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, March 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.

Call to Order/Attendance:

Introduction of Guests:

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

1. February 8, 2022 Library Board Meeting Minutes

Report of the Library Manager:

2. March 2022 Library Manager's Report
   - Christopher Nulph, Library Manager
3. March 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. March 2022 Claims for Payment
   - Christopher Nulph, Library Manager

Unfinished Business:

New Business:

5. Officer Elections
   - Christopher Nulph, Library Manager
6. Non-Resident Policy

- Christopher Nulph, Library Manager

7. Parental Policy
   - Christopher Nulph, Library Manager
8. Circulation Policy Updates
   - Christopher Nulph, Library Manager
9. Library Capital Improvement Program Grant
   - Christopher Nulph, Library Manager

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, April 12, 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: 3/8/2022

Agenda Category: Approval of Minutes

Prepared By: Christopher Nulph, Library Manager

Subject:
February 8, 2022 Library Board Meeting Minutes

Department:
Parks & Public Facilities

Recommended Motion:
Move to approve the 02-08-2022 meeting minutes.

Summary:
The draft of the 02-08-2022 Library Board Meeting Minutes is included for consideration.

Attachments:
1. 2022.02.08 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
February 8, 2022, 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 CONSULTANTS FROM BERRYDUNN; JR CLANTON AND JASON GENCK, AND RUTH METZ FROM RUTH METZ ASSOCIATES.

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 DECEMBER 14, 2021 AND JANUARY 11, 2022 MEETINGS. BAORD MEMBER LIGHTNER MOVED AND VICE-CHAIR BOOTH SECONDED THE MOTION TO APPROVE THE MINUTES OF DECEMBER 14, 2021 AND JANUARY 11, 2022 AS IS. THE MOTION CARRIED 5-0.

REPORT OF THE LIBRARY MANAGER:
The library resumed full operating hours the beginning of January.

Novel Café will have a soft opening on February 11 and continue normal operating hours starting February 14.

Faxing services have been added to the copiers and are free for patrons.

PUBLIC COMMENTS:
There were no members of the public present.

APPROVAL OF BILLS:
VICE-CHAIR BOOTH MOVED AND BOARD MEMBER BUXTON SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR FEBRUARY 2022 IN THE AMOUNT OF $141,003.47. THE MOTION CARRIED 5- 0.

DRAFT

UNFINISHED BUSINESS:

1. Board Members voted on the approval of the Collection Development Policy. Chair Maier asked for a motion to approve the Collection Development Policy. Board Member Hernandez moved, and Vice-Chair Booth seconded the motion to approve the Collection Development Policy as it. The motion carried 5-0.

NEW BUSINESS:

1. Consultants from BerryDunn, Jason Genck, and JR Clanton, and Ruth Metz from Ruth Metz Associates led a discussion on where the library is currently at with the strategic planning process and when they expected the process to be complete.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:

1. Officer Elections.

ADJOURNMENT:

CHAIR ADJOURNED THE MEETING AT 6:41 P.M.

APPROVED: ATTEST:

_____ _____

Kurt Maier, Library Board Chair Kylie Barada, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:

DRAFT

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/8/2022

Agenda Category: Report of the Library Manager

Prepared By: Christopher Nulph, Library Manager

Subject:
March 2022 Library Manager's Report

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Library Manager Nulph's March 2022 report is included for discussion.

Attachments:
1. 2022.03.08 Library Manager's Report

LIBRARY MANAGER'S REPORT

Richland Public Library Board
March 8, 2022

State of Library Services

The library is in the process of acquiring equipment and services to improve the functionality of our service desks. We will be adding RFID pads to the Fiction and Children's desks to give them checkout capabilities. We are acquiring hardware to allow for monitoring capabilities of security cameras and locking of doors from the front desk. We are adding more public PCs back into service. Once added, we will increase the amount of time patrons may spend on those PCs. Patrons with library cards may have up to three, one-hour sessions, for three hours total. Patrons with guest passes may have up to two, one-hour sessions, for two hours total. The library's Wi-Fi has been experiencing technical issues on occasion. IT is working with our staff to troubleshoot and resolve these errors. While Novel Coffee and Teas has restored all their equipment, staffing delays has resulted in minimal operation at this point. We have delayed marketing of the reopening until consistent operation can be achieved.

The library saw strong performance for some of our programming this month. Story Time continues to build back its popularity with attendance numbers topping 50 a few times this month. The STEAM programs for young children are also receiving considerable attention with one event topping 80 participants. Our largest programs of the month included an after-hours piano concert with 125 patrons in attendance and a multi-activity Take Your Child to the Library Day with 113 attendees. Returning this year was the popular Valentines for Seniors initiative. We received approximately 900 patron designed valentines to distribute to seniors throughout the City of Richland to celebrate Valentine's Day.

The strategic planning process has continued through February. During the month of February, our consultants closed out the public input phase of the project. The community Task Force and library staff have analyzed the input and identified the three primary roles of the library. While we have not given the roles an official label, they generally fall under these three themes: Community Anchor, Knowledge Nursery, and Community Connector. Community Anchor focuses on library as a place for neighbors to gather and interact. Knowledge Nursery focuses on the library's role in providing learning opportunities and encouraging community education. Community Connector focuses on outreach and connecting resources external to the library to patrons. From here, we will develop strategies and desired outcomes for each role. Our consultants will be back in town the weekend of March 26.

The fine free workshop session went well. Joe, Kurt, and I presented the proposed policy update and the benefits of making such a change. The Council had several questions for Kurt and I to answer. The video has posted under CityView for the 2/22 Workshop meeting for viewing. We hope to move this process along in the coming meetings.

The mask mandate will end March 12. At the moment, it is the Board's decision whether we want to resume in person meetings or not. Should we decide to resume in person meetings, we must continue to provide a virtual option for those that do not wish to attend in person. This is due to the circumstance that an emergency is still declared, and, under the provisions of the Open Public Meetings Act, a remote component must be offered. The alternative is to remain entirely virtual until this requirement changes.

The annual library report for City Council has been scheduled for April 19. Library staff is preparing the report and will share this with the Board once completed.

Library Statistics

Our gate numbers continue to have an upward trend with the expanded hours and increase in service offerings. For much of last year, our gate count hovered around a 5,000-8,000+ gate count. This year, we have recorded 9,445 in January and 10,466 in February. This was buoyed by a few days in which school was out. We saw large crowds those days, including our largest gate count day of the month. Despite the high gate count, our overall circulation returned to a range that is in line with what we saw last year. Last month saw year highs in many of the digital categories, which we saw rebound more in line with last year's numbers. Often people get new devices for the holidays which will cause a January bump in digital statistics. Mango and Kanopy continued to see strong numbers compared to the past 12 months.

Staffing Updates

There are open postings for two intermittent Library Assistant I positions, which were unfilled from our last series of vacancies.

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/8/2022 Agenda Category: Report of the Library Manager

Prepared By: Christopher Nulph, Library Manager

Subject:
March 2022 Library Statistics

Department:
Parks & Public Facilities

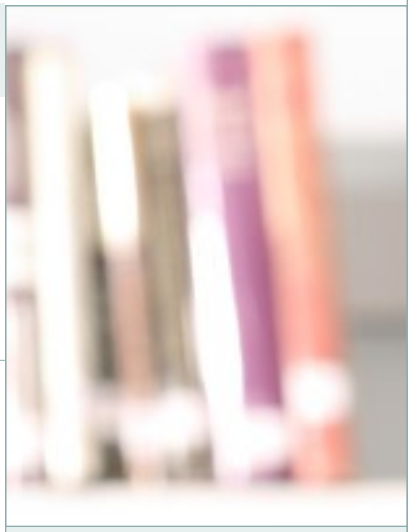
Recommended Motion:
Discussion only.

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

Attachments:
1. 2022.03.08 Library Statistics

RICHLAND PUBLIC LIBRARY

February 2022 Statistics Report for the March Board Meeting



SUMMARY

During the month of February, we were 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 were available from 12 to 6 p.m. on Mondays through Thursdays, and from noon to 5 p.m. on Fridays.

Recurring programs held this month included the High School Yarn Academy, the Middle School Yarn Academy, the High School Book to Movie Club, two Singing Strings Ukulele Club teen/adult jams, two STEAMplay programs, and a STEAMkids program. We also held Tuesday evening story times, Wednesday morning active toddler story times, and Friday morning preschool story times.

We started a new "Viewer Discretion Advised" Movie Club for adults ages 18 and up. The first session was on February 3, when patrons watched *Return of the Living Dead*.

On Saturday, February 5, we held a drop-in "Valentines for Seniors" craft program at the library. We also handed out a Valentine Take-and-Make Kit this month so families could make valentines at home. By February 10, we had collected more than 900 valentines to donate.

That program coincided with our drop-in "Take Your Child to the Library Day" event, which had 113 attendees.

On Friday, February 25, we hosted an after-hours Mozart and Beethoven Variations Concert by the local chapter of the Washington State Music Teachers Association. Approximately 125 people attended.

FEBRUARY STATISTICS

- Overall Circulation with Renewals: 57,185 items
- Digital Items Checked Out: 12,746
- Physical Items Checked Out: 30,709
- Physical Items Renewed: 13,730
- Holds Filled: 3,193
- Hoopla Circulation: 2,187 items
- Kanopy Circulation: 20,490 minutes
- Overdrive Circulation: 9,851 items
- Mango: 118 sessions
- New Library Card Accounts: 180
- Internet Sessions: 795

CHILDREN'S PROGRAMS

Story Times at the Library

Children's Services Librarian Kelly Reed held Wednesday morning active toddler story times at 10 a.m. on February 2, 9, 16, and 23; and Friday morning preschool story times at 10 a.m. on February 4, 11, 18, and 25.

Kelly and Librarian Joyce Willis also held Tuesday evening story times at 6 p.m. on February 1, 8, 15, and 22. Our calendar entries for those events said, "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."

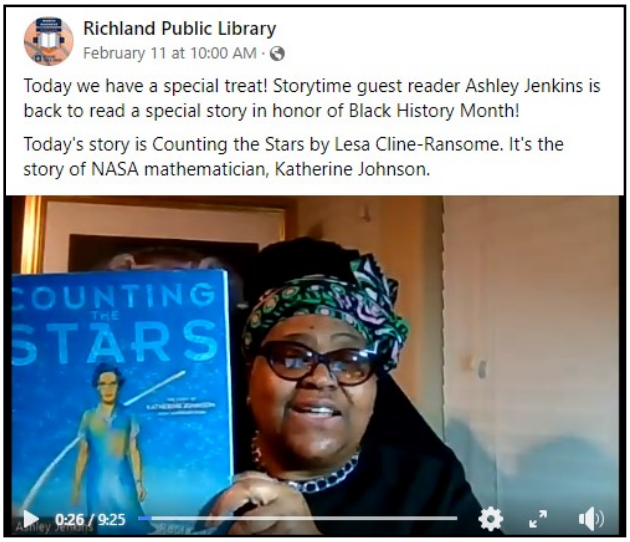
Children's Take-and-Make Kits

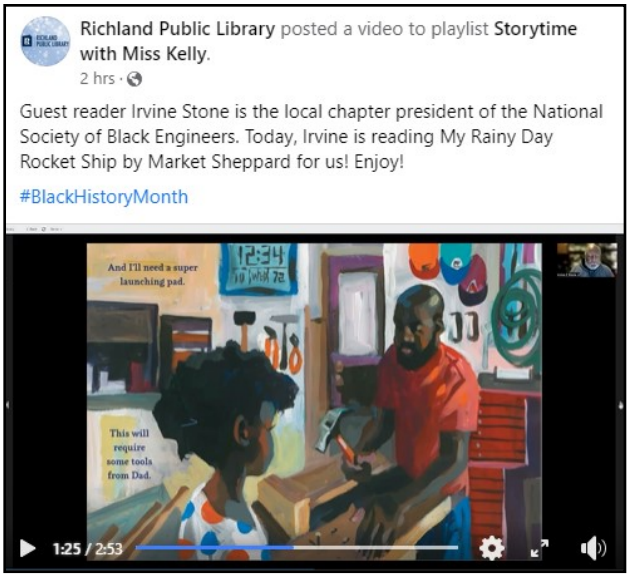
Kelly often hands out take-and-make kits after story times. For Valentine's Day week, she handed out an elementary kit with a simple origami heart and some heart tangrams to cut out; a preschool kit with a heart ornament, a cardboard heart, and a crayon; and a toddler kit with a heart dot valentine and dot stickers.

Black History Month Story Time Videos

In honor of Black History Month, we invited two special guests to read books for our story time videos this month. On February 11, we posted a story time video featuring special guest Ashley Jenkins from the Psi Nu Omega chapter of Alpha Kappa Alpha sorority. For the video, she read *Counting the Stars* by Lesa Cline-Ransome, a book about NASA mathematician Katherine Johnson.

On February 28, we posted a story time video featuring special guest Irvine Stone, the local chapter president of the National Society of Black Engineers. For the video, he read *My Rainy Day Rocket Ship* by Markette Sheppard.





Special Guest Video Feedback

"That was some AMAZING reading Ashley Jenkins! I definitely have to find this book to continue the story. Thanks for your time!"

"Love it Ashley Jenkins!"

"That was magnificent reading!"

"Present Black History reading to future Black History. Proud to call you friend/sister."

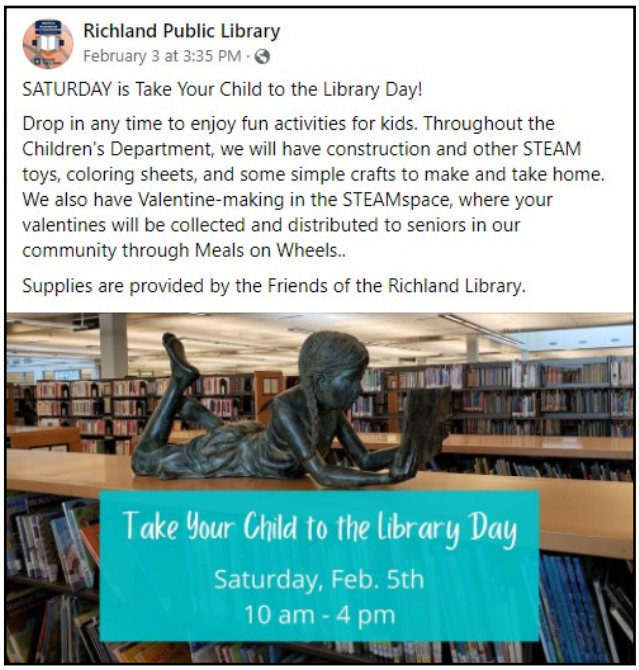
"Excellent reading, Ashley, of Black History."

CHILDREN'S PROGRAMS (CONTINUED)

Take Your Child to the Library Day

We held a special "Take Your Child to the Library Day" event from 10 a.m. to 4 p.m. on Saturday, February 5. This drop-in event featured construction and other STEAM toys, coloring pages, and simple craft projects for children.

Our calendar invitation said, "February 5th is the 11th annual Take Your Child to the Library Day! Drop in any time to enjoy 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."



Preschool STEAMplay and STEAMkids

We held Preschool STEAMplay programs on Thursday, February 10, and Thursday, February 17. Patrons were invited to drop in any time between 10 a.m. and noon to enjoy blocks, games, and other STEAM activities. We also held a drop-in STEAMkids program from 10 a.m. to noon on Saturday, February 26, featuring blocks, construction sets, and other fun STEAM activities.

TEEN PROGRAMS

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 Thursday, February 3. Our Middle School Yarn Academy for tweens and teens in grades 5 through 8 met from 4 to 5 p.m. on Tuesday, February 8.

High School Book to Movie Club

Our High School Book to Movie Club met 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 read *There You'll Find Me* by Jenny B. Jones and then watched the movie adaptation, *Finding You* (2021). Space was limited, so teens were asked to preregister on Eventbrite. They could easily scan the QR code in our library display or on our Facebook page to go directly to the registration link.

Singing Strings Ukulele Club

The Singing Strings Ukulele Club held teen/adult jam sessions at 6:30 p.m. on Tuesday, February 1, and Tuesday, February 15. STEAMspace Coordinator Johanna Talbott co-leads this group.

FAMILY PROGRAMS

Valentines for Seniors

Teen Services Librarian Michelle Haffner created our "Valentines for Seniors" program in 2021, encouraging patrons to donate handmade valentines for area seniors living in retirement and nursing homes. It was one of our most popular programs last year, so we held it again for 2022.

On Saturday, February 5, we held a special drop-in "Valentines for Seniors" craft session at the library from 10 a.m. to 4 p.m. Our calendar entry for that event said, "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." This event coincided with "Take Your Child to the Library Day," so many families eagerly participated in both programs.

We also handed out 100 Valentine Take-and-Make Kits at the library so families could make valentines at home, both for themselves and to donate.

On Tuesday, February 8, our friends from Mid-Columbia Meals on Wheels picked up 578 valentines from Michelle to deliver to area seniors. We encouraged our patrons to continue bringing valentines to the library through Friday, February 10.

This year, Michelle ended up collecting more than 900 valentines that were distributed through Meals on Wheels, Brookdale Senior Living Center, and Windsong Memory Care.

ALL-AGES PROGRAMS

Washington State Music Teachers Association Concert

One of our community partners, the local chapter of the Washington State Music Teachers Association, held an after-hours "Mozart and Beethoven Variations Concert" at 7 p.m. on Friday, February 25, in the Doris Roberts Gallery.

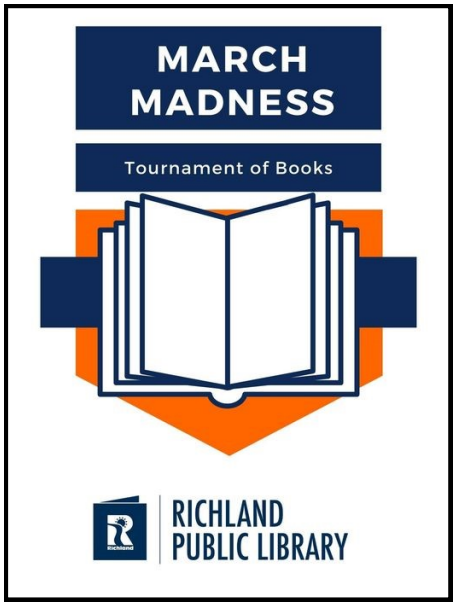
Our Facebook invitation said, "Please join the Tri-Cities Music Teachers Chapter for a Variations Concert to raise funds for our student scholarships. 13 pianists will play two themes and 27 variations by Mozart and Beethoven." The concert was free of charge, but donations were accepted toward the scholarship fund.

This was an extremely popular program, with 125 people attending throughout the evening.

March Madness Tournament of Books Recommendations

In early February, we posted on social media to let patrons know about our upcoming March Madness Tournament of Books, and to ask them to recommend books for the competition.

Our first post about this event stated, "March Madness is coming soon and we are taking book recommendations for our Tournament of Books! In the comments, please let us know what books you want to see in this year's showdown. Last year's HEATED final battle between *The Hobbit* and *The Monster at the End of This Book* got a little intense. Both will be included in this year's bracket — can they go the distance?"

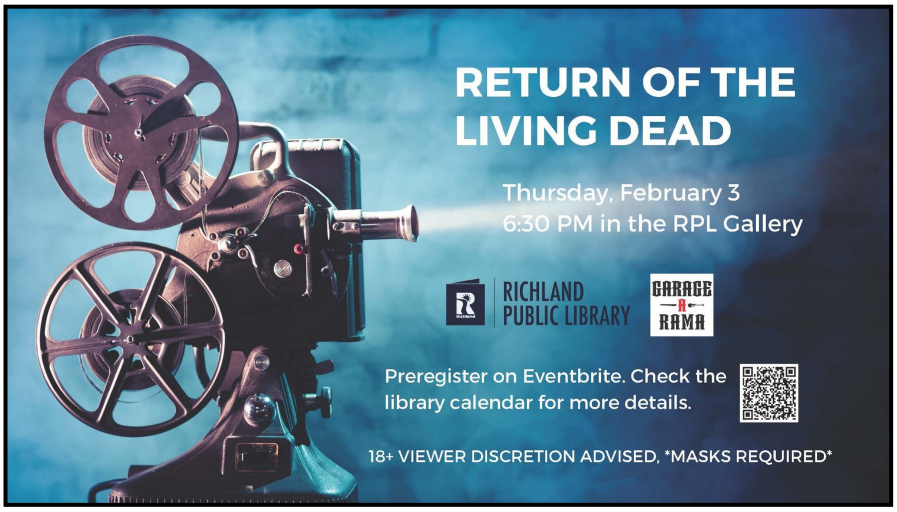


Beanstack Challenge

Our Beanstack Winter Reading Challenge ran from January 1 through 31. We had 72 users register for the challenge, and they logged more than 28,000 minutes of reading time. We had 19 users complete the entire challenge and qualified for prizes. Prize bags handed out at the library included plastic travel coffee mugs for older patrons, fun glowsticks for younger patrons, bags of microwave popcorn, hot cocoa mix, and candy.

ADULT PROGRAMS

"Viewer Discretion Is Advised" Movie Club



Adult Services Librarian Gavin Lightfoot debuted a new "Viewer Discretion Is Advised" movie club for adults in February. Patrons were asked to preregister for this free program on Eventbrite.

The first session was 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 said, "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."

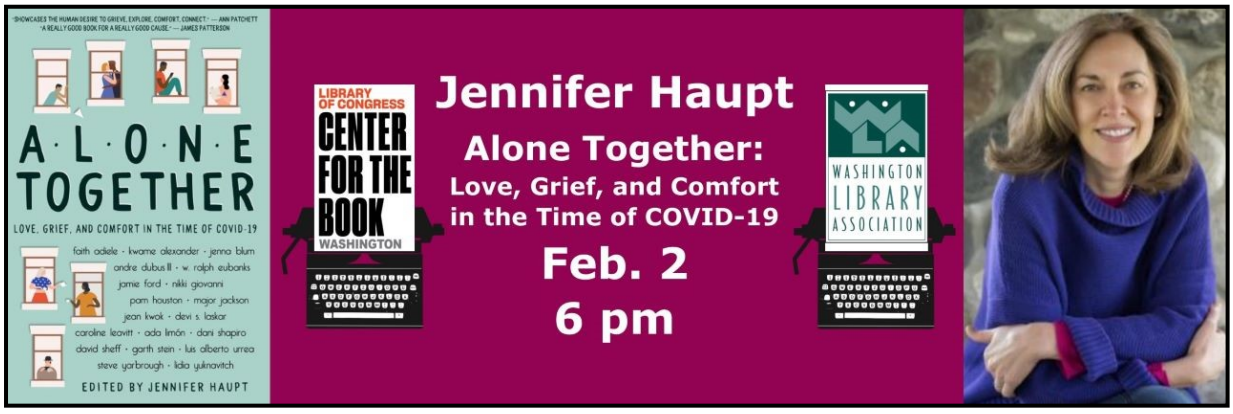
Washington State Book Award Webinar

The Washington Center for the Book and the Washington Library Association hosted a webinar over Zoom at 6 p.m. on February 2. It featured Jennifer Haupt, the author of *Alone Together: Love, Grief, and Comfort in the Time of COVID-19*, which won the 2021 Washington State Book Award for General Nonfiction. We shared a preregistration link on the library's Facebook page and invited patrons to attend.

This was the third in a series of online webinars that were held over Zoom in early 2022.

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

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



LIBRARY DISPLAYS

"Chinese New Year" Display

Chinese New Year, also known as Spring Festival or Lunar New Year in many countries, is an annual festival that begins with the first new moon of the year. The celebration is meant to usher out the old year and bring forth the luck and prosperity in the new one. In 2022, Chinese New Year was celebrated from February 1 through 11.

Library Assistant Mary Brown-Elmore created a colorful tabletop Chinese New Year display located between the self-check kiosks. The display featured a variety of books about Chinese New Year, a small tree with red envelopes that are traditionally given as gifts for Chinese New Year, and twinkling lights. Library Assistant Martha Einan created a two-sided printable handout featuring a selection of recommended children's books about Chinese New Year and Lunar New Year.

Some featured books included *Bringing in the New Year* by Grace Lin, *Chinese New Year: A Celebration for Everyone* by Jen Sookfong Lee, and *Chinese Origami for Children: Fold Zodiac Animals, Festival Decorations, and Other Creations* by Yue Hu and Jian Li.

"Black History Month: Celebrating African-American Achievement" Display

Black History Month is observed in February, celebrating the rich cultural heritage and achievements of African Americans while promoting the study of Black history. Mary created a display focused on this year's theme of "Black Health and Wellness," and we kept it stocked with a selection of books about Black doctors, healers, researchers, and scientists.

We also created handouts featuring adult and children's books. Books ranged from children's nonfiction biographies, including *Brave, Black, First: 50+ African American Women Who Changed the World* by Cheryl Willis Hudson and *Black Pioneers of Science and Invention* by Louis Haber, to adult nonfiction such as *1001 Things Everyone Should Know About African American History* by Jeffrey Stewart.

LIBRARY DISPLAYS (CONTINUED)

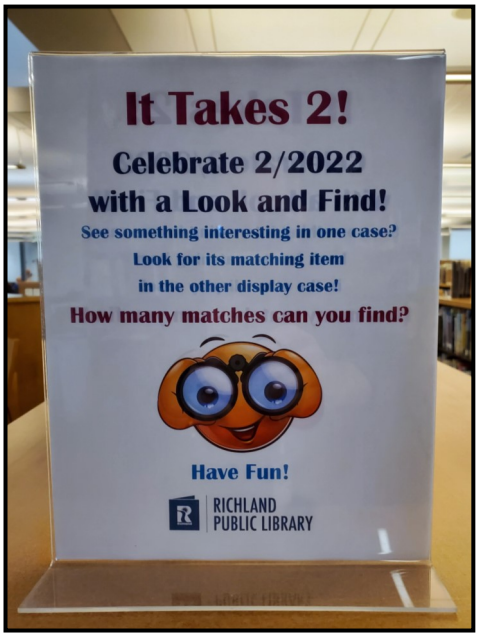
"It Takes Two" Display

February 22, 2022 is also known as 2/2/22, and it fell on a Tuesday. To celebrate, Mary and Library Assistant Alyssa Uretsky-Pratt created an "It Takes Two" Display for the children's department. This colorful display featured children's books about twin, sibling, and friend pairs, including books like *Duck & Goose* by Tad Hill and *Dot & Jabber and the Great Acorn Mystery* by Ellen Stoll Walsh.

To go with the display, Martha created a handout featuring children's books about pairs. It included recommended storybooks, chapter books, middle grade books, graphic novels, and audiobooks for children from toddlers to tweens.

"Look and Find" Display

In celebration of 2/22, Kelly gathered small paired items for the display cases at the end of the storybook shelves. Each case had an item that matched an item in the other case. Young patrons enjoyed going back and forth between the display cases to find the matching items.

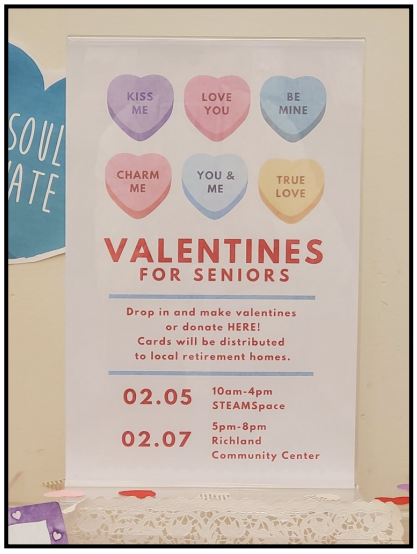


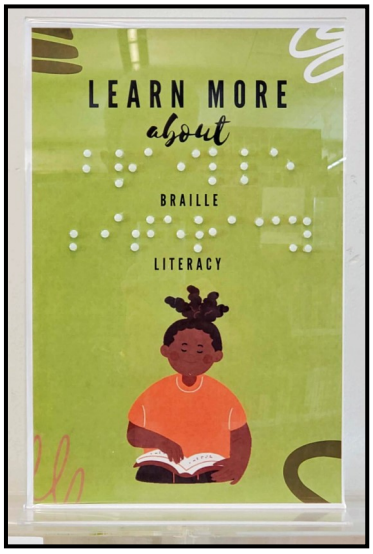
"I Spy" Bulletin Board

In January, 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. Mary added new items to the board in February and updated the list of clues.

LIBRARY DISPLAYS (CONTINUED)

"Valentines for Seniors" Display





In mid January, Mary created a tabletop display in the library to publicize our "Valentines for Seniors" program and encourage patrons to contribute handmade valentines. The colorful display featured a selection of Valentine's Day themed books, conversation hearts, information about the program, and a "donate here" box to collect handmade valentines for area seniors.

"Braille Literacy Month" Display

After Valentine's Day, Mary removed the "Valentines for Seniors" display and turned it into a tabletop display for Braille Literacy Month, which is observed in February. The display featured a selection of books from our collection about Louis Braille, who invented the braille language for blind and visually impaired readers; books in braille or teaching braille; and fiction and nonfiction books featuring people who read in braille. We also obtained some items from the Washington Talking Book and Braille Library to help with the display, and we included a recommended book list handout and a "Write Your Name in Braille" learning activity for patrons.

Public Comment Boards

The City of Richland is currently working with a consultant and seeking public comments to help with the development of a 10-year strategic plan for the library. As part of this process, we placed a display board at the front entrance of the library asking patrons to submit their comments and recommendations on sticky notes. Two similar boards seeking input were located at the Richland City Hall and at the Richland Community Center.

In addition to two community meetings and an online survey conducted earlier this year, these boards provided patrons with another opportunity to make comments and recommendations.

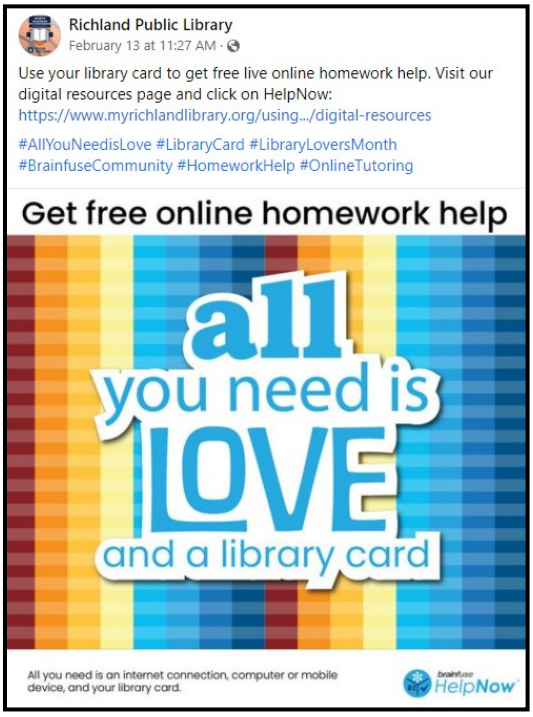
SOCIAL MEDIA HIGHLIGHTS

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.

On the first day of February, we posted to wish patrons a happy Lunar New Year and to invite them to come check out our display near the circulation desk.

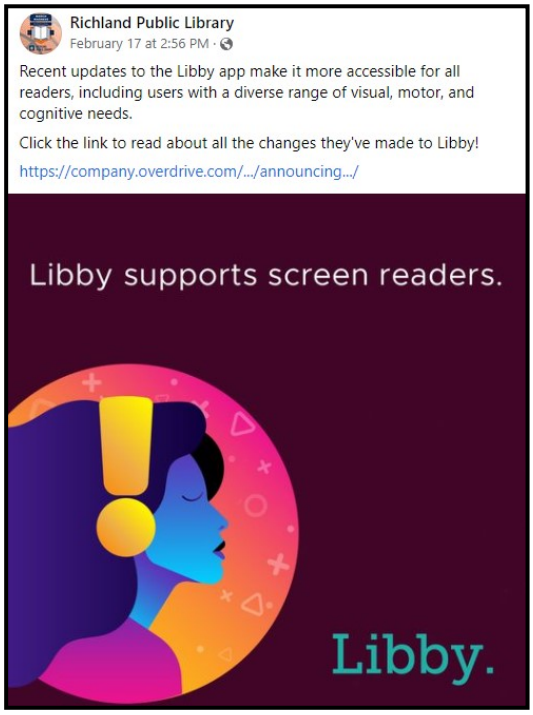
The following day, we posted to wish patrons a happy Groundhog Day and to suggest that they place a hold on the *Groundhog Day* movie to check out.



We posted to remind patrons that the library was accepting public comments for the development of a ten-year strategic plan, and we provided a link to the planning page and survey on the library's website. Comments were accepted until February 20. We also posted to let them know they could leave comments on bulletin boards at the library, City Hall, and Community Center.

At the start of each new month, patrons get new borrows on Hoopla Digital. We posted to let patrons know that February was also a BONUS BORROW month, so patrons could check out hundreds of additional titles without using up their regular borrows.

On February 10, we let patrons know about "Color Our Collections" week, sponsored by the New York Academy of Medicine Library. We posted a link to their collection of free coloring pages.



In mid February, we posted to let patrons know about MedlinePlus, an online health information resource for patients and their families and friends. We shared a link for easy access. We also posted about modified hours for City of Richland facilities, including the library, for President's Day on February 21.

We shared information about the free tutoring services for kids and adults available through Brainfuse HelpNow. We provided a link so that patrons could easily access adult learning tools, including U.S. citizenship test prep, resume assistance, high school equivalency test prep, and more.

Later in February, we posted to let patrons know about recent updates to the Libby app to make it more accessible for all readers.

SOCIAL MEDIA HIGHLIGHTS (CONTINUED)

National Retro Day Photograph of the Library

For National Retro Day, on February 27, we posted a great photo from the Hanford History Project's Community Collection. It was taken at a Richland Public Library open house in 1952.

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 February 16 featuring children's books for Black History Month, and a graphic on February 18 featuring mindfulness books for kids. Patrons can easily click on links to place holds on items at the library or to check them out from Libby/Overdrive and Hoopla.

view.genial.ly/61f446d2b6132f001183eb1f/interactive-content-black-history-month-2022

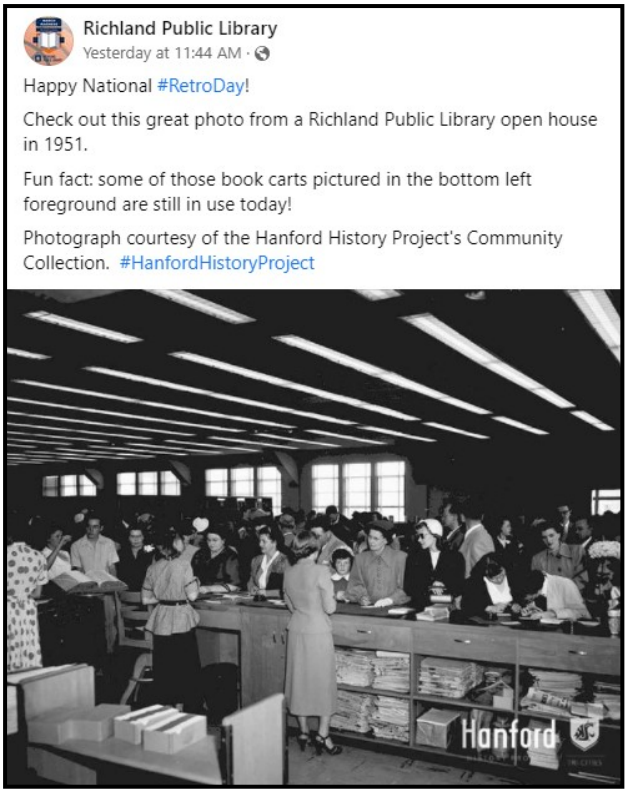
view.genial.ly/61e75873c1c7f30013a737ad/interactive-content-mindfulness-for-kids

Patron Feedback

"So happy to see these types of activities [Take Your Children to the Library Day and the Valentines for Seniors craft session] returning!!"

"We had so much fun, thank you!"

"Thank you, RPL! I have been using Overdrive a lot during the last 2 years, particularly when confined with the pandemic precautions. I have also enjoyed occasional use of Hoopla and Kanopy. Great services!"



Our Social Media Links

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

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

Our Twitter feed may be viewed at the following link.

https://twitter.com/RichlandLib

NEW FOR MARCH

March Madness Tournament of Books

We will be holding the March Madness Tournament of Books this month, pairing books recommended by patrons into head-to-head competitions. Our post on February 24 said, "Starting on MONDAY, February 28th, you will be asked to pick a favorite in each matchup by voting with your FB reactions. The book in each matchup with the most votes the following Sunday evening will move forward to the next round. Vote ONLINE on Facebook or Twitter OR you can vote in person at both the Library and the Richland Community Center! If you are voting in person, don't forget to fill out a raffle ticket for your chance to win some fun prizes!" The first round started with 64 different books in 32 matchups.

Movie Matinee: *Clifford, the Big Red Dog*

We will be showing a movie matinee from 2 to 4 p.m. on Friday, March 11, in the Doris Roberts Gallery. Our calendar entry says, "It's a no school day, so round up the kids and head to the library for a movie! *Clifford, the Big Red Dog* will be shown. Movie license is provided by Windermere. The movie, snacks, and crafts are provided by Friends of the Library."

Tri-Cities Community Lecture Series Presentation

The Friends of the Richland Public Library will be hosting "Fighting for Love: Strong Women in Onscreen Romances," a Tri-Cities Community Lecture Series presentation, from 7 to 8:30 p.m. on Thursday, March 17. Patrons can also attend the presentation over Zoom.

The Tri-Cities Community Lecture Series website says, "How do film and television portray romance for strong, independent women? Why should we care? Join Professor Allison Palumbo as they explore 40 years of fighting female characters onscreen—from private eyes to cops and spies—who struggle to find love. Even in these fictional worlds, where anything should be possible, romantic relationships tend to disempower female-bodied characters, no matter how kick-ass or otherwise empowered they might seem."

Parks and Recreation Coordinator Lisa Adams is a member of the Lecture Series Committee. For more information about upcoming lectures, please visit the Tri-Cities Community Lecture Series website at the following link. www.cbcartscenter.com/lectures/

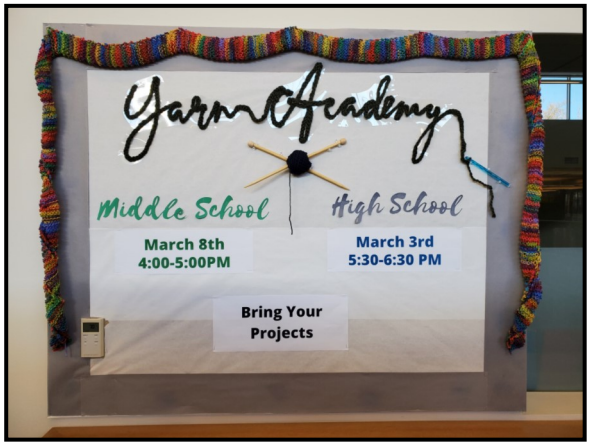
NEW FOR MARCH (CONTINUED)

Viewer Discretion Advised Movie Club

Our Viewer Discretion Advised Movie Club will be meeting from 6:30 to 8:30 p.m. on Thursday, March 3, in the Doris Roberts Gallery. This month, the group will be watching *Zardoz*, Sean Connery's dystopian classic from 1974. Prepackaged snacks and bottled water will be provided by the Friends of the Richland Public Library.

Patrons must be 18 or older to attend, and preregistration on Eventbrite is required.

Local Author Talk



Local author Glenn Fink will be in the Doris Roberts Gallery from 6:30 to 8 p.m. on Monday, March 7, to talk about his new book, *The Gospel: God's Great Undoing*. He will have copies of the book available for purchase and autographing.

High School Book to Movie Club

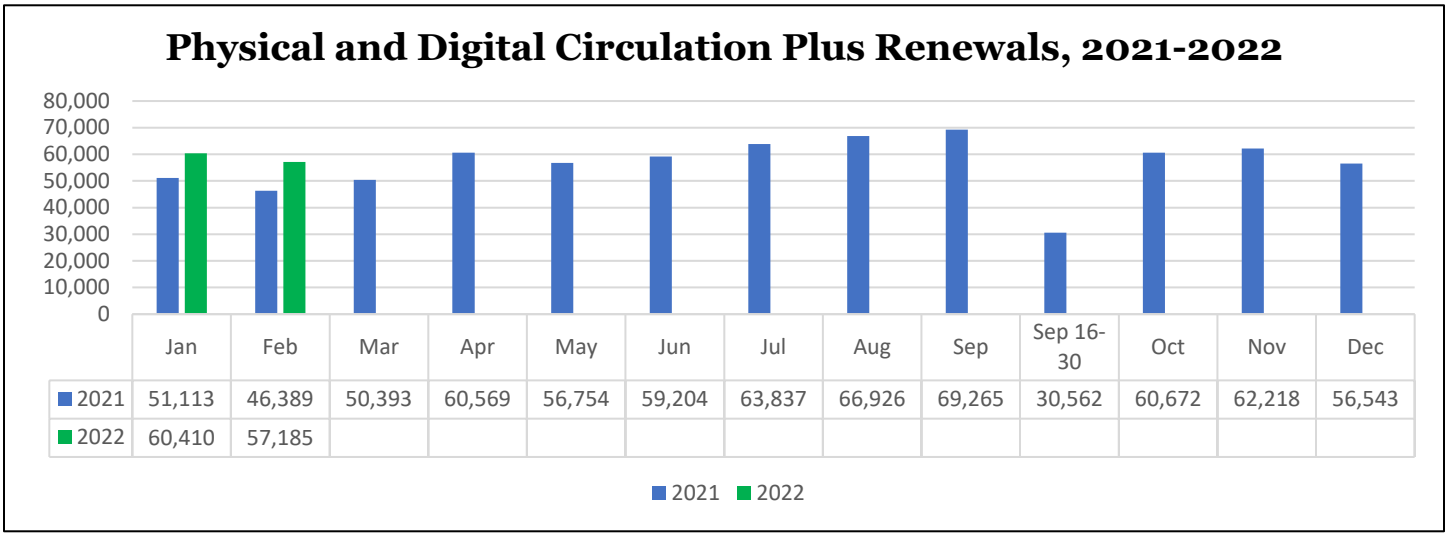
Our High School Book to Movie Club will be meeting from 6 to 8:30 p.m. on Thursday, March 10. This club is for high schoolers who are age 13 and older. For March, teens will be reading *Harry Potter and the Sorcerer's Stone* by J. K. Rowling and watching the movie adaptation.

Recurring Programs

- Singing Strings Ukulele Club teen/adult jam sessions at 6:30 p.m. on Tuesday, March 1, and Tuesday, March 15
- High School Yarn Academy at 5:30 p.m. on Thursday, March 3, and Middle School Yarn Academy at 4 p.m. on Tuesday, March 8
- Preschool STEAMplay from 10 a.m. to noon on Thursday, March 3
- STEAMkids from 10 a.m. to 2 p.m. on Thursday, March 10, and from 10 a.m. to noon on Saturday, March 19
- Pop-Up Mini STEAMkids from noon to 1 p.m. on Thursday, March 24, and Thursday, March 31
- Evening Story Times at 6 p.m. on Tuesdays, Active Story Times at 10 a.m. on Wednesdays, and Preschool Story Times at 10 a.m. on Fridays

STATISTICS

TOTAL CIRCULATION



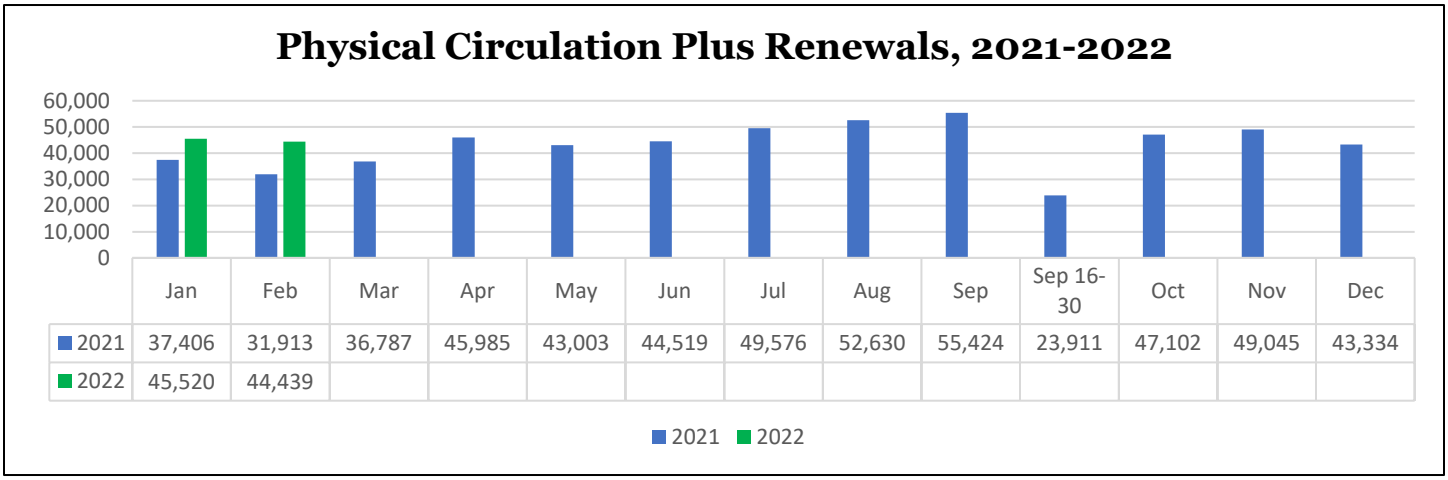
During the calendar month of February 2022, our total circulation was 43,455 items, of which 30,709 (71%) were physical items and 12,746 (29%) were digital items obtained through Hoopla, Kanopy, Mango, and Overdrive. Kanopy plays and Mango sessions are counted in this, but physical item renewals are not. We filled 3,193 requests for holds, and we had 47 curbside pickup deliveries for 32 patrons.

Physical plus digital circulation, not including renewals, was down 6% compared to the 46,224 items checked out in January 2022. Digital circulation was down 14.4% compared to the 14,890 items checked out in January.

Our patrons also renewed 13,730 physical items in February. Including these physical item renewals, our overall circulation was 57,185. That overall circulation was down 5.3% compared to the 60,410 items that circulated in January, but was up 1.1% compared to the 56,543 items that circulated in December 2021.

Please note that the January through September 2021 statistics in this graph are mid-month to mid-month statistics (December 16 through January 15, for example). We switched to full months in October.

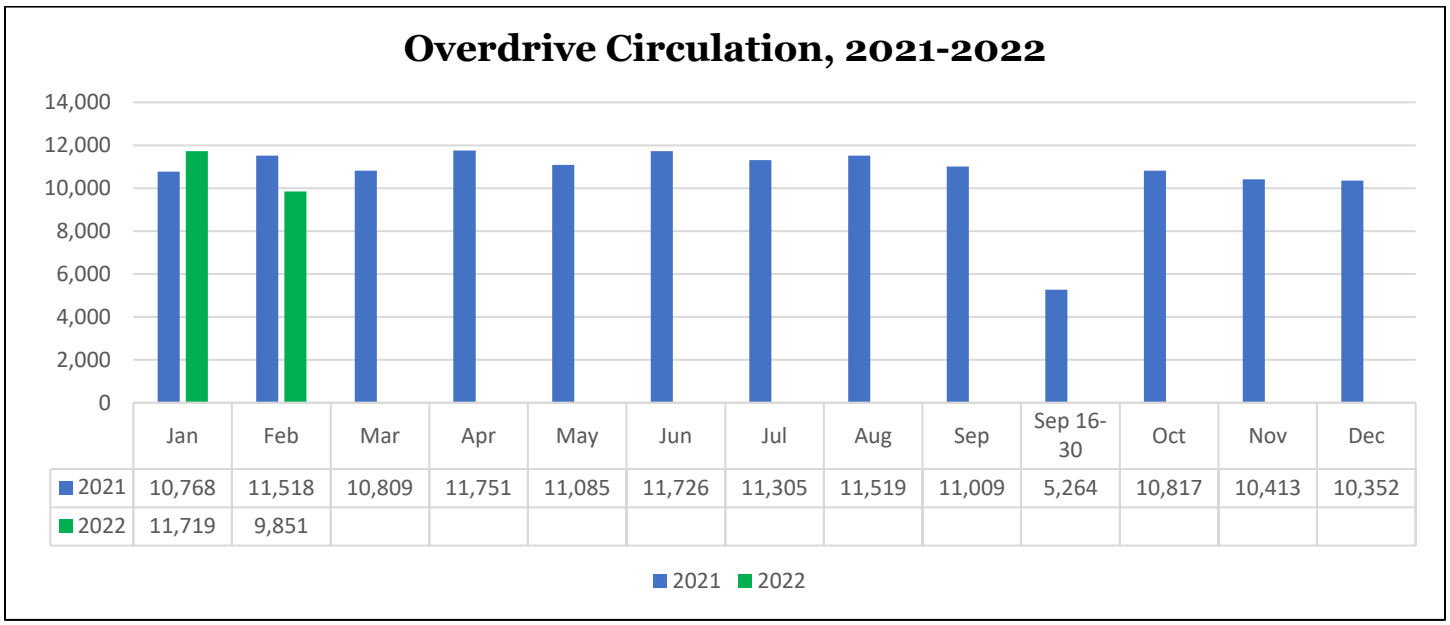
PHYSICAL CIRCULATION



Our patrons checked out 30,709 physical items in February 2022 and renewed 13,730, for a total of 44,439 items. That is down 2.4% compared to the 45,520 physical items checked out or renewed in January 2022, but it is up 2.5% compared to the 43,334 physical items in December 2021. The top ten categories that circulated were Children's Chapter Book Fiction (3,756 items), Children's Storybooks (3,472 items), Adult Nonfiction (3,218 items), Children's Nonfiction (2,697 items), Adult Movies (2,363 items), Children's Graphic Novels (1,724 items), Children's Favorites on the Story Circle (1,557 items), Adult Fiction 2nd Floor (1,529 items), Children's Easy Readers (1,014 items), and Children's Movies (977 items). The January through September 2021 statistics in this graph are mid-month to mid-month.

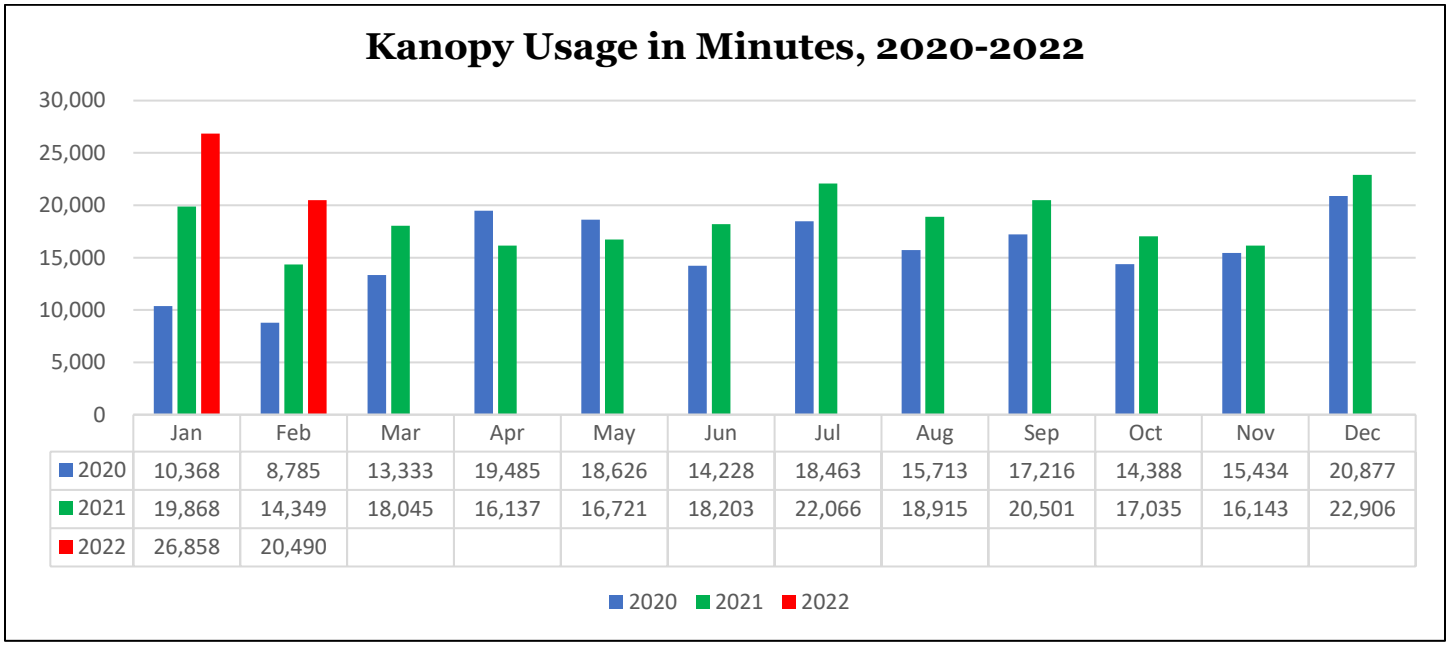
DIGITAL CIRCULATION

Overdrive



The 9,851 checkouts through Overdrive in February 2022 are down 15.9% compared to the 11,719 checkouts in January 2022. This month's checkouts included 5,376 e-books (which were 54.6% of the Overdrive items checked out), 3,931 audiobooks (39.9%), and 544 e-magazines (5.5%). Overdrive is still popular with our cardholders for the variety of titles that can be checked out. The January through September 2021 statistics in this graph are mid-month to mid-month.

Kanopy

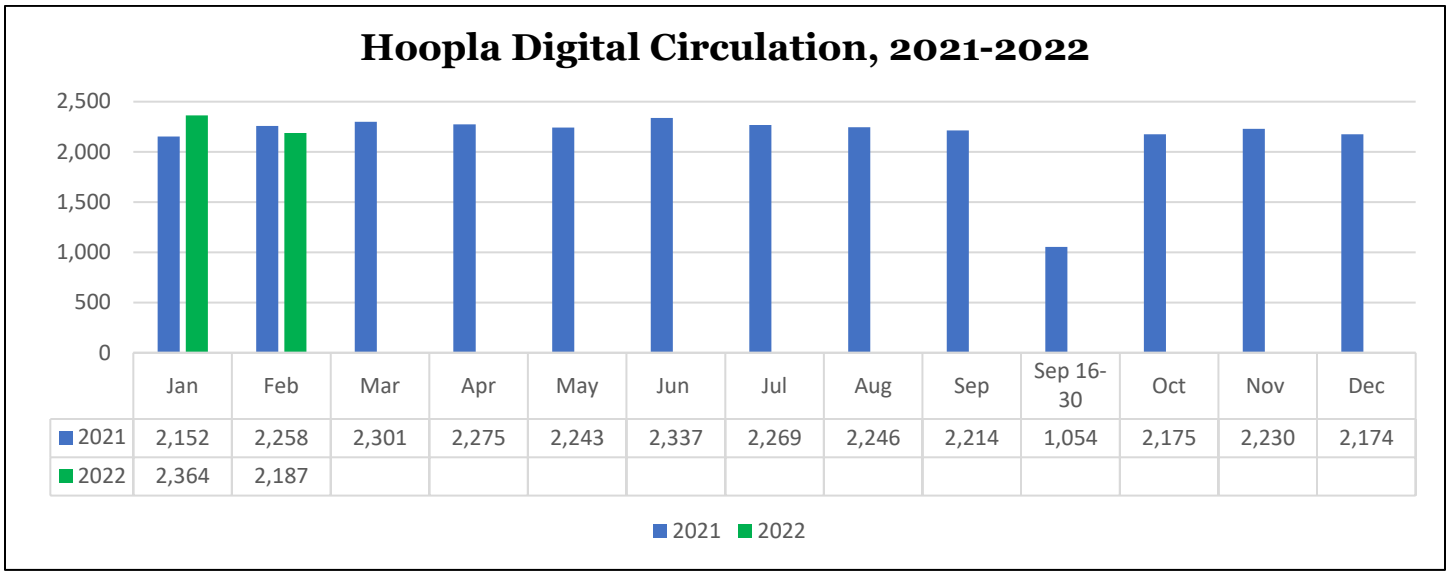


Patrons viewed 20,490 minutes of content on Kanopy in February 2022. This usage reflects a decrease of 23.7% compared to the 26,858 minutes viewed during the previous month of January 2022, but it shows an increase of 42.7% compared to the 14,349 minutes viewed a year ago in February 2021.

Our cardholders from the United States and France viewed content on Kanopy in February 2022, while cardholders in Mexico and Canada also looked at what was available. Content was viewed on televisions (50.3%), mobile devices (27.5%), desktops (16.1%), and tablets (6.1 %). The top five providers of content viewed were The History Channel, The Great Courses, MGM, Kino Lorber, and Warner Bros. Kanopy remains a valued platform providing both educational and entertainment value for cardholders of all ages.

DIGITAL CIRCULATION (CONTINUED)

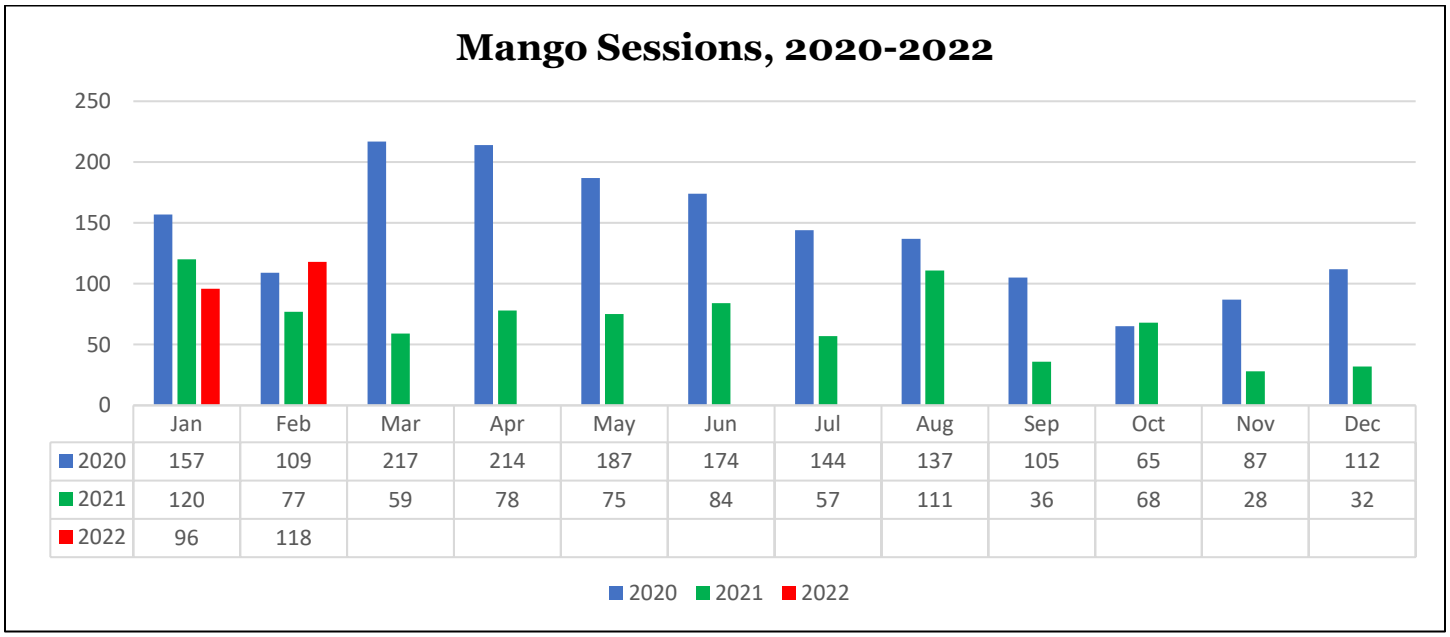
Hoopla



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Sep 16-30	Oct	Nov	Dec
2021	2,152	2,258	2,301	2,275	2,243	2,337	2,269	2,246	2,214	1,054	2,175	2,230	2,174
2022	2,364	2,187											

The 2,187 circulations in Hoopla during February 2022 show a decrease of 7.5% compared to the 2,364 circulations the previous month of January 2022. In February, patrons checked out 1,154 audiobooks, 599 e-books and e-comics, 345 movies and television shows, 80 music items, and 9 BingePasses. Hoopla continues to be popular with our cardholders who do not want to wait for an item to become available. They can stream their preferred title on Hoopla rather than possibly having to wait for a title to become available in Overdrive and then checking it out. The January through September 2021 statistics in this graph are mid-month to mid-month.

Mango

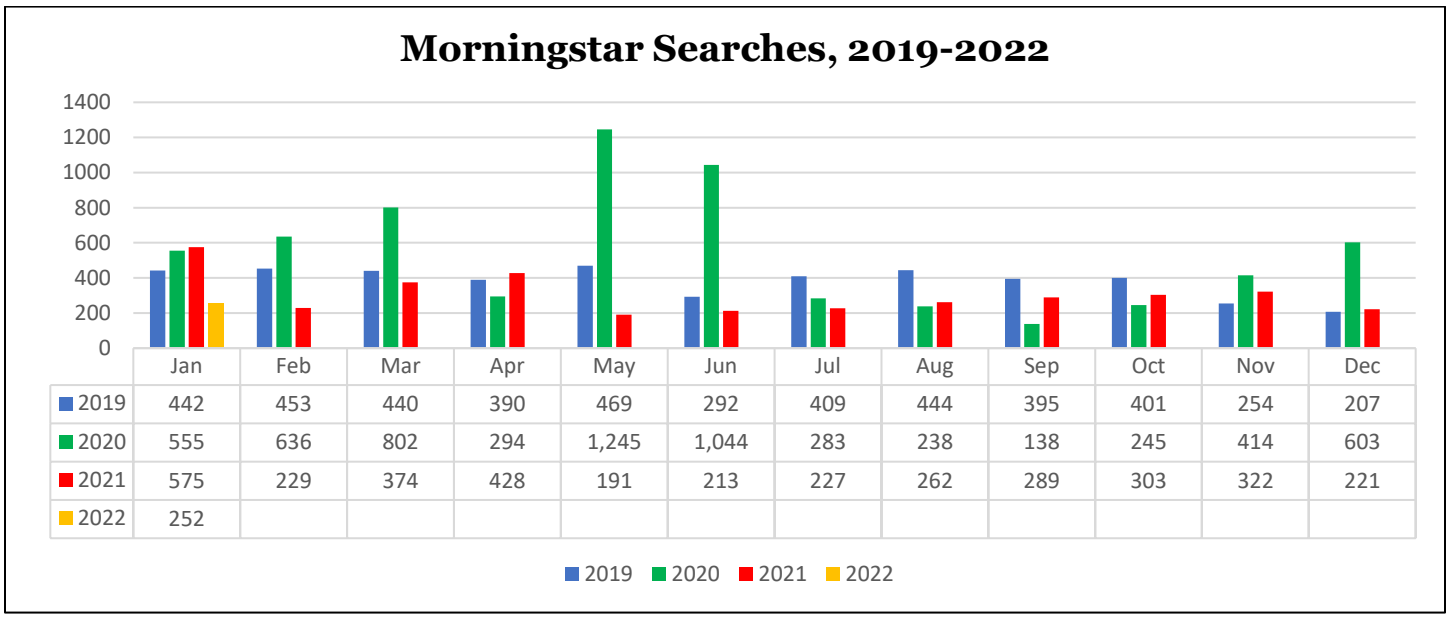


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	157	109	217	214	187	174	144	137	105	65	87	112
2021	120	77	59	78	75	84	57	111	36	68	28	32
2022	96	118										

Mango continues with its varying usage. The 118 sessions in February 2022 represent an increase of 22.9% compared to the 96 sessions during the previous month of January 2022. This usage is also up 53.2% over the 77 sessions that occurred a year ago in February 2021. The top ten languages studied this month were Chinese, Mandarin; Spanish, Latin American; Indonesian; Korean; German; Italian; Japanese; Telugu; Cherokee; and French. Several new languages appeared in the top ten for February, including Indonesian, Telugu, and Cherokee. It will be interesting to see if some of these new entries into the top ten stay there, or if they drop out in the coming months.

OTHER DIGITAL SERVICES

Morningstar

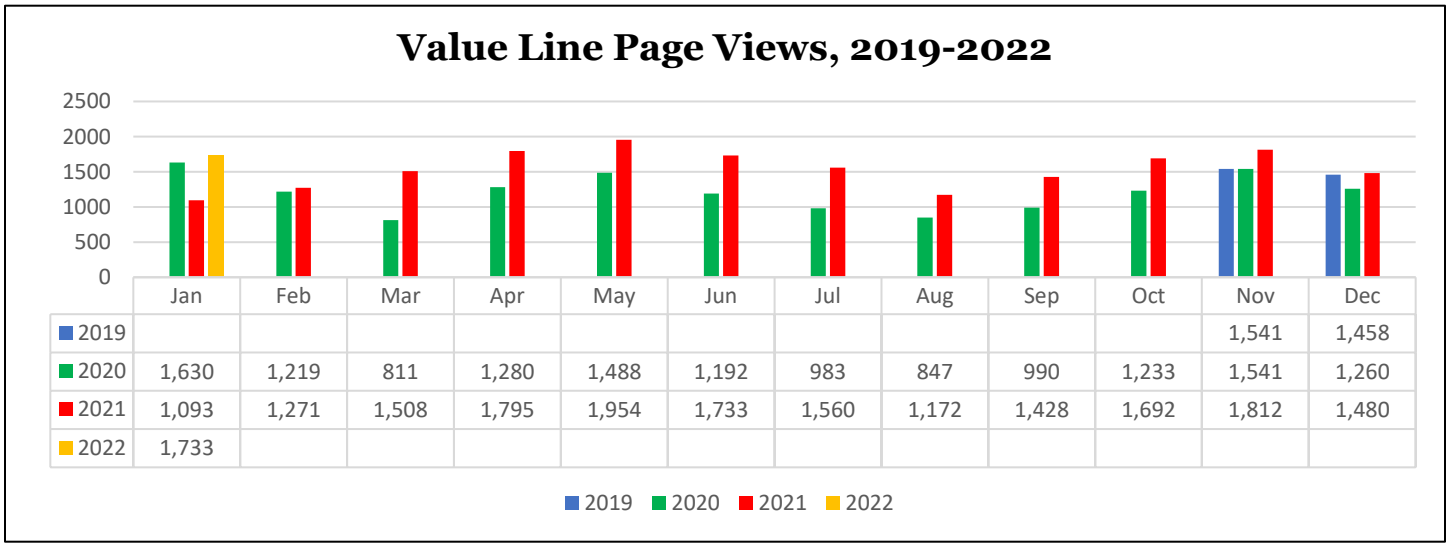


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	442	453	440	390	469	292	409	444	395	401	254	207
2020	555	636	802	294	1,245	1,044	283	238	138	245	414	603
2021	575	229	374	428	191	213	227	262	289	303	322	221
2022	252											

Morningstar was used by our patrons for 252 searches in January 2022. This usage was up 14% compared to the 221 searches that occurred during the previous month of December 2021. However, it was down 56.1% compared to the 575 searches a year earlier in January 2021. Morningstar does not get the same consistent usage as Value Line for research needs, but when there are any issues with access, we receive word from our patrons that they cannot access it. Morningstar is also quick to resolve any technical issues that arise from time to time.

Usage statistics are not yet available from Morningstar for February 2022, so we will include them in next month's board report.

Value Line



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019											1,541	1,458
2020	1,630	1,219	811	1,280	1,488	1,192	983	847	990	1,233	1,541	1,260
2021	1,093	1,271	1,508	1,795	1,954	1,733	1,560	1,172	1,428	1,692	1,812	1,480
2022	1,733											

Value Line had 1,733 page views by our patrons in January 2022. This shows an increase of 17.1% over the 1,480 page views during the previous month of December 2021, and an increase of 58.5% over the 1,093 page views a year ago in January 2021. Our patrons like the information that is provided by Value Line. At the end of January, we received numerous phone calls and emails when there was a disruption to Value Line, due to a technical issue that was quickly resolved by the company. Value Line pairs nicely with Morningstar for financial and investment research.

Usage statistics are not yet available from Value Line for February 2022, so we will include them in next month's board report.

OTHER STATISTICS

Gate Counts

Our total gate count for February 2022 was 10,466. Our busiest day this month was Thursday, February 17, with a gate count of 627.

Interlibrary Loans

In February 2022, we received a total of 176 interlibrary loan requests from other libraries. All were for books. We sent 66 books to other libraries during the month in response to interlibrary loan requests.

We also sent 10 interlibrary loan requests to other libraries for our patrons in February. Of those, 8 were for books and 2 were for audiovisual (A/V) items. We had 10 items filled by other libraries, including 7 books and 3 A/V items. Requests are sometimes filled in a different month than when they were placed.

New Library Card Accounts

We created 180 new library card accounts in February. They included 148 resident cards, 17 nonresident cards, 8 limited access cards, and 7 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 February, our patrons had 795 public internet sessions for a total of 441 hours. We had 38,655 unique visitors to the library website with 51,506 web page loads.

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/8/2022

Agenda Category: Approval of Bills

Prepared By: Christopher Nulph, Library Manager

Subject:
March 2022 Claims for Payment

Department:
Parks & Public Facilities

Recommended Motion:
Move to approve the February 1, 2022 through February 28, 2022 claims for payment.

Summary:
This is a review and approval of the February 1, 2022 through February 28, 2022 claims for payment.

Attachments:
1. February 2022 Claims for Payment
2. February 2022 Voucher Listing
3. February 2022 Payroll

RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

MARCH 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 $ this 8th day of March, 2022.

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

Voucher Listings			**Amount**
February 01, 2022	thru	February 28, 2022	$87,205.09

Transfer Advice (Salaries)

Salaries for the weeks of: January 17, 2022	thru	February 13, 2022	$92,208.81

MONTHLY EXPENSES $179,413.90

Comments: COR Library Voucher Listing February 2022
COR Payroll February 2022

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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

I.N.

CITY OF RICHLAND

Library Voucher Listing

Begin Date: 2/1/2022 End Date: 2/28/2022

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	OCLC INC		1000185170	2/3/2022	297876	CATALOGING METADATA ILL 1/1-1/31/22	$1,163.73
	K8188700/3583	EBSCO		1000172005-1	2/3/2022	297844	NOVELIST ONLINE DATABASE 2022	$7,782.00
	K8188700/3583	IDENTISYS		548360	2/25/2022	298343	PREPRINTED LIBRARY CARDS	$4,443.83
							SOFTWARE-LICENSING & UPGRADES TOTAL:	**$13,389.56**
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: $0.00			**YTD ACTUAL: $23,916.19**				**YTD % USED: N/A**	
							INFORMATION TECHNOLOGY TOTAL:	**$13,389.56**
	K8721000/4201	FRONTIER		01/22 2061882614	2/3/2022	297856	TELEPHONE CHARGES 1/19/22-2/18/22	$137.37
	K8721000/4201	VERIZON WIRELESS		9897667015	2/11/2022	298104	NASPO JANUARY WIRELESS	$89.40
	K8721000/4201	FRONTIER		02/22 5099433152	2/17/2022	298211	TELEPHONE CHARGE 2/4/22-3/3/22	$689.32
							TELEPHONE & COMM SVCS TOTAL:	**$916.09**
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: $0.00			**YTD ACTUAL: $1,605.41**				**YTD % USED: N/A**	
	K8721000/4504	XEROX CORP		015238086	2/3/2022	297907	7HB-469027 JANUARY MONTHLY BASE CHARGE	$10.86
							COPIER/FAX LEASE RENTAL MAINT TOTAL:	**$10.86**
COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION								
BUDGET: $0.00			**YTD ACTUAL: $758.16**				**YTD % USED: N/A**	

Library Voucher Listing

Begin Date: 2/1/2022 End Date: 2/28/2022

Fund	Div / Org/Object	Description / Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4902	PUBLIC LIBRARIES OF		2022-028	2/3/2022	297881	2022 ORGANIZATION MEMBERSHIP	$398.34
	K8721000/4902	MOON SECURITY SERVIC		1114689	2/3/2022	297872	BASIC FIRE TOTAL CONNECT COMM MONT 1/1-1/31/22	$109.63
							DUES & SUBSCRIPTIONS TOTAL:	**$507.97**
DUES & SUBSCRIPTIONS - YTD INFORMATION								
BUDGET: $0.00			**YTD ACTUAL: $507.97**			**YTD % USED: N/A**		
	K8721000/4207	BANK OF AMERICA		013122	2/2/2022	8931	LIBRARY MERCHANT SERVICES	$77.71
							MERCHANT SVC FEES TOTAL:	**$77.71**
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: $0.00			**YTD ACTUAL: $120.86**			**YTD % USED: N/A**		
							LIBRARY ADMINISTRATION TOTAL:	**$1,512.63**
	K8722100/3401	MANGO LANGUAGES		INV009792	2/3/2022	297870	MANGO CONVERSATION ENTERPRISE SUBSCRIPTION 2022	$4,220.24
	K8722100/3401	KANOPY LLC		KDEP-9487	2/3/2022	297863	KANOPY SUBSCRIPTION 2022	$5,000.00
	K8722100/3401	SECRETARY OF STATE		00012619	2/3/2022	297888	2022 WDLC JAN-DEC	$35,568.82
	K8722100/3401	PROQUEST LLC		70708089	2/3/2022	297880	HERITAGE QUEST ONLINE JAN 2022-DEC 2022	$1,046.09
	K8722100/3401	NEWSBANK INC		RT549144	2/3/2022	297874	ANNUAL SUBSCRIPTION TRI CITY HEALD 2022	$7,871.00
	K8722100/3401	CENTER POINT		1911781	2/17/2022	298165	CHOICE OPTION LEVEL III	$2,406.60
	K8722100/3401	MIDWEST TAPE		501491263	2/3/2022	297871	HOOPLA DECEMBER 2021	$4,145.37
	K8722100/3401	VALUE LINE PUBLISHIN		KF-194560-221	2/3/2022	297905	VALUE LINE RESEARCH CENTER ONLINE 1/2022-12/2022	$5,000.00

Library Voucher Listing

Begin Date: 2/1/2022 End Date: 2/28/2022

Fund	Div / Org/Object	Description / Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	ATOZDATABASES		503667	2/3/2022	297802	ATOZDATABASES ONE YEAR SUB 12/14/2021-12/13/2022	$1,575.00
	K8722100/3401	EBSCO		1000172005-2	2/3/2022	297844	CONSUMER REPORTS LEARNEXPRESS LIBRARY 2022	$4,820.00
	K8722100/3401	BLACKSTONE AUDIOBOOK		2021626	2/25/2022	298317	BLACKSTONE AUDIO BOOKS	$48.87
	K8722100/3401	BLACKSTONE AUDIOBOOK		2018612	2/25/2022	298317	BLACKSTONE AUDIO BOOK	$48.87
	K8722100/3401	BLACKSTONE AUDIOBOOK		2021605	2/25/2022	298317	BLACKSTONE AUDIO BOOKS	$48.87
	K8722100/3401	BLACKSTONE AUDIOBOOK		2017593	2/25/2022	298317	BLACKSTONE AUDIO BOOKS	$279.62
	K8722100/3401	BLACKSTONE AUDIOBOOK		2019844	2/25/2022	298317	BLACKSTONE AUDIO BOOKS	$48.87
	K8722100/3401	BLACKSTONE AUDIOBOOK		2020703	2/25/2022	298317	BLACKSTONE AUDIO DVD	$45.18
							LIBRARY RESOURCES TOTAL:	**$72,173.40**
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: $0.00			**YTD ACTUAL: $73,131.25**				**YTD % USED: N/A**	
	K8722100/4107	SPORTSENGINE INC		18034	2/17/2022	298242	BACKGROUND CHECKS: LIBRARY	$129.50
							OTHER PROFESSIONAL SERVICES TOTAL:	**$129.50**
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: $0.00			**YTD ACTUAL: $129.50**				**YTD % USED: N/A**	
							LIBRARY PUBLIC SERVICE TOTAL:	**$72,302.90**
							LIBRARY NON-FACILITIES TOTAL:	**$87,205.09**

Library Voucher Listing

Begin Date: 2/1/2022 End Date: 2/28/2022

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		01/2022 JAN	2/11/2022	298031	CITY UTILITY BILLS/JAN 2022	$3,511.32
							UTILITIES TOTAL:	**$3,511.32**
UTILITIES - YTD INFORMATION								
BUDGET: $0.00			**YTD ACTUAL: $3,511.32**			**YTD % USED: 0.00%**		
							LIBRARY FACILITIES TOTAL:	**$3,511.32**

CITY OF RICHLAND
LIBRARY EXPENDITURE

February 2022
Month/Year

PAY PERIODS **From January 17, 2022 through February 13, 2022**

GROSS SALARIES . . . . . $ 92,208.81

		Gross Wages	Total
WEEK OF:	02/03/22	47,551.01	47,551.01
WEEK OF:	02/17/22	44,657.80	44,657.80
WEEK OF:			-
	TOTAL	**92,208.81**	**92,208.81**

.

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/8/2022

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Officer Elections

Department:
Parks & Public Facilities

Recommended Motion:
Vote for new Chair and Vice-Chair of the Board.

Summary:
Board Members will vote and select a new Chair and Vice-Chair.

Attachments:

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/8/2022

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Non-Resident Policy

Department:
Parks & Public Facilities

Recommended Motion:

Summary:
This is an update in conjunction with the Circulation Policy rough draft. The primary changes here are allowing City of Richland employees and all WSUTC/CBC/RSD employees (not just teachers) to be eligible for an RPL card. There were some minor wording changes, otherwise.

Attachments:
1. Non-Resident Policy

Non-Resident Policy

In an effort to ensure consistently high-quality service to City of Richland residents and be accountable to funding sources, the Richland Public Library will extend library services to non-residents of the City of Richland for an annual fee. A non-resident shall be defined as a resident of an area outside of the corporate boundaries of the City of Richland.

In accordance with RCW 27.12.210, 27.12.270, 27.12.280, and other relevant Washington State Law, the Richland Public Library will provide library services to all non-residents of the City of Richland within the context of this policy. Non-residents shall follow all policies of the Richland Library Board of Trustees, as expected of City of Richland residents.

The Richland Public Library will support cooperative efforts to advance library service in the region. Pursuant to RCW authority, and other applicable policies, the Richland Public Library Board may reach agreements with another governmental unit or library Board of Trustees to provide library services to a "group of non-residents" otherwise served by another library. In the event of such an agreement, these non-residents would not be charged a non-resident fee.

Card Categories

The Richland Public Library will provide three categories of non-resident cards: Individual, Family, and iCard. Individual and Family cards can access our full collection. The iCard is only valid for access to digital resources. Review the Circulation Policy for complete card privileges. Non-resident cards will automatically expire one year after date of issue.

Fees

The Board will annually establish non-resident fees (See: Fee Schedule) for the following budget year upon adoption of the Library's annual budget by the City Council. The fees will be set after the Board has determined that the fees reflect a fair value for services and that the fees are applied equitably. Fees are not refundable. Payments will not be accepted for less than one year and there is no rebate for any unused portion of the time.

Exemptions

The following categories of non-residents will be exempt from this policy and are eligible for a library card at no cost:

- Individuals paying property taxes to the City of Richland

- Any non-resident students attending Washington State University Tri-Cities (WSUTC), Columbia Basin College (CBC), Richland School District 400, and other schools located within the Richland School District 400 boundaries
- Any non-resident staff of educational institutions serving the City of Richland, which encompasses WSUTC, CBC, or the Richland School District 400
- Volunteers who consistently contribute 10 hours a month, or more, to the library will be granted full library privileges for the duration of their volunteer tenure
- City of Richland employees

Proof of Exemption

Proof of exemption will be required at the time of registration for a non-resident to receive a library card at no cost. In addition to items currently required by the Circulation Policy, exemption proof includes:

- Current tax receipt, showing property taxes paid to the City of Richland
- City of Richland business license
- Current employment identification at WSUTC, CBC, or the Richland School District 400.
- Current student identification showing enrollment at WSUTC, CBC, or the Richland School District 400
- Current City of Richland employment verification
- Such other documentation the Library Manager would deem acceptable

- Adopted by the Richland Public Library Board on April 2, 1998
- Amended May 7, 1998, March 4, 2004, October 9, 2007, September 9, 2008 and September 2, 2014

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/8/2022

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Parental Policy

Department:
Parks & Public Facilities

Recommended Motion:

Summary:
This is a review of the existing Parental Policy located on the library website. Our new Standards of Patron Behavior refers to this policy and we are simply making sure it is current. There are not any operational changes connected to this update. We have updated the wording of the policy and added more detail to the closing procedures.

Attachments:
1. Parental Policy

Parental Policy

Purpose
The Richland Public Library (RPL) serves children and families with a wide range of educational and recreational collections and programs. RPL supports parents and guardians in their efforts to guide their children's reading, viewing, and listening choices. The purpose of this policy is to inform parents and guardians of their responsibilities regarding their children's use of the library.

Statement of Policy
In the library, many patrons must share common space and resources. Disruptive, rowdy, or unsafe behavior will not be permitted. Parents, guardians, teachers, and caregivers, not library staff, are responsible for their children's behavior, supervision, and safety while their children are in the library or on library grounds, which includes their children's access to library materials and electronic resources.

It is the responsibility of parents/guardians to monitor their children's and teens' use of library resources and to determine whether to place restrictions. RPL encourages parents/guardians to talk to their children and teens about the kinds of materials they think are suitable for borrowing or accessing.

RPL recommends that a parent, guardian, or other responsible party be present to supervise children ages 12 and younger. Supervising adults must be close at hand. RPL staff is available to assist parents, guardians, and children in the use of the library. However, the library is not intended to provide supervision for unattended children.

If a minor, age 17 or younger, is acting in an unsafe manner, appears to be in distress, or is violating the Library Standards of Patron Behavior, staff will attempt to locate or contact the parent, guardian, or other party responsible for the minor. If the parent, guardian, or responsible party cannot be reached, staff will attempt to deescalate the situation. If the behavior continues, the minor may be asked to leave the library or, depending on the severity of the action, staff will contact law enforcement for assistance.

Closing Time
Children ages 12 and under who do not have transportation at closing time will be allowed to contact their parent or guardian by phone. If the child does not know the phone number, staff members may use library records to help locate the parent/guardian. The child or staff will ask that the parent/guardian come and pick up the child within 15 minutes.

If a parent/guardian cannot be reached, or if a child age 12 and under is not picked up within 15 minutes after closing time, library staff will notify the police non-emergency number at 509-628-0333 to assist with the situation. Two staff members will wait in the library with the child until the responding authorities arrive. Once at the library, the

responding authority will take responsibility and attempt to resolve the situation. Under no circumstances will library staff provide transportation or accompany a child home.

- Approved by the Richland Public Library Board on February 14, 2012.

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/8/2022

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

Subject:
Circulation Policy Updates

Department:
Parks & Public Facilities

Recommended Motion:

Summary:
This is a rough draft of our updated Circulation Policy. This rough draft includes fine free language should we have approval of that policy. If we do not receive approval, we can amend the language. The intention is to review the Circulation Policy as a whole so that we can be ready to swiftly adopt it, should the Council approve the fine free initiative. Regardless of that possible change, the policy needs to be updated to account for some previously approved measures and some proposed ones. The changes in this rough draft include: Resident Cards being valid for 3 years rather than 1 year, updating policy wording to meet the already approved fee schedule, updated policy wording for the approved Limited Access Cards, updating non-resident exceptions, updating checkout time periods for new items, and updating checkout limits for media.

Attachments:
1. Circulation Policy 03 01 22

Circulation Policy

The purpose of the library's circulation policy is to make the best possible use of the library's collection by the greatest number of borrowers. The Richland Public Library promotes use of materials and ensures the rights of borrowers. Service will not be denied or abridged because of religious, racial, social, economic, or political status; mental, emotional, or physical condition; age; gender; or sexual orientation.

Library Card Options

The Richland Public Library Board welcomes the use of the Richland Public Library by individuals of all ages to support their personal, educational, and professional needs.

Resident

Library cards with full borrowing privileges will be issued to Richland residents with no fee. Photo ID and proof of Richland residency are required. Resident cards are valid for three years.

Non-Resident

Applicants who do not live inside the Richland City limits will be required to purchase a Non-Resident library card with full borrowing privileges unless they meet one of the exceptions established by the Library Board. Exceptions include:

- Individuals paying property taxes to the City of Richland
- Any non-resident students attending Washington State University Tri-Cities (WSUTC), Columbia Basin College (CBC), Richland School District 400, and other schools located within the Richland School District 400 boundaries
- Any non-resident staff of educational institutions serving the City of Richland, which encompasses WSUTC, CBC, or the Richland School District 400
- Volunteers who consistently contribute 10 hours a month, or more, to the library will be granted full library privileges for the duration of their volunteer tenure
- City of Richland employees

Non-Resident cards may be purchased for an individual or a family. Non-Resident cards are valid for one year. See the Non-Resident Policy for more details.

iCards

Non-residents may purchase an iCard for the purpose of accessing the library's digital resources and online services. iCards do not include access to the physical collection and are valid for one year.

Limited Access Cards

Applicants staying in the City of Richland, with no permanent address or without proof of address, may apply for a Limited Access card using a photo ID. Teens (age 13-18) without a parent/guardian may also apply for a Limited Access card with their Student ID. This card entitles the holder to checkout 5 items at a time, computer usage, and access to digital material. Limited Access cards are valid for six months.

Library Card Registration & Maintenance

Applicants who request a library card from the Richland Public Library must show photo identification and verification of Richland residency. Identification must be of a permanent or legal nature.

Examples of acceptable photo identification are:

- Driver's license
- Military identification
- Passport or student body card

Examples of acceptable current street identification are:

- Current bank statement with name and address
- Vehicle registration
- Post office verification of new address
- Government issued IDs (military, parole, etc.)
- Current preprinted checks
- Current utility bill
- Recent piece of mail with Richland address
- Current paycheck stub with name and address
- Current receipt showing the applicant's current address

Non-Resident patrons must either pay the Non-Resident fee or show valid proof of their exempt status. Examples of acceptable proof of exempt status for non-residents are:

- Current tax receipt, showing property taxes paid to the City of Richland
- City of Richland business license
- Current employment identification at WSUTC, CBC, or the Richland School District 400.
- Current student identification showing enrollment at WSUTC, CBC, or the Richland School District 400
- Current City of Richland employment verification
- Such other documentation the Library Manager would deem acceptable

By submitting the application form, the applicant agrees to:

- Be responsible for all activity and transactions in the library
- Obey the Standards of Patron Behavior for the Richland Public Library
- Pay any fees incurred to continue use of the library
- Provide timely notification to the Richland Public Library of any change of address or contact information

Converting Limited Access Cards to Resident Cards

A Limited Access card held by a teen may be converted to a full privilege Resident card when the parent/guardian shows ID. The parent/guardian will assume full responsibility for the materials and any fees charged to the card.

Limited Access Cards for adults require valid proof of Richland residency to be converted to a full privilege Resident card.

Library Card Maintenance

When a library card expires, a conversation with library staff is necessary to verify that all account information is current. Renewals in person require the library card or photo ID. Renewals over the phone require the library card number.

Updating information on a library card may be done in person or over the phone. Account information updates in person require the library card or photo ID. Account information updates over the phone require the library card number. When changing a PIN, photo ID is always required.

If a patron has lost their library card, they may present their valid photo ID to get a replacement library card. Replacement cards are issued at no cost.

Once a year, patron accounts that have been expired seven years or longer will be purged from the database.

Checkout Privileges & Guidelines

A patron must present their own Richland Public Library card or valid photo ID to check out library materials.

Children and teens may borrow or use any materials, resources, or services in the library unless specified otherwise. For example, RPL will not limit children to the use of books in the children's section of the library, as these materials may not meet the needs and interests of all children. In addition, library staff is not responsible for determining whether materials used by children and teens are "age appropriate." It is the responsibility of parents/guardians to monitor their children's and teens' use of library resources and to determine whether to place restrictions.

While children and teens may have their own library cards, the parents/guardian of youth under the age of 18 are financially responsible for library materials and equipment their children or teens check out, including items that are lost, damaged, or unreturned.

The checkout specifications in this section may not include special collection items. Please see library staff for checkout details about special collection items.

Checkout Periods

Most library materials, with the exception of items listed below	3 weeks
New adult books and audiobooks	2 weeks
Movies, games, and magazines	1 week
Current magazine issues and bound periodicals	Not available for checkout
Reference materials	Not available for checkout, see library staff for exceptions

Checkout Limits

Books/Music CDs	No Limit

DVD/Games/Magazines	20 per card (limit of two Binge Boxes)
Equipment/Electronics	1 per card

Hold Requests

Most circulating items may be placed on hold. The patron will be notified when the item is available to be picked up and will have seven days to retrieve their items.

Interlibrary Loans

A patron may request material through an Interlibrary Loan when the material is not owned by the Richland Public Library or is not something the library will add to their collection.

There will be no RPL imposed Interlibrary Loan fee on requests, however, if the lending library charges fees, these charges will be passed on to the patron with prior patron approval. The patron will be responsible for all lending library fees and must pay the fee before being allowed to check out the Interlibrary Loan. If the patron cancels the request for the Interlibrary Loan or does not pick it up after notification, they are still responsible for any lending library fee.

Interlibrary Loans will be declared lost once they are 7 days overdue. Because RPL is not the owning library for these materials, this lost item fee must be paid once the owning library decides to take action on the lost item.

Renewals

Most items may be renewed up to five times. RPL implements automatic renewals, which will occur on the due date. Items may also be renewed by phone, in person, or by the patron over the Internet. If an item is on hold for another patron, the patron's account is blocked, the item is marked lost, or if the item has been renewed the maximum number of times, the item will not successfully renew.

Interlibrary Loans may be renewed at the discretion of the lending library. The request must be made through the refence desk and you will be notified if it was successful or not.

Date Due Notifications

A receipt is offered at the time of check-out. Patrons can opt for an emailed receipt. Patrons may also check their due dates online with their library card number and PIN at any time.

Overdue notices are a courtesy to patrons. Failure to receive a notice does not exempt patrons from fees. When library material is classified as overdue, a notice will be sent one week after the due date informing the patron that the item is overdue. This notice will also inform the patron that after 30 days, the material will be declared lost.

Claims Returned

When a patron notifies the circulation staff that they have returned materials that are still on their account, the staff will change the status of the material to ‘claims returned’. The patron is asked to continue to search for the material. The library will monitor the claim for a year. At the end of the year, if the material has not been found it will be withdrawn from the library's collection. Upon the fourth Claims Returned incident for any one patron, borrowing privileges will be suspended until the patron has recovered the item(s). Exceptions will be made at the discretion of library management.

Library Fines & Fees

No Late Fines

The Richland Public Library has eliminated charging late fines! We still ask that patrons monitor their due dates and return library material in a timely manner, but patrons will not be penalized for returning items past the due date.

Suspension of Checkout Privileges

Checkout privileges are suspended when a patron has any item that has been marked lost, has been damaged, or has been billed for missing parts. Privileges will only be restored when all lost materials, damaged materials, or missing parts are paid for or returned.

Lost Materials

An item is declared “lost” 30 days after it is marked as overdue. If items are lost, the patron will be billed for replacement costs. The replacement charge will reflect the retail price of the material. As an alternative, a patron may replace lost material with a new copy of the item. A patron must seek library approval before purchasing a new copy as a replacement.

Lost material that has been paid for by the patron will remain in the system for three months. After three months, the holding will be deleted from the system. A refund for the cost of an item

may be requested if the item has been lost and paid for within three months. No refunds will be given after three months. Refunds are processed through the City of Richland and may take several weeks. Lost material not paid for will remain on the patron's record for 7 years.

Damaged Materials

Patrons will be held responsible for items returned with damage sufficient to prevent their continued circulation as judged by library staff. The replacement charge will reflect the retail price of the material. As an alternative, a patron may replace damaged material with a new copy of the item. A patron must seek library approval before purchasing a new copy as a replacement.

Items with Missing Parts

Patrons will be billed for the replacement of items returned with a missing part or parts. For audiobooks, there is a per disc replacement fee charged if the item is missing two or fewer discs upon return. If an audiobook is missing three or more discs upon return, the full cost of replacement is billed to the account. For other items containing discs, such as movies, any one disc that is missing upon return will result in the full cost of replacement being billed to the patron account. The return of missing parts will result in the associated fees being cleared.

See the City of Richland Fee Schedule for the current table of library related fees. Any exceptions to the above procedures will only be at the discretion of the Library Manager.

Adopted by the Richland Public Library Board on August 7, 1994.

Amended November 3, 1994, July 6, 1995, April 3, 1997, Sept. 3, 1998, July 5, 2001, April 4, 2002, September 5, 2002, March 6, 2003, April 19, 2004, May 12, 2005, October 9, 2007, May 10, 2011, September 2, 2014.

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/8/2022

Agenda Category: New Business

Prepared By: Christopher Nulph, Library Manager

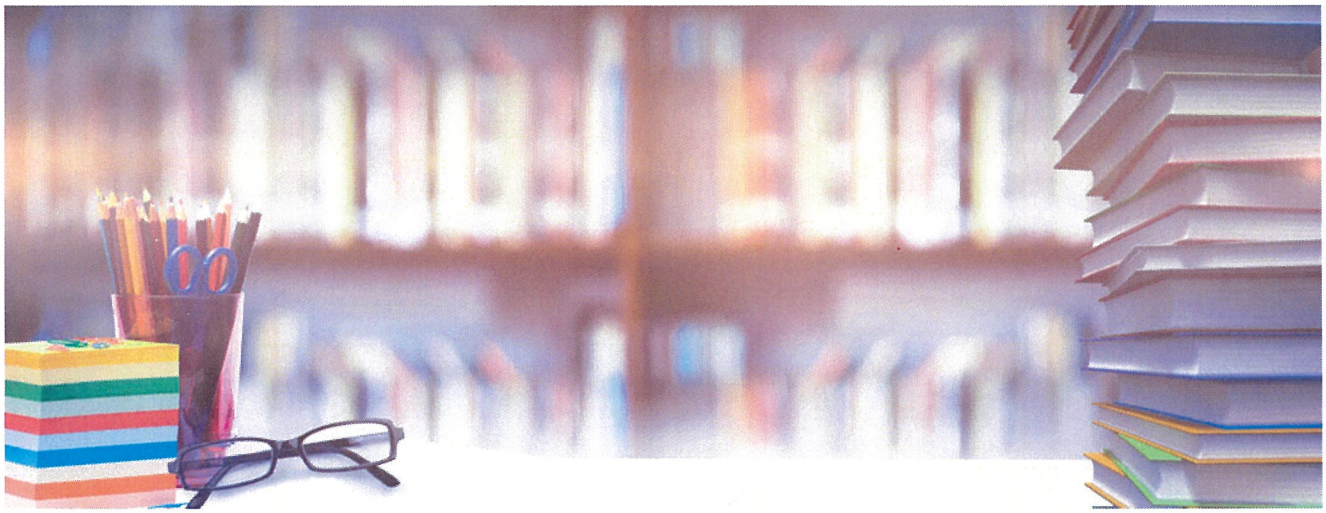
Subject:
Library Capital Improvement Program Grant

Department:
Parks & Public Facilities

Recommended Motion:

Summary:
This is a general discussion about the consideration of a capital grant to support library services in the West Village Community Park project. Details about the West Village Community Park can be found at https://www.richlandparksandrec.com/about-us/badger-mountain-south-west-village-community-park-planning. Details about the Library Capital Improvement Program grant can be found at https://www.commerce.wa.gov/building-infrastructure/library-capital-improvement-program/

Attachments:
1. Library Capital Improvement Plan
2. West Village Community Park Project



Library Capital Improvement Program

The Library Capital Improvement Program was created by the Legislature in their 2019 Regular Session to assist libraries operated by governmental units, as defined in RCW 27.12.010 to acquire, construct, or rehabilitate their facilities. The Department of Commerce, in consultation with the Library Capital Improvement Program Committee, conducts a statewide competitive grant process to recommend a list of grants to be funded.

March 22, 2022 Application Webinar (Zoom Meeting link)

Next Competitive Grant Cycle Information

The application process will open on Monday February 14, 2022 at 9:00 am PST. You will need to have a ZoomGrants account to access the application. This link Library Capital Improvement 23-25 Online

- Maximum Grant request per project is $2,000,000.00. More than one project is eligible per applicant as long as it is for separate facilities.
- Requires a 50% match of the total cost of the project.
- Priority is given to library facilities listed on local, state, or federal registers of historic places and those located in distressed or rural areas.
-

2021-2023 Library Capital Improvement Grants Awarded

The following projects have been selected to receive grant funding:

- Camas Library, $515,000
- City of Cashmere, $14,000
- City of Colville, $264,000
- Town of Coulee City, $760,000
- Ephrata Public Library, $91,000
- Fort Vancouver Regional Library Foundation, $2,000,000
- Jefferson County Rural Library District, $285,000
- Lake Stevens Early Learning Library, $2,000,000
- City of Mount Vernon, $2,000,000
- North Central Regional Library, $798,000
- North Olympic Library System, $2,000,000
- Pend Oreille County Library District – Metaline Falls, $40,000
- City of Seattle, $1,889,000
- Sno-Isle Regional Inter-County Libraries – Darrington, $250,000
- Sno-Isle Regional Inter-County Libraries – Lake Stevens, $1,100,000
- Sno-Isle Regional Inter-County Libraries – Langley, $700,000

West Village Community Park Long-Range Plan

Update on 12/16/2021 -

The City of Richland sought public feedback on the draft long-range plan for the new West Village Community Park in the Badger Mountain South area in November and December of 2021. Two (2) in-person public meetings were held along with a Zoom meeting option. All had great participation from neighbors and community members. The online survey was open November 15 through Wednesday, December 15th and an impressive 306 responses were received.

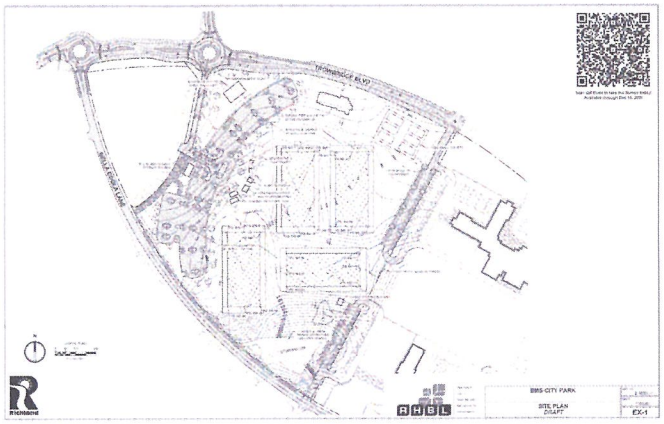
The survey responses are **HERE** for all to view. Please check back for updates.

Next steps:

City staff will share the community feedback with park designers for revisions to the current draft plan. The park will be built in phases and with an updated long-range plan.

View the Park Location (click on image below):

View the Draft Long-Range Site Plan (click on image below):



View the flyer with QR Code (click on image below):

More Information on the Badger Mountain Subarea Plan.