

RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES

April 22, 2020

Electronic Meeting

Pursuant to and in Compliance with
City of Richmond Ordinance No. 2020-093

11:45 a.m.



Richmond Public Library Board

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



Library Board of Trustees Meeting

Wednesday, April 22, 2020

11:45 a.m.

A G E N D A

This meeting will be held as an electronic meeting pursuant to and in compliance with the City of Richmond Ordinance #2020-093. The public may participate by using Richmond Public Library YouTube channel <https://bit.ly/2VfKL9U>, where it will be Live Streamed. Viewers may watch and comment during the presentation. Citizens are able to offer any formal public comments no later than Tuesday, April 21, 2020 by 5:00 p.m. to: Library Director Scott Firestine, Phone: 804.646.4550 or Email: scott.firestine@richmondgov.com.

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

Agenda Mr. William Yates

Consent Agenda: Mr. William Yates

Approval of Minutes-February 26, 2020

- Approval of Pending Gifts
- Approval of Statistical Report

Public Comment Period:

Reports: 12:00 p.m.

- Library Friends Ms. DeBoer/Mr. Dishon
- Library Foundation Ms. Hansen

Administration Reports: Mr. Firestine

Board Committee Reports: 12:10 p.m.

- Chairman Mr. Yates
- Finance Committee Ms. Weaver
- Facilities Committee Mr. Firestine
- Governance Committee Mr. Lydiard

Unfinished Business 12:30 p.m. Mr. Yates

New Business 12:40 p.m. Mr. Yates

Adjourn Mr. Yates

Next Meeting:

May 27, 2020
Electronic Meeting
11:45 a.m.

Library Board Meeting Minutes - DRAFT
February 26, 2020

PRESENT: Chair William Yates, Vice Chair David Lydiard, Emily Altman, Barbara Burton, Christine Peterson, Daisy Weaver, Janet Woody

STAFF: Scott Firestine, City Attorney Laura Drewry, Cheryl Clarke, Karin Hansen, Gianna Pack, Friends of the Library Chair Ruth DeBoer

ABSENT: Tanya Francis, Clay Dishon

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair William Yates at 11:53 a.m. at the Broad Rock Branch Library located at 4820 Old Warwick Road, Richmond, Virginia 23224. A quorum was established.

Agenda	Approve the February 26, 2020 Agenda as submitted with the following changes: <ul style="list-style-type: none"> • Adding discussion on Fine Free to New Business brought forward by Chair William Yates. <p style="text-align: center;"><i>Motion: David Lydiard, Second by Daisy Weaver – Approved Unanimously.</i></p>
Consent Agenda	Approve the January 22, 2020 Meeting Minutes, Statistical Reports, and Pending Gifts Report as submitted. <p style="text-align: center;"><i>Motion: David Lydiard, Second by Daisy Weaver – Approved Unanimously.</i></p>
Public Comment Period	None present.
REPORTS	
Friends of the Library (FOL) <u>Ruth DeBoer</u>	Ms. DeBoer reported they were in the process of putting their budget together and gathering staff requests for the budget. She also reported the next big book sale will be April 3-5. Ms. DeBoer added they were looking into the possibility of having sponsors of future sales. Sponsors would pay to have their logo put on bags, bookmarks, etc. The money they give will then become a gift to the Friends while at the same time, the sponsor will get advertisement. Ms. DeBoer is also in the process of working with the Church Hill Irish Festival for free space for the Friends of the Library to participate and promote its organization. Mr. Lydiard suggested that would also be a good opportunity for the RPL mascot to be there. Ms. Pack will send Ms. DeBoer the mascot request application to reserve Ripple to participate.
Library Foundation <u>Karin Hansen</u>	No Report.
Administration <u>Scott Firestine</u>	Highlights and Additions to Director’s Report: During the Director’s Report, Mr. Firestine highlighted on the following items: <ul style="list-style-type: none"> • RFP for the Master Plan: The Master Plan had to be canceled due to the way the RFP was processed incorrectly in Procurement. Mr. Firestine requested Procurement to correct the RFP from a non-professional to a professional contract. This change will narrow the RFP down to the architectural firms experienced with Libraries. Procurement agreed with the request. The RFP should be back out for bid by the end of March.

REPORTS (CONTINUED)	
Administration (Continued) <u>Scott Firestine</u>	<ul style="list-style-type: none"> • RFP Integrated Library System (ILS): The test database did get built and testing has begun. We need to test more before the full conversion. We should be moving from the test server to the production server by the end of March. Once under the production server, RPL will no longer be on the City servers located downtown. Target date to go live and on the new server is expected the end of May. The Manager of the Library IT starts on March 2. She will play a big role with this process. • Legislation: The legislation in the General Assembly to raise Law Library fees may have died. They were trying to double the fees. • Special Funds/Law Library: Mr. Yates inquired a status of the reconciliation of the funds with the auditors. There is a meeting scheduled for the late afternoon of February 26. Mr. Firestine will update the LBOT at the March meeting. • Hiring: We hired 11 people and 5 people were internal candidates moving up to a hire position or moving from part-time to a full-time position, which means we need to hire an additional 15 positions to fill and back fill those who moved up. Mr. Firestine also moved part-time employees to full time. So far 10 people retired to date.
BOARD COMMITTEE REPORTS	
Chair <u>William Yates</u>	No Report.
Finance <u>Daisy Weaver</u>	No Report.
BOARD COMMITTEE REPORTS (CONTINUED)	
Facilities <u>Cheryl Clarke</u>	<ul style="list-style-type: none"> • Verizon Tower Update: Carrick Contracting Corporation is a subcontract of Verizon doing the work. They have three sleds (towers) and antennas on the Main Library roof, but not mounted as of date. The conduits are installed. The contractor is in the process of waiting on permits from the City. Once permits are approved, then there will be coordination of road closure, crane work, etc. Depending on when permits are received will determine completion of the project. Currently we do not know if towers will be visible or not until they are actually installed. • First Floor Restroom Renovations: Ms. Clarke reported the contractors are about 43% complete. Drywall and cement boards are up, prepping the floors, and framework of the entrance should be complete by mid-March. Still on track with completion in May.
Governance <u>David Lydiard</u>	<p>Mr. Lydiard reported there were three people interested and had applied to be a member on the Board. The Board members reviewed and discussed potential applicants' experiences.</p> <p>Approve recommendation of Brent Graves to City Council to complete the term of Kevin Butterfield or start a new term.</p> <p style="text-align: center;"><i>Motion: Janet Woody, Second by Barbara Burton – Approved Unanimously.</i></p>

UNFINISHED BUSINESS

Approve the Strategic Plan Updates.

Motion: Christine Peterson, Second by Emily Altman – Approved Unanimously.

NEW BUSINESS

Approve and Instruct Mr. Firestine to Proceed with Richmond Public Library to Eliminate Fees and go Fine Free.

Motion: Janet Woody, Second by Emily Altman – Approved Unanimously.

There being no further business, the meeting was adjourned at 12:53 p.m. by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, March 25, 2020, at 11:45 a.m. at the North Avenue Branch Library located at 2901 North Avenue, Richmond, Virginia 23222.

Approved: _____
Mr. William Yates, Chair

Recorder: Gianna Pack
Executive Assistant

Library Board Meeting Minutes
March 25, 2020

TO: Chair William Yates, Vice Chair David Lydiard, Emily Altman, Barbara Burton, Tanya Francis, Christine Peterson, Daisy Weaver, Janet Woody, City Attorney Laura Drewry, Clay Dishon, Cheryl Clarke, Karin Hansen, Gianna Pack, Friends of the Library Chair Ruth DeBoer

FROM: Scott Firestine,
Library Director

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was canceled due to the City of Richmond and the Governor's Executive Order to close during the COVID19. No Business was discussed.

The next meeting of the LBOT will be held on Wednesday, April 22, 2020, at 11:45 a.m. as an electronic meeting pursuant to and in compliance with the City of Richmond Ordinance #2020-093. The public may participate by RVALibrary YouTube channel <https://bit.ly/2VfKL9U>, where it will be Live Streamed. Viewers may watch and comment during the presentation and are able to offer any formal public comments no later than Tuesday, April 21, 2020 by 5:00 p.m. to: Library Director Scott Firestine, Phone: 804.646.4550 or Email: scott.firestine@richmondgov.com.

Director's Report

March 2020

Director Activities for February 26 through March 24, 2020:

Feb 26 Law Library Special Funds Meeting with City Auditors and Finance – City Hall
Feb 27 Met with Christine Peterson and Mr. Walter for Tour and Board Expectations – Main Library
Feb 29 Black History Month Readathon – Hull Street
Feb 29 Danita Green Meet the Author – North Avenue Branch Library
Mar 2 Digital Video Group – Public Access TV Studio Site Visit – Main Library
Mar 3 VCU Common Book Discussion – Main Library
Mar 4 Foundation Board Executive Committee Meeting
Mar 4 Met with Finance and the City Auditors – City Auditors' Office
Mar 4 Attended the RPL Friends of the Library Full Board Meeting – Main Library
Mar 6 Attended the Mayor's Introduction of the FY21 Budget – City Hall
Mar 6 Youth Art Month Kicked Off with First Fridays at the Main Library
Mar 9 Met with April Lynch, VCU Rehabilitation Research and Training Center – Main Library
Mar 9 Informal and City Council Meeting – City Hall
Mar 10 Met with Tiffany Patton of Virginia Center for Inclusive Communities – Main Library
Mar 11 Foundation Full Board Meeting – Main Library
Mar 11 Met with Dr. Felecia Williams to Discuss VCU's 2020 Common Book – Main Library
Mar 12 Met with Lynn McMartin to Discuss VCU's 2020 Common Book – Main Library

Hiring Update: All hiring has stopped due to COVID-19 and the City closing. Hiring Freeze instituted by the City on April 16. All open positions and positions in progress are halted until there is a resolution to the COVID-19 crisis.

City of Richmond government offices will be closed for non-essential personnel March 14 – Friday - March 23, March 24-April 6, April 7 – May 3: The closure is in compliance with the Governor of Virginia Order #53 to ensure the health and safety of residents, employees, and the general public in response to COVID-19. Essential employees only are required to report to or for work. All RPL staff were deemed essential and are working and being productive. Communicating through the SLAC application staff are providing content for the RPL website and training remotely.

The RPL Leadership team holds daily conference calls to coordinate operations, communicate progress on goals, objectives and problems and develop strategies to safely re-open libraries and provide library service.

See attached for details of activities being performed by RPL staff during the COVID-19 crisis.

RFP for the Integrate Library System (ILS on-line catalog) Update: Testing and installation of SIRSI ILS continues. Goal to move the services to a SAAS solution is set to begin Tuesday evening, April 21 and be complete by Friday morning April 24. RPL is scheduled to be completely on the SAAS solution by April 25.

RFP for the Main Library Facilities Master Plan Update: On hold until the COVID-19 crisis abates.

Macmillan eBook Embargo on Libraries: In a surprise announcement, Macmillan abandoned its [controversial embargo on new release e-books in libraries](#), effective this week.

“There are times in life when differences should be put aside,” reads a brief memo from Macmillan CEO John Sargent addressed to librarians, authors, illustrators, and agents (*Attached in the Handouts of the Board Report*). “Effective on Friday (or whenever thereafter our wholesalers can affect the change), Macmillan will return to the library e-book pricing model that was in effect on October 31, 2019. In addition, we will be lowering some e-book prices on a short term basis to help expand libraries collections in these difficult times. Stay safe.”

<https://www.publishersweekly.com/pw/by-topic/industry-news/libraries/article/82715-macmillan-abandons-library-e-book-embargo.html>

Toilet Rooms: Construction is 98% complete of the new toilet rooms on the first floor and the Lactation room at the Main Library. The Main Library will re-open when the COVID19 crisis abates with safer, updated toilet room facilities on the first floor.

CIRCULATION															
LOCATION	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % Change
Belmont	FY17	12,068	12,314	9,973	9,766	9,727	9,071	9,709	9,715	10,114	9,238	9,446	10,411	121,552	
	FY18	10,836	10,486	8,290	8,385	7,353	6,096	7,651	7,545	8,099	7,402	7,632	7,864	97,639	
	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	-11%
	FY20	7,451	7,560	7,207	7,097	5,795	5,963	6,495	6,449	3,028				57,045	-167%
Broad Rock	FY17	4,883	4,773	4,248	4,706	3,966	3,454	3,729	3,192	3,595	3,377	3,851	4,136	47,910	
	FY18	4,574	4,062	3,726	3,809	3,665	3,096	3,308	2,986	3,132	3,304	2,910	3,289	41,861	
	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	-23%
	FY20	3,652	3,036	2,939	2,998	2,323	2,389	2,331	2,347	1,166				23,181	-144%
East End	FY17	4,572	4,371	3,581	3,420	2,945	3,029	3,463	2,981	3,529	4,977	3,515	3,460	43,843	
	FY18	3,635	3,481	3,033	2,948	2,632	2,281	2,698	2,574	2,838	2,637	2,865	3,325	34,947	
	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	-16%
	FY20	2,696	2,663	2,476	2,574	2,020	2,240	2,219	2,431	1,061				20,380	-112%
Ginter Park	FY17	6,247	5,924	5,374	5,770	5,031	4,517	4,812	4,582	5,401	4,641	4,868	5,310	62,477	
	FY18	5,751	6,070	5,338	5,152	4,854	3,898	4,327	4,370	4,522	4,653	4,023	5,263	58,221	
	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	-17%
	FY20	4,397	4,580	4,030	3,823	3,332	3,021	3,599	3,327	1,690				31,799	-161%
Hull Street	FY17	3,174	3,245	3,088	3,131	3,400	2,477	2,816	2,962	2,989	2,348	2,766	2,843	35,239	
	FY18	2,947	3,155	2,178	2,106	2,202	1,772	2,218	2,304	2,241	2,034	1,824	2,147	27,128	
	FY19	2,010	2,305	3,323	1,844	1,838	1,852	2,287	1,870	1,854	1,828	1,976	2,026	25,013	-8%
	FY20	3,082	1,912	2,065	2,508	2,128	2,012	2,012	1,846	1,020				18,585	-82%
Main	FY17	12,103	12,264	10,330	10,655	9,611	9,049	9,629	9,600	10,821	8,969	9,826	10,528	123,385	
	FY18	10,304	11,144	9,794	9,946	9,126	7,750	9,149	8,706	9,223	8,069	7,769	8,155	109,135	
	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	-1%
	FY20	10,098	9,666	8,766	9,068	7,683	7,728	8,141	8,884	4,104				74,138	-134%

NOTE: March/April/May 2020 - City of Richmond Closed March 13 until TBD for COVID19 Closure.

CIRCULATION (CONTINUED)

LOCATION	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % Change
North Avenue	FY17	4,235	4,448	3,768	3,564	3,308	3,260	2,972	2,943	3,186	2,714	3,017	2,985	40,400	
	FY18	3,112	3,455	3,238	3,802	3,011	2,562	3,094	3,328	3,093	2,580	2,271	2,269	35,815	
	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	-17%
	FY20	2,962	2,210	2,462	2,197	1,689	1,925	2,731	1,722	865					-174%
West End	FY17	983	1,070	785	752	628	604	647	568	745	502	591	613	8,488	
	FY18	826	3,012	7,426	8,165	7,940	6,974	7,981	7,390	8,641	8,882	9,802	11,202	88,241	
	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	21%
	FY20	11,712	10,702	9,142	8,743	8,067	8,072	9,006	9,183	4,541				79,168	-98%
Westover Hills	FY17	9,530	9,400	8,231	8,065	7,407	7,223	7,564	7,848	8,405	6,798	8,059	8,058	96,588	
	FY18	8,685	8,571	7,262	7,133	6,933	6,324	6,895	6,548	6,576	6,660	6,186	7,501	85,274	
	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	-6%
	FY20	7,419	7,175	5,888	6,137	5,631	5,376	6,043	6,342	2,946				52,957	-121%
Econtent	FY17	4,107	3,770	3,470	3,611	3,568	3,899	3,962	3,701	4,370	4,102	3,906	4,494	46,960	
	FY18	4,676	4,689	4,042	4,125	3,923	3,874	4,566	4,224	4,835	4,935	5,409	5,320	54,618	
	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	25%
	FY20	7,526	7,283	6,250	5,145	4,926	5,365	6,125	5,380	6,643				54,643	2%
RPL Total	FY17	61,902	61,579	52,848	53,440	49,591	46,583	49,303	48,092	53,155	47,666	49,845	52,838	626,842	
	FY18	57,515	60,843	56,558	57,424	54,326	48,350	54,710	52,552	55,906	55,332	53,155	59,017	665,688	
	FY19	59,970	58,801	56,264	55,594	49,421	43,882	53,267	47,881	53,469	49,055	49,093	54,041	630,738	-6%
	FY20	60,995	56,787	51,225	50,290	43,594	44,091	48,702	47,911	27,064	-	-	-	430,659	-98%

NOTE: March/April/May 2020 - City of Richmond Closed March 13 until TBD for COVID19 Closure.

DOOR COUNT FY2020	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL
Belmont	6,934	7,335	6,992	6,550	6,032	5,865	6,449	6,300	2,347	-			54,804
Broad Rock	5,768	5,768	5,457	5,571	4,162	4,596	5,277	5,903	2,821	-			45,323
East End	7,605	8,331	6,965	6,743	6,084	6,056	7,132	7,646	3,244	-			59,806
Ginter Park	13,767	11,850	10,575	9,608	7,109	4,819	5,823	5,578	3,147	-			72,276
Hull Street	11,614	10,646	9,344	8,181	6,499	6,550	7,395	8,144	3,855	-			72,228
Main	16,244	15,626	14,553	14,962	12,244	11,434	13,119	12,936	5,409	-			116,527
North Avenue	6,383	6,431	5,580	6,712	5,102	3,812	4,759	5,835	2,917	-			47,531
West End	5,102	4,752	4,127	3,845	3,438	3,736	4,437	4,295	2,364	-			36,096
Westover Hills	8,342	8,287	7,657	7,986	6,575	5,861	7,763	8,253	4,813	-			65,537
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
TOTALS FY18:	62,057	74,617	69,494	70,700	63,466	55,560	63,750	65,351	68,782	69,881	70,586	71,037	805,281

NOTE: March/April/May 2020 - City of Richmond Closed March 13 until TBD for COVID19 Closure.

PROGRAMS FY2020	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL FY20	TOTAL FY19
Belmont														
Adult Programs	15	13	11	16	10	15	15	15	5	0			115	246
Adult Attend	90	70	52	102	88	49	92	84	19	0			646	1,321
Young Adult Programs	1	1	1	0	3	2	1	1	0	0			10	11
Young Adult Attend	12	31	2	0	0	0	0	0	0	0			45	23
Juvenile Programs	8	4	3	0	2	2	3	5	0	0			27	90
Juvenile Attend	258	95	11	0	9	10	39	51	0	0			473	1,953
Total Attend	360	196	65	102	97	59	131	135	19	0	0	0	1,164	3,297
Total Programs	24	18	15	16	15	19	19	21	5	0	0	0	152	347
Broad Rock														
Adult Programs	4	6	18	4	17	18	6	12	4	0			89	231
Adult Attend	22	37	84	33	81	61	32	128	20	0			498	1,336
Young Adult Programs	4	4	5	3	6	14	19	4	9	0			68	52
Young Adult Attend	94	57	73	45	99	65	76	67	13	0			589	708
Juvenile Programs	16	17	15	15	13	20	32	18	16	0			162	303
Juvenile Attend	318	277	129	265	361	332	423	370	270	0			2,745	3,637
Total Attend	434	371	286	343	541	458	531	565	303	0	0	0	3,832	5,681
Total Programs	24	27	38	22	36	52	57	34	29	0	0	0	319	517
East End														
Adult Programs	40	35	40	40	26	28	72	46	23	0			350	376
Adult Attend	264	175	214	285	222	269	268	289	94	0			2,080	3,444
Young Adult Programs	2	1	4	3	4	2	2	3	1	0			22	55
Young Adult Attend	14	18	11	5	7	3	5	16	5	0			84	269
Juvenile Programs	10	18	20	14	13	13	14	21	7	0			130	145
Juvenile Attend	84	1	72	137	97	88	86	169	43	0			777	2,364
Total Attend	362	194	297	427	326	360	359	474	142	0	0	0	2,941	6,077
Total Programs	52	54	64	57	43	43	88	70	31	0	0	0	502	376

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PROGRAMS FY2020 (CONTINUED)	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL FY20	TOTAL FY19
Ginter Park														
Adult Programs	20	25	32	23	15	12	25	38	19	0			209	267
Adult Attend	170	276	396	397	196	118	246	428	162	0			2,389	2,651
Young Adult Programs	2	2	2	1	2	3	1	3	0	0			16	6
Young Adult Attend	41	12	10	5	10	15	5	4	0	0			102	85
Juvenile Programs	10	15	3	7	4	3	7	7	0	0			56	129
Juvenile Attend	181	169	17	98	45	74	85	21	0	0			690	1,537
Total Attend	392	457	423	500	251	207	336	453	162	0	0	0	3,181	4,273
Total Programs	32	42	37	31	21	18	33	48	19	0	0	0	281	395
Hull Street														
Adult Programs	7	5	8	14	12	12	6	20	8	0			92	85
Adult Attend	95	19	23	41	52	61	51	92	30	0			464	972
Young Adult Programs	3	3	2	2	1	2	2	1	0	0			16	26
Young Adult Attend	87	14	8	4	2	0	0	3	0	0			118	323
Juvenile Programs	16	8	2	8	4	4	1	3	3	0			49	108
Juvenile Attend	313	134	12	26	28	27	3	27	14	0			584	2,209
Total Attend	495	167	43	71	82	88	54	122	44	0	0	0	1,166	3,504
Total Programs	26	16	12	24	17	18	9	24	11	0	0	0	157	219
Main														
Adult Programs	18	24	30	21	22	18	25	26	12	0			196	124
Adult Attend	313	765	786	784	454	487	660	1,016	200	0			5,465	4,609
Young Adult Programs	13	8	8	10	9	13	9	7	0	0			77	65
Young Adult Attend	111	39	64	114	104	186	84	102	0	0			804	778
Juvenile Programs	30	25	29	23	12	19	22	27	11	0			198	265
Juvenile Attend	827	592	623	480	251	329	333	415	189	0			4,039	5,511
Total Attend	1,251	1,396	1,473	1,378	809	1,002	1,077	1,533	389	0	0	0	10,308	10,898
Total Programs	61	57	67	54	43	50	56	60	23	0	0	0	471	454

NOTE: March/April/May 2020 - City of Richmond Closed March 13 until TBD for COVID19 Closure.

PROGRAMS FY2020 (CONTINUED)	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL FY20	TOTAL FY19
North Avenue														
Adult Programs	46	38	10	27	8	13	15	29	5	0			191	319
Adult Attend	285	210	122	140	75	55	49	72	38	0			1,046	2,903
Young Adult Programs	2	0	6	5	2	0	1	3	0	0			19	54
Young Adult Attend	18	0	57	21	20	0	4	21	0	0			141	348
Juvenile Programs	11	8	0	10	8	9	6	9	3	0			64	280
Juvenile Attend	273	246	0	84	22	291	73	153	59	0			1,201	5,075
Total Attend	576	456	179	245	117	346	126	246	97	0	0	0	2,388	8,326
Total Programs	59	46	16	42	18	22	22	41	8	0	0	0	274	653
West End														
Adult Programs	11	10	9	12	7	7	11	9	5	0			81	144
Adult Attend	121	87	64	101	46	50	91	76	60	0			696	1,041
Young Adult Programs	1	1	1	0	1	1	1	2	0	0			8	12
Young Adult Attend	9	5	5	0	5	6	3	5	0	0			38	50
Juvenile Programs	10	17	14	9	5	4	6	6	1	0			72	205
Juvenile Attend	174	248	188	45	33	36	163	62	2	0			951	3,605
Total Attend	304	340	257	146	84	92	257	143	62	0	0	0	1,685	4,696
Total Programs	22	28	24	21	13	12	18	17	6	0	0	0	161	590
Westover Hills														
Adult Programs	18	23	16	23	24	15	22	28	14	0			183	214
Adult Attend	424	429	219	434	506	125	310	514	206	0			3,167	3,598
Young Adult Programs	3	2	1	1	2	0	1	0	1	0			11	17
Young Adult Attend	59	66	9	11	11	0	0	0	5	0			161	139
Juvenile Programs	22	18	10	20	11	11	17	15	7	0			131	254
Juvenile Attend	396	535	449	717	304	176	364	486	256	0			3,683	4,606
Total Attend	879	1,030	677	1,162	821	301	674	1,000	467	0	0	0	7,011	8,343
Total Programs	43	43	27	44	37	26	40	43	22	0	0	0	325	485
Grand Total Attend	5,053	4,607	3,700	4,374	3,128	2,913	3,545	4,671	1,685	0	0	0	33,676	55,095
Grand Total Programs	343	331	300	311	243	260	342	358	154	0	0	0	2,642	4,312

NOTE: March/April/May 2020 - City of Richmond Closed March 13 until TBD for COVID19 Closure.

COMPUTER USE FY2020	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL
Belmont Workstation	1,175	1,255	1,219	1,251	1,041	972	1,189	1,116	507	-			9,725
WIFI	963	1,047	931	1,045	787	802	949	968	535	-			8,027
Broad Rock Workstation	2,131	2,080	1,995	1,952	1,353	1,512	1,813	1,853	843	-			15,532
WIFI	903	826	770	784	448	595	739	860	381	-			6,306
East End Workstation	1,968	2,168	1,819	1,736	1,310	1,388	1,643	1,591	695	-			14,318
WIFI	1,236	1,281	1,068	1,100	877	867	880	948	500	-			8,757
Ginter Park Workstation	1,617	1,418	1,506	1,533	1,109	1,130	1,358	1,313	616	-			11,600
WIFI	1,229	1,173	936	1,032	708	829	1,015	952	519	-			8,393
Hull Street Workstation	1,741	1,770	1,772	1,710	1,543	1,552	1,652	1,749	793	-			14,282
WIFI	1,035	889	905	1,092	921	818	855	944	600	-			8,059
Main Workstation	4,023	3,970	3,808	3,898	2,956	2,896	3,370	3,079	1,385	-			29,385
Childrens Workstation	226	304	132	159	117	72	78	115	24	-			1,227
WIFI	3,921	4,529	3,597	4,034	3,033	3,715	4,085	4,068	2,275	-			33,257
North Avenue Workstation	1,346	1,448	1,287	1,357	1,281	1,101	1,226	1,189	650	-			10,885
WIFI	928	856	824	934	712	841	1,131	1,129	705	-			8,060
West End Workstation	754	834	825	768	628	675	867	831	353	-			6,535
WIFI	568	476	655	893	581	664	643	604	294	-			5,378
Westover Hills Workstation	1,520	1,497	1,282	1,345	1,106	1,111	1,349	1,291	553	-			11,054
WIFI	833	853	705	824	619	627	511	700	495	-			6,167
TOTALS FY20:	28,117	28,674	26,036	27,447	21,130	22,167	25,353	25,300	12,723	-	-	-	216,947
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	300,859
TOTALS FY18:	15,815	21,725	22,930	24,159	20,415	10,066	22,675	23,448	21,326	22,134	22,591	20,439	247,723

NOTE: March/April/May 2020 - City of Richmond Closed March 13 until TBD for COVID19 Closure.

TECHNICAL SERVICES - ITEMS BY LOCATION										
FY2020	Belmont	Broad Rock	East End	Ginter Park	Hull Street	MAIN	North Avenue	West End	Westover Hills	OverDrive
Jul-19	215	148	147	172	117	379	119	206	213	-
Aug-19	359	260	201	268	145	572	160	409	347	66
Sep-19	318	205	203	312	164	565	168	325	330	162
Oct-19	396	224	251	274	177	696	195	427	410	54
Nov-19	276	165	177	212	128	472	132	320	306	76
Dec-19	302	165	195	224	124	580	147	361	319	114
Jan-20	289	154	174	229	124	499	145	359	264	75
Feb-20	171	123	111	114	82	331	97	192	198	82
Mar-20	233	160	146	178	123	345	145	266	212	185
Apr-20										
May-20										
Jun-20										
Branch Total FY20:	2,559	1,604	1,605	1,983	1,184	4,439	1,308	2,865	2,599	814
Branch Total FY19:	3,525	1,877	2,007	2,450	1,353	6,247	1,963	4,088	3,667	1,320
Average:	284	178	178	220	132	493	145	318	289	90

NEW PATRON CARDS													
FY2020	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Belmont	138	187	114	101	78	78	109	95	41				941
Broad Rock	129	152	159	137	93	94	96	114	64				1,038
East End	120	114	124	107	67	67	91	97	31				818
Ginter Park	96	79	62	63	60	51	76	73	23				583
Hull Street	125	130	140	84	90	88	116	113	59				945
Main	383	411	370	282	360	253	360	241	115				2,775
North Avenue	160	128	169	96	70	64	97	96	36				916
West End	152	125	119	69	92	64	118	73	29				841
Westover Hills	153	120	137	95	81	85	129	108	38				946
Online Reg E-Card	162	229	255	209	167	210	352	236	800				2,620
Total FY20:	1,618	1,675	1,649	1,243	1,158	1,054	1,544	1,246	1,236	-	-	-	12,423
Total FY19:	1,692	1,722	1,623	1,328	1,117	911	1,321	1,150	1,321	1,212	1,320	1,509	16,226

NOTE: March 2020 – Last day opened on March 13 due to COVID19. Due to the closing, was unable to remove Online E-Card Registrations that did not meet policy requirements.

Richmond Public Library
 FY20 Operating Budget
 as of
 March 31, 2020

ACCOUNT	DESCRIPTION	Budget	Actual and		Balance
			Encumbered	%	
			31-Mar-20	Spent	31-Mar-20
60000	SALARIES - FULL TIME	\$ 3,068,562	\$ 2,004,411	65.3%	\$ 1,064,151
61000	SALARIES - PART TIME	\$ 340,544	\$ 268,614	78.9%	\$ 71,930
62000	SALARIES - TEMPORARY	\$ -	\$ 3,871	0.0%	\$ (3,871)
63000	FICA	\$ 211,410	\$ 141,552	67.0%	\$ 69,858
63001	RET CON RSRs	\$ 685,267	\$ 396,555	57.9%	\$ 288,712
63002	MEDCARE FICA	\$ 49,443	\$ 33,105	67.0%	\$ 16,338
63003	GROUP LIFE	\$ 18,134	\$ 12,312	67.9%	\$ 5,821
63006	H/C ACT TEMP	\$ 681,425	\$ 407,027	59.7%	\$ 274,398
63008	STATE UNEMPLOYMENT	\$ -	\$ 607	0.0%	\$ (607)
63011	HEALTH SAVINGS	\$ -	\$ 12,884	0.0%	\$ (12,884)
64104	EDUCATION PAY	\$ -	\$ -	0.0%	\$ -
64105	BONUS PAY	\$ -	\$ -	0.0%	\$ -
64110	VRIP INCENTIVE	\$ -	\$ 98,000	0.0%	\$ (98,000)
	Personnel Expenses	\$ 5,054,784	\$ 3,378,938	66.8%	\$ 1,675,846
71141	BOOKS	\$ 561,783	\$ 501,124	89.2%	\$ 60,659
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 9,823	\$ -	0.0%	\$ 9,823
72122	MAGS & NEWSPAPER	\$ 36,596	\$ 18,038	49.3%	\$ 18,558
	Collection Development	\$ 608,202	\$ 519,162	85.4%	\$ 89,041
70131	ADVERTISING	\$ 2,297	\$ 917	39.9%	\$ 1,380
70161	PLANNING MGMT SERVICES	\$ 223,055	\$ 136,978	61.4%	\$ 86,077
70218	VEHICLE REPAIR	\$ 2,000	\$ 1,441	72.0%	\$ 559
70311	PRINTED SUPPLIES	\$ 3,000	\$ 500	16.7%	\$ 2,501
70413	MILEAGE ALLOWANCE	\$ 2,763	\$ 120	4.3%	\$ 2,643
70551 1	SECURITY	\$ 294,553	\$ 302,769	102.8%	\$ (8,216)
70552 2	CONTRACT AND TEMP PERSONNEL	\$ 27,500	\$ 46,695	169.8%	\$ (19,195)
71012	OFFICE STATIONARY SUPPLIES	\$ 8,955	\$ 3,910	43.7%	\$ 5,045
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 20,220	\$ 14,325	70.8%	\$ 5,895
72113	POSTAGE	\$ 4,456	\$ 3,000	67.3%	\$ 1,456
72121	CONFERENCES & CON	\$ 2,240	\$ 1,563	69.8%	\$ 677
72123	MEMBERSHIP DUES	\$ 1,352	\$ 555	41.1%	\$ 797
72124 3	TRAINING	\$ 1,189	\$ 2,568	216.0%	\$ (1,379)
72131 4	COMPUTER SUPPLIES	\$ 25,662	\$ 23,663	92.2%	\$ 1,999
72153	EQUIPMENT	\$ 12,200	\$ 345	0.0%	\$ 11,855
73104	BANK FEES	\$ -	\$ 7,123	0.0%	\$ (7,123)
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
77103	FUEL-D/O VEHICLE	\$ 2,555	\$ 1,075	42.1%	\$ 1,480
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 369	74.8%	\$ 124
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
77501	DIT CHARGES	\$ -	\$ 5,449	0.0%	\$ (5,449)
80001	DEPRECIATION	\$ -	\$ -	0.0%	\$ -
80004	BUILDINGS & STR	\$ -	\$ -	0.0%	\$ -
80006	EQUIPMENT & OFFICE MAINTENANCE	\$ 7,160	\$ 4,054	56.6%	\$ 3,106
80007	VEHICLE EXPENSES	\$ -	\$ -	0.0%	\$ -
	Other Expenses	\$ 641,650	\$ 557,418	86.9%	\$ 84,232
	TOTAL GENERAL FUND	\$ 6,304,636	\$ 4,455,518	70.7%	\$ 1,849,118

1. Encumbered FY20
2. Outsourced Personnel
3. Under Budgeted Line Item.
4. Encumbered FY20.

Richmond Public Library
Foundation, Friends, Groups and Individual Donations
FY 2019-2020

Consent Agenda: Pending Library Board Approval – Wednesday, April 22, 2020

No Donations for the Months of March and April 2020

Richmond neighborhoods: Growth of Hispanic community visible along Broad Rock Road

By SABRINA MORENO Richmond Times-Dispatch / February 28, 2020

Website: https://www.richmond.com/news/local/richmond-neighborhoods-growth-of-hispanic-community-visible-along-broad-rock/article_51eb86f5-6f9e-513a-b83b-7befe29770ba.html



Mayeny Velasquez, 8 (front), and Sandy Marilu Gomez, 8, receive help with reading from Josefina Ros at Broad Rock Library. A volunteer with AARP, Ros helps children with their homework.

When Mayeny Velasquez, 8, walks into Broad Rock Library at 4:15 p.m., she means business.

Her bright pink backpack is half her size, and she has a pink scrunchy to match, as she bobs up and down toward the homework table ahead of her mother, Nicolasa. Josefina Ros, who has helped at Broad Rock's Monday through Thursday "Homework Help" for the past three years alongside Spanish-speaking middle and high school volunteers, greets her with an "Hola! Como estas?"

The front of Mayeny's backpack has an imprint of "Elena of Avalor," Disney's first Latina princess, and she makes sure to place it down gently before taking out her reading of the day: "How Not to Run for Class President."

Last fall, about 9 in 10 students — 661 out of 739 — at E.S.H. Greene Elementary School were Hispanic, according to the Virginia Department of Education. It has the highest Hispanic concentration of any school in Virginia. Ten years ago, only about 1 in 3 students at the school were Hispanic.

On Broad Rock Boulevard alone, signs in Spanish are on every corner, and Latino markets neighbor taquerias that are adjacent to Hispanic-owned auto repair shops and diagonal to Bocata Latin Grill, a Venezuelan restaurant.

The library, which is less than a mile from Greene Elementary, helps Hispanic parents who can't fully assist their kids with homework because of the language barrier.

"I can finish my homework faster here because no one knows how to do it at home," Mayeny said.

Ros' round transparent violet glasses and fluffed silver hair make her a hip, 20-years-younger version of the grandmother in "Coco," a Pixar-animated film set in Mexico — except Ros is Filipino. Regardless, she's told she reminds people of their "abuelitas," or grandmother in Spanish.

Librarian and community services manager Heather Montgomery, who's worked at Broad Rock since 2014, said the library has been a safe space for the immigrant community, and surrounding schools with majority Hispanic populations will refer parents like Juana Ramirez to them.

"We come almost every day and I've noticed such a difference," Ramirez said, clutching her 17-month-old in one arm. "My other daughter used to be so behind in reading because we only speak Spanish."

By 5 p.m., Mayeny has settled into her groove. She begins to read past the assigned reading and Ros begins to clap — she's a proud grandma.

###



March 17, 2020

Dear Librarians, Authors, Illustrators and Agents,

There are times in life when differences should be put aside.

Effective on Friday (or whenever thereafter our wholesalers can effect the change), Macmillan will return to the library ebook pricing model that was in effect on October 31st, 2019. In addition, we will be lowering some ebook prices on a short term basis to help expand libraries collections in these difficult times.

Stay safe.

John

RPL Operation Status details during the COVID-19 Pandemic:

1. All locations and book drops are closed. All due dates have been extended until the library reopens locations and book drops to the public. There is no need to renew checked out items.
2. Overdue fines were eliminated in February-- past fines were forgiven and no new fines will accrue. Items will not go into “lost” status because due dates have been extended indefinitely.
3. We are responding to requests for information through social media platforms (Twitter, Instagram, Facebook), via NextDoor and neighborhood associations’ pages, through cyberlibrarian@richmondgov.com and “Ask a Librarian”, an online chat platform that allows us to respond in real time, during normal business hours. This service is also available in Spanish.
4. Residents of our borrowing area may sign up for an eCard for immediate access to our online library. <https://rvalibrary.org/services/get-card/>
5. We have many resources for education, information, entertainment and enrichment available through our online library at <https://rvalibrary.org/services/online-resources/>
6. A weekly eNewsletter with updates and information, “RPL @ Home”.
7. Digital storytimes with our Youth Services Associates, Online book clubs and video craft tutorials to keep people learning and engaged from home.

Electronic Books, Audiobooks, Electronic Magazines, and more.

1. **BIBLIOBOARD:** Ebooks and more – no waiting, no overdues!
2. **HOOPLA:** Borrow up to 8 items/month. Music, comics, movies, and books.
3. **LIBBY:** Popular ebooks, including Kindle format. Check out up to 25 items at a time.
4. **RBDIGITAL:** Over 30,000 downloadable audiobooks – no holds for most items, check out as many as you like. That's right – no limits to how many you check out. New books added monthly. Find some classic ebooks, too.
5. **RBDIGITAL MAGAZINES:** Over 80 full-color, full-text magazines. Read on your computer or through the RBDigital application.
6. **AUDIOBOOK CLOUD:** A large collection of all ages audiobooks. Unlimited streaming with no checkout limits.
7. **ROMANCE BOOK CLOUD:** A collection of romance ebooks with no checkout limit.
8. **TEEN BOOKCLOUD:** Browse hundreds of free ebooks for teens with no checkout limit and no due dates!
9. **ESEQUELS:** Online guide to series fiction.

10. **NOVELIST PLUS:** Find your next good read.
11. **ACORN TV:** Acorn TV brings world-class mysteries, dramas, and comedies from Britain and beyond.
12. **INDIEFLIX:** IndieFlix is a streaming movie service that offers access to pop culture favorites, box office hits, award-winning feature films, documentaries, and shorts.
13. **PONGALO NOVELA CLUB:** Spanish language telenovelas and translated movies streamed on demand to all popular devices. telenovelas en español y películas traducidas por transmisión continuo a todos los dispositivos populares.
14. **STINGRAY QELLO:** Stingray Qello is the world's largest collection of full-length concerts and music documentaries streamed on-demand to just about any digital device.
15. **FINDITVA:** Newspaper/magazine articles, ebooks, and more
16. **THE GREAT COURSES:** The Great Courses Library Collection – The world's most engaging professors provide you with an immersive learning experience, covering a wide variety of subjects.
17. **LEARN IT LIVE:** Check out a 7-day pass for this premium Health & Wellness channel.
18. **LEARNING EXPRESS LIBRARY:** Test prep and training.
19. **METHOD TEST PREP:** Prepare for or improve your ACT or SAT test scores.
20. **ROCKET LANGUAGES:** 15 languages to choose from, including American Sign Language.
21. **UNIVERSAL CLASS:** Over 500 classes – Learn something new today.
22. **TRANSPARENT LANGUAGE ONLINE:** Over 100 languages and growing, including English for speakers of over 25 languages.
23. **WORLD BOOK:** The encyclopedia you know well including Early World of Learning, Kids version, and a Spanish-language version. You must have a 13-digit or permanent library card with RPL to be able to access this database.
24. **NEWSBANK:** Read the Richmond Times-Dispatch and other US daily newspapers. Database includes RTD archives. You must have a 13-digit or permanent library card with RPL to be able to access this database.
25. **GALE LEGAL FORMS:** Source for divorce, wills, name change, and other legal forms.
26. **MERGENT ARCHIVES:** Indexed collection of more than a century's worth of global, corporate, and industry-related documents.
27. **MERGENT INTELLECT:** Locate company data and contact information, explore consumer data and demographic groups, or conduct residential searches.

28. **MERGENT ONLINE:** Stock and financial on US and international companies. Access: Enter your Richmond Public Library card number.
29. **AtoZ Databases:** Featuring business information and job seeker resources.
30. **CREATIVEBUG (NEW):** Creativebug has thousands of award-winning art and craft video classes taught by recognized design experts and artists.
31. **TUMBLE BOOKS KID'S LIBRARY:** K–6 ebook collection offering hundreds of titles with no checkout limits and no due dates!
32. **TUMBLEMATH:** K–6 ebook collection offering hundreds of mathematics titles with no checkout limits.