



RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES

May 25, 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, May 25, 2022

11:45 a.m.

A G E N D A

Call to order: 11:45 a.m. Ms. Peterson

Agenda Ms. Peterson

Consent Agenda: Ms. Peterson

- Approval of Minutes-April 27, 2022 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/Mr. Firestine
- Administration Reports Mr. Firestine

Board Committee Reports:

- Finance Committee Mr. Sawyer
- Facilities Committee Ms. Woody
- Governance Committee Ms. Altman

Unfinished Business

New Business

- Governance Committee Mr. Firestine

Adjourn

Ms. Peterson

Next Meeting:

June 22, 2022 Meeting at 11:45 a.m.

Location: Main Library, 101 E. Franklin Street – Auditorium

Library Board Meeting Minutes - **DRAFT**

April 27, 2022

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

ABSENT: Emily Altman, Brent Graves, Friends of the Library Chair Ruth DeBoer, Foundation Susan Revere

STAFF: Scott Firestine, Clay Dishon, Attorney Laura Drewry, Cheryl Clarke, Gianna Pack, Phil Shephard

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

Agenda	Approve the April 27, 2022, Agenda as submitted: <i>Motion: Barbara Burton, Second by Gail Zwirner</i> <i>AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i> Mr. Sawyer was not present during the vote.
Consent Agenda	Approve the March 23, 2022 Regular Meeting Minutes, the Current Financial Reports, Statistical Reports, and Donations Report as submitted: <i>Motion: Christine Peterson, Second by Sheron Carter-Gunter</i> <i>AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i> Mr. Sawyer was not present during the vote.
Announcement	Chair Yates announced Sam and Emily Altman welcomed their new baby daughter Annabelle May on Saturday, April 9 at 11:50PM. Big brother Ben is adjusting well and loves his new sister. Annabelle May weighed 8 lbs., 1 oz. at 19 ¾" long. Emily had an easy delivery and family is doing well.
Public Comment Period	None Present
REPORTS	
Friends of the Library (FOL) <u>Ruth DeBoer</u> <u>Scott Firestine</u>	Mr. Firestine reported on the Friends of the Library Report in Ms. DeBoer's absence: <ul style="list-style-type: none">• The Friends have just started their financial year and will be filling out their schedule for the next year at the May 4 Board meeting.• The Friends will provide RPL with \$11,432.35 for programs. RPL will provide a final report on the programs funded.• June 4: Summer Bag Sale - \$10/bag, \$2/bag for teachers with current school IDs.• Annual Meeting planning in process. Date TBD. Looking forward to a larger meeting with a speaker.

REPORTS (CONTINUED)

<p>Library Foundation</p> <p><u>Susan Revere</u> <u>Scott Firestine</u></p>	<p>Mr. Firestine reported on the Library Foundation Report in Ms. Revere's absence:</p> <p><u>Foundation Update:</u></p> <ul style="list-style-type: none"> • The Foundation welcomes Ms. Joanne Frye to the Richmond Public Library Foundation (RPLF) Board. Ms. Frye is a Senior Attorney with the Virginia Division of Legislative Services in Richmond. Her first official RPLF meeting will be the 3-Board Retreat on May 7, so please introduce yourself and make her feel welcome. • The Retreat is scheduled for May 7. If you have not already done so, please let the Foundation know whether or not you plan to attend. <p><u>Grant Activity/Partnerships:</u></p> <ul style="list-style-type: none"> • The Richmond Public Law Library was awarded a grant from the Virginia Center for the Book in support of the program "What makes a Fact True: Local Journalism and American Democracy" featuring Pulitzer Prize winner Michael Paul Williams and Pulitzer Prize nominee Chip Jones, and VCU Journalism teacher Dr. Mallory Perryman. <p>RPL thanks The Andrew W. Mellon Foundation and the Virginia Center for the Book for their generous support of this initiative and the Pulitzer Prizes for their partnership. This program is part of the "Democracy and the Informed Citizen" initiative, administered across the nation by the Federation of State Humanities Councils. The initiative seeks to deepen the public's knowledge and appreciation of the vital connections between democracy, the humanities, journalism, and an informed citizenry.</p> <p>The program will take place May 17 at 6:30pm at the Main Library and will be live-streamed on the RPL YouTube channel. For more information or to register for this free event, please visit the Library website.</p> <ul style="list-style-type: none"> • The Foundation was excited to team up with Youth Services Librarian Beth Morris to submit a grant to the Fan District Association (FDA) in a request to support a series of Summer Reading Programs at Belmont Branch Library. <p>Vice Chair Peterson runs the FDA Grants Programs. She alerted Ms. Revere of the opportunity to apply to the grants program with the FDA association. Ms. Peterson encouraged members if they live in an association to see if they also have opportunities for program grants and if so, to let Ms. Revere know. These program grants are just the right size for children or speaker programs.</p>
<p>Administration</p> <p><u>Scott Firestine</u></p>	<p><u>Highlights and Additions to Director's Report:</u> Mr. Firestine reported on the highlights from the Director's Report. He also reported on the following:</p> <ul style="list-style-type: none"> • National Library Week was a big success this year. Mayor Stoney and Councilmember Michael Jones visited the Broad Rock Branch Library and delivered the proclamation. Mr. Firestine read the proclamation aloud at the meeting. • Attended the Virginia Library Directors Meeting in Stanton and received an update on other libraries around the state. Censorship continues to be an issue in the media centers and school libraries around the state. <ul style="list-style-type: none"> ○ Chair Yates also expressed his gratitude to Vice Chair Peterson, Mr. Firestine, and staff for getting a head start on reviewing censorship in the Materials Reconsideration Request Policy, which is under the 12.1 Collection Development Policy. • State Budget: No word yet on when it will be completed. First time in a long time the state does not have a budget at the end of the General Assembly term.

BOARD COMMITTEE REPORTS	
Chair <u>William Yates</u>	<p>No formal report.</p> <p>Chair Yates commented on the positive direction the library is moving towards as it starts to move out of the COVID restrictions with better attendance and back to in-person programming. Door count and circulation looks positive. The LBOT can start focus back on advocacy and other board items.</p> <p>Chair Yates and members congratulated Mr. Garrett Sawyer for being listed in the <i>Top 40 under 40: Class of '22</i> article in the Style Weekly.</p>
Finance Chair <u>Garrett Sawyer</u> <u>Scott Firestine</u>	<p>Mr. Firestine reported City Council Budget to date:</p> <ul style="list-style-type: none"> • Councilmember Jones introduced \$500K at the April 25 meeting. Councilmembers were advocating for the additional \$500K. Council asked for additional information and tabled until April 26. Mr. Firestine attended the Council Meeting answering additional information. He was asked to determine how much additional money it would take to have Broad Rock reopen on Sundays. It was determined to add an additional \$100K to pilot Board Rock to reopen on Sundays. Mr. Firestine thanked the LBOT for their hard work and efforts advocating on behalf of the library. He also mentioned Administration was also supportive. • Councilmembers questioned Mr. Firestine on staffing capacity. Mr. Firestine stated the budget allows for a 5% increase to existing, long term employees and starting hourly rate at \$17 will make working for the City more competitive with the other localities.
Facilities Chair <u>Janet Woody</u> <u>Gail Zwirner</u> <u>Scott Firestine</u>	<p>No formal report.</p> <p>The Draft Architectural Master Plan for Richmond Public Library was submitted to the Urban Design Council (UDC). The Draft Plan will be reviewed on May 5 at 10:00am at City Hall in the 5th Floor Conference Room. The architects will be there to present the plans and answer any questions. Mr. Firestine outlined the next steps when the UDC approves the Draft.</p> <p>Mr. Firestine gave a brief overview of the Draft UDC submission by going over the architects' draft drawings. There was positive feedback. All renovation questions and answers are listed on the website: https://rvalibrary.org/about/library-board/main-library-renovations/answers/.</p>
Governance Chair <u>Emily Altman</u>	<ul style="list-style-type: none"> • No Formal report.
UNFINISHED BUSINESS	
<p>Advocacy: Ongoing process. Vice Chair Peterson congratulated everyone on a job well done working with their respective Councilmembers and advocating on behalf of the Library. This year was shorter than expected to start advocating. Next year Trustees will start advocating and continue to build their relationships early. Chair Yates also commented on starting in July or September to come out with a message to start advocating early.</p> <p>Ms. Peterson mentioned there were three items she felt made them very successful this year in requesting funds for the budget. Besides having a good team, the LBOT had a clear message, members did homework to make connections, and created strong relationships with City Councilmembers and City Administration. She also mentioned the next steps are for the Library to continue building momentum and deliver.</p>	

NEW BUSINESS
No New Business Discussed.

There being no further business, the meeting was adjourned at 12:42pm by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, May 25, 2022, for a Regular Monthly Meeting at the Main Library located at 101 E. Franklin Street, Richmond, Virginia 23219.

Approved: _____
Ms. Christine Peterson, Vice Chair

*Recorder: Gianna Pack, CAP
Senior Executive Assistant*

Director's Report

May 2022

Director Activities:

May 1-7	Public Service Recognition Week – Activities Throughout the Week
May 2	City Council Special Meeting – Virtual and In-person
May 4	Friends of the Library Board Meeting – Main Library
May 5	Participate in the Urban Design Council for the Strategic Plan with the Architect – City Hall
May 7	3-Board Retreat – Main Library
May 9	City Council Informal – Virtual and In-person
May 9	City Council Meeting – Budget Approval Meeting – Virtual and In-person
May 10	3-Board Retreat Debrief with Facilitator Wendy Berenson – Virtual
May 10	Final Walk-thru at Broad Rock, North Avenue, and West End Branches with James River Association
May 11	Richmond Public Foundation Development Committee Meeting – Virtual
May 12-17	Director on Vacation
May 13	CALD Monthly Meeting – Virtual
May 17	RPL UDC Follow Up and Next Steps – Virtual
May 18	Human Services Tour with DCAO Reginald Gordon
May 23	Informal and City Council Meetings – Virtual/City Hall
May 25	RPLF Finance Committee Meeting
May 26	Mast Plan Discussion with LBOT Facilities Committee – Main Library
May 30	Holiday – Memorial Day – All Locations Closed

Hiring Update:

- May 2022 Hiring Update:
 - 0049 Library Technician, Senior – North Avenue Branch Library – Candidate selection process started: 5/5/2022
 - 0072 Library Associate – North Avenue Branch Library – Interviews started: 5/19/2022
 - 0101 Library/Community Services Manager – Repost end: 05/20/2022
 - 0096 Library/Community Services Manager – Repost end: 05/20/2022
 - 0039 Library Technician – West End Branch Library – Reposted: 5/9/2022 after candidates declined.
 - 0185 Library Technician (PTE) – Main Library – Frozen as of 9/10/2021
- North Avenue Branch Library welcomes (0042) FTE Library Technician Viola Lambert on May 9, 2022

The Dia de los Niños/Día de los Libros Event:

Library/Community Services Manager of Broad Rock Branch Library Heather Montgomery organized and hosted the inaugural Richmond Public Library and Richmond Region League of United Latin American Citizens Día de los Niños/Día de los Libros event on April 30 at Bellemeade Park. Fifteen organizations participated, including the Children's Museum of Richmond, the Science Museum of Virginia, the Richmond Kickers, the Flying Squirrels, Lewis Ginter Botanical Garden, and Chesterfield County Public Library. There were volunteers from several local high schools, VCU, and the community. Although the turnout was not quite as expected, it was a wonderful collaboration across organizations and built the foundation for annual celebrations in the future.

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	7,283	7,235	7,934	7,118			76,362
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	1,545	1,502	1,667	1,624			19,088
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	3,230	2,928	2,992	2,897			29,619
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	3,671	3,585	4,340	3877			39,210
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	2,397	2,324	2,634	2,361			22,360
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	6,904	7,269	8,068	6,675			69,687

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	1,755	1,850	2,256	1,825			20,065
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	10,369	10,305	11,090	10,253			107,334
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	7,650	6,983	7,908	7,144			75,804
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	13,230	11,146	11,981	12,939			118,751
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	58,034	55,127	60,870	56,713			578,280

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	0	0	1	4			9	1
Adult Attend	0	4	4	4	4	0	0	0	6	13			35	38
Young Adult Programs	0	0	0	0	0	0	0	0	0	0			0	0
Young Adult Attend	0	0	0	0	0	0	0	0	0	0			0	0
Juvenile Programs	1	0	0	0	0	0	0	0	0	1			2	1
Juvenile Attend	7	0	0	0	0	0	0	0	0	9			16	0
Total Attend	7	4	4	4	4	0	0	0	6	22			51	38
Total Programs	1	1	1	1	1	0	0	0	1	5			11	2
Broad Rock														
Adult Programs	2	2	0	0	3	0	0	0	2	0			9	1
Adult Attend	68	51	0	0	3	0	0	0	1	0			123	53
Young Adult Programs	0	0	0	0	0	0	0	0	0	0			0	0
Young Adult Attend	0	0	0	0	0	0	0	0	0	0			0	0
Juvenile Programs	4	1	3	5	1	0	0	0	0	8			22	9
Juvenile Attend	55	6	14	12	3	0	0	0	0	50			140	84
Total Attend	123	57	14	12	6	0	0	0	1	50			263	137
Total Programs	6	3	3	5	4	0	0	0	2	8			31	10
East End														
Adult Programs	0	6	5	0	14	7	2	8	11	4			57	2
Adult Attend	0	102	34	0	114	30	35	34	73	70			492	35
Young Adult Programs	4	5	2	2	3	4	3	3	4	6			36	3
Young Adult Attend	37	71	18	12	49	54	41	45	53	35			415	10
Juvenile Programs	7	5	4	3	4	5	5	4	7	9			53	5
Juvenile Attend	40	104	43	46	24	40	49	58	86	150			640	23
Total Attend	77	277	95	58	187	124	125	137	212	255			1,547	68
Total Programs	11	16	11	5	21	16	10	15	22	19			146	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	1	1			2	0
Adult Attend	0	0	0	0	0	0	0	0	3	2			5	0
Young Adult Programs	0	0	0	0	0	0	0	0	0	0			0	0
Young Adult Attend	0	0	0	0	0	0	0	0	0	0			0	0
Juvenile Programs	5	3	2	3	2	1	4	0	0	8			28	2
Juvenile Attend	20	0	2	3	6	2	15	0	0	22			70	8
Total Attend	20	0	2	3	6	2	15	0	3	24			75	8
Total Programs	5	3	2	3	2	1	4	0	1	9			30	2
Hull Street														
Adult Programs	0	0	0	0	0	0	0	0	0	1			1	0
Adult Attend	0	0	0	0	0	0	0	0	0	1			1	0
Young Adult Programs	0	0	0	0	0	0	0	0	0	0			0	0
Young Adult Attend	0	0	0	0	0	0	0	0	0	0			0	0
Juvenile Programs	3	1	0	0	0	0	0	0	0	5			9	16
Juvenile Attend	21	17	0	0	0	0	0	0	0	28			66	137
Total Attend	21	17	0	0	0	0	0	0	0	29			67	137
Total Programs	3	1	0	0	0	0	0	0	0	6			10	16
Main														
Adult Programs	5	6	10	7	6	6	3	5	11	4			63	6
Adult Attend	652	53	382	197	234	119	155	251	321	50			2,414	34
Young Adult Programs	1	1	1	1	1	0	2	3	3	2			15	2
Young Adult Attend	4	0	5	7	2	0	4	12	4	56			94	27
Juvenile Programs	3	5	9	13	11	12	7	16	0	6			82	2
Juvenile Attend	29	81	81	145	153	242	110	238	0	72			1,151	17
Total Attend	685	134	468	349	389	361	269	501	325	178			3,659	78
Total Programs	9	12	20	21	18	18	12	24	14	12			160	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	3	4	3	11			48	8
Adult Attend	25	29	45	115	55	268	8	36	53	47			681	273
Young Adult Programs	2	1	1	1	1	0	1	1	0	0			8	17
Young Adult Attend	8	6	20	12	6	0	10	10	0	0			72	102
Juvenile Programs	3	0	1	1	1	1	0	1	0	0			8	0
Juvenile Attend	25	0	45	50	22	7	0	24	0	0			173	0
Total Attend	58	35	110	177	83	275	18	70	53	47			926	375
Total Programs	11	5	7	6	6	5	4	6	3	11			64	25
West End														
Adult Programs	1	3	1	3	5	3	0	0	1	2			19	7
Adult Attend	8	59	20	19	34	12	0	0	10	18			180	51
Young Adult Programs	1	1	1	0	0	0	0	0	0	0			3	1
Young Adult Attend	7	3	10	0	0	0	0	0	0	0			20	8
Juvenile Programs	11	9	11	10	9	9	11	12	12	12			106	10
Juvenile Attend	133	147	120	110	46	12	47	74	50	98			837	215
Total Attend	148	209	150	129	80	24	47	74	60	116			1,037	274
Total Programs	13	13	13	13	14	12	11	12	13	14			128	18
Westover Hills														
Adult Programs	1	2	3	2	3	2	1	3	2	4			23	2
Adult Attend	3	10	25	8	28	3	3	23	11	50			164	11
Young Adult Programs	0	0	0	1	1	1	1	1	0	1			6	0
Young Adult Attend	0	0	0	15	15	15	6	12	0	2			65	0
Juvenile Programs	3	5	3	4	4	6	2	2	3	12			44	5
Juvenile Attend	71	248	143	131	134	268	61	36	92	187			1,371	386
Total Attend	74	258	168	154	177	286	70	71	103	239			1,600	397
Total Programs	4	7	6	7	8	9	4	6	5	17			73	7
Grand Total Attend	1,213	991	1,011	886	932	1,072	544	853	763	960			9,225	1,512
Grand Total Programs	63	61	63	61	74	61	45	63	61	101			653	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	3,703	3,454	4,171	3,967			37,085
Broad Rock	2,721	3,917	2,834	2,868	2,101	1,871	1,869	2,569	3,852	2,606			27,208
East End	2,719	2,531	2,583	2,737	2,319	2,357	2,440	2,438	3,018	3,034			26,176
Ginter Park	2,237	2,820	2,985	2,875	2,407	3,005	3,210	3,302	3,867	3,570			30,278
Hull Street	2,636	2,351	2,439	2,421	2,395	2,690	2,927	3,087	3,885	4,446			29,277
Main	6,480	7,114	6,412	6,537	6,328	6,333	5,647	6,555	8,136	8,113			67,655
North Avenue	3,104	3,228	2,782	3,680	5,573	6,248	5,857	3,341	3,999	3,193			41,005
West End	3,040	2,373	2,751	2,645	2,301	2,188	2,468	2,414	2,893	2,680			25,753
Westover Hills	4,333	4,500	6,096	7,771	7,800	7,043	8,878	4,029	3,837	6,550			60,837
TOTALS FY22:	30,685	32,619	32,702	35,028	34,519	35,716	36,999	31,189	37,658	38,159			345,274
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	592	518	677	654			5,546
WIFI	310	18	222	395	249	252	237	225	311	352			2,571
Broad Rock Workstation	550	316	591	713	567	469	539	531	738	655			5,669
WIFI	189	-	201	238	102	116	178	89	170	280			1,563
East End Workstation	576	599	0*	775	415	466	593	561	669	718			5,372
WIFI	158	-	175	272	249	253	315	221	244	336			2,223
Ginter Park Workstation	425	433	470	464	368	361	440	516	559	491			4,527
WIFI	285	190	136	216	208	187	268	196	302	407			2,395
Hull Street Workstation	437	549	452	588	441	509	478	449	521	544			4,968
WIFI	262	241	232	323	182	202	310	138	219	325			2,434
Main Workstation	1,125	1,286	1,182	1,355	1,085	1,072	1,152	1,132	1,343	1263			11,995
WIFI	1,081	1,672	959	1,508	1,382	1,212	1,708	1,298	1,272	1861			13,953
North Avenue Workstation	526	666	525	559	468	444	444	506	705	668			5,511
WIFI	139	-	288	456	258	318	284	174	142	265			2,324
West End Workstation	336	326	366	354	289	220	327	292	350	336			3,196
WIFI	219	8	287	607	318	306	208	217	310	326			2,806
Westover Hills Workstation	461	507	534	513	408	397	418	474	574	557			4,843
WIFI	334	154	261	317	243	253	218	509	240	366			2,895
TOTALS FY22:	7,868	7,453	7,484	10,192	7,706	7,583	8,709	8,046	9,346	10,404	-	-	84,791
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): April 2022 Report: North Avenue Branch Library' workstation stats were unavailable.

September 2021 Report: East End Branch Library'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	198	174	116	145	96	198	115	292	187	55
Feb-22	181	165	123	134	116	333	99	268	189	5
Mar-22	126	97	78	86	76	281	71	196	153	285
Apr-22	113	81	75	73	53	274	89	153	91	2,486
May-22										
Jun-22										
Branch Total FY22:	1,824	1,240	1,164	1,153	1,050	2,684	982	2,315	1,597	4,356
Branch Total FY21:	2,800	1,659	1,765	1,822	1,466	4,525	1,443	3,393	2,377	3,156
Average:	182	124	116	115	105	268	98	232	160	436

NEW PATRON CARDS													
FY2022	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Belmont	114	134	99	82	71	76	118	90	71	79			934
Broad Rock	45	61	52	54	61	92	34	52	58	62			571
East End	47	48	61	100	49	32	61	50	50	62			560
Ginter Park	28	37	41	35	13	21	29	38	25	45			312
Hull Street	70	60	48	65	53	42	61	60	55	48			562
Main	217	237	240	541	392	162	237	149	158	148			2,481
North Avenue	63	50	48	48	29	30	26	32	58	36			420
West End	75	85	72	82	34	52	55	52	55	45			607
Westover Hills	79	78	84	95	70	47	70	64	60	80			727
Online Reg E-Card	317	428	319	365	300	325	518	397	389	352			3,710
Total FY22:	1,055	1,218	1,064	1,467	1,072	879	1,209	984	979	957			10,884
Total FY21:	648	464	717	455	392	423	395	420	432	594	758	988	6,686

Richmond Public Library
FY22 Operating Budget
as of April 30, 2022

ACCOUNT	DESCRIPTION	Budget	Actual and Encumbered 30-Apr-22	% Spent	Balance Available 30-Apr-22
60000	SALARIES - FULL TIME	\$ 2,803,989	\$ 2,139,395	76.3%	\$ 664,594
61000	SALARIES - PART TIME	\$ 177,086	\$ 110,677	62.5%	\$ 66,409
62000	SALARIES - TEMPORARY	\$ 10,000	\$ 10,886	0.0%	\$ (886)
63000	FICA	\$ 185,446	\$ 145,724	78.6%	\$ 39,722
63001	RET CON RSRS	\$ 653,698	\$ 558,411	85.4%	\$ 95,287
63002	MEDCARE FICA	\$ 43,370	\$ 34,081	78.6%	\$ 9,290
63003	GROUP LIFE	\$ 17,471	\$ 13,318	76.2%	\$ 4,153
63006	H/C ACT TEMP	\$ 589,620	\$ 426,854	72.4%	\$ 162,766
63008	STATE UNEMPLOYMENT	\$ -	\$ 914	0.0%	\$ (914)
63011	HEALTH SAVINGS	\$ -	\$ 6,188	0.0%	\$ (6,188)
64104	EDUCATION PAY	\$ -	\$ 21,960	0.0%	\$ (21,960)
64105	BONUS PAY	\$ -	\$ 167,040	0.0%	\$ (167,040)
64110	VRIP INCENTIVE	\$ -	\$ -	0.0%	\$ -
	Personnel Expenses	\$ 4,480,680	\$ 3,635,447	81.1%	\$ 845,233
71141	BOOKS	\$ 519,105	\$ 311,040	59.9%	\$ 208,065
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 2,456	\$ 600	24.4%	\$ 1,856
72122	MAGS & NEWSPAPER	\$ 29,277	\$ 7,047	24.1%	\$ 22,230
	Collection Development	\$ 550,838	\$ 318,688	57.9%	\$ 232,150
70131	ADVERTISING	\$ 2,297	\$ 2,004	87.2%	\$ 293
70161	PLANNING MGMT SERVICES	\$ 223,055	\$ 204,167	91.5%	\$ 18,888
70218	VEHICLE REPAIR	\$ 2,650	\$ 1,520	57.4%	\$ 1,130
70412	TRANSPORTATION	\$ -	\$ 1,234	0.0%	\$ (1,234)
70311	PRINTED SUPPLIES	\$ 3,000	\$ -	0.0%	\$ 3,000
70413	MILEAGE ALLOWANCE	\$ 2,263	\$ -	0.0%	\$ 2,263
70551	SECURITY	\$ 446,373	\$ 356,306	79.8%	\$ 90,067
70552	CONTRACT AND TEMP PERSONNEL	\$ 22,000	\$ 42,147	191.6%	\$ (20,147)
71012	OFFICE STATIONARY SUPPLIES	\$ 3,047	\$ 2,653	87.1%	\$ 394
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 19,220	\$ 2,929	15.2%	\$ 16,291
72113	POSTAGE	\$ 4,456	\$ 36	0.8%	\$ 4,420
72121	CONFERENCES & CON	\$ -	\$ -	0.0%	\$ -
72123	MEMBERSHIP DUES	\$ 677	\$ 8,471	1251.3%	\$ (7,794)
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	\$ -	\$ 3,965	0.0%	\$ (3,965)
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
76652	PAPER PRODUCTS	\$ -	\$ 136	0.0%	\$ (136)
77103	FUEL-D/O VEHICLE	\$ 1,921	\$ 1,328	69.1%	\$ 593
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 370	75.0%	\$ 123
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
77501	DIT CHARGES	\$ -	\$ 965	0.0%	\$ (965)
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	\$ 636,510	81.9%	\$ 140,261
	TOTAL GENERAL FUND	\$ 5,808,289	\$ 4,590,645	79.0%	\$ 1,217,645


Monthly Budget Report

April 30, 2022

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

Consent Agenda: Deposited Gifts Over \$100 Shown
as of May 25, 2022

Date of Check	Donor Name	Current Month Amount	Purpose/Location	YTD Account Balance		
				Gift	Foundation	Friends
31-Mar-22	Friends of the Richmond Public Library	\$ 11,432.35	2022 Summer Reading Program, etc.			\$ 11,432.35
	Monthly Total	\$ 11,432.35				
	YTD Total	\$ 14,929.33	Year To Date Total	\$ 370.00	\$ 3,126.98	\$11,432.35

 <p style="text-align: center;">DRAFT</p> <p style="text-align: right;">POLICY</p>	<p>SECTION: Governance</p> <p>SUBJECT: Participation by Electronic Communication Means</p>
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Purpose:

The purpose of this policy is to comply with the requirements of section 2.2-3708.2(C)(1) of the Code of Virginia to allow for and govern participation by one or more Library Board of Trustees (LBOT) in meetings by electronic communication means, and all proceedings pursuant to this policy shall be performed in accordance with section 2.2-3708.2 of the Code of Virginia, as that statute may hereafter be amended.

Application and Limitations:

- a. This policy shall be applied strictly and uniformly, without exception, to all LBOT and without regard to the identity of the LBOT Member requesting remote participation or the matters that will be considered or voted on at the meeting.
- b. Participation by a LBOT Member in a meeting by electronic communication means due to a personal matter shall be limited each calendar year to two meetings.
- c. This policy shall also apply to any Committee of the LBOT.

Electronic Communication:

When used in this policy, the term “electronic communication” has the meaning ascribed to it by section 2.2-3701 of the Code of Virginia, as that statute may hereafter be amended.

Approval Process:

- a. No LBOT Member may participate in a meeting by electronic communication means unless the LBOT Member requests and the Board approve the participation in accordance with the provisions of this policy.
- b. A LBOT Member may request to participate in a meeting by electronic communication means if the LBOT Member notifies the LBOT Chair on or before the day of the scheduled meeting that the LBOT Member is unable to attend due to either:
 - (i) a personal matter, provided that the LBOT Member identifies with specificity the nature of the personal matter,
 - (ii) a temporary or permanent disability or other medical condition that prevents the LBOT Member’s physical attendance, or
 - (iii) a family member’s medical condition that requires the member to provide care for such family member, thereby preventing the member’s physical attendance. The LBOT Member must also notify the LBOT Chair of the remote location from which the LBOT Member would participate by electronic communication means

- c. The LBOT Members may consider a request for participation by electronic communication means only if a quorum of the LBOT is physically assembled at the primary or central meeting location.
- d. At the meeting, the LBOT Chair shall announce the information received from the LBOT Member pursuant to the above. If the LBOT Member's request is in all other respects in compliance with this policy requirements, the LBOT Chair shall solicit a motion to approve or disapprove the LBOT Member's request from the LBOT Members physically assembled at the primary or central meeting location. Upon adoption of a motion to approve the LBOT Member's participation by electronic communication means, the LBOT Member shall be allowed to participate in the meeting by electronic communication means.
- e. If the LBOT Member's participation by electronic communication means is approved, the LBOT Recorder shall record in the meeting minutes:
 - (i) the motion
 - (ii) the vote/statement:
 - (a) of the specific nature of the personal matter,
 - (b) that a temporary or permanent disability or other medical condition prevents the LBOT Member's attendance, or
 - (c) that a family member's condition requires the member to provide care for such family member, thereby preventing the member's physical attendance, and
 - (iii) the remote location from which the LBOT Member participates in the meeting.
- f. If the LBOT Member's participation by electronic communication means is disapproved, whether by adoption of a motion to disapprove or rejection of a motion to approve, the LBOT Recorder shall record in the meeting minutes with:
 - (i) the motion
 - (ii) the vote/statement:
 - (a) of the specific nature of the personal matter identified by the LBOT Member,
 - (b) that the LBOT Member stated that a temporary or permanent disability or other medical condition prevents the LBOT Member's attendance, or
 - (c) that a family member's condition requires the member to provide care for such family member, thereby preventing the member's physical attendance
 - (iii) the remote location from which the Council Member sought to participate in the meeting, and
 - (iv) the specific aspect of the policy established by this policy that would be violated by the LBOT Member's proposed participation by electronic communication means, as summarized by the LBOT Chair.