



RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES REGULAR MEETING

December 7, 2022
(Combined November/December Meetings)

Hull Street Branch Library
1400 Hull Street
Richmond, Virginia 23224

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, December 7, 2022

11:45 a.m.

AGENDA

Call to order:	11:45 a.m.	Mr. Yates
Agenda		Mr. Yates
Consent Agenda:		Mr. Yates
• Approval of Minutes-October 26, 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/Mr. Firestine
• 6.3 Mobile Device Lending Program for Discussion/Vote		
New Business		Mr. Yates
• CY2023 Meeting Schedule/Vote		
• CY2023 RPL Holiday Closing/Vote		
Adjourn		Mr. Yates
Next Meeting:		
Date: January 24, 2023 Meeting		
Time: 11:45 a.m.		
Location: East End Branch Library		

Library Board Meeting Minutes - DRAFT
October 26, 2022

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

STAFF: Scott Firestine, Attorney Laura Drewry, Clay Dishon, Gianna Pack, Cheryl Clarke, Susan Revere, Phil Shephard, 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 11:46am 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	<p>Approve the October 26, 2022, Agenda. Motion: Barbara Burton, Second by Sheron Carter-Gunter</p> <p style="text-align: center;"><i>AYES: 8 NOES: 0 ABSTAIN: 0 Approved Unanimously.</i></p> <p style="text-align: center;"><i>Mr. Sawyer was not present for voting.</i></p>
Consent Agenda	<p>Approve the September 28, 2022, Regular Meeting Minutes, the Current Financial Reports, Statistical Reports, and Donations Report as submitted: Motion: Janet Woody, Second by Barbara Burton</p> <p style="text-align: center;"><i>AYES: 8 NOES: 0 ABSTAIN: 0 Approved Unanimously.</i></p> <p style="text-align: center;"><i>Mr. Sawyer was not present for voting.</i></p>
Public Comment Period	None Present
REPORTS	
<p>Friends of the Library (FOL)</p> <p><u>Ruth DeBoer</u> <u>Clay Dishon</u></p>	<p>Ms. DeBoer reported on the Friends of the Library Operations:</p> <ul style="list-style-type: none"> • Overwhelming response to the September 17 Book Drive. • The Fall Book Sale is schedule starting on November 4-5, which will coincide with the FOL Annual Meeting. Guest speaker architectural critic/writer Mr. Edwin Slipek will discuss “<i>The Library’s Architectural Evolution</i>” in the Special Collections Room at 5:30pm. • The FOL email newsletter went out in early October. • The FOL are working on a new formalized process with Library staff on incoming book donations to see which books can be possibly included into Special Collections or if needed in circulation.
<p>Library Foundation</p> <p><u>Susan Revere</u> <u>Scott Firestine</u></p>	<p>Ms. Revere reported on the Library Foundation Operations:</p> <p><u>New Board Member Announcement:</u> The Foundation welcomes new Board Member Maria Juliana Villa. Ms. Villa brings expertise in communications.</p> <p><u>Foundation Update:</u></p> <ul style="list-style-type: none"> • The Foundation Impact Report is going out early November in paper copy and shortly thereafter via Library Aware. • The Foundation is hosting a reception prior to the November 15 ReadUp event. Invitations were mailed and emailed.

REPORTS (CONTINUED)

<p>Library Foundation (Continued)</p> <p><u>Susan Revere</u> <u>Scott Firestine</u></p>	<p><u>Grant Activity/Partnership Updates:</u></p> <ul style="list-style-type: none"> • The Foundation received a \$6,000 Grant from The Dominion Energy Foundation, which \$3,000 is directed to support the Young Adult Virginia Author program (YAVA) and \$3,000 is directed to support the purchase of books for RVA Reads. • The \$60,000 RVA Reads expansion grant received from the Robins Foundation is rolling out in November with a new job posting for a PT position working with Ms. Barbara Crump. The position is currently being posted.
<p>Administration</p> <p><u>Scott Firestine</u></p>	<p>Director’s Report: In addition to the items submitted on the Director’s Report in the Board Packet, Mr. Firestine reported on the following:</p> <ul style="list-style-type: none"> • October 10: Staff Development Day – All Libraries closed and staff met at the Main Library. A committee of library staff organized the day’s events. Very successful. • November 14: City Council and Mayor Levar Stoney will present the Library with a joint Proclamation on the 100th Anniversary of the Library’s services. • November 15: The Read Up event and launch of the RPL100 Anniversary will take place. • “The Conjuror Revealed” artwork by Artist Rob Womack that was approved at the LBOT Regular Meeting on March 23, 2022, was installed in the Special Collections Room in early October. Mr. Firestine offered a tour to members after the meeting. • Stats: Circulation tends to trend upward, still concerned about Door Count, and computer usage has not bounced back from pre-pandemic levels.

BOARD COMMITTEE REPORTS

<p>Chair Report</p> <p><u>William Yates</u></p>	<p>Chair Report:</p> <p>Chair Yates mentioned Advocacy needs to be happening on a consistent, continual basis. Chair Yates asked Mr. Sawyer to lead an advocacy taskforce along with Ms. Carter-Gunter. They will work on a plan and a process as well as get community members involved. It is important Mr. Sawyer or Ms. Carter-Gunter is involved when meeting with the LBOTs’ respective Councilmembers to keep a clear and concise message.</p> <p>Mr. Yates discussed wrapping up the first step of the Master Plan of receiving the Master Plan final report from the architects as soon as possible so it can move to the CIP step. He also mentioned when talking about the CIP, for members to think about additional changes at the Branch level. Last renovations were 4-5 years ago and changes are needed to keep up with the needs of the community they serve.</p>
<p>Facilities Chair</p> <p><u>Janet Woody</u> <u>Gail Zwirner</u> <u>Scott Firestine</u></p>	<p>Mr. Firestine reported the architects should deliver their final report by November 10. The Master Plan’s goal is to identify goals, service opportunities, critical issues, and challenges. The Master Plan gives us an opportunity to dream big—assess what we want to have, explore data, survey users needs and desires. Mr. Firestine also explained the four critical processes of the CIP, which included a Master Plan, a Design/Schematic Development, the RFP bidding process, and lastly, construction.</p> <p>Mr. Firestine reported East End Branch Library will begin its storm water mitigation and landscape enhancement project in January 2023, weather permitting. More information and volunteer opportunities are forthcoming.</p>

BOARD COMMITTEE REPORTS (COTINUED)	
Finance Chair <u>Garrett Sawyer</u> <u>Scott Firestine</u>	Mr. Sawyer reported the budget is on track. Mr. Firestine reported on the first quarter with housekeeping details looking good, second quarter started in October, and now the City is starting to prepare for the FY2024 Budget cycle. Mr. Firestine will call a meeting of the Finance Committee to discuss where the Library is currently and the direction it wants to move into while focusing on the Strategic Goals with Children Literacy being priority.
Governance Chair <u>Emily Altman</u>	No formal report.
Early Literacy Presentation <u>Christine Peterson</u>	Ms. Peterson created a document depicting the stats of the 2022 Summer Reading Program for the LBOT members to use when corresponding with their respective Councilmembers. The members agreed the document showed a unified message from the Trustees. Ms. Peterson will get pictures to add to the document and send to Ms. Pack for distribution to all members. Chair Yates mentioned if the document is altered in any form as well as members receiving responses, to please send a copy to Mr. Sawyer. This is an opportunity for the Councilmembers to publish the information in their newsletters or at their meetings.
UNFINISHED BUSINESS	
From previous discussions of the E-Rate Grant for laptops, Ms. Carter-Gunter inquired as to when patrons can start checking out laptops. Mr. Firestine reported the laptops were in process of being configured before being sent to the branch libraries. When the project is complete there will be 15 laptops per location and patrons will be able to check them out of the library for a 2-week period. Mr. Firestine is updating the checkout policy for this equipment. The updated policy will be ready at the December 7 meeting for the LBOT members to review and approve. Ms. Burton inquired about disinfecting and cleaning protocols for the Libraries. Ms. Clarke responded there are Lysol wipes, hand sanitizer, and masks available at all sites as well as a cleaning person for the building, but all fogging and extra sanitization efforts employed early during the Covid-19 pandemic has stopped.	
NEW BUSINESS	
No New Business Discussed.	

There being no further business, the meeting was adjourned at 12:50pm by unanimous consensus from the members that were present in the meeting.

There being no meeting in November, the next meeting will be held on Wednesday, December 7, 2022, for a Regular Monthly Meeting at the Hull Street Branch Library located at 1400 Hull Street, Richmond, Virginia 23224.

Approved: _____
Mr. William Yates, Chair

Recorder: *Gianna Pack, CAP*
Senior Executive Assistant

Director's Report

November 2022

Director Activities:

Nov 1	Grants Management Review Meeting – Virtual/Departments
Nov 2	Tree Planting at North Avenue Branch Library
Nov 3	Richmond Leads Fall 2022 Graduation
Nov 3	RPS/RVA Reads Program Meeting – Maymont Preschool
Nov 4	Tree Planting at Broad Rock Branch Library
Nov 4	0-5 Literacy Booklet Meeting with Melissa Rice – Virtual
Nov 4	Friends of the Library Annual Meeting/Book Sale/First Friday Art and Music – Main Library
Nov 5	Friends of the Library Book Sale
Nov 7	LBOT Finance Committee Meeting – Virtual
Nov 7	City Council Special Meeting – City Hall
Nov 8	Holiday – Voting Day (All Libraries Closed) – Main Library Voting Site Only/No Staff
Nov 11	Holiday – Veterans Day (All Libraries Closed)
Nov 14	City Informal and Council Meeting – Proclamation by Mayor and Council
Nov 15	Internal Departmental Budget Meeting – City Hall
Nov 15	4th Annual Read Up Richmond Event
Nov 16	RPL Foundation Finance Committee Meeting
Nov 22	Strategy Alignment Development Follow Up Meeting – Main Library with Leadership Team
Nov 23-25	Thanksgiving Holiday – All Libraries Closed

• Hiring Update:

- October 2022 Hiring Update:
 - 0004 FTE Library Technician for Broad Rock Branch – Panel Reviewing Candidates - 11/28/2022
 - 0065 FTE Management Analyst Associate – Graphics – Panel Reviewing Candidates - 11/28/2022
 - 0110 FTE Senior Librarian – Collection Development – Posted 11/21-12/5
 - 0154 FTE Senior Librarian – Business, Law, History – Posted 11/21-12/5
 - TEMP00030 PTE Community Memory Fellow – In Process
 - TEMP00024 PTE Library Technician-RVA Reads Program – Start Date: TBD
- Broad Rock Branch Library welcomes PTE Library Technicians Kelly Gellings (0178) on October 24, Madison Eversoll (0177) on November 7, and Vanessa Rojas (0085) on November 21.

Greening Richmond Public Libraries Follow Up:

On behalf of the [Greening Richmond Public Libraries](#) team, thank you for volunteering to plant trees/shrubs on and around Richmond Public Library grounds. This community tree planting effort would not have been possible without our volunteers' assistance. Please know volunteer hours are being counted and contributed to the effort as match to the Virginia Department of Forestry's Virginia Trees for Clean Water grant award supporting the project. There were a total of 19 trees and 9 shrubs planted the week of November 1 (see the breakdown by branch below)!

- North Avenue Branch (11/2/22)
 - One White fringetree
 - Four Northern red oaks
 - Nine Virginia Sweetspires
- West End Branch (11/3/22)
 - Eight Sweetbay magnolias
- Broad Rock Branch (11/4/22)
 - Six Eastern redbuds

Director's Report (Continued)

November 2022

Director Activities:

East End Branch Library - Community planting events at the East End Branch Library are being organized in early 2023, weather permitting. Please consider volunteering with us again. More information will be shared about the events after details are finalized.

Laptop Deployment Project:

On May 10, 2021, the Federal Communications Commission (FCC) established the Emergency Connectivity Fund Program, which was to be administered through the Universal Service Administrative Company. The program provided funding to schools and libraries for the purchase of laptops or tablets for locations other than the school or library.

RPL applied for and was awarded **\$48,851.10** for the purchase of 135 laptops. All RPL locations will receive 15 laptops each, with Libre Office Suite software installed. The RPL IT Team is installing Deep Freeze, a security protection software, on all laptops before deployment to the Branches. Deep Freeze software will protect patron privacy by erasing all personal information when laptops shut down. The tentative date for RPL to offer laptops to be checkout by patrons is schedule for late December 2022-early January 2023 timeframe.

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	8,967									
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	1,977									
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	1,768	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	3,061	2,830	35,510
	FY23	2,898	3,313	2,951	2,837									
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	4,174									
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	2,331									

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	8,957									
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	2,378									
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	11,072									
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	8,407									
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	14,910									
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	66,010									

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	15									34	23
Adult Attend	18	34	23	98									173	239
Young Adult Programs	0	0	0	0									0	0
Young Adult Attend	0	0	0	0									0	0
Juvenile Programs	6	10	0	11									27	3
Juvenile Attend	36	56	0	75									167	23
Total Attend	54	90	23	173	0	0	0	0	0	0	0	0	340	262
Total Programs	11	17	7	26	0	0	0	0	0	0	0	0	61	26
Broad Rock														
Adult Programs	6	7	3	2									18	17
Adult Attend	4	5	3	4									16	130
Young Adult Programs	0	0	0	0									0	1
Young Adult Attend	0	0	0	0									0	4
Juvenile Programs	8	9	8	10									35	35
Juvenile Attend	48	39	21	67									175	207
Total Attend	52	44	24	71	0	0	0	0	0	0	0	0	191	341
Total Programs	14	16	11	12	0	0	0	0	0	0	0	0	53	53
East End														
Adult Programs	5	9	11	7									32	70
Adult Attend	31	105	117	64									317	610
Young Adult Programs	5	5	4	5									19	46
Young Adult Attend	13	25	20	60									118	469
Juvenile Programs	8	9	5	8									30	68
Juvenile Attend	131	196	63	146									536	978
Total Attend	175	326	200	270	0	0	0	0	0	0	0	0	971	2,057
Total Programs	18	23	20	20	0	0	0	0	0	0	0	0	81	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	1									5	6
Adult Attend	5	0	18	3									26	15
Young Adult Programs	0	0	0	0									0	0
Young Adult Attend	0	0	0	0									0	0
Juvenile Programs	8	4	6	0									18	36
Juvenile Attend	90	6	14	0									110	89
Total Attend	95	6	32	3	0	0	0	0	0	0	0	0	136	104
Total Programs	10	4	8	1	0	0	0	0	0	0	0	0	23	42
Hull Street														
Adult Programs	4	0	4	3									11	12
Adult Attend	32	0	13	11									56	48
Young Adult Programs	1	0	0	1									2	0
Young Adult Attend	5	0	0	5									10	0
Juvenile Programs	0	4	1	3									8	15
Juvenile Attend	0	37	11	13									61	99
Total Attend	37	37	24	29	0	0	0	0	0	0	0	0	127	147
Total Programs	5	4	5	7	0	0	0	0	0	0	0	0	21	27
Main														
Adult Programs	14	6	9	7									36	75
Adult Attend	97	50	148	38									333	3,035
Young Adult Programs	3	0	0	0									3	17
Young Adult Attend	28	0	0	0									28	109
Juvenile Programs	20	7	19	0									46	117
Juvenile Attend	584	1,000	382	0									1,966	1,657
Total Attend	709	1,050	530	38	0	0	0	0	0	0	0	0	2,327	4,801
Total Programs	37	13	28	7	0	0	0	0	0	0	0	0	85	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	8									18	56
Adult Attend	87	78	21	35									221	766
Young Adult Programs	0	0	0	0									0	8
Young Adult Attend	0	0	0	0									0	72
Juvenile Programs	4	5	4	5									18	15
Juvenile Attend	53	150	68	32									303	269
Total Attend	140	228	89	67	0	0	0	0	0	0	0	0	524	1,107
Total Programs	10	8	5	13	0	0	0	0	0	0	0	0	36	79
West End														
Adult Programs	6	6	5	9									26	30
Adult Attend	69	49	36	87									241	289
Young Adult Programs	2	1	0	1									4	4
Young Adult Attend	15	9	0	10									34	26
Juvenile Programs	13	13	17	10									53	128
Juvenile Attend	175	258	242	131									806	1,114
Total Attend	259	316	278	228	0	0	0	0	0	0	0	0	1,081	1,429
Total Programs	21	20	22	20	0	0	0	0	0	0	0	0	83	162
Westover Hills														
Adult Programs	1	1	1	1									4	32
Adult Attend	0	2	2	4									8	237
Young Adult Programs	1	1	1	1									4	7
Young Adult Attend	17	18	9	20									64	87
Juvenile Programs	8	4	6	6									24	68
Juvenile Attend	450	197	223	248									1,118	1,953
Total Attend	467	217	234	272									1,190	2,277
Total Programs	10	6	8	8									32	107
Grand Total Attend	1,988	2,314	1,434	1,151	0	0	0	0	0	0	0	0	6,887	6,887
Grand Total Programs	136	111	114	114	0	0	0	0	0	0	0	0	475	475

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	4,528									18,179
Broad Rock	3,121	3,601	3,380	2,968									13,070
East End	2,911	4,224	3,375	3,532									14,042
Ginter Park	4,441	4,216	4,043	4,906									17,606
Hull Street	4,335	4,300	4,433	4,887									17,955
Main	9,271	8,207	8,739	6,897									33,114
North Avenue	8,278	8,504	3,634	3,751									24,167
West End	3,653	3,333	2,643	2,718									12,347
Westover Hills	4,011	3,831	3,637	3,592									15,071
TOTALS FY23:	44,405	45,027	38,340	37,779	-	-	-	-	-	-	-	-	165,551
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	689									2,829
WIFI	731	660	654	605									2,650
Broad Rock Workstation	761	890	770	666									3,087
WIFI	492	478	371	401									1,742
East End Workstation	839	963	703	774									3,279
WIFI	633	642	786	863									2,924
Ginter Park Workstation	489	612	585	548									2,234
WIFI	509	461	502	519									1,991
Hull Street Workstation	467	693	561	556									2,277
WIFI	502	726	682	806									2,716
Main Workstation	1,498	1,971	1,787	1,741									6,997
WIFI	2,565	2,900	2,884	3,059									11,408
North Avenue Workstation	683	606	633	640									2,562
WIFI	383	390	423	507									1,703
West End Workstation	324	373	337	342									1,376
WIFI	749	717	626	803									2,895
Westover Hills Workstation	615	643	655	580									2,493
WIFI	469	436	527	558									1,990
TOTALS FY23:	13,430	14,930	14,136	14,657									57,153
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	62	51	35	47	37	352	35	75	80	702
Nov-22										
Dec-22										
Jan-23										
Feb-23										
Mar-23										
Apr-23										
May-23										
Jun-23										
Branch Total FY23:	893	692	698	702	466	2,079	513	1,046	809	3,986
Branch Total FY22:	2,275	1,618	1,487	1,446	1,366	3,472	1,275	2,830	1,987	5,387
Average:	223	173	175	176	117	520	128	262	202	997

NEW PATRON CARDS

FY2023	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Belmont	128	147	125	109									509
Broad Rock	64	72	65	64									265
East End	79	61	59	68									267
Ginter Park	38	38	43	31									150
Hull Street	90	86	121	76									373
Main	203	280	262	208									953
North Avenue	64	99	75	69									307
West End	96	102	63	72									333
Westover Hills	81	91	83	88									343
Online Reg E-Card	491	522	470	432									1,915
Total FY23:	1,334	1,498	1,366	1,217									5,415
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 October 31, 2022

ACCOUNT	DESCRIPTION	Budget	Actual and Encumbered 31-Oct-22	% Spent	Balance Available 31-Oct-22
60000	SALARIES - FULL TIME	\$ 3,279,685	\$ 955,530	29.1%	\$ 2,324,155
60001	OVERTIME PERMAN	\$ 19,176	\$ 2,786	14.5%	\$ 16,390
61000	SALARIES - PART TIME	\$ 187,631	\$ 29,228	15.6%	\$ 158,403
62000	SALARIES - TEMPORARY	\$ 10,000	\$ 9,801	0.0%	\$ 200
63000	FICA	\$ 221,213	\$ 59,462	26.9%	\$ 161,751
63001	RET CON RSRS	\$ 795,579	\$ 219,678	27.6%	\$ 575,901
63002	MEDCARE FICA	\$ 53,276	\$ 13,906	26.1%	\$ 39,370
63003	GROUP LIFE	\$ 20,331	\$ 5,184	25.5%	\$ 15,147
63006	H/C ACT TEMP	\$ 664,768	\$ 149,944	22.6%	\$ 514,824
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	\$ 1,445,520	27.5%	\$ 3,806,139
71141	BOOKS	\$ 952,359	\$ 34,530	3.6%	\$ 917,829
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	\$ 53,016	5.4%	\$ 931,076
70131	ADVERTISING	\$ 2,297	\$ -	0.0%	\$ 2,297
70161	PLANNING MGMT SERVICES	\$ 223,055	\$ 120,139	53.9%	\$ 102,916
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	\$ 59,750	20.0%	\$ 239,243
70552	CONTRACT AND TEMP PERSONNEL	\$ 22,000	\$ 22,284	101.3%	\$ (284)
71012	OFFICE STATIONARY SUPPLIES	\$ 3,047	\$ 280	9.2%	\$ 2,767
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 19,220	\$ 7,677	39.9%	\$ 11,543
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	\$ 234	0.0%	\$ 11,966
73104	BANK FEES	\$ -	\$ 2,930	0.0%	\$ (2,930)
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
76652	PAPER PRODUCTS	\$ -	\$ -	0.0%	\$ -
77103	FUEL-D/O VEHICLE	\$ 2,298	\$ 541	23.5%	\$ 1,757
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 164	33.4%	\$ 329
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
77501	DIT CHARGES	\$ -	\$ -	0.0%	\$ -
80001	DEPRECIATION	\$ -	\$ -	0.0%	\$ -
80004	BUILDINGS & STR	\$ -	\$ -	0.0%	\$ -
80006	EQUIPMENT & OFFICE MAINTENANCE	\$ 7,160	\$ -	0.0%	\$ 7,160
80007	VEHICLE EXPENSES	\$ -	\$ -	0.0%	\$ -
95002	OPERATING TRANS	\$ -	\$ -	0.0%	\$ -
Other Expenses		\$ 632,682	\$ 214,269	33.9%	\$ 418,413
TOTAL GENERAL FUND		\$ 6,868,433	\$ 1,712,806	24.9%	\$ 5,155,627

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

Consent Agenda: Deposited Gifts Over \$100 Shown
 as of October 31, 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	\$ -	\$ -	\$ -



POLICY

SECTION: 6.3**SUBJECT: Mobile Device Lending Program**

Mobile devices are defined as electronic computer equipment that may be used for research, work, and/or cultural enrichment at home or in the library. Richmond Public Library (RPL) is pleased to provide access to this shared resource to inform, enrich and empower.

Laptops:

- Laptops are available to patrons for check out. Each patron must have a valid RPL Library Card in good standing to checkout a laptop. The Library account holder must be 18 years of age or older to checkout a laptop on their card.
- The RPL account holder must read, understand, and sign the Mobile Device Borrowing Agreement at the time of each laptop checkout.
- All devices are designated for a 14-day loan period and can be renewed up to two (2) times if other patrons do not have a hold on the item. Only one (1) laptop may be checked out per card.
- Laptops must be checked out, renewed, and returned to the circulation desk of the library from where the laptop was checked out.
- Any damage or loss of a borrowed laptop and/or its accessories is the borrower's responsibility.
- Laptop computers may not be used to violate copyright, trademark laws, software licensing agreements, or intellectual property rights.
- Patrons should notify library staff immediately if the computer equipment or peripherals are not functioning properly.
- Work saved on RPL computers is automatically erased when the computer is shut down. To save documents, patrons must copy it to a flash drive (aka "thumb drive") or upload it to an online storage service.
- Laptop computers may be available at some locations for in-house use by patrons 18 and older. Patrons must present a valid government-issued photo ID or passport to library staff in order to use a laptop. The ID is held until the laptop and its power cable are returned to library staff.
- RPL is not responsible for any damage or loss of data arising from the use of its computers or network.
- RPL may withhold computer privileges from patrons who do not comply with the above procedures or who are barred from the library due to violation(s) of the Library's Rules of Behavior.
- If the device is damaged or lost during the time that it is checked out, the patron will be responsible for the cost of replacement. Further, the patron's library card will be blocked from use. The library employs *Unique Management Services, Inc.* to help recover unpaid fines and assorted costs, and a service charge of \$10.00 is added to accounts that are referred to the collection service.
- Replacement Costs are as follows:
 - Laptop/Chromebook: \$350.00
 - Charger: \$25.00
 - Processing Fee: \$10.00

 Approved: July 2013

Revised:



Mobile Device Borrowing Agreement

To borrow a laptop from the Library, you must agree to the following terms:

Checkout and Return Procedures

- Devices can only be checked out by an adult (18+) with a Richmond Public Library account in goodstanding.
- All devices are designated for a 14-day loan period and can be renewed up to two (2) times if other patrons do not have a hold on the item.
- Devices must be checked out and returned to the circulation desk of the library you checked out the device.
- Laptops need to be brought back to the library to be renewed.

DO NOT RETURN LAPTOP IN A BOOK DROP

All devices must be returned in-person before the library closes on the date due.

Use Policy, Files and Removable Media

- I agree that by using a Library mobile device, I will adhere to the Library's Acceptable Use Policy and Internet and Electronic Information Policy, as well as all applicable local, state, or federal laws.
- I understand that the Library is not responsible for damage to files or removable media caused by viruses that may exist on the network or spread through the network.
- I understand that the Library is not responsible for any damage caused by use of a power supply or charging unit on non-Library owned equipment.
- I agree to save my files to removable media or online storage rather than the laptop's hard drive.
- I understand that all files saved on the laptop are erased when the laptop is restarted.
- I understand that the Library is not responsible for any personal data left on a device.

Failure to Return, Damage, Charges

- I agree that I am responsible for and will have my Library account charged the full replacement cost of the device if it is not returned by the due date.
- I understand that mobile devices lost or not returned will be disabled and/or wireless service will be terminated, rendering them unusable.
- I agree to use ONLY the given power supply/charging unit with the Library device.
- I agree I will notify Library staff immediately if devices are damaged or defective upon receipt.
- I understand that I am personally responsible if the device is lost, stolen, or damaged.
- I agree to pay all repair/replacement costs resulting from damage or loss (including theft) of the device while it is checked out in my name.
- I understand that lost, stolen, and unreturned devices will be charged at the greater of full replacement cost or:

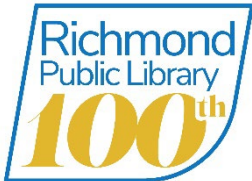
Device	Cost
Laptop/Chromebook:	\$350.00
Charger:	\$25.00
Processing Fee:	\$10.00

My signature below confirms that I have read the Mobile Device Borrowing Agreement and I agree to abide by the terms. This agreement shall become effective as of the date of its execution and shall continue in effect for a period of one (1) year from the date of execution.

User Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

RPL Staff Signature: _____



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

Library Board of Trustees Meeting Schedule – DRAFT for Calendar Year of 2023 (4th Wednesdays)	
January 25, 2023 11:45 AM East End Branch Library	July 26, 2023 11:45 AM Belmont Branch Library
February 22, 2023 11:45 AM Broad Rock Branch Library	August 2023 No Meeting
March 22, 2023 11:45 AM North Avenue Branch Library	September 27, 2023 11:45 AM Main Library
April 26, 2023 11:45 AM Main Library	October 25, 2023 11:45 AM Ginter Park Branch Library
May 24, 2023 11:45 AM Westover Hills Branch Library	November 2023 No Meeting
June 28, 2023 11:45 AM West End Branch Library	December 6, 2023 <i>(Combined Nov/Dec Meeting)</i> 11:45 AM Hull Street Branch Library



2023 Richmond Public Library Holidays – DRAFT

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

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

New Year's Day

- Friday, December 30, 2022 – *New (Mayor/CAO Extended Holiday/COR Observed)*
- Saturday, December 31, 2022 (All Libraries Closed)
- Sunday, January 1, 2023 New Year's Day
- Monday, January 2, 2023 – New Year's Day-Observed (All Libraries Closed)

Martin Luther King, Jr., Birthday – Monday, January 16

Presidents' Day – Monday, February 20

Spring Holiday/Good Friday/Easter Sunday

- Friday, April 7
- Sunday, April 9

Memorial Day – Monday, May 29

Juneteenth – Monday, June 19 (COR Closed in Observance of Juneteenth)

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

Labor Day – Monday, September 4

Columbus Day – Monday, October 9 – Staff Development Training Day

Election Day – Tuesday November 7 – Main Library Building Open for Voting Only (No Staff)

Veteran's Day

- Friday, November 10 (COR Observed)
- Saturday, November 11 (Official Holiday)

Thanksgiving Holiday – Wednesday, November 22 – (All Libraries Close at 5:00P)

- Thursday, November 23 – Thanksgiving Day
- Friday, November 24 (COR Closed in Observance of Thanksgiving Holiday)

Winter Holiday for 2023 – Thursday, December 21 – (All Libraries Close at 5:00P)

- Friday, December 22 (COR Closed in Observance of Christmas Eve)
- Saturday, December 23 (All Libraries Closed)
- Sunday, December 24 Christmas Eve
- Monday, December 25 (COR Closed in Observance of Christmas Day)

New Year's Day

- Sunday, December 31, 2023
- Monday, January 1, 2024 – New Year's Day (All Libraries Closed)

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

RPL By The Numbers

FY '21-'22



428,474
VISITORS TO THE LIBRARY

917
PROGRAMS OFFERED



13,294
PROGRAM ATTENDANCE

10,074

BOOKS GIVEN OUT BY THE RVA READS PROGRAM



702,847
TOTAL ITEMS CHECKED OUT



148,386
E-BOOKS CHECKED OUT




8,606
NEW LIBRARY CARDS THIS YEAR

4,499
NEW E-CARDS THIS YEAR




107,187
PUBLIC COMPUTER SESSIONS




9,980
FOLLOWERS ON SOCIAL MEDIA




626,459
WEBSITE VISITS



558
DIGITAL REFERENCE QUESTIONS ANSWERED




2,340
EXTRA OPEN HOURS ADDED (vs. FY '20-'21)



32,327
PRINT & E-BOOKS ADDED TO OUR COLLECTION

\$10,823,517



SAVED BY CITY RESIDENTS BY USING THE LIBRARY *(Per the ALA's Library Value Calculator)*



Richmond Public Library

101 East Franklin Street | Richmond, Virginia 23219 | (804) 646-7223 | <https://rvalibrary.org/>



RICHMOND CITY COUNCIL AND MAYOR LEVAR M. STONEY

UNITED STATES OF AMERICA - COMMONWEALTH OF VIRGINIA - CITY OF RICHMOND

RICHMOND OFFICIAL JOINT AWARD

By virtue of the authority vested in the United States of America, Commonwealth of Virginia, Virginia Code of Laws, and the Richmond City Charter: The Honorable Levar M. Stoney, Mayor of Richmond, and Richmond City Council, the governing legislative institution of Richmond, Virginia, in the United States of America, do hereby and officially recognize:

Richmond Public Library 100th Anniversary

Whereas, The Honorable Levar M. Stoney, Mayor of Richmond, and Richmond City Council, the governing legislative institution of Richmond, Virginia, in the United States of America, do hereby unite in common purpose to recognize, honor, and celebrate the Richmond Public Library on the historic and auspicious occasion of it celebrating its 100th Anniversary; and

Whereas, Responding to a fundamental public need, the Richmond Common Council adopted an Ordinance on November 6, 1922 to provide \$200,000 (\$3.5 million in current value) to establish a public free library, which was concurred to by the Richmond Board of Aldermen on November 14, 1922, and approved and signed into law by the Mayor on November 16, 2022; and

Whereas, Opened in a single building on October 13, 1924, the Richmond Public Library has grown over time in direct response to Richmond Residents and now includes nine branches that are located conveniently throughout Richmond; and

Whereas, Constantly evolving on behalf of community needs, the Richmond Public Library currently has more than 650,000 books, items, and materials available for checkout, and provides a whole host of services, that includes free internet access and community meeting spaces; and

Whereas, Some of the many programs the Richmond Public Library has provided include parenting and early childhood education; résumé writing; and, computer and Internet training; and


Whereas, As a strong testament to the outstanding services provided by the staff of the Richmond Public Library, our branch system typically hosts more than one million visitors a year who check out books; participate in programs; use computers and the internet; and, find jobs; and

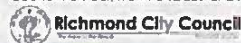
Whereas, The Richmond Public Library is committed to providing empowerment centers within the community that offer access to employment; health and wellness; and, lifelong learning; and


Whereas, Dedicated professionals, Richmond Public Library Administrators, Librarians, and Staff serve as the backbone of our Richmond Public Library Branch System and are supported by the committed members of the Richmond Public Library Board of Directors, Richmond Public Library Foundation, Friends of the Richmond Public Library Association, and the Branch Library Boards;

Now, Therefore, Richmond City Council and Mayor Levar M. Stoney do hereby celebrate the Richmond Public Library on its 100th Anniversary and thank its Library Director, Administrators, Librarians, Staff, and members of its Boards and Association and encourage everyone to visit and enjoy the books, services, and programs available to them at their public library.


In Witness Whereof, we have hereunto given under our hands for presentation on the fourteenth day of November, two thousand twenty-two, of the Common Era, in the two hundred eighty-sixth year of the foundation of Richmond in 1737, and the two hundred forty-seventh year of the Commonwealth of Virginia and the independence of the United States of America.


The Honorable Cynthia I. Newbille
Council President, Richmond City Council
Councilmember, Richmond East End 7th Voter District




The Honorable Levar M. Stoney
Mayor
City of Richmond




The Honorable Ellen F. Robertson
Council Vice President, Richmond City Council
Councilmember, Richmond Gateway 6th Voter District

