



Agenda
Library Board Meeting
Tuesday, May 9, 2023
Richland Public Library
955 Northgate Drive

Board Members: Chair Lightner, Vice-Chair Buxton and Members Booth, Hernandez, and Pickel

Council Liaison: Kent

Staff Liaison: Library Manager Nulph

Regular Meeting - 5:30 p.m.

Call to Order/Attendance:

Introduction of Guests:

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 April 11, 2023 Library Board Meeting Minutes
 - Kylie Barada, Administrative Assistant

Reports from Library Staff:

2. RPL Staff Updates
 - Kelly Reed, Children's Librarian
3. May 2023 Library Manager's Report
 - Christopher Nulph, Library Manager
4. May 2023 Library Statistics
 - Christopher Nulph, Library Manager

Approval of Bills: (Approved by Motion)

5. May 2023 Claims for Payment
 - Christopher Nulph, Library Manager

Unfinished Business:

6. Circulation Policy
 - Christopher Nulph, Library Manager
7. Program Policy
 - Christopher Nulph, Library Manager
8. Annual Report to Council

- Christopher Nulph, Library Manager

New Business:

9. Use of Public Spaces Policy
 - Christopher Nulph, Library Manager

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, June 13, 2023

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. (Ch. 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: 5/9/2023

Agenda Category: Approval of Minutes

Prepared By: Kylie Barada, Administrative Assistant

Subject:

Approval of the April 11, 2023 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Approve the meeting minutes from the Library Board Meeting held on April 11, 2023.

Summary:

Draft minutes from the Library Board Meeting held on April 11, 2023 are presented for the Board's consideration and approval.

Attachments:

I. 2023.04.11 Library Board Meeting Minutes



MINUTES

Richland Public Library Board
955 Northgate Drive
April 11, 2023, 5:30 – 6:30 PM

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

Chair Lightner called the meeting to order at approximately 5:31 p.m.

Attendance

Chair Lightner, Vice-Chair Buxton, Board Members Booth, and Pickel were present. Also present were Council Liaison Kent, Library Manager Nulph, Administrative Assistant Barada, and Community Engagement Supervisor Haffner.

Approval of Agenda

Vice-Chair Buxton moved and Board Member Booth seconded the motion to approve the agenda as is. The motion carried 4-0.

Approval of Minutes

Chair Lightner asked for a motion to approve the minutes of the March 14, 2023 meeting. Board Member Pickel moved and Board Member Booth seconded the motion to approve the minutes of March 14, 2023 as is. The motion carried 4-0.

Report of the Library Manager

The STEAMspace is now open. The space will be renamed.

History of the Library display is now available in the Richland Room.

More museums have been added to the Tumbleweed Tourist.

Public Comments

There were no members of the public present.

Approval of Bills

Vice-Chair Buxton moved and Board Member Pickel seconded the motion to approve the certification of claims for payment for April 2023 in the amount of \$165,224.72. The motion carried 4-0.

Unfinished Business

There was no Unfinished Business on the Agenda.

New Business

1. Community Engagement Supervisor Michelle Haffner gave the Board an update on her position as the Community Engagement Supervisor. She discussed Summer Reading plans, and her annual goals.
2. An amendment to the Circulation Policy changes the refund policy to lost materials. Once a patron pays for lost materials, they are not able to get a refund if they find the lost materials. The Board will discuss a final draft at the May meeting.
3. The Board was presented with a rough draft of the new Program Policy.
4. The Board was presented with a rough draft of the annual report to Council.

Agenda Items for Upcoming Board Meeting

1. Amendment to Circulation Policy
2. Program Policy
3. RPL Staff Updates

Adjournment

Chair Lightner adjourned the meeting at 7:02 P.M.

APPROVED:

ATTEST:

Lindsay Lightner, Library Board Chair

Kylie Barada, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/9/2023

Agenda Category: Reports from Library Staff

Prepared By: Kelly Reed
Children's Librarian

Subject:
RPL Staff Updates

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Children's Library Kelly Reed will discuss with the Board her role at RPL.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/9/2023

Agenda Category: Reports from Library Staff

Prepared By: Christopher Nulph, Library Manager

Subject:

May 2023 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

Library Manager Nulph's May 2023 report is included for discussion.

Attachments:

I. 2023.05.09 Library Manager's Report



LIBRARY MANAGER'S REPORT

Richland Public Library Board

May 9, 2023

State of Library Services

We have conducted an exploratory meeting with regional libraries regarding a reciprocal borrowing study. Libraries that are interested in participating in this collaborative study include Mid-Columbia, Walla Walla County, and Walla Walla City. Yakima Valley and Grandview are interested in participating but will likely not be in this initial collaboration. By the end of 2023, we hope to have a summary of patron bases, collections, customer experience, and similar in-state reciprocal borrowing metrics and feedback. Once we have this information, we look to hold a joint Board meeting with these libraries to discuss the concept and what a potential reciprocal agreement might look like. This will be an ongoing process and I will provide updates as we work our way through this collaborative study. We thank all the libraries for exploring this concept and for looking at ways to improve patron experience across the region.

We have received our outdoor game tables (3) and picnic benches (2). These provide better outdoor space for people to socialize, work, and relax.

Richland Fire Department Resource Navigators have offered to help with challenging situations when patrons need to be connected with social services. They will be providing us with bus passes, homeless kits, and visits to support these communities.

We are currently assessing a new discovery layer for Evergreen called Aspen Discovery. This will make our catalog able to incorporate features like having one search for physical and digital resources, grouping all formats of a title together in a listing, suggested titles, and a huge boost in user friendliness. If we decide to advance this forward, we hope to have this in place before the end of the year.

The library received a proclamation for National Library Week from Council. We thank Council for their continued support of our library.

Program highlights from the month include:

- Love Your Alphabet House offered a free lecture on what intrepid ABC homeowners can expect should they choose to tackle home remodeling or maintenance. A total of 23 patrons attended.
- Into the Wild with CBWNPS and REI talked about the importance of how and why to recreate responsibly when viewing wildflowers in the shrub-steppe. A total of 34 patrons attended.
- How Audio Technology Changed the World explored the impact that audio transmission has had on society and storytelling, beginning with the first century of radio up to the modern age of audiobooks, internet streaming, podcasts, and smart speakers. A total of 22 patrons attended.
- Seedball Making with Runners of the Sage included a run and walk along with seedball making. A total of 39 patrons attended.

Friends of the Library Update

Friends of the Library Book Sale occurred the last weekend of April and attracted strong attendance as it always does.

Library Foundation

There are no Foundation updates during April.

Staffing Updates

A part-time Library Assistant has been selected and is currently in the hiring process.

Library Statistics

We typically see our statistics take a small decrease from March to April. This month we saw gate counts decrease about 16% or 2,750 people from March to April, physical circulation decreased 10.5% or about 4,200 items from March to April, and library card registrations decreased 11.2% or about 30 cards from March to April.

Our digital numbers saw Libby circulation decrease 2.4% compared to March, Hoopla circulation decrease 6.3% compared with March, and Kanopy circulation increase 8.2% compared with March. Over the first 4 months we have seen a notable increase in HelpNow use with 530 uses through April. For all of 2022, HelpNow only got 202 uses. We have been marketing this more with the Richland School District, which is likely a cause for this increase. Another notable use statistic that also has already topped all of 2022 is A to Z Databases with 14,129 uses this year compared to 9,000 uses in 2022.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/9/2023

Agenda Category: Reports from Library Staff

Prepared By: Christopher Nulph, Library Manager

Subject:
May 2023 Library Statistics

Department:
Parks & Public Facilities

Recommended Motion:

Summary:
Staff will discuss the attached statistics regarding library services.

Attachments:
I. 2023.05.09 Library Statistics

RICHLAND PUBLIC LIBRARY

April 2023 Statistics Report for the May Board Meeting



SUMMARY

We held several special programs at the library during the month of April. On Thursday, April 6, we hosted a “Love Your Alphabet House” presentation by Ryan Brightman from Proper Home Inspections about the remodeling and maintenance of Richland’s alphabet homes. The Columbia Basin Washington Native Plant Society and REI also held an “Into the Wild” presentation about wildflowers on Saturday, April 8, for National Native Plant Appreciation Month.

On Thursday, April 20, we hosted a Tri-Cities Community Lecture Series presentation by veteran broadcaster Ross Reynolds about “How Audio Technology Changed the World.” On Tuesday, April 25, the Columbia Basin Native Plant Society and Runners for the Sage held a run/walk for restoration, starting at the library, and then led a seedball-making session to help restore Rattlesnake Slope Preserve.

Our Viewer Discretion Advised Cinema Club watched the horror mystery *April Fool’s Day* (1986) on Friday, April 7. Our High School Book to Movie Club watched *The Lord of the Rings: The Fellowship of the Ring* (2001) on Thursday, April 13.

We held evening story times on Tuesday evenings, followed by therapy dog reading sessions; active story times on Wednesday mornings; baby story times on Thursday mornings; and preschool story times on Friday mornings. We also had STEAMKids sessions on Monday, April 3, and Saturday, April 22; Preschool STEAMPlay sessions on two Fridays, April 7 and 21; and an outdoor Story Time at the Skate Park on Tuesday, April 25.

Other programs held at the library this month included Singing Strings Ukulele Club teen/adult jam sessions on two Tuesdays, April 4 and 18; an Absolute Beginners Intro to Ukulele for teens and adults on Tuesday, April 11; and a Craft Social for LGBTQIA+ and Allies age 13 and older on Monday, April 17. Library staff also led a learning activity at the 25th annual Salmon Summit for area fourth graders on Monday, April 17.

APRIL STATISTICS

- Overall Circulation with Renewals: **68,733**
- Digital Circulation: **14,660**
- Physical Items Checked Out: **35,858**
- Physical Items Renewed: **18,215**
- Holds Filled: **3,201**
- Hoopla Circulation: **2,691**
- Kanopy Circulation: **23,474 minutes**
- Mango: **73 sessions**
- Overdrive Circulation: **11,021**
- New Library Card Accounts: **246**
- Gate Count: **14,407**
- Busiest Day: **676 (April 18)**

CHILDREN'S PROGRAMS

Story Times at the Library

Children's services librarians and staff held Tuesday evening story times at 6 p.m. on April 4, 11, 18, and 25; Wednesday morning active story times at 10 a.m. on April 5, 12, 19, and 26; Thursday morning baby story times at 10 a.m. on April 6, 13, 20, and 27; and Friday morning preschool story times at 10 a.m. on April 7, 14, 21, and 28. These story times are extremely popular with patrons. We had 131 patrons attend on Wednesday, April 5; 100 patrons attend on Wednesday, April 19; and 96 patrons per day attend on Friday, April 7, and Wednesday, April 12.

Meet the Therapy Dogs!

Our Tuesday evening story times were followed by "Meet the Therapy Dogs!" sessions. Our calendar said, "We love our therapy dogs! Please come in to read a story to them or just spend some time with them. We usually have two or more therapy dogs after story time. They love kids and other people."

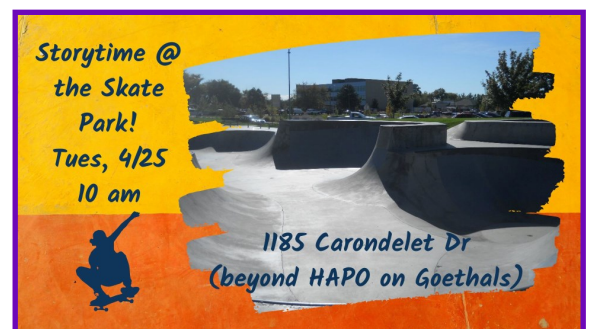
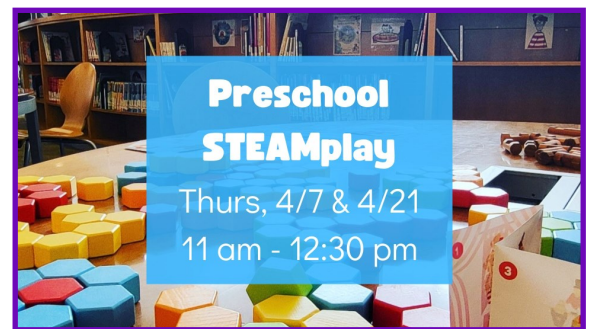
STEAMkids and Preschool STEAMplay

We held drop-in STEAMkids sessions at 1 p.m. on Monday, April 3, and at 10 a.m. on Saturday, April 22. Children enjoyed visiting different stations with blocks, construction sets, giant chess and Connect Four games, and other activities in the children's department and the STEAMspace. We had 140 and 57 patrons attend.

We also held Preschool STEAMplay sessions on two Fridays, April 7 and 21. Preschoolers enjoyed building blocks, games, and other activities. We had 120 and 76 patrons attend. STEAMkids and STEAMplay sessions are sponsored by the Friends of the Richland Library.

Story Time at the Skate Park

Children's Services Librarian Kelly held an outdoor Story Time at the Skate Park from 10 to 10:45 a.m. on Tuesday, April 25. Our calendar invitation said, "This special Story Time will be at the Jeanette Taylor Skate Park (behind HAPO on Goethals). We will share a few stories on the concrete so bring blankets. Then we'll have time to experiment with rolling things down the hills! We will bring a variety of balls and a few cars but feel free to bring something of your own if you want to try rolling it down the hills. We're counting on this being a fairly quiet time at the Skate Park so we take over for about an hour. See you there!"



TEEN PROGRAMS

High School Book to Movie Club

This month, our High School Book to Movie Club read *The Fellowship of the Ring* by J. R. R. Tolkien and then met at 6 p.m. on Thursday, April 13, to watch the 2001 movie adaptation. For May, the group will be reading *Stardust* by Neil Gaiman and then watching the movie adaptation.

ALL-AGES PROGRAMS

Singing Strings Ukulele Club

The Singing Strings Ukulele Club held teen/adult jam sessions in the library at 6:30 p.m. on two Tuesdays, April 4 and 18. Librarian Johanna leads this group. Our calendar invitation said, "Jam sessions will be the first and third Tuesday of each month in the STEAMspace. Please bring your ukulele, your personal copy of *Daily Ukulele* by Jim Beloff, any sheet music we've provided, and be tuned up and ready to begin at 6:30 p.m."

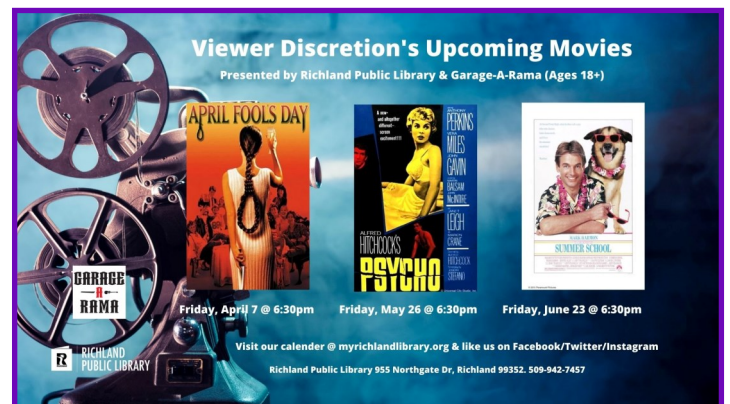
Absolute Beginner's Intro to Ukulele (Teens and Adults Only)

Johanna also taught an "Absolute Beginner's Intro to Ukulele" session at 6 p.m. on April 11. Our calendar invitation said, "Got a new ukulele but have absolutely no idea how to play it? We've got you covered. Join us in the gallery for an Absolute Beginners ukulele class for teens and adults. We'll teach you all the basics from how to hold the uke, strumming techniques, and how to read ukulele chords and tab. We'll cover everything you need to know to get started on a self-directed learning path. Ages 12 and older only, please!"

ADULT PROGRAMS

Viewer Discretion Is Advised Cinema

Our Viewer Discretion Is Advised Cinema club for ages 18+ watched the horror movie *April Fool's Day* (1986) at 6:30 p.m. on Friday, April 7. The showing featured an introduction and Q&A by the "amazing misfits from the local horror/punk podcast Garage-A-Rama." Pre-Packaged snacks and bottled water were generously provided by the Friends of the Richland Public Library, and movie licensing was courtesy of Windermere Group One.



ADULT PROGRAMS (CONTINUED)

LGBTQIA+ Craft Social

Adult Services Librarian Gavin held a LGBTQIA+ Craft Social for patrons age 13 and older at 6:30 p.m. on Monday, April 17. Our calendar invitation this month said, “Chat, chill, and hang out: A crafting social for LGBTQ+ and allies. Do you like to create mail art, mixed media, painting, drawing, cross stitch, knitting/crocheting, or something completely different? Bring your projects and get your craft on. If you just want to hang out and chat, that’s OK too! Some basic art supplies may be available, but it’s best to bring what you need. Light snacks provided. Ages 13+.” Thirty-four patrons attended.

Local Book Clubs

We host several book clubs at the library each month. The Monday Night Book Group met at 6:30 p.m. on April 17 to discuss *The Murmur of Bees* by Sophia Segovia.

The Thursday Afternoon Book Club met at 1:30 p.m. on April 20 to discuss *The Radetzky March* by Joseph Roth.

The Read the Rainbow Book Club, a partnership between the Richland Public Library and Mid-Columbia Libraries [MCL], met at the West Pasco branch of MCL at 6:30 p.m. on Tuesday, April 25, to discuss nonfiction books.

OTHER

Beanstack Reading Challenge

April was National Poetry Month, so we held a special reading challenge on [Beanstack](#) for our patrons. Patrons of all ages were encouraged to explore different forms of poetry and log their daily reading time to earn badges.

Presentation: Love Your Alphabet House

We hosted a “Love Your Alphabet House” presentation from 6 to 8 p.m. on Thursday, April 6. Twenty-three patrons attended.

Our Facebook invitation said, “Join us ... to continue our celebration of Richland's historic alphabet homes! ABC homes are full of surprises. Ryan Brightman from Proper Home Inspections will offer a free lecture on what intrepid ABC homeowners can expect should they choose to tackle home remodeling or maintenance. Brought to you by the East Benton County History Museum and the Richland Public Library.”



CELEBRATING RICHLAND'S HERITAGE ALPHABET HOUSES

Richland Public Library and EBCH Museum Present

ALPHABET HOUSE BIRTHDAY PARTY
MARCH 30 4PM @ Richland Public Library

LOVE YOUR ALPHABET HOUSE LECTURE
APRIL 6 6PM @ Richland Public Library

RICHLAND PUBLIC LIBRARY 955 Northgate Dr, Richland 99352
(509) 942-7457

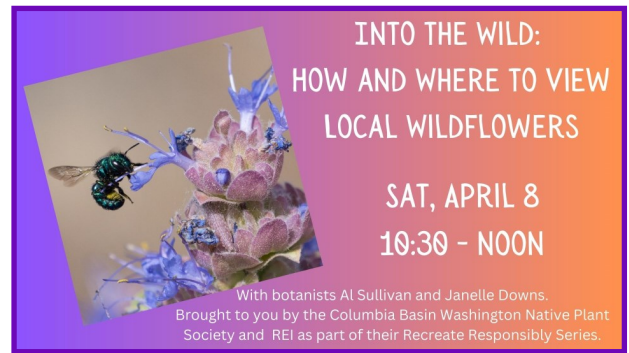
EAST BENTON COUNTY HISTORY MUSEUM
A HISTORIC LANDMARK

OTHER (CONTINUED)

Presentation: Into the Wild

The library hosted “Into the Wild: How and Where to View Local Wildflowers” from 10:30 a.m. to noon on Saturday, April 8. Our calendar said, “Join the Columbia Basin Washington Native Plant Society [CBWNPS] and our friends from REI to celebrate National Native Plant Appreciation Month!” The Washington Native Plant Society promotes “the appreciation and conservation of Washington's native plants and their habitats through study, education, and advocacy.”

Botanist Al Sullivan discussed how to recreate responsibly when viewing wildflowers in the shrub-steppe ecosystem, covering essential “leave no trace” practices for hiking and wildflower viewing. Next, CBWNPS Field Trip Chair, botanist, and plant ecologist Janelle Downs led a virtual wildflower walk, presenting wildflowers that bloom in April and discussing where to find them. The presenters also talked about upcoming free wildflower walks, as well as some exciting native plant-related events happening throughout the wildflower season. This presentation was part of REI’s Recreate Responsibly series. Thirty-four patrons attended.



Community Lecture: How Audio Technology Changed the World

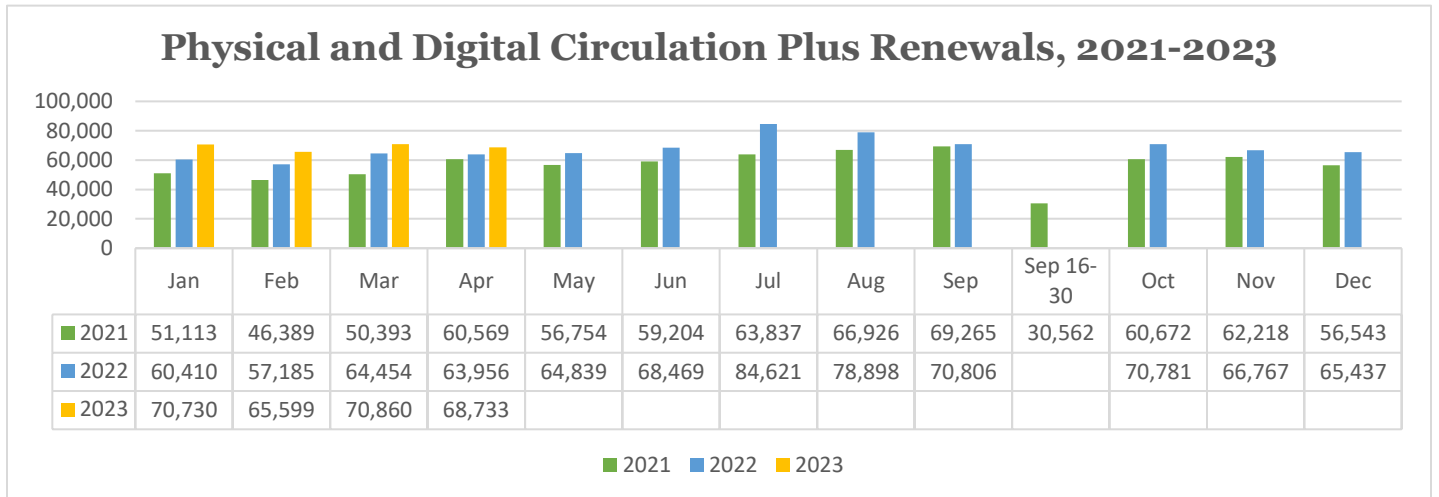
We hosted a Tri-Cities Community Lecture, “How Audio Technology Changed the World,” at 7 p.m. on Thursday, April 20. Our calendar entry said, “Although we live in a visual world, audio still has the power to create intimacy and spark the imagination like no other medium can. Veteran broadcaster Ross Reynolds explores the impact that audio transmission has had on society and storytelling, beginning with the first century of radio up to the modern age of audiobooks, internet streaming, podcasts, and smart speakers. How has audio transmission changed society, and what makes it such a still powerful form of communication? This program is part of the Tri-Cities Community Lecture Series and is hosted by the Three Rivers Folk Life Society.” Twenty-two patrons attended.

Seedball Making with Runners of the Sage

CBWNPS and Runners of the Sage led a “Run/Walk for Restoration: Seedballs in the Shrub-Steppe” event from 5:30 to 7 p.m. on Tuesday, April 25. Runners of the Sage is a Tri-Cities group that builds community and environmental awareness using running as a platform. Our calendar said, “Runners of the Sage will be leading an optional run/walk from the library followed by seedball making! They’ll run/walk down Swift to Howard Amon and onward towards Leslie Groves and back to the Library. Runs generally last 30-45 minutes. Set your own pace and run/walk at your leisure! Rather just make seedballs? Drop in seedball making hosted by Columbia Basin WNPS will be happening from 5:30-7 PM. Seedballs will be spread on Rattlesnake Slope Preserve at a future date by Runners of the Sage. All are welcome to this free event!” Thirty-nine patrons attended.

STATISTICS

TOTAL CIRCULATION



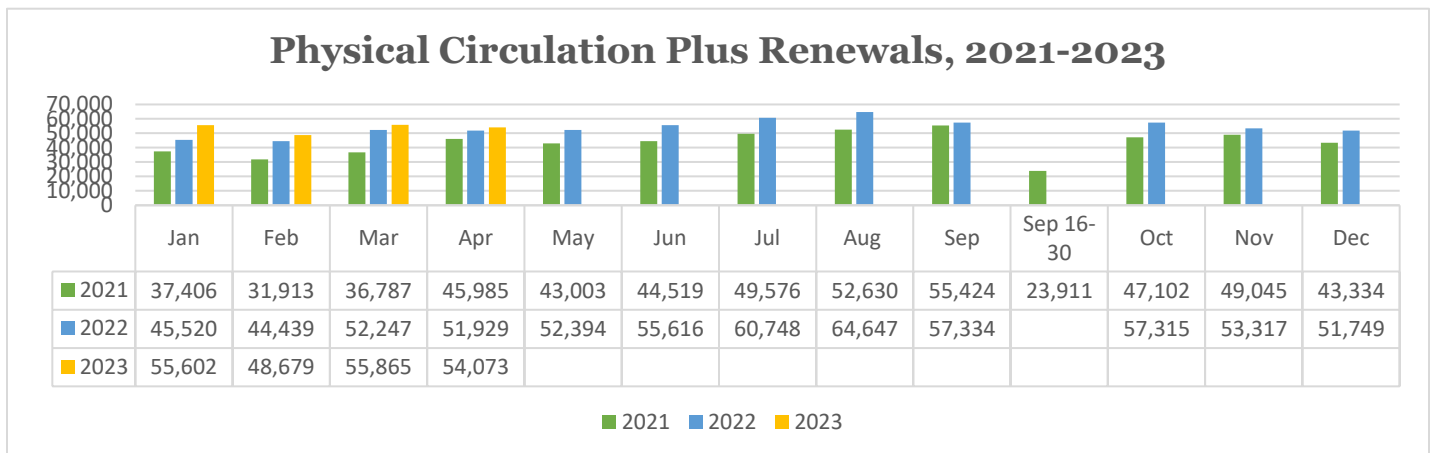
During April, our total physical plus digital circulation was 50,518 items, not including renewals. Of those, 35,858 (70.9%) were physical items and 14,660 (29.1%) were digital items obtained through Hoopla, Kanopy, Mango, and OverDrive. Kanopy plays and Mango sessions were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was down 8.2% compared to the 55,054 items checked out in March 2023. Digital circulation was also down a modest 2.3% compared to the 14,995 items checked out in March. We filled 3,201 requests for holds and had 22 scheduled curbside deliveries for 13 patrons.

Our patrons also renewed 18,215 physical items in April. Including these physical item renewals, our overall circulation was 68,733. That overall circulation was down 3.0% compared to the 70,860 items circulated in March 2023, but was up 7.5% compared to the 63,956 items circulated in April 2022.

Please note that the January through September 2021 statistics in this graph are mid-month to mid-month statistics (December 16 through January 15, for example). We switched to full months in October.

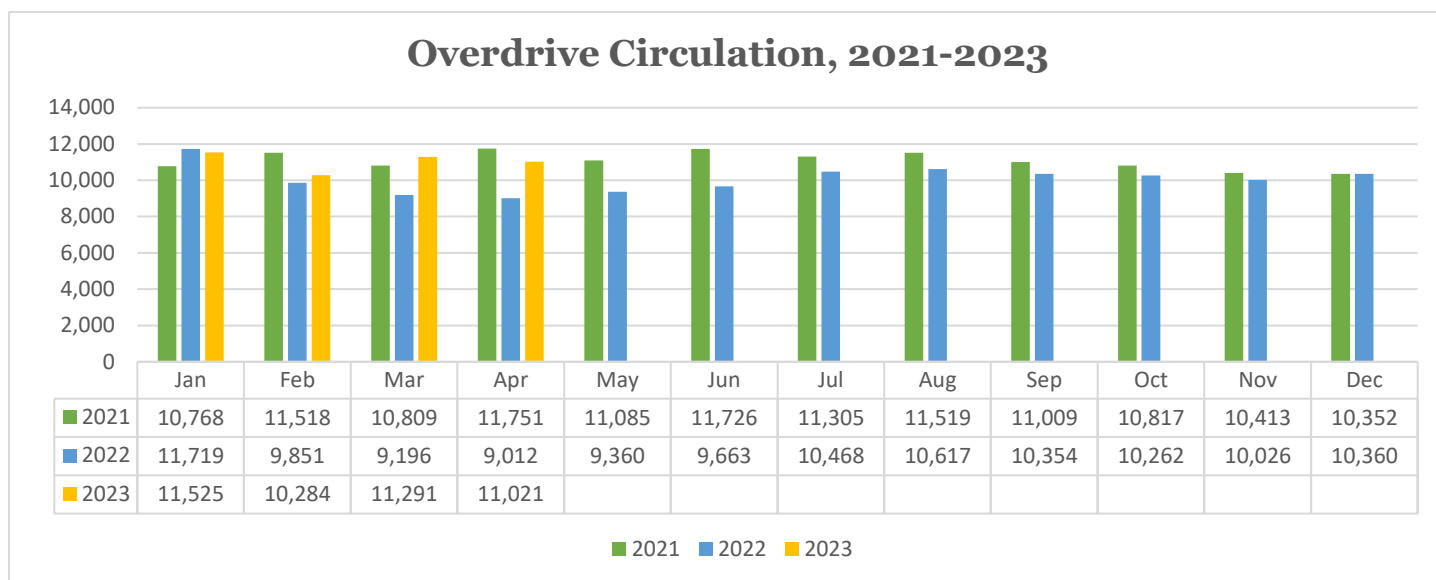
PHYSICAL CIRCULATION



Our patrons checked out 35,858 physical items in April and renewed 18,215 physical items, for a total of 54,073 items. That was down 3.2% compared to the 55,865 physical items checked out and renewed in March 2023, but was up 4.1% compared to the 51,929 items checked out and renewed in April 2022. The top ten categories that circulated this month were Children's Storybooks (3,976 items), Children's Chapter Book Fiction (3,800 items), Adult Nonfiction (3,765 items), Children's Nonfiction (2,876 items), Adult Movies (2,768 items), Children's Graphic Novels (2,059 items), Adult Fiction 2nd Floor (2,038 items), Children's Favorites on the Story Circle (1,710 items), Adult New Books (1,529 items), and Children's Movies (1,364 items). The January through September 2021 statistics in this graph are mid-month to mid-month.

DIGITAL CIRCULATION

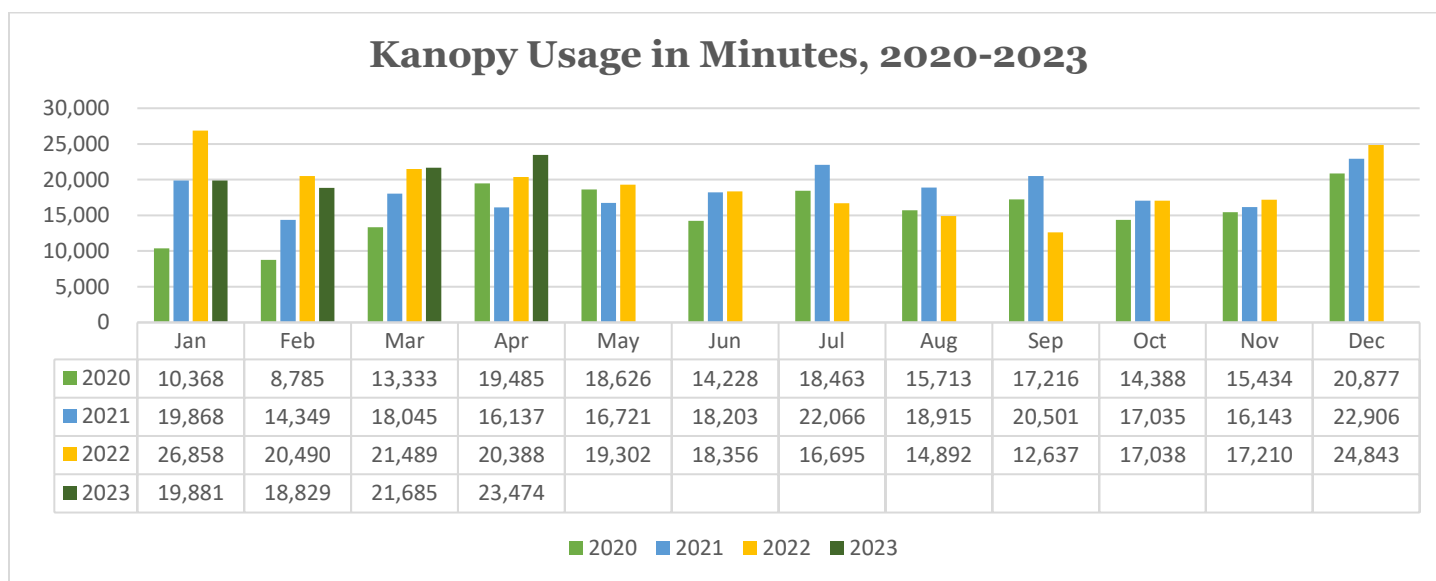
OverDrive



The 11,021 checkouts through OverDrive in April were down 2.4% compared to the 11,291 checkouts in March 2023, but were up 22.3% compared to the 9,012 checkouts in April 2022.

This month's checkouts included 5,211 e-books (which were 47.3% of the OverDrive items checked out), 5,257 audiobooks (47.7%), and 553 e-magazines (5.0%). The January through September 2021 statistics in this graph are mid-month to mid-month.

Kanopy



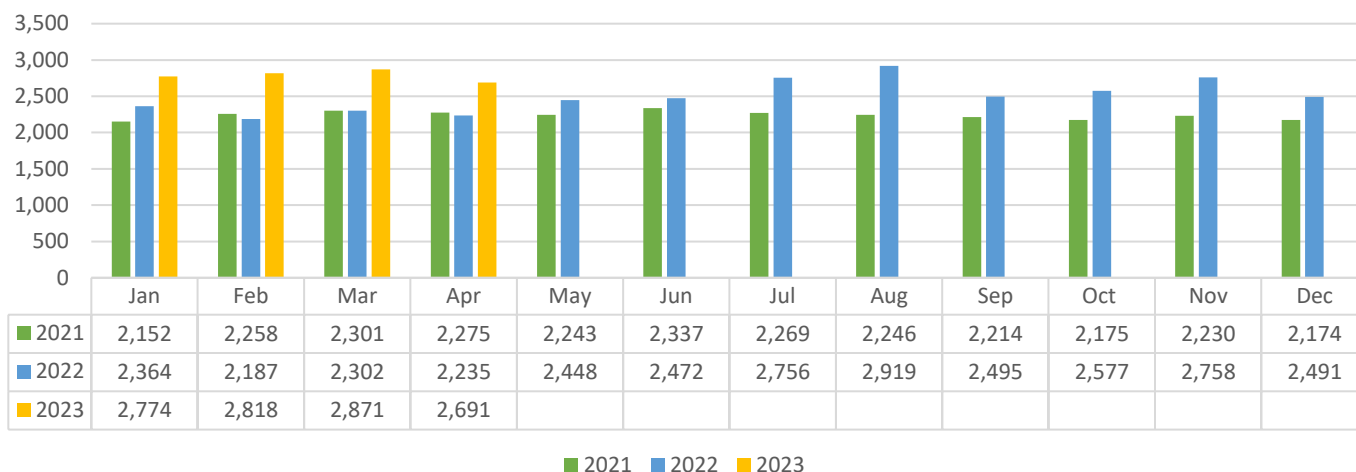
Our patrons viewed 23,474 minutes of Kanopy content during the month of April. That was up 8.2% compared to the 21,685 minutes viewed in March 2023, and was also up 15.1% compared to the 20,388 minutes viewed in April 2022. Cardholders in the United States, Netherlands, Saudi Arabia, and Ireland viewed content on Kanopy this month, while additional cardholders in Canada logged in but didn't view any content.

The top ten suppliers of content viewed on Kanopy this month were BBC Studios, Moonbug Entertainment, The Great Courses, Paramount Pictures, Weston Woods, PBS, 1091 Media, Kino Lorber, WildBrain and MGM. Content was viewed on televisions (51.7%), mobile devices (30.1%), desktops (16.7%), and tablets (1.6%).

DIGITAL CIRCULATION (CONTINUED)

Hoopla

Hoopla Digital Circulation, 2021-2023

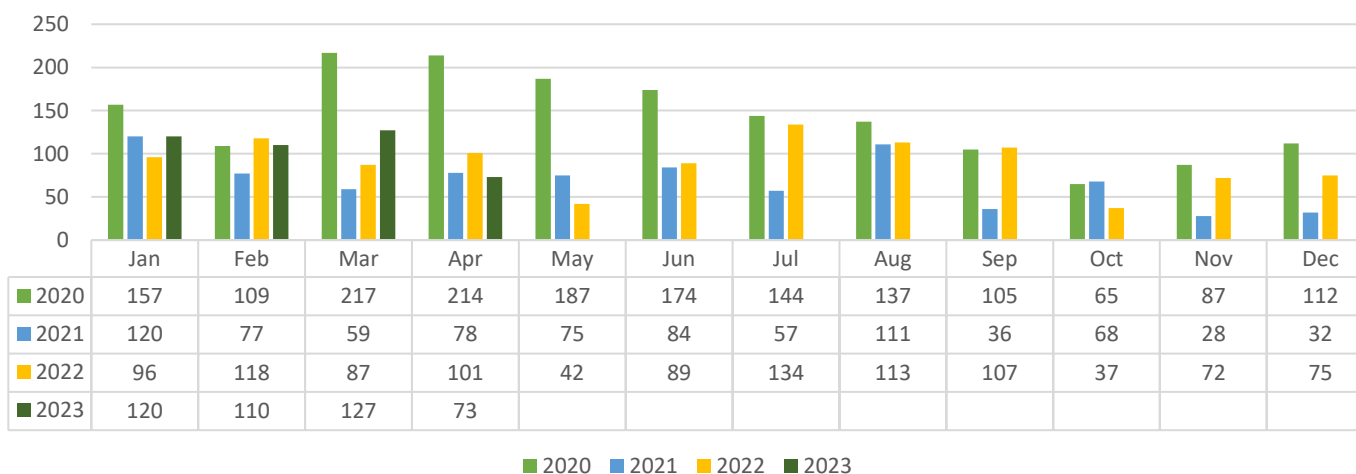


The 2,691 circulations in Hoopla during April were down 6.3% compared to the 2,871 circulations in March 2023, but were up 20.4% compared to the 2,235 circulations in April 2022. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,553 audiobooks (which were 57.7% of the Hoopla items checked out), 706 e-books and e-comics (26.2%), 293 movies and television shows (10.9%), 133 music items (4.9%), and 6 BingePasses (0.3%) this month. The January through September 2021 statistics in this graph are mid-month to mid-month.

Mango

Mango Sessions, 2020-2023

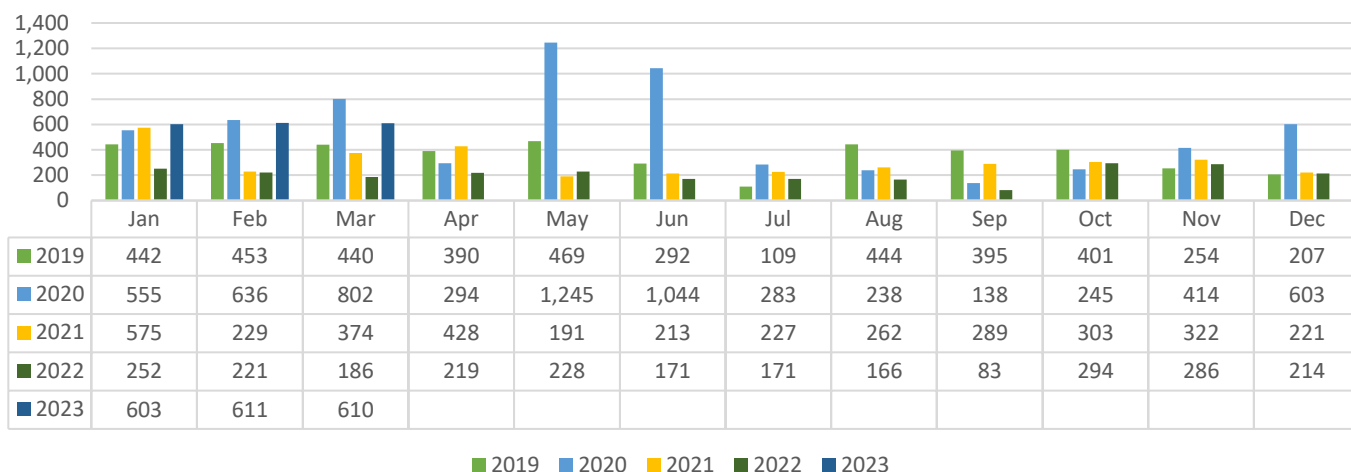


Patrons had 73 total sessions in Mango for the month of April. That usage was down 42.5% compared to the 127 sessions in March 2023, as well as being down 27.7% compared to the 101 sessions in April 2022. The top ten languages studied this month were Spanish, Latin American; Arabic, Levantine; Japanese; Italian; Chinese, Mandarin; English; German; Russian, Finnish and French.

OTHER DIGITAL SERVICES

Morningstar

Morningstar Searches, 2019-2023

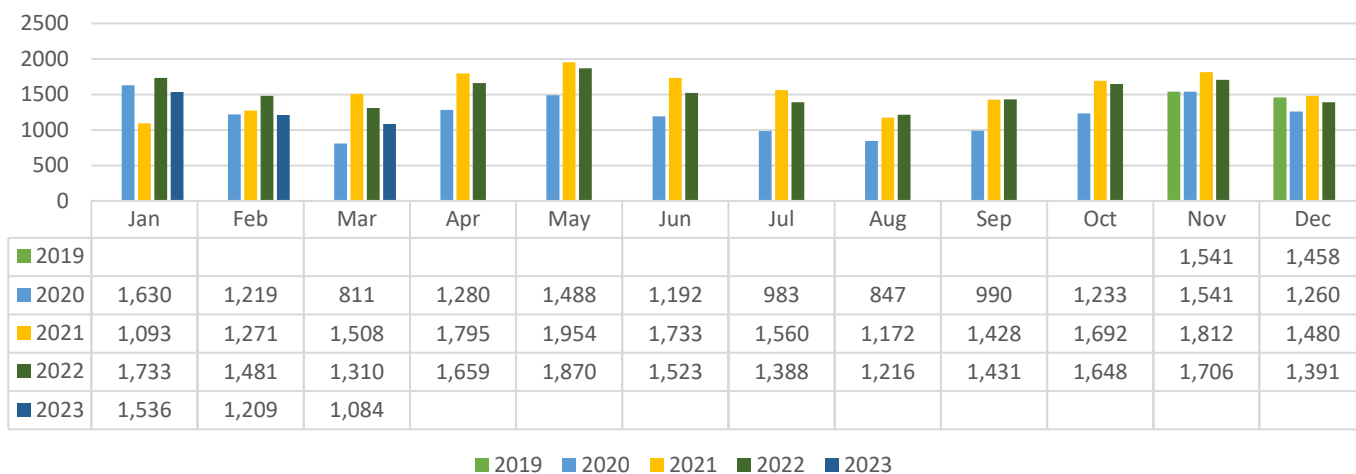


There were 610 searches in March. That was down a modest .2% compared to the 611 searches in February 2023, but was up 227.9% compared to the 186 searches that occurred in March 2022. Morningstar continues to pair nicely with Value Line, giving our patrons a nice combination of resources to use when researching their financial questions.

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

Value Line

Value Line Page Views, 2019-2023



The 1,084 Value Line page views in March were down 10.3% compared to the 1,209 page views in February 2023 and they were also down 17.3% compared to the 1,310 page views that occurred in March 2022. Value Line is still a valuable research platform for our patrons. Its pairing with Morningstar gives our patrons a nice depth of financial information for any investment questions that they have.

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

OTHER DIGITAL SERVICES (CONTINUED)

NewsBank

The 1,435 NewsBank page views in April were down a modest .3% compared to the 1,439 page views in March 2023, but were up 9.0% compared to the 1,316 page views that occurred in April 2022. NewsBank seems to be one of the more consistently used offerings in our database collection.

OTHER STATISTICS

Gate Counts

Our total gate count for April was 14,407. Our busiest day was Tuesday, April 18, with 676 patrons logged. That was the day of the Singing Strings Ukulele Club and our Evening Story Time.

Interlibrary Loans

In April, we received a total of 120 interlibrary loan requests from other libraries. We sent 58 items to libraries during the month in response to their interlibrary loan requests.

We also sent 24 interlibrary loan requests to other libraries in April for 19 books and 5 audiovisual (A/V) items requested by our patrons. We received 20 books and 5 A/V items from other libraries in response to requests. We had 22 unique patrons request items this month, including two patrons who requested 2 items.

New Library Card Accounts

We created 246 new library card accounts in April. They included 184 resident cards, 48 nonresident cards, 6 limited access cards, and 8 interlibrary loan accounts.

Public Internet Sessions

Patrons enjoyed 1,282 public internet sessions during the month of April, for a total of 1,036 hours and 19 minutes. The average session was 49 minutes long.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/9/2023

Agenda Category: Approval of Bills

Prepared By: Christopher Nulph, Library Manager

Subject:

May 2023 Claims for Payment

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the April 1, 2023 through April 30, 2023 claims for payment.

Summary:

This is a review and approval of the April 1, 2023 through April 30, 2023 claims for payment.

Attachments:

1. May 2023 Claims for Payment
2. April 2023 Library Payroll
3. April 2023 Library Voucher Listing



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

MAY 2023

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 \$ \$129,159.46 this 9th day of May, 2023.

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

Voucher Listings	Amount
April 01, 2023 thru April 30, 2023	\$31,827.90
Transfer Advice (Salaries)	
Salaries for the weeks of: March 27, 2023 thru April 23, 2023	\$97,331.56
MONTHLY EXPENSES	\$129,159.46

Comments: COR Voucher Listing
COR Library Expenditure

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

CITY OF RICHLAND

LIBRARY EXPENDITURE

April 2023

Month/Year

PAY PERIODS From March 27, 2023 to April 23, 2023

GROSS SALARIES \$ 97,331.56

		Gross Wages	Total
WEEK OF:	<u>04/13/23</u>	<u>48,638.99</u>	<u>48,638.99</u>
WEEK OF:	<u>04/27/23</u>	<u>48,692.57</u>	<u>48,692.57</u>
WEEK OF:	<u></u>	<u></u>	<u>-</u>
	TOTAL	<u>97,331.56</u>	<u>97,331.56</u>

Library Voucher Listing

Begin Date: 4/1/2023

End Date: 4/30/2023

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	ENVISIONWARE INC		INV-US-64738	4/28/2023	311321	ECS-SELFSEV PAYWARE	\$1,150.48
	K8188700/3583	OCLC INC		1000290586	4/5/2023	310570	CATALOGING METADATA ILL MARCH 2023	\$1,208.47
	K8188700/3583	BIBLIOTHECA ITG LLC		INV-US63380	4/5/2023	310519	RFID RENEWAL	\$1,084.55
	K8188700/3583	DEARREADER.COM LLC		INV-34559	4/19/2023	310892	NEW BOOK ALERTS	\$2,065.30
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$5,508.80
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$73,393.00			YTD ACTUAL: \$38,484.13			YTD % USED: 52.44%		
INFORMATION TECHNOLOGY TOTAL:								\$5,508.80
	K8721000/4201	FRONTIER		03/23 5099433152	4/12/2023	310682	3/23 TELEPHONE CHARGES	\$991.80
	K8721000/4201	FRONTIER		4/23 2061882614	4/19/2023	310901	TELEPHONE CHARGES 4/19/23-5/18/23	\$140.79
	K8721000/4201	VERIZON WIRELESS		9930500694	4/12/2023	310743	Verizon Wireless NASPO March 2023	\$89.40
TELEPHONE & COMM SVCS TOTAL:								\$1,221.99
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$20,304.00			YTD ACTUAL: \$3,840.84			YTD % USED: 18.92%		
	K8721000/4202	PITNEY BOWES PURCHAS		Postage_JanMarch2023	4/26/2023	311160	Postage PB January-March 2023	\$1,974.05
POSTAGE TOTAL:								\$1,974.05
POSTAGE - YTD INFORMATION								
BUDGET: \$6,516.09			YTD ACTUAL: \$1,974.05			YTD % USED: 30.30%		

Library Voucher Listing

Begin Date: 4/1/2023

End Date: 4/30/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4301	CITY OF RICHLAND		23-085 TALBOTT	4/19/2023	310882	23-085 TALBOTT WASHINGTON LIBRARY ASSOCIATION CONF	\$348.85
TRAVEL EXPENSES TOTAL:								\$348.85
TRAVEL EXPENSES - YTD INFORMATION								
BUDGET: \$15,615.00			YTD ACTUAL: \$348.85			YTD % USED: 2.23%		
	K8721000/4504	XEROX CORP		108595782	4/26/2023	311187	7HB-469027 APRIL 2023 BASE CHARGE	\$10.87
	K8721000/4504	XEROX CORP		018595802	4/26/2023	311187	3UA-295134 MARCH 2023 BASE CHARGE	\$222.56
	K8721000/4504	XEROX CORP		018595803	4/26/2023	311187	3UA-295169 MARCH 2023 BASE CHARGE	\$89.68
	K8721000/4504	XEROX CORP		018595804	4/26/2023	311187	3UA-295258 MARCH 2023 BASE CHARGE	\$339.62
	K8721000/4504	XEROX CORP		018595805	4/26/2023	311187	3UA-296344 MARCH 2023 BASE CHARGE	\$304.46
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$967.19
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$11,060.00			YTD ACTUAL: \$4,702.33			YTD % USED: 42.52%		
	K8721000/4903	FAST SIGNS		INV-69446	4/5/2023	310548	LIBRARY SCOOTER & SKATEBOARD RACK SIGNAGE	\$116.14
PRINTING SERVICES TOTAL:								\$116.14
PRINTING SERVICES - YTD INFORMATION								
BUDGET: \$1,000.00			YTD ACTUAL: \$299.11			YTD % USED: 29.91%		

Library Voucher Listing

Begin Date: 4/1/2023

End Date: 4/30/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/5301	WA STATE DEPARTMENT		DOR 03/2023	4/26/2023	9533	COMBINED EXCISE TAX - MARCH 2023	\$64.06
STATE TAXES TOTAL:								\$64.06
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$163.22			YTD % USED: 16.00%		
	K8721000/4207	BANK OF AMERICA		033123	4/3/2023	9503	LIBRARY MERCHANT SERVICE FEES	\$154.59
MERCHANT SVC FEES TOTAL:								\$154.59
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$1,200.00			YTD ACTUAL: \$599.46			YTD % USED: 49.96%		
	K8721000/4117	MOON SECURITY SERVIC		1185634	4/26/2023	311151	BASIC ALARMNET CELL COMMERICAL FIRE MONTORING	\$123.87
EXPERT SERVICES TOTAL:								\$123.87
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$1,400.00			YTD ACTUAL: \$842.71			YTD % USED: 60.19%		
LIBRARY ADMINISTRATION TOTAL:								\$4,970.74
	K8722100/3401	KANOPY LLC		KDEP-20620	4/26/2023	311141	KANOPY STREAMING SERVICES 2023	\$6,000.00
	K8722100/3401	LIBRARY IDEAS LLC		97314	4/28/2023	311338	CHILDREN'S BOOKS	\$2,622.07
	K8722100/3401	BLACKSTONE AUDIOBOOK		2092778	4/28/2023	311309	LIBRARY DVD COLLECTION	\$45.22
	K8722100/3401	BLACKSTONE AUDIOBOOK		2096740	4/28/2023	311309	LIBRARY DVD AND CD COLLECTION	\$497.38

Library Voucher Listing

Begin Date: 4/1/2023

End Date: 4/30/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	MARYHILL MUSEUM		102	4/28/2023	311341	TUMBLEWEED TOURIST MUSEUM	\$200.00
	K8722100/3401	BRAINFUSE INC		2011326	4/5/2023	310520	EDUCATION SERVICES - HELPNOW	\$5,400.00
	K8722100/3401	WT COX SUBSCRIPTIONS		3120587	4/7/2023	310651	ECONOMIST SUBSCRIPTION	\$273.37
	K8722100/3401	MIDWEST TAPE		503583984	4/14/2023	310826	HOOPLA MARCH 2023	\$6,127.46
LIBRARY RESOURCES TOTAL:								\$21,165.50
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$368,144.00			YTD ACTUAL: \$152,019.52			YTD % USED: 41.29%		
	K8722100/4107	CI INFORMATION MANAG		0148313	4/14/2023	310802	ONSITE 64 GALLON - RECURRING SHRED SERVICE	\$108.86
	K8722100/4107	SPORTSENGINE INC		31822	4/12/2023	310703	BACKGROUND CHECKS: LIBRARY	\$74.00
OTHER PROFESSIONAL SERVICES TOTAL:								\$182.86
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$384.22			YTD % USED: 37.67%		
LIBRARY PUBLIC SERVICE TOTAL:								\$21,348.36
LIBRARY NON-FACILITIES TOTAL:								\$31,827.90

Library Voucher Listing

Begin Date: 4/1/2023

End Date: 4/30/2023

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		03/2023 MAR	4/19/2023	310880	CITY UTILITY BILLS/MAR 2023	\$3,523.64
UTILITIES TOTAL:								\$3,523.64
UTILITIES - YTD INFORMATION								
BUDGET: \$53,736.00			YTD ACTUAL: \$10,222.81			YTD % USED: 19.02%		
LIBRARY FACILITIES TOTAL:								\$3,523.64



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/9/2023

Agenda Category: Unfinished Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Circulation Policy

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

As discussed in last month's meeting, we are looking to eliminate the refund allowance in our Circulation Policy for lost materials.

The current statement in our Circulation Policy: "Lost material that has been paid for by the patron will remain in the system for three months. After three months, the holding will be deleted from the system. A refund for the cost of an item may be requested if the item has been lost and paid for within three months. No refunds will be given after three months. Refunds are processed through the City of Richland and may take several weeks. Lost material not paid for will remain on the patron's record for 7 years."

We are proposing the change on this policy to read: "Lost material that has been paid for by the patron will be removed from the system. No refunds will be given once payment is made for a lost item. Should the item be found after it is paid, the patron may keep the recovered item. Lost material not paid for will remain on the patron's record for 3 years."

In addition to this change, we will continue to discuss checkout item limits.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/9/2023

Agenda Category: Unfinished Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Program Policy

Department:
Parks & Public Facilities

Recommended Motion:

Summary:
We will bring the revised Program Policy back for a vote consideration. We have reviewed this with City Administration and they are good with moving this forward to a vote.

Attachments:
I. Program Policy

The Richland Public Library is a core municipal service that serves the full spectrum of demographics and interests of Richland residents. The Library pursues a constructive and balanced calendar of programming to provide the entire community with barrier-free educational, recreational, civic, and social opportunities. We believe free public programming supports a healthy, engaged, and connected Richland.

When selecting programming, the Library may follow, but are not limited to, the following set of criteria:

- Connection to the Library Strategic Plan, Mission, and Vision
- Educational value to members of our service population
- Recreational value to members of our service population
- Civic value to members of our service population
- Social value to members of our service population
- Community needs, interests, and inclusivity
- Availability of programming space
- Availability of Library budget and staffing

The Library relies on both staff and community presenters to deliver this programming. If a community presenter is accepted to lead a program, that program will be considered a Library sponsored program. For planning and executing Library sponsored programs, the following expectations are held by the Library:

- The Library may reach out to community presenters to host programs or community presenters may contact the Library about a program concept they have by submitting a program proposal form on our website.
- Program proposals will be assessed based on the criteria above and the presenter's qualifications, background, and subject expertise.
- Programs must be non-commercial in nature. No individual or organization shall explicitly use a program at the Library to advertise or recruit members or customers.
- Depending on the format of the program, community presenters may be required to undergo a background check prior to contributing to Library programming.
- The sale of books, CDs, or other media by authors, performers, or presenters as part of a Library program is permitted upon approval from the Community Engagement Supervisor.
- The Library will be the primary marketing source for the program. If the community presenter wants to leverage their marketing channels, they may do so in coordination with the Library to ensure messaging consistency. All marketing outside of Library channels should first be approved by the Community Engagement Supervisor before being released.
- Library sponsorship of a program does not constitute Library or staff endorsement of the content of the program or the views expressed by participants.

For all planned programs, the following expectations are held by the Library:

- Library programs, except for fundraising events, are free and open to the public.
- Conduct at public programming is governed by the Library Standards of Patron Behavior.
- The Library reserves the right to use video or photographs taken of program participants for internal use, promotions, and marketing. Program attendees can verbally opt-out of being recorded or photographed by speaking with a Library employee at the program.
- Room capacity, capacity limitations impacting program quality, and availability of program supplies are factors that may limit attendance. Attendance is typically based on a first come first serve basis. Occasionally, some programs may request advance registration. In both circumstances, the Library reserves the right to discontinue admission to a program based on room capacity, capacity limitations impacting program quality, or supply limitations.

- Some programs may be designed for specific ages. These programs will have this designation in their program description. We ask that patrons adhere to all age requirements posted in program marketing.

Serving a diverse population potentially results in some programming being more relevant to certain patron populations than others. As an institution that supports intellectual freedom, we value diversity in thought. We empower residents to attend programs that fit their interests. The Library will not exclude programs deemed controversial or unacceptable to some.

If a patron within our service population wishes to request a selected program be reconsidered, they may utilize the Contact the Library Manager form. Ultimately, the principles of the Library Strategic Plan, ALA's Library Bill of Rights, and this policy will be the guiding documentation for decisions on public programming. Forms submitted should specify the program in question and include why they feel the program does not align with these guiding principles. The Library Manager will follow up with the patron to discuss their thoughts and issue a final decision regarding the program within 30 days of submission.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/9/2023

Agenda Category: Unfinished Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Annual Report to Council

Department:
Parks & Public Facilities

Recommended Motion:

Summary:
The report has been updated to include input from the last meeting. We will also continue to discuss a possible date to present at City Council.

Attachments:
I. 2023-03 RPL Year End Report



Richland Public Library Board of Trustees 2022 Operating Report



Our Board of Trustees

Lindsay Lightner, Chair

Karen Buxton, Vice-Chair

Emily Booth, Member

Cara Hernandez, Member

Tyler Pickel, Member

Sandra Kent, City Council Liaison





Public Programming





Community Engagement & Outreach





Community Engagement Highlights

- The Library returned to normal hours of operation at the start of 2022!
- The Library brought the community into our building by partnering with local organizations including the National Park Service, the youth-based Civil Air Patrol, the African American Community Cultural & Educational Society, Tri-City Area Gaming, and many more local groups with expertise and interests to share.
- A program featuring local NASA astronaut, Kayla Barron, was a huge success. Over 500 patrons attended to listen to Kayla talk about her experiences and answer questions.
- The Library partnered with the Richland Community Center on popup playdays, held story time in our City parks, and expanded outreach at locations like the Richland Farmer's Market, City of Richland events, Richland School District events, and regional celebrations.
- Our Summer Reading Program is always a highlight, with programs for all ages and interests including building solar ovens, soap making, urban sketching, family game days, and more.



2022 Community Engagement

Output	2021 Total	2022 Total	Trend
Programs Offered	315	879	+179%
Attendees	12,250	30,562	+149%
Take and Make Kits Distributed	4,429	3,178	-28%
Summer Reading Participants	1,229	1,826	+49%
Social Media Followers	6,419	7,139	+11%
Gate Count	88,923	156,477	+76%



2022 State of the Collection

- 147,792 physical items in the collection
- 8,783 items added in 2022
- 69 magazine/newspaper titles offered
- 78,173 digital holdings
- 225,965 total physical & digital holdings



Technical Services Highlights

- Overdue fines were eliminated thanks to City Council's approval. This barrier-reducing measure has been tremendously well received by our patrons and has likely contributed to our increases in circulation and community engagement.
- Tumbleweed Tourist is a new digital service that offers residents a chance to access regional attractions for free. We currently have 9 attractions in our collection including nearby museums like the REACH and regional attractions like the Maryhill Museum of Art.
- An adult graphic novel collection was created by shifting the adult nonfiction section. This is a highly used collection and we plan to continue to build it in 2023.
- We added a board game collection to our Experience Library in August. The collection started with 57 games for families to enjoy, which circulated a total of 674 times in under 4 months. We continue to add to this collection that has gotten overwhelming positive reviews from our patrons.

2022 Circulation Statistics

Output	2021 Total	2022 Total	Trend
Physical Circulation & Renewals	540,926	645,937	+19%
Digital Circulation	168,994	159,348	-6%
Total Circulation	709,920	805,285	+13%
Holds Filled	48,147	41,713	-13%
Curbside Deliveries	3,559	402	-89%
InterLibrary Loans Sent	132	614	+365%
InterLibrary Loans Received	116	211	+82%





2022 General Statistics

Output	2021 Total	2022 Total	Trend
New Library Cards	1,768	3,641	+106%
Reference Questions	9,394	18,345	+95%
Meeting Room Uses	Not Offered	544	
Study Room Uses	99 (Limited Availability)	1,199	+1,111%
PC Sessions	4,372	11,286	+158%
Volunteer Hours	2,713	4,502	+66%
Website Page Views	415,617	369,463	-11%





2022 Finances

Summary of Year:

- General Fund Budget: \$2,651,847
- Total of Expenditures: \$2,396,110.37
- Capital Dollars Rollover to 2023:
\$253,832.19
- End of Year Balance: \$1,904.44

Notable Expenditures:

- Staff Salary, Wages, and Benefits:
\$1,750,145
- Physical Collections: \$114,290
- Digital Collections: \$191,896
- Total Collections: \$306,186

Supplemental Grant, Support Organization, and
Fee Revenues: \$38,876

Key Survey Takeaway from 2022

- In the Polco survey conducted in 2022 for City Strategic Planning, the Library received a 91% approval rating.
- This is the second highest ranking City service next to Fire (93%).
- The Library created a Strategic Plan in 2022 that supports a healthy City. The Library can play a role in improving other categories from this Polco survey such as the opportunity to attend education/arts/culture activities (44%), sense of community (49%), adult educational opportunities (50%), taking care of vulnerable residents (52%), and City of Richland government being open and transparent (45%).
- Moving into 2023, we hope to leverage the Library's positive approval and role as a community interface to support public-facing goals and initiatives for City Administration, City Council, and other departments.
- We are a flexible and trusted space that is free and open to the public. As a municipal service, we can directly support moving the needle on many of the community goals that will show up in the upcoming City of Richland Strategic Plan.





Plans for 2023

- Completion of our STEAM Space renovation
- Design and planning for our proposed 2024 project of an outdoor study, play, and programming space
- Outfitting a new teen space thanks to community donation support
- Planning for a new Summer Reading Program kickoff event, in coordination with other City Departments
- Building upon popular new collections: Tumbleweed Tourist, Board Games, and Graphic Novels
- Assess opportunities to improve browsing, access, and user-friendliness of our collections
- Development of a Library app as the central and convenient source for all our resources





LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/9/2023

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Use of Public Spaces Policy

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Initial review for the Use of Public Spaces Policy.

Attachments:
I. Use of Public Spaces Policy

The Richland Public Library has multiple ways that its public space can be used to interact with its community. Much of this space is considered a limited public forum. Speech in a limited public forum may be limited by the municipality to certain groups or topics. The purpose of this policy is to outline those various types of public spaces and the guidelines and expectations related to each of these.

Bulletin Boards

The Library provides a public bulletin board on the second floor of the building. Those that have materials they would like to post on the board must adhere to the following guidelines:

- New postings must be submitted to the Service Desk for approval. Any item posted without approval will be removed.
- Postings are strictly limited to non-commercial civic, educational, and community events and services.
- Postings related to commercial, politically partisan, religious, solicitation, or personal matters will not be approved.
- Postings, once approved, will remain posted until the event occurs or for a maximum of 30 days, whichever comes first.
- Posting of notices and distribution of material does not constitute endorsement by the Library or its staff.
- Any exceptions to these rules must be approved by the Library Manager or designee.

Brochures, Pamphlets, and Newspapers

The Library has limited space for community brochures, pamphlets, and newspapers. Those that have materials they would like to place in this space must adhere to the following guidelines:

- New brochures, pamphlets, or newspapers must be submitted to the Service Desk for approval. Any item posted without approval will be removed.
- Postings are strictly limited to non-commercial and accessible resources that benefit City of Richland residents.
- Postings related to commercial, politically partisan, religious, solicitation, or personal matters will not be approved.
- Information, resources, and newspapers must be kept current. Any dated or irrelevant information will be removed.
- The Library reserves the right to remove any brochures, pamphlets, or newspapers at any time.
- Distribution of material does not constitute endorsement by the Library or its staff.
- Any exceptions to these rules must be approved by the Library Manager or designee.

Donation Drives

The Library offers space to host donation drive receptacles. These requests must adhere to the following guidelines:

- The Library will only consider requests to host donation drives from official Library partners that provide a mutually beneficial relationship with the Library.
- Donation drives must offer benefits to residents of the Richland community in some way.
- Donation drives, if accepted, may only be hosted for a maximum of 60 days.
- The organization agrees to monitor the donation receptacle and ensure that it, at no point, is in a state of disrepair or overfilling. The Library reserves the right to remove receptacles that are not maintained. Donations that are not collected in a timely manner may be donated to local organizations.
- The Library is not responsible for the receptacle used or the items donated in the provided receptacle.

- Requests must be approved by the Library Manager or designee.

Information Tables

The Library offers limited lobby space for regional resources looking to connect with residents. Information tables to share community resources will be considered provided they adhere to the following guidelines:

- The Library will only consider requests to host an information table from official Library partners that provide a mutually beneficial relationship with the Library.
- Information tables must be related to non-commercial and accessible resources that benefit City of Richland residents.
- Information table requests related to commercial, politically partisan, religious, solicitation, or personal matters will not be approved.
- Information table requests may not exceed more than two consecutive days.
- Placement of information tables is not guaranteed and may vary due to the use of other public spaces.
- The Library reserves the right to cancel or discontinue information table requests for any reason.
- Requests must be approved by the Library Manager or designee.

Exhibits

The Library offers a variety of spaces to display rotating exhibits. These options include display case, common area, portable art panels, and wall space. The following guidelines must be followed when requesting and displaying exhibits:

- Exhibits must be informational, artistic, cultural, historical, or intellectual in nature.
- Exhibit requests must be approved by the Library Manager or designee.
- The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.
- Prices may not be included on any exhibit. For artwork that is available for sale, contact information may be posted.
- The Library reserves the right to control the timeline of an exhibit, including the ability to shorten the agreed upon dates due to unforeseen circumstances.
- Organizations may not have more than two standing exhibit reservations at any one time.
- Exhibitors are responsible for setup and removal of exhibits. Exhibitors must adhere to the agreed upon setup and removal dates for their exhibit. Exhibits not removed by the agreed upon date will have their work removed by Library staff. The Library shall not be held responsible for any damage or loss resulting from removing an exhibit.
- Exhibitors that do not meet these guidelines may have future exhibiting privileges revoked.
- To request exhibit space, you may complete the Reserve Exhibit Space Form on our website.

Library Displays

The Library has several areas designated for staff-created rotating displays. These displays are meant to constructively represent our diverse community and a wide spectrum of viewpoints and topics. When selecting displays, the Library may follow, but are not limited to, this set of criteria:

- Connection to the Library Strategic Plan, Mission, and Vision
- Community needs, interests, and inclusivity
- Informational, artistic, cultural, historical, and intellectual significance
- Connection to other community or national programs, events, and celebrations
- Relation to Library collections, resources, exhibits, and programs

- Availability of display space

Members of the public are welcome to suggest displays. We may partner with organizations and subject matter experts to support the creation and design of displays. To suggest a display, patrons may contact the Library in person or by phone.

Serving a diverse population potentially results in some exhibits or displays being more relevant to certain patron populations than others. As an institution that supports intellectual freedom, we value diversity in thought. We support residents in their right to pursue information on all sides of a subject. The Library will not exclude a display deemed controversial or unacceptable to some. Hosting an exhibit or display does not constitute Library or staff endorsement of the ideas or resources connected with an exhibit or display.

If a patron within our service population wishes to request a selected exhibit or display be reconsidered, they may utilize the Contact the Library Manager form. Ultimately, the principles of our Strategic Plan, this policy, and the ALA's Bill of Rights, Freedom to Read, and Freedom to View will be the guiding documentation for decisions on displays. Forms submitted should specify the exhibit or display in question and include why they feel the exhibit or display does not align with these guiding principles. The Library Manager will follow up with the patron to discuss their thoughts and issue a final decision regarding the exhibit or display within 30 days of submission.