

# RICHMOND PUBLIC LIBRARY

## BOARD OF TRUSTEES

April 25, 2018

North Avenue Branch Library

2901 North Avenue  
Richmond, Virginia 23222  
804-646-6675

11:45 a.m.



## Richmond Public Library Board

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



### Library Board Trustee Meeting

Wednesday, April 25, 2018

11:45 a.m.

### LIBRARY

### A G E N D A

<b>Call to order:</b>	11:45	Ms. Zwirner
<b>Consent Agenda:</b>		Ms. Zwirner
<ul style="list-style-type: none"><li>• Approval of Agenda</li><li>• Approval of Minutes</li><li>• Approval of Pending Gifts</li><li>• Approval of Statistical Report</li></ul>		
<b>Public Comment Period:</b>		
<b>Reports:</b>	12:00	
<ul style="list-style-type: none"><li>• Library Friends</li><li>• Library Foundation</li></ul>		Mr. Dishon Ms. Hansen
<b>Administration Reports:</b>		Mr. Firestine
<b>Board Committee Reports:</b>	12:10	
<ul style="list-style-type: none"><li>• Chairman</li><li>• Finance Committee</li><li>• Facilities Committee</li><li>• Governance Committee</li></ul>		Ms. Zwirner Mr. Olanrewaju Mr. Butterfield Mr. Lydiard
<b>Unfinished Business:</b>	12:30	
<b>New Business</b>	12:40	
<b>Adjourn</b>	1:00	Ms. Zwirner
<b>Next Meeting:</b>		
May 23, 2018		
Main Library, 11:45 a.m.		

**Library Board Meeting Minutes**  
**March 28, 2018 - DRAFT**

**PRESENT:** Gail Zwirner, Danita Green, David Lydiard, Larry Olanrewaju, Daisy Weaver, and City Attorney Laura Drewry  
**LIBRARY STAFF:** Scott Firestine, Clay Dishon, Karin Hansen, Cheryl Clarke, Gianna Pack, Shatabra Powell  
**ABSENT:** Barbara Burton, Kevin Butterfield, Tanya Francis, William Yates, Friends of RPL President Charlie Schmidt

Meeting of the Library Board of Trustees was called to order by Chair Gail Zwirner, at 11:54 a.m. at the Main Library, located at 101 East Franklin Street, Richmond, Virginia.

<b>Consent Agenda</b>	Approve the February 28, 2018 meeting minutes, the current agenda, Statistical Report, and the pending gifts report as submitted. <i>Motion: Larry Olanrewaju, Second by David Lydiard – Approved Unanimously.</i>
<b>Public Comment Period</b>	None were present.
<b>REPORTS</b>	
<b>Friends of the Library</b>	<b>Mr. Dishon:</b> <ul style="list-style-type: none"> <li>• Book Sale, April 6-7 at the Main Library.</li> <li>• Making adjustments to the By-laws – Change to calendar year.</li> <li>• Budget – Tentatively approved.</li> <li>• Obtained a credit card to make necessary purchases.</li> <li>• Next Meeting: April 4, 2018, at 5:30 p.m.</li> </ul>
<b>Library Foundation</b>	<b>Ms. Hansen:</b> <ul style="list-style-type: none"> <li>• The full Library Foundation Board met on March 14, 2018. <ul style="list-style-type: none"> <li>• Discussed the budget.</li> <li>• Reviewed the 990.</li> <li>• Endowment gave \$12K to the Library.</li> <li>• Foundation does not have any policies for naming spaces. It would be the Library Board of Trustees to set policies, not the Foundation.</li> </ul> </li> <li>• Ms. Zwirner, Ms. Hansen, and Mr. Firestine met on March 27 to answer some questions Ms. Zwirner had from the Foundation meeting and to discuss creating information materials.</li> </ul>
<b>Administration</b>	<b>Highlights of Director’s Report:</b>  <b>Staff Updates:</b> <ol style="list-style-type: none"> <li>1. Hired the new HR Liaison, Shatabra Powell. She has been working for the Police Department’s HR. Ms. Powell attended and was introduced at the meeting. Ms. Powell’s focus will be on filling vacancies for the Main Library and Branches.</li> <li>2. Jennifer Deuell was hired as the Young Adult Librarian. She is located at the Main Library.</li> <li>3. Simms Toomey was hired for the Reference Librarian for the Main Library.</li> <li>4. The Early Childhood Literacy Specialist Krista Dawson resigned. She accepted a position with the Children’s Museum of Richmond. Employees can complete an on-line Exit Interview – Results stay within Human Resources, not released to the Departments.</li> </ol>

<b>Administration (Continued)</b>	<p><b>Envisionware E-Payment Update:</b> Scheduled installation date is March 26.</p> <p><b>SIRSI RFP Update:</b> RFP is available for bid to vendors until April 10.</p> <p><b>National Library Week: April 8-14</b></p> <ul style="list-style-type: none"> <li>• Ripple will be doing story time at the branches.</li> <li>• There will be a fine amnesty to waive fine and pardon fines for overdue items.</li> <li>• The Friends of the Library provided 1,000 book bags that will be distributed at all locations.</li> <li>• April 13 – Library Staff Appreciation day. Library staff will receive a special lanyard.</li> <li>• Staff will ask patrons if they would like to participate in a video interviewed and inquire as to what they love about their library.</li> <li>• Promote eCard – Patrons may remotely register for an electronic library card that will allow them access to resources available through the Library’s website such as Overdrive, Zinio, Hoopla and Universal Class.</li> </ul> <p><b>eCard Launch:</b> Soft launch was March 5.</p> <p><b>Patron Survey – March 5-30:</b> Paper and electronic survey for patrons to evaluate library resources, services, and programs. Results of the survey will be presented to the Board Members once completed.</p> <p><b>Strategic Plan Update:</b> The dashboard provides updates and progress implementing the 2016-2021 Strategic Plan.</p> <p>All RPL locations will be closed on March 30 for Good Friday.</p>
<b>BOARD COMMITTEE REPORTS</b>	
<b>Chairman</b>	<p><b>Ms. Zwirner:</b> Topic of the Richmond City Code pertaining to Board Member terms and term for the Chair was brought up for discussion. The discussion was on whether or not to make changes to the By-Laws or change terms in the City’s Ordinance. After the discussion, there was a consensus of the Board to not make any changes to the By-Laws or Ordinance. There was no vote.</p>
<b>Finance</b>	<p><b>Dr. Olanrewaju/Mr. Firestine:</b></p> <ul style="list-style-type: none"> <li>• Mr. Firestine attended a Budget Work Session on March 26.</li> <li>• Reviewed presentation. The presentation depicts Mr. Firestine’s notes on the status of the Library’s Budget. A copy of the presentation will be sent to the Board Members as requested in the meeting.</li> </ul>
<b>Facilities</b>	<p><b>Mr. Butterfield:</b> No Report Given.</p>

<b>Governance</b>	<p><b>Mr. Lydiard:</b> Library Board of Trustees terms were discussed:</p> <p><b><u>Ms. Gail F. Zwirner, Chair</u></b> 2nd Term Ending 06/30/2019 Chair Term Ending: 06/30/2018</p> <p><b><u>Ms. Danita R. Green, Vice-Chair</u></b> 2nd Term Ending 06/30/2019 Vice-Chair Term Ending: 06/30/2018</p> <p><b><u>Ms. Barbara Burton</u></b> 1st Term Ending 06/30/2020</p> <p><b><u>Mr. Kevin Butterfield</u></b> 1st Term Ending 06/30/2018</p> <p><b><u>Ms. Tanya Francis</u></b> 1st Term Ending 06/30/2020</p> <p><b><u>Mr. David J. Lydiard</u></b> 2nd Term Ending 06/30/2020</p> <p><b><u>Dr. Larry Olanrewaju</u></b> 2nd Term Ending 10/24/19</p> <p><b><u>Ms. Daisy Weaver</u></b> 2nd Term Ending 06/30/2020</p> <p><b><u>Mr. William Yates</u></b> 1st Term Ending 06/30/2020</p>
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**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

Policies: Mr. Firestine went over the changes of each policy before the Board of Trustees voted.

- Supervision of Children 4.7
- Fax Policy 5.11

Approve the Supervision of Children Policy and the Fax Policy as submitted.  
***Motion: Larry Olanrewaju, Second by Danita Green – Approved Unanimously.***

***There being no further business, the meeting was adjourned at 12:40 p.m. by unanimous consensus by the Library Board of Trustees present at the meeting. The next meeting will be held on Wednesday, April 25, 2018, at 11:45 a.m. at the North Avenue Branch, 2901 North Avenue, Richmond, Virginia.***

Approved: \_\_\_\_\_  
Ms. Gail Zwirner, Chair

Recorder: Gianna Pack  
RPL Executive Assistant

## **Director's Report**

**April 2018**

**Director Activities March 20 – April 18, 2018:**

March 20-23 Public Library Association Conference  
March 26 City of Richmond Budget Work Session, City Council Meeting  
March 28 Comprehensive Plan Review Meeting  
April 2 City of Richmond Budget Work Session  
April 7 BMER Event – Main Library  
April 8-14 National Library Week  
April 12 Community Policing Meeting – Precinct 4  
April 12 Comcast / City of Richmond Discussion  
April 16 City of Richmond Budget Work Session  
April 17 Homeless Services Action Team Meeting  
April 17 Education Compact Children's Cabinet Meeting  
April 17 Community Policing Meeting – Precinct 2, Attended with Broad Rock Manager Heather Montgomery  
April 18 Education Compact Team Meeting  
April 19-20 Virginia Public Library Director's Meeting Staunton

**Staff Update:** Tamara Carter, par-time LA1 Hull Street resigned April 20. Amy O'Connor, Librarian II, Main resigned April 13. These positions and 12 more positions across the system are being processed by Budget and HR. Our goal is to fill these vacant positions by the end of May.

**Envisionware E-payment update:** Terminals installed at four libraries: Main, Belmont, North Avenue, and Ginter Park. Installer will be back May 7 to complete install of servers, software, hardware, configuration, and training of staff for policies and procedures. Goal is to have the project complete by the end of May.

**SIRSI RFP update:** Four vendors responded April 10. Committee of Joe Barbie, Priya Duraipandian, Clay Dishon, and OMB are reviewing the proposals to narrow the applicants. Timeline for ILS replacement RFP attached.



<b>CIRCULATION</b>															
<b>Location</b>	<b>FY</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>	<b>YTD % chnge</b>
<b>North Ave</b>	FY15	4808	4760	4679	5068	4317	4778	4794	3893	4138	4227	3533	4100	53095	
	FY16	5048	4863	4990	5133	4410	4830	4300	4239	4267	3927	3708	4024	53739	
	FY17	4235	4448	3768	3564	3308	3260	2972	2943	3186	2714	3017	2985	40400	
	FY18	3112	3455	3238	3802	3011	2562	3094	3328	3093	0	0	0	28695	-3%
<b>West End</b>	FY15	12983	12021	10787	10722	9738	10136	10609	9832	10771	9628	10213	12557	129997	
	FY16	13330	12920	11542	11076	9860	9475	9940	10262	10600	10194	10044	6429	125672	
	FY17	983	1070	785	752	628	604	647	568	745	502	591	613	8488	
	FY18	826	3012	7426	8165	7940	6974	7981	7390	8641	0	0	0	58355	91%
<b>Westover Hills</b>	FY15	10947	10036	9510	9847	8448	7940	8459	7676	8447	7889	7273	8758	105230	
	FY16	9531	9735	11638	8747	7425	4424	7991	7874	9497	8201	8610	9047	102720	
	FY17	9530	9400	8231	8065	7407	7223	7564	7848	8405	6798	8059	8058	96588	
	FY18	8685	8571	7262	7133	6933	6324	6895	6548	6576	0	0	0	64927	-28%
<b>Econtent</b>	FY15	3187	3264	2977	2917	2832	3042	3263	2972	3342	3106	3615	3805	38322	
	FY16	3902	4065	3902	3767	3840	3701	4311	3969	3916	3735	3978	3787	46873	
	FY17	4107	3770	3470	3611	3568	3899	3962	3701	4370	4102	3906	4494	46960	
	FY18	4676	4689	4042	4125	3923	3874	4566	4224	4835	0	0	0	38954	10%
<b>RPL Total</b>	FY15	77174	72763	67381	68277	61442	62680	65192	57723	64471	59296	61153	68280	785832	
	FY16	71287	68789	64986	63138	56818	53376	56479	58177	60527	56862	56814	59679	726932	
	FY17	61902	61579	52848	53440	49591	46583	49303	48092	53155	47666	49845	52838	626842	
	FY18	55346	58125	54327	55571	51639	44627	51887	49975	53200	0	0	0	474697	0%

**NEW PATRON CARDS**

<b>FY2018</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	175	164	186	105	91	90	141	107	92	0	0	0	<b>1151</b>
Broad Rock	155	163	154	169	123	115	148	176	132	0	0	0	<b>1335</b>
East End	127	129	118	90	89	64	99	110	95	0	0	0	<b>921</b>
Ginter Park	118	151	121	111	109	84	108	111	76	0	0	0	<b>989</b>
Hull Street	120	116	96	119	93	76	127	115	102	0	0	0	<b>964</b>
Main	303	407	480	277	213	199	264	260	223	0	0	0	<b>2626</b>
North Ave	97	109	116	121	88	84	85	100	80	0	0	0	<b>880</b>
West End	0	76	159	125	102	87	126	97	96	0	0	0	<b>868</b>
Westover Hills	156	173	143	112	110	72	118	122	100	0	0	0	<b>1106</b>
<b>Total</b>	<b>1251</b>	<b>1488</b>	<b>1573</b>	<b>1229</b>	<b>1018</b>	<b>871</b>	<b>1216</b>	<b>1198</b>	<b>996</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10840</b>
<b>Total 2017</b>	1482	1507	1371	1219	1170	935	1189	1063	1299	1013	1135	1381	14764

Programs	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	TOTAL
<b>FY2018</b>													
<b>Belmont</b>													
Adult Pgrms	13	18	16	18	18	13	13	15	19				143
Adult Attend	67	110	56	62	78	39	55	60	73				600
Young Adult Pgrms	1	1	0	2	0	0	0	0	1				5
Young Adult Attend	0	7	0	0	0	0	0	0	1				8
Juv Pgrms	25	24	18	40	32	19	13	15	17				203
Juv Attend	529	504	423	785	578	337	319	381	383				4,239
<b>Total Attend</b>	596	621	479	847	656	376	374	441	457	0	0	0	4,847
<b>Total Pgrms</b>	39	43	34	60	50	32	26	30	37	0	0	0	351
<b>Broad Rock</b>													
Adult Pgrms	12	11	21	27	28	19	20	28	0				166
Adult Attend	109	144	93	216	129	76	101	136	0				1,004
Young Adult Pgrms	1	1	0	0	1	0	3	0	0				6
Young Adult Attend	25	45	0	0	0	0	6	0	0				76
Juv Pgrms	23	18	18	20	17	14	8	24	0				142
Juv Attend	289	94	57	86	80	40	102	106	0				854
<b>Total Attend</b>	423	283	150	302	209	116	209	242	0	0	0	0	1,934
<b>Total Pgrms</b>	36	30	39	47	46	33	31	52	0	0	0	0	314
<b>East End</b>													
Adult Pgrms	10	12	11	9	14	14	11	40	39				160
Adult Attend	116	113	169	149	164	130	154	321	233				1,549
Young Adult Pgrms	1	0	3	1	1	3	0	0	0				9
Young Adult Attend	12	0	75	17	3	28	0	0	0				135
Juv Pgrms	6	5	3	5	4	8	8	7	12				58
Juv Attend	170	343	525	263	63	133	102	79	118				1,796
<b>Total Attend</b>	298	456	769	429	230	291	256	400	351	0	0	0	3,480
<b>Total Pgrms</b>	17	17	17	15	19	25	19	47	51	0	0	0	227
<b>Ginter Park</b>													
Adult Pgrms	11	7	14	11	12	9	14	19	25				122
Adult Attend	98	31	177	102	130	107	161	176	155				1,137
Young Adult Pgrms	0	0	0	1	0	0	0	0	1				2
Young Adult Attend	0	0	0	45	0	0	0	0	6				51
Juv Pgrms	24	27	15	16	12	14	11	12	15				146
Juv Attend	758	950	583	662	381	511	416	382	520				5,163
<b>Total Attend</b>	856	981	760	809	511	618	577	558	681	0	0	0	6,351
<b>Total Pgrms</b>	35	34	29	28	24	23	25	31	41	0	0	0	270

Programs	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	TOTAL
<b>FY2018</b>													
<b>Hull Street</b>													
Adult Pgrms	9	7	3	11	6	7	10	10	9				72
Adult Attend	101	35	46	100	60	93	110	95	115				755
Young Adult Pgrms	7	2	4	7	6	4	2	2	4				38
Young Adult Attend	103	18	30	34	47	28	30	22	14				326
Juv Pgrms	24	20	7	13	10	6	11	12	13				116
Juv Attend	544	387	79	747	157	154	146	177	171				2,562
<b>Total Attend</b>	748	440	155	881	264	275	286	294	300	0	0	0	3,643
<b>Total Pgrms</b>	40	29	14	31	22	17	23	24	26	0	0	0	226
<b>Main</b>													
Adult Pgrms	63	64	67	69	53	42	0	0	0				358
Adult Attend	1,552	1,772	1,924	2,171	908	659	0	0	0				8,986
Young Adult Pgrms	1	1	1	0	0	0	0	1	0				4
Young Adult Attend	16	15	25	0	0	0	0	43	0				99
Juv Pgrms	27	20	12	0	17	18	0	0	0				94
Juv Attend	649	548	497	0	413	403	0	0	0				2,510
<b>Total Attend</b>	2,217	2,335	2,446	2,171	1,321	1,062	0	43	0	0	0	0	11,595
<b>Total Pgrms</b>	91	85	80	69	70	60	0	1	0	0	0	0	456
<b>North Ave</b>													
Adult Pgrms	26	25	19	33	21	14	17	31	45				231
Adult Attend	449	734	106	386	114	60	108	137	182				2,276
Young Adult Pgrms	9	0	4	8	7	4	5	8	5				50
Young Adult Attend	85	0	35	74	54	30	104	60	56				498
Juv Pgrms	14	19	13	16	24	14	24	24	33				181
Juv Attend	244	679	97	682	150	80	117	176	422				2,647
<b>Total Attend</b>	778	1,413	238	1,142	318	170	329	373	660	0	0	0	5,421
<b>Total Pgrms</b>	49	44	36	57	52	32	46	63	83	0	0	0	462
<b>West End</b>													
Adult Pgrms	0	200	3	10	2	3	5	10	12				245
Adult Attend	0	0	21	92	148	23	8	65	83				440
Young Adult Pgrms	0	0	0	0	0	0	5	0	1				6
Young Adult Attend	0	0	0	0	0	0	104	0	5				109
Juv Pgrms	0	0	11	16	14	11	24	17	25				118
Juv Attend	0	0	75	662	142	134	117	276	297				1,703
<b>Total Attend</b>	0	0	96	754	290	157	229	341	385	0	0	0	2,252
<b>Total Pgrms</b>	0	200	14	26	16	14	34	27	38	0	0	0	369



**TECHNICAL SERVICES - ITEMS BY LOCATION**

	<b>Belmont</b>	<b>B. Rock</b>	<b>East End</b>	<b>G. Park</b>	<b>Hull St.</b>	<b>MAIN</b>	<b>North Ave</b>	<b>West End</b>	<b>W. Hills</b>	<b>Monthly Total</b>
<b>Jul-17</b>	194	121	97	122	128	253	102	185	185	<b>1387</b>
<b>Aug-17</b>	344	196	172	204	209	516	182	337	335	<b>2495</b>
<b>Sep-17</b>	296	179	155	185	184	467	165	281	304	<b>2216</b>
<b>Oct-17</b>	281	158	158	229	158	539	139	277	264	<b>2203</b>
<b>Nov-17</b>	207	142	162	174	135	425	144	267	227	<b>1883</b>
<b>Dec-17</b>	244	178	174	211	144	391	158	250	225	<b>1975</b>
<b>Jan-18</b>	272	193	190	281	183	537	202	304	277	<b>2439</b>
<b>Feb-18</b>	217	110	99	135	114	371	111	234	202	<b>1593</b>
<b>Mar-18</b>	266	147	126	136	156	458	118	262	259	<b>1928</b>
<b>Apr-18</b>	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>May-18</b>	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>Jun-18</b>	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>Branch Total FY 2018</b>	<b>2321</b>	<b>1424</b>	<b>1333</b>	<b>1677</b>	<b>1411</b>	<b>3957</b>	<b>1321</b>	<b>2397</b>	<b>2278</b>	<b>18119</b>
<b>Branch Total FY 2017</b>	3167	2446	2165	2523	2214	4652	2165	2225	2870	24427
<b>Average</b>	<b>193</b>	<b>119</b>	<b>111</b>	<b>140</b>	<b>118</b>	<b>330</b>	<b>110</b>	<b>200</b>	<b>190</b>	<b>1510</b>

<b>DOOR COUNT FY2018</b>	<b>Jul-17</b>	<b>Aug-17</b>	<b>Sep-17</b>	<b>Oct-17</b>	<b>Nov-17</b>	<b>Dec-17</b>	<b>Jan-18</b>	<b>Feb-18</b>	<b>Mar-18</b>	<b>Apr-18</b>	<b>May-18</b>	<b>Jun-18</b>	<b>TOTAL</b>
Belmont	9935	10247	8475	8452	7474	6548	7732	7364	8315	0	0	0	74542
Broad Rock	8700	9456	7229	8427	7136	5725	6774	7479	8000	0	0	0	68926
East End	7105	8940	7437	7318	5956	5530	6812	6583	6706	0	0	0	62387
Ginter Park	5722	6926	5939	5770	5037	4316	4802	5061	4573	0	0	0	48146
Hull Street	1985	7346	4789	5585	4737	4345	5110	5602	6790	0	0	0	46289
Main	14814	18702	17207	16334	16439	13957	15989	16962	16381	0	0	0	146785
North Avenue	7182	0	7158	6985	5675	4738	5782	5960	6558	0	0	0	50038
West End	0	0	4921	5383	5084	4401	5099	4902	5682	0	0	0	35472
Westover Hills	6614	0	6339	6446	5928	0	5650	5438	5777	0	0	0	42192
<b>TOTALS FY18</b>	<b>62057</b>	<b>61617</b>	<b>69494</b>	<b>70700</b>	<b>63466</b>	<b>49560</b>	<b>63750</b>	<b>65351</b>	<b>68782</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>574777</b>
<b>TOTALS FY17</b>	72398	78366	68881	69394	61547	52517	49906	64911	71163	64777	69506	68301	791667
<b>TOTALS FY16</b>	90446	89431	77513	71318	68682	69507	65974	73679	77883	73425	71473	74251	903582

<b>COMPUTER USE</b>	<b>Jul-17</b>	<b>Aug-17</b>	<b>Sep-17</b>	<b>Oct-17</b>	<b>Nov-17</b>	<b>Dec-17</b>	<b>Jan-18</b>	<b>Feb-18</b>	<b>Mar-18</b>	<b>Apr-18</b>	<b>May-18</b>	<b>Jun-18</b>	<b>TOTAL</b>
Belmont Workstation	1601	1620	1461	1467	1230	1127	1319	1263	1297	0	0	0	12,385
WIFI	0	841	646	745	520	0	673	668	707	0	0	0	4,800
Broad Rock Workstation	2239	2658	2277	2342	1919	1532	2200	2308	2000	0	0	0	19,475
WIFI	0	678	689	895	672	0	643	564	635	0	0	0	4,776
East End Workstation	1801	2196	1762	1633	1362	1252	1690	1508	1466	0	0	0	14,670
WIFI	0	731	696	684	545	0	503	494	419	0	0	0	4,072
Ginter Park Workstation	1574	1847	1635	1582	1538	1219	1363	1521	1379	0	0	0	13,658
WIFI	0	810	681	729	562	0	625	683	681	0	0	0	4,771
Hull Street Workstation	1939	2320	1581	1850	1776	1498	1690	1954	1285	0	0	0	15,893
WIFI	0	651	478	599	498	0	429	507	437	0	0	0	3,599
Main Workstation	3391	3844	3205	3288	3028	0	3393	3447	3231	0	0	0	26,827
Childrens	361	331		0	0	0	0	0	0	0	0	0	692
WIFI	0	3198	2634	2687	2194	0	3177	3311	3018	0	0	0	20,219
North Ave Workstation	1405	0	1511	1607	1323	1118	1408	1443	1338	0	0	0	11,153
WIFI	0	0	397	412	377	0	569	535	411	0	0	0	2,701
West End Workstation	0	0	625	775	540	672	579	741	667	0	0	0	4,599
WIFI	0	0	320	396	374	0	357	308	339	0	0	0	2,094
Westover Hills Workstation	1504	0	1666	1693	1474	1648	1468	1539	1382	0	0	0	12,374
WIFI	0	0	666	775	483	0	589	654	634	0	0	0	3,801
<b>TOTALS FY18</b>	<b>15815</b>	<b>21725</b>	<b>22930</b>	<b>24159</b>	<b>20415</b>	<b>10066</b>	<b>22,675</b>	<b>23448</b>	<b>21326</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>182,559</b>
<b>TOTALS FY17</b>	18053	20329	18204	17496	15525	12916	6,925	15994	17966	21582	23985	20701	209,676
<b>TOTALS FY16</b>	20998	21415	19969	20558	16857	17255	16,298	18633	19400	18476	17691	18343	225,893

Richmond Public Library  
 FY18 Operating Budget  
 as of  
 March 31, 2018

ACCOUNT	DESCRIPTION	Budget	Actual	% Spent	Balance
			Expended 31-Mar-18		Available 31-Mar-18
60000	SALARIES - FULL TIME	\$ 2,912,256	\$ 1,912,279	65.7%	\$ 999,977
61000	SALARIES - PART TIME	\$ 117,483	\$ 180,992	154.1%	\$ (63,509)
62000	SALARIES - TEMPORARY	\$ -	\$ 19,355	0.0%	\$ (19,355)
63000	FICA	\$ 192,960	\$ 130,348	67.6%	\$ 62,612
63001	RET CON RSRs	\$ 614,508	\$ 428,556	69.7%	\$ 185,952
63002	MEDCARE FICA	\$ 45,113	\$ 30,485	67.6%	\$ 14,629
63003	GROUP LIFE	\$ 26,294	\$ 11,975	45.5%	\$ 14,319
63006	H/C ACT TEMP	\$ 493,826	\$ 361,736	73.3%	\$ 132,090
63008	STATE UNEMPLOYMENT	\$ -	\$ -	0.0%	\$ -
63011	HEALTH SAVINGS	\$ -	\$ 7,750	0.0%	\$ (7,750)
64104	EDUCATION PAY	\$ -	\$ -	0.0%	\$ -
64105	BONUS PAY	\$ 66,587	\$ 64,773	97.3%	\$ 1,814
	<b>Personnel Expenses</b>	<b>\$ 4,469,027</b>	<b>\$ 3,148,250</b>	<b>70.4%</b>	<b>\$ 1,320,777</b>
71141	BOOKS	\$ 424,741	\$ 361,101	85.0%	\$ 63,640
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 6,953	\$ 7,613	109.5%	\$ (660)
72122	MAGS & NEWSPAPER	\$ 36,659	\$ 5,973	16.3%	\$ 30,686
	<b>Collection Development</b>	<b>\$ 468,353</b>	<b>\$ 374,687</b>	<b>80.0%</b>	<b>\$ 93,666</b>
70131	PUBLIC INFORMATION	\$ 1,995	\$ 1,481	74.2%	\$ 514
70161	DATA PROCESSING - OCLC	\$ 17,483	\$ -	0.0%	\$ 17,483
70161	PLANNING MGMT SERVICES	\$ 682,307	\$ 262,946	38.5%	\$ 419,361
70218	VEHICLE REPAIR	\$ 2,181	\$ 3,572	163.8%	\$ (1,391)
70311	PRINTED SUPPLIES	\$ 965	\$ -	0.0%	\$ 965
70412	TRANSPORTATION	\$ -	\$ -	0.0%	\$ -
70413	MILEAGE ALLOWANCE	\$ 2,413	\$ 534	22.1%	\$ 1,879
70551	SECURITY	\$ 296,495	\$ 305,999	103.2%	\$ (9,504)
70552	CONTRACT AND TEMP PERSONNEL	\$ 25,000	\$ 44,551	178.2%	\$ (19,551)
71012	OFFICE STATIONARY SUPPLIES	\$ 9,206	\$ 2,887	31.4%	\$ 6,319
71143	LIBRARY OPERATING SUPPLIES	\$ 17,951	\$ 14,058	78.3%	\$ 3,893
72113	POSTAGE	\$ 4,646	\$ 1,000	21.5%	\$ 3,646
72121	CONFERENCES & CON	\$ 2,075	\$ 2,711	130.6%	\$ (636)
72123	MEMBERSHIP DUES	\$ 1,352	\$ 296	21.9%	\$ 1,056
72124	TRAINING	\$ 1,189	\$ 932	78.4%	\$ 257
72131	COMPUTER SUPPLIES	\$ 25,109	\$ 25,108	100.0%	\$ 1
72153	EQUIPMENT	\$ 12,193	\$ 10,684	87.6%	\$ 1,509
73104	BANK FEES	\$ -	\$ -	0.0%	\$ -
76119	PAGERS	\$ -	\$ 50	0.0%	\$ (50)
77103	FUEL-D/O VEHICLE	\$ 2,555	\$ 1,082	42.3%	\$ 1,473
77104	VEHICLE MONTHLY STANDING	\$ 676	\$ 329	48.7%	\$ 347
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
80001	DEPRECIATION	\$ -	\$ -	0.0%	\$ -
80004	BUILDINGS & STR	\$ -	\$ -	0.0%	\$ -
80006	EQUIPMENT & OFFICE MAINTENANCE	\$ 8,793	\$ 7,779	88.5%	\$ 1,014
80007	VEHICLE EXPENSES	\$ -	\$ -	0.0%	\$ -
	<b>Other Expenses</b>	<b>\$ 1,114,584</b>	<b>\$ 685,999</b>	<b>61.5%</b>	<b>\$ 428,585</b>
	<b>TOTAL GENERAL FUND</b>	<b>\$ 6,051,964</b>	<b>\$ 4,208,935</b>	<b>69.5%</b>	<b>\$ 1,843,029</b>



Richmond Public Library  
 Foundation, Friends, Groups and Individual Donations  
 FY 2017-2018

Consent Agenda: Pending Library Board Approval - Wednesday, April 25, 2018

Date	Donor Name	Current Month Amount	Purpose/Location	YTD Account Balance		
				Gift	Foundation	Friends
7-Mar-18	Friends of RPL	\$ 120.00	Graphics	\$ 120.00		
	<b>Monthly Total</b>	\$ 120.00				
	<b>YTD Total</b>	\$ 4,380.00	<b>Year To Date Total</b>	\$ 4,380.00	\$ -	\$ -

## National Library Week Proclamation:



# Richmond City Council

The Voice of the People

Richmond, Virginia

## RICHMOND OFFICIAL PROCLAMATION

By virtue of the authority vested in the United States of America, Commonwealth of Virginia, Virginia Code of Laws and the Richmond City Charter, Richmond City Council, the governing body of Richmond, Virginia, in the United States of America, do hereby officially proclaim:

# Richmond Public Library Week

**Whereas,** The Honorable Members of Richmond City Council, the governing body of Richmond, Virginia, in the United States of America, do hereby unite in solidarity and common purpose to recognize, honor, and celebrate the need, necessity and critical importance of public libraries; and

**Whereas,** In direct response to the wishes of Richmond Residents, the Richmond Public Library was established on October 13, 1924 and, due to popular demand, now includes nine library branches that are conveniently located throughout Richmond; and

**Whereas,** Constantly evolving and responsive on behalf of our residents, the Richmond Public Library has more 450,000 books, items, and materials available for checkout and provides Internet access, community meeting spaces, and educational programs; and

**Whereas,** The Richmond Public Library and its branches serve as empowerment centers within our community that bestow access to information and lifelong learning; and

**Whereas,** Some of the many important programs delivered by the Richmond Public Library include parenting and early childhood education, résumé writing, and computer and internet training; and

**Whereas,** As a strong testament to the outstanding programs and services provided by the Richmond Public Library, Richmond's library branch system hosts more than one million visitors a year who check out books, participate in programs, use computers and the internet, and search for employment; and

**Whereas,** Lifelong education and learning is critical in fortifying and driving a community's success and serve as strong measures of its vitality and wealth building capacity; and

**Whereas,** Dedicated professionals, Richmond Public Library Administrators, Librarians, Staff and volunteers serve as the backbone of our Richmond Public Library Branch System as well as the committed members of the Richmond Public Library Board of Directors, Richmond Public Library Foundation, Friends of the Richmond Public Library Association, and the Branch Library Boards throughout the community; and

**Whereas,** In recognition of the importance of reading, in 1958, the American Library Association and the National Book Committee established an annual National Library Week;

**Now, Therefore,** In support of National Library Week and in recognition, honor, and celebration of the Richmond Public Library, Richmond City Council does hereby proclaim the second full week of April each year to be Richmond Public Library Week in Richmond, Virginia, and thanks the Richmond Public Library's dedicated Administrators, Librarians, Staff, volunteers, and supporting boards and association members for their dedication and service on behalf of all Richmond residents in helping make our city even better, smarter, and more empowered place to live, love, work, learn, play, visit, enjoy, and raise a family.

In Witness Whereof, we have hereunto given under our hands for presentation on the ninth day of April, two thousand eighteen, of the Common Era, in the two hundred eightieth year of the foundation of Richmond in 1737, in the two hundred forty-first year of the Commonwealth of Virginia and United States of America.

The Honorable Chris A. Hilbert  
Council President, Richmond City Council  
Councilman, Richmond Northside 3rd Voter District

The Honorable Cynthia I. Newbille  
Council Vice President, Richmond City Council  
Councilwoman, Richmond East End 7th Voter District

The Honorable Kristen Nye Larson  
Councilwoman, Richmond City Council  
Richmond Southwest 4th Voter District



CITY OF RICHMOND  
DEPARTMENT OF  
PROCUREMENT SERVICES

**TIMELINE FOR RFP# G180018049**

**PROJECT NAME:** Richmond Public Library Integrated Library System (ILS)

**REQUESTING AGENCY:** Richmond Public Library (RPL)

**DATE REQUISITION RECEIVED WITH FINAL SCOPE OF WORK OR SPECIFICATION:** 03/05/2018 - RQ180018049

**CONTRACT SPECIALIST:** Gary Hundley

TASKS	TARGET DATES	ACTUAL DATES
Prepare Solicitation and Submit to City Attorney, if required:	02/16/2018	02/16/2018
City Attorney Review Complete, if required:	n/a	n/a
Issue and Publish Solicitation:	03/05/2018	03/07/2018
Conduct Preproposal/Site Visit, if required:	n/a	
Proposals Due:	04/10/2018	04/10/2018
Complete Proposal Technical Evaluations:	04/26/2018	
Complete RFP Oral Presentations:	05/04/2018	
Complete RFP Contract Negotiation:	05/14/2018	
Receive Award Recommendation from Requesting Department/Agency:	05/18/2018	
Prepare Contract:	05/23/2018	
City Attorney Review and Approval of Contract:	05/29/2018	
Contract Review and Approval by Director or CAO, if required:	n/a	
Obtain Contract Signatures	06/01/2018	
Award and Post Contract:	06/07/2018	

**COMMENTS:**

The Procurement Services Department is committed to completing the above project in a timely manner. However, it is a joint effort for all City staff involved to meet the project schedule. A delay at any stage may influence the Contract award date. Please call your Contract Specialist if you have any questions or concerns.



# Richmond Public Library

Date: March 26, 2018

Presented By: Scott Firestine, Library Director

Mayor Lavar M. Stoney

Selena Cuffee-Glenn, CAO



Richmond Public Library 003

# 2017 Accomplishments:

1. West End Branch re-opened after renovations and space added to the library located on west Patterson Avenue. This project completed Phase I of the 2009 Facilities Master Plan. All neighborhood branches of the Richmond Public Library are renovated and updated to better serve our community. This is a significant accomplishment that took more than nine years to complete.

2. Richmond Public Library raised \$206,150 for the addition of a Young Adult space, Maker space, and Digital Media space at the Main Library. A challenge grant from the Mary Morton Parsons Foundation and matched by the Richmond Public Library Foundation. It supports the beginning of Phase II, of the 2009 Facilities Master Plan to create modern Main Library. The Library Board is excited to make the Main Library a modern destination for learning and literacy. The timing for this project could not be better with all of the redevelopment and growth at a City focal point.

3. A key recommendations of the 2016 Library Communications Plan was to develop a mascot. We are doing everything we can to attract people to our resources and programs. Last year we created Ripple, a river otter. He was introduced to the community to promote reading, library use and early literacy. This whole effort was underwritten by the Richmond Public Library Foundation. He will be appearing at story times during the National Library Week, April 8-14 when we celebrate Libraries and our role to inform, enrich and empower.

# 2017 Accomplishments Continued

4. Westover Hills Branch completed another phase of the Rain Garden Project thanks to the assistance of a Dominion Power grant of \$12,000 last year and a gift of volunteer labor of a full day of service. In the future we wish to expand this environmental education project throughout the City to beautify our branch locations and educate on storm water conservation for a better James River.

5. We made major improvements on the Library website. [www.Richmondpubliclibrary.org](http://www.Richmondpubliclibrary.org) and [RVALLibrary.org](http://RVALLibrary.org) is effectively our 10<sup>th</sup> library location. It is available when our buildings are closed and allows access to books, magazines, journals, newspapers, audio books, video, and reference information. Our users need information whenever, wherever they are. The website allows us to meet our patron where they are. We just launched an electronic library card that will allow access to this information immediately.

Let me detail some of our basic statistics that measure our impact.

# Richmond Public Library

## 2017 Statistics

<b>Materials Circulated (books, ebooks, streams)</b>	<b>626,842</b>
<b>Library Visits</b>	<b>791,667</b>
<b>Computer Usage (workstations &amp; WIFI)</b>	<b>238,263</b>
<b>Programs</b>	<b>4,174/69,038</b>



# 2018-2019 Strategic Priorities:

1. Restore public access to libraries. By 2021, all locations of Richmond Public Library will be open 60 hours a week and library locations in major areas of the City will be open on Sunday.
2. Complete procurement of Integrated Library System, (Catalog Software – This is what replaced drawers of 3" by 5" catalog cards) to improve customer access, management, inventory, e-payment, and overall library operations. Especially the discovery layer of the online public access catalog. This will be transformative for our library because it will improve access to our collections and streamline workflows for our staff in managing our collections.
3. Phase II of the 2009 Facilities Master Plan. Main Library is the location that is most overdue to be renovated and modernized to maintain the information needs and wants of the community. The CIP request will provide funds for Young Adult Space, Digital Media Lab and Maker space at Main. Main will become a fantastic destination for all ages to read, create and explore.
4. Restore acquisition levels of library circulating, reference, and electronic books to 2015 levels. In FY18 funding is helping us to develop collections in various formats for our patrons. We must have what our users want when they want it.

# 2018-2019 Strategic Priorities: continued

5. Strengthen and expand our programs addressing early literacy, homework help and learning opportunities for our students. We all know reading is fundamental but the inspired reader is monumental. We provide reading and early literacy to child care centers, homework help through Literacy Lab for afterschool tutoring, and finally our annual Summer Reading Program to fuel and inspire readers. These are just a few of our action items to support youth literacy

- On behalf of the Library Board, our library staff and myself we thank you, the Mayor, and administration for supporting us and enabling us to be impact the education and literacy of Richmond. This budget supports our strategic plan and will move us into the future.
- I am happy to answer any questions at this time.

END 2018 PRESENTATION HERE!

# Proposed General Fund Budget

FY2017 Actual	FY2018 Adopted	FY2019 Proposed
\$ 5,039,906	\$ 5,531,626	\$ 5,460,435

## Budget Highlights:

- Total department budget allocated 80% personnel, 20% general operating expenses.
- Maintains focus on school readiness, public access to technology, and lifelong learning.
- In FY18 West End Branch renovations were completed and RPL has effectively and efficiently operated our libraries. We are in the process of expanded public service hours. Sunday hours at Broad Rock continue to be strong. April 1, West End will be open weeknights, Monday – Thursday until 8 PM. By July 1 we wish to extend hours at other locations throughout the City. We are currently gathering patron feedback from a survey that concludes this Friday, March 30, 2018.



# Budget Summary

Richmond Public Library (003) 2017-2019 Summary of Proposed Operating Budget			
	FY17 Actual	FY18 Adopted	FY19 Proposed
<b>General Fund</b>			
<b>Personnel Services</b>	4,148,077	4,382,779	4,329,645
<b>Operating Expenses</b>			
Operations & Maintenance	331,566	462,877	429,839
Security/Monitoring	217,058	253,555	283,555
Books, E-Resources, Periodicals	424,187	428,794	446,274
Ops, Maint, Materials subtotal	891,830	1,172,672	1,130,790
<b>Total General Fund</b>	<b>\$5,039,907</b>	<b>\$5,531,626</b>	<b>\$5,433,902</b>
Special Fund	651,161	652,170	712,500
Capital Improvements	553,424		1,055,338
<b>Total Agency Summary</b>	<b>\$6,244,492</b>	<b>\$6,923,326</b>	<b>\$7,201,740</b>
Per Capita	\$33.92	\$27.25	\$32.74
Total Staffing	84.40	83.00	83.00



- On behalf of the Library Board, our library staff and myself we thank you, the Mayor, and administration for supporting us and enabling us to be impact the education and literacy of Richmond.
- I am happy to answer any questions at this time.

END 2018 PRESENTATION HERE!