



Agenda
Library Board Meeting
Tuesday, December 12, 2023
Richland Public Library
955 Northgate Drive

Board Members: Chair Lightner, Vice-Chair Buxton and Members Hernandez, Isakson, 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)

- I. November 14, 2023 Library Board Meeting Minutes

RPL Staff Updates:

2. RPL Staff Updates
 - Michael Scarfo, Library Supervisor
3. December 2023 Library Manager's Report
 - Christopher Nulph, Library Manager

Approval of Bills: (Approved by Motion)

4. December 2023 Claims for Payment
 - Kylie Christian , Administrative Assistant

Unfinished Business:

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

New Business:

6. Three Boards Meeting Agenda
 - Christopher Nulph, Library Manager

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, January 9, 2024

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: 12/12/2023

Agenda Category: Approval of Minutes

Prepared By: Kylie Christian , Administrative Assistant

Subject:

November 14, 2023 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the 11-14-2023 Library Board Meeting Minutes.

Summary:

The draft of the 11-14-2023 Library Board Meeting Minutes is included for discussion.

Attachments:

I. 2023.11.14 Library Board Meeting Minutes



MINUTES

Richland Public Library Board

Library Conference Room A – 955 Northgate Drive

November 14, 5:30 – 6:30 PM

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

Vice-Chair Buxton called the meeting to order at approximately 5:30 p.m.

Attendance

Vice-Chair Buxton, Board Members Hernandez, Isakson, and Pickel were present. Also present were Council Liaison Kent, Library Manager Nulph and Administrative Assistant Christian. Chair Lightner was absent.

Approval of Agenda

Board Member Hernandez moved and Board Member Pickel seconded the motion to approve the agenda as is. The motion carried 4-0.

Approval of Minutes

1. **Vice-Chair Buxton asked for a motion to approve the minutes of the September 12, 2023 meeting. Board Member Hernandez moved and Board Member Pickel seconded the motion to approve the minutes of September 12, 2023 as is. The motion carried 4-0.**

RPL Staff Updates:

2. Adult Services Librarian Gavin Lightfoot shared what he has accomplished in 2023 and what he has planned for the remainder of the year.
3. Teen Librarian Alyssa Uretsky-Pratt shared what she has accomplished in 2023 and plans for 2024. Her current project is opening the new teen space, the Teen Reactor, in December.
4. Library Manager Nulph shared library updates and library statistics for October 2023.
5. Library Manager Nulph shared library updates and library statistics for November 2023.

Public Comments

There were no members of the public present.

Approval of Bills

6. Board Member Pickel moved and Board Member Hernandez seconded the motion to approve the certification of claims for payment for October 2023 in the amount of \$114,718.18. The motion carried 4- 0.

Board Member Hernandez moved and Board Member Pickel seconded the motion to approve the certification of claims for payment for November 2023 in the amount of \$129,500.70. The motion carried 4- 0.

Unfinished Business

7. An update is needed to the Circulation Policy. Currently the policy allows a book to be considered lost after 30 days. The updated policy will allow a book to be considered lost after 14 days.

Vice-Chair Buxton asked for a motion to update the Circulation Policy from 30 days lost to 14 days lost. Board Member Isakson moved and Board Member Hernandez seconded the motion to update the Circulation Policy. The motion carried 4-0.

New Business

Agenda Items for Upcoming Board Meeting

8. 3 Boards Meeting Agenda Items
9. RPL Staff Updates

Adjournment

Vice-Chair Buxton adjourned the meeting at 6:40 P.M.

APPROVED:

ATTEST:

Lindsay Lightner, Library Board Chair

Kylie Christian, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/12/2023

Agenda Category: RPL Staff Updates

Prepared By: Michael Scarfo, Library Supervisor

Subject:
RPL Staff Updates

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Library Supervisor Michael Scarfo will update Board Members on his position with RPL.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/12/2023

Agenda Category: RPL Staff Updates

Prepared By: Christopher Nulph, Library Manager

Subject:
December 2023 Library Manager's Report

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Library Manager Nulph's December 2023 report and the December 2023 statistics report is included for discussion.

Attachments:

1. 2023.12.12 Library Manager's Report
2. 2023.12.12 Library Statistic Report



LIBRARY MANAGER'S REPORT

Richland Public Library Board

December 12, 2023

State of Library Services

The Caterpillar Café will be taking over our café space with an anticipated start date in January. As part of Adventures Underground, this is a group we've partnered with a number of times in the past and we are looking forward to them operating this café space.

Our teen space has now been painted and the sign is up. We are moving to assemble the furniture and are gearing up for an opening soon.

The library will be hosting a salmon tank the first quarter of 2024. This culminates in the release of the salmon at the yearly Salmon Summit event. The tank will be located in the Collaboratory for patrons to observe the early life cycle of salmon. All of the equipment, setup, take down, and training is being handled the Benton Conservation District.

The 2024 outdoor space has been reviewed by the Parks Supervisor and has been given the ok to move forward with the current design. We should have an updated concept design in the coming weeks as a result.

The artwork set to be installed in front of the library will be acquired this month. It is presently slated to be installed in the first quarter of 2024. The library will also be reclaiming the Horse Heaven Hills mural in the first quarter of 2024. This was a part of the library for many years and was then lent to WSU Tri Cities. We will be returning this to the archway leading from the service desk area to the lobby.

Program highlights from the month include:

- Native American Culture Day, an annual event for the library, continued to be a big draw for the community with 425 in attendance. In addition to the event, the lobby teepee continues to be a popular temporary fixture every November.
- Pete Rogalsky, Public Works Director, visited the library for a special Storytime. Pete brought some big rigs with him, including a dump truck. The kids in attendance loved this opportunity to get up close with some City trucks.
- We had three maker programs in the month of November. Wood Ornament Paint and Take was an adult program with 21 in attendance, Watercolor Cards had 23 in attendance, and a bookend construction program saw 37 in attendance. All of these programs were limited in attendance due to supplies and all of them filled up.
- Miyazaki Day was a Studio Ghibli focused event. The day featured movies, crafts, and prizes. A total of 76 people attended. We may look to grow this in the future as it has demonstrated there is a strong interest.

Friends of the Library Update

The Friends of the Library have no updates for November.

Library Foundation

The Foundation continues to meet monthly to discuss the 2024 outdoor space. November's discussion focused on creating a simple website to accept virtual donations.

Staffing Updates

There are no staffing updates for November.

Library Statistics

Gate count trend reflects annual patterns we typically see from October to November. This year, we see gate count decrease from 16,564 to 14,610. This mirrors a similar decrease in 2022, but with a higher gate count base. In 2022, we saw the trend go from 14,294 in October to 12,780 in November. This shows a trend of being about 2,000 people higher a month in gate count. Physical circulation is nearly identical to 2022 with 35,733 items circulating in 2022 and 35,411 in 2023. With renewals included, total circulation in 2022 was 53,338 and 53,597 in 2023.

Checking back in on the surge of magazine checkouts in Libby, this seems to be a trend that has caught on. We've seen a third straight month of magazine circulations that are more than double what they have been. This has buoyed Libby numbers to be higher than expected with 13,548 circulations – 2,171 of these circulations are attributed to magazines compared to 667 magazine circulations in 2022. This is a result of Libby improving the magazine checkout interface. Hoopla continues a strong and consistent performance. Hoopla circulation has been between a narrow range of 3,283 and 3,433 every month since July. November's 3,433 is the highest of these months. Kanopy has experienced the highest increase trend of our three primary digital resources. Kanopy minutes played was at 32,229 for November. This is our highest total in the service's history and continues the gradual increase with November 2022's number of 17,210 minutes.

RICHLAND PUBLIC LIBRARY

November 2023 Statistics Report for the December Board Meeting



SUMMARY

We hosted a Native American Arts, Crafts, and Culture Day on Saturday, November 4, sponsored by the Columbia River Professional Chapter of the American Indian Science and Engineering Society. We also hosted a visit from Native American author Sherri Maret on Monday, November 20.

We held a variety of other programs in November, including the following:

- “Wood Ornament Paint and Take” on Sunday, November 5
- “Miyazaki Day” on Saturday, November 11
- “Water Color Greeting Cards” on Tuesday, November 14
- “Build It: Bookends” on Tuesday, November 14
- NaNoWriMo sessions on Thursday, November 16, and Saturday, November 18
- “Guinness World Record Training Day” on Sunday, November 19
- “Dungeon World: Dice World” craft programs for teens on two Wednesdays, November 22 and 29
- “Fix It: Book Art” on Tuesday, November 28.

Special guests from the City of Richland came to read stories for our two Friday morning story times in November. Public Works Director Pete Rogalsky visited on November 3, and Chief Tom Huntington of the Richland Fire Department visited on November 17.

Our High School Book to Movie Club read *Holes* by Louis Sachar and then watched the 2003 movie adaptation on Thursday, November 9. Our new Cereal Book Club for children in grades 4-6 met on Tuesday, November 28, to discuss the Percy Jackson & the Olympians series by Rick Riordan. The Tri-City Cinephiles Movie Club watched *Gaslight* (1944) on Monday, November 6, as part of their “90 Days of Darkness” film noir series. Later in the month, they watched *Pee-Wee’s Big Adventure* (1985) on Monday, November 27.

Recurring programs held at the library this month included Tuesday, Wednesday, Thursday, and Friday story times; “Meet Our Therapy Dogs!” sessions on Tuesday evenings; an LGBTQIA+ Craft Social on Monday, November 6; Singing Strings Ukulele Club teen/adult jam sessions on two Tuesdays, November 7 and 21; STEAMkids on Tuesday, November 21; and Preschool STEAMplay on Wednesday, November 22.

NOVEMBER STATISTICS

- Overall Circulation with Renewals: **71,623**
- Digital Circulation: **18,026**
- Physical Items Checked Out: **35,411**
- Physical Items Renewed: **18,186**
- Holds Filled: **3,661**
- Hoopla Circulation: **3,433**
- Kanopy Circulation: **32,229 minutes, 965 plays**
- Mango: **80 sessions**
- OverDrive Circulation: **13,548**
- New Library Card Accounts: **282**
- Gate Count: **14,610**
- Busiest Day: **763 (November 14)**

CHILDREN'S PROGRAMS

Story Times at the Library

Children's Services Librarian Kelly and Librarian Joyce held Tuesday evening story times at 6 p.m. on November 7, 14, 21, and 28; Wednesday morning active story times at 10 a.m. on November 1, 8, 15, 22, and 29; Thursday morning baby story times at 10 a.m. on November 2, 9, 16, and 30; and Friday morning preschool story times at 10 a.m. on November 3 and 17.

The Tuesday evening story times were followed by "Meet Our Therapy Dogs!" sessions.

Special Story Time Guests

Two special story time guests visited in November. Public Works Director Pete Rogalsky came to the library with some of his department's coolest big rigs at 10 a.m. on Friday, November 3, reading stories to many eager patrons. Chief Tom Huntington of the Richland Fire Department came to the library at 10 a.m. on Friday, November 17, reading stories to more than 170 enthusiastic patrons.

STEAMkids and Preschool STEAMplay

Kelly and Library Assistant Tracy held a drop-in STEAMkids session from 10 a.m. to noon on Tuesday, November 21. We also held a Preschool STEAMplay session from 11 a.m. to 12:30 p.m. on Wednesday, November 22.

Prime Time Family Reading

Kelly, Joyce, Library Manager Chris, and Library Assistant Gera continued the invitation-only Prime Time Family Reading sessions in the STEAMspace from 6 to 7:30 p.m. on Wednesdays through November 15. Students were selected and recruited by the Richland School District.

"Build It, Fix It, Makes You Stronger"

Library Assistant Mary held two more sessions of our "Build It, Fix It, Makes You Stronger" series in November with help from Library Supervisor Michael. This series features projects that involve woodworking, crafting, and mechanics.

The first session, "Build It: Bookends," was held from 6 to 7:30 p.m. on Tuesday, November 14. Our calendar invitation said, "Come build wooden bookends with us! We will be screwing together pieces of wood to create bookends and then decorating. There will be supplies to create bookends with mini planters, a secret reading mouse, a mushroom/ fairy scene or just add your own style with paint." This session was for patrons age 8 and up, and 37 patrons attended.

The second session, "Fix It: Book Art," was held from 6 to 7:30 p.m. on Tuesday, November 28. Our calendar invitation said, "Come learn about books in this class! We will cover basic book anatomy, binding techniques, and discuss possible repairs. This will be done while deconstructing a book and then repurposing the cover into a new notebook for participants to decorate." This session was for patrons age 11 and up.



CHILDREN'S PROGRAMS (CONTINUED)

Visit from Children's Author Sherri Maret

November is Native American Heritage Month, and Librarian Johanna hosted an author visit from 10 to 11 a.m. on Monday, November 20. Our calendar invitation said, "Sherri Maret (author of *The Cloud Artist* in English/Choctaw) will be reading her book to celebrate Native American Heritage Month. The author, illustrator, and translator are all members of the Choctaw Nation. She will highlight some of the historical references in her picture book after the reading." Thirty-four attended.

Cereal Book Club

Our new Cereal (Serial) Book Club for children in grades 4-6 met at 4 p.m. on Tuesday, November 28. This month, Johanna led the group through a discussion of the Percy Jackson and the Olympians series by Rick Riordan.



ALL-AGES PROGRAMS

Native American Arts, Crafts, and Culture Day

We also hosted a special Native American Arts, Crafts, and Culture Day at the library from 10 a.m. to 3 p.m. on Saturday, November 4. This special event was held by the Columbia River Professional Chapter of the American Indian Science and Engineering Society and the Tri-City InterTribal Organization. Patrons enjoyed Native American storytelling; displays of traditional Native American foods, lodges, artifacts, crafts, and tools; a variety of craft projects; and games. Four hundred and twenty-five patrons attended this popular program that was coordinated by Johanna.

We also had a tipi on display during November, and Mary created an eye-catching tabletop display featuring books by and about Native Americans.



Beanstack Challenge for November

We held a Family Stories Reading Challenge on Beanstack from November 1 through 30. Patrons were encouraged to log reading hours and complete activities.



Singing Strings Ukulele Club

Johanna led Singing Strings Ukulele Club teen/adult jam sessions from 6:30 to 8 p.m. on two Tuesdays, November 7 and 21, in the STEAMspace.

Team Battelle Math Tutoring

Battelle employees held their monthly math tutoring session for students of all ages from 10 a.m. to noon on Saturday, November 11.



ALL AGES PROGRAMS (CONTINUED)

Miyazaki Day

Teen Services Librarian Alyssa and Johanna held a special “Miyazaki Day” for Studio Ghibli fans from noon to 4:30 p.m. on Saturday, November 11. Our calendar invitation said, “Are you a Studio Ghibli lover? Have you always wanted to be Totoro's Neighbor? Join us at the Richland Public Library for Miyazaki Day! We will be showing Howl's Moving Castle, My Neighbor Totoro, and Kiki's Delivery Service (with time permitted). Learn how to make your own soot sprite companion and answer questions about the world of Miyazaki for a chance to win special prizes!” Light refreshments were provided courtesy of the Friends of the Richland Public Library. This was an extremely popular program, with 76 patrons attending throughout the day.



National Novel Writing Month Write-Ins

National Novel Writing Month, or NaNoWriMo, challenges authors to write 50,000 words for a novel during the month of November. We hosted NaNoWriMo Write-Ins in the STEAMspace from 5:30 to 7:30 p.m. on Thursday, November 16, and from noon to 2 p.m. on Saturday, November 18.

Guinness World Records Training Day

Mary held a fun “Guinness World Records Training Day” for patrons of all ages from 1 to 3 p.m. on Sunday, November 19. Our Facebook invitation said, “See if you have what it takes to be a future world record holder ... or just beat your family and friends to be the library record holder!”

Book Tasting with Gavin

Adult Services Librarian Gavin created a new “[Book Tasting with Gavin](#)” video featuring *Gamer Girls: 25 Women Who Built the Video Game Industry*, a book by Mary Kenney. He also showed patrons how to create sun prints, and we handed out 47 take-and-make kits with craft supplies.

TEEN PROGRAMS

High School Book to Movie Club

Our High School Book to Movie Club read *Holes* by Louis Sachar and then met from 6 to 8:30 p.m. on Thursday, November 9, to watch the 2003 movie adaptation. Ten patrons attended.

Dungeon World: Dice World

Mary held a two-part “Dungeon World: Dice World” craft program this month for teens age 12 and up. The first session was held from 1 to 3 p.m. on Wednesday, November 22, and the second session was held from 5:30 to 7:30 p.m. on Wednesday, November 29. Our calendar invitation said, “Are you a tabletop gamer or lover of DnD? Come to RPL and make your own dice out of resin!” Space was limited, and patrons were asked to preregister on Eventbrite.

Take-and-Make Kit: Sock Heating Pads

Alyssa also created Sock Heating Pad take-and-make kits for teens this month. We handed out 15 of these kits at the library in November.

ADULT PROGRAMS

Wood Ornament Paint and Take

Adult Services Librarian Gavin hosted a special “Wood Ornament Paint and Take” craft program from 1 to 3 p.m. on Sunday, November 5. Our calendar said, “Local craftsman Alastair McBain will be providing laser cut wood ornament kits for you to assemble, paint, and take home to use however you like.” All supplies and fees were provided by the Friends of the Richland Public Library. Twenty-one patrons attended.



Water Color Greeting Cards

Gavin also hosted a special “Water Color Greeting Cards” craft program from 1 to 3:30 p.m. on Tuesday, November 14. Our calendar invitation said, “Longtime Tri-cities artist and teacher Ginger Blodgett will be teaching how to make water color greeting cards at the Richland Public Library. She has been teaching children and adults for 25 years.” All supplies and fees were provided by the Friends of the Richland Public Library. Twenty-three patrons attended.

LGBTQIA+ Craft Social

We held our monthly LGBTQIA+ Craft Social from 6:30 to 8:30 p.m. on Monday, November 6. Twenty-five patrons attended.

Tri-City Cinephiles Movie Club: *Gaslight*

The Tri-City Cinephiles Movie Club for patrons age 18+ watched *Gaslight* (1944) from 6:30 to 8:30 p.m. on Monday, November 6. It was the final movie in the group’s “90 Days of Darkness” film noir series. Gavin leads this group, which is a partnership between the Richland Public Library and the East Benton County Museum. Light refreshments and movie licensing were provided by the Friends of the Richland Public Library, and 13 patrons attended.

Tri-City Cinephiles Movie Club: *Pee-Wee’s Big Adventure*

The Tri-City Cinephiles Movie Club also watched *Pee-Wee’s Big Adventure* (1985) from 6:30 to 8:30 p.m. on Monday, November 27. Light refreshments and movie licensing were provided by the Friends of the Richland Public Library.

Local Book, Writing, and Craft Clubs

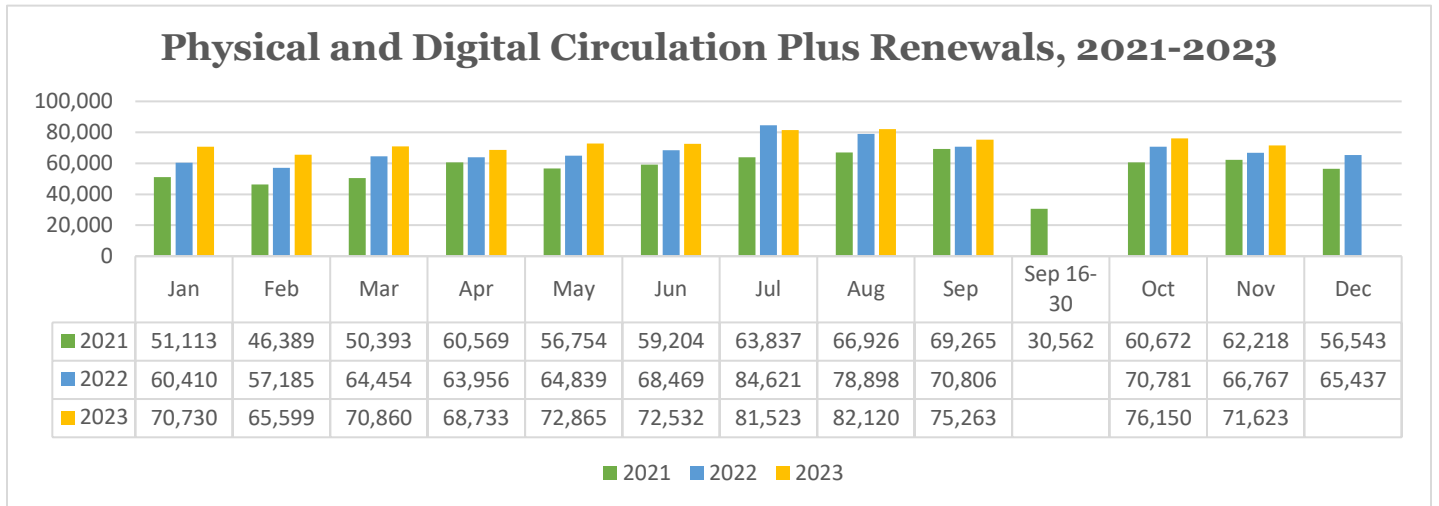
Clubs that met at the library this month included Quilting in the Library on Thursday, November 9; the Thursday Afternoon Book Club on November 16; the Monday Night Book Group on November 20; and By the Book Knitters on Tuesday, November 21.

PATRON FEEDBACK

- “It was fun!” [referring to our Wood Ornament Paint and Take program]
- “That is so cool!” [referring to Public Works Director Pete Rogalsky’s story time visit]
- “[Native American Arts, Crafts, & Culture Day] was such a neat event!” and “We had too much fun, and learned lots of new things! Thank you for putting this together!” and “John is such a great storyteller!” and “Me and the kids had a great time!! Thank you to everyone.”
- “Our Richland Public Library is beautiful in so many ways!” and “[The library’s second floor is] my favorite place to study or get work done without distraction.”

STATISTICS

TOTAL CIRCULATION



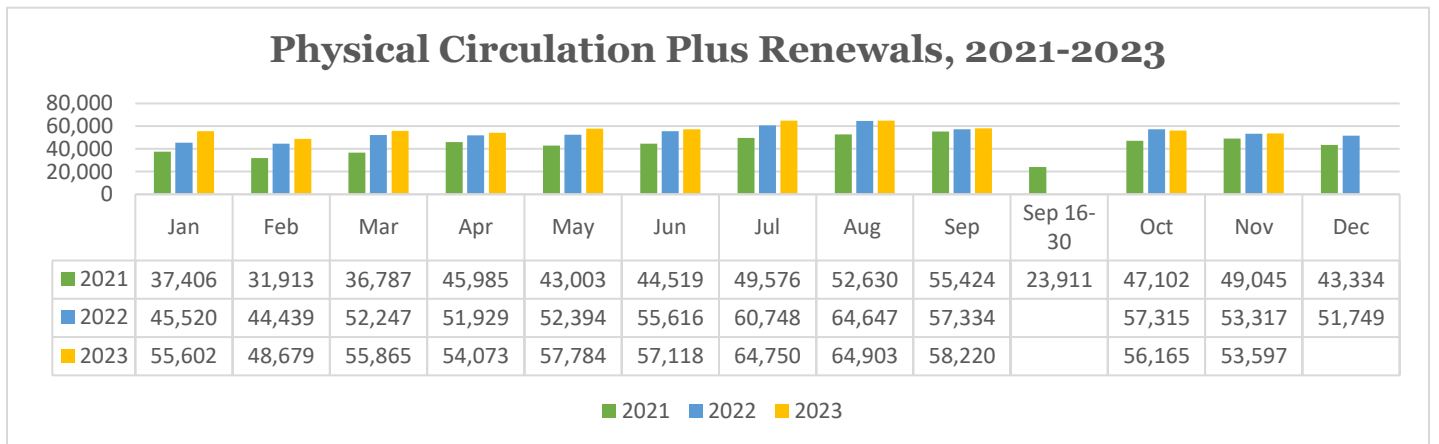
During November, our total physical plus digital circulation was 53,437 items, not including renewals. Of those, 35,411 (66.3%) were physical items and 18,026 (33.7%) were digital items obtained through Hoopla, Kanopy, Mango, and OverDrive. Kanopy plays and Mango sessions were counted in this, but physical item renewals were not.

This physical plus digital circulation, not including renewals, was down 4.9% compared to the 56,165 items checked out in October 2023. Digital circulation was also down a modest 1.7% compared to the 18,342 items checked out in October. We filled 3,661 requests for holds and had 15 scheduled curbside deliveries for 7 patrons.

Our patrons also renewed 18,186 physical items in November. Including these physical item renewals, our overall circulation was 71,623. That overall circulation was down 5.9% compared to the 76,150 items circulated in October 2023, but was up 7.3% compared to the 66,767 items circulated in November 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.

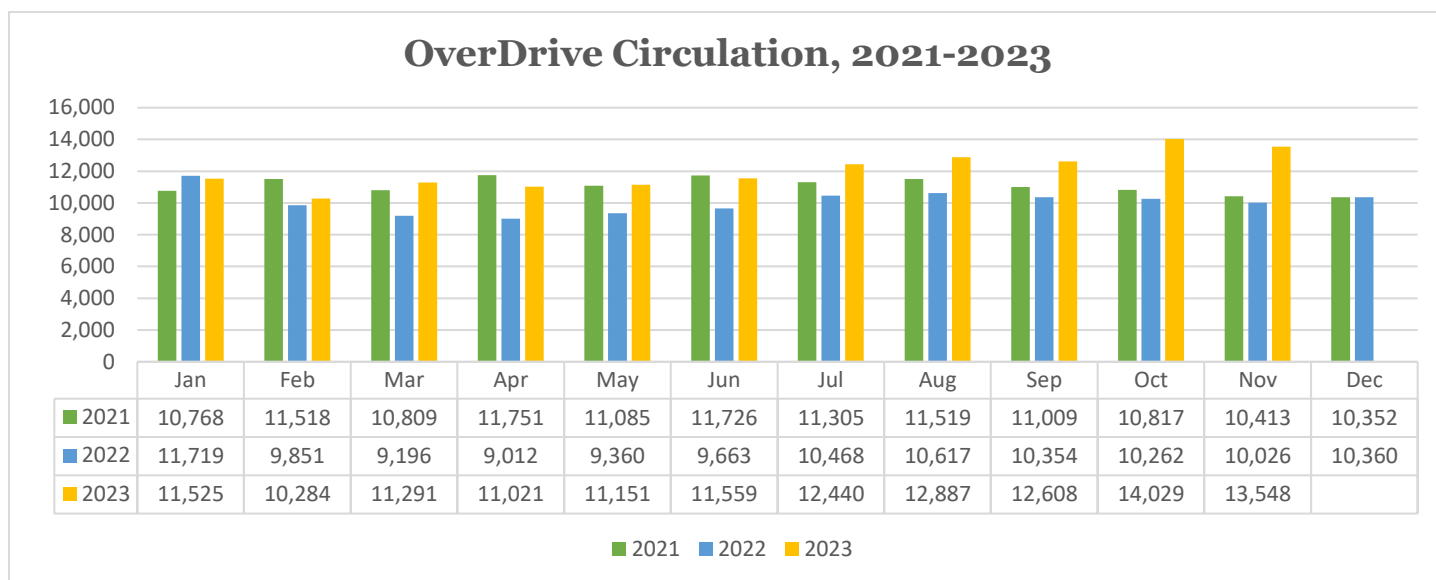
PHYSICAL CIRCULATION



Our patrons checked out 35,411 physical items in November and renewed 18,186 physical items, for a total of 53,597 items. That was down 4.6% compared to the 56,165 physical items checked out and renewed in October 2023, but was up 0.5% compared to the 53,317 items checked out and renewed in November 2022. The top ten categories that circulated this month were Children's Chapter Book Fiction (3,867 items), Children's Storybooks (3,626 items), Adult Nonfiction (3,341 items), Children's Nonfiction (2,806 items), Adult Movies (2,533 items), Adult Fiction 2nd Floor (2,137 items), Children's Graphic Novels (2,000 items), Children's Favorites on the Story Circle (1,721 items), Adult New Books (1,629 items), and Children's Movies (1,597 items). The January through September 2021 statistics in this graph are mid-month to mid-month.

DIGITAL CIRCULATION

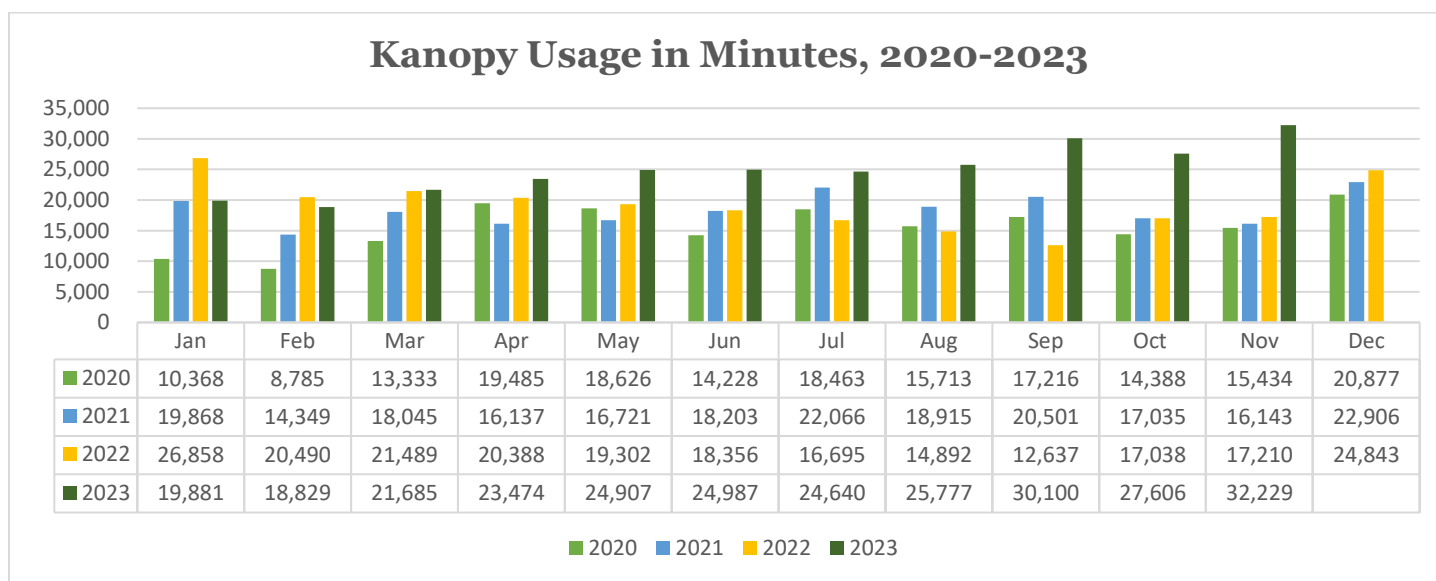
OverDrive



The 13,548 checkouts through OverDrive in November were down 3.4% compared to the 14,029 checkouts in October 2023, but were up 35.1% compared to the 10,026 checkouts in November 2022.

This month's checkouts included 6,193 e-books (which were 45.7% of the OverDrive items checked out), 5,184 audiobooks (38.3%), and 2,171 e-magazines (16.0%). The January through September 2021 statistics in this graph are mid-month to mid-month.

Kanopy

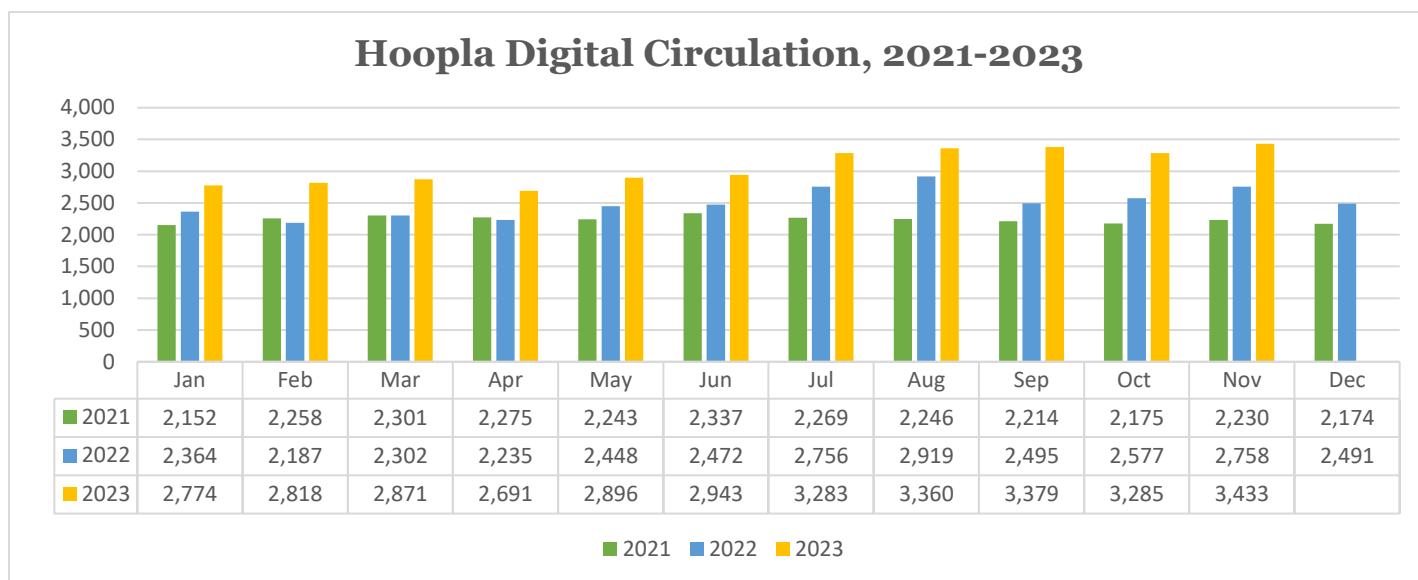


Our patrons viewed 32,229 minutes of Kanopy content during the month of November. That was up 16.7% compared to the 27,606 minutes viewed in October 2023, and was also up 87.3% compared to the 17,210 minutes viewed in November 2022. Cardholders in the United States and Austria viewed content on Kanopy this month.

The top ten suppliers of content viewed on Kanopy this month were BBC Studios, The Great Courses, PBS, A24, Paramount Pictures, The History Channel, Waner Bros., Weston Woods, IFC Films, and Bleecker Street. Content was viewed on mobile devices (41.0%), televisions (30.1%), tablets (17.4%), and desktops (11.5%).

DIGITAL CIRCULATION (CONTINUED)

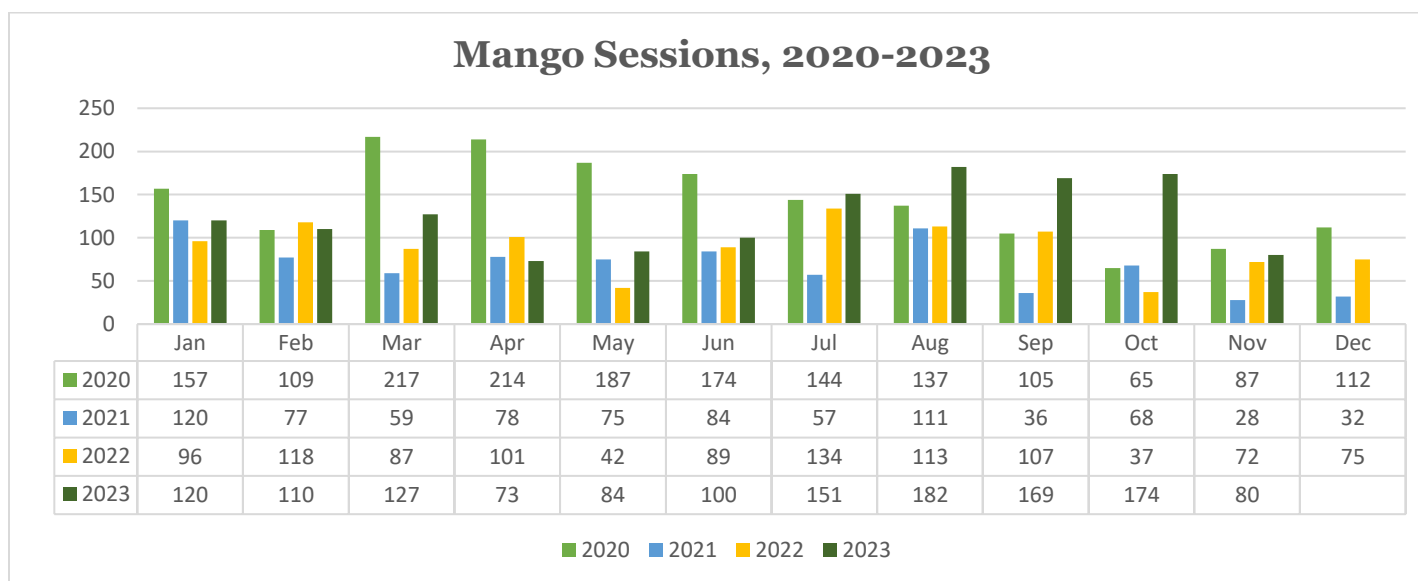
Hoopla



The 3,433 circulations in Hoopla during November were up 4.5% compared to the 3,285 circulations in October 2023, and were also up 24.5% compared to the 2,758 circulations in November 2022. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,920 audiobooks (which were 55.9% of the Hoopla items checked out), 981 e-books and e-comics (28.6%), 412 movies and television shows (12.0%), 85 music items (2.5%), and 35 BingePasses (1.0%) this month. The January through September 2021 statistics in this graph are mid-month to mid-month.

Mango

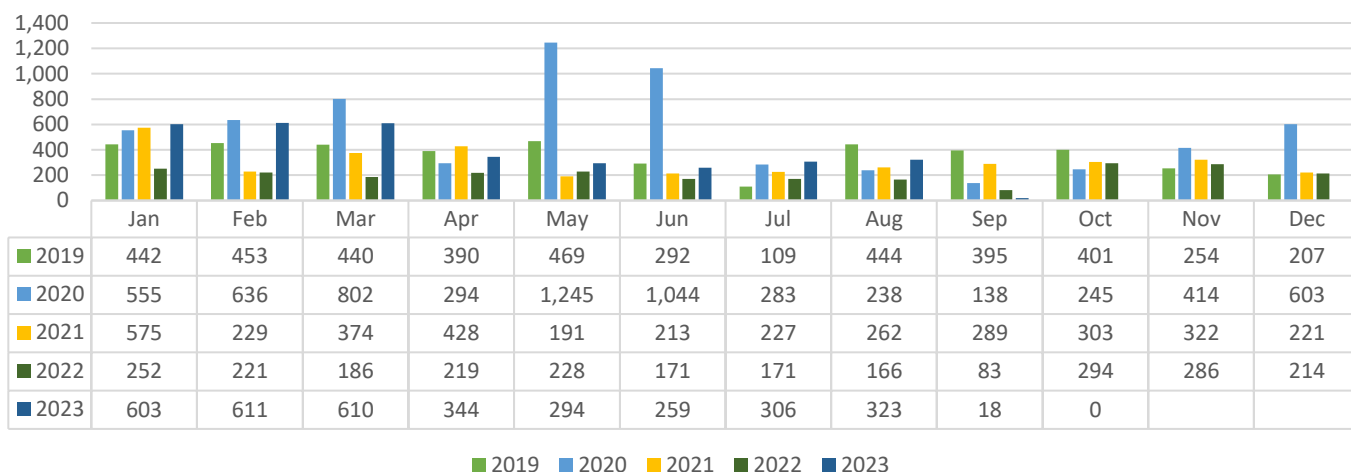


Patrons enjoyed 80 total sessions in Mango during the month of November. That usage was down 54.0% compared to the 174 sessions in October 2023, but was up 11.1% compared to the 72 sessions in November 2022. The top languages studied this month were Spanish, Latin American; Russian; Arabic, Levantine; Japanese; Korean; Chinese, Mandarin; Indonesian; and Spanish, Castilian.

OTHER DIGITAL SERVICES

Morningstar

Morningstar Searches, 2019-2023

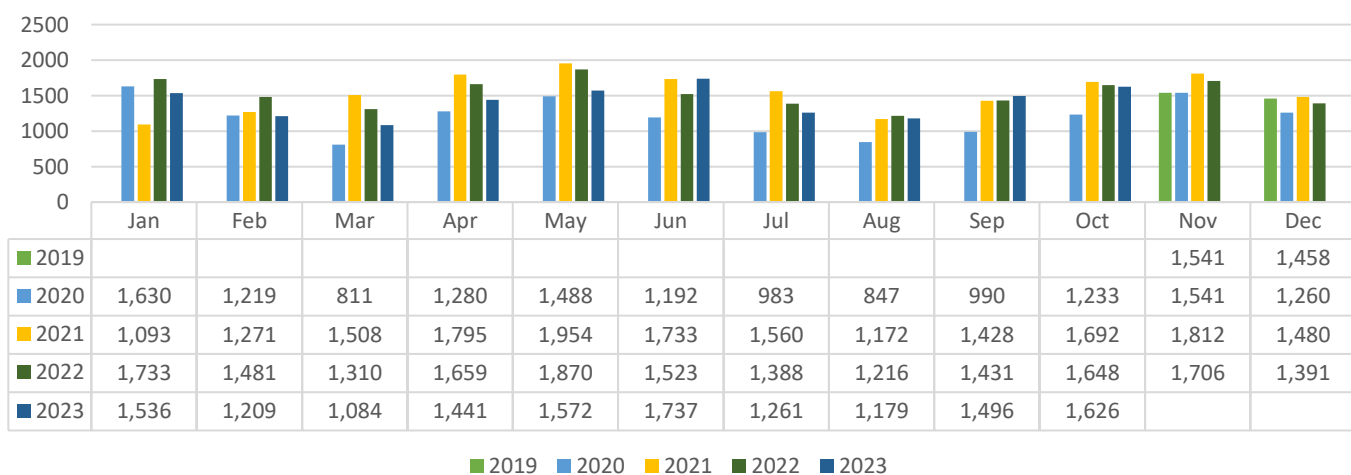


According to Morningstar usage data, our patrons did not conduct any searches in October. There have been times where Morningstar makes a correction to their statistics later in the year. If this occurs, we will provide an update.

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

Value Line

Value Line Page Views, 2019-2023



The 1,626 Value Line page views in October were up 8.7% compared to the 1,496 page views in September 2023, but they were down 1.3% compared to the 1,648 page views that occurred in October 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 November, so we will include them in next month's board report.

OTHER DIGITAL SERVICES (CONTINUED)

NewsBank

The 1,353 NewsBank page views in November were down 5.2% compared to the 1,427 page views in October 2023, and they were also down 2.2% compared to the 1,383 page views that occurred in November 2022. NewsBank seems to be one of the more consistently used offerings in our database collection.

Patrons have been averaging 1,493 page views per month in 2023, which is up 16.7% compared to the 1,279 pages viewed on average per month in 2022.

OTHER STATISTICS

Gate Counts

Our total gate count for November was 14,610. Our busiest day was Tuesday, November 14, with 763 patrons logged. We held several different programs that day, including a "Watercolor Greeting Cards" craft program for adults, a "Build It: Bookends" craft program, an Evening Story Time, and a "Meet Our Therapy Dogs!" session.

Interlibrary Loans

In November, we received a total of 97 interlibrary loan requests from other libraries. We sent 55 books to libraries during the month in response to their interlibrary loan requests.

We also sent 22 interlibrary loan requests to other libraries in November for 20 books and 2 audiovisual (A/V) items requested by our patrons. We received 19 books and 2 A/V items from other libraries in response to requests. We had 21 unique patrons request items this month.

New Library Card Accounts

We created 282 new library card accounts in November. They included 223 resident cards, 37 nonresident cards, 15 limited access cards, 5 interlibrary loan accounts, 1 global administrator account, and 1 iCard.

Public Internet Sessions

Patrons enjoyed 1,057 public internet sessions during the month of November, for a total of 810 hours and 16 minutes. The average session was 46 minutes long.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/12/2023

Agenda Category: Approval of Bills

Prepared By: Kylie Christian , Administrative Assistant

Subject:
December 2023 Claims for Payment

Department:
Parks & Public Facilities

Recommended Motion:
Move to approve the November 1, 2023 through November 30, 2023 claims for payment.

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

Attachments:

1. November 2023 Payroll
2. November 2023 Voucher Listing
3. 2023.12.12 Claims for Payment

CITY OF RICHLAND

LIBRARY EXPENDITURE

November 2023

Month/Year

PAY PERIODS From October 23, 2023 to November 19, 2023

GROSS SALARIES \$ 97,060.66

	Gross Wages	Total
WEEK OF: 11/09/23	<u>49,146.08</u>	<u>49,146.08</u>
WEEK OF: 11/22/23	<u>47,914.58</u>	<u>47,914.58</u>
WEEK OF: _____	<u> </u>	<u>-</u>
TOTAL	<u><u>97,060.66</u></u>	<u><u>97,060.66</u></u>

Library Voucher Listing

Begin Date: 11/1/2023

End Date: 11/30/2023

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	OCLC INC		1000338351	11/29/2023	318051	FIRST SEARCH OCLC YEARLY RENEWAL 9/1/23- 8/31/24	\$1,729.90
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$1,729.90
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$75,393.00			YTD ACTUAL: \$73,196.36			YTD % USED: 97.09%		
INFORMATION TECHNOLOGY TOTAL:								\$1,729.90
	K8721000/3102	OFFICE DEPOT		339698211001	11/29/2023	318052	BUSINESS CARDS - 4 LIBRARY EMPLOYEES	\$95.60
	K8721000/3102	P-CARD OTP		TXN00073613	11/30/2023	0	FRAUD CLAIM ADJUSTMENT	-\$3,025.00
	K8721000/3102	P-CARD OTP		TXN00073462	11/30/2023	0	ADOBE ACTOBAT PRO 2020 LICENSING X2	\$120.00
	K8721000/3102	OFFICE DEPOT		TXN00073542	11/30/2023	0	OFFICE SUPPLIES/STAPLE REMOVER	\$9.75
	K8721000/3102	OFFICE DEPOT		TXN00073558	11/30/2023	0	OFFICE SUPPLIES/KLEENEX, PAPER	\$51.38
	K8721000/3102	P-CARD OTP		TXN00073592	11/30/2023	0	MENDING SUPPLIES	\$255.45
	K8721000/3102	OFFICE DEPOT		TXN00073627	11/30/2023	0	SELF ADHESIVE CASES	\$27.69
	K8721000/3102	OFFICE DEPOT		TXN00073641	11/30/2023	0	XEROX TONER	\$916.84
	K8721000/3102	STAPLES		TXN00073643	11/30/2023	0	OFFICE SUPPLIES - PAPER, BOOKTAPE, MAILERS	\$733.28
	K8721000/3102	DEMCO INC.		TXN00073645	11/30/2023	0	PROCESSING SUPPLIES	\$284.40

Library Voucher Listing

Begin Date: 11/1/2023

End Date: 11/30/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/3102	STAPLES		TXN00073674	11/30/2023	0	OFFICE SUPPLIES - TAPE, BOOKTAPE, MAILERS	\$147.13
	K8721000/3102	AMAZON		TXN00073704	11/30/2023	0	OFFICE SUPPLIES	\$18.27
	K8721000/3102	AMAZON		TXN00073747	11/30/2023	0	OFFICE SUPPLIES - WHITEOUT, MARKERS,	\$9.77
	K8721000/3102	OFFICE DEPOT		TXN00073811	11/30/2023	0	2024 PLANNER	\$32.60
	K8721000/3102	OFFICE DEPOT		TXN00073864	11/30/2023	0	OFFICE SUPPLIES - PLANNER	\$24.97
	K8721000/3102	P-CARD OTP		TXN00073976	11/30/2023	0	STAFF HOLIDAY SUPPLIES	\$18.96
OPERATING SUPPLIES & MATERIALS TOTAL:								-\$278.91
OPERATING SUPPLIES & MATERIALS - YTD INFORMATION								
BUDGET: \$37,687.00			YTD ACTUAL: \$27,680.93			YTD % USED: 73.45%		
	K8721000/3103	WALMART		TXN00073772	11/30/2023	0	VOLUNTEER BRUNCH SUPPLIES	\$16.64
	K8721000/3103	COSTCO WHOLESALE		TXN00073780	11/30/2023	0	TEEN SPACE TV WALL MOUNT/VOLUNTEER BRUNCH SUPPLIES	\$25.48
MEETING EXPENSE TOTAL:								\$42.12
MEETING EXPENSE - YTD INFORMATION								
BUDGET: \$1,850.00			YTD ACTUAL: \$903.54			YTD % USED: 48.84%		
	K8721000/4117	MOON SECURITY SERVIC		1211891	11/3/2023	317240	BASIC FIRE MONT, ALARMNET, COMM MONT OCTOBER 2023	\$123.87
EXPERT SERVICES TOTAL:								\$123.87
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$1,400.00			YTD ACTUAL: \$1,709.80			YTD % USED: 122.13%		
	K8721000/4201	FRONTIER		10/23 2061882614	11/3/2023	317222	TELEPHONE CHARGES 10/19/23-11/18/23	\$101.36

Library Voucher Listing

Begin Date: 11/1/2023

End Date: 11/30/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4201	FRONTIER		11/23 5099433152	11/8/2023	317334	11/23 TELEPHONE CHARGES	\$1,011.52
	K8721000/4201	VERIZON WIRELESS		9947240684	11/8/2023	317448	Verizon NASPO Wireless Bill Oct 2023	\$89.60
	K8721000/4201	FRONTIER		11/23 2061882614	11/17/2023	317814	TELEPHONE CHARGES 11/19/23-12/18/23	\$101.36
TELEPHONE & COMM SVCS TOTAL:								\$1,303.84
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$20,304.00			YTD ACTUAL: \$17,634.17			YTD % USED: 86.85%		
	K8721000/4202	UNITED PARCEL SERVIC		TXN00073939	11/30/2023	0	SHIPPING - TREATS FOR TROOPS	\$358.61
POSTAGE TOTAL:								\$358.61
POSTAGE - YTD INFORMATION								
BUDGET: \$6,516.09			YTD ACTUAL: \$2,332.66			YTD % USED: 35.80%		
	K8721000/4207	BANK OF AMERICA		103123	11/2/2023	9800	Library Merchant Service Fees	\$159.76
MERCHANT SVC FEES TOTAL:								\$159.76
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$1,200.00			YTD ACTUAL: \$1,605.24			YTD % USED: 133.77%		
	K8721000/4301	HAFFNER, MICHELLE		101123	11/1/2023	317083	REIMB MILEAGE AND WALMART PURCHASE	\$51.35
	K8721000/4301	ALASKA AIR		TXN00073655	11/30/2023	0	G. LIGHTFOOT TRIP #24-002 ALA CONFERENCE 2024	\$396.40
TRAVEL EXPENSES TOTAL:								\$447.75
TRAVEL EXPENSES - YTD INFORMATION								
BUDGET: \$17,379.70			YTD ACTUAL: \$3,828.89			YTD % USED: 22.03%		
	K8721000/4504	XEROX CORP		020054589	11/17/2023	317874	3UA296344 OCTOBER 2023 BASE CHARGE	\$349.37

Library Voucher Listing

Begin Date: 11/1/2023

End Date: 11/30/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4504	XEROX CORP		020054588	11/17/2023	317874	3UA295258 OCTOBER 2023 BASE CHARGE	\$377.41
	K8721000/4504	XEROX CORP		020054587	11/17/2023	317874	3UA295169 OCTOBER 2023 BASE CHARGE	\$183.99
	K8721000/4504	XEROX CORP		020054586	11/17/2023	317874	3UA295134 OCTOBER 2023 BASE CHARGE	\$242.39
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$1,153.16
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$11,060.00			YTD ACTUAL: \$12,550.23			YTD % USED: 113.47%		
	K8721000/4802	BRODART INC		632289	11/3/2023	317194	600 BOOKSLATS	\$4,550.80
REPAIRS AND MAINT-EQUIPMENT TOTAL:								\$4,550.80
REPAIRS AND MAINT-EQUIPMENT - YTD INFORMATION								
BUDGET: \$5,790.00			YTD ACTUAL: \$4,550.80			YTD % USED: 78.60%		
	K8721000/4912	ALA		TXN00073630	11/30/2023	0	G. LIGHTFOOT TRIP #24- 002 CONFERENCE REGISTRATION	\$418.59
	K8721000/4912	P-CARD OTP		TXN00073961	11/30/2023	0	C. NULPH PLA 2024 CONFERENCE REGISTRATION	\$347.00
TUITION/CONFERENCE FEES TOTAL:								\$765.59
TUITION/CONFERENCE FEES - YTD INFORMATION								
BUDGET: \$2,690.00			YTD ACTUAL: \$2,037.59			YTD % USED: 75.75%		
	K8721000/5301	WA STATE DEPARTMENT		DOR 10/2023	11/27/2023	9819	COMBINED EXCISE TAX - OCTOBER 2023	\$33.78
STATE TAXES TOTAL:								\$33.78
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$407.40			YTD % USED: 39.94%		
LIBRARY ADMINISTRATION TOTAL:								\$8,660.37

Library Voucher Listing

Begin Date: 11/1/2023

End Date: 11/30/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	MIDWEST TAPE		504576741	11/15/2023	317686	HOOPLA OCTOBER 2023	\$7,265.85
	K8722100/3401	BLACKSTONE AUDIOBOOK		2123439	11/22/2023	317898	LIBRARY MEDIA COLLECTION	\$313.71
	K8722100/3401	BLACKSTONE AUDIOBOOK		2124012	11/22/2023	317898	LIBRARY MEDIA COLLECTION	\$102.18
	K8722100/3401	BLACKSTONE AUDIOBOOK		2124956	11/22/2023	317898	LIBRARY MEDIA COLLECTION	\$45.22
	K8722100/3401	THE GALE GROUP		81487730	11/15/2023	317637	CHILTON LIBRARY & WA STATE LEGAL FORMS	\$3,472.88
	K8722100/3401	PROQUEST LLC		70797285	11/15/2023	317698	WSL BUNDLE DATABASE	\$1,570.16
	K8722100/3401	CORNELL LAB OF ORNIT		3180-01434	11/17/2023	317803	1 YEAR SUBSCRIPTION BIRDS OF THE WORLD	\$461.98
	K8722100/3401	MIDWEST TAPE		TXN00073452	11/30/2023	0	LIBRARY MATERIALS - DVD COLLECTION	\$480.37
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00073456	11/30/2023	0	LIBRARY COLLECTION	\$583.32
	K8722100/3401	OVERDRIVE		TXN00073473	11/30/2023	0	EBOOK COLLECTION	\$16.95
	K8722100/3401	OVERDRIVE		TXN00073486	11/30/2023	0	EBOOK/AUDIOBOOK COLLECTION	\$342.47
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00073512	11/30/2023	0	LIBRARY MATERIALS	\$730.76
	K8722100/3401	THE GALE GROUP		TXN00073528	11/30/2023	0	LIBRARY COLLECTION - LARGE PRINT MATERIALS	\$215.97
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00073550	11/30/2023	0	LIBRARY MATERIALS	\$737.03
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00073559	11/30/2023	0	LIBRARY MATERIALS	\$234.12
	K8722100/3401	OVERDRIVE		TXN00073581	11/30/2023	0	EBOOK COLLECTION	\$33.98
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00073632	11/30/2023	0	LIBRARY MATERIALS	\$1,258.08
	K8722100/3401	THE GALE GROUP		TXN00073672	11/30/2023	0	LIBRARY COLLECTION - LARGE PRINT MATERIALS	\$600.62
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00073673	11/30/2023	0	LIBRARY MATERIALS	\$713.33
	K8722100/3401	OVERDRIVE		TXN00073681	11/30/2023	0	EBOOK/AUDIOBOOK COLLECTION	\$2,294.90

Library Voucher Listing

Begin Date: 11/1/2023

End Date: 11/30/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	MIDWEST TAPE		TXN00073682	11/30/2023	0	LIBRARY MEDIA COLLECTION - DVD	\$279.29
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00073687	11/30/2023	0	LIBRARY MATERIALS COLLECTION	\$370.68
	K8722100/3401	OVERDRIVE		TXN00073706	11/30/2023	0	EBOOK/AUDIOBOOK COLLECTION	\$348.00
	K8722100/3401	OVERDRIVE		TXN00073717	11/30/2023	0	EBOOK/AUDIOBOOK COLLECTION	\$229.99
	K8722100/3401	MIDWEST TAPE		TXN00073720	11/30/2023	0	LIBRARY COLLECTION - DVD	\$499.93
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00073764	11/30/2023	0	LIBRARY MATERIALS COLLECTION	\$899.38
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00073773	11/30/2023	0	LIBRARY MATERIALS COLLECTION	\$77.48
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00073790	11/30/2023	0	LIBRARY MATERIALS COLLECTION	\$578.95
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00073839	11/30/2023	0	LIBRARY MATERIALS COLLECTION	\$300.95
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00073865	11/30/2023	0	LIBRARY MATERIALS COLLECTION	\$1,054.44
	K8722100/3401	MIDWEST TAPE		TXN00073881	11/30/2023	0	LIBRARY MEDIA COLLECTION - DVD	\$479.13
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00073895	11/30/2023	0	LIBRARY MATERIALS COLLECTION	\$423.37
	K8722100/3401	INGRAM INDUSTRIES IN		TXN00073944	11/30/2023	0	LIBRARY MATERIALS COLLECTION	\$1,335.09
	K8722100/3401	OVERDRIVE		TXN00073952	11/30/2023	0	EBOOK/AUDIOBOOK COLLECTION	\$250.99
	K8722100/3401	OVERDRIVE		TXN00073957	11/30/2023	0	EBOOK/AUDIOBOOK COLLECTION	\$769.78
	K8722100/3401	OVERDRIVE		TXN00073966	11/30/2023	0	EBOOK/AUDIOBOOK COLLECTION	\$795.75

Library Voucher Listing

Begin Date: 11/1/2023

End Date: 11/30/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	OVERDRIVE		TXN00073973	11/30/2023	0	EBOOK/AUDIOBOOK COLLECTION	\$205.00
	K8722100/3401	CENTER POINT		TXN00073917	11/30/2023	0	LIBRARY COLLECTION - LARGE PRINT COLLECTION	\$153.01
LIBRARY RESOURCES TOTAL:								\$30,525.09
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$368,144.00			YTD ACTUAL: \$349,027.92			YTD % USED: 94.81%		
	K8722100/3402	HAFFNER, MICHELLE		101123	11/1/2023	317083	REIMB MILEAGE AND WALMART PURCHASE	\$79.64
	K8722100/3402	COLUMBIA INDUSTRIES		5010	11/29/2023	318018	PRIMETIME GRANT STORYTIME DINNER 10/18/23	\$652.20
	K8722100/3402	COLUMBIA INDUSTRIES		5018	11/29/2023	318018	PRIMETIME GRANT STORYTIME DINNER 11/1/23	\$652.20
	K8722100/3402	COLUMBIA INDUSTRIES		5017	11/29/2023	318018	PRIMETIME GRANT STORYTIME DINNER 10/25/23	\$652.20
	K8722100/3402	UNITED PARCEL SERVIC		TXN00073567	11/30/2023	0	SHIPPING CHARGES	\$20.99
	K8722100/3402	COSTCO WHOLESALE		TXN00073710	11/30/2023	0	PROGRAMMING SNACKS	\$38.19
	K8722100/3402	WALMART		TXN00073715	11/30/2023	0	PRIME TIME GRANT SUPPLIES	\$6.48
	K8722100/3402	P-CARD OTP		TXN00073729	11/30/2023	0	PRIME TIME GRANT DINNER	\$228.17
	K8722100/3402	COSTCO WHOLESALE		TXN00073780	11/30/2023	0	TEEN SPACE TV WALL MOUNT/VOLUNTEER BRUNCH SUPPLIES	\$54.34

Library Voucher Listing

Begin Date: 11/1/2023

End Date: 11/30/2023

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3402	SANDY'S TROPHIES		TXN00073977	11/30/2023	0	DONATION PLAQUE FOR TEEN REACTOR SPACE	\$35.99
LIBRARY PROGRAMMING TOTAL:								\$2,420.40
LIBRARY PROGRAMMING - YTD INFORMATION								
BUDGET: \$58,300.00			YTD ACTUAL: \$21,693.49			YTD % USED: 37.21%		
	K8722100/4107	SPORTSENGINE INC		39091	11/8/2023	317396	BACKGROUND CHECKS - LIBRARY: (6)	\$111.00
OTHER PROFESSIONAL SERVICES TOTAL:								\$111.00
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$1,218.98			YTD % USED: 119.51%		
LIBRARY PUBLIC SERVICE TOTAL:								\$33,056.49
LIBRARY NON-FACILITIES TOTAL:								\$43,446.76

Library Voucher Listing

Begin Date: 11/1/2023

End Date: 11/30/2023

FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001	GENERAL FUND							
	303	LIBRARY						
	K8725000/3505	DELL MARKETING LP	22300745	10702399947	11/8/2023	317321	A-1587, Dell - AIO PCs for Library Teen Space	\$3,408.39
FURNITURE AND FIXTURES TOTAL:								\$3,408.39
FURNITURE AND FIXTURES - YTD INFORMATION								
BUDGET: \$25,705.00			YTD ACTUAL: \$24,198.06			YTD % USED: 94.14%		
	K8725000/4700	CITY OF RICHLAND		10/2023 OCT	11/22/2023	317908	CITY UTILITY BILLS/OCT 2023	\$3,820.75
UTILITIES TOTAL:								\$3,820.75
UTILITIES - YTD INFORMATION								
BUDGET: \$53,736.00			YTD ACTUAL: \$44,891.17			YTD % USED: 83.54%		
	K8725000/6406	ELITE CONSTRUCTION	22300266	478-22/RETAINAGE	11/3/2023	317212	RICHLAND LIBRARY STEAM SPACE Contract No. 478-22	\$10,203.08
FURNITURE & FIXTURES > \$5000 TOTAL:								\$10,203.08
FURNITURE & FIXTURES > \$5000 - YTD INFORMATION								
BUDGET: \$253,832.00			YTD ACTUAL: \$227,119.44			YTD % USED: 89.48%		
LIBRARY FACILITIES TOTAL:								\$17,432.22



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

December 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 \$140,507.42 this 12th day of December 2023.

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

Voucher Listings	Amount
November 1, 2023 through November 30, 2023	\$43,446.76
Transfer Advice (Salaries)	
Salaries for all categories for the weeks of: 10/23/23 through 11/19/23	\$97,060.66
MONTHLY EXPENSES	\$140,507.42

Comments: COR Voucher Listing
COR Library Expenditure

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME	SIGNATURE
1. _____	1. _____

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

Meeting Date: 12/12/2023

Agenda Category: Unfinished Business

Prepared By: Christopher Nulph, Library Manager

Subject:

Use of Public Spaces Policy

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the Use of Public Spaces Policy.

Summary:

The Use of Public Spaces Policy has been reviewed by the City Attorney and is now ready for the Board to approve the policy.

Attachments:

- I. Use of Public Spaces Policy v2

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 who have materials they would like to post on the board must adhere to the following:

- 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 calendar days, whichever comes first.
- Posting of notices and distribution of material does not constitute endorsement by the Richland Public Library or the City of Richland.

Brochures, Pamphlets, and Newspapers

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

- 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 Richland Public Library or the City of Richland.

Donation Drives

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

- The Library will only consider requests to host donation drives from Library partners who 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 calendar 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.

- Presence of donation receptacles for the benefit of a particular organization does not constitute endorsement of that organization by the Richland Public Library or the City of Richland.

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:

- The Library will only consider requests to host an information table from Library partners who 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 and in the sole discretion of Library staff.
- 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.
- The presence of an information table for the benefit of a particular organization does not constitute endorsement of that organization by the Richland Public Library or the City of Richland.

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 must be followed when requesting and displaying exhibits:

- Exhibits must be informational, artistic, cultural, historical, or intellectual in nature. The Library Manager or designee reserves the right to reject any exhibit that the Library Manager or designee reasonably believes is likely to create disruption.
- Exhibit requests must be approved by the Library Manager or designee.
- The Library assumes no responsibility or liability for the preservation or protection of any exhibit. All items placed in the Library are there at the owner's risk without recourse from the Richland Public Library or the City of Richland for theft or damage.
- Prices may not be included on any exhibit, although contact information may be posted on artwork that is also available for purchase.
- The Library reserves the right to control the timeline of an exhibit, including the ability to shorten the agreed upon dates at the discretion of the Library Manager or designee.
- Organizations may not have more than two (2) 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 who fail to comply with these requirements may have future exhibiting privileges revoked.
- Complete the Reserve Exhibit Space Form on the Library's website to reserve exhibit space.
- The presence of an exhibit in the Richland Public Library does not constitute the Richland Public Library's or the City of Richland's endorsement with the message projected by the exhibit.

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. Library staff 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. ALA's Bill of Rights, Freedom to Read, and Freedom to View principles will be adhered to at the Library. The Library will not exclude a display solely due to its potentially controversial nature.

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. Forms submitted should specify the exhibit or display in question and include why they feel the exhibit or display does not align with this policy. 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 calendar days of submission.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/12/2023

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Three Boards Meeting Agenda

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Board Members will discuss agenda items they would like to see at the Three Boards Meeting in January 2024. The three boards include the Richland Public Library Board of Trustees, The Friends of the Richland Public Library, and the Richland Public Library Foundation Board.

Attachments: