

RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES

September 25, 2019

Hull Street Branch Library
1400 Hull Street
Richmond, Virginia 23224

11:45 a.m.



Richmond Public Library Board

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



Library Board of Trustees Meeting

Wednesday, September 25, 2019

11:45 a.m.

A G E N D A

Call to order: 11:45 a.m. Mr. William Yates

Consent Agenda: Mr. William Yates

- Approval of Agenda
- Approval of Minutes
 - July 24, 2019
 - June 26, 2019
- 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. Yates
• Finance Committee Ms. Weaver
• Facilities Committee Mr. Firestine
• Governance Committee Mr. Lydiard

Unfinished Business: 12:30 p.m. Mr. Yates

New Business 12:40 p.m. Mr. Yates

Mr. Yates

Adjourn

Next Meeting:
October 23, 2019
Main Library
101 E. Franklin Street
Richmond, Virginia 23219

Library Board Meeting Minutes - DRAFT
July 24, 2019

PRESENT: Chair Kevin Butterfield, Vice Chair William Yates, David Lydiard, Daisy Weaver

STAFF: Scott Firestine, Clay Dishon, City Attorney Laura Drewry, Cheryl Clarke, Karin Hansen, Shatabra Powell, Adam Zimmerli

ABSENT: Barbara Burton, Tanya Francis, 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 Chairman Kevin Butterfield at 11:52 a.m. at the East End Branch Library located at 1200 North 25th Street, Richmond, Virginia 23223.

A quorum was not established.

Consent Agenda Amended	Approve the June 26, 2019 meeting minutes, Statistical Reports, and the Pending Gifts Report as submitted. <i>A quorum was not established; will be brought up at the September meeting.</i>
Public Comment Period	Mr. Sidney Simmons expressed his concerns regarding the new changes at the Main Richmond Public Library where books were moved to the stacks and patrons do not have the accessibility to manually brows those books. He also shared his concern on the delay of the television broadcasting station not being utilized.
REPORTS	
Friends of the Library (FOL)	Clay Dishon: <ul style="list-style-type: none"> • June 29 from 10 a.m. to 4 p.m. – Members only book sale was well attended with good sales. • July – No meeting in July. • The Annual Meeting is scheduled for September 15 at 2:00 p.m. Invitations will be going out soon.
Library Foundation	Karin Hansen: <ul style="list-style-type: none"> • The Foundation closed out its last fiscal year at the end of June. Gearing up for the next audit. • No meetings in July. Next Full Board Meeting is in September. • Complete the transition to the new bookkeeper. • The Foundation makes \$10,000 available for staff program grants, but also moves funds directly to Library. In June, \$20,000 was moved to the Library in support of children, teen, and adult programming and soon funds will be moved over in support of Special Collections. Moving forward, the Foundation will move over a larger amount of funds that staff will access through the Pcard system. • Ms. Hansen reported on the past four years of Foundation funds that was given to the Library. Mr. Lydiard had interest in what funding had come into the Foundation. Ms. Hansen will present a report from the last four years on the incoming funds to the Foundation at the September meeting.
Administration	Scott Firestine: Highlights and Additions to Director’s Report: <ul style="list-style-type: none"> • Mr. Firestine stated he corrected the averages on the end of year circulation report and added a graph depicting door count versus circulation as request by the LBOT at the June 26 meeting. He emphasized the increased numbers on the E-content.

REPORTS (CONTINUED)	
Administration (Continued)	<ul style="list-style-type: none"> • There are plans to have a survey sent out in the fall of 2019. • Technical Services added approximately 2,300 more books this year than the previous year and added about 2,000 cards, both moving in a positive direction. The next focus will be tracking how many books going out. • In the process of setting up an Amazon account to be used with the City’s P-card. This will help streamline the smaller purchases. • Westover Hills Library Branch celebrated its 60th Anniversary. Mr. Lydiard was in attendance. There were several events going on that evening. • Mr. Zimmerli gave a presentation on the Old School Skills Program that was held at the East End Branch. There is going to be another program this fall. • SIRSI Update: Still in process.
BOARD COMMITTEE REPORTS	
Chair	Kevin Butterfield: No Report.
Finance	<p>Daisy Weaver/Scott Firestine:</p> <ul style="list-style-type: none"> • Reviewed how the revenue has not been collected. There should have been \$182,119.00 under the State Library Aid, which did not get booked into the Library Revenues. FY20 the Library should receive \$191,000, which is an increase over last year because State Aid was funded better. • Special Funds/Law Library: Still in process. • There was approximately \$320,000 in vacancy savings. • The increase in the budget was due to the 3% pay increase and the \$60,000 increase in books. In FY19 there was \$543,000 and in FY20 there is \$608,000. • The cut in the FY20 Budget was in the operational funds, due to \$30,000 in planning and management and about \$40,000 in a vacancy savings at the last minute to when Council was balancing the budget. • There are about 12 staff members eligible for the early retirement, but at this time, no one has proceeded to give notice.
Facilities	<p>Scott Firestine:</p> <ul style="list-style-type: none"> • RFP for the Main Library Facilities Master Plan Update: There will be a meeting with Legal, Procurement, and Capital Projects on August 13 to discuss the changes that were made because it will not give the Library professional services needed for the architect specialty needed. • Verizon Towers: In January 2019, CAO Selina Cuffee-Glenn signed an approved City Council Ordinance that authorized a contract with Verizon to place towers on the roof of the Main Library. Mr. Firestine forwarded the document to the LBOT to review. Ms. Clarke has been working with Verizon on tower placement and tower fees. • HVAC Project in Special Collections: Approximately 90% completed. The vendor is currently working with the electricians to hook up the units. In the last report, the vendor was ahead of schedule, but had encountered some glitches with the thermostat and issues with the original vendor of the unit. Completion date: Late August.

BOARD COMMITTEE REPORTS (CONTINUED)

Facilities (Continued)	<ul style="list-style-type: none">• Roof Projects: There was money in the CIP. All Library buildings have been assessed. Currently, all repairs needed have been addressed and completed. Money was saved by doing repairs instead of replacements. The money saved will be moved to the toilet rooms project at the Main Library to address the problems there, which are in design review. If everything goes well, the toilet project should start in the fall.• Mr. Lydiard inquired the status of the flooding in the Special Collections area. Mr. Firestine reported DPU scoped the drain with dye verifying that the drain was in the proper location. They did not conclusively say what could permanently fix the problem. They also mentioned that it could have been a blockage in the storm sewer drain and when it rained 6” that night—it just backed up into the building. With that being said, there was no solution for fixing the problem. Mr. Firestine explained the carpet was soaked, but with the quick response of staff and the cleaning vendor-ServPro, there was no damage to the carpet or furniture. The collection is about 12” above the carpet, so there was no damage to the collection. The concern was future mold issues and wooden shelving.
Governance	<p>David Lydiard:</p> <ul style="list-style-type: none">• Chairman Butterfield had a request to go into Executive Session. There was no quorum throughout the entire meeting, so the LBOT could not go into Executive Session.• Committees will be assigned at the September 25 meeting.• There are three members that were appointed by Council. They will attend the September meeting.

UNFINISHED BUSINESS

No Unfinished Business to Discuss.

NEW BUSINESS

No New Business to Discuss.

Chairman Mr. Butterfield announced the consent agenda items for this meeting will be carried over to the September 25 meeting due to a quorum not being established.

No business took place at today’s meeting only Public Comment and Reports. Meeting ended at 12:56 p.m.

The LBOT does not meet in the month of August. The next meeting will be held on Wednesday, September 25, 2019 at 11:45 a.m. at the Hull Street Branch Library, 1400 Hull Street, Richmond, Virginia 23224.

Approved: _____
Mr. William Yates, Vice Chair

Recorder: Gianna Pack
Executive Assistant

**Library Board Meeting Minutes – DRAFT (No Quorum at July 24, 2019 Meeting)
June 26, 2019**

PRESENT: Chair Kevin Butterfield, Vice Chair William Yates, Barbara Burton, Danita Green, David Lydiard, Larry Olanrewaju, Daisy Weaver,

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

ABSENT: Tanya Francis, Gail Zwirner, 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 Chairman Kevin Butterfield at 11:49 a.m. at the West End Branch Library located at 5420 Patterson Avenue, Richmond, Virginia 23226.

Consent Agenda Amended	Approve the May 22, 2019 meeting minutes, Statistical Reports, and the Pending Gifts Report as submitted. <i>Motion: David Lydiard, Second by William Yates – Approved Unanimously.</i>
Public Comment Period	No one from the public was present.
REPORTS	
Friends of the Library (FOL)	<p>Scott Firestine:</p> <ul style="list-style-type: none"> • June 29 from 10 a.m. to 4 p.m. – Member's Only Book Sale for current members and anyone who joins the Friends at the sale. • July – No meeting in July. • The Annual Meeting is scheduled for September 15 at 2 p.m. • Newsletter in process.
Library Foundation	<p>Scott Firestine:</p> <ul style="list-style-type: none"> • The Foundation Social was well attended and everyone enjoyed the tools and toys in the new Innovation Lab. • The Foundation has hired a new accounting service, Bookkeeping Solutions and Consulting, LLC.

REPORTS (CONTINUED)

Administration	<p>Highlights and Additions to Director’s Report: Mr. Firestine did a brief summary of his Director’s Report that was submitted in the Board Packet with discussion:</p> <ul style="list-style-type: none"> • Interviews are completed and in the process of hiring a part-time Library Associate to work in the Law Library. This will allow more coverage in the evenings. • Completed the move of the Law Library and Children’s areas, as well as opened the young adult area adjacent to the Innovation Lab. • The West End Branch Library will have a celebration, June 28 at 5:00 p.m., of the new umbrellas added to the outside patio. The event will feature music and refreshments to thank the community for its support. All LBOT members are invited. • The Westover Hills Library Branch will celebrate their 60th Anniversary on July 8 at 5:30 p.m. All LBOT members are invited. • Fine-free youth cards have been a big success. Great feedback on the services and the Ripple library card. • Ms. Drewry has been working with Mr. Haskell Brown on the RFP for the Main Library Facilities Master Plan to be back out in circulation in early July. • The RFP for the Integrated Library System continues to be delayed by contract negotiations. • The part-time social worker from the Daily Planet, also known as our Community Connector, is doing great work. Report included in the June report. • The Mayor has submitted an Ordinance to adopt banning guns in all City buildings if the General Assembly takes action. The General Assembly is scheduled to hold a special session July 8, 2019. • The Virginia Library Association – Mr. Firestine is a member of the Legislative Committee. This year they are going to seek the full funding for State Aid. For many years, the General Assembly has not funded Libraries full amount. For example, FY20 funding year, we should receive about \$191,000—if RPL were to receive full funding, that amount would be \$317,000. The last time the State fully funded libraries was 2001. • The American Library Association (ALA) Conference was held in Washington, DC on June 20-25, 2019. Several staff members attended. • Mr. Lydiard inquired about the circulation numbers being so erratic. Mr. Butterfield suggested that a bar graph be created of the Branches that shows gate count and circulation to give a clearer picture if it can be done. Mr. Firestine will follow up and review formulas to ensure accuracy.
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BOARD COMMITTEE REPORTS

Chair	<p>Kevin Butterfield:</p> <ul style="list-style-type: none"> • Attended some of the Trustee programs that were held at the ALA Conference; enjoyed sessions on the Community Connector.
Finance	<p>Daisy Weaver: Ms. Weaver reported there was a brief Finance Committee meeting prior to the Board meeting.</p> <ul style="list-style-type: none"> • There is an increase on the bottom line of the approved City Budget that was adopted for FY20 due to the 3% raise to all City staff and rising health care costs. There was a \$44,000 cut due to one vacancy. Other Departments received larger cuts. • The Law Library Special Fund amount is a reconciliation over a period of time. Mr. Firestine will follow up on the status and report back to the Board. • The Foundation Board will give a check in July to catch up on their contributions to the Library.

BOARD COMMITTEE REPORTS (CONTINUED)

<p>Facilities</p>	<p>Scott Firestine:</p> <ul style="list-style-type: none"> • Studio Update – Verizon is finally installing wiring and equipment at the Main Library to simulcast the signal from the television station. Target date: mid-July. • HVAC Project for the Special Collections area is ahead of schedule. The contractor should be complete in July. • Verizon Towers – As of June 25, the Library was notified by email that Verizon staff will review the site and install towers on the Main Library roof. In January 2019, CAO Selina Cuffee-Glenn signed an approved City Council Ordinance that authorized a contract with Verizon to place these towers on the roof of the Main Library. Mr. Firestine will forward the document to the members.
<p>Governance</p>	<p>David Lydiard: There are currently three LBOT positions Vacant effective June 30, 2019. There are three members rotating off the LBOT on June 30, 2019. Those members are Danita Green, Gail Zwirner, and Larry Olanrewaju. Board members were given the opportunity to review and discuss four potential candidates to fill three vacant positions.</p> <p>Approve David Lydiard to move forward with making suggested recommendations on behalf of the Library Board of Trustees for two candidates and keep one position vacant.</p> <p>Motion: Daisy Weaver, Second by William Yates – Approved Unanimously.</p>

UNFINISHED BUSINESS

Mr. Butterfield wrapped up the book discussion, *Palaces for the People* by Eric Klinenber. He mentioned the author of the book spoke at the American Library Association Conference.

Departing Board Members were acknowledged and thanked for their hard work and efforts in participating on the Richmond Public Library Board of Trustees and are always welcome to attend meetings.

NEW BUSINESS

No New Business discussed.

There being no further business, the meeting was adjourned at 12:47 p.m. by a **Motion from Larry Olanrewaju, Second by Danita Green.**

The next meeting will be held on Wednesday, July 24, 2019, at 11:45 a.m. at the East End Branch Library, 1200 North 25th Street, Richmond, Virginia 23223

Approved: _____
Mr. William Yates, Vice Chair

Recorder: Gianna Pack
Executive Assistant

Director's Report

September 2019

Director Activities for July 25 through September 20, 2019 (No meeting in August):

July 25	VCU Common Book Conference Call
July 25	Projections FY20 Discussion with Business Analyst Pearl Anderson
July 27-Aug 3	Director on Vacation
Aug 1	Discussion of Sirsi's Latest Revisions Conference Call
Aug 5	Meeting to Discuss Bid Documents for RPL Main Library Master Plan
Aug 6	Meeting with John Ulmschneider to Discuss Literacy Program
Aug 7	RPL Friends Board Meeting
Aug 8	Chair Kevin Butterfield Resigned from Library Board of Trustees
Aug 8	Monthly Portfolio Meeting with DCAO Human Resources
Aug 8	Conference Call – Evicted
Aug 9	CALD Meeting – Henrico
Aug 13	Sirsi Latest Response Meeting with City Attorney's Office Susan McKenney
Aug 13	Pre-Proposal Meeting-Main Library Master Planning with Procurement and Legal
Aug 14	Meet with Career Online High School Reps with Natalie Draper
Aug 14	Attended VCU Common Book Tutor Training – Harris Hall
Aug 16	RVA Libraries – JRA/RVAH2O Outreach Planning
Aug 16	Early Childhood Strategy VA – Governor
Aug 19	Director Taught a VCU Common Book Class
Aug 19	Beacon Conference Call
Aug 20	Library RFP Question Review with Dexter Goode, DPW
Aug 20	Library Facilities Review with Robert Steidel, DPU
Aug 21	Attended PIO Training Led by Jim Nolan
Aug 22	Meeting with Baker and Taylor Publishing
Aug 27	Met with Quinton Robins – Main Library
Aug 28-30	Project Manager Training – Maymont Garden Hall
Sep 2	Labor Day – All Libraries Closed
Sep 3	Meeting to Discuss Issues with RPL Master Planning Services RFP – Procurement
Sep 4	RPL Friends Board Meeting
Sep 5	RVA Counts Education Sub-Committee – C. G. Perkins Living and Learning Center
Sep 9	City Council Meeting – City Hall
Sep 10	DSS and the Libraries Meeting
Sep 10	Pre Bid Meeting for the Main Library Restroom Renovations – Main Library
Sep 11	Foundation Finance Committee Meeting
Sep 18	Foundation Full Board Meeting – Gellman Room
Sep 18	Main Library Master Planning Services – First Evaluation Meeting with Procurement
Sep 19	Library of Virginia Directors Meeting
Sep 20	CIP Taskforce Organization Meeting with Robert Steidel, DPU

Hiring Update:

- Aggressively recruiting for seven positions that were posted on August 25 thru September 8 with interviews starting in mid-September:
 - 4 – Library Associate (PTE) – Ginter Park Branch, Hull Street Branch, North Avenue Branch, and Westover Hill Branch Libraries
 - 2 – Library Technician (PTE) – Ginter Park Branch North Avenue Branch Libraries
 - 1 – Library Technician, Senior (FTE) – Hull Street Branch Library
- Library Technician, Senior Teshawna Threat (FTE) North Avenue Branch Library will resign on September 27 with 5(+) years of service.

Director's Report (Continued)

September 2019

- West End Branch Library Associate Gigi Jainchell will retire on September 30 with 11(+) years of service.
- Seven employees have opted for the VRIP and will retire by October 31:
 - Patricia Jones, 41 years – Westover Hills
 - Donna Talley, 40 years – Main
 - Cynthia Truesdale, 38 years – Main
 - Bonnie Meeks, 35 years – West End
 - Brenda Langhorne, 34 years – West End
 - Irene Bassett, 31 years – Broad Rock
 - Sarah O'Neill, 18 years – East End

Summer Reading Program: Summer Reading Program (SRP) concluded August 10. SRP Finales took place the week of August 4 – August 10. There were 1,483 participants this year.

RPS Librarian Professional Development Day: August 26, 2019 from 10:00 AM to 4:00 all of the Media Center Librarians visited the Main Library for a day of professional development. Main Library staff shared information with them regarding library resources that relevant and important to their students.

Early Literacy: Met with VCU Head Librarian John Ulmschneider to discuss a potential partnership.

RFP for the Integrate Library System (ILS on-line catalog) Update: Review of contract continues. City Attorney office discussed final revisions on August 8. Some of the revisions were rejected by the vendor. City and Library staff reviewed those changes and the impact it would cause. Legal believes we are close to a resolution on the contract with Sirsi Dynix. Once a final contract is determined, City Procurement will process and we will proceed with implementation.

RFP for the Main Library Facilities Master Plan Update: A Mandatory pre-bid meeting was held at the Main Library on August 14. Questions from bidders caused further review. This RFP will proceed, but will be extended by two weeks.

VCU Common Book: Director led a VCU class discussion of the Common Book Evicted, by Matt Desmond. The author will visit the Siegel Center October 16 and the Main Library for a follow-up discussion with community influencers on October 17. In the winter of 2020, RPL will provide exhibit space at the Main Library for HOME, Housing Opportunities Made Equal, for an exhibit that will further detail the challenges of eviction for the RVA community.

National Library Card Sign-up Month: During the entire month of September, existing RPL cardholders will be offered free replacement cards if their account is in good standing. We will also have a food drive where patrons can donate unexpired, non-perishable food items for FeedMore's Central Virginia Food Bank to have any fines up to \$10 be forgiven with the exception that this does not apply to lost items, damaged items, or the referral fee on accounts that are in collections.

DEQ Grant 2019-2021: In October the Library will begin the implementation of the DEQ319 Grant awarded in 2018, but not started until 2019. This grant will promote storm water mitigation throughout Richmond. The grant will provide funds for interpretation and storm water mitigation practices demonstrated at Broad Rock, East End, and North Avenue Branch Libraries. This is a 3 year grant. October, which is River Hero month, will be when the Library partners with James River Association, who is managing the grant to do programs and displays to promote conservation. This is a collaborative grant awarded and administered by James River Association, DPU, RPL, and RPS.

Director's Report (Continued)
September 2019

First Fridays at Main: A monthly opening-night reception for all the artists of the Main Library galleries was on September 6. The works of Darlene Marschak, Douglas L. Beecher, Riley O. James, Jr., and Helene Ruiz will be on display through the month of September and open to the public during normal library hours. RFP for ILS review of contract continues.

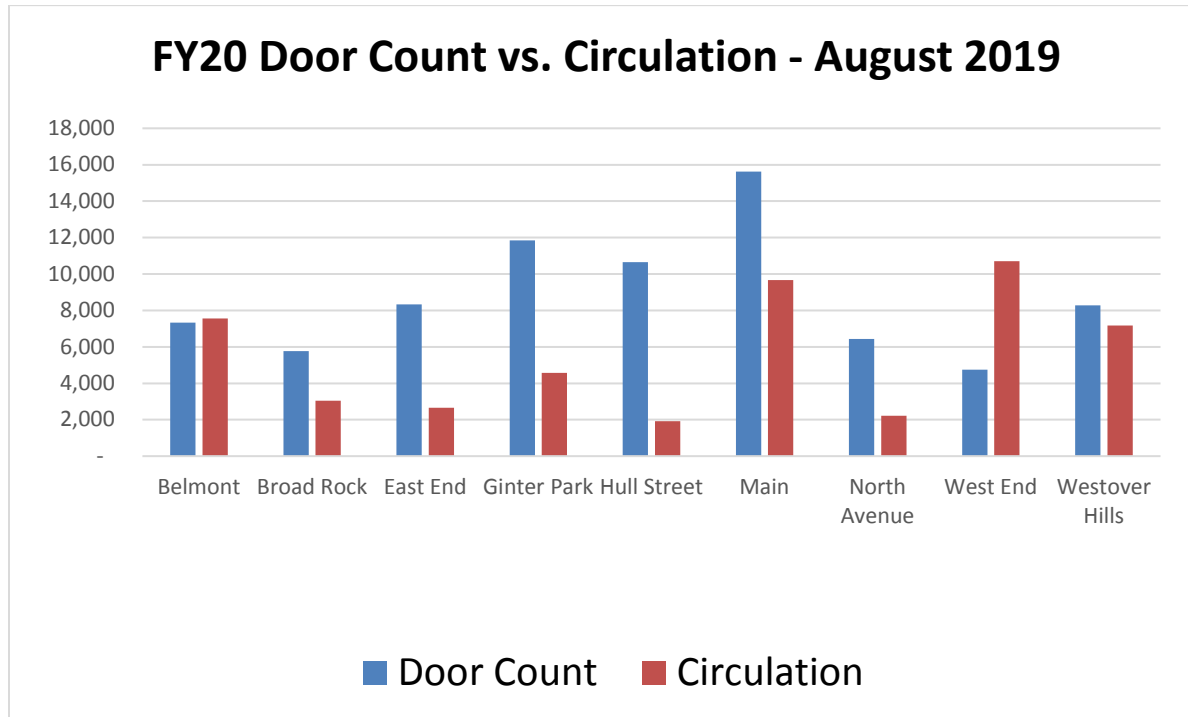
2019 YAVA Award: August 15 – September 15 all patrons may cast votes online or at any of our nine libraries during our Young Adult Virginia Authors Award (YAVA). The three books that receive the most popular votes will go to a panel of three judges who will decide the final winner. The winning author will be recognized with a cash prize at the YAVA Book and Author Celebration at Richmond Public Library on Saturday, November 2, 2019.

Access RVA Comcast Channel Update: September 6, Verizon and Comcast completed installation of technology to simulcast the access channel on their network. The signal for these channels is now broadcasting from RPL Main to those telecommunication providers. Live programming will begin October 21. The Library will draft and follow the procedures for access previously established by Comcast. October 3, Library staff will meet with the current Comcast broadcast producers and technicians to review and answer any questions about using the equipment and producing access shows.

CIRCULATION															
LOCATION	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % Change
Belmont	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	
	FY19	8,429	8,074	8,103	7,888	7,303	6,144	7,099	6,630	8,077	6,712	6,436	7,110	88,005	-11%
	FY20	7,451	7,560											15,011	-7%
Broad Rock	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	
	FY19	3,910	3,609	2,671	3,217	2,505	2,086	2,488	2,801	2,843	2,389	2,419	3,119	34,057	-23%
	FY20	3,652	3,036											6,688	-19%
East End	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	
	FY19	2,996	2,648	2,614	2,820	2,587	2,176	2,915	2,451	2,249	2,046	2,087	2,534	30,123	-16%
	FY20	2,696	2,663											5,359	1%
Ginter Park	FY17	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	
	FY18	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	
	FY19	5,211	5,163	4,864	4,278	3,762	2,812	3,864	3,653	4,408	3,384	4,174	4,381	49,954	-17%
	FY20	4,397	4,580											8,977	-13%
Hull Street	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	
	FY19	2,010	2,305	3,323	1,844	1,838	1,852	2,287	1,870	1,854	1,828	1,976	2,026	25,013	-8%
	FY20	3,082	1,912											4,994	-21%
Main	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	
	FY19	8,719	8,877	8,655	9,774	9,099	8,202	9,418	8,749	9,621	9,177	8,795	9,300	108,386	-1%
	FY20	10,098	9,666											19,764	8%

CIRCULATION (CONTINUED)															
LOCATION	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % Change
North Avenue	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	
	FY19	2,979	2,493	2,709	2,918	2,390	2,059	2,604	2,264	2,367	2,887	2,243	2,657	30,570	-17%
	FY20	2,962	2,210												-13%
West End	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	
	FY19	11,660	11,438	10,076	10,172	8,539	7,313	9,145	7,434	9,007	8,380	8,746	9,681	111,591	21%
	FY20	11,712	10,702											22,414	-7%
Westover Hills	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	
	FY19	8,071	7,787	7,566	7,102	6,120	5,364	7,072	6,155	6,511	6,120	5,793	6,435	80,096	-6%
	FY20	7,419	7,175											14,594	-9%
Econtent	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	
	FY19	5,985	6,407	5,683	5,581	5,278	5,874	6,375	5,874	6,532	6,132	6,424	6,798	72,943	25%
	FY20	7,526	7,283											14,809	12%
RPL Total	FY17	61,902	61,579	52,848	53,440	49,591	46,583	49,303	48,092	53,155	47,666	49,845	52,838	626,842	
	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	
	FY19	59,970	58,801	56,264	55,594	49,421	43,882	53,267	47,881	53,469	49,055	49,093	54,041	630,738	-6%
	FY20	60,995	56,787											117,782	-4%

DOOR COUNT FY2020	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL
Belmont	6,934	7,335											
Broad Rock	5,768	5,768											
East End	7,605	8,331											
Ginter Park	13,767	11,850											
Hull Street	11,614	10,646											
Main	16,244	15,626											
North Avenue	6,383	6,431											
West End	5,102	4,752											
Westover Hills	8,342	8,287											
TOTALS FY20:	81,759	79,026	-	-	-	-	-	-	-	-	-	-	-
TOTALS FY19:	70,641	73,411	62,975	66,230	62,257	48,425	63,139	60,259	67,552	68,862	67,399	70,910	782,060
TOTALS FY18:	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



PROGRAMS FY2020	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL FY20	TOTAL FY19
Belmont														
Adult Programs	15	13												246
Adult Attend	90	70												1,321
Young Adult Programs	1	1												11
Young Adult Attend	12	31												23
Juvenile Programs	8	4												90
Juvenile Attend	258	95												1,953
Total Attend	360	196	0	0	0	0	0	0	0	0	0	0	556	3,297
Total Programs	24	18	0	0	0	0	0	0	0	0	0	0	42	347
Broad Rock														
Adult Programs	4	6												231
Adult Attend	22	37												1,336
Young Adult Programs	4	4												52
Young Adult Attend	94	57												708
Juvenile Programs	16	17												303
Juvenile Attend	318	277												3,637
Total Attend	434	371	0	0	0	0	0	0	0	0	0	0	805	5,681
Total Programs	24	27	0	0	0	0	0	0	0	0	0	0	51	517
East End														
Adult Programs	40	35												376
Adult Attend	264	175												3,444
Young Adult Programs	2	1												55
Young Adult Attend	14	18												269
Juvenile Programs	10	18												145
Juvenile Attend	84	1												2,364
Total Attend	362	194	0	0	0	0	0	0	0	0	0	0	556	6,077
Total Programs	52	54	0	0	0	0	0	0	0	0	0	0	106	376

PROGRAMS FY2020 (CONTINUED)	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL FY20	TOTAL FY19
Ginter Park														
Adult Programs	20	25												267
Adult Attend	170	276												2,651
Young Adult Programs	2	2												6
Young Adult Attend	41	12												85
Juvenile Programs	10	15												129
Juvenile Attend	181	169												1,537
Total Attend	392	457	0	0	0	0	0	0	0	0	0	0	849	4,273
Total Programs	32	42	0	0	0	0	0	0	0	0	0	0	74	395
Hull Street														
Adult Programs	7	5												85
Adult Attend	95	19												972
Young Adult Programs	3	3												26
Young Adult Attend	87	14												323
Juvenile Programs	16	8												108
Juvenile Attend	313	134												2,209
Total Attend	495	167	0	0	0	0	0	0	0	0	0	0	662	3,504
Total Programs	26	16	0	0	0	0	0	0	0	0	0	0	42	219
Main														
Adult Programs	18	24												124
Adult Attend	313	765												4,609
Young Adult Programs	13	8												65
Young Adult Attend	111	39												778
Juvenile Programs	30	25												265
Juvenile Attend	827	592												5,511
Total Attend	1,251	1,396	0	0	0	0	0	0	0	0	0	0	2,647	10,898
Total Programs	61	57	0	0	0	0	0	0	0	0	0	0	118	454

PROGRAMS FY2020 (CONTINUED)	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL FY20	TOTAL FY19
North Avenue														
Adult Programs	46	38												319
Adult Attend	285	210												2,903
Young Adult Programs	2	0												54
Young Adult Attend	18	0												348
Juvenile Programs	11	8												280
Juvenile Attend	273	246												5,075
Total Attend	576	456	0	0	0	0	0	0	0	0	0	0	1,032	8,326
Total Programs	59	46	0	0	0	0	0	0	0	0	0	0	105	653
West End														
Adult Programs	11	10												144
Adult Attend	121	87												1,041
Young Adult Programs	1	1												12
Young Adult Attend	9	5												50
Juvenile Programs	10	17												205
Juvenile Attend	174	248												3,605
Total Attend	304	340	0	0	0	0	0	0	0	0	0	0	644	4,696
Total Programs	22	28	0	0	0	0	0	0	0	0	0	0	50	590
Westover Hills														
Adult Programs	18	23												214
Adult Attend	424	429												3,598
Young Adult Programs	3	2												17
Young Adult Attend	59	66												139
Juvenile Programs	22	18												254
Juvenile Attend	396	535												4,606
Total Attend	879	1,030	0	0	0	0	0	0	0	0	0	0	1,909	8,343
Total Programs	43	43	0	0	0	0	0	0	0	0	0	0	86	485
Grand Total Attend	5,053	4,607	0	0	0	0	0	0	0	0	0	0	9,660	55,095
Grand Total Programs	343	331	0	0	0	0	0	0	0	0	0	0	674	4,312

COMPUTER USE FY2020	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL
Belmont Workstation	1,175	1,255											2,430
WIFI	963	1,047											2,010
Broad Rock Workstation	2,131	2,080											4,211
WIFI	903	826											1,729
East End Workstation	1,968	2,168											4,136
WIFI	1,236	1,281											2,517
Ginter Park Workstation	1,617	1,418											3,035
WIFI	1,229	1,173											2,402
Hull Street Workstation	1,741	1,770											3,511
WIFI	1,035	889											1,924
Main Workstation	4,023	3,970											7,993
Childrens Workstation	226	304											530
WIFI	3,921	4,529											8,450
North Avenue Workstation	1,346	1,448											2,794
WIFI	928	856											1,784
West End Workstation	754	834											1,588
WIFI	568	476											1,044
Westover Hills Workstation	1,520	1,497											3,017
WIFI	833	853											1,686
TOTALS FY20:	28,117	28,674											56,791
TOTALS FY19:	21,141	23,182	20,857	28,103	23,493	22,565	27,068	24,764	28,491	26,105	28,577	26,512	300,859
TOTALS FY18:	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

TECHNICAL SERVICES - ITEMS BY LOCATION										
FY2020	Belmont	Broad Rock	East End	Ginter Park	Hull Street	MAIN	North Avenue	West End	Westover Hills	OverDrive
Jul-19	215	148	147	172	117	379	119	206	213	-
Aug-19	359	260	201	268	145	572	160	409	347	66
Sep-19										
Oct-19										
Nov-19										
Dec-19										
Jan-20										
Feb-20										
Mar-20										
Apr-20										
May-20										
Jun-20										
Branch Total FY20:	574	408	348	440	262	951	279	615	560	66
Branch Total FY19:	3,525	1,877	2,007	2,450	1,353	6,247	1,963	4,088	3,667	1,320
Average:	287	204	174	220	131	476	140	308	280	33

NEW PATRON CARDS													
FY2020	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Belmont	138	187											325
Broad Rock	129	152											281
East End	120	114											234
Ginter Park	96	79											175
Hull Street	125	130											255
Main	383	411											794
North Avenue	160	128											288
West End	152	125											277
Westover Hills	153	120											273
Online Reg E-Card	162	229											391
Total FY20:	1,618	1,675	-	-	-	-	-	-	-	-	-	-	3,293
Total FY19:	1,692	1,722	1,623	1,328	1,117	911	1,321	1,150	1,321	1,212	1,320	1,509	16,226

Richmond Public Library
 FY20 Operating Budget
 as of
 August 31, 2019

ACCOUNT	DESCRIPTION	Budget	Actual	%	Balance
			Expended 31-Aug-19	Spent	Available 31-Aug-19
60000	SALARIES - FULL TIME	\$ 3,068,562	\$ 390,750	12.7%	\$ 2,677,812
61000	SALARIES - PART TIME	\$ 340,544	\$ 46,425	13.6%	\$ 294,118
62000	SALARIES - TEMPORARY	\$ -	\$ 719	0.0%	\$ (719)
63000	FICA	\$ 211,410	\$ 25,965	12.3%	\$ 185,444
63001	RET CON RSRs	\$ 685,267	\$ 82,803	12.1%	\$ 602,464
63002	MEDCARE FICA	\$ 49,443	\$ 6,073	12.3%	\$ 43,370
63003	GROUP LIFE	\$ 18,134	\$ 2,862	15.8%	\$ 15,272
63006	H/C ACT TEMP	\$ 681,425	\$ 87,847	12.9%	\$ 593,579
63008	STATE UNEMPLOYMENT	\$ -	\$ -	0.0%	\$ -
63011	HEALTH SAVINGS	\$ -	\$ 134	0.0%	\$ (134)
64104	EDUCATION PAY	\$ -	\$ -	0.0%	\$ -
64105	BONUS PAY	\$ -	\$ -	0.0%	\$ -
	Personnel Expenses	\$ 5,054,784	\$ 643,577	12.7%	\$ 4,411,207
71141	BOOKS	\$ 561,783	\$ 151,824	27.0%	\$ 409,959
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 9,823	\$ -	0.0%	\$ 9,823
72122	MAGS & NEWSPAPER	\$ 36,596	\$ 3,691	10.1%	\$ 32,905
	Collection Development	\$ 608,202	\$ 155,516	25.6%	\$ 452,686
70131	ADVERTISING	\$ 2,297	\$ -	0.0%	\$ 2,297
70161	DATA PROCESSING - OCLC	\$ 113,138	\$ 28,277	25.0%	\$ 84,861
70161	PLANNING MGMT SERVICES	\$ 109,917	\$ 12,297	11.2%	\$ 97,620
70218	VEHICLE REPAIR	\$ 2,000	\$ -	0.0%	\$ 2,000
70311	PRINTED SUPPLIES	\$ 3,000	\$ -	0.0%	\$ 3,000
70413	MILEAGE ALLOWANCE	\$ 2,762	\$ 62	2.3%	\$ 2,700
70551	SECURITY	\$ 294,553	\$ 197,575	67.1%	\$ 96,978
70552	CONTRACT AND TEMP PERSONNEL	\$ 27,500	\$ 24,238	88.1%	\$ 3,262
71012	OFFICE STATIONARY SUPPLIES	\$ 8,955	\$ (624)	-7.0%	\$ 9,579
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 20,220	\$ 5,223	25.8%	\$ 14,997
72113	POSTAGE	\$ 4,456	\$ -	0.0%	\$ 4,456
72121	CONFERENCES & CON	\$ 2,240	\$ -	0.0%	\$ 2,240
72123	MEMBERSHIP DUES	\$ 1,352	\$ -	0.0%	\$ 1,352
72124	TRAINING	\$ 1,189	\$ -	0.0%	\$ 1,189
72131	COMPUTER SUPPLIES	\$ 25,662	\$ 22,695	88.4%	\$ 2,967
72153	EQUIPMENT	\$ 12,200	\$ 10,000	0.0%	\$ 2,200
73104	BANK FEES	\$ -	\$ 1,366	0.0%	\$ (1,366)
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
77103	FUEL-D/O VEHICLE	\$ 2,555	\$ 285	11.2%	\$ 2,270
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 82	16.7%	\$ 411
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
77501	DIT CHARGES	\$ -	\$ -	0.0%	\$ -
80001	DEPRECIATION	\$ -	\$ -	0.0%	\$ -
80004	BUILDINGS & STR	\$ -	\$ -	0.0%	\$ -
80006	EQUIPMENT & OFFICE MAINTENANCE	\$ 7,160	\$ 2,859	39.9%	\$ 4,301
80007	VEHICLE EXPENSES	\$ -	\$ -	0.0%	\$ -
	Other Expenses	\$ 641,649	\$ 304,336	47.4%	\$ 337,313
	TOTAL GENERAL FUND	\$ 6,304,635	\$ 1,103,428	17.5%	\$ 5,201,207

RICHMOND PUBLIC LIBRARIES - General Fund Budget

Monthly Budget Report August 31, 2019

<u>General Fund Revenue</u>	<u>FY2019-20 Budget</u>	<u>FY2019-20 Actual YTD</u>	<u>% Recognized</u>	<u>Unrecognized</u>
Lost and Damage Books	\$ 21,782	\$ 1,359	6%	\$ 20,423
Overdue Book Fines	\$ 66,121	\$ 6,594	10%	\$ 59,527
Reservation - Book Records	\$ 500	\$ 75	15%	\$ 425
Room Rental Fees	\$ 300	\$ -	0%	\$ 300
Sales Copy Centers	\$ 17,476	\$ 2,568	15%	\$ 14,908
State Library Aide	\$ 170,000	\$ -	0%	\$ 170,000
	<u>\$ 276,179</u>	<u>\$ 10,595</u>	<u>4%</u>	<u>\$ 265,584</u>

General Fund Operating

	<u>FY2019-20 Budget</u>	<u>FY2019-20 Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
Personnel	\$ 3,409,106	\$ 437,894	13%	\$ 2,971,212
Fringes	\$ 1,645,678	\$ 205,683	12%	\$ 1,439,995
Books/Materials	\$ 608,202	\$ 155,516	26%	\$ 452,686
Operating Expenses	\$ 641,649	\$ 304,336	47%	\$ 337,313
Total	\$ 6,304,635	\$ 1,103,428	18%	\$ 5,201,207

Encumbrances YTD \$ 367,620

RICHMOND PUBLIC LIBRARIES - Special Fund Budget

<u>Special Fund Revenue</u>	<u>FY2019-20 Anticipated</u>	<u>FY2019-20 Actual YTD</u>	<u>% Recognized</u>	<u>Unrecognized</u>
00314 - Gift to the Library	\$ 105,000	\$ 16,454	16%	\$ 88,546
00308 - Verizon E-Rate Grant	\$ 87,977	\$ -	0%	\$ 87,977
00309 - Public Law Library	\$ 250,000	\$ 37,319.00	15%	\$ 212,681
00311 - Gates Foundation	\$ -	\$ -	0%	\$ -
00312 - RPL Foundation	\$ 40,000	\$ -	0%	\$ 40,000
00313 - Friends of the RPL	\$ 30,000	\$ 21	0%	\$ 29,979
00000 - Grade Level Reading	\$ -	\$ -	0%	\$ -
	<u>\$ 512,977</u>	<u>\$ 53,794</u>	<u>10%</u>	<u>\$ 459,183</u>

<u>Special Fund Expenditures</u>	<u>FY19 Rollover & FY20 Receipts</u>	<u>FY2019-20 Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
00314 - Gift to the Library	\$ 99,531	\$ 12,535	13%	\$ 86,996
00308 - Verizon E-Rate Grant	\$ (51,344)	\$ 38,173	-74%	\$ (89,517)
00309 - Public Law Library	\$ 104,998	\$ 40,974	39%	\$ 64,024
Personnel		\$ 6,937		
Fringes		\$ 2,013		
Books/Materials		\$ 29,767		
Operating Expenses		\$ 2,257		
00311 - Gates Foundation	\$ 12,576	\$ -	0%	\$ 12,576
00312 - RPL Foundation	\$ (84,906)	\$ 3,394	-4%	\$ (88,300)
00313 - Friends of the RPL	\$ 30,050	\$ 14	0%	\$ 30,036
	<u>\$ 110,905</u>	<u>\$ 95,090</u>	<u>86%</u>	<u>\$ 15,815</u>

Encumbrances YTD \$ 29,821

Richmond Public Library
 Foundation, Friends, Groups and Individual Donations
 FY 2019-2020

Consent Agenda: Pending Library Board Approval - Wednesday, September 25, 2019

Date	Donor Name	Current Month Amount	Purpose/Location	YTD Account Balance		
				Gift	Foundation	Friends
27-Jun-19	Friends of the Richmond Public Library	\$ 17,805.34				\$ 17,805.34
27-Jun-19	Friends of the Richmond Public Library	\$ 3,000.00				\$ 3,000.00
27-Jun-19	Friends of the Richmond Public Library	\$ 120.00	Graphics	\$ 120.00		
31-Jul-19	Thelma Smith	\$ 70.00	Art Committee	\$ 70.00		
4-Aug-19	Friends of the Richmond Public Library	\$ 1,875.00				\$ 1,875.00
9-Aug-19	City of Richmond Public Library Foundation	\$ 6,000.00	Curator / Special Collections		\$ 6,000.00	
	Monthly Total	\$ 28,870.34				
	YTD Total	\$ 28,870.34	Year To Date Total	\$ 190.00	\$ 6,000.00	\$ 22,680.34

**RICHMOND PUBLIC LIBRARY STAFF DEVELOPMENT TRAINING
OCTOBER 14, 2019**

**DRAFT AGENDA
(Subject to Change)**

- 1:00-2:00P Welcome, introduction, longevity awards and Library update
- 2:00-3:00P Program to TBD
- 3:00-3:15P Break
- 3:15-4:45P Breakout sessions TBD
- 5:00P Early Dinner – Mission Barbecue
- 6:00-6:30P Reception and meet and greet with the authors
- 7:00-8:15P Jesmyn Ward and Alex Kotlowitz in conversation.

Jesmyn Ward is a MacArthur Fellow and two-time National Book Award winner. She is hailed as the standout writer of her generation, proving her fearless and toughly lyrical voice in novels, memoir, and nonfiction. In 2017, she became the first woman and the first person of color to win two National Book Awards for Fiction. Ward’s writing, largely set on the Gulf Coast of Mississippi—where she grew up and still lives—includes a memoir, *Men We Reaped*, and the novels *Where the Line Bleeds*; *Salvage the Bones*; and most recently, *Sing, Unburied, Sing*. She is also the editor of the critically acclaimed anthology *The Fire This Time: A New Generation Speaks about Race*.

Richmond Times-Dispatch

Librarians facing new tasks say crisis isn't in the catalog

https://www.richmond.com/news/national-world/ap/librarians-facing-new-tasks-say-crisis-isn-t-in-the/article_364432e6-43a3-506b-a4a8-3c74d372102c.html

By ALI SWENSON Associated Press / Aug 9, 2019 Updated Aug 9, 2019



Shantel Johnson, right, a full time social worker at Queens Central Library, and Michael Montero, left, social work summer intern from NYU, meet at the library's coordinating desk for adult services, Monday July 29, 2019, in Queens borough of New York. Johnson oversees a team of case managers and help librarians connect visitors to social services. "You change with the times. I think every organization needs to do that in order to thrive," said Johnson.

Bebeto Matthews

NEW YORK (AP) — When Jackie Narkiewicz switched careers and became a librarian, she thought she'd spend her workdays "drinking hot beverages and discussing literature with people."

But during her 16 years as a librarian on New York's Long Island, Narkiewicz has also faced a man threatening to kill her and a patron screaming while cutting her own hair in the bathroom. For her job, Narkiewicz has been trained in CPR and mental health crisis response and carries the opioid overdose antidote naloxone with her.

As libraries nationwide contend with a surge in patrons seeking refuge in the stacks because of poverty, drug addiction or mental illness, a growing number of institutions have social workers on staff.

It's the latest step in an evolution that libraries have been dealing with for years as homelessness and the opioid crisis reach emergency levels and patrons have come to rely on libraries as free, safe spaces open to all.

Though homelessness has seen some declines in the U.S. since the recession, it has surged in cities like Seattle, where a homelessness state of emergency and a spike in questions from library patrons about things like housing, transportation and food led the public library system to hire its first full-time social worker in 2018.

Other libraries, unable to afford such a step, have trained librarians to handle certain emergencies themselves. That's caused some debate among library workers about whether they're being asked to adapt to an evolving job or to do work that goes too far beyond their expertise.

"I can get you a phone number, I can get you a book you want ... but when you're dealing with mental health issues, I don't feel appropriately trained for it," Narkiewicz said.

A few master's degree programs for aspiring librarians have classes on mental health, but most don't. To help fill in the gaps, an estimated 40-plus library systems have full-time social workers on staff, according to Whole Person Librarianship, an organization that tracks such partnerships.

At the Queens Public Library in New York City, resident social worker Shantel Johnson oversees a team of library case managers, but she's also available to help librarians communicate with struggling patrons, connect visitors to services or just listen to people.

"They'll open up to staff, and staff is doing 14 different things," Johnson said. She says she regularly helps patrons who are homeless, experiencing abuse or having trouble applying for jobs.

The Queens Public Library also started stationing New York University social work interns in some branches last year, as does the New York Public Library, which got its first interns two years ago.

Library patron Sofia Ciniglio was meeting twice weekly with an intern at a Manhattan branch last year for career advice. But their conversations eventually involved her family, feelings and personal life. The intern introduced Ciniglio to a library where she could learn Braille, which she'd been curious about.

"She was very much a good listener, very attentive, and she knew who I was and the nuances of how I go about things," Ciniglio said.

The NYPL's librarians, meanwhile, are trained to de-escalate conflicts but aren't asked to do more in-depth mental health crisis training.

Spokeswoman Amy Geduldig notes that the library "is not a social services organization, and its staff are not medical or mental health professionals." The NYPL, the nation's busiest library system, still hasn't hired a full-time licensed social worker, though Brooklyn did in 2015 and Queens did in 2018.

In some libraries without professional social work help, employees are being asked to take on new tasks.

At the San Diego Public Library, a state library grant has funded employee trainings in mental health first aid since 2016. Librarian Joseph Miesner says the training helped him personally when he came across a suicidal patron.

In small town Titusville, Pennsylvania, library director Justin Hoenke recently agreed with his library's board that all staffers should be trained to administer naloxone if needed.

"This is a new requirement of the job," Hoenke said. "If they're not comfortable with it, they kind of have to reevaluate their life and their job. You have to change with the times."

Fobazi Ettarh doesn't see it that way. An academic librarian at Rutgers University in Newark, she says too many expectations can distract librarians from their work, and she personally wouldn't feel comfortable as a first responder to an overdose.

"It would just be a lot for my mental health," she said.

Research suggests other librarians feel the same way. A 2018 survey of librarians in Pennsylvania found many reported they already felt stressed from trying to answer questions from patrons about mental health and social services, even without handling acute emergencies in the library.

Meanwhile, some librarians, like Amanda Oliver, have begged in vain for more preparation. Oliver said she quit her public library job in Washington when she asked supervisors for more training and "was largely ignored."

District of Columbia Public Library Executive Director Richard Reyes-Gavilan says Oliver's branch offered at least two trainings related to mental health during her tenure, but the library is also "committed to doing even more" to support staff.

Despite fraught encounters with people in crisis, Narkiewicz, who works part time right now, still hopes to find a full-time job in the library field.

"Some days are really difficult. Some days are amazing and terrific," she says. "It's quite an eye-opening, but an amazing, wonderful career."

∞∞∞ End ∞∞∞

Read Me a Story - Diverse literary events are happening this fall. *By Karen Newton*

Book lovers of all stripes can look forward to the distinctive pleasures of sitting back and being read to as our literary scene kicks off with an array of authors.

Fans of reality shows and true crime podcasts will get an earful when Rachel Monroe reads from her upcoming book, "Savage Appetites: Four True Stories of Women, Crime, and Obsession." Her illuminating exploration of women, violence and obsession feeds a cultural fascination with crime by linking four archetypes — detective, victim, defender and killer — to four true stories about women motivated by obsession.

From a frustrated heiress in the 1940s who created dollhouse crime scenes depicting death to a teenager deeply involved in the online fandom of the Columbine killers who was planning a mass shooting of her own, Monroe's book looks at justice, empathy and the current unquenchable appetite for violence.

Sept. 17 at 6 p.m. at Chop Suey Books, 2913 W. Cary St.

Virginia Commonwealth University graduate Chris Terry will read from his new novel, "Black Card," which addresses the quagmire of being young, black and in love. Its strength is how well it peels back all the tricky layers of race, identity and belonging — the hardest parts of being young — as the mixed-race narrator tries to navigate the mostly white punk world. When he witnesses racist incident and stays quiet, his black card is revoked by Lucius, his guide through race-challenged Richmond. The novel follows his attempts to win back his black card while becoming a suspect in an attack on a black female co-worker.

Oct. 10 at 6 p.m. at Babe's of Carytown, 3166 W. Cary St.

Looking for an event with serious literary and cultural chops? Jesmyn Ward and Alex Kotlowitz in Conversation should be required for anyone interested in moving Richmond's race conversation forward. Ward, a MacArthur fellow and the first woman and person of color to win two National Book Awards for fiction, has been called the standout writer of her generation. In addition to novels, memoir, and nonfiction, she's also the editor of the



Chris Terry



Alex Kotlowitz



Jesmyn Ward



Rachel Monroe



Michael Twitty



Dale Brumfield

critically acclaimed anthology "The Fire This Time: a New Generation Speaks about Race." Ward will be interviewed by bestselling author Alex Kotlowitz, long recognized for his unflinching look at race and poverty in America through books, radio and documentary film. His 1991 book, "There Are No Children Here: the Story of Two Boys Growing Up in the Other America," told the story of youth raised in public housing projects. This is the inaugural Read Up, Richmond event and will be followed by an audience Q&A.

Oct. 14 at 7 pm. at Main Library, 101 E. Franklin St.

For local dirt, Dale Brumfield, also a Style Weekly contributor, discusses his book, "The Notorious History of the Virginia State Penitentiary," which looks at the prison's long history, from the laying of the cornerstone in August 1797 near the what is today Belvidere and Spring streets, through the fires, earthquake, riots and escapes that erupted before it was demolished in 1991. Author, journalist and cultural archaeologist Brumfield traces the sometimes barbaric, occasionally uplifting history of the people inside what was once a notorious Richmond landmark.

Nov. 6 at noon in the Virginia Museum of History & Culture, 428 N. Arthur Ashe Blvd.

Author Michael Twitty reads from his award-winning book, "The Cooking Gene: a Journey Through African American Culinary History in the Old South." In his compelling memoir of Southern cuisine and food culture, culinary historian Twitty traces his ancestry — both black and white — while offering fresh perspectives on race through food, from Africa to America and from slavery to freedom. Twitty believes that healing comes from embracing the discomfort of the Southern past and that food has the power to bring descendants of the enslaved and former slaveholders to the table to discover the real America together.

Nov. 14 at 5:30 p.m., the Library of Virginia, 800 E. Broad St.

∞∞∞ End ∞∞∞

OUTREACH SUCCESS STORY
From RPL/Daily Planet PTE Social Worker
September 2019

Mr. H is a frequent patron of the Library who happened to see me working with a homeless citizen in front of the Library one day. Mr. H approached me shortly after hearing me share information to the homeless citizen about homeless services in the City of Richmond. Mr. H shared with me that he was homeless and was struggling with a chronic medical condition, a Mental Health disorder and long and tumultuous history of substance use recovery.

He shared with me that he had recently moved from New York State where experienced homeless for a period of time, but move to Virginia to begin a new life with his partner. In his words, “the short of it all, is that sometimes thing just don’t work out as planned”.

Mr. H began a routine of coming to see me regularly and I was able to secure shelter services for him. He was shelter by the Salvation Army for a little more than 60 days. During this timeline, Mr. H worked with me at the Library, to securing a local Disability claims lawyer to file his Disability application. Mr. H was able to complete two different Housing program intakes. Both program intakes were completed at the Library using the outreach office by Housing specialist from the respective programs. Mr. H was also able to complete his Medicaid application online here at the Library.

As I worked with Mr. H over the course of two months, he remained upbeat and thankful. He continuously thanked me for the assistance and repeatedly told me that he had no idea that there was a person at the Library who could help walk him through the programs and services available to the citizens of Richmond.

Mr. H told me that working with him renewed his belief in the Good Samaritan and that people here in the City of Richmond truly cared about the homeless and poor people.

Mr. H informed me that he was offered some housing options with supportive services to move him out of the shelter into temporary housing very soon. He stated to me that he was overwhelmed by how fast all of the help and guidance he received moved his life of homelessness to temporary shelter and now temporary housing.

By: Michael H.

Email from Barbara Haas
Librarian
Richmond Public Schools
September 11, 2019

Good morning Mr. Firestine! My name is Barbara Haas and I am a Richmond Public Schools librarian. Recently we had a day of professional development at the Richmond Public Library! I wanted you to know how engaging, helpful and relevant our day at the library was! I know that Jenn and her team worked hard to not only put together an excellent program, but they did it in just a few short days. I am so grateful that not only was she willing to do this for us, but that we had the opportunity to collaborate and strengthen the relationship between our school and public libraries! Kudos to you and your staff! Here are some of my favorite moments from the day:

- Learning what my colleagues had read this summer
- Discovering databases (and other resources) available to my students free of charge
- Strategies for getting my students to look at a problem from different perspectives
- Learning about BMER and all the resources that accompany that program
- EVERYTHING we did in the Innovation Lab!

(and the bagels and coffee were a big hit as well!)

In addition to the wonderful day of PD, I would also like to thank you for your commitment to the students of Richmond Public Schools. I would like to especially thank you for your donation of the YAVA Award nominated books that EVERY RPS secondary school received!!! Several of the books have been circulating in my library and it's been fun talking about them with my students!

Thanks again for the great PD!!! I hope that you will consider doing it again next year (if not sooner!)! :0), Barbara

Ask me what I'm reading today!!

Barbara Haas
Librarian
Boushall Middle School
3400 Hopkins Road
Richmond, VA 23234
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DIGITAL
INCLUSION

Leadership Brief: Libraries Leading AI and Digital Citizenship

Handout
LBOT 9/25/19

ABOUT THIS LEADERSHIP BRIEF

This Leadership Brief highlights the rapid growth of artificial intelligence (AI) and its impact on the economy, society and people. It calls on public libraries to assume a leadership role in this next wave of technological transformation – not as technical experts, but as respected thought leaders, trusted sources of reliable information and champions of equity and democracy.

OVERVIEW: AI is already an integral part of daily life affecting how people live, work and entertain themselves. Smart phones, voice-powered personal assistants like Siri and Alexa, streaming media services, ride-sharing and navigation apps and self-check-outs are built on AI foundations. A recent Gallup poll found that 85% of Americans are already using consumer products that employ elements of AI.¹

Popular AI consumer products in use today are designed to help people accomplish tasks quickly and accurately. More sophisticated self-learning AI networks which can analyze data and make informed decisions are increasingly common in our personal and business lives, contributing to concerns about privacy, security, equity and democracy. A recent *Washington Post* article explored the “secret life” of personal data on smart devices with this headline: “It’s the middle of the night. Do you know who your iPhone is talking to?”²

Libraries must step up now as leaders at the forefront of the AI revolution to provide individuals with programs, services and reliable information that will ensure they are empowered, not diminished, by this new technology wave.

If not libraries, then who?

“AI is happening faster than most people think, and the public is not adequately prepared for it. Everything we do will somehow be impacted by AI. The public library, in our teaching role, can play a very important part in preparing the public for what lies ahead.”

— Monique le Conge Zieshenne, Department Director, Palo Alto City Library



URBAN
LIBRARIES
COUNCIL

KEY DEFINITIONS

- ▶ **Artificial intelligence (AI):** The use of data, machines and algorithmic processes to simulate or extend human capacity to perform tasks or make informed decisions.
- ▶ **Digital citizenship:** The full range of experiences, opportunities and responsibilities of individuals engaged in the virtual world including access, literacy, rights, responsibilities and security.

A PERSPECTIVE ON AI AND DIGITAL CITIZENSHIP

The following themes provide a framework for shaping library leadership in AI and digital citizenship.

The internet proved to be a turning point for libraries as technology leaders. And this is the foundation for an AI leadership role.

Libraries struggled to embrace the internet following its introduction 30 years ago. Madison Public Library Director Greg Mickells recalled libraries initially tried to “catalogue the internet” because that’s what they knew how to do. Some predicted the internet would make libraries obsolete. Instead, libraries found their internet footing and became critical anchors for digital access and equity.

The pace of AI-driven change is faster, broader and more complex than the internet, and the impacts on people, society and democracy will be more significant. Libraries must recognize the magnitude of these shifts and act accordingly to continue leading as community gateways to the digital universe and digital readiness.

While AI is already playing an active role in daily life, the breadth of its impact is still in an early stage.

Public attitudes toward AI are evolving as it moves from lurking in the background to a topic of popular conversation, if not widespread knowledge.

For example, among respondents to a recent Brookings Institution survey, only 14% said they were very positive about AI, and just 12% felt very optimistic. But, 38% expressed fear that AI will reduce jobs, 49% expected AI to reduce personal privacy and 32% said AI represents a threat to human beings.³

Technology experts are viewed as the key AI community leaders.

Nearly 64% of libraries that responded to a recent ULC survey identified technology companies and vendors as AI community leaders, followed by CIOs/technology experts (49%) and the business community (35%). Only 9% identified the library as an AI community leader and 4% selected the mayor/chief elected official. Nearly 22% said their communities didn’t have any clear AI leaders. That data suggests a significant leadership gap in many communities around AI and its implications.

Rapid expansion of AI as a central part of daily life will create new digital and economic divides.

A majority (65%) of respondents to a Northeastern University/Gallup survey on AI expressed worry that new technology will widen the gap between the rich and the poor and will exacerbate inequality.⁴ The loss of jobs, the need for new skills in a changing work environment and biases in the coding or application of algorithms will all disproportionately impact disenfranchised populations.

AI’s growing influence heightens the need for public leaders to focus on fostering, protecting and empowering digital-savvy citizens.

It’s easy to become intimidated and even overwhelmed by the complexity of AI. More important than the how-to of AI are its impacts on individuals as workers, voters, consumers and responsible human beings in today’s society. These impacts and implications align well with the library’s role as the public institution that fosters democracy through free access to reliable, trusted information.

“Libraries are about civic engagement and are the face of local government for many people. That reputation positions libraries to lead conversations about AI and its implications.”

— John Szabo, City Librarian, Los Angeles Public Library

LIBRARIES LEADING THE WAY

Most libraries are on the front end of defining an AI role in the community. Just as the internet prompted a rethinking of library roles, the breadth and complexity of AI and uncertainty about the best focus for library work – along with many competing priorities – have left AI on the backburner for many libraries. Some have connected AI to other capacities including STEM and STEAM education, workforce development, digital literacy and maker space programming.

The following examples highlight ways that libraries are addressing AI and digital citizenship:

Focusing on Privacy

Toronto Public Library's Digital Privacy Initiative focuses on giving individuals the knowledge and confidence they need to navigate digital spaces without compromising their privacy and security. Programs include:

- ▶ Algorithmic literacy workshops to help library users understand the complexity of their online environments
- ▶ Do-it-yourself machine learning kits that support self-directed tinkering
- ▶ A speaker series with leading AI researchers, experts and critics
- ▶ A digital privacy expo bringing together local experts to discuss data and personal security
- ▶ A stakeholders forum to share AI programming information and identify potential collaborations

Raising AI Awareness through Robotic Helpers

Roanoke County Public Library and **Palo Alto City Library** both have humanoid robots to carry out small tasks and introduce AI to the public. In Roanoke, “Pepper®” has been a catalyst for community interest in AI and for identifying potential AI partners. The library is also hosting community discussion groups around digital privacy rights, AI needs and expectations of the library. In Palo Alto, “Dewey” provides a valuable telepresence to raise awareness of AI and the potential value of robotic helpers. Beyond Dewey, Palo Alto’s AI work is a continuation of its focus on digital literacy, technology and innovation.

LIBRARIES’ KEY ASSETS IN LEADING ON AI

Public libraries are well-equipped to address AI from the human, moral, ethical and social perspectives. They bring significant assets to the work including:

- ▶ A commitment to privacy, equity and access
- ▶ Experience adapting to transformational change
- ▶ Status as trusted community anchors
- ▶ A track record of success connecting people and technology in meaningful, non-threatening ways
- ▶ Proven capacity to guide and educate residents on emerging issues
- ▶ Experience building strategic partnerships to enhance capacity and collective impact

Enhancing Capacity with Strategic Collaborations

Madison Public Library is a partner in the Local Voices Network (LVN) which combines in-person and digital listening to host, analyze and connect community conversations using an AI-powered device called the “digital hearth.” The digital hearth’s creator, the nonprofit Cortico, leads the LVN.

Cambridge Public Library leverages its access to world-class universities and a strong startup ecosystem to enhance its AI capacity. Library programs introduce patrons to what they need to understand about new technology and questions they need to ask as digital citizens, including:

- ▶ A TED-talk style lecture series featuring local experts discussing ethical, philosophical and social implications of science and technology breakthroughs
- ▶ A “Laughing Room” art installation in the library, developed in partnership with MIT and Harvard metaLAB, that used an AI-driven laugh track to demonstrate how algorithms guide decisions
- ▶ Hands-on workshops with the Berkman-Klein Center for Internet and Society to explore AI issues and challenges

“AI is a huge harbinger of social change, and libraries must be part of it.”

— David Leonard, President, Boston Public Library

Making Digital Citizenship a Priority

Miami-Dade Public Library offers discussion programs designed to increase awareness of AI and how it affects individuals as digital citizens. Topics covered include responsible social media usage; safety and security risks of the internet and AI-connected devices; and the longer-term privacy issues that will emerge from expanded applications of machine and deep learning.

DC Public Library made digital citizenship a strategic focus area to ensure that residents have the skills they need to navigate in the digital world. Current programs include internet safety classes and maker programs that prepare residents for the technology of the future.

ACTION STRATEGIES FOR LIBRARIES

The following strategies offer libraries a framework for elevating leadership on AI and digital citizenship.

- 1. Build on library strengths.** AI and digital citizenship represent the next wave in a technology transformation that libraries have already embraced. Libraries can draw on their experience as education, literacy and civic engagement leaders to enter the AI arena. Example approaches include incorporating AI into existing STEM programming, expanding digital literacy classes to provide an AI introduction, launching community conversations about why AI and digital citizenship matter and convening local vendors or tech experts to share ideas.
- 2. Create partnerships.** Libraries will be most successful in the AI space if they focus on working with experts rather than trying to be experts. That means being smart about collaborating with institutions and individuals that share the library’s values and have expertise that will help the library achieve desired outcomes.

- 3. Focus on implications rather than the technology how-to.** The library’s AI sweet spot starts with raising awareness of how AI will affect people’s lives, focusing particularly on the democratic, social and economic impacts.
- 4. Engage staff.** Staff buy-in is critical for expanding and sustaining the library’s leadership in AI and digital citizenship. Provide staff with learning resources and creative opportunities to build their confidence and sense of ownership regarding AI issues. And, leverage the leadership strengths and deep community connections of staff members to build on existing capacity and provide a foundation for incremental action.
- 5. Embrace the leadership challenge.** Tech companies will continue to drive AI’s evolution, but they can’t be left to lead this technology transformation alone. More than any other public or nonprofit institution, libraries must be the reasoned, responsible, trusted voice on what AI is, how it will affect people’s lives and how to protect democratic values.

The **Urban Libraries Council** is an innovation and impact tank of North America’s leading public library systems. We drive cutting-edge research and strategic partnerships to elevate the power of libraries as essential, transformative institutions for the 21st-century. We identify significant challenges facing today’s communities and develop new tools and techniques to help libraries achieve stronger outcomes in education, workforce and economic development, digital inclusion and race and social equity. [Learn more at urbanlibraries.org.](http://urbanlibraries.org)

- ¹ RJ Reinhart, “Most Americans Already Using Artificial Intelligence Products,” Gallup, March 6, 2018, <https://news.gallup.com/poll/228497/americans-already-using-artificial-intelligence-products.aspx>.
- ² Geoffrey A. Fowler, “It’s the middle of the night. Do you know who your iPhone is talking to?” The Washington Post, May 28, 2019, https://www.washingtonpost.com/technology/2019/05/28/its-middle-night-do-you-know-who-your-iphone-is-talking-to/?utm_term=.f59ff0ead5a2.
- ³ Darrell M. West, “Brookings survey finds worries over impact on jobs and personal privacy, concern U.S. will fall behind China,” May 21, 2018, <https://www.brookings.edu/blog/techtank/2018/05/21/brookings-survey-finds-worries-over-ai-impact-on-jobs-and-personal-privacy-concern-u-s-will-fall-behind-china/>.
- ⁴ “Optimism and Anxiety: Views on the Impact of Artificial Intelligence and Higher Education’s Response,” Northeastern University and Gallup, January 2018, <https://www.northeastern.edu/gallup/pdf/OptimismAnxietyNortheasternGallup.pdf>.

Handout
LBOT 9/25/19

**CITY OF RICHMOND
PUBLIC LIBRARY FOUNDATION**

FINANCIAL STATEMENTS

June 30, 2015

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WELLSCOLEMAN

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
City of Richmond Public Library Foundation
Richmond, Virginia

We have audited the accompanying financial statements of City of Richmond Public Library Foundation, which comprise the statement of financial position as of June 30, 2015, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

- Continued -

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of City of Richmond Public Library Foundation as of June 30, 2015, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited City of Richmond Public Library Foundation's 2014 financial statements, and our report dated January 23, 2015, expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2014, is consistent, in all material respects, with the audited financial statements from which it has been derived.



October 22, 2015

CITY OF RICHMOND PUBLIC LIBRARY FOUNDATION

STATEMENT OF FINANCIAL POSITION

June 30, 2015
(with comparative totals for June 30, 2014)

	ASSETS			Totals	
	Unrestricted	Temporarily Restricted	Permanently Restricted	2015	2014
Current Assets					
Cash and cash equivalents	\$ 78,256	\$ 21,450	\$ -	\$ 99,706	\$ 57,150
Interfund obligations	<u>(4,289)</u>	<u>-</u>	<u>4,289</u>	<u>-</u>	<u>-</u>
Total current assets	73,967	21,450	4,289	99,706	57,150
Investments	116,629	8,697	240,302	365,628	362,497
Funds held as fiscal agent	<u>23,024</u>	<u>-</u>	<u>-</u>	<u>23,024</u>	<u>28,824</u>
Total Assets	<u>\$ 213,620</u>	<u>\$ 30,147</u>	<u>\$ 244,591</u>	<u>\$ 488,358</u>	<u>\$ 448,471</u>
	LIABILITIES AND NET ASSETS				
Liabilities					
Funds held as fiscal agent	\$ 23,024	\$ -	\$ -	\$ 23,024	\$ 28,824
Net Assets	<u>190,596</u>	<u>30,147</u>	<u>244,591</u>	<u>465,334</u>	<u>419,647</u>
Total Liabilities and Net Assets	<u>\$ 213,620</u>	<u>\$ 30,147</u>	<u>\$ 244,591</u>	<u>\$ 488,358</u>	<u>\$ 448,471</u>

See accompanying notes to financial statements.

CITY OF RICHMOND PUBLIC LIBRARY FOUNDATION

STATEMENT OF ACTIVITIES

For the year ended June 30, 2015
(with comparative totals for the year ended June 30, 2014)

	Unrestricted	Temporarily Restricted	Permanently Restricted	Totals	
				2015	2014
Support and Revenue					
Contributions	\$ 96,780	\$ 46,370	\$ 24,698	\$ 167,848	\$ 46,496
Investment income	457	684	-	1,141	1,518
Net assets released from restrictions	<u>52,508</u>	<u>(32,100)</u>	<u>(20,408)</u>	<u>-</u>	<u>-</u>
Total support and revenue	<u>149,745</u>	<u>14,954</u>	<u>4,290</u>	<u>168,989</u>	<u>48,014</u>
Expenses					
Program services					
Management	31,500	-	-	31,500	-
Support of Richmond Public Library	<u>53,100</u>	<u>-</u>	<u>-</u>	<u>53,100</u>	<u>555</u>
Total program services	<u>84,600</u>	<u>-</u>	<u>-</u>	<u>84,600</u>	<u>555</u>
Supporting services					
Consulting	1,720	-	-	1,720	4,300
Office expense	5,308	-	-	5,308	2,123
Management	31,500	-	-	31,500	-
Meetings	<u>174</u>	<u>-</u>	<u>-</u>	<u>174</u>	<u>145</u>
Total supporting services	<u>38,702</u>	<u>-</u>	<u>-</u>	<u>38,702</u>	<u>6,568</u>
Total expenses	<u>123,302</u>	<u>-</u>	<u>-</u>	<u>123,302</u>	<u>7,123</u>
Change in net assets	26,443	14,954	4,290	45,687	40,891
Net Assets, beginning of year	<u>164,153</u>	<u>15,193</u>	<u>240,301</u>	<u>419,647</u>	<u>378,756</u>
Net Assets, end of year	<u>\$ 190,596</u>	<u>\$ 30,147</u>	<u>\$ 244,591</u>	<u>\$ 465,334</u>	<u>\$ 419,647</u>

See accompanying notes to financial statements.

CITY OF RICHMOND PUBLIC LIBRARY FOUNDATION

STATEMENT OF CASH FLOWS

For the year ended June 30, 2015
(with comparative totals for the year ended June 30, 2014)

	<u>2015</u>	<u>2014</u>
Cash Flows from Operating Activities		
Change in net assets	\$ 45,687	\$ 40,891
Adjustments to reconcile change in net assets to net cash and cash equivalents provided by operating activities		
Decrease in operating assets		
Deposits	-	1,500
Funds held as fiscal agent	5,800	-
Decrease in operating liabilities		
Funds held as fiscal agent	<u>(5,800)</u>	<u>(12,222)</u>
Net cash and cash equivalents provided by operating activities	<u>45,687</u>	<u>30,169</u>
Cash Flows from Investing Activities		
Proceeds from sales of certificates of deposit and brokerage cash	257,939	346,942
Purchase of certificates of deposit and brokerage cash	<u>(261,070)</u>	<u>(350,135)</u>
Net cash and cash equivalents used by investing activities	<u>(3,131)</u>	<u>(3,193)</u>
Increase in cash and cash equivalents	42,556	26,976
Cash and Cash Equivalents, beginning of year	<u>57,150</u>	<u>30,174</u>
Cash and Cash Equivalents, end of year	<u>\$ 99,706</u>	<u>\$ 57,150</u>

See accompanying notes to financial statements.

CITY OF RICHMOND PUBLIC LIBRARY FOUNDATION

NOTES TO FINANCIAL STATEMENTS

June 30, 2015

1. Nature of Organization

The City of Richmond Public Library Foundation, (the Foundation) is a non-stock corporation established in 1997. The Foundation was formed to promote, encourage, support, and aid the Richmond Public Library system in its existing and future enterprises. The Foundation is supported primarily by contributions from the public.

2. Summary of Significant Accounting Policies

Method of Accounting: The financial statements are presented on the accrual basis of accounting.

Basis of Presentation: The Foundation adopted Financial Accounting Standards Board Accounting Standards Codification (FASB ASC) 958-205-45, "Financial Statements of Not-for-Profit Organizations", whereby the Foundation is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted, and permanently restricted.

- *Unrestricted* amounts are those available for use in the Foundation's operations without donor restrictions.
- *Temporarily restricted* amounts are those which are stipulated by donors for specific purposes. When a donor restriction is met, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.
- *Permanently restricted* amounts are restricted by donors to investments in perpetuity, the income from which is expendable in accordance with the conditions of each specific donation.

Cash and Cash Equivalents: Cash and cash equivalents consist of unrestricted demand deposits and all highly liquid debt securities with maturities of three months or less at purchase. Cash and cash equivalents held by the investment broker are reported with investments.

Investments: Investments consist of brokered certificates of deposit and cash and cash equivalents held by the investment broker. Investments are stated at market value. Cost approximated fair value as of June 30, 2015 and 2014.

Contributions: The Foundation adopted FASB ASC 958-225-45, "Accounting for Contributions Received and Contributions Made", whereby contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions. Temporarily restricted net assets are reclassified to unrestricted net assets upon satisfaction of the time or purpose restrictions.

Penalties and Interest: The Foundation includes penalties and interest assessed by taxing authorities in administrative and general expenses. The Foundation did not have penalties and interest assessed by taxing authorities during the years ended June 30, 2015 and 2014.

CITY OF RICHMOND PUBLIC LIBRARY FOUNDATION

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2015

2. **Summary of Significant Accounting Policies - Continued**

Functional Reporting of Expenses: As provided for in FASB ASC 958-205-45, information about expenses is reported by functional classification, such as major classes of program services and supporting activities.

The functional classifications are:

Program Services: The activities that result in the promotion, support, and aid of the Richmond Public Library system.

Supporting Services: All activities of a not-for-profit organization other than program services. Generally, they include management and general, fundraising, and membership-development activities.

Income Tax Status: The Foundation is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code, and is not classified as a private foundation. The Foundation is required to file informational tax returns with the Internal Revenue Service on an annual basis. The Foundation's federal tax information returns for years ending in 2012 forward are subject to examination by the Internal Revenue Service, generally for three years after they were filed.

Use of Estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates.

Prior-Year Comparative Totals: The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Foundation's financial statements for the year ended June 30, 2014, from which the summarized information was derived.

Evaluation of Subsequent Events: Management has evaluated subsequent events through October 22, 2015, which is the date the financial statements were available to be issued.

3. **Investments**

Financial accounting standards for fair value measurement define fair value as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants at the measurement date. Current financial accounting standards establish a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy under current financial accounting standards are described below:

CITY OF RICHMOND PUBLIC LIBRARY FOUNDATION

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2015

3. Investments - Continued

Level 1 - Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Foundation has the ability to access.

Level 2 - Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 - Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at June 30, 2015.

Brokered certificates of deposit: Valued at the closing price reported on an active market on which similar securities are traded.

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Foundation believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

CITY OF RICHMOND PUBLIC LIBRARY FOUNDATION

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2015

3. Investments - Continued

The following table sets forth by level, within the fair value hierarchy, the Foundation's investment assets at fair value as of June 30, 2015:

Fair Value Measurements at Reporting Date Using				
	Total Fair Value	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Brokered certificates of deposit	\$ -	\$ -	\$ -	\$ -
Cash and cash equivalents	<u>365,628</u>	<u>365,628</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 365,628</u>	<u>\$ 365,628</u>	<u>\$ -</u>	<u>\$ -</u>

The following table sets forth by level, within the fair value hierarchy, the Foundation's investment assets at fair value as of June 30, 2014:

Fair Value Measurements at Reporting Date Using				
	Total Fair Value	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Brokered certificates of deposit	\$ 250,062	\$ -	\$ 250,062	\$ -
Cash and cash equivalents	<u>112,435</u>	<u>112,435</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 362,497</u>	<u>\$ 112,435</u>	<u>\$ 250,062</u>	<u>\$ -</u>

Investment income for the year ended June 30, 2015 and 2014 consisted of interest and dividends of \$1,141 and \$1,518, respectively.

CITY OF RICHMOND PUBLIC LIBRARY FOUNDATION

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2015

4. Concentration of Credit Risk

Financial instruments which potentially subject the Foundation to concentration of credit risk consist principally of cash and investments. The Foundation maintains cash deposits at a commercial bank which are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. There were no balances in excess of the insured limits as of June 30, 2015 or 2014.

5. Related Party Transactions

The Foundation supports the Richmond Public Library in the form of grants and other support. During the years ended June 30, 2015 and 2014, the Foundation made expenditures to the Richmond Public Library of \$53,100 and \$555, respectively, for various library expenses, which are included in program expenses in the statement of activities.

The office of the Foundation is located in the Richmond Public Library. An employee of the library also devoted time to the Foundation as a Director of Development. The value of this time is approximately \$63,000 and is reported in the statement of activities for the year ended June 30, 2015.

The Foundation acts as a fiscal agent for the Richmond Public Library. As the fiscal agent, the Foundation expends funds in accordance with the Library's directives. As of June 30, 2015 and 2014, the Foundation held \$23,024 and \$28,824, respectively, on behalf of the Library.

6. Major Donors

During the year ended June 30, 2015, the Foundation received contributions of 24% of total revenue from one donor.

7. Temporarily Restricted Net Assets

As of June 30, 2015, the Foundation held the following donor restricted funds:

	<u>2014</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>2015</u>
Temporarily Restricted				
Collections	\$ 4,830	\$ 3,700	\$ 5,500	\$ 3,030
Capacity Building	-	25,000	20,500	4,500
Summer Reading	2,000	11,500	3,000	10,500
Technology Fund	-	2,500	-	2,500
Rain Garden Project	-	3,100	3,100	-
Book Fund	350	570	-	920
Earnings on permanent endowments	<u>8,013</u>	<u>684</u>	<u>-</u>	<u>8,697</u>
	<u>\$ 15,193</u>	<u>\$ 47,054</u>	<u>\$ 32,100</u>	<u>\$ 30,147</u>

CITY OF RICHMOND PUBLIC LIBRARY FOUNDATION

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2015

8. Endowment Funds

The Financial Accounting Standards Board issued guidance, Endowments of Not-for-Profit Organizations: Net Asset Classification of Funds Subject to an Enacted Version of the Uniform Prudent Management of Institutional Funds Act, and Enhanced Disclosures for All Endowment Funds, now codified in ASC Topic 958, Subtopic 205, Section 45 (ASC 958-205-45). ASC 958-205-45 provides guidance on the net asset classification of donor-restricted endowment funds for a nonprofit organization that is subject to an enacted version of the Uniform Prudent Management of Institutional Funds Act of 2006 (UPMIFA). ASC 958-205-45 also requires additional disclosures about an organization's endowment funds (both donor-restricted endowment funds and board-designated endowment funds) whether or not the organization is subject to UPMIFA.

Interpretation of Relevant Law: The Foundation has interpreted the Commonwealth of Virginia Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund.

The remaining portion of the donor-restricted endowment fund that is not classified as permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the Foundation in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, the Foundation considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the various funds, (2) the purposes of the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of the Foundation, and (7) the Foundation's investment policies.

Investment Return Objectives, Risk Parameters and Strategies: The Foundation generates investment income through investment in certificates of deposit and interest-bearing cash accounts.

Funds with Deficiencies: From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor or UPMIFA requires the Foundation to retain as a fund of perpetual duration. There were no such deficiencies as of June 30, 2015 or 2014.

CITY OF RICHMOND PUBLIC LIBRARY FOUNDATION

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2015

8. Endowment Funds - Continued

Changes in the endowment net assets as of June 30, 2015, are as follows:

	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Investment return			
Interest and dividends	\$ 684	\$ -	\$ 684
Net appreciation (realized and unrealized)	<u>-</u>	<u>-</u>	<u>-</u>
Total investment return	<u>684</u>	<u>-</u>	<u>684</u>
Contributions	<u>-</u>	<u>24,698</u>	<u>24,698</u>
Release by donor of endowment assets for expenditure	<u>-</u>	<u>(20,408)</u>	<u>(20,408)</u>
Net change in endowment net assets	684	4,290	4,974
Endowment Net Assets, beginning of year	<u>8,013</u>	<u>240,301</u>	<u>248,314</u>
Endowment Net Assets, end of year	<u>\$ 8,697</u>	<u>\$ 244,591</u>	<u>\$ 253,288</u>

Changes in the endowment net assets as of June 30, 2014, are as follows:

	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Investment return			
Interest and dividends	\$ 923	\$ -	\$ 923
Net appreciation (realized and unrealized)	<u>-</u>	<u>-</u>	<u>-</u>
Total investment return	<u>923</u>	<u>-</u>	<u>923</u>
Contributions	<u>-</u>	<u>5,875</u>	<u>5,875</u>
Appropriation of endowment assets for expenditure	<u>-</u>	<u>-</u>	<u>-</u>
Net change in endowment net assets	923	5,875	6,798
Endowment Net Assets, beginning of year	<u>7,090</u>	<u>234,426</u>	<u>241,516</u>
Endowment Net Assets, end of year	<u>\$ 8,013</u>	<u>\$ 240,301</u>	<u>\$ 248,314</u>

CITY OF RICHMOND PUBLIC LIBRARY FOUNDATION
NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2015

8. Endowment Funds - Continued

Endowment net asset composition by type of fund as of June 30, 2015, is as follows:

	<u>2014</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>2015</u>
Permanently Restricted				
Brayley	\$ 5,503	\$ -	\$ -	\$ 5,503
Foster Family	5,990	-	-	5,990
Literature & History	10,000	-	-	10,000
National Endowment for the Humanities	150,000	-	-	150,000
Curator	68,808	20,348	20,408	68,748
Harriet Henderson Coalter	-	4,350	-	4,350
	<u>\$ 240,301</u>	<u>\$ 24,698</u>	<u>\$ 20,408</u>	<u>\$ 244,591</u>

Endowment net asset composition by type of fund as of June 30, 2014, is as follows:

	<u>2013</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>2014</u>
Permanently Restricted				
Brayley	\$ 5,503	\$ -	\$ -	\$ 5,503
Foster Family	5,990	-	-	5,990
Literature & History	10,000	-	-	10,000
National Endowment for the Humanities	150,000	-	-	150,000
Curator	62,933	5,875	-	68,808
	<u>\$ 234,426</u>	<u>\$ 5,875</u>	<u>\$ -</u>	<u>\$ 240,301</u>

**CITY OF RICHMOND
PUBLIC LIBRARY FOUNDATION**

FINANCIAL STATEMENTS

June 30, 2017

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
City of Richmond Public Library Foundation
Richmond, Virginia

We have audited the accompanying financial statements of City of Richmond Public Library Foundation (a nonprofit organization), which comprise the statement of financial position as of June 30, 2017, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

- Continued -

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of City of Richmond Public Library Foundation as of June 30, 2017, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited City of Richmond Public Library Foundation's 2016 financial statements, and we expressed an unmodified audit opinion on those financial statements in our report dated December 8, 2016. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2016, is consistent, in all material respects, with the audited financial statements from which it has been derived.



January 22, 2018

CITY OF RICHMOND PUBLIC LIBRARY FOUNDATION

STATEMENT OF FINANCIAL POSITION

June 30, 2017
(with comparative totals for June 30, 2016)

	ASSETS			Totals	
	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>2017</u>	<u>2016</u>
Current Assets					
Cash and cash equivalents	\$ 68,843	\$ 223,443	\$ -	\$ 292,286	\$ 69,694
Pledges receivable	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,000</u>
Total current assets	68,843	223,443	-	292,286	89,694
Investments	148,847	26,111	263,304	438,262	405,245
Funds held as fiscal agent	<u>19,024</u>	<u>-</u>	<u>-</u>	<u>19,024</u>	<u>19,024</u>
Total Assets	<u>\$ 236,714</u>	<u>\$ 249,554</u>	<u>\$ 263,304</u>	<u>\$ 749,572</u>	<u>\$ 513,963</u>
	LIABILITIES AND NET ASSETS				
Liabilities					
Accounts payable	\$ 6,117	\$ -	\$ -	\$ 6,117	\$ -
Funds held as fiscal agent	<u>19,024</u>	<u>-</u>	<u>-</u>	<u>19,024</u>	<u>19,024</u>
Total liabilities	25,141	-	-	25,141	19,024
Net Assets	<u>211,573</u>	<u>249,554</u>	<u>263,304</u>	<u>724,431</u>	<u>494,939</u>
Total Liabilities and Net Assets	<u>\$ 236,714</u>	<u>\$ 249,554</u>	<u>\$ 263,304</u>	<u>\$ 749,572</u>	<u>\$ 513,963</u>

See accompanying notes to financial statements.

CITY OF RICHMOND PUBLIC LIBRARY FOUNDATION

STATEMENT OF ACTIVITIES

For the year ended June 30, 2017
(with comparative totals for the year ended June 30, 2016)

	Unrestricted	Temporarily Restricted	Permanently Restricted	Totals	
				2017	2016
Support and Revenue					
Contributions	\$ 15,681	\$ 215,519	\$ 12,771	\$ 243,971	\$ 150,970
Investment income	3,617	24,306	-	27,923	2,936
In-kind contribution	63,630	-	-	63,630	63,000
Net assets released from restrictions	32,016	(26,016)	(6,000)	-	-
Total support and revenue	<u>114,944</u>	<u>213,809</u>	<u>6,771</u>	<u>335,524</u>	<u>216,906</u>
Expenses					
Program services					
Management	6,363	-	-	6,363	15,750
Support of Richmond Public Library	24,082	-	-	24,082	108,079
Total program services	<u>30,445</u>	<u>-</u>	<u>-</u>	<u>30,445</u>	<u>123,829</u>
Fundraising					
Management	38,178	-	-	38,178	31,500
Community relations	155	-	-	155	299
Total fundraising	<u>38,333</u>	<u>-</u>	<u>-</u>	<u>38,333</u>	<u>31,799</u>
Supporting services					
Audit and accounting services	10,390	-	-	10,390	7,300
Office expense	2,482	-	-	2,482	3,582
Management	19,089	-	-	19,089	15,750
Events and meetings	5,293	-	-	5,293	5,041
Total supporting services	<u>37,254</u>	<u>-</u>	<u>-</u>	<u>37,254</u>	<u>31,673</u>
Total expenses	<u>106,032</u>	<u>-</u>	<u>-</u>	<u>106,032</u>	<u>187,301</u>
Change in net assets	8,912	213,809	6,771	229,492	29,605
Net Assets, beginning of year	<u>202,661</u>	<u>35,745</u>	<u>256,533</u>	<u>494,939</u>	<u>465,334</u>
Net Assets, end of year	<u>\$ 211,573</u>	<u>\$ 249,554</u>	<u>\$ 263,304</u>	<u>\$ 724,431</u>	<u>\$ 494,939</u>

See accompanying notes to financial statements.

CITY OF RICHMOND PUBLIC LIBRARY FOUNDATION

STATEMENT OF CASH FLOWS

**For the year ended June 30, 2017
(with comparative totals for the year ended June 30, 2016)**

	<u>2017</u>	<u>2016</u>
Cash Flows from Operating Activities		
Change in net assets	\$ 229,492	\$ 29,605
Adjustments to reconcile change in net assets to net cash and cash equivalents provided by operating activities		
Unrealized (gain) loss	(15,124)	7,634
Realized (gain) loss	667	(1,130)
Reinvested interest and dividends	(13,464)	(9,440)
 (Increase) decrease in operating assets		
Pledges receivable	20,000	(20,000)
Funds held as fiscal agent	-	4,000
 Increase (decrease) in operating liabilities		
Accounts payable	6,117	-
Funds held as fiscal agent	-	(4,000)
	<u> </u>	<u> </u>
Net cash and cash equivalents provided by operating activities	<u>227,688</u>	<u>6,669</u>
 Cash Flows from Investing Activities		
Proceeds from sales of securities and brokerage cash	43,307	276,228
Purchase of securities and brokerage cash	(48,403)	(312,909)
	<u> </u>	<u> </u>
Net cash and cash equivalents used by investing activities	<u>(5,096)</u>	<u>(36,681)</u>
 Increase (decrease) in cash and cash equivalents	222,592	(30,012)
 Cash and Cash Equivalents, beginning of year	<u>69,694</u>	<u>99,706</u>
 Cash and Cash Equivalents, end of year	<u>\$ 292,286</u>	<u>\$ 69,694</u>

See accompanying notes to financial statements.

CITY OF RICHMOND PUBLIC LIBRARY FOUNDATION

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

1. Nature of Organization

The City of Richmond Public Library Foundation, (the Foundation) is a nonprofit, non-stock corporation established in 1997. The Foundation was formed to promote, encourage, support, and aid the Richmond Public Library system in its existing and future enterprises. The Foundation is supported primarily by contributions from the public and seeks donations to the Annual Fund in support of library programs, new technology, collections, and special events.

2. Summary of Significant Accounting Policies

Method of Accounting: The financial statements are presented on the accrual basis of accounting.

Basis of Presentation: The Foundation adopted Financial Accounting Standards Board Accounting Standards Codification (FASB ASC) 958-205-45, "Financial Statements of Not-for-Profit Organizations", whereby the Foundation is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted, and permanently restricted.

- *Unrestricted* amounts are those available for use in the Foundation's operations without donor restrictions.
- *Temporarily restricted* amounts are those which are stipulated by donors for specific purposes. When a donor restriction is met, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.
- *Permanently restricted* amounts are restricted by donors to investments in perpetuity, the income from which is expendable in accordance with the conditions of each specific donation.

Cash and Cash Equivalents: Cash and cash equivalents consist of unrestricted demand deposits and all highly liquid debt securities with maturities of three months or less at purchase. Cash and cash equivalents held by the investment broker are reported with investments.

Investments: Investments consist of shares in mutual funds and publicly traded companies and cash and cash equivalents held by the investment broker. Investments are stated at market value.

Contributions: The Foundation adopted FASB ASC 958-225-45, "Accounting for Contributions Received and Contributions Made", whereby contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions. Temporarily restricted net assets are reclassified to unrestricted net assets upon satisfaction of the time or purpose restrictions.

CITY OF RICHMOND PUBLIC LIBRARY FOUNDATION

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2017

2. Summary of Significant Accounting Policies - Continued

Functional Reporting of Expenses: As provided for in FASB ASC 958-205-45, information about expenses is reported by functional classification, such as major classes of program services and supporting activities.

The functional classifications are:

Program Services: The activities that result in the promotion, support, and aid of the Richmond Public Library system.

Fundraising: The activities that raise funds on behalf of the Richmond Public Library system.

Supporting Services: All activities of a not-for-profit organization other than program services and fundraising. Generally, they include management and general activities.

Income Tax Status: The Foundation is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code, and is not classified as a private foundation. The Foundation is required to file informational tax returns with the Internal Revenue Service on an annual basis. The Foundation's federal tax information returns for years ending in 2013 forward are subject to examination by the Internal Revenue Service, generally for three years after they were filed.

Use of Estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates.

Prior-Year Comparative Totals: The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Foundation's financial statements for the year ended June 30, 2016, from which the summarized information was derived.

Reclassifications: Certain amounts in the prior-year financial statements have been reclassified for comparative purposes to conform with the presentation in the current-year financial statements.

Evaluation of Subsequent Events: Management has evaluated subsequent events through January 22, 2018, which is the date the financial statements were available to be issued.

CITY OF RICHMOND PUBLIC LIBRARY FOUNDATION

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2017

3. Investments

Financial accounting standards for fair value measurement define fair value as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants at the measurement date. Current financial accounting standards establish a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy under current financial accounting standards are described below:

Level 1 - Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Foundation has the ability to access.

Level 2 - Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 - Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at June 30, 2017.

Mutual Funds: Valued at the closing price reported on an active market on which similar securities are traded.

Equity: Valued at the closing price reported on an active market on which similar securities are traded.

Brokered Certificates of Deposit: Valued at the closing price reported on an active market on which similar securities are traded.

CITY OF RICHMOND PUBLIC LIBRARY FOUNDATION

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2017

3. Investments - Continued

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Foundation believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The following table sets forth by level, within the fair value hierarchy, the Foundation's investment assets at fair value as of June 30, 2017:

	Fair Value Measurements at Reporting Date Using			
	Total Fair Value	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Mutual funds	\$ 295,064	\$ 295,064	\$ -	\$ -
Cash and cash equivalent investments	143,198	143,198	-	-
Total	\$ 438,262	\$ 438,262	\$ -	\$ -

The following table sets forth by level, within the fair value hierarchy, the Foundation's investment assets at fair value as of June 30, 2016:

	Fair Value Measurements at Reporting Date Using			
	Total Fair Value	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Equity instruments	\$ 8,316	\$ 8,316	\$ -	\$ -
Mutual funds	260,691	260,691	-	-
Cash and cash equivalents	136,238	136,238	-	-
Total	\$ 405,245	\$ 405,245	\$ -	\$ -

CITY OF RICHMOND PUBLIC LIBRARY FOUNDATION

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2017

3. Investments - Continued

Investment income for the year ended June 30, 2017 and 2016 consisted of the following:

	<u>2017</u>	<u>2016</u>
Interest and dividends	\$ 13,466	\$ 9,440
Realized gain/(loss)	(667)	1,130
Unrealized gain/(loss)	<u>15,124</u>	<u>(7,634)</u>
Total	<u>\$ 27,923</u>	<u>\$ 2,936</u>

4. Concentration of Credit Risk

Financial instruments which potentially subject the Foundation to a concentration of credit risk consist principally of cash and investments. The Foundation maintains cash deposits at a commercial bank which are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. There were no balances in excess of the insured limits as of June 30, 2017 or 2016.

5. Related Party Transactions

The Foundation supports the Richmond Public Library in the form of grants and other support. During the years ended June 30, 2017 and 2016, the Foundation made expenditures for the Richmond Public Library of \$24,082 and \$108,079, respectively, for various library expenses and to support library programs, which are included in program expenses in the statement of activities.

The office of the Foundation is located in the Richmond Public Library. An employee of the library also devotes time to the Foundation as its Executive Director. The value of this time is approximately \$63,000 and is reported in the statement of activities for the year ended June 30, 2017 as contributions and expense.

The Foundation acts as a fiscal agent for the Richmond Public Library. As the fiscal agent, the Foundation expends funds in accordance with the Library's directives. As of June 30, 2017 and 2016, the Foundation held \$19,024 on behalf of the Library.

6. Major Donors

During the year ended June 30, 2017, the Foundation received contributions of 33% of total revenue from one donor, Mary Morton Parsons Foundation. The directors of the Mary Morton Parsons Foundation approved a one-to-one challenge grant of \$100,000 to renovate part of the library and create a teen space. Matching funds had to come from a diverse group with no more than 50% coming from other private foundations. The challenge was met, and the Foundation received the funds in May 2017.

CITY OF RICHMOND PUBLIC LIBRARY FOUNDATION

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2017

7. Temporarily Restricted Net Assets

As of June 30, 2017, the Foundation held the following donor restricted funds:

	<u>2016</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>2017</u>
Temporarily Restricted				
Branch Specific	\$ -	\$ 1,775	\$ 1,775	\$ -
Book Fund	170	723	-	893
Collections	-	6,000	6,000	-
Early Literacy Program	-	3,000	-	3,000
Nuestra Historia	-	7,371	6,471	900
Rain Garden Project	-	10,000	-	10,000
Technology Fund	2,500	-	-	2,500
Teen Space	20,000	186,150	-	206,150
Young Adult Virginia (YAVA)	-	500	500	-
Earnings on permanent endowments	<u>13,075</u>	<u>24,306</u>	<u>11,270</u>	<u>26,111</u>
	<u>\$ 35,745</u>	<u>\$ 239,825</u>	<u>\$ 26,016</u>	<u>\$ 249,554</u>

As of June 30, 2016, the Foundation held the following donor restricted funds:

	<u>2015</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>2016</u>
Temporarily Restricted				
Branch Specific	\$ -	\$ -	\$ -	\$ -
Book Fund	920	170	920	170
Capacity Building	4,500	-	4,500	-
Collections	3,030	-	3,030	-
Summer Reading	10,500	-	10,500	-
Technology Fund	2,500	-	-	2,500
Teen Space	-	20,000	-	20,000
Other temporarily restricted funds	-	59,242	59,242	-
Earnings on permanent endowments	<u>8,697</u>	<u>4,378</u>	<u>-</u>	<u>13,075</u>
	<u>\$ 30,147</u>	<u>\$ 83,790</u>	<u>\$ 78,192</u>	<u>\$ 35,745</u>

CITY OF RICHMOND PUBLIC LIBRARY FOUNDATION

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2017

8. Endowment Funds

The Financial Accounting Standards Board issued guidance, Endowments of Not-for-Profit Organizations: Net Asset Classification of Funds Subject to an Enacted Version of the Uniform Prudent Management of Institutional Funds Act, and Enhanced Disclosures for All Endowment Funds, now codified in Accounting Standards Codification Topic 958, Subtopic 205, Section 45 (ASC 958-205-45). ASC 958-205-45 provides guidance on the net asset classification of donor-restricted endowment funds for a nonprofit organization that is subject to an enacted version of the Uniform Prudent Management of Institutional Funds Act of 2006 (UPMIFA). ASC 958-205-45 also requires additional disclosures about an organization's endowment funds (both donor-restricted endowment funds and board-designated endowment funds) whether or not the organization is subject to UPMIFA.

Interpretation of Relevant Law: The Foundation has interpreted the Commonwealth of Virginia Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund.

The remaining portion of the donor-restricted endowment fund that is not classified as permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the Foundation in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, the Foundation considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the various funds, (2) the purposes of the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of the Foundation, and (7) the Foundation's investment policies.

Investment Return Objectives, Risk Parameters and Strategies: The Foundation generates investment income through investment in certificates of deposit, mutual funds, independent money managers, and interest-bearing cash accounts.

Spending Policies: Funds from the Endowment may be withdrawn annually to help supplement the Foundation's program revenue. Release of donor restrictions is approved by a letter written by the Board of Directors. The Foundation releases permanent restricted funds to satisfy its long-term rate-of-return objectives by relying on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends).

Funds with Deficiencies: From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor or UPMIFA requires the Foundation to retain as a fund of perpetual duration. There were no such deficiencies as of June 30, 2017 or 2016.

CITY OF RICHMOND PUBLIC LIBRARY FOUNDATION

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2017

8. Endowment Funds - Continued

Changes in the endowment net assets as of June 30, 2017, are as follows:

	<u>Donor-Restricted Endowments</u>			<u>Board-Designated Endowments</u>	<u>Total Endowments</u>
	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>	<u>Unrestricted</u>	
Investment return					
Interest and dividends	\$ 12,086	\$ -	\$ 12,086	\$ 1,297	\$ 13,383
Net appreciation (realized and unrealized)	12,220	-	12,220	1,311	13,531
Total investment return	24,306	-	24,306	2,608	26,914
Contributions	-	12,771	12,771	3,000	15,771
Release by donor of endowment assets for expenditure	(11,270)	(6,000)	(17,270)	(408)	(17,678)
Net change in endowment net assets	13,036	6,771	19,807	5,200	25,007
Endowment Net Assets, beginning of year	13,075	256,533	269,608	26,814	296,422
Endowment Net Assets, end of year	\$ 26,111	\$ 263,304	\$ 289,415	\$ 32,014	\$ 321,429

Changes in the endowment net assets as of June 30, 2016, are as follows:

	<u>Donor-Restricted Endowments</u>			<u>Board-Designated Endowments</u>	<u>Total Endowments</u>
	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>	<u>Unrestricted</u>	
Investment return					
Interest and dividends	\$ 8,506	\$ -	\$ 8,506	\$ 825	\$ 9,331
Net appreciation (realized and unrealized)	(4,128)	-	(4,128)	(401)	(4,529)
Total investment return	4,378	-	4,378	424	4,802
Contributions	-	20,292	20,292	-	20,292
Release by donor of endowment assets for expenditure	-	(4,000)	(4,000)	-	(4,000)
Net change in endowment net assets	4,378	16,292	20,670	424	21,094
Endowment Net Assets, beginning of year	8,697	240,241	248,938	26,390	275,328
Endowment Net Assets, end of year	\$ 13,075	\$ 256,533	\$ 269,608	\$ 26,814	\$ 296,422

CITY OF RICHMOND PUBLIC LIBRARY FOUNDATION

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2017

8. Endowment Funds - Continued

Endowment net asset composition by type of fund as of June 30, 2017, is as follows:

	<u>2016</u>	<u>Earnings</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>2017</u>
Donor-Restricted Endowments -					
Permanently Restricted					
Brayley	\$ 5,503	\$ -	\$ -	\$ -	\$ 5,503
Foster Family	5,990	-	-	-	5,990
Literature and History	10,000	-	-	-	10,000
National Endowment for the Humanities	150,000	-	-	-	150,000
Curator	<u>85,040</u>	<u>-</u>	<u>12,771</u>	<u>6,000</u>	<u>91,811</u>
Total Donor-Restricted Endowments -					
Permanently Restricted	<u>256,533</u>	<u>-</u>	<u>12,771</u>	<u>6,000</u>	<u>263,304</u>
Board-Designated Endowments -					
Unrestricted					
Harriet Henderson Coalter Early Lit	21,979	2,140	500	336	24,283
Kent Smith	<u>4,835</u>	<u>468</u>	<u>2,500</u>	<u>72</u>	<u>7,731</u>
Total Board-Designated Endowments -					
Unrestricted	<u>26,814</u>	<u>2,608</u>	<u>3,000</u>	<u>408</u>	<u>32,014</u>
Total Endowments	<u>\$ 283,347</u>	<u>\$ 2,608</u>	<u>\$ 15,771</u>	<u>\$ 6,408</u>	<u>\$ 295,318</u>

Endowment net asset composition by type of fund as of June 30, 2016, is as follows:

	<u>2015</u>	<u>Earnings</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>2016</u>
Donor-Restricted Endowments -					
Permanently Restricted					
Brayley	\$ 5,503	\$ -	\$ -	\$ -	\$ 5,503
Foster Family	5,990	-	-	-	5,990
Literature and History	10,000	-	-	-	10,000
National Endowment for the Humanities	150,000	-	-	-	150,000
Curator	<u>68,748</u>	<u>-</u>	<u>20,292</u>	<u>4,000</u>	<u>85,040</u>
Total Donor-Restricted Endowments -					
Permanently Restricted	<u>240,241</u>	<u>-</u>	<u>20,292</u>	<u>4,000</u>	<u>256,533</u>
Board-Designated Endowments -					
Unrestricted					
Harriet Henderson Coalter Early Lit	-	369	21,610	-	21,979
Kent Smith	<u>-</u>	<u>55</u>	<u>4,780</u>	<u>-</u>	<u>4,835</u>
Total Board-Designated Endowments -					
Unrestricted	<u>-</u>	<u>424</u>	<u>26,390</u>	<u>-</u>	<u>26,814</u>
Total Endowments	<u>\$ 240,241</u>	<u>\$ 424</u>	<u>\$ 46,682</u>	<u>\$ 4,000</u>	<u>\$ 283,347</u>