

RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES

December 1, 2021

Main Library – Auditorium
101 E. Franklin Street
Richmond, Virginia 23219

11:45 a.m.

Note: Ordinance No. 2021-181: To extend the expiration date of Ord. No. 2020-093, adopted Apr. 9, 2020, as previously amended by Ord. No. 2020-183, adopted Aug. 20, 2020, and Ord. No. 2020-232, adopted Dec. 14, 2020, which assures the continuity of government during the disaster resulting from the COVID-19 pandemic by modifying the practices and procedures of public bodies to permit electronic meetings as authorized by Va. Code § 15.2-1413, from Jun. 30, 2021, to Dec. 31, 2021.



Richmond Public Library Board

101 E. Franklin Street
Richmond, VA 23219
(804) 646-4256 / fax: (804) 646-7685



Library Board of Trustees Meeting

Wednesday, December 1, 2021 (November/December Combined Meeting)
11:45 a.m.

AGENDA

Call to order:	11:45 a.m.	Mr. William Yates
Agenda		Mr. William Yates
Consent Agenda:		Mr. William Yates
• Approval of Minutes-October 27, 2021 Regular Meeting		
• Approval of Statistical Report		
• Approval of Pending Deposited Gifts Report		
Public Comment Period:		
Reports:		
• Library Friends		Ms. DeBoer/Mr. Dishon
• Library Foundation		Ms. Revere
• Administration Reports		Mr. Firestine
Board Committee Reports:		
• Chairman		Mr. Yates
• Finance Committee		Mr. Sawyer
• Facilities Committee		Ms. Woody
• Governance Committee		Ms. Altman
Advocacy for the Library (Plan)		Ms. Peterson
Unfinished Business		Mr. Yates/Mr. Firestine
• DRAFT 2022-2027 Strategic Plan		
• Discussion E-Books Lobbying and Legislation		
New Business		Mr. Yates
• Approve CY2022 Meeting Schedule		
• Approve CY2022 RPL/COR Holidays		
Adjourn		Mr. Yates
Next Meeting:		
January 26, 2022 Meeting at 11:45 a.m.		
Location: Main Library, 101 E. Franklin Street		

Library Board Meeting Minutes - DRAFT
October 27, 2021

PRESENT: Chair William Yates, Vice Chair Christine Peterson, Emily Altman, Barbara Burton, Sheron Carter-Gunter, Brent Graves, Garrett Sawyer, Janet Woody, Gail Zwirner

STAFF: Scott Firestine, Clay Dishon, Attorney Laura Drewry, Cheryl Clarke, Gianna Pack, Susan Revere, Jennifer Deuell, Friends of the Library Chair Ruth DeBoer

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair William Yates at 11:45 a.m. at the Main Library located at 101 E. Franklin Street, Richmond, Virginia. The public was noticed and could attend in person or by using Richmond Public Library YouTube channel <https://bit.ly/2VfKL9U>, where it was Live Streamed. A quorum was established.

Agenda	Approve the October 27, 2021 Agenda as submitted: Motion: Christine Peterson, Second by Emily Altman <p style="text-align: center;"><i>AYES: <u>9</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i></p>
Consent Agenda	Approve the September 22, 2021 Regular Meeting Minutes, Current Financial Reports, Statistical Reports, and Donations Report as submitted: Motion: Christine Peterson, Second by Sheron Carter-Gunter <p style="text-align: center;"><i>AYES: <u>9</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i></p>
Public Comment Period	None Present
REPORTS	
Friends of the Library (FOL) <u>Clay Dishon</u>	Due to technology difficulties , Chair Yates read Ms. DeBoer’s Friends of the Library Report: <ul style="list-style-type: none"> • November 5: The Annual Meeting is scheduled for 6:00 p.m. The FOL is looking for new Board members as well as adding to its membership. The fall book sale will kick off immediately following the Annual meeting/7:00 p.m. • November 5-6: The Friends will hold its fall book sale. The sale is by appointment only with 50 people per hour scheduled to enter the building at a time. • Currently, there is no fall book drive scheduled.
Library Foundation <u>Susan Revere</u>	Ms. Revere reported on fundraising: <ul style="list-style-type: none"> • The Foundation applied for a grant through the CarMax Foundation and through the Network of the National Library of Medicine All of Us program. • Next grant opportunities to pursue: Binswanger Foundation, Wells Fargo Foundation, and National Home Library Foundation. • The 2021 Impact Report is scheduled to go out mid-November. • The Annual Fund letter will go out the end of November/early December timeframe. • The Foundation has been awarded a \$17,000 Virginia Humanities SHARP grant. Funding for this grant has been provided by Virginia Humanities and the National Endowment for the Humanities (NEH) as part of the American Rescue Plan (ARP) and the NEH Sustaining the Humanities through the American Rescue Plan (SHARP) initiative. Ms. Revere recognized Chris Peterson as a catalyst and strategist for leading the effort. • Three Board Retreat plans are in process. The Retreat has been postponed until early spring 2022.

REPORTS (CONTINUED)	
Library Foundation (Continued) <u>Susan Revere</u>	<p>Ms. Revere also reminded Board members if they are a state employee, or have friends and family who are state employees, to please consider asking them to support Richmond Public Library during the campaign: CVC Code 201299. The <i>Commonwealth of Virginia Campaign (CVC)</i> is the annual charity drive of the employees of the Commonwealth of Virginia. Additional Information and links are available on the Foundation home page on rvalibrary.org.</p>
Administration <u>Scott Firestine</u>	<p>Highlights and Additions to Director’s Report: Mr. Firestine reported on highlights and additions from the Director’s Report. He also reported on the following:</p> <ul style="list-style-type: none"> • There are a couple of frozen positions. Using temporary staff to fill void. In the process of interviewing some critical positions. • Staff Development Day, scheduled for October 11. First part of the morning was virtual with a welcome, Branch introductions, awards, and update on state of the library. Afterwards, Branches did a Niche Academy training module on “Welcoming Libraries and Transgender Communities”. Lunch was provided. All locations opened at 2:00 p.m. • ReadUp! Another successful program this year. • Virginia Library Association (VLA) conference started on October 27. Law Librarian Meldon Jenkins-Jones will be recognized and awarded with the Librarians of Color Forum Award. • <i>The Surprisingly Big Business of Library E-books</i> article in the board packet is used for good background information for next month’s discussion on lobbying and legislation that surrounding states have done to ensure libraries have access to e-books. Maryland has done a law and Virginia would like to use that as a model for legislation. More information will be forthcoming to be put in with the City’s legislation packet for the 2022 General Assembly. • Virginia Department of Health would like the libraries to help distribute COVID test kits. In the process of working out the details. • Circulation statistics was noted doing better this year. People have discovered E-content during the pandemic and it continues to grow.
BOARD COMMITTEE REPORTS	
Chair <u>William Yates</u>	<p>No formal report.</p> <p>Chair Yates mentioned due to staffing concerns last month, it was good to see that some of the staffing issues were resolved. He also wanted to compliment library staff working on teams to cover Branches closes to each other when needed. Everyone is doing a great job.</p>
Finance Chair <u>Garrett Sawyer</u> <u>Scott Firestine</u>	<p>Mr. Firestine reported there are going to be changes in the budget process this year. The City will no longer use a 0-base budget strategy and do more performance-based budgeting. Secondly, snapshot of filled funded positions in January will stop. In the FY23 Budget current vacant positions that are not funded will need justification to fill. Once positions are added to the budget, those positions stays in the budget. These two changes are significant and will help streamline the process and put more emphasis on performance, activities, and strategies.</p>
Facilities Chair <u>Janet Woody</u> <u>Gail Zwirner</u> <u>Scott Firestine</u>	<p>Main Library Master Plan: Ms. Woody reported the feedback from the architects was not what was hoped for with the needs that were presented. The Committee met on October 5 without the architects. The discussion was to let the architects know where they were lacking. The Committee met the architects on October 18. The architects started to show some improvements, but still being timid on their approach and presentation. Once the architects left the meeting, the Committee stayed and focused on what they wanted for the Master Plan. Mr. Firestine presented the architects with the results from that discussion. The Committee and architects will meet again on October 27 to go over the list.</p>

BOARD COMMITTEE REPORTS (CONTINUED)

Governance Chair <u>Emily Altman</u>	No formal report.
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UNFINISHED BUSINESS

- The Draft 2022-2027 Strategic Plan was tabled to be presented at the December 1, 2021 Meeting.
- Main Master Plan ongoing discussions.
- Discussion on lobbying and legislation that surrounding states have done to ensure libraries have access to e-books. Virginia wants to follow Maryland’s law as a model to use for legislation. Information will be put in with the City’s legislation packet for the 2022 General Assembly.

NEW BUSINESS

Vice Chair Peterson discussed advocacy for the Library. On December 1, Board Members will allocate 15-30 minutes of the meeting to work out a plan for advocating for the library. Vice Chair Peterson will take the lead and prepare the notes for the January 2022 meeting. The specific plan will give directives to the Library Director, create ideas to move forward, and add a timeline to the calendar to complete.

Vice Chair Peterson challenged Mr. Firestine to give Board Members success stories from each Branch location. Board Members will share these success stories when meeting with Councilmembers.

Vice Chair Peterson will send Ms. Pack a webcast link to distribute to Board Members. The Foundation Center is doing a webcast on nonprofit advocacy.

There being no further business, the meeting was adjourned at 12:39 p.m. by unanimous consensus from the members that were present in the meeting.

There is no meeting in November. The next meeting will be held on Wednesday, December 1, 2021, for a Regular Monthly Meeting at the Main Library located at 101 E. Franklin Street, Richmond, Virginia 23219.

Approved: _____
Mr. William Yates, Chair

Recorder: Gianna Pack, CAP
Senior Executive Assistant

Director's Report November/December 2021

Director Activities:

Nov 2	City Holiday – All Branches Closed, Main Library Voting Site
Nov 3	RPL Friends Board Meeting – Main Library
Nov 4	Master Gardeners Virtual Help Desk Meeting – Main Library
Nov 5	Friends of the Library Annual Meeting and Book Sale Kick Off – Main Library
Nov 8	Participated in Several Library Associate-Web Candidate Interviews – Main Library
Nov 8	Informal and Council Meetings – Virtual/City Hall
Nov 9	RVAH2O Stakeholder Meeting (Fall 2021) – Virtual
Nov 10	Participated in Library Associate Web Candidate Interview – Main Library
Nov 10	Library Information/Feedback Session-VDH-Library Pilot Program - Virtual
Nov 11	City Holiday – Veteran's Day – All Libraries Closed
Nov 15	RPL Master Plan Committee Meeting – Virtual
Nov 17	Foundation Finance Committee Meeting – Virtual
Nov 17	Foundation Development Committee Annual Signing Meeting – Main Library
Nov 19	VA Public Libraries/VCUHS Partnership – Virtual
Nov 22	Richmond Leadership Retreat
Nov 22	P&R/RPL Compost Meeting – Virtual
Nov 23	Greening Richmond Libraries Meeting – Virtual
Nov 23	Virginia Public Library Director LSTA Evaluation of LVA Projects – Virtual
Nov 24-26	Thanksgiving Break – Libraries Closed
Dec 1	RPL Friends of the Library Board Meeting – Main Library
Dec 1	Foundation Executive Committee Meeting – Virtual
Dec 7	FY23 Departmental Budget Presentation with CAO – Virtual
Dec 13	Green Infrastructure Ranking Tool Training Workshop with DPU
Dec 13	Informal and Council Meetings – Virtual/City Hall
Dec 14	Richmond Leadership Graduation
Dec 23-27	Christmas/Winter Break

Hiring:

- November Hiring Update:
 - 0049 Library Technician, Senior – North Avenue Branch Library – **Selection Process**
 - 0188 Library Associate-Web Design – Main Library – **Selection Process**
 - 0069 Library Associate YS – Belmont Branch Library – **Selection Process**
 - 0072 Library Associate YS – North Avenue Branch Library – **Selection Process**
 - 0032 Library Associate YS – Hull Street Branch Library – **Selection Process**
 - 0026 Library Technician – East End Branch Library – **Interview Process**
 - 0042 Library Technician – North Avenue Branch Library – **N/A**
 - 0185 Library Technician (PTE) – Main Library – **Frozen**
 - 0096 Library/Community Services Manager – Main Library – **Frozen**

RPL/RPS Collaboration: Library/Community Services Branch Manager Heather Montgomery is an active member of the Richmond Public Schools Special Education Advisory Committee, the School Health Advisory Board, and the Read Elementary Community support Team.

Spanish Community: Radio Poder 1320AM is a local Spanish-language radio station that recently celebrated its 15th Anniversary on October 16, 2021. In honor of that anniversary, they chose a variety of community members who have had a positive impact on the local Spanish-speaking community to honor as “Personas de Poder” or “People of Power”. Library/Community Services Manager Heather Montgomery was honored to be among those chosen for her work in the community at Broad Rock Branch Library. Ms. Montgomery’s work spanned from homework help, computer assistance and instructions, and participation in community organizations.

Hygiene Kit Supplies: Library staff will be collecting hygiene kit supplies at the Main Library to donate to the Richmond Behavioral Health Foundation (RBHF). Kits will be distributed to people receiving services through several RBHA programs. Please visit <https://www.rbhfoundation.com/events/2021/10/21/diy-volunteer-project-hygiene-kits.aspx> for more info about the kits and the program. Social media posts started on November 14 announcing the Main, Hull Street Branch, and West End Branch Library locations convenient where people can drop off supplies. Staff will collect items through December 4. Staff will assemble the kits and deliver them to RBHA on December 8.

Bookologist Program: Senior Librarian Meg Raymond was featured in RichmondMag on November 19, 2021, describing one of RPL’s successful on-line programs. The article is attached in this Board Packet.

Daily Planet Health Services (DPHS) Mobile Medical Outreach Unit: Daily Planet Health Services (DPHS) provides primary care, behavioral and mental health, substance use, oral health, case management, pharmacy counseling, and health education/outreach via an integrated care model to some of the most vulnerable in the Greater Richmond community – the homeless and those experiencing housing instability. DPHS and RPL recognized a significant opportunity for the Library to address the needs of its patrons by partnering with DPHS, which has a mobile unit to respond to these needs. This project builds upon a successful pre-pandemic partnership between DPHS and RPL and will offer monthly onsite healthcare, in addition to case management services, at four library locations with the mobile medical unit. By leveraging the resources of DPHS and RPL, health literacy, education and care will be brought to those that need it most. Additional printed resources will be made available across the library system. The partnership rolls out at the Main Branch on November 22, 2021, between 1:00–4:30 pm. The initial phase of the partnership is currently scheduled through March 2022.

RVA READS: Richmond Public Library’s RVA READS Program is an early literacy program. Early literacy skills are critical to children’s school readiness. RVA READS is one effort to improve early literacy and school readiness skills by building home libraries for 0-5 year olds in the City of Richmond. Having more children’s books in the home, increases the opportunity for parents and children to read together. When books are rare in a home, each additional book matters the most. Parents, teachers, volunteers, and community members are important partners in supporting all of our children! The Pandemic has been a challenge to the RVA READS Program, yet it has persevered.

October’s Book: “My Little Lullabies Read-Along” with 19 Nursery Rhymes and a CD.

Book Distribution Report – October 2021

School/Program	Blackwell	Mary Scott	Maymont	MLK	Summer Hill	Virtual Class	Healthy Families
Students served	172	152	126	160	132	50	50
Volunteers Labeling, sorting, & delivering books	5	5	5	5	5		5
Volunteer Mother Goose		1	1	1			

Total Children Serviced in October 2021 = 842.

The program is such a big success because of its faithful volunteers: Louise Hayes, Alberta Richards, Karen Reaves, Stephanie Wilkes, and our own Mother Goose: Sandra Peay. These volunteers help with labeling the books, counting for distribution, and delivering and distribution of books in the schools. Preschool Librarian Tiana Addai-Mensah has been a vital asset in organizing for the beginning of this school year. She possesses wonderful videography skills in videoing Mother Goose reading Nursery Rhymes from the October book.

The Greening Richmond Public Libraries Project: The Construction Team held preconstruction meetings in early November and was issued permits by the City of Richmond. The Team is scheduled to begin working at Broad Rock Branch on November 22, but learned on November 19 that the permits are being held up to correct some deficiencies.

Richmond Compost Initiative: The City of Richmond Department of Parks, Recreation and Community Facilities was awarded a grant through the USDA's Natural Resource Conservation Service to establish a community composting pilot: the Richmond Compost Initiative. This program is a multi-agency collaboration to establish drop-off sites for community members to contribute their food scraps to be processed into compost at a central composting site. Host sites include community gardens, Richmond Public Libraries, recycling convenience centers, and community organizations.

Richmond Public Libraries is a key partner in providing drop-off locations to make the program accessible throughout the City of Richmond. Parks, Recreation and Community Facilities will use this pilot as a training opportunity for Workforce Development program participants as well as host learning opportunities for community members to gain knowledge and skills to make and use compost. Finished compost will be provided to community gardens and partnering organizations to build soil health and resiliency in City green spaces.

Digital Services:

Ask-A-Librarian (September 30 – October 31, 2021):

Questions via Chat	Questions via Text or Email	Total
5	49	54

RPL @ Home Newsletter (September 30 – October 31, 2021):

Issue Date	Number of Subscribers	Grand Total of Emails Sent
10/1	22,289	22,289

Social Media (September 30 – October 31, 2021):

Platform	Followers (Sept 30)	Followers (Oct 31)	Net Trend	New Posts	Reach
Facebook	3,811	3,841	+30	50	10,369
Instagram	3,280	3,312	+32	42	10,504
Twitter	1,628	1,641	+13	48	1,178
YouTube	170	176	+6	16	765

*We were unable to resolve the security issue with DIT with regard to Discord and had to shut down the Teen Discord Server at the start of October.

Other New Digital Programs:

- Virtual Children Programs
 - Virtual Storytimes – 16
- Virtual Young Adult (Teen) Programs
 - Author Talk with 2021 YAVA Award Winner Brynne Rebele-Henry – 7
- Virtual Adult Programs
 - “How To Tell Your Story” Memoir Writing – 21
 - Lunch & Learn – Professor Smithers of VCU – 17
 - Book Clubs:
 - North Avenue Fiction Focus Senior Book Club – 7
 - First Chapters Book Discussion – 2

CIRCULATION FY22														
LOCATION	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Belmont	FY19	8,429	8,074	8,103	7,888	7,303	6,144	7,099	6,630	8,077	6,712	6,436	7,110	88,005
	FY20	7,451	7,560	7,207	7,097	5,795	5,963	6,495	6,449	3,028	11	6	1,044	58,106
	FY21	4,292	4,463	3,675	3,715	3,895	3,662	3,663	3,576	3,888	3,924	5,400	6,455	50,608
	FY22	10,105	7,973	7,528	7,249									32,855
Broad Rock	FY19	3,910	3,609	2,671	3,217	2,505	2,086	2,488	2,801	2,843	2,389	2,419	3,119	34,057
	FY20	3,652	3,036	2,939	2,998	2,323	2,389	2,331	2,347	1,166	5	10	291	23,487
	FY21	1,570	1,791	1,373	1,277	1,254	1,203	1,115	913	1,096	954	979	1,403	14,928
	FY22	2,105	2,733	2,315	2,073									9,226
East End	FY19	2,996	2,648	2,614	2,820	2,587	2,176	2,915	2,451	2,249	2,046	2,087	2,534	30,123
	FY20	2,696	2,663	2,476	2,574	2,020	2,240	2,219	2,431	1,061	15	0	381	20,776
	FY21	1,431	1,738	1,493	1,493	1,599	1,621	1,673	1,427	1,575	1,539	1768	2,317	19,674
	FY22	2,519	2,799	3,073	3,039									11,430
Ginter Park	FY19	5,211	5,163	4,864	4,278	3,762	2,812	3,864	3,653	4,408	3,384	4,174	4,381	49,954
	FY20	4,397	4,580	4,030	3,823	3,332	3,021	3,599	3,327	1,690	0	0	736	32,535
	FY21	2,829	3,198	2,523	2,227	1,992	1,836	1,906	2,019	2,278	2380	2953	3,965	30,106
	FY22	4,175	4,452	4,292	3,990									16,909
Hull Street	FY19	2,010	2,305	3,323	1,844	1,838	1,852	2,287	1,870	1,854	1,828	1,976	2,026	25,013
	FY20	3,082	1,912	2,065	2,508	2,128	2,012	2,012	1,846	1,020	6	14	377	18,982
	FY21	873	1,231	916	1,231	1,135	1,108	1,254	825	1,368	1,432	1,555	1,481	14,409
	FY22	1,884	2,141	1,986	2,144									8,155
Main	FY19	8,719	8,877	8,655	9,774	9,099	8,202	9,418	8,749	9,621	9,177	8,795	9,300	108,386
	FY20	10,098	9,666	8,766	9,068	7,683	7,728	8,141	8,884	4,104	1,067	40	916	76,161
	FY21	4,804	4,167	3,259	3,252	3,164	3,266	2,909	2,750	3,071	3,714	4,652	5,589	44,597
	FY22	6,925	7,554	6,708	6,748									27,935

CIRCULATION FY22 (CONTINUED)														
LOCATION	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
North Avenue	FY19	2,979	2,493	2,709	2,918	2,390	2,059	2,604	2,264	2,367	2,887	2,243	2,657	30,570
	FY20	2,962	2,210	2,462	2,197	1,689	1,925	2,731	1,722	865	91	15	170	19,039
	FY21	692	820	695	526	750	891	689	566	870	1,345	2,007	1,878	11,729
	FY22	2,003	2,229	2,141	2,241									
West End	FY19	11,660	11,438	10,076	10,172	8,539	7,313	9,145	7,434	9,007	8,380	8,746	9,681	111,591
	FY20	11,712	10,702	9,142	8,743	8,067	8,072	9,006	9,183	4,541	80	127	1,897	81,272
	FY21	6,888	6,701	5,819	5,107	5,039	5,639	5,192	4,873	5,769	6,685	9,084	10,859	77,655
	FY22	12,036	12,125	11,087	10,998									
Westover Hills	FY19	8,071	7,787	7,566	7,102	6,120	5,364	7,072	6,155	6,511	6,120	5,793	6,435	80,096
	FY20	7,419	7,175	5,888	6,137	5,631	5,376	6,043	6,342	2,946	70	8	1,561	54,596
	FY21	5,425	6,884	5,627	5,513	4,323	4,315	4,074	4,151	4,815	4,246	4,702	6,244	60,319
	FY22	7,604	8,163	7,214	8,653									
E-Content	FY19	5,985	6,407	5,683	5,581	5,278	5,874	6,375	5,874	6,532	6,132	6,424	6,798	72,943
	FY20	7,526	7,283	6,250	5,145	4,926	5,365	6,125	5,380	6,643	9,558	11,344	10,649	86,194
	FY21	12,811	12,564	11,976	11,413	10,990	13,742	14,912	15,034	15,990	12,429	12,782	12,108	156,751
	FY22	12,630	13,139	11,175	10,431									
TOTALS	FY19	59,970	58,801	56,264	55,594	49,421	43,882	53,267	47,881	53,469	49,055	49,093	54,041	630,738
	FY20	60,995	56,787	51,225	50,290	43,594	44,091	48,702	47,911	27,064	10,903	11,564	18,022	471,148
	FY21	41,615	43,557	37,356	35,754	34,141	37,283	37,387	36,134	40,720	38,648	45,882	52,299	480,776
	FY22	61,986	63,308	57,519	57,566	-	-	-	-	-	-	-	-	-

PROGRAMS FY2022	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL FY22	TOTAL FY21
Belmont														
Adult Programs	0	1	1	1									3	1
Adult Attend	0	4	4	4									12	38
Young Adult Programs	0	0	0	0									0	0
Young Adult Attend	0	0	0	0									0	0
Juvenile Programs	1	0	0	0									1	1
Juvenile Attend	7	0	0	0									7	0
Total Attend	7	4	4	4	0	0	0	0	0	0	0	0	19	38
Total Programs	1	1	1	1	0	0	0	0	0	0	0	0	4	2
Broad Rock														
Adult Programs	2	2	0	0									4	1
Adult Attend	68	51	0	0									119	53
Young Adult Programs	0	0	0	0									0	0
Young Adult Attend	0	0	0	0									0	0
Juvenile Programs	4	1	3	5									13	9
Juvenile Attend	55	6	14	12									87	84
Total Attend	123	57	14	12	0	0	0	0	0	0	0	0	206	137
Total Programs	6	3	3	5	0	0	0	0	0	0	0	0	17	10
East End														
Adult Programs	0	6	5	0									11	2
Adult Attend	0	102	34	0									136	35
Young Adult Programs	4	5	2	2									13	3
Young Adult Attend	37	71	18	12									138	10
Juvenile Programs	7	5	4	3									19	5
Juvenile Attend	40	104	43	46									233	23
Total Attend	77	277	95	58	0	0	0	0	0	0	0	0	507	68
Total Programs	11	16	11	5	0	0	0	0	0	0	0	0	43	10

PROGRAMS FY2022 (CONTINUED)	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL FY22	TOTAL FY21
Ginter Park														
Adult Programs	0	0	0	0									0	0
Adult Attend	0	0	0	0									0	0
Young Adult Programs	0	0	0	0									0	0
Young Adult Attend	0	0	0	0									0	0
Juvenile Programs	5	3	2	3									13	2
Juvenile Attend	20	0	2	3									25	8
Total Attend	20	0	2	3	0	0	0	0	0	0	0	0	25	8
Total Programs	5	3	2	3	0	0	0	0	0	0	0	0	13	2
Hull Street														
Adult Programs	0	0	0	0									0	0
Adult Attend	0	0	0	0									0	0
Young Adult Programs	0	0	0	0									0	0
Young Adult Attend	0	0	0	0									0	0
Juvenile Programs	3	1	0	0									4	16
Juvenile Attend	21	17	0	0									38	137
Total Attend	21	17	0	0	0	0	0	0	0	0	0	0	38	137
Total Programs	3	1	0	0	0	0	0	0	0	0	0	0	4	16
Main														
Adult Programs	5	6	10	7									28	6
Adult Attend	652	53	382	197									1,284	34
Young Adult Programs	1	1	0	0									2	2
Young Adult Attend	4	0	0	0									4	27
Juvenile Programs	3	5	9	13									30	2
Juvenile Attend	29	81	81	145									336	17
Total Attend	685	134	463	342	0	0	0	0	0	0	0	0	1,624	78
Total Programs	9	12	19	20	0	0	0	0	0	0	0	0	60	10

PROGRAMS FY2022 (CONTINUED)	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL FY22	TOTAL FY21
North Avenue														
Adult Programs	6	4	5	4									19	8
Adult Attend	25	29	45	115									214	273
Young Adult Programs	2	1	1	1									5	17
Young Adult Attend	8	6	20	12									46	102
Juvenile Programs	3	0	1	1									5	0
Juvenile Attend	25	0	45	50									120	0
Total Attend	58	35	110	177	0	0	0	0	0	0	0	0	380	375
Total Programs	11	5	7	6	0	0	0	0	0	0	0	0	29	25
West End														
Adult Programs	1	3	1	3									8	7
Adult Attend	8	59	9	19									95	51
Young Adult Programs	1	1	0	0									2	1
Young Adult Attend	7	3	0	0									10	8
Juvenile Programs	11	9	11	10									41	10
Juvenile Attend	133	147	120	110									510	215
Total Attend	148	209	129	129	0	0	0	0	0	0	0	0	615	274
Total Programs	13	13	12	13	0	0	0	0	0	0	0	0	51	18
Westover Hills														
Adult Programs	1	2	3	2									8	2
Adult Attend	3	10	25	8									46	11
Young Adult Programs	0	0	0	1									1	0
Young Adult Attend	0	0	0	15									15	0
Juvenile Programs	3	5	3	4									15	5
Juvenile Attend	71	248	143	131									593	386
Total Attend	74	258	168	154	0	0	0	0	0	0	0	0	654	397
Total Programs	4	7	6	7	0	0	0	0	0	0	0	0	24	7
Grand Total Attend	1,213	991	985	879	0	0	0	0	0	0	0	0	4,068	1,512
Grand Total Programs	63	61	61	60	0	0	0	0	0	0	0	0	245	100

DOOR COUNT FY2022	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL
Belmont	3,415	3,785	3,820	3,494									14,514
Broad Rock	2,721	3,917	2,834	2,868									12,340
East End	2,719	2,531	2,583	2,737									10,570
Ginter Park	2,237	2,820	2,985	2,875									10,917
Hull Street	2,636	2,351	2,439	2,421									9,847
Main	6,480	7,114	6,412	6,537									26,543
North Avenue	3,104	3,228	2,782	3,680									12,794
West End	3,040	2,373	2,751	2,645									10,809
Westover Hills	4,333	4,500	6,096	7,771									22,700
TOTALS FY22:	30,685	32,619	32,702	35,028									131,034
TOTALS FY21:	15,077	-	-	-	-	-	-	-	-	17,689	15,223	23,380	74,369
TOTALS FY20:	81,759	79,026	71,250	70,158	57,245	52,729	62,154	64,890	30,917	-	-	-	570,128

NOTE: COVID-19 Impact. Door Count is specific only to when libraries are open to the public. RPL reopened to the public on April 5, 2021 moving towards expanding services.

COMPUTER USE FY2022	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL
Belmont Workstation	455	488	603	539									2,085
WIFI	310	18	222	395									945
Broad Rock Workstation	550	316	591	713									2,170
WIFI	189	0	201	238									628
East End Workstation	576	599	-	775									1,950
WIFI	158	-	175	272									605
Ginter Park Workstation	425	433	470	464									1,792
WIFI	285	190	136	216									827
Hull Street Workstation	437	549	452	588									2,026
WIFI	262	241	232	323									1,058
Main Workstation	1,125	1,286	1,182	1,355									4,948
WIFI	1,081	1,672	959	1,508									5,220
North Avenue Workstation	526	666	525	559									2,276
WIFI	139	-	288	456									883
West End Workstation	336	326	366	354									1,382
WIFI	219	8	287	607									1,121
Westover Hills Workstation	461	507	534	513									2,015
WIFI	334	154	261	317									1,066
TOTALS FY22:	7,868	7,453	7,484	10,192	-	-	-	-	-	-	-	-	32,997
TOTALS FY21:	6,529	1,836	2,417	2,660	2,907	2,853	2,116	1,842	2,413	3,544	4,354	6,353	39,824
TOTALS FY20:	28,117	28,674	26,036	27,447	21,130	22,167	25,353	25,300	12,723	1,500	792	1,612	220,851

NOTE: September Report: East End's computer was down and could not get obtain stats.

August Report: Broad Rock, East End, and North Avenue Branches were effected by a glitch in the DIT system where WIFI totals could not be captured in this report.

TECHNICAL SERVICES - ITEMS BY LOCATION										
FY2022	Belmont	Broad Rock	East End	Ginter Park	Hull Street	MAIN	North Avenue	West End	Westover Hills	OverDrive
Jul-21	229	124	179	139	132	392	125	245	189	80
Aug-21	263	172	151	156	142	297	131	327	221	223
Sep-21	193	120	110	102	107	262	84	228	157	75
Oct-21	110	66	83	69	98	182	64	145	89	322
Nov-21										
Dec-21										
Jan-22										
Feb-22										
Mar-22										
Apr-22										
May-22										
Jun-22										
Branch Total FY22:	795	482	523	466	479	1,133	404	945	656	700
Branch Total FY21:	2,800	1,659	1,765	1,822	1,466	4,525	1,443	3,393	2,377	3,156
Average:	199	121	131	117	120	283	101	236	164	175

NEW PATRON CARDS													
FY2022	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Belmont	114	134	99	82									429
Broad Rock	45	61	52	54									212
East End	47	48	61	100									256
Ginter Park	28	37	41	35									141
Hull Street	70	60	48	65									243
Main	217	237	240	541									1,235
North Avenue	63	50	48	48									209
West End	75	85	72	82									314
Westover Hills	79	78	84	95									336
Online Reg E-Card	317	428	319	365									1,429
Total FY22:	1,055	1,218	1,064	1,467	-	-	-	-	-	-	-	-	4,804
Total FY21:	648	464	717	455	392	423	395	420	432	594	758	988	6,686

Richmond Public Library
 FY22 Operating Budget
 as of Oct 31, 2021

ACCOUNT	DESCRIPTION	Budget	Actual and Encumbered 30-Sep-21	% Spent	Balance Available 30-Sep-21
60000	SALARIES - FULL TIME	\$ 2,803,989	\$ 765,328	27.3%	\$ 2,038,661
61000	SALARIES - PART TIME	\$ 177,086	\$ 41,565	23.5%	\$ 135,521
62000	SALARIES - TEMPORARY	\$ 10,000	\$ 4,143	0.0%	\$ 5,857
63000	FICA	\$ 185,446	\$ 47,984	25.9%	\$ 137,462
63001	RET CON RSRs	\$ 653,698	\$ 180,112	27.6%	\$ 473,586
63002	MEDCARE FICA	\$ 43,370	\$ 11,222	25.9%	\$ 32,148
63003	GROUP LIFE	\$ 17,471	\$ 5,727	32.8%	\$ 11,744
63006	H/C ACT TEMP	\$ 589,620	\$ 166,804	28.3%	\$ 422,816
63008	STATE UNEMPLOYMENT	\$ -	\$ -	0.0%	\$ -
63011	HEALTH SAVINGS	\$ -	\$ -	0.0%	\$ -
64104	EDUCATION PAY	\$ -	\$ -	0.0%	\$ -
64105	BONUS PAY	\$ -	\$ -	0.0%	\$ -
64110	VRIP INCENTIVE	\$ -	\$ -	0.0%	\$ -
	Personnel Expenses	\$ 4,480,680	\$ 1,222,884	27.3%	\$ 3,257,796
71141	BOOKS	\$ 519,105	\$ 229,699	44.2%	\$ 289,406
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 2,456	\$ -	0.0%	\$ 2,456
72122	MAGS & NEWSPAPER	\$ 29,277	\$ (8,188)	-28.0%	\$ 37,465
	Collection Development	\$ 550,838	\$ 221,512	40.2%	\$ 329,326
70131	ADVERTISING	\$ 2,297	\$ 1,504	65.5%	\$ 793
70161	PLANNING MGMT SERVICES	\$ 223,055	\$ 100,854	45.2%	\$ 122,201
70218	VEHICLE REPAIR	\$ 2,650	\$ 306	11.6%	\$ 2,344
70412	TRANSPORTATION	\$ -	\$ 700	0.0%	\$ (700)
70311	PRINTED SUPPLIES	\$ 3,000	\$ -	0.0%	\$ 3,000
70413	MILEAGE ALLOWANCE	\$ 2,263	\$ -	0.0%	\$ 2,263
70551	SECURITY	\$ 432,303	\$ 109,674	25.4%	\$ 322,629
70552	CONTRACT AND TEMP PERSONNEL	\$ 22,000	\$ 12,284	55.8%	\$ 9,716
71012	OFFICE STATIONARY SUPPLIES	\$ 3,047	\$ (1,691)	-55.5%	\$ 4,738
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 19,220	\$ (885)	-4.6%	\$ 20,105
72113	POSTAGE	\$ 4,456	\$ 36	0.8%	\$ 4,420
72121	CONFERENCES & CON	\$ -	\$ -	0.0%	\$ -
72123	MEMBERSHIP DUES	\$ 677	\$ 6,000	886.3%	\$ (5,323)
72124	TRAINING	\$ 297	\$ 20	6.7%	\$ 277
72131	COMPUTER SUPPLIES	\$ 25,662	\$ 3,904	15.2%	\$ 21,758
72153	EQUIPMENT	\$ 12,200	\$ -	0.0%	\$ 12,200
73104	BANK FEES	\$ -	\$ 1,641	0.0%	\$ (1,641)
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
77103	FUEL-D/O VEHICLE	\$ 1,921	\$ 514	26.8%	\$ 1,407
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 164	33.4%	\$ 329
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
77501	DIT CHARGES	\$ -	\$ -	0.0%	\$ -
80001	DEPRECIATION	\$ -	\$ -	0.0%	\$ -
80004	BUILDINGS & STR	\$ -	\$ -	0.0%	\$ -
80006	EQUIPMENT & OFFICE MAINTENANCE	\$ 7,160	\$ -	0.0%	\$ 7,160
80007	VEHICLE EXPENSES	\$ -	\$ -	0.0%	\$ -
95002	OPERATING TRANS	\$ -	\$ -	0.0%	\$ -
	Other Expenses	\$ 762,701	\$ 235,025	30.8%	\$ 527,676
	TOTAL GENERAL FUND	\$ 5,794,219	\$ 1,679,421	29.0%	\$ 4,114,798

RICHMOND PUBLIC LIBRARIES - General Fund Budget

Monthly Budget Report

October 31, 2021

<u>General Fund Revenue</u>	<u>FY2020-21 Budget</u>	<u>FY2020-21 Actual YTD</u>	<u>% Recognized</u>	<u>Unrecognized</u>
Lost and Damage Books	\$ 21,782	\$ 2,069	9%	\$ 19,713
Overdue Book Fines	\$ 66,121	\$ -	0%	\$ 66,121
Reservation - Book Records	\$ 500	\$ 90	18%	\$ 410
Room Rental Fees	\$ 300	\$ -	0%	\$ 300
Sales Copy Centers	\$ 17,476	\$ 3,019	17%	\$ 14,457
State Library Aide	\$ 170,000	\$ -	0%	\$ 170,000
	\$ 276,179	\$ 5,177	2%	\$ 271,002

General Fund Operating

	<u>FY2020-21 Budget</u>	<u>FY2020-21 Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
Personnel	\$ 2,991,075	\$ 811,035	27%	\$ 2,180,040
Fringes	\$ 1,489,605	\$ 411,849	28%	\$ 1,077,756
Books/Materials	\$ 550,838	\$ 221,512	40%	\$ 329,326
Operating Expenses	\$ 762,701	\$ 235,025	31%	\$ 527,676
Total	\$ 5,794,219	\$ 1,679,421	29%	\$ 4,114,798

Encumbrances YTD \$ 335,242

RICHMOND PUBLIC LIBRARIES - Special Fund Budget

<u>Special Fund Revenue</u>	<u>FY2020-21 Anticipated</u>	<u>FY2020-21 Actual YTD</u>	<u>% Recognized</u>	<u>Unrecognized</u>
00314 - Gift to the Library	\$ -	\$ 19,864	0%	\$ (19,864)
00308 - Verizon E-Rate Grant	\$ 65,000	\$ 231,676	356%	\$ (166,676)
00309 - Public Law Library	\$ 229,000	\$ 40,880.00	18%	\$ 188,120
00311 - Gates Foundation	\$ -	\$ 25,359	0%	\$ (25,359)
00312 - RPL Foundation	\$ -	\$ -	0%	\$ -
00313 - Friends of the RPL	\$ 25,000	\$ -	0%	\$ 25,000
00000 - Grade Level Reading	\$ 20,000	\$ -	0%	\$ 20,000
	\$ 339,000	\$ 317,779	94%	\$ 21,221

<u>Special Fund Expenditures</u>	<u>FY20 Rollover & FY21 Receipts</u>	<u>FY2020-21 Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
00314 - Gift to the Library	\$ 139,748	\$ 386	0%	\$ 139,362
00308 - Verizon E-Rate Grant	\$ (53,923)	\$ 206,390	-383%	\$ (260,313)
00309 - Public Law Library	\$ (171,621)	\$ 79,478	-46%	\$ (251,099)
Personnel		\$ 14,805		
Fringes		\$ 4,852		
Books/Materials		\$ 60,131		
Operating Expenses		\$ (310)		
00311 - Gates Foundation	\$ 12,576	\$ -	0%	\$ 12,576
00312 - RPL Foundation	\$ (95,594)	\$ 6,256	-7%	\$ (101,850)
00313 - Friends of the RPL	\$ 40,086	\$ 6,557	16%	\$ 33,529
	\$ (128,728)	\$ 299,067	-232%	\$ (427,795)

Encumbrances YTD \$ 2,876

Richmond Public Library
 Foundation, Friends, Groups and Individual Donations
 FY 2022

Consent Agenda: Deposited Gifts Over \$100 Shown
 as of December 1, 2021

Date of Check	Donor Name	Current Month	Purpose/Location	YTD Account Balance		
				Gift	Foundation	Friends
8-Oct-21	Sandra Moran	\$ 270.00	Art Committee	\$ 270.00		
	Monthly Total	\$ 270.00				
	YTD Total	\$ 270.00	Year To Date Total	\$ 270.00	\$ -	\$ -

NOTE: Locations are tentative during City-wide mask mandate and social distancing caused by the pandemic. Until further notice, the Library Board of Trustees will meet at the Main Library located at 101 E. Franklin Street, Richmond, Virginia 23219 until mandates have been lifted.

Library Board of Trustees Meeting Schedule - DRAFT for Calendar Year of 2022 (4th Wednesday of the Month)	
January 26, 2022 11:45 AM Main/East End Branch Library	July 27, 2022 11:45 AM Main/Belmont Branch Library
February 23, 2022 11:45 AM Main/Broad Rock Branch Library	August 2022 No Meeting
March 23, 2022 11:45 AM Main/North Avenue Branch Library	September 28, 2022 11:45 AM Main Library
April 27, 2022 11:45 AM Main Library	October 26, 2022 11:45 AM Main/Ginter Park Branch Library
May 25, 2022 11:45 AM Main/Westover Hills Branch Library	November 2022 No Meeting
June 22, 2022 11:45 AM Main/West End Branch Library	December 7, 2022 <i>(Combined Nov/Dec Meeting)</i> 11:45 AM Main/Hull Street Branch Library

2022 Richmond Public Library Holiday Schedule – **DRAFT**

Winter Holiday for 2021 – Wednesday, December 22, 2021 – (All Libraries Close at 5:00P)

- Thursday, December 23, 2021 (COR Closed)
- Friday, December 24, 2021 (COR Closed)
- Saturday, December 25, 2021 (Holiday)
- Sunday, December 26, 2021
- Monday, December 27, 2021 – **New (Mayor/CAO Extended Holiday)**

New Year's Day

- Friday, December 31, 2021 – (COR Closed in Observance of New Year's)
- Saturday, January 1, 2022 – New Year's Day (All Libraries Closed)

Martin Luther King, Jr., Birthday – Monday, January 17

Presidents' Day – Monday, February 21

Spring Holiday/Good Friday/Easter Sunday – Friday, April 15

Memorial Day – Monday, May 30

Juneteenth – Monday, June 20 (COR Closed in Observance of Juneteenth)

Independence Day – Monday, July 4, Independence Day (COR Observed) – All Libraries Closed

Labor Day – Monday, September 5

Columbus Day – Monday, October 10 – Staff Development Training Day (All Libraries Closed/or Opens at 2:00P)

Election Day – Tuesday November 8 – Main Library Building Open for Voting Only (No Staff) – All Other Branches Closed

Veteran's Day – Friday, November 11

Thanksgiving Holiday – Wednesday, November 23 – (All Libraries Close at 5:00P)

- Thursday, November 24 – Thanksgiving Day
- Friday, November 25 (COR Closed in Observance of Thanksgiving Holiday)

Winter Holiday for 2022 – Thursday, December 22 – (All Libraries Close at 5:00P)

- Friday, December 23 (COR Closed in Observance of Christmas Eve)
- Saturday, December 24 Christmas Eve
- Sunday, December 25 Christmas Day
- Monday, December 26 (COR Closed in Observance of Christmas Day)

New Year's Day – Monday, January 2, 2023 – New Year's Day (All Libraries Closed)

Note: The Richmond Public Libraries follow the City of Richmond's approved dates for closure.

Bespoke Books *Let the Richmond Public Library's bookologists choose a book especially for you*

<https://richmondmagazine.com/news/bespoke-books/?fbclid=IwAR1EkCksEPqDtluRDAZuuYQWDTobAuinYdqGVvEKLqrgQzhhjU8TrzTzc2M>

By Matt Crane

November 19, 2021:10:06A

Meg Raymond, Richmond Public Library (Photo by Jay Paul)



For members of a card-carrying cadre, a highly personalized service will distill the vast reams of world literature to a tailor-made list of recommendations for your next book — or books — to read.

All that's needed is a **Richmond Public Library** card.

This “bespoke readers advisory service” is called the **Bookologist**, and it can help to overcome a reading rut — or just provide a change of pace — thanks to Richmond Collection Development Librarian Meg Raymond.

“My favorite part of being a librarian is pushing books at people,” Raymond says. She helped create the Bookologist program in September 2020 after discovering a similar recommendation service in Oregon’s Multnomah Public Library.

“I sent a gushing fangirl email, and they kindly said, ‘Copy it, adapt it, use it however you want at your library,’” Raymond says. “I started with creating a lot of book lists. I polled branch staff to see who liked doing RA [Reader’s Advisory, the formal name for recommending books to library patrons] and would they be willing to be on board with a ‘bespoke’ service. We started offering this as a service for adults but quickly added kids and teens to the mix.”

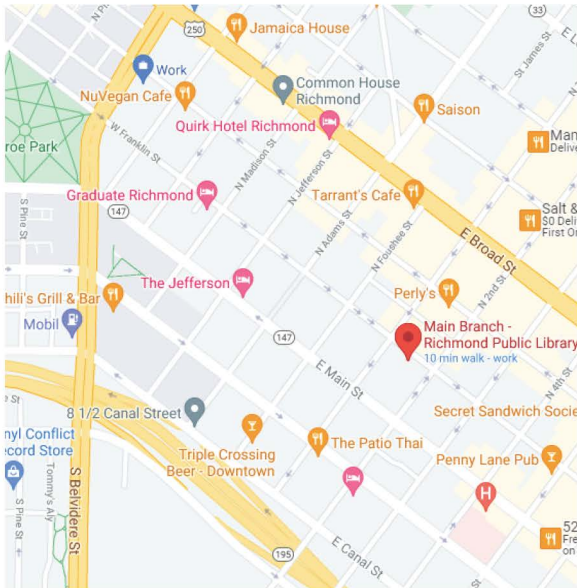
On the library’s website, you’ll find the Bookologist in the “Books and Media” section. A simple form with prompts such as “Describe your perfect book in 3-5 words,” plus a checklist of descriptive criteria spanning from “science fiction” to “steamy,” guides the suggestions that will be presented to you.

Based on a user’s form, a member of the Bookologist crew best qualified to generate suggestions will build a custom recommendation list and send it by email within three to five days, with titles automatically placed on hold at their preferred branch.

“Public libraries are all about customer service, and this is a way to really stand out from the algorithm-driven, mass-produced, computerized and ad-saturated world,” Raymond says.



COVID-19
Vaccines
Available!



MOBILE MEDICAL CARE

**MONDAY, NOVEMBER 22
FROM 1:00 PM - 4:30 PM**

RICHMOND PUBLIC LIBRARY | 101 EAST FRANKLIN STREET

Comprehensive Care & Treatment for all Ages

**Chronic conditions including diabetes,
high blood pressure, HIV, Hepatitis C, and heart disease**

Preventive screening services including labs and vaccines to keep you healthy

Connections to dental, behavioral health and case management services

COME SEE US AT THE LIBRARY!

Walk-up comprehensive health care and services. No appointment needed.
New patient screening and registration on-site.
If you are unable to attend on this date or at this location, walk-in care is available
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