City of Richland Resolution No. 100-20 temporarily designates virtual locations for all municipal meetings. This meeting will be held remotely via Zoom. Members of the public may attend this meeting by selecting the Zoom link or by calling the phone numbers provided.

Agenda
Library Board Meeting
Tuesday, May 11, 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

Staff Liaison: Interim Library Manager Barnaby

Regular Meeting - 5:30 p.m. via Zoom

Call to Order/Attendance:

Introduction of Guests:

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

Draft of April 13, 2021 Library Board Meeting Minutes

Report of the Library Manager:

1. May 2021 Library Manager's Report
   - Theresa Barnaby , Interim Library Manager
2. May 2021 Library Statistics
   - Theresa Barnaby , Interim 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 April 1, 2021 through April 30, 2021
   - Theresa Barnaby , Interim Library Manager

Unfinished Business:

New Business:

1. Interdepartmental Collaborations
   - Theresa Barnaby , Interim Library Manager

Agenda Items for Upcoming Board Meeting:

1. RPL Policy Change: Check Out Limits and Damage to Library Property
   - Theresa Barnaby , Interim Library Manager

Adjournment

The next Library Board Meeting is Tuesday, June 8, 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 meeting by calling the City Clerk's Office at 942-7389.

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/11/2021

Agenda Category: Approval of Minutes

Prepared By:

Subject:
Draft of April 13, 2021 Library Board Meeting Minutes

Department:
Parks & Public Facilities

Recommended Motion:
Move to approve the 04-13-21 meeting minutes.

Summary:
The draft of 04-13-21 Library Board Meeting Minutes are included for consideration.

Attachments:
1. 2021.04.13 Library Board Meeting Minutes

DRAFT

MINUTES

Richland Public Library Board
Public Telephone Access: (206)337-9723 or (253)215-8782
Meeting ID No. 974 2873 2704
April 13, 2021, 5:30 – 6:30 PM

CALL TO ORDER:
CHAIR MAIER CALLED THE MEETING TO ORDER AT APPROXIMATELY 5:33 P.M.

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

BOARD MEMBER LIGHTNER JOINED THE MEETING AT 5:53 P.M.

APPROVAL OF AGENDA:
BOARD MEMBER BUXTON MOVED AND BOARD MEMBER LUNSTAD 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 9, 2021 AND MARCH 31, 2021 MEETINGS. BOARD MEMBER LUNSTAD MOVED AND BOARD MEMBER BUXTON SECONDED THE MOTION TO APPROVE THE MINUTES OF MARCH 9, 2021 AND MARCH 31, 2021 AS IS. THE MOTION CARRIED 4-0.

REPORT OF THE LIBRARY MANAGER:
The library is now open Monday through Thursday 10:00 a.m. to 6:00 p.m. and Friday 10:00 a.m. to 5:00 p.m. Curbside hours are Monday through Thursday 12:00 p.m. to 6:00 p.m. and Friday 12:00 p.m. to 5:00 p.m.

PUBLIC COMMENTS:
There were no members of the public present.

APPROVAL OF BILLS:
VICE-CHAIR BOOTH MOVED AND BOARD MEMBER BUXTON SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR APRIL 2021 IN THE AMOUNT OF $97,432.58. THE MOTION CARRIED 4- 0.

UNFINISHED BUSINESS:
There were not any items under Unfinished Business.

NEW BUSINESS:

1. Michelle Haffner, Teen Services Librarian, shared with the Board her role at RPL, programming, take and make kits, Beanstack, and plans she has for teens.
2. Department Director Schiessl reviewed the draft of the Library Strategic Plan Request for Qualifications.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

1. Inter-departmental Collaborations
2. RPL Policy Change: Check Out Limits and Damage to Library Property

ADJOURNMENT:

Chair Maier adjourned the meeting at 6:30 p.m.

Prepared and submitted by Kylie Barada, Administrative Assistant

Minutes Approved by: _____
Kurt Maier, Library Board

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/11/2021 Agenda Category: Report of the Library Manager

Prepared By: Theresa Barnaby , Interim Library Manager

Subject:
May 2021 Library Manager's Report

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
The Library Manager's May report is included for discussion.

Attachments:
1. 2021.05.11 Library Manager's Report

Manager's Report

Friends of the Library
The Friends are planning to hold their fall sale at the end of October. They will probably add one or two days to spread people out a bit more.

Leon Erickson (communications) is working with his CBC students to research getting the Friends their own domain to have a website and individual email addresses for board members. They are looking at adding additional payment tiers rather than just individual and family. They would like to be able to take payments on a website as well.

The bookstore has been doing a steady business and taking in quite a few donations. The storage shed is full, so the Friends will utilize one of the conference rooms to store items until the sale or until the library is able to offer meeting rooms again, whichever comes first. They are talking about finding a volunteer or two who would be willing to research some of the books to see if they can sell for more money. Steve Slate recently visited the Sedona Public Library where their Friends group has an entire house near the library with books for sale. They have volunteers who research book prices on Amazon and other booksellers, and then price their items at 50% of what they are selling for online.

Irina Nersesyan has left as the co-manager of the bookstore. She and her family have moved to Texas. Sue Spencer will continue to act as the bookstore manager. Jasmine Clifton has joined the Friends board as a member.

Foundation
No updates.

Statistics/Library Activities
We are slowly adding back limited services to the library. After several on-the-fly adjustments the week we started computer use, we've come to a process that is working well for us. Luckily, staff is very adaptable, and had no problem making the needed changes.

Story times have started up again in the Fingernail at Howard Amon. Kelly decided to go with a very soft opening for the first program, and we had about 15 children and 10 adults. The next week with minimal advertising there were about 50 kids and 30 adults. Masks and social distancing required.

Library staff continues to partner with RCC staff in programming. Library staff were present at both the Build-A-Thon on April 6 and at the Star Wars Day event on May 1.

Physical circulation continues to slowly inch up as more people feel comfortable coming back to the library. We've also noticed our curb-side appointments slowing down as more people come into the library.

Digital stats are still holding on. We're lower than we were last year, but last year at this time everything had closed, and our digital use began to climb. Mango is also down

from the last two years, but again that can be attributed to a society that is beginning to open again, and perhaps a fatigue in COVID self-improvement.

Summer Reading planning is in full force, and we are planning to offer a hybrid this year of on-line and outdoor programming.

Thank you,
Theresa

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/11/2021 Agenda Category: Report of the Library Manager

Prepared By: Theresa Barnaby , Interim Library Manager

Subject:
May 2021 Library Statistics

Department:
Parks & Public Facilities

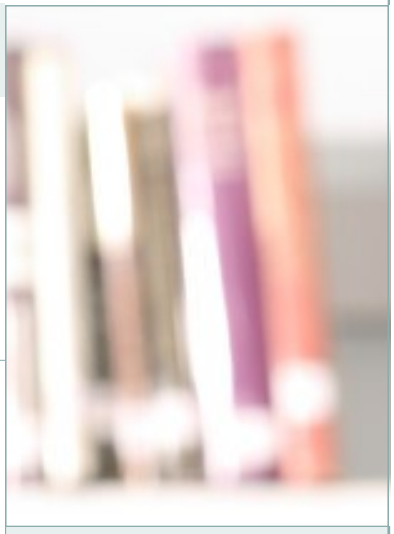
Recommended Motion:
Discussion only.

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

Attachments:
1. 2021.05.11 Library Statistics

RICHLAND PUBLIC LIBRARY

April 2021 Statistics Report for the May 11 Board Meeting



SUMMARY

The Richland Public Library continued to provide both in-person services and curbside pickup appointments in April. Since Monday, April 12, the library has been open to the public from 10 a.m. to 6 p.m. on Mondays through Thursdays, and from 10 a.m. to 5 p.m. on Fridays. Curbside appointments are available from 12 to 6 p.m. on Mondays through Thursdays, and from 12 to 5 p.m. on Fridays.

On Monday, April 19, the library began offering limited computer access for patrons. Six computers are available, and no reservation is required. A patron may have 30 minutes of computer use per day. They can start their session at any point and the computer will automatically log them off after the time limit is reached. Guest passes may be requested at the front desk and can only be used once. Library staff thoroughly clean the computers and desks in between sessions.

We are holding weekly in-person story times for children and families from 10 to 10:45 a.m. on Thursdays at the Fingernail in Howard Amon Park. Children's Services Librarian Kelly Reed reads books, tells kamishibai stories, and leads rhymes. Families are encouraged to bring blankets or chairs, and we have hula hoops for kids who want to sit in the front. These masked, socially distanced story times have been popular. Kelly continues to record video story times that are posted on Facebook, too.

We are encouraging patrons to get excited about our upcoming Summer Reading Program, and we are publicizing it in April and May with library displays and a design-a-bookmark contest.

MARCH 16 THROUGH APRIL 15

- Total Circulation: 45,126 items
- Physical Items Checked Out: 30,452
- Physical Items Renewed: 15,533
- Digital Items Checked Out: 14,584
- Hoopla Circulation: 2,275 items
- Kanopy Circulation: 20,429 minutes
- Overdrive Circulation: 11,751 items
- Mango: 70 sessions
- New Library Cards: 84

CHILDREN'S ACTIVITIES

Story Time at Howard Amon Park

Springtime weather has arrived, and Children's Services Librarian Kelly Reed has begun to hold in-person story times from 10 to 10:45 a.m. on Thursdays at the Fingernail Stage in Howard Amon Park. She reads books, tells kamishibai stories, and leads kids through fun rhyming activities. Kamishibai is a cross between story reading and storytelling, with large, illustrated cards that are perfect for outdoor story times. Families are encouraged to bring blankets or chairs, and we also have hula hoops for kids who want to sit in the front.

These masked, socially distanced story times have been popular. Parks and Recreation Coordinator Lisa Adams and Library Assistant Alyssa Uretsky-Pratt help to put on these events.

Story Time Videos on Facebook

Kelly has also continued to record *Story Time with Miss Kelly* videos that are posted to Facebook. By the end of April, we had 88 videos to view on Facebook at the following link.

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

Kelly read several different picture books for her story time videos this month, including *Blue Goose* by Nancy Tafuri, *Some Bugs* by Angela DiTerlizzi, *Twig* by Aura Parker, *My Spring Robin* by Anne Rockwell, *Ducks on the Road* by Anita Lobel, *Mouse's First Spring* by Lauren Thompson, and *Peep and Egg: I'm Not Hatching* by Laura Gehl. Her story time videos also featured visits from therapy dogs Hazel, Goldie, Rita, and Jake.

In one of her videos, Kelly read *When Pencil Met Eraser* by Karen Kilpatrick. She then showed kids how to use a pencil and eraser to create a special drawing. Kids can darken a sheet of paper using pencil lead, and they can then use the eraser to draw creative designs.

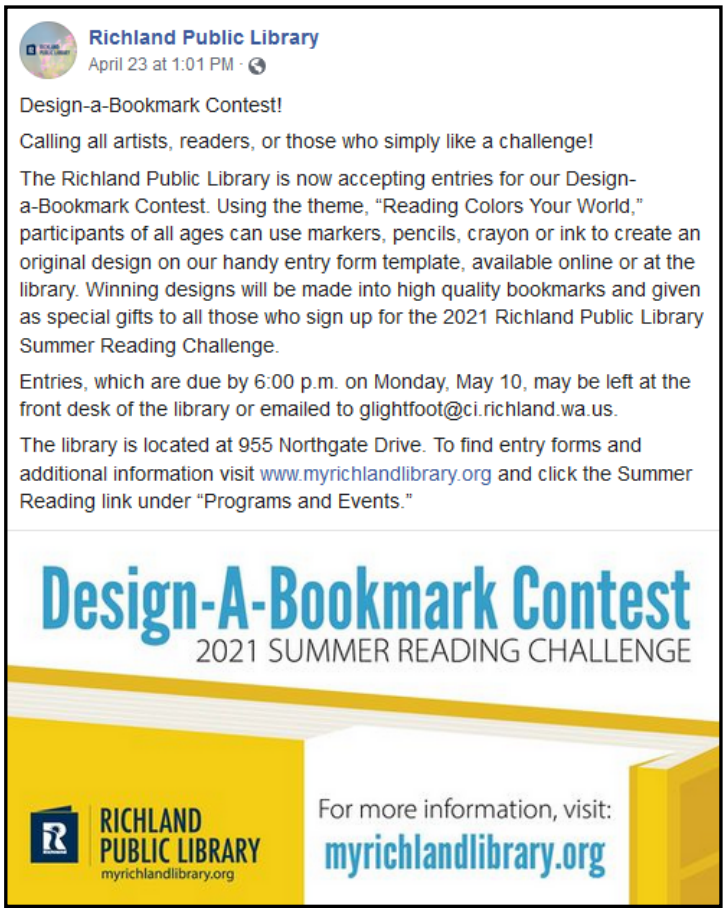
FAMILY ACTIVITIES

Design-a-Bookmark Contest

To get patrons of all ages excited about our upcoming Summer Reading Program, Adult Services Librarian Gavin Lightfoot launched a Design-a-Bookmark Contest in mid April. Patrons are invited to draw, color, and submit designs that they would like to see printed on bookmarks. They can pick up entry forms in the library or through curbside service, and they can also print them from the library website.

Winners will have their designs printed on bookmarks that will be handed out at the library during the Summer Reading Program.

We have been promoting the contest through social media and on the library's website. All entries are due by 6 p.m. on Monday, May 10. They may be left at the front desk of the library or emailed to Gavin at glightfoot@ci.richland.wa.us.



Patrons can find more information and a printable entry form at the following link.

https://myrichlandlibrary.org/programs-and-events/summer-reading-program

FAMILY ACTIVITIES (CONTINUED)

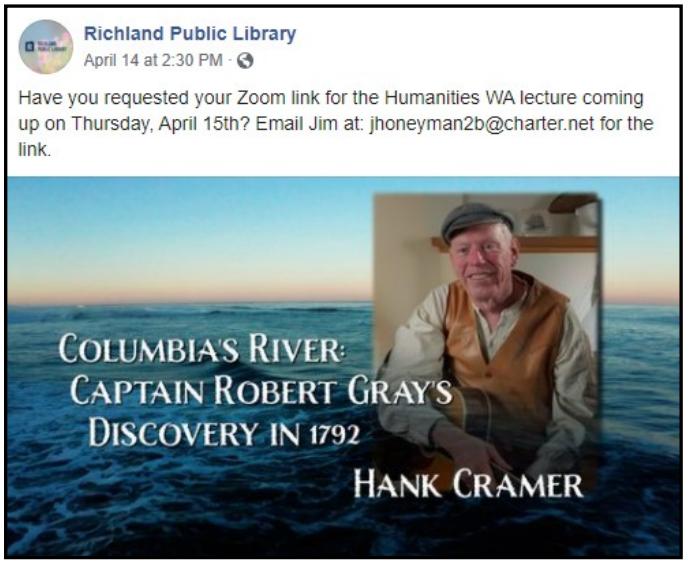
Build-a-Thon

Richland Parks and Recreation held a Build-A-Thon from Tuesday, April 6, through Thursday, April 8, in Howard Amon Park. STEAMspace Coordinator Johanna Talbott showed kids how to build structures with the library's Make Do cardboard construction kits, and other Parks and Recreation staff helped them build with Imagination Playground Big Blue Foam Blocks. On Wednesday and Thursday, individuals and teams could compete to build imaginative foam block creations.

Community Lecture Series

On April 15, the Three Rivers Folklife Society and the Community Lecture Series hosted "Columbia's River: Captain Robert Gray's Discovery in 1792," a virtual presentation by Hank Cramer. Hank is a traveling folk singer and historian who has presented many Humanities Washington programs at the library over the years. In this presentation, he told the story of American sea captain Robert Gray, who sailed into the great river of the Northwest in May 1792 and named it for his ship, "Columbia."

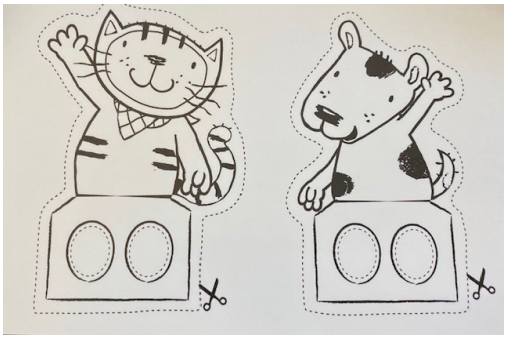
Patrons were invited to email the Three Rivers Folklife Society for a Zoom link, but they could also watch the presentation on Facebook Live without preregistering. This extremely popular presentation had 211 attendees, with 41 watching on Zoom and 170 watching on Facebook Live. Many others watched the recorded presentation later on Facebook.



FAMILY ACTIVITIES (CONTINUED)

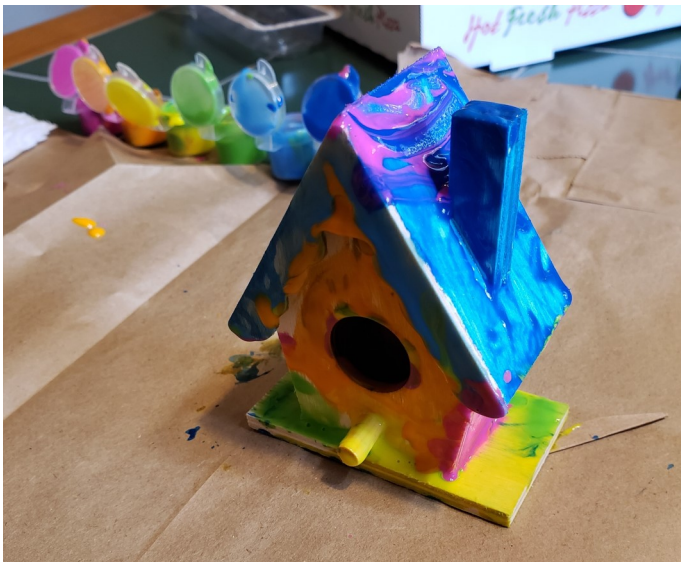
Soccer Take-and-Make Kits

In mid April, we handed out 100 take-and-make kits that Parks and Recreation Coordinator Lisa Adams and Johanna put together containing craft supplies and instructions for making soccer fields out of pizza boxes. Each kit contained a pizza box, green construction paper, a tiny soccer ball, a ruler, a glue stick, chalk, dog and cat finger puppets, and a soccer -themed coloring page. Lisa added a sticker to the front of each box to let patrons know about our upcoming Summer Reading Program. The kits were handed out to families in person and through our curbside pickup service.



Mother's Day Take-and-Make Kits

In late April, we began handing out Mother's Day craft kits that Lisa and Johanna put together. Each take-and-make kit contains either a birdhouse on a stick (to put in a plant) or a birdhouse with a string (to hang) that needs assembly. There are six different types of kits, so families with more than one child can choose different kits. Each kit also contains paint for the birdhouse; card stock, stick-on decorations, and an envelope to make a Mother's Day card; and a couple of bookmarks to decorate.

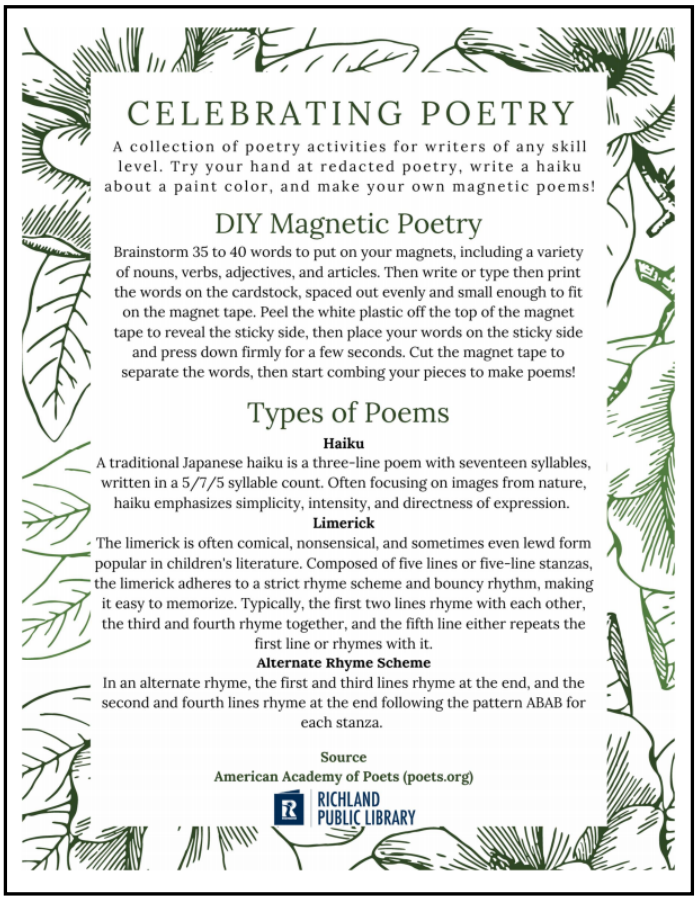


TEEN ACTIVITIES

Poetry Take-and-Make Kits

To celebrate National Poetry Month, Teen Services Librarian Michelle Haffner created a poetry-themed take-and-make kit for teens. Each kit provided teens with instructions and supplies for making paint chip poetry, magnet poetry, and redacted poems. We also included a list of recommended YA novels in verse, as well as some information about several different types of poems.

Library Assistant Mary Brown-Elmore worked with Michelle to create a colorful Teen Poet-Tree bulletin board display for the library. Teens are encouraged to create paint chip poems and bring them to the library to be displayed on the Poet-Tree.



TEEN ACTIVITIES (CONTINUED)

Young Adult Book Recommendations

April was National Poetry Month, so Michelle created a list of recommended YA novels in verse. The list was posted on the library's social media accounts, handed out in the library, and included in this month's teen take-and-make kits.

Teen Tuesday Posts

Although the library is now open to the public, Michelle and Johanna continue to reach out to our teen patrons online by sharing information and resources through our social media accounts.

In honor of National Poetry Month, we posted to recommend that our teen patrons check out poems on Teen Ink, a digital magazine written by and for teens. Teens can submit their own work to be included on the website. The digital magazine is available at the following link.

https://www.teenink.com/poetry

In mid April, we shared information from the Washington State Department of Transportation about jobs for recent high school grads. Their High School to Highways program hires young adults age 18 through 22 for full-time trainee positions. We also posted to let teens know that the Academy of Children's Theater will be hiring high school summer interns this year, and we shared a link to a YouTube video with information about the internships and how to apply.

We also shared a "Wednesday Women in Trades" post from the Tri-Tech Skills Center. For this series, they will be posting each week to encourage high school students to explore potential careers in technical fields.

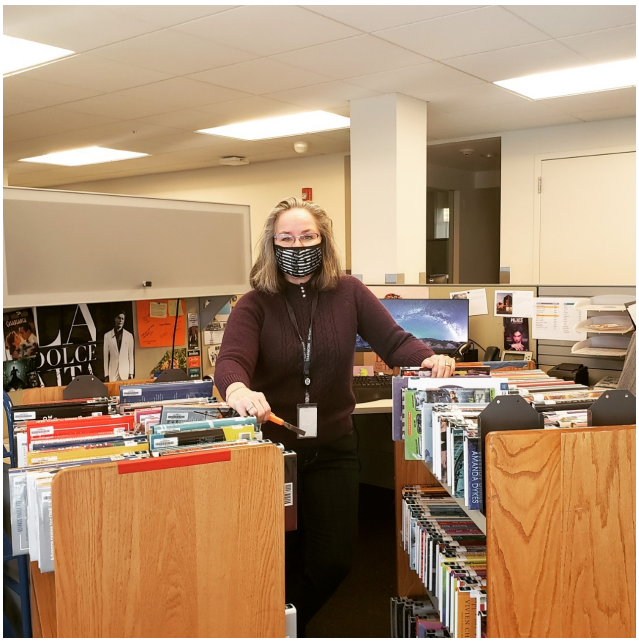
Later in April, we posted about SYNC Audiobooks for Teens, a program that offers free audiobook downloads all summer for ages 13 and up. New titles will be available every week from April 29 through August 4, 2021. SYNC titles are delivered via OverDrive's Sora app. Instructions for registering and downloading titles are available at the following link.

https://www.audiofilemagazine.com/sync-faq

During the last week of April, we posted an interactive graphic featuring nominees for the 2021 Lodestar Award for Best Young Adult Book. Teens can click on links to read more about the books and place them on hold at the library.

NATIONAL LIBRARY WORKER'S DAY

April 6 was National Library Worker's Day, so we shared some behind-the-scenes photos on social media to show many of our amazing staff members who keep the library running smoothly. Here are some of the photos and captions we posted.



"New books are published constantly, and we do our best to make sure that you always see the latest on our New Materials shelves. You may have noticed that the titles available in New Materials change constantly. To make room for all the new incoming books, every month Vionnette [at left] pulls the new releases that are older than 3 months, changes their shelving location, and re-routes them into the general collection. It's a LOT of work!"

"D'ette [at right] is hard at work cataloging new materials. She also runs our Interlibrary Loan (ILL) program. If you've ever needed to borrow research materials or books from another institution, D'ette was the one who was able to get it for you. RPL also lends a significant number of books from our collection to other libraries around the country, so we keep her busy!"

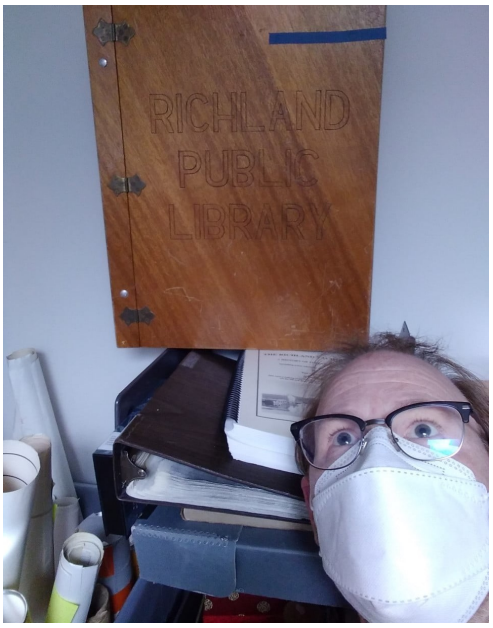
"Mary [at left] is demonstrating some of her excellent book mending skills! If you ever encounter a book with cracked spines or other damage, please let us know when you return the book. You never know, Mary might be able to fix it!"

"Mary stays current on all the latest techniques for mending all our books that have been a little TOO well-loved. From hinge tightening to spinal repairs, she does it all. She's our book doctor!"

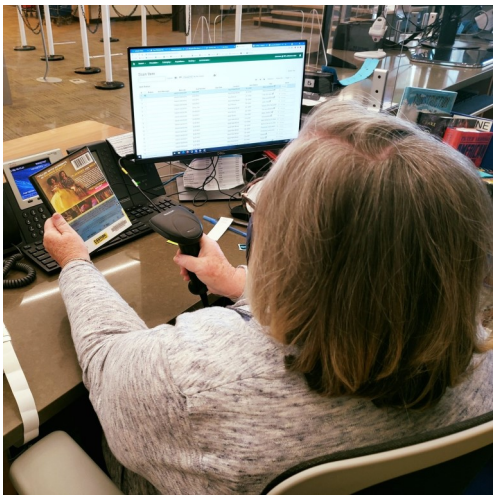
NATIONAL LIBRARY WORKER'S DAY (CONTINUED)

"STEAMspace Coordinator, Johanna, is checking over the Sphero bots [above]. We haven't been able to offer classes in person during Covid, but we are definitely maintaining equipment and making sure it's ready to go once we are able to resume. In the meantime, keep an eye out for Johanna in the Richland parks with our great RCC crew."

"Adult Services Librarian, Gavin, shows you a sneak peek behind our archive doors to behold this ancient scrapbook [below]. It's bound in hinged wooden covers and full of photos from the library's bygone days!"



"Alyssa [at left] is one of our new reference assistants, here to answer your questions, help you research, and help you find materials! She's also working on her MLIS degree with a focus on Archives."



"There are a lot of steps that have to happen before new materials are ready to go out on the shelf and be checked out! In this photo, Anne [at left] is processing the latest DVDs for your viewing pleasure!

"Teen librarian, Michelle, is prepping for National Poetry Month by assembling take-and-make kits for the teens! Michelle [at left] started working at RPL a few weeks before Covid struck. She spearheaded our switch to Beanstack for our Summer Reading Program last year, is the creative mind behind those really great Teen Take-and-Make kits you've been enjoying, and was the driving force behind our extremely popular March Madness Tournament of Books."

SOCIAL MEDIA OUTREACH

Providing Information

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

We posted several times in recognition of National Library Week, which was held from April 4 through 10. The theme this year was "Welcome to Your Library!" Our posts highlighted some of the behind-the-scenes work done by our amazing library staff, different resources we offer at the library, and more. We shared a link to a National Library Worker's Day survey so patrons could nominate their favorite library workers for the "Galaxy of Stars," and we also encouraged them to register for "A National Library Week Conversation" online with Dan Rather.

Part of the library's mission is to provide access to resources for STEM education. On April 10, we posted to share a press release from NASA about the Mars helicopter, Ingenuity, and its attempt at the first powered, controlled flight of an aircraft on another plant. Patrons could click through to follow the helicopter's first successful flight on Mars, which took place on April 19.

In late April, we posted several times to keep patrons updated about a local wildfire and related road closures that might impact them.

Interacting with Patrons

We are continuing to interact with patrons by posting fun memes and questions on social media. One of our most popular posts this month asked patrons to tell us about the absolute worst movie or TV adaptation of a book that they loved. Patrons clicked "like" or "laugh" responses 43 times, and they posted 53 comments discussing books they loved and movies they didn't.

Publicizing Community Activities and Events

We also continued to highlight community activities and events on social media in April, providing information about Hank Cramer's online presentation, the Build-a-Thon at Howard Amon Park, the Richland Parks and Recreation's upcoming Aloha Series Grass Volleyball Tournaments, and more.

In early April, we posted to let patrons know about an online PNNL presentation, "Building Beyond: Lithium Batteries, From Human Intuition to Artificial Intelligence," to be held on Tuesday, April 13. It was hosted by the Richland Public Library as part of PNNL's Community Science and Technology Seminar Series.

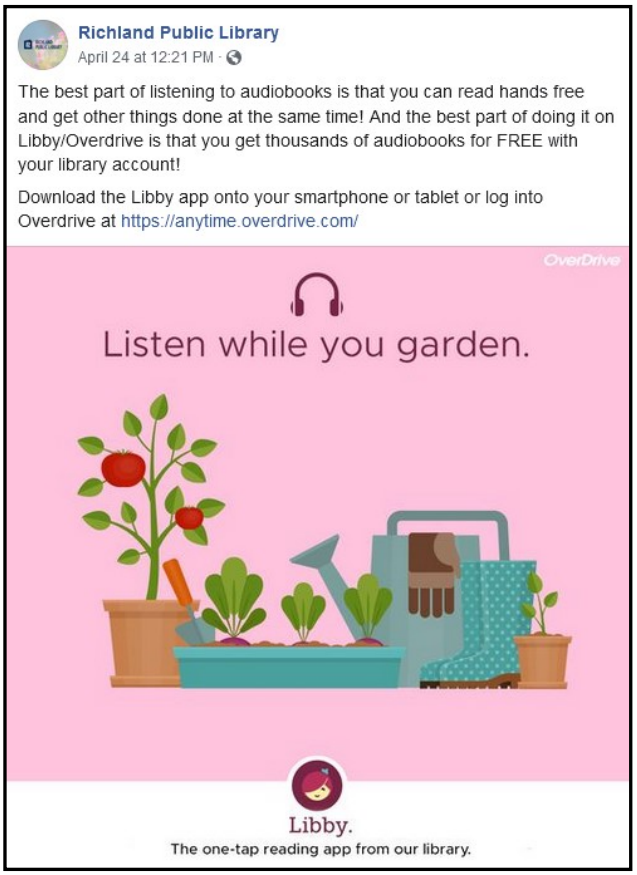
We posted to let patrons know about the Fairchild Cinemas premiere of a local high school student's movie. Connor McFarlane created *Swerv the Movie* with talented actors from Hanford High School. Community interest was so strong that the theater added extra showings.

In mid April, we shared information about an online community meeting for the Manhattan Project National Historical Park Stakeholder Engagement Project. Patrons could click a link to register for the April 20 meeting.

SOCIAL MEDIA OUTREACH (CONTINUED)

Highlighting Library Resources

During April, we posted several times on social media to highlight our many digital offerings, including magazines, ebooks, and audiobooks from Libby/Overdrive; ebooks, audiobooks, music albums, TV shows, movies, and comic books from Hoopla Digital; and streaming movies from Kanopy. We also shared information about other digital resources we offer, including Mango Languages, Consumer Reports, Chilton automotive manuals, and more.



This month, we highlighted three of our Kanopy offerings from The Great Courses. Patrons can take free video courses to learn about "France Through the Ages," "The World's Greatest Geological Wonders: 36 Spectacular Sites," and "How to Read and Understand Shakespeare."

In mid April, we posted to let patrons know about Library Elf, a program provided free for library users courtesy of the Friends of the Library. They can sign up to receive Library Elf notifications about holds, due dates, and overdue items.

We also invited patrons to "Check Out Some Things!" through an interactive graphic about our mobile hotspots, Raspberry Pi kits, Kill-a-Watt electricity usage monitors, Check Out Washington kits, and ukuleles.

We shared information about the Cornell Lab of Ornithology's Birds of the World website. Patrons can click on a link to learn more about nearly 11,000 species of birds, hear audio recordings of bird calls, watch videos, and contribute their own observations about local birds.

Later in April, we posted to let patrons know about Binge Boxes, sets of DVDs that they can check out. Each box contains 4 to 6 movies centered around a specific theme, from "Disney Warrior Princesses" to "Never Travel with Tom Hanks." These fun binge boxes are a great way for families to enjoy several days' worth of movies.

At the end of April, we posted and asked if our patrons were "all booked up" for the weekend. We reminded them that we would be open until 5 p.m. on Friday, and that they could also download audiobooks and ebooks on Libby and Hoopla over the weekend. We also shared a link to our web page with information about the different digital resources we offer.

SOCIAL MEDIA OUTREACH (CONTINUED)

Recommending Books and Other Materials

We continued to reach out to patrons on social media in April to suggest books, e-books, audiobooks, magazines, and videos that they might like.

On April 1, we shared a link to Kirkus Reviews' list of "Best Books" for April. Patrons can visit the following link to check them out.

https://www.kirkusreviews.com/book-lists/16-best-books-read-april/#river-magic

For National Library Week, we posted two interactive graphics on Facebook to encourage kids to check out board books, storybooks, easy readers, and chapter books set in libraries. Selections ranged from simple fiction storybooks like *Homer the Library Cat* by Reeve Lindburgh to nonfiction books like *Planting Stories: The Life of Librarian and Storyteller Pura Belpré* by Anika Denise. We also posted an interactive graphic on April 9 to highlight cozy library murder mysteries for adults. These interactive displays are a great way for patrons to learn about the books in our collection. Patrons can easily click on links to read more about each book, and to place books on hold at the library or check out ebook versions from Hoopla or Libby.

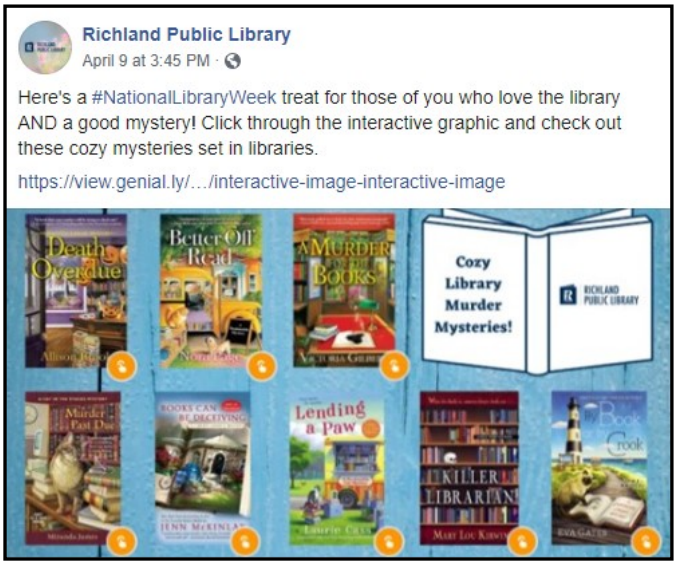
We provide readers' advisory services at the library in person, by email, or over the phone, helping patrons to discover new books and materials to enjoy. Some patrons love to do their own research, though, so we posted to let them know about NoveList, a database that recommends read-alikes for books, series, and authors.

In mid April, we posted an interactive graphic presenting the latest in contemporary romance. We also posted a colorful interactive graphic featuring board book biographies about famous authors, artists, musicians, scientists, and athletes, and another interactive graphic featuring more board book series.

April 19 was National Garlic Day, so we posted a fun interactive graphic to suggest books featuring fictional fanged folk. From children's storybooks to adult mysteries, we have a lot of books about vampires!

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

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



NATIONAL POETRY MONTH DISPLAY

April was National Poetry Month, so Mary created a beautiful poetry-and nature-themed book display for patrons to enjoy. The display featured poems, soothing decorations, nature-themed bookmarks for patrons to color, and a selection of poetry books that patrons could take to check out. Kelly created a "Nature Poetry Using Your Senses" activity that was included as a handout and also posted online.

In recognition of National Poetry Month, the REACH Museum invited community members to write and submit poetry by April 26 for their upcoming "Connections with the Land" Community Exhibit. They will choose submissions to display at the museum and on their social media pages in May. As a community partner, the Richland Public Library provided information about the poetry contest, both at the library and on social media, to encourage library patrons to enter.

CHECK OUT WASHINGTON

Check Out Washington is a collaborative program between the Washington State Library, Washington State Parks, the Washington State Department of Natural Resources, and the Washington Department of Fish and Wildlife. Through this program, patrons can visit participating libraries to check out a limited-edition Discover Pass, which allows free access to millions of acres of state parks and other state public recreation lands.

In April, the Richland Public Library began offering two Check Out Washington kits for patrons. Each kit contains a library Discover Pass and a map of Washington state parks.

These kits are listed in our catalog under "Check Out Washington" and may be checked out for a week at a time. They can be renewed for an additional week at a time if other patrons have not placed holds on them.

For more information about the Check Out Washington program, please visit the following websites.

discoverpass.wa.gov/148/Check-Out-Washington

sos.wa.gov/library/libraries/projects/checkoutwa.aspx

PATRON FEEDBACK

"You are awesome!!!"

"Thank you for all your hard work keeping the library open!"

"Cute story, lovely poem, and hooray for sweet Rita!"

"Yay! We have missed story time!"

"Love this! We have missed seeing Miss Kelly!"

"Story time is back! And it's in the park too! I highly recommend checking this out one of these times! I love Miss Kelly and her story time!"

"This is awesome! Way to think outside of the box! Storytime with Miss Kelly was such a special time for me and my daughter!"

"We love her [Johanna, our STEAMspace Coordinator]!! Fantastic resource."

NEW FOR MAY!

Reading Colors Your World Book Display

The theme for this year's Summer Reading Program is "Reading Colors Your World!" To publicize the theme and encourage patrons to sign up in early June, Mary created a vibrant book display for the library.

Star Wars Day Celebration

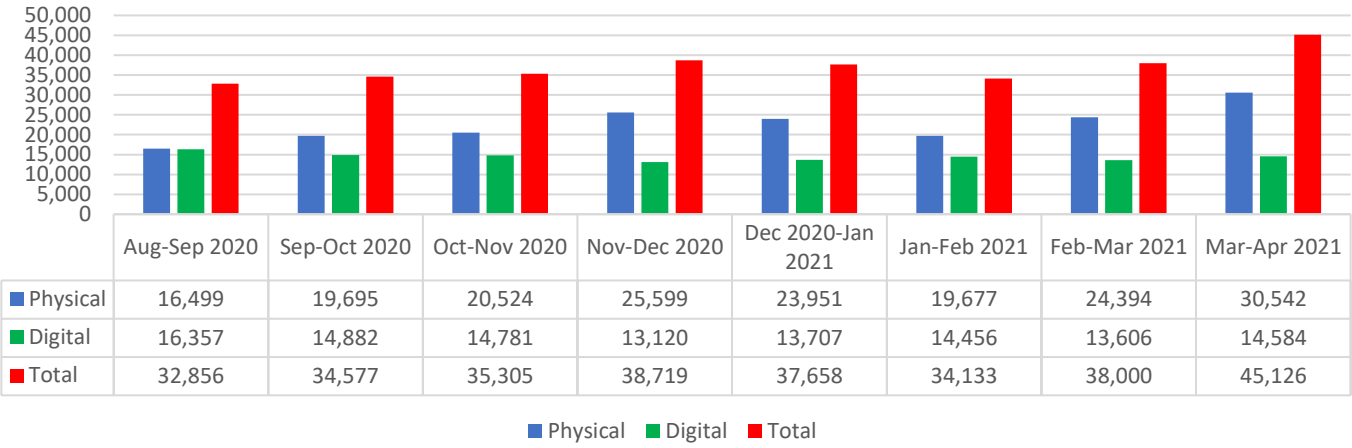
The City of Richland hosted a family-friendly Star Wars Day celebration on May 1 at John Dam Plaza. We posted several times on social media to let people know about the event and encourage them to preregister. One post invited people to "Make Star Wars crafts and do other fun activities with our Library and Parks staff!"

This event included Star Wars themed crafts and other activities from 1 to 6 p.m., and a showing of *Rogue One: A Star Wars Story* at 7:30 p.m. Johanna put together a Grogu and Chewbacca paper bag puppet craft activity. Costumes were encouraged, and face coverings and physical distancing were required. We also recommended that people bring cameras so they could take photos with Darth Vader and stormtroopers.

Women's Health Month Book List

May is Women's Health Month, so we created a list of books that the library has on six different women's health topics: Self Care, Women's Heart Health, Mental Health and Wellness, Life Stages, Fitness, and Diet and Nutrition. Printed copies of the list are now available in the library for patrons to use as a resource.

CIRCULATION



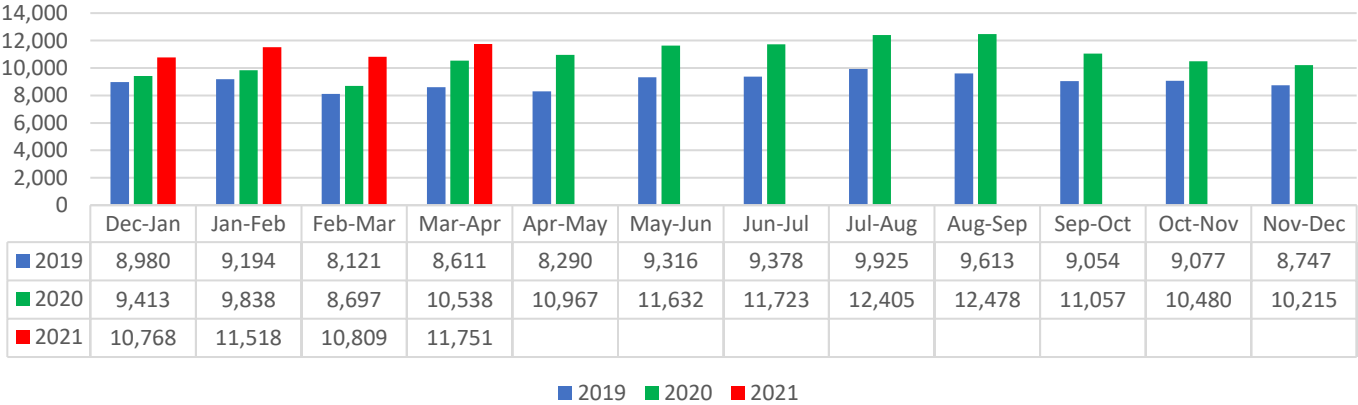
	Aug-Sep 2020	Sep-Oct 2020	Oct-Nov 2020	Nov-Dec 2020	Dec 2020-Jan 2021	Jan-Feb 2021	Feb-Mar 2021	Mar-Apr 2021
Physical	16,499	19,695	20,524	25,599	23,951	19,677	24,394	30,542
Digital	16,357	14,882	14,781	13,120	13,707	14,456	13,606	14,584
Total	32,856	34,577	35,305	38,719	37,658	34,133	38,000	45,126

From March 16 through April 15, 2021, our total circulation was 45,126 items, of which 30,452 were physical items and 14,584 were digital items obtained through Overdrive, Hoopla, Kanopy, and Mango. Kanopy plays and Mango total sessions are counted in this number. We also saw 15,533 renewals of physical items during this time. Our total circulation, not including renewals, increased by 19% compared to the 38,000 items checked out the previous month. Physical and digital circulation both increased.

The top five categories of physical items circulated during the March 16-April 15 period were Children's Chapter Book Fiction (4,121 items), Children's Storybooks (3,119 items), Children's Nonfiction (3,031 items), Adult Nonfiction (2,732 items), and Adult Movies (2,166 items).

DIGITAL SERVICES

Overdrive



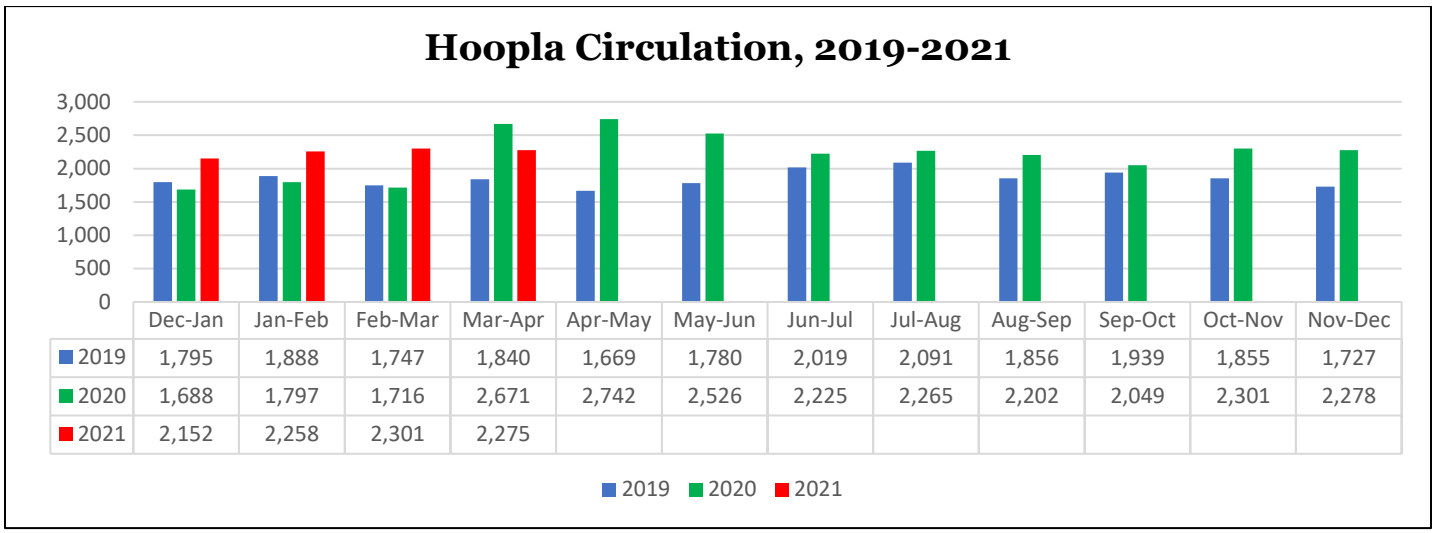
	Dec-Jan	Jan-Feb	Feb-Mar	Mar-Apr	Apr-May	May-Jun	Jun-Jul	Jul-Aug	Aug-Sep	Sep-Oct	Oct-Nov	Nov-Dec
2019	8,980	9,194	8,121	8,611	8,290	9,316	9,378	9,925	9,613	9,054	9,077	8,747
2020	9,413	9,838	8,697	10,538	10,967	11,632	11,723	12,405	12,478	11,057	10,480	10,215
2021	10,768	11,518	10,809	11,751								

The 11,751 checkouts in Overdrive from March 16 through April 15 show a 9% increase over the 10,809 checkouts during the previous month, and a 11.5% increase over the 10,538 checkouts during the same period in 2020. This continues a trend of more checkouts than the previous year, which we can see when comparing monthly stats. Patrons checked out 6,754 ebooks, 4,308 audiobooks, and 689 magazines.

Soon, we will begin comparing stats from when the library closed to the public last March to stats when the library has been open to the public this year, although we do not currently have as many open hours as in previous years. It will be interesting to see how the stats change, and to see if digital usage continues in an upward trend compared to last year or if it levels off and becomes consistent with usage in previous years (for example, 2019, before the Covid-19 pandemic).

DIGITAL SERVICES (CONTINUED)

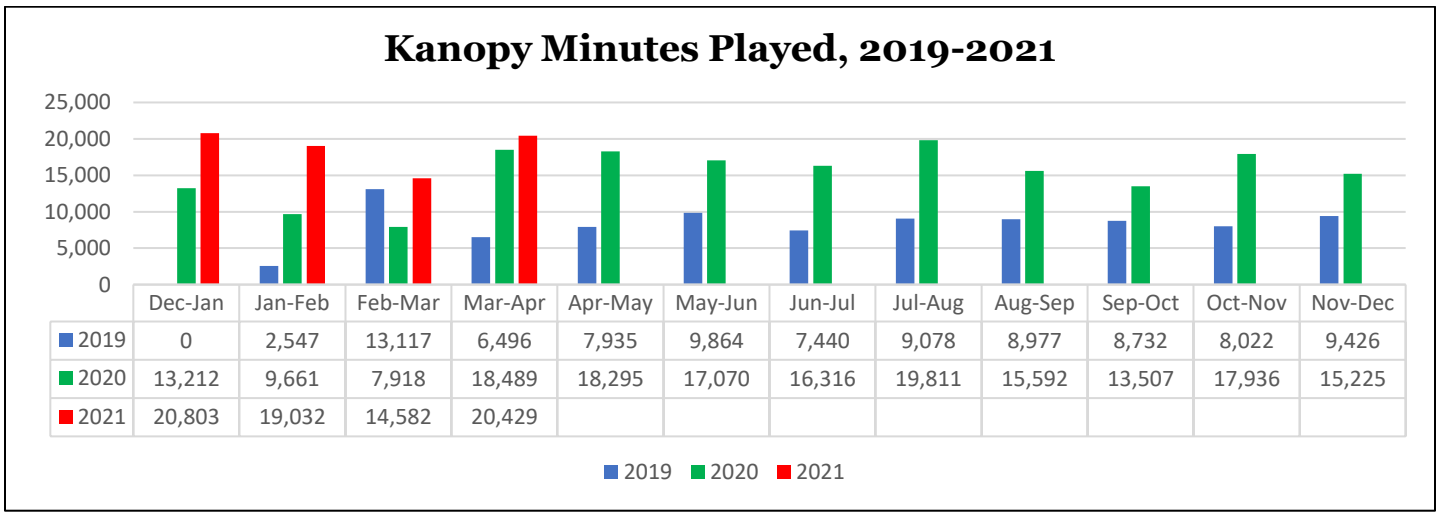
Hoopla



	Dec-Jan	Jan-Feb	Feb-Mar	Mar-Apr	Apr-May	May-Jun	Jun-Jul	Jul-Aug	Aug-Sep	Sep-Oct	Oct-Nov	Nov-Dec
2019	1,795	1,888	1,747	1,840	1,669	1,780	2,019	2,091	1,856	1,939	1,855	1,727
2020	1,688	1,797	1,716	2,671	2,742	2,526	2,225	2,265	2,202	2,049	2,301	2,278
2021	2,152	2,258	2,301	2,275								

Hoopla was one of two databases that was down in usage this month, and it was also down in usage compared to last year. The 2,275 items circulated from March 16 through April 15 represent a 1% decrease compared to February 16-March 15 (when 2,301 items circulated) and a 15% decrease compared to the same period in 2020 (when 2,671 items circulated). Usage is still trending in an upward trajectory for the year, though. The average number of items circulated each month in 2021 has been 2,247, which is a 2% increase over the average number circulated in a month in 2020 (2,205 items) and a 21% increase over the average number circulated in 2019 (1,851 items).

Kanopy



	Dec-Jan	Jan-Feb	Feb-Mar	Mar-Apr	Apr-May	May-Jun	Jun-Jul	Jul-Aug	Aug-Sep	Sep-Oct	Oct-Nov	Nov-Dec
2019	0	2,547	13,117	6,496	7,935	9,864	7,440	9,078	8,977	8,732	8,022	9,426
2020	13,212	9,661	7,918	18,489	18,295	17,070	16,316	19,811	15,592	13,507	17,936	15,225
2021	20,803	19,032	14,582	20,429								

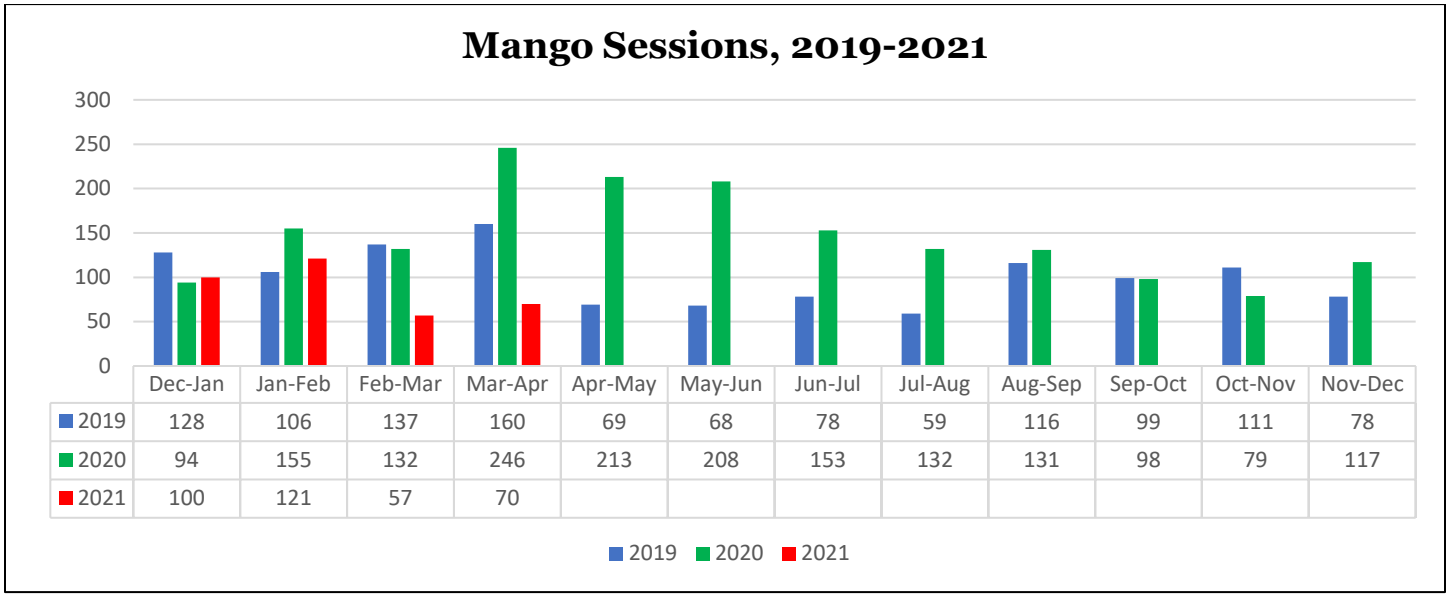
Our patrons viewed a total of 20,429 minutes on Kanopy from March 16 through April 15. This represents a 10% increase when compared to the 18,489 minutes viewed during the same period in 2020, and a 40% increase compared with the 14,582 minutes viewed from February 16-March 15, 2021.

This is the second-highest number of minutes viewed in a month since we began offering Kanopy. The highest number was from December 16, 2020, through January 15, 2021 (20,803 minutes).

RPL cardholders in the United States, Mexico, and Canada viewed titles on Kanopy this month. Usage by device was distributed between tablets (31%), televisions (27%), desktops (19%), and mobile devices (18%), with the remaining videos viewed by other means (5%). The top four suppliers of titles viewed were HISTORY (formerly The History Channel), Paramount Pictures, The Great Courses, and Kino Lorber. Other top suppliers included Weston Woods, Sesame Workshop, and PBS. Kanopy is a great source of both educational and entertainment viewing.

DIGITAL SERVICES (CONTINUED)

Mango

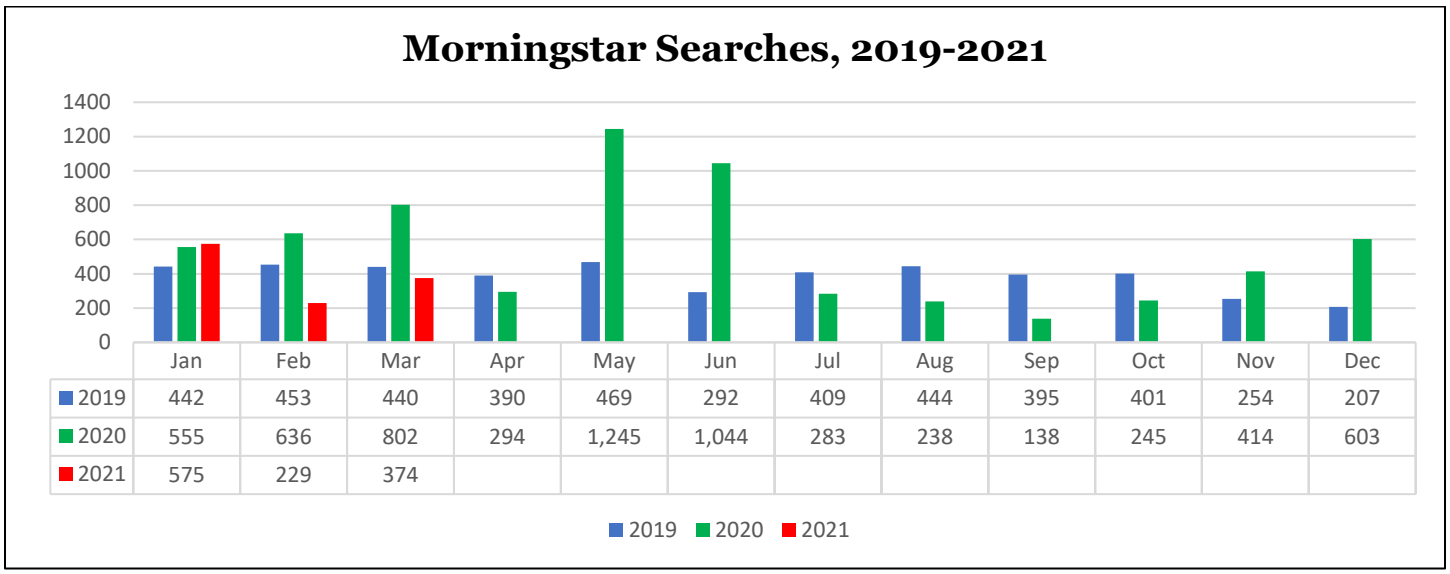


	Dec-Jan	Jan-Feb	Feb-Mar	Mar-Apr	Apr-May	May-Jun	Jun-Jul	Jul-Aug	Aug-Sep	Sep-Oct	Oct-Nov	Nov-Dec
2019	128	106	137	160	69	68	78	59	116	99	111	78
2020	94	155	132	246	213	208	153	132	131	98	79	117
2021	100	121	57	70								

RPL patrons had a total of 70 Mango sessions from March 16 through April 15. This represents a 23% increase compared to the 57 sessions from February 16-March 15, but it also shows a 72% decrease compared to the 246 sessions from March 16-April 15, 2020.

The top ten languages our patrons studied this month were French, Portuguese (Brazil), Spanish (Latin American), Chinese (Mandarin), German, Russian, Tagalog, Hebrew, Pirate, and Romance (French). Those last four languages do not normally make our top ten list. It will be interesting to see if the newcomers stay on the top ten list, or if the list reverts to more traditional choices now that the holidays are over.

Morningstar

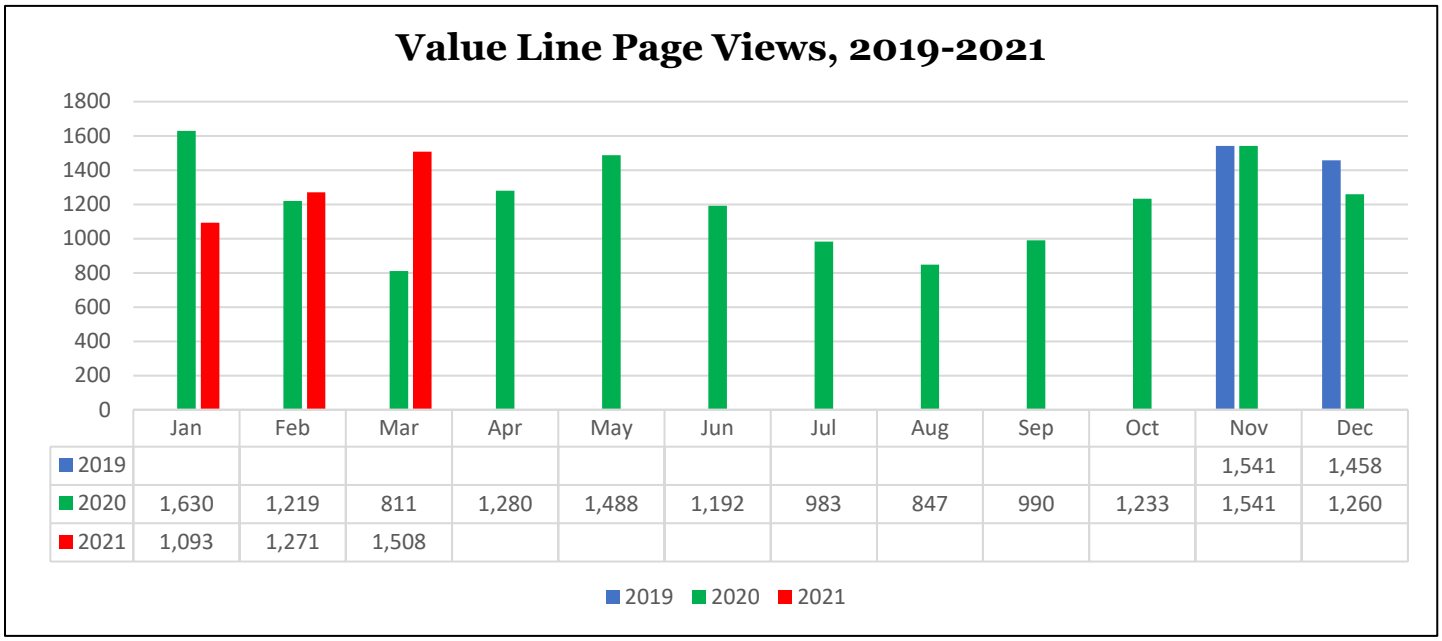


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	442	453	440	390	469	292	409	444	395	401	254	207
2020	555	636	802	294	1,245	1,044	283	238	138	245	414	603
2021	575	229	374									

Patrons used Morningstar for 374 searches in March 2021. This represents an increase of 63% over the 229 searches conducted in February 2021, but also shows a decrease of 53% compared to the 802 searches in March 2020. Morningstar has been doing some work on their platform, which could explain why the numbers decreased so dramatically from 2020. The website was unavailable during the upgrade, and parts of the package that RPL was getting were inadvertently being accessed by patrons when they shouldn't have been. We are working with Morningstar to address this issue.

DIGITAL SERVICES (CONTINUED)

Value Line



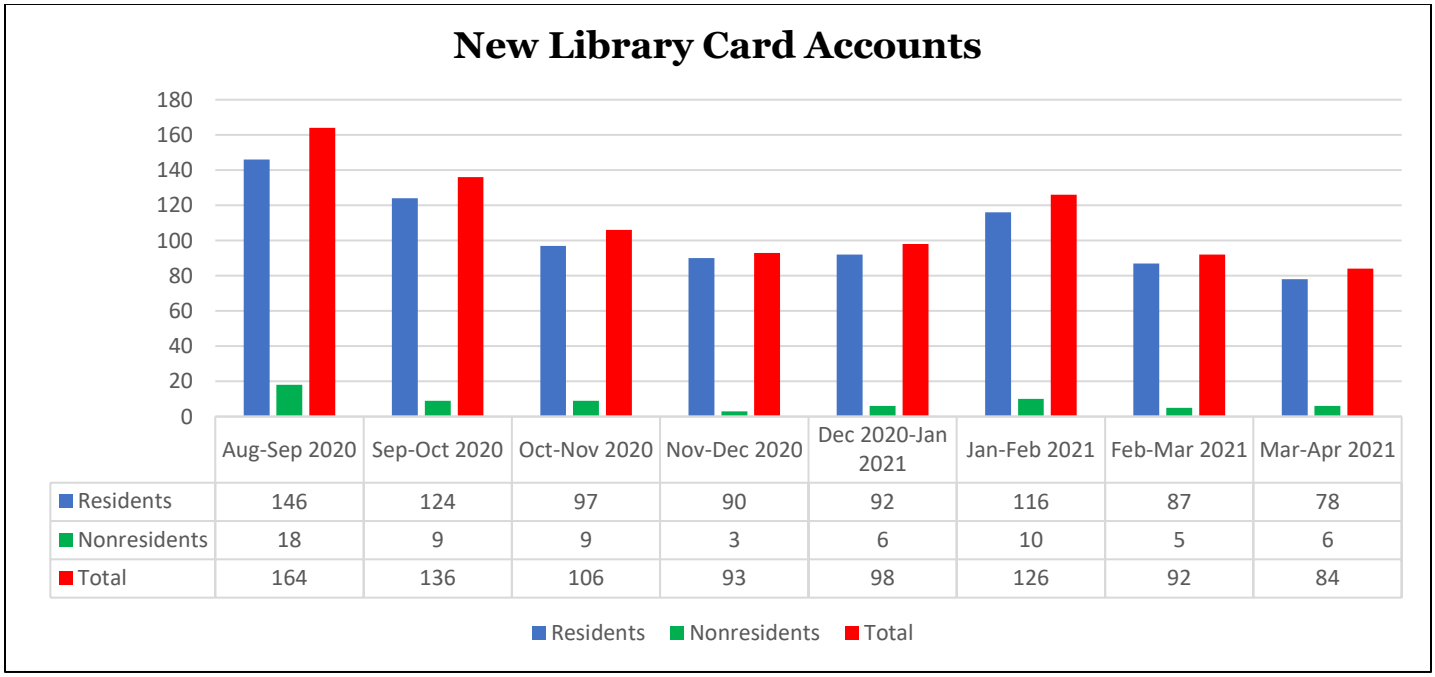
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019											1,541	1,458
2020	1,630	1,219	811	1,280	1,488	1,192	983	847	990	1,233	1,541	1,260
2021	1,093	1,271	1,508									

During the month of March, patrons accessed 1,508 Value Line page views. This represents an increase of 86% over the 811 page views in March 2020 and an increase of 19% over the 1,271 page views in February 2021. Whether this increase was due to patrons' inability to access Morningstar during that platform's maintenance, or because patrons have found it beneficial to have a second source for financial research, is yet to be determined.

The number of page views on Morningstar is trending upward. Having multiple tools available for conducting research will hopefully lead to better results for our patrons.

OTHER STATISTICS

New Library Card Accounts

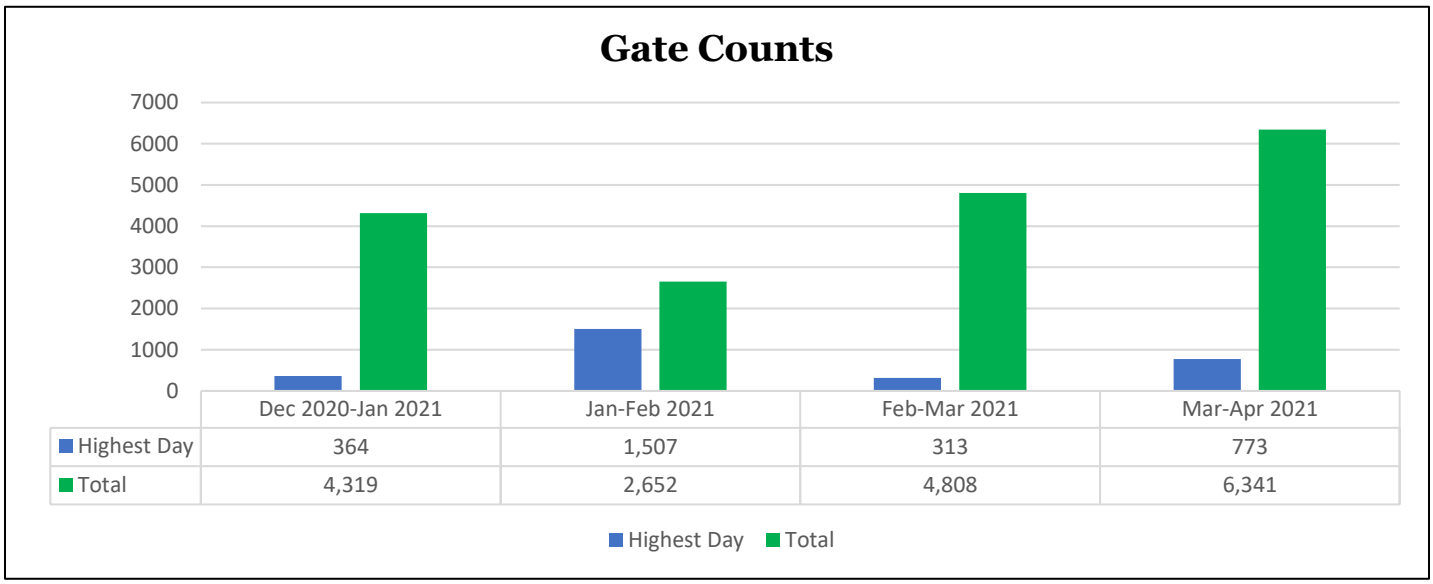


	Aug-Sep 2020	Sep-Oct 2020	Oct-Nov 2020	Nov-Dec 2020	Dec 2020-Jan 2021	Jan-Feb 2021	Feb-Mar 2021	Mar-Apr 2021
Residents	146	124	97	90	92	116	87	78
Nonresidents	18	9	9	3	6	10	5	6
Total	164	136	106	93	98	126	92	84

From March 16 through April 15, we had 78 Richland residents and 6 nonresidents sign up for new library card accounts.

OTHER STATISTICS (CONTINUED)

Gate Counts



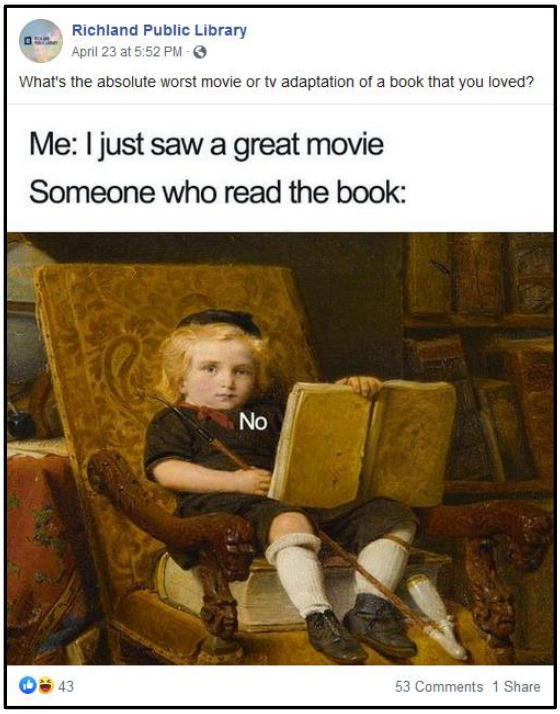
	Dec 2020-Jan 2021	Jan-Feb 2021	Feb-Mar 2021	Mar-Apr 2021
Highest Day	364	1,507	313	773
Total	4,319	2,652	4,808	6,341

As some Covid-19 restrictions have eased in Benton County this year, we have seen an increasing number of patrons coming in to the library building. From March 16 through April 15, our total gate count was 6,341, which was 32% higher than the previous month. Our busiest day was Thursday, April 15, with a gate count of 773.

Interlibrary Loan Requests

During April, we received a total of 98 interlibrary loan requests from other libraries. Of those, 94 were for books, 2 were for periodicals, 1 was for microfiche/film, and 1 was for an audiovisual (A/V) item. We sent 47 books to other libraries during the month in response to interlibrary loan requests.

We also sent 10 interlibrary loan requests to other libraries for our patrons in April. Of those, 8 were for books, 1 was for a periodical, and 1 was for an A/V item. We had 7 requests filled by other libraries, including 6 books and 1 periodical. Requests are sometimes filled in a different month than the one in which they were placed.



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

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/11/2021

Agenda Category: Approval of Bills

Prepared By: Theresa Barnaby , Interim Library Manager

Subject:
Approval of Bills for April 1, 2021 through April 30, 2021

Department:
Parks & Public Facilities

Recommended Motion:
Move to approve the April 1, 2021 though April 30, 2021 claims for payment.

Summary:
This is a review and approval of the April 1, 2021 through April 30, 2021 claims for payment.

Attachments:

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

CITY OF RICHLAND

Library Voucher Listing

Begin Date: 4/1/2021 End Date: 4/30/2021

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	OCLC INC		1000104963	4/2/2021	288823	CATALOGING METADATA ILL SUBSCRIPTION 7/2020-6/2021	$1,050.56
	K8188700/3583	DEARREADER.COM LLC		INV-34003	4/16/2021	289199	NEW BOOK ALERTS ONE YEAR SUBSCRIPTION	$2,063.40
	K8188700/3583	SECRETARY OF STATE		00011382	4/28/2021	289552	JUNE 2020-JULY 2021 K20 BANDWIDTH	$8,500.00
	K8188700/3583	ENVISIONWARE INC		INV-US-52257	4/7/2021	288926	ENVISIONWARE RENEWAL INVOICE	$787.35
	K8188700/3583	OCLC INC		1000110398	4/28/2021	289529	CATALOGING METADATA ILL 4/1-4/30/21	$1,050.56
	K8188700/3583	MIDWEST TAPE		500250405	4/7/2021	288943	MARCH 2021 HOOPLA	$4,383.87
	K8188700/3583	EQUINOX SOFTWARE INC		00000587	4/28/2021	289495	EQUINOX SEQUOIA SERVICE 6/1/20-5/31/21	$16,263.60
							SOFTWARE-LICENSING & UPGRADES TOTAL:	**$34,099.34**
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: $133,822.00			**YTD ACTUAL: $85,723.70**				**YTD % USED: 64.06%**	
							INFORMATION TECHNOLOGY TOTAL:	**$34,099.34**
	K8721000/4201	FRONTIER		04/21 2061882614	4/7/2021	288933	TELEPHONE CHARGE 3/19/21-4/18/21	$151.26
	K8721000/4201	FRONTIER		4/21 5099433152	4/23/2021	289415	TELEPHONE CHARGE 4/4/21 - 5/3/21	$444.63

Library Voucher Listing

Begin Date: 4/1/2021 End Date: 4/30/2021

Fund	Div / Org/Object	Description / Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4201	VERIZON WIRELESS		9875846174	4/21/2021	289302	NASPO MARCH WIRELESS	$47.09
							TELEPHONE & COMM SVCS TOTAL:	**$642.98**
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: $5,280.00			**YTD ACTUAL: $2,260.05**			**YTD % USED: 42.80%**		
	K8721000/4207	BANK OF AMERICA		033121	4/2/2021	8525	Library Merchant Service Fees	$8.39
							MERCHANT SVC FEES TOTAL:	**$8.39**
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: $0.00			**YTD ACTUAL: $24.85**			**YTD % USED: N/A**		
	K8721000/4504	XEROX CORP		013064573	4/14/2021	289102	7HB-469027 APRIL 2021	$10.86
	K8721000/4504	XEROX CORP		013064583	4/14/2021	289102	3UA-295134 MARCH 2021	$85.27
	K8721000/4504	XEROX CORP		013064586	4/14/2021	289102	3UA-296344 MARCH 2021 MONTHLY BASE CHARGE	$231.40
							COPIER/FAX LEASE RENTAL MAINT TOTAL:	**$327.53**
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: $5,650.00			**YTD ACTUAL: $1,511.94**			**YTD % USED: 26.76%**		
	K8721000/4902	MOON SECURITY SERVIC		1078890	4/28/2021	289525	INSTALL/ELECTRICAL PERMIT	$465.86
	K8721000/4902	PUBLIC LIBRARIES OF		2021-025	4/28/2021	289539	PUBLIC LIBRIARES OF WA 2021 MEMBERSHIP	$388.24
							DUES & SUBSCRIPTIONS TOTAL:	**$854.10**
DUES & SUBSCRIPTIONS - YTD INFORMATION								
BUDGET: $1,855.00			**YTD ACTUAL: $854.10**			**YTD % USED: 46.04%**		
							LIBRARY ADMINISTRATION TOTAL:	**$1,833.00**

Library Voucher Listing

Begin Date: 4/1/2021 End Date: 4/30/2021

Fund	Div / Org/Object	Description / Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	EBSCO		990000060245	4/7/2021	288925	FINANCE CHARGE - EBSCO	$89.71
	K8722100/3401	BRAINFUSE INC		2009687	4/30/2021	289587	EDUCATION SERVICES - ONLINE TUTORTING SERVICES	$5,400.00
	K8722100/3401	CORNELL LAB OF ORNIT		3180-00449	4/28/2021	289485	1 YEAR SUBSCRIPTION BIRDS OF THE WORLD	$461.55
							LIBRARY RESOURCES TOTAL:	**$5,951.26**
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: $256,340.00			**YTD ACTUAL: $86,767.21**				**YTD % USED: 33.85%**	
	K8722100/4107	CI INFORMATION MANAG		0115269	4/7/2021	288919	ONSITE 64 GALLON - RECURRING SHRED SERVICE	$107.97
	K8722100/4107	MOON SECURITY SERVIC		1074674	4/14/2021	289072	BASIC COMMERICAL MONITORING	$49.92
	K8722100/4107	MOON SECURITY SERVIC		1075497	4/14/2021	289072	BASIC FIRE MONITORING APRIL 2021	$104.20
	K8722100/4107	MOON SECURITY SERVIC		1079985	4/28/2021	289525	BASIC FIRE MONITORING, BASIC COMM MONITORING	$104.20
							OTHER PROFESSIONAL SERVICES TOTAL:	**$366.29**
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: $860.00			**YTD ACTUAL: $472.04**				**YTD % USED: 54.89%**	
	K8722100/4505	XEROX CORP		013064584	4/14/2021	289102	3UA-295169 MONTHLY BASE CHARGE MARCH 2021	$75.40

Library Voucher Listing

Begin Date: 4/1/2021 End Date: 4/30/2021

Fund	Div / Org/Object	Description / Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/4505	XEROX CORP		013064585	4/14/2021	289102	3UA-295258 MONTHLY BASE CHARGE MARCH 2021	$81.95
							RENTALS-OTHER TOTAL:	**$157.35**
RENTALS-OTHER - YTD INFORMATION								
BUDGET: $5,410.00			**YTD ACTUAL: $719.00**			**YTD % USED: 13.29%**		
							LIBRARY PUBLIC SERVICE TOTAL:	**$6,474.90**
							LIBRARY NON-FACILITIES TOTAL:	**$42,407.24**

Library Voucher Listing

Begin Date: 4/1/2021 End Date: 4/30/2021

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		03/2021 MAR	4/28/2021	289473	CITY UTILITY BILLS/MAR 2021	$3,016.23
							UTILITIES TOTAL:	**$3,016.23**
UTILITIES - YTD INFORMATION								
BUDGET: $53,736.00			**YTD ACTUAL: $18,509.07**			**YTD % USED: 34.44%**		
							LIBRARY FACILITIES TOTAL:	**$3,016.23**

CITY OF RICHLAND
LIBRARY EXPENDITURE

April 2021
Month/Year

PAY PERIODS **From March 15, 2021 through April 25, 2021**

GROSS SALARIES . . . . . $ 126,049.69

		Gross Wages	Total
WEEK OF:	04/01/21	41,765.32	41,765.32
WEEK OF:	04/15/21	42,195.13	42,195.13
WEEK OF:	04/29/21	42,089.24	42,089.24
	TOTAL	**126,049.69**	**126,049.69**

.

RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

MAY 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 $ $168,456.93 this 11th day of May, 2021.

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

Voucher Listings			**Amount**
April 01, 2021	thru	April 30, 2021	$42,407.24

Transfer Advice (Salaries)

Salaries for the weeks of: April 01, 2021	thru	April 29, 2021	$126,049.69

MONTHLY EXPENSES $168,456.93

Comments: City of Richland Library Expenditure April 2021
City of Richland Library Voucher Listing April 2021

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 5/11/2021

Agenda Category: New Business

Prepared By: Theresa Barnaby , Interim Library Manager

Subject:
Interdepartmental Collaborations

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Interim Library Manager Barnaby will highlight many existing and planned collaborations with other City Departments.

Attachments: