



Agenda  
Library Board Meeting  
Tuesday, September 10, 2024  
Richland Public Library  
955 Northgate Drive

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

**Council Liaison:** Mayor Pro Tem 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)

1. September 10, 2024 Library Board Meeting Agenda

**Public Comments:** Please limit comments to 3 minutes per person and not more than 15 minutes per topic.

**Approval of Minutes:** (Approved by Motion)

2. August 13, 2024 Library Board Meeting Minutes

**Richland Public Library Updates:**

3. RPL Staff Update
  - Kelly Reed, Children's Librarian
4. September 2024 Library Manager's Report
  - Christopher Nulph, Library Manager

**Approval of Bills:** (Approved by Motion)

5. September 2024 Claims for Payment
  - Kylie Christian, Administrative Assistant

**Unfinished Business:**

6. Reciprocal Borrowing

**New Business:**

**Agenda Items for Upcoming Board Meeting:**

**Adjournment**

**The next Library Board Meeting is Tuesday, October 8, 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: 9/10/2024

Agenda Category: Approval of Minutes

Prepared By: Kylie Christian, Administrative Assistant

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**Subject:**

August 13, 2024 Library Board Meeting Minutes

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**Department:**

Parks & Public Facilities

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**Recommended Motion:**

Move to approve the Library Board Meeting Minutes from August 13, 2024.

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**Summary:**

The Meeting Minutes from August 13, 2024 are included for discussion and approval.

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**Attachments:**

I. 2024.08.13 Library Board Meeting Minutes



# MINUTES

Richland Public Library Board  
Library Conference Room A – 955 Northgate Drive  
August 13, 2024, 5:30 – 6:30 PM

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## **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, and Pickel were present. Also present were Council Liaison Kent, Library Manager Nulph and Community Engagement Supervisor Haffner.

Chair Lightner and Board Member Isakson were absent.

### **Approval of Agenda**

1. **Board Member Hernandez moved and Board Member Pickel seconded the motion to approve the agenda as is. The motion carried 3-0.**

### **Approval of Minutes**

2. **Vice-Chair Buxton asked for a motion to approve the minutes of the July 9, 2024 meeting. Board Member Pickel moved and Board Member Hernandez seconded the motion to approve the minutes of July 9, 2024 as is. The motion carried 3-0.**

### **Richland Public Library Updates**

3. RPL Staff Update –  
Community Engagement Supervisor updated the Board on summer reading and what the community engagement team has been doing this summer.
4. August 2024 Library Manager's Report –  
Library Manager Nulph shared updates on library services and statistics for the month of July.

### **Approval of Bills**

5. **Board Member Hernandez moved and Board Member Pickel seconded the motion to approve the certification of claims for payment for August 2024 in the amount of \$138,574.31. The motion carried 3- 0.**

## **New Business**

6. Library Manager Nulph shared the Public Library Association Technology Survey that is conducted every three years. Board members reviewed and discussed national trends.

## **Adjournment**

Vice-Chair Buxton adjourned the meeting at 6:25 P.M.

APPROVED:

\_\_\_\_\_  
Lindsay Lightner, Library Board Chair

ATTEST:

\_\_\_\_\_  
Kylie Christian, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



## LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/10/2024

Agenda Category: Richland Public Library Updates

Prepared By: Kelly Reed

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Subject:  
RPL Staff Update

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Department:  
Parks & Public Facilities

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Recommended Motion:  
Discussion only.

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Summary:  
Children's Librarian Kelly Reed will update the Board on Summer Reading and what she has planned for the rest of 2024.

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Attachments:



## LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/10/2024

Agenda Category: Richland Public Library Updates

Prepared By: Christopher Nulph, Library Manager

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**Subject:**

September 2024 Library Manager's Report

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**Department:**

Parks & Public Facilities

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**Recommended Motion:**

Discussion only.

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**Summary:**

Library Manager Nulph's September 2024 report and statistical report are included for discussion.

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**Attachments:**

1. 2024.09.10 Library Manager's Report
2. 2024.09.10 Library Statistics



## LIBRARY MANAGER'S REPORT Richland Public Library Board September 10, 2024

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### State of Library Services

The library was approached by RSD's Community Based Transition Center as a possible venue to support their need for volunteer placements. We will explore offering two volunteer positions for their students. The volunteers would contribute to the book drop operation where we have already leveraged regular help from a volunteer and intern. This has been beneficial in relieving some of the schedule demands from our staff, allowing them to work on other projects instead of staffing the book drop during these hours. We will continue to pursue these unique ways to help RSD students gain job experience while helping our staff work on other projects.

The library was sent a professional photographer to take updated photos of our building interior. These photos will be used for the new website and future marketing. The photographer will return to take exterior photos after our windows get cleaned.

Library staff attended a Parks & Public Facilities department meeting on 8/23. This morning event was an opportunity for the department to connect, learn about City projects, and have fun with team building. This well received event will be held annually.

The library has been planning our annual Staff Day scheduled for 10/14 this year. This all-day event includes team building, training, and action planning activities. As a result, the library will be closed all day on Monday, October 14.

We have added Oregon State Park parking permits to Tumbleweed Tourist. This pass is valid for one week and must be printed and placed on the vehicle dashboard. The printed pass is valid for single vehicle parking one week from the selected reservation date. Passes may be reserved once per library card per year.

Program highlights from the month include:

- Bike to School Bootcamp completed its second year and continues to be a success. This is a three-day class with limited registration that teaches kids the basics of bike maintenance, safety, and navigation. We anticipate making this a yearly series before school returns.
- Music Together continues to be a popular summer offering with 96 in attendance.
- There were several successful kids events this month including ArtLab for Kids with 104 attending and a few STEAMKids events with a cumulative attendance over 200.
- The grandkids of architect GA Pehrson spoke to a crowd of 65 about the work of their grandfather.

## **Friends of the Library Update**

There are no updates from the Friends this month.

## **Library Foundation**

The Foundation awarded two scholarships to WSU students for this semester. These awards were made possible by a donation from Ron Kathren. An event to celebrate the awards took place on 9/7.

## **Staffing Updates**

There are no staffing updates this month.

## **Library Statistics**

Looking at our in-person statistics for August, we see our gate counts with a slight decrease as families switched gears from the summer season into the school year. Despite the decrease in gate count, the August physical circulation statistics are nearly identical to July. We see a difference in only 160 total items checked out and a difference of 200 renewals.

Similar to physical circulation trends, digital circulation trends are very close to July's numbers. Libby saw a small decrease while Kanopy saw a small increase. Hoopla, which we are keeping a closer eye on, decreased from 3508 circulations in July to 3373 circulations in August. This improves slightly on the first month's savings of about \$2,500 after the changes to the borrowing settings. We will continue to watch those numbers.

Programming statistics typically have a small delay in being finalized. I will summarize our Summer Reading Program numbers at the October Board Meeting once I have those confirmed.

# RICHLAND PUBLIC LIBRARY

## August 2024 Statistics Report for the September Board Meeting



### SUMMARY

Our 2024 Summer Reading Program concluded on Saturday, August 24. We also held or hosted the following programs this month.

- “Coloring Fun for Everyone” on Friday, August 2
- “Learn Finger Knitting” on Monday, August 5
- “Architect G.A. Pehrson: A Personal View” lecture on Monday, August 5
- “Bike to School Bootcamp” from Tuesday through Thursday, August 6-8
- “Hanford Hose-in-Hose Transfer Lines” lecture on Wednesday, August 7
- “Art Lab for Kids” on Monday, August 12
- “Rock Decorating with Sharpies” on Tuesday, August 13
- “10 Warning Signs of Alzheimer’s Disease” lecture on Tuesday, August 13
- “Mocktails & Masterpieces” on two Tuesdays, August 13 and 27
- “Lessons to Be Learned: Failure of Tank 241-A-105” on Tuesday, August 13
- “Mixed Media & Collaborative Art” on Wednesday, August 14
- “Story Time at Claybell Park” on Friday, August 16
- “Zentangle Art Class” by Kadlec Community Health on Friday, August 16
- “Family Game Day” on Saturday, August 17
- “Teen Macramé Wall Art” on Sunday, August 18
- “Music Together at the Library!” on Monday, August 19
- “RPL at Pop-Up Play Day” on Tuesday, August 20
- “Day’s Pay” lecture by Don Sorenson on Wednesday, August 21
- “Bright Beginnings Mentorship Kickoff” on Thursday, August 22
- “Lymphedema” by Kadlec Community Health on Thursday, August 22
- “Journal Group” on Friday, August 23
- LGBTQ+ Tabletop Social on Saturday, August 24
- “Death Doula Duo Discusses Dying and Death” on Sunday, August 25

Our Teen Theater group watched *School of Rock* (2003) on Thursday, August 15. Our Cereal (Serial) Book Club met on Tuesday, August 20, to discuss *Tuesdays at the Castle* by Jessica Day George. We showed *Dune Part 1* (2021) on Saturday, August 24, and *Dune Part 2* (2024) on Sunday, August 25. The Tri-City Cinephiles Club watched *The Outlaw Josey Wales* (1976) on Monday, August 26.

Other recurring programs held this month included indoor and outdoor story times; “Meet Our Therapy Dogs!” sessions; a Singing Strings Ukulele Group jam session; an LGBTQIA+ Craft Social; and three STEAMkids sessions.

### AUGUST STATISTICS

- Overall Circulation with Renewals: **78,544**
- Digital Circulation: **18,364**
- Physical Items Checked Out: **40,396**
- Physical Items Renewed: **19,784**
- Holds Filled: **3,936**
- Hoopla Circulation: **3,373**
- Kanopy Circulation: **33,294 minutes, 423 tickets used**
- Mango: **83 sessions**
- OverDrive Circulation: **14,485**
- New Library Card Accounts: **360**
- Gate Count: **17,607**
- Busiest Day: **773 (Monday, Aug. 19)**

## 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 August 13, 20, and 27; Wednesday morning active story times at 10 a.m. on August 7, 14, 21, and 28; Thursday morning baby story times at 10 a.m. on August 1, 8, 15, 22, and 29; and Friday morning indoor or outdoor preschool story times at 10 a.m. on August 2, 9, 23, and 30. Kelly also held a "Story Time at Claybell Park" on Friday, August 16. The Tuesday evening story times were followed by "Meet Our Therapy Dogs!" sessions, and we also held extra "Therapy Dog Meet and Greet" programs on Wednesday, August 7, and on Tuesday, August 13.

### Learn Finger Knitting

Kelly held a "Learn Finger Knitting" craft program in the Children's Department from 1 to 2 p.m. on Monday, August 5, with 37 patrons attending. Our calendar invitation said, "Join us in the Story Circle to learn how to knit using just your fingers. Turn a strand (or more) in at the children's desk to mark off your Sweater Weather Badge for the Summer Reading Program."

### STEAMkids

Kelly held three STEAMkids sessions in the library this month. The first was held from 10 a.m. to noon on Saturday, August 10, with help from Library Assistant Scott, and it featured special guests from the Hanford REACH Museum, Girl Scouts, and the Benton County Mosquito Control Board. The second was held from 1 to 3 p.m. on Thursday, August 15, with help from Library Assistant Luca, and it featured special guests from the City of Richland Energy Services, LIGO, the Girl Scouts, and the National Park Service. The third was held from 10 a.m. to noon on Saturday, August 24, with help from Library Assistant Theresa. We had 77, 107, and 52 patrons attend.

### Art Lab for Kids

Kelly held an "Art Lab for Kids" craft program from 1 to 3 p.m. on Monday, August 12. She had a variety of art and craft activities available for kids of all ages so they could complete their "Art Lab" activity for the Summer Reading Program. We had 104 patrons attend.

### "Music Together at the Library!"

Library Supervisor Michelle held a "Music Together at the Library!" program from 1 to 2 p.m. on Monday, August 19, in the Gallery. Our calendar invitation said, "Explore music at the library with the music teachers from Music Together! Infants, toddlers, preschoolers, and their grown-ups will all enjoy making music at this family-focused program." We had 96 patrons attend.

### RPL at Pop-Up Play Day

Teen Services Librarian Alyssa, Michelle, and Library Page Nelibeth staffed a table at the City of Richland's Pop-Up Play Day in Howard Amon Park from 9 to 11 a.m. on Tuesday, August 20. Young patrons participated in dinosaur-themed activities highlighting our new mascot, Thesaurus Rex.

### Cereal (Serial) Book Club

Our Cereal (Serial) Book Club for fourth through sixth graders met from 4 to 5:30 p.m. on Tuesday, August 20. This month, Librarian Johanna led the group as they discussed *Tuesdays at the Castle* by Jessica Day George and created book-themed crafts. Eleven patrons attended.



## ALL-AGES PROGRAMS

### Summer Reading Program

Our 2024 Summer Reading Program wrapped up on Saturday, August 24. We had 73 patrons participate in the baby program, 640 participate in the children's program, 185 participate in the middle/high school program, and 393 participate in the adult program.

#### "Coloring Fun for Everyone"

Michelle held a "Coloring Fun for Everyone" craft program in the Collaboratory from 1 to 3 p.m. on Friday, August 2. Our calendar invitation said, "Celebrate National Coloring Book Day with us! We will have various coloring sheets for all ages. You can even draw your own coloring page for someone else to color!" Forty-two patrons attended.



#### National Night Out and City Fair

Alyssa, Library Manager Chris, Technical Support Specialist Dee, Administrative Assistant Kylie, Library Supervisor Michael, Michelle, and Library Supervisor Theresa conducted library outreach activities at the 2024 National Night Out and City Fair. This year's event was held from 5 to 7:30 p.m. on Tuesday, August 6, in Howard Amon Park.

#### Rock Decorating with Sharpies

Kelly and Joyce held a Rock Decorating with Sharpies craft program from 10 a.m. to noon on Tuesday, August 13, at Columbia Point Marina Park. We had 59 patrons attend.

#### "Mixed Media and Collaborative Art"

Artist Ana Li Gresham gave a "For the Love of Art" presentation about mixed media and collaborative art from 6 to 7 p.m. on Wednesday, August 14. She grew up in the Pacific Northwest and creates artwork using acrylic painting on canvas, watercolor with ink, and wood burning on a variety of materials.



#### Family Game Day

We held a Family Game Day for patrons of all ages from 10 a.m. to 4:30 p.m. on Saturday, August 17. Sixty patrons attended.

Johanna and Michelle set up a life-size interactive Candy Land game in the Collaboratory, and they also brought out giant Connect 4 and chess sets along with a variety of board and card games for patrons to play. Staff from Adventures Underground facilitated role-playing and board games in the conference rooms.

We also showed *Jumanji* (2000), *Jumanji: Welcome to the Jungle* (2018), and *Jumanji: The Next Level* (2020) in the Gallery. Light snacks were provided by the Friends of the Richland Library.

#### Singing Strings Ukulele Group

Johanna held a Singing Strings Ukulele Group teen and adult jam from 6:30 to 8 p.m. on Tuesday, August 20. We had 13 patrons attend. The group also met in the library on Tuesday, August 6.



## ALL-AGES PROGRAMS (CONTINUED)

### Journal Group

Kelly held an all-ages Journal Group from 1 to 3 p.m. on Friday, August 23. Our calendar invitation said, “Drop in for some time to work on a journal. We will have prompts and supplies available. Just bring your journal and your creativity.”

## TEEN PROGRAMS

### Bike-to-School Bootcamp

We partnered with Wheelhouse Community Bike Shop, Greenies, and Reborn Bike Shop to hold a “Bike-to-School Bootcamp” program in the Collaboratory from 10 a.m. to 1 p.m. from Tuesday, August 6, through Thursday, August 8. This program was designed to prepare middle schoolers and rising sixth graders to safely ride their bicycles to school. It covered basic bike maintenance, safety, biking laws, and how to navigate an urban environment. Participants received cycling-related swag such as water bottles, patch kits, locks, or bike lights. Ten teens attended.



### Teen Theater: *School of Rock*

Alyssa held a Teen Theater showing of the Jack Black film *School of Rock* (2003) from 5:30 to 7:30 p.m. on Thursday, August 15. Fifteen teens attended.

### Teen Macramé Wall Art

Alyssa and Michael held a “Teen Macramé Wall Art” class from 1 to 3 p.m. on Sunday, August 18. Our calendar invitation said, “Join us to create your own piece of wall art! We will be making macramé rainbows!” Ten teens attended.

## ADULT PROGRAMS

### “Architect G.A. Pehrson: A Personal View”

We hosted a presentation about celebrated architect Gustav Albin Pehrson from 4 to 5:30 p.m. on Monday, August 5. Siblings Betsy and Bob Lawrence talked about the life and works of their grandfather, who designed Richland’s historic alphabet houses. Sixty-five patrons attended.



### “Hanford Hose-in-Hose Transfer Lines”

We hosted a public meeting by the U.S. Department of Energy from 5:30 to 8:30 p.m. on Wednesday, August 7, regarding a proposed permit modification to the Hanford Dangerous Waste Permit. Forty-four patrons attended.

### Kadlec Community Health: “Ten Warning Signs of Alzheimer’s Disease”

We hosted a Kadlec Community Health presentation on the “Ten Warning Signs of Alzheimer’s Disease” from 1 to 2 p.m. on Tuesday, August 13.

### “Lessons to Be Learned: Failure of Tank 241-A-105”

We hosted a presentation by Hanford Site engineering manager Rick Raymond from 7 to 8 p.m. on Tuesday, August 13. He talked about Tank 241-A-105, characteristics of the waste it contained, and the issues that led to its leaking. Forty-four patrons attended.

## ADULT PROGRAMS (CONTINUED)

### Mocktails & Masterpieces

Library Assistant Mary held two sessions of Mocktails & Masterpieces in August with help from Library Assistant Luca. Patrons enjoyed nonalcoholic sparkling passionfruit lemonade mocktails while making block printed zipper pouches. The sessions were held from 6 to 8 p.m. on Tuesday, August 13, and from 1 to 3 p.m. on Tuesday, August 27. We had 17 and 15 patrons attend.

### Kadlec Community Health: “Zentangle Art Class”

Artist Lisa Brouwer-Thompson led a Zentangle Art Class from 2 to 3:30 p.m. on Friday, August 16. Our calendar said, “Learn the relaxing and meditative art of Zentangle, a simple yet powerful drawing technique that promotes mindfulness and stress relief. No artistic experience needed—just bring your curiosity and willingness to explore!” Thirty-three patrons attended.

### “LGBTQIA+ Craft Social” and “LGBTQ+ Tabletop Social”

Adult Services Librarian Gavin held our monthly LGBTQIA+ Craft Social in the Collaboratory from 6:30 to 8:30 p.m. on Monday, August 19, with 41 patrons attending. We also hosted an LGBTQ+ Tabletop Social from 2 to 5 p.m. on Saturday, August 24, led by Tri-City Area Gaming.

### “Day’s Pay” Lecture

We hosted a lecture by Don Sorenson about the “Day’s Pay,” a B-17 bomber that was purchased during World War II with donations from Hanford Engineering Works employees, from 7 to 8 p.m. on Wednesday, August 21. He talked about the origin of the idea for Hanford workers to donate a day’s pay to fund the plane, and also gave details about the flight crew and their missions. Forty-seven patrons attended this informative presentation.

### Kadlec Community Health: “Lymphedema”

We hosted a Kadlec Community Health presentation by Tyrell Sainsbury, PT, DPT, and CLT-LANA, about lymphedema from 1 to 2:30 p.m. on Thursday, August 22.

### Movies: *Dune Part 1* and *Dune Part 2*

Johanna showed *Dune Part 1* (2021) from 1 to 3:30 p.m. on Saturday, August 24, and Gavin showed *Dune Part 2* (2024) from 1 to 3:30 p.m. on Sunday, August 25. The movies were for patrons who were high school age and older.

### Tri-Cities Cinephiles Club

Gavin also held a Tri-Cities Cinephiles Club showing of *The Outlaw Josey Wales* (1976) for patrons age 18 and older from 6:30 to 8:30 p.m. on Monday, August 26. Nine patrons attended.

### Local Book, Writing, and Craft Clubs

Clubs that met at the library this month included Quilting in the Library on Thursday, August 8; Storywriters on Monday, August 12; the Monday Night Book Group on August 19; and By the Book Knitters on Tuesday, August 20.

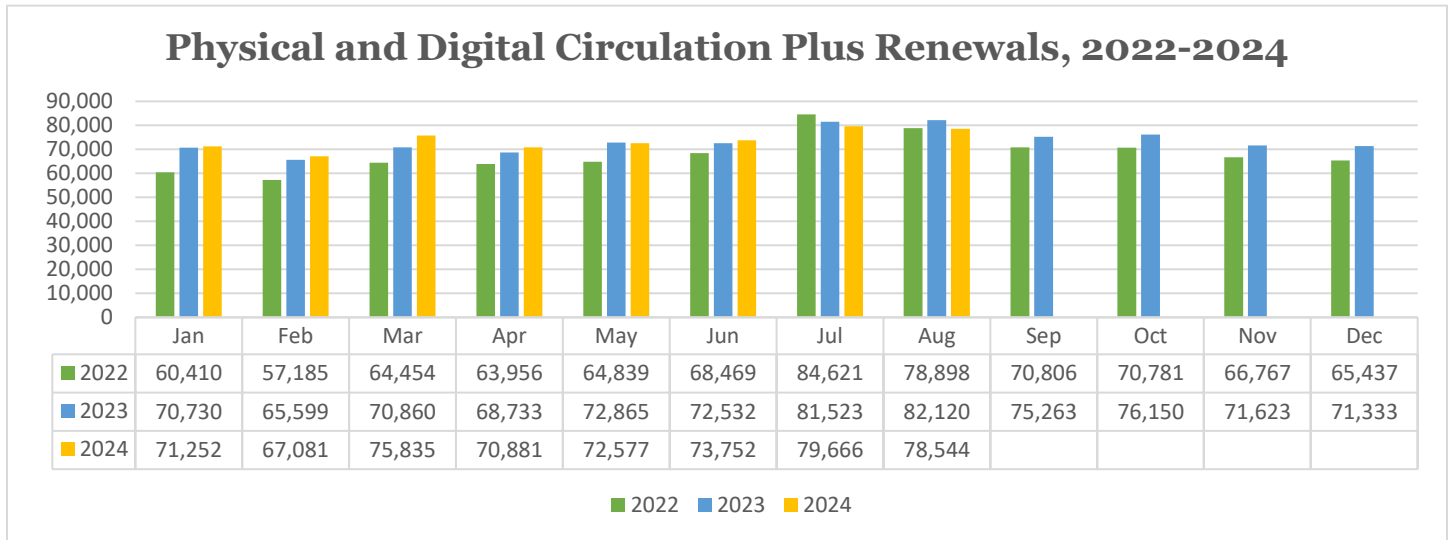
## PATRON FEEDBACK

- “[Bike-to-School Bootcamp] is fantastic! Thanks for helping local kids and teens stay safe!” and “Love this so much!!”
- “We had so much fun [at Family Game Day]!! Thank you, RPL staff!!!” and “Well done Programming staff!”



## STATISTICS

### TOTAL CIRCULATION

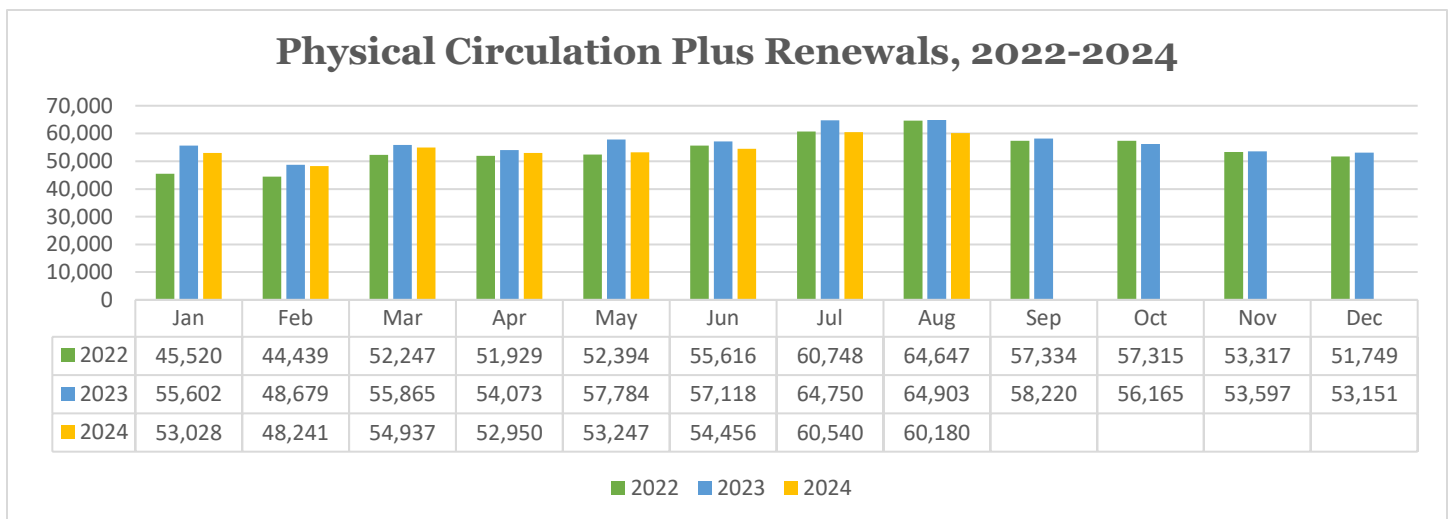


During August, our total physical plus digital circulation was 58,760 items, not including renewals. Of those, 40,396 (68.7%) were physical items and 18,364 (31.3%) were digital items obtained through Hoopla, Kanopy, Mango, and OverDrive. Kanopy tickets and Mango sessions were counted in this, but physical item renewals were not. We filled 3,936 requests for holds and had 19 scheduled curbside deliveries for 8 patrons.

This physical plus digital circulation, not including renewals, was down 1.5% compared to the 59,682 items checked out in July 2024. Digital circulation was down 4.0% compared to the 19,126 items checked out in July.

Our patrons also renewed 19,784 physical items in August. Including these physical item renewals, our overall circulation was 78,544. That overall circulation was down 1.4% compared to the 79,666 items circulated in July 2024, and it was down 4.4% compared to the 82,120 items circulated in August 2023.

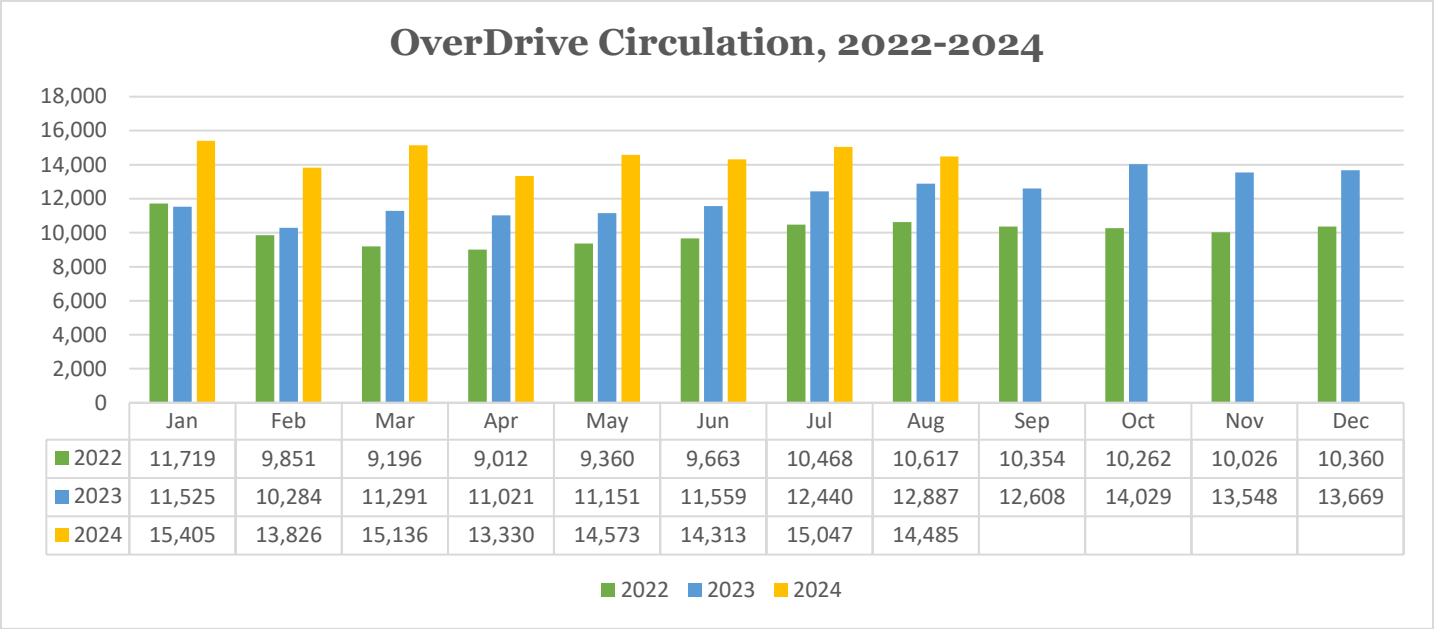
### PHYSICAL CIRCULATION



Our patrons checked out 40,396 physical items in August and renewed 19,784 physical items, for a total of 60,180 items. That circulation was down 0.6% compared to the 60,540 physical items checked out and renewed in July 2024, and it was also down 7.3% compared to the 64,603 items checked out and renewed in August 2023. The top ten categories of physical items that circulated this month were Children's Chapter Book Fiction (4,807 items), Children's Storybooks (4,683 items), Adult Nonfiction (3,846 items), Children's Graphic Novels (2,975 items), Adult Fiction 2nd Floor (2,950 items), Children's Nonfiction (2,821 items), Adult Movies (2,290 items), Children's Favorites on the Story Circle (1,933 items), Adult New Books (1,728 items), and Children's Movies (1,418 items).

DIGITAL CIRCULATION

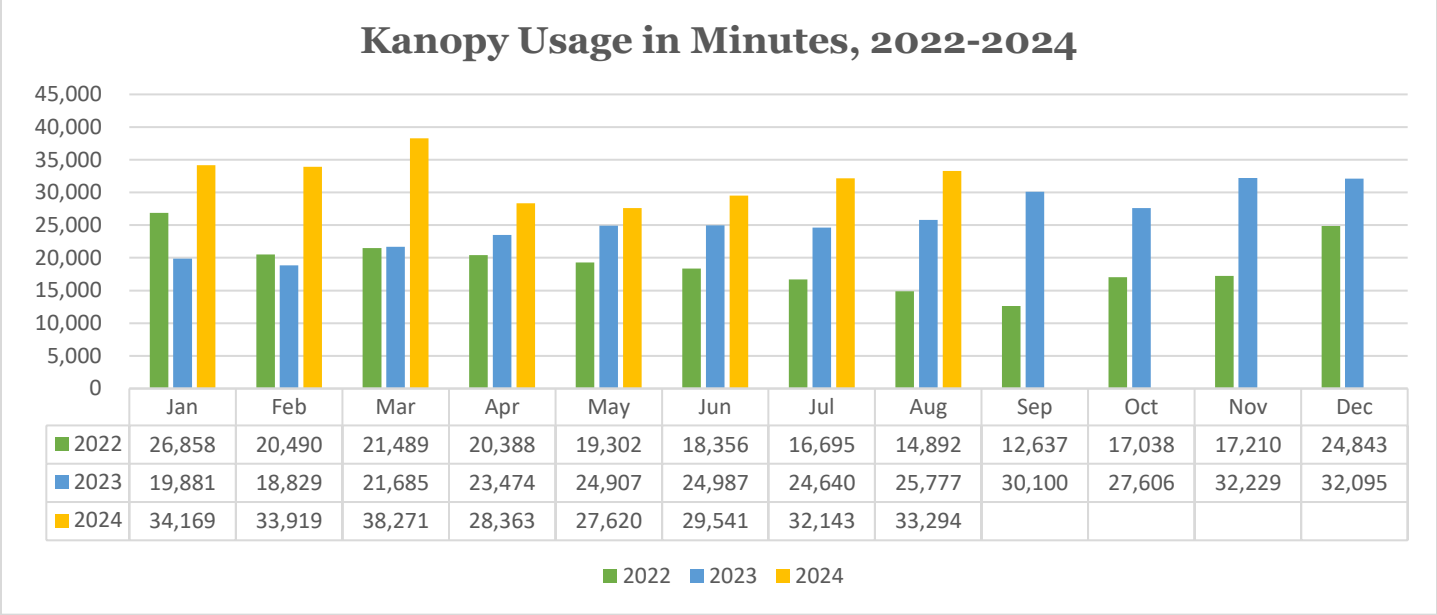
OverDrive



The 14,485 checkouts through OverDrive in August were down 3.7% compared to the 15,047 checkouts in July 2024, but they were up 12.4% compared to the 12,887 checkouts in August 2023.

This month’s checkouts included 6,680 e-books (which were 46.2% of the OverDrive items checked out), 6,437 audiobooks (44.4%), and 1,368 e-magazines (9.4%).

Kanopy

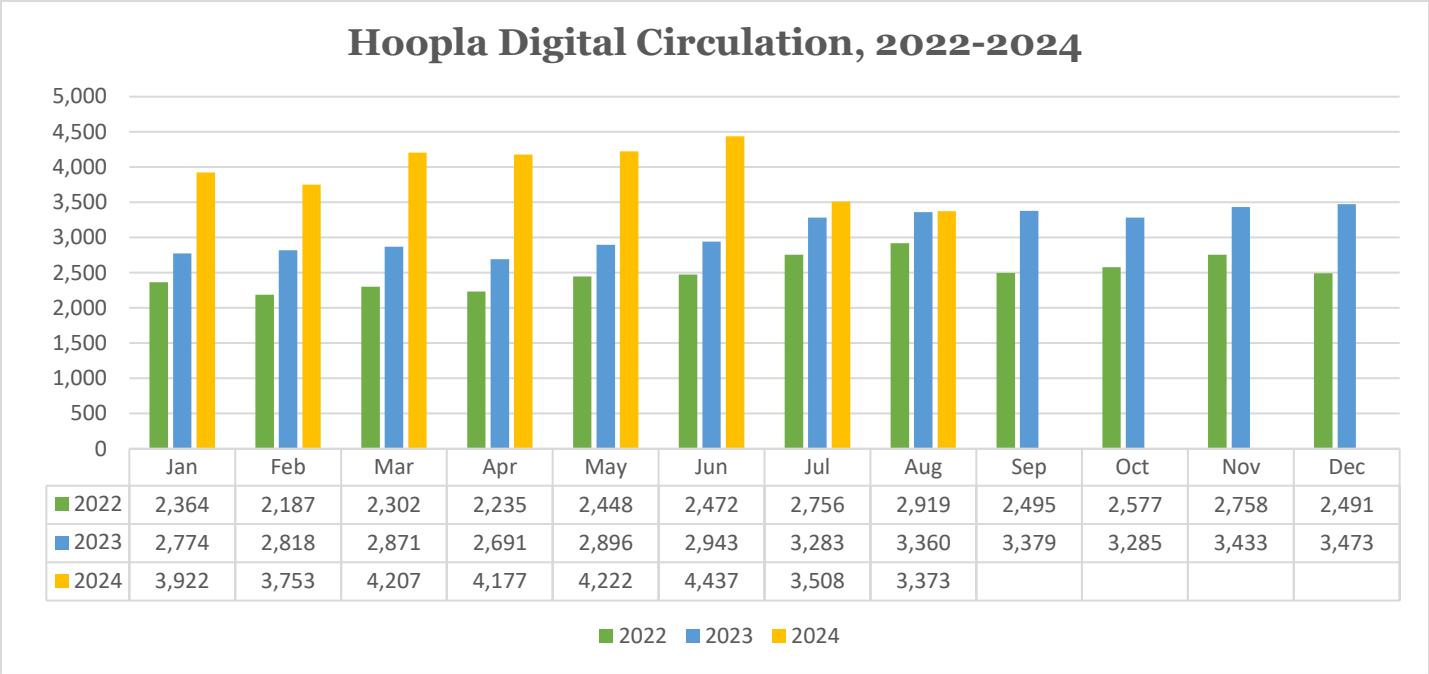


Our patrons viewed 33,294 minutes of Kanopy content during the month of August, using 423 tickets. That usage was up 3.6% compared to the 32,143 minutes viewed in July 2024, and it was also up 29.2% compared to the 25,777 minutes viewed in August 2023. Cardholders in the United States, Greece, Germany, Austria, and the United Kingdom viewed content on Kanopy this month, while additional cardholders in Ireland logged in but didn’t view any content.

The top ten suppliers of content viewed on Kanopy this month were BBC Studios, The Great Courses, Weston Woods, Nelvana International, Kino Lorber, PBS, Warner Bros., Paramount Pictures, Vooks, and Neon. Content was viewed on televisions (39.4%), mobile devices (30.4%), tablets (20.3%), and desktops (9.9%).

DIGITAL CIRCULATION (CONTINUED)

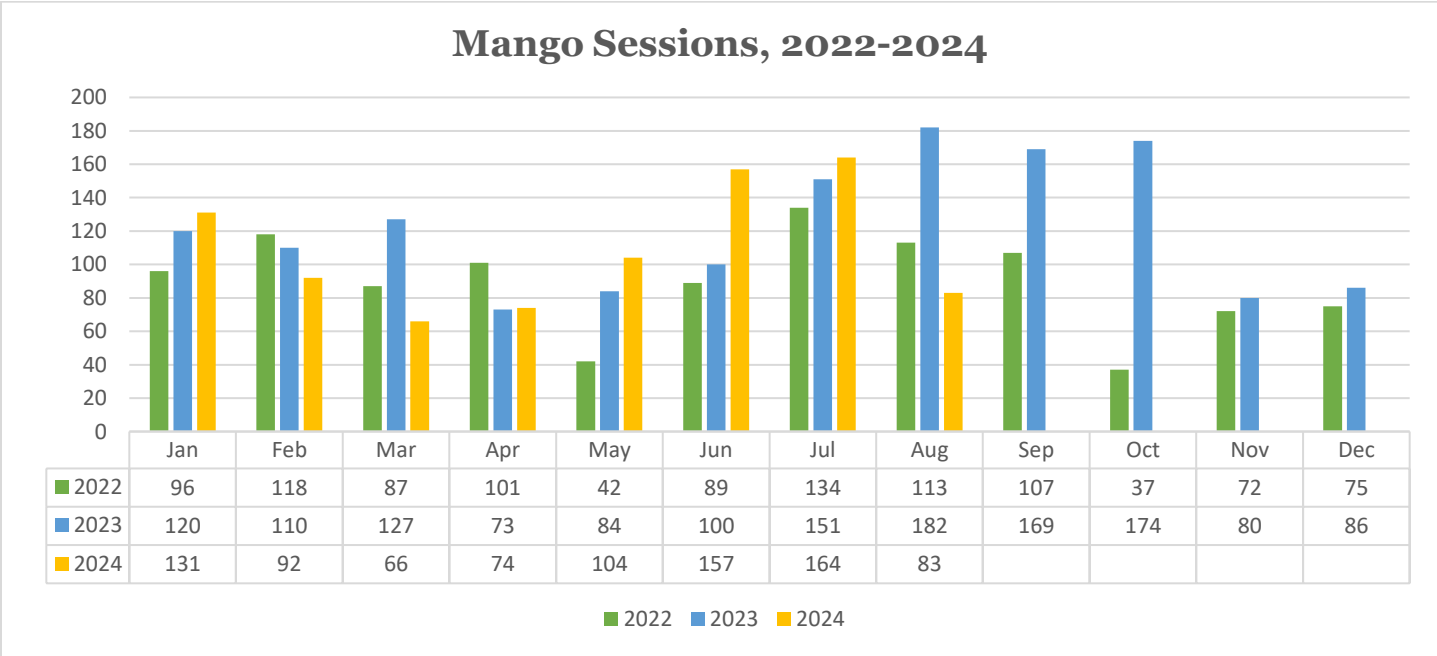
Hoopla



The 3,373 circulations in Hoopla during August were down 3.8% compared to the 3,508 circulations in July 2024, but they were up 0.4% compared to the 3,360 circulations in August 2023. Hoopla continues to be popular with our patrons for their educational and entertainment needs.

Patrons checked out 1,780 audiobooks (which were 52.8% of the Hoopla items checked out), 947 e-books and e-comics (28.1%), 454 movies and television shows (13.4%), 169 music items (5.0%), and 23 BingePasses (0.7%) this month.

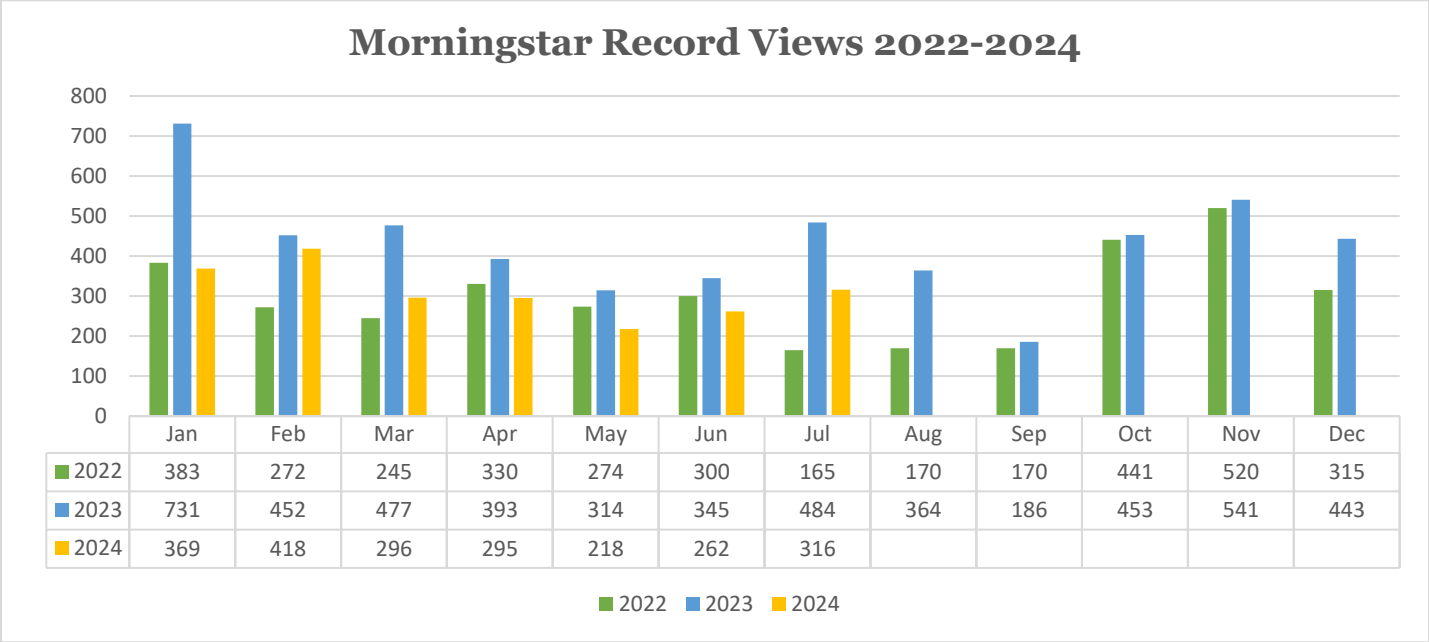
Mango



Our patrons had 83 total sessions in Mango for the month of August. That usage was down 49.4% compared to the 164 sessions in July 2024, and it was also down 54.4% compared to the 182 sessions in August 2023. The top ten languages studied this month were Spanish, Latin American; Japanese; Turkish; French; German; Chinese, Mandarin; American Sign Language (ASL); Filipino, Tagalog; Arabic, Egyptian; and Arabic, Modern Standard.

OTHER DIGITAL SERVICES

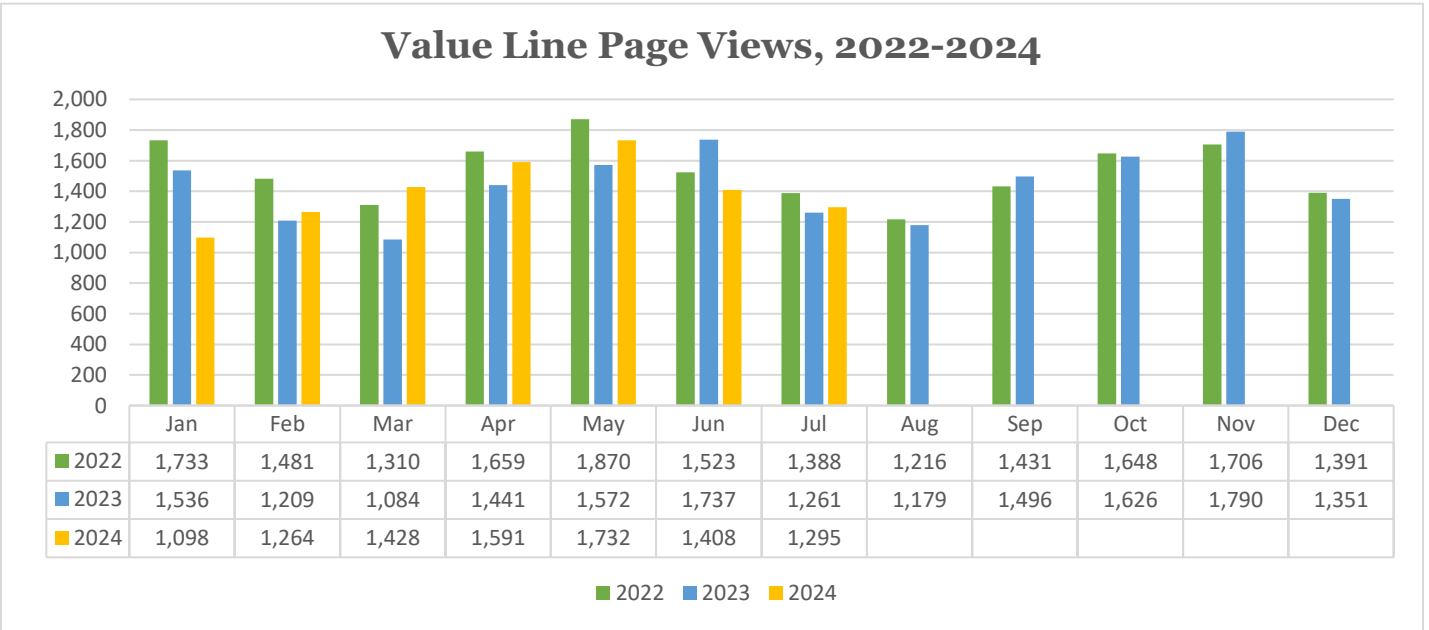
Morningstar



The 316 Morningstar record views in July were up 20.6% compared to the 262 record views in June 2024, but they were down 34.7% compared to the 484 record views that occurred in July 2023. Morningstar continues to pair nicely with Value Line, giving our patrons a valuable combination of resources to use when researching their financial questions.

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

Value Line



The 1,295 Value Line page views in July were down 8.0% compared to the 1,408 page views in June 2024, but they were up 2.7% compared to the 1,261 page views that occurred in July 2023. Value Line remains a beneficial 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 August, so we will include them in next month’s board report.

## **OTHER DIGITAL SERVICES (CONTINUED)**

### **NewsBank**

The 2,344 NewsBank page views in June were down 11.7% compared to the 2,656 page views in May 2024, but they were up 80.2% compared to the 1,301 page views that occurred in June 2023. NewsBank seems to be one of the more consistently used offerings in our database collection.

Patrons have been averaging 2,012 page views per month in 2024. That usage is up 36.4% compared to the 1,475 pages viewed on average per month in 2023, and it is also up 57.3% compared to the 1,279 pages viewed on average per month in 2022.

NewsBank recently posted they had some technical difficulties in July, as newspapers were not loaded onto their site for the first part of the month. We have not yet received their usage numbers for July and August. Once we receive them, we will update these statistics.

## **OTHER STATISTICS**

### **Gate Counts**

Our total gate count for August was 17,607. Our busiest day was Monday, August 19, with 773 patrons logged. We held a very popular “Music Together at the Library!” story time and a well-attended LGBTQIA+ Craft Social that day, and we also hosted the Monday Night Book Group.

### **Interlibrary Loans**

In August, we received a total of 131 interlibrary loan requests from other libraries. We sent 76 items to libraries during the month in response to their interlibrary loan requests.

We also sent 23 interlibrary loan requests to other libraries in August for 20 books and 3 audiovisual (A/V) items requested by our patrons. We received 24 books and 4 A/V items from other libraries in response to requests.

We had 23 unique patrons request items this month, including a patron who requested 3 items and a patron who requested 2 items.

### **New Library Card Accounts**

We created 360 new library card accounts in August. They included 280 resident cards, 58 nonresident cards, 17 limited access cards, and 5 interlibrary loan accounts.

### **Public Internet Sessions**

Patrons enjoyed 2,155 public internet sessions during the month of August, for a total of 1,710 hours and 5 minutes. The average session was 48 minutes long.



## LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/10/2024

Agenda Category: Approval of Bills

Prepared By: Kylie Christian, Administrative Assistant

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**Subject:**

September 2024 Claims for Payment

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**Department:**

Parks & Public Facilities

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**Recommended Motion:**

Move to approve the August 1, 2024 through August 31, 2024 claims for payment.

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**Summary:**

This is a review and approval of the August 1, 2024 through August 31, 2024 claims for payment.

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**Attachments:**

1. 08.2024 Library Voucher Listing
2. 08.2024 Library Expenditure
3. 2024.09.10 Claims for Payment

## Library Voucher Listing

Begin Date: 8/1/2024

End Date: 8/31/2024

## NON-FACILITIES EXPENDITURES

| Fund                                             | Div<br>Org/Object | Description<br>Vendor | P.O.<br>Number          | Invoice Number  | Date      | Check #             | Description                                              | Amount     |
|--------------------------------------------------|-------------------|-----------------------|-------------------------|-----------------|-----------|---------------------|----------------------------------------------------------|------------|
| 001                                              |                   | GENERAL FUND          |                         |                 |           |                     |                                                          |            |
|                                                  | 303               | LIBRARY               |                         |                 |           |                     |                                                          |            |
|                                                  | K8188700/3583     | BIBLIOTHECA ITG LLC   |                         | INV-US76654     | 8/7/2024  | 326037              | RFID WORKSTATION<br>RENEWAL -5 STATIONS<br>7/2024-7/2025 | \$1,114.20 |
| SOFTWARE-LICENSING & UPGRADES TOTAL:             |                   |                       |                         |                 |           |                     |                                                          | \$1,114.20 |
| SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION  |                   |                       |                         |                 |           |                     |                                                          |            |
| BUDGET: \$91,883.60                              |                   |                       | YTD ACTUAL: \$73,833.93 |                 |           | YTD % USED: 80.36%  |                                                          |            |
| INFORMATION TECHNOLOGY TOTAL:                    |                   |                       |                         |                 |           |                     |                                                          | \$1,114.20 |
|                                                  | K8721000/3102     | LUCAS COLOR CARD      |                         | 70069           | 8/28/2024 | 326735              | PREPRINTED LIBRARY<br>CARDS - QTY 20,700                 | \$3,158.19 |
| OPERATING SUPPLIES & MATERIALS TOTAL:            |                   |                       |                         |                 |           |                     |                                                          | \$3,158.19 |
| OPERATING SUPPLIES & MATERIALS - YTD INFORMATION |                   |                       |                         |                 |           |                     |                                                          |            |
| BUDGET: \$38,800.00                              |                   |                       | YTD ACTUAL: \$22,053.72 |                 |           | YTD % USED: 56.84%  |                                                          |            |
|                                                  | K8721000/4117     | MOON SECURITY SERVIC  |                         | 1253013         | 8/9/2024  | 326230              | SERVICE LABOR - MOON<br>SECURITY                         | \$97.83    |
|                                                  | K8721000/4117     | MOON SECURITY SERVIC  |                         | 1254535         | 8/30/2024 | 326851              | BASIC FIRE MONT,<br>ALARMNET, COMM MONT<br>09/2024       | \$160.98   |
| EXPERT SERVICES TOTAL:                           |                   |                       |                         |                 |           |                     |                                                          | \$258.81   |
| EXPERT SERVICES - YTD INFORMATION                |                   |                       |                         |                 |           |                     |                                                          |            |
| BUDGET: \$1,986.00                               |                   |                       | YTD ACTUAL: \$2,265.72  |                 |           | YTD % USED: 114.08% |                                                          |            |
|                                                  | K8721000/4201     | VERIZON WIRELESS      |                         | 9969438978      | 8/2/2024  | 326024              | Verizon Wireless NASPO -<br>July 2024                    | \$89.62    |
|                                                  | K8721000/4201     | FRONTIER              |                         | 8/24 5099433152 | 8/9/2024  | 326217              | LIBRARY TELEPHONE<br>CHARGES 8/1/2024-<br>8/30/2024      | \$991.85   |

## Library Voucher Listing

Begin Date: 8/1/2024

End Date: 8/31/2024

| Fund                                    | Div<br>Org/Object | Description<br>Vendor | P.O.<br>Number          | Invoice Number       | Date      | Check #            | Description                                        | Amount     |
|-----------------------------------------|-------------------|-----------------------|-------------------------|----------------------|-----------|--------------------|----------------------------------------------------|------------|
|                                         | K8721000/4201     | FRONTIER              |                         | 8/24 2061882614      | 8/9/2024  | 326218             | TELEPHONE 8/1/2024-8/30/2024                       | \$52.68    |
|                                         | K8721000/4201     | T-MOBILE USA INC      |                         | 07/24 963664605      | 8/14/2024 | 326355             | T-MOBILE HOTSPOTS SERVICE 6/21-7/20/24             | \$684.25   |
| TELEPHONE & COMM SVCS TOTAL:            |                   |                       |                         |                      |           |                    |                                                    | \$1,818.40 |
| TELEPHONE & COMM SVCS - YTD INFORMATION |                   |                       |                         |                      |           |                    |                                                    |            |
| BUDGET: \$20,304.00                     |                   |                       | YTD ACTUAL: \$15,821.59 |                      |           | YTD % USED: 77.92% |                                                    |            |
|                                         | K8721000/4207     | BANK OF AMERICA       |                         | 073124               | 8/2/2024  | 10199              | Library Merchant Service Fees                      | \$155.46   |
| MERCHANT SVC FEES TOTAL:                |                   |                       |                         |                      |           |                    |                                                    | \$155.46   |
| MERCHANT SVC FEES - YTD INFORMATION     |                   |                       |                         |                      |           |                    |                                                    |            |
| BUDGET: \$2,000.00                      |                   |                       | YTD ACTUAL: \$1,370.56  |                      |           | YTD % USED: 68.53% |                                                    |            |
|                                         | K8721000/4301     | CITY OF RICHLAND      |                         | 24-207 URETSKY-PRATT | 8/28/2024 | 326702             | 24-207 URETSKY-PRATT PLNA 2024 CONFERENCE          | \$403.00   |
|                                         | K8721000/4301     | URETSKY-PRATT, ALYSS  |                         | 24-207 URETSKY PRATT | 8/28/2024 | 326763             | 24-207 URETSKY-PRATT PNLA 2024CONF RENTAL CAR REIM | \$200.66   |
|                                         | K8721000/4301     | CITY OF RICHLAND      |                         | 24-230 REED          | 8/16/2024 | 326432             | 24-230 REED NATSTART 2024 CONFERENCE               | \$472.78   |
| TRAVEL EXPENSES TOTAL:                  |                   |                       |                         |                      |           |                    |                                                    | \$1,076.44 |
| TRAVEL EXPENSES - YTD INFORMATION       |                   |                       |                         |                      |           |                    |                                                    |            |
| BUDGET: \$17,250.00                     |                   |                       | YTD ACTUAL: \$9,048.59  |                      |           | YTD % USED: 52.46% |                                                    |            |
|                                         | K8721000/4504     | XEROX CORP            |                         | 021527609            | 8/14/2024 | 326376             | 3UA295134 BASE CHARGE MAY 2024                     | \$378.29   |
|                                         | K8721000/4504     | XEROX CORP            |                         | 021527611            | 8/14/2024 | 326376             | 3UA295258 MAY 2024 BASE CHARGE                     | \$444.91   |
|                                         | K8721000/4504     | XEROX CORP            |                         | 021764617            | 8/14/2024 | 326376             | 7HB-469027                                         | \$10.87    |

## Library Voucher Listing

Begin Date: 8/1/2024

End Date: 8/31/2024

| Fund                                            | Div<br>Org/Object | Description<br>Vendor | P.O.<br>Number          | Invoice Number | Date      | Check #            | Description                                              | Amount     |
|-------------------------------------------------|-------------------|-----------------------|-------------------------|----------------|-----------|--------------------|----------------------------------------------------------|------------|
|                                                 | K8721000/4504     | XEROX CORP            |                         | 021852148      | 8/14/2024 | 326376             | 3UA-296344<br>CANCELLATION INVOICE                       | \$144.73   |
| COPIER/FAX LEASE RENTAL MAINT TOTAL:            |                   |                       |                         |                |           |                    |                                                          | \$978.80   |
| COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION |                   |                       |                         |                |           |                    |                                                          |            |
| BUDGET: \$11,613.00                             |                   |                       | YTD ACTUAL: \$11,049.99 |                |           | YTD % USED: 95.15% |                                                          |            |
|                                                 | K8721000/5301     | WA STATE DEPARTMENT   |                         | DOR 07/2024    | 8/26/2024 | 10216              | COMBINED EXCISE TAX -<br>JULY 2024                       | \$34.70    |
| STATE TAXES TOTAL:                              |                   |                       |                         |                |           |                    |                                                          | \$34.70    |
| STATE TAXES - YTD INFORMATION                   |                   |                       |                         |                |           |                    |                                                          |            |
| BUDGET: \$1,020.00                              |                   |                       | YTD ACTUAL: \$285.19    |                |           | YTD % USED: 27.96% |                                                          |            |
| LIBRARY ADMINISTRATION TOTAL:                   |                   |                       |                         |                |           |                    |                                                          | \$7,480.80 |
|                                                 | K8722100/3401     | THE GALE GROUP        |                         | 84623783       | 8/16/2024 | 326429             | GALE DATABASES -<br>ONLINE RESOURCES<br>7/1/24-6/30/25   | \$884.64   |
|                                                 | K8722100/3401     | MORNINGSTAR INC       |                         | 1.             | 8/2/2024  | 326018             | MORNINGSTAR<br>INVESTMENT RESEARCH<br>CENTER DATABASE 24 | \$5,817.00 |
|                                                 | K8722100/3401     | PLAYAWAY PRODUCTS     |                         | 470723         | 8/16/2024 | 326476             | CHILDREN'S MATERIALS -<br>WONDERBOOKS                    | \$116.67   |
|                                                 | K8722100/3401     | MIDWEST TAPE          |                         | 505841728      | 8/7/2024  | 326089             | JULY 2024 HOOPLA<br>USAGE                                | \$7,661.34 |
|                                                 | K8722100/3401     | MIDWEST TAPE          |                         | 505700776      | 8/7/2024  | 326089             | JUNE 2024 HOOPLA<br>USAGE                                | \$9,847.19 |
|                                                 | K8722100/3401     | MARYHILL MUSEUM       |                         | 20240612RPL    | 8/7/2024  | 326085             | MARYHILL MUSEUM PASS<br>- TUMBLEWEED TOURIST             | \$200.00   |

## Library Voucher Listing

Begin Date: 8/1/2024

End Date: 8/31/2024

| Fund                                | Div<br>Org/Object | Description<br>Vendor | P.O.<br>Number           | Invoice Number | Date      | Check #            | Description                                            | Amount      |
|-------------------------------------|-------------------|-----------------------|--------------------------|----------------|-----------|--------------------|--------------------------------------------------------|-------------|
|                                     | K8722100/3401     | THE GALE GROUP        |                          | 84462561       | 8/9/2024  | 326188             | LIBRARY MATERIALS -<br>LARGE PRINT<br>COLLECTION       | \$279.53    |
|                                     | K8722100/3401     | THE GALE GROUP        |                          | 84462851       | 8/9/2024  | 326188             | LIBRARY MATERIALS -<br>LARGE PRINT<br>COLLECTION       | \$124.69    |
|                                     | K8722100/3401     | CORNELL LAB OF ORNIT  |                          | 3180-01970     | 8/9/2024  | 326197             | 1 YEAR SUBSCRIPTION<br>BIRDS OF THE WORLD<br>2024-2025 | \$461.98    |
|                                     | K8722100/3401     | MOBIUS SPOKANE        |                          | 08282024       | 8/30/2024 | 326849             | TUMBLEWEED TOURIST -<br>MOBIUS RENEWAL 2024-<br>2025   | \$160.00    |
| LIBRARY RESOURCES TOTAL:            |                   |                       |                          |                |           |                    |                                                        | \$25,553.04 |
| LIBRARY RESOURCES - YTD INFORMATION |                   |                       |                          |                |           |                    |                                                        |             |
| BUDGET: \$398,027.00                |                   |                       | YTD ACTUAL: \$290,405.62 |                |           | YTD % USED: 72.96% |                                                        |             |
| LIBRARY PUBLIC SERVICE TOTAL:       |                   |                       |                          |                |           |                    |                                                        | \$25,553.04 |
| LIBRARY NON-FACILITIES TOTAL:       |                   |                       |                          |                |           |                    |                                                        | \$34,148.04 |

## Library Voucher Listing

Begin Date: 8/1/2024

End Date: 8/31/2024

## FACILITIES EXPENDITURES

| Fund                        | Div<br>Org/Object | Description<br>Vendor | P.O.<br>Number          | Invoice Number | Date      | Check #            | Description                 | Amount     |
|-----------------------------|-------------------|-----------------------|-------------------------|----------------|-----------|--------------------|-----------------------------|------------|
| 001                         |                   | GENERAL FUND          |                         |                |           |                    |                             |            |
|                             | 303               | LIBRARY               |                         |                |           |                    |                             |            |
|                             | K8725000/4700     | CITY OF RICHLAND      |                         | 07/2024 JUL    | 8/19/2024 | 50006              | CITY UTILITY BILLS/JUL 2024 | \$5,556.22 |
| UTILITIES TOTAL:            |                   |                       |                         |                |           |                    |                             | \$5,556.22 |
| UTILITIES - YTD INFORMATION |                   |                       |                         |                |           |                    |                             |            |
| BUDGET: \$57,000.00         |                   |                       | YTD ACTUAL: \$27,275.21 |                |           | YTD % USED: 47.85% |                             |            |
| LIBRARY FACILITIES TOTAL:   |                   |                       |                         |                |           |                    |                             | \$5,556.22 |

CITY OF RICHLAND  
LIBRARY EXPENDITURE

August 2024

Month/Year

PAY PERIODS From July 15, 2024 to August 25, 2024

GROSS SALARIES . . . . . \$ 161,690.26

|          |                 | Gross Wages       | Total             |
|----------|-----------------|-------------------|-------------------|
| WEEK OF: | <u>08/01/24</u> | <u>55,045.39</u>  | <u>55,045.39</u>  |
| WEEK OF: | <u>08/15/24</u> | <u>53,929.79</u>  | <u>53,929.79</u>  |
| WEEK OF: | <u>08/29/24</u> | <u>52,715.08</u>  | <u>52,715.08</u>  |
|          | TOTAL           | <u>161,690.26</u> | <u>161,690.26</u> |



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

SEPTEMBER 2024

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 \$ \$195,838.30 this 10th day of September, 2024.

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

| Voucher Listings                                              | Amount       |
|---------------------------------------------------------------|--------------|
| August 01, 2024 thru August 31, 2024                          | \$34,148.04  |
| Transfer Advice (Salaries)                                    |              |
| Salaries for the weeks of: July 15, 2024 thru August 25, 2024 | \$161,690.26 |
| MONTHLY EXPENSES                                              | \$195,838.30 |

Comments: COR Library Voucher Listing  
COR Library Expenditure

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

| PRINT NAME | SIGNATURE |
|------------|-----------|
| 1.         | 1.        |
| 2.         | 2.        |
| 3.         | 3.        |



## LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/10/2024

Agenda Category: Unfinished Business

Prepared By: Christopher Nulph, Library Manager

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Subject:  
Reciprocal Borrowing

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Department:  
Parks & Public Facilities

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Recommended Motion:  
Discussion only.

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Summary:  
The reciprocal borrowing report is included for the Board to review and allow for discussion before a joint meeting is held between the libraries interested in reciprocal borrowing.

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Attachments:  
I. Reciprocal Borrowing Study - 2024



# RECIPROCAL BORROWING STUDY

*A Review of Six Public Libraries  
in Southeastern Washington*

**August 2024**

## ACKNOWLEDGEMENTS

This report is a result of the cooperation and collaboration of key staff across six public libraries in Southeastern Washington. Without their contributions, this report and its content would have not been possible.

### **COLUMBIA COUNTY RURAL LIBRARY DISTRICT**

*Ellen Brigham*

Director of Library Services

### **MID-COLUMBIA LIBRARIES**

*Kyle Cox*

Executive Director & Chief Librarian

*Sarah Johnson*

Associate Director – Collection Services

### **RICHLAND PUBLIC LIBRARY**

*Chris Nulph*

Library Manager

*Theresa Barnaby*

Technical Services Supervisor

### **WALLA WALLA COUNTY RURAL LIBRARY DISTRICT**

*Ana Romero*

Executive Director

*Chessa Hickox*

Deputy Director

### **WALLA WALLA PUBLIC LIBRARY**

*Heather VanTassell*

Library Director

*Alexis Rodegerdts*

Support Services Librarian

### **YAKIMA VALLEY LIBRARIES**

*Candelaria Mendoza*

Executive Director

*LeNee Gatton*

Collection Development & Circulation Manager

Compiled & Edited by

*Kyle Cox, MPA MLIS and Sarah Johnson, MLS*

## EXECUTIVE SUMMARY

*“A library outranks any other one thing a community can do to benefit its people.  
It is a never-failing spring in the desert.” – Andrew Carnegie*

Libraries exist in the belief that access to knowledge and human experience enhances and improves our lives. The study, based in this belief, is a result of multiple discussions between library staff seeing the potential for greater collaboration among public libraries in Southeastern Washington.

**Six public libraries collaborated in the creation of this report.** Together, they serve 654,641 Washingtonians in Adams, Benton, Columbia, Franklin, Walla Walla, and Yakima counties, including 168,281 county residents and twenty-seven cities with a population of 486,360<sup>1</sup>. The participating libraries are:

- ✓ **Two municipal libraries** - Richland Public Library and Walla Walla Public Library;
- ✓ **Three county rural library districts** - Columbia County Rural Library District, Walla Walla County Rural Library District, and Yakima Valley Libraries; and
- ✓ **One intercounty rural library district** - Mid-Columbia Libraries.

In order to more fully understand the collections and services offered across the region, staff identified metrics to allow for easy comparison, review, and discussion. This information is compiled and converted into graphical representations for this purpose. To our knowledge, no other public libraries in Washington State have taken on this task with the same scope and with as many participants.

This report does not provide recommendations on a path forward, but rather, provides context to policymakers in order to make informed decisions, including initiating reciprocal borrowing.

The level of detail on collection holdings and composition provides invaluable information to all participating libraries, empowering each to examine their current collection and purchasing decisions. The information may be both surprising as well as inspiring, prompting opportunities within each library and among libraries to better serve their communities.

We hope our efforts will yield fruitful, informed discussions among library boards and their staff.

## STUDY ELEMENTS

- ▶ **Review of Participating Libraries:** Provides context on the nature of public libraries in Washington, including the three types of public libraries involved in this study. Each of the participating libraries provided summary information about their library, their governance and leadership, as well as their mission, vision, and strategic plan.
- ▶ **Physical On-Site Collections:** Detailed information on physical collections, including traditional circulating items, e.g. print & multimedia content, and increasingly popular non-traditional circulating items known as “libraries of things.” Three factors are measured in traditional circulating item collections: the number of unique titles, the number of copies, and average age of the collection. In the case of non-traditional circulating items, these are organized by type: technology, recreation, hobbies & crafts, and tools.

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<sup>1</sup> Based on Washington State Office of Financial Management’s 2024 Official Population Estimates

- ▶ **Digital Collections & Subscription-Based Access:** Detailed information on digital collections relating to eBooks, eAudiobooks, digital magazines, and database and streaming content subscriptions. In the case of eBooks and eAudiobooks, collections are assessed by: the nature of content - holdings available through the consortium or purchased/subscribed locally; format type - eBooks & eAudiobooks; segmentation by intended audience - juvenile/children's; young adult, and adult/general audience; and language - English and non-English content. Database and streaming content subscriptions are listed across all six libraries for easy comparison.
- ▶ **Collection Development Policies:** Given the current state of political and social challenges to public libraries, all participating libraries provided summary statements relating to their collection development policies, language affirming intellectual freedom, roles relating to selection, maintenance, and withdrawal, and the process for reconsideration of materials. All participating libraries assert their support and adherence to Intellectual Freedom in collection development, citing the Library Bill of Rights.
- ▶ **Collection Expenditures:** All participating libraries provided collection expenditures for the past five years, including expenditures for materials (physical collections, digital collections, and subscription-based access) and for professional services relating to providing content. Two metrics are also examined relating to collection expenditures.
- ▶ **Performance (2023):** All participating libraries provided 2023 performance data related to: active accounts; total circulation; physical checkouts; digital checkouts; program attendance; and on-site gate count.
- ▶ **Reciprocal Borrowing:** Reviews considerations as to why a library would consider initiating reciprocal borrowing. Provides examples of seven different reciprocal borrowing arrangements across Washington State. Describes options for initiating reciprocal borrowing.

## REVIEW OF PARTICIPATING LIBRARIES

- ▶ **Overview:** Washington State's public libraries are governed by the *Revised Code of Washington* Chapter 27.12, covering establishment, governance structures, powers of boards, operations, contracting with other libraries, annexation, de-annexation, tax levies, and bonds.

Early in Washington's history, public libraries were municipal libraries. Seeing the unmet need, the State Legislature created a path for unincorporated populations in rural areas to create public libraries by amending State law to allow for the establishment and funding of rural library districts. As library districts were established, some cities began contracting with library districts to provide library services within city limits. State law was amended in the 1970s to allow for cities to annex into library districts.

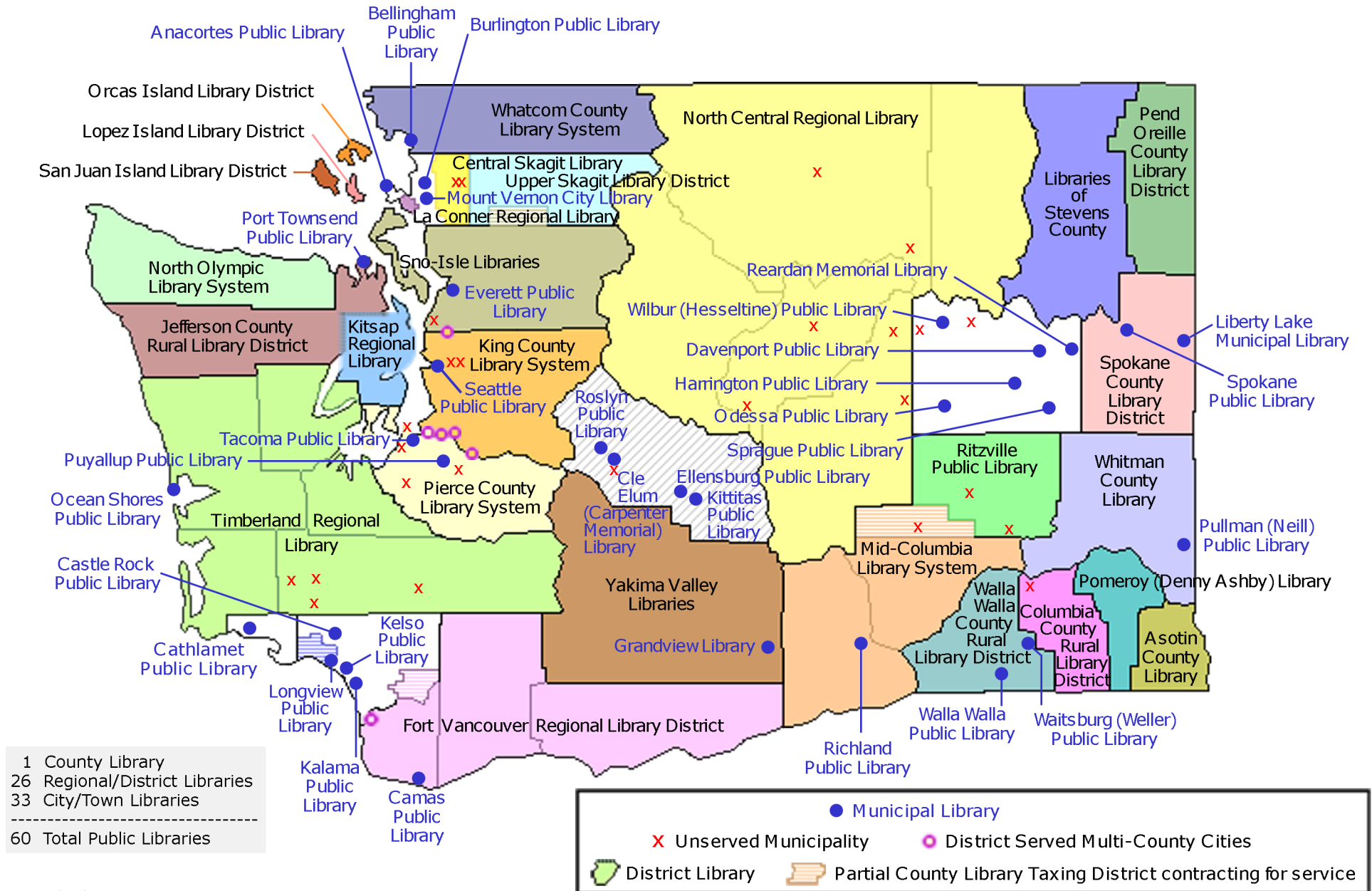
- ✓ Size of service population is not related to type of public library: King County, a county rural library district, serves a population of nearly 1.6 million people, whereas the library serving the smallest population- Harrington Public Library- is a municipal library serving 430 residents.<sup>2</sup>

- ▶ **Municipal libraries** are units of city government, and are funded by said city. They have boards of five members. Some city library boards are advisory, rather than governing boards. Typically, the library manager/city librarian is hired by, supervised by, and part of City staff, rather than as a separate unit, and their budget is subject to City Council review and approval.
- ▶ **County rural library districts** are established by a vote of the people, serving one county. They have governing boards of five members, with the exception of King County library, which has seven. Their boards of Trustees are appointed by, and their levy rates are adopted by, the board of commissioners for their county. While not a unit of the county, a county rural library district is an independent, special purpose district with taxing authority. County rural library districts are funded by a tax of up to 50 cents per \$1,000 in assessed property value of annexed, in-district property (RCW 27.12.050). County rural library districts initially serve the unincorporated populations of their county; library districts also provide library services to cities either by contract or through annexation into the district.
- ▶ **Intercounty rural library districts** are established by a vote of the people, serving multiple counties. There are five intercounty rural library districts in Washington. They have governing boards of seven members. Their boards of Trustees are jointly appointed by, and their levy rates are jointly adopted by, the boards of commissioners for the counties within the district. An intercounty rural library district is an independent, special purpose district with taxing authority, spanning multiple jurisdictions. Intercounty rural library districts are funded by a tax of up to 50 cents per \$1,000 in assessed property value of annexed, in-district property (RCW 27.12.050). Intercounty rural library districts initially serve the unincorporated populations of their counties; they also provide library services to cities either by contract or through annexation into the district. Intercounty districts may also serve other library districts through contract and existing county library districts may join an intercounty rural library district.
- ▶ **Map of Public Library Service**, courtesy of Washington State Library. Last updated in 2020, the map shows the public libraries across Washington State, as a combination of municipal (city/town) and district libraries. Some counties, such as Lincoln County, do not have county-wide library access or services.

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<sup>2</sup> Based on Washington State Library's most recent *Washington Public Library Statistical Report*

# 2020 Map of Public Library Service



Last Updated: January 16, 2020

## COLUMBIA COUNTY RURAL LIBRARY DISTRICT *(County Library District)*

- **About:** The Columbia County Rural Library District (CCRLD) was founded as the Dayton Memorial Library in 1937. In 2005, by public vote, it became the CCRLD and began serving the entire 4,000-person county. Its single location is in the county seat of Dayton. CCRLD is supported by property taxes from Columbia County. Currently CCRLD employs 4 full-time staff and 3 pages at 10 hours a week.
- **Governance & Leadership:** The CCRLD is governed by a 5-person Board of Trustees, appointed by the Columbia County Commissioners. The Board employs Ellen Brigham, Director of Library Services, to lead the district.
- **Mission & Strategic Plan:**
- ✓ **Mission** – *“The Columbia County Rural Library District is an accessible and valued resource, committed and responsive to the lifelong learning and recreational needs of the entire community.”*



The CCRLD’s 2022-2024 **Strategic Plan** is based on the following visions:

- ✓ Patron Engagement and Services
- ✓ Collaboration
- ✓ Staff Training and Development
- ✓ Technology
- ✓ Fiscal Responsibility
- ✓ Property Improvement and Capital Expenditures

## MID-COLUMBIA LIBRARIES *(Intercounty Library District)*

- **About:** Established by public vote in 1948 and beginning operations in 1949, Mid-Columbia Libraries (MCL) serves the 270,000+ residents of Benton, Franklin, and Adams counties. MCL’s twelve branches are located in Basin City, Benton City, Connell, Kahlotus, Kennewick (two branches), Merrill’s Corner, Othello, Pasco (two branches), and West Richland. These libraries are open 475 hours per week. MCL provides a heavily used digital branch, robust programs and community outreach, as well as delivery services for homebound and rural residents. MCL is the tenth-largest public library in Washington by service population.



In its commitment to provide responsive, relevant services to a growing population, MCL has opened a new branch and remodeled four branches in the past decade. Currently, MCL is remodeling the Basin City branch, is in process to relocate the Othello branch to larger space, and is planning to open a third branch in Pasco.

MCL’s annual budget is \$10.5 million, funded by property taxes from annexed counties and cities, and by intergovernmental service contracts with the cities of Pasco, Prosser, and West Richland, and Adams County Library District #1. MCL currently employs 111 people, representing 69 full-time equivalent employees.

- ▶ **Governance & Leadership:** Governed by a seven-member Board of Trustees from across MCL’s service area, MCL’s Trustees are jointly appointed by the Benton and Franklin County Boards of Commissioners. The Board employs Kyle Cox, Executive Director & Chief Librarian, to lead the library district. Collection-related functions are led by Sarah Johnson, Associate Director of Collection Services.
- ▶ **Recognition:** MCL has been formally recognized for its community-focused services as a finalist for the *National Medal for Museum & Library Service*, as well as by the Tri-City Regional Chamber of Commerce, Tri-Cities Hispanic Chamber of Commerce, multiple local Chambers of Commerce, Washington Association of School Administrators, Washington’s Congressional delegation, and the State of Washington.
- ▶ **Mission & Strategic Plan:**
  - ✓ **Mission** – *“Mid-Columbia Libraries empowers people, supports learning, and strengthens community through literacy, enrichment, and connection.”*
  - ✓ **Strategic Vision Statements** – Based on the results of a 2022 region-wide community needs assessment, MCL’s Strategic Plan is built on three strategic visions:
    - **Literacy:** *All children in the Mid-Columbia region enjoy reading and read at or above current grade level.*
    - **Enrichment:** *All community members enjoy easy, dependable access to library content and resources to stimulate their imaginations and satisfy their curiosity.*
    - **Connection:** *All community members are connected to local community resources and the greater digital world in ways that meet their needs.*
  - ✓ **Values** – Mid-Columbia Libraries’ values are principles library staff and board members use to guide their actions and decisions.
 

|                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b><i>We believe in:</i></b></p> <ul style="list-style-type: none"> <li>• our customers’ right to privacy</li> <li>• open, equitable access to information</li> </ul> <p><b><i>We collaborate:</i></b></p> <ul style="list-style-type: none"> <li>• with each other to achieve common goals</li> <li>• with our community to meet their needs</li> </ul> | <p><b><i>We embrace:</i></b></p> <ul style="list-style-type: none"> <li>• diversity of people, ideas, and content</li> <li>• innovation, optimism, creativity, and resourcefulness</li> </ul> <p><b><i>We praise:</i></b></p> <ul style="list-style-type: none"> <li>• staff openly and often for their hard work</li> <li>• our community and partners for their ongoing support</li> </ul> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## RICHLAND PUBLIC LIBRARY *(Municipal Library)*

- ▶ **About:** Library service in Richland began as a subscription-based library at the start of the Manhattan Project. Over time, the demand for a public library prompted its first location, opening in 1951. The library has been a key amenity for City services since. RPL opened a larger location through a public vote in 1970 and this is the same location it operates out of today. In 2009, a bond was passed by vote to renovate the library and expand its amenities.



**RICHLAND  
PUBLIC LIBRARY**

RPL operates a 57,757 square foot facility with 64 hours of service hours weekly. The library employs 24 full and part time employees and a variable roster of intermittent staff, equating to about 20.5 FTE. The library contains a number of services including traditional physical and digital media, an Experience Library (or Library of Things), 3 public meeting rooms, 2 study rooms, 1 programming room, a teen room, a large working and study space, an outdoor programming and play space set to open late 2024, a coffee shop operated by Caterpillar Café, a Friends of the Library book sale room, flexible exhibit space, WiFi, and PC/print/copy/scan/fax services.

RPL is funded by the City of Richland's General Fund. This Fund is primarily supported by property, sales, and utility taxes. The Richland Public Library primarily serves the residents of Richland. They make exceptions for free card access to staff and students at the Richland School District, Columbia Basin College, and WSU Tri-Cities, City of Richland employees, and land or business owners in Richland. They sell non-resident cards for \$40 a year, or \$25 for digital resource cards. Circulation is the only service that requires a library card. Otherwise, residents from any location may use their physical space, Internet, and program services.

► **Governance & Leadership:** The library operates within the Parks & Public Facilities Department of the City of Richland. Chris Nulph, Library Manager, is responsible for the operation of the library. He reports to the Director of Parks & Public Facilities, Chris Waite. RPL is supported by a 5-member advisory Library Board. The Board reviews expenditures, advises on policy, and offers a citizen perspective on library operations. Final governance rests with the City Manager, Jon Amundson.

► **Strategic Plan Elements:**

- ✓ **Mission** – *“Be the hope-inspiring presence in our community where every person belongs and is supported in enjoyment, learning, and understanding.”*
- ✓ **Vision** – *“All Richland residents experience the library as a durable, trusted institution for the public good that is finely interwoven into the entire fabric of our community.”*
- ✓ **Roles** – Public Square, Community Advocate, Knowledge Nursery

## WALLA WALLA COUNTY RURAL LIBRARY DISTRICT *(County Library District)*

► **About:** The Walla Walla County Rural Library District was established in 1972 with a permanent tax base and operates as an independent junior library taxing district under Washington State law. Walla Walla County is in southeastern Washington State along the Oregon state line. The area is known for its agriculture – apples, wheat, sweet onions, and vineyards. The communities served by the Library District are diverse small towns that see their libraries as community centers and gathering places that are integral to community life. With an annual budget of \$2.1 million, the District serves the 27,000 residents of unincorporated Walla Walla County, and the cities of College Place and Prescott. The District has branches in Burbank, Prescott, Touchet, Vista Hermosa, and College Place, plus a roving bookmobile. Their central administrative service center is located in Walla Walla. The District's total full-time equivalent count is 17.24 employees, including full and part-time employees, with and without master's degrees.



The District is proud to offer their communities access to high quality collections, inspiring programs, and responsive service, including an extensive Spanish-language collection to the residents of Vista Hermosa, a Library of Things, and robust digital resources exclusive to our patrons.

► **Governance & Leadership:** The District's Library Board is composed of five Walla Walla County residents, each appointed to serve five-year terms by the Walla Walla County Commissioners. As a body, the Board holds all legal and fiduciary authority. The Board employs Ana Romero, Executive Director, to lead the library district. Collection-related functions are led by Chessa Hickox, Deputy Director.

► **Mission & Strategic Plan:**

- ✓ **Mission** – *“Walla Walla County Rural Library District educates and inspires by providing enriching materials and services that are accessible to all, in our buildings, online, and out in the community.”*
- ✓ **Vision** – *“Walla Walla County Rural Library District libraries are inviting centers for education, arts, and culture. Representative, knowledgeable staff provide our communities with free access to high quality collections, inspiring programs, and responsive services. We serve as the county's hub for civil discourse and lifelong learning.”*
- ✓ **Values**
  - *Diversity:* Providing equitable services and employment opportunities that reflect the diversity of our county.
  - *Quality Service:* Acting with initiative, creativity, and flexibility and utilizing state of the art technology to provide excellent customer service to all.
  - *Intellectual Freedom:* Dedication to providing free and open access to information and supporting library users' right to privacy.
  - *Partnerships:* Collaboration with local agencies and organizations.
  - *Public Trust:* Open, effective, and efficient stewardship of library resources.
  - *Community Investment:* Providing facilities at the heart of each community as a gathering place for all ages and the fundamental source for lifelong learning.

## WALLA WALLA PUBLIC LIBRARY *(Municipal Library)*

► **About:** The first free public library in Walla Walla was opened in 1897 by the Women's Reading Club with \$903.25 in cash and \$300 in books. In 1903 the city council accepted a grant from Andrew Carnegie; the Carnegie Library opened in 1905. When the library outgrew that space, a new building was built across the street. The library moved into its current location in 1970. In 2006, a 5000 SF children's wing was added. The current library is approximately 17,000 SF, with an additional 2,000 SF at basement level. It is conveniently located in the City's downtown corridor.



The City of Walla Walla is in the beginning stages of another renovation and expansion to the library. This \$15 million project aims to enhance patron experiences, improve staff workflow, and create a modern, sustainable facility that reflects the unique identity and needs of its city. The goal is to revitalize the library to better serve the city's population of 34,300, improve accessibility, and update critical infrastructure.

The library currently operates six days a week, open for 50 hours each week. It employs 14 staff, including four MLIS librarians, for the equivalent of 11.25 FTE. The library houses a large physical collection, including a growing Library of Things, as well as one meeting room, two study rooms and PC/print/copy/ scan services.

The Walla Walla Public Library is supported by the City of Walla Walla's general fund. Its 2024 budget is \$1.78 million. Additional support is provided by the library's active Friends group. Library cards are free for people residing in or owning property within the City of Walla Walla boundaries as well as for all Walla Walla School District students, Whitman students, and WWCC students. Non-resident cards are available for \$68/year or \$34/six months and cover everyone within the household.

- ▶ **Governance & Leadership:** The library operates as its own department within the city and is managed by Library Director, Heather VanTassell. The Library Director reports to the City Manager who reports to the City Council. The library is also supported by a five-member advisory Board of Trustees. This Board advises the City Council and the Public Library Director and adopts policies under which library services are provided. The Board serves as liaison between the library and the public, advising the Library Director about the needs of the community and communicating to the public about the library and its services.

- ▶ **Mission & Strategic Plan:**

- ✓ **Mission** – *“Empowering our community with the tools to grow, connect, and imagine.”*

- ✓ **Strategic Focuses:**

- Community Gathering Place
    - Connecting all groups
    - Staff Empowerment

## YAKIMA VALLEY LIBRARIES *(County Library District)*

- ▶ **About:** Yakima Valley Libraries was established in 1942 and serves a population of over 249,000 residents of Yakima County, with the exception of city limits of Grandview. YVL has 16- soon to be 17- locations throughout Yakima County as well as a mobile services team that include outreach services and a bookmobile. These locations are open around 629 hours a week.



YVL completed a renovation to its Selah and Terrace Heights library in the last couple of years and has plans for establishing a facilities plan that will include remodels for the next 3 to 5 years. YVL is supported by property taxes from Yakima County and annexed cities, as well as service contracts with Granger, Mabton, Naches, and Tieton. YVL has 95 employees, representing 70 full-time equivalent employees.

- ▶ **Governance & Leadership:** Governed by a five-member Board of Trustees. Trustees are appointed by the Yakima County Commissioners. The Board employs Candelaria Mendoza, Executive Director to lead the library district. Collection-related functions are led by LeNee Gatton, Collection Development and Circulation Manager.
- ▶ **Recognition:** YVL has received several grants over the years and is looking forward to more collaborations that will help meet the needs of our community.

► **Mission & Strategic Plan:**

- ✓ **Mission** – *“Yakima Valley Libraries: together we empower, inspire, and connect.”*
- ✓ **Vision** – *“We envision a Yakima Valley that embraces and empowers everyone.”*
- ✓ **Goals** –
  - EMPOWER:** We will provide programs, services, and resources that give people the tools they need to achieve their goals.
  - INSPIRE:** We will foster spaces, programs, and services that invite people in, where they feel safe and welcome to explore their imagination and pursue their dreams.
  - CONNECT:** We will bring the community together to foster a sense of belonging and place.

## PHYSICAL ON-SITE COLLECTIONS

All participating libraries provided data on their physical collections, including *traditional circulating items*- print & multimedia content- and increasingly popular *non-traditional circulating items* known as “libraries of things.”

### TRADITIONAL CIRCULATING ITEMS

The following collections were assessed by each library, and their composition is visually charted for ease of review:

- ▶ **Children’s Collections**
  - Early Learning** (Board Books & Picture Books)
  - Fiction** (incl. Beginning Readers, Beginning Chapter Books, Graphic Novels)
  - Non-Fiction** (incl. Magazines, Holiday Books)
  - Non-English** (Spanish, World Languages (Non-Spanish))
  - Multimedia** (Audiobooks, DVDs, Book & Audio Bags)
- ▶ **Young Adult (YA) Collections**
  - Print** (Fiction, Non-Fiction, Manga/Graphic Novels)
- ▶ **Adult/General Collections**
  - Fiction** (incl. Large Print, Graphic Novels, Lucky Day/Bestsellers)
  - Non-Fiction** (incl. Biography, Magazines & Newspapers, Reference)
  - Non-English** (Fiction (Spanish), Non-Fiction (Spanish), World Languages (Non-Spanish))
- ▶ **YA & Adult/General Collections**
  - Multimedia** (Audiobooks, DVDs, CDs)

**MEASURABLES.** Three factors measured in each of the collections: the number of unique titles, the number of copies, and average age of the collection. All three play a role in meeting customers’ expectations and needs.

- ▶ **Unique Titles:** The number of unique titles available within the collection at each library. The number and composition of unique titles within a collection directly impacts the library’s relevancy in the mind of their customers.
- ▶ **Copies:** The number of copies associated with each collection. The greater the number of copies per collection, the increased capacity to serve multiple customers wanting the same title. Purchasing additional copies of popular titles and series reduces wait times for customers on holds’ lists. Additionally, for libraries with multiple branches, purchasing copies increases the chances of a title being on the shelf for browsing at multiple locations.
- ▶ **Average Age:** In most cases, libraries were able to determine the average age of the collection, based on when the items were added to the library’s collection. Average age is important relating to two variables: condition and currency.
  - **Condition:** If an item- or more broadly, a collection- regularly circulates, over time, the condition of the item will deteriorate, as well-used becomes *well-worn*. The use, i.e. wear and tear, is often directly related to the type of item. A board book, for example, is likely to experience harder use over a shorter period of time than an adult non-fiction book, and will need to be replaced more frequently.
  - **Currency:** Currency of content is important in non-fiction with subjects which are popular, timely, and with active research, as well as in fiction, driven by the popularity of authors and genres. Format plays a role in average age; for example, the variety and volume of new audiobooks and DVDs are continually

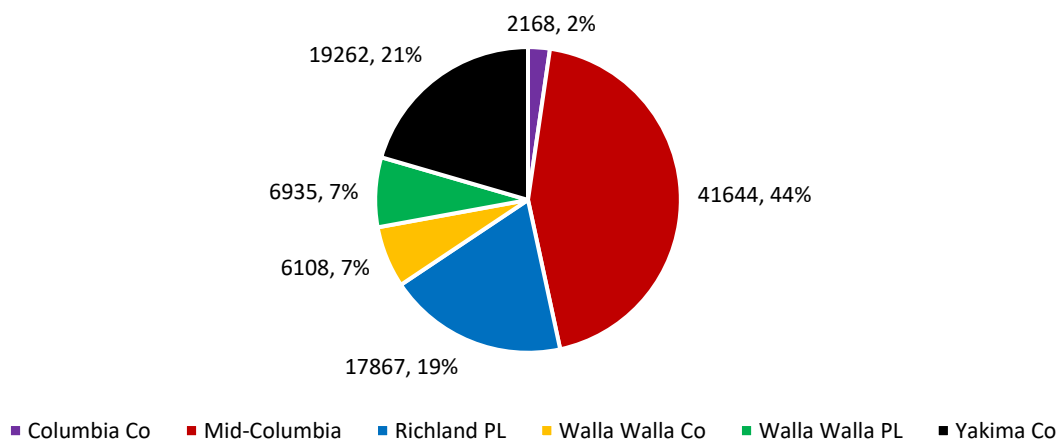
decreasing due to the market shift towards digital formats. As a result, some physical formats are not as easily replenished due to diminishing supply.

Improving any and all of these three variables is dependent on a mixture of available funding for collection development, shelf space, and staff capacity to select, purchase, and process items. Active weeding of non-popular items increases circulation, frees up shelf space, and reduces age, but requires additional funding and staffing to replace items.

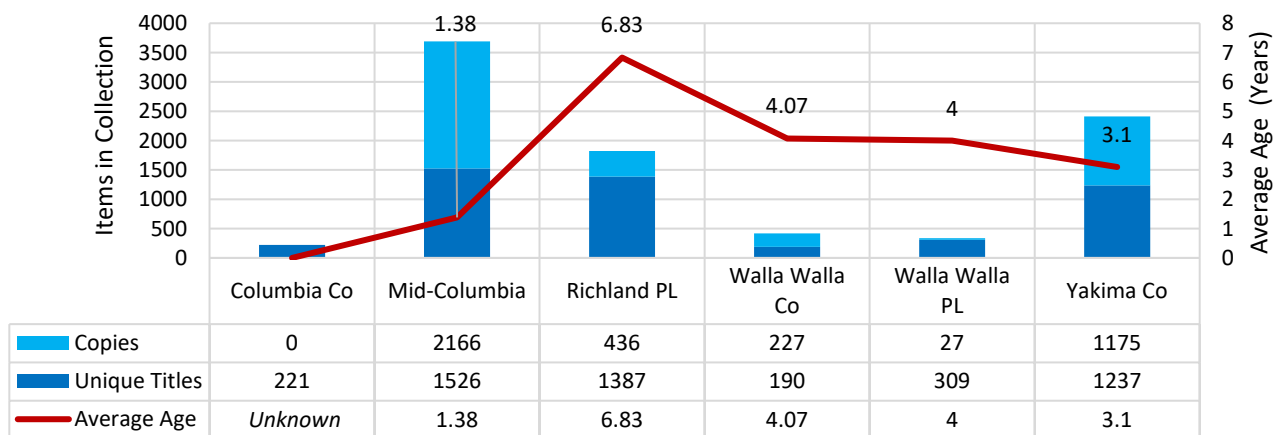
**In each of listed collections, total holdings are shown among all six libraries. This represents the number of items available across our region. Unique Titles + Copies = Total Holdings.**

## ► CHILDREN’S COLLECTIONS: EARLY LEARNING – PRINT

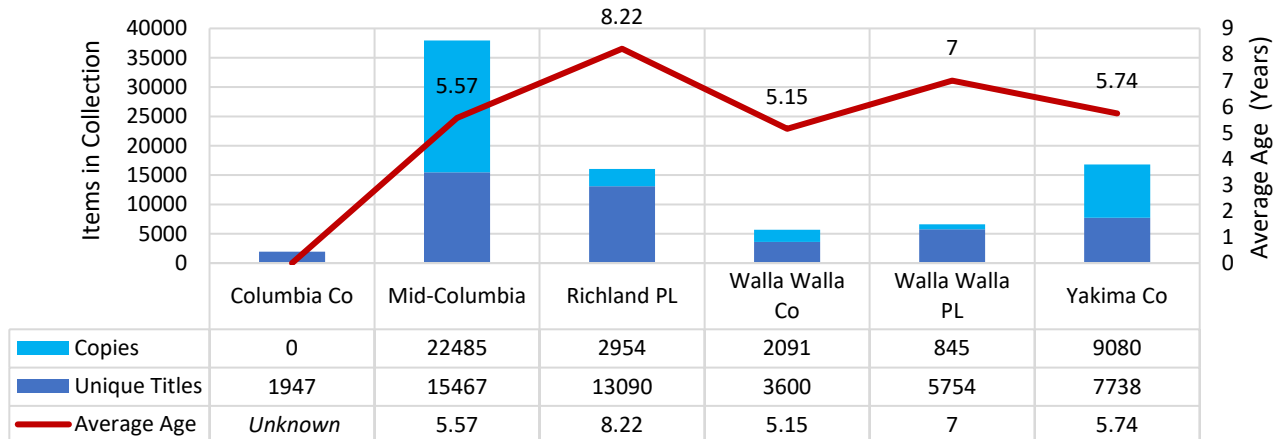
Total Holdings: Early Learning – Print



Board Books

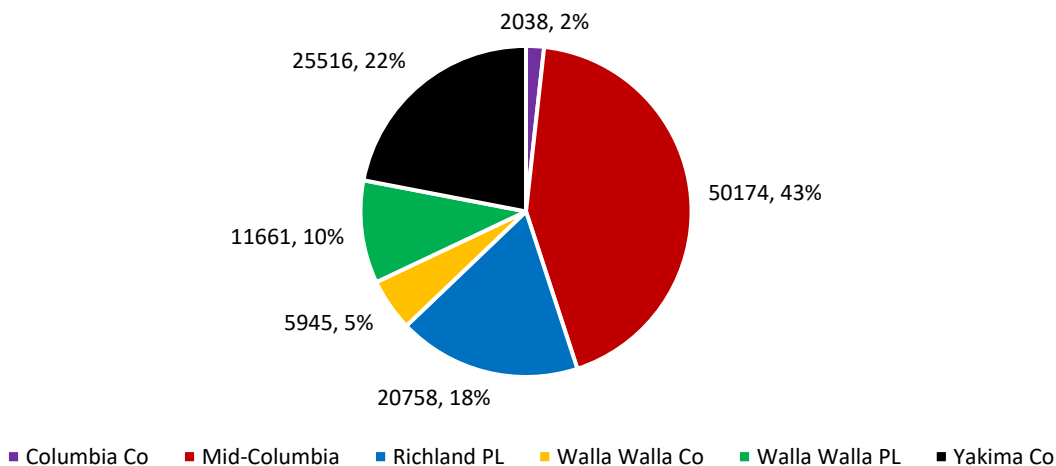


Picture Books

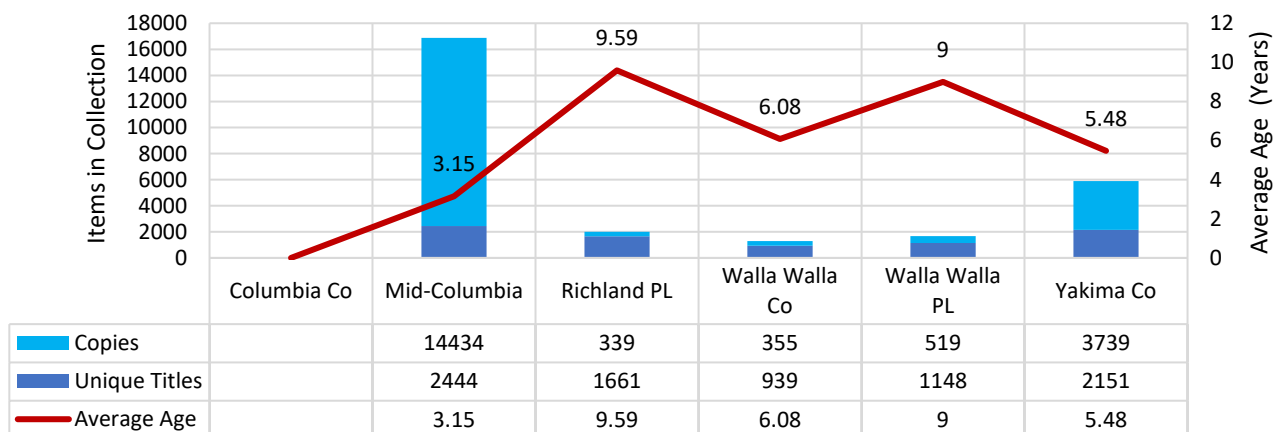


## ► CHILDREN'S COLLECTIONS: FICTION – PRINT

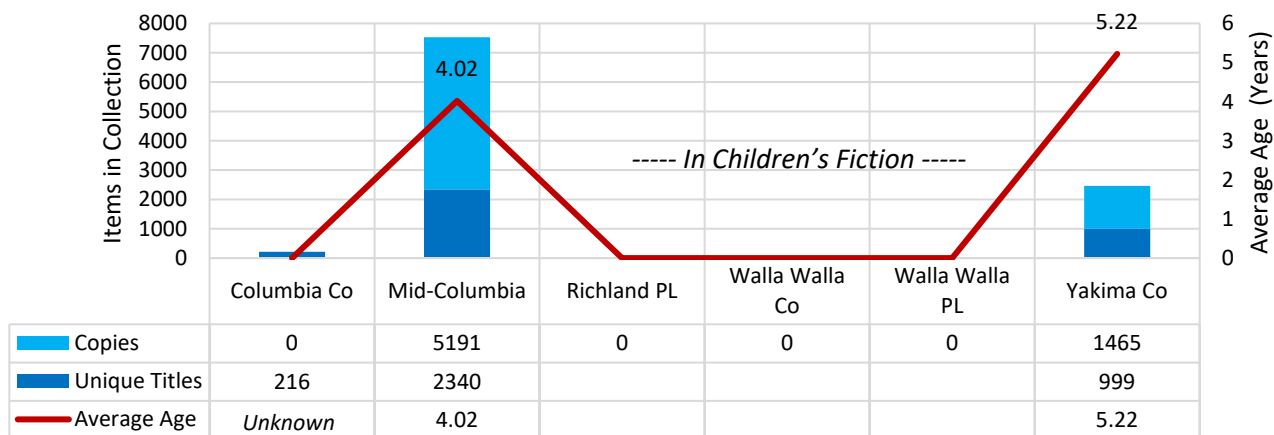
Total Holdings: Children's Fiction – Print



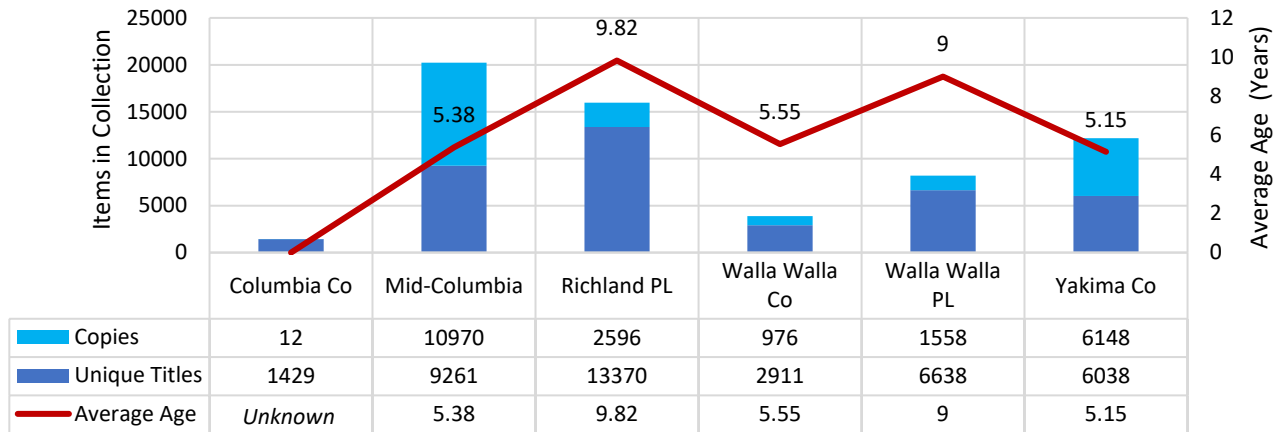
Children's Beginning Readers



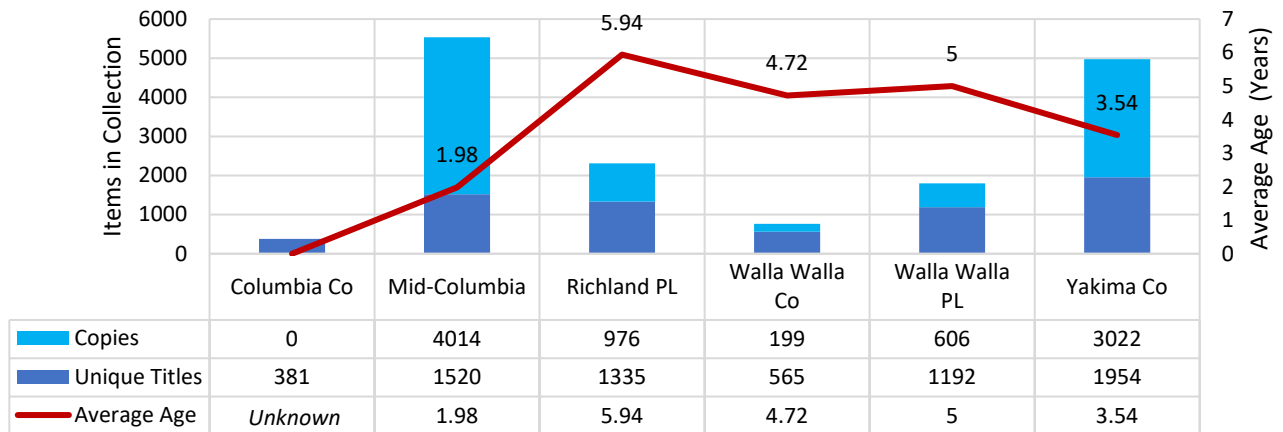
Children's Beginning Chapter Books



### Children's Fiction

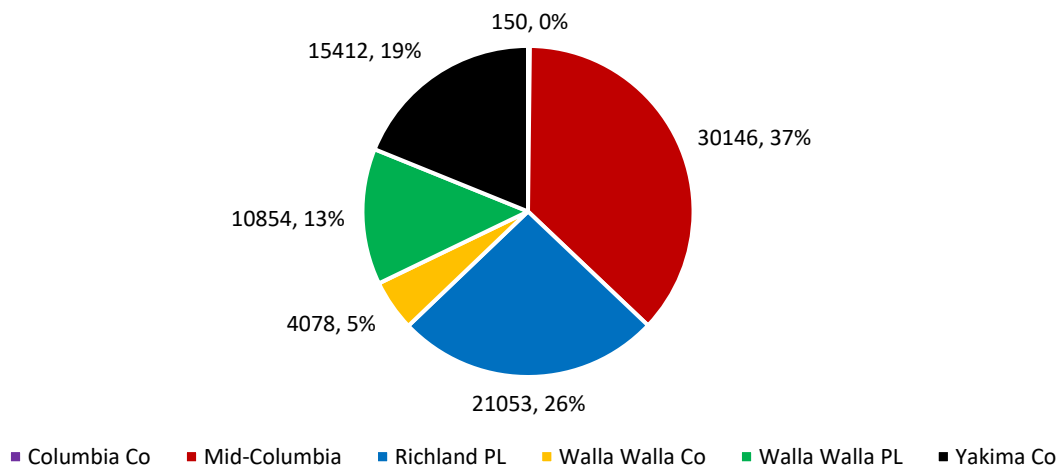


### Children's Graphic Novels

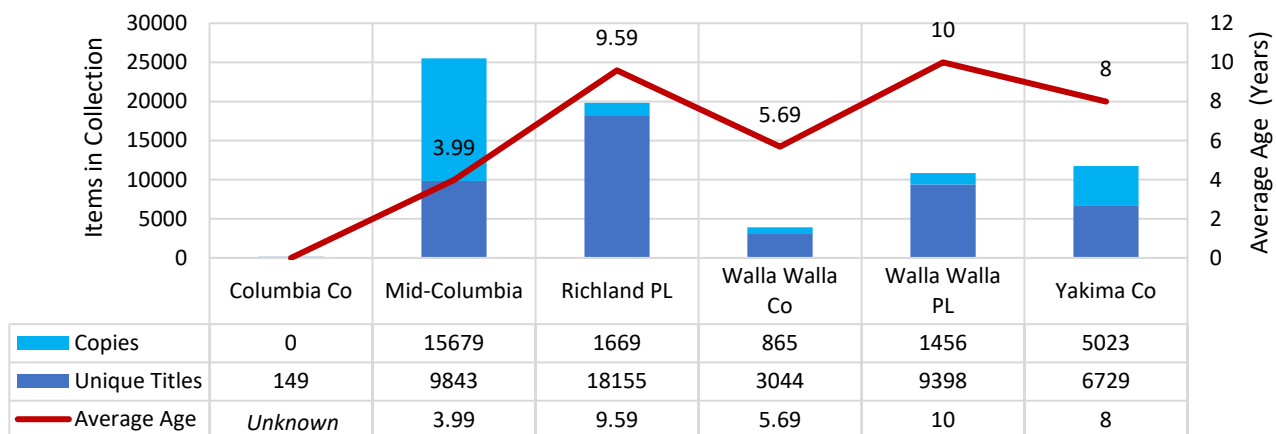


## ► CHILDREN’S COLLECTIONS: NON-FICTION – PRINT

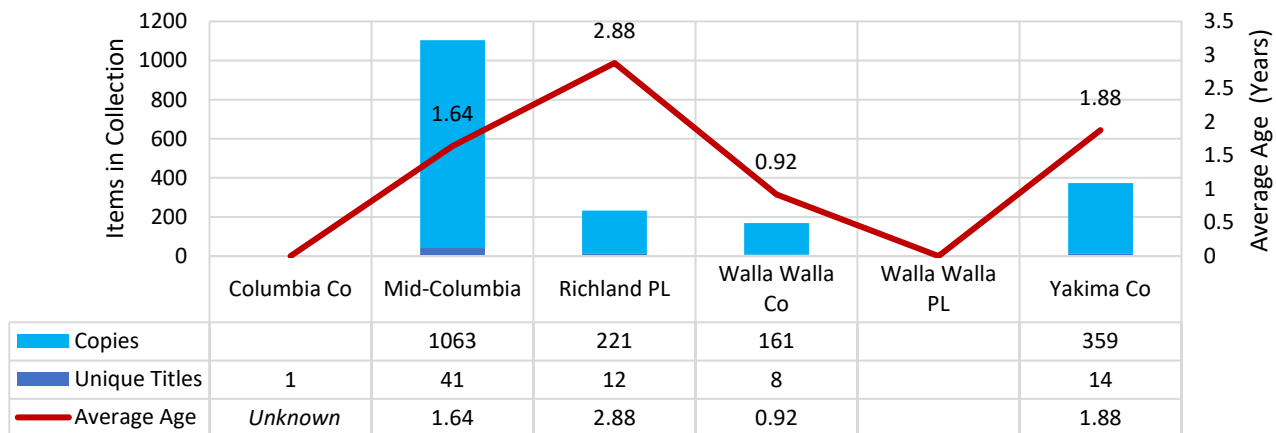
Total Holdings: Children’s Non-Fiction – Print



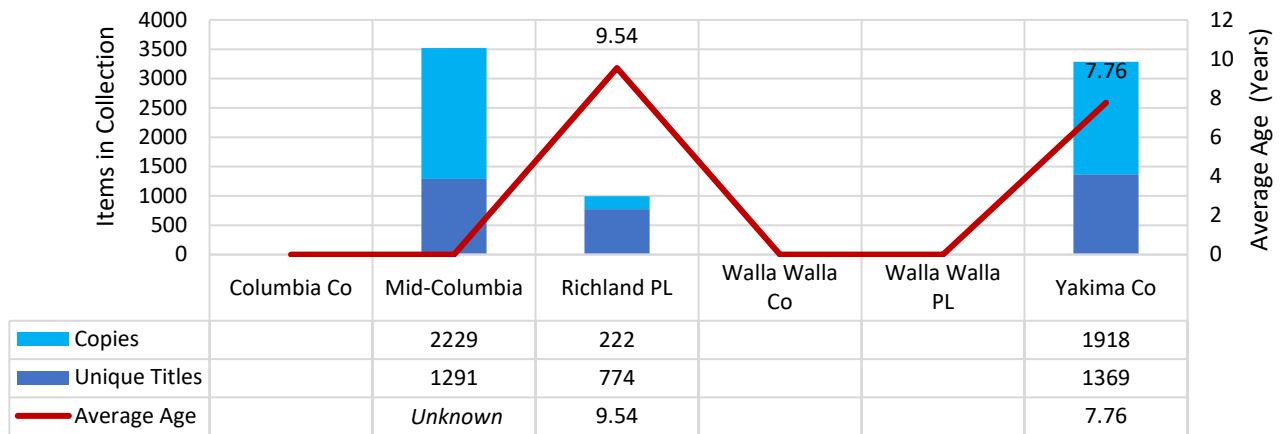
Children's Non-Fiction



Children's Magazines

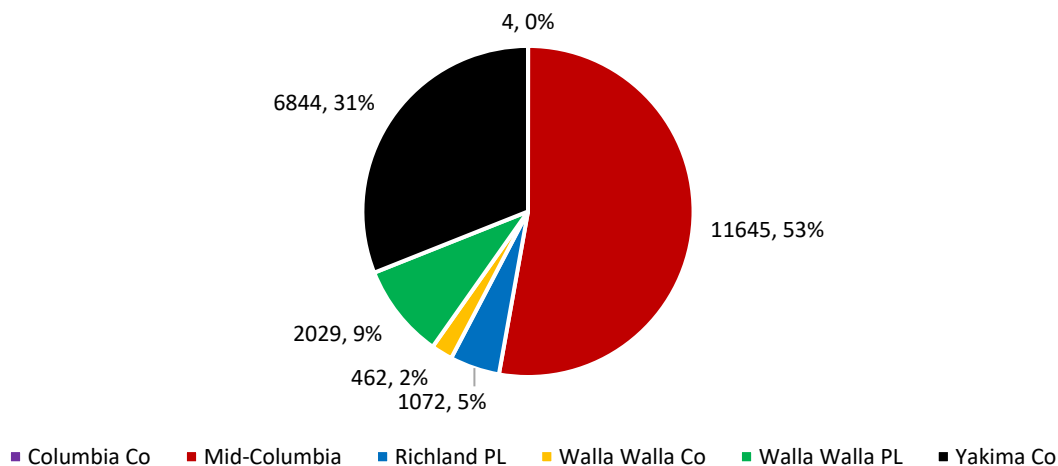


## Children's Holiday Books

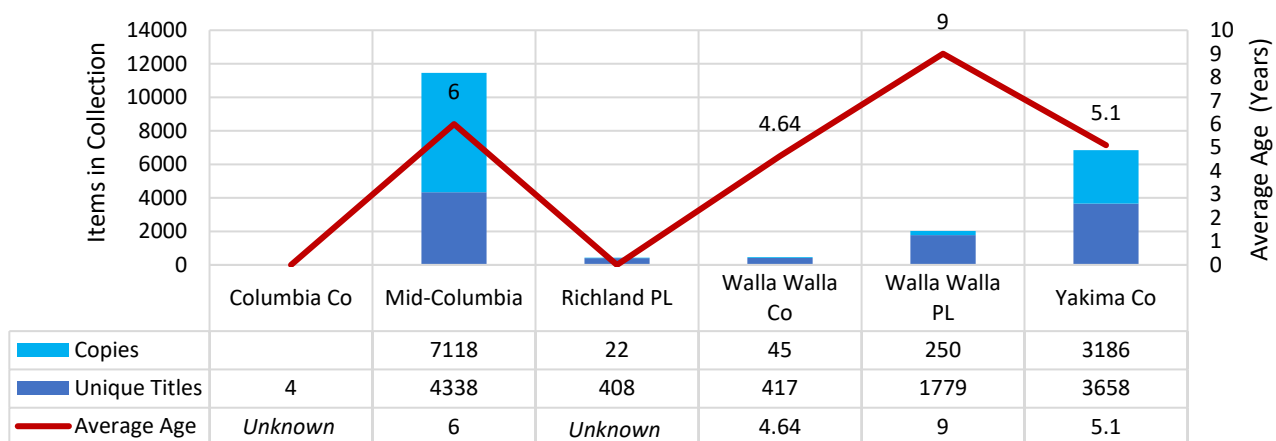


## ► CHILDREN'S COLLECTIONS: NON-ENGLISH – PRINT

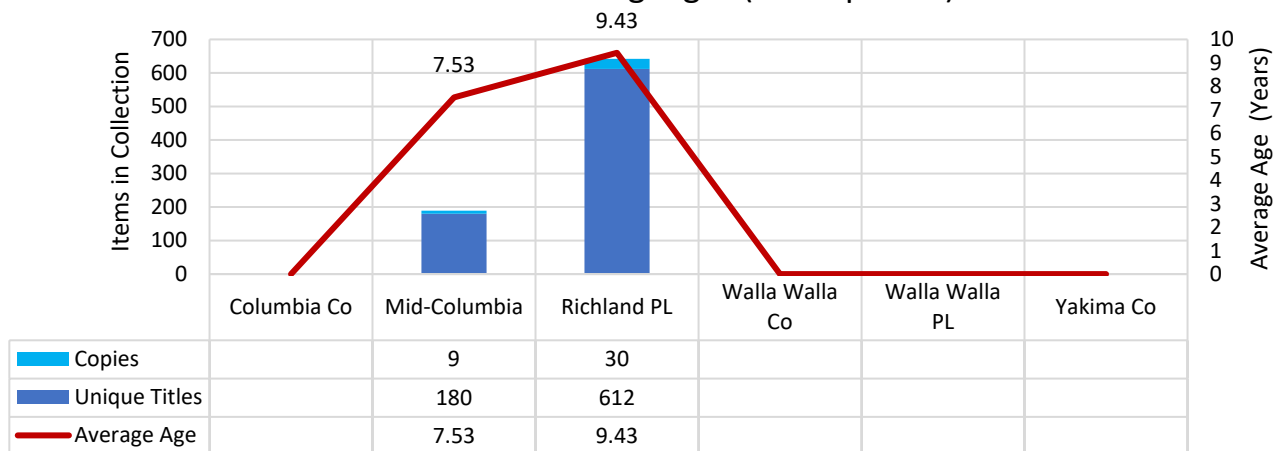
Total Holdings: Children's Non-English – Print



Children's Spanish

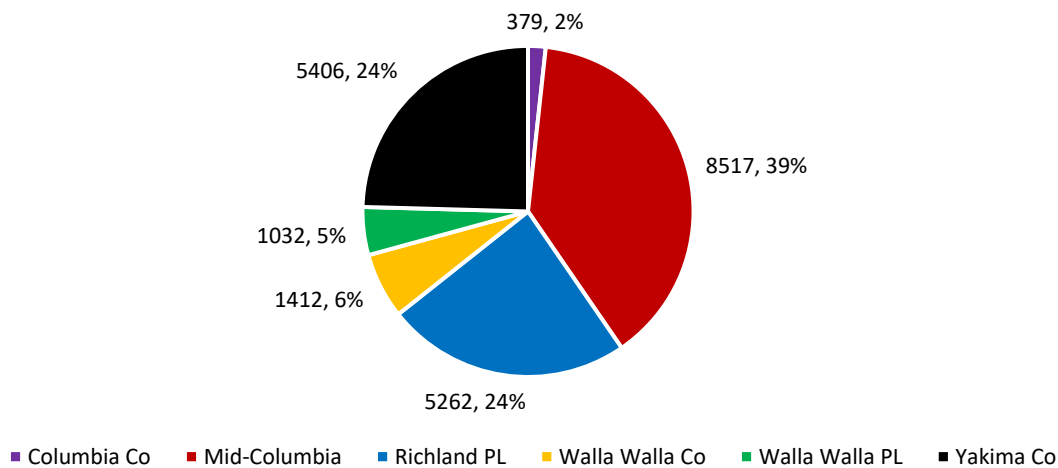


Children's World Languages (Non-Spanish)

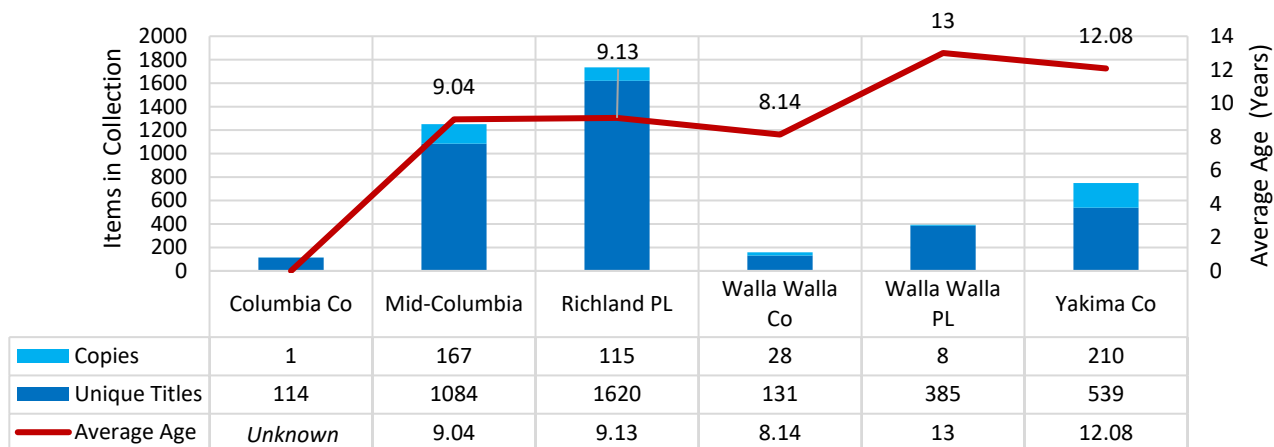


## ► CHILDREN'S COLLECTIONS: MULTIMEDIA

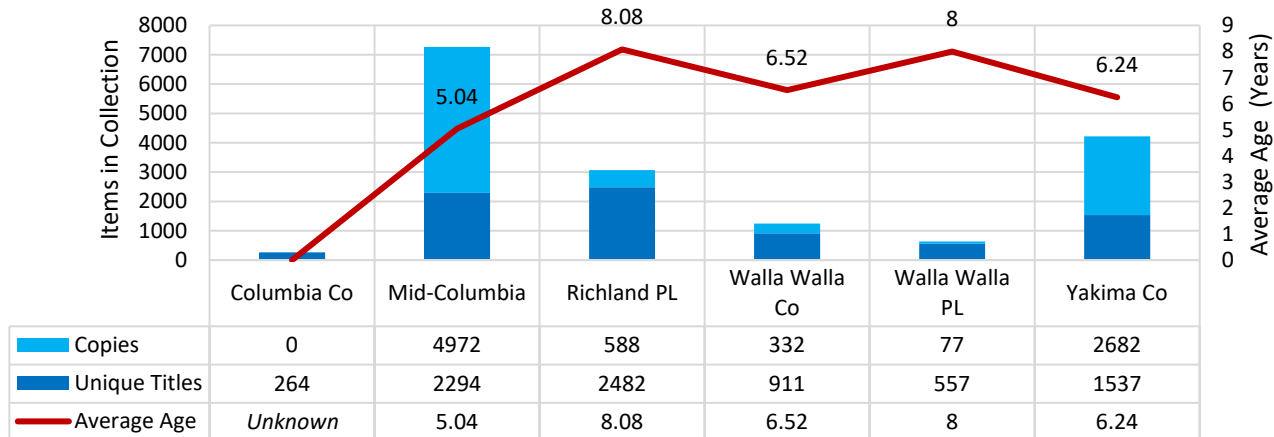
Total Holdings: Children's Multimedia



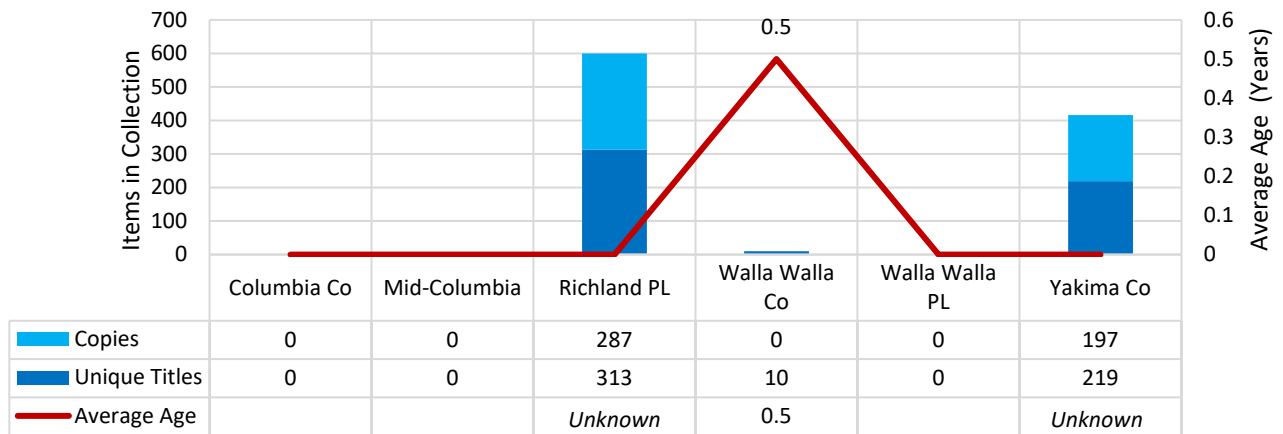
Children's Audiobooks



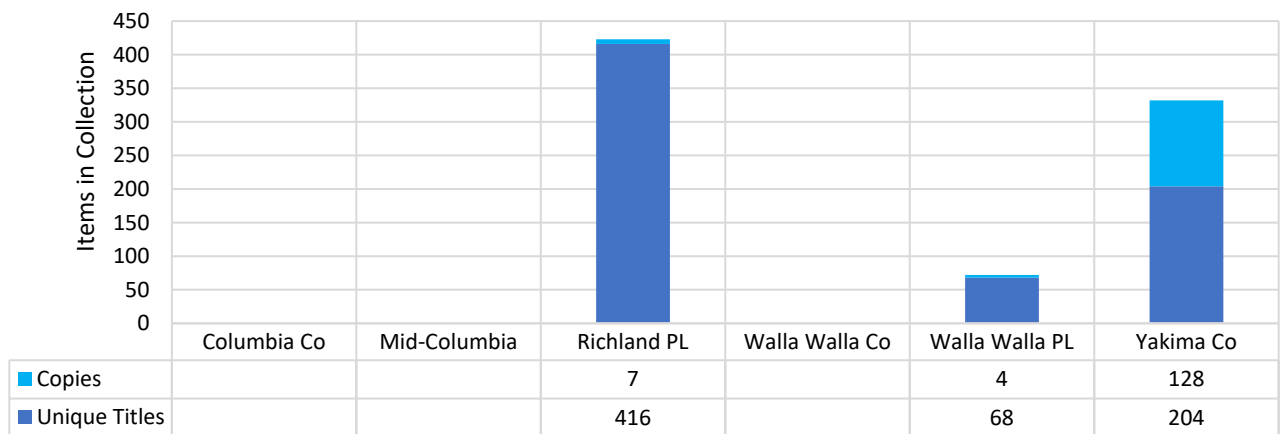
Children's DVDs



### Children's Book & Audio Kits and Readalongs

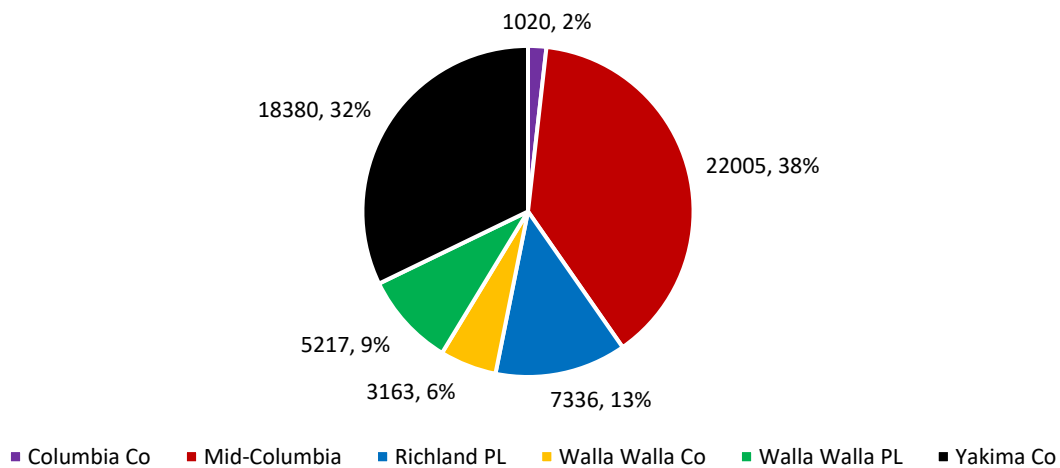


### Children's Music

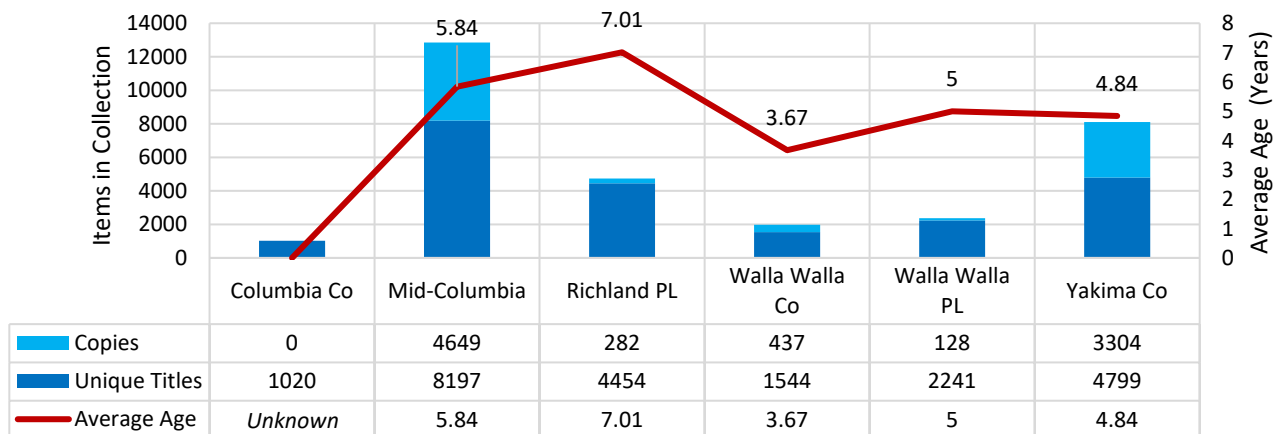


## ► YOUNG ADULT COLLECTIONS: PRINT

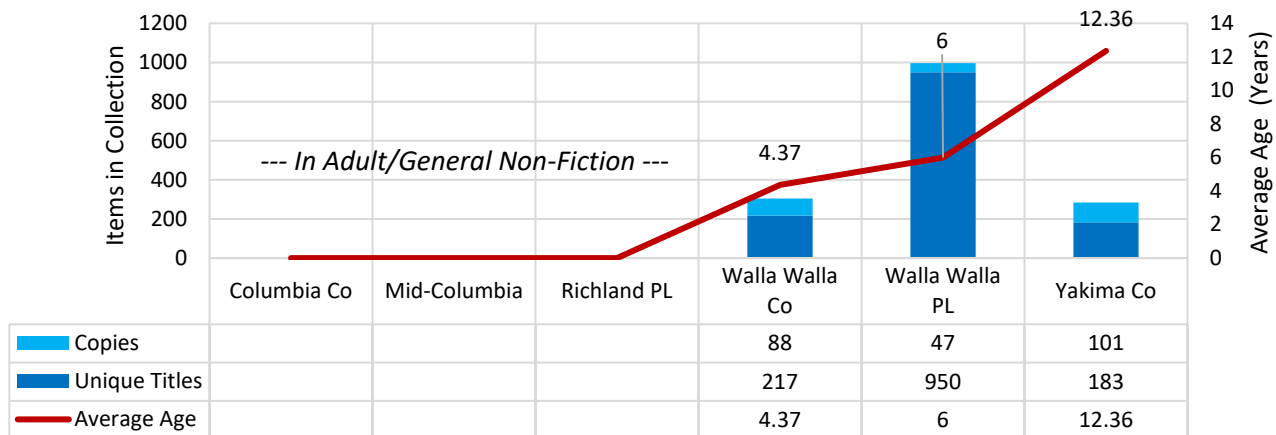
Total Holdings: Young Adult – Print



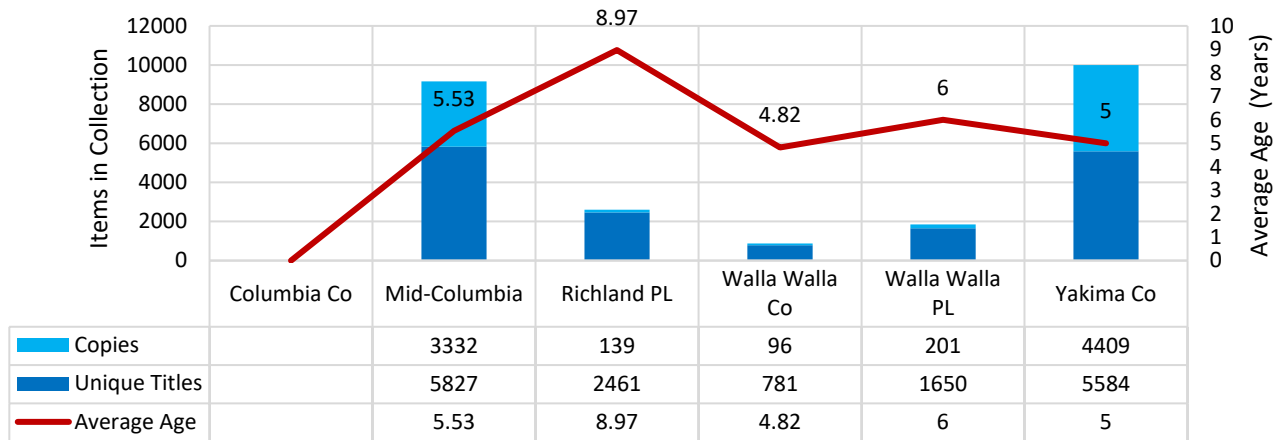
YA Fiction



YA Non-Fiction

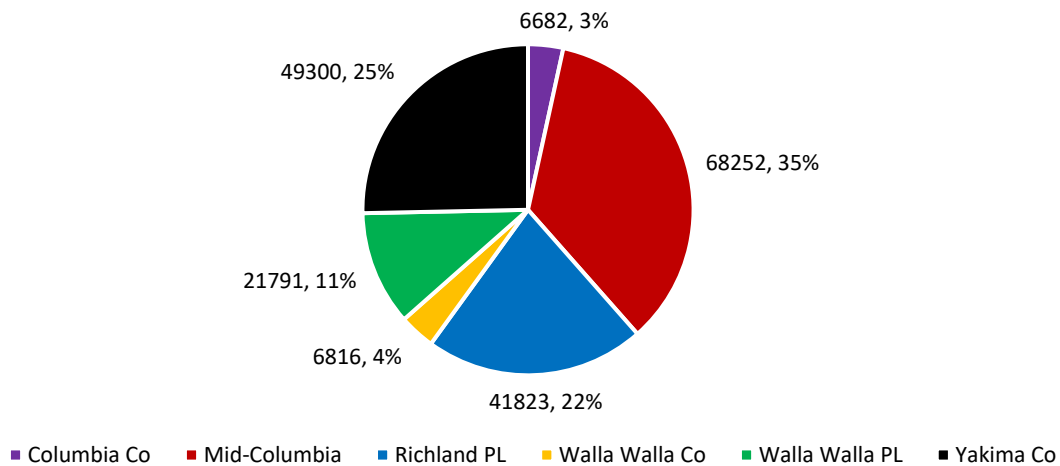


## YA Manga/Graphic Novels

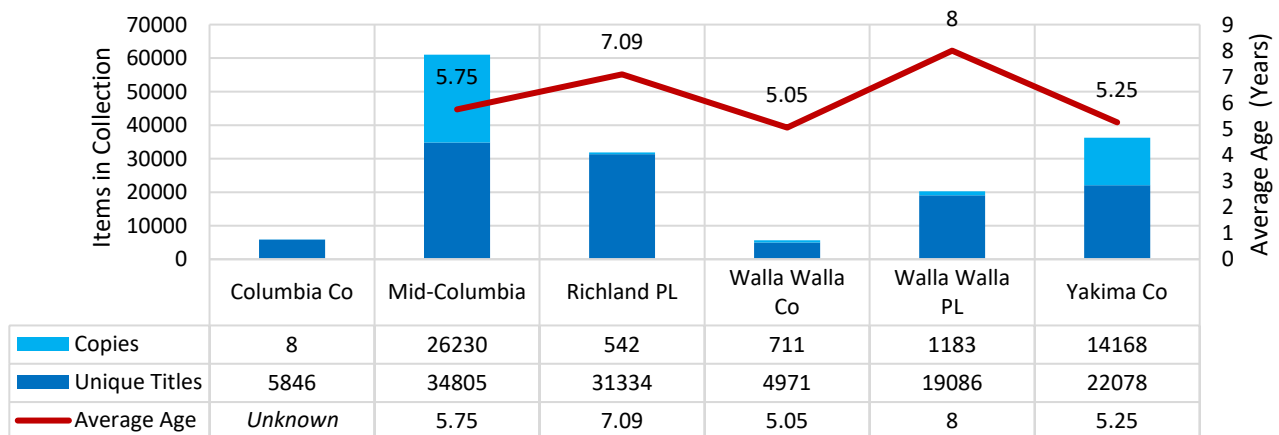


## ► ADULT/GENERAL AUDIENCE COLLECTIONS: FICTION – PRINT

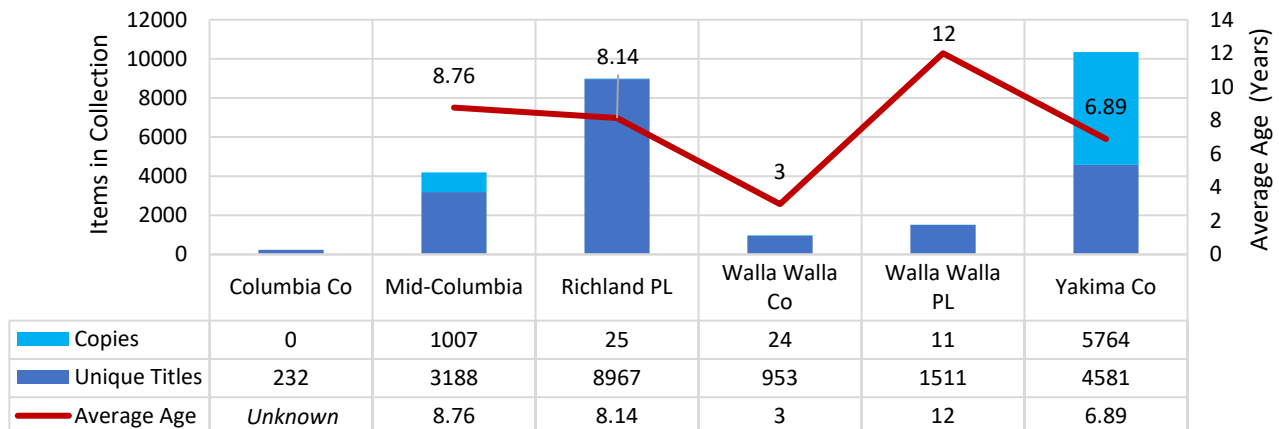
Total Holdings: Adult/General Fiction – Print



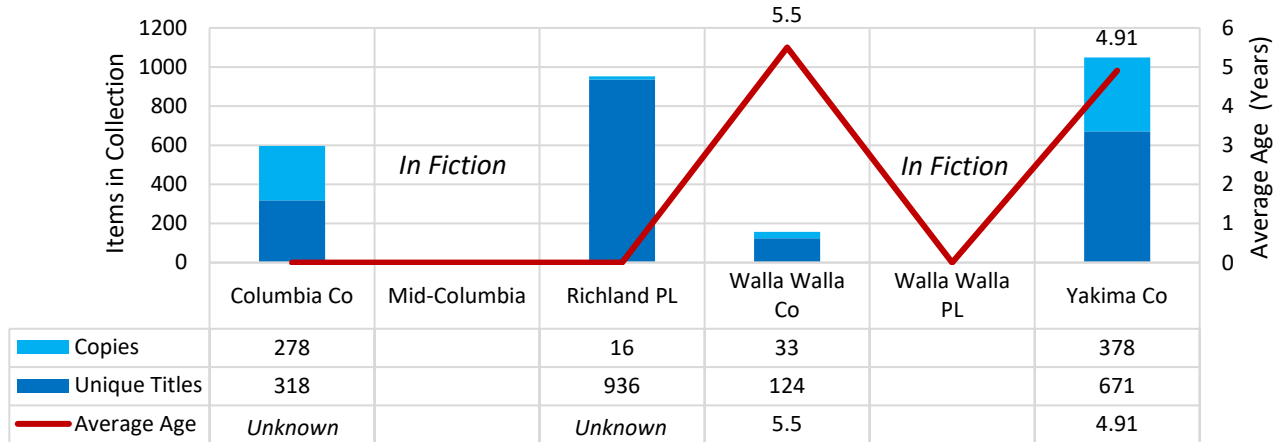
Adult/General Fiction



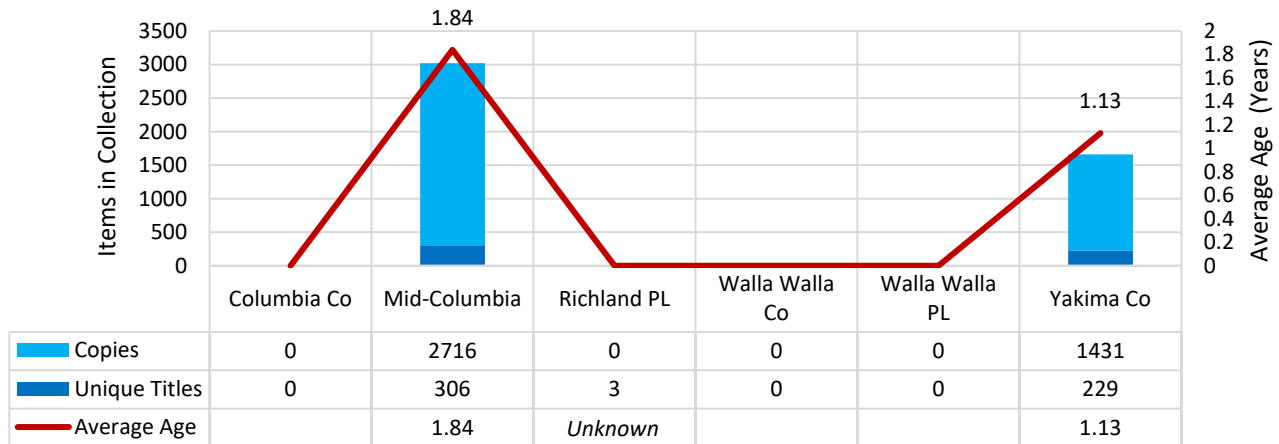
Adult/General Large Print



### Adult/General Graphic Novels

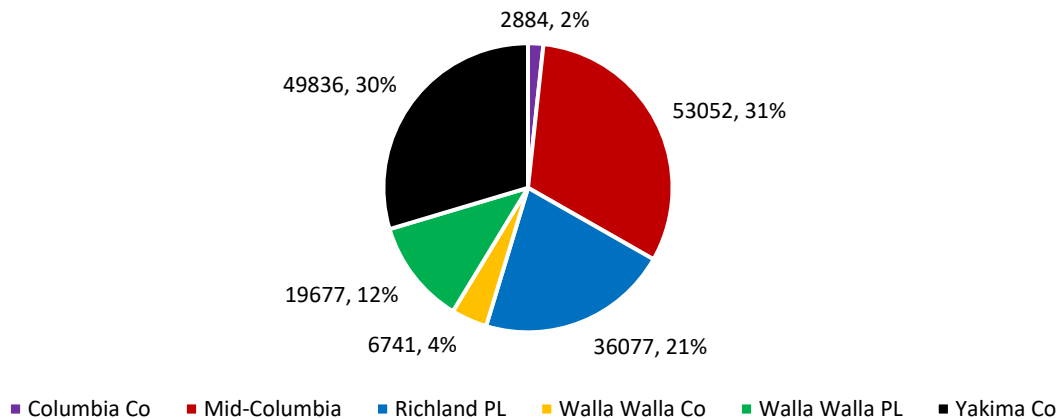


### Adult/General Lucky Day/Bestsellers

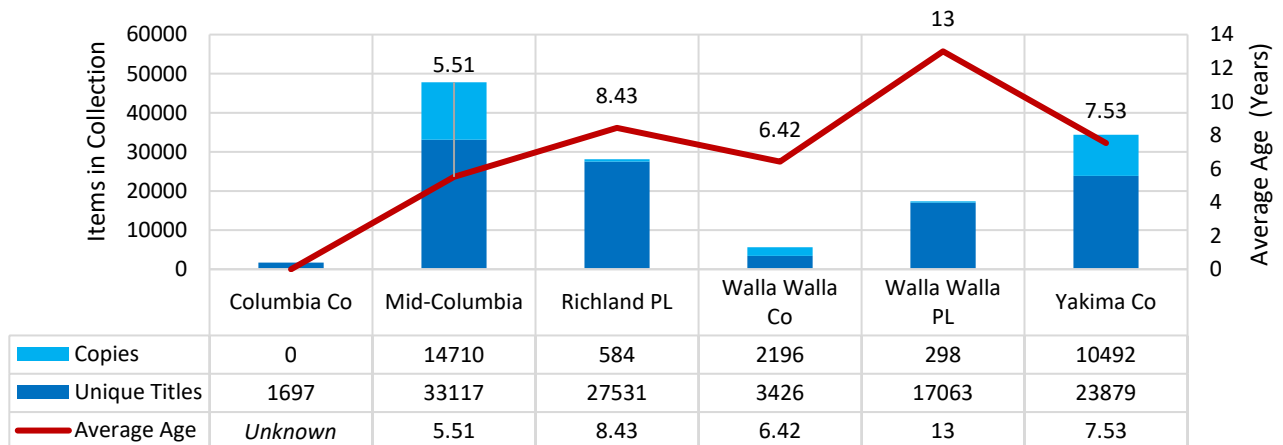


## ► ADULT/GENERAL AUDIENCE COLLECTIONS: NON-FICTION – PRINT

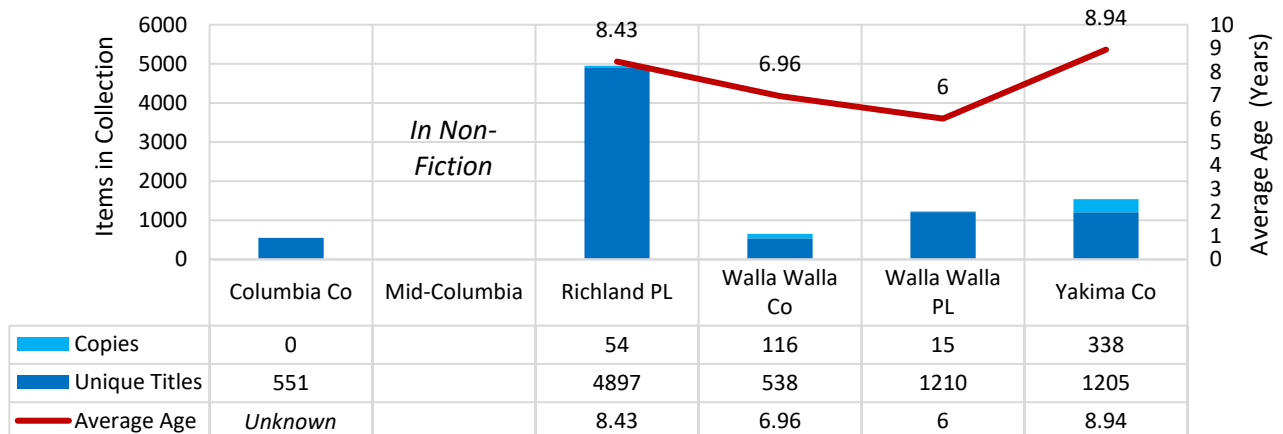
Total Holdings: Adult/General Non-Fiction – Print



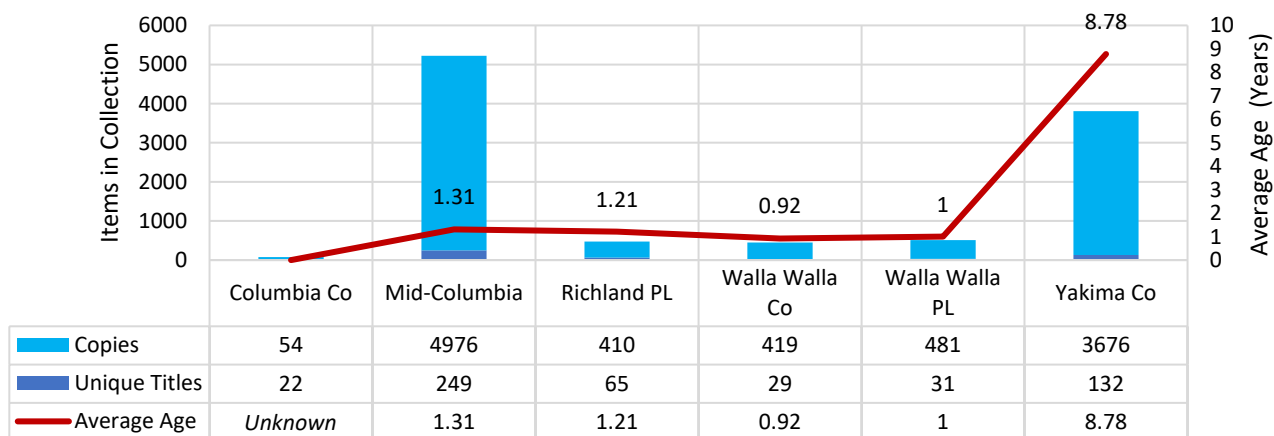
Adult/General Non-Fiction



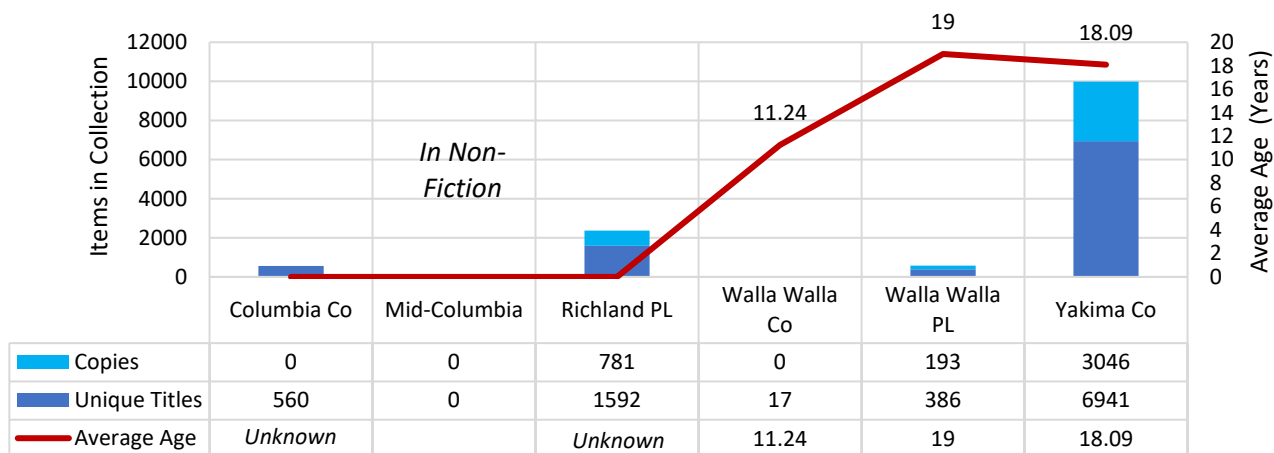
Adult/General Biography



## Adult/General Magazines & Newspapers



## Reference

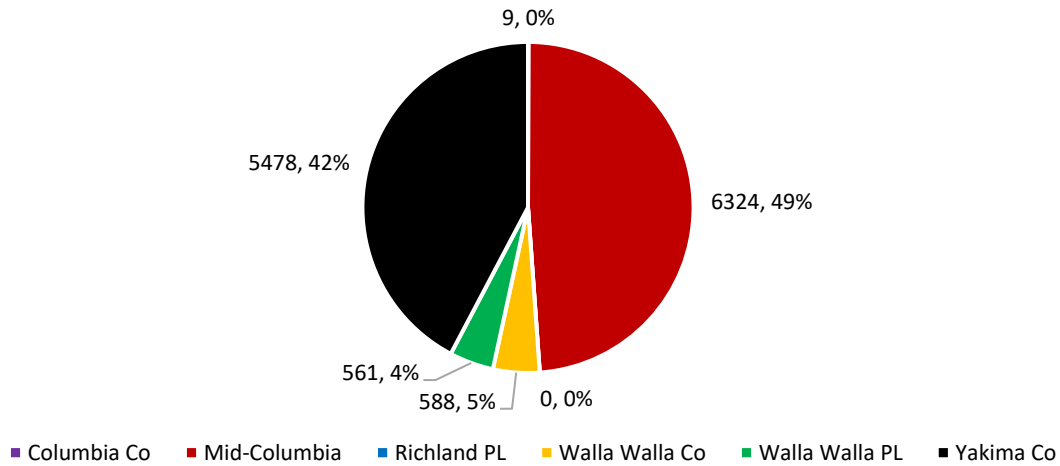


### Notes:

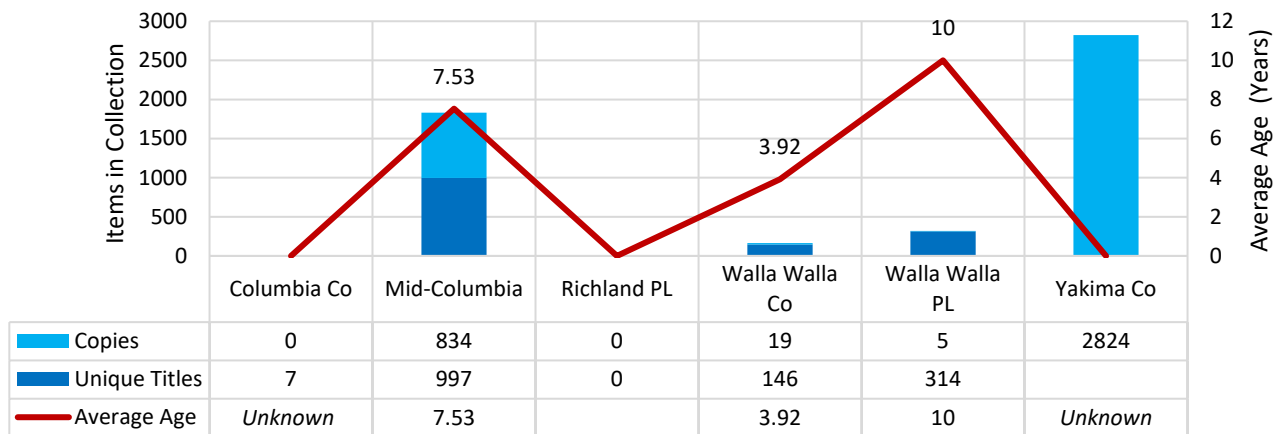
1. Richland Public Library's Richland Room Collection and Yakima Valley Libraries' Relander Collection are reflected their total holdings for adult/general non-fiction.
2. Yakima Valley Libraries reports: 550 unique titles, with 122 copies, in vertical files; and 8087 unique titles, with 5804 copies in storage. As the composition of these items are unknown, these are noted but not reflected in their total holdings for adult/general non-fiction.

## ► ADULT/GENERAL AUDIENCE COLLECTIONS: NON-ENGLISH – PRINT

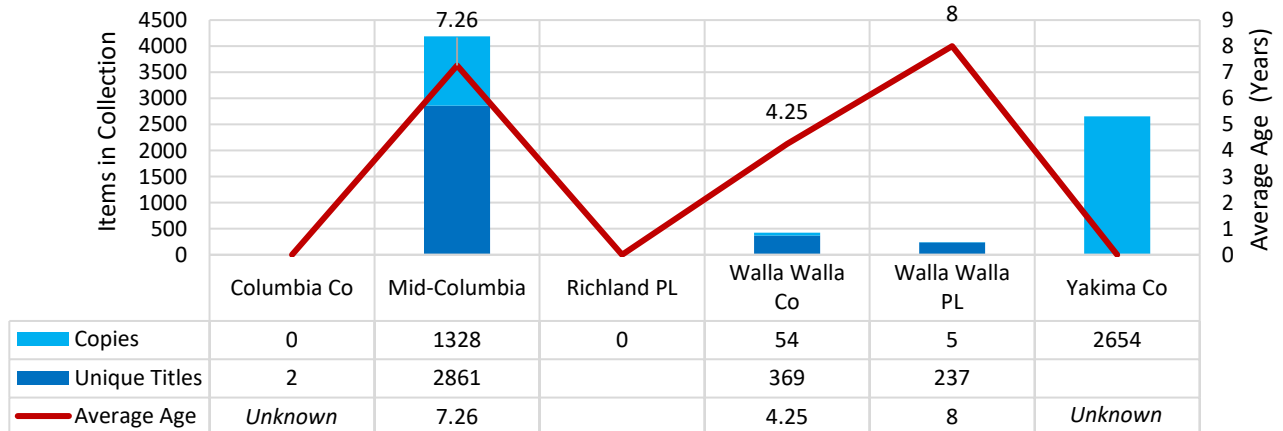
Total Holdings: Adult/General Non-English – Print



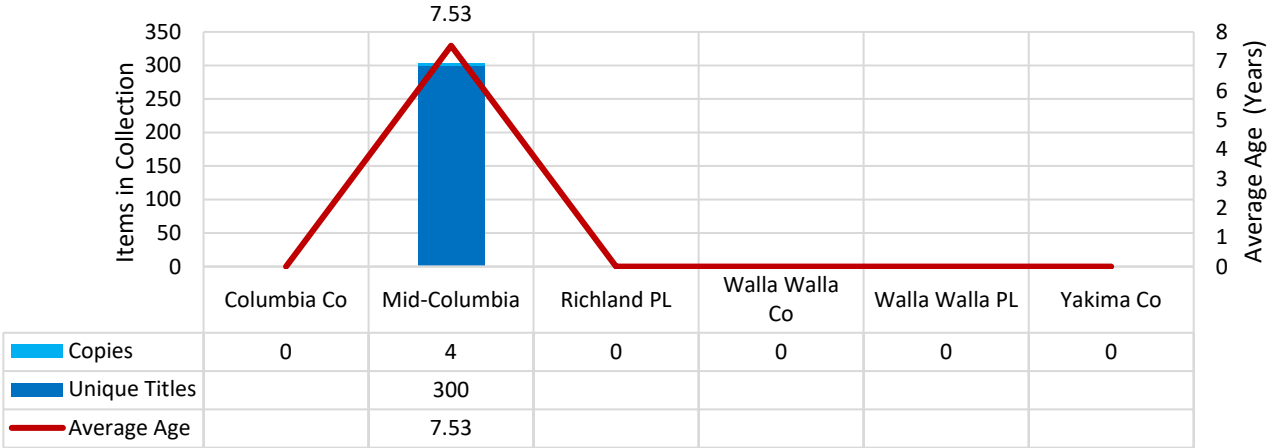
Adult/General Fiction (Spanish)



Adult/General Non-Fiction (Spanish)

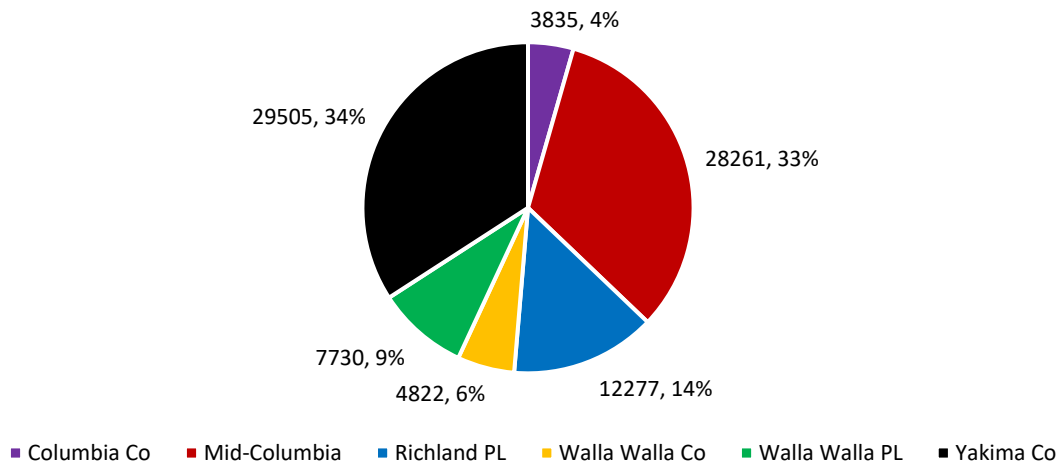


Adult/General World Languages (Non-Spanish)

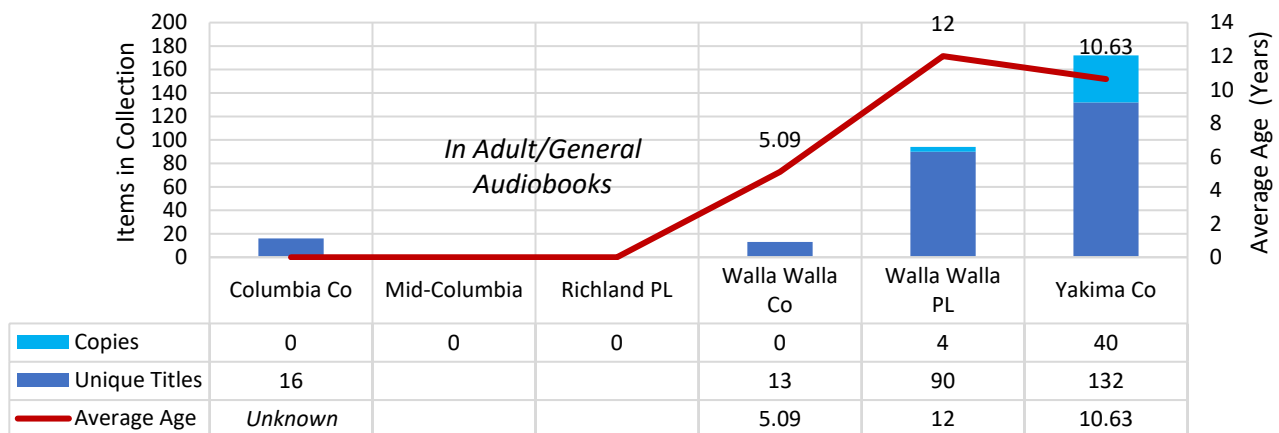


## ► YOUNG ADULT & ADULT/GENERAL AUDIENCE COLLECTIONS: MULTIMEDIA

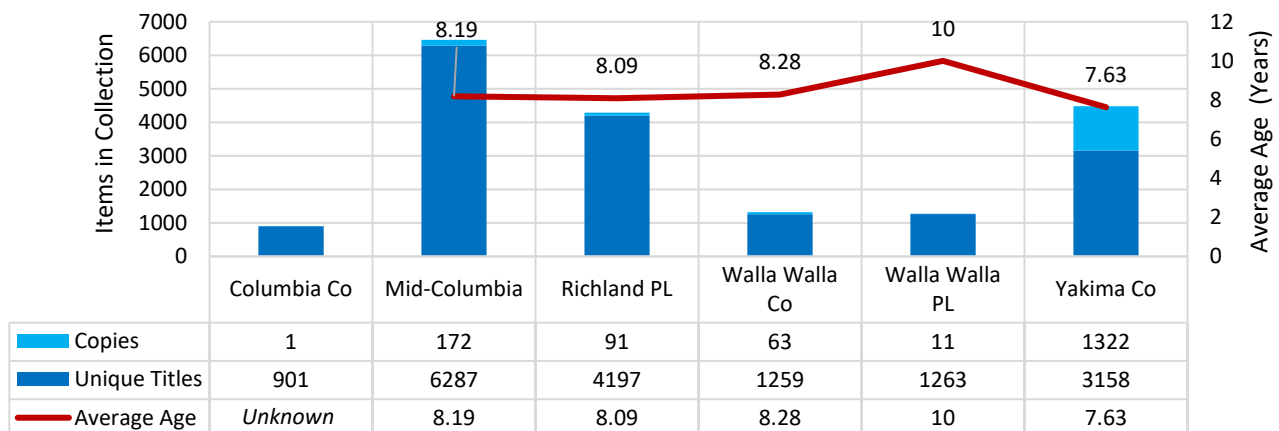
Total Holdings: YA & Adult/General Multimedia

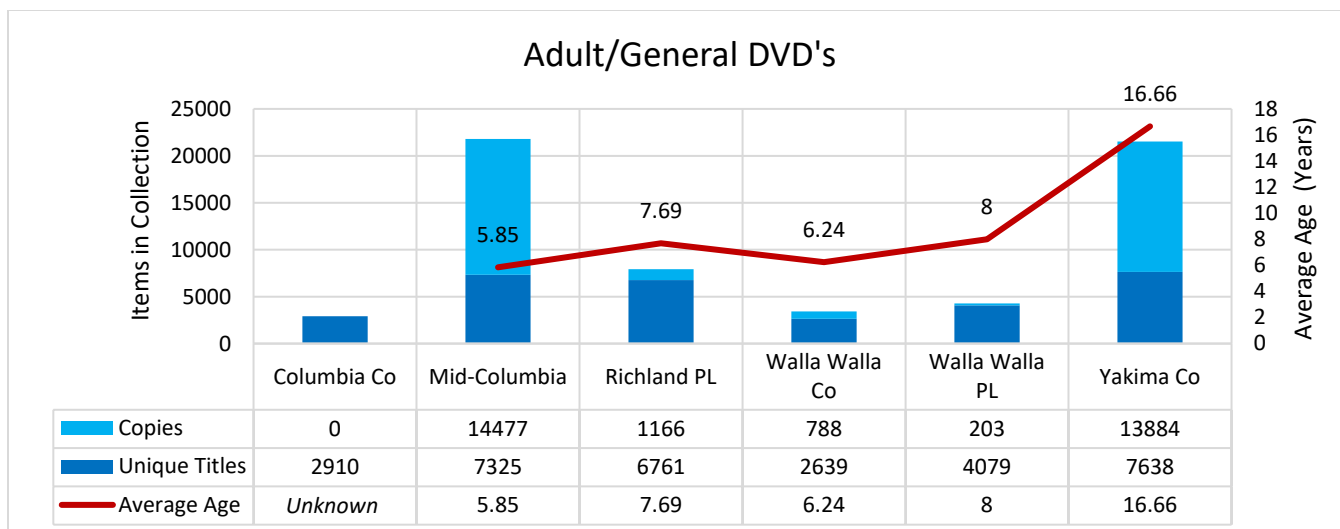


YA Audiobook



Adult/General Audiobook





**Notes:**

1. Columbia County, Richland Public Library, Walla Walla County, Walla Walla Public Library, and Yakima Valley Libraries all circulate movie binge boxes. These are reflected their total holdings for young adult & adult/general multimedia.

## NON-TRADITIONAL CIRCULATING ITEMS

All six participating libraries are engaging in curating and circulating non-traditional items, which are becoming known as “library of things.” Comprised of 1975 items, these are grouped into: **technology** (1125 items); **recreation** (743 items); **hobbies & crafts** (55 items); **tools** (52 items); and **Interviewing Kits** (3 items) at Walla Walla Public Library.

### TECHNOLOGY

|                       |                |     |
|-----------------------|----------------|-----|
| Chromebook            | Columbia Co    | 5   |
| Extension Cord        | Columbia Co    | 1   |
| Galaxy Tablet         | Columbia Co    | 1   |
| HDMI Adapter          | Columbia Co    | 1   |
| LaunchPad             | Columbia Co    | 9   |
| Loanable Device       | Columbia Co    | 2   |
| Portable Video Player | Columbia Co    | 1   |
| Toniebox              | Columbia Co    | 2   |
| VR Kit                | Columbia Co    | 2   |
| Wifi Hotspots         | Columbia Co    | 12  |
| Wonderbooks           | Columbia Co    | 9   |
| Kill a Watt           | Mid-Columbia   | 8   |
| LaunchPad             | Mid-Columbia   | 20  |
| Loanable Device       | Mid-Columbia   | 8   |
| Loanable Device       | Richland PL    | 40  |
| Bluetooth speakers    | Walla Walla Co | 2   |
| Boombox               | Walla Walla Co | 2   |
| GoPro camera          | Walla Walla Co | 1   |
| Loanable Device       | Walla Walla Co | 10  |
| Surface laptop        | Walla Walla Co | 30  |
| Wifi Hotspots         | Walla Walla Co | 25  |
| Loanable Device       | Walla Walla PL | 3   |
| Loanable Device       | Yakima Co      | 442 |
| Wonderbooks           | Yakima Co      | 489 |

### RECREATION

|                             |                |     |
|-----------------------------|----------------|-----|
| Birdwatching Backpack Kit   | Columbia Co    | 2   |
| Discover Pass               | Columbia Co    | 2   |
| Fishing Backpack Kit        | Columbia Co    | 1   |
| Hiking Backpack Kit         | Columbia Co    | 1   |
| STEAM Kit                   | Columbia Co    | 15  |
| Discover Pass               | Mid-Columbia   | 24  |
| Museum Pass - REACH         | Mid-Columbia   | 24  |
| Board Games                 | Richland PL    | 87  |
| Children's CD-ROM           | Richland PL    | 3   |
| Children's Game             | Richland PL    | 248 |
| Discover Pass               | Richland PL    | 13  |
| Teen Game                   | Richland PL    | 11  |
| Pass - Tumbleweed Tourist   | Richland PL    | 15  |
| Board Games                 | Walla Walla Co | 60  |
| Discover Pass               | Walla Walla Co | 9   |
| Museum Pass - Fort WW       | Walla Walla Co | 3   |
| Pickleball kit              | Walla Walla Co | 1   |
| American Girl Doll          | Walla Walla PL | 9   |
| Board Games                 | Walla Walla PL | 191 |
| Discover Pass               | Walla Walla PL | 2   |
| Museum Pass - Fort WW       | Walla Walla PL | 3   |
| Museum Pass - REACH         | Walla Walla PL | 2   |
| Museum Pass - WW Children's | Walla Walla PL | 3   |
| Outdoor adventure kit       | Walla Walla PL | 6   |
| Stem Kits                   | Walla Walla PL | 8   |

### HOBBIES & CRAFTS

|                        |                |    |
|------------------------|----------------|----|
| Baking Pans            | Columbia Co    | 11 |
| Pots- Crock & Fondue   | Columbia Co    | 2  |
| Gardening Tool Kit     | Columbia Co    | 1  |
| Guitar                 | Columbia Co    | 1  |
| Hot Glue Gun           | Columbia Co    | 1  |
| Karaoke Machine        | Columbia Co    | 1  |
| Ukulele                | Columbia Co    | 2  |
| Ukulele                | Richland PL    | 2  |
| Drawing, Painting Kits | Walla Walla Co | 2  |
| Guitar                 | Walla Walla Co | 1  |
| Stacking cups set      | Walla Walla Co | 1  |
| Cake Pan               | Walla Walla PL | 30 |

### TOOLS

|                 |                |    |
|-----------------|----------------|----|
| Bike Repair Kit | Columbia Co    | 1  |
| Road Trip Kit   | Columbia Co    | 1  |
| Snow Kit        | Columbia Co    | 2  |
| Stud Finder     | Columbia Co    | 1  |
| Utility Cart    | Columbia Co    | 1  |
| Wrench Set      | Columbia Co    | 3  |
| Bike Lock       | Mid-Columbia   | 19 |
| Bike Lock       | Richland PL    | 16 |
| STEAMspace      | Richland PL    | 4  |
| Pressure washer | Walla Walla Co | 1  |
| Bike Lock       | Walla Walla PL | 3  |

## DIGITAL COLLECTIONS & SUBSCRIPTION-BASED ACCESS

**Providing digital content:** Across our region, the majority of digital content (eBooks, eAudiobooks, and digital magazines) is provided through two methods: either (1) by joining the Washington Digital Library Consortium (Columbia County Rural Library District, Richland Public Library, Walla Walla County Rural Library District, and Walla Walla Public Library), or (2) directly subscribing and purchasing from vendors (Mid-Columbia Libraries and Yakima Valley Libraries).

► **Washington Digital Library Consortium:** Coordinated by the Washington State Library, the Washington Digital Library Consortium, operating as *Washington Anytime Library*, is a statewide consortium of forty-five public libraries, serving 851,223 residents<sup>3</sup> across Washington. Each member library pays its proportional share of annual fees and collection-related funding, determined by each library's service population. *Washington Anytime Library* is only available to public & tribal libraries serving populations less than 100,000; the largest public libraries in Washington are ineligible to participate in the consortium.

**Advantage:** *Washington Anytime Library* provides significantly more access to eBooks, eAudiobooks, and digital magazines than individual members could purchase and maintain on their own, and the cost-sharing model helps keep access affordable. Member libraries may purchase advantage copies, filling the holds for their customers first. **Disadvantage:** With a service population of over 850,000, the likelihood of longer wait times for holds for a finite number of copies increases considerably. As a consortium model, spending priorities and decisions are determined by majority vote of the forty-five member libraries. As a result, the *Washington Anytime Library's* collection is not as closely curated to meet the interests and tastes of individual communities as is possible with the direct subscription and purchase model.

► **Direct subscription & purchase:** Direct subscription and purchase of digital content is the predominant model for Washington's largest public libraries, including Mid-Columbia Libraries serving a population of 272,886, and Yakima Valley Libraries, serving a population of 251,520 residents<sup>4</sup>.

**Advantage:** The size and currency of the digital collection is based on the individual library's spending priorities, and wait times are based on the interests and tastes of the individual library's service population base, which is significantly smaller than that of *Washington Anytime Library*. **Disadvantage:** The substantial expense of maintaining and expanding the digital collection is carried by the individual libraries.

**Digital Magazines:** All six participating libraries obtain digital magazine access from the same vendor, Overdrive, either via consortium or direct subscription. As a result, there is no major variance in the number/scope of digital magazines available. Overdrive reports a digital magazine collection of 5,040 titles.

**Digital content reviewed in this section:** All six participating libraries provided information on the composition of their digital collections (eBooks & eAudiobooks). The following tables display information on these variables:

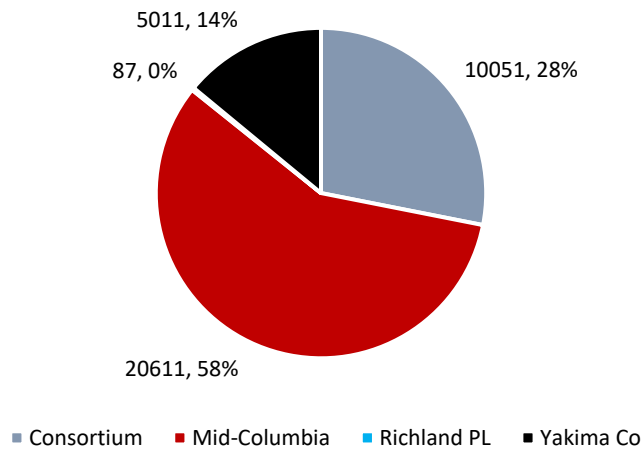
- ✓ **Nature of content:** Holdings available through the Consortium or purchased/subscribed locally
- ✓ **Format:** eBooks, eAudiobooks
- ✓ **Segmentation by intended audience:** Juvenile/Children, Young Adult, and Adult/General
- ✓ **Language:** English and non-English language content

<sup>3</sup> Based on Washington State Library's most recent *Washington Public Library Statistical Report*

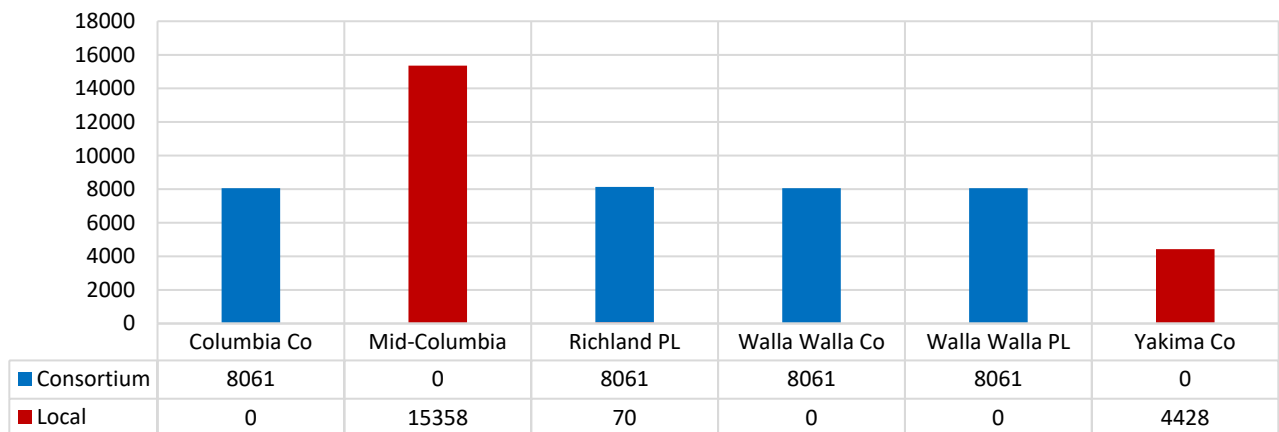
<sup>4</sup> Based on Washington State Office of Financial Management's 2024 Official Population Estimates

## ► CHILDREN’S COLLECTIONS: eBooks

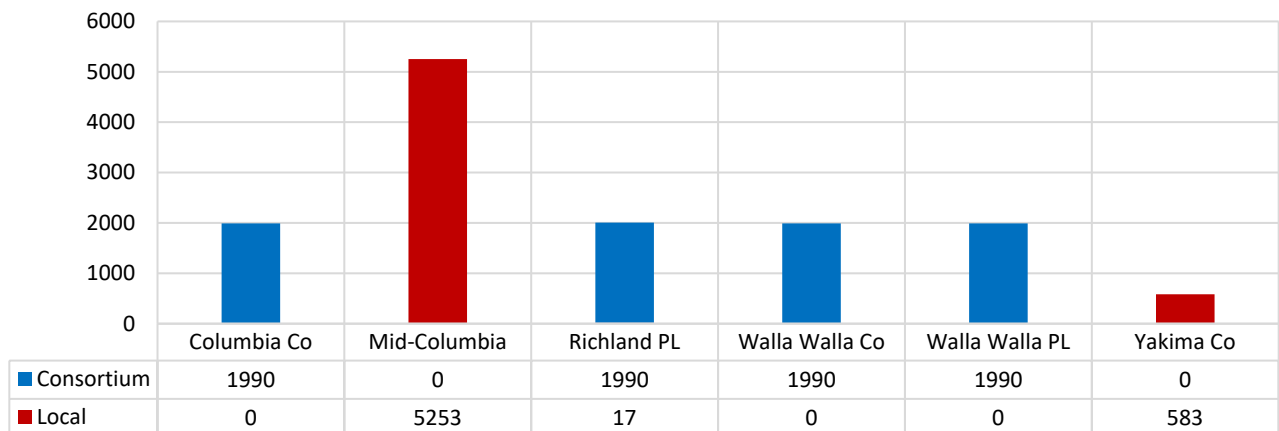
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Children's Fiction eBooks

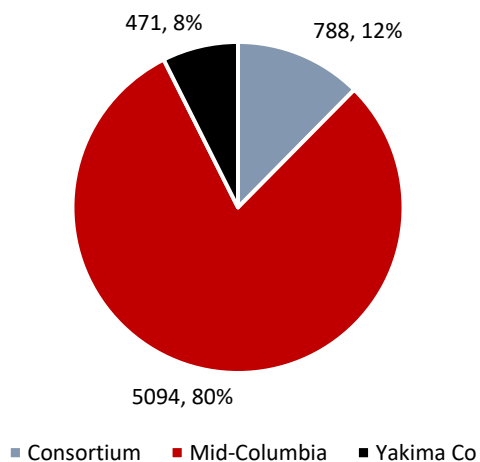


Children's Non-Fiction eBooks

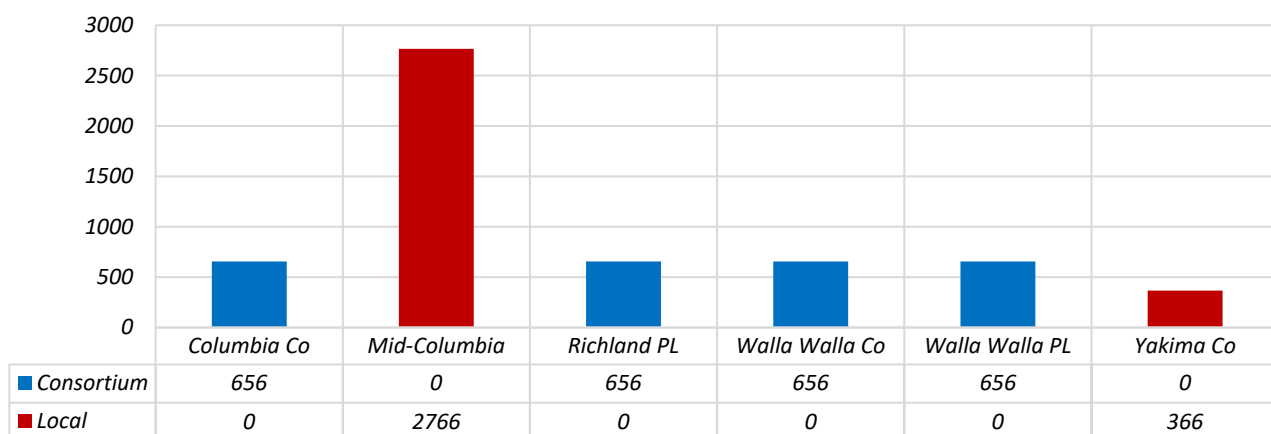


## ► CHILDREN'S COLLECTIONS: NON-ENGLISH eBooks

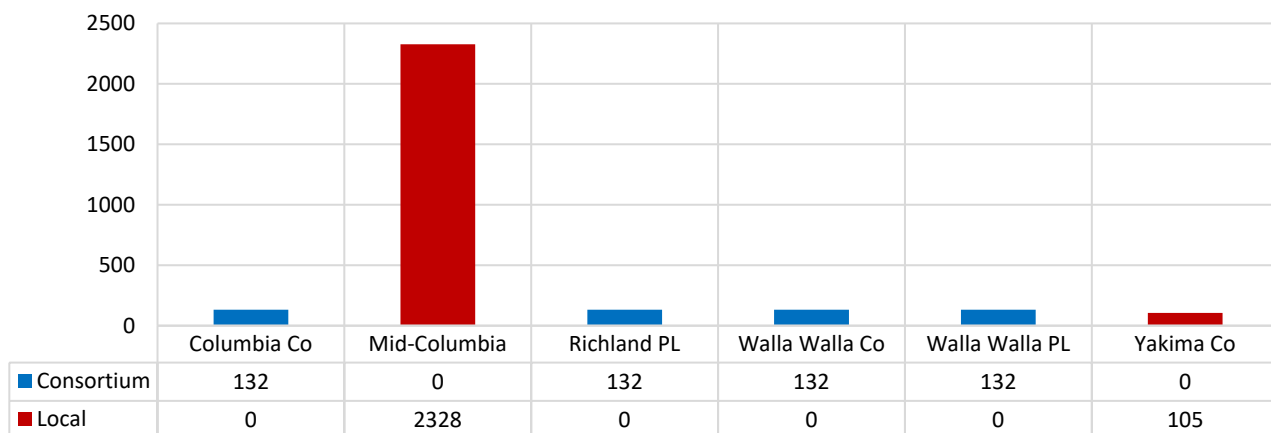
Total Holdings: Children's (Non-English) eBooks



Children's Fiction (Non-English) eBooks

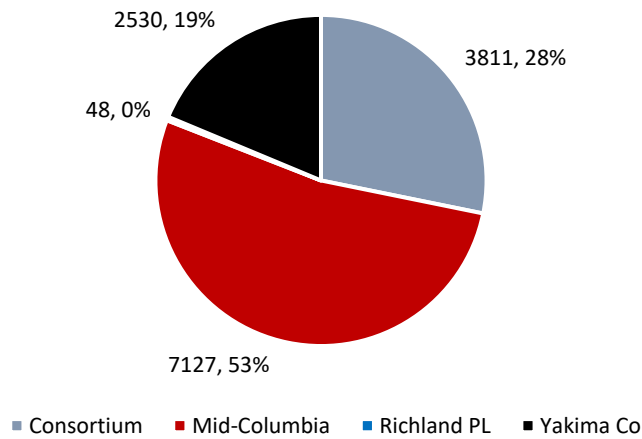


Children's Non-Fiction (Non-English) eBooks

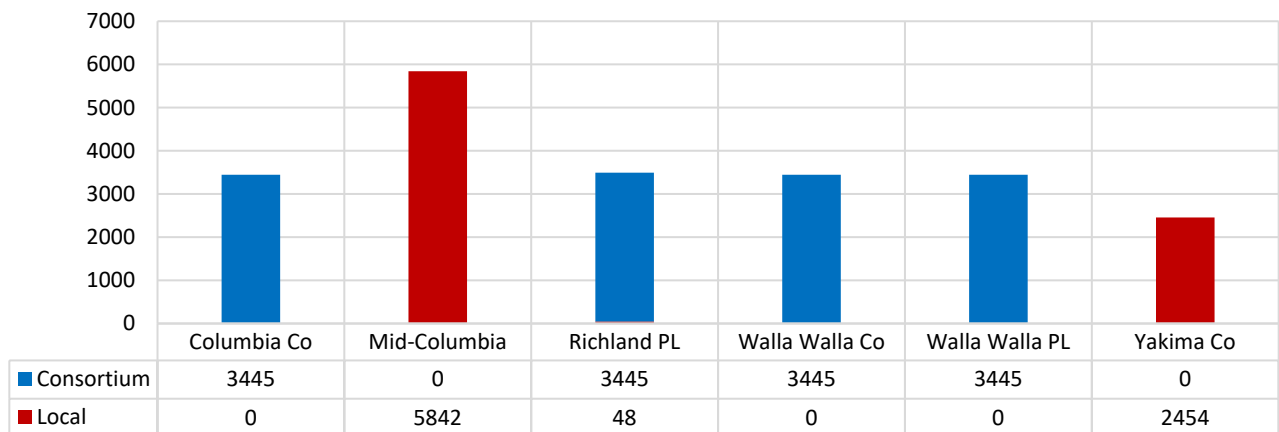


## ► CHILDREN'S COLLECTIONS: eAUDIOBOOKS

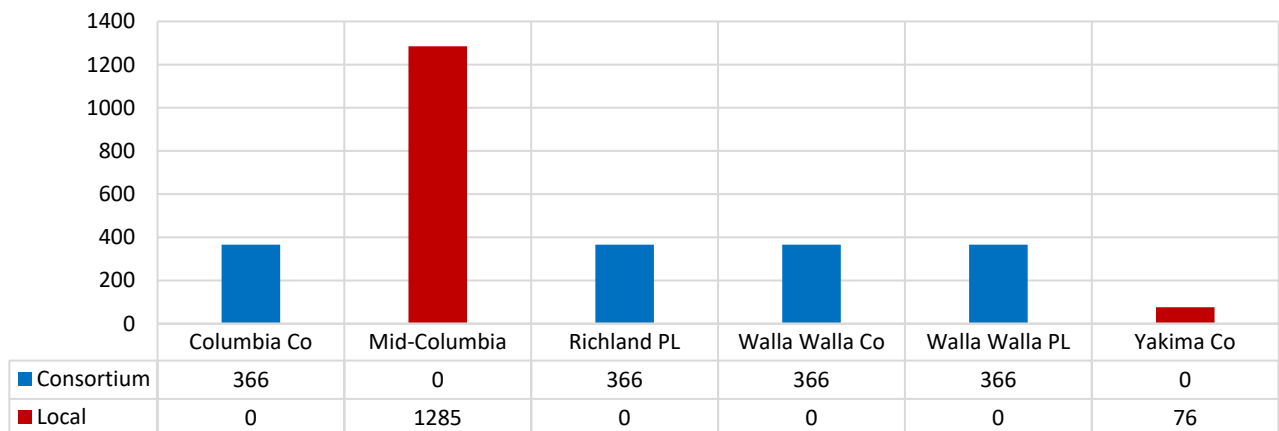
Total Holdings: Children's eAudiobooks



Children's Fiction eAudio

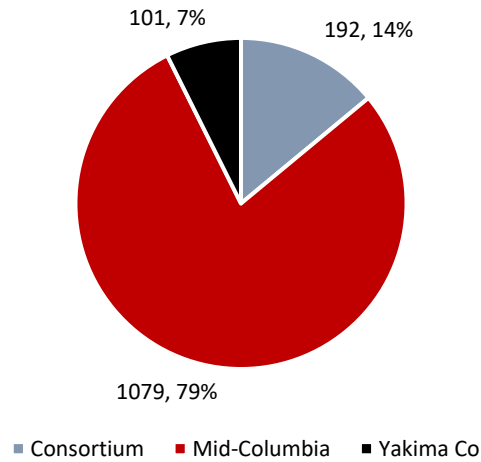


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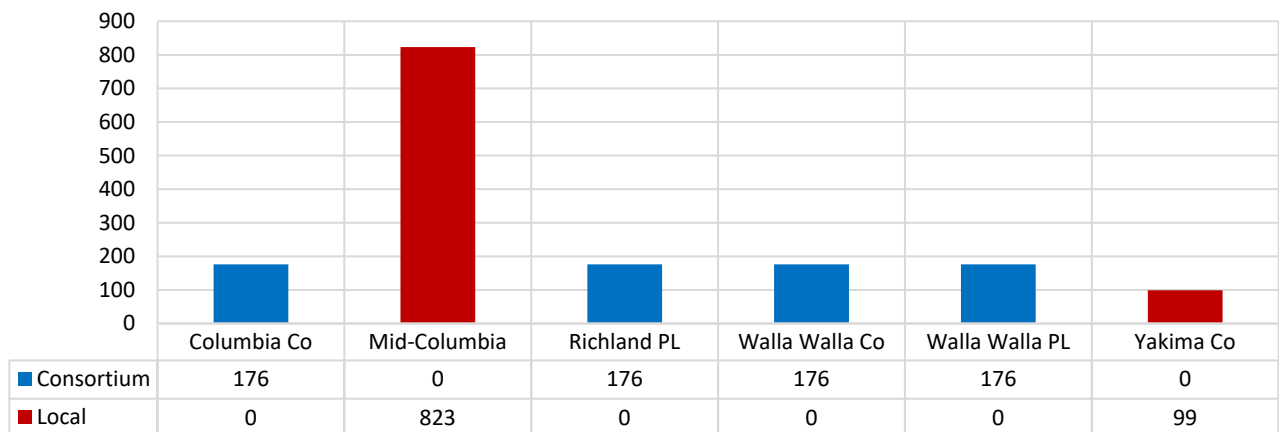


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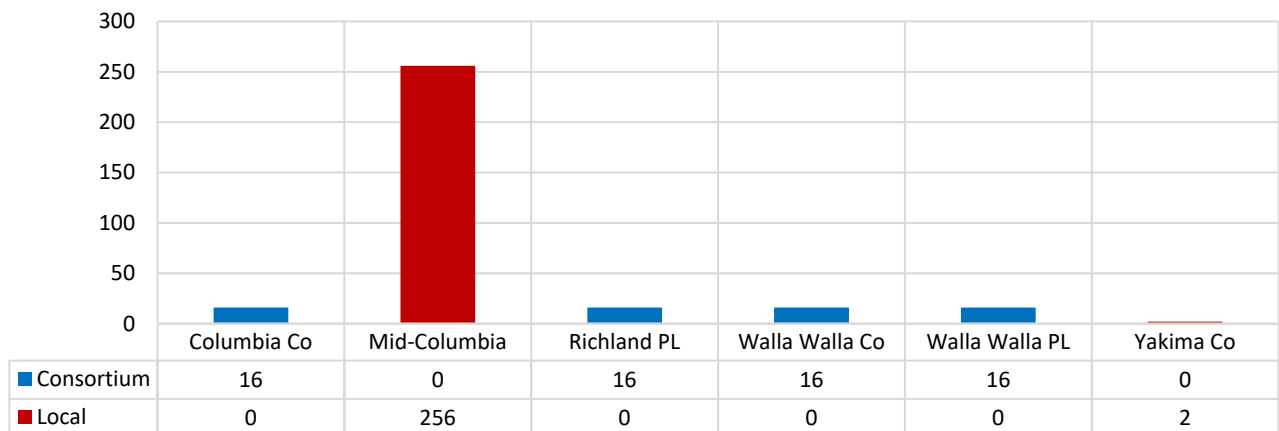
Total Holdings: Children's (Non-English) eAudiobooks



Children's Fiction (Non-English) eAudio

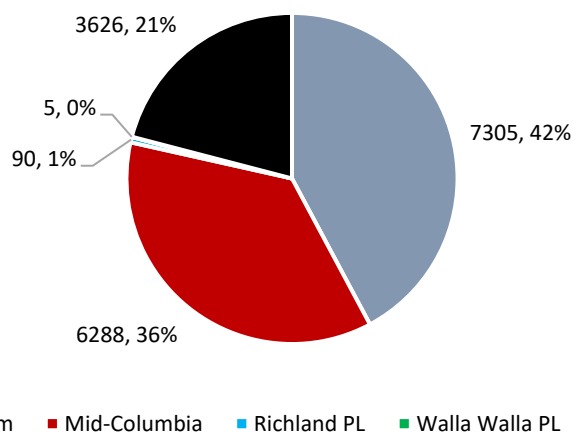


Children's Non-Fiction (Non-English) eAudio

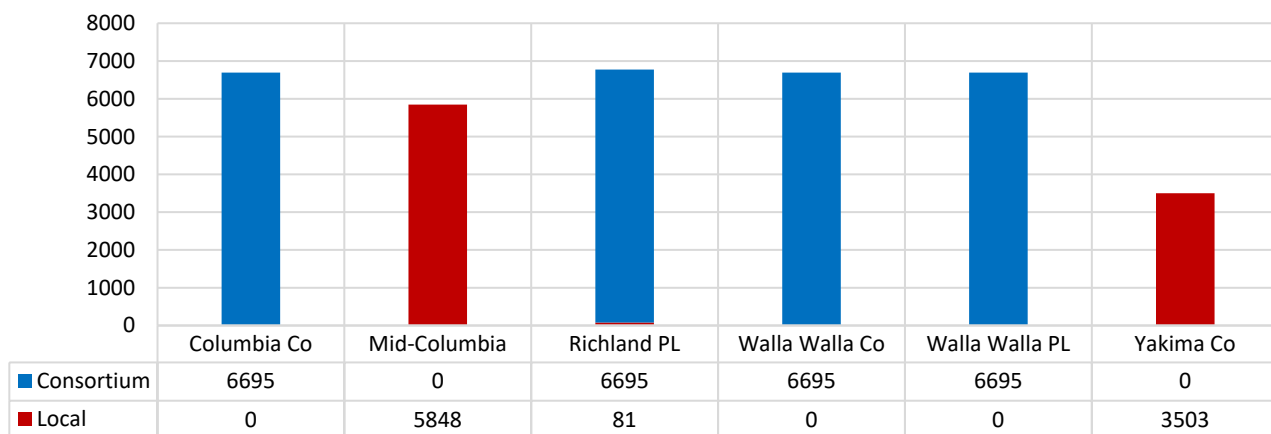


## ► YOUNG ADULT COLLECTIONS: eBooks

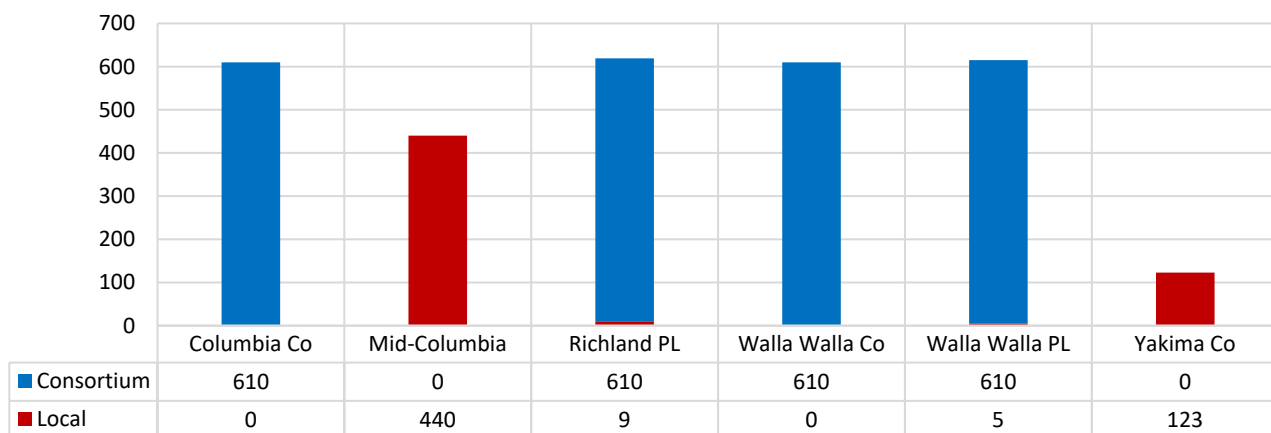
Total Holdings: Young Adult eBooks



*Young Adult Fiction eBooks*

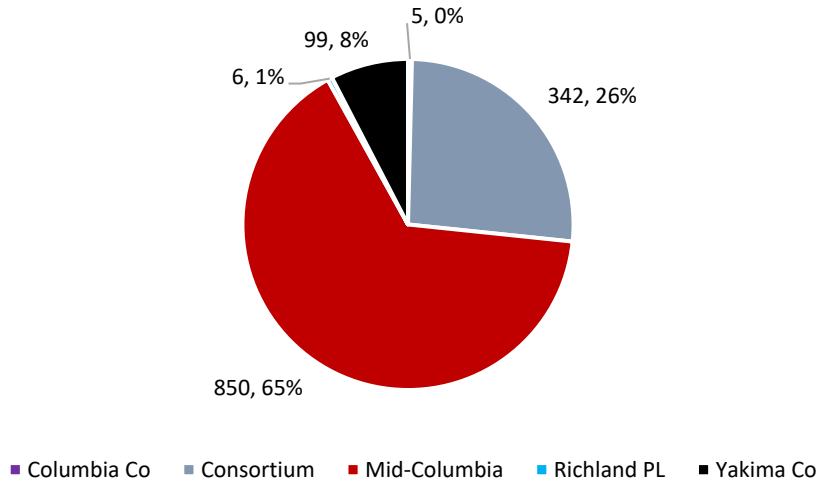


*Young Adult Non-Fiction eBooks*

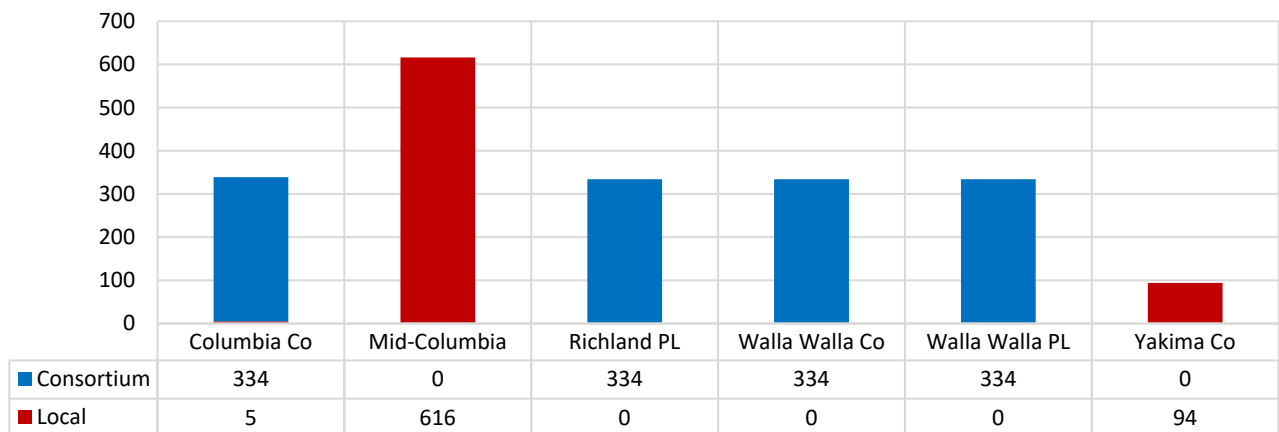


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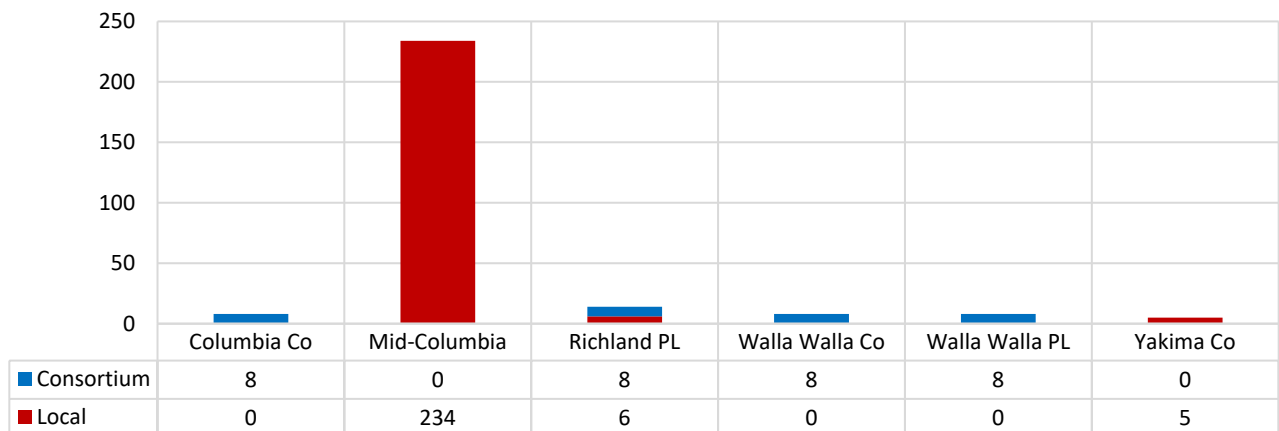
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Young Adult Fiction (Non-English) eBooks

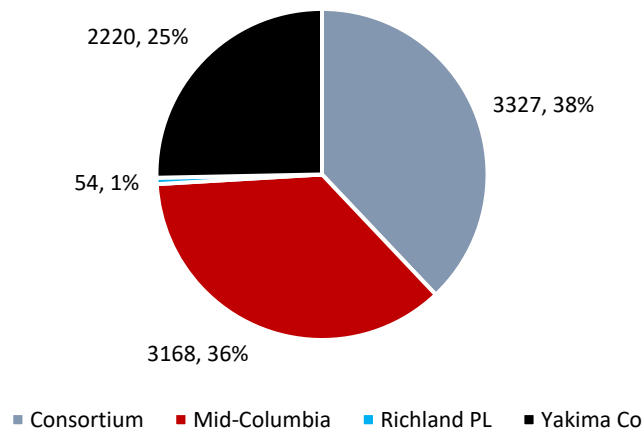


Young Adult Non-Fiction (Non-English) eBooks

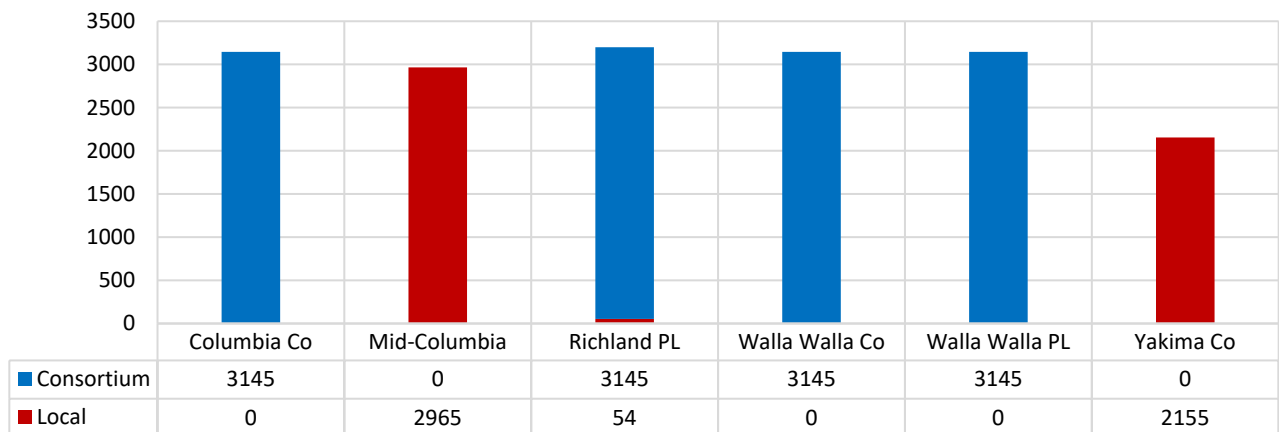


## ► YOUNG ADULT COLLECTIONS: eAUDIOBOOKS

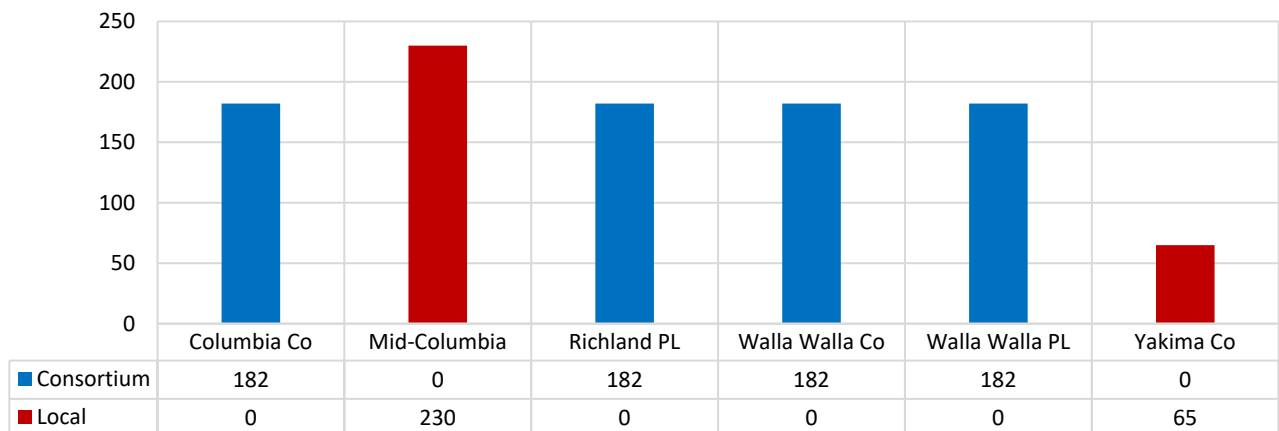
Total Holdings: Young Adult eAudiobooks



*Young Adult Fiction eAudio*

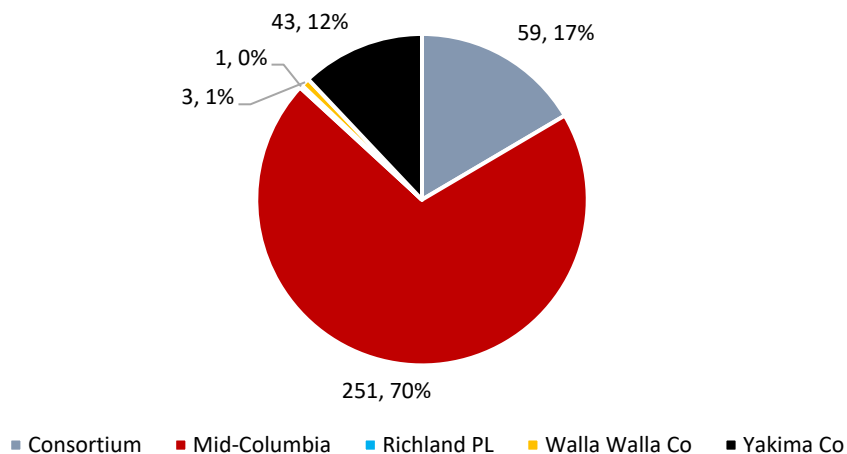


*Young Adult Non-Fiction eAudio*

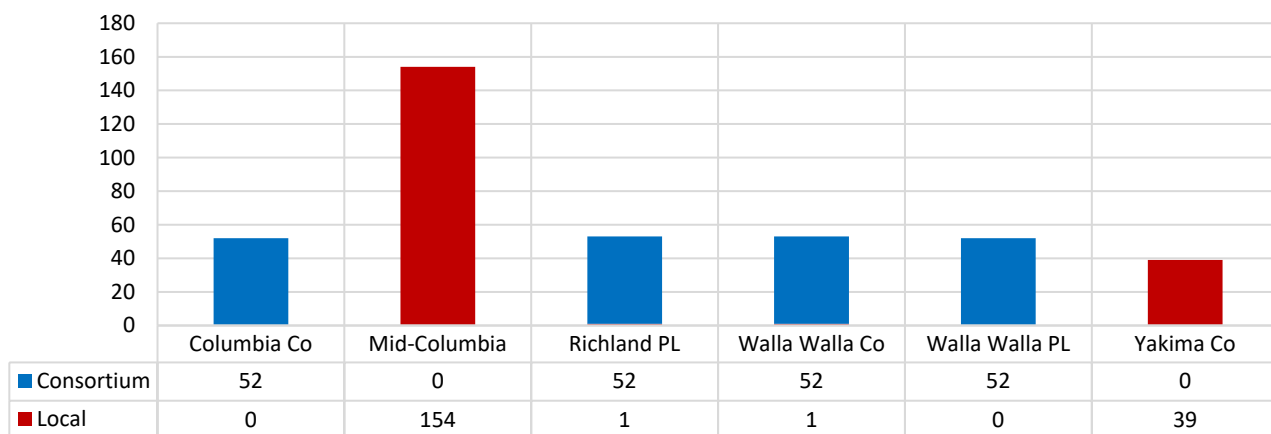


## ► YOUNG ADULT COLLECTIONS: NON-ENGLISH eAUDIOBOOKS

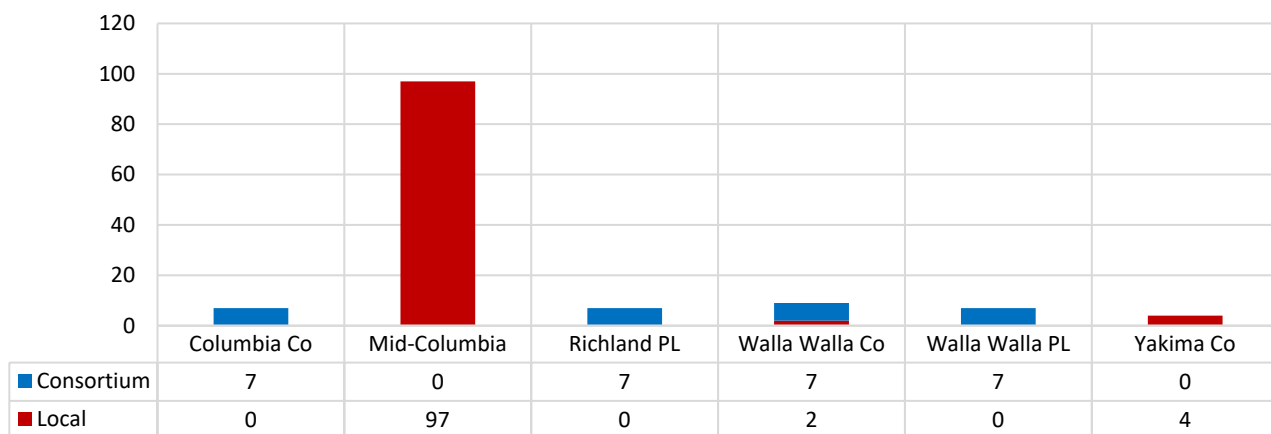
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Young Adult Fiction (Non-English) eAudio

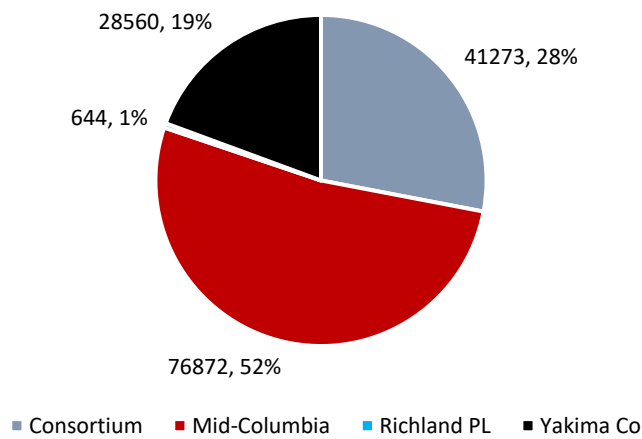


Young Adult Non-Fiction (Non-English) eAudio

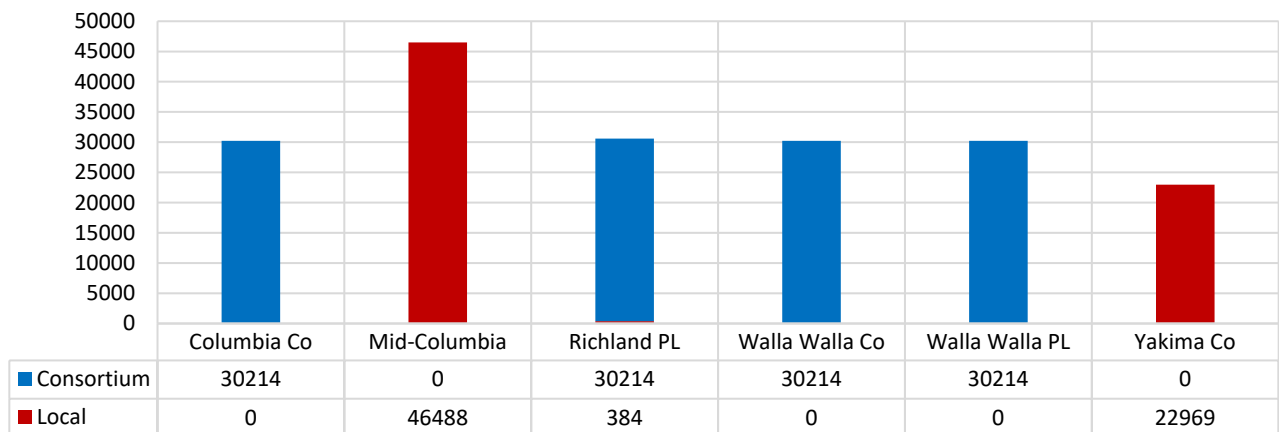


## ► ADULT/GENERAL AUDIENCE COLLECTIONS: eBooks

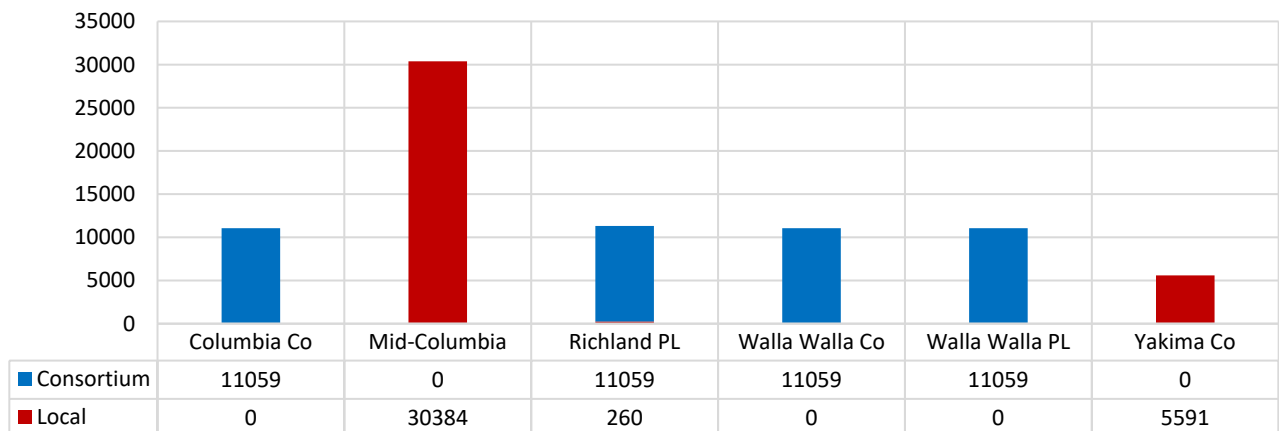
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Adult/General Fiction eBooks

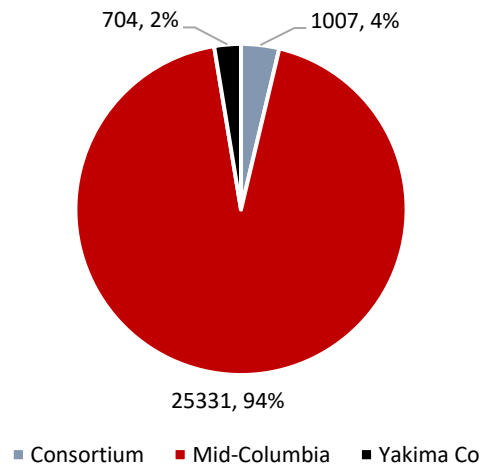


Adult/General Non-Fiction eBooks

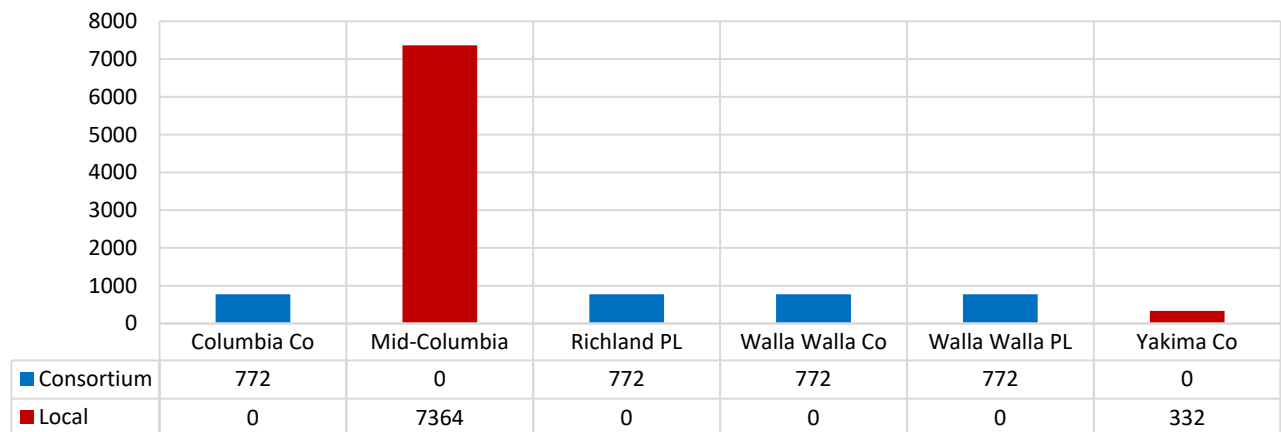


## ► ADULT/GENERAL AUDIENCE COLLECTIONS: NON-ENGLISH eBooks

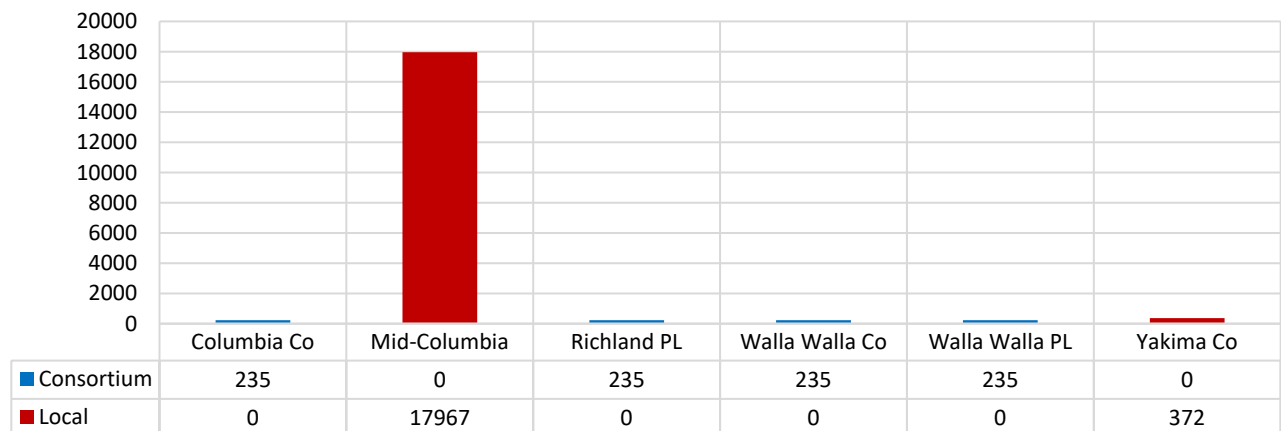
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Adult/General Fiction (Non-English) eBooks

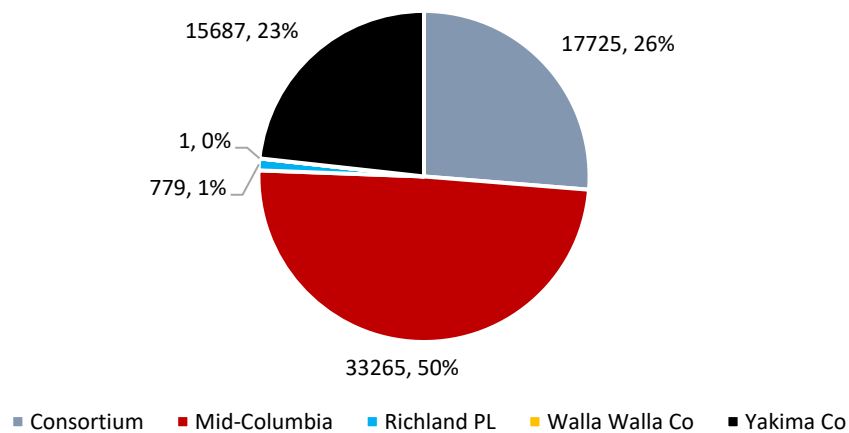


Adult/General Non-Fiction (Non-English) eBooks

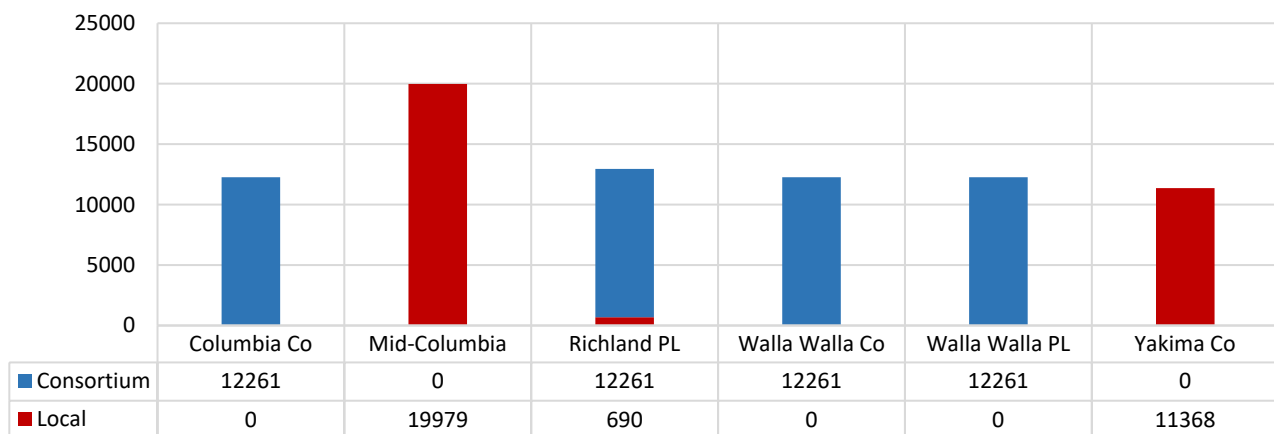


## ► ADULT/GENERAL AUDIENCE COLLECTIONS: eAUDIOBOOKS

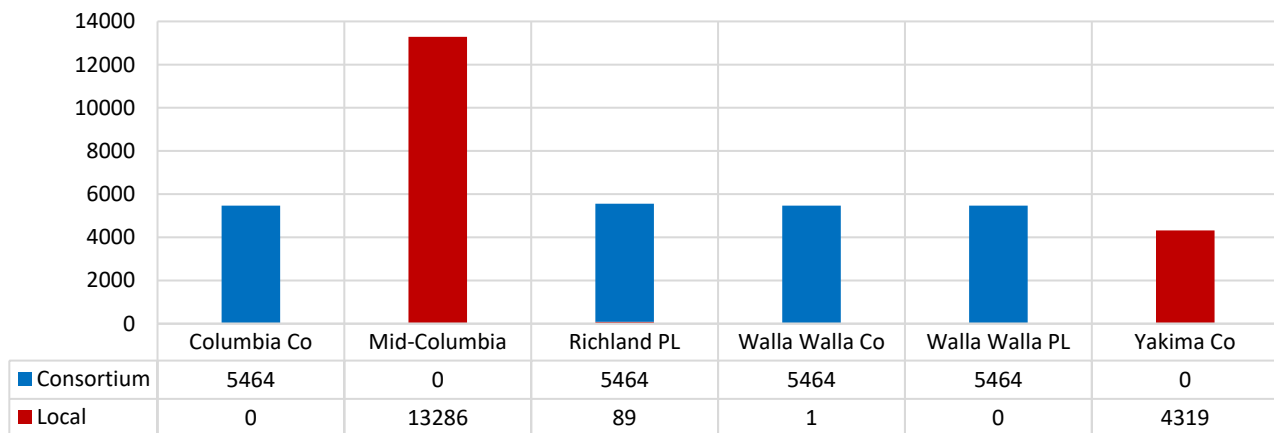
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*Adult/General Fiction eAudio*

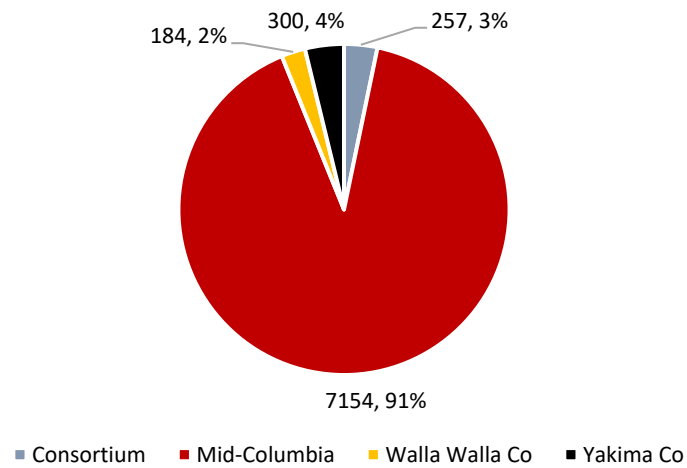


*Adult/General Non-Fiction eAudio*

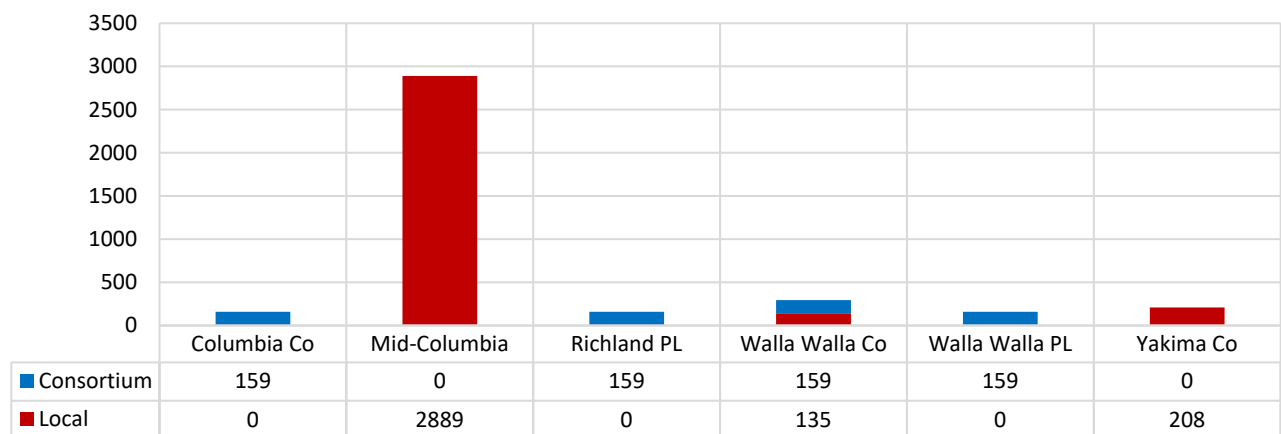


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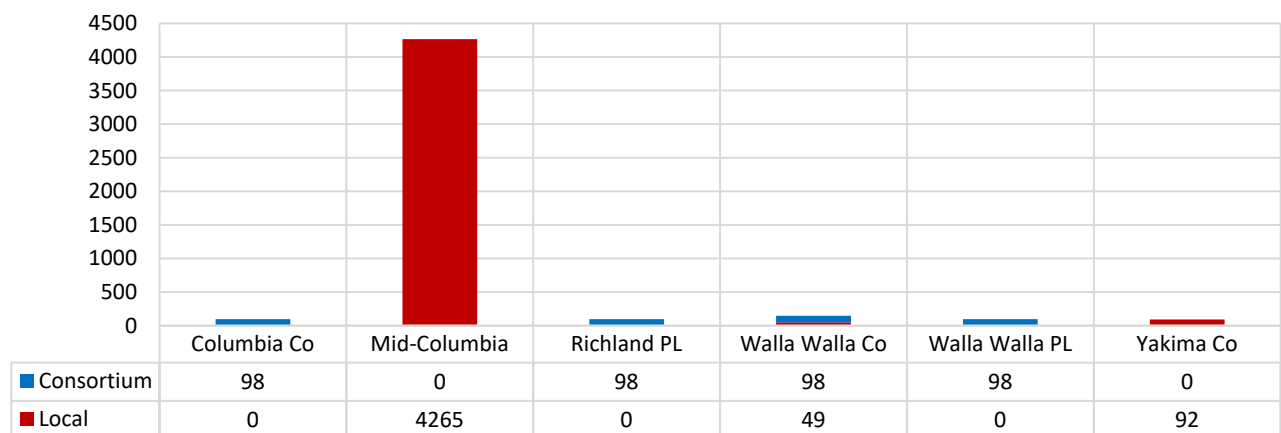
Total Holdings: Adult/General (Non-English) eAudiobooks



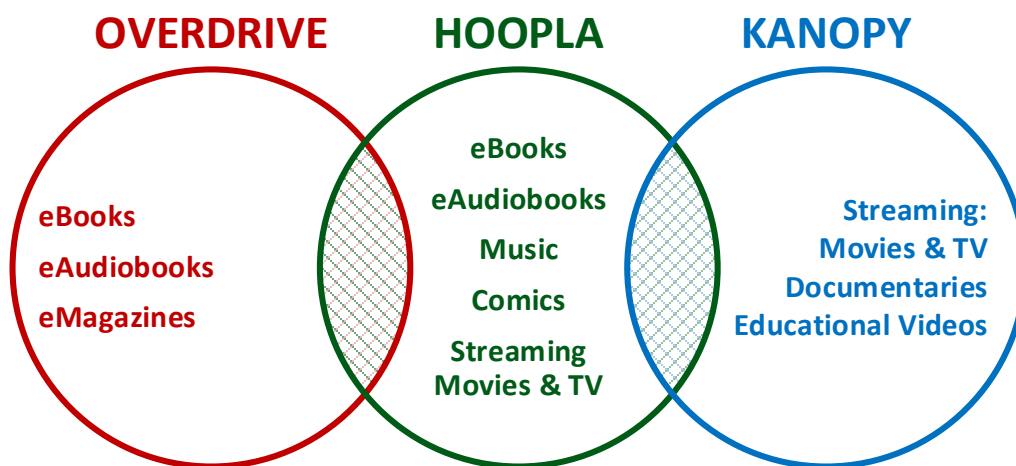
*Adult/General Fiction (Non-English) eAudio*



*Adult/General Non-Fiction (Non-English) eAudio*



**Databases & Digital, Streaming Subscriptions:** Databases and other digital subscriptions show significant variance across libraries. Many are traditional 'reference' databases, whereas others provide streaming and downloadable content, such as Kanopy and Hoopla. Some subscriptions benefit from subsidization from the Washington State Library.



- ▶ **Kanopy Streaming Content:** Kanopy is an on-demand streaming video platform for libraries offering over 30,000 films, TV shows, educational videos, and documentaries. Customers are able to use a set number of tickets each month, determined by subscribing library based on budget. The number of tickets required to view varies by title. Packages are available to add onto the subscription, with unlimited viewing for a predetermined price (e.g. Kanopy Kids) and annual fee subscriptions for expanded content (e.g. British TV & Cinema). Enrollment in these packages is determined by subscribing libraries. Mid-Columbia, Richland Public Library, Walla Walla County, Walla Walla Public Library, and Yakima County currently subscribe to Kanopy.  
**Advantage:** Kanopy provides metered, on-demand access to many titles, combined with unlimited views for specific packages purchased by the subscribing library. Kanopy has a significant number of international films, documentaries, and educational videos not readily available on other streaming platforms.  
**Disadvantage:** While Kanopy provides access to wide range of video content, there is a lag time for access to newly released popular films and television programs.
- ▶ **Hoopla Digital Content:** Hoopla Digital provides access to hundreds of thousands of eBooks, eAudiobooks, Streaming Movies/TV, Music, and Comics. Hoopla offers instant borrowing in which customers do not have to wait in a holds queue to receive their selected title. The service is offered based on a pay per checkout billing model. For every customer checkout, the library is billed a small fee, ranging from \$.99 to \$3.99. Richland Public Library reports their recent average cost per checkout was \$2.21. The subscribing library has several methods to control costs, including limiting monthly checkout amounts per customer and setting daily spending limits for aggregated use by its customers. Richland Public Library and Walla Walla County currently subscribe to Hoopla.  
**Advantage:** Hoopla provides metered, on-demand access to digital content, eliminating customer wait times, as titles are always available. Additionally, Hoopla provides titles and formats not available through either Overdrive or Kanopy. **Disadvantage:** The cost-per-use model requires a library to balance customer satisfaction against incurring the ongoing opportunity cost of providing access to immediately available content without owning the content. As the conveniences of the model gain popularity with customers, libraries must monitor and potentially redirect spending to meet customer demand and expectations.

► Listing of Databases & Digital, Streaming Subscriptions

|                                   | Columbia Co | Mid-Columbia | Richland PL | Walla Walla Co | Walla Walla PL | Yakima Co |
|-----------------------------------|-------------|--------------|-------------|----------------|----------------|-----------|
| A to Z Databases                  |             |              | YES         |                |                |           |
| A to Z World Food                 |             |              |             | YES            |                |           |
| A to Z World Travel               |             |              |             | YES            |                |           |
| Ancestry                          |             | YES          | YES         |                |                | YES       |
| Birds of the World                |             |              | YES         |                |                |           |
| Booklist                          |             |              |             |                |                |           |
| Britannica Library                |             |              |             |                |                | YES       |
| Chilton Automotive                | YES         | YES          | YES         |                |                | YES       |
| Consumer Reports                  |             |              | YES         | YES            | YES            | YES       |
| Creativebug                       |             |              |             | YES            |                |           |
| EBSCO Legal Information Reference | YES         |              |             |                |                | YES       |
| EBSCO Small Business Reference    | YES         |              |             |                |                | YES       |
| Gale in Context                   | YES         | YES          |             | YES            | YES            | YES       |
| Gale Legal Forms                  |             |              | YES         |                |                |           |
| Gale Onefile                      | YES         | YES          | YES         | YES            | YES            | YES       |
| HelpNow                           |             |              | YES         |                |                | YES       |
| HeritageQuest                     |             | YES          | YES         |                | YES            |           |
| Hoopla                            |             |              | YES         | YES            |                |           |
| Kanopy                            |             | YES          | YES         | YES            | YES            | YES       |
| Learning Express                  |             |              | YES         |                |                |           |
| LinkedIn Learning                 | YES         | YES          | YES         | YES            | YES            | YES       |
| Mango                             |             |              | YES         |                |                | YES       |
| Morningstar                       |             |              | YES         |                | YES            |           |
| MyHeritage                        | YES         |              |             |                |                |           |
| Newsbank                          |             | YES          | YES         |                |                | YES       |
| Niche Academy                     |             |              |             | YES            |                |           |
| Novelist                          | YES         |              | YES         | YES            | YES            | YES       |
| Overdrive                         | YES         | YES          | YES         | YES            | YES            | YES       |
| Pronunciator                      |             |              |             |                | YES            |           |
| ProQuest                          |             | YES          | YES         |                |                |           |
| TumbleBooks                       |             |              |             |                | YES            |           |
| Value Line                        |             |              | YES         |                |                |           |
| World Book                        |             |              |             | YES            |                |           |

## COLLECTION DEVELOPMENT POLICIES

Participating libraries provided the following elements relating to collection development policies: **summary** statements; clarifying their position on **intellectual freedom**; language relating to **selection, maintenance, and withdrawal**; and the process for **reconsideration of materials**.

**All participating libraries assert their support and adherence to Intellectual Freedom in collection development, citing the Library Bill of Rights.** Some of the libraries specifically mention the Freedom to Read and Freedom to View statements, as well as the Washington Library Association Intellectual Freedom Statement in their collection development policies.

**Participating libraries all have established reconsideration of materials processes.** Some libraries specify what criteria warrants a reconsideration of materials, and others also specify which criteria will not be a basis for reconsideration.

### COLUMBIA COUNTY RURAL LIBRARY DISTRICT *(County Library District)*

- ▶ **Summary:** The CCRLD's Collection Development Policy states that "The mission statement of the Columbia County Rural Library District is to be an accessible and valued resource, committed and responsive to the lifelong learning and recreational needs of the entire community. The Columbia County Rural Library District Board of Trustees recognizes that American democracy functions only if the full range of human ideas is accessible to the people and the principle of the First Amendment of the Constitution is guaranteed by being exemplified by American public libraries which provide access to those ideas in accordance with the Library Bill of Rights. The library collection is protected by the First Amendment, as a marketplace of ideas which are contained in varied and divergent materials. The library collection will be selected and maintained to provide materials which will enable each individual to acquire or to adapt the skills and knowledge necessary to participate in self-government, be productive, elevate economic stature, enhance humanity and contribute to enjoyment of life according to full exercise of free choice. The library collection will be an excellent and unbiased source of information. The library collection will include as wide a selection as possible, and subjects will be covered in sufficient depth to meet anticipated and expressed needs within budgetary constraints."
- ▶ **On Intellectual Freedom:** The CCRLD's Collection Development Policy adheres to the principles of the First Amendment and the Library Bill of Rights.
  - ✓ "The Columbia County Rural Library District Board of Trustees recognizes that the library is a community resource for people of all ages, races, creeds, national origins, and political, religious, or social views. The Board realizes that customers have diverse needs, interests, value systems, and reading abilities."
  - ✓ "The Columbia County Rural Library District endorses and defends the concepts of intellectual freedom as protected by the United States Constitution. The Columbia County Rural Library District Board of Trustees declares that it adheres to and supports documents that support the foundation of intellectual freedom."
  - ✓ "The Library does not act *in loco parentis*, but provides materials that support parents and children's searches for diverse materials and ideas."

- ▶ **Selection, Maintenance, and Withdrawal:** Selection, maintenance, and withdrawal policies are set by the Board of Trustees in the Collection Development Policy. Implementation of policy is delegated to staff. “The Board of Trustees of the Columbia County Rural Library District entrusts the development of library collections to the Director and his/her designates.”
- ▶ **Request for Reconsideration of Materials:** CCRLD has an established Request for Reconsideration of Materials process as part of its Collection Development Policy. “The Columbia County Rural Library District Board of Trustees and staff believes in freedom of information for all and does not restrict a user’s right to read, listen, or view library materials. Some materials held in the Library’s collection may be controversial and some library users may find materials offensive or inappropriate for the collection. The Columbia County Rural Library acknowledges the right of a resident to initiate a “Request for a Reconsideration of Materials” found in the Library’s collection.” Requests for Reconsideration must refer to “where the item does not conform to the current Collection Development Policy.”

## MID-COLUMBIA LIBRARIES *(Intercounty Library District)*

- ▶ **Summary:** MCL “actively seeks to include a wide variety of library materials and content representing diversity of genres, formats, ideas, languages, and expressions with a multitude of viewpoints and cultural perspectives reflecting the diversity in our communities. MCL upholds the right of the individual to access the collection, with the understanding that specific titles and their content may be deemed controversial, unorthodox, or unacceptable to some. MCL strives to listen to feedback from our community to build and maintain collections to meet the needs of all people within Mid-Columbia Libraries’ service area.” For full text of the Collection Development Policy, please go to: <https://midcolumbialibraries.org/policy/collection-development>
- ▶ **On Intellectual Freedom:** MCL’s collection development policies adhere to “the principles established in the American Library Association’s Bill of Rights, Freedom to Read and Freedom to View Statements, and the Washington Library Association Intellectual Freedom Statement.”
  - ✓ “MCL’s collection will be organized and maintained to facilitate access, with no prejudicial labeling, sequestering, or alteration of materials.”
  - ✓ “Reading, listening to, and viewing library materials are individual, private matters. While one is free to select or to reject materials for oneself, one cannot restrict the freedom of others to read, view, or inquire.”
  - ✓ “Parents and/or guardians have the primary responsibility to guide and direct the reading and viewing of their own minor children. Mid-Columbia Libraries does not operate in place of a parent and/or guardian.”
- ▶ **Selection, Maintenance and Withdrawal:** The Board of Trustees sets all policy, including Collection Development. Implementation of policy is delegated to staff: “selection, maintenance and withdrawal criteria and processes are vested in MCL’s Executive Director, and under their direction, the Associate Director of Collection Services.”
- ▶ **Request for Reconsideration of Materials:** MCL has an established process, within policy, for library customers to request reconsideration of materials. “To formally state their opinion and receive a written response, a customer may submit the Request for Reconsideration form provided for that purpose.”

Materials will not be withdrawn from the collection due to: ideas or topics being deemed controversial, unorthodox, or unacceptable to some; the origin, background, or views of the authors, producers, or publishers; and/or partisan or doctrinal disapproval.”

## **RICHLAND PUBLIC LIBRARY** *(Municipal Library)*

- ▶ **Summary:** RPL’s Collection Development Policy includes details on the selection criteria, access to the collection, suggestions for purchase, reconsideration of materials, donations, and collection maintenance. Details for each element can be found in our policy posted on our website (<https://www.myrichlandlibrary.org/>).
- ▶ **On Intellectual Freedom:** The Collection Development Policy promotes the principles of intellectual freedom. See below for some of the language used to reinforce this.  
“In support of its mission, RPL fully endorses the principles documented in the Library Bill of Rights, the Freedom to View, and the Freedom to Read Statements of the American Library Association. The Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.”
- ▶ **Selection, Maintenance, and Withdrawal:** RPL’s Technical Services Supervisor is primarily responsible for these tasks. However, the ultimate authority on these matters rests with the Library Manager.
- ▶ **Request for Reconsideration of Materials:** Library has an official process for requesting reconsideration of materials. This exists in our Collection Development Policy with a separate form to submit such requests.
  - ✓ “Requests must be submitted by active Richland Public Library cardholders residing within our primary service population, the City of Richland. Answers must demonstrate that the entire work was consumed in order to understand the full context of the work. After a request has been lodged, the reconsideration will be reviewed by the Library Manager, Technical Services Supervisor, and User Experience Supervisor within 30 days of submitting the request. The individual will be contacted by the Library Manager through email or physical mail, depending on contact information provided. The decision from the Library Manager and staff serves as a final decision for matters of reconsideration.”

## **WALLA WALLA COUNTY RURAL LIBRARY DISTRICT** *(County Library District)*

- ▶ **Summary:** The WWCRLD’s Material Selection and Management Policy ensures that free and equal access to library materials are provided.
- ▶ **On Intellectual Freedom:** The Policy is based on and informed by national and local policies including the Library Bill of Rights, Right to Read Statement, Free Access to Libraries for Minors and the Washington Library Association Intellectual Freedom Statement.
- ▶ **Selection, Maintenance, and Withdrawal:** Materials are selected for District collections based on criteria in the District’s Metrics Collection Development Guide. Materials are provided in various print, audiovisual, and electronic formats to accommodate community needs and represent a range of points of view on any given subject. No materials that meet the District’s selection criteria shall be excluded because of the origin,

background, race, political, religious or social views of the author or those contributing to its creation. The District does not maintain an archival collection and may discard materials that are no longer appropriate for the collection based on criteria in the District's Metrics Collection Development Guide.

- ▶ **Request for Reconsideration of Materials:** The Board of Trustees recognizes the right of individuals to question the inclusion of materials in the District's collection. A patron who wishes to discuss the inclusion of materials in the collection is required to talk to the Executive Director or designee to discuss these concerns. Should that discussion prove unfeasible or fail to address the patron's concern, they may complete and submit a "Statement of Concern about Library Resources" form.

## WALLA WALLA PUBLIC LIBRARY *(Municipal Library)*

- ▶ **Summary:** WWPL's Materials Selection Policy recognizes that the library serves all our community regardless of age, sex, gender, race, religious creed, national origin, ancestry, physical or mental disability, sexual orientation, political or social views. It goes on to outline the basis on which our materials are selected and refers to our Material Review Policy. This policy can be found online at [www.wallawallapubliclibrary.org](http://www.wallawallapubliclibrary.org).
- ▶ **On Intellectual Freedom:** WWPL's Board of Trustees supports and adheres to The Library Bill of Rights, The Freedom to Read Statement, Interpretation to the Library Bill of Rights, and WLA's Intellectual Freedom Statement.
  - ✓ "The Board of Trustees of the Walla Walla Public Library believes that censorship is a purely individual matter and declares that, while any person is free to reject for themselves materials of which they not approve, they cannot exercise this right of censorship to restrict the freedom of others to read, view, listen, or inquire."
  - ✓ "The Public Library will develop and maintain a balanced materials collection which will represent various points of view on a subject. 'A balanced collection reflects a diversity of materials and resources, not an equality of numbers.' (ALA Diversity in Collection Development)"
- ▶ **Selection, Maintenance, and Withdrawal:** Library materials selection is and shall be vested in the Director of the Walla Walla Public Library and delegated to members of the staff who are qualified by reason of education, experience and training. Any library material so selected shall be held to be selected by the Board.
- ▶ **Request for Reconsideration of Materials:** WWPL has a separate Material Review Policy, which includes a Request for Reconsideration form. The policy encourages patrons to discuss their concerns with a staff member. Individuals who wish to continue questioning library materials may state their opinion in writing on the provided form. A Library staff member or committee will provide a recommendation as to whether the material was appropriately selected and made accessible under this policy. The Library Director will review the recommendation, make the final decision, and reply to the individual in writing. The Library Director will inform the Library Board of the decision reached about the material requested for review at its next scheduled meeting.

## YAKIMA VALLEY LIBRARIES *(County Library District)*

- ▶ **Summary:** Yakima Valley Libraries collection development policy recognizes that there are individuals and groups with diverse interests, backgrounds, ages, and needs, and that the Library was created to serve all of the people within the communities it serves. The collection will support the mission, vision, values and strategic goals of YVL. Library materials will be selected and retained in a variety of formats and comprehension levels, to serve diverse interests, backgrounds, ages, and needs.
- ▶ **On Intellectual Freedom:** YVL's collection development policies adhere and support "the principles established in the American Library Association's Bill of Rights, Freedom to Read and Freedom to View Statements, and the Washington Library Association Intellectual Freedom Statement."
- ▶ **Selection, Maintenance and Withdrawal:** The Board of Trustees sets all policy, including Collection Development. Implementation of policy is delegated to staff: selection, maintenance and withdrawal criteria and processes are delegated to YVL's Collection and Circulation Manager and overseen by Executive Director.
- ▶ **Request for Reconsideration of Materials:** YVL has an established process, within policy, for library customers to request reconsideration of materials. Customers can formally state their opinion and receive a written response; a customer may submit the Request for Reconsideration form provided for that purpose. Materials will not be withdrawn or removed during the evaluation process and the collection development policy guidelines are used to make final decisions.

## COLLECTION EXPENDITURES & METRICS

### ► Expenditure Review

All participating libraries provided their expenditures for the past five years relating to materials, i.e. new physical and digital items added to the collection, and professional services including the service contracts and subscriptions supporting the collection and associated functions.

|                       |                               | 2019                | 2020                | 2021                | 2022                | 2023                |
|-----------------------|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Columbia Co           | Materials                     | \$ 37,500           | \$ 32,000           | \$ 32,000           | \$ 29,250           | \$ 32,658           |
| Columbia Co           | Professional Services         | \$ 16,800           | \$ 39,953           | \$ 40,800           | \$ 31,700           | \$ 54,200           |
| <b>Columbia Co</b>    | <b>Total Collection Exp.</b>  | <b>\$ 54,300</b>    | <b>\$ 71,953</b>    | <b>\$ 72,800</b>    | <b>\$ 60,950</b>    | <b>\$ 86,858</b>    |
| Mid-Columbia          | Materials                     | \$ 1,244,346        | \$ 1,301,486        | \$ 1,171,215        | \$ 1,343,009        | \$ 1,325,000        |
| Mid-Columbia          | Professional Services         | \$ 166,177          | \$ 156,535          | \$ 145,338          | \$ 194,687          | \$ 200,000          |
| <b>Mid-Columbia</b>   | <b>Total Collection Exp.</b>  | <b>\$ 1,410,523</b> | <b>\$ 1,458,021</b> | <b>\$ 1,316,553</b> | <b>\$ 1,537,696</b> | <b>\$ 1,525,000</b> |
| Richland PL           | Materials                     | \$ 234,340          | \$ 256,340          | \$ 247,277          | \$ 367,477          | \$ 368,144          |
| Richland PL           | Professional Services         | \$ 25,000           | \$ 25,000           | \$ 25,000           | \$ 26,000           | \$ 27,000           |
| <b>Richland PL</b>    | <b>Total Collection Exp.</b>  | <b>\$ 259,340</b>   | <b>\$ 281,340</b>   | <b>\$ 272,277</b>   | <b>\$ 393,477</b>   | <b>\$ 395,144</b>   |
| Walla Walla Co        | Materials                     | \$ 145,340          | \$ 87,600           | \$ 129,530          | \$ 175,530          | \$ 169,930          |
| Walla Walla Co        | Professional Services         | \$ 11,320           | \$ 6,050            | \$ 6,900            | \$ 18,030           | \$ 16,125           |
| <b>Walla Walla Co</b> | <b>Total Collection Exp.</b>  | <b>\$ 156,660</b>   | <b>\$ 93,650</b>    | <b>\$ 136,430</b>   | <b>\$ 193,560</b>   | <b>\$ 186,055</b>   |
| Walla Walla PL        | Materials                     | \$ 129,024          | \$ 119,874          | \$ 126,333          | \$ 183,832          | \$ 120,936          |
| Walla Walla PL        | Professional Services         | \$ 4,095            | \$ 4,934            | \$ 2,828            | \$ 2,617            | \$ 2,851            |
| <b>Walla Walla PL</b> | <b>Total Collections Exp.</b> | <b>\$ 133,119</b>   | <b>\$ 124,808</b>   | <b>\$ 129,161</b>   | <b>\$ 186,449</b>   | <b>\$ 123,787</b>   |
| Yakima Co             | Materials                     | \$ 951,668          | \$ 713,624          | \$ 815,159          | \$ 875,430          | \$ 881,364          |
| Yakima Co             | Professional Services         | \$ 169,101          | \$ 125,734          | \$ 146,708          | \$ 140,015          | \$ 160,382          |
| <b>Yakima Co</b>      | <b>Total Collections Exp.</b> | <b>\$ 1,120,769</b> | <b>\$ 839,358</b>   | <b>\$ 961,867</b>   | <b>\$ 1,015,445</b> | <b>\$ 1,041,746</b> |

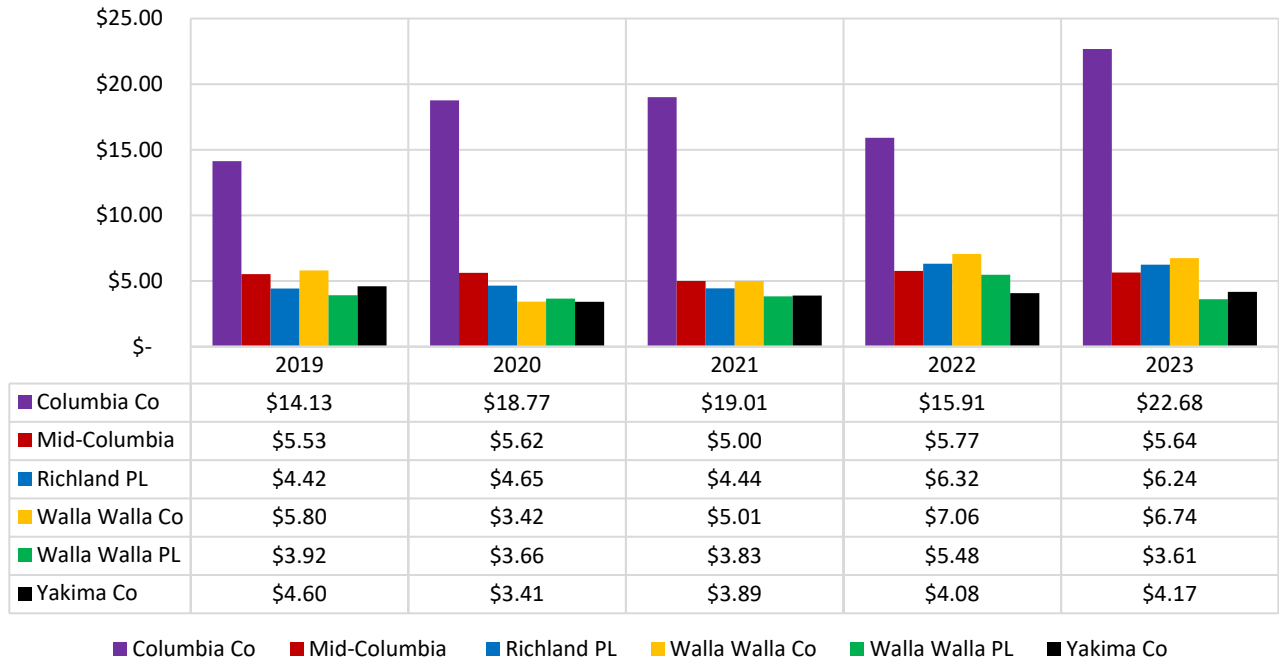
### ► METRICS

While looking at overall expenditures helps us understand scope of investment, reviewing associated metrics related to collection expenditures allows us to see the effectiveness of the overall investment of the collection as well as the collection development choices in meeting the needs of residents.

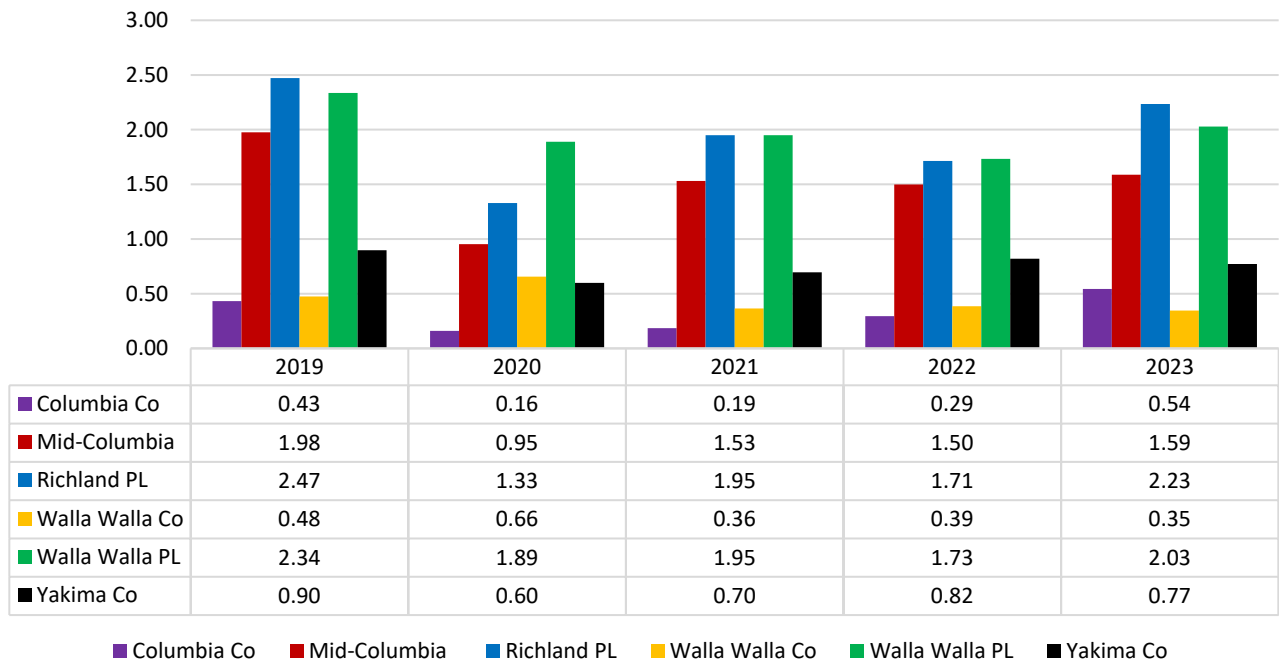
- ✓ **Collection Expenditures per Capita<sup>5</sup>** Collection expenditures per capita allows us to compare the relative annual investment per person in a library's service area. It also reflects the priority the library places on the collection within its expenditures. This rate is dependent on a number of factors, especially the size of the service population and overall budget. A library with a smaller service population will likely spend significantly more per capita in order to keep their collections refreshed with new and popular items, and collection expenditures will likely consume a larger portion of their budget. Medium and larger libraries will often have lower collection expenditures per capita compared to smaller libraries due to economies of scale.
- ✓ **Circulation per Dollar Spent:** Circulation per dollar spent on collections reflects the return-on-investment (ROI) to the library. This metric reflects how well the library's collection development strategies and practices are meeting the needs and interests of cardholders. Ideally, this metric should be above 1.0.

<sup>5</sup> Based on Washington State Office of Financial Management's 2019-2023 Official Population Estimates

### Collection Expenditures per Capita



### Circulation per Dollar Spent on Collections



## PERFORMANCE: 2023

All six participating libraries provided 2023 performance data related to: **active accounts** (the number of library accounts with activity); **total circulation** (the number of physical items checked out, physical items renewed, and digital checkouts); **physical checkouts** (the number of originating checkouts of physical items, not including renewals); **digital checkouts** (circulation of digital items, as digital items can't be renewed); **program attendance** (the number of program participants and attendees at library programs and events); and **on-site gate count** (the number of visits to library physical locations).

For each metric, we provide the library's reported total, per capita, and representative share. Using per capita we can compare all six libraries' performance by dividing library's performance in each category by their service populations. Within the dataset, there is significant range of service populations from Mid-Columbia Libraries' over 270,000 residents to Columbia County's nearly 4,000 residents. Combined, all six libraries served 649,221 residents in 2023.

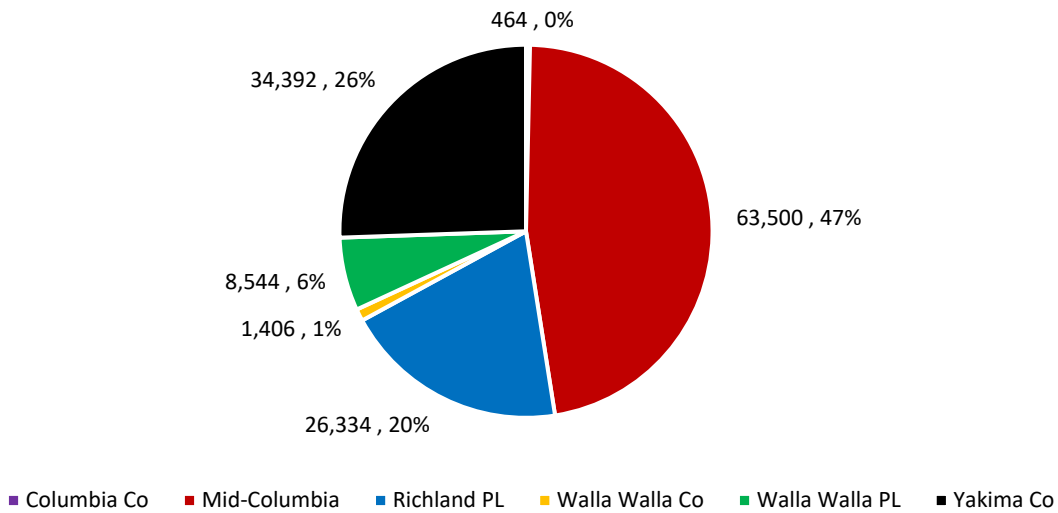
|                       | Columbia Co | Mid-Columbia | Richland PL | Walla Walla Co | Walla Walla PL | Yakima Co |
|-----------------------|-------------|--------------|-------------|----------------|----------------|-----------|
| 2023 Population       | 3,830       | 270,206      | 63,320      | 27,605         | 34,310         | 249,950   |
| % of Total Population | 0.59%       | 41.62%       | 9.75%       | 4.25%          | 5.28%          | 38.50%    |

As you review each performance metric chart, be aware of two variables which can impact these numbers:

- ▶ **The composition of the service population.** The percentages of the population which live in incorporated areas (cities & towns) and unincorporated areas (county).
  - ✓ Municipal libraries serve an entirely incorporated population.
  - ✓ Library districts' incorporated service population as a percent of total service population range from 37.19% (Walla Walla County) to 77.85% (Mid-Columbia). Walla Walla County is the only district with a majority of unincorporated residents in its service area.
- ▶ **Population per square mile.** This metric relates to population density as well as likelihood of proximity to a library.
  - ✓ Municipal libraries' population per square mile is significantly greater than the library districts, with Walla Walla Public Library having 2,680 people per mile<sup>2</sup>, followed by Richland Public Library at 1,642 people mile<sup>2</sup>.
  - ✓ Library districts' population per square mile is significantly lower than that of municipal libraries, as their service area is considerably larger. They range from Columbia County with 4 people per mile<sup>2</sup> to Mid-Columbia having 80 people per mile<sup>2</sup> across total service area.

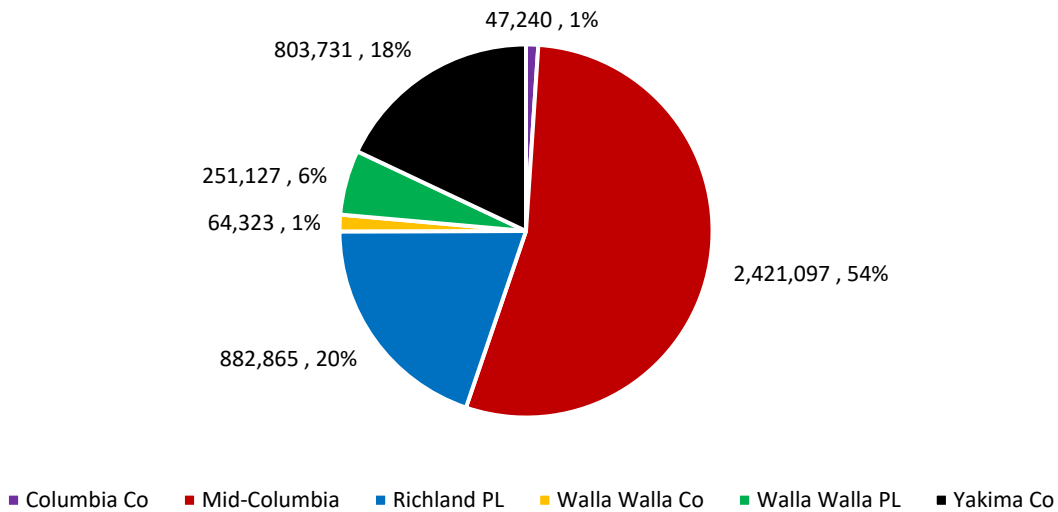
|                                  | Columbia Co | Mid-Columbia | Richland PL | Walla Walla Co | Walla Walla PL | Yakima Co |
|----------------------------------|-------------|--------------|-------------|----------------|----------------|-----------|
| Incorporated Pop.                | 2,445       | 210,345      | 63,320      | 10,265         | 34,310         | 160,795   |
| % of Library's Pop.              | 63.84%      | 77.85%       | 100.00%     | 37.19%         | 100.00%        | 64.33%    |
| Unincorporated Pop.              | 1,385       | 59,861       | 0           | 17,340         | 0              | 89,155    |
| % of Library's Pop.              | 36.16%      | 22.15%       | 0%          | 62.81%         | 0%             | 35.67%    |
| Population per Mile <sup>2</sup> | 4           | 80           | 1,642       | 22             | 2,680          | 58        |

### 2023: Active Accounts



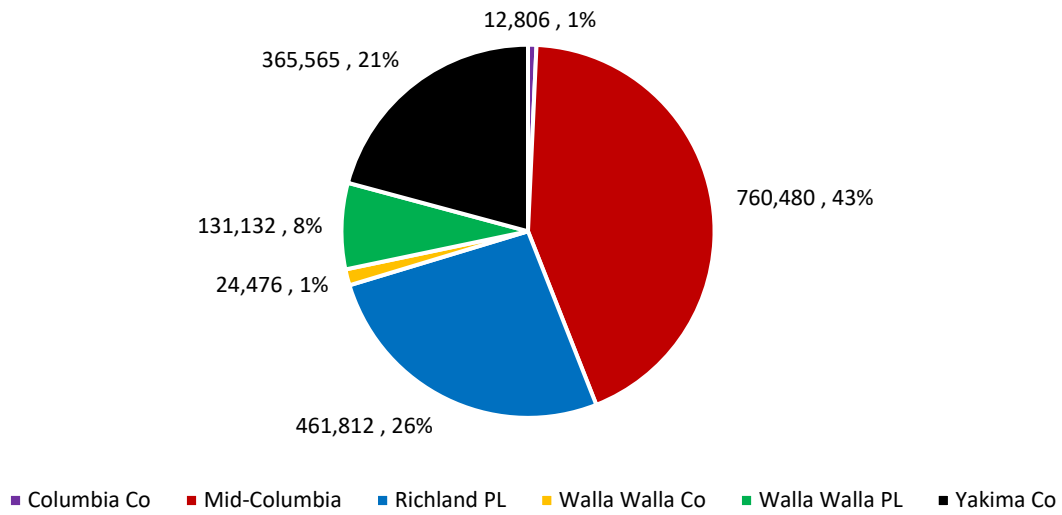
|                 | Columbia Co | Mid-Columbia | Richland PL | Walla Walla Co | Walla Walla PL | Yakima Co |
|-----------------|-------------|--------------|-------------|----------------|----------------|-----------|
| Active Accounts | 464         | 63,500       | 26,334      | 1,406          | 8,544          | 34,392    |
| Per Capita      | 0.12        | 0.24         | 0.42        | 0.05           | 0.25           | 0.14      |
| Relative Share  | 0.34%       | 47.16%       | 19.56%      | 1.04%          | 6.35%          | 25.54%    |

### 2023: Total Circulation



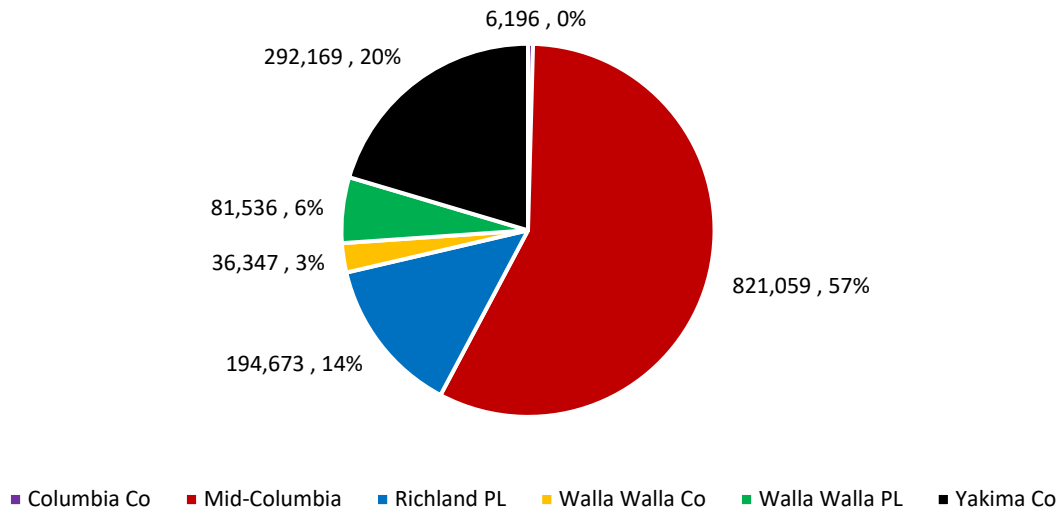
|                   | Columbia Co | Mid-Columbia | Richland PL | Walla Walla Co | Walla Walla PL | Yakima Co |
|-------------------|-------------|--------------|-------------|----------------|----------------|-----------|
| Total Circulation | 47,240      | 2,421,097    | 882,865     | 64,323         | 251,127        | 803,731   |
| Per Capita        | 12.33       | 8.96         | 13.94       | 2.33           | 7.32           | 3.22      |
| Relative Share    | 1.06%       | 54.16%       | 19.75%      | 1.44%          | 5.62%          | 17.98%    |

### 2023: Physical Checkouts



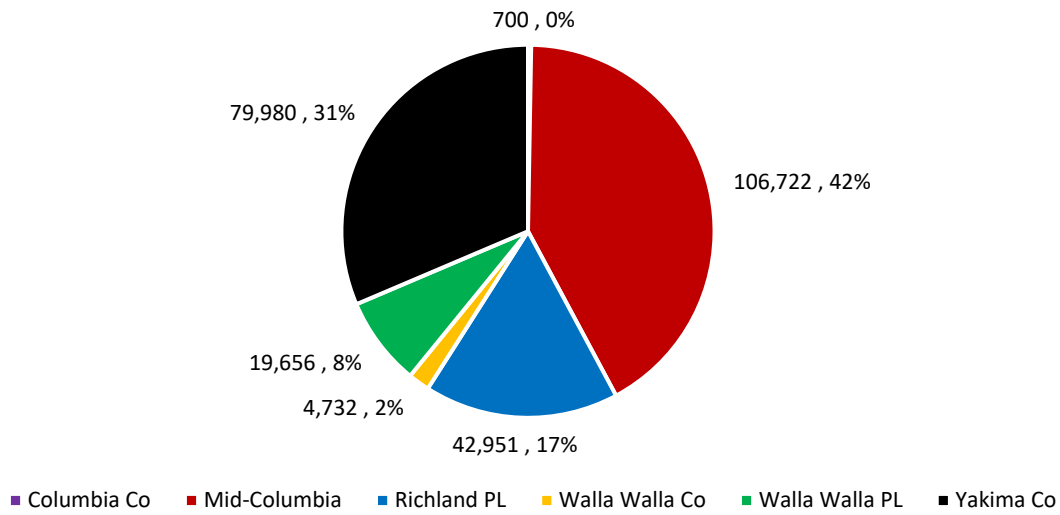
|                    | Columbia Co | Mid-Columbia | Richland PL | Walla Walla Co | Walla Walla PL | Yakima Co |
|--------------------|-------------|--------------|-------------|----------------|----------------|-----------|
| Physical Checkouts | 12,806      | 760,480      | 461,812     | 24,476         | 131,132        | 365,565   |
| Per Capita         | 3.34        | 2.81         | 7.29        | 0.89           | 3.82           | 1.46      |
| Relative Share     | 0.73%       | 43.30%       | 26.30%      | 1.39%          | 7.47%          | 20.81%    |

### 2023: Digital Checkouts



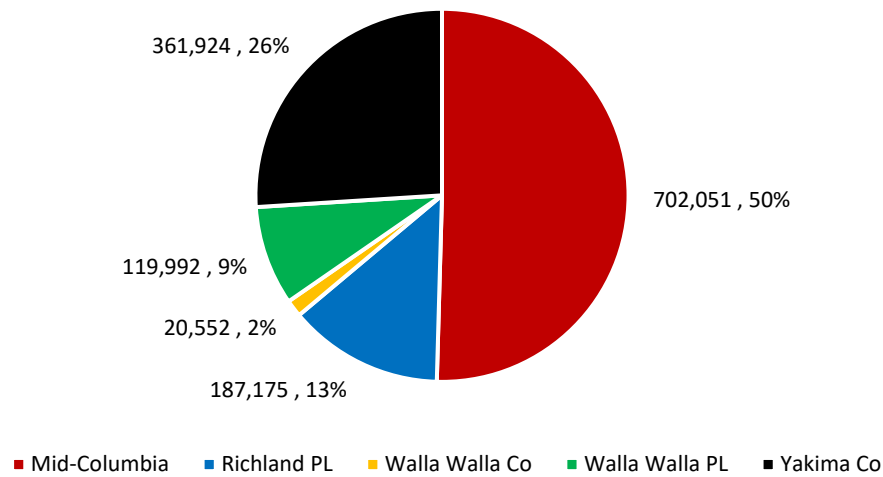
|                   | Columbia Co | Mid-Columbia | Richland PL | Walla Walla Co | Walla Walla PL | Yakima Co |
|-------------------|-------------|--------------|-------------|----------------|----------------|-----------|
| Digital Checkouts | 6,196       | 821,059      | 194,673     | 36,347         | 81,536         | 292,169   |
| Per Capita        | 1.62        | 3.04         | 3.07        | 1.32           | 2.38           | 1.17      |
| Relative Share    | 0.43%       | 57.34%       | 13.59%      | 2.54%          | 5.69%          | 20.40%    |

### 2023: Program Attendance



|                    | Columbia Co | Mid-Columbia | Richland PL | Walla Walla Co | Walla Walla PL | Yakima Co |
|--------------------|-------------|--------------|-------------|----------------|----------------|-----------|
| Program Attendance | 700         | 106,722      | 42,951      | 4,732          | 19,656         | 79,980    |
| Per Capita         | 0.18        | 0.39         | 0.68        | 0.17           | 0.57           | 0.32      |
| Relative Share     | 0.27%       | 41.89%       | 16.86%      | 1.86%          | 7.72%          | 31.40%    |

### 2023: On-Site Gate Count



|                | Columbia Co | Mid-Columbia | Richland PL | Walla Walla Co | Walla Walla PL | Yakima Co |
|----------------|-------------|--------------|-------------|----------------|----------------|-----------|
| Gate Count     | Unknown     | 702,051      | 187,175     | 20,552         | 119,992        | 361,924   |
| Per Capita     | Unknown     | 2.60         | 2.96        | 0.74           | 3.50           | 1.45      |
| Relative Share | ---         | 50.45%       | 13.45%      | 1.48%          | 8.62%          | 26.01%    |

## RECIPROCAL BORROWING

### CONSIDERATIONS FOR RECIPROCAL BORROWING

Five considerations are most likely to drive discussions, and ultimately decisions, when a Board is determining whether to initiate- and later- maintain, a reciprocal borrowing agreement. These factors are augmentation, existential, relational, resources, and values.

- ▶ **Augmentation**: *More access*. When examining reciprocal borrowing, libraries may see this as a way to augment existing services without expending the cost of leasing, building, and operating an additional library. This is especially true if a neighboring public library has a facility closer to its own service population. An example of this is Spokane Public Library and Spokane County Library: each operates library branches close to the other's service population. Similar to consortiums, libraries in reciprocal borrowing agreements can coordinate and complement each other's purchases to maximize their investments.
- ▶ **Existential**: *Stronger together*. Public libraries across our nation face legal and political challenges resulting from the support of intellectual freedom. Within our region, Columbia County Rural Library District faced the very real possibility of dissolving. Following a lawsuit, and a revision by the State Legislature to applicable RCWs, Columbia County Rural Library District is no longer facing the looming possibility of shutting down. When examining reciprocal borrowing, libraries may see the growing existential threat as a basis to cooperate and collaborate more closely with other libraries.
- ▶ **Relational**: *Growing together*. Reciprocal borrowing, at the most basic level, allows cardholders at one library to access collections and services at another library. However, reciprocal borrowing can also foster improved relationships and cross-library planning and implementation. A reciprocal borrowing agreement could include commitments to work together on common programs, initiatives, promotions, and training, encouraging collaboration and cooperation among libraries. As libraries work together over time, building relationships and trust, collaborating on services and initiatives becomes less daunting or improbable.
- ▶ **Resources**: *Supply & demand*. As most library boards have an explicitly fiduciary responsibility, and as public libraries in Washington State are predominantly locally funded, considering the resource implications of reciprocal borrowing will enter discussions. Comparably budgeted and resourced libraries may not see this factor as important, whereas, libraries with dissimilar resource-levels are likely to see the cost-benefit of the relationship differently. A library with a substantially larger budget and collection may have concerns about subsidizing other libraries' services while diminishing their own capacity to serve their cardholders and taxpayers.
- ▶ **Values**: *Alignment*. If a public library's organizational values include expanding access to content and information, engaging in reciprocal borrowing is a way of living their organizational values. Libraries with blanket, unilateral reciprocal borrowing, such as Sno-Isle Libraries, where any resident of Washington with a library card is eligible for a Sno-Isle card, exemplify this.

In the following section are seven different examples of reciprocal borrowing. The information provided addresses, at least in part, the above variables relating to implementation.

## EXAMPLES OF RECIPROCAL BORROWING

*The following is a result of discussions and emails concerning reciprocal borrowing agreements both between libraries and at specific libraries in Washington State.*

### Bellingham Public Library (Municipal) & Whatcom County Library System (County District)

- ▶ **Do you have a documented reciprocal agreement with other libraries? What are those libraries and may we have a copy of any agreements for reference?**
  - ✓ Bellingham has an agreement and shares an ILS with Whatcom County.
  - ✓ The two libraries allow most local universities to use their library card at their library.
  - ✓ They also have open reciprocity with any library cardholder in the state. If someone has a WA public library card, they can get a card here.
- ▶ **Are there any restrictions on your reciprocal cards vs your resident cards? Any differences in access to physical or digital resources?**
  - ✓ Currently, reciprocal borrowers listed above do not have any restrictions on physical or digital materials or ILL services.
- ▶ **Do you have any feedback on how your reciprocal agreements have gone? What are the positives you can highlight from your agreements? Are there any operational challenges resulting from the agreements?**
  - ✓ According to BPL: "Reciprocity has been excellent. We love being able to say "yes" to those wanting and needing to use our services. The reciprocity with WCLS is the most beneficial with BPL and WCLS patrons having full access to each other's physical collections and spaces. The challenges are ensuring that staff understand the differences between the varied borrower types and who is eligible for what, as well as some of the nuances of the other library's (WCLS') procedures and rules. We do issue WCLS patron accounts at all of our BPL branches, and vice versa, based upon where the patron's home address is located. Naturally, the public often doesn't understand that BPL and WCLS are actually separate entities since such so much is fluid and shared, which definitely has its positives and negatives."
  - ✓ Reciprocity with other in-state residents with public library card has also been very well received. There are a variety of reasons patrons would get a card, but often it is because someone in a neighboring county wishes to utilize a larger library system, or they are visiting town regularly.
- ▶ **Do you have statistics on the number of active reciprocal cards at your library vs the total number of all active cards you have?**
  - ✓ This data is a little muddy because of the shared ILS and student card use from residents. The two libraries have 51,972 cardholders not classified as nonresident. However, some students may not live in the city and this does not separate Whatcom use. They have 199 cards considered non-resident, which does not cover the Whatcom or student provisions.
- ▶ **Do you have statistics on the circulation numbers from reciprocal cardholders vs circulation for all cardholders?**
  - ✓ Same as above. This is difficult to determine because of Whatcom and student classification. Circulation reads as 1,177,323 for BPL, WCLS, and students. Circulation for non-resident reads as 3,870.

## Liberty Lake Public Library (Municipal) & Spokane County Library District (County District)

- ▶ **Do you have a documented reciprocal agreement with other libraries? What are those libraries and may we have a copy of any agreements for reference?**
  - ✓ Grants library cards to anyone in WA or ID that pays library taxes.
  - ✓ <https://www.libertylakewa.gov/DocumentCenter/View/43/Library-Card-Eligibility-Policy>
- ▶ **Are there any restrictions on your reciprocal cards vs your resident cards? Any differences in access to physical or digital resources?**
  - ✓ Yes, reciprocal cards just give access to physical materials. Databases, Libby, ILL are not included. Patrons in Spokane County express frustration that they do not have access to digital content at Liberty Lake.
- ▶ **Do you have any feedback on how your reciprocal agreements have gone? What are the positives you can highlight from your agreements? Are there any operational challenges resulting from the agreements?**
  - ✓ Patrons love having access to materials from two or more fairly large library systems in the area. Staff from all the systems get to work together more often.
  - ✓ They do not have an established system of getting material returned to the wrong library back to the correct library. That needs to be fixed.
- ▶ **Do you have statistics on the number of active reciprocal cards at your library vs the total number of all active cards you have?**
  - ✓ Liberty Lake residents make up 0.81% of SCLD cardholders; SCLD residents make up 19.1% of Liberty Lake cardholders.
- ▶ **Do you have statistics on the circulation numbers from reciprocal cardholders vs circulation for all cardholders?**
  - ✓ Liberty Lake residents make up 0.77% of SCLD circulation; SCLD residents make up 17.9% of Liberty Lake circulation

## Neill Public Library – Pullman (Municipal)

- ▶ **Do you have a documented reciprocal agreement with other libraries? What are those libraries and may we have a copy of any agreements for reference?**
  - ✓ Neill has open reciprocity that simply requires patrons to show their card from their home library in order to receive one there.
  - ✓ Informal agreement with Whitman and Latah, but nothing is in writing.
- ▶ **Are there any restrictions on your reciprocal cards vs your resident cards? Any differences in access to physical or digital resources?**
  - ✓ No restrictions at Neill. Latah restricts users from Kanopy.
- ▶ **Do you have any feedback on how your reciprocal agreements have gone? What are the positives you can highlight from your agreements? Are there any operational challenges resulting from the agreements?**
  - ✓ The reciprocal setup Neill has works out great for them and the director gives his full endorsement. They are not having any operational challenges from this policy.
- ▶ **Do you have statistics on the number of active reciprocal cards at your library vs the total number of all active cards you have?**
  - ✓ Roughly 15%

- ▶ **Do you have statistics on the circulation numbers from reciprocal cardholders vs circulation for all cardholders?**
  - ✓ Roughly 12%. They do not feel this is an issue at all.

#### Port Townsend Public Library (Municipal)

- ▶ **Do you have a documented reciprocal agreement with other libraries? What are those libraries and may we have a copy of any agreements for reference?**
  - ✓ Port Townsend operates under the CLEO consortium which includes Brinnon School Library, Jefferson County Library, Port Townsend Library, Quilcene School Library, and Port Townsend School District. Copy of agreement available.
  - ✓ In addition to this, Port Townsend has reciprocal agreements with Kitsap, King County, and North Olympic.
  - ✓ Lastly, PTPL allows for visitor cards, which allows someone that lives anywhere to receive this card.
- ▶ **Are there any restrictions on your reciprocal cards vs your resident cards? Any differences in access to physical or digital resources?**
  - ✓ There are no restrictions for the consortium nor the reciprocal agreements.
  - ✓ Visitor Cards have a 6-month expiration, 10 physical item limit, and cannot receive ILLs.
- ▶ **Do you have any feedback on how your reciprocal agreements have gone? What are the positives you can highlight from your agreements? Are there any operational challenges resulting from the agreements?**
  - ✓ They only have positive things to say about the variety of agreements. Many of these policies have been in place for decades with no issue.
- ▶ **Do you have statistics on the number of active reciprocal cards at your library vs the total number of all active cards you have?**
  - ✓ There are 5,745 active PTPL resident cards, 189 non-resident cards, and 184 visitor cards
  - ✓ Jefferson County cards can be used at PTPL
- ▶ **Do you have statistics on the circulation numbers from reciprocal cardholders vs circulation for all cardholders?**
  - ✓ Statistics are not kept on this.

#### Puyallup Public Library (Municipal)

- ▶ **Do you have a documented reciprocal agreement with other libraries? What are those libraries and may we have a copy of any agreements for reference?**
  - ✓ No documented agreements were provided. Puyallup gives cards to any Washington State resident with a library card.
- ▶ **Are there any restrictions on your reciprocal cards vs your resident cards? Any differences in access to physical or digital resources?**
  - ✓ There are no restrictions. Access is the same as Puyallup residents.
- ▶ **Do you have any feedback on how your reciprocal agreements have gone? What are the positives you can highlight from your agreements? Are there any operational challenges resulting from the agreements?**
  - ✓ Only good feedback. It is easier for staff and promotes libraries and library use statewide, overall.

- ▶ **Do you have statistics on the number of active reciprocal cards at your library vs the total number of all active cards you have?**
  - ✓ 58% of cards are reciprocal (26,739 of 45,826)
- ▶ **Do you have statistics on the circulation numbers from reciprocal cardholders vs circulation for all cardholders?**
  - ✓ These statistics are not available.

#### Sno-Isle Libraries (Intercounty District)

- ▶ **Do you have a documented reciprocal agreement with other libraries? What are those libraries and may we have a copy of any agreements for reference?**
  - ✓ Residents or property owners of jurisdictions within Washington State that provide equitable tax support for public library services.
- ▶ **Are there any restrictions on your reciprocal cards vs your resident cards? Any differences in access to physical or digital resources?**
  - ✓ n/a
- ▶ **Do you have any feedback on how your reciprocal agreements have gone? What are the positives you can highlight from your agreements? Are there any operational challenges resulting from the agreements?**
  - ✓ Ends up as a benefit overall for everyone. Larger access to collections and not the drain everyone worries about.

#### Spokane Public Library (Municipal) & Spokane County Library District (County District)

- ▶ **Do you have a documented reciprocal agreement with other libraries? What are those libraries and may we have a copy of any agreements for reference?**
  - ✓ Agreement between SPL and SCLD; copy of agreement is available.
- ▶ **Are there any restrictions on your reciprocal cards vs your resident cards? Any differences in access to physical or digital resources?**
  - ✓ Limited to physical items
- ▶ **Do you have any feedback on how your reciprocal agreements have gone? What are the positives you can highlight from your agreements? Are there any operational challenges resulting from the agreements?**
  - ✓ It works well and the public loves having options. SPL occasionally gets returns for County items.
  - ✓ Generally positive, given the proximity of SPL branches to County residents and vice versa, convenience is appreciated.
- ▶ **Do you have statistics on the number of active reciprocal cards at your library vs the total number of all active cards you have?**
  - ✓ SPL residents make up 15.4% of SCLD cardholders; SCLD residents make up 12.4% of SPL cardholders
- ▶ **Do you have statistics on the circulation numbers from reciprocal cardholders vs circulation for all cardholders?**
  - ✓ SPL residents make up 21.6% of SCLD circulation; SCLD residents make up 8.9% of SPL circulation

## IMPLEMENTING RECIPROCAL BORROWING

If a library is willing to enter into a reciprocal borrowing agreement with another library, it should consider the multi-faceted aspect of implementation.

- ▶ **Nature of Access:** *Open or Restricted.* Reciprocal borrowing takes many forms on the nature of the access granted to others' cardholders, including whether it is considered an account with full access or a non-resident card with restrictions. Both models are in use in Washington State.
  - ✓ Open access reciprocal borrowing gives eligible library cardholders the same access to content and resources as given to its residents.
  - ✓ Restricted access reciprocal borrowing places conditions on what collections or resources are eligible for use by non-resident cardholders. A library could grant access to some items but not others, e.g. physical collections but not digital collections or streaming services. A library could place different limits on holds, checkouts, or renewals for non-resident cards included in reciprocal borrowing.
- ▶ **Nature of Borrowing:** *Unilateral or Mutual.* A library could determine to grant borrowing privileges unilaterally, providing access to cards based on a set criteria, regardless if the other library grants reciprocity. However, a library may choose to provide access only to other libraries who reciprocate borrowing privileges. Both models are in use in Washington State.
- ▶ **Scope of Commitment:** *Solely Borrowing or Beyond Borrowing.* The most common form of reciprocal borrowing focuses on issuing cards to non-residents to access collections and content. However, some agreements include additional commitments from libraries to accompany borrowing. This could be commitments to work together on common programming and promotions, provide common training and development opportunities for staff and Boards, remove fees (e.g. inter-library loans) between them, and even maintain mutual infrastructure, such as a common integrated library system or courier services between locations. A full spectrum is in use in Washington State.
- ▶ **Funding:** *Neutral or Priced.* Reciprocal borrowing can be approached from a funding-neutral position or from a priced position.
  - ✓ From a funding-neutral position, no funds are exchanged between libraries and access is granted regardless of any costs or use. This is the most common model in Washington State.
  - ✓ In the past, some reciprocal borrowing agreements contained language with a fixed price for access per card. This could be one-sided model or mutual model.
    - In a one-sided model, a smaller library would pay for access to a larger library per library card issued. This was done when a neighboring library had a branch closer to their service population or had significantly larger collection.
    - In a mutual model, the two libraries would agree on a cost per card, and at the end of the reporting period, both libraries would report the number of non-resident cards issued to the other library's residents. Applying the cost per card, the library which issued less cards would owe the value of the balance to the library which issued more cards.

The priced funding model has fallen out of favor in recent history, due to shifts in population and property values, cost-prohibitive terms, and sociopolitical dynamics.

- ▶ **Measuring Impact:** *Reporting Use.* Some reciprocal borrowing agreements require the sharing of data, including the number of non-resident cards issued as part of the agreement as well as collection usage by those cardholders. When a library is considering entering into reciprocal borrowing agreement for the first time, they may ask for reporting from the other participating libraries, either quarterly or annually.
- ▶ **Timing:** *Set Duration or Ongoing.* Many established reciprocal borrowing agreements are ongoing, as they have been in place for an extended period of time. However, when a library is considering entering into reciprocal borrowing agreement for the first time, they may weigh whether to set a term for the agreement. Establishing a set duration, such as one year or three years, empowers libraries to assess the impact reciprocal borrowing has on their libraries, and whether both parties desire to continue the agreement, amend the agreement, or withdraw. For libraries with service contracts, this is a normal business practice.
- ▶ **Mechanism:** *Policy Change or Memorandum of Agreement.* This may be dependent on the preference of the Board, or in the case of a municipal library, city administration, as well as the combination of the above factors.
  - ✓ If a Board was willing to grant open, unrestricted access to another public library's cardholders, they could amend their library card eligibility policy. This could entail granting a non-resident cards, without fee, to the other library's cardholders.
  - ✓ If a Board is interested in reciprocal borrowing with conditions, a memorandum of agreement with the other library may give greater clarity on mutual expectations. Additionally, a memorandum of agreement could be developed, negotiated, and agreed to by more than two libraries, similar to a consortium model, where all libraries agree to adhere to the same terms with other participating libraries.