



Agenda
Library Board Meeting
Tuesday, March 10, 2020
Library Board Room | 955 Northgate Drive

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

Liaisons: Council Liaison Kent
Staff Liaison: Library Manager Campbell Hime

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 February 11, 2020 Library Board Meeting Minutes

Report of the Library Manager:

1. March 2020 Library Manager's Report
 - Leslie Campbell Hime, Library Manager
2. March 2020 Library Statistics
 - Leslie Campbell Hime, Library Manager

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

Approval of Bills: (Approved by Motion)

1. Approval of Bills February 1, 2020 through February 29, 2020
 - Leslie Campbell Hime, Library Manager

Unfinished Business:

New Business:

1. Staff Presentation
 - Johanna Talbott
2. Partnership with Friends of the Richland Public Library
 - Leslie Campbell Hime, Library Manager

Strategic Planning Topics:

City of Richland Council Updates:

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, April 14, 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: 3/10/2020

Agenda Category: Approval of Minutes

Prepared By:

Subject:

Draft of February 11, 2020 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 02-11-20 Draft of Library Board Meeting Minutes



MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
February 11, 2020, 5:30 – 6:30 PM

CALL TO ORDER:

CHAIR MAIER CALLED THE MEETING TO ORDER AT APPROXIMATELY 5:35 P.M.

ATTENDANCE:

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

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

CHAIR MAIER ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE JANUARY 14, 2020 MEETING. VICE-CHAIR BOOTH MOVED AND BOARD MEMBER LUNSTAD SECONDED THE MOTION TO APPROVE THE MINUTES OF JANUARY 14, 2020 AS IS. THE MOTION CARRIED 5-0.

REPORT OF THE LIBRARY MANAGER:

Library Manager Campbell Hime reported the library is under revenue due to auto renewals.

Binge boxes have been popular with patrons. RPL will be ordering more to add to the collection.

PUBLIC COMMENTS:

There were no members of the public present.

APPROVAL OF BILLS:

BOARD MEMBER BUXTON MOVED AND VICE-CHAIR BOOTH SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR NOVEMBER 2019 IN THE AMOUNT OF \$129,087.32. THE MOTION CARRIED 5- 0.

BOARD MEMBER LUNSTAD MOVED AND BOARD MEMBER LIGHTNER SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR DECEMBER 2019 IN THE AMOUNT OF \$117,203.46. THE MOTION CARRIED 5- 0.

BOARD MEMBER LUNSTAD MOVED AND VICE-CHAIR BOOTH SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR JANUARY 2020 IN THE AMOUNT OF \$88,991.78. THE MOTION CARRIED 5- 0.

VICE-CHAIR BOOTH MOVED AND BOARD MEMBER LUNSTAD SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR FEBRUARY 2020 IN THE AMOUNT OF \$194,641.73. THE MOTION CARRIED 5- 0.

UNFINISHED BUSINESS:

There was no Unfinished Business on the agenda.

NEW BUSINESS:

There was no New Business on the agenda.

CITY OF RICHLAND CORE FOCUS:

Board Members discussed Core Focus Six: Enhance Neighborhoods and Community Safety.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

1. Staff Presentation
2. Partnership with the Friends of the Richland Public Library

ADJOURNMENT:

CHAIR MAIER ADJOURNED THE MEETING AT 6:18 P.M.

Prepared and submitted by Kylie Barada, Administrative Assistant

Minutes Approved by: _____
Kurt Maier, Library Board



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/10/2020

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

March 2020 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 3-10-20 Library Manager's Report



LIBRARY MANAGER'S REPORT
Richland Public Library Board
Richland Public Library – 955 Northgate – Board Room
March 2020

Friends of the Library

2020 Friends membership totals are:

- As of December: 15 individual and 6 family (21). Donations totaled \$55.
- As of January: 27 individual and 13 family (40). Donations totaled \$115.
- As of February: 37 individual and 17 family (54). Donations totaled \$235.

The Friends discussed the possibility of a creating an advertising campaign to attract new members. They also discussed status of their newsletter and whether to include profiles of RPL staff.

Members of the Foundation and Friends are always welcome to attend. Their next meeting is Monday, March 30 at 5pm in the Board Room.

Foundation

The Foundation's next meeting will Thursday, April 9. Members of the Board and Friends are always welcome to attend.

Meetings are held in 5:30-6:30 pm in the Board Room.

Statistics

Attached

Revenue / Expense / Voucher Listing

Revenue

February 1-29, 2020 revenue will be reported as soon as figures are available.

Expense

February 1-29, 2020 expenses will be reported as soon as figures are produced by the COR's new MUNIS financial accounting program.

Voucher Listing

Payment for database subscriptions, materials, utilities, and processing will be reported as soon as figures are produced by the COR's new MUNIS financial accounting program.

Health Concerns

Given concerns about the Coronavirus, the library is sanitizing door handles and public computers daily. A decline in foot traffic and story time attendance was noted in March while the absence of specific populations at story time was noted beginning in February.

The March 12-13, 2020 Statewide Public Library Directors' meeting was canceled due to concerns about the virus.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/10/2020

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

March 2020 Library Statistics

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. 2020 02 Board Stat Report - 030320 Final

RICHLAND PUBLIC LIBRARY

February 2020 Statistics Report for the March 10 Board Meeting



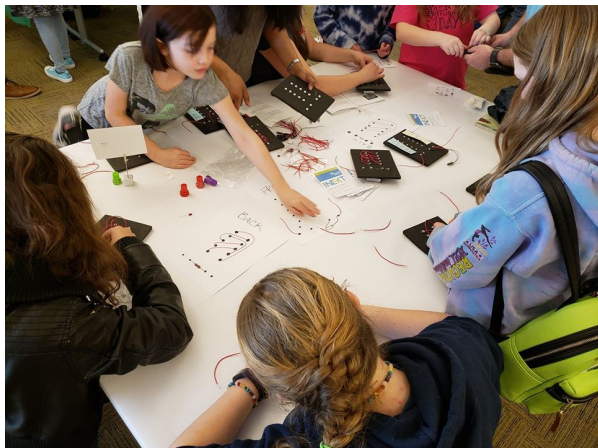
INTRODUCE A GIRL TO ENGINEERING DAY

Richland Public Library held a program in the STEAMspace for DiscoverE's **Girl Day: Introduce a Girl to Engineering Day** on Thursday, February 20.

This drop-in program for kids in grades 3 through 12 featured hands-on engineering games and activities, snacks, and the opportunity to meet women engineers and scientists from the Mid-Columbia. Kids built with KEVA planks, learned to use snap circuits, created programming pathways for Ozobots, ran tests to see how many coins a boat of aluminum foil can hold, and participated in several other STEM activities.

The activity tables were hosted by engineers and scientists from AECOM Future Leaders, the American Society of Mechanical Engineers, Bechtel NextGen, the Eastern Washington Society of Women Engineers, the Tri-Cities Chapter of the National Society of Black Engineers, and Women@Bechtel. Special thanks go to everyone who helped put on the event.

This was a very popular and well-attended program. We estimate that nearly 200 people attended!

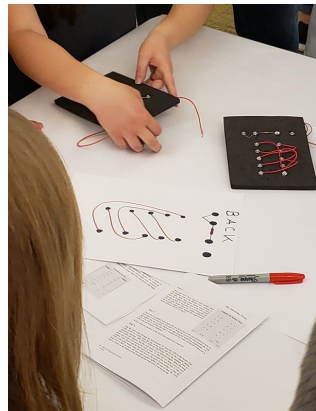
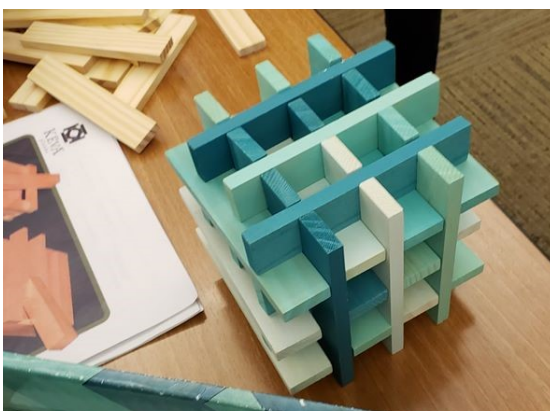
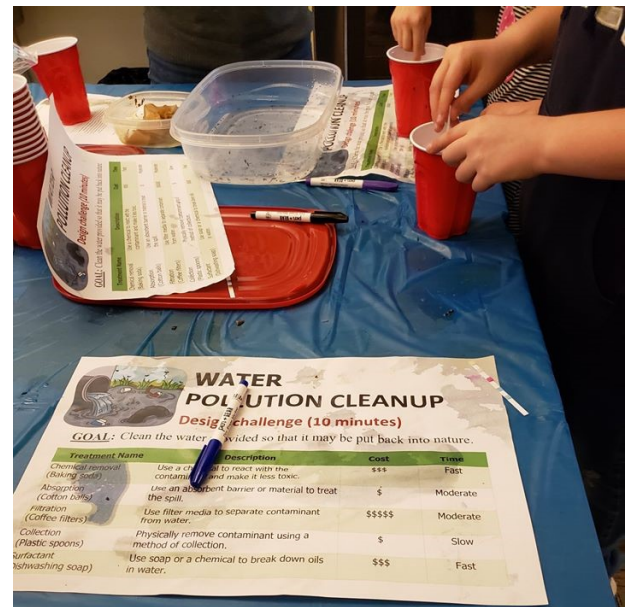


FEBRUARY STATISTICS

- Patron visits: 21,751
- Busiest day:
February 20, with
1,099 visits
- Total circulation:
52,219
- Physical items checked
out: 39,981
- Digital items checked
out: 12,238
- Hoopla circulation:
1,637
- Kanopy circulation:
332 plays
- Overdrive circulation:
9,043
- RBdigital circulation:
1,111
- Mango: 115 sessions



Girl Day: Introduce a Girl to Engineering Day on February 20 featured activities involving civil, electrical, environmental, mechanical, and structural engineering, physics, and mathematics. This annual event encourages girls to explore different fields of engineering and pursue careers in STEM fields.



NATIONAL TAKE YOUR CHILD TO THE LIBRARY DAY

On Saturday, February 1, we celebrated **National Take Your Child to the Library Day** in the Children's Area and the STEAMspace from 1 to 3 p.m. This event featured a variety of building toys and fun activities for children of all ages, including puzzles and cardboard construction.

Children's Services Librarian Kelly Reed said, "This program went so well! Everyone was engaged, including parents, and every single activity got used."

We had three therapy dogs come to visit, too. According to Teeba's Therapy Dog Reading Program sheet, she saw 29 kids.



VALENTINE ROCKS

On Thursday, February 6, we held a **Valentine Rocks** program in the STEAMspace. Patrons were invited to paint colorful designs on rocks with a Valentine's Day theme. About 80 children attended.

ORIGAMI VALENTINES

On Saturday, February 8, Children's Services Librarian Kelly Reed taught a class on making **origami hearts** and envelopes for Valentine's Day. The class was held from 1 to 2 p.m. in the Seminar Room, and was for ages 7 and up.



MAKE-IT MONDAY: VALENTINE'S EDITION

On Monday, February 10, we hosted a **Make-It Monday** session from 6 to 8 p.m. in the STEAMspace. We had simple crafts for children and more advanced craft projects for adults, all with a Valentine's Day theme.

Parks and Recreation Coordinator Lisa Adams, Library Technical Support Specialist Dee Siller, STEAMspace Coordinator Johanna Talbott, and library volunteers led the holiday-themed craft projects.

Patrons enjoyed making scented bath bombs, lip balm, fabric heart wreaths, paper hearts, decorated valentine bags, clothespin "love bugs," and yarn "love monsters."



“Books allow you to see the world through the eyes of others. Reading is an exercise in empathy; an exercise in walking in someone else’s shoes for a while.”
~ Malorie Blackman, 2013-2015 Children’s Laureate

VALENTINE MAKING

Children’s Services Librarian Kelly Reed held a **valentine-making session** in the Children’s Area from 3:30 to 5 p.m. on Thursday, February 13. Kids dropped in after school to make valentines for their friends and families.

SEED SWAP

We hosted our fourth annual **Seed Swap** in the STEAMspace from 1 to 3 p.m. on Saturday, February 22. Patrons were invited to come pick out some new seeds, bring seeds to share, and chat with other gardeners. Origami packets were available for patrons to use when taking home their new seeds.

MEMORY CARE CAFÉ: ART THERAPY

Memory Care Café is a casual gathering held at the library each month for people with dementia and their caregivers. It is held on the last Tuesday of each month for the purpose of socialization, interaction, and friendship. On Tuesday, February 25, artist Ashleigh Rogers led some easy and creative art therapy activities from 10 a.m. to noon in our combined conference rooms.



Adult Services Librarian Gavin Lightfoot created this display in the library for **Black History Month**. It features a selection of books for readers of all ages about African American history and achievements, and includes the 2020 Caldecott-winning book *The Unvanquished* by Kwame Alexander.

NEW THERAPY DOGS

We'd like to give a very warm welcome to our two new **therapy dogs**, Robbie and Hazel! They began visiting the library in February.

Kids enjoy visiting with therapy dogs in our Children's Area and reading books to them. For more information about their scheduled visits, please pick up a calendar at the Children's Desk.

"Keep reading. It's one of the most marvelous adventures that anyone can have." ~ Lloyd Alexander

CHILTON LIBRARY

We have many hard copies of Chilton Repair Manuals in the library for our patrons to use. In February, we added **ChiltonLibrary**, an online database service, to the references available on the Richland Public Library website.

To access the new service, patrons should click on "Using Your Library" on our website, and then click on "Research" and "Key Resources." There's a "Chilton Library" button halfway down the page that will allow the patron to log in to access ChiltonLibrary.com. A 14-digit Richland Public Library card number must be used to log in.

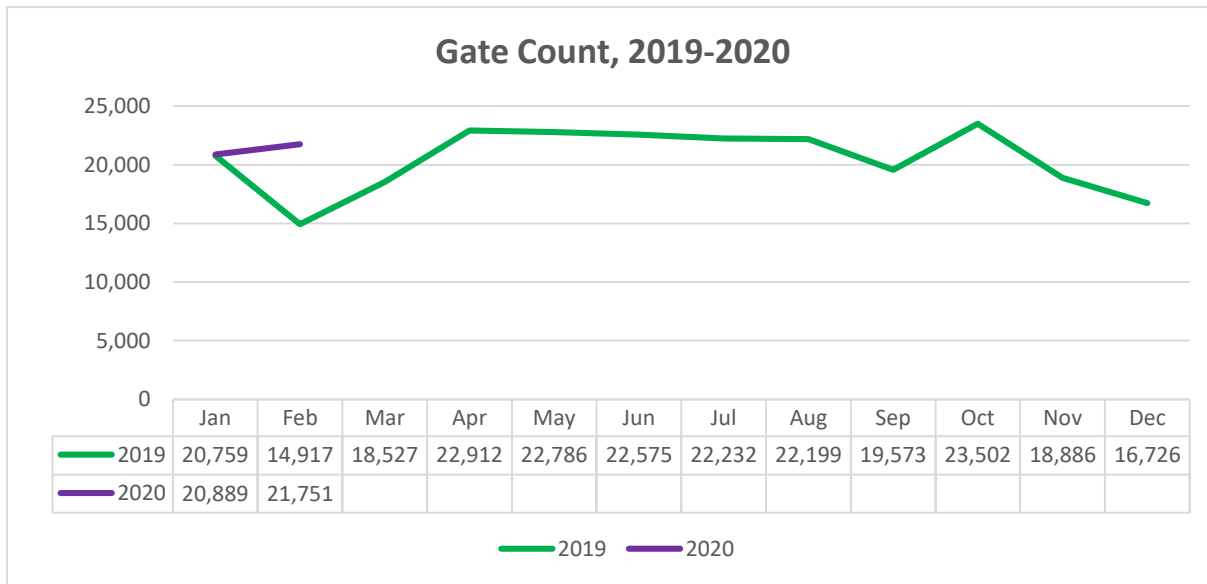
The database has maintenance and specification tables, step-by-step service and repair procedures, vacuum and wiring diagrams, close-up photos and illustrations. It also includes Delmar ASE Technician Test Preparation (TTP) quizzes to help prepare for certification exams.

GALE LEGAL FORMS

We also added another new database service, **Gale Legal Forms**, to our website in February. It provides many state-specific and multi-state legal forms in a variety of areas, including real estate contracts, wills, premarital agreements, bankruptcy and divorce forms, landlord-tenant forms, and many others. It also provides a comprehensive directory of state attorneys, and a dictionary of legal definitions in layman's language.

To access this new service, patrons should navigate to "Key Resources" as mentioned above, and then select the "Gale Legal Library" button. The patron will then log in using their 14-digit Richland Public Library card number.

GATE COUNT



Feb. 2020:
21,751

Jan. 2020:
20,889

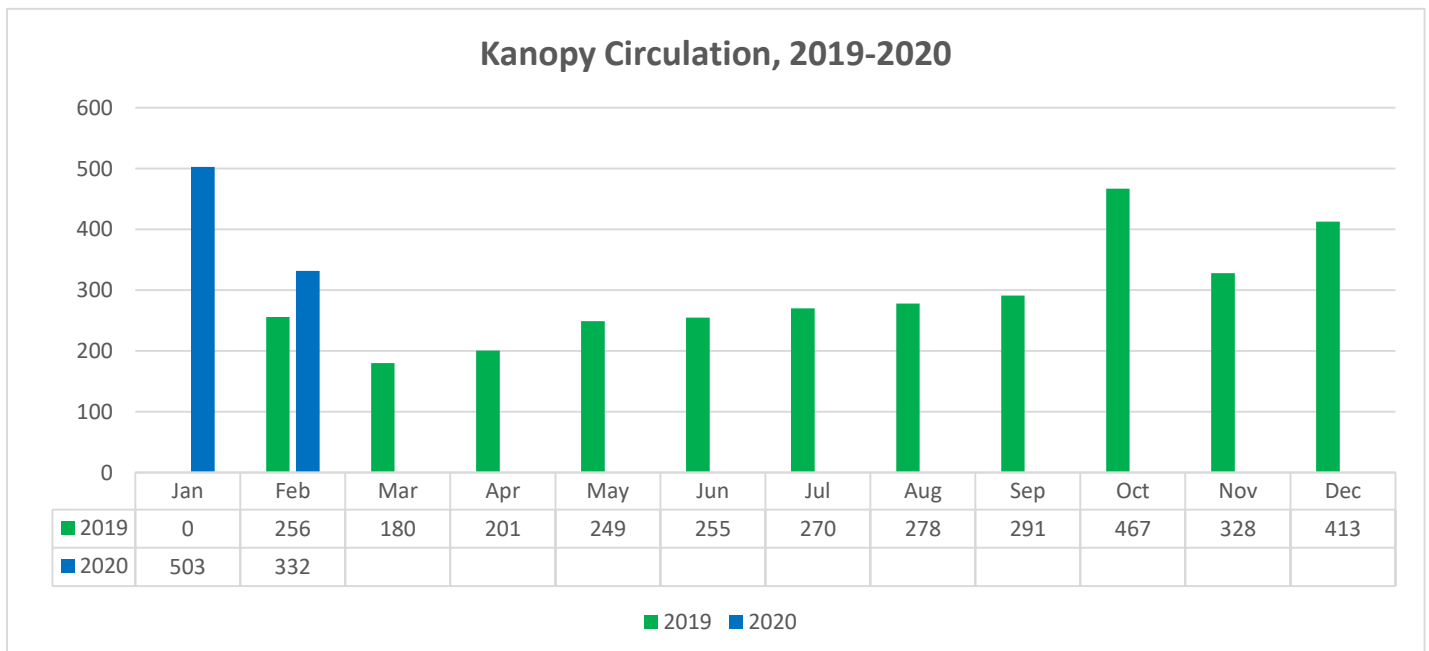
Dec. 2019:
16,726

Nov. 2019:
18,886

Oct. 2019:
23,502

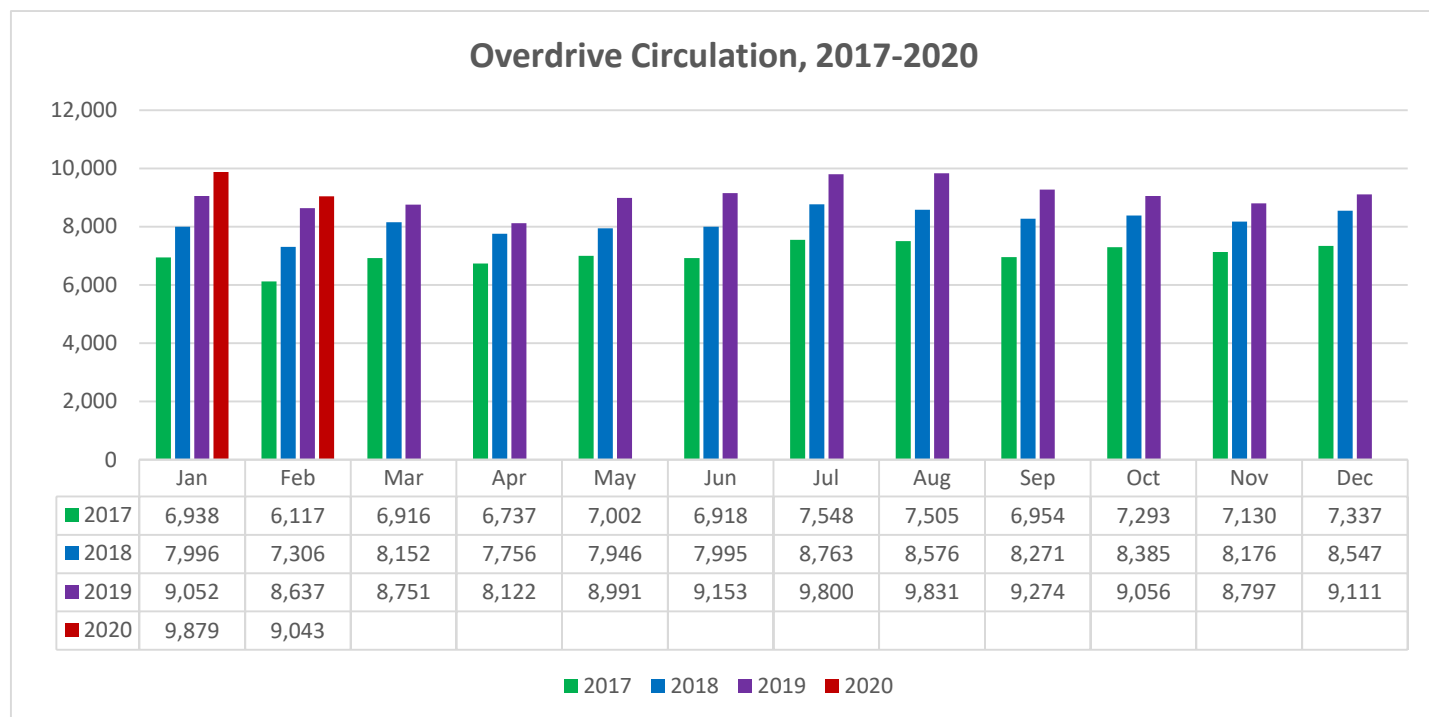
The gate count for February was 21,751. This indicates a 4% increase in the number of patrons visiting the library compared to the 20,889 who visited in January, even though the month was shorter. We believe this reflects an increase in the number of patrons who attended programs, especially the extremely well-attended Girl Day: Introduce a Girl to Engineering Day program on February 20, our busiest day of the month. It is a 46% increase over the 14,917 who visited in February 2019.

DIGITAL SERVICES

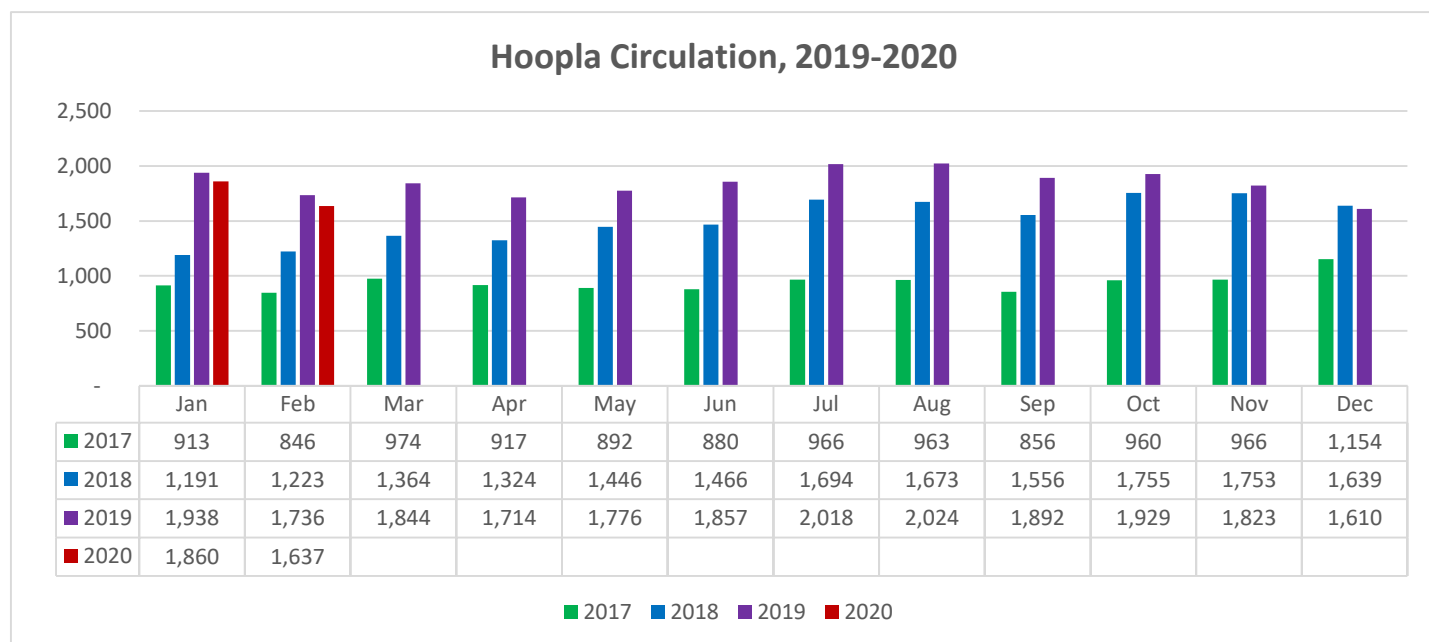


Patrons viewed a total of 332 films on Kanopy in February. That represents a 34% decrease from the 503 films that were viewed in January, but is a 30% increase over the 256 films that were viewed in February 2019. We believe that the decrease reflects the shorter month and the warmer weather we had in February.

DIGITAL SERVICES (CONTINUED)



Patrons checked out 9,043 items from Overdrive in February, which represents an 8% decrease compared to the 9,879 items checked out in January. Overdrive use this month was 5% higher than in February 2019 and 24% higher than in February 2018, however, so we are seeing a continued upward trend over time.



Hoopla circulation for February was 1,637. This represents a 12% decrease compared to the 1,860 items checked out in January, but is a 2% increase compared to the 1,610 items checked out in December.

UPCOMING MARCH PROGRAMS

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

- Absolute Beginners Ukulele
- Building STEAM Construction Program
- 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
- Memory Café
- Python Tri-Cities
- Quilting in the Library
- Read Play Learn Story Time
- Singing Strings Ukulele Club (Kids and Teens/Adults)
- STEAMKids
- Virtual Reality sessions (“Seniors Only!” for age 50+, and “Ages 13+”)
- Visits from therapy dogs.



CAVALCADE AUTHOR VISIT

The library will be hosting a **visit by author Kevin O'Malley** in the STEAMspace from 4 to 6 p.m. on Thursday, March 19.

O'Malley is the author and illustrator of many children's books, including *Once Upon a Cool Motorcycle Dude*, *Animal Crackers Fly the Coop*, and *Captain Raptor and the Moon Mystery*. His books have won the Washington Children's Choice Picture Book Award, the Alabama Camellia Award, the Colorado Children's Book Award, the Louisiana Young Readers' Choice Award, the Nevada Young Readers' Award, the North Carolina Children's Book Award, the Black-Eyed Susan Award, the Buckeye Children's Book Award, and the Monarch Award.

His visit is part of the annual **Cavalcade of Authors** event, which brings published authors and illustrators to the Tri-Cities to give presentations and workshops for area students in middle through high school.



NEW FOR MARCH (AND LEAP DAY!)

ANIMAL ALLIES

Several of our therapy dogs and their trainers will be visiting the Reach Museum from 10 a.m. to 1 p.m. on Saturday, February 29, for the museum's **Animal Allies** program. Children's Services Librarian Kelly Reed will be attending to talk with people about the Richland Public Library's therapy dog reading program.

SWALLOWTAIL IRISH BAND

The **Swallowtail Irish Band**, a local group of acoustic musicians, will be performing Celtic tunes in our lobby at 3:30 p.m. on Friday, March 13, to celebrate St. Patrick's Day. They'll be playing a variety of instruments from banjo and tin whistle to fiddle and guitar. Everyone is invited to come enjoy their music!

FAMILY MOVIE MATINEE

The Richland Public Library will be showing a Disney classic, ***Darby O'Gill and the Little People***, from 2 to 3:30 p.m. on Friday, March 13, in the Gallery.

Special thanks go to Windermere Group One for generously sponsoring the movie license.





LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/10/2020

Agenda Category: Approval of Bills

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

Approval of Bills February 1, 2020 through February 29, 2020

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/10/2020

Agenda Category: New Business

Prepared By: Johanna Talbott

Subject:

Staff Presentation

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/10/2020

Agenda Category: New Business

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

Partnership with Friends of the Richland Public Library

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Attachments: