



Agenda
Library Board Meeting
Tuesday, March 11, 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. March 11, 2025 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. February 11, 2025 Library Board Meeting Minutes and February 25, 2025 Library Board Special Workshop Meeting Minutes

Richland Public Library Updates:

3. Richland Public Library Staff Updates
 - Gavin Lightfoot, Adult Services Librarian
4. March 2025 Library Manager's Report
 - Christopher Nulph, Library Manager

Approval of Bills: (Approved by Motion)

5. March 2025 Claims for Payment
 - Kylie Christian, Administrative Assistant

Unfinished Business:

New Business:

6. February 25, 2025 Three Boards Special Workshop Meeting Discussion
 - Christopher Nulph, Library Manager
7. Richland Public Library Board Annual Report to City Council
 - Christopher Nulph, Library Manager

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, April 8, 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: 3/11/2025

Agenda Category: Approval of Minutes

Prepared By: Kylie Christian, Administrative Assistant

Subject:

February 11, 2025 Library Board Meeting Minutes and February 25, 2025 Library Board Special Workshop Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the minutes from the February 11, 2025 Library Board Meeting and February 25, 2025 Library Board Special Workshop Meeting.

Summary:

The minutes from the February 11, 2025 Library Board Meeting and February 25, 2025 Library Board Special Workshop Meeting are included for consideration.

Attachments:

1. 2025.02.11 Library Board Meeting Minutes
2. 2025.02.25 Library Board Special Joint Meeting Minutes



MINUTES

Richland Public Library Board

Library Conference Room A – 955 Northgate Drive

February 11, 2025, 5:30 – 6:30 PM

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

Chair Buxton called the meeting to order at approximately 5:33 p.m.

Attendance

Chair Buxton, and Board Members Isakson, and Pickel were present. Also present were Council Liaison Kent, Library Manager Nulph, Library Supervisor Scarfo and Administrative Assistant Christian.

Vice-Chair Hernandez and Board Member Lightner were absent.

Approval of Agenda

1. BOARD MEMBER ISAKSON MOVED AND BOARD MEMBER PICKEL SECONDED THE MOTION TO APPROVE THE AGENDA AS IS. THE MOTION CARRIED 3-0.

Public Comments

Alida Zarate, Eduardo Zarate, and Lindsay, all patrons of the Richland Public Library, joined the meeting tonight in support of patrons having the right to read what they want.

Approval of Minutes

2. CHAIR BUXTON ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE JANUARY 14, 2025 MEETING. BOARD MEMBER PICKEL MOVED AND BOARD MEMBER ISAKSON SECONDED THE MOTION TO APPROVE THE MINUTES OF JANUARY 14, 2025 AS IS. THE MOTION CARRIED 3-0.

Report of the Library Manager

3. Library Staff Updates –

Library Supervisor Michael Scarfo discussed new databases that were added to the library. The library has replaced the language database Mango, with Rosetta Stone. Library Supervisor Scarfo also discussed the new vendors that the library is using for printing services. This new change has resulted in positive feedback from patrons.

4. Library Manager's Report –

Library Manager Nulph shared library updates and statistics from January 2025.

Approval of Bills

- 5. BOARD MEMBER PICKEL MOVED AND BOARD MEMBER ISAKSON SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR FEBRUARY 2025 IN THE AMOUNT OF \$310,719.57. THE MOTION CARRIED 3- 0.**

Unfinished Business

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

Board Members discussed the agenda for the Three Boards Meeting on February 25, 2025. The Washington State Library will be at the meeting and discussing ways the three boards can work together.

Agenda Items for Upcoming Board Meeting

7. Three Boards Meeting Discussion

Adjournment

Chair Buxton adjourned the meeting at 6:15 P.M.

APPROVED:

ATTEST:

Lindsay Lightner, Library Board Chair

Kylie Christian, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



MINUTES

Richland Public Library Board Special Joint Meeting
Library Doris Roberts Gallery – 955 Northgate Drive
February 25, 2025, 6:00 – 8:00 PM

Richland Public Library Board Special Joint Meeting – 6:00 p.m.

Chair Buxton called the meeting to order at approximately 6:00 p.m.

Attendance

Richland Library Board –

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

Friends of the Richland Public Library –

Sarah Giacona, Treasurer, Dave Rose, Volunteer Coordinator, Diana Knoll, Friends Bookroom Manager, and Steve Slate, President of the Friends Board.

Richland public library foundation –

Allen Rither, President, and Cassandra Sanford, Treasurer.

Washington State Library –

Brianna Hoffman, Training Coordinator and Consultant, and Jeanne Williams, Public and Tribal Library Consultant.

Agenda Items

1. State Library Facilitated Conversation

Brianna Hoffman and Jeanne Williams, both from the Washington State Library, presented to the three different Boards that support the Richland Public Library, the Library Board, Friends of the Library, and the Library Foundation. The topic of the presentation was on how the various Boards can continue to work together to support their main goal, which is the Richland Public Library.

Main topics of conversation were had on collaboration, fundraising, finances, and communication. During the duration of the presentation, members from the various Boards engaged in a question-and-answer session with Ms. Hoffman and Ms. Williams.

Adjournment

Chair Buxton adjourned the meeting at 8:00 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: 3/11/2025

Agenda Category: Richland Public Library Updates

Prepared By:

Subject:
Richland Public Library Staff Updates

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Gavin Lightfoot, Adult Services Librarian will give an update on his position.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/11/2025

Agenda Category: Richland Public Library Updates

Prepared By: Christopher Nulph, Library Manager

Subject:

March 2025 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

Library Manager Nulph's March 2025 Library Report is included for discussion.

Attachments:

1. 2025.03.11 Library Manager's Report
2. 2025.03.11 Library Statistics



LIBRARY MANAGER'S REPORT
Richland Public Library Board
March 11, 2025

State of Library Services

Bids returned for the outdoor space and are now within a range that is attainable. We will still need some funds to cover the excess costs. Administration is currently looking at this to provide the best path to construction. We look to advance this soon so that construction may begin as soon as possible.

Library staff attended a Parks and Public Facilities department meeting the morning of February 12. This meeting gave a chance for our department to meet as one and featured team building activities and group learnings. It had a positive reception from staff, and we look forward to this being an annual tradition. One unforeseen circumstance of the meeting was that it was one of the coldest days of the year and both the library and RCC are warming centers. After some quick logistic calls, we were able to open the library lobby at its regular time thanks to help from Energy Services, providing an employee that was able to work remotely from the library in case there were any emergencies that arose during that time. It was a great citywide effort to make sure people had a place to go in the morning if needed.

We have added a new partner to Tumbleweed Tourist in February – the SAGE Center. This museum is run by the Port of Morrow and is in Boardman, OR. It focuses on farming and agriculture in the region. The service grants free admission for up to 4 people.

We are currently doing the groundwork to switch our hotspot service from T-Mobile to Verizon. Through negotiation, we have secured a service rate through Verizon that is half the cost of our rates through T-Mobile. This will allow us to double the number of hotspots we circulate (from 24 to 48) without increasing our monthly costs. We anticipate this switch occurring at the start of May.

We have worked to secure some outside speakers for staff training this year. Rick Jenkins from Safer Libraries will be with us at our October Staff Day to discuss de-escalation, setting boundaries, and creating a safe environment. Rebecca Hass will have a virtual presentation in June focused on creating and maintaining a joyful work environment. Rebecca focuses on libraries and works for libraries on the east coast with this. We are leveraging State Library professional development grant funds to help pay for these trainings.

Program highlights from the month include:

- We held an informational session about the Mid-Columbia Performing Arts Center ahead of the vote earlier this month. This gave voters a chance to ask questions and engage before voting.
- Cocoa & Crafts with First Responders was a big hit with over 200 people attending. Patrons were able to meet all branches of our First Responders and make Valentines crafts with them. This event continues to show that the library is an excellent venue for friendly civic engagement.

- Tri-Cities House Plant Lovers continue to host occasional plant swaps. This month, their plant swap attracted over 75 patrons.
- Kadlec continues to host monthly programs that attract strong audiences. Their Art Expressions sessions are quickly becoming a favorite. This month's Neurographic Art Technique program had 55 in attendance. Their other session talking about the MTHFR gene received 30 in attendance.
- Author and chef Bikram Vaidya talking about his new book *The Mystic Kitchens of Nepal* with an audience of 55 in attendance.

Friends of the Library Update

There are no updates from the Friends this month outside of the Three Boards Meeting.

Library Foundation

There are no updates from the Foundation this month outside of the Three Boards Meeting.

Staffing Updates

D'ette's vacant position has been filled by Josh Westbrook. Josh presently works for the CBC Library but has worked for RPL in the past as our Reference Supervisor. He has experience at both CBC and RPL with Inter-Library Loan and other Technical Services roles. We are happy to welcome Josh back to Richland!

Library Statistics

Our Gate Count continues a great start to the year. The first two months show a sizeable improvement over a strong 2024. This month's 17,883 is over 1,000 more people than last year following a January that saw a 4,000-person improvement over 2024. This is with a delayed opening and an early closure in this year's February compared to last. Our physical circulation numbers were similar to last month and higher than 2024 by over 2,000 checkouts and 2,000 renewals. We had been seeing physical circulation numbers start to level off, but reciprocal borrowing is likely providing a marginal boost to these numbers.

Regarding reciprocal, we saw 249 reciprocal cards created in January and 137 in February. This includes patrons from all the participating libraries except for Columbia County. Our top four categories checked out by this patron type for February were Adult Nonfiction, Children's Chapter Book, Adult Movie, and Adult Fiction.

Historically, we see a small decrease in digital lending from January to February. This is a marginal enough number that it is typically attributed to the fewer number of calendar days. The same trend occurred this year. Libby and Kanopy use are almost the exact same as 2024 and Hoopla had about 1,000 fewer checkouts than 2024. We continue to be doing well with our Hoopla adjustments to keep the budget within our means.

RICHLAND PUBLIC LIBRARY

February 2025 Statistics Report for the March Board Meeting



SUMMARY

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

- “Coloring Fun for All Ages” on Saturday, February 1
- Bike Tri-Cities screening of *Motherload* (2019) on Saturday, February 1
- Team Battelle Math Tutoring on four Saturdays, February 1, 8, 15, and 22
- Mid-Columbia Performing Arts Center session on Monday, February 3
- “Cocoa & Crafts with First Responders” on Thursday, February 6
- “Teen Paint & Sip” on Thursday, February 6
- “Valentines for Seniors” craft program on Saturday, February 8
- “Steppe Outside: A Photographic Foray in the Shrub-Steppe with Ernie Crediford” lecture by CBWNPS on Saturday, February 8
- LGBTQIA+ Craft Social on Monday, February 10
- B-Reactor Museum lecture on Monday, February 10
- “Mocktails & Masterpieces: Crepe Paper Flowers” on Tuesday, February 11, and Wednesday, February 12
- Drop-In Valentine Making craft program on Wednesday, February 12
- “Game Time Friday” on February 14
- Tri-Cities House Plant Lovers plant swap on Saturday, February 15
- “Introduce a Girl to Engineering Day” on Thursday, February 20
- “Neurographic Art Technique” on Friday, February 21
- Author visit from Bikram Vaidya on Saturday, February 22
- Parenting Together Support Group on Saturday, February 22
- “Ask Death Doulas” on Sunday, February 23
- Black History Month Story Time on Tuesday, February 25
- “MTHFR Gene” presentation by Dr. Neil Rawlins on Friday, February 28

We hosted the Jane Austen Book Club from Adventures Underground for a movie matinee of *Pride & Prejudice* (2005) on Friday, February 7. The Tri-City Cinephiles held a “Double the Fun Sunday” showing of *Better Off Dead* (1985) and *Clueless* (1995) on Sunday, February 9, and they also watched *The Return of the Living Dead* (1985) on Monday, February 24. We held a family movie showing of *Transformers One* (2024) on Saturday, February 22, followed by a Sensory Sunday Matinee of that movie the following day. Our Cereal (Serial) Book Club met on Tuesday, February 25, to discuss *The Wild Robot* by Peter Brown and make crafts.

Our busiest day this month was Thursday, February 20, which featured our popular “Introduce a Girl to Engineering Day” program.

FEBRUARY STATISTICS

- Overall Circulation with Renewals: **69,616**
- Digital Circulation: **17,166**
- Physical Items Checked Out: **35,212**
- Physical Items Renewed: **17,238**
- Holds Filled: **3,593**
- Hoopla Circulation: **2,812**
- Kanopy Circulation: **32,900 minutes, using 420 tickets**
- OverDrive Circulation: **13,934**
- New Library Card Accounts: **406**
- Gate Count: **17,883**
- Busiest Day: **944 (Thursday, February 20)**

CHILDREN'S PROGRAMS

Story Times at the Library

Children's Services Librarian Kelly, Librarian Joyce, and Library Assistant Tanya held Tuesday evening story times at 6 p.m. on February 4, 11, 18, and 25; Wednesday morning active story times at 10 a.m. on February 5, 19, and 26; Thursday morning baby story times at 10 a.m. on February 6, 13, 20, and 27; Friday morning preschool story times at 10 a.m. on February 7, 14, 21, and 28; and a Saturday story time at 10 a.m. on February 8. The library opened later than usual on Wednesday, February 12, due to a staff training session, so Kelly held an afternoon story time at 1 p.m. for children of all ages. The Tuesday evening story times were followed by "Meet Our Therapy Dogs!" sessions.



"Drop-In Valentine Making"

Kelly held a "Drop-In Valentine Making" craft program for kids and families from 2 to 4 p.m. on Wednesday, February 12, following the afternoon story time. Our calendar invited patrons to come make valentines for their friends or family members. We had 45 patrons attend.

Black History Month Story Time

In honor of Black History Month, we welcomed the local Miss Juneteenth court and the Psi Nu Omega Chapter of Alpha Kappa Alpha Sorority as guest readers for our evening story time at 6 p.m. on Tuesday, February 25. Thirty-seven patrons attended. The story time was followed by a visit from several therapy dogs and their handlers.

STEAMPlay and STEAMKids

Kelly held STEAMPlay sessions in the Children's Department from 11 a.m. to 12:30 p.m. on Friday, February 7; Friday, February 21; and Wednesday, February 26. She also held a STEAMKids session from 10 a.m. to noon on Saturday, February 22.



"Introduce a Girl to Engineering Day"

We held our annual "Introduce a Girl to Engineering Day" program with the National Society of Black Engineers (NSBE) Tri-Cities Professionals and Women of Wisdom (WOW) Tri-Cities from 4 to 6 p.m. on Thursday, February 20. Librarian Johanna coordinated and ran this program that was designed for girls in grades 3 through 12. Our calendar invitation said, "DiscoverE's Girl Day is a time when volunteers, educators, and others act as role models, facilitate engineering activities, and show girls how engineers change our world. Join us in the Richland Public Library Gallery and conference rooms for fun hands-on engineering activities, free snacks, and a chance to meet and talk to real female engineers and scientists from right here in our own community." We estimate that about 200 people attended this popular program.

Cereal (Serial) Book Club

Our Cereal (Serial) Book Club for fourth through sixth graders met from 4 to 5:30 p.m. on Tuesday, February 25. This month, Johanna led the group as they discussed *The Wild Robot* by Peter Brown while making themed crafts. Cereal snacks and craft supplies were provided by the Friends of the Richland Public Library. Twenty-eight patrons attended.

ALL-AGES PROGRAMS

“Valentines for Seniors”

Community Engagement Supervisor Michelle ran our popular “Valentines for Seniors” craft program again this year. During the first week of February, we handed out 100 take-and-make kits containing colorful paper hearts, blank card stock, and other craft supplies. Patrons were encouraged to take the kits home and make cheerful Valentine’s Day cards to donate for area seniors. Each kit contained enough supplies for a family to make 10 valentines.

We provided opportunities for in-person valentine making at the library, too. Johanna and Kelly held a well-attended “Valentines for Seniors” craft session in the Collaboratory from 10 a.m. to 4 p.m. on Saturday, February 8. Additionally, patrons were encouraged to make valentines during our “Cocoa & Crafts with First Responders” event on Thursday, February 6, and during our “Drop-In Valentine Making” craft program for kids and families on Wednesday, February 12.

This year, our patrons donated more than 600 valentines to brighten the day of seniors in our community. The valentines were distributed through Meals on Wheels.



Salmon in the Collaboratory!

We set up a large aquarium tank in the Collaboratory in December to raise Chinook salmon from eggs for the Benton Conservation District’s “Salmon in the Classroom” program. The young salmon, or alevin, continued to grow in February and are now swimming freely through the tank.

Bike Tri-Cities Film: *Motherload*

One of our community partners, Bike Tri-Cities, held a screening of the documentary film *Motherload* (2019) from 1 to 4 p.m. on Saturday, February 1. Our calendar invitation described the film as “an award-winning documentary that uses the cargo bike as the vehicle for exploring parenthood in this digital age of climate change.” Forty patrons attended.

Mid-Columbia Performing Arts Center Information Night

The Mid-Columbia Performing Arts Center Task Force held an information night from 6:30 to 7:30 p.m. on Monday, February 3.

Singing Strings Ukulele Club

Johanna held Singing Strings Ukulele Club teen and adult jams from 6:30 to 8 p.m. on two Tuesdays, February 4 and 18.

Jane Austen Book Club Matinee: *Pride & Prejudice*

We hosted the Jane Austen Book Club from Adventures Underground for a movie showing of *Pride & Prejudice* (2005) from 3 to 5 p.m. on Friday, February 7. Movie licensing was provided by the Friends of the Richland Public Library, and 14 patrons attended.

“Game Time Friday”

Adult Services Librarian Gavin held a “Game Time Friday” program from 10 a.m. to noon on Friday, February 14. 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.

ALL-AGES PROGRAMS (CONTINUED)

“Cocoa & Crafts with First Responders”

Library Manager Chris, Johanna, Michelle, and Tanya held a “Cocoa and Crafts with First Responders” program from 2 to 7 p.m. on Thursday, February 6. Patrons were invited to enjoy hot cocoa, make Valentine’s Day crafts, and meet first responders from the Richland Police and Fire Departments, Benton County Emergency Services (BCES), and Volunteers in Public Service (VIPS). We had 232 patrons attend this extremely popular program, and many of them created valentines to donate for local seniors.

“Steppe Outside: A Photographic Foray in the Shrub-Steppe”

The Columbia Basin Washington Native Plant Society (CBWNPS) held a lecture in the Doris Roberts Gallery from 10:30 a.m. to 1:30 p.m. on Saturday, February 8. Chapter member and wildflower enthusiast Ernie Crediford presented a photographic journey through the shrub-steppe, showcasing local flora. Attendees also learned where and how to view wildflowers locally in the spring. Twenty-eight patrons came.

Family Movie: *Transformers One*

Johanna held a family movie showing of *Transformers One* (2024) at 2 p.m. on Saturday, February 22, with 13 patrons attending. The following day, Library Assistant Mary held a Sensory Sunday Matinee showing at 2 p.m. with 15 patrons.

Author Visit: Bikram Vaidya

Mary hosted a visit by author and chef Bikram Vaidya, who wrote *The Mystic Kitchens of Nepal*, from 10 a.m. to 1 p.m. on Saturday, February 22. His comprehensive guide explores Nepal’s diverse cuisines, cities, and villages, providing more than 150 authentic recipes. We had 55 patrons attend.

Drawathon

We held a Drawathon at the library from Friday, February 28, through Sunday, March 2. This program was organized by Gavin, and we estimate that 60 patrons attended the first day. Patrons were encouraged to free draw, or respond to drawing prompts, on paper covering the Collaboratory walls, tables, and floor. They could also get drawn as a cartoon by caricature artist Lynae Brown, participate in a staple art program led by Kelly, and enjoy a figure-drawing session with a visit from library mascot Theo on the first day.

TEEN PROGRAMS

“Teen Paint & Sip” Craft Program

Teen Services Librarian Alyssa held a “Teen Paint & Sip” craft program from 6:30 to 7:45 p.m. on Thursday, February 6. Our calendar invitation said, “Come and sip some soda and scribble together a painting of a Valentine’s Day theme tree!”



ADULT PROGRAMS

Tri-City Cinephiles Club Double Feature: *Better Off Dead* and *Clueless*

The Tri-City Cinephiles Club continued their “Double the Fun Sunday” double feature series by showing *Better Off Dead* (1985) and *Clueless* (1995) from noon to 4 p.m. on February 9. These movie showings were for patrons ages 18 and older.

B-Reactor Museum Association Lecture

We hosted a public meeting of the B-Reactor Museum Association from 7 to 8:30 p.m. on Monday, February 10, in the Doris Roberts Gallery. Washington State University history professor Robert Franklin gave a presentation on Black history from the Manhattan Project. Forty-one 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, February 10. We had 45 patrons attend this month.

Mocktails & Masterpieces: Crepe Paper Flowers

Mary held Mocktails & Masterpieces craft sessions from 6 to 8 p.m. on Tuesday, February 11, and from 1 to 3 p.m. on Wednesday, February 12. Patrons created crepe paper flowers while enjoying nonalcoholic strawberry mojito mocktails. A total of 27 patrons attended.

Heart Safe Hands Only CPR Training

We hosted two free “Heart Safe Hands Only CPR Training” sessions at 6 and 7 p.m. on Tuesday, February 11, in the Doris Roberts Gallery. Preregistration was required for these classes provided by Heart Safe Richland, Richland Fire and Emergency Services, and the City of Richland. A total of sixty patrons attended.

Kadlec Community Health Programs

We hosted two programs by Kadlec Community Health this month. The first program, “Neurographic Art Technique,” was held from 2 to 3:30 on Friday, February 21. The second program, a talk about the MTHFR gene mutation by Dr. Neil Rawlins, was held from 4 to 5:30 p.m. on Friday, February 28. Another planned program was canceled due to snow. We also hosted Kadlec’s Parenting Together Support Group from 10 to 11 a.m. on Saturday, February 22.

Tri-Cities House Plant Lovers’ Plant Swap

We hosted the Tri-Cities House Plant Lovers from 1 to 3 p.m. on Saturday, February 15, as they held a fun “holiday hangover” plant swap. Our calendar invitation said, “Bring plants to trade or gift, or come just to visit with other plant lovers! There is always a free table where no trades are needed.” Seventy-five patrons attended.

Tri-Cities Cinephiles Club Movie: *Return of the Living Dead*

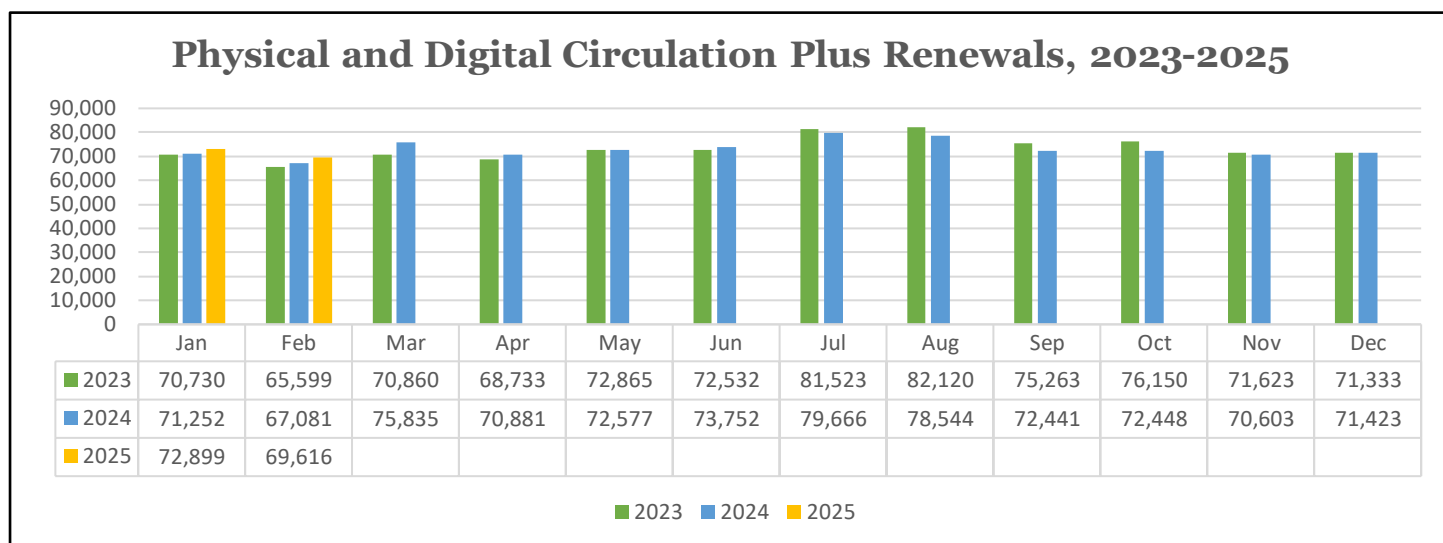
Gavin held a Tri-Cities Cinephiles Club showing of *Return of the Living Dead* (1985) from 6:30 to 8:30 p.m. on Monday, February 24. This group is for patrons ages 18 and older. Twelve attended.

Local Book, Writing, and Craft Clubs

Clubs that met at the library this month included Storywriters on Monday, February 10; Quilting in the Library on Thursday, February 13; By the Book Knitters on Tuesday, February 18; the Thursday Afternoon Book Club on February 20; and the Monday Night Book Group on February 24.

STATISTICS

TOTAL CIRCULATION

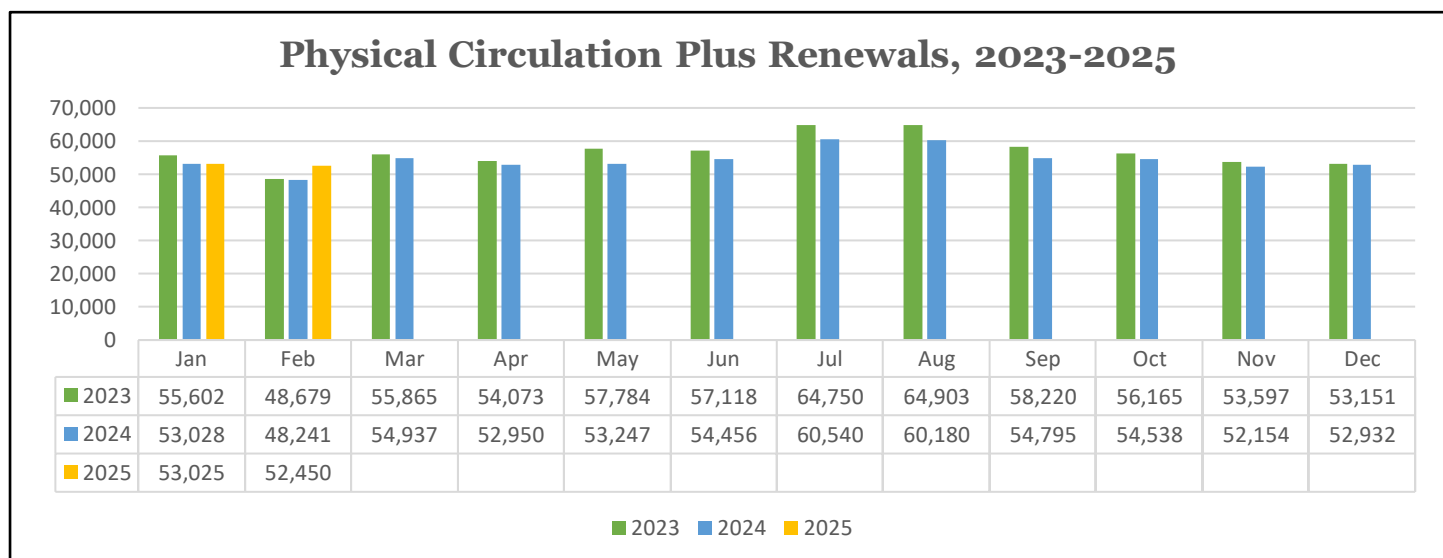


During February, our total physical plus digital circulation was 52,378 items, not including renewals. Of those, 35,212 (67.2%) were physical items and 17,166 (32.8%) were digital items obtained through Hoopla, Kanopy, and OverDrive. Kanopy plays were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was down 6.7% compared to the 56,134 items checked out in January 2025. Digital circulation was also down 13.6% compared to the 19,874 items checked out in January. We filled 3,593 requests for holds, and we had 10 scheduled curbside deliveries for 6 patrons.

Our patrons also renewed 17,238 physical items in February. Including these physical item renewals, our overall circulation was 69,616. That overall circulation was down 4.5% compared to the 72,899 items circulated in January 2025, but it was up 3.8% compared to the 67,081 items circulated in February 2024.

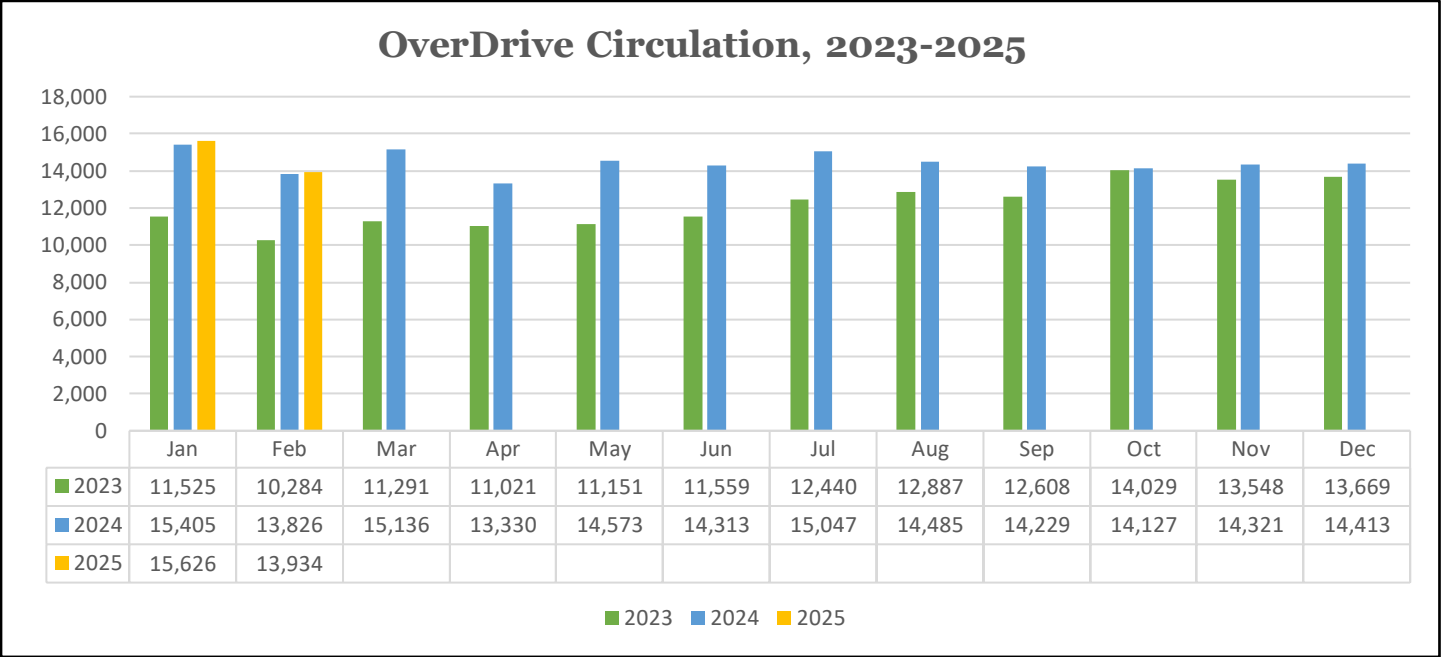
PHYSICAL CIRCULATION



Our patrons checked out 35,212 physical items in February and renewed 17,238 physical items, for a total physical circulation of 52,450 items. That circulation was down 1.1% compared to the 53,025 physical items checked out and renewed in January 2025, but it was up 8.7% compared to the 48,241 items checked out and renewed in February 2024. The top ten categories that circulated this month were Adult Nonfiction (4,052 items), Children's Storybooks (3,841 items), Children's Chapter Book Fiction (3,429 items), Children's Nonfiction (2,644 items), Adult Fiction 2nd Floor (2,580 items), Adult Movies (2,401 items), Children's Graphic Novels (2,354 items), Children's Favorites on the Story Circle (1,745 items), Children's Movies (1,344 items), and Adult New Books (1,295 items).

DIGITAL CIRCULATION

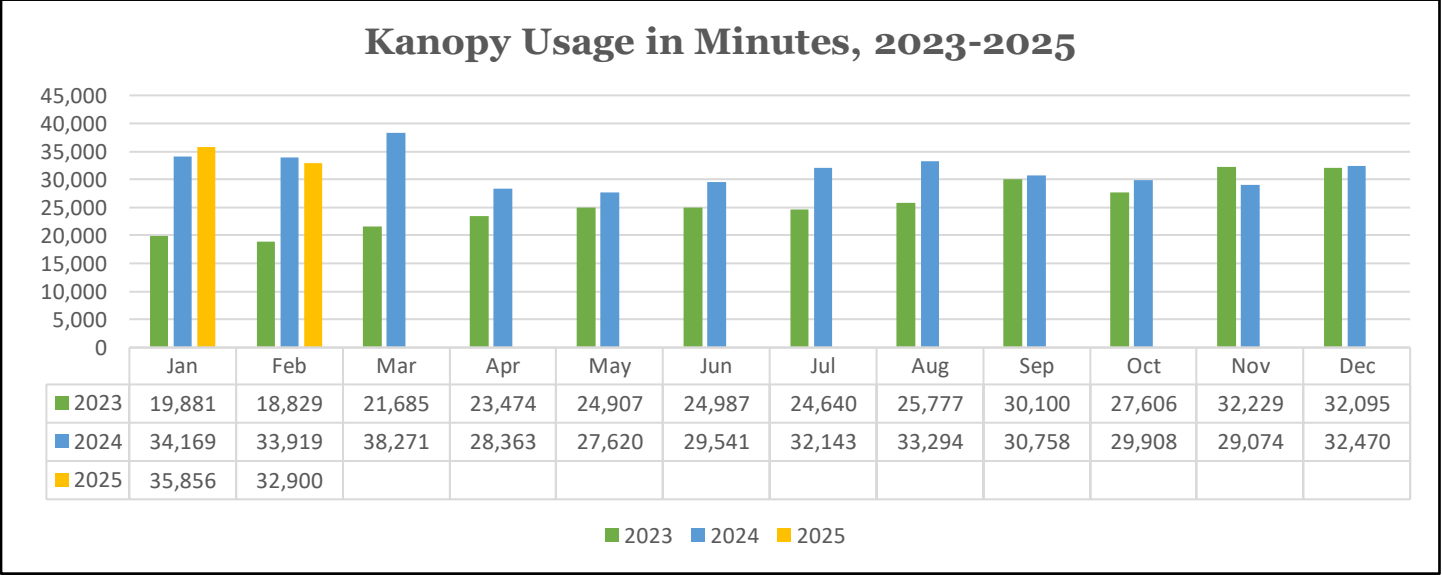
OverDrive



The 13,934 checkouts through OverDrive in February were down 10.8% compared to the 15,626 checkouts in January 2025, but they were up 0.8% compared to the 13,826 checkouts in February 2024.

This month’s checkouts included 5,983 e-books (which were 42.9% of the OverDrive items checked out), 5,905 audiobooks (42.4%), and 2,046 e-magazines (14.7%).

Kanopy

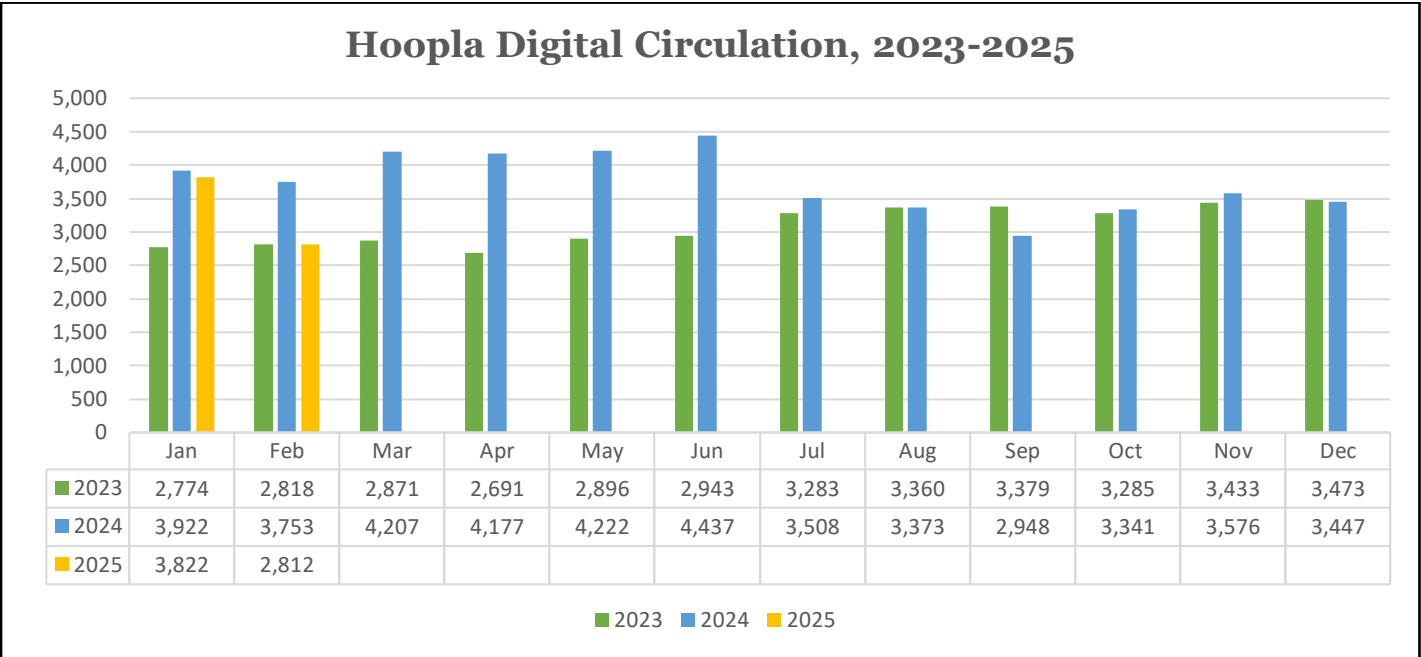


Our patrons viewed 32,900 minutes of Kanopy content during the month of February, using 420 tickets. That usage was down 8.2% compared to the 35,856 minutes viewed in January 2025, and it was also down 3.0% compared to the 33,919 minutes viewed in February 2024. Cardholders in the United States, Mexico, and Argentina viewed content on Kanopy this month, while additional cardholders in Austria and France 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, Paramount Pictures, Aardman Animations, Monster Entertainment, Weston Woods, PBS, Nelvana International, Dandelooo, and Moonbug Entertainment. Content was viewed on televisions (60.4%), mobile devices (18.1%), tablets (15.5%), and desktops (6.0%).

DIGITAL CIRCULATION (CONTINUED)

Hoopla

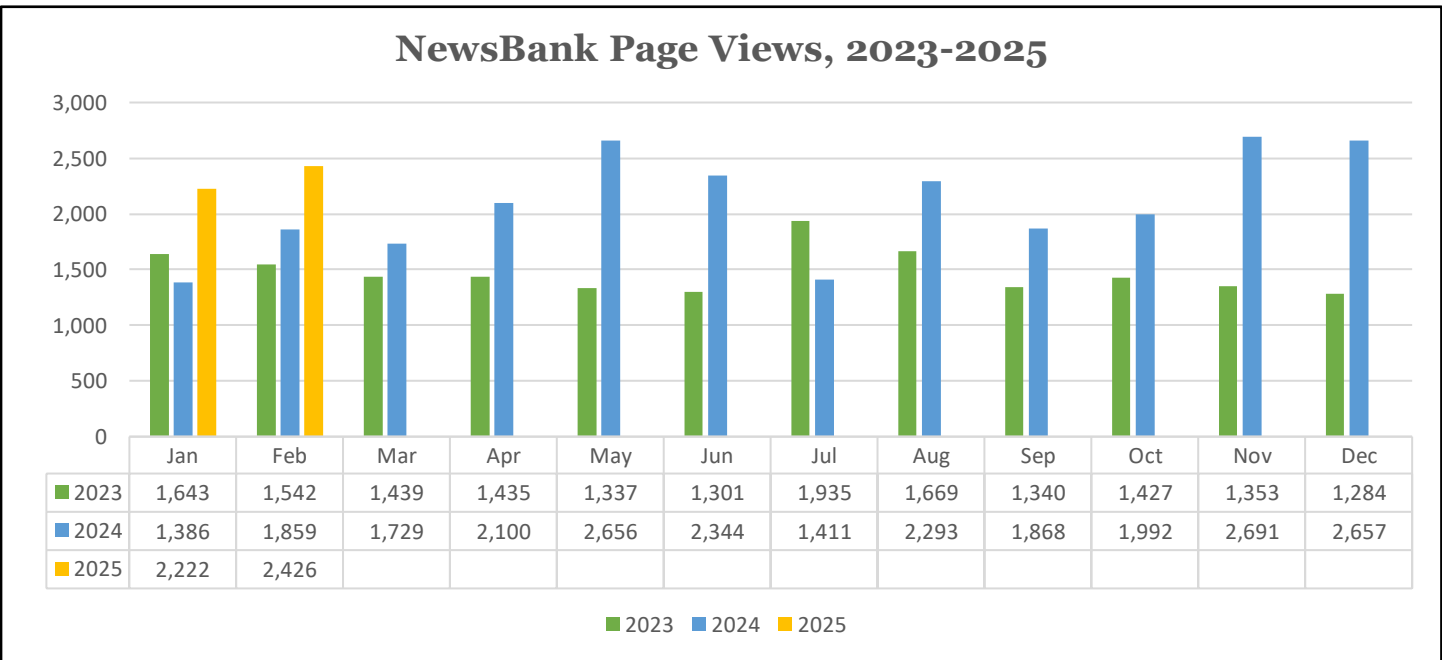


The 2,812 circulations in Hoopla during February were down 26.4% compared to the 3,822 circulations in January 2025, and they were also down 25.1% compared to the 3,753 circulations in February 2024. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,699 audiobooks (which were 60.4% of the Hoopla items checked out this month), 663 e-books and e-comics (23.6%), 372 movies and television shows (13.2%), 71 music items (2.5%), and 7 magazines (0.3%).

OTHER DIGITAL SERVICES

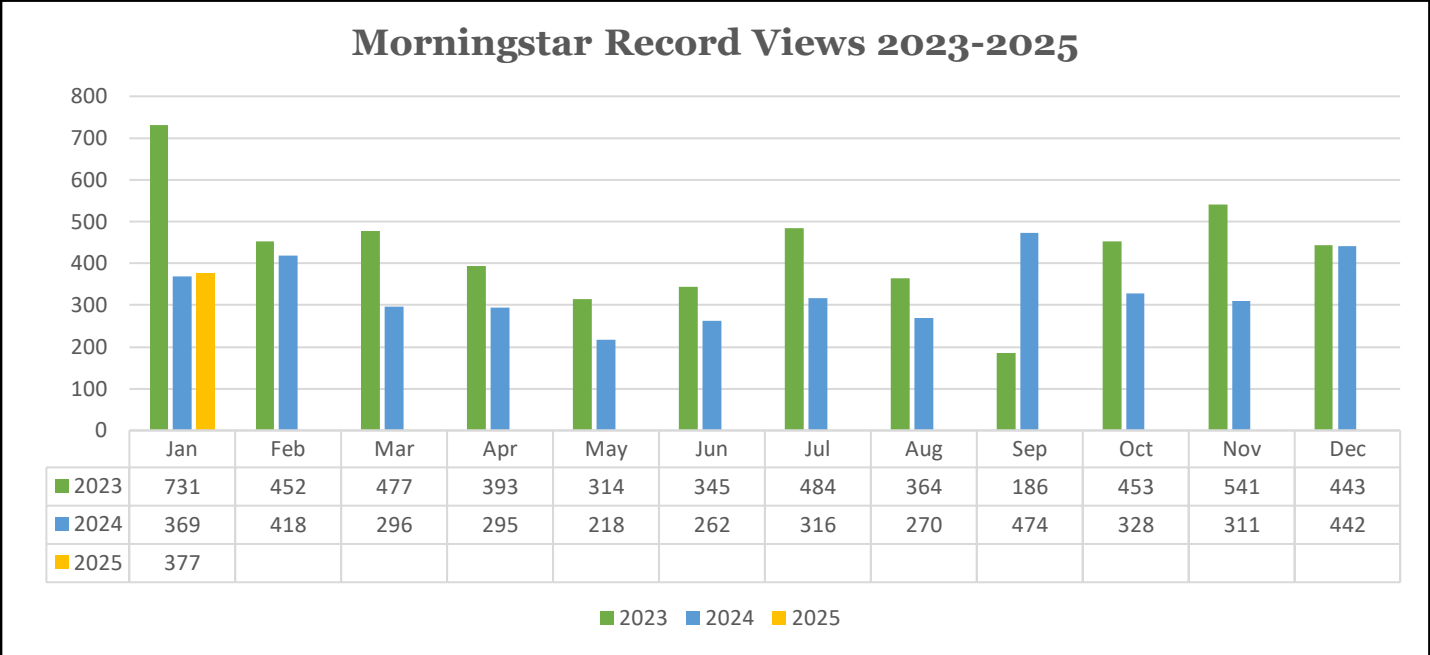
NewsBank



The 2,426 NewsBank page views in February were up 9.2% compared to the 2,222 page views in January 2025, and they were also up 30.5% compared to the 1,859 page views that occurred February 2024. NewsBank seems to be one of the more consistently used offerings in our database collection.

OTHER DIGITAL SERVICES (CONTINUED)

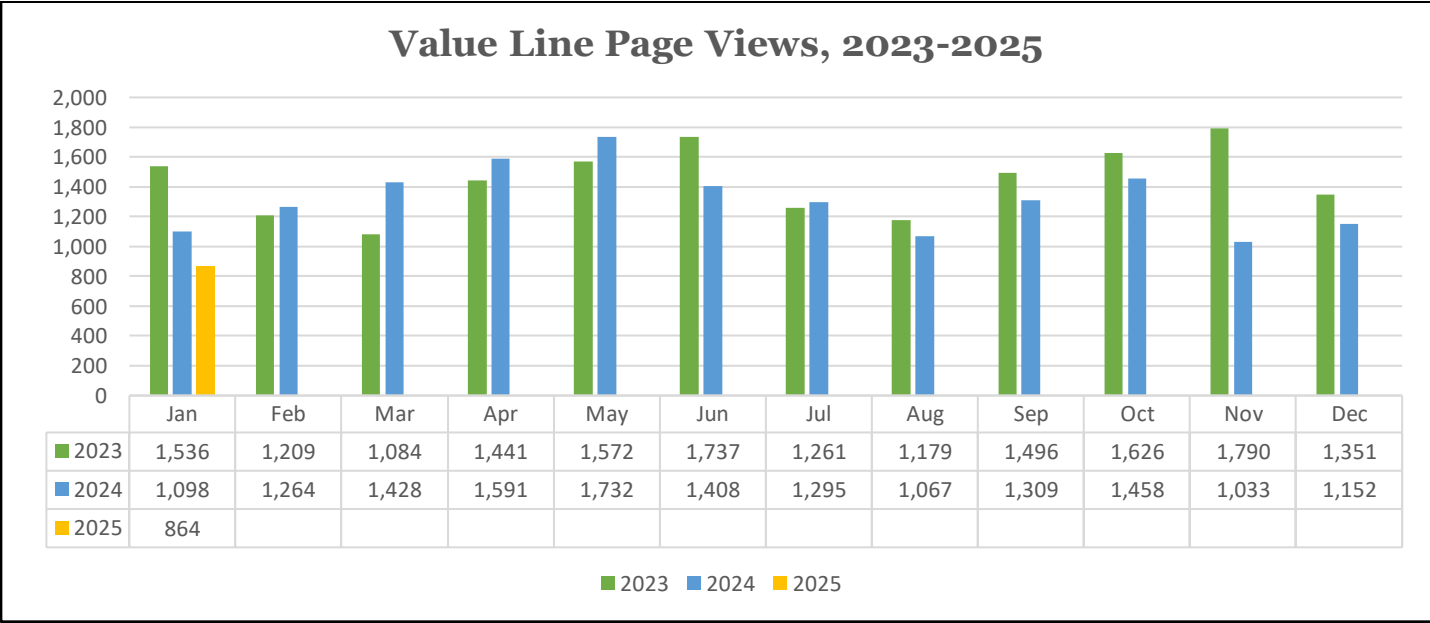
Morningstar



Our patrons viewed 377 Morningstar records in January. That usage was down 14.7% compared to the 442 record views in December 2024, but it was up 2.2% compared to the 369 record views that occurred in January 2024. 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 February, so we will include them in next month’s board report.

Value Line



The 864 Value Line page views in January were down 25% compared to the 1,152 page views in December 2024, and they were also down 21.3% compared to the 1,098 page views that occurred in January 2024. 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 February, so we will include them in next month’s board report.

ADDITIONAL STATISTICS

Gate Counts

Our total gate count for February was 17,883. Our busiest day was Thursday, February 20, which featured a baby story time and our extremely popular “Introduce a Girl to Engineering Day” program. We logged 944 patrons that day.

Interlibrary Loans

In February, we received a total of 123 interlibrary loan requests from other libraries. We sent 60 items to libraries during the month in response to requests.

We also sent 5 interlibrary loan requests to other libraries in February for our patrons. We received 7 items from other libraries in response to our requests.

New Library Card Accounts

We created 406 new library card accounts in February. They included 238 resident cards, 121 reciprocal cards, 16 nonresident cards, 16 reciprocal digital cards, 12 limited access cards, and 3 interlibrary loan accounts.

Public Internet Sessions

During the month of February, our patrons used the library’s public computers for a total of 1,724 hours and 25 minutes.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/11/2025

Agenda Category: Approval of Bills

Prepared By: Kylie Christian, Administrative Assistant

Subject:

March 2025 Claims for Payment

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the February 1, 2025 through February 28, 2025 claims for payment.

Summary:

This is a review and approval of the February 1, 2025 through February 28, 2025 claims for payment.

Attachments:

1. Library Payroll - February 2025
2. February Library Voucher Listing
3. 2025.03.11 Claims for Payment

CITY OF RICHLAND
LIBRARY EXPENDITURE

February 2025

Month/Year

PAY PERIODS: From January 27, 2025 to February 23, 2025

GROSS SALARIES \$ 164,202.35

		Gross Wages	Total
WEEK OF:	<u>02/13/25</u>	<u>52,474.48</u>	<u>52,474.48</u>
WEEK OF:	<u>02/27/25</u>	<u>54,861.73</u>	<u>54,861.73</u>
WEEK OF:	<u> </u>	<u> </u>	<u> </u>
TOTAL		<u>107,336.21</u>	<u>107,336.21</u>

Library Voucher Listing

Begin Date: 2/1/2025

End Date: 2/28/2025

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		1000416595	2/5/2025	332148	CATALOGING METADATA ILL SUB 1/25-12/25	\$15,508.02
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$15,508.02
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$91,851.00			YTD ACTUAL: \$34,014.01			YTD % USED: 37.03%		
INFORMATION TECHNOLOGY TOTAL:								\$15,508.02
	K8721000/4117	MOON SECURITY SERVIC		6027087	2/19/2025	332748	MARCH 2025 ALARMNET FIRE MONT	\$160.99
EXPERT SERVICES TOTAL:								\$160.99
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$3,250.00			YTD ACTUAL: \$321.98			YTD % USED: 9.91%		
	K8721000/4201	FRONTIER		02/25 2061882614	2/19/2025	332734	TELEPHONE 2/1/2025- 2/28/2025	\$53.06
	K8721000/4201	FRONTIER		2/25 5099433152	2/26/2025	332918	LIBRARY TELEPHONE CHARGES 2/1/2025- 2/28/2025	\$1,132.76
	K8721000/4201	T-MOBILE USA INC		02/25 963664605	2/26/2025	332965	LIBRARY MATERIALS HOTSPOTS 12/21/24- 1/20/25	\$714.00
TELEPHONE & COMM SVCS TOTAL:								\$1,899.82
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$24,330.00			YTD ACTUAL: \$3,735.42			YTD % USED: 15.35%		

Library Voucher Listing

Begin Date: 2/1/2025

End Date: 2/28/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4207	BANK OF AMERICA		013125	2/3/2025	10446	Library Merchant Services Fees	\$5.59
MERCHANT SVC FEES TOTAL:								\$5.59
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$2,200.00			YTD ACTUAL: \$65.15			YTD % USED: 2.96%		
	K8721000/4301	HAFFNER, MICHELLE		25-015 HAFFNER	2/26/2025	332923	25-015 HAFFNER ALA LIBLEARNX CONF	\$180.99
	K8721000/4301	CITY OF RICHLAND		25-015 HAFFNER	2/26/2025	332893	25-015 HAFFNER ALA LIBLEARNX CONF 2025	\$430.00
TRAVEL EXPENSES TOTAL:								\$610.99
TRAVEL EXPENSES - YTD INFORMATION								
BUDGET: \$21,000.00			YTD ACTUAL: \$3,297.32			YTD % USED: 15.70%		
	K8721000/4504	KELLEY CREATE CO		38397719	2/5/2025	332138	AGREE#112-3056730-000 1/2025	\$420.67
	K8721000/4504	XEROX CORP		021732598	2/19/2025	332774	3UA-295134 TERM LEASE 6/1/24-6/30/24	\$75.47
	K8721000/4504	XEROX CORP		021732599	2/19/2025	332774	3UA-295169 TERM LEASE 6/1/24-6/30/24	\$75.47
	K8721000/4504	XEROX CORP		021732601	2/19/2025	332774	3UA-296344TERM LEASE 6/1/24-6/30/24	\$147.86
	K8721000/4504	XEROX CORP		021735262	2/19/2025	332774	3UA-295258 TERM LEASE 4/21/24-5/22/24	\$201.66
	K8721000/4504	XEROX CORP		021527610	2/19/2025	332774	3UA-295169 METER READ 4/21/24-5/30/24	\$75.47
	K8721000/4504	XEROX CORP		021527612	2/19/2025	332774	3UA-296344 METER READ 4/21/24-5/30/24	\$147.86

Library Voucher Listing

Begin Date: 2/1/2025

End Date: 2/28/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4504	XEROX CORP		021732600	2/19/2025	332774	3UA-295298METER READ 4/21/24-5/30/24	-\$363.09
	K8721000/4504	KELLEY CREATE CO		38619310	2/28/2025	333049	AGREEMENT#112-3056730 -000 11/24-02/25	\$2,892.93
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$3,674.30
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$14,145.00			YTD ACTUAL: \$3,696.04			YTD % USED: 26.13%		
	K8721000/4912	ALA		TXN0008353	2/28/2025	0	25-103 C. NULPH ALA 2025 ANNUAL CONF & EXHIBITION	\$430.00
TUITION/CONFERENCE FEES TOTAL:								\$430.00
TUITION/CONFERENCE FEES - YTD INFORMATION								
BUDGET: \$4,320.00			YTD ACTUAL: \$430.00			YTD % USED: 9.95%		
	K8721000/5301	WA STATE DEPARTMENT		DOR 01/2025	2/25/2025	10469	COMBINED EXCISE TAX - JANUARY 2025	\$16.35
STATE TAXES TOTAL:								\$16.35
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$16.35			YTD % USED: 1.60%		
LIBRARY ADMINISTRATION TOTAL:								\$6,798.04
	K8722100/3401	NEWSBANK INC		RT553984	2/14/2025	332672	DIGITAL NEWSPAPER TC HERALD AMERICAS NEWS 2025 SUB	\$11,119.00
	K8722100/3401	THE GALE GROUP		86020966	2/7/2025	332204	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$215.15
	K8722100/3401	THE GALE GROUP		86021186	2/7/2025	332204	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$312.13
	K8722100/3401	PLAYAWAY PRODUCTS		489156	2/19/2025	332756	LIBRAY MATERIALS - CHILD BOOK COLLECTION	\$58.85

Library Voucher Listing

Begin Date: 2/1/2025

End Date: 2/28/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	MIDWEST TAPE		506691222	2/12/2025	332347	LIBRARY DATABASE - JANUARY 2025	\$7,344.78
	K8722100/3401	WT COX SUBSCRIPTIONS		3146272	2/14/2025	332698	WALL STREET JOURNAL DIGITAL/PRINT SUBSCRIP 2025	\$875.04
	K8722100/3401	NORTHWEST MUSEUM OF		25INM731	2/14/2025	332651	TUMBLEWEED TOURIST MAC MUSEUM PASS 2025	\$375.00
LIBRARY RESOURCES TOTAL:								\$20,299.95
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$424,700.00			YTD ACTUAL: \$63,763.75			YTD % USED: 15.01%		
LIBRARY PUBLIC SERVICE TOTAL:								\$20,299.95
LIBRARY NON-FACILITIES TOTAL:								\$42,606.01

Library Voucher Listing

Begin Date: 2/1/2025

End Date: 2/28/2025

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		01/2025 JAN	2/12/2025	50010	CITY UTILITY BILLS/JAN 2025	\$3,064.68
UTILITIES TOTAL:								\$3,064.68
UTILITIES - YTD INFORMATION								
BUDGET: \$57,000.00			YTD ACTUAL: \$3,064.68			YTD % USED: 5.38%		
LIBRARY FACILITIES TOTAL:								\$3,064.68



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

MARCH 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 \$ \$149,942.22 this 11th day of March, 2025.

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

Voucher Listings	Amount
February 01, 2025 thru February 28, 2025	\$42,606.01

Transfer Advice (Salaries)	
Salaries for the weeks of: January 27, 2025 thru February 23, 2025	\$107,336.21

MONTHLY EXPENSES	\$149,942.22
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Comments: COR Library Voucher Listing - February 2025
COR Library Expenditure - February 2025

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: 3/11/2025

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:

February 25, 2025 Three Boards Special Workshop Meeting Discussion

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

The Library Board will have a follow-up discussion about the Library Board Special Joint Meeting on February 25, 2025.

Attachments:

I. 20250225 Richland Meeting Executive Summary

Facilitated Conversation with Richland Public Library Boards

Executive Summary

The facilitated conversations with Richland's library-affiliated boards provided a valuable opportunity for collaboration, strategic thinking, and relationship-building. This session brought together members of the Library Board, Friends of the Library, and the Library Foundation to explore key areas such as board recruitment, donor development, communication, fundraising, and training. Discussions highlighted the need for a more proactive and strategic approach to recruitment, improved coordination between boards, and strengthened donor cultivation practices. Additionally, participants explored innovative fundraising opportunities and professional development resources to enhance board effectiveness. This meeting marked the first step in fostering greater alignment among the boards, with ongoing efforts to build a more unified and strategically engaged library community. The Washington State Library consultants were honored to support this initiative and gain insights alongside the participants.

Below please find the synthesis of the facilitators' notes and recommendations.

Sincerely,

Brianna Hoffman, Training Coordinator and Consultant

Jeanne Williams, Public and Tribal Library Consultant

Participants

- Library Board – 5 members present, plus city council liaison
- Friends of RPL – 4 members present
- RPL Foundation Board – 2 members present
- Staff – Christopher Nulph, Director and Kylie, Administrative Assistant

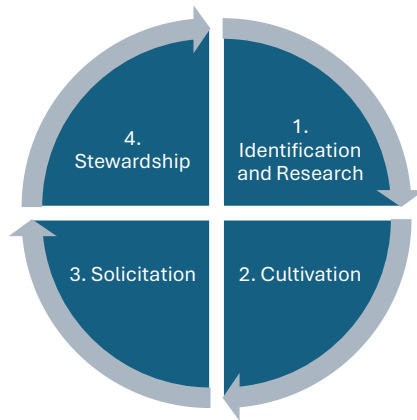
Strategic Recruitment

- Current recruitment methods
 - Recruitment for the Library Board is generally city driven and can be competitive.
 - Recruitment for Friends and Foundation is more informal.
- Recommendations for more strategic recruitment
 - Recruitment should be a continuous process, not something done once a year when you “need” it.
 - Recommend each board take time to identify skills and experience they feel would make an ideal board member.
 - Recommend each board take time to create a one-page or half-page flyer to distribute to interested parties that detail:
 - Skills and experience desired
 - Approximate time commitments
 - Potential activities

- Utilize volunteer fairs in the community to help get the word out about board service opportunities.

Donor development

- Utilize high donor potential in Richland
 - Start cultivating those relationships and continue to cultivate those relationships – and not reaching out ONLY when you are asking for money.
 - Share news and events continuously with potential donors – sharing the good news will make them keep thinking about you and the good things you are doing for the community, making it an easier “sell” when you do ask for money.
 - Know what you’re asking money *for* – identify those wish list items, put an approximate price tag on them, have a rendering if possible, to show potential donors.
 - Donor Cultivation Cycle
 - “Donor Cultivation: How to Build Relationships Before the Ask”



<https://donorly.com/thedonorlyblog/donor-cultivation#faq>

Coordination and communication between boards (reduction of duplication of efforts)

- How do you communicate *now*?
 - 3 boards meet periodically, though not as frequently since pandemic shut-downs
 - Library Director provides reports for the board on library events, status and development (these reports are available to city council)
 - Conversations with friends: there are board members who are friends outside of their board service and they talk to one another regularly.
 - The boards are conscious “not to step on each other’s toes”
- Recommendations for improved communication between boards
 - Liaisons between boards
 - Identify and formalize members of each board to serve as liaisons to another.

- Set expectation that liaisons will attend other board meetings and report to their board on the status and happenings of the board they liaise with.
- RPL Foundation – Could consider hiring a part-time employee to focus on donor cultivation, organizing large events, and marketing while also potentially serving as a liaison to Friends and Library Boards.
- Create a clear process for interaction
 - Formalize structure and schedule for three boards to meet.
 - Use this time to discuss strategic priorities, identify your “wish list,” and identify opportunities for collaboration and potential overlap to help reduce any duplication of efforts.
- “Wish List” – important to share what money is being raised for with donors
 - Include both short- and long-term projects.
 - Include both big and small projects and which group pursues each.
 - Wish lists could be provided to local companies and businesses.
 - Consider SWOT analysis of each wish list item.
- Regularly scheduled meetings
 - Each board should have regularly scheduled meetings which will allow for liaising with each other and keeping communication open.
 - Regularly scheduled meetings that are publicized also provide the public with an opportunity to come to meetings and could generate higher membership rates.

Fundraising

- Grants
 - Grants can generally be used for programs, equipment, speakers, etc. They are usually not allowed for operational costs.
 - Grant Cycle
 - Identify
 - Write
 - Implement
 - Evaluate
 - Report
 - Recommendations for grant-seeking
 - Identifying a grant writer on your board (either current member or recruiting for one).
 - Consider part-time employee on foundation could also seek and write grants.
 - Grant resources
 - [Grant Programs | Grants.gov](#)
 - [Find Grants for Nonprofits | Foundation Directory | Candid](#) – accessing this service requires a monthly fee but is referenced in grants.gov. There are tutorials on how best to use the FD.

- Fundraising Brainstorm
 - Donor cultivation
 - Corporate giving
 - Golf tournament
 - Specialty sales (lobster)
 - Festival of Trees/Tiny Trees (La Conner example)
 - In-library events
 - Putt putt golf
 - Nerf gun/laser tag
 - Escape rooms
 - Company/corporate/sponsorship Friends membership
 - Theme dinner party
 - Great Gatsby, “Romantasy Ball,” etc. (Grape Gatsby, Starkville Library example)

Training and development needs

- [WLFFTA](#) – connect with Craig Seasholes
- WebJunction: [Friends of the Library: Tools and resources](#)
- [United for Libraries](#) – ALA Division for Trustees, Friends, Foundations
- [The Library Support Network](#) – Created by the Seattle Public Library Foundation
- [EveryLibrary](#) – Political action group that supports libraries, particularly in intellectual freedom challenges. Helpful to look at their news and advocacy activities.
- [EveryLibrary Institute](#): companion organization to EveryLibrary, includes training and research about library advocacy
- Foundation Directory Online



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/11/2025

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:

Richland Public Library Board Annual Report to City Council

Department:

Parks & Public Facilities

Recommended Motion:

Review and discuss the report to make any necessary changes.

Summary:

Included is a draft of the Richland Public Library's annual report that is presented to City Council by the Library Board.

Attachments:

I. Library Board Presentation to Council - 2024



Board of Trustees 2024 Operating Report



Our Board of Trustees

Karen Buxton, Chair

Cara Hernandez, Vice Chair

Linda Isakson, Member

Lindsay Lightner, Member

Tyler Pickel, Member

Sandra Kent, City Council Liaison



**Special thanks to the Friends of the Library
and the Library Foundation for continued
support and Board collaboration.**

Community Engagement





Community Engagement Highlights

Community Partnerships

- The Library relies on partners to support our community engagement. We worked with a growing list of partners this year including Artworks Northwest, B-Reactor Museum Association, Battelle, Catholic Charities, Christ the King Church, Civil Air Patrol, Columbia Basin College, Department of Energy, 4-H, Kadlec Community Health, Martha's Cupboard at Central Church, Mid-Columbia Children's Museum, Port of Benton, REACH Museum, Richland School District, Tri-Cities House Plant Lovers, and WSU Tri-Cities.

Innovative Library Events

- We experimented with unique event offerings such as an after-hours poetry/music program, a "Ghouls Night Out" Halloween program, and adult Sunday afternoon programs featuring creative activities.
- We welcomed more authors and guest performers, including authors Travis Baldree, Lisa McMann, and Matt McMann; magician Louie Foxx; and musicians Michelle Cameron, Hank Cramer, and Sean Gaskell.
- We continued to hold popular annual events, fostering community connection through Dive Into Summer, Family Game Day, Introduce a Girl to Engineering Day, Valentines for Seniors, and other programs.



Community Engagement Highlights (Continued)

New Partnerships and Cultural Events

- We fostered a new partnership with the Hindu Society of Eastern Washington to successfully host the Library's first-ever "Diwali: Festival of Lights" celebration, a highly attended event in October.
- We expanded senior outreach efforts, including organizing Singing Strings Ukulele Club performances at local senior residential communities.



City-wide Collaboration and Engagement

- We increased collaboration with key City departments including Police, Fire, Recreation, and Economic Development, fostering stronger communication and joint initiatives that align with City-wide goals.
- We spearheaded the creation and management of a multi-departmental booth at Art in the Park, providing an opportunity for all City departments to engage directly with citizens.
- We provided critical support for Fall Carnival and Winter Wonderland, enhancing these seasonal offerings.
- We worked closely with the Recreation Department on Pop-Up Play Days in local parks, bringing fun activities to neighborhoods across the City and increasing community engagement with Library services.



2024 Community Engagement

Output	2023 Total	2024 Total	Trend
Program and Outreach Activities	825	1,020	+ 23.6%
Program and Outreach Attendees	42,951	52,057	+ 21.2%
Reading Challenge Participants	2,550	2,598	+ 1.9%
Social Media Followers	7,916	8,994	+ 13.6%
Lobby Exhibits	38	42	+ 10.5%
Gate Count	187,175	207,023	+ 10.6%



Technical Services Highlights

- We launched our Richland Public Library app. Patrons may easily check out and renew books, manage their account, access our event calendar, and easily connect to our digital resources.
- We added the Aspen discovery layer to our catalog in April. Patrons can now see physical and digital resources in one search and browse for themed book lists.
- We have built up our graphic novel, light novel, and anime collections.
- We began using a new room booking interface making that process easier for both the patron and staff. This enhanced interface led to an increase in room reservations in 2024.
- We have continued to expand our offerings through Tumbleweed Tourist, our program that allows residents to check out free passes for museums and other regional attractions. We became the first library in Washington State to offer Oregon State Park passes!



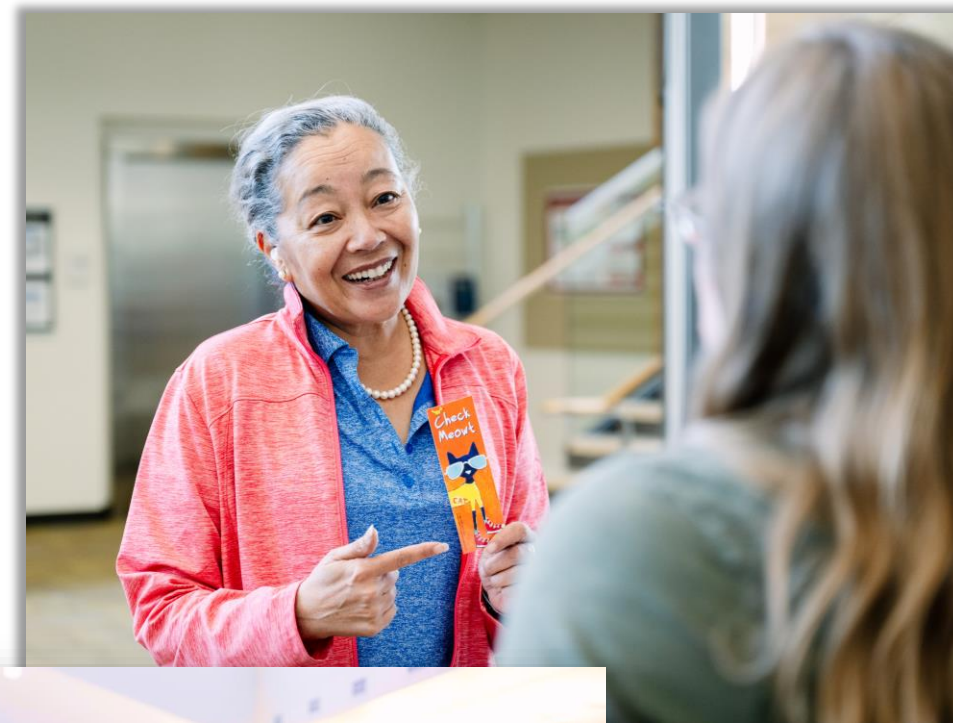
2024 State of the Collection

- 166,128 physical items in the collection
- 9,305 physical items added in 2024
- 216,518 digital holdings (Hoopla, Libby, and Kanopy)
- 382,646 total physical and digital holdings
- 13 paid subscription databases



2024 Circulation Statistics

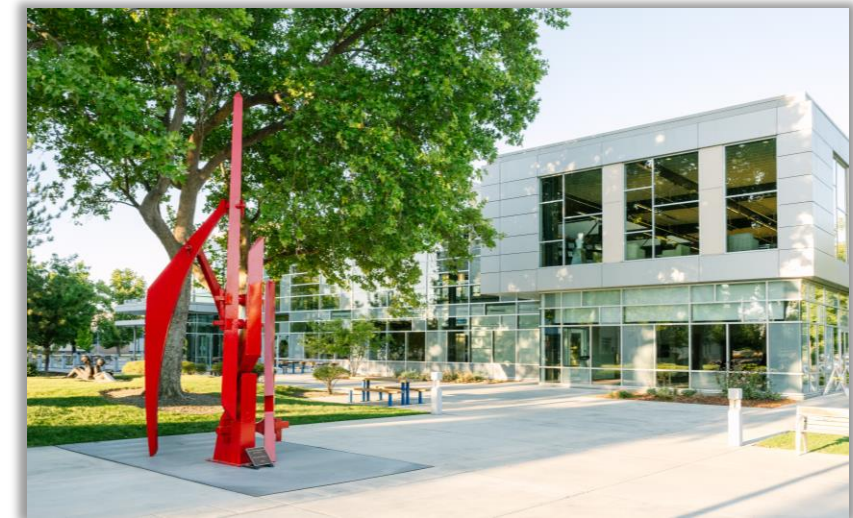
Output	2023 Total	2024 Total	Trend
Physical Circulation & Renewals	688,192	654,867	- 4.8%
Digital Circulation	194,673	226,807	+ 16.5%
Total Circulation	882,865	881,674	- 0.13%
Holds Filled	43,055	42,591	- 1.08%
Interlibrary Loans Sent	743	1,041	+ 40.1%
Interlibrary Loans Received	315	278	- 11.7%
Database Usage	124,218	82,597	- 33.5%





User Experience Highlights

- The Library mascot, Theo, made his debut!
- Our new Teen Reactor space opened in early 2024. The Teen Reactor includes two teen computers, a Switch gaming system with a large TV, board games, and comfortable seating. It was made possible by a community donation of \$10,000.
- New wayfinding signage was installed throughout the Library, featuring large, visible room signs and bold, color-coded pillar wraps to direct patrons.
- We added whiteboard tables in the Richland Room to expand our collaborative working and study areas.
- “On the Threshold of Liberty,” a sculpture by late artist Bernard Hosey, was donated by his family and installed in front of the Library.
- The Library reinstalled the Horse Heaven Hills mural that had been on loan to WSU Tri-Cities since before the Library’s 2009 renovation.





2024 General Statistics

Output	2023 Total	2024 Total	Trend
New Library Cards	4,030	4,084	+ 1.3%
Meeting Room Uses	853	1,021	+ 19.7%
Study Room Uses	1,650	2,018	+ 22.3%
PC Sessions	15,888	21,165	+ 33.2%
Volunteer Hours	4,592	4,782	+ 4.1%
Wi-Fi Session Uses	71,050	96,600	+ 36.0%



2024 Finances

Summary of Year:

- General Fund Budget: \$2,804,108
- Rollovers and Grants: \$59,037.80
- Total Expenditures: \$2,821,426.37
- End of Year Balance: \$41,719.43

Notable Expenditures:

- Staff Salaries and Benefits: \$2,010,533
- Physical Collections: \$159,548
- Digital Collections: \$247,609
- Total Collections: \$407,157

Estimated value of Library services utilized by residents in 2024 amounts to more than
\$10,000,000!



Behind the Scenes in 2024

- We upgraded our public computers and printers to an easier-to-use management system, TBS, in December. New self-checkout stations and print release computers were installed in early 2025.
- By late December, we were tracking gate counts, interlibrary loans, and new library card accounts using SharePoint. We plan to have all Library statistics tracking converted to SharePoint by the end of 2025.
- Our SharePoint site provides a central location for staff to access announcements, user guides, resource lists, support requests, rule violations, our Action Plan, and more.
- We worked with four other libraries on a reciprocal borrowing agreement for physical items, and databases. The agreement took effect in January 2025 and includes Mid-Columbia Libraries, Walla Walla Country Rural Library District, Walla Walla Public Library, and Columbia County Rural Library District.





2025 Action Plan Items

- Plan for the Library's 75th Anniversary Celebration in 2026.
- Implement and assess reciprocal borrowing with our partner libraries.
- Complete and program our new outdoor space.
- Use budgeted funds to update lobby and exhibit furniture.
- Initiate research into South Richland library service. Leverage a Parks & Public Facilities survey to gauge public interest in a South Richland library branch.
- Utilize video more frequently to record and tell the library's story to our stakeholders.
- Build deeper connections with our teen population.
- Install and manage the Foreign Language Collection and the expansion of our Experience Library.
- Create a work group to boost our team building events, host more group training opportunities, and celebrate our successes.





**Thank
you for
your
support!**

