

RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES

March 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, March 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, March 23, 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-February 24, 2021 • Approval of Statistical Report • Approval of Pending Deposited 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:
April 28, 2021 Meeting at 11:45 a.m.
Electronic Meeting

Library Board Meeting Minutes - DRAFT
February 24, 2021

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

ABSENT: N/A

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 Chair William Yates at 11:47 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 February 24, 2021 Agenda as submitted by roll call vote:</p> <p style="text-align: center;"> Chair William Yates – AYE Brent Graves – AYE 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;"><i>AYES: <u>8</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i></p>
Consent Agenda	<p>Approve the January 27, 2021 Meeting Minutes, Current Financial Reports, Statistical Reports, and Donations Report as submitted by roll call vote:</p> <p style="text-align: center;"> Chair William Yates – AYE Brent Graves – AYE 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;"><i>AYES: <u>8</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i></p>
Public Comment Period	None Present
REPORTS	
Friends of the Library (FOL) <u>Ruth DeBoer</u>	<p>Ms. DeBoer reported on the following:</p> <ul style="list-style-type: none"> • Email winter newsletter goes out on February 25. • Gathering information and history for the 100th Anniversary of the Library. • Discussions of Summer Book Sale in the Park are in process. • April is the beginning of the new fiscal year for the FOL. At this time, the FOL will cover base-level items such as the color copier this fiscal year.

REPORTS (CONTINUED)

<p>Library Foundation <u>Scott Firestine</u></p>	<p>Mr. Firestine reported on the following:</p> <ul style="list-style-type: none"> • The Finance Committee met on February 24 to go over the financials to date. • The Executive Committee will meet on March 3. • The Full Foundation Board will meet on March 10. • Interviewed candidates for the Grant Writer’s position, made an offer, and waiting on HR’s approval on finalizing paperwork before we can announce the new employee and start date. • Wrapped up the Annual Giving Fund. Should be able to have a report at the next meeting.
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<p>Administration <u>Scott Firestine</u></p>	<p>Highlights and Additions to Director’s Report: Mr. Firestine reported on the following:</p> <ul style="list-style-type: none"> • Hiring is on-going. Waiting on final approval from HR. We are working on an onboarding process. • COVID Update: Continuing extended curbside services and virtual programming. • Black History Month – Engagement, quality, and content is exceptional. • Dublin Book Award – Finalized their long list. Staff will have another opportunity to vote. • VCU has selected their Common Book: <i>Rising Dispatches from the New American Shore</i>, by Elizabeth Rush. The program will start in the fall. • READ Up Richmond is in process.
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BOARD COMMITTEE REPORTS

<p>Chair <u>William Yates</u></p>	<p>Mr. Yates highlighted areas on the Statistical Report while the libraries were closed to the public included:</p> <ul style="list-style-type: none"> • Continuing to do well in circulation both curbside and on line. • New Library Card requests are doing well. • The highest virtual program attendance was in <i>Cash Flow is King</i>, which was a Youth Services program in partnership with Richmond Public Schools.
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<p>Finance Chair <u>Garrett Sawyer</u> <u>Scott Firestine</u></p>	<p>Mr. Firestine reported on the following:</p> <ul style="list-style-type: none"> • Overspent in the membership funds due to investing in an affiliate membership in the Virginia Library Association (VLA), which allows RPL to include all of the professional and paraprofessional staff as members. It will help raise the knowledge base of all staff in engagement and training opportunities. There will also be a conference in Richmond in the fall. Membership will be extended to the LBOT, Friends of the Library, and Library Volunteers.
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<p>Facilities Chair <u>Janet Woody</u> <u>Scott Firestine</u></p>	<p>Mr. Firestine reported on the following:</p> <ul style="list-style-type: none"> • Master Plan Update – RPL received the final contract with Steinberg Hart/KEI to do the Master Plan for the Main Library. He has reached out to the architect firm to get timeline details and will provide that information as soon as possible. Ms. Zwirner asked if the members could receive a hard copy of the document to review. Mr. Firestine will schedule a virtual meeting with the Facilities Committee in March. • Hull Street Building Damage Update: The Prebid Conference for contractors is scheduled for February 26. Contractors will have an opportunity to view the damage and ask questions prior to bid submission.
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BOARD COMMITTEE REPORTS (CONTINUED)

Governance Chair <u>Emily Altman</u>	No Report.
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UNFINISHED BUSINESS

- At the February 24 meeting during the finance section of the meeting, it was discussed to have talking points and library accomplishments available to LBOT members when they have conversations with their respective City Councilmembers. Mr. Firestine began the discussion with the infographic created by East End Branch Manager Adam Zimmerli and talking points that were attached to the Board Packet. The goal is to remind Councilmembers of RPL’s many accomplishments to be proud of and want to continue. The second goal is to stress the challenges such as the 9% cut in personnel and 9% cut in materials in last year’s budget cycle, which impacted Sunday hours, evening hours, and inconsistent start times in Branches. This is to share restoring the FY21 Budget is critical.

Chair Yates will send a follow-up letter to the Mayor and Councilmembers on behalf of the LBOT to reinforce all items discussed in today’s discussion.

- Members had an open discussion on what RPL may look like post-COVID:
 - Schools reopening – there may be a need for surrounding institutions to help kids catch up.
 - Social interacting and community building skills.
 - Continuing RPL/RPS Partnerships.
 - Hispanic outreach for children and adults – Build relationship with Sacred Heart Center.
 - Homelessness Issue in Richmond.
- Strategic Plan – Tabled until LBOT members can meet in person.

NEW BUSINESS

No New Business.

There being no further business, the meeting was adjourned at 1:04 p.m. by unanimous consensus from the members that were present in the meeting.

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

Approved: _____
Mr. William Yates, Chair

Recorder: Gianna Pack, CAP
Senior Executive Assistant

Director's Report

March 2021

Director Activities:

Feb 24 Foundation Finance Committee Meeting
Feb 25 ULC-Directors/CEO Call – ZOOM
Mar 1 Discuss Technology Opportunities for the Library with Marshall – Phone Call
Mar 1 City Council Retreat-Day 2: Virtual Meeting (2:00P)
Mar 1 City Council Special Meeting – Virtual Meeting (5:00P)
Mar 1 Education Compact Quarterly Meeting with the Mayor and School Board – Virtual Meeting (6:00P)
Mar 2 Foundation Executive Committee Meeting – ZOOM
Mar 3 Pre-Bid Meeting – Hull Street Library Damage Repair Project – Virtual
Mar 3 RPL Friends of the Library Board Meeting – Main Library
Mar 4 City of Richmond Office of Aging & Disability Services March Advisory Board
Mar 4 ULC-Directors/CEO Call – ZOOM
Mar 5 Participated in the RRI Follow-Up Discussion – Virtual
Mar 5 City Council Special Meeting – Mayor Submits Proposed Budget
Mar 8 City Council Informal Meeting – Virtual (4:00P)
Mar 10 Foundation Full Board Meeting – ZOOM
Mar 11 ULC-Directors/CEO Call – ZOOM
Mar 12 CALD Meeting – ZOOM
Mar 17 Participated in a School Readiness March Webinar
Mar 18 ULC-Directors/CEO Call – ZOOM
Mar 22 Council Budget Work Session 1
Mar 22 Informal Council Meeting – Virtual
Mar 24 Bid Opening – Hull Street Library Damage Repair Project - Virtual

Hiring:

- In the process of reviewing candidates for Library Technician position for Ginter Park Branch Library.
- Main Library welcomes PTE Library Technician-Childrens Dorothy Archie on February 27, Library Technician April Freeman on March 13, Senior Librarian-Technology, Ben Himmelfarb, Library Technician Joshua Baker, and Grant Writer Susan Revere on March 15.
- Ginter Park Branch Library welcomes FTE Library Technician Catherine Bruce on March 13.
- Belmont Branch Library Associate Hannah Thrush resigned effective March 12.

Operations:

- One employee quarantined March 8-13; Negative.
- Will reopen on the Main Library and Branches with 30 minutes of browsing and/or computer usage starting March 29. Branches will have a capacity of six patrons at time and the Main Library will have 20 patrons at a time in the building.

Richmond Public Library (RPL)/Richmond Public Schools (RPS) Partnership Update: Prior to Covid, Young Adult Coordinator Jenn Deuell and Childrens Coordinator Beth Morris were meeting with RPS Instructional Specialist for Library Media Judy Deichman on a monthly basis. However, since COVID started, Judy has been driving the Lit Limo most days and has been unable to meet regularly. In anticipation of the Summer Reading Program (SRP), Ms. Deuell and Ms. Morris have scheduled a meeting with Ms. Deichman in an effort to partner with RPS for SRP again this year.

North Avenue Youth Services Associate Katherine Daigle has been able to partner with several RPS schools in her area. She has done virtual storytimes, brought in community partners (police, fire, and government), and plans to teach a STEM lesson at Barack Obama and Overby-Sheppard Elementary Schools. Ms. Daigle has also partnered with the school media specialist at Community High School on a teen book club. She has formed an ongoing relationship with Communities in Schools at Henderson Middle.

Director's Report (Continued)

March 2021

Broad Rock Branch Manager Heather Montgomery is working on collaborating with Cardinal Elementary for their Career Day. She also has an ongoing relationship with communities and schools at Reid Elementary.

Ms. Deuell has had several middle and high school classes both at RPS and at local private schools attended some of her daytime programming. These include the Truth Decay program in November and the Cash Flow is King program in January. She continues to send out monthly teen newsletters and has had several educators reach out to her to have their students submit work to the upcoming teen zine, Teen Spotlight (to be published virtually in Spring 2021). Ms. Deuell has also assisted all of the Franklin Military students in transitioning from e-cards to physical library cards and is working on a video tutorial for accessing RPL e-books to be shared to the Library Media Specialists websites.

During their March meeting, the Youth Services Team shared what outreach they have been doing with schools and brainstormed other ideas. Each Youth Services Associate has been tasked with reaching out again to their local schools and touch base before the end of the school year. They will be reporting back at their April meeting.

Digital Services: Virtual programs continue to be very successful.

Ask-A-Librarian (January 31 – February 28, 2021):

Questions via Chat	Questions via Text or Email	Total
12	79	91

RPL @ Home Newsletter (January 31 – February 28, 2021):

Issue Date	Number of Subscribers	Grand Total of Emails Sent
2/5	23,580	23,580
2/12	23,525	47,105
2/19	23,471	70,576
2/26	23,429	94,005

Social Media (January 31 – February 28, 2021):

Platform	Followers (Jan 31)	Followers (Feb 28)	Net Trend	New Posts	Total Post/Page Views
Facebook	3,744	3,767	+23	36	14,412 (approx.)
Instagram	2,906	2,984	+78	39	N/A
Twitter	1,498	1,534	+36	66	4,146
YouTube	142	146	+4	14	810
Discord (Teens)	N/A	21	-4	N/A	N/A

Other New Digital Programs:

- Bookologist – 6
- Binge Bags – 4
- 3D Printer Project Requests – 2
- World Read Aloud Day on Facebook Live – videos received over 1,700 views

- Virtual Children Programs
 - Virtual Storytimes – 100
 - Mini Masterpieces – 10
 - Star Wars Bingo (Family) – 6
 - Storytime Unwind on Facebook Live – averaging 15 live views
 - Cultural STEAM Kits - 17

- Virtual Young Adult (Teen) Programs
 - Get Crafty Together – 13
 - Meet Debut Author Rose Szabo – 9
 - The Lounge (a virtual teen space on Discord) - 5

- Virtual Adult Programs
 - Book Clubs:
 - Westover Hills Virtual Book Club – 16
 - North Avenue Fiction Focus Senior Book Club – 7
 - Ebooks 101 – 7
 - Black History Month:
 - “The Other Side of the Coin: Race, Generations & Reconciliation” documentary screening – 39
 - Black Oscars: Virtual author talk with Dr. Frederick Gooding, Jr. – 16
 - “Black Historical Fiction: Why Write It?” – 5
 - Black History, Economic Empowerment, and AfroEconomics – 6
 - Black History: Color ‘n America – 18
 - African American History and 5 Eras of Sports Activism – 16
 - Economic Empowerment for Youth with Kerwyn Phillip and Elliott Eddie – 5
 - Representation Matters: The Power of Black Children’s Books – 9
 - Cultural Justice, “Judas and the Black Messiah,” and the Legacy of the Black Panther Party – 23
 - Gellman Room Concert – 57

SYSTEMWIDE SERVICE INTERACTIONS 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
Belmont													
Printing	10	36	77	107	40	60	81	56					467
Faxing	0	5	7	5	1	3	7	2					30
Photocopying	5	2	8	9	5	9	2	0					40
Curbside Holds	146	564	577	581	503	588	703	643					4,305
Reference	89	260	313	132	190	179	174	112					1,449
Masks	5	3	5	20	10	0	5	0					48
Total Monthly Interactions	255	870	987	854	749	839	972	813	0	0	0	0	6,339
Broad Rock													
Printing	98	432	498	508	370	412	526	379					3,223
Faxing	30	179	208	183	141	157	132	154					1,184
Photocopying	25	145	170	173	134	151	189	161					1,148
Curbside Holds	20	116	118	122	98	117	111	104					806
Reference	64	405	499	579	362	487	483	427					3,306
Masks	0	34	19	31	20	49	9	11					173
Total Monthly Interactions	237	1,311	1,512	1,596	1,125	1,373	1,450	1,236	0	0	0	0	9,840
East End													
Printing	35	107	139	208	145	219	123	118					1,094
Faxing	31	72	132	135	108	120	61	83					742
Photocopying	18	53	93	87	73	71	49	56					500
Curbside Holds	42	95	115	143	116	118	89	93					811
Reference	32	90	147	194	111	185	116	179					1,054
Masks	0	16	3	4	6	6	4	14					53
Total Monthly Interactions	158	433	629	771	559	719	442	543	0	0	0	0	4,254

NOTE: NT – Not Tracking

SYSTEMWIDE SERVICE INTERACTIONS 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
Ginter Park													
Printing	13	42	48	55	57	62	94	64					435
Faxing	17	34	51	53	30	40	35	23					283
Photocopying	6	40	36	38	28	25	26	17					216
Curbside Holds	87	288	307	296	224	279	341	296					2,118
Reference	56	142	163	19	113	97	138	108					836
Masks	0	11	5	0	10	0	0	0					26
Total Monthly Interactions	179	557	610	461	462	503	634	508	0	0	0	0	3,914
Hull Street													
Printing	NT	41	87	82	101	79	107	97					594
Faxing	NT	28	71	43	43	47	62	40					334
Photocopying	NT	8	34	30	38	33	24	20					187
Curbside Holds	NT	44	52	55	41	40	98	49					379
Reference	NT	11	62	52	54	54	52	73					358
Masks	NT	11	8	3	2	0	0	0					24
Total Monthly Interactions	0	143	314	265	279	253	343	279	0	0	0	0	1,876
Main													
Printing	7	29	76	74	68	71	94	83					502
Faxing	11	19	26	45	26	27	17	18					189
Photocopying	9	17	33	39	36	20	22	12					188
Curbside Holds	93	281	360	436	382	348	415	385					2,700
Reference	33	192	357	378	309	285	257	213					2,024
Masks	20	20	20	20	20	20	20	20					160
Total Monthly Interactions	173	558	872	992	841	771	825	731	0	0	0	0	5,763

SYSTEMWIDE SERVICE INTERACTIONS 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
North Avenue													
Printing	25	51	55	82	97	128	122	96					656
Faxing	28	58	49	81	74	107	103	49					549
Photocopying	17	33	39	46	71	77	91	65					439
Curbside Holds	39	44	67	37	40	57	47	55					386
Reference	45	91	112	170	47	45	33	28					571
Masks	25	50	65	25	25	10	9	10					219
Total Monthly Interactions	179	327	387	441	354	424	405	303	0	0	0	0	2,820
West End													
Printing	NT	10	14	17	10	23	12	33					119
Faxing	NT	4	5	2	3	5	6	1					26
Photocopying	NT	1	2	9	12	2	11	5					42
Curbside Holds	NT	379	634	518	527	582	646	422					3,708
Reference	NT	266	589	505	576	548	593	520					3,597
Masks	NT	7	10	11	16	14	8	7					73
Total Monthly Interactions	0	667	1,254	1,062	1,144	1,174	1,276	988	0	0	0	0	7,565
Westover Hills													
Printing	32	135	202	243	301	159	151	144					1,367
Faxing	9	41	38	42	56	40	32	56					314
Photocopying	8	27	25	31	22	28	24	22					187
Curbside Holds	235	560	451	442	346	346	326	346					3,052
Reference	129	239	315	300	146	145	142	157					1,573
Masks	NT	NT	NT	NT	NT	NT	NT	NT					0
Total Monthly Interactions	413	1,002	1,031	1,058	871	718	675	725	0	0	0	0	6,493
Systemwide Total:	1,594	5,868	7,596	7,500	6,384	6,774	7,022	6,126	0	0	0	0	48,864
YTD Total:	1,594	7,462	15,058	22,558	28,942	35,716	42,738	48,864					

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	3,576					30,941
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	913					10,496
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	1,427					12,475
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	2,019					18,530
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	825					8,573
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	2,750					27,571

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	566					5,629
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	4,873					45,258
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	4,151					40,312
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	12,811	12,564	11,976	11,413	10,990	13,742	14,912	15,034					103,442
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	41,615	43,557	37,356	35,754	34,141	37,283	37,387	36,134	-	-	-	-	303,227

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	0	0					1	115
Adult Attend	0	0	0	0	38	0	0	0					38	646
Young Adult Programs	0	0	0	0	0	0	0	0					0	10
Young Adult Attend	0	0	0	0	0	0	0	0					0	45
Juvenile Programs	0	0	0	0	0	0	0	0					0	27
Juvenile Attend	0	0	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	0					0	89
Adult Attend	0	0	0	0	0	0	0	0					0	498
Young Adult Programs	0	0	0	0	0	0	0	0					0	68
Young Adult Attend	0	0	0	0	0	0	0	0					0	589
Juvenile Programs	0	0	0	0	0	0	0	0					0	162
Juvenile Attend	0	0	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	0					0	350
Adult Attend	0	0	0	0	0	0	0	0					0	2,080
Young Adult Programs	0	0	0	0	0	0	0	0					0	22
Young Adult Attend	0	0	0	0	0	0	0	0					0	84
Juvenile Programs	0	0	0	0	0	0	0	0					0	130
Juvenile Attend	0	0	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	0					0	209
Adult Attend	0	0	0	0	0	0	0	0					0	2,389
Young Adult Programs	0	0	0	0	0	0	0	0					0	16
Young Adult Attend	0	0	0	0	0	0	0	0					0	102
Juvenile Programs	0	0	0	0	0	0	0	0					0	56
Juvenile Attend	0	0	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	0					0	92
Adult Attend	0	0	0	0	0	0	0	0					0	464
Young Adult Programs	0	0	0	0	0	0	0	0					0	16
Young Adult Attend	0	0	0	0	0	0	0	0					0	118
Juvenile Programs	0	0	0	0	0	0	0	0					0	49
Juvenile Attend	0	0	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	0					0	196
Adult Attend	0	0	0	0	0	0	0	0					0	5,465
Young Adult Programs	0	0	0	0	0	0	0	0					0	77
Young Adult Attend	0	0	0	0	0	0	0	0					0	804
Juvenile Programs	0	0	0	0	0	0	0	0					0	198
Juvenile Attend	0	0	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	1	0	2	0					3	191
Adult Attend	0	0	0	0	16	0	48	0					64	1,046
Young Adult Programs	0	0	0	1	4	2	2	1					10	19
Young Adult Attend	0	0	0	4	21	10	16	10					61	141
Juvenile Programs	0	0	0	0	0	0	0	0					0	64
Juvenile Attend	0	0	0	0	0	0	0	0					0	1,201
Total Attend	0	0	0	4	37	10	64	10	0	0	0	0	125	2,388
Total Programs	0	0	0	1	5	2	4	1	0	0	0	0	13	274
West End														
Adult Programs	1	1	1	1	0	0	0	0					4	81
Adult Attend	6	6	6	6	0	0	0	0					24	696
Young Adult Programs	0	0	0	0	0	0	0	0					0	8
Young Adult Attend	0	0	0	0	0	0	0	0					0	38
Juvenile Programs	0	0	0	1	0	0	0	0					1	72
Juvenile Attend	0	0	0	30	0	0	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	0					0	183
Adult Attend	0	0	0	0	0	0	0	0					0	3,167
Young Adult Programs	0	0	0	0	0	0	0	0					0	11
Young Adult Attend	0	0	0	0	0	0	0	0					0	161
Juvenile Programs	0	0	0	0	0	0	0	0					0	131
Juvenile Attend	0	0	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	40	75	10	64	10	0	0	0	0	217	55,095
Grand Total Programs	1	1	1	3	6	2	4	1	0	0	0	0	19	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	-	-	-	-	-	-	-					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	-	-	-	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

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	26					1,134
Broad Rock Workstation	365	-	-	90	99	90							644
WIFI	238	87	84	143	135	145	241	151					1,224
East End Workstation	311	-	-	-	36	72							419
WIFI	325	169	145	158	105	113	128	157					1,300
Ginter Park Workstation	275	-	-	-	69	109							453
WIFI	357	216	203	309	208	246	225	251					2,015
Hull Street Workstation	250	-	-	-	42	-							292
WIFI	346	174	372	373	362	404	336	193					2,560
Main Workstation	539	-	-	-	214	202	-						955
Childrens Workstation	-	-	-	-	-	-	-						-
WIFI	1,247	641	833	768	819	574	590	610					6,082
North Avenue Workstation	214	-	-	-	154	198							566
WIFI	384	128	139	104	87	97	63	144					1,146
West End Workstation	207	-	-	-	36	135							378
WIFI	235	129	203	287	171	188	234	186					1,633
Westover Hills Workstation	231	-	-	-	19	-							250
WIFI	326	203	255	207	162	185	198	124					1,660
TOTALS FY21:	6,509	1,836	2,417	2,660	2,907	2,853	2,105	1,842					23,129
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	247	133	138	151	103	347	115	280	207	97
Mar-21										
Apr-21										
May-21										
Jun-21										
Branch Total FY21:	1,946	1,136	1,229	1,298	991	3,207	1,044	2,384	1,704	2,194
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	142	154	162	124	401	131	298	213	274

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	21					129
Broad Rock	25	4	6	10	16	6	10	7					84
East End	21	3	3	8	3	6	5	5					54
Ginter Park	11	1	2	6	0	1	1	-					22
Hull Street	36	2	7	7	20	10	8	4					94
Main	91	38	44	41	44	44	37	30					369
North Avenue	19	1	7	6	17	7	1	8					66
West End	28	9	14	17	12	24	14	14					132
Westover Hills	33	0	5	4	4	6	8	4					64
Online Reg E-Card	344	399	613	347	270	310	290	327					2,900
Total FY21:	648	464	717	455	392	423	395	420	-	-	-	-	3,914
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		Balance Available
			Encumbered	% Spent	
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%	\$ -
	Personnel Expenses	\$ 4,568,604	\$ 2,394,294	52.4%	\$ 2,174,310
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
	Collection Development	\$ 550,838	\$ 484,045	87.9%	\$ 66,794
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%	\$ -
	Other Expenses	\$ 704,956	\$ 451,573	64.1%	\$ 253,383
	TOTAL GENERAL FUND	\$ 5,824,398	\$ 3,329,911	57.2%	\$ 2,494,486

RICHMOND PUBLIC LIBRARIES - General Fund Budget

Monthly Budget Report February 28, 2021

<u>General Fund Revenue</u>	<u>FY2020-21</u> <u>Budget</u>	<u>FY2020-21</u> <u>Actual YTD</u>	<u>%</u> <u>Recognized</u>	<u>Unrecognized</u>
Lost and Damage Books	\$ 21,782	\$ 693	3%	\$ 21,089
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>\$ 1,102</u>	0%	<u>\$ 275,077</u>

General Fund Operating

	<u>FY2020-21</u> <u>Budget</u>	<u>FY2020-21</u> <u>Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
Personnel	\$ 3,039,212	\$ 1,829,285	60%	\$ 1,209,927
Fringes	\$ 1,526,479	\$ 910,249	60%	\$ 616,230
Books/Materials	\$ 550,838	\$ 498,219	90%	\$ 52,619
Operating Expenses	\$ 704,956	\$ 455,317	65%	\$ 249,639
Total	\$ 5,821,485	\$ 3,693,070	63%	\$ 2,128,415

Encumbrances YTD **\$ 374,413**

RICHMOND PUBLIC LIBRARIES - Special Fund Budget

<u>Special Fund Revenue</u>	<u>FY2020-21</u> <u>Anticipated</u>	<u>FY2020-21</u> <u>Actual YTD</u>	<u>%</u> <u>Recognized</u>	<u>Unrecognized</u>
00314 - Gift to the Library	\$ 140,000	\$ 5,765	4%	\$ 134,235
00308 - Verizon E-Rate Grant	\$ 89,000	\$ -	0%	\$ 89,000
00309 - Public Law Library	\$ 298,000	\$ 73,292.00	25%	\$ 224,708
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>\$ 87,742</u>	16%	<u>\$ 477,458</u>

<u>Special Fund Expenditures</u>	<u>FY20 Rollover &</u> <u>FY21 Receipts</u>	<u>FY2020-21</u> <u>Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
00314 - Gift to the Library	\$ 113,891	\$ 254	0%	\$ 113,637
00308 - Verizon E-Rate Grant	\$ (40,132)	\$ 32,284	-80%	\$ (72,416)
00309 - Public Law Library	\$ 6,827	\$ 149,285	2187%	\$ (142,458)
Personnel		\$ 33,577		
Fringes		\$ 10,336		
Books/Materials		\$ 105,061		
Operating Expenses		\$ 310		
00311 - Gates Foundation	\$ 12,576	\$ -	0%	\$ 12,576
00312 - RPL Foundation	\$ (85,230)	\$ 6,462	-8%	\$ (91,692)
00313 - Friends of the RPL	\$ 64,262	\$ 16,435	26%	\$ 47,827
	<u>\$ 72,194</u>	<u>\$ 204,720</u>	284%	<u>\$ (132,526)</u>

Encumbrances YTD **\$ 10,564**

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

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

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