



Agenda
Library Board Meeting
Tuesday, January 14, 2025
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. January 14, 2025 Library Board Meeting

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. December 10, 2024 Library Board Meeting Minutes

Richland Public Library Updates:

3. January 2025 Library Manager's Report
 - Christopher Nulph, Library Manager

Approval of Bills: (Approved by Motion)

4. January 2025 Claims for Payment
 - Kylie Christian, Administrative Assistant

Unfinished Business:

New Business:

5. February 25, 2025 Three Boards Meeting (Richland Public Library Board, Friends of the Richland Public Library, and the Richland Public Library Foundation)
 - Christopher Nulph, Library Manager

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, February 11, 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: 1/14/2025

Agenda Category: Approval of Minutes

Prepared By: Kylie Christian, Administrative Assistant

Subject:

December 10, 2024 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the 12-10-2024 meeting minutes.

Summary:

The draft of the 12-10-2024 Library Board Meeting Minutes is included for consideration.

Attachments:

I. 2024.12.10 Library Board Meeting Minutes



MINUTES

Richland Public Library Board

Library Conference Room A – 955 Northgate Drive

December 10, 2024, 5:30 – 6:30 PM

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

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

Attendance

Chair Buxton and Board Members Isakson, Lightner, and Pickel were present. Also present was Library Manager Nulph and Administrative Assistant Christian.

Vice-Chair Hernandez and Council Liaison Kent were absent.

Approval of Agenda Lightner

1. **BOARD MEMBER PICKEL MOVED AND BOARD MEMBER LIGHTNER SECONDED THE MOTION TO APPROVE THE AGENDA AS IS. THE MOTION CARRIED 4-0.**

Approval of Minutes Isakson

2. **CHAIR BUXTON ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE NOVEMBER 12, 2024 MEETING. BOARD MEMBER ISAKSON MOVED AND BOARD MEMBER PICKEL SECONDED THE MOTION TO APPROVE THE MINUTES OF NOVEMBER 12, 2024 AS IS. THE MOTION CARRIED 4-0.**

Richland Public Library Staff Updates

3. RPL Staff Update –
User Experience Supervisor Michael Scarfo was out sick and will be rescheduled for a later date.
4. December 2024 Library Manager's Report –
Library Manager Nulph discussed printing and payment service changes that will be taking place in the coming weeks. The library will also be replacing self-check machines that are no longer functioning properly. The new ones will be installed the beginning of January.

The library is working with Fizz, an area business, and providing a coupon for a free drink when patrons checkout 10 or more children's books. The library hopes to continue this partnership with local businesses.

Library Manager Nulph gave an update on library programming, the Friends of the Library, as well as monthly statistics from November 2024 for the library.

Approval of Bills

5. Approval of Bills November 2024 -

BOARD MEMBER LIGHTNER MOVED AND BOARD MEMBER ISAKSON SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR NOVEMBER IN THE AMOUNT OF \$152,972.93. THE MOTION CARRIED 4- 0.

Approval of Bills December 2024-

BOARD MEMBER ISAKSON MOVED AND BOARD MEMBER PICKEL SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR DECEMBER 2024 IN THE AMOUNT OF \$125,458.54. THE MOTION CARRIED 4- 0.

New Business

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

With the reciprocal borrowing agreement moving along, a few changes will need to be made to the Circulation and Non-Resident Policies. The Interlock Agreement will be presented at the December 17, 2024 City Council Meeting.

BOARD MEMBER LIGHTNER MOVED AND BOARD MEMBER ISAKSON SECONDED THE MOTION TO APPROVE THE AMENDMENT TO THE CIRCULATION POLICY CONTINGENT ON CITY APPROVAL AT THE DECEMBER 17, 2024 CITY COUNCIL MEETING. THE MOTION CARRIED 4-0.

BOARD MEMBER LIGHTNER MOVED AND BOARD MEMBER ISAKSON SECONDED THE MOTION TO APPROVE THE AMENDMENT TO THE NON-RESIDENT POLICY CONTINGENT ON CITY APPROVAL AT THE DECEMBER 17, 2024 CITY COUNCIL MEETING. THE MOTION CARRIED 4-0.

7. RPL 2025 Action Plan Draft –

Library Manager Nulph presented a draft of the 2025 RPL 2025 Action Plan.

Agenda Items for Upcoming Board Meeting

8. Three Boards Meeting Agenda

Adjournment

Chair Buxton adjourned the meeting at 6:22 P.M.

APPROVED:

Karen Buxon, Library Board Chair

ATTEST:

Kylie Christian, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:

DRAFT



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 1/14/2025

Agenda Category: Richland Public Library Updates

Prepared By: Christopher Nulph, Library Manager

Subject:

January 2025 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Library Manager Nulph will discuss the attached manager's report and statistics regarding library services.

Summary:

Library Manager Nulph's January 2025 report is included for discussion.

Attachments:

1. 2025.01.14 Library Manager's Report
2. 2025.01.14 Library Statistics



LIBRARY MANAGER'S REPORT

Richland Public Library Board

January 14, 2025

State of Library Services

The interlocal agreement for reciprocal borrowing has been approved by all the libraries involved in this discussion. Patrons are now able to receive reciprocal library cards at any of the 5 libraries that are a part of this agreement. This has immediately been met with positive comments by patrons expressing gratitude for expanding access and making our regional resources easier to use. In the first weekend, we issued 40 reciprocal cards.

We have now removed Envisionware print/PC management and self-check services. The TBS print/PC management software is now in place and has been received well by patrons and staff. We are still awaiting the print release kiosks and those are scheduled to be installed 1/27. The new self-check stations will be setup in the first part of January. The Envisionware kiosk removal was met by many patrons expressing their frustration with the kiosks and stating that they were looking forward to a more reliable solution. With this change, we are no longer accepting cash. Patrons will be able to pay for prints/copies by card and patrons can pay for fees through their account online. We have placed QR codes at the desk for easy access to the fee payment link.

We will be looking to bring a fresh look to our language learning offerings in 2025. We have decided to drop Mango after a 7-year run based on consistently mediocre performance. During that time, 2020 was our year with the most use (1,803), but this has otherwise hovered around the 1,000-use mark. With the cost of Mango, this makes the cost per use around \$5. We do not feel this cost ratio justifies continued use of this platform. To replace Mango, we decided to acquire Lingopie service with unused 2024 funds. Additionally, we will acquire Rosetta Stone using the budgeted Mango funds in 2025. Rosetta Stone brings a different learning interface and a more recognized and trusted name in language learning. We hope that will encourage more use of the service. Lingopie is a service that helps users learn a language through movies and TV in that language. In addition to be a language learning service, it also adds to our streaming movie and TV collection. We intend to market Rosetta Stone, Lingopie, and our new foreign language collection together to encourage our patrons to explore these language resources.

We have activated the Mobile Checkout function on the RPL app. This allows patrons to checkout items using their mobile device. We did not activate this function previously because it cannot desensitize the RFID security. However, the gates have stopped functioning, so this is no longer a factor. This will give patrons another option as we transition our self-check stations from Envisionware to Tech Logic. We will be looking at options to repair or replace our security gates this year, but we do not anticipate the functionality of the gates changing in the short term.

New whiteboards have been installed in our public meeting rooms, study rooms, and board room. These new boards are an upgrade as they are now porcelain and magnetic. These will be more durable than the previous boards and will have magnetic marker holders and erasers stuck to the board. This will eliminate the need for the exchange of whiteboard supplies at the front desk, making these supplies available whenever they are needed.

Program highlights from the month include:

- We held our annual holiday crafting events, featuring a day for adults and a day for all ages. 140 patrons attended the two events.
- The make-up Family Game Day was held after having to reschedule it from the summer. The estimated 100 attendees were lower than past Family Game Days, but summer events naturally receive a boost over other months.
- Hanford Holidays was hosted by a local storyteller and described how workers at Hanford Engineer Works celebrated the holidays.
- The Holiday Sing-Along had another successful year with the ukulele group playing holiday favorites. Theo stopped by to join in the festivities and greet a full Gallery.
- Some notable partner programs this month include:
 - CBC Department of Nursing held an open house where students presented their capstone projects.
 - Healthy Moms Resource Fair by Catholic Charities provided information about physical, mental, and emotional support resources in our community.
 - The Columbia Basin Native Plant Society hosted a seedball social where patrons could make their own seedballs.
 - The Academy of Children's Theatre cohosted a storytime. Students from the academy acted out stories as they were being read.
 - Kadlec Community Health continues to offer their popular public health programming and has already planned to expand their offerings into 2025.
 - Artworks Northwest also wrapped up their 2024 series and are planning their 2025 series to continue these local artist spotlights.

Friends of the Library Update

There are no updates from the Friends this month.

Library Foundation

There are no updates from the Foundation this month.

Staffing Updates

There are no staff updates this month.

Library Statistics

We typically see December with the lowest recorded gate count of the year and that is the case for 2024 as well. This December is the lowest gate count of the year behind January 2024. The 14,557 number is still higher than 2023's December, maintaining the trend of overall higher numbers in 2024. In terms of physical circulation, we usually see similar numbers from November to December. This is the same in 2024 with December's physical circulation slightly higher than November.

Digital statistics remain steady at the end of the year. We saw very slight changes with Libby checkouts increasing by 92, Kanopy increasing by 35, and Hoopla decreasing by 129 circulations. There are no abnormal or noteworthy trends in relation to our other reported statistics.

RICHLAND PUBLIC LIBRARY

December 2024 Statistics Report for the January Board Meeting



SUMMARY

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

- CBC Department of Nursing Open House on Monday, December 2
- “Healthy Moms Resource Fair” on Wednesday, December 4
- “What is Cognitive Stimulation?” presentation on Friday, December 6
- CBWNPS Winter Seedball Social on Saturday, December 7
- Team Battelle Math Tutoring on two Saturdays, December 7 and 14
- “Grown Ups Holiday Crafternoon” on Sunday, December 8
- “Build It: Table Top Book Racks” on Tuesday, December 10
- “Story Time with ACT” on Tuesday, December 10
- “Audible Art: Building Guitars That Inspire” on Wednesday, December 11
- “All Ages Holiday Crafts” on Thursday, December 12
- “Hanford Holidays” lecture by Teri Andre on Thursday, December 12
- “Game Time Friday” on Friday, December 13
- “Family Game Day” with Tri-City Area Gaming on Saturday, December 14
- LGBTQIA+ Craft Social on Monday, December 16
- “Lord of the Rings: The Fellowship of the Ring” Teen Pajama Party on Thursday, December 19
- “Death Doula Duo Discusses Dying and Death” on Sunday, December 22
- “Coloring Fun for All Ages” on Monday, December 23
- Parenting Together Support Group on Saturday, December 28
- “Candyland at the Library” on Monday, December 30

The Tri-City Cinephiles Club watched *Die Hard* (1988) on Monday, December 9. Our Cereal (Serial) Book Club met on Tuesday, December 17, to discuss the *Percy Jackson* series by Rick Riordan and make crafts. We held a Holiday Movie Marathon featuring *Home Alone* (1990) and *Elf* (2003) from 11 a.m. to 3 p.m. on Saturday, December 21, followed by a holiday sing-along with the Singing Strings Ukulele Club and a visit from our library mascot Thesaurus Rex. We also held a Sensory Sunday Matinee of *Elf* on December 29.

Our Singing Strings Ukulele Club performed holiday music and led a sing-along at Bonaventure Assisted Living on Wednesday, December 4.

Our busiest day this month was Monday, December 30, during local schools’ winter break. We held an extremely popular life-size “Candyland at the Library” game in the Collaboratory that day, and many children and families enjoyed participating.

DECEMBER STATISTICS

- Overall Circulation with Renewals: **71,423**
- Digital Circulation: **18,491**
- Physical Items Checked Out: **34,710**
- Physical Items Renewed: **18,222**
- Holds Filled: **3,423**
- Hoopla Circulation: **3,447**
- Kanopy Circulation: **32,470 minutes, 432 tickets used**
- Mango: **199 total sessions**
- OverDrive Circulation: **14,413**
- New Library Card Accounts: **235**
- Gate Count: **14,557**
- Busiest Day: **835 (Monday, Dec. 30)**

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 December 3, 10, and 17; Wednesday morning active story times at 10 a.m. on December 4, 11, and 18; Thursday morning baby story times at 10 a.m. on December 5, 12, and 19; Friday morning preschool story times at 10 a.m. on December 6, 13, 20, and 27; and a Saturday story time at 10 a.m. on December 14. The Tuesday evening story times were followed by "Meet Our Therapy Dogs!" sessions.

Story Time with ACT

For our evening story time on Tuesday, December 10, Artistic and Educational Director Josh Darby from the Academy of Children's Theatre led a live interactive event based on storybooks. Our calendar invitation noted, "As the story is being read, students from the academy will act it out for the audience. Come and watch the drama unfold!" We had 41 patrons attend.

STEAMPlay and STEAMKids

Kelly held STEAMPlay sessions from 11 a.m. to 12:30 p.m. on Wednesday, December 4, and Friday, December 13, with 47 and 36 patrons attending. She also held a STEAMKids session from 10 a.m. to noon on Saturday, December 28, with 94 patrons attending.

Cereal (Serial) Book Club

Our Cereal (Serial) Book Club for fourth through sixth graders met from 4 to 5:30 p.m. on Tuesday, December 17. This month, Librarian Johanna led the group as they discussed the *Percy Jackson* series by Rick Riordan while making crafts. Cereal snacks and craft supplies were provided by the Friends of the Richland Public Library.

"Coloring Fun for All Ages!"

Kelly held a drop-in "Coloring Fun for All Ages!" craft program from 1 to 3 p.m. on Monday, December 23. Our calendar said, "Come join us for some fun, stress-free coloring. Drop in for a few minutes or stay the whole time. We will have a variety of coloring activities for you to do." Fifty-four patrons attended this fun program.

"Candy Land at the Library!"

Kelly and Library Assistant Mary held a life-sized game of Candy Land from noon to 3 p.m. on Monday, December 30, in the Collaboratory. This program was extremely well attended, and December 30 was our busiest day of the month.

ALL-AGES PROGRAMS

City of Richland Winter Wonderland

The City of Richland held its annual Winter Wonderland celebration in John Dam Plaza and at the Richland Community Center on Friday and Saturday, December 6 and 7. Library Manager Chris, Johanna, Administrative Assistant Kylie, Mary, and Library Supervisor Michelle conducted library outreach activities at this event on Friday, and our library mascot, Theo, also made an appearance.



ALL-AGES PROGRAMS (CONTINUED)

CBC Department of Nursing Open House

We hosted a reception in the Doris Roberts Gallery from 4:30 to 6 p.m. on Monday, December 2, to honor recent graduates of Columbia Basin College's B.S. in Nursing program. The graduates displayed their capstone project posters and discussed the impact of their projects on patient care and safety.

Singing Strings Ukulele Club

Johanna held Singing Strings Ukulele Club teen and adult jams from 6:30 to 8 p.m. on two Tuesdays, December 3 and 17. The group also led holiday sing-alongs at Bonaventure Assisted Living on Wednesday, December 4, and at the library on Saturday, December 21.

Team Battelle Math Tutoring

Employees from Battelle have been offering math tutoring at the library to assist students of any grade level with their questions. This month, they held sessions from 10 a.m. to noon on two Saturdays, December 7 and 14. Online tutoring was also available.

CBWNPS Winter Seedball Social

We hosted the Columbia Basin Chapter of the Washington Native Plant Society (CBWNPS) as they held their Winter Seedball Social from 10:30 to 12:30 p.m. on Saturday, December 7. Participants made seedballs using native shrub-steppe plant seeds collected and donated by chapter members, and the seedballs will be used in future restoration projects. Forty-five patrons attended.

"All Ages Holiday Crafts"

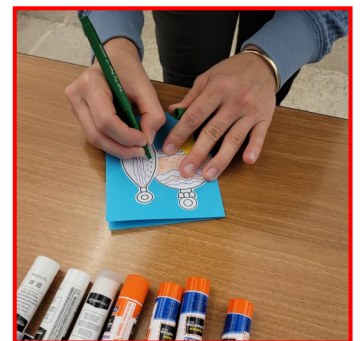
Teen Services Librarian Alyssa, Adult Services Librarian Gavin, Kelly, Johanna, Mary, and Michelle held an "All Ages Holiday Crafts" program from 6 to 7:30 p.m. on Thursday, December 12, in the Collaboratory. Our calendar invitation said, "Adults and kids alike can prepare for the upcoming holidays by making custom gift bags, greeting cards, ornaments, and more! No technical skills are required, [but] children must be accompanied by an adult. Let's get crafting!" Ninety patrons came to create holiday crafts.

"Game Time Friday"

We held a "Game Time Friday" program from 10 a.m. to noon on Friday, December 13. 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. Twenty patrons attended this month.

"Family Game Day"

The library partnered with Tri-City Area Gaming to hold "Family Game Day" in the Doris Roberts Gallery from 9 a.m. to 9 p.m. on Saturday, December 14. Gavin led this program. We invited patrons to join us for a day of games, prizes, food, refreshments, and fun for the whole family. One hundred patrons of all ages attended this fun program.



ALL-AGES PROGRAMS (CONTINUED)

Holiday Movie Marathon and Sing-Along

Johanna and Michelle held a Holiday Movie Marathon for patrons of all ages from 11 a.m. to 3 p.m. on Saturday, December 21, in the Doris Roberts Gallery. The movie marathon included showings of *Home Alone* (1990) at 11 a.m. and *Elf* (2003) at 1 p.m. Forty-four patrons attended. Following the movie marathon, our Singing Strings Ukulele Club led a cheerful holiday sing-along from 3 to 4 p.m. Children also enjoyed a special visit from the library's mascot, Theo, during the program. We had 115 patrons attend the sing-along.



Sensory Sunday Matinee

We also held a Sensory Sunday Matinee showing of *Elf* on Sunday, December 29. Ten patrons attended. These special matinees are shown with the lights on and the volume low. They provide a safe space for attendees to move around, make noise, or express themselves while enjoying some great family-friendly films.

Beanstack Challenge for December

This month, we encouraged patrons to participate in the “Reading Wrap-Up” challenge on Beanstack, which ran from December 1 through 31. This challenge was put together by Alyssa.

Tabletop Displays

Mary created colorful tabletop displays with Christmas, Hanukkah, and Kwanzaa themes. Each display featured books and decorations for patrons to enjoy. We also had a “Happy Holidays” bulletin board featuring books about Yule, Advent, and Las Posadas, and a “Cozy Up with a Good Book” bulletin board featuring a selection of YA books with wintertime themes.

TEEN PROGRAMS

Teen Pajama Party

Alyssa held a “Lord of the Rings: The Fellowship of the Ring” Teen Pajama Party program for middle and high schoolers from 5 to 8 p.m. on Thursday, December 19, in the Collaboratory. Our calendar invitation said, “This cozy, fun-filled event is perfect for teens who love adventure, friendship, and, want a break from the holiday rush to explore Middle-Earth! Come dressed in your coziest pajamas and have some snacks fit for a hobbit! This event is for teens only ages 12 and up.” We had 14 teens attend.

ADULT PROGRAMS

“Healthy Moms Resource Fair”

Catholic Charities and Charlie Health held a “Healthy Moms Resource Fair” in the Doris Roberts Gallery from 2 to 5 p.m. on Wednesday, December 4. Their goal was to address the physical, mental, and emotional needs of the mothers in our community.

ADULT PROGRAMS (CONTINUED)

“What Is Cognitive Stimulation?”

As part of our partnership with Kadlec Community Health, we hosted an engaging Cognitive Stimulation Education Class presented by Tammy Pattillo, M.S., on Friday, December 6. This class was designed for individuals with mild cognitive impairments and their caregivers.

“Grown Ups Holiday Crafternoon”

Alyssa, Gavin, Johanna, Mary, and Michelle held a “Grown Ups Holiday Crafternoon” program on Sunday, December 8. Our Facebook invitation said, “Adults ages 18 and up are invited to join library staff in the Collaboratory for an afternoon of exploring cozy winter-themed crafts on Sunday, December 8th at 1 p.m.! Try your hand at blending custom teas, detailed decorative paper snowflakes, DIY wrapping paper and gift bags, and a chance to channel your inner Brit and make your own holiday crackers!” Fifty patrons came to create holiday crafts.

Tri-Cities Cinephiles Club: *Die Hard*

Gavin held a Tri-Cities Cinephiles Club showing of *Die Hard* (1988) for patrons ages 18+ from 6:30 to 8:30 p.m. on Monday, December 9.

“Build It: Tabletop Book Racks”

Mary held a “Build It: Tabletop Book Racks” craft program from 6 to 8 p.m. on Tuesday, December 10. Nineteen patrons attended.

“Hanford Holidays”

We hosted a presentation on “Hanford Holidays” from 7 to 8 p.m. on Thursday, December 12, in the Gallery. Our calendar invitation said, “Come hear local storyteller Teri Andre spin the tales of those who were home for the holidays at the Manhattan Project Hanford Engineer Works during WWII.” Twenty-seven patrons attended.

LGBTQIA+ Craft Social

Gavin held our monthly LGBTQIA+ Craft Social in the Collaboratory from 6:30 to 8:30 p.m. on Monday, December 16. Forty-eight patrons enjoyed attending this popular program.

Parenting Together Support Group

We hosted a meeting of the Parenting Together Support Group in partnership with Kadlec Community Health from 10 to 11 a.m. on Saturday, December 28. This group is focused on parenting children with complex medical diagnoses.

Local Book, Writing, and Craft Clubs

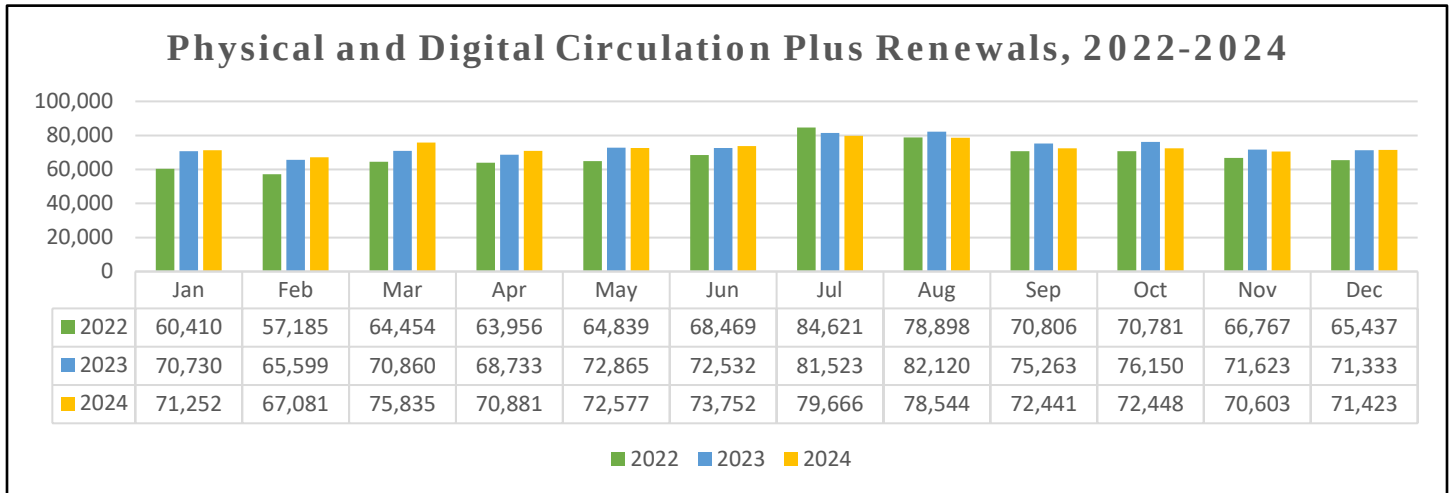
Clubs that met at the library this month included Storywriters on Monday, December 9; Quilting in the Library on Thursday, December 12; the Monday Night Book Group on December 16; By the Book Knitters on Tuesday, December 17; and the Thursday Afternoon Book Club on December 19.

PATRON FEEDBACK

- “You guys always have such amazing, fun events. My fiancé and I just went to the cartoon drawing event there tonight! There is always something fun happening at the Richland Public Library.”
- “I love Libby!” and “I love those apps!” [referring to our digital offerings]

STATISTICS

TOTAL CIRCULATION

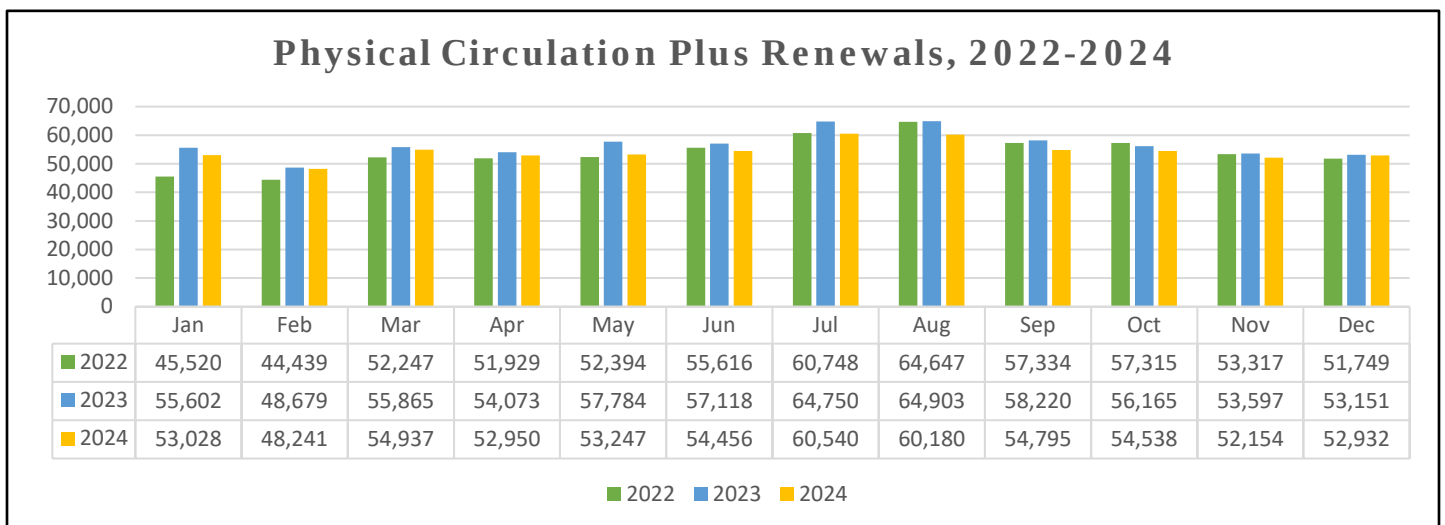


During December, our total physical plus digital circulation was 53,201 items, not including renewals. Of those, 34,710 (65.2%) were physical items and 18,491 (34.8%) were digital items obtained through Hoopla, Kanopy, Mango, and OverDrive. Kanopy plays and Mango sessions were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was up 0.4% compared to the 53,010 items checked out in November 2024. Digital circulation was also up 0.2% compared to the 18,449 items checked out in November. We filled 3,423 requests for holds and had 10 scheduled curbside deliveries for 5 patrons.

Our patrons also renewed 18,222 physical items in December. Including these physical item renewals, our overall circulation was 71,423. That overall circulation was up 1.2% compared to the 70,603 items circulated in November 2024, and it was also up 0.1% compared to the 71,333 items circulated in December 2023.

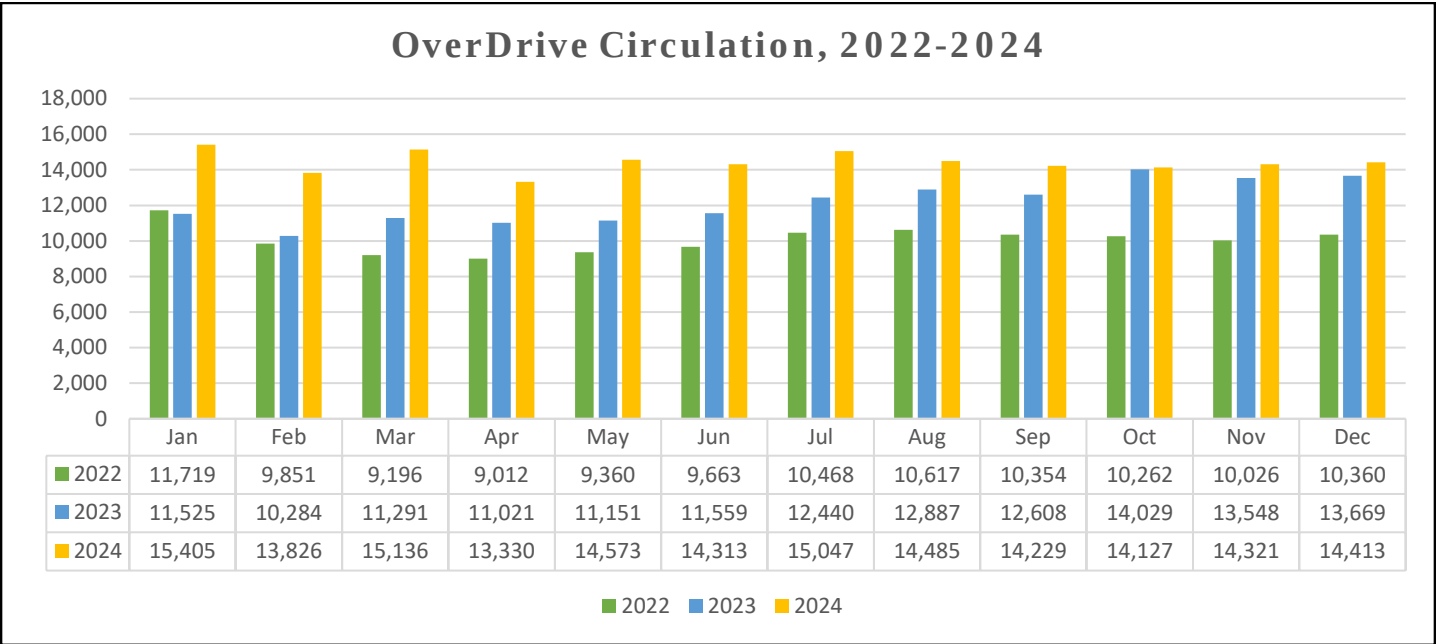
PHYSICAL CIRCULATION



Our patrons checked out 34,710 physical items in December and renewed 18,222 physical items, for a total physical circulation of 52,932 items. That circulation was up 1.5% compared to the 52,154 physical items checked out and renewed in November 2024, but it was down 0.4% compared to the 53,151 items checked out and renewed in December 2023. The top ten categories that circulated this month were Adult Nonfiction (3,505 items), Children's Storybooks (3,255 items), Children's Chapter Book Fiction (3,165 items), Adult Fiction 2nd Floor (2,418 items), Adult Movies (2,353 items), Children's Graphic Novels (2,087 items), Children's Favorites on the Story Circle (1,836 items), Adult New Books (1,640 items), and Children's Winter Holiday (1,452 items).

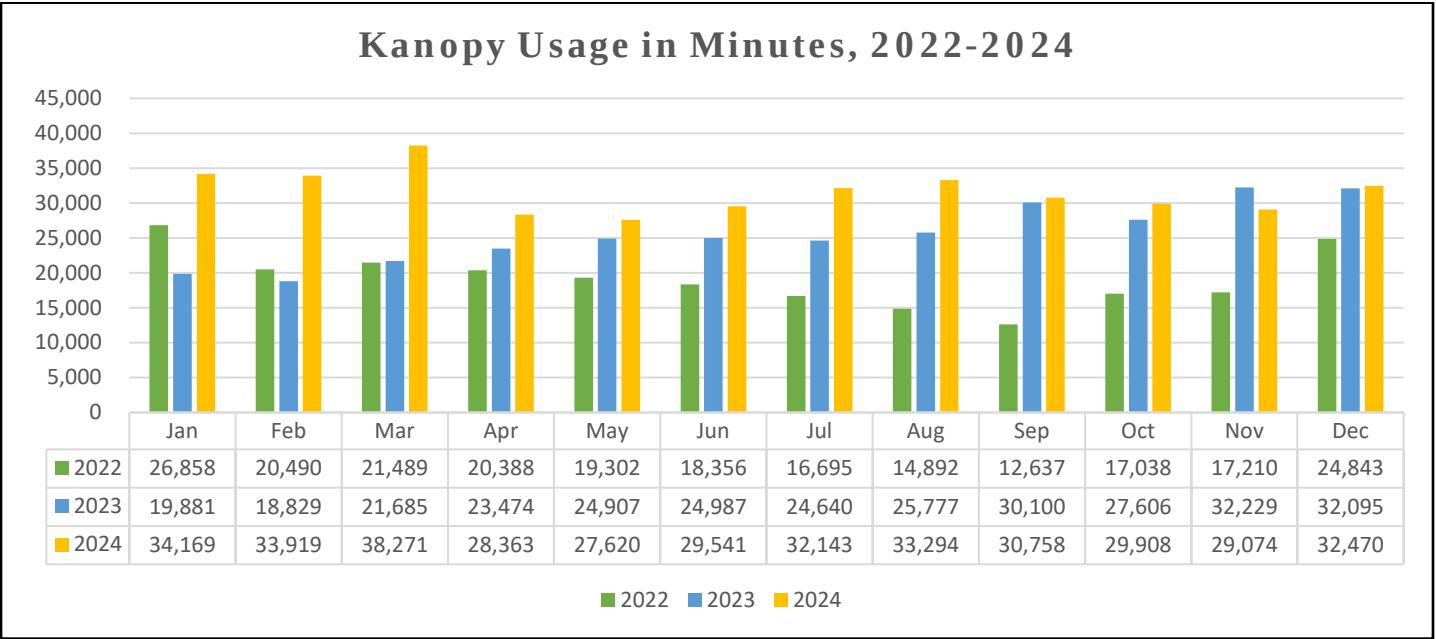
DIGITAL CIRCULATION

OverDrive



The 14,413 checkouts through OverDrive in December were up 0.6% compared to the 14,321 checkouts in November 2024, and they were also up 5.4% compared to the 13,669 checkouts in December 2023. This month’s checkouts included 6,196 e-books (which were 43.0% of the OverDrive items checked out), 6,099 audiobooks (42.3%), and 2,118 e-magazines (14.7%).

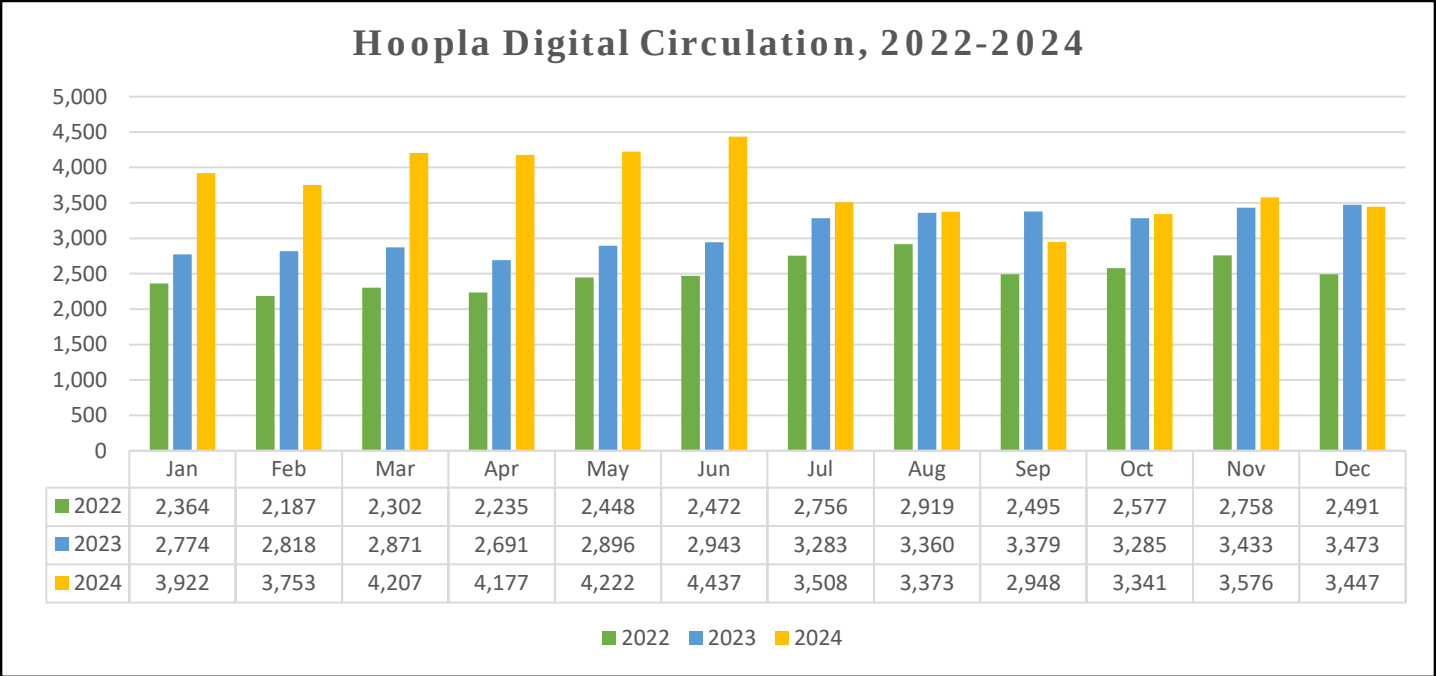
Kanopy



Our patrons viewed 32,470 minutes of Kanopy content during the month of December, using 432 tickets. That usage was up 11.7% compared to the 29,074 minutes viewed in November 2024, and it was also up 1.2% compared to the 32,095 minutes viewed in December 2023. Cardholders in the United States, Austria, and Mexico viewed content on Kanopy this month. The top ten suppliers of content viewed on Kanopy in December were BBC Studios, The Great Courses, MHz, PBS, MGM, Weston Woods, Bleecker Street, Samuel Goldwyn Films, IFC Films, and Topic Studios. Content was viewed on televisions (39.2%), tablets (26.1%), mobile devices (24.0%), and desktops (10.6%).

DIGITAL CIRCULATION (CONTINUED)

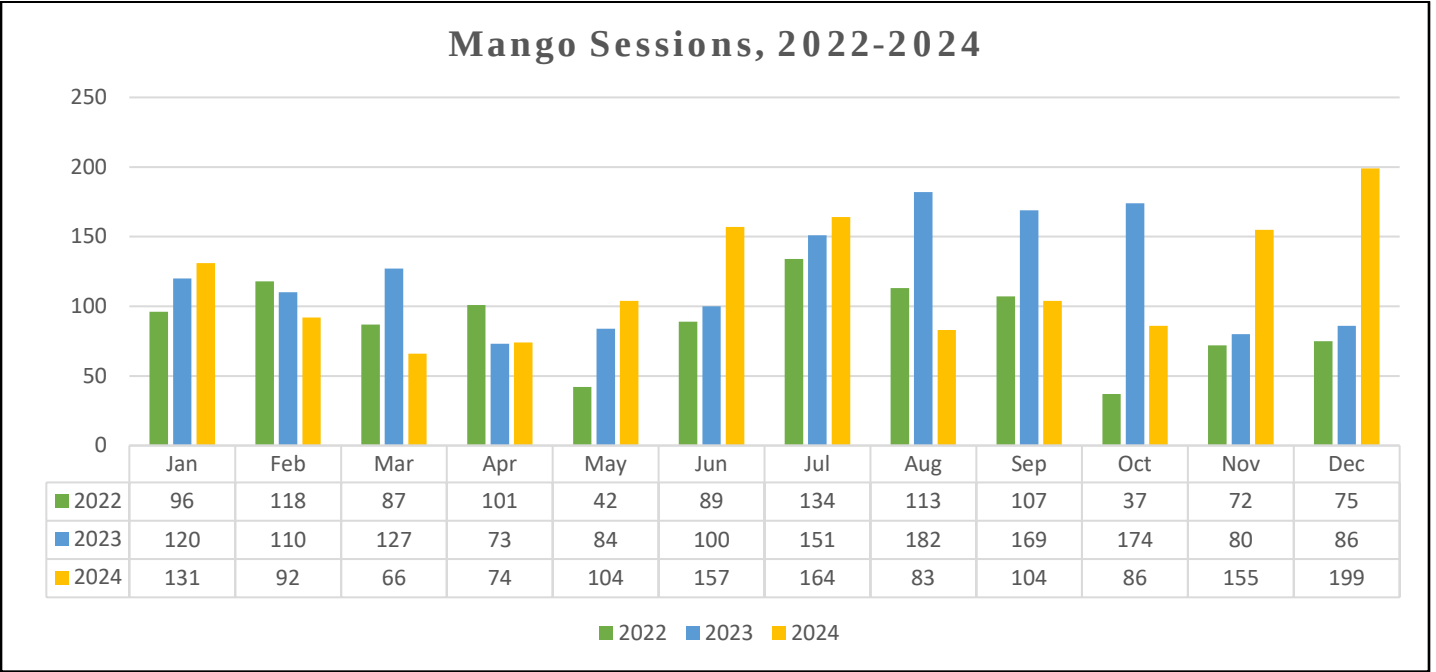
Hoopla



The 3,447 circulations in Hoopla during December were down 3.6% compared to the 3,576 circulations in November 2024, and they were also down 0.7% compared to the 3,473 circulations in December 2023. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,754 audiobooks (which were 50.9% of the Hoopla items checked out), 868 e-books and e-comics (25.2%), 726 movies and television shows (21.1%), 93 music items (2.7%), and 6 magazines (0.1%).

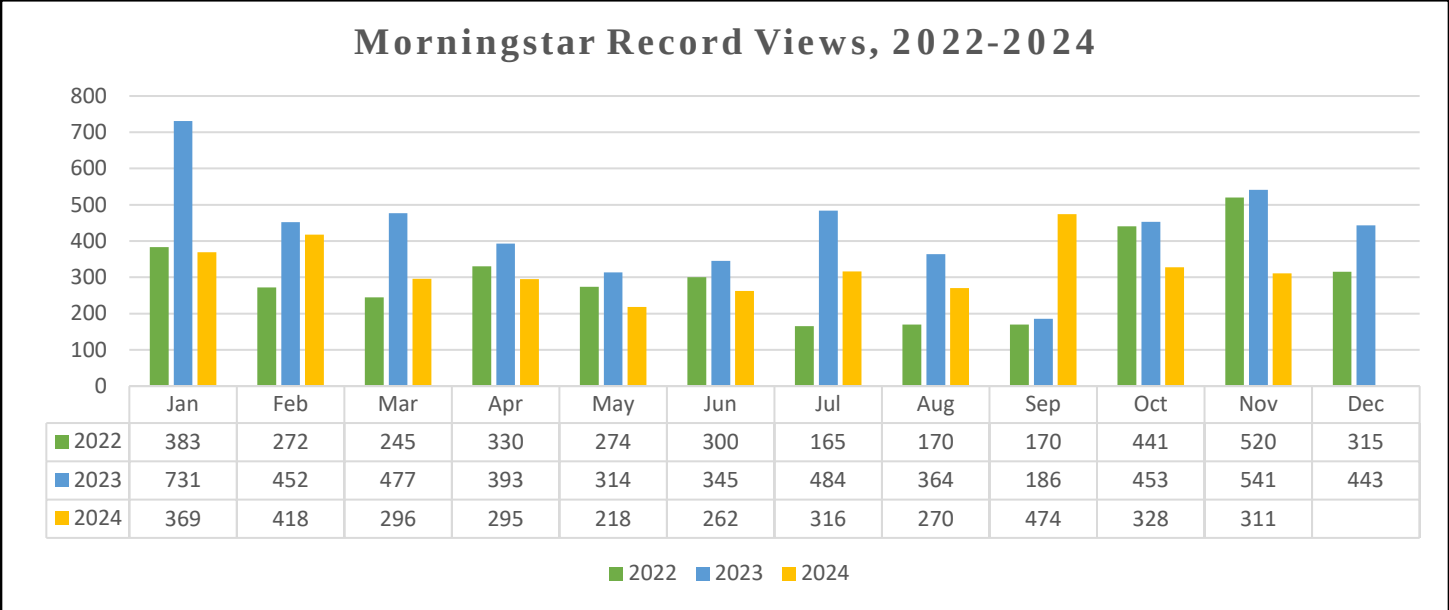
Mango



Our patrons had 199 total sessions in Mango for the month of December. That usage was up 28.4% compared to the 155 sessions in November 2024, and it was also up 131.4% compared to the 86 sessions in December 2023. The top ten languages studied this month were German; Japanese; Spanish, Latin American; French; Irish, Standard; English; Yiddish; Hebrew, Biblical; Italian; and Latin.

OTHER DIGITAL SERVICES

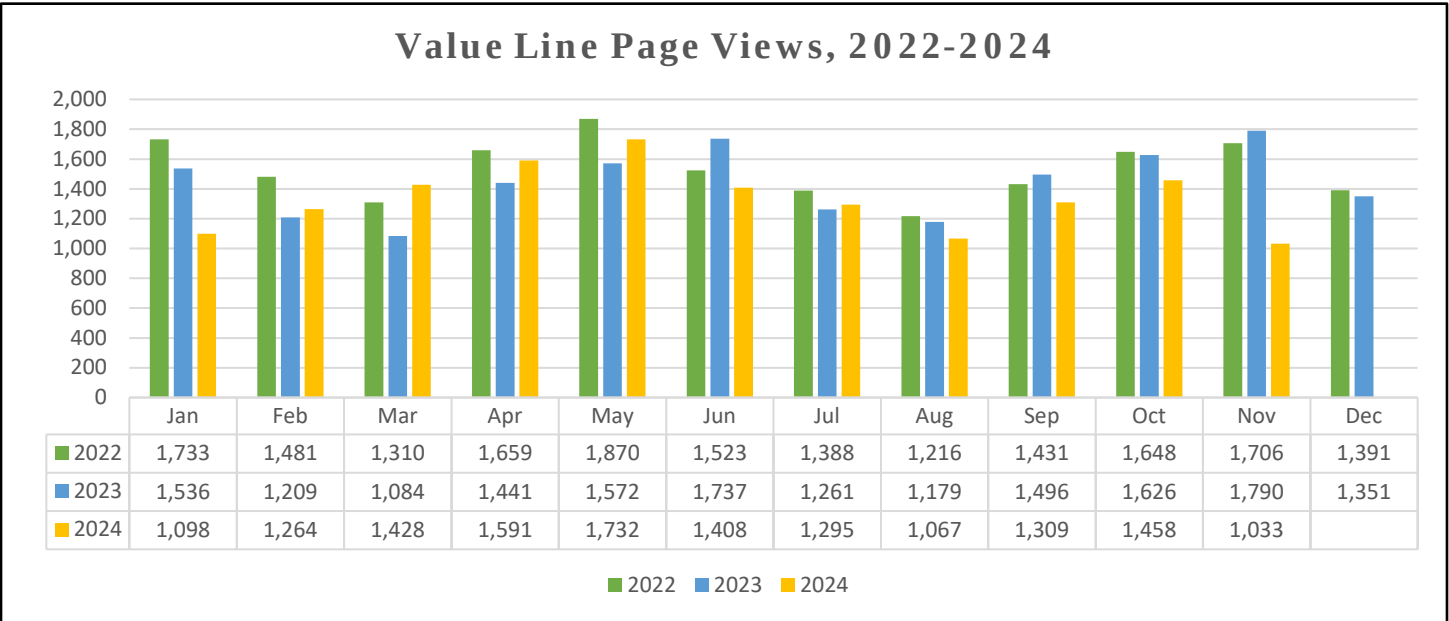
Morningstar



Our patrons viewed 311 Morningstar records in November. That usage was down 5.2% compared to the 328 record views in October 2024, and it was also down 42.5% compared to the 541 record views that occurred in November 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 December, so we will include them in next month’s board report.

Value Line

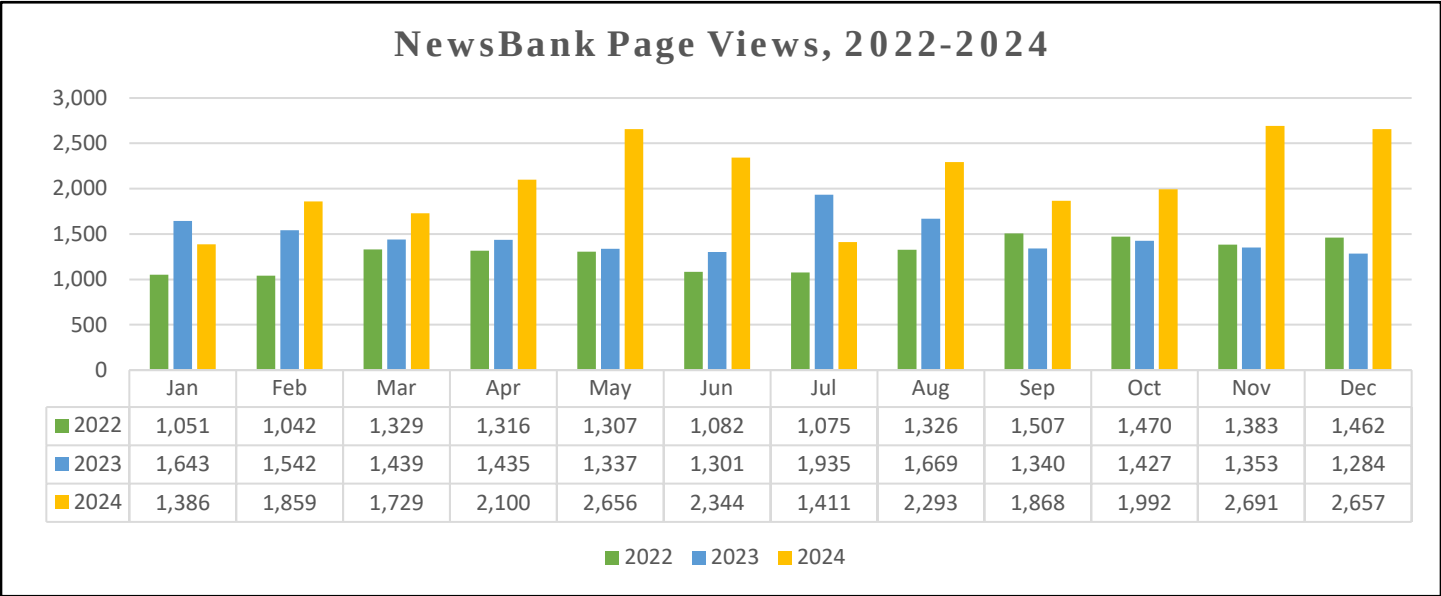


The 1,033 Value Line page views in November were down 29.1% compared to the 1,458 page views in October 2024, and they were also down 42.3% compared to the 1,790 page views that occurred in November 2023. Value Line remains a worthwhile research platform for our patrons. Its pairing with Morningstar 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 December, so we will include them in next month’s board report.

OTHER DIGITAL SERVICES (CONTINUED)

NewsBank



The 2,657 NewsBank page views in December were down 1.3% compared to the 2,691 page views in November 2024, but they were up 107.0% compared to the 1,284 page views that occurred in December 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 December was 14,557. Our busiest day was Monday, December 30, which featured our extremely popular “Candyland at the Library” program. We logged 835 patrons that day.

Interlibrary Loans

In December, we received a total of 125 interlibrary loan requests from other libraries. We sent 75 items to libraries during the month in response to their interlibrary loan requests.

We also sent 22 interlibrary loan requests to other libraries in December for items requested by our patrons. We received 16 items from other libraries in response to requests.

New Library Card Accounts

We created 235 new library card accounts in December. They included 192 resident cards, 16 nonresident cards, 16 limited access cards, 8 iCards, and 3 interlibrary loan accounts.

Public Internet Sessions

Patrons enjoyed 1,680 public internet sessions in December, for a total of 1,328 hours and 41 minutes. The average session was 52 minutes long.

We began using new software in mid-December to track computer usage. Library staff now use TBS Portal and MyPC to manage public computers, print guest passes, and release print jobs for patrons.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 1/14/2025

Agenda Category: Approval of Bills

Prepared By: Kylie Christian, Administrative Assistant

Subject:

January 2025 Claims for Payment

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the December 1, 2024 through December 31, 2024 claims for payment.

Summary:

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

Attachments:

1. December 2024 Library Voucher Listing
2. Library Payroll - December 2024
3. January 2025 Claims for Payment

Library Voucher Listing

Begin Date: 12/1/2024

End Date: 12/31/2024

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	FARONICS TECHNOLOGIE		00248035RPL	12/18/2024	330701	DEEFPREEZE MAINT RENEWAL	\$399.47
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$399.47
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$91,883.60			YTD ACTUAL: \$76,705.96			YTD % USED: 83.48%		
INFORMATION TECHNOLOGY TOTAL:								\$399.47
	K8721000/3102	WALMART		TXN00081812	12/31/2024	0	PAINT FOR HOLIDAY ART @ RCC	\$15.69
	K8721000/3102	P-CARD OTP		TXN00081951	12/31/2024	0	INTERNATIONAL TRANSACTION - Purchase	\$5.42
	K8721000/3102	P-CARD OTP		TXN00081953	12/31/2024	0	PROGRAMMING - CARDBOARD CUTOUT THEO	\$144.55
	K8721000/3102	AMAZON		TXN00082031	12/31/2024	0	TECH/TABLET COVER	\$29.34
OPERATING SUPPLIES & MATERIALS TOTAL:								\$195.00
OPERATING SUPPLIES & MATERIALS - YTD INFORMATION								
BUDGET: \$38,800.00			YTD ACTUAL: \$32,074.38			YTD % USED: 82.67%		
	K8721000/3103	P-CARD OTP		TXN00082153	12/31/2024	0	WALLAWALLA CO LIB LUNCH MTG T. BARNABY& C. NULPH	\$59.28
	K8721000/3103	AMAZON		TXN00081886	12/31/2024	0	COMMUNITY ENGAGEMENT TEAM MEETING SNACKS	\$18.35
	K8721000/3103	AMAZON		TXN00081923	12/31/2024	0	COMMUNITY ENGAGEMENT TEAM MEETING SNACKS	\$13.59

Library Voucher Listing

Begin Date: 12/1/2024

End Date: 12/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/3103	FRED MEYER		TXN00082087	12/31/2024	0	MEETING SNACKS	\$33.37
	K8721000/3103	SAFEWAY, INC		TXN00082124	12/31/2024	0	COMMUNITY ENGAGEMENT TEAM MEETING	\$12.98
MEETING EXPENSE TOTAL:								\$137.57
MEETING EXPENSE - YTD INFORMATION								
BUDGET: \$1,750.00			YTD ACTUAL: \$1,701.08			YTD % USED: 97.20%		
	K8721000/3182	P-CARD OTP		TXN00082193	12/31/2024	0	INDESIGN MONTHLY	\$24.99
COMPUTER RELATED SUPPLIES TOTAL:								\$24.99
COMPUTER RELATED SUPPLIES - YTD INFORMATION								
BUDGET: \$5,000.00			YTD ACTUAL: \$1,682.72			YTD % USED: 33.65%		
	K8721000/4201	VERIZON WIRELESS		9979118625	12/11/2024	330514	Verizon Wireless NASPO - November 2024	\$89.72
	K8721000/4201	FRONTIER		12/24 5099433152	12/11/2024	330427	LIBRARY TELEPHONE CHARGES 12/1/2024- 12/31/2024	\$1,054.40
	K8721000/4201	FRONTIER		12/24 2061882614	12/11/2024	330428	TELEPHONE 12/1/2024- 12/31/2024	\$52.96
	K8721000/4201	T-MOBILE USA INC		11/24 963664605	12/11/2024	330492	LIBRARY HOTSPOTS - 10/21/24-11/20/24	\$714.00
TELEPHONE & COMM SVCS TOTAL:								\$1,911.08
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$20,304.00			YTD ACTUAL: \$23,402.87			YTD % USED: 115.26%		
	K8721000/4207	BANK OF AMERICA		113024	12/2/2024	10369	LIBRARY MERCHANT SERVICE FEES	\$144.13
MERCHANT SVC FEES TOTAL:								\$144.13
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$2,000.00			YTD ACTUAL: \$2,115.17			YTD % USED: 105.76%		

Library Voucher Listing

Begin Date: 12/1/2024

End Date: 12/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4301	DELTA AIR		TXN00082133	12/31/2024	0	M. HAFFNER TRIP #25-015	\$205.97
	K8721000/4301	DELTA AIR		TXN00082156	12/31/2024	0	M. HAFFNER TRIP#25-015	\$285.98
TRAVEL EXPENSES TOTAL:								\$491.95
TRAVEL EXPENSES - YTD INFORMATION								
BUDGET: \$17,250.00			YTD ACTUAL: \$11,706.96			YTD % USED: 67.87%		
	K8721000/5301	WA STATE DEPARTMENT		DOR 11/2024	12/26/2024	10389	COMBINED EXCISE TAX - NOVEMBER 2024	\$33.22
STATE TAXES TOTAL:								\$33.22
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$435.32			YTD % USED: 42.68%		
LIBRARY ADMINISTRATION TOTAL:								\$2,937.94
	K8722100/3401	THE GALE GROUP		85823174	12/4/2024	329791	CHILTON/WA LEGAL FORMS DATABASE 10/16/24-10/15/25	\$3,646.52
	K8722100/3401	MIDWEST TAPE		506412148	12/11/2024	330456	LIBRARY DATABASE - HOOPLA NOVEMBER 2024	\$6,671.24
	K8722100/3401	THE GALE GROUP		85928999	12/11/2024	330392	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$246.93
	K8722100/3401	THE GALE GROUP		85929202	12/11/2024	330392	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$93.72
	K8722100/3401	WA STATE PARKS & REC		24-0065	12/20/2024	331019	CHECK OUT WASHINGTON PARK PASSES	\$100.00
	K8722100/3401	LINGOPIE INC		CDA1E850-0001	12/20/2024	330988	LINGOPIE SUBSCRIPTION 12/17/24-12/17/25	\$2,174.00
LIBRARY RESOURCES TOTAL:								\$12,932.41
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$398,027.00			YTD ACTUAL: \$395,769.18			YTD % USED: 99.43%		

Library Voucher Listing

Begin Date: 12/1/2024

End Date: 12/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3402	COLUMBIA INDUSTRIES		5069	12/11/2024	330402	PRIMETIME GRANT DINNER - 11/7&11/14/24	\$1,565.28
	K8722100/3402	BROWN-ELMORE, MARY		12102024	12/11/2024	330389	REIMBURSEMENT - BUILD IT PROGRAM LIBRARY 12/10/24	\$102.18
	K8722100/3402	LIGHTFOOT, GAVIN		12122024	12/18/2024	330726	REIMB PROGRAM SUPPLIES	\$135.93
	K8722100/3402	NEWCOMER, SARAH		PRIME TIME 2024	12/18/2024	330741	PRIMETIME GRANT NO. 267-24 STIPEND	\$375.00
	K8722100/3402	BROWN, BENITA L		PRIME TIME 2024	12/18/2024	330670	PRIMETIME GRANT NO. 267-24 STIPEND	\$625.00
	K8722100/3402	CARTERBY, SAMANTHA		PRIME TIME 2024	12/18/2024	330673	PRIMETIME GRANT NO. 267-24 STIPEND	\$125.00
	K8722100/3402	P-CARD OTP		TXN00082012	12/31/2024	0	PROGRAMMING SUPPLIES - CHILDREN'S PROGRAM SUPPLIES	\$113.99
	K8722100/3402	P-CARD OTP		TXN00082165	12/31/2024	0	ACCUCUT CUTOUPS - PROGRAM EQUIPMENT	\$220.12
	K8722100/3402	AMAZON		TXN00082168	12/31/2024	0	CHILDREN'S READING CHALLENGE PRIZES	\$118.43
	K8722100/3402	AMAZON		TXN00082194	12/31/2024	0	PROGRAMMING SUPPLIES	\$53.29
	K8722100/3402	AMAZON		TXN00082203	12/31/2024	0	BEANSTACK READING CHALLENGE PRIZE	\$20.63

LIBRARY PROGRAMMING TOTAL: \$3,454.85

LIBRARY PROGRAMMING - YTD INFORMATION

BUDGET: \$27,895.81

YTD ACTUAL: \$37,474.42

YTD % USED: 134.34%

K8722100/4107	SPORTSENGINE INC	52136	12/11/2024	330464	LIBRARY VOLUNTEER BACKGROUND CHECK (1)	\$18.50
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OTHER PROFESSIONAL SERVICES TOTAL: \$18.50

OTHER PROFESSIONAL SERVICES - YTD INFORMATION

BUDGET: \$1,227.00

YTD ACTUAL: \$951.39

YTD % USED: 77.54%



Library Voucher Listing

Begin Date: 12/1/2024

End Date: 12/31/2024

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
LIBRARY PUBLIC SERVICE TOTAL:								\$16,405.76
LIBRARY NON-FACILITIES TOTAL:								\$19,743.17

Library Voucher Listing

Begin Date: 12/1/2024

End Date: 12/31/2024

FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8725000/6406	P-CARD OTP		TXN00081968	12/31/2024	0	LASER ENGRAVER - PROGRAMMING DEPT	\$542.42
FURNITURE & FIXTURES > \$25000 TOTAL:								\$542.42
FURNITURE & FIXTURES > \$25000 - YTD INFORMATION								
BUDGET: \$22,495.60			YTD ACTUAL: \$20,466.37			YTD % USED: 90.98%		
LIBRARY FACILITIES TOTAL:								\$542.42

CITY OF RICHLAND
LIBRARY EXPENDITURE

December 2024

Month/Year

PAY PERIODS: From November 18, 2024 to December 15, 2024

GROSS SALARIES \$ 105,314.34

		Gross Wages	Total
WEEK OF:	<u>12/05/24</u>	<u>52,674.43</u>	<u>52,674.43</u>
WEEK OF:	<u>12/19/24</u>	<u>52,639.91</u>	<u>52,639.91</u>
WEEK OF:	<u> </u>	<u> </u>	<u> </u>
	TOTAL	<u>105,314.34</u>	<u>105,314.34</u>



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

JANUARY 2025

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 \$ \$125,057.51 this 14th day of January, 2025.

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

Voucher Listings	Amount
December 01, 2024 thru December 31, 2024	\$19,743.17
Transfer Advice (Salaries)	
Salaries for the weeks of: November 18, 2024 thru December 15, 2024	\$105,314.34
MONTHLY EXPENSES	\$125,057.51

Comments: December 2024 Voucher Listing
December 2024 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: 1/14/2025

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:

February 25, 2025 Three Boards Meeting (Richland Public Library Board, Friends of the Richland Public Library, and the Richland Public Library Foundation)

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

The board will discuss items they would like to see on the upcoming agenda for the Three Boards meeting on February 25, 2025. The Three Boards are the Richland Public Library Board, Friends of the Richland Public Library, and Richland Public Library Foundation.

Attachments: