

RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES

December 2, 2020
(November/December Combined Meeting)

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, December 2, 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, December 1, 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-October 28, 2020 Regular Meeting
- Approval of Statistical Report
- Approval of Pending Gifts Report

Public Comment Period:

Reports: 12:00 p.m. Ms. DeBoer/Mr. Dishon

- Library Friends Mr. Firestine
- Library Foundation Mr. Firestine
- Administration Reports

Board Committee Reports: 12:10 p.m. Mr. Yates

- Chairman
- Finance Committee Mr. Firestine
- Facilities Committee
- Governance Committee

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

- Book for Discussion (time permitting)

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

- Approve the CY2021 Meeting Dates
- Approve the CY2021 RPL Holiday Schedule
- Discuss/Approve RPL Closing on Saturday, December 26, 2020

Adjourn Mr. Yates

Next Meeting:
January 27, 2021 Meeting
Main Library/Electronic Meeting
11:45 a.m.

Library Board Meeting Minutes - DRAFT
October 28, 2020

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

STAFF: Scott Firestine, Attorney Laura Drewry, Cheryl Clarke, Karin Hansen, Tori Nunnally, Gianna Pack, Adam Zimmerli and Friends of the Library Chair Ruth DeBoer

GUESTS: Foundation President Trevor Cox and Vice President John Ulmschneider

ABSENT: Brent Graves, Garrett Sawyer

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 October 28, 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 – _____</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 – _____</td> <td></td> </tr> </table> <p style="text-align: center;">AYES: <u>7</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 – _____	Barbara Burton – AYE	Janet Woody – AYE	Sheron Carter-Gunter – AYE	Gail Zwirner – AYE	Brent Graves – _____	
Chair William Yates – AYE	Christine Peterson – AYE										
Emily Altman – AYE	Garrett Sawyer – _____										
Barbara Burton – AYE	Janet Woody – AYE										
Sheron Carter-Gunter – AYE	Gail Zwirner – AYE										
Brent Graves – _____											
Consent Agenda	<p>Approve the September 24, 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 – _____</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 – _____</td> <td></td> </tr> </table> <p style="text-align: center;">AYES: <u>7</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 – _____	Barbara Burton – AYE	Janet Woody – AYE	Sheron Carter-Gunter – AYE	Gail Zwirner – AYE	Brent Graves – _____	
Chair William Yates – AYE	Christine Peterson – AYE										
Emily Altman – AYE	Garrett Sawyer – _____										
Barbara Burton – AYE	Janet Woody – AYE										
Sheron Carter-Gunter – AYE	Gail Zwirner – AYE										
Brent Graves – _____											
Introductions and Guests	<p>Chair Yates introduced and welcomed the RPL Foundation’s President Trevor Cox and Vice President John Ulmschneider to the meeting and thanked them for the Foundation’s support.</p>										
Public Comment Period	<p>None Present</p>										

REPORTS

<p>Friends of the Library (FOL)</p> <p><u>Ruth DeBoer</u></p>	<p>Ms. DeBoer reported the pandemic has stalled much of their friend and fund raising activities. The Friends of the Library (FOL) will not have a fall or end of year book sale. Once all the 2020 election mail has moved through the postal system, the Friends will send out their annual membership letter asking for additional funds and letting people know what is going on with the Library. The FOL fall newsletter was mailed in early October and promoted many of the virtual events that will take place.</p> <p>Ms. DeBoer also reported the annual meeting is on hold until the spring. She will update the LBOT when it will occur early next year.</p>
<p>Library Foundation</p> <p><u>Karin Hansen</u></p>	<p>Chair Yates announced Ms. Hansen will be leaving the Library on November 6 to pursue another opportunity. He thanked Ms. Hansen for her service. She has been a great asset to both the Foundation Board as well as the LBOT and will be missed.</p> <p>Ms. Hansen thanked the members for all their support. She will wrap up all loose ends before leaving.</p> <p>Ms. Zwirner inquired if the Grant Writer position can be posted. Mr. Firestine mentioned the Grant Writer position is a funded position and will be posted as soon as possible.</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"> • HR is piloting a new process of interviewing candidates using the Spark Hire SAAS. This should improve and streamline the hiring process for RPL. • The Main Library has opened for use computers by appointment. Patrons may walk up, email, or telephone to reserve a computer for an hour. Branches will begin this service November 9. <p>Limited public access is considered with a “grab and go” model. The challenge with this model is lack of staff. This will cause curbside service to stop when grab and go starts. Chair Yates suggested splitting up the day as part curbside hours and part grab and go hours. Mr. Firestine will research. Curbside service and computers by appointment can run together with the manpower currently in place.</p> <ul style="list-style-type: none"> • Ms. Carter-Gunter inquired about cleaning protocol established before opening up to the public. Mr. Firestine responded the cleaning and mitigation is provided by City contractors. The City provides a standard cleaning and on a weekly basis, does an electrostatic fogging spray once a week. Contract cleaning staff will not wipe down computers workstations per their contract with the City. RPL provides Lysol wipes to patrons who wish to sanitize the computer workstation before use. • Chair Yates mentioned curbside is doing great operating at 70% circulation under the circumstances. He also noted looking at circulation numbers, North Avenue and Hull Street Branches seem to do much better when the doors are open. • Moving forward, Chair Yates recommends assessing other locations that could open such as Broad Rock, East End, North Avenue, and Hull Street Branches.

BOARD COMMITTEE REPORTS

<p>Chair <u>William Yates</u></p>	<p>Chair Yates attended the Library Staff Development Day virtually on October 12. He welcomed the opportunity to address Library staff to thank them for all their hard work and extended hearty appreciation on behalf of the LBOT members.</p> <p>Chair Yates also mentioned there will be a joint retreat meeting with Vice Chair Christine Peterson, Foundation Representative Emily Altman and himself along with the leadership members of the Foundation Board on October 31 at the Main Library.</p>
<p>Finance Chair <u>Garrett Sawyer</u></p> <p><u>Scott Firestine</u></p>	<p>Chair Yates announced the new Budget process is underway and the Finance Committee will need to start meeting.</p> <p>Mr. Firestine reported the Budget process schedule is determined by City of Richmond (COR) Budget and Strategic Planning. The Pandemic will play a big role in the outcome of the FY22 Budget. Chair Yates recommends LBOT members to reach out to Council members and advocate once the Budget process starts and asked Ms. Zwirner to help with that effort.</p> <p>Chair Yates asked Mr. Firestine to reach out to Mr. Sawyer after the COR City Council elections to start the Finance Committee meetings.</p>
<p>Facilities Chair <u>Janet Woody</u></p> <p><u>Scott Firestine</u></p>	<p>RFP Main Master Plan: Mr. Firestine reported the second round of interviews took place with the four vendors. Currently working with Procurement on negotiations.</p> <p>RVAH2O: Mr. Firestine shared RVAH2O is making progress at Broad Rock, North Avenue, and West End Branches.</p>
<p>Governance Chair <u>Emily Altman</u></p>	<p>No Report.</p>

UNFINISHED BUSINESS

- Book discussion.
- The Board continued discussions on the level of reopening the Library where safety and service is a priority to both staff and to the public.

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.

There is no meeting in November. The next meeting will be held on Wednesday, December 2, 2020, by Electronic Meeting.

Approved: _____

Mr. William Yates, Chair

Recorder: Gianna Pack, Executive Assistant

Director's Report

November 2020

Director Activities:

Oct. 29	Participated in FY22 Budget Submission Q&A Meeting – Virtual
Oct. 29	Participated in FY22-26 CIP Discussion with Budget – Virtual
Oct. 31	RPL Foundation Held an Organization Retreat – Main Library (9A-12P)
Nov. 3	Main Open for Voting. All Other RPL Locations Closed – Holiday
Nov. 4	RPL Friends Board Meeting – Main Library
Nov. 5	Participated on the 2020 Aging & Disabilities Advisory Board Meeting – Virtual
Nov. 6	Participated on the Greening Richmond Public Libraries Team Meeting – Virtual
Nov. 9	READ UP Richmond: James McBride with Kiki Petrosino Online Discussion
Nov. 10	Conference Call with Sirsi Dynix on RCPL Enterprise Call 2
Nov. 11	Veterans Day – All RPL Locations Closed
Nov. 13	CALD Meeting – Virtual
Nov. 16	Richmond Library RFP Evaluation Meeting – Virtual
Nov. 17	Records Retention Meeting with CAO's Office – Virtual
Nov. 18	RPS Northside/West End Regional Hub Launch Meeting – Virtual
Nov. 23	RVAH2O-Internal Stakeholders Meeting with DPU – Virtual
Nov. 26-27	Thanksgiving Holiday – All RPL Locations Closed

Hiring: RPL continues to see attrition in staffing. The VRIP, COVID19 and general staff turnover is higher than usual. We have a vacancy of nearly 30% of the FTE's authorized for FY21. This has a significant impact on the Library and our ability to operate.

Interviews for the Westover Hills Branch Library Associate are complete and waiting on candidate's acceptance of offer. Interviews for the North Avenue Branch Library Technician was completed November 20 and the Library Technician, Senior position was completed on November 23. Interview for the East End Library Technician, Senior position was completed on November 23

Operations: The Main Library continues computers by appointment to the express pick up we offer for books and other materials. Patrons may enter the Main Library after committing to a temperature check, C-19 checklist, and signing in for contact tracing to use the computer for one hour.

Richmond Public Schools (RPS)/Richmond Public Library (RPL) Partnerships Status: The RPL Youth Services (YS) Team continues to stay in close contact with RPS. There is nothing new to report at this time.

RPL's Partnership with RVAH2O: RPL's partnership with RVAH2O for the greening of Richmond Public Library met on November 6 with DEQ to review progress and present storm water mitigation activities at the West End, North Avenue, and Broad Rock Branch Libraries.

Thanksgiving Holiday: On November 24, The Office of the Press Secretary announced City of Richmond Government Office Holiday Closing Information. Mayor Stoney provided four (4) additional holiday hours off for all City employees for November 25. RPL provided curbside service and use computers by appointment from 10:00 a.m. to 1:00 p.m.

Upcoming Events (Must Register):

- **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 (September 30 – October 31):

Questions via Chat	Questions via Text or Email	Total
25	54	79

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

Issue Date	Number of Subscribers	Grand Total of Emails Sent
10/2	24,545	24,545
10/9	24,449	48,994
10/16	24,387	73,381
10/23	24,323	97,704
10/30	24,254	121,958

Social Media (September 30 – October 31):

Platform	Followers (Sep 30)	Followers (Oct 31)	Net Trend	New Posts	Total Post/Page Views
Facebook	3,707	3,740	+33	8	3,758 (approx.)
Instagram	2,698	2,775	+77	35	N/A
Twitter	1,447	1,462	+15	50	289
YouTube	72	87	+15	10	582

Other New Digital Programs:

- STEAM Culture Kits (Children) – 41
- Virtual Storytimes – 60
- Virtual Lego Club – 5
- Teen Advisory Group (Teen) – 3
- Be the Change Social Justice Book Club for Teens – 5
- Gaming @ the Library – 5
- Virtual Cat Café – 3
- Virtual Teen Trivia – 4
- Tween Comics Club – 2
- Halloween Crafty Hour Kit – 105
- Bunker Book Club (Adult) – 84 members, 11 active participants
- Bookologist – 17
- Binge Bags – 3
- Common Book Requests – 57
- Common Book Club – 4
- Group Discussions of “One Person, No Vote” – 12
- Q&A with Carol Anderson – 20
- “Suppressed” Film Screening and Panel Discussion – 90
- The Midnight Society Storytelling Event – 25
- Gellman Room Concert – 20
- Rosa Bowser Lecture – 72

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	3,715									16,145
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	1,277									6,011
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	1,493									6,155
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	2,227									10,777
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	1,231									4,251
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	3,252									15,482

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	526									2,733
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	5,107									24,515
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	5,513									23,449
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	9,340									40,611
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	33,681									150,129

DOOR COUNT	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	1,865	-	-	-									1,865
Broad Rock	1,398	-	-	-									1,398
East End	2,229	-	-	-									2,229
Ginter Park	1,261	-	-	-									1,261
Hull Street	1,208	-	-	-									1,208
Main	2,895	-	-	-									2,895
North Avenue	1,025	-	-	-									1,025
West End	1,678	-	-	-									1,678
Westover Hills	1,518	-	-	-									1,518
TOTALS FY21:	15,077	-	-	-									15,077
TOTALS FY20:	81,759	79,026	71,250	70,158	57,245	52,729	62,154	64,890	30,917	0	0	0	570,128
TOTALS FY19:	70,641	73,411	62,975	66,230	62,257	48,425	63,139	60,259	67,552	68,862	67,399	70,910	782,060

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									0	115
Adult Attend	0	0	0	0									0	646
Young Adult Programs	0	0	0	0									0	10
Young Adult Attend	0	0	0	0									0	45
Juvenile Programs	0	0	0	0									0	27
Juvenile Attend	0	0	0	0									0	473
Total Attend	0	1,164												
Total Programs	0	152												
Broad Rock														
Adult Programs	0	0	0	0									0	89
Adult Attend	0	0	0	0									0	498
Young Adult Programs	0	0	0	0									0	68
Young Adult Attend	0	0	0	0									0	589
Juvenile Programs	0	0	0	0									0	162
Juvenile Attend	0	0	0	0									0	2,745
Total Attend	0	3,832												
Total Programs	0	319												
East End														
Adult Programs	0	0	0	0									0	350
Adult Attend	0	0	0	0									0	2,080
Young Adult Programs	0	0	0	0									0	22
Young Adult Attend	0	0	0	0									0	84
Juvenile Programs	0	0	0	0									0	130
Juvenile Attend	0	0	0	0									0	777
Total Attend	0	2,941												
Total Programs	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									0	209
Adult Attend	0	0	0	0									0	2,389
Young Adult Programs	0	0	0	0									0	16
Young Adult Attend	0	0	0	0									0	102
Juvenile Programs	0	0	0	0									0	56
Juvenile Attend	0	0	0	0									0	690
Total Attend	0	3,181												
Total Programs	0	281												
Hull Street														
Adult Programs	0	0	0	0									0	92
Adult Attend	0	0	0	0									0	464
Young Adult Programs	0	0	0	0									0	16
Young Adult Attend	0	0	0	0									0	118
Juvenile Programs	0	0	0	0									0	49
Juvenile Attend	0	0	0	0									0	584
Total Attend	0	1,166												
Total Programs	0	157												
Main														
Adult Programs	0	0	0	0									0	196
Adult Attend	0	0	0	0									0	5,465
Young Adult Programs	0	0	0	0									0	77
Young Adult Attend	0	0	0	0									0	804
Juvenile Programs	0	0	0	0									0	198
Juvenile Attend	0	0	0	0									0	4,039
Total Attend	0	10,308												
Total Programs	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									0	191
Adult Attend	0	0	0	0									0	1,046
Young Adult Programs	0	0	0	0									0	19
Young Adult Attend	0	0	0	0									0	141
Juvenile Programs	0	0	0	0									0	64
Juvenile Attend	0	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) and Pumpkin Patch Outside Event														
Adult Programs	1	1	1	1									4	81
Adult Attend	6	6	6	6									24	696
Young Adult Programs	0	0	0	0									0	8
Young Adult Attend	0	0	0	0									0	38
Juvenile Programs	0	0	0	1									1	72
Juvenile Attend	0	0	0	30									30	951
Total Attend	6	6	6	36	0	54	1,685							
Total Programs	1	1	1	2	0	5	161							
Westover Hills														
Adult Programs	0	0	0	0									0	183
Adult Attend	0	0	0	0									0	3,167
Young Adult Programs	0	0	0	0									0	11
Young Adult Attend	0	0	0	0									0	161
Juvenile Programs	0	0	0	0									0	131
Juvenile Attend	0	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	36	0	54	55,095							
Grand Total Programs	1	1	1	2	0	5	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	221									783
Broad Rock Workstation	365			90									455
WIFI	238	87	84	143									552
East End Workstation	311	-	-	-									311
WIFI	325	169	145	158									797
Ginter Park Workstation	275												275
WIFI	357	216	203	309									1,085
Hull Street Workstation	250	-	-	-									250
WIFI	346	174	372	373									1,265
Main Workstation	539												539
Childrens Workstation													-
WIFI	1,247	641	833	768									3,489
North Avenue Workstation	214												214
WIFI	384	128	139	104									755
West End Workstation	207												207
WIFI	235	129	203	287									854
Westover Hills Workstation	231												231
WIFI	326	203	255	207									991
TOTALS FY21:	6,509	1,836	2,417	2,660									13,422
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	361	227	248	255	198	501	225	405	317	194
Nov-20										
Dec-20										
Jan-21										
Feb-21										
Mar-21										
Apr-21										
May-21										
Jun-21										
Branch Total FY21:	958	609	671	669	506	1,552	574	1,176	893	767
Branch Total FY20:	3,061	1,959	1,957	2,374	1,471	5,159	1,610	3,447	3,083	2,733
Average:	240	152	168	167	127	388	144	294	223	192

NEW PATRON CARDS													
FY2021	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Belmont	40	7	16	9									72
Broad Rock	25	4	6	10									45
East End	21	3	3	8									35
Ginter Park	11	1	2	6									20
Hull Street	36	2	7	7									52
Main	91	38	44	41									214
North Avenue	19	1	7	6									33
West End	28	9	14	17									68
Westover Hills	33	0	5	4									42
Online Reg E-Card	344	399	613	347									1,703
Total FY21:	648	464	717	455	-	-	-	-	-	-	-	-	2,284
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
 October 31, 2020

ACCOUNT	DESCRIPTION	Budget	Actual and		Balance Available
			Encumbered	%	
			31-Oct-20	Spent	31-Oct-20
60000	SALARIES - FULL TIME	\$ 2,716,927	\$ 823,880	30.3%	\$ 1,893,046
61000	SALARIES - PART TIME	\$ 325,198	\$ 84,234	25.9%	\$ 240,964
62000	SALARIES - TEMPORARY	\$ -	\$ 24,294	0.0%	\$ (24,294)
63000	FICA	\$ 188,612	\$ 58,613	31.1%	\$ 129,999
63001	RET CON RSRs	\$ 721,527	\$ 220,015	30.5%	\$ 501,512
63002	MEDCARE FICA	\$ 44,112	\$ 13,708	31.1%	\$ 30,404
63003	GROUP LIFE	\$ 17,000	\$ 5,458	32.1%	\$ 11,542
63006	H/C ACT TEMP	\$ 555,228	\$ 161,824	29.1%	\$ 393,404
63008	STATE UNEMPLOYMENT	\$ -	\$ -	0.0%	\$ -
63011	HEALTH SAVINGS	\$ -	\$ -	0.0%	\$ -
64104	EDUCATION PAY	\$ -	\$ -	0.0%	\$ -
64105	BONUS PAY	\$ -	\$ -	0.0%	\$ -
64110	VRIP INCENTIVE	\$ -	\$ -	0.0%	\$ -
	Personnel Expenses	\$ 4,568,604	\$ 1,392,027	30.5%	\$ 3,176,577
71141	BOOKS	\$ 519,105	\$ 309,101	59.5%	\$ 210,004
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	\$ 321,614	58.4%	\$ 229,224
70131	ADVERTISING	\$ 2,297	\$ -	0.0%	\$ 2,297
70161	PLANNING MGMT SERVICES	\$ 223,055	\$ 83,560	37.5%	\$ 139,495
70218	VEHICLE REPAIR	\$ 2,637	\$ 421	16.0%	\$ 2,216
70412	TRANSPORTATION	\$ -	\$ 220	0.0%	\$ (220)
70311	PRINTED SUPPLIES	\$ 3,000	\$ -	0.0%	\$ 3,000
70413	MILEAGE ALLOWANCE	\$ 2,263	\$ -	0.0%	\$ 2,263
70551	SECURITY	\$ 294,553	\$ 275,149	93.4%	\$ 19,404
70552	CONTRACT AND TEMP PERSONNEL	\$ 22,000	\$ 20,852	94.8%	\$ 1,148
71012	OFFICE STATIONARY SUPPLIES	\$ 3,047	\$ 387	12.7%	\$ 2,660
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 19,220	\$ 1,157	6.0%	\$ 18,063
72113	POSTAGE	\$ 4,456	\$ (2,486)	-55.8%	\$ 6,942
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	\$ 14,343	55.9%	\$ 11,319
72153	EQUIPMENT	\$ 12,200	\$ -	0.0%	\$ 12,200
73104	BANK FEES	\$ -	\$ 531	0.0%	\$ (531)
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
77103	FUEL-D/O VEHICLE	\$ 1,441	\$ 302	21.0%	\$ 1,139
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 164	33.4%	\$ 329
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
77501	DIT CHARGES	\$ -	\$ 154	0.0%	\$ (154)
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	\$ 400,197	64.1%	\$ 224,261
	TOTAL GENERAL FUND	\$ 5,743,900	\$ 2,113,838	36.8%	\$ 3,630,062

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

Consent Agenda: Pending Library Board Approval - Wednesday, December 2, 2020

Date	Donor Name	Current Month Amount	Purpose/Location	YTD Account Balance		
				Gift	Foundation	Friends
	<i>NO DONATIONS</i>	\$ -				
	Monthly Total	\$ -				
	YTD Total	\$ 8,684.75	Year To Date Total	\$ -	\$ 8,684.75	\$ -



Richmond Public Library Board

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



**Library Board of Trustees Meeting Schedule
 for Calendar Year of 2021 (4th Wednesdays)**

Electronic meetings will be held in 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.

<p>January 27, 2021 11:45 AM Main Library</p>	<p>July 28, 2021 11:45 AM Main Library</p>
<p>February 24, 2021 11:45 AM Broad Rock Branch Library</p>	<p>August 2021 No Meeting</p>
<p>March 24, 2021 11:45 AM North Avenue Branch Library</p>	<p>September 22, 2021 11:45 AM Hull Street Branch Library</p>
<p>April 28, 2021 11:45 AM Belmont Branch Library</p>	<p>October 27, 2021 11:45 AM Ginter Park Branch Library</p>
<p>May 26, 2021 11:45 AM Westover Hills Branch Library</p>	<p>November 2021 No Meeting</p>
<p>June 23, 2021 11:45 AM East End Branch Library</p>	<p>December 1, 2021 <i>(Combined Nov/Dec Meeting)</i> 11:45 AM West End Branch Library</p>

2021 RPL Holidays

New Year's Day – Thursday, December 31, 2020 (All Libraries Close at 5:00P)

- Friday, January 1, 2021 – Holiday – New Year's Day

Martin Luther King, Jr., Birthday

- Monday, January 18 (Sunday, January 17 – Broad Rock, Ginter Park, and Main locations Closed)

Presidents' Day – Monday, February 15 (Sunday, February 14 – Broad Rock, Ginter Park, and Main locations Closed)

Spring Holiday – Friday, April 2 (Sunday, April 4, Easter – Broad Rock, Ginter Park, and Main locations Closed)

Memorial Day – Monday, May 31 (Sunday, May 30 – Broad Rock, Ginter Park, and Main locations Closed)

Juneteenth – Friday, June 18

Independence Day

- Sunday, July 4, Independence Day – All Libraries Closed
- Monday, July 5, Independence Day (COR Observed) – All Libraries Closed

Sundays in August 2020 – Broad Rock, Ginter Park, and Main locations Closed

Labor Day – Monday, September 6, (Sunday, September 6 – Broad Rock, Ginter Park, and Main locations Closed)

Indigenous Peoples' Day – Monday, October 11 – Staff Development Training Day (All Libraries Closed)

Election Day – Tuesday November 2 – Main Library Building Open for Voting Only (No Staff)

Veteran's Day – Thursday, November 11

Thanksgiving Holiday – Wednesday, November 25, 2020 – (All Libraries Close at 5:00P)

- Thursday, November 25 – Thanksgiving Day
- Friday, November 26 (COR Closed in Observance of Thanksgiving Holiday)

Winter Holidays – Wednesday, December 22 – (All Libraries Close at 5:00P)

- Thursday, December 23
- Friday, December 24 (COR Closed in Observance of Christmas Eve)
- Saturday, December 25 – Christmas Day

New Year's Day

- Friday, December 31, 2021 – (COR Closed in Observance of New Year's)
- Saturday, January 1, 2022 – New Year's Day (All Libraries Closed)

Note: The Richmond Public Libraries follow the City of Richmond's approved dates for closure.