

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

Board Members: Chair Maier, Vice-Chair Booth and Board Members Buxton, Lightner and 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)

October 12, 2021 Draft of Library Board Meeting Minutes

Report of the Library Manager:

1. November 2021 Library Manager's Report
 - Christopher Nulph, Library Manager
2. November 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 October 1, 2021 through October 31, 2021
 - Christopher Nulph, Library Manager

Unfinished Business:

New Business:

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, December 14, 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 509-942-7389.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/9/2021

Agenda Category: Approval of Minutes

Prepared By:

Subject:

October 12, 2021 Draft of Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the meeting minutes from 10-12-2021.

Summary:

The draft of 10-12-21 Library Board Meeting Minutes are included for consideration.

Attachments:

1. 2021.10.12 Library Board Meeting Minutes



MINUTES

Richland Public Library Board
Zoom – Public Telephone Access:
(206) 337-9723 or (253) 215-8782
Meeting ID No. 974 2873 2704
October 12, 2021, 5:30 – 6:30 PM

CALL TO ORDER:

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

ATTENDANCE:

CHAIR MAIER, VICE-CHAIR BOOTH, BOARD MEMBERS BUXTON, LIGHTNER, AND HERNANDEZ WERE PRESENT. ALSO PRESENT WERE COUNCIL LIAISON KENT, LIBRARY MANAGER NULPH, PARKS AND PUBLIC FACILITIES DIRECTOR SCHIESSL, COLLECTION DEVELOPMENT AND CIRCULATION SUPERVISOR BARNABY, AND ADMINISTRATIVE ASSISTANT BARADA.

APPROVAL OF AGENDA:

BOARD MEMBER BUXTON MOVED AND BOARD MEMBER LIGHTNER 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 SEPTEMBER 14, 2021 MEETING. VICE-CHAIR BOOTH MOVED AND BOARD MEMBER BUXTON SECONDED THE MOTION TO APPROVE THE MINUTES OF SEPTEMBER 14, 2021 AS IS. THE MOTION CARRIED 5-0.

REPORT OF THE LIBRARY MANAGER:

The library will resume meeting room reservations on November 1. Study rooms will be available on a first come basis.

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 OCTOBER 2021 IN THE AMOUNT OF \$125,226.45. THE MOTION CARRIED 5- 0.

UNFINISHED BUSINESS:

1. Parks and Public Facilities Director Schiessl reviewed the RCW on borrowing library material. He is currently working with City staff to review the COR policy. This topic will be on the agenda at a future COR Council meeting.

NEW BUSINESS:

There was no new business on the agenda.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

ADJOURNMENT:

CHAIR MAIER ADJOURNED THE MEETING AT 6:18 P.M.

Prepared and submitted by Kylie Barada, Administrative Assistant

Minutes Approved by: _____
Kurt Maier, Library Board



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/9/2021

Agenda Category: Report of the Library Manager

Prepared By: Christopher Nulph, Library Manager

Subject:
November 2021 Library Manager's Report

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Library Manager Nulph's November 2021 report is included for discussion.

Attachments:
1. 2021.11.09 Library Manager's Report



LIBRARY MANAGER'S REPORT

Richland Public Library Board

November 9, 2021

Friends of the Library

The Friends had a successful fall book sale and earned over \$3000 in sales. They extended their sale through the first few days of November to clear more of their inventory. The inventory has been particularly large as a result of the many months they were closed during the pandemic in which inventory grew, but there was no sales outlet.

Foundation

No updates.

State of Library Services

Library hours remain in the same status as the previous month. Meeting room service has resumed as of November 1. Study room service has resumed. The Café has expressed a desire to return to operation. Both the hours and café will be looked at in the coming months for a potential return to normal operation.

The highlight program of the month was a return of in person lectures. Humanities Washington presented "Will the 2020s Roar Like the 1920s?" This drew comparisons between the two decades and the possible paths for the decade ahead of us. Not only was the return to lectures noteworthy, but it introduced a new way of conducting programs. This event was a hybrid in person and Zoom presentation. We had 26 patrons attend in person with 6 patrons attending via Zoom. Johanna did a wonderful job of coordinating the technology for this hybrid event. Afterwards, we received feedback that the in-person event was conducted in a way that made them feel safe to enjoy programs like these again. Gavin conducted his first in person program since the public returned to the library. The Rubber Stamp Carving program was a success (11 attendees) and demonstrated the library's ability to conduct safe, in-person programming at the library once again.

The fine free initiative will be moving to the Council in early 2022. The hope is to have a workshop session in January. Many of the library policies have not been amended for several years and library management is in the process of reviewing and making edits. We are looking at placing these policies on a two-year review window so that we are regularly checking in to make sure our policies are serving our patrons in the best way possible. As these changes are completed, we will be passing them to the Board for final review.

The Strategic Planning process will begin in November. This process is projected to conclude in April. We are currently gathering community members to participate in the Strategic Plan task force, which will involve assessing community feedback and synthesizing that information. We are seeking one Board member to participate in this process if there are any interested parties.

Library Statistics

These reports will now be assessing library statistics in full month reports rather than mid-month to mid-month reports.

Gate count has maintained on pace with the previous few months, hovering around 9,000. The Friends of the Library book sale boosted counts towards the end of the month, with the highest being recorded during the sale. There is a small dip in total circulation as is typically the case after the busy summer months. The total circulation is at or above non-summer numbers in recent history. When you see this trend occur, it typically is a result of physical items decreasing while digital items generally remain flat. There are no notable trends from our digital services.

Staffing Updates

Kenna Ladendorf, intermittent Library Assistant II, has transferred to the Police Station to serve as a Crime Prevention Specialist.

The library is finalizing the hiring process on one Library Assistant II and two Library Assistant Is. All of these positions are intermittent. The hiring pool for the Library Assistant II vacancies is being reexamined. There are now two vacancies for the intermittent Library Assistant II position due to Kenna's departure and a previously existing vacancy.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/9/2021

Agenda Category: Report of the Library Manager

Prepared By: Christopher Nulph, Library Manager

Subject:
November 2021 Library Statistics

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Staff will discuss the attached statistics regarding library resources.

Attachments:
1. 2021.11.09 Library Statistics

RICHLAND PUBLIC LIBRARY

October 2021 Statistics Report for the November Board Meeting



SUMMARY

We would like to extend a warm welcome to our new library manager, Chris Nulph, who started working at the library in early October.

This month, the 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.

Programs for teens included the High School Yarn Academy on October 7, the Middle School Yarn Academy on October 12, and the High School Book to Movie Club on October 14. Programs for families and children included story times at the library on Tuesday evenings and at Howard Amon Park on Thursday mornings, Preschool STEAMplay sessions on October 13 and 27, Fiery Family Craft Night on October 14, an Indoor/Outdoor STEAMkids session on October 16, and therapy dog visits throughout the month. We also hosted a Humanities Washington presentation by Dr. William Woodward in the Doris Roberts Gallery on October 21, and we held a Rubber Stamp Carving program for adults on October 28.

The Friends of the Richland Library held their annual Fall Book Sale in the Doris Roberts Gallery from Wednesday, October 27, through Saturday, October 30. Their generous support of our programs is truly appreciated.



OCTOBER STATISTICS

- Total Circulation:
45,186 items
- Digital Items
Checked Out: 13,570
- Physical Items
Checked Out: 31,616
- Holds Filled: 3,561
- Hoopla Circulation:
2,175 items
- Kanopy Circulation:
17,035 minutes
- Overdrive
Circulation: 10,817
items
- Mango: 68 sessions
- New Library Card
Accounts: 157
- Internet Sessions:
672

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.

Kelly typically hands out a take-and-make kit after each story time session. For the October 14 story time, she handed out a simple kit with die-cut leaves and straws to make puppets, along with materials to help children complete entries for the National Story Walk Week program. Supplies for these kits are purchased with funding from the Friends of the Richland Library.

In November, these Thursday morning story times will be moved back to the library. They may still be held outside if the weather is nice.

Story Time with Miss Kelly Videos

Kelly has continued to record *Story Time with Miss Kelly* videos that are regularly posted to the library's Facebook page. By October 31, we had 136 videos available at the following link.

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

This month, Kelly read several different picture books, including *The Twins' Blanket* by Hyewon Yum; *Mad, Mad Bear* by Kimberly Gee; *This Is a Good Story* by Adam Lehrhaupt; and *Breathe* by Scott Magoon. Videos featured visits from therapy dogs Jake, Hazel, and Goldie.

Tuesday Evening Story Times

Kelly held story times in the library on October 5, 12, 19, and 26. Families enjoyed coming to the Story Circle to enjoy stories, songs, and rhymes.

Therapy Dog Visits

We had "Read to Rowbey" and "Read to Gus" visits scheduled on our calendar for Thursdays and Fridays, but many other therapy dogs also visited the library during the month of October.

In mid October, Kelly wrote, "This week we had a touching therapy dog session at the library. A longtime library patron told us that her father has Parkinson's and dementia, but he loves dogs. She was wondering if they could spend some time with him and a therapy dog here. Our therapy dog program is not fully functional yet, but we knew Therapy Dog Hazel was coming in to tape a story on Wednesday the 13th. So they stayed a little longer and spent some time with the gentleman and his wife and daughter. We have a few other Therapy Dog Teams that are also willing to help out. The next time, they are hoping to schedule it so the granddaughter can come too!"



CHILDREN'S ACTIVITIES (CONTINUED)

National Story Walk Week

November 15 through 19 is National Story Walk Week, and we'll be celebrating by putting up a special Story Walk featuring illustrated stories and poems by young patrons!

In early October, we posted a National Story Walk Week activity sheet on Facebook that encourages children ages 12 and under to create an illustrated story or poem for us to display at the library in November. Kelly also included the activity sheet with her October 6 *Story Time with Miss Kelly* video, which featured a story writing theme.

Stories or comics for this project can be between one and six pages long, and should be created on paper that is 11 by 17 inches or smaller. Illustrations may include drawings, paintings, collages, photographs, or a combination of those.

We are asking children to bring us their stories by Wednesday, November 10, so that we can use them for our Story Walk the following week.

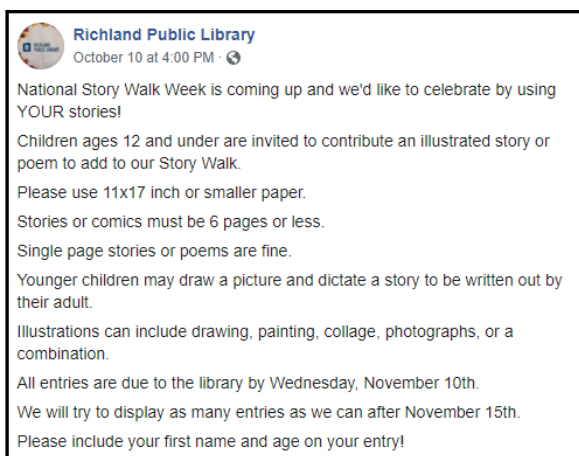


National Story Walk Week

Children ages 12 and under are invited to contribute an illustrated story or poem to add to our Story Walk.

- Please use 11 by 17 inch or smaller paper.
- Stories or comics must be six pages or less.
- Single page stories or poems are fine.
- Younger children may draw a picture and dictate a story to be written.
- Illustrations can include drawing, painting, collage, photographs or a combination.
- All entries are due to the library by Wednesday, November 10th.
- We will try to display as many entries as we can after November 15th.
- Please include your first name and age.

 **RICHLAND PUBLIC LIBRARY**



Richland Public Library
October 10 at 4:00 PM · 🌐

National Story Walk Week is coming up and we'd like to celebrate by using YOUR stories!

Children ages 12 and under are invited to contribute an illustrated story or poem to add to our Story Walk.

Please use 11x17 inch or smaller paper.

Stories or comics must be 6 pages or less.

Single page stories or poems are fine.

Younger children may draw a picture and dictate a story to be written out by their adult.

Illustrations can include drawing, painting, collage, photographs, or a combination.

All entries are due to the library by Wednesday, November 10th.

We will try to display as many entries as we can after November 15th.

Please include your first name and age on your entry!



DIAL-A-STORY
509-942-7444

 **RICHLAND PUBLIC LIBRARY**

PATRON FEEDBACK

“I really appreciate how the library hosts these programs to encourage everyone to read, especially during the pandemic. Thank you so much for all that you and your colleagues do for our community!” [referring to our Summer Reading Program]

CHILDREN'S ACTIVITIES (CONTINUED)

Preschool STEAMplay

We held Preschool STEAMplay programs from 10 a.m. to noon on Wednesday, October 13, and Wednesday, October 27. We brought out STEAM sets and building toys for preschoolers to use.

Indoor/Outdoor STEAMkids

We held an Indoor/Outdoor STEAMkids program from 11 a.m. to 1 p.m. on Saturday, October 16. 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!"

FAMILY ACTIVITIES

Hispanic Heritage Month Challenge

From September 15 through October 15, patrons could participate in a Hispanic Heritage Month Challenge on Beanstack. The theme of this challenge was "Esperanza: A Celebration of Hispanic Heritage and Hope."

Hallow-Read Around the World Challenge

From October 1 through 31, we encouraged patrons of all ages to participate in the Hallow-Read Around the World Challenge on Beanstack. The description read, "Learn about the origins and practices of various Halloween-like traditions around the world. Read all month long and complete activities to earn at least five badges to win a Halloween Goody Bag!"



FAMILY ACTIVITIES (CONTINUED)

Halloween Take-and-Make Kit

For the month of October, Parks and Recreation Coordinator Lisa Adams and STEAMspace Coordinator Johanna Talbott put together a fun Halloween Take-and-Make Kit for families. The craft kits included instructions and supplies for making paper plate pumpkins, bat puppets, spiders, and jack-o-lantern boxes; puzzles; and coloring sheets. We handed out 100 of these kits at the library.

Our craft kits have been so popular that people are now calling before they come to the library to ask if we have them available.



FAMILY ACTIVITIES (CONTINUED)

Sweater Weather

Each October, we decorate trees around the library with knitted and crocheted scarves, sweaters, and pom poms when “sweater weather” arrives. Patrons donate finger knitting and other yarn crafts they’ve made, and some of our staff and volunteers donate their creations as well. Librarian Joyce Willis knitted several sweaters with literary themes.

Fiery Family Craft Night

We held a “Fiery Family Craft Night” program from 6 to 8:30 p.m. on Thursday, October 14. Families who attended this special after-hours program enjoyed making fire-themed crafts out of construction paper, streamers, pom poms, googly eyes, paper plates, and other supplies generously provided by the Friends of the Richland Library.



TEEN ACTIVITIES

Candy Sushi Take-and-Make Kits

Teen Services Librarian Michelle Haffner put together a Candy Sushi Take-and-Make Kit for teens in October. Each kit contained supplies and instructions for making candy sushi from Rice Krispies Treats, Fruit by the Foot, and gummy candies.

Michelle also included a trick-or-treat-themed YA book list with half horror and half rom-com books. We handed out 38 of these fun kits at the library during October, just in time for Halloween!



TRICK OR TREAT CANDY SUSHI

For this activity you will need a cutting board and a fairly sharp knife, so make sure you have adult permission and supervision if needed!

NAGIRI

Take one rice krispie treat and cut it in half hamburger style to make two short and wide pieces.

Using your hands, smooth the corners into rounded edges until it looks like a rounded pile of rice.

Place one gummy fish (or other gummy candy) on top of the rice krispie treat, pressing down until it sticks a bit.

Wrap a piece of fruit-by-the-foot candy around the whole piece, and press the ends to the under side to make it stick.



TRICK OR TREAT CANDY SUSHI

For this activity you will need a cutting board and a fairly sharp knife, so make sure you have adult permission and supervision if needed!

MAKI

Slice one rice krispie treat ALMOST in half so that it folds open, like a bread roll.

Place the long end of your treat close to you, and place gummy candy or pieces of licorice on top of the side of the rice krispie closest to you, parallel with the edge.

Unroll the fruit roll up, place the rice krispie on top of the fruit roll up. Slowly roll up the rice krispie and fruit roll up around the candy, pinching both together when they overlap.

Cut your roll into bite size slices, topping with additional candy as desired!



TEEN ACTIVITIES (CONTINUED)

High School and Middle School Yarn Academies

Our High School Yarn Academy for teens in grades 9-12 met from 5:30 to 6:30 p.m. on Friday, October 7, and our Middle School Yarn Academy for tweens and teens in grades 5-8 met from 4 to 5 p.m. on Tuesday, October 12. Our calendar entries said, "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!"

High School Book to Movie Club: *Catching Fire*

The High School Book to Movie Club met from 6 to 8:30 p.m. on Thursday, October 14. Our Facebook invitation said, "Read or listen to *Catching Fire*, then join us at the library to watch the movie and discuss what you liked or didn't like! Come for the popcorn, stay for the heated arguments! While we appreciate parental enthusiasm, this event is meant for just the teens (ages 13-18). Register to reserve your seat (and so we know how many snacks to buy)! Please be aware we will be watching a PG-13 movie."

Choose Your Own Career Adventure Challenge

Michelle is encouraging teens age 13 through 19 to participate in the Choose Your Own Career Adventure 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!"

October Yarn Academy Crafts: Yarn Pumpkins Crocheting 101



Oct 14th @ 6:00PM
Grades 9-12

Read *Catching Fire* @ home,
watch the movie at the
library!

**Registration
Required**



WHAT DO YOU WANT TO
BE WHEN YOU GROW UP?

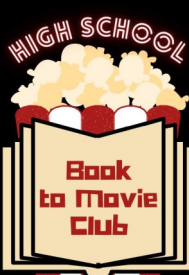
**CHOOSE YOUR
OWN CAREER
ADVENTURE**

SEPTEMBER 1 - NOVEMBER 30

 RICHLAND
PUBLIC LIBRARY



October 14th @ 6 PM

 HIGH SCHOOL
Book to Movie Club

 CATCHING
FIRE
SUZANNE
COLLINS

Register using this QR code
MUST be 13-18 to attend

 RICHLAND
PUBLIC LIBRARY



ALL-AGES ACTIVITIES

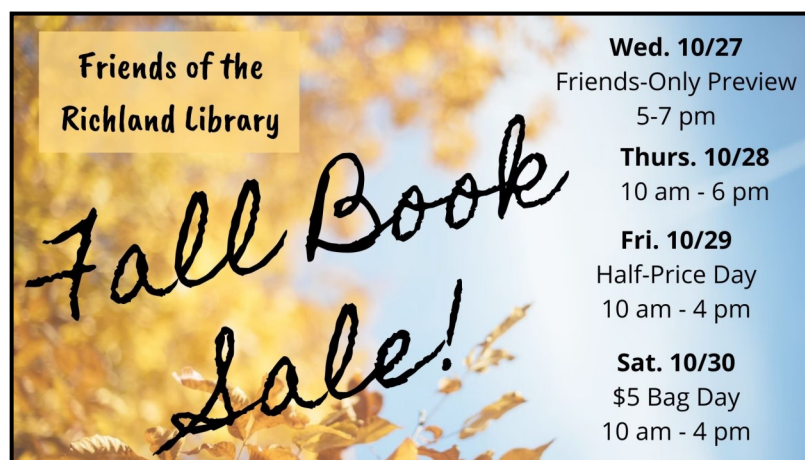
Humanities Washington Lecture

The library hosted a Humanities Washington presentation from 7 to 8:30 p.m. on Thursday, October 21, in the Doris Roberts Gallery. The topic of the lecture was “Will the 2020s Roar Like the 1920s?” Although attendance in the Gallery was limited to 50% of capacity, patrons were also invited to attend the lecture over Zoom.

Our Facebook post said, “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.”

Dr. Woodward is an award-winning professor of American and Pacific Northwest history at Seattle Pacific University.

We had 26 patrons attend in person and 6 patrons attend over Zoom. All of the Zoom attendees stayed until the very end, and they also asked great questions during the Q&A session afterward.



Friends of the Richland Library Fall Book Sale

Friends of the Richland Library held their Fall Book Sale from Thursday through Saturday, October 28 through 30, with a special Preview Sale for Friends members on Wednesday, October 27. This annual sale features a wide variety of books, audiobooks, DVDs, and CDs. It is one of the biggest fundraisers that the Friends hold each year. The Friends generously help to fund many of our programs. Their support is very much appreciated!

PATRON FEEDBACK

“This was so good - really enjoyed the first live lecture we have attended in a long time! The presenter was interesting, the slides were well done, and the audience was engaged. The seats were spaced to allow for social distancing, everyone was masked, and the sound system worked well so everyone could hear. Looking forward to more live events.” [referring to the Humanities Washington program on October 21]

ADULT ACTIVITIES

Rubber Stamp Carving

Adult Services Librarian Gavin Lightfoot held a Rubber Stamp Carving program for adult patrons age 18 and older at 7 p.m. on Thursday, October 28. Our Facebook invitation stated, “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.” Supplies were provided by the Friends of the Richland Library.

Space was limited to 30 people, so patrons were asked to preregister on Eventbrite.



LIBRARY DISPLAYS

“Murder Mystery Is My Favorite Season” Bulletin Board

Library Assistant Mary Brown-Elmore created a “Murder Mystery Is My Favorite Season” bulletin board display featuring a selection of YA (Young Adult) murder mysteries. This eye-catching display included colorful book covers, along with a list of recommended YA and adult murder mysteries that she and Library Assistant Martha Einar put together.

“We Love the Friends of the Richland Library” Book Display

Mary also created a “We Love the Friends of the Richland Library” bulletin board display featuring information about this wonderful volunteer group and the work they do in support of the library. The display included information about their Fall Book Sale in late October. Membership forms were also provided for those who would like to join the group.



LIBRARY DISPLAYS (CONTINUED)

“Titles Can Be Deceiving” Tabletop Display

Mary and Library Assistant Shairra Rahseparian put together a “Titles Can Be Deceiving” tabletop display in between the self-checkout kiosks. This extremely creative display highlighted children’s books with unusual titles.

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

“Down Syndrome Awareness Month” Display

October is Down Syndrome Awareness Month, when we celebrate people with Down Syndrome, their abilities, and their accomplishments. Mary and Library Assistant Gera Clemenson put together a display featuring books and movies about people with Down syndrome to “educate, inspire, and celebrate.” The display is covered in glittery, eye-catching decorations.



LIBRARY DISPLAYS (CONTINUED)

“Fall Into Reading” Book Display

Mary and Library Assistant Alyssa Uretsky-Pratt 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.

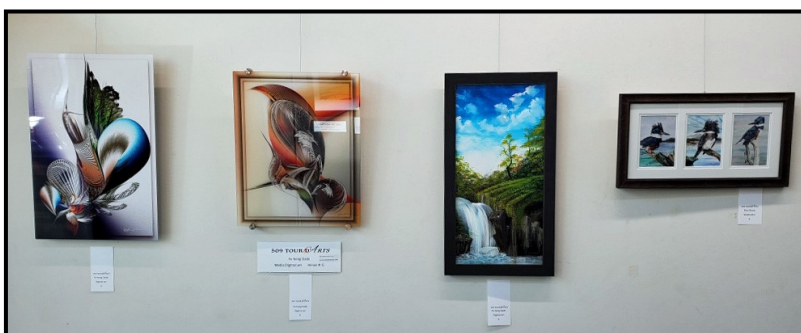
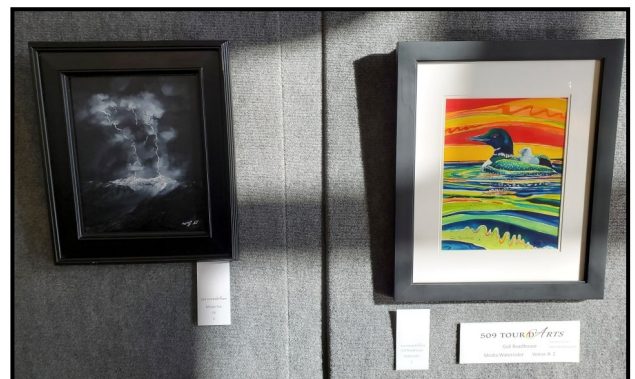
509 Tour D’Arts Lobby Display

Cyber Art 509 is a cooperative of more than 60 artists from the 509 area code, which encompasses the Tri-Cities and the surrounding area. This group promotes local artists through exhibits and shows by developing working relationships with local businesses and galleries.

Each fall, the group holds a three-day 509 Tour D’Arts event that offers the opportunity to view and purchase artists’ work in their studios or at a hosting venue. This year’s show was held from October 21 through 24.

To promote the 509 Tour D’Arts event, Cyber Art 509 displayed the work of many of their artists in the library’s lobby during the month of October for patrons to enjoy.

For more information about Cyber Art 509, please visit the group’s website at cyberart509.org.



SOCIAL MEDIA HIGHLIGHTS

Library Materials, Services, and Programs

We have continued to post on social media to highlight the different programs, services, and materials available through the library.

In early October, we posted to encourage patrons to check out a selection of Hoopla Digital movies and music for Hispanic Heritage Month.

We also posted to let patrons know about the upcoming Friends of the Richland Library Fall Book Sale from October 27 through 30.

In mid October, we posted to let patrons know about the upcoming Humanities Washington lecture by historian William Woodward, “Will the 2020s Roar Like the 1920s?” The lecture was held on Thursday, October 21.

We also posted to let people know about campy horror films from Kanopy’s “Fright Fest: A Collection of Films to Fear.”

We have been posting every other week to highlight some of the wonderful courses RPL patrons can take through LinkedIn Learning. In October, we highlighted “Play the Guitar” featuring multiple instructors, “Learning Calligraphy” by professor and art director Ina Saltz, and “Mandolin Lessons” by award-winning bluegrass mandolinist Mike Marshall. We included simple instructions for accessing the free courses through the following link.

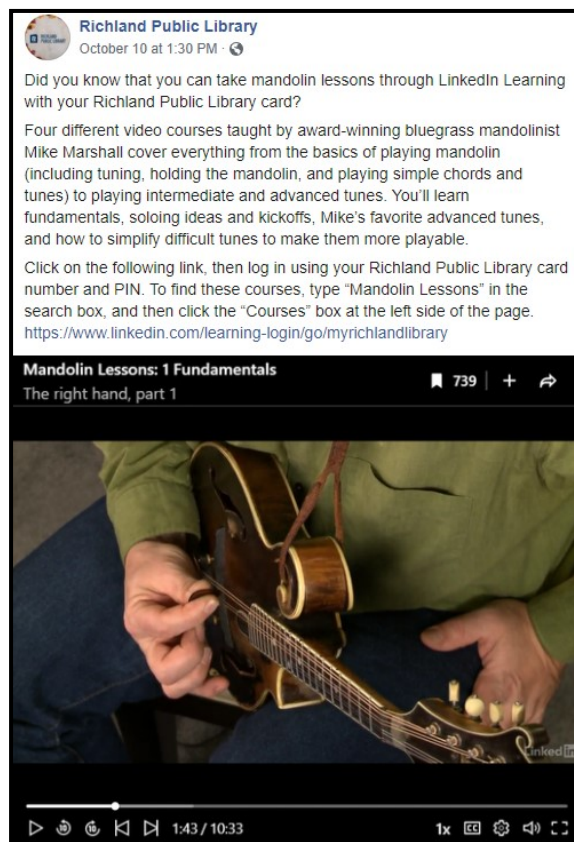
<https://www.linkedin.com/learning-login/go/myrichlandlibrary>

November is National Cookbook Month, so we recommended that patrons check out a selection of great cookbooks available from Hoopla Digital.

In late October, we posted to let patrons know that they can get access to hundreds of comics and graphic novels through Hoopla Digital, and we shared a link to a starter collection of comics for them to try. We also posted to let patrons know that meeting rooms will be available for the public to use starting November 1, so they can reserve them now.

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

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



SOCIAL MEDIA HIGHLIGHTS (CONTINUED)

Interactive Graphics

On October 6, in recognition of Hispanic/Latinx Heritage Month, we posted an interactive graphic featuring children's book biographies and autobiographies about Hispanic and Latinx artists, musicians, judges, astronauts, scientists, athletes, and more.

view.genial.ly/615600fe1453dd0d9f22fc89/interactive-content-hispanic-latinx-biographies-for-kids

On October 7, we posted an interactive graphic featuring books and e-books from great Latinx mystery and suspense writers. The graphic provided book descriptions, series recommendations, and hyperlinks so patrons could easily check out materials.

view.genial.ly/615b43be4d21af0d86c951e5/interactive-image-suspense-and-mystery-by-latinx-writers

On October 8, we posted an interactive graphic featuring cozy but deadly mystery books available from the library. Our post said, "The weather is finally changing and you know what that means? Time to curl up with a cozy mystery and a nice mug of cocoa!"

view.genial.ly/61326af982aab80d52c5befd/interactive-image-cozy-but-deadly

On October 25, we posted an interactive graphic featuring the latest fall cookbooks.

view.genial.ly/616e1384c528e10d6fd80000/interactive-image-new-cookbooks-fall-2021

Patron Feedback

"Love reading those books. Love the authors." [referring to an interactive graphic]



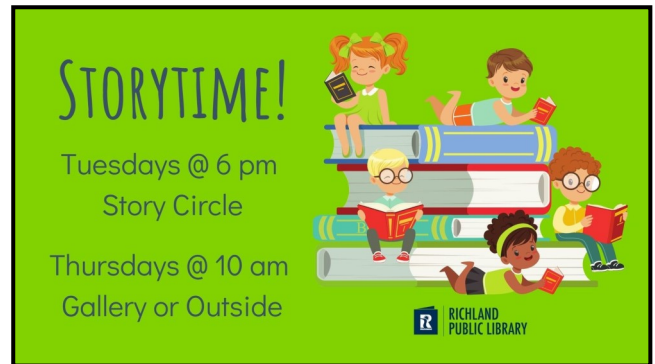
NEW FOR NOVEMBER!

Native American Arts, Crafts, and Culture Day

In recognition of National Native American Heritage Month, we will be hosting a Native American Arts, Crafts, and Culture Day at the library on Saturday, November 6. This celebration will include Native American dance and regalia performances; Native American storytelling; a panel discussion of diversity between Native American nations; displays of traditional Native American artifacts, crafts, foods, lodges, and tools; handouts and activities; and more. This event is sponsored by the American Indian Science and Engineering Society, Columbia River Professional Chapter. We will also be featuring displays of Native American artifacts, arts, crafts, and culture in the lobby display case during November.

Story Times at the Library

Now that wintertime weather is here, all of Kelly's story times will be held at the library. Kelly will be holding the Thursday morning story times 10 a.m. on November 4 and 18, in addition to weekly Tuesday night story times at 6 p.m. on November 2, 9, 16, 23, and 30. The morning story times will be in the Gallery or on the library front patio.



Family Craft Night

We will be holding a "Birds Gone Wild!" Family Craft Night in the conference rooms from 6 to 8:30 p.m. on Thursday, November 4. Parent participation will be needed to help very young children with the bird-related crafts.



High School Book to Movie Club: *Mockingjay, Part 1*

Our next High School Book to Movie Club session will be held from 6 to 9 p.m. on Thursday, November 4. High schoolers age 13+ are asked to preregister on Eventbrite.

Middle School and High School Yarn Academies

The High School Yarn Academy, which is open to 9th through 12th graders, will be meeting from 5:30 to 6:30 p.m. on Tuesday, November 2. The Middle School Yarn Academy, which is open to 5th through 8th graders, will be meeting from 4 to 5 p.m. on Tuesday, November 9. This month, attendees will be creating scarves.

Read Grateful Challenge

From November 1 through November 30, we will be having a Read Grateful Challenge on Beanstack. Patrons of all ages are encouraged to "practice an attitude of gratitude" by completing activities and logging their reading to earn badges.

NEW FOR NOVEMBER! (CONTINUED)

“Learn & Earn-a-Bike” Help Sessions

Wheelhouse Community Bike Shop and Trips for Kids Mid-Columbia are holding a Learn & Earn-a-Bike Program in November and December. Their goal for this free program is to “meet the needs of tweens and teens [between the ages of 10 and 17], providing them the mechanics knowledge to maintain their bikes through the curriculum and the bike itself as a reward.” Participants can earn a refurbished bicycle of their choice for completing all program modules by December 31.

Johanna will be holding “Learn & Earn-a-Bike” help sessions in the STEAMspace from 4 to 6 p.m. on Monday evenings in November with representatives from Wheelhouse Community Bike Shop. Our calendar entry says, “Send an email to TripsForKids@Wheelhouse.Bike and they will send you the link to officially register for the program. It's important to do this BEFORE you come to the library for a help session. You must complete all modules before December 31st in order to qualify for the free bike. The in-person support sessions at the library are intended for those who are signed up for the Learn & Earn-a-Bike program but need extra assistance to complete the modules. If you need computer access, need some help completing the modules, or if you have questions about bikes that weren't covered by the online modules, these sessions are for you. We will have folks from Wheelhouse to help you with bike questions and staff from the Library to help you with computer questions. The modules should take you between 4-5 hours to complete, so sign up for multiple sessions. You just need to complete them before December 31st.”

Teens are also asked to preregister for the individual help sessions in Eventbrite to ensure that the library will have computers reserved for them to use.

Meeting Rooms Reopening

Our meeting rooms will be available again for public use starting November 1. The rooms will be limited to 50% of capacity and available during the library's open hours. Patrons using the meeting rooms will be asked to wear masks.

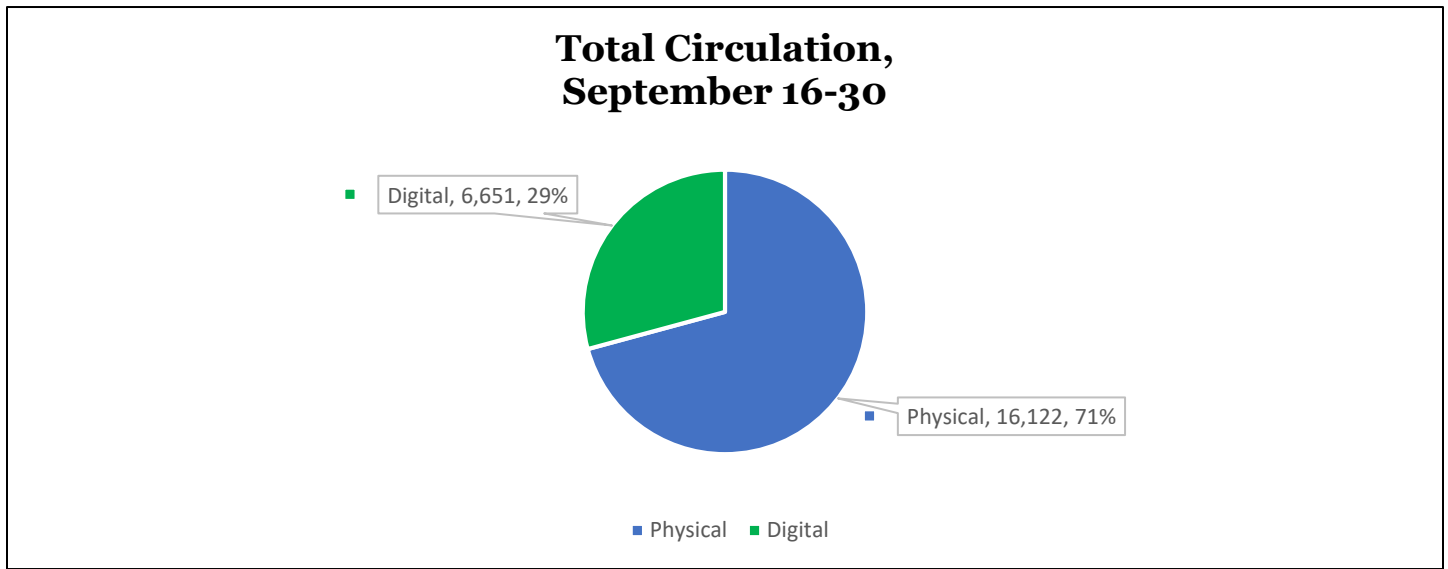
Humanities Washington Lecture

We will be hosting a Humanities Washington Lecture, “Whiskey and Wiretaps: The Northwest's Rumrunning King,” from 7 to 8:45 p.m. on Thursday, November 18. This presentation by Steve Edmiston will tell the story of Roy Olmstead, the Northwest's most prolific bootlegger who was apprehended by federal prohibition agents in 1925. Patrons may attend in the Doris Roberts Gallery or online over Zoom.



SEPTEMBER 16-30 STATISTICS

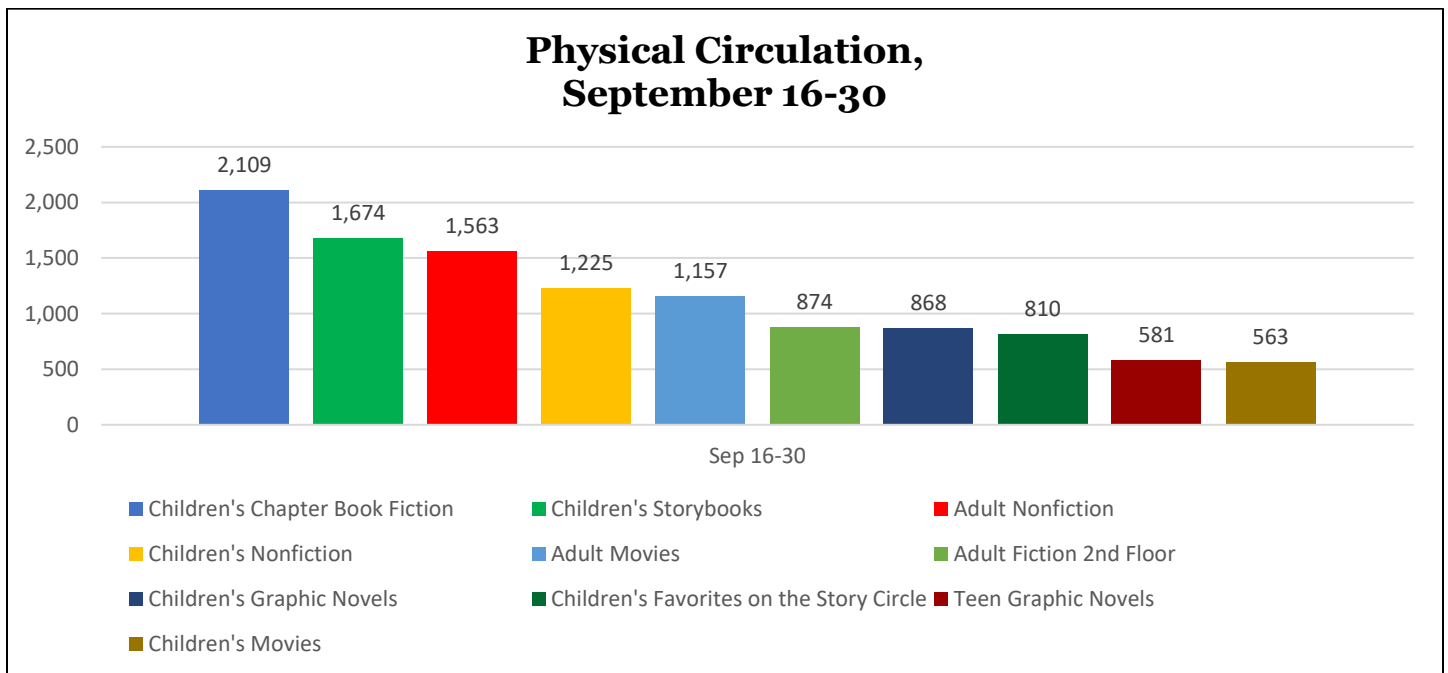
TOTAL CIRCULATION



From September 16 through 30, 2021, our total circulation was 22,773 items, of which 16,122 were physical items and 6,651 were digital items obtained through Hoopla, Kanopy, Mango, and Overdrive. Kanopy plays and Mango total sessions are counted in this number. RPL patrons also renewed 7,789 physical items during this period. We filled 1,840 requests for holds, and we had 33 scheduled curbside pickups by 25 patrons.

Starting with the next board report, we will be providing only full-month statistics going forward, rather than mid-month to mid-month statistics.

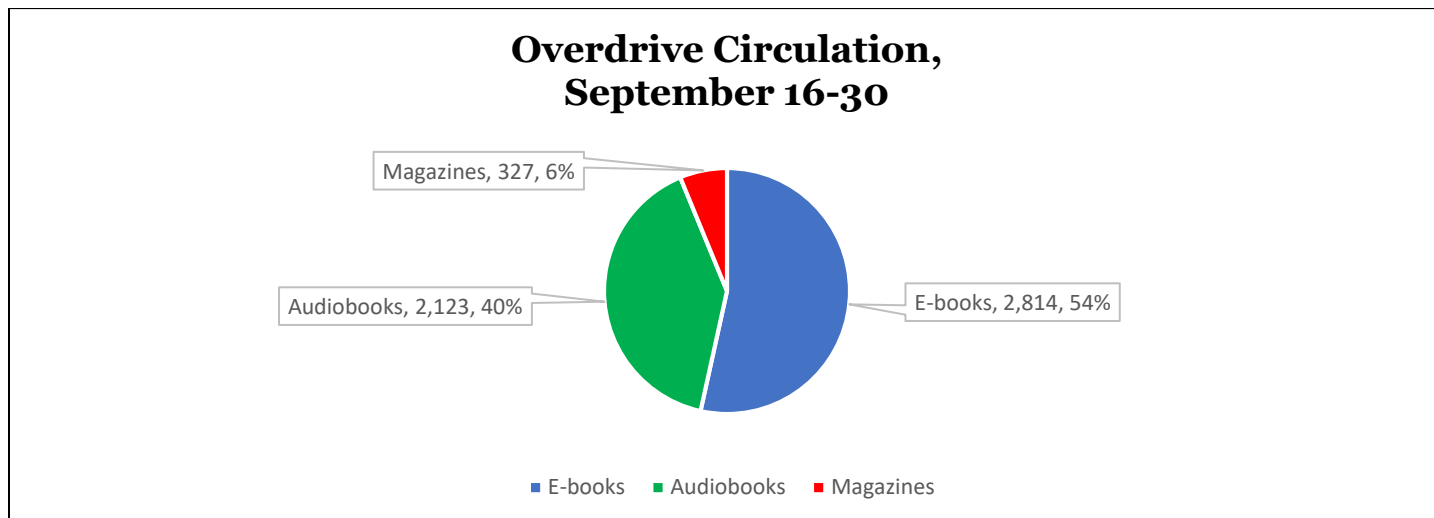
PHYSICAL CIRCULATION



The top ten categories of physical items that circulated from September 16 through 30 were Children's Chapter Book Fiction (2,109 items), Children's Storybooks (1,674 items), Adult Nonfiction (1,563 items), Children's Nonfiction (1,225 items), Adult Movies (1,157 items), Children's Graphic Novels (868 items), Adult Fiction 2nd Floor (874 items), Children's Favorites on the Story Circle (810 items), Children's Movies (563 items), and Teen Graphic Novels (581 items).

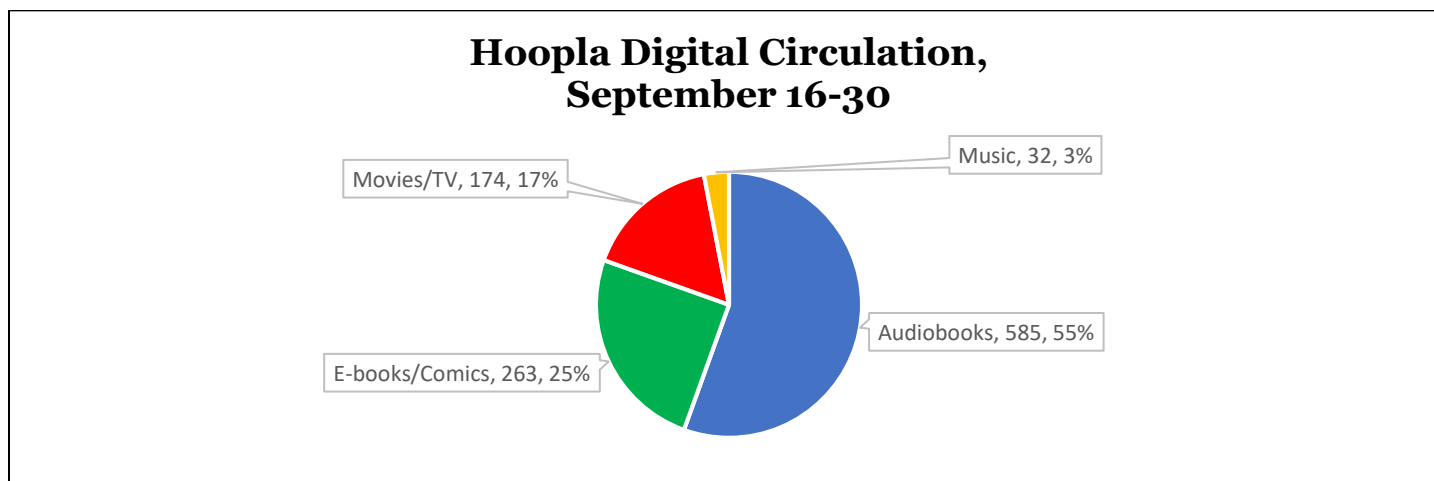
DIGITAL CIRCULATION

Overdrive



There were 5,264 checkouts by RPL patrons via Overdrive from September 16 through 30. These checkouts included 2,814 e-books, 2,123 audiobooks, and 327 e-magazines. We are pivoting to a full-month cycle of statistics, so we are unable to do a fair analysis compared to previously reported usage.

Hoopla



From September 16 through 30, RPL patrons checked out 1,054 items through Hoopla Digital. This included 585 audiobooks, 263 e-books and e-comics, 174 movies and television shows, and 32 music items. We are pivoting to a full-month cycle of statistics, so we are unable to do a fair analysis compared to previously reported usage.

Kanopy

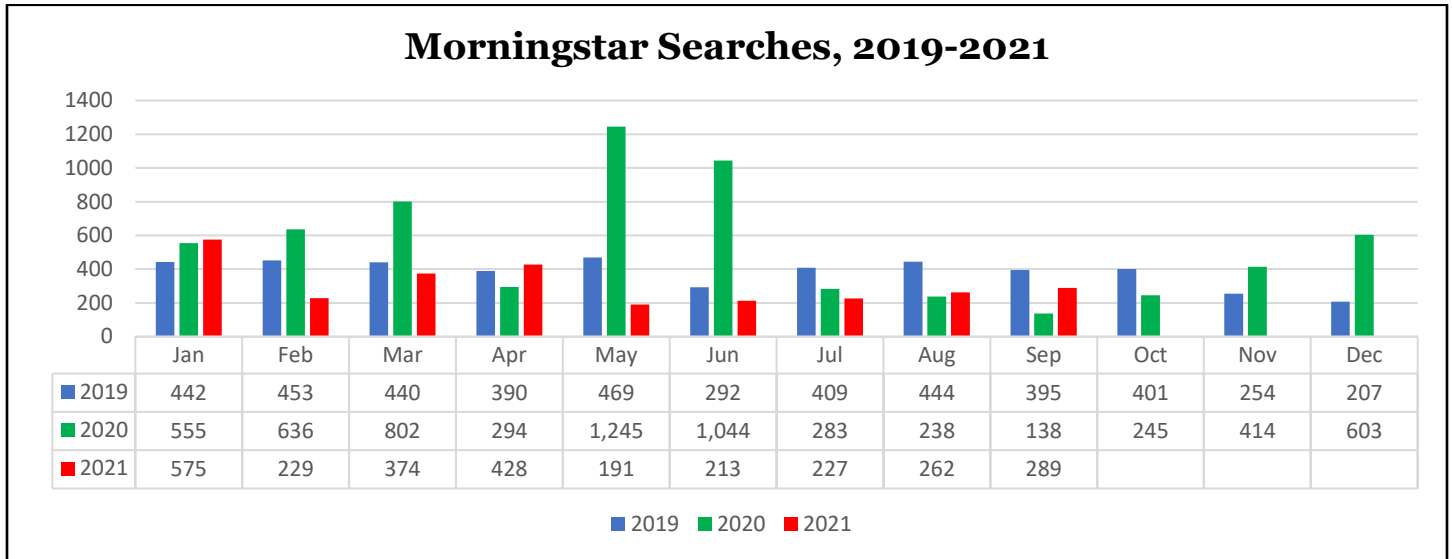
RPL patrons viewed 11,327 minutes of content on Kanopy from September 16 through 30. Cardholders from the United States and Mexico enjoyed Kanopy content during this period. They used televisions (46%), desktops (28%), tablets (15%), and mobile devices (11%) as their viewing platforms. The top five suppliers of content viewed during this period were Electric Entertainment, Warner Brothers, Kino Lorber, The Great Courses, and MGM.

Mango

Mango was used by RPL patrons for 16 sessions from September 16 through 30. The top languages selected during this period were Spanish, Latin American; Japanese; French; Korean; Dutch; German and Latin. These languages are consistent with the languages that are routinely selected by our patrons to learn.

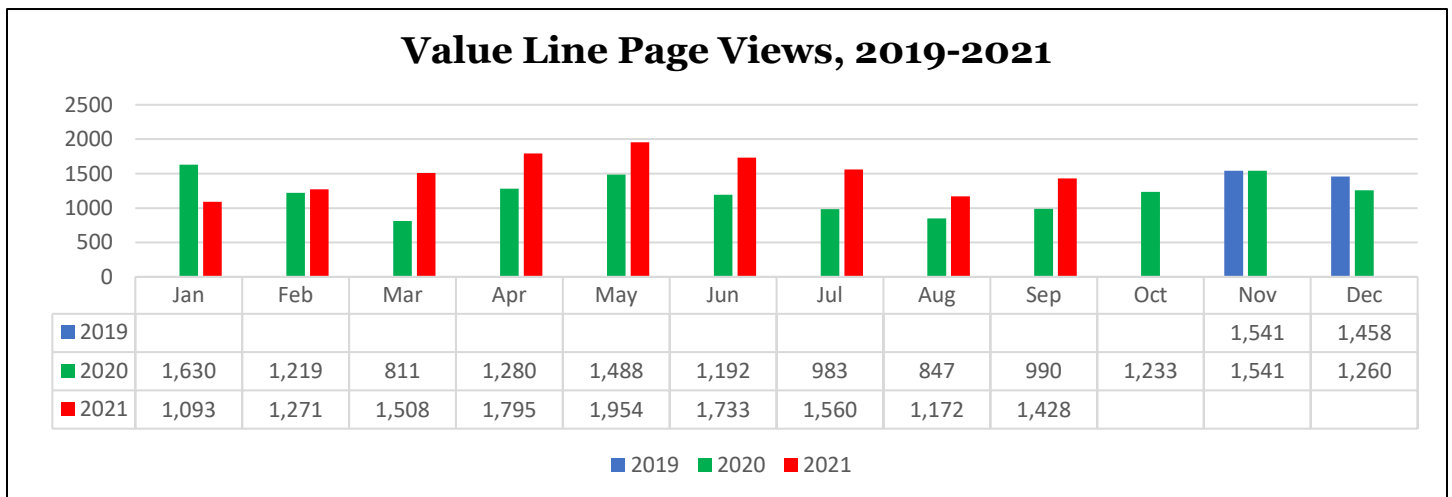
OTHER DIGITAL SERVICES

Morningstar



Patrons conducted 289 searches in Morningstar during the month of September. This shows an increase of 10% over the 262 searches conducted in August 2021, and an increase of 109% over the 138 searches conducted in September 2020. It is down 7% compared to the 310 searches per month we have been averaging in 2021. However, Morningstar usage has been on a steady increase since May of this year, when it was used 191 times.

Value Line



Value Line was used by RPL patrons for 1,428 page views during the month of September. This shows an increase of 22% over the 1,172 page views that occurred in August 2021 and an increase of 44% over the 990 page views that occurred in September 2020. However, it is also down 5% compared to the 1,502 page views that our patrons are averaging per month in 2021.

OTHER STATISTICS

New Library Card Accounts

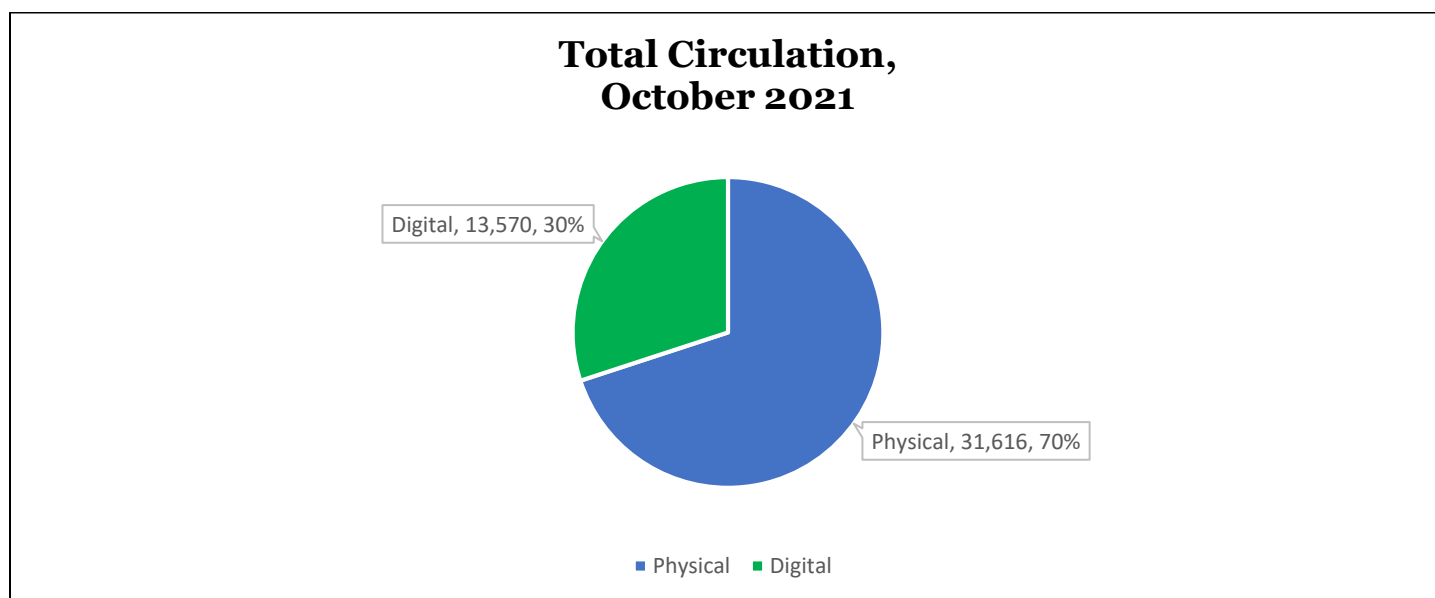
From September 16 through 30, we created 80 new library card accounts. They included 71 resident cards, 6 nonresident cards, 2 interlibrary loan accounts, and 1 temporary account.

Public Internet Sessions

From September 16 through 30, RPL patrons had 321 public internet sessions for a total of 173 hours and 31 minutes.

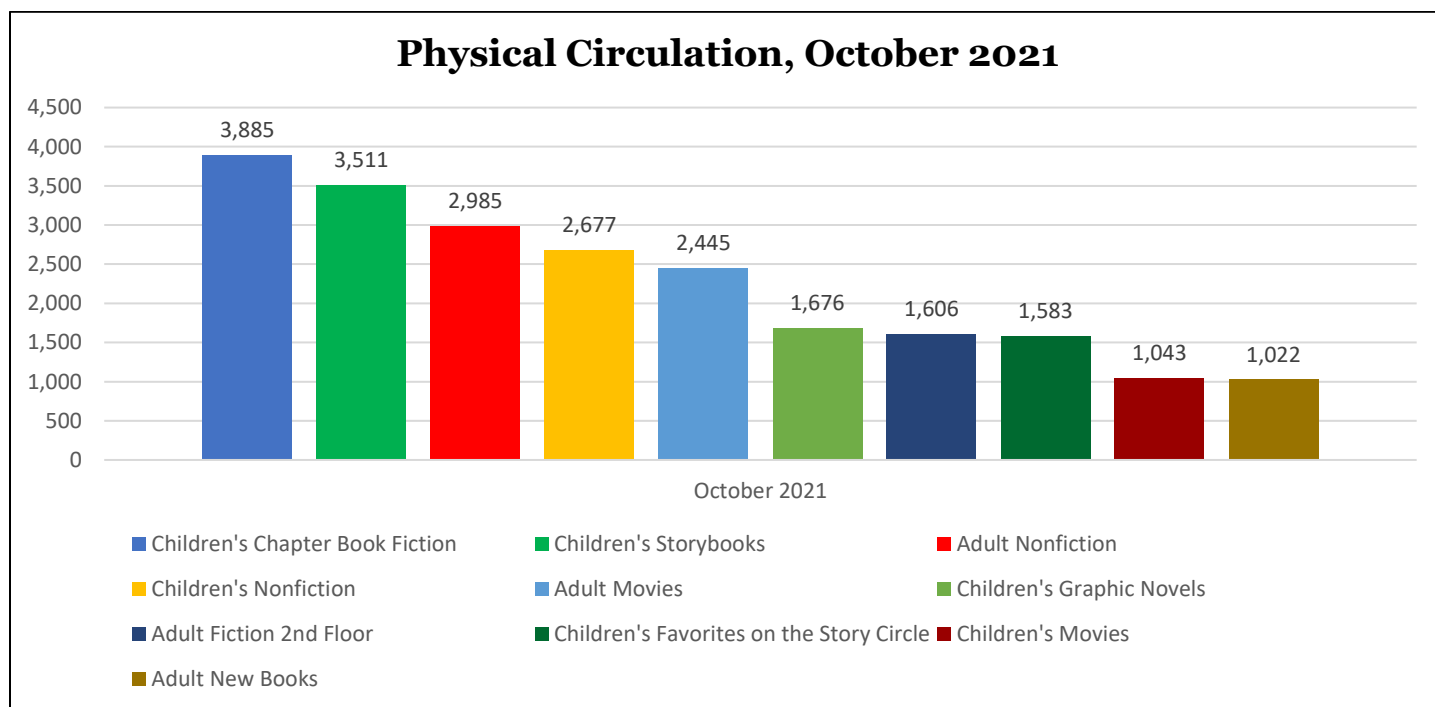
OCTOBER 2021 STATISTICS

TOTAL CIRCULATION



During the calendar month of October, our total circulation was 45,186 items, of which 31,616 were physical items and 13,570 were digital items obtained through Hoopla, Kanopy, Mango, and Overdrive. Kanopy plays and Mango total sessions are counted in this number. RPL patrons also renewed 15,486 physical items during this period. We filled 3,561 requests for holds, and we had 87 scheduled curbside pickups by 49 patrons.

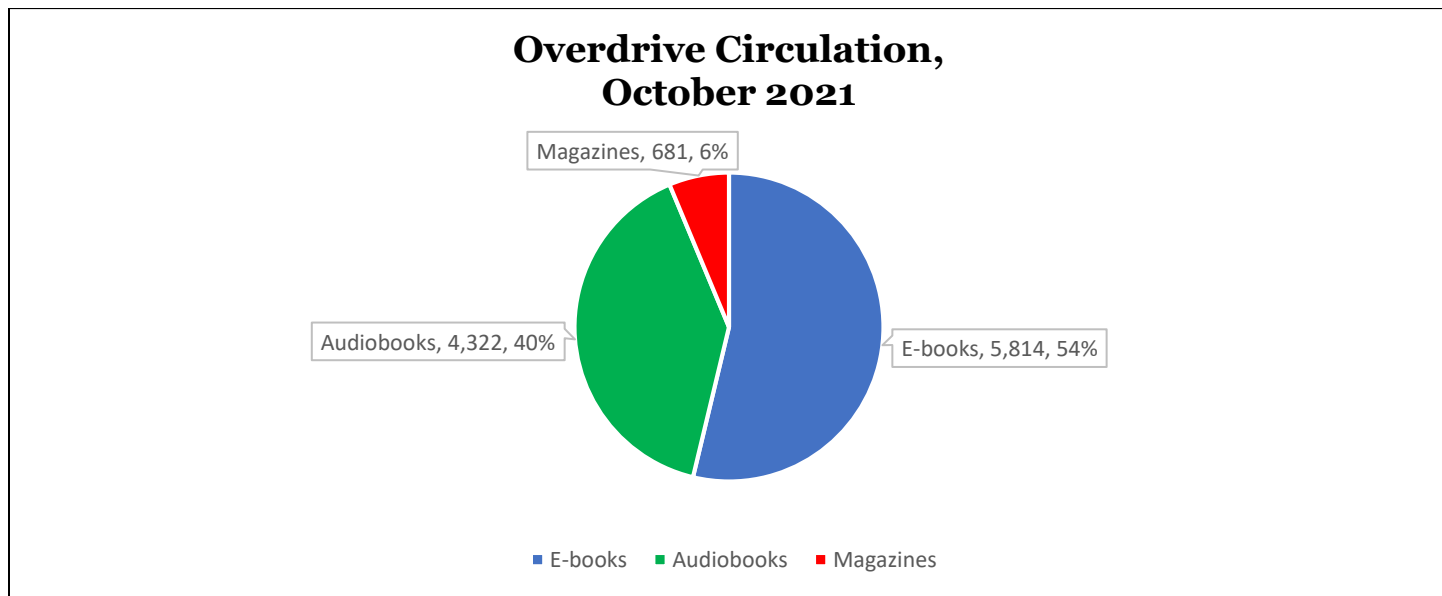
PHYSICAL CIRCULATION



The top ten categories of physical items that circulated in October were Children's Chapter Book Fiction (3,885 items), Children's Storybooks (3,511 items), Adult Nonfiction (2,985 items), Children's Nonfiction (2,677 items), Adult Movies (2,445 items), Children's Graphic Novels (1,676 items), Adult Fiction 2nd Floor (1,606 items), Children's Favorites on the Story Circle (1,583 items), Children's Movies (1,043 items), and Adult New Books (1,022 items).

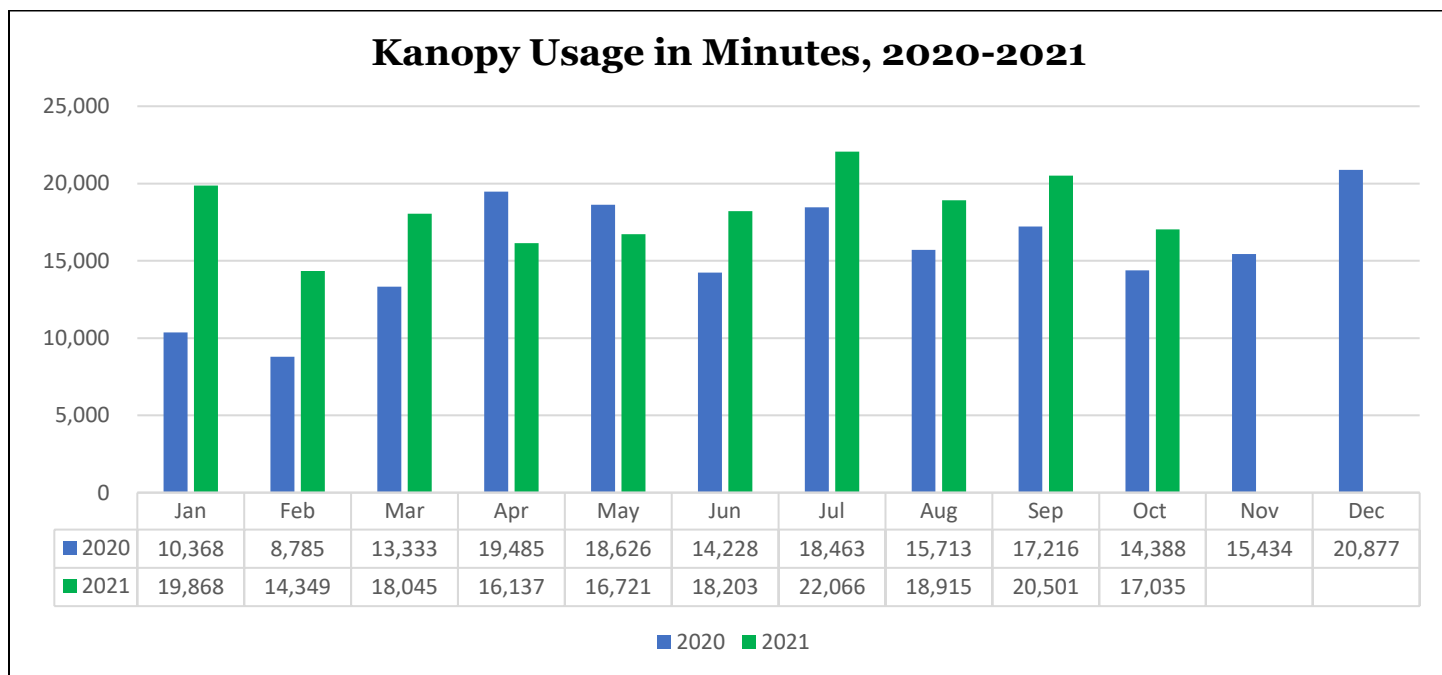
DIGITAL CIRCULATION

Overdrive



RPL patrons checked out 10,817 items in Overdrive during October. These checkouts included 5,814 e-books, 4,322 audiobooks, and 681 e-magazines.

Kanopy

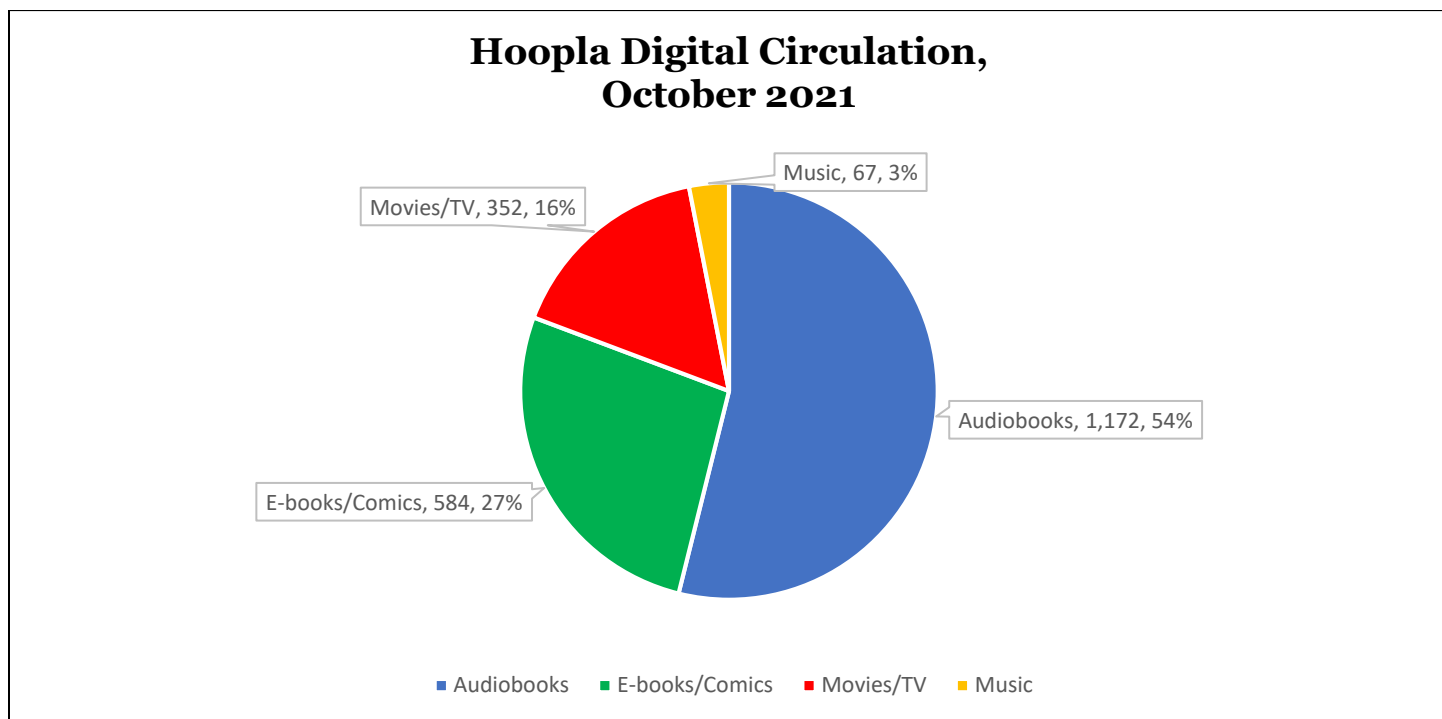


Patrons viewed 17,035 minutes of content in October. This represents an 18% increase compared to the 14,388 minutes watched in October 2020. It is down 17% compared to the 20,501 minutes watched during September 2021, and is also down 6% compared to the 18,184 minutes being viewed on average each month in 2021.

RPL cardholders from the United States, Mexico, and Canada viewed selections on Kanopy in October, while cardholders in France looked at available selections but did not choose anything to watch. They used televisions (41.4%), desktops (28%), mobile devices (24.3%), and tablets (6.3%) as their viewing platforms. The top ten suppliers of content viewed this month were MGM, Warner Bros., Paramount Pictures, Kino Lorber, Neon, Shout Factory, The Great Courses, Greenwich Entertainment, Frederick Wiseman (Zipporah), and Sesame Workshop.

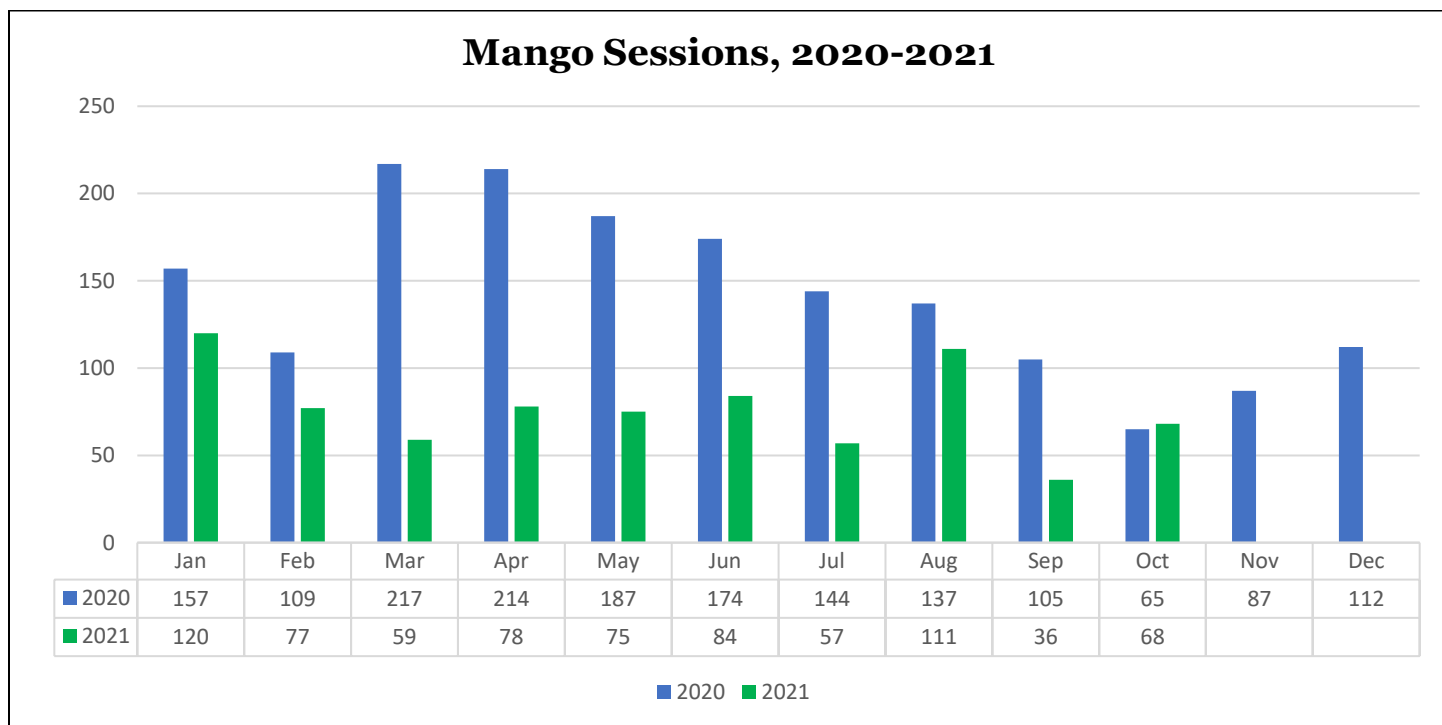
DIGITAL CIRCULATION (CONTINUED)

Hoopla



In October, RPL patrons checked out 2,175 items through Hoopla Digital. This included 1,172 audiobooks, 584 e-books and e-comics, 352 movies and television shows, and 67 music items.

Mango



Mango was used by RPL patrons for 68 sessions in October. This represents an increase of 89% compared to the 36 sessions in September 2021, and is up 5% compared to the 65 sessions in October 2020. It is down 12% compared to the 77 sessions we have been averaging per month in 2021. The top languages chosen for learning this month were French; Japanese; Norwegian; Spanish, Latin American; Dutch; German; Pirate; Chinese, Mandarin; Filipino, Tagalog; and Hebrew, Biblical.

OTHER DIGITAL SERVICES

Morningstar

Morningstar statistics typically become available toward the end of the first week of the month. We do not have the October statistics yet, so we will include them in next month's board report.

Value Line

Value Line statistics typically become available toward the end of the first week of the month. We do not have the October statistics yet, so we will include them in next month's board report.

OTHER STATISTICS

Gate Count

During the month of October, the library's total gate count was 8,966. Our busiest day was Saturday, October 30, with a gate count of 462.

Interlibrary Loans

In October, we received a total of 144 interlibrary loan requests from other libraries. Of those, 142 were for books, 1 was for a periodical, and 1 was for an audiovisual (A/V) item. We sent 70 books to other libraries during the month in response to interlibrary loan requests.

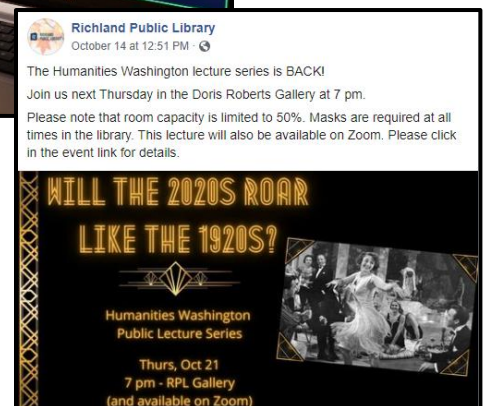
We also sent 10 interlibrary loan requests to other libraries for our patrons in October. All were for books. We had 7 requests filled by other libraries.

New Library Card Accounts

We created 157 new library card accounts in October. They included 126 resident cards, 19 nonresident cards, 8 interlibrary loan accounts, 1 iCard, 1 library staff account, 1 global administrator account, and 1 temporary account.

Public Internet Sessions

In October, RPL patrons had 672 public internet sessions for a total of 362 hours and 11 minutes.





LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/9/2021

Agenda Category: Approval of Bills

Prepared By: Christopher Nulph, Library Manager

Subject:

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

Department:

Parks & Public Facilities

Recommended Motion:

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

Summary:

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

Attachments:

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



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

NOVEMBER 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 \$ \$101,283.95 this 9th day of November, 2021.

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

Voucher Listings	Amount
October 01, 2021 thru October 31, 2021	\$13,514.18
Transfer Advice (Salaries)	
Salaries for the weeks of: October 14, 2021 thru October 28, 2021	\$87,769.77
MONTHLY EXPENSES	\$101,283.95

Comments: COR Library Expenditure October 2021
COR Voucher Listing October 2021

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

Library Voucher Listing

Begin Date: 10/1/2021

End Date: 10/31/2021

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	KANOPY LLC		KDEP-9039	10/8/2021	294360	KANOPY 2022	\$2,500.00
	K8188700/3583	OCLC INC		1000159977	10/13/2021	294450	FIRST SEARCH 9/1/21-8/31/22	\$1,601.76
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$4,101.76
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$133,822.00			YTD ACTUAL: \$144,957.97			YTD % USED: 108.32%		
INFORMATION TECHNOLOGY TOTAL:								\$4,101.76
	K8721000/3102	BIBLIOTHECA ITG LLC		INV-US47536	10/13/2021	294411	RFID TAGS	\$1,950.46
OPERATING SUPPLIES & MATERIALS TOTAL:								\$1,950.46
OPERATING SUPPLIES & MATERIALS - YTD INFORMATION								
BUDGET: \$25,675.00			YTD ACTUAL: \$12,821.76			YTD % USED: 49.94%		
	K8721000/4201	FRONTIER		10/21 2061882614	10/6/2021	294264	TELEPHONE CHARGE 9/19/21-10/18/21	\$137.59
	K8721000/4201	FRONTIER		10/21 5099433152	10/13/2021	294433	TELEPHONE CHARGE 10/4/21-11/3/21	\$697.85
TELEPHONE & COMM SVCS TOTAL:								\$835.44
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$5,280.00			YTD ACTUAL: \$12,658.84			YTD % USED: 239.75%		
	K8721000/4207	BANK OF AMERICA		093021	10/4/2021	8766	Library Merchant Service Fees	\$50.24
MERCHANT SVC FEES TOTAL:								\$50.24
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$367.11			YTD % USED: N/A		

Library Voucher Listing

Begin Date: 10/1/2021

End Date: 10/31/2021

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4504	XEROX CORP		014521196	10/22/2021	294832	3UA-295134 SEPTEMBER 2021 BASE CHARGE	\$129.80
	K8721000/4504	XEROX CORP		014521199	10/22/2021	294832	3UA-296344 SEPTEMBER 2021 BASE CHARGE	\$241.01
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$370.81
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$5,650.00			YTD ACTUAL: \$3,994.96			YTD % USED: 70.71%		
	K8721000/4902	MOON SECURITY SERVIC		1101991	10/22/2021	294797	BASIC FIRE MONIT, CONNECT, COMM MONIT OCTOBER 2021	\$104.20
DUES & SUBSCRIPTIONS TOTAL:								\$104.20
DUES & SUBSCRIPTIONS - YTD INFORMATION								
BUDGET: \$1,855.00			YTD ACTUAL: \$1,959.09			YTD % USED: 105.61%		
	K8721000/5301	WA STATE DEPARTMENT		57924	10/26/2021	8788	Use Tax 09/01/21 to 09/30/21	\$35.09
STATE TAXES TOTAL:								\$35.09
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$92.11			YTD % USED: 9.03%		
LIBRARY ADMINISTRATION TOTAL:								\$3,346.24
	K8722100/3401	MORNINGSTAR INC		38603	10/13/2021	294447	9/12/21-9/12/22 36018326 SUBSCRIPTION	\$5,222.00
	K8722100/3401	INFOUSA		10003894465	10/13/2021	294440	POLK CITY DIRECTORY	\$358.38
LIBRARY RESOURCES TOTAL:								\$5,580.38
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$256,340.00			YTD ACTUAL: \$200,536.64			YTD % USED: 78.23%		
	K8722100/4107	SPORTSENGINE INC		14208	10/20/2021	294676	BACKGROUND CHECKS: LIBRARY	\$55.50

Library Voucher Listing

Begin Date: 10/1/2021

End Date: 10/31/2021

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/4107	CI INFORMATION MANAG		0124199	10/20/2021	294628	ONSITE 64 GALLON RECURRING SHRED SERVICE	\$101.55
OTHER PROFESSIONAL SERVICES TOTAL:								\$157.05
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$860.00			YTD ACTUAL: \$993.85			YTD % USED: 115.56%		
	K8722100/4505	XEROX CORP		014521197	10/22/2021	294832	3UA-295169	\$79.03
	K8722100/4505	XEROX CORP		014521198	10/22/2021	294832	3UA-295258	\$249.72
RENTALS-OTHER TOTAL:								\$328.75
RENTALS-OTHER - YTD INFORMATION								
BUDGET: \$5,410.00			YTD ACTUAL: \$2,004.85			YTD % USED: 37.06%		
LIBRARY PUBLIC SERVICE TOTAL:								\$6,066.18
LIBRARY NON-FACILITIES TOTAL:								\$13,514.18

Library Voucher Listing

Begin Date: 10/1/2021

End Date: 10/31/2021

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		09/2021 SEP	10/20/2021	294624	CITY UTILITY BILLS SEPT 2021	\$5,573.08
UTILITIES TOTAL:								\$5,573.08
UTILITIES - YTD INFORMATION								
BUDGET: \$53,736.00			YTD ACTUAL: \$48,673.15			YTD % USED: 90.58%		
LIBRARY FACILITIES TOTAL:								\$5,573.08

CITY OF RICHLAND

LIBRARY EXPENDITURE

October 2021

Month/Year

PAY PERIODS From September 27, 2021 through October 24, 2021

GROSS SALARIES \$ 87,769.77

		Gross Wages	Total
WEEK OF:	<u>10/14/21</u>	<u>44,969.14</u>	<u>44,969.14</u>
WEEK OF:	<u>10/28/21</u>	<u>42,800.63</u>	<u>42,800.63</u>
WEEK OF:	<u> </u>	<u> </u>	<u>-</u>
	TOTAL	<u>87,769.77</u>	<u>87,769.77</u>