filled: **3,382**
- Hoopla Circulation: **3,576**
- Kanopy Circulation: **29,074 minutes, 397 tickets used**
- Mango: **155 sessions**
- OverDrive Circulation: **14,321**
- New Library Card Accounts: **291**
- Gate Count: **15,685**
- Busiest Day: **859 (November 2)**

CHILDREN'S PROGRAMS

Story Times at the Library

Children's Services Librarian Kelly and Librarian Joyce held Tuesday evening family story times at 6 p.m. on November 5, 12, 19, and 26, followed by "Meet Our Therapy Dogs!" sessions; Wednesday morning active story times at 10 a.m. on November 6, 13, 20, and 27; Thursday morning baby story times at 10 a.m. on November 7, 14, and 21; and Friday morning preschool story times at 10 a.m. on November 1, 8, 15, and 22. Our mascot, Theo, visited the regular story times on November 8, 20, and 26, as well as the Prime Time Story Time on November 21.

Saturday Story Time

Kelly held a special Saturday Story Time from 10 to 10:45 a.m. on November 2. Our calendar invitation said, "Join us in the Story Circle in the Children's Department for about 35 minutes of stories, rhymes, and songs." Nineteen patrons attended.

Special Guest Story Times

Miss Tri-Cities Teen 2025, Hadley Bleazard, visited the library for two story times this month. She read stories and visited with young patrons on Tuesday, November 12, and on Friday, November 22. We had 44 and 59 patrons attend, respectively.

The City of Richland's new Public Facilities Director, Chris Waite, also visited the library for a special story time on Friday, November 15. Fifty-seven patrons attended.

STEAMPlay and STEAMKids

Kelly held STEAMPlay sessions from 11 a.m. to 12:30 p.m. on Friday, November 1; Wednesday, November 6; and Friday, November 15. We had 52, 43, and 61 young patrons attend these sessions. She also held a STEAMKids program from 10 a.m. to noon on Saturday, November 16, with 75 patrons enjoying activities led by Destination Imagination, Girl Scouts, and VIPS.

Cereal (Serial) Book Club

Our Cereal (Serial) Book Club for fourth through sixth graders met from 4 to 5 p.m. on Tuesday, November 19. This month, Librarian Johanna led the group as they discussed *How to Train Your Dragon* by Cressida Cowell while creating hats, shields, and swords from cardboard, pool noodles, and other craft supplies. Fifteen kids attended.

"Cardboard Construction and More!"

Kelly held a "Cardboard Construction and More!" craft program from 1 to 3 p.m. on Monday, November 25, with help from Library Assistant Tanya. Children created cardboard robots and buildings, colorful construction paper mosaics, and more. Seventy-five young patrons attended.

"Ozobot Turkey Trot"

Johanna held an "Ozobot Turkey Trot" program for third through fifth graders from 2 to 3:30 p.m. on Wednesday, November 27, in the Collaboratory. Our calendar invitation said, "Dress up your turkey (I mean, bot) and test your codes against others in our Ozobot Turkey Trot! May the best turkey win!" Eighteen kids attended this fun program.



ALL-AGES PROGRAMS

“Native American Arts, Crafts, and Culture Day”

Native American Heritage Month is celebrated each November in the United States. We hosted an extremely popular “Native American Arts, Crafts, and Culture Day” at the library for patrons of all ages from 10 a.m. to 3 p.m. on Saturday, November 2. This family event included hands-on activities, crafts, demonstrations, presentations, storytelling, and displays, and it was sponsored by the Columbia River Professional Chapter of the American Indian Science and Engineering Society. We estimate that at least 250 patrons attended throughout the day.



Team Battelle Math Tutoring

Employees from Battelle have regularly been offering math tutoring at the library this fall to help area students with their math questions. This month, they held sessions from 10 a.m. to noon on three Saturdays, November 2, 9, and 16. Online tutoring was also available.

Tri-Cities House Plants Lovers Fall Swap and Donation Drive

We hosted the Tri-Cities House Plants Lovers group as they held their Fall Swap and Donation Drive from 1 to 3 p.m. on Sunday, November 3, in the Doris Roberts Gallery.

“Mandala Rocks”

Kelly held a “Mandala Rocks” craft program for patrons of all ages in the Collaboratory from 6 to 7:30 p.m. on Monday, November 4. Patrons were encouraged to make colorful patterns and designs by painting small dots on rocks. We had 18 patrons attend.



Singing Strings Ukulele Club

Johanna held Singing Strings Ukulele Club teen and adult jams at 6:30 p.m. on two Tuesdays, November 5 and 19. The club also performed at Bonaventure Assisted Living in mid November.

“Game Time Friday”

We held a “Game Time Friday” program at the library from 10 a.m. to noon on Friday, November 8. This program encourages those with early stage memory loss and their care partners to enjoy games, puzzles, and refreshments with other patrons of all ages.

“Miyazaki Day”

Johanna held a “Miyazaki Day” program on Saturday, November 9. Twenty-one patrons came to watch *Ponyo* (2008), *Earwig & the Witch* (2021), and *Spirited Away* (2001) in the Gallery while making crafts.



ALL-AGES PROGRAMS (CONTINUED)

“For the Love of Art: My Life in Pictures”

Local photographer Jerry Lewis gave a “For the Love of Art: My Life in Pictures” presentation from 6 to 7 p.m. on Wednesday, November 13, in the Doris Roberts Gallery. He is the creator of Atomic City Archives, which includes his father’s historic photos of Richland as well as his own photos.

“Story Writing 101”

We hosted a “Story Writing 101” workshop by author Lincoln Reign for patrons ages 13+ from 1 to 3 p.m. on Saturday, November 16, in the Doris Roberts Gallery. Nine patrons attended.

Family Movie: *Despicable Me 4*

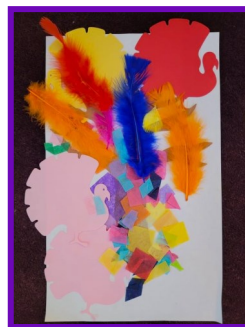
Johanna held a family movie showing of *Despicable Me 4* (2024) on Saturday, November 23, in the Doris Roberts Gallery, with 59 patrons attending. Library Assistant Mary held a “Sensory Sunday Matinee” showing of that movie for 21 patrons on Sunday, November 17.

“Drop-In Fall Crafts”

We held a “Drop-In Fall Crafts” program for kids and families from 11 a.m. to 1 p.m. on Wednesday, November 27. Our calendar invitation said, “Join us for a selection of crafts with a fall or gratitude theme! Preschoolers must be accompanied by an adult.” Seventy-four patrons attended.

“Dino-vember Movie Marathon”

Johanna held a “Dino-vember Movie Marathon” from 10 a.m. to 5 p.m. on Saturday, November 30, with help from Library Assistant Charm. Patrons of all ages enjoyed watching *The Land Before Time* (1988), *Journey to the Center of the Earth* (2008), and *Jurassic Park* (1993). The library’s mascot, Theo, also stopped by for a visit from 11:30 a.m. to noon. Sixty-eight patrons attended.



TEEN PROGRAMS

“Youth STEM and Aerospace Night”

The Civil Air Patrol led STEM and aerospace activities from 6:30 to 8:30 p.m. on Thursday, November 7, in the Doris Roberts Gallery. This program is for patrons ages 10 through 18.

Beeswax Candle Kits

Teen Services Librarian Alyssa held a “Beeswax Candle Kits” craft program for middle and high schoolers from 6 to 8 p.m. on Thursday, November 14, in the Collaboratory. Our calendar invitation said, “Join us for an engaging and hands-on activity where teens can *bee* creative by making beautiful beeswax candles!” Fourteen patrons attended.

ADULT PROGRAMS

“On Eternal Patrol: The Loss of the Thresher and the Scorpion”

We hosted a B Reactor Museum Association lecture from 6 to 8:30 p.m. on Tuesday, November 5. Retired engineer Rick Raymond talked about the loss of two U.S. nuclear submarines in the 1960s.

“Charging Toward a Carbon-Neutral Future”

We hosted a presentation by the WSU Institute for Northwest Energy Futures from 6 to 7:30 p.m. on Wednesday, November 6. Twenty-five patrons attended this informative program.

ADULT PROGRAMS (CONTINUED)

“Mocktails and Masterpieces”

Mary held two sessions of “Mocktails and Masterpieces” in November. Patrons enjoyed nonalcoholic cosmopolitan mocktails while making mini cross stitch earrings and key chains. The sessions were held from 6 to 8 p.m. on Tuesday, November 12; and from 1 to 3 p.m. on Tuesday, November 26, with help from Tanya. We had 13 and 11 patrons attend.

Documentary: *They Shall Not Grow Old*

Adult Services Librarian Gavin held a showing of *They Shall Not Grow Old* (2018) for patrons 18 and older from 6:30 to 8:30 p.m. on Tuesday, November 12. Eight patrons attended.

“Grief and the Holidays” Workshop

HeartLinks Hospice held a “Grief and the Holidays” workshop at the library from 9 to 10 a.m. on Thursday, November 14.

MyHeritage Genealogy Presentation

We held a presentation by digital archivist and local historian Ryan Bennett from 6 to 7:30 p.m. on Thursday, November 14. He discussed the use of the MyHeritage program for genealogy research. Eight patrons attended.

Kadlec Community Health: Parenting Together Support Group

We hosted a meeting of the Parenting Together Support Group from 10 to 11 a.m. on Saturday, November 16. This group is focused on parenting children with complex medical diagnoses.

LGBTQIA+ Craft Social

Gavin held our monthly LGBTQIA+ Craft Social in the Collaboratory from 6:30 to 8:30 p.m. on Monday, November 18. Fifty patrons attended this popular program.

Kadlec Community Health: Zentangle

We hosted a Zentangle craft program by Lisa Brouwer-Thompson of A.R.T.S. from 2 to 3:30 p.m. on Friday, November 22. Patrons were invited to learn a simple, yet powerful, drawing technique that promotes mindfulness and stress relief.

Tri-Cities Cinephiles Club: *Soylent Green*

Gavin held a Tri-Cities Cinephiles Club showing of *Soylent Green* (1973) for patrons ages 18+ from 6:30 to 8:30 p.m. on Monday, November 25. Eleven patrons attended.

Local Book, Writing, and Craft Clubs

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

COMMUNITY ENRICHMENT AWARD

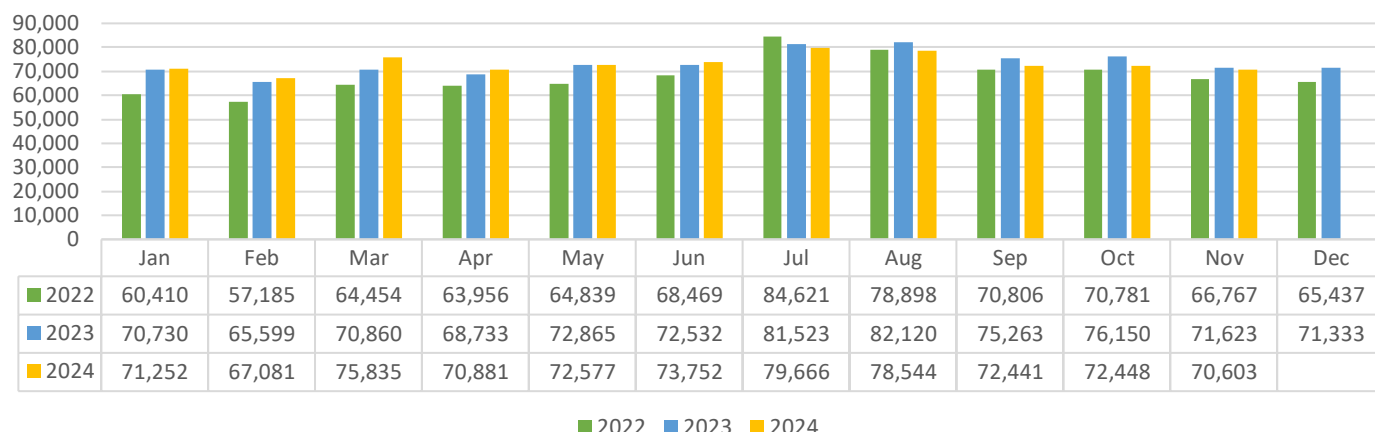
The Richland Public Library received a Community Enrichment Award from the Hindu Society of Eastern Washington in recognition of the wonderful “Diwali: Festival of Lights” program we held in late October. Mary created the connections to make this impactful celebration happen, and Library Assistant Luca helped her with the program. More than 150 patrons had attended.



STATISTICS

TOTAL CIRCULATION

Physical and Digital Circulation Plus Renewals, 2022-2024



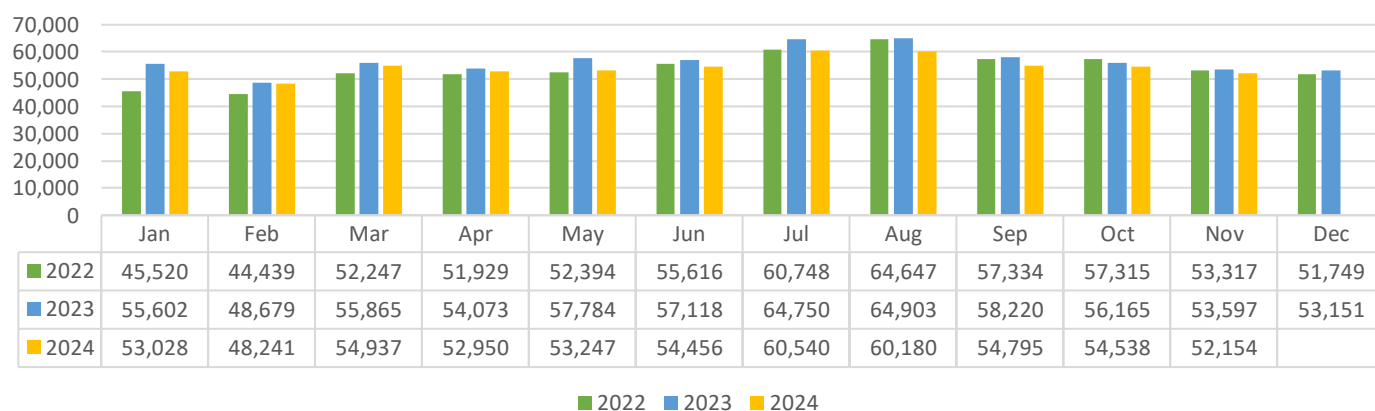
During November, our total physical plus digital circulation was 53,010 items, not including renewals. Of those, 34,561 (65.2%) were physical items, and 18,449 (34.8%) were digital items obtained through Hoopla, Kanopy, Mango, and OverDrive. Kanopy plays and Mango sessions were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was down 1.0% compared to the 53,550 items checked out in October 2024. Digital circulation was up 3.0% compared to the 17,910 items checked out in October. We filled 3,382 requests for holds and had 7 scheduled curbside deliveries for 5 patrons.

Our patrons also renewed 17,593 physical items in November. Including these physical item renewals, our overall circulation was 70,603. That overall circulation was down 2.5% compared to the 72,448 items circulated in October 2024, and it was also down 1.4% compared to the 71,632 items circulated in November 2023.

PHYSICAL CIRCULATION

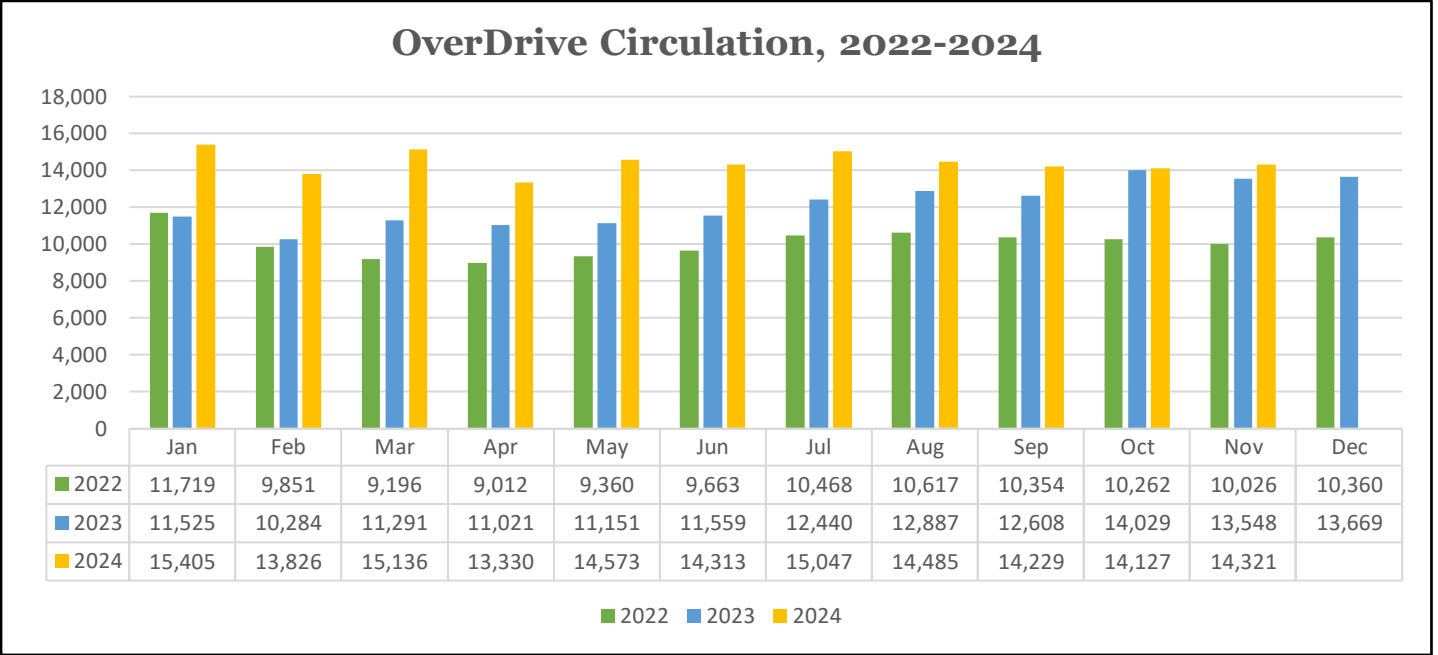
Physical Circulation Plus Renewals, 2022-2024



Our patrons checked out 34,561 physical items in November and renewed 17,593 physical items, for a total of 52,154 items. That circulation was down 4.4% compared to the 54,538 physical items checked out and renewed in October 2024, and it was also down 2.7% compared to the 53,597 items checked out and renewed in November 2023. The top ten categories of physical items that circulated this month were Children's Storybooks (3,597 items), Adult Nonfiction (3,438 items), Children's Chapter Book Fiction (3,252 items), Adult Movies (2,548 items), Children's Graphic Novels (2,293 items), Adult Fiction 2nd Floor (2,206 items), Children's Nonfiction (2,200 items), Children's Favorites on the Story Circle (1,870 items), Adult New Books (1,732 items), and Children's Movies (1,619 items).

DIGITAL CIRCULATION

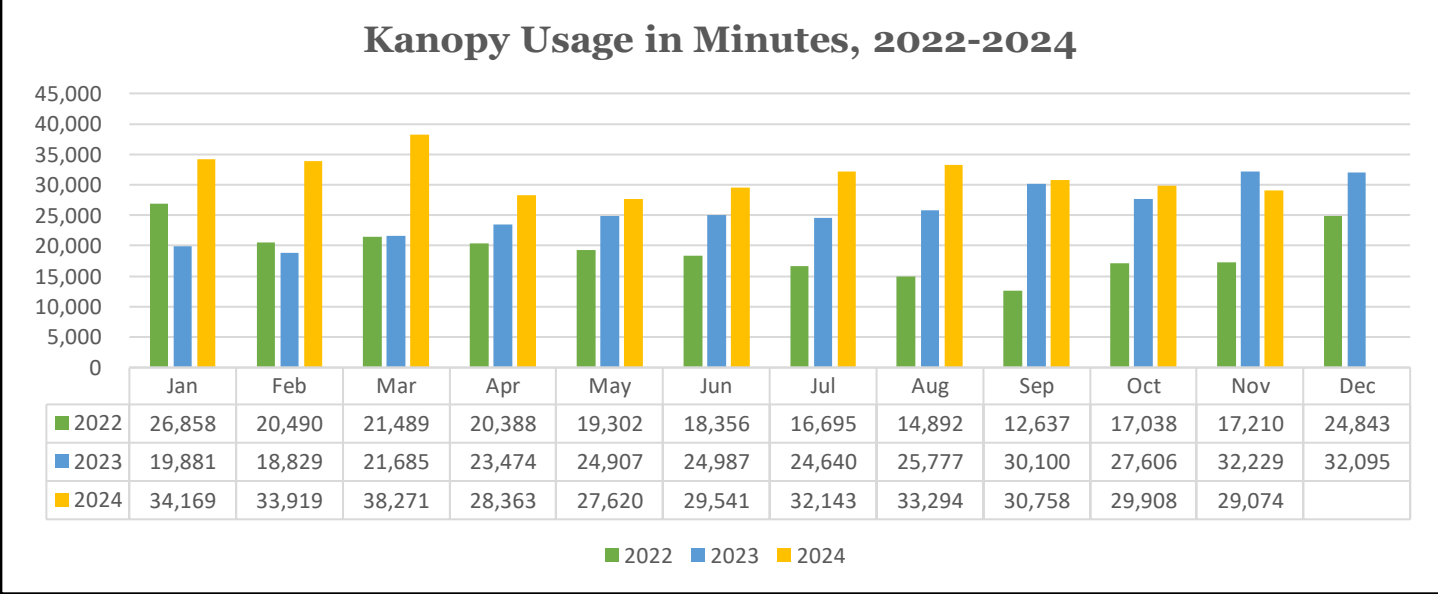
OverDrive



The 14,321 checkouts through OverDrive in November were up 1.4% compared to the 14,127 checkouts in October 2024, and they were also up 5.7% compared to the 13,548 checkouts in November 2023.

This month’s checkouts included 6,095 audiobooks (which were 42.6% of the OverDrive items checked out), 6,064 e-books (42.3%), and 2,162 e-magazines (15.1%).

Kanopy

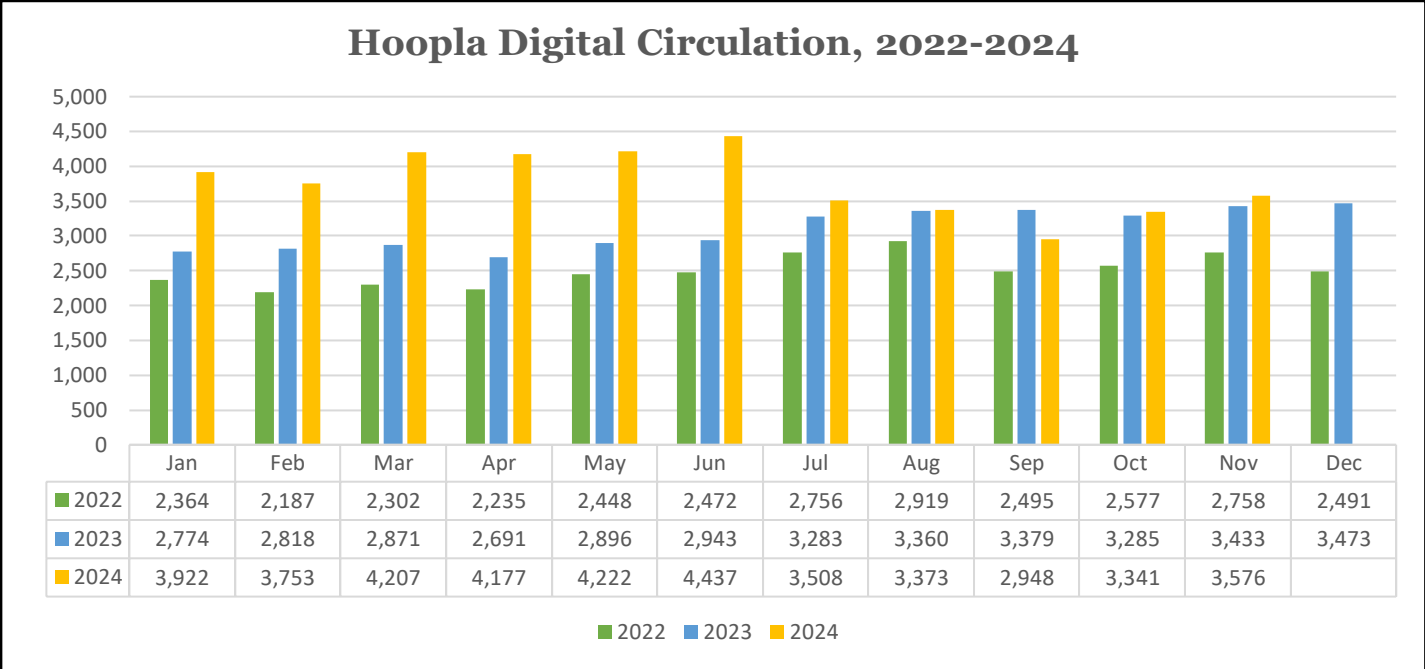


Our patrons viewed 29,074 minutes of Kanopy content, using 397 tickets, during the month of November. That usage was down 2.8% compared to the 29,908 minutes viewed in October 2024, and it was also down 9.8% compared to the 32,229 minutes viewed in November 2023. Cardholders in the United States viewed content on Kanopy this month, while additional cardholders in Norway and the Czech Republic logged in but didn’t view any content.

The top ten suppliers of content viewed on Kanopy this month were The Great Courses, BBC Studios, Weston Woods, Paramount Pictures, Moonbug Entertainment, Shout Studios, WildBrain, Nelvana International, MHz, and Kino Lorber. Content was viewed on televisions (43.4%), tablets (23.3%), mobile devices (22.7%), and desktops (10.6%).

DIGITAL CIRCULATION (CONTINUED)

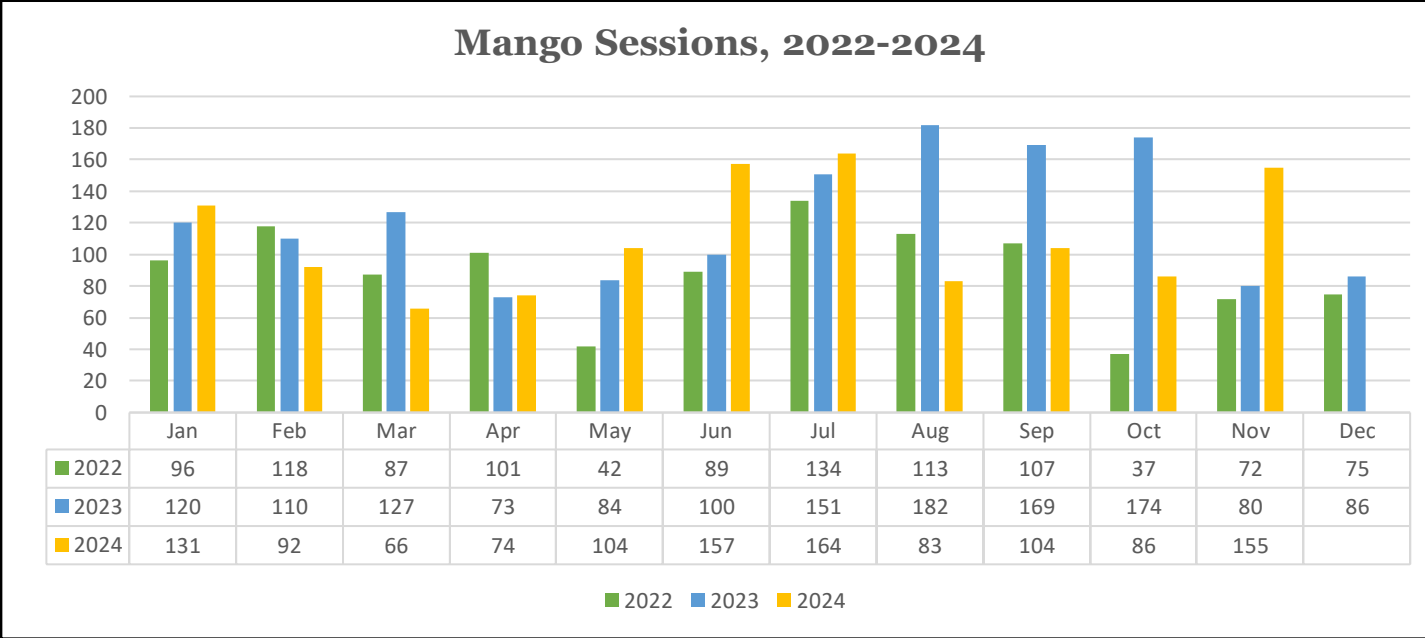
Hoopla



The 3,576 circulations in Hoopla during November were up 7.0% compared to the 3,341 circulations in October 2024, and they were also up 4.2% compared to the 3,433 circulations in November 2023. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,702 audiobooks (which were 47.6% of the Hoopla items checked out), 941 movies and television shows (26.3%), 844 e-books and e-comics (23.6%), 80 music items (2.2%) and 9 magazines (0.3%).

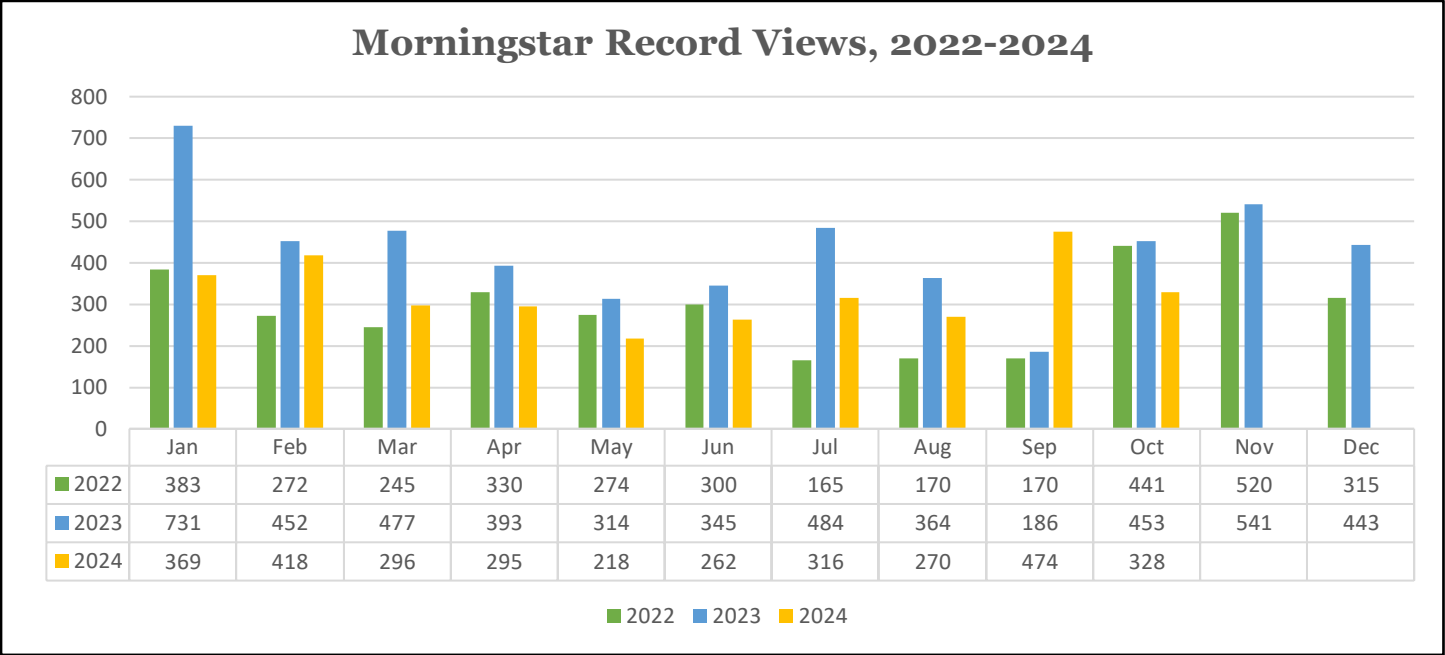
Mango



Our patrons had 155 total sessions in Mango for the month of November. That usage was up 80.2% compared to the 86 sessions in October 2024, and it was also up 93.8% compared to the 80 sessions in November 2023. The top ten languages studied this month were Spanish, Latin American; French; German; Portuguese, Brazilian; Turkish; English; Russian; American Sign Language (ASL); Italian; and Japanese.

OTHER DIGITAL SERVICES

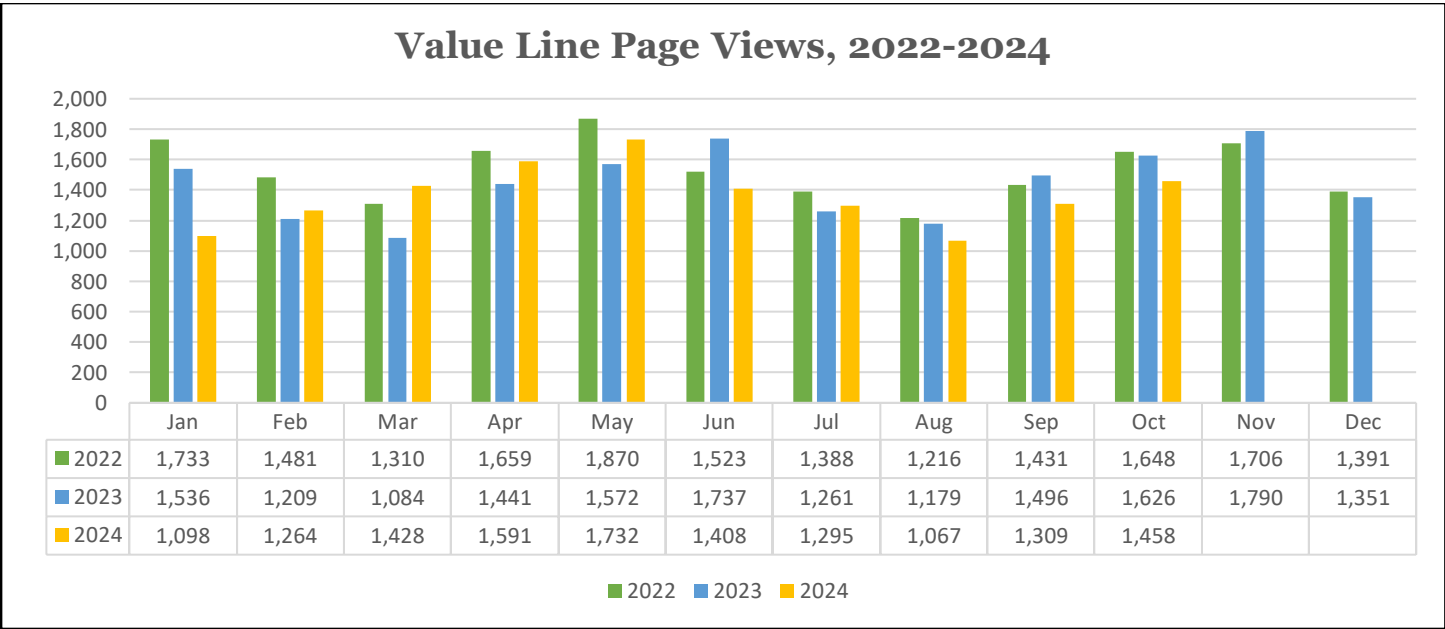
Morningstar



Our patrons had 328 Morningstar record views in October. That usage was down 30.8% compared to the 474 record views in September 2024, and it was also down 27.6% compared to the 453 record views in October 2023. Morningstar continues to pair well 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 November, so we will include them in next month’s board report.

Value Line

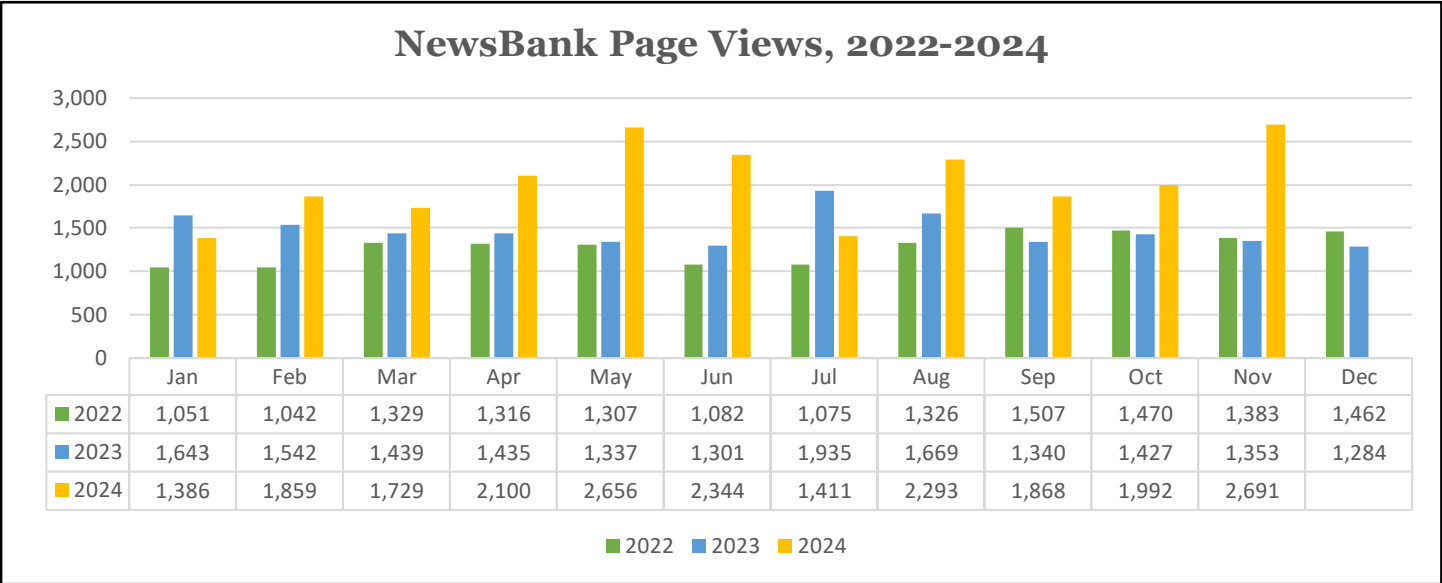


The 1,458 Value Line page views in October were up 11.4% compared to the 1,309 page views in September 2024, but they were down 10.3% compared to the 1,626 page views that occurred in October 2023. Value Line remains a worthwhile research platform for our patrons. Its pairing with Morningstar gives our patrons a helpful depth of financial information for any investment questions that they have.

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

OTHER DIGITAL SERVICES (CONTINUED)

NewsBank



The 2,691 NewsBank page views in November were up 35.1% compared to the 1,992 page views in October 2024, and they were also up 98.9% compared to the 1,353 page views that occurred in November 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 November was 15,685. Our busiest day was Saturday, November 2, which featured our extremely popular “Native American Arts, Crafts, and Culture Day” program; a Saturday Story Time; and Team Battelle Math Tutoring. We logged 859 patrons that day.

Interlibrary Loans

In November, we received a total of 89 interlibrary loan requests from other libraries. We sent 42 items to libraries during the month in response to their interlibrary loan requests. We also sent 36 interlibrary loan requests to other libraries in November for items requested by our patrons. We received 21 items from other libraries in response to requests.

New Library Card Accounts

We created 291 new library card accounts in November. They included 222 resident cards, 43 nonresident cards, 18 limited access cards, 5 iCards, and 3 interlibrary loan accounts.

Public Internet Sessions

Patrons enjoyed 1,800 public internet sessions during the month of November, for a total of 1,318 hours and 10 minutes. The average session was 44 minutes long.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/10/2024

Agenda Category: Approval of Bills

Prepared By: Kylie Christian, Administrative Assistant

Subject:

November 2024 and December 2024 Claims for Payment

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the October 1, 2024 through October 31, 2024 and November 1, 2024 through November 30, 2024 claims for payment.

Summary:

This is a review and approval of the October 1, 2024 through October 31, 2024 and November 1, 2024 and November 30, 2024 claims for payment.

Attachments:

1. Library Payroll - October 2024
2. October 2024 Library Voucher Listing
3. November 2024 Claims for Payment
4. Library Payroll - November 2024
5. November 2024 Library Voucher Listing
6. December 2024 Claims for Payment

CITY OF RICHLAND
LIBRARY EXPENDITURE

October 2024

Month/Year

PAY PERIODS From September 23, 2024 to October 20, 2024

GROSS SALARIES \$ 107,537.65

		Gross Wages	Total
WEEK OF:	<u>10/10/24</u>	<u>52,173.93</u>	<u>52,173.93</u>
WEEK OF:	<u>10/24/24</u>	<u>55,363.72</u>	<u>55,363.72</u>
WEEK OF:	<u> </u>	<u> </u>	<u> </u>
TOTAL		<u>107,537.65</u>	<u>107,537.65</u>

Library Voucher Listing

Begin Date: 10/1/2024

End Date: 10/31/2024

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	OCLC INC		1000402205	10/25/2024	328722	MUSEUMKEY - TUMBLEWEED TOURIST 9/23/24-9/22/25	\$586.29
	K8188700/3583	OCLC INC		1000401364	10/23/2024	328578	FIRSTSEARCH - 9/2/24- 8/31/25	\$1,755.84
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$2,342.13
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$91,883.60			YTD ACTUAL: \$76,176.06			YTD % USED: 82.90%		
INFORMATION TECHNOLOGY TOTAL:								\$2,342.13
	K8721000/3102	AMAZON		TXN00080483	10/31/2024	0	SUPPLIES - COLLAPSIBLE CART	\$147.28
	K8721000/3102	AMAZON		TXN00080499	10/31/2024	0	WHITEBOARD TABLE SUPPLIES	\$34.68
	K8721000/3102	AMAZON		TXN00080589	10/31/2024	0	WHITEBOARD TABLE SUPPLIES	\$112.34
	K8721000/3102	DOLLAR TREE		TXN00080716	10/31/2024	0	WHITEBOARD TABLE SUPPLIES	\$5.44
	K8721000/3102	COSTCO WHOLESALE		TXN00080752	10/31/2024	0	LIBRARY STAFF IN SERVICE DAY FOOD/SUPPLIES	\$19.99
	K8721000/3102	P-CARD OTP		TXN00081092	10/31/2024	0	MENDING SUPPLIES	\$83.62
	K8721000/3102	AMAZON		TXN00080191	10/31/2024	0	OFFICE SUPPLIES - PRINTER PAPER	\$51.08
	K8721000/3102	WALMART		TXN00081112	10/31/2024	0	GENERAL SUPPLIES - BOWLS	\$19.29
	K8721000/3102	AMAZON		TXN00081115	10/31/2024	0	MENDING/BOOK REPAIR SUPPLIES	\$236.06

Library Voucher Listing

Begin Date: 10/1/2024

End Date: 10/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/3102	AMAZON		TXN00081127	10/31/2024	0	MENDING/PROCESSING SUPPLIES	\$23.73
	K8721000/3102	P-CARD OTP		TXN00081138	10/31/2024	0	MENDING/PROCESSING SUPPLIES	\$12.78
	K8721000/3102	AMAZON		TXN00080766	10/31/2024	0	GENERAL SUPPLIES	\$14.12
	K8721000/3102	AMAZON		TXN00080774	10/31/2024	0	GENERAL OFFICE SUPPLIES	\$18.47
	K8721000/3102	AMAZON		TXN00081124	10/31/2024	0	SUPPLIES - BROUCHER STANDS	\$97.77
OPERATING SUPPLIES & MATERIALS TOTAL:								\$876.65
OPERATING SUPPLIES & MATERIALS - YTD INFORMATION								
BUDGET: \$38,800.00			YTD ACTUAL: \$28,515.15		YTD % USED: 73.49%			
	K8721000/3103	WALMART		TXN00080698	10/31/2024	0	LIBRARY STAFF IN SERVICE DAY DRINKS	\$45.46
	K8721000/3103	COSTCO WHOLESALE		TXN00080715	10/31/2024	0	LIBRARY STAFF IN SERVICE DAY FOOD	\$152.76
	K8721000/3103	WALMART		TXN00080724	10/31/2024	0	LIBRARY STAFF IN SERVICE DAY SUPPLIES	\$28.26
	K8721000/3103	COSTCO WHOLESALE		TXN00080752	10/31/2024	0	LIBRARY STAFF IN SERVICE DAY FOOD/SUPPLIES	\$45.18
	K8721000/3103	P-CARD OTP		TXN00080769	10/31/2024	0	LIBRARY STAFF IN SERVICE DAY - DONUTS	\$47.10
	K8721000/3103	P-CARD OTP		TXN00080775	10/31/2024	0	LIBRARY STAFF IN SERVICE DAY LUNCH	\$632.07
MEETING EXPENSE TOTAL:								\$950.83
MEETING EXPENSE - YTD INFORMATION								
BUDGET: \$1,750.00			YTD ACTUAL: \$1,248.40		YTD % USED: 71.34%			
	K8721000/3124	SUNWEST SPORTSWEAR		TXN00080607	10/31/2024	0	LIBRARY STAFF LOGO CLOTHING	\$912.27

Library Voucher Listing

Begin Date: 10/1/2024

End Date: 10/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/3124	SUNWEST SPORTSWEAR		TXN00080722	10/31/2024	0	REFUND - DISCONTINUED STAFF CLOTHING	-\$50.00
	K8721000/3124	SUNWEST SPORTSWEAR		TXN00080804	10/31/2024	0	LIBRARY STAFF WARDROBE	\$36.96
CLOTHING-NON ALLOWANCE TOTAL:								\$899.23
CLOTHING-NON ALLOWANCE - YTD INFORMATION								
BUDGET: \$1,250.00			YTD ACTUAL: \$1,360.90			YTD % USED: 108.87%		
	K8721000/3182	P-CARD OTP		TXN00080970	10/31/2024	0	ADOBE INDESIGN MONTLHY	\$24.99
COMPUTER RELATED SUPPLIES TOTAL:								\$24.99
COMPUTER RELATED SUPPLIES - YTD INFORMATION								
BUDGET: \$5,000.00			YTD ACTUAL: \$1,632.74			YTD % USED: 32.65%		
	K8721000/4201	VERIZON WIRELESS		9974252702	10/9/2024	328041	Verizon Wireless NASPO - September 2024	\$89.68
	K8721000/4201	T-MOBILE USA INC		09/24 963664605	10/4/2024	327914	LIBRARY MATERIALS - HOTSPOTS 8/21/24-9/20/24	\$741.77
TELEPHONE & COMM SVCS TOTAL:								\$831.45
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$20,304.00			YTD ACTUAL: \$20,688.07			YTD % USED: 101.89%		
	K8721000/4202	PITNEY BOWES PURCHAS		Postage_Jan- Sept2024	10/9/2024	328009	Postage January through September 2024	\$4,628.44
POSTAGE TOTAL:								\$4,628.44
POSTAGE - YTD INFORMATION								
BUDGET: \$6,500.00			YTD ACTUAL: \$6,141.11			YTD % USED: 94.48%		

Library Voucher Listing

Begin Date: 10/1/2024

End Date: 10/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4207	BANK OF AMERICA		093024	10/2/2024	10287	LIBRARY MERCHANT SERVICE FEES	\$288.62
MERCHANT SVC FEES TOTAL:								\$288.62
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$2,000.00			YTD ACTUAL: \$1,971.04			YTD % USED: 98.55%		
	K8721000/4301	CITY OF RICHLAND		24-208 TALBOTT	10/2/2024	327768	24-208 TALBOTT PNLA 2024 CONFERENCE	\$352.00
	K8721000/4301	CITY OF RICHLAND		24-282 NULPH	10/23/2024	328525	24-282 NULPH PLA DIRECTOR CONFERENCE WINTHROP WA	\$387.54
	K8721000/4301	P-CARD OTP		TXN00081017	10/31/2024	0	TRIP# 24-300 C. NULPH HOTEL CHARGE	\$200.00
	K8721000/4301	P-CARD OTP		TXN00081062	10/31/2024	0	TRIP#24-301 T. BARNABY HOTEL CHARGE	\$200.00
TRAVEL EXPENSES TOTAL:								\$1,139.54
TRAVEL EXPENSES - YTD INFORMATION								
BUDGET: \$17,250.00			YTD ACTUAL: \$11,215.01			YTD % USED: 65.01%		
	K8721000/4504	KELLEY CREATE CO		37512695	10/23/2024	328566	AGREEMENT #112- 3056730-000 LIBRARY 09/2024	\$420.67
	K8721000/4504	XEROX CORP		022215926	10/23/2024	328614	7HB-469027 OCTOBER 2024 BASE CHARGE	\$10.87

Library Voucher Listing

Begin Date: 10/1/2024

End Date: 10/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4504	XEROX CORP		022411041	10/30/2024	328861	7HB-469027 NOVEMBER 2024 BASE CHARGE	\$10.87
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$442.41
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$11,613.00			YTD ACTUAL: \$15,111.38			YTD % USED: 130.12%		
	K8721000/4802	MIDWEST TAPE		TXN00081108	10/31/2024	0	DVD CASE SLIDER LOCK/UNLOCK	\$658.70
REPAIRS AND MAINT-EQUIPMENT TOTAL:								\$658.70
REPAIRS AND MAINT-EQUIPMENT - YTD INFORMATION								
BUDGET: \$5,000.00			YTD ACTUAL: \$3,794.10			YTD % USED: 75.88%		
	K8721000/4902	ALA		TXN00081128	10/31/2024	0	G. LIGHTFOOT ALA PROFESSIONAL MEMBERSHIP	\$240.00
DUES & SUBSCRIPTIONS TOTAL:								\$240.00
DUES & SUBSCRIPTIONS - YTD INFORMATION								
BUDGET: \$1,496.00			YTD ACTUAL: \$552.00			YTD % USED: 36.90%		
	K8721000/4912	VISIT TRI CITIES		159531	10/23/2024	328605	2024 Annual Meeting Tickets	\$10.00
TUITION/CONFERENCE FEES TOTAL:								\$10.00
TUITION/CONFERENCE FEES - YTD INFORMATION								
BUDGET: \$2,650.00			YTD ACTUAL: \$3,368.00			YTD % USED: 127.09%		

Library Voucher Listing

Begin Date: 10/1/2024

End Date: 10/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/5301	WA STATE DEPARTMENT		DOR 09/2024	10/25/2024	10309	COMBINED EXCISE TAX - SEPTEMBER 2024	\$35.47
STATE TAXES TOTAL:								\$35.47
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$402.10			YTD % USED: 39.42%		
LIBRARY ADMINISTRATION TOTAL:								\$11,026.33
	K8722100/3401	INFOUSA		10004250080	10/2/2024	327785	LIBRARY MATERIALS - POLK CITY DIRECTORY 2024 TC	\$377.62
	K8722100/3401	MIDWEST TAPE		506124583	10/16/2024	328298	LIBRARY DATABASE - HOOPLA USAGE 09/2024	\$6,763.23
	K8722100/3401	THE GALE GROUP		85336563	10/23/2024	328522	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$127.14
	K8722100/3401	THE GALE GROUP		85265679	10/23/2024	328522	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$246.93
	K8722100/3401	THE GALE GROUP		85265461	10/23/2024	328522	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$215.97
	K8722100/3401	WT COX SUBSCRIPTIONS		3141308	10/11/2024	328243	LIBRRAY MATERIALS- MAGAZINE ANNUAL SUBSCRIPTION	\$4,383.15
	K8722100/3401	OVERDRIVE		TXN00080423	10/31/2024	0	LIBRARY MATERIALS - EBOOK/AUDIOBOOK COLLECTION	\$244.30

Library Voucher Listing

Begin Date: 10/1/2024

End Date: 10/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	AMAZON		TXN00080442	10/31/2024	0	LIBRARY MATERIALS - BOARD GAME COLLECTION	\$587.61
	K8722100/3401	OVERDRIVE		TXN00080449	10/31/2024	0	LIBRARY MATERIALS - EBOOK/AUDIOBOOK COLLECTION	\$87.45
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00080459	10/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$298.35
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00080468	10/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$265.37
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00080488	10/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$1,062.27
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00080554	10/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$341.48
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00080571	10/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$621.86
	K8722100/3401	TRI CITY HERALD		TXN00080602	10/31/2024	0	TRI-CITY HERALD SUBSCRIPTION - LIBRARY MATERIALS	\$564.68
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00080657	10/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$1,114.73
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00080666	10/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$25.84
	K8722100/3401	OVERDRIVE		TXN00080686	10/31/2024	0	LIBRARY MATERIALS - DIGITAL COLLECTION	\$67.49
	K8722100/3401	OVERDRIVE		TXN00080688	10/31/2024	0	LIBRARY MATERIALS - DIGITAL COLLECTION	\$26.20
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00080689	10/31/2024	0	LIBRARY MATERIALS - DIGITAL COLLECTION	\$386.85
	K8722100/3401	OVERDRIVE		TXN00080699	10/31/2024	0	LIBRARY MATERIALS - DIGITAL COLLECTION	\$189.07
	K8722100/3401	OVERDRIVE		TXN00080706	10/31/2024	0	LIBRARY MATERIALS - DIGITAL COLLECTION	\$579.52

Library Voucher Listing

Begin Date: 10/1/2024

End Date: 10/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	OVERDRIVE		TXN00080728	10/31/2024	0	LIBRARY MATERIALS - DIGITAL COLLECTION	\$82.50
	K8722100/3401	OVERDRIVE		TXN00080797	10/31/2024	0	LIBRARY MATERIALS - DIGITAL COLLECTION	\$53.70
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00080826	10/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$1,818.39
	K8722100/3401	OVERDRIVE		TXN00080836	10/31/2024	0	LIBRARY MATERIALS - DIGITAL COLLECTION	\$60.00
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00080853	10/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$359.54
	K8722100/3401	OVERDRIVE		TXN00080861	10/31/2024	0	LIBRARY MATERIALS - DIGITAL COLLECTION	\$121.98
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00080871	10/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$793.04
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00080886	10/31/2024	0	CREDIT - LIBRARY MATERIALS - PHYSICAL COLLECTION	-\$21.54
	K8722100/3401	OVERDRIVE		TXN00080900	10/31/2024	0	LIBRARY MATERIALS - DIGITAL COLLECTION	\$435.00
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00080925	10/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$458.33
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00080937	10/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$1,248.06
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00081001	10/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$525.65
	K8722100/3401	OVERDRIVE		TXN00081012	10/31/2024	0	LIBRARY MATERIALS - DIGITAL COLLECTION	\$264.85
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00081034	10/31/2024	0	CREDIT LIBRARY MATERIALS - PHYSICAL COLLECTION	-\$14.60
	K8722100/3401	MIDWEST TAPE		TXN00081066	10/31/2024	0	LIBRARY MATERIALS - AV COLLECTION	\$1,751.38
	K8722100/3401	MARCIVE INC		TXN00081082	10/31/2024	0	MARCIVE CATALOGING	\$617.88

Library Voucher Listing

Begin Date: 10/1/2024

End Date: 10/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00081093	10/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$69.07
	K8722100/3401	MIDWEST TAPE		TXN00081095	10/31/2024	0	LIBRARY MATERIALS - AV COLLECTION	\$363.48
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00081111	10/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$1,199.35
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00081131	10/31/2024	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$315.54
LIBRARY RESOURCES TOTAL:								\$29,078.71
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$398,027.00			YTD ACTUAL: \$368,014.84			YTD % USED: 92.46%		
	K8722100/3402	AMAZON		TXN00080480	10/31/2024	0	PROGRAMMING SUPPLIES	\$10.86
	K8722100/3402	AMAZON		TXN00080620	10/31/2024	0	CHILDREN'S PROGRAM - ARTWALK SUPPLIES	\$28.24
	K8722100/3402	COSTCO WHOLESALE		TXN00080809	10/31/2024	0	PRIME TIME GRANT SUPPLIES	\$38.87
	K8722100/3402	AMAZON		TXN00080427	10/31/2024	0	LIBRARY PROGRAMMING SUPPLIES	\$17.39
	K8722100/3402	P-CARD OTP		TXN00080430	10/31/2024	0	PROGRAMMING SUPPLIES-DIWALI PROGRAM	\$22.81
	K8722100/3402	AMAZON		TXN00080441	10/31/2024	0	PROGRAMMING SUPPLIES - GILMORE GIRLS EVENT	\$14.69
	K8722100/3402	DEMCO INC.		TXN00080453	10/31/2024	0	BOOKMARKS	\$227.81
	K8722100/3402	AMAZON		TXN00080508	10/31/2024	0	DIWALI DISPLAY/PROGRAM SUPPLIES	\$81.48
	K8722100/3402	P-CARD OTP		TXN00080525	10/31/2024	0	GHOULS NIGHT OUT PROGRAM SUPPLIES	\$59.62
	K8722100/3402	TARGET CORPORATION		TXN00080540	10/31/2024	0	PRIMETIME GRANT PROGRAM	\$70.66
	K8722100/3402	P-CARD OTP		TXN00080551	10/31/2024	0	PROGRAMMING SUPPLIES	\$33.41

Library Voucher Listing

Begin Date: 10/1/2024

End Date: 10/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3402	P-CARD OTP		TXN00080569	10/31/2024	0	TEEN PROGRAMMING SUPPLIES	\$326.36
	K8722100/3402	P-CARD OTP		TXN00080570	10/31/2024	0	GHOULS NIGHT OUT PROGRAM SUPPLIES	\$189.78
	K8722100/3402	P-CARD OTP		TXN00080575	10/31/2024	0	PROGRAMMING SUPPLIES GHOULS NIGHT OUT	\$10.30
	K8722100/3402	TARGET CORPORATION		TXN00080583	10/31/2024	0	PRIME TIME GRANT PROGRAM	\$10.86
	K8722100/3402	P-CARD OTP		TXN00080586	10/31/2024	0	CHILDRENS STORYTIME SUPPLIES	\$66.92
	K8722100/3402	P-CARD OTP		TXN00080615	10/31/2024	0	CHILDRENS STORYTIME SUPPLIES	\$15.77
	K8722100/3402	P-CARD OTP		TXN00080641	10/31/2024	0	CHILDRENS STORYTIME SUPPLIES	\$174.78
	K8722100/3402	TARGET CORPORATION		TXN00080653	10/31/2024	0	PRIMETIME GRANT - SUPPLIES	\$13.65
	K8722100/3402	TARGET CORPORATION		TXN00080681	10/31/2024	0	PROGRAMMING SUPPLIES	\$58.16
	K8722100/3402	CREST HALLMARK CARD		TXN00080701	10/31/2024	0	PROGRAMMING SUPPLIES	\$70.62
	K8722100/3402	P-CARD OTP		TXN00080731	10/31/2024	0	PRIMETIME GRANT PROGRAM	\$130.18
	K8722100/3402	AMAZON		TXN00080739	10/31/2024	0	DIWALI PROGRAM SUPPLIES	\$36.76
	K8722100/3402	P-CARD OTP		TXN00080754	10/31/2024	0	PRIME TIME GRANT PROGRAM	\$5.42
	K8722100/3402	AMAZON		TXN00080758	10/31/2024	0	PRIME TIME GRANT PROGRAM	\$67.32
	K8722100/3402	P-CARD OTP		TXN00080770	10/31/2024	0	PRIME TIME GRANT PROGRAM	\$58.77
	K8722100/3402	AMAZON		TXN00080776	10/31/2024	0	GENERAL - OUTREACH SUPPLIES/PROGRAMMING SUPPLIES	\$108.16
	K8722100/3402	P-CARD OTP		TXN00080851	10/31/2024	0	PROGRAMMING SUPPLIES	\$112.29

Library Voucher Listing

Begin Date: 10/1/2024

End Date: 10/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3402	AMAZON		TXN00080862	10/31/2024	0	GENERAL PROGRAMMING SUPPLIES	\$47.03
	K8722100/3402	AMAZON		TXN00080873	10/31/2024	0	PROGRAMMING SUPPLIES - CROSS STITCHING	\$88.95
	K8722100/3402	P-CARD OTP		TXN00080903	10/31/2024	0	PRIMETIME GRANT PRIZES	\$100.00
	K8722100/3402	P-CARD OTP		TXN00080990	10/31/2024	0	PROGRAMMING SUPPLIES	\$30.81
	K8722100/3402	FRED MEYER		TXN00081016	10/31/2024	0	PROGRAM GHOULS NIGHT OUT - DRY ICE	\$31.54
	K8722100/3402	ADVENTURES UNDERGROU		TXN00081030	10/31/2024	0	PROGRAM - GHOULS NIGHT OUT	\$302.83
	K8722100/3402	TARGET CORPORATION		TXN00081043	10/31/2024	0	PROGRAM GHOULS NIGHT OUT	\$57.43
	K8722100/3402	TARGET CORPORATION		TXN00081063	10/31/2024	0	PROGRAM GHOULS NIGHT OUT	\$35.82
	K8722100/3402	AMAZON		TXN00081121	10/31/2024	0	PROGRAMMING SUPPLIES	\$79.26
LIBRARY PROGRAMMING TOTAL:								\$2,835.61
LIBRARY PROGRAMMING - YTD INFORMATION								
BUDGET: \$27,895.81			YTD ACTUAL: \$31,453.23			YTD % USED: 112.75%		
	K8722100/4107	CI INFORMATION MANAG		0172318	10/16/2024	328266	64 GALLON RECURRING SHRED SERVICE	\$115.50
	K8722100/4107	SPORTSENGINE INC		50196	10/18/2024	328477	BACKGROUND CHECKS - LIBRARY (2)	\$37.00
OTHER PROFESSIONAL SERVICES TOTAL:								\$152.50
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$1,227.00			YTD ACTUAL: \$932.89			YTD % USED: 76.03%		
LIBRARY PUBLIC SERVICE TOTAL:								\$32,066.82
LIBRARY NON-FACILITIES TOTAL:								\$45,435.28

Library Voucher Listing

Begin Date: 10/1/2024

End Date: 10/31/2024

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		09/2024 SEP	10/18/2024	50008	CITY UTILITY BILLS/SEP 2024	\$4,461.05
UTILITIES TOTAL:								\$4,461.05
UTILITIES - YTD INFORMATION								
BUDGET: \$57,000.00			YTD ACTUAL: \$43,186.03			YTD % USED: 75.76%		
	K8725000/6406	FREEFORM	22400720	KG20844-2	10/23/2024	328550	4 TABLES 16 CHAIRS FOR COLLABOROTY	\$9,982.31
	K8725000/6406	P-CARD OTP		TXN00080822	10/31/2024	0	PROGRAMMING SUPPLIES	\$217.40
FURNITURE & FIXTURES > \$25000 TOTAL:								\$10,199.71
FURNITURE & FIXTURES > \$25000 - YTD INFORMATION								
BUDGET: \$22,495.60			YTD ACTUAL: \$15,958.92			YTD % USED: 70.94%		
LIBRARY FACILITIES TOTAL:								\$14,660.76



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

NOVEMBER 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 \$ \$152,972.93 this 10th day of December, 2024.

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

Voucher Listings	Amount
October 01, 2024 thru October 31, 2024	\$45,435.28
Transfer Advice (Salaries)	
Salaries for the weeks of: September 23, 2024 thru October 20, 2024	\$107,537.65
MONTHLY EXPENSES	\$152,972.93

Comments: COR Library Voucher Listing
COR Library Salaries

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME	SIGNATURE
1. Your Name Here	1. 12/05/2024
2. Your Name Here	2. 12/05/2024
3. Your Name Here	3. 12/05/2024

CITY OF RICHLAND
LIBRARY EXPENDITURE

November 2024

Month/Year

PAY PERIODS From October 21, 2024 to November 17, 2024

GROSS SALARIES \$ 106,081.42

		Gross Wages	Total
WEEK OF:	<u>11/07/24</u>	<u>52,797.05</u>	<u>52,797.05</u>
WEEK OF:	<u>11/21/24</u>	<u>53,284.37</u>	<u>53,284.37</u>
WEEK OF:	<u> </u>	<u> </u>	<u> </u>
TOTAL		<u>106,081.42</u>	<u>106,081.42</u>

Library Voucher Listing

Begin Date: 11/1/2024

End Date: 11/30/2024

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	DELL MARKETING LP	22400930	10778951541	11/27/2024	329665	SR-1836 OptiPlex All-in-One 35W for Library	\$2,331.47
	K8721000/3102	VENMILL INDUSTRIES		19998	11/1/2024	328996	MENDING SUPPLIES - DVD REPAIR POLISH REFILL	\$265.23
OPERATING SUPPLIES & MATERIALS TOTAL:								\$2,596.70
OPERATING SUPPLIES & MATERIALS - YTD INFORMATION								
BUDGET: \$38,800.00			YTD ACTUAL: \$28,515.15			YTD % USED: 73.49%		
	K8721000/4117	MOON SECURITY SERVIC		1266208	11/27/2024	329694	12/2024 FIRE MONITORING COMMERICAL MONITORING	\$160.98
EXPERT SERVICES TOTAL:								\$160.98
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$1,986.00			YTD ACTUAL: \$2,587.68			YTD % USED: 130.30%		
	K8721000/4201	VERIZON WIRELESS		9976686162	11/6/2024	329088	Verizon Wireless NASPO - Oct 2024	\$89.72
	K8721000/4201	T-MOBILE USA INC		963664605 LIB	11/1/2024	328990	T-MOBILE HOTSPOTS 09/21/24-10/20/24	\$714.00
	K8721000/4201	FRONTIER		10/24 5099433152	11/6/2024	329040	LIBRARY TELEPHONE CHARGES 10/1/2024- 10/31/2024	\$995.62
	K8721000/4201	FRONTIER		10/24 2061882614	11/13/2024	329225	TELEPHONE 10/1/2024- 10/31/2024	\$52.96
	K8721000/4201	FRONTIER		11/24 5099433152	11/15/2024	329316	LIBRARY TELEPHONE CHARGES 11/1/2024- 11/30/2024	\$995.62

Library Voucher Listing

Begin Date: 11/1/2024

End Date: 11/30/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4201	FRONTIER		11/24 2061882614	11/15/2024	329317	TELEPHONE 11/1/2024-11/30/2024	\$52.96
TELEPHONE & COMM SVCS TOTAL:								\$2,900.88
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$20,304.00			YTD ACTUAL: \$20,688.07			YTD % USED: 101.89%		
	K8721000/4207	BANK OF AMERICA		103124	11/4/2024	10327	Library Merchant Service Fees	\$165.08
MERCHANT SVC FEES TOTAL:								\$165.08
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$2,000.00			YTD ACTUAL: \$1,971.04			YTD % USED: 98.55%		
	K8721000/4301	BARNABY, THERESA		24-301 BARNABY	11/1/2024	328957	24-301 BARNABY WDLC STRATEGIC SUMMIT MTG	\$94.00
	K8721000/4301	NULPH, CHRISTOPHER		24-300 NULPH	11/1/2024	328981	24-300 NULPH WDLC STRATEGIC SUMMIT MTG	\$94.00
TRAVEL EXPENSES TOTAL:								\$188.00
TRAVEL EXPENSES - YTD INFORMATION								
BUDGET: \$17,250.00			YTD ACTUAL: \$11,215.01			YTD % USED: 65.01%		
	K8721000/4504	KELLEY CREATE CO		37731234	11/20/2024	329431	AGREEMENT 112-3056730-000 LIBRARY 10/2024	\$462.74
	K8721000/4504	KELLEY CREATE CO		37952550	11/27/2024	329687	AGREEMENT # 112-3056730-000 LIBRARY COPIERS 11/24	\$3,063.55

Library Voucher Listing

Begin Date: 11/1/2024

End Date: 11/30/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4504	XEROX CORP		022596183	11/27/2024	329727	7HB-469027 DECEMBER 2024 MONTHLY BASE CHARGE	\$10.87
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$3,537.16
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$11,613.00			YTD ACTUAL: \$15,111.38			YTD % USED: 130.12%		
	K8721000/5301	WA STATE DEPARTMENT		DOR 10/2024	11/25/2024	10348	COMBINED EXCISE TAX - OCTOBER 2024	\$45.66
STATE TAXES TOTAL:								\$45.66
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$402.10			YTD % USED: 39.42%		
LIBRARY ADMINISTRATION TOTAL:								\$9,594.46
	K8722100/3401	MIDWEST TAPE		506271800	11/13/2024	329246	HOOPLA USAGE OCTOBER 2024	\$6,522.80
	K8722100/3401	THE GALE GROUP		85780836	11/27/2024	329648	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$216.78
	K8722100/3401	THE GALE GROUP		85781039	11/27/2024	329648	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$274.64
	K8722100/3401	THE GALE GROUP		85692744	11/13/2024	329199	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$100.24
	K8722100/3401	THE GALE GROUP		85692544	11/13/2024	329199	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$64.38

Library Voucher Listing

Begin Date: 11/1/2024

End Date: 11/30/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	THE GALE GROUP		85787781	11/27/2024	329648	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$255.90
LIBRARY RESOURCES TOTAL:								\$7,434.74
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$398,027.00			YTD ACTUAL: \$368,014.84			YTD % USED: 92.46%		
	K8722100/3402	COLUMBIA INDUSTRIES		5068	11/6/2024	329014	PRIMETIME GRANT DINNER10/10/24, 10/17/24, 10/24/24	\$2,347.92
LIBRARY PROGRAMMING TOTAL:								\$2,347.92
LIBRARY PROGRAMMING - YTD INFORMATION								
BUDGET: \$27,895.81			YTD ACTUAL: \$31,453.23			YTD % USED: 112.75%		
LIBRARY PUBLIC SERVICE TOTAL:								\$9,782.66
LIBRARY NON-FACILITIES TOTAL:								\$19,377.12



Library Voucher Listing

Begin Date: 11/1/2024

End Date: 11/30/2024

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		10/2024 OCT	11/20/2024	50009	CITY UTILITY BILLS/OCT 2024	\$6,387.31
UTILITIES TOTAL:								\$6,387.31
UTILITIES - YTD INFORMATION								
BUDGET: \$57,000.00			YTD ACTUAL: \$43,186.03			YTD % USED: 75.76%		
LIBRARY FACILITIES TOTAL:								\$6,387.31



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

DECEMBER 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 \$ \$125,458.54 this 10th day of December, 2024.

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

Voucher Listings	Amount
November 01, 2024 thru November 30, 2024	\$19,377.12
Transfer Advice (Salaries)	
Salaries for the weeks of: October 21, 2024 thru November 18, 2024	\$106,081.42
MONTHLY EXPENSES	\$125,458.54

Comments: COR Library Voucher Listing
COR Library Salaries

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: 12/10/2024

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:

Proposed Amendment to Circulation and Non-Resident Policies Connected to Reciprocal Borrowing

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

With the reciprocal borrowing agreement moving along, a few changes will need to be made to our Circulation and Non-Resident Policies. These proposed changes will need to be voted on contingent of City approval of the Interlocal Agreement at the 12/17 Council meeting.

Attachments:

1. Reciprocal Circ Policy
2. Reciprocal Non-Res Policy

The purpose of the library's circulation policy is to make the best possible use of the library's collection by the greatest number of borrowers. The Richland Public Library promotes use of materials and ensures the rights of borrowers. Service will not be denied or abridged because of religious, racial, social, economic, or political status; mental, emotional, or physical condition; age; gender; or sexual orientation.

Library Card Options

The Richland Public Library Board welcomes the use of the Richland Public Library by individuals of all ages to support their personal, educational, and professional needs.

Resident

Library cards with full borrowing privileges will be issued to Richland residents with no fee. Photo ID and proof of Richland residency are required. Resident cards are valid for three years.

Reciprocal

Patrons that live within the service boundaries of the following libraries are eligible to receive a free reciprocal borrowing library card from the Richland Public Library:

- Mid-Columbia Libraries
- Walla Walla County Rural Library District
- Walla Walla Public Library
- Columbia County Rural Library District

Reciprocal borrowing cards grant access to physical library materials and databases. These cards do not grant access to Libby, Hoopla, and Kanopy. Reciprocal users may opt to pay \$25 to add access to these digital services. Reciprocal borrowing cards are valid for one year.

Non-Resident

Applicants who do not live inside the Richland City limits ~~will be required to~~ may purchase a Non-Resident library card with full borrowing privileges. ~~unless they meet one of the exceptions established by the Library Board~~ The Library Board has established exceptions to receive a free Non-Resident card. Exceptions include:

- Individuals paying property taxes to the City of Richland
- Any non-resident students attending Washington State University Tri-Cities (WSUTC), Columbia Basin College (CBC), Richland School District 400, and other schools located within the Richland School District 400 boundaries
- Any non-resident staff of educational institutions serving the City of Richland, which encompasses WSUTC, CBC, or the Richland School District 400
- Volunteers who consistently contribute 10 hours a month, or more, to the library will be granted full library privileges for the duration of their volunteer tenure
- City of Richland employees

Non-Resident cards may be purchased for an individual or a family. Non-Resident cards are valid for one year. See the [Non-Resident Policy](#) for more details.

iCards

Non-residents may purchase an iCard for the purpose of accessing the library's digital resources and online services. iCards do not include access to the physical collection and are valid for one year.

Limited Access Cards

Applicants staying in the City of Richland, with no permanent address or without proof of address, may apply for a Limited Access card using a photo ID. Teens (age 13-18) without a parent/guardian may also apply for a Limited Access card with their Student ID. This card entitles the holder to checkout 5 items at a time, computer usage, and access to digital material. Limited Access cards are valid for six months.

Library Card Registration & Maintenance

Applicants who request a library card from the Richland Public Library must show photo identification and verification of Richland residency. Identification must be of a permanent or legal nature.

Examples of acceptable photo identification are:

- Driver's license
- Military identification
- Passport or student body card

Examples of acceptable current street identification are:

- Valid ID with current address
- Current bank statement with name and address
- Vehicle registration
- Post office verification of new address
- Government issued IDs (military, parole, etc.)
- Current preprinted checks
- Current utility bill
- Recent piece of mail with Richland address
- Current paycheck stub with name and address
- Current receipt showing the applicant's current address

Reciprocal patrons must present acceptable photo identification as described above. The identification must contain an address that is serviced by one of the libraries that are included in

our reciprocal borrowing agreement. If the identification does not have the current address, then the other forms of address verification listed above are acceptable. In addition to the acceptable forms of address verification listed above, the patron may present a valid library card from a reciprocal library as a form of confirming eligibility.

Non-Resident patrons must either pay the Non-Resident fee or show valid proof of their exempt status. Examples of acceptable proof of exempt status for non-residents are:

- Current tax receipt, showing property taxes paid to the City of Richland
- City of Richland business license
- Current employment identification at WSUTC, CBC, or the Richland School District 400.
- Current student identification showing enrollment at WSUTC, CBC, or the Richland School District 400
- Current City of Richland employment verification
- Such other documentation the Library Manager would deem acceptable

By submitting the application form, the applicant agrees to:

- Be responsible for all activity and transactions in the library
- Obey the [Standards of Patron Behavior](#) for the Richland Public Library
- Pay any fees incurred to continue use of the library
- Provide timely notification to the Richland Public Library of a change of address, change of contact information, or loss of card

Converting Limited Access Cards to Resident Cards

A Limited Access card held by a teen may be converted to a full privilege Resident card when the parent/guardian shows ID. The parent/guardian will assume full responsibility for the materials and any fees charged to the card.

Limited Access Cards for adults require valid proof of Richland residency to be converted to a full privilege Resident card.

Library Card Maintenance

When a library card expires, a conversation with library staff is necessary to verify that all account information is current. Renewals in person require the library card or photo ID. Renewals over the phone require the library card number.

Updating information on a library card may be done in person or over the phone. Account information updates in person require the library card or photo ID. Account information updates over the phone require the library card number. When changing a PIN, photo ID is always required.

If a patron has lost their library card, they may present their valid photo ID to get a replacement library card. Replacement cards are issued at no cost.

Once a year, patron accounts that have been expired seven years or longer will be purged from the database.

Checkout Privileges & Guidelines

A patron must present their own Richland Public Library card or valid photo ID to check out library materials.

Children and teens may borrow or use any materials, resources, or services in the library unless specified otherwise. For example, RPL will not limit children to the use of books in the children's section of the library, as these materials may not meet the needs and interests of all children. In addition, library staff is not responsible for determining whether materials used by children and teens are "age appropriate." It is the responsibility of parents/guardians to monitor their children's and teens' use of library resources and to determine whether to place restrictions.

While children and teens may have their own library cards, the parents/guardian of youth under the age of 18 are financially responsible for library materials and equipment their children or teens check out, including items that are lost, damaged, or unreturned.

The checkout specifications in this section may not include special collection items. Please see library staff for checkout details about special collection items.

Checkout Periods

Most library materials, with the exception of items listed below	3 weeks
New adult books and audiobooks	2 weeks
Movies, video games, and magazines	1 week
Current magazine issues and bound periodicals	Not available for checkout
Reference materials	Not available for checkout, see library staff for exceptions

Checkout Limits

Books/Total Items	200 per card
DVDs/Video Games/Magazines	20 per card (limit of two Binge Boxes)
Equipment/Electronics	1 per card

Hold Requests

Most circulating items may be placed on hold. The patron will be notified when the item is available to be picked up and will have seven days to retrieve their items.

Interlibrary Loans

A patron may request material through an Interlibrary Loan when the material is not owned by the Richland Public Library or is not something the library will add to their collection.

There will be no RPL imposed Interlibrary Loan fee on requests, however, if the lending library charges fees, these charges will be passed on to the patron with prior patron approval. The patron will be responsible for all lending library fees and must pay the fee before being allowed to check out the Interlibrary Loan. If the patron cancels the request for the Interlibrary Loan or does not pick it up after notification, they are still responsible for any lending library fee.

Interlibrary Loans will be declared lost once they are 7 days overdue. Because RPL is not the owning library for these materials, this lost item fee must be paid once the owning library decides to take action on the lost item.

Renewals

Most items may be renewed up to five times. RPL implements automatic renewals, which will occur on the due date. Items may also be renewed by phone, in person, or by the patron over the Internet. If an item is on hold for another patron, the patron's account is blocked, the item is marked lost, or if the item has been renewed the maximum number of times, the item will not successfully renew.

Interlibrary Loans may be renewed at the discretion of the lending library. The request must be made through the reference desk and you will be notified if it was successful or not.

Date Due Notifications

A receipt is offered at the time of check-out. Patrons can opt for an emailed receipt. Patrons may also check their due dates online with their library card number and PIN at any time.

Overdue notices are a courtesy to patrons. Failure to receive a notice does not exempt patrons from fees. When library material is classified as overdue, a notice will be sent one week after the due date informing the patron that the item is overdue. This notice will also inform the patron that after 14 days, the material will be declared lost.

Claims Returned

When a patron notifies the circulation staff that they have returned materials that are still on their account, the staff will change the status of the material to 'claims returned'. The patron is asked to continue to search for the material. The library will monitor the claim for a year. At the end of the year, if the material has not been found it will be withdrawn from the library's collection.

Upon the fourth Claims Returned incident for any one patron, borrowing privileges will be suspended until the patron has recovered the item(s). Exceptions will be made at the discretion of library management.

Library Fines & Fees

No Late Fines

The Richland Public Library has eliminated charging late fines! We still ask that patrons monitor their due dates and return library material in a timely manner, but patrons will not be penalized for returning items past the due date.

Suspension of Checkout Privileges

Checkout privileges are suspended when a patron has any item that has been marked lost, has been damaged, or has been billed for missing parts. Privileges will only be restored when all lost materials, damaged materials, or missing parts are paid for or returned.

Lost Materials

An item is declared “lost” 14 days after it is marked as overdue. If items are lost, the patron will be billed for replacement costs. The replacement charge will reflect the retail price of the material. As an alternative, a patron may replace lost material with a new copy of the item. A patron must seek library approval before purchasing a new copy as a replacement.

Lost material that has been paid for by the patron will be removed from the system. No refunds will be given once payment is made for a lost item. Should the item be found after it is paid, the patron may keep the recovered item. Lost material not paid for will remain on the patron’s record for 3 years.

Damaged Materials

Patrons will be held responsible for items returned with damage sufficient to prevent their continued circulation as judged by library staff. The replacement charge will reflect the retail price of the material. As an alternative, a patron may replace damaged material with a new copy of the item. A patron must seek library approval before purchasing a new copy as a replacement.

Items with Missing Parts

Patrons will be billed for the replacement of items returned with a missing part or parts. For audiobooks, there is a per disc replacement fee charged if the item is missing two or fewer discs upon return. If an audiobook is missing three or more discs upon return, the full cost of replacement is billed to the account. For other items containing discs, such as movies, any one disc that is missing upon return will result in the full cost of replacement being billed to the patron account. The return of missing parts will result in the associated fees being cleared.

See the City of Richland [Fee Schedule](#) for the current table of library related fees. Any exceptions to the above procedures will only be at the discretion of the Library Manager.

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- Adopted by the Richland Public Library Board on August 7, 1994.
 - Amended November 3, 1994, July 6, 1995, April 3, 1997, Sept. 3, 1998, July 5, 2001, April 4, 2002, September 5, 2002, March 6, 2003, April 19, 2004, May 12, 2005, May 12, 2005, May 12, 2005, October 9, 2007, May 10, 2011, September 2, 2014, May 10, 2022, May 9, 2023, September 1, 2023, November 14, 2023.

In an effort to ensure consistently high-quality service to City of Richland residents and be accountable to funding sources, the Richland Public Library will extend full library services to non-residents of the City of Richland for an annual fee. Alternatively, a non-resident residing in an area served by a reciprocal borrowing library may receive a free reciprocal card with access to limited library services. A non-resident shall be defined as a resident of an area outside of the corporate boundaries of the City of Richland.

In accordance with RCW 27.12.210, 27.12.270, 27.12.280, and other relevant Washington State Law, the Richland Public Library will provide library services to all non-residents of the City of Richland within the context of this policy. Non-residents shall follow all policies of the Richland Library Board of Trustees, as expected of City of Richland residents.

The Richland Public Library will support cooperative efforts to advance library service in the region. Pursuant to RCW authority, and other applicable policies, the Richland Public Library Board may reach agreements with another governmental unit or library Board of Trustees to provide library services to a "group of non-residents" otherwise served by another library. In the event of such an agreement, these non-residents would not be charged a non-resident fee.

Card Categories

The Richland Public Library will provide ~~three~~ four categories of non-resident cards: Reciprocal, Individual, Family, and iCard. Reciprocal cards can access our physical collection and databases, but not digital material collections. Individual and Family cards can access our full collection. The iCard is only valid for access to digital resources. Review the Circulation Policy for complete card privileges. Non-resident cards will automatically expire one year after date of issue.

Fees

The Board will annually establish non-resident fees (See: Fee Schedule) for the following budget year upon adoption of the Library's annual budget by the City Council. The fees will be set after the Board has determined that the fees reflect a fair value for services and that the fees are applied equitably. Fees are not refundable. Payments will not be accepted for less than one year and there is no rebate for any unused portion of the time.

Exemptions

The following categories of non-residents will be exempt from this policy and are eligible for a full access library card at no cost:

- Individuals paying property taxes to the City of Richland
- Any non-resident students attending Washington State University Tri-Cities (WSUTC), Columbia Basin College (CBC), Richland School District 400, and other schools located within the Richland School District 400 boundaries
- Any non-resident employees of educational institutions serving the City of Richland, which encompasses WSUTC, CBC, or the Richland School District 400

- Volunteers who consistently contribute 10 hours a month, or more, to the library will be granted full library privileges for the duration of their volunteer tenure
- City of Richland employees

Proof of Exemption

Proof of exemption will be required at the time of registration for a non-resident to receive a library card at no cost. In addition to items currently required by the [Circulation Policy](#), exemption proof includes:

- Current tax receipt, showing property taxes paid to the City of Richland
- City of Richland business license
- Current employment identification at WSUTC, CBC, or the Richland School District 400.
- Current student identification showing enrollment at WSUTC, CBC, or the Richland School District 400
- Current City of Richland employment verification
- Such other documentation the Library Manager would deem acceptable

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- Adopted by the Richland Public Library Board on April 2, 1998
 - Amended May 7, 1998, March 4, 2004, October 9, 2007, September 9, 2008, September 2, 2014, and March 8, 2022.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/10/2024

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:

RPL 2025 Action Plan Draft

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

This is a review of the 2025 Action Plan draft. We will be taking Library Board feedback before moving this to a final draft.

Attachments:

- I. 2025 Action Plan - Draft

2025 Richland Public Library Action Plan

Role Focus: Public Square

The library is a welcoming, comfortable, and evolving community space for everyone. It serves the multifaceted needs of our community members— creative, cultural, economic, educational, intellectual, interpersonal, recreational, and social. Wherever library service is offered, it embodies a friendly, respectful, safe, and hospitable environment. The library is a valued community destination and a trusted hub for neighborly fellowship.

User Experience: Hope, belonging, and a sense of well-being.

Objective	Actions	Supporting Department	Supporting Strategy	Success Measure
Prepare for RPL's 75 th Anniversary Celebration in 2026	• Create video celebrating 75 years of library history • Plan 2026 anniversary celebration and connected events • Identify key partnerships to support this celebration • Digitize historic library photos for public access • Establish employee work group to plan our 2026 celebration events	• Administration • Community Engagement	• Relevancy	• A work group will be established by the end of Q1 • Have a 75th anniversary video in post-production by the end of 2025 • The Community Engagement team will have the anniversary celebration and other key events planned by the end of 2025 • Historic library photos will be digitized and posted on the Washington Rural Heritage site by the end of 2025
Complete and program new outdoor space	• Move the project through bids and construction • Coordinate an opening celebration	• Administration • Community Engagement	• Relevancy • Accessibility	• The outdoor space will ideally be open by summer of 2025

	• Program the space once it is open to the public			• An opening celebration will be held when construction is complete • The space will be used for at least 5 unique events from opening until the end of the year
Use budgeted funds to update library furniture	• Order and install new lobby furniture • Order and install new Richland Room exhibit space • Develop new exhibits to refresh the Richland Room and turn it into a museum presence about the City's history	• User Experience	• Accessibility	• Place orders for new furniture by the end of Q1 • Have new furniture in place by the start of Q3 • Work with City and community partners to have new exhibit concepts ready by the end of 2025
Implement and manage TBS and Tech Logic services	• Install the TBS PC/print management services to replace Envisionware • Install the Tech Logic self-check services to replace Envisionware • Use adjustable features to maximize the patron experience	• Administration • Technical Services	• Relevancy • Accessibility	• TBS will be implemented by the end of Q1 • Tech Logic will be implemented by the end of Q1
Initiate research for South Richland service	• Leverage a survey connected to Parks & Public Facilities to gauge public interest in a South Richland branch • Work with the PPF Director to determine if we will conduct a larger study in 2026	• Administration	• Relevancy • Inclusion • Accessibility	• Have selected questions in the Parks & Public Facilities survey when it is released • By the end of Q2, have any proposed 2026 budget elements planned

Role Focus: Community Advocate

Leveraging outreach and partnerships, the library facilitates a connected web of community support. In this way, the library is without walls—meeting people where they are and facilitating their access to a network of library and regional resources. The library is committed to the growth and well-being of its partners.

User Experience: A supported and resilient community.

Objective	Actions	Supporting Department	Supporting Strategy	Success Measure
Continue optimization of marketing efforts	• Pursue Instagram account or easy access to the City's account • Experiment with paid advertising for big events • Focus on a targeted marketing strategy	• Community Engagement	• Relevancy • Inclusion	• Try paid marketing on at least 4 events throughout 2025 • Streamline Instagram posting by the end of 2025 • Conduct at least 4 surveys to assess the impact of targeted marketing
Utilize video to tell the Library's story	• Bring Marketing and Communication in to record key library services • Have staff take videos and pictures to augment Marketing videos • Utilize more videos in social media marketing	• Community Engagement	• Relevancy • Inclusion	• Marketing & Communications will film at least 1 event/service each month of the year • Compose a year wrap up video for ELT and Council by the end of 2025
Implement & assess reciprocal borrowing	• Initiate reciprocal borrowing and promote the change • Gather and report statistics connected to this agreement • Discuss reciprocal trends with the Library Board	• Administration • Technical Services	• Relevancy • Inclusion • Accessibility	• Initiate reciprocal borrowing during Q1 • Gather statistical data on a quarterly basis in accordance with the interlocal agreement

	• Train staff on reciprocal card issuing			• Review the data with the Library Board each quarter
Build deeper connections with our teen population	• Work with RSD to develop PBIS for our Teen Reactor • Connect with more teen-focused community groups • Include additional staff in teen programming and outreach	• Community Engagement	• Inclusion • Accessibility	• Using a variety of staff members, conduct 6 outreach activities focused on the teen audience • Have a plan based on PBIS in place by the end of Q3 • Connect with a minimum of 3 teen-focused community groups by the end of 2025

Role Focus: Knowledge Nursery

The library is fertile ground for the propagation and nurturing of knowledge for everyone in our community. It is the ultimate source of reliable information. The library is an easily accessible virtual and physical environment that facilitates the freedom to discover new ideas and cultivate the diverse learning pursuits of residents throughout their lifetimes. Its favorable conditions improve quality of life for every person and for the City as a whole.

User Experience: An inspired and empowered City

Objective	Actions	Supporting Department	Supporting Strategy	Success Measure
Convert statistics records from Excel to SharePoint	• Work with IT to continue the process of converting Excel statistics to SharePoint • Train staff on these changes once they are complete	• Administration • User Experience	• Relevancy	• Have all library statistic tracking converted to SharePoint by the end of 2025 • Once complete, all staff that record statistics should be fully trained in inputting and managing the data
Augment team gatherings & celebrations	• Establish quarterly staff meetings for a wider staff audience to participate in • Establish “Team Team” work group to continue to support teambuilding and recognition opportunities	• Administration • User Experience	• Inclusion	• Establish Team Team by the end of Q1 • Team Team will plan a minimum of 5 new teambuilding or recognition events by the end of 2025 • Hold larger team meetings once a quarter in which PT and intermittent staff may attend
Assess eRate funding for hot spot expansion	• Work with the State Library to determine if this can be part of the LibTech group	• Administration • Technical Services	• Relevancy • Accessibility	• Determine if this effort will involve the LibTech group or if it would be an

	- Assess the benefits and liabilities to expanding our hot spot collection - Apply for eRate funding if it is determined that this is an overall benefit for patrons and library operations			individual application by the end of Q1 Assess and determine if it is beneficial to apply, submitting an application by the end of Q2 if it is deemed beneficial
Install and manage the Foreign Language Collection and expansion of Experience Library	- Order and shelve the initial foreign language collection - Assess usage of the foreign language collection to influence future collection maintenance - Expand the Experience Library to feature outdoor recreation - Promote both of these collections	Technical Services	- Inclusion - Accessibility	- Order the foreign language collection by the end of Q1 and installed by end of Q2 - Order the Experience Library expansion by the end of Q1 and installed by the end of Q2
Recalibrate training and responsibilities for Technical Services functions	- Cross train all Library Assistants in Technical Services to include processing, receiving, mending, and copy cataloging - Utilize volunteers/interns for receiving, mending, and limited processing	Technical Services	Accessibility	- All Technical Services Library Assistants are trained on the action items by the end of Q3 - Target 8 hours of volunteer assistance on the action items per month
Place all library collections on a regimented weeding schedule	- Determine timelines and priorities for weeding in 2025 - Coordinate adult, YA, and children's weeding using a structured weeding schedule - Execute the planned weeding	Technical Services	Accessibility	- Establish and communicate a weeding plan for 2025 by the end of Q1 - Execute planned weeding by the end of 2025