RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES

December 6, 2017

Main Library

101 E. Franklin Street
Richmond, VA 23219
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, December 6, 2017
11:45 a.m.

LIBRARY

AGENDA

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		Mr. Dishon
• Library Foundation		Ms. Hansen
Administration Reports:		Mr. Firestine
Board Committee Reports:	12:10	
• Chairman		Ms. Zwirner
• Finance Committee		Mr. Olanrewaju
• Facilities Committee		Mr. Butterfield
• Governance Committee		Mr. Lydiard
Unfinished Business:	12:30	
New Business	12:40	
Adjourn	1:00	Ms. Zwirner

Next Meeting:
January , 2017
Hull Street Library, 11:45

Library Board Meeting Minutes
October 25, 2017

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

LIBRARY STAFF: Scott Firestine, Clay Dishon, Cheryl Clarke, Karin Hansen, Gianna Pack

ABSENT: Danita Green, Larry Olanrewaju, the Friends of RPL President Charlie Schmidt, and City Attorney Laura Drewry

Meeting of the Library Board of Trustees was called to order by Chair Gail Zwirner, at 11:47 a.m. at the West End Library, located at 5420 Patterson Avenue, Richmond, Virginia.

Consent Agenda	Approve the minutes from the September 27, 2017 meeting, the current agenda, and Statistical Report as submitted. 　　　*Motion by David Lydiard, Second by Barbara Burton – Approved Unanimously.* There were no pending gifts reported.
Public Comment Period	None were present.
REPORTS	
Friends of the Library	**Mr. Dishon:** The Friends of the Library are having a book drive on November 3-4. At the October 5 Meeting, the Friends of the Library approved and awarded one Seed Grant to Tara Franzetti, Westover Hills Branch, and Jennifer Deuell, Belmont Branch, for a Harry Potter Escape Room Kit. **Mr. Firestine:** Martha Davenport who was well respected in the community and was mostly responsible for the Special Collections in RPL, passed away. There was a special tribute set up in the Main Library. It was requested by her family that in lieu of flowers to have donations sent to the Friends of the Library for RPL.
Library Foundation	**Ms. Hansen:** The Annual Holiday Event is scheduled for November 30 at the Main Library from 5:30P to 8:00P. All Library Board Members are invited. A formal invitation will go out soon. No RSVP is required.

Administration	**Highlights of Director's Report:**
	Staff Updates: Current vacancies – Four Youth Services Associates, East End LCSM, HR Liaison, and two West End Library Assistant II vacancies for a total of eight positions. Wages not being competitive is the biggest employee retainage challenge. Employees get education through RPL and then move onto other agencies that pay more. The Childrens' programs is mostly impacted by the vacancies. There are two provisional employees in place. Temporary employees were hired to help. The temporary help salaries are coming from the RPL Operations Budget. Beverly Mitchell is retiring from RPL with 42 years of service. There is a reception for her on Thursday, November 2, 6P-8P, at the Main Library. An email invitation will be sent to all Board members. **Technology:** Updating the Branches could take up to $15-20K. There is different software and computers at each site. Equipment and software is not on the Network. RPL gets software at a discount from Techsoup. It was determined that it could take up to $70K to replace switches, which may not be reimbursable through E-Rate. The biggest challenge RPL has is with DIT's protocol. Currently the on-line Public Access Catalog is 10 years out of date.

BOARD COMMITTEE REPORTS	
Chairman	**Ms. Zwirner:** • Attended the Young Adult Virginia Authors (YAVA) event with the Library of Virginia. • Attended the RPL Staff Development Day on October 9. • Attended the Broad Rock 40th Anniversary on October 16. It was a great turnout and people were dressed in 70's clothing. There has been positive publicity for the Richmond Public Libraries: • Rain Garden – Westover Hills Branch • Black Male Emergent Readers literacy Program • Broad Rock's picture was on the front page of newspaper
Finance	Mr. Firestine met with Dr. Olanrewaju on October 24 to go over the budget and keeping on tract. Mr. Firestine has a meeting scheduled for October 30 to go over the Library's budget.
Facilities	**Priority List** – The Board reviewed the priority list for the Main Library Space. There will be a Facilities Committee Meeting on October 31. Meeting with Tony Bell and Josh Bennett of Moseley Architects to discuss the Main Library space and expectations. Deadline for the CIP budget items is November 27, 2017.

Governance	**Mr. Lydiard** – The Board is at full membership. The City will not advertise unless there is a position on the Library Board of Trustees. **Ms. Zwirner** – Board Members were reminded of the commitment to attend all Board Meetings. By-Law states after three consecutive absences is grounds for being asked to resign from the Board. Members need to arrive on time so there is no delay in having a quorum to start the meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mr. Firestine recommended following the City of Richmond's schedule to observe Veteran's Day on Friday, November 10 and reopen on Saturday and Sunday.

Motion: RPL will follow the City of Richmond's schedule of observing Veteran's Day on Friday, November 10 and reopen on all libraries Saturday, November 11 and reopen the Broad Rock Branch on Sunday, November 12.
Motion by Daisy Weaver, Second by Tanya Francis – 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. There will be no meeting in November. The next meeting will be held on Wednesday, December 6, 2017, at 11:45AM at the Main Library, located at 101 East Franklin Street, Richmond, Virginia.

Approved:_____

Ms. Gail Zwirner, Chair

Recorder: Gianna Pack
RPL Executive Assistant

Director's Report
November 2017
Director Activities October 26 – December 1, 2017:

November 2	Retirement celebration for Beverly Mitchell, 39 years at Main
November 3	Capital Area Library Director's meeting Chesterfield
November 4	Friends of the Library Book sale
November 6	Richmond City Council Meeting
November 9	Bibliostat Report delivered to Library of Virginia
November 10	All Library Locations closed in observance of Veteran's Day
November 16	COR FY19-20 Budget Kickoff
November 22-24	All Library Locations closed in observance of Thanksgiving ½ day 11/22, 11/23 & 11/24
November 27	Capital Improvement Project FY2019-2023 deadline, submission enclosed
November 30	RPL Foundation Holiday event Main Library

Staff Update: Interim appointment Simms Toomey for Beverly Mitchell at Main, Interim Appointment Jennifer Duell Young Adult Library Main, Adam Zimmerli hired to be the East End Branch Manager. Hiring/Interview process in progress for Youth Services Associate II's at Westover Hills, East End, Broad Rock, North Avenue. Hiring/Interview process in progress for two Library Assistant II's at West End.

ULC Edge Library participation: See enclosed description of Urban Library Network Program.

Internet Acceptable Use Policy: See enclosed revised policy for review.

Holiday Closings 2018: See enclosed.

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	0	0	0	0	0	0	0	0	37997	-16%
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	0	0	0	0	0	0	0	0	16171	-24%
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	0	0	0	0	0	0	0	0	13097	-16%
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	0	0	0	0	0	0	0	0	22311	-12%
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	0	0	0	0	0	0	0	0	10386	-49%
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	0	0	0	0	0	0	· 0	0	41188	-7%

CIRCULATION

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	0	0	0	0	0	0	0	0	13607	6%
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	0	0	0	0	0	0	0	0	19429	91%
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	0	0	0	0	0	0	0	0	31651	-13%
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	0	0	0	0	0	0	0	0	17532	12%
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	0	0	0	0	0	0	0	0	223369	4%

New Patron Cards

FY2018	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Belmont	175	164	186	105	0	0	0	0	0	0	0	0	630
Broad Rock	155	163	154	169	0	0	0	0	0	0	0	0	641
East End	127	129	118	90	0	0	0	0	0	0	0	0	464
Ginter Park	118	151	121	111	0	0	0	0	0	0	0	0	501
Hull Street	120	116	96	119	0	0	0	0	0	0	0	0	451
Main	303	407	480	277	0	0	0	0	0	0	0	0	1467
North Ave	97	109	116	121	0	0	0	0	0	0	0	0	443
West End	0	76	159	125	0	0	0	0	0	0	0	0	360
Westover Hills	156	173	143	112	0	0	0	0	0	0	0	0	584
Total	1251	1488	1573	1229	0	0	0	0	0	0	0	0	5541
Total 2017	1482	1507	1371	1219	1170	935	1189	1063	1299	1013	1135	1381	14764

TECHNICAL SERVICES - ITEMS BY LOCATION

	Belmont	B. Rock	East End	G. Park	Hull St.	MAIN	North Ave	West End	W. 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	0	0	0	0	0	0	0	0	0	0
Jan-18	0	0	0	0	0	0	0	0	0	0
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	1322	796	744	914	814	2200	732	1347	1315	10184
Branch Total FY 2017	3167	2446	2165	2523	2214	4652	2165	2225	2870	24427
Average	110	66	62	76	68	183	61	112	110	849

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	0	0	0	0	0	0	0	0	37109
Broad Rock	8700	9456	7229	8427	0	0	0	0	0	0	0	0	33812
East End	7105	8940	7437	7318	0	0	0	0	0	0	0	0	30800
Ginter Park	5722	6926	5939	5770	0	0	0	0	0	0	0	0	24357
Hull Street	1985	7346	4789	5585	0	0	0	0	0	0	0	0	19705
Main	14814	18702	17207	16334	0	0	0	0	0	0	0	0	67057
North Ave	7182	0	7158	6985	0	0	0	0	0	0	0	0	21325
West End	0	0	4921	5383	0	0	0	0	0	0	0	0	10304
Westover Hills	6614	0	6339	6446	0	0	0	0	0	0	0	0	19399
TOTALS FY18	62057	61617	69494	70700	0	0	0	0	0	0	0	0	263868
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	0	0	0	0	0	0	0	0	6,149
WIFI	0	841	646	745	0	0	0	0	0	0	0	0	2,232
Broad Rock Workstation	2239	2658	2277	2342	0	0	0	0	0	0	0	0	9,516
WIFI	0	678	689	895	0	0	0	0	0	0	0	0	2,262
East End Workstation	1801	2196	1762	1633	0	0	0	0	0	0	0	0	7,392
WIFI	0	731	696	684	0	0	0	0	0	0	0	0	2,111
Ginter Park Workstation	1574	1847	1635	1582	0	0	0	0	0	0	0	0	6,638
WIFI	0	810	681	729	0	0	0	0	0	0	0	0	2,220
Hull Street Workstation	1939	2320	1581	1850	0	0	0	0	0	0	0	0	7,690
WIFI	0	651	478	599	0	0	0	0	0	0	0	0	1,728
Main Workstation	3391	3844	3205	3288	0	0	0	0	0	0	0	0	13,728
Childrens	361	331		0	0	0	0	0	0	0	0	0	692
WIFI	0	3198	2634	2687	0	0	0	0	0	0	0	0	8,519
North Ave Workstation	1405	0	1511	1607	0	0	0	0	0	0	0	0	4,523
WIFI	0	0	397	412	0	0	0	0	0	0	0	0	809
West End Workstation	0	0	625	775	0	0	0	0	0	0	0	0	1,400
WIFI	0	0	320	396	0	0	0	0	0	0	0	0	716
Westover Hills Workstation	1504	0	1666	1693	0	0	0	0	0	0	0	0	4,863
WIFI	0	0	666	775	0	0	0	0	0	0	0	0	1,441
TOTALS FY18	15815	21725	22930	24159	0	0	0	0	0	0	0	0	84,629
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
Children's Services: Programs and Outreach
Month/Year   Oct-17

		BE		BR		EE		GP		HS		Main		NA		WE		WH		RPL Total	
IN-LIBRARY PROGRAMS		Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child
Storytimes	Book Babies	93	90	0	0			0	0	0	0			0	0	13	12	0	0	106	102
	Toddler	44	35	0	0			115	125	0	0			0	0	16	16	23	24	198	200
	Preschool	28	51	0	0			102	104	10	19			28	43	6	10	0	0	174	227
Other children's programs: crafts, storytellers, STEM, etc.		0	11	3	5			3	88	2	51			0	0	6	10	22	29	36	194
Family/all ages programs		48	53	0	0			31	34	5	20			22	153			6	10	112	270
Parenting/caregiver program or training		0	0	0	0			0	0	0	0							0	0	0	0
OUTREACH		Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child
Storytimes	Toddler	6	26	0	0			0	0	0	0			0	0			0	0	6	26
	Preschool	32	229	0	0			0	0	5	34			0	0	23	48	0	0	60	311
	Head Start	0	0	0	0			0	0	5	42			0	0			0	0	5	42
	VPI	0	0	0	0			0	0	0	0			0	0			0	0	0	0
	School-age (Elem)	18	18	0	0			30	30	0	0			0	0	125	225	0	0	173	273
	Private	0	0	0	0			0	0	0	0			0	0			0	0	0	0
Family programs (all ages)		0	0	0	0			0	0	200	400			27	0			0	0	227	400
Parenting/Caregiver workshops/ExCELL		3	0	0	0			0	0	0	0			0	0			0	0	3	0
SUMMER READING		Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child
Other children's programs: crafts, storytellers, STEM, etc.		0	0					0	0	0	0			0	0			0	0	0	0
Family/all ages programs		0	0					0	0	0	0			0	0			0	0	0	0
Branch Totals		272	513	3	5	0	0	281	381	227	566	0	0	77	196	189	321	51	63	1100	2045

Notary Services	Month 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 Notary
Belmont													0
Broad Rock	55	0	0	0									55
East End	37	62	72	55									226
Ginter Park	27	20	32										79
Hull Street													0
Main													0
North Ave	61	88											149
West End	N/A	N/A	N/A										0
Westover Hills	59	95	66	62									282
Total	239	265	170	117	0	0	0	0	0	0	0	0	791
YTD	239	504	674	791	791	791	791	791	791	791	791	791	

Richmond Public Library
FY18 Operating Budget
as of
October 31, 2017

ACCOUNT	DESCRIPTION	Budget	Actual Expended 31-Oct-17	% Spent	Balance Available 31-Oct-17
60000	SALARIES - FULL TIME	$ 2,912,256	$ 970,589	33.3%	$ 1,941,667
61000	SALARIES - PART TIME	$ 117,483	$ 90,921	77.4%	$ 26,562
62000	SALARIES - TEMPORARY	$ -	$ 9,130	0.0%	$ (9,130)
63000	FICA	$ 188,831	$ 64,334	34.1%	$ 124,497
63001	RET CON RSRS	$ 599,942	$ 215,464	35.9%	$ 384,478
63002	MEDCARE FICA	$ 44,147	$ 15,046	34.1%	$ 29,101
63003	GROUP LIFE	$ 26,294	$ 6,578	25.0%	$ 19,716
63006	H/C ACT TEMP	$ 493,826	$ 196,278	39.7%	$ 297,548
63008	STATE UNEMPLOYMENT	$ -	$ -	0.0%	$ -
63011	HEALTH SAVINGS	$ -	$ -	0.0%	$ -
64104	EDUCATION PAY	$ -	$ -	0.0%	$ -
64105	BONUS PAY	$ -	$ -	0.0%	$ -
	Personnel Expenses	**$ 4,382,779**	**$ 1,568,340**	**35.8%**	**$ 2,814,439**
71141	BOOKS	$ 424,741	$ 269,855	63.5%	$ 154,886
71141	DATABASES	$ -	$ -	0.0%	$ -
71142	MULTIMEDIA PRODUCTS	$ 6,953	$ 7,613	109.5%	$ (660)
72122	MAGS & NEWSPAPER	$ 36,659	$ 2,954	8.1%	$ 33,705
	Collection Development	**$ 468,353**	**$ 280,421**	**59.9%**	**$ 187,932**
70131	ADVERTISING	$ 1,995	$ 975	48.9%	$ 1,020
70161	DATA PROCESSING - OCLC	$ 17,483	$ -	0.0%	$ 17,483
70161	PLANNING MGMT SERVICES	$ 682,307	$ 147,104	21.6%	$ 535,203
70218	VEHICLE REPAIR	$ 2,181	$ 2,493	114.3%	$ (312)
70311	PRINTED SUPPLIES	$ 965	$ -	0.0%	$ 965
70412	TRANSPORTATION	$ -	$ -	0.0%	$ -
70413	MILEAGE ALLOWANCE	$ 2,413	$ 318	13.2%	$ 2,095
70551	SECURITY	$ 296,495	$ (5,300)	-1.8%	$ 301,795
70552	CONTRACT AND TEMP PERSONNEL	$ 25,000	$ 13,094	52.4%	$ 11,906
71012	OFFICE STATIONARY SUPPLIES	$ 9,206	$ (144)	-1.6%	$ 9,350
71016	ADVERTISING	$ -	$ (100)	0.0%	$ 100
71143	LIBRARY OPERATING SUPPLIES	$ 17,951	$ 7,923	44.1%	$ 10,028
72113	POSTAGE	$ 4,646	$ 1,000	21.5%	$ 3,646
72121	CONFERENCES & CON	$ 2,075	$ 2,501	120.5%	$ (426)
72123	MEMBERSHIP DUES	$ 1,352	$ 176	13.0%	$ 1,176
72124	TRAINING	$ 1,189	$ 542	45.6%	$ 647
72131	COMPUTER SUPPLIES	$ 25,109	$ 16,576	66.0%	$ 8,533
72153	EQUIPMENT	$ 12,193	$ 7,512	0.0%	$ 4,681
73104	BANK FEES	$ -	$ -	0.0%	$ -
76119	PAGERS	$ -	$ 50	0.0%	$ (50)
77103	FUEL-D/O VEHICLE	$ 2,555	$ 551	21.6%	$ 2,004
77104	VEHICLE MONTHLY STANDING	$ 676	$ 164	24.3%	$ 512
77201	INTERNAL PRINTING	$ -	$ -	0.0%	$ -
80001	DEPRECIATION	$ -	$ -	0.0%	$ -
80004	BUILDINGS & STR	$ -	$ -	0.0%	$ -
80006	EQUIPMENT & OFFICE MAINTENANCE	$ 8,793	$ 5,306	60.3%	$ 3,487
80007	VEHICLE EXPENSES	$ -	$ -	0.0%	$ -
	Other Expenses	**$ 1,114,584**	**$ 200,741**	**18.0%**	**$ 913,842**
	TOTAL GENERAL FUND	**$ 5,965,716**	**$ 2,049,502**	**34.4%**	**$ 3,916,213**

RICHMOND PUBLIC LIBRARIES - General Fund Budget
Monthly Budget Report
October 31, 2017

General Fund Revenue	FY2017-18 Budget		FY2017-18 Actual YTD		% Recognized	Unrecognized	
Lost and Damage Books	$	21,782	$	4,320	20%	$	17,462
Overdue Book Fines	$	66,121	$	14,584	22%	$	51,537
Reservation - Book Records	$	500	$	150	30%	$	350
Room Rental Fees	$	300	$	-	0%	$	300
Sales Copy Centers	$	17,476	$	5,361	31%	$	12,115
State Library Aide	$	170,000	$	-	0%	$	170,000
	$	276,179	$	24,415	9%	$	251,764

General Fund Operating	FY2017-18 Budget		FY2017-18 Actual YTD		% Expended	Unobligated	
Personnel	$	3,029,739	$	1,070,640	35%	$	1,959,099
Fringes	$	1,353,040	$	497,700	37%	$	855,340
Books/Materials	$	468,353	$	280,421	60%	$	187,932
Operating Expenses	$	1,114,584	$	200,741	18%	$	913,842
Total	**$**	**5,965,716**	**$**	**2,049,502**	**34%**	**$**	**3,916,213**

Encumbrances YTD			**$**	**223,864**			

RICHMOND PUBLIC LIBRARIES - Special Fund Budget

Special Fund Revenue	FY2017-18 Anticipated		FY2017-18 Actual YTD		% Recognized	Unrecognized	
00314 - Gift to the Library	$	105,000	$	48,510	46%	$	56,490
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	$	48,510	7%	$	603,660

Special Fund Expeditures	FY17 Rollover & FY18 Receipts		FY2017-18 Actual YTD		% Expended	Unobligated	
00314 - Gift to the Library	$	201,778	$	64,448	32%	$	137,330
00308 - Verizon E-Rate Grant	$	49,626	$	6,695	13%	$	42,931
00309 - Public Law Library	$	(837,503)	$	261,983	-31%	$	(1,099,486)
Personnel			$	18,636			
Fringes			$	5,540			
Books/Materials			$	233,070			
Operating Expenses			$	4,738			
00311 - Gates Foundation	$	12,576	$	-	0%	$	12,576
00312 - RPL Foundation	$	5,500	$	21,757	396%	$	(16,257)
00313 - Friends of the RPL	$	40,023	$	4,546	11%	$	35,477
	$	(528,000)	$	359,429	-68%	$	(887,429)

Encumbrances YTD			**$**	**209,003**			

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

Consent Agenda: Pending Library Board Approval - Wednesday, December 6, 2017

Date	Donor Name	Current Month Amount	Purpose/Location	YTD Account Balance Gift	Foundation	Friends
27-Jul-17	Friends of RPL	$ 120.00	Graphics	$ 120.00		
11-Aug-17	Friends of RPL	$ 120.00	Graphics	$ 120.00		
28-Sep-17	Friends of RPL	$ 240.00	Graphics	$ 240.00		
18-Oct-17	Friends of RPL	$ 120.00	Graphics	$ 120.00		
	Monthly Total	$ 360.00				
	YTD Total	$ 600.00	Year To Date Total	$ 600.00	$ -	$ -

PROPOSED

Year of 2018 (4th Wednesdays)	
January 24, 2018 11:45 AM Main Library	**July 25, 2018** 11:45 AM Main Library
February 28, 2018 11:45 AM Broad Rock Branch Library	**August 2018** No meeting
March 28, 2018 11:45 AM Main Library	**September 26, 2018** 11:45 AM Hull Street Branch Library
April 25, 2018 11:45 AM North Avenue Branch Library	**October 24, 2018** 11:45 AM Main Library
May 23, 2018 11:45 AM Main Library	**November 2018** No meeting
June 27, 2018 11:45 AM West End Branch Library	**December 5, 2018** (Combined Nov/Dec Meeting) 11:45 AM Ginter Park Branch Library

Holidays RPL 2018 FOR REVIEW

Christmas Holiday
**Friday, December 22 (COR closed ½ day 4 hours Winter Holiday)

Saturday, December 23, 2017 (COR closed in observance of Christmas Eve)

Sunday, December 24, 2017 (Christmas Eve) – Broad Rock closed

Monday, December 25, 2017 (Christmas Day)

**Tuesday, December 26, 2017 (COR closed in observance of Christmas)

New Year's Day
Sunday, December 31, 2017 – Broad Rock closed

Monday, January 1, 2018 – New Year's Day

Tuesday, January 2, 2018 – Additional Day for New Year's Day (Only for 2018 COR)

Martin Luther King, Jr., Birthday
Monday, January 15, 2018 (Sunday, January 14, 2018 – Broad Rock closed)

Presidents' Day
Monday, February 19, 2018 – (Sunday, February 18, 2018, Broad Rock Closed)

Spring Holiday/Good Friday
Friday, March 30, 2018 – (Sunday, April 1, 2018 – Broad Rock Closed)

Memorial Day
Monday, May 28, 2018 – (Sunday, May 27, 2018 – Broad Rock Closed)

Independence Day
Wednesday, July 4, 2018

Sundays in August 2017 – Broad Rock Closed

Labor Day
Monday, Sept. 3, 2018 – (Sunday, September 2, 2018 – Broad Rock Closed)

Columbus Day
Monday, October 9, 2018 – Staff Development Day

Veteran's Day
Monday, November 12, 2018- (Sunday, November 11, 2018 – Broad Rock Closed)

Thanksgiving Holiday
Wednesday, November 21, 2018 – Main/Branches Close at 5:00 p.m.

Thursday, November 22, 2018 – Thanksgiving Day

Friday, November 23, 2018 (COR closed in observance of Thanksgiving)

Christmas Holiday
Sunday, December 23, 2018 (Broad Rock closed in observance of Christmas Eve)

Monday, December 24, 2018 Christmas Eve

Tuesday, December 25, 2018 Christmas Day

New Year's Day
Monday December 31, 2018 – Main/Branches Close at 5:00 p.m.

Tuesday, January 1, 2019 – (Sunday, December 31, 2017 – Broad Rock Closed)

PROPOSED RPL – LIBRARY PROJECTS

CATEGORY: CULTURE & RECREATION
FOCUS AREA: UHICN, EWD
LOCATION: CD-2 / PP-4
EST. COMPLETION DATE: 2023

DEPARTMENT: PUBLIC WORKS
SERVICE: FACILITIES MANAGEMENT
FUND: 0601
AWARD(S) #: 500231
PROJECT(S) #:

DESCRIPTION & SCOPE: Major repairs to the exterior of the Main Library; stone cladding, aluminum glazing units, face brick, terrazzo and granite steps, correct building systems to properly manage environmental conditions (HVAC) in Special Collections Room. Roof replacement Broad Rock, Hull Street, Ginter Park.

Purpose: Address widespread deterioration to external and internal facilities. Special Collections Room address environmental conditions in the Special Collections room that result from the proximity of steam pipes causing high temperatures in winter and deficient cooling creates high humidity which impacts rare and special books.

HISTORY & KEY MILESTONES: A STUDY WAS COMPLETED IN THE SUMMER OF 2015 TO EVALUATE THE CONDITION OF THE MAIN LIBRARY BUILDING ENVELOPE. IT WAS DETERMINED THE ENVELOPE SYSTEMS WERE IN SERIOUS CONDITION AND REMEDIATION IS NEEDED TO MITIGATE WATER INTRUSION OF THE FACILITY. SPECIAL COLLECTIONS ROOM MUST ADDRESS ENVIRONMENTAL CONDITIONS TO ENSURE PRESERVATION OF VALUABLE MATERIALS. MAIN RESTROOMS AND UPGRADE HVAC. BROAD ROCK, HULL STREET, GINTER PARK BRANCH LIBRARY ROOF ARE NEARING 60 YEAR END OF LIFE.

FINANCIAL SUMMARY

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL FY 2019-2023
FY 2019 PROPOSED	N/A	2,020,536	694,818	1,271,850	525,000	-	4,512,204
FY 2018 ADOPTED	N/A	-	-	-	-	-	-
CHANGE	N/A	2,020,536	694,818	1,185,000	520,000	-	4,512,204

OPERATING IMPACT (AMOUNT & EXPLANATION)							
	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL FY 2019-2023
AMOUNT	-	-	-	-	-	-	-

EXPLANATION: THESE PROJECTS CORRECT DECAYED INFRASTRUCTURE AND WILL NOT INCREASE SQ/FT OF OPERATIONAL SPACE. WILL RESULT IN OPERATING AND MAINTENANCE COST EFFICIENCIES AT EACH FACILITY.

TOTAL PROJECT COST	2,142,264
PRIOR YEAR FUNDING	1,065,200
PRIOR YEAR AVAILABLE	220,248
FY 2019 PROPOSED	2,020,536
FY 2020– FY 2023 PLANNED	2,491,668
REMAINING NEED	-

FY 2019 BUDGET DISTRIBUTION	
	AMOUNT
PLANNING/DESIGN	140,000
ACQUISITION/RELOCATION	-
SITE IMPROVEMENTS	-
CONSTRUCTION	1,855,566
FURNITURE/FIXTURES/EQUIPMENT	-
OTHER	24970
TOTAL	2,020,736

FUNDING SOURCE(S): GENERAL OBLIGATION BONDS

NOTES:

PROPOSED RPL – LIBRARY RETROFIT

CATEGORY: CULTURE & RECREATION
FOCUS AREA: UHICN, EWD
LOCATION: CD-2 / PP-4
EST. COMPLETION DATE: 2023

DEPARTMENT: PUBLIC WORKS
SERVICE: FACILITIES MANAGEMENT
FUND: 0601
AWARD(S) #: 500273
PROJECT(S) #:

DESCRIPTION & SCOPE: This project has retrofitted all eight of the City's branch libraries and selected areas of the Main Library with state-of-the-art internet/communications service, equipment upgrades, and facility renovations/upgrades. West End Branch renovation, complete in 2017, marked the end of Phase I renovations. Phase II of the 2009 Facilities Master Plan, advocates a Space/Conceptual Plan of the Main Library to reprogram the space and create a more modern, welcoming, enriching learning and literacy library space. Young Adult, Makerspace and Digital Collaborative spaces will be the first step of Phase II. Implementation of final design and construction is pending future appropriations.

Purpose: To provide children and adults citywide with state-of-the-art information resources, computer, communication services in a modern pleasant and efficient environment. Main Library building area will be repurposed, updated and outfitted to better serve children, young adults, families and seniors.

HISTORY & KEY MILESTONES: 2009 FACILITIES MASTER PLAN; ALL NINE LIBRARY LOCATIONS STABILIZED AND RENOVATED TO COMPLETE PHASE I 2009 FACILITIES MASTER PLAN AUGUST 2017; PROJECT FOR MAIN YA, MAKER, DIGITAL COLLABORATION SPACES, RAISED $206,150 THROUGH LIBRARY FOUNDATION TO DEVELOP AND OUTFIT. ARCHITECTS WILL PROVIDE DESIGN/SCHEMATIC PLAN FOR MAIN LIBRARY SPACE/RENOVATION.

FINANCIAL SUMMARY

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL FY 2019-2023
FY 2019 PROPOSED	N/A	555,338	-	-		-	555,338
FY 2018 ADOPTED	N/A	-	-	-	-	-	-
CHANGE	N/A	555,338	-	-	-	-	555,338

OPERATING IMPACT (AMOUNT & EXPLANATION)							
	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL FY 2019-2023
AMOUNT	-	-	-	-	-	-	-

EXPLANATION: THESE PROJECTS CORRECT DECAYED INFRASTRUCTURE AND WILL NOT INCREASE SQ/FT OF OPERATIONAL SPACE. SAVINGS SHOULD BE RECOVERED THROUGH BETTER ENERGY EFFICIENCY AND DECREASE IN EMERGENCY MAINTENANCE.

TOTAL PROJECT COST	-
PRIOR YEAR FUNDING	11,927,352
PRIOR YEAR AVAILABLE	-
FY 2019 PROPOSED	555,338
FY 2020– FY 2023 PLANNED	-
REMAINING NEED	-

FY 2019 BUDGET DISTRIBUTION	
	AMOUNT
PLANNING/DESIGN	117,212
ACQUISITION/RELOCATION	-
SITE IMPROVEMENTS	-
CONSTRUCTION	352,526
FURNITURE/FIXTURES/EQUIPMENT	-
OTHER	85,600
TOTAL	555,338

FUNDING SOURCE(S): SPECIAL FUNDS \ GENERAL OBLIGATION BONDS
NOTES: IN 2017, RPL FOUNDATION RAISED $206,150 TO SUPPORT PROVIDE RESOURCES TO BUILD YOUNG ADULT, MAKER, AND RESEARCH AREA.

RICHMOND VIRGINIA (logo) **POLICY**	SECTION: 06.01 SUBJECT: Computer and Acceptable Internet Use

Computer Workstation and Wireless Access:

Computers at the Richmond Public Library (RPL) are shared resources. The library has set the following policy for public use of these devices to ensure fair and equal access for all:

- Public computers are available to patrons on a walk-in, first-come first-served basis.

- Each patron must use his/her own Richmond Public library card to reserve a computer. A patron's library card must be current (not expired). ~~and in good standing~~. Use of another person's library card number is not allowed for computer access.

- Each patron is allowed up to two (2) sessions per day throughout the RPL system. Computers in the adults, children's and teen areas are set for 60-minute sessions. If there is no one waiting, session lengths are automatically extended. ~~Use of the 15-minute express stations does not count against the daily session limit.~~ In the event a patron's extended computer session is ended due to network error, library staff will reinstate the patron.

- All computers in the designated children's area are only for use by children age 12 and younger and for parents or caregivers assisting children.

- All computers in the designated teen areas are only for use by children age 13 to 19 and for parents or caregivers assisting children.

- Wireless access to the Internet is available via the library network. This Wi-Fi service is available to anyone who brings his or her own properly configured equipment to the library.

- All computers reserved for special purposes (such as children's use, teen use, catalog searches, download stations, etc.) may not be used for any other purpose.

- Patrons may not perform any action that might damage the computer equipment or make it inoperable, such as downloading or installing any harmful program.

- Patrons using library computers may not violate copyright or trademark laws, software licensing agreements, or intellectual property rights.

- Patrons should notify library staff if the computer equipment or peripherals are not functioning properly.

- Patrons must use headphones when listening to audio on any computer (including personal laptops) and keep the volume to a level that does not disturb those nearby.

- Patrons may be limited to one person per computer station, at the discretion of library staff.

- Patrons should be considerate of others and should avoid exposing others to material that might be considered offensive.

- Work saved on RPL computers is automatically erased when a patron logs off. To save documents, patrons must copy it to a flash (aka "thumb") drive or upload it to an online storage service.

- Laptop computers may be available at some locations for use by patrons 17 and older. Patrons must present a valid government-issued photo ID or passport to library staff in order to use a laptop. The ID is held until the laptop and its power cable are returned to library staff. Patrons are liable for any damage to, or loss of, a borrowed laptop and/or its accessories.

- RPL is not responsible for any damage or loss of data arising from the use of its computers or network.

- RPL may withhold computer privileges from patrons who do not comply with the above procedures or who are barred from the library due to violation(s) of the Library's Rules of Behavior.

Acceptable Internet Use:

Internet:

The Richmond Public does not control the information available on the Internet and is not responsible for its content. The Internet may contain controversial or sexually explicit material.

The library filters access to the Internet in compliance with Virginia Code § 42.1-36.1. Filtering software products may not protect users from materials which some may find offensive or inappropriate. Library procedures prohibit access by juveniles, as defined by Virginia Code § 42.1-36.1, to materials that may be considered harmful to juveniles.

For any content on a computer screen that the library, in its sole discretion, subject to constitutional limitations, and in consideration of the best interests of the public, determines to be an unacceptable purpose, a staff member may request the patron using the computer to cease viewing the offending computer site.

Further, a patron has the right to lodge a complaint concerning any instance in which the patron believes the RPL filtering system fails to block a site that should be blocked according to the Children's Internet Protection Act.

Any staff member who observes any violation of RPL Internet policies will take action to enforce compliance. In this regard, failure to comply with RPL policies can result in suspension or cancellation of Internet access, and/or in some cases legal proceedings.

Printing / Copying:
There is a posted charge per page for printing. Color printing may be available at some locations at the posted cost.

Prohibited uses of Richmond Public Library RPL computers and/or Wireless Network

Any person making unauthorized use of computers in violation of laws including (but not limited to) Virginia Code 42.1-36.1, the Privacy Protection Act of 1974, the Computer Fraud and Abuse Act of 1986, the Computer Virus Eradication Act of 1989, Interstate Transportation of Stolen Property, the Virginia Computers Crime Act, and the Electronic Communication Privacy Act, may be prosecuted.

Intentional disregard of these prohibited uses, including but not limited to the following prohibited uses, may result in loss of computer privileges.

- Using software packages other than those provided by the library. No other software may be used, copied, downloaded or installed.

- Accessing **SOUND or VISUAL** or other type file, which may disrupt other library patrons.

- Using any RPL computer or network to "crack" another individual, commercial or public system.

- Using any RPL computer or network to disclose, use and/or disseminate personal information regarding minors, or such information regarding any individual without their consent.

- Using any RPL computer and/or Internet access for purposes or activities contrary to state and federal laws, including the sending or displaying of material deemed obscene or pornographic by courts.

- Obstructing other's access by consuming excessive amounts of system resources (disk space, CPU time, network resources or by purposely crashing any RPL computer workstation).

- Attempting to damage any RPL computer equipment or software, including disruption or interference of network users or network services; damage through the distribution of unsolicited advertising, harassment, libeling or slandering others, propagation malware, viruses or other computer mayhem.

- Reading, or attempting to read another person's electronic mail or other protected files.

- Violating copyright laws and licensing agreements pertaining to print or electronic materials, software, files and other resources.

- Any and all matters which the library, in its sole discretion, and in consideration of the best interests of the public, determines to be an unacceptable purpose or activity that results in the misuse, destruction of failure of RPL computers or network.

Failure to follow this Computer/Network Internet Access and Use Policy, guidelines, or procedures can result in a loss of the patron's access privileges. Illegal or disruptive behaviors can result in immediate termination of access and may involve law enforcement. The library reserves the right to terminate any computer session. Users who fail to follow these guidelines may lose their access privileges for up to a year. Users may appeal any termination of access privileges to the library Director or designee through the review process established by the library. A second violation of policies, guidelines, or procedures will result in suspension of access privileges for up to five years, without appeal.

Library staff reserves the right to monitor the use of computer access to Internet resources to comply with this policy. Staff may ask users to remove themselves from library equipment if they observe any behavior, in violation of this policy. Misuse or abuses of library computers or Internet access may result in the suspension of computer access privileges.

Disclaimers:

The library is not responsible for damage or loss of data from power interruption, computer viruses, hard disk failure, faulty software, or any other reason. The use of library computer equipment or networks and entering of personal information or data is at the patron's own risk. The library is not responsible for the breach of any user's privacy or personal information through use of the library's computer equipment or network access. By using the RPL computers or its public access network, the library patron agrees to defend, indemnify and hold the RPL, its Board of Trustees, information providers, operators, other users of the system and any institutions with which they are affiliated, harmless from and against any claims, damagers, losses, liabilities, costs and expenses, including reasonable attorney's fees, resulting, directly or indirectly from their use of the system.

Adopted:	**June 2005**
Revised:	**September 2006**
Revised:	**June 2007**
Revised:	**September 2009**
Revised:	**April 2011**
Reviewed:	**February 2012**
Reviewed:	**October 26, 2016**
Revised:	**December 2016**
Revised:	**January 25, 2017**

About Edge

Imagine having an expert in public libraries visit your library. The expert carefully looks at everything your library is doing, then provides you with a report that assesses strengths, gaps and areas of improvement. To help plan improvements, you receive recommendations based on your results. This is all supported by a set of resources that will help the library successfully implement the improvements recommended by the expert. Finally, the expert helps you communicate how library technology supports community priorities.

Edge does this – except you have the flexibility to manage the entire process directly from your library with the support of the Edge Staff at your fingertips.

Prepare for Edge

Edge subscriptions provide libraries with 12-month access to the tools, resources and learning opportunities to support their work in meeting their community's needs. Below are tips to help you prepare for successfully engaging with Edge:

- Determine who will be working on Edge, specifically staff or volunteers that have in-depth knowledge of the library's technology, programs, services, partnerships and operations.
- Familiarize yourself with the four steps of Edge and begin thinking about the time required to successfully engage with each step.
- Review the Edge Strategic Areas and the Edge Benchmarks to learn about the specific focus of Edge.
- Plan to participate in the Edge Learning Opportunities associated with each step to receive guidance and support for successful engagement with Edge.
- Explore the various components of your online access to Edge, including each feature of your library's Edge Dashboard.

Libraries of all sizes across North America are using Edge to successfully strengthen and improve technology services to support the local economy, workforce, lifelong learning and strong communities.

Edge Project Teams

Many participating libraries form an Edge Project Team. These teams are recommended for all libraries, especially those with multiple branches. Participating on the Edge Project Team provides library staff and volunteers with an opportunity for professional growth and development. The team typically consists of two to four library staff or volunteers who have in-depth knowledge of the library's technology, programs, services, partnerships and operations.

Edge Project Leaders manage the Edge Project Teams. In addition to having in-depth knowledge about the library, these individuals should have the following skills:

- Excellent project management skills and the ability to lead a small team
- Outstanding communication and presentation abilities
- A solid understanding of how the library meets community priorities

Getting Started with Edge

Edge is a four-step, resource-rich toolkit that helps library leaders wisely make technology improvement decisions. These steps guide libraries to set measurable, strategic goals for digital inclusion and to engage government and community leaders in a meaningful discussion about technology needs and plans.

Step 1 – Assess

Take an online assessment to identify strengths, gaps and areas of improvement for technology infrastructure and services. Criteria are based on 11 national benchmarks that gauge community value, stakeholder engagement and organizational management.
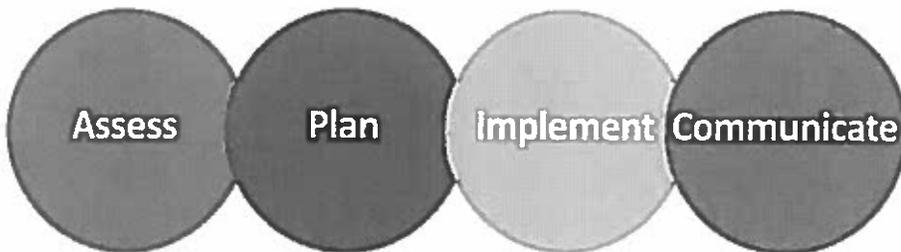
Step 2 – Plan

Review assessment data and select recommendations to create an Action Plan.

Step 3 – Implement

Use the Action Plan as a roadmap to strengthen technology services to meet community priorities.

Step 4 – Communicate

Engage local leaders and communicate how library technology supports community priorities.

Assess Plan Implement Communicate

2nd & Grace Garage

Richmond Public Library

Board Member

Date: 12/06/2017
Time: 11:00–2:00 PM

TEMPORARY

PARKINGPERMIT