



Agenda
Library Board Meeting
Tuesday, July 12, 2022
Richland Public Library
955 Northgate Drive

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

Council Liaison: Kent

Staff Liaison: Library Manager Nulph

Regular Meeting - 5:30 p.m.

Call to Order/Attendance:

Introduction of Guests:

Public Comments: Please limit comments to 3 minutes per person and not more than 15 minutes per topic.

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

1. June 14, 2022 Library Board Meeting Minutes

Report of the Library Manager:

2. July 2022 Library Manager's Report
- Michael Scarfo , Library Supervisor
3. July 2022 Library Statistics
- Michael Scarfo , Library Supervisor

Approval of Bills: (Approved by Motion)

4. July 2022 Claims for Payment
- Kylie Barada, Administrative Assistant

Unfinished Business:

New Business:

5. Meeting Room Policy
- Michael Scarfo , Library Supervisor

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, August 9, 2022

Richland Public Library is ADA accessible with special parking and access available at the entrance facing Northgate Drive. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (Ch. 42.30 RCW) 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: 7/12/2022

Agenda Category: Approval of Minutes

Prepared By: Kylie Barada, Administrative Assistant

Subject:

June 14, 2022 Library Board Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the 06-14-2022 meeting minutes.

Summary:

The draft of the 06-14-2022 Library Board Meeting Minutes are included for consideration.

Attachments:

- I. 2022.06.14 Library Board Meeting Minutes



MINUTES

Richland Public Library Board

June 14, 2022, 5:30 – 6:30 PM

Richland Public Library – 955 Northgate Drive

Zoom – Public Telephone Access: (206) 337-9723 or (253) 215-8782

Meeting ID No. 974 2873 2704

Richland Public Library Regular Board Meeting – 5:30 p.m.

Chair Booth called the meeting to order at approximately 5:31 p.m.

Attendance

Chair Booth, Vice-Chair Lightner, Board Members Buxton and Hernandez were present. Also present were Council Liaison Kent, Library Manager Nulph, Parks and Public Facilities Director Schiessl and Administrative Assistant Barada. Board Member Maier was absent.

Approval of Agenda

Vice-Chair Lightner moved and Board Member Buxton seconded the motion to approve the agenda as is. The motion carried 4-0.

Approval of Minutes

Chair Booth asked for a motion to approve the minutes of the May 10, 2022 meeting. Board Member Hernandez moved and Board Member Buxton seconded the motion to approve the minutes of May 10, 2022 as is. The motion carried 4-0.

Report of the Library Manager

The final strategic plan will be presented at the June 28 Council Workshop. The final approval will take place in July.

RPL is now fine free.

RPL is now circulating East Benton County History Museum passes.

Public Comments

There were no members of the public present.

Approval of Bills

Board Member Buxton moved and Vice-Chair Lightner seconded the motion to approve the certification of claims for payment for June 2022 in the amount of \$103,610.83. The motion carried 4- 0.

Unfinished Business

1. The Board discussed the most recent draft of the strategic plan. The strategic plan will be presented to Council at their June 28 Workshop.

New Business

There was no new business on the agenda.

Agenda Items for Upcoming Board Meeting

Adjournment

Chair Booth adjourned the meeting at 6:17 P.M.

APPROVED:

Emily Booth, Library Board Chair

ATTEST:

Kylie Barada, Administrative Assistant

DATE APPROVED:

DATE PUBLISHED:



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 7/12/2022

Agenda Category: Report of the Library Manager

Prepared By: Michael Scarfo , Library Supervisor

Subject:

July 2022 Library Manager's Report

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

Library Manager Nulph's July 2022 is included for discussion.

Attachments:

I. 2022.07.12 Library Manager's Report



LIBRARY MANAGER'S REPORT

Richland Public Library Board

July 12, 2022

State of Library Services

The strategic plan has been presented to City Council at the 6/28 Workshop meeting. There are no requested changes and the final draft is included as an agenda item tonight for approval. Once approved by the Board, the plan will go to City Council for ratification on 8/2.

The library is now offering bike lock checkouts. This is for patrons that ride their bike to the library and forget their lock. Locks may be checked out from the front desk with a library card. They checkout for one day and the patron must return the lock before closing that day. This will help reduce bikes without locks being left inside the library entrance and will be an added deterrent against bike theft for unsecured bikes.

Facilities has done significant landscaping work to our various plant beds. They have left a few of these beds open. The intention is to work with the Benton Conservation District to plant native plants. We hope to use these as an education opportunity with accompanying signs about native plants. Once completed, we should be eligible for designation as a Heritage Garden.

Summer Reading Program has gotten off to an excellent start. Here are some highlights thus far:

- The library was present at the Richland Farmer's Market and had the opportunity to sign people up for library cards, renew library cards, and sign people up for Summer Reading Program. According to the tally, library staff spoke to 262 people during the event. We intend to participate in the Farmer's Market once a month. The Pride Festival in Pasco was also attended with an interaction count of 300 people.
- We have over 1,400 patrons signed up for the Summer Reading Program through our Beanstack service.
- Gavin initiated two inclusive program series. An LGBTQIA+ craft circle and book club both premiered this month. The book club is a regional book club, intending to rotate between Richland, Pasco, and Kennewick libraries.
- We had a strong start for Michelle's teen events for the summer including a solar oven program (45 attendees) and an aviation series led by the local Civil Air Patrol (31 attendees).

Friends of the Library Update

The Friends have officially discontinued pursuit of a website for their organization. They will continue using the Library website and their social media accounts.

Staffing Updates

Maira Ruiz has started as an intermittent Library Assistant I on 6/6. Justin Stephenson has been promoted from his Library Page position to a part time Library Assistant I position as of 6/20. This opens a Library Page vacancy.

Library Statistics

We have seen a rise of in-person statistics that coincides with the start of summer. The number of physical items circulated increased by 11.84%. New card registrations increased by 25.6%. Gate count increased by 14.63%. Digital statistics had relatively smaller recorded increases in all of our main digital platforms. Between Overdrive, Hoopla, Mango, and Kanopy there was an overall 3.28% increase.



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 7/12/2022

Agenda Category: Report of the Library Manager

Prepared By: Michael Scarfo , Library Supervisor

Subject:
July 2022 Library Statistics

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

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

Attachments:
I. 2022.07.12 Library Statistic Report

RICHLAND PUBLIC LIBRARY

June 2022 Statistics Report for the July Board Meeting



SUMMARY

Our 2022 Summer Reading Program began on Friday, June 10, and will run through Monday, August 22. This year, we have separate programs for babies, children (pre-readers through grade 5), middle and high schoolers, and adults. Patrons are encouraged to sign up on Beanstack so they can log their reading hours and activities online.

We held many different Summer Reading Program activities this month, including a children's Ozobot Road Rally on June 13; a High School Paracord Compass Craft activity on June 15; a Middle School Solar Oven S'mores activity and an all-ages Finger Knitting activity on June 21; and an adult Polymer Clay Bookmark Kit demonstration over Zoom on June 27.

Other programs included Story Time at Jeanette Taylor Skate Park on June 2; STEAMkids on June 11 and 16; Urban Sketching at Goethals Park on June 18; an LGBTQ+ Crafting Social on June 20; Adventures in Aviation on June 23; "Read to Rowbey" therapy dog sessions on June 23 and 30; Read the Rainbow Book Club on June 28; a summer chess class on June 29; and story times on Tuesday evenings, Wednesday mornings, and Friday mornings.

On June 9, our High School Book to Movie Club watched *The Hobbit: An Unexpected Journey* after reading *The Hobbit* by J. R. R. Tolkien. Later in the month, on June 27, we held our first Marvel Monday program featuring a showing of *Thor: Ragnarok*.

JUNE STATISTICS

- Overall Circulation with Renewals: 68,469 items
- Digital Items Checked Out: 12,853
- Physical Items Checked Out: 39,643
- Physical Items Renewed: 15,973
- Holds Filled: 3,512
- Hoopla Circulation: 2,472 items
- Kanopy Circulation: 18,356 minutes
- Overdrive Circulation: 9,663 items
- Mango: 89 sessions
- New Library Card Accounts: 525
- Gate Count: 14,241



SUMMER READING PROGRAM LAUNCH

“Read Beyond the Beaten Path”

We launched our 2022 Summer Reading Program on Friday, June 10, and it will run through Monday, August 22. Our Facebook invitation said, “Today is the day!! Start tracking your activities for the Summer Reading Challenge! Log your reading time and start completing activities to earn badges and prizes. Not signed up yet? Register at [Richland.Beanstack.org](https://richland.beanstack.org/) or download the Beanstack app to your phone or tablet, then enter the appropriate challenge for your age group!”

Patrons can sign up, log their reading minutes, write reviews, and complete activities to earn badges and rewards at the following link.

<https://richland.beanstack.org/>

We have separate programs for babies, children (prereaders through fifth graders), middle and high schoolers, and adults. Children’s Services Librarian Kelly Reed, Teen Services Librarian Michelle Haffner, and Adult Services Librarian Gavin Lightfoot designed a variety of activities, challenges, and badges/rewards for the programs.

Prizes include passes for a Rollarena Skate Party on August 22, George Prout Pool passes, coupons for \$6 at Adventures Underground or free books from the Friends Book Sale Room, coupons from Amethyst Creamery, bicycles, and more.

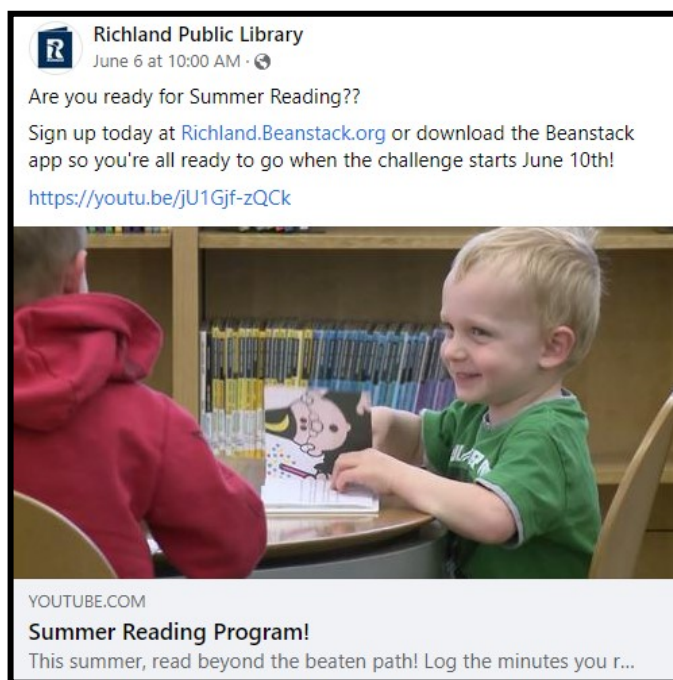
Library Assistants Linda Korpi, Shairra Rahseparian, Alyssa Uretsky-Pratt, and Martha Einan also worked with Kelly to create lists of “recommended reads” with Summer Reading Program themes. Many of these lists are available at the following link.

<https://www.myrichlandlibrary.org/programs-and-events/children-s/recommended-reads>

Summer Reading Program Video

The City of Richland put together a short video to promote our Summer Reading Program. It can be viewed at the following link.

<https://www.youtube.com/watch?v=jU1Gjf-zQCK>



COMMUNITY OUTREACH

Class Visits

On Tuesday, May 24, and Thursday, June 2, Kelly and STEAMspace Coordinator Johanna Talbott hosted the entire first and second grades from Badger Mountain Elementary School for class visits at the library. Because more than a hundred children from an entire grade came at once, Kelly and Johanna split them into groups to do different activities during these visits.

Kelly gave library tours and held story times, while Johanna led mini versions of our STEAMkids program with Snap Circuits, Keva Planks, and marble tunnel building kits set up on tables in the STEAMspace. They also talked about our Summer Reading Program and other upcoming activities, and they encouraged children to sign up.

Children who didn't already have library card accounts were able to apply beforehand and pick up their new cards when they came to the library. Their teachers had asked them to fill out library card applications in advance, and Circulation Supervisor Theresa Barnaby created new accounts and printed library cards for the children to pick up when they came to visit. That will make it much easier for them to sign up and participate in the library's Summer Reading Program.



COMMUNITY OUTREACH (CONTINUED)

Pride Day Outreach

The month of June is recognized as Pride Month, celebrating the achievements, interests, and resilience of LGBTQIA+ individuals while promoting equal rights and equal opportunities. This year, the Richland Public Library had a “Libraries Are for Everyone” outreach table at the free, family-friendly Pride Festival, which was held from noon to 4 p.m. on Saturday, June 4, at Volunteer Park in Pasco.

Gavin and Library Assistant Vionnette Sellers encouraged people to sign up for library cards and our Summer Reading Program. They also gave away Summer Reading Program information; Richland Public Library stickers, magnets, sunglasses, and beach balls; pronoun buttons; and LGBTQIA+ bookmarks for children, teens, and adults.

Richland Farmer’s Market Outreach

The library also had an outreach table at the Richland Farmer’s Market on Friday, June 10. Johanna, Michelle, and Parks and Recreation Coordinator Lisa Adams signed people up for library cards and our Summer Reading Program. They also talked with people about upcoming events and gave away cool library swag (including special “Read Beyond the Beaten Path” buttons created by Johanna).

Our Facebook post read, “If you’re heading out to the Farmer’s Market today, stop by and see us! We’re making library cards, signing people up Summer Reading, and handing out library swag! We’re hiding in Carol Woodruff Plaza behind the musical act. If you can find us, you’ll get a prize!”

Johanna, Lisa, and Michelle talked with well over 200 people, made more than 20 library cards for new patrons, and renewed library card accounts for many others.



CHILDREN'S PROGRAMS

Story Times at the Library

Kelly and Librarian Joyce Willis held Wednesday morning active toddler story times at 10 a.m. on June 1, 8, 15, 22, and 29; and Tuesday evening story times at 6 p.m. on June 7, 14, 21, and 28.

Kelly also held outdoor Friday morning story times for preschoolers at 10 a.m. on June 3, 10, 17, and 24. Our calendar entries said, "About 45 minutes of stories, songs and rhymes geared toward children from 3 to 5 years old. We will try going outside if weather permits. Bring a blanket or chair if you like."

Story Time at Jeanette Taylor Skate Park

Kelly held a special story time from 10 to 10:45 a.m. on June 2 at Jeanette Taylor Skate Park. Our calendar entry said, "We will share a few stories on the concrete so bring blankets. Then we'll have time to experiment with rolling things down the hills!"

STEAMkids

We held a drop-in STEAMkids session from 10 a.m. to 2 p.m. on Saturday, June 11, and from 1 to 3 p.m. on Thursday, June 16. Our calendar invitation for the June 16 event said, "Join us for some STEAM activities! We will bring out blocks, construction sets, giant chess and whatever else we think might be fun! We've also invited some special guests!"

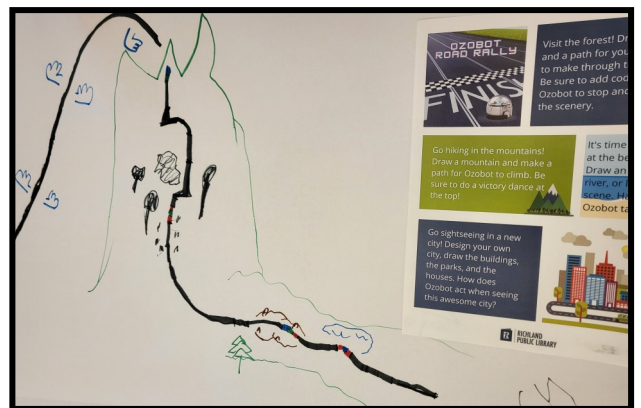
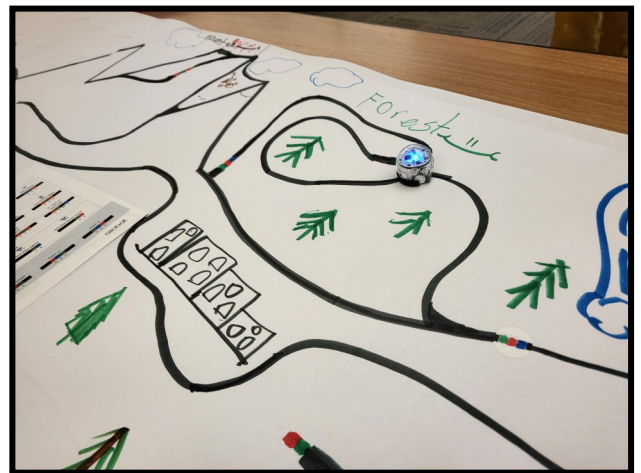
Therapy Dog Visits

During June, we logged 28 separate therapy dog visits, with between 14 and 41 patron interactions per visit. This is an extremely popular program. Children enjoy visiting with and reading to the therapy dogs.

Ozobot Road Rally

Johanna has started up her monthly Ozobot class, beginning with an Ozobot Road Rally from 4:30 to 5:30 p.m. on Monday, June 13, to match our "Off the Beaten Path" summer reading theme. Children in kindergarten through 5th grade learned to program tiny Ozobot robots using colors to control their speed and direction. Preregistration on Eventbrite was required.

Johanna said, "I started with a basic primer on line-following robots and the color codes used to program them, and then gave the kids a list of criteria for 'rally points' their Ozobot must visit. I left it to them HOW they wanted their Ozobot to move through that setting and then set them loose with markers, a giant sheet of paper, and a robot. Nearly every single kid ended up coming with some kind of narrative to go along with their road rally. Some even incorporated any coding mistakes or course variables into that narrative. They were VERY creative."



CHILDREN'S PROGRAMS (CONTINUED)

Summer Chess Classes

We are hosting summer chess classes at 6:30 p.m. on June 29 and July 6, 13, 20, and 27. Our calendar invitation said, "Members of the Washington Elementary Chess Champions will hold chess lessons on five Wednesday evenings in the Doris Roberts Gallery. Lessons are geared for grade school aged students, but all family members and teachers of these students may attend. Pre-registration is required for each week you plan to attend."

The first class on June 29 was very well attended, with 55 patrons participating. Patrons may preregister for future sessions on [Eventbrite](#).



Summer Reading Program Craft Activities

Our Summer Reading Program includes several different activities that patrons can complete to earn badges and prizes. One of those activities is to create nature art using leaves, sticks, shells, and other found objects from nature. Other activities include creating self portraits and origami art. Here are some photos of the artwork created by our patrons in June.

What Do You See? Activity

Another Summer Reading Program activity is to create art using a photo prompt. Our Facebook invitation said, "Inspired by the book *What Do You See?* by Barney Saltzberg and Jamie Lee Curtis, we will provide various photos weekly and see what they inspire YOU to create." Patrons can download the images from our Facebook page, or can pick up printed copies from the Children's Desk. They can then create artwork using crayons, colorful pens, other craft materials, drawing software, and/or photo editing apps.



Finger Knitting

We held a Finger Knitting program from 1 to 2 p.m. on Tuesday, June 21, in the Children's Story Area. Our calendar entry said, "Learn how to knit using only your fingers and yarn. You can bring your own yarn or use some of ours. Children under 7 must be accompanied (and possibly assisted) by an adult."

Patrons were encouraged to donate a strand of their completed finger knitting for our Sweater Weather 2022 display this fall, and to log that activity as part of the Summer Reading Program.



CHILDREN'S AREA DONATION

On the fifth anniversary of the dedication of the David Schreiber Memorial Wall, David's family donated new seating for the children's play area in his memory. The fun cushioned seats are shaped like logs and leaves. Heartfelt thanks go to David's family for this donation.

Like the memorial wall, the new cushioned seats will bring joy to many children in David's memory.

We received the following comments on social media shortly after the new seating was added.

- "We had the sweetest time in the children's section today! My daughter made a new friend and had a 'tea party' with her, sitting at those new logs and leaves. Thank you!"
- "How sweet. What a wonderful tribute."
- "We enjoyed the new cushions this afternoon! They make a great setup for a make-believe tea party."



TEEN PROGRAMS

High School Book to Movie Club

For the summer months, June through August, our High School Book to Movie Club for high schoolers age 13-18 is reading *The Hobbit* by J. R. R. Tolkien and then watching all three movies. The group watched *The Hobbit: An Unexpected Journey* (2012) at 6 p.m. on Thursday, June 9.

Civil Air Patrol "Adventures in Aviation" Program

The Civil Air Patrol Youth Cadets are holding a special multi-part Adventures in Aviation program at the Richland Public Library this summer for patrons age 11 through 18. They covered Flight Simulation and Fundamentals during the first session, which was held from 6:30 to 8 p.m. on Thursday, June 23. Thirty-one patrons attended. Additional sessions will be held at 6:30 p.m. on Thursday, July 21, and Thursday, August 4.



TEEN PROGRAMS (CONTINUED)

High School Paracord Compass Craft for Teens

Michelle, Johanna, and Lisa were joined by Ranger Kalina Hildebrandt from the Manhattan Project National Historical Park to help teens make braided paracord bracelets from 1 to 2:30 p.m. on Wednesday, June 15. This program was open to high school age teens between the ages of 14-17.

Our Facebook invitation said, “Celebrate this year's summer reading challenge theme of ‘Read Beyond the Beaten Path’ with our first activity for high schoolers! Join us as we make braided paracord bracelets with attached compasses, perfect for when your next adventure takes you beyond the beaten path.” Supplies and snacks were provided.

Michelle taught teens how to make the bracelets, with assistance from Johanna and Lisa. Afterward, Ranger Kalina taught the basics of map reading and orienteering with the compasses. She also discussed the National Parks Service’s new NPS App, which offers interactive maps, tours of park places, and other information about 423 national park sites around the United States.

Teen Paracord Take-and-Make Kits

Michelle also put together 27 take-and-make kits for middle and high schoolers entering grades 6 through 12. The kits included instructions and craft supplies for making the braided paracord compass bracelets at home, along with a little snack.



TEEN PROGRAMS (CONTINUED)

Middle School Solar Oven S'mores

We held a special Middle School Oven S'mores program from 1 to 2:30 p.m. on Tuesday, June 21. Our Facebook invitation said, "Celebrate this year's summer reading challenge theme of 'Read Beyond the Beaten Path' with our first activity for middle schoolers! Join us as we make solar ovens to take home, along with the supplies you'll need to make s'mores at home all summer long. This program is open to middle-schoolers aged 11-13, supplies and snacks are provided, meet in the STEAMspace for a hand-crafted adventure!"

Michelle, Johanna, Lisa, and Administrative Assistant Kylie Barada helped teens make solar ovens out of pizza boxes, aluminum foil, and other supplies. They had 45 enthusiastic patrons attend. The ovens can be used to make hot, melty s'mores on sunny summer days.



ADULT PROGRAMS

Polymer Clay Bookmark Kits

For June, Gavin put together Polymer Clay Bookmark Take-and-Make Kits for adults age 18 and older. Our calendar invitation said, “Wanna make a cool and simple clay bookmark?!” Starting June 22, free Polymer Clay Bookmark Kits will be available to registered participants for pick up at the Richland Public Library.

Registration is May 4 to June 1. Register at Eventbrite.com or call the Richland Senior Association at (800) 595-4070. Quantities are limited so don't delay . . . This is a great activity for friends to do over a nice cup of coffee or glass of wine. Make it a bookmark party!”

We also had some leftover kits for patrons to pick up at the library.

Zoom Presentation: Polymer Clay Bookmarks

Gavin also held a Zoom presentation from 2 to 4 p.m. on Monday, June 27, to demonstrate how to make the bookmarks. Patrons were asked to preregister for this event by calling the Richland Senior Association. We posted a link to the recording on Facebook afterward.

NEW AT THE LIBRARY

East Benton County Historical Society Museum Passes

On Thursday, June 2, we added East Benton County Historical Society Museum passes to our collection for patrons to check out. A single pass will allow free admission for a group of any size.

Our Museum Pass Program currently has eight of these passes available, along with ten passes for the REACH Museum.

We also have three “Check Out Washington” Discover Passes that can be checked out. A Discover Pass offers free access to millions of acres of state parks and other state public lands.



Polymer Clay Bookmark Kits

Wanna make a cool and simple clay bookmark?!” **Starting June 22**, free Polymer Clay Bookmark Kits will be available to registered participants for pick up at the Richland Public Library. Registration is May 4 – June 1. Register at Eventbrite.com or call the Richland Senior Association at (800) 595-4070. Quantities are limited so don't delay. Additionally, for those interested in a demonstration of how to make the bookmarks, there will be a ZOOM presentation on June 27th, from 2:00 – 4:00 pm. ZOOM participants need to provide their name and email address to the RSA by calling the 800 number above. All supplies are provided by the Friends of the Richland Public Library. The kits are intended for ages 18+. This is a great activity for friends to do over a nice cup of coffee or glass of wine. Make it a bookmark party!”

 Richland Public Library
June 14 at 4:10 PM · 🌐

East Benton County Historical Society Museum Passes Available for Checkout at Richland Public Library!

Patrons can now check out a one-week East Benton County Historical Society Museum Pass good for a group of ANY SIZE!

The pass may be reserved, but cannot be renewed after pick-up. The library has eight laminated passes for loan. To learn more or to reserve a pass, visit www.myrichlandlibrary.org. Search our catalog for "museum pass" to place one on hold.



**FREE
ADMISSION**

**RICHLAND LIBRARY
MUSEUM PASS PROGRAM**

ALL-AGES PROGRAMS

“Sincerely, Room 111” Panel

We hosted a presentation by the Hanford High School student authors of *Sincerely, Room 111* from 6:30 to 7:30 p.m. on Wednesday, June 1. The book is “a compilation of over 100 teen voices who offer support and advice for the COVID-19 pandemic.”

Singing Strings Ukulele Club

The Singing Strings Ukulele Club held teen/adult jam sessions in the library at 6:30 p.m. on Tuesday, June 7, and Tuesday, June 21. Johanna co-leads this group.

Coyote Canyon Mammoth Site Presentation

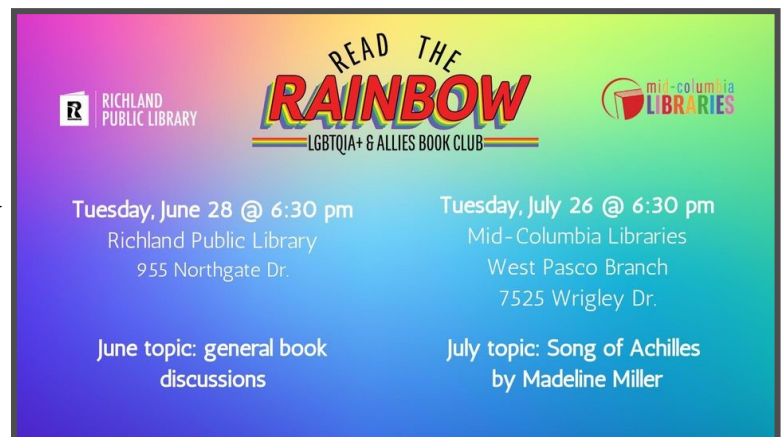
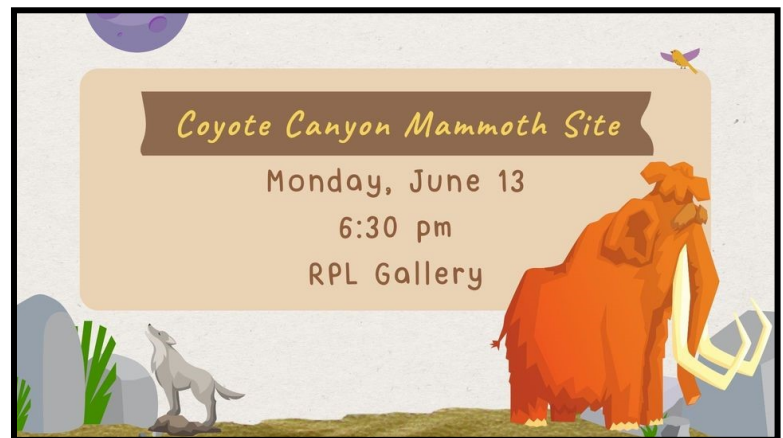
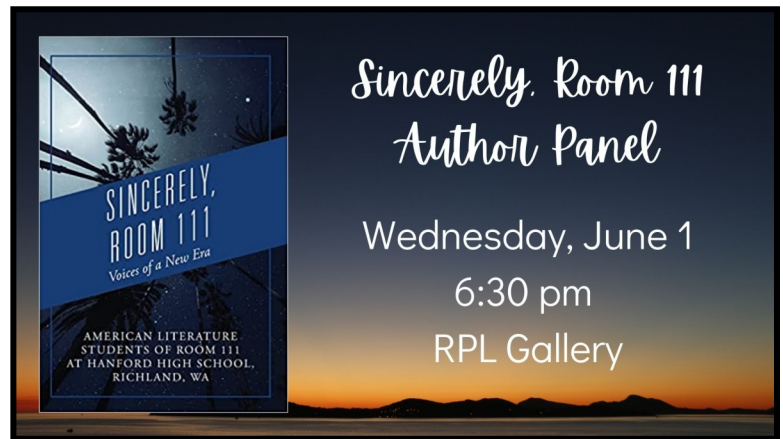
We also hosted a presentation about the Coyote Canyon Mammoth Dig Site from 6:30 to 8 p.m. on Monday June 13, in the Doris Roberts Gallery. Our Facebook post said, “Community outreach and subject matter expert Gary Kleinknecht will talk about the Coyote Canyon Mammoth Dig site and the excavation and collection happening on its fossil-containing slope.”

Read the Rainbow LGBTQIA+ and Allies Book Club

Richland Public Library and Mid-Columbia Libraries have started a new book club that will meet each month at alternating locations. The inaugural meeting was held from 6:30 to 7:30 p.m. on Tuesday, June 28, at our library.

Our Facebook invitation said, “Bring a book you are reading or have recently read. Discuss it with other readers and our librarians and get ideas for your next read! Sharing is optional so feel free to just listen. This book club is co-hosted by Richland Public Library and Mid-Columbia Libraries. Meetings occur monthly and rotate among Tri-Cities library locations.”

The group’s second meeting will be at Mid-Columbia Libraries' West Pasco branch on Tuesday, July 26. Participants will be reading *The Song of Achilles* by Madeline Miller.



ALL-AGES PROGRAMS (CONTINUED)

Urban Sketching: Goethals Park

We held an urban sketching session from 10 a.m. to noon on Saturday, June 18, at Goethals Park in Richland. Our Facebook invitation said, “All ages and artistic abilities are welcome but children must be accompanied by an adult. Bring your own supplies or borrow some of ours. Please be sure to turn in a sketch to be included in the art display at the library. Meet at Goethals Park (301 Goethals Drive).”

LGBTQ+ Crafting Social

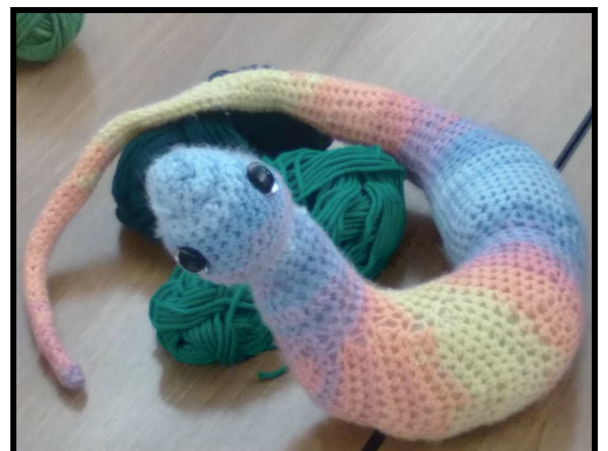
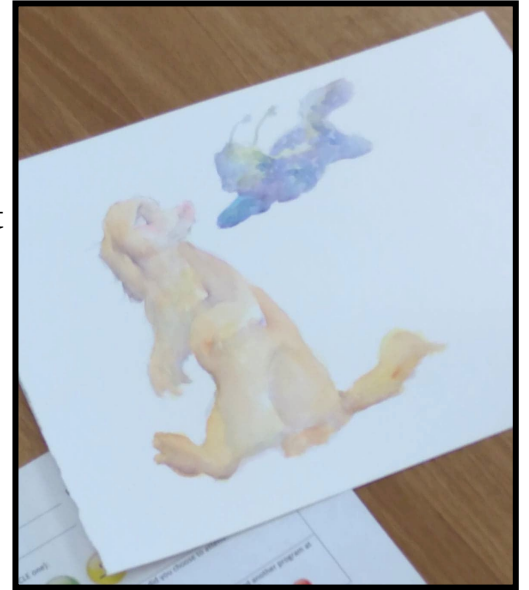
In recognition of Pride Month, we held a LGBTQ+ Crafting Social for patrons age 13+ in the STEAMspace from 6:30 to 8:30 p.m. on Monday, June 20. This extremely popular event was attended by 33 people.

Our Facebook invitation said, “Chat, chill, and hang out: A crafting social for LGBTQ+ and allies. Do you like to create mail art, mixed media, painting, drawing, cross-stitch, knitting/crocheting, or something completely different? Bring your projects and get your craft on. If you just want to hang out and chat, that’s OK too! Some basic art supplies may be available, but it’s best to bring what you need. Light snacks provided.” Here are some crafts our patrons created.

Marvel Mondays

This month, we started a new club for patrons of all ages: Marvel Mondays! Our first session was held on Monday, June 27, with a showing of *Thor: Ragnarok* (2017). Although Marvel Mondays are open to patrons of all ages, the first movie was rated PG-13.

Snacks and beverages were provided by the Friends of the Richland Public Library, and movie licensing was courtesy of Windermere Group One.



LIBRARY DISPLAYS

“Read Beyond the Beaten Path” Summer Reading Program Display

Library Assistant Mary Brown-Elmore created a colorful “Read Beyond the Beaten Path” display in May to promote our Summer Reading Program, which will run from June 10 through August 22. In June, she expanded the display and moved it to the area between the self-check kiosks.

The display features a miniature tree, tent, and campfire scene, along with information about our Summer Reading Program and how to sign up. There is also a selection of fun bookmarks for patrons to enjoy.

We kept the display stocked during the month with a selection of children’s, young adult, and adult books about summertime adventures like camping and hiking. Titles included *Families on Foot: Urban Hikes to Backyard Treks and National Park Adventures* by Jennifer Pfarr Davis, *Under the Stars: How America Fell in Love with Camping* by Dan White, and more. Patrons can easily browse through the books while using our self-checkout stations.



“Our National Parks” Display

Linda created an eye-catching Summer Reading Program bulletin board for the Children’s Department that features National Parks. The display includes colorful photos of different national parks all around the United States, from Yellowstone to Mount Rainier and the Grand Canyon. It also includes envelopes of “Find and Color” and “Mazes” handouts for children and parents to take home.

Children’s Summer Reading Program Display

Mary also created a separate “Read Beyond the Beaten Path” display for the Children’s Department that we left up in June. The colorful tabletop display features a fun map encouraging outdoor adventures during each week of the summertime program, a doll-sized camping tent, and a variety of children’s books.

LIBRARY DISPLAYS (CONTINUED)

Juneteenth Display

Juneteenth, also known as Freedom Day, is a federal holiday that commemorates the end of slavery in the United States and the emancipation of African Americans in Texas on June 19, 1865. It is a celebration of the freedom, resilience, culture, and achievements of African Americans.

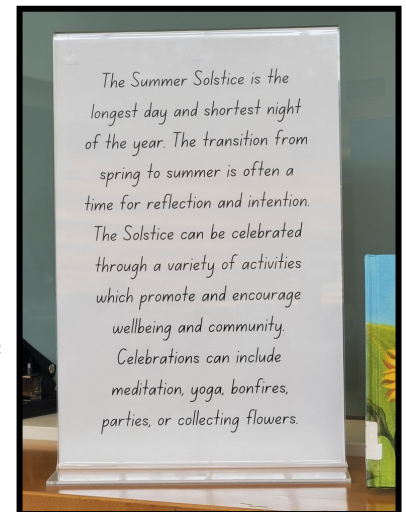
In recognition of this holiday, Mary created a tabletop Juneteenth display featuring “Read” bookmarks and a selection of books for patrons of all ages. Books included *Juneteenth for Mazie* by Floyd Cooper, *On Juneteenth* by Annette Gordon-Reed, *Little Leaders: Bold Women in Black History* by Vashti Harrison, *The African Americans: Many Rivers to Cross* by Henry Louis Gates Jr., *Four Hundred Souls* edited by Ibram X. Kendi and Keisha N. Blain, and *Change Sings: A Children’s Anthem* by Amanda Gorman. Martha also created a printed handout featuring children’s books about Juneteenth.



Summer Solstice Display

Mary created a bulletin board and book display to celebrate the Summer Solstice. Part of the display said, “The Summer Solstice is the longest day and shortest night of the year. The transition from spring to summer is often a time for reflection and intention. The Solstice can be celebrated through a variety of activities which promote and encourage wellbeing and community. Celebrations can include meditation, yoga, bonfires, parties, or collecting flowers.”

We kept the display stocked with books about meditation, yoga, and self care during the month. Books included *The Harvard Medical School Guide to Yoga* by Marlynn Wei, *Real Happiness: The Power of Meditation* by Sharon Salzberg, and *Peaceful Like a Panda* by Kira Willey.



LIBRARY DISPLAYS (CONTINUED)

Pride Display

June is Pride Month, so Mary created a rainbow-filled display featuring storybooks, children's chapter books, and young adult books featuring LGBTQIA+ characters, themes, and authors. The display included two bulletin boards and countertops next to the Teen Department.

We kept the display stocked throughout the month with a great selection of Pride-themed books, ranging from *Julián is a Mermaid* by Jessica Love to *You Should See Me in a Crown* by Leah Johnson.



SOCIAL MEDIA HIGHLIGHTS

Library Materials, Services, and Programs

We have continued to highlight library materials, services, and programs through Facebook and Twitter, and we also publicize events happening in the community.

In June, we highlighted a Hoopla collection of summer road trip reads; a Kanopy collection of kids' films to foster summer reading; a Kanopy collection of films about Juneteenth; a digital collection about freedom from the Smithsonian's National Museum of African American History & Culture; and Libby audiobooks for National Audiobook Month.



We let patrons know about “July @ the Stage,” a series of great children's programs that the Richland Public Library and Mid-Columbia Libraries have teamed up to host at the HAPO Stage in John Dam Plaza. Patrons can enjoy shows by Eric Herman and the Puppy Dogs on July 12; children's musician Jim Gill on July 19; and zoologist Scott Peterson, “Reptile Man,” on July 26. We also posted about Hellosaurus, a fun new collection of engaging, interactive, and educational content on Hoopla for children from ages 2 through 8. A single Binge Pass borrow allows access to Hellosaurus content for seven days.

Later in June, we posted to remind patrons that Overdrive will be discontinuing their legacy app and transitioning users to the Libby app. Libby features a central bookshelf for all loans and holds, tags to categorize books, customizable notifications, and compatibility with Apple CarPlay and Android Auto for listening to audiobooks.

At the end of the month, we posted to wish patrons a happy Fourth of July and remind them about City of Richland holiday closures.

SOCIAL MEDIA HIGHLIGHTS (CONTINUED)

Interactive Graphics

We have continued to create and post interactive graphics featuring materials that patrons can check out from the library.

On June 22, we posted an interactive graphic featuring 2023 OTTER Award nominees. The Washington Library Association website states, "The goal of the OTTER Award is to highlight titles that are both engaging and developmentally appropriate for readers transitioning into chapter books."

Later, on June 27, we posted an interactive graphic featuring children's books about national parks. Reading a book about a national park is one of our Summer Reading Program activities. These graphics are available at the following links.

view.genial.ly/62a24cfd0d2a7e00113e0786/interactive-content-2023-otter-nominees

view.genial.ly/62a6555460cd210018coa849/interactive-content-srp-national-parks

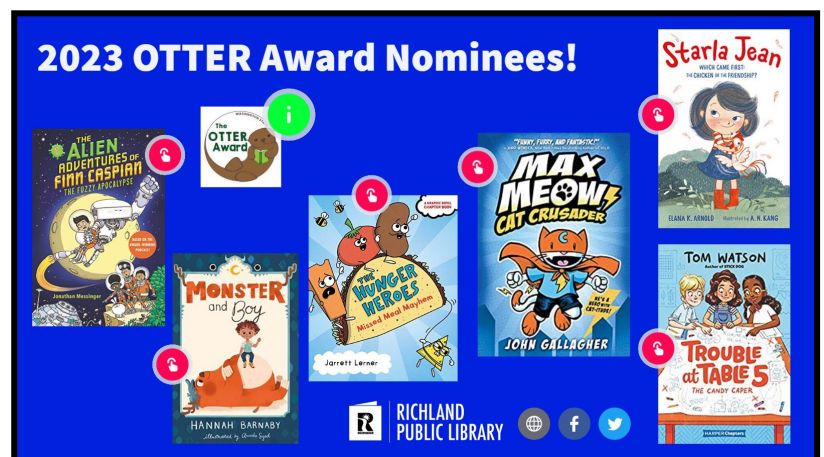
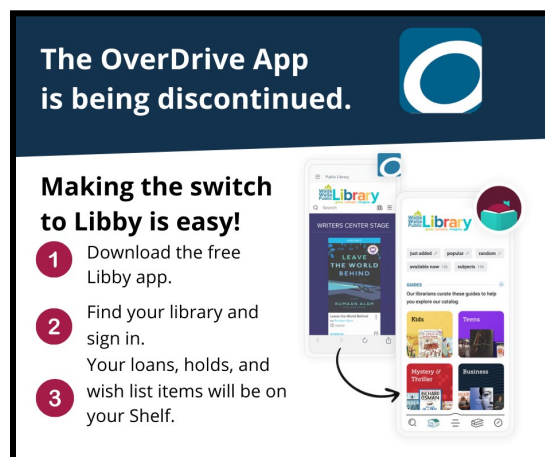
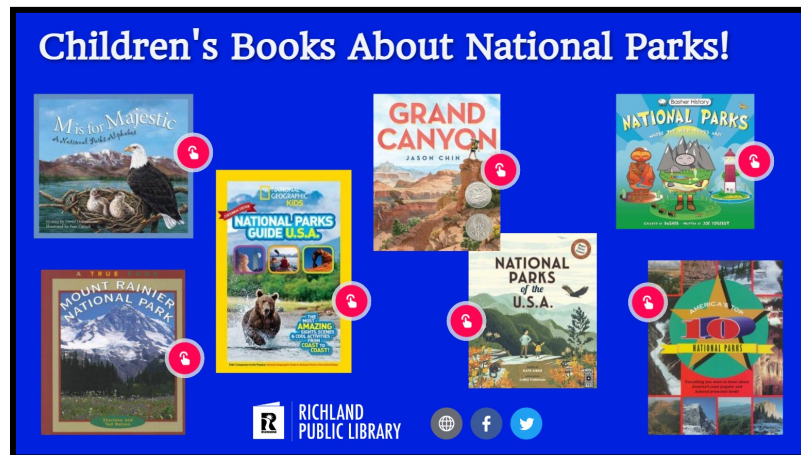
Our Social Media Links

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

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

Our Twitter feed may be viewed at this link.

<https://twitter.com/RichlandLib>



NEW FOR JULY!

Summer Chess Classes

The Washington Elementary Chess Champions are holding chess lessons this summer for children in grades K-6 and their families. The classes began on Wednesday, June 29, and will continue at 6:30 p.m. on July 6, 13, 20, and 27 in the Doris Roberts Gallery. Patrons who want to attend should preregister for the individual sessions on [Eventbrite](#).

Summer Reading Program Art Lab

We will be holding a Summer Reading Program Art Lab at from 1 to 3 p.m. on Monday, July 11. Our calendar invitation says, “We will have stations set up for various art activities, mainly focused on summer reading activities. You can work on your entries for the Group Art Project or the What Can You See? activity or even get an idea for a Story Walk entry or a Tiny Illustrated Poem. We will also have tags you can draw on and turn in. We will add them to the Sweater Weather 2022 trees this fall. Preschoolers must be accompanied by an adult.”

“July @ the Stage”

We have partnered with Mid-Columbia Libraries to host a series of children’s performances at the HAPO Stage in John Dam Plaza this summer.

- Children’s musician Eric Herman and the Puppy Dogs will be performing at 6:30 p.m. on Tuesday, July 12.
- Children’s musician Jim Gill will be performing at 6 p.m. on Tuesday, July 19.
- Zoologist Scott Peterson, “Reptile Man,” will have a show at 6:30 p.m. on Tuesday, July 26.



Sketch Hunt at Claybell Park

We will be hosting a Sketch Hunt at Claybell Park from 9 to 11 a.m. on Thursday, July 14. Patrons will meet at the park to pick up a list of things to find and sketch. All ages and abilities are welcome, and we will have art supplies available.

High School Book to Movie Club: *The Desolation of Smaug*

Our High School Book to Movie Club for high schoolers ages 13-18 will be reading and watching *The Hobbit* this summer. The group will watch *The Desolation of Smaug* (2013), the second movie in the series, at 6 p.m. on Thursday, July 14.

Viewer Discretion Is Advised Cinema Club: *The Adventures of Priscilla, Queen of the Desert*

Our Viewer Discretion Is Advised Cinema Club for adults age 18+ will be meeting at 6:30 p.m. on Monday, July 18, to watch *The Adventures of Priscilla, Queen of the Desert* (1994). Prepackaged snacks and bottled water will be provided by the Friends of the Richland Public Library. Preregistration is required by phone or on [Eventbrite](#).

NEW FOR JULY! (CONTINUED)

Teen Botanical Crafts

We will be holding a Teen Botanical Crafts program from 1 to 3 p.m. on Thursday, July 21. Our calendar invitation says, “Join us in the STEAMspace for some botanical-themed crafts to go along with our summer reading theme of Reading Beyond the Beaten Path! We'll make pressed-flower bookmarks, botanical papier-mâché lanterns, and botanical soaps. Open to those entering middle school through high school.”

Civil Air Patrol “Adventures in Aviation” Program

The Civil Air Patrol Youth Cadets will be holding a second Adventures in Aviation session at the library from 6:30 to 8 p.m. on Thursday, July 21. This program for ages 11-18 will discuss Civil Air Patrol and Drone Capabilities. A third session will be held on Thursday, August 4.

Family Game Day

The Richland Public Library and Tri-City Area gaming are teaming up to host Family Game Day on Saturday, July 23. Tournament-style games will be held during the day, and patrons will also be able to check out an assortment of fun board games to play in the library. The Friends of the Library will provide light snacks, and patrons can purchase food from a local food truck outside the library.

Marvel Monday

This month, for Marvel Monday, we will be showing *Black Panther* (2018) in the Doris Roberts Gallery at 6:30 p.m. on Monday, July 25. Snacks and beverages will be provided by the Friends of the Richland Public Library, and movie licensing is courtesy of Windermere Group One.

Summer Reading Program Origami Lab

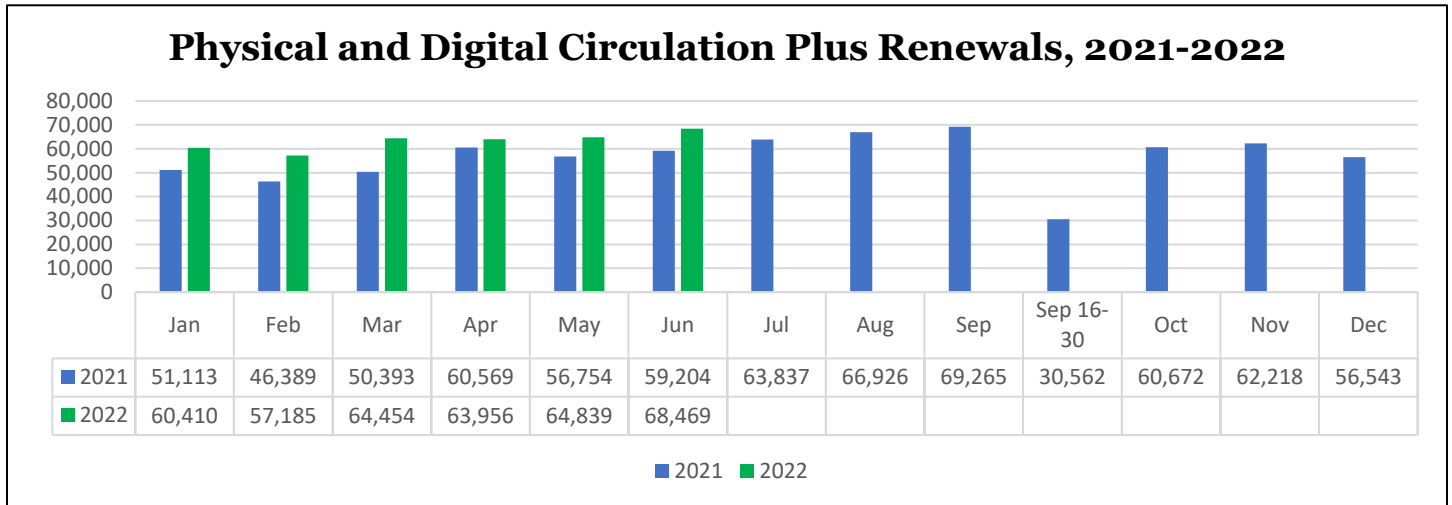
We will be holding a Summer Reading Program Origami Lab from 1 to 3 p.m. on Monday, July 25. This fun craft session is geared toward children age 5 and older, but younger kids can participate with adult help. We will have stations with instructions for simple origami models, along with origami paper and markers.

Recurring Programs on the Calendar

- LGBTQIA+ Craft Social at 6:30 p.m. on Monday, July 11, in the Doris Roberts Gallery
- Singing Strings Ukulele Club teen/adult jam sessions at 6:30 p.m. on Tuesdays, July 5 and 19
- STEAMkids at 10 a.m. on Saturday, July 2, and Saturday, July 23; and at 1 p.m. on Thursday, July 28
- Evening story times at 6 p.m. on Tuesdays; active toddler story times at 10 a.m. on Wednesdays; outdoor story times at 10 a.m. on Fridays, July 1 and 8; and preschool story times at 10 a.m. on Fridays, July 15, 22, and 29
- Read the Rainbow at 6:30 p.m. on Tuesday, July 26
- “Read to Rowbey” therapy dog sessions at 11 a.m. on Thursdays, July 7, 14, 21, and 28

STATISTICS

TOTAL CIRCULATION

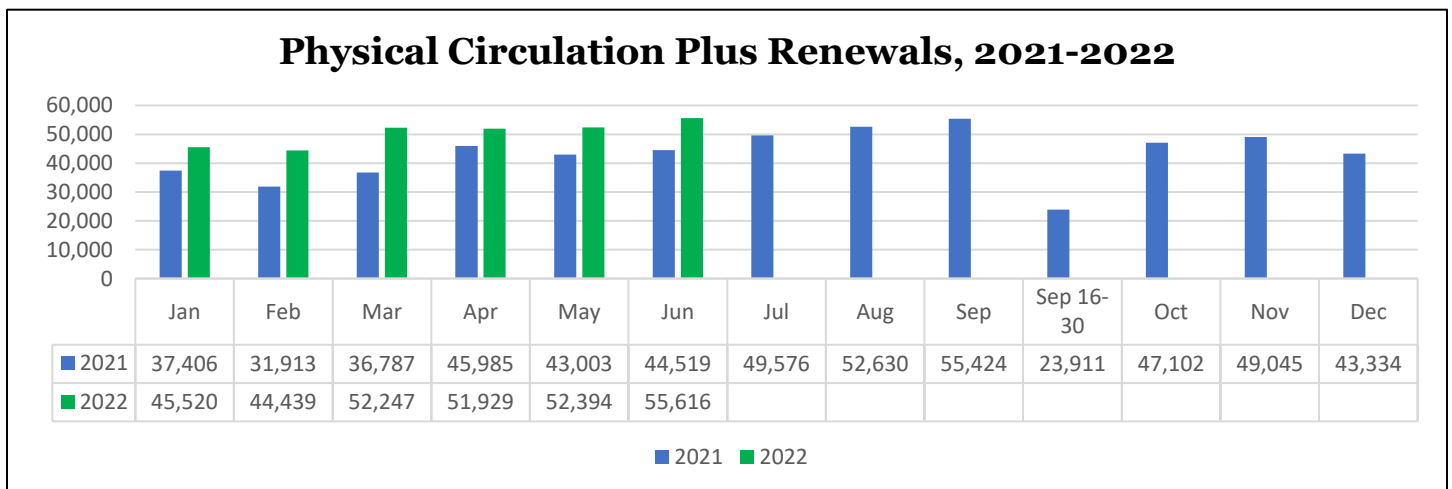


During June 2022, our total physical plus digital circulation was 52,496 items, not including renewals. Of those, 39,643 (75.5%) were physical items and 12,853 (24.5%) were digital items obtained through Hoopla, Kanopy, Mango, and Overdrive. Kanopy plays and Mango sessions are counted in this, but physical item renewals are not. This physical plus digital circulation, not including renewals, was up 9.6% compared to the 47,890 items checked out in May 2022. Digital circulation was up 3.3% compared to the 12,445 items checked out in May. We filled 3,512 requests for holds, and had 28 scheduled curbside deliveries for 17 patrons.

Our patrons also renewed 15,973 physical items in June. Including these physical item renewals, our overall circulation was 68,469. That overall circulation was up 5.6% compared to the 64,839 items circulated in May 2022, and was up 15.6% compared to the 59,204 items circulated in June 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.

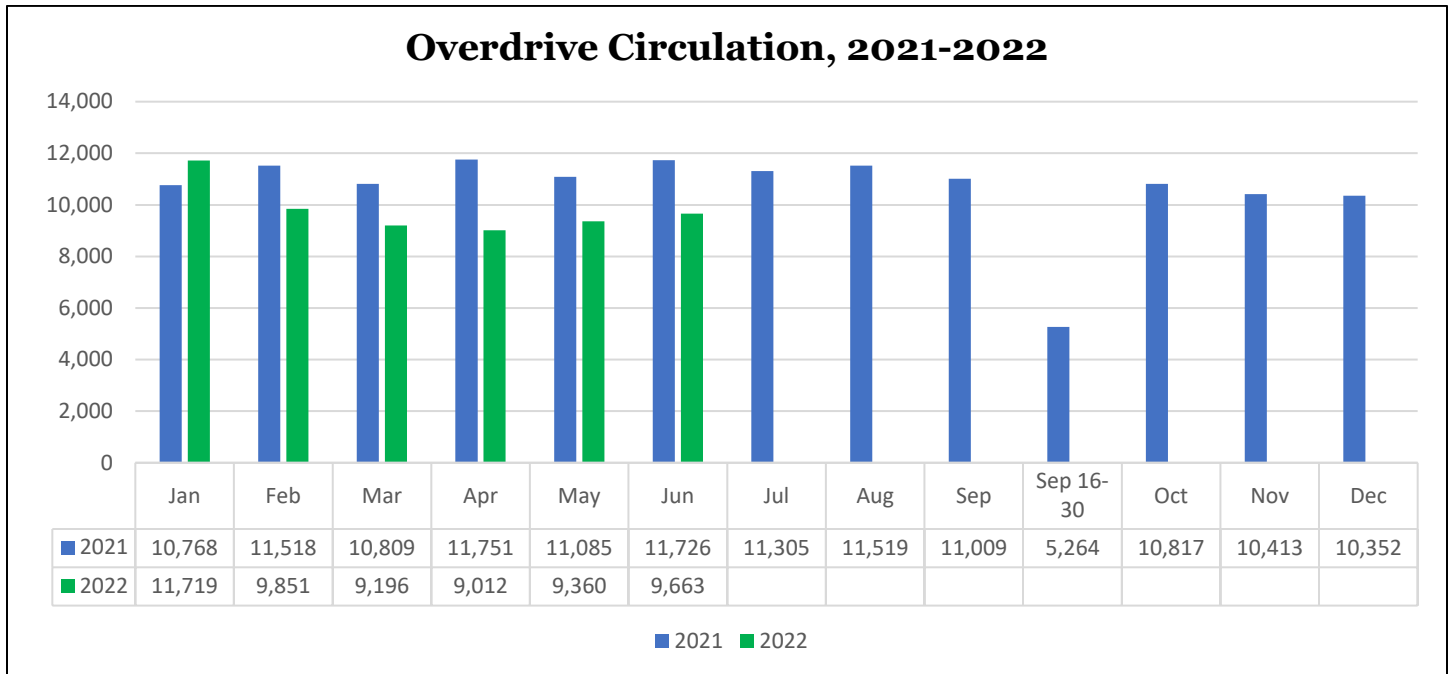
PHYSICAL CIRCULATION



Our patrons checked out 39,643 physical items in June and renewed 15,973 physical items, for a total of 55,616 items. That is up 6.2% compared to the 52,394 physical items checked out and renewed in May 2022, and is up 24.9% compared to the 44,519 items checked out and renewed in June 2021. The top ten categories that circulated this month were Children's Chapter Book Fiction (5,105 items), Children's Storybooks (4,805 items), Adult Nonfiction (3,694 items), Children's Nonfiction (2,986 items), Adult Movies (2,902 items), Children's Graphic Novels (2,721 items), Adult Fiction 2nd Floor (2,090 items), Children's Favorites on the Story Circle (1,972 items), Children's Movies (1,872 items), and Children's Easy Readers (1,410 items). The January through September 2021 statistics in this graph are mid-month to mid-month.

DIGITAL CIRCULATION

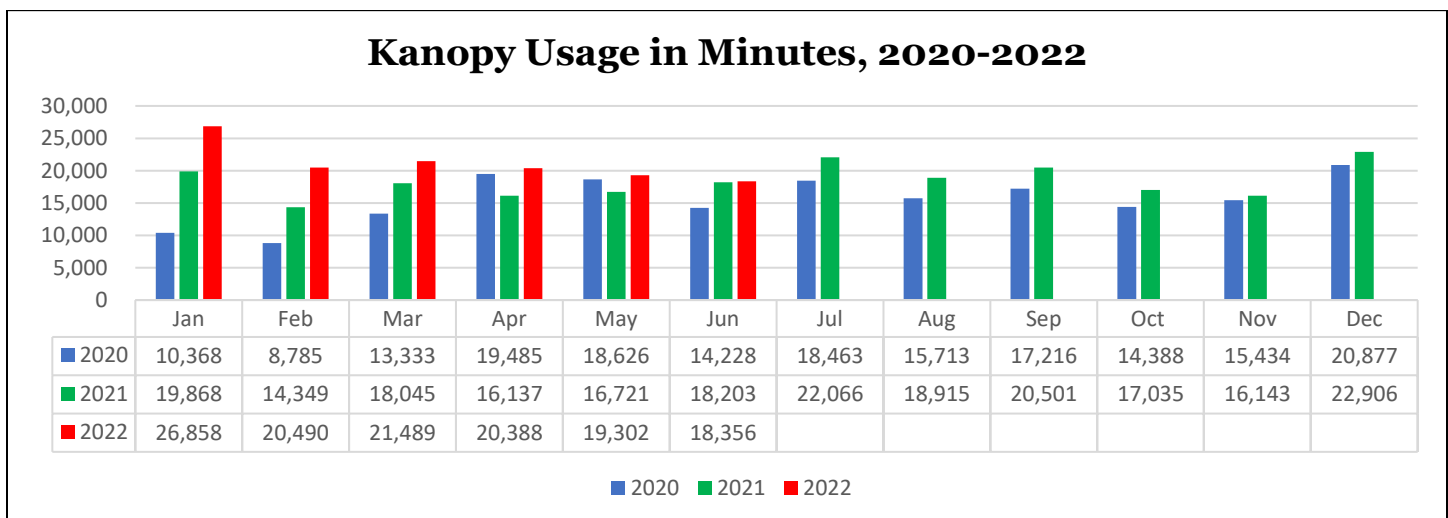
Overdrive



The 9,663 checkouts through Overdrive in June are up a modest 3.2% compared to the 9,360 checkouts in May 2022, but they are down 17.6% compared to the 11,726 checkouts in June 2021. Overdrive continues to be popular with our patrons, as they like having the ability to read or listen to their choices at home or on the go.

This month's checkouts included 5,156 e-books (which were 53.4% of the Overdrive items checked out), 3,893 audiobooks (40.3%), and 614 e-magazines (6.3%). The January through September 2021 statistics in this graph are mid-month to mid-month.

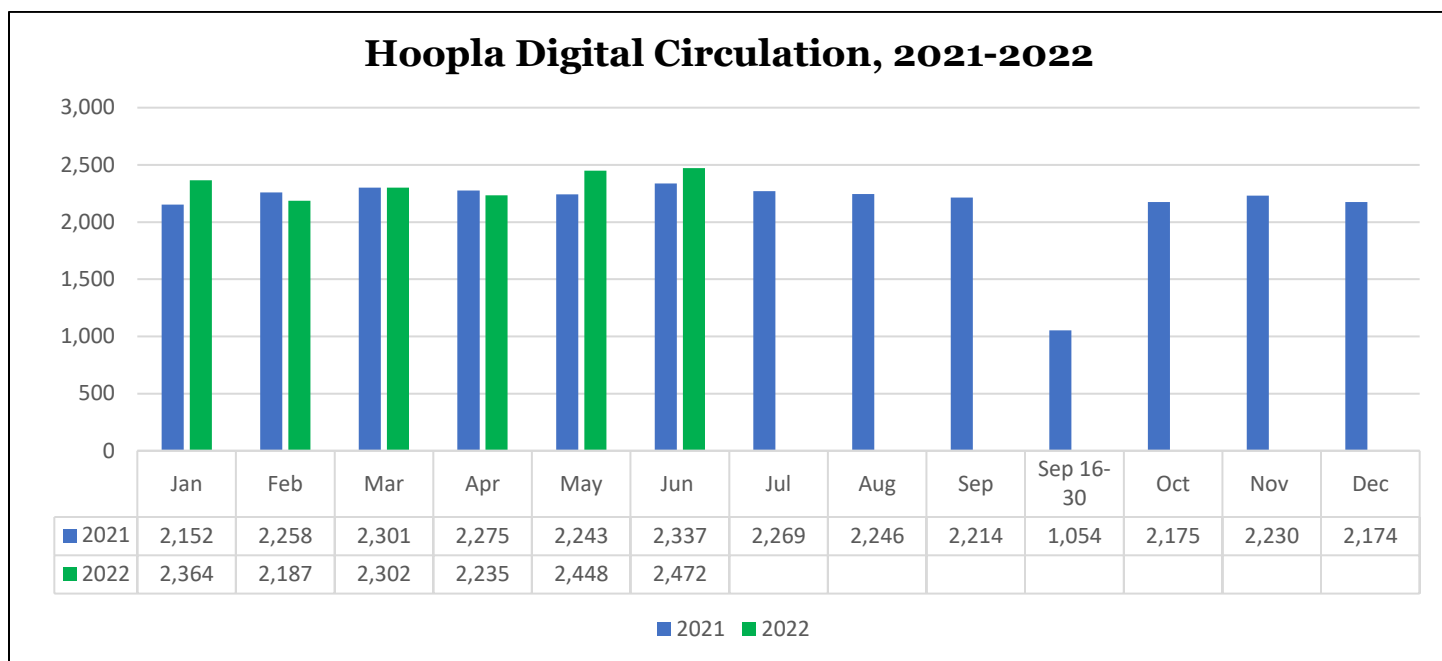
Kanopy



Our patrons viewed 18,356 minutes of Kanopy content in 629 plays during the month of June. This is down 4.9% compared to the 19,302 minutes viewed in May 2022, but represents a modest 0.8% increase over the 18,203 minutes viewed in June 2021. Cardholders in the United States and Canada viewed content, while additional cardholders in Spain, France, and India logged into Kanopy but didn't watch any content. The top five suppliers of content viewed this month were Nelvana International, The Great Courses, Well Go USA, PBS, and IFC Films. Content was viewed on televisions (42.1%), mobile devices (32.3%), desktops (14.1%), and tablets (11.4%). Kanopy continues to be a reliable supplier of both educational and entertainment for our patrons.

DIGITAL CIRCULATION (CONTINUED)

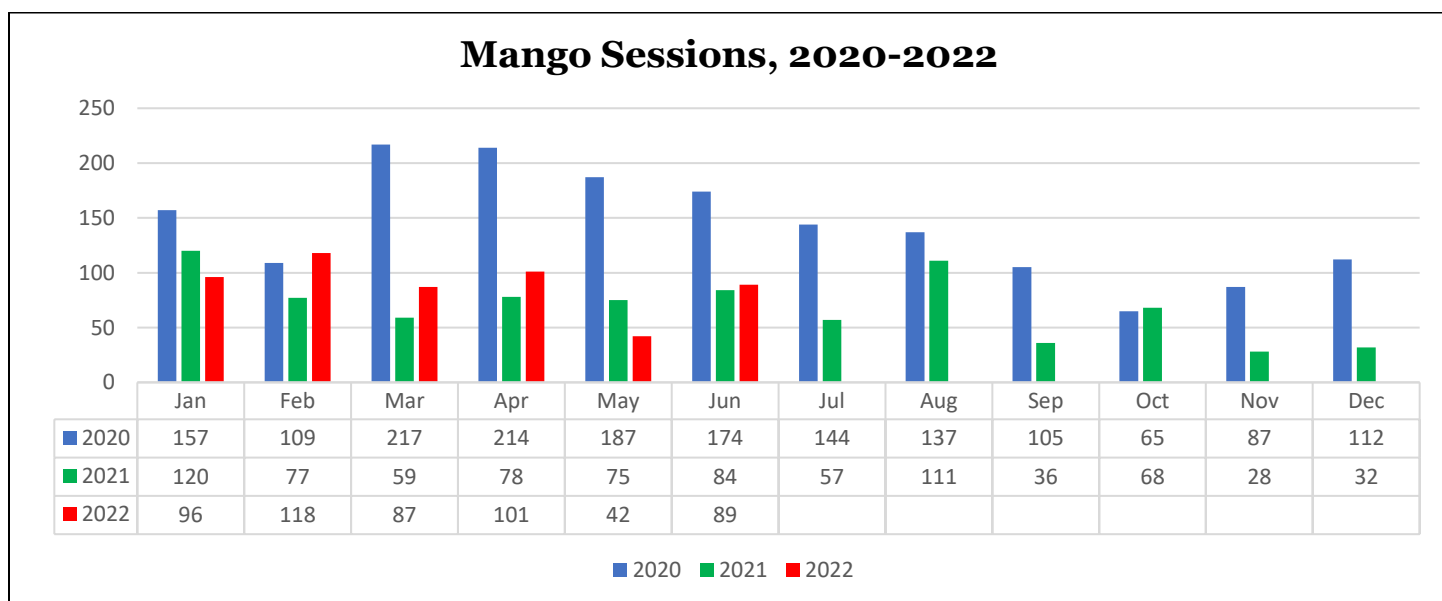
Hoopla



The 2,472 circulations in Hoopla during the month of June are up a modest 1% compared to the 2,448 circulations in May 2022, and are also up 5.8% compared to the 2,337 circulations in June 2021. Patrons checked out 1,351 audiobooks, 665 e-books and e-comics, 344 movies and television shows, 108 music items, and 4 BingePasses. The January through September 2021 statistics in this graph are mid-month to mid-month.

Hoopla continues to provide patrons with the ability to access their selections without having to wait for copies to become available.

Mango

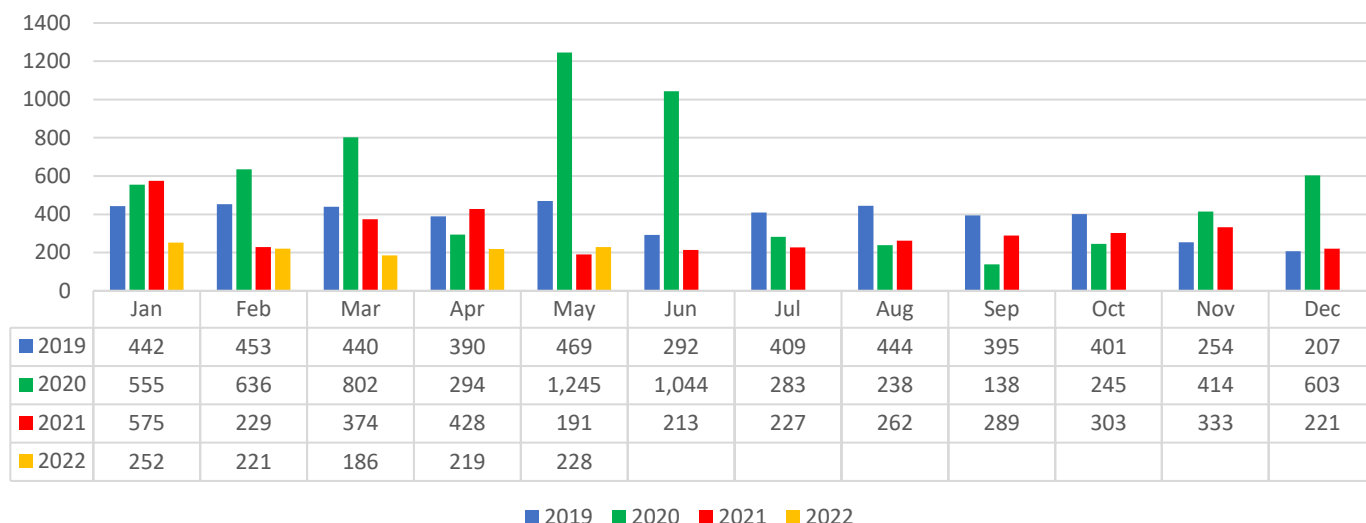


Mango usage more than doubled this month. Patrons had 89 sessions in Mango for the month of June. This usage is up 111.9% compared to the 42 sessions in May 2022, and is also up 5.9% compared to the 84 sessions in June 2021. The top languages selected by our patrons this month were Spanish, Latin American; Japanese; Chinese, Mandarin; English; German; Korean; French; Ukrainian; Arabic, Modern Standard; and Filipino, Tagalog. Usage of Mango continues to be sporadic, although many of these languages are perennial top ten selections.

OTHER DIGITAL SERVICES

Morningstar

Morningstar Searches, 2019-2022

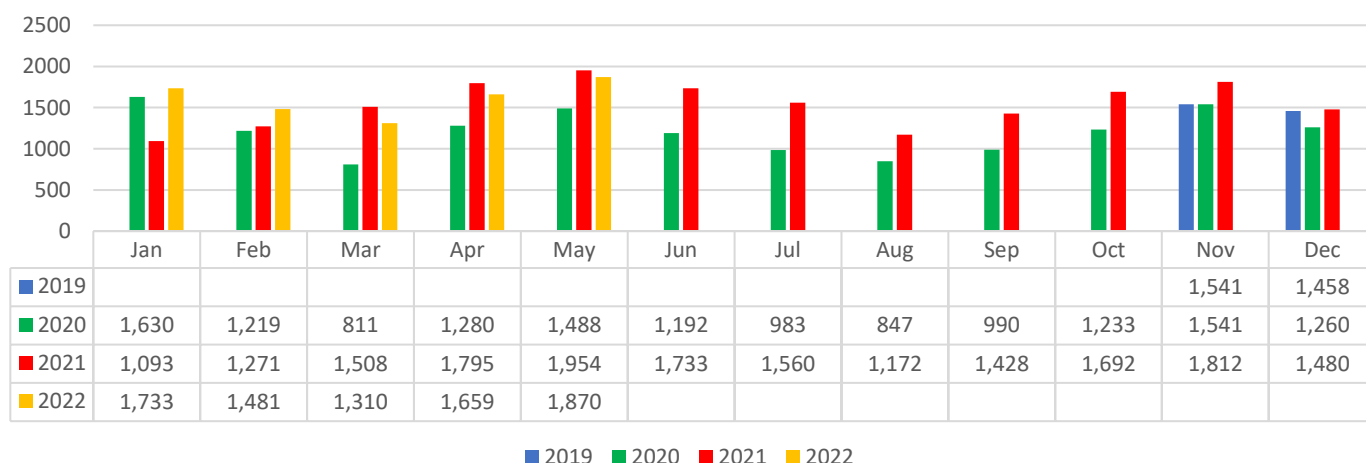


Morningstar was used by our patrons for 228 searches in May. This is an increase of 4.1% over the 219 searches that occurred in April 2022, and is up 19.4% compared to the 191 searches in May 2021. The average monthly usage of Morningstar this year has seemingly hit a plateau that is lower than previous years. The platform continues to offer our patrons a valuable resource for conducting research on financial and investment matters in these uncertain financial times.

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

Value Line

Value Line Page Views, 2019-2022



The 1,870 Value Line page views in May are up 12.7% compared to the 1,659 page views in April 2022, but are down 4.3% compared to the 1,954 page views that occurred in May 2021. Overall Value Line usage has continued to increase during the last several years, even though monthly usage may sometimes drop lower than it had been in the previous month or previous year. In these uncertain financial times, patrons have continued to use Value Line and Morningstar to conduct research for their financial questions.

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

OTHER DIGITAL SERVICES (CONTINUED)

Newsbank

The 1,082 page views in NewsBank during June are down 17.2% compared to the 1,307 page views that occurred in May 2022, but are up 144.8% compared to the 442 page views in June 2021. NewsBank usage seems to have hit a plateau in the amount of page views that are happening this year. Monthly page views are higher than what was being viewed last year, and are significantly higher than what was being viewed in 2020. For example, there were only 10 page views on NewsBank in June 2020. With the cost of newspapers increasing and their content decreasing, our patrons could be taking advantage of reading the *Tri-City Herald* and other newspapers from around the United States for free with their library cards.

OTHER STATISTICS

Gate Counts

Our total gate count for June was 14,241. Our busiest day was Wednesday, June 29, with a gate count of 697. Programs held that day included Active Story Time and Summer Chess Lessons, and many patrons also came to the library that day to check out materials before the Fourth of July holiday weekend.

Interlibrary Loans

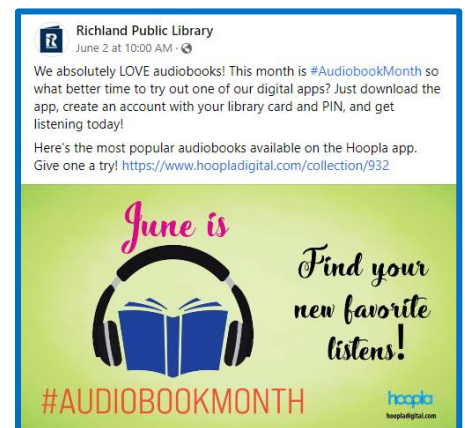
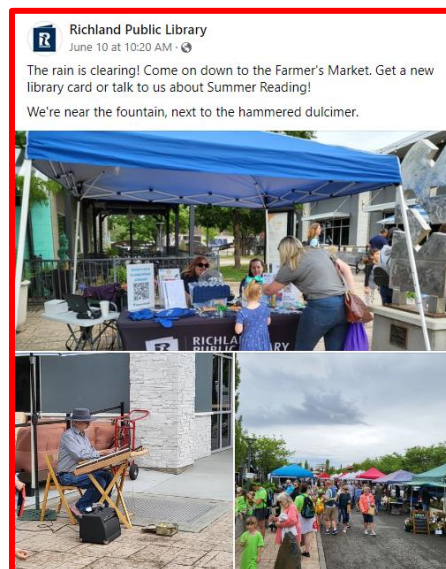
In June, we received a total of 150 interlibrary loan requests from other libraries. Of those, 149 were for books and 1 was for an audiovisual (A/V) item. We sent 62 books to other libraries during the month in response to their interlibrary loan requests.

We also sent 26 interlibrary loan requests to other libraries in June for 25 books and 1 A/V item requested by our patrons. We received 12 books from other libraries in response to requests. We had 17 separate patrons request items this month, including two patrons who requested 5 items apiece.

Our longtime interlibrary loan specialist, Library Assistant D'ette Peach-Atkins, noted, "The grand total of patron requests was 26! That is the most I have had in my time here."

New Library Card Accounts

We created 525 new library card accounts in June. They included 415 resident cards, 89 nonresident cards, 13 limited access cards, 1 iCard, 1 homebound card, 1 library staff card, and 5 interlibrary loan accounts. Many of these new cards resulted from our outreach activities, including class library tours and visits to the Richland Farmer's Market and Pasco's Pride event.



Bookshelf graphic designed by Freepik (Freepik.com).



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 7/12/2022

Agenda Category: Approval of Bills

Prepared By: Kylie Barada, Administrative Assistant

Subject:

July 2022 Claims for Payment

Department:

Parks & Public Facilities

Recommended Motion:

Move to approve the June 1, 2022 through June 30, 2022 claims for payment.

Summary:

This is a review and approval of the June 1, 2022 through June 30, 2022 claims for payment.

Attachments:

1. June 2022 Payroll
2. June 2022 Voucher Listing
3. 2022.07.12 Claims for Payment

CITY OF RICHLAND

LIBRARY EXPENDITURE

June 2022

Month/Year

PAY PERIODS From May 23, 2022 through June 19, 2022

GROSS SALARIES \$ 95,124.04

		Gross Wages	Total
WEEK OF:	<u>06/09/22</u>	<u>46,944.55</u>	<u>46,944.55</u>
WEEK OF:	<u>06/23/22</u>	<u>48,179.49</u>	<u>48,179.49</u>
WEEK OF:	<u> </u>	<u> </u>	<u>-</u>
	TOTAL	<u>95,124.04</u>	<u>95,124.04</u>

Library Voucher Listing

Begin Date: 6/1/2022

End Date: 6/30/2022

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		1000212432	6/1/2022	301075	CATALOGING METADATA ILL MAY 2022	\$1,163.73
SOFTWARE-LICENSING & UPGRADES TOTAL:								\$1,163.73
SOFTWARE-LICENSING & UPGRADES - YTD INFORMATION								
BUDGET: \$65,530.00			YTD ACTUAL: \$34,668.72			YTD % USED: 52.91%		
INFORMATION TECHNOLOGY TOTAL:								\$1,163.73
	K8721000/4201	VERIZON WIRELESS		9906874048	6/1/2022	301095	Verizon Cellular April 20-May 19 2022	\$89.36
	K8721000/4201	FRONTIER		06/22 5099433152	6/10/2022	301523	TELEPHONE CHARGE 05/04/2022-06/03/2022	\$804.18
TELEPHONE & COMM SVCS TOTAL:								\$893.54
TELEPHONE & COMM SVCS - YTD INFORMATION								
BUDGET: \$11,424.00			YTD ACTUAL: \$8,799.06			YTD % USED: 77.02%		
	K8721000/4202	PITNEY BOWES PURCHAS		January 2022 Postage	6/22/2022	301807	01/01/2022-01/31/2022 Postage PB	\$233.27
	K8721000/4202	PITNEY BOWES PURCHAS		February 2022 Postag	6/22/2022	301807	02/01/2022-02/28/2022 Postage PB	\$296.73
	K8721000/4202	PITNEY BOWES PURCHAS		March 2022 Postage	6/22/2022	301807	03/01/2022-03/31/2022 Postage PB	\$275.08
	K8721000/4202	PITNEY BOWES PURCHAS		April 2022 Postage	6/22/2022	301807	04/01/2022-04/30/2022 Postage PB	\$319.69
POSTAGE TOTAL:								\$1,124.77
POSTAGE - YTD INFORMATION								
BUDGET: \$6,516.00			YTD ACTUAL: \$1,168.76			YTD % USED: 17.94%		

Library Voucher Listing

Begin Date: 6/1/2022

End Date: 6/30/2022

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4504	XEROX CORP		016375854	6/17/2022	301738	7HB-469027 MONTHLY BASE CHARGE JUNE 2022	\$10.86
	K8721000/4504	XEROX CORP		015356086	6/29/2022	302107	3UA-296344 METER CHARGE 11/21/21-12/30/21	\$140.57
	K8721000/4504	XEROX CORP		015466014	6/29/2022	302107	3UA-295134 JANUARY 2022 BASE CHARGE	\$169.36
	K8721000/4504	XEROX CORP		015466015	6/29/2022	302107	3UA-295169 JANUARY 2022 BASE CHARGE	\$79.71
	K8721000/4504	XEROX CORP		015466016	6/29/2022	302107	3UA-295258 JANUARY 2022 BASE CHARGE	\$204.21
	K8721000/4504	XEROX CORP		015466017	6/29/2022	302107	3UA-296344 JANUARY 2022 BASE CHARGE	\$223.45
	K8721000/4504	XEROX CORP		590577852	6/29/2022	302107	LATE CHARGE FROM OPEN INVOICE 016152953	\$25.00
	K8721000/4504	XEROX CORP		016152953	6/29/2022	302107	7HB-469027 MAY 2022 MONTHLY BASE CHARGE	\$10.86
	K8721000/4504	XEROX CORP		016375864	6/29/2022	302107	3UA-295134 MAY 2022 BASE CHARGE	\$163.97
	K8721000/4504	XEROX CORP		016375865	6/29/2022	302107	3UA-295169 MAY 2022 MONTHLY BASE CHARGE	\$83.22
	K8721000/4504	XEROX CORP		016375866	6/29/2022	302107	3UA-295258 MAY 2022 BASE CHARGE	\$337.34
	K8721000/4504	XEROX CORP		016375867	6/29/2022	302107	3UA-296344 MAY 2022 BASE CHARGE	\$342.19

COPIER/FAX LEASE RENTAL MAINT TOTAL: \$1,790.74

COPIER/FAX LEASE RENTAL MAINT - YTD INFORMATION

BUDGET: \$11,060.00

YTD ACTUAL: \$5,247.39

YTD % USED: 47.44%

K8721000/4802	FAST SIGNS	INV-66935	6/1/2022	301055	LIBRARY HOURS SIGNAGE	\$407.34
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REPAIRS AND MAINT-EQUIPMENT TOTAL: \$407.34

REPAIRS AND MAINT-EQUIPMENT - YTD INFORMATION

BUDGET: \$5,790.00

YTD ACTUAL: \$407.34

YTD % USED: 7.04%

Library Voucher Listing

Begin Date: 6/1/2022

End Date: 6/30/2022

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8721000/4902	MOON SECURITY SERVIC		1136572	6/17/2022	301707	FIRE, TOTAL CONNECT, COMMERCIAL MONITORING	\$115.06
	K8721000/4902	MOON SECURITY SERVIC		1139619	6/29/2022	302072	SERVICE CHARGE 6/1/22	\$168.34
	K8721000/4902	MOON SECURITY SERVIC		1140871	6/29/2022	302072	BASIC FIRE MON, ALARMNET CONN/CELL, BASIC COMM MON	\$115.06
DUES & SUBSCRIPTIONS TOTAL:								\$398.46
DUES & SUBSCRIPTIONS - YTD INFORMATION								
BUDGET: \$1,855.00			YTD ACTUAL: \$1,361.24			YTD % USED: 73.38%		
	K8721000/5301	WA STATE DEPARTMENT		DOR 05/2022	6/28/2022	9114	COMBINED EXCISE TAX - MAY 2022	\$20.33
STATE TAXES TOTAL:								\$20.33
STATE TAXES - YTD INFORMATION								
BUDGET: \$1,020.00			YTD ACTUAL: \$117.81			YTD % USED: 11.55%		
	K8721000/4207	BANK OF AMERICA		053122	6/2/2022	9094	LIBRARY MERCHANT SERVICE FEES	\$105.51
MERCHANT SVC FEES TOTAL:								\$105.51
MERCHANT SVC FEES - YTD INFORMATION								
BUDGET: \$450.00			YTD ACTUAL: \$494.07			YTD % USED: 109.79%		
	K8721000/4117	STRATEGIC GOVERNMENT		2022-104671	6/15/2022	301628	MANAGEMENT WORKSHOP APRIL2022	\$145.59
EXPERT SERVICES TOTAL:								\$145.59
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$1,550.00			YTD ACTUAL: \$508.66			YTD % USED: 32.82%		
LIBRARY ADMINISTRATION TOTAL:								\$4,886.28
	K8722100/3401	MIDWEST TAPE		502191314	6/15/2022	301611	HOOPLA MAY 2022	\$4,738.15

Library Voucher Listing

Begin Date: 6/1/2022

End Date: 6/30/2022

Fund	Div Org/Object	Description Vendor	P.O. Number	Invoice Number	Date	Check #	Description	Amount
	K8722100/3401	INFOUSA MARKETING		10003928050	6/8/2022	301429	DATA AXLE - REFERENCE SOLUTIONS	\$1,877.70
	K8722100/3401	CORNELL LAB OF ORNIT		3180-00944	6/15/2022	301581	1 YEAR SUBSCRIPTION BIRDS OF THE WORLD	\$461.55
	K8722100/3401	KANOPY LLC		KDEP-10313	6/24/2022	301955	KANOPY STREAMING DATABASE	\$6,000.00
LIBRARY RESOURCES TOTAL:								\$13,077.40
LIBRARY RESOURCES - YTD INFORMATION								
BUDGET: \$367,277.00			YTD ACTUAL: \$203,813.19			YTD % USED: 55.49%		
	K8722100/4107	SPORTSENGINE INC		21974	6/15/2022	301615	BACKGROUND CHECKS: LIBRARY	\$18.50
OTHER PROFESSIONAL SERVICES TOTAL:								\$18.50
OTHER PROFESSIONAL SERVICES - YTD INFORMATION								
BUDGET: \$860.00			YTD ACTUAL: \$367.63			YTD % USED: 42.75%		
	K8722100/4117	STRATEGIC GOVERNMENT		2022-104671	6/15/2022	301628	MANAGEMENT WORKSHOP APRIL2022	\$145.59
EXPERT SERVICES TOTAL:								\$145.59
EXPERT SERVICES - YTD INFORMATION								
BUDGET: \$41,550.00			YTD ACTUAL: \$40,593.66			YTD % USED: 97.70%		
LIBRARY PUBLIC SERVICE TOTAL:								\$13,241.49
LIBRARY NON-FACILITIES TOTAL:								\$19,291.50

Library Voucher Listing

Begin Date: 6/1/2022

End Date: 6/30/2022

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		05/2022 MAY	6/17/2022	301664	CITY UTILITY BILLS/MAY 2022	\$4,013.98
UTILITIES TOTAL:								\$4,013.98
UTILITIES - YTD INFORMATION								
BUDGET: \$53,736.00			YTD ACTUAL: \$18,167.14			YTD % USED: 33.81%		
LIBRARY FACILITIES TOTAL:								\$4,013.98



RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

JULY 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 \$ \$114,415.54 this 12th day of July, 2022.

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

Voucher Listings	Amount
June 01, 2022 thru June 30, 2022	\$19,291.50
Transfer Advice (Salaries)	
Salaries for the weeks of: May 23, 2022 thru June 19, 2022	\$95,124.04
MONTHLY EXPENSES	\$114,415.54

Comments: COR June 2022 Voucher Listing
June 2022 Library Expenditure

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

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



LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 7/12/2022

Agenda Category: New Business

Prepared By: Michael Scarfo , Library Supervisor

Subject:
Meeting Room Policy

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
The draft library board policy will be discussed and feedback will be provided to Manager Nulph. He will develop another draft as necessary for additional board and internal city review.

Attachments:
I. 2022.07.12 Library Meeting Room Policy

Space Available

Doris Roberts Gallery

Capacity – 132 people

Room Features

- Wi-Fi
- Two projectors
- Sound system
- Microphone
- DVD player
- Podium
- One dry erase board
- Shades and blackout curtains
- Baby grand piano (requires permission)

Conference Room A

Capacity – 32 people

Room Features

- Wi-Fi
- 32" Roku TV with HDMI
- One dry erase board

Conference Room B

Capacity – 32 people

Room Features

- Wi-Fi
- 32" Roku TV with HDMI
- Two dry erase boards

Conference A & B combined

Capacity – 64 people

Room Features

- Wi-Fi
- Two 32" Roku TV with HDMI
- Three dry erase boards

Features available for all rooms:

- Chairs
- Tables
- Dry erase markers and erasers
- Accessible kitchenette with small refrigerator, microwave, and sink

Rooms are available to reserve within the following hours:

- Monday – Thursday, 8:30am-8:30pm
- Friday, 8:30am-5:30pm
- Saturday, 9:00am-4:30pm
- Sunday, 12:00pm-4:30pm

Eligibility for Room Reservations

- Meeting rooms are available for use by residents and non-residents. A Richland Public Library (RPL) card is not required to book space.
- Reservations must be made by individuals that are at least 18 years old. The individual making the reservation becomes the Responsible Party for requested reservations.
- Meeting rooms are available to all organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, or political activities. Political activities must meet the standards of RCW 42.17A.555. Events must be non-commercial in nature and may not include any solicitation or sales.
- Any requested time in the meeting rooms must be open to all members of the public. Private or personal events such as birthday parties, weddings, baby showers, or similar events will not be permitted.
- If the request fits within the requirements of this policy, the Library may not exclude any group based on the subject matter to be discussed or the ideas for which the group advocates.
- If the public event is free to attend, there will be no charge to make the reservation. If the public event is charging an admission fee, the Library will charge the organization according to the current Fee Schedule.
- Previous use of meeting rooms does not guarantee future use or priority.

Making and Managing Reservations

- Room requests may be made using our online Room Request Form.
- Meeting rooms may be booked up to 90 days in advance.
- No more than two room reservations may be held by the Responsible Party or affiliated organization at one time.
- Set up and clean up time must be requested as part of the room reservation.
- Filling out a room request form does not guarantee a room reservation. Monitor your email for follow-up.
- If organizations are unable to use the room during their reserved time, they must let the Library know as soon as possible, and no later than 3 days from their reserved time. Responsible Parties and their affiliated organizations that are no-shows or have multiple cancellations within 3 days of the reserved time may have their meeting room privileges revoked.
- Walk-in, same day meeting room requests may be made and will be assessed based on availability.

Meeting Room Use

- Check in and out for reservations is done at the central Service Desk of the Library. The Responsible Party must be present for check in and out of the room and must be present for the entirety of the booking. The number of individuals in attendance must be recorded and provided to Library staff upon checking out of the room.
- Library staff will assist with the setup of Library provided audio-visual equipment but is unable to provide extended technical assistance during the event. The Library is not responsible for technical difficulties encountered.
- Users are responsible for bringing their own laptop and any accessories needed to work with the Library's audio-visual equipment. Equipment may be tested in advance by request.
- Food and non-alcoholic beverages are permitted during meeting room reservations.
- Rooms must be left in the same condition they were found at the start of the reservation.
- The Responsible Party will be held accountable for any violations of the meeting room policy. Violations of this policy may result in the suspension of future meeting room privileges for the Responsible Party and their affiliated organization.
- All individuals attending an event in a meeting room are subject to the Library Standards of Patron Behavior, Federal, State, and Local law, and fire code requirements.

Additional Policy Details

- Priority of meeting room use is given to the Richland Public Library, Friends of the Library, and City of Richland. RPL reserves the right to reschedule or cancel room reservations if a room is needed by one of the aforementioned entities. Advance notice will be given if a reservation needs to be rescheduled or canceled for this reason.
- In the event of inclement weather or unforeseen emergencies, the Library may close. During these closure events, all meeting room reservations will be canceled during that time. Monitor City and Library social media for updates.
- The City of Richland does not endorse any activity, subject matter, or viewpoint expressed by meeting room users and organizers. No group shall state or suggest in any of its publicity that the Library or City of Richland sponsors or endorses the meeting, the group, or any set of ideas.
- The Library does not aid in the promotion of any meeting room reservations.