



RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES

October 26, 2022

Richmond Public Main Library
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, October 26, 2022

11:45 a.m.

A G E N D A

Call to order: 11:45 a.m. Mr. Yates

Agenda Mr. Yates

Consent Agenda: Mr. Yates

- Approval of Minutes-September 28, 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
- RPL Administration Mr. Firestine

Board Committee Reports:

- Chair Report Mr. Yates
- Finance Committee Mr. Sawyer/Mr. Firestine
- Facilities Committee Ms. Woody
- Governance Committee Ms. Altman

Unfinished Business Mr. Yates

New Business Mr. Yates

Adjourn Mr. Yates

Next Meeting:

Date: December 7, 2022 Meeting

Time: 11:45 a.m.

Location: Hull Street Branch Library
1400 Hull Street
Richmond, Virginia 23224

Library Board Meeting Minutes - DRAFT
September 28, 2022

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

ABSENT: Brent Graves, Garrett Sawyer, Friends of the Library Chair Ruth DeBoer, Susan Revere

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

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair William Yates at 11:46am at the North Avenue Branch Library located at 2901 North Avenue, 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 September 28, 2022, Agenda. <i>Motion: Sheron Carter-Gunter, Second by Barbara Burton</i> <i>AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i>
Consent Agenda	Approve the July 27, 2022, Regular Meeting Minutes, the Current Financial Reports, Statistical Reports, and Donations Report as submitted: <i>Motion: Emily Altman, Second by Christine Peterson</i> <i>AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i>
Public Comment Period	None Present
REPORTS	
Friends of the Library (FOL) <u>Clay Dishon</u> <u>Ruth DeBoer</u>	Mr. Dishon reported on the Friends of the Library Report in Ms. DeBoer's absence: <ul style="list-style-type: none">At the FRPL August 3 Meeting, they met with Edie Patterson, a non-profit consultant who has started the Friends on some assignments for refreshing the Board.<ul style="list-style-type: none">They are glad to say that the Friends have welcomed some new volunteers over the summer and have welcomed David Cupps as a new Board member.The Friends had a very successful book drive on September 17 and volunteers are busy working on organizing for the Fall Book Sale for Friday, November 4-5, which will coincide with the FOL Annual Meeting being held on Friday, November 4.
Library Foundation <u>Scott Firestine</u> <u>Susan Revere</u>	Mr. Firestine reported on the Library Foundation Report in Ms. Revere's absence: <u>New Board Member Announcement:</u> <ul style="list-style-type: none">The Foundation welcomes new Board Member Mr. Ryan Childress of Dominion Energy. The Board is looking forward to teaming up with Ryan for the benefit of RPL.Mr. James Beazley resigned from the Board. The Board is deeply appreciative of his efforts over the years.

REPORTS (CONTINUED)	
Library Foundation (Continued) <u>Scott Firestine</u> <u>Susan Revere</u>	<u>Grant Activity/Partnership Updates:</u> <ul style="list-style-type: none"> • The Foundation is approved as a Commonwealth of Virginia Campaign Charity. • The Foundation received a \$10,000 gift from Jane Vaught in memory of her sister Patricia Jean Vaught to the Belmont Branch Library. • The Foundation is pleased to announce receiving a \$60,000 grant from the Robins Foundation to expand the RVA Reads Program. This grant supports a new part-time position to work with Barbara Crump as RVA Reads expands to include non-traditional childcare environments across Richmond.
Administration <u>Scott Firestine</u>	Director's Report: In addition to the items submitted on the Director's Report in the Board Packet, Mr. Firestine reported on the following: <ul style="list-style-type: none"> • Mr. Firestine announced Library/Community Services Branch Manager Ms. Wilmore at North Avenue is now in the Human Services Portfolio full-time as the Homeless Liaison. Mr. Craig Gill-Walker will serve as the Acting Library/Community Services Branch Manager. • Mr. Dishon gave a brief overview of the ReadUp Program that will be held on November 15 with a reception prior to the program to launch a year-long centennial anniversary of the founding of Richmond Public Library. • Summer Reading Program finished August 6, 2022. 3,842 participants registered, 2,191 participants completed the program to be entered into a grand prize incentive drawing. RPL doubled participation over 2021. • There will be a discussion program of The VCU Common Book for 2022: <i>The Organ Thieves</i> by Chip Jones at the Main Library on September 29 at 7:00 p.m. • The month of September is National Library Month. Library mascot Ripple will visit all branches and the Main Library to celebrate. • National Hispanic Heritage Month is September 15 through October 15. • Staff Development Training Day is scheduled for October 10.
BOARD COMMITTEE REPORTS	
Chair Report <u>William Yates</u>	Chair Yates reported on the following: <ul style="list-style-type: none"> • Advocacy being the big focus of the Board, an Advocacy Committee with Mr. Sawyer as the Chair and Ms. Carter-Gunter as Vice Chair. Board members should schedule meetings with their respective Councilmembers to provide RPL updates. • Thank you to Board members who attended the Hull Street Branch Library Open House to meet new Library/Community Services Manager Meldon Jenkins-Jones. • Mr. Yates was able to attend the Foundation Board where they had their quarterly meeting at the Broad Rock Branch Library.
Finance Chair <u>Scott Firestine</u> <u>Garrett Sawyer</u>	No formal report. Budget is on track.

BOARD COMMITTEE REPORTS (COTINUED)	
Facilities Chair <u>Janet Woody</u> <u>Gail Zwirner</u> <u>Scott Firestine</u>	Ms. Woody reported the UDC and Planning Commission approved the Master Plan conceptual design. The architects will proceed to complete the final report. Mr. Firestine, Ms. Woody, and Ms. Zwirner reviewed the draft of the conceptual document and made suggestions. The Committee is critical of the report and suggested revision to Stineberg Hart/KEI architects. Final drafts are expected in October 2022.
Governance Chair <u>Emily Altman</u>	Ms. Altman reported there were no updates to current committees. She informed the Board that the Executive committee is composed of the Chair, Vice Chair, and another member. Ms. Carter-Gunter is the new Vice Chair. Ms. Altman will serve on the Executive Committee for FY23.
Early Literacy Presentation <u>Christine Peterson</u>	<p>Ms. Peterson gave a presentation on Early Learning (Birth to 5) and the Richmond Public Library (RPL) Taking AIM to do Better. <u>A</u>mplifying our effect with partners, <u>I</u>nitiating new efforts, and doing <u>M</u>ore with our existing activities (AIM).</p> <p>After the presentation and an in-depth discussion, it was the consensus of the Board members present at the meeting to use Early Literacy as a theme for advocacy and a priority for Mr. Firestine and the Library.</p>
UNFINISHED BUSINESS	
No Unfinished Business Discussed.	
NEW BUSINESS	
No New Business Discussed.	

There being no further business, the meeting was adjourned at 1:17pm by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, October 26, 2022, for a Regular Monthly Meeting at the Main Library located at 101 E. Franklin Street, Richmond, Virginia 23222.

Approved: _____
Mr. William Yates, Chair

Recorder: *Gianna Pack, CAP*
Senior Executive Assistant

Director's Report

October 2022

Director Activities:

Oct 1	First District Town Hall Meeting – Mary Munford Elementary School
Oct 5	Friends of the Library Executive Board Meeting – Main Library
Oct 10	Staff Development Training Day – Main Library
Oct 10	Informal and Formal City Council Meeting – City Hall
Oct 11	RPL and VACU Partnership Discussion – Main Library
Oct 12	Protecting the Freedom to Read – Virtual
Oct 12	Common Book Keynote – Organ Thief Chip Jones – Singleton Center
Oct 13	RPS MOU Meeting – Moss Side Avenue, Richmond
Oct 17	ODU MLS Presentation – Virtual
Oct 21	RPL Adult Blood Pressure Outreach Discussion with Sheryl Garland – Virtual
Oct 25	FY24 Budget Kickoff – Virtual

- **Hiring Update:**

- October 2022 Hiring Update:
 - 0004 FTE Library Technician for Broad Rock Branch – In-Process
 - 0065 FTE Management Analyst Associate – Graphics – In-Process
 - 0110 FTE Senior Librarian – Collection Development – In-Process
 - 0085 PTE Library Technician for Broad Rock Branch – Offered
 - 0177 PTE Library Technician for Broad Rock Branch – Offered
 - 0178 PTE Library Technician for Broad Rock Branch – Offered
- Broad Rock Branch Library Catherine Bruce is in the promoted position of FTE (0046) Library Technician, Senior on October 10, 2022

- **Career Online High School:** is now available online. This resource is provided in partnership with the Library of Virginia.

- About Career Online High School: Prepare for a successful career or continuing education with an accredited high school diploma and career certificate. Approved applicants are able to complete education goals for career advancement.
 - Earn an accredited high school diploma
 - Earn a career certificate
 - Take classes online with the flexibility of 24/7 access
 - Get support from certified instructors and an academic coach who care about your success
 - Gain career readiness with a career portfolio including a resume, a cover letter, and job preparation support

The link to this resource can be found on the RPL Website.

IMLS Leadership Institute School Readiness Conference:

RPL is participating in an IMLS Leadership Institute School Readiness grant program since 2018. The partnership started with the Richmond's Children's Museum, Boston's Children's Museum, Boston Public Library and supported by an IMLS grant. The Children's Museum and RPL were trained in *The Basics*. *The Basics* is an early literacy curriculum for children birth to five years of age. The curriculum is a strategy to build brain development, social emotional skills and prepare children birth to age 5 for kindergarten.

This grant will conclude with the IMLS Leadership Institute School Readiness Conference in New Orleans, Louisiana on October 25-27, 2022. This will launch an effort to implement *The Basics* strategy for early literacy nationwide.

CIRCULATION FY23														
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	7,967	7,424	91,753
	FY23	8,400	9,297	8,586										26,283
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	1,641	1,581	22,310
	FY23	1,886	2,413	2,106										6,405
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	3061	2,830	35,510
	FY23	2,898	3,313	2,951										9,162
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	2,380	2,953	3,965	30,106
	FY22	4,175	4,452	4,292	3,990	3,754	3,074	3,671	3,585	4,340	3,877	4,015	4,821	48,046
	FY23	4,607	4,802	4,463										13,872
Hull Street	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	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	2,065	2,046	26,471
	FY23	1,987	2,359	2,346										6,692

CIRCULATION FY23 (CONTINUED)														
LOCATION	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
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	6,442	6,757	82,886
	FY23	7,932	9,457	8,777										26,166
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	1,783	1,706	23,554
	FY23	2,139	2,118	2,085										6,342
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	11,113	12,224	130,671
	FY23	13,150	13,412	10,950										37,512
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	7,833	7,803	91,440
	FY23	8,424	8,612	8,155										25,191
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	14,980	14,655	148,386
	FY23	15,491	16,510	14,241										46,242
Totals	FY19	63,171	61,659	57,805	58,028	51,345	44,842	54,844	49,664	56,023	50,611	51,291	56,396	655,679
	FY20	62,310	59,455	53,190	51,605	44,798	45,100	50,289	49,392	27,734	10,897	11,550	18,381	484,701
	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	60,900	61,847	701,027
	FY23	66,914	72,293	64,660										203,867

PROGRAMS FY2023	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL FY23	TOTAL FY22
Belmont														
Adult Programs	5	7	7										19	23
Adult Attend	18	34	23										75	239
Young Adult Programs	0	0	0										0	0
Young Adult Attend	0	0	0										0	0
Juvenile Programs	6	10	0										16	3
Juvenile Attend	36	56	0										92	23
Total Attend	54	90	23	0	0	0	0	0	0	0	0	0	167	262
Total Programs	11	17	7	0	0	0	0	0	0	0	0	0	35	26
Broad Rock														
Adult Programs	6	7	3										16	17
Adult Attend	4	5	3										12	130
Young Adult Programs	0	0	0										0	1
Young Adult Attend	0	0	0										0	4
Juvenile Programs	8	9	8										25	35
Juvenile Attend	48	39	21										108	207
Total Attend	52	44	24	0	0	0	0	0	0	0	0	0	120	341
Total Programs	14	16	11	0	0	0	0	0	0	0	0	0	41	53
East End														
Adult Programs	5	9	11										25	70
Adult Attend	31	105	117										253	610
Young Adult Programs	5	5	4										14	46
Young Adult Attend	13	25	20										58	469
Juvenile Programs	8	9	5										22	68
Juvenile Attend	131	196	63										390	978
Total Attend	175	326	200	0	0	0	0	0	0	0	0	0	701	2,057
Total Programs	18	23	20	0	0	0	0	0	0	0	0	0	61	184

PROGRAMS FY2023 (CONTINUED)	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL FY23	TOTAL FY22
Ginter Park														
Adult Programs	2	0	2										4	6
Adult Attend	5	0	18										23	15
Young Adult Programs	0	0	0										0	0
Young Adult Attend	0	0	0										0	0
Juvenile Programs	8	4	6										18	36
Juvenile Attend	90	6	14										110	89
Total Attend	95	6	32	0	0	0	0	0	0	0	0	0	133	104
Total Programs	10	4	8	0	0	0	0	0	0	0	0	0	22	42
Hull Street														
Adult Programs	4	0	4										8	12
Adult Attend	32	0	13										45	48
Young Adult Programs	1	0	0										1	0
Young Adult Attend	5	0	0										5	0
Juvenile Programs	0	4	1										5	15
Juvenile Attend	0	37	11										48	99
Total Attend	37	37	24	0	0	0	0	0	0	0	0	0	98	147
Total Programs	5	4	5	0	0	0	0	0	0	0	0	0	14	27
Main														
Adult Programs	14	6	9										29	75
Adult Attend	97	50	148										295	3,035
Young Adult Programs	3	0	0										3	17
Young Adult Attend	28	0	0										28	109
Juvenile Programs	20	7	19										46	117
Juvenile Attend	584	1,000	382										1,966	1,657
Total Attend	709	1,050	530	0	0	0	0	0	0	0	0	0	2,289	4,801
Total Programs	37	13	28	0	0	0	0	0	0	0	0	0	78	209

PROGRAMS FY2023 (CONTINUED)	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL FY23	TOTAL FY22
North Avenue														
Adult Programs	6	3	1										10	56
Adult Attend	87	78	21										186	766
Young Adult Programs	0	0	0										0	8
Young Adult Attend	0	0	0										0	72
Juvenile Programs	4	5	4										13	15
Juvenile Attend	53	150	68										271	269
Total Attend	140	228	89	0	0	0	0	0	0	0	0	0	457	1,107
Total Programs	10	8	5	0	0	0	0	0	0	0	0	0	23	79
West End														
Adult Programs	6	6	5										17	30
Adult Attend	69	49	36										154	289
Young Adult Programs	2	1	0										3	4
Young Adult Attend	15	9	0										24	26
Juvenile Programs	13	13	17										43	128
Juvenile Attend	175	258	242										675	1,114
Total Attend	259	316	278	0	0	0	0	0	0	0	0	0	853	1,429
Total Programs	21	20	22	0	0	0	0	0	0	0	0	0	63	162
Westover Hills														
Adult Programs	1	1	1										3	32
Adult Attend	0	2	2										4	237
Young Adult Programs	1	1	1										3	7
Young Adult Attend	17	18	9										44	87
Juvenile Programs	8	4	6										18	68
Juvenile Attend	450	197	223										870	1,953
Total Attend	467	217	234										918	2,277
Total Programs	10	6	8										24	107
Grand Total Attended:	1,988	2,314	1,434										5,736	5,736
Grand Total Programs:	136	111	114										361	361

DOOR COUNT FY2023	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL
Belmont	4,384	4,811	4,456										13,651
Broad Rock	3,121	3,601	3,380										10,102
East End	2,911	4,224	3,375										10,510
Ginter Park	4,441	4,216	4,043										12,700
Hull Street	4,335	4,300	4,433										13,068
Main	9,271	8,207	8,739										26,217
North Avenue	8,278	8,504	3,634										20,416
West End	3,653	3,333	2,643										9,629
Westover Hills	4,011	3,831	3,637										11,479
TOTALS FY23:	44,405	45,027	38,340										127,772
TOTALS FY22:	30,685	32,619	32,702	35,028	34,519	35,716	36,999	31,189	37,658	38,159	37,378	45,822	428,474
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
TOTALS FY19:	70,641	73,411	62,975	66,230	62,257	48,425	63,139	60,259	67,552	68,862	67,399	70,910	782,060

COMPUTER USE FY2023	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL
Belmont Workstation	721	769	650										2,140
WIFI	731	660	654										2,045
Broad Rock Workstation	761	890	770										2,421
WIFI	492	478	371										1,341
East End Workstation	839	963	703										2,505
WIFI	633	642	786										2,061
Ginter Park Workstation	489	612	585										1,686
WIFI	509	461	502										1,472
Hull Street Workstation	467	693	561										1,721
WIFI	502	726	682										1,910
Main Workstation	1,498	1,971	1,787										5,256
WIFI	2,565	2,900	2,884										8,349
North Avenue Workstation	683	606	633										1,922
WIFI	383	390	423										1,196
West End Workstation	324	373	337										1,034
WIFI	749	717	626										2,092
Westover Hills Workstation	615	643	655										1,913
WIFI	469	436	527										1,432
TOTALS FY23:	13,430	14,930	14,136										42,496
TOTALS FY22:	7,868	7,453	7,484	10,192	7,706	7,583	8,709	8,046	9,346	10,404	10,819	11,897	107,507
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
TOTALS FY19:	21,141	23,182	20,857	28,103	23,493	22,565	27,068	24,764	28,491	26,105	28,577	26,512	300,858

TECHNICAL SERVICES - ITEMS BY LOCATION										
FY2023	Belmont	Broad Rock	East End	Ginter Park	Hull Street	MAIN	North Avenue	West End	Westover Hills	OverDrive
Jul-22	280	283	229	226	155	678	179	355	238	-
Aug-22	391	233	292	306	192	611	217	450	329	3,284
Sep-22	160	125	142	123	82	438	82	166	162	-
Oct-22										
Nov-22										
Dec-22										
Jan-23										
Feb-23										
Mar-23										
Apr-23										
May-23										
Jun-23										
Branch Total FY23:	831	641	663	655	429	1,727	478	971	729	3,284
Branch Total FY22:	2,275	1,618	1,487	1,446	1,366	3,472	1,275	2,830	1,987	5,387
Average:	277	214	221	218	143	576	159	324	243	1,095

NEW PATRON CARDS													
FY2023	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Belmont	128	147	125										400
Broad Rock	64	72	65										201
East End	79	61	59										199
Ginter Park	38	38	43										119
Hull Street	90	86	121										297
Main	203	280	262										745
North Avenue	64	99	75										238
West End	96	102	63										261
Westover Hills	81	91	83										255
Online Reg E-Card	491	522	470										1,483
Total FY23:	1,334	1,498	1,366										4,198
Total FY22:	1,055	1,218	1,064	1,467	1,072	879	1,209	984	979	957	1,017	1,170	13,071

Richmond Public Library
FY23 Operating Budget
as of September 30, 2022

ACCOUNT	DESCRIPTION	Budget	Actual and Encumbered 30-Sep-22	% Spent	Balance Available 30-Sep-22
60000	SALARIES - FULL TIME	\$ 3,298,861	\$ 678,903	20.6%	\$ 2,619,958
61000	SALARIES - PART TIME	\$ 187,631	\$ 20,730	11.0%	\$ 166,901
62000	SALARIES - TEMPORARY	\$ 10,000	\$ 7,166	0.0%	\$ 2,835
63000	FICA	\$ 221,213	\$ 41,881	18.9%	\$ 179,332
63001	RET CON RSRS	\$ 795,579	\$ 158,094	19.9%	\$ 637,485
63002	MEDCARE FICA	\$ 53,276	\$ 9,795	18.4%	\$ 43,481
63003	GROUP LIFE	\$ 20,331	\$ 5,183	25.5%	\$ 15,148
63006	H/C ACT TEMP	\$ 664,768	\$ 124,962	18.8%	\$ 539,806
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	\$ 5,251,659	\$ 1,046,713	19.9%	\$ 4,204,946
71141	BOOKS	\$ 952,359	\$ 13,846	1.5%	\$ 938,513
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 2,456	\$ 1,504	61.2%	\$ 952
72122	MAGS & NEWSPAPER	\$ 29,277	\$ 16,982	58.0%	\$ 12,295
	Collection Development	\$ 984,092	\$ 32,332	3.3%	\$ 951,760
70131	ADVERTISING	\$ 2,297	\$ -	0.0%	\$ 2,297
70161	PLANNING MGMT SERVICES	\$ 223,055	\$ 101,375	45.4%	\$ 121,680
70218	VEHICLE REPAIR	\$ 2,902	\$ 755	26.0%	\$ 2,147
70412	TRANSPORTATION	\$ -	\$ -	0.0%	\$ -
70311	PRINTED SUPPLIES	\$ 3,000	\$ 5,968	198.9%	\$ (2,968)
70413	MILEAGE ALLOWANCE	\$ 2,263	\$ -	0.0%	\$ 2,263
70551	SECURITY	\$ 298,993	\$ (76,097)	-25.5%	\$ 375,090
70552	CONTRACT AND TEMP PERSONNEL	\$ 22,000	\$ 12,858	58.4%	\$ 9,142
71012	OFFICE STATIONARY SUPPLIES	\$ 3,047	\$ 280	9.2%	\$ 2,767
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 19,220	\$ 6,896	35.9%	\$ 12,324
72113	POSTAGE	\$ 4,456	\$ (500)	-11.2%	\$ 4,956
72121	CONFERENCES & CON	\$ 1,904	\$ -	0.0%	\$ 1,904
72123	MEMBERSHIP DUES	\$ 677	\$ 54	8.0%	\$ 623
72124	TRAINING	\$ 1,055	\$ -	0.0%	\$ 1,055
72131	COMPUTER SUPPLIES	\$ 25,662	\$ (6,008)	-23.4%	\$ 31,670
72153	EQUIPMENT	\$ 12,200	\$ -	0.0%	\$ 12,200
73104	BANK FEES	\$ -	\$ 1,932	0.0%	\$ (1,932)
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
76652	PAPER PRODUCTS	\$ -	\$ -	0.0%	\$ -
77103	FUEL-D/O VEHICLE	\$ 2,298	\$ 470	20.5%	\$ 1,828
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 123	25.0%	\$ 370
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	\$ 632,682	\$ 48,107	7.6%	\$ 584,575
	TOTAL GENERAL FUND	\$ 6,868,433	\$ 1,127,151	16.4%	\$ 5,741,282

RICHMOND PUBLIC LIBRARIES - General Fund Budget

Monthly Budget Report September 30, 2022

<u>General Fund Revenue</u>	<u>FY2022-23</u> <u>Budget</u>	<u>FY2022-23</u> <u>Actual YTD</u>	<u>%</u> <u>Recognized</u>	<u>Unrecognized</u>
Lost and Damage Books	\$ 21,782	\$ 2,373	11%	\$ 19,409
Reservation - Book Records	\$ 500	\$ 120	24%	\$ 380
Room Rental Fees	\$ 300	\$ -	0%	\$ 300
Sales Copy Centers	\$ 17,476	\$ 2,511	14%	\$ 14,965
State Library Aide	\$ 170,000	\$ -	0%	\$ 170,000
	\$ 210,058	\$ 5,004	2%	\$ 205,054

General Fund Operating

	<u>FY2022-23</u> <u>Budget</u>	<u>FY2022-23</u> <u>Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
Personnel	\$ 3,496,492	\$ 706,798	20%	\$ 2,789,694
Fringes	\$ 1,755,167	\$ 339,915	19%	\$ 1,415,252
Books/Materials	\$ 984,092	\$ 32,332	3%	\$ 951,760
Operating Expenses	\$ 632,682	\$ 48,107	8%	\$ 584,575
Total	\$ 6,868,433	\$ 1,127,151	16%	\$ 5,741,282

Encumbrances YTD **\$ 48,107**

RICHMOND PUBLIC LIBRARIES - Special Fund Budget

<u>Special Fund Revenue</u>	<u>FY2022-23</u> <u>Anticipated</u>	<u>FY2022-23</u> <u>Actual YTD</u>	<u>%</u> <u>Recognized</u>	<u>Unrecognized</u>
00314 - Gift to the Library	\$ 12,500	\$ 15,244	0%	\$ (2,744)
00308 - Verizon E-Rate Grant	\$ 75,000	\$ 69,201	92%	\$ 5,799
00309 - Public Law Library	\$ 167,797	\$ 48,784.00	29%	\$ 119,013
00311 - Gates Foundation	\$ 28,750	\$ -	0%	\$ 28,750
00312 - RPL Foundation	\$ 18,000	\$ -	0%	\$ 18,000
00313 - Friends of the RPL	\$ 18,000	\$ -	0%	\$ 18,000
00000 - FNDN Restricted Grant	\$ -	\$ -	0%	\$ -
	\$ 320,047	\$ 133,229	42%	\$ 186,818

<u>Special Fund Expenditures</u>	<u>FY22 Rollover &</u> <u>FY23 Receipts</u>	<u>FY2021-22</u> <u>Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
00314 - Gift to the Library	\$ 193,782	\$ (154)	0%	\$ 193,936
00308 - Verizon E-Rate Grant	\$ 132,295	\$ 27,000	20%	\$ 105,295
00309 - Public Law Library	\$ (321,709)	\$ 100,775	-31%	\$ (422,484)
Personnel		\$ 5,142		
Fringes		\$ 1,553		
Books/Materials		\$ 94,080		
Operating Expenses		\$ -		
00311 - Gates Foundation	\$ (1,721)	\$ -	0%	\$ (1,721)
00312 - RPL Foundation	\$ (121,614)	\$ 11,227	-9%	\$ (132,841)
00313 - Friends of the RPL	\$ 42,643	\$ (2,316)	-5%	\$ 44,959
	\$ (76,324)	\$ 136,532	-179%	\$ (212,856)

Encumbrances YTD **\$ 30,694**

Richmond Public Library
Foundation, Friends, Groups and Individual Donations
FY 2023

Consent Agenda: Deposited Gifts Over \$100 Shown
as of September 30, 2022

Date of Check	Donor Name	Current Month Amount	Purpose/Location	YTD Account Balance		
				Gift	Foundation	Friends
	<i>No donations this month</i>					
	Monthly Total	\$ -				
	YTD Total	\$ -	Year To Date Total	\$ -	\$ -	\$ -

RPL Staff Development Day October 10, 2022



- Panera breakfast
- Welcome, State of the Library-Scott Firestine
- Staff introductions
- Icebreaker
- Staff recognition/years of service
- Q & A (questions previously submitted)
- Break
- RPL100/Foundation update
- RPL Jeopardy
- Chipotle taco bar
- Session #1 Create with Canva - Jenn Deuell
- Stretch break
- Session #2 DEI Topic - Clay Dishon
- Stretch break
- Session #3 Challenging Titles - Lisa Crisman
- Birthday bash (cake and a toast)
- Raffle drawing and wrap up



Many thanks to the Staff Day planning team: Adam Zimmerli, Barbara Booth, Beth Morris, Clay Dishon, Heather Montgomery, Jenn Deuell, Lisa Crisman, Meg Raymond, Meldon Jenkins-Jones and Nan Agaram.

