

**RICHMOND PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

July 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, July 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, July 21, 2020 by 5:00 p.m. to: Library Director Scott Firestine, Phone: 804.646.4550 or Email: [scott.firestine@richmondgov.com](mailto: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-June 23, 2020 Regular 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
- Facilities Committee Mr. Firestine
- Governance Committee

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

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

**Adjourn** Mr. Yates

**Next Meeting:**  
September 23, 2020 (No August Meeting)  
Main Library/Electronic Meeting  
11:45 a.m.

**Library Board Meeting Minutes - DRAFT**

**June 23, 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, Gianna Pack, Friends of the Library Chair Ruth DeBoer

**ABSENT:** Tanya Francis, Karin Hansen

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.

<b>Agenda</b>	Approve the June 23, 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><b>AYES: <u>7</u>      NOES: <u>0</u>      ABSTAIN: <u>0</u>    Approved Unanimously.</b></i>
<b>Consent Agenda</b>	Approve the May 27 and June 17, 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><b>AYES: <u>7</u>      NOES: <u>0</u>      ABSTAIN: <u>0</u>    Approved Unanimously.</b></i>
<b>Public Comment Period</b>	None present.
<b>REPORTS</b>	
<b>Friends of the Library (FOL)</b>  <u><b>Clay Dishon</b></u>	<ul style="list-style-type: none"> <li>• The Friends are in the process of sending their summer digital newsletter to all Friend members.</li> <li>• In the process of mailing out membership renewal letters soon. The spring renewal letters were put on hold to see how things developed when the Spring Book Sale was canceled and RPL closed for COVID19. The renewal letters will be used for some additional fundraising.</li> <li>• A couple of Friend volunteers were able to go into the Main building and continue work in Special Collections and to keep the sale area tidy.</li> <li>• Not taking in any new book sale donations for the time being - having a bit of “fear of missing out” with all the clearing out people have been doing with their free time.</li> <li>• In the process of formulating a strategy to take in donations in the future that will not burden RPL staff. Perhaps on a strict schedule basis with volunteers or by appointment only.</li> </ul>

**REPORTS (CONTINUED)**

<p><b>Library Foundation</b></p> <p><u><b>Karin Hansen</b></u></p> <p><u><b>Scott Firestine</b></u></p>	<p>No Report.</p> <p>Mr. Firestine reported the Foundation had its Annual meeting on June 10 via Zoom. The meeting mainly reviewed where the Foundation stood at the end of the year. There was a discussion on fund raising and development for the rest of the year with COVID impacts. There was no new action taken at the meeting.</p> <p>The members offered to purchase personal protective equipment (PPE), specifically masks for the public if the City would not pay it. Currently, the City is able to fund that need. Mr. Yates inquired the cost of PPE for the public. The order for 5,000 paper masks costed about \$1,300. Each Branch will have about 500 paper masks when RPL opens on July 6 in Phase 3.</p>
<p><b>Administration</b></p> <p><u><b>Scott Firestine</b></u></p>	<p><b>Highlights and Additions to Director’s Report:</b> During the Director’s Report, Mr. Firestine highlighted on the following items:</p> <p>Mr. Firestine reviewed a proposal of how the Library will operate in Phase 3. During the presentation, Mr. Firestine addressed questions and concerns from Board Members, such as:</p> <ul style="list-style-type: none"><li>• Mr. Yates inquired what exactly is opening to the public at 50% capacity. He had a concern about turning people away when the capacity was reached. Mr. Firestine responded, that the capacity did not have restrictions, but it would determine if people could socially distance themselves. Most Branches can accommodate without turning any one away. Branch managers and staff are asked to monitor the inside areas to make sure people are social distancing in the spaces.</li><li>• Mr. Yates’ second concern was on the 50% capacity on the computer usage. He inquired if there was a need, could the computers be spaced out more to use more computers. Mr. Firestine responded there are challenges such as not having a data drop line and power available in other locations. He also reported if there is a need for more computers, there are laptops and chrome books available for patrons to request. Computer usage is limited to 60 minute sessions. Time can be extended in 15-minute increments, not to exceed a total of 90 minutes per day.</li><li>• Mr. Lydiard inquired what the fire code capacity of each Branch was. Mr. Firestine responded under Phase 3, RPL does not have to restrict by capacity. It is by maintaining social distancing. Mr. Lydiard also suggested if there could be some type of signage that can be displayed outside of each location to indicate “Free WiFi Zone per Richmond Public Library” since most patrons rely on the need for WiFi. Mr. Firestine responded he would look into the signage.</li><li>• Mr. Firestine reported staff will distribute masks to patrons in need since it is a requirement to wear a mask in the building along with social distancing. Staff will not be required to do contact tracing or take temperatures of patrons entering the building.</li><li>• Mr. Firestine also reported the flyer “Patron Notification Phase 3” with all of the changes and requirements will be posted at all location, as well as recommended times and days of operations. Mr. Yates suggested to change a sentence to read as “No one is permitted in the library with fever <u>or</u> symptoms of COVID-19. If you are not feeling well, do not enter the building.”</li></ul>

<b>REPORTS (CONTINUED)</b>	
<b>Administration (Continued)</b>  <u>Scott Firestine</u>	<ul style="list-style-type: none"> <li>• Mr. Lydiard inquired if all of the locations had hand dryers or paper towel dispensers. Ms. Clarke responded the new updated locations have the hand dryers and the others still have the paper towel dispensers. Mr. Dishon also mentioned there have been studies regarding air dryers not being the best option during the COVID19 outbreak. Mr. Firestine mentioned ALA was discussing how long the virus survives on surfaces such as books. It was reported the virus does not last long on surfaces, the three days RPL to quarantine materials is more than enough time.</li> <li>• Ms. Burton inquired if there was a schedule of cleaning high contact surfaces by the staff. Mr. Firestine responded staff will be following a schedule by the Virginia Department of Health and Center for Disease Control and Prevention guidelines suggesting about every 2 hours. Staff will be responsible for their designated areas</li> <li>• Mr. Firestine report he did not mention anything about notarizing documents, but due to the close proximity of individuals and exchanges of documents, it was suggested to suspend service during Phase 3. Mr. Yates was concerned about the impact it would be for people who need notarized documents. He recommended finding other organizations staff can direct people to go to get documents notarized during the suspension.</li> <li>• Meeting rooms are being used to quarantine materials, so the rooms will be closed to the public.</li> <li>• The Board concurred on opening all locations on July 6. Mr. Firestine will notify members if anything changes on the opening date.</li> <li>• After the discussion, Members present at the meeting concurred with the proposed informational flyer. The Board Members also concurred to the proposed days and times of operation for a two month trial period and then will readdress at a later date.</li> </ul>
<b>BOARD COMMITTEE REPORTS</b>	
<b>Chair</b>  <u>William Yates</u>	No Report.
<b>Finance</b>  <u>Scott Firestine</u>	<p>The Finance Committee members did not meet in June.</p> <p>Mr. Firestine reported on Special Funds. Council was going to have an Ordinance to move funds to cover the deficit in Library Special Funds. The Resolution was approved on June 4. Those funds will be removed from Personnel Fund to the General Ledger. This move will also cover the Temporary Labor for this year as well.</p> <p>Mr. Firestine did a presentation on what the Library received this Fiscal Year and what the City has proposed to give the next Fiscal Year, and then the Board can discuss how they want to handle it. He reported Personnel was reduced. To absorb the impact, his recommendation is to revert operating hours back to FY17/18-Elliminate Sundays and cut hours during the week. Materials/Book went down 10%. To absorb this impact ordering would be cut to buying fewer titles and fewer copies.</p>

**BOARD COMMITTEE REPORTS (CONTINUED)**

<b>Finance (Continued)</b> <u>Scott Firestine</u>	<p>Mr. Lydiard suggested opening up an hour later to close an hour later. Mr. Firestine talked with the staff to see when there was most of the down time. Most of them replied between the hours 7-8:00 p.m. Mr. Yates inquired what about the hours from 5-6:00 p.m. and 6-7:00 p.m? He also inquired having a uniformed closing time. Ms. Peterson inquired if there was any data that shows how many people come into the building. Mr. Firestine responded he would look into the circulation reports. Ms. Altman responded this year is an outlier because of the people still working from home to stay with a consistent start time.</p> <p>Mr. Lydiard suggested Mr. Firestine check out the trends in check out times. Mr. Yates commented check out times is not going to tell the whole story, too many variables to consider. After the discussion, the Board members concurred to have Mr. Firestine present data after two months of research. Mr. Yates also suggested Mr. Firestine to provide any feedback from visitors should there be any.</p>
<b>Facilities</b> <u>Scott Firestine</u> <u>Janet Woody</u>	<p><b>RFP Master Plan:</b> A draft and the final RFP as produced by Procurement and Legal and was posted on June 23. There is an optional Pre-bid meeting on July 7. August 4 is when the architects will be responsible for presenting proposals. Mr. Firestine will send the link to the Board Members. Ms. Woody was concerned about the deficiencies in the earlier versions of the RFP. Mr. Firestine reported those deficiencies were addressed in the new version.</p> <p>On behalf of the Board Members, Mr. Yates thanked Ms. Drewry for assisting in getting the RFP moved along.</p> <p>Mr. Firestine also reported maintenance issues and repairs were conducted during the closure. Buildings should be in better shape for the reopening.</p>
<b>Governance</b> <u>David Lydiard</u>	<p>Mr. Lydiard reported from the attendance of the Special Meeting held on June 17, he forwarded the LBOT recommendations to the City Clerk’s Office to move forward to the Governmental Operations Standing Committee on June 25 for consideration. Council will vote on the recommendations at the July 27 meeting. Mr. Lydiard announced that both he and Ms. Weaver will remain on the LBOT until appointments have been made.</p>

**UNFINISHED BUSINESS**

Mr. Firestine reported on tabletop chargers Mr. Lydiard inquired having at each branch. These chargers were purchased and have an Android and Mac rapid charger platform for individuals to check out and keep with them to charge cell phones an iPads. Each charger has 12 batteries. The cost is about \$300 per unit. The docking station will recharge the batteries. No cords or USB is needed.

Mr. Lydiard suggest a table top charger that looks like a “hockey puck” where it can be plugged into a socket, sit in the middle of a table, and several people can use their cords to plug into it.

**NEW BUSINESS**

No New Business was discussed.

There being no further business, the meeting was adjourned at 12:59 p.m. by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, July 22, 2020 by Electronic Meeting and/or the Main Library.

Approved: \_\_\_\_\_  
Mr. William Yates, Chair

Recorder: Gianna Pack  
Executive Assistant

## Director's Report

July 2020

### Director Activities:

Jun 19	Governor Holiday – Juneteenth Day
Jul 3	Observed Holiday/Independence Day – All Locations Closed
Jul 8	Participated in the COVID-19 Recovery Scoping Meeting
Jul 13	Participated in the North Avenue Branch Library Charrette – North Avenue
Jul 14	VPLDA Executive Committee Meeting – Conference Call
Jul 14	Virtual Charrette – North Avenue Branch Library
Jul 16	COVID-19 CAO Executive Team Meeting – Microsoft Teams Meeting
Jul 16	2nd Pre-Proposal Conference Call Meeting – RFP Main Library
July 21	Virtual Charrette – West End Branch Library

**Hiring:** Many challenges with pushing paperwork for recruiting staff.

**Return to Work:** Phase 3 began July 1. Curbside Library access ended July 3. All Library locations opened July 6 at 50% capacity in space and computer workstations. All efforts to mitigate exposure to COVID19 are in place. Visit <https://rvalibrary.org/reopening/> for full details. Public service hours were reduced and Sundays eliminated until further notice at all library locations.

During opening week there were a few incidents with patrons refusing to wear masks. Those were resolved without police intervention. If a patron does not have a paper mask to them with and request they wear it at all times in the library. If the patron refused to wear a paper mask, staff only offered to help them if they remain outside.

Notifications informing patrons that they may not carry weapons in the library was posted at the entrances of all library locations, per City of Richmond Security.

Overall, patron use of the library was slow, but is increasing. As people become aware the library is open and staff is practicing safe COVID protocol, there should be an increase in usage. Virtual service and content through the RVALibrary.org website continues to be robust.

**RFP Main Library Master Plan:** The Master Plan pre-bid conference call was scheduled for July 7 at 10:00 a.m. took place. Over 100 participants attempted to be on the call. That exceeded the capacity of the service. Another call will take place July 16 to correct any access problems and fully respond to any vendor questions.

**Ripple:** Storytime Shorts Special – It's a Firefly Night with Ripple: Naomi D'Archangel and Joan Gamble of the West End Branch hosted Ripple on July 8 during the virtual storytime. Yusuf Brown did a fabulous animated job once again! Please check out: <https://www.youtube.com/watch?v=oMm6SpVIQyU>.

**Dublin Literary Award:** For more than 15 years, Richmond Public Library has been a nominating institution for the International DUBLIN Literary Award. This is a very honored and recognized award. It is truly worldwide and we are fortunate that our opinion and judgement on new noteworthy fiction is considered. This award is much more than a popularity contest.

Under normal circumstances, a shortlist for the 2020 award would have been announced in April with a winner announced in June, and we would have submitted our three nominations for the 2021 award in May. This year however, due to Covid-19, the nomination process was delayed and altered somewhat. Participating libraries around the world were asked to nominate only one literary novel, first published in English between January 1, 2019 and June 30, 2020, or first published in a language other than English between January 1, 2010 and June 30, 2020, and first published in English translation between January 1, 2019 and June 30, 2020. After much deliberation, the nominating committee consisting of Tonya Tyler and Natalie Draper submitted "*On Earth We're Briefly Gorgeous*" by Ocean Vuong. For a list of previous winners: <https://dublinliteraryaward.ie/book-category/previous-winners/> and to see the longlist for the 2020 award: <https://dublinliteraryaward.ie/book-category/2020/>

**The Greening Richmond Public Libraries, A Grant in Partnership with James River Association: *Improving the Health of the James River by Reducing Stormwater Pollution*:** The James River Association (JRA) is working alongside Richmond Public Libraries to install green infrastructure to manage stormwater at branches across the City of Richmond. The James River Association and Richmond Public Libraries are soliciting input from the public on green infrastructure practices to be installed at North Avenue Branch Library, West End Branch Library, and Broad Rock Branch Library. In-person charrettes will be held at each library and will include a tour of the library grounds. Virtual charrettes will be facilitated by James River Association staff members via Zoom. The James River Association also created Facebook events for the charrettes. Links to each Facebook event are below:

- a. North Avenue Branch Library In-Person Charrette (7/13): <https://www.facebook.com/events/1704014713071006/>  
North Avenue Branch Library Virtual Charrette (7/14): <https://www.facebook.com/events/600642493989793/>
- b. West End Branch Library In-Person Charrette (7/20): <https://www.facebook.com/events/289695235419814/>  
West End Branch Library Virtual Charrette (7/21): <https://www.facebook.com/events/300471904672961/>
- c. Broad Rock Branch Library In-Person Charrette (7/27): <https://www.facebook.com/events/1347562552301478/>  
Broad Rock Branch Library Virtual Charrette (7/28): <https://www.facebook.com/events/307719397283296/>

**Digital Services Statistics:**

**Ask-A-Librarian (June 1 – June 30):**

Questions via Chat	Questions via Text or Email	Total
48	46	94

**RPL @ Home Newsletter (June 1 – June 30):**

Issue Date	Number of Subscribers	Grand Total of Emails Sent
6/5	14,171	14,171
6/12	14,145	28,316
6/19	14,127	42,443
6/26	14,103	56,546

**Social Media (June 1 – June 30):**

Platform	Followers (June 1)	Followers (June 30)	Net Trend	New Posts	Total Post/Page Views
Facebook	3,615	4,095	+480	21	18,350 (approx.)
Instagram	2,412				N/A
Twitter	1,385	1,400	+15	42	228 (June 30)
YouTube	66	72	+6	12	848

**Other New Digital Programs:**

- Teen Book Boxes (Teen) – 11
- Virtual Teen Trivia (Teen) – 1
- Super Smash Brothers Tournament (Teen) – 3
- Ripple’s Reading Buddies (Children) – 9
- Bunker Book Club (Adult) – 73 members, 13 active participants
- STEAM Bags (Children) – 221
- 2021 YAVA AWARD – 79 teens apply to be Teen Judges (Deadline: July 1). Sent seven teens selected congratulatory emails.

<b>CIRCULATION</b>															
<b>LOCATION</b>	<b>FY</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>Total</b>	<b>YTD % Change</b>
<b>Belmont</b>	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	
	FY20	7,451	7,560	7,207	7,097	5,795	5,963	6,495	6,449	3,028	11	6	1,044	58,106	
<b>Broad Rock</b>	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	
	FY20	3,652	3,036	2,939	2,998	2,323	2,389	2,331	2,347	1,166	5	10	291	23,487	
<b>East End</b>	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	
	FY20	2,696	2,663	2,476	2,574	2,020	2,240	2,219	2,431	1,061	15	0	381	20,776	
<b>Ginter Park</b>	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	
	FY20	4,397	4,580	4,030	3,823	3,332	3,021	3,599	3,327	1,690	0	0	736	32,535	
<b>Hull Street</b>	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	
	FY20	3,082	1,912	2,065	2,508	2,128	2,012	2,012	1,846	1,020	6	14	377	18,982	
<b>Main</b>	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	
	FY20	10,098	9,666	8,766	9,068	7,683	7,728	8,141	8,884	4,104	1,067	40	916	76,161	

**NOTE: March/April/May/June 2020 - City of Richmond Closed to the Public on March 13 Through July 1, 2020 due to COVID19.**

<b>CIRCULATION (CONTINUED)</b>																
<b>LOCATION</b>	<b>FY</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>Total</b>	<b>YTD % Change</b>	
<b>North Avenue</b>	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		
	FY20	2,962	2,210	2,462	2,197	1,689	1,925	2,731	1,722	865	91	15	170	19,039		
<b>West End</b>	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		
	FY20	11,712	10,702	9,142	8,743	8,067	8,072	9,006	9,183	4,541	80	127	1,897	81,272		
<b>Westover Hills</b>	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		
	FY20	7,419	7,175	5,888	6,137	5,631	5,376	6,043	6,342	2,946	70	8	1,561	54,596		
<b>Econtent</b>	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		
	FY20	7,526	7,283	6,250	5,145	4,926	5,365	6,125	5,380	6,643	9,558	11,344	10,649	86,194		
<b>RPL Total</b>	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		
	FY20	60,995	56,787	51,225	50,290	43,594	44,091	48,702	47,911	27,064	10,903	11,564	18,022	471,148		

**NOTE: March/April/May/June 2020 - City of Richmond Closed to the Public on March 13 Through July 1, 2020 due to COVID19.**

<b>DOOR COUNT FY2020</b>	<b>Jul-19</b>	<b>Aug-19</b>	<b>Sep-19</b>	<b>Oct-19</b>	<b>Nov-19</b>	<b>Dec-19</b>	<b>Jan-20</b>	<b>Feb-20</b>	<b>Mar-20</b>	<b>Apr-20</b>	<b>May-20</b>	<b>Jun-20</b>	<b>TOTAL</b>
Belmont	6,934	7,335	6,992	6,550	6,032	5,865	6,449	6,300	2,347	0	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	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	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	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	0	72,228
Main	16,244	15,626	14,553	14,962	12,244	11,434	13,119	12,936	5,409	0	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	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	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	0	65,537
<b>TOTALS FY20:</b>	<b>81,759</b>	<b>79,026</b>	<b>71,250</b>	<b>70,158</b>	<b>57,245</b>	<b>52,729</b>	<b>62,154</b>	<b>64,890</b>	<b>30,917</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>570,128</b>
<b>TOTALS FY19:</b>	<b>70,641</b>	<b>73,411</b>	<b>62,975</b>	<b>66,230</b>	<b>62,257</b>	<b>48,425</b>	<b>63,139</b>	<b>60,259</b>	<b>67,552</b>	<b>68,862</b>	<b>67,399</b>	<b>70,910</b>	<b>782,060</b>
<b>TOTALS FY18:</b>	<b>62,057</b>	<b>74,617</b>	<b>69,494</b>	<b>70,700</b>	<b>63,466</b>	<b>55,560</b>	<b>63,750</b>	<b>65,351</b>	<b>68,782</b>	<b>69,881</b>	<b>70,586</b>	<b>71,037</b>	<b>805,281</b>

**NOTE: March/April/May/June 2020 - City of Richmond Closed to the Public on March 13 Through July 1, 2020 due to COVID19.**

<b>COMPUTER USE FY2020</b>	<b>Jul-19</b>	<b>Aug-19</b>	<b>Sep-19</b>	<b>Oct-19</b>	<b>Nov-19</b>	<b>Dec-19</b>	<b>Jan-20</b>	<b>Feb-20</b>	<b>Mar-20</b>	<b>Apr-20</b>	<b>May-20</b>	<b>Jun-20</b>	<b>TOTAL</b>
Belmont Workstation	1,175	1,255	1,219	1,251	1,041	972	1,189	1,116	507	0	0	0	9,725
WIFI	963	1,047	931	1,045	787	802	949	968	535	102	50	96	8,275
Broad Rock Workstation	2,131	2,080	1,995	1,952	1,353	1,512	1,813	1,853	843	0	0	0	15,532
WIFI	903	826	770	784	448	595	739	860	381	84	11	77	6,478
East End Workstation	1,968	2,168	1,819	1,736	1,310	1,388	1,643	1,591	695	0	0	0	14,318
WIFI	1,236	1,281	1,068	1,100	877	867	880	948	500	153	67	175	9,152
Ginter Park Workstation	1,617	1,418	1,506	1,533	1,109	1,130	1,358	1,313	616	0	0	0	11,600
WIFI	1,229	1,173	936	1,032	708	829	1,015	952	519	139	82	141	8,755
Hull Street Workstation	1,741	1,770	1,772	1,710	1,543	1,552	1,652	1,749	793	0	0	0	14,282
WIFI	1,035	889	905	1,092	921	818	855	944	600	106	41	197	8,403
Main Workstation	4,023	3,970	3,808	3,898	2,956	2,896	3,370	3,079	1,385	0	0	0	29,385
Childrens Workstation	226	304	132	159	117	72	78	115	24	0	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	472	34,611
North Avenue Workstation	1,346	1,448	1,287	1,357	1,281	1,101	1,226	1,189	650	0	0	0	10,885
WIFI	928	856	824	934	712	841	1,131	1,129	705	225	101	239	8,625
West End Workstation	754	834	825	768	628	675	867	831	353	0	0	0	6,535
WIFI	568	476	655	893	581	664	643	604	294	63	40	50	5,531
Westover Hills Workstation	1,520	1,497	1,282	1,345	1,106	1,111	1,349	1,291	553	0	0	0	11,054
WIFI	833	853	705	824	619	627	511	700	495	78	68	165	6,478
<b>TOTALS FY20:</b>	<b>28,117</b>	<b>28,674</b>	<b>26,036</b>	<b>27,447</b>	<b>21,130</b>	<b>22,167</b>	<b>25,353</b>	<b>25,300</b>	<b>12,723</b>	<b>1,500</b>	<b>792</b>	<b>1,612</b>	<b>220,851</b>
<b>TOTALS FY19:</b>	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
<b>TOTALS FY18:</b>	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/June 2020 - City of Richmond Closed to the Public on March 13 Through July 1, 2020 due to COVID19.**

<b>TECHNICAL SERVICES - ITEMS BY LOCATION</b>										
<b>FY2020</b>	<b>Belmont</b>	<b>Broad Rock</b>	<b>East End</b>	<b>Ginter Park</b>	<b>Hull Street</b>	<b>MAIN</b>	<b>North Avenue</b>	<b>West End</b>	<b>Westover Hills</b>	<b>OverDrive</b>
<b>Jul-19</b>	215	148	147	172	117	379	119	206	213	-
<b>Aug-19</b>	359	260	201	268	145	572	160	409	347	66
<b>Sep-19</b>	318	205	203	312	164	565	168	325	330	162
<b>Oct-19</b>	396	224	251	274	177	696	195	427	410	54
<b>Nov-19</b>	276	165	177	212	128	472	132	320	306	76
<b>Dec-19</b>	302	165	195	224	124	580	147	361	319	114
<b>Jan-20</b>	289	154	174	229	124	499	145	359	264	75
<b>Feb-20</b>	171	123	111	114	82	331	97	192	198	82
<b>Mar-20</b>	233	160	146	178	123	345	145	266	212	185
<b>Apr-20</b>	90	38	46	55	28	145	35	97	80	1,210
<b>May-20</b>	75	49	42	56	16	123	27	92	68	543
<b>Jun-20</b>	337	268	264	280	243	452	240	393	336	166
<b>Branch Total FY20:</b>	<b>3,061</b>	<b>1,959</b>	<b>1,957</b>	<b>2,374</b>	<b>1,471</b>	<b>5,159</b>	<b>1,610</b>	<b>3,447</b>	<b>3,083</b>	<b>2,733</b>
<b>Branch Total FY19:</b>	<b>3,525</b>	<b>1,877</b>	<b>2,007</b>	<b>2,450</b>	<b>1,353</b>	<b>6,247</b>	<b>1,963</b>	<b>4,088</b>	<b>3,667</b>	<b>1,320</b>
<b>Average:</b>	<b>255</b>	<b>163</b>	<b>163</b>	<b>198</b>	<b>123</b>	<b>430</b>	<b>134</b>	<b>287</b>	<b>257</b>	<b>228</b>

**NOTE: March/April/May/June 2020 - City of Richmond Closed to the Public on March 13 Through July 1, 2020 due to COVID19.**

<b>NEW PATRON CARDS</b>													
<b>FY2020</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>Total</b>
Belmont	138	187	114	101	78	78	109	95	41	0	0	4	<b>945</b>
Broad Rock	129	152	159	137	93	94	96	114	64	0	0	0	<b>1,038</b>
East End	120	114	124	107	67	67	91	97	31	0	0	0	<b>818</b>
Ginter Park	96	79	62	63	60	51	76	73	23	0	0	3	<b>586</b>
Hull Street	125	130	140	84	90	88	116	113	59	0	0	0	<b>945</b>
Main	383	411	370	282	360	253	360	241	115	0	0	14	<b>2,789</b>
North Avenue	160	128	169	96	70	64	97	96	36	0	0	0	<b>916</b>
West End	152	125	119	69	92	64	118	73	29	0	0	4	<b>845</b>
Westover Hills	153	120	137	95	81	85	129	108	38	0	0	0	<b>946</b>
Online Reg E-Card	162	229	255	209	167	210	352	236	800	611	576	391	<b>4,198</b>
<b>Total FY20:</b>	<b>1,618</b>	<b>1,675</b>	<b>1,649</b>	<b>1,243</b>	<b>1,158</b>	<b>1,054</b>	<b>1,544</b>	<b>1,246</b>	<b>1,236</b>	<b>611</b>	<b>576</b>	<b>416</b>	<b>14,026</b>
<b>Total FY19:</b>	<b>1,692</b>	<b>1,722</b>	<b>1,623</b>	<b>1,328</b>	<b>1,117</b>	<b>911</b>	<b>1,321</b>	<b>1,150</b>	<b>1,321</b>	<b>1,212</b>	<b>1,320</b>	<b>1,509</b>	<b>16,226</b>

Richmond Public Library  
 FY20 Operating Budget  
 as of  
 June 30, 2020

ACCOUNT	DESCRIPTION	Budget	Actual and Encumbered 30-Jun-20	% Spent	Balance Available 30-Jun-20
60000	SALARIES - FULL TIME	\$ 2,831,736	\$ 2,732,821	96.5%	\$ 98,915
61000	SALARIES - PART TIME	\$ 340,544	\$ 335,642	98.6%	\$ 4,901
62000	SALARIES - TEMPORARY	\$ -	\$ 11,434	0.0%	\$ (11,434)
63000	FICA	\$ 211,410	\$ 188,889	89.3%	\$ 22,521
63001	RET CON RSRs	\$ 593,967	\$ 523,025	88.1%	\$ 70,942
63002	MEDCARE FICA	\$ 49,443	\$ 44,176	89.3%	\$ 5,267
63003	GROUP LIFE	\$ 18,134	\$ 16,269	89.7%	\$ 1,864
63006	H/C ACT TEMP	\$ 609,025	\$ 540,821	88.8%	\$ 68,205
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)
	<b>Personnel Expenses</b>	<b>\$ 4,654,258</b>	<b>\$ 4,505,562</b>	<b>96.8%</b>	<b>\$ 148,695</b>
71141	BOOKS	\$ 561,783	\$ 639,437	113.8%	\$ (77,653)
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 9,823	\$ -	0.0%	\$ 9,823
72122	MAGS & NEWSPAPER	\$ 36,596	\$ 18,587	50.8%	\$ 18,009
	<b>Collection Development</b>	<b>\$ 608,202</b>	<b>\$ 658,023</b>	<b>108.2%</b>	<b>\$ (49,821)</b>
70131	ADVERTISING	\$ 2,297	\$ 917	39.9%	\$ 1,380
70161	PLANNING MGMT SERVICES	\$ 214,028	\$ 165,839	77.5%	\$ 48,189
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	\$ 306,457	104.0%	\$ (11,904)
70552 2	CONTRACT AND TEMP PERSONNEL	\$ 27,500	\$ 82,190	298.9%	\$ (54,690)
71012	OFFICE STATIONARY SUPPLIES	\$ 8,955	\$ 11,984	133.8%	\$ (3,029)
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 20,220	\$ 15,240	75.4%	\$ 4,980
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	\$ 2,260	167.2%	\$ (908)
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	\$ 2,281	0.0%	\$ 9,919
73104	BANK FEES	\$ -	\$ 7,950	0.0%	\$ (7,950)
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
77103	FUEL-D/O VEHICLE	\$ 2,555	\$ 1,187	46.5%	\$ 1,368
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 493	100.1%	\$ (0)
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	\$ 324,212	100.0%	\$ -
	<b>Other Expenses</b>	<b>\$ 956,835</b>	<b>\$ 964,683</b>	<b>100.8%</b>	<b>\$ (7,848)</b>
	<b>TOTAL GENERAL FUND</b>	<b>\$ 6,219,295</b>	<b>\$ 6,128,268</b>	<b>98.5%</b>	<b>\$ 91,026</b>

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, July 22, 2020

Date	Donor Name	Current Month Amount	Purpose/Location	YTD Account Balance		
				Gift	Foundation	Friends
18-Mar-20	Friends of the Richmond Public Library	\$ 120.00	Graphics	\$ 120.00		
20-May-20	Friends of the Richmond Public Library	\$ 24,203.78	?			\$ 24,203.78
	<b>Monthly Total</b>	<b>\$ 24,323.78</b>				
	<b>YTD Total</b>	<b>\$ 54,324.12</b>	<b>Year To Date Total</b>	<b>\$ 1,440.00</b>	<b>\$ 6,000.00</b>	<b>\$ 46,884.12</b>