

# RICHMOND PUBLIC LIBRARY

## BOARD OF TRUSTEES

June 23, 2021

Main Library  
101 East Franklin Street  
Richmond, Virginia 23219

11:45 a.m.



## Richmond Public Library Board

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



### Library Board of Trustees Meeting

Wednesday, June 23, 2021  
11:45 a.m.

#### A G E N D A

<b>Call to order:</b>	11:45 a.m.	Mr. William Yates
<b>Agenda</b>		Mr. William Yates
<b>Consent Agenda:</b>		Mr. William Yates
• Approval of Minutes-May 26, 2021		
• Approval of Statistical Report		
• Approval of Pending Deposited Gifts Report		
<b>Public Comment Period:</b>		
<b>Reports:</b>	12:00 p.m.	
• Library Friends		Ms. DeBoer/Mr. Dishon
• Library Foundation		Ms. Revere
• Administration Reports		Mr. Firestine
<b>Board Committee Reports:</b>	12:10 p.m.	
• Chairman		Mr. Yates
• Finance Committee		Mr. Sawyer
• Facilities Committee		Ms. Woody
• Governance Committee		Ms. Altman
<b>Unfinished Business</b>	12:30 p.m.	Mr. Yates
• Continue to Discuss Strategic Plan		
<b>New Business</b>	12:40 p.m.	Mr. Yates
<b>Adjourn</b>		Mr. Yates
<b>Next Meeting:</b>		
July 28, 2021 Meeting at 11:45 a.m.		
Location: Main Library		

**Library Board Meeting Minutes - DRAFT**  
**May 26, 2021**

**PRESENT:** Chair William Yates, Vice Chair Christine Peterson, Emily Altman, Brent Graves Sheron Carter-Gunter, Gail Zwirner

**VIRTUAL:** Barbara Burton, Garrett Sawyer, Janet Woody

**ABSENT:** N/A

**STAFF:** Scott Firestine, Clay Dishon, Attorney Laura Drewry, Gianna Pack, Susan Revere, Jonah Butler, Adam Zimmerli, Friends of the Library Chair Ruth DeBoer

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair William Yates at 11:45 a.m. at the Main Library located at 101 E. Franklin Street, Richmond, Virginia. The public was noticed and could attend in person or by using Richmond Public Library YouTube channel <https://bit.ly/2VfKL9U>, where it was Live Streamed. A quorum was established.

<b>Agenda</b>	Approve the May 26, 2021 Agenda as submitted: <i>Motion: Vice Chair Christine Peterson, Second by Sheron Carter-Gunter</i>  <p style="text-align: center;"><i>AYES: <u>9</u>      NOES: <u>0</u>      ABSTAIN: <u>0</u>    Approved Unanimously.</i></p>
<b>Consent Agenda</b>	Approve the April 28, 2021 Meeting Minutes, Current Financial Reports, Statistical Reports, and Donations Report as submitted: <i>Motion: Vice Chair Christine Peterson, Second by Gail Zwirner</i>  <p style="text-align: center;"><i>AYES: <u>9</u>      NOES: <u>0</u>      ABSTAIN: <u>0</u>    Approved Unanimously.</i></p>
<b>Public Comment Period</b>	None Present
<b>REPORTS</b>	
<b>Friends of the Library (FOL)</b>  <b><u>Ruth DeBoer</u></b>	Ms. DeBoer reported on the following: <ul style="list-style-type: none"> <li>• The next Friends of the Library (FOL) meeting will be held on June 9, 2021.</li> <li>• Currently, donations are being taken by appointment only. People can email or call the FOL number for a date and time to drop off donations.</li> <li>• The Annual Meeting is in the planning stages for September timeframe.</li> <li>• The newsletter should be going out the end of June/early July timeframe.</li> </ul> <p>With the Master Plan starting up, Chair Yates asked Ms. DeBoer to evaluate the current inventory and after the Book Sale in November. Make a determination of items that have not sold in prior book sales should be taken out of inventory.</p>

**REPORTS (CONTINUED)**

<p><b>Library Foundation</b>  <u>Susan Revere</u></p>	<p>Ms. Revere reported on the following:</p> <ul style="list-style-type: none"> <li>• <b>Centennial/Renovation:</b> A grant strategy was crafted for the next few months to prepare for the federal, state, city, and private dollars that may be offered. Focus is on infrastructure, book collection, children’s learning, and broadband.</li> </ul> <p>The community survey, developed by the Architects is being finalized and will be disseminated on various platforms in June. The plan is to meet with City Council members to bring them up to speed on the Library’s efforts before the survey goes out to the public.</p> <ul style="list-style-type: none"> <li>• <b>Grant Activity:</b> <ul style="list-style-type: none"> <li>○ As follow up to the April report, the Foundation applied for a grant from The ALA COVID Library Relief Fund. The \$50,000 ask is to update our book collection through a DEI lens. Grant awards will be announced on June 23 and funds must be expended by December 31, 2021.</li> <li>○ The Foundation submitted a request to Dominion Energy in support of both the YAVA program in Spring of 2022 and the RVA Reads Program this year.</li> <li>○ An LOI was submitted to Robins Foundation in their third and final Community Focus grant cycle of 2021. Based on Robin’s focus on Children and Education, the ask is for the RVA Reads Program, which aligns with two of Robins Focus areas (Children ages 0-18 and their parents/caregivers, and Ensuring children are prepared for kindergarten, engaged in school and thrive academically).</li> <li>○ When shopping on Amazon, please use AmazonSmile to benefit Richmond Public Library. Please ask your friends to do the same.</li> </ul> </li> <li>• <b>Upcoming Board Retreat:</b> The 3 Board Retreat is scheduled for Saturday, September 11 from 9:00 am – 12:00 pm in the auditorium. Coffee and continental breakfast will be available from 8:30 am – 9:00 am. As it gets closer to the event, the agenda and supporting information needed for that day will be distributed. If you have questions, please reach out to Marshall Pearsall or Susan Revere.</li> </ul>
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<p><b>Administration</b>  <u>Scott Firestine</u></p>	<p><b>Highlights and Additions to Director’s Report:</b> Mr. Firestine reported on the following:</p> <ul style="list-style-type: none"> <li>• Waiting on the Govenor to ease up COVID19 restristictions even more during his next update. If he does, then RPL will start putting furniture back in place and opening up meeting rooms.</li> <li>• Virtual programming will continue for the next 3-4 months. In-person programming will slowly begin to continue shortly thereafter, with focus on starting up in the the fall.</li> </ul>
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**BOARD COMMITTEE REPORTS**

<p><b>Chair</b> <u>William Yates</u></p>	<p>No Report.</p> <p>Chair Yates reminded Board Members that there was a virtual FOIA Training for June 16, scheduled by the Clerk’s Office.</p>
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**BOARD COMMITTEE REPORTS**

<p><b>Finance Chair</b> <u><b>Garrett Sawyer</b></u></p>	<p>Mr. Sawyer reported City Council adopted a City-wide budget of \$772.8M Budget to go in effect July 1, 2021. This does not include the \$160M the City should receive from the Federal American Rescue Plan.</p> <p>Mr. Firestine reported the Capital Improvement Plan (CIP) passed as presented. The Library has two pages in the CIP, which has little to no funding for FY2022.</p> <p>Mr. Firestine reported with the hiring freeze and 9% Budget cut currently in place, the recommendation would be is to keep the service hours and staffing as is until the first of the first of the year.</p> <p>Ms. Burton inquired if there was a possibility to reinstate Saturday hours to the North Avenue, Hull Street, and East End Branches. Mr. Firestine shared the criteria of low performance on Saturdays, low foot traffic due to closure due to pandemic, poor circulation, and staff shortages with the hiring freeze and employees resigning has caused challenges for these sites to have six days open. The Board discussed several options that may or may not work to have the libraries open on Saturdays. After discussion, the LBOT concurred to do everything possible to reinstate Saturday operating hours back to North Avenue, Hull Street, and East End Branches as soon as possible.</p>
<p><b>Facilities Chair</b> <u><b>Janet Woody</b></u></p>	<p>Mr. Firestine reported the Facilities Committee met Steinber Hart/KEi on May 7 to discuss assembling a survey to ask the Richmond community feedback on what they want to see and happen in their library, etc. The survey will be both electronic and paper format as well as in Spanish and English, added to social media, and available at Branches. Mr. Firestine will reach out to Council Members and the Mayor to ask for their feedback and to ask them to promote the survey. Mr. Firestine also asked the Board Members if they would reach out to 10 people with the survey to help promote and receive feedback. The goals is to have the data completed in August.</p> <p>Vice Chair Peterson requested adding meeting rooms to the survey.</p> <p>Ms. Woody reported and touched on the highlights of the May 7 meeting:</p> <ul style="list-style-type: none"> <li>• Guiding Principals – Useful during outreach and fundraising</li> <li>• Designing the Building – Wants/Needs/Issues/Concerns:             <ul style="list-style-type: none"> <li>○ To be inclusive</li> <li>○ Be a reflection of the community</li> <li>○ Attractive and Fun – So people will want to visit</li> <li>○ Exhibit an activity space</li> <li>○ Be Net 0</li> <li>○ Have spaces with updated lighting and decor</li> <li>○ How to recognize the old building in the new building – Discussion only</li> <li>○ Access to the building and AV equipment</li> <li>○ Funding opportunity</li> <li>○ Issues: Parking</li> </ul> </li> </ul>
<p><b>Governance Chair</b> <u><b>Emily Altman</b></u></p>	<p>No report.</p>

**UNFINISHED BUSINESS**

Strategic Plan Dashboard Update: Mr. Firestine gave an overview of the Strategic Plan Dashboard. Members discussed Goal 1: Children will enter school ready to learn, and will have resources to help them succeed academically. The Board Members focused on all items that had a problem with circumstances slowing progress, stopped completely, or put on hold.

Strategy 1d: Review School Board member attendance at Richmond Public Library Board Meeting: Mr. Sawyer texted the The Honorable Shonda Harris-Muhammed to see if she would be interested in attending the next LBOT meeting. Ms. Pack will add Dr. Harris-Muhammed to the invitation of the June 23 meeting.

Chair Yates asked Board Memembers to review the Strategic Plan Dashboard and come to the next meeting with any questions or concerns with any of the sections they feel need attention when working on the new Strategic Plan.

Vice Chair Peterson added when looking at the new Strategic Plan to keep in mind equity, inclusion, and diversity to make sure we are doing the right thing, and if not, we should.

**NEW BUSINESS**

Approve Friday, June 18 for City observed holiday and Saturday, June 19 actual holiday of Juneteenth.

*Motion: Emily Altman, Second by Sheron Carter-Gunter*

***AYES: 8      NOES: 1      ABSTAIN: 0    Approved.***

There being no further business, the meeting was adjourned at 12:59 p.m. by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, June 23, 2021, at the Main Library located at 101 E. Franklin Street and by Zoom if needed.

Approved: \_\_\_\_\_

Mr. William Yates, Chair

Recorder: Gianna Pack, CAP  
Senior Executive Assistant

## Director's Report

June 2021

### Director Activities:

Jun 2 RPLF Executive Committee Meeting – Virtual  
Jun 2 RPL Friends Board Meeting – Main Library  
Jun 3 ULC Director/CEO Meeting – Virtual  
Jun 8 Audit Committee Meeting – Virtual  
Jun 9 Full Foundation Board Meeting (Voting) – Virtual  
Jun 9 PLA Webinar-Dismantling Racism in Collaborative Collection – Virtual  
Jun 9 RPL Friends Board Meeting – Main Library  
Jun 10 National Foundation Discussion with Christine Peterson – Main Library  
Jun 10 ULC Director/CEO Meeting – Virtual  
Jun 11 CALD Meeting – Virtual  
Jun 14 City of Richmond Leadership Development - Virtual  
Jun 16 FOIA Training with City Clerk – Virtual  
Jun 17 ULC Director/CEO Meeting – Virtual  
Jun 18-19 Juneteenth Holiday Break – Libraries Closed  
Jun 21 Prep Meeting for Lumina Meeting with Christine Peterson – Main  
Jun 22 Staff Orientation  
Jun 22 Library Grant Strategy Discussion with Christine Peterson and John Umschneider – Main  
Jun 22 Tour of Library for New Foundations Members – Main  
Jun 23 EOP Update Kick-off Meeting – Virtual  
Jun 23 RPL/Lumina Meeting – Virtual  
Jun 24 ULC Director/CEO Meeting – Virtual  
Jun 25 Walking Tour of Meding Wall Murals Led by Hamilton Glass/Mayor will Attend at 11:00 am.

### Hiring:

- Hiring freeze still in effect.

### Operations:

- Effective June 5, North Avenue, Hull Street, and East End Branches reinstated Saturday hours. With the hiring freeze still in effect, additional assistance will come from a temporary service, which will effect the Operations Budget.
- Effective June 15, all locations were notified to return to 2-hour sessions for Public Access Computer time.
- Effective June 21, meeting rooms once again are available for reservations.
- Effective July 6, all libraries will add one open hour of service time to bring Monday-Friday hours to 10 am-6 pm (Saturday hours will remain 10 am-5 pm system wide).

**Main Library Basement Flooding (Special Collections Area):** Background Information: On June 22, 2018, heavy rain caused major flooding where the carpet and hard surfaces were effected in the Special Collections area, but there was no damage to the materials. ServPro was called and responded quickly. They applied fans, dehumidifiers, antifungal/antibacterial treatment and continuously dried the floor for an additional 48 hours. There was minor flooding on July 18, 2018, when the combined storm and sanitary sewer on Franklin were overwhelmed.

At the July 24, 2019, LBOT Meeting, a former Board Member inquired about the flooding. In the minutes, it was reported in the Facilities Committee Report that DPU scoped the drain with dye verifying that the drain was in the proper location. This seemed to fix the problem at the time. However, DPW/DPU did not conclusively say what could permanently fix the problem. DPU also mentioned that it could have been a blockage in the storm sewer drain and when it rained 6(+)" it just backed up into the building.

Current Update: Both on June 9 and 11, 2021, the Main Library Special Colletions restroom area had backup of the storm/sanitary sewers to cause flooding in the basement adjacent to Special Collections area. ServPro was called to respond to any damage caused by the flooding. This has been an ongoing issue. Superintendent of Facilities, Ms. Clarke, is coordinating a solution with DPW and DPU.

## **Director's Report (Continued)**

**June 2021**

### **Richmond Public Library (RPL)/Richmond Public Schools (RPS) Partnership Update:**

- The Youth Services Leadership Team has been working with Judy Deichman, School Media Centers Specialist, at RPS. Summer Reading materials will be distributed on the Lit Limo throughout the summer. In addition, Youth Services staff will be riding the Lit Limo as much as possible to register youth for Summer Reading and register their completion. Finally, the Youth Services staff hopes to attend RPS events after the conclusion of school where students will return their Chromebooks. They will distribute Summer Reading materials there as well. RPL is awaiting RPS to report dates for these events.
- In looking toward the fall, the Youth Services Leadership Team is working with Judy Deichman to include RPL library card registration forms in the back to school packets of all RPS students. Parents/guardians will be needed to approve and return these forms to the schools or one of our RPL locations so the student may receive a library card.
- RPS will provide both in-person and virtual options for the students in the fall. The Youth Services Team is planning and will coordinate programming and access to resources with RPS as the reopening for school plan evolves.

### **Summer Reading Program:**

The Summer Reading Program (SRP) launches with "Reading Colors Your World". SRP will run from June 12 through August 7. The goal of the Program is to achieve 100,000 reading minutes across the City. Anyone reading above 500 minutes will be eligible for prize drawings (such as Squirrel's tickets, etc.). Anyone can sign up at [RVALibrary.org](http://RVALibrary.org). Summer Reading is partnering with the artist Hamilton Glass's effort "Mending Walls". Download a sheet from the library website, color it, and return to the Library. Mr. Glass will integrate the sheet into a final mural. If we achieve 100,000 reading minutes, RPL will make a \$500 donation to a local food bank.

**3-Board Retreat Update:** The 3-Board Retreat event will be held Saturday, September 11, 2021. The agenda will include a review of organizational relationships, the renovation master plan (scope, timeline, and renderings), plans for fundraising and the action plan. The goal is for all three Boards to have an opportunity to assist in the process. Once the Agenda is finalized closer to September 11, it will be sent out to everyone.



## Digital Services:

### Ask-A-Librarian (April 30 – May 31, 2021):

Questions via Chat	Questions via Text or Email	Total
6	38	43

### RPL @ Home Newsletter (April 30 – May 31, 2021):

Issue Date	Number of Subscribers	Grand Total of Emails Sent
5/7	23,117	23,117
5/14	23,075	46,192
5/21	23,024	69,216
5/28	22,987	92,203

### Social Media (April 30 – May 31, 2021):

Platform	Followers (Apr 30)	Followers (May 31)	Net Trend	New Posts	Total Post/Page Views
Facebook	3,789	3,801	+12	21	6,815 (approx.)
Instagram	3,024	3,086	+62	34	N/A
Twitter	1,577	1,584	+7	57	4,409
YouTube	165	170	+5	17	1005
Discord (Teens)	32		+11	N/A	N/A

## Other New Digital Programs:

- Virtual Children Programs
  - Virtual Storytimes – 20
  - Mini Masterpieces – 14
  - LEGO Club – 1
  - Family Bingo – 3
  - Storytime Unwind on Facebook Live – Every Friday
  - Middle Grade Monday on Facebook Live – Every Monday
- Virtual Young Adult (Teen) Programs
  - Get Crafty Together – 10
  - TAG – 5
- Virtual Adult Programs
  - Book Clubs:
    - Westover Hills Virtual Book Club – 6
    - North Avenue Fiction Focus Senior Book Club – 9
    - First Chapters Book Discussion – 3
    - Oliver W. Hill Book Club: The Organ Thieves with Chip Jones – 25
  - Virtual Chair Yoga with Cheryl Clarke – 9
  - Ebooks 101 – 1
  - Gellman Room Concert – 35
  - “How to Tell Your Story” Memoir Writing Workshop – 13
  - “They Tried to Bury Us”: Part 2 of The JXN Project Summer Lecture Series – 45

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
<b>Belmont</b>													
Printing	10	36	77	107	40	60	81	56	95	90	28		<b>680</b>
Faxing	0	5	7	5	1	3	7	2	3	11	1		<b>45</b>
Photocopying	5	2	8	9	5	9	2	0	2	8	5		<b>55</b>
Curbside Holds	146	564	577	581	503	588	703	643	635	544	143		<b>5,627</b>
Reference	89	260	313	132	190	179	174	112	116	116	7		<b>1,688</b>
Masks	5	3	5	20	10	0	5	0	2	1	0		<b>51</b>
<b>Total Monthly Interactions</b>	<b>255</b>	<b>870</b>	<b>987</b>	<b>854</b>	<b>749</b>	<b>839</b>	<b>972</b>	<b>813</b>	<b>853</b>	<b>770</b>	<b>184</b>	<b>0</b>	<b>8,146</b>
<b>Broad Rock</b>													
Printing	98	432	498	508	370	412	526	379	534	457	125		<b>4,339</b>
Faxing	30	179	208	183	141	157	132	154	174	171	67		<b>1,596</b>
Photocopying	25	145	170	173	134	151	189	161	189	163	60		<b>1,560</b>
Curbside Holds	20	116	118	122	98	117	111	104	111	118	45		<b>1,080</b>
Reference	64	405	499	579	362	487	483	427	445	442	153		<b>4,346</b>
Masks	0	34	19	31	20	49	9	11	14	8	1		<b>196</b>
<b>Total Monthly Interactions</b>	<b>237</b>	<b>1,311</b>	<b>1,512</b>	<b>1,596</b>	<b>1,125</b>	<b>1,373</b>	<b>1,450</b>	<b>1,236</b>	<b>1,467</b>	<b>1,359</b>	<b>451</b>	<b>0</b>	<b>13,117</b>
<b>East End</b>													
Printing	35	107	139	208	145	219	253	175	261	261	94		<b>1,897</b>
Faxing	31	72	132	135	108	120	130	107	145	115	59		<b>1,154</b>
Photocopying	18	53	93	87	73	71	81	81	105	91	30		<b>783</b>
Curbside Holds	42	95	115	143	116	118	158	115	171	136	43		<b>1,252</b>
Reference	32	90	147	194	111	185	236	236	261	258	83		<b>1,833</b>
Masks	0	16	3	4	6	6	10	17	3	14	4		<b>83</b>
<b>Total Monthly Interactions</b>	<b>158</b>	<b>433</b>	<b>629</b>	<b>771</b>	<b>559</b>	<b>719</b>	<b>868</b>	<b>731</b>	<b>946</b>	<b>875</b>	<b>313</b>	<b>0</b>	<b>7,002</b>

*NOTE: Report for May reflect May 1-11, 2021. Curbside service stopped on May 12 when all Library Branches opened.*

<b>SYSTEMWIDE SERVICE INTERACTIONS FY2021 (CONTINUED)</b>	<b>Jul-20</b>	<b>Aug-20</b>	<b>Sep-20</b>	<b>Oct-20</b>	<b>Nov-20</b>	<b>Dec-20</b>	<b>Jan-21</b>	<b>Feb-21</b>	<b>Mar-21</b>	<b>Apr-21</b>	<b>May-21</b>	<b>Jun-21</b>	<b>TOTAL FY21</b>
<b>Ginter Park</b>													
Printing	13	42	48	55	57	62	94	64	71	71	75		<b>652</b>
Faxing	17	34	51	53	30	40	35	23	24	32	25		<b>364</b>
Photocopying	6	40	36	38	28	25	26	17	32	38	16		<b>302</b>
Curbside Holds	87	288	307	296	224	279	341	296	334	400	168		<b>3,020</b>
Reference	56	142	163	19	113	97	138	108	136	84	30		<b>1,086</b>
Masks	0	11	5	0	10	0	0	0	0	4	0		<b>30</b>
<b>Total Monthly Interactions</b>	<b>179</b>	<b>557</b>	<b>610</b>	<b>461</b>	<b>462</b>	<b>503</b>	<b>634</b>	<b>508</b>	<b>597</b>	<b>629</b>	<b>314</b>	<b>0</b>	<b>5,454</b>
<b>Hull Street</b>													
Printing	NT	41	87	82	101	79	107	97	110	159	122		<b>985</b>
Faxing	NT	28	71	43	43	47	62	40	64	48	45		<b>491</b>
Photocopying	NT	8	34	30	38	33	24	20	47	43	40		<b>317</b>
Curbside Holds	NT	44	52	55	41	40	98	49	88	83	49		<b>599</b>
Reference	NT	11	62	52	54	54	52	73	87	154	138		<b>737</b>
Masks	NT	11	8	3	2	0	0	0	8	6	0		<b>38</b>
<b>Total Monthly Interactions</b>	<b>0</b>	<b>143</b>	<b>314</b>	<b>265</b>	<b>279</b>	<b>253</b>	<b>343</b>	<b>279</b>	<b>404</b>	<b>493</b>	<b>394</b>	<b>0</b>	<b>3,167</b>
<b>Main</b>													
Printing	7	29	76	74	68	71	94	83	82	0	0		<b>584</b>
Faxing	11	19	26	45	26	27	17	18	25	0	0		<b>214</b>
Photocopying	9	17	33	39	36	20	22	12	19	0	0		<b>207</b>
Curbside Holds	93	281	360	436	382	348	415	385	399	0	0		<b>3,099</b>
Reference	33	192	357	378	309	285	257	213	281	0	0		<b>2,305</b>
Masks	20	20	20	20	20	0	20	20	80	0	0		<b>220</b>
<b>Total Monthly Interactions</b>	<b>173</b>	<b>558</b>	<b>872</b>	<b>992</b>	<b>841</b>	<b>751</b>	<b>825</b>	<b>731</b>	<b>886</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,629</b>

**NOTE: Report for May reflect May 1-11, 2021. Curbside service stopped on May 12 when all Library Branches opened.**

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
<b>North Avenue</b>													
Printing	25	51	55	82	97	128	122	96	139	168	115		1,078
Faxing	28	58	49	81	74	107	103	49	85	85	46		765
Photocopying	17	33	39	46	71	77	91	65	97	72	58		666
Curbside Holds	39	44	67	37	40	57	47	55	77	51	76		590
Reference	45	91	112	170	47	45	33	28	150	122	64		907
Masks	25	50	65	25	25	10	9	10	20	25	25		289
<b>Total Monthly Interactions</b>	<b>179</b>	<b>327</b>	<b>387</b>	<b>441</b>	<b>354</b>	<b>424</b>	<b>405</b>	<b>303</b>	<b>568</b>	<b>523</b>	<b>384</b>	<b>0</b>	<b>4,295</b>
<b>West End</b>													
Printing	NT	10	14	17	10	23	12	33	30	41	34		224
Faxing	NT	4	5	2	3	5	6	1	8	2	2		38
Photocopying	NT	1	2	9	12	2	11	5	18	12	15		87
Curbside Holds	NT	379	634	518	527	582	646	422	803	589	96		5,196
Reference	NT	266	589	505	576	548	593	520	442	423	168		4,630
Masks	NT	7	10	11	16	14	8	7	8	8	10		99
<b>Total Monthly Interactions</b>	<b>0</b>	<b>667</b>	<b>1,254</b>	<b>1,062</b>	<b>1,144</b>	<b>1,174</b>	<b>1,276</b>	<b>988</b>	<b>1,309</b>	<b>1,075</b>	<b>325</b>	<b>0</b>	<b>10,274</b>
<b>Westover Hills</b>													
Printing	32	135	202	243	301	159	151	144	217	236	60		1,880
Faxing	9	41	38	42	56	40	32	56	54	48	23		439
Photocopying	8	27	25	31	22	28	24	22	18	23	17		245
Curbside Holds	235	560	451	442	346	346	326	346	520	472	111		4,155
Reference	129	239	315	300	146	145	142	157	179	142	32		1,926
Masks	NT	NT	NT	NT	NT	NT	NT	NT	16	5	0		21
<b>Total Monthly Interactions</b>	<b>413</b>	<b>1,002</b>	<b>1,031</b>	<b>1,058</b>	<b>871</b>	<b>718</b>	<b>675</b>	<b>725</b>	<b>1,004</b>	<b>926</b>	<b>243</b>	<b>0</b>	<b>8,666</b>
<b>Systemwide Total:</b>	<b>1,594</b>	<b>5,868</b>	<b>7,596</b>	<b>7,500</b>	<b>6,384</b>	<b>6,754</b>	<b>7,448</b>	<b>6,314</b>	<b>8,034</b>	<b>6,650</b>	<b>2,608</b>	<b>0</b>	<b>66,750</b>
<b>YTD Total:</b>	<b>1,594</b>	<b>7,462</b>	<b>15,058</b>	<b>22,558</b>	<b>28,942</b>	<b>35,696</b>	<b>43,144</b>	<b>49,458</b>	<b>57,492</b>	<b>64,142</b>	<b>66,750</b>		

*NOTE: Report for May reflect May 1-11, 2021. Curbside service stopped on May 12 when all Library Branches opened.*

**CIRCULATION FY2021**

LOCATION	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
<b>Belmont</b>	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	3,924	5,400		44,153
<b>Broad Rock</b>	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	954	979		13,525
<b>East End</b>	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	1,539	1768		17,357
<b>Ginter Park</b>	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	2380	2953		26,141
<b>Hull Street</b>	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	1,432	1,555		12,928
<b>Main</b>	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	3,714	4,652		39,008

**CIRCULATION FY2021 (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	1,345	2,007		9,851
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	6,685	9,084		66,796
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	4,246	4,702		54,075
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	5,990	12,429	12,782		144,643
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	38,648	45,882	-	428,477

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	0	0	0	0		1	115
Adult Attend	0	0	0	0	38	0	0	0	0	0	0		38	646
Young Adult Programs	0	0	0	0	0	0	0	0	0	0	0		0	10
Young Adult Attend	0	0	0	0	0	0	0	0	0	0	0		0	45
Juvenile Programs	0	0	0	0	0	0	0	0	0	0	0		0	27
Juvenile Attend	0	0	0	0	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	0	0	0		0	89
Adult Attend	0	0	0	0	0	0	0	0	0	0	0		0	498
Young Adult Programs	0	0	0	0	0	0	0	0	0	0	0		0	68
Young Adult Attend	0	0	0	0	0	0	0	0	0	0	0		0	589
Juvenile Programs	0	0	0	0	0	0	0	0	0	0	3		3	162
Juvenile Attend	0	0	0	0	0	0	0	0	0	0	23		23	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>23</b>	<b>0</b>	<b>23</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>3</b>	<b>0</b>	<b>3</b>	<b>319</b>
<b>East End</b>														
Adult Programs	0	0	0	0	0	0	0	0	0	0	0		0	350
Adult Attend	0	0	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	0		0	22
Young Adult Attend	0	0	0	0	0	0	0	0	0	0	0		0	84
Juvenile Programs	0	0	0	0	0	0	0	0	0	0	0		0	130
Juvenile Attend	0	0	0	0	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	0	0	0		0	209
Adult Attend	0	0	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	0		0	16
Young Adult Attend	0	0	0	0	0	0	0	0	0	0	0		0	102
Juvenile Programs	0	0	0	0	0	0	0	0	0	0	0		0	56
Juvenile Attend	0	0	0	0	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	0	0	0		0	92
Adult Attend	0	0	0	0	0	0	0	0	0	0	0		0	464
Young Adult Programs	0	0	0	0	0	0	0	0	0	0	0		0	16
Young Adult Attend	0	0	0	0	0	0	0	0	0	0	0		0	118
Juvenile Programs	0	0	0	0	0	0	0	0	0	2	11		13	49
Juvenile Attend	0	0	0	0	0	0	0	0	0	16	75		91	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>16</b>	<b>75</b>	<b>0</b>	<b>91</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>2</b>	<b>11</b>	<b>0</b>	<b>13</b>	<b>157</b>
<b>Main</b>														
Adult Programs	0	0	0	0	0	0	0	0	0	0	0		0	196
Adult Attend	0	0	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	0		0	77
Young Adult Attend	0	0	0	0	0	0	0	0	0	0	0		0	804
Juvenile Programs	0	0	0	0	0	0	0	0	0	0	0		0	198
Juvenile Attend	0	0	0	0	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	0	2	1	0		6	191
Adult Attend	0	0	0	0	16	0	48	0	142	3	0		209	1,046
Young Adult Programs	0	0	0	1	4	2	2	1	2	1	2		15	19
Young Adult Attend	0	0	0	4	21	10	16	10	11	13	8		93	141
Juvenile Programs	0	0	0	0	0	0	0	0	0	0	0		0	64
Juvenile Attend	0	0	0	0	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>10</b>	<b>153</b>	<b>16</b>	<b>8</b>	<b>0</b>	<b>302</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>1</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>21</b>	<b>274</b>
<b>West End</b>														
Adult Programs	1	1	1	1	0	0	0	0	0	1	1		6	81
Adult Attend	6	6	6	6	0	0	0	0	0	8	9		41	696
Young Adult Programs	0	0	0	0	0	0	0	0	0	0	0		0	8
Young Adult Attend	0	0	0	0	0	0	0	0	0	0	0		0	38
Juvenile Programs	0	0	0	1	0	0	0	0	0	1	2		4	72
Juvenile Attend	0	0	0	30	0	0	0	0	0	37	62		129	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>45</b>	<b>71</b>	<b>0</b>	<b>170</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>2</b>	<b>3</b>	<b>0</b>	<b>10</b>	<b>161</b>
<b>Westover Hills</b>														
Adult Programs	0	0	0	0	0	0	0	0	0	0	0		0	183
Adult Attend	0	0	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	0		0	11
Young Adult Attend	0	0	0	0	0	0	0	0	0	0	0		0	161
Juvenile Programs	0	0	0	0	0	0	0	0	0	0	0		0	131
Juvenile Attend	0	0	0	0	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>10</b>	<b>153</b>	<b>77</b>	<b>177</b>	<b>0</b>	<b>624</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>1</b>	<b>4</b>	<b>6</b>	<b>19</b>	<b>0</b>	<b>48</b>	<b>4,312</b>

<b>DOOR COUNT FY2021</b>	<b>Jul-20</b>	<b>Aug- 20</b>	<b>Sep-20</b>	<b>Oct-20</b>	<b>Nov-20</b>	<b>Dec-20</b>	<b>Jan-21</b>	<b>Feb-21</b>	<b>Mar-21</b>	<b>Apr-21</b>	<b>May-21</b>	<b>Jun-21</b>	<b>TOTAL</b>
Belmont	1,865	0	0	0	0	0	0	0	0	2,200	1,553		5,618
Broad Rock	1,398	0	0	0	0	0	0	0	0	2,287	1,610		5,295
East End	2,229	0	0	0	0	0	0	0	0	1,538	2,757		6,524
Ginter Park	1,261	0	0	0	0	0	0	0	0	1,474	1,449		4,184
Hull Street	1,208	0	0	0	0	0	0	0	0	2,332	1,312		4,852
Main	2,895	0	0	0	0	0	0	0	0	1,115	1,493		5,503
North Avenue	1,025	0	0	0	0	0	0	0	0	2,073	2,359		5,457
West End	1,678	0	0	0	0	0	0	0	0	2,210	1,167		5,055
Westover Hills	1,518	0	0	0	0	0	0	0	0	2,460	1,523		5,501
<b>TOTALS FY21:</b>	<b>15,077</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>17,689</b>	<b>15,223</b>	<b>-</b>	<b>47,989</b>
<b>TOTALS FY20:</b>	<b>81,759</b>	<b>79,026</b>	<b>71,250</b>	<b>70,158</b>	<b>57,245</b>	<b>52,729</b>	<b>62,154</b>	<b>64,890</b>	<b>30,917</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>570,128</b>
<b>TOTALS FY19:</b>	<b>70,641</b>	<b>73,411</b>	<b>62,975</b>	<b>66,230</b>	<b>62,257</b>	<b>48,425</b>	<b>63,139</b>	<b>60,259</b>	<b>67,552</b>	<b>68,862</b>	<b>67,399</b>	<b>70,910</b>	<b>782,060</b>

*NOTE: Door Count is specific only to when libraries are open to the public. RPL reopened to the public on April 5, 2021 moving towards expanding services.*

<b>COMPUTER USE FY2021</b>	<b>Jul-20</b>	<b>Aug-20</b>	<b>Sep-20</b>	<b>Oct-20</b>	<b>Nov-20</b>	<b>Dec-20</b>	<b>Jan-21</b>	<b>Feb-21</b>	<b>Mar-21</b>	<b>Apr-21</b>	<b>May-21</b>	<b>Jun-21</b>	<b>TOTAL</b>
Belmont Workstation	369	-	-	-	49	-				84	232		734
WIFI	290	89	183	221	140	95	90	26	96	104	125		1,459
Broad Rock Workstation	365	-	-	90	99	90				152	308		1,104
WIFI	238	87	84	143	135	145	241	151	214	194	154		1,786
East End Workstation	311	-	-	-	36	72				48	199		666
WIFI	325	169	145	158	105	113	128	157	165	90	75		1,630
Ginter Park Workstation	275	-	-	-	69	109				92	212		757
WIFI	357	216	203	309	208	246	225	251	257	166	120		2,558
Hull Street Workstation	250	-	-	-	42	-				107	236		635
WIFI	346	174	372	373	362	404	336	193	258	237	189		3,244
Main Workstation	539	-	-	-	214	202	-			337	547		1,839
Childrens Workstation	-	-	-	-	-	-	-			29	16		45
WIFI	1,247	641	833	768	819	574	590	610	786	827	873		8,568
North Avenue Workstation	214	-	-	-	154	198				219	295		1,080
WIFI	384	128	139	104	87	97	63	144	262	307	185		1,900
West End Workstation	207	-	-	-	36	135				84	169		631
WIFI	235	129	203	287	171	188	234	186	123	199	133		2,088
Westover Hills Workstation	231	-	-	-	19	-				26	156		432
WIFI	326	203	255	207	162	185	198	124	252	242	130		2,284
<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>1,842</b>	<b>2,413</b>	<b>3,544</b>	<b>4,354</b>		<b>33,440</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	247	133	138	151	103	347	115	280	207	97
Mar-21	390	302	276	250	243	622	219	447	329	320
Apr-21	258	137	151	154	112	359	105	301	192	178
May-21	79	45	56	52	76	134	34	90	61	216
Jun-21										
<b>Branch Total FY21:</b>	<b>2,673</b>	<b>1,620</b>	<b>1,712</b>	<b>1,754</b>	<b>1,422</b>	<b>4,322</b>	<b>1,402</b>	<b>3,222</b>	<b>2,286</b>	<b>2,908</b>
<b>Branch Total FY20:</b>	<b>3,061</b>	<b>1,959</b>	<b>1,957</b>	<b>2,374</b>	<b>1,471</b>	<b>5,159</b>	<b>1,610</b>	<b>3,447</b>	<b>3,083</b>	<b>2,733</b>
<b>Average:</b>	<b>243</b>	<b>147</b>	<b>156</b>	<b>159</b>	<b>129</b>	<b>393</b>	<b>127</b>	<b>293</b>	<b>208</b>	<b>264</b>

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	39	50		<b>230</b>
Broad Rock	25	4	6	10	16	6	10	7	6	21	26		<b>137</b>
East End	21	3	3	8	3	6	5	5	7	16	18		<b>95</b>
Ginter Park	11	1	2	6	0	1	1	-	-	12	16		<b>50</b>
Hull Street	36	2	7	7	20	10	8	4	12	33	36		<b>175</b>
Main	91	38	44	41	44	44	37	30	34	93	150		<b>646</b>
North Avenue	19	1	7	6	17	7	1	8	5	42	31		<b>144</b>
West End	28	9	14	17	12	24	14	14	16	30	44		<b>222</b>
Westover Hills	33	0	5	4	4	6	8	4	6	18	33		<b>121</b>
Online Reg E-Card	344	399	613	347	270	310	290	327	334	290	354		<b>3,878</b>
<b>Total FY21:</b>	<b>648</b>	<b>464</b>	<b>717</b>	<b>455</b>	<b>392</b>	<b>423</b>	<b>395</b>	<b>420</b>	<b>432</b>	<b>594</b>	<b>758</b>	<b>-</b>	<b>5,698</b>
<b>Total FY20:</b>	<b>1,618</b>	<b>1,675</b>	<b>1,649</b>	<b>1,243</b>	<b>1,158</b>	<b>1,054</b>	<b>1,544</b>	<b>1,246</b>	<b>1,236</b>	<b>611</b>	<b>576</b>	<b>416</b>	<b>14,026</b>

Richmond Public Library  
 FY21 Operating Budget  
 as of  
 May 31, 2021

ACCOUNT	DESCRIPTION	Budget	Actual and	%	Balance
			Encumbered		Spent
			31-May-21		31-May-21
60000	SALARIES - FULL TIME	\$ 2,714,014	\$ 2,293,367	84.5%	\$ 420,646
61000	SALARIES - PART TIME	\$ 325,198	\$ 183,736	56.5%	\$ 141,462
62000	SALARIES - TEMPORARY	\$ -	\$ 70,343	0.0%	\$ (70,343)
63000	FICA	\$ 188,612	\$ 155,676	82.5%	\$ 32,935
63001	RET CON RSRS	\$ 721,527	\$ 570,299	79.0%	\$ 151,228
63002	MEDCARE FICA	\$ 44,112	\$ 36,408	82.5%	\$ 7,704
63003	GROUP LIFE	\$ 17,000	\$ 13,751	80.9%	\$ 3,249
63006	H/C ACT TEMP	\$ 555,228	\$ 459,893	82.8%	\$ 95,335
63008	STATE UNEMPLOYMENT	\$ -	\$ 382	0.0%	\$ (382)
63011	HEALTH SAVINGS	\$ -	\$ 12,000	0.0%	\$ (12,000)
64104	EDUCATION PAY	\$ -	\$ -	0.0%	\$ -
64105	BONUS PAY	\$ -	\$ -	0.0%	\$ -
64110	VRIP INCENTIVE	\$ -	\$ -	0.0%	\$ -
<b>Personnel Expenses</b>		<b>\$ 4,565,691</b>	<b>\$ 3,795,856</b>	<b>83.1%</b>	<b>\$ 769,835</b>
71141	BOOKS	\$ 519,105	\$ 566,026	109.0%	\$ (46,921)
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 2,456	\$ -	0.0%	\$ 2,456
72122	MAGS & NEWSPAPER	\$ 29,277	\$ 32,380	110.6%	\$ (3,103)
<b>Collection Development</b>		<b>\$ 550,838</b>	<b>\$ 598,405</b>	<b>108.6%</b>	<b>\$ (47,567)</b>
70131	ADVERTISING	\$ 2,297	\$ 790	34.4%	\$ 1,507
70161	PLANNING MGMT SERVICES	\$ 223,055	\$ 183,504	82.3%	\$ 39,551
70218	VEHICLE REPAIR	\$ 2,637	\$ 1,179	44.7%	\$ 1,458
70412	TRANSPORTATION	\$ -	\$ 819	0.0%	\$ (819)
70311	PRINTED SUPPLIES	\$ 3,000	\$ -	0.0%	\$ 3,000
70413	MILEAGE ALLOWANCE	\$ 2,263	\$ -	0.0%	\$ 2,263
70551	SECURITY	\$ 375,051	\$ 377,514	100.7%	\$ (2,463)
70552	CONTRACT AND TEMP PERSONNEL	\$ 22,000	\$ 28,567	129.9%	\$ (6,567)
71012	OFFICE STATIONARY SUPPLIES	\$ 3,047	\$ 3,714	121.9%	\$ (667)
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 19,220	\$ 4,339	22.6%	\$ 14,881
72113	POSTAGE	\$ 4,456	\$ 842	18.9%	\$ 3,614
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	\$ 28,470	110.9%	\$ (2,808)
72153	EQUIPMENT	\$ 12,200	\$ 8,466	0.0%	\$ 3,734
73104	BANK FEES	\$ -	\$ 2,797	0.0%	\$ (2,797)
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
77103	FUEL-D/O VEHICLE	\$ 1,441	\$ 907	62.9%	\$ 534
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 452	91.7%	\$ 41
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
77501	DIT CHARGES	\$ -	\$ 997	0.0%	\$ (997)
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>\$ 652,139</b>	<b>92.5%</b>	<b>\$ 52,817</b>
<b>TOTAL GENERAL FUND</b>		<b>\$ 5,821,485</b>	<b>\$ 5,046,400</b>	<b>86.7%</b>	<b>\$ 775,085</b>

## RICHMOND PUBLIC LIBRARIES - General Fund Budget

### Monthly Budget Report

May 31, 2021

<u>General Fund Revenue</u>	<u>FY2020-21 Budget</u>	<u>FY2020-21 Actual YTD</u>	<u>% Recognized</u>	<u>Unrecognized</u>
Lost and Damage Books	\$ 21,782	\$ 1,166	5%	\$ 20,616
Overdue Book Fines	\$ 66,121	\$ -	0%	\$ 66,121
Reservation - Book Records	\$ 500	\$ 30	6%	\$ 470
Room Rental Fees	\$ 300	\$ -	0%	\$ 300
Sales Copy Centers	\$ 17,476	\$ 495	3%	\$ 16,981
State Library Aide	\$ 170,000	\$ -	0%	\$ 170,000
	<u>\$ 276,179</u>	<u>\$ 1,692</u>	1%	<u>\$ 274,487</u>

#### General Fund Operating

	<u>FY2020-21 Budget</u>	<u>FY2020-21 Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
Personnel	\$ 3,039,212	\$ 2,547,447	84%	\$ 491,765
Fringes	\$ 1,526,479	\$ 1,248,409	82%	\$ 278,070
Books/Materials	\$ 550,838	\$ 598,405	109%	\$ (47,567)
Operating Expenses	\$ 704,956	\$ 652,139	93%	\$ 52,817
<b>Total</b>	<b>\$ 5,821,485</b>	<b>\$ 5,046,400</b>	<b>87%</b>	<b>\$ 775,085</b>

**Encumbrances YTD** **\$ 302,143**

#### RICHMOND PUBLIC LIBRARIES - Special Fund Budget

<u>Special Fund Revenue</u>	<u>FY2020-21 Anticipated</u>	<u>FY2020-21 Actual YTD</u>	<u>% Recognized</u>	<u>Unrecognized</u>
00314 - Gift to the Library	\$ 140,000	\$ 7,410	5%	\$ 132,590
00308 - Verizon E-Rate Grant	\$ 89,000	\$ -	0%	\$ 89,000
00309 - Public Law Library	\$ 298,000	\$ 103,732.00	35%	\$ 194,268
00311 - Gates Foundation	\$ -	\$ -	0%	\$ -
00312 - RPL Foundation	\$ 16,200	\$ 14,685	91%	\$ 1,515
00313 - Friends of the RPL	\$ 22,000	\$ -	0%	\$ 22,000
00000 - Grade Level Reading	\$ -	\$ -	0%	\$ -
	<u>\$ 565,200</u>	<u>\$ 125,827</u>	22%	<u>\$ 439,373</u>

<u>Special Fund Expenditures</u>	<u>FY20 Rollover &amp; FY21 Receipts</u>	<u>FY2020-21 Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
00314 - Gift to the Library	\$ 115,536	\$ 336	0%	\$ 115,200
00308 - Verizon E-Rate Grant	\$ (40,132)	\$ 245,467	-612%	\$ (285,599)
00309 - Public Law Library	\$ 37,267	\$ 240,136	644%	\$ (202,869)
Personnel		\$ 48,086		
Fringes		\$ 14,684		
Books/Materials		\$ 177,056		
Operating Expenses		\$ 310		
00311 - Gates Foundation	\$ 12,576	\$ -	0%	\$ 12,576
00312 - RPL Foundation	\$ (79,230)	\$ 13,571	-17%	\$ (92,801)
00313 - Friends of the RPL	\$ 64,262	\$ 28,158	44%	\$ 36,104
	<u>\$ 110,279</u>	<u>\$ 527,668</u>	478%	<u>\$ (417,389)</u>

**Encumbrances YTD** **\$ 27,450**

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

Consent Agenda: Deposited Gifts Over \$100 Shown  
 as of June 23, 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>\$ 6,500.00</b>	<b>Year To Date Total</b>	<b>\$ 500.00</b>	<b>\$ 6,000.00</b>	<b>\$ -</b>

## The 25 Best Library Websites for 2019

*Published on May 2, 2019*

*<https://meetpiola.com/the-25-best-library-websites-for-2019/>*

Libraries are cornerstones of our communities as hubs for knowledge, research, history, and so much more. They are places where people can connect with others and invest in their own future. We know that libraries are a huge resource to every community, but how about our online communities?

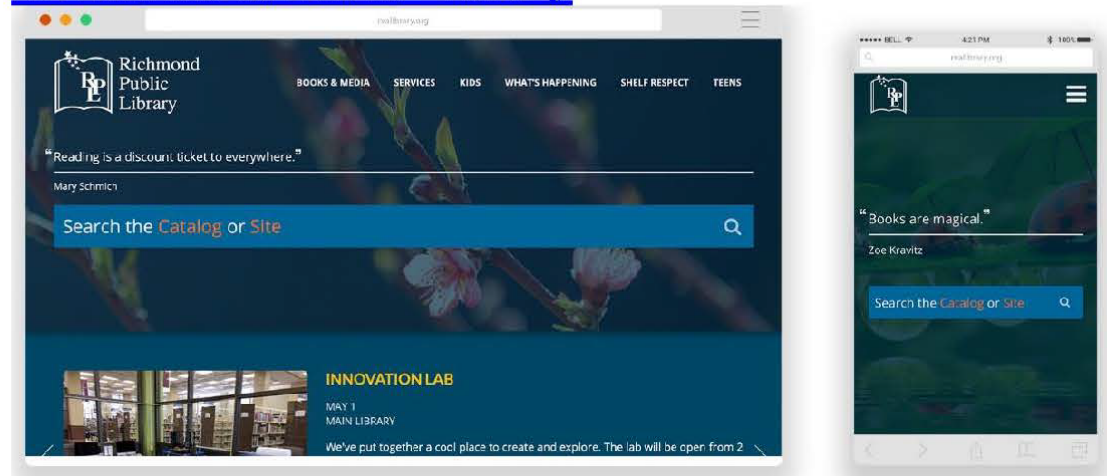
Your library's website isn't just a website, it's an entirely separate branch of your library system. As such, it's important to give your patrons an online experience with the same value as they would find walking through the doors of their local library. It should be clean, vibrant, and accessible to all. It should be a place where information and resources are easy to locate, with the newest and most popular things offered right up front. It should be a place that your patrons feel excited and happy to use. It's more than a website, it's your digital library branch.

With that in mind, we've gathered some of our favorite library websites that showcase some of the best aspects of a great digital library branch. Below, you'll see a roundup of some of the best websites in some of the following categories:

- Functionality
- Responsiveness
- Accessibility
- Aesthetics
- Ease of use
- Great brand consistency



## 13. Richmond Public Library



### What we love:

- **Large search bar** offered prominently on the homepage. Option to search both the catalog and the site.
- **Clean, simple design** with great use of color to draw users to certain areas of the site.
- **The hero section never changes**, and contains the search, but below the hero there is a smaller section with a rotating banner that displays newsworthy announcements. We love that this library opted for a consistent hero right at the top of the homepage to provide users with predictability and easy navigation!