

RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES

April 24, 2019

North Avenue Branch Library
2901 North Avenue
Richmond, Virginia 23222

11:45 a.m.



Richmond Public Library Board

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



Library Board of Trustees Meeting

Wednesday, April 24, 2019

11:45 a.m.

A G E N D A

- Call to order:** 11:45 a.m. Mr. Butterfield
- Consent Agenda:** Mr. Butterfield
- Approval of Agenda
 - Approval of Minutes
 - Approval of Pending Gifts
 - Approval of Statistical Report
- Public Comment Period:**
- Reports:** 12:00 p.m.
- Library Friends Ms. DeBoer/Mr. Dishon
 - Library Foundation Ms. Hansen
- Administration Reports:** Mr. Firestine
- Board Committee Reports:** 12:10 p.m.
- Chairman Mr. Butterfield
 - Finance Committee Ms. Weaver
 - Facilities Committee Ms. Zwirner
 - Governance Committee Mr. Lydiard
- Unfinished Business:** 12:30 p.m. Mr. Butterfield
- Materials Security/Inventory
 - Book Discussion-Chapters 4-6
- New Business** 12:40 p.m.
- Adjourn** Mr. Butterfield
- Next Meeting:**
May 22, 2019
Westover Hills Branch Library
1408 Westover Hills Boulevard

Library Board Meeting Minutes - DRAFT
March 27, 2019

PRESENT: Chair Kevin Butterfield, Barbara Burton, Tanya Francis, David Lydiard, Larry Olanrewaju, Daisy Weaver, Gail Zwirner

STAFF: Scott Firestine, Clay Dishon, City Attorney Laura Drewry, Cheryl Clarke, Karin Hansen, Gianna Pack

ABSENT: Vice Chair William Yates, Danita Green, and Friends of the Library Chair Ruth DeBoer

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair Kevin Butterfield at 11:48 a.m. at the Main Library located at 101 East Franklin Street, Richmond, Virginia 23219.

Consent Agenda Amended	Approve the February 27, 2019 meeting minutes, Statistical Reports, and the Pending Gifts Report as submitted. <i>Motion: Gail Zwirner, Second by Larry Olanrewaju – Approved Unanimously.</i>
Public Comment Period	None were present.
REPORTS	
Friends of the Library (FOL)	<p>Clay Dishon on behalf of Ruth DeBoer:</p> <ul style="list-style-type: none"> • Executive Team Meeting – April 3. • Book Sale – April 6-7. Sunday hours will be 1-4P. • Friends of RPL are developing a plan to renovate Main Library Park. Met with Ms. Kyle and a landscape architect to prepare a proposal for consideration to be funded by Friends of the Library. Other architects will also be considered to submit proposals.
Library Foundation	<p>Ms. Hansen:</p> <ul style="list-style-type: none"> • RPL has partnered with the VCU Medical Center Auxiliary and the Arthur Ashe Books 4 Kids program to get the word out about the library and the new Ripple Youth card. The Arthur Ashe Books 4 Kids program gives out over 12,000 books a year to kids in MCV hospital. Volunteers from the group have book carts stocked with new books that kids can pick from and take home. Now, when they choose a book they will also get a library postcard showing off the new Ripple card and letting them know how to get one. They will also get a library bookmark with our locations. • The Foundation is working on grant opportunities. • Working on the RVA Reads Program – Received small gifts that has maintained the purchasing of books. • Foundation members are very excited about the changes going on in the Main Library and using the Mary Morton Parsons Grant funds for the new teen space.

<p>Administration</p>	<p>Highlights and Additions to Director’s Report:</p> <p>Hull Street Branch Library Event: Mr. Firestine went over the program schedule for the March 28 Sculpture Dedication Ceremony at the Hull Street Branch Library. The event will start 10 a.m. The program speakers are the Mayor, Chair Kevin Butterfield, the Artist, and a representative of the Art Committee.</p> <p>Dr. Dorothy Height Historical Highway Marker: The Dr. Dorothy Height markers dedication unveiling ceremony was held Sunday, March 24 beginning at 3:00 p.m. The event started at First Baptist Church of Southside Richmond and end at the historic marker in front of the Hull Street Branch Library. Dr. Height was a great civil rights legion in Richmond. Mr. Firestine and Natalie Draper attended.</p> <p>National Library Week – April 7-13: An ad announcing National Library Week will run in the Style Weekly from March 27 through April 13. There will be several activities going on during National Library Week to include the Mayor reading a proclamation in City Hall on April 8, Ripple attending storytimes at the Branches and Main, a pop up librarian at City Hall, and the young adult author award will be announced. During the week there will be free giveaways.</p> <p>The Friends of the Library is sponsoring a staff bowling event on April 12 at Rich City Roll starting at 6:30 p.m. Mr. Firestine extended an invitation to the Board members.</p> <p>After Mr. Firestine provided his Director’s Report, Mr. Lydiard inquired if there was a report that could be generated on the percentage of lost books each year (i.e., disappears, inventory shrinkage, theft, etc.).</p> <p>Mr. Firestine responded there has not been an inventory in approximately 10 years. A clear inventory would depict what items are still in the library system and what is missing. Using a Unique Management report, Mr. Firestine can produce a report that shows how many items have been checked out, but not returned. Mr. Lydiard stated he would like a most recent Unique Management Report.</p> <p>Ms. Francis expressed her concern that without a true clear inventory, no one can tell if the major loss of materials were due to materials not being returned.</p> <p>After an in-depth discussion on the loss of materials by actual statistical numbers to prove loss, not having an electronic sensor system in place to deter theft, and tracking materials, Mr. Olanrewaju suggested to Mr. Firestine to research “How do we prevent people from taking books home without checking them out from the Library and not having a security system or tracking method”. Ms. Francis inquired if an inventory can be done. Mr. Firestine replied “Yes, an inventory can be done, but it is expensive”. There is also a concern that libraries will need to close during the inventory timeframe.</p> <p>Mr. Olanrewaju asked to table further discussion until the next meeting. He also suggested Mr. Firestine to:</p> <ol style="list-style-type: none"> 1. Create a proposal of what an inventory entails with costs associated during the libraries closing to complete the inventory. 2. Create a cost benefit analysis on the electronic sensors. 3. The Proposal should include all nine libraries. <p>Ms. Zwirner also mentioned to Mr. Firestine to produce the last inventory report if possible.</p>
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BOARD COMMITTEE REPORTS	
Chair	Kevin Butterfield: No Report.
Finance	Daisy Weaver: Ms. Weaver reported there was a brief Finance meeting prior to the Board meeting. Mr. Firestine updated the Committee members on the budget briefing he did for City Council on March 18, sharing the 2018 statistical info-graph. Mr. Firestine mentioned there was an increase in the overall budget due to a major increase in benefits cost and a proposed 3% raise for employees across the board. By way of the budget increases, Library hours will maintain existing hours without increasing hours.
Facilities	<p>Gail Zwirner:</p> <ul style="list-style-type: none"> • HVAC Project/Special Collections Area Update: eTEC Mechanical Corp was awarded the contract and will start work on April 22 with a completion target date of June 6. eTEC Mechanical Corp’s work hours at the Main Library will be 7:30 a.m. to 4:00 p.m., Monday through Friday. • RFP Update: Mr. Firestine reported the RFP was canceled because the RVA Green City Commission sent a letter to the City notifying that the Library was not in compliance with Resolution Number 2008-R152 that “... all new building for facility construction, major renovation or improvement projects undertaken on existing buildings or facilities which exceed 10,000 gross square feet shall meet the Leadership in Energy and Environmental Design (LEED) Green Building Rating System’s Silver rating”. The City’s attorney reviewed the RFP and canceled it. Mr. Firestine also mentioned the RFP process will start from the beginning after the verbiage has been changed to include the LEED Silver Rating.
Governance	David Lydiard: Mr. Lydiard confirmed that there will be three members rotating off the board on June 30, 2019. Those members are: Danita Green, Gail Zwirner, and Larry Olanrewaju.
UNFINISHED BUSINESS	
<ul style="list-style-type: none"> • Members discussed Chapters 2-3 book <i>Palaces for the People</i> by Eric Klinenber. There will be a discussion on Chapters 4-6 for the April 24, 2019 meeting. 	
NEW BUSINESS	
No New Business	

There being no further business, the meeting was adjourned at 12:49 p.m. by unanimous consensus by the Library Board of Trustees present at the meeting. After the meeting was formally adjourned, members of the Board took a brief tour of the Main Library with Mr. Firestine.

The next meeting will be held on Wednesday, April 24, 2019, at 11:45 a.m. at the North Avenue Branch Library, 2901 North Avenue, Richmond, Virginia 23222.

Approved: _____
Mr. Kevin Butterfield, Chair

Recorder: Gianna Pack
RPL Executive Assistant

Director's Report

April 2019

Director Activities for March 28 to April 23, 2019:

March 28	RVAH2O – Internal Stakeholders Meeting
March 28	Hull Street Branch Sculpture Dedication Ceremony
April 1	Budget Work Session 4 Part I Presentations
April 1	City Council Meeting Part II – Amendment Proposals
April 2	Met with Chair Trevor Cox, Foundation Chairperson
April 3	RPL Friends of the Library Board Executive Meeting
April 5-7	Friends of the Library Book Sale
April 7-13	National Library Week
April 8	Budget Work Session 5
April 8	City Hall for National Library Week Proclamation Reading by the Mayor
April 8	Council Meeting
April 9	CIP Governance Process Development Group to Meet with CAO and DCAOs
April 9	Deadline: City Council Submit Proposed Capital Improvement Plan Amendments (Balanced)
April 10	Adult Literacy Meeting
April 10	Richmond Public Library and Eviction Meeting
April 15	Budget Work Session 6: General – Public Meeting
April 16	Met with Dexter Goode, Capital Projects – RPL Main Library Toilet Renovation
April 16	Met with Unique Management – Ms. Erin Knustson and Michael Kuhr
April 16	RVAH2O Technical Stakeholder Meeting
April 17	Jacob Helmboldt, DPW – Bike Share at the Library Discussion
April 17	Staff of the Mayor's Office – Meeting on Adult Literacy Program
April 17	FY19 CAFR (External Audit) Kickoff – City Hall
April 18	Deadline: Council Priority Rankings of Any Other Reductions, Revenues, or Text Amendment Proposals
April 22	Amendment Work Session 1 – Public Meeting and Evening Public Hearing on Budget for Additional Public Input
April 22	City Council Meeting

Hull Street Branch Art Project: The ceremony dedication of the Hull Street Sculpture was at 10:00 a.m. on March 28, 2019. Mayor and the press was in attendance. It was a successful event.

Hiring Update:

- 1 – Library Associate-Web Developer/FTE (Main) – Posting closed April 7
- 1 – Library/Community Services Manager/FTE (Main) – Posting closed April 14
- 1 – Library Associate/FTE (Main) – Posting closed April 14
- 1 – Library Associate/PTE (Main-Audio Visual) – Posting closed April 21
- 1 – Librarian Senior/FTE (Main) – Posting closed April 21
- 1 – Library Technician/FTE (North Avenue) – Posting closed April 14
- 3 – Library Technicians/PTE (Ginter Park, Broad Rock, Belmont) – Posting closed April 14
- 2019 Employee Appreciation Week May 5–11

RFP Update: Due to the cancellation of the RFP for Main Library Facilities Master Plan announced at the March LBOT Meeting, all vendors were informed and submitted proposals were returned. Procurement is in the process to reissue as soon as possible once the City Attorney Legal Department completes a review of the RFP and releases for Procurement to reissue.

Director's Report
April 2019 (Continued)

International Dublin Literary Award 2020 Nominations: The International Dublin Literary Award is presented annually for a novel written in English or translated into English. The award aims to promote excellence in world literature and is sponsored by Dublin City Council, the municipal government of Dublin. The award is now in its 25th year. Nominations are submitted by library systems in major cities throughout the world.

This year, RPL nominations are:

1. *There There* by Tommy Orange
2. *The House of Broken Angels* by Luis Alberto Urrea
3. *Washington Black* by Esi Edugyan

(Nominations in Handout section of the Board Packet)

Homeward: PTE Homeless Resource Specialist position is being advertised and hired by the Daily Planet with Homeward funding the position. This is an outreach connector position to collaborate with Library, Department of Social Services outreach, and other homeless service providers to connect homeless to services that routinely visit the library.

The Community Resource Specialist part-time position was posted on the Daily Planet website: <https://bit.ly/2xxWN4S> (A copy of the job description is in the *Handout section* of the Board Packet).

National Library Week (April 7-13): National Library Week was very successful. Mayor Stoney read the Proclamation at City Hall on April 8 at 10:30 a.m. Ripple did story times at all the Branches throughout the week, and the Librarians participated in a pop-up library at City Hall. We launched the Youth Library Card (*Proclamation in Handout section of Board Packet*).

COMCAST Update (*Correspondence in Handout section of Board Packet*):

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CIRCULATION															
LOCATION	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % Change
Belmont	FY16	10,263	10,897	9,891	9,684	8,546	8,203	7,784	8,963	8,980	8,301	8,208	10,590	110,310	
	FY17	12,068	12,314	9,973	9,766	9,727	9,071	9,709	9,715	10,114	9,238	9,446	10,411	121,552	
	FY18	10,836	10,486	8,290	8,385	7,353	6,096	7,651	7,545	8,099	7,402	7,632	7,864	97,639	-24%
	FY19	8,429	8,074	8,103	7,888	7,303	6,144	7,099	6,630	8,077				67,747	-0.27%
Broad Rock	FY16	5,958	5,859	5,765	5,288	4,905	4,931	4,223	4,448	4,834	4,282	3,336	4,401	58,230	
	FY17	4,883	4,773	4,248	4,706	3,966	3,454	3,729	3,192	3,595	3,377	3,851	4,136	47,910	
	FY18	4,574	4,062	3,726	3,809	3,665	3,096	3,308	2,986	3,132	3,304	2,910	3,289	41,861	-14%
	FY19	3,910	3,609	2,671	3,217	2,505	2,086	2,488	2,801	2,843				26,130	-10%
East End	FY16	4,119	4,565	4,313	3,747	3,411	3,375	3,653	3,286	3,303	3,206	3,822	4,629	45,429	
	FY17	4,572	4,371	3,581	3,420	2,945	3,029	3,463	2,981	3,529	4,977	3,515	3,460	43,843	
	FY18	3,635	3,481	3,033	2,948	2,632	2,281	2,698	2,574	2,838	2,637	2,865	3,325	34,947	-25%
	FY19	2,996	2,648	2,614	2,820	2,587	2,176	2,915	2,451	2,249				23,456	-26%
Ginter Park	FY15	2,942	402	469	481	144	440	405	354	512	586	292	1,238	8,265	
	FY16	6,247	5,924	5,374	5,770	5,031	4,517	4,812	4,582	5,401	4,641	4,868	5,310	62,477	
	FY17	5,751	6,070	5,338	5,152	4,854	3,898	4,327	4,370	4,522	4,653	4,023	5,263	58,221	-7%
	FY19	5,211	5,163	4,864	4,278	3,762	2,812	3,864	3,653	4,408				38,015	-3%
Hull Street	FY16	4,172	3,508	3,727	4,159	3,901	3,776	3,252	3,318	3,280	2,845	3,158	3,459	42,555	
	FY17	3,174	3,245	3,088	3,131	3,400	2,477	2,816	2,962	2,989	2,348	2,766	2,843	35,239	
	FY18	2,947	3,155	2,178	2,106	2,202	1,772	2,218	2,304	2,241	2,034	1,824	2,147	27,128	-30%
	FY19	2,010	2,305	3,323	1,844	1,838	1,852	2,287	1,870	1,854				19,183	-21%
Main	FY16	12,022	11,975	8,749	11,056	10,376	10,221	10,620	11,464	11,338	11,585	11,658	12,075	133,139	
	FY17	12,103	12,264	10,330	10,655	9,611	9,049	9,629	9,600	10,821	8,969	9,826	10,528	123,385	
	FY18	10,304	11,144	9,794	9,946	9,126	7,750	9,149	8,706	9,223	8,069	7,769	8,155	109,135	-13%
	FY19	8,719	8,877	8,655	9,774	9,099	8,202	9,418	8,749	9,621				81,114	4%

CIRCULATION (CONTINUED)

LOCATION	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % Change
North Avenue	FY16	5,048	4,863	4,990	5,133	4,410	4,830	4,300	4,239	4,267	3,927	3,708	4,024	53,739	
	FY17	4,235	4,448	3,768	3,564	3,308	3,260	2,972	2,943	3,186	2,714	3,017	2,985	40,400	
	FY18	3,112	3,455	3,238	3,802	3,011	2,562	3,094	3,328	3,093	2,580	2,271	2,269	35,815	-13%
	FY19	2,979	2,493	2,709	2,918	2,390	2,059	2,604	2,264	2,367				22,783	-31%
West End	FY16	13,330	12,920	11,542	11,076	9,860	9,475	9,940	10,262	10,600	10,194	10,044	6,429	125,672	
	FY17	983	1,070	785	752	628	604	647	568	745	502	591	613	8,488	
	FY18	826	3,012	7,426	8,165	7,940	6,974	7,981	7,390	8,641	8,882	9,802	11,202	88,241	90%
	FY19	11,660	11,438	10,076	10,172	8,539	7,313	9,145	7,434	9,007				84,784	4%
Westover Hills	FY16	9,531	9,735	11,638	8,747	7,425	4,424	7,991	7,874	9,497	8,201	8,610	9,047	102,720	
	FY17	9,530	9,400	8,231	8,065	7,407	7,223	7,564	7,848	8,405	6,798	8,059	8,058	96,588	
	FY18	8,685	8,571	7,262	7,133	6,933	6,324	6,895	6,548	6,576	6,660	6,186	7,501	85,274	-13%
	FY19	8,071	7,787	7,566	7,102	6,120	5,364	7,072	6,155	6,511				61,748	-1%
Econtent	FY16	3,902	4,065	3,902	3,767	3,840	3,701	4,311	3,969	3,916	3,735	3,978	3,787	46,873	
	FY17	4,107	3,770	3,470	3,611	3,568	3,899	3,962	3,701	4,370	4,102	3,906	4,494	46,960	
	FY18	4,676	4,689	4,042	4,125	3,923	3,874	4,566	4,224	4,835	4,935	5,409	5,320	54,618	14%
	FY19	5,985	6,407	5,683	5,581	5,278	5,874	6,375	5,874	6,532				53,589	26%
RPL Total	FY16	56,905	53,327	50,782	49,707	44,861	41,798	45,042	45,928	48,244	45,355	44,784	44,460	571,193	
	FY17	59,644	60,356	53,498	53,685	48,876	46,061	47,568	47,645	51,795	44,958	48,914	54,186	617,186	
	FY18	57,515	60,843	56,558	57,424	54,326	48,350	54,710	52,552	55,906	55,332	53,155	59,017	665,688	7%
	FY19	59,970	58,801	56,264	55,594	49,421	43,882	53,267	47,881	53,469				478,549	-5%

NEW PATRON CARDS													
FY2019	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Belmont	141	148	138	108	88	76	122	75	105				1,001
Broad Rock	155	148	141	136	107	85	126	130	159				1,187
East End	123	121	114	96	102	78	100	107	103				944
Ginter Park	142	151	162	117	68	41	60	46	63				850
Hull Street	95	121	129	64	60	90	98	95	98				850
Main	294	339	341	276	250	192	355	274	341				2,662
North Avenue	116	124	94	90	99	64	93	95	112				887
West End	143	128	95	80	79	41	100	76	94				836
Westover Hills	150	140	114	120	78	94	118	121	100				1,035
Online Reg E-Card	333	302	295	241	186	150	149	131	146				1,933
Total 2019	1,692	1,722	1,623	1,328	1,117	911	1,321	1,150	1,321				10,252
Total 2018	1,251	1,488	1,573	1,229	1,018	871	1,216	1,198	996	1,138	1,067	1,161	14,206

DOOR COUNT FY19	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Belmont	6,612	6,824	6,242	6,544	5,408	4,738	6,278	5,945	6,520				55,111
Broad Rock	7,042	7,205	6,046	7,302	5,356	4,513	5,374	5,678	5,909				54,425
East End	7,418	8,274	7,070	6,668	5,665	5,823	7,026	6,056	6,613				60,613
Ginter Park	6,765	5,940	4,278	4,981	4,189	3,364	4,823	4,350	5,202				43,892
Hull Street	10,678	10,946	9,371	8,486	12,574	5,686	7,241	7,499	8,487				80,968
Main	14,277	15,263	13,877	14,752	13,491	11,006	14,839	14,305	16,479				128,289
North Avenue	6,785	6,946	5,140	5,822	4,422	4,524	4,998	5,179	5,859				49,675
West End	4,778	4,757	4,199	4,495	3,544	3,341	4,439	4,294	4,824				38,671
Westover Hills	6,286	7,256	6,752	7,180	7,608	5,430	8,121	6,953	7,659				63,245
TOTALS FY 2019	70,641	73,411	62,975	66,230	62,257	48,425	63,139	60,259	67,552				574,889
TOTALS FY 2018	62,057	74,617	69,494	70,700	63,466	55,560	63,750	65,351	68,782	69,881	70,586	71,037	805,281
TOTALS FY 2017	72,398	78,366	68,881	69,394	61,547	52,517	49,906	64,911	71,163	64,777	69,506	68,301	791,667

PROGRAMS FY19	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	TOTAL FY19	TOTAL FY18
Belmont														
Adult Programs	29	19	19	23	19	13	27	24	23				196	197
Adult Attend	133	84	57	155	69	60	129	138	132				957	1,071
Young Adult Programs	1	1	1	0	1	1	1	1	1				8	7
Young Adult Attend	0	3	5	0	0	2	0	4	9				23	17
Juvenile Programs	22	4	0	8	6	2	8	6	5				61	243
Juvenile Attend	421	38	0	219	124	44	161	172	132				1,311	4,984
Total Attend	554	125	62	374	193	106	290	314	273				2,291	6,072
Total Programs	52	24	20	31	26	16	36	31	29				265	447
Broad Rock														
Adult Programs	14	5	11	25	33	7	12	29	34				167	265
Adult Attend	63	108	52	213	97	20	62	211	206				1,012	1,310
Young Adult Programs	2	6	5	7	5	3	4	4	3				39	8
Young Adult Attend	11	49	62	89	69	25	55	74	37				471	79
Juvenile Programs	34	18	18	24	15	27	31	22	32				221	244
Juvenile Attend	239	255	134	554	284	124	175	455	227				2,447	2,135
Total Attend	313	412	248	856	450	169	292	740	470				3,950	3,524
Total Programs	50	29	34	56	53	37	47	55	69				430	517
East End														
Adult Programs	32	21	32	28	28	25	19	31	41				257	264
Adult Attend	217	147	178	308	218	213	219	367	347				2,214	2,125
Young Adult Programs	2	0	5	7	4	8	3	8	8				45	12
Young Adult Attend	29	0	25	21	20	23	10	37	25				190	155
Juvenile Programs	16	18	10	12	13	11	3	8	10				101	100
Juvenile Attend	315	85	82	151	113	93	71	41	89				1,040	2,121
Total Attend	561	232	285	480	351	329	300	445	461				3,444	4,401
Total Programs	50	39	47	47	45	44	25	47	59				403	376

PROGRAMS FY19 (CONTINUED)	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	TOTAL FY19	TOTAL FY18
Ginter Park														
Adult Programs	16	10	24	25	23	13	22	35	30				198	190
Adult Attend	216	192	226	288	147	121	226	312	317				2,045	1,741
Young Adult Programs	2	0	0	0	1	0	0	1	1				5	8
Young Adult Attend	29	0	0	0	1	0	0	14	12				56	181
Juvenile Programs	16	8	7	10	7	6	9	8	5				76	197
Juvenile Attend	315	125	35	81	24	48	108	45	21				802	7,788
Total Attend	560	317	261	369	172	169	334	371	350				2,903	9,710
Total Programs	34	18	31	35	31	19	31	44	36				279	395
Hull Street														
Adult Programs	9	7	10	15	4	4	4	8	6				67	104
Adult Attend	64	80	106	164	19	30	69	56	249				837	1,267
Young Adult Programs	10	3	1	2	0	2	1	1	2				22	52
Young Adult Attend	237	15	13	25	0	4	0	5	7				306	446
Juvenile Programs	13	12	11	16	4	4	6	8	7				81	155
Juvenile Attend	682	323	198	261	21	55	156	156	59				1,911	3,782
Total Attend	983	418	317	450	40	89	225	217	315				3,054	5,495
Total Programs	32	22	22	33	8	10	11	17	15				170	311
Main														
Adult Programs	0	0	14	0	0	11	13	13	21				72	358
Adult Attend	0	0	420	0	0	404	626	737	698				2,885	8,986
Young Adult Programs	5	2	1	6	4	3	9	7	5				42	8
Young Adult Attend	46	95	1	108	81	41	152	45	40				609	441
Juvenile Programs	31	0	19	26	0	23	28	24	28				179	169
Juvenile Attend	726	0	373	464	0	495	642	413	391				3,504	4,649
Total Attend	772	95	794	572	81	940	1,420	1,195	1,129				6,998	14,076
Total Programs	36	2	34	32	4	37	50	44	54				293	535

PROGRAMS FY19 (CONTINUED)	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	TOTAL FY19	TOTAL FY18
North Avenue														
Adult Programs	17	13	21	33	21	16	23	29	32				205	313
Adult Attend	244	171	110	271	84	149	167	119	215				1,530	2,796
Young Adult Programs	3	3	1	0	7	6	8	4	7				39	64
Young Adult Attend	11	15	34	0	41	35	26	21	36				219	583
Juvenile Programs	29	18	24	21	39	26	23	24	27				231	297
Juvenile Attend	594	795	329	430	267	519	163	436	472				4,005	4,484
Total Attend	849	981	473	701	392	703	356	576	723				5,754	7,863
Total Programs	49	34	46	54	67	48	54	57	66				475	674
West End														
Adult Programs	10	13	11	16	9	9	15	16	11				110	279
Adult Attend	101	110	81	118	54	49	70	65	115				763	715
Young Adult Programs	2	0	2	2	1	0	1	1	1				10	7
Young Adult Attend	0	0	31	5	0	0	0	0	2				38	109
Juvenile Programs	15	20	15	20	12	15	18	17	22				154	175
Juvenile Attend	288	341	283	526	313	237	417	12	230				2,647	2,625
Total Attend	389	451	395	649	367	286	487	77	347				3,448	3,449
Total Programs	27	33	28	38	22	24	34	34	34				274	461
Westover Hills														
Adult Programs	4	14	12	13	17	12	18	23	33				146	81
Adult Attend	68	143	71	89	177	123	330	253	1,237				2,491	754
Young Adult Programs	3	1	1	2	0	0	1	2	1				11	1
Young Adult Attend	14	2	8	6	0	0	3	2	11				46	1
Juvenile Programs	30	21	21	32	18	18	16	20	23				199	142
Juvenile Attend	334	358	252	607	331	224	238	574	570				3,488	1,897
Total Attend	416	503	331	702	508	347	571	829	1,818				6,025	2,776
Total Programs	37	36	34	47	35	30	35	45	57				356	224
Grand Total Attend	5,397	3,534	3,166	5,153	2,554	3,138	4,275	4,764	5,866				37,847	57,366
Grand Total Programs	367	237	296	373	291	265	323	374	416				2,942	3,940

COMPUTER USE FY19	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Belmont Workstation	1,397	1,518	1,288	1,314	1,135	947	1,234	1,071	1,246				11,150
WIFI	367	371	376	1,054	962	867	1,169	1,066	1,035				7,267
Broad Rock Workstation	2,500	2,489	1,865	2,147	1,766	1,512	2,097	2,099	2,252				18,727
WIFI	586	592	601	1,026	814	674	850	870	833				6,846
East End Workstation	1,628	2,064	1,709	1,805	1,558	1,233	1,888	1,666	1,776				15,327
WIFI	377	381	386	1,050	864	842	1,184	1,117	1,004				7,205
Ginter Park Workstation	1,435	1,637	1,447	1,554	1,182	1,009	1,363	1,244	1,517				12,388
WIFI	160	176	179	1,078	819	707	1,087	972	988				6,166
Hull Street Workstation	1,660	2,151	1,894	1,627	1,508	1,360	1,784	501	1,889				14,374
WIFI	93	94	95	950	960	983	1,142	911	809				6,037
Main Workstation	3,144	3,634	3,413	3,535	2,843	3,947	2,554	3,396	3,994				30,460
Children's Workstation	216	239	167	192	182	149	157	178	133				1,613
WIFI	2,748	2,775	2,817	4,687	4,006	3,947	5,070	4,227	5,211				35,489
North Avenue Workstation	1,501	1,472	1,377	1,392	1,197	999	1,319	1,319	1,325				11,901
WIFI	324	327	332	1,031	648	739	752	809	816				5,778
West End Workstation	778	818	716	735	623	575	741	671	902				6,559
WIFI	324	327	332	542	514	494	542	540	643				4,258
Westover Hills Workstation	1,487	1,697	1,436	1,571	1,234	967	1,364	1,464	1,421				12,641
WIFI	416	420	426	813	678	614	771	643	697				5,479
TOTALS FY 2019	21,141	23,182	20,857	28,103	23,493	22,565	27,068	24,764	28,491				219,665
TOTALS FY 2018	15,815	21,725	22,930	24,159	20,415	10,066	22,675	23,448	21,326	22,134	22,591	20,439	247,723
TOTALS FY 2017	18,053	20,329	18,204	17,496	15,525	12,916	6,925	15,994	17,966	21,582	23,985	20,701	209,676

TECHNICAL SERVICES - ITEMS BY LOCATION											
FY19	Belmont	Broad Rock	East End	Ginter Park	Hull Street	MAIN	North Avenue	West End	Westover Hills	OverDrive	Monthly Total
Jul-18	309	155	167	243	175	506	168	346	309		2,378
Aug-18	340	190	172	233	153	569	175	413	359	158	2,604
Sep-18	208	130	144	142	84	388	139	276	235	79	1,825
Oct-18	365	172	165	204	98	707	221	451	363	62	2,808
Nov-18	198	118	113	134	91	356	145	244	248	1	1,648
Dec-18	117	65	49	79	30	326	54	158	124	239	1,241
Jan-19	199	99	118	157	95	430	127	244	222	110	1,801
Feb-19	237	101	161	158	65	384	111	260	226	223	1,926
Mar-19	190	90	137	137	67	404	115	237	189		1,566
Apr-19											
May-19											
Jun-19											
Branch Total FY 2019	2,163	1,120	1,226	1,487	858	4,070	1,255	2,629	2,275	872	17,797
Branch Total FY 2018	3,247	2,040	1,972	2,414	1,985	5,549	1,890	3,480	3,292	1,673	15,419
Average	240	124	136	165	95	452	139	292	253	97	1,483

Richmond Public Library
 FY19 Operating Budget
 as of
 March 31, 2019

ACCOUNT	DESCRIPTION	Budget	Actual	%	Balance
			Expended 31-Mar-19		Spent
60000	SALARIES - FULL TIME	\$ 2,757,681	\$ 2,004,913	72.7%	\$ 752,768
61000	SALARIES - PART TIME	\$ 387,216	\$ 191,476	49.4%	\$ 195,740
62000	SALARIES - TEMPORARY	\$ -	\$ 10,232	0.0%	\$ (10,232)
63000	FICA	\$ 195,217	\$ 130,145	66.7%	\$ 65,072
63001	RET CON RSRs	\$ 613,658	\$ 435,034	70.9%	\$ 178,624
63002	MEDCARE FICA	\$ 45,655	\$ 30,437	66.7%	\$ 15,218
63003	GROUP LIFE	\$ 16,493	\$ 12,283	74.5%	\$ 4,210
63006	H/C ACT TEMP	\$ 572,540	\$ 378,606	66.1%	\$ 193,934
63008	STATE UNEMPLOYMENT	\$ -	\$ -	0.0%	\$ -
63011	HEALTH SAVINGS	\$ -	\$ 15,875	0.0%	\$ (15,875)
64104	EDUCATION PAY	\$ -	\$ -	0.0%	\$ -
64105	BONUS PAY	\$ -	\$ -	0.0%	\$ -
	Personnel Expenses	\$ 4,588,460	\$ 3,209,000	69.9%	\$ 1,379,460
71141	BOOKS	\$ 501,332	\$ 411,154	82.0%	\$ 90,179
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 6,953	\$ -	0.0%	\$ 6,953
72122	MAGS & NEWSPAPER	\$ 36,659	\$ 6,358	17.3%	\$ 30,301
	Collection Development	\$ 544,944	\$ 417,512	76.6%	\$ 127,433
70131	ADVERTISING	\$ 1,995	\$ 439	22.0%	\$ 1,556
70161	DATA PROCESSING - OCLC	\$ 240,645	\$ 232,665	96.7%	\$ 7,981
70161	PLANNING MGMT SERVICES	\$ 129,032	\$ 79,939	62.0%	\$ 49,093
70218	VEHICLE REPAIR	\$ 3,154	\$ 5,372	170.3%	\$ (2,218)
70311	PRINTED SUPPLIES	\$ 1,300	\$ 1,258	96.7%	\$ 42
70412	TRANSPORTATION	\$ -	\$ -	0.0%	\$ -
70413	MILEAGE ALLOWANCE	\$ 2,760	\$ 172	6.2%	\$ 2,588
70551	SECURITY	\$ 357,121	\$ 352,749	98.8%	\$ 4,371
70552	CONTRACT AND TEMP PERSONNEL	\$ 20,000	\$ 106,540	532.7%	\$ (86,540)
71012	OFFICE STATIONARY SUPPLIES	\$ 13,220	\$ 6,611	50.0%	\$ 6,609
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 17,946	\$ 13,823	77.0%	\$ 4,123
72113	POSTAGE	\$ 4,569	\$ 3,846	84.2%	\$ 723
72121	CONFERENCES & CON	\$ 2,092	\$ 2,489	119.0%	\$ (397)
72123	MEMBERSHIP DUES	\$ 1,352	\$ 100	7.4%	\$ 1,252
72124	TRAINING	\$ 1,189	\$ 2,139	179.9%	\$ (950)
72131	COMPUTER SUPPLIES	\$ 28,537	\$ 28,783	100.9%	\$ (246)
72153	EQUIPMENT	\$ 12,200	\$ 3,411	0.0%	\$ 8,789
73104	BANK FEES	\$ -	\$ 4,323	0.0%	\$ (4,323)
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
77103	FUEL-D/O VEHICLE	\$ 2,200	\$ 1,004	45.6%	\$ 1,196
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 329	66.7%	\$ 164
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
80001	DEPRECIATION	\$ -	\$ -	0.0%	\$ -
80004	BUILDINGS & STR	\$ -	\$ -	0.0%	\$ -
80006	EQUIPMENT & OFFICE MAINTENANCE	\$ 7,970	\$ 3,143	39.4%	\$ 4,827
80007	VEHICLE EXPENSES	\$ -	\$ -	0.0%	\$ -
	Other Expenses	\$ 847,776	\$ 849,134	100.2%	\$ (1,358)
	TOTAL GENERAL FUND	\$ 5,981,180	\$ 4,475,646	74.8%	\$ 1,505,534

RICHMOND PUBLIC LIBRARIES - General Fund Budget

Monthly Budget Report March 31, 2019

<u>General Fund Revenue</u>	<u>FY2018-19 Budget</u>	<u>FY2018-19 Actual YTD</u>	<u>% Recognized</u>	<u>Unrecognized</u>
Lost and Damage Books	\$ 21,782	\$ 8,995	41%	\$ 12,787
Overdue Book Fines	\$ 66,121	\$ 34,198	52%	\$ 31,923
Reservation - Book Records	\$ 500	\$ 270	54%	\$ 230
Room Rental Fees	\$ 300	\$ -	0%	\$ 300
Sales Copy Centers	\$ 17,476	\$ 11,922	68%	\$ 5,554
State Library Aide	\$ 170,000	\$ -	0%	\$ 170,000
	\$ 276,179	\$ 55,384	20%	\$ 220,795

General Fund Operating

	<u>FY2018-19 Budget</u>	<u>FY2018-19 Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
Personnel	\$ 3,144,897	\$ 2,206,621	70%	\$ 938,276
Fringes	\$ 1,443,563	\$ 1,002,379	69%	\$ 441,184
Books/Materials	\$ 544,944	\$ 417,512	77%	\$ 127,433
Operating Expenses	\$ 847,776	\$ 849,134	100%	\$ (1,358)
Total	\$ 5,981,180	\$ 4,475,646	75%	\$ 1,505,534

Encumbrances YTD \$ **453,515**

RICHMOND PUBLIC LIBRARIES - Special Fund Budget

<u>Special Fund Revenue</u>	<u>FY2018-19 Anticipated</u>	<u>FY2018-19 Actual YTD</u>	<u>% Recognized</u>	<u>Unrecognized</u>
00314 - Gift to the Library	\$ 105,000	\$ 80,658	77%	\$ 24,342
00308 - Verizon E-Rate Grant	\$ 137,500	\$ 66,074	48%	\$ 71,426
00309 - Public Law Library	\$ 400,000	\$ -	0%	\$ 400,000
00311 - Gates Foundation	\$ -	\$ -	0%	\$ -
00312 - RPL Foundation	\$ 40,000	\$ 16,200	41%	\$ 23,800
00313 - Friends of the RPL	\$ 30,000	\$ 6,875	23%	\$ 23,125
00000 - Grade Level Reading	\$ -	\$ -	0%	\$ -
	\$ 712,500	\$ 169,807	24%	\$ 542,693

<u>Special Fund Expenditures</u>	<u>FY18 Rollover & FY19 Receipts</u>	<u>FY2018-19 Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
00314 - Gift to the Library	\$ 166,365	\$ 95,831	58%	\$ 70,534
00308 - Verizon E-Rate Grant	\$ (34,364)	\$ 15,480	-45%	\$ (49,844)
00309 - Public Law Library	\$ (1,142,826)	\$ 331,474	-29%	\$ (1,474,300)
Personnel		\$ 36,544		
Fringes		\$ 10,309		
Books/Materials		\$ 282,628		
Operating Expenses		\$ 1,993		
00311 - Gates Foundation	\$ 12,576	\$ -	0%	\$ 12,576
00312 - RPL Foundation	\$ (45,162)	\$ 33,787	-75%	\$ (78,949)
00313 - Friends of the RPL	\$ 47,048	\$ 9,854	21%	\$ 37,194
	\$ (996,363)	\$ 486,426	-49%	\$ (1,482,789)

Encumbrances YTD \$ **130,012**

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

Consent Agenda: Pending Library Board Approval - Wednesday, April 24, 2019

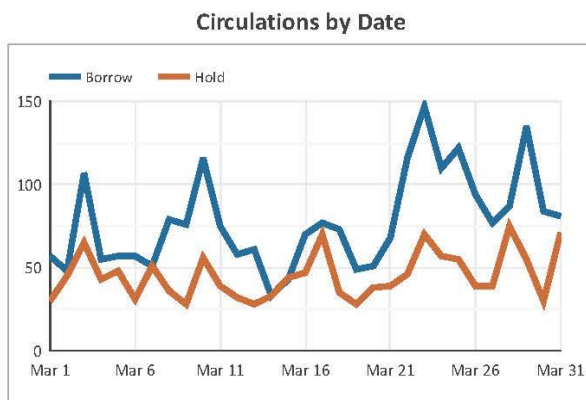
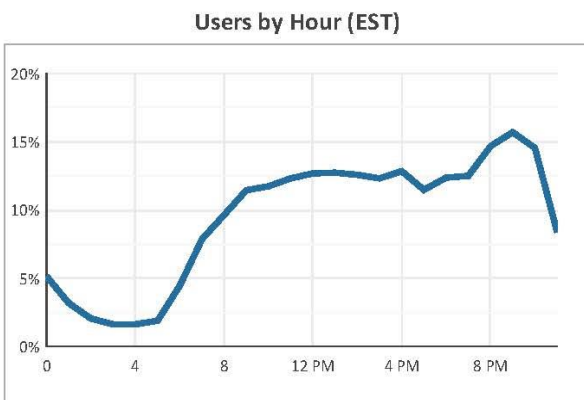
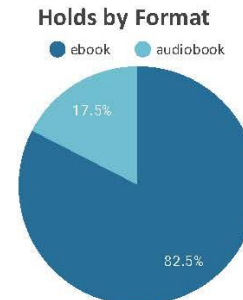
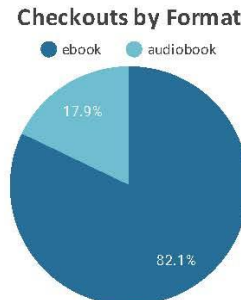
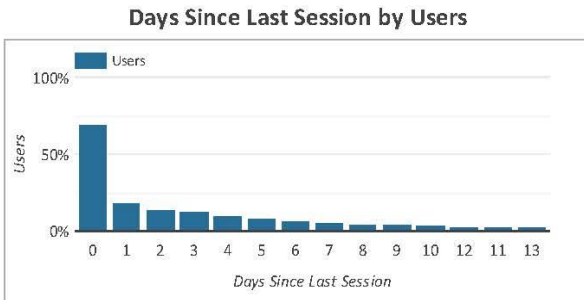
Date	Donor Name	Current Month Amount	Purpose/Location	YTD Account Balance		
				Gift	Foundation	Friends
	No Report - April 2019					
	Monthly Total	0.00				
	YTD Total	0.00	Year To Date Total	\$ 0.00		\$ 0.00



Session Info, Page Info, Referrals, Circs

Mar 1, 2019 - Mar 31, 2019

Sessions 7,086 ↑ 1.2%	Avg. Session Duration 04:45 ↑ 8.5%	Pageviews 54,565 ↑ 4.1%	Pages / Session 7.7 ↑ 2.8%
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Top 10 Referrals by Sessions

Rank	Full Referrer	Sessions (%)
1.	{direct}	73.34%
2.	google	16.56%
3.	rvalibrary.org/books-media/	3.34%
4.	bing	1.88%
5.	ibistro.ci.richmond.va.us/uhtbin/cgisirsi/	1.58%
6.	rvalibrary.org/online-library/	0.83%
7.	rvalibrary.org/services/online-resources/	0.63%
8.	mail.google.com/mail/mu/mp/990/	0.37%
9.	yahoo	0.28%
10.	mail.google.com/mail/mu/mp/244/	0.2%

Top 10 Viewed Pages

Rank	Page Title	Pageviews (%)
1.	Homepage	20.8%
2.	Loans	10.11%
3.	Search results	4.01%
4.	Holds	3.79%
5.	Newly Added	3.5%
6.	Wish list	2.35%
7.	Newly Added Audiobooks	1.69%
8.	Newly Added eBooks	1.55%
9.	Browse subjects	1.26%
10.	Most Popular Audiobooks	1.01%

Acquisition Information

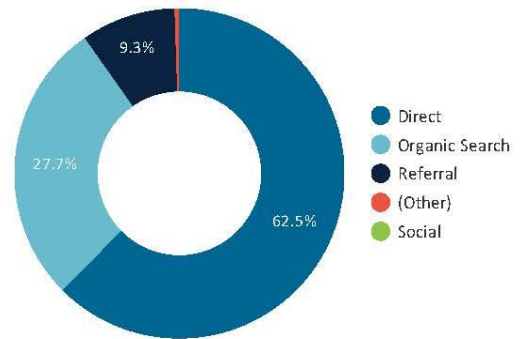
Mar 1, 2019 - Mar 31, 2019

Users 3,814 ↓ -1.5%	New Users 1.3K ↓ -1.0%	Sessions 7,086 ↑ 1.2%
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Top 10 Source/Medium

	Source / Medium	Users	New Users	Sessions
1.	(direct) / (none)	62.98%	44.07%	73.34%
2.	google / organic	24.66%	38.11%	16.37%
3.	rvalibrary.org / referral	6.19%	7.77%	4.84%
4.	ibistro.ci.richmond.va.us / referral	2.52%	3.51%	1.7%
5.	bing / organic	2.49%	3.74%	1.88%
6.	yahoo / organic	0.57%	0.94%	0.28%
7.	google / (not set)	0.37%	0.58%	0.19%
8.	duckduckgo / organic	0.23%	0.41%	0.09%
9.	libraryextension.com / onpage_c...	0.14%	0.06%	0.14%
10.	mail.google.com / referral	0.14%	0.06%	0.67%

Top Channels



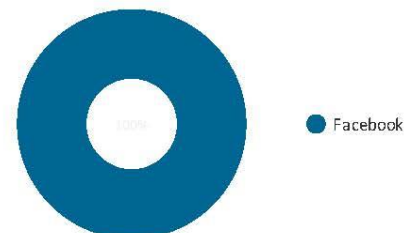
Top Referral Traffic Sources & Top Landing Pages

	Source Referrals	Users	Sessions
1.	rvalibrary.org	66.16%	63.17%
2.	ibistro.ci.richmond.va.us	26.89%	22.16%
3.	mail.google.com	1.51%	8.78%
4.	outlook.live.com	0.91%	1.44%
5.	mail.yahoo.com	0.6%	1.15%
6.	email21.godaddy.com	0.3%	1.01%
7.	r.search.aol.com	0.91%	0.43%
8.	ecosia.org	0.6%	0.43%
9.	nxx0.xyz	0.3%	0.14%
10.	seostory.xyz	0.3%	0.14%

	Landing Page	Users	Sessions
1.	/	68.58%	55.11%
2.	/account/loans	8.76%	9.21%
3.	/search	9.97%	8.63%
4.	/account/holds	1.51%	3.88%
5.	/media/2876067	0.3%	1.01%
6.	/account/lists/wishlist	0.3%	1.01%
7.	/collection/239258	1.51%	1.01%
8.	/media/139883	1.81%	0.86%
9.	/media/C5A3A22F-09A2-428D-8EC...	0.3%	0.72%
10.	/collection/243871	1.51%	0.72%

Top Social Network Referrals

	Social Network	Users	Sessions	Bounce Rate
1.	Facebook	100%	100%	0%



Search Information

Mar 1, 2019 - Mar 31, 2019

Total Quick Searches

5,189

↑ 2.5%

Session Search w/No Circ

1,748

↓ -0.7%

Avg. Search Depth

2.27

↓ -5.1%

Top 25 Search Terms

Search Terms	Total Searches
1. Where the Crawdads Sing	39
2. David Baldacci	28
3. Harry Potter	28
4. Educated	21
5. James Patterson	21
6. Daisy Jones & the Six	18
7. Diary of a Wimpy Kid	17
8. Stephen King	17
9. Harlan Coben	16
10. Catherine Coulter	15
11. Jodi Picoult	13
12. John Grisham	12
13. Bad Blood--Secrets and Lies in a Silic...	11
14. The Last Romantics	11
15. Lee Child	11
16. Louise Penny	11
17. The Tattooist of Auschwitz	11
18. Girl, Wash Your Face	11
19. The Silent Patient	10
20. Liane Moriarty	10
21. Crazy Rich Asians	10
22. Say Nothing	9
23. Michael Connelly	9
24. Big Nate	9
25. Nine Perfect Strangers	8

Top 25 Quick Search Terms that Didn't Result in a Borrow, Hold, or Download

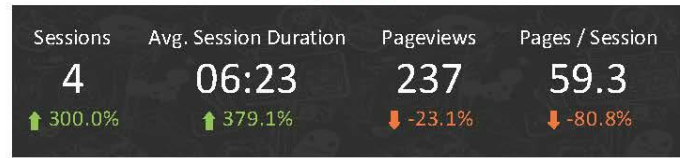
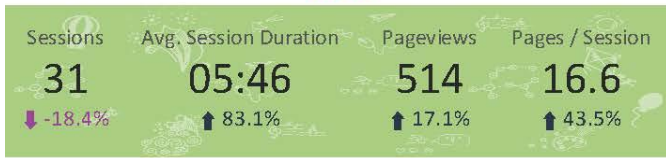
Search Terms	Total Searches
1. Educated	14
2. Where the Crawdads Sing	8
3. Harry Potter	8
4. Crazy Rich Asians	7
5. David Baldacci	7
6. Say Nothing	6
7. Catherine Coulter	6
8. I'll Give You the Sun	6
9. Daisy Jones & the Six	6
10. James Patterson	5
11. The American Agent	4
12. Calypso	4
13. The Silent Patient	4
14. Neil Gaiman	4
15. The Last Romantics	4
16. Firefly Lane	4
17. A Spool of Blue Thread	4
18. Throne of Glass	3
19. Just Mercy	3
20. The Way of the Superior Man	3
21. Slay Like a Mother	3
22. Penny Reid	3
23. Marie Kondo	3
24. Malcolm Gladwell	3
25. Harry Potter and the Prisoner of Az...	3

Kids & Teens eReading Rooms Info

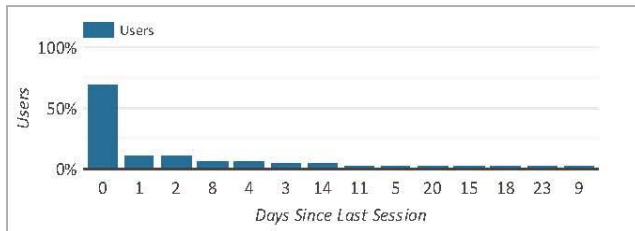
Mar 1, 2019 - Mar 31, 2019

Kids

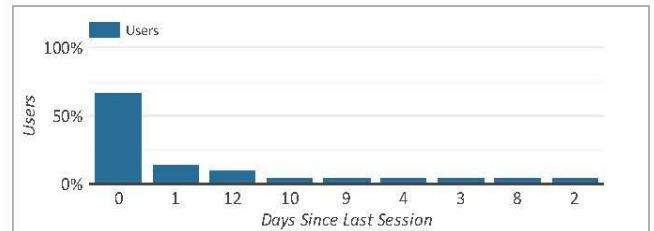
Teens



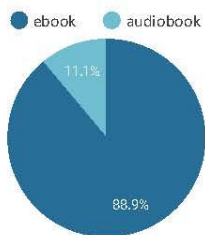
Days Since Last Session by Users



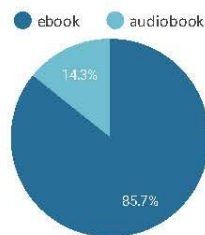
Days Since Last Session by Users



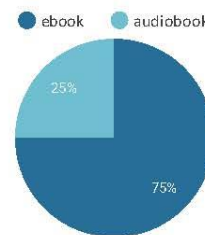
Checkouts by Format



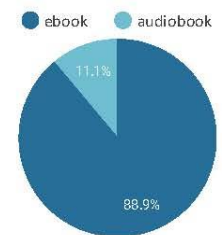
Holds by Format



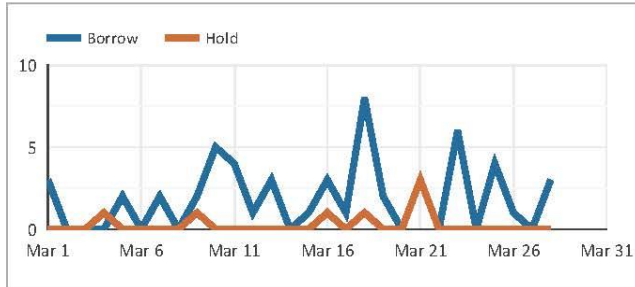
Checkouts by Format



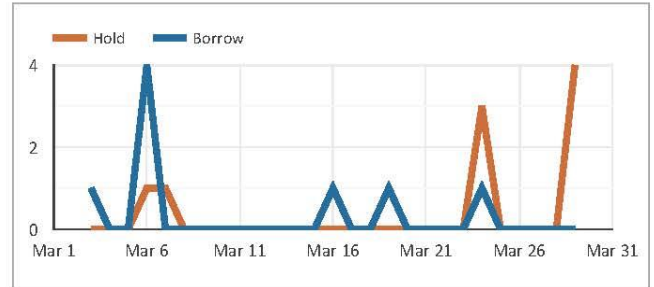
Holds by Format



Circulations by Date



Circulations by Date



Top 10 Kids Room Search Terms

Search Terms	Total Searches
1. Graphic novel	3
2. bilingual	2
3. Eric Carle	2
4. Lord of the Flies	2
5. Diary of a Wimpy Kid	2
6. i	1
7. March	1
8. Angry Birds	1
9. common sense thomas paine	1
10. Kristy's big day	1

Top 10 Teen Room Search Terms

Search Terms	Total Searches
1. Daughter of the siren queen	1
2. Percy Jackson and the Olympians	1
3. David Ebershoff	1
4. David Eddings	1
5. Every Day	1
6. Robin Hobb	1

Curated Lists Info - Circulations

Mar 1, 2019 - Mar 31, 2019

Total Checkouts
120

Total Holds
57

Checkouts by Curated Collections

Curated Collection Name	Site 	Checkouts 
1. Read-Alongs & Picture Books	Kids	19
2. Giggles & Belly Laughs	Kids	2
3. #WeNeedDiverseBooks	Kids	1
4. Who Runs the World?: Women's History	Main	18
5. Thrill Rides	Main	16
6. Spring into a New Series	Main	12
7. Humor Me	Main	11
8. PEN America Literary Awards	Main	9
9. Books to the Big Screen	Main	8
10. PBS Presents: The Great American Read	Main	5
11. New You 2018	Main	5
12. Cuddle up with a Cozy Mystery	Main	5
13. Crook's Corner Book Prize - 2018	Main	5
14. Teen Thrillers	Teens	2
15. #WeNeedDiverseBooks	Teens	1
16. Reality Check	Teens	1

Holds by Curated Collections

Curated Collection Name	Site 	Holds 
1. #WeNeedDiverseBooks	Kids	1
2. Who Runs the World?: Women's History	Main	27
3. Thrill Rides	Main	7
4. Crook's Corner Book Prize - 2018	Main	6
5. PEN America Literary Awards	Main	6
6. Books to the Big Screen	Main	4
7. Spring into a New Series	Main	3
8. Humor Me	Main	2
9. New You 2018	Main	1

Curated Lists Info - Pageviews

Mar 1, 2019 - Mar 31, 2019

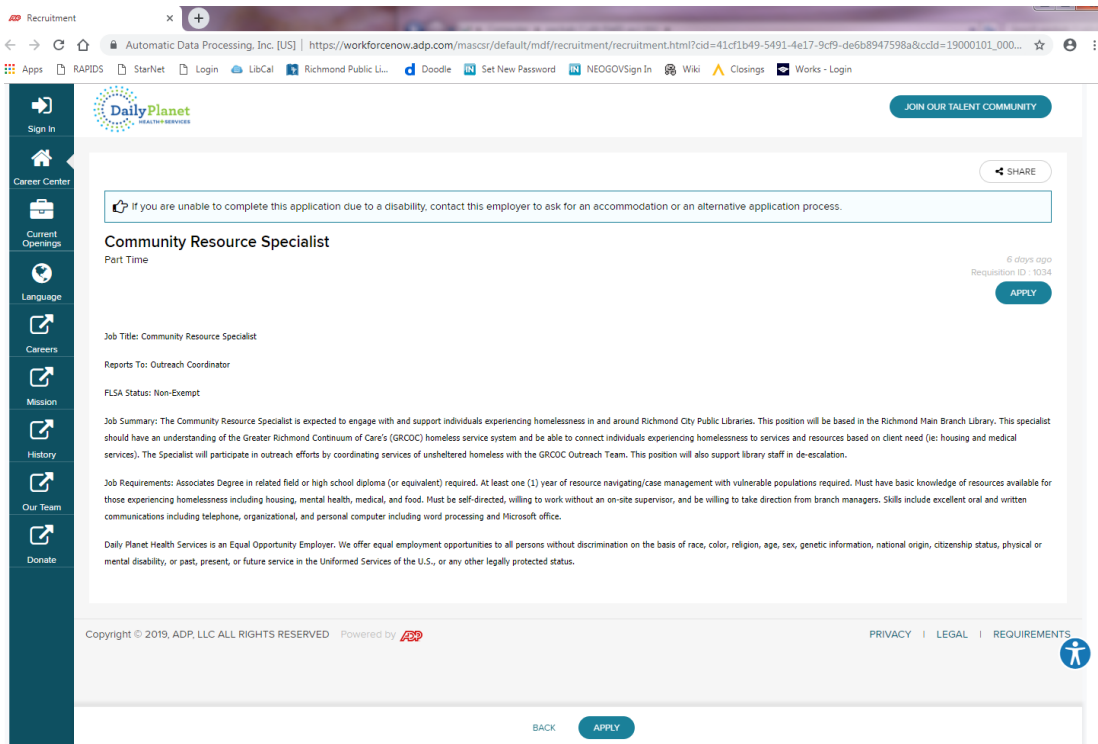
Pageviews
741

Avg. Time on Page
00:00:36

	Curated Collection Pages	Site 	Pageviews	Avg. Time on Page
1.	Read-Alongs & Picture Books	Kids	23	00:01:36
2.	#WeNeedDiverseBooks	Kids	3	00:01:12
3.	Thrill Rides	Main	121	00:00:51
4.	PBS Presents: The Great American Read	Main	104	00:00:30
5.	Books to the Big Screen	Main	93	00:00:31
6.	Spring into a New Series	Main	83	00:00:25
7.	Who Runs the World?: Women's History	Main	75	00:00:42
8.	New You 2018	Main	57	00:00:26
9.	Humor Me	Main	57	00:00:25
10.	PEN America Literary Awards	Main	34	00:00:25
11.	Crook's Corner Book Prize - 2018	Main	30	00:00:22
12.	Cuddle up with a Cozy Mystery	Main	29	00:00:26
13.	Better in Translation	Main	11	00:00:22
14.	reference	Main	2	00:02:46
15.	Teen Thrillers	Teens	9	00:01:01
16.	Ultimate Teen Reading list	Teens	5	00:01:11
17.	Reality Check	Teens	4	00:00:29
18.	#WeNeedDiverseBooks	Teens	1	00:00:09

Daily Planet posted the position for the Part-Time Community Resource Specialist:

Website: https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=41cf1b49-5491-4e17-9cf9-de6b8947598a&cclid=19000101_000001&type=MP&lang=en_US



Job Title: Community Resource Specialist

Reports To: Outreach Coordinator

FLSA Status: Non-Exempt

Job Summary: The Community Resource Specialist is expected to engage with and support individuals experiencing homelessness in and around Richmond City Public Libraries. This position will be based in the Richmond Main Branch Library. This specialist should have an understanding of the Greater Richmond Continuum of Care's (GRCCOC) homeless service system and be able to connect individuals experiencing homelessness to services and resources based on client need (ie: housing and medical services). The Specialist will participate in outreach efforts by coordinating services of unsheltered homeless with the GRCCOC Outreach Team. This position will also support library staff in de-escalation.

Job Requirements: Associates Degree in related field or high school diploma (or equivalent) required. At least one (1) year of resource navigating/case management with vulnerable populations required. Must have basic knowledge of resources available for those experiencing homelessness including housing, mental health, medical, and food. Must be self-directed, willing to work without an on-site supervisor, and be willing to take direction from branch managers. Skills include excellent oral and written communications including telephone, organizational, and personal computer including word processing and Microsoft office.

Daily Planet Health Services is an Equal Opportunity Employer. We offer equal employment opportunities to all persons without discrimination on the basis of race, color, religion, age, sex, genetic information, national origin, citizenship status, physical or mental disability, or past, present, or future service in the Uniformed Services of the U.S., or any other legally protected status.

**INTERNATIONAL
DUBLIN
LITERARY
AWARD
2020**

**Official Nomination Form
for the 2020 Award**

Closing Date: 3rd May 2019



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

Name of nominating library system	Richmond Public Library
--	-------------------------

You may nominate ONE or TWO or THREE novels. Please list in order of preference.

English title	There There				
Author	Tommy Orange	Translator (if any)			
Publisher	Knopf	ISBN	9780525520375	Year	2018
If this book was published first in a language other than English:					
Original Title					
Original Language		Original Year			
Original Publisher		Original ISBN			
Reason for Nomination					
<p>When Tommy Orange set out to write a novel about Native Americans who lived in Oakland, California, he attacked one of the central stereotypes we have about Indians: that they are somehow tucked away in rural areas or reservations. That isn't the first stereotype Orange bursts open in this brilliant, funny, tense book. "I feel bad sometimes even saying I'm Native. Mostly I just feel I'm from Oakland." As we witness the range of urban Indians at the center of this book intersect and move ominously toward a great powwow to be held in Oakland, we see how thoroughly Orange wants us to reject nostalgia for a "lost" Indianness, and how masterfully he uses language ways to capture the anger, frustration, confusion, and ambivalence of modern Native identity.</p>					

English title	The House of Broken Angels				
Author	Luis Alberto Urrea	Translator (if any)			
Publisher	Little, Brown & Company	ISBN	9780316154888	Year	2018
If this book was published first in a language other than English:					
Original Title					
Original Language		Original Year			
Original Publisher		Original ISBN			
Reason for Nomination					
<p>"Big Angel was late to his own mother's funeral." Big Angel, who has just said goodbye to his 100 year old mother, is facing death himself from late stage cancer. He invites the whole huge de la Cruz family to gather for a celebration of his mother's life and what he figures will be his last birthday. The resulting birthday/funeral party that rages on through the rest of the novel is a raucous and hilarious, a tender and deeply heartfelt love letter to big, complicated families, rich with fond memories. A decidedly great American novel, The House of Broken Angels opens with death but the story is a joyous celebration of life.</p>					

English title	Washington Black				
Author	Esi Edugyan	Translator (if any)			
Publisher	Knopf	ISBN	9780525521426	Year	2018
If this book was published first in a language other than English:					
Original Title					
Original Language		Original Year			
Original Publisher		Original ISBN			
Reason for Nomination					
<p>George Washington "Walsh" Black is an eleven-year old field slave from a brutal sugar plantation in Barbados serendipitously chosen as a manservant by Titch, his master's eccentric brother. A self-proclaimed man of science and ingenuity, Titch quickly realizes young Walsh as artistically inclined and together they prepare for travel abroad until a man is murdered and a bounty is placed on Walsh's head. What began as adventure results in Titch and Walsh taking abrupt flight, exploring various landscapes of land and sea, autonomy and freedom. Washington Black is a hybrid of classic runaway slave narrative and swashbuckling bildungsroman. Esi Edugyan boldly explores the cruelties of tethered awakening, exploitation, betrayal and what it means when the state of being "potentially estranged" is directly due to being owned by someone other than yourself.</p>					

Please PRINT Your Contact Details		
Name of Chief Librarian	Scott Firestine	
Official Title	Director	
Email Address	scott.firestine@richmondgov.com	
Name of Nominating Library System	Richmond Public Library	
Postal Address	101 E. Franklin St Richmond, Virginia, USA 23219	
Website Address	rvalibrary.org	
Telephone	804-646-4550	Fax
Name of Contact Person (if different from above)	Natalie Draper	
Email Address of Contact Person	Natalie.draper@richmondgov.com	

Signature of Chief Librarian

Official Library Stamp or Seal

Closing date for receipt of Nomination form: 3rd May 2019

Please return completed form to:

International DUBLIN Literary Award
 Dublin City Library & Archive
 138 – 144 Pearse Street
 Dublin 2
 D02 HE37
 Ireland

Please contact us if you have any questions relating to the nomination form
 Email: literaryaward@dublincity.ie Tel: + 353 1674 4802 Fax: + 353 1674 4879



March 29, 2019

Ms. Selena Cuffee-Glenn
Chief Administrative Officer
City of Richmond
900 East Broad Street, 2nd Floor
Richmond, VA 23219

RE: PEG Access Studio and Programming Operations

Dear Ms. Cuffee-Glenn:

In a letter to you on February 6, 2018, Comcast detailed plans to transition Public Access programming operations from Comcast to the City of Richmond ("City"). I am pleased to report the public access studio has been relocated to the main branch of the Richmond Public Library ("Library") at 104 E. Franklin Street, and the Library has assumed Public Access programming into its existing operations. Comcast has also constructed a direct feed from the new library studio location to allow the studio to insert Public Access programming onto our network.

In accordance with our cable television franchise agreement with the City, the City or its designee shall have responsibility for the management, operation and programming of the PEG channels including the public access studio operations. Comcast had assumed the studio and PEG programming responsibility as well as the capital and operational costs for many years for the studio located at 918 North Boulevard. Returning the responsibility for these operations to the City, or the Library as its designee, will in no way impact our continued carriage of the public access channel on our cable system or any of the Richmond access channels currently carried by Comcast.

In order to facilitate the transition, Comcast continued to operate and make available the studio until the end of 2018 at the 918 North Boulevard location and transferred the studio equipment to the City. In addition, Comcast worked closely with the Library to ensure minimal disruption to studio and PEG programming operations, hosted a series of joint informational meetings with access users, and provided technical consulting to Library staff throughout the studio transition.

Verizon also provides Public Access programming to its customers, which it has historically inserted onto its network from 918 North Boulevard. We notified Verizon in October 2018, that the interconnection point would move to 104 E. Franklin Street. Verizon is still in the process of moving its PEG insertion point to the new location. As a courtesy, Comcast has continued to allow Verizon to interconnect with our system until Verizon completes construction to the new studio.

We enjoyed working with the City and Library to effect this change. Please let me know if you have any questions and I am happy to meet at your convenience to discuss this matter in further detail.

Sincerely,



Nathan Daugherty
Manager, Government & Regulatory Affairs

Cc: Jim Nolan, City of Richmond Press Secretary
Thomas Byrnes, City of Richmond Deputy Press Secretary
Scott Firestine, Richmond Public Library Executive Director

City of Richmond

OFFICE OF THE MAYOR



RICHMOND, VIRGINIA USA 23219

Proclamation

WHEREAS, today's libraries are not just about books but also what they can do for the community. Libraries of all types are at the heart of cities, towns, schools and campuses; and

WHEREAS, libraries have long served as trusted and treasured institutions where people of all backgrounds can be together and connect; and

WHEREAS, libraries, which promote the free exchange of information and ideas for all, are cornerstones of democracy; and

WHEREAS, libraries and librarians build strong communities through transformative services, programs and expertise; and

WHEREAS, librarians and library workers partner with other civic organizations to make sure their community's needs are being met; and

WHEREAS, libraries are a resource for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status, by offering services and educational resources that transform lives and strengthen communities in the City of Richmond;

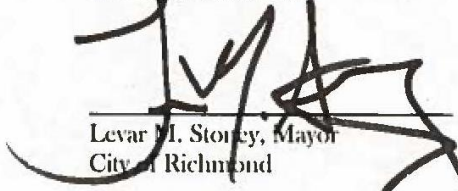
NOW, THEREFORE, I, Levar M. Stoney, Mayor of the City of Richmond, Virginia do hereby proclaim the week of April 7 - 13, 2019 as

"National Library Week"

in the City of Richmond and encourage all residents to visit a branch of the Richmond Public Library this week, explore new things and engage with your librarian. Because of you, libraries transform.



IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed, the seal of the City of Richmond, this 8th day of April, 2019.


Levar M. Stoney, Mayor
City of Richmond

Action Items from March 27 LBOT Meeting

ITEM 1: Previous Inventory Report – *Ms. Zwirner*

ITEM 2: Most Recent Unique Management Report – *Mr. Lydiard*

ITEM 3: Cost Benefit Analysis on Electronic Sensors for all Nine Locations – *Mr. Olanrewaju*

a) Proposal for New Security System – RFID

b) Existing Maintenance and Equipment – Electromagnetic System

ITEM 4: Associated Costs Report – *LBOT*

ITEM 1

**Previous Inventory
Report**

Richmond Public Library

SirsiDynix System

Database Cleanup Project

Item Statistics 11/13/2010

Total Items 841,739

Location	Total Count	With Bills	No Bills
DISCARD	82,710	13,207	69,503
MISSING (current location)	31,827	3,239	28,588
MISSING (home location)	2,699	649	2,050
WITHDRAWN	7,778	2,858	4,920
LOST	116	58	58
LONGOVERDUE	27	21	6
Totals	125,157	20,032	105,125

Location	Total Count	With Bills	No Bills
LOST-ASSUM	49,660	46,861	2,799
LOST-ASSUM (< 1/1/06)	24,329	23,343	986

As of 120510

Assume Lost - By Year	Count		
<6/19/2003 Pre Sirsi	16,854		
6/19/2003 -12/31/2003 Sirsi Start	1,292		
2004	2,972		
2005	3,211		
2006	3,714	24,329	\$773,168.32 <i>(with bills 23,343)</i>
2007	4,618		
2008	5,704		
2009	6,004		
2010	5,919		
Total	50,288		

RPL/rjb
111310
120610



TO: Library Board Members
FROM: Harriet H. Coalter
Director
SUBJECT: Inventory Results, Recommendations for Catalog Clean-Up
DATE: December 6, 2010

The library staff has worked extremely hard this past year to complete an inventory of our collections. Our goal was to inventory all library collections during calendar 2010. We were able to inventory all branch library collections, which was approximately 300,000 items. We were only able to complete a portion of the Main Library, however, due to the size of that collection and the way it's cataloged.

At the Main Library, we have inventoried adult fiction that is housed on the first floor; we have inventoried most of children's collection and should finish that in December 2010. We have a plan for attacking the remainder of the Main Library collection over the 2011 calendar year.

I will ask your approval at the December 15, 2010 Library Board meeting to permanently remove 130,000 items from the library's catalog. The removal of these items is based on the inventory, which gives us reasonable assurance that these items are no longer in the libraries. While it sounds somewhat shocking to say we need to delete 130,000 items from the catalog, this is a number that has accumulated over many years and is not just the result of this inventory project.

BACKGROUND:

The catalog clean-up will address multiple issues related to the accuracy of the catalog. The items that need to be deleted from the library's catalog include

- items that are checked out and have not been returned;
- items that have been marked "missing" because we can not locate them;
- items that have been physically discarded from the collection over time but not withdrawn from the catalog.

The items that are recommended for withdrawal from the catalog are not currently shown in the "public" catalog. These items are currently only shown in the staff side of the catalog.

Items checked out and not returned, designation "assumed lost":

The "assumed lost" category is the designation used when items have been overdue 30 days. The library customer is blocked from checking out other materials once they owe the library \$5.00. They are referred to the collection agency 52 days after the item is assumed lost and the amount owed is \$25.00 or more in fines and cost of materials. They will have received an overdue notice and a subsequent bill for the cost of the lost material from the library, and then they will receive further contact from the collection agency.

When the library's catalog was transferred in 2003 from the old DRA system to the Sirsi system, old items were not deleted from the catalog but were instead carried over into the new catalog. Therefore, 24,329 items that are marked "assumed lost" in the catalog are from 2003 or earlier.

While these items have a potential value of \$245,000, the fact that a) we have not been able to retrieve these items through the collection agency or through the state set-off debt process in seven years, and b) the items are most likely not desirable or usable in the collection due to their age, I recommend deleting these items from the catalog.

There are still roughly 25,000 items marked "assumed lost" going forward from January 2006 to now. We could choose to write off some of these items as well. This is a question for discussion by the Board; a recommendation is not included in this report for the items from the past five years.

Items marked "missing":

We have 30,638 items marked "missing" in the catalog that do not have bills attached to them. I recommend that these all be deleted from the catalog.

These are items that we have looked for at some point but which can not be located on the shelf. These would have shown up in the inventory if they were mis-shelved or at a different library than indicated in the catalog record. The remainder of the inventory at the Main Library is unlikely to turn up any significant number of these items.

Items physically discarded:

We have 75,000 items that have been marked "discard", "withdrawn", "lost" or "long overdue" with no bills attached to them. I recommend that we delete all of these items from the catalog.

Some of these items for discard were identified during the inventory process as we looked at the condition of items or withdrew duplicate copies of older titles. We also marked for discard books with outdated information (medical, financial, travel are examples) and old media (old audio cassettes, videos).

Many of the items in this category, however, were discarded over the past 5-6 years and the catalog record never withdrawn from the catalog.

Next steps:

Based on the Library Board's discussion and approval, staff will take the following steps to implement these recommendations:

- Withdraw all items from the catalog that are marked *discard, missing, withdrawn, lost and long overdue* that do not have any fines or fees attached to the record. This is a total of 105,125 items.
 - The items in these categories that do have fines or fees attached to the record will remain. Staff will do further analysis of these records to make a recommendation at a later time. The number of these items is 20,032 at this point.
- Withdraw all items from the catalog that are marked *assumed lost* prior to January 1, 2006. This is a total of 24,329 items.
 - The items in this category from January 1, 2006 forward will need further discussion. This is approximately 25,000 items.



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



Library Board of Trustees Meeting

Wednesday, December 15, 2010

12:00 noon

Main Library

A G E N D A

- | | | |
|---|-------|------------------|
| Call to order: | 12:00 | Ms. Schapiro |
| Consent Agenda: | | Ms. Schapiro |
| • Approval of Agenda | | |
| • Approval of Minutes (October 2010 and November 2010 meetings) | | |
| • Approval of Pending gifts | | |
| Public Comment Period: | 12:05 | |
| Reports: | 12:10 | |
| • Library Friends | | Mr. Doherty |
| • Library Foundation | | Ms. Zwirner |
| • School Board | | Ms. Wilson |
| Administration Reports: | 12:20 | Ms. Coalter |
| ○ Discussion of Inventory and Catalog Report | | |
| Board Committee Reports: | 12:35 | |
| • Chairman | | Ms. Schapiro |
| ○ Discussion of Meeting Day/Time | | |
| ○ Approval of Meeting Locations | | |
| • Finance Committee | | Mr. Ulmschneider |
| ○ FY12 Budget Update | | |
| • Facilities Committee | | Ms. Drew |
| Unfinished Business: | 12:45 | |
| ○ Strategic Plan Update | | |
| New Business | 1:00 | |
| Adjourn: | 1:15 | Ms. Schapiro |



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



**Minutes of the December 15, 2010 Meeting
Main Library
12:00 noon**

Attending: Clare Schapiro, Kathy Monday, Brenda Drew, Greg Forman, Gail Zwirner, John Ulmschneider and Ben Lambert

Absent: Peter Blake

From the City:

From the Library: Harriet Coalter, Alvin Anderson, Helen Ogden and Carolyn Turner

Friends of the Library: James Doherty

Call to Order: The meeting was called to order by Ms. Clare Schapiro.

Consent Agenda: With a quorum present, the consent agenda (agenda, minutes from October 20, 2010 and November 17, 2010 meetings, and pending gifts) were approved.

Public Comment Period: none

Reports:

- **Friends of the Library:** Mr. Doherty reported that seven members of the Friends attended the re-opening of the Westover Hills Library. He stated that he will bring the Friends financial report to the January Board meeting. Mr. Doherty announced that Elizabeth Thalhimer Smartt will be the featured artist at the Richmond Writer's program on First Friday in January, and in February the theme will be "Love Your Library". He stated that the Friends are coming along strong.
- **Library Foundation:** Ms. Zwirner reported that the Foundation Board met on Wednesday, December 8. The Foundation is developing a committee structure and is looking to change the meeting schedule to meet quarterly. She passed around a power point presentation that was done by Marshall Pearsall with their objectives, including reaching out to other groups to do different types of programs that would bring in more patrons and fund raising ideas.
- **School Board:** no report.

Administration: Ms. Coalter reported the following:

1. **E-rate Requirement:** We are required for the E-rate application to hold a public hearing for the library's compliance with the Children's Internet Protection Act. This can be done at the January Board Meeting.
2. North Avenue's circulation is up by 20% since their re-opening.

- **Inventory** – Present were Joe Barbie – Automation Manager; Melissa Schutt-Collection Development Manager; Sheila Tyler – Circulation Supervisor who were attending to give input and answer questions about the inventory and recommendations for cleaning up records in the library's catalog. Ms. Coalter

explained that they are trying to clean up the catalog on the staff side (items under discussion are not visible on the public catalog), and the reason for bringing this before the Board is that 130,000 items are being removed permanently from the catalog. She said that they don't have a specific action for the Board to approve, but the Board's feedback is needed because of the number of items that are being removed. Ms. Coalter explained that even though the goal of completing the inventory in 2010 had not been reached, every branch has been done, and the main library's adult fiction on the first floor and most of the children's collection has been completed. She also said that they have a plan to complete the remainder of the collection at Main Library in 2011.

The following is what is recommended to be deleted from the catalog:

1. Items checked out prior to January 1, 2006 and not returned (noted as "assumed lost" after thirty days overdue)
2. Items marked missing that do not have fines/fees attached to the record / could not be located during the inventory
3. Items marked missing prior to January 1, 2006 that do have fines/fees attached to the record / could not be located during the inventory
4. Items physically discarded but not yet withdrawn from the catalog

Ms. Coalter explained that in the changeover from the DRA system to the SIRSI System back in 2003, many of the items were not deleted from DRA but were carried over to SIRSI.

She stated that using the Collection Agency and the State Set-Off Debt process had not been able to recover items checked out prior to 2006, indicating they will not ever be recovered.

There was discussion about the value of the items and how much money would be lost in discarding them; and how would it affect the library's total holding; and how effective is the Collection Agency in recovering money or materials. The Board also wanted to know what other libraries are doing in regard to lost items and discards, and if they have a policy in effect.

Mr. Ulmschneider suggested that Administration submit a policy to the Board about writing items off after a certain time period that are checked out and never returned (assumed lost category).

After more discussion, a motion was made by Mr. Ulmschneider that the Board endorse the actions that are recommended by the Library. The motion was seconded by Ms. Zwirner and passed.

Board Reports:

- **Chairman:** Ms. Schapiro spoke about the re-opening of the Westover Hills Library as being fabulous. Ms. Drew, along with several members of the Board who were there, gave comments about the re-opening. Ms. Schapiro explained that Mr. Blake, the Vice Chair, has been unable to attend the Board Meetings due to a schedule conflict at his job. She asked the Board if they would consider changing the Board meeting from the third Wednesday to the fourth Wednesday of the month. The Board agreed to change the meeting day, but the time would remain at 12 noon. The Board also reviewed the draft meeting dates and locations schedule for 2011. After some discussion, the Board approved the 2011 meeting dates and locations with the following changes: to change the day and dates to reflect the fourth Wednesdays instead of the third Wednesdays of each month. The motion was seconded and passed. A revised schedule will be sent out to the Board.
- **Finance Committee:** Mr. Ulmschneider reported that the current FY2011 Budget is on target; and the Library's proposed FY2012 budget has been submitted to the City and is in process. The Capital Budget process is underway, but the East End and West End Libraries are not yet in the Budget. He explained how there are efforts underway to make sure that they do get funded. Mr. Ulmschneider emphasized the

importance of alerting our elected officials to the advantage of funding these new library construction projects.

- **Facilities:** Ms. Drew stated that there was nothing major to report at this meeting, but we are still having discussions about East End and West End libraries. The Board discussed whether or not the City will approve the new building for West End Library in the capital budget.
- **Strategic Plan:** Ms. Monday stated that the Committee is ready to bring the Strategic Plan to the Board to be ratified. She stated that at their last meeting, they discussed making it more of a dynamic document by adding images and graphic designs.
Ms. Schapiro thanked the team who took the project on, and a round of applause was given.
Ms. Schapiro called for a motion to adopt the plan: A motion was made by Mr. Ulmschneider to adopt the plan as presented. The motion was seconded by Mr. Lambert and unanimously carried.
- **New Business:** none
- **Adjournment:** With no further business to come before the Board, the meeting was adjourned at 12:58 p.m. The next meeting will be held on January 26, 2011 at the North Avenue Library at 12 noon.



Ms. Clare Schapiro, Chairman

APPROVED

DATE: 01/26/2011

Director's Report
December 2010

- 1) **Inventory and Catalog Update report:** Enclosed in this mailing is a full report on the results of our inventory project, and a request to remove 130,000 items from the library's catalog. Staff who will attend the December meeting to answer questions about this report and recommendation are Melissa Schutt, our collection development manager; Sheila Tyler, our circulation manager; and Joe Barbie, our automation manager.
- 2) **Strategic Plan update:** Kathy Monday, Brenda Drew and Gail Zwirner are meeting with me on Wednesday, December 8 to review all comments on the draft strategic plan. We should have a revised draft to distribute to you prior to the December 15 Board meeting.
- 3) **Westover Hills:** The library reopened Monday, December 6 with a ribbon-cutting event at 4:00 pm. The library resumed regular operating hours on Tuesday, December 7. When Belmont closes at the end of December, we plan to expand Westover Hills' hours, as we did at Belmont while Westover Hills was closed. The hours would begin in mid-January and would be 10:00-8:00 on Mondays and Wednesdays, with the remainder of the days staying the same hours as now. When Belmont reopens, the hours at Westover Hills would revert to 12:00 – 8:00 on Mondays and Wednesdays.
- 4) **Belmont and Hull Street renovation schedule:** Belmont will close at the end of the day on Thursday, December 30. Hull Street will close at the end of the day on Saturday, January 15.
- 5) **Public hearing on Children's Internet Protection Act compliance:** At the January meeting, we will have on the agenda a public hearing on Richmond Public Library's compliance with the Children's Internet Protection Act. The Federal Communications Commission has clarified that each library receiving E-rate funds must annually hold a public hearing on the library's compliance with the Children's Internet Protection Act (CIPA). This can be held at a regular meeting of the library board; it simply needs to be a review of the library's current policies regarding children and internet access, with an opportunity for public comment.
- 6) **December holiday schedule:** A reminder that the libraries will be closed on December 23-26, Thursday-Sunday for the Christmas holiday. Christmas Eve and Christmas Day are City holidays; these fall on Friday and Saturday this year, which adjusts the holiday taken to Thursday and Friday.
The libraries will also be closed on Friday, December 31 and Saturday, January 1.
- 7) **Out of town:** I will be out of town on vacation from Tuesday, December 21 through December 26. Alvin Anderson and Liz Triplett will be here and available during that time.

**Notes: Catalog clean-up meeting
December 29, 2010**

This was followup to the Library Board's agreement to delete specified items from the catalog, and their request that a policy be developed to address this on a regular basis.

Steps identified/assignments:

- Joe and Sheila will coordinate first step, *complete by January 20*:
 - Joe will schedule full system backup with DIT for January 16 or January 17 (holiday)
 - Joe will clarify with Sheila exactly what report(s) need to be run
 - Sheila runs report to *remove bills* from all categories of items *due before January 1, 2006* and move these items to "discard"
 - Removes bills from discard, missing, withdrawn, lost, long overdue, assumed lost items due before January 1, 2006
 - Moves to "discard" status
 - This will be 24,329 "assumed lost" items plus some number of the 20,032 items with bills in the discard-missing-withdrawn-lost-long overdue group
 - Then the file of library users that owe money can be *sent to state tax for set-off debt on January 21*
- Melissa will also convert to "discard" status those "missing" items identified in inventory, *plus* all items that have "no bills" from Joe's report. This is a total of 105,125 items that will be removed.
- Joe and Donna Pletcher will coordinate second step, *complete by January 31*:
 - Joe will schedule full system backup with DIT again for January 23, 2011 (Sunday)
 - Joe will clarify with Donna exactly what report(s) need to be run
 - Donna will run report to remove all items that have been moved to "discard" status. This should be 105,125 items with no bills; 24,329 items from "assumed lost" prior to January 1, 2006; and some portion of the 20,032 items with bills that go back prior to January 1, 2006.
- Harriet will confirm whether the state cut-off date for collecting debts is 3 years or 5 years.
- We will reconvene in mid-February to see how many items we have left to deal with, and set a firm policy at that time for regularly dealing with the catalog clean-up. (scheduled for February 15)
- Following this January clean-up process, we will do the following to manage the "discard" and "missing" items with no bills:
 - Remove "discard" items weekly (Donna)
 - Run "missing" report monthly, and remove "missing" with no bills after 12 months on the "missing" list (Melissa)
 - Sheila will develop and convey the "missing" process (searching for, how to mark in the database) to the LA III's.

General inventory at Main Library:

- Melissa will work with Patty, Liz, Donna Talley (and any others) to get the Main Library inventory moving for 2011. The process we tentatively agreed to is to complete as much as possible by July 2011:
 - Children's nonfiction: finish now
 - Adult fiction in the stacks: remove duplicates, weed for condition. Do *not* attempt serious content weeding (may assess in the future, but our collection may be only access to interesting titles, too time-consuming to address now)
 - Adult nonfiction on first floor: continue to weed for duplicates, condition, dated information (ex. reference, finance, health, travel, country information, technology as examples). Do *not* attempt serious content weeding in areas of art, history, architecture as examples (may assess in the future, but our collection may be only access to interesting titles, too time-consuming to address now).
 - Adult nonfiction in stacks, 700's stacks: weed for dated information in areas of reference, finance, travel, health etc. as well as duplicates, condition. Do *not* attempt serious content weeding in areas of art, history, architecture as examples (may assess in the future, but our collection may be only access to interesting titles, too time-consuming to address now).
- Liz can assign Hull Street and Belmont staff to help.
- Joe can move wireless access point in basement to expedite inventory; tell him when needed. We can have 6-7 teams working when the libraries are open, 10 teams working when the libraries are closed.

Children's card registration forms:

- Sheila will work with Liz to identify who should be consulted and then put together a process to deal with discarding old children's card registrations.
 - One suggestion is to keep one year's worth of children's card registrations at the branch where they register then send to Main at the end of the calendar year; keep these at Main the length of time the state says we can pursue old bills (3 or 5 years); then discard.
 - We know that these old forms are consulted infrequently. They are alphabetized into a single file (not by calendar year), so filing them takes some time. There may be a way to turn them into a pdf by copying and sending?



Richmond Public Library Board

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



**Minutes of the January 26, 2011 Meeting
North Avenue Library
12:00 noon**

Attending: Clare Schapiro, Peter Blake, Kathy Monday, Brenda Drew, Greg Forman, Gail Zwirner and John Ulmschneider.

Absent: Ben Lambert

From the City: Laura Drewry

From the Library: Harriet Coalter, Alvin Anderson, Helen Ogden and Carolyn Turner

Friends of the Library: James Doherty

Call to Order: The meeting was called to order by Ms. Clare Schapiro.

Consent Agenda: With a quorum present, the consent agenda (agenda, minutes from December 15, 2010 meeting and pending gifts) were approved.

Public Comment Period: none

Reports:

- **Friends of the Library:** Mr. Doherty distributed the Friends 2011 Budget to the Board. He announced that the Friends next Richmond Writer's Program on February 4 would feature Secretariat's Meadow – the Land, The Family, The Legend by Kate Chenery Tweedy. Co-author Leeanne Ladin will be the guest speaker along with publisher Wayne Dementi.
Ms. Schapiro asked if the Board needed to discuss the proposed special collections exhibit "Every Thing I Need to Know I Learned from a Children's Book". Mr. Doherty explained several people have signed up to help Kelly Kyle with the exhibit, and that the Friends have allocated funds from their budget to fund the exhibit.
Ms. Coalter stated that Anita Silvey, the author of the book, has given Kelly Kyle permission to use the book. Ms. Silvey interviewed a range of people to discover what children's books affected their lives. Ms. Coalter explained that Kelly Kyle is proposing to have a committee to develop the idea further, interview a variety of Richmond residents on this theme, draw titles from Special Collections, and produce an exhibit and a program.
The Library Board expressed full support of the exhibit, endorsed it with a motion by Mr. Ulmschneider, seconded by Ms. Zwirner and carried. Mr. Blake asked that a Board member be considered for inclusion in the planning committee.
- **Library Foundation:** Ms. Zwirner stated that the Foundation Board had not met.
Ms. Coalter announced that Amy Bridge has been hired as the Grant Writer, and will start work on January 31, 2011. She also said that they are developing a list of priorities for her. Ms. Bridge will choose her own title. The position is fully funded by the City, but the Foundation funds mailing costs, operating costs, audits, etc. Ms. Schapiro stated that they are hoping Ms. Bridge will focus on donor

development, including helping them to understand the difference between the Foundation and the Friends and why both organizations are important.

- **School Board:** no report.

Administration: Ms. Coalter reported the following:

1. As a follow-up from the December meeting - the first step in removing records from the catalog has been started, and should be completed by the end of the month. The only change is that Unique Management requested that records of customers sent to Unique for collection be kept for five years because everything is held on a person's credit report for five years; so we amended the deletion of the assumed lost items to be those prior to January 1, 2005. The City Attorney is recommending that the library write debts off after three years (not five years). Once the purge is done, the library will review the remaining numbers (lost/discarded/assumed lost) that are left. Administration will submit a policy (for writing items off) to the Board at the February or March meeting (was recommended at the December meeting)
2. The Strategic Plan has been formatted, reviewed by the Committee and been given the go-ahead to proceed. Sharon Fuller is developing the final layout and working on the graphics for the final version.
3. Renovations are moving forward. A meeting is scheduled with Councilwoman Cynthia Newbille to discuss the East End Library on whether to renovate now instead of rebuilding.

Board Reports:

- **Chairman:** Ms. Schapiro announced that the Library Board Chairman has been asked to meet with the City Council's Government Operations Committee on February 24th. Ms. Coalter will do a power-point presentation for the meeting; Ms. Schapiro and Mr. Blake will make the presentation.
- **Finance Committee:** Mr. Ulmschneider stated that the current budget is on target, with 50% of the personnel budget spent; we are not over-spending. Mr. Ulmschneider stated that there are apparently no further reductions to State Aid, (down to \$160,000). He also stated that VLA is not planning to have a Legislative reception this year
- **Facilities:** Ms. Drew – the Facilities Committee did not meet.
- **Strategic Plan:** Ms. Monday reported that the Strategic Plan is in its final formatting stage. Surveys will be repeated this year, but in September. Staff thinks we will have a better outcome if the surveys are done at that time. The Board suggested doing a separate report for the survey responses from each renovated library, to better evaluate the improvements made through the renovations.
- **Public Hearing on the compliance of the Children's Internet Protection Act**
At the December Board Meeting, Ms. Coalter told the Board that the requirement for the E-Rate application is to hold annually a public hearing on the library's compliance with the Children's Internet Protection Act.
The Board reviewed the Library's policy on Computer and Acceptable Internet Use that was adopted in June, 2005; revisions were done in September 2006, June 2007 and the most current in September 2009. After some discussion, no changes were made. Therefore, the Richmond Public Library Board held a public hearing on January 26, 2011 to review the library's Computer and Acceptable Internet Use Policy, and no changes were made.

- **New Business:** none

- **Adjournment:** With no further business to come before the Board, the meeting was adjourned at 12:36 p.m. The next meeting will be held on February 23, 2011 at the Main Library at 12 noon.


Ms. Clare Schapiro, Chairman

APPROVED

DATE: 02/23/2011

Director's Report
January 2011

1) **Public hearing on Children's Internet Protection Act compliance:** At the January 26 meeting, we have on the agenda a public hearing on Richmond Public Library's compliance with the Children's Internet Protection Act. The Federal Communications Commission has clarified that each library receiving E-rate funds must annually hold a public hearing on the library's compliance with the Children's Internet Protection Act (CIPA). This can be held at a regular meeting of the library board; it needs to be a review of the library's current policies regarding children and internet access, with an opportunity for public comment. A copy of the library system's Computer and Acceptable Internet Use Policy is enclosed.

2) **Proposed Special Collections exhibit:** Kelly Kyle has proposed an exhibit using books from Special Collections to produce an exhibit titled "Everything I Need to Know I Learned from a Children's Book". This is the title of a book by Anita Silvey, who interviewed a range of people to discover what children's book affected their lives.

Kelly has received approval from Anita Silvey to use Ms. Silvey's book and this format. Kelly proposes to work with a committee to develop the idea further, then to interview a variety of local residents on this theme, draw the titles from Special Collections, and produce both the exhibit and a program.

The Friends of the Library have agreed to fund this project, pending Library Board approval. I believe the exhibit would be ready sometime in 2012.

I recommend approval of this project.

3) **Catalog Update progress report:** Following review by the Library Board at your December 2010 meeting, our staff moved forward to begin deleting records from the library's catalog.

We amended deletion of the "assumed lost" items to be those prior to January 1, 2005 to match the length of time our collection agency, Unique Management, tells us is the length of time accounts turned over to Unique Management will remain on a credit report. Our original recommendation was to delete those items prior to January 1, 2006; therefore we are retaining these items one year longer than previously recommended.

We are on track to finish deleting all items as recommended by the end of January. We will then review the numbers of remaining lost-discarded-missing items for potential removal from the catalog, and come back in February or March with a policy for your review.

4) **Strategic Plan update:** Kathy Monday, Brenda Drew and Gail Zwirner reviewed the final strategic plan document. Sharon Fuller is working on graphics for the final version. We should have a completed document by the end of February.

5) **Belmont and Hull Street renovations:** Belmont and Hull Street libraries are both closed now for renovation. Staff from these libraries have been reassigned to West End, Westover Hills, Broad Rock and Main libraries.

We will expand the hours at Westover Hills beginning Monday, January 24 to be 10:00-8:00 on Monday and Wednesday during Belmont's renovation. This is what we did at Belmont while Westover Hills was closed.

- 6) **Library Foundation staff:** I'm pleased to report that Amy Bridge will begin work January 31, 2011 as staff to the Library Foundation. Amy worked on an interim basis from August to December to manage the winter general appeal and to help with general operations of the Foundation.
- 7) **February holiday schedule:** A reminder that the libraries will be closed on Monday, February 21, 2011 for Presidents Day.
- 8) **Out of town:** I will be out of town on vacation on Friday, February 18, returning to the office on Tuesday, February 22. Alvin Anderson and Liz Triplett will be here and available during that time.

Director's Report
February 2011

- 1) Catalog Update progress report:** We have now removed 100,000 old records from the library's catalog. This takes our official holdings number down from 841,739 to 741,252 items. We have also successfully sent the 2010 database to the state for the 2010 income tax offset program; this program collects library fines/fees from Virginia income tax refunds if individuals owe these fees.

I am working with our staff now to review these results, clean up records that need specific attention, and then draft a policy for the ongoing removal of lost/discarded items from our catalog.

I will have a policy for your review at the March Library Board meeting.

- 2) Library use at renovated buildings:** I'm happy to report that library circulation for July 2010 - January 2011 is above the same period for the prior year: We circulated 623,169 items in the first seven months of FY2011, as opposed to 610,402 items for the first seven months of FY2010. This is a small percentage increase of 2%, but significant with the disruption of the renovations to regular library users' habits.

Use at North Avenue has increased 40% this January over January 2010. Use at Westover Hills has increased 35% this January over January 2010.

- 3) Belmont and Hull Street renovations:** As of February 14, we still do not have all the signatures on the construction contracts. This means we're already about a month behind where we expected to be on these two projects. We may be able to make up some time during construction. We now should be moving back in to these libraries in August.



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



**Minutes of the March 23, 2011 Meeting
Main Library
12:00 noon**

Attending: Clare Schapiro, Kathy Monday, Brenda Drew, Greg Forman, John Ulmschneider and Gail Zwirner.

Absent: Peter Blake and Ben Lambert

From the City: Laura Drewry

From the Library: Harriet Coalter, Liz Triplett, Helen Ogden and Carolyn Turner

Friends of the Library: Leighton Powell

Call to Order: The meeting was called to order by Chair, Clare Schapiro.

Consent Agenda: With a quorum present, the consent agenda (agenda, minutes from the February 23, 2011 meeting) were approved with a motion by Ms. Zwirner and seconded by Ms. Drew.

Public Comment Period: none

Reports:

- **Friends of the Library:** Leighton Powell from the Friends Board and membership Committee attended the meeting in the place of Mr. Doherty. She announced that the Friends Book Sale would take place on April 1, 2 and 4. Ms. Powell has been working for the last year and a half on getting the Friends data base in order. The Friends are working closely with the Foundation Board to keep better track of donations; and they are looking at a joint web-site. Ms. Powell stated that the joint web-site would give them a list of names to be available for advocacy and fund raising. She also stated that the Friends are now on Face-Book. Ms. Schapiro expressed pleasure that the Friends and Foundation Boards are working together.
- **Library Foundation:** Ms. Coalter gave an update on the Foundation Board from Amy Bridge:
 1. Marshall Pearsall is the chair of the Foundation's Development Committee, and a sub-committee for outreach to corporations and individuals and publicity has been established.
 2. Meeting schedule has been changed to four times a year. The next Executive Committee meeting will be in May, and the full Board will meet in June
 3. At the June meeting, they will approve allocations and recommendations. The library has not given them a list for potential allocations because the Mayor's Budget has not been presented.
 4. Amy Bridge is working with the Foundation to increase the annual fund donations.

Ms. Coalter reported that Ms. Triplett is working with the Department of Juvenile Justice to develop an Outreach Summer Reading Program. More information will be given at the April Board Meeting.

- **School Board:** no report.

Administration: Ms. Coalter reported the following:

1. She thanked those members who attended the Mayor's Budget meetings in the community. The meetings were well organized and the Mayor will release his budget on March 31.
2. Referring to the Director's report, she asked the Board to pay close attention to the Patterson, Libbie Grove Study, because the West End Neighborhood group will be at the meeting on Saturday, March 26. She stated that it was important for the Library to be represented to be a part of the Master Plan Study.
3. Strategic Plan – color and black and white copies were passed around for the Board to review. Photos of the Library will be added to the plan. Once the plan is bound, it will be sent to members of the board, committees, available on the Library's web-site and each library will have copies for the public to review.
4. The Foundation will participate in an event in June at the Science Museum called Cultsha Expo.

Board Reports:

- **Chairman:** none
- **Finance Committee:** Mr. Ulmschneider reported that they have reviewed the expenditures to the current budget, that they are on schedule with no changes. He pointed out that the City may pay the Bon Air contract again, so funds anticipated for e-books might need to come from alternative sources.
- **Facilities:** Ms. Coalter received a call today from the Capital Projects staff. They have been asked to move the renovations out to one at a time instead of two at a time. She stated that the next two libraries scheduled to be renovated are Broad Rock and Ginter Park. A decision will have to be made about scheduling the next four projects. Belmont and Hull Street Libraries are fine and will be finished in July and August.

Ms. Drew reported on attending the Government Operations Committee meeting. She felt the Council members were not aware of the Plan's recommendations. She also said that they have not been able to meet with Mayor Jones. Mrs. Schapiro suggested working with Daisy Weaver, City Council Chief of Staff to have Council adopt the Facilities Plan.

East End Library – Ms. Coalter reported that discussions have taken place between Councilwoman Cynthia Newbille and Chief Administrative Officer Byron Marshall, that they will proceed with the renovation plans for East End Library until they know more about the East End Corridor plans. Ms. Drew and Ms. Schapiro commented on a meeting scheduled for May 7 to reveal the design plan sponsored by LISC. LISC is a non-profit organization working to communities to revitalize their neighborhoods.

Unfinished Business: Catalog Update policy – As stated in the Director's report, 100,000 plus old records have now been removed from the catalog. The library will now remove over 36,000 library users who have been inactive for at least three years with no fines or fees attached to their record. After reviewing the draft policy, a motion was made by Mr. Forman, seconded by Ms. Drew and unanimously carried to adopt the Inventory and Renovations Catalog Clean-up Policy.

- **New Business:** none

- **Adjournment:** With no further business to come before the Board, the meeting was adjourned at 12:50 p.m. The next meeting will be held on April 27, 2011, 12 noon at the Westover Hills Library.

APPROVED

DATE: 03/29/11

Clare O. Schapiro
Ms. Clare Schapiro, Chairman



POLICY

SECTION: 12.11

SUBJECT: Inventory and Renovations
Catalog Clean-Up

Richmond Public Library will implement procedures to regularly update and maintain its catalog of library holdings and its record of registered library users.

Recognizing that library resources are an asset, the library may use outside agencies to recover unreturned library materials and unpaid fines/fees. Some schedules for retention and deletion of records may need to be synchronized with the procedures of those outside agencies.

At the time of this policy adoption, Richmond Public Library uses the following debt recovery systems:

Virginia state set-off debt recovery: A database of individuals owing \$25 or more in unreturned library materials and unpaid fines/fees owed to Richmond Public Library is submitted annually to the Virginia Department of Taxation. This database of library user records is matched against individuals filing personal income tax returns with the Virginia Department of Taxation. Fines/fees owed to Richmond Public Library are deducted from any income tax refund due to the individual.

Unique Management collection agency: This national collection agency specializes in recovery of library fines/fees and materials. All accounts of customer owing Richmond Public Library \$25 or more in unreturned library materials and unpaid fines/fees are referred to Unique Management. Accounts that are uncollected are reported to the major national credit reporting agencies.

The following schedule will be followed for updating and maintaining the library's catalog and record of registered library users:

- Discarded and withdrawn items, no bills attached to the item: report will be run weekly and the records cleared from the catalog weekly
- Lost/assumed lost items
 - No bills attached to the item: report will be run weekly and the records cleared from the catalog weekly
 - Bills attached to the item: item records will be deleted annually in January to coincide with the tax set-off debt process. Item records for bills older than January 1, 2009 will be deleted as of January 1, 2012; this schedule will be followed in subsequent years. These records will be shadowed in the public catalog, will be visible in the staff catalog.
- Missing items:
 - Report will be run weekly to identify items marked as "missing", report sent to owning branch for search on a weekly basis
 - Report will cumulate for the month, report sent to owning branch for second search at the end of four weeks
 - Items not found will be discarded from the catalog on a cumulative running 6-month basis.

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- **Library users:**
 - **Library users inactive for 3 years, no bills on record: will be removed annually after 3 years of inactivity on their record**

Approved 03/23/2011

Inventory and Renovations/Policy Catalog Clean-Up

PROCESS

Steps for inventory teams:

- Work in a two-person team. One will scan the barcodes, one will check the screen to verify that the item scanned correctly.
- Use the Java version 3.2 of WorkFlows.
 - Go to “Special” menu and select “Inventory.”
 - Scan the item.
 - Barcode will show up in the “Item ID” box.
 - Title will show in the “list of items inventoried” box.
- WATCH THE SCREEN FOR MESSAGES
 - Messages on the screen come up when the item is scanned – if you miss the message you have to go back and re-do what you missed.
- If the item scans correctly and there are no messages, move to the next item on the shelf.
- When you encounter problem items, put a slip in the item to identify the problem for the problem-solving team.
 - Put the problem item on your cart, and turn in problems to the “problem-solving team” regularly during the day. Don’t fix the problem yourself.
 - Problem identifiers on the slips:
 - Missing or Assumed Lost
 - Item not found
 - Barcode won’t scan
 - Wrong “location” for the item
 - Mis-shelved
 - Post-it notes will be provided for any other problems that you find. Identify the problem on the post-it note, put it in the book, and add it to the problem items on your cart.
- Change places with your partner at the end of each section of shelving (5-6 shelves of books) to help keep fresh.
- Mark each section of shelving as you finish the inventory of that section so we know how far we’ve gone (branch manager will have signs for this purpose).
- When you stop within a section, mark where you stop so you can pick back up where you stopped (branch manager will have something for this purpose).

Steps for the problem-solving team:

- *Missing* – discharge the item, check that this corrects the status and make sure the inventory date shows
- *Assumed lost* – clear the person's account and enter a Note on their record to show it was found in inventory; if sent to collection, give to Main Circ to clear collection agency record; make sure the inventory date shows on the item
- *Item not found* – have TS person on the team check the problem, fix at branch if possible; make sure the inventory date shows on the item
- *Barcode won't scan* – replace barcode from supply on hand at branch for this purpose, make sure the inventory date shows on the item
- *Wrong location* – determine with the home library person why the location is wrong; fix at branch preferably, or return to TS for correction if not able to fix at the inventory library ; make sure the inventory date shows on the item (Example: shows children location, but has YA label)
- *Mis-shelved* – inventory and shelve in correct location at the end of the day
- *Other* – figure it out!

After inventory followup:

- Melissa runs necessary reports
- Three weeks later, each branch checks shelves for missing items
- Then determine whether second followup check is needed three weeks later, based on results of first check

Teams:

- Put a “home library” person on each inventory team where possible. This will help when problems are encountered, because they will know the unique issues at the library.
- Put a “home library” person on the “problem team” for the same reason.

INVENTORY PROCESS PREPARATION

Inventory dates:

Tuesday, January 26, 8:00-5:00 Westover Hills
Tuesday, February 2, 8:00-5:00 North Avenue

Branch managers need to prepare in advance:

- Lay out sections of the collection with start/end point for inventory. (Example: adult fiction A-M, adult fiction N-Z)
- Determine what six sections will be first for inventory, so six teams can get started efficiently at the beginning of the day.
- Get shelf-reading done.
- Get all materials shelved.
- Have six carts available for the inventory teams to use.
- Have signs ready to clearly mark all the shelving sections as they are inventoried.
- Have six markers of some kind for each team to use to mark where they stop throughout the day as they work through their assigned sections (a ruler was suggested, something easily seen and identifiable).
- Cancel any programs and cancel any meetings in your meeting rooms for your assigned inventory day.
- Put up signs telling the public your building will be closed on your selected day for inventory in preparation for your upcoming building renovation.
- Post on the library's website on your branch's event calendar that the branch will be closed on your selected inventory date

Joe Barbie needs to prepare in advance:

- Six netbooks/laptops loaded with Workflows + extras in case we don't have plugs available for direct power for the computers all day
- Extension cords and charging units for the six+ computers (will plug in and work connected to power where possible; will have to re-charge if must use battery power)
- Adjust the due date for materials at these branches, so items will not be due on January 26 (Westover Hills) or February 2 (North Ave).

Melissa needs to:

- Run the "set inventory date" report the morning of each assigned inventory
- Run the followup reports after the inventory day

Harriet needs to:

- Get Library Board approval for the two inventory dates (to close the libraries)
- Draft written steps for the process, along with the categories of "problems" – give to all to review prior to the inventory dates
- Recruit the extra people for the needed number of teams at each library
- Get post-it notes to use to label problem materials, so the "problem team" will know what they have
- Get supply of barcodes in advance, to fix "item not found" problems at the branch
- Tell Tammy Hawley the inventory days, so she can prepare the media releases

Assigned teams:

Westover Hills:

Clay
Pat
Lenora
Robert
Ellen (late morning & rest of day)
Liz (morning only)
Carol
Maria Scott (North Avenue)
Joe
Linda Mitchell
Harriet
Melissa
Linda Brown (TS person)
Lisa Taylor (Main circ person)
Gloria Nottingham (Hull Street person)
Naomi Montgomery (8:00-12:00) and Lindia Porter (1:00-5:00) Belmont
person

North Avenue:

Khalil
Gloria Christian
Andre
Heidi
Maria
1 from Westover Hills – need to identify
Gloria Nottingham (Hull Street person)
Zainab Nasser (8:00-12:00) Belmont person
Liz (afternoon only)
Harriet
Melissa
Joe
Linda Mitchell
Cynthia Truesdale (TS)
Debra Hence (TS)
Cynthia Jones (Main circ person)



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



Minutes of the April 25, 2012 Meeting
Main Library
12:00 noon

DRAFT

Attending: Clare Schapiro, Peter Blake, Greg Forman, Brenda Drew, Danita Green, Gail Zwirner, Ben Lambert, Kathy Monday and Larry Olanrewaju

From the Library: Harriet Coalter, Liz Triplett, Alvin Anderson, Helen Ogden and Carolyn Turner

Also Present: Laura Drewry – Asst. City Attorney

Call to Order: The meeting was called to order by Chair, Ms. Clare Schapiro.

Consent Agenda: With a quorum present, the agenda and minutes from the March 28th, 2012 meeting were approved unanimously.

Public Comment Period: None were present

Reports:

- **Friends of the Library:** Mr. Doherty was not present.
- **Library Foundation:** Ms. Zwirner reported that the Foundation Board has currently raised a little over \$47,000, with about \$6,500 of that coming in from the Spring appeal. The \$6,500 represents gifts from 39 individuals/groups, of which six are new donors.
- **School Board:** none

Administration: Ms. Coalter presented the following:

1. Funding requests for Friends and Foundation
 - a. The Friends have approved the Library's request of \$25,000. The funds will go towards Summer Reading and other programs.
 - b. The request to the Foundation will be presented to their Allocation's Committee in May.
2. Inventory – At the March Meeting, the Board discussed the request presented from Ms. Coalter to close the Main Library for 2 days for inventory. The inventory planning team is requesting that Main Library be closed Thursday and Friday, August 16 & 17. She explained that the inventory teams will work until the whole process is finished. They are looking to complete the 700-800-900 collections on the first floor, the mezzanine, basement and interior stacks. The Library will be open on Saturday, August 18. A motion was made by Ms. Zwirner, seconded by Ms. Drew, and unanimously carried to close Main Library on August 16 and 17 for inventory.
3. The Board was given a revised copy with information on the Branch Advisory Groups.
4. Ms. Coalter will be attending the Virginia Public Library Directory's Association meeting at Graves Mountain April 26-27. She stated that the names of three trustees have been nominated for "Outstanding Library Trustee Team": Gregory A. Forman, Kathryn J. Monday and Clare Osdene Schapiro. She then read the nomination submitted by the library. Ms. Coalter stated that if they were to win, they would receive certificates and much appreciation.

Board Committee Reports:

- **Chairman:** Ms. Schapiro recommended that the Board members read through the Children's Exhibit ("Why Children's Books") at Main. The exhibit will run through May 29th. Ms. Schapiro also stated that a nominating committee will be appointed to submit nominations for Chair and Vice-Chair for the July 2012 to June 2014 terms on the Board.

- **Finance:** Mr. Blake reported that the Finance Committee met prior to this meeting at 11:00 am. He stated that we are ¾'s through the fiscal year with 76.5% of budget being spent. He also reported that the following was discussed at the meeting:
 1. Turnover vacancy savings: \$150,000 savings from staff turnover which goes back to the City. The Library will request \$50,000 from the City to fund E-Book purchases for the current fiscal year.
 2. Law Library: The Law Library is funded through fees from civil court filings. He explained that the current court fees are \$2.00 for each civil court case filed, but with the recession, the revenue has declined to \$125,000 (half of what it used to be), and the Library needs increased revenue to fund the current level of services. The overall budget for the Law Library is approximately \$250,000. With the cooperation from City Council and of Bevill Dean (Clerk of the Richmond City Circuit Court), City Council is attending to the request from the Library to increase the fees from \$2.00 to \$4.00 to fund the Law Library.
 3. Special Funds: Because funds for the Operating Budget will be cut in the next fiscal year, the Board is looking at Special Funds to make up the gap. The Board looked at e-rate funds (\$80,000), printer funds (\$30,000) and fax funds (\$20 - \$25,000), and whether or not it would be feasible to use these funds to make up the difference.

- **Facilities:**
 1. Emergency Operation Center – Mr. Anderson explained that the recommendation is to place the required generator against the wall along the side of the garage at the rear of the Main Library. The time-frame for construction is late August to the end of the year. After discussion, the Board was in agreement with this placement for the generator. As a result, a Facilities Committee meeting is called for, and is scheduled for May 22 at 1:00 with the EOC architects.
 2. East End - Ms. Drew explained how the scope of the overall East End neighborhood re-development is a huge project. The renovation of the East End Library is a priority for the Library Board. Ms. Schapiro and Ms. Drew will work together to meet with Councilmember Newbille to discuss a future new building, that could include other services/activities in addition to the library. The bids for renovation of the East End Library should go out in July. Broad Rock Library move back in is scheduled for mid July.

- **Unfinished Business:** none

- **New Business:** none

- **Adjournment:** With no further business to come before the Board, the meeting was adjourned at 1:05 p.m. The next meeting will be held on Wednesday, May 23, 2012, 12:00 noon at the Main Library.


Ms. Clare Schapiro, Chairman

APPROVED

DATE: 05/23/12

Director's Report
April 2012

- 1) **East End Library planning:** Councilmember Cynthia Newbille, Economic Development staff, and several library staff are going to Hopewell to tour their new main library on April 18. Scott Firestine, director of Appomattox Regional Library, is to present information on their library and the collaborative spaces in the building.

Brenda Drew, Facilities Committee chairman, has been attending the East End library planning meetings. Dr. Drew will give the Board an update at the April 25 Board meeting.

- 2) **East End Library electrical upgrade:** The East End Library will have its electrical service upgraded April 21-22. This is similar to the work done at the main library several months ago. While we expect now that the contractors can finish the work without closing the library, there may be an interruption to East End's public access on April 21.
- 3) **Children's Book exhibit:** The exhibit on the impact of children's books, funded by the Friends of the Library, opened with a reception on Thursday, April 12. Please take the opportunity to look at the exhibit while you in the main library on April 25 – and bring others to see the exhibit. Kelly Kyle has done marvelous work to conceptualize and carry out this exhibit.
- 4) **Emergency Operations Center work:** Moseley Architects has been selected to design the EOC space. Their first task is to identify the appropriate capacity for the back-up generator, with an acceptable location for the generator. As soon as we have information on this, we will review it with the Facilities Committee or the Board as a whole.
- 5) **Inventory:** Following the discussion at the March Library Board meeting, our inventory planning team is requesting that the main library be closed on Thursday and Friday, August 16-17 to inventory the 700-800-900 collection on the first floor. The library would be open on Saturday, August 18.
- The inventory teams will then continue to work until the whole process is finished, to include any 700-800-900 materials unfinished on the first floor, and to complete the 700-800-900 materials on the mezzanine, basement, and interior stacks.
- This will complete the inventory of the regular collection, which has been a massive project. The inventory process means that every item was touched – something like 800,000 items.
- Thanks go to Melissa Schutt and Joe Barbie for being the primary staff responsible for planning this project, with plenty of assistance from Linda Mitchell, Donna Talley, Donna Pletcher, and Liz Triplett. All the staff helped at some point by inventorying the collection at their assigned library, handling the resolution of problems found, cleaning up the database, filling in to work at multiple sites for inventory, or by weeding the collections prior to inventory.
- We did not inventory the law library, nor did we inventory the old collections such as recordings or scores that are not barcoded. Staff will make a recommendation at some point in the future about these collections.
- 6) **New branch library managers:** We have selected two new branch managers following retirements at Belmont and Broad Rock. Cristina Ramirez will join us in May

as branch manager for the Broad Rock Library. Andeberhan ("Ande") Tensae will join us in June as branch manager for the North Avenue Library.

Judy Lippy will move from Broad Rock to be the manager of the Belmont Library; Khalil Ali will move from North Avenue to be the manager of the Hull Street Library.

- 7) **Out of town:** I will be on vacation the week of April 15, and I will be attending a state meeting on April 26-27 at Graves Mountain. Alvin Anderson and Liz Triplett will be available in my absence.

I will also be out of town May 4-10 helping my mother prepare to move to Nashville later this summer.



Richmond Public Library Board

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



Minutes of the March 28, 2012 Meeting East End Library 12:00 noon

Attending: Clare Schapiro, Peter Blake, Greg Forman, Brenda Drew, Danita Green and Larry Olanrewaju

Absent: Gail Zwirner, Ben Lambert, Kathy Monday

From the Library: Harriet Coalter, Liz Triplett, Amy Bridge, Helen Ogden and Carolyn Turner

Also Present: Jim Doherty- Friends President and Laura Drewry – Asst. City Attorney

Call to Order: The meeting was called to order by Chair, Ms. Clare Schapiro.

Consent Agenda: With a quorum present, the agenda and minutes from the February 22, 2012 meeting were approved unanimously.

Public Comment Period: None were present

Reports:

- **Friends of the Library:** Mr. Doherty stated that the Friends have 3 – 4 days left in their Fiscal Year, and they are \$3,000 short of reaching their fund-raising goal. The Friends goal is between \$51,000 and \$52,000, and they have raised about \$48,000 so far this year. He explained that the Friends income comes from several sources: annual dues; daily book sales at the branches, and their spring and fall book sales, and so far this year, the dues and daily sales are down. Ms. Coalter explained that some branches, once they have been renovated, have opted out of having daily book sales. Mr. Blake encouraged the Board members to become a member of the Friends.
Mr. Doherty reported that David Robbins, author of *Scorched Earth*, will be the guest speaker at the Friends Richmond Writer's event on Friday, April 6. It was also reported that the opening reception for the children's book exhibit (Why Children's Books: Inspiring Generations) will be held on Thursday, April 12 at 6:30 p.m. at the Main Library. Kelly Kyle is the Exhibit Chair, and a member of the Friends. Leighton Powell, who will succeed Mr. Doherty as the Friends President will attend the April Board meeting.
- **Library Foundation:** Ms. Bridge reported that the Foundation members will have a signing party at Scott and Stringfellow on Thursday, March 29 prior to sending out a 1000 piece mailing in the upcoming week. Ms. Bridge called attention to a four page handout in the packet listing potential donors from corporations and businesses for future contact, provided for the Board's review and approval. After viewing the list, it was decided that any name having a contract with the City should be removed to avoid any potential conflict of interest. Ms. Bridge will make changes to the list and send an updated list at the April meeting.
- **School Board:** none

Administration: Ms. Coalter presented the following:

1. Mayor Jones will hold an open meeting tonight (3/28/12) at the Virginia War Memorial to receive comments and questions on his FY13 budget proposal.
2. Included in the handouts was a list of Capital Budget Projects for FY2013 – 2017. The handout listed the project, the description, encumbered funds, funding source and the status.
The Capital Budget includes recommended funding for the renovation of the West End Library in FY17. Some of the money that had been set aside for West End's renovation had gone towards purchasing the adjacent property; the remaining funds will go towards the design plan and renovation. FY2017 is the last year of the 5 year Capital Plan. The current capital budget funds replacement of the main library elevators; the elevators have not yet gone out for bid (will do one at a time, recommendation is to do the freight elevator first). The Bids for East End Library will go out July 1.
3. Library bloggers – The Web-site for the Great Library Road Show is www.thedigitalshift.com. Videos of Richmond Public Library users can be seen along with Ms. Drew and Ms. Schapiro talking about our library.
4. EOC (Emergency Operations Center) - The City has chosen Moseley Architects to upgrade the work to the Auditorium for use as the City's EOC. Mr. Anderson is representing the Library on the planning team, and as the design work moves forward he will bring that information back to the Board. Ms. Coalter stated that the City knows that the Library Board will need to review any of the proposed solutions for the EOC. She also stated that their first task is to determine the size/placement of the generator.
5. Friends Website – In order to have more exposure, Rocket Pop Media is working with the Friends to design a website for them.
6. Inventory – The staff has completed everything except the 700's, 800's and 900's in non-fiction at the main library. Because this will take several days to complete with the library open, Ms. Coalter is asking the Library Board for permission to close the Library for two consecutive days in August. She stated that the best time would be after summer reading is finished, and before school starts. By doing this with the library closed, they will be able to utilize more staff to move forward in completing the inventory. After some discussion, the Board was in agreement to close Main Library for two days in August. Ms. Coalter will come back to them with a specific date prior to August.
7. National Endowment for the Humanities Grant – The Library may apply for a small collections preservation grant which totals \$6,000 for evaluating the library's older materials and recommending preservation strategies. After more explanation, the Board was in agreement with the Library in applying for this grant.
8. Draft Friends and Foundation Funding request 2012: In accordance with the Board's policies, Ms. Coalter reviewed the proposed request to the Friends or Foundation for 2012 funding:
 - a. Foundation: \$20,000 for E-books; \$4,000 for books/materials for East End Library (after renovation); \$1,500 for Staff Development Day; \$500 for promotional bags; proceeds from the spring fundraising campaign will be allocated to purchase laptops; and \$12,959 restricted (funds given for specific purposes).
 - b. Friends: \$17,000 for summer reading 2013; \$1,000 for YA Reading; \$1,000 for Children's supplies; \$4,500 for programming support (\$500 for each library); \$850 for East End reopening, and \$1,800 for books for giveaways (used by children's and early literacy coordinator)The Board agreed with these proposed funding requests. Ms. Coalter will take these forward to the respective boards for consideration.
9. Special Funds Spending Review: Ms. Coalter distributed a handout listing the funding source, the purpose, and amount of expenditures that reflects consistent spending over the past 2-3 years from the major Special Funds accounts. The Finance Committee should discuss this at the Finance Committee meeting on Wednesday, April 25 to examine how we have been spending special funds. Ms. Coalter pointed out that the three largest funding sources are E-Rate, printout account and the fax account.

Board Reports:

- **Chairman:** Ms. Schapiro stated that she had a grand time at the Library Road Show which was a group of library bloggers travelling to the Public Library Association conference in Philadelphia. She gave kudos to Patty Parks and staff for doing a great job in welcoming the bloggers.
- **Finance Committee:** Mr. Blake stated that the Finance Committee had not met, but they will meet in April to review the Special Funds information distributed today. Mr. Anderson reported that 67 % of the current Operating budget has been spent, and there are no significant issues. We are tracking turnover savings, because the City is scrutinizing all savings, and all vacant positions will need to be justified.
- **Facilities:** Ms. Drew displayed and passed around a proposed drawing of the East End Library and Cultural Center. She stated that a meeting is scheduled for April 5 of the economic development staff with the East End neighborhood representatives. Ms. Drew asked Ms. Coalter to review the fundraising experience from the new Petersburg Public Library; the Petersburg Library Foundation raised funds for this new library over the time period 2007-2012, with the stipulation from donors that the City of Petersburg would be responsible for at least half of the new building's cost. Ms. Drew will pass that information on to the group at the meeting on April 5.
- **Unfinished Business:** Policy Review – Governance Policy: At the last meeting the Board adopted all but the Governance Policy. The Governance Policy was reviewed:
 - Ms. Coalter pointed out the change on page 2 that was suggested by the Board at the February meeting: Branch library managers or their designee must attend all meetings of the branch advisory council.
 - The final section beginning “Fundraising by any supporting organization must be approved in advance...” was discussed in detail. Ms. Drewry suggested that the language of the City Code be included in this section of the policy.With these changes, a motion was made by Mr. Blake, seconded by Ms. Drew that the Governance of the Richmond Public Library policy be approved. The vote was carried unanimously.
- **New Business:** none
- **Adjournment:** With no further business to come before the Board, the meeting was adjourned at 1:05 p.m. The next meeting will be held on Wednesday, April 25, 2012, 12:00 noon at the Main Library.


Ms. Clare Schapiro, Chairman

ITEM 2

Most Recent Unique Management Report



Cumulative Recovery:

Richmond Public Library

February 2005 through March 2019

Accounts Submitted:	26,283
Dollars Submitted:	\$1,805,797.50
Cash Recovery:	\$268,103.57
Material Recovery:	\$562,127.04
Waives:	\$159,359.20
Recovery Total:	\$989,589.81

Percentage of Recovery: **54.80%**

Total Invoice Amount: **\$235,294.45**

Total ROI: **4:1**

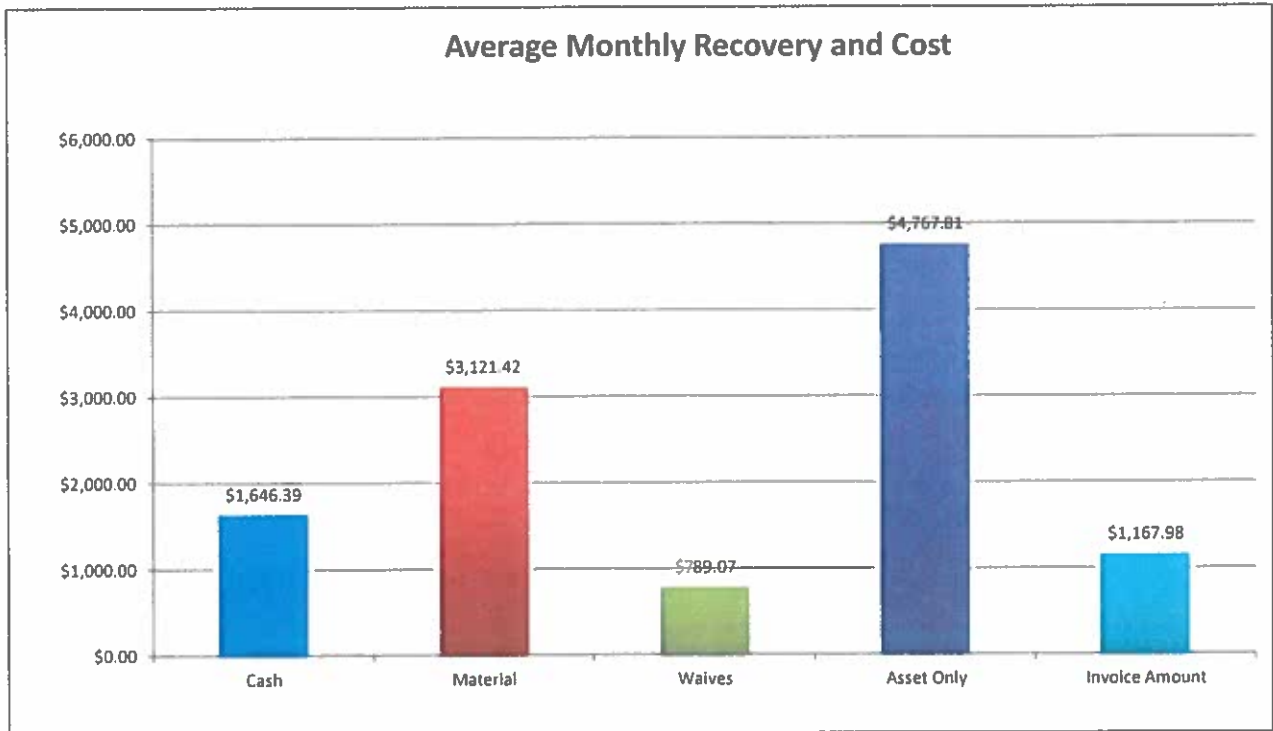
Asset ROI: **4:1**

Please note, for the purposes of these reports the term 'Asset' will refer to the recovery of Materials and Cash.



Monthly Recovery Statistics: Richmond Public Library
 4/2018 Through 3/2019

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
March-19	\$1,574.72	\$3,506.73	\$805.00	\$5,886.45	\$5,081.45	\$921.85
February-19	\$1,841.65	\$3,604.65	\$915.00	\$6,361.30	\$5,446.30	\$1,190.35
January-19	\$838.72	\$4,708.95	\$1,145.00	\$6,692.67	\$5,547.67	\$1,038.20
December-18	\$1,189.99	\$2,199.82	\$505.00	\$3,894.81	\$3,389.81	\$1,611.00
November-18	\$748.56	\$2,626.93	\$590.00	\$3,965.49	\$3,375.49	\$1,127.70
October-18	\$921.45	\$2,751.95	\$715.00	\$4,388.40	\$3,673.40	\$1,628.90
September-18	\$1,255.60	\$2,781.71	\$949.88	\$4,987.19	\$4,037.31	\$1,235.10
August-18	\$1,417.61	\$2,856.44	\$725.00	\$4,999.05	\$4,274.05	\$957.65
July-18	\$1,875.38	\$2,484.61	\$670.00	\$5,029.99	\$4,359.99	\$1,100.85
June-18	\$2,090.47	\$2,719.13	\$635.00	\$5,444.60	\$4,809.60	\$939.75
May-18	\$2,251.62	\$3,591.32	\$895.00	\$6,737.94	\$5,842.94	\$1,002.40
April-18	\$3,750.89	\$3,624.81	\$918.99	\$8,294.69	\$7,375.70	\$1,261.95
Total	\$19,756.66	\$37,457.05	\$9,468.87	\$66,682.58	\$57,213.71	\$14,015.70
Average	\$1,646.39	\$3,121.42	\$789.07	\$5,556.88	\$4,767.81	\$1,167.98
Total ROI: \$5:1						



ITEM 3a

**Cost Benefit Analysis
on Electronic Sensors
for all Nine Locations**

**Proposal for New
Security System - RFID**

Tags																
RPL Item Count	459159															
Collection Tags cost	0.14															
	\$ 64,282.26															
Hardware	Gates	\$	Total	Self-check	\$	Total	Staff/Circ Stations	\$	Total	Software	\$	Total	Licenses	\$	Total	
West end	2	\$ 16,000.00	\$ 32,000.00	2	\$ 9,955.00	\$ 19,910.00	6	\$ 3,929.00	\$ 23,574.00	6	\$ 295.00	\$ 1,770.00	6	\$ 495.00	\$ 2,970.00	
Broad Rock	2	\$ 16,000.00	\$ 32,000.00	2	\$ 9,955.00	\$ 19,910.00	6	\$ 3,929.00	\$ 23,574.00	6	\$ 295.00	\$ 1,770.00	6	\$ 495.00	\$ 2,970.00	
Belmont	2	\$ 16,000.00	\$ 32,000.00	2	\$ 9,955.00	\$ 19,910.00	6	\$ 3,929.00	\$ 23,574.00	6	\$ 295.00	\$ 1,770.00	6	\$ 495.00	\$ 2,970.00	
East End	1	\$ 16,000.00	\$ 16,000.00	2	\$ 9,955.00	\$ 19,910.00	5	\$ 3,929.00	\$ 19,645.00	5	\$ 295.00	\$ 1,475.00	5	\$ 495.00	\$ 2,475.00	
Ginter Park	2	\$ 16,000.00	\$ 32,000.00	2	\$ 9,955.00	\$ 19,910.00	6	\$ 3,929.00	\$ 23,574.00	6	\$ 295.00	\$ 1,770.00	6	\$ 495.00	\$ 2,970.00	
Hull Street	1	\$ 16,000.00	\$ 16,000.00	1	\$ 9,955.00	\$ 9,955.00	5	\$ 3,929.00	\$ 19,645.00	5	\$ 295.00	\$ 1,475.00	5	\$ 495.00	\$ 2,475.00	
Main	2	\$ 21,000.00	\$ 42,000.00	6	\$ 9,955.00	\$ 59,730.00	12	\$ 3,929.00	\$ 47,148.00	12	\$ 295.00	\$ 3,540.00	12	\$ 495.00	\$ 5,940.00	
North Ave	2	\$ 16,000.00	\$ 32,000.00	2	\$ 9,955.00	\$ 19,910.00	5	\$ 3,929.00	\$ 19,645.00	5	\$ 295.00	\$ 1,475.00	5	\$ 495.00	\$ 2,475.00	
Westover Hills	2	\$ 16,000.00	\$ 32,000.00	2	\$ 9,955.00	\$ 19,910.00	5	\$ 3,929.00	\$ 19,645.00	5	\$ 295.00	\$ 1,475.00	5	\$ 495.00	\$ 2,475.00	
			\$ 266,000.00			\$ 209,055.00			\$ 220,024.00			\$ 16,520.00			\$ 27,720.00	
Grand Total	\$ 803,601.26															
* without Installation/Training charges																

* Excludes Labor



Richmond Public Library





Richmond Public Library



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Part Number	Antenna	Unit List Price	Unit Sale Price
45007462	Tech Logic ABS Single Antenna with Reader	\$2,000.00	\$995.00
Part Number	Monitors		
25018888	22" Touch Screen Monitor, 16:9	\$690.00	\$595.00
45007784	22" Touch Screen Monitor, 16:9, w/Credit Card Swipe	\$875.00	\$795.00
25012819	22" Non Touch Screen Monitor, 16:9	\$295.00	\$249.00
25013325	Articulating arm, monitor holder	\$400.00	\$379.00
Part Number	PC's and Accessories		
25012265	Desktop PC Windows 7 Professional	\$995.00	\$895.00
25016471	All in One Desktop, 24 inch, Touch, Win7	\$1,525.00	\$1,495.00
25012513	Desk-Top Bar Code Scanner with Hands-Free Base	\$280.00	\$249.00
25016566	Omni Directional Scanner w/mounting plate, Blk, USB	\$360.00	\$195.00
25012426	Epson Receipt Printer, Cables, Paper	\$510.00	\$449.00
Part Number	Kiosk's	Qty. 1-3	Qty. 1-3
25020145	Flex Desktop Kiosk	\$8,010.00	\$6,955.00
45008032	Flex Kiosk	\$12,900.00	\$9,955.00
45008095	Flex Cash & Coin	\$7,450.00	\$5,990.00
80611001	Flex Logo Wrap, Front only	\$169.00	\$169.00
80612001	Flex Wrap Design, Front only	\$399.00	\$399.00
80613001	Flex Wrap Design, Front & Sides	\$599.00	\$599.00
80614001	Flex Wrap Solid, Front only	\$399.00	\$399.00
80615001	Flex Wrap Solid, Front & Sides	\$599.00	\$599.00
45008032-2	Flex Kiosk 2 Application pack	\$1,290.00	\$1,290.00
45008032-4	Flex Kiosk 4 Application pack	\$1,935.00	\$1,935.00
45008032-6	Flex Kiosk 6 Application pack	\$2,580.00	\$2,580.00
80400000	CircIT Kiosk RFID, Barcode and receipt printer	\$7,699.00	\$6,495.00
80300000	CircIT Kiosk RFID and Barcode	\$6,599.00	\$5,995.00
80200000	CircIT Kiosk Barcode and receipt printer	\$6,499.00	\$5,995.00
80100000	CircIT Kiosk Barcode only	\$5,399.00	\$4,995.00
80601001	Logo Wrap, Front only	\$129.00	\$129.00
80602001	Wrap Stock Design, Front only	\$425.00	\$425.00
80603001	Wrap Stock Design, Front and two Sides	\$999.00	\$999.00
80603501	Wrap Stock Design, All Sides	\$1,399.00	\$1,399.00
80604001	Wrap Solid, Front only	\$425.00	\$425.00
80605001	Wrap Solid, Front and two Sides	\$999.00	\$999.00
80605501	Wrap Solid, All Sides	\$1,149.00	\$1,149.00



Part Number	Payment Systems		
45007183	In-Desk Patron Card Imager with Easy-Serv Printer	\$4,950.00	\$4,250.00
45007184	In-Desk Patron Card Imager, Printer and CC swipe	\$5,150.00	\$4,250.00
45007470	Personal Payment System- US Currency	\$7,850.00	\$5,995.00
45007539	Personal Payment System- US Currency, no CC swipe	\$8,150.00	\$5,995.00
Part Number	Comprise Payment		
25020196	Smart Terminal for Self-Check	\$1,495.00	\$1,495.00
25020198	Setup Fee per Merchant Account	\$325.00	\$325.00
25020199	Annual License Fee Per Merchant Account	\$750.00	\$750.00
25020200	Site Visit - First Day	\$1,700.00	\$1,700.00
25020201	Site Visit - Consecutive Day(s)	\$910.00	\$910.00
Part Number	Media Passport		
45007333	Media Passport, KwikCase, w/o RFID	\$1,900.00	\$1,750.00
45007408	Media Passport, OneTime, RFID	\$3,095.00	\$2,750.00
45007202	Media Passport, KwikCase, RFID	\$2,995.00	\$2,650.00
Part Number	Conversion Devices		
45007334	UtagIT Programmer	\$3,250.00	\$2,295.00
45007348	UtagIT Programmer (Dual Batteries)	\$3,600.00	\$2,495.00
3RUTAGIT	UtagIT Programmer (rental) - (1 Unit, 1st mo. Free, \$195.00 per mo.)	\$1,400.00	\$0.00
Part Number	Shelf Management Device		
45007687	CirkTRAK Shelf Management System with 10" Tablet †	\$6,900.00	\$5,495.00
Part Number	NX Series Gates - P45i		
25020154-1	Tech Logic NX Series 1 Aisle Gate - with people counter - Clear41	\$5,500.00	\$4,450.00
25020154-2	Tech Logic NX Series 2 Aisle Gate - with people counter - Clear41	\$8,300.00	\$5,950.00
25020154-3	Tech Logic NX Series 3 Aisle Gate - with people counter - Clear41	\$11,000.00	\$7,950.00
25020154-4	Tech Logic NX Series 4 Aisle Gate - with people counter - Clear41	\$13,800.00	\$10,950.00
25020154-5	Tech Logic NX Series 5 Aisle Gate - with people counter - Clear41	\$16,600.00	\$12,950.00
25020154-6	Tech Logic NX Series 6 Aisle Gate - with people counter - Clear41	\$19,300.00	\$15,950.00
25020176	Tech Logic NX Series Gate Quick-Release	\$1,000.00	\$750.00
Part Number	Factory Wood Gates		
45006064	Single Aisle Custom Gate System with Sensource People Counter	\$16,000.00	\$16,000.00
45006065	Dual Aisle Custom Gate System with Sensource People Counter	\$21,000.00	\$21,000.00

45006066	Triple Aisle Custom Gate System with Sensource People Counter	\$26,000.00	\$26,000.00
Part Number	Software		
28000002	CircIT Seat Licenses	\$2,000.00	\$495.00
28000019	CircIT Seat Licenses with NoveList Recommendations	\$2,650.00	\$1,645.00
28000002K	CircIT Seat License for Kiosks	\$0.00	\$0.00
28000020	FLEX Kiosk Software License with NoveList Recommendations	\$650.00	\$650.00
28000007	CircIT Staff Station -with hardware purchase	\$1,100.00	\$0.00
28000008	CircIT Staff Station -without hardware purchase	\$1,100.00	\$295.00
NOTE:	Site license available upon request based on projected purchases		

Part Number	Tags	50K	100K	500K	1 M+
25016567	Book Tags - White Tag - rolls of 2,000	\$0.14	\$0.135	\$0.130	\$0.125
25016568	CD/DVD X-Range Tags - rolls of 1,000	\$0.49	\$0.460	\$0.440	\$0.440
25016569	CD/DVD Hub Tags - rolls of 2,000	\$0.21	\$0.210	\$0.210	\$0.210
25010013	RaceTrack Tags - rolls of 1,500	\$0.14	\$0.138	\$0.130	\$0.125

Approximate AMH System Pricing

3 Bin Systems -	\$67,500.00
5 Bin Systems-	\$88,645.00
7 Bin Systems-	\$122,000.00
9 Bin Systems-	\$171,535.00
15 Bin Systems-	\$265,500.00

***NOTE: Pricing is indicative of base systems with one interior or one exterior bookdrop. All Tech Logic system are custom built to CAD drawings and dimensions provided by the library, prices are approximate and subject to change based on library room dimension and required configuration.**

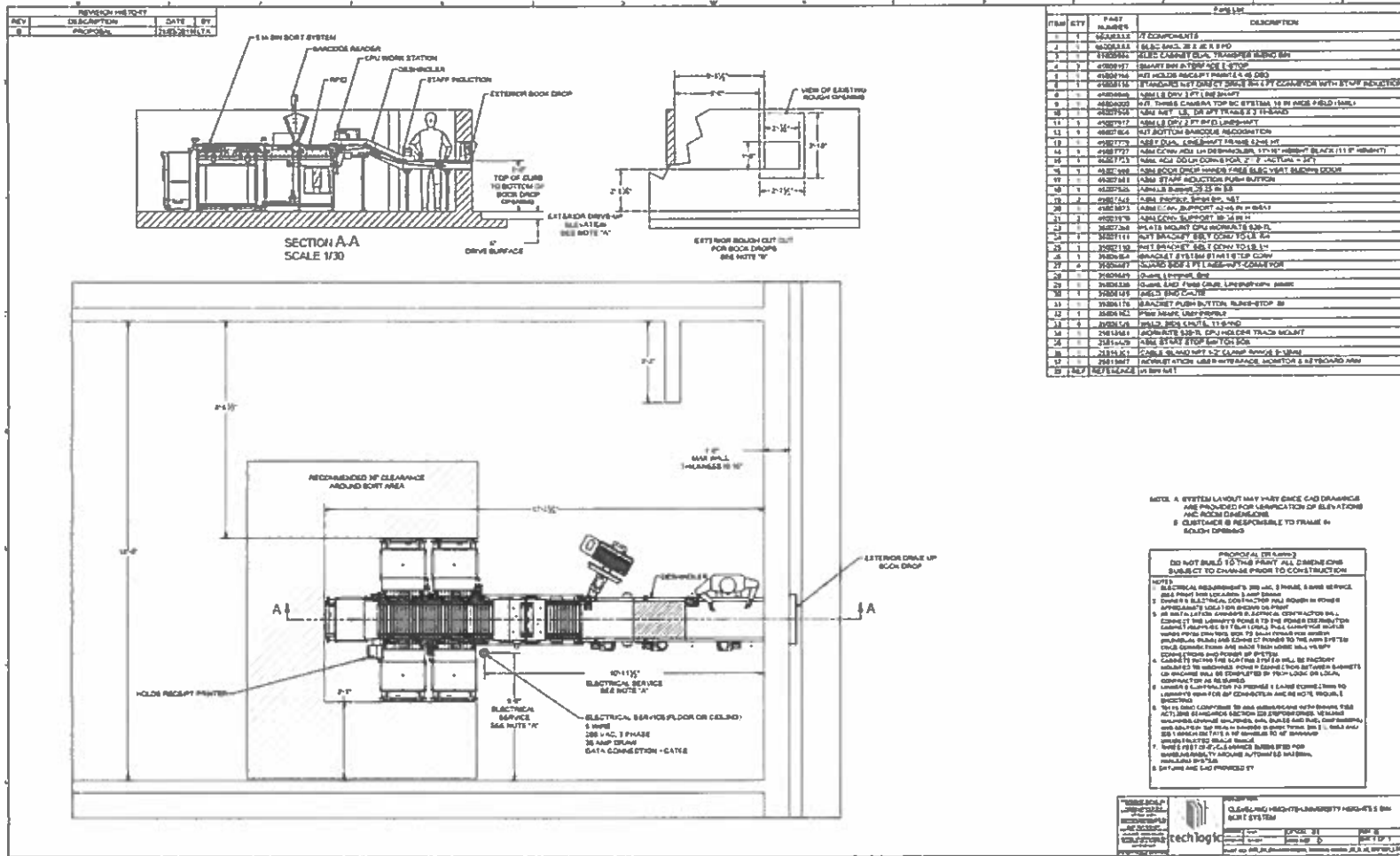
***Pricing does not include installation, training , taxes, bond and/or shipping costs.**

***Price does not include bins.**

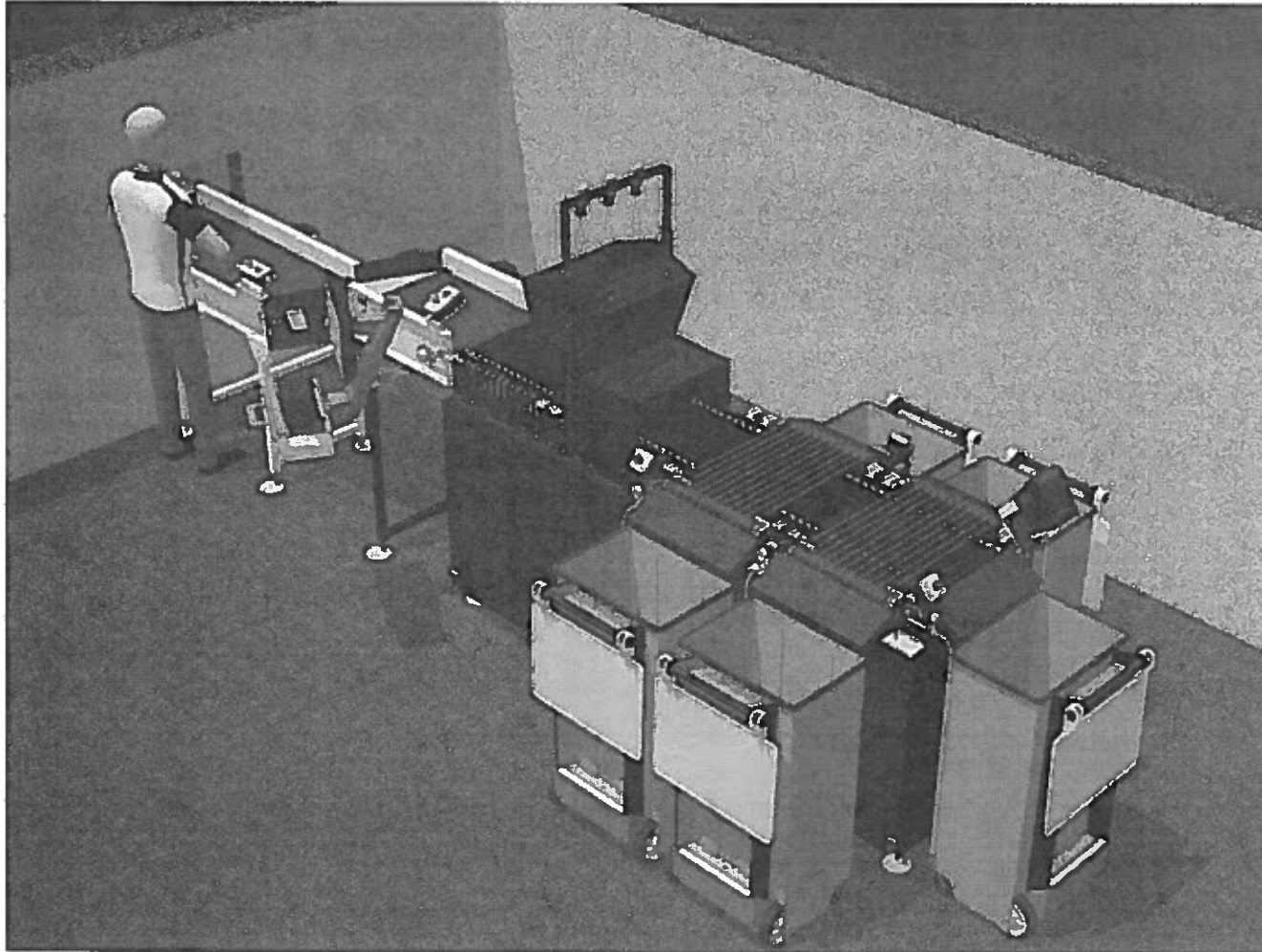


*As an example of a fully installed sort system, with exterior bookdrop, top/bottom barcode scanning, ValueIT and 10 smart bins the cost is approximately \$222,000.00.

Technical Drawing



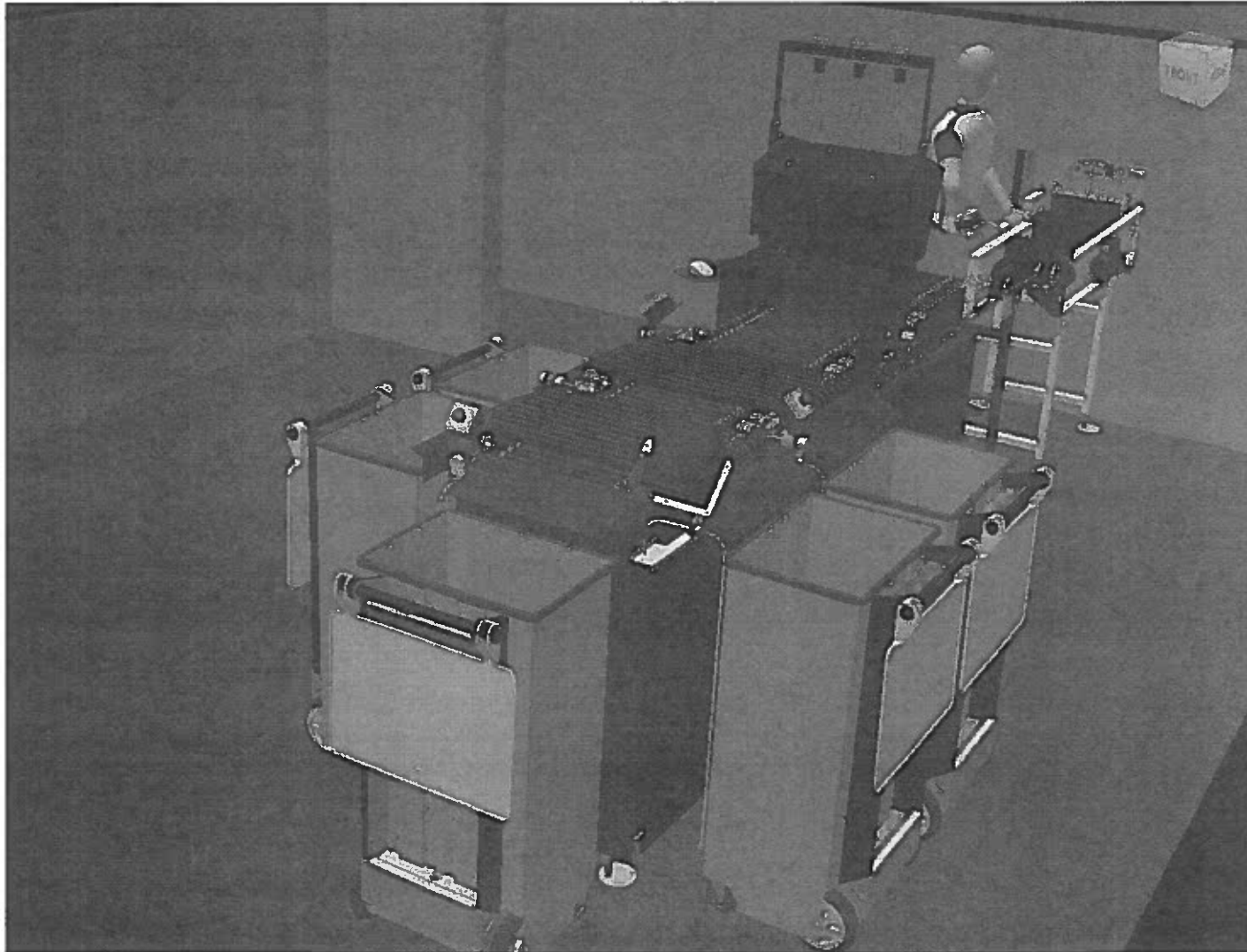
3D Renderings





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835 HALE AVENUE
OAKDALE, MINNESOTA 55128

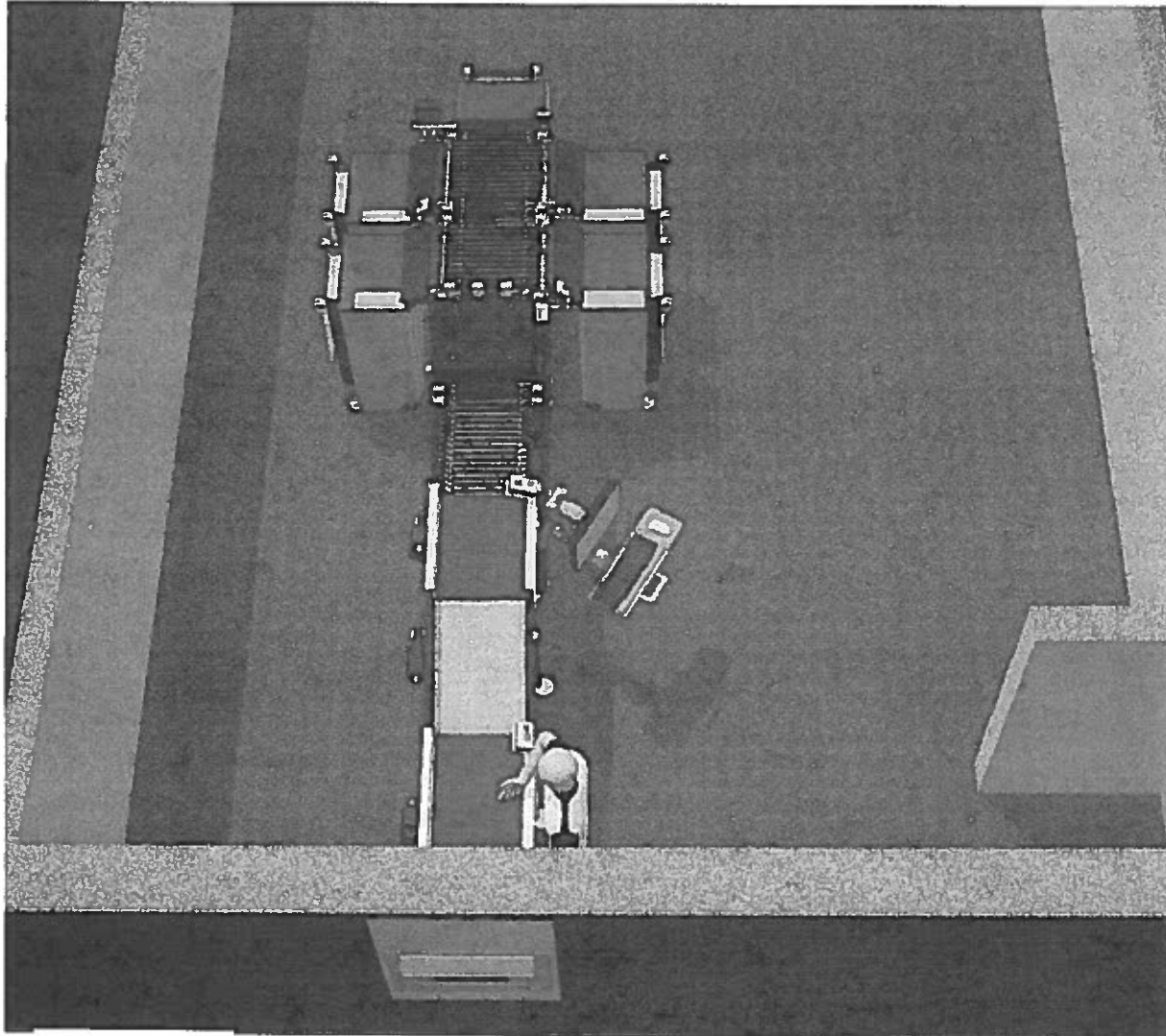
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Richmond Public Library

Qty	Part Number	Description	Unit Price	1st Yr. Extended price
1	913XXXXX	5-Bin Ultrasort	\$228,136.61	\$228,136.61
1	ASTSOFT	Multi-Bin System Control Software with ValueIT software	\$12,300.00	\$12,300.00
1		Installation and Training	\$13,400.00	\$13,400.00
			Sub Total	\$253,836.61
			Discount	(\$95,076.61)
8	81000006	Bin with control box, Battery, Brake-(Black)	\$4,080.00	\$32,640.00
			Shipping	\$4,350.00
			Total Contract Pricing	\$195,750.00

AMH Payment Terms and Support:

- I. A first payment, in an amount of forty percent (40%) of the Contract Price, shall be due within ten (10) days after the Effective Date. Work pursuant to this Agreement shall not begin until such payment is received and verified by Tech Logic.
- II. A second payment, in an amount of fifty percent (50%) of the Contract Price, shall be due within ten (10) days after a Notice of Completion of Manufacturing Design is submitted to Library.
- III. A third payment, in the amount of (5%) of the Contract Price, shall be due within ten (10) days of the date on which notification is made by Tech Logic to Library that manufacturing, final testing and pre-shipment inspection of the TLS is complete and ready to be shipped to Library. Library has the right and may elect to inspect the TLS (at the Library's expense) prior to actual shipment to Library. Failure of the Library to inspect the TLS prior to shipment to the Library shall not cause a delay of the third payment to Tech Logic.
- IV. Final payment, in an amount of five percent (5%) of the Contract Price, plus all additional payments required under executed Change Orders, if any, shall be paid within ten (10) days of Tech Logic's delivery to the Library of the Notice of Completion.

Further, if a delay occurs then the final 5% payment hereunder shall be paid by Library within sixty (60) days of shipment from Tech Logic. In any event, the final 5% payment hereunder shall be paid by Library within ninety (90) days from the date on which notification is made by Tech Logic to Library that the TLS is ready for shipment to Library.

Performance Bond & Payment Bond:

Costs associated with Performance & Payment bond requirements are the sole responsibility of the library.

Payment Schedule for Change Orders:

The payment of any Change Order shall be made in installments, with the first installment being due ten (10) days after the execution of the Change Order. The amount and payment terms of the Change Order shall be as set forth as above.

Interest Charges:

If any payments due from Library to Tech Logic are deemed to be, in the sole discretion of Tech Logic, overdue, then interest charges thereon shall be paid by Library to Tech Logic at a rate of one and one-half percent (1.5%) per month. Credit, Debit, or P-Card Payments are not acceptable forms of payment.

Software and Hardware Support

- Annual Support/Software License and Maintenance program costs are in addition to the item(s) quoted above. The Support/Software License(s) are required for the duration that the equipment is in use and is billed annually. Hardware Support is Optional.
- Annual Support/Software and Maintenance Programs automatically increase 4% per year after the initial first year of paid annual support. Customer may qualify for savings with a multi-year pre-payment plan.

Notes:

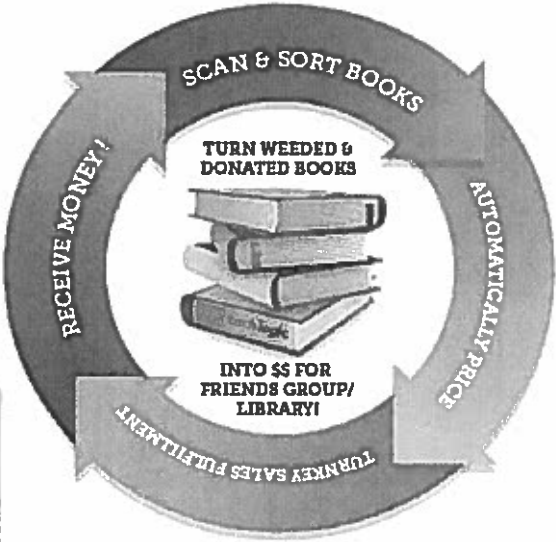
- 1) SIP or SIP2 is required and needs to be acquired. Please ensure that the SIP & ILS implementations are of the latest versions.
- 2) The SIP interface which integrates AMH systems with ILS software is provided by the ILS vendor



VALUEIT™

TURN WEEDED & DONATED BOOKS INTO CASH!

Tech Logic's new software allows donated and weeded books to be scanned, sorted, priced and sold more easily than ever before.



Scan & Sort
 Ultrasort quickly scans and sorts books for sale.

Price
 Software automatically prices books and marks for sale.

Sales Fulfillment
 Easily sell more books than ever before at fair market value.

RECEIVE \$\$\$

By automating this process, your library will be able to handle sorting, valuing and selling its weeded and donated items.

ECO-GREEN TECHNOLOGY

Libraries and Friends groups often face the daunting task of sorting and monetizing donated books. This new technology, offered only by Tech Logic, not only makes it easier to sort weeded and donated books, it helps libraries to properly price each book, resulting in more money for the library.

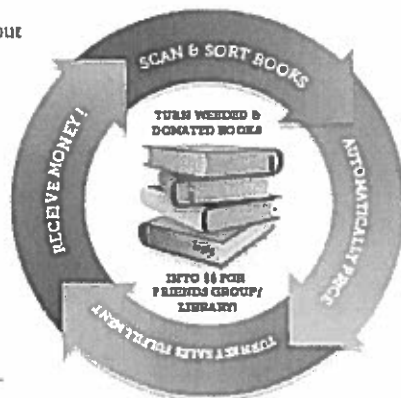
Tech Logic's Ultrasort uses camera barcode technology to sort and value books, while ValueIT™ software allows the books to be sorted and priced accordingly for sale. Turnkey sales fulfillment provides a no-hassle way to sell books online and benefit your community through the value of these items.



VALUEIT™

How “ValueIT” mode works on Tech Logic AMH Systems

For more than thirty years, libraries have used data to make decisions about what materials to buy and how long to keep them on the shelves. Acquisitions are fueled by publishing industry reviews and selection tools that evaluate what is being published, the audience for those titles and the likely popularity. Libraries also calculate how many copies of a given title will be used by their local audience — and use purchase alerts generated by the ILS to buy more copies based on hold requests for each title. When materials become part of a library’s browsing collection on the shelves, they use data from the ILS to determine when a title should be weeded from the collection. How much has the item circulated and how recently? Do they have excess copies of a title that has gone past its initial surge of popularity for their public? For these and other types of collection development and management decisions, libraries rely on data-driven decisions.



Tech Logic’s “ValueIT™”

What libraries have largely *not* embraced is using data to analyze their excess inventory to maximize earnings on donations and weeded materials. Instead, other outside entities are doing the analysis and reaping the substantial benefits available to booksellers in today’s robust online sales environment. When booksellers come to library book sales, they use scanning and look-up tools to immediately assess the value of any given book sale item and its likelihood of selling to a worldwide audience of potential online buyers. With rare exceptions, libraries are very late to mining the massive Amazon database to evaluate and sell excess library materials inventory for its real-time online market value.

In one current popular model in the library market, libraries may opt to ship all of their donated or withdrawn materials to a vendor. The vendor screens for the actual market value of the materials (what is the actual, real-time sales price of an item) and manages the online sales process. The vendor also disposes of the remaining portion of the excess inventory that isn’t going to sell online. The library realizes 15-17% of the eventual sales price of each item (depending on whether or not you pay for shipping). So 83-85% of the value of any given item goes to the vendor, not to the library who acquired the material. Why couldn’t libraries become the seller and capture the majority of value?

Tech Logic provides the ValueIT™ software to appraise weeded or donated materials. ValueIT™ software will reside on a Tech Logic sorter for a library to realize the actual market value of its excess inventory of donations and weeds. Market value means that the library decides the threshold for “valued” titles (\$3.00 for example) and the software will determine the likelihood of sale of the title for that value or more based on Amazon sales rankings. Then the Tech Logic sorter does the work of separating donations or weeds of value for online sale and those that are not of value. Tech Logic has created a compelling business case for the library to embrace this model as an additional revenue source, and relieve staff, volunteers or Friends Groups from the book sale model of selling one book at a time at a price often under market value.

How does it work?

The library opens, or its Friends or a Non-Profit, opens an Amazon “seller” account and becomes an online retailer of its excess inventory. Book sellers on Amazon operate in one of two models — merchant-fulfilled sales or sales



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VALUEIT

fulfilled by Amazon (FBA). The merchant-fulfilled sales model means the seller manages its own inventory and pick and ships directly to buyers — using Amazon only for the listing and sales transaction. The FBA model means that Amazon manages the inventory and pick and ships to buyers from its warehouses for a slightly higher cost. Because most libraries are not able to house and manage their excess inventory/pick and ship operations — and because Amazon is the largest distributor of all consumer goods worldwide — Tech Logic proposes the FBA model for the appraisal process.

Now the magic happens. A Tech Logic sorter is equipped with Internet-hosted software and hardware to read and look up the UPC barcode of either weeded or donated materials. (This is the same thing a book seller does at a library book sale using a smartphone scanner.) The sorter is set up to run in ValueIT™ mode for this process. Weeded materials and donated materials are fed onto the sorter and pass over a UPC barcode scanning camera. Passing the camera in three-tenths of a second, the barcode is sent to the look-up software for a determination about whether it meets or exceeds the library's chosen price threshold (\$3.00 for example). The software determines whether a title likely to sell based on Amazon sales ranking and whether or not the library has already listed copies of the title on Amazon. Based on these factors, the software instructs the sorter to “accept” or “reject” the item for online sales. Typically the average “accept” rate is around 20% of materials meeting these criteria. The sorter, operating in ValueIT™ mode next directs the materials “accepted” for online sales into one designated bin.

Materials “rejected” for online sales are directed into another designated bin. The sorter will direct materials unable to be read (usually due to no visible UPC barcode) into a third bin that the library decides whether to scan manually or examine further for potential market value. The three bins filled during ValueIT™ mode are handled in three groupings.

1. Accepted materials are prepared for Amazon online sales by affixing a printed sticky label produced by the software — typically a 5 second exercise. Labeled materials are loaded into a packing box and shipped to Amazon. That's all there is to it. Every two weeks, the library receives a direct deposit of its share of online sales. Data shows that over 90% of the library's materials accepted for online sales are, in fact, sold online.
2. Rejected materials can be sold locally in Friends stores or library book sales — or Tech Logic can handle the rejected print materials for re-use. Otherwise, items can be disposed of or recycled locally, if desired.
3. Materials unable to be read and looked up by the sorter can be evaluated manually or governed by a blanket decision. Mass market paperbacks, for example, carry a UPC inside the cover and would need to be scanned manually to determine value. Hardback books missing their covers or published prior to the 1970s would not have a UPC to scan either. The library decides how much or how little to invest in this category of material based on potential returns. Some older, rare items could be found in this group.

ValueIT™ as an assist to Libraries and Friends Groups:

Libraries and Library Friends Groups often struggle to keep up with the volume of weeded and donated materials coming to them for pricing and sale. And often there isn't time for an online pricing of the materials prior to sale — or there isn't a large enough local audience to support selling materials at the real-time online market value. When materials are sorted with ValueIT,™ the materials rejected for online sales can still be sold at the established local market value by the Library and its Friends. Also, the revenues from online sales can, if the library needs to or wishes to, be paid directly to the Friends group with no labor having been expended on their part for these sales!





ValueIT™ as an appraisal of weeded materials listed on a spreadsheet:

The ValueIT™ mode software is also capable of accepting a spreadsheet report listing weeded materials. Typically, the ILS allows the librarian to export a weed report in Excel format and define the fields in the report. Most MARC records contain the UPC barcode for materials newer than 1980. The library could choose to upload the report, receive an appraisal of the weed candidates and then pull those weeded materials with online value for priority handling. After priority materials are pulled, the rest of the weeded materials could be sent directly to book sales or to Tech Logic for re-use.

What are the fees for the service?

Fees for the services will vary depending on how the library wants to structure the program. We recommend a turn-key approach initially:

1. Sorter equipment and software set-up varies based on size of the equipment/installation.
2. Software licensing
3. Amazon sales and handling fees
4. Shipping materials and fees
5. Tech Logic staff assistance to load materials onto the sorter, set up listings and box the materials for shipment to Amazon
6. Tech Logic logistics to handle rejected items for re-use.

Outcome:

When following Tech Logic protocols, libraries should anticipate 18% of the overall weeded and donated items to produce a net revenue value of at least \$2 per item on average. This factors turnkey handling, technology and logistics. This means if you are a system with ten locations, weeding 200,000 items a year, we believe you can also receive more than 200,000 items through donations (approximately 55 items per day, per branch). Under this example scenario, this ten-location library system could expect to net \$140,000 — 240,000 per year.

Using similar variables:

- 20-branch library system could expect to net \$240,000 – \$480,000 per year.
- 40-branch library system could expect to net \$480,000 – \$960,000 per year.
- 80-branch library system could expect to net \$960,000 – \$1,920,000 per year.

Last year, one library sold 11,541 items on Amazon resulting in gross sales of \$193,159, netting in excess of \$124,000. Another library sold 12,474 items with a gross revenue \$133,484, netting in excess of \$75,000.

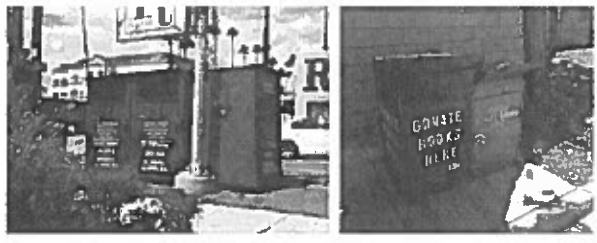
Reports and accounting

The library will receive, at a minimum, the following accounting reports for the appraisal process:

- Excel listing of items sold and sale price... 100% transparency

Next Steps:

- Begin encouraging donations.
- Set up Ultrasort with ValueIT.™
- Create a PR strategy for the pilot locations.



ITEM 3b

Cost Benefit Analysis on Electronic Sensors for all Nine Locations

**Existing Maintenance and
Equipment**

Electromagnetic System

3M Library Systems
Building 225-5SE
St. Paul, MN 55106
800-328-0067
Fax: 1-888-263-1916
www.3m.com/library



August 22, 2014

Richmond Public Library
East End Branch
Attn: Cheryl Clarke
2414 R Street
Richmond, VA 23223

Dear Cheryl:

The **minimum** charge for a Service Technician to come to your location to **service** your Library Equipment is **\$575.00** minimum per day. This price consists of a call-out charge of **\$325.00** and a minimum one-hour of labor at **\$250.00** per hour. Any additional time spent by the technician at the location is billable at \$250.00 per hour. **(If needed)** Parts will be charged at an additional cost.

Detection System Model: 3502BC | Serial Number: 35213149

If you have any questions, please call me at 1-800-328-0067 select option 1, option 1, and then option 2.

Sincerely,

John Pope

John Pope
Service Coordinator
3M Library Systems - Corporate Customer Contact Center
Mail Stop: Bldg 225-3S-06
Office Location: Bldg. 225-5SE
St. Paul, MN 55144-1000
1-800-328-0067 select option 1, option 1, option 2
3MEquipFieldSrcv@mmm.com

Clarke, Cheryl A. - RPL

From: Clarke, Cheryl A. - RPL
Sent: Monday, August 21, 2017 2:58 PM
To: Firestine, Scott R. - RPL; Dishon, Clay D. - RPL
Subject: FW: BIBLIOTHECA-3M--RICHMOND PUBLIC LIBRARY (VA)---SERVICE AGREEMENT OPTIONS--
Attachments: Archived attachment list.txt

Quick Look

Below is a price quote for a service agreement on the 3M devices. Oh my goodness!!! \$\$\$\$\$

From: John Otte [mailto:j.otte@bibliotheca.com]
Sent: Monday, August 21, 2017 2:14 PM
To: Clarke, Cheryl A. - RPL
Subject: BIBLIOTHECA-3M--RICHMOND PUBLIC LIBRARY (VA)---SERVICE AGREEMENT OPTIONS--

Hello Cheryl,

This is a follow-up to our phone discussion in which you inquired about possibly adding the list of equipment below at the following locations/branches back onto a service agreement:

Hull Street

Model 3502 DM detection system serial # 35213701
Model 764 re-sensitizer serial # 16405707

West End

Model 3501DM detection system, Serial # 35113151
Model 3502DM detection system, serial # 35213150
Model 764 re-sensitizer, serial # 16405576
Model 942 bookcheck, serial # 94002800

Westover Hills

Model 3501BC detection system 35113124
Model 3502BC detection system 35213123
Model 764 re-sensitizer 16405545
Model 764 re-sensitizer 16405544

Ginter Park

Model 3502DM detection system serial # 35213156
Model 3052DM detection system serial # 35213154
Model 764 re-sensitizer serial # 16405707
Model 942 bookcheck serial # 94008692

Broad Rock

Model 3502BC detection system 35213153
Model 3502BC detection system 35213152
Model 764 re-sensitizer 16405574
Model 764 re-sensitizer 16405570

East End

Model 3502BC detection system serial # 35213149
Model 764 re-sensitizer serial # 16405553

Belmont

Model 3501 DM detection system, serial # 35113705
Model 3502 DM detection system, serial # 35213706
Model 764 re-sensitizer, serial # 16405710
Model 764 re-sensitizer, serial# 1645708

Please refer to the attached example below for the Hull Street Branch which explains the pricing structure of both the 1 year & 2 year service agreement options.
Please also reference the attached Excel Spreadsheet which contains complete pricing of 1 year & 2 year service agreement options for each branch.

We currently have two service agreement options available for you.

Since your equipment has not been covered under a service contract for more than 6 months, it is subject to a customer paid, minimum \$575 pre-inspection fee per site.
The pre-inspection is required to ensure the equipment is in good working order before it can be added back onto a service agreement.

The minimum cost of the pre-inspection fee is \$575, which consists of a \$325 call out fee & one hour minimum labor at \$250 per hour.
Any additional time spent by the service technician during the pre-inspection is billable on a pro-rated basis of \$250/hour and any parts required will be charged at an additional cost.

We can use any recent service call performed on a detection system within the last 3 months to fulfill the pre-inspection requirement for that branch.
Otherwise, the equipment at each branch is subject to the minimum \$575 pre-inspection fee per branch (or per site).

If you sign up/renew with a two-year agreement, I can waive the costs of the associated with the pre-inspection fees, which would run a minimum of \$575.00 per branch (or per site).

Or, with a 1-year agreement, you can still protect yourself against future unexpected service costs, but would still have to pay for the pre-inspection fees.

Let me give you some of the pricing to help you make a decision.

An annual (1-year) service agreement on your model 3502DM detection system at the Hull Street Branch, serial # 35213701, runs \$1,507.80.

An annual (1-year) service agreement on your model 764 re-sensitizer at the Hull Street Branch, serial# 16405707, runs \$115.50.

The total cost of an annual (1-year) agreement on both pieces of equipment at the Hull Street Branch is \$1,623.30.

If elect the annual (1-year) service agreement option, you would pay \$1,623.30 for the service agreement plus a minimum of \$575 for the pre-inspection, or a minimum total of \$2,198.30.

If the pre-inspection fee is more than \$575, your total cost of the 1 year service agreement would be more than \$2,198.30.

If you elect a 2 year service agreement, the cost would be $\$1,623.30 \times 2 \text{ years} = \$3,246.60$ - \$575 pre-inspection fee for a maximum cost of \$2,671.60.

If the pre-inspection fee runs more than \$575, your cost for the 2 year agreement would be less than the \$2,671.60 total.

You may elect any combination of 1 or 2 year service agreements.

Whether you elect a 1-year annual agreement or a 2 year service agreement, you would need to pay entire cost of the service agreement up front.

Let me know which option works best for you and if you have any questions

Thanks much

John Otte
Contracts Administrator
Bibliotheca-3M
j.otte@bibliotheca.com
877-207-3127, ext. 304.

John Otte
Contract Administrator
e: j.otte@bibliotheca.com
[linkedin](#) | [facebook](#) | [twitter](#) | [youtube](#) | [website](#)

3169 Holcomb Bridge Road | Norcross, GA 30071 | US
403 Hayward Avenue North | Oakdale, MN 55128 | US



Our solutions help libraries connect with their users, engage their communities, and provide their offerings. They take fragments into independent, equitable communities that inspire creativity, collaboration and lifelong learning. Visit our website or contact us to find out more details.

John Otte
Contract Administrator
e: j.otte@bibliotheca.com
[linkedin](#) | [facebook](#) | [twitter](#) | [youtube](#) | [website](#)

3169 Holcomb Bridge Road | Norcross, GA 30071 | US
403 Hayward Avenue North | Oakdale, MN 55128 | US





Type	STANDARD
Order	18000003908
Order Date:	20-AUG-17
Created By:	A Randolph-W
Revision No.:	0
Revision Date:	
Buyer:	A Randolph-W

Supplier: 3M COMPANY 3M CENTER BLDG 224-5N-42 ST PAUL, MN 55144 ()	Ship to: See Below	Bill to: City of Richmond Department of Finance Accounts Payable PO Box 27545 Richmond, VA 23261
---	------------------------------	---

Customer Account No:	Supplier No	Payment Terms	Freight Terms	FOB	Ship Via
	100002958	Net 45	Prepaid	FOB	
Confirm To/Telephone:			Requester/Deliver to: Randolph-Williams, Arlene		
Note: Questions contact Cheryl Clarke 804.646.4257. Thanks!					

Line	Supplier Item Number	Description	Qty	UOM	Unit Price	Total
1		Security Gates Photocell Repair at Hull Street Branch Ship To: 101 East Franklin Street Richmond, VA 23219		Dollar		1,296.21
Total						\$ 1,296.21



The above PURCHASE ORDER NUMBER must appear on all Invoices, Delivery Memoranda, Bills of Lading, Packages, and/or Correspondence related to this order. C.O.D.'s and Collect shipments will not be accepted.

NOTICE: The City of Richmond will NOT be held responsible for Finance Charges incurred when the Invoice is NOT sent to the above address. See below for additional terms and conditions.

Current Gate inventory

RICHMOND PUBLIC LIBRARY

BRANCH	ADDRESS	SERIAL #	MODEL #	DESCRIPTION	WARRANTY EXPIRATION DATE	SERVICE AGREEMENT
Belmont Branch	3100 Ellwood Ave	35113705	3501BC	Detection System	11/29/2011	None
		35213706	3502BC	Detection System	11/29/2011	None
		16405708	764	Resensitizer	11/29/2011	US49002
		16405710	764	Resensitizer	11/29/2011	US49002
Broad Rock Branch	4820 Warwick Rd	35213152	3502BC	Detection System	3/30/2011	None
		35213153	3502BC	Detection System	3/30/2011	None
		16405570	764	Resensitizer	6/25/2011	US47915- Expired 3/12/2012
		16405574	764	Resensitizer	3/13/2011	US47915- Expired 3/12/2012
East End Branch	2414 R Street	35213149	3502DM	Detection System	3/10/2011	None
		16405553	764	Resensitizer	3/13/2011	US47915- Expired 3/12/2012
Ginter Park Branch	1200 Westrbook Ave	94008692	942	Bookcheck	7/9/2011	None
		35213154	3502DM	Detection System	4/20/2011	None
		35213156	3502DM	Detection System	4/20/2011	None
		16405572	764	Resensitizer	3/13/2011	US47915- Expired 3/12/2012
Hull Street Branch	1400 Hull Street	35213701	3502BC	Detection System	11/7/2011	None
		16405707	764	Resensitizer	11/7/2011	US49001
Main Branch	101 E Franklin Street	5067932	955	Bookcheck	12/5/1999	None
		5069263	955	Bookcheck	12/21/2000	3-1607 Expired 12/21/2001
		3811671	3801DM	Detection System	4/26/2011	None
		16405541	764	Resensitizer	3/13/2011	US47915- Expired 3/12/2012
		16405542	764	Resensitizer	3/13/2011	US47915- Expired 3/12/2012
		16405543	764	Resensitizer	3/13/2011	US47915- Expired 3/12/2012
North Avenue Branch	2901 North Avenue	35113124	3501BC	Detection System	3/7/2011	None
		35213123	3502BC	Detection System	3/7/2011	None
		16405544	764	Resensitizer	3/13/2011	US47915- Expired 3/12/2012

		16405545	764	Resensitizer	3/13/2011	US47915- Expired 3/12/2012
West End Branch	5420 Patterson Ave	94008200	942	Bookcheck	3/22/2011	None
		35113151	3501DM	Detection System	3/22/2011	None
		35213150	3502DM	Detection System	3/22/2011	None
		16405576	764	Resensitizer	3/13/2011	US47915- Expired 3/12/2012
Westover Hills Branch	1408 Westover Hills Blvd	35113125	3501BC	Detection System	3/3/2011	None
		35213126	3502BC	Detection System	3/3/2011	None
		16405548	764	Resensitizer	3/13/2011	US47915- Expired 3/12/2012
		16405549	764	Resensitizer	3/13/2011	US47915- Expired 3/12/2012

Richmond Public Library (VA)
 Bibliotheca Service agreement options
 8/21/2017

Branch	Model #	Serial #	1 YR Service agreement option
West End	3501DM detection system	35113151	\$1,089.90
	3502DM detection system	35213150	\$1,507.80
	764 re-sensitizer	16405576	\$115.50
	942 bookcheck	94002800	\$270.90
	Minimum pre-inspection fee		\$575.00
	Minimum total 1 yr service agreement		\$3,559.10
Broad Rock	3502BC detection system	35213153	\$1,507.80
	3502BC detection system	35213152	\$1,507.80
	764 re-sensitizer	16405576	\$115.50
	764 re-sensitizer	16405570	\$115.50
	Minimum pre-inspection fee		\$575.00
	Minimum total 1 yr service agreement		\$3,821.60
Belmont	3501DM detection system	35113705	\$1,089.90
	3502DM detection system	35213706	\$1,507.80
	764 re-sensitizer	1645710	\$115.50

764 re-sensitizer	1645708	\$115.50
Minimum pre-inspection fee		\$575.00
Minimum total 1 yr service agreement		\$3,403.70

East End

3502BC detection system	35113705	\$1,507.80
764 re-sensitizer	16405553	\$115.50
Minimum pre-inspection fee		\$575.00
Minimum total 1 yr service agreement		\$2,198.30

Hull Street

3502DM detection system	35213701	\$1,507.80
764 re-sensitizer	16405707	\$115.50
Minimum pre-inspection fee		\$575.00
Minimum total 1 yr service agreement		\$2,198.30

Ginter Park

3502DM detection system	35213156	\$1,507.80
3502DM detection system	35213154	\$1,507.80
764 re-sensitizer	16405707	\$115.50
942 bookcheck	94008692	\$270.90
Minimum pre-inspection fee		\$575.00
Minimum total 1 yr service agreement		\$3,977.00

Westover Hills

3501BC detection system	35113124	\$1,089.90
3502BC detection system	35213123	\$1,507.80
764 re-sensitizer	16405545	\$115.50
764 re-sensitizer	16405544	\$115.50
Minimum pre-inspection fee		\$575.00
Minimum total 1 yr service agreement		\$3,403.70

Totals

Minimum totals for 1 year service agreements		\$22,561.70
Maximum totals for 2 year service agreements		

2 YR Service Agreement

\$2,179.80

\$3,015.60

\$231.00

\$541.80

Sub total 2 year service agreement \$5,968.20

Maximum total 2 yr service agreement \$5,393.20

(Subtotal - \$575 min pre-inspect fee)

\$3,015.60

\$3,015.60

\$231.00

\$231.00

Sub total 2 year service agreement \$6,493.20

Maximum total 2 yr service agreement \$5,918.20

(Subtotal - \$575 min pre-inspect fee)

\$2,179.80

\$3,015.60

\$231.00

\$231.00

Sub total 2 year service agreement \$5,657.40

Maximum total 2 yr service agreement \$5,082.40

(Subtotal - \$575 min pre-inspect fee)

\$3,015.60

\$231.00

Sub total 2 year service agreement \$3,246.60

Maximum total 2 yr service agreement \$2,671.60

(Subtotal - \$575 min pre-inspect fee)

\$3,015.60

\$231.00

Sub total 2 year service agreement \$3,246.60

Maximum total 2 yr service agreement \$2,671.60

(Subtotal - \$575 min pre-inspect fee)

\$3,015.60

\$3,015.60

\$231.00

\$541.80

Sub total 2 year service agreement \$6,804.00

Maximum total 2 yr service agreement \$6,229.00

(Subtotal - \$575 min pre-inspect fee)

\$2,179.80
\$3,015.60
\$231.00
\$231.00

Sub total 2 year service agreement \$5,657.40
Maximum total 2 yr service agreement \$5,082.40
(Subtotal - \$575 min pre-inspect fee)

\$33,048.40

ITEM 4

Associated Costs Report

Public Service Impact/Cost				
Wages to close a Branch	Wages/Benefits	PSD	Per day Wages	
Belmont (6)	\$ 349,770	296	\$ 1,181.66	
Broad Rock (7)	\$ 329,106	341	\$ 965.12	
East End (6)	\$ 365,883	296	\$ 1,236.09	
Ginter Park (7)	\$ 338,459	341	\$ 992.55	
Hull Street (6)	\$ 326,478	296	\$ 1,102.97	
North Ave (6)	\$ 328,304	296	\$ 1,109.14	
West End (6)	\$ 354,086	296	\$ 1,196.24	
Westover Hills (6)	\$ 367,656	296	\$ 1,242.08	
Main (7)	\$ 2,347,060	341	\$ 6,882.87	

Costs per day

\$ 15,908.71

City Council 1% and 1.5% Proposed Agency Reductions Impact Statements

April 18, 2019

Animal Control

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - \$19,833 would reduce required FY20 projected spay/neuter surgeries that would result in violation of state code and result in non-compliance fines.
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - \$29,749 would remove a kennel assistant position leaving us unable to properly sanitize the shelter resulting in state vet violations that would result in fines.
 - Proposed budget impacts for RACC would be detrimental to day to day operations.

Budget & Strategic Planning

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - A 1.0% reduction of \$13,888 would have a profoundly negative impact on an already minimal operating budget such as ours. The Department of Budget & Strategic Planning would lose its ability to continue to provide critical fiscal assistance to City Departments through a grants management software that we currently utilize. With this software, departments have been able to search for grants and awards provided by various entities to assist with their operations. The loss of this software could also negatively impact citywide revenue in that this product has been critical in allowing Departments to explore other funding sources to help successfully manage operations, especially when facing limited resources or funding cuts in the general fund.
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - A 1.5% reduction of \$20,832 would have a debilitating impact on an already minimal operating budget such as ours. The Department of Budget & Strategic Planning would lose its ability to continue to provide critical fiscal assistance to City Departments through a grants management software that we currently utilize. With this software, departments have been able to search for grants and awards provided by various entities to assist with their operations. The loss of this software could also negatively impact citywide revenue in that this product has been critical in allowing Departments to explore other funding sources to help successfully manage operations, especially when facing limited resources or funding cuts in the general fund. In addition, we would be limited in our ability to print the annual budget document and other critical reports that are provided to the Administration, City Council, and the public. As fiscal stewards of the dollars entrusted to us by the citizens of Richmond, we take very seriously our obligation to make sound spending decisions. The money that was allocated for operating (prior to any cuts) is truly the minimal needed to efficiently manage this department.

Chief Administrative Officer

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - Decreasing the Vacancy Funding in the Chief Administrative Office by \$191,342 would cripple the ability of the office to perform essential functions related to the coordination of City staff and prompt response to Council inquiry. Reducing the total Chief Administrative Office budget and slashing position funding will have reverberating consequences on operations throughout the organization. These effects could also be felt with the proposed reductions to the general fund of either 1% or 1.5%. Core services provided by City Government will be hindered as critical documents needing verification, review, and execution will be delayed. In FY2018 the CAO's office processed 13,536 documents for signature. The inability to process these documents timely will likely have severe and grave consequences to basic service delivery. Major transportation projects will be delayed without the prompt review of easements, deeds, vendor contracts, and Standard Project Administrative Agreements with the Virginia Department of Transportation. Essential gas, water, and sewer projects will likely be delayed posing serious risks to citizen safety. The critical procurement of life saving fire engines, apparatus, and police vehicles will most likely be postponed. Potential delays in contracts needed to procure vendors for grass cutting (Chippenham Parkway and Slave Burial Ground) and street paving will adversely impact the quality of life for Richmonders. Major Grant agreements most likely will be out of compliance unless verified and executed promptly, which could ultimately cost the City millions, and potentially withhold philanthropic aid. Major projects timelines related to Parks and Recreation CIP initiatives such as: Abner Clay Park, Byrd Park Dredging, Historic Fulton, Chimborazo Sidewalk Improvements, Powhatan Community Center, Bryan Park and others could be delayed. Personnel matters may not be handled judiciously, leaving the City vulnerable to litigation. The ability to review and implement operating procedures resulting from City audit proceedings will most likely be delayed. The introduction of Ordinances pertaining to land use and zoning will likely be deferred. Additionally, anticipated impacts on performance include the ability for the CAO and office staff to attend Council Meetings, Education Committee Meetings, Finance and Economic Development Committee Meetings, Public Safety Committee Meetings, Government Operations Committee Meetings, Housing Development Meetings, Highland Grove Meetings, Economic Vitality Advisory Committee, Census 2020 Complete Count Committee, and Audit Committee Meetings.

The inability to consistently attend these meetings, while maintaining engagement, impedes the CAO's office from ensuring the organization's operations are being managed strategically. Without the appropriate resources to engage in public meetings the City loses a critical line of communication between Council and City staff. This line of communication is vital for the timely mobilization of City staff to respond to actionable items raised by Council and Citizens.

Without the appropriate resources to respond to the demands placed on the CAO's office the entire organization will be impacted. The examples included here are preliminary concerns with the proposed cuts to Vacancy Funding. The breadth and depth of the actual negative effects on the City of Richmond and Citizens have a strong potential to far exceed the examples provided here.

- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - See above

City Assessor

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - See below
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - A reduction of 1.5% or 1% to the City Assessor's budget would result in a loss of funding within the Equipment (Less Than \$5,000) account code. This would reduce the office's ability to purchase a new CAMA system and ultimately hurt our office in regards to performing future real property assessments. Without this system, the office would no longer be able to reassess real property throughout the City of Richmond, which could result in a financial disaster for the City.

City Attorney

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - Our office is roughly 90% personnel. The most likely effect would be either a reduction in the proposed 3% salary adjustment or a reduction in the GF transfer to the tax sale special fund.

City Auditor

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - See below
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - Impact of the 1% and 1 ½ % both can be managed but we will not be able fill both of the two funded positions especially at the 1 ½% (that were unfunded in prior years) for the full year. This also depends on if the \$60,000 proposed amendment goes through. So bottom line absent other funding we would likely add one staff to existing compliment not the two (which are currently not funded in the existing fiscal year).

City Clerk

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - Since personnel cost represents over 70% of the agency's budget, the reduction will greatly impact operating expense and affect agency's ability to pay citywide

membership dues for the National League of Cities and/or Virginia Municipal League, which exasperates the agency budget by \$68,500.

- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - Since personnel cost represents over 70% of the agency's budget, the reduction will greatly impact operating expense and affect agency's ability to pay citywide membership dues for the National League of Cities and/or Virginia Municipal League, which exasperates the agency budget by \$68,500.

City Council

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - A reduction of 1% (\$14,175) to City Council's FY20 Operations budget will result in decreased funding in various accounts to include Supplies, Conferences, Management Services and Consultant Services. A reduction in these accounts will impact Council's ability to manage their priorities for the City.
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - A reduction of 1.5% (\$21,363) to City Council's FY20 Operations budget would eliminate funding in various accounts to include Supplies, Conferences, Management Services and Consultant Services. A reduction in these accounts will impact Council's ability to manage their priorities for the City.

City Sheriff

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - Enclosed please find a list of proposed reductions.
 - 01601-61000 - Reduction in part-time salaries – This reduction is for our part time deputies for courts. (Revenue Generating)
 - 01602-76602 - Law enforcement Supplies - These items are (reductions) for vests, guns, etc, for our court deputies
 - 01604-60000 - Full-Time permanent Salaries - We currently have 69 vacancies, all of the vacancies are revenue-generating positions which is currently starting @ \$32,500. This will eliminate approximately 4 positions with a starting pay of \$40,000.
 - 01604-70215 - Equipment Repair and Maintenance Services - This reduction is based on what we are currently projecting to spend for 2019.
 - 01604-70218 - Vehicle Repair and Maintenance Services - This reduction is based on what we are currently projecting to spend for 2019.
 - 01604-71131 - Janitorial Supplies - This reduction is based on what we are currently projecting to spend for 2019.
 - 01604-71164 - Industrial and Shop Supplies - This reduction is based on what we are currently projecting to spend for 2019.
 - 01604-71171 - Medical and Laboratory Supplies - This reduction is based on what we are currently projecting to spend for 2019. We are currently in continuous conversation with judges regarding our most critical and chronic inmates to either reduce the time or

alternative methods of incarceration. We have also instituted other procedures to reduce cost.

- 01604-76602 - Law enforcement Supplies- Our security staff will have to work with less equipment such as stab vest, ammunition, etc.
- 01604-76651 - Dietary Supplies- We have implemented procedures which have cut current cost in our contract but we are up for renewal and this estimate may really change the rest of our budget based on the RFP's we receive from vendors in the upcoming year.
- As you can see from the above list this can be devastating to our current budget and the operating performance level of this office. It is our goal to perform as efficiently as possible ensuring that we serve the citizens of this city with professionalism and accountability.

City Treasurer

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - **Impact Statement: 1.0% Decrease (Addison)** - Given the limitations of our current budget a reduction of any degree would impair our ability to fulfill our core services, as well as, hinder our efforts to make this office of a significant value to the city and its residents. With a 1.0% reduction to our already limited operating budget of 8K we will not be able to carry out our core services of financial literacy which is addressing disparaging financial needs for Richmond city residents. The reduction will impact our ability to develop a compiled resource of financial services available across the city, as well as, implement resources to our schools to prepare our youth for financial wellness. In addition, our services also support the Anti-Poverty agenda for our city as we work in partnership across other city departments. This reduction would also compromise our certification renewal with the Treasurer's Association of Virginia and further compromise our initiative to bring additional services into the Treasurer's Office.
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - **Impact Statement: 1.5% Decrease (Hilbert)** - Given the limitations of our current budget a reduction of any degree would impair our ability to fulfill our core services, as well as, hinder our efforts to make this office of a significant value to the city and its residents. With a 1.5% reduction to our already limited operating budget of 8K we will not be able to carry out our core services of financial literacy which is addressing disparaging financial needs for Richmond city residents. The reduction will impact our ability to develop a compiled resource of financial services available across the city, as well as, implement resources to our schools to prepare our youth for financial wellness. In addition, our services also support the Anti-Poverty agenda for our city as we work in partnership across other city departments. This reduction would also compromise our certification renewal with the Treasurer's Association of Virginia and further compromise our initiative to bring additional services into the Treasurer's Office.

Council Chief of Staff

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - A reduction of 1% (\$12,794) to the Council Chief of Staff FY20 Operations budget will eliminate more than half of the funding for Council's financial consultant. These funds

support Council's efforts with developing strategies that could help eliminate financial risk within the City, expenditure spending, and action steps for bringing in revenue.

- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - A reduction of 1.5% (\$19,192) to the Council Chief of Staff FY20 Operations budget will eliminate funding (\$20K) for Council's financial consultant. These funds supports Council's efforts with developing strategies that could help eliminate financial risk within the City, expenditure spending, and action steps for bringing in revenue.

Court Services Unit

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - A reduction of \$2,206 would hinder services provided by our Department. Most of our operating budget is comprised of fleet and contractual services so the remaining funds are used to assist juveniles and their families, provide professional and trauma training for employees, and secure the Oliver Hill Court Building. A reduction of the Office's operating budget will result in a lack of service to residents as well as compliance issues with the state.
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - A reduction of \$3,309 would hinder services provided by our Department. Most of our operating budget is comprised of fleet and contractual services so the remaining funds are used to assist juveniles and their families, provide professional and trauma training for employees, and secure the Oliver Hill Court Building. A reduction of the Office's operating budget will result in a lack of service to residents as well as compliance issues with the state.

Department of Emergency Communication (DEC)

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - This will result in a reduction of overtime personnel expenditures, creating the necessity to reduce minimum staffing. Our day shift operations would be reduced by approximately 10% (1 call-taker/365 days) in FY20. The result (based upon CY 2018 stats) would be approximately 500 more 9-1-1 callers in FY20 would get a recording that "all 9-1-1 operators are busy, please stay on the line", instead of being answered nearly immediately by a live call-taker.
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - This will result in a reduction of overtime personnel expenditures, creating the necessity to reduce minimum staffing. Our day shift operations would be reduced by approximately 10% (1 call-taker/365 days) in FY20. The result (based upon CY 2018 stats) would be approximately 500 more 9-1-1 callers in FY20 would get a recording that "all 9-1-1 operators are busy, please stay on the line", instead of being answered nearly immediately by a live call-taker.

Department of Citizen Service and Response

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - With a 1% decrease, I would still eliminate contract and temporary staff funding, this time equivalent to 2/3 of a call center representative with the same impacts but to a lesser degree
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - With a 1.5% decrease in budget, I would need to eliminate contract and temporary staff funding (Account code 70552) equivalent to one 311 call center representative position
 - 311 Call center would be understaffed, especially during peak times and seasons, causing increased wait times, increased abandoned calls and lower service level
 - 311 Call center would be more sensitive to any absences, which would have an increased impact on service levels and wait times

Department of Housing and Community Development

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - 1% - The H&CD Department would reduce its Management Services line item for Management Services by \$18,770 from \$530,000 to \$511,230. Operating cuts in HCD's management services will reduce the department's ability to provide proper management and fiscal oversight of the many affordable housing developments under way and in the development pipeline.
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - 1.5% - The H&CD Department would reduce its Management Services line item for Management Services by \$28,156 from \$530,000 to \$501,844.35. Operating cuts in HCD's management services will reduce the department's ability to provide proper management and fiscal oversight of the many affordable housing developments under way and in the development pipeline.

Economic Development

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - 1% - The Department of Economic Development is a revenue generating agency for the City. A \$25,935 cut in funding would come from the Department's operating budget line of Business Attraction reducing the line item from \$756,507 to \$730,572. These reductions will reduce our ability to perform outreach and support to businesses looking at Richmond as viable place to locate their business.
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - 1.5% - The Department of Economic Development is a revenue generating agency for the City. A \$38,903 cut in funding would come from the Department's operating budget line of Business Attraction reducing the line item from \$756,507 to \$717,604. These reductions will reduce our ability to perform outreach and support to businesses looking at Richmond as viable place to locate their business.

Finance

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - A reduction of 1.5% (\$176,352) or 1.0% (\$117,568) in vacancy funding from the Finance budget would take away the department's ability to fill revenue generating positions, therefore impacting our capacity to address our customers' needs in a timely manner.
 - A reduction of the same in operating expenditures would impact the efficiencies that have been put in place for Finance to get critical financial reports out in a timely manner.
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - See above

Fire & Emergency Services

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - The Fire Department cannot recommend any reductions from the proposed Mayor's budget. This budget does not contain any discretionary or line item amounts. Reductions to the budget in the amount indicated will produce dire consequences. Contractual obligations will cause some budget line items to be disproportionately impacted.
 - The Fire Department cannot reduce the staffing compliment and since staffing comprises approximately 88% of the budget, the impact on the operating accounts will be drastic. The remainder of this document will seek to articulate the impact in categorical terms.
 - **Fleet Maintenance**
 - **A reduction in vehicle maintenance and repair will have significant and dire consequences that adversely impacts our fleet maintenance and repair funding.** The department has an aging fleet. The age of the Fleet was a point of note in a recent Auditor report as well as an independent report the department received. Please note the following quotation from that Auditor report: "The city is facing an aging RFD fleet, and in five years 46% of the fire apparatus will be 25 years old. Other factors such as mileage, preventive maintenance can limit service life to much lower than the 25 years." An aging fleet is more expensive to maintain; that coupled with fewer dollars to maintain it is a dire scenario that needs to be clearly understood. Fire Apparatus is the platform from which we launch critical emergency services. Fleet readiness and reliability are absolutely and intrinsically linked to maintenance and repair.
 - The impact is exacerbated when reductions to Public Works - Fleet Management Division is also being considered. The Fire Department aging fleet is dependent upon DPW Fleet Management to effect emergency repairs.
 - **Fleet Purchase**
 - As already stated, the Department must aggressively pursue a fleet replacement process. This reduction will reduce by 1 the amount of fire

trucks that we can purchase. This reduction directly negatively impacts our ability to respond to emergencies.

- **Cancer Initiative**

- This proposed reduction will eliminate Fire Fighter physicals. Fire Fighter physicals is one of the foundational portions of the department's cancer prevention, mitigation and awareness policy. Cancer is a killer of Firefighters. Consistent with supported research and NFPA recommendations, since 2008 the department ensures each sworn member receives a comprehensive annual physical. To eliminate this funding is to take a significant step backwards on this employee wellness commitment that we have made.

- **Fire Fighter Safety**

- This proposed reduction will adversely impact the department's ability to purchase mission critical fire fighter personal protective equipment (PPE). Without PPE firefighters cannot perform the essential functions of their job. The turnout gear presently in use is at, near or in excess of 10 years old. The department will use the majority of these funds to purchase replacement turnout gear (PPE). The provision of newer improved turnout gear is a key element of the department's cancer prevention, mitigation, and awareness policy. A reduction in funding equates to a reduction in fire fighter safety. Additionally, the department would have to discontinue the program of air quality monitoring at the fire stations.

- **ISO Rating**

- The Fire Department in concert with the Department of Emergency Communications and the Department of Public Utilities made significant investments to achieve an ISO rating of "1". The highest rating for a municipal fire department. Since each of these agencies are included in the proposed reduction, the ISO Rating of 1 would be placed in jeopardy. The ISO rating is a key piece of the formula that determines the insurance rates for the citizens in the community. Losing the ISO Class 1 rating will equate to higher insurance premiums paid by the citizens.

- **Facilities**

- The Department of Fire and Emergency Services operates 23 total facilities, 20 of which provide 24 hour emergency response services for fire and emergency medical services as well as responding to other man-made or natural disasters. Fire fighters spend 1/3 of their lives housed out of these fire stations.
- Major issues caused by years of deferred maintenance require emergency repairs including, but not limited to, the replacement of roofs, upgrades to electrical service, and improvements of HVAC systems. The average age of the 20 fire stations is approximately 48 years with more than half of the stations being over 40 years old;

station 12, 112 years old constructed in 1907. While all fire stations have significant needs, there are a number of stations that have already exceeded their serviceable life and are in need of replacement. Reductions in DPW Facility Maintenance will adversely impact the living conditions in the stations.

- CIP projects provide for renovations to the public restrooms, renovations to the showers and restrooms for a dual gender firefighter workforce, upgraded generators, OSHA related compliance upgrades including the installation of exit signage and proper fall protection where needed. Any reduction in CIP funding will jeopardize these projects.
- **Staffing**
 - Fire Department has minimum staffing requirement. Proposed reductions will also negatively impact the ability of the department to adequately staff. To reduce staffing would be to negatively impact fire fighter safety and effective service delivery. Overtime cost will be driven up.
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - See above.

General Registrar

- **Impact of 1% Reduction from the Mayor's Proposed Budget (\$21,260):**
 - The FY20 budget submitted to and proposed by the Mayor is truly a zero based budget. With the exception of a minor amount of funding to support training, all funding in that budget supports mandated activities directly related to voter registration and the conduct of elections. Thus, any cuts would directly impact those mandatory services.
 - Within those activities, there are two areas where there is some flexibility: ballot printing costs and the use of electronic pollbooks.
 - **Reduce the number of ballots printed and sent to the polls (\$20,600):**

Currently, the Electoral Board's policy is to print 2.25 times the number ballots needed to accommodate the expected turnout of voters for any given election. This practice is to insure that there are sufficient ballots at the polls to accommodate and unforeseen or last minute events that could drive up the voter turnout. Beyond that which is expected. The order could be reduced to only 1.5 times the expected turnout. However, this order level could result in precincts running out of ballots on Election Day and voters being unable to vote.
 - **Return to the use of paper pollbooks (\$1,660):**

The City of Richmond transitioned to electronic pollbooks to speed up voter processing, thus reducing voter wait time on election day. The City could return to the use of paper pollbooks. This would save \$29,500 in the annual license for the electronic pollbooks. However, there would be corresponding increases in costs for additional election officers and paper pollbook printing costs that would offset all but about \$1,660 of that savings. A return to the use of paper pollbooks will slow voter processing on Election Day and lead to longer voter wait times.

- **Impact of 1.5% Reduction from the Mayor’s Proposed Budget (\$31,890):**
 - The FY20 budget submitted to and proposed by the Mayor is truly a zero based budget. With the exception of a minor amount of funding to support training, all funding in that budget supports mandated activities directly related to voter registration and the conduct of elections. Thus, any cuts would directly impact those mandatory services.
 - Within those activities, there are three areas where there is some flexibility: ballot printing costs, the use of electronic pollbooks, election advertising, and election officer training.
 - **Reduce the number of ballots printed and sent to the polls (\$20,600):**
Currently, the Electoral Board’s policy is to print 2.25 times the number ballots needed to accommodate the expected turnout of voters for any given election. This practice is to insure that there are sufficient ballots at the polls to accommodate and unforeseen or last minute events that could drive up the voter turnout. Beyond that which is expected. The order could be reduced to only 1.5 times the expected turnout. However, this order level could result in precincts running out of ballots on Election Day and voters being unable to vote.
 - **Return to the use of paper pollbooks (\$1,660):**
The City of Richmond transitioned to electronic pollbooks to speed up voter processing, thus reducing voter wait time on election day. The City could return to the use of paper pollbooks. This would save \$29,500 in the annual license for the electronic pollbooks. However, there would be corresponding increases in costs for additional election officers and paper pollbook printing costs that would offset all but about \$1,660 of that savings. A return to the use of paper pollbooks will slow voter processing on Election Day and lead to longer voter wait times.
 - **Eliminate election advertising in the Free Press and Legacy newspapers (\$6,000):**
The Code of Virginia mandates that primary elections and voter registration deadlines be advertised before every election. Currently these advertisements are run in the Richmond Times Dispatch, the Free Press and the Legacy newspapers. Advertising in all three papers is not mandatory. The advertisements in the Free Press and Legacy newspapers could be eliminated, saving \$6,000. However, this would affect minority communities’ access to election information.
 - **Eliminate optional training programs for 242 election officers (\$3,630):**
Election officers are trained before every election to insure correct and smooth operations that the polling place. The City of Richmond, however, goes beyond them minimum training and provides specialized classes to keep the election officers “finely tuned” in correct polling place operations. There are currently 56 training classes planned to serve 2,560 election officers. Eliminating some of the discretionary training (i.e. Paperwork Training) for 242 officers would save \$3,630. Less educated officers are more likely to make errors at the polls in handing voters and paperwork.

Human Resources

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - HR is being tasked with fulfilling more regulatory requirements, for either all or a large portion of City employees, which requires the purchase of resources and the utilization of staff resources. These requirements are related to PCI (Payment Card Industry that allows the City to participate in electronic banking transactions), Environmental Protection Agency (EPA), and Department of Transportation (DOT). The federal regulatory requirements are related to required staff training and substance abuse testing. Failure to meet these requirements WILL result in adverse actions from Federal regulatory agencies such as fines and revocation of operating privileges. Reduction in funding will impact these regulatory activities.

- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - HR is being tasked with fulfilling more regulatory requirements, for either all or a large portion of City employees, which requires the purchase of resources and the utilization of staff resources. These requirements are related to PCI (Payment Card Industry that allows the City to participate in electronic banking transactions), Environmental Protection Agency (EPA), and Department of Transportation (DOT). The federal regulatory requirements are related to required staff training and substance abuse testing. Failure to meet these requirements WILL result in adverse actions from Federal regulatory agencies such as fines and revocation of operating privileges. Reduction in funding will impact these regulatory activities.

Human Services

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - 1% - Human Services programs have very small budgets and a 1.0 % reduction will result in a negative impact with community outreach. Also impacted would be services to specialized populations such as the aging, adults with disabilities and the Hispanic community.
 - For Operating, this administrative decrease would be reflected in Management Services, Office of Multicultural Affairs and The Office on Aging.
 - For personnel, this 1.0% decrease would have an impact on the ability for Human Services personnel to carry out the needs of serving the City of Richmond Community and its residents.

- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - 1.5% - Human Services programs have very small budgets and a 1.5 % reduction will significantly result in a negative impact with community outreach. Furthermore, impacted would be services to specialized populations such as the aging, adults with disabilities and the Hispanic community.
 - For Operating, this administrative decrease would greatly be reflected in Management Services, Office of Multicultural Affairs and The Office on Aging.
 - For personnel, this 1.5% decrease would have a drastic impact on the ability for Human Services personnel to carry out the needs of serving the City of Richmond Community and its residents.

Inspector General

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - The impact of both the 1 or 1 ½ percent would impact the budgeted amount we have set to acquire new Investigations tracking software which is budgeted at \$30K for next year. Currently they are using the old audit software (PAWS) which the support is being discontinued by the vendor. The City Auditor's office switched to the new version of the audit software last year but IG is using old software as they are looking to acquire something more geared to investigations management.
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - The impact of both the 1 or 1 ½ percent would impact the budgeted amount we have set to acquire new Investigations tracking software which is budgeted at \$30K for next year. Currently they are using the old audit software (PAWS) which the support is being discontinued by the vendor. The City Auditor's office switched to the new version of the audit software last year but IG is using old software as they are looking to acquire something more geared to investigations management.

Judiciary - Commonwealth Attorney

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - 1% reduction represents \$68,168 of our general fund budget. We currently have a very streamlined operating budget. As a matter of fact, we rely heavily on asset forfeiture funds to supplement operating expenses. The reduction of our general fund budget by 1% would adversely affect staffing.
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - 1.5% reduction represents \$102,252 of our general fund budget. We currently have a very streamlined operating budget. As a matter of fact, we rely heavily on asset forfeiture funds to supplement operating expenses. The reduction of our general fund budget by 1.5% would either almost wipe out our operating budget, which is not an option, or lead to eliminating an attorney position.

Judiciary - Circuit Court

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - For our personnel budget, this would be extremely difficult for us to absorb. By state code (section 17.1-288), the state compensation board sets the number of staff and the compensation for the Clerk and the Clerk's office employees in Richmond. These Clerk's office positions total 42 FTE's. We do not believe the city can legally fund less than what is approved by the comp board. We do have vacancy savings, due to turnover, in a normal year in the Clerk's Office.
 - Also in our budget, there are 9 FTE's who work for the judges and are city unclassified employees. There is rarely any vacancy savings in this group of positions, as these positions rarely turn over. In addition, there are 4 law clerks who are considered temporary, full-time positions. They serve for one-year terms.

- The personnel who work in the Clerk's Office and those who work directly for the judges are crucial to maintaining public safety and access to justice for the citizens of Richmond. The Clerk's Office is responsible for carrying out over 800 specific duties listed in the Code of Virginia.
- Our operating budget is approximately \$240,000. Over half of that is comprised of fixed or mandatory costs, such as jury fees and services (\$92,730), postage for the mailing of court orders (\$20,265), research materials for the judges (\$25,000), and payments to court appointed attorney (\$10,000). We would have a very difficult time finding significant cuts in the remaining budget, while still being able to conduct the business of the circuit court.
- We have a proposed expense budget, operating and personnel, of \$4.1 million. We turn over approximately \$6.5 million a year in revenue to the city.
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - See above.

Judiciary - Adult Drug Court

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - The Adult Drug Court is already projected to have a budget shortage of \$8,000 in the category of personnel for FY19 that must be made up by operating costs associated with the program. A reduction of 1% would add another \$6,450 to that amount and we would experience a deficit close to \$15,000 from our operating budget. Much of the drug court's budget comes from grants awarded to the program, and the program is currently being told that the Supreme Court may in fact reduce their allocation to drug court by as much as \$25,000, however that meeting regarding a reduction in drug court funding does not take place until May 8, 2019. Additionally, this is the first year since the High Intensity Drug Trafficking Area (HIDTA) has changed their process for grant submittal. In the past the grant was automatically renewed on a yearly basis. For FY20, we must re-apply for the award and stand the possibility of losing \$150,000 in funding if our application is not renewed.
 - The total impact of the funding reduction for drug court could result in a loss of services to our clients totaling as much as \$189,000. This means that services to clients in the areas of housing, psychiatric care, medication management, private counseling, bus tickets, and inpatient drug treatment would be greatly cut back and in some cases eliminated.
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - The Adult Drug Court is already projected to have a budget shortage of \$8,000 in the category of personnel for FY19 that must be made up by operating costs associated with the program. A reduction of 1.5 % would add another \$9,675 to that amount and we would experience a deficit more than \$17,000 from our operating budget. Much of the drug court's budget comes from grants awarded to the program, and the program is currently being told that the Supreme Court may in fact reduce their allocation to drug

court by as much as \$25,000, however that meeting regarding a reduction in drug court funding does not take place until May 8, 2019. Additionally, this is the first year since the High Intensity Drug Trafficking Area (HIDTA) has changed their process for grant submittal. In the past the grant was automatically renewed on a yearly basis. For FY20, we must re-apply for the award and stand the possibility of losing \$150,000 in funding if our application is not renewed.

- The total impact of the funding reduction for drug court could result in a loss of services to our clients totaling as much as \$193,000. This means that services to clients in the areas of housing, psychiatric care, medication management, private counseling, bus tickets, and inpatient drug treatment would be greatly cut back and in some cases eliminated.

Judiciary - Criminal Division

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - Neither percent reduction should have a negative impact.
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - See above.

Judiciary - Traffic Division

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - No impact.
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - See above.

Judiciary - Civil Division

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - No impact.
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - See above.

Judiciary - Special Magistrate

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - I cannot say with any certainty that the proposed budget cuts will have any impact on my office. I have a high degree of confidence it will have zero impact, however, given the vagaries of the state budgeting process, any cut places us at risk should the state begin to cut back on the office supplies it offers or attempt to mandate that localities provide more of our operational necessities. It has been sometime, but I do recall in 2009 when the state briefly ceased supplying us with paper, and it fell to the localities to provide us with this. While I have a high degree of confidence this will not occur, I cannot rule it out. My summary would be that the greatest likelihood is no impact, but unforeseen (and unforeseeable) issues with state financing could change that.
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - See above.

Justice Services

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - A 1% reduction (\$98,978) will impact service delivery by requiring DJS to terminate existing contracts established for juvenile and adult offenders to meet court-ordered obligations. Additionally, DJS will be forced to reduce program capacity, increasing the likelihood of longer jail/detention stay. Longer detention stays will result in an increase of detention costs. In FY18 DJS served 560 juveniles in community-based programs at an average service unit cost of \$156.72. The average daily cost to incarcerate is \$575.79. FY19 YTD, 309 juvenile are served by community-based programming at an average service unit cost of \$77.29.
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - A 1.5% reduction (\$148,466) will impact the operation of the adult mental health docket by eliminating behavioral health assessments and treatment. In FY18, 76 defendants were assessed for enrollment in the Mental Health Docket. Of the 76 assessed, 59 avoided jail with a placement on the docket for treatment services. Additionally, DJS will have to consider eliminating a combination of psychiatric, medical and GPS electronic monitoring/surveillance services for juvenile offenders.
 - Lastly, should Council pursue the elimination of vacancy funding (\$385,857) in addition to the 1 or 1.5% stated above, Justice Services overall operation will be significantly compromised. Thus, a lack of contracted services and reduced personnel will ultimately lead to a higher cost to the City as the options for community-based programming will be significantly reduced and the detention cost will increase.

Juvenile & Domestic Relations Court

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - A reduction of \$2,439 would negatively impact Juvenile & Domestic Relations Court's budget by reducing funds to accommodate the new judge who starts on July 1st. This is a locality expense. Also, there have been multiple security upgrades where contracts have been crafted in FY19 for service. The reduction of this operating budget will result in non-compliance.
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - A reduction of \$3,659 would negatively impact Juvenile & Domestic Relations Court's budget by reducing funds to accommodate the new judge who starts on July 1st. This is a locality expense. Also, there have been multiple security upgrades where contracts have been crafted in FY19 for service. The reduction of this operating budget will result in non-compliance.

Mayor's Office

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - A decrease of 1% would eliminate our ability to participate as a member in the Government Alliance on Racial Equity (GARE). We have been working with GARE, with

support from the Community Foundation and Robins Foundation, over the past year to pursue an equity study, a service available to GARE members.

- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**

- A decrease of 1.5% would eliminate our ability to participate as a member in the Government Alliance on Racial Equity. We have been working with GARE, with support from the Community Foundation and Robins Foundation, over the past year to pursue an equity study, a service available to GARE members. Additional loss of funding would limit our ability to support paid internships in the Mayor's office, which provides valuable experience to students from area universities interested in careers in public service.

Additional Background on GARE:

The Government Alliance on Race and Equity (GARE) is working to advance racial equity and increase opportunities for all communities. GARE is building the field of practice to advance racial equity within and through government.

GARE was launched by the Haas Institute for a Fair and Inclusive Society (HIFIS) at the University of California Berkeley in early 2014. GARE leverages a multi-sector approach to addressing racial inequity. GARE proactively integrates areas of expertise of each of the partners, working intentionally to build the movement for racial equity across multiple sectors, including academia, government, and community-based organizations. The GARE Membership Network is organized via a Steering Committee and committees based on work plan priorities, including regional networks and subject area working groups. In addition, a Technical Assistance Advisory Group is made up of national leaders on racial equity. These leaders are experts in topics, and provide issue and practice expertise to GARE.

GARE recognizes that racial inequities currently exist across all indicators for success, including in education, criminal justice, jobs, housing, public infrastructure and health, regardless of intent, region of the country or size of jurisdiction. GARE also recognizes the reality that government played a central role in the creation and maintenance of racial inequity, doing so explicitly for centuries and implicitly in recent decades via policies and practices that perpetuate inequities, even when they are color-blind or race-neutral. Government will continue to perpetuate racial inequities unless there are intentional and strategic interventions that lead to transformation. Many current inequities are sustained by historical legacies, structures and systems that repeat patterns of exclusion. Government has the ability to implement policy change at multiple levels and across multiple sectors to drive larger systemic change.

GARE's strategies include:

- 1) Organizing a membership network of jurisdictions that are working to advance racial equity
- 2) Expanding pathways for new jurisdictions to begin doing racial equity work via work with individual jurisdictions

3) Supporting and building local and regional collaborations that are broadly inclusive and focused on achieving racial equity

Minority Business Development

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - The Department of Minority Business Development would reduce its Strategic Planning & Analysis line item by \$7,987 from \$224,359 to \$216,372. These reductions will reduce our effectiveness in helping minority businesses grow.
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - The Department of Minority Business Development would reduce its Strategic Planning & Analysis line item by \$11,981 from \$224,359 to \$212,378. These reductions will reduce our effectiveness in helping minority businesses grow.

Non Departmental

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - We request City Council to identify the many non-profits and organizations that should be reduced. At that time, impact statements can be provided.

Office of Community Wealth Building

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - If the OCWB's overall budget is cut by 1% there will be a critical impact on Office of Community Wealth Building and City of Richmond residents living in poverty. If the funding is reduced, the office will have a reduced capacity to serve City residents. The reduction will reduce the amount of occupational skills training and work experience OCWB can provide to individuals living in poverty. If the reduction occurs approximately 15 less City residents will receive occupational skills training. Obtaining occupational skills training is necessary for people to gain employment in living wage careers. This reduction will also have an impact on the children and families of people living in poverty who will not be able to access OCWB workforce services. There can be a generational impact as families remain in poverty. This cut along with other recommended reductions across City departments impact the City's most disadvantaged residents. OCWB has the critical need in the City to get people out of poverty and back to work.
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - If the OCWB's overall budget is cut by 1.5% there will be a critical impact on Office of Community Wealth Building and City of Richmond residents living in poverty. If the funding is reduced, the office will have a reduced capacity to serve City residents. The reduction will reduce the amount of occupational skills training and work experience

OCWB can provide to individuals living in poverty. If the reduction occurs approximately 20 less City residents will receive occupational skills training. Obtaining occupational skills training is necessary for people to gain employment in living wage careers. This reduction will also have an impact on the children and families of people living in poverty who will not be able to access OCWB workforce services. There can be a generational impact as families remain in poverty. This cut along with other recommended reductions across City departments impact the City's most disadvantaged residents. OCWB has the critical need in the City to get people out of poverty and back to work.

Parks & Recreation

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - Our parks provide some of the most attractive and accessible assets that a city can provide its residents. The department stewards accessible green spaces and centers that host a wide diversity of city residents for recreation and programs. These amenities are the heart of community and gathering places that build civic engagement and social capital that are vital to a thriving community.
 - As the auditor's comparative report showed, Richmond's support of its parks has lagged far behind its peers for many years. A cut at this time would not just slow progress, but would continue to roll us back.
 - If the 1.5% or 1% cuts were impacted Parks and Recreation could potential cut the following areas:
 - **Cultural Arts** - In 2018, the department had 30 performances at Dogwood Dell averaging 2,000 citizens per performance for the community to enjoy. Additionally, we had 7 professional live children performances at Pine Camp. We would have to reduce these offerings and reduction of hours at Pine Camp
 - **Special Service**
 - Senior adult Programs served 10,000 participants through a wide array of activities
 - The aquatics division was able to offer free swim lessons to over 1,000 youth during the 2018 summer. They also hosted a city-wide swim meet where 65 youth participated. Historically, we served 89,120 in FY2017 and 101,690 in FY2018. The department has 9 pools - 7 outdoors and 2 indoors that operate year-around. In 2018 alone we provided programs to active seniors year-round as well as school-age children as depicted below:
 - PRCF partnered with the Excel to Excellence (E2E). The Battery Park Vikings won the 2018 championship game. Youth Football League for ages 12 and under hosted 42 teams with approximately 840 participants.
 - The department had 3,930 registered athletic program participants in FY2017 and 3,979 in FY2018.

- Youth Baseball/Softball for ages 15 and under hosted 38 teams with approximately 570 participants.
 - Richmond Speed Track Club had 6 athletes that qualified for the Region 3 Meet for USA Track and Field held in Hampton, VA.
 - Impact could be a reduction of hours at the pools, a reduction or elimination of programs.
- **James River Park Operation** has had a year-to-date total of 1,320,474 visits. This is a highly utilized amenity for our citizen. , JRPS currently provides \$12,721,872 economic impact directly to the city and local. This will impact our ability offer nature and adventures based programs, to hire needed seasonal staff, operational supplies, equipment needs, and make necessary repairs which impacts the overall aesthetics of the park.
 - **Park Visits Operations** - Manages approximately 2300 acres of parks. Byrd Park, Forest Hill and Bryan Park alone have had over 1.2 million visitors this year. These are highly utilized amenity for our citizen. This will impact our ability to hire needed seasonal staff, operational supplies, equipment needs, and make necessary repairs which impacts the overall aesthetics of the park.
 - **Recreation Center** - We have 22 recreation centers throughout the City Of Richmond. This operation has had close to 140,000 people from Sep 2018 to January 2019. Lack of funding, reduction of hours, would minimize our ability to hire needed seasonal staff, operational supplies, reduction of programming for seniors, youths, and adults an impact our ability to maintain high level of service delivery.
 - **Out of School Time** - Provide youth in grades K-8 at 17 sites throughout the city with the opportunity to participate in safe and structured out of school time programming in order to promote success in reading, enhance Standards of Learning scores, promote positive character development, and educate youth in constructive use of leisure time. Currently 1,389 children benefit from this program. Reduction of this program would hinder our ability to meet YPQI standards, programming supplies, and deliver a high level of service.
 - **Work force Development** - Was established to improve the landscaping and turf management of the department's community centers and athletic fields. This program is a cooperative effort that includes: Parks, Recreation & Community Facilities, Office of Community Wealth Building (OCWB), Richmond City Sheriff's Office (FCSO), and Groundwork RVA. The workforce program utilizes landscaping and turf management to develop employable skills in youth and incarcerated adults while improving the appearance of the community centers and the quality of the athletic fields. The department trained 15 individuals with 10 or 67% obtaining full-time employment. Lack of funding will strain our ability to have the proper training and equipment needed to maintain this program and enhance the landscaping and turf maintenance of the department's athletic fields and community center.

- **Impact of 1% Reduction from the Mayor’s Proposed Budget**
 - The Department of PDR would reduce the following budget line items: Management Services- Development Review by \$5,000 from \$57,800 to \$52,800; Equipment - Development Review by \$6,125 from \$6,125 to 0; Uniforms and Safety Supplies for Permits & Inspections by \$10,000 from \$25,000 to \$15,000; Office Supplies and Stationary for Permits and Inspections by \$10,000 from \$18,000 to \$8,000; Small Tools - Permits and Inspections by \$2,365 from \$5,365 to \$3,000; Management Services - Master Plans by \$17,000 from \$337,000 to \$320,000; Public Information - Code Enforcement by \$2,555.90 from \$12,500 to \$9,944; Vehicle Repairs - Code Enforcement by \$4,996 from \$42,500 to \$37,504. Operating cuts in PDR will directly impact services to the development community by impacting the delivery of our contractor construction services program, impacting the delivery of code enforcement services by not replacing or repairing vehicles, safety equipment, uniforms and office supplies needed.

- **Impact of 1.5% Reduction from the Mayor’s Proposed Budget**
 - The Department of PDR would reduce the following budget line items: Management Services- Development Review by \$5,000 from \$57,800 to \$52,800; Equipment - Development Review by \$6,125 from \$6,125 to 0; Uniforms and Safety Supplies for Permits & Inspections by \$10,000 from \$25,000 to \$15,000; Office Supplies and Stationary for Permits and Inspections by \$10,000 from \$18,000 to \$8,000; Small Tools - Permits and Inspections by \$2,365 from \$5,365 to \$3,000; Management Services - Master Plans by \$17,000 from \$337,000 to \$320,000; Equipment Administration by \$42,000 from \$46,000 to \$4,000; Contractor Construction Services - Code Enforcement by \$20,000 from \$130,000 to \$110,000; Public Information - Code Enforcement by \$2,555.90 from \$12,500 to \$9,944; Vehicle Repairs - Code Enforcement by \$10,000 from \$42,500 to \$32,500; Uniforms & Safety Equipment - Code Enforcement by \$10,173 from \$30,173 to \$20,000; from Postal Services - Code Enforcement by \$2,904 from \$17,904 to \$15,000; from Equipment and other assets - Code Enforcement by \$14,000 from \$39,000 to \$25,000; from Transportation Services - Historic Preservation by \$2,000 from \$5,000 to \$3,000; from Contract Services - Panning by \$8,500 from \$8,500 to 0; from Equipment - Panning by \$1,000 from \$3,000 to \$2,000; and Office Supplies - Zoning by \$500 from \$3,500 to \$3,000. Operating cuts in PDR will directly impact services to the development community by impacting the delivery of our contractor construction services program, impacting the delivery of code enforcement services by not replacing or repairing vehicles, safety equipment, uniforms and office supplies needed.

Police Department

- **Impact of 1% Reduction from the Mayor’s Proposed Budget**
 - See below
- **Impact of 1.5% Reduction from the Mayor’s Proposed Budget**
 - The impact of the 1.5% (\$1.3M) reduction is as we previously submitted: we will need to hold 19 police officer positions vacant for the 12 month period. This will have a

significant impact on the department's ability to provide public safety, community outreach, and intervention services to the citizens of Richmond. It will further have a multi-year impact as the length of time required to recruit, complete background, hire, train and deploy personnel can be more than a 9 month period. It will take multiple fiscal years to undo the damage this reduction will cause. Further, operating budget decrease of \$130,000 will have to be absorbed in programmatic areas (community outreach programs) as existing contracts (body worn camera, etc.) limit areas where reductions can be made, further magnifying the impact this cut will have.

- The impact of a 1% reduction, similarly, will have the same impact, just to a lesser degree. This reduction equates to 14 vacant police officer positions for a 12 month period. The same concerns over impacts to the community exist. The approximate \$90k reduction in operating budget will still have impact to our programs that will negatively impact the community.
- Further, with both of these, we will be unable to cover such vacancy rates through overtime due to constraints of the proposed budget.

Press Secretary

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - A reduction of \$5,620 is extremely critical to the minimal budget in the Press Secretary's Office. We currently work to ensure citizens are educated on any Mayoral initiatives and citywide developments or improvements. A reduction to the proposed budget would delay replacement of the City website, eliminate any advertising efforts for City developments, and reduce marketing and public information services to other City Departments.
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - A reduction of \$8,429 is extremely critical to the minimal budget in the Press Secretary's Office. We currently work to ensure citizens are educated on any Mayoral initiatives and citywide developments or improvements. A reduction to the proposed budget would delay replacement of the City website, eliminate any advertising efforts for City developments, and reduce marketing and public information services to other City Departments.

Procurement Services

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - See below
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - The proposed operational budget for DPS is only \$70,970, therefore, the alternative DPS would have under either budget reduction scenario would be to allow accumulation of more vacancy savings. We are already struggling mightily to recruit for and retain qualified DPS personnel due, in part, to the overwhelming work load in this department. Long term vacancies exacerbate the problem. DPS cannot support Council initiatives or priorities, particularly capital projects which require significant procurement experience

and expertise to navigate and process, without hiring and retaining qualified procurement professionals.

Public Health

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - See below
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - At either of these levels, Richmond City Health District would likely need to delay hiring of any vacated positions throughout the year, most likely in clinical and outreach areas in Richmond City in order to make up for the loss in anticipated funding. In addition, we would likely have to reduce funding to partner organizations in Richmond that are used to accomplish non-mandated, Public Health and City-Funded objectives. This would likely cause delays in public health services which could negatively impact population health in Richmond.

Public Library

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - A reduction of 1% will impact that Personnel Services budget which may result directly in the reduction of Library public service hours. FY 2019, weekly public service hours were restored to levels prior to the 2008 recession. Currently, all library locations open at 10:00 AM. Prior to 2018-2019, library locations closed earlier in the evening. West End, Ginter Park, Main Library are open daily until 8:00 PM. East End, Broad Rock, Westover Hills added additional days with hours until 8:00 PM. Sunday public service hours, 1:00-5:00 PM, were added. FY19 funding allowed the Broad Rock, Ginter Park and the Main Library to be open on Sundays. These added hours would have to be assessed and rolled back in the best way to minimize impact to our patrons.
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - A reduction of 1.5% will impact that Personnel Services budget which may result directly in the reduction of Library public service hours. FY 2019, weekly public service hours were restored to levels prior to the 2008 recession. Currently, all library locations open at 10:00 AM. Prior to 2018-2019, library locations closed earlier in the evening. West End, Ginter Park, Main Library are open daily until 8:00 PM. East End, Broad Rock, Westover Hills added additional days with hours until 8:00 PM. Sunday public service hours, 1:00-5:00 PM, were added. FY19 funding allowed the Broad Rock, Ginter Park and the Main Library to be open on Sundays. These added hours would have to be assessed and rolled back in the best way to minimize impact to our patrons.

Public Works

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - See below
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**

- Listed below are the high impacted areas of the General Fund for Public Works. A 1.0 or 1.5% reduction will impact the Grass cutting services and alley maintenance programs of the department significantly. The impact on the public will be significant. Grass cutting within City Parks, City Facilities, and Richmond Public School locations will be reduced.

General Fund Budget @ 1.5%	\$	36,969,110.00	0.015 \$	554,526.65
General Fund Budget @ 1.0%	\$	36,969,110.00	0.01 \$	369,691.10

General Fund Core Services	Core Service Priority	Estimated Cost of Core Service based on FY19		Justification
			Expenditures	
Solid Waste	1	\$	12,673,550.00	Federal Legal Mandate Clean Air Act
Facilities Maintenance	2	\$	12,979,257.00	Continuity of Operations, Health & Safety
Winter Maintenance Program	3	\$	1,000,000.00	Public Health and Safety
Parks Grass Cutting (17.5% of \$4M)	4	\$	725,730.08	Local Legal Mandate Code Enforcement
Alley Maintenance	5	\$	90,000.00	n/a

Social Services

- **Impact of 1% Reduction from the Mayor's Proposed Budget**
 - DSS (-1.0%) (Expenditures up to -\$573,587)(Revenue up to -\$484,681)
 - The Virginia Department of Social Services (VDSS) provides 84.5% federal and state funding to the Virginia Local Departments of Social Services (LDSS) for allowable staff personnel costs, staff operating costs and mandated and local option client service programs. Also included in the City of Richmond budget are social services local programs which are not funded by VDSS federal and state grants and revenue does not pass-thru to the LDSS from VDSS. Some of these programs include homeless services, burial assistance, early childhood and expenditures for shelters. A reduction to DSS budget for local only programs will directly impact the City's ability to provide essential services to the most indigent and vulnerable population. The reduction will also indirectly impact federal and state revenue since revenue producing expenditures will be required for local only service programs due to essential life, health and safety issues for our at-risk population. The direct negative impact on personnel is to foster staff turnover, higher staff vacancy rates and higher caseloads.
 - The decrease in funding will impact compliance with Federal and State laws and could result in sanctions to social services. Below is a list of some of the Code of Virginia laws that loss of funding will impact the ability of social services to maintain compliance in timeliness of service delivery.
 - §51.5-146 Adult Services
 - §51.5-148 Adult Protective Services
 - §51.5-160 Auxiliary Grant Program
 - §63.2-319 Child Welfare and Other Services

- §63.2-401 Reimbursement to Localities by Commonwealth
 - §63.2-608 Virginia Initiative for Employment not Welfare (VIEW)
 - §63.2-611 Case Management; Support Services; Transitional Support Services
 - §63.2-802 Eligibility for General Relief
 - §63.2-905.1 Independent Living Services
 - §63.2-908 Permanent Foster Care Placement
 - §63.2-1302 Adoption assistance payments; maintenance; special needs; payment agreements; continuation of payments when adoptive parents move to another jurisdiction; procedural requirements
- **Impact of 1.5% Reduction from the Mayor's Proposed Budget**
 - DSS (-1.5%) (Expenditures up to -\$860,380)(Revenue up to -\$757,021)
 - The Virginia Department of Social Services (VDSS) provides 84.5% federal and state funding to the Virginia Local Departments of Social Services (LDSS) for allowable staff personnel costs, staff operating costs and mandated and local option client service programs. Also included in the City of Richmond budget are social services local programs which are not funded by VDSS federal and state grants and revenue does not pass-thru to the LDSS from VDSS. Some of these programs include homeless services, burial assistance, early childhood and expenditures for shelters. A reduction to DSS budget for local only programs will directly impact the City's ability to provide essential services to the most indigent and vulnerable population. The reduction will also indirectly impact federal and state revenue since revenue producing expenditures will be required for local only service programs due to essential life, health and safety issues for our at-risk population. The direct negative impact on personnel is to foster staff turnover, higher staff vacancy rates and higher caseloads.
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 - §63.2-319 Child Welfare and Other Services
 - §63.2-401 Reimbursement to Localities by Commonwealth
 - §63.2-608 Virginia Initiative for Employment not Welfare (VIEW)
 - §63.2-611 Case Management; Support Services; Transitional Support Services
 - §63.2-802 Eligibility for General Relief
 - §63.2-905.1 Independent Living Services
 - §63.2-908 Permanent Foster Care Placement
 - §63.2-1302 Adoption assistance payments; maintenance; special needs; payment agreements; continuation of payments when adoptive parents move to another jurisdiction; procedural requirements

Line #	Description	\$1.20 Hilbert	\$1.20 Addison	\$1.20 Larson	\$1.23 Robertson	1.24 Agelasto	\$1.25 Jones	1.255 Newbille	Agreed to Proposals
1	Mayor's Proposed Budget - RE Tax Rate \$1.29	757,932,953	757,932,953	757,932,953	757,932,953	757,932,953	757,932,953	757,932,953	-
2	Reduction in Revenue for Lowering Tax Rate	(21,250,163)	(21,250,163)	(21,250,163)	(14,166,612)	(11,805,429)	(9,444,245)	(8,263,654)	-
3	Additional Revenue for Increased Assessments	6,478,815	6,478,815	6,478,815	6,640,785	6,694,775	6,748,765	6,775,760	-
4	Increase Cigarette Tax from \$0.50 to \$0.80	1,830,000	-	1,830,000	-	1,830,000	-	-	-
5	Reduce Cigarette Tax from \$0.50 to \$0.35	-	-	-	(915,000)	-	-	-	-
6	Eliminate the Cigarette Tax	-	(3,050,000)	-	-	-	-	-	-
7	Increase Admissions tax from 7% to 12%	1,890,571	-	-	1,890,571	-	-	-	-
8	Increase Admissions tax from 7% to 10%	-	-	1,134,343	-	-	-	-	-
9	Repeal Tax Exemptions by Designation	1,166,364	-	-	-	-	-	-	-
10	Add a \$2 surcharge to Lodging Tax - Based on 65% occupancy rate	-	-	-	-	1,700,000	-	-	-
11	Additional Delinquent Real Estate Revenue (Dev. Agreements)	-	3,000,000	3,000,000	2,500,000	2,500,000	2,500,000	2,500,000	-
12	Revised Total Revenue	748,048,540	743,111,605	749,125,948	753,882,697	758,852,299	757,737,473	758,945,059	-
13	Proposed Expenditure Reductions and Increases								
14	Reduce School Funding	(6,110,762)	-	(2,413,429)	(2,300,000)	-	-	-	-
15	Reduction in Cash Funding for CIP Paving	(2,178,000)	-	-	-	-	(315,000)	-	-
16	1.5% Across the Board Reduction (Excluding RPS & Debt)	(7,509,951)	(7,509,951)	-	-	-	-	-	-
17	Voluntary Retirement Incentive Package (VRIP)	-	(3,000,000)	-	-	-	-	-	-
18	Reduce Vacancy Funding	-	(4,971,121)	(3,500,000)	(1,889,980)	-	-	-	-
19	Reduction for Affordable Housing Trust Fund	-	-	(900,000)	-	(900,000)	-	-	-
20	Reduction of GRTC Increase	-	-	(965,300)	-	(965,300)	-	-	-
21	Reduction in Non-Dept. for Owens & Minor Grant	-	-	(90,000)	-	-	-	-	-
22	Reduction of estimate for Tax Relief for the Elderly & Disabled	-	-	(388,000)	-	-	-	-	-
23	Reduction in Finance - MUNIS Replacement	-	-	(900,000)	-	-	-	-	-
24	Reduction to Finance Contract & Temporary Personnel	-	-	(110,000)	(250,000)	-	-	-	-
25	Reduction to Sheriff's Part-time Salaries	-	-	(100,000)	(250,000)	-	-	-	-
26	Reduction in Police Fuel for Dept. Owned Vehicles	-	-	(100,000)	-	-	-	-	-
27	GF Transfer to Debt Service	-	-	-	-	-	(355,204)	(355,204)	-
28	Increase City Attorney's personnel budget (Dev. Agreements)	-	-	-	180,000	175,000	175,000	173,000	-
29	Increase Planning & Dev. personnel budget (Dev. Agreements)	-	-	-	150,000	119,922	140,000	134,586	-
30	Provide funding for the Health District for a smoking cessation and disease prevention program	1,830,000	-	-	-	1,830,000	-	600,000	-
31	Reduce Funding for Leaf Collection	-	-	-	-	-	(500,000)	-	-
32	Reduce funding for HOME for the Eviction Diversion Program	-	-	-	-	(485,140)	-	-	-
33	Create a new Special Fund called the Eviction Diversion Program and transfer the funding from Non-Departmental to the new Special Fund	-	-	-	-	485,140	-	-	-
34	Reduce the GF Contribution to Schools for the Dreams4 Strategic Plan to be deposited into a special fund to provide accountability	-	(8,100,000)	-	-	(11,760,000)	-	-	-
35	Create a new Special Fund called the Dream4RPS and transfer the funding from Non-Departmental to the new Special Fund	-	8,100,000	-	-	11,760,000	-	-	-
36	Proposed Expenditure Reductions and Increases Sub-Total	(13,968,713)	(15,481,072)	(9,466,729)	(4,359,980)	259,622	(855,204)	552,382	-

Line #	Description	\$1.20 Hilbert	\$1.20 Addison	\$1.20 Larson	\$1.23 Robertson	1.24 Agelasto	\$1.25 Jones	1.255 Newbille	Agreed to Proposals
37	Agreed to Expenditures:								
38	Funding for City Auditor Positions	60,000	60,000	60,000	60,000	60,000	60,000	60,000	-
39	Funding for City Clerk Technology	188,564	188,564	188,564	188,564	188,564	188,564	188,564	-
40	Funding for Efficiency Study	200,000	200,000	200,000	-	200,000	200,000	100,000	-
41	Funding for Consultant Services	150,000	150,000	150,000	-	150,000	150,000	50,000	-
42	Funding for General Registrar, Net	106,160	106,160	106,160	106,160	106,160	106,160	106,160	-
43	Reduction in CCOS Personnel Budget	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)	-
44	Total Agreed to Expenditures	659,724	659,724	659,724	309,724	659,724	659,724	459,724	-
45	Need to Balance (Other Revenue or Expenditure Reductions)	3,424,576	-	-	-	-	-	-	-

Needed CIP Reduction

(13,343,958) (20,008,820) (11,889,457) (5,467,846) 1,241,117 (263,898) 1,366,343 -