

RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES

February 28, 2018

Broad Rock Branch Library

4820 Old Warwick Road
Richmond, Virginia 23224
804-646-8488

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, February 28, 2018
11:45 a.m.**

LIBRARY

A G E N D A

Call to order:	11:45	Ms. Zwirner
Consent Agenda:		Ms. Zwirner
<ul style="list-style-type: none">• Approval of Agenda• Approval of Minutes• Approval of Pending gifts• Approval of Statistical Report		
Public Comment Period:		
Reports:	12:00	
<ul style="list-style-type: none">• Library Friends• Library Foundation		Mr. Dishon Ms. Hansen
Administration Reports:		Mr. Firestine
Board Committee Reports:	12:10	
<ul style="list-style-type: none">• 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:		
March 28, 2018		
Main Library, 11:45 a.m.		

Library Board Meeting Minutes - DRAFT
January 24, 2018

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

LIBRARY STAFF: Scott Firestine, Karin Hansen, Gianna Pack

ABSENT: Clay Dishon, Friends of Richmond Public Library (RPL) President Charlie Schmidt

Meeting of the Library Board of Trustees was called to order by Chair Gail Zwirner, at 11:50 a.m. at the Main Library, located at 101 East Franklin Street, Richmond, Virginia.

Consent Agenda	Approve the December 6, 2017 meeting minutes, the current agenda with the next meeting location changed to the Broad Rock Branch, Statistical Report, and the pending gifts report as submitted. <i>Motion: David Lydiard, Second by William Yates – Approved Unanimously.</i>
Public Comment Period	None were present.
REPORTS	
Friends of the Library	Mr. Firestine: The Friends of the Library are planning its spring book sale April 7, 2018. Promotion and membership envelopes for donations should be available at all RPL locations. It was mentioned that no information regarding the Friends of the Library could be found at any of the Branches. Ms. Hansen volunteered to check and report back to the Board. Donations can still be made on line.
Library Foundation	Ms. Hansen: <ul style="list-style-type: none"> • Annual Fund Drive was increased about 60% over last year. • There were glitches with the donate button on the RPLF page on the website. RPLF will be replacing the donation platform for improved access and better service.
Administration	Highlights of Director’s Report: Staff Updates (Changes Rolled out in December 2017): <ol style="list-style-type: none"> 1. Hired three Youth Services Associate I’s: Heather Mire for Westover Hills, Anne Hayes for East End, and Lisa Koleszar for Broad Rock. North Avenue Branch Manager is conducting interviews the week of January 29, 2018. 2. Jonah Butler and Jewel Murray were hired for the two full-time Library Assistant II’s for the West End Branch. 3. Patty Parks will be the Outreach and Engagement Librarian. This fulfills a goal in the 2016-2021 Richmond Public Library (RPL) Strategic Plan.

<p>Administration (Continued)</p>	<p>Envisionware E-Payment Update: Project was delayed about 90 days. Finance and DIT have approved the Library to proceed with the electronic payment project. Network security concerns that delayed the project have been addressed and the Library is back on track to provide patrons with the ability to pay a fine through credit or debit card in the Library and on line through the Library Catalog. Testing will begin at the Main Library in February.</p> <p>SIRSI RFP Update: The DIT Project Committee reviewed the SIRSI RFP request and approved it to be moved forward and endorsed by the City DIT on January 10, 2018. Procurement is processing the RFP and should be going out the end of January, early February.</p> <p>Homeward Pilot Project:</p> <ul style="list-style-type: none"> • RPL will work with Homeward to address needs of the homeless patrons at the Main Library. • Homeward provided the Main Library with a locked mobile phone charger cabinet where patrons may charge their phones in a locker. <ul style="list-style-type: none"> ○ Liability concerns were addressed and the Mayor’s Office will be in the communication loop. ○ Information to connect with Housing Crisis Line, if needed, will be located at the charging station. ○ Pilot Program at Main and funding will be provided by Homeward by a grant for a part-time position to have the services of a social worker in the library to help identify and assist people in need of services help. <p>Mary Morton Parsons Special Funds Request: Richmond City Council approved the ordinance authorizing the funds be received from the Foundation into City Special Funds on January 8, 2018.</p>
<p>BOARD COMMITTEE REPORTS</p>	
<p>Chairman</p>	<p>Ms. Zwirner: A copy of House Bill Number 68 and a draft letter supporting the Bill was handed out at the meeting. Ms. Zwirner requested the Board of Trustees to support her in serving as the Library Board’s representative on this issue.</p> <p>Approve Gail Zwirner and anyone else who would like to participate in representing and supporting House Bill No. 68 at the Militia, Police and Public Safety Committee Meeting <i>Motion: Danita Green, Second by Tanya Francis – Approved Unanimously.</i></p> <p>Ms. Zwirner will keep the Board of Trustees posted on the details and will send the link of the Bill to distribute and to reach out to Delegate Jeffry Bourne to support.</p>
<p>Finance</p>	<p>Mr. Firestine:</p> <ul style="list-style-type: none"> • The City is using a new platform called Opengov to input the Library’s budget. • Met with the City’s Budget Analyst to go over the information that was inputted into Opengov. • Vacancy savings go back to the City of Richmond. The Library budget is on target with the bottom line number and cannot move salary savings to the Operating Budget. • Provisional employees’ pay come out of the Salary Budget, but needs to be renew every 90 day of a maximum of three times. • Temporary “Contract” employees’ pay come out of the Operating Budget. • Funding has not been encumbered for Security due to a contract change.

Facilities	<p>Mr. Butterfield/Mr. Firestine:</p> <ul style="list-style-type: none"> • No action to date on the architect for the Main Library. <ul style="list-style-type: none"> ○ The main architect will get some assistance from another firm with more experience in specializing in Libraries. • Capital Improvement Projects (CIP) – Due to be released March 6, 2018. <ul style="list-style-type: none"> ○ Request divided into two sections – Repairs to buildings and Retro-fit the Main Library. • Ms. Green suggested to the Board to show honor to have a Rosa D. Bowser Memorial Reading Room and/or Innovation Center. Ms. Zwirner asked Mr. Butterfield to address as a subcommittee to the Facilities Committee. Mr. Butterfield will bring up the topic at the next Facilities Committee meeting and update the Board with a status.
Governance	No report given.
UNFINISHED BUSINESS	
None	
NEW BUSINESS	
<p>Policies: Mr. Firestine went over the changes of each policy before the Board of Trustees voted.</p> <ul style="list-style-type: none"> • Library Card Registration Policy • Meeting Room Policy and Procedure • Library Card Renewal Policy • Rules and Regulations for Conduct in Library and on Library Property <p>Approve the Library Card Registration Policy, Meeting Room Policy and Procedure, Library Card Renewal Policy, and the Rules and Regulations for Conduct in Library and on Library Property as submitted.</p> <p><i>Motion: David Lydiard, Second by Barbara Burton – Approved Unanimously.</i></p>	

There being no further business, the meeting was adjourned at 1:16 p.m. by unanimous consensus by the Library Board of Trustees present at the meeting. The next meeting will be held on Wednesday, February 28, 2018, at 11:45 a.m. at the Broad Rock Branch Library, located at 4820 Old Warwick Road, Richmond, Virginia.

Approved: _____
Ms. Gail Zwirner, Chair

Recorder: Gianna Pack
RPL Executive Assistant

Director's Report

February 2018

Director Activities January 15 – February 24, 2018:

January 29	Meeting with Court Services regarding Changing Lives through Literature
February 7	United Way Summer Learning Association Focus Group
February 12	City Council Meeting
February 15	RPLF Executive Committee Meeting
February 19	Presidents' Day Library – Closed
February 20	OCWB Alternative Futures Focus Group Meeting, Child Fund
February 21	COR Budget Meeting

Staff Update:

- Shatabra Powell was hired to be the HR Liaison. She will start March 19, 2018.
- Ha Hoang, Emerging Technology Librarian at Main, has resigned effective March 16, 2018.
- Tyesha Evans was hired to be the North Avenue Youth Services Associate. She will begin March 5, 2018.

Envisionware E-payment Update: Scheduled installation date is March 26, 2018.

SIRSI RFP Update: Procurement is processing the RFP.

Richmond Libraries as a Catalyst for Green Infrastructure: James River Association, Department of Public Utilities, and the Enrichmond Foundation is partnering to apply for a Department of Environmental Quality Grant to complete and install rain, bayside gardens at branches throughout the City. This is a demonstration, beautification, and education project to improve storm water mitigation.

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	0	0	0	0	0	59097	-27%
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	0	0	0	0	0	26240	-13%
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	0	0	0	0	0	20708	-28%
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	0	0	0	0	0	35390	-11%
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	0	0	0	0	0	16578	-27%
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	0	0	0	0	0	67213	-5%

Location	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % chnge
North Ave	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	0	0	0	0	0	22274	4%
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	0	0	0	0	0	42324	92%
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	0	0	0	0	0	51803	-10%
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	0	0	0	0	0	29895	13%
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	0	0	0	0	0	371522	5%

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	0	0	0	0	0	952
Broad Rock	155	163	154	169	123	115	148	0	0	0	0	0	1027
East End	127	129	118	90	89	64	99	0	0	0	0	0	716
Ginter Park	118	151	121	111	109	84	108	0	0	0	0	0	802
Hull Street	120	116	96	119	93	76	127	0	0	0	0	0	747
Main	303	407	480	277	213	199	264	0	0	0	0	0	2143
North Ave	97	109	116	121	88	84	85	0	0	0	0	0	700
West End	0	76	159	125	102	87	126	0	0	0	0	0	675
Westover Hills	156	173	143	112	110	72	118	0	0	0	0	0	884
Total	1251	1488	1573	1229	1018	871	1216	0	0	0	0	0	8646
Total 2017	1482	1507	1371	1219	1170	935	1189	1063	1299	1013	1135	1381	14764

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	0	0	0	0	0	0	0	0	0	0
Mar-18	0	0	0	0	0	0	0	0	0	0
Apr-18	0	0	0	0	0	0	0	0	0	0
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	1838	1167	1108	1406	1141	3128	1092	1901	1817	14598
Branch Total FY 2017	3167	2446	2165	2523	2214	4652	2165	2225	2870	24427
Average	153	97	92	117	95	261	91	158	151	1217

West End													
Adult Pgrms	0	200	3	10	2	3	5						223
Adult Attend	0	0	21	92	148	23	8						292
Young Adult Pgrms	0	0	0	0	0	0	5						5
Young Adult Attend	0	0	0	0	0	0	104						104
Juv Pgrms	0	0	11	16	14	11	24						76
Juv Attend	0	0	75	662	142	134	117						1,130
Total Attend	0	0	96	754	290	157	229	0	0	0	0	0	1,526
Total Pgrms	0	200	14	26	16	14	34	0	0	0	0	0	304
Westover Hills													
Adult Pgrms	2	1	14	14	10	0	1						42
Adult Attend	14	125	112	101	72	0	13						437
Young Adult Pgrms	0	0	0	0	0	0	0						0
Young Adult Attend	0	0	0	0	0	0	0						0
Juv Pgrms	10	20	7	9	10	0	2						58
Juv Attend	244	276	77	114	85	0	16						812
Total Attend	258	401	189	215	157	0	29	0	0	0	0	0	1,249
Total Pgrms	12	21	21	23	20	0	3	0	0	0	0	0	100

DOOR COUNT	Jul-17	Aug17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May18	Jun-18	TOTAL
FY2018													
Belmont	9935	10247	8475	8452	7474	6548	7732	0	0	0	0	0	58863
Broad Rock	8700	9456	7229	8427	7136	5725	6774	0	0	0	0	0	53447
East End	7105	8940	7437	7318	5956	5530	6812	0	0	0	0	0	49098
Ginter Park	5722	6926	5939	5770	5037	4316	4802	0	0	0	0	0	38512
Hull Street	1985	7346	4789	5585	4737	4345	5110	0	0	0	0	0	33897
Main	14814	18702	17207	16334	16439	13957	15989	0	0	0	0	0	113442
North Ave	7182	0	7158	6985	5675	4738	5782	0	0	0	0	0	37520
West End	0	0	4921	5383	5084	4401	5099	0	0	0	0	0	24888
Westover Hills	6614	0	6339	6446	5928	0	5650	0	0	0	0	0	30977
TOTALS FY18	62057	61617	69494	70700	63466	49560	63750	0	0	0	0	0	440644
TOTALS FY17	72398	78366	68881	69394	61547	52517	49906	64911	71163	64777	69506	68301	791667
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	0	0	0	0	0	9,825
WIFI	0	841	646	745	520	0	673	0	0	0	0	0	3,425
Broad Rock Workstation	2239	2658	2277	2342	1919	1532	2200	0	0	0	0	0	15,167
WIFI	0	678	689	895	672	0	643	0	0	0	0	0	3,577
East End Workstation	1801	2196	1762	1633	1362	1252	1690	0	0	0	0	0	11,696
WIFI	0	731	696	684	545	0	503	0	0	0	0	0	3,159
Ginter Park Workstation	1574	1847	1635	1582	1538	1219	1363	0	0	0	0	0	10,758
WIFI	0	810	681	729	562	0	625	0	0	0	0	0	3,407
Hull Street Workstation	1939	2320	1581	1850	1776	1498	1690	0	0	0	0	0	12,654
WIFI	0	651	478	599	498	0	429	0	0	0	0	0	2,655
Main Workstation	3391	3844	3205	3288	3028	0	3393	0	0	0	0	0	20,149
Childrens	361	331		0	0	0	0	0	0	0	0	0	692
WIFI	0	3198	2634	2687	2194	0	3177	0	0	0	0	0	13,890
North Ave Workstation	1405	0	1511	1607	1323	1118	1408	0	0	0	0	0	8,372
WIFI	0	0	397	412	377	0	569	0	0	0	0	0	1,755
West End Workstation	0	0	625	775	540	672	579	0	0	0	0	0	3,191
WIFI	0	0	320	396	374	0	357	0	0	0	0	0	1,447
Westover Hills Workstation	1504	0	1666	1693	1474	1648	1468	0	0	0	0	0	9,453
WIFI	0	0	666	775	483	0	589	0	0	0	0	0	2,513
TOTALS FY18	15815	21725	22930	24159	20415	10066	22,675	0	0	0	0	0	137,785
TOTALS FY17	18053	20329	18204	17496	15525	12916	6,925	15994	17966	21582	23985	20701	209,676

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

ACCOUNT	DESCRIPTION	Budget	Actual	%	Balance
			Expended 31-Jan-18		Spent
60000	SALARIES - FULL TIME	\$ 2,912,256	\$ 1,482,350	50.9%	\$ 1,429,906
61000	SALARIES - PART TIME	\$ 117,483	\$ 143,986	122.6%	\$ (26,503)
62000	SALARIES - TEMPORARY	\$ -	\$ 16,260	0.0%	\$ (16,260)
63000	FICA	\$ 192,960	\$ 102,525	53.1%	\$ 90,435
63001	RET CON RSRs	\$ 614,508	\$ 339,860	55.3%	\$ 274,648
63002	MEDCARE FICA	\$ 45,113	\$ 23,977	53.1%	\$ 21,136
63003	GROUP LIFE	\$ 26,294	\$ 9,225	35.1%	\$ 17,069
63006	H/C ACT TEMP	\$ 493,826	\$ 276,627	56.0%	\$ 217,199
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	\$ 2,467,332	55.2%	\$ 2,001,695
71141	BOOKS	\$ 424,741	\$ 293,632	69.1%	\$ 131,109
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 6,953	\$ 7,613	109.5%	\$ (660)
72122	MAGS & NEWSPAPER	\$ 36,659	\$ 4,685	12.8%	\$ 31,974
	Collection Development	\$ 468,353	\$ 305,930	65.3%	\$ 162,423
70131	PUBLIC INFORMATION	\$ 1,995	\$ 975	48.9%	\$ 1,020
70161	DATA PROCESSING - OCLC	\$ 17,483	\$ -	0.0%	\$ 17,483
70161	PLANNING MGMT SERVICES	\$ 682,307	\$ 235,027	34.4%	\$ 447,280
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	\$ 429	17.8%	\$ 1,984
70551	SECURITY	\$ 296,495	\$ 305,859	103.2%	\$ (9,364)
70552	CONTRACT AND TEMP PERSONNEL	\$ 25,000	\$ 21,748	87.0%	\$ 3,252
71012	OFFICE STATIONARY SUPPLIES	\$ 9,206	\$ 1,228	13.3%	\$ 7,978
71143	LIBRARY OPERATING SUPPLIES	\$ 17,951	\$ 9,789	54.5%	\$ 8,162
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	\$ 7,503	61.5%	\$ 4,690
73104	BANK FEES	\$ -	\$ -	0.0%	\$ -
76119	PAGERS	\$ -	\$ 50	0.0%	\$ (50)
77103	FUEL-D/O VEHICLE	\$ 2,555	\$ 967	37.9%	\$ 1,588
77104	VEHICLE MONTHLY STANDING	\$ 676	\$ 288	42.6%	\$ 388
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
80001	DEPRECIATION	\$ -	\$ -	0.0%	\$ -
80004	BUILDINGS & STR	\$ -	\$ -	0.0%	\$ -
80006	EQUIPMENT & OFFICE MAINTENANCE	\$ 8,793	\$ 7,391	84.1%	\$ 1,402
80007	VEHICLE EXPENSES	\$ -	\$ -	0.0%	\$ -
	Other Expenses	\$ 1,114,584	\$ 624,874	56.1%	\$ 489,710
	TOTAL GENERAL FUND	\$ 6,051,964	\$ 3,398,135	56.1%	\$ 2,653,828

RICHMOND PUBLIC LIBRARIES - General Fund Budget

Monthly Budget Report

January 31, 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	\$ 6,357	29%	\$ 15,425
Overdue Book Fines	\$ 66,121	\$ 27,689	42%	\$ 38,432
Reservation - Book Records	\$ 500	\$ 230	46%	\$ 270
Room Rental Fees	\$ 300	\$ -	0%	\$ 300
Sales Copy Centers	\$ 17,476	\$ 9,237	53%	\$ 8,239
State Library Aide	<u>\$ 170,000</u>	<u>\$ -</u>	<u>0%</u>	<u>\$ 170,000</u>
	\$ 276,179	\$ 43,513	16%	\$ 232,666

General Fund Operating

	<u>FY2017-18 Budget</u>	<u>FY2017-18 Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
Personnel	\$ 3,096,326	\$ 1,707,369	55%	\$ 1,388,957
Fringes	\$ 1,372,701	\$ 759,963	55%	\$ 612,738
Books/Materials	\$ 468,353	\$ 305,930	65%	\$ 162,423
Operating Expenses	<u>\$ 1,114,584</u>	<u>\$ 624,874</u>	<u>56%</u>	<u>\$ 489,710</u>
Total	\$ 6,051,964	\$ 3,398,135	56%	\$ 2,653,828

Encumbrances YTD

\$ 504,993

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	\$ 74,617	71%	\$ 30,383
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	<u>\$ -</u>	<u>\$ -</u>	<u>0%</u>	<u>\$ -</u>
	\$ 652,170	\$ 74,617	11%	\$ 577,553

<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	\$ 227,885	\$ 110,264	48%	\$ 117,621
00308 - Verizon E-Rate Grant	\$ 49,626	\$ 69,859	141%	\$ (20,233)
00309 - Public Law Library	\$ (837,503)	\$ 272,459	-33%	\$ (1,109,962)
Personnel		\$ 29,719		
Fringes		\$ 8,923		
Books/Materials		\$ 229,217		
Operating Expenses		\$ 4,600		
00311 - Gates Foundation	\$ 12,576	\$ -	0%	\$ 12,576
00312 - RPL Foundation	\$ 5,500	\$ 25,486	463%	\$ (19,986)
00313 - Friends of the RPL	<u>\$ 40,023</u>	<u>\$ 6,313</u>	<u>16%</u>	<u>\$ 33,710</u>
	\$ (501,893)	\$ 484,381	-97%	\$ (986,274)

Encumbrances YTD

\$ 171,545

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

Consent Agenda: Pending Library Board Approval - Wednesday, February 28, 2018

Date	Donor Name	Current Month Amount	Purpose/Location	YTD Account Balance		
				Gift	Foundation	Friends
21-Dec-17	Friends of RPL	\$ 240.00	Graphics	\$ 240.00		
27-Dec-17	Hope Armstrong	\$ 300.00	Art Committee	\$ 300.00		
30-Jan-18	Friends of RPL	\$ 3,000.00	Staff Development (PLA Conference)	\$ 3,000.00		
	Monthly Total	\$ 3,540.00				
	YTD Total	\$ 4,260.00	Year To Date Total	\$ 4,260.00	\$ -	\$ -

http://www.richmond.com/news/local/city-of-richmond/with-homeless-increasingly-shut-out-elsewhere-richmond-library-leans-into/article_433b570b-06c2-5a1f-9948-ce70de5f4950.html

With homeless increasingly shut out elsewhere, Richmond library leans into role as de facto day shelter

BY NED OLIVER Richmond Times-Dispatch 23 hrs ago



T.S. Barnwell walks into at the Richmond Public Library main branch on Friday Feb. 16, 2018. He said he goes to the library every day.

SHELBY LUM/TIMES-DISPATCH

Six mornings a week, Carnell Banks leaves the city's cold weather shelter when it closes at 10 a.m. and makes a familiar trek across downtown Richmond.

His destination: The main branch of the public library, where, recently, staff have estimated as many as 70 percent of the patrons at any given time are homeless and likely have nowhere else to go.

"I spend pretty much all day here," Banks, 23, said. "Our options are pretty much limited. There's not a lot of places that allow you.

"If I'm not looking for work, yeah, I'm here."

While the city's cold weather shelter - however inadequate - provides a shelter of last resort on cold winter nights, the city's public library has become the daytime refuge of choice for many of the city's homeless, a group that's used to being shooed away from other establishments and institutions around the city.

That the homeless are drawn to public libraries is neither new nor unique to Richmond. The issue has been discussed in library circles for years and is even the subject of a forthcoming Emilio Estevez film featuring Alec Baldwin called "The Public," in which homeless patrons take over a library in downtown Cincinnati during a particularly brutal cold snap.

But while some libraries have looked for ways to dissuade the homeless from using their facilities, leaders in Richmond have taken a different tact.

Over the past two years they've eliminated rules that targeted people without housing by banning items like large bags and bedrolls and begun adding services aimed at aiding the growing class of patrons. They made it easier for people without state identification to access the library's computers, which are heavily used by homeless and low-income people for both job searches and entertainment. And, power outlets being an

in-demand commodity among the homeless, this month they installed a cellphone charging station.

By April, they plan to hire a part-time social worker to work directly with homeless patrons.

"I'm hoping it works," said Richmond Public Library Director Scott Firestine, who was hired in May 2016 and has overseen the policy shift.

Firestine is the first to acknowledge that the new approach hasn't been universally embraced by staff or the library's more traditional visitors, who have periodically logged complaints.

"There's a conflict between people who think we should be enforcing decorum and rules," he said. "Seeing people who are homeless and living out of a car or on the street is kind of hard to see, and I think that's what people are reacting to."

And elsewhere, libraries have taken steps to make their spaces less accessible to the homeless. In San Francisco, city planners recently detailed plans for a new library campus specifically designed to deter the homeless with design flourishes that included railings along walls to prevent people from sitting.

Eight blocks away from the city library, the state-operated Library of Virginia on Broad Street started making visitors pass through a metal detector and submit to bag searches prior to entering. They also began more strictly enforcing limits on bag size, requiring belongings to fit in an airline-carry-on-style box. The day the change went into effect last month, the facilities director, Dennis Weir, described the new policy as a success in an email to library director Sandra Treadway, noting that several weapons were confiscated and "the homeless, for the most part are staying out, several have entered and upon seeing the metal detector, turned and left the building."

Treadway responded by scolding Weir that "as a public agency we cannot use homelessness as a criteria for not allowing someone in our building" and that exclusion was not the intent of the policy. "We sought the Attorney General's guidance on this a number of years ago and the advice we received was very clear on that," she wrote.

The Richmond Times-Dispatch obtained the exchange through a Freedom of Information Act Request. Asked about the new policy, the library provided a statement saying it brings the building in line with security procedures in place at other state buildings.

Intent aside, homeless people in the city noted the change and said, for the most part, they've begun steering clear.

At the Richmond Public Library, Firestine said staff are working to strike a balance between serving the homeless and accommodating traditional patrons. He said the library regularly kicks out people who engage in disruptive behavior, like swearing or being rude. The library also has a hard line against sleeping. And if someone's personal hygiene is so bad that it's disruptive, he's asked to leave - though Firestine said he's hoping to eventually be able to refer such patrons to resources that will provide showers.

But he said the issue can wear down his staff.

"I think they get frustrated because they want to do library work but we're basically just a shelter for the homeless sometimes," he said. "I don't know if it's what they envisioned when they were in school and I think it does cause compassion fatigue for our library staff."

Ha Hoang, hired last year as the city's librarian for emerging technologies, regularly works behind the desk in the library's computer area.

"We assist as best we can and answer questions, but they're certainly not traditional reference questions," she said. "Sometimes they're looking on Craigslist for a place to stay and want help. Other times they're just looking for something to do to kill time until the night shelter opens."

She described helping patrons find YouTube videos they're interested in. One regular likes Nat King Cole music videos. Another wanted help finding old copies of "All in the Family."

On a recent day, the computer area on the second floor was filled with a mix of people checking email, filling out forms, playing games and watching videos. Banks, who walks to the library from the shelter most mornings, scrolled through Facebook.

"Just wasting time today," he said.

James Davis, a security guard at the downtown branch, said he thinks management is doing the right thing by trying to be welcoming.

"Other places are not letting these people come in," he said. "This is the only place downtown someone can use the bathroom without buying something."

At the same time, some staff members hope that a more appropriate, purposeful resource for the homeless is forthcoming.

"I don't think the library should be the de facto shelter," Hoang said. "I'm sure city leaders recognize the need to create better resources."

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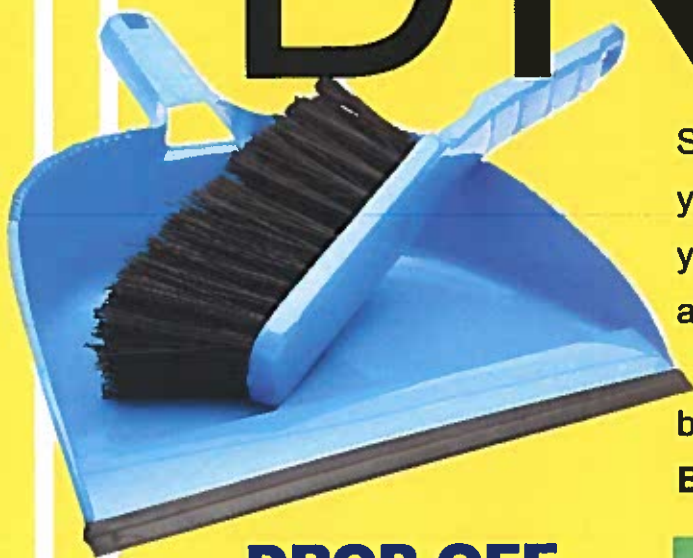
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www.richmondpubliclibrary.org

Are **YOU** thinking about Spring Cleaning?

BOOK DRIVE



Support the library and get a tax deduction when you clear your shelves, basements and attics of your used hardbacks, paperbacks, CDs, DVDs, and records. All books in clean, dry condition (no mold or silverfish) are welcome. Donated books will be sold in the Friends' biannual "Big Book Sale" (Next sale is April 6 & 7, 2018.)

DROP-OFF SERVICE

will be available
at the Main Library
between **9** a.m.
and **2** p.m.

Saturday, March 3

Main Library

101 East Franklin Street

