

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, October 12, 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 Hernandez

Staff Liaison: Council Liaison Kent and Library Manager Nulph

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)

September 14, 2021 Draft Library Board Meeting Minutes

Report of the Library Manager:

1. October 2021 Library Manager's Report
 - Christopher Nulph, Library Manager
2. October 2021 Library Statistics
 - Christopher Nulph, 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 September 1, 2021 through September 30, 2021
 - Christopher Nulph, Library Manager

Unfinished Business:

1. RPL Policy Change: Check Out Limits and Damage to Library Property

New Business:

Agenda Items for Upcoming Board Meeting:

Adjournment

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

Richland Public Library is ADA accessible with special parking and access available at the entrance facing Northgate Drive. Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 942-7389.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 10/12/2021

Agenda Category: Approval of Minutes

Prepared By: Theresa Barnaby , Interim Library Manager

Subject:

September 14, 2021 Draft Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the 09-14-21 Meeting Minutes. Vote required.

Summary:

The draft of the 09-14-21 Meeting Minutes are included for consideration.

Attachments:

1. 2021.09.14 Library Board Meeting Minutes



MINUTES

Richland Public Library Board

Zoom – Public Telephone Access:

(206) 337-9723 or (253) 215-8782

Meeting ID No. 974 2873 2704

September 14, 2021, 5:30 – 6:30 PM

CALL TO ORDER:

CHAIR MAIER CALLED THE MEETING TO ORDER AT APPROXIMATELY 5:32 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, PARKS AND PUBLIC FACILITIES DIRECTOR SCHIESSL, ADMINISTRATIVE ASSISTANT BARADA, AND RICHLAND RESIDENT LILLIE PIKE.

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

CHAIR MAIER ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE AUGUST 10, 2021 MEETING. BOARD MEMBER LIGHTNER MOVED AND BOARD MEMBER BUXTON SECONDED THE MOTION TO APPROVE THE MINUTES OF AUGUST 10, 2021 AS IS. THE MOTION CARRIED 5-0.

REPORT OF THE LIBRARY MANAGER:

Programming remains small and containable.

The gate separating the library from the lobby is no longer functioning. A solution will be figured out before the library opens to normal operating hours.

PUBLIC COMMENTS:

No comments were made.

APPROVAL OF BILLS:

BOARD MEMBER BUXTON MOVED AND BOARD MEMBER LUNSTAD SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR SEPTEMBER 2021 IN THE AMOUNT OF \$91,157.36. 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:

1. RPL Policy Change: Check Out Limits and Damage to Library Property

ADJOURNMENT:

CHAIR MAIER ADJOURNED THE MEETING AT 6:06 P.M.

Prepared and submitted by Kylie Barada, Administrative Assistant

Minutes Approved by: _____
Kurt Maier, Library Board



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 10/12/2021

Agenda Category: Report of the Library Manager

Prepared By: Christopher Nulph, Library Manager

Subject:

October 2021 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

Library Manager Nulph's October 2021 report is included for discussion.

Attachments:

1. 2021.10.12 Library Manager's Report



LIBRARY MANAGER'S REPORT

Richland Public Library Board

October 12, 2021

Friends of the Library

The Friends are preparing to have their large semi-annual book sale in late October.

Foundation

No updates.

State of Library Services

Library hours and meeting room reservations remain in the same status as the previous month. We will begin to look at resuming meeting room services to the community in the coming month. Reservations would be booked with the understanding of current mask and 50% capacity guidance. Due to the non-operational gate, meetings would just be held during library hours.

We are continuing to look at solutions for the broken gate. Resolving this issue allows us to be more flexible with meeting room bookings and, eventually, library operating hours.

Preprinted library cards are projected to arrive by the end of October. This will replace our library cards that are printed onsite.

Programming has continued under a reduced scale for this past month. Therapy dog reading service has resumed and took place on select Thursday and Fridays. As more therapy dogs become available, dog schedules will be added to the calendar. Michelle, our teen librarian, had the chance to do in person teen programming for the first time since her onboarding early in the pandemic. Her programs for the month included the High School Book to Movie Club, featuring the Hunger Games, High School Yarn Academy, and Middle School Yarn Academy. Take and Make Kits continued to be popular, pushing our total for kits handed out this year to 3,453.

Library Statistics

Library statistics will be reverting to full month reports rather than mid-month to mid-month reports. This will begin on the next reporting cycle. By changing the timeline for reporting, this will make the generation and readability of the reports more user friendly.

Gate count has maintained on pace from the previous month. Our overall physical circulation continues to grow at a steady rate over the past several months. Digital circulation lacks an overall trend and remains similar in nature month to month.

Brainfuse HelpNow has rebounded now that school has begun. The service offers tutoring and feedback help to students and is typically used more during the school year. The usage has gone from 20 (July) to 60 (August) per month.

Staffing Updates

Justin Stephenson has been hired and has begun working as a Library Page.

Christopher Nulph has been hired and has begun working as the Library Manager.

The Library is currently proceeding through the interview process for two Library Assistant II positions and two Library Assistant I positions.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 10/12/2021

Agenda Category: Report of the Library Manager

Prepared By: Christopher Nulph, Library Manager

Subject:
October 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. 2021.10.12 Library Statistics

RICHLAND PUBLIC LIBRARY

September 2021 Statistics Report for the October Board Meeting



SUMMARY

During the month of September, 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 October.

We held several in-person programs at the library this month, including evening story times on Tuesdays, the High School Yarn Academy on September 2, "Coloring Fun for Everyone" on September 13, Singing Strings Ukulele Club jams on September 7 and 21, Preschool STEAMplay on September 8 and 29, the High School Book to Movie Club on September 9, a Family Craft Night on September 9, the Middle School Yarn Academy on September 14, Outdoor STEAMkids on September 18, and therapy dog visits.

In-person programs held at other locations included Story Times at Howard Amon Park on Thursday mornings and a Story Time at Jeanette Taylor Skate Park on September 21.



AUGUST 16 THROUGH SEPTEMBER 15

- Total Circulation: 51,048 items
- Digital Items Checked Out: 13,841
- Physical Items Checked Out: 37,207
- Renewals: 18,217 physical items
- Hoopla Circulation: 2,214 items
- Kanopy Circulation: 19,991 minutes
- Overdrive Circulation: 11,009 items
- Mango: 74 sessions
- New Library Card Accounts: 190
- Internet Sessions: 685
- Gate Count: 9,638

CHILDREN'S ACTIVITIES

Story Times at Howard Amon Park

Children's Services Librarian Kelly Reed has continued to hold 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. These popular events had between 33 and 51 attendees.

Kelly typically hands out a take-and-make kit after each story time session. This month, she handed out an art activity bag, activity sheets with stickers, a bird-themed kit, and a Dot Day Kit. Supplies for these kits are generously provided by funding from the Friends of the Richland Library.

Story Time at the Skate Park

Kelly also held a special story time at 10 a.m. on Tuesday, September 21, at the Jeanette Taylor Skate Park behind HAPO on Goethals. Our calendar entry said, "We will share a few stories on the grass so bring blankets. Then we'll have time to experiment with rolling things down the hills! We will bring a variety of balls and a few cars but feel free to bring something of your own if you want to try rolling it down the hills."

Story Time with Miss Kelly Videos

Kelly has continued to record *Story Time with Miss Kelly* videos that are posted to Facebook twice per week. By September 30, we had 132 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 *The Puddle* by David McPhail, *Glad Glad Bear* by Kimberly Gee, *Going Places* by Peter and Paul Reynolds, *Again!* by Emily Gravett, *I Really Like Slop!* by Mo Willems, and *Chirp: Chipmunk Sings for a Friend* by Kate Messner. Videos featured visits from therapy dogs Keiki, Lucy, and Ruby.

Tuesday Evening Story Times

Kelly held story times in the library on September 7, 14, 21, and 28. Families enjoyed coming to the Story Circle to enjoy stories, songs, and rhymes.

Therapy Dogs

Many of our wonderful therapy dogs have been coming to the library and the park to visit with children and listen to them read.

In September, we had visits from several new-to-us therapy dogs, including Keiki, Ruby, and Rowbey. Gus made scheduled visits to the library on September 17 and 24, Rowbey made visits on September 23 and 30, and several therapy dogs also came to the library at other times.



CHILDREN'S ACTIVITIES (CONTINUED)

Fall Into Reading Book Display

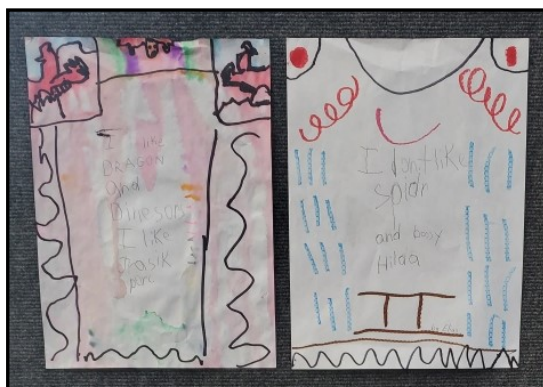
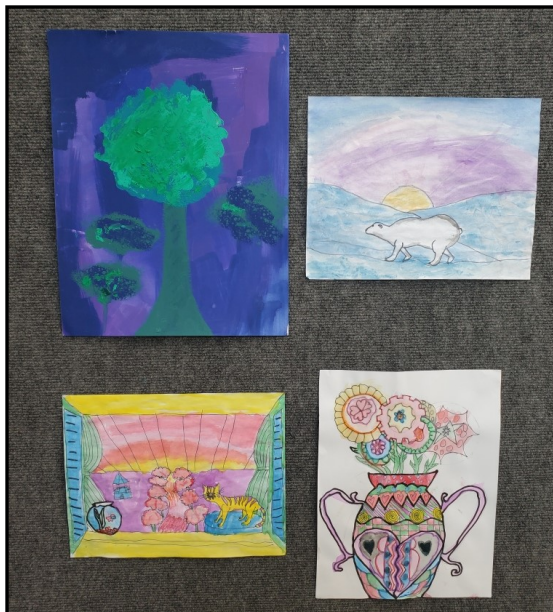
Library Assistant Mary Brown-Elmore and Alyssa created a “Fall Into Reading” book display for the Children’s Department. This eye-catching display features graphics from *Alice in Wonderland*, along with a selection of colorful printed book covers.

We have been keeping the table stocked with recommended books for children of all ages. Parents and children can easily browse through the books to choose some while they are using the self-checkout station.



Mini Art Display

Many patrons loaned us their Summer Reading Program artwork so that we could create a “Mini Art” display in the library’s lobby during September. Here are some photos of the wonderful artwork they shared with us.



FAMILY ACTIVITIES

Dog Take-and-Make Kit

For the month of September, Parks and Recreation Coordinator Lisa Adams and STEAMspace Coordinator Johanna Talbott put together a fun “Libraries Love Dogs” Take-and-Make Kit for children and families. Each kit included instructions and craft supplies to make a Slinky spring dog, along with a dog mask to color, some dog-themed coloring pages, and a “match the therapy dog picture to the name” activity that featured photos of 13 therapy dogs.

We handed out 108 of these kits at the library.



FAMILY ACTIVITIES (CONTINUED)

Family Craft Night: The Very Hungry Caterpillar

We held a Family Craft Night program from 6 to 8:30 p.m. on Thursday, September 9. Our calendar entry said, “While the teens are watching the Hunger Games in Library Gallery with the High School Book-to-Movie club, we’ll be having our own family-friendly hungry fun in the conference room. Our craft theme is *The Very Hungry Caterpillar*! Who doesn't love this Eric Carle classic? Children MUST be accompanied by an adult. Please note this event extends to AFTER-HOURS to accommodate families with teens in the Book to Movie club. If you wish to check out books, please do so BEFORE the library proper closes at 7 pm. The lobby area will remain open for this event, but the main library will be closed.”

Families who attended had fun making colorful flowers, caterpillars, and butterflies using pom poms, construction paper, googly eyes, fuzzy pipe cleaners, and other craft supplies.



FAMILY ACTIVITIES (CONTINUED)

Preschool STEAMplay

We held Preschool STEAMplay programs from 10 a.m. to noon on Wednesday, September 8, and Wednesday, September 29. Our calendar entry invited patrons to drop in and enjoy STEAM activities specifically designed for preschoolers. These programs were sponsored by the Friends of the Richland Public Library.

Outdoor STEAMkids

We held an Outdoor STEAMkids program in front of the library from 11 a.m. to noon on Saturday, September 18. Our post about this event said, “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 was sponsored by the Friends of the Richland Public Library.

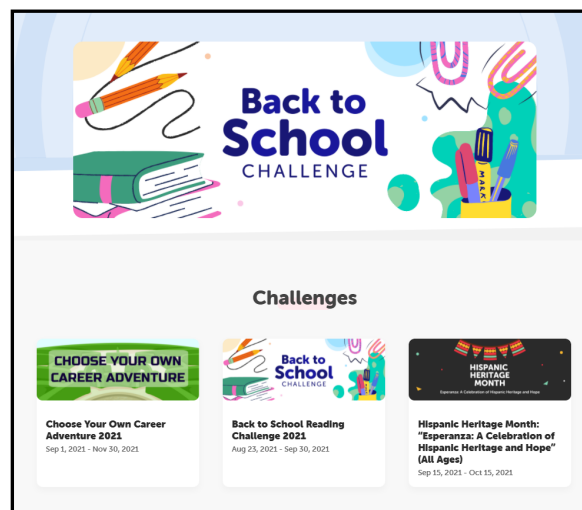


Coloring Fun for Everyone!

We held another “Coloring Fun for Everyone!” event in the STEAMspace from 4 to 6 p.m. on Monday, September 13.

Back to School Challenge

From August 23 through September 30, we encouraged children to participate in the Back to School Challenge on Beanstack. The description read, “It’s back to school time! Start the school year right by logging your reading to earn badges all month long.”



Choose Your Own Career Adventure Challenge

We are encouraging teens age 13 through 19 to participate in the Back to School Challenge on Beanstack from September 1 through November 30. The description reads, “Curious about what it takes to become an astronaut? Wondering what the career path is to becoming a film director? Always dreamed of starting your own business? Explore the many choices ahead of you by checking out the different careers available in some interesting subject areas!”

Hispanic Heritage Month Challenge

We are also holding a Hispanic Heritage Month Challenge on Beanstack for patrons of all ages from September 15 through October 15. The theme of this challenge is “Esperanza: A Celebration of Hispanic Heritage and Hope.” Participants can complete activities to learn about traditional foods, change-makers, and celebratory traditions.

TEEN ACTIVITIES

Middle School and High School Yarn Academies

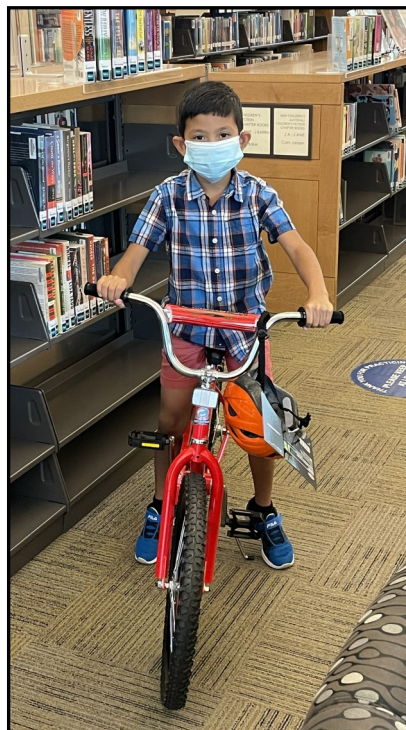
Teen Services Librarian Michelle Haffner started two new programs for teens in September: Middle School Yarn Academy and High School Yarn Academy. These groups will meet each month in the STEAMspace.

The first High School Yarn Academy session, for 9th through 12th graders, was held from 5:30 to 6:30 p.m. on Thursday, September 2. The first Middle School Yarn Academy session, for 5th through 8th graders, was held from 4 to 5 p.m. on Tuesday, September 14.

Our Facebook posts for these groups said, “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.”

Mary created an eye-catching bulletin board to publicize these new groups and encourage teens to participate.



We continued to hand out Summer Reading Program prizes in September. Here are photos of some of the winners!

TEEN ACTIVITIES (CONTINUED)

Sweater Weather Take-and-Make Kit

For September, Michelle put together Sweater Weather Take-and-Make Kits for teens. Each kit included instructions and all craft supplies needed for finger knitting and pom pom garlands, as well as a tiny bag of Skittles and a handout about upcoming teen programs for October.

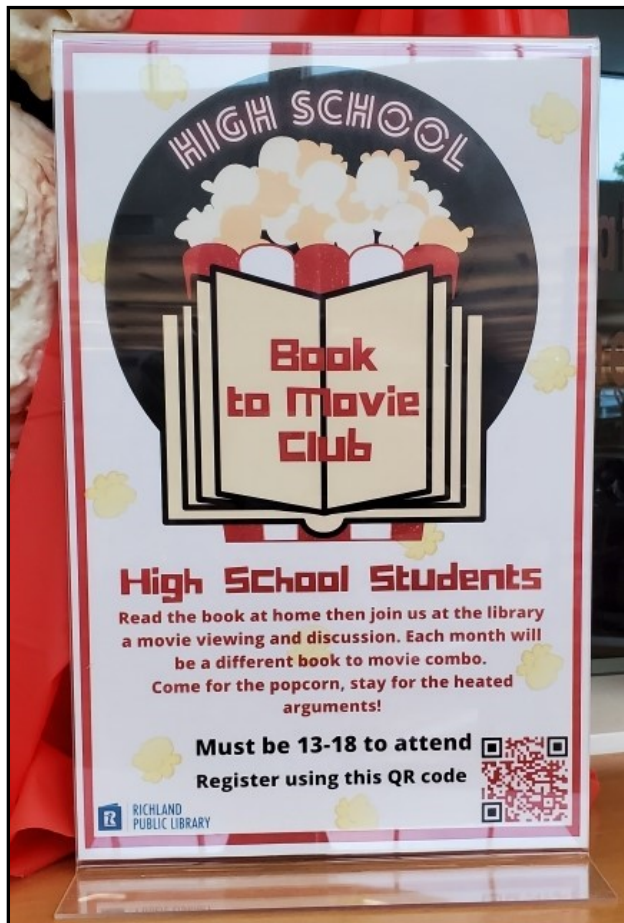
We handed out 42 of these kits at the library. Teens are welcome to keep what they make or can return their items to be added to the library's trees when we decorate them later this fall.

High School Book to Movie Club

Michelle also started 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 was held at 6 p.m. on September 9 and featured *The Hunger Games* by Suzanne Collins.

Mary created a colorful bulletin board display in the library to promote this program. Teens could easily preregister by scanning the QR code featured in the display.



Sweater Weather Teen Kit

Help us cover our trees with yarn crafts as they lose their leaves! Inside is everything you need to make a **pom pom garland** or some **finger-knitting**. Keep it, or **return it to the library** and we'll put it on the trees!



**RICHLAND
PUBLIC LIBRARY**



ADULT ACTIVITIES

Book Tasting with Gavin Video

Adult Services Librarian Gavin Lightfoot recorded a new *Book Tasting with Gavin* video for September. This month, he reviewed *Chauvet Cave: The Art of Earliest Times*, a book by Paul Bahn, Jean Clottes, and Maurice Arnold. The book features photos and detailed information about the incredible 35,000-year-old cave paintings that were discovered in France's Ardeche Valley in December 1994.

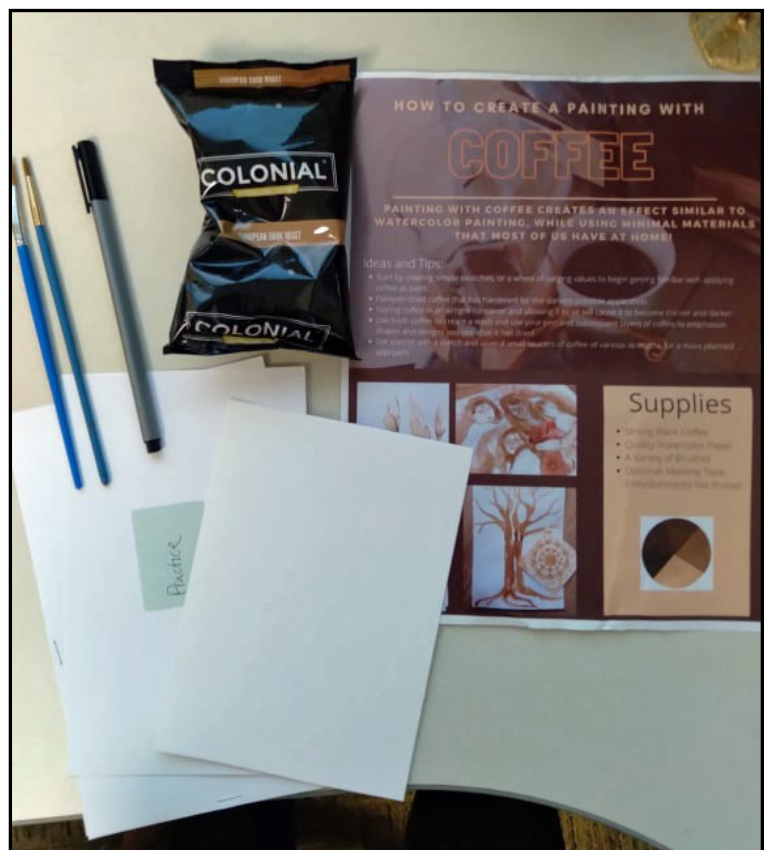
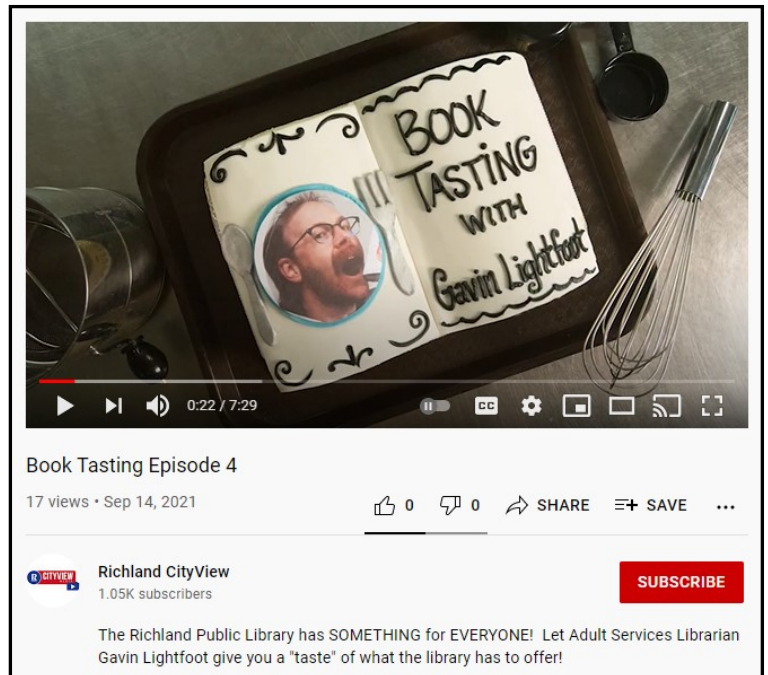
Gavin's video may be viewed on the Richland CityView YouTube channel at the following link.

<https://www.youtube.com/watch?v=HRXZFPAWG14>

Coffee Painting Take-and-Make Kit

To go with the September video, Gavin put together Coffee Painting Take-and-Make Kits for adults. Each kit contained instructions and craft supplies for creating a painting with coffee.

We handed out 30 of these kits at the library.

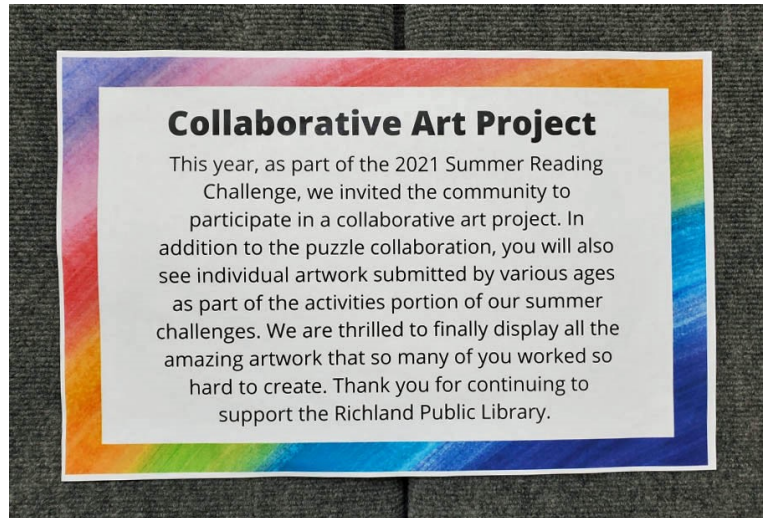
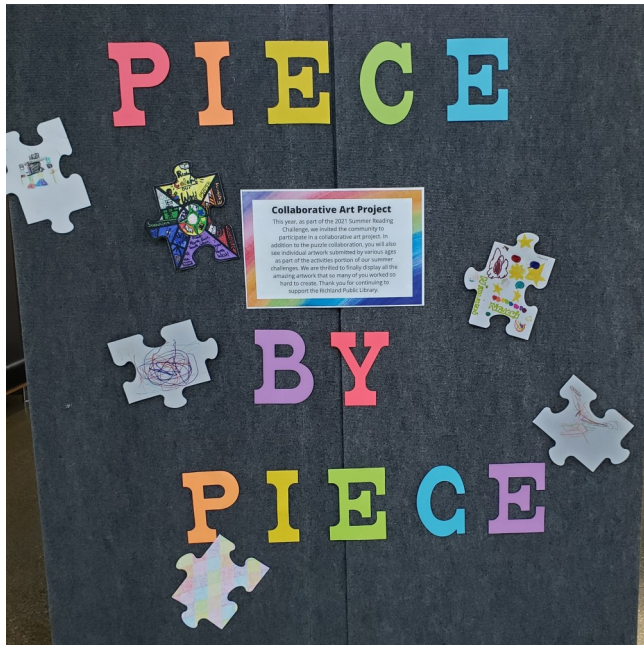


LOBBY DISPLAY

Collaborative Art Project

As part of this year's Summer Reading Program, we invited community members to participate in a collaborative art project. We asked patrons to pick up large puzzle pieces at the library, decorate them, and then return them to be part of a collaborative art exhibit this fall. Gavin, Kelly, and Michelle put the puzzle pieces together to create larger pieces for display.

The exhibit featuring colorful puzzle pieces could be viewed in the library's lobby during the month of September, along with a display of mini art creations contributed by patrons for the Summer Reading Program.



LIBRARY DISPLAYS

Off-Season Home Improvement Display

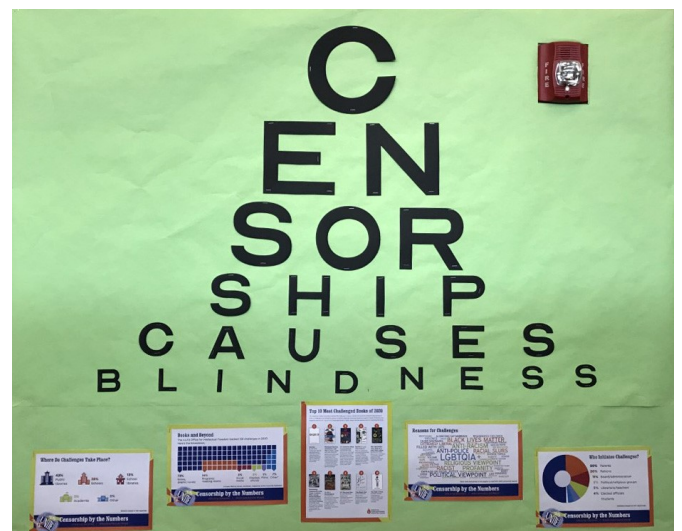
Library Assistant Carole Rodriguez came up with the idea for an Off-Season Home Improvement Display that Mary put together for September.

The eye-catching tabletop display focused on do-it-yourself home improvement and repair projects for homeowners as well as renters. It featured books on home improvement and repair, and was decorated with a pegboard, colorful tools, and other project supplies.

We kept the display stocked with a selection of books throughout the month. Patrons could easily browse through the books to find new project ideas while using self-checkout stations.

Censorship Display

Mary also created a “Censorship Causes Blindness” display to highlight the impact of book challenges and censorship on libraries throughout the United States. The display included information about the top ten most challenged books of 2020, who initiated challenges, the reasons for challenges, and where the challenges took place.



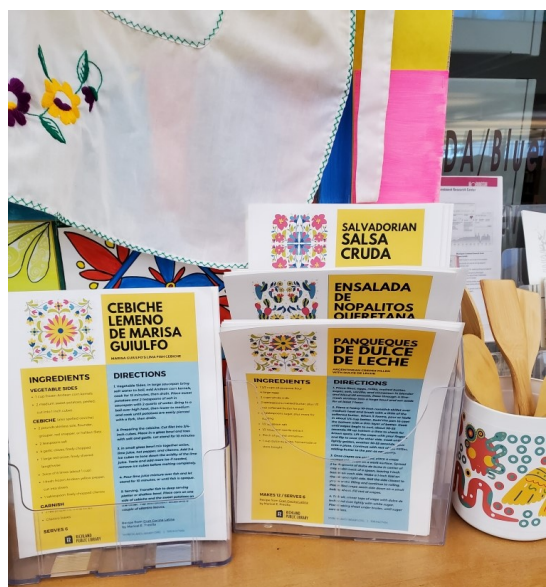
LIBRARY DISPLAYS (CONTINUED)

Latinx Heritage Month Bulletin Board

Mary and Library Assistant Alicia Briones created a bulletin board for Latinx Heritage Month, which is celebrated every year from September 15 through October 15. The display features food of Latin America, and it includes cookbooks, a selection of recipes, and a list of fiction books by Latinx authors.

Alicia painted the amazing Talavera-style paper tiles and brought in an embroidered apron for the display. Talavera is a traditional Mexican and Spanish pottery technique that dates back to the 16th century and features natural clay, a white base glaze, and specific colors and patterns created with natural pigments.

Mary created colorful paper flowers and printable handouts featuring recipes. We are keeping the display stocked with a selection of books that patrons can browse through and check out.



LIBRARY DISPLAYS (CONTINUED)

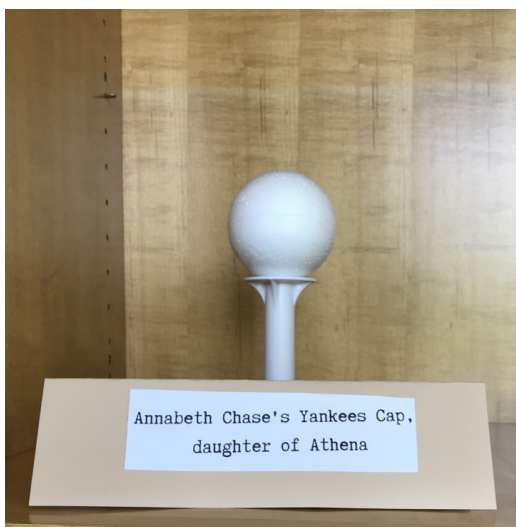
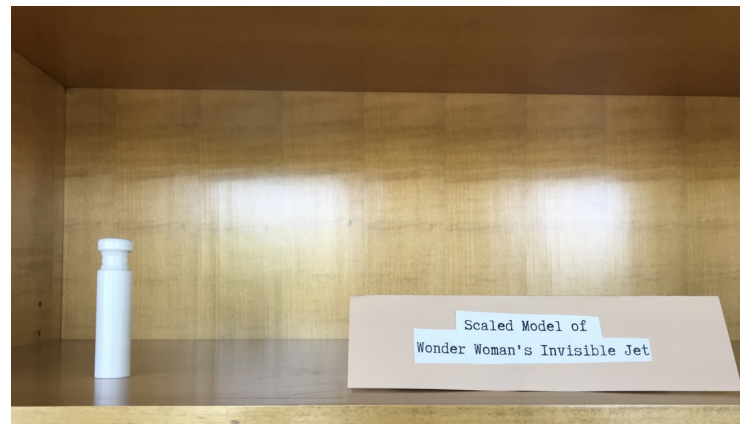
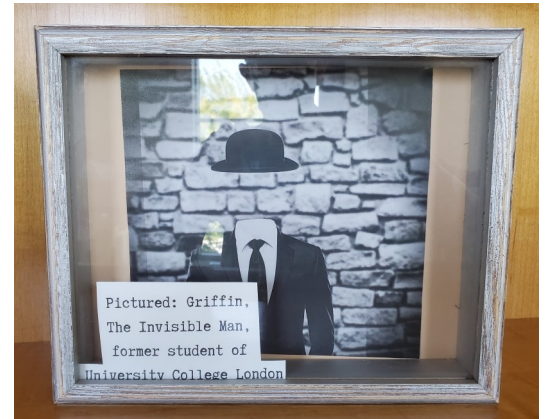
“Cruisin’ in the Library” Display

Cool Desert Nights is a classic car, street rod, and motorcycle event that will be held from September 30 through October 3 at the Uptown Shopping Center in Richland. To go along with this theme, Mary created a Classic Cars Display for the library. Toy cars, a graphic of a model wagon, and other items were contributed by library staff. We are keeping the display stocked with books about classic cars for patrons to check out.



Invisible Display

Mary and Alyssa put together a humorous “Invisible Display” upstairs near the fireplace gathering area. It features literary and pop culture items that are invisible: Annabeth Chase’s invisible Yankees cap from Rick Riordan’s *Percy Jackson and the Olympians* series; a scaled model of Wonder Woman’s invisible jet; a hanger with Harry Potter’s invisibility cloak from J. K. Rowling’s *Harry Potter and the Sorcerer’s Stone*; Griffin from H. G. Wells’ *The Invisible Man*; Miles Morales from *Ultimate Spider-Man* comics; Violet Parr from *The Incredibles*; Bilbo Baggins from J. R. R. Tolkien’s *The Hobbit* wearing the One Ring; and more.



INTERACTIVE GRAPHICS

We continued to create interactive graphics and post them on Facebook in September.

Hispanic/Latinx Heritage Month is observed from September 15 through October 15. On September 15, we posted an interactive graphic that features Pura Belpré Award winners and honor books. Pura Belpré Awards are given each year to Latino/Latina writers and illustrators whose works best portray, affirm, and celebrate the Latino cultural experience in outstanding literature for children and youth.

view.genial.ly/6140f9a9df32ddod63ce6c7b/interactive-content-hispanic-heritage-month

On September 21, we posted an interactive graphic featuring the newest in young adult (YA) fiction by Hispanic authors.

view.genial.ly/613fd62ef49cadod79e6c64e/interactive-image-ya-hispanic-heritage-month-booklist-2021

On September 23, we posted an interactive graphic featuring hot new titles by Hispanic authors. It includes a range of titles from thrillers to mysteries, and from rom-coms to fantasy.

view.genial.ly/6142241cce93a9od94eeecac4/interactive-image-hot-new-titles-by-hispanic-authors-sept-2021

Banned Books Week is observed from September 26 through October 2, 2021. On September 27, we posted an interactive graphic featuring the American Library Association's top 10 most challenged books of 2020.

view.genial.ly/6125307956aa11od3522bb75/interactive-image-banned-books-week-2021-top-10-of-2020



SOCIAL MEDIA HIGHLIGHTS

Providing Information

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

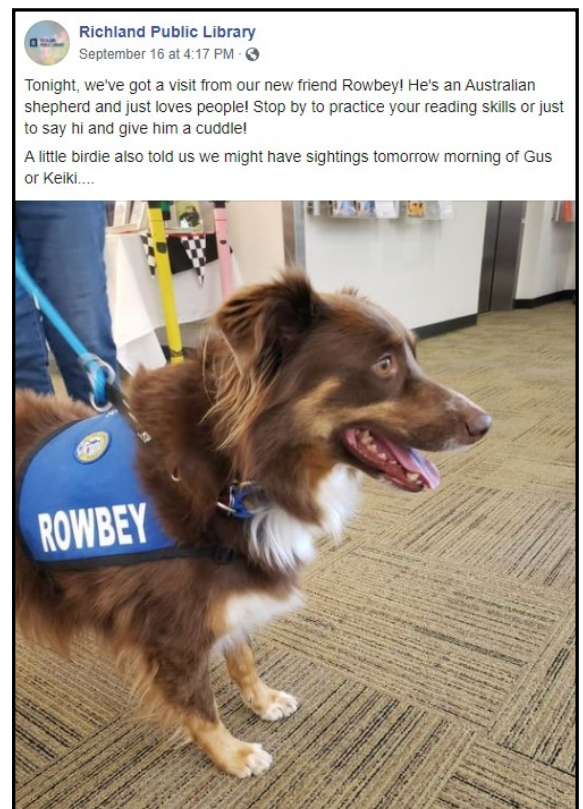
On September 1, we shared a City of Richland post to let patrons know that Elijah Family Homes would be holding a “Parenting the Love and Logic Way” six-class series over Zoom for low-income Richland residents. Two separate programs were scheduled for September and October, with the first starting on September 13. The programs were made possible by a Community Development Block Grant from the City of Richland. Patrons could click on links in our post to sign up.

We posted to let patrons know about the Tri-Cities Geocoin Challenge starting September 4, and to let them know that they needed to register by Thursday, September 2, to participate in the weekend’s events.

We posted to remind patrons that City of Richland facilities including the library, the Community Center, and the Horn Rapids Landfill would be closed on Monday, September 6, for the Labor Day holiday. We also let them know that George Prout Pool had closed for the season, but that the Howard Amon Park Wading Pool and the Badger Mountain Splash and Play Park would remain open through September 12.

We posted to let patrons know that Governor Inslee declared September 11 as 9-1-1 Day, and to thank Benton County Emergency Services dispatchers and recognize the importance of the work and service they provide to our community. Later in the month, we posted to encourage patrons to learn more about careers as emergency communications dispatchers, and to apply for open positions with the Southeast Communications Center.

Banned Books Week was observed from September 26 through October 2, 2021. We posted to let patrons know about the differences between challenges and bans, why some books are challenged, and why access to books is important. For more information, patrons can visit <https://ala.org/bbooks>.



SOCIAL MEDIA HIGHLIGHTS (CONTINUED)

Library Materials and Services

We are also continuing to post on social media to highlight the different programs, services, and materials available through the library.

In early September, we posted to encourage patrons to check out the Hoopla Movies of the Month that could be streamed for free by RPL cardholders.

We posted to let patrons know about many different activities at the library, including the High School Yarn Academy, “Coloring Fun for Everyone,” the Preschool STEAMplay sessions, the after-hours High School Book to Movie Club showing of *Hunger Games*, the after-hours Family Craft Night, the Middle School Yarn Academy, and the Outdoor STEAMkids program. We also posted about Story Time at the Skate Park.

September was Library Card Sign-Up Month, so we posted to invite patrons to bring friends and family members to the library to sign up for their own cards.

We also posted a fun Library Card Sign-Up Month Bingo activity from the American Library Association on September 9. It encouraged patrons to complete different activities such as streaming a Kanopy movie, reading a magazine on Libby, learning a new language using Mango, borrowing a graphic novel from the library, or accessing a library database.

We have been posting every other week to highlight some of the wonderful courses RPL patrons can take through LinkedIn Learning. In September, we highlighted “Photography Foundations: Mobile Photography” by Ben Long and “College Prep: Writing a Strong Essay” by Leigh Ann Chow. We included simple instructions for accessing the free courses through the following link.

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

We also encouraged patrons to celebrate Hispanic Heritage Month from September 15 through October 15 by checking out selected e-books, audiobooks, and movies from Hoopla Digital, and by checking out recommended books and audiobooks by Hispanic authors.

The library’s Facebook page can be viewed at the following link.

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



NEW FOR OCTOBER!

High School Yarn Academy

The High School Yarn Academy will be meeting from 5:30 to 6:30 p.m. on Friday, October 7. Our calendar entry 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 for the kids to keep practicing or work on their own project. Join us in October when we will be covering the basics of crochet, as well as creating pumpkins out of yarn using techniques for all skill levels!"

Middle School Yarn Academy

The Middle School Yarn Academy will be meeting from 4 to 5 p.m. on Tuesday, October 12. This group is open to fifth through eighth graders. Participants will be learning the basics of crocheting while creating pumpkins.

October Yarn Academy Crafts:

Yarn Pumpkins Crocheting 101



High School Book to Movie Club: Catching Fire

The next High School Book to Movie Club session will be held from 6 to 8:30 p.m. on Thursday, October 14. Our calendar entry invites high schoolers 13 and older to "Join us for our monthly High School Book to Movie Club! Read or listen to *Catching Fire* by Suzanne Collins at home, then join us at the library to watch the movie and discuss the differences. Did they get your favorite character's look just right? Does the bad guy sound way different than you imagined? Can you believe they left out that one scene where that wild thing happened? After our discussion we will vote on the next book to move combo to read and watch. While we appreciate parental enthusiasm, this event is meant for just the teens. Register here to reserve your seat! Please be aware we will be watching a PG-13 movie."



NEW FOR OCTOBER! (CONTINUED)

Preschool STEAMplay

We will be holding Preschool STEAMplay events at the library at 10 a.m. on Wednesday, October 13, and Wednesday, October 27.



Family Craft Night

We will be holding a Family Craft Night in the Doris Roberts Gallery from 6 to 7:30 p.m. on Thursday, October 14. Our calendar entry says, “While the high school students are watching *Catching Fire* in the Gallery, the rest of the family can drop by the Conference Rooms and make some fire related crafts. Parent participation will be needed to help younger children do the craft projects. Please wear a face covering while in the library. All supplies are purchased by the Friends of the Richland Library.”

Community Lecture

The library will be hosting a community lecture from 7 to 8:30 p.m. on Thursday, October 21, in the Doris Roberts Gallery. The topic of the lecture is “Will the 2020s Roar Like the 1920s?” Our Facebook post says, “A pandemic, protests, and economic jolts ushered in the so-called ‘Roaring Twenties.’ Americans adjusted in ways both innovative and counterproductive. What lessons from the 1920s can we apply to our own looming 20s? Historian William Woodward charts the eerily familiar developments of a century ago: shattered idealism, social clashes, domestic terrorism, culture wars, disorienting technologies, and fearsome disease.”

Patrons may also watch via Zoom at the following City of Richland link.

<https://cityofrichlandwa.zoom.us/j/87952628961>

Rubber Stamp Carving

We will be holding a Rubber Stamp Carving program for patrons 18 and older at 7 p.m. on Thursday, October 28. Our calendar entry says, “Come get ready for Halloween at the Richland Public Library. Instead of pumpkins, you’ll be carving rubber block stamps to make custom greeting cards! Handmade cards make a thoughtful gift or invitation. We’ll also show you how to make stamps with other materials like fruits and vegetables and let you try it out. All materials are provided by the Friends of the Richland Public Library. Preregistration is required.” Patrons may preregister at www.eventbrite.com starting October 14.

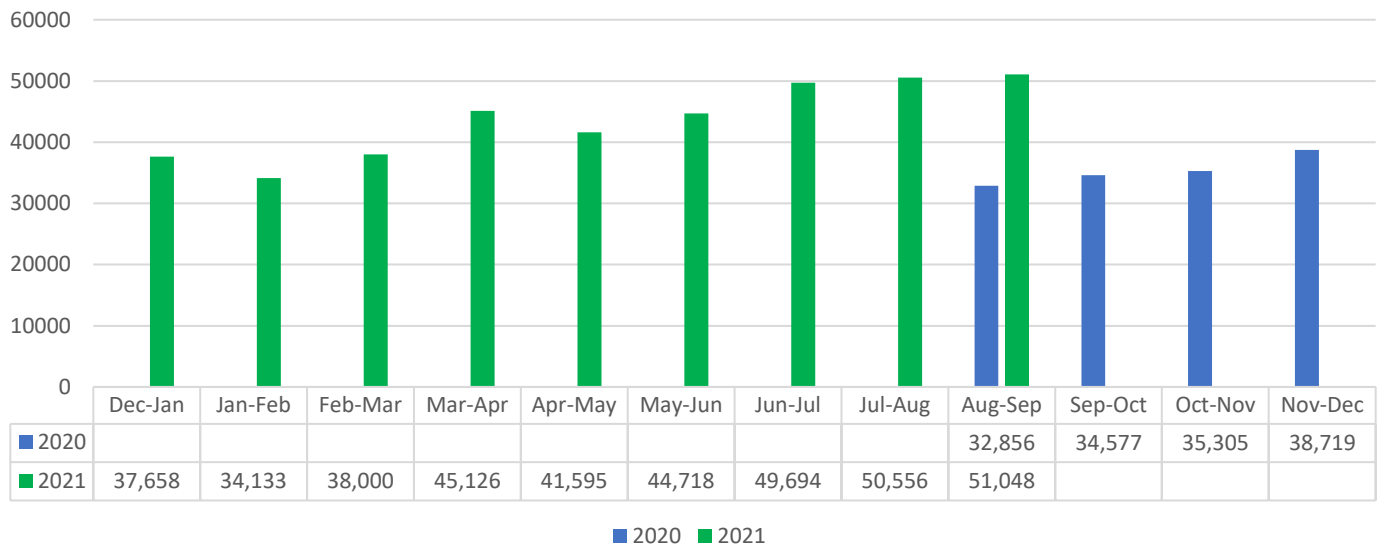
Friends’ Fall Book Sale

The Friends of the Richland Library will be holding their annual Fall Book Sale from 10 a.m. to 6 p.m. on Thursday, October 28; from 10 a.m. to 4 p.m. on Friday, October 29 (Half Price Day); and from 10 a.m. to 4 p.m. on Saturday, October 30 (Fill a Bag for \$5 Day). They will have a special Preview Sale for Friends members from 5 to 7 p.m. on Wednesday, October 27. The Friends of the Richland Library generously help to fund many of our programs. Their work is very much appreciated!

Pumpkin image designed by brgfx
is available from www.freepik.com.

CIRCULATION

Total Circulation, 2020-2021

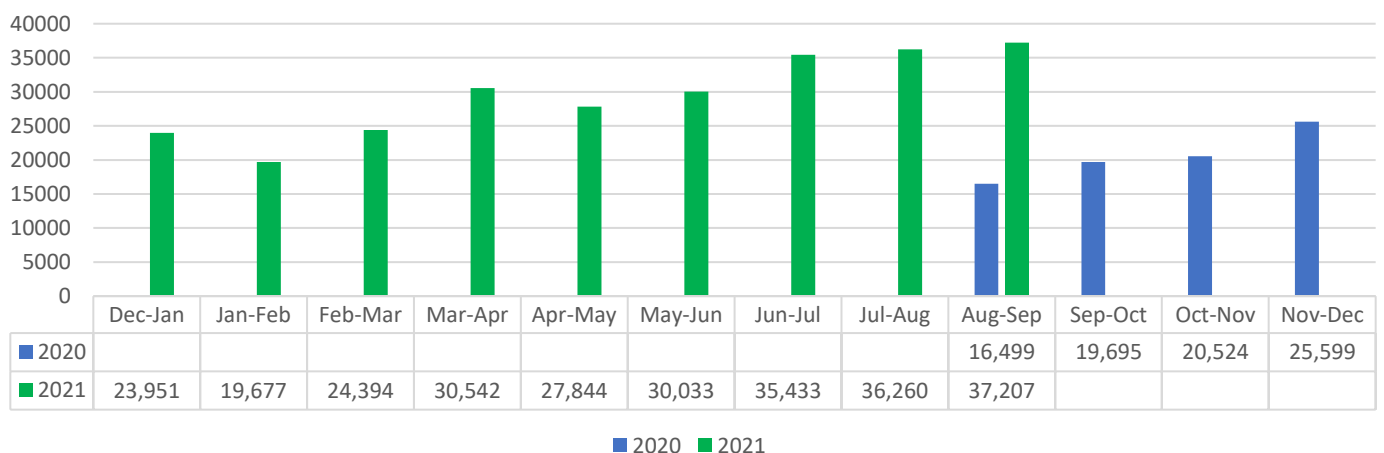


From August 16 through September 15, 2021, our total circulation was 51,048 items, of which 37,207 were physical items and 13,841 were digital items obtained through Overdrive, Hoopla, Kanopy, and Mango. Kanopy plays and Mango total sessions are counted in this number. Patrons also renewed 18,217 physical items during this period. We filled 3,622 requests for holds, and we had 88 curbside pickups by 63 patrons.

The total circulation is up 1% compared to the 50,556 items checked out from July 16 through August 15, and is up 55% compared to the 32,856 items checked out during the same period in 2020.

The top ten categories of physical items that circulated during this period were Children's Chapter Book Fiction (5,336 items), Children's Storybooks (3,819 items), Adult Nonfiction (3,515 items), Children's Nonfiction (2,709 items), Adult Movies (2,619 items), Children's Graphic Novels (2,205 items), Adult Fiction 2nd Floor (1,740 items), Children's Favorites on the Story Circle (1,676 items), Children's Movies (1,567 items), and Teen Graphic Novels (1,230 items).

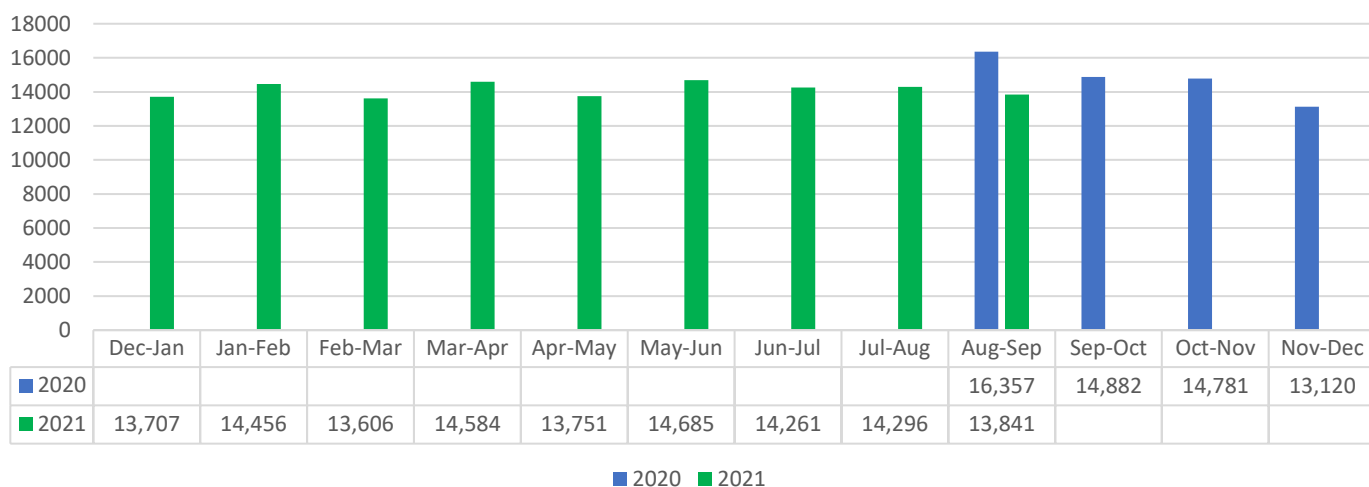
Physical Circulation, 2020-2021



From August 16 through September 15, our physical circulation was 37,207 items. This is up 3% compared to the 36,260 items checked out from July 16 through August 15, and is up 126% compared to the 16,499 items checked out during the same period in 2020 when the building was still closed to the public.

CIRCULATION (CONTINUED)

Digital Circulation, 2020-2021

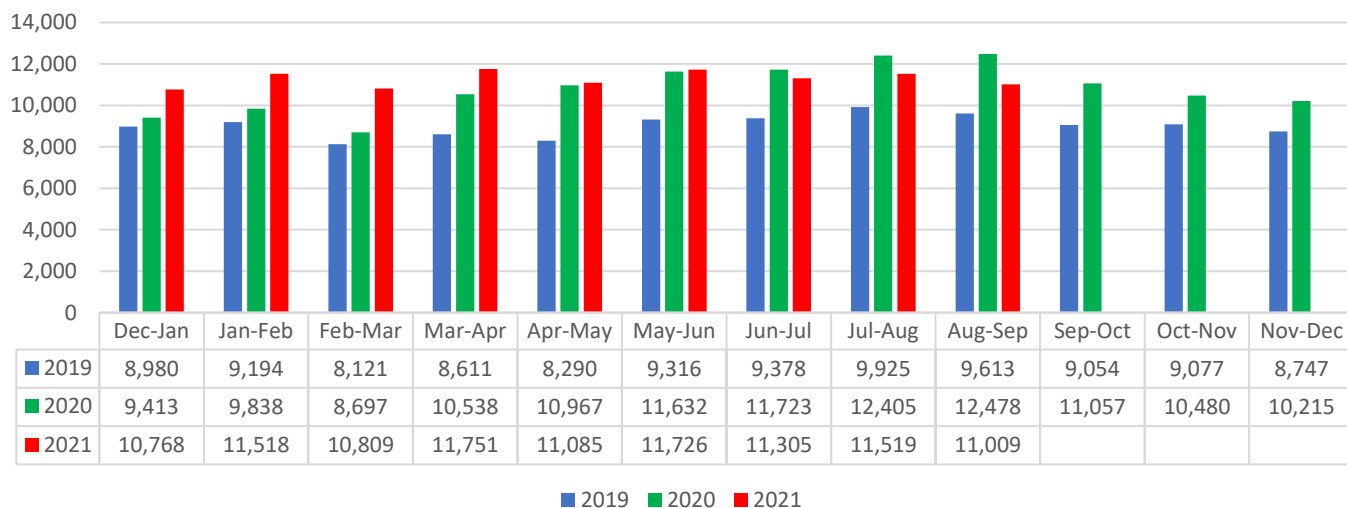


From August 16 through September 15, our digital circulation was 13,841 items. This is down a modest 3% compared to the 14,296 items checked out from July 16 through August 15, and is down 15% compared to the 16,357 items checked out during the same period in 2020.

DIGITAL SERVICES

Overdrive

Overdrive Circulation, 2019-2021



The 11,009 checkouts in Overdrive from August 16 through September 15 are down 4% compared to the 11,519 checkouts from July 16 through August 15, and are a modest 2% lower than the 11,277 checkouts we have been averaging per month in 2021. They are also down 12% compared to the 12,478 checkouts during the same period in 2020 when the library was only providing curbside pickup service for physical items.

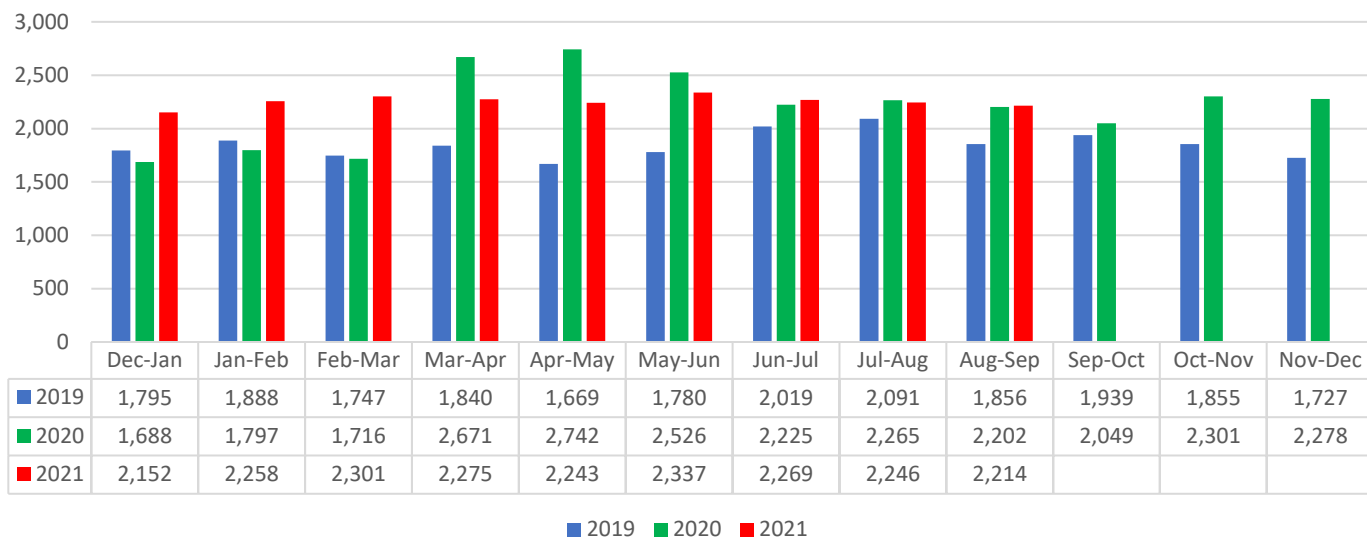
Brainfuse HelpNow

Brainfuse HelpNow rebounded from the 20 uses in July 2021 to 60 uses in August 2021. That is an increase of 200%. The 60 uses are on par with the 59 uses we have been averaging per month in 2021. Hopefully, with school starting back up, students of all ages will take advantage of the online tutoring and constructive feedback available on essays and other types of writing assignments submitted to Brainfuse.

DIGITAL SERVICES (CONTINUED)

Hoopla

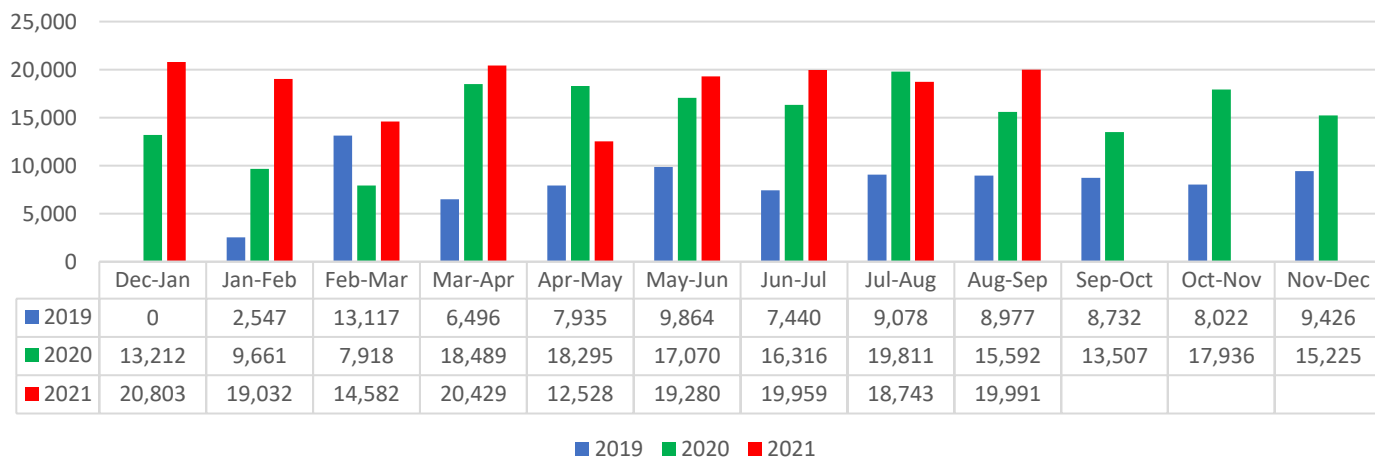
Hoopla Circulation, 2019-2021



The 2,214 items circulated in Hoopla from August 16 through September 15 are down by a modest 2% compared to the 2,246 circulations from July 16 through August 15, and are also down 2% compared to the 2,255 circulations we have been averaging per month in 2021. They are up by a modest 0.5% compared to the 2,202 circulations that occurred during the same period in 2020.

Kanopy

Kanopy Minutes Played, 2019-2021

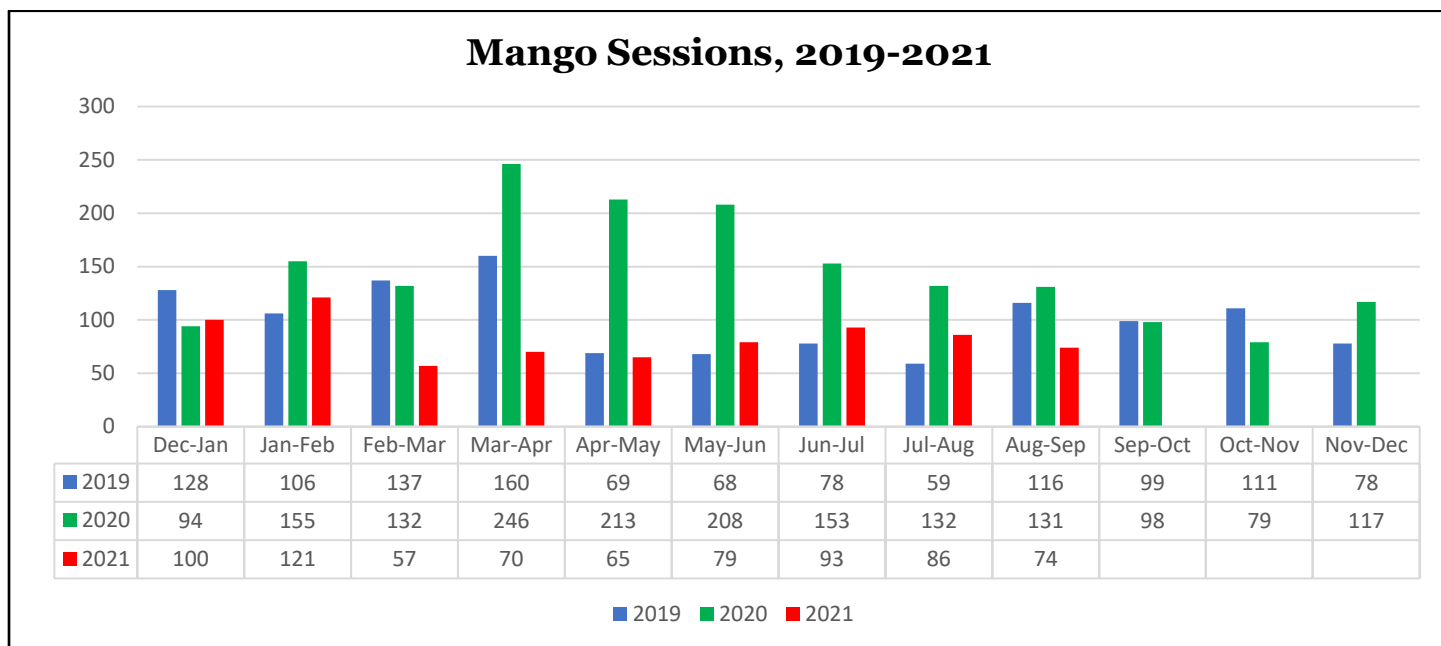


Patrons viewed 19,991 minutes of content on Kanopy from August 16 through September 15. This viewing time is up 7% compared to the 18,743 minutes watched from July 16 through August 15, and is up 28% compared to the 15,592 minutes watched during the same period in 2020. It is also up 9% compared to the 18,372 minutes we have been averaging per month in 2021, up 31% compared to the 15,253 minutes averaged per month in 2020, and up 162% compared to the 7,636 minutes averaged per month in 2019.

RPL cardholders from the United States and the Republic of Ireland logged on to Kanopy during this period. They used televisions (36%), desktops (27%), mobile devices (26%), and tablets (11%) as their viewing platforms. The top five suppliers of content viewed this month were MGM, Electric Entertainment, The Great Courses, Warner Brothers, and Paramount.

DIGITAL SERVICES (CONTINUED)

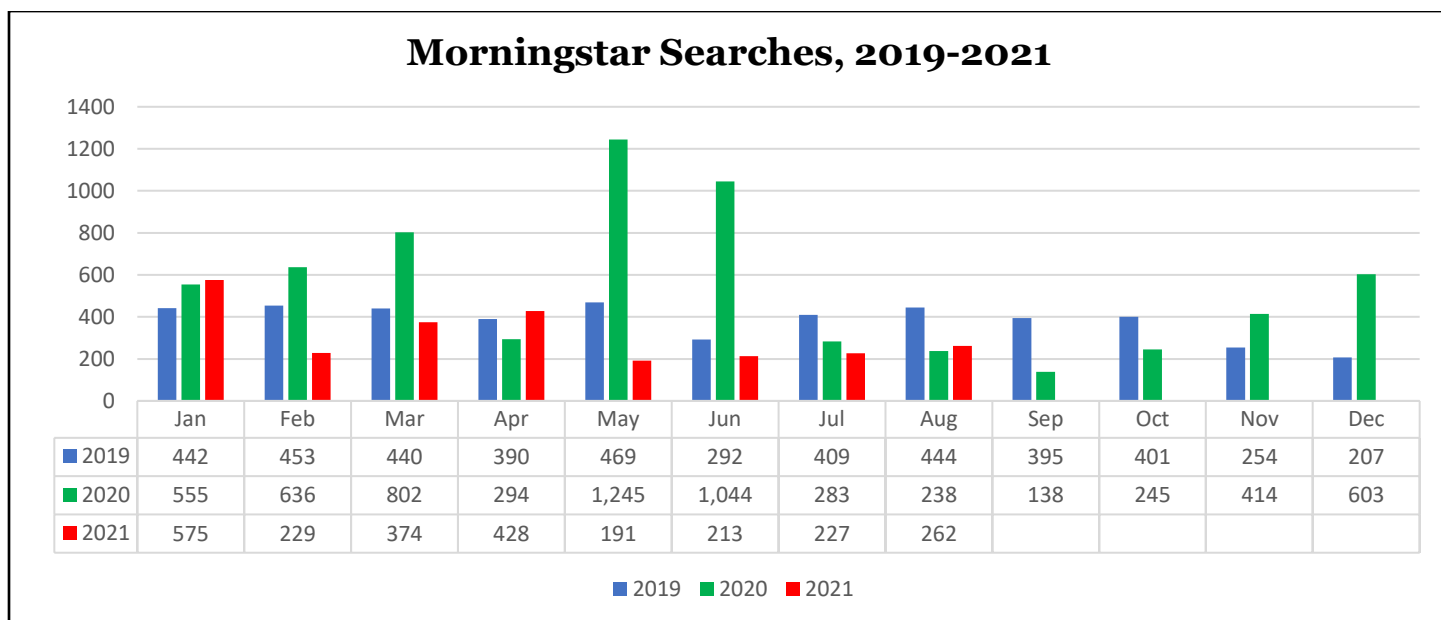
Mango



Patrons viewed 74 sessions on Mango from August 16 through September 15. This represents a decrease of 14% compared to the 86 sessions viewed from July 16 through August 15, and a decrease of 44% compared to the 131 sessions viewed during the same period in 2020. It also shows a decrease of 11% compared to the 83 sessions we have been averaging per month in 2021.

The top ten languages studied this month were Japanese; French; Spanish, Latin American; Chinese, Mandarin; German; Latin; Pirate; Shakespearean English; Arabic, MSA; and ESL Spanish, Latin American.

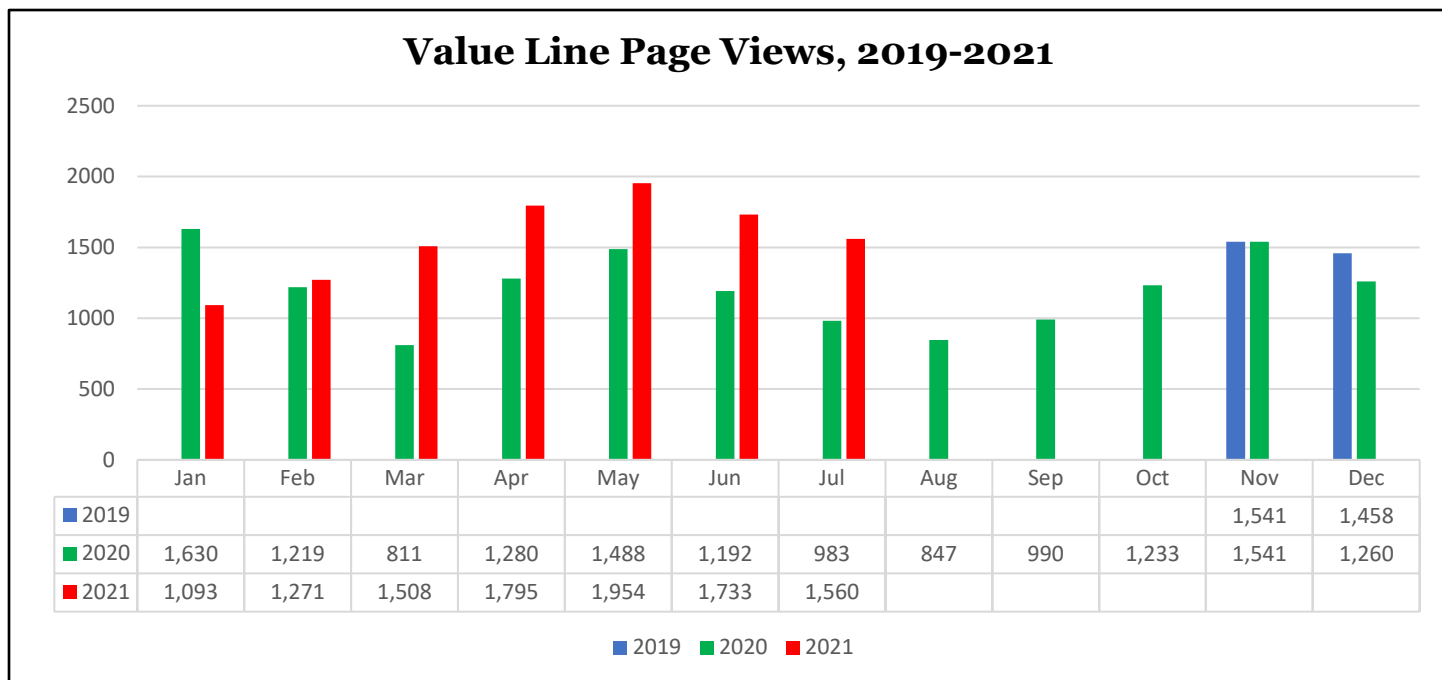
Morningstar



Patrons conducted 262 searches in Morningstar during the month of August. This shows an increase of 15% over the 227 searches conducted in July 2021, and an increase of 10% over the 238 searches conducted in August 2020. Usage is down 16% compared to the 312 searches per month we have been averaging in 2021.

DIGITAL SERVICES (CONTINUED)

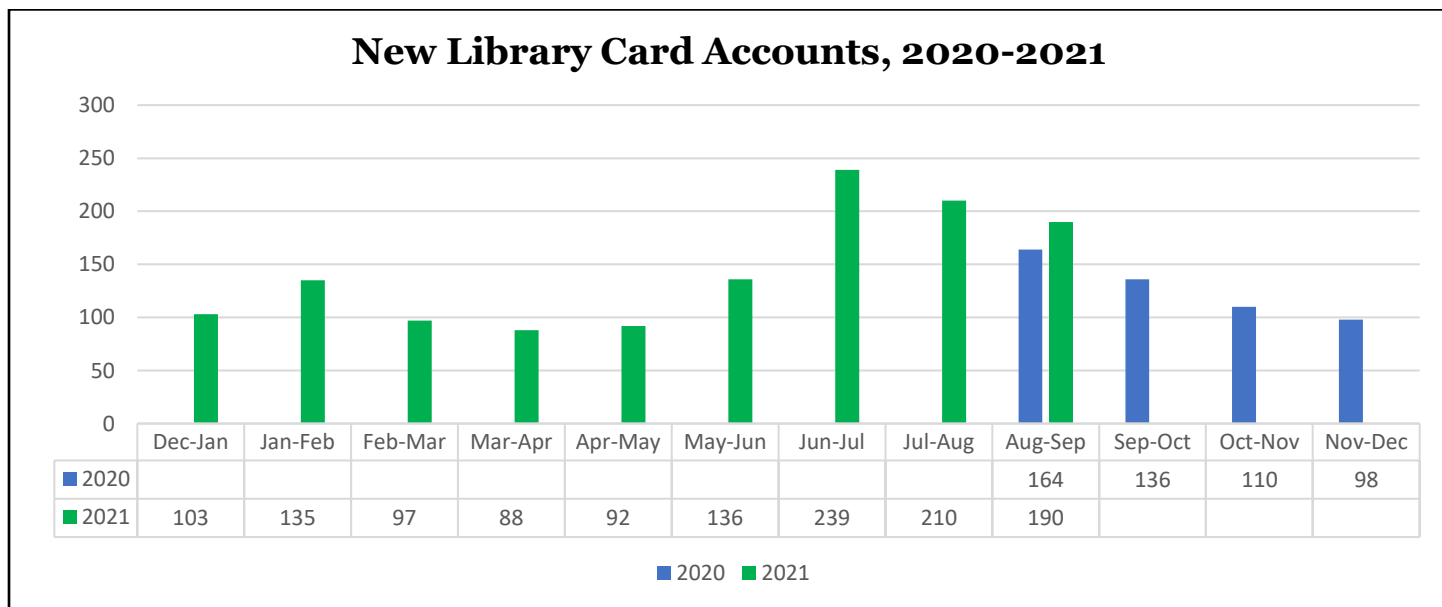
Value Line



Value Line had 1,172 page views by RPL patrons during the month of August. This usage is up 38% compared to the 847 page views in August 2020. However, it also shows a decrease of 25% compared with the 1,560 page views in July 2021, as well as a decrease of 22% from the 1,511 page views patrons have averaged per month in 2021. Even though the page views were down in August compared to July, RPL patrons are using Value Line in increasing numbers. Average monthly usage is up 25% this year, with 1,511 page views averaged per month in 2021 and 1,206 page views averaged per month in 2020.

OTHER STATISTICS

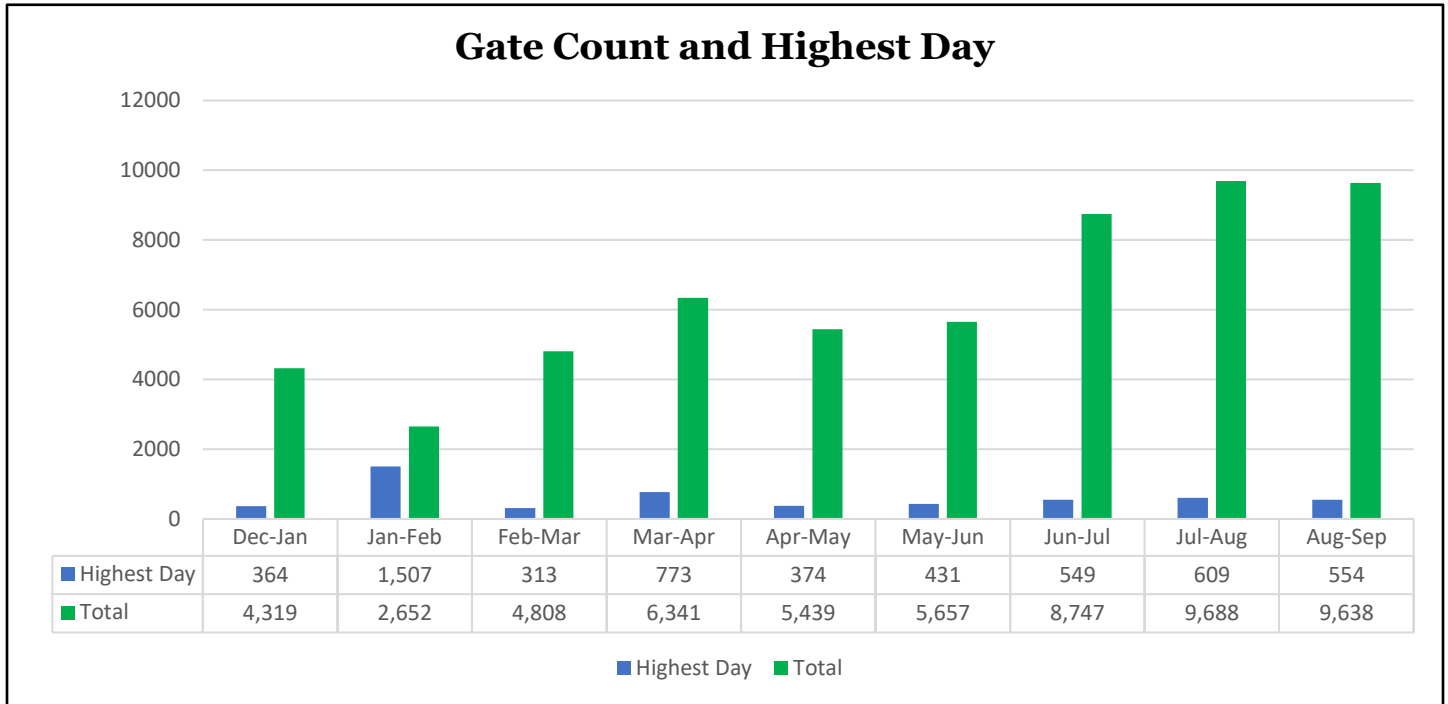
New Library Card Accounts



From August 16 through September 15, we created 190 new library card accounts for patrons. They included 160 resident cards, 23 nonresident cards, 6 interlibrary loan accounts, and 1 staff account for a new employee.

OTHER STATISTICS (CONTINUED)

Gate Counts



From August 16 through September 15, the library's total gate count was 9,638. That shows a modest decrease of 0.5% compared to the 9,688 visitors from July 16 through August 15. Our busiest day during this period was Monday, August 23, with a gate count of 554.

Interlibrary Loans

During the month of September, we received a total of 190 interlibrary loan requests from other libraries. Of those, 179 were for books and 1 was for an article. We sent 96 books to other libraries during the month in response to interlibrary loan requests.

We also sent 12 interlibrary loan requests to other libraries for our patrons in September; 11 were for books and 1 was for an article. We had 12 requests filled by other libraries for us; all were for books.

Program Attendance

We had 2,466 program attendees from August 16 through September 15. That included patrons who attended in-person programs, as well as patrons who viewed *Story Time with Miss Kelly* videos, picked up take-and-make kits, and visited with therapy dogs. Our virtual story times had 1,276 views.

During this period, we handed out 108 "Libraries Love Dogs" Take-and-Make Kits for families; 30 Coffee Painting Take-and-Make Kits for adults; 50 art activity bags, 50 activity sheets with stickers, 40 bird-themed kits, and 48 Dot Day kits for children; and 42 Sweater Weather Take-and-Make Kits for teens. By September 15, we had handed out 44 types of take-and-make kits this year to 3,453 patrons.

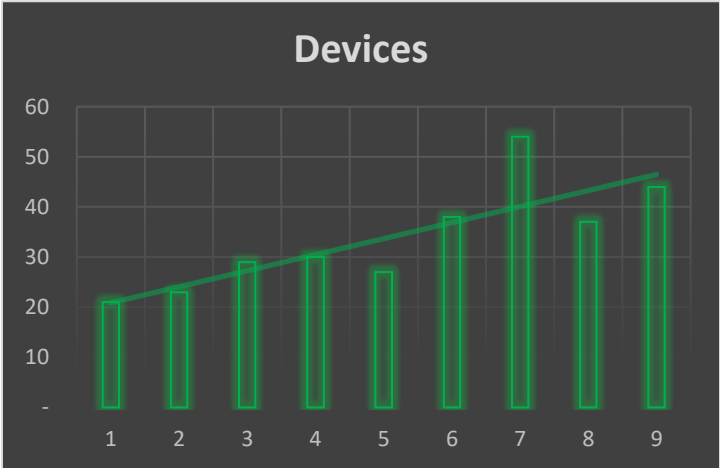
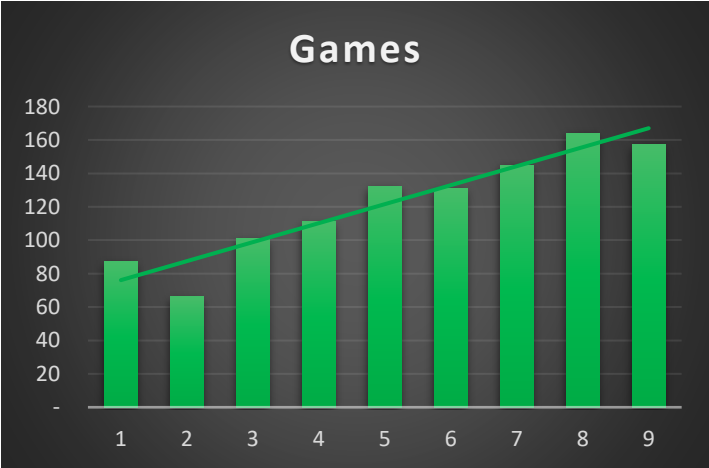
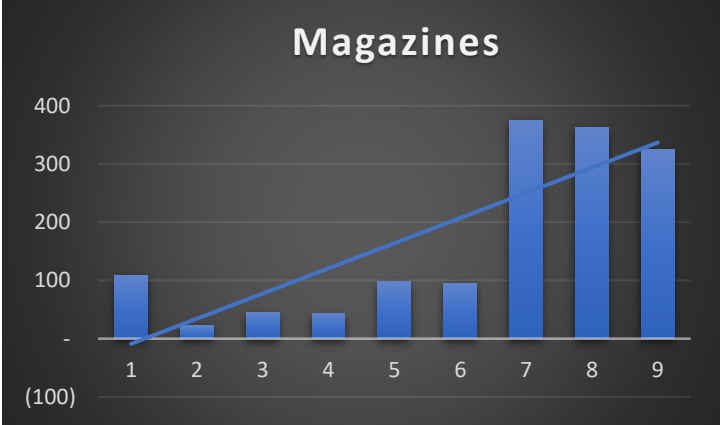
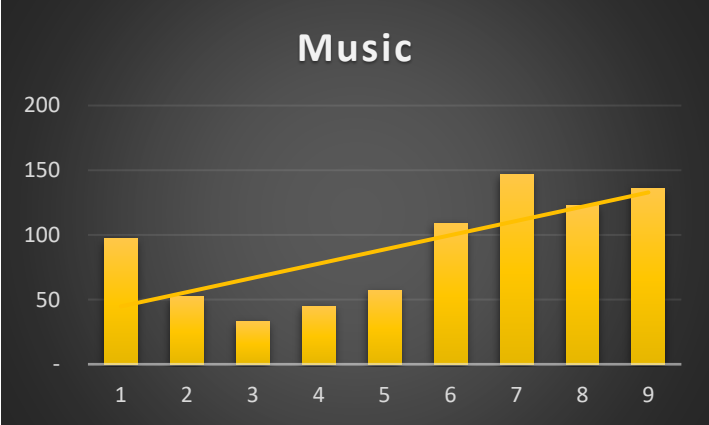
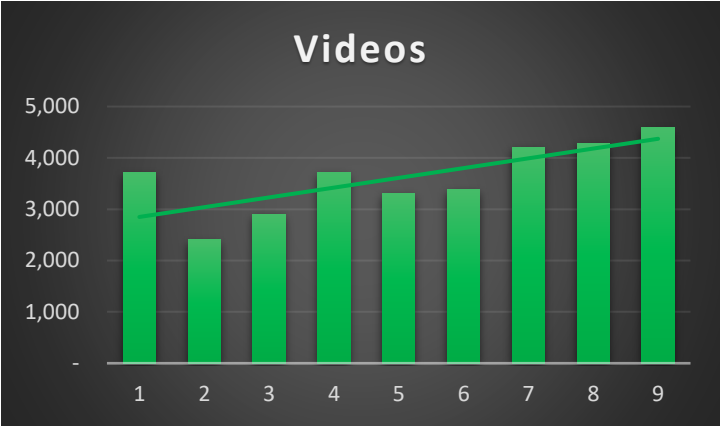
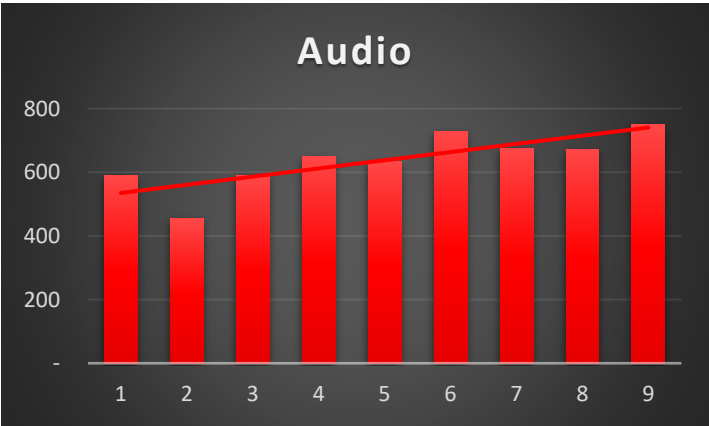
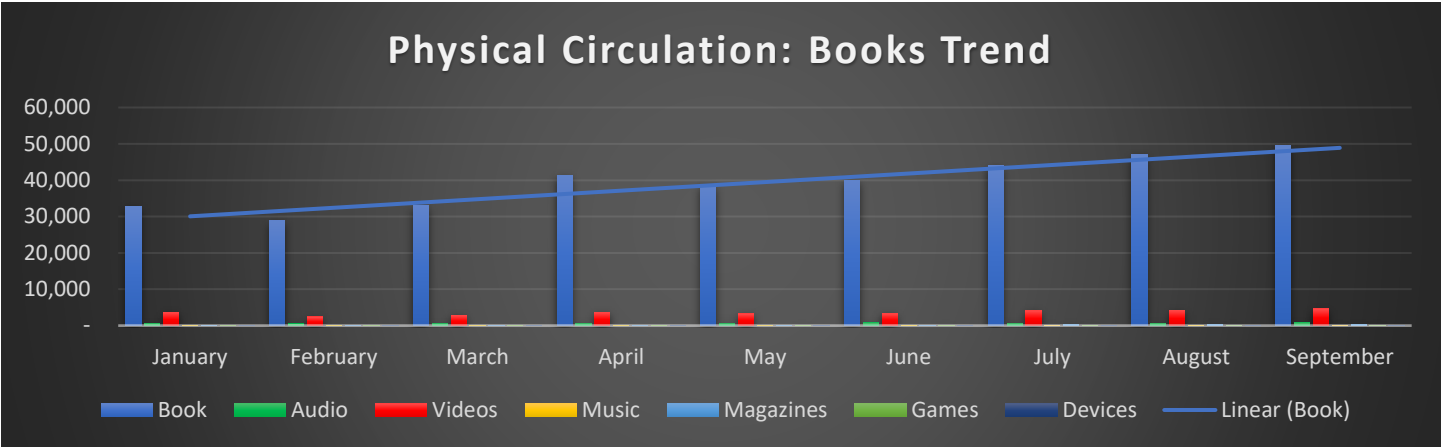
Public Internet Sessions

From August 16 through September 15, RPL patrons had 685 public internet sessions for a total of 344 hours and 20 minutes.

Volunteer Hours

Library volunteers logged 366.25 hours of work from August 16 through September 15. They have worked a total of 1,891 hours this year, exceeding the total of 1,598 hours worked during all of 2020.

PHYSICAL CIRCULATION TRENDS





LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 10/12/2021

Agenda Category: Approval of Bills

Prepared By: Christopher Nulph, Library Manager

Subject:

Approval of Bills for September 1, 2021 through September 30, 2021

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the September 1, 2021 through September 30, 2021 claims for payment. Vote required.

Summary:

This item is a review and approval of the September 1, 2021 through September 30, 2021 claims for payment.

Attachments:

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



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

OCTOBER 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 \$ \$125,226.45 this 12th day of October, 2021.

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

Voucher Listings	Amount
September 01, 2021 thru September 30, 2021	\$8,564.66

Transfer Advice (Salaries)	
Salaries for the weeks of: September 02, 2021 thru September 30, 2021	\$116,661.79

MONTHLY EXPENSES	\$125,226.45
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Comments: City of Richland Library Expenditure September 2021
City of Richland Library Voucher Listing September 2021

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

Library Voucher Listing

Begin Date: 9/1/2021

End Date: 9/30/2021

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		1000149104	9/1/2021	293158	CATALOGING METADATA ILL 7/1/21-6/30/22	\$1,071.57
	K8188700/3583	MIDWEST TAPE		500926900	9/15/2021	293586	AUGUST 2021 HOOPLA	\$4,294.36
	K8188700/3583	OCLC INC		1000158767	9/29/2021	294053	CATALOGING METADATA ILL 9/1-9/30/21	\$1,163.73
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$6,529.66
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$133,822.00			YTD ACTUAL: \$139,692.48			YTD % USED: 104.39%		
INFORMATION TECHNOLOGY TOTAL:								\$6,529.66
	K8721000/4201	FRONTIER		09/21 2061882614	9/1/2021	293140	TELEPHONE CHARGE 08/19/21-09/18/21	\$139.05
	K8721000/4201	FRONTIER		09/21 5099433152	9/22/2021	293781	TELEPHONE CHARGE 9/4/21-10/3/21	\$702.71
TELEPHONE & COMM SVCS TOTAL:								\$841.76
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$5,280.00			YTD ACTUAL: \$11,703.40			YTD % USED: 221.66%		
	K8721000/4207	BANK OF AMERICA		083121	9/2/2021	8725	Library Merchant Service Fees	\$80.22
MERCHANT SVC FEES TOTAL:								\$80.22
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$316.87			YTD % USED: N/A		
	K8721000/4504	XEROX CORP		013784022	9/1/2021	293176	3UA-295169 JUNE	\$79.55
	K8721000/4504	XEROX CORP		014277197	9/15/2021	293645	7HB-469027 SEPTEMBER 2021 BASE CHARGE	\$10.86

Library Voucher Listing

Begin Date: 9/1/2021

End Date: 9/30/2021

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4504	XEROX CORP		014277207	9/15/2021	293645	3UA-295134 AUGUST 2021 BASE CHARGE	\$112.01
	K8721000/4504	XEROX CORP		014277210	9/15/2021	293645	3UA-296344 AUGUST 2021 BASE CHARGE	\$288.10
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$490.52
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$5,650.00			YTD ACTUAL: \$3,624.15			YTD % USED: 64.14%		
	K8721000/4902	MOON SECURITY SERVIC		1097550	9/15/2021	293589	RECURRING SERVICES BASIC FIRE MONT, COMM MONT	\$104.20
DUES & SUBSCRIPTIONS TOTAL:								\$104.20
DUES & SUBSCRIPTIONS - YTD INFORMATION								
BUDGET: \$1,855.00			YTD ACTUAL: \$1,854.89			YTD % USED: 99.99%		
	K8721000/5301	WA STATE DEPARTMENT		DOR 08/2021	9/28/2021	8750	COMBINED EXCISE TAX- AUGUST 2021	\$51.89
STATE TAXES TOTAL:								\$51.89
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$57.02			YTD % USED: 5.59%		
LIBRARY ADMINISTRATION TOTAL:								\$1,568.59
	K8722100/4107	SPORTSENGINE INC		13189	9/15/2021	293594	BACKGROUND CHECKS: LIBRARY	\$185.00
OTHER PROFESSIONAL SERVICES TOTAL:								\$185.00
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$860.00			YTD ACTUAL: \$836.80			YTD % USED: 97.30%		
	K8722100/4505	XEROX CORP		014277208	9/15/2021	293645	3UA-295169 AUGUST 2021 BASE CHARGE	\$78.14

Library Voucher Listing

Begin Date: 9/1/2021

End Date: 9/30/2021

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/4505	XEROX CORP		014277209	9/15/2021	293645	3UA-295258 AUGUST 2021 BASE CHARGE	\$203.27
RENTALS-OTHER TOTAL:								\$281.41
RENTALS-OTHER - YTD INFORMATION								
BUDGET: \$5,410.00			YTD ACTUAL: \$1,676.10			YTD % USED: 30.98%		
LIBRARY PUBLIC SERVICE TOTAL:								\$466.41
LIBRARY NON-FACILITIES TOTAL:								\$8,564.66

Library Voucher Listing

Begin Date: 9/1/2021

End Date: 9/30/2021

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		08/2021 AUG	9/10/2021	293438	CITY UTILITY BILLS/AUG 2021	\$6,244.57
UTILITIES TOTAL:								\$6,244.57
UTILITIES - YTD INFORMATION								
BUDGET: \$53,736.00			YTD ACTUAL: \$43,100.07			YTD % USED: 80.21%		
LIBRARY FACILITIES TOTAL:								\$6,244.57

CITY OF RICHLAND

LIBRARY EXPENDITURE

September 2021

Month/Year

PAY PERIODS From August 16, 2021 through September 26, 2021

GROSS SALARIES \$ 116,661.79

		Gross Wages	Total
WEEK OF:	<u>09/02/21</u>	<u>37,710.95</u>	<u>37,710.95</u>
WEEK OF:	<u>09/16/21</u>	<u>39,035.52</u>	<u>39,035.52</u>
WEEK OF:	<u>09/30/21</u>	<u>39,915.32</u>	<u>39,915.32</u>
	TOTAL	<u>116,661.79</u>	<u>116,661.79</u>



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 10/12/2021

Agenda Category: Unfinished Business

Prepared By: Joe Schiessl, Parks & Public Facilities Director

Subject:

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

Department:

Parks & Public Facilities

Recommended Motion:

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

Summary:

Discussion of placing a limit on the number of books that can be checked out per card. At present, only DVDs and music CDs are limited and 10 may be checked out per card. Current Limits are as follows: Movies 10 per card 1 week check out, Music CDs 10 per card 3 week check out, Games 5 per card 1 week check out, Books No limit 3 week check out, Magazines No limit 1 week check out, High Demand Books No limit 1 week check out, Lucky Day Books No limit with no renewal 1 week check out, Reference Books At the discretion of the Librarian on duty 1 week check out.

The following RCWs were mentioned in the January Board meeting. The text of each is included below for informational purposes. RCW 27.12.330 and RCW 27.12.340

RCW 27.12.330 Penalty for injury to property. Whoever intentionally injures, defaces, or destroys any property belonging to or deposited in any public library, reading room, or other educational institution, shall be guilty of a misdemeanor.

RCW 27.12.340 Willfully retaining books—Infraction.

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

Attachments: