



Agenda
Library Board Meeting
Tuesday, June 10, 2025
Richland Public Library
955 Northgate Drive

Regular Meeting - 5:30 p.m.

Call to Order/Attendance:

Approval of Agenda: (Approved by Motion)

Public Comments: Please limit comments to 3 minutes per person and not more than 15 minutes per topic.

Approval of Minutes: (Approved by Motion)

1. Approval of the May 13, 2025 Library Board Meeting Minutes

Richland Public Library Updates:

2. Richland Public Library Staff Update
 - Michelle Haffner, Library Supervisor
3. Library Manager's Monthly Report and Library Statistics Report from May 2025
 - Christopher Nulph, Library Manager

Approval of Bills: (Approved by Motion)

4. Claims for Payment from May 1, 2025 to May 31, 2025
 - Christopher Nulph, Library Manager

Unfinished Business:

New Business:

5. Review of Great Rivers Board Meeting from May 15, 2025
 - Christopher Nulph, Library Manager
6. 2026 Preliminary Library Budget Overview
 - Christopher Nulph, Library Manager

Agenda Items for Upcoming Board Meeting:

Adjournment

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. (Chapter 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: 6/10/2025

Agenda Category: Approval of Minutes

Prepared By: Kylie Christian, Administrative Assistant

By:

Subject:

Approval of the May 13, 2025 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Approve the minutes of the Library Board meeting held on May 13, 2025.

Summary:

The draft of the May 13, 2025 Library Board Meeting Minutes are included for consideration.

Attachments:



MINUTES

Richland Public Library Board
Library Conference Room A – 955 Northgate Drive
May 13, 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 Lightner and Pickel were present. Also present were Council Liaison Kent, Library Manager Nulph, Administrative Assistant Christian, and Teen Librarian Alyssa Uretsky-Pratt.

Board Member Isakson was absent.

Approval of Agenda

1. VICE-CHAIR HERNANDEZ MOVED AND BOARD MEMBER LIGHTNER SECONDED THE MOTION TO APPROVE THE AGENDA AS IS. THE MOTION CARRIED 4-0.

Approval of Minutes

2. CHAIR BUXTON ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE APRIL 8, 2025 MEETING. BOARD MEMBER LIGHTNER MOVED AND BOARD MEMBER PICKEL SECONDED THE MOTION TO APPROVE THE MINUTES OF APRIL 8, 2025 AS IS. THE MOTION CARRIED 4-0.

Richland Public Library Updates

3. Teen Librarian Alyssa Uretsky-Pratt discussed plans for summer reading program, the teen reactor, and updating and going through and weeding the young adult non-fiction collection for materials that has not been checked out since 2015 or irrelevant materials.
4. Library Manager Nulph gave an update on the outdoor space, which is expected to be completed in late summer or early fall. Library Manager Nulph discussed library updates and library programming from the month of April.

Approval of Bills

- 5. VICE-CHAIR HERNANDEZ MOVED AND BOARD MEMBER LIGHTNER SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR MAY 2025 IN THE AMOUNT OF \$127,179.75. THE MOTION CARRIED 4- 0.

New Business

- 6. 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.

Agenda Items for Upcoming Board Meeting

- 7. Discussion of the Great Rivers Board Meeting

Adjournment

Chair Buxton adjourned the meeting at 6:16 P.M.

APPROVED:

ATTEST:

Karen Buxton, Library Board Chair

Kylie Christian, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 6/10/2025

Agenda Category: Richland Public Library Updates

Prepared
By:

Subject:
Richland Public Library Staff Update

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Michelle Haffner, Community Engagement Supervisor, will provide an overview of upcoming library-hosted events and share updates on the activities and initiatives within her department.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 6/10/2025

Agenda Category: Richland Public Library Updates

Prepared By: Christopher Nulph, Library Manager

By:

Subject:

Library Manager's Monthly Report and Library Statistics Report from May 2025

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

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

Attachments:



LIBRARY MANAGER'S REPORT
Richland Public Library Board
June 10, 2025

State of Library Services

Following the Library Board discussion on adjusting our Monday-Thursday operating hours, we will be looking at moving that change forward. We will need to have some more internal discussions but will likely bring this to a vote of the Board at the July meeting. We would like to target September 2 as the date for making this change. To recap, this would involve moving our Monday-Thursday hours from 10a-9p to 9a-8p.

The new hotspots have begun phasing into circulation. As of writing this, not all of them have been placed into circulation, but we will likely have them in by the time this meeting occurs.

We continue to move research along regarding the PatronPoint service. We need to resolve a retention issue before moving forward but hope to have this initiated in July. It will likely be until August or September until we have everything in place to begin an effective digital campaign.

Both public Xerox machines are now able to make copies. Xerox had trouble replacing the part that was necessary for this to work but finally received it. Both public machines can now make prints and copies as a result.

One of our Technical Services Library Assistants has begun tracking our mending practices. Through May, he has recorded 344 items mended, saving the library approximately \$8,000 in materials. We will continue to track this and include this statistic in future Library Board presentations to Council.

New lobby furniture has arrived and has replaced the old/damaged pieces. This includes 4 café tables with 12 accompanying chairs and 3 benches. Notable changes include replacing the glass café tables with a more durable surface. We also reduced the bench size and picked models that had handrails on either side. This will help reduce the use of these benches for sleeping.

Summer Reading Challenges kickoff June 11 and Dive into Summer is on June 21. We encourage board members to sign up and to stop by!

Program highlights from the month include:

- Our groundbreaking for The Lawn occurred early in May and received about 40 guests at this celebration.
- Partner programs this month included A Kalahari Journey, Tri-City House Plant Lovers, Sean Gaskell and the West African Kora, author BD Weddell, Introduction to Tai Ji with the Tri-Cities

Chinese American Association, Fiber Arts with a Twist, a partner book club (Romancing the Cryptid) with Adventures underground, and many of our monthly partners.

- Theo celebrated his first birthday on 5/29. A number of patrons showed up to celebrate, get pictures, sign his card, and make crafts. For those that missed it, we will also be celebrating at Dive into Summer in a couple weeks.

Friends of the Library Update

There are no updates from the Friends this month.

Library Foundation

There are no updates from the Foundation this month.

Staffing Updates

Part time Library Assistant Tracy Coburn has made the decision to step back into an intermittent Library Assistant role. This PT Library Assistant vacancy will be posted and may be up by the time of this meeting.

Library Statistics

We typically do not see a big difference in numbers between April and May. Usually, May numbers are slightly lower than April numbers. The same trend we have been seeing continues where we echo the trends of 2024 but at a level about 1,000 patrons higher than 2024. The same is true for May with 17,516 patrons visiting compared to 16,638 in 2024. The physical circulation follows the same trend of May numbers being slightly less than April numbers with a marginal decrease in physical items circulated. With new card registrations, we saw reciprocal registration start to cool down from its hot start. This is the first month we've issued less than 100 reciprocal cards with 73 being registered for May.

All three of our digital platforms rose in use this month. None of the trends were significant but appear to be part of a stable pattern with mild fluctuations. Kanopy represented the greatest increase in relation to its April number, but the 486 uses is not out of the typical range of use.



RICHLAND PUBLIC LIBRARY



May 2025 Statistics Report for the June Board Meeting

SUMMARY

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

- “A Kalahari Journey” on Thursday, May 1
- Tri-Cities House Plant Lovers plant swap on Saturday, May 3
- Team Battelle Math Tutoring on four Saturdays, May 3, 10, 17, and 31
- Saturday Story Times on May 3 and 31; “Story Time at the Skate Park” on Friday, May 9; and “Story Time at Howard Amon Park” on Friday, May 23
- “Mother’s Day Gifts and Cards” craft program on Sunday, May 4
- West African Kora concert by musician Sean Gaskell on Monday, May 5
- Visit from fantasy/horror author B.D. Weddell on Thursday, May 8
- “Introduction to Tai Ji” program on Friday, May 9
- “Game Time Friday” on May 9
- “Fiber with a Twist” on Saturday, May 10
- B-Reactor Museum Association lecture on Monday, May 12
- “Mocktails & Masterpieces: Painting with Pat Fleming” on Tuesday and Wednesday, May 13 and 14
- “Nature Journaling at McMurray Park” on Sunday, May 18
- LGBTQIA+ Craft Social on Monday, May 19
- “For the Love of Art: Talking to Paper” on Wednesday, May 21
- “Ask Death Doulas” on Sunday, May 25
- “Thesaurus Rex Drop-In Birthday Bash” on Thursday, May 29
- Kadlec Community Health lecture by Dr. Rawlins on Thursday, May 29
- “Kadlec Art Expressions: Weaving” on Friday, May 30.

The Tri-City Cinephiles held a “Double the Fun Sunday” showing of *What Dreams May Come* (1998) and *The Fisher King* (1991) on May 4, and they also watched *Robocop* (1987) on Monday, May 12. The Jane Austen Book Club from Adventures Underground held a showing of *Emma* (2020) on Wednesday, May 14. We held a Teen Theater showing of *Princess Mononoke* (1997) on Thursday, May 15. We held a Sensory Sunday Matinee showing of *Sonic the Hedgehog 3* (2024) on Sunday, May 18, and a Family Movie showing on Saturday, May 24. The Romancing the Cryptid Book Club from Adventures Underground watched *The Shape of Water* (2017) on Sunday, May 25. Our Cereal (Serial) Book Club met on Tuesday, May 27, to discuss *The Phantom Tollbooth* by Norton Juster.

Our busiest day this month was Tuesday, May 13. We held a Mocktails & Masterpieces program and an evening story time with therapy dogs that day.



MAY STATISTICS

- Overall Circulation with Renewals: **73,223**
- Digital Circulation: **19,220**
- Physical Items Checked Out: **36,027**
- Physical Items Renewed: **17,976**
- Holds Filled: **3,618**
- Hoopla Circulation: **3,340**
- Kanopy Circulation: **42,596 minutes, 486 tickets used**
- OverDrive Circulation: **15,394**
- New Library Card Accounts: **308**
- Gate Count: **17,516**
- Busiest Day: **793 (Tuesday, May 13)**

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 May 6, 13, 20, and 27; Wednesday morning active story times at 10 a.m. on May 7, 14, 21, and 28; Thursday morning baby story times at 10 a.m. on May 1, 8, 15, 22, and 29; and regular Friday morning preschool story times at 10 a.m. on May 2, 16, and 30. She also held Saturday story times at 10 a.m. on May 3 and 31. The Tuesday evening story times were followed by "Meet Our Therapy Dogs!" sessions.

Outdoor Story Times

Kelly held a story time at Jeanette Taylor Skate Park from 10 to 10:45 a.m. on Friday, May 9, with 39 patrons attending. She also held an outdoor story time at Howard Amon Park from 10 to 10:45 a.m. on Friday, May 23, with 71 patrons attending. During the Howard Amon Park story time, Community Engagement Librarian Johanna and Library Page Nelibeth assisted with a visit from Theo, our mascot.

STEAMPlay and STEAMKids

Kelly held preschool STEAMPlay sessions in the Children's Department from 11 a.m. to 12:30 p.m. on three Fridays, May 2, 16, and 30; and on Wednesday, May 21. She also held a STEAMKids session from 10 a.m. to noon on Saturday, May 17, with 75 attendees.

"Mother's Day Gifts and Cards" Craft Program

Library Assistant Mary held a "Mother's Day Gifts and Cards" craft program for patrons of all ages from 1 to 2:30 p.m. on Sunday, May 4. Our calendar invitation said, "Celebrate a special mom in your life with a handmade card and gift. Whether that special person is your mother, grandmother, or mom-figure, show them how much you care about and appreciate them. Drop in to the Collaboratory to create greeting cards and decorate a wooden trinket box." Forty patrons attended.

Cereal (Serial) Book Club

Our Cereal (Serial) Book Club for fourth through sixth graders met from 4 to 5:30 p.m. on Tuesday, May 27. This month, Johanna led the group as they discussed *The Phantom Tollbooth* by Norton Juster while creating themed crafts. Cereal snacks and craft supplies were generously provided by the Friends of the Richland Library.

Thesaurus Rex Birthday Bash

We held a drop-in Birthday Bash from 3 to 6 p.m. on Thursday, May 29, to celebrate the first birthday of Theo, our mascot. Mary and Johanna coordinated this event, and Library Manager Chris assisted with a visit from Theo. Patrons of all ages could color a giant birthday card, design custom party hats, and take fun photos at our Theo Selfie Station. Sixty-two patrons attended.



ALL-AGES PROGRAMS

“A Kalahari Journey”

We hosted a presentation by Scott Woodward, president of Tapteal Greenway and the Ridges to Rivers Open Space Network, from 6:30 to 8 p.m. on Thursday, May 1, in the Doris Roberts Gallery. Our calendar invitation said, “Ready to explore the untamed beauty of the Kalahari Desert and beyond? Join us for an exciting presentation that takes you through the heart of Africa’s unique landscapes and rich cultural heritage.”

Tri-Cities House Plant Lovers’ Plant Swap

We hosted the Tri-Cities House Plant Lovers as they held a house plant swap in the Gallery from 1 to 3 p.m. on Saturday, May 3. 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, for those wanting to try a new type of plant.” Thirty patrons attended.



West African Kora Concert

We hosted musician Sean Gaskell from 7 to 8 p.m. on Monday, May 5, for a performance and educational demonstration on the kora, an ancient 21-stringed harp from West Africa. His concert featured traditional songs that are the heart and soul of the kora’s musical repertoire. Johanna coordinated this program, which was held in the Doris Roberts Gallery. Twenty-eight patrons attended.

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, May 6 and 20. Fifteen and thirteen patrons attended. The group also performed for the residents of Bonaventure Assisted Living on Wednesday, May 21.

“Game Time Fridays”

Adult Services Librarian Gavin held an intergenerational “Game Time Fridays” program in the Collaboratory from 11 a.m. to 1 p.m. on Friday, May 9. This innovative program encourages those with early stage memory loss, their care partners, and other patrons of all ages to enjoy games, puzzles, and refreshments while socializing. Twenty-five patrons attended this month.

An Introduction to Tai Ji

Mary worked with the Tri-Cities Chinese American Association to hold “An Introduction to Tai Ji,” which was led by the Tai Ji Club from 4 to 5:30 p.m. on Friday, May 9. Our calendar said, “Make this Mother’s Day extra special! Bring your mom (or any loved one) and join us for a day of peace, flow, and fun!” Patrons were encouraged to discover Tai Ji culture, watch Yang Style and Chen Style demonstrations, and try Tai Ji themselves. Eighteen patrons attended.

“Fiber with a Twist”

We hosted “Fiber with a Twist” from 10 a.m. to 4 p.m. on Saturday, May 10, in the Doris Roberts Gallery and both conference rooms. Presented by local artisans, this event encouraged artists to socialize while working on spinning, weaving, knitting, and crocheting projects. Vendors, door prizes, and demos were offered throughout the day. Forty-eight patrons attended. Two spinoff programs, “Introduction to Drop Spindle” and “Introduction to Spinning,” were also offered.

ALL-AGES PROGRAMS (CONTINUED)

Mocktails & Masterpieces: Painting with Pat Fleming

Mary held two sessions of Mocktails & Masterpieces this month that were taught by Pat Fleming, a well-known local artist and retired teacher. Patrons created unique watercolor paintings while enjoying nonalcoholic mango mojitos. Sessions took place from 6 to 8 p.m. on Tuesday, May 13, with 22 patrons attending, and from 1 to 3 p.m. on Wednesday, May 14, with 14 patrons attending.

Jane Austen Book Club: *Emma*

We hosted the Jane Austen Book Club from Adventures Underground for a showing of *Emma* (2020) from 5 to 8 p.m. on Wednesday, May 14. Five patrons attended.

Nature Journaling at McMurray Park

Kelly held a drop-in Nature Journaling program from 11 a.m. to 1 p.m. on Sunday, May 18, at McMurray Park. She provided a simple template for nature journaling, but patrons were free to do whatever they liked. Parks Director Chris Waite also gave a presentation about McMurray Park as part of the City of Richland's "52 in '25" park tour series. Nine patrons attended.

Family Movie and Sensory Sunday Matinee: *Sonic the Hedgehog 3*

Mary held a "Sensory Sunday Matinee" showing of *Sonic the Hedgehog 3* (2024) from 2 to 4 p.m. on May 18, with five patrons attending. Johanna held a Family Movie showing of the same film from 2 to 4 p.m. on Saturday, May 24, with 25 patrons attending.

TEEN PROGRAMS

Teen Theater: *Princess Mononoke*

Teen Services Librarian Alyssa held a Teen Theater showing of the Studio Ghibli movie *Princess Mononoke* (1997) from 5:30 to 7:30 p.m. on Thursday, May 15. Eleven teens attended.

ADULT PROGRAMS

Double Feature: *What Dreams May Come* and *The Fisher King*

The Tri-City Cinephiles Club continued their "Double the Fun Sunday" double feature series by showing *What Dreams May Come* (1998) and *The Fisher King* (1991) for patrons ages 18 and up from noon to 4 p.m. on May 4. Nine patrons attended. Gavin leads this group.

Author Visit from B.D. Weddell

Gavin hosted a visit from B.D. Weddell, an award-winning fantasy/horror author from the Pacific Northwest, from 6:30 to 8 p.m. on Thursday, May 8. Nine patrons attended.

Tri-Cities Cinephiles Club Movie: *Robocop*

We held a Tri-Cities Cinephiles Club showing of *Robocop* (1987) from 6:30 to 8:30 p.m. on Monday, May 12. Fourteen patrons attended.

B-Reactor Museum Association Lecture: Risks from Low-Dose Radiation

We hosted Dr. Antone Brooks, Professor Emeritus at WSU, as he gave a presentation for the B-Reactor Museum Association about the risks associated with low-dose radiation exposure from weapons testing and nuclear accidents such as Fukushima. Fifty-one patrons attended the lecture, which was held from 7 to 8:30 p.m. on Monday, May 12.

ADULT PROGRAMS (CONTINUED)

LGBTQIA+ Craft Social

Gavin held our monthly LGBTQIA+ Craft Social in the Collaboratory from 6:30 to 8:30 p.m. on Monday, May 19. The program was well attended.

For the Love of Art: “Talking to Paper”

We hosted Art Works Northwest for a presentation by artist Marie Noorani from 6 to 7 p.m. on Wednesday, May 21. Marie creates artwork with handmade paper. Her pieces are extremely process-oriented and focus on these of destruction and renewal, honoring failure, imperfection, and unwarranted resilience.

Romancing the Cryptid Book Club: *The Shape of Water*

We hosted the Romancing the Cryptid Book Club from Adventures Underground for a showing of *The Shape of Water* (2017) from 2 to 4 p.m. on Sunday, May 25. This book club is for patrons ages 18 and up.

Kadlec Programs

We hosted several programs for Kadlec Medical Center this month. Their Parenting Together Support Group met in the library at 10 a.m. on Saturday, May 17. A Kadlec Community Health presentation about the MTHFR gene mutation was held by Dr. Neil Rawlins, M.D., at 4 p.m. on Thursday, May 29, with 40 patrons attending. A Kadlec Art Expressions program at 2 p.m. on Friday, May 30, showed 51 patrons how weaving can be used as a form of self-care and mindfulness practice to promote relaxation and relieve anxiety.

Local Book, Writing, and Craft Clubs

Clubs that met at the library this month included Quilting in the Library on Thursday, May 8; Storywriters on Monday, May 12; the Thursday Afternoon Book Club on May 15; the Monday Night Book Group on May 19; and By the Book Knitters on Tuesday, May 20.

OTHER

Outdoor Space Groundbreaking

The City of Richland held an official groundbreaking ceremony at 11 a.m. on Friday, May 2, for our new all-ages outdoor space: The Lawn! Located near our Children’s Department, The Lawn is scheduled to open later in 2025 and will feature a small amphitheater for outdoor programming, play space for families, and study space with tables, chairs, and wi-fi. This long-anticipated project gained momentum recently thanks to a very generous \$100,000 donation from the Richland Public Library Foundation. Forty patrons attended.

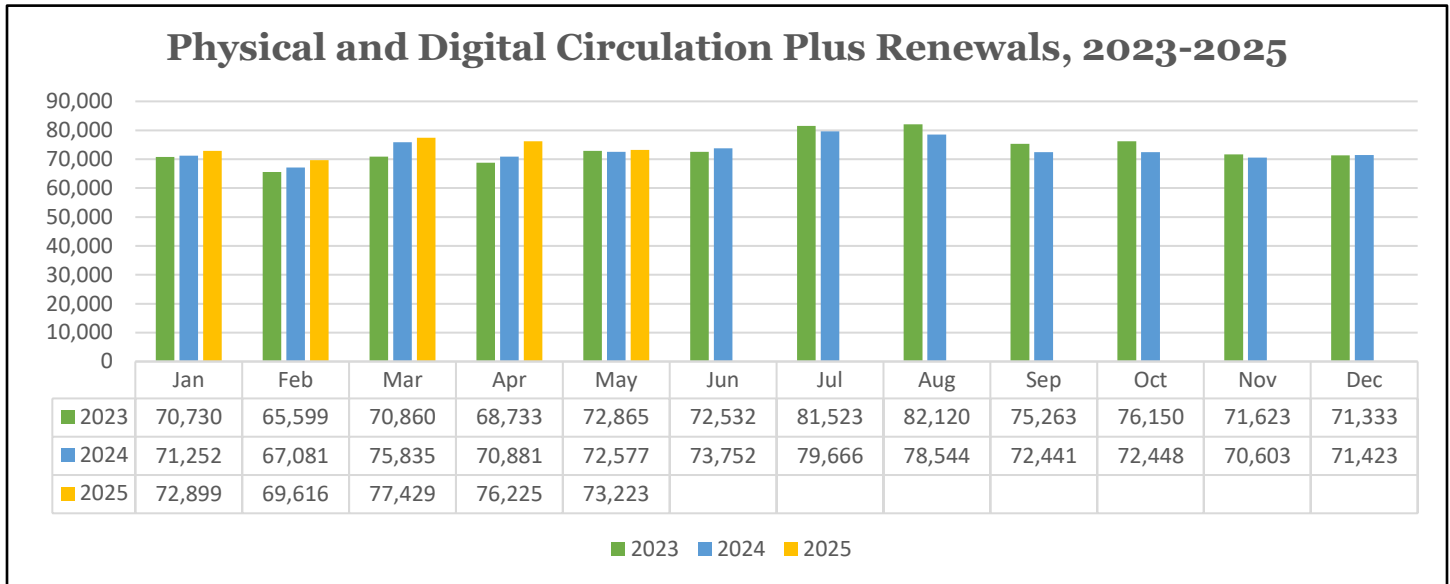
Library Outreach

Library staff participated in several outreach activities this month. Alyssa and Community Engagement Supervisor Michelle staffed a table at a Boys & Girls Club Community Event on Thursday, May 1. They also conducted outreach at the City of Richland’s Community Wildfire Preparedness Expo on Saturday, May 3, at Badger Mountain Community Park. Kelly staffed a table with library information, coloring sheets, and a take-and-make activity at the Uptown ArtWalk on Saturday, May 10, with 146 patrons attending. She also held class visits.



STATISTICS

TOTAL CIRCULATION

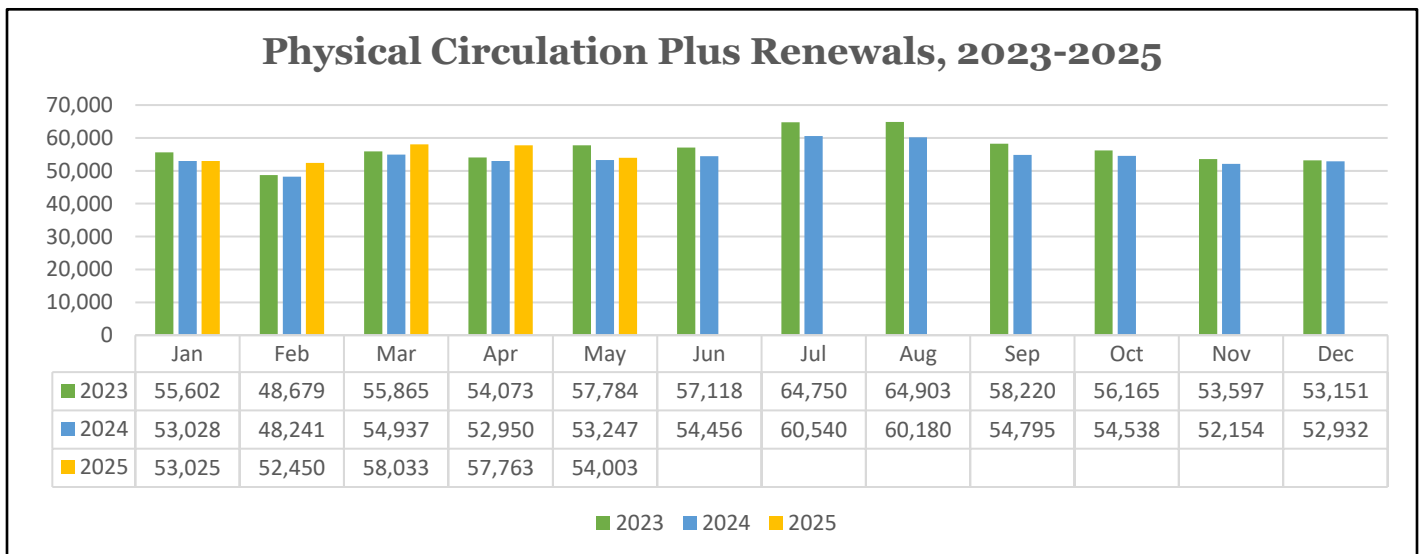


During May, our total physical plus digital circulation was 55,247 items, not including renewals. Of those, 36,027 (65.2%) were physical items and 19,220 (34.8%) were digital items obtained through Hoopla, Kanopy, and OverDrive. Kanopy plays were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was down 1.3% compared to the 55,998 items checked out in April 2025. Digital circulation was up 4.1% compared to the 18,462 items checked out in April. We filled 3,618 requests for holds and had 14 scheduled curbside deliveries for 6 patrons.

Our patrons also renewed 17,976 physical items in May. Including these physical item renewals, our overall circulation was 73,223. That overall circulation was down 3.9% compared to the 76,225 items circulated in April 2025, but it was up 0.9% compared to the 72,577 items circulated in May 2024.

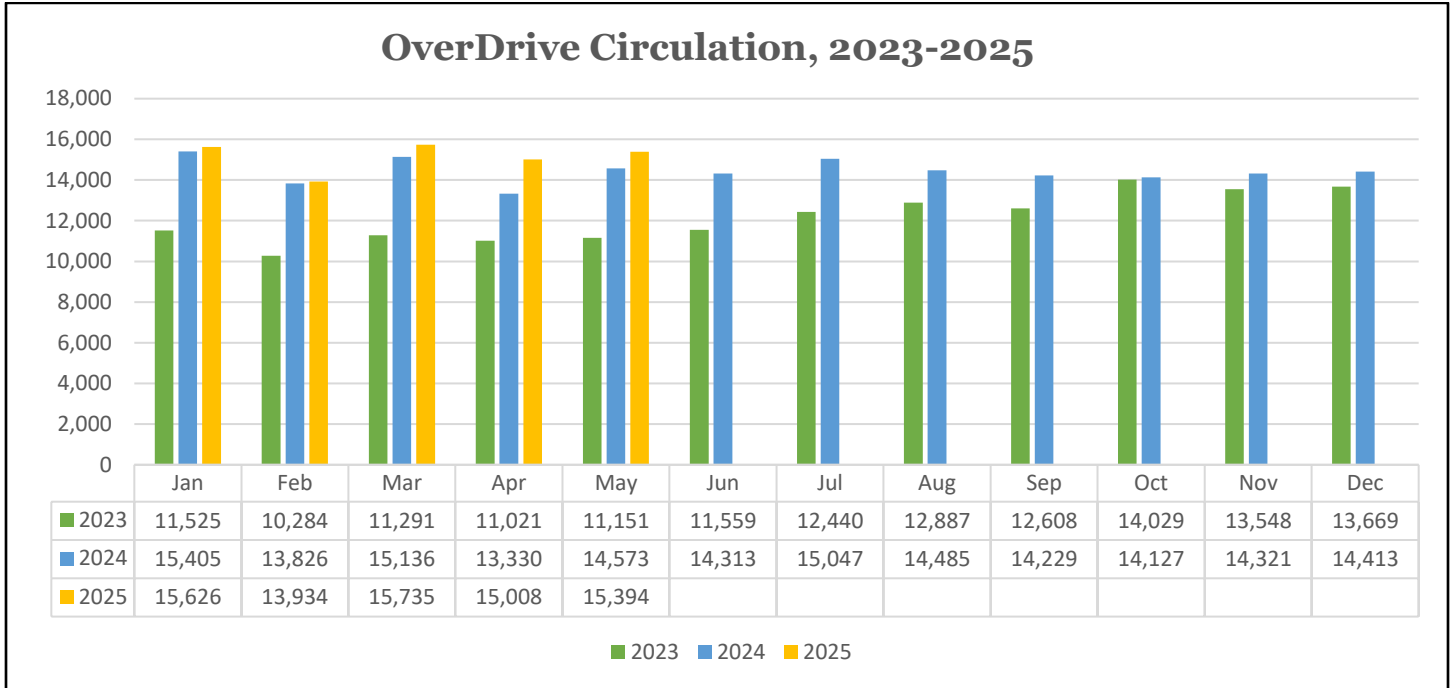
PHYSICAL CIRCULATION



Our patrons checked out 36,027 physical items in May and renewed 17,976 physical items, for a total of 54,003 items. That circulation was down 6.5% compared to the 57,763 physical items checked out and renewed in April 2025, but it was up 1.4% compared to the 53,247 items checked out and renewed in May 2024. The top ten categories that circulated this month were Children’s Storybooks (3,939 items), Adult Nonfiction (3,907 items), Children’s Chapter Book Fiction (3,361 items), Adult Fiction 2nd Floor (2,603 items), Children’s Graphic Novels (2,448 items), Adult Movies (2,411 items), Children’s Nonfiction (2,300 items), Children’s Favorites on the Story Circle (1,807 items), Adult New Books (1,760 items), and Children’s Board Books on the Story Circle (1,174 items).

DIGITAL CIRCULATION

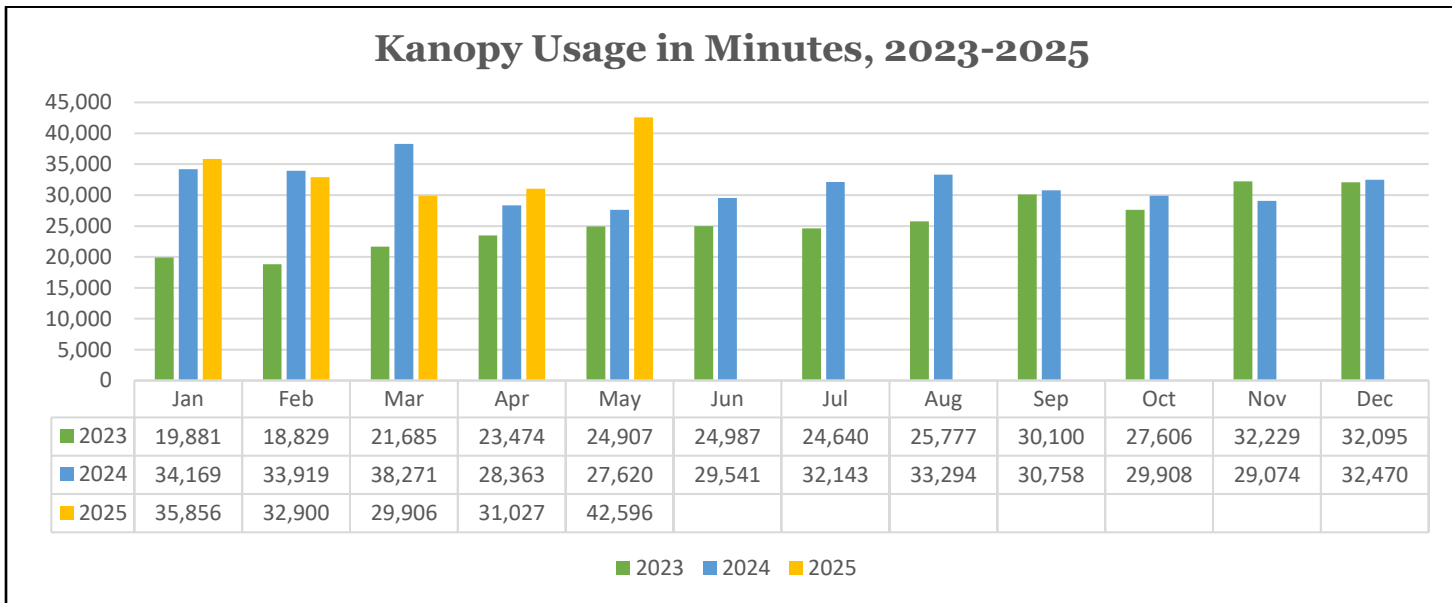
OverDrive



The 15,394 checkouts through OverDrive in May were up 2.6% compared to the 15,008 checkouts in April 2025, and they were also up 5.6% compared to the 14,573 checkouts in May 2024.

This month’s checkouts included 6,769 audiobooks (which were 44.0% of the OverDrive items checked out), 6,382 e-books (41.4%), and 2,243 e-magazines (14.6%).

Kanopy

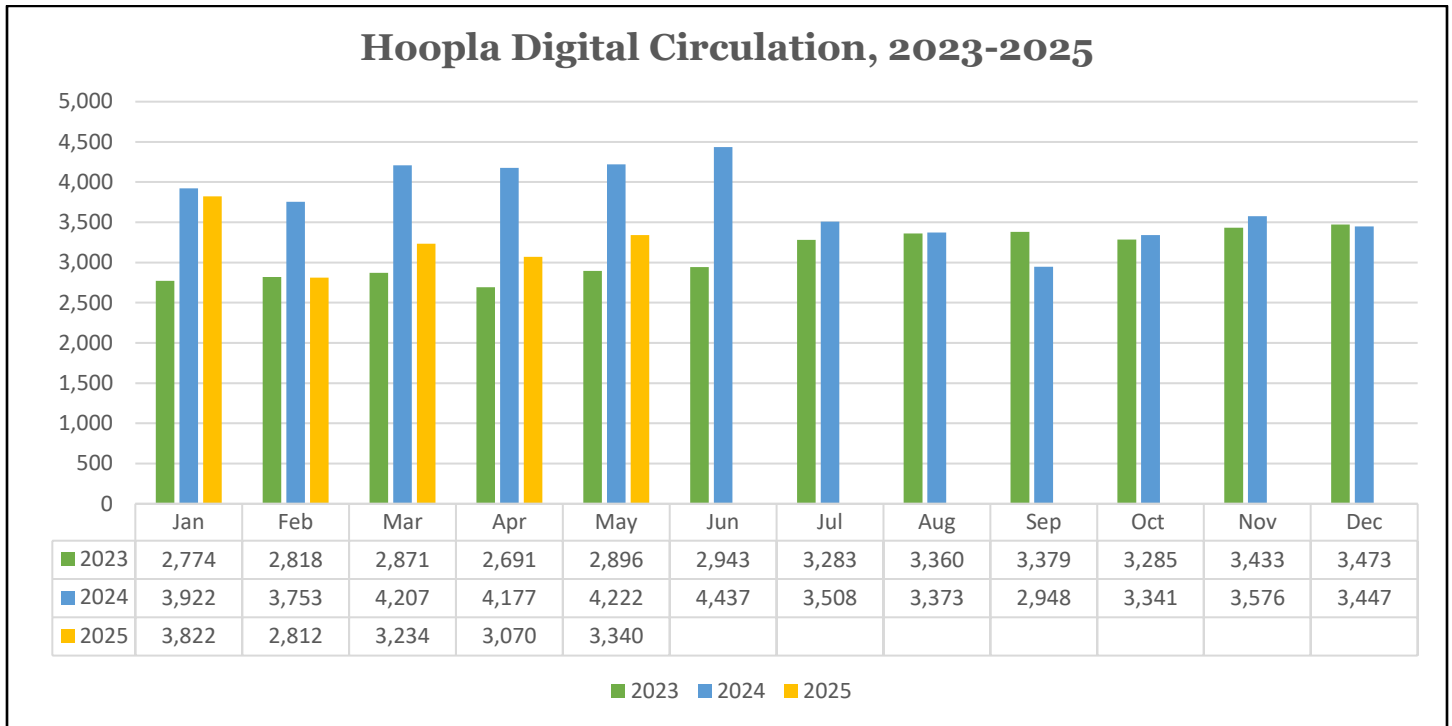


Our patrons viewed 42,596 minutes of Kanopy content during the month of May, using 486 tickets. That usage was up 37.3% compared to the 31,027 minutes viewed in April 2025, and it was also up 54.2% compared to the 27,620 minutes viewed in May 2024.

The top ten suppliers of content viewed on Kanopy this month were The Great Courses, BBC Studios, Paramount Pictures, PBS, MHz Networks, Weston Woods, Shout Studios, Neon, Lionsgate, and Kino Lorber. Content was viewed on televisions (40.8%), mobile devices (30.9%), tablets (17.8%), and desktops (10.6%).

DIGITAL CIRCULATION (CONTINUED)

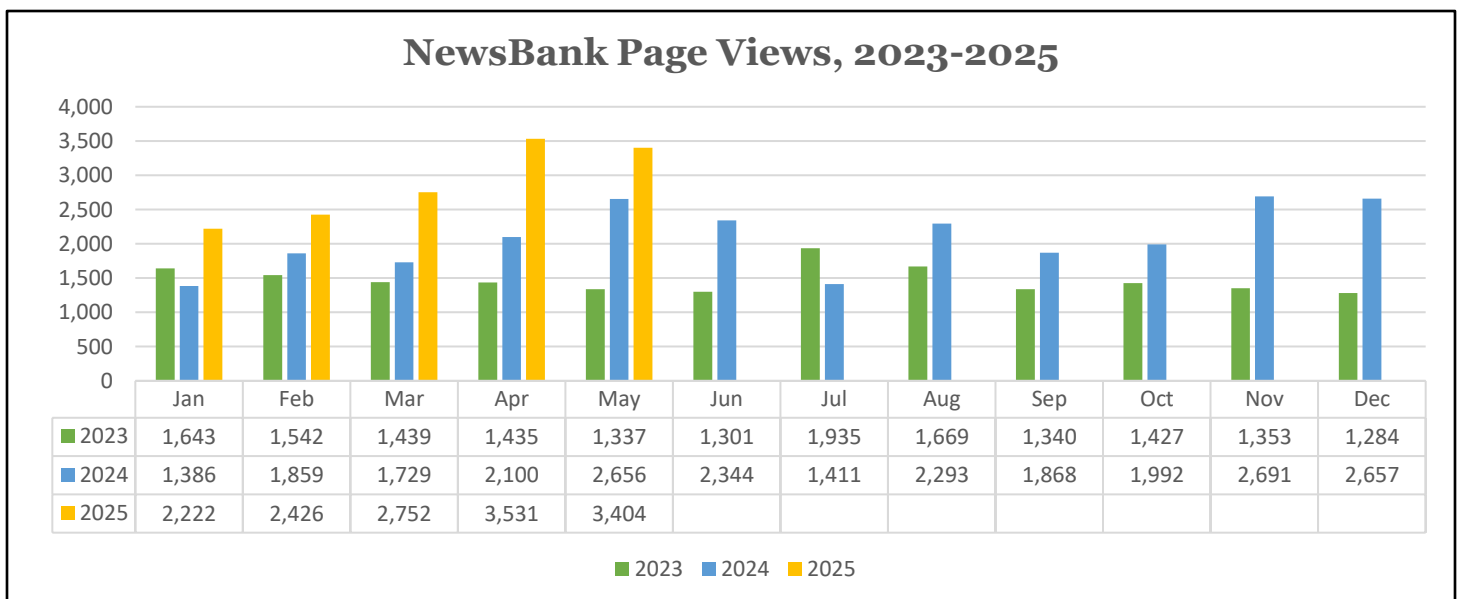
Hoopla



The 3,340 circulations in Hoopla during May were up 8.8% compared to the 3,070 circulations in April 2025, but they were down 20.9% compared to the 4,222 circulations in May 2024. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,850 audiobooks (which were 55.4% of the Hoopla items checked out), 804 e-books and e-comics (24.1%), 600 movies and television shows (17.9%), 83 music items (2.5%), and 3 e-magazines (0.1%).

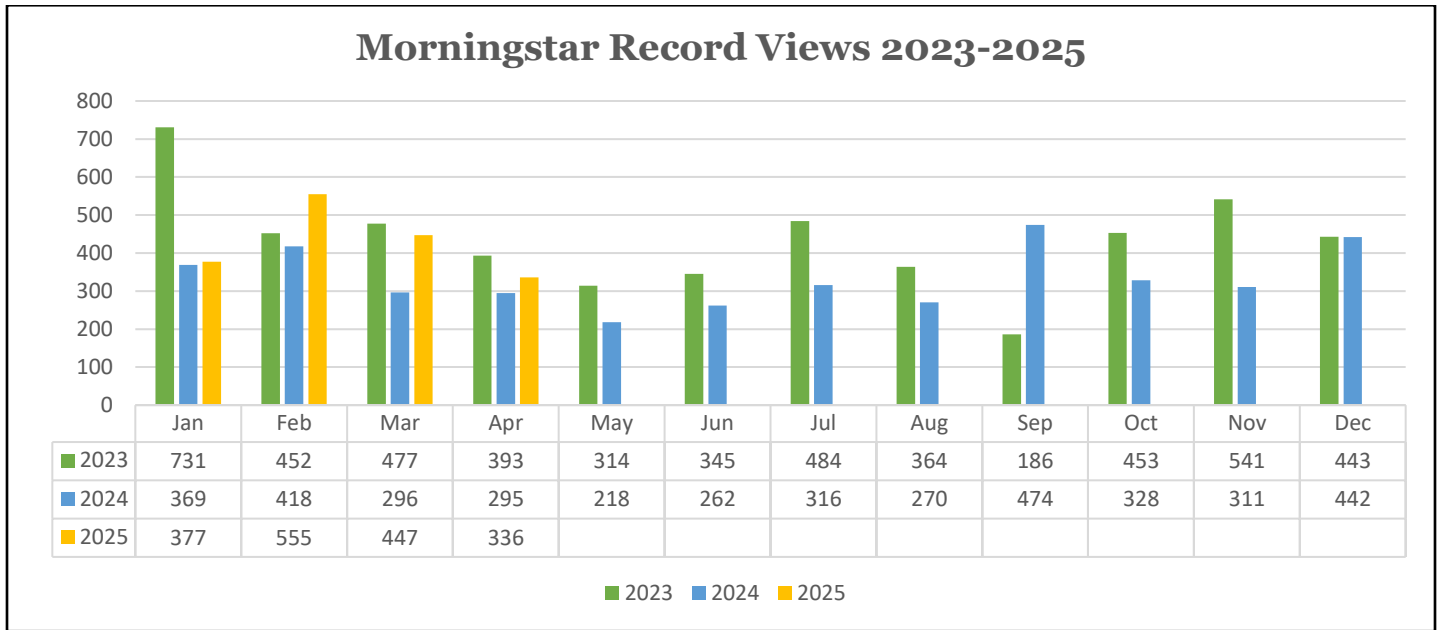
NewsBank



The 3,404 NewsBank page views in May were down 3.6% compared to the 3,531 page views in April 2025, but they were up 28.2% compared to the 2,656 page views that occurred in May 2024. NewsBank seems to be one of the more consistently used offerings in our database collection.

OTHER DIGITAL SERVICES

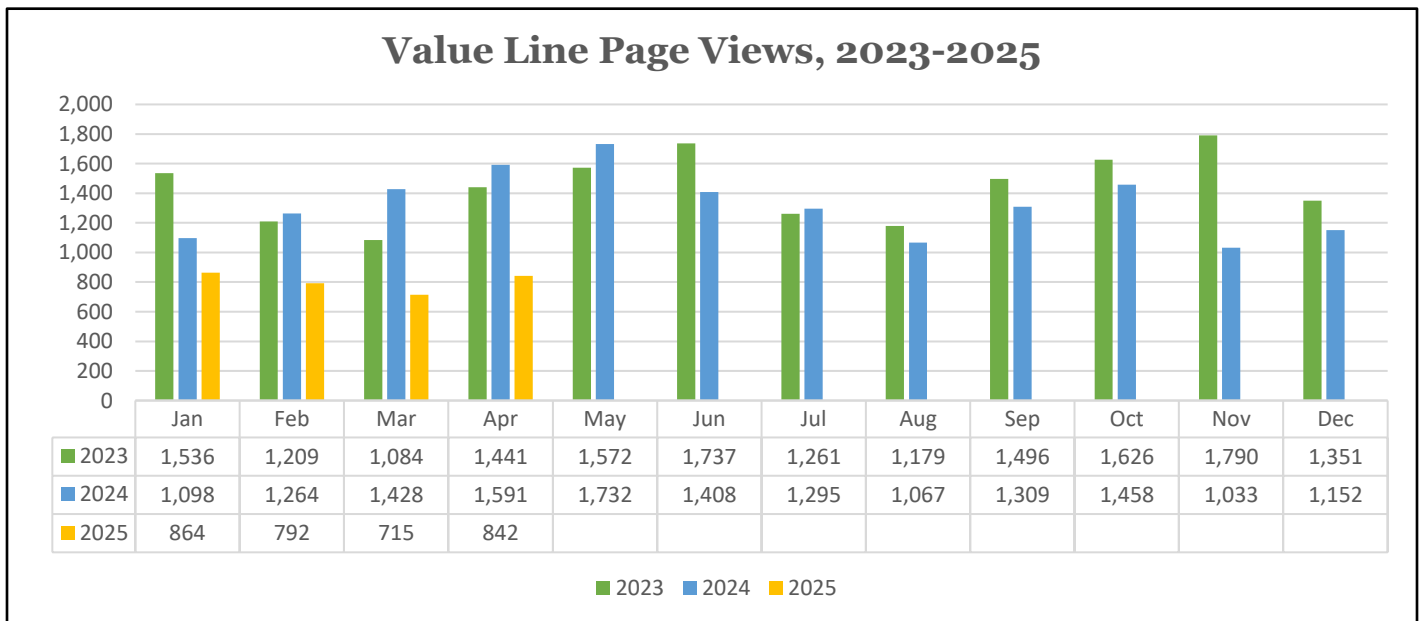
Morningstar



Our patrons viewed 336 Morningstar records in April. That usage was down 24.8% compared to the 447 records viewed in March 2025, but it was up 13.9% compared to the 295 records viewed in April 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 May, so we will include them in next month's board report.

Value Line



The 842 Value Line page views in April were up 17.8% compared to the 715 page views in March 2025, but they were down 47.1% compared to the 1,591 page views that occurred in April 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 May, so we will include them in next month's board report.

ADDITIONAL STATISTICS

Gate Counts

Our total gate count for May was 17,516. Our busiest day was Tuesday, May 13, with 793 patrons logged. We held a popular “Mocktails & Masterpieces: Painting with Pat Fleming” program, an evening story time, and a “Meet Our Therapy Dogs!” program that day. We also hosted AP Computer Science testing, a piano recital, and other meetings in our conference rooms and in the Doris Roberts Gallery.

Interlibrary Loans

In May, we received a total of 195 interlibrary loan requests from other libraries. We sent 106 items to libraries during the month in response to their interlibrary loan requests.

We also sent 26 interlibrary loan requests to other libraries in May for items requested by our patrons. We received 26 items from other libraries in response to our requests.

New Library Card Accounts

We created 308 new library card accounts in May. They included 207 resident cards, 73 reciprocal cards, 15 nonresident cards, 7 limited access cards, 5 interlibrary loan accounts, and 1 iCard.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 6/10/2025

Agenda Category: Approval of Bills

Prepared By: Christopher Nulph, Library Manager

By:

Subject:

Claims for Payment from May 1, 2025 to May 31, 2025

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the claims for payment from May 1, 2025 to May 31, 2025.

Summary:

Review and approval of claims for payment from May 1, 2025 to May 31, 2025.

Attachments:



Library Voucher Listing

Begin Date: 5/1/2025

End Date: 5/31/2025

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	STAPLES		TXN00084861	5/31/2025	0	OFFICE SUPPLIES - PRINTER PAPER	\$461.87
	K8721000/3102	COSTCO WHOLESALE		TXN00084917	5/31/2025	0	PROGRAMMING SNACKS/SUPPLIES/STAFF COFFEE	\$116.08
	K8721000/3102	AMAZON		TXN00085015	5/31/2025	0	MENDING SUPPLIES/GENERAL OFFICE SUPPLIES	\$114.34
	K8721000/3102	P-CARD OTP		TXN00085019	5/31/2025	0	MENDING SUPPLIES	\$13.13
	K8721000/3102	P-CARD OTP		TXN00085025	5/31/2025	0	STAFF CANVA SUBSCRIPTION	\$79.46
	K8721000/3102	AMAZON		TXN00085055	5/31/2025	0	SUPPLIES - MENDING/PROCESSING SUPPLIES	\$181.87
	K8721000/3102	AMAZON		TXN00085110	5/31/2025	0	SUPPLIES - TECH SERVICES	\$4.77
	K8721000/3102	DEMCO INC.		TXN00085117	5/31/2025	0	PROCESSING/MENDING SUPPLIES	\$148.11
	K8721000/3102	ACE HARDWARE		TXN00085131	5/31/2025	0	OFFICE SUPPLIES - TAPE	\$8.69
	K8721000/3102	AMAZON		TXN00085138	5/31/2025	0	ILL SUPPLIES - BUBBLE MAILERS	\$32.56
	K8721000/3102	AMAZON		TXN00085142	5/31/2025	0	SUPPLIES - HOT SPOT CASES	\$314.50
	K8721000/3102	AMAZON		TXN00085152	5/31/2025	0	OFFICE SUPPLIES - LABEL MAKER TAPE	\$108.68
	K8721000/3102	AMAZON		TXN00085154	5/31/2025	0	SUPPLIES - LABEL MAKER TAPE, ILL PACKING TAPE	\$40.69



Library Voucher Listing

Begin Date: 5/1/2025

End Date: 5/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8721000	5301	WA STATE DEPARTMENT		DOR 04/2025	5/27/2025	10583	COMBINED EXCISE TAX - APRIL 2025	\$18.65
STATE TAXES TOTAL:								\$18.65
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$47.78			YTD % USED: 4.68%		
LIBRARY ADMINISTRATION TOTAL:								\$7,508.89
K8722100	3401	BRAINFUSE INC		2013570	5/7/2025	335909	EDUCATION SERVICES HELP NOW DATABASE 2025	\$5,400.00
K8722100	3401	MIDWEST TAPE		506822762	5/7/2025	335953	LIBRARY HOOPLA DATABASE FEBRUARY 2025	\$6,693.34
K8722100	3401	MIDWEST TAPE		507110137	5/7/2025	335953	LIBRARY HOOPLA DATABASE APRIL 2025	\$6,887.27
K8722100	3401	OVERDRIVE		01452DA25147306	5/14/2025	336166	LIBRARY MATERIALS - DIGITAL COLLECTION E/AUDIOBOOK	\$151.49
K8722100	3401	OVERDRIVE		01452DA25134339	5/14/2025	336166	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION	\$59.99
K8722100	3401	OVERDRIVE		01452DA25113784	5/14/2025	336166	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION	\$51.99
K8722100	3401	OVERDRIVE		01452DA25120465	5/14/2025	336166	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION	\$75.00



Library Voucher Listing

Begin Date: 5/1/2025

End Date: 5/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3401		OVERDRIVE		01452DA25126475	5/14/2025	336166	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION	\$290.38
K8722100/3401		OVERDRIVE		01452CO25148197	5/14/2025	336166	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION	\$130.00
K8722100/3401		OVERDRIVE		01452CO25148307	5/14/2025	336166	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION	\$222.92
K8722100/3401		OVERDRIVE		01452CO25154851	5/30/2025	336754	LIBRARY MATERIALS - EBOOK/AUDIOBOOK COLLECTION	\$1,090.88
K8722100/3401		OVERDRIVE		01452CO25155288	5/30/2025	336754	LIBRARY MATERIALS - EBOOK/AUDIOBOOK COLLECTION	\$250.54
K8722100/3401		THE GALE GROUP		87056420	5/30/2025	336721	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$33.41
K8722100/3401		THE GALE GROUP		87056843	5/30/2025	336721	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$242.04
K8722100/3401		THE GALE GROUP		87057219	5/30/2025	336721	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$126.32

LIBRARY RESOURCES TOTAL: \$21,705.57

LIBRARY RESOURCES - YTD INFORMATION

BUDGET: \$424,700.00

YTD ACTUAL: \$201,061.12

YTD % USED: 47.34%

K8722100/3402	AMAZON			TXN00084896	5/31/2025	0	THEO'S FIRST BDAY CELEBRATION	\$64.32
K8722100/3402	AMAZON			TXN00084910	5/31/2025	0	THEO'S FIRST BIRTHDAY CELEBRATION	\$10.86
K8722100/3402	AMAZON			TXN00084963	5/31/2025	0	THEO'S FIRST BDAY CELEBRATION	\$18.47



Library Voucher Listing

Begin Date: 5/1/2025

End Date: 5/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3402	FRED MEYER			TXN00085020	5/31/2025	0	PROGRAMMING SUPPLIES - MOCKTAILS & MASTERPIECES	\$26.12
K8722100/3402	AMAZON			TXN00085103	5/31/2025	0	LIBRARY OUTREACH - STICKERS	\$91.80
K8722100/3402	P-CARD OTP			TXN00085132	5/31/2025	0	LIBRARY PROGRAMMING - FATHERS DAY CRAFT	\$23.90
K8722100/3402	P-CARD OTP			TXN00085136	5/31/2025	0	LIBRARY OUTREACH - STICKERS	\$49.39
K8722100/3402	DEMCO INC.			TXN00085166	5/31/2025	0	OUTREACH - STICKERS	\$45.98
K8722100/3402	P-CARD OTP			TXN00085188	5/31/2025	0	OUTREACH - LIBRARY BOOKMARKS	\$134.58
K8722100/3402	DEMCO INC.			TXN00085256	5/31/2025	0	BOOKMARKS	\$165.52
K8722100/3402	COSTCO WHOLESALE			TXN00085332	5/31/2025	0	PROGAMMING SUPPLIES/SNACKS	\$107.92
LIBRARY PROGRAMMING TOTAL:								\$738.86

LIBRARY PROGRAMMING - YTD INFORMATION

BUDGET: \$20,000.00 **YTD ACTUAL: \$5,944.25** **YTD % USED: 29.72%**

K8722100/3505	FREEFORM		22400919	YM20627-1/RET	5/21/2025	336357	WHITEBOARD REPLACEMENT - LIBRARY 415-24	\$1,335.49
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FURNITURE AND FIXTURES TOTAL: \$1,335.49

FURNITURE AND FIXTURES - YTD INFORMATION

BUDGET: \$0.00 **YTD ACTUAL: \$1,335.49** **YTD % USED: N/A**

K8722100/4117	SPORTSENGINE INC		56891		5/7/2025	335956	BACKGROUND CHECKS - LIBRARY (6)	\$111.00
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EXPERT SERVICES TOTAL: \$111.00

EXPERT SERVICES - YTD INFORMATION

BUDGET: \$0.00 **YTD ACTUAL: \$271.99** **YTD % USED: N/A**



Library Voucher Listing

Begin Date: 5/1/2025

End Date: 5/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/6414		FREEFORM	22400919	YM20627-1/RET	5/21/2025	336357	WHITEBOARD REPLACEMENT - LIBRARY 415-24	\$0.01
							MACHINERY & EQUIP > \$25000 TOTAL:	\$0.01
MACHINERY & EQUIP > \$25000 - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$0.01			YTD % USED: N/A		
							LIBRARY PUBLIC SERVICE TOTAL:	\$23,890.93
							LIBRARY NON-FACILITIES TOTAL:	\$31,399.82



Library Voucher Listing

Begin Date: 5/1/2025

End Date: 5/31/2025

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		04/2025 APR	5/14/2025	50013	CITY UTILITY BILLS/APR 2025	\$3,944.31
UTILITIES TOTAL:								\$3,944.31
UTILITIES - YTD INFORMATION								
BUDGET: \$57,000.00			YTD ACTUAL: \$13,596.36			YTD % USED: 23.85%		
LIBRARY FACILITIES TOTAL:								\$3,944.31

CITY OF RICHLAND

LIBRARY EXPENDITURE

May 2025

Month/Year

PAY PERIODS: From April 21, 2025 to May 18, 2025

GROSS SALARIES \$ 97,289.80

	Gross Wages	Total
WEEK OF: <u>05/08/25</u>	<u>48,643.53</u>	<u>48,643.53</u>
WEEK OF: <u>05/22/25</u>	<u>48,646.27</u>	<u>48,646.27</u>
WEEK OF: _____	_____	_____
TOTAL	<u>97,289.80</u>	<u>97,289.80</u>



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

JUNE 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 \$ 128,629.62 this 10th day of June, 2025.

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

Voucher Listings	Amount
May 01, 2025 thru May 31, 2025	\$31,339.82

Transfer Advice (Salaries)

Salaries for the weeks of: April 21, 2025 thru May 18, 2025	\$97,289.80
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MONTHLY EXPENSES \$128,629.62

Comments: COR Voucher Listing
COR Library Expenditure

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME	SIGNATURE
1.	1.
2.	2.
3.	3.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 6/10/2025

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

By:

Subject:

Review of Great Rivers Board Meeting from May 15, 2025

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

On May 15, 2025 representatives from each library board who participates in the Reciprocal Borrowing Agreement between regional and neighboring libraries held a meeting to discuss reciprocal borrowing. Richland Public Library (RPL) Board Chair Buxton and Board Member Lightner, along with Library Manager Nulph attended this meeting and will share information about the meeting with the rest of the RPL Board members.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 6/10/2025

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

By:

Subject:

2026 Preliminary Library Budget Overview

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

Library Manager Nulph will discuss the preliminary budget for the library for 2026. Our budget submission will be due in July after that month's Library Board Meeting.

Attachments: