

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, December 14, 2021
Join the Zoom meeting [here](#)
Public Telephone Access: (206) 337-9723 or (253) 215-8782
Meeting ID No. 974 2873 2704

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

November 9, 2021 Draft of Library Board Meeting Minutes

Report of the Library Manager:

1. December 2021 Library Manager's Report
 - Christopher Nulph, Library Manager
2. December 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 November 1, 2021 through November 30, 2021
 - Christopher Nulph, Library Manager

Unfinished Business:

New Business:

1. Collection Development Policy
 - Christopher Nulph, Library Manager
2. Rules of Conduct
 - Christopher Nulph, Library Manager

3. Fee Schedule

- Christopher Nulph, Library Manager

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, January 11, 2022

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: 12/14/2021

Agenda Category: Approval of Minutes

Prepared By:

Subject:

November 9, 2021 Draft of Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the meeting minutes from 11-09-2021.

Summary:

The draft of 11-09-2021 Library Board Meeting Minutes are included for consideration.

Attachments:

1. 2021.11.09 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

November 9, 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, BOARD MEMBERS BUXTON, LIGHTNER, AND LUNSTAD WERE PRESENT. ALSO PRESENT WERE COUNCIL LIAISON KENT, LIBRARY MANAGER NULPH AND ADMINISTRATIVE ASSISTANT BARADA. VICE-CHAIR BOOTH WAS ABSENT.

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

CHAIR MAIER ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE OCTOBER 12, 2021 MEETING. BOARD MEMBER BUXTON MOVED AND BOARD MEMBER HERNANDEZ SECONDED THE MOTION TO APPROVE THE MINUTES OF OCTOBER 12, 2021 AS IS. THE MOTION CARRIED 4-0.

REPORT OF THE LIBRARY MANAGER:

Library hours will remain the same for now. This will be evaluated and possibly updated soon.

Meeting room and study rooms opened to patrons on November 1.

Library policies are being reviewed and updated.

PUBLIC COMMENTS:

No members of the public were present.

APPROVAL OF BILLS:

BOARD MEMBER LIGHTNER MOVED AND BOARD MEMBER BUXTON SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR NOVEMBER 2021 IN THE AMOUNT OF \$101,283.95. THE MOTION CARRIED 4-0.

UNFINISHED BUSINESS:

There was no Unfinished Business on the agenda.

NEW BUSINESS:

There was no New Business on the agenda.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

ADJOURNMENT:

CHAIR MAIER ADJOURNED THE MEETING AT 5:55 P.M.

Prepared and submitted by Kylie Barada, Administrative Assistant

Minutes Approved by: _____
Kurt Maier, Library Board



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/14/2021

Agenda Category: Report of the Library Manager

Prepared By: Christopher Nulph, Library Manager

Subject:
December 2021 Library Manager's Report

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

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

Attachments:
1. 2021.12.14 Library Manager's Report



LIBRARY MANAGER'S REPORT

Richland Public Library Board

December 14, 2021

State of Library Services

Library hours have been confirmed for expansion beginning January 3rd, 2022. The new operating hours will be Monday-Thursday 10:00am-9:00pm, Friday 10:00am-6:00pm, Saturday 10:00am-5:00pm, and Sunday 12:00pm-5:00pm. This returns us to a full operating schedule with a couple of small changes to the pre-COVID hours. We will open at 10:00am instead of 9:30am during the week. This is a less awkward opening time for patrons to remember and removes hours that were rarely utilized. We have added an hour to Friday's schedule, staying open until 6:00pm rather than 5:00pm. This will provide patrons that are leaving work time to visit and select materials before their weekend begins. Fridays at 5:00pm closing are often busy, and this will help alleviate that demand. Sundays we will open at 12:00pm rather than 1:00pm. Sundays have historically been a busy day with reduced hours. Adding an hour will increase service access to this popular day of visitation. The Café is currently preparing to return with an anticipated resumption of service sometime in January.

The library featured a number of noteworthy programs this November. The marquee event of the month was the Native American Arts, Crafts, and Culture Day taking place over several hours on Saturday, November 6th. This program, sponsored by the American Indian Science and Engineering Society and coordinated by Lisa, was a festival-style event with multiple activities throughout the day. The 109 person attendance number was the largest total since reopening and marked an achievement in our return to regular programming. The Learn & Earn A Bike initiative, coordinated by Johanna in collaboration with Wheelhouse Community Bike Shop, was an impactful opportunity for area kids. The program had a series of classes kids age 10-17 could complete in exchange for a new bike. While these classes could be done online, the library was a place for participants to learn and complete these classes in person. This provided a resource for students that learn better in person. Other highlights from the month include a Humanities Washington lecture entitled "Whiskey and Wiretaps: The Northwest's Rumrunning King" and Story Walk Week. Story Walk Week featured creations from our own young patrons that were posted in the windows of our library for all to view. Among Mary's many colorful November displays was our Read Grateful display. Patrons contributed leaves featuring what they were grateful for. These leaves were posted above the Read Grateful table and stretched up the walls and around the corners.

The Strategic Planning process has been initiated. The community feedback website is currently being designed with input sessions being planned for January. The consultants will be in Richland January 20-22. They will be gathering community feedback from stakeholders and residents during that time. Karen will be serving on the task force, which will meet January 22nd, but we can also arrange for consultants to meet with the entire Board during this week if that is of interest.

Library Statistics

The most notable statistical category is the strong month of programming numbers. The numbers for November this year approached our number from November 2019. Of course, programming in 2021 contains more Take and Make or virtual numbers, but the fact that overall engagement is similar to pre-COVID is notable. Gate count and physical circulation remain relatively flat, with a slight uptick in physical circulation, despite having multiple holidays. Digital library use remains steady. A decrease in Mango sessions is the only notable up or downward trend across the major services. We will plan a display for Mango in future months to try and buoy those numbers by increasing awareness.

Staffing Updates

Nikki Whealan has resigned her position as an intermittent Library Assistant I.

The library is finalizing the hiring process on three Library Assistant IIs and three Library Assistant Is. These are all intermittent positions. The majority of these employees will begin in December. The names of final hires will be in the December report.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/14/2021

Agenda Category: Report of the Library Manager

Prepared By: Christopher Nulph, Library Manager

Subject:
December 2021 Library Statistics

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

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

Attachments:
1. 2021.12.14 Library Statistics

RICHLAND PUBLIC LIBRARY

November 2021 Statistics Report for the December Board Meeting



SUMMARY

In November, the library was open from 10 a.m. to 7 p.m. Mondays through Thursdays, and from 10 a.m. to 5 p.m. Fridays and Saturdays. Curbside pickup appointments were available from 12 to 6 p.m. Mondays through Thursdays, and from 12 to 5 p.m. Fridays. Patrons may once again reserve conference rooms and the Gallery for events.

We held several new in-person programs this month, including a Native American Arts, Crafts, and Culture Day program on Saturday, November 6; Learn & Earn-a-Bike sessions in partnership with the Wheelhouse Community Bike Shop and Trips for Kids Mid-Columbia from 4 to 6 p.m. on Mondays; and a Humanities Washington presentation, “Whiskey & Wiretaps: The Northwest’s Rumrunning King,” at 7 p.m. on Thursday, November 18. The Humanities Washington presentation was also available over Zoom.

Recurring programs included the High School Yarn Academy on November 2; the High School Book to Movie Club on November 4; a “Birds Gone Wild!” Family Craft Night on November 4; the Middle School Yarn Academy on November 9; Singing Strings Ukulele Club teen/adult jams on November 2 and 16; Preschool STEAMplay sessions on November 10 and 22; Indoor/Outdoor STEAMkids sessions on November 13 and 24; story times at the library on Tuesday evenings and alternate Thursday mornings; and therapy dog visits.



NOVEMBER STATISTICS

- Total Circulation:
45,866 items
- Digital Items
Checked Out: 13,173
- Physical Items
Checked Out: 32,693
- Physical Item
Renewals: 16,352
- Holds Filled: 3,534
- Hoopla Circulation:
2,230 items
- Kanopy Circulation:
13,173 minutes
- Overdrive
Circulation: 10,413
items
- Mango: 28 sessions
- New Library Card
Accounts: 159
- Internet Sessions:
593

CHILDREN'S ACTIVITIES

Story Times at the Library

Now that wintertime weather has arrived, Children's Services Librarian Kelly Reed has moved all of her story times back to the library. This month, she held Thursday morning story times at 10 a.m. on November 4 and 18 in the Doris Roberts Gallery. She also held Tuesday evening story times at 6 p.m. on November 2, 9, 16, 23, and 30.

She often hands out a take-and-make kit after each story time session. In November, she handed out a preschool Owl Activity Kit, a preschool Paper Plate Leaf Collar Kit, a preschool Panda Face Kit, and a preschool/primary school Gratitude Garland Kit. Supplies for these kits are purchased with funding from the Friends of the Richland Library.

Story Time with Miss Kelly Videos

During November, Kelly read several different picture books for her *Story Time with Miss Kelly* videos, including *I'm Sorry* by Michael Ian Black and Debbie Ridpath Ohi, *Cat Dog* by Mem Fox, and *Bear and Squirrel are Friends ... Yes, Really!* by Deb Pilutti. Therapy dogs Ruby, Lucy, and Goldie were featured in these story time videos.

These videos may be viewed at the following link.

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

Therapy Dog Reading Program

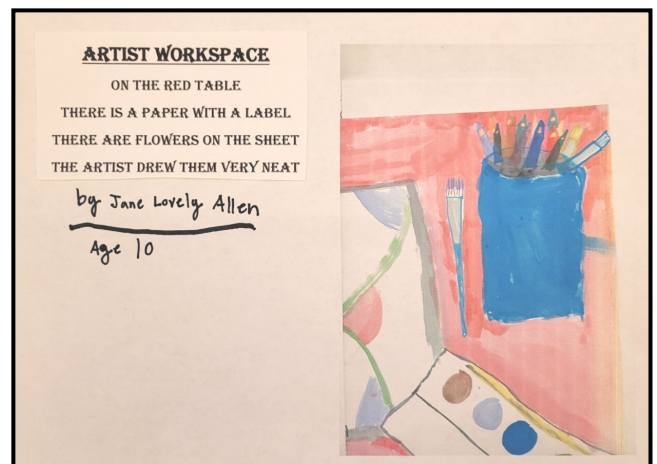
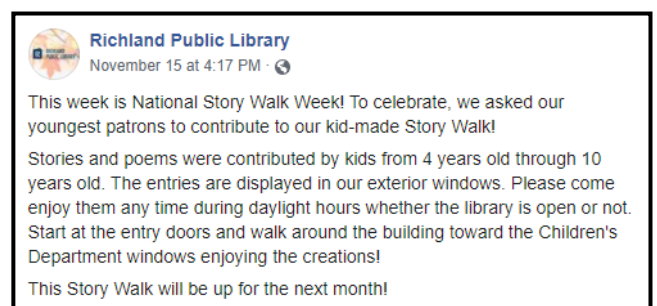
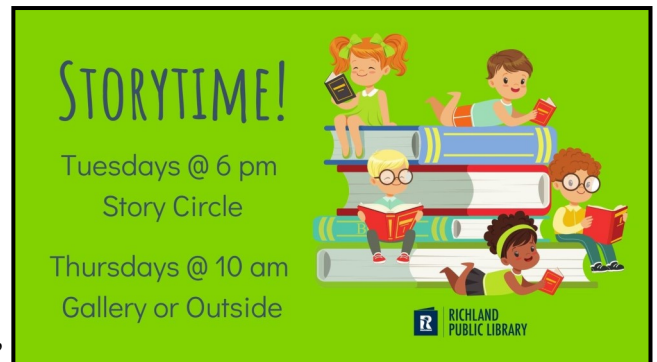
We continued to hold Therapy Dog Reading Program sessions in the library immediately following Kelly's Tuesday evening story times. Therapy Dog Rowbey also came to the library for a special "Read to Rowbey" session on Thursday, November 4. Volunteers logged a total of 23 visits by therapy dogs during the month. Our young patrons love coming to the library to visit with and read to these wonderful therapy dogs!

Preschool STEAMplay

We held Preschool STEAMplay programs from 10 a.m. to noon on Wednesday, November 10 (attended by 22 children and 16 adults), and Monday, November 22 (attended by 22 children and 15 adults). During these sessions, we brought out STEAM sets and building toys for preschoolers to use.

Indoor/Outdoor STEAMkids

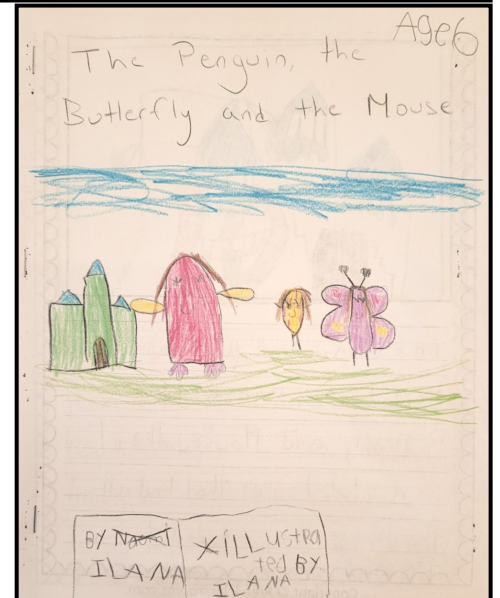
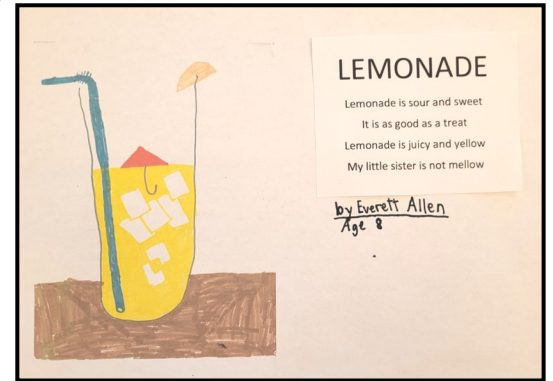
We held Indoor/Outdoor STEAMkids programs from on Saturday, November 13 (attended by 35 children and 25 adults), and November 24 (attended by 33 children and 20 adults). We had blocks, construction sets, and other STEAM activities during the events.



CHILDREN'S ACTIVITIES (CONTINUED)

National StoryWalk Week

For National StoryWalk Week, which ran from November 15 through 19, Kelly invited children age 12 and under to contribute an illustrated story or poem to be displayed in a special outdoor story walk. Our story walk starts to the right of the entry doors and continues around the lobby, Gallery, and Children's Area windows. We had about 14 entries from kids between 4 and 10 years old. Here are some of the wonderfully creative stories and poems that our young patrons contributed! *The Tri-City Herald* also featured our decorated “sweater weather” trees and the story walk in mid November.



RICHLAND PUBLIC LIBRARY

National StoryWalk Week!

November 15 - 19, 2021

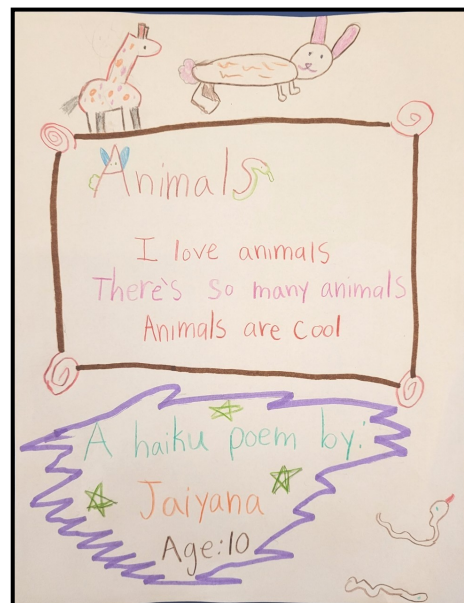
In honor of National StoryWalk Week (November 15-19), The Richland Public Library invited children 12 and under to contribute an illustrated story or poem to be added to our Story Walk.

StoryWalk® is an innovative and delightful way for children — and adults! — to enjoy a story and the outdoors at the same time.

Pages from each story are displayed along the Library windows. As you stroll, you will be directed to the next page in the story.

While engaging in this activity, all participants are encouraged to follow Center for Disease Control's Health, Safety and Social Distancing Guidelines.

Be sure to check out our tree sweaters while you walk!

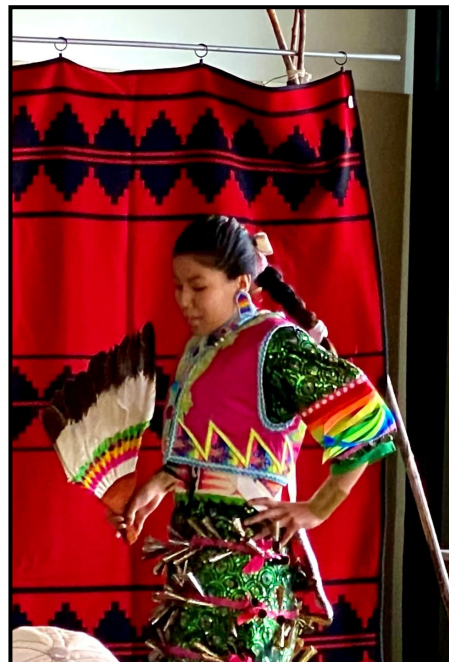


FAMILY ACTIVITIES

Native American Arts, Crafts, and Culture Day

In recognition of National Native American Heritage Month, we hosted a Native American Arts, Crafts, and Culture Day at the library on Saturday, November 6. This celebration included Native American dancing and regalia; storytelling; a panel discussion of diversity between Native American nations, with perspectives from six different tribes; displays of traditional Native American artifacts, crafts, foods, lodges, and tools; handouts and activities; and more. Children who attended were also fascinated by the tanks of lamprey eels that were featured in one of the presentations.

Native American Arts, Crafts, and Culture Day had the highest attendance of any library program since the pandemic started. We had 109 people attend during the day. The event was sponsored by the American Indian Science and Engineering Society, Columbia River Professional Chapter.



FAMILY ACTIVITIES (CONTINUED)

November Take-and-Make Kit

Parks and Recreation Coordinator Lisa Adams and STEAMspace Coordinator Johanna Talbott put together a fun November-themed Take-and-Make Kit for families. The kits included instructions and supplies for making colorful beaded corn crafts and decorated paper tipis in honor of National Native American Heritage Month, along with supplies for making spoon turkeys.

We handed out 150 of these kits during Native American Arts, Crafts, and Culture Day on November 6, and afterward at the library.

Family Craft Night

We held a “Birds Gone Wild!” Family Craft Night in the conference rooms from 6 to 8:30 p.m. on Thursday, November 4, at the same time as our High School Book to Movie Club. Families who attended this special after-hours program enjoyed making bird-themed crafts out of construction paper, streamers, pom poms, googly eyes, and other supplies generously provided by the Friends of the Richland Library.



TEEN ACTIVITIES

High School and Middle School Yarn Academies

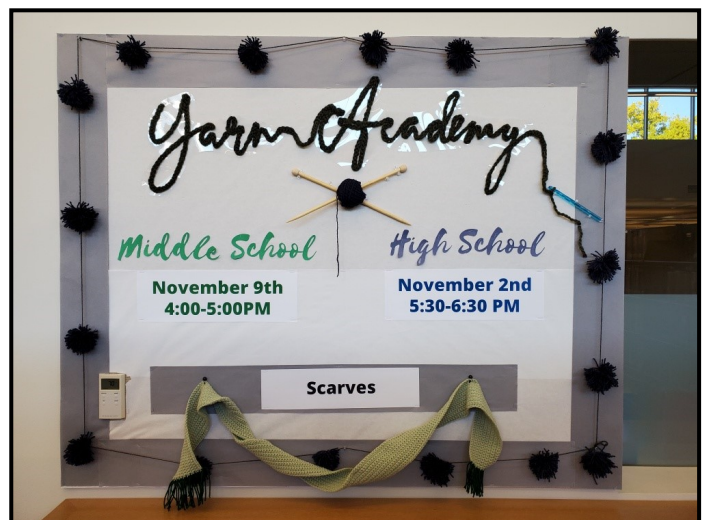
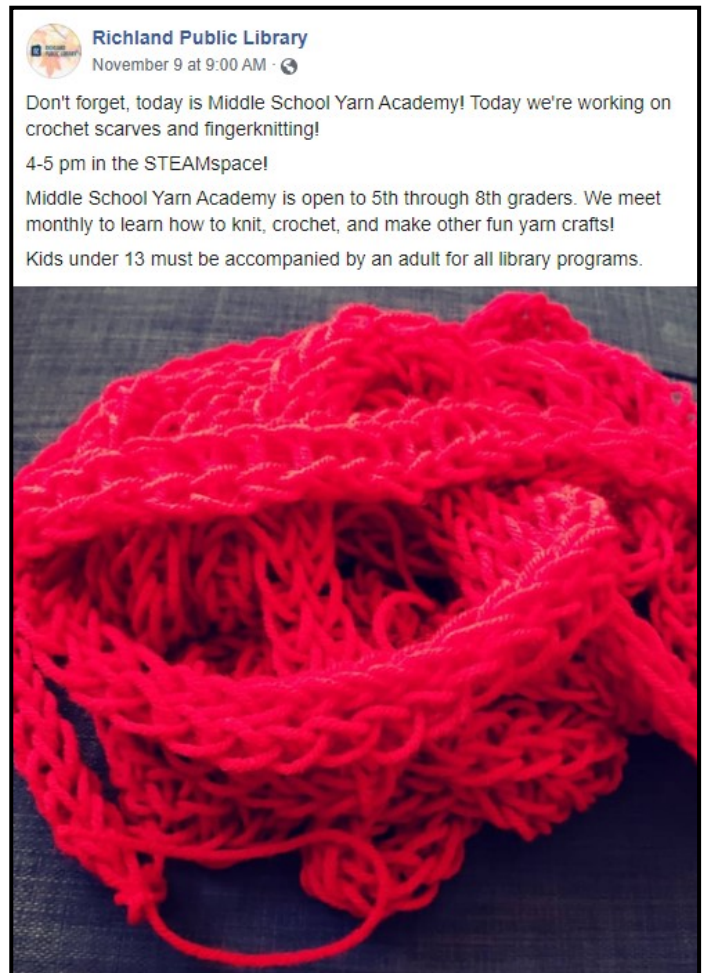
Our High School Yarn Academy for teens in grades 9 through 12 met from 5:30 to 6:30 p.m. on Tuesday, November 2, and our Middle School Yarn Academy for tweens and teens in grades 5 through 8 met from 4 to 5 p.m. on Tuesday, November 9. This month, the two groups began working on scarves.

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

Our High School Book to Movie Club met from 6 to 8:30 p.m. on Thursday, November 4. The calendar entry for this event said, “Read or listen to *Mockingjay* 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? Because the movie version of *Mockingjay* is in two parts, we will watch the first movie this month and the second movie next month. Then we will vote on which book to movie combo to read and watch the following month. Come for the popcorn, stay for the heated arguments!” This event was for teens ages 13 and older.

“Choose Your Own Career Adventure Challenge” on Beanstack

Michelle encouraged teens age 13 through 19 to participate in the “Choose Your Own Career Adventure Challenge” on Beanstack from September 1 through November 30. The challenge description read, “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!”



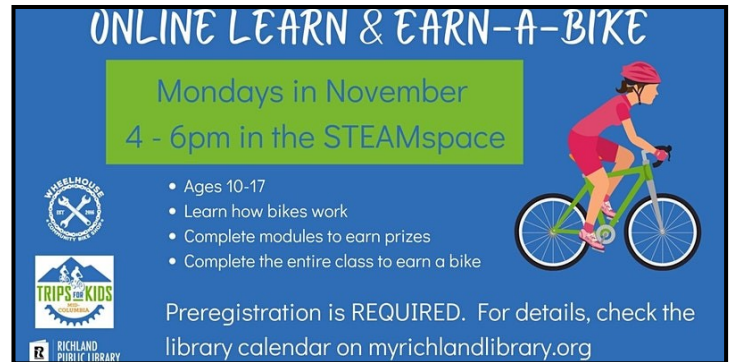
TEEN ACTIVITIES (CONTINUED)

“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. The Richland Public Library is a community partner, so Johanna held special help sessions in the STEAMspace from 4 to 6 p.m. on Mondays in November. Our Facebook invitation for this program said, “Know a 10-17 year old in need of a bike? Sign up for the Learn & Earn-a-Bike program from Wheelhouse Community Bike Shop! It's an online program where kids can learn about bikes while earning bike-related prizes. If they complete all the modules, they will earn a refurbished bike! But what if you have trouble with online learning? NO PROBLEM. Get registered for an in-person help session at the library every Monday in November.”

There were two registration steps for the program. Patrons were told to send an email to TripsForKids@Wheelhouse.Bike to request a link so they could officially register for the overall program. It was important for them to do that before coming to the library for the help sessions. Once they had officially registered for the program, they could then preregister for individual library help sessions on Eventbrite.

The Learn & Earn-a-Bike Program runs through December 31. Kids who complete all modules by that date can earn bikes.



ADULT ACTIVITIES

Book Tasting with Gavin Video #5

Adult Services Librarian Gavin Lightfoot recorded a new *Book Tasting with Gavin* video for November. This month, he reviewed *Clay Play: Animal Favorites*, a book by Terry Taylor. The book description says, “Full-color illustrations and easy-to-follow directions explain basic techniques as well as every step of the crafting process for 29 clay projects—a sloth, flamingo, narwhal, llama, panda, zebra, unicorn, koala, elephant, and other cute critters. Each project includes a list of materials consisting of colored clay and ordinary household items.” By the end of the month, 447 patrons had viewed the video.

After reviewing the book in his video, Gavin displayed the contents of the November take-and-make kit for adults. He also showed a clay bookmark that patrons could make at home. Gavin’s video may be viewed at the following link on the library’s Facebook page.

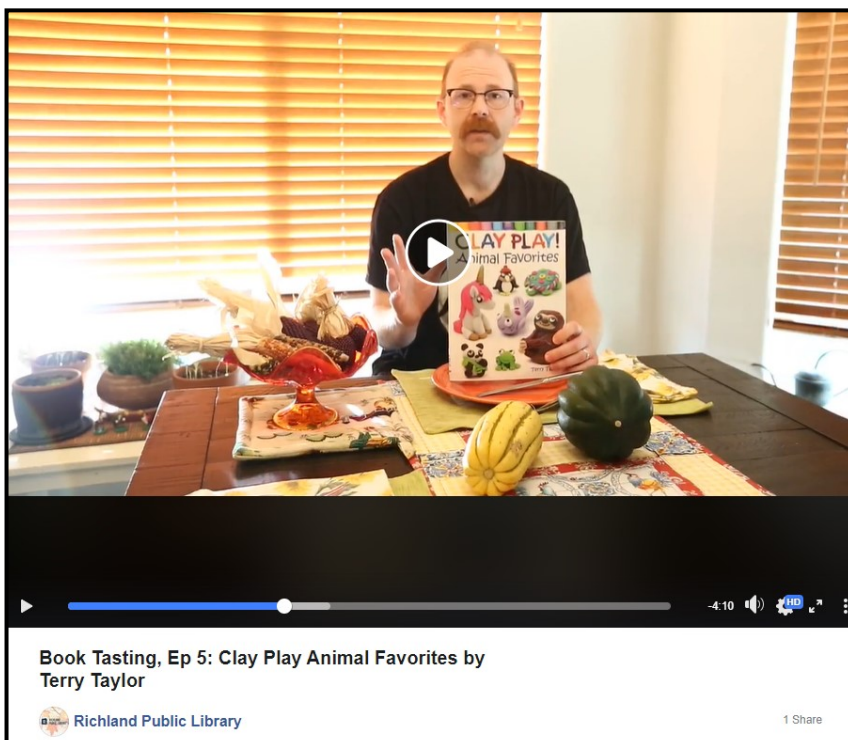
<https://www.facebook.com/140429522668223/videos/3045067262371459/>

Polymer Clay Bookmark Take-and-Make Kit

To go with his November video, Gavin put together a Polymer Clay Bookmark Take-and-Make Kit for adults. Each kit contained instructions and craft supplies for sculpting a clay bookmark, including two different colors of polymer clay, a razor blade for shaping the clay, a safety pin, a paperclip, a sheet of waxed paper to work the clay on, a sheet of paper to bake the clay on, and a brochure about the library.

People could also watch this month’s *Book Tasting with Gavin* video and then check out the featured book to get ideas about other things to sculpt with the clay.

We handed out 30 of these kits at the library.



ALL-AGES ACTIVITIES

Humanities Washington Lecture

The library hosted a Humanities Washington presentation at 7 p.m. on Thursday, November 18, in the Doris Roberts Gallery. The topic of the lecture was “Whiskey and Wiretaps: The Northwest’s Rumrunning King.” Although the lecture was held in person, we also offered a Zoom alternative for those who wished to watch from home.

Our calendar entry said, “On Thanksgiving Day, 1925, Roy Olmstead was trapped by federal prohibition agents and their Tommy guns on a lonely Puget Sound dock. His reign as the Northwest’s most prolific bootlegger had ended. But big questions—political, cultural, and legal—remained. Using photographs, documents, newspapers and court cases, Steve Edmiston breathes life into Olmstead's story by exploring historical context, his entrepreneurial brilliance, his code of conduct, and the profound impact of his legal battles today. Steve Edmiston is a business and entertainment lawyer, an indie film screenwriter and producer, founder of Quadrant45, and co-founder of The Good Bootlegger’s Guild. He has keynoted for the Washington State Historical Museum, Smith Tower Rumrunner’s Club, McMenamins History Pubs, and on the Travel Channel’s Legendary Locations.”

We had 34 patrons attend this program.

Tree Sweater Drawing

We held a Tree Sweater Drawing program for patrons of all ages from 1 to 3 p.m. on Saturday, November 20. Our calendar entry said, “Urban sketching is characterized as drawing your world, one sketch at a time. Come help us draw this very special moment in time when the trees around the library are decorated with sweaters and fiber arts of all kinds. All ages, all abilities are welcome. Bring your own art supplies or borrow some of ours! Weather permitting, we will be sketching outside on the library grounds! We can sketch from inside if we need to!”

Singing Strings Ukulele Club

The Singing Strings Ukulele Club held teen/adult jam sessions at 5:30 p.m. on Tuesday, November 2, and Tuesday, November 16.

PATRON FEEDBACK

“Always so exciting to find [that] books I want to read are at the library.”

“This looks like an awesome program!!” [Referring to our Learn & Earn-a-Bike sessions.]

“Whoever finds and posts the memes . . . Thank you.”

“So thankful for our libraries!”

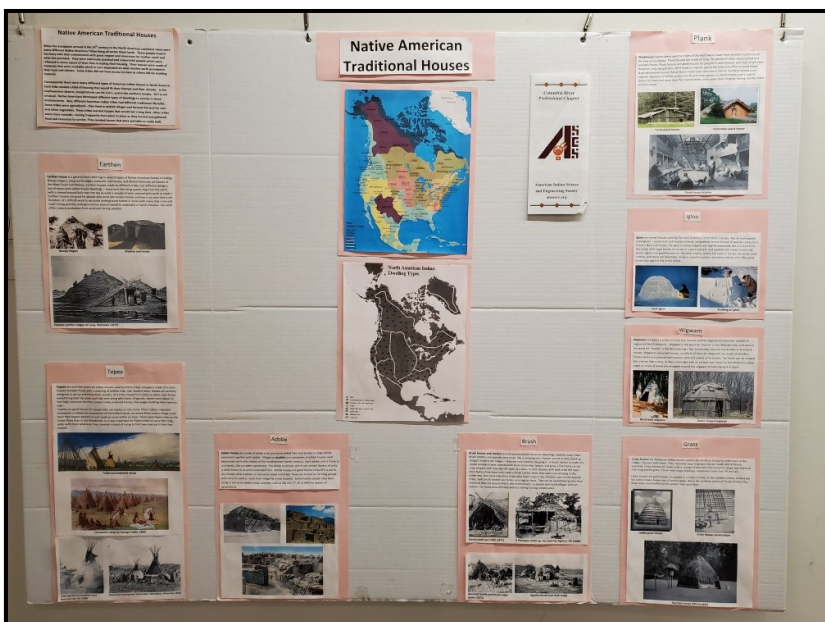


LIBRARY DISPLAYS

Native American Heritage Month Lobby Displays

November was National Native American Heritage Month, also known as American Indian and Alaska Native Heritage Month. As the National Congress of American Indians states, “The month is a time to celebrate rich and diverse cultures, traditions, and histories, and to acknowledge the important contributions of Native people.”

In recognition of this, we featured displays of Native American artifacts, arts, crafts, and culture in the library’s lobby during the month of November. We also had a traditional tipi on display.

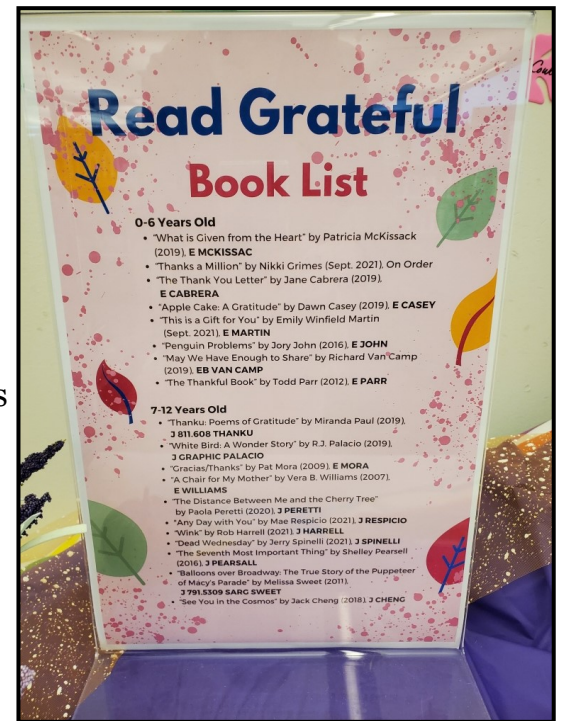


LIBRARY DISPLAYS (CONTINUED)

“Read Grateful Challenge” and Tabletop Display

We held a “Read Grateful Challenge” on Beanstack from November 1 through 30. Patrons of all ages were encouraged to “practice an attitude of gratitude” by completing activities and logging their reading to earn badges.

Library Assistant Mary Brown-Elmore created an eye-catching tabletop display featuring “Read Grateful” book lists for readers of all ages and a basket of colorful paper leaves. Patrons were asked to write something they were thankful for on each leaf so we could use the leaves for our display. The leaves formed a swirling pattern on the wall above the display and wrapped around to the wall by the library elevator.



Family Literacy Month Display

November was National Family Literacy Month, so Mary put together a colorful display with recommended books for families to read aloud, along with nonfiction books about reading to children. To go with this display, Library Assistant Martha Einan created a list featuring read-aloud family favorites ranging from *Goodnight Moon* to *The Lightning Thief*, five-minute stories, and children’s poetry and story collections.

We kept the display stocked with a selection of books all month.

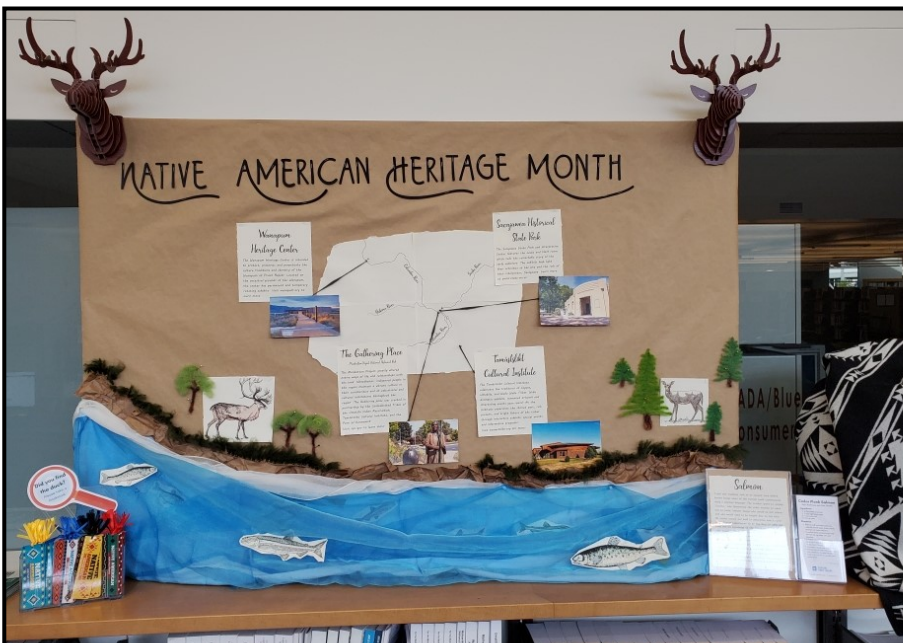
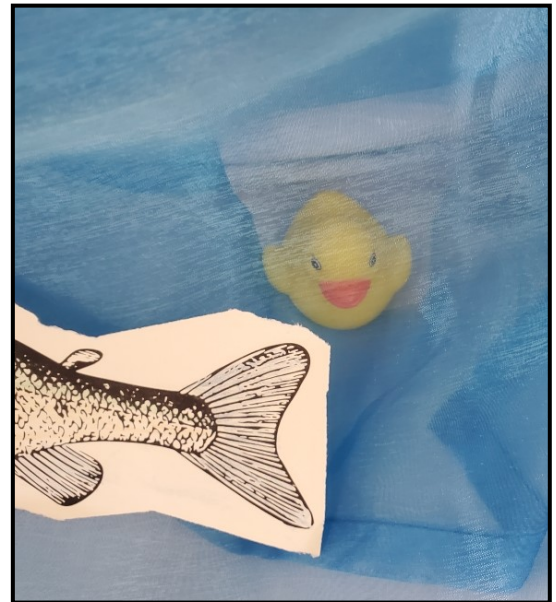
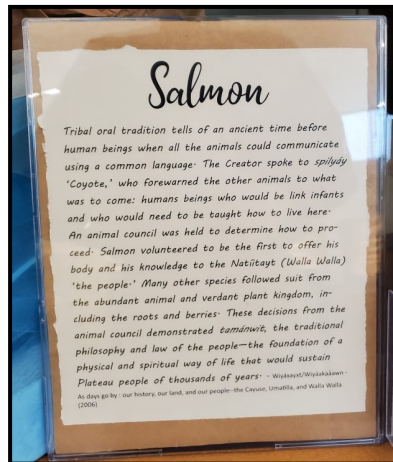


LIBRARY DISPLAYS (CONTINUED)

Native American Heritage Month Bulletin Board

Mary created a Native American Heritage Month bulletin board near the front circulation desk. The display featured information about local cultural centers, including the Wanapum Heritage Center in Mattawa, Sacajawea Historical State Park in Pasco, the Tamástslikt Cultural Institute on the Umatilla Indian Reservation, and the Gathering Place at Washuxwal, part of the Two Rivers Heritage Museum. It included a recipe for cedar plank salmon and displayed a vibrant Native American blanket and a woven reed basket.

The display also featured a fun “find the duck” activity designed by Library Assistant Alicia Briones. A small yellow duck was hiding in the river; patrons could choose a Native American themed bookmark as a prize for finding it. There were little ducky signs at the service desks encouraging patrons to visit the display, find the duck, and win a bookmark.



LIBRARY DISPLAYS (CONTINUED)

“Cozy Up with a Book” Display

Library Assistant Alyssa Uretsky-Pratt came up with a wonderfully cozy book display theme for the Children’s Area. Mary and Alyssa created a decorated cardboard fireplace mantle with rolled paper logs and a colorful crepe paper “fire” with lights on a timer. The display currently features a wide variety of books for young readers, along with a short reading list of recommended children’s books.



Diwali Bulletin Board Display

Diwali, a five-day festival of lights, was celebrated around the world in early November. In recognition, Mary created a bulletin board display in the teen section featuring information about the festival, a colorful sari wrap, light strings, and battery-powered tea lights. The display also included a short list of recommended Hoopla and Libby/Overdrive books about Diwali.



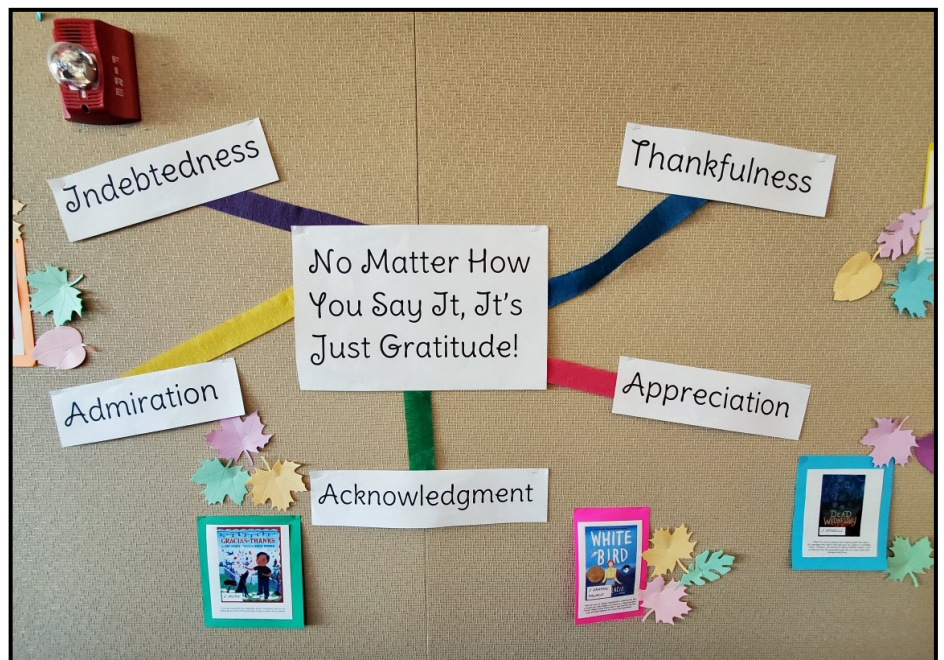
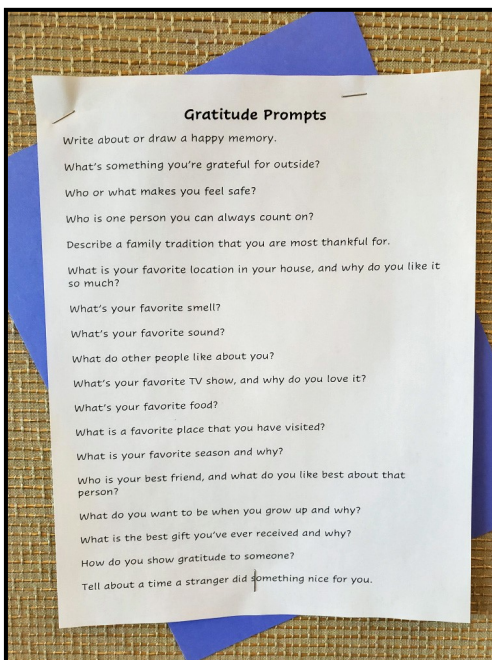
LIBRARY DISPLAYS (CONTINUED)

“No Matter How You Say It, It’s Just Gratitude!” Bulletin Board

We celebrated thankfulness and gratitude during the month of November, both through the “Read Grateful Challenge” on Beanstack and with several of our library displays.

To go with this theme, Library Assistant Linda Korpi and Mary created a “No Matter How You Say It, It’s Just Gratitude!” bulletin board display for the Children’s Area. This display will remain up through December.

The display features colorful book covers for a selection of children’s books about gratitude, a list of gratitude writing prompts for patrons participating in the Beanstack challenge, and a scannable QR code leading directly to the challenge. Featured books include *Thanku: Poems of Gratitude* edited by Miranda Paul, *White Bird: A Wonder Story* by R. J. Palacio, *Any Day with You* by Mae Respicio, *See You in the Cosmos* by Jack Cheng, and more.



SOCIAL MEDIA HIGHLIGHTS

Library Materials, Services, and Programs

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

In early November, we posted to let patrons know about this year's Big Library Read, an event that ran until November 15. After downloading *Five Total Strangers* by Natalie D. Richards on Libby/Overdrive, patrons could visit the Big Library Read website to participate in online discussions and attend a virtual author event.

We posted to let patrons know that November was a Bonus Borrow Month on Hoopla Digital. Patrons who had used all of their Hoopla borrows for the month could still check out materials designated as "bonus borrows." We also posted links to several collections available as bonus borrows, including holiday family and holiday romance books.

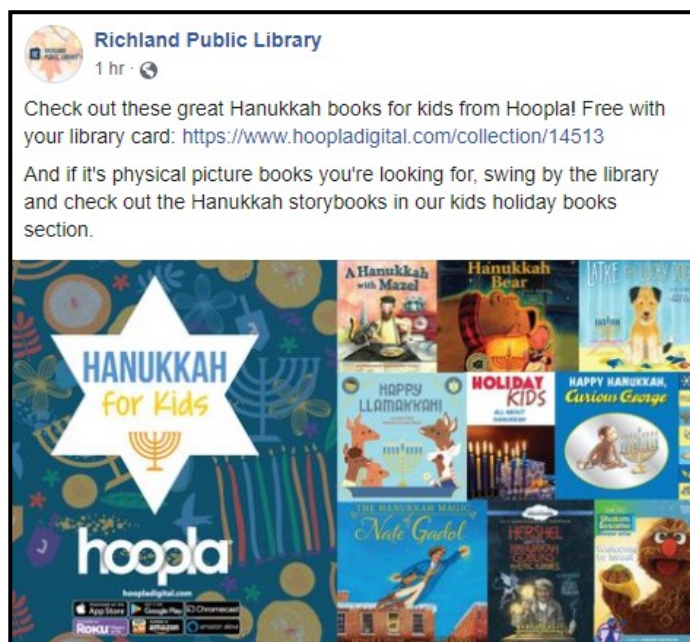
In mid November, we let patrons know that we have the Harry Potter series in many different languages on Hoopla Digital. They can read e-books and/or listen to audiobooks in English, Bulgarian, Danish, Dutch, Finnish, French, German, Italian, Spanish, Polish, Portuguese, Swedish, and Turkish.

We posted to remind patrons about our "Read Grateful Challenge" on Beanstack, and to invite them to come to the library and fill out their own "grateful leaf" to add to our November display.

We also posted to remind patrons that they have access to more than 3,700 magazines through the Libby app. We provided instructions for downloading the Libby app or accessing the magazines through the web at anytime.overdrive.com.

We continued to highlight the wonderful courses RPL patrons can take through LinkedIn Learning, and we provided easy instructions for accessing those courses. In November, we highlighted "Piano Lessons" by Hugh Sung, "Writing a Resume" by Stacey Gordon, and "Resume Makeover" by Jenny Foss.

In late November, we posted a link to great Hanukkah books for kids that are available from Hoopla Digital.



SOCIAL MEDIA HIGHLIGHTS (CONTINUED)

Other Programs

We also used our Facebook and Twitter accounts in November to publicize events happening in the community and online. The City of Richland Parks and Recreation Department has an Alphabet Homes Village on display at John Dam Plaza through the end of the year, so we posted on November to let patrons know about it. This year's display features a new model of an F house, along with other models of Richland's historic alphabet houses. The display is part of the City's annual Winter Wonderland Festival of Lights celebration.

On November 17, we shared a virtual story time video from PEN America that features author Kevin Noble Maillard reading *Fry Bread*, his award-winning picture book about a modern Native American family.



Our Social Media Links

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

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

The content we share on Twitter may be viewed at the following link.

<https://twitter.com/RichlandLib>

Interactive Graphics

On November 4, in celebration of Diwali, we posted an interactive graphic featuring a variety of books about Diwali, from children's storybooks and nonfiction to romance.

<view.genial.ly/6182bffa08b27580d8f9d3d12/interactive-image-happy-diwali>

On November 10, we posted an interactive graphic featuring children's books, e-books, audiobooks, and videos about relaxation and mindfulness.

<view.genial.ly/6182c81c7bb75a0d7fc8ce75/interactive-content-relaxation>



SOCIAL MEDIA HIGHLIGHTS (CONTINUED)

Interactive Graphics (Continued)

We also posted an interactive graphic on November 10 for National Cupcake Day. It features cupcake-themed titles in cookbooks, children's chapter books, and adult cozy mysteries. Titles range from *Peace, Love, and Cupcakes* by Sheryl Berk to *Buttercream Dreams* by Jeff Martin.

view.genial.ly/618ac5fa5d26cc0d94e3ac65/interactive-image-national-cupcake-day-111021

On November 12, we posted an interactive graphic inviting patrons to celebrate Native American Heritage Month by checking out new titles by contemporary indigenous writers. Recommended titles include *The Removed* by Brandon Hobson, *The Seed Keeper* by Diane Wilson, *The Sentence* by Louise Erdrich, *When Two Feathers Fell from the Sky* by Margaret Verble, and more.

view.genial.ly/6186e31646d2fb0d79d04579/interactive-image-hot-new-titles-from-native-american-writers-112021

On November 27, we posted an interactive graphic for National Family Literacy Month. It features a selection of children's books and audiobooks, including *The Read-Aloud Family* by Sarah Mackenzie, *You Read to Me, I'll Read to You: Very Short Fables to Read Together* by Mary Ann Hoberman, *The Mouse and the Motorcycle* by Beverly Cleary, and more.

view.genial.ly/61842a0059b1f00d5972d4dc/interactive-content-family-literacy-month

On November 30, we posted an interactive graphic recommending that patrons snuggle up with some nice cozy contemporary romances with holiday themes. Selected books included *A Holly Jolly Diwali* by Sonya Lalli, *The Matzah Ball* by Jean Meltzer, *So, This Is Christmas* by Tracy Andreen, *Always in December* by Emily Stone, *Royal Holiday* by Jasmine Guillory, and more.

view.genial.ly/6195a1cbb58a3d0d563a599c/interactive-image-contemporary-holiday-romance-winter-2021



NEW FOR DECEMBER!

Make-It Monday: Holiday Edition

We will be holding Make-It Monday craft sessions at the library from 6 to 8 p.m. on December 6, 13, and 20. Featured crafts at the first session will be candy cane wreaths, coffee creamer snowmen with yarn hats and finger-weave scarves, and tea blending for adults; along with cardboard reindeer, beaded snowflakes, winter owl magnets, and Christmas cards for children.

Our Facebook invitation says, “Make-It Monday is back by popular demand! For the first three Monday evenings in December, we will be making assorted holiday-themed crafts in the STEAMspace! There will be some time-consuming craft projects for adults/teens and some simpler crafts for kids. Space and supplies are limited, so please pre-register. Please note that per Department of Health guidelines, masks are required in public facilities for everyone over the age of 5.”

Patrons are asked to pre-register on Eventbrite at the following link.

<https://www.eventbrite.com/e/make-it-monday-holiday-edition-tickets-204119044557>

“Look Up! Explore Our Universe Challenge” on Beanstack

We are inviting patrons of all ages to participate in the “Look Up! Explore Our Universe: The James Webb Space Telescope Challenge” on Beanstack from December 1 through 31. The challenge description says, “Help the Richland Public Library win a collection of programming materials from NASA @ My Library by logging your reading and completing activities. Earn new badges all month long!”

Winter Wonderland Festival of Lights

The City of Richland will be holding its annual Winter Wonderland Festival of Lights celebration in John Dam Plaza from December 3 through January 2. Library staff help answer letters to Santa.



NEW FOR DECEMBER! (CONTINUED)

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 Thursday, December 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, December 14.

High School Book to Movie Club: *Mockingjay, Part 2*

Our next High School Book to Movie Club session will be held from 6 to 8:30 p.m. on Thursday, December 9. High schoolers age 13+ are asked to preregister at the following link.

<https://www.eventbrite.com/e/high-school-book-to-movie-club-december-2021-tickets-206404961797>

Family Reading Forts

We will be holding a Family Reading Forts program in the library from 5 to 7:30 p.m. on Friday, December 10. Our calendar entry says, “Join us for an after hours family event at the library! Please bring blankets and pillows to help in the construction of your fort. We will have cardboard, clothespins, and other clips. Bring a flashlight for when you are in your fort. Plan on having about 45 minutes to an hour for family reading and snacks before you have to take down your fort and go home!” Families are asked to preregister at the following link.

<https://www.eventbrite.com/e/family-reading-forts-tickets-211871592637>



Story Times at the Library

Kelly will be holding Thursday morning story times in the library at 10 a.m. on December 9, 16, and 30, in addition to weekly Tuesday night story times at 6 p.m. on December 7, 14, 21, and 28. The morning story times will be in the Gallery or on the library front patio.

Our story times will be changing again with the new year. Starting on January 5, Toddler Story Times will be held at 10 a.m. on Wednesdays, and Preschool Story Times will be held at 10 a.m. on Fridays.

STEAMkids and Preschool STEAMplay

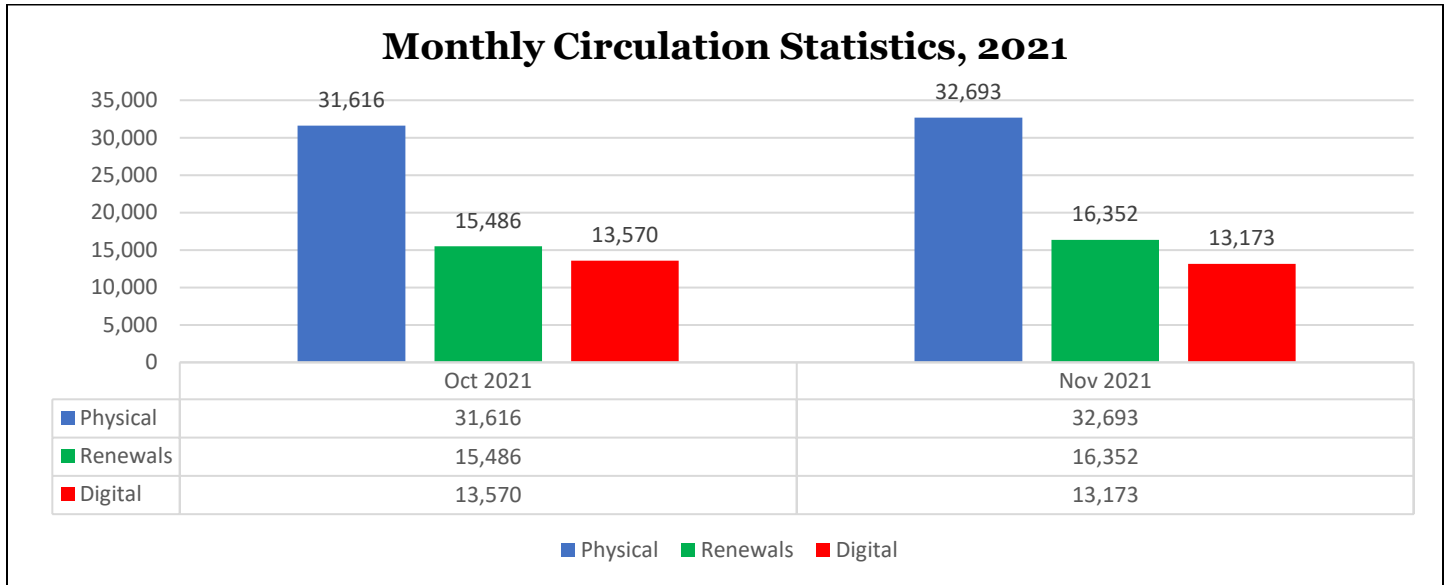
We have scheduled STEAMkids programs for 10 a.m. on Saturday, December 4, 11 a.m. on Wednesday, December 22, and 1 p.m. on Wednesday, December 29. We will have stations with various construction sets in the Children’s Department and the library lobby. We have also scheduled Preschool STEAMplay programs for 10 a.m. to noon on Wednesday, December 1, and Tuesday, December 14, featuring blocks, games, and other activities. These programs are sponsored by the Friends of the Richland Library.

Singing Strings Ukulele Club

The Singing Strings Ukulele Club will be holding teen/adult jam sessions at 5:30 p.m. on Tuesday, December 7, and Tuesday, December 21, in the STEAMspace.

STATISTICS

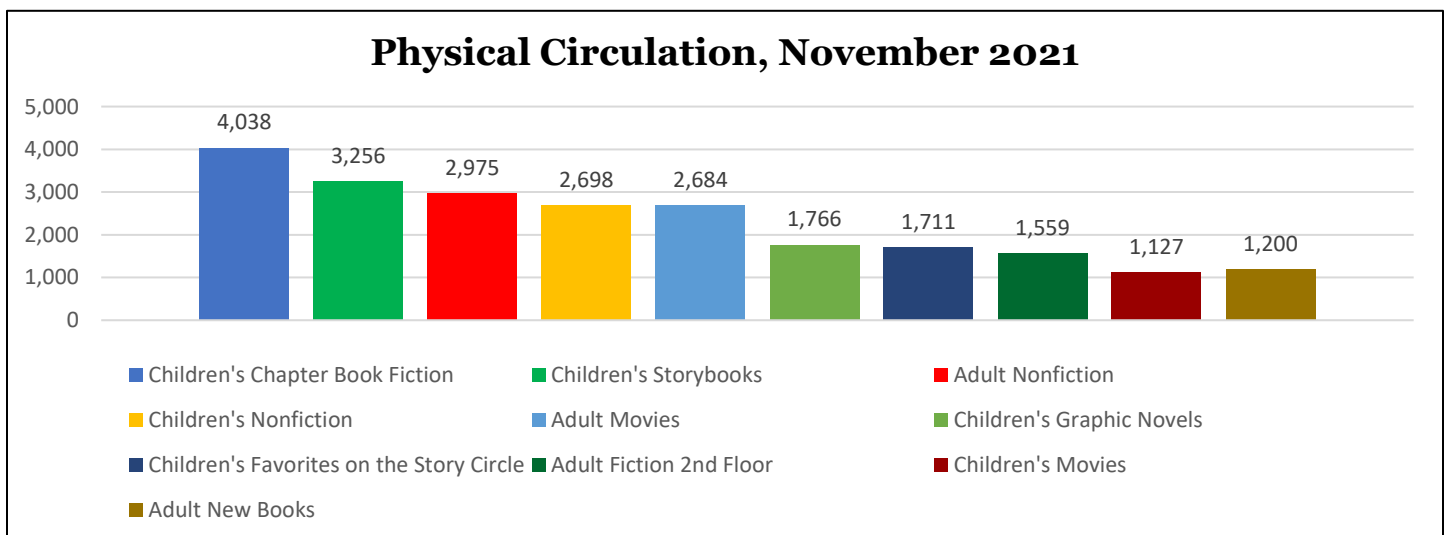
TOTAL CIRCULATION



During the calendar month of November, our total circulation was 45,866 items, of which 32,693 (71%) were physical items and 13,173 (29%) were digital items obtained through Hoopla, Kanopy, Mango, and Overdrive. Kanopy plays and Mango sessions are counted in this number. RPL patrons also renewed 16,352 physical items during this period. We filled 3,534 requests for holds, and we had 58 scheduled curbside pickups by 43 patrons.

Total circulation, not including physical item renewals, was up 1.5% in November compared to the 45,186 items checked out in October 2021. Including physical item renewals, our total circulation was 62,218, and was up 2.5% compared to the 60,672 items that circulated in October 2021.

PHYSICAL CIRCULATION

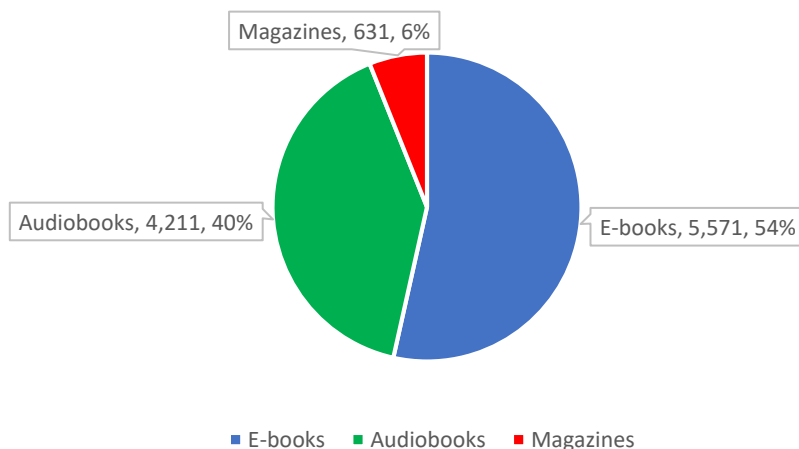


Our patrons checked out 32,693 physical items in November and renewed 16,352 physical items, for a total of 49,045. That is up 4.1% compared to the 47,102 physical items that were checked out or renewed in October 2021. The top ten categories of physical items that circulated in November were Children's Chapter Book Fiction (4,038 items), Children's Storybooks (3,256 items), Adult Nonfiction (2,975 items), Children's Nonfiction (2,698 items), Adult Movies (2,684 items), Children's Graphic Novels (1,766 items), Children's Favorites on the Story Circle (1,711 items), Adult Fiction 2nd Floor (1,559 items), Children's Movies (1,127 items), and Adult New Books (1,200 items).

DIGITAL CIRCULATION

Overdrive

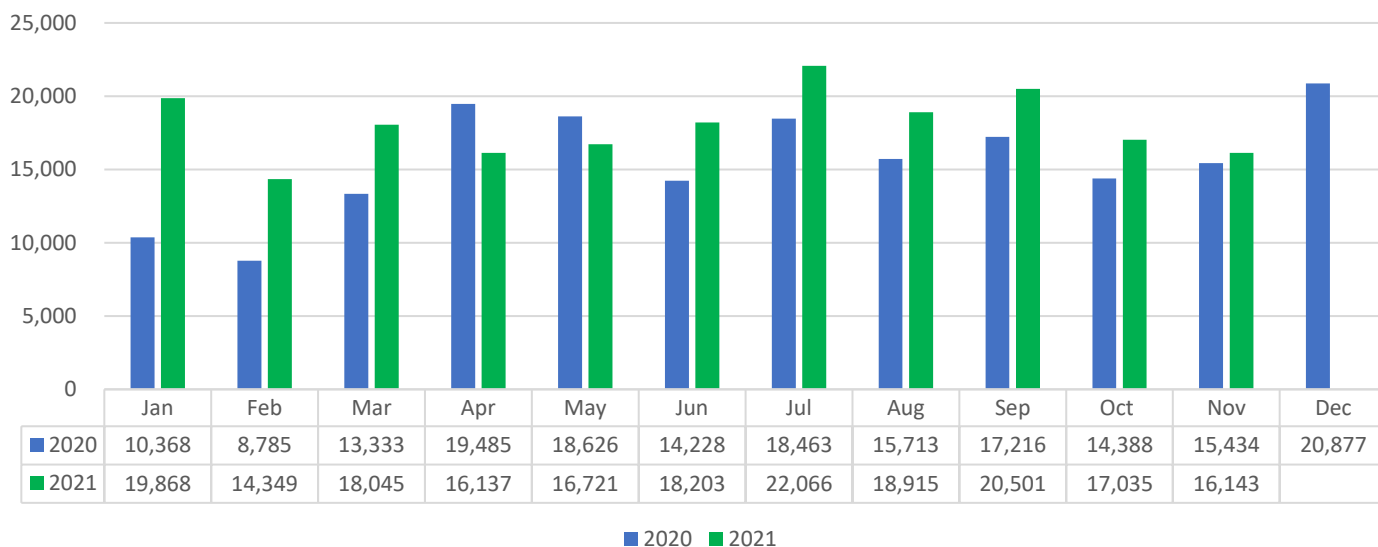
Overdrive Circulation, November 2021



Our patrons checked out 10,413 items in Overdrive in November. That is down 3.7% compared to the 10,817 items checked out in October 2021, and is also down 0.6% compared to the 10,480 items checked out in November 2020. This month's checkouts included 5,571 e-books (which were 54% of the Overdrive items checked out), 4,211 audiobooks (40%), and 631 e-magazines (6%).

Kanopy

Kanopy Usage in Minutes, 2020-2021



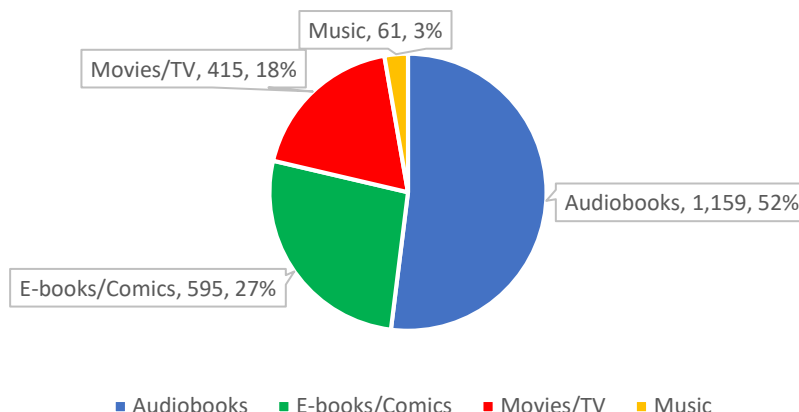
Our patrons viewed 16,143 minutes of content on Kanopy in November. This represents a 4.6% increase over the 15,434 minutes watched in November 2020. It is down 5.2% compared to the 17,035 minutes viewed in October 2021, and is also down 10.3% compared to the 17,998 minutes that have been viewed on average each month in 2021.

Richland Public Library cardholders in the United States, Mexico, and Spain viewed content on Kanopy in November. They used televisions (44.4%), desktops (23.7%), mobile devices (19.5%), and tablets (12.4%) as their viewing platforms. The top providers of content viewed this month were Warner Bros., MGM, Weston Woods, The Great Courses, Paramount Pictures, and Kino Lorber.

DIGITAL CIRCULATION (CONTINUED)

Hoopla

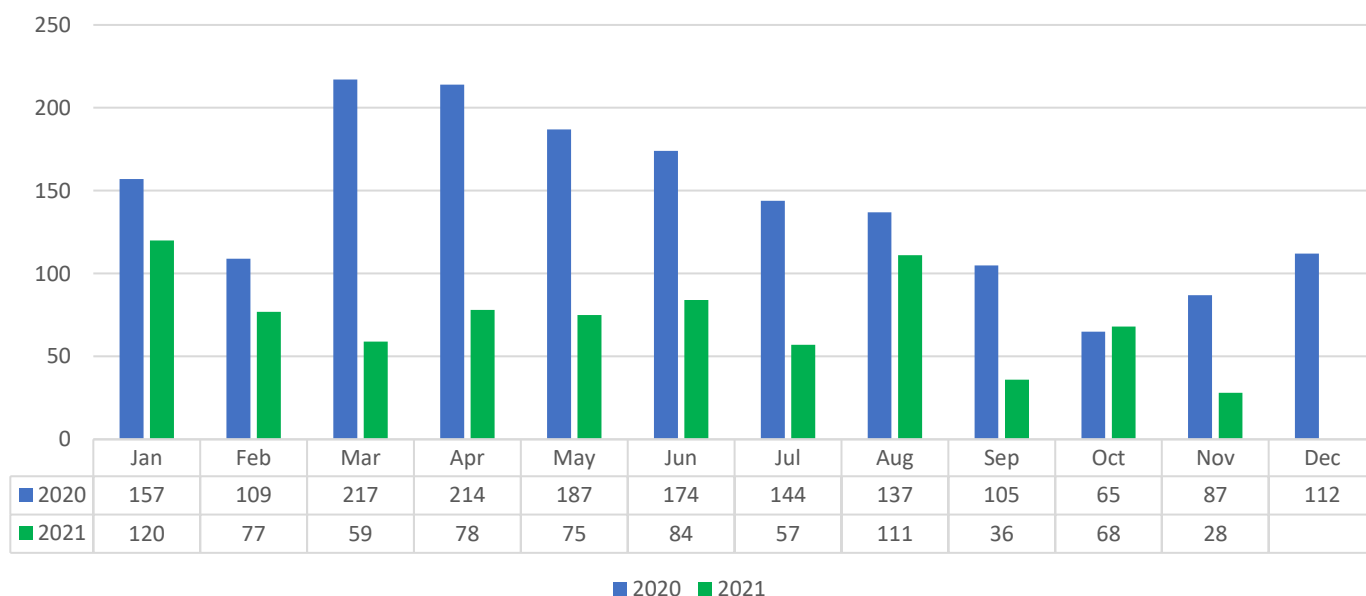
**Hoopla Circulation,
November 2021**



In November, our patrons checked out 2,230 items through Hoopla Digital. This included 1,159 audiobooks (52% of the Hoopla items checked out), 595 e-books and e-comics (27%), 415 movies and television shows (18%), and 61 music items (3%). Hoopla usage increased by 3% this month compared to the 2,175 items checked out in October 2021.

Mango

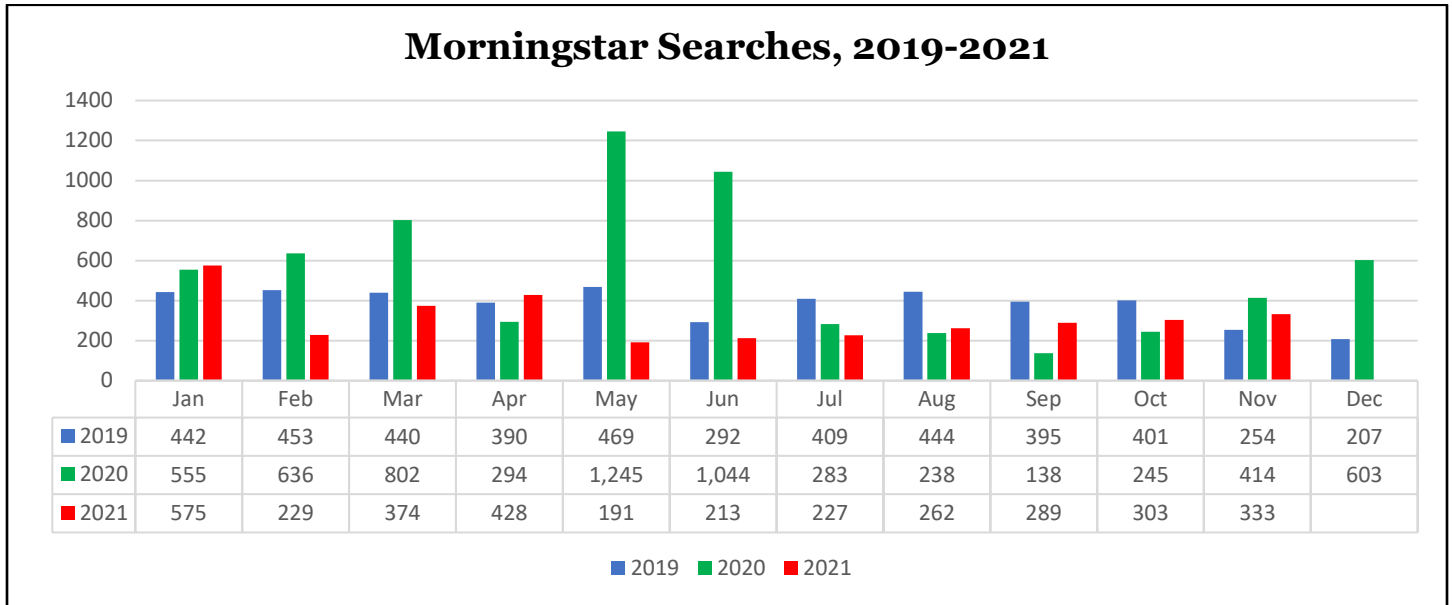
Mango Sessions, 2020-2021



Mango was used by our patrons for 28 sessions in November. Usage was down 58.8% from the 68 sessions in October 2021, and was down 67.8% from the 87 sessions in November 2020. It also shows a decrease of 61.1% compared to the 72 sessions we have been averaging per month in 2021. Leading the way this month in sessions was Scottish, Gaelic; followed by German; Japanese; Yiddish; Chinese, Mandarin; Hebrew, Biblical; Hebrew, Modern; Korean; Portuguese, Brazilian; and Spanish, Latin American. With the holiday season upon us, that could explain why there are some new languages entering the top ten for sessions with some of the regularly studied languages dropping out.

OTHER DIGITAL SERVICES

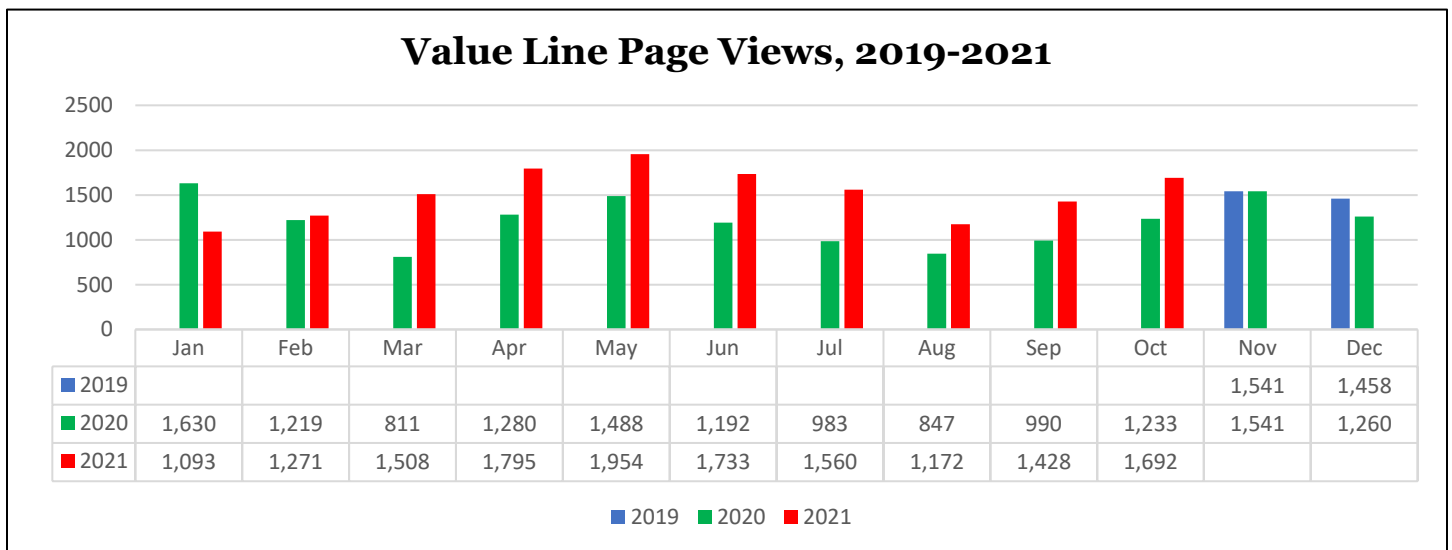
Morningstar



During October, our patrons conducted 303 searches in Morningstar. This usage is up 4.8% compared to the 289 searches conducted in September 2021, and is up 23.6% over the 245 searches conducted in October 2020. It shows a modest decrease of 1.9% compared to the 309 searches per month we had averaged at that time for 2021. Morningstar is continuing to show an increase in usage from the low in May of this year, when there were only 191 searches.

During November, our patrons conducted 322 searches in Morningstar. This usage is up 6.3% compared to the 303 searches conducted during October 2021, but is down 22.2% from the 414 searches in November 2020. It shows a modest increase of 3.9% compared to the 310 searches per month we have been averaging so far in 2021. Richland Public Library cardholders like having Morningstar and Value Line for their financial investment questions and research needs.

Value Line



Value Line was used by our patrons for 1,692 page views in October. This usage shows an increase of 18.4% over the 1,428 page views in September 2021 and an increase of 37.2% over the 1,233 page views in October 2020. It is also up 11.2% compared to the 1,521 page views that our patrons have been averaging per month in 2021. We do not yet have Value Line usage statistics for November.

OTHER STATISTICS

Gate Count

During the month of November, the library's total gate count was 8,673. Our busiest day was Monday, November 8, with a gate count of 478.

Interlibrary Loans

In November, we received a total of 81 interlibrary loan requests from other libraries. Of those, 80 were for books and 1 was for an audiovisual (A/V) item. We sent 34 books to other libraries during the month in response to interlibrary loan requests.

We also sent 7 interlibrary loan requests to other libraries for our patrons in November. All were for books. We had 9 requests for books filled by other libraries. Requests are sometimes filled in a different month than when they were placed.

New Library Card Accounts

We created 159 new library card accounts in November. They included 138 resident cards, 17 nonresident cards, 3 interlibrary loan accounts, and 1 library staff account.

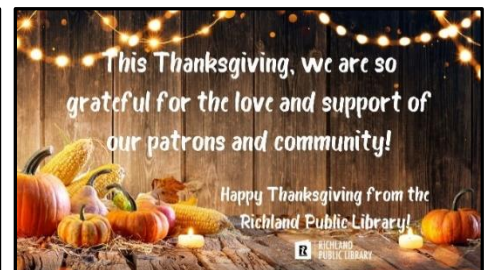
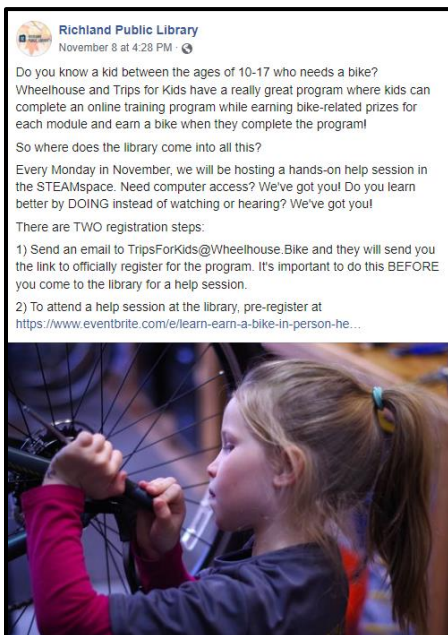
Program Attendance

Our total recorded attendance was 2,473 in November. Of those, only 31 patrons were just using our meeting spaces; all of the others were attending library programs, completing take-and-make kits, or viewing virtual story time videos. We had 367 take-and-make participants and 325 virtual story time viewers.

For comparison, our recorded attendance was 2,873 in November 2019, before the Covid-19 pandemic. We are nearly back to pre-pandemic attendance.

Public Internet Sessions

In November, our patrons had 593 public internet sessions for a total of 317 hours and 58 minutes. The library's website had 40,018 unique visitors and 51,088 page loads.





LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/14/2021

Agenda Category: Approval of Bills

Prepared By: Christopher Nulph, Library Manager

Subject:

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

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the November 1, 2021 through November 30, 2021.

Summary:

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

Attachments:

1. 2021.12.14 Claims for Payment
2. COR Voucher Listing November 2021
3. November 2021 Payroll



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

DECEMBER 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 \$ \$101,426.97 this 14th day of December, 2021.

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

Voucher Listings	Amount
November 01, 2021 thru November 30, 2021	\$15,895.81

Transfer Advice (Salaries)	
Salaries for the weeks of: November 10, 2021 thru November 24, 2021	\$85,531.16

MONTHLY EXPENSES	\$101,426.97
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Comments: COR Voucher Listing November 2021
COR Library Expenditure November 2021

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME	SIGNATURE
1. Your Name Here	1. 12/07/2021
2. Your Name Here	2. 12/07/2021
3. Your Name Here	3. 12/07/2021

Library Voucher Listing

Begin Date: 11/1/2021

End Date: 11/30/2021

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		1000165087	11/3/2021	295112	CATALOGING, METADATA, ILL OCTOBER 2021	\$1,163.73
	K8188700/3583	MIDWEST TAPE		501068270	11/12/2021	295400	SEPTEMBER 2021 HOOPLA	\$4,093.76
	K8188700/3583	OCLC INC		1000173430	11/23/2021	295829	CATALOGING METADATA ILL 11/1-11/30/21	\$1,071.57
	K8188700/3583	MIDWEST TAPE		501209929	11/12/2021	295400	OCTOBER 2021 HOOPLA	\$4,285.99
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$10,615.05
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$133,822.00			YTD ACTUAL: \$162,730.77			YTD % USED: 121.60%		
INFORMATION TECHNOLOGY TOTAL:								\$10,615.05
	K8721000/4201	VERIZON WIRELESS		9884439039	11/5/2021	295220	NASPO JULY WIRELESS	\$47.09
	K8721000/4201	VERIZON WIRELESS		9886609343	11/5/2021	295220	NASPO AUGUST WIRELESS	\$47.09
	K8721000/4201	VERIZON WIRELESS		9888786902	11/5/2021	295220	NASPO SEPTEMBER WIRELESS	\$123.34
	K8721000/4201	VERIZON WIRELESS		9890980316	11/5/2021	295221	NASPO OCTOBER WIRELESS	\$89.46
	K8721000/4201	FRONTIER		11/21 2061882614	11/5/2021	295184	TELEPHONE CHARGE 10/19/21-11/18/21	\$141.67
	K8721000/4201	VERIZON WIRELESS		9874347693	11/5/2021	295220	Feb WCC 2021 with device trade in credits	\$35.35
	K8721000/4201	VERIZON WIRELESS		9880781454	11/5/2021	295220	WCC May charges with device credits for CM	\$35.38
	K8721000/4201	VERIZON WIRELESS		9887269680	11/5/2021	295220	August WCC with multi transfers	-\$4.39

Library Voucher Listing

Begin Date: 11/1/2021

End Date: 11/30/2021

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4201	FRONTIER		11/21 5099433152	11/19/2021	295578	TELEPHONE CHARGE 11/4/21-12/3/21	\$697.85
TELEPHONE & COMM SVCS TOTAL:								\$1,212.84
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$5,280.00			YTD ACTUAL: \$13,880.46		YTD % USED: 262.89%			
	K8721000/4504	XEROX CORP		014521186	11/3/2021	295139	7HB-469027 OCTOBER 2021 BASE CHARGE	\$10.86
	K8721000/4504	XEROX CORP		014766317	11/23/2021	295908	7HB-469027 NOVEMBER 2021 BASE CHARGE	\$10.86
	K8721000/4504	XEROX CORP		014766327	11/23/2021	295908	3UA-295134 OCTOBER 2021 BASE CHARGE	\$140.16
	K8721000/4504	XEROX CORP		014766330	11/23/2021	295908	3UA-296344 OCTOBER 2021 BASE CHARGE	\$286.13
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$448.01
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$5,650.00			YTD ACTUAL: \$4,442.97		YTD % USED: 78.64%			
	K8721000/4902	MOON SECURITY SERVIC		1106390	11/3/2021	295107	FIRE CONNECT CELLULAR MONITORING 10/2021	\$104.20
DUES & SUBSCRIPTIONS TOTAL:								\$104.20
DUES & SUBSCRIPTIONS - YTD INFORMATION								
BUDGET: \$1,855.00			YTD ACTUAL: \$2,167.49		YTD % USED: 116.85%			

Library Voucher Listing

Begin Date: 11/1/2021

End Date: 11/30/2021

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/5301	WA STATE DEPARTMENT		DOR 10/2021	11/30/2021	8825	COMBINED EXCISE TAX- OCTOBER 2021	\$3.08
STATE TAXES TOTAL:								\$3.08
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$95.19			YTD % USED: 9.33%		
	K8721000/4207	BANK OF AMERICA		103121	11/2/2021	8804	Library Merchant Service Fees	\$52.72
MERCHANT SVC FEES TOTAL:								\$52.72
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$419.83			YTD % USED: N/A		
LIBRARY ADMINISTRATION TOTAL:								\$1,820.85
	K8722100/3401	THE GALE GROUP		74543885	11/3/2021	295067	CHILTON LIBRARY/GALE LEGAL FORMS WA 10/21- 10/22	\$3,150.00
LIBRARY RESOURCES TOTAL:								\$3,150.00
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$256,340.00			YTD ACTUAL: \$229,025.91			YTD % USED: 89.34%		
	K8722100/4505	XEROX CORP		014766328	11/23/2021	295908	3UA-295169 OCTOBER 2021 BASE CHARGE	\$80.20
	K8722100/4505	XEROX CORP		014766329	11/23/2021	295908	3UA-295258 OCTOBER 2021 BASE CHARGE	\$229.71
RENTALS-OTHER TOTAL:								\$309.91
RENTALS-OTHER - YTD INFORMATION								
BUDGET: \$5,410.00			YTD ACTUAL: \$2,811.28			YTD % USED: 51.96%		

Library Voucher Listing

Begin Date: 11/1/2021

End Date: 11/30/2021

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
LIBRARY PUBLIC SERVICE TOTAL:								\$3,459.91
LIBRARY NON-FACILITIES TOTAL:								\$15,895.81

Library Voucher Listing

Begin Date: 11/1/2021

End Date: 11/30/2021

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		10/2021 OCT	11/19/2021	295565	CITY UTILITY BILLS OCT 2021	\$4,775.65
UTILITIES TOTAL:								\$4,775.65
UTILITIES - YTD INFORMATION								
BUDGET: \$53,736.00			YTD ACTUAL: \$53,448.80			YTD % USED: 99.47%		
LIBRARY FACILITIES TOTAL:								\$4,775.65

CITY OF RICHLAND

LIBRARY EXPENDITURE

November 2021

Month/Year

PAY PERIODS From October 25, 2021 through November 21, 2021

GROSS SALARIES \$ 85,531.16

		Gross Wages	Total
WEEK OF:	<u>11/10/21</u>	<u>42,733.98</u>	<u>42,733.98</u>
WEEK OF:	<u>11/24/21</u>	<u>42,797.18</u>	<u>42,797.18</u>
WEEK OF:	<u> </u>	<u> </u>	<u>-</u>
	TOTAL	<u>85,531.16</u>	<u>85,531.16</u>



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/14/2021

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Collection Development Policy

Department:
Parks & Public Facilities

Recommended Motion:
Approval of the revised policy.

Summary:
This is a proposed update to the existing Materials Selection Policy, which can be found on the library website. This policy was adopted in 1988 and has not been revised.

Attachments:
1. 2021.12.14 RPL Collection Development Policy

COLLECTION DEVELOPMENT POLICY

RICHLAND PUBLIC LIBRARY

Purpose of Collection Development Policy

The collection development policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs and interests of the Richland community. It directly relates the collection to the Library's mission statement and defines the scope and standards of the various collections.

As the community changes, Richland Public Library (RPL) reassesses and adapts its collections to reflect new and differing areas of interest and concern. The collection development policy is periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

RPL Mission, Vision and Values

Mission:

The Richland Public Library *promotes* the love of reading and the joy of discovery for persons of all ages, *provides* information and learning resources in a variety of formats for both education and leisure, and *prepares* our patrons for the challenges and opportunities in the lifelong quest for knowledge in the information age.

Vision:

Wisdom from yesterday, **knowledge** for today, **dreams** for tomorrow.

Values:

Teamwork: We will work together, demonstrating collaboration through mutual reliability, openness and flexibility to accomplish our goals.

Integrity: We will demonstrate an uncompromising allegiance to the core values of honesty, respect for others, loyalty, consistency, accountability and sincerity.

Excellence: We will deliver a superior level of commitment, responsiveness, performance and provision of services to all, with the attitude that everything is worth our best effort.

Philosophy of Selection

In support of its mission, RPL fully endorses the principles documented in the Library Bill of Rights, the Freedom to View, and the Freedom to Read Statements of the American Library Association. The Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others.

Materials available in the Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.

Collection Development Policy Statement

Collection Development is conducted through examination and consideration of review media, announcements of new publications by publishers, customer and staff recommendations, bibliographies on specific subjects, and examination of the present collection. Materials will be evaluated as a whole and not on the basis of a particular section or sections. Materials are acquired in a manner that is both timely and useful to our customers.

The evaluation of materials will be characterized by flexibility, open-mindedness, and responsiveness to the changing needs of our customers. These changing needs require that materials be evaluated on a continuing basis. As a result, materials not recommended for purchase originally may be selected for purchase at a later date. The converse, that materials still may be considered unnecessary or unsuitable for the collection, also is possible.

Since RPL functions as a center for life-long learning, it has materials to support learning through all the ages and phases of life, from the youngest child's needs to those of senior citizens. While we do select materials to support the educational process as much as possible, the Library's collection cannot and does not substitute for the specialized collections provided by school or college libraries, nor do we collect homeschool curricula. The Library makes no attempt to duplicate materials (such as textbooks) in those collections. In addition, the obligation to provide duplicate copies for students is primarily that of the college or school library. RPL cannot undertake meeting the demands of large class assignments.

A significant part of RPL's collection is popular materials for recreational use. Popular materials may be in a variety of formats and either fiction or non-fiction. RPL considers the popular materials collection seriously and select for a wide range of interests using evidence-based software and statistics.

Materials are purchased in the most appropriate and available format for library and customer use. New formats will be considered for the collection when industry reports,

national survey results, and local requests indicate that a significant portion of the community has the necessary technology to make use of the new format.

Collection Development also entails maintaining the existing collection so that it remains vital and useful to the community. This includes the regular and consistent evaluation of the collection for withdrawal and replacement of worn out and dated materials using available tools and software.

Responsibility For Selection

Responsibility for development of the collection rests with the RPL Manager under the authority of the Library Board of Trustees. Direct selection of all library materials is delegated to staff members qualified for this duty by their education, training, interest and job classification. Suggestions from library users are always welcome and given serious consideration.

Selection Criteria

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection.

- Contribution to the diversity and scope of the collection
- Contemporary significance
- Physical format
- Popular appeal
- Quality of production
- Receipt or nomination for awards
- Available space
- Published evaluation or reviews
- Suitability of subject and style for intended age level
- Relevance to local interests and needs
- Current or historical significance
- Importance as a document of the times
- Relationship to existing collection, alternative formats, and other material on the subject
- Reputation and/or significance of one of the creators of the work
- Skill, competence, and purpose of the author/artist
- Comprehensiveness and depth of treatment
- Clarity, accuracy, logic of presentation, and/or ease of use
- Relevance to the experiences and contributions of diverse populations
- Cost

The following criteria, in addition to the appropriate criteria listed above, will be used in consideration of acquiring and/or maintaining online databases or other virtual services:

- System priorities. A higher priority will be given to databases or services that will provide access to the widest group of customers
- Usage
- Cost per use
- Viable alternatives to the database or service being considered
- Breadth vs. depth of information provided by the database or service
- Resources that are already offered in another format or service provided by the Library
- Use as a standard reference source

Duplication of Material

Multiple copies of materials are purchased in response to user demand as evidence by number of holds, anticipated popularity, repeated requests and monitoring of the collection. For popular fiction and non-fiction titles RPL maintains a holds ratio (i.e. for every 4 holds on a title, another copy is purchased) as allowed by budget constraints.

Access to the Collection

RPL considers reading, listening, and viewing to be an individual and private matter. The Board believes that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. While anyone is free to select or reject materials for themselves or their own minor child(ren), the freedom of others to read or inquire will not be restricted by the Library. Only parents and guardians have the right and responsibility to guide and direct the reading, listening, and viewing choices of their own minor child(ren). The Library does not stand in the place of parents (in loco parentis).

The library collection will be organized, marked, and maintained to help people find the materials they want. Any labeling, sequestering, alteration or discarding of materials because of controversy surrounding the author or subject matter will not be sanctioned. Library materials may be sequestered for the purpose of protecting them from damage or theft. The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Washington State Constitution.

Suggestions for Purchase

RPL strongly encourages input from the Richland community concerning the collection. A suggestion for purchase procedure enables Richland citizens to request that a particular item or subject be purchased by RPL. All suggestion for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the Library's intent that suggestions for purchase be used to help RPL in developing collection which serve the interests and needs of the community. You can make a material suggestion online.

Reconsideration of Materials

RPL provides a wide variety of materials to meet the needs and interests of as many of our residents as possible. Materials are selected for the library using the Collection Development policies. If a patron or staff member feels that an item was purchased in error or is inappropriate, they may request reconsideration of that item by submitting a Reconsideration of Materials Request.

RPL is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be considered for removal based solely on the complaint of obscenity or any other category covered by law until a local court of competent jurisdiction has ruled against the material.

Independently Published Material

RPL is often asked to include items in our library that are written and/or published independently. This can include materials that are self-published/produced or items published through a vanity press company. RPL looks for material with regional connections and collection relevance that will appeal to a wide audience. The best way to bring an item to RPL's attention is through reviews. Review sources that specialize in independently published material include the following:

- Foreword
- Small Press Review
- Independent Publisher

A positive review in one or more of the library review journals, such as Library Journal, School Library Journal, Kirkus Reviews, Booklist, and Publisher's Weekly, or in the local daily paper will give an independently published book an improved chance for inclusion by RPL.

Information regarding the material should be sent to the RPL's Collection Development supervisor. The following information should be included:

- A brief summary of the material
- Any professional reviews
- Intended audience
- Author background and contact information
- Publisher information
- Item description (price, ISBN, date of publication)
- Distributor(s)
- OCLC World Cat Record

Preview copies will be treated as a donation and their disposition will be covered under the Gifts and Donations Policy.

Used Material

Used materials are generally not purchased due to the following:

- High shipping and handling costs
- Inconsistent grading of materials available from on-line vendors
- Need to obtain materials in mint condition
- Need to have materials processed to library standards

Gifts, Memorials and Monetary Donations

RPL welcomes the donation of materials to the library. Donations may be made in the form of resources or money. All donations have costs associated with them, including the time for evaluation, cataloging, and processing. As a result, the acceptance of donations should be made judiciously. RPL will not accept a donation that includes a stipulation that is not consistent with this policy or the collection goals of the library. Donations of resources must meet the same selection criteria used in the normal acquisitions process and are accepted with the understanding that they may not be added to the collection. Donations should meet the goals of RPL rather than the donor.

Due to the labor involved in processing donations, individual materials will not be returned after evaluation. Items not added to the collection may be sold by the Friends of the Richland Public Library, given to other resources, or discarded. All proceeds from sales support library activities and needs.

Donation Evaluation Criteria

The lists below offer additional guidelines to assist in determining if a donation is appropriate for the library, or if it should be donated to the Friends of the Library.

RPL will not add material if the item:

- Is marked, damaged, or shows excessive wear
- Is a withdrawal from another organization
- Is abridged or condensed fiction in an audio-visual format
- Requires special equipment for use
- Is a personal, non-commercial copy/recording
- Is in a format no longer supported by the library
- Is a textbook, magazine, or newspaper

RPL will, if requested, provide a written acknowledgment of the receipt of gifts. In accordance with IRS regulations, RPL leaves the determination of donation/gift values to the donor.

Gifts of non-library items such as portraits or art objects ordinarily will not be accepted. Gifts of personal collections will be evaluated following the criteria of the Collection Development Policy. If accepted, it is with the understanding that they will be integrated into the general collection with RPL determining location and usage of the materials.

Collection Maintenance

In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. This policy provides authority for the systematic and regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete or infrequently used materials and supports the public's right of access to an appealing and relevant collection.

RPL management staff systematically review the collection with the goal of maintaining the quality and vitality of library resources. This process of collection analysis incorporates the use of output measures, circulation reports, and other statistical information for continuous collection evaluation.

Weeding Evaluation Criteria

Weeding in the context is defined as the process of evaluating a book to determine if it will be retained, relocated, or replaced. Selection of material for discarding is based on the CREW method:

- Continuous
- Review
- Evaluation
- Weeding

This system uses the acronym MUSTIE to help evaluate an item for withdrawal:

- Misleading and/or factually inaccurate

- Ugly (worn out beyond mending or looks unappealing)
- Superseded by a new edition or a better source
- Trivial (of no discernible literary or scientific merit)
- Irrelevant to the needs and interest of your community
- Elsewhere (the material may be easily borrowed from another source)

Replacement Criteria

While RPL attempts to have copies of standard and important works, it does not automatically replace all materials. The same criteria that apply to original selection also apply to replacements. The need for replacement is based on:

- The number of duplicate copies
- Existence of adequate coverage of the subject in the collection
- Demand for the specific title or subject area
- Availability of material

Removal of Withdrawn Material

Materials that no longer meet the stated objectives of the Library will be withdrawn from the system. RPL reserves the right to determine how materials are removed.

- Adopted by the Richland Public Library Board on March 3, 1988.
- Amended December 14, 2021.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/14/2021

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Rules of Conduct

Department:
Parks & Public Facilities

Recommended Motion:
Approval of the revised Library Standards of Patron Behavior.

Summary:
The Acceptable Behavior Policy, which can be found on the library website, was adopted in 1987 and last amended in 2015. This amends and renames the current policy.

Attachments:
1. 2021.12.14 RPL Rules of Conduct

Library Standards of Patron Behavior

To better serve all library users, the City of Richland and the Library Board of Trustees have established certain standards of acceptable behavior to ensure a positive, welcoming, clean, and safe environment conducive to library use.

Patrons behaving in an unacceptable manner will be asked to modify their behavior or, upon failure to do so, to leave the library facility. The Richland Police Department will be called if compliance is not met, or if library staff feels unable to handle the situation. Suspension of privileges and/or a civil trespass (RMC 2.34.020) may be issued depending on the severity and frequency of the violation(s).

When violating a law or acting in a threatening way towards others, individuals may be immediately ejected from Library premises without warning and will be subject to a suspension of library privileges after a review of the incident. Such violations include but are not limited to:

- Engage in assault or battery.
- Engage in sexual conduct or harassment.
- Violent threats towards other patrons or employees.
- Attempt to steal library property.
- Attempt to deface library property.

When violating rules of conduct, individuals may be warned that this behavior is not permitted. Depending on the violation and upon repeated violations, the individual is subject to removal from the library and suspension of privileges. The following behavior is not permitted in the library:

- Failure to comply with or ignore instruction from a library employee.
- Engage in behavior that disrupts the normal operation of the library.
- Harass a patron or employee, including the use of threatening and offensive language and gestures.
- Excessive noise that impedes on other patrons' ability to use the library or for an employee to work.
- Drug or alcohol use of any kind, including smoking, drinking, or vaping. Public intoxication is not permitted.
- Failure to maintain control of personal items or leaving personal items unattended for extended periods of time.
- Use of undesignated areas to store, transport, or park bicycles, skateboards, scooters, shopping carts, or other wheeled devices not used for mobility assistance.
- Solicit patrons or employees in any way.
- Posting signs or paraphernalia without library consent.
- Attempt to use a library card that does not belong to that individual.
- Attempt to enter designated staff only areas.
- Unapproved photo, video, or audio capture of other patrons or employees.
- Bring animals on library premises, other than those approved as service animals as defined by RCW 49.60.040 or for the purposes of library approved programs.

- Failure to wear shirt and shoes.
- Failure to comply with the Parental Responsibility Policy.
- Failure to comply with the Internet Resource Access Policy.
- Improperly using library restrooms to wash or bathe an individual or belongings.
- Sleeping or give the appearance of sleeping.
- Laying down or otherwise blocking pathway access in the library.
- Offensive bodily hygiene that disrupts other patrons or employees.
- Bringing in food or drink that does not comply with our guidelines. All drinks must have a lid and be in an enclosed container. Small, individually wrapped snacks are permitted. Messy, hot, or odorous foods are not permitted. Items considered to be a meal are not permitted. No food or drink of any kind are permitted at the public computers. Library employees have the right to interpret what fits within these guidelines. Exceptions are made for library related programming.
- Violation of a current suspension of privileges or civil trespass.

The second floor has been designated a quiet zone and patrons are asked to show courtesy to those studying or reading.

Appeals to a suspension of privileges must be made in writing. Visiting the library to submit this paperwork would be a violation of the issued suspension of privileges. The written appeal must be received at the following address within 30 days of the suspension of privileges.

Richland Public Library
Library Manager
955 Northgate Dr
Richland, WA 99352

The appeal must include an address for reply. A decision will be made and sent to the provided address within 30 days of receiving the appeal.

Appeals to a civil trespass must be filed in accordance with RMC 2.34.100. The appeal must be submitted in writing, within 10 calendar days of the issuance of the warning, and shall include the appellant's name, address and phone number, if any. No fee shall be charged for filing the appeal. The appeal shall be filed with the city clerk's office.

- Adopted by the Richland Public Library Board on September 2, 1987.
- Amended December 4, 2003, July 2010, September 2, 2014, November 10, 2015, and December 14, 2021.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/14/2021

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Fee Schedule

Department:
Parks & Public Facilities

Recommended Motion:
Recommend that City Council approve the fee schedule as displayed (or modified) in the attachment.

Summary:
The City is updating the Fee Schedule for 2022. Changes to the library Fee Schedule must be approved by the Board. Attached, you will find an Excel sheet with the Fee Schedule and two tabs. One tab is the Schedule as it is now and the other with suggested changes. A red highlight means a field is being deleted, yellow edited, and green added.

Attachments:
1. 2022 Fee Schedule

Fee Description	Unit
Overdue Books	Per day/\$10 maximum
Ovrdue-3 Week Material	Per day/\$10 maximum
Overdue High Demand Books/DVDs/Games/Lucky Day	Per day/\$10 maximum
Overdue Inter-Library Loans of Library Materials	Per day/per item
Lost Books/Movies	Per item
Lost CDs (music or materials)	Per item
Lost Audio Books	Per item
Processing Fees For all Lost Materials	Per item if replaced by patron
Processing Fees For all Lost Materials	Per item if not replaced by patron
Lost/Damaged Bar Code or RFID Label	Per item
Lost/Damaged DVD Case	Per item
Lost/Damaged Audio Book Case	Per item
Lost/Damaged Book Jacket	Per item
Lost/Damaged CD Case	Per item
Lost/Damaged Book (crayon marks, tape, missing pages etc.)	Per item plus processing fee
Inter-library Loans of Library Materials	Per item + lending library charges
Printer/Copy Machine Charges	Per page
Color Printer Charges	Per page
E-Card	Per year
Replacement Library Card	Per card
Non-Resident Library Card	Per year
Non-Resident Family Library Card	Per year
Conference Room Rental - Side A	Per hour
Conference Room Rental - Side B	Per hour
Seminar Room Rental	Per hour
Gallery Room Rental	Per hour

2022 Fee
\$0.25
\$0.25
\$0.50
\$1.00
Retail price
Retail price
Retail price
\$5.00
\$15.00
\$3.00
\$3.00
\$5.00-\$7.00
\$3.00
\$2.00
Retail price
\$4.00
\$0.10
\$0.50
\$25.00
No charge
\$40.00
\$75.00
\$25.00
\$25.00
\$15.00
\$75.00

Fee Description	Unit
Overdue Books	Per day/\$10 maximum
Ovrdue-3 Week Material	Per day/\$10 maximum
Overdue High Demand Books/DVDs/Games	Per day/\$10 maximum
Overdue Inter-Library Loans of Library Materials	Per day/per item
Lost/Damaged Library Material	Per item
Lost/Damaged Bar Code or RFID Label	Per item
Lost/Damaged DVD Case	Per item
Lost/Damaged Audio Book Case	Per item
Lost/Damaged Book Jacket	Per item
Lost/Damaged CD Case	Per item
Replacement Disc	Per item
Inter-library Loans of Library Materials	Per item
Printer/Copy Machine Charges	Per page
Color Printer Charges	Per page
iCard	Per year
Non-Resident Library Card	Per year
Non-Resident Family Library Card	Per year
Conference Room Rental - Side A	Per hour
Conference Room Rental - Side B	Per hour
Gallery Room Rental	Per hour

2022 Fee
\$0.25
\$0.25
\$0.50
\$1.00
Retail price
\$3.00
\$3.00
\$7.00
\$3.00
\$2.00
\$8.00
Lending library charges
\$0.10
\$0.25
\$25.00
\$40.00
\$75.00
\$25.00
\$25.00
\$75.00