



RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES

January 26, 2022

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

11:45 a.m.



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



Library Board of Trustees Meeting

Wednesday, January 26, 2022

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-December 1, 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
- Unfinished Business**
- DRAFT 2022-2027 Strategic Plan Discussion Mr. Yates/Mr. Firestine
 - Advocacy Discussion Ms. Peterson
- New Business** Mr. Yates
- Adjourn** Mr. Yates
- Next Meeting:**
February 23, 2022 Meeting at 11:45 a.m.
Location: Main Library, 101 E. Franklin Street – Auditorium

Library Board Meeting Minutes - DRAFT
December 1, 2021

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

ABSENT: Garrett Sawyer

STAFF: Scott Firestine, Clay Dishon, Attorney Laura Drewry, Cheryl Clarke, Gianna Pack, Susan Revere, Patrick DeRoche, 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 11:49 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 December 1, 2021 Agenda as submitted: Motion: Christine Peterson, Second by Barbara Burton AYES: <u>8</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously. |
| Consent Agenda | Approve the October 27, 2021 Regular Meeting Minutes, Current Financial Reports, Statistical Reports, and Donations Report as submitted: Motion: Janet Woody, Second by Sheron Carter-Gunter AYES: <u>8</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously. |
| Public Comment Period | None Present |
| REPORTS | |
| Friends of the Library (FOL) <u>Ruth DeBoer</u> <u>Clay Dishon</u> | In Ms. DeBoer’s absence, Mr. Dishon reported on the Friends of the Library (FOL) Report: <ul style="list-style-type: none"> • The Friends will meet on December 1, 2021 at 6:00 p.m. • Donations are being accepted by appointment only. Donations are accepted if people show up without an appointment. • A monetary donation will be provided to RPL after the fall book sale. • December 11 – Bag Sale scheduled. |
| Library Foundation <u>Susan Revere</u> | Ms. Revere reported on the following: <ul style="list-style-type: none"> • The Foundation received an <i>All of Us</i> Community Engagement Center Community Award in support of DPHS/RPL Partnership. This partnership responds to the needs of our patrons and will include: <ul style="list-style-type: none"> • 16 mobile medical outreach events over 5 months at 4 different Branches to increase access to healthcare and health resources. • Learning activities and health information resources from Network of the National Library of Medicine (NNLM). <i>All of Us</i> and NNLM to inform personal health and wellness decisions (Example: Detecting reliable health information online flier). • The 2021 Impact Report was mailed out November 18, 2021. • The Annual Fund effort is underway, with the letter going out mid-December. • We participated in #GivingTuesday this year with a series of emails sent to the Foundation list on LibraryAware highlighting patron stories. |

| REPORTS (CONTINUED) | |
|---|--|
| Administration <u>Scott Firestine</u> | Highlights and Additions to Director’s Report: Mr. Firestine reported on the highlights from the Director’s Report. He also reported on the following: <ul style="list-style-type: none"> • Circulation is up approximately 4% over last year – Good News! • RPL, along with other localities, will participate in passing out COVID test kits. • Status of Zoom or In-Person Meetings-Ms. Drewry mentioned the City Clerk will be sending out the guidelines at the end of the month. |
| BOARD COMMITTEE REPORTS | |
| Chair <u>William Yates</u> | No Formal Report. Mr. Yates mentioned: <ul style="list-style-type: none"> • Door counts vs. pre-pandemic counts is continuously increasing, which speaks highly of staff making patrons feel safe and want to use the library. • E-content has gone up. |
| Finance Chair <u>Garrett Sawyer</u> <u>Scott Firestine</u> | No Formal Report. |
| Facilities Chair <u>Janet Woody</u> <u>Gail Zwirner</u> <u>Scott Firestine</u> | Ms. Woody reported a more positive outlook with the architects than the last report. Working sessions with the architects have gotten better and more progress have been made both inside and outside of the building. The public meeting in December has been moved to January due to lack of time during the holiday season and give more time to prepare to answer the kind of questions that are anticipated from the public. |
| Governance Chair <u>Emily Altman</u> | No Formal Report. |
| UNFINISHED BUSINESS | |
| <ul style="list-style-type: none"> • Strategic Plan: Chair Yates asked the Chairs of each Committee to review the Draft 2022-27 Strategic Plan before the next meeting. The review will be at a meeting in mid-January 2022. Other members can send their comments to the Chairs for their consideration to be discussed. The ad-hoc Committee consists of William Yates, Emily Altman, Janet Woody, Garrett Sawyer, Christine Peterson, and Scott Firestine. • E-Books Legislation: Tabled until more information becomes available. • Advocacy Work Session: Vice Chair Christine Peterson facilitated the advocacy work session with the LBOT members present. During the work session, members developed an initial two-pronged plan which will continue to iterate as the members learn more and engage with their respective Council members. The plan focused on what do members say as they have meetings, and ways to engage more. <p>It was the consensus of the participating members for Vice Chair Peterson to consolidate everyone’s input, produce meeting notes, and send out notes for feedback prior to the January 26, 2022 meeting for follow-up discussion. Members should send further feedback to Vice Chair Peterson for coordination.</p> | |

NEW BUSINESS

Approve the CY2022 LBOT Meeting Schedule as submitted with all meetings to take place at the Main Library for proper social distancing and until mandates are lifted.

Motion: Gail Zwirner, Second by Janet Woody

AYES: 8 NOES: 0 ABSTAIN: 0 Approved Unanimously.

Approve the CY2022 RPL/COR Holiday closures as submitted and edit as needed.

Motion: Barbara Burton, Second by Gail Zwirner

AYES: 8 NOES: 0 ABSTAIN: 0 Approved Unanimously.

There being no further business, the meeting was adjourned at 1:24 p.m. by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, January 26, 2022, 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

January 2022

Director Activities:

| | |
|--------------|--|
| Dec 31, 2021 | City Holiday (Observed) – All Locations Closed |
| Jan 1, 2022 | Holiday – New Year's Day – All Locations Closed |
| Jan 3 | Inclement Weather – Libraries Closed |
| Jan 4 | RPL Committee Meeting #8 – Virtual |
| Jan 5 | Met with Alan Boese, Tax Assistance AARP – Main Library |
| Jan 5 | RPL Friend Board Meeting – Main Library |
| Jan 6 | Strategic Plan Discussion with LBOT Chairs – Main Auditorium (In Person) |
| Jan 7 | Master Plan AAR Meeting with Gail Zwirner, Janet Woody, and Susan Revere – Virtual |
| Jan 11 | Met with Natisha Knight and Susan Revere on the Early Literacy Project – Virtual |
| Jan 10 | Council Informal/Council Meetings – Virtual |
| Jan 12 | Building a National Network Project - All State Check in Call |
| Jan 12 | Equity Education Session – Virtual |
| Jan 17 | Martin Luther King Day Holiday – All Locations Closed |
| Jan 19 | Meeting with CAO and Library Chair and Vice Chair – Virtual |
| Jan 20 | Human Services Resource Center Planning Meeting – Virtual |
| Jan 21 | Richmond Leads Meeting – Virtual |
| Jan 24 | Council Informal/Council Meetings – Virtual |
| Jan 25 | Introduction to New City Brand Meeting – Virtual |
| Jan 27 | Tentative: CAO Visit – Main Library |
| Jan 27 | City of Richmond 2022 State of the City Address – TBD |

Hiring:

- January 2022 Hiring Update:
 - 0069 Library Associate YS – Belmont Branch Library – **Selected** – **Tentative Start Date: 1/31/2022**
 - 0026 Library Technician – East End Branch Library – **Selected** – **Tentative Start Date: 1/31/2022**
 - 0042 Library Technician – North Avenue Branch Library – **Repost**
 - 0185 Library Technician (PTE) – Main Library – **Frozen**
 - 0096 Library/Community Services Manager – Main Library – **Frozen**
- North Avenue Branch Library welcomes FTE Library Technician Senior Ryan Zawadzki on December 6, 2021 and FTE Library Associate Rebecca Jude on January 18, 2022.
- Chris Sigel was assigned as Acting Library Technician Senior at the Hull Street Branch Library on December 6, 2021. April Freeman was promoted to FTE Library Associate on January 15, 2022.

Digital Services:

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

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

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

| Issue Date | Number of Subscribers | Grand Total of Emails Sent |
|------------|-----------------------|----------------------------|
| 11/1 | 22,289 | 22,289 |
| 12/3 | 22,106 | 44,395 |

Social Media (November 1 – December 31, 2021):

| Platform | Followers (Nov 1) | Followers (Dec 31) | Net Trend | New Posts | Avg. Impressions |
|-----------|-------------------|--------------------|-----------|-----------|------------------|
| Facebook | 3,841 | 4,497 | +656 | 84 | 479 (daily) |
| Instagram | 3,312 | 3,496 | +184 | 70 | 534 (daily) |
| Twitter | 1,641 | 1,820 | +179 | 80 | 770 (per tweet) |
| YouTube | 176 | 203 | +27 | 9 | 813 (views) |

Other New Digital Programs:

- Virtual Children Programs
 - Virtual Storytimes – 23
 - Zoom Corduroy Storytime – 2
- Virtual Young Adult (Teen) Programs
 - TAG – 2
 - Virtual Teen Jeopardy – 1
- Virtual Adult Programs
 - Lunch & Learn: *Billy Fellin's Great Catch* with Richmond Author Jon Rakestraw and Illustrator Clara Hart – 11

| 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 | 7,173 | 6,764 | | | | | | | 46,792 |
| 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 | 1,945 | 1,579 | | | | | | | 12,750 |
| 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 | 3,149 | 2,993 | | | | | | | 17,572 |
| 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 | 3,754 | 3,074 | | | | | | | 23,737 |
| 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 | 2,014 | 2,475 | | | | | | | 12,644 |
| 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 | 6,810 | 6,026 | | | | | | | 40,771 |

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 | 2,041 | 1,724 | | | | | | | 12,379 |
| 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 | 9,998 | 9,073 | | | | | | | 65,317 |
| 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 | 7,649 | 6,836 | | | | | | | 46,119 |
| 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 | 11,019 | 11,061 | | | | | | | 69,455 |
| 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 | 55,552 | 51,605 | | | | | | | 347,536 |

| 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 | 1 | 0 | | | | | | | 4 | 1 |
| Adult Attend | 0 | 4 | 4 | 4 | 4 | 0 | | | | | | | 16 | 38 |
| Young Adult Programs | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | 0 | 0 |
| Young Adult Attend | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | 0 | 0 |
| Juvenile Programs | 1 | 0 | 0 | 0 | 0 | 0 | | | | | | | 1 | 1 |
| Juvenile Attend | 7 | 0 | 0 | 0 | 0 | 0 | | | | | | | 7 | 0 |
| Total Attend | 7 | 4 | 4 | 4 | 4 | 0 | | | | | | | 23 | 38 |
| Total Programs | 1 | 1 | 1 | 1 | 1 | 0 | | | | | | | 5 | 2 |
| Broad Rock | | | | | | | | | | | | | | |
| Adult Programs | 2 | 2 | 0 | 0 | 3 | 0 | | | | | | | 7 | 1 |
| Adult Attend | 68 | 51 | 0 | 0 | 3 | 0 | | | | | | | 122 | 53 |
| Young Adult Programs | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | 0 | 0 |
| Young Adult Attend | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | 0 | 0 |
| Juvenile Programs | 4 | 1 | 3 | 5 | 1 | 0 | | | | | | | 14 | 9 |
| Juvenile Attend | 55 | 6 | 14 | 12 | 3 | 0 | | | | | | | 90 | 84 |
| Total Attend | 123 | 57 | 14 | 12 | 6 | 0 | | | | | | | 212 | 137 |
| Total Programs | 6 | 3 | 3 | 5 | 4 | 0 | | | | | | | 21 | 10 |
| East End | | | | | | | | | | | | | | |
| Adult Programs | 0 | 6 | 5 | 0 | 14 | 7 | | | | | | | 32 | 2 |
| Adult Attend | 0 | 102 | 34 | 0 | 114 | 30 | | | | | | | 280 | 35 |
| Young Adult Programs | 4 | 5 | 2 | 2 | 3 | 4 | | | | | | | 20 | 3 |
| Young Adult Attend | 37 | 71 | 18 | 12 | 49 | 54 | | | | | | | 241 | 10 |
| Juvenile Programs | 7 | 5 | 4 | 3 | 4 | 5 | | | | | | | 28 | 5 |
| Juvenile Attend | 40 | 104 | 43 | 46 | 24 | 40 | | | | | | | 297 | 23 |
| Total Attend | 77 | 277 | 95 | 58 | 187 | 124 | | | | | | | 818 | 68 |
| Total Programs | 11 | 16 | 11 | 5 | 21 | 16 | | | | | | | 80 | 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 | | | | | | | 0 | 0 |
| Adult Attend | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | 0 | 0 |
| Young Adult Programs | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | 0 | 0 |
| Young Adult Attend | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | 0 | 0 |
| Juvenile Programs | 5 | 3 | 2 | 3 | 2 | 1 | | | | | | | 16 | 2 |
| Juvenile Attend | 20 | 0 | 2 | 3 | 6 | 2 | | | | | | | 33 | 8 |
| Total Attend | 20 | 0 | 2 | 3 | 6 | 2 | | | | | | | 33 | 8 |
| Total Programs | 5 | 3 | 2 | 3 | 2 | 1 | | | | | | | 16 | 2 |
| Hull Street | | | | | | | | | | | | | | |
| Adult Programs | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | 0 | 0 |
| Adult Attend | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | 0 | 0 |
| Young Adult Programs | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | 0 | 0 |
| Young Adult Attend | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | 0 | 0 |
| Juvenile Programs | 3 | 1 | 0 | 0 | 0 | 0 | | | | | | | 4 | 16 |
| Juvenile Attend | 21 | 17 | 0 | 0 | 0 | 0 | | | | | | | 38 | 137 |
| Total Attend | 21 | 17 | 0 | 0 | 0 | 0 | | | | | | | 38 | 137 |
| Total Programs | 3 | 1 | 0 | 0 | 0 | 0 | | | | | | | 4 | 16 |
| Main | | | | | | | | | | | | | | |
| Adult Programs | 5 | 6 | 10 | 7 | 6 | 6 | | | | | | | 40 | 6 |
| Adult Attend | 652 | 53 | 382 | 197 | 234 | 119 | | | | | | | 1,637 | 34 |
| Young Adult Programs | 1 | 1 | 1 | 1 | 1 | 0 | | | | | | | 5 | 2 |
| Young Adult Attend | 4 | 0 | 5 | 7 | 2 | 0 | | | | | | | 18 | 27 |
| Juvenile Programs | 3 | 5 | 9 | 13 | 11 | 12 | | | | | | | 53 | 2 |
| Juvenile Attend | 29 | 81 | 81 | 145 | 153 | 242 | | | | | | | 731 | 17 |
| Total Attend | 685 | 134 | 468 | 349 | 389 | 361 | | | | | | | 2,386 | 78 |
| Total Programs | 9 | 12 | 20 | 21 | 18 | 18 | | | | | | | 98 | 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 | 4 | 4 | | | | | | | 27 | 8 |
| Adult Attend | 25 | 29 | 45 | 115 | 55 | 268 | | | | | | | 537 | 273 |
| Young Adult Programs | 2 | 1 | 1 | 1 | 1 | 0 | | | | | | | 6 | 17 |
| Young Adult Attend | 8 | 6 | 20 | 12 | 6 | 0 | | | | | | | 52 | 102 |
| Juvenile Programs | 3 | 0 | 1 | 1 | 1 | 1 | | | | | | | 7 | 0 |
| Juvenile Attend | 25 | 0 | 45 | 50 | 22 | 7 | | | | | | | 149 | 0 |
| Total Attend | 58 | 35 | 110 | 177 | 83 | 275 | | | | | | | 738 | 375 |
| Total Programs | 11 | 5 | 7 | 6 | 6 | 5 | | | | | | | 40 | 25 |
| West End | | | | | | | | | | | | | | |
| Adult Programs | 1 | 3 | 1 | 3 | 5 | 3 | | | | | | | 16 | 7 |
| Adult Attend | 8 | 59 | 20 | 19 | 34 | 12 | | | | | | | 152 | 51 |
| Young Adult Programs | 1 | 1 | 1 | 0 | 0 | 0 | | | | | | | 3 | 1 |
| Young Adult Attend | 7 | 3 | 10 | 0 | 0 | 0 | | | | | | | 20 | 8 |
| Juvenile Programs | 11 | 9 | 11 | 10 | 9 | 9 | | | | | | | 59 | 10 |
| Juvenile Attend | 133 | 147 | 120 | 110 | 46 | 12 | | | | | | | 568 | 215 |
| Total Attend | 148 | 209 | 150 | 129 | 80 | 24 | | | | | | | 740 | 274 |
| Total Programs | 13 | 13 | 13 | 13 | 14 | 12 | | | | | | | 78 | 18 |
| Westover Hills | | | | | | | | | | | | | | |
| Adult Programs | 1 | 2 | 3 | 2 | 3 | 2 | | | | | | | 13 | 2 |
| Adult Attend | 3 | 10 | 25 | 8 | 28 | 3 | | | | | | | 77 | 11 |
| Young Adult Programs | 0 | 0 | 0 | 1 | 1 | 1 | | | | | | | 3 | 0 |
| Young Adult Attend | 0 | 0 | 0 | 15 | 15 | 15 | | | | | | | 45 | 0 |
| Juvenile Programs | 3 | 5 | 3 | 4 | 4 | 6 | | | | | | | 25 | 5 |
| Juvenile Attend | 71 | 248 | 143 | 131 | 134 | 268 | | | | | | | 995 | 386 |
| Total Attend | 74 | 258 | 168 | 154 | 177 | 286 | | | | | | | 1,117 | 397 |
| Total Programs | 4 | 7 | 6 | 7 | 8 | 9 | | | | | | | 41 | 7 |
| Grand Total Attend | 1,213 | 991 | 1,011 | 886 | 932 | 1,072 | | | | | | | 6,105 | 1,512 |
| Grand Total Programs | 63 | 61 | 63 | 61 | 74 | 61 | | | | | | | 383 | 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 | 3,295 | 3,981 | | | | | | | 21,790 |
| Broad Rock | 2,721 | 3,917 | 2,834 | 2,868 | 2,101 | 1,871 | | | | | | | 16,312 |
| East End | 2,719 | 2,531 | 2,583 | 2,737 | 2,319 | 2,357 | | | | | | | 15,246 |
| Ginter Park | 2,237 | 2,820 | 2,985 | 2,875 | 2,407 | 3,005 | | | | | | | 16,329 |
| Hull Street | 2,636 | 2,351 | 2,439 | 2,421 | 2,395 | 2,690 | | | | | | | 14,932 |
| Main | 6,480 | 7,114 | 6,412 | 6,537 | 6,328 | 6,333 | | | | | | | 39,204 |
| North Avenue | 3,104 | 3,228 | 2,782 | 3,680 | 5,573 | 6,248 | | | | | | | 24,615 |
| West End | 3,040 | 2,373 | 2,751 | 2,645 | 2,301 | 2,188 | | | | | | | 15,298 |
| Westover Hills | 4,333 | 4,500 | 6,096 | 7,771 | 7,800 | 7,043 | | | | | | | 37,543 |
| TOTALS FY22: | 30,685 | 32,619 | 32,702 | 35,028 | 34,519 | 35,716 | | | | | | | 201,269 |
| TOTALS FY21: | 15,077 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 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 | 0 | 0 | 0 | 570,128 |

NOTE(S): Westover Hills Branch Library received a new Door Counter in October 2021. Numbers are skewed.

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 | 474 | 546 | | | | | | | 3,105 |
| WIFI | 310 | 18 | 222 | 395 | 249 | 252 | | | | | | | 1,446 |
| Broad Rock Workstation | 550 | 316 | 591 | 713 | 567 | 469 | | | | | | | 3,206 |
| WIFI | 189 | 0 | 201 | 238 | 102 | 116 | | | | | | | 846 |
| East End Workstation | 576 | 599 | 0* | 775 | 415 | 466 | | | | | | | 2,831 |
| WIFI | 158 | 0 | 175 | 272 | 249 | 253 | | | | | | | 1,107 |
| Ginter Park Workstation | 425 | 433 | 470 | 464 | 368 | 361 | | | | | | | 2,521 |
| WIFI | 285 | 190 | 136 | 216 | 208 | 187 | | | | | | | 1,222 |
| Hull Street Workstation | 437 | 549 | 452 | 588 | 441 | 509 | | | | | | | 2,976 |
| WIFI | 262 | 241 | 232 | 323 | 182 | 202 | | | | | | | 1,442 |
| Main Workstation | 1,125 | 1,286 | 1,182 | 1,355 | 1,085 | 1,072 | | | | | | | 7,105 |
| WIFI | 1,081 | 1,672 | 959 | 1,508 | 1,382 | 1,212 | | | | | | | 7,814 |
| North Avenue Workstation | 526 | 666 | 525 | 559 | 468 | 444 | | | | | | | 3,188 |
| WIFI | 139 | 0 | 288 | 456 | 258 | 318 | | | | | | | 1,459 |
| West End Workstation | 336 | 326 | 366 | 354 | 289 | 220 | | | | | | | 1,891 |
| WIFI | 219 | 8 | 287 | 607 | 318 | 306 | | | | | | | 1,745 |
| Westover Hills Workstation | 461 | 507 | 534 | 513 | 408 | 397 | | | | | | | 2,820 |
| WIFI | 334 | 154 | 261 | 317 | 243 | 253 | | | | | | | 1,562 |
| TOTALS FY22: | 7,868 | 7,453 | 7,484 | 10,192 | 7,706 | 7,583 | | | | | | | 48,286 |
| 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(S): September 2021 Report: East End’s computer was down and could not get obtain stats.

August 2021 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 | 139 | 78 | 87 | 77 | 85 | 183 | 67 | 175 | 90 | 191 |
| Dec-21 | 272 | 163 | 162 | 172 | 145 | 282 | 137 | 286 | 231 | 634 |
| Jan-22 | | | | | | | | | | |
| Feb-22 | | | | | | | | | | |
| Mar-22 | | | | | | | | | | |
| Apr-22 | | | | | | | | | | |
| May-22 | | | | | | | | | | |
| Jun-22 | | | | | | | | | | |
| Branch Total FY22: | 1,206 | 723 | 772 | 715 | 709 | 1,598 | 608 | 1,406 | 977 | 1,525 |
| Branch Total FY21: | 2,800 | 1,659 | 1,765 | 1,822 | 1,466 | 4,525 | 1,443 | 3,393 | 2,377 | 3,156 |
| Average: | 201 | 121 | 129 | 119 | 118 | 266 | 101 | 234 | 163 | 254 |

| NEW PATRON CARDS | | | | | | | | | | | | | |
|------------------------------|--------------|--------------|--------------|--------------|--------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| FY2022 | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | Total |
| Belmont | 114 | 134 | 99 | 82 | 71 | 76 | | | | | | | 576 |
| Broad Rock | 45 | 61 | 52 | 54 | 61 | 92 | | | | | | | 365 |
| East End | 47 | 48 | 61 | 100 | 49 | 32 | | | | | | | 337 |
| Ginter Park | 28 | 37 | 41 | 35 | 13 | 21 | | | | | | | 175 |
| Hull Street | 70 | 60 | 48 | 65 | 53 | 42 | | | | | | | 338 |
| Main | 217 | 237 | 240 | 541 | 392 | 162 | | | | | | | 1,789 |
| North Avenue | 63 | 50 | 48 | 48 | 29 | 30 | | | | | | | 268 |
| West End | 75 | 85 | 72 | 82 | 34 | 52 | | | | | | | 400 |
| Westover Hills | 79 | 78 | 84 | 95 | 70 | 47 | | | | | | | 453 |
| Online Registration - E-Card | 317 | 428 | 319 | 365 | 300 | 325 | | | | | | | 2,054 |
| Total FY22: | 1,055 | 1,218 | 1,064 | 1,467 | 1,072 | 879 | | | | | | | 6,755 |
| Total FY21: | 648 | 464 | 717 | 455 | 392 | 423 | 395 | 420 | 432 | 594 | 758 | 988 | 6,686 |

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

| ACCOUNT | DESCRIPTION | Budget | Actual and | % Spent | Balance |
|---------|--------------------------------|---------------------|---------------------|--------------|---------------------|
| | | | Encumbered | | Available |
| | | | 31-Dec-21 | | 31-Dec-21 |
| 60000 | SALARIES - FULL TIME | \$ 2,803,989 | \$ 1,218,320 | 43.4% | \$ 1,585,669 |
| 61000 | SALARIES - PART TIME | \$ 177,086 | \$ 68,415 | 38.6% | \$ 108,671 |
| 62000 | SALARIES - TEMPORARY | \$ 10,000 | \$ 6,316 | 0.0% | \$ 3,684 |
| 63000 | FICA | \$ 185,446 | \$ 76,975 | 41.5% | \$ 108,470 |
| 63001 | RET CON RSRs | \$ 653,698 | \$ 292,061 | 44.7% | \$ 361,637 |
| 63002 | MEDCARE FICA | \$ 43,370 | \$ 18,002 | 41.5% | \$ 25,368 |
| 63003 | GROUP LIFE | \$ 17,471 | \$ 8,718 | 49.9% | \$ 8,753 |
| 63006 | H/C ACT TEMP | \$ 589,620 | \$ 233,268 | 39.6% | \$ 356,352 |
| 63008 | STATE UNEMPLOYMENT | \$ - | \$ 259 | 0.0% | \$ (259) |
| 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 | \$ 1,922,335 | 42.9% | \$ 2,558,345 |
| 71141 | BOOKS | \$ 519,105 | \$ 237,149 | 45.7% | \$ 281,956 |
| 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 | \$ 228,961 | 41.6% | \$ 321,877 |
| 70131 | ADVERTISING | \$ 2,297 | \$ 2,004 | 87.2% | \$ 293 |
| 70161 | PLANNING MGMT SERVICES | \$ 223,055 | \$ 151,833 | 68.1% | \$ 71,222 |
| 70218 | VEHICLE REPAIR | \$ 2,650 | \$ 335 | 12.6% | \$ 2,315 |
| 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 | \$ 446,373 | \$ 377,982 | 84.7% | \$ 68,391 |
| 70552 | CONTRACT AND TEMP PERSONNEL | \$ 22,000 | \$ 22,210 | 101.0% | \$ (210) |
| 71012 | OFFICE STATIONARY SUPPLIES | \$ 3,047 | \$ (1,637) | -53.7% | \$ 4,684 |
| 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 | \$ 4,356 | 0.0% | \$ 7,844 |
| 73104 | BANK FEES | \$ - | \$ 2,592 | 0.0% | \$ (2,592) |
| 76119 | PAGERS | \$ - | \$ - | 0.0% | \$ - |
| 77103 | FUEL-D/O VEHICLE | \$ 1,921 | \$ 785 | 40.8% | \$ 1,136 |
| 77104 | VEHICLE MONTHLY STANDING | \$ 493 | \$ 247 | 50.0% | \$ 246 |
| 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 | \$ 776,771 | \$ 570,481 | 73.4% | \$ 206,290 |
| | TOTAL GENERAL FUND | \$ 5,808,289 | \$ 2,721,777 | 46.9% | \$ 3,086,512 |

RICHMOND PUBLIC LIBRARIES - General Fund Budget

Monthly Budget Report

December 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 | \$ 2,664 | 12% | \$ 19,118 |
| Overdue Book Fines | \$ 66,121 | \$ - | 0% | \$ 66,121 |
| Reservation - Book Records | \$ 500 | \$ 120 | 24% | \$ 380 |
| Room Rental Fees | \$ 300 | \$ - | 0% | \$ 300 |
| Sales Copy Centers | \$ 17,476 | \$ 4,339 | 25% | \$ 13,137 |
| State Library Aide | \$ 170,000 | \$ - | 0% | \$ 170,000 |
| | \$ 276,179 | \$ 7,123 | 3% | \$ 269,056 |

General Fund Operating

| | <u>FY2020-21 Budget</u> | <u>FY2020-21 Actual YTD</u> | <u>% Expended</u> | <u>Unobligated</u> |
|--------------------|------------------------------------|--|--------------------------|---------------------------|
| Personnel | \$ 2,991,075 | \$ 1,293,051 | 43% | \$ 1,698,024 |
| Fringes | \$ 1,489,605 | \$ 629,284 | 42% | \$ 860,321 |
| Books/Materials | \$ 550,838 | \$ 228,961 | 42% | \$ 321,877 |
| Operating Expenses | \$ 776,771 | \$ 570,481 | 73% | \$ 206,290 |
| Total | \$ 5,808,289 | \$ 2,721,777 | 47% | \$ 3,086,512 |

Encumbrances YTD **\$ 295,507**

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 | \$ - | \$ 30,534 | 0% | \$ (30,534) |
| 00308 - Verizon E-Rate Grant | \$ 65,000 | \$ 231,676 | 356% | \$ (166,676) |
| 00309 - Public Law Library | \$ 229,000 | \$ 58,924.00 | 26% | \$ 170,076 |
| 00311 - Gates Foundation | \$ - | \$ 25,359 | 0% | \$ (25,359) |
| 00312 - RPL Foundation | \$ - | \$ 3,127 | 0% | \$ (3,127) |
| 00313 - Friends of the RPL | \$ 25,000 | \$ - | 0% | \$ 25,000 |
| 00000 - Grade Level Reading | \$ 20,000 | \$ - | 0% | \$ 20,000 |
| | \$ 339,000 | \$ 349,620 | 103% | \$ (10,620) |

| <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 | \$ 150,418 | \$ 1,481 | 1% | \$ 148,937 |
| 00308 - Verizon E-Rate Grant | \$ (53,923) | \$ (154,033) | 286% | \$ 100,110 |
| 00309 - Public Law Library | \$ (153,577) | \$ 125,932 | -82% | \$ (279,509) |
| Personnel | | \$ 24,155 | | |
| Fringes | | \$ 7,337 | | |
| Books/Materials | | \$ 94,750 | | |
| Operating Expenses | | \$ (310) | | |
| 00311 - Gates Foundation | \$ 37,935 | \$ 39,655 | 105% | \$ (1,720) |
| 00312 - RPL Foundation | \$ (92,467) | \$ 13,423 | -15% | \$ (105,890) |
| 00313 - Friends of the RPL | \$ 40,086 | \$ (2,557) | -6% | \$ 42,643 |
| | \$ (71,528) | \$ (15,754) | 22% | \$ (95,429) |

Encumbrances YTD **\$ 147,721**

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

Consent Agenda: Deposited Gifts Over \$100 Shown
 as of January 26, 2022

| Date of Check | Donor Name | Current Month Amount | Purpose/Location | YTD Account Balance | | |
|---------------|------------------------------------|-------------------------|---------------------------|---------------------|--------------------|-------------|
| | | | | Gift | Foundation | Friends |
| 8-Oct-21 | Sandra Moran | \$ 270.00 | Art Committee | \$ 270.00 | | |
| 29-Nov-21 | Richmond Public Library Foundation | \$ 3,126.98 | RVA Materials, etc. | | \$ 3,126.98 | |
| | Monthly Total | \$ 3,126.98 | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | YTD Total | \$ 3,396.98 | Year To Date Total | \$ 270.00 | \$ 3,126.98 | \$ - |

Richmond Public Library (RPL) COVID Response As of January 17, 2022

Current RPL Conditions:

1. All RPL Library locations are open daily Monday through Friday 10:00 AM to 6:00 PM and Saturdays 10:00 AM to 5:00 PM. Our neighboring library systems, Henrico and Chesterfield, are maintaining similar operations and practices to provide library service.
 - Paused in-person programs for adults, young adults, and children. Virtual programming and “take-and-make” activities are active engagement.
 - Meeting rooms at library branches are unavailable. Large meeting rooms at the Main library are available where safe social distancing is possible. Small study rooms are available at the Main Library for independent or limited study with masks and social distancing.
 - Casual seating and furniture was removed at all branch locations to facilitate better social distancing. The intent is to encourage patrons to limit their time in library buildings and not allow them to stay for prolonged periods. Main Library has spaced all casual seating, tables, and chairs as far apart as possible to ensure proper spacing. The volume of space at Main is helpful in allowing space to mitigate viral spread.
 - Public computer workstations are spaced greater than 6’ to ensure best social distancing. Time limits remain at 2 hours.
 - Floor markings remain in place to remind visitors to respect safe gaps.
 - Plexi glass is installed on all public service desks to isolate public service staff as best as possible.
 - RPL is amplifying our enforcement of mask wearing in public areas. Signage and gentle/firm commands to the unmasked and improperly masked are routine. RPL evaluates these conditions weekly and makes adjustments to increase or decrease restrictions based on positivity.
 - Book drops are open for returns. RPL is no longer placing materials in quarantine or cleaning returned items.

2. RPL staff is 100% vaccinated. We remind, request, and strongly recommend that staff seek boosters and many have boosted.



3. In the last 45 days, every library location has experienced staff getting Covid-19 and exposure to Covid-19. The Fire Department's Covid hotline provides invaluable assistance in navigating these situations and resolving them quickly and as safely as possible. The hotline has facilitated rapid PCR testing of staff to assess exposure and assist in continuity of service. RPL is very thankful for this assistance.
4. Beginning December 6, 2021 all library locations distributed Covid-19 test kits through a partnership with Virginia Department of Health (VDH). By January 7, 2022 RPL delivered 2,281 kits. At this time, VDH is out of kits and are awaiting more supplies to distribute to libraries across the Commonwealth. When those kits arrive, RPL will resume distribution.

A note of appreciation of library staff.

