

RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES

June 24, 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, June 24, 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, May 26, 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-May 27, 2020 Regular Meeting
- Approval of Minutes-June 17, 2020 Special Meeting
- 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.
• Discuss Cell Phone Chargers Mr. Yates
Mr. Firestine

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

Adjourn Mr. Yates

Next Meeting:
July 22, 2020
Main Library/Electronic Meeting
11:45 a.m.

Library Board Meeting Minutes - DRAFT

May 27, 2020

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

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

ABSENT: Tanya Francis

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair William Yates at 11:46 a.m. This meeting was held as an electronic meeting pursuant to and in compliance with the City of Richmond Ordinance #2020-093. The public participated by using Richmond Public Library YouTube channel <https://bit.ly/2VfKL9U>, where it was Live Streamed. A quorum was established.

Agenda	Approve the May 27, 2020 Agenda as submitted by roll call vote: Chair William Yates – AYE Vice Chair David Lydiard – AYE Barbara Burton – AYE Emily Altman – AYE Christine Peterson – AYE Daisy Weaver – AYE Janet Woody – AYE <i>AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i>
Consent Agenda	Approve the Approve the April 22, 2020 Meeting Minutes, Statistical Reports, and Pending Gifts Report as submitted. Chair William Yates – AYE Vice Chair David Lydiard – AYE Barbara Burton – AYE Emily Altman – AYE Christine Peterson – AYE Daisy Weaver – AYE Janet Woody – AYE <i>AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i>
Public Comment Period	None present.
REPORTS	
Friends of the Library (FOL) <u>Ruth DeBoer</u>	Ms. DeBoer reported the Friends of the Library had a meeting on May 20. Business was discussed to implement an electronic newsletter to go out later this summer. The newsletter will not be mailed. She also reported not having a status on the amount of the annual gift the Friends gave to the Library for end of year March 30, 2020. Ms. DeBoer will follow up and give the information to Mr. Firestine.

REPORTS (CONTINUED)	
Library Foundation <u>Karin Hansen</u>	<p>Ms. Hansen reported on the following:</p> <ul style="list-style-type: none"> • Grants <ul style="list-style-type: none"> ○ \$3,000 for new books to be distributed at the Richmond Public School Food Distribution Center, which is going well. ○ \$1,000 for YAVA for this year's planning, which includes purchasing books for the teen judges. ○ In the process of moving \$6,000 towards the payment of archivists working in Special Collections. • Reviewing and updating the Investment and Spending policies that have not been reviewed in the past 5 years. • Making a few changes in the Finance Committee meeting to the investment portfolio, which is holding up well considering the current market; tweaking to be a little more resilient. • Preparing a 2-year Fundraising Plan.
Administration <u>Scott Firestine</u>	<p>Highlights and Additions to Director's Report: During the Director's Report, Mr. Firestine highlighted on the following items:</p> <ul style="list-style-type: none"> • Budget: Mr. Firestine thanked the LBOT, Friends, and Foundation members for reaching out to the Council Members to let them know how much of an impact RPL will feel if the proposed budget is accepted. He also mentioned the proposed budget was approved, which reflects how it looked in FY17/18 Budgets. By next month, Mr. Firestine will return to the Finance Committee and the LBOT to discuss how to manage the funds moving forward. The biggest challenge is lack of staff, which equates to about 20 positions. With the hiring freeze makes it even more difficult to get positions through the system because every position request has to go to the CAO's Office for signature. Mr. Firestine also stated the Hull Street Branch does not currently have a Branch Manager. • Phase 1: Starts on May 29 in the City, staff will return to work on June 1, curbside service will start on June 3. The Library will not be open to the public and limited hours. The focus in the short term is to complete all HR paperwork for new hires and the ones that were in process when we closed. Also in this phase, as materials come back to the Library, they will be quarantined for 72 hours, per CDC guidelines. • Phase 2: Determines how we let people in the building. In the process working on the details. This Phase is critical for obtaining more staff. • Personal Protective Equipment (PPE): Ms. Clarke reported on the PPE that has been ordered and received for staff to use once they return to work. Each employee will have paper and material masks to wear, sanitizer and wipes at the desk to use, gloves, thermometers and signage. RPL will be able to accommodate staff's needs, but is unable to distribute masks to our patrons. Also, the City did a hydro-spray cleaning all City locations. Ms. Drewry added the City was doing mandatory training for all employees when they return to work. • Special Funds Audit: Auditors completed the Special Funds audit. Mr. Firestine emailed the copy to the Finance Committee and all Board Members. He emphasized pages 13-14 addressing the Law Library. They offered recommendations on training staff on how to reconcile revenue and expenditures. Budget and Finance produced an ordinance to correct the deficit funding that has been created over the last seven years. If that Ordinance passes, it will basically reconcile that account going forward. Mr. Yates thanked and acknowledged Mr. Firestine and team for repeatedly requesting the information without

REPORTS (CONTINUED)	
Administration (Continued) <u>Scott Firestine</u>	<p>success. Moving forward before spending from the account, we have to know how much is in the account. Mr. Yates also reported there would have to be checks and balances done periodically as funding comes in and if funds do not come in, someone will have to followed up on it, adjust the budget for Law Library related items based upon the cash flow coming in, and Mr. Lydiard is going to do a background check just to make sure that we are getting full credit with matching up a number of cases at \$4/per case that nothing slips by for the payments that RPL should be receiving.</p> <ul style="list-style-type: none"> • ILS: The new library catalog is completed and is no longer maintained on the City’s server. It and is now existing in the cloud and on a server in Atlanta, Georgia. All of the data has been transferred and is operational. Once the production server was working they did an upgrade with all of its patches and service packs to bring it up to its most current operating system with the next step to add all of the added features. There is a mobile circulation feature, which is connected through a web interface, instead of a dedicated line. The inventory feature also runs off of the web interface making it easier and faster. • RFP: Ms. Drewry reported DPU has completed their review. She reported speaking with the Attorney who is reviewing the document now and should be completed in the next three weeks. Ms. Drewry asked if the RFP could be reviewed as a priority because it has been going on for so long. Ms. Drewry will update the LBOT members on the status at the June 24 Board Meeting.
BOARD COMMITTEE REPORTS	
Chair <u>William Yates</u>	<p>Mr. Yates expressed his gratitude to Mr. Firestine for keeping information flowing regarding waiting on Council, waiting COVID-related openings. He also mentioned that staff has done a phenomenal job of getting good work done in the facilities while being closed, set up to move forward to opening up safely for employees, and finding ways to service patrons during the closure.</p> <p>Mr. Yates mentioned Wi-Fi being used despite the Library being closed—very interesting. It is a reminder of how people are relying on the Library.</p>
Finance <u>Scott Firestine</u> <u>Daisy Weaver</u>	<p>The Finance Committee members did not meet in May. Mr. Firestine emailed all of the LBOT members a copy of the final City Auditor’s Special Funds Report Ordinance prior the meeting. Ms. Pack had the new Board Packet reposted to the website with both attachments added.</p>
Facilities <u>Cheryl Clarke</u>	<p>Ms. Clarke reported the Main Library is in much better shape during the shutdown. Walls have been painted and new signage added. DPW has been using this time to fix minor issues, changing lights, and working on HVAC systems at other locations.</p> <p>She also reported the Verizon towers are up on the roof and connected. Verizon instillation is almost complete. Mr. Lydiard asked if the towers could be seen. Ms. Clark responded that the towers could be seen from Franklin Street.</p>

BOARD COMMITTEE REPORTS (CONTINUED)	
Governance <u>David Lydiard</u>	<p>Boards and Commissions will look into the recommendation that was made in March. Mr. Yates inquired Brent Graves recommendation status. Mr. Lydiard responded Mr. Graves was not on the June 8 agenda, but will follow up and give a status at the next meeting.</p> <p>Mr. Yates mentioned former Board Member Gail Zwirner was interested in applying for the LBOT again. He also reported there would be four vacancies in the very near future.</p>
Governance <u>David Lydiard</u>	<p>Mr. Lydiard reported Council received a paper to have Ms. Tanya Francis removed from the Board for lack of participation and not attending meetings. He also stated that an unknown person requested the paper be withdrawn and considered on a later date. Mr. Lydiard reached out to Councilmember Chris Hilbert during the meeting. Councilman Hilbert rescinded his withdraw of the paper and it should go to the June 8 Council Meeting for consideration.</p> <p>Prior to the meeting adjourning today, Mr. Lydiard requested to have the brief discussion of exploring cell phone chargers be available for patrons to use at all RPL Branches mentioned. This discussion took place at the February 26, 2020 LBOT Meeting, and was not listed within those minutes and no action was taken.</p>
UNFINISHED BUSINESS	
No Unfinished Business was discussed.	
NEW BUSINESS	
No New Business was discussed.	

There being no further business, the meeting was adjourned at 12:38 p.m. by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, June 24, 2020 by Electronic Meeting and/or the Main Library.

Approved: _____
Mr. William Yates, Chair

Recorder: Gianna Pack
Executive Assistant

Library Board Special Meeting Minutes - DRAFT

June 17, 2020

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

STAFF: Scott Firestine, Clay Dishon, City Attorney Laura Drewry, Gianna Pack

ABSENT: Tanya Francis

A Special Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Vice Chair David Lydiard at 11:33 a.m. This meeting was held as an electronic meeting pursuant to and in compliance with the City of Richmond Ordinance #2020-093. The public participated by using Richmond Public Library YouTube channel <https://bit.ly/2VfKL9U>, where it was Live Streamed.

The purpose of this meeting was to discuss recommendations of new potential candidates to serve on the LBOT to the Governmental Operations Standing Committee who will meet on June 25, 2020. A quorum was established.

Agenda	<p>Approve the June 17, 2020 Agenda as submitted with amendment to add June 19, as a holiday observing Juneteenth by roll call vote:</p> <table><tr><td>Chair William Yates – AYE</td><td>Christine Peterson – AYE</td></tr><tr><td>Vice Chair David Lydiard – AYE</td><td>Daisy Weaver – AYE</td></tr><tr><td>Barbara Burton – AYE</td><td>Janet Woody – AYE</td></tr><tr><td>Emily Altman – AYE</td><td></td></tr></table> <p>AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> <i>Approved Unanimously.</i></p>	Chair William Yates – AYE	Christine Peterson – AYE	Vice Chair David Lydiard – AYE	Daisy Weaver – AYE	Barbara Burton – AYE	Janet Woody – AYE	Emily Altman – AYE	
Chair William Yates – AYE	Christine Peterson – AYE								
Vice Chair David Lydiard – AYE	Daisy Weaver – AYE								
Barbara Burton – AYE	Janet Woody – AYE								
Emily Altman – AYE									
Chair Comments	<p>After Mr. Yates announced the purpose of the meeting, he turned the meeting over to Vice Chair/Chair of the Governance Committee David Lydiard.</p>								
Governance	<p>Mr. Lydiard brought forth the recommendations for one vacancy that was voted on and approved by the LBOT at the February 26 Meeting. He also brought forth three recommendations to fill the expired terms of Daisy Weaver, Tanya Francis, and himself.</p> <p>After the discussion, there was a motion by Ms. Weaver and second by Mr. Yates to approve Mr. Lydiard's recommendations of Mr. Brent Graves (voted at the February 26 LBOT Regular Meeting), Ms. Sheron Carter-Gunter, Mr. Garrett Sawyer, and Ms. Gail Zwirner (former LBOT member) to move forward to the Governmental Operations Standing Committee for consideration at the June 25 meeting.</p> <p>Roll Call Vote:</p> <table><tr><td>Chair William Yates – AYE</td><td>Christine Peterson – AYE</td></tr><tr><td>Vice Chair David Lydiard – AYE</td><td>Daisy Weaver – AYE</td></tr><tr><td>Barbara Burton – AYE</td><td>Janet Woody – AYE</td></tr><tr><td>Emily Altman – AYE</td><td></td></tr></table> <p>AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> <i>Approved Unanimously.</i></p>	Chair William Yates – AYE	Christine Peterson – AYE	Vice Chair David Lydiard – AYE	Daisy Weaver – AYE	Barbara Burton – AYE	Janet Woody – AYE	Emily Altman – AYE	
Chair William Yates – AYE	Christine Peterson – AYE								
Vice Chair David Lydiard – AYE	Daisy Weaver – AYE								
Barbara Burton – AYE	Janet Woody – AYE								
Emily Altman – AYE									

Governance (Continued)	<p>Mr. Lydiard brought forth the reappointments of second term existing LBOT members Mr. Yates and Ms. Burton in support and endorsement of these members to City Council. Ms. Weaver made a motion and Ms. Altman made a second to endorse continuation of Mr. Yates and Ms. Burton to serve a second 4-year term on the LBOT.</p> <p>Roll Call Vote:</p> <table border="0"> <tr> <td>Chair William Yates – AYE</td> <td>Christine Peterson – AYE</td> </tr> <tr> <td>Vice Chair David Lydiard – AYE</td> <td>Daisy Weaver – AYE</td> </tr> <tr> <td>Barbara Burton – AYE</td> <td>Janet Woody – AYE</td> </tr> <tr> <td>Emily Altman – AYE</td> <td></td> </tr> </table> <p><i>AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i></p>	Chair William Yates – AYE	Christine Peterson – AYE	Vice Chair David Lydiard – AYE	Daisy Weaver – AYE	Barbara Burton – AYE	Janet Woody – AYE	Emily Altman – AYE	
Chair William Yates – AYE	Christine Peterson – AYE								
Vice Chair David Lydiard – AYE	Daisy Weaver – AYE								
Barbara Burton – AYE	Janet Woody – AYE								
Emily Altman – AYE									
Administration Scott Firestine	<p>Mr. Firestine announced Mayor Levar Stoney declared Friday, June 19, 2020, as Juneteenth holiday for the City. Juneteenth began as a celebration of enslaved African Americans in Galveston, Texas, in 1865 upon learning of the federal order for their freedom, which was actually issued over two years prior when President Lincoln signed the Emancipation Proclamation. This year marks 155 years since the origination of Juneteenth.</p> <p>On June 16,2020, Governor Ralph Northam declared the day a state holiday. The mayor urged all City employees to use this day as an opportunity for reflection, service, and healing.</p> <p>Ms. Peterson motioned and Ms. Burton second that the LBOT agree and approve to close Richmond Public Libraries on Friday, June 19 in accordance with the Mayor’s announcement.</p> <p>Roll Call Vote:</p> <table border="0"> <tr> <td>Chair William Yates – AYE</td> <td>Christine Peterson – AYE</td> </tr> <tr> <td>Vice Chair David Lydiard – AYE</td> <td>Daisy Weaver – AYE</td> </tr> <tr> <td>Barbara Burton – AYE</td> <td>Janet Woody – AYE</td> </tr> <tr> <td>Emily Altman – AYE</td> <td></td> </tr> </table> <p><i>AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i></p>	Chair William Yates – AYE	Christine Peterson – AYE	Vice Chair David Lydiard – AYE	Daisy Weaver – AYE	Barbara Burton – AYE	Janet Woody – AYE	Emily Altman – AYE	
Chair William Yates – AYE	Christine Peterson – AYE								
Vice Chair David Lydiard – AYE	Daisy Weaver – AYE								
Barbara Burton – AYE	Janet Woody – AYE								
Emily Altman – AYE									

Mr. Yates expressed his gratitude to both Mr. Lydiard and Ms. Weaver for their service to the LBOT and invited them both back to the first in-person regular meeting where the Board can celebrate with them.

There being no further business, the meeting was adjourned at 11:51 a.m. by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, June 24, 2020 by Electronic Meeting.

Approved: _____
Mr. William Yates, Chair

Recorder: Gianna Pack
Executive Assistant

Director's Report

June 2020

Director Activities for May 23, 2020 through June 19:

May 25	Holiday – Memorial Day
May 26	Council Meeting – City Hall Video Conference
Jun 1	Nonessential Staff Returning to Work
Jun 3	Curbside Pickup Started
Jun 8	Council Meeting – City Hall Video Conference
Jun 10	VPLDA Executive Committee – Conference Call
Jun 10	RPL Foundation Board Meeting – Video Conference
Jun 17	LBOT Special Meeting – Video Conference

Hiring Update: The City is still in a hiring freeze status. Phase II reopening on June 12.

Return to Work: Non-Essential employees returned to work on June 1, 2020. The RPL Leadership team has finalized a plan for the phased reopening of library services. Staff will work in split teams to prevent a quarantine shutdown and decrease the risk of COVID infection with fewer staff in smaller spaces. Curbside, contactless pickup of books began on June 3 with operating hours of M-F 10A-5:00P and Saturday 1-5:00P. This schedule will be adjusted after it is tried and tested.

Integrate Library System (ILS on-line catalog) Update: Integrated Library System install is complete. Effective May 15, the online catalog for both patron and staff resources are running in an SAAS mode.

RFP for the Main Library Facilities Master Plan Update: No progress.

Digital Services Statistics:

Ask-A-Librarian (May 1 – May 31):

Questions via Chat	Questions via Text	Questions via Email	Total
36	11	18	65

RPL @ Home Newsletter (May 1 – May 31):

Issue Date	Number of Subscribers	Grand Total of Emails Sent
5/1	14,400	14,400
5/8	14,359	28,795
5/15	14,313	43,072
5/22	14,251	57,323
5/29	14,202	71,525

Social Media (May 1 – May 31):

Platform	Followers (May 1)	Followers (May 31)	Net Trend	New Posts	Total Post/Page Views
Facebook	3,591	3,615	+24	36	19,920 (approx.)
Instagram		2,412		37	N/A
Twitter	1,386	1,385		64	N/A
YouTube	58	66	+8	15	829

Other New Digital Programs:

Bunker Book Club (Facebook Group) – 4 active participants, total of 12 at all of May meetings.

Ripple's Reading Buddies – 72 members, 24 active participants in May.

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	11	6		57,062	0%
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	5	10		23,196	0%
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	15	0		20,395	0%
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	0	0		31,799	0%
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	6	14		18,605	0%
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	1,067	40		75,245	0%

NOTE: March / April / May 2020 - City of Richmond Closed March 13, 2020 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	91	15			0%
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	80	127		79,375	0%
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	70	8		53,035	0%
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	9,558	11,344		75,545	0%
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	10,903	11,564		453,126	0%

NOTE: March / April / May 2020 - City of Richmond Closed March 13, 2020 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	0	0		54,804
Broad Rock	5,768	5,768	5,457	5,571	4,162	4,596	5,277	5,903	2,821	0	0		45,323
East End	7,605	8,331	6,965	6,743	6,084	6,056	7,132	7,646	3,244	0	0		59,806
Ginter Park	13,767	11,850	10,575	9,608	7,109	4,819	5,823	5,578	3,147	0	0		72,276
Hull Street	11,614	10,646	9,344	8,181	6,499	6,550	7,395	8,144	3,855	0	0		72,228
Main	16,244	15,626	14,553	14,962	12,244	11,434	13,119	12,936	5,409	0	0		116,527
North Avenue	6,383	6,431	5,580	6,712	5,102	3,812	4,759	5,835	2,917	0	0		47,531
West End	5,102	4,752	4,127	3,845	3,438	3,736	4,437	4,295	2,364	0	0		36,096
Westover Hills	8,342	8,287	7,657	7,986	6,575	5,861	7,763	8,253	4,813	0	0		65,537
TOTALS FY20:	81,759	79,026	71,250	70,158	57,245	52,729	62,154	64,890	30,917	0	0		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, 2020 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	0		115	246
Adult Attend	90	70	52	102	88	49	92	84	19	0	0		646	1,321
Young Adult Programs	1	1	1	0	3	2	1	1	0	0	0		10	11
Young Adult Attend	12	31	2	0	0	0	0	0	0	0	0		45	23
Juvenile Programs	8	4	3	0	2	2	3	5	0	0	0		27	90
Juvenile Attend	258	95	11	0	9	10	39	51	0	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	0		89	231
Adult Attend	22	37	84	33	81	61	32	128	20	0	0		498	1,336
Young Adult Programs	4	4	5	3	6	14	19	4	9	0	0		68	52
Young Adult Attend	94	57	73	45	99	65	76	67	13	0	0		589	708
Juvenile Programs	16	17	15	15	13	20	32	18	16	0	0		162	303
Juvenile Attend	318	277	129	265	361	332	423	370	270	0	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	0		350	376
Adult Attend	264	175	214	285	222	269	268	289	94	0	0		2,080	3,444
Young Adult Programs	2	1	4	3	4	2	2	3	1	0	0		22	55
Young Adult Attend	14	18	11	5	7	3	5	16	5	0	0		84	269
Juvenile Programs	10	18	20	14	13	13	14	21	7	0	0		130	145
Juvenile Attend	84	1	72	137	97	88	86	169	43	0	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

NOTE: March / April / May 2020 - City of Richmond Closed March 13, 2020 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
Ginter Park														
Adult Programs	20	25	32	23	15	12	25	38	19	0	0		209	267
Adult Attend	170	276	396	397	196	118	246	428	162	0	0		2,389	2,651
Young Adult Programs	2	2	2	1	2	3	1	3	0	0	0		16	6
Young Adult Attend	41	12	10	5	10	15	5	4	0	0	0		102	85
Juvenile Programs	10	15	3	7	4	3	7	7	0	0	0		56	129
Juvenile Attend	181	169	17	98	45	74	85	21	0	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	0		92	85
Adult Attend	95	19	23	41	52	61	51	92	30	0	0		464	972
Young Adult Programs	3	3	2	2	1	2	2	1	0	0	0		16	26
Young Adult Attend	87	14	8	4	2	0	0	3	0	0	0		118	323
Juvenile Programs	16	8	2	8	4	4	1	3	3	0	0		49	108
Juvenile Attend	313	134	12	26	28	27	3	27	14	0	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	0		196	124
Adult Attend	313	765	786	784	454	487	660	1,016	200	0	0		5,465	4,609
Young Adult Programs	13	8	8	10	9	13	9	7	0	0	0		77	65
Young Adult Attend	111	39	64	114	104	186	84	102	0	0	0		804	778
Juvenile Programs	30	25	29	23	12	19	22	27	11	0	0		198	265
Juvenile Attend	827	592	623	480	251	329	333	415	189	0	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, 2020 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	0		191	319
Adult Attend	285	210	122	140	75	55	49	72	38	0	0		1,046	2,903
Young Adult Programs	2	0	6	5	2	0	1	3	0	0	0		19	54
Young Adult Attend	18	0	57	21	20	0	4	21	0	0	0		141	348
Juvenile Programs	11	8	0	10	8	9	6	9	3	0	0		64	280
Juvenile Attend	273	246	0	84	22	291	73	153	59	0	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	0		81	144
Adult Attend	121	87	64	101	46	50	91	76	60	0	0		696	1,041
Young Adult Programs	1	1	1	0	1	1	1	2	0	0	0		8	12
Young Adult Attend	9	5	5	0	5	6	3	5	0	0	0		38	50
Juvenile Programs	10	17	14	9	5	4	6	6	1	0	0		72	205
Juvenile Attend	174	248	188	45	33	36	163	62	2	0	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	0		183	214
Adult Attend	424	429	219	434	506	125	310	514	206	0	0		3,167	3,598
Young Adult Programs	3	2	1	1	2	0	1	0	1	0	0		11	17
Young Adult Attend	59	66	9	11	11	0	0	0	5	0	0		161	139
Juvenile Programs	22	18	10	20	11	11	17	15	7	0	0		131	254
Juvenile Attend	396	535	449	717	304	176	364	486	256	0	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, 2020 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	0	0		9,725
WIFI	963	1,047	931	1,045	787	802	949	968	535	102	50		8,179
Broad Rock Workstation	2,131	2,080	1,995	1,952	1,353	1,512	1,813	1,853	843	0	0		15,532
WIFI	903	826	770	784	448	595	739	860	381	84	11		6,401
East End Workstation	1,968	2,168	1,819	1,736	1,310	1,388	1,643	1,591	695	0	0		14,318
WIFI	1,236	1,281	1,068	1,100	877	867	880	948	500	153	67		8,977
Ginter Park Workstation	1,617	1,418	1,506	1,533	1,109	1,130	1,358	1,313	616	0	0		11,600
WIFI	1,229	1,173	936	1,032	708	829	1,015	952	519	139	82		8,614
Hull Street Workstation	1,741	1,770	1,772	1,710	1,543	1,552	1,652	1,749	793	0	0		14,282
WIFI	1,035	889	905	1,092	921	818	855	944	600	106	41		8,206
Main Workstation	4,023	3,970	3,808	3,898	2,956	2,896	3,370	3,079	1,385	0	0		29,385
Childrens Workstation	226	304	132	159	117	72	78	115	24	0	0		1,227
WIFI	3,921	4,529	3,597	4,034	3,033	3,715	4,085	4,068	2,275	550	332		34,139
North Avenue Workstation	1,346	1,448	1,287	1,357	1,281	1,101	1,226	1,189	650	0	0		10,885
WIFI	928	856	824	934	712	841	1,131	1,129	705	225	101		8,386
West End Workstation	754	834	825	768	628	675	867	831	353	0	0		6,535
WIFI	568	476	655	893	581	664	643	604	294	63	40		5,481
Westover Hills Workstation	1,520	1,497	1,282	1,345	1,106	1,111	1,349	1,291	553	0	0		11,054
WIFI	833	853	705	824	619	627	511	700	495	78	68		6,313
TOTALS FY20:	28,117	28,674	26,036	27,447	21,130	22,167	25,353	25,300	12,723	1500	792	-	219,239
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	90	38	46	55	28	145	35	97	80	1,210
May-20	75	49	42	56	16	123	27	92	68	543
Jun-20										
Branch Total FY20:	2,724	1,691	1,693	2,094	1,228	4,707	1,370	3,054	2,747	2,567
Branch Total FY19:	3,525	1,877	2,007	2,450	1,353	6,247	1,963	4,088	3,667	1,320
Average:	248	154	154	190	112	428	125	278	250	233

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

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	0	0		941
Broad Rock	129	152	159	137	93	94	96	114	64	0	0		1,038
East End	120	114	124	107	67	67	91	97	31	0	0		818
Ginter Park	96	79	62	63	60	51	76	73	23	0	0		583
Hull Street	125	130	140	84	90	88	116	113	59	0	0		945
Main	383	411	370	282	360	253	360	241	115	0	0		2,775
North Avenue	160	128	169	96	70	64	97	96	36	0	0		916
West End	152	125	119	69	92	64	118	73	29	0	0		841
Westover Hills	153	120	137	95	81	85	129	108	38	0	0		946
Online Reg E-Card	162	229	255	209	167	210	352	236	800	611	576		3,807
Total FY20:	1,618	1,675	1,649	1,243	1,158	1,054	1,544	1,246	1,236	611	576	-	13,610
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 / April 2020 / May 2020 - Due to the COVID-19 Closure, staff was unable to remove registrations that did not meet policy requirements in the Online Reg E-Card.

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

ACCOUNT	DESCRIPTION	Budget	Actual and Encumbered 31-May-20	% Spent	Balance Available 31-May-20
60000	SALARIES - FULL TIME	\$ 2,868,050	\$ 2,425,433	84.6%	\$ 442,617
61000	SALARIES - PART TIME	\$ 340,544	\$ 306,318	89.9%	\$ 34,226
62000	SALARIES - TEMPORARY	\$ -	\$ 8,131	0.0%	\$ (8,131)
63000	FICA	\$ 211,410	\$ 168,681	79.8%	\$ 42,728
63001	RET CON RSRS	\$ 633,967	\$ 469,179	74.0%	\$ 164,787
63002	MEDCARE FICA	\$ 49,443	\$ 39,450	79.8%	\$ 9,993
63003	GROUP LIFE	\$ 18,134	\$ 14,957	82.5%	\$ 3,177
63006	H/C ACT TEMP	\$ 609,025	\$ 495,511	81.4%	\$ 113,514
63008	STATE UNEMPLOYMENT	\$ -	\$ 1,603	0.0%	\$ (1,603)
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		\$ 4,730,572	\$ 4,040,148	85.4%	\$ 690,424
71141	BOOKS	\$ 561,783	\$ 597,589	106.4%	\$ (35,806)
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 9,823	\$ -	0.0%	\$ 9,823
72122	MAGS & NEWSPAPER	\$ 36,596	\$ 18,587	50.8%	\$ 18,009
Collection Development		\$ 608,202	\$ 616,175	101.3%	\$ (7,973)
70131	ADVERTISING	\$ 2,297	\$ 917	39.9%	\$ 1,380
70161	PLANNING MGMT SERVICES	\$ 223,055	\$ 161,759	72.5%	\$ 61,296
70218	VEHICLE REPAIR	\$ 2,000	\$ 1,532	76.6%	\$ 468
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	\$ 303,829	103.1%	\$ (9,276)
70552 2	CONTRACT AND TEMP PERSONNEL	\$ 27,500	\$ 82,697	300.7%	\$ (55,197)
71012	OFFICE STATIONARY SUPPLIES	\$ 8,955	\$ 5,218	58.3%	\$ 3,737
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 20,220	\$ 15,276	75.5%	\$ 4,944
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	\$ 2,280	168.6%	\$ (928)
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	\$ 1,882	0.0%	\$ 10,318
73104	BANK FEES	\$ -	\$ 7,858	0.0%	\$ (7,858)
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
77103	FUEL-D/O VEHICLE	\$ 2,555	\$ 1,110	43.4%	\$ 1,445
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 452	91.7%	\$ 41
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
77501	DIT CHARGES	\$ -	\$ 5,696	0.0%	\$ (5,696)
80001	DEPRECIATION	\$ -	\$ -	0.0%	\$ -
80004	BUILDINGS & STR	\$ -	\$ -	0.0%	\$ -
80006	EQUIPMENT & OFFICE MAINTENANCE	\$ 7,160	\$ 5,031	70.3%	\$ 2,129
80007	VEHICLE EXPENSES	\$ -	\$ -	0.0%	\$ -
95002	OPERATING TRANS	\$ 324,212	\$ -	0.0%	\$ -
Other Expenses		\$ 965,862	\$ 626,951	64.9%	\$ 338,911
TOTAL GENERAL FUND		\$ 6,304,636	\$ 5,283,275	83.8%	\$ 1,021,361

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

Monthly Budget Report

May 31, 2020

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

Consent Agenda: Pending Library Board Approval - Wednesday, June 24, 2020

Date	Donor Name	Current Month Amount	Purpose/Location	YTD Account Balance		
				Gift	Foundation	Friends
20-May-20	Friends of the Richmond Public Library	\$ 24,203.78	?			\$ 24,203.78
	Monthly Total	\$ 24,203.78				
	YTD Total	\$ 30,000.34	Year To Date Total	\$ 1,320.00	\$ 6,000.00	\$ 46,884.12

Portable Cell Phone Chargers

