

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.



Updated Agenda
Library Board Meeting
Tuesday, March 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 February 9, 2021 Library Board Meeting Minutes

Report of the Library Manager:

- I. March 2021 Library Manager's Report
 - Leslie Campbell Hime, Library Manager
2. March 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)

- I. Approval of Bills for February 1, 2021 through February 28, 2021
 - Leslie Campbell Hime, Library Manager

Unfinished Business:

- I. Annual Report to City Council

New Business:

- I. Fines
 - Leslie Campbell Hime, Library Manager

2. Status of February 5, 2021 Complaint
 - Heather Kintzley, City Attorney
3. Roles and Responsibilities of Library Board
 - Heather Kintzley, City Attorney
4. Library Manager Recruitment
 - Joe Schiessl, Parks & Public Facilities Director

Agenda Items for Upcoming Board Meeting:

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

Adjournment

The next Library Board Meeting is Tuesday, April 13, 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: 3/9/2021

Agenda Category: Approval of Minutes

Prepared By:

Subject:

Draft of February 9, 2021 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the 02-09-21 meeting minutes.

Summary:

The draft of 02-09-21 Library Board Meeting Minutes are included for consideration.

Attachments:

1. 2021.02.09 LB Meeting Minutes



MINUTES

Richland Public Library Board

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

Meeting ID No. 974 2873 2704

February 9, 2021, 5:30 – 6:30 PM

CALL TO ORDER:

CHAIR MAIER CALLED THE MEETING TO ORDER AT APPROXIMATELY 5:34 P.M.

ATTENDANCE:

CHAIR MAIER, VICE-CHAIR BOOTH, BOARD MEMBERS BUXTON AND LIGHTNER, WERE PRESENT. ALSO PRESENT WERE LIBRARY MANAGER CAMPBELL HIME, PARKS AND PUBLIC FACILITIES DIRECTOR SCHIESSL, AND ADMINISTRATIVE ASSISTANT BARADA. BOARD MEMBER LUNSTAD JOINED THE MEETING AT 5:47 P.M. COUNCIL LIAISON KENT WAS ABSENT.

APPROVAL OF AGENDA:

VICE-CHAIR BOOTH MOVED AND BOARD MEMBER BUXTON SECONDED THE MOTION TO APPROVE THE AGENDA AS IS. THE MOTION CARRIED 4-0.

APPROVAL OF MINUTES:

CHAIR MAIER ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE MARCH 10, 2020 AND JANUARY 12, 2021 MEETINGS. BOARD MEMBER BUXTON MOVED AND BOARD MEMBER LIGHTNER SECONDED THE MOTION TO APPROVE THE MINUTES OF MARCH 10, 2020 AND JANUARY 12, 2021 AS IS. THE MOTION CARRIED 4-0.

BOARD MEMBER LIGHTNER MOVED AND BOARD MEMBER BUXTON SECONDED THE MOTION TO APPROVE THE MINUTES OF THE FEBRUARY 1, 2021 SPECIAL BOARD MEETING MINUTES AS AMENDED. THE MOTION CARRIED 4-0.

REPORT OF THE LIBRARY MANAGER:

Patrons are excited to have the library open again.

Patrons will soon be able to check out a Washington Discover Pass from the library. This will allow patrons to have access to numerous parks throughout Washington State.

The library collected more than 800 valentine's to hand out to senior citizens.

PUBLIC COMMENTS:

Library Assistant Mary Brown-Elmore provided feedback to the Board on library operations. Following Board discussion Department Director Schiessl provided staff comment.

APPROVAL OF BILLS:

BOARD MEMBER LIGHTNER MOVED AND BOARD MEMBER BUXTON SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR FEBURARY 2021 IN THE AMOUNT OF \$167,371.05. THE MOTION CARRIED 5- 0.

UNFINISHED BUSINESS:

1. Annual Report to City Council will be discussed during the March 9, 2021 meeting.

NEW BUSINESS:

1. RPL Policy Changes will be discussed during the March 9, 2021 meeting.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

1. Annual Report to City Council
2. RPL Policy Changes: Check Out Limits and Damage to Library Property

ADJOURNMENT:

CHAIR MAIER ADJOURNED THE MEETING AT 6:51 P.M.

Prepared and submitted by Kylie Barada, Administrative Assistant

Minutes Approved by: _____
Kurt Maier, Library Board



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/9/2021

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

March 2021 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

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

Attachments:

1. 03-09-21 Library Manager's Report
2. Ben Franklin Transit Bus Shelter Pad Proposal



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

Friends of the Library

The Friends rescheduled their February meeting to Tuesday, March 1. They held book sales in the library's lobby during the month of February due to cooler weather. Their \$5 bag sale remains popular.

The Friends have paid the 2021-2022 subscription fee of \$1,795 for Beanstack, which will allow librarians to create a second year of online summer reading programs for all ages. The software also allows librarians to create programming throughout the year. For example, our teen librarian has used it for the Teen Career Exploration Challenge, the Back to School Challenge, the Fall into Reading Challenge, and the Winter Reading Challenge. Additionally, our children's librarian has used it for four Washington State Awards for 6th graders and under: the Sasquatch, Towner, OTTER, and Children's Choice Awards. She noted the software was helpful because "I have just found in the past it has been difficult for people to remember titles and keep track of what they have read." She also stated, "This year I should be able to create reading challenges as the nominees are announced, which hopefully will help people as they work through summer reading also."

The Friends are drafting their COVID-19 reopening plan as required by the Governor's office. A copy of this plan must be made available upon request at the library, and copies will be held at the Friends' bookstore along with *The Richland Public Library Comprehensive COVID-19 Exposure Control, Mitigation, and Recovery Plan*. Both plans will also be held at the library's reference desk.

Foundation

No updates.

Statistics

Please see attachment.

Revenue / Expense / Voucher Listing

Revenue

February 1-28 revenue is below projections due to the COVID-19 suspension of collecting fines and the suspension of copying and printing services. The Novel Café's library location remains closed.

Expense

February 1-28 expenses are also below projections. Alyssa Uretsky-Pratt joined the library as a permanent part-time Library Assistant II, while Kenna Ladendorf and Samantha Gomez joined the library as intermittent Library Assistant IIs. There were charges for utilities, databases, and materials.

Voucher Listing

The December voucher listing shows database, service, and utility payments as well as YTD percentage used.

Staff meetings

Joe Schiessl will begin attending library staff meetings as his schedule permits. Justin Tucker, Risk and Safety Program Administrator for the city, will join staff meetings quarterly to answer any COVID-19 related and/or other questions staff may have in his area of expertise.

Bus stop

Benton County Transit plans to replace the bus stop at the corner of Swift Blvd and Northgate Dr. with a new sheltered bus stop. The new stop has a larger footprint and grass will be lost; however, concrete will be removed and replaced with grass near this area. Please see hand rendering (RC 102 Shelter Pad site plan). Bill Barlow of Benton County Transit is the planning manager.

Fines

At their February 8 meeting, the Board voted to recommend the elimination of late fines for materials owned by the library. However, the question of whether or not the library could eliminate current or “legacy” fines already on patron accounts remained unclear, and the Revised Code of Washington (RCW) did not offer clear guidance.

The State Auditor’s office provided an opinion that addressed the process through which the Yakima Valley Library District eliminated fines without gifting public funds. This document is currently under review by the City Finance Director and City Attorney.

The total amount of overdue fines is \$85,257.25 and these are from 20% (10,529) of total Richland Public Library (RPL) cardholders (57,358). Of that 20%, nearly 65% (6,819) of cardholders have late fines of \$4.99 or less while 11% have fines exceeding \$20.

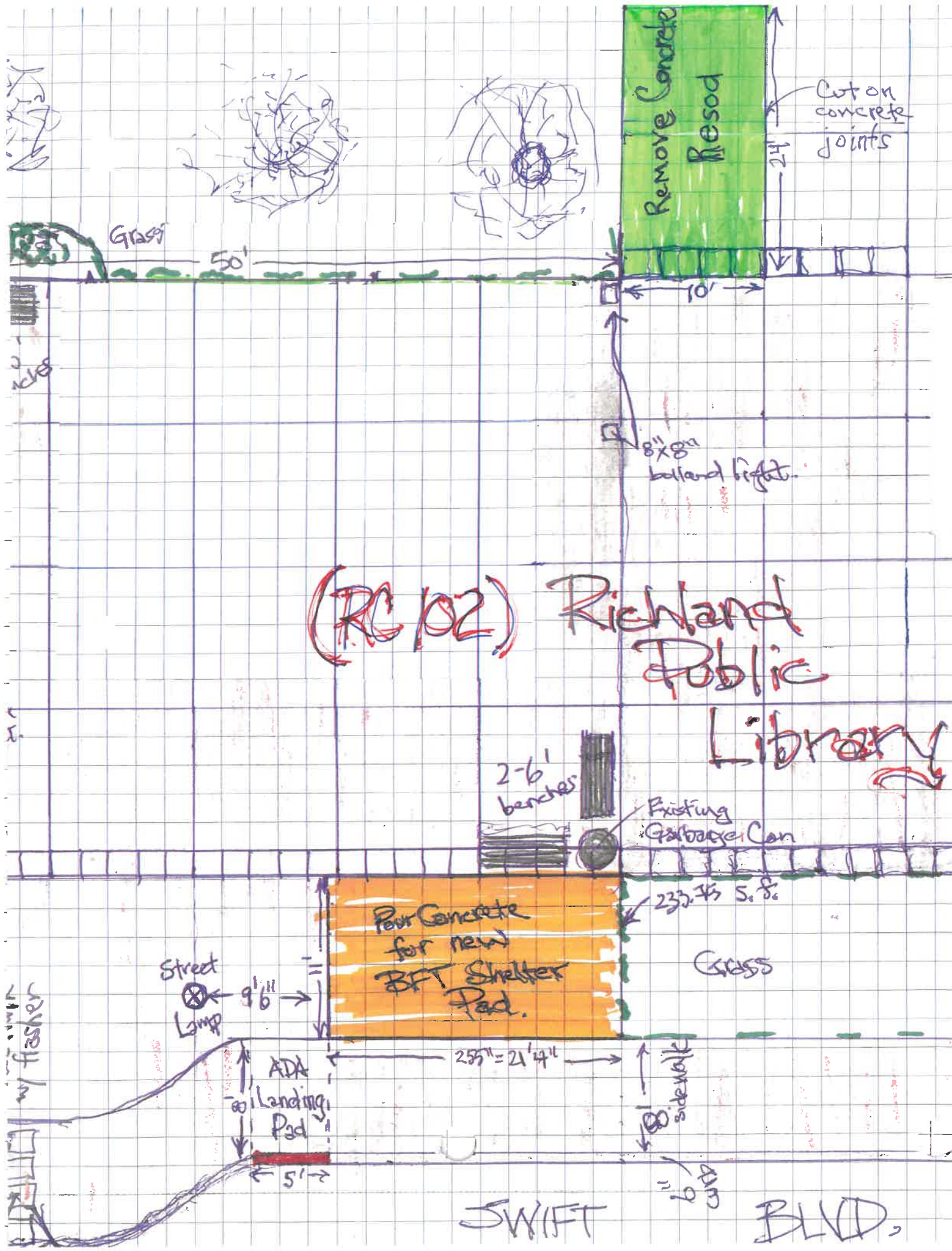
Self-Service Kiosks

Envisionware’s Self-Service Kiosks X11 were installed in late February and placed into service on the library’s main floor. One older functional self-service kiosk remains in the children’s area. The new kiosks can be used to check out and unlock DVD cases, in that order. They can also be used to check out all material, including objects with reflective covers that previously had to be brought to the main desk and checked out by library staff.

Patron receipts now show which items were not successfully checked out, and they also indicate if an item was checked out but the RFID/security tag remained enabled. The

kiosks are equipped with a Verifone credit and debit card terminal that allows patrons to pay fees and add money to their print account. Patrons can also make computer reservations at the kiosks.







LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/9/2021

Agenda Category: Report of the Library Manager

Prepared By: Leslie Campbell Hime, Library Manager

Subject:
March 2021 Library Statistics

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Staff will discuss the attached statistics regarding library curbside and resource use.

Attachments:
1. 03-09-21 Library Statistics Report

RICHLAND PUBLIC LIBRARY

February 2021 Statistics Report for the March 9 Board Meeting



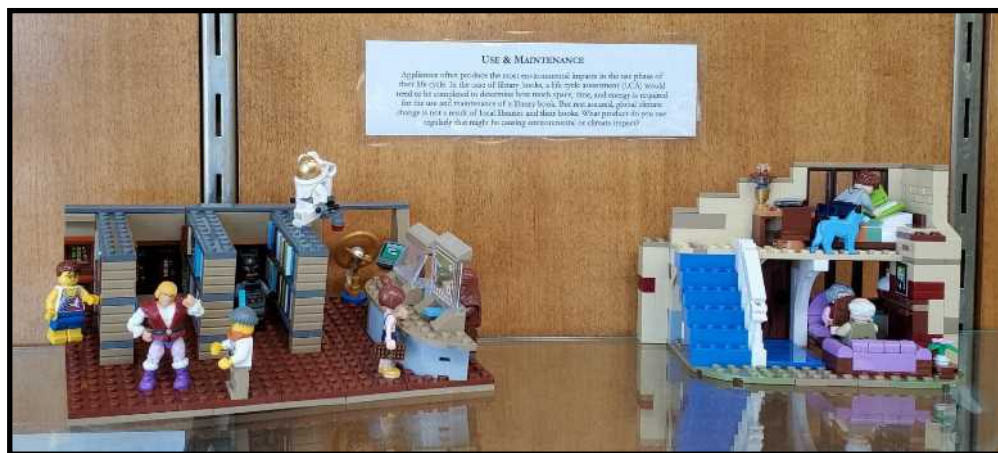
SUMMARY

The Richland Public Library building was closed to the public from January 18 through February 3, but reopened on Thursday, February 4, after Governor Inslee issued new guidelines for libraries. Patrons may now come into the building between 10 a.m. and noon, and between 4 and 6 p.m., on Mondays through Fridays.

We are also offering curbside pickup appointments from 12 to 6 p.m. on weekdays, so patrons may choose to place holds and pick up library materials without coming into the building. We filled 624 holds during the last week of February, for an average of 127 per day, and many of those were later checked out through curbside pickup appointments.

Our most popular program this month was a take-and-make Valentine's Day craft kit that we handed out in late January and early February. The program was featured on a local news show and also publicized through social media, so we had a very enthusiastic response from the community. Patrons created and donated more than 800 valentines that were given to area seniors!

To recognize National Engineers' Week, held from February 21 to 27, our lobby display case now features a creative display of Lego models that represent the life cycle of a library book.



JAN. 16 THROUGH FEB. 15

- Total Circulation:
34,133 items
- Physical Items
Checked Out: 19,677
- Digital Items
Checked Out:
14,456
- Hoopla Circulation:
2,258 items
- Kanopy Circulation:
19,032 total
minutes
- Overdrive
Circulation: 11,518
items
- Mango: 121 sessions
- New Library Cards:
126

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 February, we had 73 videos on Facebook at the following link.

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

In February, Children's Services Librarian Kelly Reed read several different picture books for her story time videos, including *Little Boat* by Taro Gomi, *Rhyming Dust Bunnies* by Jan Thomas, *Love Monster* by Rachel Bright, *Nest* by Jorey Hurley, *Duck! Rabbit!* by Amy Krouse Rosenthal, and more. Her story time videos also feature visits from several therapy dogs, including Ally, Jake, Jemma, and Goldie.

Kelly read *The Odd Egg* by Emily Gravett and mentioned the Great Backyard Bird Count, which was featured on our Facebook page. To celebrate National Pig Day (March 1), she read *How Tickles Saved Pickles: A True Story* by Maddie Johnson.

Several of her videos encourage active participation. In one video this month, she invites kids to play an active rhyming game using a scarf, washcloth, or a scrap of fabric. They can twirl, shake, or wave the scarf at home to play along. In another video posted just before Valentine's Day, she shows young patrons how to create origami hearts using paper triangles.

Preschool Activity Kits

In her February 18 video, Kelly reads *Albert's Alphabet* by Leslie Tryon, and she invites children to pick up a take-and-make construction kit at the library. Each kit contains bendy pipe cleaners, pieces of cardboard and yarn, craft sticks of different sizes, and colorful pieces of paper. She encourages them to use those items, or other materials they have at home, to create letters of the alphabet. She also recommends two other alphabet books: *Ed Emberley's ABC* by Ed Emberley and *Alphabet Under Construction* by Denise Fleming.



FAMILY ACTIVITIES

Valentine Take-and-Make Kits

Teen Services Librarian Michelle Haffner designed a take-and-make valentine craft kit that was one of our most popular outreach activities since the pandemic began. Library staff assembled about 200 kits containing die-cut construction paper hearts, colorful ribbons, pipe cleaners, stickers, and buttons. These kits were handed out to families in person and through curbside pickup service, and we asked patrons to return some of their completed valentines so that we could donate them to a Valentine's Day event for local senior citizens.

We shared a post on social media from KEPR Action News about our Valentine's Day take-and-make kit. A reporter had interviewed Michelle for the article, which is available at the following link.

<https://keprtv.com/news/local/richland-librarian-collects-valentines-to-give-to-local-senior-citizens>

We saw an extremely enthusiastic response from the community. Although we had originally planned to hand out fewer than 100 kits, we ended up creating and handing out more than twice that many. Supplies were donated by the Friends of the Richland Library.

Patrons returned 800 creative, colorful valentines that were then donated to brighten the day of area seniors. Michelle dropped off the valentines with our community partners, who then distributed them to local seniors through the Richland Seniors Valentine's Day Drive-Through Event (held Saturday, February 13) and to individual nursing home residents.

After the event, we received the following email from a patron.

"Thank you for encouraging creativity and community service. We missed the drop off date, but we want you to know that each of our cards will go into a bag tomorrow at Soul Soup for dinners for our homeless community in East Kennewick! Thank you for being such a valuable resource to our community!"



FAMILY ACTIVITIES (CONTINUED)

Winter Reading Challenge

In February, we began handing out prizes and swag bags to patrons who had participated in our online Winter Reading Challenge from January 1 through 31. They logged their reading hours and participated in activities through the Beanstack app, which was generously purchased by the Friends of the Richland Library. We also posted on social media to remind them that they could still log their January reading after the challenge had ended.

Prizes and swag bag items for this challenge were donated by our wonderful sponsors, STCU and Powell Real Estate Group. Everyone who completed at least five hours of reading qualified to receive a bag.

Mars Rover Landing

On February 18, we posted a [link](#) on social media to NASA's live video stream so that patrons could watch the Perseverance Rover land on Mars.

As a related activity, we also shared a [link](#) to NASA's "Mars 2020 Perseverance Photo Booth." Patrons could create fun meme photos of themselves on Mars or at Mission Control. We created and posted one featuring several library staff members.

Winter Bird Bingo

In mid February, we posted to let patrons know about the Great Backyard Bird Count coming up the following weekend. We included a printable "Winter Bird Bingo" sheet that patrons could print to take birdwatching, and we invited them to see if they could spot any of the featured birds in the Tri-Cities. We included a link to a website with information about the bird count, as well as a link to the local chapter of the Audubon Society.



FAMILY ACTIVITIES (CONTINUED)

Mardi Gras Take-and-Make Kits

To celebrate Mardi Gras, we handed out themed take-and-make kits. Each kit contained a colorful mask, some feathers, stick-on decorations, and strings of beads. Patrons could create their own masks using the items in the kits. Each kit also contained a simple, child-friendly recipe for a Mardi Gras King Cake they could make at home.

TEEN ACTIVITIES

Young Adult Book Recommendations

In early February, we posted an interactive graphic featuring this year's ALA young adult (YA) award winners for teens. The award-winning books included *The Rise and Fall of Charles Lindbergh* by Candace Fleming, *This Light Between Us* by Andrew Fukuda, *Dancing at the Pity Party* by Tyler Feder, *This Is My Brain In Love* by I. W. Gregorio, *If These Wings Could Fly* by Kyrie McCauley, *Legendborn* by Tracy Deonn, and *Everything Sad is Untrue* by Daniel Nayeri.

<https://view.genial.ly/6012f05453cdfb726f8a391f/interactive-image-2021-ala-ya-award-winners>

Later in the month, we posted an interactive graphic to recommend eight YA novels that Michelle had selected to explore the 2021 Black History Month theme of “The Black Family: Representation, Identity, and Diversity.”



SOCIAL MEDIA OUTREACH

Providing Information

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

In early February, we posted to let everyone know that the Gingerbread Library Sleepover was over. Patrons could come to the library to collect their decorated gingerbread “cookies.” We also posted to let patrons know that Hoopla “Bonus Borrows” were back, and that hundreds of digital books and movies were available to be checked out without counting against monthly borrowing limits.

On February 3, we posted to let patrons know that the library building would be reopening the following day, and to let them know what the new operating hours would be.

In mid February, we posted to remind people that they can check out e-books and audiobooks through the Libby/Overdrive app. We included a [link](#) so that they could easily view and access RPL content on Overdrive.

Highlighting Community Events

We also continued to highlight community activities and events on social media.

The Friends of the Richland Library held book sales during the month. On February 8, we posted to let patrons know about the Friends’ “Sweetheart Special” book sale coming up. They could purchase an entire bag of books for just \$5.

In mid February, we posted to let patrons know about online [fitness classes](#) currently being offered by Richland Parks and Recreation.

We posted several times during the month to let patrons know about winter storms that had been predicted for the Tri-Cities. We also posted to remind patrons that the library would be closed for President’s Day on Monday, February 15.



SOCIAL MEDIA OUTREACH (CONTINUED)

Recommending Books and Other Materials

During the month of February, we continued to reach out to patrons on social media to suggest books, e-books, audiobooks, magazines, and videos that they might like.

On February 2, we posted a fun meme and a link to some Hoopla Digital audiobooks, e-books, and movies about Groundhog Day.

February is Black History Month. To celebrate Black history and the impacts of Black culture in America, we shared a link to a collection of e-books, audiobooks, and movies on Hoopla.

We also posted a “Like? Then Try” [video](#) featuring several books recommended for patrons who enjoyed *The Black Swan of Paris* by Karen Robards. Patrons can easily watch these videos to learn about new books they might enjoy reading.

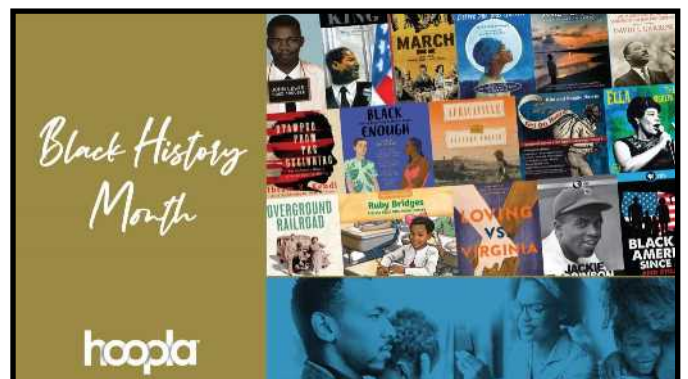
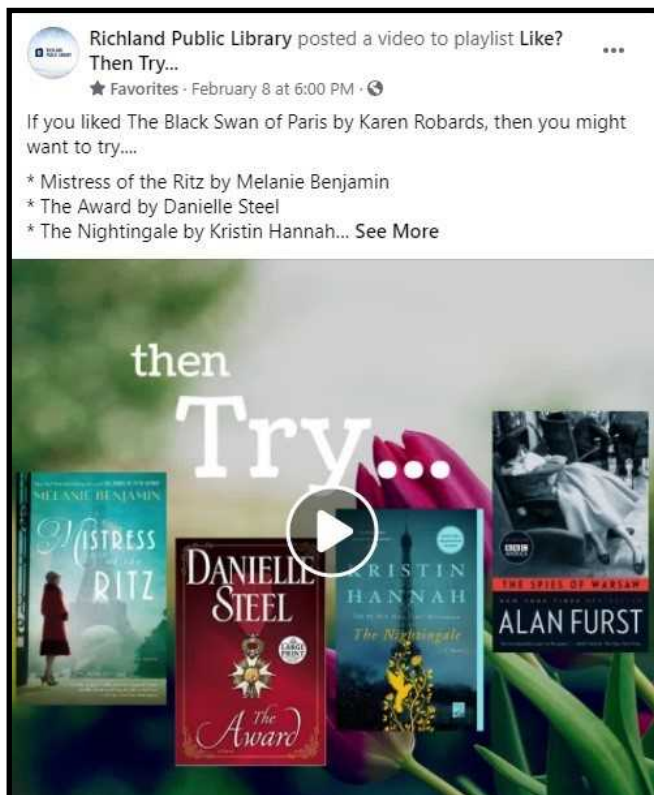
In honor of Judy Blume's 83rd birthday on February 12, we posted an interactive [graphic](#) featuring several of her adult novels for readers who grew up enjoying her children's books.

On February 14, we posted to wish all of our patrons a Happy Valentine's Day, and to remind them that many romantic movies, e-books, and music are available to check out through Hoopla. We shared a link to a special Valentine's Day collection.

During the month, we also posted to highlight several offerings from The Great Courses on Kanopy, including “Make Stress Work for You” and “Writing Great Fiction: Storytelling Tips and Techniques.”

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

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



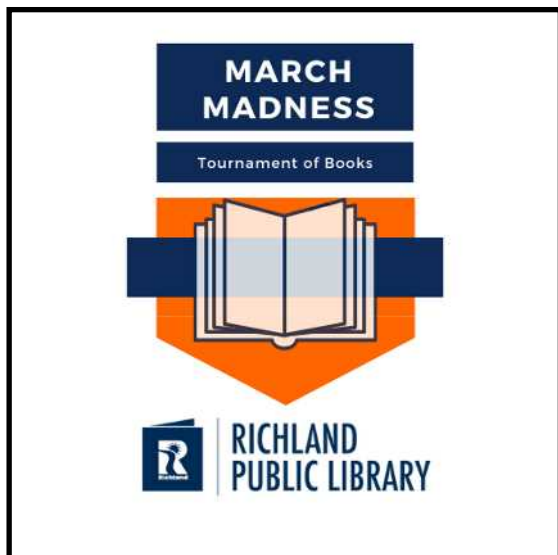
NEW FOR MARCH

March Madness!

During the last week of February, we invited patrons to submit their favorite children's, young adult, and adult books for our March Madness Tournament of Books. Similar to the March Madness basketball competition with 64 teams competing to become the national champion, we created a list of 64 top contenders from the books recommended by patrons and staff. Patrons can now vote for their favorites in head-to-head competitions, and books with the most votes will continue in the tournament. We will also have a prize raffle.

Richland Public Library staff got together with Parks and Recreation staff to film a video that will be used to publicize this event in the community. The video can be viewed at the following link.

<https://www.facebook.com/RPLibrary/videos/3058827387684449/>

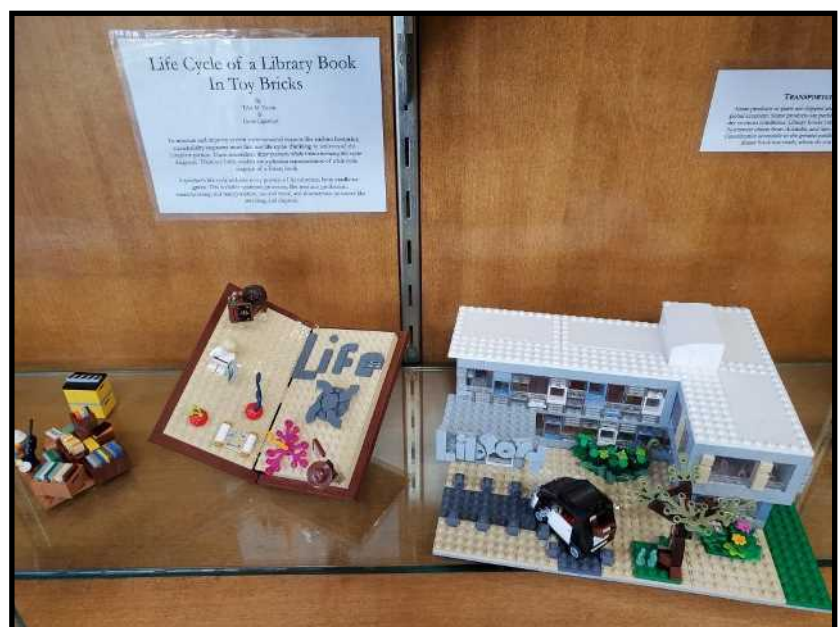


NEW FOR MARCH

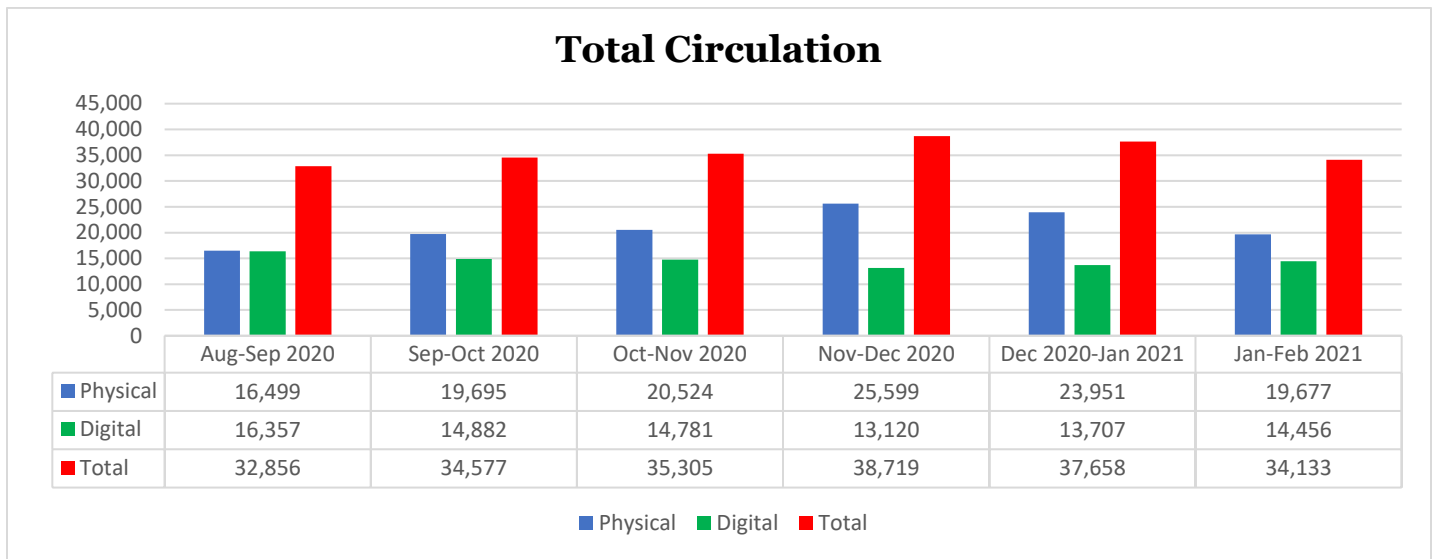
Lobby Display for National Engineers' Week

National Engineers' Week was in February, and Adult Services Librarian Gavin Lightfoot worked with local engineer Tyler Harris to create a colorful and educational STEM display for the library's lobby. They used Lego bricks to build extremely detailed models that represent the cradle-to-grave life cycle of a library book. The models in the display show the different stages of a book's life cycle, including the use of utilities (such as electricity from wind turbines); ideation; production; use and maintenance; transportation and storage; use and maintenance; and reuse, recycling, and disposal.

Patrons can view the display during the library's open hours.



CIRCULATION



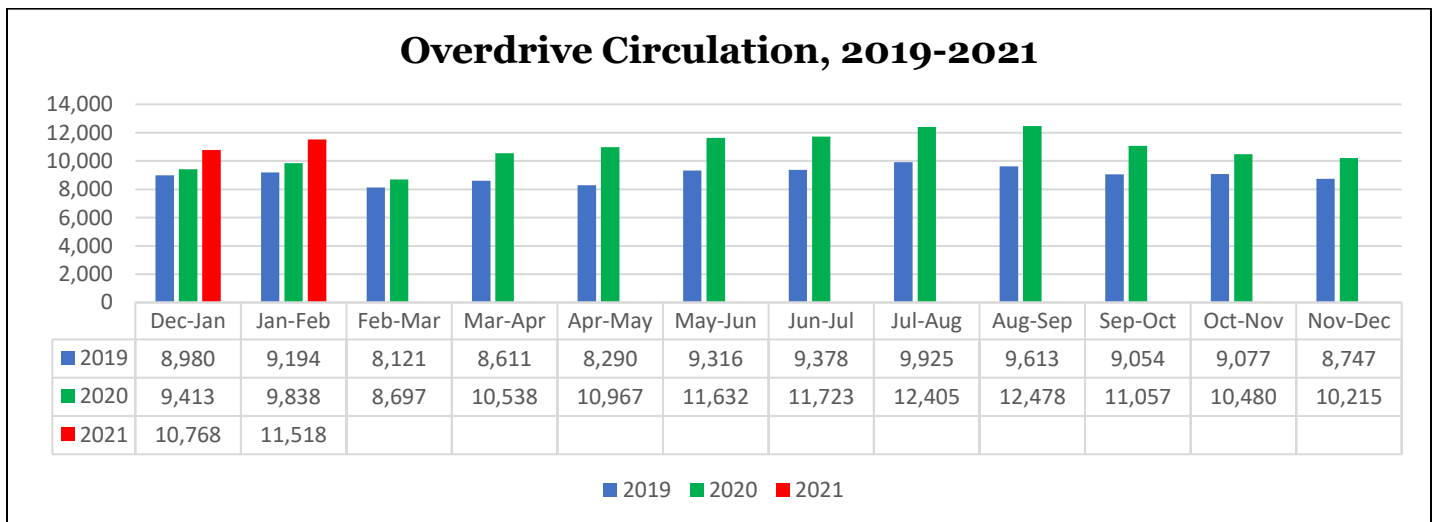
From January 16 through February 15, our total circulation was 34,133 items, of which 19,677 were physical items and 14,456 were digital items obtained through Overdrive, Hoopla, Kanopy, Mango, and RBDigital. Kanopy plays and Mango total sessions are counted in this number.

Although there was a slight drop in total circulation this month, perhaps due to winter weather or the two holiday closures, we saw a 5.5% increase in digital circulation compared to the 13,707 digital items that had been checked out during the previous month. Patrons are enthusiastically using our digital resources.

The top five categories of physical items circulated during the past month are Children's Chapter Book Fiction, Adult Nonfiction, Children's Nonfiction, Children's StoryBooks, and Adult Movies. We filled 3,175 and 2,858 holds for books, DVDs, and other physical items in January and February, respectively, for a total of 6,033 holds.

DIGITAL SERVICES

Overdrive



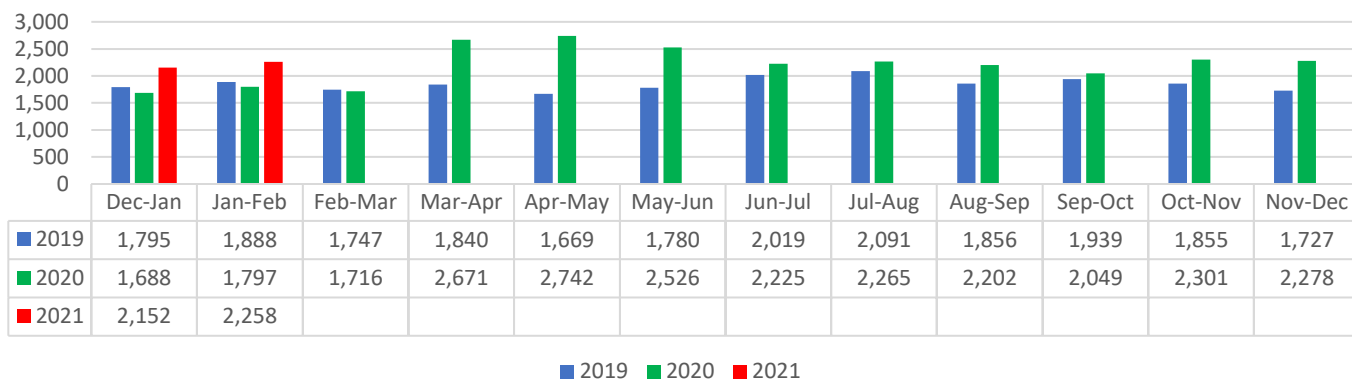
Overdrive is continuing to enjoy an increase in usage. From January 16 through February 15, our patrons checked out 11,518 items using Overdrive, including 7,044 e-books, 4,080 audiobooks, and 394 e-magazines. This represents an increase of 17% over the same period in 2020, as well as an increase of 25% over the same period in 2019. There were 9,838 and 9,194 checkouts in 2020 and 2019, respectively.

We expect that Overdrive will continue to see an increase in usage, as they have now incorporated RBDigital into their platform. This means that magazine readers will now be using Overdrive as well.

DIGITAL SERVICES (CONTINUED)

Hoopla

Hoopla Circulation, 2019-2021

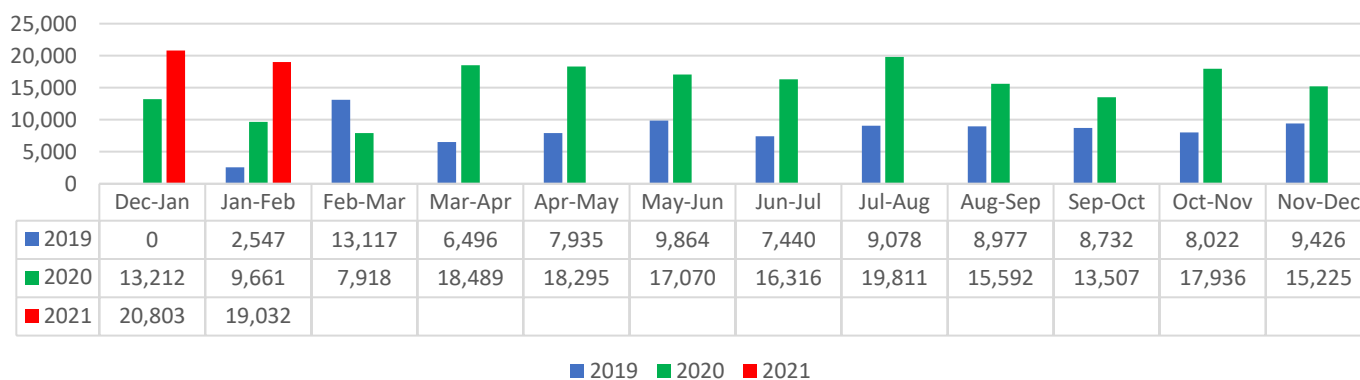


Hoopla is continuing to enjoy high usage by our patrons. A total of 2,258 items were checked out through Hoopla from January 16 through February 15. That included 1,042 audiobooks, 727 e-books and comics, 445 movies and TV shows, and 44 music items. We saw a 14% increase in the use of audiobooks compared to the 914 audiobooks checked out during the previous month. The total number of items circulated this month shows an increase of 26% over the 1,797 items checked out during the same period in 2020 and an increase of nearly 20% over the 1,888 items checked out in 2019.

Streaming of items is becoming much more common among people of all ages. It is easier than downloading, as patrons can simply select the titles they want and enjoy them, rather than waiting in queues for items to become available. With more companies now charging for streaming services, a service like Hoopla that is free for library cardholders should continue to see high usage of its services.

Kanopy

Kanopy Minutes Played, 2019-2021

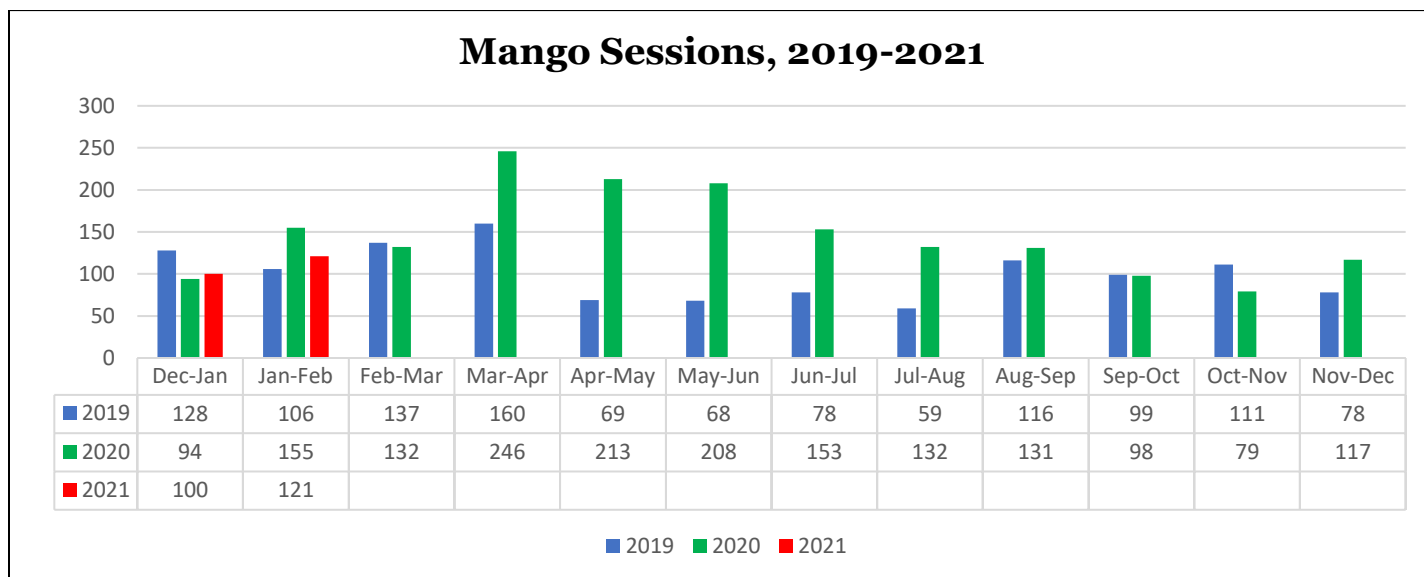


Kanopy is another service that is being enjoyed by our patrons at an increasing rate. From January 16 through February 15, patrons played 559 videos on Kanopy for 19,032 total minutes of viewing time. This represents a 97% increase over the 9,661 minutes viewed during the same period in 2020, and an incredible increase of 647% over the 2,547 minutes viewed during the same period in 2019.

Richland Public Library cardholders from the United States, Mexico, Netherlands, and Vietnam viewed titles on Kanopy this month. While cardholders from the Philippines and Canada also searched through the Kanopy offerings, they did not make any selections during this time. Usage by device was distributed between televisions (35%), mobile devices (29%), desktop computers (25%), and tablets (6%), with the remaining videos viewed by other means (5%). The top 5 suppliers were “The Great Courses,” “PBS,” “Kino Lorber,” “Samuel Goldwyn Films,” and “Magnolia Films.”

DIGITAL SERVICES (CONTINUED)

Mango

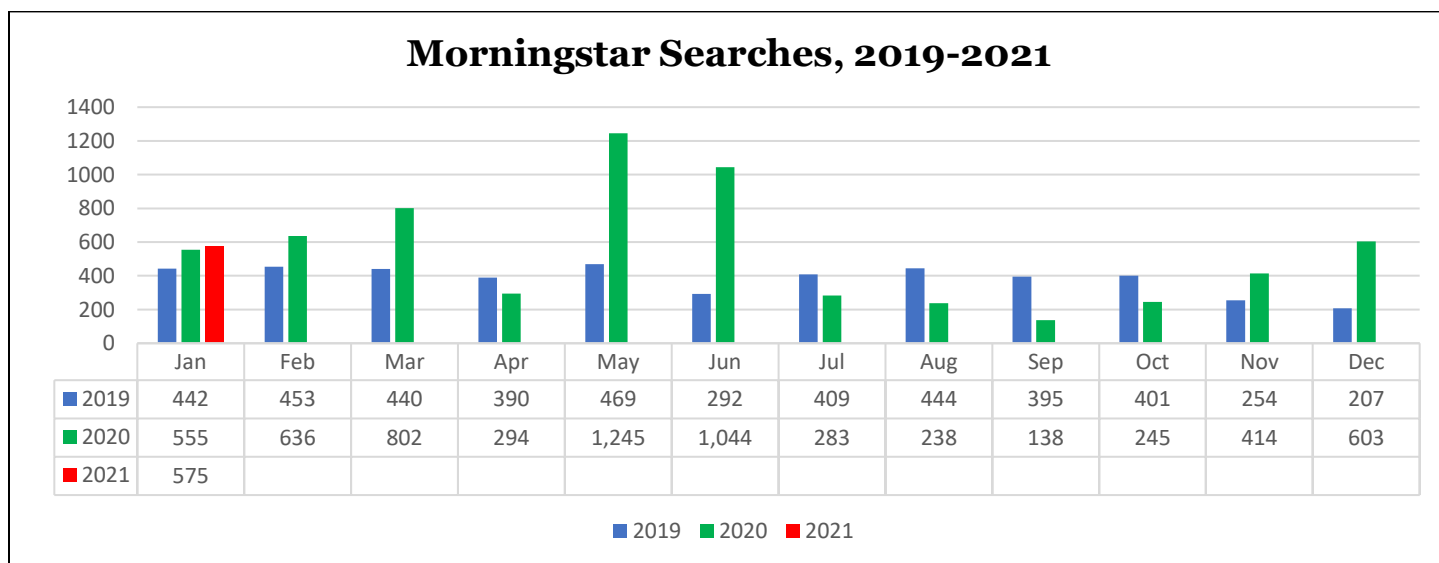


Mango continues to be popular with our patrons as well. From January 16 through February 15, our patrons had a total of 121 Mango sessions with 148 course uses. Patrons logged 1447 minutes of total learning time with an average session length of 12 minutes.

While the 121 sessions represent a 22% decrease compared to the 155 sessions viewed during the same period in 2020, they represent a 14% increase over the 106 sessions viewed in 2019. They also represent an increase of 21% over the previous month's 100 sessions viewed between December 16 and January 15.

The top five languages our patrons studied this month are French, Chinese (Mandarin), Portuguese (Brazil), Spanish (Latin American), and German. These languages are consistently among the top 10 that Richland Public Library patrons use Mango to learn.

Morningstar



Morningstar continues to be used by our patrons on an increasing basis. Patrons conducted 575 searches in Morningstar during January 2021. This represents an increase of almost 4% over the 555 searches during the same period in 2020, and a much larger 30% increase over the 442 searches in 2019. With stimulus money from the federal government being sent out recently and the possibility that more stimulus money will be issued, people may be looking at ways to further fund their retirements and recover from any losses that they incurred during previous downturns in the markets.

OTHER STATISTICS

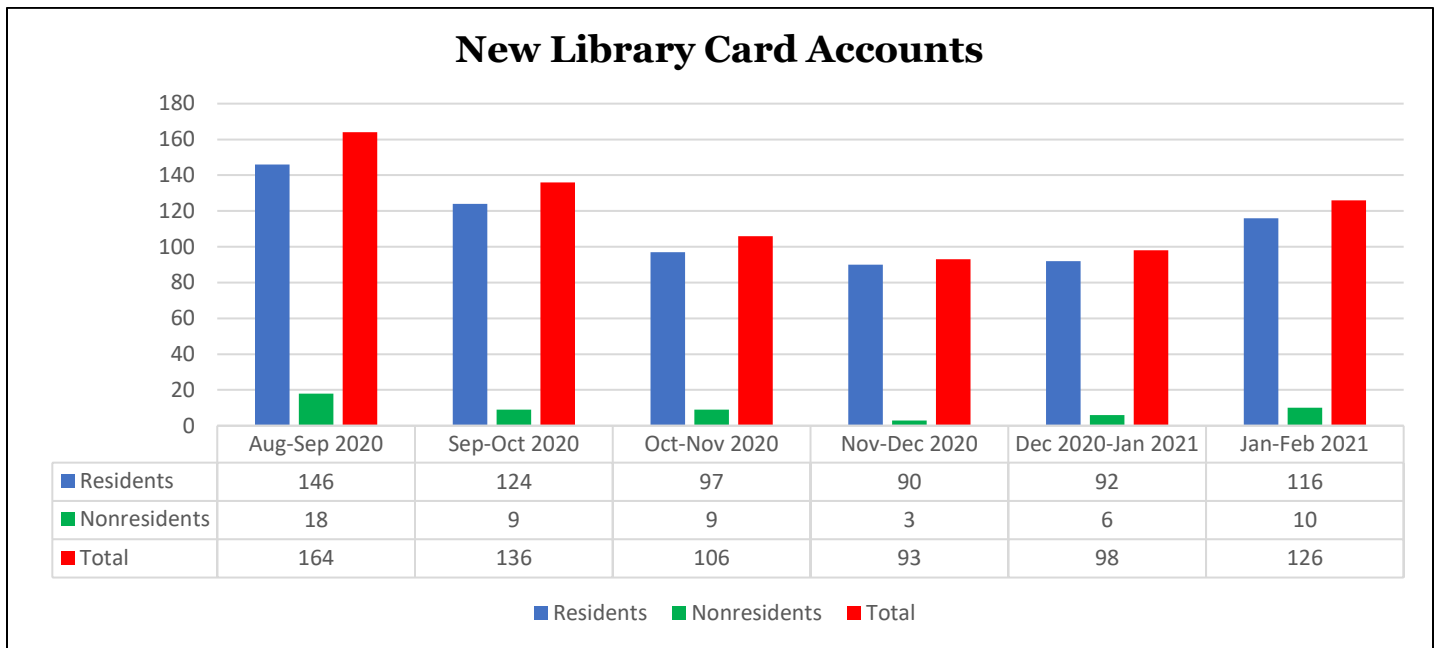
Interlibrary Loan Requests

From February 1 through 28, we received a total of 83 interlibrary loan requests from other libraries. Of those, 82 were for books and 1 was for a periodical. We sent 37 items to other libraries during the month in response to interlibrary loan requests.

We also sent 7 interlibrary loan requests to other libraries in February. Of those, 6 were for books and 1 was for a periodical. We had 6 requests filled by other libraries.

Requests are sometimes filled in a different month than the one in which they were placed.

New Library Card Accounts



From January 16 through February 15, we had 116 Richland residents and 10 nonresidents sign up for new library card accounts.

Be my Valentine?

We'd like you to help us do something nice for the Senior Citizens in our community!

Each craft kit contains enough craft supplies to make several cards. Please make a few cards that we can give to local seniors.

Return your completed cards inside the craft envelope to the library no later than **Monday, February 8th!** Thanks!



The shamrock graphic icons in this report were made by Freepik and are available from www.flaticon.com.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/9/2021

Agenda Category: Approval of Bills

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

Approval of Bills for February 1, 2021 through February 28, 2021

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the February 1, 2021 through February 28, 2021 claims for payment.

Summary:

This item is a review and approval of the February 1, 2021 through February 28, 2021 claims for payment. Board certification is required although the lack of certification/approval will not impede the payment of library bills.

Attachments:

1. February 2021 Claims for Payment
2. February 2021 Payroll
3. February 2021 Voucher Listing



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

MARCH 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 \$ \$131,265.52 this 9th day of March, 2021.

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

Voucher Listings	Amount
February 01, 2021 thru February 28, 2021	\$49,925.51
Transfer Advice (Salaries)	
Salaries for the weeks of: February 04, 2021 thru February 18, 2021	\$81,340.01
MONTHLY EXPENSES	\$131,265.52

Comments: City of Richland Library Expenditure February 2021
City of Richland Library Voucher listing February 2021

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME	SIGNATURE
1.	1.
2.	2.
3.	3.

CITY OF RICHLAND

LIBRARY EXPENDITURE

February 2021

Month/Year

PAY PERIODS From January 18, 2021 through February 14, 2021

GROSS SALARIES \$ 81,340.01

		Gross Wages	Total
WEEK OF:	<u>02/04/21</u>	<u>40,477.38</u>	<u>40,477.38</u>
WEEK OF:	<u>02/18/21</u>	<u>40,862.63</u>	<u>40,862.63</u>
WEEK OF:	<u> </u>	<u> </u>	<u>-</u>
	TOTAL	<u>81,340.01</u>	<u>81,340.01</u>

Library Voucher Listing

Begin Date: 2/1/2021

End Date: 2/28/2021

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	MIDWEST TAPE		99967148	2/3/2021	287191	JANUARY 2021 HOOPLA	\$4,004.98
	K8188700/3583	ENVISIONWARE INC		INV-US-51380	2/5/2021	287268	ECS-STAFF915-Y ANNUAL SUBSCRIPTION	\$977.40
	K8188700/3583	EBSCO		1000145314-1	2/24/2021	287822	EBSCO DATABASES 1/1- 12/31/2021	\$12,403.00
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$17,385.38
INFORMATION TECHNOLOGY TOTAL:								\$17,385.38
	K8721000/4201	FRONTIER		02/21 2061882614	2/10/2021	287345	TELEPHONE CHARGES 1/19/21-2/18/21	\$141.60
	K8721000/4201	VERIZON WIRELESS		9871593209	2/17/2021	287648	NASPO JANUARY WIRELESS	\$47.09
	K8721000/4201	FRONTIER		2/21 5099433152	2/19/2021	287705	TELEPHONE CHARGE 2/4/21-3/3/21	\$399.59
TELEPHONE & COMM SVCS TOTAL:								\$588.28
	K8721000/4202	PITNEY BOWES PURCHAS		09/2020_Postage	2/10/2021	287358	Pitney Bowes Postage September 2020	\$19.31
	K8721000/4202	PITNEY BOWES PURCHAS		10/2020_Postage	2/10/2021	287358	October 2020 Postage	\$139.53
	K8721000/4202	PITNEY BOWES PURCHAS		11/2020_Postage(1)	2/10/2021	287358	11/2020 Postage Part 1	\$31.12
	K8721000/4202	PITNEY BOWES PURCHAS		11/2020_Postage(2)	2/10/2021	287358	November 2020 Postage Part 2	\$60.62
	K8721000/4202	PITNEY BOWES PURCHAS		12/2020_Postage	2/10/2021	287358	December 2020 Postage	\$124.79
	K8721000/4202	PITNEY BOWES PURCHAS		01/2021_Postage	2/12/2021	287539	January 2021 Postage	\$211.88
POSTAGE TOTAL:								\$587.25

Library Voucher Listing

Begin Date: 2/1/2021

End Date: 2/28/2021

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4207	BANK OF AMERICA		013121	2/2/2021	8458	Library Merchant Service Fees	\$5.00
MERCHANT SVC FEES TOTAL:								\$5.00
	K8721000/4504	XEROX CORP		012571660	2/19/2021	287761	7HB-469027 FEBRUARY BASE CHARGE	\$10.86
	K8721000/4504	XEROX CORP		012571670	2/19/2021	287761	3UA-295134 JANURARY BASE CHARGE	\$90.38
	K8721000/4504	XEROX CORP		012571672	2/19/2021	287761	3UA-296344 JANUARY BASE CHARGE	\$302.82
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$404.06
LIBRARY ADMINISTRATION TOTAL:								\$1,584.59
	K8722100/3401	SECRETARY OF STATE		00011627	2/17/2021	287635	2021 WDLC OVERDRIVE JAN 2021-DEC 2021	\$30,743.32
	K8722100/3401	WT COX SUBSCRIPTIONS		3089480	2/24/2021	287888	NADA OFFICIAL OLDER USED CAR GUIDE PRINT	\$129.23
LIBRARY RESOURCES TOTAL:								\$30,872.55
	K8722100/4505	XEROX CORP		012445529	2/19/2021	287761	3UA-295258 11/25/20 - 13/30/20 METER USUAGE	\$0.79
	K8722100/4505	XEROX CORP		012571671	2/19/2021	287761	3UA-295258 JAURARY BASE CHARGE	\$82.20
RENTALS-OTHER TOTAL:								\$82.99
LIBRARY PUBLIC SERVICE TOTAL:								\$30,955.54
LIBRARY NON-FACILITIES TOTAL:								\$49,925.51

Library Voucher Listing

Begin Date: 2/1/2021

End Date: 2/28/2021

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		01/2021 JAN	2/19/2021	287685	CITY UTILITY BILLS/JAN 2021	\$12,279.58
UTILITIES TOTAL:								\$12,279.58
LIBRARY FACILITIES TOTAL:								\$12,279.58



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/9/2021

Agenda Category: Unfinished Business

Prepared By: Leslie Campbell Hime, Library Manager

Subject:
Annual Report to City Council

Department:
Parks & Public Facilities

Recommended Motion:
The Board will provide feedback on items that will make the PowerPoint clear and effective.

Summary:
As required by the Revised Code of Washington the Board will present an overview of library services, programs, and statistics for 2020 in PowerPoint format.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/9/2021

Agenda Category: New Business

Prepared By: Joe Schiessl, Parks & Public Facilities Director

Subject:
Roles and Responsibility of Library Board

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
City Attorney Kintzley will present a memorandum on the subject of Library Board of Trustee roles and responsibilities in Washington first-class charter cities. This will provide a basis for staff, Board, and City Council discussion.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/9/2021

Agenda Category: New Business

Prepared By: Leslie Campbell Hime, Library Manager

Subject:

Fines

Department:

Parks & Public Facilities

Recommended Motion:

Discussion. Option to amend previous motion or provide direction to staff for additional information.

Summary:

At the February 8 meeting, the Board voted to recommend the elimination of late fines for materials owned by the library. However, the question of whether or not the library could eliminate current or "legacy" fines already on patron accounts remains unclear, and the Revised Code of Washington (RCW) did not offer clear guidance.

The State Auditor's office provided a document (attached) that addresses the process through which the Yakima Valley Library District eliminated fines without gifting public funds. This document is under review by the City's Finance Director and City Attorney.

The Board also asked about the amount of existing fines that are outstanding. The total amount of overdue fines is \$85,257.25 and these are from 20% (10,529) of total Richland Public Library (RPL) cardholders (57,358). Of that 20%, nearly 65% (6,819) of cardholders have late fines of \$4.99 or less while 11% have fines exceeding \$20.

Attachments:

1. Washington State Auditor's Opinion Re. Extinguishing Patron Debt



External Request # 88149

[Previous Page](#) / [User's Menu](#) / [Print Request](#)

Question	If we stop charging patron late fees can we waive all outstanding fees?
Background	You may already know there is a big push nationally by the American Library Association to eliminate late fees for patrons. We are evaluating this change for our district. We want to know if we move forward with this change, would there be any issue for us to waive all outstanding late fees we currently have in our ILS (Integrated Library System)? This would also include fees that have gone to collection. The Library operates on a cash basis accounting method as directed by the Washington State Auditor's Office, therefore outstanding customer account balances are not reflected on the District's balance sheet. The potential revenue associated with customer accounts with outstanding fees is largely theoretical, as a majority of accounts with past-due balances become inactive, and the fees are never collected. Also this change and the waiving of the existing fees would be approved via board resolution. I have spoken to a few libraries in the state that have adopted this change and are waiving their existing fees, but I don't feel comfortable doing this without seeking your guidance. We have consulted with our attorney and he didn't see a problem, but also advised us to check with the Auditor's Office. Please let me know if you have any questions.
Category	Statutory Authority
Entity	Yakima County Rural Library District (1648) - 05 ~ Library District (05)
Response	Thank you for speaking with me and providing additional information. Because the fees are not from an outside agency or required by State law, the City could change their policy (or resolution) to stop charging fees. You provided us with your attorneys written response regarding late fees, which stated the district addresses the concern (over gifting of public funds) and recommended documenting receipts versus the costs if the trustees adopt the resolution and to also inquire with SAO. The district does not see waiving outstanding fines or late fees as a gift of public funds as they may or may not even collect outstanding late fees. Note: Julie forwarded this question/response to answer the question about write off of late fees. the State Auditor's Office uses the following framework when determining whether transactions represent a gift of public funds. Using this framework, if the entity can demonstrate that the activity carries out a fundamental purpose of the entity, then it may be allowable. The entity should perform its own analysis using the following framework and maintain documentation of the analysis to support its conclusion. The entity should also consider consultation with legal counsel as to allowability. I am only putting the first steps in because I believe the answer to step #3 is yes. the forgiveness of library fines constitute a fundamental purpose of the government (1) Does the transaction involve the transfer of money or property to a private individual, association, company or corporation? If yes, then continue. (2) Is the expenditure for one of the recognized exceptions below? If no, then continue. (a) Intergovernmental transfer (b) Necessary support for poor or infirm – to clarify, is the district only providing free

- mammograms to the poor and infirmed or anyone from the public? I assume the latter?
- (c) Promotional hosting (for ports and agricultural commodity commissions)
 - (d) Residential energy conservation
 - (e) Nonrecourse revenue bonds
 - (f) Investment of pension/ industrial insurance trust funds

(3) Are the funds being expended to carry out a fundamental purpose of the government?

RCW 27.12010 "Library" means a free public library supported in whole or in part with money derived from taxation.

The State policy is to promote public libraries as part of the provision of public education

RCW 27.12.020 Policy of state.

It is hereby declared to be the policy of the state, as a part of its provision for public education, to promote the establishment and development of public library service throughout its various subdivisions.

Public library have been given a broad grant of power

RCW 27.12.060 Rural library districts

General powers.
A rural county library district shall be a public corporation with such powers as are necessary to carry out its functions and for taxation purposes shall have the power vested in municipal corporations for such purposes.

RCW 27.12.210 Library trustees

Organization
Bylaws
Powers and duties.
The trustees, immediately after their appointment or election, shall meet and organize by the election of such officers as they deem necessary. They shall:

- (1) Adopt such bylaws, rules, and regulations for their own guidance and for the government of the library as they deem expedient;
- (2) Have the supervision, care, and custody of all property of the library, including the rooms or buildings constructed, leased, or set apart therefor;
- (10) Do all other acts necessary for the orderly and efficient management and control of the library.

RCW 27.12.270 Rules and regulations

Free use of libraries.
Every library established or maintained under *this act shall be free for the use of the inhabitants of the governmental unit in which it is located, subject to such reasonable rules and regulations as the trustees find necessary to assure the greatest benefit to the greatest number, except that the trustees may charge a reasonable fee for the use of certain duplicate copies of popular books. The phrase bolded in this section was used in an AG opinion regarding the ability of libraries to charge late fines. AGO 2005, No. 5

The downside of library late fees is that many people stop utilizing the library when they have outstanding fines. As the attorney for the library district pointed out, the fines remain outstanding and are almost uncollectable. People just stop using the library. The forgiving of late fines by the library can be seen as performing an act necessary for the orderly efficient management and control of the library.

I would expect the library to have passed a resolution by the board of trustees approving the fine forgiveness and stating the reasons for doing so; including how loan forgiveness accomplishes the purposes of the rural library district

Changes

Status CLOSED ~ **Closed** 1/27/2020 ~ **Technician** ROSEA



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/9/2021

Agenda Category: New Business

Prepared By: Joe Schiessl, Parks & Public Facilities Director

Subject:
Written Complaint Response

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
On February 5, 2021 the Library Board received a written complaint. The allegations in the complaint have been investigated and a summary will be provided to the Board.

Attachments:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/9/2021

Agenda Category: New Business

Prepared By: Joe Schiessl, Parks & Public Facilities Director

Subject:
Library Manager Recruitment

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Staff will discuss the status of Library Manager recruitment.

Attachments: