

# **RICHMOND PUBLIC LIBRARY**

## **BOARD OF TRUSTEES**

September 26, 2018

Hull Street Branch Library

Hull Street Branch Library  
1400 Hull Street  
Richmond, Virginia 23224

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, September 26, 2018**

**11:45 a.m.**

### **LIBRARY**

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

**Call to order:** 11:45 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

- Library Friends
- Library Foundation

Mr. Dishon  
Ms. Hansen

**Administration Reports:**

Mr. Firestine

**Board Committee Reports:** 12:10

- Chairman
- Finance Committee
- Facilities Committee
- Governance Committee

Mr. Butterfield  
Mr. Olanrewaju  
Ms. Zwirner  
Mr. Lydiard

**Unfinished Business:** 12:30

**New Business** 12:40

**Adjourn** 1:00 Mr. Butterfield

**Next Meeting:**

October 24, 2018  
Main Library, 11:45 a.m.

## Library Board Meeting Minutes - **DRAFT**

July 25, 2018

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

**LIBRARY STAFF:** Scott Firestine, Clay Dishon, Cheryl Clarke, Tara Franzetti, Karin Hansen, Gianna Pack, Adam Zimmerli, and Friends of the Library Chair Ruth DeBoer

**ABSENT:** Danita Green

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair Gail Zwirner, at 11:46 a.m. at the East End Branch Library, located at 1200 North 25th Street, Richmond, Virginia.

<b>Consent Agenda Amended</b>	<p>Chair Zwirner made a motion to amend the Consent Agenda to include nominations for new Chair and Vice Chair according to the By-Laws; Approve the June 27, 2018 meeting minutes, the amended agenda, Statistical Report, and the pending gifts report as submitted.</p> <p><i>Motion: First by David Lydiard, Second by Daisy Weaver – Approved Unanimously.</i></p> <p>Mr. Lydiard opened the floor for nominations – None.</p> <p>Mr. Lydiard announced internal nominations: Kevin Butterfield for Chair and William Yates for Vice Chair. Ballots were passed out to the members to vote. Members present voted for Kevin Butterfield for Chair and William Yates for Vice Chair.</p> <p><i>Motion: Gail Zwirner, Second by Daisy Weaver – Approved Unanimously.</i></p> <p>Mr. Butterfield assumed the position of Chair and continued the meeting. The Board Members thanked Ms. Zwirner for her service as the Board Chair.</p> <p>Mr. Butterfield appointed Ms. Zwirner as Chair for the Facilities Committee.</p>
<b>Public Comment Period</b>	None were present.
<b>REPORTS</b>	
<b>Friends of the Library</b>	<p><b>Ruth DeBoer</b></p> <ul style="list-style-type: none"><li>○ Chair Ruth DeBoer attended the meeting to introduce herself and present an update to the Board.<ul style="list-style-type: none"><li>▪ The special book sale was well attended.</li><li>▪ There is no meeting in August.</li><li>▪ The FRPL is working on the newsletter to be sent out in mid-August.</li><li>▪ Annual Meeting is Sunday, September 23, starting at 2:30 p.m., Main Library. Guest speaker will be Howard Owen.</li><li>▪ Friends Fund Program – Branches can request money to do a program. Branch Managers should contact Clay Dishon for more information and the form requesting funding.</li><li>▪ Will send letters twice a year to existing members to renew membership.</li></ul></li></ul>

<b>Library Foundation</b>	<p><b>Ms. Hansen:</b></p> <ul style="list-style-type: none"> <li>Moved account from Wells Fargo to Town Bank to streamline process, reduce fees, and become more transparent through reporting.</li> <li>Working on two fundraising initiatives: <ul style="list-style-type: none"> <li>RVA Reads - Is a program that partners with local preschools providing story times and books for children to keep.</li> <li>The new Ripple Book Fund to provide funding for books for all children's programs at RPL.</li> </ul> </li> </ul>
<b>Administration</b>	<p><b>Highlights of Director's Report:</b></p> <p><b>Staff Updates:</b></p> <ul style="list-style-type: none"> <li>Hiring process for vacant positions is on-going. <ul style="list-style-type: none"> <li>Tara Franzetti hired to be the Main Library LCSM.</li> <li>Nadhitha Agaram and Patrick DeRoche hired for Librarian II positions at the Main Library.</li> <li>Joel Lammers hired to be the Library Assistant I (PT) – East End.</li> </ul> </li> </ul> <p><b>SIRSI RFP Update:</b> Completing evaluation for Procurement process to determine the best vendor – Target date should be the end of July.</p> <p><b>Main Library Basement Flood:</b> Minor flooding at Main due to high rain in the afternoon of July 18. This occurs when the combined storm and sanitary sewer on Franklin are overwhelmed. It is dependent on the volume and direction of the rain as well as capacity of the sewer at any one time.</p> <p><b>Year-End Report:</b></p> <ul style="list-style-type: none"> <li>The statistics of the Branches are done.</li> <li>Door Count went up despite the challenges with the new door counters.</li> <li>WIFI/Computer usage increased – Increased the WIFI connection speed.</li> </ul> <p><b>New Website:</b> Mr. Firestine gave a brief demonstration of RPL's 10th Branch, the new website that is still under construction. Board members were encouraged to review the website at <a href="http://dev.rvalibrary.org/">http://dev.rvalibrary.org/</a>. September is the target date for the new website to go live.</p> <p><b>Summer Reading Program:</b> Going strong. Received positive feedback on the BINGO theme. Will continue through August 10.</p> <p><b>Library Card Signup and Food for Fines:</b> September will be library card sign up month. RPL will be giving free replacement cards and waiving fines for canned food donations.</p>
<b>BOARD COMMITTEE REPORTS</b>	
<b>Chair</b>	<p><b>Ms. Zwirner:</b></p> <ul style="list-style-type: none"> <li>Volunteered to participate in RVA Reads 100 Days by reading <i>To Kill a Mocking Bird</i> in the Law Library at Main.</li> </ul>
<b>Finance</b>	<p><b>Mr. Olanrewaju:</b></p> <ul style="list-style-type: none"> <li>Shared the General Fund Revenue Budget Comparison FY18 vs. FY19 report.</li> <li>Reconciling the Special Fund Account to go back to 2014 is in process.</li> <li>There is \$12,000 in the 00000-GLR, Early Lit account for the RVA Reads Program.</li> </ul>

<b>Facilities</b>	<b>Kevin Butterfield:</b> <ul style="list-style-type: none"> <li>• Since there was no Facilities Committee meeting since June, Mr. Butterfield met with Mr. Firestine on July 6 for a status.</li> <li>• Ms. Clarke working on maintenance and repairs – Conducting a thorough roofing assessment to make sure that money is used as necessary.</li> <li>• Art at Hull Street – A piece of artwork will be placed in front of the Hull Street Branch Library to be more of a gateway for the Hull Street area.</li> </ul>
<b>Governance</b>	<b>David Lydiard:</b> No Report.
<b>UNFINISHED BUSINESS</b>	
<p><b>Comcast:</b> At the May 23, 2018, Board meeting, Mr. Firestine had discussed an opportunity with Comcast. Comcast currently has an agreement with the City that is coming to an end of December 2018. Comcast would like to give the Library all the equipment and air time to support an education/TV Channel.</p> <p>Mr. Nathan Daugherty, Manager of Government and Regulatory Affairs for Comcast, attended the meeting to answer any remaining questions the Board may have and to provide any additional information. The Board members asked for an assessed value of the equipment and if there were any existing policies already established that the Library could have. Mr. Daugherty said he would get that information to the Director.</p> <p>After a detailed conversation to address further concerns and by unanimous consensus by the Library Board of Trustees present at the meeting, the Director was asked to move forward working with Comcast to transfer the equipment and to establish the new services.</p> <p><b>Policies:</b> At the June 27, 2018 meeting, Board members were given the Notary, Interlibrary Loan, and Collection Development policies to review for approval. Approve the Notary Policy, Interlibrary Loan Policy and Collection Development Policy as submitted. <i>Motion: Gail Zwirner, Second by Tanya Francis – Approved Unanimously.</i></p>	
<b>NEW BUSINESS</b>	
N/A	

*There being no further business, the meeting was adjourned at 12:56 p.m. by unanimous consensus by the Library Board of Trustees present at the meeting. The next meeting will be held on Wednesday, September 26, 2018, at 11:45 a.m. at the Hull Street Branch Library, 1400 Hull Street, Richmond, Virginia.*

Approved: \_\_\_\_\_  
Mr. Kevin Butterfield, Chair

Recorder: Gianna Pack  
RPL Executive Assistant

## Director's Report

September 2018

Director Activities July 21 – September 17, 2018 (No Meeting in August):

July 30	Education Compact Meeting
August 16	Hull Street Art Project Meeting with Artist Mikael Broth
August 22	IEE at East End Branch Library
August 27	CIP Governance Review Process Meeting
September 10	Richmond City Council Meeting

- 1. Homeward and Community Connector for Homeless Patron:** \$25,000 grant from Homeward to hire a community connector. This position will be a social worker to connect with patrons in crisis or instability who wish for help. Homeward and Library are contacting other libraries who have a larger homeless problem. Dallas and DC to inquire about their solutions.
- 2. Staff Update:** Rose Smith hired as a PTE/LA1 at Westover; Sharetta Johnson hired as PTE/LA1 at Ginter Park; Gloria Burke hired as PTE/LA1 Hull Street; Keisha Taylor hired PTE/LA2 at North Avenue; and Tori Nunnally was hired as the Library Associate 2 in Early Literacy, but is acting as LCSM at Westover Hills.  
  
Expanding hours at the Main Library and Ginter Park for Sundays. RPL still has 20 vacant positions including the new positions requested to make Sundays work.
- 3. Sirsi Selected as the ILS:** Sirsi Dynix was awarded the contract as the vendor for the Integrated Library System. The ILS will migrate from City hosted servers to servers hosted by Sirsi Dynix. Contract negotiation and review is in process. Target for installation is by December 1, 2018.
- 4. Hull Street Art Project:** Mikael Broth is finishing final work on the statue for the area in front of the Hull Street Branch Library. The Library is responsible for preparing and supplying electricity to the art site, landscape removal and replacement, signage, and lighting upgrades. Work is ongoing and the goal for completion is November 1, 2018.

[illegible][illegible]

**CIRCULATION (CONTINUED)**

[illegible]



NEW PATRON CARDS													
FY2019	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Belmont	141	148	0	0	0	0	0	0	0	0	0	0	289
Broad Rock	155	148	0	0	0	0	0	0	0	0	0	0	303
East End	123	121	0	0	0	0	0	0	0	0	0	0	244
Ginter Park	142	151	0	0	0	0	0	0	0	0	0	0	293
Hull Street	95	121	0	0	0	0	0	0	0	0	0	0	216
Main	294	339	0	0	0	0	0	0	0	0	0	0	633
North Ave	116	124	0	0	0	0	0	0	0	0	0	0	240
West End	143	128	0	0	0	0	0	0	0	0	0	0	271
Westover Hills	150	140	0	0	0	0	0	0	0	0	0	0	290
Online Reg E-Card	333	302											
<b>Total FY 2019</b>	<b>1692</b>	<b>1722</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2779</b>
<b>Total FY 2018</b>	1251	1488	1573	1229	1018	871	1216	1198	996	1138	1067	1161	14206

[illegible]

<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 Pgrms	16	10	0	0	0	0	0	0	0	0	0	0	26	190
Adult Attend	216	192	0	0	0	0	0	0	0	0	0	0	408	1,741
Young Adult Pgrms	2	0	0	0	0	0	0	0	0	0	0	0	2	8
Young Adult Attend	29	0	0	0	0	0	0	0	0	0	0	0	29	181
Juv Pgrms	16	8	0	0	0	0	0	0	0	0	0	0	24	197
Juv Attend	315	125	0	0	0	0	0	0	0	0	0	0	440	7,788
<b>Total Attend</b>	<b>560</b>	<b>317</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>877</b>	<b>9,710</b>
<b>Total Pgrms</b>	<b>34</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>52</b>	<b>395</b>
<b>Hull Street</b>														
Adult Pgrms	9	7	0	0	0	0	0	0	0	0	0	0	16	104
Adult Attend	64	80	0	0	0	0	0	0	0	0	0	0	144	1,267
Young Adult Pgrms	10	3	0	0	0	0	0	0	0	0	0	0	13	52
Young Adult Attend	237	15	0	0	0	0	0	0	0	0	0	0	252	446
Juv Pgrms	13	12	0	0	0	0	0	0	0	0	0	0	25	155
Juv Attend	682	323	0	0	0	0	0	0	0	0	0	0	1,005	3,782
<b>Total Attend</b>	<b>983</b>	<b>418</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,401</b>	<b>5,495</b>
<b>Total Pgrms</b>	<b>32</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>54</b>	<b>311</b>
<b>Main</b>														
Adult Pgrms	0	0	0	0	0	0	0	0	0	0	0	0	0	358
Adult Attend	0	0	0	0	0	0	0	0	0	0	0	0	0	8,986
Young Adult Pgrms	5	2	0	0	0	0	0	0	0	0	0	0	7	8
Young Adult Attend	46	95	0	0	0	0	0	0	0	0	0	0	141	441
Juv Pgrms	31	0	0	0	0	0	0	0	0	0	0	0	31	169
Juv Attend	726	0	0	0	0	0	0	0	0	0	0	0	726	4,649
<b>Total Attend</b>	<b>772</b>	<b>95</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>867</b>	<b>14,076</b>
<b>Total Pgrms</b>	<b>36</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38</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 Pgrms	17	13	0	0	0	0	0	0	0	0	0	0	30	313
Adult Attend	244	171	0	0	0	0	0	0	0	0	0	0	415	2,796
Young Adult Pgrms	3	3	0	0	0	0	0	0	0	0	0	0	6	64
Young Adult Attend	11	15	0	0	0	0	0	0	0	0	0	0	26	583
Juv Pgrms	29	18	0	0	0	0	0	0	0	0	0	0	47	297
Juv Attend	594	795	0	0	0	0	0	0	0	0	0	0	1,389	4,484
<b>Total Attend</b>	<b>849</b>	<b>981</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,830</b>	<b>7,863</b>
<b>Total Pgrms</b>	<b>49</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>83</b>	<b>674</b>
<b>West End</b>														
Adult Pgrms	10	13	0	0	0	0	0	0	0	0	0	0	23	279
Adult Attend	101	110	0	0	0	0	0	0	0	0	0	0	211	715
Young Adult Pgrms	2	0	0	0	0	0	0	0	0	0	0	0	2	7
Young Adult Attend	0	0	0	0	0	0	0	0	0	0	0	0	0	109
Juv Pgrms	15	20	0	0	0	0	0	0	0	0	0	0	35	175
Juv Attend	288	341	0	0	0	0	0	0	0	0	0	0	629	2,625
<b>Total Attend</b>	<b>389</b>	<b>451</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>840</b>	<b>3,449</b>
<b>Total Pgrms</b>	<b>27</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>461</b>
<b>Westover Hills</b>														
Adult Pgrms	4	14	0	0	0	0	0	0	0	0	0	0	18	81
Adult Attend	68	143	0	0	0	0	0	0	0	0	0	0	211	754
Young Adult Pgrms	3	1	0	0	0	0	0	0	0	0	0	0	4	1
Young Adult Attend	14	2	0	0	0	0	0	0	0	0	0	0	16	1
Juv Pgrms	30	21	0	0	0	0	0	0	0	0	0	0	51	142
Juv Attend	334	358	0	0	0	0	0	0	0	0	0	0	692	1,897
<b>Total Attend</b>	<b>416</b>	<b>503</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>919</b>	<b>2,776</b>
<b>Total Pgrms</b>	<b>37</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37</b>	<b>224</b>
<b>Grand Total Attend</b>	<b>5,397</b>	<b>3,534</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,931</b>	<b>57,366</b>
<b>Grand Total Pgrms</b>	<b>367</b>	<b>201</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>568</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	6612	6824	0	0	0	0	0	0	0	0	0	0	13436
Broad Rock	7042	7205	0	0	0	0	0	0	0	0	0	0	14247
East End	7418	8274	0	0	0	0	0	0	0	0	0	0	15692
Ginter Park	6765	5940	0	0	0	0	0	0	0	0	0	0	12705
Hull Street	10678	10946	0	0	0	0	0	0	0	0	0	0	21624
Main	14277	15263	0	0	0	0	0	0	0	0	0	0	29540
North Avenue	6785	6946	0	0	0	0	0	0	0	0	0	0	13731
West End	4778	4757	0	0	0	0	0	0	0	0	0	0	9535
Westover Hills	6286	7256	0	0	0	0	0	0	0	0	0	0	13542
<b>TOTALS FY 2019</b>	<b>70641</b>	<b>73411</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>144052</b>
<b>TOTALS FY 2018</b>	<b>62057</b>	<b>74617</b>	<b>69494</b>	<b>70700</b>	<b>63466</b>	<b>55560</b>	<b>63750</b>	<b>65351</b>	<b>68782</b>	<b>69881</b>	<b>70586</b>	<b>71037</b>	<b>805281</b>
<b>TOTALS FY 2017</b>	<b>72398</b>	<b>78366</b>	<b>68881</b>	<b>69394</b>	<b>61547</b>	<b>52517</b>	<b>49906</b>	<b>64911</b>	<b>71163</b>	<b>64777</b>	<b>69506</b>	<b>68301</b>	<b>791667</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	1397	1518	0	0	0	0	0	0	0	0	0	0	2,915
WIFI	367	0	0	0	0	0	0	0	0	0	0	0	367
Broad Rock Workstation	2500	2489	0	0	0	0	0	0	0	0	0	0	4,989
WIFI	586	0	0	0	0	0	0	0	0	0	0	0	586
East End Workstation	1628	2064	0	0	0	0	0	0	0	0	0	0	3,692
WIFI	377	0	0	0	0	0	0	0	0	0	0	0	377
Ginter Park Workstation	1435	1637	0	0	0	0	0	0	0	0	0	0	3,072
WIFI	160	0	0	0	0	0	0	0	0	0	0	0	160
Hull Street Workstation	1660	2151	0	0	0	0	0	0	0	0	0	0	3,811
WIFI	93	0	0	0	0	0	0	0	0	0	0	0	93
Main Workstation	3144	3634	0	0	0	0	0	0	0	0	0	0	6,778
Childrens	216	0	0	0	0	0	0	0	0	0	0	0	216
WIFI	2748	0	0	0	0	0	0	0	0	0	0	0	2,748
North Ave Workstation	1501	1472	0	0	0	0	0	0	0	0	0	0	2,973
WIFI	324	0	0	0	0	0	0	0	0	0	0	0	324
West End Workstation	778	818	0	0	0	0	0	0	0	0	0	0	1,596
WIFI	324	0	0	0	0	0	0	0	0	0	0	0	324
Westover Hills Workstation	1487	1697	0	0	0	0	0	0	0	0	0	0	3,184
WIFI	416	0	0	0	0	0	0	0	0	0	0	0	416
<b>TOTALS FY 2019</b>	<b>21141</b>	<b>17480</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38,621</b>
<b>TOTALS FY 2018</b>	15815	21725	22930	24159	20415	10066	22,675	23448	21326	22134	22591	20439	247,723
<b>TOTALS FY 2017</b>	18053	20329	18204	17496	15525	12916	6,925	15994	17966	21582	23985	20701	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	0	2378
Aug-18	340	190	172	233	153	569	175	413	359	158	2604
Sep-18											0
Oct-18											0
Nov-18											0
Dec-18											0
Jan-19											0
Feb-19											0
Mar-19											0
Apr-19											0
May-19											0
Jun-19											0
OVERDRIVE											1673
Branch Total FY 2019	649	345	339	476	328	1075	343	759	668		6655
Branch Total FY 2018	3167	2446	2165	2523	2214	4652	2165	2225	2870		24427
Average	325	173	170	238	164	538	172	380	334		415

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

ACCOUNT	DESCRIPTION	Budget	Actual Expended 31-Aug-18	% Spent	Balance Available 31-Aug-18
60000	SALARIES - FULL TIME	\$ 2,748,595	\$ 369,125	13.4%	\$ 2,379,471
61000	SALARIES - PART TIME	\$ 381,163	\$ 22,388	5.9%	\$ 358,775
62000	SALARIES - TEMPORARY	\$ -	\$ 4,080	0.0%	\$ (4,080)
63000	FICA	\$ 194,045	\$ 23,471	12.1%	\$ 170,574
63001	RET CON RSRS	\$ 611,444	\$ 81,922	13.4%	\$ 529,522
63002	MEDCARE FICA	\$ 45,382	\$ 5,489	12.1%	\$ 39,893
63003	GROUP LIFE	\$ 16,394	\$ 2,715	16.6%	\$ 13,679
63006	H/C ACT TEMP	\$ 572,540	\$ 68,467	12.0%	\$ 504,073
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>\$ 577,656</b>	<b>12.6%</b>	<b>\$ 3,991,907</b>
71141	BOOKS	\$ 500,274	\$ 158,465	31.7%	\$ 341,809
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 6,953	\$ -	0.0%	\$ 6,953
72122	MAGS & NEWSPAPER	\$ 36,659	\$ -	0.0%	\$ 36,659
	<b>Collection Development</b>	<b>\$ 543,886</b>	<b>\$ 158,465</b>	<b>29.1%</b>	<b>\$ 385,421</b>
70131	ADVERTISING	\$ 1,995	\$ (400)	-20.1%	\$ 2,395
70161	DATA PROCESSING - OCLC	\$ 133,138	\$ (2,858)	-2.1%	\$ 135,996
70161	PLANNING MGMT SERVICES	\$ 129,032	\$ 68,995	53.5%	\$ 60,037
70218	VEHICLE REPAIR	\$ 2,000	\$ -	0.0%	\$ 2,000
70311	PRINTED SUPPLIES	\$ 1,300	\$ -	0.0%	\$ 1,300
70412	TRANSPORTATION	\$ -	\$ -	0.0%	\$ -
70413	MILEAGE ALLOWANCE	\$ 2,760	\$ 43	1.6%	\$ 2,717
70551	SECURITY	\$ 296,050	\$ 8,331	2.8%	\$ 287,719
70552	CONTRACT AND TEMP PERSONNEL	\$ 20,000	\$ 23,926	119.6%	\$ (3,926)
71012	OFFICE STATIONARY SUPPLIES	\$ 8,086	\$ 1,194	14.8%	\$ 6,892
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 17,946	\$ 6,056	33.7%	\$ 11,890
72113	POSTAGE	\$ 4,569	\$ 149	3.3%	\$ 4,420
72121	CONFERENCES & CON	\$ 2,092	\$ -	0.0%	\$ 2,092
72123	MEMBERSHIP DUES	\$ 1,352	\$ -	0.0%	\$ 1,352
72124	TRAINING	\$ 1,189	\$ -	0.0%	\$ 1,189
72131	COMPUTER SUPPLIES	\$ 28,537	\$ 17,393	60.9%	\$ 11,144
72153	EQUIPMENT	\$ 12,200	\$ 1,362	0.0%	\$ 10,838
73104	BANK FEES	\$ -	\$ -	0.0%	\$ -
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
77103	FUEL-D/O VEHICLE	\$ 2,200	\$ 118	5.4%	\$ 2,082
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 41	8.3%	\$ 452
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
80001	DEPRECIATION	\$ -	\$ -	0.0%	\$ -
80004	BUILDINGS & STR	\$ -	\$ -	0.0%	\$ -
80006	EQUIPMENT & OFFICE MAINTENANCE	\$ 6,965	\$ 2,157	31.0%	\$ 4,808
80007	VEHICLE EXPENSES	\$ -	\$ -	0.0%	\$ -
	<b>Other Expenses</b>	<b>\$ 671,904</b>	<b>\$ 126,507</b>	<b>18.8%</b>	<b>\$ 545,397</b>
	<b>TOTAL GENERAL FUND</b>	<b>\$ 5,785,353</b>	<b>\$ 862,628</b>	<b>14.9%</b>	<b>\$ 4,922,725</b>



# **RICHMOND PUBLIC LIBRARIES - General Fund Budget**

## Monthly Budget Report

August 31, 2018

<u><b>General Fund Revenue</b></u>	<u><b>FY2015-16 Budget</b></u>	<u><b>FY2015-16 Actual YTD</b></u>	<u><b>% Recognized</b></u>	<u><b>Unrecognized</b></u>
Lost and Damage Books	\$ 20,783	\$ -	0%	\$ 20,783
Overdue Book Fines	\$ 70,944	\$ -	0%	\$ 70,944
Reservation - Book Records	\$ 513	\$ -	0%	\$ 513
Room Rental Fees	\$ 478	\$ -	0%	\$ 478
Sales Copy Centers	\$ 17,657	\$ -	0%	\$ 17,657
State Library Aide	\$ 174,304	\$ -	0%	\$ 174,304
	<u>\$ 284,679</u>	<u>\$ -</u>	0%	<u>\$ 284,679</u>

### **General Fund Operating**

	<u><b>FY2015-16 Budget</b></u>	<u><b>FY2015-16 Actual YTD</b></u>	<u><b>% Expended</b></u>	<u><b>Unobligated</b></u>
Personnel	\$ 3,242,400	\$ -	0%	\$ 3,242,400
Fringes	\$ 1,344,334	\$ -	0%	\$ 1,344,334
Books/Materials	\$ 518,417	\$ -	0%	\$ 518,417
Operating Expenses	\$ 627,562	\$ -	0%	\$ 627,562
<b>Total</b>	<b>\$ 5,732,713</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 5,732,713</b>

**Encumbrances YTD**

**\$ -**

### **RICHMOND PUBLIC LIBRARIES - Special Fund Budget**

<u><b>Special Fund Revenue</b></u>	<u><b>FY2018-19 Anticipated</b></u>	<u><b>FY2018-19 Actual YTD</b></u>	<u><b>% Recognized</b></u>	<u><b>Unrecognized</b></u>
00314 - Gift to the Library	\$ 105,000	\$ 10,353	10%	\$ 94,648
00308 - Verizon E-Rate Grant	\$ 137,500	\$ 66,074	48%	\$ 71,426
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	\$ 30,000	\$ 6,875	23%	\$ 23,125
00000 - Grade Level Reading	\$ -	\$ -	0%	\$ -
	<u>\$ 712,500</u>	<u>\$ 83,302</u>	<u>12%</u>	<u>\$ 629,198</u>

<u><b>Special Fund Expenditures</b></u>	<u><b>FY18 Rollover &amp; FY19 Receipts</b></u>	<u><b>FY2018-19 Actual YTD</b></u>	<u><b>% Expended</b></u>	<u><b>Unobligated</b></u>
00314 - Gift to the Library	\$ 96,060	\$ 14,156	15%	\$ 81,903
00308 - Verizon E-Rate Grant	\$ (34,364)	\$ 12,980	-38%	\$ (47,344)
00309 - Public Law Library	\$ (1,142,826)	\$ 244,472	-21%	\$ (1,387,298)
Personnel		\$ 6,866		
Fringes		\$ 1,986		
Books/Materials		\$ 234,378		
Operating Expenses		\$ 1,242		
00311 - Gates Foundation	\$ 12,576	\$ -	0%	\$ 12,576
00312 - RPL Foundation	\$ (61,362)	\$ 15,249	-25%	\$ (76,611)
00313 - Friends of the RPL	\$ 47,048	\$ 982	2%	\$ 46,066
	<u>\$ (1,082,868)</u>	<u>\$ 287,840</u>	<u>-27%</u>	<u>\$ (1,370,708)</u>

**Encumbrances YTD**

**\$ 225,239**

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

Consent Agenda: Pending Library Board Approval - Wednesday, September 26, 2018

Date	Donor Name	Current Month Amount	Purpose/Location	YTD Account Balance		
				Gift	Foundation	Friends
5-Sep-18	Anne Piland	\$ 125.00	Art Committee	\$ 125.00		
	Monthly Total	\$ 125.00				
	YTD Total	\$ 125.00	Year To Date Total	\$ 125.00	\$ -	\$ -