



Agenda
Library Board Meeting
Tuesday, May 13, 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. May 13, 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. April 8, 2025 Library Board Meeting Minutes

Richland Public Library Updates:

3. Richland Public Library Staff Update
 - Alyssa Uretsky-Pratt, Teen Librarian
4. May 2025 Library Manager's Report
 - Christopher Nulph, Library Manager

Approval of Bills: (Approved by Motion)

5. May 2025 Claims for Payment
 - Christopher Nulph, Library Manager

Unfinished Business:

New Business:

6. Operating Hours Discussion
 - Christopher Nulph, Library Manager

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, June 10, 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: 5/13/2025

Agenda Category: Approval of Minutes

Prepared By: Kylie Christian, Administrative Assistant

Subject:

April 8, 2025 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the April 8, 2025 meeting minutes.

Summary:

The draft of the April 8, 2025 Library Board Meeting Minutes is included for discussion.

Attachments:

I. 2025.04.08 Library Board Meeting



MINUTES

Richland Public Library Board
Library Conference Room A – 955 Northgate Drive
April 8, 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 5:30 p.m.

Attendance

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

Board Member Isakson left the meeting at 6:05pm.

Approval of Agenda

1. **VICE-CHAIR HERNANDEZ MOVED AND BOARD MEMBER ISAKSON SECONDED THE MOTION TO APPROVE THE AGENDA AS IS. THE MOTION CARRIED 5-0.**

Approval of Minutes

2. **CHAIR BUXTON ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE MARCH 11, 2025 MEETING. BOARD MEMBER LIGHTNER MOVED AND VICE-CHAIR HERNANDEZ SECONDED THE MOTION TO APPROVE THE MINUTES OF MARCH 11, 2025 AS IS. THE MOTION CARRIED 5-0.**

Richland Public Library Updates

3. Richland Public Library Staff Update

Library Supervisor Theresa Barnaby shared about the new foreign language collection of Spanish fiction and non-fiction. Spanish is the second used language in Richland. She also shared about the new outdoor collection, which consists of pickleball paddles, croque, and other outdoor games.

WDLC IMLS LSTA – WA state lost \$3.9 million in funding. This won't affect RPL as much as smaller rural libraries, since RPL doesn't rely on grant funding.

Monthly Hoopla usage has continued to go down due to removing different options from the database. Hoopla is a pay to play database and charges per checkout. This will continue to be monitored. Staff continues to monitor materials available on Libby and Overdrive and if an item is available on one of those platforms, it can be removed from Hoopla.

4. Library Manager's Report

The outdoor space project is moving forward and was approved at the last Council meeting.

Library Manager Nulph discussed what is happening with the IMLS and State Library. The brunt of this falls on the state library and smaller rural libraries. Richland doesn't rely on grants to operate; library operations will not be affected.

Lobby furniture has been ordered and expected to arrive late May. This will replace the tables and chairs along with the benches in the lobby.

Friends of the Library is ready to start selling merchandise on their internet page. Their agreement will need to be amended to use the library's logo. The Friends expect to start selling merchandise in the next few weeks.

Approval of Bills

- 5. VICE-CHAIR HERNANDEZ MOVED AND BOARD MEMBER PICKEL SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR APRIL 2025 IN THE AMOUNT OF \$121,747.34. THE MOTION CARRIED 4-0.**

Unfinished Business

6. Richland Public Library Annual Report to City Council

New Business

7. City of Richland Parks and Recreation Community Survey

City of Richland Parks and Recreation is creating a community survey, the library has been asked to come up with three to five questions to ask in the survey regarding library services. Board Members discussed possible questions for this survey. Questions need to be submitted by June.

8. Appoint a Liaison from the Richland Public Library Board to the Friend's of the Richland Public Library and the Richland Public Library Foundation

At the last Three Boards Meeting in February, it was decided that the Board would appoint a liaison to the two boards that support the library. This would consist of a member of the

Library Board attending the Friends of the Library and Richland Public Library Foundation meetings. Library Board Chair Buxton will attend the Richland Public Library Foundation meetings. Board Members will take turns attending the Friends of the Library meetings due to other commitments on Tuesday evenings when the Friends' meetings take place.

9. Quarterly Reciprocal Borrowing Report

Part of the agreement in the Reciprocal Borrowing Agreement is to provide a quarterly report for reciprocal borrowing. The report has been provided to the Library Board. There will be a meeting in May with the libraries involved in the reciprocal borrowing agreement and their Boards consisting of one to two members.

Agenda Items for Upcoming Board Meeting

Adjournment

Chair Buxton adjourned the meeting at 7:15 P.M.

APPROVED:

ATTEST:

Karen Buxton, Library Board Chair

Kylie Christian, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/13/2025

Agenda Category: Richland Public Library Updates

Prepared By: Alyssa Uretsky-Pratt

Subject:
Richland Public Library Staff Update

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Teen Librarian Alyssa Uretsky-Pratt will share what she has accomplished and what she has planned for the remainder of the year for the teens at the library.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/13/2025

Agenda Category: Richland Public Library Updates

Prepared By: Christopher Nulph, Library Manager

Subject:

May 2025 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

Library Manager Nulph's May 2025 report and library statistics are included for discussion.

Attachments:

1. 2025.05.13 Library Manager's Report
2. 2025.05.13 Library Statistics



LIBRARY MANAGER'S REPORT
Richland Public Library Board
May 13, 2025

State of Library Services

The Outdoor Space has officially broken ground. We hosted the ceremonial groundbreaking 5/2, which featured the Foundation and Friends presenting together along with City administration and elected officials. The contractors, Vincent Brothers, have subsequently fenced the area off and have begun construction. They are estimating a completion date in late summer or early fall. Staff have discussed an official name for the space. We were looking for something simple and homey. The consensus name discussed is The Lawn.

We continue to monitor the State Library and updates regarding their funding. Many of their positions will be eliminated at the end of June unless lawsuits reverse that. We fully anticipate, however, that the positions will be eliminated as currently projected. The State Library is still sorting out exactly what their staff capacity will be, what services they will drop, and which services they will maintain.

The public internet facilitation is one service we know will be dropped. I have been working with City IT to come up with a quick transition as our current service contract expires at the end of June. City IT will take over the facilitation of this service and we have been able to work out some improvements as part of this. The primary improvement will be an upgrade of our filtering service, iPrism. This service had previously capped our internet speeds at around 100 mbps. The upgraded service they will put in place will allow internet speeds to reach their maximum of 1 gbps. The internet service cost for the library will now fall under IT's budget as all other City guest networks do. This in combination with our Envisionware service replacements transitioning to a yearly service cost will save us over \$26,000 in 2026 compared to 2025.

The other key component of State Library changes is connected to our consortium. To recap, these funds come from member libraries, so the financials are not in danger with the State Library budget cuts. The element that is still being resolved is the fiscal agency of the consortium. The State Library acts as the fiscal agent, collecting and spending consortium funds. What we need to determine is if they are still capable of acting in this role or not. A member library can take up the role as fiscal agent, but that would require a little more time to coordinate. The consortium and the State Library will continue to discuss this as we approach their end of June layoffs.

The library is currently assessing a new service to add for our patrons, PatronPoint. This service would provide an email marketing structure that would include things like welcome emails, professionally designed renewal/due/hold notifications, and the option to receive newsletters. The service would also provide us with a way to digitally verify name and address to issue and renew library cards online. We feel this would be a big boost to adding and retaining patrons and it is something Councilmember Jones

asked about at our April presentation. Lastly, the service can provide customized reading recommendations to individual patrons. These recommendations can appear in notices like when holds become available. For example, based on the book held, the service will recommend other similar books in that holds notification. We are still assessing and negotiating with the service provider, Springshare, which is the same company that provides us with our calendar services.

The City wayfinders (TV marketing) have started to fail in certain spots across the City. We have two that have stopped functioning, leaving us with two functioning devices. This service is facilitated through Marketing & Communications, and they are looking at potential replacements to employ. We do not have an estimate of when they will find an alternative service at this time.

The hot spot swap continues to make progress. Our T-Mobile service will end on 5/20, and we will work to get the Verizon devices out as soon as we can after that. The rollout may not be immediate, but we should have them in place shortly after 5/20. Again, this raises our total hot spots from 24 devices to 50 without increasing our monthly service cost.

Program highlights from the month include:

- Our salmon were successfully released at Salmon Summit in late April. In addition to the release, we participated in the Salmon Summit activities and interacted with over 400 students during the two-day event.
- We had a busy Spring Break with some big event attendance during that week. ArtLab got 211 attendees, Rock Painting had 364 attendees, Salmon Activities in partnership with WSU had 148 attendees, and the Wicked sing-along had 64 attendees.
- So Far, So Good showed attendees tips for mending clothes for sustainable living. This was in partnership with Real Aid and had 30 patrons in attendance.
- The Friends of the Library Book Sale had about 800 visitors over their 4-day sale.

Friends of the Library Update

We have notified the Friends of the designated Library Board liaisons. Please let me know if you are not getting regular invites to their meetings.

Library Foundation

The Foundation's major highlights have been in the form of recognizing their contributions to the outdoor space at the 4/15 Council meeting and the 5/2 ceremonial groundbreaking.

We have notified the Foundation of the designated Library Board liaisons. Please let me know if you are not getting regular invites to their meetings.

Staffing Updates

There are no staffing updates for this month.

Library Statistics

Our library gate count decreased from March to April, following past trends. The Richland School District art show boosts our March numbers yearly, which leads to a bigger gap between March and April. Our overall gate trends show that we have about 1,000 more visitors per month in 2025 than 2024. This has been a consistent trend for February, March, and April this year. Our physical circulation, similar to gate, dipped a little from March to April, but not as significantly as previous years. 2023 showed a 1,792 decrease, 2024 a 1,987 decrease, but 2025 with just a 270 circulation decrease. This continues to show a strong signal that reciprocal borrowing is a positive for us, mitigating what is usually a stronger dip from March to April. In terms of new card registration and the impacts of reciprocal borrowing, we have almost 600 more new cards registered this year compared to last.

Digital statistics continue to follow a stable and steady trend each month. We've seen relatively little volatility of Libby, Hoopla, and Kanopy numbers since the start of the year. When looking at other digital resources, NewsBank is having a particularly strong year with 10,931 page views through April compared to last year's 7,074 page views. Morningstar shows consistent numbers, but Value Line is starting to show somewhat of a slide – 2,371 page views compared to 3,790 in 2024. A to Z Databases is showing a significant increase in usage, already surpassing the total use in 2024. For all of 2024, we recorded 13,787 uses. For the first four months of 2025, we recorded 27,372 uses. A quick check on Rosetta Stone shows steadily increasing usage with April reaching 211 sessions. This compares to 74 sessions on Mango in April 2024. This is something we will continue to monitor the trends on.

RICHLAND PUBLIC LIBRARY



April 2025 Statistics Report for the May Board Meeting

SUMMARY

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

- Rock Painting craft program on Tuesday, April 1
- “Salmon Activities for Kids” program on Wednesday, April 2
- “Story Time at Goethals Park” on Friday, April 4
- Saturday Story Time on April 5
- “Kids’ Clean Energy Activities” student-run table on Monday, April 7
- “Drawn to the Library” craft program on Monday, April 7
- “Fix It: Book Nooks” craft program on Tuesday, April 8
- “So Far, Sew Good” presentation on Wednesday, April 9
- “Game Time Friday” on April 11
- Team Battelle Math Tutoring on April 12, 19, and 26
- “For the Love of Art” program by David Lake on Wednesday, April 16
- “That Ribbon of Highway: Woody Guthrie in the Pacific Northwest” program by folksinger Joel Underwood on Thursday, April 17
- Cavalcade of Authors visit from Adi Alsaid on Friday, April 18
- Kadlec’s Parenting Together Support Group on Saturday, April 19
- LGBTQIA+ Craft Social on Monday, April 21
- Friends of the Richland Library Spring Book Sale from Wednesday, April 23, through Saturday, April 26, in support of library programs
- “Absolute Beginner’s Intro to Ukulele” on Saturday, April 26
- “Ask Death Doulas” on Sunday, April 27
- “Wood Ducks: Education and Conservation” on Tuesday, April 29.

We held an “Oz Movie Magic” double feature showing of *The Wizard of Oz* (1939) and *Wicked* (2024) on Thursday, April 3. We held a Sensory Sunday Matinee of *Moana 2* (2024) on April 6. The Tri-City Cinephiles held a “Double the Fun Sunday” showing of *The Big Short* (2015) and *American Psycho* (2000) on April 13, and they also watched *Wall Street* (1987) on Monday, April 28. Our Cereal (Serial) Book Club met on Tuesday, April 22, to discuss *Bamboo Kingdom* by Erin Hunter and create panda-themed crafts. Library staff conducted outreach at the City of Richland’s “Ready, Set, Hop!” event in Howard Amon Park, Badger Mountain Elementary Science Night, Earth Day at the REACH Museum, TAGCON 2025, and the Salmon Summit. Our busiest day this month was Tuesday, April 1, during spring break for many area schools. We held an extremely popular Rock Painting program, a ukulele jam, and a story time with therapy dogs that day.

APRIL STATISTICS

- Overall Circulation with Renewals: **76,225**
- Digital Circulation: **18,462**
- Physical Items Checked Out: **37,536**
- Physical Items Renewed: **20,227**
- Holds Filled: **3,480**
- Hoopla Circulation: **3,070**
- Kanopy Circulation: **31,027 minutes, 384 tickets used**
- OverDrive Circulation: **15,008**
- New Library Card Accounts: **441**
- Gate Count: **18,110**
- Busiest Day: **1,033 (Tuesday, April 1)**

CHILDREN'S PROGRAMS

Story Times at the Library

Children's Services Librarian Kelly, Librarian Joyce, and Library Assistant Tanya held regular Tuesday evening story times at 6 p.m. on April 1, 8, 15, 22, and 29; Wednesday morning active story times at 10 a.m. on April 2, 9, 16, 23, and 30; Thursday morning baby story times at 10 a.m. on April 3, 10, 17, and 24; and regular Friday morning preschool story times at 10 a.m. on April 11, 18, and 25. Kelly also held a Saturday Story Time at 10 a.m. on April 5. The Tuesday and Saturday story times were followed by "Meet Our Therapy Dogs!" sessions.

"Salmon Activities for Kids"

We held an educational "Salmon Activities for Kids" program from 10:45 to 11:45 a.m. on Wednesday, April 2. It was led by Dr. Lindsay Lightner, who is a Library Board member, and her teaching students from WSU Tri-Cities. Our calendar invitation said, "Come in to see our salmon before they are released into the Columbia later this month, and learn about salmon through kid-friendly activities presented by WSU teacher students." We had 148 patrons attend this extremely popular program, which was held during the local school districts' spring break.

"Story Time at Goethals Park"

Kelly held a well-attended outdoor story time at Goethals Park from 10 to 10:45 a.m. on Friday, April 4, the final day of spring break. Our calendar invitation said, "Join us for stories and rhymes followed by nature activities." Librarian Johanna and Library Page Nelibeth helped with a visit from Theo, our mascot. Ninety-two patrons attended.

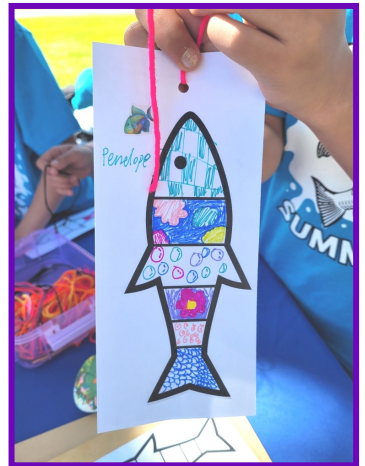
"Kids' Clean Energy Activities"

We hosted a student-run "Kids' Clean Energy Activities" table in the lobby from 5:15 to 6:30 p.m. on Monday, April 7. The students talked about the importance of clean energy, provided a hands-on coloring activity, and showed kids a non-functional electrolysis unit.

Salmon Summit

The Richland Public Library participated in the Benton Conservation District's "Salmon in the Classroom" program again this year, setting up a large aquarium tank in the Collaboratory and raising Chinook salmon from eggs. The young salmon we raised were released into the Columbia River at the Salmon Summit on Tuesday, April 29, and Wednesday, April 30, as hundreds of local fourth and fifth graders participated in outdoor learning activities in Columbia Park.

Kelly and Adult Services Librarian Gavin staffed a library outreach table and led a craft activity on Tuesday, and Library Manager Chris and Library Assistant Mary did the same on Wednesday. Kids made colorful salmon bookmarks with beaded tassels.



CHILDREN’S PROGRAMS (CONTINUED)

STEAMPlay and STEAMKids

Kelly held preschool STEAMPlay sessions in the Children’s Department from 11 a.m. to 12:30 p.m. on Friday, April 18, and Wednesday, April 23. She also held a STEAMKids session from 10 a.m. to noon on Saturday, April 19, with 39 attendees.

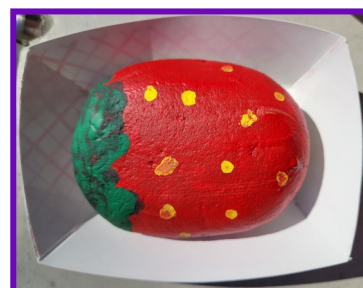
Cereal (Serial) Book Club

Our Cereal (Serial) Book Club for fourth through sixth graders met from 4 to 5:30 p.m. on Tuesday, April 22. This month, Johanna led the group as they discussed *Bamboo Kingdom* by Erin Hunter while creating panda-themed crafts. Cereal snacks and craft supplies were generously provided by the Friends of the Richland Library. Nine patrons attended.

ALL-AGES PROGRAMS

Rock Painting

Kelly and Tanya held an extremely popular Rock Painting craft program for patrons of all ages in the Collaboratory from 1 to 3 p.m. on Tuesday, April 1, the second day of spring break for area schools. Our calendar invitation said, “We’ll supply the rocks and the paint. Bring your creativity and get ready to paint! We will be using acrylic paint so bring a smock or wear something you won’t mind getting paint on.” We had 364 enthusiastic patrons attend.



Singing Strings Ukulele Club

Johanna held Singing Strings Ukulele Club teen and adult jams in the Collaboratory from 6:30 to 8 p.m. on two Tuesdays, April 1 and 15. She had 13 patrons attend each session.



Double Feature: “Oz Movie Magic”

Community Engagement Supervisor Michelle held an “Oz Movie Magic” double feature showing of *The Wizard of Oz* (1939) and *Wicked* (2024) from 3:30 to 9 p.m. on Thursday, April 3. Johanna and Library Assistant Charm helped with a special appearance from Theo, our mascot. Patrons enjoyed watching movies, snacking on flavored popcorn from Popcorn Northwest, having their faces painted by Vivid Imaginations Face Painting, and singing along to their favorite songs from the movie. We encouraged them to come dressed as their favorite characters. Sixty-four patrons attended this fun program.

Sensory Sunday Movie: *Moana 2*

Mary held a “Sensory Sunday Matinee” showing of *Moana 2* (2024) from 2 to 4 p.m. on April 6. Light snacks and movie licensing were generously provided by the Friends of the Richland Library. Thirteen patrons attended.

“Drawn to the Library”

Gavin and Kelly held an all-ages “Drawn to the Library” program from 6 to 7:30 p.m. on Monday, April 7, in celebration of National Library Week. They provided guided activities, drawing prompts, and free space to encourage creativity.



ALL-AGES PROGRAMS (CONTINUED)

“Fix It: Book Nooks”

Mary held a “Fix It: Book Nooks” craft program from 6 to 8 p.m. on Tuesday, April 8, in the Collaboratory. Eighteen patrons came to repurpose magazine file boxes into charming book nooks.

“So Far, Sew Good”

Gavin hosted Real Aid for Tri-Cities from 5 to 7 p.m. on Wednesday, April 9, as they presented a workshop on how to mend clothes for sustainable living. Patrons could learn sewing basics, receive free sewing kits, and read informational zines (mini magazines). Thirty patrons attended.

“Game Time Fridays”

Gavin held a “Game Time Fridays” program in the Collaboratory from 11 a.m. to 1 p.m. on Friday, April 11. Twelve patrons attended.

For the Love of Art: “The Art of Kayak Building”

We hosted artist David Lake as he presented a lecture about kayak building from 6 to 7 p.m. on Wednesday, April 16. David has taught wood shop at Kiona-Benton High School for 32 years, and he builds beautiful wooden kayaks featuring elaborate wooden inlays. Thirty patrons attended.

Tri-Cities Earth Day 2025 at the REACH Museum

Sustainable Tri-Cities, the REACH Museum, and Citizens’ Climate Education held a Tri-Cities Earth Day 2025 celebration on Saturday, April 19. Johanna and Library Assistant Angela staffed a Richland Public Library outreach table, handing out take-and-make kits with craft supplies for making colorful sun-themed bracelets and nature sun prints with light-sensitive paper. Many other community organizations participated.

Absolute Beginners’ Intro to Ukulele

Johanna also held an “Absolute Beginners’ Intro to Ukulele” class from 2 to 3 p.m. on Saturday, April 26, in the Collaboratory. Teens and adults were invited to come learn the basics, from how to hold and strum a ukulele to how to read ukulele chords and tab.

“Wood Ducks: Education and Conservation”

Mary hosted a presentation by Richland Rod and Gun Club member Dale Shielke about wood ducks from 6 to 8 p.m. on Tuesday, April 29. He talked about the birds, their habitat, and conservation, and he demonstrated the construction of a wood duck nesting box.

TEEN PROGRAMS

Author Visit: Adi Alsaid

Michelle and Johanna hosted a special Cavalcade of Authors visit by author Adi Alsaid from 1:30 to 2:30 p.m. on Friday, April 18. He is the author of numerous young adult novels including *Never Always Sometimes, Actually Super*, and *Let’s Get Lost*, as well as hit middle grade novels *The Greatest Heist in Joviala* and *The Bravest Warrior in Nefaria*.

Take-and-Make Kits

Teen Services Librarian Alyssa created macramé take-and-make kits for teens, and library staff handed them out at the front desk this month. The kits contained supplies and instructions for teens to make decorative macramé hoops.

ADULT PROGRAMS

Double Feature: *The Big Short* and *American Psycho*

The Tri-City Cinephiles Club continued their “Double the Fun Sunday” double feature series for patrons ages 18 and older by showing *The Big Short* (2015) and *American Psycho* (2000) from noon to 4 p.m. on April 13. Ten patrons attended.

“Woody Guthrie in the Pacific Northwest”

We hosted a Humanities Washington lecture from 7 to 8 p.m. on Thursday, April 17, in the Doris Roberts Gallery. Our calendar said, “Folksinger and activist Woody Guthrie composed 26 songs in 30 days while riding along the Columbia River and touring the Grand Coulee Dam Project in 1941. With his unique, authentic voice, he chronicled both the grandeur and the perils of what he called ‘The Greatest Thing That Man Has Ever Done’ as an employee of the Bonneville Power Administration. Historian, teacher, folksinger, and actor Joel Underwood performs an hour that is part concert, part theatrical drama, and part lecture.” Forty-six patrons attended this Tri-Cities Community Lecture Series event that was sponsored by the Three Rivers Folklife Society.

LGBTQIA+ Craft Social

Gavin held our monthly LGBTQIA+ Craft Social in the Collaboratory from 6:30 to 8:30 p.m. on Monday, April 21. Forty-two patrons attended this month.

Tri-Cities Cinephiles Club Movie: *Wall Street*

Gavin also held a Tri-Cities Cinephiles Club showing of *Wall Street* (1987) from 6:30 to 8:30 p.m. on Monday, April 28. This group is for patrons ages 18 and older. Seven patrons attended.

Local Book, Writing, and Craft Clubs

Clubs that met at the library this month included Quilting in the Library on Thursday, April 10; Storywriters on Monday, April 14; By the Book Knitters on Tuesday, April 15; the Thursday Afternoon Book Club on April 17; and the Monday Night Book Group on April 21. Project Linus also held their “National Make a Blanket Day” program at the library on Saturday, April 19.

OTHER

More Library Outreach

Michelle assisted with the City of Richland’s “Ready, Set, Hop!” celebration at Howard Amon Park on Saturday, April 12, and Mary decorated windows at the Richland Community Center before the event. Johanna and Tanya staffed an outreach table at the Badger Mountain Elementary Science Night on Wednesday, April 16. Charm, Gavin, and Tanya also staffed an outreach table at TAGCON 2025, an annual game convention held at the HAPO Center on Saturday, April 19.

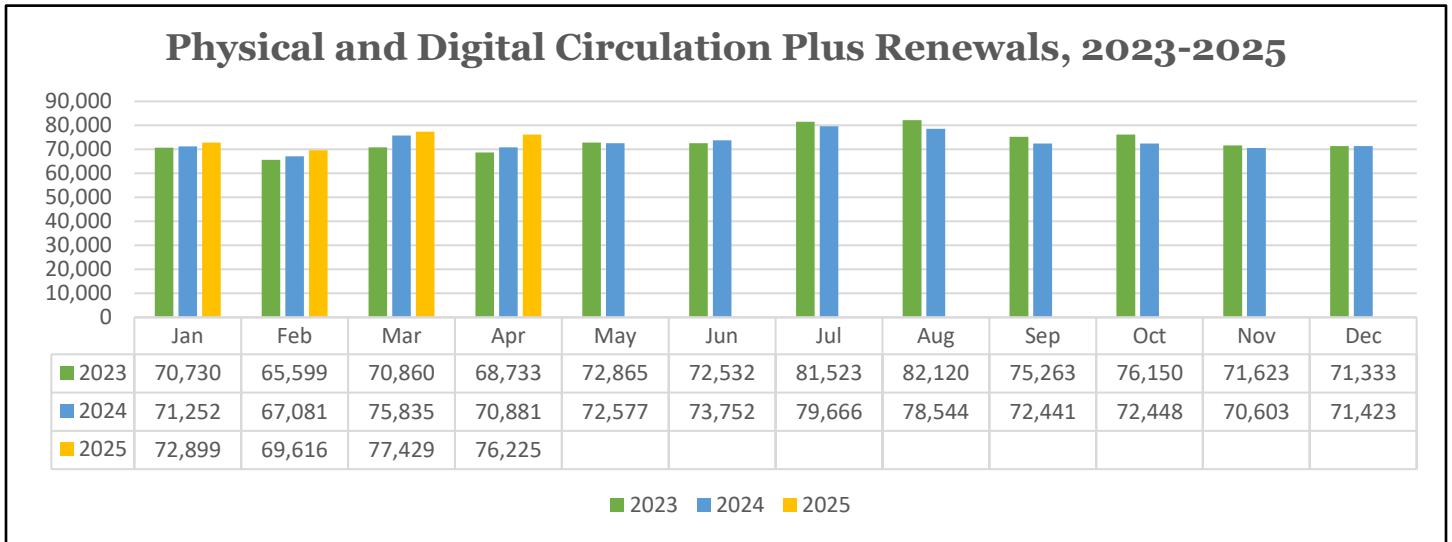


New at the Library: Foreign Language Section

Spanish language books have been increasingly popular with our patrons, so Library Supervisor Theresa created a new foreign language section featuring a selection of bestselling adult novels and other books in Spanish. This new section is much easier for patrons to find, as the shelves are located near our light novels and the books are no longer mixed in with adult nonfiction.

STATISTICS

TOTAL CIRCULATION

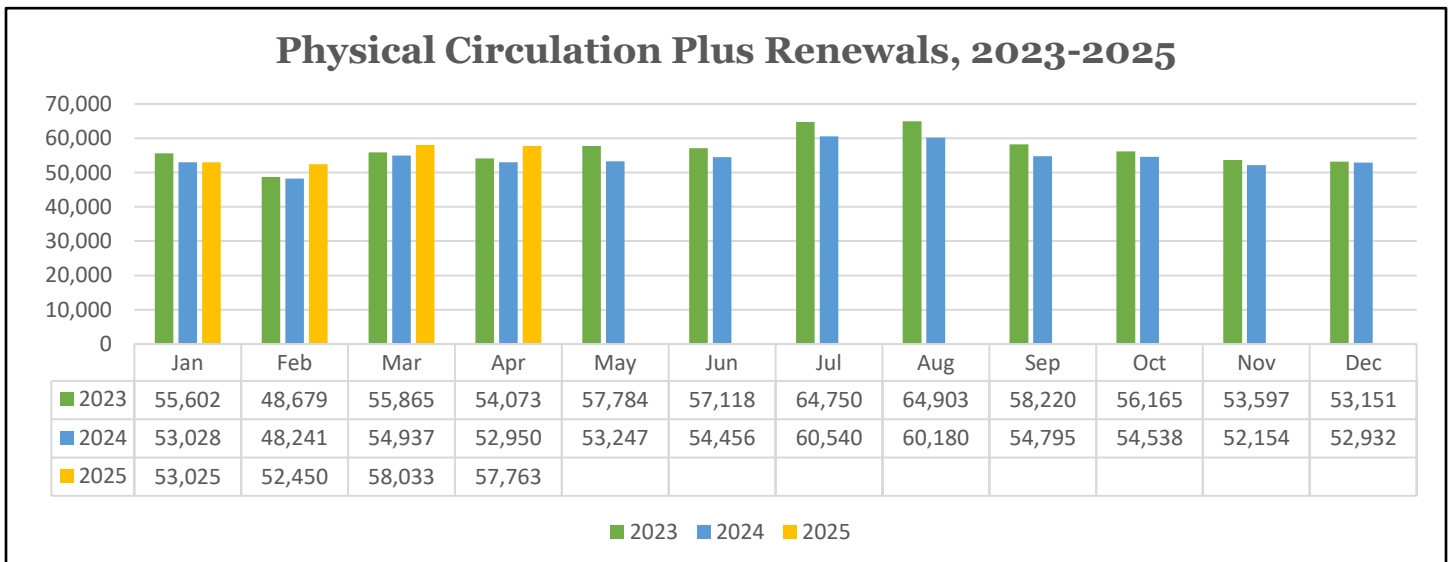


During April, our total physical plus digital circulation was 55,998 items, not including renewals. Of those, 37,536 (67.0%) were physical items and 18,462 (33.0%) were digital items obtained through Hoopla, Kanopy, and OverDrive. Kanopy plays were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was down 4.6% compared to the 58,688 items checked out in March 2025. Digital circulation was also down 4.8% compared to the 19,396 items checked out in March. We filled 3,480 requests for holds and had 9 scheduled curbside deliveries for 5 patrons.

Our patrons also renewed 20,227 physical items in April. Including these physical item renewals, our overall circulation was 76,225. That overall circulation was down 1.6% compared to the 77,429 items circulated in March 2025, but it was up 7.5% compared to the 70,881 items circulated in April 2024.

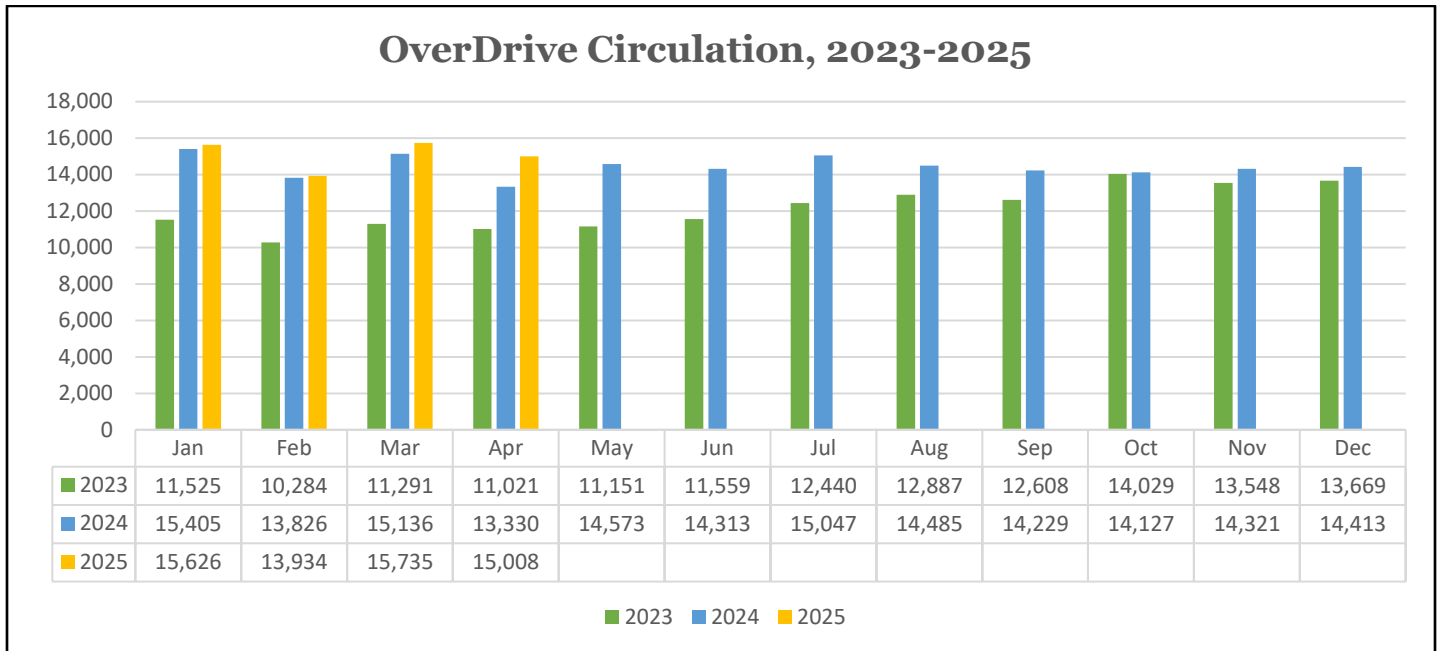
PHYSICAL CIRCULATION



Our patrons checked out 37,536 physical items in April and renewed 20,227 physical items, for a total of 57,763 items. That circulation was down 0.5% compared to the 58,033 physical items checked out and renewed in March 2025, but it was up 9.1% compared to the 52,950 items checked out and renewed in April 2024. The top ten categories that circulated this month were Children’s Storybooks (4,168 items), Adult Nonfiction (4,140 items), Children’s Chapter Book Fiction (3,670 items), Adult Fiction 2nd Floor (2,657 items), Children’s Nonfiction (2,610 items), Children’s Graphic Novels (2,546 items), Adult Movies (2,464 items), Children’s Favorites on the Story Circle (1,849 items), Adult New Books (1,627 items), and Children’s Movies (1,392 items).

DIGITAL CIRCULATION

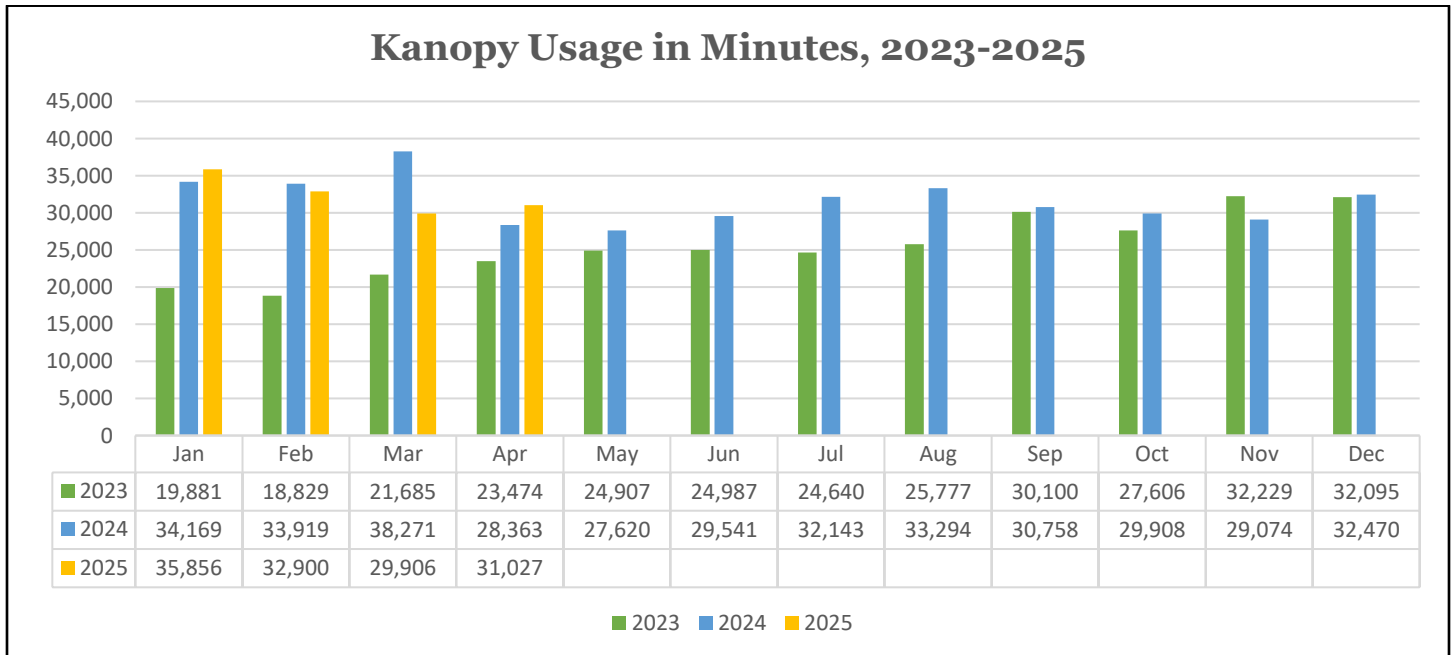
OverDrive



The 15,008 checkouts through OverDrive in April were down 4.6% compared to the 15,735 checkouts in March 2025, but they were up 12.6% compared to the 13,330 checkouts in April 2024.

This month's checkouts included 6,589 audiobooks (which were 43.9% of the OverDrive items checked out), 6,208 e-books (41.4%), and 2,211 e-magazines (14.7%).

Kanopy

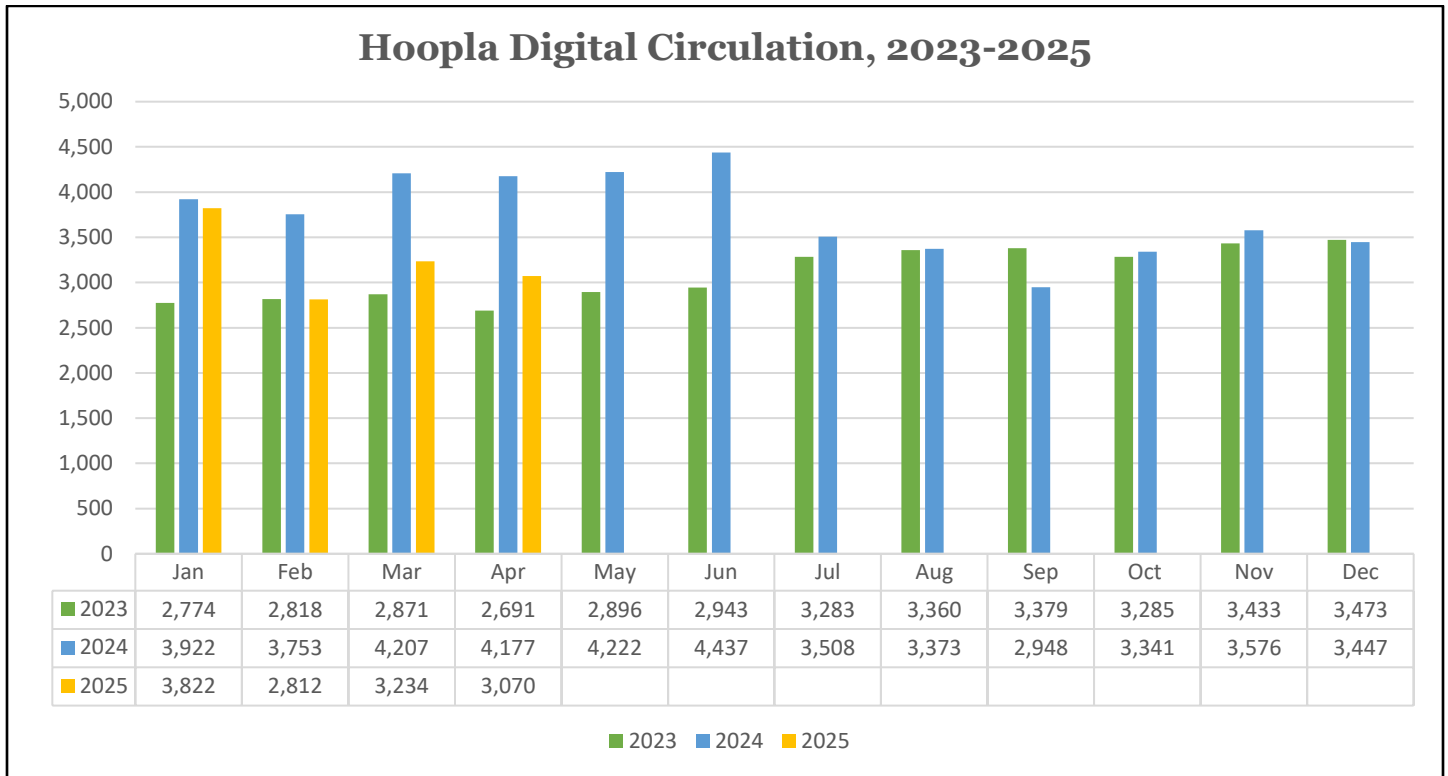


Our patrons viewed 31,027 minutes of Kanopy content during the month of April, using 384 tickets. That usage was up 3.7% compared to the 29,906 minutes viewed in March 2025, and it was also up 9.4% compared to the 28,363 minutes viewed in April 2024.

The top ten suppliers of content viewed on Kanopy this month were BBC Studios, PBS, Weston Woods, Paramount Pictures, WildBrain, The Great Courses, Monster Entertainment, MIAM! Distribution, Moonbug Entertainment, and Aardman Animations. Content was viewed on televisions (53.1%), mobile devices (23.5%), desktops (12.8%), tablets (10.2%), and "media" (0.5%).

DIGITAL CIRCULATION (CONTINUED)

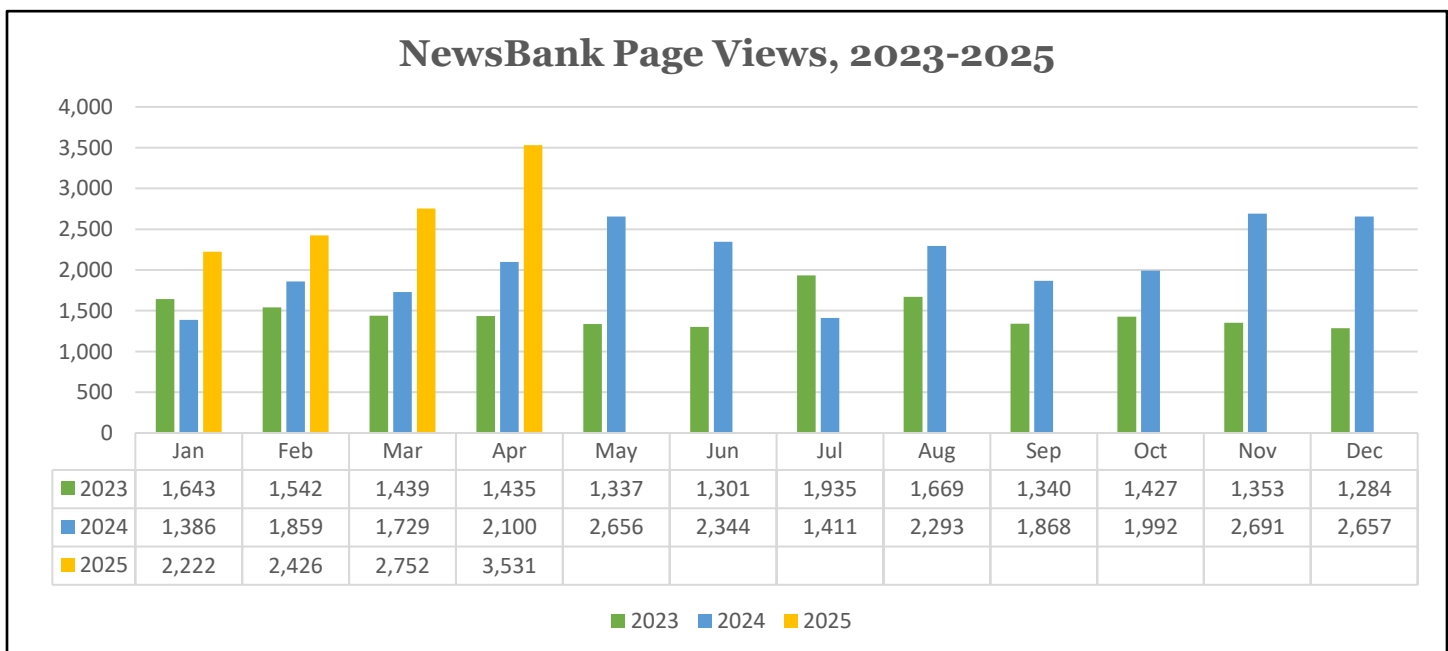
Hoopla



The 3,070 circulations in Hoopla during April were down 5.1% compared to the 3,234 circulations in March 2025, and they were also down 26.5% compared to the 4,177 circulations in April 2024. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,766 audiobooks (which were 57.5% of the Hoopla items checked out), 808 e-books and e-comics (26.3%), 409 movies and television shows (13.3%), and 87 music items (2.9%).

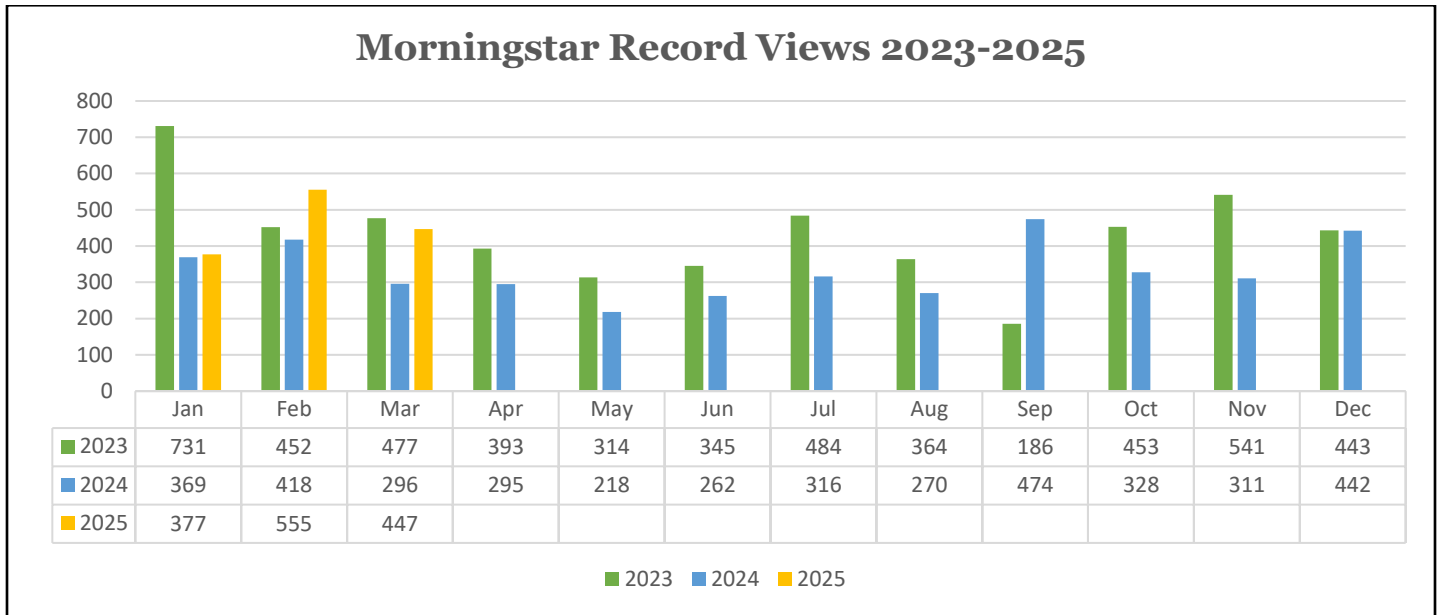
NewsBank



The 3,531 NewsBank page views in April were up 28.3% compared to the 2,752 page views in March 2025, and they were also up 68.1% compared to the 2,100 page views that occurred in April 2024. NewsBank seems to be one of the more consistently used offerings in our database collection.

OTHER DIGITAL SERVICES

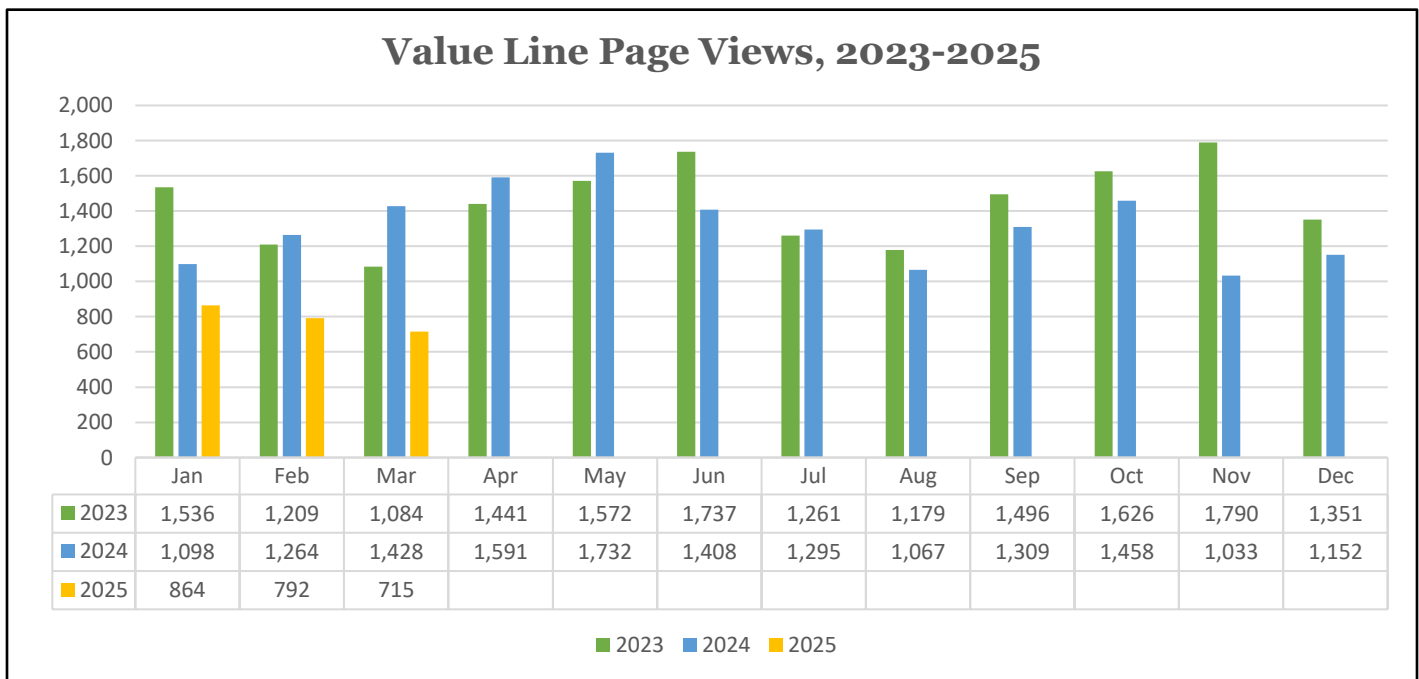
Morningstar



Our patrons viewed 447 Morningstar records in March. That usage was down 19.5% compared to the 555 record views in February 2025, but it was up 51.0% compared to the 296 record views that occurred in March 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 April, so we will include them in next month's board report.

Value Line



The 715 Value Line page views in March were down 9.7% compared to the 792 page views in February 2024, and they were also down 49.9% compared to the 1,428 page views that occurred in March 2024. Value Line is 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 April, so we will include them in next month's board report.

OTHER STATISTICS

Gate Counts

Our total gate count for April was 18,110. Our busiest day was Tuesday, April 1, with 1,033 patrons logged. We held an extremely popular Rock Painting program, a Singing Strings Ukulele Club jam, an evening story time, and a “Meet Our Therapy Dogs!” program that day.

Interlibrary Loans

In April, we received a total of 100 interlibrary loan requests from other libraries. We sent 56 items to libraries during the month in response to their interlibrary loan requests.

We also sent 20 interlibrary loan requests to other libraries in April for items requested by our patrons. We received 18 items from other libraries in response to our requests.

New Library Card Accounts

We created 441 new library card accounts in April. They included 262 resident cards, 119 reciprocal cards, 37 nonresident cards, 10 reciprocal digital cards, 9 limited access cards, and 4 interlibrary loan accounts.

Public Internet Sessions

Patrons enjoyed 2,179 public internet sessions during the month of April, for a total of 1,667 hours and 17 minutes. The average session was 46 minutes long.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/13/2025

Agenda Category: Approval of Bills

Prepared By: Christopher Nulph, Library Manager

Subject:
May 2025 Claims for Payment

Department:
Parks & Public Facilities

Recommended Motion:
Move to approve the April 1, 2025 through April 30, 2025 claims for payment.

Summary:
This is a review and approval of the April 1, 2025 through April 30, 2025 claims for payment.

Attachments:

1. April 2025 Voucher Listing
2. Library Payroll - April 2025
3. 2025.05.13 Claims for Payment

Library Voucher Listing

Begin Date: 4/1/2025

End Date: 4/30/2025

NON-FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8721000/3102	OFFICE DEPOT		415799457001	4/11/2025	334281	M. HAFFNER BUSINESS CARDS	\$30.37
	K8721000/3102	AMAZON		TXN00084233	4/30/2025	0	OFFICE SUPPLIES - FILE FOLDER TABS	\$7.16
	K8721000/3102	AMAZON		TXN00084248	4/30/2025	0	OFFICE SUPPLIES, DISPLAY SUPPLIES	\$243.84
	K8721000/3102	AMAZON		TXN00084260	4/30/2025	0	STEP STOOL - CHILDREN'S DEPARTMENT	\$54.24
	K8721000/3102	AMAZON		TXN00084273	4/30/2025	0	WHITE BOARD MARKERS	\$52.16
	K8721000/3102	AMAZON		TXN00084285	4/30/2025	0	STEP STOOL - CHILDREN'S DEPARTMENT	\$37.16
	K8721000/3102	AMAZON		TXN00084293	4/30/2025	0	HAND SANITIZER	\$55.49
	K8721000/3102	AMAZON		TXN00084295	4/30/2025	0	DISPLAY SUPPLIES	\$35.30
	K8721000/3102	P-CARD OTP		TXN00084348	4/30/2025	0	NATIONAL LIBRARY WEEK - DONUTS FOR STAFF	\$49.25
	K8721000/3102	AMAZON		TXN00084480	4/30/2025	0	OFFICE SUPPLIES - POST IT NOTES	\$26.27
	K8721000/3102	DEMCO INC.		TXN00084563	4/30/2025	0	PROCESSING SUPPLIES - BOOK LABELS	\$73.41
	K8721000/3102	STAPLES		TXN00084584	4/30/2025	0	MENDING SUPPLIES - BOOKTAPE	\$204.36
	K8721000/3102	AMAZON		TXN00084763	4/30/2025	0	OFFICE SUPPLIES - BANDAIDS, FIRST AID SUPPLIES	\$37.86
	K8721000/3102	P-CARD OTP		TXN00084284	4/30/2025	0	SUPPLIES - DIE CUT	\$1,304.40
	K8721000/3102	AMAZON		TXN00084366	4/30/2025	0	OFFICE SUPPLIES - FAN	\$32.60



Library Voucher Listing

Begin Date: 4/1/2025

End Date: 4/30/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8721000/3102	P-CARD OTP			TXN00084560	4/30/2025	0	REMARKABLE INTERNATIONAL CHARGE	\$0.03
K8721000/3102	P-CARD OTP			TXN00084575	4/30/2025	0	TABLET SOFTWARE	\$3.25
K8721000/3102	P-CARD OTP			TXN00084687	4/30/2025	0	ADOBE SOFTWARE	\$24.99
OPERATING SUPPLIES & MATERIALS TOTAL:								\$2,272.14
OPERATING SUPPLIES & MATERIALS - YTD INFORMATION								
BUDGET: \$34,200.00			YTD ACTUAL: \$6,532.12			YTD % USED: 19.10%		
K8721000/3103	P-CARD OTP			TXN00084608	4/30/2025	0	C. NULPH AREA LIB DIRECTOR LUNCH	\$21.57
MEETING EXPENSE TOTAL:								\$21.57
MEETING EXPENSE - YTD INFORMATION								
BUDGET: \$1,900.00			YTD ACTUAL: \$380.14			YTD % USED: 20.01%		
K8721000/3124	SUNWEST SPORTSWEAR			TXN00084302	4/30/2025	0	LIBRARY LOGO CLOTHING - J. WESTBROOK	\$86.50
CLOTHING-NON ALLOWANCE TOTAL:								\$86.50
CLOTHING-NON ALLOWANCE - YTD INFORMATION								
BUDGET: \$1,250.00			YTD ACTUAL: \$86.50			YTD % USED: 6.92%		
K8721000/4117	CI INFORMATION MANAG			0180269	4/16/2025	334561	2 - ONSITE 64 GALLON RECURRING SHRED	\$115.50
EXPERT SERVICES TOTAL:								\$115.50
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$3,250.00			YTD ACTUAL: \$437.48			YTD % USED: 13.46%		
K8721000/4201	T-MOBILE USA INC			03/25 963664605	4/4/2025	334085	LIBRARY HOTSPOTS 2/21/25-3/20/25	\$714.00
K8721000/4201	VERIZON WIRELESS			6108908691	4/16/2025	334630	Verizon Wireless NASPO - March 2025	\$89.72



Library Voucher Listing

Begin Date: 4/1/2025

End Date: 4/30/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8721000/4201	FRONTIER			4/25 5099433152	4/23/2025	334950	LIBRARY TELEPHONE CHARGES 3/1/2025-3/28/2025	\$1,056.77
K8721000/4201	FRONTIER			4/25 2061882614	4/23/2025	334951	TELEPHONE 4/1/2025-4/30/2025	\$53.13
TELEPHONE & COMM SVCS TOTAL:								\$1,913.62
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$24,330.00			YTD ACTUAL: \$7,561.61			YTD % USED: 31.08%		
K8721000/4202	US POSTAL SERVICE			TXN00084537	4/30/2025	0	POSTAGE - DIGITIZING LIB MATERIALS STATE LIB	\$5.40
POSTAGE TOTAL:								\$5.40
POSTAGE - YTD INFORMATION								
BUDGET: \$5,000.00			YTD ACTUAL: \$5.40			YTD % USED: 0.11%		
K8721000/4207	BANK OF AMERICA			033125	4/2/2025	10523	Library Merchant Services Fees	\$5.00
MERCHANT SVC FEES TOTAL:								\$5.00
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$2,200.00			YTD ACTUAL: \$70.15			YTD % USED: 3.19%		
K8721000/4301	BROWN-ELMORE, MARY			JAN-MARCH 2025 RPL	4/11/2025	334247	REIMB JAN-MARCH 2025 MILEAGE	\$23.52
K8721000/4301	HAFFNER, MICHELLE			JAN-APRIL2025RPL	4/23/2025	334954	REIMB JAN-MARCH 2025 MILEAGE	\$18.34
K8721000/4301	LIGHTFOOT, GAVIN			MARCH2025RPL	4/23/2025	334969	REIMB MARCH 2025 MILEAGE	\$14.28
K8721000/4301	CITY OF RICHLAND			25-104 TALBOTT	4/23/2025	334933	25-104 TALBOTT WLA 2025 CONFERENCE	\$535.52
K8721000/4301	SCARFO, MICHAEL			25-105 SCARFO	4/23/2025	334984	25-105 SCARFO WSL 2025 CONFERENCE	\$70.60
K8721000/4301	CITY OF RICHLAND			25-105 SCARFO	4/23/2025	334933	25-105 SCARFO WSL CONFERENCE 2025	\$535.52



Library Voucher Listing

Begin Date: 4/1/2025

End Date: 4/30/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8721000/4301	P-CARD OTP			TXN00084370	4/30/2025	0	J. TALBOTT TRIP # 25-104 HOTEL	\$864.82
K8721000/4301	P-CARD OTP			TXN00084449	4/30/2025	0	M. SCARFO TRIP #25-105 CREDIT	-\$0.02
K8721000/4301	P-CARD OTP			TXN00084450	4/30/2025	0	M. SCARFO TRIP #25-105 HOTEL	\$864.80
K8721000/4301	P-CARD OTP			TXN00084463	4/30/2025	0	J. TALBOTT TRIP#25-104 HOTEL PARKING	\$70.60
TRAVEL EXPENSES TOTAL:								\$2,997.98
TRAVEL EXPENSES - YTD INFORMATION								
BUDGET: \$21,000.00			YTD ACTUAL: \$8,589.43			YTD % USED: 40.90%		
K8721000/4504	XEROX CORP			023318703	4/9/2025	334237	7HB-469027 APRIL 2025 BASE CHARGE MAINT PLAN	\$10.87
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$10.87
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$14,145.00			YTD ACTUAL: \$4,569.99			YTD % USED: 32.31%		
K8721000/4903	PLAIN WRIGHT MEDIA			014	4/16/2025	334605	RPL DIGITIZE PHOTOS	\$184.68
PRINTING SERVICES TOTAL:								\$184.68
PRINTING SERVICES - YTD INFORMATION								
BUDGET: \$1,000.00			YTD ACTUAL: \$184.68			YTD % USED: 18.47%		
K8721000/5301	WA STATE DEPARTMENT			DOR 03/2025	4/25/2025	10538	COMBINED EXCISE TAX - MARCH 2025	\$0.16
STATE TAXES TOTAL:								\$0.16
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$29.13			YTD % USED: 2.86%		
LIBRARY ADMINISTRATION TOTAL:								\$7,613.42



Library Voucher Listing

Begin Date: 4/1/2025

End Date: 4/30/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3401		MIDWEST TAPE		506968484	4/18/2025	334890	HOOPLA USAGE MARCH 2025	\$7,212.45
K8722100/3401		THE GALE GROUP		86967671	4/23/2025	334928	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$245.30
K8722100/3401		THE GALE GROUP		86967714	4/23/2025	334928	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$189.07
K8722100/3401		THE GALE GROUP		86972962	4/23/2025	334928	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$190.70
K8722100/3401		P-CARD OTP		TXN00084401	4/30/2025	0	LIBRARY MATERIALS - CHILDREN'S DEPARTMENT	\$655.34

LIBRARY RESOURCES TOTAL: \$8,492.86

LIBRARY RESOURCES - YTD INFORMATION

BUDGET: \$424,700.00

YTD ACTUAL: \$124,174.96

YTD % USED: 29.24%

K8722100/3402		COSTCO WHOLESALE		TXN00084497	4/30/2025	0	PROGRAMMING SNACKS/SUPPLIES	\$114.51
K8722100/3402		DEMCO INC.		TXN00084208	4/30/2025	0	BOOKMARKS	\$146.47
K8722100/3402		P-CARD OTP		TXN00084312	4/30/2025	0	STICKERS	\$104.23
K8722100/3402		AMAZON		TXN00084347	4/30/2025	0	LIBRARY PROGRAMMING SUPPLIES	\$94.47
K8722100/3402		P-CARD OTP		TXN00084423	4/30/2025	0	STICKERS	\$223.92
K8722100/3402		AMAZON		TXN00084459	4/30/2025	0	PROGRAMMING SUPPLIES - PAINT BRUSHES	\$56.50
K8722100/3402		AMAZON		TXN00084597	4/30/2025	0	OUTREACH - BUBBLE SUPPLIES	\$18.46
K8722100/3402		AMAZON		TXN00084607	4/30/2025	0	OUTREACH - BUBBLE SUPPLIES	\$29.27
K8722100/3402		AMAZON		TXN00084699	4/30/2025	0	UKULELE CLUB SUPPLIES	\$27.63



Library Voucher Listing

Begin Date: 4/1/2025

End Date: 4/30/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3402		P-CARD OTP		TXN00084768	4/30/2025	0	STICKER MULE - THEO STICKERS	\$18.48
LIBRARY PROGRAMMING TOTAL:								\$833.94
LIBRARY PROGRAMMING - YTD INFORMATION								
BUDGET: \$20,000.00			YTD ACTUAL: \$5,205.39			YTD % USED: 26.03%		
K8722100/4107		SPORTSENGINE INC		55853	4/25/2025	335255	BACKGROUND CHECKS - LIBRARY (2)	\$37.00
OTHER PROFESSIONAL SERVICES TOTAL:								\$37.00
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$203.50			YTD % USED: N/A		
LIBRARY PUBLIC SERVICE TOTAL:								\$9,363.80
LIBRARY NON-FACILITIES TOTAL:								\$16,977.22



Library Voucher Listing

Begin Date: 4/1/2025

End Date: 4/30/2025

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		03/2025 MAR	4/14/2025	50012	CITY UTILITY BILLS/MAR 2025	\$3,657.87
UTILITIES TOTAL:								\$3,657.87
UTILITIES - YTD INFORMATION								
BUDGET: \$57,000.00			YTD ACTUAL: \$9,652.05			YTD % USED: 16.93%		
LIBRARY FACILITIES TOTAL:								\$3,657.87

CITY OF RICHLAND

LIBRARY EXPENDITURE

April 2025

Month/Year

PAY PERIODS: From March 24, 2025 to April 20, 2025

GROSS SALARIES \$ 110,202.53

	Gross Wages	Total
WEEK OF: <u>04/10/25</u>	<u>54,571.02</u>	<u>54,571.02</u>
WEEK OF: <u>04/24/25</u>	<u>55,631.51</u>	<u>55,631.51</u>
WEEK OF: _____	_____	_____
TOTAL	<u>110,202.53</u>	<u>110,202.53</u>



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

MAY 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 \$ 127,179.75 this 13th day of May, 2025.

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

Voucher Listings	Amount
April 01, 2025 thru April 30, 2025	\$16,977.22
Transfer Advice (Salaries)	
Salaries for the weeks of: March 24, 2025 thru April 20, 2025	\$110,202.53
MONTHLY EXPENSES	\$127,179.75

Comments: COR Library Voucher Listing
Library Expenditure

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME	SIGNATURE
1. Board Member 1	1. 05/12/2025
2. Board Member 2	2. 05/12/2025
3. Board Member 3	3. 05/12/2025



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/13/2025

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Operating Hours Discussion

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Discussion on the idea of adjusting the library's operating hours Monday-Thursday from 10a-9p to 9a-8p. This idea is based on the limited traffic we often have at the end of our weekday nights. We will discuss the pros and cons involved with such a consideration and get the Board's opinions.

Attachments: