

# **RICHMOND PUBLIC LIBRARY**

## **BOARD OF TRUSTEES**

January 23, 2019

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, January 23, 2019**

**11:45 a.m.**

### **A G E N D A**

**Call to order:**

11:45 a.m.

Mr. Butterfield

**Consent Agenda:**

Mr. Butterfield

- Approval of Agenda
- Approval of Minutes
- Approval of Pending Gifts
- Approval of Statistical Report

**Public Comment Period:**

**Reports:**

12:00 p.m.

- Library Friends
- Library Foundation

Ms. DeBoer/Mr. Dishon  
Ms. Hansen

**Administration Reports:**

Mr. Firestine

**Board Committee Reports:**

12:10 p.m.

- Chairman
- Finance Committee
- Facilities Committee
- Governance Committee

Mr. Butterfield  
Ms. Weaver  
Ms. Zwirner  
Mr. Lydiard

**Unfinished Business:**

12:30 p.m.

- *Places for the People Book*

Mr. Butterfield

**New Business**

12:40 p.m.

- Strategic Plan Update Dashboard
- Youth Fine-Free Library Card
- Foundation Board Representative

**Adjourn**

Mr. Butterfield

**Tour of the Main Library**

All

**Next Meeting:**

February 27, 2019  
Broad Rock Branch Library  
4820 Old Warwick Road

**Library Board Meeting Minutes - DRAFT**  
**December 5, 2018 (Combined November/December Meeting)**

**PRESENT:** Kevin Butterfield, William Yates, Barbara Burton, David Lydiard, Daisy Weaver, Gail Zwirner, and City Attorney Laura Drewry

**LIBRARY STAFF:** Scott Firestone, Clay Dishon, Nancy Buck, Cheryl Clarke, Natalie Draper, Karin Hansen, Gianna Pack, Kerry Phillips

**ABSENT:** Tanya Francis, Danita Green, Larry Olanrewaju, and 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 Kevin Butterfield at 11:53 a.m. at the Ginter Park Branch Library, 1200 Westbrook Avenue, Richmond, Virginia.

<b>Consent Agenda Amended</b>	Approve the October 24, 2018 meeting minutes, the current agenda, Statistical Report and the pending gifts report as submitted. <i>Motion: David Lydiard, Second by Daisy Weaver – Approved Unanimously.</i>
<b>Public Comment Period</b>	None were present.
<b>REPORTS</b>	
<b>Friends of the Library (FRPL)</b>	<b>Clay Dishon:</b> <ul style="list-style-type: none"><li>December meeting is scheduled for December 5 at 5:30 p. m. in the Board Room at the Main Library for anyone who would like to join.</li><li>There will be a 1/2 price book sale on January 12 at 10 a.m. to 4:00 p.m. in the Main Library. Notifications for this event will be sent through emails, social media, and library postings.</li><li>Events celebrating the Friends’ 60th Anniversary in 2019 are in the planning stages.</li><li>Currently, FRPL is at full Board Membership of 18 voting seats.</li></ul>
<b>Library Foundation</b>	<b>Ms. Hansen:</b> <ul style="list-style-type: none"><li>The Library Foundation has a list of FY2019-20 focused Fundraising Initiatives totaling a fundraising goal of \$225,000. Such fundraising initiatives include Early Literacy Initiatives (RVA Reads and Ripple’s Book Fund), Technology, teen space and young adult/programming, and on-line donations of unrestricted funds. Some of the initiatives will be on-going and some will be on an as needed basis. Donations can be specified as well as unrestricted.</li><li>The Foundation will participate with planning and assisting with other fundraising opportunities as the Master Plan process gets underway.</li><li>The last Foundation Board meeting of the year was today, December 5 at 8:00 a.m. The full Board meets four times a year at the Main Library, starting at 8:00 a.m.</li></ul>

Administration	<p><b>Highlights of Director's Report:</b></p> <p><b>Staff Update:</b></p> <ul style="list-style-type: none"> <li>• The posted nine positions to work Sunday hours will close on December 8, 2018. Interviews will begin in January 2019 to start hiring staff for Main Library and the Ginter Park Branch Library for expanded Sunday hours.</li> <li>• The Circulation and Reference desk staff will be combined on the first floor. The Circulation desk located to the right when entering the Main Library will go away and staff will move into the Reference area. This will streamline the way the Main Library operates making it friendlier and customer service oriented, run smoother, and create staff efficiency.</li> <li>• Over the next six months there will be changes to modernize some services and collections that will help with the Main Library to open on Sundays.</li> <li>• Natalie Draper is the Interim Library/Community Service Manager (LCSM) for the Main Library. Ms. Draper was the LCSM for the Hull Street Branch Library.</li> <li>• Hull Street Branch Library Youth Services Associate Nideria Brown, who just received her MLS and has worked for the library for 5 years, is the interim LCSM at the Hull Street Branch Library.</li> <li>• Tori Nunnally is the new LCSM for the Westover Hills Branch Library. Ms. Nunnally was the Youth Services Associate for the Ginter Park Branch Library.</li> </ul> <p><b>Comcast Update:</b></p> <ul style="list-style-type: none"> <li>• Equipment has started to arrive and station volunteers were building the studio for the Educational Channel. Target date to start broadcasting is mid to late January 2019. Looking forward to growing that space and service.</li> <li>• On November 21, the Richmond Free Press announced the Richmond Public Library will take over equipment and programming for the City's Public Access Cable TV station.</li> </ul> <p><b>Christmas Parade</b> – RPL staff participated in the Christmas Parade with the theme Celebrating the Magic of Christmas along with decorated book carts. Ripple marched out from the Children's Museum then rode in his den waving. We received positive feedback. Mr. Firestine thanked Nancy Buck for coordinating and taking the lead to make this a successful event and thanked the Foundation for funding Ripple's costume.</p> <p><b>Strategic Plan Update Dashboard:</b> The Strategic Plan update was distributed at the meeting for Board Members to review where we are in the goals and objectives, discuss, ask questions, and provide feedback for the next meeting. Mr. Firestine requested that this item be tabled to New Business for the next meeting to take place on January 23, 2019.</p> <p><b>Website:</b> Nancy Buck gave an overview of the new website that went live on November 15, 2018. The website revision is a complete overhaul to streamline usability and improve access to electronic resources. The web team led by Ms. Buck did a remarkable job of developing and modernizing <a href="http://www.rvalibrary.org">www.rvalibrary.org</a>.</p>
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## BOARD COMMITTEE REPORTS

<b>Chair</b>	<p><b>Kevin Butterfield:</b> Attended the Foundation Board meeting this morning, December 5 at 8:00 a.m. in the Main Library. At the meeting, Ms. Hansen gave each member a book: <i>Places for the People</i> by Eric Klinenberg to take home and read. The book is about the importance of building civic places, like libraries, all places open and accessible, where people can get together and share experiences. It gives a different perspective on libraries. Ms. Hansen offered to get the books through the Foundation for all of the Library Board Members. Board Members can discuss chapters at each of the Board Meetings. Book discussion will be added as an agenda item. The Board will take one or two chapters to read prior to meetings to discuss and help while moving through the planning process of renovating the Main Library.</p> <p>Mr. Firestine gave Mr. Butterfield a tour of the Main Library. Mr. Butterfield recommended that a tour be given at the January 23 meeting since the Board is meeting at the Main Library.</p>
<b>Finance</b>	<p><b>Daisy Weaver:</b> Reviewed and commented on the FY19 Operating Budget.</p> <p><b>Scott Firestine:</b> Reviewed the RPL Biennial Budget Proposal for FY19-20:</p> <ul style="list-style-type: none"> <li>• RPL Revenue should remain flat.</li> <li>• Law Library Revenue is estimated to remain at current levels.</li> <li>• FY19 City Council increased in personnel wages for full time and part time staff for expanding evening and Sunday hours.</li> <li>• Requesting an increase for books and information resources.</li> <li>• Funds for Planning Management – Expansion of the ILS.</li> </ul>
<b>Facilities</b>	<p><b>Gail Zwirner:</b> A RFP for Phase II of the Master Facilities Plan, which is the renovations of the Main Library, was drafted. Mr. Firestine has been finalizing the draft with Dexter Goode at CIP. Mr. Goode will put the information into the City's system to receive a requisition number, then it will go to Procurement for posting. There are architects that have already expressed an interest in the project.</p> <p>The initial timeline will be extended into the new year. Equipment is arriving for the maker space. This area will be located in the central glassed-in area on the first floor of the Main Library.</p> <p>CIP has reduced funding in a Capital project number 5000273, Library Retrofit, in reconciling accounts. At this time we are told that there is \$150,000 remaining in this Award. CIP project 500231, Library Projects, will move forward with surveys for repair and replacement of branch roofs. RPL will work with CIP to restore this funding.</p>
<b>Governance</b>	<p><b>David Lydiard:</b></p> <p>Three members are rotating off the Board: Danita Green and Gail Zwirner will be leaving June 30, 2019, and Larry Olanrewaju will be leaving October 24, 2019. Mr. Lydiard is working with Ms. Allison Miessler of the Clerk's Office to equalize the terms and to advertise early. Ms. Miessler replaced Alexander Rawles.</p>

## UNFINISHED BUSINESS

Commonwealth of Virginia, Department of Historic Resources Letter – Discussion. The purpose of the letter is to request approval to install the Dorothy Height highway marker in front of the Hull Street Library Branch. After the discussion a vote was taken for approval not to object to the installation of the Dorothy Height Highway marker in front of the Hull Street Library Branch.

***Motion: Gail Zwirner, Second by William Yates – Approved Unanimously.***

RPS Status (April 25, 2018): Richmond Public Library building a relationship and obtaining a primary contact for the Richmond Public Schools – Mr. Firestine responded that it is an ongoing progress.

- The Teen Librarian Jenn Deuell attended the back to school meeting for Media Specialist staff where she did a presentation on RPL resources and programs. From that meeting, Ms. Deuell was contacted by individual Media Specialists to attend individual back to school meetings where she was at a resource table to answer questions.
- The contact person who was over all of the Media Specialists retired at the end of the 2018 school year.
- Mr. Firestine attends and participates RPS and the Mayor's Education cabinet. There has not been any recent meetings. The last nine months RPS has been working on their Strategic Plan, which was recently released.
- Since there is no one RPS point of contact, RPL's strategy is for the Youth Services staff to reach out to their neighborhood schools that are open to collaboration.

## NEW BUSINESS

Currently, there is a vacant voting seat on the Foundation Board for a member of the Library Board. The Chairperson of the Library Board of Trustees serves as the Ex-officio. Section 3.2(a).(ii) in the By-Laws of the Richmond Public Library Foundation state, "Library Board of Trustees shall elect one of its members, excluding the Richmond Public Library Board Chairperson, to serve on the Foundation Board. This director shall be a voting member of the Foundation Board." Board Members were asked to think about the position and report at the next meeting if interested.

Approve the 2019 Richmond Public Library Holidays and approve the 2019 Library Board of Trustees Meeting dates and locations.

***Motion: Gail Zwirner, Second by David Lydiard – Approved Unanimously.***

***There being no further business, the meeting was adjourned at 1:13 p.m. by unanimous consensus by the Library Board of Trustees present at the meeting. The next meeting will be held on Wednesday, January 23, 2019, at 11:45 a.m. at the Main Library, 101 East Franklin Street, Richmond, Virginia.***

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

Mr. Kevin Butterfield, Chair

Recorder: Gianna Pack  
RPL Executive Assistant

## Director's Report

January 23, 2019

### Director Activities for December 6, 2018 to January 22, 2019:

December 7	Continuity of Operations (COOP) Plan Table Top Training with Branch Managers
December 8	Hour of Code Program
December 10	Snow Day – All Branches and Main Closed; Council Meeting Postponed
December 12	City Attorney Susan McKenney to Discuss RFP-ILS
December 14	North Avenue Branch Library – 35th Anniversary Celebration. City Council followed-up with a proclamation on Monday, December 17.
December 17	Council Meeting
December 19	Richmond Times Dispatch – Magazine Photo/Story on libraries at Broad Rock
December 24-25	Main and Branches Closed for the Holiday Break
Dec. 31, 2018/Jan. 1, 2019	Main and Branches Closed for the New Year Holiday Break
January 4	Met with Mr. Dexter Goode to discuss layout of Main bathrooms
January 7	Budget discussion with Budget Analyst
January 9	CIP Meeting with Ms. Cheatham and Mr. Goode
January 9-10	Kloke Movers – Rearrangement of the Circulation and Reference Desk Area
January 11	Capital Area Library Director's meeting at the Pamunkey Library Atlee Station Branch Library
January 12	Friends of the Library Half Price Book Sale
January 15	Budget discussion with Budget Analyst and Budget Manager
January 16	Met with Kevin Butterfield
January 21	Martin Luther King Holiday – All Library Locations Closed
January 22	Open Classes at Open High School

### Staffing Update:

- The nine posted positions needed to open on Sundays closed on December 8. Interviews will start in January 2019.
- Max Longton resigned effective, January 4, 2019 – He is going to work for the Virginia Department of Taxation.
- Teshawna Threat promoted to the FTE/Library Assistant III at North Avenue Branch.
- Matthew Fuller (rehired employee) as PTE/Library Assistant I at Belmont Branch.
- Interviews for PTE/Library Assistant II started on January 11, 2019.
- 1% increase for employees in permanent positions since June 30, 2018, will show up on the January 25, 2019 paycheck (Excludes probationary employees).
- Gallagher Study is in the process of completion.

**Incident at Main:** A patron died in the first floor restroom on December 18. Mr. Joseph Mueller was discovered deceased in the Main Library first floor restroom, by housekeeping about 8:10 p.m. Security secured the area and contacted police. It appeared that the man, who appeared to be experiencing homelessness, died from an overdose of an opioid drug. Police do not suspect foul play at this time, but the investigation is ongoing and not complete. We do not have any further information or can make comment on the circumstances surrounding his death.

On December 19 ServPro was onsite to address and thoroughly clean the restroom area. This is a very unfortunate and sad situation especially at this time of year. We offered staff impacted support of City's Employee Assistance Program if needed. Mr. Butterfield was notified of the incident.

The Library is doing everything possible to support our community, especially our most vulnerable residents.

**Hull Street Branch Art Project:** Installation of the Artwork took place on December 18. The installation completes an 18-month process and 5 year plan. We are planning a celebration in February or March 2019.

**CIP Update:** CIP meeting to review the 2020-2024 on January 9. Library Project and Library Retrofit was discussed in preparation for future work. We presented an estimate for the Main Library renovation at a cost of \$23.1M based on a projection provided by Mosley Architects.

**Main Library Changes:**

- Merged the Circulation and General Reference desks at the Main Library in preparation for Sunday opening at Main and Ginter Park on February 3, 2019.
- Vertical Clippings File relocated to Mezzanine level.
- Relocated the General Collections clippings files to storage area.

**Comcast Update:** Studio equipment, networking is installed and tested. Awaiting coordination with Verizon to complete channel provisioning. RPL staff met with station volunteers to coordinate future production and broadcast schedule.

**SIRSI RFP:** Contract negotiations between the City and SIRSI Dynix continue. Completion date is unknown.

**EOC/Delays:** The EOC activated on Saturday, January 12. Due to weather conditions, the City was on a 2-hour delay on Monday, January 14. Library staff reported to work by 10:00 a.m. and was open to the public by 11:00 a.m.



CIRCULATION															
LOCATION	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % chnge
Belmont	FY16	10,263	10,897	9,891	9,684	8,546	8,203	7,784	8,963	8,980	8,301	8,208	10,590	110,310	
	FY17	12,068	12,314	9,973	9,766	9,727	9,071	9,709	9,715	10,114	9,238	9,446	10,411	121,552	
	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	-24%
	FY19	8,429	8,074	8,103	7,888	7,303	6,144	-	-	-	-	-	-	45,941	1%
Broad Rock	FY16	5,958	5,859	5,765	5,288	4,905	4,931	4,223	4,448	4,834	4,282	3,336	4,401	58,230	
	FY17	4,883	4,773	4,248	4,706	3,966	3,454	3,729	3,192	3,595	3,377	3,851	4,136	47,910	
	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	-14%
	FY19	3,910	3,609	2,671	3,217	2,505	2,086	-	-	-	-	-	-	17,998	-48%
East End	FY16	4,119	4,565	4,313	3,747	3,411	3,375	3,653	3,286	3,303	3,206	3,822	4,629	45,429	
	FY17	4,572	4,371	3,581	3,420	2,945	3,029	3,463	2,981	3,529	4,977	3,515	3,460	43,843	
	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	-25%
	FY19	2,996	2,648	2,614	2,820	2,587	2,176	-	-	-	-	-	-	15,841	-5%
Ginter Park	FY15	2,942	402	469	481	144	440	405	354	512	586	292	1,238	8,265	
	FY16	6,247	5,924	5,374	5,770	5,031	4,517	4,812	4,582	5,401	4,641	4,868	5,310	62,477	
	FY17	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	-7%
	FY19	5,211	5,163	4,864	4,278	3,762	2,812	-	-	-	-	-	-	26,090	-39%
Hull Street	FY16	4,172	3,508	3,727	4,159	3,901	3,776	3,252	3,318	3,280	2,845	3,158	3,459	42,555	
	FY17	3,174	3,245	3,088	3,131	3,400	2,477	2,816	2,962	2,989	2,348	2,766	2,843	35,239	
	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	-30%
	FY19	2,010	2,305	3,323	1,844	1,838	1,852	-	-	-	-	-	-	13,172	4%
Main	FY16	12,022	11,975	8,749	11,056	10,376	10,221	10,620	11,464	11,338	11,585	11,658	12,075	133,139	
	FY17	12,103	12,264	10,330	10,655	9,611	9,049	9,629	9,600	10,821	8,969	9,826	10,528	123,385	
	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	-13%
	FY19	8,719	8,877	8,655	9,774	9,099	8,202	-	-	-	-	-	-	53,326	6%

CIRCULATION (CONTINUED)															
LOCATION	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % chnge
North Avenue	FY16	5,048	4,863	4,990	5,133	4,410	4,830	4,300	4,239	4,267	3,927	3,708	4,024	53,739	
	FY17	4,235	4,448	3,768	3,564	3,308	3,260	2,972	2,943	3,186	2,714	3,017	2,985	40,400	
	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	-13%
	FY19	2,979	2,493	2,709	2,918	2,390	2,059	-	-	-	-	-	-	15,548	-24%
West End	FY16	13,330	12,920	11,542	11,076	9,860	9,475	9,940	10,262	10,600	10,194	10,044	6,429	125,672	
	FY17	983	1,070	785	752	628	604	647	568	745	502	591	613	8,488	
	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	90%
	FY19	11,660	11,438	10,076	10,172	8,539	7,313	-	-	-	-	-	-	59,198	5%
Westover Hills	FY16	9,531	9,735	11,638	8,747	7,425	4,424	7,991	7,874	9,497	8,201	8,610	9,047	102,720	
	FY17	9,530	9,400	8,231	8,065	7,407	7,223	7,564	7,848	8,405	6,798	8,059	8,058	96,588	
	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	-13%
	FY19	8,071	7,787	7,566	7,102	6,120	5,364	-	-	-	-	-	-	42,010	-18%
Econtent	FY16	3,902	4,065	3,902	3,767	3,840	3,701	4,311	3,969	3,916	3,735	3,978	3,787	46,873	
	FY17	4,107	3,770	3,470	3,611	3,568	3,899	3,962	3,701	4,370	4,102	3,906	4,494	46,960	
	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	14%
	FY19	5,985	6,407	5,683	5,581	5,278	5,874	-	-	-	-	-	-	34,808	34%
RPL Total	FY16	56,905	53,327	50,782	49,707	44,861	41,798	45,042	45,928	48,244	45,355	44,784	44,460	571,193	
	FY17	59,644	60,356	53,498	53,685	48,876	46,061	47,568	47,645	51,795	44,958	48,914	54,186	617,186	
	FY18	57,515	60,843	56,558	57,424	54,326	48,350	54,710	52,552	55,906	55,332	53,155	59,017	665,688	7%
	FY19	59,970	58,801	56,264	55,594	49,421	43,882	-	-	-	-	-	-	323,932	-10%

<b>NEW PATRON CARDS</b>													
<b>FY2019</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>Total</b>
Belmont	141	148	138	108	88	76	-	-	-	-	-	-	<b>699</b>
Broad Rock	155	148	141	136	107	85	-	-	-	-	-	-	<b>772</b>
East End	123	121	114	96	102	78	-	-	-	-	-	-	<b>634</b>
Ginter Park	142	151	162	117	68	41	-	-	-	-	-	-	<b>681</b>
Hull Street	95	121	129	64	60	90	-	-	-	-	-	-	<b>559</b>
Main	294	339	341	276	250	192	-	-	-	-	-	-	<b>1,692</b>
North Avenue	116	124	94	90	99	64	-	-	-	-	-	-	<b>587</b>
West End	143	128	95	80	79	41	-	-	-	-	-	-	<b>566</b>
Westover Hills	150	140	114	120	78	94	-	-	-	-	-	-	<b>696</b>
Online Reg E-Card	333	302	295	241	186	150							<b>1,507</b>
<b>Total 2019</b>	<b>1,692</b>	<b>1,722</b>	<b>1,623</b>	<b>1,328</b>	<b>1,117</b>	<b>911</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,886</b>
<b>Total 2018</b>	<b>1,251</b>	<b>1,488</b>	<b>1,573</b>	<b>1,229</b>	<b>1,018</b>	<b>871</b>	<b>1,216</b>	<b>1,198</b>	<b>996</b>	<b>1,138</b>	<b>1,067</b>	<b>1,161</b>	<b>14,206</b>

PROGRAMS FY19	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	TOTAL FY19	TOTAL FY18
<b>Belmont</b>														
Adult Programs	29	19	19	23	19	13	0	0	0	0	0	0	122	197
Adult Attend	133	84	57	155	69	60	0	0	0	0	0	0	558	1,071
Young Adult Programs	1	1	1	0	1	1	0	0	0	0	0	0	5	7
Young Adult Attend	0	3	5	0	0	2	0	0	0	0	0	0	10	17
Juvenile Programs	22	4	0	8	6	2	0	0	0	0	0	0	42	243
Juvenile Attendance	421	38	0	219	124	44	0	0	0	0	0	0	846	4,984
<b>Total Attend</b>	<b>554</b>	<b>125</b>	<b>62</b>	<b>374</b>	<b>193</b>	<b>106</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,414</b>	<b>6,072</b>
<b>Total Programs</b>	<b>52</b>	<b>24</b>	<b>20</b>	<b>31</b>	<b>26</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>169</b>	<b>447</b>
<b>Broad Rock</b>														
Adult Programs	14	5	11	25	33	7	0	0	0	0	0	0	95	265
Adult Attend	63	108	52	213	97	20	0	0	0	0	0	0	553	1,310
Young Adult Programs	2	6	5	7	5	3	0	0	0	0	0	0	28	8
Young Adult Attend	11	49	62	89	69	25	0	0	0	0	0	0	305	79
Juvenile Programs	34	18	18	24	15	27	0	0	0	0	0	0	136	244
Juvenile Attendance	239	255	134	554	284	124	0	0	0	0	0	0	1,590	2,135
<b>Total Attend</b>	<b>313</b>	<b>412</b>	<b>248</b>	<b>856</b>	<b>450</b>	<b>169</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,448</b>	<b>3,524</b>
<b>Total Programs</b>	<b>50</b>	<b>29</b>	<b>34</b>	<b>56</b>	<b>53</b>	<b>37</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>259</b>	<b>517</b>
<b>East End</b>														
Adult Programs	32	21	32	28	28	25	0	0	0	0	0	0	166	264
Adult Attend	217	147	178	308	218	213	0	0	0	0	0	0	1,281	2,125
Young Adult Programs	2	0	5	7	4	8	0	0	0	0	0	0	26	12
Young Adult Attend	29	0	25	21	20	23	0	0	0	0	0	0	118	155
Juvenile Programs	16	18	10	12	13	11	0	0	0	0	0	0	80	100
Juvenile Attendance	315	85	82	151	113	93	0	0	0	0	0	0	839	2,121
<b>Total Attend</b>	<b>561</b>	<b>232</b>	<b>285</b>	<b>480</b>	<b>351</b>	<b>329</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,238</b>	<b>4,401</b>
<b>Total Programs</b>	<b>50</b>	<b>39</b>	<b>47</b>	<b>47</b>	<b>45</b>	<b>44</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>272</b>	<b>376</b>

<b>PROGRAMS FY19 (CONTINUED)</b>	<b>Jul-18</b>	<b>Aug-18</b>	<b>Sep-18</b>	<b>Oct-18</b>	<b>Nov-18</b>	<b>Dec-18</b>	<b>Jan-19</b>	<b>Feb-19</b>	<b>Mar-19</b>	<b>Apr-19</b>	<b>May-19</b>	<b>Jun-19</b>	<b>TOTAL FY19</b>	<b>TOTAL FY18</b>
<b>Ginter Park</b>														
Adult Programs	16	10	24	25	23	13	0	0	0	0	0	0	111	190
Adult Attend	216	192	226	288	147	121	0	0	0	0	0	0	1,190	1,741
Young Adult Programs	2	0	0	0	1	0	0	0	0	0	0	0	3	8
Young Adult Attend	29	0	0	0	1	0	0	0	0	0	0	0	30	181
Juvenile Programs	16	8	7	10	7	6	0	0	0	0	0	0	54	197
Juvenile Attendance	315	125	35	81	24	48	0	0	0	0	0	0	628	7,788
<b>Total Attend</b>	<b>560</b>	<b>317</b>	<b>261</b>	<b>369</b>	<b>172</b>	<b>169</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,848</b>	<b>9,710</b>
<b>Total Programs</b>	<b>34</b>	<b>18</b>	<b>31</b>	<b>35</b>	<b>31</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>168</b>	<b>395</b>
<b>Hull Street</b>														
Adult Programs	9	7	10	15	4	4	0	0	0	0	0	0	49	104
Adult Attend	64	80	106	164	19	30	0	0	0	0	0	0	463	1,267
Young Adult Programs	10	3	1	2	0	2	0	0	0	0	0	0	18	52
Young Adult Attend	237	15	13	25	0	4	0	0	0	0	0	0	294	446
Juvenile Programs	13	12	11	16	4	4	0	0	0	0	0	0	60	155
Juvenile Attendance	682	323	198	261	21	55	0	0	0	0	0	0	1,540	3,782
<b>Total Attend</b>	<b>983</b>	<b>418</b>	<b>317</b>	<b>450</b>	<b>40</b>	<b>89</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,297</b>	<b>5,495</b>
<b>Total Programs</b>	<b>32</b>	<b>22</b>	<b>22</b>	<b>33</b>	<b>8</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>127</b>	<b>311</b>
<b>Main</b>														
Adult Programs	0	0	14	0	0	11	0	0	0	0	0	0	25	358
Adult Attend	0	0	420	0	0	404	0	0	0	0	0	0	824	8,986
Young Adult Programs	5	2	1	6	4	3	0	0	0	0	0	0	21	8
Young Adult Attend	46	95	1	108	81	41	0	0	0	0	0	0	372	441
Juvenile Programs	31	0	19	26	0	23	0	0	0	0	0	0	99	169
Juvenile Attendance	726	0	373	464	0	495	0	0	0	0	0	0	2,058	4,649
<b>Total Attend</b>	<b>772</b>	<b>95</b>	<b>794</b>	<b>572</b>	<b>81</b>	<b>940</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,254</b>	<b>14,076</b>
<b>Total Programs</b>	<b>36</b>	<b>2</b>	<b>34</b>	<b>32</b>	<b>4</b>	<b>37</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>145</b>	<b>535</b>

<b>PROGRAMS FY19 (CONTINUED)</b>	<b>Jul-18</b>	<b>Aug-18</b>	<b>Sep-18</b>	<b>Oct-18</b>	<b>Nov-18</b>	<b>Dec-18</b>	<b>Jan-19</b>	<b>Feb-19</b>	<b>Mar-19</b>	<b>Apr-19</b>	<b>May-19</b>	<b>Jun-19</b>	<b>TOTAL FY19</b>	<b>TOTAL FY18</b>
<b>North Avenue</b>														
Adult Programs	17	13	21	33	21	16	0	0	0	0	0	0	121	313
Adult Attend	244	171	110	271	84	149	0	0	0	0	0	0	1,029	2,796
Young Adult Programs	3	3	1	0	7	6	0	0	0	0	0	0	20	64
Young Adult Attend	11	15	34	0	41	35	0	0	0	0	0	0	136	583
Juvenile Programs	29	18	24	21	39	26	0	0	0	0	0	0	157	297
Juvenile Attendance	594	795	329	430	267	519	0	0	0	0	0	0	2,934	4,484
<b>Total Attend</b>	<b>849</b>	<b>981</b>	<b>473</b>	<b>701</b>	<b>392</b>	<b>703</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,099</b>	<b>7,863</b>
<b>Total Programs</b>	<b>49</b>	<b>34</b>	<b>46</b>	<b>54</b>	<b>67</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>298</b>	<b>674</b>
<b>West End</b>														
Adult Programs	10	13	11	16	9	9	0	0	0	0	0	0	68	279
Adult Attend	101	110	81	118	54	49	0	0	0	0	0	0	513	715
Young Adult Programs	2	0	2	2	1	0	0	0	0	0	0	0	7	7
Young Adult Attend	0	0	31	5	0	0	0	0	0	0	0	0	36	109
Juvenile Programs	15	20	15	20	12	15	0	0	0	0	0	0	97	175
Juvenile Attendance	288	341	283	526	313	237	0	0	0	0	0	0	1,988	2,625
<b>Total Attend</b>	<b>389</b>	<b>451</b>	<b>395</b>	<b>649</b>	<b>367</b>	<b>286</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,537</b>	<b>3,449</b>
<b>Total Programs</b>	<b>27</b>	<b>33</b>	<b>28</b>	<b>38</b>	<b>22</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>172</b>	<b>461</b>
<b>Westover Hills</b>														
Adult Programs	4	14	12	13	17	12	0	0	0	0	0	0	72	81
Adult Attend	68	143	71	89	177	123	0	0	0	0	0	0	671	754
Young Adult Programs	3	1	1	2	0	0	0	0	0	0	0	0	7	1
Young Adult Attend	14	2	8	6	0	0	0	0	0	0	0	0	30	1
Juvenile Programs	30	21	21	32	18	18	0	0	0	0	0	0	140	142
Juvenile Attendance	334	358	252	607	331	224	0	0	0	0	0	0	2,106	1,897
<b>Total Attendance</b>	<b>416</b>	<b>503</b>	<b>331</b>	<b>702</b>	<b>508</b>	<b>347</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,807</b>	<b>2,776</b>
<b>Total Programs</b>	<b>37</b>	<b>36</b>	<b>34</b>	<b>47</b>	<b>35</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>219</b>	<b>224</b>
<b>Grand Total Attendance</b>	<b>5,397</b>	<b>3,534</b>	<b>3,166</b>	<b>5,153</b>	<b>2,554</b>	<b>3,138</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,942</b>	<b>57,366</b>
<b>Grand Total Programs</b>	<b>367</b>	<b>237</b>	<b>296</b>	<b>373</b>	<b>291</b>	<b>265</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,829</b>	<b>3,940</b>

<b>DOOR COUNT FY19</b>	<b>Jul-18</b>	<b>Aug-18</b>	<b>Sep-18</b>	<b>Oct-18</b>	<b>Nov-18</b>	<b>Dec-18</b>	<b>Jan-19</b>	<b>Feb-19</b>	<b>Mar-19</b>	<b>Apr-19</b>	<b>May-19</b>	<b>Jun-19</b>	<b>TOTAL</b>
Belmont	6,612	6,824	6,242	6,544	5,408	4,738	-	-	-	-	-	-	36,368
Broad Rock	7,042	7,205	6,046	7,302	5,356	4,513	-	-	-	-	-	-	37,464
East End	7,418	8,274	7,070	6,668	5,665	5,823	-	-	-	-	-	-	40,918
Ginter Park	6,765	5,940	4,278	4,981	4,189	3,364	-	-	-	-	-	-	29,517
Hull Street	10,678	10,946	9,371	8,486	12,574	5,686	-	-	-	-	-	-	57,741
Main	14,277	15,263	13,877	14,752	13,491	11,006	-	-	-	-	-	-	82,666
North Avenue	6,785	6,946	5,140	5,822	4,422	4,524	-	-	-	-	-	-	33,639
West End	4,778	4,757	4,199	4,495	3,544	3,341	-	-	-	-	-	-	25,114
Westover Hills	6,286	7,256	6,752	7,180	7,608	5,430	-	-	-	-	-	-	40,512
<b>TOTALS FY 2019</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>383,939</b>
<b>TOTALS FY 2018</b>	<b>62,057</b>	<b>74,617</b>	<b>69,494</b>	<b>70,700</b>	<b>63,466</b>	<b>55,560</b>	<b>63,750</b>	<b>65,351</b>	<b>68,782</b>	<b>69,881</b>	<b>70,586</b>	<b>71,037</b>	<b>805,281</b>
<b>TOTALS FY 2017</b>	<b>72,398</b>	<b>78,366</b>	<b>68,881</b>	<b>69,394</b>	<b>61,547</b>	<b>52,517</b>	<b>49,906</b>	<b>64,911</b>	<b>71,163</b>	<b>64,777</b>	<b>69,506</b>	<b>68,301</b>	<b>791,667</b>

<b>COMPUTER USE FY19</b>	<b>Jul-18</b>	<b>Aug-18</b>	<b>Sep-18</b>	<b>Oct-18</b>	<b>Nov-18</b>	<b>Dec-18</b>	<b>Jan-19</b>	<b>Feb-19</b>	<b>Mar-19</b>	<b>Apr-19</b>	<b>May-19</b>	<b>Jun-19</b>	<b>TOTAL</b>
Belmont Workstation	1,397	1,518	1,288	1,314	1,135	947							7,599
WIFI	367	371	376	1,054	962	867							3,997
Broad Rock Workstation	2,500	2,489	1,865	2,147	1,766	1,512							12,279
WIFI	586	592	601	1,026	814	674							4,293
East End Workstation	1,628	2,064	1,709	1,805	1,558	1,233							9,997
WIFI	377	381	386	1,050	864	842							3,900
Ginter Park Workstation	1,435	1,637	1,447	1,554	1,182	1,009							8,264
WIFI	160	176	179	1,078	819	707							3,119
Hull Street Workstation	1,660	2,151	1,894	1,627	1,508	1,360							10,200
WIFI	93	94	95	950	960	983							3,175
Main Workstation	3,144	3,634	3,413	3,535	2,843	3,947							20,516
Childrens Workstation	216	239	167	192	182	149							1,145
WIFI	2,748	2,775	2,817	4,687	4,006	3,947							20,981
North Avenue Workstation	1,501	1,472	1,377	1,392	1,197	999							7,938
WIFI	324	327	332	1,031	648	739							3,401
West End Workstation	778	818	716	735	623	575							4,245
WIFI	324	327	332	542	514	494							2,533
Westover Hills Workstation	1,487	1,697	1,436	1,571	1,234	967							8,392
WIFI	416	420	426	813	678	614							3,368
<b>TOTALS FY 2019</b>	<b>21,141</b>	<b>23,182</b>	<b>20,857</b>	<b>28,103</b>	<b>23,493</b>	<b>22,565</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>139,342</b>
<b>TOTALS FY 2018</b>	15,815	21,725	22,930	24,159	20,415	10,066	22,675	23,448	21,326	22,134	22,591	20,439	247,723
<b>TOTALS FY 2017</b>	18,053	20,329	18,204	17,496	15,525	12,916	6,925	15,994	17,966	21,582	23,985	20,701	209,676



TECHNICAL SERVICES - ITEMS BY LOCATION											
FY19	Belmont	Broad Rock	East End	Ginter Park	Hull Street	MAIN	North Avenue	West End	Westover Hills	OverDrive	Monthly Total
Jul-18	309	155	167	243	175	506	168	346	309	-	2,378
Aug-18	340	190	172	233	153	569	175	413	359	158	2,604
Sep-18	208	130	144	142	84	388	139	276	235	79	1,825
Oct-18	365	172	165	204	98	707	221	451	363	62	2,808
Nov-18	198	118	113	134	91	356	145	244	248	1	1,648
Dec-18	117	65	49	79	30	326	54	158	124	239	1,241
Jan-19											-
Feb-19											-
Mar-19											-
Apr-19											-
May-19											-
Jun-19											-
Branch Total FY19	1,537	830	810	1,035	631	2,852	902	1,888	1,638	539	12,504
Branch Total FY18	3,247	2,040	1,972	2,414	1,985	5,549	1,890	3,480	3,292	1,673	10,126
Average	256	138	135	173	105	475	150	315	273	90	1,042

Richmond Public Library  
FY19 Operating Budget  
as of  
December 31, 2018

ACCOUNT	DESCRIPTION	Budget	Actual Expended 31-Dec-18	% Spent	Balance Available 31-Dec-18
60000	SALARIES - FULL TIME	\$ 2,748,595	\$ 1,230,444	44.8%	\$ 1,518,151
61000	SALARIES - PART TIME	\$ 381,163	\$ 101,247	26.6%	\$ 279,916
62000	SALARIES - TEMPORARY	\$ -	\$ 4,826	0.0%	\$ (4,826)
63000	FICA	\$ 194,045	\$ 79,595	41.0%	\$ 114,450
63001	RET CON RSRs	\$ 611,444	\$ 270,172	44.2%	\$ 341,272
63002	MEDCARE FICA	\$ 45,382	\$ 18,615	41.0%	\$ 26,767
63003	GROUP LIFE	\$ 16,394	\$ 6,861	41.8%	\$ 9,533
63006	H/C ACT TEMP	\$ 572,540	\$ 215,152	37.6%	\$ 357,388
63008	STATE UNEMPLOYMENT	\$ -	\$ -	0.0%	\$ -
63011	HEALTH SAVINGS	\$ -	\$ -	0.0%	\$ -
64104	EDUCATION PAY	\$ -	\$ -	0.0%	\$ -
64105	BONUS PAY	\$ -	\$ -	0.0%	\$ -
<b>Personnel Expenses</b>		<b>\$ 4,569,563</b>	<b>\$ 1,926,910</b>	<b>42.2%</b>	<b>\$ 2,642,653</b>
71141	BOOKS	\$ 501,332	\$ 282,803	56.4%	\$ 218,530
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 6,953	\$ -	0.0%	\$ 6,953
72122	MAGS & NEWSPAPER	\$ 36,659	\$ 3,115	8.5%	\$ 33,544
<b>Collection Development</b>		<b>\$ 544,944</b>	<b>\$ 285,918</b>	<b>52.5%</b>	<b>\$ 259,027</b>
70131	ADVERTISING	\$ 1,995	\$ -	0.0%	\$ 1,995
70161	DATA PROCESSING - OCLC	\$ 240,645	\$ 208,759	86.7%	\$ 31,886
70161	PLANNING MGMT SERVICES	\$ 129,032	\$ 77,956	60.4%	\$ 51,077
70218	VEHICLE REPAIR	\$ 3,154	\$ 4,412	139.9%	\$ (1,257)
70311	PRINTED SUPPLIES	\$ 1,300	\$ 1,258	96.7%	\$ 42
70412	TRANSPORTATION	\$ -	\$ -	0.0%	\$ -
70413	MILEAGE ALLOWANCE	\$ 2,760	\$ 129	4.7%	\$ 2,631
70551	SECURITY	\$ 357,121	\$ 343,989	96.3%	\$ 13,132
70552	CONTRACT AND TEMP PERSONNEL	\$ 20,000	\$ 85,972	429.9%	\$ (65,972)
71012	OFFICE STATIONARY SUPPLIES	\$ 13,220	\$ 8,853	67.0%	\$ 4,368
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 17,946	\$ 10,176	56.7%	\$ 7,770
72113	POSTAGE	\$ 4,569	\$ 1,021	22.3%	\$ 3,548
72121	CONFERENCES & CON	\$ 2,092	\$ 2,489	119.0%	\$ (397)
72123	MEMBERSHIP DUES	\$ 1,352	\$ -	0.0%	\$ 1,352
72124	TRAINING	\$ 1,189	\$ 1,114	93.7%	\$ 75
72131	COMPUTER SUPPLIES	\$ 28,537	\$ 28,783	100.9%	\$ (246)
72153	EQUIPMENT	\$ 12,200	\$ 3,411	0.0%	\$ 8,789
73104	BANK FEES	\$ -	\$ 3,194	0.0%	\$ -
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
77103	FUEL-D/O VEHICLE	\$ 2,200	\$ 835	38.0%	\$ 1,365
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 247	50.0%	\$ 246
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
80001	DEPRECIATION	\$ -	\$ -	0.0%	\$ -
80004	BUILDINGS & STR	\$ -	\$ -	0.0%	\$ -
80006	EQUIPMENT & OFFICE MAINTENANCE	\$ 7,970	\$ 2,557	32.1%	\$ 5,413
80007	VEHICLE EXPENSES	\$ -	\$ -	0.0%	\$ -
<b>Other Expenses</b>		<b>\$ 847,776</b>	<b>\$ 785,154</b>	<b>92.6%</b>	<b>\$ 62,622</b>
<b>TOTAL GENERAL FUND</b>		<b>\$ 5,962,283</b>	<b>\$ 2,997,982</b>	<b>50.3%</b>	<b>\$ 2,964,301</b>

## Monthly Budget Report

### December 31, 2018

Richmond Public Library  
Foundation, Friends, Groups and Individual Donations  
FY 2018-2019

Consent Agenda: Pending Library Board Approval - Wednesday, January 23, 2019

Date	Donor Name	Current Month Amount	Purpose/Location	YTD Account Balance		
				Gift	Foundation	Friends
5-Dec-18	Judy Holloway	\$ 145.00	Art Committee	\$ 145.00		
6-Dec-18	Linda Clemons	\$ 100.00	Art Committee	\$ 100.00		
11-Dec-18	Martin and Hope Armstrong ERB	\$ 500.00	Art Committee	\$ 500.00		
	<b>Monthly Total</b>	<b>\$ 745.00</b>				
	<b>YTD Total</b>	<b>\$ 15,990.00</b>	<b>Year To Date Total</b>	<b>\$ 990.00</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>

**RPL Fine-Free Youth Library Card Proposal:**

Creation of a youth library card that will be fine free. In Richmond, too many of our patrons who need the library most, particularly children and people from neighborhoods with limited resources, have their cards blocked owing to fines.

**What?**

- Richmond Public Library (RPL) will no longer charge overdue fines to youth under the age of 18. Existing fines on these items will be cleared.
- All patrons, of all ages, will still be responsible for returning all materials checked out. Items not returned are deemed lost after 30 days and charged to the patron.
- Reminder of date due, late/lost notices will continue to be sent on a regular schedule to remind patrons of items that are checked out past the return date.
- Youth will receive a library card that has a different appearance to an adult library card. Drafts of the proposed card are colored red and have a bold image of the library mascot, Ripple.

**When?**

- This policy would be effective April 1, 2019.
- Upon that day all existing unpaid overdue fines would be cleared for youth under 18 years of age.

**Why?**

- This will be an improvement to our City. Our community is stronger and healthier when people have access to the programs, services, and materials they need to pursue their career, family, life, and educational goals. We hope this will encourage prior users to come back to the library and attract new users to experience our offerings.
- Late fines are not effective. Studies have shown that small fines have no impact on return rates. According to “Removing Barriers to Access,” a Colorado State Library whitepaper: “The scant research on the impact of library fines and fees does not indicate a clear benefit to administering these policies and may be costly to enforce.”
- Due to the rise in electronic materials (which do not accrue late fines) and other factors, fines are not a sustainable or growth form of revenue for the library. Money collected from fines and fees has gone down steadily for the past 10 years.
- Not a strong deterrent and an ineffective punitive response for a patron returning an item.
- RPL is committed to increasing reading and literacy, and combating the “summer slump” that causes students to lose skills between grades. The Summer Reading Program is often when we discover youngsters who have stops or excessive fines. This action would eliminate this perennial problem and encourage use of the library and reward youth for reading.

**Caveats:**

- Fines will be based on the age of the borrower and not material type. An adult checking out a *Pete the Cat* book for their child would be assessed overdue fines. A child whose card is used to check out a James Patterson novel for their parent will not be assessed overdue fines.
- All items that are damaged will still be charged for repair or replacement.
- All items that are long overdue will be assumed lost and a bill will be sent to the patron.
- Once the bill is 45 to 52 days delinquent, it will be sent to Unique Management Collection Agency for further recovery efforts.