



Agenda
Library Board Meeting
Tuesday, September 8, 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 2 minutes per person and not more than 15 minutes per topic.

Approval of Minutes (Approved by Motion)

1. Approval of the August 11, 2026 Library Board Meeting Minutes
 - Kylie Henry, Administrative Assistant

Richland Public Library Updates

2. Richland Public Library Staff Update
 - Gavin Lightfoot, Adult Librarian
3. Library Manager's Report and Library Statistics for August 2026
 - Michael Scarfo, Library Supervisor

Approval of Bills (Approved by Motion)

4. August 1, 2026 through August 31, 2026 Claims for Payment
 - Kylie Henry, Administrative Assistant

Unfinished Business

New Business

5. Election of Chair and Vice-Chair of the Library Board
 - Michael Scarfo, Library Supervisor

Agenda Items for Upcoming Board Meeting

Adjournment

The Richland Public Library is ADA accessible. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (RCW Ch. 42.30) 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.



MINUTES

Richland Public Library Board

Tuesday, August 11, 2026

Richland Public 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
Board Member Buxton	Present
Board Member Fisher	Present
Council Liaison Maier	Absent

Also present were Library Manager Nulph, Administrative Assistant Henry, Community Engagement Supervisor Trask and Mayor Pro Tem VanDyke.

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 JULY 14, 2026 AS PRESENTED. MOTION CARRIED 3-0.**

Richland Public Library Updates

- 2. New Staff Introduction – Community Engagement Supervisor**

Phoeby Trask, Community Engagement Supervisor, introduced herself to the Board. She shared her background and what she has accomplished working at different libraries. Phoeby moved from Ohio to take this position and has adjusted well to this position. She is excited to be a part of the team.

- 3. Richland Public Library Staff Update**

User Experience Supervisor, Michael Scarfo, was sick. He will be present at a future meeting.

4. Library Manager's Report and Library Statistics for July 2026

The three-hour parking signs have been removed. They will soon be replaced with 24-hour parking signs.

Members from the Friends of the Richland Public Library and the Richland Public Library Foundation will join the library at the Richland Farmer's Market the last Friday in August, September and October.

Library statistics continue to rise, surpassing previous years' statistics.

Public Comments

Approval of Bills

5. **BOARD MEMBER FISHER MOVED AND BOARD MEMBER BUXTON SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR JULY 2026 IN THE AMOUNT OF \$214,965.35. THE MOTION CARRIED 3- 0.**

Unfinished Business

New Business

Agenda Items for Upcoming Board Meeting

6. Election of Chair and Vice-Chair

Adjournment

Chair Hernandez adjourned the meeting at 6:06 P.M.

APPROVED:

ATTEST:

Cara Hernandez, Library Board Chair

Kylie Henry, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



LIBRARY BOARD AGENDA ITEM STAFF REPORT

Meeting Date: 9/8/2026

Agenda Category: Richland Public Library Updates

Prepared By: Gavin Lightfoot

Subject

Richland Public Library Staff Update

Department/Office

Parks & Public Facilities

Document Type

Library Board Item

Recommended Motion

Discussion only.

Summary

Adult Services Librarian Gavin Lightfoot will update the Board on programming within his department.

Fiscal Impact

None.

Attachments



LIBRARY BOARD AGENDA ITEM STAFF REPORT

Meeting Date: 9/8/2026

Agenda Category: Richland Public Library Updates

Prepared By: Michael Scarfo, Library Supervisor

Subject

Library Manager's Report and Library Statistics for August 2026

Department/Office

Parks & Public Facilities

Document Type

Library Board Item

Recommended Motion

Discussion only.

Summary

User Experience Supervisor Michael Scarfo will share Library Manager Chris Nulph's monthly report and library statistics for August 2026.

Fiscal Impact

None.

Attachments

1. 2026.09.08 Library Manager's Report
2. 2026.09.08 Library Statistics



LIBRARY MANAGER'S REPORT

Richland Public Library Board

September 8, 2026

State of Library Services

Facilities has treated our outdoor tables and seating. These updated tables have a darker shade and should hold up better in the sun than the previous setup. With these tables refurbished, we are going to test making game pieces more readily available so that patrons may play chess outside. We will have pieces available to take and return without having to go through the checkout process.

Everything has been confirmed with Facilities to acquire the Everbright board for the Children's area. This board will feature hundreds of pixels where kids can change colors to create countless patterns and designs. This feature will be partially funded by the Friends of the Library and will be an engaging interactive element for years to come. The board requires a couple months of manufacturing before it is received, and we anticipate an install to occur in January 2027.

The School District continues to make positive progress on taking over our café space. In a recent conversation, we are targeting October as the start date for that program. The café will be primarily staffed by students from the Community Based Transition Center and will be a wonderful opportunity for these students to build on the job skills.

We have recently connected with Mid-Columbia Symphony and will be partnering with them to offer tickets through Tumbleweed Tourist. They will offer four sets of two free admission tickets per show. We also plan to partner with them on future programming, including an instrument petting zoo. These are popular programs across the country where children and adults can touch, hold, and try a variety of musical instruments.

The library is currently evaluating trading out Brainfuse tutoring services for Tutor.com services. Brainfuse continues to struggle maintaining consistent usage. Similar to our swap from Mango to Rosetta Stone, we are thinking a better-known tutor product might help gain some traction. Additionally, Tutor.com partners with Princeton Review, which provides extensive test prep resources. This is beneficial in multiple ways. Princeton Review test prep has been difficult to maintain in print due to the constant changing nature of standardized testing. A digital service would maintain current resources without ordering new editions each year. The Princeton Review component may also eliminate the need for our LearningExpress Library resource. This is another digital service that provides test prep resources but gets limited usage. A potential switch would provide us with overall savings paired with two products that have higher recognition value. We are still evaluating and any changes would be made in 2027.

Both Study Room TVs have been equipped with a wireless screen share device. This will eliminate the need for HDMI connection and will make connecting devices in our Study Rooms more seamless.

The library has successfully tested a new barcode scanner for our service desks. This new scanner will save time registering library cards as it is able to scan and parse driver's license data. This will fill in name, birthdate, and address with one scan, saving time and reducing spelling errors.

Program highlights from the month include Family Game Day with 101 in attendance, Ventriloquist Vikki with 200 in attendance, Stuffie Clinic Story Time with Richland EMTs and 172 patrons in attendance, Four Shillings Short with 102 in attendance, Micah and Me had about 70 in attendance, and Teen Tie Dye had 47 in attendance.

Friends of the Library Update

There are no updates from the Friends this month.

Library Foundation

There are no updates from the Foundation this month.

Staffing Updates

There are no staffing updates from August.

Library Statistics

As in previous years, we saw a decrease in the number of physical items checked out in August compared to July. Patrons checked out and renewed 1,012 fewer physical items this month, for a decrease of 1.7%. Our digital circulation saw an increase of 5.4%, however, as 1,121 more items were checked out through Libby, Hoopla, and Kanopy this month compared to July. Libby checkouts were up 5.2% in August, making this month's usage the highest of the year. Kanopy usage was up 20.3%, and Hoopla usage was up 5.7%. Due to that increase in digital items circulated this month, our overall circulation of 81,979 was up 0.1% compared to the 81,870 we saw in July. Patrons checked out 109 more items in August.

Our gate count also increased slightly in August compared to July. This was the second busiest month of the year so far. The number of people who walked through the library doors increased by 304, or 1.5%, in August when compared to the previous month. We had total gate counts of 20,059 in July and 20,363 in August.

We had 85 babies, 648 children, 190 teens, and 508 adults participate in our "75 Chapters and Beyond" Summer Reading Challenge, which wrapped up on August 23.

RICHLAND PUBLIC LIBRARY

August 2026 Statistics Report for the September Board Meeting



SUMMARY

We held or hosted the following programs this month.

- Saturday, 8/1: Family Game Day
- Monday, 8/3: Cardboard Construction; Messages of Peace; Ventriloquist Vikki
- Tuesday, 8/4: Finger Knitting; Singing Strings Ukulele Club
- Thursday, 8/6: Teen Retro '90s Back to School Crafts
- Friday, 8/7: Stuffie Clinic Story Time
- Saturday, 8/8: Rock Painting; Winter Craft Supplies Swap; Tri-Cities Houseplant Lovers' Summer Swap
- Monday, 8/10: Chalk Art for Teens; LGBTQIA+ Craft Social; B Reactor Museum Association Presentation
- Tuesday, 8/11: Rock Decorating with Sharpies
- Wednesday, 8/12: Lawn Games
- Thursday, 8/13: ArtLab for Kids; Four Shillings Short Concert
- Friday, 8/14: Game Time Friday
- Monday, 8/17: "Coyote Canyon Mammoth Dig" Presentation
- Tuesday, 8/18: Bedtime Story Time; Singing Strings Ukulele Club
- Wednesday, 8/19: Micah & Me Dance Party
- Thursday, 8/20: Teen Tie Dye
- Friday, 8/21: Lawn Games
- Saturday, 8/22: Parenting Together Support Group; "75 Chapters and Beyond" Community Craft Show; STEAMKids
- Sunday, 8/23: "75 Chapters and Beyond" Community Art Project; Adult Recess; Ask Death Doulas
- Tuesday, 8/25: Nature Sketching on The Lawn
- Wednesday, 8/26: Coloring Fun for Everyone
- Thursday, 8/27: Skate Party at the Rollarena
- Friday, 8/28: Story Time at John Dam Plaza
- Saturday, 8/29: Worldwide Play Music on the Porch Day

We held showings of *Reservoir Dogs* (1992) and *Pulp Fiction* (1994) for ages 18+ on Sunday, 8/9; a Teen Theater showing of *The Ballad of Songbirds and Snakes* (2023) on Thursday, 8/13; Family Movie showings of *The Incredibles* (2004), *Night at the Museum* (2006), and *Spy Kids* (2001) on Saturday, 8/15, and Sensory Sunday Matinee showings of the first two on 8/23; a Romancing the Cryptid Book Club showing of *Lisa Frankenstein* (2024) on Saturday, 8/22; and a Monday Movie showing of *Bridesmaids* (2011) on 8/24. Our Cereal (Serial) Book Club met on Tuesday, 8/25, to discuss the Chronicles of Narnia series by C.S. Lewis. Our busiest day was Thursday, August 13, with ArtLab for Kids, a concert by Four Shillings Short, and other programs.

AUGUST STATISTICS

- Overall Circulation with Renewals: **81,979**
- Digital Circulation: **21,912**
- Physical Items Checked Out: **40,853**
- Physical Items Renewed: **19,214**
- Holds Filled: **4,407**
- Hoopla Circulation: **4,214**
- Kanopy Circulation: **27,093 minutes, using 382 tickets**
- OverDrive Circulation: **17,316**
- New Library Card Accounts: **484**
- Gate Count: **20,363**
- Busiest Day: **931 (Thursday, August 13)**

CHILDREN'S PROGRAMS

Story Times at the Library

Children's Services Librarian Kelly, Librarian Joyce, Library Assistant Lind, and Library Assistant Tanya held Tuesday evening ASL-friendly story times on August 4, 11, 18, and 25; Wednesday morning active story times at 10 a.m. on August 5, 12, 19, and 26; Thursday morning baby story times at 10 a.m. on August 6, 13, 20, and 27; and Friday morning preschool story times on August 14, 21, and 28. Therapy dogs visited after the Tuesday, Wednesday, Friday, and Saturday story times.

Stuffie Clinic Story Time

Kelly and Community Engagement Librarian Johanna held an extremely popular "Stuffie Clinic Story Time" in the Doris Roberts Gallery on August 7. One hundred and seventy-two patrons listened to stories, brought their stuffed animals for fun checkups from local EMTs, and visited with therapy dogs.

Bedtime Story Time

Kelly held a Bedtime Story Time on Tuesday, August 18, with help from Lind. Young patrons were invited to come listen to favorite bedtime stories in their jammies. Library Assistant Charm visited as Theo, our mascot, with help from Librarian Mary. Forty-eight patrons attended.



Story Time at John Dam Plaza

Kelly held a Story Time at John Dam Plaza on Friday, August 28. Forty-three patrons attended.

Cardboard Construction

Kelly held a Cardboard Construction program from 1 to 3 p.m. on Monday, August 3, in the Collaboratory and the Children's Department. Seventy-six patrons attended.

Ventriloquist Vikki

Community Engagement Supervisor Phoeby held a show featuring Ventriloquist Vikki in the Collaboratory from 4 to 5 p.m. on Monday, August 3. Our calendar said, "Laugh along with Vikki and her hilarious cast of wacky puppets in a fast-paced show filled with magic, ventriloquism, and interactive fun!" Two hundred patrons attended this popular program.

Finger Knitting

Kelly and Johanna held a finger knitting program from 1 to 2 p.m. on Tuesday, August 4. Twenty-seven attended.

Lawn Games

Kelly invited kids and families to play with lawn games from 11 a.m. to 1 p.m. on Wednesday, August 12, and Friday, August 21, following active story times.



CHILDREN'S PROGRAMS (CONTINUED)

ArtLab for Kids

Kelly held an ArtLab for Kids program from 1 to 3 p.m. on Thursday, August 13. She provided several different art activities that kids could choose to complete. Ninety patrons attended.

Micah & Me Dance Party

Local musicians Micah & Me held a high-energy, interactive show for children ages 0-10 and their families in the Doris Roberts Gallery from 5:30 to 6:30 p.m. on Wednesday, August 19. Seventy patrons enjoyed free-form and guided dancing to the music with scarves and shakers.

STEAMKids

Kelly held a STEAMKids program in the library from 1 to 3 p.m. on Saturday, August 22. Eighty-nine young patrons came to participate in STEAM activities.

Cereal (Serial) Book Club

The Cereal (Serial) Book Club for grades 4-6 met from 4 to 5:30 p.m. on Tuesday, August 25. This month, Johanna led the group as they discussed the Chronicles of Narnia series by C.S. Lewis and made themed crafts, including colorful crowns and wardrobe drawings.

ALL-AGES PROGRAMS

Family Game Day

Adult Services Librarian Gavin and Library Assistant Vionette worked with Tri-City Area Gaming to hold Family Game Day at the library from 9 a.m. to 9 p.m. on Saturday, August 1. Patrons could borrow board, card, and other types of games; participate in short roleplay adventures; and enjoy a meal, snacks, and drinks. We had 101 patrons attend.

Messages of Peace

Mary worked with Manhattan Project National Historical Park staff to hold "Messages of Peace," encouraging patrons to drop in between 3 and 5 p.m. on Monday, August 3, to write or draw messages of peace to be shared at the "Lights for Peace" program in Howard Amon Park on August 9. A ranger also gave a short presentation. Ten patrons attended.

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, August 4 and 18. The group also performed at a summertime luau for Brookdale Torbett Memory Care on August 19.

Rock Painting

Kelly held an extremely popular Rock Painting program in the Collaboratory from 10 a.m. to 12 p.m. on Saturday, August 8, with help from Library Assistants Lind and Theresa M. One hundred and five patrons attended this fun program.

Rock Decorating with Sharpies

Kelly also held a Rock Painting with Sharpies program from 10 a.m. to 12 p.m. on Tuesday, August 11, at Columbia Point Marina Park. She had 36 patrons attend.



ALL-AGES PROGRAMS (CONTINUED)

Concert: Four Shillings Short

We hosted a popular Celtic, folk, and world music concert by Four Shillings Short in the Gallery from 5:30 to 7 p.m. on Thursday, August 13. Christy Martin and Aodh Og O'Tuama played many instruments including mandolin, hammered dulcimer, tin whistles and recorders, North Indian sitar, and more. We had 102 patrons attend.



Game Time Friday

We held an intergenerational Game Time Friday program from 11 a.m. to 1 p.m. on August 14. Ten patrons attended.

Family Movies of the 2000s

Johanna held family showings of *Night at the Museum* (2006), *Spy Kids* (2001), and *The Incredibles* (2004) in the Gallery from 11 a.m. to 4:30 p.m. on Saturday, August 15. Forty-four patrons attended.



Coyote Canyon Mammoth Dig

We hosted Gary Kleinknecht for a presentation on the Coyote Canyon Mammoth Dig from 6 to 7:30 p.m. on Monday, August 17, in the Gallery. Twenty-four patrons attended.

“75 Chapters and Beyond” Community Craft Show

As part of our “75 Chapters and Beyond” Summer Reading Challenge, we held a Community Craft Show in the Collaboratory from 12 to 5 p.m. on Saturday, August 22. Kelly coordinated this program with help from Johanna, encouraging patrons of all ages to check out a craft book and make a craft to show at the library. Thirty-eight patrons attended the craft show.

Sensory Sunday Matinee: 2000s

Mary held Sensory Sunday Matinee showings of *Night at the Museum* (2006) and *The Incredibles* (2004) from 12 to 4 p.m. on Sunday, August 23, in the Gallery. Eight attended.

“75 Chapters and Beyond” Community Art Project

Mary also held a drop-in craft program in the Collaboratory from 1 to 3 p.m. on Sunday, August 23, to encourage patrons to decorate a pre-cut book shape for our lobby display this fall.

Nature Sketching on The Lawn

Kelly held an all-ages Nature Sketching program on The Lawn from 11 a.m. to 1 p.m. on Tuesday, August 25. Eighteen patrons attended.

Coloring Fun for Everyone

Kelly held a Coloring Fun for Everyone program in the Children’s Department from 11 a.m. to 2 p.m. on Wednesday, August 26. Sixty-eight patrons attended.

Worldwide Play Music on the Porch Day

Johanna held a special sing-along program from 1 to 2 p.m. on Saturday, August 29, to celebrate Worldwide Play Music on the Porch Day. She and several patrons played favorite kid- and family-friendly songs on ukuleles while others sang along and played fun percussion instruments.

TEEN PROGRAMS

Teen Retro '90s Back to School Crafts

Johanna held a "Teen Retro '90s Back to School Crafts" program from 4 to 5:30 p.m. on Thursday, August 6. Nine middle and high schoolers came to create origami "cootie catchers," folded notes, textbook cover art, friendship bracelets, and more.

Chalk Art for Teens

Teen Services Librarian Alyssa held "Chalk Art for Teens" on The Lawn from 9 to 10 a.m. on Monday, August 10. Teens were invited to use stencils or create colorful designs with chalk.

Teen Theater: *The Ballad of Songbirds and Snakes*

Alyssa held a Teen Theater showing of *The Hunger Games: The Ballad of Songbirds and Snakes* (2023) from 5:30 to 7:30 p.m. on Thursday, August 13, in the Collaboratory.

Teen Tie Dye

Alyssa, Johanna, Lind, and Mary held an extremely popular Teen Tie Dye craft program in the Collaboratory from 5 to 7 p.m. on Thursday, August 20. Teens could reverse tie-dye a black shirt by bleaching it in a tie-dye pattern and then adding color back in. Forty-seven teens attended.

ADULT PROGRAMS

Winter Craft Supplies Swap

We held a Winter Craft Supplies Swap in the Doris Roberts Gallery from 10:30 a.m. to noon on Saturday, August 8. Twenty patrons came to share and swap craft supplies.

Tri-Cities Houseplant Lovers' Summer Swap

We also hosted the Tri-Cities Houseplant Lovers for their Summer Plant Swap from noon to 4 p.m. on Saturday, August 8, in the Doris Roberts Gallery. Sixty patrons attended.

Matinee: *Reservoir Dogs* and *Pulp Fiction*

Gavin held matinee showings of *Reservoir Dogs* (1992) and *Pulp Fiction* (1994) for patrons ages 18+ in the Gallery from 12 to 4 p.m. on Sunday, August 9. Nine patrons attended.

LGBTQIA+ Craft Social

We held our monthly LGBTQIA+ Craft Social in the Collaboratory from 5:30 to 7:30 p.m. on Monday, August 10. Thirty patrons attended.

B Reactor Museum Association Presentation

We hosted the B Reactor Museum Association for a presentation by Richard Raymond on "Plutonium from Creation to Detonation: The Manhattan Project" from 6 to 7 p.m. on Monday, August 10, in the Gallery. Fifty-two patrons attended.

Romancing the Cryptid Movie: *Lisa Frankenstein*

We hosted the Romancing the Cryptid Book Club from Adventures Underground for a showing of *Lisa Frankenstein* (2024) in the Gallery from 2 to 4 p.m. on Saturday, August 22.

Adult Recess on The Lawn

Gavin held an Adult Recess program from 1 to 4 p.m. on Sunday, August 23.



ADULT PROGRAMS (CONTINUED)

Ask Death Doulas

We hosted death doulas as they held open discussions about end-of-life issues with patrons ages 18+ from 2:30 to 4:30 p.m. on Sunday, August 23. Fourteen attended.

Monday Movie: *Bridesmaids*

Gavin showed *Bridesmaids* (2011) in the Gallery from 5:30 to 7:30 p.m. on Monday, August 24. Twelve patrons attended.

SUMMER READING PROGRAM

Summer Reading Program Wrap-Up

Our “75 Chapters and Beyond” Summer Reading Challenge ended on Sunday, August 23. We had 85 babies, 648 children, 190 teens, and 508 adults participate this year!

Rollarena Skate Party

To celebrate the end of our Summer Reading Program, we held 1980s-themed Skate Party at the Richland Rollarena from 5:30 to 7:30 p.m. on Thursday, August 27. This extremely popular event was led by Alyssa, Johanna, Kelly, Library Assistant Luca, Library Page Nelibeth, and Phoeby, and it featured a visit from our mascot, Theo.

OTHER

Library Ambassador (Second Quarter)

The honorary title of Library Ambassador for the second quarter of 2026 goes to our amazing student intern Abigail Poff. She volunteered at the library for the past two years while attending high school and taking Running Start Classes, and she quickly became a valued member of our team. She graduated in June and will be attending college this fall to pursue degrees in history and library science. We are very proud of Abigail, and we wish her the best as she heads off to college!

Local Book, Writing, and Craft Clubs

Clubs that met at the library this month included Quilting in the Library on Thursday, August 13; the Monday Night Book Group on August 17; and By the Book Knitters on Tuesday, August 18.

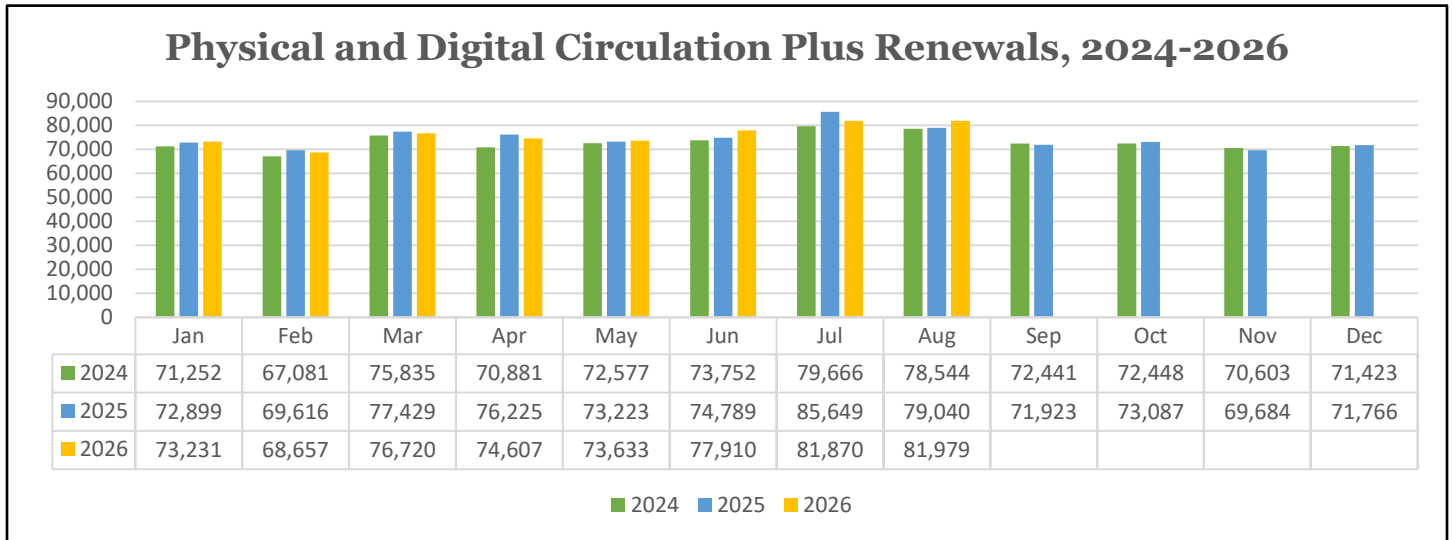
Library Outreach

Outreach activities this month included visits to YMCA Preschool (Kelly) on Tuesday, 8/4, Tri-Cities Community Health (Johanna) on Friday, 8/14, and Brookdale Torbett Memory Care (Johanna) on Wednesday, 8/19; a visit from Children’s Garden on Tuesday, 8/11 (Alyssa); National Night Out (Library Manager Chris, Phoeby, and Library Supervisor Theresa B.; Library Assistant Justin; and Administrative Assistant Kylie) on Thursday, 8/20; Free Laundry and Literacy at The Wash (Phoeby) on Saturday, 8/22; and the Farmer’s Market (Chris and Gavin) on Friday, 8/28.



STATISTICS

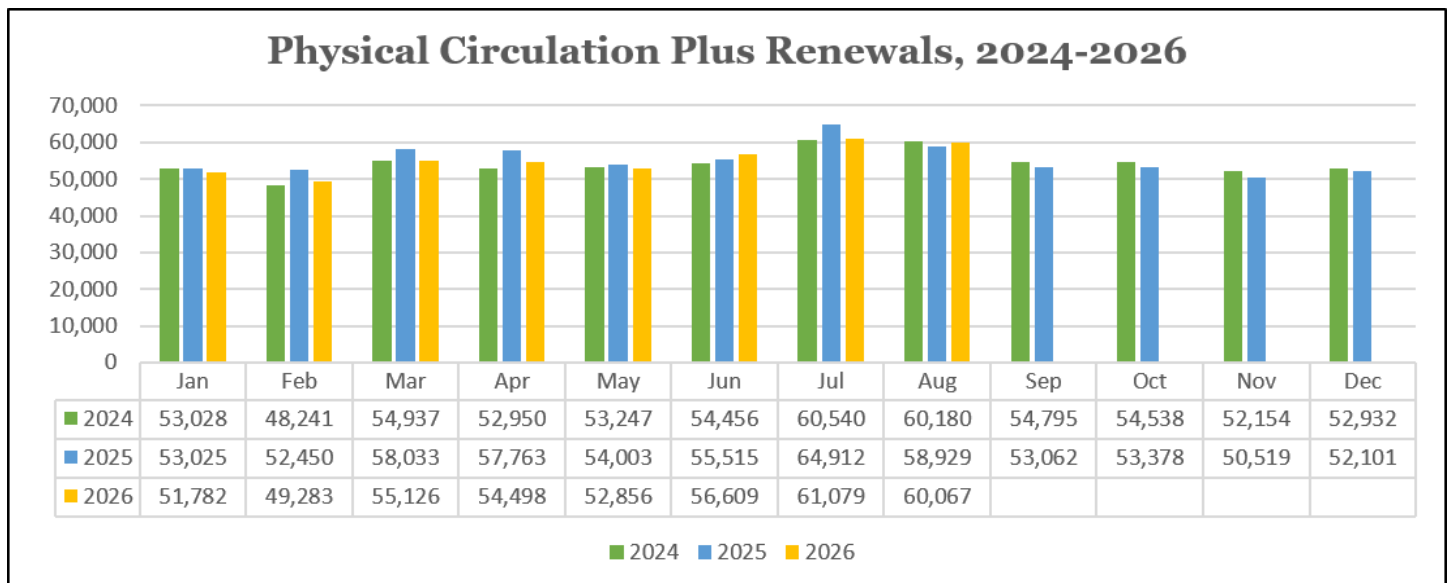
TOTAL CIRCULATION



During August our total physical plus digital circulation was 62,765 items, not including renewals. Of those, 40,853 (65.1%) were physical items and 21,912 (34.9%) 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 up 0.9% compared to the 62,181 items checked out in July 2026. Digital circulation was up 5.4% compared to the 20,791 items checked out in July. We filled 4,407 holds for patrons this month.

Our patrons also renewed 19,214 physical items in August. Including these physical item renewals, our overall circulation was 81,979. That overall circulation was up 0.1% compared to the 81,870 items circulated in July 2026, and it was also up 3.7% compared to the 79,040 items circulated in August 2025.

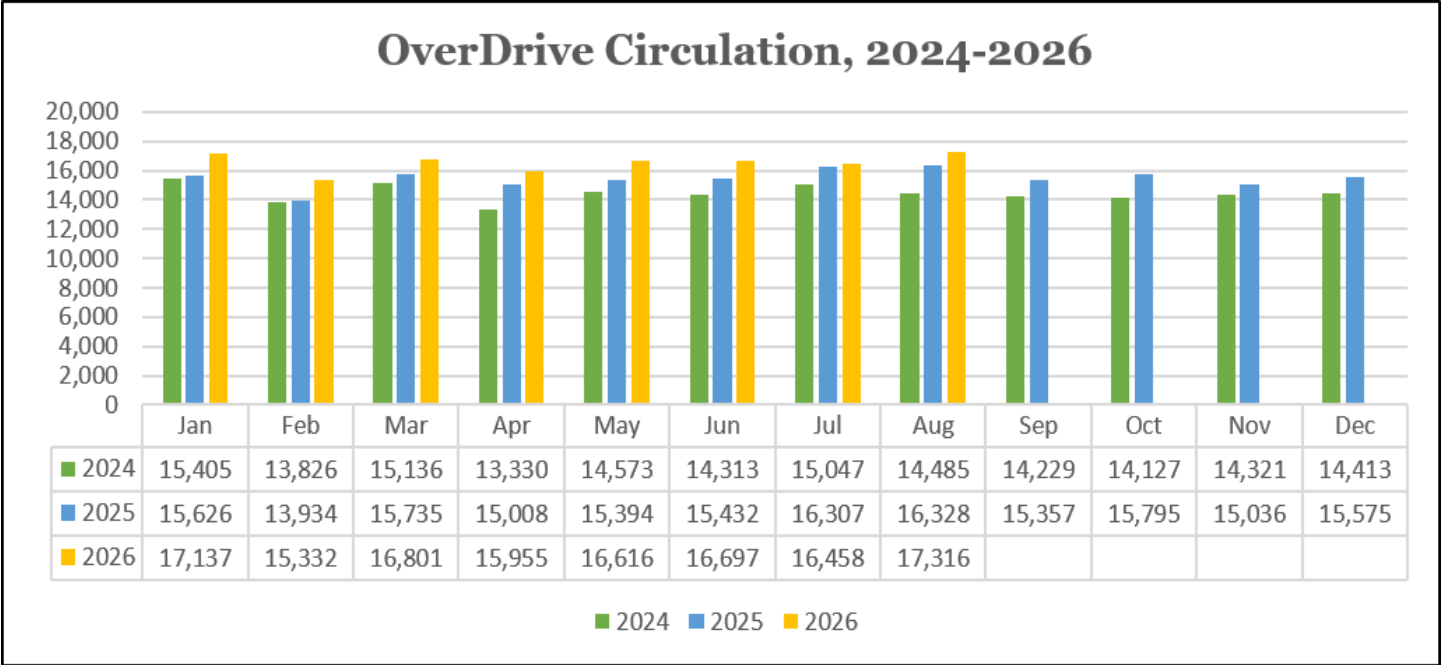
PHYSICAL CIRCULATION



Our patrons checked out 40,853 physical items in August and renewed 19,214 physical items, for a total of 60,067 items. That circulation was down 1.7% compared to the 61,079 physical items checked out and renewed in July 2026, but it was up 1.9% compared to the 58,929 items checked out and renewed in August 2025. The top ten categories that circulated this month were Children's Storybooks (4,193 items), Children's Chapter Book Fiction (4,111 items), Adult Nonfiction (3,764 items), Children's Graphic Novels (3,567 items), Adult Fiction 2nd Floor (3,068 items), Adult Movies (3,040 items), Children's Nonfiction (2,575 items), Children's Movies (2,181 items), Adult New Books (1,621 items), and Children's Favorites on the Story Circle (1,467 items).

DIGITAL CIRCULATION

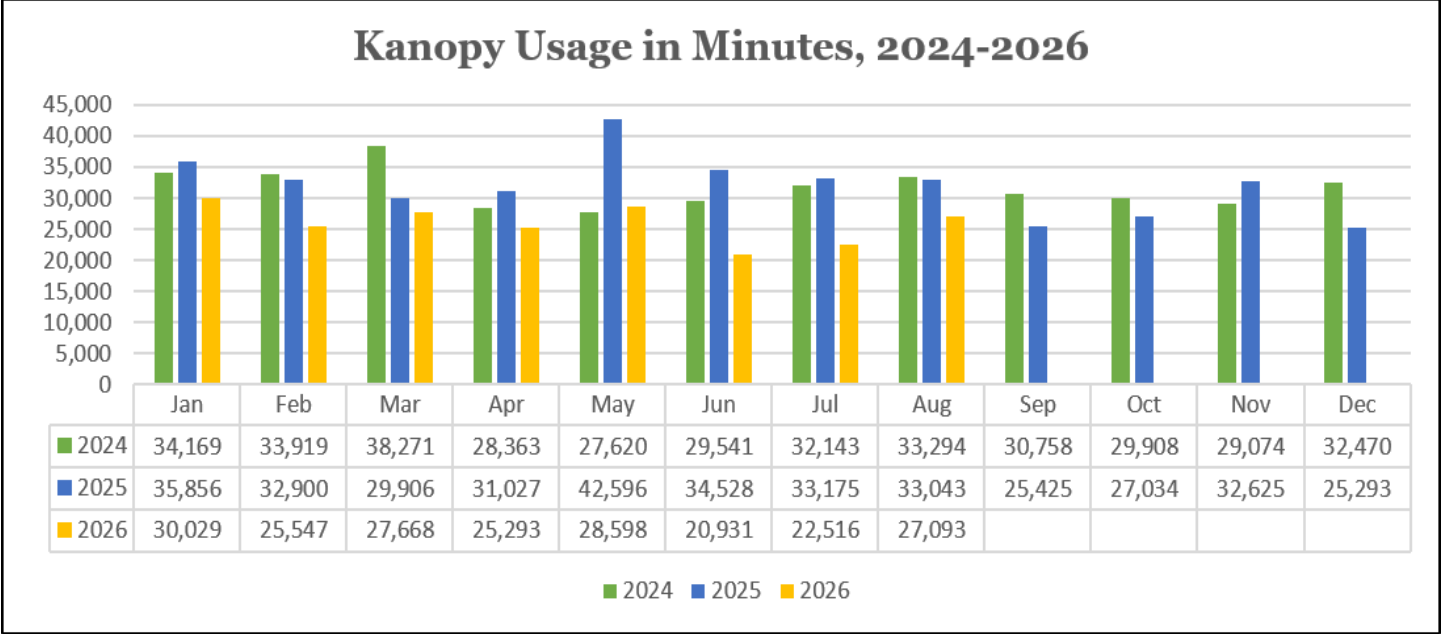
OverDrive



The 17,316 checkouts through OverDrive in August were up 5.2% compared to the 16,458 checkouts in July 2026, and they were up 6.1% compared to the 16,328 checkouts in August 2025.

This month’s checkouts included 7,985 audiobooks (which were 46.1% of the OverDrive items checked out), 6,563 e-books (37.9%), and 2,768 e-magazines (16.0%).

Kanopy

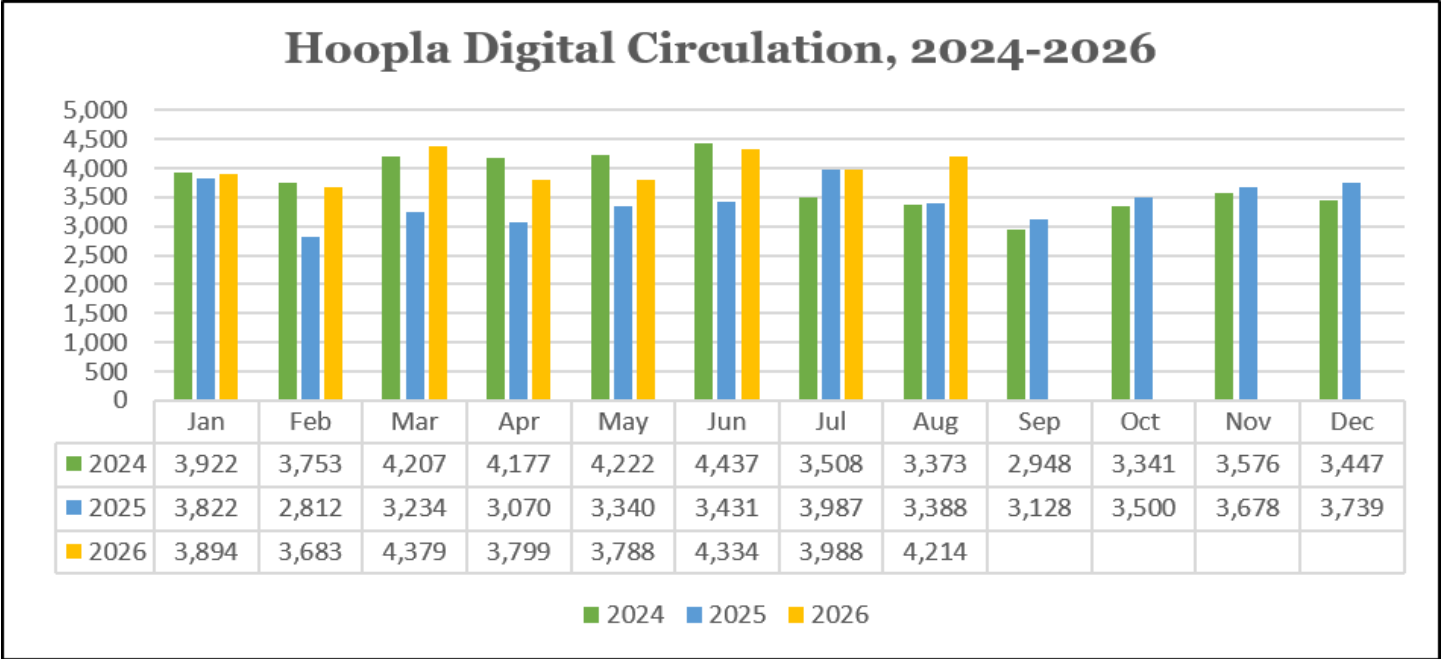


Our patrons viewed 27,093 minutes of Kanopy content during the month of August using 382 tickets. That usage was up 20.3% compared to the 22,516 minutes viewed in July 2026, but it was down 18.0% compared to the 33,043 minutes viewed in August 2025.

The top ten suppliers of content on Kanopy this month were BBC Studios, Paramount Pictures, PBS, Electric Entertainment, Vooks, Kino Lorber, Samuel Goldwyn Films, The History Channel, Network Ireland Television, and MHz Networks. Content was viewed on televisions (34.1%), mobile devices (31.4%), tablets (23.6%), and desktops (10.9%).

DIGITAL CIRCULATION (CONTINUED)

Hoopla

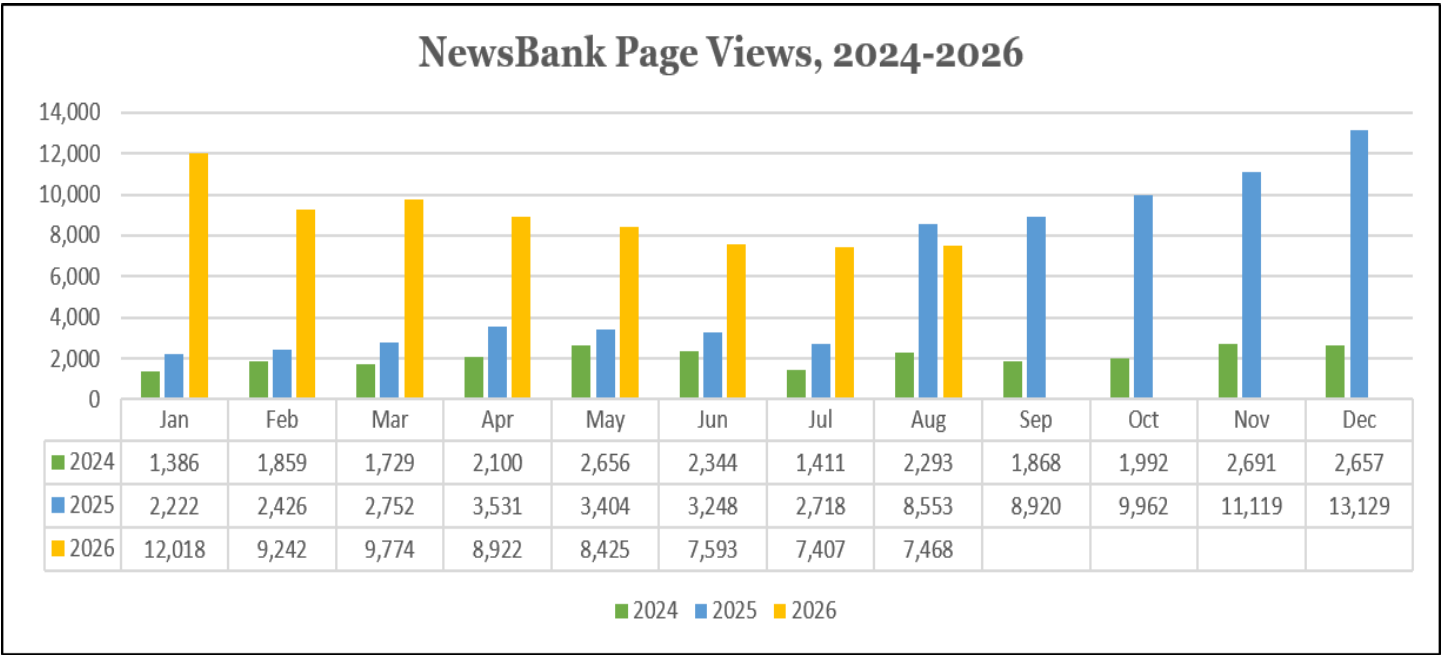


The 4,214 circulations in Hoopla during August were up 5.7% compared to the 3,988 circulations in July 2026, and they were up 24.4% compared to the 3,388 circulations in August 2025. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 2,033 audiobooks (which were 48.2% of the Hoopla items checked out), 862 e-books and e-comics (20.5%), 778 movies and television shows (18.5%), 527 music items (12.5%) and 14 magazines (0.3%).

OTHER DIGITAL SERVICES

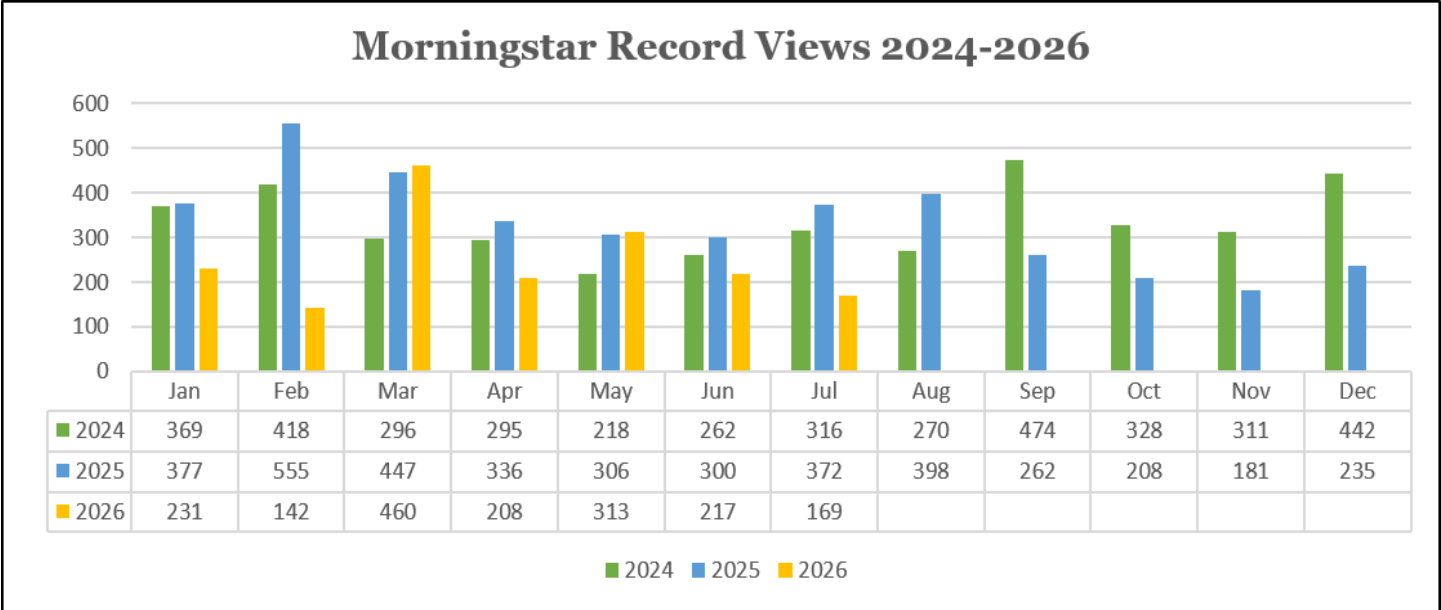
NewsBank



The 7,468 NewsBank page views in August were up 0.8% compared to the 7,407 page views in July 2026, but they were down 12.7% compared to the 8,553 page views that occurred in August 2025. NewsBank seems to be one of the more consistently used offerings in our database collection.

OTHER DIGITAL SERVICES (CONTINUED)

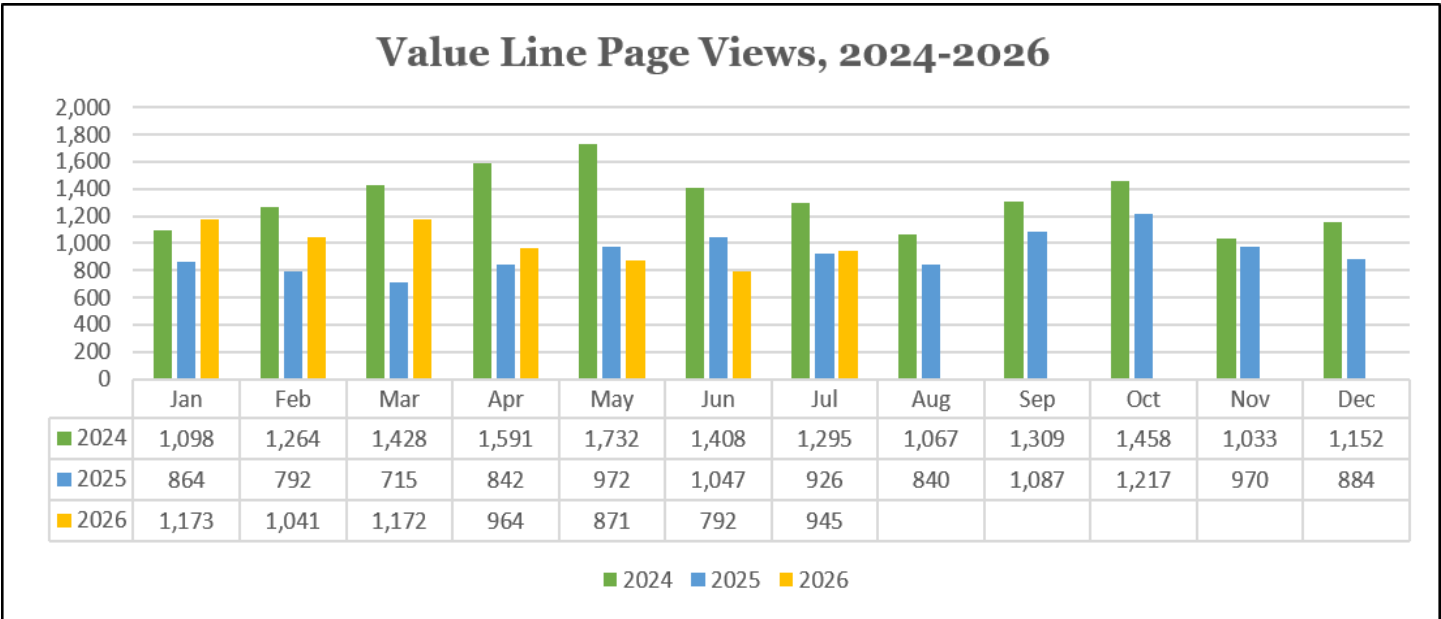
Morningstar



Our patrons viewed 169 Morningstar records in July. That usage was down 22.1% compared to the 217 records viewed in June 2026, and it was also down 54.6% compared to the 372 records viewed in July 2025. Morningstar continues to pair well with Value Line, giving our patrons a valuable combination of resources to use when researching their financial questions.

Usage statistics are not yet available from Morningstar for August, so we will include them in next month’s board report.

Value Line



The 945 Value Line page views in July were up 19.3% compared to the 792 page views in June 2026, and they were also up 2.1% compared to the 926 page views that occurred in July 2025. Value Line is a worthwhile research platform for our patrons. Its pairing with Morningstar gives our patrons a helpful depth of financial information for any investment questions that they have.

Usage statistics are not yet available from Value Line for August, so we will include them in next month’s board report.

ADDITIONAL STATISTICS

Gate Counts

Our total gate count for August was 20,363. Our busiest day was Thursday, August 13, with 931 patrons logged. We held a baby story time, Quilting in the Library, ArtLab for Kids, a popular Four Shillings Short concert, and a Teen Theater movie that day.

Interlibrary Loans

In August, we received a total of 120 interlibrary loan requests from other libraries, and we sent 50 items to libraries during the month in response to their requests. We also sent 32 interlibrary loan requests to other libraries in August for our patrons, and we received 26 items from other libraries.

New Library Card Accounts

We created 484 new library card accounts in August. They included 326 resident cards, 111 reciprocal cards, 20 limited access cards, 16 nonresident cards, 7 reciprocal digital cards, 3 interlibrary loan accounts, and 1 homebound account.



LIBRARY BOARD AGENDA ITEM STAFF REPORT

Meeting Date: 9/8/2026

Agenda Category: Approval of Bills

Prepared By: Kylie Henry, Administrative Assistant

Subject

August 1, 2026 through August 31, 2026 Claims for Payment

Department/Office

Parks & Public Facilities

Document Type

Library Board Item

Recommended Motion

Move to approve the August 1, 2026 through August 31, 2026 claims for payment.

Summary

This is a review and approval of the August 1, 2026 through August 31, 2026 claims for payment.

Fiscal Impact

August 1, 2026 through August 31, 2026 claims for payment total is \$170,852.07.

Attachments

1. August 2026 - Library Voucher Listing
2. August 2026 - Library Payroll
3. August 2026 - Claims for Payment

Library Voucher Listing

Begin Date: 8/1/2026

End Date: 8/31/2026

NON-FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8188700/3583	EQUINOX SOFTWARE INC	22600779	00001843	8/19/2026	350097	EVERGREEN SEQUOIA HOSTING & SUPPORT	\$16,723.00
	K8188700/3583	P-CARD OTP		TXN00095241	8/31/2026	0	WHEN TO WORK - LIB EMPLOYEE SCHEDULE	\$777.93
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$17,500.93
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$71,425.00			YTD ACTUAL: \$70,096.22			YTD % USED: 98.14%		
INFORMATION TECHNOLOGY TOTAL:								\$17,500.93
	K8721000/3102	OFFICE DEPOT		TXN00094859	8/31/2026	0	OFFICE SUPPLIES - PLANNER	\$7.61
	K8721000/3102	AMAZON		TXN00094961	8/31/2026	0	SUPPLIES - GENERAL OFFICE SUPPLIES	\$179.61
	K8721000/3102	AMAZON		TXN00095038	8/31/2026	0	SUPPLIES - TECH SERVICES & PROCESSING	\$221.84
	K8721000/3102	P-CARD OTP		TXN00095049	8/31/2026	0	CIRCULATION DESK KEYBOARD TRAYS	\$329.02
	K8721000/3102	AMAZON		TXN00095087	8/31/2026	0	SUPPLIES - PENCIL SHARPNER HDMI	\$87.64
	K8721000/3102	STAPLES		TXN00095146	8/31/2026	0	PRINTER PAPER	\$492.21
	K8721000/3102	AMAZON		TXN00095190	8/31/2026	0	LAMINATING SHEETS	\$24.25
	K8721000/3102	AUNT FLOW CORP		TXN00095207	8/31/2026	0	MENSTRUAL SUPPLY RESTOCK	\$320.00
	K8721000/3102	AMAZON		TXN00095223	8/31/2026	0	SUPPLIES - STAFF DAY	\$150.43
	K8721000/3102	AMAZON		TXN00095224	8/31/2026	0	FRONT DESK WIRELESS KEYBOARDS	\$78.30

Library Voucher Listing

Begin Date: 8/1/2026

End Date: 8/31/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/3102	AMAZON		TXN00095239	8/31/2026	0	SUPPLIES - SUCTION CUPS	\$15.35
	K8721000/3102	FRED MEYER		TXN00095280	8/31/2026	0	NNO DRINKS FOR STAFF	\$30.19
	K8721000/3102	AMAZON		TXN00095321	8/31/2026	0	OFFICE SUPPLIES - 3 WIRELESS KEYBOARD/MOUSE	\$65.25
	K8721000/3102	AMAZON		TXN00095338	8/31/2026	0	GENERAL SUPPLIES - PLANNER, STAFF DAY	\$78.31
	K8721000/3102	COSTCO WHOLESALE		TXN00095433	8/31/2026	0	STAFF BREAKROOM SUPPLIES	\$60.87
	K8721000/3102	AMAZON		TXN00095483	8/31/2026	0	RECEIPT PAPER	\$65.11
	K8721000/3102	AMAZON		TXN00095509	8/31/2026	0	MENDING SUPPLIES	\$10.87
	K8721000/3102	AMAZON		TXN00095540	8/31/2026	0	MENDING SUPPLIES	\$25.06
	K8721000/3102	AMAZON		TXN00095557	8/31/2026	0	MENDING SUPPLIES	\$393.37
OPERATING SUPPLIES & MATERIALS TOTAL:								\$2,635.29
OPERATING SUPPLIES & MATERIALS - YTD INFORMATION								
BUDGET: \$34,500.00			YTD ACTUAL: \$16,970.70			YTD % USED: 49.19%		
	K8721000/4117	MOON SECURITY SERVIC		8834910	8/5/2026	349651	LIBRARY - SECURITY/FIRE SERVICES MONT AUG 2026	\$174.03
	K8721000/4117	SPORTSENGINE INC		71658	8/19/2026	350140	BACKGROUND CHECKS - LIBRARY: (6)	\$111.00
EXPERT SERVICES TOTAL:								\$285.03
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$3,500.00			YTD ACTUAL: \$2,067.49			YTD % USED: 59.07%		
	K8721000/4201	VERIZON WIRELESS		6149010127	8/7/2026	349754	Verizon Wireless NASPO - July 2026	\$137.23
	K8721000/4201	FRONTIER		08/26 509/943-3152	8/21/2026	350286	TELEPHONE 8/1/2026-8/31/2026 509/943-3152	\$1,146.34

Library Voucher Listing

Begin Date: 8/1/2026

End Date: 8/31/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4201	FRONTIER		08/26 206/188-2614	8/26/2026	350380	TELEPHONE 8/1/2026-8/31/2026 206/188-2614	\$54.07
	K8721000/4201	VERIZON WIRELESS	22600494	6150586628	8/26/2026	350427	UNLIMITED M2M PLAN (PER MONTH) HOT SPOTS	\$696.71
TELEPHONE & COMM SVCS TOTAL:								\$2,034.35
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$25,230.00			YTD ACTUAL: \$17,431.77			YTD % USED: 69.09%		
	K8721000/4202	PITNEY BOWES PURCHAS		JULY 2026 POSTAGE	8/7/2026	349741	Postage 07/01/2026 - 07/31/2026	\$252.87
POSTAGE TOTAL:								\$252.87
POSTAGE - YTD INFORMATION								
BUDGET: \$6,000.00			YTD ACTUAL: \$2,747.87			YTD % USED: 45.80%		
	K8721000/4504	XEROX CORP		026081503	8/5/2026	349692	7HB-469027 AUG 2026 BASE CHARGE - LIBRARY	\$10.88
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$10.88
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$16,500.00			YTD ACTUAL: \$6,909.47			YTD % USED: 41.88%		
	K8721000/4902	ALA		TXN00095405	8/31/2026	0	G. LIGHTFOOT ALA MEMBERSHIP	\$260.00
DUES & SUBSCRIPTIONS TOTAL:								\$260.00
DUES & SUBSCRIPTIONS - YTD INFORMATION								
BUDGET: \$2,070.00			YTD ACTUAL: \$1,031.59			YTD % USED: 49.84%		
	K8721000/4912	TRI CITY REGIONAL CH		TXN00095121	8/31/2026	0	K. HENRY & P. TRASK WIB CONF 9/2026	\$398.00
TUITION/CONFERENCE FEES TOTAL:								\$398.00
TUITION/CONFERENCE FEES - YTD INFORMATION								
BUDGET: \$4,523.00			YTD ACTUAL: \$1,939.86			YTD % USED: 42.89%		

Library Voucher Listing

Begin Date: 8/1/2026

End Date: 8/31/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/5301	WA STATE DEPARTMENT		DOR 07/2026	8/25/2026	11141	COMBINED EXCISE TAX - JULY 2026	\$91.94
STATE TAXES TOTAL:								\$91.94
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$515.94			YTD % USED: 50.58%		
LIBRARY ADMINISTRATION TOTAL:								\$5,968.36
	K8722100/3401	MIDWEST TAPE		509219243	8/5/2026	349645	HOOPLA USAGE JULY 2026 - LIBRARY	\$7,926.66
	K8722100/3401	INGRAM INDUSTRIES IN		982262903	8/7/2026	349719	LIBRARY MATERIALS - PHYSICAL COLLECTION 7/30/26	\$321.87
	K8722100/3401	INGRAM INDUSTRIES IN		98356546	8/7/2026	349719	LIBRARY MATERIALS - PHYSICAL COLLECTION 8/4/26	\$1,237.79
	K8722100/3401	INGRAM INDUSTRIES IN		98230731	8/7/2026	349719	LIBRARY MATERIALS - PHYSICAL COLLECTION 7/29/26	\$418.27
	K8722100/3401	INGRAM INDUSTRIES IN		98262902	8/7/2026	349719	LIBRARY MATERIALS - PHYSICAL COLLECTION 7/30/26	\$19.72
	K8722100/3401	INGRAM INDUSTRIES IN		98230730	8/7/2026	349719	LIBRARY MATERIALS - PHYSICAL COLLECTION 7/29/26	\$33.25
	K8722100/3401	OVERDRIVE		01452CO26251682	8/7/2026	349737	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 7/30/26	\$1,789.29

Library Voucher Listing

Begin Date: 8/1/2026

End Date: 8/31/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	OVERDRIVE		01452CO26259806	8/7/2026	349737	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 8/2/26	\$741.94
	K8722100/3401	OVERDRIVE		01452DA26268239	8/19/2026	350145	LIBRARY MATERIALS - EBOOK COLLECTION 8/11/26	\$14.39
	K8722100/3401	OVERDRIVE		01452CO26266171	8/19/2026	350145	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 8/10/26	\$484.91
	K8722100/3401	CENGAGE LEARNING, IN		999102952965	8/19/2026	350080	LIBRARY MATERIALS - LARGE PRINT COLLECTION 7/21/26	\$29.59
	K8722100/3401	CENGAGE LEARNING, IN		999102974764	8/19/2026	350080	LIBRARY MATERIALS - LARGE PRINT COLLECTION 7/30/26	\$60.93
	K8722100/3401	CENGAGE LEARNING, IN		999102974765	8/19/2026	350080	LIBRARY MATERIALS - LARGE PRINT COLLECTION 7/30/26	\$27.85
	K8722100/3401	INGRAM INDUSTRIES IN		98333145	8/19/2026	350118	LIBRARY MATERIALS - PHYSICAL COLLECITON 8/3/26	\$25.61
	K8722100/3401	INGRAM INDUSTRIES IN		98435941	8/19/2026	350118	LIBRARY MATERIALS - PHYSICAL COLLECTION 8/7/26	\$63.11
	K8722100/3401	INGRAM INDUSTRIES IN		98382752	8/19/2026	350118	LIBRARY MATERIALS - PHYSICAL COLLECTION 8/5/26	\$2,251.48
	K8722100/3401	INGRAM INDUSTRIES IN		98504823	8/19/2026	350118	LIBRARY MATERIALS - PHYSICAL COLLECTION 8/11/26	\$572.51
	K8722100/3401	INGRAM INDUSTRIES IN		98425462	8/19/2026	350118	LIBRARY MATERIALS - PHYSICAL COLLECTION 8/7/26	\$262.42

Library Voucher Listing

Begin Date: 8/1/2026

End Date: 8/31/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	OVERDRIVE		01452CO26272430	8/21/2026	350308	LIBRARY MATERIALS - AUDIOBOOK COLLECTION 8/17/26	\$632.39
	K8722100/3401	OVERDRIVE		01452DA26272917	8/21/2026	350308	LIBRARY MATERIALS - AUDIOBOOK COLLECTION 8/17/26	\$81.99
	K8722100/3401	OVERDRIVE		01452CO26273879	8/21/2026	350308	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 8/18/26	\$1,977.41
	K8722100/3401	INGRAM INDUSTRIES IN		98587799	8/21/2026	350293	LIBRARY MATERIALS - PHYSICAL COLLECTION 8/14/26	\$911.04
	K8722100/3401	INGRAM INDUSTRIES IN		98587800	8/21/2026	350293	LIBRARY MATERIALS - PHYSICAL COLLECTION 8/14/26	\$47.96
	K8722100/3401	INGRAM INDUSTRIES IN		98587801	8/21/2026	350293	LIBRARY MATERIALS - PHYSICAL COLLECTION 8/14/26	\$293.86
	K8722100/3401	INGRAM INDUSTRIES IN		98531607	8/21/2026	350293	LIBRARY MATERIALS - PHYSICAL COLLECTION 8/12/26	\$788.63
	K8722100/3401	INGRAM INDUSTRIES IN		98627525	8/21/2026	350293	LIBRARY MATERIALS - PHYSICAL COLLECTION 8/17/26	\$308.88
	K8722100/3401	WT COX SUBSCRIPTIONS	22600853	3168034	8/26/2026	350435	WT COX - MAGAZINE SUBSCRIPTION	\$5,345.19
	K8722100/3401	MOBIUS SPOKANE		08272026	8/28/2026	350511	LIB TUMBLEWEED TOURIST - MOBIUS DISC CTR SPOKANE	\$200.00
	K8722100/3401	OVERDRIVE		01452DA26287602	8/28/2026	350514	LIBRARY MATERIALS - EBOOK COLLECTION 8/25/26	\$60.00
	K8722100/3401	OVERDRIVE		01452DA26287590	8/28/2026	350514	LIBRARY MATERIALS - E/AUDIOBOOK COLLECTION 8/25/26	\$150.00

Library Voucher Listing

Begin Date: 8/1/2026

End Date: 8/31/2026

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	OVERDRIVE		01452CO26279150	8/28/2026	350514	LIBRARY MATERIALS - EBOOK COLLECTION 8/25/26	\$19.98
	K8722100/3401	INGRAM INDUSTRIES IN		98717138	8/28/2026	350500	LIBRARY MATERIALS - PHYSICAL COLLECTION 8/20/26	\$2,558.54
	K8722100/3401	INGRAM INDUSTRIES IN		98585063	8/28/2026	350500	LIBRARY MATERIALS - PHYSICAL COLLECTION 8/14/26	\$604.75
	K8722100/3401	P-CARD OTP		TXN00094978	8/31/2026	0	PORTABLE CHARGERS FOR PATRON CHECKOUT	\$114.24
LIBRARY RESOURCES TOTAL:								\$30,376.45
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$476,175.00			YTD ACTUAL: \$333,083.17			YTD % USED: 69.95%		
	K8722100/3402	P-CARD OTP		TXN00094862	8/31/2026	0	FAMILY GAME DAY - PIZZA FOR PATRONS	\$29.35
	K8722100/3402	P-CARD OTP		TXN00094877	8/31/2026	0	FAMILY GAME DAY - PIZZA FOR PATRONS	\$136.14
	K8722100/3402	FRED MEYER		TXN00095452	8/31/2026	0	LIBRARY PROGRAM SUPPLIES - CEREAL BOOK CLUB	\$13.58
LIBRARY PROGRAMMING TOTAL:								\$179.07
LIBRARY PROGRAMMING - YTD INFORMATION								
BUDGET: \$20,000.00			YTD ACTUAL: \$16,187.94			YTD % USED: 80.94%		
LIBRARY PUBLIC SERVICE TOTAL:								\$30,555.52
LIBRARY NON-FACILITIES TOTAL:								\$54,024.81

Library Voucher Listing

Begin Date: 8/1/2026

End Date: 8/31/2026

FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8725000/4700	CITY OF RICHLAND		07/2026 JUL	8/14/2026	50028	City Utility Bills/JUL 2026	\$6,567.17
							UTILITIES TOTAL:	\$6,567.17
UTILITIES - YTD INFORMATION								
BUDGET: \$57,000.00			YTD ACTUAL: \$31,792.25			YTD % USED: 55.78%		
							LIBRARY FACILITIES TOTAL:	\$6,567.17

CITY OF RICHLAND
LIBRARY EXPENDITURE

August 2026

Month/Year

PAY PERIODS: From July 27, 2026 to August 23, 2026

GROSS SALARIES \$ 116,827.26

Table with 3 columns: WEEK OF, Gross Wages, Total. Rows include weekly breakdowns for 08/13/26, 08/27/26, and a TOTAL row.



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

August 2026

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 \$170,852.07 this 8th day of September 2026.

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

Voucher Listings	Amount
August 1, 2026 through August 31, 2026	\$54,024.81
Transfer Advice (Salaries)	
Salaries for the weeks of: July 27, 2026 through August 23, 2026	\$116,827.26
MONTHLY EXPENSES	\$170,852.07

Comments:

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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



LIBRARY BOARD AGENDA ITEM STAFF REPORT

Meeting Date: 9/8/2026

Agenda Category: New Business

Prepared By: Michael Scarfo, Library Supervisor

Subject

Election of Chair and Vice-Chair of the Library Board

Department/Office

Parks & Public Facilities

Document Type

Library Board Item

Recommended Motion

Discussion and vote on the Chair and Vice-Chair of the Library Board.

Summary

Richland Public Library Board Members will pick a new Chair and Vice-Chair of the Library Board. The term for Chair and Vice-Chair will start as soon as voting is complete during this meeting and end October 12, 2027.

Fiscal Impact

None.

Attachments
