



Agenda
Library Board Meeting
Tuesday, October 14, 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 September 9, 2025 Library Board Meeting Minutes

Richland Public Library Updates:

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

Approval of Bills: (Approved by Motion)

4. Claims for Payment from September 1, 2025 through September 30, 2025
 - Christopher Nulph, Library Manager

Unfinished Business:

New Business:

5. Election of Richland Public Library Board Officers
 - 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: 10/14/2025

Agenda Category: Approval of Minutes

Prepared By: Kylie Christian, Administrative Assistant

Subject

Approval of the September 9, 2025 Library Board Meeting Minutes

Department

Parks & Public Facilities

Recommended Motion

Move to approve the 09-09-2025 meeting minutes.

Summary

The draft of the 09-09-2025 Library Board Meeting Minutes is included for consideration.

Attachments

- I. 2025.09.09 Library Board Meeting Minutes



MINUTES

Richland Public Library Board
Tuesday, September 9, 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 5:31 p.m.

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

Also present were Library Manager Nulph, Administrative Assistant Christian, and Community Engagement Librarian Johanna Talbott.

Approval of Agenda

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

Approval of Minutes

- 1. BOARD MEMBER LIGHTNER MOVED AND BOARD MEMBER PICKEL SECONDED THE MOTION TO APPROVE THE MINUTES OF AUGUST 12, 2025 AS PRESENTED. MOTION CARRIED 4-0.**

Richland Public Library Updates

2. Richland Public Library Staff Update

Community Engagement Librarian Johanna Talbott shared about the Cereal Book Club that she has created for kids grades 4th through 6th. The club entails reading the first book of a series and then watching the movie that goes with the book. She discussed other programs she has been working on and what she has planned for the rest of 2025.

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

Library hours changed as of September 2, 2025. Monday through Thursday hours are the only change. New hours are now 9:00 a.m. to 8:00 p.m.

Projection date for the completion of the new library and City website is the end of September.

The library is handing out 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. It recognizes that the library is much between when we have an active and engaged group of citizens that help the library meet the needs of the community. The first award goes to Board Member Lindsay Lightner for her years of dedication to the library.

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

Public Comments

None.

Approval of Bills

4. **BOARD MEMBER LIGHTNER MOVED AND BOARD MEMBER ISAKSON SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR AUGUST 2025 IN THE AMOUNT OF \$163,866.44. THE MOTION CARRIED 4- 0.**

New Business

5. New Board Member Library Information Packet

Library Manger Nulph presented a new information packet for all new board members. The packet would provide a foundational overview of library operations tailored for new board members and give an overview and ensure a shared understanding of how the library runs of the day-to-day.

Agenda Items for Upcoming Board Meeting

6. Election of Board Officers

Adjournment

Chair Buxton adjourned the meeting at 6:30 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: 10/14/2025

Agenda Category: Richland Public Library Updates

Prepared By: Michelle Haffner

Subject

Richland Public Library Staff Update

Department

Parks & Public Facilities

Recommended Motion

Discussion only.

Summary

Community Engagement Supervisor Michelle Haffner will update the Board on programs and events the library has planned for the remainder of 2025.

Attachments



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 10/14/2025

Agenda Category: Richland Public Library Updates

Prepared By: Christopher Nulph, Library Manager

Subject

September 2025 Library Manager's Report and Library Statistics Report

Department

Parks & Public Facilities

Recommended Motion

Discussion only.

Summary

Library Manager Nulph's September 2025 library manager report and the library statistics report are included for discussion.

Attachments

1. 2025.10.14 Library Manager's Report
2. 2025.10.14 Library Statistics Report



LIBRARY MANAGER'S REPORT
Richland Public Library Board
October 14, 2025

State of Library Services

Patrons have slowly been adjusting to the new hours. Initially, it did not seem there was a high degree of public awareness for this change. Even our regulars that were waiting for the library to open at 10 were surprised to see the gates open at 9. Since, more have gotten accustomed to the new hours, and we typically see gate counts between 50-100 in the 9:00 hour. This number is significantly higher than the number of library users in the 8:00pm hour.

The Lawn has moved along significantly but ran into a roadblock as the turf installation was done poorly. The turf is not secured in places, has highly visible seams, the grain is mismatched, and has ripples causing a tripping hazard. We are requiring the contractor to reinstall this element in a responsible way. We are uncertain how long this adjustment will take, but the installation process itself is not a long one. It is mainly a matter of how quickly they act.

The website has officially changed over to the new format. We've seen minimal issues with the rollout, and it has been well received by staff and patrons. Please let us know if you come across anything that needs adjustment with the new website.

The next reciprocal committee meeting will be taking place on October 16 at 5:30pm.

The library has implemented a new program agreement form created with the help of the City Attorney's office. This simple one-page agreement will be signed by program presenters that are conducting a program without a staff member co-presenting. This protects the library if the presenter goes beyond what was discussed as the scope of the program.

We have made a change to our print and copy stations. The kiosks have been placing holds on patron credit/debit cards for prints and copies since this is how copy payment must function. To prevent these holds, we switched one printer to being print only – meaning it will charge the exact amount of the print. The second machine we have designated as our copier and have lowered the hold amount per transaction from \$10 to \$3.50. This will help prevent those that are making copies from accidentally accruing large temporary holds on their accounts.

Program highlights from the month include:

- We held our Human Library event in September, which is the first event of its kind in our region. This event gave residents the opportunity to have open conversations with people from a variety of backgrounds that sometimes have misconceptions tied to them. About 40 people

attended this event and the feedback was incredibly positive. Our human books also expressed how they enjoyed participating in this event.

- The League of Women Voters held two non-partisan events this month. One about the redistricting measure for Richland and another as a candidate meet and greet. The events reached engaged voters and demonstrated the library's value in civic engagement.
- We had a couple of live music events this month with Four Shillings Short being the biggest. Over 100 patrons showed up to watch the show featuring 30 instruments from around the world.

Friends of the Library Update

The Friends have authorized purchase of many outdoor activities in preparation for The Lawn. These have been ordered, and we expect nearly all our outdoor activities to be ready at the opening time.

Library Foundation

The Library Foundation held a meeting and continued to discuss bylaw amendments. This process is going well, and we hope to have updated bylaws in place soon.

Staffing Updates

Our second part-time library vacancy has been filled by external candidate Holly Peterson. This fills all our vacancies, and we are now operating with a full staff roster.

Library Statistics

We usually see numbers decrease in September coming off our busy summer months. This trend holds true, although we saw less of a decrease than in years past. Our gate count decreased by about 500 from August to September with 17,810 as our recorded total. In previous years, this pattern has been greater than 1,000. Gate counts continue to be about 1,000 people more than the previous year with about 1,300 more visitors this September compared to last. Physical circulation matches past trends with a similar decrease from August to September.

Digital circulation also saw a small decrease as summer ended, but it is typically less pronounced than the physical trend. We saw small decreases in our main digital services.

After years of significant growth coming off the pandemic, our Summer Reading program numbers have leveled off. We expect this to be the case moving forward as our Community Engagement team is producing at their bandwidth. Continuing to push for more program numbers would lead to burnout and decreased quality of programming. We had 248 programs this year compared to 258 last with about 14,775 in attendance.

We see the large Newsbank increase in views continuing for the second straight month, which may demonstrate that the Tri-City Herald daily access being a factor in this increase.



RICHLAND PUBLIC LIBRARY

September 2025 Statistics Report for the October Board Meeting

SUMMARY

We held or hosted the following programs in September:

- DSHS Mobile Office visit on Thursday, September 4
- Four Shillings Short Concert on Thursday, September 4
- “Saturday Story Time” on September 6
- “Parenting Together Support Group” on Saturday, September 6
- “Adventures in Cosplay” on Sunday, September 7
- “Storywriters: Secrets of Local Successful Authors” on Monday, Sept. 8
- B-Reactor Museum Association lecture on Monday, September 8
- “Build It: Plant Stand” on Tuesday, September 9
- Benton County Flood Risk Open House on Wednesday, September 10
- “Game Time Fridays” program on September 12
- “Coloring Fun for Everyone!” on Friday, September 12
- Richland Districting Plan Presentation on Friday, September 12
- LGBTQIA+ Craft Social on Monday, September 15
- Mark Kroos Two-Neck Guitar Concert on Monday, September 15
- “For the Love of Art: Dean Aldinger” on Wednesday, September 17
- “Sweater Weather and Warm Fuzzies” on Saturday, September 20
- “So You Want a Tattoo?” panel discussion on Sunday, September 21
- “Story Time at the Skate Park” on Friday, September 26
- “The Human Library” on Saturday, September 27
- “Ask Death Doulas” on Sunday, September 28
- Tri-Cities Toddler Kids’ Costume Swap on Sunday, September 28
- Local Candidate Meet and Greet on Monday, September 29

The Book to Movie Club from Adventures Underground watched *Practical Magic* (1998) on Saturday, September 13. The Tri-City Cinephiles watched *Knives Out* (2019) and *Clue* (1985) on Sunday, September 14, and they watched *Ready or Not* (2019) on Monday, September 22. We held a Teen Theater showing of *Howl’s Moving Castle* (2004) on Thursday, September 18, and a Sensory Sunday Matinee showing of *How to Train Your Dragon* (2025) on September 21. Our Cereal Book Club met on Tuesday, September 23, to discuss books from Kenneth Oppel’s “The Overthrow” series.

The library’s Monday through Thursday hours were changed in September. We are now open from 9 a.m. to 8 p.m. on those days of the week.

Our busiest day this month was Tuesday, September 2. We held an evening story time, therapy dog visits, and a Singing Strings Ukulele Club jam that day.



SEPTEMBER STATISTICS

- Overall Circulation with Renewals: **71,923**
- Digital Circulation: **18,861**
- Physical Items Checked Out: **35,477**
- Physical Items Renewed: **17,585**
- Holds Filled: **3,767**
- Hoopla Circulation: **3,128**
- Kanopy Circulation: **25,425 minutes, 376 tickets used**
- OverDrive Circulation: **15,357**
- New Library Card Accounts: **322**
- Gate Count: **17,810**
- Busiest Day: **831 (Tuesday, Sept. 2)**

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 September 2, 9, 16, 23, and 30; Wednesday morning active story times at 10 a.m. on September 3, 10, 17, and 24; Thursday morning baby story times at 10 a.m. on September 4, 11, 18, and 25; and regular Friday morning preschool story times on September 5, 12, and 19. Tuesday evening story times are now followed by "Meet Our Therapy Dogs!" sessions, and therapy dogs are also coming to visit after the Wednesday and Friday morning story times.

Saturday Story Time

Kelly held a Saturday Story Time in the library at 10 a.m. on September 6. Twenty-five patrons came to enjoy stories and rhymes, and then complete a simple craft. Kids also enjoyed reading to therapy dogs that came to visit afterward.

Story Time at the Skate Park

Kelly held an outdoor story time at Jeannette Taylor Skate Park at 10 a.m. on Friday, September 26. She had 27 young patrons come to enjoy stories, followed by play time to roll balls and cars down the skate park hills.

"Read to a Therapy Dog!"

We are holding "Read to a Therapy Dog!" sessions from 3 to 4 p.m. every Wednesday afternoon, and young patrons are encouraged to read books to the visiting therapy dogs. We also held a Therapy Dog Reading Challenge on Beanstack from August 21 through September 14, with patrons earning buttons featuring their favorite therapy dogs.

Preschool STEAM

Kelly held drop-in Preschool STEAM programs from 11 a.m. to 12:30 p.m. on Friday, September 5; Friday, September 19; and Wednesday, September 24. Kids played with building blocks and other STEAM construction toys that were set up in the Children's Department.

"Coloring Fun for Everyone!"

Kelly held a drop-in "Coloring Fun for Everyone!" program for patrons of all ages from 2 to 4 p.m. on Friday, September 12. Twenty-one patrons enjoyed celebrating National Coloring Day a little early with our coloring sheets, crayons, markers, and colored pencils.

Cereal (Serial) Book Club

Our Cereal (Serial) Book Club for fourth through sixth graders met from 4 to 5:30 p.m. on Tuesday, September 23. This month, Community Engagement Librarian Johanna led the group as they discussed *Bloom*, *Hatch*, and *Thrive* from Kenneth Oppel's "The Overthrow" series while enjoying snacks and creating book-themed crafts.



TEEN PROGRAMS

Teen Theater: Howl's Moving Castle

Teen Services Librarian Alyssa held a Teen Theater showing of *Howl's Moving Castle* (2004) from 5:30 to 7:30 p.m. on Thursday, September 18. Thirteen patrons attended.

ALL-AGES PROGRAMS

Concert: Four Shillings Short

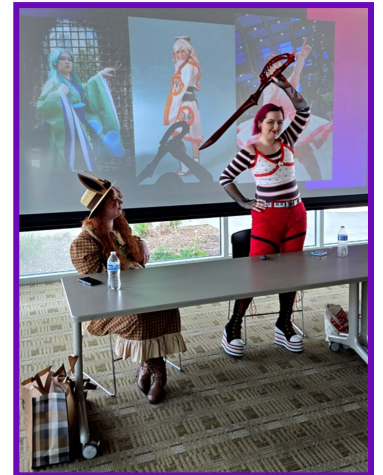
We hosted a concert by Four Shillings Short, international folk artists Christy Martin and Aodh Og O'Tuama, from 7 to 8 p.m. on Thursday, September 4. The concert theme was "Around the World in 30 Instruments," with traditional and original music from the Celtic lands, Medieval and Renaissance Europe, India, and the Americas. Instruments included tin whistles, recorders, doumbek and darbuka, spoons, bowed psaltery, mandolin, mandola, bouzouki, banjo, charango, North Indian sitar, and more. Johanna coordinated this program. We had 105 patrons attend.

Singing Strings Ukulele Club

Johanna held Singing Strings Ukulele Club teen and adult jams in the Collaboratory from 6:30 to 7:45 p.m. on two Tuesdays, September 2 and 16. She had 8 and 13 patrons attend.

Panel Discussion: Adventures in Cosplay

Adult Services Librarian Gavin hosted a panel discussion led by local cosplay artists from 1 to 3 p.m. on Sunday, September 7. The expert panelists discussed how they got involved in cosplay, answered questions from the audience, and brought some of their handmade costumes for people to see. Eighteen patrons attended.



"Build It: Plant Stand"

Library Assistant Mary held a "Build It: Plant Stand" craft program from 6 to 7:30 p.m. on Tuesday, September 9. Patrons ages 8 and older explored basic woodworking techniques as they built wooden plant stands. Preregistration was required, and sixteen patrons attended.

"Game Time Fridays"

Gavin held an intergenerational "Game Time Fridays" program from 11 a.m. to 1 p.m. on Friday, September 12. This program encourages those with early stage memory loss to play with others.

Book to Movie Club: *Practical Magic*

The Book to Movie Club from our community partner Adventures Underground held a showing of *Practical Magic* (1998) from 2 to 4 p.m. on Saturday, September 13, in the Doris Roberts Gallery. Ten patrons attended.

Concert: Guitarist Mark Kroos

The Friends of the Richland Library sponsored a concert by Mark Kroos from 6 to 7 p.m. on Monday, September 15. Mark is an award-winning Americana artist best known for his performances on the double-neck guitar, playing both necks simultaneously. Community Engagement Supervisor Michelle coordinated the event. We had 32 patrons attend this concert.



ALL-AGES PROGRAMS (CONTINUED)

For the Love of Art: Dean Aldinger

We hosted Art Works Northwest for a presentation by artist Dean Aldinger on “Creating Myself: Art, Healing, and Evolution” from 6 to 7 p.m. on Wednesday, September 17, in the Doris Roberts Gallery. Dean transitioned from business management to full-time designing and building in his early fifties. He displayed several intricately designed pieces of artwork.

“Sweater Weather and Warm Fuzzies”

Johanna and Kelly held a “Sweater Weather and Warm Fuzzies” program from 10 a.m. to 4 p.m. on Saturday, September 20. Patrons were invited to bring in their finger knitting and other yarn creations to decorate trees in festive colors at 10:30 a.m. and 1:30 p.m. They could then explore fiber arts activities in the Gallery, lobby, and conference rooms while enjoying snacks and tea. In the afternoon, we showed *Won't You Be My Neighbor?* (2018) about Mr. Rogers, and *Butterfly in the Sky* (2022) about Levar Burton's *Reading Rainbow* show. Twenty-six patrons attended.



Sensory Sunday Matinee: *How to Train Your Dragon*

Mary held a Sensory Sunday Matinee showing of *How to Train Your Dragon* (2025) at 2 p.m. on September 21. We had 18 attend.



ADULT PROGRAMS

DSHS Mobile Office

We hosted the Washington State Department of Social and Health Services as they brought their mobile office to the library entrance plaza from 9 a.m. to 3:30 p.m. on Thursday, September 4. Patrons could talk with DSHS representatives, apply for assistance, drop off paperwork, and more.

Parenting Together Support Group

Kadlec's Parenting Together Support Group met in the library at 10 a.m. on Saturday, September 6. This is a support group for parents whose children have complex medical diagnoses.

Storywriters: Secrets of Successful Local Authors

We hosted a local writing group, Storywriters, as they held a panel discussion from 1:15 to 2:45 p.m. on Monday, September 8. The panel included three local authors: Patricia Briggs, award-winning author of the bestselling *Mercy Thompson* and *Alpha & Omega* series; Dr. Michele Gerber, author of *On the Home Front* and *Witness to Addiction*; and Roland Thompson.

“PNNL: From Hanford Roots to a National Laboratory”

We hosted the B-Reactor Museum Association from 6:30 to 7:30 p.m. on Monday, September 8, as attorney Alan Rither gave a presentation on PNNL's transformation over the decades. He talked about its beginnings tied to Hanford cleanup through its current role as one of the Department of Energy's most diversified national laboratories. Thirty-six patrons attended.

Benton County Flood Risk Open House

We hosted Benton County staff from 5:30 to 7:30 p.m. on Wednesday, September 10, as they discussed changes to the county's flood maps. Thirty-five patrons attended.

ADULT PROGRAMS (CONTINUED)

Richland Districting Plan Presentation

We hosted the League of Women Voters of Benton and Franklin Counties from 2 to 4 p.m. on Friday, September 12, as they gave a presentation on the pros and cons of Richland's Districting Plan that will be on the November ballot. Fifty patrons attended.

Double Feature: *Knives Out* and *Clue*

The Tri-City Cinephiles Club watched *Knives Out* (2019) and *Clue* (1985) in the Doris Roberts Gallery from noon to 4 p.m. on Sunday, September 14.

LGBTQIA+ Craft Social

We hosted the monthly LGBTQIA+ Craft Social in the Collaboratory from 5:30 to 7:30 p.m. on Monday, September 15. Thirty-five patrons attended.

"So You Want a Tattoo?" Panel Discussion

Gavin hosted a panel discussion with several professional tattoo artists from 1 to 3 p.m. on Sunday, September 21, as they talked about getting a first tattoo. Thirteen patrons attended.

Tri-Cities Cinephiles Club Movie: *Ready or Not*

Gavin held a Tri-Cities Cinephiles Club showing of *Ready or Not* (2019) from 5:30 to 7:30 p.m. on Monday, September 22. This group is for patrons ages 18 and up. Ten patrons attended.

"The Human Library"

We hosted presenter Skye Emerson from the Human Library Organization for an interactive program from noon to 4 p.m. on Saturday, September 27, in the Doris Roberts Gallery and both conference rooms. Patrons ages 18 and up could borrow "living books," individuals who have faced bias, who have broken boundaries, or who simply have stories that open minds. Gavin and Chris coordinated this program. Forty patrons attended.

League of Women Voters Candidate Meet and Greet

We also hosted the League of Women Voters from 5:30 to 7:30 p.m. on Monday, September 29, as they hosted a Meet and Greet with candidates running for local offices. Seventy-five attended.

OTHER

Library Ambassador Award Winner

For her invaluable contributions to the library over the years, both as a board member and an active patron, Lindsay Lightner was given our new Library Ambassador Award this quarter. Thank you, Lindsay!

Library Outreach

Library outreach included Citizen Science with Seniors on September 4 (Gavin); the Richland Farmer's Market on September 5 (Library Manager Chris and Administrative Assistant Kylie); the Uptown ArtWalk on September 13 (Kelly); and visits to Sagebrush Elementary on September 17 (Kelly) and the YMCA Preschool on September 23 (Kelly).

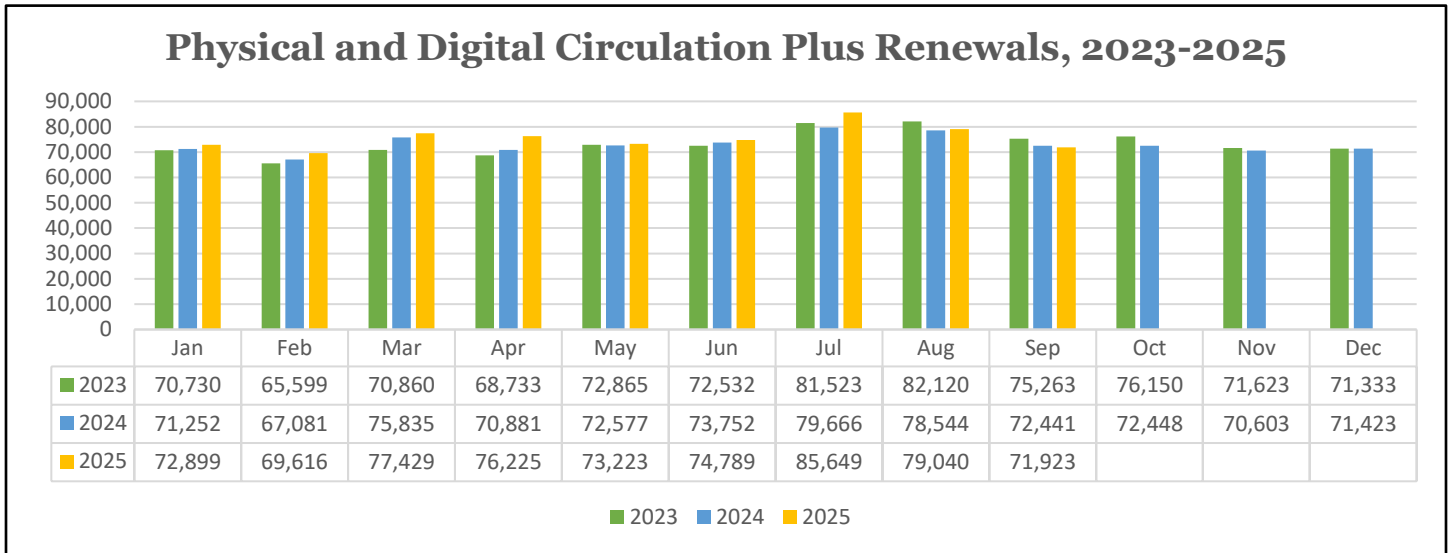
Local Book, Writing, and Craft Clubs

Clubs meeting this month included Storywriters on Monday, September 8; Quilting in the Library on Thursday, September 11; the Monday Night Book Group on September 15; By the Book Knitters on Tuesday, September 16; and the Thursday Afternoon Book Club on September 18.



STATISTICS

TOTAL CIRCULATION

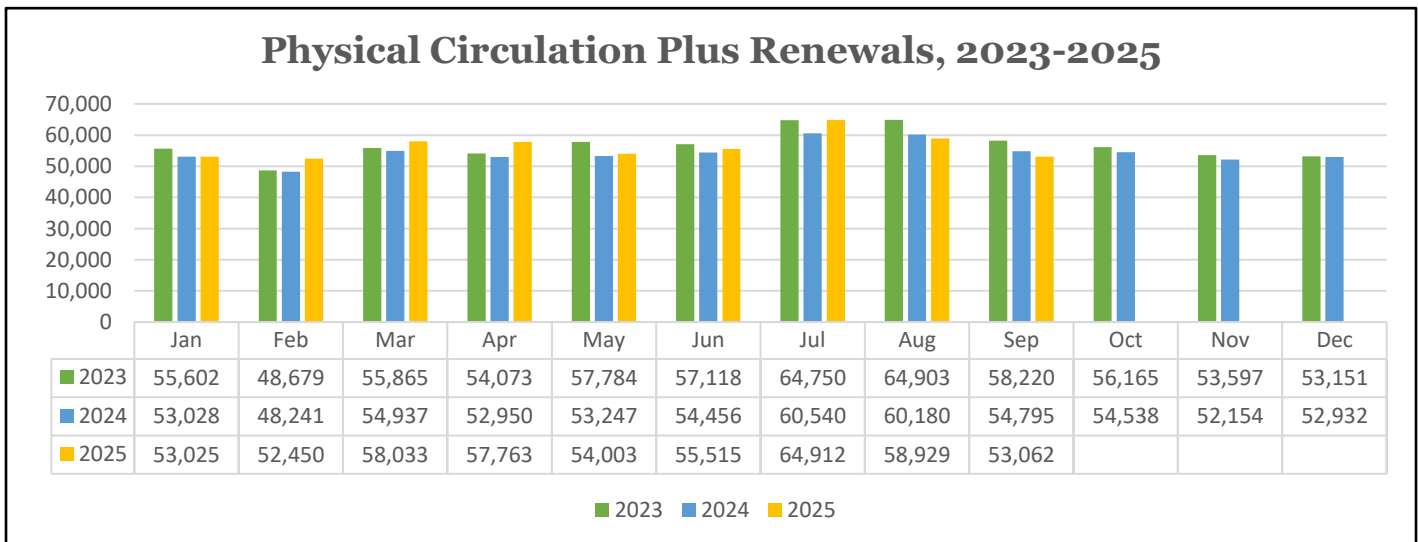


During September, our total physical plus digital circulation was 54,338 items, not including renewals. Of those, 35,477 (65.3%) were physical items and 18,861 (34.7%) were digital items obtained through Hoopla, Kanopy, and OverDrive. Kanopy plays were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was down 8.9% compared to the 59,616 items checked out in August 2025. Digital circulation was down 6.2% compared to the 20,111 items checked out in August. We filled 3,767 requests for patrons.

Our patrons also renewed 17,585 physical items in September. Including these physical item renewals, our overall circulation was 71,923. That overall circulation was down 9.0% compared to the 79,040 items circulated in August 2025, and it was also down 0.7% compared to the 72,441 items circulated in September 2024.

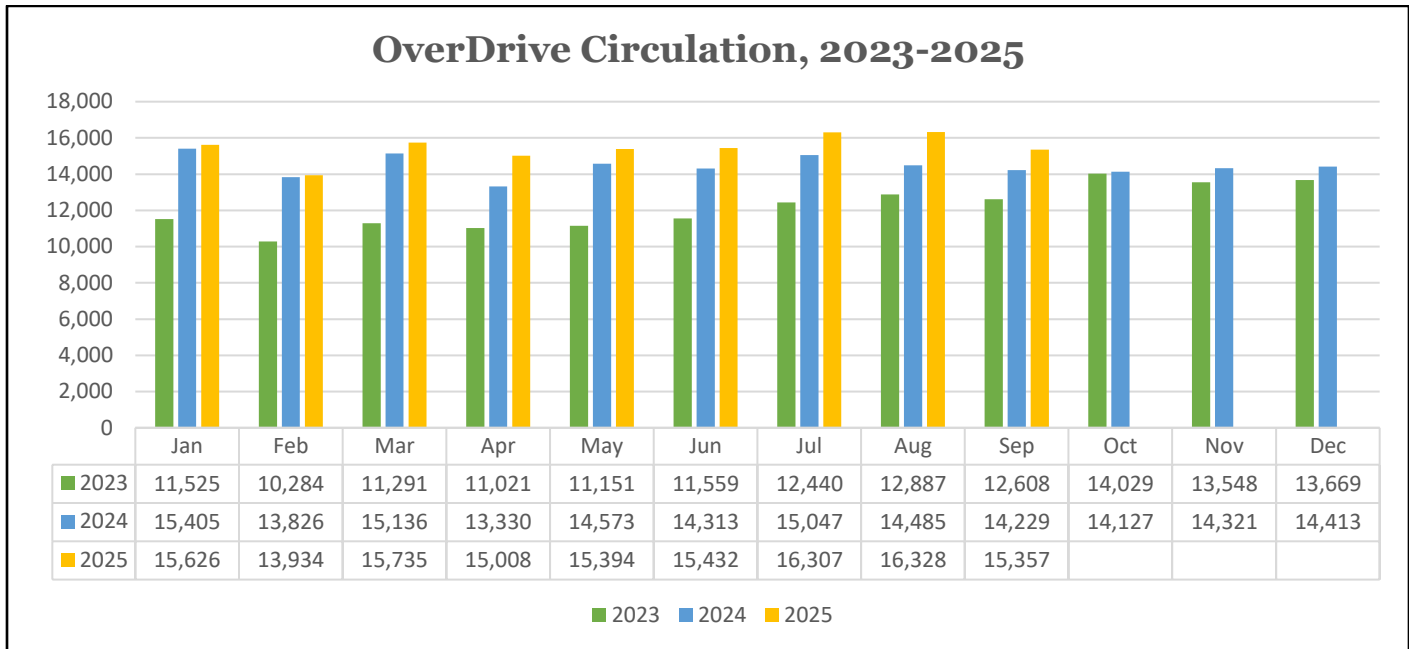
PHYSICAL CIRCULATION



Our patrons checked out 35,477 physical items in September and renewed 17,585 physical items, for a total of 53,062 items. That circulation was down 10.0% compared to the 58,929 physical items checked out and renewed in August 2025, and it was also down 3.2% compared to the 54,795 items checked out and renewed in September 2024. The top ten categories that circulated this month were Children’s Storybooks (4,061 items), Children’s Chapter Book Fiction (3,729 items), Adult Nonfiction (3,538 items), Adult Fiction 2nd Floor (2,734 items), Children’s Graphic Novels (2,348 items), Children’s Nonfiction (2,307 items), Adult Movies (2,206 items), Adult New Books (1,754 items), Children’s Favorites on the Story Circle (1,498 items), and Children’s Movies (1,097 items).

DIGITAL CIRCULATION

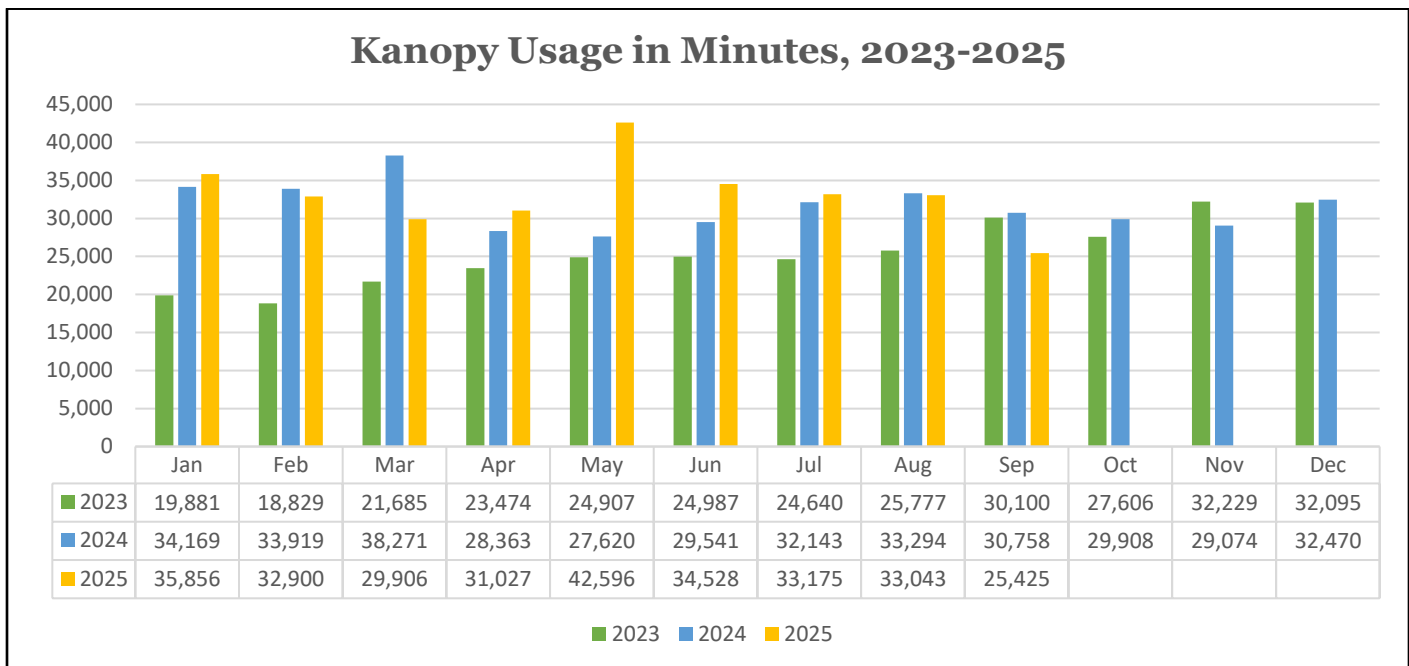
OverDrive



The 15,357 checkouts through OverDrive in September were down 5.9% compared to the 16,328 checkouts in August 2025, but they were up 7.9% compared to the 14,229 checkouts in September 2024.

This month's checkouts included 6,778 audiobooks (which were 44.1% of the OverDrive items checked out), 6,212 e-books (40.5%), and 2,367 e-magazines (15.4%).

Kanopy

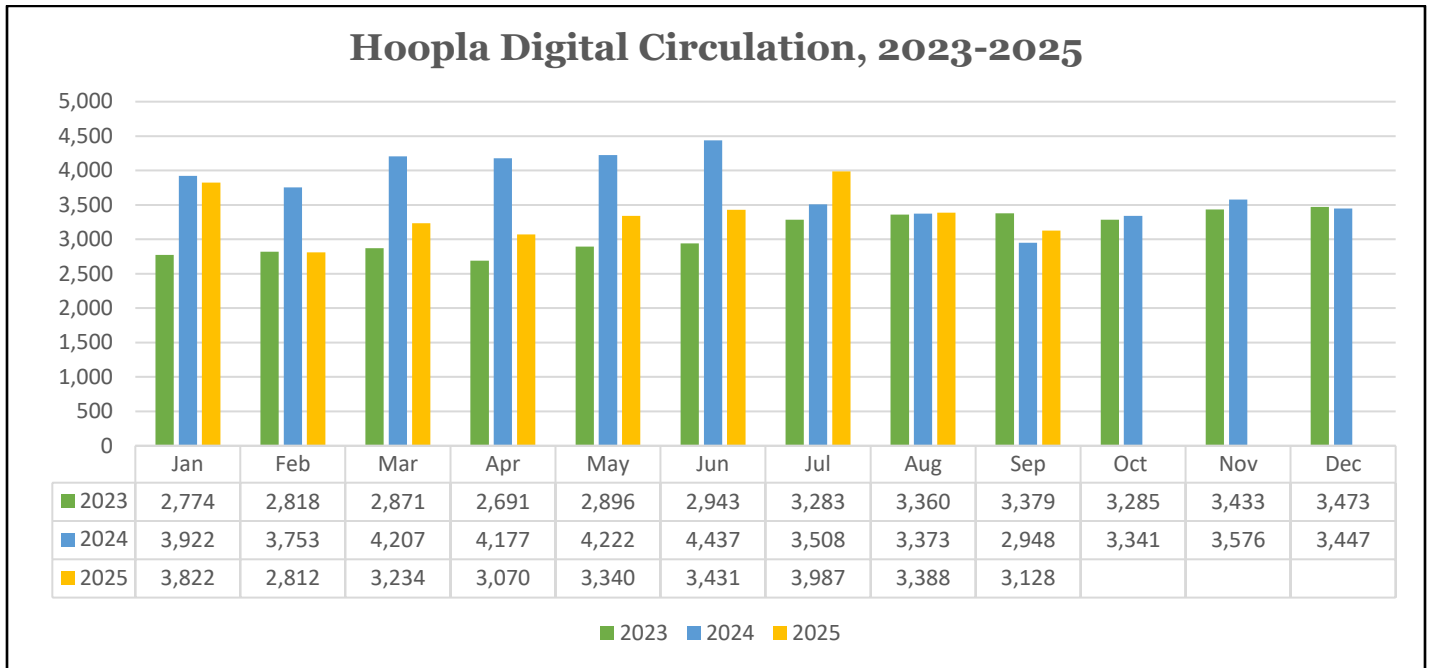


Our patrons viewed 25,425 minutes of Kanopy content during the month of September, using 376 tickets. That usage was down 23.1% compared to the 33,043 minutes viewed in August 2025, and it was also down 17.3% compared to the 30,758 minutes viewed in September 2024.

The top ten suppliers of content viewed on Kanopy this month BBC Studios, PBS, Paramount Pictures, Kino Lorber, MHz Networks, Moonbug Entertainment, Neon, Weston Woods, The Great Courses, and IFC Films. Content was viewed on televisions (40.1%), mobile devices (36.6%), tablets (14.4%), and desktops (8.8%).

DIGITAL CIRCULATION (CONTINUED)

Hoopla

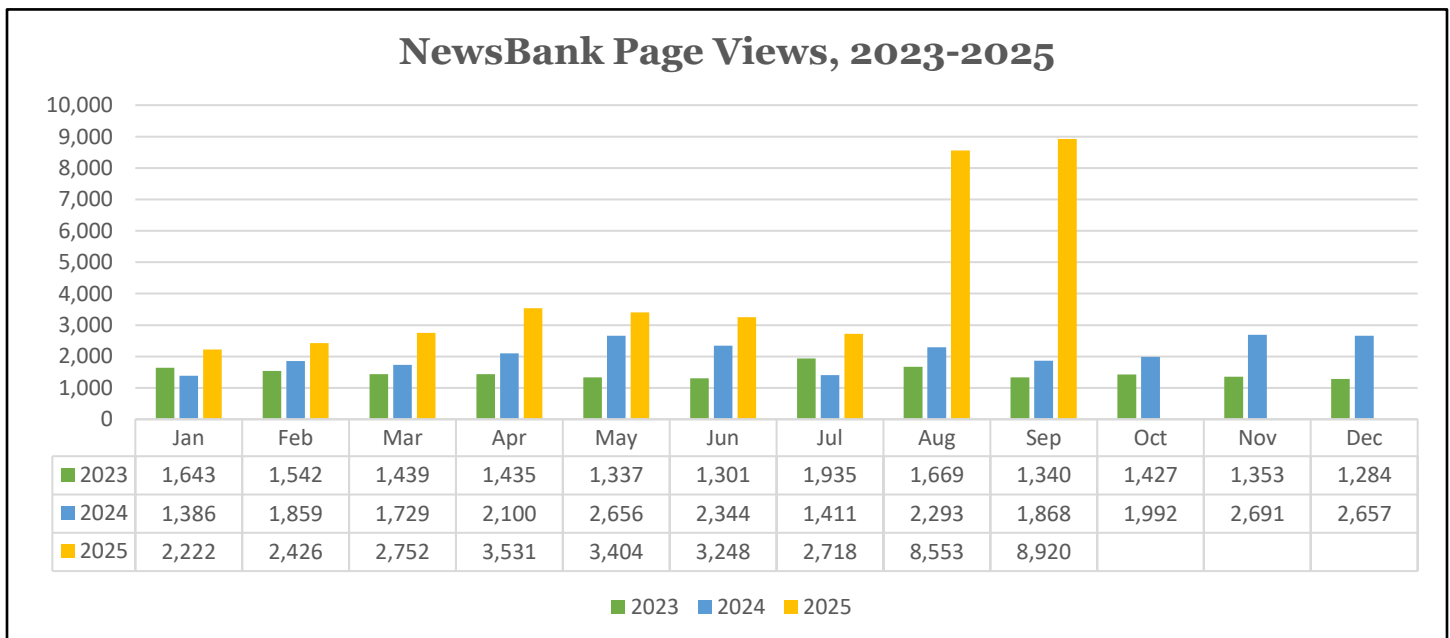


The 3,128 circulations in Hoopla during September were down 7.7% compared to the 3,388 circulations in August 2025, but they were up 6.1% compared to the 2,948 circulations in September 2024. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,723 audiobooks (which were 55.1% of the Hoopla items checked out), 770 e-books and e-comics (24.6%), 552 movies and television shows (17.7%), 76 music items (2.4%), and 7 e-magazines (0.2%).

OTHER DIGITAL SERVICES

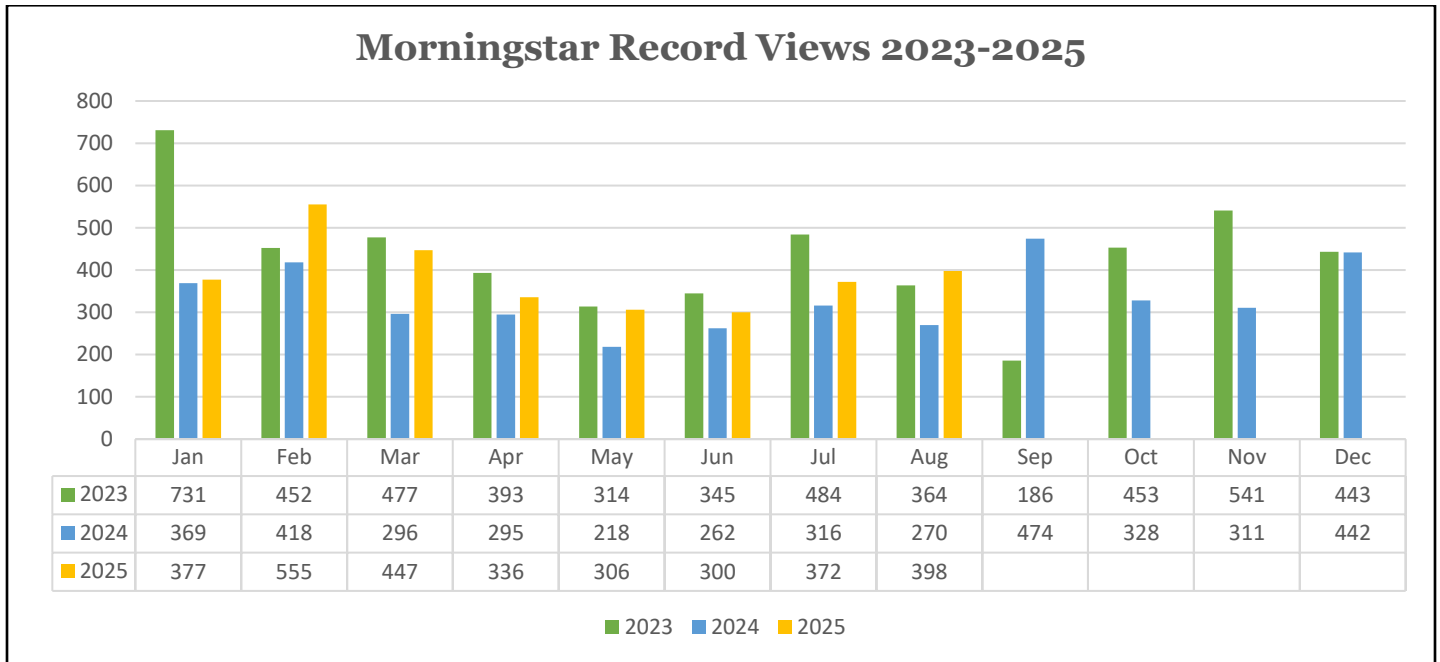
NewsBank



The 8,920 NewsBank page views in September were up 4.3% compared to the 8,553 page views in August 2025, and they were also up 377.5% compared to the 1,868 page views that occurred in September 2024. NewsBank seems to be one of the more consistently used offerings in our database collection.

OTHER DIGITAL SERVICES (CONTINUED)

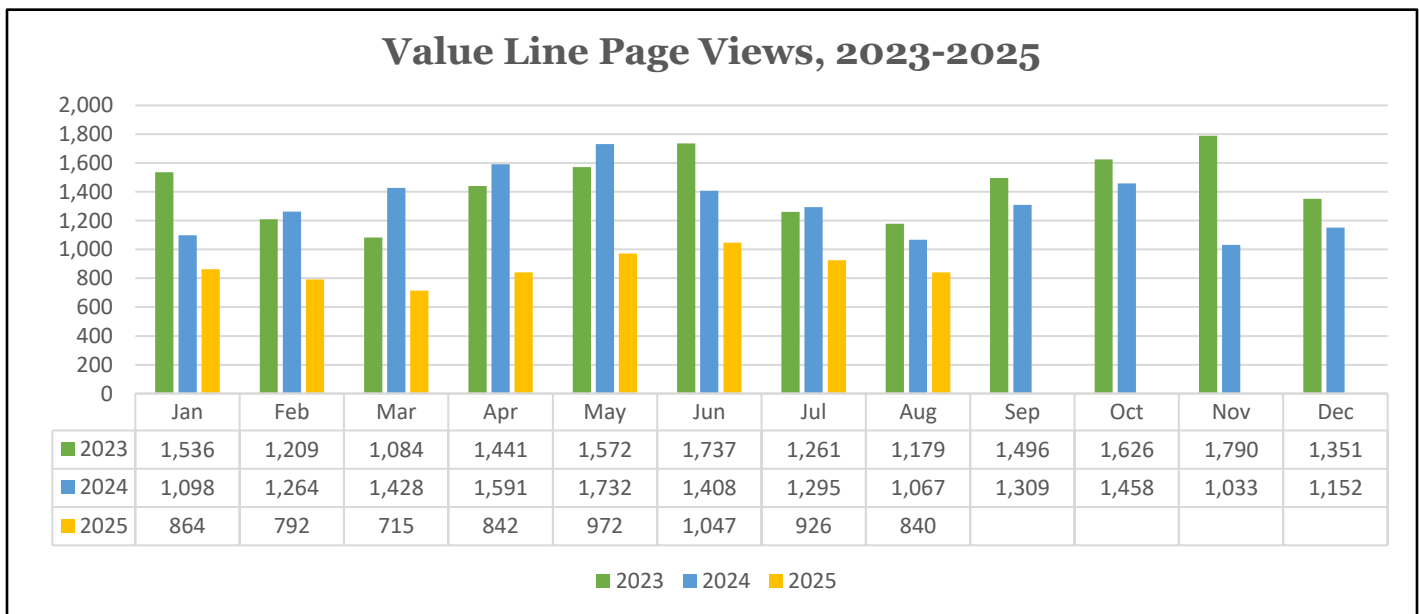
Morningstar



Our patrons viewed 398 Morningstar records in August. That usage was up 7.0% compared to the 372 records viewed in July 2025, and it was also up 47.4% compared to the 270 records viewed in August 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 September, so we will include them in next month's board report.

Value Line



The 840 Value Line page views in August were down 9.3% compared to the 926 page views in July 2025, and they were also down 21.3% compared to the 1,067 page views that occurred in August 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 September, so we will include them in next month's board report.

ADDITIONAL STATISTICS

Gate Counts

Our total gate count for September was 17,810. Our busiest day was Tuesday, September 2, with 831 patrons logged. We held an evening story time, therapy dog visits, and a Singing Strings Ukulele Club jam that day, and several community groups also held meetings at the library.

Interlibrary Loans

In September, we received a total of 260 interlibrary loan requests from other libraries. We sent 90 items to libraries during the month in response to their interlibrary loan requests.

We also sent 42 interlibrary loan requests to other libraries in September for items requested by our patrons. We received 32 items from other libraries in response to our requests.

New Library Card Accounts

We created 322 new library card accounts in September. They included 129 resident cards, 129 reciprocal cards, 33 nonresident cards, 15 limited access cards, 8 reciprocal digital cards, 6 interlibrary loan accounts and 2 iCards.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 10/14/2025

Agenda Category: Approval of Bills

Prepared By: Christopher Nulph, Library Manager

Subject

Claims for Payment from September 1, 2025 through September 30, 2025

Department

Parks & Public Facilities

Recommended Motion

Move to approve the claims for payment from September 1, 2025 through September 30, 2025.

Summary

Review and approval of the claims for payment from September 1, 2025 through September 30, 2025.

Attachments

1. September 2025 Library Voucher Listing
2. Library Payroll - September 2025
3. 2025.10.14 Claims for Payment



Library Voucher Listing

Begin Date: 9/1/2025

End Date: 9/30/2025

NON-FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8721000/3102	AMAZON		TXN00087343	9/30/2025	0	SUPPLIES - KLEENEX	\$25.99
	K8721000/3102	AMAZON		TXN00087354	9/30/2025	0	SUPPLIES - HAND SANITIZER	\$32.26
	K8721000/3102	AMAZON		TXN00087398	9/30/2025	0	SUPPLIES - HANGING FILE FOLDER BOX	\$34.88
	K8721000/3102	COSTCO WHOLESALE		TXN00087416	9/30/2025	0	PROGRAMMING SUPPLIES/SNACKS	\$78.76
	K8721000/3102	AMAZON		TXN00087419	9/30/2025	0	SUPPLIES - LOCKBOX	\$28.78
	K8721000/3102	AMAZON		TXN00087436	9/30/2025	0	OFFICE SUPPLIES - FILE FOLDERS, TABS, VELCRO	\$48.82
	K8721000/3102	AMAZON		TXN00087457	9/30/2025	0	SUPPLIES - PLANNER	\$17.39
	K8721000/3102	AMAZON		TXN00087500	9/30/2025	0	OFFICE SUPPLIES - FILE FOLDER TABS	\$71.43
	K8721000/3102	AMAZON		TXN00087537	9/30/2025	0	SUPPLIES - HANGING FILE FOLDER BOX	\$104.64
	K8721000/3102	P-CARD OTP		TXN00087603	9/30/2025	0	MENDING SUPPLIES	\$302.01
	K8721000/3102	TARGET CORPORATION		TXN00087668	9/30/2025	0	SUPPLIES-PICTURE FRAME, SANITIZER, WIPES	\$99.05
	K8721000/3102	AMAZON		TXN00087700	9/30/2025	0	SUPPLIES - ADDRESS LABELS	\$67.37
	K8721000/3102	AMAZON		TXN00087748	9/30/2025	0	REFUND - LOST PACKAGE	-\$32.26



Library Voucher Listing

Begin Date: 9/1/2025

End Date: 9/30/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8721000	3102	P-CARD OTP		TXN00087871	9/30/2025	0	POSTER FRAMES - LIBRARY PHOTOS	\$70.70
OPERATING SUPPLIES & MATERIALS TOTAL:								\$949.82
OPERATING SUPPLIES & MATERIALS - YTD INFORMATION								
BUDGET: \$34,200.00			YTD ACTUAL: \$16,865.62			YTD % USED: 49.31%		
K8721000	3124	SUNWEST SPORTSWEAR		TXN00087708	9/30/2025	0	LIBRARY APPAREL	\$45.15
CLOTHING-NON ALLOWANCE TOTAL:								\$45.15
CLOTHING-NON ALLOWANCE - YTD INFORMATION								
BUDGET: \$1,250.00			YTD ACTUAL: \$467.57			YTD % USED: 37.41%		
K8721000	3182	P-CARD OTP		TXN00087780	9/30/2025	0	REPLACEMENT POWERBANKS	\$135.88
COMPUTER RELATED SUPPLIES TOTAL:								\$135.88
COMPUTER RELATED SUPPLIES - YTD INFORMATION								
BUDGET: \$5,000.00			YTD ACTUAL: \$354.32			YTD % USED: 7.09%		
K8721000	4117	CI INFORMATION MANAG		0186915	9/10/2025	339773	2 - 64 GALLON RECURRING SHRED 8/31/25	\$115.50
K8721000	4117	SPORTSENGINE INC		61067	9/17/2025	340016	BACKGROUND CHECKS - LIBRARY (2)	\$37.00
EXPERT SERVICES TOTAL:								\$152.50
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$3,250.00			YTD ACTUAL: \$2,102.43			YTD % USED: 64.69%		
K8721000	4201	VERIZON WIRELESS		6121432729	9/3/2025	339623	Verizon Wireless NASPO - August 2025	\$78.60



Library Voucher Listing

Begin Date: 9/1/2025

End Date: 9/30/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8721000/4201		VERIZON WIRELESS		6123020048	9/17/2025	340056	150-25 VERIZON HOTSPOTS - LIBRARY	\$751.00
K8721000/4201		FRONTIER		9/25 509/943-3152	9/24/2025	340207	TELEPHONE 9/1/2025- 9/30/2025 509/943-3152	\$1,118.97
K8721000/4201		FRONTIER		9/25 206/188-2614	9/24/2025	340208	TELEPHONE 9/1/2025- 9/31/2025 206/188-2614	\$53.41
TELEPHONE & COMM SVCS TOTAL:								\$2,001.98
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$24,330.00			YTD ACTUAL: \$18,300.83			YTD % USED: 75.22%		
K8721000/4504		KELLEY CREATE CO		39972820	9/3/2025	339599	AGMT#112-3056730-000 08/2025 - RPL	\$2,681.24
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$2,681.24
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$14,145.00			YTD ACTUAL: \$11,156.53			YTD % USED: 78.87%		
K8721000/4902		P-CARD OTP		TXN00087645	9/30/2025	0	C. NULPH ALA MEMBERSHIP DUES	\$215.00
DUES & SUBSCRIPTIONS TOTAL:								\$215.00
DUES & SUBSCRIPTIONS - YTD INFORMATION								
BUDGET: \$1,835.00			YTD ACTUAL: \$1,229.90			YTD % USED: 67.02%		
K8721000/4912		TRI CITY REGIONAL CH		103733	9/10/2025	339853	09/2025 WIB CONFERNCE S. RAHSEPARIAN	\$199.00
K8721000/4912		P-CARD OTP		TXN00087719	9/30/2025	0	K. REED WAEYC CONFERENCE TRIP#25- 364	\$321.96
TUITION/CONFERENCE FEES TOTAL:								\$520.96
TUITION/CONFERENCE FEES - YTD INFORMATION								
BUDGET: \$4,320.00			YTD ACTUAL: \$4,718.36			YTD % USED: 109.22%		



Library Voucher Listing

Begin Date: 9/1/2025

End Date: 9/30/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8721000	5301	WA STATE DEPARTMENT		DOR 08/2025	9/25/2025	10724	COMBINED EXCISE TAX - AUGUST 2025	\$72.08
STATE TAXES TOTAL:								\$72.08
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$164.20			YTD % USED: 16.10%		
LIBRARY ADMINISTRATION TOTAL:								\$6,774.61
K8722100	3401	MOBIUS SPOKANE		09022025	9/3/2025	339603	RPL TUMBLEWEED TOURIST MOBIUS 9/2025-9/2026	\$200.00
K8722100	3401	CENGAGE LEARNING, IN		999100790470	9/5/2025	339702	LIBRARY MATERIALS - LARGE PRINT COLLECTION 8/11/25	\$123.87
K8722100	3401	CENGAGE LEARNING, IN		999100780860	9/5/2025	339702	LIBRARY MATERIALS - LARGE PRINT COLLECTION 8/8/25	\$217.60
K8722100	3401	OVERDRIVE		01452CO25244933	9/5/2025	339728	LIBRARY MATERIALS - E/AUDIOBOOK 8/8/25	\$3,157.16
K8722100	3401	OVERDRIVE		01452DA25259253	9/10/2025	339827	LIBRARY MATERIALS - E/AUDIOBOOK 8/26/25	\$289.07
K8722100	3401	OVERDRIVE		01452DA25253260	9/5/2025	339728	LIBRARY MATERIALS - EBOOK COLLECTION 8/19/25	\$18.99
K8722100	3401	OVERDRIVE		01452DA25247904	9/5/2025	339728	LIBRARY MATERIALS - EBOOK COLLECTION 8/12/25	\$27.50
K8722100	3401	OVERDRIVE		01452DA25226441	9/5/2025	339728	LIBRARY MATERIALS - EBOOK COLLECTION 7/22/25	\$45.99



Library Voucher Listing

Begin Date: 9/1/2025

End Date: 9/30/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3401	OVERDRIVE			01452CO25229822	9/5/2025	339728	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 7/28/25	\$156.70
K8722100/3401	MIDWEST TAPE			507677657	9/5/2025	339719	HOOPLA USAGE AUGUST 2025 - LIBRARY	\$6,638.95
K8722100/3401	OVERDRIVE			01452CO25244901	9/5/2025	339728	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 8/8/25	\$456.23
K8722100/3401	OVERDRIVE			01452CO25246059	9/5/2025	339728	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 8/11/25	\$1,514.99
K8722100/3401	OVERDRIVE			01452CO25250862	9/5/2025	339728	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 8/17/25	\$464.88
K8722100/3401	OVERDRIVE			01452CO25252046	9/5/2025	339728	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 8/19/25	\$1,029.64
K8722100/3401	OVERDRIVE			01452CO25261279	9/5/2025	339728	LIBRARY MATERIALS - EBOOK COLLECTION 8/28/25	\$876.81
K8722100/3401	WT COX SUBSCRIPTIONS			3152954	9/10/2025	339863	DIGITAL RESOURCES - MAGAZINE SUBSCRIPTION 2025-2026	\$5,253.25
K8722100/3401	OVERDRIVE			01452CO25262987	9/17/2025	340018	LIBRARY MATERIALS - EBOOK COLLECTION 8/31/25	\$529.37
K8722100/3401	OVERDRIVE			01452CO25272029	9/17/2025	340018	LIBRARY MATERIALS - EBOOK COLLECTION 9/3/25	\$527.67
K8722100/3401	OVERDRIVE			01452DA25278146	9/24/2025	340236	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 9/9/25	\$129.98
K8722100/3401	OVERDRIVE			01452CO25280313	9/24/2025	340236	LIBRARY MATERIALS - EBOOK COLLECTION 9/11/25	\$199.96



Library Voucher Listing

Begin Date: 9/1/2025

End Date: 9/30/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3401	OVERDRIVE			01452CO25283001	9/24/2025	340236	LIBRARY MATERIALS - EBOOK COLLECTION 9/14/25	\$19.97
K8722100/3401	OVERDRIVE			01452CO25262991	9/17/2025	340018	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 8/31/25	\$1,702.49
K8722100/3401	OVERDRIVE			01452DA25270693	9/17/2025	340018	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 9/2/25	\$211.97
K8722100/3401	CENGAGE LEARNING, IN			999100817017	9/24/2025	340177	LIBRARY MATERIALS - LARGE PRINT COLLECTION 8/17/25	\$30.15
K8722100/3401	CENGAGE LEARNING, IN			999100883308	9/24/2025	340177	LIBRARY MATERIALS - LARGE PRINT COLLECTION 8/22/25	\$30.97
K8722100/3401	CENGAGE LEARNING, IN			999100840597	9/24/2025	340177	LIBRARY MATERIALS - LARGE PRINT COLLECTION 8/20/25	\$215.15
K8722100/3401	MORNINGSTAR INC			41803	9/26/2025	340342	LIBRARY DATABASE - MORNINGSTAR INVESTMENT RSRCH 25	\$5,992.00
K8722100/3401	COSTCO WHOLESALE			TXN00087416	9/30/2025	0	PROGRAMMING SUPPLIES/SNACKS	\$96.14
K8722100/3401	P-CARD OTP			TXN00087841	9/30/2025	0	LIBRARY MATERIALS - CHILDREN'S DEPT YOTO CARDS	\$447.57

LIBRARY RESOURCES TOTAL: \$30,605.02

LIBRARY RESOURCES - YTD INFORMATION

BUDGET: \$424,700.00 YTD ACTUAL: \$319,884.09 YTD % USED: 75.32%

K8722100/3402	4IMPRINT, INC			TXN00087431	9/30/2025	0	LIBRARY EMBASSADOR AWARD PIN	\$580.32
K8722100/3402	AMAZON			TXN00087515	9/30/2025	0	PROGRAMMING SUPPLIES	\$8.67



Library Voucher Listing

Begin Date: 9/1/2025

End Date: 9/30/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3402		COSTCO WHOLESALE		TXN00087707	9/30/2025	0	PROGRAMMING SNACKS/SUPPLIES	\$126.33
K8722100/3402		AMAZON		TXN00087937	9/30/2025	0	HALLOWEEN PROGRAMMING SUPPLIES	\$128.73
LIBRARY PROGRAMMING TOTAL:								\$844.05
LIBRARY PROGRAMMING - YTD INFORMATION								
BUDGET: \$20,000.00			YTD ACTUAL: \$15,130.73			YTD % USED: 75.65%		
LIBRARY PUBLIC SERVICE TOTAL:								\$31,449.07
LIBRARY NON-FACILITIES TOTAL:								\$38,223.68



Library Voucher Listing

Begin Date: 9/1/2025

End Date: 9/30/2025

FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001	GENERAL FUND							
	303	LIBRARY						
	K8725000/4700	CITY OF RICHLAND		08/2025 AUG	9/11/2025	50017	CITY UTILITY BILLS/AUG 2025	\$5,977.89
UTILITIES TOTAL:								\$5,977.89
UTILITIES - YTD INFORMATION								
BUDGET: \$57,000.00			YTD ACTUAL: \$35,653.36			YTD % USED: 62.55%		
LIBRARY FACILITIES TOTAL:								\$5,977.89

CITY OF RICHLAND

LIBRARY EXPENDITURE

September 2025

Month/Year

PAY PERIODS: From August 25, 2025 to September 21, 2025

GROSS SALARIES \$ 108,686.65

	Gross Wages	Total
WEEK OF: <u>09/11/25</u>	<u>53,832.19</u>	<u>53,832.19</u>
WEEK OF: <u>09/25/25</u>	<u>54,854.46</u>	<u>54,854.46</u>
WEEK OF: _____	_____	_____
TOTAL	<u>108,686.65</u>	<u>108,686.65</u>



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

OCTOBER 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 \$ 146,910.33 this 14th day of October, 2025.

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

Voucher Listings	Amount
September 01, 2025 thru September 30, 2025	\$38,223.68

Transfer Advice (Salaries)	Amount
Salaries for the weeks of: August 25, 2025 thru September 21, 2025	\$108,686.65

MONTHLY EXPENSES	\$146,910.33
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Comments: COR Library Voucher Listing
COR Library Expenditure

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME

SIGNATURE

1.	1.
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2.	2.
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3.	3.
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LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 10/14/2025

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject

Election of Richland Public Library Board Officers

Department

Parks & Public Facilities

Recommended Motion

Discussion, nominations and voting on new Chair and Vice-Chair of the Richland Public Library Board.

Summary

Board members will discuss, nominate and vote to elect the next Chair and Vice-Chair of the Richland Public Library Board. The Board does this on a yearly process and has chosen to elect new officers during the October Library Board meetings each year.

Attachments