

RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES

April 28, 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, April 28, 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, April 27, 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

- Approval of Minutes-March 24, 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/Ms. Revere
Mr. Firestine

Board Committee Reports:

12:10 p.m.

- Chairman
- Finance Committee
- Facilities Committee
- Governance Committee

Mr. Yates
Mr. Sawyer
Ms. Woody
Ms. Altman

Unfinished Business

12:30 p.m.

Mr. Yates

New Business

12:40 p.m.

Mr. Yates

Adjourn

Mr. Yates

Next Meeting:

May 26, 2021 Meeting at 11:45 a.m.
Location: TBD

Library Board Meeting Minutes - DRAFT
March 24, 2021

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

ABSENT: Garrett Sawyer

STAFF: Scott Firestine, Clay Dishon, Attorney Laura Drewry, Gianna Pack, Susan Revere, 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 11:46 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.

Agenda	Approve the March 24, 2021 Agenda as submitted by roll call vote: <div style="display: flex; justify-content: space-between;"> <div> Chair William Yates – AYE Vice Chair Christine Peterson – AYE Emily Altman – AYE Barbara Burton – AYE Sheron Carter-Gunter – AYE </div> <div> Brent Graves – AYE Garrett Sawyer – _____ Janet Woody – AYE Gail Zwirner – AYE </div> </div> <p style="text-align: center;"><i>AYES: <u>8</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i></p>
Consent Agenda	Approve the February 24, 2021 Meeting Minutes, Current Financial Reports, Statistical Reports, and Donations Report as submitted by roll call vote: <div style="display: flex; justify-content: space-between;"> <div> Chair William Yates – AYE Vice Chair Christine Peterson – AYE Emily Altman – AYE Barbara Burton – AYE Sheron Carter-Gunter – AYE </div> <div> Brent Graves – AYE Garrett Sawyer – _____ Janet Woody – AYE Gail Zwirner – AYE </div> </div> <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> <u>Clay Dishon</u>	Mr. Dishon reported on the following: <ul style="list-style-type: none"> • The Friends met on March 3 to approve their budget for the new fiscal year which starts in April 2021. <ul style="list-style-type: none"> ○ Since the Library was unable to spend FY2020 funds, no funds will be given during FY2021 so savings would not be depleted. • The Friends are in the discussion process to have a member's only book sale during June out in the Library Park, pandemic permitting. • The Annual Meeting is on hold until everyone can meet in person. • Deanna Chavez resigned from the Friends Board, leaving a vacancy.

REPORTS (CONTINUED)	
Library Foundation <u>Scott Firestine</u> <u>Susan Revere</u>	<p>Mr. Firestine reported on the following:</p> <ul style="list-style-type: none"> Mr. Firestine introduced the new Executive Director of the Library Foundation Susan Revere. For the past 14 years, Ms. Revere was Executive Director at RampsRVA, a local nonprofit that builds wheelchair ramps for individuals living in poverty and with a disability. Partnering with volunteers from local high schools and corporate groups, she guided teams in assembly of almost 400 ramps in Richmond, Henrico, and Chesterfield. The full Foundation Board met on March 10. Discussions included: <ul style="list-style-type: none"> Award of the Master Plan 100th Anniversary Event Three Board Retreat in the fall-September timeframe
Administration <u>Scott Firestine</u>	<p>Highlights and Additions to Director's Report: Mr. Firestine reported on the following:</p> <ul style="list-style-type: none"> Currently maintaining operations Curbside notaries as well as notarizing documents for the Aging and Disabilities Department for community residents The new System-wide Service Interactions Report to show the services offered while operating in curbside Reopen the Branches and Main Library on April 5 with limited access in terms of capacity in buildings and time period. Everyone are still required to wear masks, there will be temperature checks, and contact tracing logs. Branches would be limited to six people for 30 minutes each to be able to use the computer and/or browse materials. The Main Library would be limited to 20 people with an hour. Meeting rooms will still be closed and most furniture still off the floors. Branches will maintain curbside, but the Main Library will not be maintaining curbside. <ul style="list-style-type: none"> The Board discussed the safety and security of staff and patrons during the reopening process.
BOARD COMMITTEE REPORTS	
Chair <u>William Yates</u>	No Report.
Finance Chair <u>Christine Peterson</u>	<p>Ms. Peterson reported the Finance Committee met on March 23 to discuss the Mayor's proposed budget, which was presented to City Council on March 5, giving the Library just over \$6M. This is 9% less in past years. The 9% cut is in personnel and materials. There is \$125K less for part-time staff.</p> <p>Mr. Firestine gave the Board members talking points, an infographic with statistics, and goals and challenges the Library is facing as tools to use when they talk with their respective Council members advocating for the Library's budget to increase. Ms. Peterson suggested reaching out to other Board members and/or Scott if there are any questions on the information or need any assistance before talking with their respective Council members.</p> <p>Ms. Peterson stressed to the Board members that they will need to fight for the 9% increase and to also stay alert to the other opportunities that came about in the America CARES Act both with additional money for the state and additional money for the City. This will let Council members know that the Library is ready to spend the money to make the City better.</p>

BOARD COMMITTEE REPORTS (CONTINUED)	
Facilities Chair <u>Janet Woody</u>	<p>Ms. Woody reported the Facilities Committee met on March 22, discussing the following:</p> <ul style="list-style-type: none"> • Master Plan – Mr. Firestine shared a very ambitious schedule from the architect firm Steinberg Hart/KEi of what they want to accomplish on the Master Plan for the Main Library. Mr. Firestine suggested Committee members should be broken up into two separate roles. Ms. Woody and Ms. Zwirner will be in the Action role and Mr. Graves and Ms. Carter-Gunter will be in the Advisory role. <ul style="list-style-type: none"> ○ Action Role – Members will attend all meetings and report information ○ Advisory Role – Members will Oversee and watch the project progress ○ All LBOT members will be involved throughout the entire process • A virtual Kick-off Meeting will be scheduled in the near future. Board members will be able to listen in on that meeting. Scott will send the Board a copy of the draft tentative dates by email.
Governance Chair <u>Emily Altman</u>	<p>Ms. Altman reported there were no imminent recruiting needs at this time. She suggested when Board members start to network again it is always good to have a list of people to go to if something arises. She also mentioned when the Board members start to talk about the Strategic Plan to think about what skill gaps that will need to be filled with potential Board members.</p>
UNFINISHED BUSINESS	
<ul style="list-style-type: none"> • Strategic Plan – On hold • Post-Covid – Working with Schools (September timeframe) 	
NEW BUSINESS	
<p>The Board discussed having the next meeting in-person. Mr. Yates will reach out to other Board members after RPL's reopening to see about having an in-person meeting for April.</p>	

There being no further business, the meeting was adjourned at 12:30 p.m. by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, April 28, 2021, by Electronic Meeting.

Approved: _____
Mr. William Yates, Chair

Recorder: Gianna Pack, CAP
Senior Executive Assistant

Director's Report

April 2021

Director Activities:

Apr 1 Aging and Disability Services Advisory Board Meeting – Virtual
Apr 1 ULC Directors/CEO Meeting – Virtual
Apr 2 Spring Holiday – Libraries Closed
Apr 5 Council Budget Work Session 3 – Virtual
Apr 6 T-Mobile Discussion with Angela McDaniel and William Powell – Virtual
Apr 7 RPL Friends Board Meeting
Apr 8 UMS Changes/Richmond – Virtual
Apr 8 ULC Directors/CEO Meeting – Virtual
Apr 9 CALD Meeting – Virtual
Apr 12 Council Budget Work Session 4 – Virtual
Apr 12 City Council Informal Meeting – Virtual
Apr 12 City Council Budget Public Hearing Meeting – FY 2022 Richmond Government Budget – Virtual
Apr 15 Review Greening Richmond Public Libraries Bids – Virtual
Apr 15 ULC Directors/CEO Meeting – Virtual
Apr 19 Council Budget Work Session 5 – Virtual
Apr 20 Common Book Discussion with VCU – Virtual
Apr 21 Council Amendment Work Session 1 – Virtual
Apr 22 ULC Directors/CEO Meeting – Virtual
Apr 23 Steinberghart/KEi Visit – Main Library
Apr 26 Governor Northam Visit to Sign LGBTQ Legislation – Library Park
Apr 26 Council Amendment Work Session 2 – Virtual
Apr 26 City Council Informal Meeting – Virtual
Apr 26 City Council Meeting – Virtual
Apr 28 Council Amendment Work Session 3

Hiring:

- In the process of selecting a FTE Library Technician candidate for the Ginter Park Branch.
- In the process of reviewing candidates for PTE Library Technician candidate for the Main Library/Circulation.
- Main Library welcomes PTE Library Technician Amanda Ortman on March 29.
- Part-time Library Technician Jacob Sanford resigned effective April 23 to finish school at UVA.
- Nancy Buck, our Technical Services Manager, has announced her retirement from RPL effective July 2, 2021.
- Dianne Wilmore, LCSM at North Avenue Branch, will assist Human Services Portfolio as the Homeless Services Liaison. This official duty will be part of her regular duties as the LCSM as requested by the City of Richmond. From the April 12 COR Press Release, “In Diane, we have selected a talented city employee who will take on the additional responsibility of being the primary point person for questions and coordination regarding homeless services,” said Gordon. “Her passion for those in our community who are in a housing crisis will form the basis of a strong partnership with all stakeholders in the homeless services system.” *Note: Press Release in handouts.*

Operations:

- Reopened the Main Library and Branches on April 5. Branches has a capacity of 6 patrons at a time with 30 minutes of browsing and/or computer usage and the Main Library has a capacity of 20 patrons at a time with an hour of browsing and/or computer usage while in the buildings.

Director's Report (Continued)

April 2021

National Library Week: National Library Week (April 4-10, 2021) is to celebrate the contributions of our nation's libraries, library workers' contributions, and promote library use and support. The theme this year is "Welcome to Your Library."

RPL's mascot Ripple the Otter visited the West End Branch Library to kick off Nation Library Week on April 5. Ripple assisted with book checkout, greeted patrons at the library, and opened the Middle Grade Monday book talk at 4:00 p.m. On April 8 Ripple was a guest during the live Preschool Storytime at 10:30 a.m. Other Library Branches celebrated by providing refreshments to staff.

RPS/RPL Partnership Update: RPL will be partnering with RPS again this year for our Summer Reading Program. Youth Services Associates will be riding the Lit Limo over the summer to promote the Summer Reading Program, sign up readers, pass out prizes, and advertise programs.

Library/Community Services Manager Heather Montgomery continues to participate in the RPS Special Education Advisory Committee. Ms. Montgomery met with Chasity Rodriguez from RPS on April 1. They made plans for a RPS Liaison to start having regular hours at the Broad Rock Branch Library in May.

Digital Services: Virtual programs continue to be very successful.

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

Questions via Chat	Questions via Text or Email	Total
12	53	65

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

Issue Date	Number of Subscribers	Grand Total of Emails Sent
3/5	23,397	23,397
3/12	23,348	46,745
3/19	23,305	70,050
3/26	23,261	93,311

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

Platform	Followers (Feb 28)	Followers (Mar 31)	Net Trend	New Posts	Total Post/Page Views
Facebook	3,767	3,796	+29	34	7,165 (approx.)
Instagram	2,984	3,024	+40	48	N/A
Twitter	1,534	1,554	+20	58	4,154
YouTube	146	151	+5	28	1,231
Discord (Teens)	N/A	21	-4	N/A	N/A

Other New Digital Programs:

- Read Across America Day – 10 new video book talks posted to YouTube, Instagram, and Facebook
- 12 authors/books nominated for the 2022 YAVA Award
- Virtual Children Programs
 - Virtual Storytimes – 81
 - Mini Masterpieces – 11
 - Family Bingo – 4
 - Storytime Unwind on Facebook Live every Friday
 - Cultural STEAM Kits – 13
 - Pete the Cat: The Great Leprechaun Escape Storytime & Cookie Decorating – 8
 - LEGO Club – 3
- Virtual Young Adult (Teen) Programs
 - Get Crafty Together – 6
 - Careers in Film Production – 15
 - The Lounge (a virtual teen space on Discord) – 5
 - TAG – 2
 - Teen Spotlight (zine) submissions – 4

- Virtual Adult Programs
 - Book Clubs:
 - Westover Hills Virtual Book Club – 11
 - North Avenue Fiction Focus Senior Book Club – 11
 - Oliver Hill Book Club: Jailed for Freedom – 9
 - Book Folding (Adult & Teen) - 6
 - We Got Tired: The 1963 March On Washington with Yamaja Washington – 6
 - Ebooks 101 – 3
 - Gellman Room Concert – 70
 - Bookologist – 14
 - Binge Bags – 1

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	95				562
Faxing	0	5	7	5	1	3	7	2	3				33
Photocopying	5	2	8	9	5	9	2	0	2				42
Curbside Holds	146	564	577	581	503	588	703	643	635				4,940
Reference	89	260	313	132	190	179	174	112	116				1,565
Masks	5	3	5	20	10	0	5	0	2				50
Total Monthly Interactions	255	870	987	854	749	839	972	813	853	0	0	0	7,192
Broad Rock													
Printing	98	432	498	508	370	412	526	379	534				3,757
Faxing	30	179	208	183	141	157	132	154	174				1,358
Photocopying	25	145	170	173	134	151	189	161	189				1,337
Curbside Holds	20	116	118	122	98	117	111	104	111				917
Reference	64	405	499	579	362	487	483	427	445				3,751
Masks	0	34	19	31	20	49	9	11	14				187
Total Monthly Interactions	237	1,311	1,512	1,596	1,125	1,373	1,450	1,236	1,467	0	0	0	11,307
East End													
Printing	35	107	139	208	145	219	253	175	261				1,542
Faxing	31	72	132	135	108	120	130	107	145				980
Photocopying	18	53	93	87	73	71	81	81	105				662
Curbside Holds	42	95	115	143	116	118	158	115	171				1,073
Reference	32	90	147	194	111	185	236	236	261				1,492
Masks	0	16	3	4	6	6	10	17	3				65
Total Monthly Interactions	158	433	629	771	559	719	868	731	946	0	0	0	5,814

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	71				506
Faxing	17	34	51	53	30	40	35	23	24				307
Photocopying	6	40	36	38	28	25	26	17	32				248
Curbside Holds	87	288	307	296	224	279	341	296	334				2,452
Reference	56	142	163	19	113	97	138	108	136				972
Masks	0	11	5	0	10	0	0	0	0				26
Total Monthly Interactions	179	557	610	461	462	503	634	508	597	0	0	0	4,511
Hull Street													
Printing	NT	41	87	82	101	79	107	97	110				704
Faxing	NT	28	71	43	43	47	62	40	64				398
Photocopying	NT	8	34	30	38	33	24	20	47				234
Curbside Holds	NT	44	52	55	41	40	98	49	88				467
Reference	NT	11	62	52	54	54	52	73	87				445
Masks	NT	11	8	3	2	0	0	0	8				32
Total Monthly Interactions	0	143	314	265	279	253	343	279	404	0	0	0	2,280
Main													
Printing	7	29	76	74	68	71	94	83	82				584
Faxing	11	19	26	45	26	27	17	18	25				214
Photocopying	9	17	33	39	36	20	22	12	19				207
Curbside Holds	93	281	360	436	382	348	415	385	399				3,099
Reference	33	192	357	378	309	285	257	213	281				2,305
Masks	20	20	20	20	20	0	20	20	80				220
Total Monthly Interactions	173	558	872	992	841	751	825	731	886	0	0	0	6,629

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	139				795
Faxing	28	58	49	81	74	107	103	49	85				634
Photocopying	17	33	39	46	71	77	91	65	97				536
Curbside Holds	39	44	67	37	40	57	47	55	77				463
Reference	45	91	112	170	47	45	33	28	150				721
Masks	25	50	65	25	25	10	9	10	20				239
Total Monthly Interactions	179	327	387	441	354	424	405	303	568	0	0	0	3,388
West End													
Printing	NT	10	14	17	10	23	12	33	30				149
Faxing	NT	4	5	2	3	5	6	1	8				34
Photocopying	NT	1	2	9	12	2	11	5	18				60
Curbside Holds	NT	379	634	518	527	582	646	422	803				4,511
Reference	NT	266	589	505	576	548	593	520	442				4,039
Masks	NT	7	10	11	16	14	8	7	8				81
Total Monthly Interactions	0	667	1,254	1,062	1,144	1,174	1,276	988	1,309	0	0	0	8,874
Westover Hills													
Printing	32	135	202	243	301	159	151	144	217				1,584
Faxing	9	41	38	42	56	40	32	56	54				368
Photocopying	8	27	25	31	22	28	24	22	18				205
Curbside Holds	235	560	451	442	346	346	326	346	520				3,572
Reference	129	239	315	300	146	145	142	157	179				1,752
Masks	NT	NT	NT	NT	NT	NT	NT	NT	16				16
Total Monthly Interactions	413	1,002	1,031	1,058	871	718	675	725	1,004	0	0	0	7,497
Systemwide Total:	1,594	5,868	7,596	7,500	6,384	6,754	7,448	6,314	8,034	0	0	0	57,492
YTD Total:	1,594	7,462	15,058	22,558	28,942	35,696	43,144	49,458	57,492				

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	3,888				34,829
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	1,096				11,592
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	1,575				14,050
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	2,278				20,808
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	1,368				9,941
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	3,071				30,642

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	870				6,499
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	5,769				51,027
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	4,815				45,127
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	15,990				119,432
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	40,720	-	-	-	343,947

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	0				1	115
Adult Attend	0	0	0	0	38	0	0	0	0				38	646
Young Adult Programs	0	0	0	0	0	0	0	0	0				0	10
Young Adult Attend	0	0	0	0	0	0	0	0	0				0	45
Juvenile Programs	0	0	0	0	0	0	0	0	0				0	27
Juvenile Attend	0	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				0	89
Adult Attend	0	0	0	0	0	0	0	0	0				0	498
Young Adult Programs	0	0	0	0	0	0	0	0	0				0	68
Young Adult Attend	0	0	0	0	0	0	0	0	0				0	589
Juvenile Programs	0	0	0	0	0	0	0	0	0				0	162
Juvenile Attend	0	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				0	350
Adult Attend	0	0	0	0	0	0	0	0	0				0	2,080
Young Adult Programs	0	0	0	0	0	0	0	0	0				0	22
Young Adult Attend	0	0	0	0	0	0	0	0	0				0	84
Juvenile Programs	0	0	0	0	0	0	0	0	0				0	130
Juvenile Attend	0	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				0	209
Adult Attend	0	0	0	0	0	0	0	0	0				0	2,389
Young Adult Programs	0	0	0	0	0	0	0	0	0				0	16
Young Adult Attend	0	0	0	0	0	0	0	0	0				0	102
Juvenile Programs	0	0	0	0	0	0	0	0	0				0	56
Juvenile Attend	0	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				0	92
Adult Attend	0	0	0	0	0	0	0	0	0				0	464
Young Adult Programs	0	0	0	0	0	0	0	0	0				0	16
Young Adult Attend	0	0	0	0	0	0	0	0	0				0	118
Juvenile Programs	0	0	0	0	0	0	0	0	0				0	49
Juvenile Attend	0	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				0	196
Adult Attend	0	0	0	0	0	0	0	0	0				0	5,465
Young Adult Programs	0	0	0	0	0	0	0	0	0				0	77
Young Adult Attend	0	0	0	0	0	0	0	0	0				0	804
Juvenile Programs	0	0	0	0	0	0	0	0	0				0	198
Juvenile Attend	0	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	2				5	191
Adult Attend	0	0	0	0	16	0	48	0	142				206	1,046
Young Adult Programs	0	0	0	1	4	2	2	1	2				12	19
Young Adult Attend	0	0	0	4	21	10	16	10	11				72	141
Juvenile Programs	0	0	0	0	0	0	0	0	0				0	64
Juvenile Attend	0	0	0	0	0	0	0	0	0				0	1,201
Total Attend	0	0	0	4	37	10	64	10	153	0	0	0	278	2,388
Total Programs	0	0	0	1	5	2	4	1	4	0	0	0	17	274
West End														
Adult Programs	1	1	1	1	0	0	0	0	0				4	81
Adult Attend	6	6	6	6	0	0	0	0	0				24	696
Young Adult Programs	0	0	0	0	0	0	0	0	0				0	8
Young Adult Attend	0	0	0	0	0	0	0	0	0				0	38
Juvenile Programs	0	0	0	1	0	0	0	0	0				1	72
Juvenile Attend	0	0	0	30	0	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				0	183
Adult Attend	0	0	0	0	0	0	0	0	0				0	3,167
Young Adult Programs	0	0	0	0	0	0	0	0	0				0	11
Young Adult Attend	0	0	0	0	0	0	0	0	0				0	161
Juvenile Programs	0	0	0	0	0	0	0	0	0				0	131
Juvenile Attend	0	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	153	0	0	0	370	55,095
Grand Total Programs	1	1	1	3	6	2	4	1	4	0	0	0	23	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	2,975	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	0	0	0	49	0	0	0	0				418
WIFI	290	89	183	221	140	95	90	26	96				1,230
Broad Rock Workstation	365	0	0	90	99	90	0	0	0				644
WIFI	238	87	84	143	135	145	241	151	214				1,438
East End Workstation	311	0	0	0	36	72	0	0	0				419
WIFI	325	169	145	158	105	113	128	157	165				1,465
Ginter Park Workstation	275	0	0	0	69	109	0	0	0				453
WIFI	357	216	203	309	208	246	225	251	257				2,272
Hull Street Workstation	250	0	0	0	42	0	0	0	0				292
WIFI	346	174	372	373	362	404	336	193	258				2,818
Main Workstation	539	0	0	0	214	202	0	0	0				955
Childrens Workstation	0	0	0	0	0	0	0	0	0				0
WIFI	1,247	641	833	768	819	574	590	610	786				6,868
North Avenue Workstation	214	0	0	0	154	198	0	0	0				566
WIFI	384	128	139	104	87	97	63	144	262				1,408
West End Workstation	207	0	0	0	36	135	0	0	0				378
WIFI	235	129	203	287	171	188	234	186	123				1,756
Westover Hills Workstation	231	0	0	0	19	0	0	0	0				250
WIFI	326	203	255	207	162	185	198	124	252				1,912
TOTALS FY21:	6,509	1,836	2,417	2,660	2,907	2,853	2,105	1,842	2,413				25,542
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	390	302	276	250	243	622	219	447	329	320
Apr-21										
May-21										
Jun-21										
Branch Total FY21:	2,336	1,438	1,505	1,548	1,234	3,829	1,263	2,831	2,033	2,514
Branch Total FY20:	3,061	1,959	1,957	2,374	1,471	5,159	1,610	3,447	3,083	2,733
Average:	260	160	167	172	137	425	140	315	226	279

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	12				141
Broad Rock	25	4	6	10	16	6	10	7	6				90
East End	21	3	3	8	3	6	5	5	7				61
Ginter Park	11	1	2	6	0	1	1	-	-				22
Hull Street	36	2	7	7	20	10	8	4	12				106
Main	91	38	44	41	44	44	37	30	34				403
North Avenue	19	1	7	6	17	7	1	8	5				71
West End	28	9	14	17	12	24	14	14	16				148
Westover Hills	33	0	5	4	4	6	8	4	6				70
Online Reg E-Card	344	399	613	347	270	310	290	327	334				3,234
Total FY21:	648	464	717	455	392	423	395	420	432	-	-	-	4,346
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
March 31, 2021

ACCOUNT	DESCRIPTION	Budget	Actual and Encumbered 31-Mar-21	% Spent	Balance Available 31-Mar-21
60000	SALARIES - FULL TIME	\$ 2,714,014	\$ 1,842,095	67.9%	\$ 871,919
61000	SALARIES - PART TIME	\$ 325,198	\$ 158,996	48.9%	\$ 166,203
62000	SALARIES - TEMPORARY	\$ -	\$ 67,971	0.0%	\$ (67,971)
63000	FICA	\$ 188,612	\$ 127,045	67.4%	\$ 61,567
63001	RET CON RSRs	\$ 721,527	\$ 468,859	65.0%	\$ 252,668
63002	MEDCARE FICA	\$ 44,112	\$ 29,712	67.4%	\$ 14,400
63003	GROUP LIFE	\$ 17,000	\$ 12,274	72.2%	\$ 4,726
63006	H/C ACT TEMP	\$ 555,228	\$ 387,148	69.7%	\$ 168,080
63008	STATE UNEMPLOYMENT	\$ -	\$ 358	0.0%	\$ (358)
63011	HEALTH SAVINGS	\$ -	\$ 750	0.0%	\$ (750)
64104	EDUCATION PAY	\$ -	\$ -	0.0%	\$ -
64105	BONUS PAY	\$ -	\$ -	0.0%	\$ -
64110	VRIP INCENTIVE	\$ -	\$ -	0.0%	\$ -
Personnel Expenses		\$ 4,565,691	\$ 3,095,208	67.8%	\$ 1,470,483
71141	BOOKS	\$ 519,105	\$ 514,082	99.0%	\$ 5,023
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 2,456	\$ -	0.0%	\$ 2,456
72122	MAGS & NEWSPAPER	\$ 29,277	\$ 19,227	65.7%	\$ 10,050
Collection Development		\$ 550,838	\$ 533,310	96.8%	\$ 17,528
70131	ADVERTISING	\$ 2,297	\$ 790	34.4%	\$ 1,507
70161	PLANNING MGMT SERVICES	\$ 223,055	\$ 157,220	70.5%	\$ 65,835
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	\$ 375,520	100.1%	\$ (469)
70552	CONTRACT AND TEMP PERSONNEL	\$ 22,000	\$ 20,851	94.8%	\$ 1,149
71012	OFFICE STATIONARY SUPPLIES	\$ 3,047	\$ 2,524	82.8%	\$ 523
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 19,220	\$ 2,066	10.8%	\$ 17,154
72113	POSTAGE	\$ 4,456	\$ 756	17.0%	\$ 3,700
72121	CONFERENCES & CON	\$ -	\$ -	0.0%	\$ -
72123	MEMBERSHIP DUES	\$ 677	\$ 8,780	1296.9%	\$ (8,103)
72124	TRAINING	\$ 297	\$ -	0.0%	\$ 297
72131	COMPUTER SUPPLIES	\$ 25,662	\$ 26,395	102.9%	\$ (733)
72153	EQUIPMENT	\$ 12,200	\$ 8,466	0.0%	\$ 3,734
73104	BANK FEES	\$ -	\$ 2,111	0.0%	\$ (2,111)
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
77103	FUEL-D/O VEHICLE	\$ 1,441	\$ 614	42.6%	\$ 827
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 329	66.7%	\$ 164
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
77501	DIT CHARGES	\$ -	\$ 817	0.0%	\$ (817)
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	\$ 607,877	86.2%	\$ 97,078
TOTAL GENERAL FUND		\$ 5,821,485	\$ 4,236,395	72.8%	\$ 1,585,089

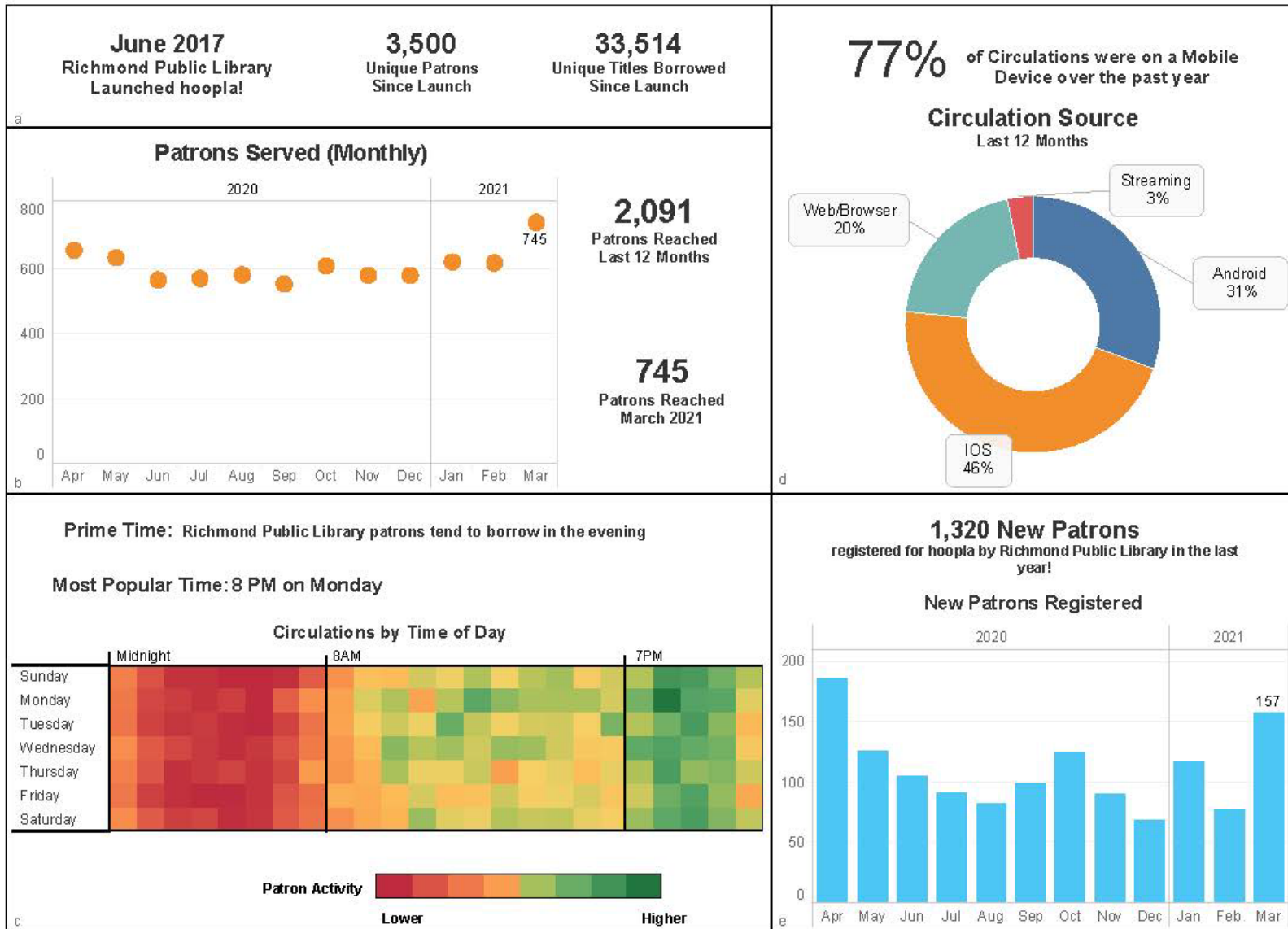
Richmond Public Library
Foundation, Friends, Groups and Individual Donations
FY 2021

Consent Agenda: Deposited Gifts Over \$100 Shown
as of April 28, 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	\$ -	\$ -

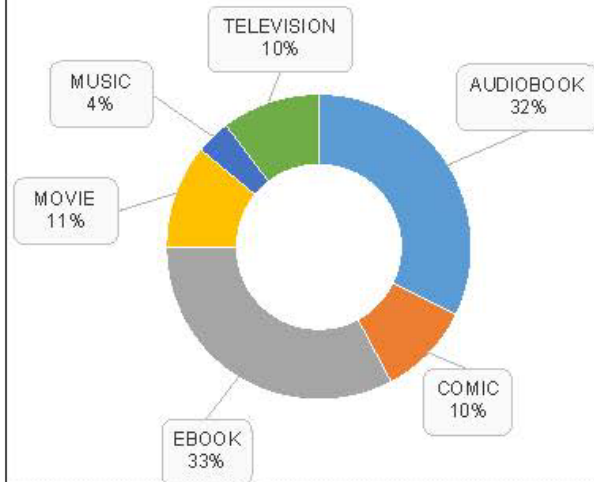


Annual review prepared exclusively for Richmond Public Library

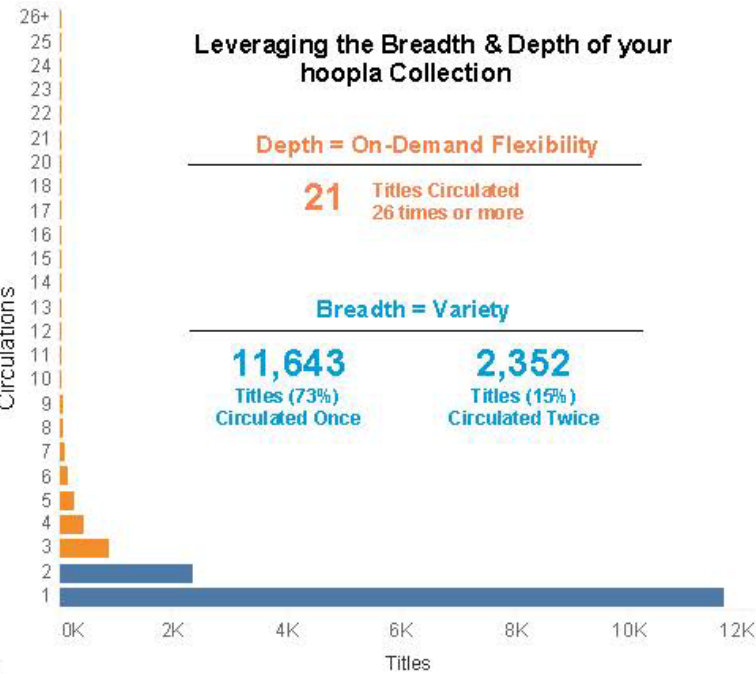
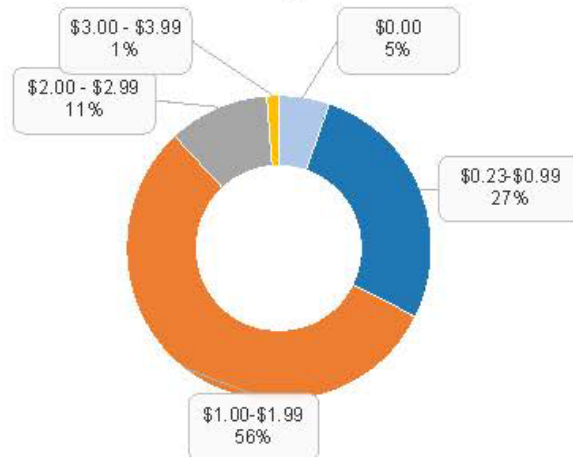


75% of titles circulated were
eBooks, Audiobooks & Comics

Unique Titles Circulated by Format



Circulations by Price Point



Last 12 Months

16,026
Unique Titles
Circulated

26,927
Total Circulations

12.9
Circulations
Per Patron

\$1.46
Cost per Circulation

Delivering Value to Your Community

hoopla enabled Richmond Public Library patrons to
access 16K titles worth \$427K in Content Value for \$39K

\$388K
Saved

Format	hoopla Total Cirs	Unique Titles Circled	hoopla Total Cost	hoopla Cost per Title	Cost to Purchase (per Title)	Total Cost to Purchase Titles Circled
AUDIOBOOK	10,031	5,186	\$13,433	\$2.59	\$43	\$222,998
COMIC	2,649	1,578	\$3,713	\$2.35	\$13	\$20,514
EBOOK	7,826	5,252	\$10,515	\$2.00	\$24	\$126,048
MOVIE	3,145	1,769	\$6,365	\$3.60	\$16	\$28,304
MUSIC	979	585	\$1,464	\$2.50	\$10	\$5,850
TELEVISION	2,297	1,656	\$3,754	\$2.27	\$14	\$23,184

From: Office of the Press Secretary
Sent: Monday, April 12, 2021 10:58 AM
To: Office of the Press Secretary <PressOffice@richmondgov.com>
Subject: Mayor appoints new Director of Housing and Community Development, creates Homeless Services Liaison position



Richmondgov.com
CITY OF RICHMOND
Office of Mayor Levar M. Stoney

Media Advisory
Monday, April 12, 2021
Contact: Sam Schwartzkopf
Cell: 804-418-2056
Sam.Schwartzkopf@richmondgov.com

Mayor appoints new Director of Housing and Community Development, creates Homeless Services Liaison position

Richmond, VA — Mayor Levar M. Stoney today announced the hiring of a new Director of Housing and Community Development as well as the appointment of a Homeless Services Liaison for the City of Richmond.

Longtime affordable housing and community development professional Sherrill Hampton will serve as Director of Housing and Community Development.

Dianne Wilmore, the Community Service Manager at the North Avenue Branch of the Richmond Public Library, will assume the role of Homeless Services Liaison.

“Affordable housing and homelessness are two of the most critical issues facing American cities, and the City of Richmond is no exception,” said Mayor Stoney. “The need for experienced and caring individuals to address these issues has only been heightened by the pandemic, and that’s why I’m grateful to have two highly qualified public servants joining our team in this effort.”

Ms. Hampton has more than 25 years of experience in the affordable housing and community development arenas, and has worked in senior management roles in non-profit, governmental, and educational sectors.

She holds a BS in Social Science from Claflin University and a JD from the University of South Carolina School of Law.

“As we come out of the COVID-19 pandemic facing an affordable housing crisis not seen before in the city, I am confident that Ms. Hampton’s experience in financing and real estate development along with community outreach and engagement is the right mix of knowledge and skill sets to lead us forward with the implementation of *One Richmond: An Equitable Affordable Housing Plan*,” said Sharon Ebert, Deputy Chief Administrative Officer for Economic Development.

In her role as Homeless Services Liaison, Ms. Wilmore will streamline communication and manage the flow of information with the city administration and City Council with regard to homeless services in the region.

Ms. Wilmore is a former Case Manager for the Salvation Army Women's Shelter in Cleveland and served as a Community Services and Outreach Manager in the East Cleveland Public Library system for 12 years. She is a graduate of the University of Akron.

In addition to her role as liaison, Ms. Wilmore will continue to serve as community service manager at the North Avenue branch, where she has served for seven years. She will report to Reggie Gordon, the Deputy Chief Administrative Officer for Human Services.

"In Diane, we have selected a talented city employee who will take on the additional responsibility of being the primary point person for questions and coordination regarding homeless services," said Gordon. "Her passion for those in our community who are in a housing crisis will form the basis of a strong partnership with all stakeholders in the homeless services system."

Council leadership was encouraged by the mayor's moves to further solidify and coordinate the city's response to the housing issue.

"These are two steps that our city needed to ensure that the work currently underway in affordable housing and homelessness services is an ongoing priority with the right leaders at the helm," said Council President Cynthia Newbille. "I look forward to working with Ms. Hampton and Ms. Wilmore to secure support for Richmonders along the entire pipeline of need, from homeless services to transitional housing to permanent residence."

"We need to be engaged and proactive as a city in our approach to helping our most vulnerable residents secure housing that is both affordable and sustainable," said City Council Vice President Ellen Robertson. "Finding the right candidate to assume the Housing and Community Development Director role and dedicating a point person in our city to coordinate homelessness services and outreach with our local partners and regional caregivers will significantly improve our ability to make a difference in the community."

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