



Agenda
Library Board Meeting
Tuesday, January 13, 2026
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 December 9, 2025 Library Board Meeting Minutes

Richland Public Library Updates:

2. Richland Public Library Staff Update
 - Alyssa Uretsky-Pratt, Teen Librarian
3. Library Manager's Report and Library Statistics for December 2025
 - Christopher Nulph, Library Manager

Approval of Bills: (Approved by Motion)

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

Unfinished Business:

5. Collection Development Policy Review
6. Final Review of the Updated City of Richland - Library Board Agreement

New Business:

7. 2026 Library Action Plan
 - Christopher Nulph, Library Manager
8. Reciprocal Borrowing 2025 Review
 - Christopher Nulph, Library Manager
9. Recruiting Library Board Members
 - 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: 1/13/2026

Agenda Category: Approval of Minutes

Prepared By: Kylie Christian, Administrative Assistant

Subject

Approval of the December 9, 2025 Library Board Meeting Minutes

Department

Parks & Public Facilities

Recommended Motion

Move to approve the draft December 9, 2025 Library Board Meeting Minutes.

Summary

The draft of the 12-09-2025 Library Board Meeting Minutes is included for consideration.

Attachments

- I. DRAFT December 9, 2025 Library Board Meeting Minutes



MINUTES

Richland Public Library Board
Tuesday, December 9, 2025
Library Conference Room A
955 Northgate Drive

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

Chair Hernandez called the meeting to order at approximately 5:30 p.m.

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

Also present were Library Manager Nulph, Parks and Public Facilities Director Waite, Library Supervisor Barnaby, and Administrative Assistant Christian.

Approval of Agenda

BOARD MEMBER BUXTON MOVED AND BOARD MEMBER FISHER SECONDED THE MOTION TO APPROVE THE AGENDA AS PUBLISHED. MOTION CARRIED 3-0.

Approval of Minutes

- 1. BOARD MEMBER BUXTON MOVED AND BOARD MEMBER FISHER SECONDED THE MOTION TO APPROVE THE MINUTES OF OCTOBER 14, 2025 AS PRESENTED. MOTION CARRIED 3-0.**

Richland Public Library Updates

2. Richland Public Library Staff Update

Library Supervisor Theresa Barnaby shared the new collections that were introduced at the library, outdoor games, and foreign language collection. These new collections have proved to be successful with library patrons. The library will be adding to the foreign language collection in 2026.

Baker and Taylor, a major library vendor, has closed, and the vendor the library uses, Ingram, has added over 2,000 new libraries. This is causing some of the new books to arrive after they have been released. This will only be an issue for a period of time.

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

The issue with the turf installation on The Lawn has been resolved. The Lawn will undergo a final review before the project will be complete.

Library Manager Nulph discussed library programming, updates, and statistics from October and November 2025.

Public Comments

None.

Approval of Bills

4. **BOARD MEMBER FISHER MOVED AND BOARD MEMBER BUXTON SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR OCTOBER 2025 IN THE AMOUNT OF \$144,698.68. THE MOTION CARRIED 3-0.**

BOARD MEMBER FISHER MOVED AND BOARD MEMBER BUXTON SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR NOVEMBER 2025 IN THE AMOUNT OF \$163,497.88. THE MOTION CARRIED 3-0.

New Business

5. Circulation Policy Review

Board Members discussed the current Circulation Policy. Changes will be made, and the Board will vote on the changes to the policy at the next board meeting.

6. Proposed Agreement Between City of Richland and Richland Public Library Board of Trustees

Board Members reviewed and discussed the agreement between the City of Richland and the Richland Public Library Board of Trustees. The current agreement was written in 1960 and needs to be amended. An amended agreement will be presented at the January 2026 Library Board Meeting, and the Board will vote to approve the amended agreement.

7. Richland Public Library Foundation Update

Library Manager Nulph shared an update noting that the Library Foundation has identified a substantial variance in past financial records.

Agenda Items for Upcoming Board Meeting

Job Description for Recruiting Library Board Members

Adjournment

Chair Hernandez adjourned the meeting at 6:34 P.M.

APPROVED:

ATTEST:

Cara Hernandez, Library Board Chair

Kylie Christian, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:

DRAFT



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 1/13/2026

Agenda Category: Richland Public Library Updates

Prepared By: Alyssa Uretsky-Pratt

Subject

Richland Public Library Staff Update

Department

Parks & Public Facilities

Recommended Motion

Discussion only.

Summary

Teen Librarian Alyssa Uretsky-Pratt will share with the Board what is planned for 2026 for the teens.

Attachments



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 1/13/2026

Agenda Category: Richland Public Library Updates

Prepared By: Christopher Nulph, Library Manager

Subject

Library Manager's Report and Library Statistics for December 2025

Department

Parks & Public Facilities

Recommended Motion

Discussion only.

Summary

Library Manager Nulph's December 2025 manager's report and library statistic report are included for discussion.

Attachments

1. December 2025 Library Manager's Report
2. December 2025 Library Statistic Report



LIBRARY MANAGER'S REPORT
Richland Public Library Board
January 13, 2026

State of Library Services

The Lawn is currently undergoing its final review before the project is completed. I am awaiting further notice from Public Works at this time.

Caterpillar Café has given notice that they will be discontinuing operation of our café. I do not believe that a for-profit café is sustainable in that space given that they lack operational independence from the library. We will be looking to add vending machines to the building. As for the space, I will be inquiring with local groups to see if there is interest in doing a job-skills building program that can run the café. I will also be looking into the idea of area resources using the space as a community resource desk. I do not anticipate finding a solution for this space quickly as we shift gears on the purpose of the space.

We have added a new digital service with remaining 2025 funds. LOTE4Kids is a digital storybook service that offers kids stories in multiple languages. This is a good resource for parents to try to teach their kids a different language. We will test this service in 2026 to determine if there is interest in Children's foreign language resources. This will inform us whether we invest more in this collection category or not.

We have had a larger amount of lost hot spots than normal in recent months. A large percentage of these lost hot spots belong to Limited Access or Reciprocal cardholders. In response, we have prevented Limited Access cards from checking these out. We should consider the same action for Reciprocal cardholders as we approach that conversation on a continuing agreement. This is an example of a popular, special collection that may be better off limiting to just Resident cardholder use. This has been the only example I have seen of Reciprocal use impacting Resident use of a resource.

The Richland School District has inquired about student cards for use at RPL. This is a practice we discussed years ago and is common in other parts of the country. The working premise is RSD sends a file with student information at the beginning of the school year. We integrate that data and create student cards for every student at RSD. Their card number would be their student ID number. This would allow for easy access to resources for our student population. The cards would expire at the start of the following school year. At that point, we are provided with a new file which updates existing student accounts, adds new students, or lets old student cards expire. We are still discussing this with RSD, but it seems like interest is there to pursue this initiative.

We have made the decision to close the library on Easter this year. This is the one major holiday we continue to operate and the attendance each year is significantly lower than other Sundays. This is often

our lowest gate count of the year – typically below 150 in comparison to around 400 most Sundays in the spring.

We are targeting March for our Library Board report to Council. We are finalizing statistics this month and should have a rough draft available for review at our February meeting.

Program highlights from the month include:

- Holiday programming this month included Holiday CraftLab with 75 in attendance, our annual holiday sing along with 70 in attendance, and our adult craft event with 36 in attendance.
- Audubon Society programming in coordination with our lobby exhibit was successful this month. The Audubon Society held a lecture on 12/9 with 35 in attendance and a craft event on 12/13 with 40 in attendance.
- We experimented with a few Science Fair drop-in support sessions throughout December to support project work for the Mid-Columbia Regional Science and Engineering Fair. We had three sessions in December and continued into January. About 10 students attended each of these drop-in sessions.

Friends of the Library Update

There are no major updates for the Friends this month.

Library Foundation

There are no major updates for the Foundation this month. They are currently looking for new members, and we will be posting about this on social media. Please share with any candidates you think would be ideal for this group.

Staffing Updates

There are no staffing updates for the month.

Library Statistics

December statistics are typically a little lower than other months due to holiday closures and patrons occupied with travel and celebrations. It was still the best December we have had in the 20s with a total of 15,882. This puts our 2025 attendance total at 224,100. Our yearly attendance numbers have continued to grow over the last 5 years. For reference, the 2024 total was 207,023 and 2023 was 187,175. While we have more visitors on a yearly basis, our physical circulation has seen a milder increase. This month's number was very similar to last month as well as 2024's December. For the year, physical circulation and renewals are slightly higher than in 2024. That increase is attributed to Reciprocal. Without Reciprocal checkouts, these numbers would be flat.

For other year comparisons, our digital statistics continue to increase, rising by almost 9,000 circulations. Libby is the main driver of that rise as Hoopla saw a small decrease after our checkout limit change last year. Kanopy remained relatively flat. Database use saw a significant increase. Newsbank and AtoZ make up a big percentage of the 2025 gains with Rosetta Stone also offering more use than Mango. Room use continues to rise as patrons increasingly are using our space for work, study, and meetings. We had 1235 room reservations this year compared to 1021 last year. Community Engagement statistics are one of the last to be finalized, but we will see that level off after years of growth. In my estimation, we are at our staff bandwidth and any growth beyond this plateau would rely on more partners leading programs. Lastly, our Internet usage continues to see strong gains. PC sessions went from 21,165 in 2024 to 27,242 in 2025. Wi-Fi session estimates also increased from 96,639 to 129,393.

Overall, we are seeing strong positive trends in library space services – gate, rooms, internet are all up. Circulations are also up for physical and digital but not rising as sharply as our space services. Database use had a strong increase due to large growth in a couple key databases. Community Engagement has leveled off since that resource is directly tied to staff bandwidth. We expect those stats to stay level with slight increases/decreases year to year.



RICHLAND PUBLIC LIBRARY

December 2025 Statistics Report for the January Board Meeting



SUMMARY

We held or hosted the following programs this month.

- Tuesday, December 2: Singing Strings Ukulele Club
- Saturday, December 6: Family Game Day; Team Battelle Math Tutoring
- Tuesday, December 9: “Build It: Clean Out the Workshop;” “Historical Changes in Bird Populations in the Lower Columbia Basin” Lecture
- Wednesday, December 10: Science Fair Information Session
- Thursday, December 11: Holiday Craft Lab
- Friday, December 12: Preschool STEAM; “Game Time Fridays”
- Saturday, December 13: Saturday Story Time with the Lower Columbia Basin Audubon Society; Team Battelle Math Tutoring; Parenting Together Support Group; “Tweet Tidings Kids’ Craft!”
- Monday, December 15: DSHS Mobile Office; LGBTQIA+ Craft Social
- Tuesday, December 16: Singing Strings Ukulele Club
- Wednesday, December 17: “History Time with Glen;” Preschool STEAM
- Saturday, December 20: Holiday Movie Marathon; Holiday Sing-Along
- Sunday, December 21: “Holiday Crafternoon for Grown-Ups”
- Monday, December 22: STEAMKids; “Teen Snowball Battle”
- Tuesday, December 23: “Coloring Fun for All Ages”
- Saturday, December 27: Thank-You Letter Writing Workshop
- Sunday, December 28: “Ask Death Doulas”
- Monday, December 29: Rock Painting; Science Fair Support Session
- Tuesday, December 30: Gaming Miniatures; Science Fair Support Session
- Wednesday, December 31: “History Time with Glen;” “Teen Noon Year’s Eve” Celebration

The Book to Movie Club from Adventures Underground watched *Christmas with the Kranks* (2004) on Saturday, December 13. The Tri-City Cinephiles watched *Red* (2010) and *Die Hard* (1988) on Sunday, December 14, and they watched *The Fifth Element* (1997) on Monday, December 22. We held a Teen Theater showing of *The Nightmare Before Christmas* (1993) on Thursday, December 18. We held a Holiday Movie Marathon on Saturday, December 20, followed by a Holiday Sing-Along with a visit from Theo. We also held a Sensory Sunday Matinee showing of *Polar Express* (2004) on December 28. Our Cereal (Serial) Book Club for fourth through sixth graders met on Tuesday, December 23, to discuss the “Green Ember” series by S. D. Smith. Our busiest day this month was Tuesday, December 23, right before our two-day holiday closure. We held “Coloring Fun for All Ages,” the Cereal (Serial) Book Club, an evening story time, and “Meet Our Therapy Dogs!” that day.



DECEMBER STATISTICS

- Overall Circulation with Renewals: **71,766**
- Digital Circulation: **19,665**
- Physical Items Checked Out: **34,490**
- Physical Items Renewed: **17,611**
- Holds Filled: **3,966**
- Hoopla Circulation: **3,739**
- Kanopy Circulation: **25,293 minutes, 351 tickets used**
- OverDrive Circulation: **15,575**
- New Library Card Accounts: **316**
- Gate Count: **15,882**
- Busiest Day: **744 (Tuesday, Dec. 23)**

CHILDREN'S PROGRAMS

Story Times at the Library

Children's Services Librarian Kelly, Librarian Joyce, Library Assistant Tanya, and Library Assistant Theresa M. held Tuesday evening story times at 6 p.m. on December 2, 9, 16, 23, and 30; Wednesday morning active story times at 10 a.m. on December 3, 10, 17, and 31; Thursday morning baby story times at 10 a.m. on December 4, 11, and 18; and regular Friday morning preschool story times on December 5, 12, and 19.

Therapy Dog Visits

Our Tuesday evening story times were followed by "Meet Our Therapy Dogs!" sessions. We also held Therapy Dog Reading Program sessions after the Wednesday and Friday morning story times in December.

Saturday Story Time

Kelly led a Saturday Story Time in the library at 10 a.m. on December 13, with special guests from the Lower Columbia Basin Audubon Society reading storybooks about birds. Young patrons enjoyed the stories and rhymes, followed by a therapy dog visit.

"Tweet Tidings Kids' Crafts"

We held a "Tweet Tidings Kids' Crafts" program from 1 to 4 p.m. on Saturday, December 13. Young patrons created colorful bird ornaments with help from Kelly, while Lower Columbia Basin Audubon Society members answered questions about birds. Forty patrons attended.

Preschool STEAM and STEAMKids

Kelly held a Preschool STEAM program from 11 a.m. to 12:30 p.m. on Wednesday, December 17, with 54 attending. She also held a STEAMKids session from 1 to 3 p.m. on Monday, December 22, with 104 attending.

"Coloring Fun for All Ages"

We held a drop-in "Coloring Fun for All Ages" program from 1 to 3 p.m. on Tuesday, December 23, in the Children's Department. Thirty-five patrons came to decorate holiday- and winter-themed coloring sheets before the library's two-day closure.

Cereal (Serial) Book Club

The Cereal (Serial) Book Club for fourth through sixth graders met from 4 to 5:30 p.m. on Tuesday, December 23. Community Engagement Librarian Johanna facilitated the group as they discussed books from "The Green Ember" series by S. D. Smith and made crafts.

Thank-You Letter Writing Workshop

We invited kids and families to join us from 1 to 3 p.m. on Saturday, December 27, to write thank-you letters. We had paper, pens, pencils, stickers, die-cut shapes, and pre-printed templates, and Kelly also demonstrated how to fold origami envelopes.



ALL-AGES PROGRAMS

Singing Strings Ukulele Club

Johanna held Singing Strings Ukulele Club teen and adult jams from 6:30 to 7:45 p.m. on two Tuesdays, December 2 and 16. The group rehearsed favorite songs before playing for our Holiday Sing-Along on December 20.

City of Richland Winter Wonderland

The City of Richland held its annual Winter Wonderland opening weekend in John Dam Plaza and Howard Amon Park on Friday and Saturday, December 5 and 6. Library Assistant Mary and Community Engagement Supervisor Michelle helped with program preparation. Adult Services Librarian Gavin visited as Theo on Friday, and Michelle conducted library outreach both days.

Family Game Day

We partnered with Tri-City Area Gaming (TAG) to hold a drop-in Family Game Day from 9 a.m. to 5 p.m. on Saturday, December 6, in the Doris Roberts Gallery. Gavin led this program with assistance from Library Assistant Vionnette. Fifty patrons attended.

“Build It: Clean Out the Workshop”

Mary held a “Build It: Clean Out the Workshop” craft program from 6 to 7:30 p.m. on Tuesday, December 9, in the Collaboratory. Patrons were encouraged to use leftover supplies to create different build projects from 2025. She had 30 patrons attend.

Audubon Society Presentation

We hosted the Lower Columbia Basin Audubon Society at 6 p.m. on Tuesday, December 9, for a presentation on “Historical Changes in Bird Populations in the Lower Columbia Basin.” Local naturalists Bill and Nancy LaFramboise discussed how bird populations in the region have shifted and evolved over the years. We had 35 patrons attend.

Science Fair Information Session

Representatives from the Mid-Columbia Regional Science and Engineering Fair held an information session at the library from 6 to 7 p.m. on Wednesday, December 10, encouraging local students to participate. Mary coordinated this program. Eight patrons attended.

Holiday Craft Lab

Teen Services Librarian Alyssa, Gavin, Johanna, Kelly, Mary, and Michelle held a “Holiday Craft Lab” program from 6 to 7:30 p.m. on Thursday, December 11, in the Collaboratory.

Our calendar invited patrons to celebrate the festive season with a variety of crafts for all ages, including holiday cards and bookmarks, mini gnomes, custom puzzles, Perler bead ornaments, acorn ornaments, and custom gift bags. Seventy-five enthusiastic patrons attended.

“Game Time Fridays”

Gavin held an intergenerational “Game Time Fridays” program from 11 a.m. to 1 p.m. on December 12. Twelve patrons attended.

Book to Movie Club: *Christmas with the Kranks*

We hosted the Book to Movie Club from community partner Adventures Underground for a showing of *Christmas with the Kranks* (2004) at 2 p.m. on Saturday, December 13. Movie licensing was provided by the Friends of the Richland Public Library.



ALL-AGES PROGRAMS (CONTINUED)

Holiday Movie Marathon and Sing-Along

Johanna held a Holiday Movie Marathon on Saturday, December 20, in the Doris Roberts Gallery. Fifty-five patrons came to watch *Rise of the Guardians* (2012) at 11 a.m. and *The Muppet Christmas Carol* (1992) at 1 p.m. Afterward, Johanna led our Singing Strings Ukulele Club as they held a cheerful holiday sing-along from 3 to 4 p.m. Library Assistant Charm visited as our mascot, Theo, with help from Library Assistant Josh. Seventy patrons attended this popular program.



Sensory Sunday Matinee: *The Polar Express*

Mary held a Sensory Sunday Matinee showing of *The Polar Express* (2004) at 2 p.m. on Sunday, December 28. Patrons could cozy up with a cup of hot chocolate while enjoying this family movie. Fifteen patrons attended.

Rock Painting

Kelly and Theresa M. held a drop-in Rock Painting craft program from 1 to 3 p.m. on Monday, December 29, in the Collaboratory. These programs are always extremely popular. We had 143 patrons attend this time.

Science Fair Support Sessions

Mary held drop-in Science Fair Support Sessions for elementary through high school students from 5:30 to 7:30 p.m. on Monday, December 29, and from 1 to 3 p.m. on Tuesday, December 30. The sessions helped students explore interests, learn to use library resources, and more.

Gaming Miniatures

Mary held a Gaming Miniatures craft program for patrons ages 14+ from 6 to 7:45 p.m. on Tuesday, December 30. Patrons learned to paint their own miniature zombie figures. All miniatures and paints were provided by Reaper Miniatures. Eleven patrons attended.



TEEN PROGRAMS

Teen Theater: *The Nightmare Before Christmas*

Alyssa held a Teen Theater showing of *The Nightmare Before Christmas* (1993) at 5:30 p.m. on Thursday, December 18, in the Collaboratory. Thirteen patrons attended.

“Teen Snowball Battle”

Alyssa held a “Teen Snowball Battle” from 2 to 3 p.m. on Monday, December 22, in the Doris Roberts Gallery. Our calendar said, “Hide behind gingerbread houses and igloos to beat your opponents. All the fun of a real snowball fight without the cold! This will be a friendly competition using soft plush snowballs.” Seventeen middle and high schoolers attended.

“Teen Noon Year’s Eve”

Alyssa also held a “Teen Noon Year’s Eve” program from 11:45 a.m. to 12:30 p.m. on Wednesday, December 31. Our calendar invitation said, “Join us for some sparkling apple cider, some tunes, and a fun surprise as we watch an international countdown to New Year’s!”

ADULT PROGRAMS

Parenting Together Support Group

Kadlec's Parenting Together Support Group met from 10 to 11 a.m. on Saturday, December 13.

Double the Fun Sunday: *Red* and *Die Hard*

The Tri-City Cinephiles Club for patrons age 18+ held Double the Fun Sunday showings of *Red* (2010) and *Die Hard* (1988) in the Doris Roberts Gallery from 12 to 4 p.m. on December 14. They also held their second-annual Shoe Drive in support of the community. Sixteen patrons attended.

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 8:30 to 3:30 p.m. on Monday, December 15.

LGBTQIA+ Craft Social

Gavin held our monthly LGBTQIA+ Craft Social in the Collaboratory from 5:30 to 7:30 p.m. on Monday, December 15. Twenty-nine patrons attended this month.

"History Time with Glen"

We hosted Glen Smith as he gave in-depth historical presentations about trains from 10 to 11 a.m. on two Wednesdays, December 17 and 31.

"Holiday Crafternoon for Grown-Ups"

Alyssa, Gavin, Johanna, and Mary held a "Holiday Crafternoon for Grown-Ups" from 1 to 3 p.m. on Sunday, December 21, in the Collaboratory. Patrons were invited to explore cozy winter-themed crafts and could create holiday gnomes, zines, traditional gilded walnut ornaments, custom luminaries, and more. We had 36 patrons attend.



Tri-City Cinephiles Movie: *The Fifth Element*

Gavin held a Tri-City Cinephiles Club showing of *The Fifth Element* (1997) in the Doris Roberts Gallery at 5:30 p.m. on Monday, December 22. Fifteen patrons attended.

OTHER

Local Book, Writing, and Craft Clubs

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

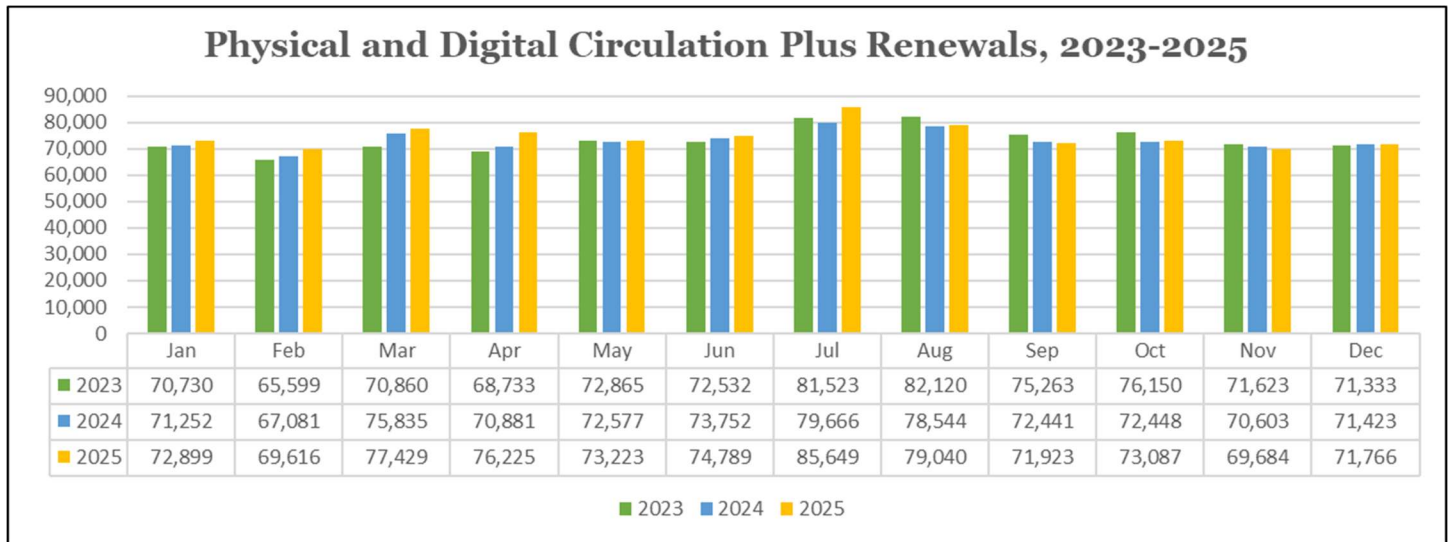
Library Outreach

Library outreach this month included a Christ the King School library visit (Alyssa) on Tuesday, Dec. 2; the City of Richland's Winter Wonderland celebration (Gavin, Mary, and Michelle) on Friday and Saturday, Dec. 5 and 6; Lewis & Clark Family Literacy Night (Kelly) on Tuesday, Dec. 16; and "Letters from Santa" letter writing (Charm, Administrative Assistant Kylie, Michelle, and Library Assistant Shairra).



STATISTICS

TOTAL CIRCULATION

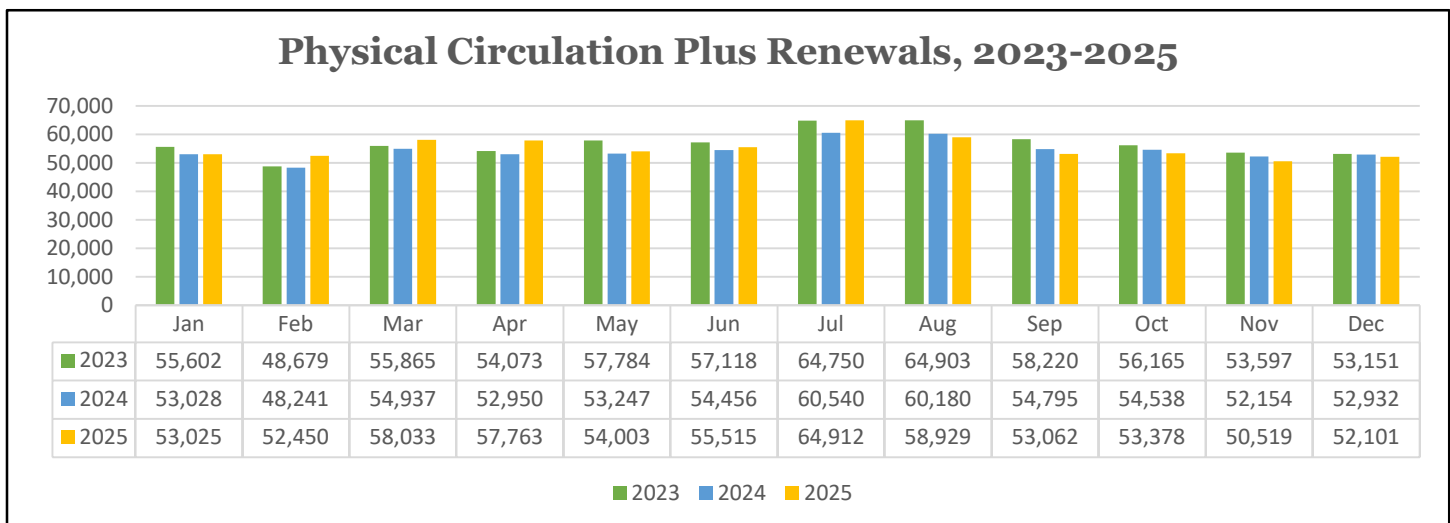


During December, our total physical plus digital circulation was 54,155 items, not including renewals. Of those, 34,490 (63.7%) were physical items and 19,665 (36.3%) were digital items that patrons obtained through Hoopla, Kanopy, OverDrive, and Tumbleweed Tourist. Kanopy plays were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was up 2.4% compared to the 52,907 items checked out in November 2025. Digital circulation was up 2.6% compared to the 19,165 items checked out in November. We filled 3,966 holds for patrons.

Our patrons also renewed 17,611 physical items in December. Including these physical item renewals, our overall circulation was 71,766. That overall circulation was up 3.0% compared to the 69,684 items circulated in November 2025, and it was also up 0.5% compared to the 71,423 items circulated in December 2024.

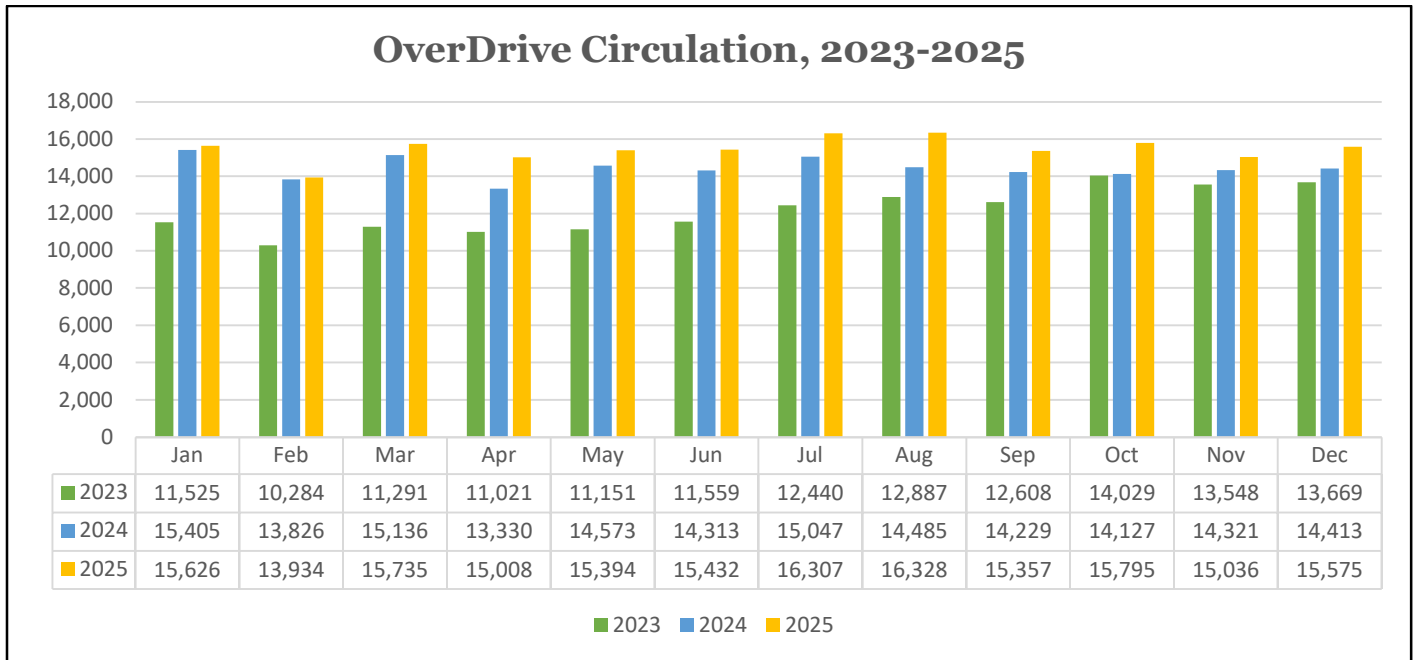
PHYSICAL CIRCULATION



Our patrons checked out 34,490 physical items in December and renewed 17,611 physical items, for a total of 52,101 items. That circulation was up 3.1% compared to the 50,519 physical items checked out and renewed in November 2025, but it was down a slight 1.6% compared to the 52,932 items checked out and renewed in December 2024. The top ten categories that circulated this month were Adult Nonfiction (3,305 items), Children’s Chapter Book Fiction (3,251 items), Children’s Storybooks (2,988 items), Adult Movies (2,701 items), Adult Fiction 2nd Floor (2,607 items), Children’s Graphic Novels (2,324 items), Children’s Nonfiction (1,762 items), Adult New Books (1,677 items), Children’s Movies (1,663 items), and Children’s Favorites on the Story Circle (1,503 items).

DIGITAL CIRCULATION

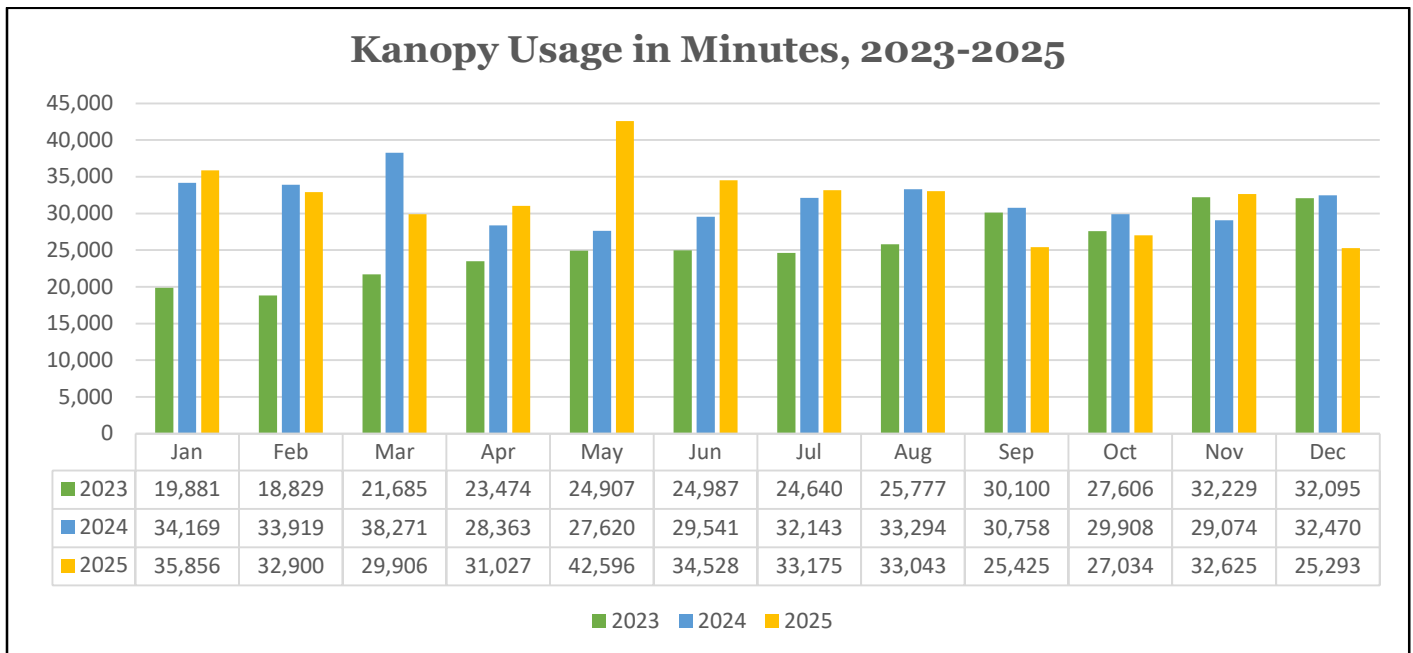
OverDrive



The 15,575 checkouts through OverDrive in December were up 3.6% compared to the 15,036 checkouts in November 2025, and they were also up 8.1% compared to the 14,413 checkouts in December 2024.

This month's checkouts included 6,559 audiobooks (which were 42.1% of the OverDrive items checked out), 6,446 e-books (41.4%), and 2,570 e-magazines (16.5%).

Kanopy

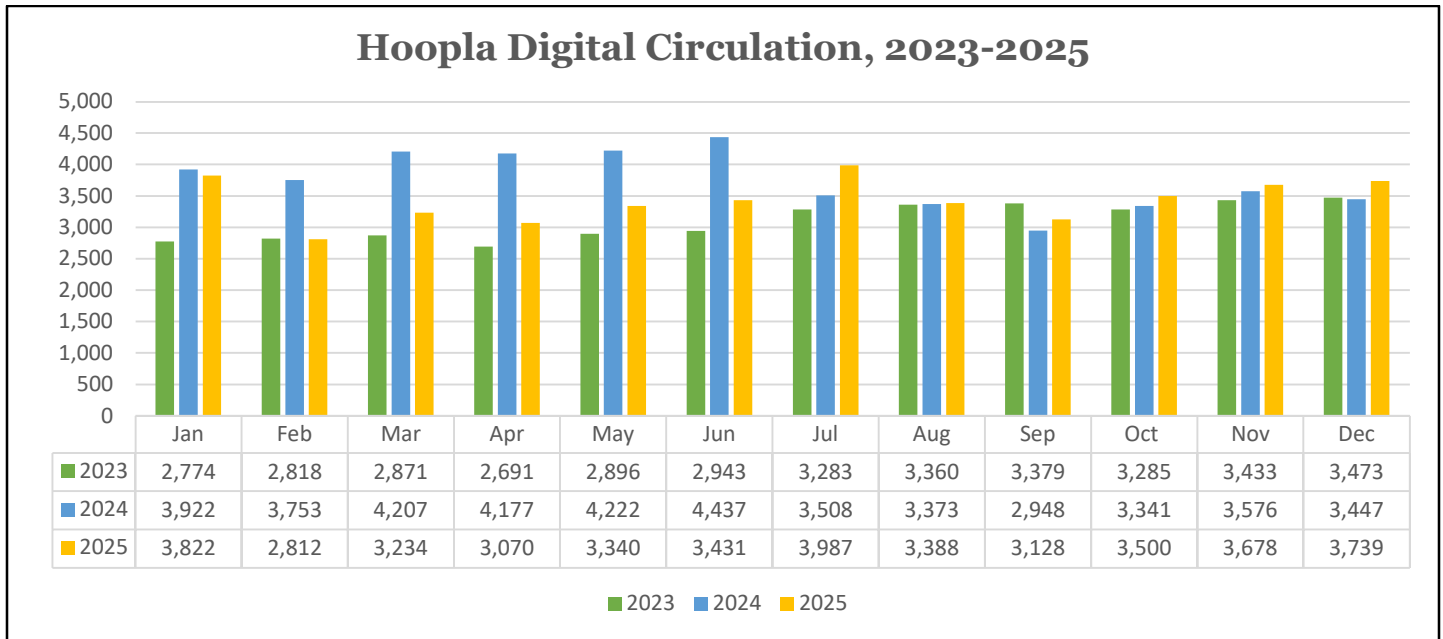


Our patrons viewed 25,293 minutes of Kanopy content during the month of December, using 351 tickets. That usage was down 22.5% compared to the 32,625 minutes viewed in November 2025, and it was also down 22.1% compared to the 32,470 minutes viewed in December 2024.

The top ten suppliers of content viewed on Kanopy this month were BBC Studios, The Great Courses, MHz Networks, Kino Lorber, PBS, Bleacher Street, Samuel Goldwyn Films, Brainstorm Media, and StudioCanal. Content was viewed on televisions (39.0%), mobile devices (35.8%), tablets (14.5%), and desktops (10.7%).

DIGITAL CIRCULATION (CONTINUED)

Hoopla

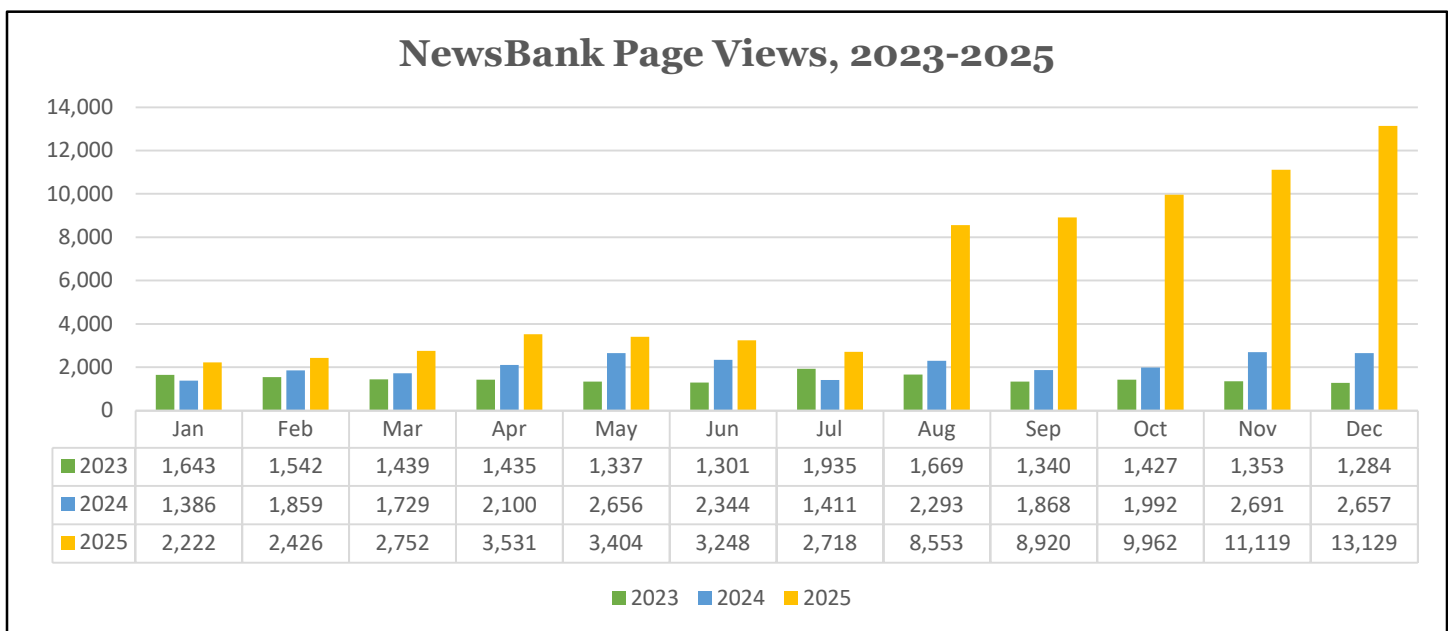


The 3,739 circulations in Hoopla during December were up 1.7% compared to the 3,678 circulations in November 2025, and they were also up 8.5% compared to the 3,447 circulations in December 2024. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,792 audiobooks (which were 47.9% of the Hoopla items checked out this month), 1,107 movies and television shows (29.6%), 763 e-books and e-comics (20.4%), 74 music items (2.0%), and 3 e-magazines (0.1%).

OTHER DIGITAL SERVICES

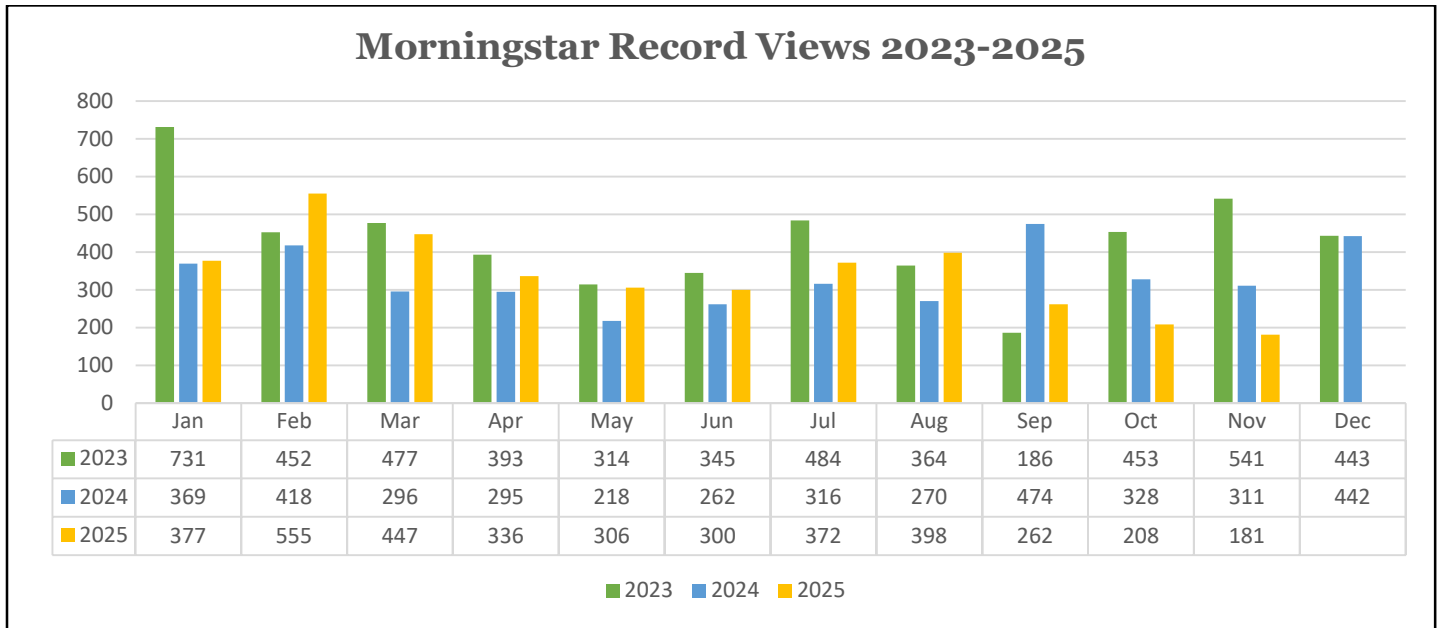
NewsBank



The 13,129 NewsBank page views in December were up 18.1% compared to the 11,119 page views in November 2025, and they were also up 394.1% compared to the 2,657 page views that occurred in December 2024. NewsBank seems to be one of the more consistently used offerings in our database collection, and its usage increased dramatically during the last five months of 2025.

OTHER DIGITAL SERVICES (CONTINUED)

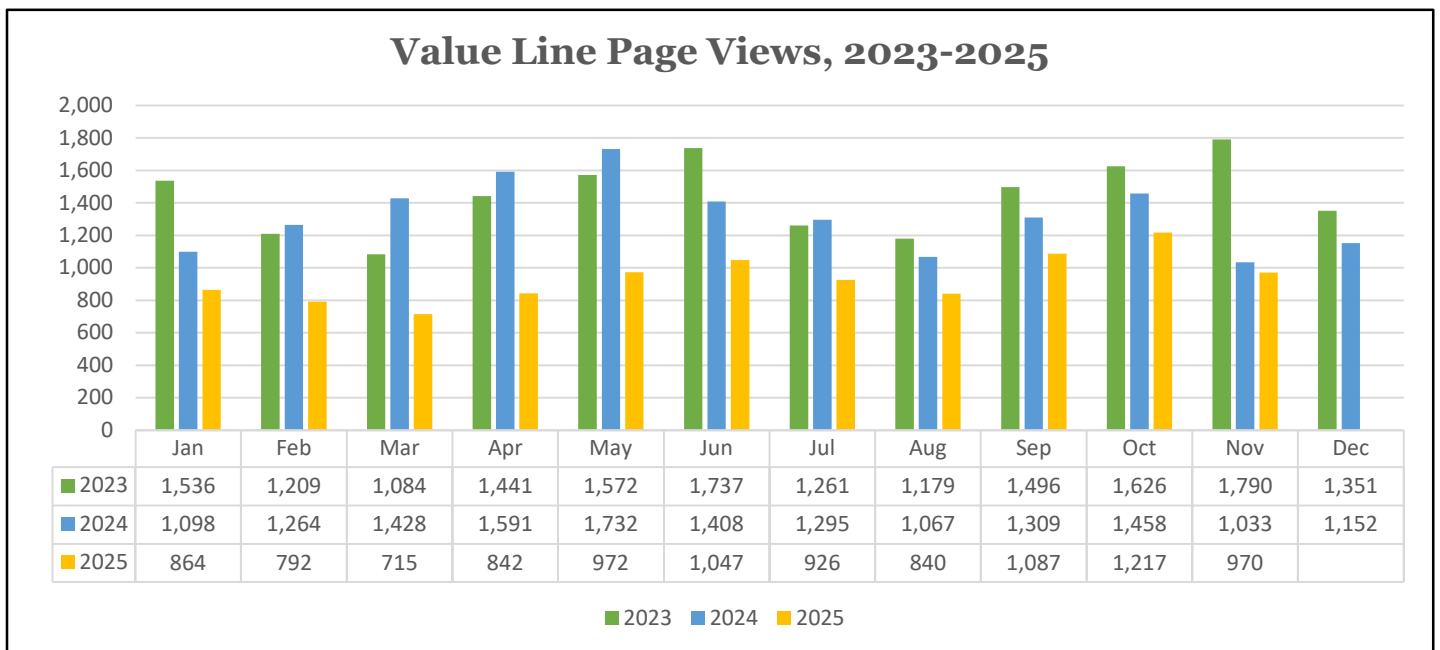
Morningstar



Our patrons viewed 181 Morningstar records in November. That usage was down 13.0% compared to the 208 records viewed in October 2025, and it was also down 41.8% compared to the 311 records viewed in November 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 December, so we will include them in next month's board report.

Value Line



The 970 Value Line page views in November were down 20.3% compared to the 1,217 page views in October 2025, and they were also down 6.1% compared to the 1,033 page views that occurred in November 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 December, so we will include them in next month's board report.

ADDITIONAL STATISTICS

Gate Counts

Our total gate count for December was 15,882. Our busiest day was Tuesday, December 23, with 744 patrons logged. We held “Coloring Fun for All Ages,” the Cereal (Serial) Book Club, an evening story time, and “Meet Our Therapy Dogs!” that day.

Interlibrary Loans

In December, we received a total of 110 interlibrary loan requests from other libraries, and we sent 35 items to libraries during the month in response to their requests. We also sent 30 interlibrary loan requests to other libraries in December for our patrons, and we received 41 items from other libraries.

New Library Card Accounts

We created 316 new library card accounts in December. They included 204 resident cards, 75 reciprocal cards, 15 nonresident cards, 13 limited access cards, 8 reciprocal digital cards, and 1 interlibrary loan account.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 1/13/2026

Agenda Category: Approval of Bills

Prepared By: Christopher Nulph, Library Manager

Subject

December 1, 2025 through December 31, 2025 Claims for Payment

Department

Parks & Public Facilities

Recommended Motion

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

Summary

This is a review and approval of the December 1, 2025 through December 31, 2025 claims for payment.

Attachments

1. CoR-VoucherListing-Library
2. Library Payroll - December 2025
3. December 2025 Claims for Payment



Library Voucher Listing

Begin Date: 12/1/2025

End Date: 12/31/2025

NON-FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8721000/3102	BRODART INC		Y46862-1	12/19/2025	342828	3 BOOK CARTS - LIBRARY	\$3,353.35
	K8721000/3102	LUCAS COLOR CARD		72187	12/19/2025	342888	LIBRARY CARDS - BULK ORDER	\$940.36
	K8721000/3102	P-CARD OTP		TXN00089833	12/31/2025	0	ADOBE INDESIGN DECEMBER 2025	\$24.99
	K8721000/3102	AMAZON		TXN00089238	12/31/2025	0	SUPPLIES - BARCODE SCANNERS (6)	\$390.54
	K8721000/3102	AMAZON		TXN00089287	12/31/2025	0	OFFICE SUPPLIES - LABELS	\$10.86
	K8721000/3102	COSTCO WHOLESALE		TXN00089314	12/31/2025	0	SUPPLIES - WATER, SOAP, BATTERIES	\$70.59
	K8721000/3102	AMAZON		TXN00089431	12/31/2025	0	SUPPLIES - STAPLES, SCISSORS, FILTER	\$52.70
	K8721000/3102	DEMCO INC.		TXN00089446	12/31/2025	0	SUPPLIES - MENDING DEPARTMENT	\$311.26
	K8721000/3102	AMAZON		TXN00089468	12/31/2025	0	SUPPLIES - LABELS	\$51.45
	K8721000/3102	P-CARD OTP		TXN00089501	12/31/2025	0	LIBRARY 75TH ANNI PICTURES	\$190.04
	K8721000/3102	AMAZON		TXN00089503	12/31/2025	0	SUPPLIES - 2026 PLANNER	\$10.86
	K8721000/3102	DOLLAR TREE		TXN00089511	12/31/2025	0	LIBRARY STAFF MEETING	\$7.61
	K8721000/3102	TARGET CORPORATION		TXN00089524	12/31/2025	0	SUPPLIES - TISSUES	\$15.20
	K8721000/3102	AMAZON		TXN00089548	12/31/2025	0	LIBRARY 75TH ANNI PIC FRAMES	\$120.40
	K8721000/3102	AMAZON		TXN00089671	12/31/2025	0	SUPPLIES - ERASER/LABELS	\$101.03



Library Voucher Listing

Begin Date: 12/1/2025

End Date: 12/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/3102	COSTCO WHOLESALE		TXN00089719	12/31/2025	0	OFFICE SUPPLIES - ICE MAKER/MEETING SUPPLIES	\$269.88
	K8721000/3102	INSIGHT PUBLIC SECTO		TXN00089778	12/31/2025	0	MENDING/PROCESSING MATERIALS SUPPLIES	\$1,467.42
OPERATING SUPPLIES & MATERIALS TOTAL:								\$7,388.54
OPERATING SUPPLIES & MATERIALS - YTD INFORMATION								
BUDGET: \$34,200.00			YTD ACTUAL: \$31,549.46			YTD % USED: 92.25%		
	K8721000/3103	FRED MEYER		TXN00089724	12/31/2025	0	COMM ENG MEETING SUPPLIES	\$44.31
MEETING EXPENSE TOTAL:								\$44.31
MEETING EXPENSE - YTD INFORMATION								
BUDGET: \$1,900.00			YTD ACTUAL: \$1,678.43			YTD % USED: 88.34%		
	K8721000/3124	SUNWEST SPORTSWEAR		TXN00089495	12/31/2025	0	LIBRARY APPAREL	\$34.00
CLOTHING-NON ALLOWANCE TOTAL:								\$34.00
CLOTHING-NON ALLOWANCE - YTD INFORMATION								
BUDGET: \$1,250.00			YTD ACTUAL: \$1,507.60			YTD % USED: 120.61%		
	K8721000/3182	VERIZON WIRELESS	22500470	9000354024	12/19/2025	342935	150-25 VERIZON HOTSPOTS - LIBRARY	\$3,261.00
COMPUTER RELATED SUPPLIES TOTAL:								\$3,261.00
COMPUTER RELATED SUPPLIES - YTD INFORMATION								
BUDGET: \$5,000.00			YTD ACTUAL: \$3,615.32			YTD % USED: 72.31%		
	K8721000/4117	MOON SECURITY SERVIC		7437482	12/10/2025	342504	MOON SECURITY DECEMBER 2025 LIBRARY	\$160.99
EXPERT SERVICES TOTAL:								\$160.99
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$3,250.00			YTD ACTUAL: \$2,442.91			YTD % USED: 75.17%		



Library Voucher Listing

Begin Date: 12/1/2025

End Date: 12/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8721000/4201		VERIZON WIRELESS	22500470	6127996171	12/12/2025	342639	150-25 VERIZON HOTSPOTS - LIBRARY	\$751.00
K8721000/4201		VERIZON WIRELESS		6128899077	12/3/2025	342321	Verizon Wireless NASPO - November 2025	\$78.66
K8721000/4201		FRONTIER		12/25 206/188-2614	12/10/2025	342490	TELEPHONE 12/1/2025-12/31/2025 206/188-2614	\$53.83
K8721000/4201		FRONTIER		12/25 509/943-3152	12/10/2025	342491	TELEPHONE 12/1/2025-12/31/2025 509/943-3152	\$1,124.78
K8721000/4201		VERIZON WIRELESS	22500470	6130505012	12/17/2025	342803	150-25 VERIZON HOTSPOTS - LIBRARY	\$542.32
TELEPHONE & COMM SVCS TOTAL:								\$2,550.59

TELEPHONE & COMM SVCS - YTD INFORMATION

BUDGET: \$24,330.00

YTD ACTUAL: \$24,116.96

YTD % USED: 99.12%

K8721000/4301		BROWN-ELMORE, MARY		BROWN-ELMORE 25-333	12/5/2025	342407	25-333 BROWN-ELMORE LIB CONF 2025	\$87.00
K8721000/4301		CITY OF RICHLAND		25-333 BROWN ELMORE	12/5/2025	342412	25-333 BROWN-ELMORE LIB MARKET CONF 2025	\$382.00
K8721000/4301		BETHEL COLLEGE		11112025 RPL	12/12/2025	342553	A DAY WITH BIRDS RPL LOBBY TRAVEL EXHIBIT	\$2,989.25
K8721000/4301		CHRISTIAN, KYLIE		JULY-DEC2025 - LIBRA	12/17/2025	342766	REIMB: JULY-DEC 2025 MILEAGE	\$135.59
K8721000/4301		NULPH, CHRISTOPHER		JAN-DEC 2025 - LIB	12/26/2025	342999	REIMB JAN-DEC 2025 MILEAGE	\$156.45
K8721000/4301		DELTA AIR		TXN00089735	12/31/2025	0	J. STEPHENSON PLA AIRFARE 2026	\$528.96

TRAVEL EXPENSES TOTAL: \$4,279.25

TRAVEL EXPENSES - YTD INFORMATION

BUDGET: \$21,000.00

YTD ACTUAL: \$22,393.50

YTD % USED: 106.64%

K8721000/4504		XEROX CORP		024659075	12/10/2025	342536	7HB-469027 DECEMBER 2025 BASE CHARGE	\$10.87
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Library Voucher Listing

Begin Date: 12/1/2025

End Date: 12/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8721000	4504	KELLEY CREATE CO		40654336	12/10/2025	342498	112-3056730-000 DECEMBER 2025 LIBRARY	\$2,856.30
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$2,867.17
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$14,145.00			YTD ACTUAL: \$14,455.24			YTD % USED: 102.19%		
K8721000	4802	FREIFORM	22500574	YM19902-1	12/10/2025	342489	OUTDOOR PATIO SPACE TABLES AND CHAIRS	\$8,096.40
REPAIRS AND MAINT-EQUIPMENT TOTAL:								\$8,096.40
REPAIRS AND MAINT-EQUIPMENT - YTD INFORMATION								
BUDGET: \$5,000.00			YTD ACTUAL: \$8,096.40			YTD % USED: 161.93%		
K8721000	4903	MUSTANG SIGNS		TXN00089624	12/31/2025	0	THE LAWN - LIBRARY SIGNAGE	\$1,285.92
PRINTING SERVICES TOTAL:								\$1,285.92
PRINTING SERVICES - YTD INFORMATION								
BUDGET: \$1,000.00			YTD ACTUAL: \$1,858.83			YTD % USED: 185.88%		
K8721000	4912	P-CARD OTP		TXN00089745	12/31/2025	0	C. NULPH PLA CONFERENCE FEE	\$364.00
K8721000	4912	ALA		TXN00089654	12/31/2025	0	G. LIGHTFOOT ALA VIRTUAL TRAINING	\$62.88
TUITION/CONFERENCE FEES TOTAL:								\$426.88
TUITION/CONFERENCE FEES - YTD INFORMATION								
BUDGET: \$4,320.00			YTD ACTUAL: \$5,140.21			YTD % USED: 118.99%		
K8721000	5301	WA STATE DEPARTMENT		DOR 10/2025 AMENDED	12/18/2025	10844	COMBINED EXCISE TAX - OCTOBER 2025 AMENDED	\$3.24



Library Voucher Listing

Begin Date: 12/1/2025

End Date: 12/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8721000	5301	WA STATE DEPARTMENT		DOR 11/2025	12/26/2025	10845	COMBINED EXCISE TAX - NOVEMBER 2025	\$81.87
STATE TAXES TOTAL:								\$85.11
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$426.25			YTD % USED: 41.79%		
LIBRARY ADMINISTRATION TOTAL:								\$30,480.16
K8722100	3401	THE GALE GROUP		999101607339	12/3/2025	342264	CHILTON LIB & GALE LEGAL FORMS WA 10/2025 -10/2026	\$3,828.84
K8722100	3401	MIDWEST TAPE		508108699	12/19/2025	342892	LIBRARY - HOOPLA USAGE NOVEMBER 2025	\$7,044.92
K8722100	3401	THE GALE GROUP		999101698964	12/3/2025	342264	LIBRARY MATERIALS - LARGE PRINT COLLECTION 11/7/25	\$246.12
K8722100	3401	THE GALE GROUP		999101698966	12/3/2025	342264	LIBRARY MATERIALS - LARGE PRINT COLLECTION 11/7/25	\$156.47
K8722100	3401	THE GALE GROUP		999101698963	12/3/2025	342264	LIBRARY MATERIALS - LARGE PRINT COLLECTION 11/7/25	\$274.64
K8722100	3401	INGRAM INDUSTRIES IN		92105378	12/3/2025	342281	LIBRARY MATERIALS - PHYSICAL COLLECTION 11/19/25	\$694.84
K8722100	3401	INGRAM INDUSTRIES IN		92297424	12/3/2025	342281	LIBRARY MATERIALS - PHYSICAL COLLECTION 11/26/25	\$1,130.83

Library Voucher Listing

Begin Date: 12/1/2025

End Date: 12/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3401		THE GALE GROUP		999101714935	12/10/2025	342478	LIBRARY MATERIALS - LARGE PRINT COLLECTION 11/13/25	\$61.12
K8722100/3401		INGRAM INDUSTRIES IN		92560896	12/10/2025	342494	LIBRARY MATERIALS- PHYSICAL COLLECTION 12/5/25	\$300.66
K8722100/3401		INGRAM INDUSTRIES IN		92560895	12/10/2025	342494	LIBRARY MATERIALS- PHYSICAL COLLECTION 12/5/25	\$1,889.92
K8722100/3401		INGRAM INDUSTRIES IN		92408077	12/10/2025	342494	LIBRARY MATERIALS- PHYSICAL COLLECTION 12/1/25	\$1,600.60
K8722100/3401		INGRAM INDUSTRIES IN		92627622	12/12/2025	342582	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/8/25	\$2,122.19
K8722100/3401		INGRAM INDUSTRIES IN		92675582	12/12/2025	342582	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/9/25	\$1,054.35
K8722100/3401		WA STATE PARKS & REC		11212025	12/17/2025	342806	LIB MATERIALS - CHECK OUT WA PARK PASSES X2	\$100.00
K8722100/3401		OVERDRIVE		01452CO25384347	12/19/2025	342899	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 12/3/25	\$4,437.44
K8722100/3401		OVERDRIVE		01452DA25383719	12/19/2025	342899	LIBRARY MATERIALS - EBOOK COLLECTION 12/2/25	\$18.99
K8722100/3401		OVERDRIVE		01452CO25370985	12/19/2025	342899	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION11/25/25	\$1,485.99
K8722100/3401		OVERDRIVE		01452DA25383497	12/19/2025	342899	LIBRARY MATERIALS - EBOOK COLLECTION 12/2/25	\$60.00
K8722100/3401		OVERDRIVE		01452CO25387955	12/19/2025	342899	LIBRARY MATERIALS - EBOOK COLLECTION 12/7/25	\$565.72

Library Voucher Listing

Begin Date: 12/1/2025

End Date: 12/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3401		OVERDRIVE		01452CO25391465	12/19/2025	342899	LIBRARY MATERIALS E/AUDIOBOOK COLLECTION 12/10/25	\$105.98
K8722100/3401		OVERDRIVE		01452CO25384318	12/19/2025	342899	LIBRARY MATERIALS E/AUDIOBOOK COLLECTION 12/3/25	\$592.38
K8722100/3401		INGRAM INDUSTRIES IN		92749531	12/19/2025	342876	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/11/25	\$27.88
K8722100/3401		INGRAM INDUSTRIES IN		92554561	12/19/2025	342876	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/5/25	\$498.38
K8722100/3401		INGRAM INDUSTRIES IN		92782769	12/19/2025	342876	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/3/25	\$48.59
K8722100/3401		INGRAM INDUSTRIES IN		92782770	12/19/2025	342876	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/12/25	\$656.30
K8722100/3401		INGRAM INDUSTRIES IN		92749530	12/19/2025	342876	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/11/25	\$935.42
K8722100/3401		OVERDRIVE		01452DA25398518	12/31/2025	343136	LIBRARY MATERIALS - AUDIOBOOK COLLECITON 12/17/25	\$61.49
K8722100/3401		OVERDRIVE		01452CO25399201	12/31/2025	343136	LIBRARY MATERIALS - EBOOK COLLECTION 12/18/25	\$87.99
K8722100/3401		INGRAM INDUSTRIES IN		93005248	12/31/2025	343116	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/19/25	\$1,103.93
K8722100/3401		INGRAM INDUSTRIES IN		93005249	12/31/2025	343116	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/19/25	\$280.34



Library Voucher Listing

Begin Date: 12/1/2025

End Date: 12/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3401	INGRAM INDUSTRIES IN			93005250	12/31/2025	343116	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/19/25	\$508.63
K8722100/3401	INGRAM INDUSTRIES IN			93180611	12/31/2025	343116	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/26/25	\$313.22
K8722100/3401	INGRAM INDUSTRIES IN			92832638	12/31/2025	343116	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/15/25	\$233.53
K8722100/3401	INGRAM INDUSTRIES IN			92848966	12/31/2025	343116	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/15/25	\$1,932.28
K8722100/3401	INGRAM INDUSTRIES IN			92893190	12/31/2025	343116	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/16/25	\$15.33
K8722100/3401	INGRAM INDUSTRIES IN			92893191	12/31/2025	343116	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/16/25	\$262.79
K8722100/3401	INGRAM INDUSTRIES IN			92893192	12/31/2025	343116	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/16/25	\$294.05
K8722100/3401	INGRAM INDUSTRIES IN			92963132	12/31/2025	343116	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/18/25	\$240.82
K8722100/3401	INGRAM INDUSTRIES IN			92963133	12/31/2025	343116	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/18/25	\$27.88
K8722100/3401	INGRAM INDUSTRIES IN			92952936	12/31/2025	343116	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/18/25	\$448.65
K8722100/3401	INGRAM INDUSTRIES IN			93080802	12/31/2025	343116	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/22/25	\$47.27



Library Voucher Listing

Begin Date: 12/1/2025

End Date: 12/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3401	INGRAM INDUSTRIES IN			93080803	12/31/2025	343116	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/22/25	\$889.39
K8722100/3401	INGRAM INDUSTRIES IN			93121023	12/31/2025	343116	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/23/25	\$962.09
K8722100/3401	INGRAM INDUSTRIES IN			93180613	12/31/2025	343116	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/26/25	\$57.53
K8722100/3401	INGRAM INDUSTRIES IN			93180614	12/31/2025	343116	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/26/25	\$327.10
K8722100/3401	INGRAM INDUSTRIES IN			93180615	12/31/2025	343116	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/26/25	\$39.65
K8722100/3401	INGRAM INDUSTRIES IN			93180616	12/31/2025	343116	LIBRARY MATERIALS - PHYSICAL COLLECTION 12/26/25	\$340.03

LIBRARY RESOURCES TOTAL: \$38,412.56

LIBRARY RESOURCES - YTD INFORMATION

BUDGET: \$424,700.00

YTD ACTUAL: \$410,529.44

YTD % USED: 96.66%

K8722100/3402	AMAZON			TXN00089584	12/31/2025	0	PROGRAMMING SUPPLIES - XMAS CRAFT PROGRAM	\$105.83
K8722100/3402	AMAZON			TXN00089633	12/31/2025	0	PROGRAMMING SUPPLIES - TEEN PROGRAM	\$26.78
K8722100/3402	WALMART			TXN00089296	12/31/2025	0	CHRISTMAS PROGRAMMING SUPPLIES - CANDY CANES	\$27.70



Library Voucher Listing

Begin Date: 12/1/2025

End Date: 12/31/2025

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
K8722100/3402		WALMART		TXN00089798	12/31/2025	0	TEEN PROGRAMMING SUPPLIES	\$33.28
LIBRARY PROGRAMMING TOTAL:								\$193.59
LIBRARY PROGRAMMING - YTD INFORMATION								
BUDGET: \$20,000.00			YTD ACTUAL: \$19,864.36			YTD % USED: 99.32%		
LIBRARY PUBLIC SERVICE TOTAL:								\$38,606.15
LIBRARY NON-FACILITIES TOTAL:								\$69,086.31



Library Voucher Listing

Begin Date: 12/1/2025

End Date: 12/31/2025

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		10/2025 OCT	12/4/2025	50019	CITY UTILITY BILLS/OCT 2025	\$3,863.59
	K8725000/4700	CITY OF RICHLAND		11/2025 NOV	12/17/2025	50020	CITY UTILITY BILLS/NOV 2025	\$3,284.76
UTILITIES TOTAL:								\$7,148.35
UTILITIES - YTD INFORMATION								
BUDGET: \$57,000.00			YTD ACTUAL: \$47,758.05			YTD % USED: 83.79%		
LIBRARY FACILITIES TOTAL:								\$7,148.35

CITY OF RICHLAND

LIBRARY EXPENDITURE

December 2025

Month/Year

PAY PERIODS: From November 17, 2025 to December 28, 2025

GROSS SALARIES \$ 165,956.34

	Gross Wages	Total
WEEK OF: <u>12/4/25</u>	<u>55,567.05</u>	<u>55,567.05</u>
WEEK OF: <u>12/18/25</u>	<u>54,829.87</u>	<u>54,829.87</u>
WEEK OF: <u>12/31/25</u>	<u>55,559.42</u>	<u>55,559.42</u>
TOTAL	<u>165,956.34</u>	<u>165,956.34</u>



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

DECEMBER 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 \$ 235,042.65 this 13th day of January, 2026.

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

Voucher Listings	Amount
December 01, 2025 thru December 31, 2025	\$69,086.31

Transfer Advice (Salaries)

Salaries for the weeks of: November 17, 2025 thru December 28, 2025	\$165,956.34
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MONTHLY EXPENSES \$235,042.65

Comments: COR Library Voucher Listing
COR Library Expenditure

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 1/13/2026

Agenda Category: Unfinished Business

Prepared By: Christopher Nulph, Library Manager

Subject

Collection Development Policy Review

Department

Parks & Public Facilities

Recommended Motion

Move to approve the proposed change to the Richland Public Library Collection Development Policy.

Summary

Following up on the discussion from December 2025, the Board will review the proposed change of the Collection Development Policy and discuss any additional changes the Board would like to see. If no other changes are decided upon, the Board will vote to approve the changes to the Collection Development Policy.

Attachments

- I. RPL Collection Development Policy

Purpose of Collection Development Policy

The collection development policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs and interests of the Richland community. It directly relates the collection to the Library's mission statement and defines the scope and standards of the various collections.

As the community changes, the Richland Public Library (RPL) reassesses and adapts its collections to reflect new and differing areas of interest and concern. The collection development policy is periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

RPL Mission, Vision, and Values

Mission

Be the hope-inspiring presence in our community where every person belongs and is supported in enjoyment, learning, and understanding.

Vision for 2033

All Richland residents experience the library as a durable, trusted institution for the public good that is finely interwoven into the entire fabric of our community.

City Values

Teamwork: We will work together, demonstrating collaboration through mutual reliability, openness, and flexibility to accomplish our goals.

Integrity: We will demonstrate an uncompromising allegiance to the core values of honesty, respect for others, loyalty, consistency, accountability, and sincerity.

Excellence: We will deliver a superior level of commitment, responsiveness, performance, and provision of services to all, with the attitude that everything is worth our best effort.

Philosophy of Selection

In support of its mission, RPL fully endorses the principles documented in the Library Bill of Rights, the Freedom to View, and the Freedom to Read Statements of the American Library Association. The Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others.

Materials available in the Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.

Collection Development Policy Statement

Collection Development is conducted through examination and consideration of review media, announcements of new publications by publishers, customer and staff recommendations, bibliographies on specific subjects, and examination of the present collection. Materials will be evaluated as a whole and not on the basis of a particular section or sections. Materials are acquired in a manner that is both timely and useful to our customers.

The evaluation of materials will be characterized by flexibility, open-mindedness, and responsiveness to the changing needs of our customers. These changing needs require that materials be evaluated on a continuing basis. As a result, materials not recommended for purchase originally may be selected for purchase at a later date, or materials already in the collection may be considered unnecessary or unsuitable.

Since RPL functions as a center for life-long learning, it has materials to support learning through all the ages and phases of life, from the youngest child's needs to those of senior citizens. While we do select materials to support the educational process as much as possible, the Library's collection cannot and does not substitute for the specialized collections provided by school or college libraries, nor do we collect homeschool curricula. The Library makes no attempt to duplicate materials (such as textbooks) in those collections. In addition, the obligation to provide duplicate copies for students is primarily that of the college or school library. RPL cannot undertake meeting the demands of large class assignments.

A significant part of RPL's collection is popular materials for recreational use. Popular materials may be in a variety of formats and either fiction or non-fiction. RPL considers the popular materials collection seriously and selects for a wide range of interests using evidence-based software and statistics.

Materials are purchased in the most appropriate and available format for library and customer use. New formats will be considered for the collection when industry reports, national survey results, and local requests indicate that a significant portion of the community has the necessary technology to make use of the new format.

Collection Development also entails maintaining the existing collection so that it remains vital and useful to the community. This includes the regular and consistent evaluation of the collection for withdrawal and replacement of worn out and dated materials using available tools and software.

Responsibility of Selection

Responsibility for development of the collection rests with the RPL Manager under the authority of the Library Board of Trustees. Direct selection of all library materials is delegated to staff members qualified for this duty by their education, training, interest, and job classification. Suggestions from library users are always welcome and given serious consideration.

Selection Criteria

All materials, whether purchased or donated, are considered in terms of the criteria listed below. This set of criteria applies to collection items created by humans, artificial intelligence (AI) technology, or a combination of the two. An item need not meet all of these standards in order to be added to the collection.

- Contribution to the diversity and scope of the collection
- Contemporary significance
- Physical format
- Popular appeal
- Quality of production
- Receipt or nomination for awards
- Available space
- Published evaluation or reviews
- Suitability of subject and style for intended age level
- Relevance to local interests and needs
- Current or historical significance
- Importance as a document of the times
- Relationship to existing collection, alternative formats, and other material on the subject
- Reputation and/or significance of one of the creators of the work
- Skill, competence, and purpose of the author/artist
- Comprehensiveness and depth of treatment
- Clarity, accuracy, logic of presentation, and/or ease of use
- Relevance to the experiences and contributions of diverse populations
- Cost

The following criteria, in addition to the appropriate criteria listed above, will be used when acquiring and/or maintaining online databases or other virtual services:

- System priorities. A higher priority will be given to databases or services that will provide access to the widest group of customers
- Usage
- Cost per use
- Viable alternatives to the database or service being considered
- Breadth vs. depth of information provided by the database or service
- Resources that are already offered in another format or service provided by the Library
- Use as a standard reference source

Duplication of Material

Multiple copies of materials are purchased in response to user demand. This is decided by the number of holds, anticipated popularity, repeated requests, and monitoring of the collection. For popular fiction and non-fiction

titles, RPL maintains a holds ratio (i.e., for every 4 holds on a title, another copy is purchased) as allowed by budget constraints.

Access to the Collection

RPL considers reading, listening, and viewing to be an individual and private matter. The Board believes that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. While anyone is free to select or reject materials for themselves or their own minor child(ren), the freedom of others to read or inquire will not be restricted by the Library. Only parents and guardians have the right and responsibility to guide and direct the reading, listening, and viewing choices of their own minor child(ren). The Library does not stand in the place of parents (in loco parentis).

The library collection will be organized, marked, and maintained to help people find materials. Any labeling, sequestering, alteration, or discarding of materials because of controversy surrounding the author or subject matter will not be allowed. Library materials may be sequestered for the purpose of protecting them from damage or theft. The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Washington State Constitution.

Suggestions for Purchase

RPL strongly encourages input from the Richland community concerning the collection. Richland citizens can use the [Library Material Request form](#) to request the purchase of a particular item or subject. However, all suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the Library's intent that suggestions for purchase are used to help RPL in developing a collection which serves the interests and needs of the community.

Reconsideration of Materials

RPL provides a wide variety of materials to meet the needs and interests of as many of our residents as possible. Materials are selected for the library using the Collection Development policies. If a patron or staff member feels that an item was purchased in error or is inappropriate, they may request reconsideration of that item by submitting a [Reconsideration of Materials Request form](#).

RPL is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be considered for removal based solely on the complaint of obscenity or any other category covered by law until a local court of competent jurisdiction has ruled against the material.

Independently Published Material

RPL is often asked to include items in our library that are written and/or published independently. This can include materials that are self-published/produced or items published through a vanity press company. RPL looks for material with regional connections and collection relevance that will appeal to a wide audience. The best way to bring an item to RPL's attention is through reviews. Review sources that specialize in independently published material include the following:

- Foreword
- Small Press Review
- Independent Publisher

A positive review in one or more of the library review journals, such as Library Journal, School Library Journal, Kirkus Reviews, Booklist, and Publisher's Weekly, or in the local daily paper will give an independently published book an improved chance for inclusion by RPL.

Information regarding the material should be sent to the RPL's Collection Development supervisor. The following information should be included:

- A brief summary of the material
- Any professional reviews
- Intended audience
- Author background and contact information
- Publisher information
- Item description (price, ISBN, date of publication)
- Distributor(s)
- OCLC World Cat Record

Preview copies will be treated as a donation and their disposition will be covered under the Gifts and Donations Policy.

Used Material

Used materials are generally not purchased due to the following:

- High shipping and handling costs
- Inconsistent grading of materials available from on-line vendors
- Need to obtain materials in mint condition
- Need to have materials processed to library standards

Gifts, Memorials, and Monetary Donations

RPL welcomes the donation of materials to the library. Donations may be made in the form of resources or money. All donations have costs associated with them, including the time for evaluation, cataloging, and processing. As a result, the acceptance of donations should be made judiciously. RPL will not accept a donation that includes a stipulation that is not consistent with this policy or the collection goals of the library. Donations of resources must meet the same selection criteria used in the normal acquisitions process and are accepted with the understanding that they may not be added to the collection. Donations should meet the goals of RPL rather than the donor.

Due to the labor involved in processing donations, individual materials will not be returned after evaluation. Items not added to the collection may be sold by the Friends of the Richland Public Library, given to other resources, or discarded. All proceeds from sales support library activities and needs.

Donation Evaluation Criteria

The lists below offer additional guidelines to assist in determining if a donation is appropriate for the library, or if it should be donated to the Friends of the Library.

RPL will not add material if the item:

- Is marked, damaged, or shows excessive wear
- Is a withdrawal from another organization
- Is abridged or condensed fiction in an audio-visual format
- Requires special equipment for use
- Is a personal, non-commercial copy/recording
- Is in a format no longer supported by the library
- Is a textbook, magazine, or newspaper

RPL will, if requested, provide a written acknowledgment of the receipt of donations. In accordance with IRS regulations, RPL leaves the determination of donation/gift values to the donor.

Collection Maintenance

In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. This policy provides authority for the systematic and regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete, or infrequently used materials and supports the public's right of access to an appealing and relevant collection.

RPL management staff systematically review the collection with the goal of maintaining the quality and vitality of library resources. This process of collection analysis incorporates the use of output measures, circulation reports, and other statistical information for continuous collection evaluation.

Weeding Evaluation Criteria

Weeding in the context is defined as the process of evaluating a book to determine if it will be retained, relocated, or replaced. Selection of material for discarding is based on the CREW method:

- Continuous
- Review
- Evaluation
- Weeding

This system uses the acronym MUSTIE to help evaluate an item for withdrawal:

- Misleading and/or factually inaccurate
- Ugly (worn out beyond mending or looks unappealing)
- Superseded by a new edition or a better source
- Trivial (of no discernible literary or scientific merit)
- Irrelevant to the needs and interest of your community
- Elsewhere (the material may be easily borrowed from another source)

Replacement Criteria

While RPL attempts to have copies of standard and important works, it does not automatically replace all materials. The same criteria that apply to original selection also apply to replacements. The need for replacement is based on:

- The number of duplicate copies
- Existence of adequate coverage of the subject in the collection
- Demand for the specific title or subject area
- Availability of material

Removal of Withdrawn Material

Materials that no longer meet the stated objectives of the Library will be withdrawn from the system. RPL reserves the right to determine how materials are removed.

- Adopted by the Richland Public Library Board on March 3, 1988.
- Amended February 8, 2022.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 1/13/2026

Agenda Category: Unfinished Business

Prepared By: Christopher Nulph, Library Manager

Subject

Final Review of the Updated City of Richland - Library Board Agreement

Department

Parks & Public Facilities

Recommended Motion

Move to approve the updated working agreement between the City of Richland and the Richland Public Library Board of Trustees.

Summary

The Library Board will conduct a final review of the proposed update to the working agreement between the City of Richland and the Library Board. This is an update to the agreement parameters set on June 7, 1960. A recorded vote on this agreement is the action necessary to formally enact the new agreement.

Attachments

- I. COR-Board Agreement Updated

The Richland Public Library shall operate as a City Division under the Parks & Public Facilities Department. Final decisions regarding operation, budgeting, contracts, agreements, and personnel are the responsibility of the City of Richland. The Library Board acts in an advisory capacity for the Library, giving voice to a representative group of Richland residents. The working relationship between the Parties is as follows:

1. The Library Manager shall bring questions of policy pertaining to the operation of the Library to the Library Board for review. During the formulation of such policies, the advice of the City Attorney, the Director of Parks & Public Facilities, the City Manager, and other relevant City departments may be solicited. The Library Board will provide suggested adjustments and will give a vote to endorse adoption or amendment of Library policies. Should the Library Board and Library Manager not reach an agreement on a policy, the matter will be brought to the Director of Parks and Public Facilities to try and find a resolution. If there is not a resolution that the Library Board endorses, the City Manager will be consulted. If there is still not a resolution that the Library Board endorses, the City Manager holds final approval power over any City of Richland policies.
2. The Library Board will serve in an advisory role to major operational initiatives and strategic planning. The Library Manager, in collaboration with relevant City staff, will take Board recommendations into account and will provide a final decision on such matters.
3. The Library Board shall provide oversight for Library expenditures on a monthly basis by reviewing and endorsing the Library Claims for Payment. The Library Board will review and endorse any amendments to the Library Fee Schedule. Setting the Library budget is a duty of City Council. For all other financial matters, the Board will serve in an advisory capacity.
4. Escalated resident concerns regarding Library operation, collection, and services will be resolved by the Library Manager or the appropriate City of Richland staff.
5. The Library Manager shall provide a monthly report to the Library Board summarizing the last month of Library operations. This will include notable events in daily operation, statistics of Library usage by the community, staffing changes, Friends of the Library updates, and Library Foundation updates.
6. In accordance with RCW 27.12.260, the Library Board shall provide a yearly report to City Council summarizing the last full year of Library operations. The report will contain statistics pertaining to finances, the collection, and other metrics deemed to be a public interest.
7. The Library Manager shall be chosen by the Director of Parks & Public Facilities or City of Richland designee. The Library Board will be represented in the interview process and will provide input.
8. The Library Manager shall be considered a member of the City of Richland staff, and shall have the normal duties, responsibilities, and relationships overseeing the

administration of the Library operations. The position shall report to the Director of Parks & Public Facilities.

9. The Library Manager and their supervisory staff shall select, from available candidates, the individuals to fill vacancies in the Library staff. The hiring policies, practices, and procedures of the City shall be followed.

10. The personnel practices adopted by the City for its employees shall apply to members of the Library staff.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 1/13/2026

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject

2026 Library Action Plan

Department

Parks & Public Facilities

Recommended Motion

The Board will review and provide input on the 2026 Library Action Plan.

Summary

The Board will review and provide input for the Library's 2026 Action Plan. Once reviewed by the Board, we will implement this Plan and build the objectives into staff goals for the year.

Attachments

- I. 2026 RPL Action Plan

2026 Richland Public Library Action Plan

Role Focus: Public Square

The library is a welcoming, comfortable, and evolving community space for everyone. It serves the multifaceted needs of our community members— creative, cultural, economic, educational, intellectual, interpersonal, recreational, and social. Wherever library service is offered, it embodies a friendly, respectful, safe, and hospitable environment. The library is a valued community destination and a trusted hub for neighborly fellowship.

User Experience: Hope, belonging, and a sense of well-being.

Objective	Actions	Supporting Department	Supporting Strategy	Success Measure
75 th Anniversary Celebration	<ul style="list-style-type: none"> • Hold a combination of large and small community events to celebrate this milestone • Design a unique SRP theme to fit this celebration • Employ passive initiatives like book displays, bulletin boards, trivia, and more 	<ul style="list-style-type: none"> • Community Engagement • Technical Services • User Experience • Administration 	<ul style="list-style-type: none"> • Relevancy • Inclusion • Accessibility 	<ul style="list-style-type: none"> • Hold one 75th themed event per quarter • Include minimum one 75th related activity badge in each Beanstack challenge • Minimum one 75th display or bulletin board each month • Minimum one 75th themed booklist per month
Opening and operating The Lawn	<ul style="list-style-type: none"> • Execute a grand opening celebration • Program the space, including ideas like Scheduled Recess • Establish and adjust operational practices as needed 	<ul style="list-style-type: none"> • Community Engagement • User Experience 	<ul style="list-style-type: none"> • Relevancy • Accessibility 	<ul style="list-style-type: none"> • Hold a grand opening event by the end of April • Once open, hold a minimum once a month program held in the Lawn • Hold a program for each age group a minimum of once per quarter • Have established operational practices in

				place by the grand opening. Adjust throughout the year as needed.
Planning Phase 2 of The Lawn	<ul style="list-style-type: none"> Identify a playground company, design, and pricing Work with the Foundation to provide support Research the Library Capital Improvement Grant to determine if an application is desirable 	<ul style="list-style-type: none"> Administration 	<ul style="list-style-type: none"> Relevancy Accessibility 	<ul style="list-style-type: none"> Identify preferred playground equipment by the start of Q2 Determine if we will apply for the grant and apply, if necessary, by the grant deadline Coordinate with the Foundation to raise necessary funds throughout the year
Plan library space for the next 10 years	<ul style="list-style-type: none"> Analyze our shelves and determine how collections will grow and shrink in coming years. Determine how we want our collection to be arranged as a result Plan program supply storage space Research ideal front desk replacement for a future year 	<ul style="list-style-type: none"> Technical Services Community Engagement User Experience 	<ul style="list-style-type: none"> Accessibility 	<ul style="list-style-type: none"> Establish a timeline for shelving reorganization by the end of Q2 Establish a supply ordering process that prevents duplicate acquisitions by the end of Q3 Inventory and label Lawn recreation items by the end of Q2 Gather feedback from staff on what is desired for a new front desk Identify 3 ideal desk replacement options by the end of 2026
Pursue research for South Richland library service	<ul style="list-style-type: none"> Work with PPF Director to determine service providers and cost to budget for a feasibility study in 2027 or when approved 	<ul style="list-style-type: none"> Administration 	<ul style="list-style-type: none"> Accessibility 	<ul style="list-style-type: none"> Have a service provider and projected budget available for submitting for the 2027 budget by the end of Q2

Role Focus: Community Advocate

Leveraging outreach and partnerships, the library facilitates a connected web of community support. In this way, the library is without walls—meeting people where they are and facilitating their access to a network of library and regional resources. The library is committed to the growth and well-being of its partners.

User Experience: A supported and resilient community.

Objective	Actions	Supporting Department	Supporting Strategy	Success Measure
Build deeper connections with area hobby groups (adults)	<ul style="list-style-type: none"> • Increase engagement with existing hobby groups and seek out new groups 	<ul style="list-style-type: none"> • Community Engagement 	<ul style="list-style-type: none"> • Inclusion 	<ul style="list-style-type: none"> • Have community engagement opportunities with 4 new hobby groups by the end of 2026
Continue and make permanent the reciprocal borrowing connection with area libraries	<ul style="list-style-type: none"> • Formalize a continuation of Reciprocal Borrowing • The community engagement teams will continue to meet and collaborate • Administration and Boards will continue to meet to discuss collaboration 	<ul style="list-style-type: none"> • Administration • Community Engagement 	<ul style="list-style-type: none"> • Relevancy • Inclusion • Accessibility 	<ul style="list-style-type: none"> • Have an updated agreement in place by the expiration of the pilot agreement • Work with libraries to select 2027 community reads author and support programs by the end of 2026 • Host one of the in-person quarterly reciprocal programmer meetings
Continue efforts to build a culture of teamwork and shared support	<ul style="list-style-type: none"> • Grow Team Team efforts into 2026 • Host afterhours celebrations when appropriate and include former staff members • Develop ways to celebrate small successes throughout the year 	<ul style="list-style-type: none"> • User Experience 	<ul style="list-style-type: none"> • Accessibility 	<ul style="list-style-type: none"> • Develop standard goals for non-Community Engagement staff to engage with the Community Engagement component of the operation

				<ul style="list-style-type: none"> • Plan and execute 2 afterhour celebrations by the end of 2026 • Plan and execute 5 events at the library that celebrate our team • Execute quarterly all staff check ins throughout 2026
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Role Focus: Knowledge Nursery

The library is fertile ground for the propagation and nurturing of knowledge for everyone in our community. It is the ultimate source of reliable information. The library is an easily accessible virtual and physical environment that facilitates the freedom to discover new ideas and cultivate the diverse learning pursuits of residents throughout their lifetimes. Its favorable conditions improve quality of life for every person and for the City as a whole.

User Experience: An inspired and empowered City

Objective	Actions	Supporting Department	Supporting Strategy	Success Measure
Identify the next Experience Library addition	<ul style="list-style-type: none"> • Assess feasibility of various collections that could be added to the Experience Library • Develop a plan for the addition of the next Experience Library collection 	<ul style="list-style-type: none"> • Technical Services 	<ul style="list-style-type: none"> • Relevancy • Accessibility 	<ul style="list-style-type: none"> • Identify the next Experience Library addition by the end of Q2 • Begin ordering the collection by the end of 2026
Continue the weeding process	<ul style="list-style-type: none"> • Finish Biography and Mystery weeding • Assessing audio/visual collections and weeding as needed 	<ul style="list-style-type: none"> • Technical Services 	<ul style="list-style-type: none"> • Accessibility 	<ul style="list-style-type: none"> • Complete Biography and Mystery weeding by the end of Q2 • Complete audio/visual weeding by the end of Q3

ILL Goals	<ul style="list-style-type: none"> • Automate item availability checking between OCLC WorldShare and Evergreen systems • Research use of zipper bags for ILL mailing 	<ul style="list-style-type: none"> • Technical Services 	<ul style="list-style-type: none"> • Accessibility 	<ul style="list-style-type: none"> • End of Year Stats for “ILL Requests from Other Libraries” and “Items Sent to Other Libraries” should be near equal • Feasibility report of zipper mailer use provided to Technical Services Supervisor by the end of Q2 • Automate item availability check by the end of Q2
Initiate PatronPoint campaign	<ul style="list-style-type: none"> • Transition notices and welcome emails to PatronPoint • Activate the Recommended Reads function • Start a newsletter campaign • Initiate online card registrations and renewals 	<ul style="list-style-type: none"> • Administration • Community Engagement • Technical Services • User Experience 	<ul style="list-style-type: none"> • Relevancy • Accessibility 	<ul style="list-style-type: none"> • Monthly newsletters and workflows established for Kids & Families, Adults Only, & general program highlights by the end of Q1 • Have notices, Recommended Reads, and card registrations active by the end of Q1



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 1/13/2026

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject

Reciprocal Borrowing 2025 Review

Department

Parks & Public Facilities

Recommended Motion

Discussion only.

Summary

The Board will discuss the results of the full year of reciprocal borrowing. The pilot agreement lasts through April 30, 2026, and we will need to extend the agreement to maintain these services for our region. On Thursday, January 15, each Board's committee for reciprocal borrowing will meet to discuss the next steps.

Attachments

1. Reciprocal December Stats
2. Reciprocal Cards 2025
3. Reciprocal Cards and Circulations 2025

MCL

554 Adult Movie
421 Adult Nonfiction
390 Children's StoryBook
377 Adult Fiction 2nd Floor
357 Children's Chapter Book Fiction
329 Children's Movie
263 Children's Graphic Novel
222 Children's Nonfiction
170 Children's Winter Holiday
148 Adult New Book
146 Children's Favorites on the StoryCircle
113 Adult Mystery 2nd Floor
102 Teen Graphic Novel
99 Adult Graphic Novel
97 Children's Board Book on the StoryCircle
93 Children's Easy Reader
90 Adult Science Fiction/Fantasy 2nd Floor
49 Board Games
47 Adult Biography 2nd Floor
46 Adult New Movie
40 Adult Nonfiction Movie
35 Adult Audiobook
33 Children's New Material
27 Adult Large Print
26 Teen Fiction
19 Children's Readalong Books
17 Adult Magazine & Newspaper 2nd Floor
12 Children's Spanish Language
11 Children's Audiobook
9 Children's Thanksgiving
8 Adult Graphic Nonfiction
8 Children's Japanese Language
8 Teen Biography
8 Teen Nonfiction
7 Children's Game
7 Experience Library Outdoor Games
7 Interlibrary Loan
6 Teen New Book
5 Adult Foreign Language
5 Children's Counting Books
4 Adult Western 2nd Floor
4 Children's Halloween
3 Adult Foreign Movies
3 Children's Book and Audio Box
3 Children's Russian Language
3 Device
2 Adult Light Novel
2 Adult New Large Print
2 Children's Hanukkah
2 Children's Lunar New Year
2 Children's Valentine's

WWR

15 Children's Movie
9 Adult Nonfiction
7 Adult Science Fiction/Fantasy 2nd Floor
2 Teen Fiction
1 Adult Fiction 2nd Floor
1 Adult Movie
1 Adult New Book
1 Teen Fiction

37

- 1 Adult Movie Binge Boxes
- 1 Children's Alphabet Books
- 1 Children's French Language
- 1 Children's Yoto
- 1 Power Banks
- 1 Teen Graphic Nonfiction

4447

LIBRARY	January	February	March	April	May	June	July	August	September
MCL Reciprocal	222	116	137	115	70	116	134	95	128
MCL Reciprocal Digital	20	17	40	10	18	9	10	8	7
Columbia County Reciprocal	0	0	0	0	2	0	0	0	0
Columbia County Reciprocal Digital	0	0	0	0	0	0	0	0	0
Walla Walla Public Reciprocal	4	2	0	1	0	0	0	0	1
Walla Walla Public Reciprocal Digital	0	0	0	0	0	0	0	0	1
Walla Walla Rural Reciprocal	3	2	2	2	3	0	0	0	0
Walla Walla Rural Reciprocal Digital	0	0	0	0	0	0	0	0	0
	249	137	179	128	93	125	144	103	137

October November December

114 69 74

11 12 8

0 0 0

0 0 0

0 0 0

0 0 0

0 1 1

0 0

125 82 83

1585

JAN FEB MAR APR MAY JUNE JULY

Cards

Reciprocal	230	121	139	118	75	116	134
Reciprocal Digital	19	16	40	10	18	9	10
	249	137	179	128	93	125	144

Circulations

Mid Columbia	1730	2096	2582	3346	3195	3248	3840
Walla Walla Public	15	3	0	0	0	0	0
Walla Walla Rural	9	13	18	14	47	53	35
Columbia County	0	0	0	0	1	0	0
	1754	2112	2600	3360	3243	3301	3875

Holds

Mic Columbia	196	234	153	249	275	230	295
Walla Walla Public	0	0	0	0	0	0	0
Walla Walla Rural	5	1	3	1	3	3	3
Columbia County	0	0	0	0	0	0	1
	201	235	156	250	278	233	299

AUGUST	SEPT	OCT	NOV	DEC	TOTALS
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95	129	114	70	8	
8	8	11	12	75	
103	137	125	82	83	1585

3449	3621	4244	4105	4447	
0	2	2	4	0	
29	23	18	46	37	
0	0	0	0	0	
3478	3646	4264	4155	4484	40272

261	278	325	353	435	
0	0	0	0	0	
2	1	5	6	3	
0	0	0	0	0	
263	279	330	359	438	3321



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 1/13/2026

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject

Recruiting Library Board Members

Department

Parks & Public Facilities

Recommended Motion

Discussion only.

Summary

When a board, commission, or committee has a vacancy available, City of Richland staff promote vacancies through multiple channels. This process includes recruitment flyers inserted in utility bills (January and July), the City website and all City social media platforms, the Richland Chamber of Commerce and partner agencies, and the Board, Commission, and Committee Vacancy web page on the City of Richland's website. Additionally, Communications and Marketing displays current vacancies on the screen prior to the Council meetings.

Richland Public Library Board Members will discuss other ways to recruit potential Board members for future vacancies.

Attachments