

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, January 11, 2022
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

Council Liaison: Councilmember Kent

Staff Liaison: Library Manager Nulph

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

Call to Order/Attendance:

Introduction of Guests:

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

Report of the Library Manager:

1. January 2022 Library Manager's Report
 - Christopher Nulph, Library Manager
2. January 2022 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)

3. Approval of Bills for December 1, 2021 through December 31, 2021
 - Christopher Nulph, Library Manager

Unfinished Business:

4. Rules of Conduct

New Business:

5. Photography, Filming and Videography Policy
 - Christopher Nulph, Library Manager
6. Limited Access Library Cards
 - Christopher Nulph, Library Manager

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, February 8, 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: 1/11/2022

Agenda Category: Report of the Library Manager

Prepared By: Christopher Nulph, Library Manager

Subject:

January 2022 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

Library Manager Nulph's January 2022 report is included for discussion.

Attachments:

I. 2022.01.11 Library Manager's Report



LIBRARY MANAGER'S REPORT

Richland Public Library Board

January 11, 2022

State of Library Services

The library gate has been repaired, which will be helpful as we expand hours in January. It was anticipated that the gate would have to be replaced, but it was instead determined that repairs were possible. We have planned for library doors to open at 8:30am on weekdays in 2022 so that patrons may come in out of the elements, visit the café, and use the lobby space. TVs were purchased for Conference Rooms A and B to give added features in these rooms. Previously, if a member of the public needed AV, we would have to book them into the Gallery. We will now have the ability to book them into more size appropriate rooms and leave the Gallery space open for larger functions. The Café is currently scheduled to resume service 1/18.

The library featured many holiday festivities throughout the month of December. Make-It Mondays ran on multiple nights and offered a variety of arts and crafts for families to be creative and take home their creations. This event was executed by several members of our programming staff and was a consistently full event. The all-day Holiday Movie Marathon was capped by a sing along and Santa visit. This annual event gathered 55 attendees this year. Our December Take and Make Kits and displays had both Christmas and Hanukkah theming. The Take and Make Kits went quickly while the displays were up for the duration of the holidays for patrons to enjoy. We received multiple comments of appreciation from our patrons about our inclusivity by featuring both holidays so prominently.

Library staff contributed to City holiday events outside of the library. They were a great help at the Festival of Lights kickoff event. Michelle Haffner even returned from vacation just in time to play Mrs. Claus in the fire truck parade!

The Council Workshop session for fine free discussion has been moved to February.

The Strategic Planning consultants will be present at the February Library Board meeting to receive input.

Library Statistics

December in-person statistics are typically at a lower level due to multiple off days and patrons being occupied by holiday events. This was indeed the case for physical items

(43,334 vs previous month of 49,045) and gate count (7,616 vs previous month of 8,673). This falls in line with typical December trends. Digital trends, however, can see an uptick as people experience the busy holiday season. Virtual Story Time views nearly doubled from last month (641 vs 339), Kanopy checkouts saw a rise (651 vs 502), and Overdrive e-books increased checkouts (5,686 vs 5,571). The Virtual Story Time numbers were possibly buoyed by special guest and City Manager, Jon Amundson, reading a story. Jon also participated in a live Story Time session this month!

Staffing Updates

Ashleigh Springer began her role as an intermittent Library Assistant I on 12/6/21.

Kayla Teslow began her role as an intermittent Library Assistant II on 12/6/21.

Nolan Frantti began his role as an intermittent Library Assistant II on 12/20/21.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 1/11/2022

Agenda Category: Report of the Library Manager

Prepared By: Christopher Nulph, Library Manager

Subject:

January 2022 Library Statistics

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only

Summary:

Staff will discuss the attached statistics regarding library services.

Attachments:

I. 2022.01.11 Library Statistics

RICHLAND PUBLIC LIBRARY

December 2021 Statistics Report for the January Board Meeting



SUMMARY

In December, 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.

We held Make-It Monday craft sessions in the library from 6 to 8 p.m. on December 6, 13, and 20. This was one of our most popular programs before the pandemic, and it was well attended this year, too.

Another popular in-person program this month was the Holiday Movie Marathon and Santa Sing Along from 12 to 8:30 p.m. on Thursday, December 16. Patrons of all ages came to the Doris Roberts Gallery to watch holiday movies, sing songs, and meet Santa.

Recurring in-person programs included the High School Yarn Academy on December 2; the High School Book to Movie Club on December 9; the Middle School Yarn Academy on December 14; Singing Strings Ukulele Club teen/adult jams on December 7 and 21; Preschool STEAMplay sessions on December 1 and 14; STEAMkids sessions on December 4, 22, and 29; story times at the library on Tuesday evenings and some Thursday mornings; and therapy dog visits.

We will have new operating hours in 2022! Starting in January, the library will be open from 10 a.m. to 9 p.m. on Mondays through Thursdays, from 10 a.m. to 6 p.m. on Fridays, from 10 a.m. to 5 p.m. on Saturdays, and from 12 to 5 p.m. on Sundays.



DECEMBER STATISTICS

- Total Circulation:
41,925 items
- Digital Items
Checked Out: 13,209
- Physical Items
Checked Out: 28,716
- Physical Items
Renewed: 14,618
- Holds Filled: 2,751
- Hoopla Circulation:
2,174 items
- Kanopy Circulation:
22,906 minutes
- Overdrive
Circulation:
10,352 items
- Mango: 32 sessions
- New Library Card
Accounts: 115
- Internet Sessions:
613

CHILDREN'S ACTIVITIES

Story Times at the Library

Children's Services Librarian Kelly Reed held morning story times for children of all ages at 10 a.m. on December 2, 9, 16, and 30 in the Doris Roberts Gallery. Kelly and Librarian Joyce Willis also held Tuesday evening story times at 6 p.m. on December 7, 14, 21, and 28.

Kelly often hands out take-and-make kits after story time sessions. This month, she handed out "Keep in Touch," "Pencil Critter/Bookmark," "Winter Scene," "Table Setting," and "Mosaic Snowflake" kits. Supplies are purchased with funding from the Friends of the Richland Library.

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. This month, Kelly read *A Fire Truck Named Red* by Randall De Sève and *I Have a Balloon* by Ariel Bernstein. Therapy dog Phoenix was featured in one of her videos. On December 11, we had a special guest, City Manager Jon Amundson, who read *The Pigeon HAS to Go to School* by Mo Willems. The videos are available at the following link.

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

Virtual Library Day Activity Sheets

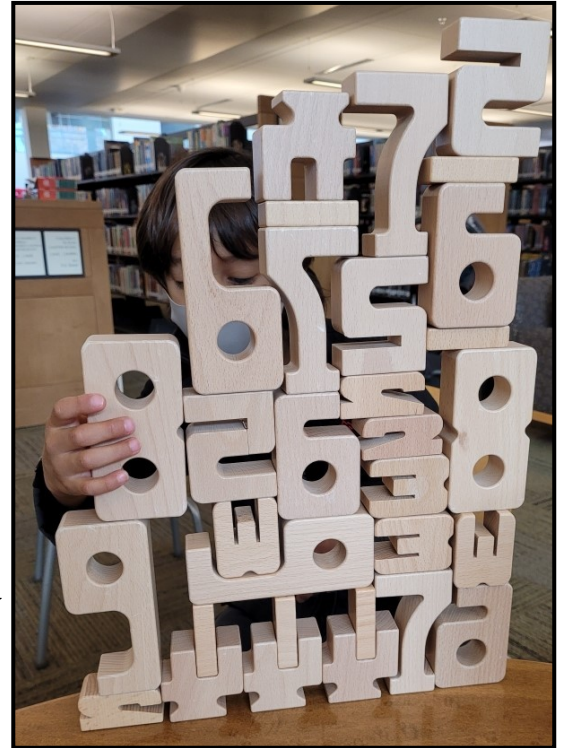
In mid December, we handed out 300 sets of activity sheets for the Richland School District Early Learning Center's virtual library day. One activity featured a scavenger hunt. Children could bring their completed scavenger hunt activity sheets to the library for prizes.

Preschool STEAMplay Programs

We held Preschool STEAMplay programs from 10 a.m. to noon on Wednesday, December 1, and Tuesday, December 14. During these sessions, we brought out STEAM sets and building toys for preschoolers to use.

STEAMkids Programs

We held STEAMkids programs at 10 a.m. on Saturday, December 4; at 11 a.m. on Wednesday, December 22; and 1 p.m. on Wednesday, December 29. We had stations with various construction sets in the children's department and the lobby.



ALL-AGES ACTIVITIES

Singing Strings Ukulele Club

The Singing Strings Ukulele Club held teen/adult jam sessions at 5:30 p.m. on Tuesday, December 7, and Tuesday, December 21. During the month of December, the group enjoyed playing and singing favorite holiday and winter-themed tunes. STEAMspace Coordinator Johanna Talbott co-leads this group.



Community Science and Technology Seminar

As a community partner, we encouraged library patrons to attend Pacific Northwest National Laboratory's seminar over Zoom from 5 to 6 p.m. on December 14. This month's topic was "Exploring Three-dimensional Bioprinting to Detect and Characterize Pathogens." The presentation discussed how three-dimensional printing has revolutionized manufacturing in the automotive, aerospace, and medical industries, and how it can be applied to the fields of materials development and education.

FAMILY ACTIVITIES

Family Reading Forts

We held a Family Reading Forts program in the library from 5 to 7:30 p.m. on Friday, December 10. Our Facebook invitation said, "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! We will have snacks, so if you have allergy issues, please bring something you know is safe for your family." Here are photos of two of the reading forts they created. Kelly led this event with help from Joyce and Library Assistant Alyssa Uretsky-Pratt.



FAMILY ACTIVITIES (CONTINUED)

Make-It Mondays: Holiday Edition

Make-It Mondays are back! We held these festive holiday craft programs at the library from 6 to 8 p.m. on December 6, 13, and 20. Patrons were asked to pre-register on Eventbrite.

Our Facebook invitation said, “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 of all ages enjoyed making holiday cards, candy cane wreaths, coffee creamer snowmen with yarn hats and finger-weave scarves, cardboard reindeer, beaded snowflakes, winter owl magnets, Christmas tree ornaments, and several other holiday- and winter-themed crafts. We also had a tea blending activity for adults who wanted to create their own custom tea blends to take home. Several staff members planned, led, and/or helped with these craft sessions, including Johanna, Kelly, Alyssa, Parks and Recreation Coordinator Lisa Adams, Teen Services Librarian Michelle Haffner, and Adult Services Librarian Gavin Lightfoot.



FAMILY ACTIVITIES (CONTINUED)

Hanukkah and Christmas Take-and-Make Kits

In late November and early December, Lisa and Johanna put together a Hanukkah Take-and-Make Kit and a Christmas Take-and-Make Kit for families. The kits included instructions and supplies for making holiday-themed crafts, along with activity sheets and stickers. They were very popular with our patrons.

Family Craft Night

We held an after-hours Family Craft Night in the conference rooms from 6 to 8:30 p.m. on Thursday, December 9, at the same time as our High School Book to Movie Club. Our Facebook invitation said, “While the high school students are watching *Mockingjay* in the Gallery, the rest of the family can drop by the Conference Rooms and make some winter-related crafts! Parent participation will be needed to help younger children do the craft projects. Please wear a face covering while in the library. All supplies are purchased by the Friends of the Richland Library.”

Winter Wonderland Festival of Lights

The City of Richland held its annual Winter Wonderland Festival of Lights celebration in John Dam Plaza from December 3 through January 2. The festival included a dancing light show, music, a visit from Santa and Mrs. Claus, and more. Several library staff members helped with this event, including answering letters that children “mailed” to Santa.



FAMILY ACTIVITIES (CONTINUED)

Holiday Movie Marathon and Santa Sing-Along

We held a Holiday Movie Marathon and Santa Sing-Along program in the Doris Roberts Gallery from noon to 8:30 p.m. on Thursday, December 16. Our Facebook invitation said, “Join us in the Gallery for some family-friendly holiday films! At 6 pm, we will take an intermission from the movie marathon to have a holiday sing-along with a visit from a very important guest from the North Pole!”

Movies shown included *Santa Paws 2: The Santa Pups*, *Kung Fu Panda Holiday Special*, *Prancer*, *Merry Madagascar*, *The Grinch*, *Shrek the Halls*, and *Elf*. We had 55 patrons attend during the day.

“Look Up! Explore Our Universe” Beanstack Challenge

We invited patrons of all ages to participate in the “Look Up! Explore Our Universe: The James Webb Space Telescope Challenge that ran on Beanstack from December 1 through 31. The challenge description said, “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!”

The James Webb Space Telescope is a large infrared telescope that was launched on December 25. The NASA website says, “Webb will be the premier observatory of the next decade, serving thousands of astronomers worldwide.” It is an international collaboration between NASA, the European Space Agency, and the Canadian Space Agency.



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, December 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, December 14. These were skill building sessions.

High School Book to Movie Club

Our High School Book to Movie Club met from 6 to 8:30 p.m. on Thursday, December 9. This program is for teens ages 13 and older.

The calendar entry for this event said, “High Schoolers ages 13+ join us for our monthly High School Book to Movie Club! Read or listen to *Mockingjay* by Suzanne Collins at home, then join us at the library to watch the second *Mockingjay* 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 watched the first movie in November.” Teens who attended the movie night voted to read and watch Lois Lowry’s *The Giver* in January.



December 14th
4:00-5:00PM

Grades 5-8
Skill Building

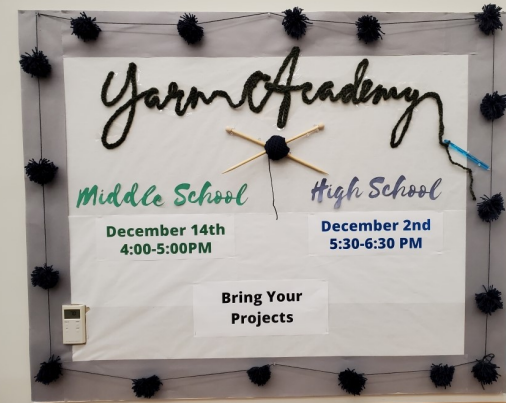
RICHLAND PUBLIC LIBRARY Kids under 13 must be accompanied by an adult



December 2nd
5:30-6:30 PM

Grades 9-12
Skill Building

RICHLAND PUBLIC LIBRARY



Yarn Academy

Middle School December 14th 4:00-5:00PM
High School December 2nd 5:30-6:30 PM

Bring Your Projects



December 9th @ 6 PM

HIGH SCHOOL
Book to Movie Club

THE HUNGER GAMES MOCKINGJAY PART 2

RICHLAND PUBLIC LIBRARY

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



High School
Book to Movie Club

Dec. 9 at 6PM

THE HUNGER GAMES MOCKINGJAY PART 2
COMING SOON

HIGH SCHOOL
Book to Movie Club

High School Students
Must be 13-18 to attend
Register using QR code

LIBRARY DISPLAYS

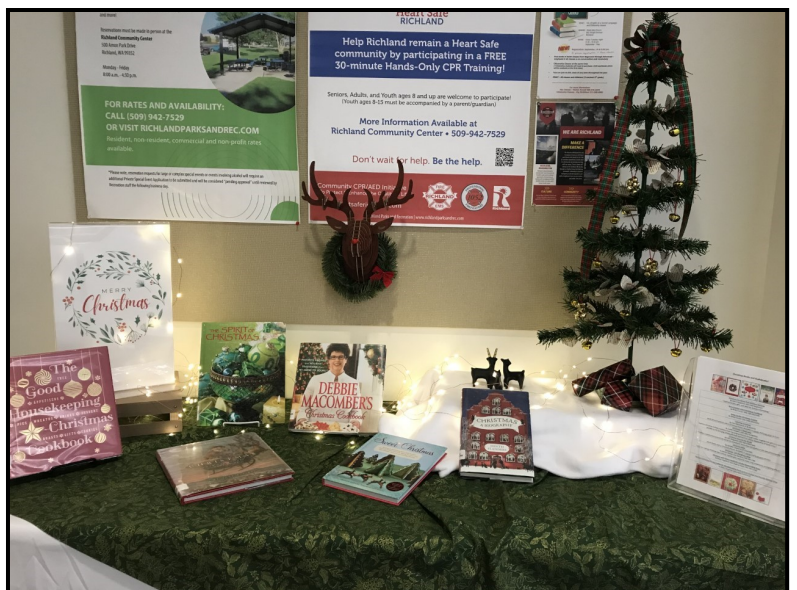
Hanukkah Book Display

This year, Hanukkah was observed from Sunday, November 28, through Monday, December 6. Library Assistant Mary Brown-Elmore created a Hanukkah-themed book display between the self-check kiosks. It featured a light-up menorah, dreidels, painted gelt coins, and a selection of books about Hanukkah that patrons could browse through and check out.



Christmas Book Display

Christmas is celebrated on December 25. Mary created a Christmas-themed book display near the library elevator for patrons to enjoy. It featured a tiny Christmas tree, sparkling Christmas lights, and a selection of books and audiobooks about Christmas for patrons of all ages to check out.



Kwanzaa Book Display

Kwanzaa is an annual celebration of African-American and pan-African culture that is observed from December 26 through January 1. Mary created a Kwanzaa-themed book display that featured a kinara, a goblet, gifts, and harvest items, along with a selection of books about Kwanzaa.



Hanukkah, Christmas, and Kwanzaa Book Lists

Library Assistant Martha Einan created printable Hanukkah, Christmas, and Kwanzaa handouts for the displays that encouraged patrons to check out holiday-themed books, audiobooks, and movies. We kept the three holiday displays stocked with a selection of books and audiobooks that patrons could easily browse through and check out for holiday reading.

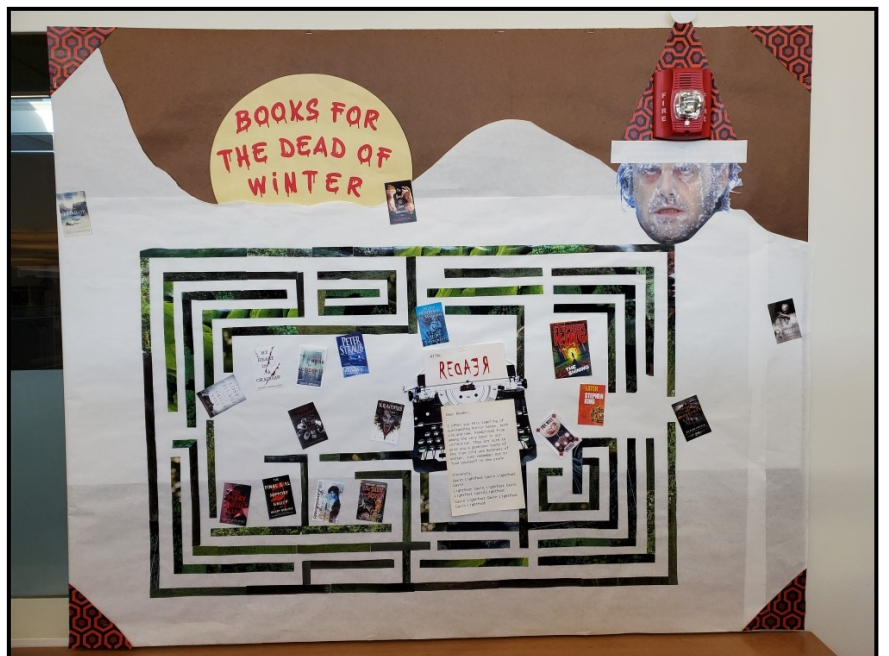
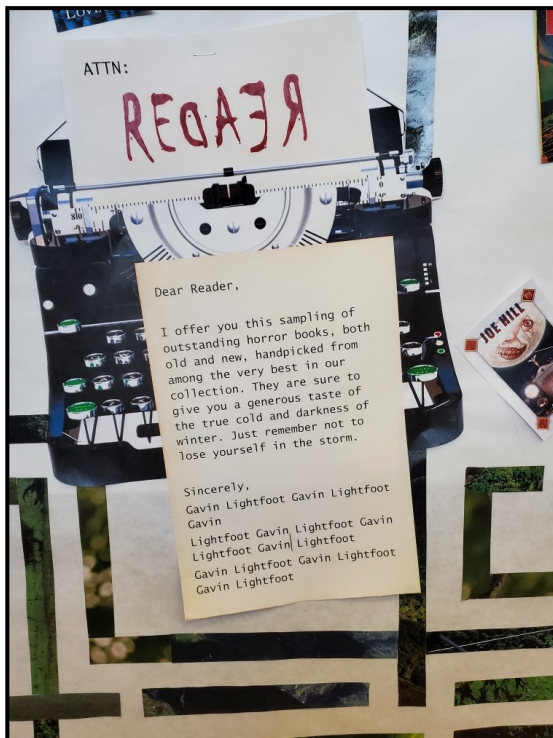
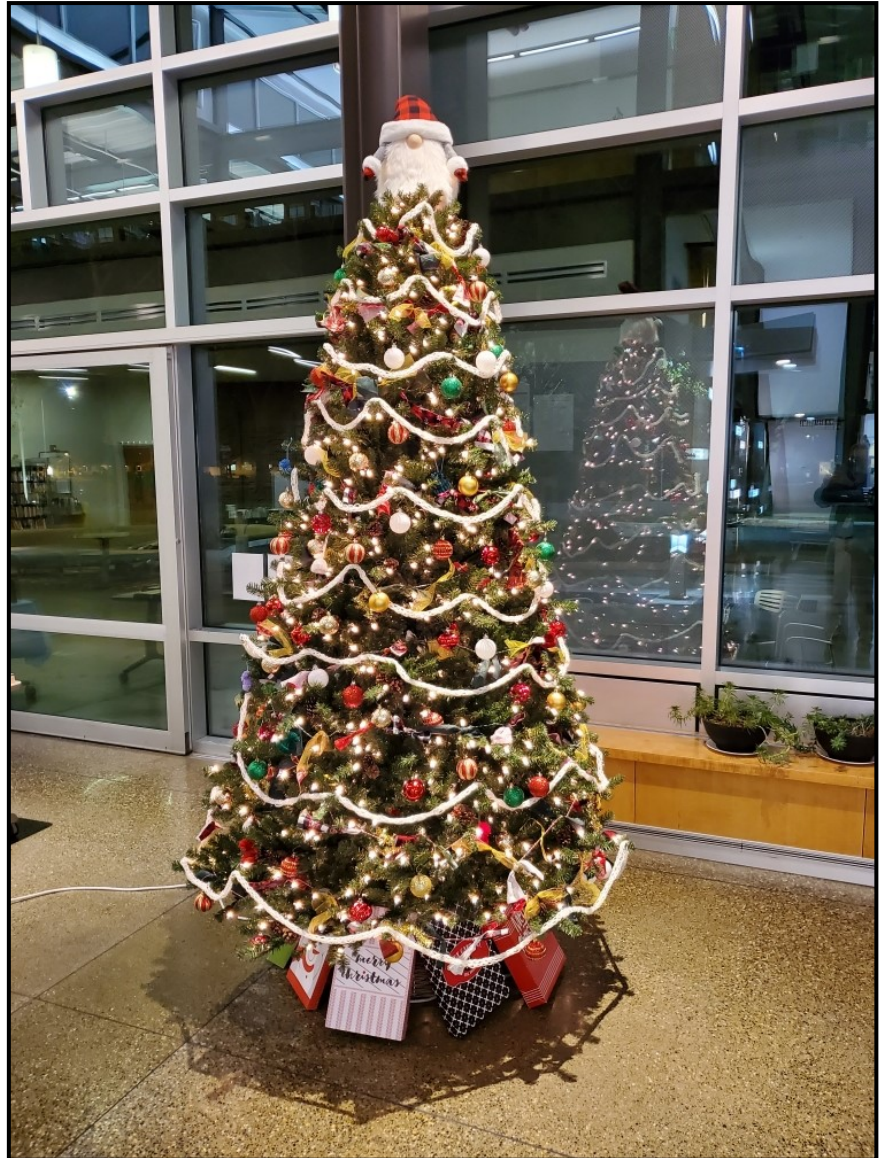
LIBRARY DISPLAYS (CONTINUED)

Holiday Tree

This year, our cheerful holiday tree in the library's lobby was decorated with 90 feet of colorful rag garland created by Library Assistant Alicia Briones, more than 90 feet of finger-knitted garland created by Mary and Johanna, and festive yarn cap ornaments created by Johanna. Patrons and staff also contributed other ornaments that were created during Make-It Monday craft sessions and using take-and-make kits.

Books for the Dead of Winter

Gavin created a "Books for the Dead of Winter" bulletin board display featuring a selection of outstanding horror books, both old and new. The display includes colorful covers of recommended horror books handpicked from our collection. It will remain up during the wintry month of January, too.



LIBRARY DISPLAYS (CONTINUED)

Winter Reading Challenge Bulletin Board

Mary created a Winter Reading Challenge bulletin board display to encourage patrons to participate in our upcoming winter-themed “Read for a Better World” challenge on Beanstack. The Beanstack challenge will run from January 1 through 31, and it encourages patrons of all ages to read anything they want. The challenge description reads, “We challenge our patrons to read at least 300 minutes during the month and keep track of their reading on our Beanstack site. All finishers will receive a winter goody bag!”



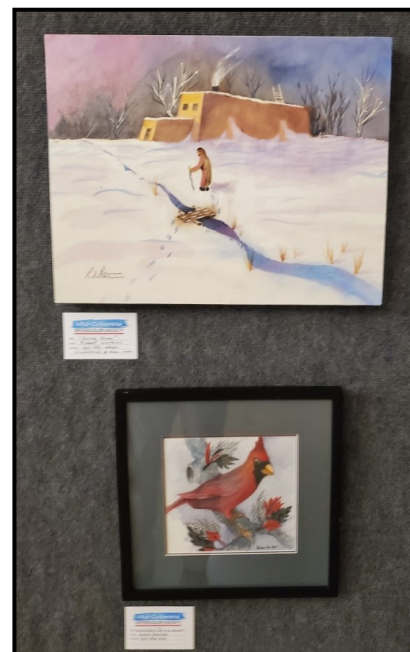
Mid-Columbia Watercolor Society Show

In December, we hosted a lobby art show that featured beautiful watercolor paintings by members of the Mid-Columbia Watercolor Society. Their show ran from December 3 through 30, and the theme was “non-religious seasonal paintings.” Many of the paintings featured snow, holly, and other wintertime themes.

In January, we will be hosting a lobby art show for the same group that will feature watercolor paintings of animals.

The Mid-Columbia Watercolor Society was organized to promote watercolor painting in the Mid-Columbia Region while also promoting the group’s members and their artwork. For more information about the group or to join, please visit their Facebook page at the following link.

<https://www.facebook.com/groups/mcwes>



SOCIAL MEDIA HIGHLIGHTS

Library Materials, Services, and Programs



We have continued to post on social media to highlight library materials, services, and programs, as well as to publicize events happening in the community.

In early December, we posted to let patrons know that the Richland Arts Commission is accepting nominations of individuals and businesses for their 2021 Supporting the Arts in Richland (STAR) Awards. Nominations will be accepted until January 13, 2022.

On December 1, 10, and 15, we posted links to a collection of 142 Hallmark and Lifetime holiday romance movies and a second collection of Hallmark's "Countdown to Christmas" movies available on Hoopla Digital.

On December 9, we posted to let patrons know about a new feature: the Hoopla BingePass. It is a new type of Hoopla instant borrow that gives unlimited access to collections of streaming content for seven days. The first two collections available were Hoopla Magazines and *The Great Courses*. With a single Hoopla checkout, patrons could browse through as many magazines or *The Great Courses* videos as they wanted for seven days. We anticipate that this new feature will be very popular because our patrons will be able to view more Hoopla content each month.

We posted to publicize events happening at the library, including Make-It Mondays, Tuesday evening and Thursday morning story times, STEAMkids and Preschool STEAMplay programs, the High School Book to Movie Club, Middle School and High School Yarn Academy sessions, and more.

In late December, we posted to remind patrons that the library would be closed from Thursday, December 23, through Sunday, December 26, and again on December 31. We recommended that they visit the library beforehand to check out books and other materials for holiday reading.

Our Social Media Links

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

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

Our Twitter feed can be viewed at the following link.

<https://twitter.com/RichlandLib>



SOCIAL MEDIA HIGHLIGHTS (CONTINUED)

Interactive Graphics

We are continuing to create and post interactive graphics featuring books, audiobooks, e-books, and other materials that patrons can check out through the library. This month, we posted a graphic featuring Hanukkah books for kids on December 2, a graphic featuring cozy holiday mysteries on December 10, a graphic featuring YA holiday romance books on December 14, a graphic featuring staff recommendations for children's book gifts on December 16, a graphic featuring Christmas books for kids on December 22, and a graphic featuring Kwanzaa books for kids on December 26. Here are links to those graphics.

view.genial.ly/6182ea799702850d422cebf/interactive-content-kwanzaa-books-for-kids

view.genial.ly/6182e9687bb75a0d7fc8d16b/interactive-content-christmas-books

view.genial.ly/6182eb65595a170d86db1fd5/interactive-content-childrens-gift-guide

view.genial.ly/61b3cd277312b40d8197615d/interactive-image-ya-holiday-romance-december-2021

view.genial.ly/61ae79ef76a0420d6a8bed76/interactive-image-holiday-cozy-mysteries-december-2021

view.genial.ly/6182ea032781c70d88990c32/interactive-content-hanukkah-books-for-kids



NEW FOR JANUARY

New Hours for the New Year

Happy New Year! We will have new operating hours in 2022 that will be similar to our pre-pandemic hours.

Starting on Monday, January 3, the library will be open from 10 a.m. to 9 p.m. on Mondays through Thursdays, from 10 a.m. to 6 p.m. on Fridays, from 10 a.m. to 5 p.m. on Saturdays, and from noon to 5 p.m. on Sundays.

Story Times at the Library

Our story time schedule will also be changing in January.

Kelly will continue to hold Tuesday evening story times for children of all ages at 6 p.m. in the Story Circle. These story times are scheduled for January 4, 11, 18, and 25. Our Facebook invitation says, "Join us for about a half-hour of stories, songs, and rhymes in the Story Circle. We may even see some therapy dogs after the stories are over!"

She will now be holding Active Toddler Story Times at 10 a.m. on Wednesdays. These story times are scheduled for January 5, 12, 19, and 26. Our Facebook invitation says that these story times are "Geared toward 1 1/2 to 3 year olds but with an active twist. There will be more emphasis on seated and active rhymes and the use of props like rhythm sticks, scarves or shakers. We even get out the BoomWhackers once in a while!"

She will also be holding Preschool Story Times at 10 a.m. on Fridays. These story times are scheduled for January 7, 14, 21, and 28. They will feature about 45 minutes of stories, songs, and rhymes geared toward children from 3 to 5 years old.

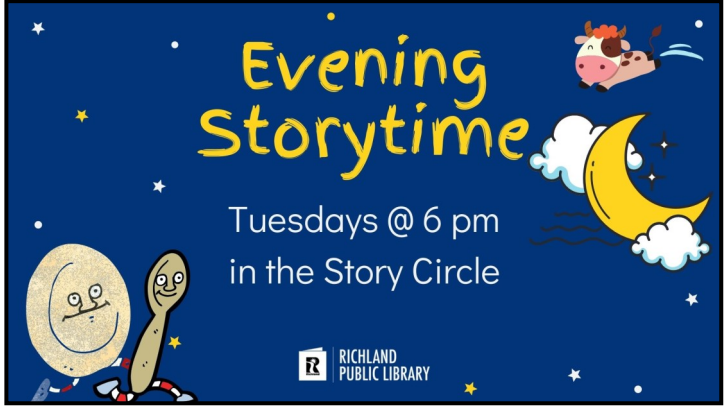
A poster with a blue sky and white clouds background. The title "New Year, New Hours!" is in large, dark blue font. Below it, "Beginning January 3, 2022:" is in a smaller font. The hours are listed: Monday - Thursday: 10 am - 9 pm, Friday: 10 am - 6 pm, Saturday: 10 am - 5 pm, Sunday: noon - 5 pm. The Richland Public Library logo is in the bottom right corner.

New Year, New Hours!

Beginning January 3, 2022:

Monday - Thursday: 10 am - 9 pm
Friday: 10 am - 6 pm
Saturday: 10 am - 5 pm
Sunday: noon - 5 pm

 RICHLAND PUBLIC LIBRARY

A poster with a dark blue night sky background featuring stars, a yellow crescent moon, and a cartoon cow flying. The title "Evening Storytime" is in large, yellow, playful font. Below it, "Tuesdays @ 6 pm in the Story Circle" is in white font. The Richland Public Library logo is in the bottom right corner.

Evening Storytime

Tuesdays @ 6 pm
in the Story Circle

 RICHLAND PUBLIC LIBRARY

A poster with a light blue background. The title "ACTIVE TODDLER STORYTIME!" is in large, dark blue, blocky font. Below it, "Wednesdays @ 10 am" is in a smaller font. An illustration shows children playing with books and a house-shaped bookshelf. The Richland Public Library logo is in the bottom right corner.

ACTIVE TODDLER STORYTIME!

Wednesdays @ 10 am

 RICHLAND PUBLIC LIBRARY

A poster with a dark blue background. The title "Preschool Storytime" is in large, yellow, playful font. Below it, "Fridays @ 10 am" is in white font. An illustration shows a woman reading a book to three children sitting on the floor. The Richland Public Library logo is in the bottom left corner.

Preschool Storytime

Fridays @ 10 am

 RICHLAND PUBLIC LIBRARY

NEW FOR JANUARY (CONTINUED)

Remembering Betty White

If Betty White were still alive, she would be turning 100 on January 17. In remembrance of America's favorite Golden Girl, we're inviting patrons to join us in the Doris Roberts Gallery from 2 to 8 p.m. on Monday, January 17, to watch some of Betty's movies and TV shows, play trivia games with prizes, and celebrate her life and her wonderful work.



"Read for a Better World" Beanstack Challenge

We are inviting patrons of all ages to participate in the "Read for a Better World" Challenge on Beanstack from January 1 through 31. The description says, "We challenge our patrons to read at least 300 minutes during the month and keep track of their reading on our Beanstack site. All finishers will receive a winter goody bag!"



High School Book to Movie Club

Our High School Book to Movie Club will be meeting from 6 to 8:30 p.m. on January 13 to watch *The Giver* by Lois Lowry. This club is for high schoolers age 13 and older. Space is limited, so patrons are asked to preregister on [Eventbrite](https://www.eventbrite.com).

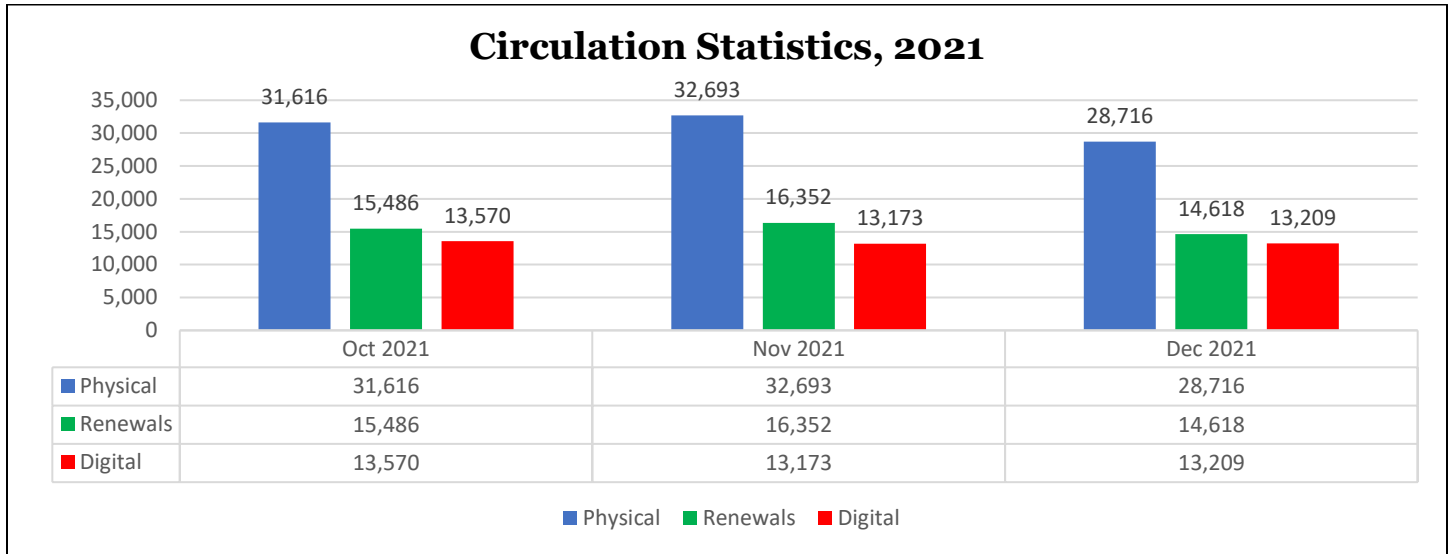
Other Recurring Programs

- High School Yarn Academy at 5:30 p.m. on Thursday, January 6
- Middle School Yarn Academy at 4 p.m. on Tuesday, January 11
- Preschool STEAMplay sessions at 10 a.m. on January 6 and 20
- STEAMkids sessions at 10 a.m. on January 15 and 24
- Singing Strings Ukulele Club teen/adult jam sessions at 5:30 p.m. on January 4 and 18



STATISTICS

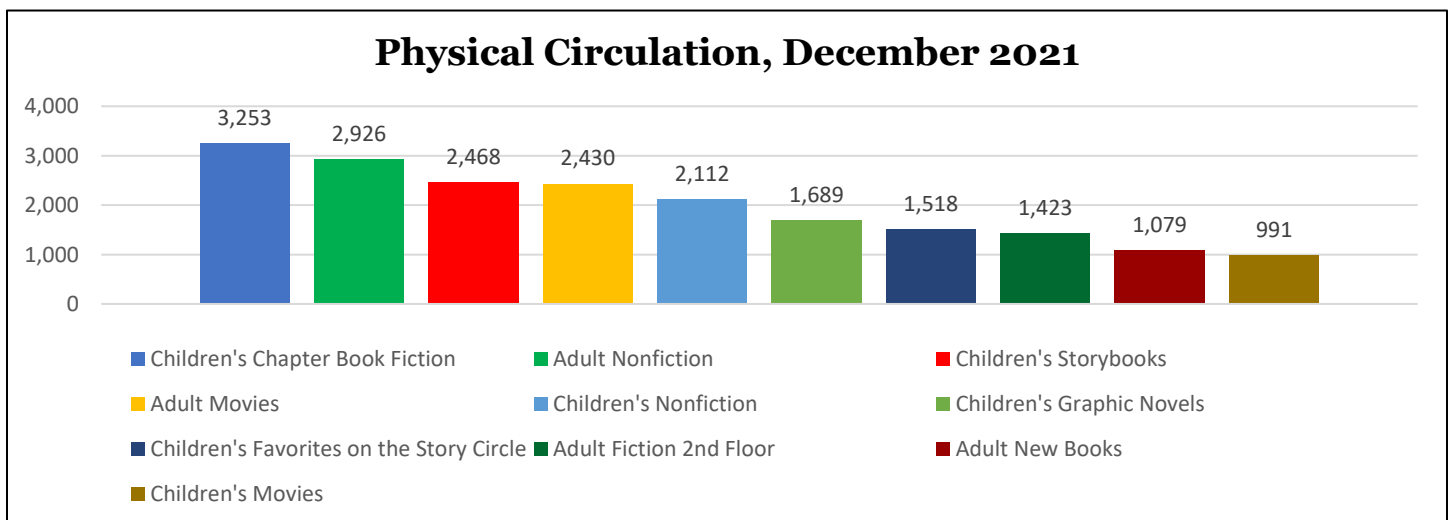
TOTAL CIRCULATION



During the month of December, our total circulation was 41,925 items, of which 28,716 (68%) were physical items and 13,209 (32%) were digital items obtained through Hoopla, Kanopy, Mango, and Overdrive. Kanopy plays and Mango sessions are counted in this number. RPL patrons also renewed 14,618 physical items during this period. We filled 2,751 requests for holds, and we had 47 curbside pickup deliveries (45 of which were scheduled) for 32 patrons.

Total circulation, not including physical item renewals, was down 8.6% in December compared to the 45,866 items checked out in November 2021. Including physical item renewals, our overall circulation was 56,543, and was down 9.1% compared to the 62,218 items that circulated in November 2021. Digital circulation increased by a modest 0.3% in December.

PHYSICAL CIRCULATION

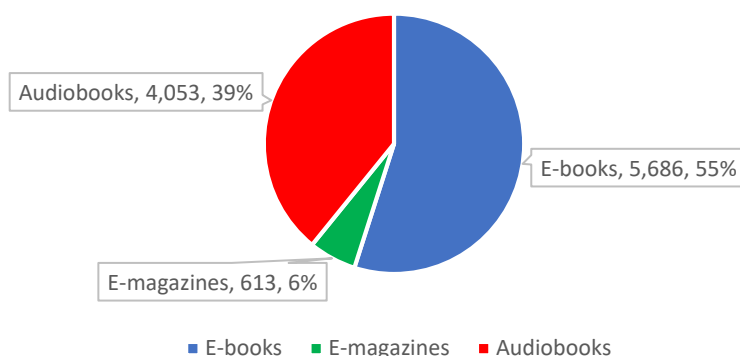


Our patrons checked out 28,716 physical items in December and renewed 14,618 physical items, for a total of 43,334 items. That is down 12% compared to the 49,045 physical items that were checked out or renewed in November 2021. The top ten categories of physical items that circulated in December were Children's Chapter Book Fiction (3,253 items), Adult Nonfiction (2,926 items), Children's Storybooks (2,468 items), Adult Movies (2,430 items), Children's Nonfiction (2,112 items), Children's Graphic Novels (1,689 items), Children's Favorites on the Story Circle (1,518 items), Adult Fiction 2nd Floor (1,423 items), Adult New Books (1,079 items), and Children's Movies (991 items).

DIGITAL CIRCULATION

Overdrive

Overdrive Circulation, December 2021

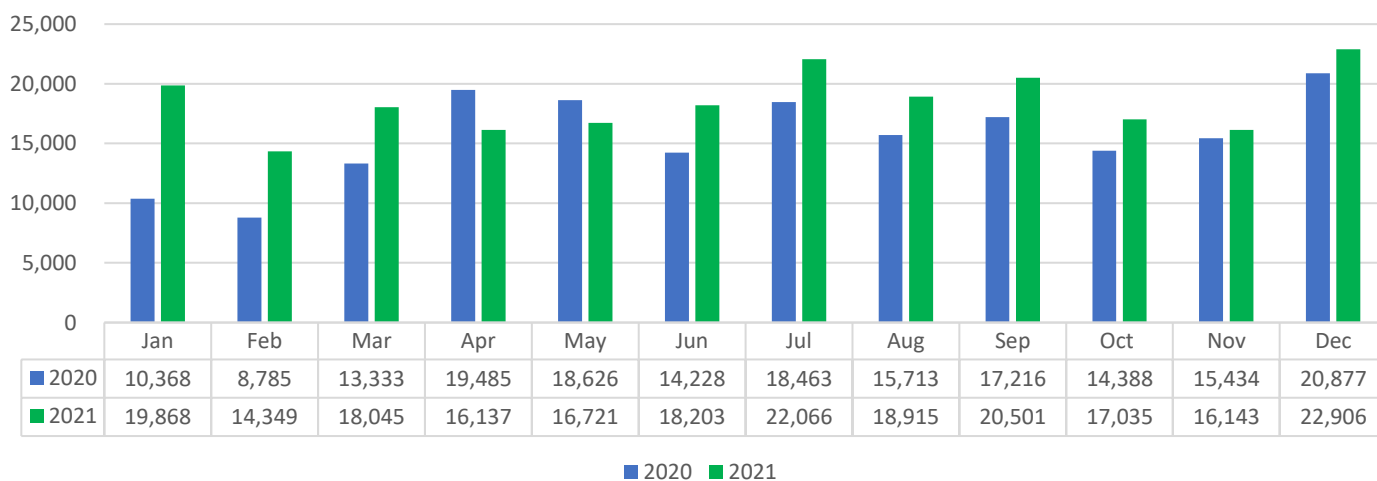


The 10,352 checkouts via Overdrive in December represent a modest decrease of 0.6% from the 10,413 checkouts in November 2021. This month's checkouts included 5,686 e-books (which were 55% of the Overdrive items checked out), 4,053 audiobooks (39%), and 613 e-magazines (6%).

Digital usage was down consistently across most databases in December, perhaps because people were taking advantage of the nice weather in the first part of the month or getting ready for a busy last part of the month. Hopefully the usage will start to increase in January when people are getting back into their normal routines.

Kanopy

Kanopy Usage in Minutes, 2020-2021

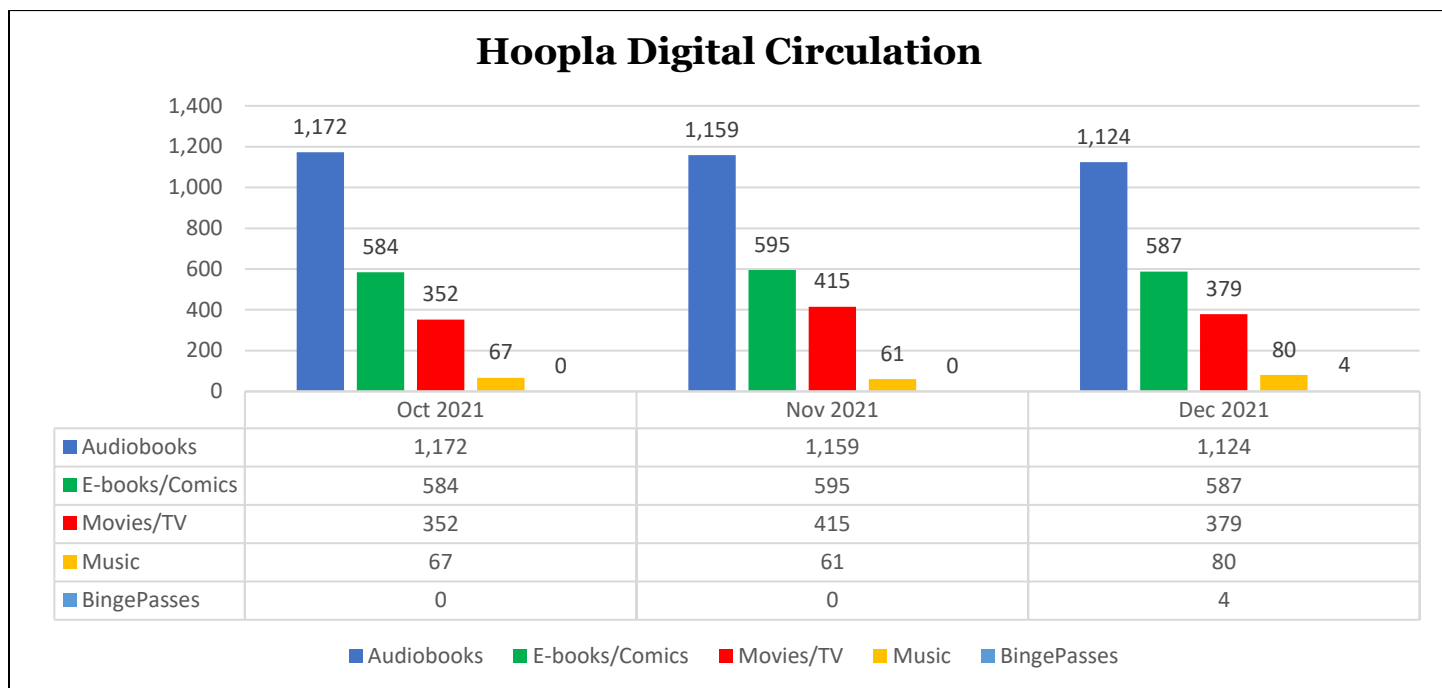


Patrons viewed 22,906 minutes of content on Kanopy in December. This represents an increase of 9.7% over the 20,877 minutes viewed in December 2020. It also represents an increase of 41.9% over the 16,143 minutes viewed in November 2021, and an increase of 24.4% over the average of 18,407 minutes that were viewed per month in 2021. Usage included 3,865 visits and 651 plays.

Our cardholders from the United States, Mexico, Ireland, France, and Canada looked at what was available on Kanopy in December, with cardholders from the first three countries viewing content. They used mobile devices (30.4%), desktops (29%), televisions (28.6%), tablets (11.1%), and "media" (0.9%) as their viewing platforms. The top providers of content viewed this month were Kino Lorber, The Great Courses, MGM, Warner Brothers, PBS, and Weston Woods. Kanopy provides people with an opportunity to view content for their learning needs as well as to relax.

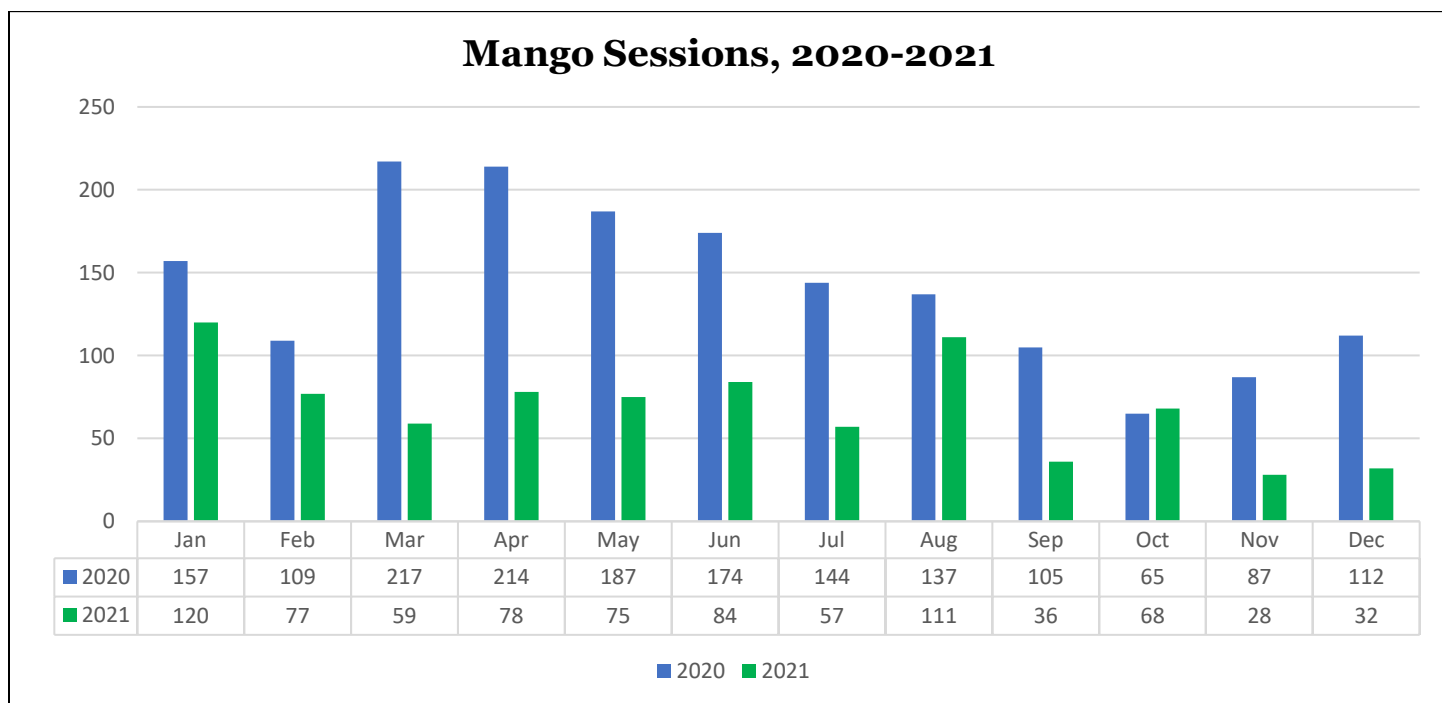
DIGITAL CIRCULATION (CONTINUED)

Hoopla



The 2,174 circulations in Hoopla Digital for December represent a decrease of 2.5% from the 2,230 circulations in November 2021. Again, this is consistent with the decreases that occurred in other digital platforms for the month of December. Patrons checked out 1,124 audiobooks, 587 e-books and e-comics, 379 movies and television shows, 80 music items, and 4 BingePasses (a new offering in December).

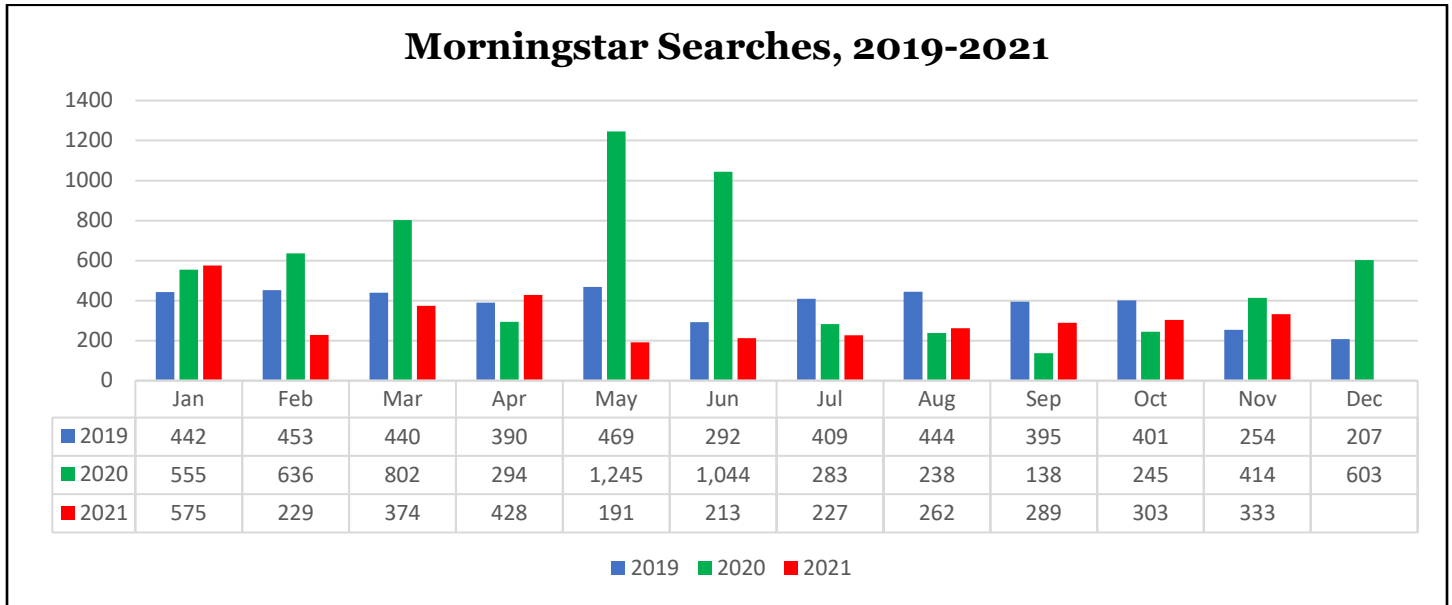
Mango



Mango was used by our patrons for 32 sessions in December. Usage was up 14.2% from the 28 sessions that occurred in November 2021, but was down 71.4% from the 112 sessions that occurred in December 2020. It is down 53.6% compared to the average of 69 sessions used per month in 2021. The top seven languages studied in December were Spanish, Latin American; Chinese, Mandarin; Latin; Arabic, Iraqi; Scottish Gaelic; Portuguese, Brazilian; and Russian.

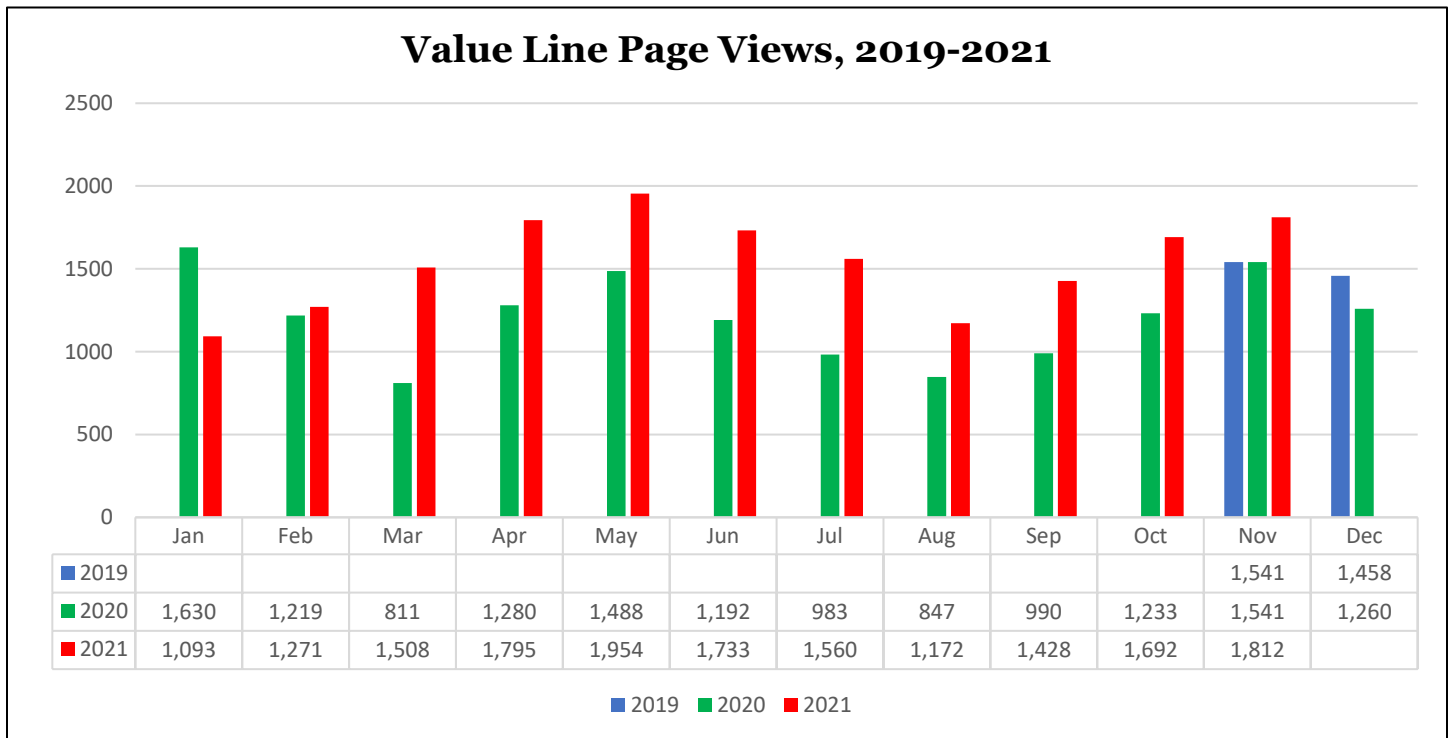
OTHER DIGITAL SERVICES

Morningstar



Usage statistics are not yet available from Morningstar for December, so we will include them in next month's board report.

Value Line



During November, Value Line saw an increase in usage over the previous year, the previous month, and the monthly average for 2021. Our patrons used Value Line for 1,812 page views in November. This usage shows an increase of 7.1% over the 1,692 page views in October 2021 and an increase of 17.6% over the 1,541 page views in November 2020. It is also up 17.1% compared to the 1,547 page views that our patrons had been averaging per month in 2021 as of November. Value Line is helping to meet the needs of our patrons who have financial and investment questions and concerns.

Usage statistics are not yet available from Value Line for December, so we will include them in next month's board report.

OTHER STATISTICS

Gate Count

Our busiest day this month was Wednesday, December 8, with a gate count of 450.

Interlibrary Loans

In December, we received a total of 77 interlibrary loan requests from other libraries. Of those, 76 were for books and 1 was for a periodical. We sent 55 items 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 December. Of those, 6 were for books and 1 was for a periodical. We had 3 items filled by other libraries. Requests are sometimes filled in a different month than when they were placed.

New Library Card Accounts

We created 115 new library card accounts in December. They included 95 resident cards, 16 nonresident cards, and 4 interlibrary loan accounts.

Public Internet Sessions

In December, our patrons had 613 public internet sessions for a total of 329 hours and 29 minutes. We had 37,956 unique visitors to the library's website, and they loaded web pages 50,225 times.





LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 1/11/2022

Agenda Category: Approval of Bills

Prepared By: Christopher Nulph, Library Manager

Subject:

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

Department:

Parks & Public Facilities

Recommended Motion:

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

Summary:

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

Attachments:

1. January 2022 Claims for Payment
2. December 2021 Voucher Listing
3. December 2021 Payroll



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

JANUARY 2022

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 \$ \$94,738.45 this 11th day of January, 2022.

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

Voucher Listings	Amount
December 01, 2021 thru December 31, 2021	\$8,523.33
Transfer Advice (Salaries)	
Salaries for the weeks of: December 09, 2021 thru December 22, 2021	\$86,215.12
MONTHLY EXPENSES	\$94,738.45

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

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

Library Voucher Listing

Begin Date: 12/1/2021

End Date: 12/31/2021

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	MIDWEST TAPE		501352574	12/15/2021	296413	NOVEMBER 2021 HOOPLA	\$4,114.17
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$4,114.17
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$133,822.00			YTD ACTUAL: \$166,844.94			YTD % USED: 124.68%		
INFORMATION TECHNOLOGY TOTAL:								\$4,114.17
	K8721000/4201	FRONTIER		12/21 2061882614	12/10/2021	296317	TELEPHONE CHARGE 11/19/21-12/18/21	\$141.75
	K8721000/4201	FRONTIER		12/21 5099433152	12/10/2021	296317	TELEPHONE CHARGE 12/4/21-1/3/22	\$697.85
	K8721000/4201	VERIZON WIRELESS		9893192320	12/10/2021	296351	NASPO NOVEMBER WIRELESS	\$89.46
TELEPHONE & COMM SVCS TOTAL:								\$929.06
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$5,280.00			YTD ACTUAL: \$14,809.52			YTD % USED: 280.48%		
	K8721000/4202	PITNEY BOWES PURCHAS		07/2021 Postage	12/10/2021	296337	07/01/2021-07/31/2021 Postage	\$399.03
	K8721000/4202	PITNEY BOWES PURCHAS		08/2021 Postage	12/10/2021	296337	August 2021 Postage	\$617.06
	K8721000/4202	PITNEY BOWES PURCHAS		09/2021 Postage	12/10/2021	296337	September 2021 Postage	\$360.00
	K8721000/4202	PITNEY BOWES PURCHAS		10/2021 Postage	12/10/2021	296337	October 2021 Postage	\$362.33
POSTAGE TOTAL:								\$1,738.42
POSTAGE - YTD INFORMATION								
BUDGET: \$6,316.00			YTD ACTUAL: \$3,379.94			YTD % USED: 53.51%		
	K8721000/4504	XEROX CORP		014984997	12/29/2021	296842	7HB-469027 DECEMBER MONTHLY CHARGE	\$10.86

Library Voucher Listing

Begin Date: 12/1/2021

End Date: 12/31/2021

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4504	XEROX CORP		014985007	12/29/2021	296842	3UA-295134 NOVEMBER 2021 BASE CHARGE	\$143.14
	K8721000/4504	XEROX CORP		014985008	12/29/2021	296842	3UA-295169 NOVEMBER 2021 BASE CHARGE	\$79.68
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$233.68
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$5,650.00			YTD ACTUAL: \$4,676.65			YTD % USED: 82.77%		
	K8721000/4902	MOON SECURITY SERVIC		1110813	12/1/2021	296009	CELLULAR BASIC COMMERICAL AND FIRE MONT DEC 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%		
	K8721000/5301	WA STATE DEPARTMENT		DOR 11/2021	12/28/2021	8858	COMBINED EXCISE TAX- NOVEMBER 2021	\$20.78
STATE TAXES TOTAL:								\$20.78
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$115.97			YTD % USED: 11.37%		
	K8721000/4207	BANK OF AMERICA		113021	12/2/2021	8840	Library Merchant Service Fees	\$52.41
MERCHANT SVC FEES TOTAL:								\$52.41
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$472.24			YTD % USED: N/A		
LIBRARY ADMINISTRATION TOTAL:								\$3,078.55
	K8722100/3401	LIBRARY IDEAS LLC		85523	12/1/2021	296002	LIBRARY IDEAS CHILDREN'S	\$740.90

Library Voucher Listing

Begin Date: 12/1/2021

End Date: 12/31/2021

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	LIBRARY IDEAS LLC		86429	12/29/2021	296769	VOX BOOK ORDER - CHILDREN'S DEPT	\$102.03
LIBRARY RESOURCES TOTAL:								\$842.93
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$256,340.00			YTD ACTUAL: \$244,643.85			YTD % USED: 95.44%		
	K8722100/4505	XEROX CORP		014985009	12/29/2021	296842	3UA-295258 NOVEMBER 2021 BASE CHARGE	\$223.74
	K8722100/4505	XEROX CORP		014985010	12/29/2021	296842	3UA-296344 MONTHLY BASE CHARGE	\$263.94
RENTALS-OTHER TOTAL:								\$487.68
RENTALS-OTHER - YTD INFORMATION								
BUDGET: \$5,410.00			YTD ACTUAL: \$3,298.96			YTD % USED: 60.98%		
LIBRARY PUBLIC SERVICE TOTAL:								\$1,330.61
LIBRARY NON-FACILITIES TOTAL:								\$8,523.33

Library Voucher Listing

Begin Date: 12/1/2021

End Date: 12/31/2021

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		11/2021 NOV	12/15/2021	296379	CITY UTILITY BILLS NOV 2021	\$3,851.39
UTILITIES TOTAL:								\$3,851.39
UTILITIES - YTD INFORMATION								
BUDGET: \$53,736.00			YTD ACTUAL: \$57,300.19			YTD % USED: 106.63%		
LIBRARY FACILITIES TOTAL:								\$3,851.39

CITY OF RICHLAND

LIBRARY EXPENDITURE

December 2021

Month/Year

PAY PERIODS From November 22, 2021 through December 19, 2021

GROSS SALARIES \$ 86,215.12

		Gross Wages	Total
WEEK OF:	<u>12/09/21</u>	<u>42,893.90</u>	<u>42,893.90</u>
WEEK OF:	<u>12/22/21</u>	<u>43,321.22</u>	<u>43,321.22</u>
WEEK OF:	<u> </u>	<u> </u>	<u>-</u>
	TOTAL	<u>86,215.12</u>	<u>86,215.12</u>



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 1/11/2022

Agenda Category: Unfinished Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Rules of Conduct

Department:
Parks & Public Facilities

Recommended Motion:
If there are no further suggested amendments, approval is recommended.

Summary:
This is a continued discussion about updating the library rules of conduct. This version has been reviewed by the City Attorney and has been recommended for approval.

Attachments:
I. 2022.01.11 RPL Rules of Conduct



Library Standards of Patron Behavior

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

Generally, patrons behaving in an unacceptable manner will be asked to modify their behavior or, upon failure to do so, to leave the Library. Under certain circumstances, immediate expulsion from the Library without notice will result. The Richland Police Department will be called under circumstances where behavior escalates, or when Library staff anticipate aggressive confrontation. Suspension of privileges and/or a civil trespass pursuant to RMC 2.34.020 may be issued depending on the severity and/or frequency of the violation(s).

Prohibited Conduct: Visitors may not engage in conduct that disrupts or interferes with the normal operations of the Library, its staff, or its use by other visitors. Such conduct may include, but is not limited to:

- Failing to comply with instruction from Library staff.
- Soliciting, petitioning, or canvassing within the Library.
- Selling or advertising any goods or services.
- Using obscene or abusive language or gestures.
- Making unreasonable noise or engaging in conduct that impedes another's ability to use or work in the Library.
- Engaging in sexual conduct or lewd behavior.
- Possessing a knife, gun, or any other weapon in violation of local or state law.
- Smoking, including electronic cigarettes.
- Any prohibited possession, display, or consumption of alcohol or drugs as defined in the current Revised Code of Washington. Public intoxication is not permitted.
- Failing to maintain appropriate personal hygiene.
- Using a bicycle, rollerblades, skates, skateboard, hoverboard, scooter, or similar recreational device in the Library.
- Using undesignated areas to store, transport or park bicycles, skateboards, scooters, shopping carts, or other wheeled devices not used for mobility assistance.
- Bringing in an animal, unless the animal is approved as part of an established library program or is a service animal assisting a person with a disability per RCW 49.60.040.
- Posting signs, pictures, or other forms of expression without Library consent.
- Leaving personal items unattended.
- Sleeping or giving the appearance of sleep on a chair, couch, bench, floor or other surface.

- Excessive use of seating or space that interferes with priority usage for patrons or staff. This includes stacking furniture or books to create private study areas.
- Using the bathrooms for bathing, showering, grooming, or washing belongings.
- Use of bedrolls, blankets, and other such covering.
- Attempting to use a library card that does not belong to that individual.
- Attempting to enter designated “staff only” areas.
- Engaging in any activity in violation of federal, state, or local law or library policies (i.e., Parental Responsibility Policy, Internet Resource Access Policy, Public Use of City Facilities Policy No. 285, etc.).

Zero Tolerance: When violating a law or acting in a threatening manner toward others, individuals may be immediately ejected from Library premises without warning, and Library privileges may be suspended following an objective review of the incident. Such violations include, but are not limited to:

- Instances of assault, harassment, or sexual harassment.
- Violent threats or acts of aggression toward other patrons or employees.
- Stealing or attempting to steal library property.
- Damaging, defacing, or misusing Library property. This includes disabling Library equipment, changing the hardware or software or settings on a Library computer, or using a Library computer for a purpose other than that designated by the Library.
- Violation of a current suspension of privileges or civil trespass.

Food and Drink in the Library: Food or drink brought into the Library must comply with the following:

- All drinks must have a lid and be in an enclosed container (no alcohol allowed).
- 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 staff may interpret what fits within these guidelines. Exceptions are allowed for library-related programming.

Please also be aware that:

- The Library is not responsible for personal items that are lost, stolen, or damaged on Library premises.
- Clothing and shoes must be worn in the Library.
- Some items in the Library cannot be copied because of copyright laws or poor condition.
- The Library is not responsible for children who are left unattended; please see the Library’s Parental Responsibility Policy.

- Photography and recording is only allowed consistent with the Library's Photography, Filming and Videography Policy.
- Certain rooms and other Library spaces may have additional restrictions.
- The second floor has been designated a quiet zone. Patrons are asked to show courtesy to those studying or reading.

Appeals: The suspension of library privileges may be appealed. An appeal must be made in writing and received (or postmarked) within ten (10) calendar days of the date privileges were suspended. Appeals may be mailed or personally delivered to Richland City Hall at the address below. Do not deliver the written appeal to the Richland Public Library as this may constitute a violation of the issued suspension of privileges.

City of Richland
Attn: Library Manager
625 Swift Blvd. MS-41
Richland, WA 99352

The appeal must include a brief statement explaining why privileges should be reinstated, and a valid mailing address for a reply. A decision on the appeal will be made by the Library Manager and mailed to the address provided within thirty (30) calendar days of receiving the appeal.

Appeal of a civil trespass notice issued pursuant to Ch. 2.34 RMC must be filed in accordance with RMC 2.34.100.

Approval:

Concurrence:

Kurt Meier, RPL Board Chair

Jon Amundson, ICMA-CM
City Manager

Revision History:

- Adopted by the Richland Public Library Board: September 2, 1987
- Amended: December 4, 2003
July, 2010
September 2, 2014
November 10, 2015
January 11, 2022 (with City Manager concurrence)



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 1/11/2022

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:

Photography, Filming and Videography Policy

Department:

Parks & Public Facilities

Recommended Motion:

If there are no suggested edits, the recommendation is to approve in conjunction with the updated Rules of Conduct.

Summary:

This is at the recommendation of the City Attorney and in conjunction with the updated Rules of Conduct.

Attachments:

- I. 2022.01.11 Library Video-Photography Policy

Photography, Filming and Videography Policy

It is the policy of the Richland Public Library to permit filming and photography under the conditions described herein only to the extent that such actions do not interfere with the operations, programs and activities of the Library, and are consistent with the Library's mission.

The Board hereby authorizes filming and photography in the Library as follows:

1. Classes or events sponsored by the Richland Public Library (RPL) may be photographed or video-recorded by the Library's staff or its representatives. Attendance at an RPL-sponsored class or event constitutes the consent of all attendees, and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or videos at the sole discretion of the Richland Public Library.
2. Casual amateur photography, filming, and videotaping is permitted in the lobby, study and program areas of the Library for customers and visitors wanting a remembrance of their visit, provided that the photography does not interfere in any way with Library operations or capture any identifiable likenesses of Library patrons without their permission. Any such photographers are responsible for arranging all necessary releases and permissions from persons who are filmed or photographed. Except as otherwise permitted by the Library itself, under no circumstance may anyone take a photograph or film a Library customer without the consent of the customer, or their parent/guardian, if a minor. This is necessary to protect the privacy interests of Library patrons and to ensure the safety of those who may be endangered by public disclosure of their photograph.
3. Except as permitted by applicable law, no commercial or media photography or filming may occur in the Library without the prior written permission and approval of the Library Manager. Such approval shall contain the conditions under which the commercial/media photography or filming will take place, and address the rights to ownership of the photos/films.
 - a. The Richland Public Library is a limited public forum. As such, filming of Library staff performing their official duties in areas accessible by the public where there is no reasonable expectation of privacy is permitted, so long as it does not interfere with the operations of the Library or conflict with the Library's mission.
4. The Library may utilize photographs and videos from public programs and events at the Library on its website and in Library publications. Photos, images, and videos submitted to the Library by users for online galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of all individuals,

including children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.

5. Any consent granted pursuant to this Policy to permit photography or filming may be revoked at any time upon failure to comply with terms of the Policy or other rules and regulations of the Library.

Approval:

Concurrence:

Kurt Meier, RPL Board Chair

Jon Amundson, ICMA-CM
City Manager

Revision History:

- Created – January 11, 2022



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 1/11/2022

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:

Limited Access Library Cards

Department:

Parks & Public Facilities

Recommended Motion:

This is a discussion item before reinstating the use of this patron type.

Summary:

This is to discuss reinstating the use of a Limited Access Library Card patron type. This had previously been used as a Temporary Library Card but has been a defunct category for some time. We would reinstate this as a Limited Access Library Card and would use it under the following circumstances:

- A patron staying in the city limits but without a permanent address.
- A teen (age 13-18) who does not have a parent present but has a student ID.
- A patron that has recently moved to the city, but does not have proof of address with them.

Rather than not issuing any access to these patrons, we would grant them a Limited Access Library Card which would allow them:

- A validity of 6 months.
- The ability to checkout up to 5 items.
- Computer use.
- Digital material use.

To be granted full privileges, a patron simply needs to bring in proof of address, or, in a teen's case, a valid guardian.

Attachments: