

City of Richland Resolution No. 100-20 temporarily designates virtual locations for all municipal meetings until such time as Benton County moves into a phase of the Safe Start reopening plan that authorizes public gatherings and the opening of public facilities. For this meeting, the Library Board will meet remotely via Zoom. The public may attend this meeting through telephonic access by calling the phone number provided. All members of the public who remotely attend must mute their electronic devices and remain silent during the meeting.



Agenda
Library Board Meeting
Tuesday, February 9, 2021
Join the Zoom meeting [here](#)
Public Telephone Access: (206)337-9723 or (253)215-8782
Meeting ID No. 974 2873 2704

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 March 10, 2020 Library Board Meeting Minutes

Draft of January 12, 2021 Library Board Meeting Minutes

Draft of February 1, 2021 Library Board Special Meeting Minutes

Report of the Library Manager:

1. February 2021 Library Manager's Report
 - Leslie Campbell Hime, Library Manager
2. February 2021 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 for January 1, 2021 through January 31, 2021
 - Leslie Campbell Hime, Library Manager

Unfinished Business:

1. Annual Report to City Council

New Business:

- I. RPL Policy Changes: Check Out Limits and Damage to Library Property
 - Leslie Campbell Hime, Library Manager

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, March 9, 2021

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: 2/9/2021

Agenda Category: Approval of Minutes

Prepared By:

Subject:

Draft of March 10, 2020 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the 03-10-2020 meeting minutes.

Summary:

The draft of 03-10-20 Library Board Meeting Minutes are included for consideration.

Attachments:

1. 2020.03.10 Library Board Meeting Minutes



MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
March 10, 2020, 5:30 – 6:30 PM

CALL TO ORDER:

CHAIR MAIER CALLED THE MEETING TO ORDER AT APPROXIMATELY 5:31 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, ADMINISTRATIVE ASSISTANT BARADA, PARKS AND PUBLIC FACILITIES DIRECTOR SCHIESSL, STEAMSPACE COORDINATOR JOHANNA TALBOTT, AND FRIENDS OF THE RICHLAND PUBLIC LIBRARY PRESIDENT STEVE SLATE.

APPROVAL OF AGENDA:

BOARD MEMBER LUNSTAD MOVED AND VICE-CHAIR BOOTH 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 FEBRUARY 11, 2020 MEETING. BOARD MEMBER LIGHTNER MOVED AND BOARD MEMBER BUXTON SECONDED THE MOTION TO APPROVE THE MINUTES OF FEBRUARY 11, 2020 AS IS. THE MOTION CARRIED 5-0.

REPORT OF THE LIBRARY MANAGER:

Library Manager Campbell Hime shared the Statewide Public Library Director's meeting was canceled due to the concerns of COVID-19.

The library is sanitizing door handles and public computers daily. The library has noticed a decrease in foot traffic.

PUBLIC COMMENTS:

No members of the public were present.

APPROVAL OF BILLS:

Approval of Bills will be discussed at the April 14, 2020 meeting.

UNFINISHED BUSINESS:

NEW BUSINESS:

1. STEAMspace Coordinator Johanna Talbott discussed different programs that she coordinates, such as Girls Who Code, Ukulele Club, Virtual Reality, Ozobots, and Make it Mondays. All of these programs are a huge success with patrons.
2. Friends of the Richland Public Library President Steve Slate presented different ideas to the Board about how the Friends can help fund the library.

STRATEGIC PLANNING TOPICS:

Explicit discussion of the previous strategic plan was talked about.

CITY OF RICHLAND COUNCIL UPDATES:

Council meetings will now start at 6:00 pm.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

1. Staff Presentation

ADJOURNMENT:

CHAIR MAIER ADJOURNED THE MEETING AT 6:53 P.M.

Prepared and submitted by Kylie Barada, Administrative Assistant

Minutes Approved by: _____
Kurt Maier, Library Board



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/9/2021

Agenda Category: Approval of Minutes

Prepared By:

Subject:

Draft of January 12, 2021 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the 01-12-21 meeting minutes.

Summary:

The draft of 01-12-21 Library Board Meeting Minutes are included for consideration.

Attachments:

1. 2021.01.12 Library Board Meeting Minutes



MINUTES

Richland Public Library Board

Zoom – Public Telephone Access: (206) 337-9723 or (253) 215-8782

Meeting ID No. 974 2873 2704

January 12, 2021, 5:30 – 6:30 PM

CALL TO ORDER:

CHAIR MAIER CALLED THE MEETING TO ORDER AT APPROXIMATELY 5:31 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, ADMINISTRATIVE ASSISTANT BARADA, AND PARKS PUBLIC FACILITIES DIRECTOR SCHIESSL.

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 DECEMBER 8, 2020 MEETING. BOARD MEMBER BUXTON MOVED AND BOARD MEMBER LUNSTAD SECONDED THE MOTION TO APPROVE THE MINUTES OF DECEMBER 8, 2020 AS IS. THE MOTION CARRIED 5-0.

REPORT OF THE LIBRARY MANAGER:

RPL staff are remaining positive and are happy to see patrons.

RPL was able to purchase new touchless self-check kiosks using CARES funding. The news kiosks will be installed in February.

In case of an emergency, the ability to lock the library doors will be made available on various computers throughout the library.

APPROVAL OF BILLS:

BOARD MEMBER BUXTON MOVED AND BOARD MEMBER LIGHTNER SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR JANUARY 2021 IN THE AMOUNT OF \$90,799.21. THE MOTION CARRIED 5-0.

NEW BUSINESS:

1. The Board discussed the possible elimination of late fees and the rewriting of library policies.

Chair Maier proposed to repeal late fees and Board Member Buxton seconded the motion. The motion carried 5-0.

Chair Maier proposed to decriminalize the failure to return materials and Board Member Lunstad seconded the motion. The motion carried 5-0.

2. The Board discussed the annual report due to City Council.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

1. Discuss Policy Changes
2. Annual Report to City Council
3. Strategic Planning

ADJOURNMENT:

CHAIR MAIER ADJOURNED THE MEETING AT 7:06 P.M.

Prepared and submitted by Kylie Barada, Administrative Assistant

Minutes Approved by: _____
Kurt Maier, Library Board



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/9/2021

Agenda Category: Approval of Minutes

Prepared By:

Subject:

Draft of February 1, 2021 Library Board Special Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the 02-01-21 special meeting minutes.

Summary:

The draft of 02-01-21 Library Board Special Meeting Minutes are included for consideration.

Attachments:

1. 2021.02.01 Library Board Special Meeting Minutes Draft



MINUTES

Richland Public Library Special Board Meeting

Zoom – Public Telephone Access: (206)337-9723 or (253)215-8782

Meeting ID No. 942 8788 6782

February 1, 2021, 5:30 – 6:30 PM

CALL TO ORDER:

CHAIR MAIER CALLED THE MEETING TO ORDER AT APPROXIMATELY 5:31 P.M.

ATTENDANCE:

CHAIR MAIER, VICE-CHAIR BOOTH, BOARD MEMBERS BUXTON, LIGHTNER, AND LUNSTAD WERE PRESENT. ALSO PRESENT WERE COUNCIL LIAISON LUKSON, LIBRARY MANAGER CAMPBELL HIME, ADMINISTRATIVE ASSISTANT BARADA AND PARKS AND PUBLIC FACILITIES DIRECTOR SCHIESSL.

APPROVAL OF AGENDA:

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

NEW BUSINESS:

1. The Board held a discussion about opening the library on Thursday, February 4, 2021. The Board discussed the planned hours of operation for curbside and on-site services.

Chair Maier moved and Vice-Chair Booth seconded the motion to open the library on Thursday, February 4, 2021. The library will operate from Monday through Friday. From 10 a.m. to 12 p.m., the library building will be open to the public for on-site services. From 12 to 4 p.m., the library building will close to the public and staff will provide curbside services. From 4 to 6 p.m., the library building will reopen to the public for on-site services and staff will continue to provide curbside services. This motion carried 5-0.

ADJOURNMENT:

CHAIR MAIER ADJOURNED THE MEETING AT 6:15 P.M.

Prepared and submitted by Kylie Barada, Administrative Assistant

Minutes Approved by: _____
Kurt Maier, Library Board Chair



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/9/2021

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

February 2021 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

The Library Manager's February report is included for discussion.

Attachments:

1. 02-09-21 Library Manager's Report



LIBRARY MANAGER'S REPORT
Richland Public Library Board
Richland Public Library – 955 Northgate – Board Room
February 2021

Friends of the Library

The Friends' held an outdoor book sale January 28-29. Several heaters were borrowed from Hapo Stage and made browsing more comfortable. Proceeds will be used to purchase RPL summer reading prizes and gift certificates.

Foundation

The Foundation is planning their first meeting of the year via Zoom. The date and a Zoom invite will be emailed when available.

Statistics

Please see attachment.

Revenue / Expense / Voucher Listing

Revenue

January 1-31 revenue is below projections due to fee and fine suspension and the suspension of copying and printing services. The Novel Café's library location remains closed.

Expense

January 1-31 expenses ended below projections. There were utility and materials savings throughout the year due to the mandated library closure.

Voucher Listing

The January voucher listing shows payment for database subscriptions, materials, service, and utilities.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/9/2021

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

February 2021 Library Statistics

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

Staff will discuss the attached statistics regarding library services.

Attachments:

1. 02-09-21 Library Statistics

RICHLAND PUBLIC LIBRARY

January 2021 Statistics Report for the February 9 Board Meeting



SUMMARY

We have continued our popular curbside pickup service in 2021. At the start of January, we were offering curbside pickup appointments from 11 a.m. to 4 p.m. on weekdays, and the library building was open to the public from 3 to 6 p.m. on those same days.

On Monday, January 18, the library building was closed to the public again in response to a new pandemic directive from Governor Inslee. We quickly pivoted to provide expanded curbside pickup hours so patrons could continue to check out their holds. Curbside appointments were available between 10 a.m. and 6 p.m. on weekdays. Patrons could schedule curbside pickup appointments through their library card accounts, or by calling or emailing the library.

During the last two weeks of January, we filled an average of 231 holds each morning, with a daily high of 431 on Monday, January 25. We continued to provide virtual programming, including *Story Time with Miss Kelly* and “Like, Then Try” videos; hand out take-and-make kits for patrons of all ages; and expand our social media outreach to promote family activities, publicize community events, and recommend books, e-books, videos, and other digital resources.

The library reopened to the public on Thursday, February 4, after new guidelines were issued for libraries. Curbside appointments are now offered from 12 to 6 p.m. on weekdays, and the building is open to patrons from 10 a.m. to 12 p.m. and again from 4 to 6 p.m.



DEC. 16 THROUGH JAN. 15

- Total Circulation:
37,658 items
- Physical Items
Checked Out:
23,951
- Digital Items
Checked Out:
13,707
- Hoopla Circulation:
2,152 items
- Kanopy Circulation:
20,803 total
minutes
- Overdrive
Circulation: 10,768
items
- Mango: 100
sessions
- New Library Cards:
98

CHILDREN'S ACTIVITIES

Story Time with Miss Kelly

Our twice-weekly *Story Time with Miss Kelly* videos continue to be extremely popular with patrons. By the end of January, we had 67 videos on Facebook at the following link.

<https://www.facebook.com/watch/140429522668223/592777207923073/>

In January, Children's Services Librarian Kelly Reed read several different picture books for her story time videos, including *I Love My New Toy* by Mo Willems, *Mouse's First Snow* by Lauren Thompson, *Can You Make a Scary Face?* by Jan Thomas, *How to Write a Story* by Kate Messner, *Sign Off* by Stephen Savage, *Stranger in the Woods: A Photographic Fantasy* by Carl Sams, and *The Antlered Ship* by Dashka Slater. Some of her videos featured visits from therapy dogs Goldie, Hootie, Lucy, and Phoenix.

Kids had been invited to come to the library in December and early January to pick up scarves purchased with funds from the Friends of the Richland Library. In several of her January videos, Kelly encouraged kids to actively participate in rhyming activities using the scarves or other pieces of cloth they had at home.

Gingerbread Cookie Library Sleepover

In December, we gave away "gingerbread cookie" craft kits that Kelly had assembled with die-cut paper cookie shapes, colorful pipe cleaners, ribbons, pom poms, yarn, cutout hearts, stickers, googly eyes, and sparkly plastic jewels. We also posted a gingerbread cookie shape on Facebook for kids to download, print, and decorate at home. Kids were invited to decorate their paper cookies and drop them off at the library for a "Gingerbread Cookie Library Sleepover."

For several weeks in January, we took photos of the decorated paper cookies having adventures in the library and posted them on Facebook. Kids had fun seeing their cookies on social media. Kelly also featured the decorated paper cookies in one of her Story Time videos, and she told a fun gingerbread rhyme using the felt board.



FAMILY ACTIVITIES

Winter Reading Challenge

From January 1 through 31, patrons participated in our online Winter Reading Challenge. They logged their reading hours and participated in activities through the Beanstack app, which was purchased by the Friends of the Richland Library.

Teen Services Librarian Michelle Haffner created colorful bookmarks, buttons, flyers to publicize the reading challenge. All participants who logged at least five hours of reading received special “swag bags” and book coupons, and a raffle drawing was held for 20 larger prizes.

Prizes and “swag bag” items for this challenge were donated by our wonderful sponsors, STCU and Powell Real Estate Group.

MLK Day Take-and-Make Kits

For Martin Luther King Jr. Day, STEAMspace Coordinator Johanna Talbott put together take-and-make kits in January with a variety of themed crafts and activities. Each kit contained a unity hands papercraft; a peace doves garland papercraft; a word find puzzle; a coloring page; and a writing activity.



FAMILY ACTIVITIES

Writing Fun for Kids

In mid January, we posted a photo prompt and instructions to encourage kids to write stories and short poems. We also shared information about some books to inspire poetry writing.

Sign Scavenger Hunt

We also posted an activity on Facebook inviting families to go on a scavenger hunt to find street signs. People can print off the picture handout to take on their travels around town. Kids have fun looking for the different street signs and coloring them in on the page.

Valentine Take-and-Make Kits

At the end of January, we began handing out take-and-make valentine craft kits to families. Each kit contains supplies for making several valentines, and we are asking patrons to return some of their completed valentines so that we can donate them to a Valentine's Day event for local senior citizens. These kits are for patrons of all ages, and we are handing out one kit per family via curbside pickup. Several valentines have already been returned!



Writing Fun for Kids

You can use this photo as a prompt to write a story or try one of the short poem forms listed below.



Try the directions from Rory's Story Cubes below or use them any way you like. Choose an image to be the starting point of your story. Find a way to use each image until you conclude your story with the 9th cube!

Here are some **short poetry forms** you might like to try. If you decide to do one of these, you may only need to use one or a few of the images. Have fun!

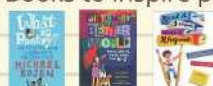
Naani: Four lines with a total of 20 to 25 syllables.

Byte: Use 140 characters or less to write this poem. No other rules.

Tricubes: Three stanzas of three lines, with three syllables each, for a total of nine lines and 27 syllables.

Acrostic: Write the letters of a word as the first letter of each line of your poem. Each line will be a word starting with that letter.

Books to inspire poetry writing:



Sign Off Scavenger Hunt

See if you can find these signs on your travels around town. You can color them in if you like.



Here are some examples of crossing signs:



Now design your own sign:



TEEN ACTIVITIES

Teen Take-and-Make Kits

In late January, Michelle put together fun kits containing supplies and instructions for making do-it-yourself cell phone speakers and 3-D medallion snowflakes. Each kit also contained fruit snacks and a list of recommended books for the Winter Reading Challenge. Craft supplies for the kits were generously provided by the Friends of the Richland Library.

Medallion Snowflakes

From these instructions you can make a single snowflake with a recycled book page, or two snowflakes from a single piece of 8.5 x 11 paper. See pictures on back

1. Fold your paper into an accordion. Start by folding the paper in half, then fold each half in half again, so that there is an even number of pleats created. **Pic #1**
2. Cut off one pleat to use as a template.
3. Squash the rest of the accordion together and staple in the center. **Pic #2**
4. Draw your snowflake pattern on half of the template you created, and cut it out. **Pic #3 & #4**
5. Trace the design on the top of the stapled paper, flip the stapled paper upside down, and trace the design on the bottom half so that it mirrors the top. Cut out your design. **Pic #5 & 6**

Tip: Do not get too fancy with the design, unless you have really sharp scissors, as you'll be cutting through several layers of paper.



6. Once you have the design cut out, carefully separate the pleats of the medallion, and tape the separate ends together. You now have your own 3D medallion snowflake!

Visit 1dogwoof.com/medallion-snowflakes for more pictures and details



R RICHLAND PUBLIC LIBRARY

DIY Cellphone Speakers

Does your cellphone need a boost to get your favorite song to top volume? Follow these instructions to build a simple set of makeshift speakers!



1. Trace the bottom of your phone onto the middle of your cardboard roll. Cut out that slit and make sure it's just big enough to hold up your phone.
2. Trace one end of your cardboard roll onto your cups. Cut out that circle. Repeat the same process with another cup. Now make sure the cardboard roll fits snugly inside both cups.
3. Use the washi tape provided, or any paint or markers you have at home, to decorate your speakers. Now turn up the volume!



Visit pinkstripeysocks.com for more pictures and details



R RICHLAND PUBLIC LIBRARY

CBC Foundation Scholarships

In mid January, we posted information on Facebook about CBC Foundation scholarships that are available for college-bound high school seniors as well as current college students. Teens can click on the link to learn more and apply before the February 28 deadline.

Teen Book Lists

Michelle created a "Books Like Us" list of recommended books in honor of Martin Luther King Jr. Day. Books on the list were selected as "a celebration of diversity, harnessing the transformative power of seeing oneself reflected in a book."



Books Like Us

A celebration of diversity, harnessing the transformative power of seeing oneself reflected in a book.

The Black Kids <i>Christina Hammonds Reed</i> With the Rodney King riots closing in on high school senior Ashley and her family, the privileged bubble she has enjoyed begins to crumble.	November Blues <i>Sharon M Draper</i> A teenage boy's death in a hazing accident has lasting effects on his pregnant girlfriend and guilt-ridden cousin.
Panic <i>Sharon M Draper</i> As rehearsals begin for the baller version of Peter Pan, the teenaged members of an Ohio dance troupe lose their focus when one of their own goes missing.	Tears of a Tiger <i>Sharon M Draper</i> A high school basketball star struggles with guilt and depression following the drunk-driving accident that killed his best friend.
Double Dutch <i>Sharon M Draper</i> Three eight-grade friends prepare for the International Double Dutch Championship while coping with missing family members, school, and bullies.	How I Resist: Activism and Hope for a New Generation <i>Edited by Maureen Johnson</i> A collection of essays, songs, illustrations, and interviews about activism and hope. Readers will find hope and support through voices that are personal, funny, irreverent, and instructive.

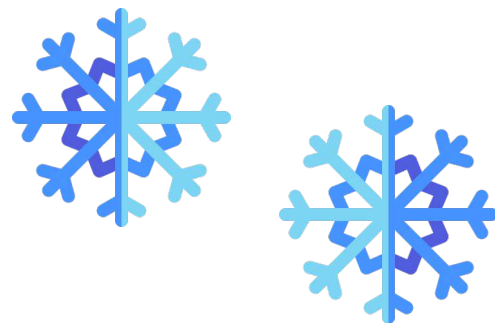


R RICHLAND PUBLIC LIBRARY

MASKS AND EAR SAVERS

All library staff have now been given high-quality face masks to wear while working in the building. These masks will provide additional protection for staff.

Library Assistant Mary Brown-Elmore crocheted “ear savers” and shared them with coworkers. Ear loops from face masks can be slipped over the buttons on the ear savers, making the masks a lot more comfortable to wear for long periods of time.



RECENT FEEDBACK

Here are some positive comments that we recently received from patrons through social media.

“We love your curbside and the team that delivers the books to the cars!!!”

“Your curbside team is amazing.”

“We love you and ALL the service you give to the City of Richland, THANK YOU!”

“Your curbside team is awesome!!! Sooo friendly!!!”

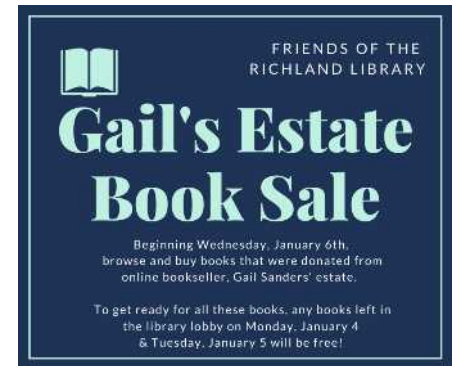


SOCIAL MEDIA OUTREACH

Providing Information

We have continued to promote library services, resources, and programs on Facebook and Twitter while also reaching out to patrons with fun memes, photos, and questions.

In early January, we shared a link to an NPR program to help adults discuss tough topics, such as current events, with their children. We also recommended checking out inspirational and self-care books available through Libby/Overdrive.



We continued to provide information about The Great Courses on Kanopy. In January, we shared information about "Sci-Phi: Science Fiction as Philosophy," "The Children's Guide to Folklore and Wonder Tales," and "Understanding the Inventions that Changed the World."

January was National Hobby Month, so we posted to let patrons know about the many craft and hobby books available in our collection and through Hoopla.

In mid January, we shared a post from the Benton-Franklin Health District with information about Covid-19 vaccination events at the Fairgrounds.

For National News Literacy Week, presented by the Scripps News Literacy Project from January 25 through 29, we posted information and short quizzes about news literacy fitness, how newsrooms work, how to recognize conspiratorial thinking, and how to recognize data manipulation.

Highlighting Community Events

We have also continued to highlight community activities and events on social media. In early January, we posted to let people know that adult and youth positions are available on the City of Richland's Arts and Parks Commissions. Vacancies are shown at the following link.

<https://www.ci.richland.wa.us/government/advisory-boards-commissions-and-committees/current-vacancies>

On January 12, we posted a link to a seminar that was presented as part of PNNL's Community Science and Technology Seminar series. Dr. Philip Schonewill gave a presentation called "Size Does Matter! Testing with Simulated Hanford Tank Waste" on Zoom.

The Friends of the Richland Library held an indoor book sale for several weeks in early January, featuring books that were generously donated by the estate of local bookseller Gail Sanders. They also held a Winter Sidewalk Sale in late January after the building closed to the public. We posted on social media to publicize these events.

Near the end of January, we posted to let people know that AARP Tax Aide services will not be available at the library this year. Instead, AARP will be providing assistance by appointment only at the Richland Community Center from February 12 through April 15. More information, including available appointment times and a contact phone number, is available on the Richland Parks and Recreation Facebook page at the following link.

<https://www.facebook.com/richlandparksandrecreation>

SOCIAL MEDIA OUTREACH (CONTINUED)

Recommending Books and Other Materials

In January, we frequently posted on social media to suggest books, e-books, audiobooks, magazines, and videos that patrons might like.

One of our posts in early January celebrated “100 Years of Entertainment” by featuring offerings from the 1920s, featuring audiobooks, comics, movies, and music available on Hoopla. Other posts featured links to Kirkus Reviews’ list of “10 Fiction Books to Look for in 2021” and Book Riot’s list of “Most Anticipated Books of 2021.”



We posted “Like, Then Try” videos to recommend middle-grade adventure books for tweens who enjoyed reading the Percy Jackson series, YA books for teens who enjoyed the *Whatever After* series by Sarah Mlynowski, and books for patrons of all ages who loved *The Last Flight* by Julie Clark.

Bernie memes were all the rage in mid January, after the inauguration, so we created and posted one to remind patrons to log their daily reading minutes on Beanstack for the Winter Reads Challenge. We also shared a link to a “Books Like Us” video from YA author Christina Hammonds Reed as part of the challenge. In the video, she talks about the impact that children’s and YA books can have on underrepresented readers.

Sweet Magnolias is a very popular Netflix show that was based on a book series. We posted to let patrons know about the books by Sherryl Woods that started it all. Patrons can check out the physical books from our collection or the e-books from Hoopla.

This month, Johanna began creating colorful, interactive Facebook displays to promote books available in our collection. Two of these interactive displays featured early reader books and graphic novels recommended by Kelly. Another display featured favorite sci fi books from the past year. Patrons can easily click on interactive buttons to read descriptions of the books and to access links for them on our website and on Hoopla or Overdrive.

The library’s Facebook page may be viewed at the following URL.

<https://www.facebook.com/RPLlibrary/>



COMMUNITY READING GOAL

The Richland Public Library set a community goal for patrons to collectively log 100,000 minutes of reading during the 2020 Summer Reading Program. Amentum (formerly AECOM Richland) committed to donating \$1,000 to the Tri-City Food Bank when the goal was met. The Friends of the Richland Library donated an additional \$150. Our enthusiastic Summer Reading Program participants met that community goal in the very first week!

In January, we held a short ceremony in the lobby to present the donation from Amentum and the Friends to the Tri-Cities Food Bank. Librarians Kelly Reed, Gavin Lightfoot, and Michelle Haffner, along with Sue Spencer from the Friends, presented a symbolic \$1,150 check to Executive Director VJ Meadows of the Tri-Cities Food Bank.





THE RICHLAND PUBLIC LIBRARY IS CLOSED
UNTIL FURTHER NOTICE



CURBSIDE SERVICES WILL BE AVAILABLE
M-F 10:00 AM - 6:00 PM

www.myrichlandlibrary.org



Richland Public Library
★ Favorites · January 9 at 12:55 PM · 🌐

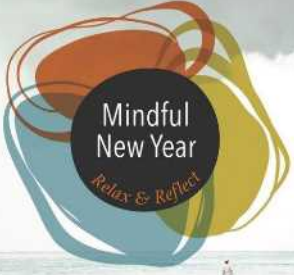
Check out RPL's teen page for the latest in teen materials, YA book recommendations, digital apps, school research help, and more! 📖

<https://www.myrichlandlibrary.org/programs-and-events/teens> ✓





**RICHLAND
PUBLIC LIBRARY**
TEENS



Mindful
New Year
Relax & Reflect



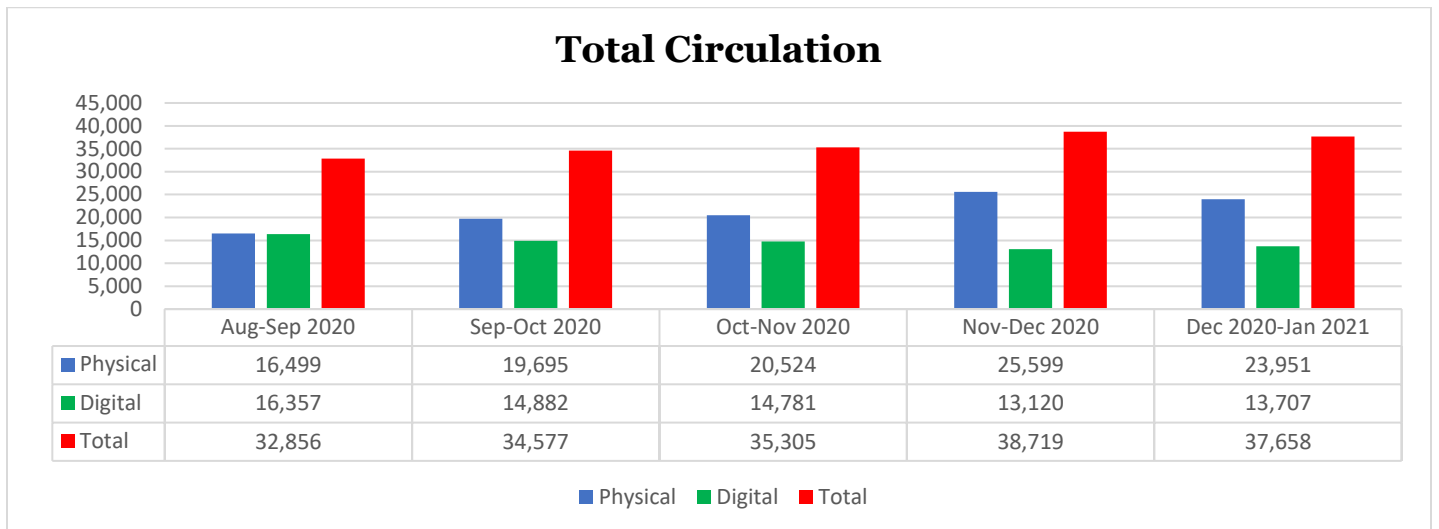


hoopladigital.com






CIRCULATION

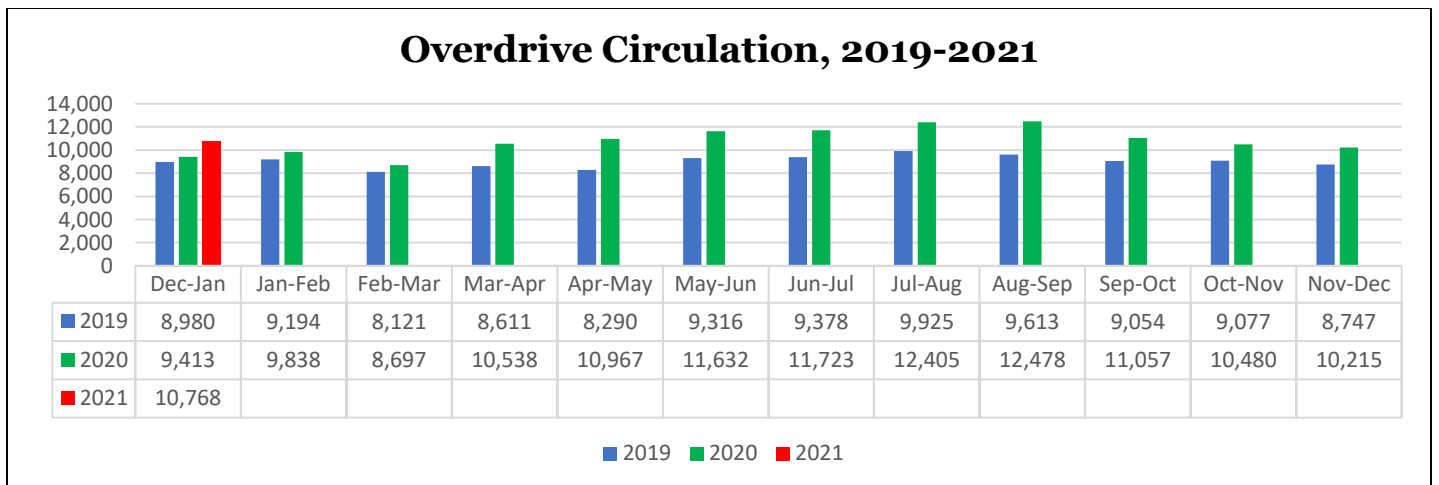


From December 16, 2020, through January 15, 2021, our total circulation was 37,658 items, of which 23,951 were physical items and 13,707 were digital items obtained through Overdrive, Hoopla, Kanopy, Mango, and RBDigital. This is a 3% decrease compared to the 38,719 items that were checked out during the previous month, but it was higher than any other month since the library's summer closure.

We filled 3,970 holds for books, DVDs, and other physical items from December 16 through January 15. This is a 34% decrease compared to the 6,035 holds that we filled during the previous month. Many patrons chose to come inside the library to select and check out materials this month rather than placing them on hold. The top five categories of physical items circulated during the past month are Children's Chapter Book Fiction, Adult Movies, Adult Nonfiction, Children's Nonfiction, and Children's StoryBooks.

DIGITAL SERVICES

Overdrive

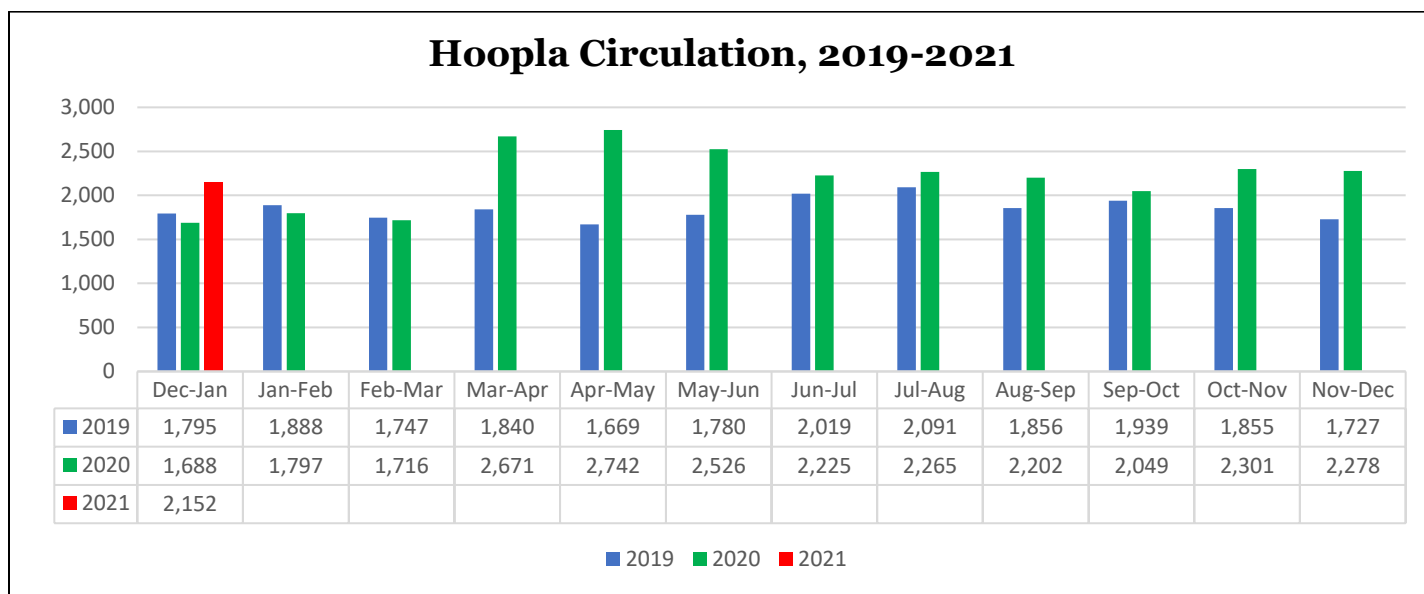


Overdrive continues to be popular with our patrons. With the plethora of devices that people have, reading and listening to audiobooks digitally is a convenience that patrons are enjoying while socially distancing from each other during the pandemic. From December 16 through January 15, our patrons checked out 10,768 items using Overdrive, including 6,728 e-books, 3,923 audiobooks, and 117 magazines. This is an increase of 14% over the 9,413 items checked out during the same period a year earlier, and an increase of 20% over the 8,980 checked out during the same period two years earlier. It is also an increase of nearly 5% over the 10,215 items checked out during the previous month.

With increases in the number of titles available and the number of people using this platform, patrons are willing to wait for titles to become available for their entertainment and educational needs.

DIGITAL SERVICES

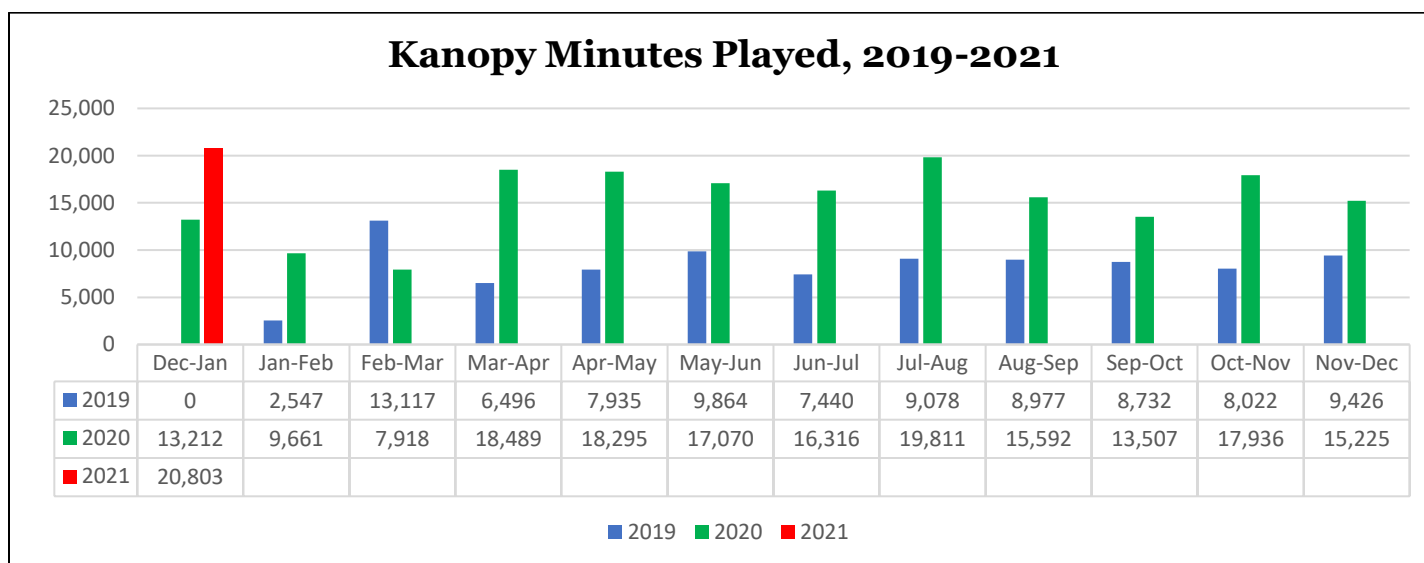
Hoopla



We are continuing to see an upward trend in Hoopla usage. Patrons checked out a total of 2,152 items from Hoopla from December 16 through January 15. That included 914 audiobooks, 743 e-books and comics, 428 movies and TV shows, and 67 music items. This represents an increase of 27% over the 1,688 items checked out during the same period in 2019-20, and it is nearly a 20% increase over that period in 2018-19.

With an increased number of titles now available in Hoopla, our patrons are taking advantage of not having to wait for their items to become available as holds. They are choosing to stream their favorites on their devices.

Kanopy



This month, we saw a new record set in the number of minutes viewed on Kanopy by Richland Public Library patrons. From December 16 through January 15, patrons played 687 videos on Kanopy for 20,803 total minutes of viewing time. This is a 5% increase over the previous high of 19,811 minutes viewed from July 16 to August 15, 2020. It also represents an increase of 37% over the 15,225 minutes viewed from November 16 through December 15, 2020, and an increase of 57% over the 13,212 minutes viewed from December 16, 2019, through January 15, 2020.

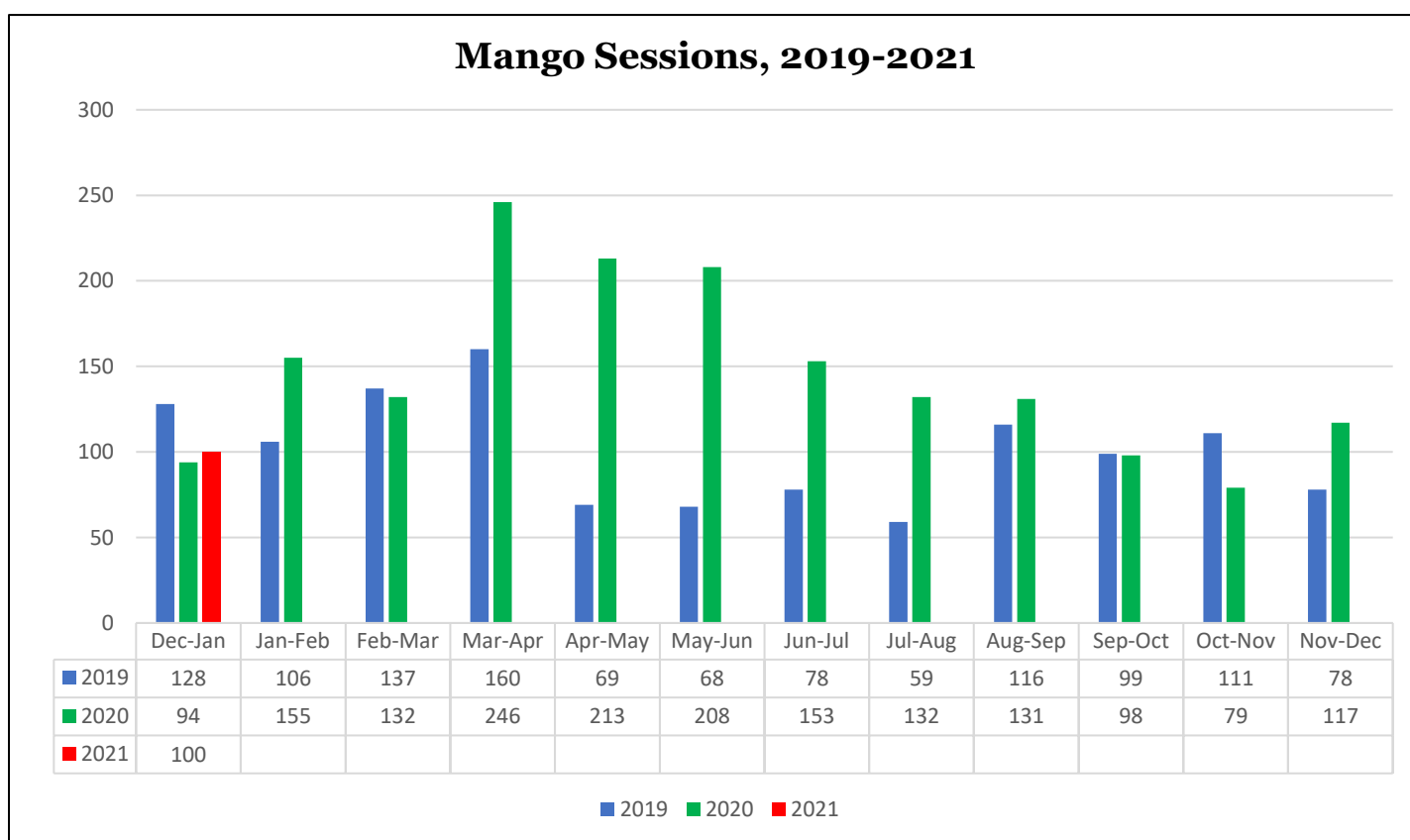
DIGITAL SERVICES

Kanopy (Continued)

Richland Public Library cardholders in the U.S., Vietnam, the UK, and Italy viewed titles on Kanopy this month. Another cardholder in Costa Rica also browsed our Kanopy offerings but did not view any titles. Usage by device was distributed between televisions (32%), mobile devices (28%), desktop computers (19%), and tablets (15%), with the remaining devices “not set” (6%). Patrons continue to use the platform for both educational and entertainment purposes.

The Great Courses led the way this month in the number of plays and the total number of minutes viewed by Richland Public Library patrons. Magnolia Pictures, PBS, Weston Woods, Samuel Goldwyn Films, and Kino Lorber rounded out the top six for suppliers in the number of plays. Our patrons are using Kanopy for both education and entertainment. With more titles becoming available, patrons will continue to enjoy this platform for their needs.

Mango

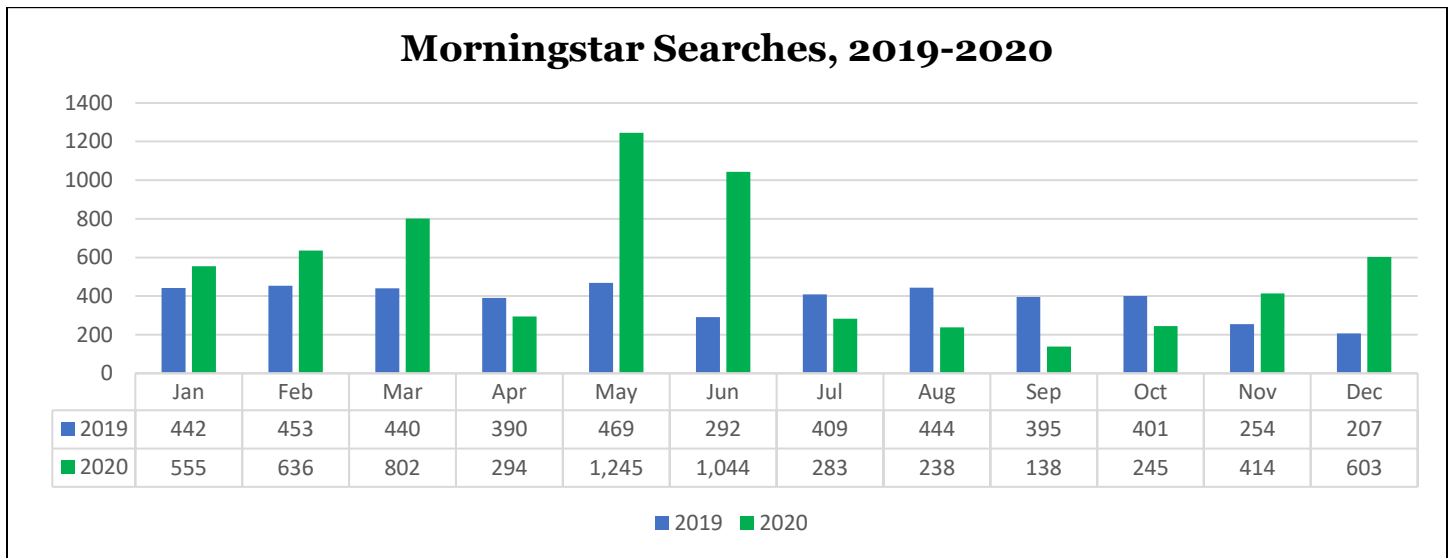


Mango is another of our popular online databases. From December 16 through January 15, our patrons had a total of 100 Mango sessions with 106 course uses. Patrons logged 1,428 minutes of total learning time with an average session length of 14 minutes. This represents an increase of 6% over the 94 sessions watched during the same period in 2019-20.

The top ten languages our patrons studied this month are Portuguese (Brazil), French, Chinese (Mandarin), Spanish (Latin American), German, Hebrew, Irish (Standard), Argot (French), Feng Shui (Chinese/Mandarin), and Italian. Several new languages appeared in the top ten this month, including Hebrew, Irish (Standard), Argot (French), and Feng Shui (Chinese/Mandarin). With various holidays occurring during the wintertime, our patrons may have been wanting to learn to communicate in the languages associated with their holidays.

DIGITAL SERVICES

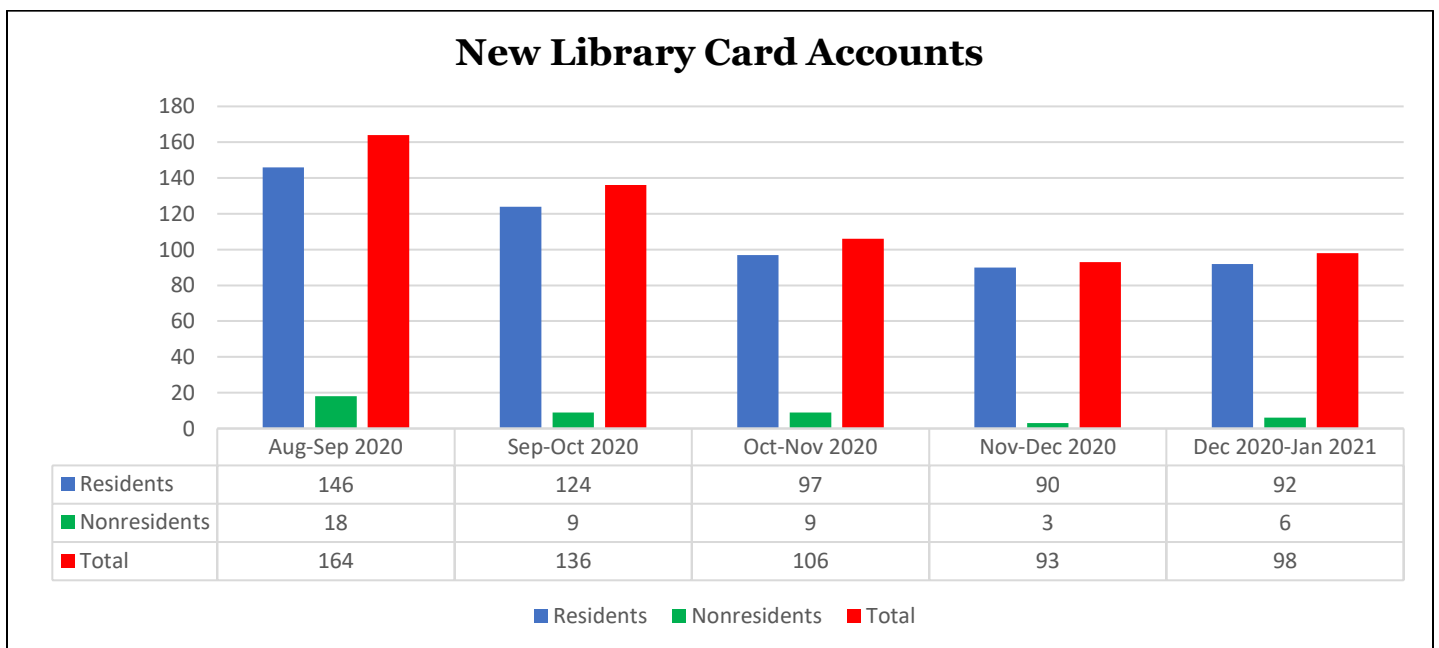
Morningstar



Patrons conducted 603 searches in Morningstar during the month of December 2020. This represents a 46% increase over the 414 searches that were conducted during the previous month, and a 191% increase over the 207 searches conducted in December 2019.

Overall there was a 51% increase in usage of this database during 2020 compared to 2019. Patrons conducted a total of 6,497 searches in 2020 and 4,296 in 2019. This increase occurred despite the library either being closed to the public or offering very limited computer services for most of the year. With the speculation that more stimulus money may be forthcoming, patrons may be looking for ways to invest some of those stimulus dollars for their future needs.

New Library Card Accounts



From December 16 through January 15, we had 92 Richland residents and 6 nonresidents sign up for new library card accounts.

OTHER STATISTICS

Interlibrary Loan Requests

From January 1 through 31, 2021, we received a total of 136 interlibrary loan requests from other libraries. Of those, 133 were for books, 2 were for periodical articles, and 1 was for an audiovisual (A/V) item. We sent 66 books to other libraries during the month in response to interlibrary loan requests.

We also sent 7 interlibrary loan requests to other libraries in January. Of those, 6 were for books and 1 was for an A/V item. We had 8 requests filled by other libraries, including 4 books and 4 A/V items.

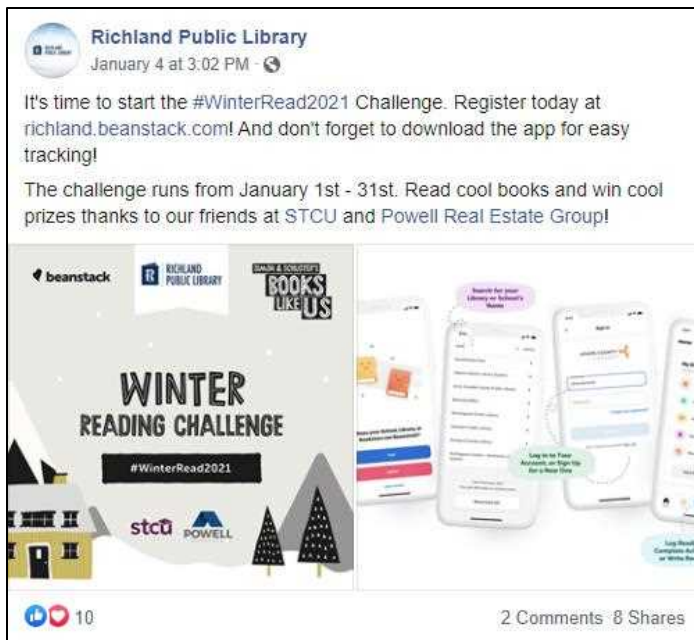
Please note that requests are sometimes filled in a different month than the one in which they were placed.

Social Media Statistics

The library's Facebook account had 603 page visits from January 6 through February 2, along with a "post reach" of 13,364 that indicates how many times our posts were viewed. Our "post engagement" was 3,658, indicating the number of times people shared, commented on, reacted to, or clicked on our posts. Our top Facebook post, on January 28, was about the Friends of the Richland Library sidewalk sale.

We also tweeted 36 times from the library's Twitter account from January 1 through 31. We had 953 profile visits and 7,416 "tweet impressions" that indicate how many times our tweets were seen. Our top tweet, on January 4, was about the #WinterRead2021 challenge.

We currently have 4,460 people following our Facebook account and 1,159 following our Twitter account.





LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/9/2021

Agenda Category: Approval of Bills

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

Approval of Bills for January 1, 2021 through January 31, 2021

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the January 1, 2021 through January 31, 2021 claims for payment.

Summary:

This is a review and approval of the January 1, 2021 through January 31, 2021 claims for payment.

Attachments:

1. 02-09-21 Claims for Payment
2. January 2021 Library Salaries
3. January 2021 Voucher Listing



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

FEBRUARY 2021

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 \$ 167,371.05 this 9th day of February, 2021.

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

Voucher Listings	Amount
January 01, 2021 thru January 31, 2021	\$78,537.12

Transfer Advice (Salaries)

Salaries for the weeks of: January 07, 2021 thru January 21, 2021	\$88,833.93
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MONTHLY EXPENSES	\$167,371.05
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Comments: City of Richland Library Expenditure January 2021 City of Richland Library Voucher Listing January 2021

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME	SIGNATURE
1. Your Name Here	1. 02/05/2021
2. Your Name Here	2. 02/05/2021
3. Your Name Here	3. 02/05/2021

CITY OF RICHLAND

LIBRARY EXPENDITURE

January 2021

Month/Year

PAY PERIODS From December 21, 2020 through January 17, 2021

GROSS SALARIES \$ 88,833.93

		Gross Wages	Total
WEEK OF:	<u>01/07/21</u>	<u>41,487.65</u>	<u>41,487.65</u>
WEEK OF:	<u>01/21/21</u>	<u>47,346.28</u>	<u>47,346.28</u>
WEEK OF:	<u> </u>	<u> </u>	<u>-</u>
	TOTAL	<u>88,833.93</u>	<u>88,833.93</u>

Library Voucher Listing

Begin Date: 1/1/2021

End Date: 1/31/2021

NON-FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8188700/3583	ENVISIONWARE INC		INV-US-50731	1/22/2021	286912	ANNUAL MAINTENANCE/SUBSCRIP TION	\$10,105.66
	K8188700/3583	OCLC INC		1000091884	1/8/2021	286485	CATALOGING METADATA ILL	\$1,050.56
	K8188700/3583	KANOPY LLC		KDEP-7664	1/22/2021	286932	KANOPY ANNUAL SUBSCRIPTION 2021	\$5,000.00
	K8188700/3583	MIDWEST TAPE		99840093	1/13/2021	286610	DECEMBER 2020 HOOPLA	\$3,936.09
	K8188700/3583	OVERDRIVE		01452MG21001339	1/27/2021	287006	DIGITAL MAGAZINES 1/2021-12/2021	\$12,500.00
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$32,592.31
INFORMATION TECHNOLOGY TOTAL:								\$32,592.31
	K8721000/4201	FRONTIER		01/21 2061882614	1/6/2021	286332	TELEPHONE CHARGES 12/19/20-1/18/21	\$142.97
	K8721000/4201	VERIZON WIRELESS		9869480730	1/6/2021	286385	NASPO DECEMBER WIRELESS	\$47.04
	K8721000/4201	VERIZON WIRELESS		9865255524	1/6/2021	286385	NASPO OCTOBER WIRELESS	\$47.04
	K8721000/4201	VERIZON WIRELESS		9867360745	1/13/2021	286626	NASPO NOVEMBER WIRELESS	\$47.04
	K8721000/4201	FRONTIER		1/21 5099433152	1/22/2021	286919	TELEPHOONE CHARGE 1/4/21-2/3/21	\$399.59
	K8721000/4201	VERIZON WIRELESS		9865896125	1/22/2021	286955	OCTOBER WCC WIRELESS	\$35.29
	K8721000/4201	VERIZON WIRELESS		9868003004	1/29/2021	287113	NOVEMBER WCC WIRELESS	\$35.26

Library Voucher Listing

Begin Date: 1/1/2021

End Date: 1/31/2021

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4201	VERIZON WIRELESS		9870123274	1/29/2021	287113	DECEMBER WCC WIRELESS	\$35.24
TELEPHONE & COMM SVCS TOTAL:								\$789.47
	K8721000/4207	BANK OF AMERICA		123120	1/4/2021	8419	Library Merchant Service Fees	\$5.00
MERCHANT SVC FEES TOTAL:								\$5.00
	K8721000/4504	XEROX CORP		012323829	1/29/2021	287119	7HB-469027 JANUARY 2021 BASE CHARGE	\$10.86
	K8721000/4504	XEROX CORP		012323839	1/29/2021	287119	3UA-295134 DECEMBER 2020 BASE CHARGE	\$94.05
	K8721000/4504	XEROX CORP		012323840	1/29/2021	287119	3UA-296344 DECEMBER 2020 BASE CHARGE	\$255.13
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$360.04
	K8721000/4601	WASHINGTON CITIES IN		14949	1/29/2021	8453	WCIA 2021	\$64.00
	K8721000/4601	WASHINGTON CITIES IN		14949	1/29/2021	8453	WCIA 2021	\$26,354.25
INSURANCE TOTAL:								\$26,418.25
LIBRARY ADMINISTRATION TOTAL:								\$27,572.76
	K8722100/3401	CENTER POINT		1812462	1/8/2021	286461	MYSTERY/WESTERN SERIES 1/2021-12/2021	\$803.52
	K8722100/3401	GALE		72613158	1/22/2021	286902	GALE LEGAL FORMS/CHILTON LIBRARY	\$3,000.00
	K8722100/3401	MANGO LANGUAGES		INV007961	1/27/2021	287002	MANGO CONVERSATIONS SUBSCRIPTION 1/2021- 12/2021	\$4,019.27
	K8722100/3401	VALUE LINE PUBLISHIN		KF-194560-211	1/27/2021	287023	194560-VALUE LINE RES CTR ONLINE 1/2021- 12/2021	\$5,000.00
	K8722100/3401	PROQUEST LLC		70656436	1/29/2021	287098	HERITAGE QUEST ONLINE 1/2021-12/2021	\$1,015.62

Library Voucher Listing

Begin Date: 1/1/2021

End Date: 1/31/2021

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	ATOZDATABASES		503267	1/27/2021	286968	ATOZDATABASES ONE YEAR SUBSCRIPTION	\$1,575.00
LIBRARY RESOURCES TOTAL:								\$15,413.41
	K8722100/4107	CI INFORMATION MANAG		0110841	1/29/2021	287057	ONSITE 64 GALLON - RECURRING SHRED SERVICE	\$105.75
OTHER PROFESSIONAL SERVICES TOTAL:								\$105.75
	K8722100/4505	XEROX CORP		012384751	1/29/2021	287119	3UA-295169 DECEMBER 2020 BASE CHARGE	\$95.93
	K8722100/4505	XEROX CORP		012384752	1/29/2021	287119	3UA-295258 DECEMBER 2020 BASE CHARGE	\$225.40
RENTALS-OTHER TOTAL:								\$321.33
LIBRARY PUBLIC SERVICE TOTAL:								\$15,840.49
LIBRARY NON-FACILITIES TOTAL:								\$76,005.56

Library Voucher Listing

Begin Date: 1/1/2021

End Date: 1/31/2021

FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8725000/4700	CITY OF RICHLAND		12/2020 DEC	1/13/2021	286585	CITY UTILITY BILLS/DEC 2020	\$2,531.56
UTILITIES TOTAL:								\$2,531.56
LIBRARY FACILITIES TOTAL:								\$2,531.56



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/9/2021

Agenda Category: Unfinished Business

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

Annual Report to City Council

Department:

Parks & Public Facilities

Recommended Motion:

Provide suggestions for revision before presentation to City Council.

Summary:

This PowerPoint captures statistics on library use, holdings, expenditures, and other items of interest to the public.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/9/2021

Agenda Category: New Business

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

RPL Policy Changes: Check Out Limits and Damage to Library Property

Department:

Parks & Public Facilities

Recommended Motion:

Discussion of check out limits and penalties for damage to library property.

Summary:

Discussion of placing a limit on the number of books that can be checked out per card. At present, only DVDs and music CDs are limited and 10 may be checked out per card.

Current Limits are as follows: Movies 10 per card 1 week check out, Music CDs 10 per card 3 week check out, Games 5 per card 1 week check out, Books No limit 3 week check out, Magazines No limit 1 week check out, High Demand Books No limit 1 week check out, Lucky Day Books No limit with no renewal 1 week check out, Reference Books At the discretion of the Librarian on duty 1 week check out.

Discussion of RCW 27.12.330 and RCW 27.12.340

RCW 27.12.330 Penalty for injury to property.

Whoever intentionally injures, defaces, or destroys any property belonging to or deposited in any public library, reading room, or other educational institution, shall be guilty of a misdemeanor.

RCW 27.12.340 Willfully retaining books—Infraction.

It is a class 4 civil infraction for any person to willfully retain any book, newspaper, magazine, pamphlet, manuscript, or other property belonging in or to any public library, reading room, or other educational institution, for thirty days after notice in writing to return the same, given after the expiration of the time that by the rules of such institution such article or other property may be kept.

Attachments:

1. RPL Circulation Policy
2. Ordinance No. 58-94

Circulation Policy

The purpose of the library's circulation policy is to make the best possible use of the library's collection by the greatest number of borrowers.

Library Usage

The Richland Public Library Board welcomes the use of the Richland Public Library by individuals of all ages to support their personal, educational, and professional needs. Library cards, with borrowing privileges, will be issued to Richland residents with no additional fee. Applicants who do not live inside the Richland city limits may be required to purchase a non-resident library borrower's card. The Library Board has determined several categories of patrons that are exempt from the charges. Refer to the official Non-Resident Borrowers Policy for the exact wording of the policy.

Check-Out Privileges

A patron must present his/her own Richland Public Library borrower's card in order to check out library materials. If the patron is under 18 and has no identification, the identification of a physically present parent may be accepted. Patrons who have lost their library card must get a replacement card.

Applicants who request a library borrower's card from the Richland Public Library must show photo identification and verification of current address. Examples of acceptable current street identification are: a valid driver's license, printed checks, a utility bill, or a current receipt showing the applicant's current address. Examples of acceptable photo identification are: driver's license, employee badge, military identification, credit card, passport or student body card. Non-resident patrons must either pay the fee or show valid proof of their exempt status. Examples of acceptable proof of exempt status for non-residents are: property tax receipt, tuition receipt, or current student body card, teaching certificate or business license.

By submitting the online application form, the applicant agrees to:

- (1) be responsible for all use made of the library borrower's card
- (2) obey the rules and regulations of the Richland Public Library
- (3) promptly pay all fines and/or other charges incurred
- (4) provide timely notification to the Richland Public Library of any change of address

Children under 18 years of age must have their parent's permission and proof of address to apply for a library borrower's card.

A parent's permission signifies a willingness to assume financial responsibility for all material checked out on the child's borrowers card.

Once a year, patron accounts that have been expired for at least six years will be purged from the database.

Suspension of Check-Out Privileges

Check-out privileges are suspended when a patron has overdue material or fines exceeding \$5.00 posted to his/her card number. Privileges will only be resumed when all overdue materials are returned and any fines or charges over \$5.00 are paid.

Materials

A. Three-Week Checkout Period. Most library materials may be checked out for three weeks. The day following the due date the material will be classified as "overdue". An overdue notice will be generated as specified under the heading, "OVERDUE NOTIFICATION".

B. One-Week Check-Out Period. High Demand books, Lucky Day items, games and movies may be checked out for one week. The day following the due date the material will be classified as "overdue". Overdue notices will be generated as specified under the heading, "OVERDUE NOTIFICATION".

C. Non-Circulating Materials. The current periodical issue will be for in-library use only. Bound periodicals will remain reference only.

D. Reference Materials. Reference materials are for use in the library; however, at the discretion of the librarian on duty and at the request of a patron, these materials may be checked out overnight. The material must be returned before the library opens the next day.

Holds

Most circulating items may be reserved. The patron will be notified when the item is available.

Renewals

Most items may be renewed by phone, in person, or by the patron over the Internet. An item that has a reserve on it may not be renewed. Lost and Lucky Day items may not be renewed.

Inter-Library Loans

Incoming Inter-Library Loan Materials

A patron may request material through an Interlibrary Loan when the material is not available at the Richland Public Library.

There will be an Interlibrary Loan fee on all requests, see "Fee Schedule". The patron will be responsible for all loan charges even if the patron cancels the request for the Interlibrary Loan or does not pick it up after notification. If the lending library charges Richland Public Library, these charges will be passed on to the patron with prior patron approval.

Outgoing Inter-Library Loan Materials

All materials except for reference materials, entire issues of periodicals, all audiovisual formats and books categorized as "NEW" are available for interlibrary loan.

Materials will be checked out to other libraries for a four-week use period with one renewal allowed.

There are no charges for loaned material.

Date Due Notifications

A receipt is offered at the time of check-out.

Damaged Materials

Patrons will be held responsible for costs of replacing damaged materials. Charges for replacing damaged materials will be the same for lost materials. (See: Fee Schedule)

Overdue Notices

Overdue notices are a courtesy to patrons. Failure to receive a notice does not exempt patrons from fines. When library material is classified as overdue, a notice will be sent at one week after due date informing the patron that the item is overdue and that check out privileges are suspended until the item is returned. A daily overdue fee (See: Fee Schedule) will be assessed for each item that is declared overdue. Overdue fees will not exceed the fine limit. This notice will also inform the patron that, after 45 days the material will be declared lost.

Claims Returned

When a patron notifies the circulation staff that he/she has returned materials that are still on their account, the staff will change the status of the material to 'claims returned'. The patron is asked to continue to search for the material. The library will monitor the claim for one year. At the end of the year, if the material has not been found it will be withdrawn from the library's collection. After three 'claims returned' incidents for any one patron borrowing privileges will be suspended until the patron has conferred with the Circulation Supervisor or the

Operations Supervisor.

Lost Materials

A patron is responsible for all materials charged to his\her borrower's card. An item is declared "lost" 45 days after it is marked as overdue. If items are lost, the patron will be billed for replacement costs. The replacement charge will reflect the current cost of the material plus the cost of processing the material for library usage. A patron may replace lost material with like material of equal or higher quality with approval of the Collection Development Librarian, Children's Librarian, or Library Manager. The patron is also responsible for the processing fee. (See: Fee Schedule)

Lost material that has been paid for by the patron will remain on the system for one year. After one year, the holding will be deleted from the system. In order to get a refund for an item that has been paid for, the patron must bring the material into the library and request a refund from the circulation staff. The refund will be the price of the item. The processing fee is a non-refundable fee. No refunds will be given after one year. No refunds will be given for replacement cases, barcodes, RFID tags etc.

Lost material not paid for will remain on the system and on the patron's record for 6 years. Any exceptions to the above procedures will only be at the discretion of the Library Manager.

- Adopted by the Richland Public Library Board on August 7, 1994.
- Amended November 3, 1994, July 6, 1995, April 3, 1997, Sept. 3, 1998, July 5, 2001, April 4, 2002, September 5, 2002, March 6, 2003, April 19, 2004, May 12, 2005, May 12, 2005, May 12, 2005, October 9, 2007, May 10, 2011, September 2, 2014.

ORDINANCE NO. 58-94

AN ORDINANCE of the City of Richland relating to the regulation of hours for public use of the parks and public property; amending Chapter 9.22 by adding Section 9.22.075 to the Richland Municipal Code.

WHEREAS, the City parks and other public property within the City of Richland are cause for great civic pride and receive a substantial amount of use by residents and non-residents alike; and

WHEREAS, the City Council of the City of Richland recognizes this use by dedicating significant financial resources toward the development and maintenance of these public properties; and

WHEREAS, the City Council has been presented numerous reports during the past years of vandalism, littering and destruction of public facilities and have determined that restricting unlimited access to those public facilities during the later evening and early morning hours will reduce the potential for continuing vandalism and destructive activities.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF RICHLAND AS FOLLOWS:

Section 1.01. Chapter 9.22 of the Richland Municipal Code (RMC) is hereby amended by adding Section 9.22.075 and shall read as follows:

City Property - Chapter 9.22

Sections:

- 9.22.010 Library Property-Damage and Destruction.
- 9.22.020 Library Property-Failure to Return Books.
- 9.22.030 Library Property-Taking Property Without Permission.
- 9.22.040 Library Property-Unlawful Possession.
- 9.22.050 Breaking Windows.
- 9.22.060 Interfering With Monuments.
- 9.22.070 Park Property.
- 9.22.075 Park Hours.
- 9.22.080 City Property-Removal or Damage.
- 9.22.090 City Property-Unlawful Possession.
- 9.22.100 Violation-Penalties.

9.22.010 Library Property-Damage and Destruction. It is unlawful for any person intentionally to damage, deface, cut, mark, or destroy any property owned by, on loan to, or possessed by the city on deposit with or held by the Richland public library or any branch thereof.

9.22.020 Library Property-Failure to Return Books. It is unlawful for any person, having borrowed the same, to fail to return any property owned by, on loan to, or possessed by the city on deposit with or held by the public library, or any branch thereof, before the expiration of thirty days next following the mailing to the person of a notice in writing to return the same, given after the expiration of the time by which the rules of the public library state that the property may be retained by the person. The notice shall be mailed to the address of the borrower on file with the library and shall on its face refer by reference number to this section and Section 9.22.100.

9.22.030 Library Property-Taking Property Without Permission. It is unlawful for any person, without lawful authority, or by making use of a borrower's card of another without the permission of the owner thereof, or by the aid or use of any fraud or false representation, impersonation or pretense, or by any false token or writing, or by any device or trick, to take or obtain from the public library, or any branch thereof, any property belonging therein or thereto.

9.22.040 Library Property-Unlawful Possession. It is unlawful for any person to knowingly possess, without lawful authority, any property of the city deposited with or held by the public library or any branch thereof, unless such person returns that property to the library or branch as soon as practicable after discovering or obtaining possession of that property.

9.22.050 Breaking Windows. It is unlawful for any person maliciously to break any window of any building or structure in the city.

9.22.060 Interfering With Monuments. It is unlawful for any person to remove, alter, pull, destroy, or in any manner interfere with any surveyor's monument or witness stake established or set within the city, except by authority of the ~~((development director))~~ city manager or his designee or of the person, firm, corporation or governmental agency which established or set the monument or witness stake. Any authorization by the ~~((development director))~~ city manager or his designee to any person not employed ~~((in the development department))~~ by the city must be in writing to be valid.

9.22.070 Park Property.

- (a) **Use of Park Property.** It is unlawful for any person except city employees and other authorized persons in the performance of their duties or pursuant to a special permit issued by the city manager to drive, stand or park any motor vehicle or to ride any horse upon the footpaths, bicycle paths, or any grassed or landscaped areas in any public park or other public land of the city, or to pick any flowers or plants, or to damage or mutilate any of the shrubs or trees, monuments, or

works of art, or in any manner damage any property of the city in any public park or other public land of the city, or to violate any of the rules or regulations relating to the public parks. It shall be unlawful to violate any of the following rules and regulations which shall apply in all parks throughout the City of Richland:

- (1) There shall be no unauthorized motorized vehicles allowed in the parks.
 - (2) The possession of firearms in the parks is prohibited including air rifles and pellet guns.
 - (3) There shall be no dumping of trash, litter or garbage allowed in the parks.
 - (4) There shall be no destruction of vegetation.
 - (5) There shall be no unauthorized burning.
 - (6) There shall be no unauthorized camping per sub-section (c) of this section.
 - (7) There shall be no alcoholic beverages consumed in the parks without the appropriate permits.
 - (8) There shall be no littering in the parks.
 - (9) Dogs must be in compliance with existing leash law.
 - (10) There shall be no loud noises generated by mechanical or electrical means other than as permitted by the city manager during special events.
- (b) Mooring Watercraft. It is unlawful for any person to moor or dock any watercraft at any city float, pier or dock for any period in excess of twelve consecutive hours, and any watercraft moored or docked at any city float, pier or dock for a period in excess of twelve consecutive hours is declared to be a public nuisance and shall be summarily removed and impounded by the chief of police. The costs of such removal and impoundment may be recovered by the city in any action brought for a violation of this provision.
- (c) Camping. It is unlawful to camp in any park or in or upon any public land or property of the city except at places set aside for such purpose by the city manager and so designated by signs.
- (d) Rules and Regulations. The city manager is authorized to adopt rules and regulations for the implementation and enforcement of this section.

9.22.075 Park Hours. City property which consists of dedicated or designated public parks shall be available for use and activities during the hours of 5:00 a.m. and 11:00 p.m. It shall be unlawful for any person to be present in or use these public facilities after 11:00 p.m. or prior to 5:00 a.m. unless such use falls within permitted exceptions as provided herein:

- (a) Activities for which a permit is issued by the community services division of the city.

- (b) Fishing during the hours the park is closed so long as the person fishing has the appropriate state licensing.
- (c) Putting boats into and taking boats out of the river.
- (d) Camping in areas which have been set aside in RMC 9.22.070(c).
- (e) Individuals utilizing paved walking trails for walking, jogging and non-motorized cycling activities.

9.22.080 City Property-Removal or Damage. It is unlawful for any person in any manner to damage, mutilate, destroy, remove, disconnect, or interfere or tamper with any machinery, poles, wires, meters, lamps, hydrants, or other appliances or equipment which are the property of the city.

9.22.090 City Property-Unlawful Possession. It is unlawful for any person knowingly to possess without authority from the city manager or his authorized representative any property of the city, unless the person returns that property to the city as soon as practicable after discovering or obtaining possession of that property.

9.22.100 Violation-Penalties. Every person convicted of a violation of the provisions of this chapter shall be guilty of a misdemeanor.

Section 1.02. This ordinance shall take effect the day following the date of its publication in the official newspaper of the City.

PASSED by the City Council of the City of Richland at a regular meeting this 5th day of December, 1994.



/s/James D. Hansen
JAMES D. HANSEN
Mayor

APPROVED AS TO FORM:



/s/Thomas O. Lampson
THOMAS O. LAMPSON
City Attorney