

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, September 14, 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: Council Liaison Kent and Interim Library Manager Barnaby

Regular Meeting - 5:30 p.m.

Call to Order/Attendance:

Introduction of Guests:

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

Draft of August 10, 2021 Library Board Meeting Minutes

Report of the Library Manager:

1. September 2021 Library Manager's Report
 - Theresa Barnaby , Interim Library Manager
2. September 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 August 1, 2021 through August 31, 2021
 - Theresa Barnaby , Interim Library Manager

Unfinished Business:

New Business:

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, October 12, 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: 9/14/2021

Agenda Category: Approval of Minutes

Prepared By:

Subject:

Draft of August 10, 2021 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the 08-10-21 meeting minutes.

Summary:

The draft of the 08-10-21 Library Board Meeting Minutes are included for consideration.

Attachments:

1. 2021.08.10 Library Board Meeting Minutes



MINUTES

Richland Public Library Board

Richland Public Library – 955 Northgate Drive

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

Meeting ID No. 974 2873 2704

August 10, 2021, 5:30 – 6:30 PM

CALL TO ORDER:

VICE-CHAIR BOOTH CALLED THE MEETING TO ORDER AT APPROXIMATELY 5:33 P.M.

ATTENDANCE:

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

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

VICE-CHAIR BOOTH ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE JULY 13, 2021 MEETING. BOARD MEMBER BUXTON MOVED AND BOARD MEMBER LIGHTNER SECONDED THE MOTION TO APPROVE THE MINUTES OF JULY 13, 2021 AS IS. THE MOTION CARRIED 5-0.

REPORT OF THE LIBRARY MANAGER:

The Friends are working on a website.

The library is at a pause in regards to fully reopening. The library hours will remain the same, conference and meeting rooms will remain closed.

Take and makes continue to be popular with patrons and plan to be a regular activity for patrons.

PUBLIC COMMENTS:

There were no members of the public present.

APPROVAL OF BILLS:

BOARD MEMBER BUXTON MOVED AND VICE-CHAIR BOOTH SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR AUGUST 2021 IN THE AMOUNT OF \$102,434.45. THE MOTION CARRIED 5- 0.

UNFINISHED BUSINESS:

There was no unfinished business on the agenda.

NEW BUSINESS:

There was no new business on the agenda.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

ADJOURNMENT:

VICE-CHAIR BOOTH ADJOURNED THE MEETING AT 6:17 P.M.

Prepared and submitted by Kylie Barada, Administrative Assistant

Minutes Approved by: _____
Kurt Maier, Library Board



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/14/2021

Agenda Category: Report of the Library Manager

Prepared By: Theresa Barnaby , Interim Library Manager

Subject:

September 2021 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

Interim Library Manager Barnaby's September report is included for discussion.

Attachments:

1. 2021.09.14 Library Manager's Report



LIBRARY MANAGER'S REPORT

Richland Public Library Board

September 14, 2021

Friends of the Library

The Friends are getting closer to having a new presence on the web. They are working with their vendor Salt Creative out of Boise, and the Foundation seems interested in joining with them.

Foundation

No updates.

State of Library Services

The last month has been pretty much holding the pattern. We will continue with our current hours (Monday-Thursday 10am-7pm and Friday-Saturday 10am-5pm) until the city is more confident about the COVID numbers in our community. We'll also hold off on opening our room reservations until numbers are better.

This month our gate that separates the lobby from the library proper failed. According to Continental Door (Spokane), there is no way to repair the gate short of tearing out the soffit completely, which would be quite costly. We're looking at other options right now. We would like to have this done before we go back to our normal hours.

Programming continues in the library – just on a smaller scale. I am ever amazed by the creativity and enthusiasm of staff when it comes to programming and displays. We plan to keep the outdoor Story time through October – or until the weather gets too cold. We're going to hold off on adding more Story time sessions in the building until numbers improve.

Library Statistics

Circulation continues to grow slowly as does our gate count. It seems like every week we see another familiar face that we haven't seen in a year or so. Our new Gale databases from the State Library are in place and we hope patrons find them useful. Michael Scarfo, our Reference Supervisor, worked with the city to streamline and redesign our Digital Resources page. Instead of several sub-pages that patrons needed to search through, all our databases are on one page and broken into different categories. Michael added some useful websites to the page in addition to our paid databases. It's an impressive list and can be found here:

<https://www.myrichlandlibrary.org/using-your-library/digital-resources>

New library cards are holding steady as well. We are in the process of changing out our library card process. The set-up for printing our own cards is dying, and we will be moving to a pre-printed library card in the next month or so. The library cards will be a

combination of a full-size card and two key-chain cards. We've worked with local photographer and long-time library supporter Scott Butner to use some of his photography as the card designs. We have a picture of the library, one of Howard Amon Park, one of the Uptown and one of Rattlesnake Mountain. There are several benefits to going ahead with this method – chief among them is the ability to grab a stack of cards and a laptop and register patrons anywhere we are. It will also cut down the time it takes to get a library card.

Thank you,
Theresa Barnaby



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/14/2021

Agenda Category: Report of the Library Manager

Prepared By: Theresa Barnaby , Interim Library Manager

Subject:

September 2021 Library Statistics

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

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

Attachments:

1. 2021.09.14 Library Statistics Report

RICHLAND PUBLIC LIBRARY

August 2021 Statistics Report for the September Board Meeting



SUMMARY

During the month of August, the Richland Public Library was open from 10 a.m. to 7 p.m. on Mondays through Thursdays, and from 10 a.m. to 5 p.m. on Fridays and Saturdays. Curbside pickup appointments were available from 12 to 6 p.m. on Mondays through Thursdays, and from 12 to 5 p.m. on Fridays. We plan to continue those hours in September.

We held several in-person programs at the library this month, including evening story times on Tuesdays, “Coloring Fun for Everyone” on August 2, Singing Strings Ukulele Club jams on August 3 and 17, outdoor STEAMkids programs on August 10 and 20, and a Teen Galaxy Jars program on August 19. Our most popular program at the library this month was National Night Out at the Library on Tuesday, August 3, with 137 people attending.

In-person programs held at other locations included Story Times at the Gazebo on Thursday mornings, a Pop-Up Mini STEAMkids program on August 5, a Junior Ranger Park Pop-Up on August 6, and a Pop-Up Play Day on August 11.

Our Summer Reading Program wrapped up on August 23, and we have been awarding completion and raffle prizes to participants.



JULY 16 THROUGH AUGUST 15

- Total Circulation: 50,556 items
- Digital Items
Checked Out: 14,296
- Physical Items
Checked Out: 36,260
- Renewals: 16,370 items
- Hoopla Circulation: 2,246 items
- Kanopy Circulation: 18,743 minutes
- Overdrive
Circulation: 11,519 items
- Mango: 86 sessions
- New Library Card Accounts: 210
- Internet Sessions: 1,228

SUMMER READING PROGRAM

The Richland Public Library's Summer Reading Program wrapped up on August 23. This year, we used a hybrid approach, encouraging patrons to sign up and participate using the Beanstack app, but with some in-person programs and activities. Paper folders were used for the baby program, and were also available for the other programs for those who preferred them.

We had 56 registered users for the baby program, or 65% more than the 34 who participated in 2020. They completed 352 activities and 15 reading challenges.

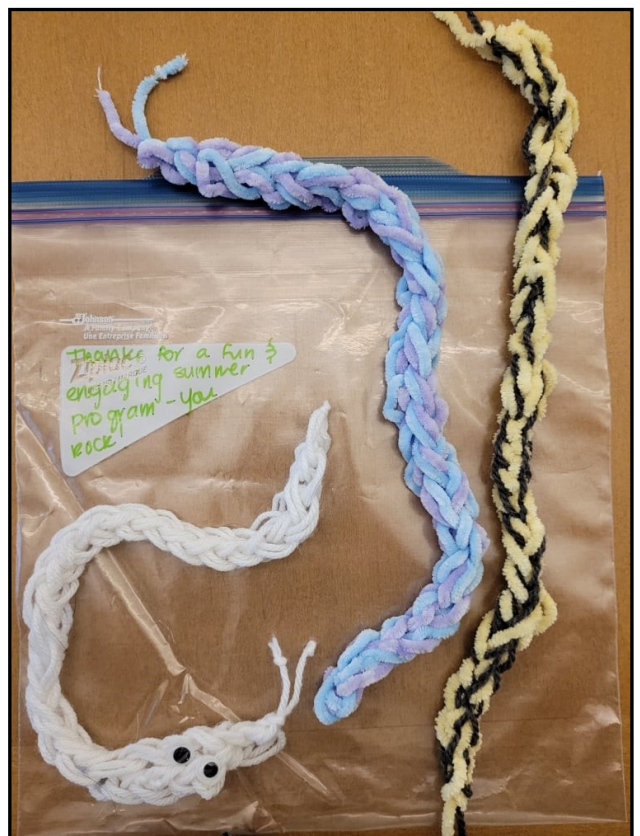
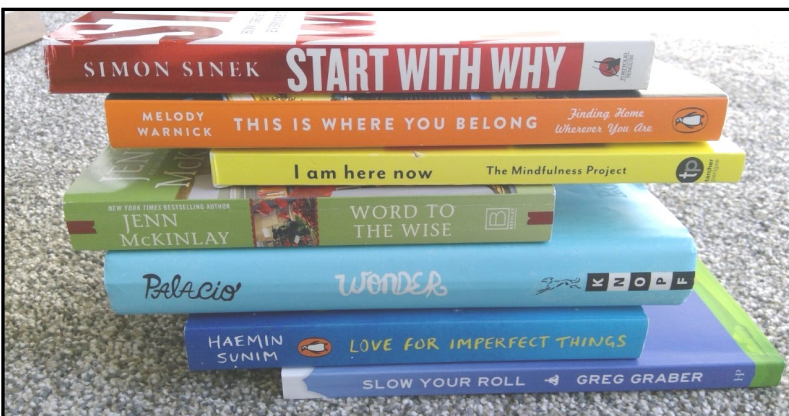
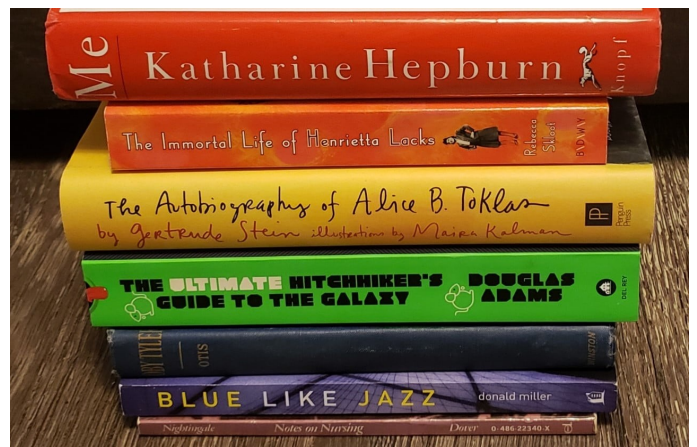
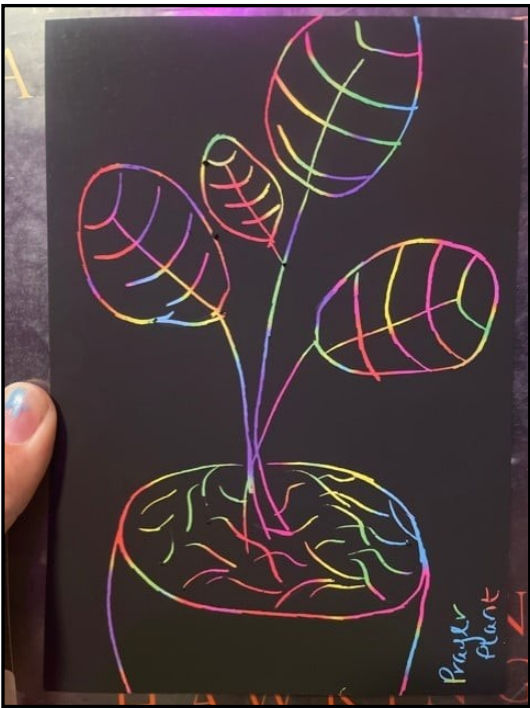
We had 633 registered users for the children's program (pre-readers through fifth graders), or 50% more than the 422 who participated in 2020. They completed 3,039 activities and 301 reading challenges, and they logged 11,334 days of reading. Fifty-five children submitted 301 reviews of books, audiobooks, and other reading material.

We had 228 registered users for the teen program, an increase of 73% compared to the 132 who participated in 2020. They completed 392 activities and 43 reading challenges, and they logged 238,164 minutes (3,969 hours) of reading. Sixty-one teens submitted 241 reviews.

We had 312 registered users for the adult program, an increase of 10% compared to the 284 who participated in 2020. They completed 835 activities and 51 reading challenges, and they logged 367,802 minutes (6,130 hours) of reading. Thirty-seven adults submitted 198 reviews.

We have been awarding completion and raffle prizes to participants. We would like to thank all of our wonderful sponsors for donating prizes for the program!





CHILDREN'S ACTIVITIES

Story Times at the Gazebo

In August, Children's Services Librarian Kelly Reed held weekly story times at the South Gazebo in Howard Amon Park from 10 to 10:45 a.m. on Thursdays with help from Library Assistant Alyssa Uretsky-Pratt.

Story Time with Miss Kelly Videos

Kelly has also continued to record *Story Time with Miss Kelly* videos that are posted to Facebook twice per week. By August 31, we had 126 of these videos available at the following link.

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

This month, Kelly read several different picture books for her videos, including *Bulldozer Helps Out* by Candace Fleming and Eric Rohmann, *Building Our House* by Jonathan Bean, *Noni the Pony Goes to the Beach* by Alison Lester, *Jules vs. the Ocean* by Jessie Sima, *Noni the Pony* by Alison Lester, *Lizard from the Park* by Mark Pett, *Good Morning to Me!* by Lita Judge, and *Day at the Beach* by Tom Booth.

Tuesday Evening Story Times

This month, Kelly held story times in the library on August 10, 17, 24, and 31. Families enjoy coming to the Story Circle to enjoy stories, songs, and rhymes.

Therapy Dogs

Kelly's story time videos in August featured visits from our wonderful therapy dogs Hazel, Gus, Willow, and Goldie. We have also had several other therapy dogs come to the library to visit with children and listen to them reading books.

We'd like to extend a warm welcome to another new-to-us therapy dog: Willow, a Goldendoodle! She visited the library to record our August 14 *Story Time with Miss Kelly* video.



CHILDREN'S ACTIVITIES (CONTINUED)

Washington State Book Award Challenges

Kelly created Washington State Book Award Challenges on Beanstack to encourage children to read OTTER, Sasquatch, Towner, and Washington Children's Choice Picture Book Award winners and nominees. There will be a raffle for a small prize for each challenge. Patrons can sign up to participate through Spring 2022.

Interactive Graphics

One of our Summer Reading Program activities for babies encouraged parents to read them storybooks that are based on songs. On July 28, we posted an interactive graphic featuring storybooks from popular songs, and on August 12, we posted an interactive graphic featuring more storybooks from songs.

view.genial.ly/60dofd807eff510d66134935/interactive-content-storybooks-from-songs

view.genial.ly/60873a2320b2b30d3600adb2/interactive-content-more-storybooks-from-songs

On August 4, we posted an interactive graphic featuring the 2022 nominees for the Towner Award.

view.genial.ly/60a6ce3bc8fbo40d69e48f29/interactive-content-2022-towner-award-nominees

On August 18, we posted a “Back to School” graphic featuring books for children who are starting preschool, kindergarten, or first grade, or going back to elementary school this fall.

view.genial.ly/611aaf32e98cd70d3759965b/interactive-content-back-to-school



FAMILY ACTIVITIES

Coloring Fun for Everyone!

To celebrate National Coloring Book Day on August 2, we held a “Coloring Fun for Everyone!” event from 3 to 5 p.m. in the STEAMspace. Our Facebook post invited patrons of all ages to “Join us for some relaxing coloring while enjoying the air conditioning. We will have coloring pages and some other coloring goodies paid for by the Friends of the Richland Library. Or try your hand at making your own doodle coloring page.” About 27 patrons enjoyed this activity.

National Night Out at the Library

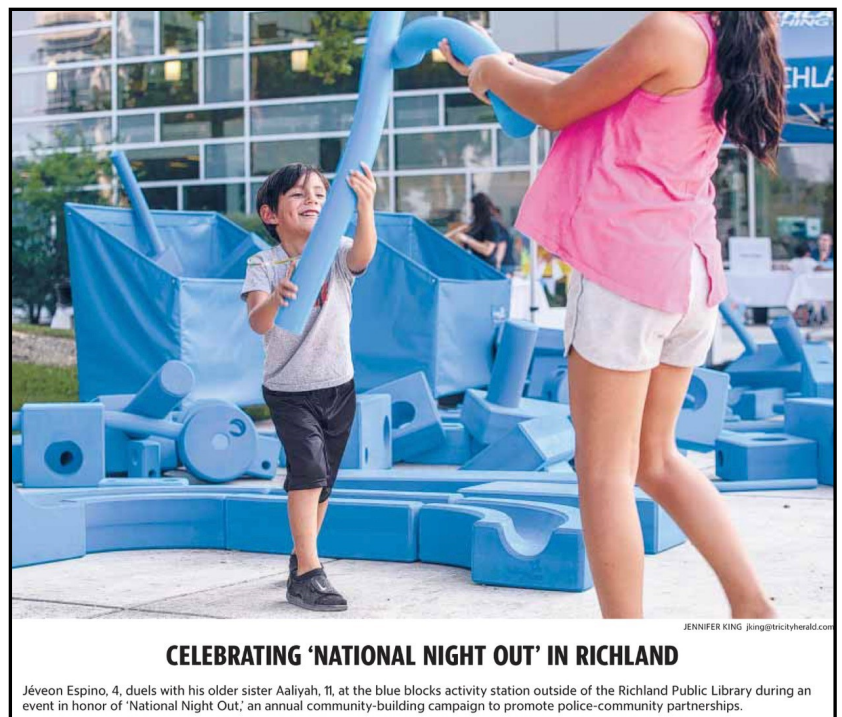
National Night Out is an annual event that “promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live.” It is held each year on the first Tuesday in August.

The Richland Public Library hosted a “National Night Out at the Library” program from 5 to 7 p.m. on Tuesday, August 3. Activities included assorted carnival games with prizes, a STEAM activity featuring blue Imagination Playground foam construction blocks, an obstacle course, a selfie station, police-themed temporary tattoos, a VIPS (Volunteers In Police Service) police car on display, fingerprint cards, and free Otter Pops. Police officers also stopped by to visit.

Library staff leading and assisting with the event included Parks and Recreation Coordinator Lisa Adams, Administrative Assistant Kylie Barada, Library Assistant Anne Brennan, Library Assistant Mary Brown-Elmore, Teen Services Librarian Michelle Haffner, Library Technical Support Specialist Daurice Siller, STEAMspace Coordinator Johanna Talbott, and Library Assistant Alyssa Uretsky-Pratt.

On August 5, the *Tri-City Herald* featured a photo from the library’s program on the front page. The City of Richland also posted a YouTube video of highlights at the following link.

<https://www.youtube.com/watch?v=WfzTHavBvzA>



FAMILY ACTIVITIES (CONTINUED)

Optical Illusion Take-and-Make Kits

For the month of August, Lisa and Johanna put together a fun Optical Illusion Take-and-Make Kit. Each kit included a peel and stick sand art craft kit, a color spinning wheel, and a pack of optical illusion coloring pages.

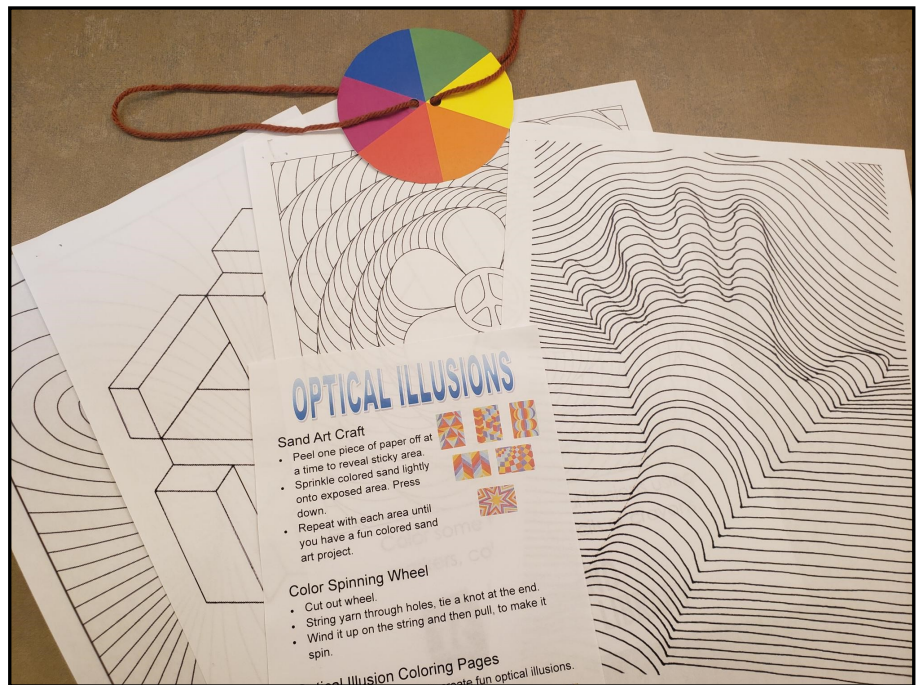
For the sand art craft, patrons could peel off paper covering sticky areas on the base paper, and then sprinkle colorful sand over those exposed areas to make patterns. For the spinning wheel craft, they could cut out wheels, string them on yarn, and then wind them up to make them spin.

We handed out 96 of these kits at the library.

Singing Strings Ukulele Club

The Singing Strings Ukulele Club met in the STEAMspace for jams at 5:30 p.m. on August 3 and 17. This group is co-led by Johanna.

We have had up to 16 people attend each session, and they have enjoyed socializing with friends while playing music.



FAMILY ACTIVITIES (CONTINUED)

Pop-Up Mini STEAMkids

We held a Pop-Up Mini STEAMkids program from 10:30 a.m. to noon on Thursday, August 5, immediately following the story time at Howard Amon Park.

Our invitation on the Richland Public Library's calendar stated, "Let's enjoy the summer sunshine, the shade at Howard Amon Park, AND some STEAM activities! We will bring out blocks, construction sets, and whatever else we think might be fun! This will be a mini sneak preview for next week's Outdoor STEAMkids at the library!" This event was sponsored by Friends of the Richland Library.

Junior Ranger Park Pop-Ups

The final Junior Ranger Park Pop-Up of the summer was held from 10 a.m. to noon on Friday, August 6, at Goethals Park Natural Playground. Johanna worked with park rangers from the Manhattan Project National Historical Park, representatives from the REACH Museum, and others to lead fun interactive activities at those events.

Outdoor STEAMkids

We held Outdoor STEAMkids programs in front of the library from 10 a.m. to noon on Tuesday, August 10, and again on Saturday, August 20. We posted the following invitation on the library's website calendar: "Let's enjoy the summer sunshine AND some STEAM activities! We will bring out blocks, construction sets, giant chess, sidewalk chalk, and whatever else we think might be fun! Sponsored by the Friends of the Richland Library. Preschoolers must be accompanied by an adult."

Pop-Up Play Day

Richland Parks and Recreation held a Pop-Up Play Day for elementary and middle school children from 9 to 11 a.m. on Wednesday, August 11, at Badger Mountain Community Park. Staff from the Richland Public Library, Richland Parks and Recreation, and the Manhattan Project National Historical Park led activities that included grass volleyball, pickleball, seed planting, a victory garden activity, cool treats, and more. Johanna led a fun bubble blowing activity with pool noodles and bubble wands.



TEEN ACTIVITIES

Colorful Constellations Teen Take-and-Make Kit

This month, Michelle created a Colorful Constellations Take-and-Make Kit with an astronomy theme for teens. Each kit included instructions and all craft supplies needed to make and use a constellation keychain and a constellation finder, along with a flyer of upcoming middle and high school programming and a couple of Starburst candies.

The constellation keychain allows teens to shine a light through strategically placed holes to show what a constellation looks like. The constellation finder allows teens to line up the current date, time, and direction to find out what constellations are in the sky at that moment. We handed out 48 of these kits at the library.

Teen Tuesday Posts

We have continued to reach out to teens through our social media accounts, sharing information and inviting them to participate in the library's teen programs.

On August 10, for Teen Tuesday, we posted to let patrons know about two upcoming teen programs at the library: Teen Galaxy Jars from 1 to 3 p.m. on August 19, and the High School Book to Movie Club starting at 6 p.m. on September 9.

On August 17, we posted a reminder for teens to read six books and write three book reviews to complete their summer reading challenges by August 23.

On August 24, we posted to invite teens to sign up for the upcoming High School Book to Movie Club, the High School Yarn Academy, and the Middle School Yarn Academy.



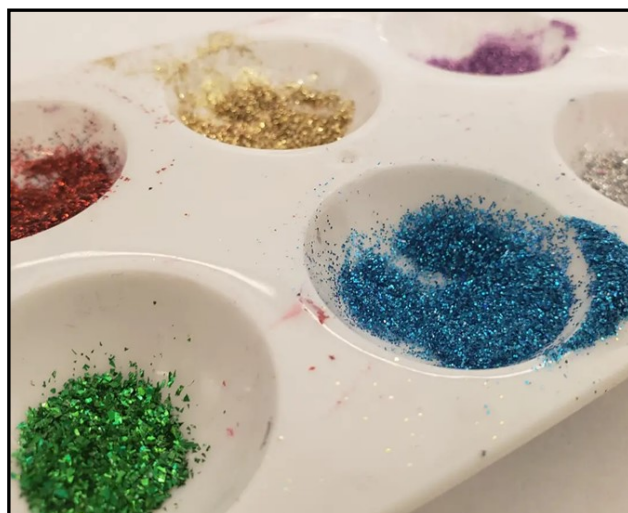
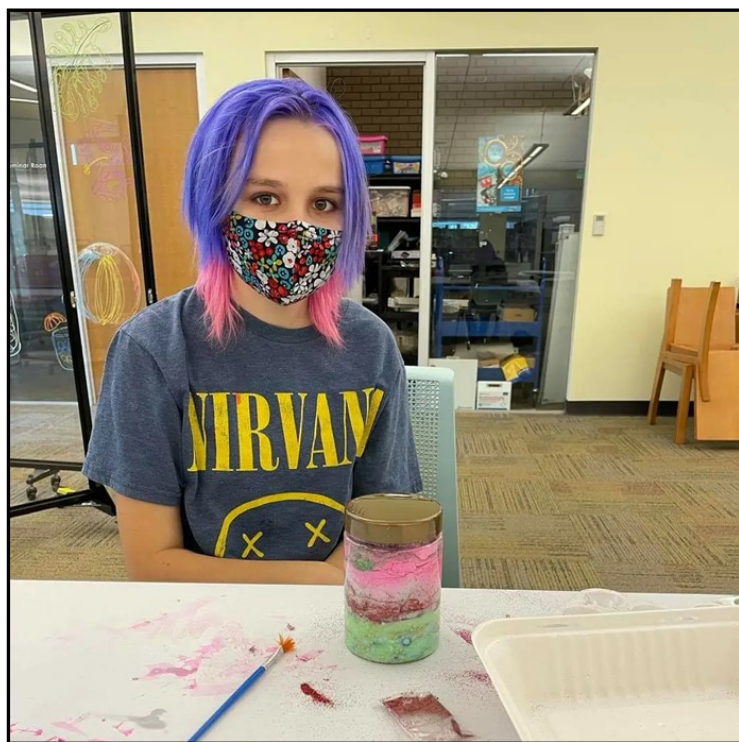
TEEN ACTIVITIES (CONTINUED)

Galaxy Jars Teen Event

On August 19, Michelle and Johanna led a Galaxy Jars teen event at the library from 1 to 3 p.m. Michelle had planned this in-person program as a Summer Reading Program craft activity. Our social media posts invited teens aged 13 to 18 to “Explore our summer reading theme, ‘Reading Colors Your World,’ by crafting colorful, one-of-a-kind galaxies! Using glow in the dark paint and other craft supplies, we’ll transform ordinary glass jars into galaxy décor.”

Fourteen teens gathered to create colorful galaxy jars to take home. Everyone who came had a great time, chatting away with each other while enjoying music from the *Guardians of the Galaxy* soundtrack. At one point, teens spontaneously started singing along with the music.

During the event, one of the teens was overheard saying, "This is very enjoyable. 10 out of 10!"



LIBRARY DISPLAYS

“Adventure Is Out There!” Book Display

Library Assistant Shairra Rahseparian and Library Assistant Mary Brown-Elmore worked together to create an “Adventure Is Out There!” book display featuring books about adventure and travel. Shairra came up with the idea for the display and curated a diverse reading list of fiction and nonfiction books to include. The display also had a tiny yellow house and a bunch of balloons as featured in the movie “Up!”

The table featured a wide range of books for patrons of all ages. They ranged from *North: Finding My Way While Running the Appalachian Trail* by Scott Jurek to *The Hobbit* by J. R. R. Tolkien, *The Everything Family Guide to RV Travel and Campgrounds* by Marian Eure to *Best Hikes With Kids: Western Washington* by Susan Elderkin, and from *Alone in Antarctica: The First Woman to Ski Solo Across the Southern Ice* by Felicity Aston to *Hatchet* by Gary Paulsen.

Mary put colorful tape balloons on the floor to draw patrons to the display. Young children enjoyed walking around the balloons while their caregivers browsed through books on the display table and used the self-checkout stations.



LIBRARY DISPLAYS (CONTINUED)

Lobby Display

During the month of August, our lobby display featured colorful photographs by members of the Tri-City Photography Club. For more information or to join, patrons can visit the club's Facebook page at www.facebook.com/groups/tricityphotoclub.

Lobby Display Case

This month, our lobby display case featured beautiful wooden bowls and other creations by former Benton County Commissioner Leo Bowman. He is a local wood turner artist whose work has been shown in *American Woodturner* magazine.



LIBRARY DISPLAYS (CONTINUED)

“Book Lovers Day” Display

Book Lovers Day, also known as National Book Lovers Day, is an unofficial holiday that is celebrated on August 9 every year. It is meant to encourage people to celebrate reading and literature, and to pick up a book to read.

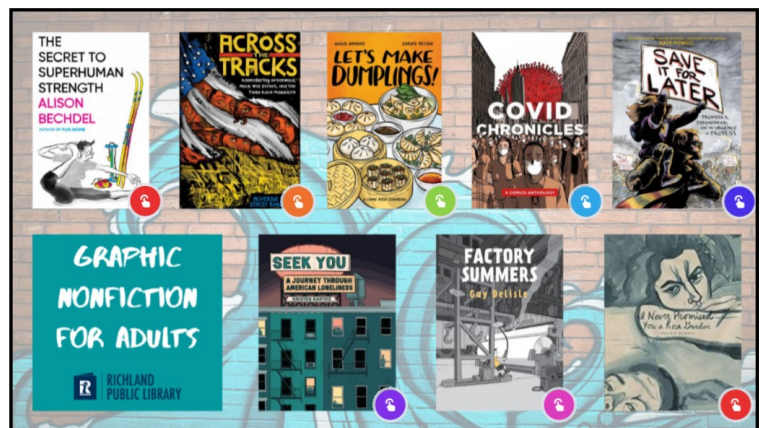
Earlier this summer, Mary asked library staff to send her some of their favorite book titles, and she created a “Book Lovers Day” display featuring those books. She also created bookmarks to go with staff members’ recommendations. We truly have a wide selection of favorites.



INTERACTIVE GRAPHICS

We continued to post interactive graphics in August to highlight selected books in our collection. Patrons can click on buttons to learn more about each book, place holds on e-books and audiobooks at the library, and check out e-books and audiobooks through Hoopla Digital and Libby/Overdrive.

Our post on August 26 featured graphic nonfiction for adults. Selections ranged from *Covid Chronicles: A Comics Anthology*, edited by Kendra Boileau and Rich Johnson, to *The Secret to Superhuman Strength* by Alison Bechdel.



view.genial.ly/6123ce01349e0eod81efaf2c/interactive-image-adult-graphic-nonfiction

SOCIAL MEDIA HIGHLIGHTS

Library Materials and Services

During the month of August, we continued to post on social media to highlight the different programs, services, and materials available through the library.

In early August, we posted to remind patrons that their Hoopla borrows had reset at the first of the month. Later, we posted to remind patrons about Bonus Borrows available from Hoopla Digital. We provided links to Hoopla Digital books and movies so patrons could easily explore the available titles.

On August 6, we posted a meme asking patrons to guess which book is the most checked out of all time on the Libby app. They could click “like” for *Gone Girl*, “love” for *Little Fires Everywhere*, “haha” for *Where the Crawdads Sing*, and “wow” for *Outlander*. Although *Outlander* got the most votes from our patrons, the correct answer was *Where the Crawdads Sing*.

The Tri-Cities experienced another extreme heat wave in mid August. We posted to let patrons know the locations of cool down locations in Richland, including the library.

On August 13, we posted to remind patrons that they can spend their Friday night watching one of thousands of movies available from Kanopy. On August 20, we posted to suggest that they check out their Friday night movies for free from Hoopla Digital, including August movies of the month.

In mid August, we began posting to let patrons know about the hundreds of free courses they can take through LinkedIn Learning using their library card accounts. This month, we highlighted “Singing Lessons” by recording artist Lari White, “Learning Portrait Photography” by professional photographer Levi Sim, and “Ukulele Lessons: Fundamentals” with Grammy-winning musician Daniel Ho. We included instructions for accessing the free courses through the following link.

<https://www.linkedin.com/learning-login/go/myrichlandlibrary>

We posted several times to remind patrons that the Summer Reading Program would run through August 23, and to encourage them to log their reading time and other activities.

Later in the month, we shared a link to a Kirkus Reviews list of “19 Must-Read Fiction Books Coming This Fall.”



SOCIAL MEDIA HIGHLIGHTS (CONTINUED)

Providing Information

We have continued to share information about community events and announcements through social media. Here are some examples.

In early August, we posted to let patrons know about six City of Richland boards, commissions, and committees that have openings, and to invite them to volunteer before the August 9 deadline.

In mid August, we posted to let patrons know that the City of Richland would be reinstating face covering and social distancing policies on Monday, August 23, in response to a rise in local COVID-19 cases.

Eastern Washington experienced smoky air from wildfires for several days in August, so on August 17, we posted a link to a Washington Department of Ecology video about how to easily create an air purifier using filters and a box fan. The video may be viewed at the following link.

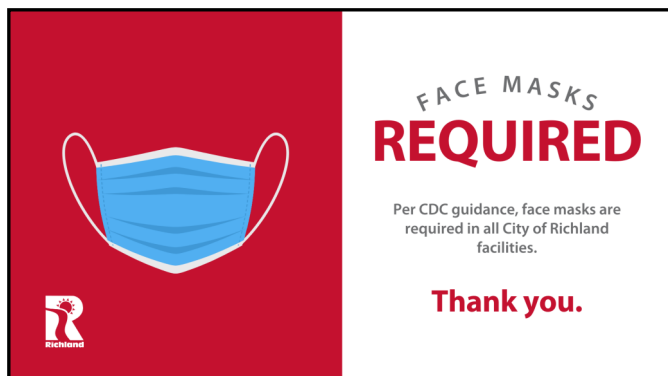
www.youtube.com/watch?v=4qr1Aj6Di7w



We also posted in mid August to let patrons know about a free, live Tumbleweed Music Festival concert scheduled for August 21 in Howard Amon Park. It featured Hank Cramer and Friends, the Badger Mountain Dry Band, and Portland folksinger Cecilia Eng. The main Tumbleweed Music Festival will be held online during Labor Day weekend.

The City of Richland will be hosting the 2021 Tri-Cities Geocoin Challenge on Saturday, September 4. This free, family-friendly event will encourage new and experienced geocachers to spend a day exploring the Tri-Cities by following clues that will lead them to 40 different locations. In late August, we posted information about the event, along with a link so that patrons to preregister through the Parks and Recreation Department website.

https://www.geocaching.com/geocache/GC9AoQE_tri-cities-2021-geocoin-challenge



NEW FOR SEPTEMBER!

Middle School Yarn Academy

In September, we will be starting two new programs for teens: Middle School Yarn Academy and High School Yarn Academy. These groups will meet each month in the STEAMspace.

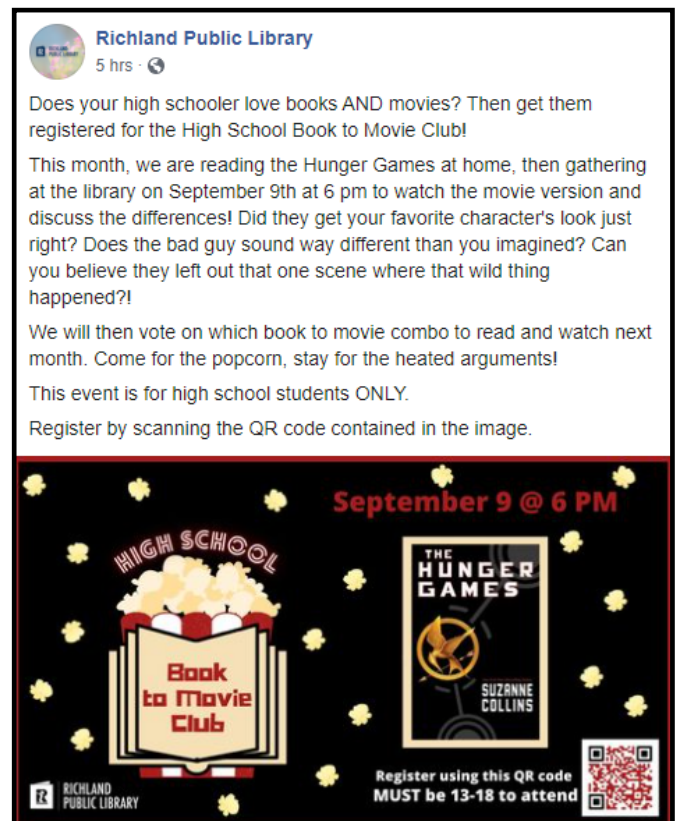
The first Middle School Yarn Academy session will be held from 4 to 5 p.m. on Tuesday, September 14.

Our Facebook post for this group says, “Open to 5th through 8th graders, this group meets monthly to learn how to knit, crochet, and make other fun yarn crafts! We will start the program by demonstrating a new skill or craft, and finish with free time for the kids to keep practicing or work on their own project. Join us in September as we learn how to finger-knit and make pom-pom garlands to decorate the library trees for the fall season! Kids under 13 MUST be accompanied by an adult for all library programs.”

High School Yarn Academy

The first High School Yarn Academy session will be held from 5:30 to 6:30 p.m. on Thursday, September 2.

Our Facebook post says, “Open to 9th through 12th graders, this group meets monthly to learn how to knit, crochet, and make other fun yarn crafts! We will start the program by demonstrating a new skill or craft, and finish with free time to keep practicing or work on your own project. Join us in September as we learn how to finger-knit and make pom-pom garlands to decorate the library trees for the fall season! This class meets in the STEAMspace. No pre-registration required. HIGH SCHOOL STUDENTS ONLY, thank you!”



NEW FOR SEPTEMBER! (CONTINUED)

Back to School Challenge

Now that the Summer Reading Program is over, we are encouraging young patrons to sign up through the Beanstack app for a Back to School Challenge. This reading challenge for children will run from August 1 through September 30. Later in September, we will also be having a Hispanic Heritage Month Challenge for patrons of all ages.

Preschool STEAMplay

We will be holding a drop-in Preschool STEAMplay event at the library from 10 a.m. to noon on Wednesday, September 8. Activities will be held indoors and outdoors, weather permitting. Preschoolers must be accompanied by an adult.

Coloring Fun for Everyone

We will be holding another drop-in “Coloring Fun for Everyone” program for patrons of all ages from 4 to 6 p.m. on Monday, September 13, in the STEAMspace. Children must be accompanied by an adult.

Outdoor STEAMkids

We will be hosting an Outdoor STEAMkids event from 11 a.m. to 1 p.m. on Saturday, September 18. Our post about this event says, “Let's enjoy the early fall weather AND some STEAM activities! We will bring out blocks, construction sets, giant chess, sidewalk chalk and whatever else we think might be fun! Children must be accompanied by an adult.” This event is sponsored by the Friends of the Richland Public Library.



NEW FOR SEPTEMBER! (CONTINUED)

High School Book to Movie Club

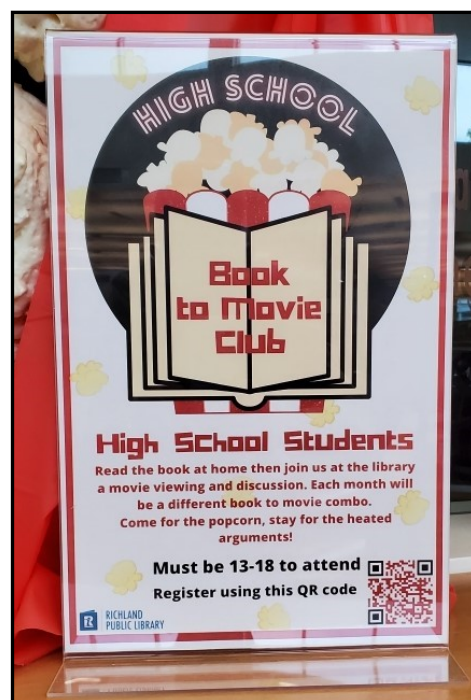
Michelle will be starting a High School Book to Movie Club for teens in September. High school students are invited to read the book at home and then join us at the library for a movie viewing and discussion. This program is open to teens who are 13 to 18 years old.

Each month, we will feature a different book and movie combination.

The first movie showing for the club will be at 6 p.m. on September 9. Teens are encouraged to read *The Hunger Games* by Suzanne Collins at home and then come to the library on September 9 to watch the movie adaptation.

Mary created a colorful bulletin board display in the library to promote this program. Teens can preregister by scanning a QR code featured in the display and posted on the library's Facebook page, or by visiting the following link.

<https://www.eventbrite.com/e/high-school-book-to-movie-club-tickets-165781879063>



RECENT PATRON FEEDBACK

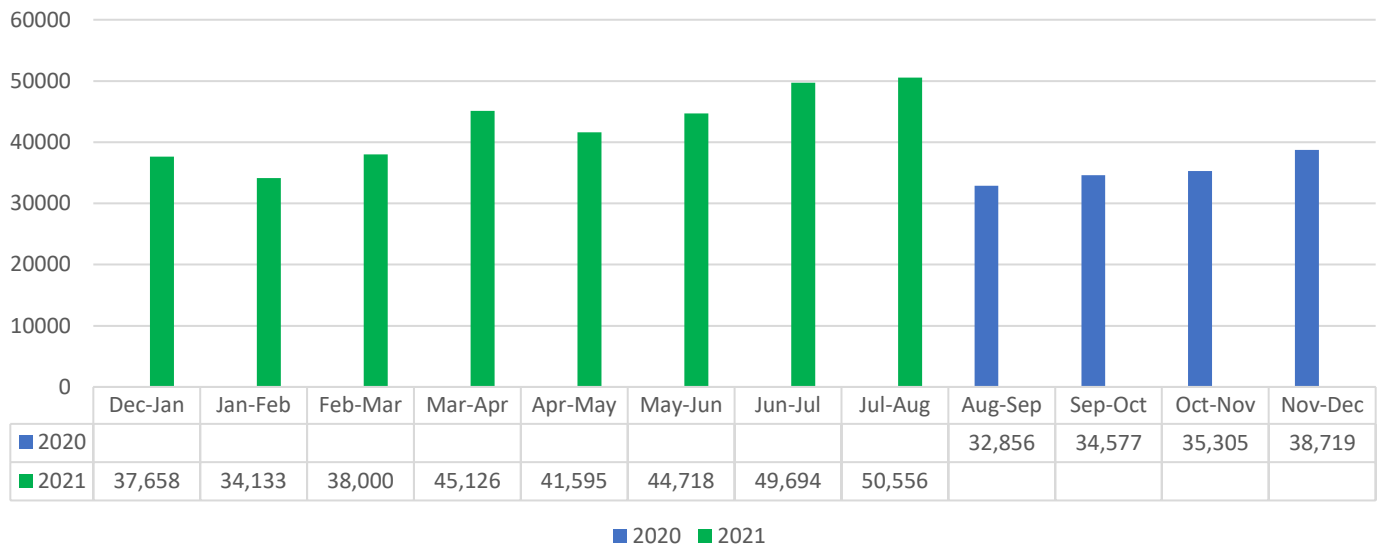
“Thanks for a fun and engaging summer program. You rock!”

“One of the things I love about Libby is that it offers a great selection of both [fiction and nonfiction]! Thanks for making it available.”

“How exciting! We’ve missed them [the therapy dogs]!”

CIRCULATION

Total Circulation, 2020-2021

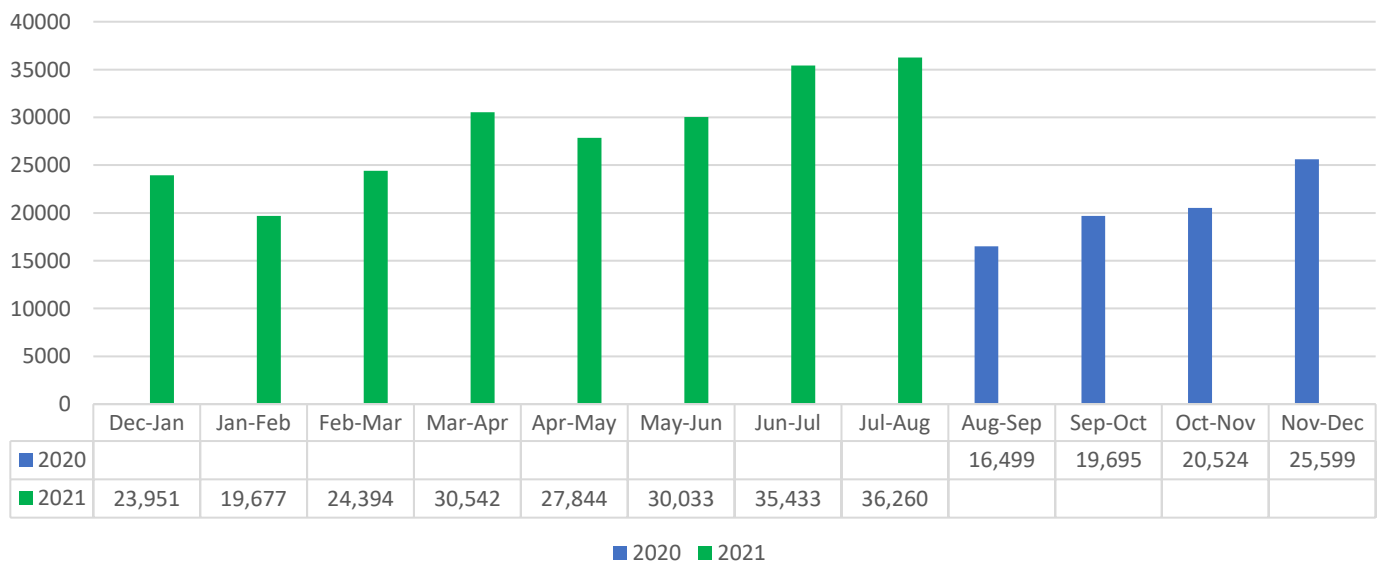


From July 16 through August 15, 2021, our total circulation was 50,556 items, of which 36,260 were physical items and 14,296 were digital items obtained through Overdrive, Hoopla, Kanopy, and Mango. Kanopy plays and Mango total sessions are counted in this number. RPL patrons renewed 16,370 physical items during this period. We filled 3,277 requests for holds, and we had 79 curbside pickups by 51 patrons.

The total circulation increased by 2% compared to the 49,694 items checked out from June 16 through July 15. Physical and digital circulations showed increases of 2% and 0.25%, respectively, compared to the previous month.

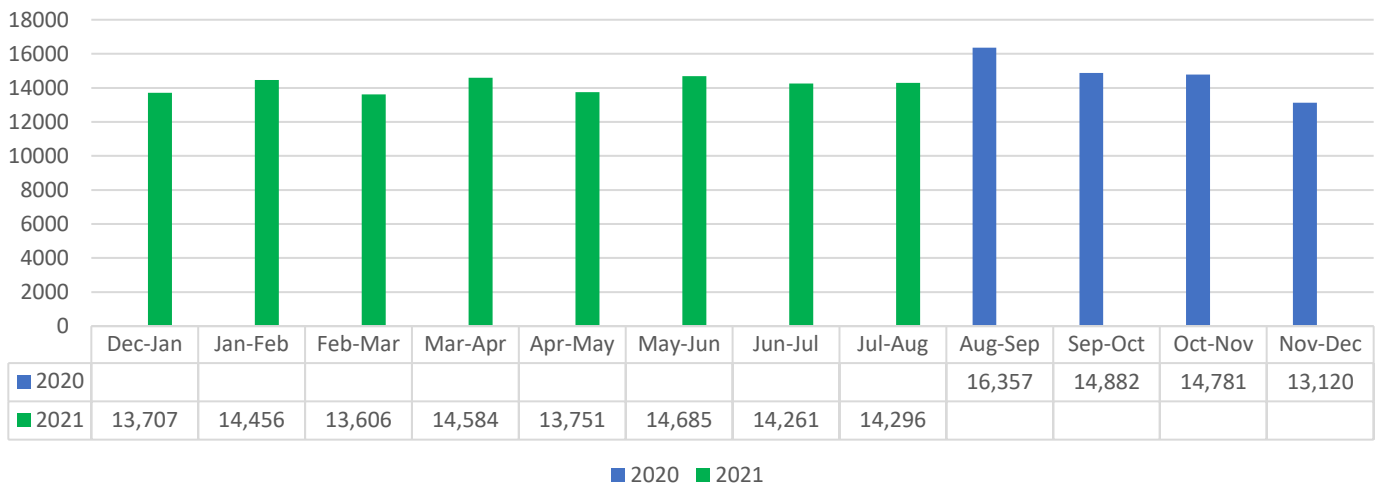
The top categories of physical items that circulated during this period were Children's Chapter Book Fiction (5,583 items), Children's Storybooks (3,960 items), Adult Nonfiction (3,348 items), Children's Nonfiction (2,678 items), Adult Movies (2,280 items), Children's Graphic Novels (2,185 items), Adult Fiction 2nd Floor (1,681 items), Children's Movies (1,574 items), Children's Favorites on the Story Circle (1,370 items), Children's Easy Readers (1,291 items), Teen Fiction (1,220 items), and Teen Graphic Novels (1,180 items).

Physical Circulation, 2020-2021



CIRCULATION (CONTINUED)

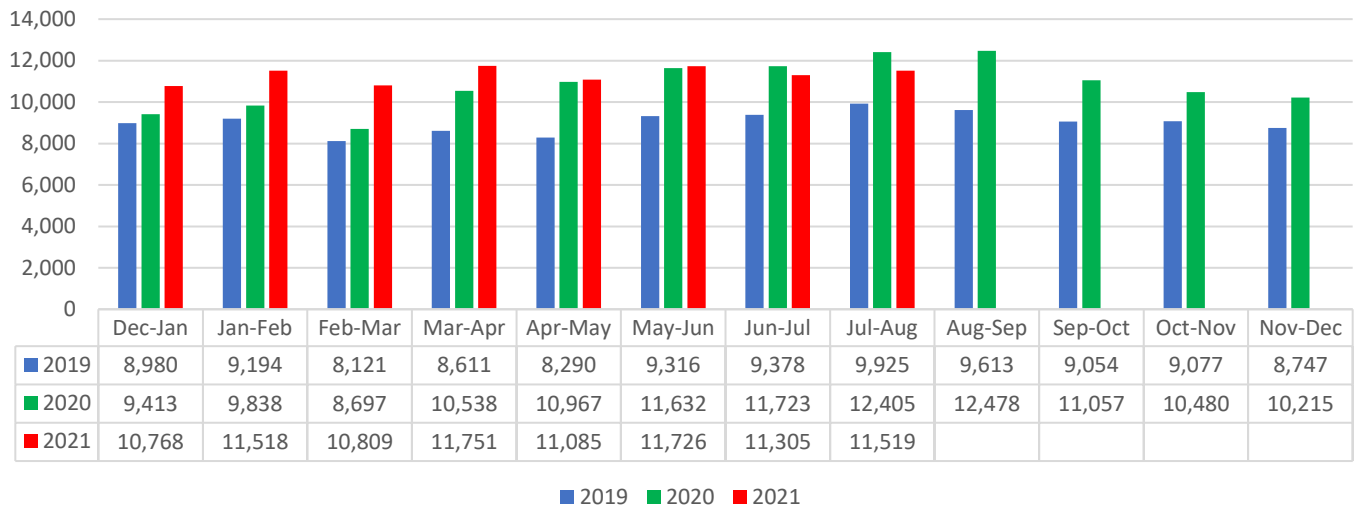
Digital Circulation, 2020-2021



DIGITAL SERVICES

Overdrive

Overdrive Circulation, 2019-2021



Overdrive continues to be very popular with RPL cardholders. The 11,519 checkouts in Overdrive from July 16 through August 15, 2021, show a modest 2% increase over the 11,305 checkouts from June 16 through July 15. They show a decrease of 7% compared to the 12,405 checkouts during the same period in 2020, but a modest 2% increase over the monthly average of 11,310 checkouts during 2021.

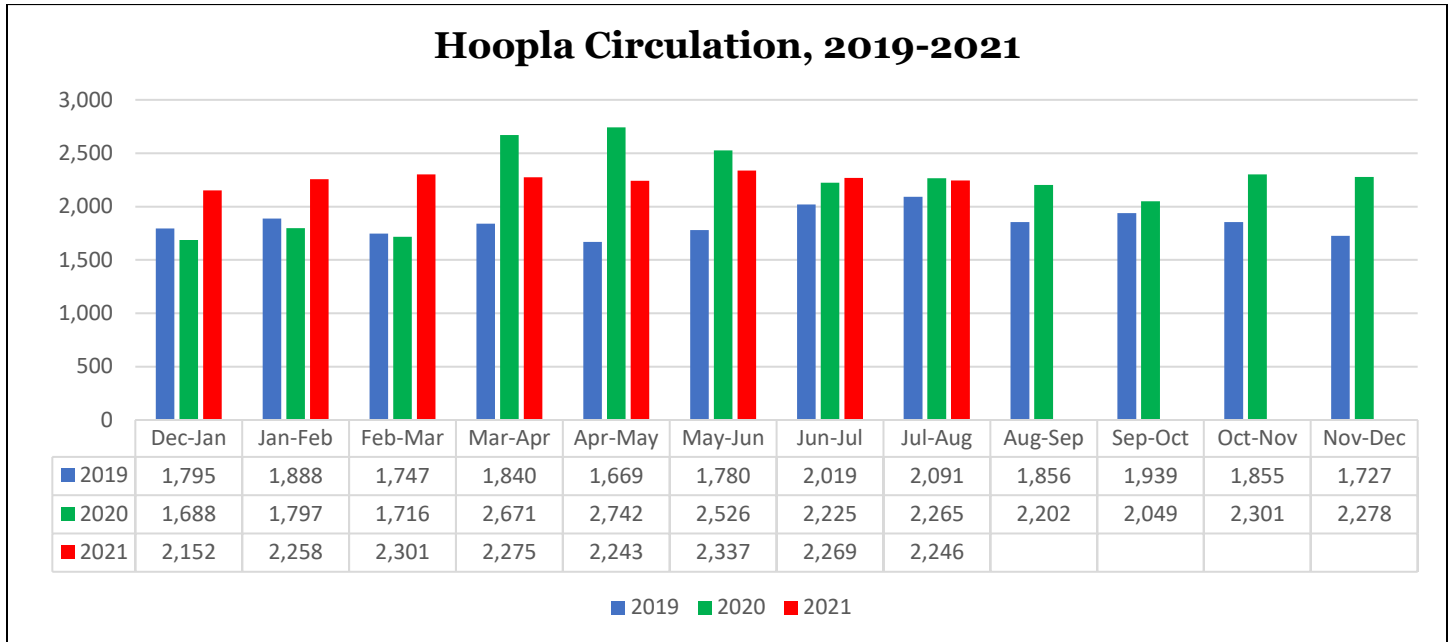
Digital magazine circulation has increased since our magazines migrated from RBdigital to Overdrive, and this month saw the highest circulation so far with 697 magazines checked out. Patrons may be finding it easier to browse through digital magazines and check them out with the Libby app.

Brainfuse HelpNow

HelpNow had only 20 uses by RPL patrons during the month of July. This is a decrease of 84% from the 128 uses in June. It is also a decrease of 66% compared to our monthly average of 59 uses so far in 2021. Hopefully, with the upcoming school year, more patrons who are going to school will begin taking advantage of the tutoring and homework assistance available from HelpNow.

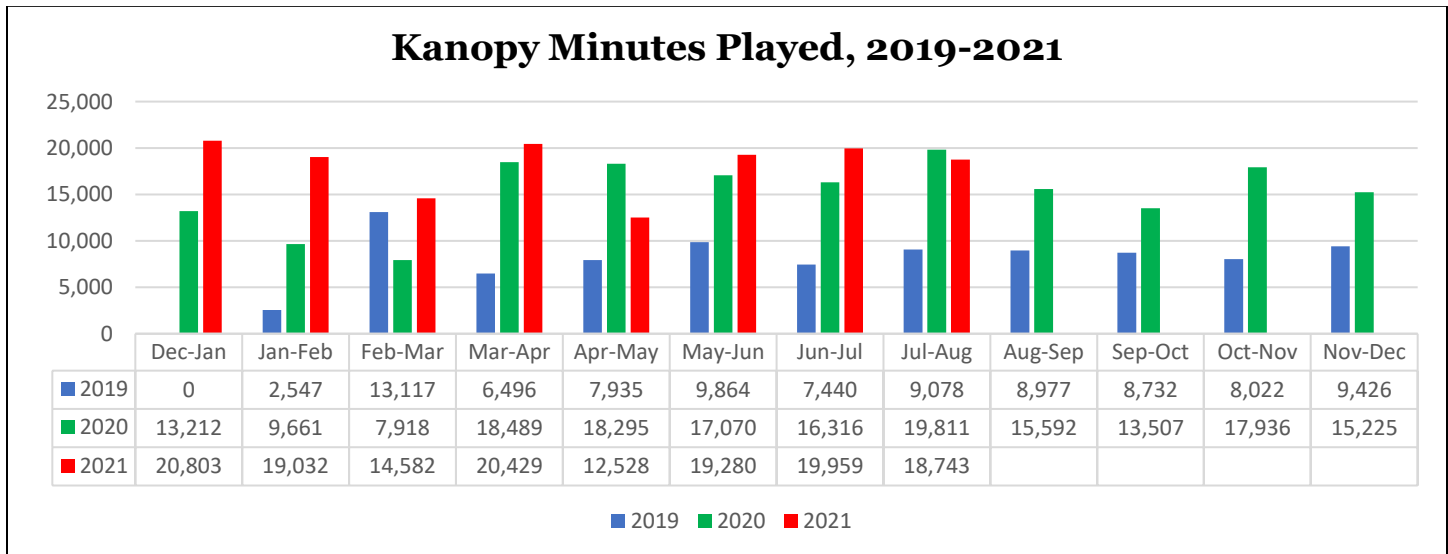
DIGITAL SERVICES (CONTINUED)

Hoopla



The 2,246 circulations in Hoopla from July 16 through August 15, 2021, were down by a modest 1% when compared to the 2,269 items circulated from June 16 through July 15, and also when compared to the 2,265 items circulated during the same period in 2020. They also show a modest 1% decrease compared to the monthly average of 2,260 circulations in 2021.

Kanopy



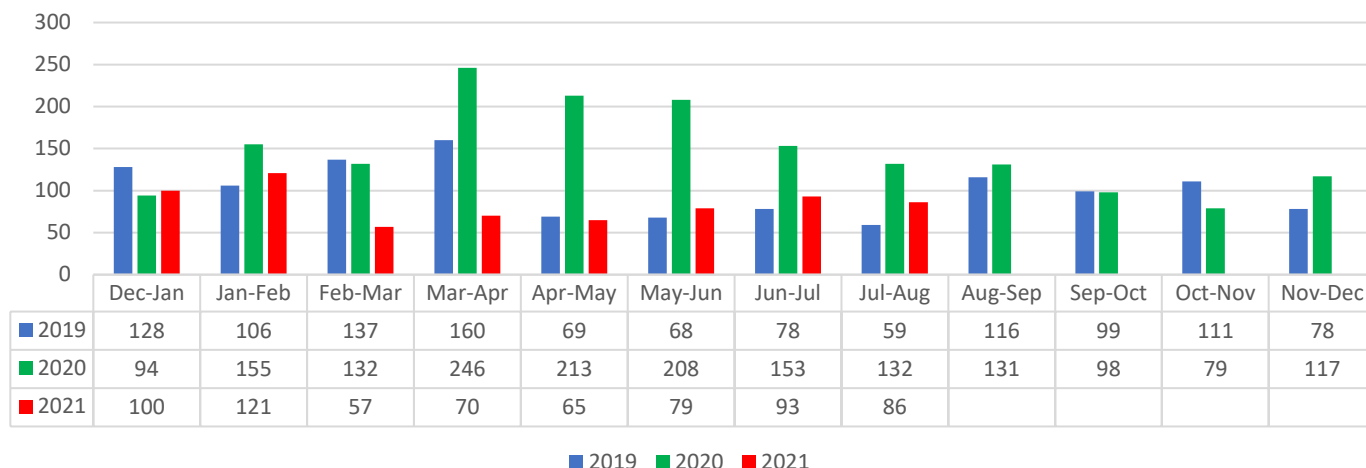
Patrons viewed 18,743 minutes of content on Kanopy from July 16 through August 15, 2021. This represents a decrease of 6% compared to the 19,959 minutes viewed from June 16 through July 15, and a decrease of 5% compared to the 19,811 minutes viewed during the same period in 2020. A downward trend was seen this month for many of the the databases that our patrons used. However, this month's Kanopy usage is still 3% higher than the monthly average of 18,170 minutes that RPL patrons have been watching in 2021.

RPL cardholders from the United States, Mexico, France, and Canada logged on to Kanopy during this period. They used televisions (35%), desktops (28.5%), mobile devices (22.5%), and tablets (14%) as their viewing platforms. The top five suppliers of content viewed this month were Paramount Pictures, Kino Lorber, Weston Woods, Electric Entertainment, and Samuel Goldwyn Films.

DIGITAL SERVICES (CONTINUED)

Mango

Mango Sessions, 2019-2021

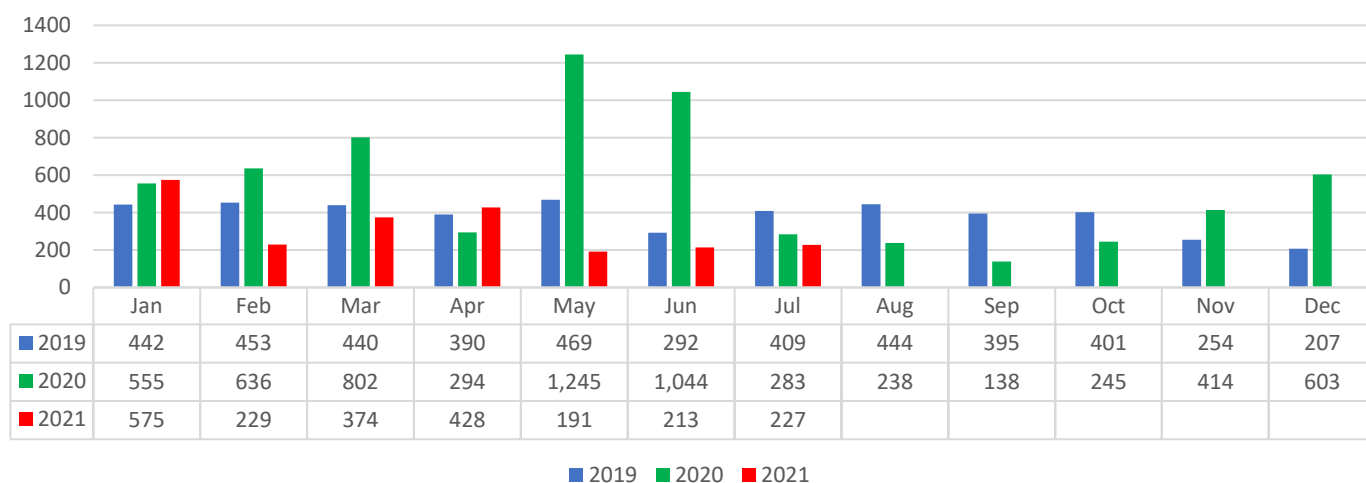


Patrons viewed 86 sessions on Mango from July 16 through August 15, 2021. This represents a decrease of 7.5% compared to the 93 sessions from June 16 through July 15. Although it shows a decrease of 35% compared to the 132 sessions viewed during the same period in 2020, it is up a modest 2% over the 84 sessions that our Mango users have been averaging per month in 2021.

There are some new entries into the top ten listings for Mango this month, including Argot, French; ESL French; and ESL Japanese. The top ten languages studied this month, in order, are Japanese; French; Chinese, Mandarin; Spanish, Latin American; Russian; German; Pirate; Argot, French; ESL French; and ESL Japanese. We had cardholder usage from France in another database, so that could explain why French and especially Argot, French made it into the top ten. “International Talk Like a Pirate Day” is September 19, so that could explain why Pirate is again in the top ten!

Morningstar

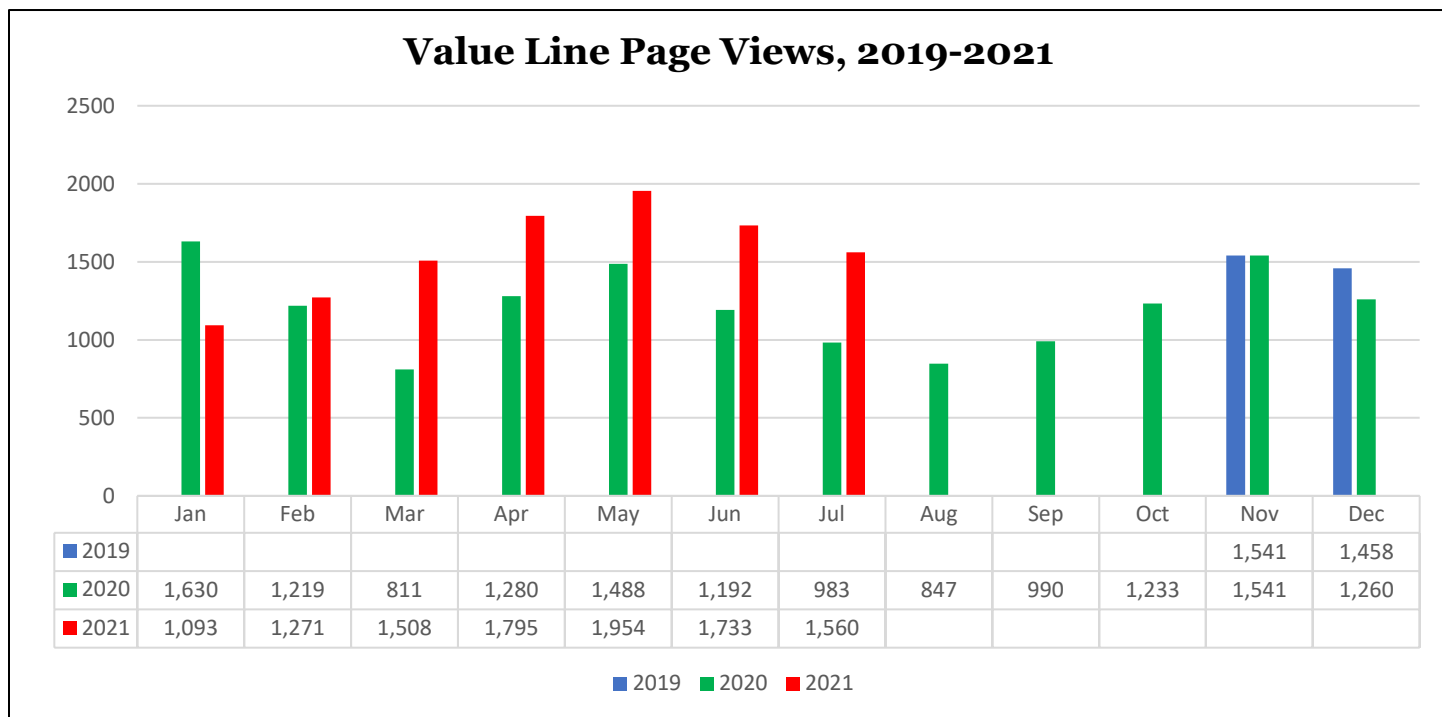
Morningstar Searches, 2019-2021



Patrons conducted 227 searches in Morningstar during the month of July. This shows an increase of 6.5% over the 213 searches conducted in June. However, it also represents a decrease of 20% compared to the 283 searches in July 2020 and a decrease of 29% over the yearly 2021 average of 320 searches per month. The ebbs and flows of Morningstar usage seem to have no pattern. Decreases in usage were seen across the board this month for most of our databases.

DIGITAL SERVICES (CONTINUED)

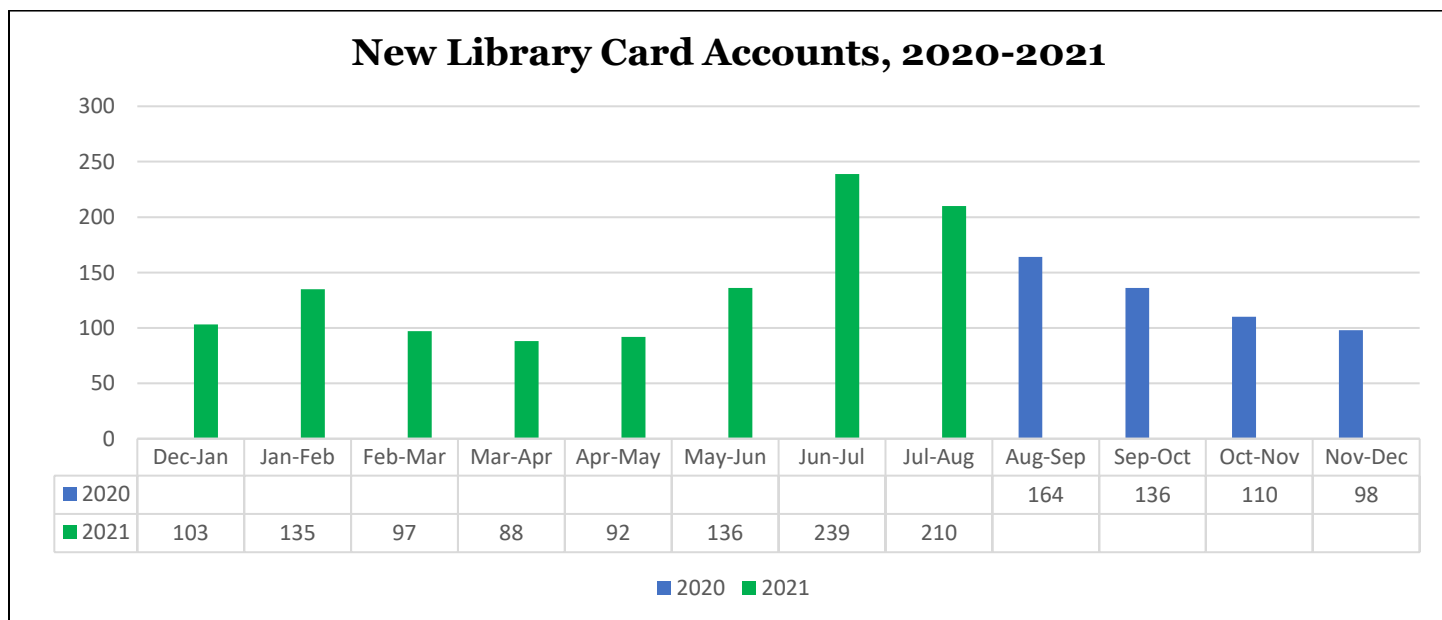
Value Line



ValueLine had 1,560 page searches in July 2021. This is down 10% from the 1,733 page searches conducted in June 2021, but is up 59% from the 983 page searches in July 2020. It is on par with the 1,559 page searches that our Value Line users have been averaging per month in 2021. Morningstar and Value Line are a nice research tandem for patrons of the Richland Public Library to use for their financial and investing questions.

OTHER STATISTICS

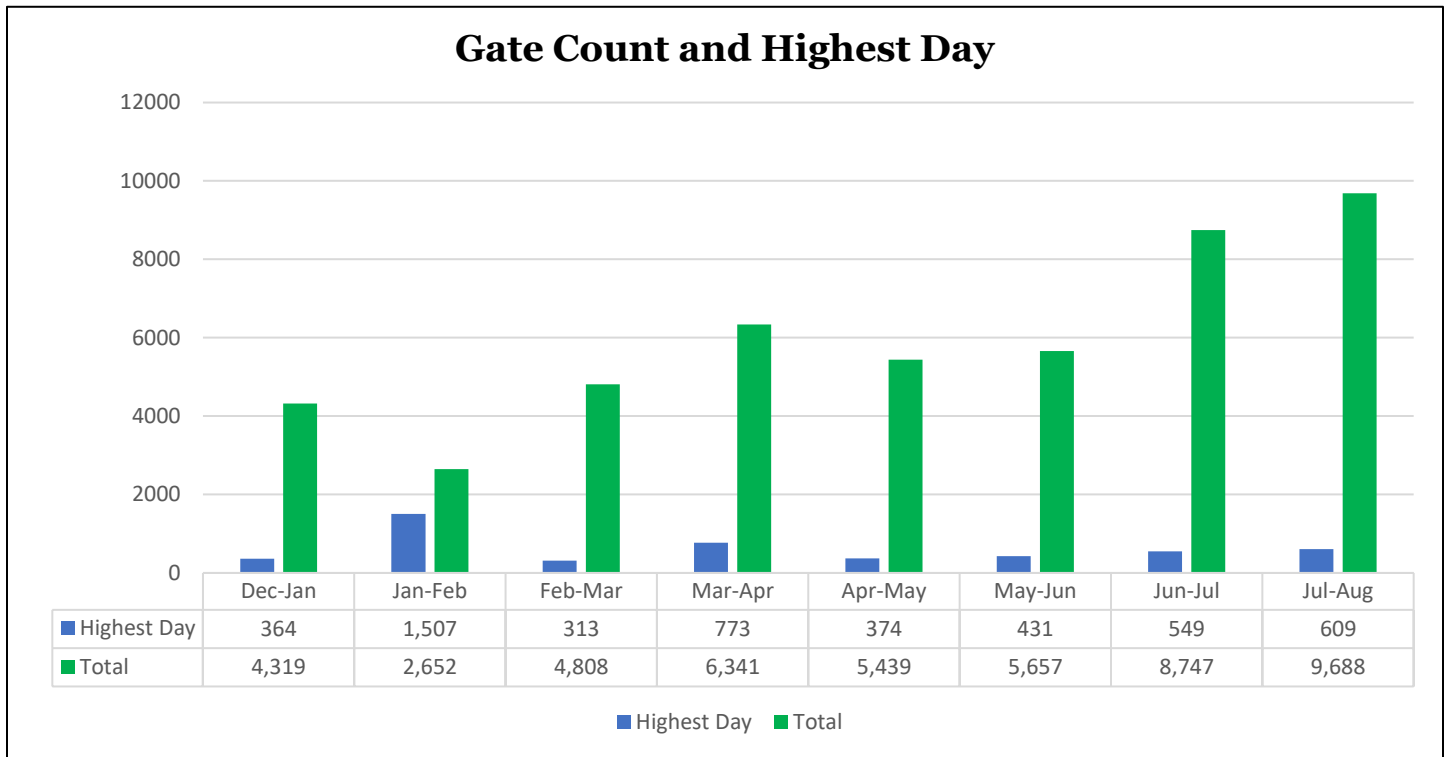
New Library Card Accounts



From July 16 through August 15, 2021, we created 210 new library card accounts for patrons. They included 190 resident cards, 15 nonresident cards, 1 iCard, and 4 interlibrary loans.

OTHER STATISTICS (CONTINUED)

Gate Counts



From July 16 through August 15, 2021, the library's total gate count was 9,688. That represents an increase of 11% compared to the 8,757 visitors the previous month, and it is the highest monthly gate count so far in 2021. Our busiest day during this period was Tuesday, August 3, with a gate count of 609.

Interlibrary Loans

During the month of August, we received a total of 230 interlibrary loan requests from other libraries. All of those requests were for books. We sent 125 books to other libraries during the month in response to interlibrary loan requests.

We also sent 14 interlibrary loan requests to other libraries for our patrons in August; 12 were for books and 2 were for audiovisual (A/V) items. We had 12 requests filled by other libraries for us, including 11 books and 1 A/V item.

Program Attendance

We had 5,576 program attendees from July 16 through August 15, 2021. RPL's hybrid programming approach, which includes in-person programs and virtual programs such as story time videos and take-and-make kits, remains extremely popular with patrons. Our virtual story times had 1,801 views during this period.

We handed out 100 Cup Puppet Take-and-Make Kits; 96 Optical Illusion Take-and-Make Kits; 48 Colorful Constellations Take-and-Make Kits for teens; and 70 Dinosaur Kits, 50 Shape Game Kits, and 55 Shapes Kits for preschool and primary school children.

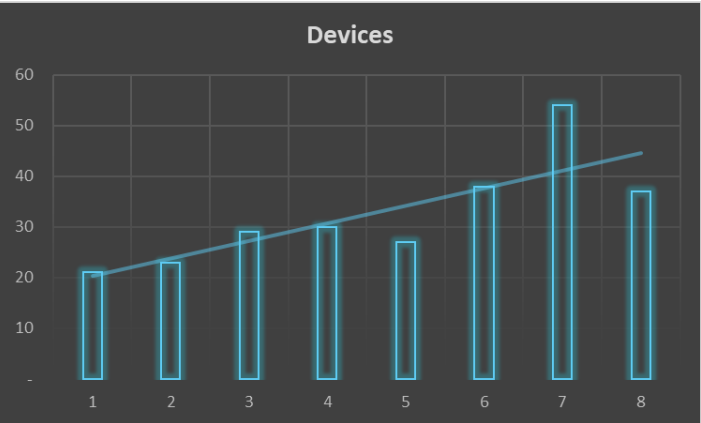
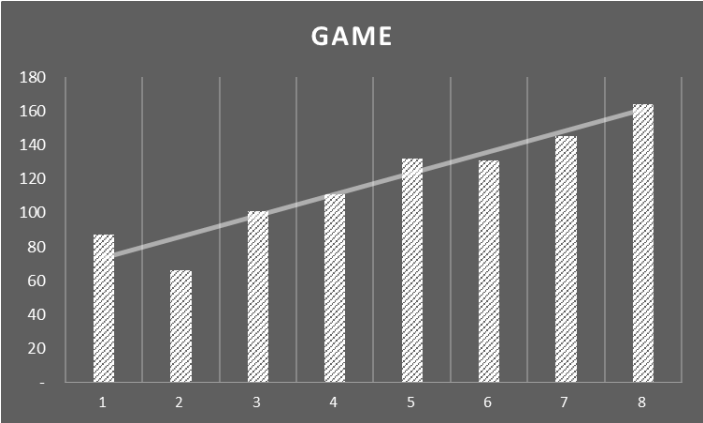
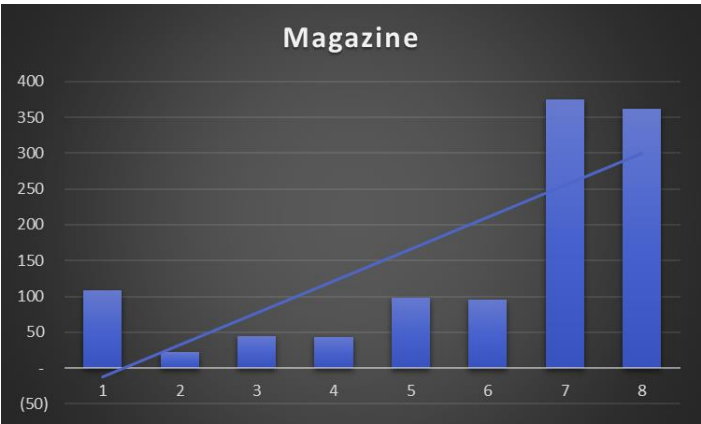
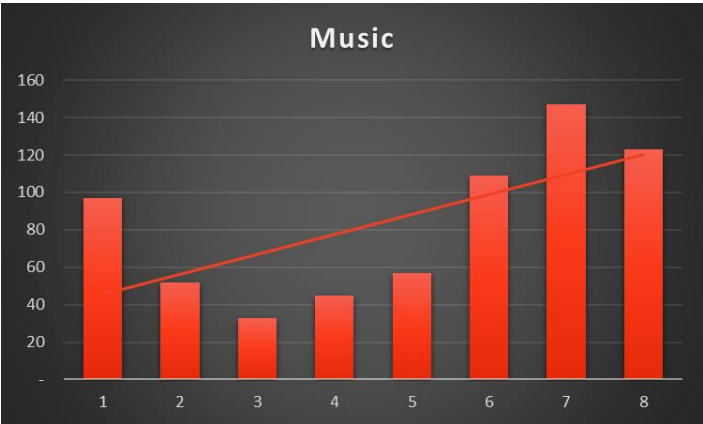
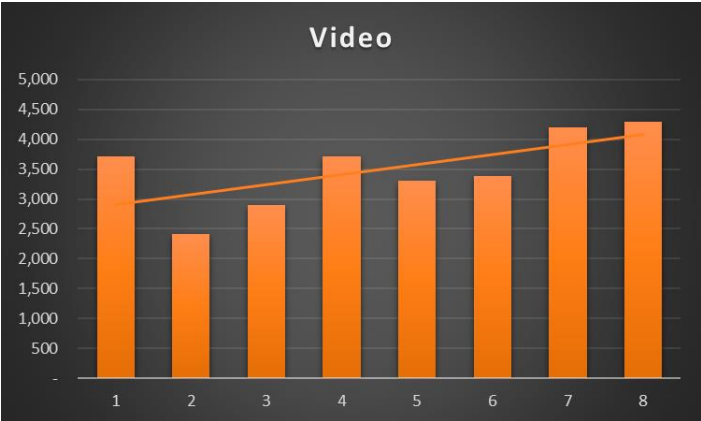
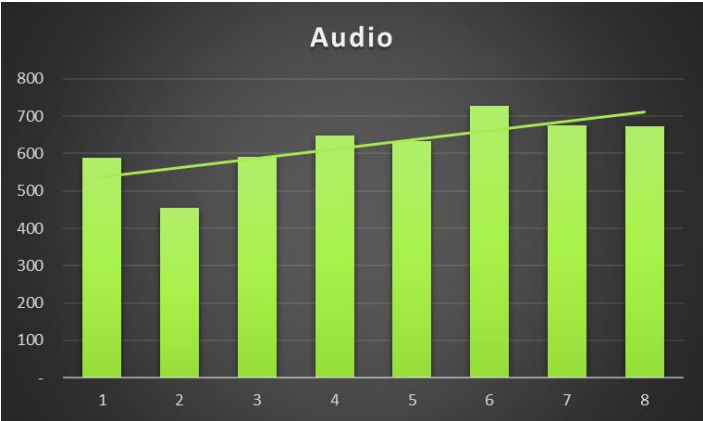
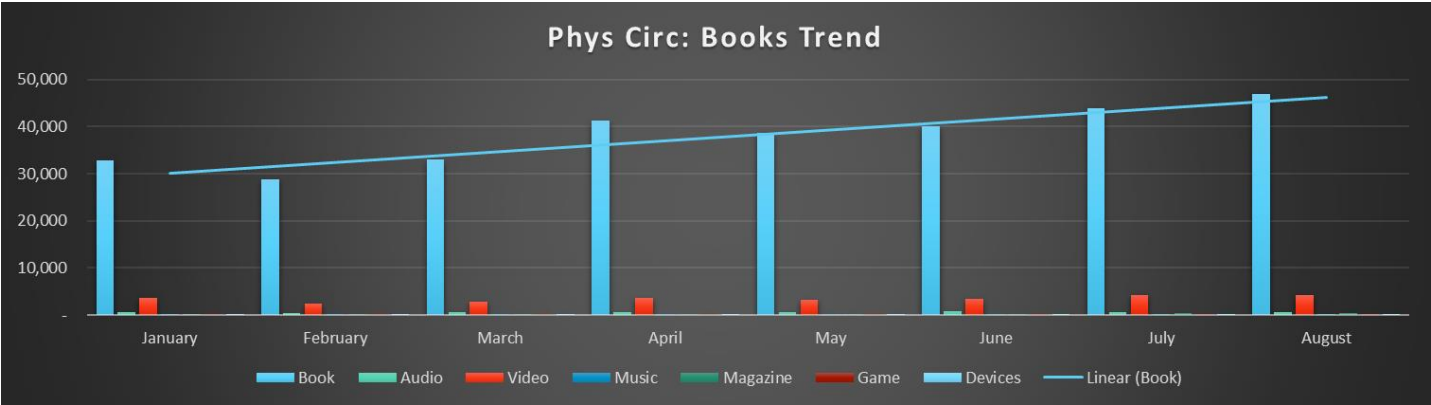
Volunteer Hours

Volunteers logged 280 hours of work during this period. From January through August of this year, volunteers have worked 1,524.75 hours. This is close to the total of 1,598 hours worked during all of 2020.

Website Statistics

From July 16 through August 15, 2021, we had 29,681 unique visitors to the Richland Public Library website and 43,426 website page loads.

PHYSICAL CIRCULATION TRENDS





LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/14/2021

Agenda Category: Approval of Bills

Prepared By: Theresa Barnaby , Interim Library Manager

Subject:

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

Department:

Parks & Public Facilities

Recommended Motion:

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

Summary:

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

Attachments:

1. September 2021 Claims for Payment
2. August 2021 Payroll
3. August 2021 Voucher Listing



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

SEPTEMBER 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 \$ \$91,157.36 this 14th day of September, 2021.

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

Voucher Listings	Amount
August 01, 2021 thru August 31, 2021	\$13,155.67
Transfer Advice (Salaries)	
Salaries for the weeks of: August 05, 2021 thru August 19, 2021	\$78,001.69
MONTHLY EXPENSES	\$91,157.36

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

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

CITY OF RICHLAND

LIBRARY EXPENDITURE

August 2021

Month/Year

PAY PERIODS From July 19, 2021 through August 15, 2021

GROSS SALARIES \$ 78,001.69

		Gross Wages	Total
WEEK OF:	<u>08/05/21</u>	<u>38,811.38</u>	<u>38,811.38</u>
WEEK OF:	<u>08/19/21</u>	<u>39,190.31</u>	<u>39,190.31</u>
WEEK OF:	<u> </u>	<u> </u>	<u>-</u>
	TOTAL	<u>78,001.69</u>	<u>78,001.69</u>

Library Voucher Listing

Begin Date: 8/1/2021

End Date: 8/31/2021

NON-FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8188700/3583	OCLC INC		1000136891	8/6/2021	292440	CATALOGING METADATA ILL SUBSCRIPTION	\$1,071.57
	K8188700/3583	MIDWEST TAPE		500789490	8/4/2021	292217	JULY 2021 HOOPLA	\$4,147.02
	K8188700/3583	ONSOLVE, LLC		15184420	8/13/2021	292647	ONE CALL NOW	\$60.00
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$5,278.59
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$133,822.00			YTD ACTUAL: \$134,234.39			YTD % USED: 100.31%		
INFORMATION TECHNOLOGY TOTAL:								\$5,278.59
	K8721000/4201	FRONTIER		08/21 2061882614	8/4/2021	292201	TELEPHONE CHARGE 7/19/21-8/18/21	\$144.22
	K8721000/4201	FRONTIER		8/21 5099433152	8/18/2021	292696	TELEPHONE CHARGE 8/4/21-9/3/21	\$702.71
TELEPHONE & COMM SVCS TOTAL:								\$846.93
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$5,280.00			YTD ACTUAL: \$10,405.69			YTD % USED: 197.08%		
	K8721000/4207	BANK OF AMERICA		073121	8/2/2021	8684	Library Merchant Service Fees	\$95.19
MERCHANT SVC FEES TOTAL:								\$95.19
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$236.65			YTD % USED: N/A		
	K8721000/4504	XEROX CORP		014045154	8/20/2021	292907	7HB-469027 AUGUST 2021 BASE CHARGE	\$10.86
	K8721000/4504	XEROX CORP		014045164	8/20/2021	292907	3UA-295134 JULY 2021 BASE CHARGE	\$103.01

Library Voucher Listing

Begin Date: 8/1/2021

End Date: 8/31/2021

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4504	XEROX CORP		014045167	8/20/2021	292907	3UA-296344 JULY 2021 BASE CHARGE	\$303.68
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$417.55
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$5,650.00			YTD ACTUAL: \$3,213.18			YTD % USED: 56.87%		
	K8721000/4902	MOON SECURITY SERVIC		1096333	8/20/2021	292877	SERVICE CALL 7/26/21	\$244.36
DUES & SUBSCRIPTIONS TOTAL:								\$244.36
DUES & SUBSCRIPTIONS - YTD INFORMATION								
BUDGET: \$1,855.00			YTD ACTUAL: \$1,750.69			YTD % USED: 94.38%		
	K8721000/5301	WA STATE DEPARTMENT		DOR 07/2021	8/26/2021	8703	COMBINED EXCISE TAX- JULY 2021	\$2.38
STATE TAXES TOTAL:								\$2.38
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$5.13			YTD % USED: 0.50%		
LIBRARY ADMINISTRATION TOTAL:								\$1,606.41
	K8722100/3401	WT COX SUBSCRIPTIONS		3097773	8/18/2021	292749	MAGAZINE SUBSCRIPTIONS 2022- 2023	\$5,947.21
LIBRARY RESOURCES TOTAL:								\$5,947.21
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$256,340.00			YTD ACTUAL: \$165,720.19			YTD % USED: 64.65%		

Library Voucher Listing

Begin Date: 8/1/2021

End Date: 8/31/2021

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/4107	SPORTSENGINE INC		12211	8/18/2021	292715	BACKGROUND CHECKS: LIBRARY	\$74.00
OTHER PROFESSIONAL SERVICES TOTAL:								\$74.00
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$860.00			YTD ACTUAL: \$651.80			YTD % USED: 75.79%		
	K8722100/4505	XEROX CORP		014045165	8/20/2021	292907	3UA-295169 JULY 2021 BASE CHARGE	\$79.55
	K8722100/4505	XEROX CORP		014045166	8/20/2021	292907	3UA-295258	\$157.92
RENTALS-OTHER TOTAL:								\$237.47
RENTALS-OTHER - YTD INFORMATION								
BUDGET: \$5,410.00			YTD ACTUAL: \$1,394.69			YTD % USED: 25.78%		
	K8722100/5117	CITY OF LOGAN		208334076	8/18/2021	292681	INTERLIBRARY LOAN FEE	\$11.99
INTERLIBRARY SVCS TOTAL:								\$11.99
INTERLIBRARY SVCS - YTD INFORMATION								
BUDGET: \$200.00			YTD ACTUAL: \$11.99			YTD % USED: 6.00%		
LIBRARY PUBLIC SERVICE TOTAL:								\$6,270.67
LIBRARY NON-FACILITIES TOTAL:								\$13,155.67

Library Voucher Listing

Begin Date: 8/1/2021

End Date: 8/31/2021

FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
001		GENERAL FUND						
	303	LIBRARY						
	K8725000/4700	CITY OF RICHLAND		07/2021 JUL	8/11/2021	292486	CITY UTILITY BILLS/JUL 2021	\$5,777.03
UTILITIES TOTAL:								\$5,777.03
UTILITIES - YTD INFORMATION								
BUDGET: \$53,736.00			YTD ACTUAL: \$36,855.50			YTD % USED: 68.59%		
LIBRARY FACILITIES TOTAL:								\$5,777.03