

RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES

January 27, 2021

11:45 a.m.

Electronic Meeting

Pursuant to and in Compliance with
City of Richmond Ordinance No. 2020-093, Adopted April 9, 2020,
as amended by Ordinance No. 2020-183, adopted August 20, 2020.

This meeting will be accessible through electronic communication means by the public and closed to in-person access by the public. All committee members and other staff will participate virtually and posted on YouTube channel: <https://bit.ly/2VfKL9U>.



Richmond Public Library Board

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



Library Board of Trustees Meeting

**Wednesday, January 27, 2021
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, adopted April 9, 2020, as amended by Ordinance No. 2020-183, adopted August 20, 2020. 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, January 26, 2021 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
<ul style="list-style-type: none"> • Approval of Minutes-December 2, 2020 (Combined Nov/Dec Mtg.) • Approval of Statistical Report • Approval of Pending Gifts Report 		

Public Comment Period:

Reports:	12:00 p.m.	
<ul style="list-style-type: none"> • Library Friends • Library Foundation • Administration Reports 		Ms. DeBoer/Mr. Dishon Mr. Firestine Mr. Firestine

Board Committee Reports:	12:10 p.m.	
<ul style="list-style-type: none"> • Chairman • Finance Committee • Facilities Committee • Governance Committee 		Mr. Yates Mr. Firestine

Unfinished Business	12:30 p.m.	Mr. Yates
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New Business	12:40 p.m.	Mr. Yates
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Adjourn		Mr. Yates
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Next Meeting:
February 24, 2021 Meeting
Electronic Meeting
11:45 a.m.

Library Board Meeting Minutes - DRAFT
December 2, 2020

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

ABSENT: Brent Graves

STAFF: Scott Firestine, Clay Dishon, Attorney Laura Drewry, Cheryl Clarke, Gianna Pack, Adam Zimmerli, 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 December 2, 2020 Agenda as submitted by roll call vote:</p> <p>Chair William Yates – AYE Brent Graves – _____ Vice Chair Christine Peterson – AYE Garrett Sawyer – _____ Emily Altman – AYE Janet Woody – AYE Barbara Burton – AYE Gail Zwirner – AYE Sheron Carter-Gunter – AYE</p> <p style="text-align: center;">AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> <i>Approved Unanimously.</i></p>
Consent Agenda	<p>Approve the October 28, 2020 Meeting Minutes, Current Financial Reports, Statistical Reports, and Donations Report as submitted by roll call vote.</p> <p>Chair William Yates – AYE Brent Graves – _____ Vice Chair Christine Peterson – AYE Garrett Sawyer – _____ Emily Altman – AYE Janet Woody – AYE Barbara Burton – AYE Gail Zwirner – AYE Sheron Carter-Gunter – AYE</p> <p style="text-align: center;">AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> <i>Approved Unanimously.</i></p>
Public Comment Period	None Present
REPORTS	
Friends of the Library (FOL) <u>Ruth DeBoer</u>	<p>Ms. DeBoer announced the Executive Committee Meeting scheduled for December 2 at 6:00 p.m. is canceled. She reported on the following:</p> <ul style="list-style-type: none"> • The membership letter will be mailed in mid-December. • In the process of renewing existing contract with Virginia Business Systems for the Design Copier provided by the Friends for graphic design use and all the printed materials used by the Library system. • Holiday lights were installed in the park by Kelly Kyle, her husband, and Sharon Fuller. • At this time, there are no plans to take donations due to being overstocked and lack of volunteers.
REPORTS (CONTINUED)	

<p>Library Foundation</p> <p><u>Scott Firestine</u></p>	<p>Mr. Firestine reported on the following:</p> <ul style="list-style-type: none"> • He attended the Foundation Finance Committee Meeting at 9:00 a.m. this morning to review the draft Audit Review. The final Audit Review should be delivered by the end of December. There should be minimal to no changes. • The Annual Fund Letter was mailed the end of November.
<p>Administration</p> <p><u>Scott Firestine</u></p>	<p>Highlights and Additions to Director’s Report:</p> <ul style="list-style-type: none"> • Hiring – Interviewed and made selections for four positions. Twelve positions went through the approval process with eight positions to begin advertising. • Computers by Appointment – Working well at Main and Branches. Branch Managers expressed concerns regarding patrons entering the building not wearing their mask properly or not following COVID protocol. Also when patrons need help and staff cannot help them. There has been an increase in computer usage since Henrico and Chesterfield closed their computers down.
<p>BOARD COMMITTEE REPORTS</p>	
<p>Chair</p> <p><u>William Yates</u></p>	<p>Chair Yates complimented Mr. Firestine and his staff for keeping circulation up and providing exceptional curbside service during these times, especially when Henrico and Chesterfield have closed their internal services.</p> <p>He also mentioned attending a joint meeting on October 31, 2020, along with Vice Chair Christine Peterson and Foundation Representative Emily Altman, Foundation members, and Friends of the Library members.</p> <p>Chair Yates suggested once there is an opportunity, members need to take a look at the Strategic Plan for further discussions as a group.</p>
<p>Finance Chair</p> <p><u>Garrett Sawyer</u></p> <p><u>Scott Firestine</u></p>	<p>Mr. Sawyer reported having their first Finance Committee meeting prior to the LBOT Meeting. They discussed how the budget would look like in a proposed perspective. The goal is to return to FY2020 Budget without the cuts caused by the pandemic. Focus is to return Sunday and evening hours and to provide additional staffing.</p> <p>Mr. Sawyer suggested talking to Council Members. Vice Chair Peterson recommends building a relationship with Council Members prior to the budget process.</p>
<p>Facilities Chair</p> <p><u>Janet Woody</u></p> <p><u>Scott Firestine</u></p>	<p>RFP Main Master Plan: In the process of working with Procurement to move forward on the top two vendors in negotiations.</p>
<p>Governance Chair</p> <p><u>Emily Altman</u></p>	<p>No Report.</p>

UNFINISHED BUSINESS

Book Discussion – *One Person, No Vote* by Carol Anderson.

NEW BUSINESS

Approve the CY2021 Meeting Dates in Person or via Electronic as submitted by roll call vote:

Chair William Yates – AYE	Brent Graves – _____
Vice Chair Christine Peterson – AYE	Garrett Sawyer – AYE
Emily Altman – AYE	Janet Woody – AYE
Barbara Burton – AYE	Gail Zwirner – AYE
Sheron Carter-Gunter – AYE	

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

Approve the CY2021 RPL Holiday Schedule as submitted and adjust as needed, by roll call vote:

Chair William Yates – AYE	Brent Graves – _____
Vice Chair Christine Peterson – AYE	Garrett Sawyer – AYE
Emily Altman – AYE	Janet Woody – AYE
Barbara Burton – AYE	Gail Zwirner – AYE
Sheron Carter-Gunter – AYE	

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

Approve RPL Locations Closing on Saturday, December 26, 2020, by roll call vote:

Chair William Yates – AYE	Brent Graves – _____
Vice Chair Christine Peterson – AYE	Garrett Sawyer – AYE
Emily Altman – AYE	Janet Woody – AYE
Barbara Burton – AYE	Gail Zwirner – AYE
Sheron Carter-Gunter – AYE	

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

There being no further business, the meeting was adjourned at 12:50 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, January 27, 2021, by Electronic Meeting.

Approved: _____
Mr. William Yates, Chair

Recorder: Gianna Pack, CAP
Senior Executive Assistant

Director's Report December 2020 and January 2021

Director Activities:

Dec 3, 2020	Attended the Foundation Executive Committee – Virtual Meeting
Dec 3	COR Aging & Disabilities Advisory Board Meeting – Virtual Meeting
Dec 3	Conference Call with Marshall Pearsall
Dec 4	TALDC/CALD – CALD's Choice – Virtual Meeting
Dec 8	Audit Committee Meeting – Virtual Meeting
Dec 9	Full Foundation Board Meeting – Virtual Meeting
Dec 10	UDC Meeting with PDR – Virtual Meeting
Dec 15	RFP Negotiations Meeting – Virtual Meeting
Dec 24-26	Winter Holiday – Libraries Closed
Dec 31-Jan 1, 2021	Mayor Extended New Year Holiday
Jan 6	Attended the RPL Friends Board Meeting – Main Library
Jan 7	COR Aging & Disabilities Advisory Board Meeting – Virtual Meeting
Jan 11	Budget Meeting – Virtual Meeting
Jan 15	City Council Special Meeting: Plans to Protect Public Safety – Virtual Meeting
Jan 18	Holiday – Dr. Martin Luther King, Jr. Day – Libraries Closed
Jan 25	City Council Informal and Regular Meetings – Virtual Meetings

Hiring:

- Twelve positions have been advertised and are now in the process of interviews and selections.
- North Avenue welcomes Library Technician Kelsey McMahon on January 4 and Senior Library Technician Alfreda Payton on January 19.
- Westover Hills welcomes Library Associate Ashley Edmiston on January 4.
- Main Library/Community Services Manager Natalie Draper resigned effective January 29, 2021. She has accepted a Library Director's position out of state.

Operations:

- Holiday cupcakes were distributed and much appreciated to all staff on December 17, 2020. Thank you to DCAO Gordon for bringing some cheer to the staff of the library.
- Main Library and Branch locations have computers for 30 minutes by appointment. Fax, printing, basic copying and express pick up books and other materials continues. Patrons may enter after temperature check, C-19 checklist, and signing in for contact tracing to use the computer for one hour. Effective December 28, 2020, interior use of computers by appointment was halted due to the increasing COVID19 positivity and hospitalization data. Exterior, curbside checkout, and virtual service continue.
- RPL has a new application that will allow users to directly connect and search for books and other resources. It is available for Apple and Android devices at the App Store and Google Play.

RVA Reads Program Update: Due to the challenges of the COVID19 Pandemic, RVA Reads has creatively changed the early literacy program for Richmond Public Schools (RPS) preschool children to receive books for their homes. Barbara Crump is proud to report that over 840 children in Richmond's Preschool programs received five books each in September 2020.

RVA Read's volunteers are recording each week a book from the teachers Curriculum Theme until they can re-enter the schools. The teachers share the story during their virtual learning time. The reading program started the third week in September. The first readings shared with the children was a *Mother Goose* character reading nursery rhymes and a story. The RVA Read's volunteers are really enjoying being videoed while reading to the children.

More books to RPS preschool children will be distributed in the near future. Ms. Crump and several volunteers are in the process of packing sets of five books each for distribution to over 1,000 Richmond preschoolers in late January to early February 2021 timeframe. In addition, books have been given to Richmond Healthy Families this school year.

RVA H2O: The RVA H2O partnership landscape, storm water modifications at the North Avenue, Broad Rock, and West End Branches were approved by the UDC. This is a grant funded project to mitigate storm water at those locations with means and methods that will be demonstrated and promoted to the public at those locations.

Young Adult Virginia Author (YAVA): It is time to nominate your favorite Young Adult Virginia Author for the 2022 YAVA Award! The winning author will be recognized and receive a cash prize at the 2022 YAVA Award Celebration at Richmond Public Library on April 16, 2022. The nomination period will run from January 15 to February 15, 2021. To nominate a YAVA book, or for information on new and exciting YAVA changes, visit <http://rvalibrary.org/events/YAVA>. For questions and additional information, email: Jennifer.Deuell@richmondgov.com.

Digital Services: Virtual programs continues to be very successful.

Ask-A-Librarian (October 31 – December 30):

Questions via Chat	Questions via Text or Email	Total
35	121	156

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

Issue Date	Number of Subscribers	Grand Total of Emails Sent
11/6	24,195	24,195
11/13	24,133	48,328
11/20	24,058	72,386
12/4	23,984	96,370
12/11	23,919	120,289
12/18	23,864	144,153

Social Media (October 31 – December 30):

Platform	Followers (Oct 31)	Followers (Dec 30)	Net Trend	New Posts	Total Post/Page Views
Facebook	3,740	3,744	+4	33	13,528 (approx.)
Instagram	2,775	2,852	+77	48	N/A
Twitter	1,462	1,484	+22	71	4,174
YouTube	87	131	+44	16	2,161
Discord (Teens)	N/A	25	+25	N/A	N/A

Other New Digital Programs:

- STEAM Culture Kits (Children) – November – 62 and December 55
- Virtual Storytimes – 93
- Virtual Lego Club (Children) – 8
- Mini Masterpieces (Children) – 2
- Teen Advisory Group – 8
- Be the Change Social Justice Book Club for Teens – 10
- Gaming @ the Library (Teen) – 1
- Virtual Teen Trivia – 5
- Tween Comics Club – 1
- K-Pop Viewing Party (Teens) – 3
- Prevent Truth Decay: Become a Better News Consumer (Teens) – 45
- Winter Crafty Hour Kit (Adults and Teens) – 105
- Bookologist – 25
- Binge Bags – 3
- Adult Programming – Gellman Room Concert – 60
- Adult Programming – An Evening with Danez Smith – 99

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	3,895	3,662							23,702
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	1,254	1,203							8,468
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	1,599	1,621							9,375
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	1,992	1,836							14,605
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	1,135	1,108							6,494
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	3,164	3,266							21,912

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	750	891							4,374
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	5,039	5,639							35,193
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	4,323	4,315							32,087
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	8,699	11,599							60,909
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	31,850	35,140	-	-	-	-	-	-	217,119

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	1	0							1	115
Adult Attend	0	0	0	0	38	0							38	646
Young Adult Programs	0	0	0	0	0	0							0	10
Young Adult Attend	0	0	0	0	0	0							0	45
Juvenile Programs	0	0	0	0	0	0							0	27
Juvenile Attend	0	0	0	0	0	0							0	473
Total Attend	0	0	0	0	38	0	0	0	0	0	0	0	38	1,164
Total Programs	0	0	0	0	1	0	0	0	0	0	0	0	1	152
Broad Rock														
Adult Programs	0	0	0	0	0	0							0	89
Adult Attend	0	0	0	0	0	0							0	498
Young Adult Programs	0	0	0	0	0	0							0	68
Young Adult Attend	0	0	0	0	0	0							0	589
Juvenile Programs	0	0	0	0	0	0							0	162
Juvenile Attend	0	0	0	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	0	0							0	350
Adult Attend	0	0	0	0	0	0							0	2,080
Young Adult Programs	0	0	0	0	0	0							0	22
Young Adult Attend	0	0	0	0	0	0							0	84
Juvenile Programs	0	0	0	0	0	0							0	130
Juvenile Attend	0	0	0	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	0	0							0	209
Adult Attend	0	0	0	0	0	0							0	2,389
Young Adult Programs	0	0	0	0	0	0							0	16
Young Adult Attend	0	0	0	0	0	0							0	102
Juvenile Programs	0	0	0	0	0	0							0	56
Juvenile Attend	0	0	0	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	0	0							0	92
Adult Attend	0	0	0	0	0	0							0	464
Young Adult Programs	0	0	0	0	0	0							0	16
Young Adult Attend	0	0	0	0	0	0							0	118
Juvenile Programs	0	0	0	0	0	0							0	49
Juvenile Attend	0	0	0	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	0	0							0	196
Adult Attend	0	0	0	0	0	0							0	5,465
Young Adult Programs	0	0	0	0	0	0							0	77
Young Adult Attend	0	0	0	0	0	0							0	804
Juvenile Programs	0	0	0	0	0	0							0	198
Juvenile Attend	0	0	0	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	0	0							0	191
Adult Attend	0	0	0	0	0	0							0	1,046
Young Adult Programs	0	0	0	0	0	0							0	19
Young Adult Attend	0	0	0	0	0	0							0	141
Juvenile Programs	0	0	0	0	0	0							0	64
Juvenile Attend	0	0	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	0	0							4	81
Adult Attend	6	6	6	6	0	0							24	696
Young Adult Programs	0	0	0	0	0	0							0	8
Young Adult Attend	0	0	0	0	0	0							0	38
Juvenile Programs	0	0	0	1	0	0							1	72
Juvenile Attend	0	0	0	30	0	0							30	951
Total Attend	6	6	6	36	0	0	0	0	0	0	0	0	54	1,685
Total Programs	1	1	1	2	0	0	0	0	0	0	0	0	5	161
Westover Hills														
Adult Programs	0	0	0	0	0	0							0	183
Adult Attend	0	0	0	0	0	0							0	3,167
Young Adult Programs	0	0	0	0	0	0							0	11
Young Adult Attend	0	0	0	0	0	0							0	161
Juvenile Programs	0	0	0	0	0	0							0	131
Juvenile Attend	0	0	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	38	0	0	0	0	0	0	0	92	55,095
Grand Total Programs	1	1	1	2	1	0	0	0	0	0	0	0	6	4,312

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	0	0	0	0	0							1,865
Broad Rock	1,398	0	0	0	0	0							1,398
East End	2,229	0	0	0	0	0							2,229
Ginter Park	1,261	0	0	0	0	0							1,261
Hull Street	1,208	0	0	0	0	0							1,208
Main	2,895	0	0	0	0	0							2,895
North Avenue	1,025	0	0	0	0	0							1,025
West End	1,678	0	0	0	0	0							1,678
Westover Hills	1,518	0	0	0	0	0							1,518
TOTALS FY21:	15,077	0	0	0	0	0							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

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	0	0	0	49	0							418
WIFI	290	89	183	221	140	95							1,018
Broad Rock Workstation	365	0	0	90	99	90							644
WIFI	238	87	84	143	135	145							832
East End Workstation	311	0	0	0	36	72							419
WIFI	325	169	145	158	105	113							1,015
Ginter Park Workstation	275	0	0	0	69	109							453
WIFI	357	216	203	309	208	246							1,539
Hull Street Workstation	250	0	0	0	42	0							292
WIFI	346	174	372	373	362	404							2,031
Main Workstation	539	0	0	0	214	202							955
Childrens Workstation	0	0	0	0	0	0							-
WIFI	1,247	641	833	768	819	574							4,882
North Avenue Workstation	214	0	0	0	154	198							566
WIFI	384	128	139	104	87	97							939
West End Workstation	207	0	0	0	36	135							378
WIFI	235	129	203	287	171	188							1,213
Westover Hills Workstation	231	0	0	0	19	0							250
WIFI	326	203	255	207	162	185							1,338
TOTALS FY21:	6,509	1,836	2,417	2,660	2,907	2,853							19,182
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	220	93	109	145	116	432	99	278	167	314
Dec-20	243	134	141	166	126	428	112	305	204	721
Jan-21										
Feb-21										
Mar-21										
Apr-21										
May-21										
Jun-21										
Branch Total FY21:	1,421	836	921	980	748	2,412	785	1,759	1,264	1,802
Branch Total FY20:	3,061	1,959	1,957	2,374	1,471	5,159	1,610	3,447	3,083	2,733
Average:	237	139	154	163	125	402	131	293	211	300

NEW PATRON CARDS													
FY2021	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Belmont	40	7	16	9	6	9							87
Broad Rock	25	4	6	10	16	6							67
East End	21	3	3	8	3	6							44
Ginter Park	11	1	2	6	0	1							21
Hull Street	36	2	7	7	20	10							82
Main	91	38	44	41	44	44							302
North Avenue	19	1	7	6	17	7							57
West End	28	9	14	17	12	24							104
Westover Hills	33	0	5	4	4	6							52
Online Reg E-Card	344	399	613	347	270	310							2,283
Total FY21:	648	464	717	455	392	423	-	-	-	-	-	-	3,099
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
 December 31, 2020

ACCOUNT	DESCRIPTION	Budget	Actual and	%	Balance
			Encumbered		Spent
			31-Dec-20		31-Dec-20
60000	SALARIES - FULL TIME	\$ 2,716,927	\$ 1,222,258	45.0%	\$ 1,494,668
61000	SALARIES - PART TIME	\$ 325,198	\$ 116,171	35.7%	\$ 209,027
62000	SALARIES - TEMPORARY	\$ -	\$ 37,599	0.0%	\$ (37,599)
63000	FICA	\$ 188,612	\$ 86,074	45.6%	\$ 102,538
63001	RET CON RSRs	\$ 721,527	\$ 320,218	44.4%	\$ 401,309
63002	MEDCARE FICA	\$ 44,112	\$ 20,130	45.6%	\$ 23,982
63003	GROUP LIFE	\$ 17,000	\$ 8,148	47.9%	\$ 8,852
63006	H/C ACT TEMP	\$ 555,228	\$ 248,163	44.7%	\$ 307,065
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	\$ 2,058,763	45.1%	\$ 2,509,841
71141	BOOKS	\$ 519,105	\$ 424,763	81.8%	\$ 94,342
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 2,456	\$ -	0.0%	\$ 2,456
72122	MAGS & NEWSPAPER	\$ 29,277	\$ 14,388	49.1%	\$ 14,889
	Collection Development	\$ 550,838	\$ 439,152	79.7%	\$ 111,686
70131	ADVERTISING	\$ 2,297	\$ 790	34.4%	\$ 1,507
70161	PLANNING MGMT SERVICES	\$ 223,055	\$ 98,560	44.2%	\$ 124,495
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	\$ 375,051	\$ 363,473	96.9%	\$ 11,578
70552	CONTRACT AND TEMP PERSONNEL	\$ 22,000	\$ 20,851	94.8%	\$ 1,149
71012	OFFICE STATIONARY SUPPLIES	\$ 3,047	\$ 1,338	43.9%	\$ 1,709
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 19,220	\$ 1,648	8.6%	\$ 17,572
72113	POSTAGE	\$ 4,456	\$ 30	0.7%	\$ 4,426
72121	CONFERENCES & CON	\$ -	\$ -	0.0%	\$ -
72123	MEMBERSHIP DUES	\$ 677	\$ 7,130	1053.2%	\$ (6,453)
72124	TRAINING	\$ 297	\$ -	0.0%	\$ 297
72131	COMPUTER SUPPLIES	\$ 25,662	\$ 19,171	74.7%	\$ 6,491
72153	EQUIPMENT	\$ 12,200	\$ 4,995	0.0%	\$ 7,205
73104	BANK FEES	\$ -	\$ 622	0.0%	\$ (622)
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
77103	FUEL-D/O VEHICLE	\$ 1,441	\$ 469	32.6%	\$ 972
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 247	50.0%	\$ 246
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	\$ -	0.0%	\$ 7,160
80007	VEHICLE EXPENSES	\$ -	\$ -	0.0%	\$ -
95002	OPERATING TRANS	\$ -	\$ -	0.0%	\$ -
	Other Expenses	\$ 704,956	\$ 520,119	73.8%	\$ 184,836
	TOTAL GENERAL FUND	\$ 5,824,398	\$ 3,018,034	51.8%	\$ 2,806,364

RICHMOND PUBLIC LIBRARIES - General Fund Budget

Monthly Budget Report

December 31, 2020

<u>General Fund Revenue</u>	<u>FY2020-21</u>	<u>FY2020-21</u>	<u>%</u>	
	<u>Budget</u>	<u>Actual YTD</u>	<u>Recognized</u>	<u>Unrecognized</u>
Lost and Damage Books	\$ 21,782	\$ 573	3%	\$ 21,209
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>\$ 982</u>	0%	<u>\$ 275,197</u>

General Fund Operating

	<u>FY2020-21</u>	<u>FY2020-21</u>	<u>% Expended</u>	<u>Unobligated</u>
	<u>Budget</u>	<u>Actual YTD</u>		
Personnel	\$ 3,042,125	\$ 1,376,029	45%	\$ 1,666,096
Fringes	\$ 1,526,479	\$ 682,734	45%	\$ 843,745
Books/Materials	\$ 550,838	\$ 439,152	80%	\$ 111,686
Operating Expenses	\$ 704,956	\$ 520,119	74%	\$ 184,836
Total	\$ 5,824,398	\$ 3,018,034	52%	\$ 2,806,364

Encumbrances YTD \$ 539,743

RICHMOND PUBLIC LIBRARIES - Special Fund Budget

<u>Special Fund Revenue</u>	<u>FY2020-21</u>	<u>FY2020-21</u>	<u>%</u>	
	<u>Anticipated</u>	<u>Actual YTD</u>	<u>Recognized</u>	<u>Unrecognized</u>
00314 - Gift to the Library	\$ 140,000	\$ 3,735	3%	\$ 136,265
00308 - Verizon E-Rate Grant	\$ 89,000	\$ -	0%	\$ 89,000
00309 - Public Law Library	\$ 298,000	\$ 55,096.00	18%	\$ 242,904
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>\$ 67,516</u>	12%	<u>\$ 497,684</u>

<u>Special Fund Expenditures</u>	<u>FY20 Rollover &</u>	<u>FY2020-21</u>	<u>% Expended</u>	<u>Unobligated</u>
	<u>FY21 Receipts</u>	<u>Actual YTD</u>		
00314 - Gift to the Library	\$ 111,861	\$ (1,950)	-2%	\$ 113,811
00308 - Verizon E-Rate Grant	\$ (40,132)	\$ 32,284	-80%	\$ (72,416)
00309 - Public Law Library	\$ (11,369)	\$ 78,822	-693%	\$ (90,191)
Personnel		\$ 25,287		
Fringes		\$ 7,627		
Books/Materials		\$ 45,598		
Operating Expenses		\$ -		
00311 - Gates Foundation	\$ 12,576	\$ -	0%	\$ 12,576
00312 - RPL Foundation	\$ (85,230)	\$ 19,022	-22%	\$ (104,252)
00313 - Friends of the RPL	\$ 64,262	\$ 16,435	26%	\$ 47,827
	<u>\$ 51,968</u>	<u>\$ 144,613</u>	<u>278%</u>	<u>\$ (92,645)</u>

Encumbrances YTD \$ 12,051

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

Consent Agenda: Deposited Gifts Over \$100 Shown
 as of January 27, 2021

Date of Check	Donor Name	Current Month Amount	Purpose/Location	YTD Account Balance		
				Gift	Foundation	Friends
24-Dec-20	Hope Armstrong Erb	\$ 500.00	Arts Committee	\$ 500.00		
	Monthly Total	\$ 500.00				
	YTD Total	\$ 500.00	Year To Date Total	\$ 500.00	\$ -	\$ -

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RICHMOND PUBLIC LIBRARY



2022
YAVA AWARD
NOMINATIONS

January 15–February 15

It's time to nominate your favorite **Young Adult Virginia Author** for the 2022 YAVA Award!

Criteria for consideration:

- the author must reside in Virginia
- the book must have been released during 2020
- the book must have been written for readers in middle or high school
- the main character must be at least 13 years of age
- the book may be fiction, nonfiction, poetry, or graphic novel

The winning author will be recognized and receive a cash prize at the 2022 YAVA Award Celebration at Richmond Public Library on April 16, 2022.

The nomination period will run from January 15 to February 15, 2021.

To nominate a YAVA book, or for information on new and exciting YAVA changes, visit <http://rvalibrary.org/events/YAVA>.

For questions and additional information email:
Jennifer.Deuell@richmondgov.com

