

RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES

May 23, 2018

Westover Hills Branch Library

**Westover Hills Branch Library
1408 Westover Hills Boulevard
Richmond, Virginia 23225**

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, May 23, 2018

11:45 a.m.

LIBRARY

A G E N D A

Call to order:	11:45	Ms. Zwirner
Consent Agenda:		Ms. Zwirner
• Approval of Agenda • Approval of Minutes • Approval of Pending Gifts • Approval of Statistical Report		
Public Comment Period:		
Reports:	12:00	
• Library Friends • Library Foundation		Mr. Dishon Ms. Hansen
Administration Reports:		Mr. Firestine
Board Committee Reports:	12:10	
• Chairman • Finance Committee • Facilities Committee • Governance Committee		Ms. Zwirner Mr. Olanrewaju Mr. Butterfield Mr. Lydiard
Unfinished Business:	12:30	
New Business	12:40	
Adjourn	1:00	Ms. Zwirner
Next Meeting:		
June 27, 2018		
West End Branch, 11:45 a.m.		

Library Board Meeting Minutes - DRAFT

April 25, 2018

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

LIBRARY STAFF: Scott Firestine, Clay Dishon, Karin Hansen, Cheryl Clarke, Tara Franzetti, Gianna Pack, Shatabra Powell

ABSENT: Danita Green, Larry Olanrewaju, 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 North Avenue Branch Library, located at 2901 North Avenue, Richmond, Virginia.

Consent Agenda	Approve the March 28, 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>
Public Comment Period	None were present.
REPORTS	
Friends of the Library	Mr. Dishon: - Book Sale, April 6-7 at the Main Library was successful. The book sale made approximately \$15,000 from the sale. - Next Meeting: May 2, 2018, at 5:30 p.m. - Election of officers will take place at the meeting.
Library Foundation	Ms. Hansen: - The full Library Foundation Board will meet June 13, 2018, at 4:00PM. Library Board of Trustees members are always welcome to attend any of the Foundations' meetings. Ms. Hansen will send out invitations. There will be an opportunity to have a social hour for both Boards to interact. - Electing new members. - June 9 – Night Out at the Ball Park – Ms. Hansen will have tickets available.
Administration	Highlights of Director's Report: Staff Updates: - Resignations: - Tamara Carter, PT LA1 – Hull Street - Amy O'Connor, Librarian – Main - Requisitions for 14 New Hire positions are in process and should be posted in early May for: - Library Assistant I-PT (Belmont, Hull Street, North Avenue, Westover Hills, West End) - Library Associate I-PT (Broad Rock) - Library Associate I-FT (Belmont) - Library Assistant II-PT (Broad Rock, East End, Hull Street) - Library/Community Services Manager-FT (Main) - Library Associate II Early Literacy-FT (Main) - Librarian II Digital Ref Librarian-FT (Main) - Librarian II Digital Literacy/Technology-FT (Main)

Administration (Continued)	Envisionware E-Payment Update: The installer will be back early May to complete the install of servers, software, hardware, and configuration. Working with the City to get through the firewall. There will be training for staff on policy and procedures. Goal completion date is by the end of May. SIRSI RFP Update: There were four vendors that responded to the RFP on April 10. The committee comprised of Joe Barbie, Priya Duraipandian, Clay Dishon, and OMB will review the proposals to narrow down the applicants. Events: • National Library Week: April 8-14 was a success. Library Staff Appreciation Day was April 13. • May 7-11 Employee Recognition Week • May 28 – Memorial Day (Observe) – Libraries closed • June 9 – Night Out at the Ball Park – Ms. Hansen will have tickets available. • June 16-August 4 – Summer Reading • June 23 at Main – Indie Urban Lit Fest
BOARD COMMITTEE REPORTS	
Chair	Ms. Zwirner: • Attended City Council Meeting to receive Proclamation for National Library Week in Richmond. • Visited Science Museum of Virginia to see its teen space. - o Locked space (open only on Friday, Saturday and Sundays) • Spoke at Virginia Association of Law Libraries about how it is serving on a Library Board.
Finance	Mr. Firestine: • Attended several Budget Working Sessions – Council is reviewing the Mayor’s Budget line-by-line. - o Mr. Firestine provides impact statements when Council makes cuts to the Budget. • There were several questions asked about Sunday hours and the cost impact. Mr. Firestine gave a cost estimate of \$75K for the Sunday hours for the Northside (Ginter Park), and \$250K for the Main Library. - o Councilmember Agelasto supports the extended hours and put the costs in the amendments to the Budget. Waiting to see if it will pass or be cut. • CIP Budget – Still in process. - o New HVAC – Special Collections. - o New Roofs – Broad Rock, Ginter Park, and Hull Street. • May 31 – Goal for the Budget to be adopted.
Facilities	Mr. Butterfield: Facilities Committee did not have a meeting in April. The Committee will meet in May to come up with some scenarios if the Library’s budget gets cut. There was discussion on what the Committee can prepare prior to the release of the City’s Budget the end of May. Start a draft of the RFP.
Governance	No Report.

UNFINISHED BUSINESS

Patron Survey – Tara Franzetti, LCSM Westover Hills Branch, gave a presentation on the survey that was available for patrons to take on line or hard copy in the month of March. An info-graph sharing the results of the survey was handed out at the meeting. Results were favorable.

There were four themes in the open-ended questions: More hours/Sunday hours, comments about positive and negative customer service, requests for better marketing, and requests for a longer loan period. There were a total of 19 pages of comments. Mr. Firestine and Mr. Dishon have the comments and are available upon request to the Board.

The information presented by Ms. Franzetti would be useful for improving customer service and in working with Richmond Public Schools. Ms. Francis will find out who the Media specialist is and forward the contact information to Mr. Firestine.

By-Laws – The Board discussed the possibility of rewording the By-Laws of Article IV. Officers, Section 2: Changing language of the current term to serve in the elected position of the Chairman and Vice Chairman. After the discussion, no action was taken by the Board members.

NEW BUSINESS

None

There being no further business, the meeting was adjourned at 12:41 p.m. by unanimous consensus by the Library Board of Trustees present at the meeting. The next meeting will be held on Wednesday, May 23, 2018, at 11:45 a.m. at the Westover Hills Boulevard Branch Library, Richmond, Virginia.

Approved: _____

Ms. Gail Zwirner, Chair

Recorder: Gianna Pack
RPL Executive Assistant

Director's Report

May 2018

Director Activities April 18 to May 18, 2018:

April 18	Education Compact Team Meeting
April 19-20	Virginia Public Library Director's Meeting Staunton
April 23	City Council Budget hearing
April 24	First Precinct Police Community meeting
April 26	City Council Budget hearing
April 27	CIP budget update
April 30	City Council Budget hearing
May 7-11	City of Richmond Employee Appreciation week
May 7	City of Richmond City Council Budget approved
May 18	Homeward Homeless Summit

Staff Update: Andre Sommerville, LAIII of North Avenue resigned. All other vacant positions were posted May 6 – May 20. Interviews and hiring will begin as soon as possible.

Envisionware E-payment Update: Self-check, electronic payment terminals installed at all libraries. RPL is accepting payment for prints, fines, and fees at point of sale and self-service checkout and printing. Payment through the website will be complete by the end of June.

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.

Branch Library Bandwidth Increase: By the end of May 2018, all branch location data/Internet bandwidth will be increased from 10 Mbps to 100 Mbps. Through the E-rate process, we were able to get a better contract with Verizon to increase the speed of the service and lower the monthly cost by at least \$50.00 per location. Hull Street and Broad Rock have received updated public patron workstations.

Auto-Personalization Project with University of Maryland: The University of Maryland needs assistance to develop technology to assist people with disabilities or impairments to better interface with technology. See attachment.



Introduction to the Auto-Personalization Computing Project

Life is increasingly digital. School, job-hunting, work, shopping, entertainment, government services, and participation in community life involve use of computers and other similar devices. Unfortunately, many people cannot access and use digital technologies due to barriers that result from:

- limited literacy or digital literacy
- language differences
- disabilities
- issues associated with aging

Although accessibility features and assistive technologies exist, awareness of these is low. Some are also complicated to find, install or configure without assistance, and they are often not available or easy to use on public-access computers.

To address this problem, the Trace R&D Center at University of Maryland is partnering with Raising the Floor, OCAD University, University of Central Florida, and the Center for Civic Design to implement an **auto-personalization tool that can automatically adjust enabled computers to be the way you like them, so they are easier to use.**

- When you log in – the computer is automatically set up the way you want or need it.
- When you log out, the computer will revert to its standard settings, ready for the next user.

Auto-personalization can be particularly helpful to people who need **larger text and images, spoken-voice output, language support, and simplification of complex content.** Many of these options are built into standard operating systems, but if you use assistive technologies, the auto-personalization tool can also access and configure them for you as well.

The Trace R&D Center, University of Maryland (trace.umd.edu), has collaborated with technology companies, consumers, and service providers since 1971 to identify and remove barriers to digital inclusion. Solutions pioneered by the Trace Center include: accessibility features built into Windows, Mac, and Linux computer operating systems; guidelines for web content accessibility now adopted internationally; and EZ Access techniques and hardware used for making touchscreen kiosks accessible. The auto-personalization work of the Trace Center is funded by grants from the U.S. Dept. of Education and the U.S. Dept. of Health and Human Services.

CIRCULATION

Location	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % chnge
Belmont	FY15	10161	9739	9149	9389	8388	8333	8509	7816	9419	7818	8900	9568	107189	
	FY16	10263	10897	9891	9684	8546	8203	7784	8963	8980	8301	8208	10590	110310	
	FY17	12068	12314	9973	9766	9727	9071	9709	9715	10114	9238	9446	10411	121552	
	FY18	10836	10486	8290	8385	7353	6096	7651	7545	8099	7402	0	0	82143	-25%
Broad Rock	FY15	6537	5899	5316	5882	5122	5249	5389	4656	5035	4988	5164	5462	64699	
	FY16	5958	5859	5765	5288	4905	4931	4223	4448	4834	4282	3336	4401	58230	
	FY17	4883	4773	4248	4706	3966	3454	3729	3192	3595	3377	3851	4136	47910	
	FY18	4574	4062	3726	3809	3665	3096	3308	2986	3132	3304	0	0	35662	-2%
East End	FY15	4620	4244	4159	4162	3846	3868	4090	3067	3501	3518	3511	3902	46488	
	FY16	4119	4565	4313	3747	3411	3375	3653	3286	3303	3206	3822	4629	45429	
	FY17	4572	4371	3581	3420	2945	3029	3463	2981	3529	4977	3515	3460	43843	
	FY18	3635	3481	3033	2948	2632	2281	2698	2574	2838	2637	0	0	28757	-89%
Ginter Park	FY15	6393	6504	5051	4901	4980	4828	4991	4735	5197	4506	4865	5188	62139	
	FY16	2942	402	469	481	144	440	405	354	512	586	292	1238	8265	
	FY17	6247	5924	5374	5770	5031	4517	4812	4582	5401	4641	4868	5310	62477	
	FY18	5751	6070	5338	5152	4854	3898	4327	4370	4522	4653	0	0	48935	0%
Hull Street	FY15	3901	3776	3819	4057	3550	3639	3828	2815	3198	3373	3663	4020	43639	
	FY16	4172	3508	3727	4159	3901	3776	3252	3318	3280	2845	3158	3459	42555	
	FY17	3174	3245	3088	3131	3400	2477	2816	2962	2989	2348	2766	2843	35239	
	FY18	2947	3155	2178	2106	2202	1772	2218	2304	2241	2034	0	0	23157	-15%
Main	FY15	13637	12520	11934	11332	10221	10867	11260	10261	11423	10243	10416	10920	135034	
	FY16	12022	11975	8749	11056	10376	10221	10620	11464	11338	11585	11658	12075	133139	
	FY17	12103	12264	10330	10655	9611	9049	9629	9600	10821	8969	9826	10528	123385	
	FY18	10304	11144	9794	9946	9126	7750	9149	8706	9223	8069	0	0	93211	-11%

CIRCULATION (CONT'D)

Location	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % chng
North Avenue	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	2580	0	0	31275	-5%
West End	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	8882	0	0	67237	94%
Westover Hills	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	6660	0	0	71587	-2%
Econtent	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	4935	0	0	43889	17%
RPL Total	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	51156	0	0	525853	7%

NEW PATRON CARDS													
FY2018	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Belmont	175	164	186	105	91	90	141	107	92	93	0	0	1244
Broad Rock	155	163	154	169	123	115	148	176	132	165	0	0	1500
East End	127	129	118	90	89	64	99	110	95	99	0	0	1020
Ginter Park	118	151	121	111	109	84	108	111	76	99	0	0	1088
Hull Street	120	116	96	119	93	76	127	115	102	98	0	0	1062
Main	303	407	480	277	213	199	264	260	223	263	0	0	2889
North Avenue	97	109	116	121	88	84	85	100	80	98	0	0	978
West End	0	76	159	125	102	87	126	97	96	94	0	0	962
Westover Hills	156	173	143	112	110	72	118	122	100	129	0	0	1235
Total	1251	1488	1573	1229	1018	871	1216	1198	996	1138	0	0	11978
Total 2017	1482	1507	1371	1219	1170	935	1189	1063	1299	1013	1135	1381	14764

PROGRAMS FY2018	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
Belmont													
Adult Pgrms	13	18	16	18	18	13	13	15	19	20			163
Adult Attend	67	110	56	62	78	39	55	60	73	107			707
Young Adult Pgrms	1	1	0	2	0	0	0	0	1	0			5
Young Adult Attend	0	7	0	0	0	0	0	0	1	0			8
Juv Pgrms	25	24	18	40	32	19	13	15	17	16			219
Juv Attend	529	504	423	785	578	337	319	381	383	295			4,534
Total Attend	596	621	479	847	656	376	374	441	457	402	0	0	5,249
Total Pgrms	39	43	34	60	50	32	26	30	37	36	0	0	387
Broad Rock													
Adult Pgrms	12	11	21	27	28	19	20	28	25	31			222
Adult Attend	109	144	93	216	129	76	101	136	84	81			1,169
Young Adult Pgrms	1	1	0	0	1	0	3	0	1	0			7
Young Adult Attend	25	45	0	0	0	0	6	0	1	0			77
Juv Pgrms	23	18	18	20	17	14	8	24	17	18			177
Juv Attend	289	94	57	86	80	40	102	106	383	194			1,431
Total Attend	423	283	150	302	209	116	209	242	468	275	0	0	2,677
Total Pgrms	36	30	39	47	46	33	31	52	43	49	0	0	406
East End													
Adult Pgrms	10	12	11	9	14	14	11	40	39	33			193
Adult Attend	116	113	169	149	164	130	154	321	233	131			1,680
Young Adult Pgrms	1	0	3	1	1	3	0	0	0	1			10
Young Adult Attend	12	0	75	17	3	28	0	0	0	6			141
Juv Pgrms	6	5	3	5	4	8	8	7	12	12			70
Juv Attend	170	343	525	263	63	133	102	79	118	79			1,875
Total Attend	298	456	769	429	230	291	256	400	351	216	0	0	3,696
Total Pgrms	17	17	17	15	19	25	19	47	51	46	0	0	273

PROGRAMS FY2018	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
Ginter Park													
Adult Pgrms	11	7	14	11	12	9	14	19	25	25			147
Adult Attend	98	31	177	102	130	107	161	176	155	247			1,384
Young Adult Pgrms	0	0	0	1	0	0	0	0	1	2			4
Young Adult Attend	0	0	0	45	0	0	0	0	6	38			89
Juv Pgrms	24	27	15	16	12	14	11	12	15	18			164
Juv Attend	758	950	583	662	381	511	416	382	520	806			5,969
Total Attend	856	981	760	809	511	618	577	558	681	1,091	0	0	7,442
Total Pgrms	35	34	29	28	24	23	25	31	41	45	0	0	315
Hull Street													
Adult Pgrms	9	7	3	11	6	7	10	10	9	14			86
Adult Attend	101	35	46	100	60	93	110	95	115	135			890
Young Adult Pgrms	7	2	4	7	6	4	2	2	4	6			44
Young Adult Attend	103	18	30	34	47	28	30	22	14	57			383
Juv Pgrms	24	20	7	13	10	6	11	12	13	12			128
Juv Attend	544	387	79	747	157	154	146	177	171	160			2,722
Total Attend	748	440	155	881	264	275	286	294	300	352	0	0	3,995
Total Pgrms	40	29	14	31	22	17	23	24	26	32	0	0	258
Main													
Adult Pgrms	63	64	67	69	53	42	0	0	0	0			358
Adult Attend	1,552	1,772	1,924	2,171	908	659	0	0	0	0			8,986
Young Adult Pgrms	1	1	1	0	0	0	0	1	0	2			6
Young Adult Attend	16	15	25	0	0	0	0	43	0	17			116
Juv Pgrms	27	20	12	0	17	18	0	0	0	28			122
Juv Attend	649	548	497	0	413	403	0	0	0	596			3,106
Total Attend	2,217	2,335	2,446	2,171	1,321	1,062	0	43	0	613	0	0	12,208
Total Pgrms	91	85	80	69	70	60	0	1	0	30	0	0	486

PROGRAMS FY2018	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
North Avenue													
Adult Pgrms	26	25	19	33	21	14	17	31	45	31			262
Adult Attend	449	734	106	386	114	60	108	137	182	101			2,377
Young Adult Pgrms	9	0	4	8	7	4	5	8	5	6			56
Young Adult Attend	85	0	35	74	54	30	104	60	56	49			547
Juv Pgrms	14	19	13	16	24	14	24	24	33	47			228
Juv Attend	244	679	97	682	150	80	117	176	422	792			3,439
Total Attend	778	1,413	238	1,142	318	170	329	373	660	942	0	0	6,363
Total Pgrms	49	44	36	57	52	32	46	63	83	84	0	0	546
West End													
Adult Pgrms	0	200	3	10	2	3	5	10	12	9			254
Adult Attend	0	0	21	92	148	23	8	65	83	80			520
Young Adult Pgrms	0	0	0	0	0	0	5	0	1	0			6
Young Adult Attend	0	0	0	0	0	0	104	0	5	0			109
Juv Pgrms	0	0	11	16	14	11	24	17	25	18			136
Juv Attend	0	0	75	662	142	134	117	276	297	257			1,960
Total Attend	0	0	96	754	290	157	229	341	385	337	0	0	2,589
Total Pgrms	0	200	14	26	16	14	34	27	38	27	0	0	396
Westover Hills													
Adult Pgrms	2	1	14	14	10	0	1	4	13	0			59
Adult Attend	14	125	112	101	72	0	13	26	118	0			581
Young Adult Pgrms	0	0	0	0	0	0	0	0	0	0			0
Young Adult Attend	0	0	0	0	0	0	0	0	0	0			0
Juv Pgrms	10	20	7	9	10	0	2	11	16	0			85
Juv Attend	244	276	77	114	85	0	16	207	239	0			1,258
Total Attend	258	401	189	215	157	0	29	233	357	0	0	0	1,839
Total Pgrms	12	21	21	23	20	0	3	15	29	0	0	0	144

TECHNICAL SERVICES - ITEMS BY LOCATION										
	Belmont	Broad Rock	East End	Ginter Park	Hull Street	MAIN	North Avenue	West End	Westover Hills	Monthly Total
Jul-17	194	121	97	122	128	253	102	185	185	1387
Aug-17	344	196	172	204	209	516	182	337	335	2495
Sep-17	296	179	155	185	184	467	165	281	304	2216
Oct-17	281	158	158	229	158	539	139	277	264	2203
Nov-17	207	142	162	174	135	425	144	267	227	1883
Dec-17	244	178	174	211	144	391	158	250	225	1975
Jan-18	272	193	190	281	183	537	202	304	277	2439
Feb-18	217	110	99	135	114	371	111	234	202	1593
Mar-18	266	147	126	136	156	458	118	262	259	1928
Apr-18	250	132	141	176	139	474	130	299	273	2014
May-18	0	0	0	0	0	0	0	0	0	0
Jun-18	0	0	0	0	0	0	0	0	0	0
Branch Total FY 2018	2571	1556	1474	1853	1550	4431	1451	2696	2551	20133
Branch Total FY 2017	3167	2446	2165	2523	2214	4652	2165	2225	2870	24427
Average	214	130	123	154	129	369	121	225	213	1678

DOOR COUNT FY2018	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
Belmont	9935	10247	8475	8452	7474	6548	7732	7364	8315	8232	0	0	82774
Broad Rock	8700	9456	7229	8427	7136	5725	6774	7479	8000	7992	0	0	76918
East End	7105	8940	7437	7318	5956	5530	6812	6583	6706	6853	0	0	69240
Ginter Park	5722	6926	5939	5770	5037	4316	4802	5061	4573	5313	0	0	53459
Hull Street	1985	7346	4789	5585	4737	4345	5110	5602	6790	7281	0	0	53570
Main	14814	18702	17207	16334	16439	13957	15989	16962	16381	16168	0	0	162953
North Avenue	7182	0	7158	6985	5675	4738	5782	5960	6558	6558	0	0	56596
West End	0	0	4921	5383	5084	4401	5099	4902	5682	5584	0	0	41056
Westover Hills	6614	0	6339	6446	5928	0	5650	5438	5777	5900	0	0	48092
TOTALS FY18	62057	61617	69494	70700	63466	49560	63750	65351	68782	69881	0	0	644658
TOTALS FY17	72398	78366	68881	69394	61547	52517	49906	64911	71163	64777	69506	68301	791667
TOTALS FY16	90446	89431	77513	71318	68682	69507	65974	73679	77883	73425	71473	74251	903582

COMPUTER USE	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
Belmont Workstation	1601	1620	1461	1467	1230	1127	1319	1263	1297	1430	0	0	13,815
WIFI	0	841	646	745	520	0	673	668	707	619	0	0	5,419
Broad Rock Workstation	2239	2658	2277	2342	1919	1532	2200	2308	2000	2155	0	0	21,630
WIFI	0	678	689	895	672	0	643	564	635	589	0	0	5,365
East End Workstation	1801	2196	1762	1633	1362	1252	1690	1508	1466	1557	0	0	16,227
WIFI	0	731	696	684	545	0	503	494	419	443	0	0	4,515
Ginter Park Workstation	1574	1847	1635	1582	1538	1219	1363	1521	1379	1522	0	0	15,180
WIFI	0	810	681	729	562	0	625	683	681	728	0	0	5,499
Hull Street Workstation	1939	2320	1581	1850	1776	1498	1690	1954	1285	934	0	0	16,827
WIFI	0	651	478	599	498	0	429	507	437	609	0	0	4,208
Main Workstation	3391	3844	3205	3288	3028	0	3393	3447	3231	3452	0	0	30,279
Children's	361	331		0	0	0	0	0	0	248	0	0	940
WIFI	0	3198	2634	2687	2194	0	3177	3311	3018	2893	0	0	23,112
North Ave Workstation	1405	0	1511	1607	1323	1118	1408	1443	1338	1427	0	0	12,580
WIFI	0	0	397	412	377	0	569	535	411	557	0	0	3,258
West End Workstation	0	0	625	775	540	672	579	741	667	825	0	0	5,424
WIFI	0	0	320	396	374	0	357	308	339	343	0	0	2,437
Westover Hills Workstation	1504	0	1666	1693	1474	1648	1468	1539	1382	1200	0	0	13,574
WIFI	0	0	666	775	483	0	589	654	634	603	0	0	4,404
TOTALS FY18	15815	21725	22930	24159	20415	10066	22,675	23448	21326	22134	0	0	204,693
TOTALS FY17	18053	20329	18204	17496	15525	12916	6,925	15994	17966	21582	23985	20701	209,676
TOTALS FY16	20998	21415	19969	20558	16857	17255	16,298	18633	19400	18476	17691	18343	225,893

Richmond Public Library
FY18 Operating Budget
as of
April 30, 2018

ACCOUNT	DESCRIPTION	Budget	Actual Expended 30-Apr-18	% Spent	Balance Available 30-Apr-18
60000	SALARIES - FULL TIME	\$ 2,912,256	\$ 2,121,679	72.9%	\$ 790,577
61000	SALARIES - PART TIME	\$ 117,483	\$ 197,791	168.4%	\$ (80,308)
62000	SALARIES - TEMPORARY	\$ -	\$ 20,960	0.0%	\$ (20,960)
63000	FICA	\$ 192,960	\$ 143,836	74.5%	\$ 49,124
63001	RET CON RSRs	\$ 614,508	\$ 472,569	76.9%	\$ 141,939
63002	MEDCARE FICA	\$ 45,113	\$ 33,639	74.6%	\$ 11,474
63003	GROUP LIFE	\$ 26,294	\$ 13,319	50.7%	\$ 12,975
63006	H/C ACT TEMP	\$ 493,826	\$ 402,982	81.6%	\$ 90,844
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
	Personnel Expenses	\$ 4,469,027	\$ 3,479,299	77.9%	\$ 989,728
71141	BOOKS	\$ 424,741	\$ 419,118	98.7%	\$ 5,623
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 6,953	\$ 7,613	109.5%	\$ (660)
72122	MAGS & NEWSPAPER	\$ 36,659	\$ 5,780	15.8%	\$ 30,879
	Collection Development	\$ 468,353	\$ 432,511	92.3%	\$ 35,842
70131	PUBLIC INFORMATION	\$ 1,995	\$ 1,956	98.1%	\$ 39
70161	DATA PROCESSING - OCLC	\$ 17,483	\$ -	0.0%	\$ 17,483
70161	PLANNING MGMT SERVICES	\$ 682,307	\$ 263,535	38.6%	\$ 418,772
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	\$ 43,890	175.6%	\$ (18,890)
71012	OFFICE STATIONARY SUPPLIES	\$ 9,206	\$ 2,887	31.4%	\$ 6,319
71143	LIBRARY OPERATING SUPPLIES	\$ 17,951	\$ 14,590	81.3%	\$ 3,361
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	\$ 1,252	49.0%	\$ 1,303
77104	VEHICLE MONTHLY STANDING	\$ 676	\$ 370	54.7%	\$ 306
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%	\$ -
	Other Expenses	\$ 1,114,584	\$ 687,146	61.7%	\$ 427,437
	TOTAL GENERAL FUND	\$ 6,051,964	\$ 4,598,956	76.0%	\$ 1,453,007

RICHMOND PUBLIC LIBRARIES - General Fund Budget

Monthly Budget Report

April 30, 2018

<u>General Fund Revenue</u>	<u>FY2017-18 Budget</u>	<u>FY2017-18 Actual YTD</u>	<u>% Recognized</u>	<u>Unrecognized</u>
Lost and Damage Books	\$ 21,782	\$ 10,892	50%	\$ 10,890
Overdue Book Fines	\$ 66,121	\$ 37,569	57%	\$ 28,552
Reservation - Book Records	\$ 500	\$ 320	64%	\$ 180
Room Rental Fees	\$ 300	\$ -	0%	\$ 300
Sales Copy Centers	\$ 17,476	\$ 13,691	78%	\$ 3,785
State Library Aide	\$ 170,000	\$ -	0%	\$ 170,000
	\$ 276,179	\$ 62,472	23%	\$ 213,707

General Fund Operating

	<u>FY2017-18 Budget</u>	<u>FY2017-18 Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
Personnel	\$ 3,096,326	\$ 2,405,203	78%	\$ 691,123
Fringes	\$ 1,372,701	\$ 1,074,096	78%	\$ 298,605
Books/Materials	\$ 468,353	\$ 432,511	92%	\$ 35,842
Operating Expenses	\$ 1,114,584	\$ 687,146	62%	\$ 427,437
Total	\$ 6,051,964	\$ 4,598,956	76%	\$ 1,453,007

Encumbrances YTD \$ 407,490

RICHMOND PUBLIC LIBRARIES - Special Fund Budget

<u>Special Fund Revenue</u>	<u>FY2017-18 Anticipated</u>	<u>FY2017-18 Actual YTD</u>	<u>% Recognized</u>	<u>Unrecognized</u>
00314 - Gift to the Library	\$ 105,000	\$ 105,784	101%	\$ (784)
00308 - Verizon E-Rate Grant	\$ 90,170	\$ -	0%	\$ 90,170
00309 - Public Law Library	\$ 400,000	\$ -	0%	\$ 400,000
00311 - Gates Foundation	\$ -	\$ -	0%	\$ -
00312 - RPL Foundation	\$ 40,000	\$ -	0%	\$ 40,000
00313 - Friends of the RPL	\$ 17,000	\$ -	0%	\$ 17,000
00000 - Grade Level Reading	\$ -	\$ -	0%	\$ -
	\$ 652,170	\$ 105,784	16%	\$ 546,386

<u>Special Fund Expenditures</u>	<u>FY17 Rollover & FY18 Receipts</u>	<u>FY2017-18 Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
00314 - Gift to the Library	\$ 259,052	\$ 146,606	57%	\$ 112,446
00308 - Verizon E-Rate Grant	\$ 49,626	\$ 69,859	141%	\$ (20,233)
00309 - Public Law Library	\$ (837,503)	\$ 293,126	-35%	\$ (1,130,629)
Personnel		\$ 41,489		
Fringes		\$ 12,277		
Books/Materials		\$ 233,846		
Operating Expenses		\$ 5,514		
00311 - Gates Foundation	\$ 12,576	\$ -	0%	\$ 12,576
00312 - RPL Foundation	\$ 5,500	\$ 31,756	577%	\$ (26,256)
00313 - Friends of the RPL	\$ 40,023	\$ 13,819	35%	\$ 26,204
	\$ (470,726)	\$ 555,166	-118%	\$ (1,025,892)

Encumbrances YTD \$ 79,603

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

Consent Agenda: Pending Library Board Approval - Wednesday, May 23, 2018

Date	Donor Name	Current Month Amount	Purpose/Location	YTD Account Balance		
				Gift	Foundation	Friends
18-Apr-18	Friends of RPL	\$ 17,000.00	?			\$ 17,000.00
18-Apr-18	Friends of RPL	\$ 120.00	Graphics			\$ 120.00
18-Apr-18	Friends of RPL	\$ 1,875.00	?			\$ 1,875.00
	Monthly Total	\$ 18,995.00				
	YTD Total	\$ 23,375.00	Year To Date Total	\$ 4,380.00	\$ -	\$ 18,995.00