



Agenda
Library Board Meeting
Tuesday, January 14, 2020
Library Board Room | 955 Northgate Drive

Board Members: Chair Lunstad, Vice Chair Maier and Board Members Booth, Buxton and Lightner

Liaisons: Council Liaison Lukson and Alternate Council Liaison Kent
Staff Liaison: Library Manager Barnaby

Regular Meeting - 5:30 p.m.

Call to Order/Attendance:

Introduction of Guests:

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

Draft of November 12, 2019 Library Board Meeting Minutes

Report of the Library Manager:

1. January 2020 Library Manager's Report
 - Theresa Barnaby
2. January 2020 Library Statistics
 - Theresa Barnaby

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

Approval of Bills: (Approved by Motion)

Unfinished Business:

New Business:

1. Election of Board Officers
 - Theresa Barnaby
2. RPL Staff Member Presentation
 - Michael Scarfo

City of Richland Core Focus:

1. Maximize Community Amenities
 - Theresa Barnaby

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, February 11, 2020

Richland Public Library is ADA accessible with special parking and access available at the entrance facing Northgate Drive. Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the Library Board Meeting by calling the City Clerk's Office at 942-7389.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 1/14/2020

Agenda Category: Approval of Minutes

Prepared By:

Subject:

Draft of November 12, 2019 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 11-12-19 Draft of Library Board Meeting Minutes



MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
November 12, 2019, 5:30 – 6:30 PM

CALL TO ORDER:

CHAIR LUNSTAD CALLED THE MEETING TO ORDER AT APPROXIMATELY 5:37 P.M.

ATTENDANCE:

CHAIR LUNSTAD, VICE-CHAIR MAIER, BOARD MEMBERS BOOTH, BUXTON AND LIGHTNER WERE PRESENT. ALSO PRESENT WERE LIBRARY MANAGER CAMPBELL HIME AND ADMINISTRATIVE ASSISTANT BARADA. COUNCIL LIAISON LUKSON WAS ABSENT.

APPROVAL OF AGENDA:

BOARD MEMBER BOOTH MOVED AND BOARD MEMBER BUXTON SECONDED THE MOTION TO APPROVE THE AGENDA AS IS. THE MOTION CARRIED 5-0.

APPROVAL OF MINUTES:

CHAIR LUNSTAD ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE OCTOBER 8, 2019 MEETING. BOARD MEMBER BOOTH MOVED AND VICE-CHAIR MAIER SECONDED THE MOTION TO APPROVE THE MINUTES OF OCTOBER 8, 2019 AS IS. THE MOTION CARRIED 5-0.

REPORT OF THE LIBRARY MANAGER:

Library Manager Campbell Hime went over the agenda for the Three Boards Meeting with the Foundation and Friends of the Library.

Library Manager Campbell Hime also spoke about the approval of the 2020 budget.

PUBLIC COMMENTS:

No members of the public were present.

APPROVAL OF BILLS:

Due to the City of Richland's change to a new financial reporting system, we were unable to access our financial reports for the month of October. Approval of Bills will be discussed at the next Board Meeting.

UNFINISHED BUSINESS:

No Unfinished Business was discussed.

NEW BUSINESS:

DRAFT

1. RPL Reference Library Assistant II Martha Einan discussed what she does at RPL. Martha has been preparing the Statistical Report for the Board each month.
2. Board Members discussed economic development at the library. RPL wants to add landscaping, paint the lobby, and a few other things to make the library more appealing and a pleasant experience for patrons.

THREE BOARDS MEETING:

Board Members discussed items that they would like to talk about during the upcoming meeting with the Foundation and Friends of the Library.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

1. RPL Staff Member Presentation
2. Election of Board Officers

ADJOURNMENT:

CHAIR LUNSTAD ADJOURNED THE MEETING AT 6:35 P.M.

Prepared and submitted by Kylie Barada, Administrative Assistant

Minutes Approved by: _____
Jana Kay Lunstad, Library Board



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 1/14/2020

Agenda Category: Report of the Library Manager

Prepared By: Theresa Barnaby

Subject:

January 2020 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 1-14-20 Library Manager's Report



LIBRARY MANAGER'S REPORT

Richland Public Library Board

Richland Public Library – 955 Northgate Drive – Board Room

January 2020

Friends of the Library

The Friends met on Monday, December 30th for their final meeting of the year.

The Friends will be purchasing a Square register for the Book Sale Room. This will be used for all transactions including cash, checks & charge. They will have buttons programmed for the most common items, such as memberships, hardback books, paperbacks, etc.

- The Friends provided a total of \$15,389.20 in public programming and tech funds for 2019
 - \$4,536.94 was spent on Community Service & Outreach – this includes lectures, concerts, and numerous all ages events in the library. It also includes funding for outside events where the library is a presence such as National Night Out, Cool Desert Nights, Fall Carnival, Winter Wonderland and more
 - \$4345.24 was spent on Children's programming. This includes Summer Reading, Story Times, STEAMkids and more.
 - \$1437.30 was spent on Teen programming. This includes Summer Reading, Anime Club, and other assorted teen activities.
 - \$4,099.04 was spent on STEAM programming and Tech supplies. This includes guest speakers , program supplies, computer licenses, tech toys and some outreach
 - \$970.08 was spent on Adult programming. This included guest speakers/instructors for adults only programs.
- The Friends have allocated at total of \$20,000 to be spent on library sponsored programming for 2020
 - Community Services has been allocated \$5000
 - Children's Services allocated \$5000
 - STEAM Services has been allocated \$5000
 - Teen Services has been allocated \$3000
 - Adult Services has been allocated \$2000
- The Friends are in search of a few new volunteers to work in the Book Sale Room. The City of Richland is switching to a new company to do their background checks for volunteers, so as soon as that is up and running, they can get some new people.

Foundation

The next Foundation meeting date is TBA but the time and location are 5:00pm in the Board Room

Statistics

Attached

Revenue / Expense / Voucher Listing

Due to the City's change to a new financial reporting system, we were unable to access our financial reports for the months of October-December.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 1/14/2020

Agenda Category: Report of the Library Manager

Prepared By: Theresa Barnaby

Subject:

January 2020 Library Statistics

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 2019 12 Board Stat Report 010720 FINAL

RICHLAND PUBLIC LIBRARY

December 2019 Statistics Report
for the January 14 Board Meeting



DECEMBER MAKE-IT MONDAYS

The library held three holiday-themed Make-It Monday crafting sessions in the STEAMspace on December 2, 9, and 16. These events were extremely popular with our patrons.

Parks and Recreation Coordinator Lisa Adams, Library Technical Support Specialist Dee Siller, STEAMspace Coordinator Johanna Talbott, and library volunteers led holiday-themed craft projects for patrons of all ages. Many of the craft supplies were provided by the Friends of the Richland Library.

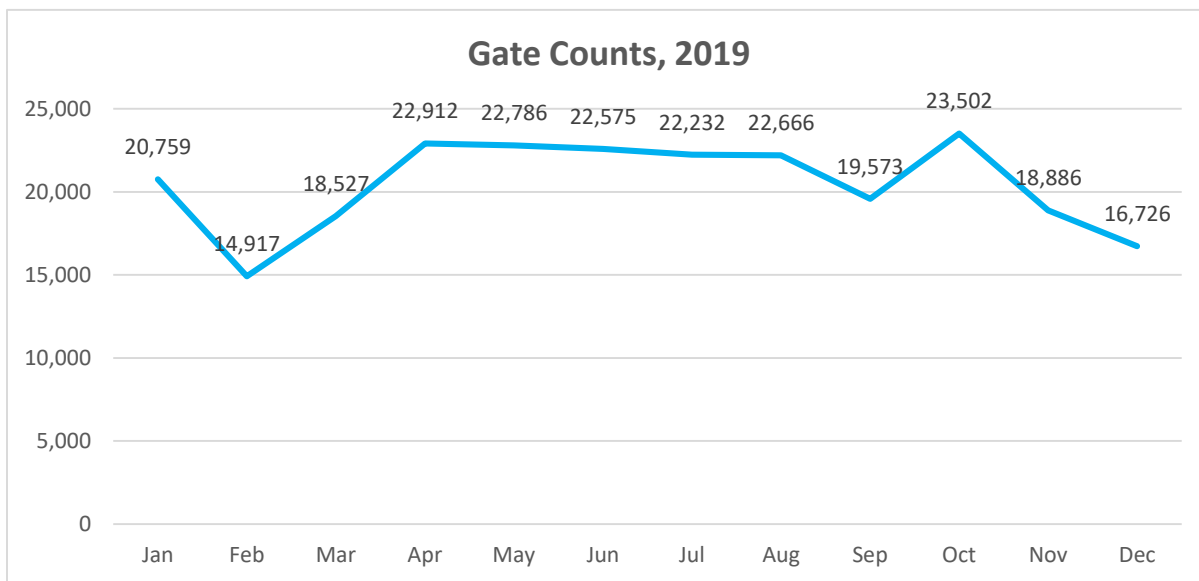
Teens and adults enjoyed making ribbon wreaths, decorated fabric ornaments, gift bags, and other holiday crafts. Children made winter scenes in jars (using tiny tree figurines, Matchbox cars, and fake snow), elf ornaments, fragrant clove oranges, construction paper gingerbread men, stocking cap ornaments made from yarn, and snowy winter scenes.



DECEMBER STATISTICS

- Patron visits: 16,726
- Busiest day:
December 16, with
880 visits
- Total circulation:
52,592
- Physical items checked
out: 40,425
- Digital items checked
out: 12,167
- Hoopla circulation:
1,610
- Kanopy circulation:
413 plays
- Overdrive circulation:
9,111
- RBDigital circulation:
965
- Mango: 68 sessions

GATE COUNTS



Dec. 2019:
16,726

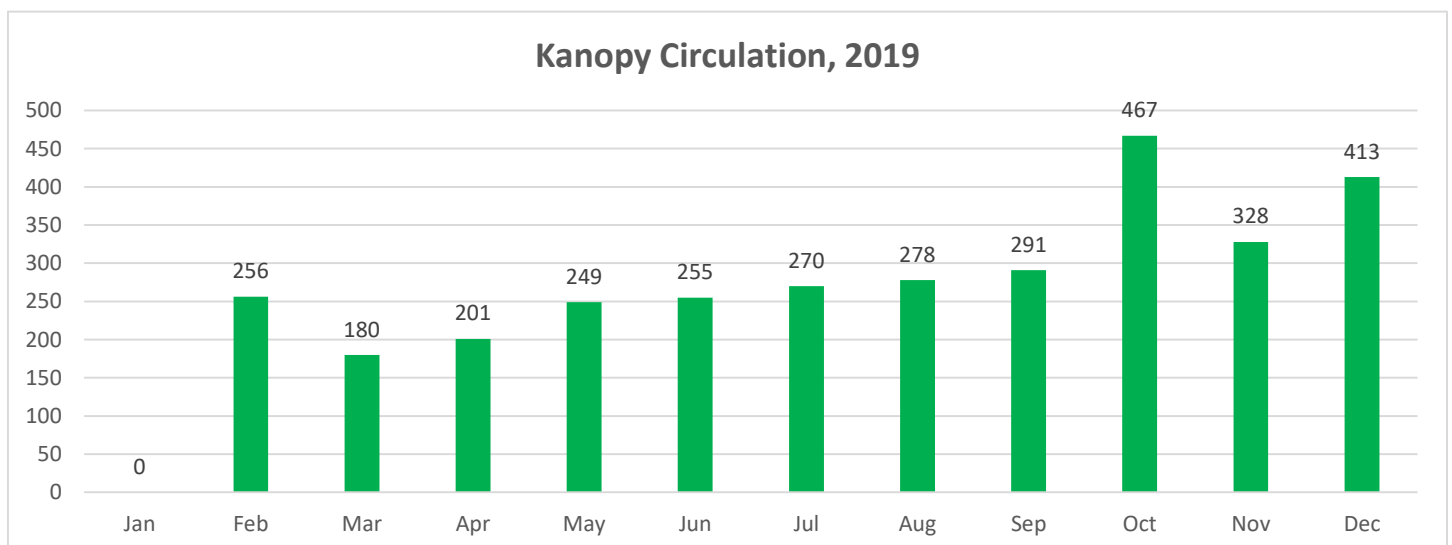
Nov. 2019:
18,886

Oct. 2019:
23,502

Sept. 2019:
19,573

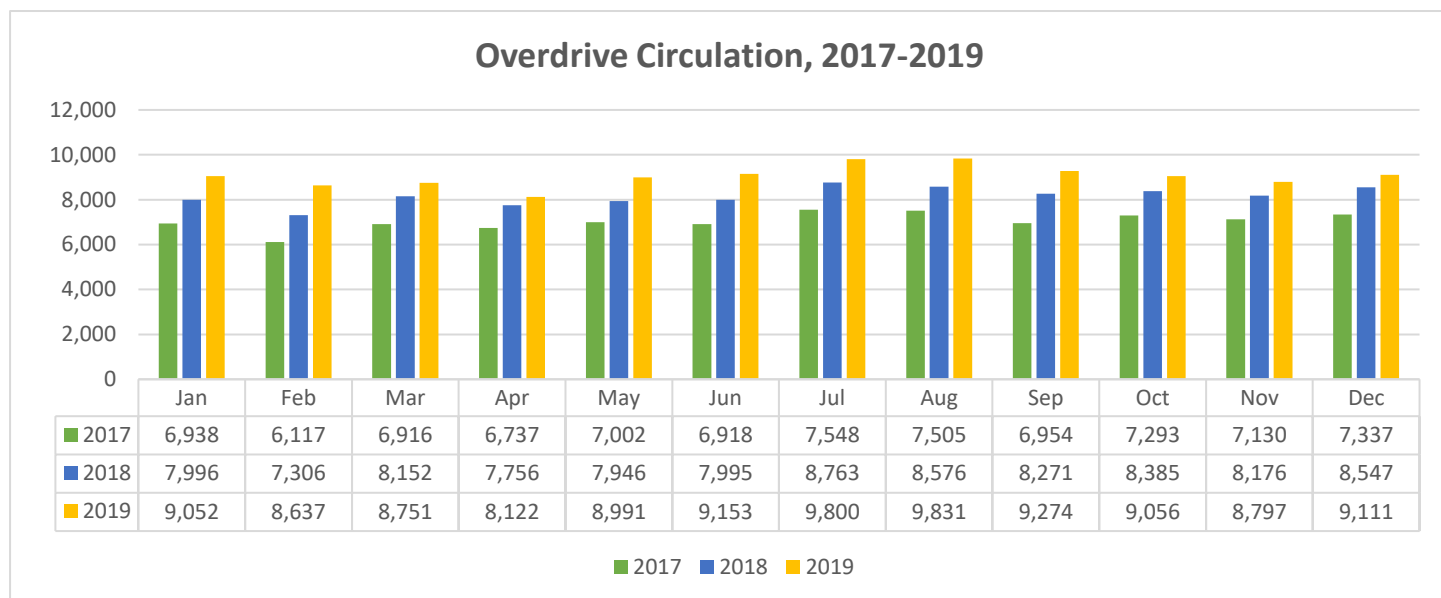
The gate count for December was 16,726. This indicates an 11% decrease in the number of patrons visiting the library compared to the 18,886 who visited in November. The library was closed for two full days in December due to the Christmas holiday, and it closed early on New Year's Eve, so the gate count reflected those closures. Our Overdrive and Kanopy circulation both increased for December, indicating that more patrons checked out materials online.

DIGITAL SERVICES

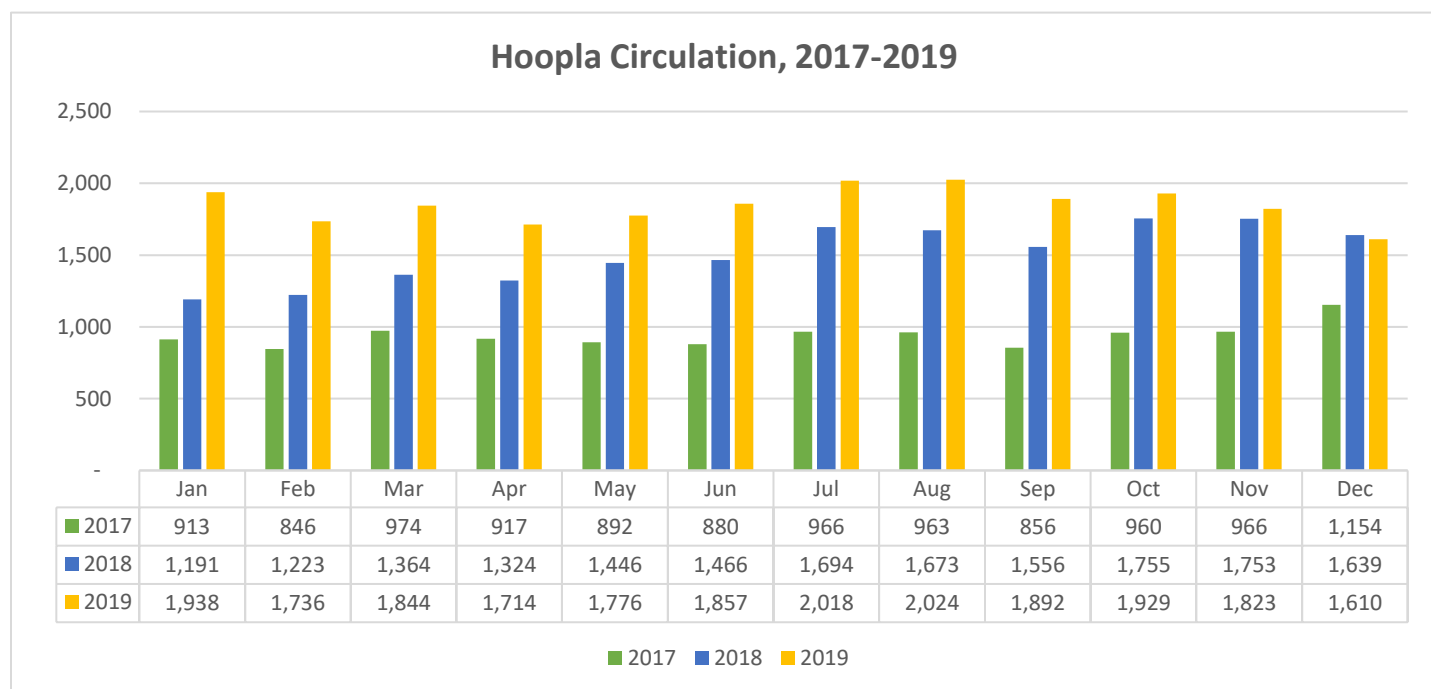


Patrons viewed a total of 413 films on Kanopy in December. That represents a 26% increase from the 328 that were viewed in November. We are seeing an upward trend over time for Kanopy circulation.

DIGITAL SERVICES (CONTINUED)



Patrons checked out 9,111 items from Overdrive in December, which represents a 4% increase compared to the 8,797 items checked out in November. Overdrive use in December 2019 was 7% higher than in December 2018 and 24% higher than in December 2017, so we are seeing a continued upward trend over time.



Hoopla circulation for December was 1,610. This is a 12% decrease compared to the 1,823 circulation for November, but it is comparable to the circulation for December 2018.

HOLIDAY SING-ALONG AND SANTA VISIT

On Thursday, December 12, library staff and volunteers led a holiday sing-along in the Story Circle, complete with ukuleles, a guitar, and jingle bells.

Families and friends enjoyed singing holiday favorites like “Frosty the Snowman” and “Rudolph, the Red-Nosed Reindeer.” The event was well attended with children singing, dancing, and happily shaking jingle bells in time with the music.

After the sing-along, Santa and several therapy dogs came to visit. Parents were invited to take photos of their children with Santa in our lobby.



Children sang and danced as STEAMspace Coordinator Johanna Talbott, Singing Strings Ukulele Group leader Karen Kuhta, and volunteers Melany and Missy led the holiday sing-along.

A fun time was had by all!



MORE HOLIDAY MUSIC

Library-sponsored programs in the STEAMspace include the Singing Strings Ukulele Group and the Three Rivers Dulcimer Society. Both groups offer lessons for children through adults.

The ukulele group performed holiday favorites in our lobby on December 9, and the dulcimer group performed there on December 20. Patrons were encouraged to sing along to the music.



“Libraries always remind me that there are good things in this world.” ~ Lauren Ward

INTERLIBRARY LOANS

Richland Public Library sent 53 books to other libraries for interlibrary loans in December. We received 11 books, 2 audiovisual materials, and 2 articles/periodicals from other libraries, for a total of 15 items.



Our three Make-It Monday craft sessions in December were very well attended! Patrons enjoyed making holiday-themed decorations and gifts.



HUMANITIES WASHINGTON LECTURE

Scott Woodward visited the library on Thursday, December 19, to present a Humanities Washington Lecture on “A Cycling Pilgrimage: Vietnam and Cambodia” in the Doris Roberts Gallery. He talked about his adventures on a bike and aboard the Reunification Express as he journeyed from the Mekong Delta and Saigon to Ha Long Bay and Hanoi.

The event was hosted by Jim and Doris Kelly.

RECENT PATRON FEEDBACK

“Was so much fun! Thank you for hosting these events.”

“Fun and adorable! Always fun to create something with a group!”

“I ended up buying a few books from Friends of the Library while I was there. Great community space. Richland WA, you have a great library!”



UPCOMING JANUARY PROGRAMS

Library-led and library-sponsored activities planned for January include the following:

- By the Book Knitters
- Chess Club
- Daytime baby, toddler, and preschool story times
- Evening story times
- Girls Who Code (grades 3 through 5)
- Junior Builders
- Math tutoring
- Python Tri-Cities
- Quilting in the Library
- Read Play Learn Story Time
- Singing Strings Ukulele Club lessons and jams
- STEAMKids
- Three Rivers Dulcimer Society beginner lessons and jams
- Virtual Reality sessions.

“Libraries are much more than places where books are borrowed. They are community hubs through which many currents run: knowledge, ideas, neighborhood news, homework centers, places of quite respite.”

~ Washington Poet Laureate Claudia Castro Luna



NEW FOR JANUARY

AUTHOR EVENT

Author Audrey J. Cole will talk about her books from 6:30 to 8 p.m. on Wednesday, January 8, in the Doris Roberts Gallery.

She is a registered nurse and a USA Today bestselling author of Emerald City Thrillers, a gripping collection of crime and medical thrillers set in Seattle.

She will have her books available for purchase and signing.



SIMULATING THE CHEMISTRY OF TOMORROW

Pacific Northwest National Laboratory (PNNL) scientist Samantha Johnson will present a lecture from 7 to 8:30 p.m. on Tuesday, January 14, in the Doris Roberts Gallery. The topic is “Simulating the Chemistry of Tomorrow: The Role of Computers in 21st Century Chemistry.”

Meeting future energy demands involves finding ways to store energy from intermittent sources such as wind and solar power. Dr. Johnson will discuss the exciting ways that using supercomputers helps to meet those challenges.

This presentation is open to the public and will be hosted by Friends of the Richland Public Library.

RICHLAND: A PLANNED WARTIME COMPANY TOWN

Area historian Richard Nordgren will speak about the history of Richland from 7 to 8:30 p.m. on Thursday, January 16, in the Doris Roberts Gallery.

Nordgren is an expert on Richland history who has led many tours of the Alphabet Homes in Richland. His soon-to-be-released book, *Richland: An Atomic City*, presents the information he found through many years of research.

This Humanities Washington lecture is open to the public and will be hosted by Friends of the Richland Public Library.

AN EVENING OF POETRY

The library is pleased to host Washington State Poet Laureate Claudia Castro Luna for an after-hours evening of poetry. This event will be held from 6:30 to 8:30 p.m. on Friday, January 24, in the Doris Roberts Gallery.

Castro Luna is the author of the poetry chapbook *This City* and the collection *Killing Marías*. She was appointed Seattle’s first Civic Poet. She is currently visiting communities and developing a book-length poem as part of her One River, Many Voices project.

She will be accompanied by local poets Maureen McQuerry, Afrose Ahmed, and Dan Clark.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 1/14/2020

Agenda Category: New Business

Prepared By: Theresa Barnaby

Subject:

Election of Board Officers

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 1/14/2020

Agenda Category: New Business

Prepared By: Michael Scarfo

Subject:

RPL Staff Member Presentation

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

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CORE FOCUS:

MAXIMIZE COMMUNITY AMENITIES

Core Strategy

The City of Richland recognizes its citizens' deep affinity for their city, especially the robust community amenities. The City strives to enhance the quality of life through the enhancement and introduction of unique community amenities.

Objective: Create gateways, streetscapes, and public art features to enhance and beautify the City.

Actions

- ◆ Implement the regional wayfinding signage plan in coordination with our partners
- ◆ Update and implement the Public Art Master Plan
- ◆ Continue to seek private partnerships for artistic projects
- ◆ Include streetscape elements on road projects, when appropriate

Objective: Provide and maintain park and recreation facilities to meet the needs of our community.

Actions

- ◆ Provide quality programming in parks to attract residents and visitors
- ◆ Implements Parks, Trail, Facility and Open Space Master Plan
- ◆ Plan for the development of community gathering places
- ◆ Create park master plans
- ◆ Facilitate park safety and user accountability through an enhanced Park Ranger Program

Objective: Expand opportunities for sports tourism.

Actions

- ◆ Promote existing facilities for sports tournaments
- ◆ Initiate a feasibility study to evaluate a business case for multi-purpose sports fields in coordination with Visit TRI-CITIES

Outcomes

- Recognized regionally for programs and recreation
- Enhanced quality of life
- Increased sports tourism

Progress indicators

✓

✓

