

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, February 8, 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)

1. December 14, 2021 and January 11, 2022 Library Board Meeting Minutes
 - Christopher Nulph, Library Manager

Report of the Library Manager:

2. February 2022 Library Manager's Report
 - Christopher Nulph, Library Manager
3. February 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)

4. February 2022 Claims for Payment
 - Christopher Nulph, Library Manager

Unfinished Business:

5. Collection Development Policy
 - Christopher Nulph, Library Manager

New Business:

6. Strategic Planning Discussion
 - Christopher Nulph, Library Manager

Agenda Items for Upcoming Board Meeting:

7. Officer Elections
 - Christopher Nulph, Library Manager

Adjournment

The next Library Board Meeting is Tuesday, March 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: 2/8/2022

Agenda Category: Approval of Minutes

Prepared By: Christopher Nulph, Library Manager

Subject:

December 14, 2021 and January 11, 2022 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the meeting minutes from 12-14-2021 and 01-11-2022

Summary:

The draft of 12-14-2021 and 01-11-2022 Library Board Meeting Minutes are included for consideration.

Attachments:

1. 2021.12.14 Library Board Meeting Minutes
2. 2022.01.11 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
December 14, 2021, 5:30 – 6:30 PM

CALL TO ORDER:

CHAIR MAIER CALLED THE MEETING TO ORDER AT APPROXIMATELY 5:32 P.M.

ATTENDANCE:

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

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

CHAIR MAIER ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE NOVEMBER 9, 2021 MEETING. BOARD MEMBER BUXTON MOVED AND BOARD MEMBER HERNANDEZ SECONDED THE MOTION TO APPROVE THE MINUTES OF NOVEMBER 9, 2021 AS AMENDED. THE MOTION CARRIED 5-0.

REPORT OF THE LIBRARY MANAGER:

The library will be expanding hours beginning January 3.

Strategic planning is moving along. The consultants will be in town January 20-22. They will meet with library staff, shareholders, and COR staff.

PUBLIC COMMENTS:

There were no members of the public present.

APPROVAL OF BILLS:

BOARD MEMBER BUXTON MOVED AND VICE-CHAIR BOOTH SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR DECEMBER 2021 IN THE AMOUNT OF \$101,426.97. THE MOTION CARRIED 5-0.

UNFINISHED BUSINESS:

There was no Unfinished Business on the agenda.

NEW BUSINESS:

1. Library Manager Nulph presented the updated collection development policy to Board members.
2. Library Manager Nulph presented the updated rules of conduct to Board members.
3. Library Manager Nulph presented the 2022 fee schedule. Board members approved the 2022 fee schedule.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:**ADJOURNMENT:**

CHAIR MAIER ADJOURNED THE MEETING AT 6:22 P.M.

Prepared and submitted by Kylie Barada, Administrative Assistant

Minutes Approved by: _____
Kurt Maier, Library Board



MINUTES

Richland Public Library Board
Zoom – Public Telephone Access
(206) 337-9723 or (253) 215-8782
Meeting ID No. 974 2873 2704
January 11, 2022, 5:30 – 6:30 PM

CALL TO ORDER:

CHAIR MAIER CALLED THE MEETING TO ORDER AT APPROXIMATELY 5:30 P.M.

ATTENDANCE:

CHAIR MAIER, VICE-CHAIR BOOTH, BOARD MEMBERS BUXTON, LIGHTNER, AND HERNANDEZ WERE PRESENT. ALSO PRESENT WERE COUNCIL LIAISON KENT, AND LIBRARY MANAGER NULPH.

APPROVAL OF AGENDA:

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

REPORT OF THE LIBRARY MANAGER:

The gate has been repaired.

Fine free has been moved to the Council Workshop in February.

The strategic planners will be present at the February Board Meeting.

RPL has the ability to lock their doors onsite.

PUBLIC COMMENTS:

No one from the public was present.

APPROVAL OF BILLS:

BOARD MEMBER HERNANDEZ MOVED AND BOARD MEMBER BUXTON SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR JANUARY 2022 IN THE AMOUNT OF \$94,738.45. THE MOTION CARRIED 5-0.

UNFINISHED BUSINESS:

1. Board Members discussed the Rules of Conduct. Chair Maier moved and Board Member Buxton seconded the motion to approve the Rules of Conduct. The motion carried 5-0.

NEW BUSINESS:

DRAFT

1. Library Manager Nulph presented the Photography, Filming, and Videography Policy.
2. Library Manager Nulph discussed Limited Access Library Cards.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

1. Strategic Planning
2. Officer Elections
3. Check in on Fine Free

ADJOURNMENT:

CHAIR MAIER ADJOURNED THE MEETING AT 6:04 P.M.

Prepared and submitted by Kylie Barada, Administrative Assistant

Minutes Approved by: _____
Kurt Maier, Library Board



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/8/2022

Agenda Category: Report of the Library Manager

Prepared By: Christopher Nulph, Library Manager

Subject:

February 2022 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

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

Attachments:

I. 2022.02.08 Library Manager's Report



LIBRARY MANAGER'S REPORT

Richland Public Library Board

February 8, 2022

Friends of the Library Update

The Friends of the Library is nearing completion of a new website that will provide a more comprehensive overview of the organization's interaction with the library. They hope to have this live soon.

State of Library Services

The library has resumed full operation hours. This gives the opportunity to increase our statistical categories, offer more meeting room hours, and host evening programming within library service hours. The café has nearly all of their equipment back in the building and anticipates a return in early February. Limited Access cards are now an active patron type as a result of the previous Council meeting. The library now offers fax service to patrons at no cost.

Program highlights from January include the expansion of children's services. Story time has expanded to cover Tuesday evening, Wednesday morning, and Friday morning. These events are complimented by STEAM offerings for children and the therapy dog service. Both STEAM events in late January received strong attendance numbers at over 50 attendees per event.

The strategic planning process has launched. The week ending 1/22, our consultants from BerryDunn were in town to speak with various stakeholders in our community. They had the opportunity to interact with a number of groups including many City employees, our Health District, local universities, leisure groups, library users, and pop-up engagements in the community. The first Strategic Plan Task Force was held, resulting in a lively conversation with residents representing a number of different viewpoints in our community. We will continue to seek out feedback, including through our strategic planning website (https://berrydunn.mysocialpinpoint.com/richland_wa_library) which is now live. We are currently promoting the website through social media, community advertisements, and handouts. Please encourage others in Richland to engage with the website to share their opinions. The website closes for input on 2/20 with our next Task Force meeting on 2/26.

In accordance with RCW 27.12.260, the Board needs to prepare and deliver the annual report for City Council. Please let me know how the library can assist in the creation of this report. My preference is to aim for creating and delivering these within the first quarter of every year.

As a consideration, we may wish to move the Library Board meeting date later in the month. This would allow for a more comprehensive stats report and for the agenda to be published farther in advance of the actual meeting date for review. This would need to be scheduled on a date that is not in conflict with other City advisory and governing groups. Please let me know if you have any thoughts regarding this suggestion.

Library Statistics

January saw a positive increase in many of our metrics. With the increased hours, we will see an opportunity to engage with our community more. This will also start to provide a more reliable benchmark to compare future months with. The last several months had varied hours, which makes in-person statistics difficult to compare month over month. At 9,445, we logged our highest gate count over the last year with the exception of August and September 2021. We also saw increases in our physical circulation and holds. Holds, in particular, jumped up by about 1,000, bringing us back to a number more closely aligned with our historical monthly average. Lastly, there was an uptick in computer sessions, likely influenced by the increased hours.

Our digital collection saw totals that are among the highest numbers of the last 12 months. Overdrive rose to 11,719 checkouts, which is only topped by April and June of last year. Hoopla similarly had a total, 2,364, that is the highest it has been over the last year. Thanks to a display from Mary, Mango numbers rebounded to 96, which hasn't been reached since February 2021. Finally, Kanopy had more minutes played than every month, except September, of last year.

Staffing Updates

Theresa Monroe started her role as an intermittent Library Assistant II on 1/3/2022.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/8/2022

Agenda Category: Report of the Library Manager

Prepared By: Christopher Nulph, Library Manager

Subject:
February 2022 Library Statistics

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

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

Attachments:
I. 2022.02.08 Library Statistics Report

RICHLAND PUBLIC LIBRARY

January 2022 Statistics Report for the February Board Meeting



SUMMARY

The library began new, expanded operating hours on January 3. We are now 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. Curbside pickup appointments are available from 12 to 6 p.m. on Mondays through Thursdays, and from noon to 5 p.m. on Fridays.

We also expanded our children's story time hours in January. We now have Tuesday evening story times at 6 p.m., Wednesday morning active toddler story times at 10 a.m., and Friday morning preschool story times at 10 a.m. Active toddler story times feature stories, active rhymes, and props for children from 1 1/2 to 3 years old. Preschool story times feature stories, songs, and rhymes for 3- to 5-year-olds.

Other recurring programs in January included the Middle School Yarn Academy on January 11; the High School Book to Movie Club on January 13; Singing Strings Ukulele Club teen/adult jams on January 4 and 18; Preschool STEAMplay on January 20; and STEAMkids sessions on January 15 and 24.

Two of our most popular programs this month were the STEAMplay program on January 20, with 54 attendees, and the STEAMkids program on January 24, with 52 attendees. The therapy dog program was also very popular, with 30 separate visits from dogs and their handlers. Each dog had up to 32 patron interactions per visit.

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



ACTIVE TODDLER STORYTIME!

Wednesdays @ 10 am



JANUARY STATISTICS

- Total Circulation:
46,224 items
- Digital Items
Checked Out: 14,890
- Physical Items
Checked Out: 31,334
- Physical Items
Renewed: 14,186
- Holds Filled: 3,700
- Hoopla Circulation:
2,364 items
- Kanopy Circulation:
26,858 minutes
- Overdrive
Circulation:
11,719 items
- Mango: 96 sessions
- New Library Card
Accounts: 189
- Internet Sessions:
652

CHILDREN'S PROGRAMS

Story Times at the Library

We expanded our in-person story times at the library in January. Children's Services Librarian Kelly Reed held Wednesday morning active toddler story times at 10 a.m. on January 5, 12, 19, and 26; and Friday morning preschool story times at 10 a.m. on January 7, 14, 21, and 28.

The active toddler story times are geared toward 1 1/2 to 3 year olds, but with an active twist. Our calendar entries say, "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! We will probably only get to one or two stories per session. Please join us for stories, rhymes, and fun."

The preschool story times are geared toward children from 3 to 5 years old and feature about 45 minutes of stories, songs, and rhymes.

Kelly and Librarian Joyce Willis also held Tuesday evening story times at 6 p.m. on January 4, 6, 18, and 25. Our calendar entries for these events say, "Join us for about a half hour of stories, songs and rhymes in the Children's Department. We may even see some therapy dogs after the stories are over."

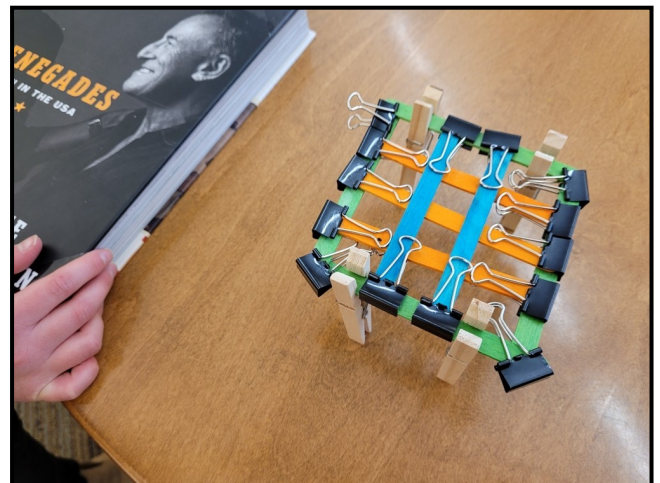
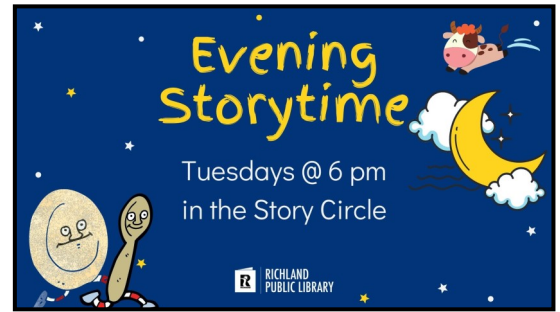
Preschool STEAMplay

We held a Preschool STEAMplay program from 10 a.m. to noon Thursday, January 20. During this session, we brought out STEAM sets and building toys for preschoolers to use.

STEAMkids

We held STEAMkids programs at 10 a.m. on Saturday, January 15, and at 10 a.m. on Monday, January 24. We had stations with various construction sets and projects in the children's department and the lobby.

At one of our STEAMkids events in December, we challenged kids to create structures that could safely support a heavy book. Check out this great solution made of binder clips, clothespins, and popsicle sticks!



FAMILY PROGRAMS

Remembering Betty White

Betty White would have turned 100 on January 17. In remembrance of America's favorite Golden Girl, we invited 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 work.

Our Facebook invitation read, "After careful consideration, we have decided NOT to cancel the Betty White celebration previously planned for what would have been her 100th birthday. Please join us in the Gallery all afternoon and into the evening to celebrate the life and amazing work of America's favorite Golden Girl! We'll watch some of Betty's movies, play quiz games (with prizes!), have snacks, and celebrate Betty the way she would have wanted to be remembered."

The library's movie licensing, which allows us to hold programs like this, is generously sponsored by Windermere Group One.

Betty loved animals and enthusiastically supported animal rescues during her lifetime. As an added tribute, we invited patrons to bring in dry or canned pet food for us to collect and deliver to a local animal shelter in her name.

"Read for a Better World" Challenge

We invited patrons of all ages to participate in the "Read for a Better World" Challenge that ran on Beanstack from January 1 through 31. The challenge description said, "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!"



ADULT PROGRAMS

Intuitive Collage Greeting Card Take-and-Make Kit

In January, Adult Services Librarian Gavin Lightfoot put together an Intuitive Collage Greeting Card Take-and-Make Kit for adults. Each kit contained instructions and craft supplies for creating a greeting card collage, including a blank greeting card and envelope, a glue stick, and assorted collage supplies such as yarn, ribbons, tickets, mesh fabric, book pages, and pieces of craft foam. The printed instructions encouraged patrons to check out the Friends of the Library carts in the lobby to get free magazines that can be cut up for collages.

We handed out 30 of these kits at the library.

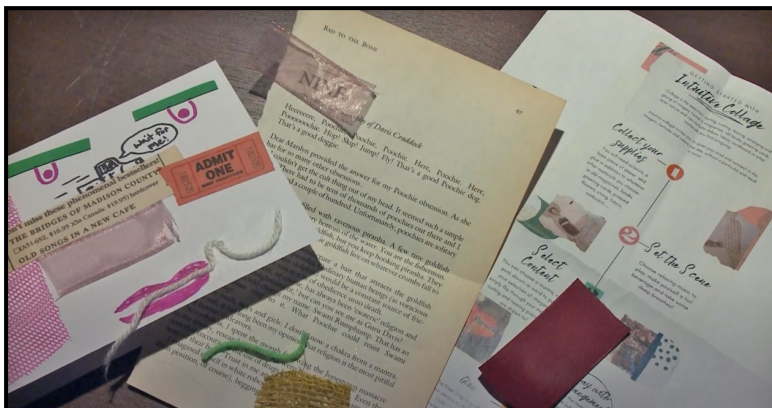
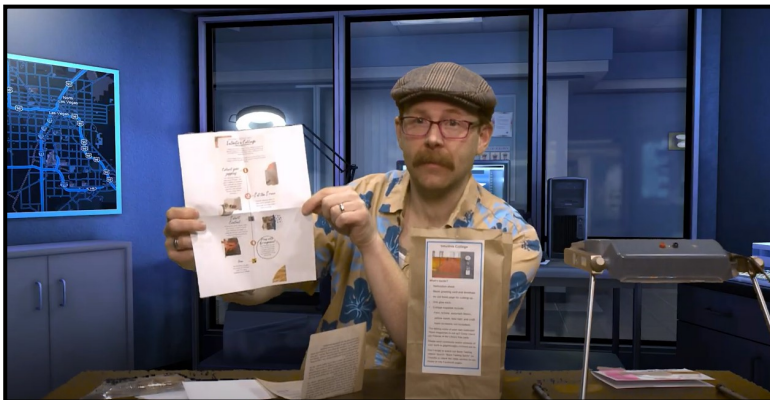
Book Tasting with Gavin Video #6

Gavin also recorded a new *Book Tasting with Gavin* video for January. In the first half of the video, he reviewed *A Cold Day for Murder*, the first book in the Kate Shugak mystery series by award-winning author Dana Stabenow. The book description says, “When a National Park ranger is reported missing and the man sent to find him disappears as well, former investigator Kate Shugak decides to brave the cold wilderness of north Alaska to crack the case.”

In the second half of the video, Gavin displayed the contents of his January take-and-make kit for adults, and he showed an example of a greeting card made with the kit.

Gavin’s video may be viewed at the following link.

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



Intuitive Collage



What's Inside?

- Instruction sheet.
- Blank greeting card and envelope.
- An old book page for cutting up.
- One glue stick.
- Collage supplies include:
 - Yarn, tickets, assorted ribbon,
 - yellow mesh, fake hair, and craft
 - foam (scissors not included).

*Try adding some of your own materials!

*Some materials may require hot glue.

*Need magazines to cut up? Come check our Friends of the Library free carts.

Please send comments and/or pictures of your work to glightfoot@ci.richland.wa.us.

Don't forget to watch our Book Tasting videos! Search “Book Tasting Gavin” on Youtube or check the video section on our library or city Facebook pages.

TEEN PROGRAMS

High School and Middle School Yarn Academies

Our Middle School Yarn Academy for tweens and teens in grades 5 through 8 met from 4 to 5 p.m. on Tuesday, January 11. We had planned to hold a High School Yarn Academy event for teens in grades 9 through 12 on Tuesday, January 6, but it was canceled due to a snowstorm.

These sessions cover basic knitting and crochet skills. Sometimes there is a specific project to work on. Tweens and teens can bring any projects they want to complete, and they can ask for help when needed.

High School Book to Movie Club

Our High School Book to Movie Club for teens ages 13 and older met from 6 to 8:30 p.m. on Thursday, January 13. For January, teens read *The Giver* by Lois Lowry and then watched the movie adaptation.

Singing Strings Ukulele Club

The Singing Strings Ukulele Club held teen/adult jam sessions at 6:30 p.m. on Tuesday, January 4, and Tuesday, January 18. STEAMspace Coordinator Johanna Talbott co-leads this group. The January 18 session had the most attendees since before the pandemic.



STRATEGIC PLANNING

“Brainstorming Our Future Together” Sessions

The library is developing a strategic plan for future services and programs, and the City of Richland has hired a consultant to assist with this process. In January, the consultant held two brainstorming sessions in Richland to gather input about what patrons would like to see from the library in years to come. The announcement on our website said, “The library is embarking on a strategic planning process to set priorities for the next decade and we need your help! Join us in person, virtually or via an upcoming survey to provide your ideas on the future needs of the library. We can’t do it without you!”

One session was held in person at the library at 7 p.m. on Thursday, January 20, and another session was held over Zoom at 7 p.m. on Thursday, January 27.

The consultants are also conducting an online survey that can be accessed at the following link. Patrons and community members are asked to provide feedback.

<https://berrydunn.mysocialpinpoint.com/>

A graphic for the 'Brainstorming Our Future Together' sessions. It features a photo of the Richland Public Library building on the left. The main text reads 'RICHLAND PUBLIC LIBRARY Brainstorming Our Future Together'. Below this, it says 'Join us to provide input for what you would like to see from your library in the years to come. Your ideas will help us shape the future of library service!'. On the right, there are two boxes: 'In Person: January 20, 2022 7:00 p.m. Richland Public Library 955 Northgate Drive' and 'Virtual: January 27, 2022 7:00 p.m. Via Zoom'. At the bottom, it says 'More Information: myrichlandlibrary.org' and includes the Richland Public Library logo.

LIBRARY DISPLAYS

Martin Luther King Jr. Day Display

Martin Luther King Jr. Day is a federal holiday on the third Monday of January that honors the achievements and celebrates the life of civil rights activist Martin Luther King, Jr., who was born on January 15. This year, the holiday was observed on Monday, January 17.

In recognition of this holiday, Library Assistant Mary Brown-Elmore created a tabletop book display between the self-check kiosks. The display featured a quote from Martin Luther King, Jr., that said, “True peace is not merely the absence of tension; it is the presence of justice.”



We kept the table stocked during the month with a wide variety of books about Black history and activists, ranging from *My Life, My Love, My Legacy* by Coretta Scott King to *Who Was Martin Luther King, Jr.?* by Bonnie Bader, and from *A Black Woman Did That* by Malaika Adero to *Little Legends: Exceptional Men in Black History* by Vashti Harrison.

“Fresh Start” Display

To start the new year with optimism, Mary created an encouraging “Fresh Start” book display featuring books and audiobooks about gardening, language learning, meditation, and organization. The display also included a brochure about one of our digital offerings, Mango Languages, to encourage patrons to try learning a new language in the new year.



LIBRARY DISPLAYS (CONTINUED)

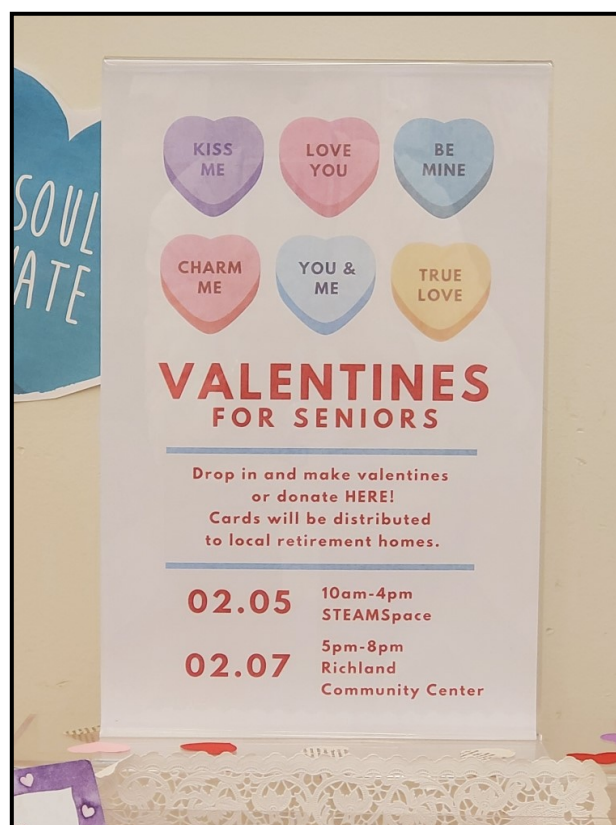
“Valentines for Seniors” Display

In mid January, Mary switched the “Fresh Start” display into a “Valentines for Seniors” display to promote one of our upcoming programs. It features information about the program, a collection box so that patrons can donate valentines, and a selection of Valentine’s Day themed books.

Teen Services Librarian Michelle Haffner created a “Valentines for Seniors” program in 2021 to encourage patrons to create and contribute handmade valentines that will be collected and given to the residents of nursing and retirement homes in the Tri-Cities. It was one of our most popular programs last year, and she is holding it again for 2022 with in-person craft sessions.

Our Facebook invitation says, “Valentines for Seniors was such a hit last year, with over 800 Valentines collected. We would like to collect even more this year! This program is for ALL AGES. Stop by and make some valentines and library staff will distribute them to local retirement homes and care facilities. We will have a variety of fun supplies provided by the Friends of the Library to help boost your creativity! We're having 2 sessions at 2 different locations. If you can't make it to the library on Saturday, drop by the Community Center on Monday night!”

The first drop-in “Valentines for Seniors” craft session will be held at the library from 10 a.m. to 4 p.m. on Saturday, February 5. Another drop-in craft session will be held at the Richland Community Center from 5 to 8 p.m. on Monday, February 7. Patrons can contribute valentines that they make at these craft sessions, or they can donate valentines made at home.



LIBRARY DISPLAYS (CONTINUED)

“I Spy” Bulletin Board

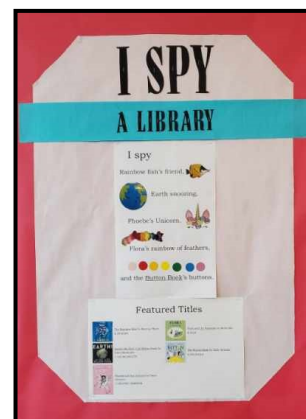
Mary worked with other library staff to create a giant “I Spy” bulletin board display in the children’s area. Children are invited to follow clues to search for specific objects that are hidden on the display board. They are also encouraged to check out featured books with related themes. This display will be kept up for some time, and Mary will be adding new items to the board each month and updating the list of clues about items to find.

“Cozy Up With a Good Book” Display

Another display in the children’s area has been updated to feature a list of cozy reading selections for wintertime. We are keeping this display stocked with books for children to check out.

“Meme-brary” Bulletin Board

Mary also created a colorful bulletin board display in the young adult (YA) area of the library featuring humorous library-themed memes that appeal to teens.



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 January, we encouraged patrons make a New Year's resolution to read more by signing up for our "Read for a Better World" Challenge on Beanstack. We let patrons know about our expanded library hours, and we also posted to remind them that meeting rooms are now back open for reservations.

We also posted links to "Mindful New Year" and "New Year's Resolutions" collections of e-books and audiobooks available from Hoopla, and we posted about our new expanded hours for the library. We reminded patrons about Hoopla BingePasses that are available for magazines and the Great Courses, allowing unlimited streaming for 7 days with a single borrow. Later in January, a Curiosity Stream BingePass featured documentaries and nonfiction.

On January 4, for Teen Tuesday, we posted to encourage teens to consider applying for CBC Foundation Student Scholarships between January 1 and February 28 for the upcoming college year. We shared a post from CBC with a scannable QR code that makes it easier to apply.

We encouraged patrons to download the Libby, Hoopla, and Kanopy apps and check out digital materials. We also posted to let patrons know that we have Chilton's auto repair manuals, Gale OneFile collections, and live online tutoring from Brainfuse HelpNow, all of which are available for free online for our cardholders.

On January 17, for Martin Luther King Jr. Day, we shared links to collections of e-books and audiobooks on Hoopla, and we posted a link to Dr. King's Letter from Birmingham Jail.

Patron Feedback

"I did not know you have online Chilton's! Excellent."

"I'm planning to attend! Loved Betty White! Thanks for the event!"

"Great job on these videos, Gavin!" [Referring to *Book Tasting with Gavin*.]

"Don't forget Mango Languages! My daughter loves it."

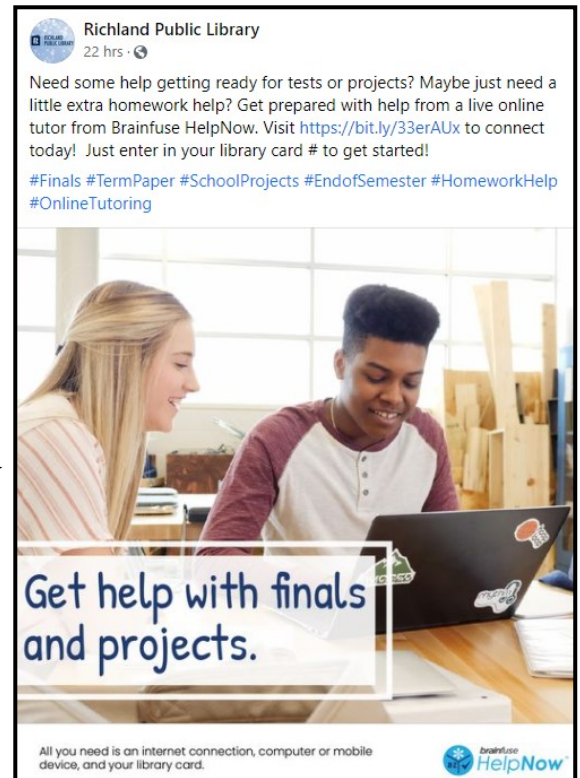
Our Social Media Links

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>



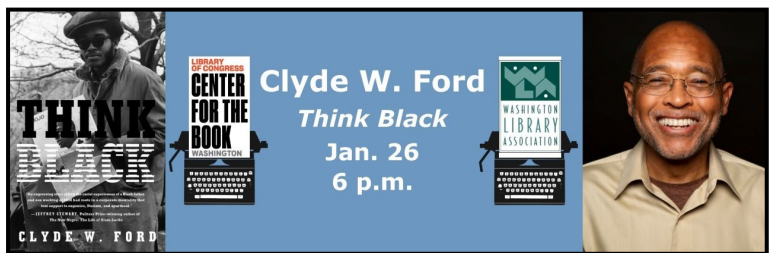
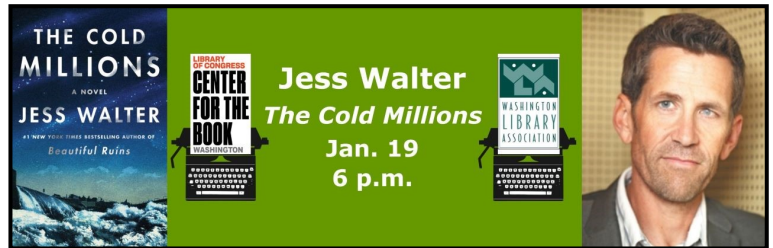
SOCIAL MEDIA HIGHLIGHTS (CONTINUED)

Washington State Book Award Webinars

During the month of January, we posted detailed information about several Zoom webinars being hosted by the Washington Center for the Book (a partnership of the Seattle Public Library and the Washington State Library) and the Washington Library Association. Our posts included links so that patrons could easily register to attend these free events.

The first webinar, held at 6 p.m. on January 19, was given by Jess Walter. He is the author of *The Cold Millions*, which won the 2021 Washington State Book Award for Fiction. The second webinar, held at 6 p.m. on January 26, was given by Clyde W. Ford. He is the author of *Think Black*, which won the 2021 Washington State Book Award for Creative Nonfiction.

More information about the 2021 winners and honor books is available at the following link.



<http://www.washingtoncenterforthebook.org/washington-state-book-awards-2021/>

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 on January 19 inviting teens to preregister for the High School Book to Movie Club showing of *Finding You* on Thursday, February 10. Also, in celebration of Betty White's birthday on January 17, we posted a graphic featuring several of her autobiographical books, along with DVDs of *Hot in Cleveland*, *The Proposal*, *You Again*, *The Golden Girls* episodes, and *Life With Elizabeth* episodes. Patrons could easily click on links to place holds on those items at the library.

<view.genial.ly/61e8ad3d0be6c10013cod3d2/interactive-image-high-school-book-to-movie-club-february-2022>

<view.genial.ly/61d375104917b90d6cac66cc/interactive-image-remembering-americas-golden-girl-betty-white-1922-2021>



NEW FOR FEBRUARY

Take Your Child to the Library Day

Saturday, February 5, is the 11th annual “Take Your Child to the Library Day.” From 10 a.m. to 4 p.m., we will be having a special drop-in program with a variety of activities for kids.

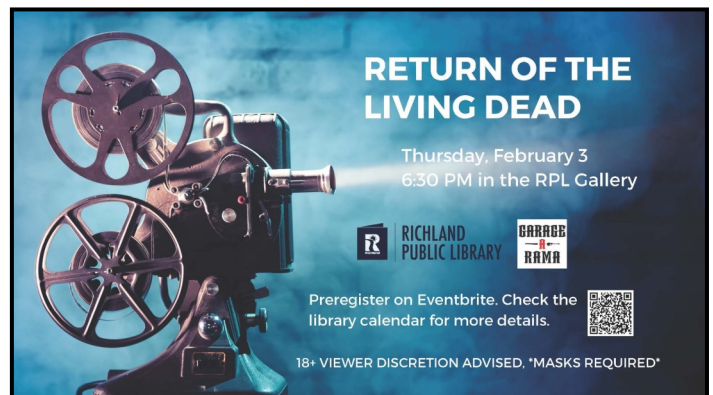
Our Facebook invitation says, “February 5th is the 11th annual Take Your Child to the Library Day! Drop in any time to enjoy fun activities for kids. We will have construction and other STEAM toys, coloring sheets and maybe even some simple crafts to make and take home. Supported by the Friends of the Richland Library. Preschoolers must be accompanied by an adult.”



“Viewer Discretion Is Advised” Movie Club

Gavin will be starting a new “Viewer Discretion Is Advised” movie club for adults in February. The first session will be held in the Gallery from 6:30 to 8:30 p.m. on Thursday, February 3. It was rescheduled for that date due to a snowstorm in January.

Our calendar entry says, “Join the ‘Viewer Discretion Is Advised’ 18+ movie club in the library gallery for our first film, *Return of the Living Dead* (1985, Rated R, 1h 31m). This event will include a special introduction and Q&A by the amazing misfits from the local podcast Garage-A-Rama! In their podcast, Kory, Howie, Aaron, Derek, and Katie discuss their mutual love of horror films and garage bands, with just a dash of all the other associated cultures. Pre-packaged snacks and bottled water will be provided by the Friends of the Richland Public Library. Masks are required.”



Space is limited to 34 attendees, so patrons are asked to preregister on [Eventbrite](#).

Washington State Book Award Webinar

The Washington Center for the Book and the Washington Library Association will be hosting a webinar over Zoom at 6 p.m. on February 2. It will feature Jennifer Haupt, the author of *Alone Together: Love, Grief, and Comfort in the Time of COVID-19*, winner of the 2021 Washington State Book Award for General Nonfiction. We shared a preregistration link on the library’s Facebook page in January.



NEW FOR FEBRUARY (CONTINUED)

Valentines for Seniors

We will be holding a special drop-in “Valentines for Seniors” craft session at the library from 10 a.m. to 4 p.m. on Saturday, February 5. Our calendar entry for this first event says, “Valentines for Seniors was such a hit last year, with over 800 Valentines collected. We would like to collect even more this year! Stop by and make some valentines and library staff will distribute them to local retirement homes. We will have a variety of fun supplies provided by the Friends of the Library so you can be creative.”

A second drop-in craft session will be held at the Richland Community Center from 5 to 8 p.m. on Monday, February 7. Our calendar entry says, “If you missed your chance to make some Valentines at the library, you can come to the Community Center and make some to be distributed to local retirement homes. If you made some at the library and want to make more, please come make more!”



High School Book to Movie Club

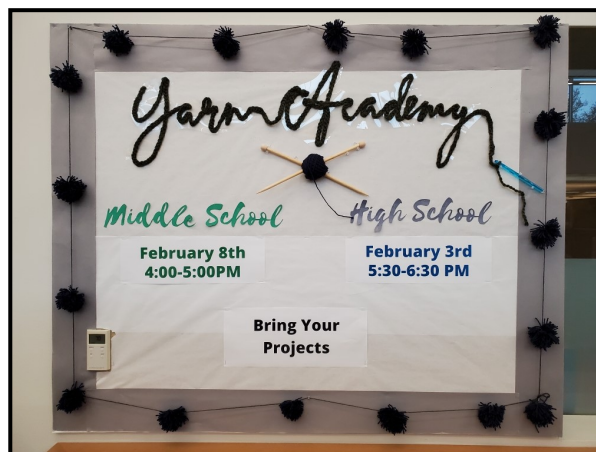
Our High School Book to Movie Club will be meeting from 6 to 8:30 p.m. on Thursday, February 10. This club is for high schoolers who are age 13 and older. For February, teens will be reading *There You'll Find Me* by Jenny B. Jones, and they will watch the movie adaptation, *Finding You* (2021).

Space is limited, so teens are asked to preregister on [Eventbrite](#). They can easily scan the QR code in our library display or on our Facebook page to go directly to the registration link.



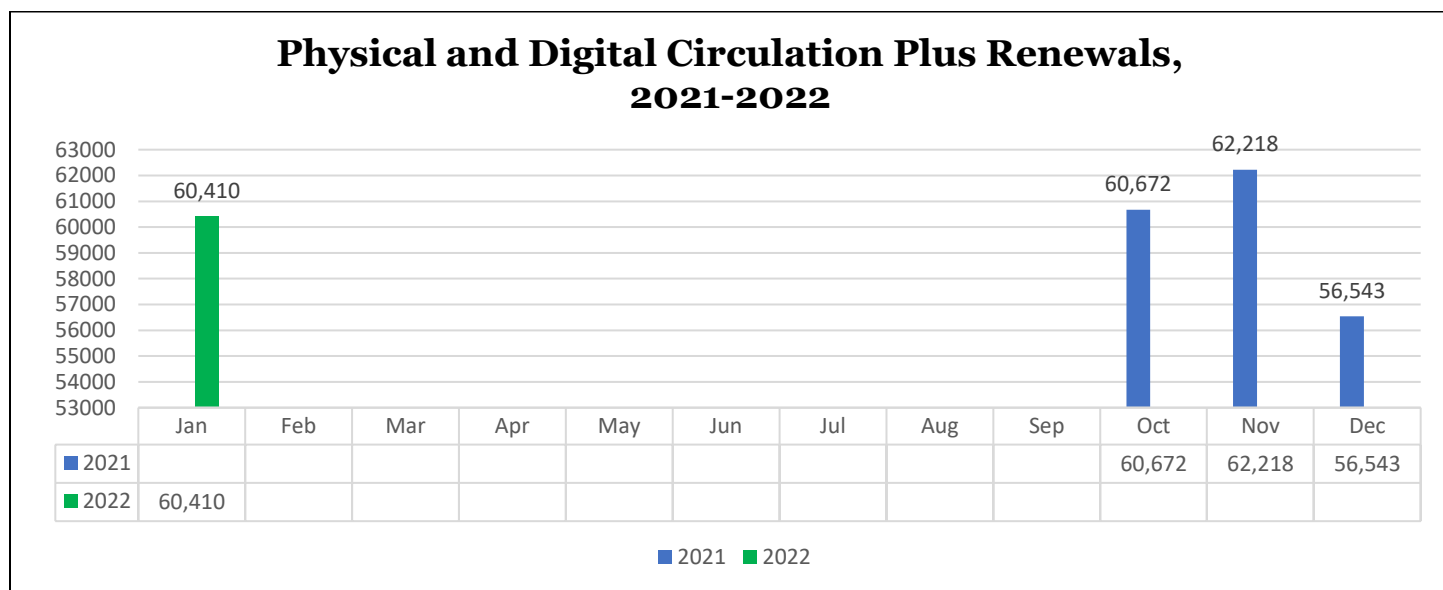
Recurring Programs Currently Scheduled

- High School Yarn Academy at 5:30 p.m. on Thursday, February 3
- Middle School Yarn Academy at 4 p.m. on Tuesday, February 8
- Singing Strings Ukulele Club teen/adult jam sessions at 6:30 p.m. on Tuesday, February 4, and Tuesday, February 18 (please note that the time has changed)



STATISTICS

TOTAL CIRCULATION

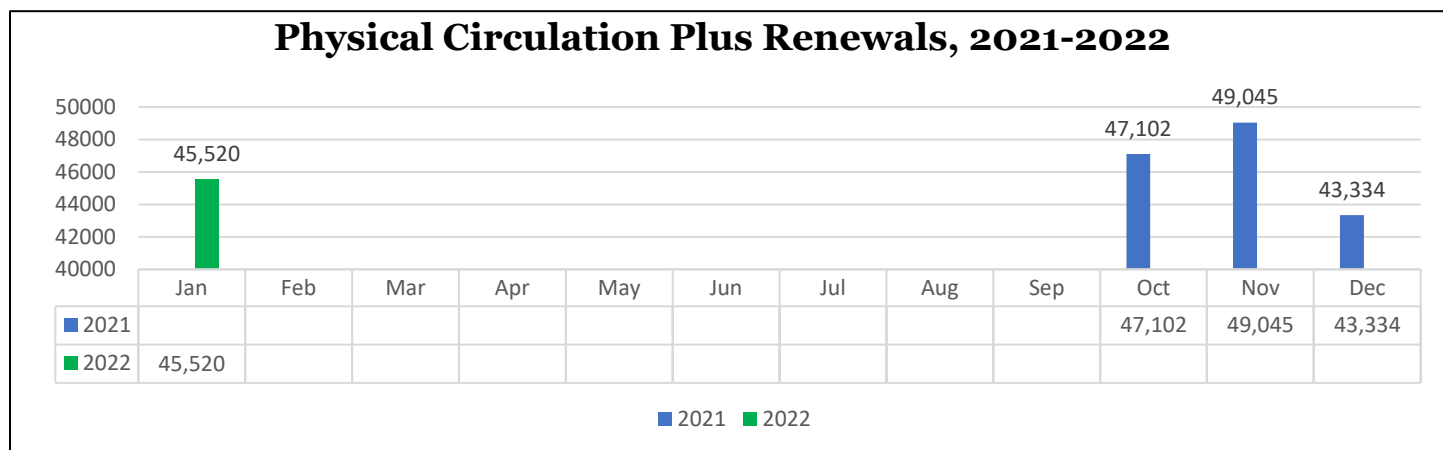


During the calendar month of January 2022, our total circulation was 46,224 items, of which 31,334 (67.8%) were physical items and 14,890 (32.2%) were digital items obtained through Hoopla, Kanopy, Mango, and Overdrive. Kanopy plays and Mango sessions are counted in this. We filled 3,700 requests for holds, and we had 73 curbside pickup deliveries for 53 patrons. Total circulation, not including physical item renewals, was up 10.3% in January compared to the 41,925 items checked out in December 2021.

Our digital circulation in January was up 12.7% compared to the 13,209 items checked out in December. Now that people are getting back into their normal routines after the holidays, digital usage has increased across most databases in January.

RPL patrons also renewed 14,186 physical items during this period. Including these physical item renewals, our overall circulation was 60,410, and was up 6.8% compared to the 56,543 items that circulated in December.

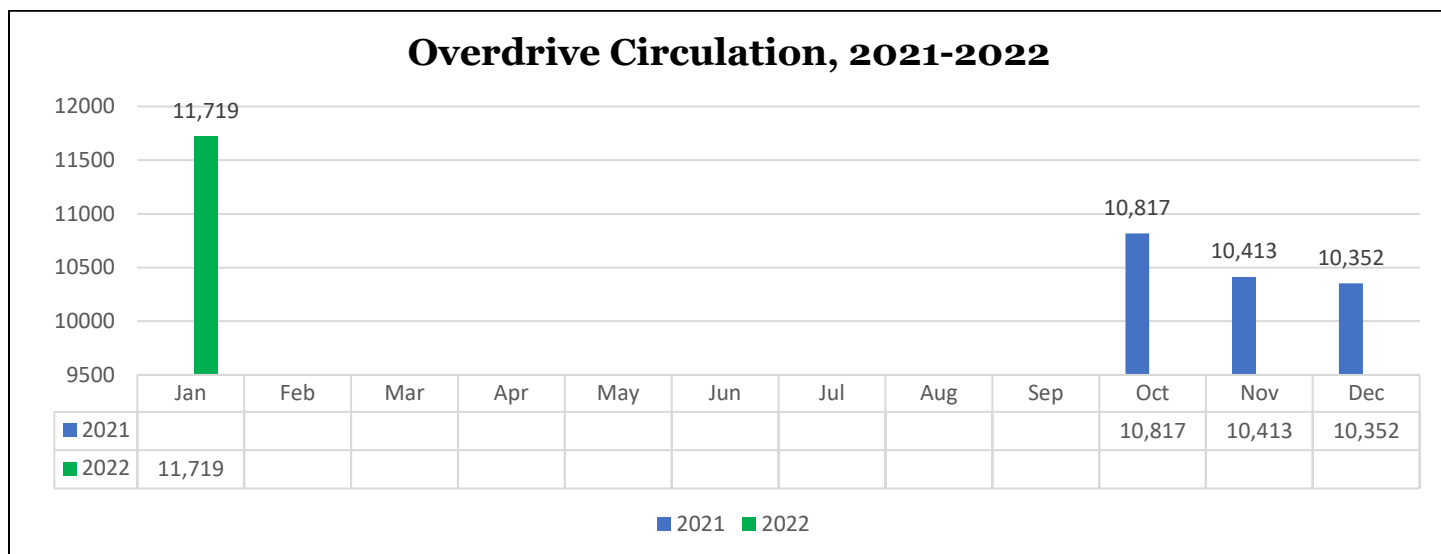
PHYSICAL CIRCULATION



Our patrons checked out 31,334 physical items in January 2022 and renewed 14,186 physical items, for a total of 45,520 items. That is up 5% compared to the 43,334 physical items that were checked out or renewed in December 2021. The top ten categories of physical items that circulated in January were Children's Chapter Book Fiction (3,602 items), Adult Nonfiction (3,508 items), Children's Storybooks (3,282 items), Adult Movies (2,634 items), Children's Nonfiction (2,430 items), Adult Fiction 2nd Floor (1,768 items), Children's Favorites on the Story Circle (1,721 items), Children's Graphic Novels (1,660 items), Adult New Books (1,048 items), and Children's Movies (1,048 items).

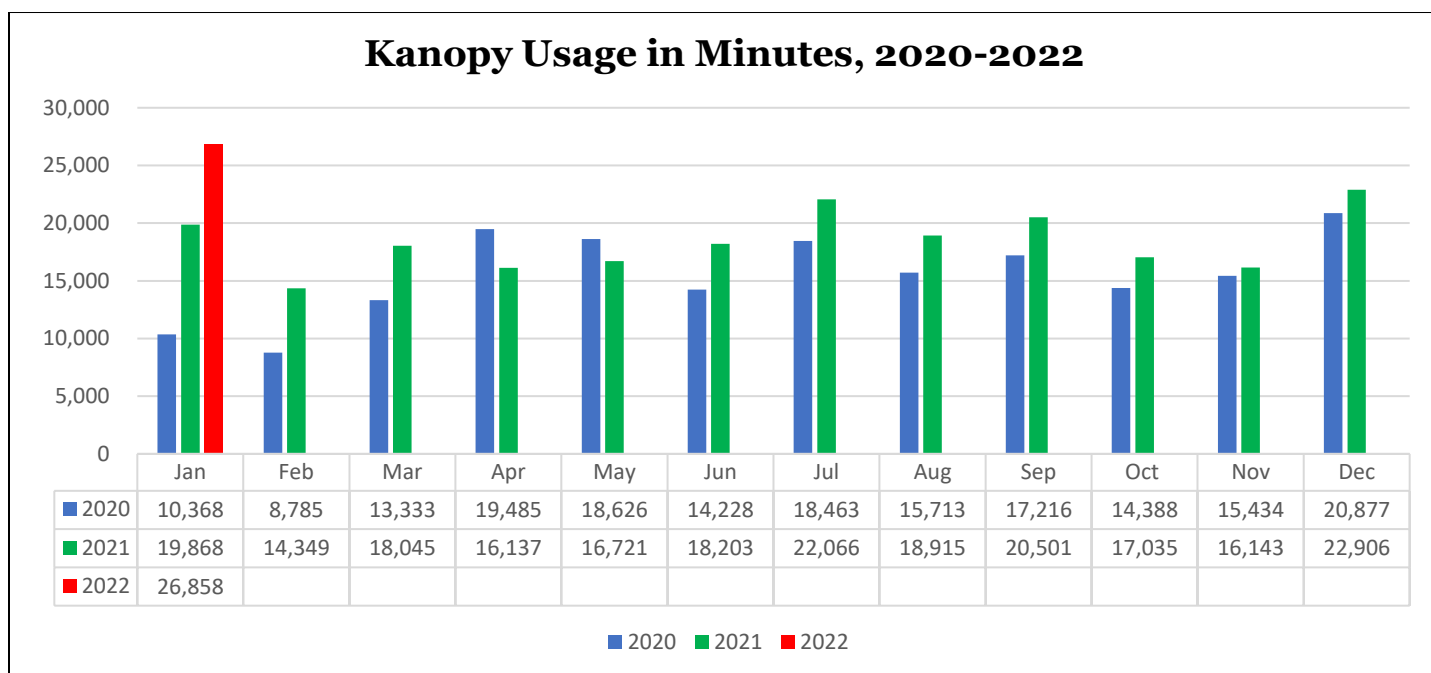
DIGITAL CIRCULATION

Overdrive



The 11,719 checkouts through Overdrive in January represent an increase of 13.2% over the 10,352 checkouts in December 2021. With its variety of items that can be checked out, Overdrive remains a favorite of RPL cardholders. This month's checkouts included 6,522 e-books (which were 56% of the Overdrive items checked out), 4,428 audiobooks (38%), and 769 e-magazines (6%). Much like Hoopla's, Overdrive usage is fairly consistent, unlike other digital offerings available through our website.

Kanopy

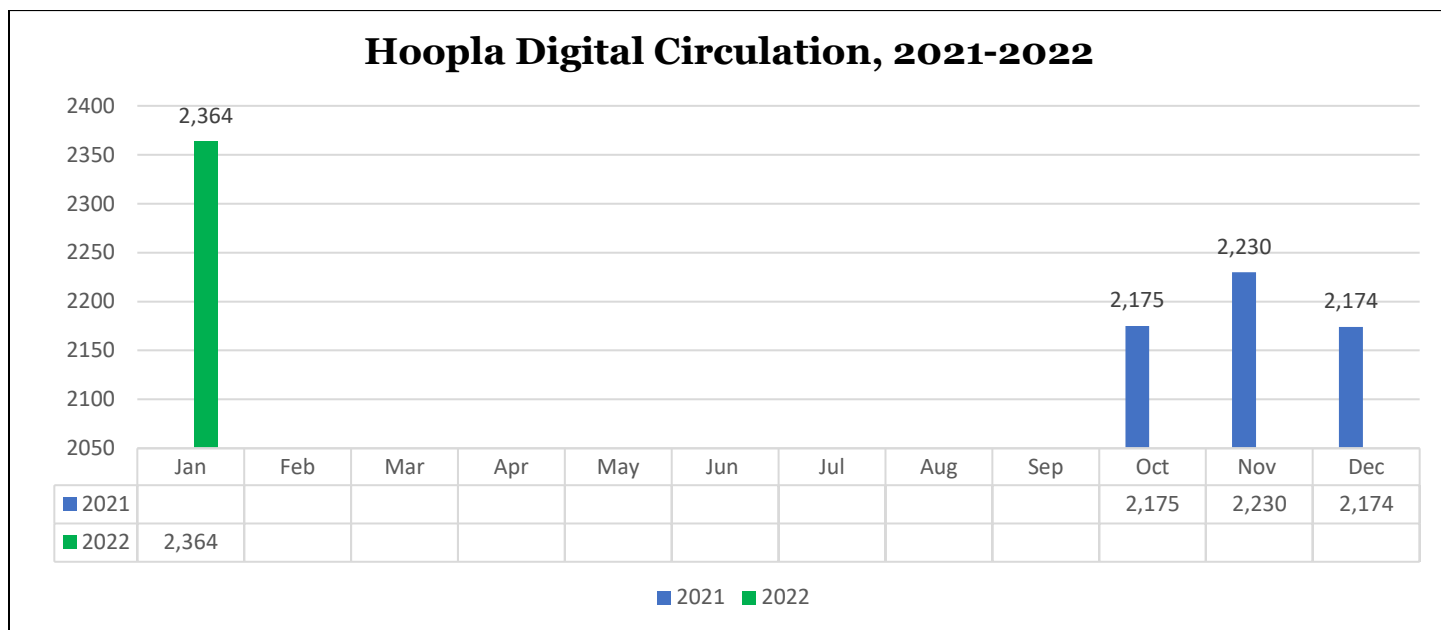


Patrons viewed 26,858 minutes of content on Kanopy in January 2022. This usage reflects an increase of 17.2% over the 22,906 minutes viewed in December 2021, as well as an increase of 35% over the 19,868 minutes viewed a year ago in January 2021.

Our cardholders from the United States, Mexico, and France viewed content on Kanopy in January, and cardholders in Canada also looked at what was available. Content was viewed on mobile devices (24.8%), desktops (24.2%), televisions (34.9%), and tablets (16.2%). The top five providers of content viewed this month were The History Channel, The Great Courses, Warner Bros., Kino Lorber, and MGM. Kanopy continues to be a favorite of RPL cardholders for both their learning and recreational needs.

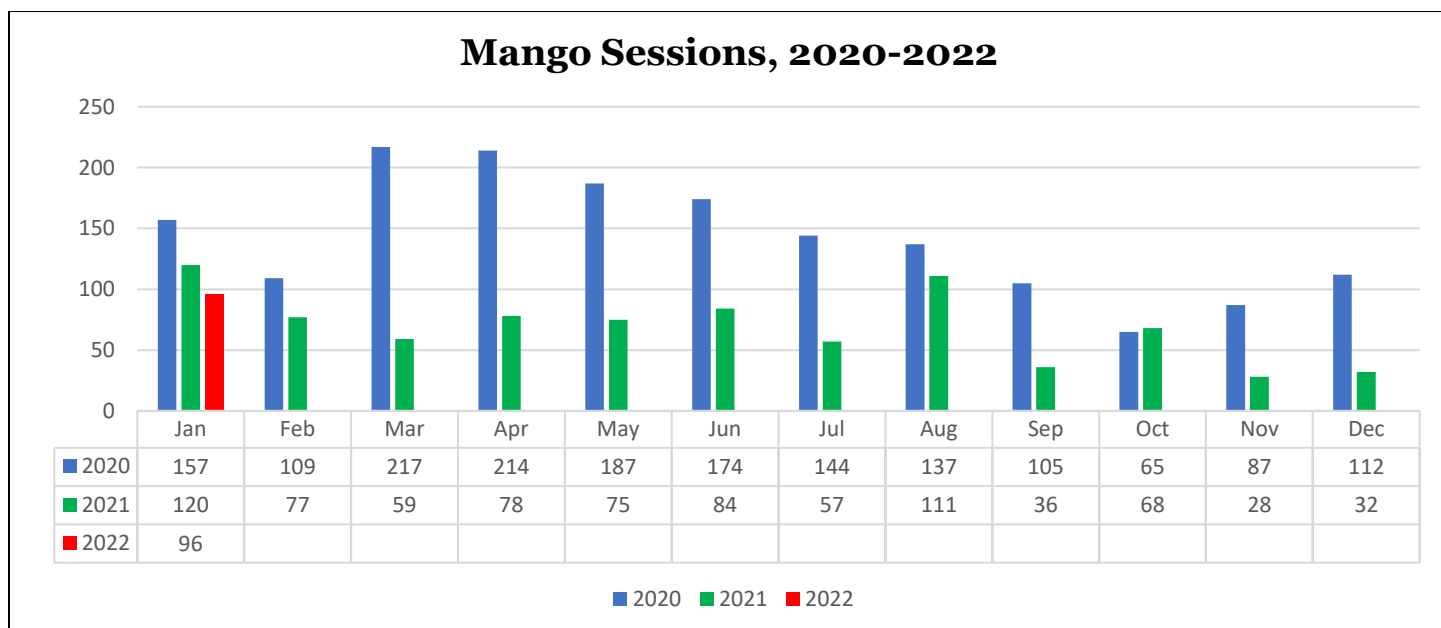
DIGITAL CIRCULATION (CONTINUED)

Hoopla



The 2,364 circulations in Hoopla Digital for January 2022 represent an increase of 8.7% over the 2,174 circulations in December 2021. Patrons checked out 1,173 audiobooks, 647 e-books and e-comics, 429 movies and television shows, 104 music items, and 11 BingePasses. Hoopla use by RPL cardholders tends to be fairly consistent. Our patrons enjoy the ability to stream the content they want without having to wait for titles to become available.

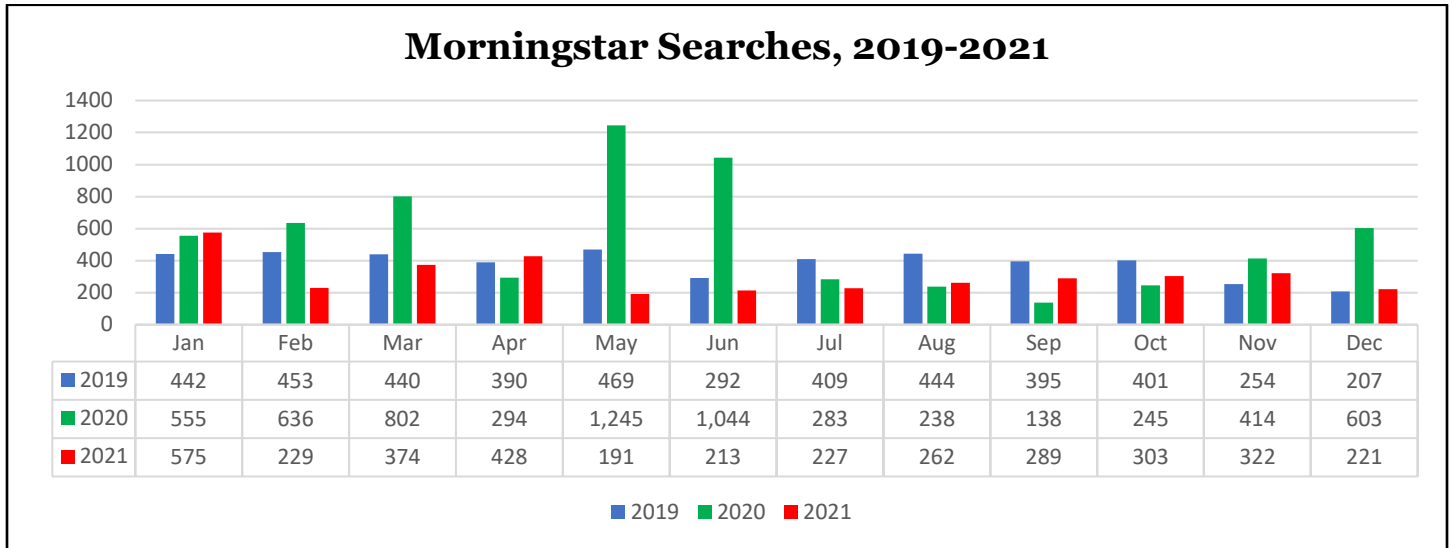
Mango



Mango was used by our patrons for 96 sessions in January 2022. Usage increased 200% compared to the 32 sessions that occurred in December 2021, but it was down 20% from the 120 sessions that occurred a year ago in January 2021. The top ten languages studied this month were Spanish, Latin American; Chinese, Mandarin; German; Italian; Korean; Japanese; Indonesian; French; Pirate; and Dutch. The use of Mango by our patrons continues to be hit and miss. The languages chosen for learning each month are usually the same ones that are consistently in the top ten, but the number of times the platform is used by our patrons varies greatly from month to month and year to year.

OTHER DIGITAL SERVICES

Morningstar

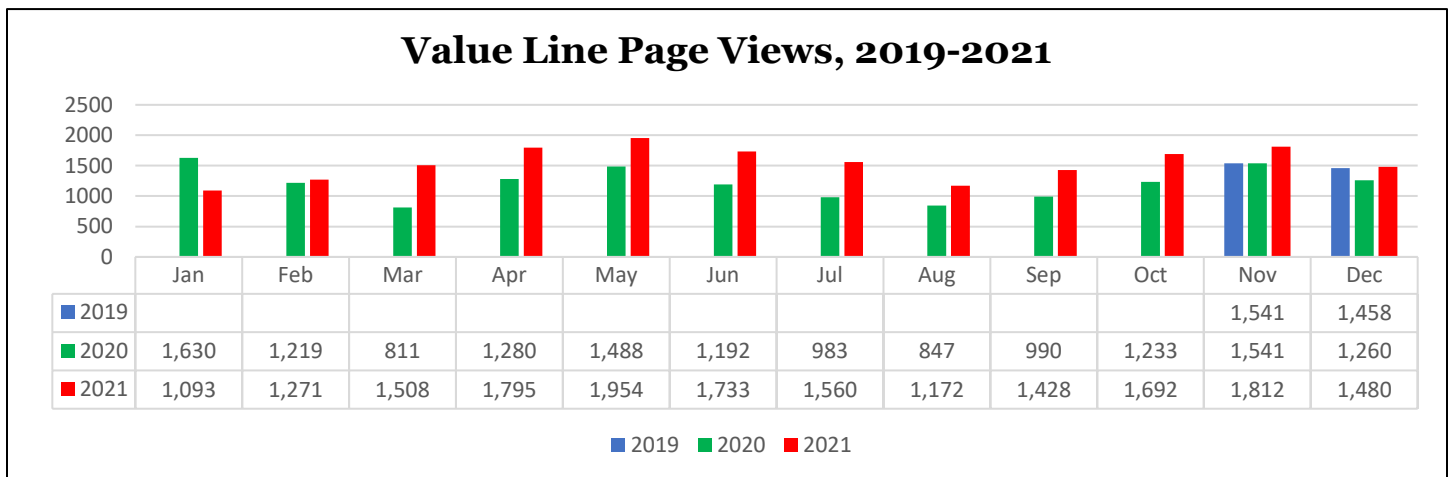


Morningstar was used for 221 searches in December 2021. This represents a decrease of 31.4% compared to the 322 searches in November 2021, as well as a decrease of 27% compared to the monthly average of 303 searches that occurred in 2021. Usage was also down 63.3% compared to the 603 searches a year earlier in December 2020. This decrease in Morningstar usage by RPL patrons is similar to decreases we saw in the usage of most other databases for the final month of 2021.

The monthly average of 303 searches in 2021 was down 43.9% compared to the monthly average of 541 searches in 2020, and it was also down 15.3% compared to the monthly average of 358 searches in 2019.

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

Value Line



Value Line had 1,480 page views for the month of December 2021. This represents a decrease of 18.3% compared to the 1,812 page views in November 2021, as well as a decrease of 4% compared to the monthly average of 1,542 page views that occurred in 2021. It also shows an increase of 17.5% over the 1,260 page views that occurred in December 2020. This decrease in Value Line usage by RPL patrons is similar to decreases we saw in the usage of most other databases for the final month of 2021.

The monthly average of 1,542 page views in 2021 was up 27.8% compared to the monthly average of 1,206 page views in 2020.

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

OTHER STATISTICS

Gate Count

Our total gate count for January was 9,445. Our busiest day this month was Saturday, January 15, with a gate count of 557.

Interlibrary Loans

In January, we received a total of 141 interlibrary loan requests from other libraries. Of those, 138 were for books, 2 were for articles, and 1 was for an audiovisual (A/V) item. We sent 46 books to other libraries during the month in response to interlibrary loan requests.

We also sent 11 interlibrary loan requests to other libraries for our patrons in January. Of those, 6 were for books, 3 were for periodical articles, 1 was for a microfiche reel, and 1 was for an A/V item. We had 9 items filled by other libraries, including 5 books, 3 periodical articles, and 1 microfiche reel. Requests are sometimes filled in a different month than when they were placed.

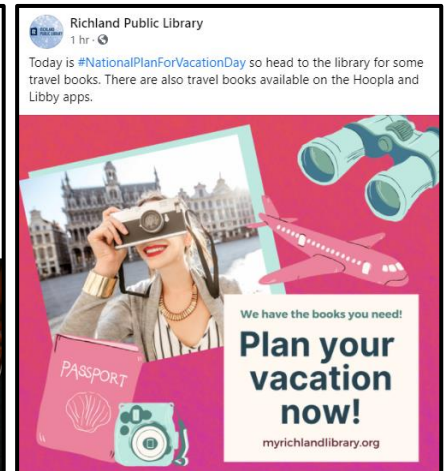
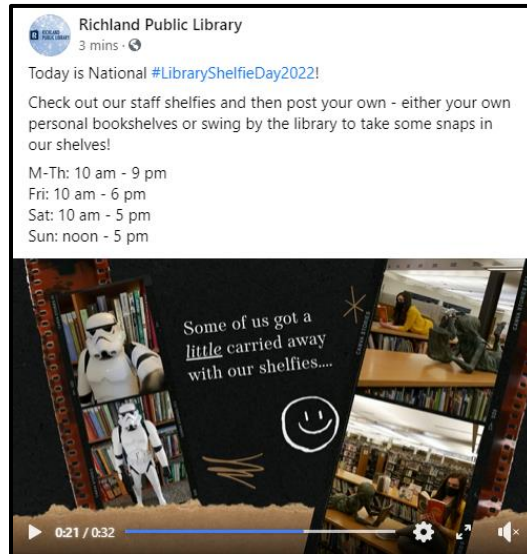
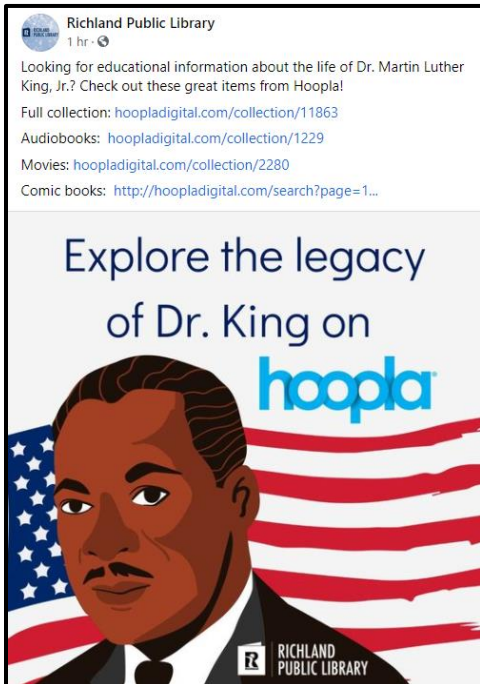
New Library Card Accounts

We created 189 new library card accounts in January. They included 153 resident cards, 24 nonresident cards, 10 limited access cards, and 2 interlibrary loan accounts.

We are now offering limited access library cards for patrons. This card may be issued to a patron residing in the Richland city limits without a permanent address, a teen (age 13 through 18) who has a student ID but did not bring a guardian to the library with them, or a new resident who did not bring proof of a Richland address. The card is valid for six months, allows patrons to check out five items at a time, and also allows the use of digital materials and library computers.

Public Internet Sessions

In January, our patrons had 652 public internet sessions for a total of 352 hours and 45 minutes.





LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/8/2022

Agenda Category: Approval of Bills

Prepared By: Christopher Nulph, Library Manager

Subject:

February 2022 Claims for Payment

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the January 1, 2022 through January 31, 2022 claims for payment.

Summary:

This is a review and approval of the January 1, 2022 through January 31, 2022 claims for payment.

Attachments:

1. 2022.02.08 Claims for Payment
2. January 2022 Payroll
3. January 2022 Voucher Listing



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

FEBRUARY 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 \$ \$141,003.47 this 8th day of February, 2022.

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

Voucher Listings	Amount
January 01, 2022 thru January 31, 2022	\$44,683.37

Transfer Advice (Salaries)	
Salaries for the weeks of: December 20, 2021 thru January 16, 2022	\$96,320.10

MONTHLY EXPENSES	\$141,003.47
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Comments: COR Voucher Listing January 2022
COR Library Expenditure January 2022

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME	SIGNATURE
1. Your Name Here	1. 02/03/2022
2. Your Name Here	2. 02/03/2022
3. Your Name Here	3. 02/03/2022

I.N.

CITY OF RICHLAND

LIBRARY EXPENDITURE

January 2022

Month/Year

PAY PERIODS From December 20, 2021 through January 16, 2022

GROSS SALARIES \$ 96,320.10

		Gross Wages	Total
WEEK OF:	<u>01/06/22</u>	<u>44,422.25</u>	<u>44,422.25</u>
WEEK OF:	<u>01/20/22</u>	<u>51,897.85</u>	<u>51,897.85</u>
WEEK OF:	<u> </u>	<u> </u>	<u>-</u>
	TOTAL	<u>96,320.10</u>	<u>96,320.10</u>

Library Voucher Listing

Begin Date: 1/1/2022

End Date: 1/31/2022

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	ENVISIONWARE INC		INV-US-56622	1/7/2022	297070	ENVISIONWARE RENEWAL CASH REGISTERS 2022	\$9,362.90
	K8188700/3583	OCLC INC		1000179272	1/28/2022	297719	CATALOGING METADATA ILL 12/1-12/31/21	\$1,163.73
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$10,526.63
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$11,690.36			YTD % USED: N/A		
INFORMATION TECHNOLOGY TOTAL:								\$10,526.63
	K8721000/4201	FRONTIER		1/22 2061882614	1/7/2022	297071	TELEPHONE CHARGE 12/19/21-1/18/22	\$144.89
	K8721000/4201	VERIZON WIRELESS		9895428374	1/12/2022	297182	NASPO DECEMBER WIRELESS	\$89.46
	K8721000/4201	FRONTIER		01/22 5099433152	1/26/2022	297579	TELEPHONE CHARGE 1/4/22 - 2/3/22	\$689.32
TELEPHONE & COMM SVCS TOTAL:								\$923.67
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$826.69			YTD % USED: N/A		
	K8721000/4504	XEROX CORP		015238096	1/28/2022	297751	3UA295134 DECEMBER 2021 BASE CHARGE	\$201.24
	K8721000/4504	XEROX CORP		015238098	1/28/2022	297751	3UA295258 DECEMBER 2021 BASE CHARGE	\$179.83
	K8721000/4504	XEROX CORP		015238097	1/28/2022	297751	3UA295169 DECEMBER 2021 BASE CHARGE	\$80.77

Library Voucher Listing

Begin Date: 1/1/2022

End Date: 1/31/2022

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4504	XEROX CORP		015323269	1/28/2022	297751	3UA296344 DECEMBER 2021 BASE CHARGE	\$285.46
COPIER/FAX LEASE RENTAL MAINT TOTAL:								\$747.30
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$758.16			YTD % USED: N/A		
	K8721000/4601	WASHINGTON CITIES IN		15388	1/5/2022	8873	2022 LIABILITY AND/OR PROGRAM ASSESSMENT	\$75.00
	K8721000/4601	WASHINGTON CITIES IN		15388	1/5/2022	8873	2022 LIABILITY AND/OR PROGRAM ASSESSMENT	\$30,215.00
INSURANCE TOTAL:								\$30,290.00
INSURANCE - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$30,290.00			YTD % USED: N/A		
	K8721000/4207	BANK OF AMERICA		123121	1/3/2022	8878	Library Merchant Service Fees	\$43.15
MERCHANT SVC FEES TOTAL:								\$43.15
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$43.15			YTD % USED: N/A		
LIBRARY ADMINISTRATION TOTAL:								\$32,004.12
	K8722100/3401	CENTER POINT		1897826	1/26/2022	297426	PLATINUM MYSTERY SERIES/WESTERN SERIES	\$1,194.77

Library Voucher Listing

Begin Date: 1/1/2022

End Date: 1/31/2022

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	PRO MOTION INC.		S57167	1/28/2022	297724	BOOKPAGE 12 MONLTHY SHIPMENTS 1/1-12/31/22	\$957.85
LIBRARY RESOURCES TOTAL:								\$2,152.62
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$0.00			YTD ACTUAL: \$60,384.37			YTD % USED: N/A		
LIBRARY PUBLIC SERVICE TOTAL:								\$2,152.62
LIBRARY NON-FACILITIES TOTAL:								\$44,683.37

Library Voucher Listing

Begin Date: 1/1/2022

End Date: 1/31/2022

FACILITIES EXPENDITURES

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
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LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/8/2022

Agenda Category: Unfinished 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. Existing policy was adopted in 1988 and has not been revised. This proposed update to existing policy includes considerations from the December Board meeting discussion and a review by Emily Booth.

Attachments:
I. COLLECTION DEVELOPMENT POLICY Final

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, the 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, or materials already in the collection may be considered unnecessary or unsuitable.

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 selects 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 when 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. This is decided by the 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 materials. Any labeling, sequestering, alteration, or discarding of materials because of controversy surrounding the author or subject matter will not be allowed. 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. Richland citizens can use the [Request for Library Materials form](#) to request the purchase of a particular item or subject. However, all suggestions 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 are used to help RPL in developing a collection which serves the interests and needs of the community.

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 form.

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 donations. In accordance with IRS regulations, RPL leaves the determination of donation/gift values to the donor.

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 February 8, 2022



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 2/8/2022

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Strategic Planning Discussion

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Strategic Planning consultants from Berry Dunn will be on hand to receive input from Board Members and to answer questions about the planning process.

Attachments: