

RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES

October 28, 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, October 28, 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, October 27, 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-September 23, 2020 Regular Meeting
- Approval of Statistical Report
- Approval of Pending Gifts

Public Comment Period:

Reports: 12:00 p.m. Ms. DeBoer/Mr. Dishon
 • Library Friends Ms. Hansen
 • Library Foundation Mr. Firestine
 • Administration Reports

Board Committee Reports: 12:10 p.m. Mr. Yates
 • Chairman
 • Finance Committee
 • Facilities Committee Mr. Firestine
 • Governance Committee

Unfinished Business 12:30 p.m. Mr. Yates
 • Book for Discussion (time permitting)

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

Adjourn Mr. Yates

Next Meeting:
 December 2, 2020 Meeting - (Combined November/December)
 Electronic Meeting
 11:45 a.m.

Library Board Meeting Minutes - DRAFT
September 23, 2020

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

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

ABSENT: Janet Woody, 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 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 September 23, 2020 Agenda as submitted by roll call vote:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Chair William Yates – AYE</td> <td style="width: 50%;">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 – _____</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 style="text-align: center;">AYES: <u>8</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 – _____ | 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 – _____ | | | | | | | | | | |
| Sheron Carter-Gunter – AYE | Gail Zwirner – AYE | | | | | | | | | | |
| Brent Graves – AYE | | | | | | | | | | | |
| Consent Agenda | <p>Approve the August 26, 2020 Meeting Minutes, Current Financial and Statistical Reports and Deposited Donations Report as submitted by roll call vote.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Chair William Yates – AYE</td> <td style="width: 50%;">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 style="text-align: center;">AYES: <u>8</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 | None Present. | | | | | | | | | | |
| REPORTS | | | | | | | | | | | |
| Friends of the Library (FOL) | Mr. Firestine reported the Friends met last month to start planning for the Annual Meeting and see what that would be like to do a virtual meeting. | | | | | | | | | | |
| <u>Ruth DeBoer</u> | He also reported the members are trying to figure out how to proceed with their annual fall fundraising book sale, but is in a holding pattern as of now. | | | | | | | | | | |

| REPORTS (CONTINUED) | |
|---|---|
| <p>Library Foundation</p> <p><u>Karin Hansen</u></p> | <p>Ms. Hansen reported the second e-solicitation went out for donations in early September. Currently, gearing up for the fall mail solicitations with a focus on giving to increase the annual unrestricted funds and increasing donors.</p> <p>She also reported submitting a grant proposal to the Dominion Foundation hoping to receive funding to purchase more books for the RVA READS Program and curbside service.</p> <p>Ms. Hansen mentioned the annual audit has started and is in process.</p> |
| <p>Administration</p> <p><u>Scott Firestine</u></p> | <p>Highlights and Additions to Director’s Report:</p> <ul style="list-style-type: none"> • Yvonna Jones will retire on September 30 with 24 years of service. • HR has put a team together to streamline the hiring and approval process by using Neogov an electronic HR platform and will use a new software for online interviewing candidates to be COVID safe. • One employee in quarantine waiting on results. • Curbside Service is operating at approximately 70% when comparing to last year stats. Receiving positive feedback on virtual programs. • Online catalog interface has been updated during the closure. It is now located in the cloud and off of the City’s servers. |
| BOARD COMMITTEE REPORTS | |
| <p>Chair</p> <p><u>William Yates</u></p> | <p>No Report.</p> |
| <p>Finance</p> <p><u>Scott Firestine</u></p> | <p>Mr. Firestine reported the FY22 City budget process has begun. The City gave non-exempt employees a \$1,000 “hazard” bonus for all their hard work during the pandemic. This bonus is listed on the report. Salary employees did not receive a bonus. Mr. Firestine did give those employees four days of administrative leave.</p> <p>Mr. Firestine reviewed the financials explaining how funds are encumbered verses actual spent. He also reported on the Special Funds and Law Library.</p> |
| <p>Facilities</p> <p><u>Scott Firestine</u> <u>Janet Woody</u></p> | <p>Mr. Firestine reported the RFP Main Library Committee narrowed down the proposals to four vendors. The vendors will have an opportunity to present their proposals in the auditorium by social distancing for two hours each on September 28-29. Mr. Firestine put in a request to the Procurement Services Department (PSD) to see if a member of the Facilities Committee can also attend. He is waiting on an answer. Mr. Firestine mentioned last time the PSD denied the request. Once Mr. Firestine receives an answer, he will update Ms. Woody and the rest of the members.</p> <p>Ms. Clarke reported an architect was chosen to complete the repairs of the Hull Street Branch Library where a vehicle drove into the building on August 14.</p> |

BOARD COMMITTEE REPORTS (CONTINUED)

Governance

No Report.

Bill Yates

UNFINISHED BUSINESS

- Vice Chair Position and Appoint Committee Members:
 - Approve Christine Peterson as Vice Chair of the Library Board of Trustees:
Chair William Yates – AYE Christine Peterson – AYE
Emily Altman – AYE Garrett Sawyer – AYE
Barbara Burton – AYE Janet Woody – _____
Sheron Carter-Gunter – AYE Gail Zwirner – AYE
Brent Graves – AYE

AYES: 8 NOES: 0 ABSTAIN: 0 Approved Unanimously.

- Chair Yates appointed the following Committee Members with the consensus of the members present in the meeting:
 - Executive Committee: Chair William Yates, Vice Chair Christine Peterson, and Gail Zwirner
 - Facilities Committee: Chair Janet Woody, Sheron Carter-Gunter, Brent Graves, Gail Zwirner, and ex officio William Yates
 - Finance Committee: Chair Garrett Sawyer, Barbara Burton, Christine Peterson, and ex officio William Yates
 - Governance Committee: Chair Emily Altman and Janet Woody
 - Foundation Representative: Emily Altman and ex officio William Yates
 - Friends of the Library Representative: Barbara Burton
- Book Discussions: Mr. Yates suggested to start with *The Righteous Mind*, by Jonathan Haidt and be prepared to talk about the book at the October 28, 2020 meeting, time permitting. After completing, then the Board will discuss the VCU Common Book *One Person, No Vote* by Carol Anderson.
- The Board continued discussions on curbside versus opening to the public. Mr. Firestine, East End Branch Manager Adam Zimmerli, and Westover Hills Branch Manager Tori Nunnally were available to answer questions.

NEW BUSINESS

No New Business

There being no further business, the meeting was adjourned at 12:45 p.m. by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, October 28, 2020, by Electronic Meeting.

Approved: _____
Mr. William Yates, Chair

Recorder: Gianna Pack, Executive Assistant

Director's Report

October 2020

Director Activities:

| | |
|-----------|--|
| Sep 24 | VLA Conference – ZOOM |
| Sep 24 | ULC, Urban Library Council - Zoom Meeting |
| Sep 25 | 24/7 Human Service Response Discussion with DSS – MS Teams Meeting |
| Sep 28-29 | RFP 1 st Interview/Presentations with 4 Vendors – Main Library |
| Oct 1 | October 2020 Aging & Disabilities Advisory Board Meeting – MS Teams Meeting |
| Oct 6 | Greening RPL Team Meeting – ZOOM |
| Oct 7 | RPLF/Campaign Meeting – Virtual |
| Oct 7 | RPL Friends Board Meeting – Virtual |
| Oct 8 | CAFR Meeting – MS Teams Meeting |
| Oct 9 | CALD-Library Directors in the Capital Area – ZOOM |
| Oct 12 | Staff Development Training Half Day – ZOOM |
| Oct 12 | Operations Portfolio Team Meeting with DPU – MS Teams Meeting |
| Oct 13 | Last Evaluation Panel Meeting for RFP – Main Library |
| Oct 14-15 | IMLS Leadership Institute (School Readiness Project) – Virtual |
| Oct 15 | Introduction to E-rate sponsored by Library of Virginia Webinar – ZOOM |
| Oct 15 | Creating Space for Racial Healing: A Conversation with John A. Powell (the first session of ULC's Beyond Allyship Conversation Series) |
| Oct 16 | Greening Richmond Public Libraries Meeting – ZOOM |
| Oct 15 | Introduction to E-Rate Webinar Sponsored by LVA – ZOOM |
| Oct 19 | RVA GI Workshop – ZOOM |
| Oct 20 | E-Rate Webinar-Preparing for Funding Year 2021 – ZOOM |
| Oct 21 | Foundation Organization Committee Meeting – ZOOM |
| Oct 27 | RVAH2O Technical Stakeholder Meeting – ZOOM |

Hiring:

- Four FTE positions were posted on the City's website on October 4-18: one Library Associate position for the Westover Branch, two Senior Library Technician positions for the North Avenue and East End Branches, and one Library Technician position for the North Avenue Branch.
- Westover Hills Branch Library Technician Rose Smith was promoted to FTE effective October 24. This will leave a PTE vacancy at the Branch.
- Library Technician PTE Beverly Jackson resigned effective October 17 due to health issues. She had 28 years of service with RPL. This will leave a PTE vacancy at the Main Library in the Circulation Department.
- Foundation Grant Writer Karin Hansen submitted her resignation on October 20 to pursue a new opportunity. Her last day will be November 6.

Operations Status: Library service will remain in curbside service until the metro C-19 positivity rate gets below 5% and stays below 5% for a consistent period of time. After that time the library 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 Branches as the positivity lowers or stays at 5%. Currently, the positivity for the Richmond metro area is approximately 4%.

On October 19, the Main Library opened computer access by appointment from 10:00A-4:00P. Patrons will also be able to use walk up if computers are available. We are conducting temperature checks, keeping a log of patrons who enter the library for contact tracing, and requiring a COVID19 symptoms/exposure verification. Public restrooms are open for library computer users.

Director's Report (Continued)

October 2020

VCU Common Book Partnership Update: VCU's Common Book Program for 2020–2021 is *One Person, No Vote* by Carol Anderson. This important book dispels the myth of voter fraud and describes how voter suppression strategically targets people of color. The first book group met September 28.

The Main Library RFP Update: The Committee interviewed the top four vendors on September 28-29. Vendors pitched their proposals. The top four vendors were ranked and are moving towards negotiations.

Staff Development Day: On October 12, RPL held its Annual Staff Development Day from 9:00A-1:00P. This was held over ZOOM remotely and all Branches were able to participate virtually.

Richmond Public Schools (RPS)/Richmond Public Library (RPL) Partnerships Status: The RPL Youth Services (YS) Team continues to stay in close contact with RPS. In addition to the SOL enrichment activities for K-5 students provided on our website, we are also considering purchasing a new application to provide supplemental materials to middle and high school students. LibGuides, an application through our Springshare software, is a content curation platform through which RPL will be able to create subject, course, and topic guides using both physical and digital collections and a variety of media. The hope is that this will both highlight our resources based on common middle and high school subjects as well as streamline students' research for school.

After feedback from RPS teachers, we have put our Virtual Homework Help sessions on pause. We have learned that teachers are not assigning homework while school is being provided virtually. Instead, students are given classwork during which teachers and aides are available to help. RPL will continue to provide after-school engagement activities for students both virtually and as take-home activities. These include Movement Mondays, Young Writers Workshop, Teen Trivia, Lego Creators Club, comic and book Clubs, gaming events, Teen Advisory Group, take-home STEAM Culture Kits, and Teen Book Boxes.

Website Updates: The YS Team produced a virtual escape room that is available on the RPL website.

Upcoming Events (Must Register):

- **November 9:** James McBride with Kiki Petrosino – Read Up Richmond presents National Book Award winner & bestselling author James McBride, in conversation with Kiki Petrosino, audience Q&A to follow.
- **December 4:** An Evening with Danez Smith – Winner of the Forward Prize for Best Collection, the Midwest Booksellers Choice Award, and a finalist for the National Book Award. Danez's work has been featured widely, appearing on platforms such as BuzzFeed, The New York Times, PBS NewsHour, Best American Poetry, and Poetry Magazine.

Digital Services: Virtual programs continues to be very successful.

Ask-A-Librarian (August 31 – September 30):

| Questions via Chat | Questions via Text or Email | Total |
|--------------------|-----------------------------|-------|
| 31 | 43 | 74 |

RPL @ Home Newsletter (August 31 – September 30):

| Issue Date | Number of Subscribers | Grand Total of Emails Sent |
|------------|-----------------------|----------------------------|
| 9/04 | 13,918 | 13,918 |
| 9/11 | 13,835 | 27,753 |
| 9/18 | 13,809 | 41,562 |
| 9/25 | 13,798 | 55,360 |

Social Media (August 31 – September 30):

| Platform | Followers (Aug 31) | Followers (Sep 30) | Net Trend | New Posts | Total Post/Page Views |
|-----------|--------------------|--------------------|-----------|-----------|-----------------------|
| Facebook | 3,698 | 3,707 | +9 | 13 | 6,977 (approx.) |
| Instagram | 2,629 | 2,698 | +69 | 31 | N/A |
| Twitter | 1,439 | 1,447 | +8 | 79 | 517 |
| YouTube | 72 | 87 | +15 | 10 | 582 |

Other New Digital Programs:

- Homework Help (Children) – 0
- STEAM Culture Kits (Children) – 8
- Virtual Storytimes – 17
- Virtual Lego Club – 1
- Teen Book Boxes (Teen) – 4
- Virtual Teen Trivia (Teen) – 0
- Teen Advisory Group (Teen) – 2
- Anime Viewing Party (Teen) – 2
- Bunker Book Club (Adult) – 80 members, 12 active participants
- Bookologist – 16
- Binge Bags – 4
- Common Book Requests – 57
- Common Book Club – 4

| 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 | 3,675 | | | | | | | | | | 12,430 |
| 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 | 1,373 | | | | | | | | | | 4,734 |
| 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 | 1,493 | | | | | | | | | | 4,662 |
| 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 | 2,523 | | | | | | | | | | 8,550 |
| 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 | 916 | | | | | | | | | | 3,020 |
| 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 | 3,259 | | | | | | | | | | 12,230 |

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 | 695 | | | | | | | | | | 2,207 |
| 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 | 5,819 | | | | | | | | | | 19,408 |
| 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 | 5,627 | | | | | | | | | | 17,936 |
| 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 | 10,048 | | | | | | | | | | 31,271 |
| 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 | 35,428 | - | - | - | - | - | - | - | - | - | 116,448 |

| 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 | | | | | | | | | | 0 | 115 |
| Adult Attend | 0 | 0 | 0 | | | | | | | | | | 0 | 646 |
| Young Adult Programs | 0 | 0 | 0 | | | | | | | | | | 0 | 10 |
| Young Adult Attend | 0 | 0 | 0 | | | | | | | | | | 0 | 45 |
| Juvenile Programs | 0 | 0 | 0 | | | | | | | | | | 0 | 27 |
| Juvenile Attend | 0 | 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 | | | | | | | | | | 0 | 89 |
| Adult Attend | 0 | 0 | 0 | | | | | | | | | | 0 | 498 |
| Young Adult Programs | 0 | 0 | 0 | | | | | | | | | | 0 | 68 |
| Young Adult Attend | 0 | 0 | 0 | | | | | | | | | | 0 | 589 |
| Juvenile Programs | 0 | 0 | 0 | | | | | | | | | | 0 | 162 |
| Juvenile Attend | 0 | 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 | | | | | | | | | | | | | | |
| Adult Programs | 0 | 0 | 0 | | | | | | | | | | 0 | 350 |
| Adult Attend | 0 | 0 | 0 | | | | | | | | | | 0 | 2,080 |
| Young Adult Programs | 0 | 0 | 0 | | | | | | | | | | 0 | 22 |
| Young Adult Attend | 0 | 0 | 0 | | | | | | | | | | 0 | 84 |
| Juvenile Programs | 0 | 0 | 0 | | | | | | | | | | 0 | 130 |
| Juvenile Attend | 0 | 0 | 0 | | | | | | | | | | 0 | 777 |
| Total Attend | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,941 |
| Total Programs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 502 |

| PROGRAMS FY2021 (CONTINUED) | 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 | | | | | | | | | | 0 | 209 |
| Adult Attend | 0 | 0 | 0 | | | | | | | | | | 0 | 2,389 |
| Young Adult Programs | 0 | 0 | 0 | | | | | | | | | | 0 | 16 |
| Young Adult Attend | 0 | 0 | 0 | | | | | | | | | | 0 | 102 |
| Juvenile Programs | 0 | 0 | 0 | | | | | | | | | | 0 | 56 |
| Juvenile Attend | 0 | 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 | | | | | | | | | | 0 | 92 |
| Adult Attend | 0 | 0 | 0 | | | | | | | | | | 0 | 464 |
| Young Adult Programs | 0 | 0 | 0 | | | | | | | | | | 0 | 16 |
| Young Adult Attend | 0 | 0 | 0 | | | | | | | | | | 0 | 118 |
| Juvenile Programs | 0 | 0 | 0 | | | | | | | | | | 0 | 49 |
| Juvenile Attend | 0 | 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 | | | | | | | | | | 0 | 196 |
| Adult Attend | 0 | 0 | 0 | | | | | | | | | | 0 | 5,465 |
| Young Adult Programs | 0 | 0 | 0 | | | | | | | | | | 0 | 77 |
| Young Adult Attend | 0 | 0 | 0 | | | | | | | | | | 0 | 804 |
| Juvenile Programs | 0 | 0 | 0 | | | | | | | | | | 0 | 198 |
| Juvenile Attend | 0 | 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 (CONTINUED) | 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 | | | | | | | | | | 0 | 191 |
| Adult Attend | 0 | 0 | 0 | | | | | | | | | | 0 | 1,046 |
| Young Adult Programs | 0 | 0 | 0 | | | | | | | | | | 0 | 19 |
| Young Adult Attend | 0 | 0 | 0 | | | | | | | | | | 0 | 141 |
| Juvenile Programs | 0 | 0 | 0 | | | | | | | | | | 0 | 64 |
| Juvenile Attend | 0 | 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 Meets on the Patio) | | | | | | | | | | | | | | |
| Adult Programs | 1 | 1 | 1 | | | | | | | | | | 3 | 81 |
| Adult Attend | 6 | 6 | 6 | | | | | | | | | | 18 | 696 |
| Young Adult Programs | 0 | 0 | 0 | | | | | | | | | | 0 | 8 |
| Young Adult Attend | 0 | 0 | 0 | | | | | | | | | | 0 | 38 |
| Juvenile Programs | 0 | 0 | 0 | | | | | | | | | | 0 | 72 |
| Juvenile Attend | 0 | 0 | 0 | | | | | | | | | | 0 | 951 |
| Total Attend | 6 | 6 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 18 | 1,685 |
| Total Programs | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 161 |
| Westover Hills | | | | | | | | | | | | | | |
| Adult Programs | 0 | 0 | 0 | | | | | | | | | | 0 | 183 |
| Adult Attend | 0 | 0 | 0 | | | | | | | | | | 0 | 3,167 |
| Young Adult Programs | 0 | 0 | 0 | | | | | | | | | | 0 | 11 |
| Young Adult Attend | 0 | 0 | 0 | | | | | | | | | | 0 | 161 |
| Juvenile Programs | 0 | 0 | 0 | | | | | | | | | | 0 | 131 |
| Juvenile Attend | 0 | 0 | 0 | | | | | | | | | | 0 | 3,683 |
| Total Attend | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7,011 |
| Total Programs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 325 |
| Grand Total Attend | 6 | 6 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 18 | 55,095 |
| Grand Total Programs | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 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 | 183 | | | | | | | | | | 562 |
| Broad Rock Workstation | 365 | - | - | | | | | | | | | | 365 |
| WIFI | 238 | 87 | 84 | | | | | | | | | | 409 |
| East End Workstation | 311 | - | - | | | | | | | | | | 311 |
| WIFI | 325 | 169 | 145 | | | | | | | | | | 639 |
| Ginter Park Workstation | 275 | - | - | | | | | | | | | | 275 |
| WIFI | 357 | 216 | 203 | | | | | | | | | | 776 |
| Hull Street Workstation | 250 | - | - | | | | | | | | | | 250 |
| WIFI | 346 | 174 | 372 | | | | | | | | | | 892 |
| Main Workstation | 539 | - | - | | | | | | | | | | 539 |
| Childrens Workstation | - | - | - | | | | | | | | | | - |
| WIFI | 1,247 | 641 | 833 | | | | | | | | | | 2,721 |
| North Avenue Workstation | 214 | - | - | | | | | | | | | | 214 |
| WIFI | 384 | 128 | 139 | | | | | | | | | | 651 |
| West End Workstation | 207 | - | - | | | | | | | | | | 207 |
| WIFI | 235 | 129 | 203 | | | | | | | | | | 567 |
| Westover Hills Workstation | 231 | - | - | | | | | | | | | | 231 |
| WIFI | 326 | 203 | 255 | | | | | | | | | | 784 |
| TOTALS FY21: | 6,509 | 1,836 | 2,417 | | | | | | | | | | 10,762 |
| 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 | 218 | 121 | 142 | 157 | 85 | 418 | 107 | 285 | 185 | 248 |
| Oct-20 | | | | | | | | | | |
| Nov-20 | | | | | | | | | | |
| Dec-20 | | | | | | | | | | |
| Jan-21 | | | | | | | | | | |
| Feb-21 | | | | | | | | | | |
| Mar-21 | | | | | | | | | | |
| Apr-21 | | | | | | | | | | |
| May-21 | | | | | | | | | | |
| Jun-21 | | | | | | | | | | |
| Branch Total FY21: | 597 | 382 | 423 | 414 | 308 | 1,051 | 349 | 771 | 576 | 573 |
| Branch Total FY20: | 3,061 | 1,959 | 1,957 | 2,374 | 1,471 | 5,159 | 1,610 | 3,447 | 3,083 | 2,733 |
| Average: | 199 | 127 | 141 | 138 | 103 | 350 | 116 | 257 | 192 | 191 |

| NEW PATRON CARDS | | | | | | | | | | | | | |
|--------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|------------|------------|------------|---------------|
| FY2021 | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | Total |
| Belmont | 40 | 7 | 16 | | | | | | | | | | 63 |
| Broad Rock | 25 | 4 | 6 | | | | | | | | | | 35 |
| East End | 21 | 3 | 3 | | | | | | | | | | 27 |
| Ginter Park | 11 | 1 | 2 | | | | | | | | | | 14 |
| Hull Street | 36 | 2 | 7 | | | | | | | | | | 45 |
| Main | 91 | 38 | 44 | | | | | | | | | | 173 |
| North Avenue | 19 | 1 | 7 | | | | | | | | | | 27 |
| West End | 28 | 9 | 14 | | | | | | | | | | 51 |
| Westover Hills | 33 | 0 | 5 | | | | | | | | | | 38 |
| Online Reg E-Card | 344 | 399 | 613 | | | | | | | | | | 1,356 |
| Total FY21: | 648 | 464 | 717 | | | | | | | | | | 1,829 |
| 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
 September 30, 2020

| ACCOUNT | DESCRIPTION | Budget | Actual and | | Balance Available |
|---------|--------------------------------|---------------------|---------------------|--------------|---------------------|
| | | | Encumbered | % | |
| | | | 30-Sep-20 | Spent | 30-Sep-20 |
| 60000 | SALARIES - FULL TIME | \$ 2,716,927 | \$ 525,969 | 19.4% | \$ 2,190,958 |
| 61000 | SALARIES - PART TIME | \$ 325,198 | \$ 53,973 | 16.6% | \$ 271,225 |
| 62000 | SALARIES - TEMPORARY | \$ - | \$ 14,493 | 0.0% | \$ (14,493) |
| 63000 | FICA | \$ 188,612 | \$ 38,304 | 20.3% | \$ 150,308 |
| 63001 | RET CON RSRs | \$ 721,527 | \$ 145,144 | 20.1% | \$ 576,383 |
| 63002 | MEDCARE FICA | \$ 44,112 | \$ 8,958 | 20.3% | \$ 35,154 |
| 63003 | GROUP LIFE | \$ 17,000 | \$ 4,109 | 24.2% | \$ 12,891 |
| 63006 | H/C ACT TEMP | \$ 555,228 | \$ 117,978 | 21.2% | \$ 437,250 |
| 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 | \$ 963,927 | 21.1% | \$ 3,604,676 |
| 71141 | BOOKS | \$ 519,105 | \$ 243,993 | 47.0% | \$ 275,112 |
| 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 | \$ 256,505 | 46.6% | \$ 294,333 |
| 70131 | ADVERTISING | \$ 2,297 | \$ - | 0.0% | \$ 2,297 |
| 70161 | PLANNING MGMT SERVICES | \$ 223,055 | \$ 63,965 | 28.7% | \$ 159,090 |
| 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 | \$ 269,493 | 91.5% | \$ 25,060 |
| 70552 | CONTRACT AND TEMP PERSONNEL | \$ 22,000 | \$ 20,852 | 94.8% | \$ 1,148 |
| 71012 | OFFICE STATIONARY SUPPLIES | \$ 3,047 | \$ 245 | 8.0% | \$ 2,802 |
| 71016 | ADVERTISING | \$ - | \$ - | 0.0% | \$ - |
| 71143 | LIBRARY OPERATING SUPPLIES | \$ 19,220 | \$ 1,073 | 5.6% | \$ 18,147 |
| 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 | \$ 10,328 | 40.2% | \$ 15,334 |
| 72153 | EQUIPMENT | \$ 12,200 | \$ - | 0.0% | \$ 12,200 |
| 73104 | BANK FEES | \$ - | \$ 438 | 0.0% | \$ (438) |
| 76119 | PAGERS | \$ - | \$ - | 0.0% | \$ - |
| 77103 | FUEL-D/O VEHICLE | \$ 1,441 | \$ 259 | 18.0% | \$ 1,182 |
| 77104 | VEHICLE MONTHLY STANDING | \$ 493 | \$ 123 | 25.0% | \$ 370 |
| 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 | \$ 369,703 | 59.2% | \$ 254,755 |
| | TOTAL GENERAL FUND | \$ 5,743,900 | \$ 1,590,135 | 27.7% | \$ 4,153,764 |

RICHMOND PUBLIC LIBRARIES - General Fund Budget

Monthly Budget Report September 30, 2020

| <u>General Fund Revenue</u> | <u>FY2020-21</u> | | <u>% Recognized</u> | <u>Unrecognized</u> |
|------------------------------------|-------------------------|--------------------------|----------------------------|----------------------------|
| | <u>Budget</u> | <u>Actual YTD</u> | | |
| Lost and Damage Books | \$ 21,782 | \$ 383 | 2% | \$ 21,399 |
| Overdue Book Fines | \$ 66,121 | \$ - | 0% | \$ 66,121 |
| Reservation - Book Records | \$ 500 | \$ 15 | 3% | \$ 485 |
| Room Rental Fees | \$ 300 | \$ - | 0% | \$ 300 |
| Sales Copy Centers | \$ 17,476 | \$ 394 | 2% | \$ 17,082 |
| State Library Aide | \$ 170,000 | \$ - | 0% | \$ 170,000 |
| | <u>\$ 276,179</u> | <u>\$ 792</u> | <u>0%</u> | <u>\$ 275,387</u> |

General Fund Operating

| | <u>FY2020-21</u> | | <u>% Expended</u> | <u>Unobligated</u> |
|--------------------|----------------------------|----------------------------|--------------------------|----------------------------|
| | <u>Budget</u> | <u>Actual YTD</u> | | |
| Personnel | \$ 3,042,125 | \$ 649,435 | 21% | \$ 2,392,690 |
| Fringes | \$ 1,526,479 | \$ 314,493 | 21% | \$ 1,211,986 |
| Books/Materials | \$ 550,838 | \$ 256,505 | 47% | \$ 294,333 |
| Operating Expenses | \$ 624,458 | \$ 369,703 | 59% | \$ 254,755 |
| Total | <u>\$ 5,743,900</u> | <u>\$ 1,590,135</u> | <u>28%</u> | <u>\$ 4,153,764</u> |

Encumbrances YTD **\$ 450,310**

RICHMOND PUBLIC LIBRARIES - Special Fund Budget

| <u>Special Fund Revenue</u> | <u>FY2020-21</u> | | <u>% Recognized</u> | <u>Unrecognized</u> |
|------------------------------------|---------------------------|--------------------------|----------------------------|----------------------------|
| | <u>Anticipated</u> | <u>Actual YTD</u> | | |
| 00314 - Gift to the Library | \$ 140,000 | \$ 3,049 | 2% | \$ 136,951 |
| 00308 - Verizon E-Rate Grant | \$ 89,000 | \$ - | 0% | \$ 89,000 |
| 00309 - Public Law Library | \$ 298,000 | \$ 20,532.00 | 7% | \$ 277,468 |
| 00311 - Gates Foundation | \$ - | \$ - | 0% | \$ - |
| 00312 - RPL Foundation | \$ 16,200 | \$ 8,685 | 54% | \$ 7,515 |
| 00313 - Friends of the RPL | \$ 22,000 | \$ - | 0% | \$ 22,000 |
| 00000 - Grade Level Reading | \$ - | \$ - | 0% | \$ - |
| | <u>\$ 565,200</u> | <u>\$ 32,266</u> | <u>6%</u> | <u>\$ 532,934</u> |

| <u>Special Fund Expenditures</u> | <u>FY20 Rollover & FY21 Receipts</u> | | <u>FY2020-21 Actual YTD</u> | <u>% Expended</u> | <u>Unobligated</u> |
|---|---|------------------|------------------------------------|--------------------------|---------------------------|
| | | | | | |
| 00314 - Gift to the Library | \$ 111,175 | \$ (4,579) | \$ - | -4% | \$ 115,754 |
| 00308 - Verizon E-Rate Grant | \$ (40,132) | \$ 16,689 | \$ - | -42% | \$ (56,821) |
| 00309 - Public Law Library | \$ (45,933) | \$ 8,888 | \$ - | -19% | \$ (54,821) |
| Personnel | | | \$ 10,778 | | |
| Fringes | | | \$ 3,353 | | |
| Books/Materials | | | \$ (5,242) | | |
| Operating Expenses | | | \$ - | | |
| 00311 - Gates Foundation | \$ 12,576 | \$ - | \$ - | 0% | \$ 12,576 |
| 00312 - RPL Foundation | \$ (85,230) | \$ 4,914 | \$ - | -6% | \$ (90,144) |
| 00313 - Friends of the RPL | \$ 64,262 | \$ 6,690 | \$ - | 10% | \$ 57,572 |
| | <u>\$ 16,718</u> | <u>\$ 32,602</u> | <u>\$ -</u> | <u>195%</u> | <u>\$ (15,884)</u> |

Encumbrances YTD **\$ 24,573**

**Richmond Public Library
Foundation, Friends, Groups, and Individual Donations Report
FY2020**

Consent Agenda: Deposited Gifts Over \$100 Shown
as of October 28, 2020

| Date of Check | Donor Name | Current Month Amount | Purpose/Location |
|----------------------|--|-----------------------------|-------------------------------|
| 29-Jun-20 | City of Richmond Public Library Foundation | \$2,684.75 | Programming |
| 29-Jun-20 | City of Richmond Public Library Foundation | \$6,000.00 | Curator / Special Collections |
| | | | |
| | | | |
| | | | |
| | Monthly Total: | \$8,684.75 | |

Note: Deposited in FY2021. City Finance Department reversed posting to FY2020 referenceing check date.

**Annual Staff Development Training Day
October 12, 2020**

| | | |
|---------------|---|---|
| 9:00A-9:15A | Open, Introductions, Welcome | Bill Yates Board Chair |
| 9:15A-9:45A | Main/Branch/Department Updates and Introductions | |
| 9:45A-10:10A | State of the Library | Scott Firestine Library Director |
| 10:10A-10:20A | Break | |
| 10:25A-11:15A | “Building a new library and not wasting a pandemic.” Recorded. | Dr. David Lankes USC SLIS |
| 11:15A-11:30A | Break | |
| 11:30P-12:15P | Staff Morale Building Trivia Competition | Naomi D’Archangel Library Technician |
| 12:15P-1:00P | Lunch and Department/Location Meetings | |
| 1:00P-5:00P | Resume Curbside Materials Pickup for Patrons | |