

# RICHMOND PUBLIC LIBRARY

## BOARD OF TRUSTEES

February 24, 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, February 24, 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, February 23, 2021 by 5:00 p.m. to: Library Director Scott Firestine, Phone: 804.646.4550 or Email: [scott.firestine@richmondgov.com](mailto:scott.firestine@richmondgov.com).

#### **Call to order:**

11:45 a.m.

Mr. William Yates

#### **Agenda**

Mr. William Yates

#### **Consent Agenda:**

Mr. William Yates

- Approval of Minutes-January 27, 2021
- Approval of Statistical Report
- Approval of Pending Deposited Gifts Report

#### **Public Comment Period:**

#### **Reports:**

12:00 p.m.

- Library Friends
- Library Foundation
- Administration Reports

Ms. DeBoer/Mr. Dishon  
Mr. Firestine  
Mr. Firestine

#### **Board Committee Reports:**

12:10 p.m.

- Chairman
- Finance Committee
- Facilities Committee
- Governance Committee

Mr. Yates  
  
Mr. Firestine

#### **Unfinished Business**

12:30 p.m.

Mr. Yates

- Talking Poing/Accomplishments
- Discussion: What will RPL look like post-COVID? Ideas/Suggestions

12:40 p.m.

Mr. Yates

#### **New Business**

#### **Adjourn**

Mr. Yates

#### **Next Meeting:**

March 24, 2021 Meeting at 11:45 a.m.  
Electronic Meeting

**Library Board Meeting Minutes - DRAFT**  
**January 27, 2021**

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

**ABSENT:** Chair William Yates, Cheryl Clarke

**STAFF:** Scott Firestine, Clay Dishon, Attorney Laura Drewry, 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 Vice Chair Christine Peterson at 11:46 a.m. This meeting was held as an electronic meeting pursuant to and in compliance with the City of Richmond Ordinance #2020-093. The public participated by using Richmond Public Library YouTube channel <https://bit.ly/2VfKL9U>, where it was Live Streamed. A quorum was established.

<b>Agenda</b>	<p>Approve the January 27, 2021 Agenda as submitted by roll call vote: <i><b>Motion: Barbara Burton, Second by Sheron Carter-Gunter</b></i></p> <p>Chair William Yates – _____      Brent Graves – AYE Vice Chair Christine Peterson – AYE      Garrett Sawyer – AYE Emily Altman – AYE      Janet Woody – AYE Barbara Burton – AYE      Gail Zwirner – AYE Sheron Carter-Gunter – AYE</p> <p><i><b>AYES: <u>8</u>      NOES: <u>0</u>      ABSTAIN: <u>0</u>      Approved Unanimously.</b></i></p>
<b>Consent Agenda</b>	<p>Approve the December 2, 2020 Meeting Minutes, Current Financial Reports, Statistical Reports, and Donations Report as submitted by roll call vote: <i><b>Motion: Gail Zwirner, Second by Garrett Sawyer</b></i></p> <p>Chair William Yates – _____      Brent Graves – AYE Vice Chair Christine Peterson – AYE      Garrett Sawyer – AYE Emily Altman – AYE      Janet Woody – AYE Barbara Burton – AYE      Gail Zwirner – AYE Sheron Carter-Gunter – AYE</p> <p><i><b>AYES: <u>8</u>      NOES: <u>0</u>      ABSTAIN: <u>0</u>      Approved Unanimously.</b></i></p>
<b>Public Comment Period</b>	None Present

<b>REPORTS</b>	
<b>Friends of the Library (FOL)</b>  <u><b>Ruth DeBoer</b></u>	Ms. DeBoer reported on the following: <ul style="list-style-type: none"> <li>• The Virginia Business Systems Contract was renewed for the color graphic copier, which is a gift to the Library.</li> <li>• Membership renewal letters were mailed after the winter holidays.</li> <li>• The next Board Meeting is scheduled for February 3, 2021 at the Main Library.</li> <li>• Plans are in process to have a fall book sale pending the outcome of the pandemic.</li> <li>• April 2021 is the start of the Friends new fiscal year.</li> </ul>
<b>Library Foundation</b>  <u><b>Scott Firestine</b></u>	Mr. Firestine reported on the following: <ul style="list-style-type: none"> <li>• The Annual Fund Drive is continuing.</li> <li>• Working on the Calendar Year 2021 to see what activities they want to do during the year. Waiting on the Master Plan to make more definite plans.</li> <li>• Actively in the hiring process for the Grant Writer Position.</li> </ul>
<b>Administration</b>  <u><b>Scott Firestine</b></u>	<b>Highlights and Additions to Director's Report:</b> Mr. Firestine reported on the following: <ul style="list-style-type: none"> <li>• Due to the increasing COVID19 positivity rate and hospitalization rate, the interior use of computers by appointment was halted on December 28, 2020. All Branches and Main Library are continuing extended curbside services such as faxes, copying, printing, picking up books, as well as virtual programs.</li> <li>• Working on getting vaccines for staff.</li> <li>• Hull Street Branch staff and VCU partnership to produce and distribute hygiene kits.</li> <li>• Staff members attended the virtual ALA meeting/workshops.</li> <li>• Hiring is ongoing.</li> <li>• Young Adult Virginia Author nominations are kicking off on January 15, 2021. This event is supported by the Foundation and the Friends of the Library.</li> <li>• Black History Month virtual programs are coming in February.</li> <li>• The Foundation is supporting RPL with a ZOOM account to do virtual programs since the City will not support ZOOM.</li> </ul>
<b>BOARD COMMITTEE REPORTS</b>	
<b>Vice Chair</b> <u><b>Christine Peterson</b></u>	Ms. Peterson shared her experience with using the Richmond Public Library App and explaining all of the capabilities it can perform.  She also mentioned starting in February, meetings are going to be more intense and there will be a lot of work that needs to be done.
<b>Finance Chair</b> <u><b>Garrett Sawyer</b></u>  <u><b>Scott Firestine</b></u>	Mr. Firestine reported meeting with Mr. Sawyer about producing talking points about the budget and where we were at in the budget process. The Mayor will give his budget report on March 6. Mr. Firestine is working on talking points, facts, and figures for the Board members to use when they are talking to City Council Members. Mr. Sawyer encouraged Board Members to make repetitive contact starting off with an introduction and building a relation with their respective Council Members if they have not done so already.

**BOARD COMMITTEE REPORTS (CONTINUED)**

<b>Facilities Chair</b> <b><u>Janet Woody</u></b>  <b><u>Scott Firestine</u></b>	<p>Mr. Firestine reported the Procurement Department has announced a Notice of Intent to award the Master Plan Contract. The Procurement Department is working through contract negotiations with the firm to get an agreement in place to move forward. The vendor has given the City questions for response. The City is in the process of providing a response. There is no estimated time of completion of when the contract will be signed as of yet. Once the contract is signed, Mr. Firestine will send out a timeline of the process to the Board Members.</p> <p>He also reported the Hull Street Branch is still working with a hole in the wall from when a vehicle ran into the building.</p> <p>Ms. Woody expressed her appreciation for staff's hard work and dedication during this time dealing with the situation where no one can come into a library. All of the virtual programming and creativity are great and she wanted Mr. Firestine to pass that information along to staff to let them know they are appreciated.</p>
<b>Governance Chair</b> <b><u>Emily Altman</u></b>	No Report.

**UNFINISHED BUSINESS**

No Unfinished Business.

**NEW BUSINESS**

Discussion for the February Meeting: What will RPL look like post-COVID? Ideas/suggestions.

Vice Chair Peterson tasked the Board Members to also think about what the RPL did that really "rocked" during the pandemic (i.e., served, underserved the community, reached people that was hard to reach before; what are your thoughts on what we should be proud of).

Ms. DeBoer suggested to think about free tutoring and optimizing space in the library. Vice Chair Peterson challenged Ms. Altman and Ms. Carter-Gunter to think about children and families focusing on Ms. DeBoer's suggestion.

There being no further business, the meeting was adjourned at 12:26 p.m. by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, February 24, 2021, by Electronic Meeting.

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

Recorder: Gianna Pack, CAP  
Senior Executive Assistant

## **Director's Report**

**February 2021**

### **Director Activities:**

Feb 1 Participated in Interviews for Grant Writer Position with Foundation Members.  
Feb 2 Participated in Interviews for Senior Librarian for Main Library  
Feb 2 Participated in Death and Rebirth in a Southern City: Richmond's Historic Cemeteries: Virtual Author Talk with Dr. Ryan Smith  
Feb 3 Participated in Interviews for Senior Librarian for Main Library  
Feb 3 Homelessness Advisory Council – Real Life in Richmond – Virtual Meeting  
Feb 3 Friends of the Library Board Meeting – Main Library  
Feb 4 VPLDA Executive Committee Meeting – Virtual Meeting  
Feb 4 ULC Director/CEO Call – Virtual Meeting  
Feb 5 Richmond Arts & Cultural Community Conversation – Virtual Meeting  
Feb 8 City Council Meeting – Master Plan Work Session – Virtual Meeting  
Feb 8 City Council Informal Meeting – Virtual Meeting  
Feb 8 City Council Regular Meeting – Virtual Meeting  
Feb 9 Tour of Main Library with Grant Writer Candidate  
Feb 10 Tour of Main Library with Grant Writer Candidate  
Feb 10 Homelessness Advisory Council-Understanding the Homeless Strategic Plan – Virtual Meeting  
Feb 10 Meet Debut Author Rose Szabo – Zoom Webinar  
Feb 11 ULC Director/CEO Call – Virtual Meeting  
Feb 12 CALD Meeting – Virtual Meeting  
Feb 13 Led the Capital Library Director's Meeting – Virtual Meeting  
Feb 15 Holiday – President's Day – All Libraries Closed  
Feb 16 Homelessness Advisory Council – Filling in the Gaps – Virtual Meeting  
Feb 17 COVID-19 Vaccine Eligibility Information Session with VDH – Virtual Meeting  
Feb 18 Homelessness Advisory Council – Work Session – Virtual Meeting  
Feb 18 ULC Director/CEO Call – Virtual Meeting  
Feb 19 Homelessness Advisory Council – Review and Recommendations – Virtual Meeting  
Feb 22 Homelessness Advisory Council – Consensus on Recommendations and next Steps – Virtual Meeting  
Feb 23 Library Introductions with Kiya Stokes, City Council – Virtual Meeting

### **Hiring:**

- In the process of finalizing hiring paperwork for 7 of the 12 positions posted. Working on another round of requisitions to move forward on hiring more positions.
- Re-advertising a Library Technician position for the Ginter Park Branch location.
- Hull Street Branch welcomes Library/Community Services Manager Alexandra Zukas on February 13 and Senior Library Technician Robyn Webb on February 27.

### **Operations:**

- The City and RPL locations closed February 12-13 for the snow and ice weather event. On February 15 we opened up two branches in south side, Westover Hills and Broad Rock Branches, to offer warming and charging access from 3:00PM-7:00PM and on February 16 from 10:00AM – 7:00PM. With about 3,000 homes without power in those areas, it was a resource people could use if needed. On February 18, all RPL locations were closed due to the recent ice storm.

**Hull Street Meeting Room Damage Project Update:** Procurement placed an Invitation for Bid (IFB) on February 17 for the Richmond Hull Street Library Damage Repair Project. There will be a pre-bid meeting on February 26 from 10:00 a.m. until 12:00 p.m. at the Hull Street Branch.

**Digital Services:** Virtual programs continues to be very successful.

**Ask-A-Librarian (December 31, 2020 – January 31, 2021):**

Questions via Chat	Questions via Text or Email	Total
14	76	90

**RPL @ Home Newsletter (December 31, 2020 – January 31, 2021):**

Issue Date	Number of Subscribers	Grand Total of Emails Sent
1/8	23,803	23,803
1/15	23,739	47,542
1/22	23,702	71,244
1/29	23,618	94,862

**Social Media (December 31, 2020 – January 30, 2021):**

Platform	Followers (Dec 31)	Followers (Jan 30)	Net Trend	New Posts	Total Post/Page Views
Facebook	3,744	3,756	+12	22	9,979 (approx.)
Instagram	2,852	2,906	+54	25	N/A
Twitter	1,484	1,498	+14	42	3,488
YouTube	131	142	+11	14	769
Discord (Teens)	N/A	25	+25	N/A	N/A

**Other New Digital Programs:**

- Bookologist – 23
- Binge Bags – 4
- 3D Printer Project Requests – 2
- Harry Potter Bingo (Family) – 15
- Virtual Children Programs
  - Virtual Storytimes – 85
  - Mini Masterpieces – 4
- Virtual Young Adult (Teen) Programs
  - Gaming @ the Library – 15
  - Get Crafty Together – 7
  - K-Pop Viewing Party – 3
  - Cash Flow is King (Budgeting) for Teens – 193
- Virtual Adult Programs
  - Westover Hills Virtual Book Club – 28
  - Virtual book launch with Sadeqa Johnson, in conversation with Lisa Wingate – 130
  - Virtual author talk with Dr. Ryan Smith – 90
  - Gellman Room Concert – 62

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	3,663						27,365
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	1,115						9,583
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	1,673						11,048
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	1,906						16,511
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	1,254						7,748
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	2,909						24,821



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	689						5,063
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	5,192						40,385
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	4,074						36,161
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	12,697						73,606
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	35,172	-	-	-	-	-	252,291

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
<b>Belmont</b>														
Adult Programs	0	0	0	0	1	0	0						1	115
Adult Attend	0	0	0	0	38	0	0						38	646
Young Adult Programs	0	0	0	0	0	0	0						0	10
Young Adult Attend	0	0	0	0	0	0	0						0	45
Juvenile Programs	0	0	0	0	0	0	0						0	27
Juvenile Attend	0	0	0	0	0	0	0						0	473
<b>Total Attend</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>1,164</b>
<b>Total Programs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>152</b>
<b>Broad Rock</b>														
Adult Programs	0	0	0	0	0	0	0						0	89
Adult Attend	0	0	0	0	0	0	0						0	498
Young Adult Programs	0	0	0	0	0	0	0						0	68
Young Adult Attend	0	0	0	0	0	0	0						0	589
Juvenile Programs	0	0	0	0	0	0	0						0	162
Juvenile Attend	0	0	0	0	0	0							0	2,745
<b>Total Attend</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,832</b>
<b>Total Programs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>319</b>
<b>East End</b>														
Adult Programs	0	0	0	0	0	0	0						0	350
Adult Attend	0	0	0	0	0	0	0						0	2,080
Young Adult Programs	0	0	0	0	0	0	0						0	22
Young Adult Attend	0	0	0	0	0	0	0						0	84
Juvenile Programs	0	0	0	0	0	0	0						0	130
Juvenile Attend	0	0	0	0	0	0	0						0	777
<b>Total Attend</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,941</b>
<b>Total Programs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>502</b>

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
<b>Ginter Park</b>														
Adult Programs	0	0	0	0	0	0	0						0	209
Adult Attend	0	0	0	0	0	0	0						0	2,389
Young Adult Programs	0	0	0	0	0	0	0						0	16
Young Adult Attend	0	0	0	0	0	0	0						0	102
Juvenile Programs	0	0	0	0	0	0	0						0	56
Juvenile Attend	0	0	0	0	0	0	0						0	690
<b>Total Attend</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,181</b>
<b>Total Programs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>281</b>
<b>Hull Street</b>														
Adult Programs	0	0	0	0	0	0	0						0	92
Adult Attend	0	0	0	0	0	0	0						0	464
Young Adult Programs	0	0	0	0	0	0	0						0	16
Young Adult Attend	0	0	0	0	0	0	0						0	118
Juvenile Programs	0	0	0	0	0	0	0						0	49
Juvenile Attend	0	0	0	0	0	0	0						0	584
<b>Total Attend</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,166</b>
<b>Total Programs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>157</b>
<b>Main</b>														
Adult Programs	0	0	0	0	0	0	0						0	196
Adult Attend	0	0	0	0	0	0	0						0	5,465
Young Adult Programs	0	0	0	0	0	0	0						0	77
Young Adult Attend	0	0	0	0	0	0	0						0	804
Juvenile Programs	0	0	0	0	0	0	0						0	198
Juvenile Attend	0	0	0	0	0	0	0						0	4,039
<b>Total Attend</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,308</b>
<b>Total Programs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>471</b>

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
<b>North Avenue</b>														
Adult Programs	0	0	0	0	1	0	2						3	191
Adult Attend	0	0	0	0	16	0	48						64	1,046
Young Adult Programs	0	0	0	1	4	2	2						9	19
Young Adult Attend	0	0	0	4	21	10	16						51	141
Juvenile Programs	0	0	0	0	0	0	0						0	64
Juvenile Attend	0	0	0	0	0	0	0						0	1,201
<b>Total Attend</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>37</b>	<b>10</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>115</b>	<b>2,388</b>
<b>Total Programs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>274</b>
<b>West End</b>														
Adult Programs	1	1	1	1	0	0	0						4	81
Adult Attend	6	6	6	6	0	0	0						24	696
Young Adult Programs	0	0	0	0	0	0	0						0	8
Young Adult Attend	0	0	0	0	0	0	0						0	38
Juvenile Programs	0	0	0	1	0	0	0						1	72
Juvenile Attend	0	0	0	30	0	0	0						30	951
<b>Total Attend</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>54</b>	<b>1,685</b>
<b>Total Programs</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>161</b>
<b>Westover Hills</b>														
Adult Programs	0	0	0	0	0	0	0						0	183
Adult Attend	0	0	0	0	0	0	0						0	3,167
Young Adult Programs	0	0	0	0	0	0	0						0	11
Young Adult Attend	0	0	0	0	0	0	0						0	161
Juvenile Programs	0	0	0	0	0	0	0						0	131
Juvenile Attend	0	0	0	0	0	0	0						0	3,683
<b>Total Attend</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,011</b>
<b>Total Programs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>325</b>
<b>Grand Total Attend</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>40</b>	<b>75</b>	<b>10</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>207</b>	<b>55,095</b>
<b>Grand Total Programs</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>4,312</b>

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
<b>TOTALS FY21:</b>	15,077	-	-	-	-	-	-	-	-	-	-	-	15,077
<b>TOTALS FY20:</b>	81,759	79,026	71,250	70,158	57,245	52,729	62,154	64,890	30,917	-	-	-	570,128
<b>TOTALS FY19:</b>	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

*NOTE: Door Count is specific only to when libraries are open to the public.*

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	-	-	-	49	-							418
WIFI	290	89	183	221	140	95	90						1,108
Broad Rock Workstation	365	-	-	90	99	90							644
WIFI	238	87	84	143	135	145	241						1,073
East End Workstation	311	-	-	-	36	72							419
WIFI	325	169	145	158	105	113	128						1,143
Ginter Park Workstation	275	-	-	-	69	109							453
WIFI	357	216	203	309	208	246	225						1,764
Hull Street Workstation	250	-	-	-	42	-							292
WIFI	346	174	372	373	362	404	336						2,367
Main Workstation	539	-	-	-	214	202	-						955
Childrens Workstation	-	-	-	-	-	-	-						-
WIFI	1,247	641	833	768	819	574	590						5,472
North Avenue Workstation	214	-	-	-	154	198							566
WIFI	384	128	139	104	87	97	63						1,002
West End Workstation	207	-	-	-	36	135							378
WIFI	235	129	203	287	171	188	234						1,447
Westover Hills Workstation	231	-	-	-	19	-							250
WIFI	326	203	255	207	162	185	198						1,536
<b>TOTALS FY21:</b>	<b>6,509</b>	<b>1,836</b>	<b>2,417</b>	<b>2,660</b>	<b>2,907</b>	<b>2,853</b>	<b>2,105</b>						<b>21,287</b>
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	278	167	170	167	140	448	144	345	233	295
Feb-21										
Mar-21										
Apr-21										
May-21										
Jun-21										
Branch Total FY21:	1,699	1,003	1,091	1,147	888	2,860	929	2,104	1,497	2,097
Branch Total FY20:	3,061	1,959	1,957	2,374	1,471	5,159	1,610	3,447	3,083	2,733
Average:	243	143	156	164	127	409	133	301	214	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	21						108
Broad Rock	25	4	6	10	16	6	10						77
East End	21	3	3	8	3	6	5						49
Ginter Park	11	1	2	6	0	1	1						22
Hull Street	36	2	7	7	20	10	8						90
Main	91	38	44	41	44	44	37						339
North Avenue	19	1	7	6	17	7	1						58
West End	28	9	14	17	12	24	14						118
Westover Hills	33	0	5	4	4	6	8						60
Online Reg E-Card	344	399	613	347	270	310	290						2,573
Total FY21:	648	464	717	455	392	423	395	-	-	-	-	-	3,494
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 January 31, 2021

ACCOUNT	DESCRIPTION	Budget	Actual and Encumbered 31-Jan-21	% Spent	Balance Available 31-Jan-21
60000	SALARIES - FULL TIME	\$ 2,716,927	\$ 1,423,544	52.4%	\$ 1,293,383
61000	SALARIES - PART TIME	\$ 325,198	\$ 130,715	40.2%	\$ 194,483
62000	SALARIES - TEMPORARY	\$ -	\$ 44,245	0.0%	\$ (44,245)
63000	FICA	\$ 188,612	\$ 99,252	52.6%	\$ 89,359
63001	RET CON RSRs	\$ 721,527	\$ 369,582	51.2%	\$ 351,945
63002	MEDCARE FICA	\$ 44,112	\$ 23,212	52.6%	\$ 20,900
63003	GROUP LIFE	\$ 17,000	\$ 9,521	56.0%	\$ 7,479
63006	H/C ACT TEMP	\$ 555,228	\$ 293,473	52.9%	\$ 261,755
63008	STATE UNEMPLOYMENT	\$ -	\$ -	0.0%	\$ -
63011	HEALTH SAVINGS	\$ -	\$ 750	0.0%	\$ (750)
64104	EDUCATION PAY	\$ -	\$ -	0.0%	\$ -
64105	BONUS PAY	\$ -	\$ -	0.0%	\$ -
64110	VRIP INCENTIVE	\$ -	\$ -	0.0%	\$ -
<b>Personnel Expenses</b>		<b>\$ 4,568,604</b>	<b>\$ 2,394,294</b>	<b>52.4%</b>	<b>\$ 2,174,310</b>
71141	BOOKS	\$ 519,105	\$ 469,656	90.5%	\$ 49,449
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 2,456	\$ -	0.0%	\$ 2,456
72122	MAGS & NEWSPAPER	\$ 29,277	\$ 14,388	49.1%	\$ 14,889
<b>Collection Development</b>		<b>\$ 550,838</b>	<b>\$ 484,045</b>	<b>87.9%</b>	<b>\$ 66,794</b>
70131	ADVERTISING	\$ 2,297	\$ 790	34.4%	\$ 1,507
70161	PLANNING MGMT SERVICES	\$ 223,055	\$ 100,539	45.1%	\$ 122,516
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	\$ 286,497	76.4%	\$ 88,554
70552	CONTRACT AND TEMP PERSONNEL	\$ 22,000	\$ 20,851	94.8%	\$ 1,149
71012	OFFICE STATIONARY SUPPLIES	\$ 3,047	\$ 1,363	44.7%	\$ 1,684
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 19,220	\$ 1,648	8.6%	\$ 17,572
72113	POSTAGE	\$ 4,456	\$ 186	4.2%	\$ 4,270
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	\$ 24,759	96.5%	\$ 903
72153	EQUIPMENT	\$ 12,200	\$ 4,995	0.0%	\$ 7,205
73104	BANK FEES	\$ -	\$ 1,119	0.0%	\$ (1,119)
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
77103	FUEL-D/O VEHICLE	\$ 1,441	\$ 614	42.6%	\$ 827
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 288	58.4%	\$ 205
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%	\$ -
<b>Other Expenses</b>		<b>\$ 704,956</b>	<b>\$ 451,573</b>	<b>64.1%</b>	<b>\$ 253,383</b>
<b>TOTAL GENERAL FUND</b>		<b>\$ 5,824,398</b>	<b>\$ 3,329,911</b>	<b>57.2%</b>	<b>\$ 2,494,486</b>



## Monthly Budget Report - January 31, 2021

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

Consent Agenda: Deposited Gifts Over \$100 Shown  
as of February 24, 2021

Date of Check	Donor Name	Current Month Amount	Purpose/Location	YTD Account Balance		
				Gift	Foundation	Friends
	<i>No DONATIONS this month</i>					
	<b>Monthly Total</b>	<b>\$ -</b>				
	<b>YTD Total</b>	<b>\$ 500.00</b>	<b>Year To Date Total</b>	<b>\$ 500.00</b>	<b>\$ -</b>	<b>\$ -</b>

# Richmond Public Library

*RPL "By the Numbers" for 2020*

**Pandemic  
Edition**

**461,059**  
Items Checked Out  
(Print, Digital, Media)



**\$6,891,074**

Total Amount Patrons Saved  
By Using Public Library  
Materials

*\*According to the ALA's  
Library Value Calculator*



**156,794**  
Total Visitors to the Website

**736**  
Virtual Reference Questions  
Answered



*\*Since March, 2020*

*In 2020, Richmond Public Library faced a crisis unlike any in its nearly 100 year history. Despite a global pandemic, it remained agile, adapted to the challenges it faced, and continued to perform incredible services for the City of Richmond.*

**Virtual Programming:**

**505**

Total Number of People Who  
Attended Virtual Author Talks

**118**

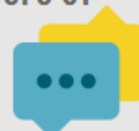
Total Number of New Videos Created  
By Staff For the RPL YouTube Channel

**3,206**

Total Number of Virtual Program and  
Craft Kit Participants

**620,366**

Emails Sent to Subscribers of  
*RPL @ Home*



**8,729**

New Library Cards Issued



**Social Media Followers:**

**1,515** **3,741** **2,913**



**142**



**1,396**

Total Posts



**4,210**

Books Distributed by  
RVA Reads



**2020-2021 Goals and Objectives**  
**List of Significant Accomplishments for Richmond Public Library (RPL)**

**Achievements:**

1. Richmond Public Library (RPL) ended overdue fines for books. This was a barrier and a burden to many users. It was not an effective tool for collection maintenance or revenue generation. It was an outdated policy and procedure that worked against our mission to Inform, Enrich and Empower. Patrons are very pleased with the change.
2. All Library staff are safe: We have no one sick and/or injured from COVID19.
3. Provided safe library service during the pandemic: RPL has served tens of thousands in our City throughout this historic time with virtual programs, online learning, personal curbside service, curated digital collections, and new ecard and ebook services open to all.
4. Online Public Access Catalog (OPAC) upgrade and migration to SAAS completed: In 2020 RPL completed installation and integration of an update integrated library system. This is the search tool that library users need to find books and materials in the library collection.
5. COVID19 library service is at 65% of book circulation compared to 2019. FY19 circulation 630,738; FY20 circulation 471,148.
6. Main Library first floor restrooms were renovated and completed to better serve our community. These renovations included safety enhancements that improve security, safety, and handicap access.

**Priorities:**

1. Main Library Master Plan: RFP for a renovation master plan for the Main Library. This RFP begun in October of 2018. We wish to have an architect to assist with developing an assessment of current conditions, collections, and propose a design for the Main Library located at 101 East Franklin Street.
2. Resume in-person library services. As soon as the pandemic will allow our community to congregate and resume normal operations. We wish to restore regular library service hours and days. Hours and Sundays were reduced due to COVID19 reductions in the FY20 adopted budget. Resuming operations post COVID19.
3. Training for staff: Funding for training was mostly eliminated in the FY20 budget. Training investment in our staff ensures that our community gets excellent library service.
4. Onboarding for staff: Retention of qualified employees starts on their first day. We wish to improve the introduction and training period for new library staff.
5. RPL is approaching the 100th year of being founded.

**Challenges:**

1. The pandemic is the most challenging crisis our library has faced in the last 50 years. COVID19 will change the way we provide library service in the future. There are many services that have adapted and will see improvement in the post pandemic environment. There are also services that will change or stop. We plan to move to more self-service circulation.
2. The FY20 budget reductions forced RPL to reduce evening open hours, stop all Sunday library service in all locations, and has reduced acquisitions of books and electronic resources.
3. Recruitment and retention of competent and qualified staff is a challenge during the pandemic and rough economic time period.

**2020-2021 Goals and Objectives**  
**List of Significant Accomplishments for Richmond Public Library (RPL)**

Richmond Public Library Goals and Objectives from the 2016-2021 Five Year Strategic Plan:

1. Children will enter school ready to learn, and will have the resources to help them succeed academically.  
We do this through resources that correspond with the education curriculum of the learning in our community. Books, reference sources, databases and programs that support the learning needs of Richmond.
2. Residents will have access to technology needed for school, work and life.
  1. Hardware, software, and technology that will support learning needs of Richmond.
3. Residents will have access in their communities to resources and information for lifelong learning and development.
  1. Our programs, resources, and services all attempt to meet this need. Computer access, Wi-Fi access, printers, faxes, copiers and more importantly library staff who can guide and assist those needing help.
  2. RPL has libraries in every district of the City and we excel at matching and curating our collections and services to meet those needs. We cannot achieve this goal without the funding for personnel and resources.
4. Richmond Public Library's structure and operations will be improved to increase efficiency and effectiveness.
  1. The LBOT, Friends of the Library, and Foundation are a very high functioning and important in developing and guiding the strategy, policy and operations of the Library.
  2. A skilled, experienced, and nimble staff that can serve all demographics in Richmond.
5. Library Buildings will be designed and constructed to provide inviting and appropriate spaces to meet the future needs of Richmond's residents.
  1. Branches have been renovated.
  2. Main Library is in process for renovation to meet the 21st Century community learning needs.

**Here is a link to the plan and how we are doing with the plan.** <https://rvalibrary.org/about/strategic-plan/>

**This dashboard tracks our progress,** <https://rvalibrary.org/wp-content/uploads/2020/03/2019MASTERUpdatedRPL-LISTStrategicPlanDashboard-LBOTApproved02-26-2020.pdf>

# BLACK HISTORY MONTH AT RICHMOND PUBLIC LIBRARY

<b>2.1 6PM</b>	Historical Fiction Panel with Rebekah Lynn Pierce, Robin Farmer, and LaKesa Cox	<b>2.17 4PM</b>	Black History Month Family Trivia
<b>2.2 6PM</b>	"Death & Rebirth in a Southern City: Richmond's Historic Cemeteries": Virtual author talk with Dr. Ryan Smith	<b>2.23 6PM</b>	Economic Empowerment for Youth with Kerwyn Phillip and Elliott Eddie
<b>2.8 6PM</b>	Economic Empowerment: Let's Talk about Money with JB Bryan	<b>2.23 7:30PM</b>	Representation Matters: The Power of Black Children's Books with David Miller
<b>2.8 7:30PM</b>	Writing Black History with Roy S. Wyatt	<b>2.24 6PM</b>	"The Black Family and its Representation, Identity, and Diversity": A discussion with Michael Dickinson, Kimberly Wallace-Sanders, and Grace Gipson
<b>2.10 12PM</b>	African American History and 5 Eras of Sports Activism with Clarence McGill	<b>2.25 6PM</b>	Dramatic Reading by Evans D. Hopkins
<b>2.11 6PM</b>	"The Other Side of the Coin: Race, Generations & Reconciliation" Documentary screening and discussion	<b>2.26 7PM</b>	Through the Eyes of the Poet: Celebrating African American Poetry
<b>2.16 6PM</b>	Black Oscars: Virtual author talk with Dr. Frederick Gooding, Jr.		

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