

RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES

September 23, 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, September 23, 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, September 22, 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-August 26, 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
• Committee Selection – September Meeting
• Books for Discussion

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

Adjourn Mr. Yates

Next Meeting:
October 28, 2020
Main Library/Electronic Meeting
11:45 a.m.

Library Board Meeting Minutes - DRAFT
August 26, 2020

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

STAFF: Scott Firestine, Attorney Laura Drewry, Cheryl Clarke, Natalie Draper, Karin Hansen, Tori Nunnally, Gianna Pack, Adam Zimmerli

ABSENT: Friends of the Library Chair Ruth DeBoer

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair William Yates at 11:45 a.m. This meeting was held as an electronic and in-person 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	<p>Approve the August 26, 2020 Agenda as submitted by roll call vote:</p> <table> <tr> <td>Chair William Yates – AYE</td><td>Christine Peterson – AYE</td></tr> <tr> <td>Emily Altman – AYE</td><td>Garrett Sawyer – AYE</td></tr> <tr> <td>Barbara Burton – AYE</td><td>Janet Woody – AYE</td></tr> <tr> <td>Sheron Carter-Gunter – AYE</td><td>Gail Zwirner – AYE</td></tr> <tr> <td>Brent Graves – AYE</td><td></td></tr> </table> <p>AYES: <u>9</u> NOES: <u>0</u> ABSTAIN: <u>0</u> <i>Approved Unanimously.</i></p>	Chair William Yates – AYE	Christine Peterson – AYE	Emily Altman – AYE	Garrett Sawyer – AYE	Barbara Burton – AYE	Janet Woody – AYE	Sheron Carter-Gunter – AYE	Gail Zwirner – AYE	Brent Graves – AYE	
Chair William Yates – AYE	Christine Peterson – AYE										
Emily Altman – AYE	Garrett Sawyer – AYE										
Barbara Burton – AYE	Janet Woody – AYE										
Sheron Carter-Gunter – AYE	Gail Zwirner – AYE										
Brent Graves – AYE											
Consent Agenda	<p>Approve the July 22, 2020 Meeting Minutes, Statistical Reports, and Pending Gifts Report as submitted.</p> <table> <tr> <td>Chair William Yates – AYE</td><td>Christine Peterson – AYE</td></tr> <tr> <td>Emily Altman – AYE</td><td>Garrett Sawyer – AYE</td></tr> <tr> <td>Barbara Burton – AYE</td><td>Janet Woody – AYE</td></tr> <tr> <td>Sheron Carter-Gunter – AYE</td><td>Gail Zwirner – AYE</td></tr> <tr> <td>Brent Graves – AYE</td><td></td></tr> </table> <p>AYES: <u>9</u> NOES: <u>0</u> ABSTAIN: <u>0</u> <i>Approved Unanimously.</i></p>	Chair William Yates – AYE	Christine Peterson – AYE	Emily Altman – AYE	Garrett Sawyer – AYE	Barbara Burton – AYE	Janet Woody – AYE	Sheron Carter-Gunter – AYE	Gail Zwirner – AYE	Brent Graves – AYE	
Chair William Yates – AYE	Christine Peterson – AYE										
Emily Altman – AYE	Garrett Sawyer – AYE										
Barbara Burton – AYE	Janet Woody – AYE										
Sheron Carter-Gunter – AYE	Gail Zwirner – AYE										
Brent Graves – AYE											
Public Comment Period	Former Vice Chair David Lydiard was an invited guest at the meeting.										
Introductions	Mr. Yates welcomed all new LBOT members to the team and thanked them for joining the meeting. Each member briefly introduced themselves.										
REPORTS											
Friends of the Library (FOL) <u>Ruth DeBoer</u>	No Report.										

REPORTS (CONTINUED)	
Library Foundation <u>Karin Hansen</u>	No Report.
Administration <u>Scott Firestine</u>	<p>Highlights and Additions to Director's Report:</p> <p>Ms. Peterson commended Youth Services Young Adult Coordinator Jenn Deuell for working on programs with Richmond Public Schools (RPS) and building strong partnerships between the schools and the RPL Youth Services (YS) Team.</p> <p>Mr. Firestine mentioned he will distribute a list of all programs and activities that the YS Team is working on with RPS in response to all age groups from birth to teens to the Board Members. He also mentioned there is continuous coordination with RPS teachers as they prepare a curriculum for on-line teaching. Mr. Firestine mentioned he will add the materials presented in this meeting, attach them to the Board Packet, and repost on the website for Board Members to access.</p>
BOARD COMMITTEE REPORTS	
Chair <u>William Yates</u>	No Report.
Finance <u>Scott Firestine</u>	No Report.
Facilities <u>Scott Firestine</u> <u>Janet Woody</u>	<p>The Facilities Committee has not met, but there has been activity on the Master Plan RFP since the last report. The RFP has been moved on for the third time. Currently, there are 16 proposals of interest. There will be an Evaluation Meeting scheduled for September 10 where it will be determined which vendors will move to the next level in the interviewing process. Target date should be fall 2020. Mr. Yates asked Mr. Firestine if he could check to see if a Board Member can also attend the meeting. Mr. Firestine responded he would check with the Director of Procurement.</p> <p>Mr. Firestine reported there was an accident at the Hull Street Branch Library, where a vehicle ran into the front of the building on August 14. The Branch was closed until a certificate of occupancy was issued on August 24. The meeting room cannot be used for anything due to the damage in that area. Damage repairs are in the process as well as finding a vendor to complete the major repairs to the building.</p> <p>There was flooding in the Special Collections area in the Main Library area due to heavy rains and sewer backing up. Although it flooded twice, there was no damage to report. This is an on-going issue and concern at Main during inclement weather producing large amounts of rain.</p> <p>The Greening of RVA Libraries is a grant in partnership with the Department of Public Utilities and the James River Association. Charrettes were conducted in July and August. Plans are in the process of being reviewed with the architect. Mr. Firestine thanked Ms. Woody for coming out to the charrettes and taking part in the meetings.</p>

BOARD COMMITTEE REPORTS (CONTINUED)

Governance

Bill Yates

Mr. Yates asked Mr. Lydiard if he would explain the expectations of the Governance Committee. After Mr. Lydiard's brief presentation, Mr. Yates also thanked him for his participation and hard work while being Committee Chair and as the Vice Chair of the Board.

Mr. Yates asked Board Members to think about a Committee to participate on, as well as interest in the vacant Vice Chair position. He also asked Members to email him with requests prior to the September 23 meeting.

UNFINISHED BUSINESS

COVID19 Update Status – Mr. Yates gave a brief overview to bring new members current on how the Board has been proceeding during the COVID19 pandemic. Focus was to balance the safety of staff, patrons, and public at large and with the service needs. He also mentioned discussions on closing to the public, going curbside pick-up only, and reopen with social distancing. In the reopen phase there were COVID scares that shut down two Branches altogether for staff testing to the possible exposure. During this phase, the Board decided to go back to curbside service with extended services if possible. Also, the Board Members asked Mr. Firestine to conduct research, gather data, and do surveys with staff and with patrons on what the Library is doing in and for curbside service and virtual programs.

Mr. Firestine reported a timeline on the COVID19 closure to current:

- March 13 to May 31 – Shut down completely; Phase I on-line services available only) – City lock down. Staff did professional development as well as assisted with ideas for future operations
- June 1 – Shifted to Phase II – Staff returned to buildings
- June 6 – Launched curbside service (focus on delivering books as safely as possible)
- July 6 – Open to the public with social distancing (State moved to Phase III)
 - Early July both the North Avenue Branch and the Hull Street Branch had to close due to possible COVID exposure
 - RPL is understaff due to the vacancies before and after the pandemic, as well as having major cuts to the FY21 Budget
 - Continuous delays in the requisition process to hire new staff
- July 23 – LBOT decided to go back to curbside service with extended services (i.e., faxes, renewing, printing, library cards, etc.) <https://rvalibrary.org/services/curbside-pick-up-service/>
- July 23 – The Board asked Mr. Firestine for more information, data, and do surveys with staff and patrons to present at the September meeting.

Mr. Firestine asked his staff to assist in presenting surveys of staff and patrons, research, and data gathered. He then introduced the staff and what they will be presenting to the Board. This information should give the Board Members a good foundation so they can decide on how to move forward:

- Main Library Manager Natalie Draper will present results from a patron survey, which was over 2 weeks with approximately 400 patrons (on-line only).
- East End Branch Manager Adam Zimmerli will present findings from a staff survey
- Westover Hills Branch Manager Tori Nunnally will present a report on circulation data and usage of libraries

After the presentations, Board Members discussed options to proceed for the future.

Mr. Yates suggested by consensus to continue to stay in curbside service with extended services until the rates of positivity in testing is 5% or under for 14 days in the City. Once that happens, the Board will resume discussions on how to proceed next. The Board Members concurred by roll call.

Chair William Yates – YES

Emily Altman – YES

Barbara Burton – YES

Sheron Carter-Gunter – YES

Brent Graves – YES

Christine Peterson – YES

Garrett Sawyer – YES

Janet Woody – YES

Gail Zwirner – YES

NEW BUSINESS

- Mr. Yates asked members to think about a Committee to participate on, as well as interest in the vacant Vice Chair position. Mr. Yates asked members to email him with requests prior to the September 23 meeting.
- Each Board Member will receive the VCU Common Book *One Person, No Vote* by Carol Anderson and *The Righteous Mind*, by Jonathan Haidt. The books will be mailed in a couple of weeks. The Board will discuss chapters in future meeting, time permitting.

There being no further business, the meeting was adjourned at 1:10 p.m. by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, September 23, 2020, by Electronic Meeting.

Approved: _____

Mr. William Yates, Chair

Recorder: Gianna Pack, Executive Assistant

Director's Report

September 2020

Director Activities:

Aug 28	Attended the FY22 CIP Kickoff Meeting with the Budget Team – Microsoft Teams
Sep 2	Attended the Foundation Finance Committee Meeting – ZOOM
Sep 2	Attended the Non-governmental internet Access Meeting with DPU – Microsoft Teams
Sep 2	Attended the Friends of the Library Board Meeting – ZOOM
Sep 7	Holiday/Labor Day – All Locations Closed
Sep 8	Attended the Audit Committee Meeting – City Council Chambers
Sep 9	Attended the CAFR Kickoff Meeting – Microsoft Teams
Sep 10	Attended the Second Evaluation Meeting on RFP – Microsoft Teams
Sep 10	City Council Informal Meeting – City Hall Council Chambers
Sep 21	Meeting with new HR Generalist – Main Library

Hiring: There are eight (8) FTE positions awaiting approval to hire from HR, Budget, and the CAO. Human Resources is transitioning a new HR Generalist, Nikole Williams, to work with RPL. The City is also starting to utilize the Neogov platform for the requisition process. Start date: TBD.

Curbside Service Update: Recap – At the August 26 Board meeting, the LBOT reviewed current closed status and reopening due to the COVID-19 pandemic. Library service will remain in curbside service until the metro COVID19 positivity rate gets below 5% and stays below 5% for a consistent period of time. After that time RPL will add more access inside the library in a deliberate manner. Those indoor services will begin at the Main Library and then roll out to the Branch libraries as the positivity lowers or stays at 5%. As of September 17, the positivity for the Richmond metro area is 6.3%.

Currently, all libraries are open 10AM-5PM Monday-Friday and 1-5PM Saturday. All locations are closed Sundays. In September, the North Avenue Branch, Hull Street Branch, and East End Branch will close on Saturdays to conserve staffing while locations are shorthanded. Visit <https://rvalibrary.org/services/curbside-pick-up-service/>

RFP Mater Plan Update: The second Evaluation Meeting took place on September 10.

Richmond Public Schools (RPS) / Richmond Public Library (RPL) Partnerships Status: Ongoing and continues to be a big success. The Youth Services (YS) Team is excited and working very hard to come up with future virtual programs and continue to build stronger RPS partnerships. The YS Team consists of Youth Services Coordinator Beth Morris, Young Adult Coordinator Jenn Deuell, and a Youth Services Associate at each of the Branches to help with juvenile and teen services.

Juvenile Programs (Beth Morris)

- Virtual Homework Help on Tuesdays and Thursdays from 3:30-5PM for students in grades K-5.
- Webpage dedicated to the K-5 Science and Math SOLs offering hands on and enrichment activities, visit web page: <https://rvalibrary.org/kids/sol-resources/>
- For the following programs, visit the webpage: <https://rvalibrary.org/kids/virtual-programs/>
 - LIVE storytimes two (2) times a week (Book Babies/Toddler and Preschool)
 - Video archive of storytimes and STEAM crafts
 - LEGO Creators – Great STEM program to get kids thinking, creating, and have some fun down time
 - Writer's Workshops – To help with English/Reading skills for Grades 3-8

Director's Report (Continued)
September 2020

- Movement Mondays – Get kids up and moving from being still on computer for hours every day (2nd and 4th Mondays of month)
- STEAM Culture Kits – Highlights a different culture each month with information about the country and tradition with several crafts included
- On-going work with the RPS Media Specialist to help out with the Lit Limo that is going out to do storytime and library lessons (will start back up soon).

Teen Programs (Jenn Deuell)

- Youth Services is working with Judy Deichman to help students register for an RPL e-card as part of their library lesson during the first quarter.
- Trying to provide e-book access to required reading texts; however, it does not look like our e-book budget will allow for it.
- Reviewing Overdrive's Public Library CONNECT so that RPL can point RPS students directly to our Overdrive database via their Sora database <https://company.overdrive.com/public-libraries/public-library-connect/>.
- A media literacy lesson is in process with journalists from Good Morning RVA, Virginia Mercury, Richmond Times Dispatch, WVTF / RADIOIQ / Virginia Public Radio and VPM. These journalists will provide a panel discussion and Q&A for RPS students and will be a lesson provided during their virtual school day.
- Conducting Teen Book Clubs dealing with social issues.
- Teen Book Boxes.
- Teen gaming and trivia.

Digital Services: Virtual program successes. “Bookologist” is a bespoke readers advisory services for adults, teens, and kids. “Binge Bag” is a selection of DVDs in a keepsake RPL bag for a movie watching marathon. All movie categories are intended for grownups. Binge bags are available through curbside-pick-up-service.

Ask-A-Librarian (July 31 – August 31):

Questions via Chat	Questions via Text or Email	Total
26	45	71

RPL @ Home Newsletter (July 31 – August 31):

Issue Date	Number of Subscribers	Grand Total of Emails Sent
8/7	14,030	14,030
8/14	14,010	24,040
8/21	13,978	38,018
8/28	13,940	51,958

Social Media (July 31 – August 31):

Platform	Followers (July 31)	Followers (Aug 31)	Net Trend	New Posts	Total Post/Page Views
Facebook	3,698	3,707	+9	13	6,977 (approx.)
Instagram	2,565	2,629	+64	31	N/A
Twitter	1,428	1,439	+11	44	186
YouTube	72	87	+15	10	582

Other New Digital Programs:

- Teen Book Boxes (Teen) – 6
- Virtual Teen Trivia (Teen) – 1
- Teen Advisory Group (Teen) – 2
- Crafty Hour Kits (Teen and Adult) – 82
- Gaming @ the Library (Teen) – 6
- Manga Drawing Workshop series (Teen) – 9
- Ripple’s Reading Buddies (Children) – 12
- Bunker Book Club (Adult) – 76 members, 19 active participants
- STEAM Bags (Children) – 179
- Bookologist – 20
- Binge Bags – 22
- Common Book Requests – 131
- Lit Limo with RPS (Family) – 165

CIRCULATION FY21														
LOCATION	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Belmont	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
	FY21	4,292	4,463											8,755
Broad Rock	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
	FY21	1,570	1,791											3,361
East End	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
	FY21	1,431	1,738											3,169
Ginter Park	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
	FY21	2,829	3,198											6,027
Hull Street	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
	FY21	873	1,231											2,104
Main	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
	FY21	4,804	4,167											8,971

CIRCULATION FY21 (CONTINUED)														
LOCATION	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
North Avenue	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
	FY21	692	820											1,512
West End	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
	FY21	6,888	6,701											13,589
Westover Hills	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
	FY21	5,425	6,884											12,309
E-Content	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
	FY21	10,776	10,447											21,223
TOTALS	FY18	55,346	58,125	54,327	55,571	51,639	44,627	51,887	49,975	53,200	51,156	50,691	56,335	632,879
	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
	FY21	39,580	41,440											81,020

PROGRAMS FY2021	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	TOTAL FY21	TOTAL FY20
Belmont														
Adult Programs	0	0											0	115
Adult Attend	0	0											0	646
Young Adult Programs	0	0											0	10
Young Adult Attend	0	0											0	45
Juvenile Programs	0	0											0	27
Juvenile Attend	0	0											0	473
Total Attend	0	0	0	0	0	0	0	0	0	0	0	0	0	1,164
Total Programs	0	0	0	0	0	0	0	0	0	0	0	0	0	152
Broad Rock														
Adult Programs	0	0											0	89
Adult Attend	0	0											0	498
Young Adult Programs	0	0											0	68
Young Adult Attend	0	0											0	589
Juvenile Programs	0	0											0	162
Juvenile Attend	0	0											0	2,745
Total Attend	0	0	0	0	0	0	0	0	0	0	0	0	0	3,832
Total Programs	0	0	0	0	0	0	0	0	0	0	0	0	0	319
East End (Virtual Program)														
Adult Programs	0	0											0	350
Adult Attend	0	0											0	2,080
Young Adult Programs	0	2											2	22
Young Adult Attend	0	5											5	84
Juvenile Programs	0	0											0	130
Juvenile Attend	0	0											0	777
Total Attend	0	5	0	0	0	0	0	0	0	0	0	0	5	2,941
Total Programs	0	2	0	0	0	0	0	0	0	0	0	0	2	502

PROGRAMS FY2021	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	TOTAL FY21	TOTAL FY20
Ginter Park														
Adult Programs	0	0											0	209
Adult Attend	0	0											0	2,389
Young Adult Programs	0	0											0	16
Young Adult Attend	0	0											0	102
Juvenile Programs	0	0											0	56
Juvenile Attend	0	0											0	690
Total Attend	0	0	0	0	0	0	0	0	0	0	0	0	0	3,181
Total Programs	0	0	0	0	0	0	0	0	0	0	0	0	0	281
Hull Street														
Adult Programs	0	0											0	92
Adult Attend	0	0											0	464
Young Adult Programs	0	0											0	16
Young Adult Attend	0	0											0	118
Juvenile Programs	0	0											0	49
Juvenile Attend	0	0											0	584
Total Attend	0	0	0	0	0	0	0	0	0	0	0	0	0	1,166
Total Programs	0	0	0	0	0	0	0	0	0	0	0	0	0	157
Main														
Adult Programs	0	0											0	196
Adult Attend	0	0											0	5,465
Young Adult Programs	0	0											0	77
Young Adult Attend	0	0											0	804
Juvenile Programs	0	0											0	198
Juvenile Attend	0	0											0	4,039
Total Attend	0	0	0	0	0	0	0	0	0	0	0	0	0	10,308
Total Programs	0	0	0	0	0	0	0	0	0	0	0	0	0	471

PROGRAMS FY2021	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	TOTAL FY21	TOTAL FY20
North Avenue														
Adult Programs	0	0											0	191
Adult Attend	0	0											0	1,046
Young Adult Programs	0	0											0	19
Young Adult Attend	0	0											0	141
Juvenile Programs	0	0											0	64
Juvenile Attend	0	0											0	1,201
Total Attend	0	0	0	0	0	0	0	0	0	0	0	0	0	2,388
Total Programs	0	0	0	0	0	0	0	0	0	0	0	0	0	274
West End (Monthly Book Club on the Patio)														
Adult Programs	1	1											2	81
Adult Attend	6	6											12	696
Young Adult Programs	0	0											0	8
Young Adult Attend	0	0											0	38
Juvenile Programs	0	0											0	72
Juvenile Attend	0	0											0	951
Total Attend	6	6	0	0	0	0	0	0	0	0	0	0	12	1,685
Total Programs	1	1	0	0	0	0	0	0	0	0	0	0	2	161
Westover Hills (Monthly Virtual Book Club)														
Adult Programs	1	1											2	183
Adult Attend	8	6											14	3,167
Young Adult Programs	0	0											0	11
Young Adult Attend	0	0											0	161
Juvenile Programs	0	0											0	131
Juvenile Attend	0	0											0	3,683
Total Attend	8	6	0	0	0	0	0	0	0	0	0	0	14	7,011
Total Programs	1	1	0	0	0	0	0	0	0	0	0	0	2	325
Grand Total Attend	14	17	0	0	0	0	0	0	0	0	0	0	31	55,095
Grand Total Programs	2	4	0	0	0	0	0	0	0	0	0	0	6	4,312

COMPUTER USE FY2021	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	TOTAL
Belmont Workstation	369	-											369
WIFI	290	89											379
Broad Rock Workstation	365	-											365
WIFI	238	87											325
East End Workstation	311	-											311
WIFI	325	169											494
Ginter Park Workstation	275	-											275
WIFI	357	216											573
Hull Street Workstation	250	-											250
WIFI	346	174											520
Main Workstation	539	-											539
Childrens Workstation	-	-											-
WIFI	1,247	641											1,888
North Avenue Workstation	214	-											214
WIFI	384	128											512
West End Workstation	207	-											207
WIFI	235	129											364
Westover Hills Workstation	231	-											231
WIFI	326	203											529
TOTALS FY21:	6,509	1,836											8,345
TOTALS FY20:	28,117	28,674	26,036	27,447	21,130	22,167	25,353	25,300	12,723	1,500	792	1,612	220,851
TOTALS FY19:	21,141	23,182	20,857	28,103	23,493	22,565	27,068	24,764	28,491	26,105	28,577	26,512	300,858

TECHNICAL SERVICES - ITEMS BY LOCATION										
FY2021	Belmont	Broad Rock	East End	Ginter Park	Hull Street	MAIN	North Avenue	West End	Westover Hills	OverDrive
Jul-20	148	102	113	118	106	254	110	189	163	141
Aug-20	231	159	168	139	117	379	132	297	228	184
Sep-20										
Oct-20										
Nov-20										
Dec-20										
Jan-21										
Feb-21										
Mar-21										
Apr-21										
May-21										
Jun-21										
Branch Total FY21:	379	261	281	257	223	633	242	486	391	325
Branch Total FY20:	3,061	1,959	1,957	2,374	1,471	5,159	1,610	3,447	3,083	2,733
Average:	190	131	141	129	112	317	121	243	196	163

NEW PATRON CARDS													
FY2021	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Belmont	40	7											47
Broad Rock	25	4											29
East End	21	3											24
Ginter Park	11	1											12
Hull Street	36	2											38
Main	91	38											129
North Avenue	19	1											20
West End	28	9											37
Westover Hills	33	0											33
Online Reg E-Card	344	399											743
Total FY21:	648	464	-	-	-	-	-	-	-	-	-	-	1,112
Total FY20:	1,618	1,675	1,649	1,243	1,158	1,054	1,544	1,246	1,236	611	576	416	14,026

Richmond Public Library
FY21 Operating Budget
as of
August 31, 2020

ACCOUNT	DESCRIPTION	Budget	Actual and Encumbered 31-Aug-20	% Spent	Balance Available 31-Aug-20
60000	SALARIES - FULL TIME	\$ 2,716,927	\$ 426,043	15.7%	\$ 2,290,884
61000	SALARIES - PART TIME	\$ 325,198	\$ 54,826	16.9%	\$ 270,372
62000	SALARIES - TEMPORARY	\$ -	\$ 3,758	0.0%	\$ (3,758)
63000	FICA	\$ 188,612	\$ 31,581	16.7%	\$ 157,031
63001	RET CON RSRs	\$ 721,527	\$ 119,893	16.6%	\$ 601,634
63002	MEDCARE FICA	\$ 44,112	\$ 7,438	16.9%	\$ 36,674
63003	GROUP LIFE	\$ 17,000	\$ 2,760	16.2%	\$ 14,240
63006	H/C ACT TEMP	\$ 555,228	\$ 96,055	17.3%	\$ 459,173
63008	STATE UNEMPLOYMENT	\$ -	\$ -	0.0%	\$ -
63011	HEALTH SAVINGS	\$ -	\$ -	0.0%	\$ -
64104	EDUCATION PAY	\$ -	\$ -	0.0%	\$ -
64105	BONUS PAY	\$ -	\$ 55,000	0.0%	\$ (55,000)
64110	VRIP INCENTIVE	\$ -	\$ -	0.0%	\$ -
Personnel Expenses		\$ 4,568,604	\$ 797,354	17.5%	\$ 3,771,250
71141	BOOKS	\$ 519,105	\$ 219,423	42.3%	\$ 299,682
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 2,456	\$ -	0.0%	\$ 2,456
72122	MAGS & NEWSPAPER	\$ 29,277	\$ 12,512	42.7%	\$ 16,765
Collection Development		\$ 550,838	\$ 231,935	42.1%	\$ 318,903
70131	ADVERTISING	\$ 2,297	\$ -	0.0%	\$ 2,297
70161	PLANNING MGMT SERVICES	\$ 223,055	\$ 63,794	28.6%	\$ 159,261
70218	VEHICLE REPAIR	\$ 2,637	\$ -	0.0%	\$ 2,637
70311	PRINTED SUPPLIES	\$ 3,000	\$ -	0.0%	\$ 3,000
70413	MILEAGE ALLOWANCE	\$ 2,263	\$ -	0.0%	\$ 2,263
70551	SECURITY	\$ 294,553	\$ 269,284	91.4%	\$ 25,269
70552	CONTRACT AND TEMP PERSONNEL	\$ 22,000	\$ 20,126	91.5%	\$ 1,874
71012	OFFICE STATIONARY SUPPLIES	\$ 3,047	\$ 245	8.0%	\$ 2,802
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 19,220	\$ 1,357	7.1%	\$ 17,863
72113	POSTAGE	\$ 4,456	\$ (2,516)	-56.5%	\$ 6,972
72121	CONFERENCES & CON	\$ -	\$ -	0.0%	\$ -
72123	MEMBERSHIP DUES	\$ 677	\$ 6,980	1031.0%	\$ (6,303)
72124	TRAINING	\$ 297	\$ -	0.0%	\$ 297
72131	COMPUTER SUPPLIES	\$ 25,662	\$ 8,770	34.2%	\$ 16,892
72153	EQUIPMENT	\$ 12,200	\$ -	0.0%	\$ 12,200
73104	BANK FEES	\$ -	\$ 292	0.0%	\$ (292)
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
77103	FUEL-D/O VEHICLE	\$ 1,441	\$ 126	8.7%	\$ 1,315
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 82	16.7%	\$ 411
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
77501	DIT CHARGES	\$ -	\$ -	0.0%	\$ -
80001	DEPRECIATION	\$ -	\$ -	0.0%	\$ -
80004	BUILDINGS & STR	\$ -	\$ -	0.0%	\$ -
80006	EQUIPMENT & OFFICE MAINTENANCE	\$ 7,160	\$ (1,537)	-21.5%	\$ 8,697
80007	VEHICLE EXPENSES	\$ -	\$ -	0.0%	\$ -
95002	OPERATING TRANS	\$ -	\$ -	0.0%	\$ -
Other Expenses		\$ 624,458	\$ 367,003	58.8%	\$ 257,455
TOTAL GENERAL FUND		\$ 5,743,900	\$ 1,396,292	24.3%	\$ 4,347,607

Richmond Public Library
Foundation, Friends, Groups and Individual Donations
FY 2020-2021

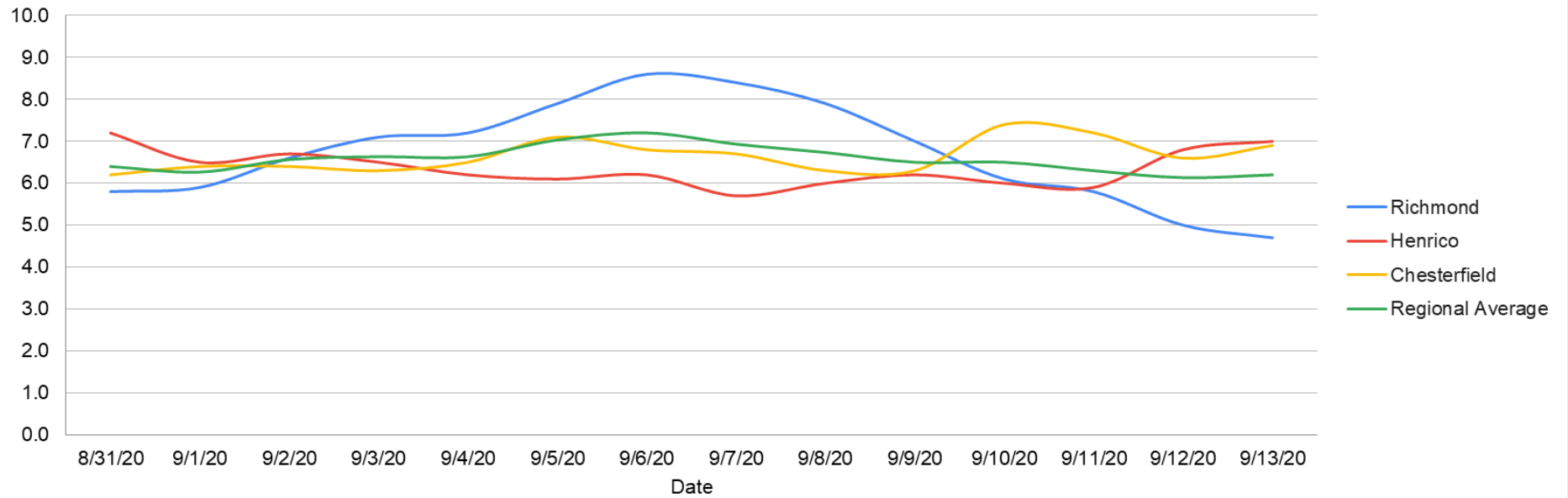
Consent Agenda: Pending Library Board Approval - Wednesday, September 23, 2020

Date	Donor Name	Current Month Amount	Purpose/Location	YTD Account Balance		
				Gift	Foundation	Friends
	<i>No Donations</i>					
	Monthly Total					
	YTD Total	\$ -	Year To Date Total	\$ -	\$ -	\$ -

Fourteen Day Positivity Rate for Richmond:

Date	Richmond	Henrico	Chesterfield	Regional Average	Weighted Averages	
8/31/20	5.8	7.2	6.2	6.4	6.2	
9/1/20	5.9	6.5	6.4	6.3	6.1	
9/2/20	6.6	6.7	6.4	6.6	6.6	
9/3/20	7.1	6.5	6.3	6.6	6.8	
9/4/20	7.2	6.2	6.5	6.6	6.9	
9/5/20	7.9	6.1	7.1	7.0	7.4	
9/6/20	8.6	6.2	6.8	7.2	7.8	
9/7/20	8.4	5.7	6.7	6.9	7.5	
9/8/20	7.9	6.0	6.3	6.7	7.2	
9/9/20	7.0	6.2	6.3	6.5	6.7	
9/10/20	6.1	6.0	7.4	6.5	6.3	
9/11/20	5.8	5.9	7.2	6.3	6.1	
9/12/20	5.0	6.8	6.6	6.1	5.7	
9/13/20	4.7	7.0	6.9	6.2	5.6	
9/14/20	-	-	-	-	-	
9/15/20						
9/16/20	-	-	-	-	-	
2-Week Average	6.7	6.4	6.7	Regional 2-Week Average:		6.6
				Weighted Regional 2-Week Average:		6.6

Richmond, Henrico, Chesterfield, and Regional Average Percent Positivity (Data courtesy VDH)



Daily Regional 2-Week Average vs. Weighted Regional 2-Week Average
(Variance)

