



Agenda
Library Board Meeting
Tuesday, September 9, 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: Public comments will be limited to 3 minutes per person.

Approval of Minutes: (Approved by Motion)

1. Approval of the August 12, 2025 Library Board Meeting Minutes

Richland Public Library Updates:

2. Richland Public Library Staff Update
 - Johanna Talbott, Community Engagement Librarian
3. August 2025 Library Manager's Report and Library Statistics Report
 - Christopher Nulph, Library Manager

Approval of Bills: (Approved by Motion)

4. Claims for Payment from August 1, 2025 through August 31, 2025
 - Christopher Nulph, Library Manager

Unfinished Business:

New Business:

5. New Board Member Library Information Packet
 - 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: 9/9/2025

Agenda Category: Approval of Minutes

Prepared By: Kylie Christian, Administrative Assistant

Subject

Approval of the August 12, 2025 Library Board Meeting Minutes

Department

Parks & Public Facilities

Recommended Motion

Approve the August 12, 2025 Library Board meeting minutes.

Summary

The draft of the August 12, 2025 Library Board Meeting Minutes are included for consideration.

Attachments

- I. 2025.08.12 Library Board Meeting Minutes



MINUTES

Richland Public Library Board
Tuesday, August 12, 2025
Library Conference Room A
955 Northgate Drive

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

Chair Buxton called the meeting to order at approximately 5:32 p.m.

Attendance: Chair Buxton	Present
Vice-Chair Hernandez	Present
Board Member Isakson	Absent
Board Member Lightner	Present
Board Member Pickel	Present
Council Liaison Kent	Absent

Also present were Library Manager Nulph, Administrative Assistant Christian, and Library Supervisor Scarfo.

Approval of Agenda

VICE-CHAIR HERNANDEZ MOVED AND BOARD MEMBER PICKEL SECONDED THE MOTION TO APPROVE THE AGENDA AS PUBLISHED. MOTION CARRIED 4-0.

Approval of Minutes

1. VICE-CHAIR HERNANDEZ MOVED AND BOARD MEMBER PICKEL SECONDED THE MOTION TO APPROVE THE MINUTES OF JULY 8, 2025 AS PRESENTED. MOTION CARRIED 4-0.

Richland Public Library Updates

2. Richland Public Library Staff Update

Library Supervisor Scarfo shared feedback from patrons. Patrons are happy with library services such as hot spots and the ability to renew library cards online versus having to come into the library.

3. Library Manager's Monthly Report and Library Statistics Report from July 2025

Library hours will change starting September 2, 2025. Monday through Thursday hours will be the only change. New hours will be 9:00 a.m. to 8:00 p.m. The library has begun advertising the new hourly changes so patrons are aware.

The library budget for 2026 has been submitted. The library is asking to add mobile study pods.

Library Manager Nulph shared library statistics for the month of July 2025.

Public Comments

None.

Approval of Bills

- 4. BOARD MEMBER LIGHTNER MOVED AND BOARD VICE-CHAIR HERNANDEZ SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR JULY 2025 IN THE AMOUNT OF \$195,145.20. THE MOTION CARRIED 4- 0.**

New Business

5. Richland Public Library Foundation Recap

Discussion on the Richland Public Library Foundation meeting from July 2025. The Foundation is currently working on their bylaws. This is expected to take several meetings to finalize the Foundation bylaws.

6. Second Quarter Reciprocal Borrowing Report

Library Manager Nulph shared the second quarter reciprocal borrowing report between the libraries that are a part of the reciprocal borrowing agreement. Libraries who are part of this agreement are Richland Public Library, Mid-Columbia Libraries, Walla Walla County Rural Library District, Walla Walla Public Library, Columbia County Rural Library District. This service has been well received by patrons and staff.

7. United for Libraries Trustees Conference

Chair Buxton attended the United for Libraries Trustees Conference. She shared information she learned and expressed her interest in developing a job description for being a library board member and creating an orientation for new board members. Chair Buxton would like to see more diversity within the Library Board of Trustees.

Agenda Items for Upcoming Board Meeting

Adjournment

Chair Buxton adjourned the meeting at 6:35 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: 9/9/2025

Agenda Category: Richland Public Library Updates

Prepared By: Johanna Talbott

Subject

Richland Public Library Staff Update

Department

Parks & Public Facilities

Recommended Motion

Discussion only.

Summary

Community Engagement Librarian, Johanna Talbott, will update the Board on summer programming and what she has planned for the rest of 2025.

Attachments



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/9/2025

Agenda Category: Richland Public Library Updates

Prepared By: Christopher Nulph, Library Manager

Subject

August 2025 Library Manager's Report and Library Statistics Report

Department

Parks & Public Facilities

Recommended Motion

Discussion only.

Summary

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

Attachments

1. 2025.09.09 Library Manager's Report
2. 2025.09.09 Library Statistics Report



LIBRARY MANAGER'S REPORT
Richland Public Library Board
September 9, 2025

State of Library Services

Library hours have changed as of 9/2 to be 9a-8p Monday-Thursday. We have changed all the posted hours within our control.

I have received no updates from Marketing & Communications regarding the website update status.

The new library cleaning service, ABM, got off to a rough start, often missing trash and not restocking bathroom supplies. After providing thorough feedback, they have improved and are presently meeting our cleaning needs.

The library has begun issuing a Library Ambassador award. This award is given to someone outside the library team that goes above and beyond to support the library's goals. This could be volunteers, program presenters, support organization members, or City support staff. It recognizes that the library is much better when we have an active and engaged group of citizens that help us meet the needs of the community.

We received an inquiry from WSU's social work program that is scheduled to begin Fall of 2026. They inquired about possibly placing students at the library for a semester at a time. Possible work may include connecting patrons with area resources or creating programming featuring area resources. We see this as a good fit and will continue to pursue this as a possible location for these future students.

We have changed a setting in Evergreen to prevent patrons with "lost" items from renewing other checked out items. Previously, a patron with a long overdue item would be able to renew other items on their account. This would sometimes cause a delay in getting back those long overdue items. We have now changed it so that no renewals may go through while a patron has an item that is classified as lost. We hope this will be an additional incentive to return those long overdue items as quickly as possible.

The next reciprocal committee meeting has been moved from September to October 16 at 5:30pm. This will allow for the third quarter statistics to be completed and available for review. The meeting will continue to be a hybrid setup with the in-person option taking place in the RPL board room and the virtual component on Zoom.

A logo has been created for our 75th anniversary next year. See below for that branding we will be using next year.



Program highlights from the month include:

- Our annual family game day moved back to the summer after circumstances led to it being moved to December last year. The event organized by TAG had 105 in attendance this year.
- Music Together’s summertime performance at the library had 103 in attendance.
- LIGO hosted a lecture for adults about the science behind their operation. The event recorded 37 in attendance.
- There were several art programs this month including ArtLab for Kids with 114 in attendance, a couple rock painting programs with a cumulative 198 patrons in attendance, a clay work program for teens with 11 in attendance, and a craft swap hosted by Crafting in Tri-Cities with 25 in attendance.

Friends of the Library Update

We have composed a list of outdoor activities for the Friends to consider. They will review this and develop a purchase list. We intend to start purchasing so that we can have these activities ready when The Lawn opens.

The online store is ready to go, but the service provider shows items as out of stock. They are looking into why this is, but it may have something to do with the tariff situation and not being able to get the products to the US.

Library Foundation

The Library Foundation’s next scheduled meeting is October 6 at 4:30pm.

Staffing Updates

One of our part-time Library Assistant positions has been filled by Luca McMahon. Luca has been working with us as an intermittent Library Assistant. The other position is completing the process and should be announced and onboard this month.

Library Statistics

We usually see our statistics decrease from July to August as July is typically the high mark of the year for many library statistics and area families prepare to go back to school. Physical gate count met this trend and reduced to 18,250 in August. Physical circulation follows this same trend with 39,505 items circulated in August compared to our big 44,041 number in July.

The overall circulation number, 79,040, decreased slightly, but was still the second highest total of the year. Digital circulation continues to be strong and steady with little fluctuation. Our Libby circulation notched the highest number for the year at 16,328, increasing slightly over July's 16,307 total. The past two months mark the only time Libby circulation has exceeded 16,000 in the last three years. In other digital resources, NewsBank had an unusually high total for August (8,553). This far exceeds the 3,000-view average we have had in the past few months. It is hard to determine why the increase is so drastic as they do not provide granular statistics. We recently started offering daily digital access for the Tri-City Herald as opposed to the twice per week editions, which may be a contributing factor.

RICHLAND PUBLIC LIBRARY



August 2025 Statistics Report for the September Board Meeting

SUMMARY

We held or hosted the following programs in August:

- “Story Time at John Dam Plaza” on Friday, August 1
- “Coloring Fun for All Ages” on Friday, August 1
- “Family Game Day” on Saturday, August 2
- Tri-Cities House Plant Lovers plant swap on Sunday, August 3
- “Art Lab for Kids” on Monday, August 4
- “Music Together at the Library” on Tuesday, August 5
- “LIGO at the Library” presentation on Thursday, August 7
- “Story Time at Drollinger Park” on Friday, August 8
- “Game Time Fridays” on August 8
- “Rock Painting” on Friday and Saturday, August 8 and 9
- “Day’s Pay” presentation by Steve Woolfolk on Monday, August 11
- “Rock Decorating with Sharpies” on Tuesday, August 12
- “Mocktails & Masterpieces: Gaming Miniatures” on Tuesday and Wednesday, August 12 and 13
- “Clay Work for Teens” on Thursday, August 14
- “Story Time at John Dam Plaza” on Friday, August 15
- “Finger Knit and Dye It” on Friday, August 15
- “Teen-Only Ukulele Jam” on Saturday, August 16
- “Craft Swap Meet Up” on Saturday, August 16
- LGBTQIA+ Craft Social on Monday, August 18
- “For the Love of Art: Beau Boaro, Fabric Artist” on Wednesday, August 20
- “Story Time at the Police Station!” on Friday, August 22
- “Bike to School Boot Camp” on Friday and Saturday, August 22 and 23
- “Ask Death Doulas” on Sunday, August 24
- “Worldwide Play Music on the Porch Day” on Saturday, August 30

The Tri-City Cinephiles watched *The Magnificent 7* (1960) and *The Hateful 8* (2015) on Sunday, August 10, and *Westworld* (1973) on Monday, August 25.

The Jane Austen Book Club from Adventures Underground watched *Mr. Malcolm’s List* (2022) on Saturday, August 16. We held a Family Movie showing of *A Minecraft Movie* (2025) on Saturday, August 23, and a Sensory Sunday Matinee showing on August 24. Our Cereal Book Club met on Tuesday, August 26, to discuss *Dealing with Dragons* by Patricia Wrede. Our busiest day was Monday, August 11, which featured the B-Reactor Museum Association “Day’s Pay” presentation and a Storywriters meeting.

AUGUST STATISTICS

- Overall Circulation with Renewals: **79,040**
- Digital Circulation: **20,111**
- Physical Items Checked Out: **39,505**
- Physical Items Renewed: **19,424**
- Holds Filled: **3,898**
- Hoopla Circulation: **3,388**
- Kanopy Circulation: **33,043 minutes, 395 tickets used**
- OverDrive Circulation: **16,328**
- New Library Card Accounts: **402**
- Gate Count: **18,250**
- Busiest Day: **873 (Monday, Aug. 11)**

2025 SUMMER READING PROGRAM

Statistics

Our Summer Reading Program ran from June 11 through August 20 this year. Patrons logged their reading time and different activities through the Beanstack app and could win prizes. We had 450 adults, 163 teens, 670 children, and 61 babies participate this year.

Rollarena Summer Skating Party

Patrons of all ages who finished our Summer Reading Program were invited to attend a skating party at the Richland Rollarena from 6:30 to 8:30 p.m. on Tuesday, August 19.

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 August 12, 19, and 26, followed by "Meet Our Therapy Dogs!" sessions; Wednesday morning active story times at 10 a.m. on August 6, 13, 20, and 27; Thursday morning baby story times at 10 a.m. on August 7, 14, 21, and 28; and a regular Friday morning preschool story time on August 29.



Outdoor Story Times

Kelly held morning story times at John Dam Plaza on Friday, August 1, with 29 patrons attending; at Drollinger Park on Friday, August 8, with 35 patrons attending; and at John Dam Plaza on Friday, August 15, with 67 patrons attending.

"Read to a Therapy Dog!"

We are now holding "Read to a Therapy Dog!" sessions from 3 to 4 p.m. every Wednesday. Kids are encouraged to share stories with therapy dogs Jasper and Spencer when they visit.

Art Lab for Kids

Kelly held a drop-in "Art Lab for Kids" program for patrons of all ages from 1 to 3 p.m. on Monday, August 4. We had 114 patrons come to participate in a variety of art and writing activities from the Summer Reading Program.

"Music Together at the Library"

We hosted staff from Music Together on Tuesday, August 5, as they led a program for kids and families from 10 to 11 a.m. in the Doris Roberts Gallery. Teen Services Librarian Alyssa helped to run this program, which was attended by 103 patrons.

STEAMKids

Kelly held a STEAMKids program from 1 to 3 p.m. on Thursday, August 14, with a variety of activities in the Children's Department and the Collaboratory. Ninety-seven patrons attended.

"Finger Knit and Dye It"

Kelly held a "Finger Knit and Dye It" craft program from 1 to 2 p.m. on Friday, August 15, in front of the library. Patrons were invited to create strands of knitting using just their fingers, and then dye their creations with Kool-Aid in Ziplock bags. Thirty-eight patrons attended.

CHILDREN'S PROGRAMS (CONTINUED)

Pop-Up Play Day

Community Engagement Supervisor Michelle helped provide activities at the City of Richland's "Dino Dig" Pop-Up Play Day in Goethals Park from 9 to 11 a.m. on Tuesday, August 19.

"Bike to School Boot Camp"

Library Assistant Mary held a "Bike to School Boot Camp" for middle schoolers from 2 to 5 p.m. on Friday, August 22, and from 10 a.m. to 4 p.m. on Saturday, August 23. Seven kids attended.

"Story Time at the Police Station!"

Kelly and Michelle held a special "Story Time at the Police Station!" in John Dam Plaza from 10 to 10:45 a.m. on Friday, August 22. Children enjoyed about 45 minutes of stories, songs, and rhymes; visits with therapy dogs; and playtime and frozen treats sponsored by the Police Foundation. Alyssa and Library Manager Chris provided a visit from Theo, the library's mascot. We had 115 patrons attend.



Cereal (Serial) Book Club

Our Cereal (Serial) Book Club for grades 4-6 met from 4 to 5:30 p.m. on Tuesday, August 26. Librarian Johanna led the group as they discussed *Dealing with Dragons*, the first book in the Enchanted Forest Chronicles by Patricia Wrede, and created dragons with Perler beads. Fifteen patrons attended.

ALL-AGES PROGRAMS

Coloring Fun for All Ages

Kelly held a "Coloring Fun for All Ages" craft program from 1 to 3 p.m. on Friday, August 1, in the Collaboratory. We had 16 patrons attend.

Family Game Day

We partnered with Tri-City Area Gaming (TAG) to hold Family Game Day at the library from 9 a.m. to 9 p.m. on Saturday, August 2. Patrons could play board, card, and other types of games from the mobile game library; participate in short role play adventures; and enjoy snacks and drinks. Adult Services Librarian Gavin and Library Assistant Vionnette helped to run this event. We had 105 patrons attend.



Summer House Plant Swap

We hosted the Tri-Cities House Plant Lovers as they held their summer swap from 1 to 3 p.m. on Sunday, August 3, in the Doris Roberts Gallery. Sixty-five 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, August 5 and August 19. She had 16 and 9 patrons attend.

LIGO at the Library

We hosted Cassidy Eassa, a science educator from the LIGO Hanford Observatory, as she presented "A Light Lecture on Physics and Astronomy" from 7 to 8 p.m. on Thursday, August 7, in the Doris Roberts Gallery. Michelle helped to run this event. Thirty-seven patrons attended.

ALL-AGES PROGRAMS (CONTINUED)

Rock Painting

Kelly, Tanya, and Library Assistant Theresa held drop-in rock painting workshops in the Collaboratory from 2 to 4 p.m. on Friday, August 8, and from 1 to 3 p.m. on Saturday, August 9. We had 78 and 76 patrons attend.

“Game Time Fridays”

We held an intergenerational “Game Time Fridays” program from 11 a.m. to 1 p.m. on Friday, August 8. Sixteen patrons attended.

Rock Decorating with Sharpies

Kelly held a “Rock Decorating with Sharpies” craft program from 10 a.m. to noon on Tuesday, August 12, at Columbia Point Marina Park. We had 40 patrons attend.



Mocktails and Masterpieces: Gaming Miniatures

Mary held Mocktails and Masterpieces sessions from 5:45 to 7:45 p.m. on Tuesday, August 12, and from 1 to 3:30 p.m. on Wednesday, August 13. Patrons age 14 and up enjoyed peachy mint tea while learning to paint miniature gaming figures with Glenn Nissen, a local artist with nearly 10 years of experience in painting models and building terrain pieces for gaming. Eighteen patrons attended.



“Craft Swap Meet Up”

We hosted Crafting in the Tri-Cities as they held a “Craft Swap Meet Up” in the Doris Roberts Gallery from 10 a.m. to 1 p.m. on Saturday, August 16. Twenty-five patrons came to swap, obtain, and give away craft supplies, and to socialize and hang out with other crafters.

Family Movie and Sensory Sunday Matinee: *A Minecraft Movie*

Johanna held a family movie showing of *A Minecraft Movie* (2025) at 2 p.m. on Saturday, August 23, with 46 patrons attending. Mary held a Sensory Sunday Matinee showing at 2 p.m. on August 24, with 10 patrons attending.

Worldwide Play Music on the Porch Day

Johanna held a “Worldwide Play Music on the Porch Day” program in the Collaboratory from 3 to 4 p.m. on Saturday, August 30. Patrons of all ages were invited to bring their musical instruments and share their talents, passions, and music with others. She had 11 patrons attend.

TEEN PROGRAMS

Clay Work for Teens

Alyssa held a “Clay Work for Teens” craft workshop from 6 to 7 p.m. on Thursday, August 14. Our calendar said, “Create your own figurine or creation with a multitude of colors and learn about the potential for glazing your masterpiece!” Eleven teens came to create figurines with air dry clay.

Teen-Only Ukulele Jam

Johanna held a teen-only ukulele jam from 1 to 2 p.m. on Saturday, August 16, in the Teen Reactor. She helped teens learn the basics of playing ukulele so they can join the jams.

ADULT PROGRAMS

Parenting Together Support Group

Kadlec's Parenting Together Support Group met in the library at 10 a.m. on Saturday, August 9.

Double Feature: *The Magnificent 7* and *The Hateful 8*

The Tri-City Cinephiles Club watched *The Magnificent 7* (1960) and *The Hateful 8* (2015) in the Doris Roberts Gallery from noon to 4 p.m. on Sunday, August 10. Eleven patrons attended.

"Day's Pay" Presentation

We hosted the B-Reactor Museum Association for a presentation by Steve Woolfolk from 7 to 8:30 p.m. on Monday, August 11. He recently expanded and republished *Day's Pay*, author Charles McCarter's book about the B-17 bomber that was purchased with donations from Hanford workers during World War II. Thirty-one patrons attended.

Jane Austen Book Club: *Mr. Malcolm's List*

The Jane Austen Book Club from community partner Adventures Underground held a showing of the Regency romance *Mr. Malcolm's List* (2022) from 2 to 4 p.m. on Saturday, August 16, in the Doris Roberts Gallery.

LGBTQIA+ Craft Social

Gavin held our monthly LGBTQIA+ Craft Social in the Collaboratory from 6:30 to 8:30 p.m. on Monday, August 18. Forty-two patrons attended this month.

For the Love of Art: Fabric Artist Beau Boaro

We hosted Art Works Northwest for a presentation by fabric artist Beau Boaro from 6 to 7 p.m. on Wednesday, August 20, in the Doris Roberts Gallery. Beau is a former scientist turned artist who uses textiles, glass beads, semi-precious stones, and threads to create colorful and complex images, capturing a sense of awe with color and form. Twenty-five patrons attended.

Tri-Cities Cinephiles Club Movie: *Westworld*

Gavin held a Tri-Cities Cinephiles Club showing of *Westworld* (1973) from 6:30 to 8:30 p.m. on Monday, August 25. Fourteen patrons attended.

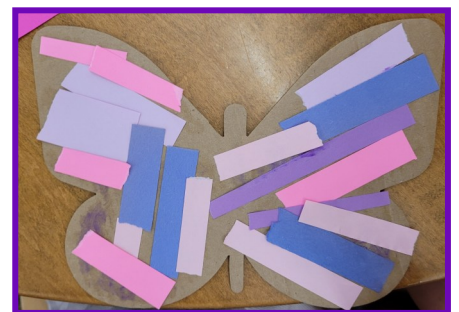
OTHER

Local Book, Writing, and Craft Clubs

Clubs that met at the library this month included Storywriters on Monday, August 11; Quilting in the Library on Thursday, August 14; the Monday Night Book Group on August 18; and By the Book Knitters on Tuesday, August 19.

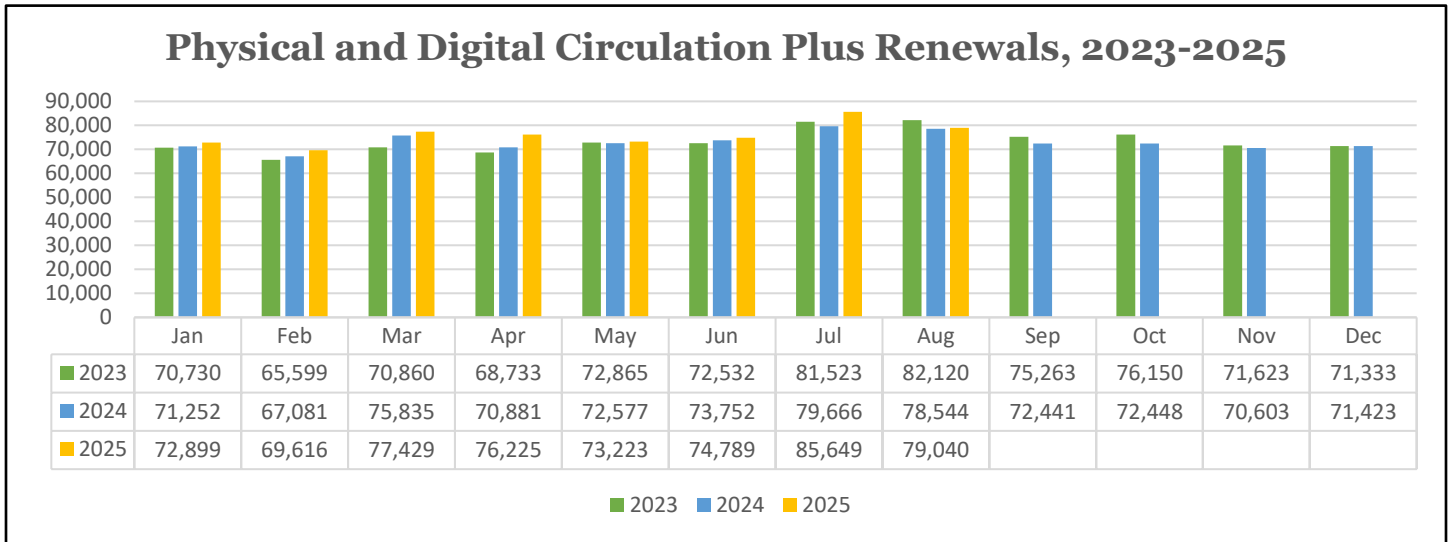
Library Outreach

Library outreach this month included the City of Richland's National Night Out/City Fair in Howard Amon Park on Tuesday, August 5 (Alyssa, Chris, Technical Support Specialist Dee, Administrative Assistant Kylie, and Library Supervisor Theresa); the Farmer's Market on Friday, August 15 (Michelle); the WSU Welcome Week Fair on Tuesday, August 19 (Chris); and two Children's Garden school visits (Alyssa and Gavin).



STATISTICS

TOTAL CIRCULATION

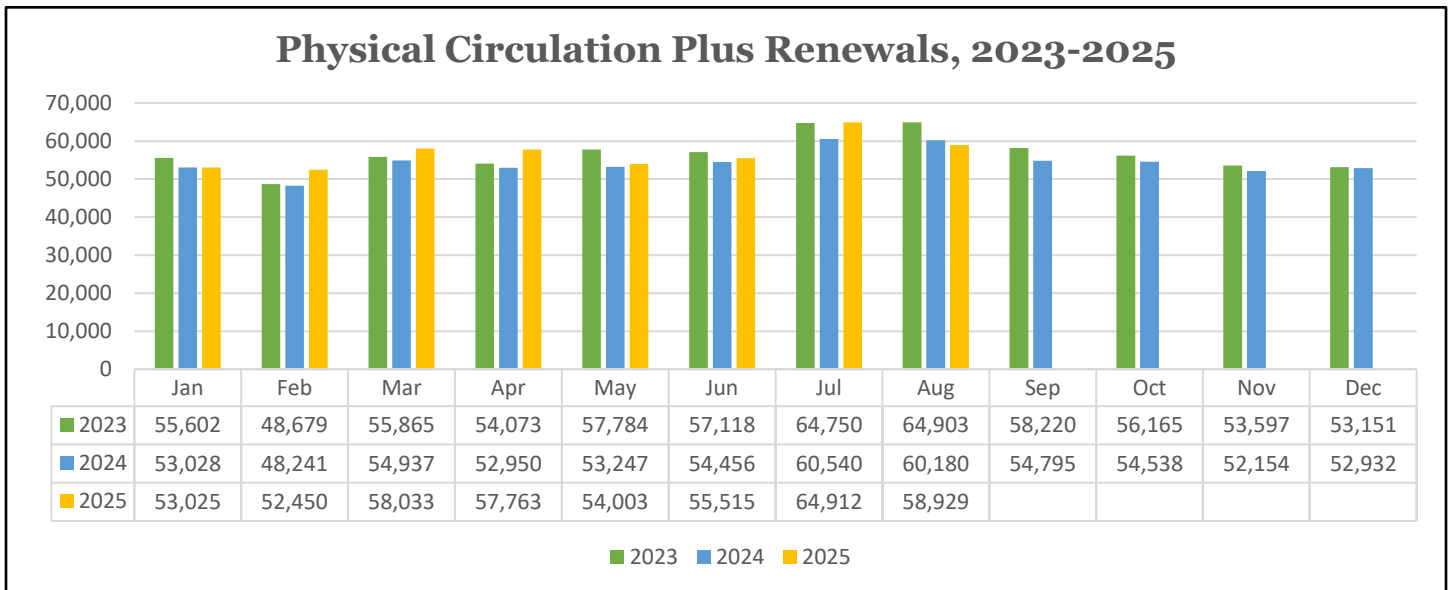


During August, our total physical plus digital circulation was 59,616 items, not including renewals. Of those, 39,505 (66.3%) were physical items and 20,111 (33.7%) were digital items obtained through Hoopla, Kanopy, and OverDrive. Kanopy tickets were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was down 8.0% compared to the 64,778 items checked out in July 2025. Digital circulation was also down 3.0% compared to the 20,737 items checked out in July. We filled 3,898 holds requests and had 11 scheduled curbside deliveries for 5 patrons.

Our patrons also renewed 19,424 physical items in August. Including these physical item renewals, our overall circulation was 79,040. That overall circulation was down 7.7% compared to the 85,649 items circulated in July 2025, but it was up 0.6% compared to the 78,544 items circulated in August 2024.

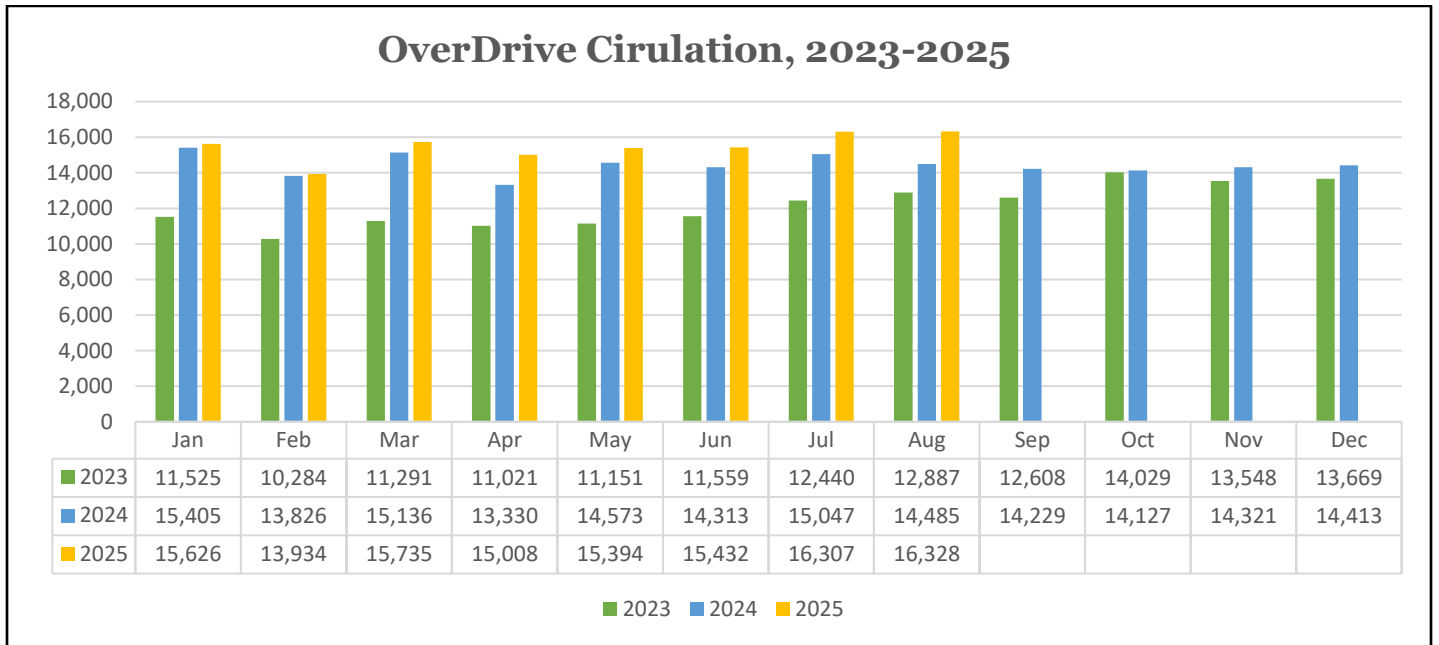
PHYSICAL CIRCULATION



Our patrons checked out 39,505 physical items in August and renewed 19,424 physical items, for a total of 58,929 items. That circulation was down 9.2% compared to the 64,912 physical items checked out and renewed in July 2025, and it was also down 2.1% compared to the 60,180 items checked out and renewed in August 2024. The top ten categories that circulated this month were Children’s Storybooks (4,398 items), Children’s Chapter Book Fiction (4,056 items), Adult Nonfiction (3,874 items), Adult Fiction 2nd Floor (2,860 items), Children’s Graphic Novels (2,858 items), Adult Movies (2,780 items), Children’s Nonfiction (2,651 items), Adult New Books (1,714 items), Children’s Favorites on the Story Circle (1,572 items), and Children’s Movies (1,424 items).

DIGITAL CIRCULATION

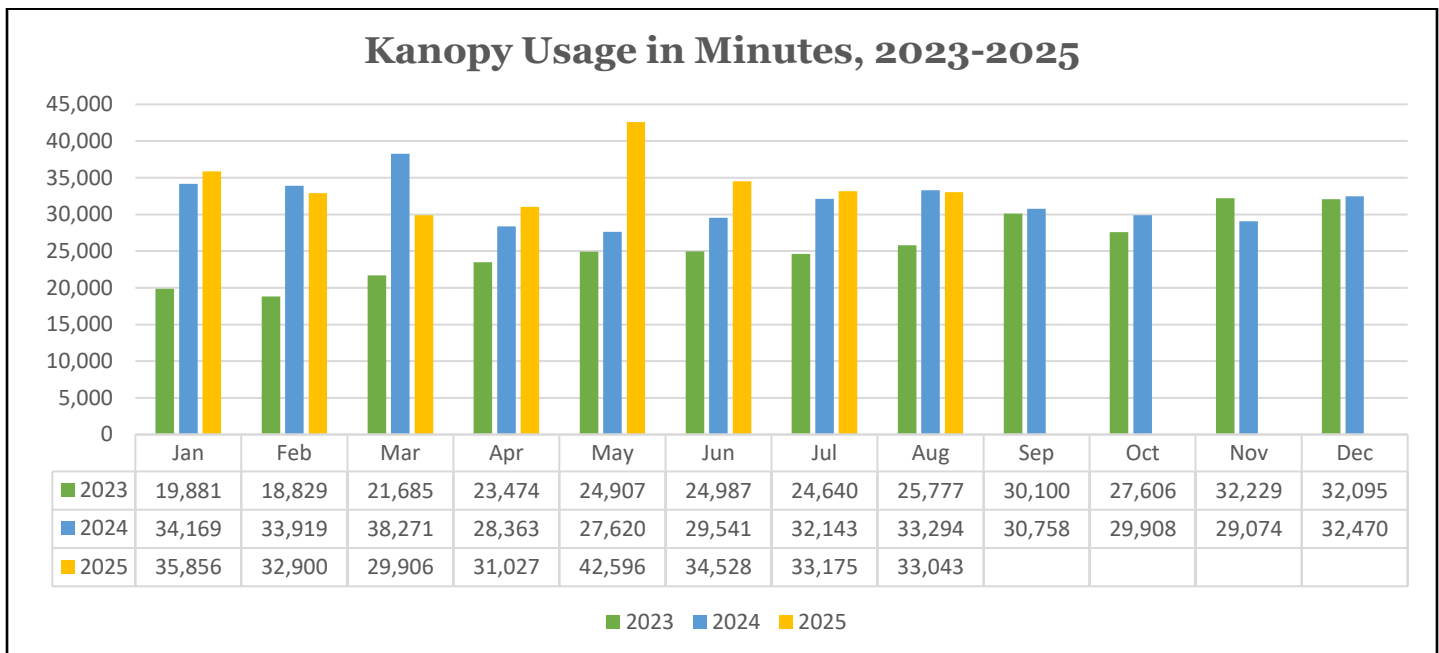
OverDrive



The 16,328 checkouts through OverDrive in August were up 0.1% compared to the 16,307 checkouts in July 2025, and they were also up 12.7% compared to the 14,485 checkouts in August 2024.

This month's checkouts included 7,268 audiobooks (which were 44.5% of the OverDrive items checked out), 6,635 e-books (40.6%), and 2,425 e-magazines (14.9%).

Kanopy

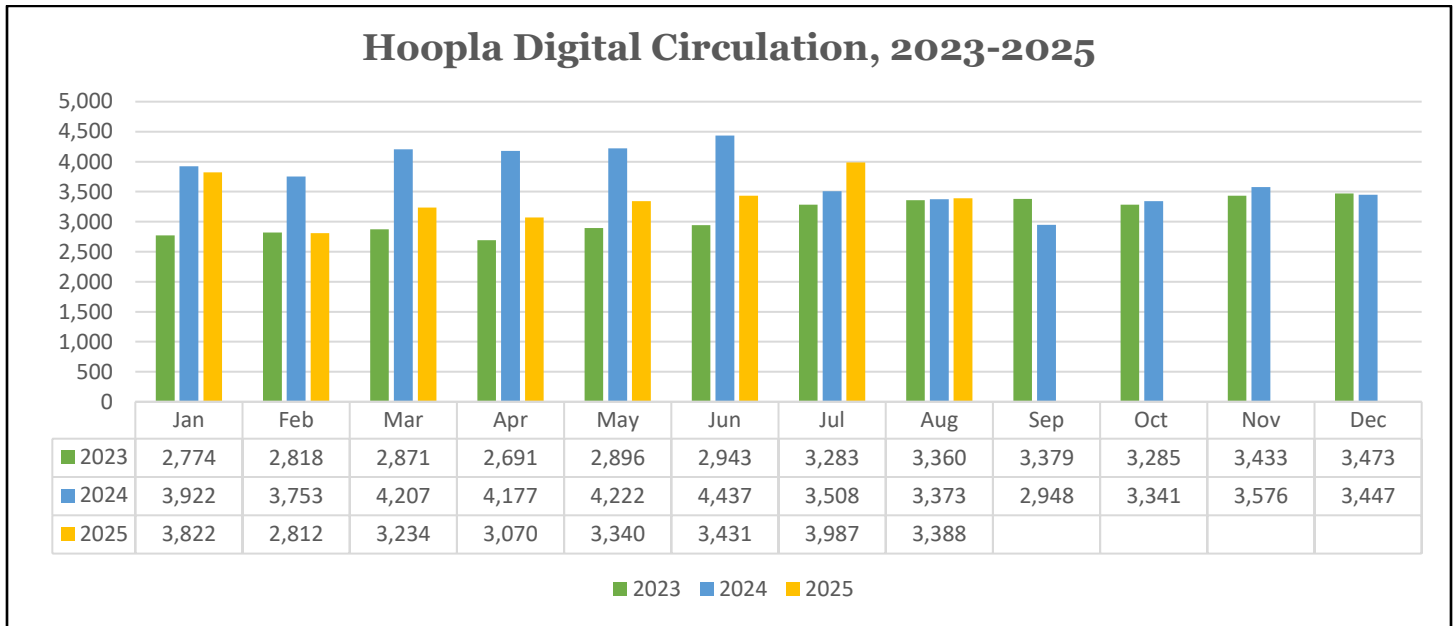


Our patrons viewed 33,043 minutes of Kanopy content during the month of August, using 395 tickets. That usage was down 0.4% compared to the 33,175 minutes viewed in July 2025, and it was also down 0.8% compared to the 33,294 minutes viewed in August 2024.

The top ten suppliers of content viewed on Kanopy this month were BBC Studios, Paramount Pictures, MHz Networks, Moonbug Entertainment, Shout Studios, Neon, Magnolia Pictures, Weston Woods, PBS, and Sony Pictures. Content was viewed on televisions (43.7%), mobile devices (26.3%), tablets (21.1%), and desktops (9.0%).

DIGITAL CIRCULATION (CONTINUED)

Hoopla

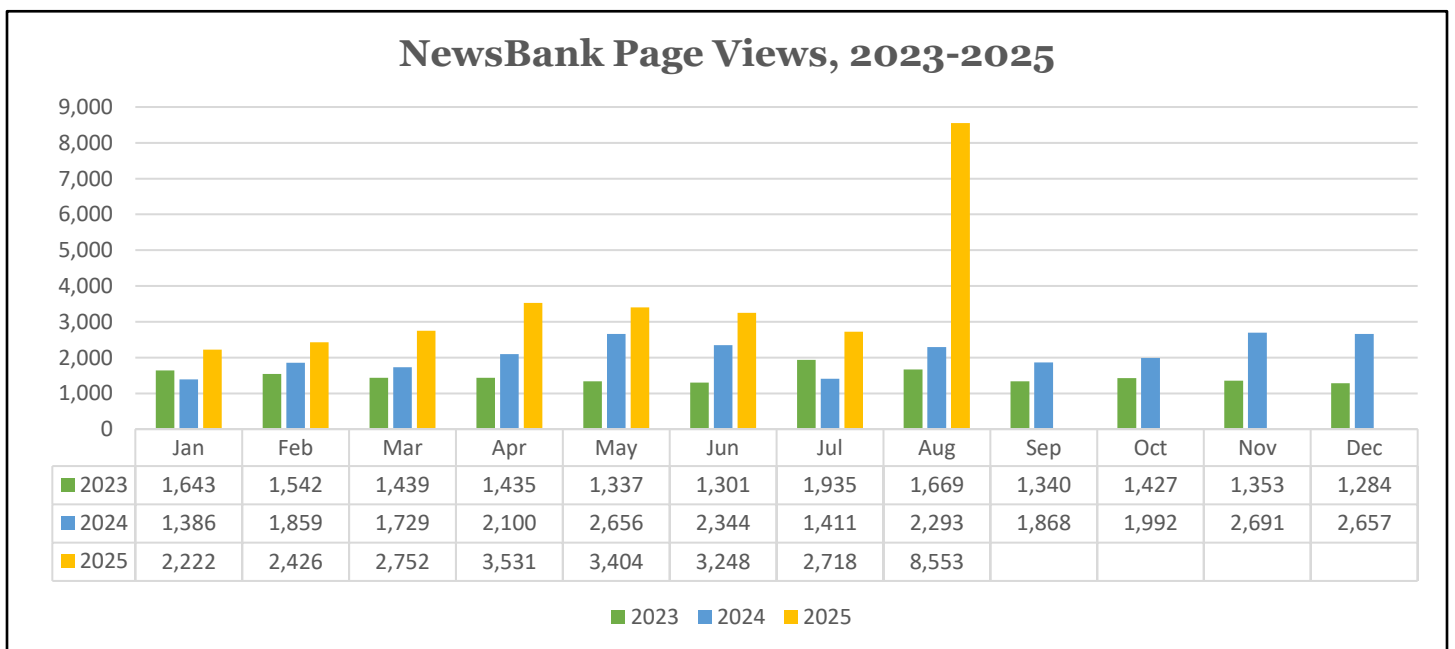


The 3,388 circulations in Hoopla during August were down 15.0% compared to the 3,987 circulations in July 2025, but they were up 0.4% compared to the 3,373 circulations in August 2024. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,678 audiobooks (which were 49.5% of the Hoopla items checked out), 844 movies and television shows (24.9%), 783 e-books and e-comics (23.1%), 79 music items (2.3%), and 4 e-magazines (0.1%).

OTHER DIGITAL SERVICES

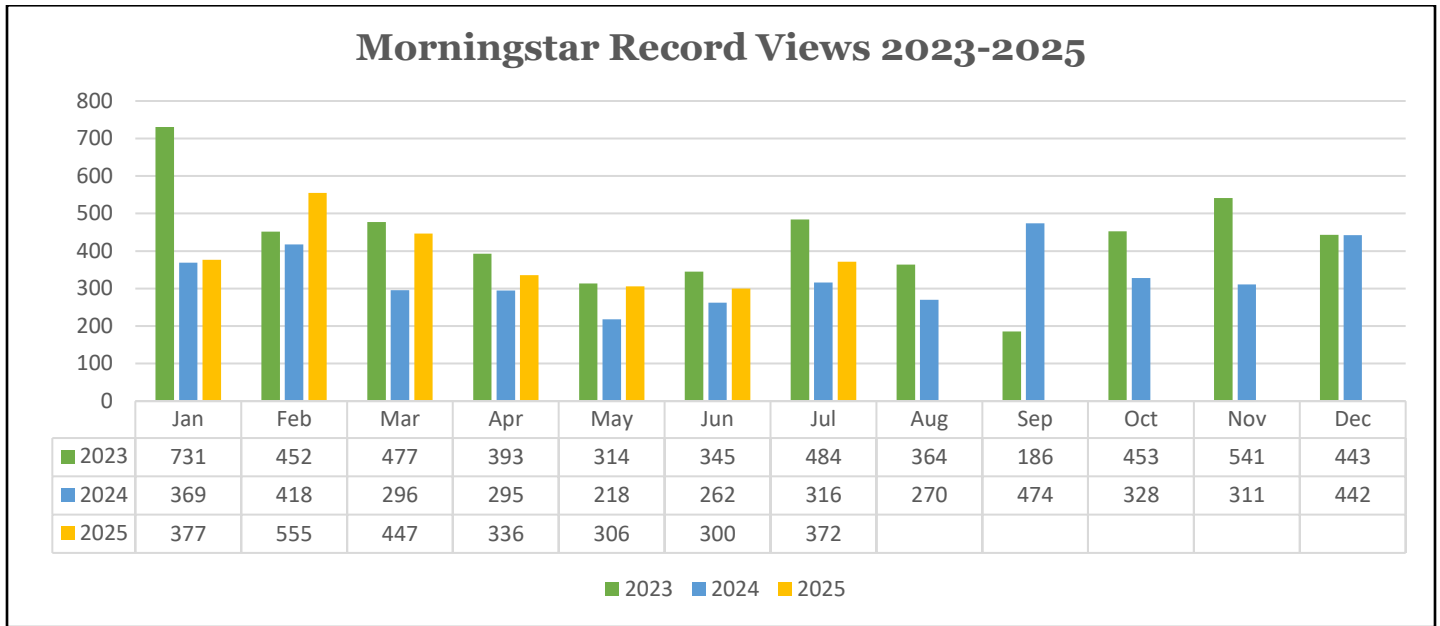
NewsBank



The 8,553 NewsBank page views in August were up 214.7% compared to the 2,718 page views in July 2025, and they were also up 273.0% compared to the 2,293 page views that occurred in August 2024. NewsBank continues to be one of the more consistently used offerings in our database collection.

OTHER DIGITAL SERVICES (CONTINUED)

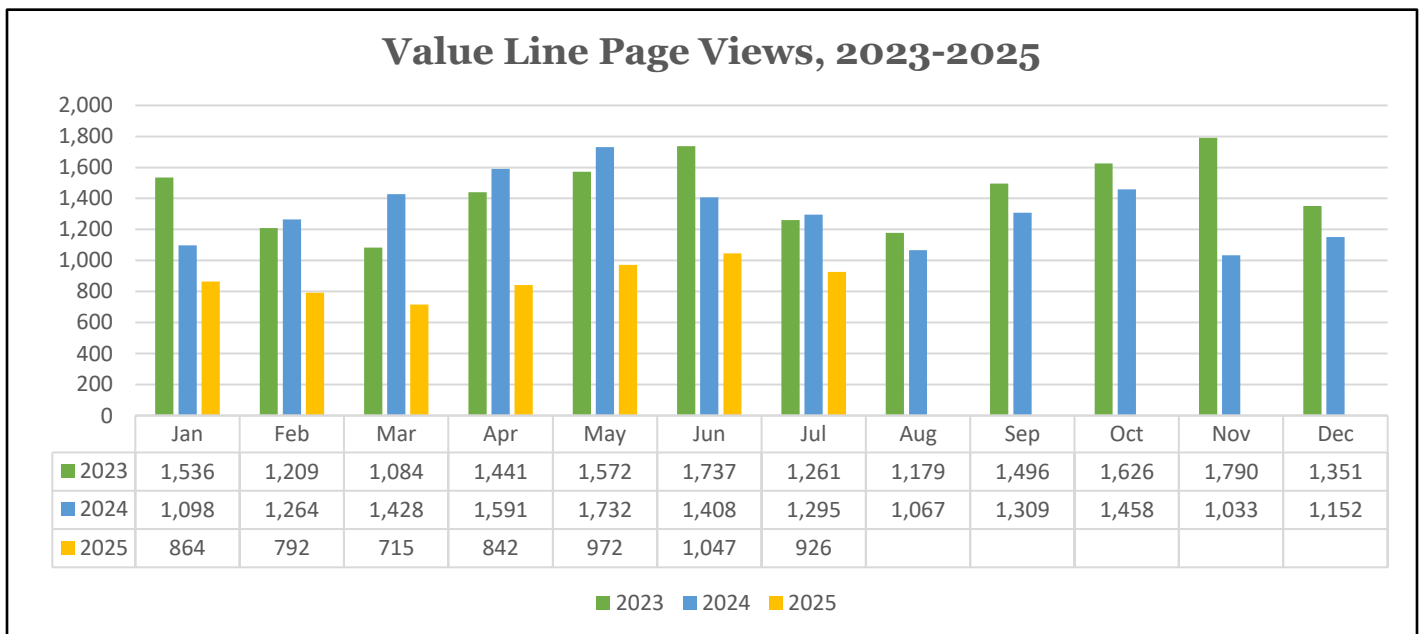
Morningstar



Our patrons viewed 372 Morningstar records in July. That usage was up 24.0% compared to the 300 records viewed in June 2025, and it was also up 17.7% compared to the 316 records viewed in July 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 August, so we will include them in next month's board report.

Value Line



The 926 Value Line page views in July were down 11.6% compared to the 1,047 page views in June 2025, and they were also down 28.5% compared to the 1,295 page views that occurred in July 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 August, so we will include them in next month's board report.

ADDITIONAL STATISTICS

Gate Counts

Our total gate count for August was 18,250. The busiest day was Monday, August 11, with 873 patrons logged. We hosted a Storywriters meeting and a popular B-Reactor Museum Association presentation that day, and several groups and organizations used our meeting rooms.

Interlibrary Loans

In August, we received a total of 304 interlibrary loan requests from other libraries. We sent 154 items to libraries during the month in response to their interlibrary loan requests.

We also sent 36 interlibrary loan requests to other libraries in August for items requested by our patrons. We received 40 items from other libraries in response to our requests.

New Library Card Accounts

We created 402 new library card accounts in August. They included 250 resident cards, 95 reciprocal cards, 27 nonresident cards, 14 limited access cards, 8 reciprocal digital cards, and 8 interlibrary loan accounts. All of the reciprocal and reciprocal digital cards we issued this month were for Mid-Columbia Libraries patrons.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/9/2025

Agenda Category: Approval of Bills

Prepared By: Christopher Nulph, Library Manager

Subject

Claims for Payment from August 1, 2025 through August 31, 2025

Department

Parks & Public Facilities

Recommended Motion

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

Summary

Review and approval of claims for payment from August 1, 2025 through August 31, 2025.

Attachments

1. Library Payroll - August 2025
2. Library Voucher Listing - August 2025
3. 2025.09.09 Claims for Payment

CITY OF RICHLAND

LIBRARY EXPENDITURE

August 2025

Month/Year

PAY PERIODS: From July 28, 2025 through August 24, 2025

GROSS SALARIES \$ 108,253.27

	Gross Wages	Total
WEEK OF: <u>08/14/25</u>	<u>54,337.89</u>	<u>54,337.89</u>
WEEK OF: <u>08/28/25</u>	<u>53,915.38</u>	<u>53,915.38</u>
WEEK OF: _____	_____	_____
TOTAL	<u>108,253.27</u>	<u>108,253.27</u>



Library Voucher Listing

Begin Date: 8/1/2025

End Date: 8/31/2025

NON-FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8188700/3583	EQUINOX SOFTWARE INC		00001633	8/6/2025	338765	SEQUOIA - ANNUAL RENEWAL LIBRARY 6/1/25-5/31/26	\$16,723.08
	K8188700/3583	SPRINGSHARE LLC	22500644	25-A7054	8/29/2025	339518	PATRON POINT SUBSCRIPTION	\$3,849.78
	K8188700/3583	P-CARD OTP		TXN00086900	8/31/2025	0	WHEN TO WORK SCHEDULING SOFTWARE RENEWAL	\$777.21
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$21,350.07
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$110,598.00			YTD ACTUAL: \$69,679.09			YTD % USED: 63.00%		
INFORMATION TECHNOLOGY TOTAL:								\$21,350.07
	K8721000/3102	AMAZON		TXN00086757	8/31/2025	0	PROGRAMMING SUPPLIES/MENDING SUPPLIES	\$143.40
	K8721000/3102	P-CARD OTP		TXN00086777	8/31/2025	0	NNO SUPPLIES	\$23.90
	K8721000/3102	AMAZON		TXN00086781	8/31/2025	0	PROGRAMMING SUPPLIES/MENDING SUPPLIES	\$177.17
	K8721000/3102	AMAZON		TXN00086777	8/31/2025	0	SUPPLIES - CALENDAR/PLANNERS	\$23.90
	K8721000/3102	AMAZON		TXN00086879	8/31/2025	0	SUPPLIES - CALENDAR/PLANNERS	\$24.95
	K8721000/3102	AMAZON		TXN00086985	8/31/2025	0	SUPPLIES - KEYBOARD	\$34.77
	K8721000/3102	AMAZON		TXN00087011	8/31/2025	0	SUPPLIES - KEYBOARD	\$34.77
	K8721000/3102	AMAZON		TXN00087053	8/31/2025	0	SUPPLIES - PLANNERS	\$22.68



Library Voucher Listing

Begin Date: 8/1/2025

End Date: 8/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8721000/4201		FRONTIER		8/25 206/188-2614	8/13/2025	338903	TELEPHONE 8/1/2025-8/31/2025 206/188-2614	\$53.41
K8721000/4201		FRONTIER		8/25 509/943-3152	8/13/2025	338904	TELEPHONE 8/1/2025-8/31/2025 509/943-3152	\$1,118.97
K8721000/4201		VERIZON WIRELESS		6120536017	8/15/2025	339140	150-25 VERIZON HOTSPOTS - LIBRARY	\$751.00
TELEPHONE & COMM SVCS TOTAL:								\$2,001.98
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$24,330.00			YTD ACTUAL: \$16,298.81			YTD % USED: 66.99%		
K8721000/4202		PITNEY BOWES PURCHAS		JULY 2025 POSTAGE	8/13/2025	338943	Postage 07/01/25 - 07/31/25	\$811.35
POSTAGE TOTAL:								\$811.35
POSTAGE - YTD INFORMATION								
BUDGET: \$5,000.00			YTD ACTUAL: \$3,582.18			YTD % USED: 71.64%		
K8721000/4301		HAFFNER, MICHELLE		APRIL-JUNE 2025 LIB	8/29/2025	339485	REIMB APR-JUNE 2025 LIBRARY	\$60.20
K8721000/4301		P-CARD OTP		TXN00086860	8/31/2025	0	TRIP# 25-333 M. BROWN-ELMORE AIRFARE	\$470.34
TRAVEL EXPENSES TOTAL:								\$530.54
TRAVEL EXPENSES - YTD INFORMATION								
BUDGET: \$21,000.00			YTD ACTUAL: \$12,753.51			YTD % USED: 60.73%		
K8721000/4504		XEROX CORP		024030361	8/1/2025	338654	7HB-469027 BASE CHARGE AUGUST 2025	\$10.87
K8721000/4504		KELLEY CREATE CO		39738871	8/1/2025	338590	AGRMNT# 112-3056730-000 RPL AUG 2025	\$420.67



Library Voucher Listing

Begin Date: 8/1/2025

End Date: 8/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8721000	4504	XEROX CORP		024203497	8/29/2025	339542	7HB-469027 09/2025 BASE CHARGE - RPL	\$10.87
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$442.41
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$14,145.00			YTD ACTUAL: \$10,724.99			YTD % USED: 75.82%		
K8721000	4912	TRI CITY REGIONAL CH		103355	8/29/2025	339530	COR WOMEN IN BUSINESS GROUP RESERVATION	\$597.00
K8721000	4912	P-CARD OTP		TXN00086753	8/31/2025	0	TRIP# 25-333 M. BROWN-ELMORE CONFERENCE FEE	\$550.00
TUITION/CONFERENCE FEES TOTAL:								\$1,147.00
TUITION/CONFERENCE FEES - YTD INFORMATION								
BUDGET: \$4,320.00			YTD ACTUAL: \$4,197.40			YTD % USED: 97.16%		
K8721000	5301	WA STATE DEPARTMENT		DOR 07/2025	8/25/2025	10686	COMBINED EXCISE TAX - JULY 2025	\$14.67
STATE TAXES TOTAL:								\$14.67
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$92.12			YTD % USED: 9.03%		
LIBRARY ADMINISTRATION TOTAL:								\$6,792.19
K8722100	3401	MIDWEST TAPE		507535308	8/6/2025	338792	HOOPLA JULY 2025 USAGE - LIBRARY	\$7,468.39
K8722100	3401	KANOPY LLC		KDEP-24609	8/13/2025	338916	LIBRARY STREAMING SERVICE - KANOPY PAY PER USE	\$3,000.00



Library Voucher Listing

Begin Date: 8/1/2025

End Date: 8/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3401		THE GALE GROUP		999100713718	8/13/2025	338866	LIBRARY MATERIALS - LARGE PRINT COLLECTION	\$181.74
K8722100/3401		CENGAGE LEARNING, IN		999100713721	8/22/2025	339283	LIBRARY MATERIALS - LARGE PRINT COLLECTION 7/25	\$189.07
K8722100/3401		CENGAGE LEARNING, IN		999100713723	8/22/2025	339283	LIBRARY MATERIALS - LARGE PRINT COLLECTION 7/25	\$246.93
K8722100/3401		INGRAM INDUSTRIES IN		TXN00086680	8/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$186.25
K8722100/3401		INGRAM INDUSTRIES IN		TXN00086710	8/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$1,371.43
K8722100/3401		INGRAM INDUSTRIES IN		TXN00086729	8/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$218.14
K8722100/3401		MIDWEST TAPE		TXN00086745	8/31/2025	0	LIBRARY MATERIALS - AV COLLECTION	\$851.74
K8722100/3401		AMAZON		TXN00086764	8/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$83.66
K8722100/3401		INGRAM INDUSTRIES IN		TXN00086785	8/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$522.25
K8722100/3401		AMAZON		TXN00086815	8/31/2025	0	LIBRARY MATERIALS - BOARD GAME COLLECTION	\$27.16
K8722100/3401		INGRAM INDUSTRIES IN		TXN00086830	8/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$419.87
K8722100/3401		AMAZON		TXN00086850	8/31/2025	0	LIBRARY MATERIALS - BOARD GAME COLLECTION	\$164.77
K8722100/3401		INGRAM INDUSTRIES IN		TXN00086875	8/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$226.78
K8722100/3401		INGRAM INDUSTRIES IN		TXN00087004	8/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$165.45



Library Voucher Listing

Begin Date: 8/1/2025

End Date: 8/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00087007	8/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$477.21
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00087019	8/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$1,042.57
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00087040	8/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$1,054.85
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00087102	8/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$424.45
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00087104	8/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$318.13
	K8722100/3401	MIDWEST TAPE		TXN00087120	8/31/2025	0	LIBRARY MATERIALS - AV COLLECTION	\$436.80
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00087142	8/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$2,809.60
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00087160	8/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$382.01
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00087159	8/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$135.96
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00087181	8/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$671.17
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00087215	8/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$1,315.39
	K8722100/3401	AMAZON		TXN00087231	8/31/2025	0	LIBRARY MATERIALS - BOARD GAME COLLECTION	\$114.11
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00087295	8/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$601.84
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00087318	8/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$414.59
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00087319	8/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$241.64
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00087326	8/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$219.48



Library Voucher Listing

Begin Date: 8/1/2025

End Date: 8/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3401		INGRAM INDUSTRIES IN		TXN00087329	8/31/2025	0	LIBRARY MATERIALS - PHYSICAL COLLECTION	\$311.29
LIBRARY RESOURCES TOTAL:								\$26,294.72
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$424,700.00			YTD ACTUAL: \$297,581.52			YTD % USED: 70.07%		
K8722100/3402		AMAZON		TXN00086675	8/31/2025	0	PROGRAMMING SUPPLIES - MOCKTAILS & MASTERPIECES	\$64.09
K8722100/3402		AMAZON		TXN00086698	8/31/2025	0	AMAZON MKTPLACE PMTS - Credit	-\$32.60
K8722100/3402		P-CARD OTP		TXN00086840	8/31/2025	0	SPANISH POCKET CONSTITUTION - LIB DISPLAYS	\$58.68
K8722100/3402		FRED MEYER		TXN00086910	8/31/2025	0	PROGRAMMING SUPPLIES - MOCKTAILS & MASTERPIECES	\$35.48
K8722100/3402		COSTCO WHOLESALE		TXN00086925	8/31/2025	0	PROGRAMING SUPPLIES - SNACKS	\$289.48
K8722100/3402		AMAZON		TXN00086976	8/31/2025	0	AMAZON MKTPLACE PMTS - Credit	-\$19.56
K8722100/3402		AMAZON		TXN00086995	8/31/2025	0	AMAZON MKTPLACE PMTS - Credit	-\$4.34
K8722100/3402		AMAZON		TXN00087000	8/31/2025	0	AMAZON MARK Q18TO2YU3 - Credit	-\$17.38
K8722100/3402		P-CARD OTP		TXN00086828	8/31/2025	0	OUTREACH - THEO STICKERS	\$377.73
K8722100/3402		AMAZON		TXN00086842	8/31/2025	0	PROGRAMMING SUPPLIES	\$86.09
K8722100/3402		P-CARD OTP		TXN00086863	8/31/2025	0	OUTREACH SUPPLIES	\$48.71



Library Voucher Listing

Begin Date: 8/1/2025

End Date: 8/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3402		DEMCO INC.		TXN00086887	8/31/2025	0	BOOKMARKS	\$150.84
K8722100/3402		P-CARD OTP		TXN00086948	8/31/2025	0	PROGRAM CRAFT SUPPLIES	\$138.97
LIBRARY PROGRAMMING TOTAL:								\$1,176.19
LIBRARY PROGRAMMING - YTD INFORMATION								
BUDGET: \$20,000.00			YTD ACTUAL: \$14,152.94			YTD % USED: 70.76%		
LIBRARY PUBLIC SERVICE TOTAL:								\$27,470.91
LIBRARY NON-FACILITIES TOTAL:								\$55,613.17



Library Voucher Listing

Begin Date: 8/1/2025

End Date: 8/31/2025

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		07/2025 JUL	8/12/2025	50016	CITY UTILITY BILLS/JULY 2025	\$6,138.26
UTILITIES TOTAL:								\$6,138.26
UTILITIES - YTD INFORMATION								
BUDGET: \$57,000.00			YTD ACTUAL: \$29,675.47			YTD % USED: 52.06%		
LIBRARY FACILITIES TOTAL:								\$6,138.26



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

SEPTEMBER 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 \$ 163,866.44 this 9th day of September, 2025.

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

Voucher Listings	Amount
August 01, 2025 thru August 31, 2025	\$55,613.17

Transfer Advice (Salaries)

Salaries for the weeks of: July 28, 2025 thru August 24, 2025	\$108,253.27
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MONTHLY EXPENSES \$163,866.44

Comments: COR Library Voucher Listing
COR Library Expenditure

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

	PRINT NAME		SIGNATURE
1.	Board Member 1	1.	09/09/2025
2.	Board Member 2	2.	09/09/2025
3.	Board Member 3	3.	09/09/2025
	I.N.		



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/9/2025

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject

New Board Member Library Information Packet

Department

Parks & Public Facilities

Recommended Motion

Discussion only.

Summary

This item provides a foundational overview of library operations tailored for new board members. It covers key functions, services, and organizational structure to help orient incoming members and ensure a shared understanding of how the library runs day-to-day. Current board members are encouraged to review the outline and suggest additions or revisions based on their experience and insights.

Attachments

- I. Board Orientation

Brief History

The Richland Public Library opened in 1951. Doris Roberts served as the first Library Manager. From the beginning, the Library was an essential part of this community. Within the first few months of Library operation, so many books were checked out that the Library had to close to order more materials. The Library had a traditional collection but also offered many programs, including the Summer Reading Club. This summer program included reading goals, prizes, parties, and events.

Over time, a larger Library was needed to keep up with community demand. Doris worked to pass a community bond that allowed for the creation of a new, larger Library in 1970. The Library we operate today sits on the site of this 1970 construction.

The Library continued to expand programming and services over the years. In the 2000s, Library Manager Wayne Suggs worked to provide a much-needed expansion and renovation to our Library building. Another bond passed with an overwhelming majority, continuing to demonstrate the value to the Richland community. In 2009, the renovated Library opened to the public with an expanded collection and community spaces.

Municipal Library

The Richland Public Library operates as a municipal Library as part of the City of Richland. This type of Library is a minority in Washington State but is extremely common across the United States and world. Other municipal libraries in Washington include Walla Walla Public Library, Seattle Public Library, and Spokane Public Library. Many of our neighboring libraries are considered districts. Mid-Columbia Libraries, Yakima Valley Libraries, and Walla Walla County Rural Library District are examples.

As a municipal Library, we are funded by the City's general fund which includes tax-related revenues (sales, property). These taxes come from both residents and non-residents. District libraries are funded by levies separate from city taxes or are funded through contract agreements with a city.

Municipal libraries offer several benefits as part of City operations. Some of these include:

- As a full-service City, Richland can coordinate and control a full slate of municipal services from trash collection to parks maintenance. Having coordinated control makes for unified civic presence in a community. The Library works with these other

departments and acts as a community interface for municipal government. Other City of Richland departments utilize our programming, exhibit space, meeting rooms, and outreach to connect with residents.

- A municipal Library has the support of other municipal departments like facility maintenance, IT, and the City Attorney. This allows us to have a wide net of expert support that would otherwise need to be contracted or staffed by the Library.
- Being a part of the City budget means Richland sets the quality and standard of Library services. This results in high level resources and services. It allows us to pursue capital projects without competing with other libraries for available funds. It also allows us to set priorities that directly align with our community instead of shared priorities for a larger region.
- The general fund is composed of resident and non-resident revenue that goes towards the operation of one Library. In a district, residents are taxed for Library services on top of general fund taxes. Those funds from residents go to support an entire district. This means that, in a district, resident-only tax dollars leave the community and are spread out to support communities with less tax revenue. Instead, revenue from both residents and non-residents stay in the community to support their municipal Library. This saves the taxpayer money and keeps those funds in the community.
 - Districts also must go out for votes to keep their funding in line with inflation (“levy lid lift”). Failed votes may mean cuts to services and an inability to keep up with inflation. Not having to rely on regular votes for funding keeps municipal Library services stable.

Library Strategic Plan & Policies

As a Board member, it is important to be familiar with our strategic plan and policies.

The current Library strategic plan runs through 2033 and can be found through our website: www.myrichlandLibrary.org/about-us/strategic-plan

Library policies are regularly reviewed and updated by vote of the Library Board. Current Library policy can be found online at: www.myrichlandLibrary.org/about-us/Library-policies

Public Library Principles and History

Having a firm understanding of the principles of public Library operation is crucial to your role. Please review the ALA documentation below.

[Library Bill of Rights](#)

[Freedom to Read](#)

[Freedom to View](#)

[Intellectual Freedom](#)

For a deeper dive on the history of public libraries, we recommend the PBS documentary *Free For All: The Public Library*.

Role of the Library Board

As a member of the Library Board, your role is an advisory one. This means you provide a community voice to Library operations. Initiatives, budgets, policies, services, and more are regular meeting topics. These items are discussed with the intent of receiving Board input to guide these major operational decisions. Ultimately, control of the Library rests with City of Richland administration but having a community voice is critical to Library operation.

This differs from a governing Board, which has final control of Library operation. A governing Board would traditionally oversee the Library Director, budget, and overall direction of the Library.

In addition to this input, the Library Board serves as an advocate for the Library. They work with other support organizations, the Friends of the Richland Public Library and the Richland Public Library Foundation, to ensure a coordinated effort in Library planning and fundraising.

Lastly, the Library Board has the responsibility of providing an annual report to City Council about the operation of the Library. This occurs in the first quarter of the new year and recaps statistics and initiatives from the previous year of operation.

Other Library Support Boards

As mentioned above, the Library also has a Friends of the Library and a Richland Public Library Foundation. These two organizations are run by their own volunteer Boards. The Friends of the Library operates our book sale room in the lobby of the Library. They also run

a twice annual book sale that takes place in the Gallery. These funds go to support Library programs and services. They focus on smaller dollar, short term needs.

The Richland Public Library Foundation seeks to raise larger funds for long term, capital needs. Their most recent project, for example, was a large donation for The Lawn to make that space a reality.

Library Services

The Library offers a wide range of services for the entire community. We see over 200,000 visitors, circulate almost 1,000,000 physical and digital items, and host over 1,000 community engagement opportunities every year. Please take the time to review our website and become familiar with the full range of services in-person and digitally. Some key Library services include:

- Physical collection including items like hot spots, board games, and outdoor recreation
- Digital resources including ebooks, audiobooks, and streaming movies
- Research databases covering a variety of needs including language learning, newspapers, free online tutoring, and more
- Free museum access to most of the regional museums and state parks
- Free meeting and study rooms
- Hundreds of community engagement programs a year
- PC, wifi, printing, scanning, and faxing services

Library Organizational Structure and Contacts

The Library is part of the Parks & Public Facilities Department and reports to the Parks and Public Facilities Director. The Library is one division of this department that also includes Recreation, Facilities Maintenance, and Parks Maintenance.

Within the Library, we have three work groups, each managed by a Supervisor:

- User Experience – This group’s primary responsibilities include staffing our customer service desks.
- Technical Services – This group’s primary responsibilities include managing, processing, and cataloging the collection.

- Community Engagement – This group’s primary responsibilities include leading programming and outreach efforts for the Library.

The Library is made up of full time, part time, and intermittent staff, totaling about 20.5 FTE. All staff, including the Library Manager, work on the customer service desks in addition to their office duties.

Kylie Christian, Administrative Assistant, takes Board meeting minutes, sends out the agendas, and coordinates our meetings. She can be reached at:

kchristian@ci.richland.wa.us

509-942-7450

Chris Nulph, Library Manager, directs the Library and leads many of the Board meeting discussions. He can be reached at:

cnulph@ci.richland.wa.us

509-942-7451

Board Schedule

Library Board meetings take place on the second Tuesday of each month at 5:30pm. Meetings take place in Conference Room A at the Richland Public Library.

Special meetings may occur, when necessary, at a time and date of the Board’s choosing.

Board officers (Chair, Vice Chair) are elected by a vote of the Board yearly.