



## Marv Rilev Stvles Public Library Board of Trustees Virtual Meeting

Wednesday January 20, 2021 at 7:00 PM

All members of the public may view this electronic meeting via this Microsoft Teams meeting link:

### Library Board of Trustees Virtual Meeting

1. Library Board Virtual Meeting Agenda

Documents:

[20210120-LIBRARYBOARDAGENDA.PDF](#)

2. DRAFT Meeting Minutes December 16, 2020

Documents:

[20201216\\_DRAFT\\_REV\\_BOARD\\_MTG\\_MINUTES.PDF](#)

3. DRAFT FY2022 Budget Detail

Documents:

[20210120 DRAFT FY22 LBOTBUDGETDETAIL.PDF](#)

4. Collection Statistics

Documents:

[20210120-COLLECTION\\_STATISTICS.PDF](#)

5. Circulation Statistics

Documents:

[20210120-CIRCULATION\\_STATISTICS.PDF](#)

6. Book Sale And Memorial Statistics

Documents:

[20210120-BOOKSALE-MEMORIAL\\_STATISTICS.PDF](#)



**Mary Riley Styles Public Library  
LIBRARY BOARD OF TRUSTEES  
Meeting Agenda**

Wednesday, January 20, 2021  
7:00 p.m.

**Virtual Meeting:** [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MTYwZGFkN2UtNmI2OS00YmM2LTkyMmQtN2I3NjA1ZDFhNTY0%40thread.v2/0?context=%7b%22Tid%22%3a%2273ba5b04-4ace-4ae3-a6b2-65cbc403418b%22%2c%22Oid%22%3a%22e124f2d4-ff38-4304-aef3-09ba83e7e1b3%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTYwZGFkN2UtNmI2OS00YmM2LTkyMmQtN2I3NjA1ZDFhNTY0%40thread.v2/0?context=%7b%22Tid%22%3a%2273ba5b04-4ace-4ae3-a6b2-65cbc403418b%22%2c%22Oid%22%3a%22e124f2d4-ff38-4304-aef3-09ba83e7e1b3%22%7d)

**NOTICE:** This meeting will be held pursuant to and in compliance with the Virginia Freedom of Information Act, Section 2.2-3708.2 and state and local legislation adopted to allow for continued government operation during the COVID-19 declared emergency. All participating members will be present at this meeting through electronic means. All members of the public may view this electronic meeting via the meeting link listed above and in the City's website calendar.

Public comments may be submitted to [jcarroll@fallschurchva.gov](mailto:jcarroll@fallschurchva.gov) until 7:00 p.m. on January 20, 2021. All comments will be provided to the Library Board of Trustees members and comments received by the deadline will be read during the meeting.

**PLEASE NOTE:** This meeting will be conducted using Microsoft Teams. Don't have the Teams app? You can still join a Teams meeting. **See the instructions attached to this meeting agenda.** Please email [jcarroll@fallschurchva.gov](mailto:jcarroll@fallschurchva.gov) if you need assistance with installation. During the meeting, staff will likely not be available to assist with installation.

1. **Call to Order**
2. **Reading of Virtual Meeting Notice**
3. **Roll Call and Introduction of Guests**
4. **Receipt of Petitions**
5. **Approval of December 16, 2020 Meeting Minutes**
6. **Library Report and Announcements**
7. **Library Foundation report**
8. **Council Liaison report**
9. **Arts and Humanities Council report**
10. **Library Project Update**
11. **DRAFT FY2022 Budget**
12. **Affordable Housing Discussion**
13. **Business not on the Agenda**
14. **Adjournment**

Library Board of Trustees

Staff liaison: Jenny Carroll 703-248-5032 [jcarroll@fallschurchva.gov](mailto:jcarroll@fallschurchva.gov)

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. To request a reasonable accommodation for any type of disability, call 703-248-5032, TTY 711.

## Instructions for joining a Microsoft Teams meeting:

[Click here to watch a video with instructions for joining a Teams meeting](#)

### Join a Teams meeting on a phone or tablet

1. Click the meeting link provided.
2. **Download the Teams app for your device when prompted:**
  - Type in your name.
  - Choose the audio and video settings you want.
3. Select **Join now**.
4. Depending on meeting settings, you'll get in right away, or go to a lobby where someone in the meeting can admit you.

### Join a Teams meeting on the web or through a web browser on a phone or tablet

Don't have the Teams app? You can still join a Teams meeting.

1. Click or copy and paste the meeting link provided.
2. You have two choices:
  - **Download the Windows app:** Download the Teams app.
  - **Join on the web instead:** Join a Teams meeting on the web.
3. Type in your name.
4. Choose the audio and video settings you want.
5. Select **Join now**.
6. Depending on meeting settings, you'll get in right away, or go to a lobby where someone in the meeting can admit you.

**MINUTES OF LIBRARY BOARD MEETING**

**PURPOSE OF MEETING:** Regular Library Board Meeting

**DATE OF MEETING:** December 16, 2020

**LOCATION:** Meeting held via Microsoft Teams

**1.- MEETING CALLED TO ORDER BY:** Stephanie Oppenheimer at 7:00 PM

**2.- NOTICE:** This virtual meeting of the Library Board of Trustees was held pursuant to and in compliance with the Virginia Freedom of Information Act, Section 2.2-3708.2 and state and local legislation adopted to allow for continued government operation during the COVID-19 declared emergency. All participating members of the Library Board of Trustees were present at this meeting through electronic means. All members of the public may view this video of this meeting on the City’s website at [www.fallschurchva.gov/362/Library-Board-of-Trustees](http://www.fallschurchva.gov/362/Library-Board-of-Trustees)

**3.- ROLL CALL AND INTRODUCTION OF GUESTS**

**THOSE PRESENT:**

<p><b><u>Library Board Members</u></b></p> <p>Ms. Stephanie Oppenheimer: <u>  ✓  </u></p> <p>Mr. Jeff Peterson: <u>  ✓  </u></p> <p>Mr. Patrick Cronin: <u>  ✓  </u></p> <p>Mr. Don Camp: <u>  ✓  </u></p> <p>Ms. Kathleen Tysse: <u>  ✓  </u></p> <p>Ms. Chrystie Swiney: <u>  ✓  </u></p> <p>Ms. Molly Novotny: <u>  ✓  </u></p>
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**OTHERS PRESENT:** Library Project Manager Lionel Millard, Council Member Marybeth Connelly, Student Liaisons - Ms. Erin Tarpgaard, Ms. Raissa Borges, and Guest Ross Wilson. Library Director Jenny Carroll and Senior Administrative Assistant Claudia Gutierrez were present as well.

Ms. Oppenheimer moved item #10 Library Project Update after the approval of the November 18, 2020 Board Minutes.

**TOPICS OF DISCUSSION:**

**4.- RECEIPT OF PETITIONS**

None

## 5.- APPROVAL OF NOVEMBER 18, 2020 MEETING MINUTES

Upon a motion duly made by Mr. Camp and seconded by Mr. Peterson, the Library Board approved the November 18, 2020 Virtual Meeting Minutes.

### ROLL CALL VOTE

Ms. Stephanie Oppenheimer AYE

Mr. Jeff Peterson AYE

Ms. Chrystie Swiney AYE

Ms. Kathleen Tysse AYE

Mr. Patrick Cronin AYE

Mr. Don Camp AYE

Ms. Molly Novotny Abstained

## 6.- LIBRARY PROJECT UPDATE

- Masonry has been completed. Window openings are being insulated, then dry wall work will proceed. Temporary heat is being provided until the RTUs are up and running in the next two weeks.
- The gas line has been relocated and installed. It will no longer interfere with the streetscape work.
- The brick masonry washing will be completed next Saturday.
- Contractors will keep working on the TPO (Thermoplastic polyolefin) roof membrane to water proof the roof.
- 80% of the electrical work is done. Main power was switched last Saturday and the building is on new power (Dominion). Light fixtures will arrive to the building by late January.
- The elevator interior finishes have been submitted. Installation has a twelve week lead time once the carpeting and painting is completed.
- Substantial completion of the existing building will be in two months, and the new addition will be a month in a half after that.
- Slate shingles will be installed soon.
- Working on matching new wood paneling with the existing wood paneling that surrounds the interior existing color tiles on the main floor.
- Mr. Millard will start working on the fire alarms and security cameras. He will get a quote from the contractor and will work on it with Chief of Police Mary Gavin

and the Library Director.

- The Director showed the Board the renderings of the exterior signage located on Park Avenue. There was a request to consider having signage on Virginia Avenue as well. The Director and Mr. Millard will talk to the architects about it. The Board discussed what kind of material will be used for the signage and the lighting. Once Mr. Millard has all the information about the different options, he will present an update to the Board.
- The lower level has been framed in. The metal framing of the entire building is at a 90% to 95% completed.
- The installation of electrical drops has been completed.
- The pre-existing restrooms on the main level will be replaced. They were scheduled to remain as is, however they are not in good shape after required items in the bathrooms were removed. This will be part of an owner's change order and the bathrooms will be consistent with the rest of the building renovation.
- The paneling under the windows and the dental cornice along the roof line of the building will be installed soon.
- Financially, the library construction budget remains healthy so far with \$130,000 spent in CM contingency and \$93,000 on owner contingency. There is about a total of \$626,000 remaining in contingencies and an additional \$139,000 in buyouts. This may allow updating the existing staff lounge and office staff furniture.
- Questions/Concerns from the Board:
  - There was a concern about the appearance of the new addition roof line which meets with the old building. Mr. Millard will look at it and get back to the Board.
  - There was a question about the matching color from the brick. Once the brick gets washed, it will look better but won't be a 100% match with the existing brick. However, it will blend nicely.

## **7.- LIBRARY REPORT AND ANNOUNCEMENTS**

- The Director has been submitting weekly email updates to the Board. The Board was pleased about this initiative.
- The library has two platforms for e-resources: RB Digital has e-magazines, some ebooks/audiobooks, and streaming content and Overdrive is the primary provider for ebooks and audiobooks. The company that owns RB digital purchased Overdrive. Overdrive is incorporating RBDigital services and content; all of the content provided will be merged with Overdrive. The merge process started last week with ebooks and audiobooks. According to the contract negotiated with the Library of Virginia, Overdrive will provide the unlimited collection of 3,000+ magazines until October 2023. How the streaming services will be provided will be determined.

- Library’s work plan update:
  - Moving plans started - preparing the collection and looking at plans to integrate the library materials currently in storage and the ones in the temporary location.
  - In response to Covid-19 - maintaining curbside delivery service
  - Evaluating the 5-year plan including the vision and mission
  - Developing a community survey related to the 5 year plan that will be brought to the Board
  - The technology plan has been revised by staff and the IT department. It is being updated and will be brought to the Board.
  - Working on updating policies and discarding some to be incorporated into procedures. The meeting room policy will be brought to the Board in the spring along with the collection management policy. The library card policy (former patron borrower policy), will be submitted to the City Attorney Carol McCoskrie for review. The privacy/confidentiality policy will be reviewed and updated by management team and will be taken to the City Attorney for review and then to the Board for approval.
  
- Virtual library staff holiday party and ugly sweater trivia on December 18.
  
- MeeScan went live to library users on Monday December 14. The app will help staff with curbside service and contactless checkout which will start once the new library building opens.
  
- The library Director will be on vacation starting on December 18 through January 3.

**8.- LIBRARY FOUNDATION REPORT**

Mr. Camp stated that the Foundation is in the midst of their annual solicitation. So far the results have been encouraging, He will get the total outcome until after December 31.

**9.- COUNCIL LIAISON REPORT**

- Buildings
  - Council received comments from Boards and Commissions regarding the Broad and Washington Project. The project is being refined to be presented. Voluntary Concessions among other items will be voted on in January.
  - George Mason High School will be opening in January. Move day is next Friday December 18.
  - Regarding the Founders Row project, the movie theater and one of the anchor restaurants have gone out of business. They are working on replacements. The project is still on and scheduled to open in 2021.

- The partners of the Falls Church Gateway Project next to GMHS requested Council to amend some of the comprehensive agreement due to the Covid-19 pandemic. The developers will present their new proposals in a public meeting on Thursday December 17 at noon. There will be time for Q&A. The meeting will be video recorded.
- Next Year
  - City Council is writing a letter to all Boards and Commissions with a charge for the year asking to work with City Council and City Staff on their two-year City's Work Plan. An equity lens has been added into it to make sure that City services are equitable to all. One example that Ms. Connelly pointed out was the Library eliminating fines for patrons.

There was a question about whether visiting the inside of the new GMHS building would be possible. There was a scheduled grand opening, but due to the pandemic, it is currently on hold. However, there is a plan to have a virtual ribbon cutting on January 23 to show to the public. At some point, students will be in the building in January.

#### **10.- ARTS AND HUMANITIES COUNCIL REPORT**

Ms. Swiney informed the Board that the mural that will be part of the Founders Row project was named *The Grove of Growth*. At tomorrow's meeting, they will discuss their public art comprehensive plan.

#### **11.- LIBRARY POLICIES TO DISCARD**

The Director explained to the Board the two policies on the agenda are more procedural than policy and the material is more digital than hard copy. The information will be added to the procedure manual. Most of the public review materials are now available on the city website and the library is receiving fewer and fewer as hard copies. The library will keep providing the hard copy materials that the library receives. Minimal federal tax forms and no state tax forms are currently received in hard copy. Back in March at the start of the COVID-19 crisis, the tax forms were given to the Commissioner of Revenue at City Hall to be provided to the public. This year what forms the library receives will be provided to the public either through the Commissioner's office at City Hall or library curbside service.

The Director and Management Team are currently revising all library policies in order to have an organized and updated policy manual. Each policy will be reviewed with an equity lens as well. All updates and changes will be brought to the Board for approval.

- **REF-6 PUBLIC REVIEW MATERIALS**

**Upon a motion duly made by Mr. Peterson. and seconded by Mr. Camp, the Library Board approved the REF-6 Public Review Material policy to be removed from the policy manual.**



## ROLL CALL VOTE

Ms. Stephanie Oppenheimer AYE  
Mr. Jeff Peterson AYE  
Mr. Patrick Cronin AYE  
Mr. Don Camp AYE  
Ms. Kathleen Tysse AYE  
Ms. Chrystie Swiney AYE  
Ms. Molly Novotny AYE

- **REF-7 TAX FORMS**

**Upon a motion duly made by Mr. Camp and seconded by Ms. Swiney, the Library Board approved the REF-7 Tax Forms Policy to be removed, in light of the move to digital access for those materials.**

## ROLL CALL VOTE

Ms. Stephanie Oppenheimer AYE  
Mr. Jeff Peterson AYE  
Mr. Patrick Cronin AYE  
Mr. Don Camp AYE  
Ms. Kathleen Tysse AYE  
Ms. Chrystie Swiney AYE  
Ms. Molly Novotny AYE

## 12.- FY2022 BUDGET DISCUSSION

On Monday December 14, City Council adopted the resolution for the FY2022 budget. The budget guidance from the finance department will be provided next week. A 2.5% revenue increase is expected. However, there are cost drivers that will affect the budget. The expectation is to have a flat budget to FY2021 for FY2022. There was a reduction almost by half on several accounts to FY2021 budget, including frozen vacancies. However, some of them will be unfrozen as of January 1, 2021. There is a vacancy for a full time Library Assistant 1 position which was approved since FY2020 for the Circulation department. Currently, there is a recruiting and hiring process for that position.

The Director will request temporary staff (pages and substitutes) to be fully staffed when the new building opens. Due to the library moving, the book budget was reduced in FY2021, however, this line will be increased in FY2022 to \$110,000 (depending on the guidance from finance). To get to the level of books that the shelves can hold, it will probably be a two to three-year process due to the economic challenges regarding COVID-19.

Due to COVID-19 and reduced popularity of disc formats, circulation was low on physical audio books and DVD's. People may have more digital options at home and there are fewer devices with disc technology (e.g. computers, cars). eBooks and eAudios have been more popular so that budget will be increased. As for streaming services, Kanopy has increased to double the amount budgeted in FY2021 due to its usage. RB Digital streaming services does not have as much usage and has remained within the budget estimates.

Some of the feedback from the Board's discussion regarding budget was to prioritize the the physical book collection, then ebooks/eaudiobooks, followed by streaming. There was a consensus that if necessary, the RBDigital streaming service could be dropped in order to keep providing Kanopy and to drop Kanopy if the other prioritized items were impacted. There was the suggestion that disc format funding decrease and potentially discard the items based on lower circulation.

There was a request to provide to the Board with additional items needed to supplement and improve the library once it opens to the public in the FY2022 budget presentation in January. The Director stated that was her plan and these expenses may include additional supplies for the new building opening due to traffic increases and an additional part time custodial position. The Director is planning to add funds to temporary positions to cover a possible increase to the state minimum wage. IT services will include the MeeScan app, copiers and printers, and additional software needed for meeting rooms and print and time management. State Aid usually covers materials including books, DVDs, audio books, eMaterials and a portion of periodicals. For FY2021 the amount provided by the State was \$153,100 and for FY2022 the estimate is around \$158,000.

### **13.- EQUITY AND CITY COUNCIL WORK PLAN DISCUSSION**

The Director encouraged the Board to participate on the 21-day Racial Equity Habit Building Challenge by the American Bar Association. She also suggested having a discussion at the January Board meeting. The challenge consists of reading articles, TED talk videos, and taking an implicit bias test. Library staff completed the challenge and had a productive discussion. The Board agreed to participate in this challenge. The Director will send out the information to the Board. They will be discussing the challenge at the February meeting.

### **14.- AFFORDABLE HOUSING DISCUSSION**

Ms. Oppenheimer summarized previous Board discussions and concerns regarding Voluntary Concessions: 1) The letter that the Board sent to Council regarding the Voluntary Concessions for the Broad and Washington project. 2) The request for the VCs to be directed to the Library Foundation. 3) Concerns about having the library and Recreation and Parks together in one VC. She added the need to be consistent in language for VCs on future projects.

She noted, that in November's Council's meeting, Council Member Letty Hardi suggested using money from the VCs towards ADU funding. The Board is aware and agrees on the importance of affordable housing funding. It is a difficult decision, because when a new development comes to the City, it creates a big impact on the library. The Board wants to maintain their position on requesting the VCs to provide library services, programs and resources for the increase in demand due to development. The City is a wealthy community and there should be a better way for the City to get ADU funding instead of taking away VCs from the library. People who will benefit from the ADUs will also be beneficiaries of all City's services provided, including the library's.

Ms. Connelly raised another perspective: The City faced big capital needs such as: Mount Daniel elementary school, the library, City Hall, park improvements and the new GMHS building. Initially, VCs had been used to structure capital improvements. That is how big City projects have been funded through the CIP (Capital Improvement Projects). She proposed that we start thinking on what is the next big project that City facilities need and save funds for it.

Another perspective presented by Mr. Peterson was to consider that in addition to the CIP for the library construction, the increased demand for library services should be considered for all new developments in the City. It is important to take into account the increase of people coming into the library that all new City projects will bring. There will always be unmet needs for the library operations other than construction.

Council will vote on the Broad and Washington plan including the voluntary concessions in its January 25, 2021 meeting. There will be ongoing discussions before that and they are open to comment. The Board will keep discussing this item in their January meeting in order to take action.

**15.- BUSINESS NOT ON THE AGENDA**

**None**

**16.- ADJOURNMENT**

**Upon a motion duly made by Mr. Peterson, seconded by Ms. Swiney, the Library Board voted unanimously to adjourn the meeting at 9:21 PM.**

Respectfully submitted,

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Jenny Carroll  
Library Director

Approved:

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Stephanie Oppenheimer, Chairperson

Copies: Board of Trustees, City Manager, Library Reference Desk, Staff Bulletin Board, City Clerk, Library Web Page

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**DRAFT**

**FY2022 Budget for Cost Center 7301 (Library)**

**Adheres to the Operating Funds per Council/Manager/Finance Guidance**

**Total Discretionary Portion of Budget Must Be: \$516,878 (per Finance)**

**(Includes all Temporary Salaries, Worker's Compensation, and FICA for them)**

**Adopted by Board on January XX, 2021**

**This copy has the final appropriations for salaries and benefits entered.**

<b>Account Number</b>	<b>Description</b>	<b>FY22 Amount Proposed</b>	<b>FY22 Total Proposed</b>
	<b>Compensation Portion of the Budget</b>		
<b>110000</b>	<b>Salaries—Regular</b> FY21 \$1,158,837 Note: We are not to adjust the salary amount. It does not include the .6 Full Time Equivalent (FTE) from IT Services; the salary amount is in 1222-110000/7301-460000.		\$1,182,253
	<b>FY21 \$1,158,837                      FY22 100000 Subtotal</b>		<b>\$1,182,253</b>
	Note: No adjustments to be made to benefits. The ITS .6 FTE benefits are in 1222-110000/7301-460000		
<b>210000</b>	<b>FICA Benefits</b> Note: FY2022 only permanent staff; temporary staff amount located in 210000 in the discretionary budget portion. FY21 \$84,759		\$88,176
<b>222000</b>	<b>City Retirement Benefits</b> FY21 \$47,638		\$39,735
<b>224000</b>	<b>Other Post Employment Benefits</b> FY21 \$17,290		\$8,476
<b>230000</b>	<b>Health/Medical Benefits</b> FY21 \$150,742		\$100,506
<b>240000</b>	<b>Group Life Benefits</b>		\$2,750

<b>240000</b>	FY21 \$3,608		\$3,608
<b>250000</b>	<b>Disability Insurance</b> FY21 \$2,697		\$2,461
<b>272000</b>	<b>Worker's Compensation Benefits</b> Note: FY2022 only permanent staff; temporary staff located in 272000 in the discretionary budget portion. FY21 \$1,888		\$1,240
<b>287000</b>	<b>Deferred Compensation Payment</b> FY21 \$9,100		\$9,360.00
	<b>FY21 \$317,722</b>	<b>FY22 200000 Subtotal</b>	<b>\$253,707</b>
<b>Discretionary Portion of the Budget</b>			
<b>130000</b>	<b>Salaries—Temporary</b> Note: Senior Page position transitioned to a Library Assistant I (1.0 FTE) and then frozen from March 2020 to December 2020; \$17,500 in funds from the temporary salaries were moved to the compensation portion of the budget to cover the difference. Item increased to account for change in minimum wage and the pay class plan.  FY21 \$55,042 Note: This is considered part of the discretionary budget, not compensation and so is subject to the limitations for the discretionary budget.		\$56,625.00
	<b>FY2022 projected costs:</b>		
	<b>5 pages (45 hrs/wk x 50 wks x \$10.00/hr)</b> FY21: 5 pages (45 hrs/wk x 50 wks x \$9.53/hr) = \$21,442.00	\$22,500.00	
	<b>6 Library Assistant I substitutes for Ref, Circ, YS (35 hrs/wk x 50 wks x \$19.50/hr)</b> FY21: 6 Library Assistant I substitutes for Ref, Circ, YS (35 hrs/wk x 50 wks x \$19.20/hr) = \$33,600.00	\$34,125.00	
	Note: All temporary salaries include a 3% increase if the employee has completed their year of probation, has a "meets requirements" performance evaluation for FY2022, and 3% is the percentage given to regular City employees.		
	<b>FY21 \$55,042</b>	<b>FY22 100000 Subtotal</b>	<b>\$56,625</b>
<b>210000</b>	<b>FICA Benefits for Temporary employees</b> FY21 \$4,211		\$4,332

<b>272000</b>	<b>Worker's Compensation Benefits for Temporary employees</b> FY21 \$68		\$59
	<b>FY21 \$4,279</b>	<b>FY22 200000 Subtotal</b>	<b>\$4,391</b>
<b>312000</b>	<b>Professional Services</b> FY21 \$0 Note: Professional services for the renovation and expansion will come out of CIP monies, not this operating budget.		\$0
<b>331000</b>	<b>Repair and Maintenance</b> FY21 \$200 Note: Covers locksmith and vaccuum repair; elevator & fire extinguisher inspections covered by DPW per K. Crandall		\$200
<b>332000</b>	<b>Maintenance/Service Contracts</b> FY22 est. custodial leave \$800/wk x 2 FY21 \$1,600 Note: Custodial services for weekends are covered by DPW as well as two weeks for librarian custodian vacation. Additional weeks will be charged at \$800 per wk and covered by the library budget.		\$1,600
<b>350000</b>	<b>Printing and Binding</b> FY21 \$150 Note: Printing includes banners for SRP that need special artwork, business cards, envelopes and lawn signs.		\$200
<b>380701</b>	<b>Interlibrary Loan Services</b> FY22 cost for OCLC access fee est. \$740 Note: Moved to annual payment which provides a 3% discount FY21 \$750 Note: Costs defrayed by ILL postage charges that are paid by patron and credited to this account.		\$500
	<b>FY21 \$2,700</b>	<b>FY22 300000 Subtotal</b>	<b>\$2,500</b>

<b>460000</b>	<b>IT SERVICES (1222)</b> <b>Note: FY22 \$135,451 ITS expense including compensation and discretionary. Compensation does not go toward discretionary funds total per M. Ryman. Total discretionary ITS budget is \$67,386.</b>  FY21 \$96,248 (compensation and discretionary); \$62,499 (total discretionary) Note: Includes IT supplies, equipment, etc. actually located in 1222 (IT budget) and then credited back to library at end of year.		
	<b><u>Account includes:</u></b>		
	<b>1222-110000 Salaries &amp; Benefits - Regular</b> <b>Note: Position is currently vacant</b>  FY21 \$33,749 (reduced due to 6 month hiring freeze) Note: .6 FTE salary/benefits		\$68,065
	<b>1222-332000 Equip. Maint. Contracts</b> <b>FY22 total \$5,715</b> FY21 total \$5,926 Includes: Public Firewall, ViewScan, Servers, Wireless, IPS/IDS	<b>\$5,715</b>	
	<b>1222-332005 Software Maint. Contracts</b> <b>FY22 \$39,461</b> <b>Note: Added MeeScan (curbside service/self-check app), Meeting Room management software, new Print/Time Management software</b> FY21 \$34,313 Includes: ILS, Novelist Select/Library Aware, Public computer privacy management, Local History database, Virtual servers & backup, Antivirus protection, Internet filtering, Open DNS, Website Maintenance, Cataloging application, WiFi filtering, MS Office for public	<b>\$39,461</b>	
	<b>1222-520100 Postage</b> FY21 \$35	\$0	
	<b>1222-520300 Telecommunications Services</b> <b>FY22 FIOS service est. \$380 x 12 = \$4,560</b> FY21 \$4,575 Note: Other Telcom charges are for staff related equipment and included in 7301-520300	\$4,560	
	<b>1222-540100 Lease Equipment</b> FY21 \$5,200	\$5,200	\$67,386

	<b>1222-601400 Other Operating Supplies</b> FY21 \$350 Note: Monies from 1222-331000 moved to this account per IT. Includes items such as UPS batteries, patch cords, etc.	\$350	
	<b>1222-820700 Computer Equipment (new purchases)</b> FY21 \$8,000 (reduced to meet required 1% budget reduction) FY20 \$16,000 Note: Miscellaneous computer items which may include: new Surfaces for staff, printers, SAN solution replacement	\$8,000	
	<b>1222-820900 Software (new purchases)</b> FY21 \$4,100 (reduced to meet required 1% budget reduction) FY20 \$8,200  Note: New purchases may include - replacement for VEEM backup software initial cost; virus protection software replacement; Electronic Billboard management software	\$4,100	
	<b>Note: Currently Wi-Fi service is free, however, the franchise agreement is up for renewal and negotiations expected to restart in 1st quarter of 2021.</b>		
	<b>FY21 \$96,248</b>	<b>FY22 400000 Subtotal</b>	<b>\$135,451</b>
<b>510100</b>	<b>Electrical Services</b> FY22 est. 210,955kwh x \$0.09/kwh = \$18,989 + basic service charges Note: Estimate based on BKV Energy Model FY21 est. \$3,000 x 12 + \$36,000		\$30,000
<b>510200</b>	<b>Heating Services</b> FY22 est. 6,293 therm x \$0.785/therm = \$4,940.01 Note: Estimate based on BKV Energy Model FY21 \$2,000		\$5,000
<b>510300</b>	<b>Water and Sewer Services</b> FY22 est. based on City Hall usage FY21 \$2,700		\$3,700



<b>520100</b>	<b>Postal Services</b> FY21 \$600 Note: Interlibrary Loan fees (\$4 each) covers postage, which is credited to the 380700 Interlibrary Loan line.		\$750
<b>520300</b>	<b>Telecommunications</b> FY21 \$6,556 Includes: Language line, Smartphones/hotspots, long distance Note: Long distance charges are prorated among all City departments. Language line costs depend on the length of the call and language that needs to be translated.		\$6,784
<b>540100</b>	<b>Lease /Rental of Equipment</b> FY21 \$0		\$0
<b>540500</b>	<b>Credit Card Fees</b> FY22 Est. based on FY21 and expected reduction in use due to elimination of overdue fines FY21 \$1,200		\$800
<b>550100</b>	<b>Travel-Mileage</b> FY22 Est. 1,500 miles x federal rate .575 cents/mi. FY21 \$435 (reduced 50% per Finance) FY22 projected costs allow for: Library Director Mtgs 2x/yr Staff travel to meetings, workshops		\$435
<b>550400</b>	<b>Travel Conferences/Education</b> FY21 \$2,277 (reduced 50% per Finance)		\$2,278
<b>580100</b>	<b>Dues &amp; Association Memberships</b> FY21 \$1,575		\$1,675
<b>580900</b>	<b>Special Activities</b> FY21 \$9,250 FY22 projected costs allow for: Special programs for Youth Services 19 programs x \$425ea = \$8,075 Arts/crafts @ \$900/yr Adult programming \$3,065 \$400 ea x 7 programs = \$2,800 Note: Additional programming money, book discussion group books and food and SRP incentives to be paid from Memorial or Book Sale monies or requested from Foundation.		\$12,040
	<b>FY21 \$62,593</b>	<b>FY22 500000 Subtotal</b>	<b>\$63,462</b>

<b>600100</b>	<b>Office Supplies</b> FY21 \$4,457 <b>FY22 projected costs allow for:</b> Paper, printer toner, miscellaneous office supplies, local history materials, etc.		\$4,000
<b>600700</b>	<b>Repair and Maintenance Supplies</b> FY21 \$5,946 (reduced for 1% required budget reduction) <b>FY22 projected costs allow for:</b> Trash bags, disinfectant, toilet paper, paper towels, cleaning supplies etc. Est. based on past use plus an increase for expected use in new building.		\$12,000
<b>601100</b>	<b>Uniforms &amp; Wearing Apparel</b> FY21 \$700 Note: Includes uniforms/shirts and steel toed shoes which increased in price for custodian.		\$700
<b>601400</b>	<b>Other Operating Supplies</b> FY21 \$6,000 (reduced for 1% required budget reduction) <b>FY22 projected costs allow for:</b> Library cards, barcodes for cards and materials, A/V storage boxes, earbuds, headphone, flashdrives, etc. Note: Flash drives sold to public @ \$8/ea. Earbuds, not headphones, are sold to public @ \$1/ea.		\$6,000
<b>601800</b>	<b>Library Books</b> FY21 \$100,161		\$115,000
<b>602000</b>	<b>Audiobooks (Records &amp; Tapes)</b> FY21 \$8,000 Note: Freegal paid out of Foundation funds and book sale monies		\$2,000
<b>602200</b>	<b>Library Periodicals</b> FY21 \$14,200		\$12,705
<b>602400</b>	<b>DVDs</b> FY21 \$8,000		\$5,000
	<b>Electronic Resources</b> FY21 \$182,300 <b>Note: RB Comics discontinued, RB Digital Streaming discontinued, RB Eaudiobook Collection discontinued</b> <b>FY22 projected costs allow for:</b>		

605000	ProQuest (includes National newspapers, Historic newspapers, & HeritageQuest) FY21 actual \$7,843 (US Major Dailies, Historic newspapers) FY21 \$914 (Heritage Quest)	\$8,739	\$165,109
	Morningstar database FY21 actual \$1,360	\$1,401	
	B&T Title Search FY21 actual \$968	\$968	
	Washington Consumer Checkbook online FY21 actual \$225	\$250	
	Overdrive subscription (eBooks only): \$10,000 of that is a \$5K platform fee and a \$5K credit towards material. FY21 \$104,000	\$110,000	
	Overdrive subscription (eAudiobooks) FY21 \$37,000	\$41,000	
	RBDigital Magazines (formerly Zinio) FY21 \$2,500	\$0	
	<b>Note: In FY21 RBDigital became part of Overdrive</b> <b>Note: Overdrive agreement with Library of Virginia provides the Unlimited Collection through October 2023</b>		
	Consumer Reports online FY21 \$2,179	\$2,199	
	WebDewey FY21 actual \$337	\$372	
	Kanopy Streaming services FY21 \$11,500 <b>Note: Original estimate for Kanopy was \$8,000/yr; use indicates \$15,000-\$20,000 is more accurate</b>	\$0	
	Zoom (programming) \$15/mo. X 12 =	\$180	
	<b>FY21 \$329,764</b>	<b>FY22 600000 Subtotal</b>	<b>\$322,514</b>
609900	<b>Materials from Donations (Book Sale)</b> FY22 Projected costs: * Freegal (50% of cost)		\$

609910	Memorial Monies FY22 projected costs: * Wowbrary * Freegal (50% paid for by the Foundation)		\$
	FY22 Compensation Total (Regular Salaries/Benefits)		\$1,504,025
	FY22 Discretionary Total (\$516,878 guidance)		\$516,878
	FY22 Budget Total		\$2,020,903

<b>Unmet needs for the FY22 budget Board to set priorities</b>		
<b>Priority Order</b>	<b>Description of Need Not in Priority Order</b>	<b>Cost</b>
	Add .5 custodial position to work afternoons/evenings *Contract with Sentral OR *Additional PT position w/ salary & pro-rated benefits	\$31,000
	Full-time Technology Librarian *Use .6 IT salary/benefits \$68,605 *Need .4 to make FT *Salary/Benefit range estimate \$75,000-100,000	\$31,395
	Full-time IT Services PM/Systems Engineer. Currently the library budget includes a .6 FTE PM/Systems Engineer at \$68,229 (includes salary and benefits). Approximate cost \$114,500 including salary and benefits.	\$114,500
	IPS/IDS with Firewall	\$45,000
	SAN Solution replacement *\$25,000-\$50,000	\$50,000
	Operations increases	\$9,000
	Restore FY20 Funds to: New Computer software	\$8,000
	New computer equipment	\$4,100

	<b>Travel and Training</b>	<b>\$2,712</b>
	<b>Total Request for FY22 Unmet Needs</b>	<b>\$295,707</b>
	<b>Future Planning: FY23 Needs Not in Priority Order</b>	
<b>Priority Order</b>	<b>Description of Need</b>	
	<b>IPS/IDS Annual Maintenance fee</b>	<b>\$500</b>
	<b>All items listed in FY22 if remain unmet</b>	<b>\$295,707</b>
	<b>Streaming Services</b>	<b>\$20,000</b>
	<b>Digital Magazines</b>	<b>\$4,000</b>
	<b>Total Request for Future Planning in FY23</b>	<b>\$320,207</b>

## Collection Statistics

JUL    AUG    SEP    OCT    NOV    DEC    JAN    FEB    MAR    APR    MAY    JUN

### ADULT COLLECTION

<b>Non-Fiction</b>													
NEW*	1,111	1,121	1,111	890	1,032	906							
Non Fiction	24,834	25032	25,123	25,195	25409	25537							
Ref/Off.Ref/Pro	552	554	554	551	552	553							
Travel	1,073	1,054	835	790	798	804							
Bio	2,177	2,181	2,183	2,188	2,194	2,200							
Folios	169	170	170	170	170	170							
3 Day Loan	0	0	0	0	0	0							
VaC	3,014	3,014	3,014	3,010	3,010	3,010							
<b>Total Non Fiction</b>	<b>31,819</b>	<b>32,005</b>	<b>31,879</b>	<b>31,904</b>	<b>32,133</b>	<b>32,274</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fiction</b>													
NEW*	778	855	925	639	711	728							
Fiction	11,297	11,404	11,441	11,462	11,529	11,605							
Mystery	4,263	4287	4,297	4274	4300	4325							
SF/Fantasy	1,710	1720	1,725	1698	1716	1721							
Romance	263	269	270	280	282	288							
Graphic Novels	646	663	669	665	668	681							
<b>Total Fiction</b>	<b>18,179</b>	<b>18,343</b>	<b>18,402</b>	<b>18,379</b>	<b>18,495</b>	<b>18,620</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other</b>													
Kits (Book Club)	26	26	26	25	25	24							
Large Print (Fic/NF)	1,234	1239	1,242	1,237	1,242	1,248							
Periodicals (Adult and J)	508	601	583	574	544	542							
<b>Total Other</b>	<b>1,768</b>	<b>1,866</b>	<b>1,851</b>	<b>1,836</b>	<b>1,811</b>	<b>1,814</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL Adult Collection</b>	<b>51,766</b>	<b>52,214</b>	<b>52,132</b>	<b>52,119</b>	<b>52,439</b>	<b>52,708</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>JUV COLLECTION</b>													
<b>Non Fiction</b>													
J Non-Fiction	5,009	5,019	5,045	5,048	5,096	5,099							
Ref/Pro/Off	255	255	254	254	255	255							
Parents	446	446	446	446	450	450							
Teachers	96	96	96	96	96	96							



## Collection Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
<b>Other Items</b>												
1 wk obj (Backpacks, umbrellas)	8	8	8	8	11	11						
3 wk obj (gardening kits)	3	3	3	3	3	3						
Thermal Cameras	4	4	4	4	4	4						
Unassigned	0	1	1	2	3	3						
<b>Total Other</b>	<b>15</b>	<b>16</b>	<b>16</b>	<b>17</b>	<b>21</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL PHYSICAL COLLECTION</b>	<b>83,621</b>	<b>84,269</b>	<b>84,324</b>	<b>84,427</b>	<b>84,969</b>	<b>85,369</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Electronic Records Count</b>												
Overdrive ebooks	15,361	15,533	15,616	15,792	15,895	16,066						
Overdrive eaudios	4,886	4,941	4,971	5,035	5,098	5,223						
RBDigital	3,088	3,088	3,088	3,088	3,088	0						
Kanopy	23,874	23,874	23,874	23,874	23,874	23,874						
Total Electronic Records	47,209	47,436	47,549	47,789	47,955	45,163	0	0	0	0	0	0
<b>Total MRSPL Collection</b>	<b>130,830</b>	<b>131,705</b>	<b>131,873</b>	<b>132,216</b>	<b>132,924</b>	<b>130,532</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Cataloging Stats												
<b>Items cataloged</b>	367	693	581	650	756	640						
<b>Items deleted</b>	207	57	400	127	278	242						





## Circulation Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
<b>JUV Fiction</b>												
J Fiction	420	420	450	618	536	517						
J Graphic Novels	187	174	138	249	236	222						
J-Beg	261	201	239	354	352	204						
JE Picture Books	1232	1,021	1,192	1,492	1,559	1,013						
Books to Go	180	145	92	86	63	31						
JE-easy	272	334	445	564	540	393						
JE Language	13	7	19	23	32	14						
Board Books	91	75	104	155	121	58						
<b>Total Juv Fiction</b>	<b>2,656</b>	<b>2,377</b>	<b>2,679</b>	<b>3,541</b>	<b>3,439</b>	<b>2,452</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Juvenile</b>	<b>2,873</b>	<b>2,558</b>	<b>2,914</b>	<b>3,951</b>	<b>3,724</b>	<b>2,615</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>YOUNG ADULT COLLECTION</b>												
YA Fiction	49	56	68	101	76	77						
YA Non Fiction	5	9	10	12	22	9						
<b>Total YA</b>	<b>54</b>	<b>65</b>	<b>78</b>	<b>113</b>	<b>98</b>	<b>86</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Juv + YA</b>	<b>2,927</b>	<b>2,623</b>	<b>2,992</b>	<b>4,064</b>	<b>3,822</b>	<b>2,701</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>AUDIO VISUAL COLLECTION</b>												
<b>AD Collection</b>												
Audiobooks Adult	51	52	61	66	48	59						
Teaching Company AD	2	0	1	5	0	0						
Audiobooks Juvenile	40	11	15	25	22	17						
JY Audio (Book/CD set)	9	19	15	14	13	8						
<b>Subtotal AD Circulation</b>	<b>102</b>	<b>82</b>	<b>92</b>	<b>110</b>	<b>83</b>	<b>84</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DVD Collection</b>												
DVD Adult	357	325	318	592	758	565						
Teaching Company DVD	0	0	0	0	2	0						
DVD Juvenile	99	105	82	96	78	45						
<b>Subtotal DVD Circulation</b>	<b>456</b>	<b>430</b>	<b>400</b>	<b>688</b>	<b>838</b>	<b>610</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total AV Circulation</b>	<b>558</b>	<b>512</b>	<b>492</b>	<b>798</b>	<b>921</b>	<b>694</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>3-D COLLECTIONS</b>												
1 Week Loan Obj (backpacks, umbrel)	0	0	0	0	0	2						
3 Week Loan Object (gardening kits)	0	0	0	0	0	0						
Thermal Cameras	1	0	0	2	0	4						

## Circulation Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
<b>TOTAL 3D Collection Circulation</b>	1	0	0	2	0	6	0	0	0	0	0	0

<b>TOTAL PHYSICAL COLLECTION CIRC</b>	4,541	4,285	4,852	6,928	6,676	4,906	0	0	0	0	0	0
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### ELECTRONIC MATERIAL

Overdrive eBooks	6,991	6,428	5,660	5,552	5,580	5,758						
RB Digital ebooks	7	2	2	5	6	-						
<b>Total eBook Circulation</b>	6,998	6,430	5,662	5,557	5,586	5,758	0	0	0	0	0	0
Overdrive eaudiobooks	2,879	2,895	2,548	2,465	2,442	2,480						
Rbdigital eaudiobooks	40	35	22	18	13	-						
Freegal	1,949	2,149	1,970	1,981	2,245	2,187						
RB Digital Magazines	1,028	986	1,189	1,280	1,085	962						
RB Digital Entertainment	597	465	293	328	355	358						
Kanopy Streaming	1,587	1,190	1,208	1,263	1,128	1,314						
<b>Total Digital Collection circ</b>	15,078	14,150	12,892	12,892	12,854	13,059	0	0	0	0	0	0

<b>TOTAL COLLECTION CIRC</b>	19,619	18,435	17,744	19,820	19,530	17,965	0	0	0	0	0	0
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### COMPUTER USE

Downstairs (logons) 10 Computers	-	-	-	-	-	-						
Downstairs (minutes)	-	-	-	-	-	-						
Upstairs (logons) 8/6 Computers	-	-	-	-	-	-						
Upstairs (minutes)	-	-	-	-	-	-						
Juvenile (logons) 2 Computers	-	-	-	-	-	-						
Juvenile (Minutes)	-	-	-	-	-	-						
<b>Total logons (18 workstations)</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total minutes (18 workstations)</b>	0	0	0	0	0	0	0	0	0	0	0	0

\*\*No access to Pharos Reports curently (3/9/2020)

Note: Library Closed due to Covid 19 beginning March 16th

## Circulation Statistics

JUL    AUG    SEP    OCT    NOV    DEC    JAN    FEB    MAR    APR    MAY    JUN

### Public Printers

B&W Printer (Ricoh)--formerly "upstairs"

Jobs	-	-	-	-	-	-						
Pages	-	-	-	-	-	-						

Color Printer (Xerox)--formerly "downstairs"

Jobs	-	-	-	-	-	-						
Pages	-	-	-	-	-	-						
Amount Billed	-	-	-	-	-	-						
<b>Total Number of Jobs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Number of Pages</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### USER STATISTICS

Total Reserves	4,836	4,967	4,855	4,515	4,789	5,199						
Total Manual Renewals	208	302	304	1,921	1,663	1,401						
Total Automatic Renewals	63	0	2	3,769	3,115	2,277						
Self Checkout Transactions	-	-	-	-	-	-						

### Registered Users

Employee/Other	177	178	181	167	166	167						
Total City Users	10,909	10,831	10,761	10,693	10,678	10,649						
Total Non City Users	16,513	16,492	16,432	16,400	16,321	16,292						
<b>Total Registered Users</b>	<b>27,599</b>	<b>27,501</b>	<b>27,374</b>	<b>27,260</b>	<b>27,165</b>	<b>27,108</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
# New Patrons Added	198	223	205	160	120	132						
Individual Users*	651	697	801	901	693	800						

\*calculation of individual users should not be 'totaled' - would double count patrons

### Gabbie

Unique Numbers	208	247	259	432	278	242						
Successful Renewal	2	7	5	49	28	25						
Total Messages Sent/Received	1,698	1,952	1,879	3,168	2,011	1,878						

### Curbside Service

Curbside Pickups	1,155	1,274	1,321	1,660	-	-						
All Curbside Transactions	1,467	1,671	1,762	1,687	1,447	1,547						

**Pedestrian Count**      -      -      -      -      -      -      -      -      -      -      -      -

**Web Site Views**      30,082    29,073    27,767    23,447    21,427    21,165    -    -    -    -    -    -    -

	BOOK SALE COLLECTIONS	Book Bags COLLECTIONS
<b>FY2021 BUDGET</b>		
JULY	\$0.00	\$0.00
AUGUST	\$0.00	\$0.00
SEPTEMBER	\$0.00	\$0.00
OCTOBER	\$0.00	\$0.00
NOVEMBER	\$0.00	\$0.00
DECEMBER	\$0.00	\$0.00
JANUARY	\$0.00	\$0.00
FEBRUARY	\$0.00	\$0.00
MARCH	\$0.00	\$0.00
APRIL	\$0.00	\$0.00
MAY	\$0.00	\$0.00
JUNE	\$0.00	\$0.00
Total Book Sale	\$0.00	
Total Book Bag Sale	\$0.00	
<b>TOTAL FUNDS RAISED TO DATE</b>	<b>\$0.00</b>	

<b>MEMORIALS FY2021</b>	
<b>JULY</b>	
Better World Books	\$209.82
<b>Misc. Cash Rung in at Register</b>	<b>\$0.00</b>
<b>AUGUST</b>	
Misc. Cash Rung in at Register	\$20.00
<b>SEPTEMBER</b>	
Misc. Cash Rung in at Register	\$2.00
<b>OCTOBER</b>	
Misc. Cash Rung in at Register	\$0.00
<b>NOVEMBER</b>	
MRSPL Foundation Inc	\$16,466.00

Don Wasserman	\$200.00
Misc. Cash Rung in at Register	\$3.50

**DECEMBER**

MRSPL Foundation Inc	\$250.00
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Misc. Cash Rung in at Register	\$0.00
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**JANUARY**

Misc. Cash Rung in at Register	\$0.00
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**FEBRUARY**

Misc. Cash Rung in at Register	\$0.00
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**MARCH**

Misc. Cash Rung in at Register	\$0.00
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**APRIL**

Misc. Cash Rung in at Register	\$0.00
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**MAY**

Misc. Cash Rung in at Register	\$0.00
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**JUNE**

Misc. Cash Rung in at Register	\$0.00
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MEMORIAL FUNDS RAISED TO DATE	<u>\$17,151.32</u>
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