

RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES

January 24, 2018

Main Library

**101 E. Franklin Street
Richmond, Virginia 23219
(804) 646-6675**

11:45A



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



Library Board Trustee Meeting
Wednesday, January 24, 2017
11:45 a.m.

LIBRARY

AGENDA

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	
1. Policy Updates enclosed		
Adjourn	1:00	Ms. Zwirner
Next Meeting: February 28, 2018 Main Library, 11:45		



Richmond Public Library Board
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**Library Board Meeting Minutes
 December 6, 2017**

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

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

ABSENT: Barbara Burton, Larry Olanrewaju, and the Friends of RPL President Charlie Schmidt

Meeting of the Library Board of Trustees was called to order by Chair Gail Zwirner, at 11:47 a.m. at the Main Library, located at 101 East Franklin Street, Richmond, Virginia.

Consent Agenda	Approve October 25, 2017 meeting minutes, the current agenda, Statistical Report, and the pending gifts report as submitted. <i>Motion by David Lydiard, Second by Kevin Butterfield – Approved Unanimously.</i>
Public Comment Period	None were present.
REPORTS	
Friends of the Library	Mr. Dishon: The next meeting of the RPL Friends of the Board is the December 6, 2017. No report given.
Library Foundation	Ms. Hansen: <ul style="list-style-type: none"> • The Foundation is currently sending out annual fund letters for the end of year appeal. • The Finance Committee is reviewing the audit and 990 form. For the two years that the Foundation had invested funds, there has been an overall 19% rate of return; for the current year it is just under 7%. • The Foundation recently received an anonymous donation of almost \$40,000 that is for the creation of an adult author event that will bring a well-known author to the Richmond Public Library. More details will follow after Mr. Firestine and Mr. Dishon meet with the donor to begin planning. There was a suggestion to having Children authors to be a part of the event.
Administration	Highlights of Director’s Report: There was no November meeting in November. Mr. Firestine started with the Director’s Report of the activities from October 26 through December 1, 2017. He then discussed the accomplishments for 2017, sharing the focus on books and materials and increasing hours of operations at each site.

**Administration
(Continued)**

Staff Updates:

1. Simms Toomey was appointed to Interim for Beverly Mitchell who recently retired.
2. Jennifer Duell was appointed to Interim for Young Adult Services at Main.
3. Adam Zimmerli was hired as the Library/Community Services Manager – East End.
4. In the hiring process for two Library Assistants II – West End.
5. In the recruiting process for four Library Associate I positions.
6. Challenges with the HR Liaison position – Over qualified candidates applying for entry-level position.
7. Using provisional and temporary staff to back fill until positions are filled.

Build, RVA: A MakerSpace, Co-Working Community wanted to do a partnership with the City Library in applying for a grant. Due to time constraints and information needed, there was not enough time to complete the grant this year. The Library is still pursuing the partnership by having a clear strategy with the organization before going after future grants.

Coding Program: A program was developed to teach coding to 10 year olds.

Policies: Computer and Acceptable Internet Use Policy – Mr. Firestine recommended by removing the words *“and in good standing”* will allow patrons to use the computers even if they have an outstanding fee. Removing the sentence *“Use of the 15-minute express stations does not count against the daily session limit”* will update wording since the library does not have any existing 15-minute express stations. Bringing policies up-to-date should eliminate conflict at the front desk. Voting on the policy was moved to the end of the meeting.

Mr. Firestine is in the process of reviewing all other policies to make up-to-date changes if needed. He will bring to the Board for approval.

Holiday Closings: The Board reviewed the 2018 RPL Holiday Schedule, which follows the City of Richmond’s days off. Mr. Firestine corrected the Staff Development Day to be Monday, October 8, 2018.

The Board had an in-depth discussion of the library should or should not follow the City’s four consecutive days closed during the Christmas holiday and January 1-2 for the 2018 New Year’s holiday. A vote was moved to the end of the meeting.

Integrated Library System (ILS): Mr. Firestine presented an estimated timeline for an ILS Request for Proposal (RFP). This RFP is for updating the Library’s existing vendor software or go with a new vendor.

Payment Card Industry (PCI) Data Security Standards: The City is not PCI compliant, because it does not have a secure network to process payment. DIT and Finance will meet in January 2018 with the other agencies to discuss becoming PCI compliant. PCI compliant will allow the Library to accept credit card payments.

Edge Survey – Urban Library Council: Mr. Dishon is putting a committee together and will bring updates to the Board when applicable.

BOARD COMMITTEE REPORTS

Chairman	<p>Ms. Zwirner: Attended the Development Committee meeting on November 16, 2017. This was the first meeting of the new Committee. Waiting back to hear from Mr. Firestine on the CIP, then the Committee will focus on new direction to pursue.</p> <p>Would like to prepare a demo or some type of presentation for District Meetings. Ms. Zwirner will contact district representatives and coordinate with Branch Managers to see what they are doing for the various district meetings; not to duplicate efforts.</p>
Finance	Continuing to prepare for the 2019 Proposed Budget. Budget input is due December 8, 2017.
Facilities	No report given.
Governance	Mr. Lydiard – Mr. Butterfield and Mr. Yates’ first term ends June 30, 2018. By-laws are consistent with other libraries.

UNFINISHED BUSINESS

None

NEW BUSINESS

All voting items were moved to the end of the meeting:

1. Computer and Acceptable Internet Use Policy:
 - **Motion:** Change wording of the Computer and Acceptable Internet Use Policy by removing: (1) “and in good standing” and “Use of the 15 minute express stations does not count against the daily session limit” to bring policy current.
 - **Motion by David Lydiard, Second by Tanya Francis – Approved Unanimously.**
2. Holiday Closings:
 - **Motion:** RPL will follow the City of Richmond’s holiday closings to include: Half day on December 22, full day, December 23 in observance of Christmas Eve, December 24 – Broad Rock closed, December 25 for Christmas and December 26 in observance of Christmas.
 - **Motion by Kevin Butterfield, Second by Daisy Weaver – Vote: 5 Yea 2 Nay – Approved.**
3. Proposed Meeting Dates and Locations:
 - **Motion:** Approve the meeting dates with the following location changes: (1) May 23, 2018, from Main Library to Westover Hills Branch and (2) July 25, 2018, from Main Library to East End Branch.
 - **Motion by Daisy Weaver, Second by Tayna Francis – Approved Unanimously.**

There being no further business, the meeting was adjourned at 1:07 p.m. by unanimous consensus by the Library Board of Trustees present. The next meeting will be held on Wednesday, January 24, 2018, 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

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

ACCOUNT	DESCRIPTION	Budget	Actual Expended 31-Dec-17	% Spent	Balance Available 31-Dec-17
60000	SALARIES - FULL TIME	\$ 2,912,256	\$ 1,173,673	40.3%	\$ 1,738,583
61000	SALARIES - PART TIME	\$ 117,483	\$ 115,380	98.2%	\$ 2,103
62000	SALARIES - TEMPORARY	\$ -	\$ 13,103	0.0%	\$ (13,103)
63000	FICA	\$ 192,960	\$ 82,070	42.5%	\$ 110,890
63001	RET CON RSRS	\$ 614,508	\$ 274,047	44.6%	\$ 340,461
63002	MEDCARE FICA	\$ 45,113	\$ 19,194	42.5%	\$ 25,919
63003	GROUP LIFE	\$ 26,294	\$ 7,859	29.9%	\$ 18,435
63006	H/C ACT TEMP	\$ 493,826	\$ 235,221	47.6%	\$ 258,605
63008	STATE UNEMPLOYMENT	\$ -	\$ -	0.0%	\$ -
63011	HEALTH SAVINGS	\$ -	\$ -	0.0%	\$ -
64104	EDUCATION PAY	\$ -	\$ -	0.0%	\$ -
64105	BONUS PAY	\$ 66,587	\$ 64,773	0.0%	\$ 1,814
	Personnel Expenses	\$ 4,469,027	\$ 1,985,320	44.4%	\$ 2,483,707
71141	BOOKS	\$ 424,741	\$ 282,249	66.5%	\$ 142,492
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 6,953	\$ 7,613	109.5%	\$ (660)
72122	MAGS & NEWSPAPER	\$ 36,659	\$ 3,614	9.9%	\$ 33,045
	Collection Development	\$ 468,353	\$ 293,475	62.7%	\$ 174,878
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	\$ 226,326	33.2%	\$ 455,981
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	\$ 372	15.4%	\$ 2,041
70551	SECURITY	\$ 296,495	\$ 57,860	19.5%	\$ 238,635
70552	CONTRACT AND TEMP PERSONNEL	\$ 25,000	\$ 22,466	89.9%	\$ 2,534
71012	OFFICE STATIONARY SUPPLIES	\$ 9,206	\$ 923	10.0%	\$ 8,283
71016	ADVERTISING	\$ -	\$ (100)	0.0%	\$ 100
71143	LIBRARY OPERATING SUPPLIES	\$ 17,951	\$ 6,332	35.3%	\$ 11,619
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	\$ 23,755	94.6%	\$ 1,354
72153	EQUIPMENT	\$ 12,193	\$ 7,503	0.0%	\$ 4,690
73104	BANK FEES	\$ -	\$ -	0.0%	\$ -
76119	PAGERS	\$ -	\$ 50	0.0%	\$ (50)
77103	FUEL-D/O VEHICLE	\$ 2,555	\$ 696	27.2%	\$ 1,859
77104	VEHICLE MONTHLY STANDING	\$ 676	\$ 206	30.4%	\$ 470
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	\$ 361,465	32.4%	\$ 753,118
	TOTAL GENERAL FUND	\$ 6,051,964	\$ 2,640,260	43.6%	\$ 3,411,703

RICHMOND PUBLIC LIBRARIES - General Fund Budget

Monthly Budget Report

December 31, 2017

<u>General Fund Revenue</u>	<u>FY2017-18 Budget</u>	<u>FY2017-18 Actual YTD</u>	<u>% Recognized</u>	<u>Unrecognized</u>
Last and Damage Books	\$ 21,782	\$ 5,727	26%	\$ 16,055
Overdue Book Fines	\$ 66,121	\$ 22,864	35%	\$ 43,257
Reservation - Book Records	\$ 500	\$ 230	46%	\$ 270
Room Rental Fees	\$ 300	\$ -	0%	\$ 300
Sales Copy Centers	\$ 17,476	\$ 7,765	44%	\$ 9,711
State Library Aide	\$ 170,000	\$ -	0%	\$ 170,000
	<u>\$ 276,179</u>	<u>\$ 36,587</u>	13%	<u>\$ 239,592</u>

General Fund Operating

	<u>FY2017-18 Budget</u>	<u>FY2017-18 Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
Personnel	\$ 3,096,326	\$ 1,366,929	44%	\$ 1,729,397
Fringes	\$ 1,372,701	\$ 618,391	45%	\$ 754,310
Books/Materials	\$ 468,353	\$ 293,475	63%	\$ 174,878
Operating Expenses	\$ 1,114,584	\$ 361,465	32%	\$ 753,118
Total	\$ 6,051,964	\$ 2,640,260	44%	\$ 3,411,703

Encumbrances YTD \$ 288,889

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	\$ 55,595	53%	\$ 49,405
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%	\$ -
	<u>\$ 652,170</u>	<u>\$ 55,595</u>	9%	<u>\$ 596,575</u>

<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	\$ 208,863	\$ 103,120	49%	\$ 105,743
00308 - Verizon E-Rate Grant	\$ 49,626	\$ 15,695	32%	\$ 33,931
00309 - Public Law Library	\$ (837,503)	\$ 271,535	-32%	\$ (1,109,038)
Personnel		\$ 23,834		
Fringes		\$ 6,833		
Books/Materials		\$ 236,030		
Operating Expenses		\$ 4,738		
00311 - Gates Foundation	\$ 12,576	\$ -	0%	\$ 12,576
00312 - RPL Foundation	\$ 5,500	\$ 23,280	423%	\$ (17,780)
00313 - Friends of the RPL	\$ 40,023	\$ 4,609	12%	\$ 35,414
	<u>\$ (520,915)</u>	<u>\$ 418,239</u>	<u>-80%</u>	<u>\$ (939,154)</u>

Encumbrances YTD \$ 143,869

Director's Report

January 2018

Director Activities December 6 – January 15, 2017:

December 11	Richmond City Council
December 15	Capital Area Library Director's meeting
December 23-25	Library closed for Christmas holiday
January 1-2	Library closed for New Year's holiday
January 5	Capital Area Library Director's meeting
January 8	Richmond City Council Meeting
January 10	CIP review
January 10	DIT project review of SIRSI RFP

Staff Update: Youth Services Associate I's hired Heather Mire at Westover Hills, Anne Hayes at East End, Lisa Koleszar at Broad Rock. Jonah Butler and Jewel Murray were hired to be Library Assistant II's at West End. Patty Parks will be the Outreach and Engagement Librarian fulfilling a goal in the 2016-2021 RPL Strategic Plan.

Envisionware E-payment update: Finance and DIT have approved the library to proceed with electronic payment project. There were network security concerns that delayed the project. Those concerns 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 online through the library catalog. Our goal is to test at Main by the beginning of February.

SIRSI RFP update: On January 10 a DIT project committee reviewed the SIRSI RFP request and approved it to be moved forward and endorsed by City DIT. Procurement is processing the RFP.

Homeward Pilot Project: RPL will work with Homeward to address needs of the homeless patrons at the Main Library. Homeward has provided the Main Library with a locked mobile telephone charger. Patrons may safely charge their phones in a locker. At the charger station there will be information to connect those with Housing Crisis Line which is a service to help homeless. Homeward will provide funding to have the services of a social worker in the library to help identify and get people in need of services help.

Mary Morton Parsons Special Funds Request: On January 8, 2018 Richmond City Council approved the ordinance authorizing the funds be received from the Foundation into City Special Funds.

CIRCULATION

Location	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % change
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	0	0	0	0	0	0	51446	-49%
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	0	0	0	0	0	0	22932	-12%
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	3561	3420	2945	3029	3463	2981	3529	4977	3515	3460	43843	
	FY18	3635	3481	3033	2948	2632	2281	0	0	0	0	0	0	18010	-33%
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	0	0	0	0	0	0	31063	-16%
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	0	0	0	0	0	0	14360	-40%
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	0	0	0	0	0	0	58064	-17%

CIRCULATION

Location	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % change
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	0	0	0	0	0	0	19180	-27%
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	0	0	0	0	0	0	34343	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	6933	6324	0	0	0	0	0	0	44908	-14%
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	0	0	0	0	0	0	25329	-1%
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	0	0	0	0	0	0	319635	-4%

New Patron Cards													
FY2018	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Belmont	175	164	186	105	91	90	0	0	0	0	0	0	811
Broad Rock	155	163	154	169	123	115	0	0	0	0	0	0	879
East End	127	129	118	90	89	64	0	0	0	0	0	0	617
Ginter Park	118	151	121	111	109	84	0	0	0	0	0	0	694
Hull Street	120	116	96	119	93	76	0	0	0	0	0	0	620
Main	303	407	480	277	213	199	0	0	0	0	0	0	1879
North Ave	97	109	116	121	88	84	0	0	0	0	0	0	615
West End	0	76	159	125	102	87	0	0	0	0	0	0	549
Westover Hills	156	173	143	112	110	72	0	0	0	0	0	0	766
Total	1251	1488	1573	1229	1018	871	0	0	0	0	0	0	7430
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	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	1566	974	918	1125	958	2591	890	1597	1540	12159
Branch Total FY 2017	3167	2446	2165	2523	2214	4652	2165	2225	2870	24427
Average	131	81	77	94	80	216	74	133	128	1013

Programs	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	TOTAL
FY2018													
Belmont													
Adult Pgrms	13	18	16	18	18	13							96
Adult Attend	67	110	56	62	78	39							412
Young Adult Pgrms	1	1	0	2	0	0							4
Young Adult Attend	0	7	0	0	0	0							7
Juv Pgrms	25	24	18	40	32	19							158
Juv Attend	529	504	423	785	578	337							3,156
Total Attend	596	621	479	847	656	376	0	0	0	0	0	0	3,575
Total Pgrms	39	43	34	60	50	32	0	0	0	0	0	0	
Broad Rock													
Adult Pgrms	12	11	21	27	28	19							118
Adult Attend	109	144	93	216	129	76							767
Young Adult Pgrms	1	1	0	0	1	0							3
Young Adult Attend	25	45	0	0	0	0							70
Juv Pgrms	23	18	18	20	17	14							110
Juv Attend	289	94	57	86	80	40							646
Total Attend	423	283	150	302	209	116	0	0	0	0	0	0	1,483
Total Pgrms	36	30	39	47	46	33	0	0	0	0	0	0	231
East End													
Adult Pgrms	10	12	11	9	14	14							70
Adult Attend	116	113	169	149	164	130							841
Young Adult Pgrms	1	0	3	1	1	3							9
Young Adult Attend	12	0	75	17	3	28							135
Juv Pgrms	6	5	3	5	4	8							31
Juv Attend	170	343	525	263	63	133							1,497
Total Attend	298	456	769	429	230	291	0	0	0	0	0	0	2,473
Total Pgrms	17	17	17	15	19	25	0	0	0	0	0	0	110

Computer Use (Cont'd)	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
West End Workstation	0	0	625	775	540	672	0	0	0	0	0	0	2,612
WIFI	0	0	320	396	374	0	0	0	0	0	0	0	1,090
Westover Hills Workstation	1504	0	1666	1693	1474	1648	0	0	0	0	0	0	7,985
WIFI	0	0	666	775	483	0	0	0	0	0	0	0	1,924
TOTALS FY18	16815	21725	22930	24159	20415	21066	0	0	0	0	0	0	126,110
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



POLICY

SECTION: 5.1.a

SUBJECT: Library Card Registration

Issuing Library Cards:

Customers residing in the City of Richmond and surrounding counties (see list below) are eligible to register for a library card free of charge upon furnishing the required identification. The library card may be used interchangeably at all public libraries in the City of Richmond.

- The library provides the initial library card free of charge. If a card is lost or stolen, the customer must show a picture ID and pay \$1.00 replacement fee for another library card.
- The Library Card does not expire, but information is checked for accuracy at least once yearly.

By completing a registration each adult and/or child's guardian/parent acknowledges he/she is responsible for the use of his card, for materials charged upon it, for all fines incurred, and for the loss, processing fee and damage of the materials charged upon it.

~~Customers borrowing materials for the first time shall be limited to 2 items for adults and 2 items for children. A first time borrower is one who has no library card from the Richmond Public Library and who has no record in the circulation system of previously having a card.~~

~~Generally one member of a family is not deprived of the privilege of borrowing library books because another member has a delinquent record. Exceptions are made in extreme cases of delinquency, the handling of which is left to the discretion of the Branch Manager or Circulation Department Head.~~

Every registration for a library card is to be signed. Acknowledgement and responsibility of all library policy for lending is confirmed on the electronic application or by signature of the back of the library card.

Eligibility for Free Library Cards:

Residents of the City of Richmond, and residents of the following additional jurisdictions are eligible to register for a free library card at Richmond Public Library:

- | | | |
|---------------------|---------------------|----------------------|
| Charles City County | Henrico County | Powhatan County |
| Chesterfield County | Hopewell City of | Prince George County |
| Dinwiddie County | King William County | Williamsburg City |
| Goochland County | New Kent County | |
| Hanover County | Petersburg City | |

Employees of the City of Richmond are also eligible to register for a free library card, regardless of residence, upon showing their current City of Richmond photo identification badge.

Registration:

When a customer applies for a library card, he/she is entered as an Adult, Young Adult or Juvenile customer in the circulation system.

Adult registration: Adult registrants must present proof of residency in the City of Richmond or in the jurisdictions indicated below at the time of registration. One form of identification must be provided: 1) A ~~current~~ Picture identification card with current address must be provided, OR 2) a ~~current~~ Picture identification card plus another document with the current address on it (one example is utility bill) is required for adults.

The following are examples of acceptable documents:

Photo identification from an official source:

- Valid Driver's License Valid Virginia ID card
- Military Identification
- Passport

Proof of residential address:

- Checks with names and address printed on them
- Utility bill in your name
- DMV Address verification postcard
- Virginia Voter's registration card
- Cancelled mail in your name and address dated within the last 30 days
- Employment or Insurance ID with address

Registrants who use a post office box as a primary address must still show proof of a current home address.

Young Adult registration: Young adult library cards will be issued to students age 14-17 years of age. Young adult registrants must have be accompanied by a parent, guardian or other eligible adult willing to assume responsibility for use of the library card and for payment of fines and lost/damaged materials charges, and who has the required identification. ~~A registration card must be completed (front and back) and signed by a parent/guardian.~~

Juvenile registration: Juvenile registrants (age 13 and under) must be accompanied by a parent, guardian or other eligible adult willing to assume responsibility for use of the library card and for payment of fines and lost/damaged materials charges and who has the required identification. ~~A registration card must be completed (front and back) and signed by a parent/guardian.~~

Additional Library Card Types:

PC Guest Card:

PC Guest user registration is designated only for those individuals not eligible for a free library card and is only for use of public access computers. PC Guest card expire in ninety days, and are renewable. PC Guest Users must present a current photo ID.

~~When this card expires, the borrower must show proof of a local address to register for a regular library card, or must purchase a Fee or Deposit Card in order to continue computer use privileges.~~

Fee Card:

Temporary cards issued to nonresidents who live outside the City of Richmond and surrounding counties at a cost of \$15.00. The duration of a fee card is one year.

Deposit Card

~~Cards issued for a period of 90 days to nonresidents who live outside the City of Richmond and surrounding counties at a cost of \$25.00. When the card is surrendered at the end of 90 days, the borrower will receive a refund of \$20.00 providing all materials have been returned and fines paid.~~

e-Card:

An e-Card is for Richmond residents and surrounding counties who have never had a library card and only want to use online services. The e-Card allows users to borrow electronic books, magazines, audiobooks, videos, online resources and computer workstations in the library. E-Card may place materials on hold remotely. In order to check out an item, the e-Card will be converted to a regular library card.

Business Card:

Cards issued to companies or organizations that would like to register for a library card. The request must be submitted in writing on company/business letterhead and must include the names of the individuals in the organization who are authorized to use the card.

~~The number of authorized users should be limited to six. One person must be designated as responsible for library materials, and this individual must sign the letter of request and will be required to fill in the standard library registration form.~~

~~The business card is usually kept on file at the library where the business registered, and only the persons listed on the request letter will be permitted to borrow materials after presenting identification. Established circulation procedures will be followed. It is the responsibility of the business to keep the list of authorized users current, and to see that all materials are returned in accordance with library policy.~~

- ~~1. Businesses requesting books and materials must have a business card on file. Borrowing privileges are in accordance with established Business Card rules. Businesses are limited to 20 items in materials checked out, in accordance with our computer system policy.~~
- ~~2. Businesses or Agency appointee must be responsible for transport of materials to and from the library.~~
- ~~3. The Agency appointee may receive help in selection from subject area librarians or the Collection Development Librarian with advance notice as time and personnel permit.~~

~~Arrangements for supplemental materials for the business/agency must be made through the Collection Development Librarian in accordance with circulation procedures and library book selection policy.~~

One person must be designated as responsible for library materials, and this individual must sign the letter of request and will be required to fill in the standard library registration. That designated person is also responsible any and all use the business card. Established circulation procedures will be followed. Businesses or Agency appointee will be responsible for transport of materials to and from the library.



Temporary Cards for residents of temporary shelters:

Residents of temporary shelters may apply for library cards. Verification of residency must be presented in the form of a letter, on agency letterhead, from the director of the shelter in which the applicant resides. A card will be issued with a limit of two (2) items checked out at any one time for as long as this patron is registered at this address. Add note in borrower record: Temporary resident/2 Item Limit.

*** A Deposit Card may be issued if the patron wishes more than two items at a time: Limit four (4).**

Angel House	3110 Garland
Capital Area Residential Center	7 North 2 nd Street
Caritas Family Shelter	410 East Franklin Street PO Box 25790
Caritas House	1925 Grove Avenue
Center for Prenatal Addiction	217 West Grace Street
Clara Adult Home	1638 West Grace Street
Daily Planet	517 West Grace Street
Elk Hill Group Home	3802 Chamberlayne Avenue
Emergency Shelter Inc. (ESI)	PO Box 5222 2 East Main Street 11 West Main Street
Freedom House—	1201 Hull Street
Good Samaritan	2307 Hull Street
Harriet Tubman House	3900 West Broad Street
Human Resources, Inc.	917 & 919 West Grace Street
Men's Program	1109 Bainbridge Street
Oasis Home	1519 & 1521 Jefferson Davis Highway
Oasis House Children's Services	2918 Chamberlayne Avenue
Offender Aid & Restoration (OAR)	1 North 3 rd Street
Richmond After care	2825 Rady Street
Richmond Community Diversion Incentive	932 West Franklin Street
Richmond Women's Detention Center	7 North 2 nd Street
Rubicon, Inc.	1300 Mactavish Avenue 1411 Bainbridge Street
Rubicon Men's Treatment—	1700 Front Street
Rubicon Women's Treatment	2825 Rady Street
Safe Haven	1509 Porter Street
Salvation Army Family Services	2 W. Grace Street
Salvation Army Rehab Center	2601 Hermitage Road
St. Joseph's Villa	8000 Brook Road
Stepping Stone Group Home	2506 Grove Avenue
The Healing Place	700 Dinwiddie Avenue
United Methodist Family & Children Services	3900 West Broad Street
Women's Program	1109 Bainbridge Street
YWCA	6 North 5 th Street

Adopted: April 20, 2005
 Revised: January 2006
 Revised: September 2006
 Revised: May 2007

Revised: March 2009
 Revised: April 2011
 Revised: February 2012
 Revised: May 2014



POLICY

SECTION: 5.1.a

SUBJECT: Library Card Registration

Issuing Library Cards:

Customers residing in the City of Richmond and surrounding counties (see list below) are eligible to register for a library card free of charge upon furnishing the required identification. The library card may be used interchangeably at all public libraries in the City of Richmond.

- The library provides the initial library card free of charge. If a card is lost or stolen, the customer must show a picture ID and pay \$1.00 replacement fee for another library card.
- The Library Card does not expire, but information is checked for accuracy at least once yearly.

By completing a registration each adult and/or child's guardian/parent acknowledges he/she is responsible for the use of his card, for materials charged upon it, for all fines incurred, and for the loss, processing fee and damage of the materials charged upon it.

Every registration for a library card is to be signed. Acknowledgement and responsibility of all library policy for lending is confirmed on the electronic application or by signature of the back of the library card.

Eligibility for Free Library Cards:

Residents of the City of Richmond, and residents of the following additional jurisdictions are eligible to register for a free library card at Richmond Public Library:

Charles City County
 Chesterfield County
 Dinwiddie County
 Goochland County
 Hanover County

Henrico County
 Hopewell City of
 King William County
 New Kent County
 Petersburg City

Powhatan County
 Prince George County
 Williamsburg City

Employees of the City of Richmond are also eligible to register for a free library card, regardless of residence, upon showing their current City of Richmond photo identification badge.

Registration:

When a customer applies for a library card, he/she is entered as an Adult, Young Adult or Juvenile customer in the circulation system.

Adult registration: Adult registrants must present proof of residency in the City of Richmond or in the jurisdictions indicated below at the time of registration. One form of identification must be provided: 1) Picture identification card with current address must be provided, OR 2) Picture identification card plus another document with the current address on it (one example is utility bill) is required for adults.

The following are examples of acceptable documents:

Photo identification from an official source:

- Valid Driver's License Valid Virginia ID card
- Military Identification
- Passport

Proof of residential address:

- Checks with names and address printed on them
- Utility bill in your name
- DMV Address verification postcard
- Virginia Voter's registration card
- Cancelled mail in your name and address dated within the last 30 days
- Employment or Insurance ID with address

Registrants who use a post office box as a primary address must still show proof of a current home address.

Young Adult registration: Young adult library cards will be issued to students age 14-17 years of age. Young adult registrants must have be accompanied by a parent, guardian or other eligible adult willing to assume responsibility for use of the library card and for payment of fines and lost/damaged materials charges, and who has the required identification.

Juvenile registration: Juvenile registrants (age 13 and under) must be accompanied by a parent, guardian or other eligible adult willing to assume responsibility for use of the library card and for payment of fines and lost/damaged materials charges and who has the required identification

Additional Library Card Types:

PC Guest Card:

PC Guest user registration is designated only for those individuals not eligible for a free library card and is only for use of public access computers. PC Guest card expire in ninety days, and are renewable. PC Guest Users must present a current photo ID.

Fee Card:

Temporary cards issued to nonresidents who live outside the City of Richmond and surrounding counties at a cost of \$15.00. The duration of a fee card is one year.

e-Card:

An e-Card is for Richmond residents and surrounding counties who have never had a library card and only want to use online services. The e-Card allows users to borrow electronic books, magazines, audiobooks, videos, online resources and computer workstations in the library. E-Card may place materials on hold remotely. In order to check out an item, the e-Card will be converted to a regular library card.



Business Card:

Cards issued to companies or organizations that would like to register for a library card. The request must be submitted in writing on company/business letterhead and must include the names of the individuals in the organization who are authorized to use the card.

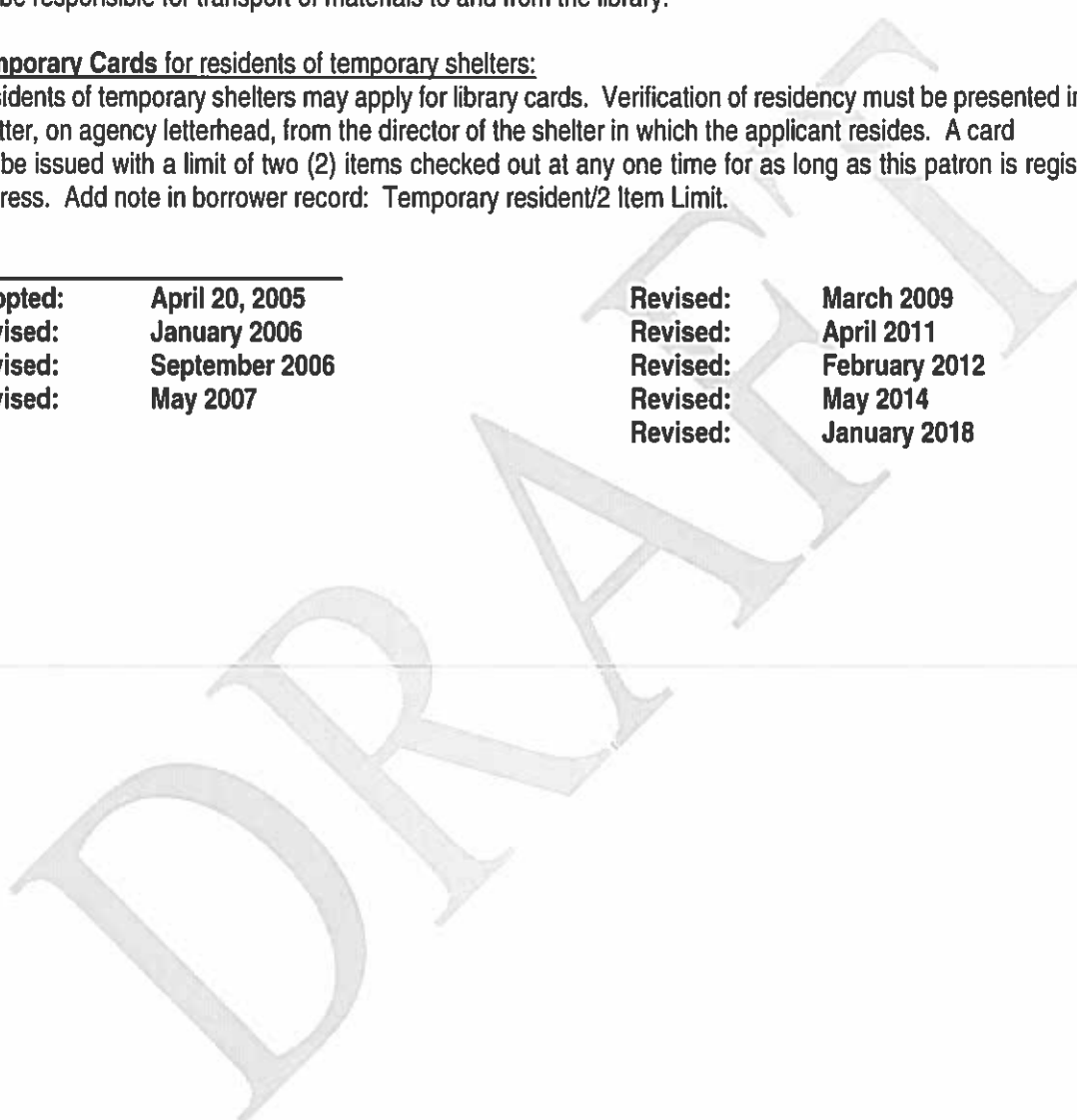
One person must be designated as responsible for library materials, and this individual must sign the letter of request and will be required to fill in the standard library registration. That designated person is also responsible any and all use the business card. Established circulation procedures will be followed. Businesses or Agency appointee will be responsible for transport of materials to and from the library.

Temporary Cards for residents of temporary shelters:

Residents of temporary shelters may apply for library cards. Verification of residency must be presented in the form of a letter, on agency letterhead, from the director of the shelter in which the applicant resides. A card will be issued with a limit of two (2) items checked out at any one time for as long as this patron is registered at this address. Add note in borrower record: Temporary resident/2 Item Limit.

Adopted: April 20, 2005
Revised: January 2006
Revised: September 2006
Revised: May 2007

Revised: March 2009
Revised: April 2011
Revised: February 2012
Revised: May 2014
Revised: January 2018





PROCEDURE

SECTION: 9.1.a

SUBJECT: Meeting Rooms

POLICY GOVERNING USE OF LIBRARY MEETING ROOMS

The mission of the Richmond Public Library is to inform, enrich and empower Richmond's residents, promoting reading and the active use of cultural, intellectual and information resources available through the library. The library's public space is intended for reading and study, and the library's meeting rooms are intended for public programs that meet the purpose of the library's mission.

PROCEDURES FOR RESERVING AND USING MEETING ROOMS

A. Reservations

- Applications for use of a meeting room at the Main Library or computer lab must be submitted to the Administrative Office at the Library's Main Branch at least ~~one (1) week~~ two (2) weeks prior to the proposed meeting date. ~~No reservation shall be confirmed unless (1) payment of a \$20.00 deposit is made at the time the application is submitted for rooms listed on the fee schedule and (2) the application is approved by the Library. However, no deposit is required of federal, state and local government agencies, City of Richmond Public Schools, the City of Richmond Public Library Foundation, the Friends of the Library.~~ Study Rooms may be reserved on a first come, first serve.
- Applications for use of a Branch meeting room must be submitted to the Branch Manager's Office at least ~~one (1) week~~ two (2) weeks prior to the proposed meeting date (~~see branch meeting room policy~~). Applications for branch meeting room use from non-local entities will be forwarded to the Administration Office at the Main Library for approval.
- Reservations can be requested up to one (1) month in advance of the use date. Only one booking per month for a user is allowed at a time.
- The Library should be notified in advance of meeting cancellations.

B. Available Times

- Meeting rooms and computer lab are available for use only during the hours when the library is regularly open.
- All meetings held during normal library hours must conclude no later than fifteen (15) minutes prior to closing, with the exception of the computer lab (30 minutes).
- There is a maximum of four (4) hours use per meeting.
- ~~Conference rooms may be reserved for group study at the Main Library.~~
- The Library may grant exceptions to these time limitations for local government agencies, including the City of Richmond Public Schools, the City of Richmond Public Library Foundation and the Friends of the Library.

C. Fees

~~All applicable fees must be paid on or before the day a group or individual uses a meeting room. Payment shall be in the form of a check made payable to "Richmond Public Library". No group or individual shall be allowed future use of a Library meeting room unless all applicable fees are paid at the time the room is used. Payment for use of the meeting room shall be for the amount listed minus the \$20.00 deposit paid at time of application.~~



1. ~~Programs, Meetings or Activities of Government Agencies~~

~~There shall be no charge for use of meeting rooms by government agencies conducting official department business, including the City of Richmond agencies and City of Richmond Public Schools. Whether the group requesting use of a meeting room qualifies as a government agency shall be determined by the Library. There also shall be no charge for use of meeting rooms by groups affiliated with the Richmond Public Library, including the City of Richmond Public Library Foundation and the Friends of the Library.~~

2. ~~Programs, Meetings or Activities of Non-Profit Groups~~

~~Non-profit groups are defined as those groups that are engaged in charitable, educational, cultural or other civic or humanitarian activities other than profit-making activities. If a non-profit group does not provide a copy of its IRS-501.c.3 statement with the meeting room reservation, the Library will determine whether or not the group qualifies to use the room. The following fees shall apply for use of meeting rooms by non-profit groups:~~

Main Library:

• Conference Room G (Basement Level)	No Charge
• Conference Room A - F (2nd Floor)	No Charge
• Gates Computer Lab (2nd Floor)	No Charge
• Gellman Room (1st Floor)	\$75.00
• Auditorium Annex	\$20.00
• Auditorium	\$150.00
• Auditorium and Annex	\$170.00

Branches:

• All Branch Meeting Rooms During Library	Hours	No Charge
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D. Responsibilities of Meeting Room Users

Each applicant for use of a meeting room or computer lab shall agree to observe and abide by the following regulations:

1. No donations may be solicited in connection with a meeting room nor may meeting rooms be used by any group to sell goods or services. Exceptions to these restrictions may be made by the Library in the case of paid registration or tuition for special classes; institutes, etc. presented in cooperation with the City of Richmond Public Library.
2. Groups or individual instructors may not use the Gates-Computer Lab for commercial purposes, nor may any group using the computer lab charge any fees.
3. Any publicity concerning a meeting or activity to be held in a meeting room must properly identify the sponsoring group or organization. The City of Richmond Public Library shall not be identified as a sponsor, except with its specific written consent.
 - a. The group or organization reserving the annex, auditorium or branch meeting rooms shall be responsible for setting up the room according to its own needs, with the exception of the Gates-Computer Lab. Additional software may not be installed on the Gates- Computer Lab computers or ~~content server~~. The



- group or organization using the room must restore the furniture and the room to the order in which it was found.
- b. No chairs are to be moved in or out of the ~~conference~~ study rooms located on the second floor of the Main Library.
- 4. The Library will provide ~~a microphone~~ limited audiovisual equipment for groups using the Auditorium, provided the group requests the ~~microphone set-up~~ at the time of their room reservation. No other equipment will be provided by the Library, and the microphone is only available in the Auditorium.
- 5. The group or organization reserving the meeting room shall be responsible for any damage caused to the Library premises or Library property.
- ~~6. Smoking is prohibited in all areas of the Library including the meeting rooms and computer lab.~~
- 7. Consumption of food and/or drinks shall not be allowed in meeting rooms, unless the Library has given prior written approval. Consumption of food and/or drinks shall never be allowed in the computer lab.
- 8. The City of Richmond Public Library-Gates Computer Lab does not provide trainers or office supplies such as ~~floppy disks~~ electronic storage, pens, staplers, etc. The computer lab is equipped with a network printer and allows individuals to print at a cost of \$.15 per page in black and white only.
- 9. The City of Richmond Public Library is not responsible for items left behind in meeting rooms or computer lab.
- 10. Individuals participating in the use of a meeting room or the computer lab shall observe and abide by the City of Richmond Public Library's general policies governing conduct in the Library. In compliance with all Virginia laws, users of the Gates Computer Lab shall immediately cooperate with library staff or other authorities enforcing said laws, policies and procedures for access to the internet or other uses of computers and networks. Failure to do so shall result in immediate termination of computer lab use and may result in loss of library privileges or possible legal action.
- 11. **Extraordinary Security Measures:** If the Library Board and City Chief of Police certify that the meeting of a group would require extraordinary security measures, a certificate of insurance in the amount of one million dollars (\$1,000,000.00) naming the "City of Richmond" as the insured will be required before the meeting room reservation will be confirmed.
- 12. Failure of any group to abide by all regulations for the operation of the Library and use of meeting rooms or computer lab may result in a denial of all future requests to use.

E. Cancellations and Refunds

Any group wishing to cancel a reservation must do so at least three (3) days prior to the date of its scheduled meeting. ~~No refund of the application deposit shall be given for cancellations less than three (3) days prior to the scheduled meeting.~~

The Gates Computer Lab will be opened to the public, if the group reserving it hasn't called or arrived within thirty minutes after the scheduled time.

F. Notification of Policies to Applicants

A copy of this "Policy Governing Use of Library Meeting Rooms" shall ~~shall~~ may be given upon request to each applicant requesting use of a meeting room.

Note: *The City of Richmond Public Library reserves the right to abolish or modify this policy at anytime.*

Adopted: February 16, 2005
Revised: May 2007
Revised: October 2007
Reviewed: February 2009

DRAFT



PROCEDURE

SECTION: 9.1.a

SUBJECT: Meeting Rooms

POLICY GOVERNING USE OF LIBRARY MEETING ROOMS

The mission of the Richmond Public Library is to inform, enrich and empower Richmond's residents, promoting reading and the active use of cultural, intellectual and information resources available through the library. The library's public space is intended for reading and study, and the library's meeting rooms are intended for public programs that meet the purpose of the library's mission.

PROCEDURES FOR RESERVING AND USING MEETING ROOMS

A. Reservations

- Applications for use of a meeting room at the Main Library or computer lab must be submitted at the Library's Main Branch at least two (2) weeks prior to the proposed meeting date. Study Rooms may be reserved on a first come, first serve.
- Applications for use of a Branch meeting room must be submitted to the Branch Manager's Office at least two (2) weeks prior to the proposed meeting date. Applications for branch meeting room use from non-local entities will be forwarded to the Administration Office at the Main Library for approval.
- Reservations can be requested up to one (1) month in advance of the use date. Only one booking per month for a user is allowed at a time.
- The Library should be notified in advance of meeting cancellations.

B. Available Times

- Meeting rooms and computer lab are available for use only during the hours when the library is regularly open.
- All meetings held during normal library hours must conclude no later than fifteen (15) minutes prior to closing, with the exception of the computer lab (30 minutes).
- There is a maximum of four (4) hours use per meeting.
- The Library may grant exceptions to these time limitations for local government agencies, including the City of Richmond Public Schools, the City of Richmond Public Library Foundation and the Friends of the Library.

D. Responsibilities of Meeting Room Users

Each applicant for use of a meeting room or computer lab shall agree to observe and abide by the following regulations:

1. No donations may be solicited in connection with a meeting room nor may meeting rooms be used by any group to sell goods or services. Exceptions to these restrictions may be made by the Library in the case of paid registration or tuition for special classes; institutes, etc. presented in cooperation with the City of Richmond Public Library.
2. Groups or individual instructors may not use the Computer Lab for commercial purposes, nor may any group using the computer lab charge any fees.

3. Any publicity concerning a meeting or activity to be held in a meeting room must properly identify the sponsoring group or organization. The City of Richmond Public Library shall not be identified as a sponsor, except with its specific written consent.
 - a. The group or organization reserving the annex, auditorium or branch meeting rooms shall be responsible for setting up the room according to its own needs, with the exception of the Computer Lab. Additional software may not be installed on the Computer Lab computers. The group or organization using the room must restore the furniture and the room to the order in which it was found.
 - b. No chairs are to be moved in or out of the study rooms located on the second floor of the Main Library.
4. The Library will provide limited audiovisual equipment for groups using the Auditorium, provided the group requests the set-up at the time of their room reservation. No other equipment will be provided by the Library, and the microphone is only available in the Auditorium.
5. The group or organization reserving the meeting room shall be responsible for any damage caused to the Library premises or Library property.
6. Consumption of food and/or drinks shall not be allowed in meeting rooms, unless the Library has given prior written approval. Consumption of food and/or drinks shall never be allowed in the computer lab.
7. The City of Richmond Public Library Computer Lab does not provide trainers or office supplies such as electronic storage, pens, staplers, etc. The computer lab is equipped with a network printer and allows individuals to print at a cost of \$.15 per page in black and white only.
8. The City of Richmond Public Library is not responsible for items left behind in meeting rooms or computer lab.
9. Individuals participating in the use of a meeting room or the computer lab shall observe and abide by the City of Richmond Public Library's general policies governing conduct in the Library. In compliance with all Virginia laws, users of the Computer Lab shall immediately cooperate with library staff or other authorities enforcing said laws, policies and procedures for access to the internet or other uses of computers and networks. Failure to do so shall result in immediate termination of computer lab use and may result in loss of library privileges or possible legal action.
10. **Extraordinary Security Measures:** If the Library Board and City Chief of Police certify that the meeting of a group would require extraordinary security measures, a certificate of insurance in the amount of one million dollars (\$1,000,000.00) naming the "City of Richmond" as the insured will be required before the meeting room reservation will be confirmed.
11. Failure of any group to abide by all regulations for the operation of the Library and use of meeting rooms or computer lab may result in a denial of all future requests to use.

E. Cancellations and Refunds

Any group wishing to cancel a reservation must do so at least three (3) days prior to the date of its scheduled meeting.

The Computer Lab will be opened to the public, if the group reserving it hasn't called or arrived within thirty minutes after the scheduled time.

**F. Notification of Policies to Applicants**

A copy of this "Policy Governing Use of Library Meeting Rooms" may be provided upon request to each applicant requesting use of a meeting room.

Note: *The City of Richmond Public Library reserves the right to abolish or modify this policy at anytime.*

Adopted:	February 16, 2005
Revised:	May 2007
Revised:	October 2007
Reviewed:	February 2009
Revised:	January 2018

DRAFT



POLICY

SECTION: 5.2.a

SUBJECT: Library Card Renewal

Richmond Public Library patrons with an up-to-date library card can check out library material. Regular status library cards have no expiration date, but user information will be verified for accuracy on a yearly basis.

If patron's record is clear (no unpaid fines, lost books, etc.) that patron should be VERIFIED without requiring patron to furnish proof of address. New or changed information should be verified and entered in Borrower Services. If patron's record is not clear, patron must pay off all fines, fees, etc. to a \$4.99 \$9.99 balance before card information is verified. An exception occurs when there has been a collection referral. In this instance, the patron's card must be cleared entirely before privileges are reinstated.

The following special status library cards have expiration dates:

- Regular Card: with 3-years of inactivity
- PC Guest Card: 90 30 days
- e-Card: with 1-year of inactivity
- Fee Card: 1-year (expiration manually entered)
- ~~Deposit Card: 90 days (expiration manually entered)~~
- Temporary Resident (TP) Cards: 1-year

Approved: April 20, 2005
Revised: May 2007
Reviewed: February 2012
Revised: March 2014



POLICY

SECTION: 5.2.a

SUBJECT: Library Card Renewal

Richmond Public Library patrons with an up-to-date library card can check out library material. Regular status library cards have no expiration date, but user information will be verified for accuracy on a yearly basis.

If patron's record is clear (no unpaid fines, lost books, etc.) that patron should be VERIFIED without requiring patron to furnish proof of address. New or changed information should be verified and entered in Borrower Services. If patron's record is not clear, patron must pay off all fines, fees, etc. to a \$9.99 balance before card information is verified. An exception occurs when there has been a collection referral. In this instance, the patron's card must be cleared entirely before privileges are reinstated.

The following special status library cards have expiration dates:

- Regular Card: with 3-years of inactivity
- PC Guest Card: 90_days
- e-Card: with 1-year of inactivity
- Fee Card: 1-year (expiration manually entered)
- Temporary Resident (TP) Cards: 1-year

Approved: April 20, 2005

Revised: May 2007


Reviewed: February 2012

Revised: March 2014

Revised: January 2018



PROPOSED REVISION

 <p style="text-align: center;">POLICY</p>	<p>SECTION: 4.2.a</p> <p>SUBJECT: Rules and Regulations for Conduct in Library and on Library Property</p>
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Richmond Public Library is committed to providing safe and welcoming environments for all patrons. The following rules protect the rights and safety of library patrons and staff members, and preserve and protect the library's materials, facilities and property.

Definitions and scope

These rules shall apply to all buildings, interior and exterior, and all grounds controlled and operated by Richmond Public Library (such buildings and grounds are hereafter referred to as the "premises") and to all persons entering in or on the premises.

Listed below are the library's rules. Library and security personnel will determine whether a particular behavior is prohibited by the rules. People who violate the rules may be asked to leave the premises and excluded from all library premises for the period of time listed below, by authority of Richmond Public Library Director on behalf of the Library Board of Trustees.

Library rules

Any person who violates one or more of rules 1 through 5 while in or on library premises will be asked to leave immediately and excluded from all Richmond Public Library premises without first being given a warning.

Any person so excluded shall lose all library privileges for a period of up to three years, and the incident may be reported to the appropriate law enforcement agency.

1. Committing or attempting to commit any activity that would constitute a violation of any federal, state or local criminal statute or ordinance.
2. Directing a specific threat of physical harm against an individual, group of individuals or property. Violation of this rule will result in a minimum exclusion of one year.
3. Engaging in sexual conduct, including, but not limited to, the physical manipulation or touching of a person's sex organs through a person's clothing in an act of apparent sexual stimulation or gratification.
4. Being under the influence of any intoxicating liquor or controlled substance.
5. Possessing, selling, distributing or consuming any alcoholic beverage (except as allowed at a library approved event).

Any person who violates one or more of rules 6 through 20 while in or on library premises will be given up to one warning at the discretion of library staff; then the person will be asked to leave the premises for the day. If the violation involves threatening behavior or behavior that is significantly disruptive, then the person may be excluded for a longer period.

Subsequent offenses by that person will result in that person being asked to leave library premises and excluded from all Richmond Public Library premises. Any person so excluded shall lose all library privileges for a period of up to one year.

6. Engaging in conduct that disrupts or interferes with the normal operation of the library, or disturbs library staff or patrons, including, but not limited to, conduct that involves the use of abusive or threatening language or gestures, conduct that creates unreasonable noise, or conduct that consists of loud or boisterous physical behavior or talking.

7. Using library materials, equipment, furniture, fixtures or buildings in a manner inconsistent with the customary use thereof; or in a destructive, abusive or potentially damaging manner; or in a manner likely to cause personal injury to the actor or others.

8. Not following the reasonable direction of a library staff member or library security officer.

9. Soliciting, petitioning, canvassing or distributing written materials inside a library building, including the doorway or vestibule of any such library building or in a manner on the library premises that unreasonably interferes with or impedes access to the library.

10. Interfering with the free passage of library staff or patrons in or on the library premises, including, but not limited to, sitting or lounging on the floor when not actively browsing shelves or participating in library programs.

11. Using personal belongings in a manner that interferes with the operation of library facilities. Leaving personal belongings unattended. Placing personal belongings on, against, or within buildings, walkways, furniture, equipment, or fixtures in a manner that impedes library staff or patron use of the library facility.

12. Bringing bicycles or other similar devices inside library buildings, including, but not limited to, vestibules or covered doorways.

13. Operating roller skates, skateboards or other similar devices in or on library premises.

14. Parking vehicles on library premises for purposes other than library use. Vehicles parked in violation of this rule may be towed at the owner's expense.

15. Smoking, any use or preparation of tobacco, or any use or preparation of vaping devices or substances. Smoking is prohibited within 20 feet of library entrances and exits.

16. Consuming food on library premises (except at library-approved events or designated areas), or possessing food or drink that creates a potential nuisance because of odor, garbage or spills. Beverages in covered containers are allowed. No food or drink of any kind is allowed inside the Special Collections at the Main Library.

17. Bringing animals inside library buildings (with the exception of service animals recognized by the Americans with Disabilities Act and animals allowed at library-approved events), or leaving an animal tethered and unattended on library premises. Pets in Library Park must be on a leash and owners must clean up after their pets.

18. Violating the library's rules for acceptable use of the internet and library public computers, which are posted at every public computer.

19. Removing Library materials from the premises without following established lending procedures is prohibited.

20. Taking library materials into restrooms if the materials have not been checked out.

Any person who violates one or more of rules 21 through 24 while in or on library premises will be given up to two warnings at the discretion of library staff; then the person will be asked to leave the premises for the day. Subsequent offenses by that person will result in that person being asked to leave the premises and excluded from all Richmond Public Library premises. Any person so excluded shall lose all library privileges for a period of up to six months.

21. Sleeping or appearing to sleep in or on library premises.

22. Improperly using library restrooms, including, but not limited to, bathing, shaving or washing hair.

23. Using phones or other personal electronic equipment at a volume that disturbs others.

24. Leaving one or more children under the age of eleven, who reasonably appear to be unsupervised or unattended, anywhere in or on library premises.

Any person who violates one or more of rules 25 through 29 while in or on library premises will be excluded from the premises until the problem is corrected.

25. Entering or remaining upon library premises without wearing shoes or sufficient clothing.

26. Disturbing others because of odor.

27. Entering or remaining upon library premises with belongings that cannot be carried in a single trip and stored under a library chair or table without disturbing others.

28. Entering or remaining upon library premises with an unauthorized weapon as defined by Virginia State Code.

29. Carrying concealed weapons is prohibited, except as permitted by Virginia State Law.

Repeat and multiple offenses

People who violate any library rule after having been excluded for one or more library rule violations may face a longer exclusion than indicated in this document.

Patrons need not violate the same rule to be subject to stricter enforcement and may not be warned that their behavior is inappropriate before being excluded.

See also Policy 4.7 Supervision of Children

See also Policy 6.1 Computer and Acceptable Internet Use

Adopted: February 2012
Revised: January 24, 2018

PREVIOUS POLICY

<p>POLICY</p>	<p>SECTION: 4.2.a</p> <p>SUBJECT: Rules and Regulations for Conduct in Library and on Library Property</p>
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The Library is to be used for education, reading, use of library resources and library sponsored activities. Patrons shall be engaged in activities consistent with the intended use of the library. Patrons not engaged in the intended uses, such as reading, studying, using library materials, or participating in library sponsored activities, may be asked to leave the building.

Library Staff have the authority to maintain order, insure the safety of staff and customers, and enforce these and other regulations. Directives given by Library Staff must be followed.

In order to provide an atmosphere conducive to the appropriate use of library services and library facilities, the Richmond Public Library requires the public to comply with the following rules and regulations:

- Bringing food or beverage in any type of container into the building, or consuming food or beverage in the building, is prohibited.
- Sleeping or putting your head, feet or legs on library furniture is prohibited. Sleeping at any place on library property is prohibited.
- Shoes and shirt must be worn at all times, and clothes must be properly fastened.
- Customers must maintain an acceptable standard of personal hygiene. Customers whose bodily hygiene substantially interferes with other persons shall be required to leave the building.
- Possessing or consuming alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs, is prohibited.
- Smoking or other uses of tobacco in library buildings is prohibited. Smoking is prohibited within 20 feet of library entrances and exits.
- Bringing in more than two book bags, briefcases or school type backpacks is prohibited. No bag can be over 18 inches in length. Plastic bags or garbage bags, and larger bags of any type, including bedrolls or luggage, are prohibited. Shopping carts or grocery carts are prohibited. All bags may be searched by security staff. Bags/packages left outside of library buildings will be discarded.
- Bicycles, skateboards or similar items may not be brought into the library building.
- Using cell phones or other devices for conversation or communication inside the Library is prohibited. Ringers must be set to vibrate or turned off while in the building.
- Verbal or physical abuse, or profanity directed at library customers or library staff will not be tolerated.
- Carrying concealed weapons is prohibited, except as permitted by law.
- Inappropriate use of library computers or equipment is prohibited and will be cause for suspension of computer use. Please see the Computer and Acceptable Internet Use Policy.
- Damaging, destroying, or stealing any Library property or another person's property is prohibited.

- Misuse of rest rooms is prohibited. Rest rooms are for library patrons only. Changing or washing clothes, shaving or bathing is not allowed.
- Taking Library materials into rest rooms is prohibited.
- Removing Library materials from the premises without following established lending procedures is prohibited.

- Selling and/or soliciting for services, money or items is prohibited.
- Distributing or posting printed materials/literature must be approved by the library prior to distribution or posting.
- Bringing animals into the Library other than assistance animals is prohibited. Pets in Library Park must be on a leash and owners must clean up after their pets.
- Using pay phones for extended periods is not allowed. Pay phones are not to be used to receive incoming calls.
- Playing cards or games of any kind, other than games on computers is prohibited.
- Moving tables, chairs or other furniture is prohibited.
- Children's areas are for children and their parents or care providers only.
- Leaving a child ten years of age and under who is unattended by a responsible adult is prohibited. Loud or disruptive children and adults may be asked to leave.
- If computer users need to speak during their computer time, or get up to retrieve print outs or ask the staff for assistance, they should do so as quietly as possible and be considerate of the quiet and privacy that other computer users may need in order to finish their work in the time allotted.
- Skatboarding on library property is prohibited.
- Remaining in the Library after closing time is prohibited.
- Loitering around library buildings is prohibited; trespassing in non-public areas of the library is prohibited.
- Conduct in violation of Federal, State, or local law, ordinance or regulation will be cause for removal from the library, and individuals will be charged and prosecuted.

Failure to comply with the Library's established rules and regulations may result in exclusion from the Library for the day, or permanently, and/or in arrest.

Theft of Library materials is a serious offense and will result in permanent exclusion from the library and arrest.

Communication of threats, physical violence or sexual offenses will result in permanent exclusion.

Trespassers will be arrested and prosecuted.

See also Policy 4.7 Supervision of Children

See also Policy 6.1 Computer and Acceptable Internet Use

Reviewed by City Attorney – February 2012

Adopted: February 2012

Housing Crisis Line

804-972-0813

If you are homeless or will lose housing within the next three days, call the Housing Crisis Line for help and alternatives to emergency shelter.
