

# RICHMOND PUBLIC LIBRARY

## BOARD OF TRUSTEES

July 26, 2017

Main Library

101 E. Franklin Street  
Richmond, VA 23219  
804-646-6675

11:45 p.m.



## Richmond Public Library Board

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



### Library Board Trustee Meeting

Wednesday, July 26, 2017

11:45 a.m.

### LIBRARY

### A G E N D A

<b>Call to order:</b>	11:45	Ms. Zwirner
<b>Consent Agenda:</b>		Ms. Zwirner
<ul style="list-style-type: none"><li>• Approval of Agenda</li><li>• Approval of Minutes</li><li>• Approval of Pending gifts</li><li>• Approval of Statistical Report</li></ul>		
<b>Public Comment Period:</b>		
<b>Reports:</b>	12:00	
<ul style="list-style-type: none"><li>• Library Friends</li><li>• Library Foundation</li></ul>		Mr. Dishon Ms. Hansen
<b>Administration Reports:</b>		Mr. Firestine
<b>Board Committee Reports:</b>	12:10	
<ul style="list-style-type: none"><li>• Chairman</li><li>• Finance Committee</li><li>• Facilities Committee</li><li>• Governance Committee</li></ul>		Ms. Zwirner Mr. Olanrewaju Ms. Butterfield Mr. Lydiard
<b>Unfinished Business:</b>	12:30	
<b>New Business</b>	12:40	
<b>Adjourn</b>	1:00	Ms. Zwirner
<b>Next Meeting:</b> September 27, 2017 Hull Street Library, 11:45		



## Richmond Public Library Board

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



### Library Board Meeting Minutes

June 28, 2017

**PRESENT:** Gail Zwirner (via telephone), Daisy Weaver, Barbara Burton, David Lydiard, Larry Olanrewaju, Laura Drewry; City Attorney  
**LIBRARY STAFF:** Scott Firestine, Clay Dishon, Karin Hansen  
**ABSENT:** Tanya Francis, Kevin Butterfield, Danita Green, Charlie Schmidt; Friends of RPL President  
**GUESTS:** Debbie Jackson; Interim DCAO, City of Richmond Human Services

Unable to attend the meeting in person, Gail Zwirner attended via telephone. Board members present approved Ms. Zwirner attendance via conference call after hearing that this action being requested was due to a medical situation and that she was calling from her home address. The meeting was called to order by Gail Zwirner, Chairperson, at 11:57 a.m. at the Ginter Park Library. A motion to approve the minutes from the May 24, 2017 meeting along with the current agenda and pending donation list was duly made by David Lydiard, seconded by Daisy Weaver and unanimously approved.

<b>Public Comment Period</b>	None were present
<b>REPORTS</b>	
<b>Friends of the Library</b>	There was no report at this time.
<b>Library Foundation</b>	<b>Ms. Hansen:</b> reported that the Foundation was in process of closing out the books for the fiscal year and that four new members had been voted onto the Foundation Board. Those new members are as follows: Brenda Drew, Sue McFadden Patow, Louise Reed, and John Ulmschneider. A member roster as well as FY18 meeting schedule was distributed as well as the balance sheet showing previous year comparisons.
<b>Administration</b>	<b>Mr. Firestine:</b> reported that the initial punch list for West End Library was taking place today and that a Certificate of Occupancy should be received soon. The Summer Reading Program was reported to be going well and Mr. Firestine described his visits to branches on June 21 <sup>st</sup> for kick-off activities. He stated that 130 readers had signed up at Ginter Park on the first day. Mr. Firestine mentioned the recent mayoral announcement that city agencies would also be closed on Monday, July 3 <sup>rd</sup> , as well as Tuesday, July 4 <sup>th</sup> . Mr. Firestine talked about the experience of serving on a panel for the conference on Best Practices to Prevent and End Homelessness on June 18 <sup>th</sup> . Jo Giudice, Director of Dallas Public Library, participated as well and provided a perspective from the larger Dallas Public Library system. In addition to the staff update contained in the Director's Report, Mr. Firestine announced that Christina Carey, Library HR Liaison, had resigned. It was also reported that Kevin O'Malley, Children's Author/Illustrator was creating artwork for RPL's new mascot. The voting process to name the mascot will run through July 15, 2017.
<b>BOARD COMMITTEE REPORTS</b>	

<b>Chairman</b>	<b>Ms. Zwirner:</b> thanked the board for allowing her to participate via telephone and reported that board member attendance at city council district meetings was going well. Mr. Olanrewaju will attend the 4 <sup>th</sup> District meeting on June 29, 2017 and Ms. Burton will attend the 7 <sup>th</sup> District meeting in July.
<b>Finance</b>	<b>Mr. Olanrewaju:</b> reported that the comprehensive financial report would be delivered to the board next month as the fiscal year will be complete by that time.
<b>Facilities</b>	<b>Mr. Firestine:</b> reported that Cheryl Clarke and Lisa Crisman were attending the punch list walk-through at West End Library this afternoon and that an August opening looked like a good possibility at this juncture. Parking Lots have been striped with the exception of Belmont's back lot which is pending. Also, an ordinance is being drafted for City Council to receive monies from the RPL Foundation that were received as part of the Mary Morton Parsons matching grant.
<b>Governance</b>	There was no report.
	<b>UNFINISHED BUSINESS</b>
	None at this time.
	<b>NEW BUSINESS</b>
<b>Miscellaneous comments, questions</b>	Mr. Lydiard inquired about lost and stolen materials and Mr. Firestine said that a loss and turnover statistics would be included in next month's statistical update.

*There being no further business, a motion to adjourn was duly made by Larry Olanrewaju, seconded by Daisy Weaver, unanimously approved and the meeting was adjourned at 12:29 p.m.*

*The next meeting will be held on Wednesday, July 26, 2017 at 11:45 a.m. at the Main Library. The Finance Committee will meet prior to the board meeting at 11 a.m.*

Recorder: Clay Dishon

Approved: \_\_\_\_\_  
Ms. Gail Zwirner, Chair

## **Director's Report**

**July 2017**

### **Director Activities June 23 – July 20, 2017:**

July 3-4        All Library Locations closed in observance of Independence day  
July 11        Mayor Stoney's office hours 8<sup>th</sup> District, Hickory Hill Community Center  
July 12        RPL Foundation executive committee meeting

**West End Library Renovations:** Monday, August 28<sup>th</sup> is our target date to re-open West End Branch. We are coordinating with the Mayor's office to schedule a ribbon cutting that week. The punch list and other final construction details are being addressed by the construction company, Haley Construction. A temporary occupancy permit was granted July 1. A certificate of occupancy is expected by August 1 or before. Shelving installation was complete July 20. We are coordinating with Kloke movers to place the books on the shelves. If all goes as planned we will make 8/28.

**Staff Update:** On July 10 RPL welcomed nine students from the Mayor's Youth Academy. They are distributed across the system in branches and departments.

Ms. Gianna Pack was hired to be the Director's Executive Administrative Assistant. She will begin on July 24. Christina Carey, Human Resources Liaison, resigned July 7<sup>th</sup> to accept another position. Anne Wilson, Youth Services Associate at Broad Rock, announced her retirement effective July 28. Ms. Ha Hong was hired as the Emerging Technology Librarian at the Main Library. She begins August 20.

<b>CIRCULATION</b>															
<b>Location</b>	<b>FY</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>Total</b>	<b>YTD % chnge</b>
<b>Belmont</b>	FY15	10161	9739	9149	9389	8388	8333	8509	7816	9419	7818	8900	9568	107189	
	FY16	10263	10897	9891	9684	8546	8203	7784	8963	8980	8301	8208	10590	110310	
	FY17	12068	12314	9973	9766	9727	9071	9709	9715	10114	9238	9446	10411	121552	9%
<b>Broad Rock</b>	FY15	6537	5899	5316	5882	5122	5249	5389	4656	5035	4988	5164	5462	64699	
	FY16	5958	5859	5765	5288	4905	4931	4223	4448	4834	4282	3336	4401	58230	
	FY17	4883	4773	4248	4706	3966	3454	3729	3192	3595	3377	3851	4136	47910	-22%
<b>East End</b>	FY15	4620	4244	4159	4162	3846	3868	4090	3067	3501	3518	3511	3902	46488	
	FY16	4119	4565	4313	3747	3411	3375	3653	3286	3303	3206	3822	4629	45429	
	FY17	4572	4371	3581	3420	2945	3029	3463	2981	3529	4977	3515	3460	43843	-4%
<b>Ginter Park</b>	FY15	6393	6504	5051	4901	4980	4828	4991	4735	5197	4506	4865	5188	62139	
	FY16	2942	402	469	481	144	440	405	354	512	586	292	1238	8265	
	FY17	6247	5924	5374	5770	5031	4517	4812	4582	5401	4641	4868	5310	62477	87%
<b>Hull Street</b>	FY15	3901	3776	3819	4057	3550	3639	3828	2815	3198	3373	3663	4020	43639	
	FY16	4172	3508	3727	4159	3901	3776	3252	3318	3280	2845	3158	3459	42555	
	FY17	3174	3245	3088	3131	3400	2477	2816	2962	2989	2348	2766	2843	35239	-21%
<b>Main</b>	FY15	13637	12520	11934	11332	10221	10867	11260	10261	11423	10243	10416	10920	135034	
	FY16	12022	11975	8749	11056	10376	10221	10620	11464	11338	11585	11658	12075	133139	
	FY17	12103	12264	10330	10655	9611	9049	9629	9600	10821	8969	9826	10528	123385	-8%
<b>North Ave</b>	FY15	4808	4760	4679	5068	4317	4778	4794	3893	4138	4227	3533	4100	53095	
	FY16	5048	4863	4990	5133	4410	4830	4300	4239	4267	3927	3708	4024	53739	
	FY17	4235	4448	3768	3564	3308	3260	2972	2943	3186	2714	3017	2985	40400	-33%

<b>West End</b>	FY15	12983	12021	10787	10722	9738	10136	10609	9832	10771	9628	10213	12557	129997	
	FY16	13330	12920	11542	11076	9860	9475	9940	10262	10600	10194	10044	6429	125672	
	FY17	983	1070	785	752	628	604	647	568	745	502	591	613	8488	1381%
<b>Westover Hills</b>	FY15	10947	10036	9510	9847	8448	7940	8459	7676	8447	7889	7273	8758	105230	
	FY16	9531	9735	11638	8747	7425	4424	7991	7874	9497	8201	8610	9047	102720	
	FY17	9530	9400	8231	8065	7407	7223	7564	7848	8405	6798	8059	8058	96588	-6%
<b>Econtent</b>	FY15	3187	3264	2977	2917	2832	3042	3263	2972	3342	3106	3615	3805	38322	
	FY16	3902	4065	3902	3767	3840	3701	4311	3969	3916	3735	3978	3787	46873	
	FY17	4107	3770	3470	3611	3568	3899	3962	3701	4370	4102	3906	4494	46960	0%
<b>RPL Total</b>	FY15	77174	72763	67381	68277	61442	62680	65192	57723	64471	59296	61153	68280	785832	
	FY16	71287	68789	64986	63138	56818	53376	56479	58177	60527	56862	56814	59679	726932	
	FY17	61902	61579	52848	53440	49591	46583	49303	48092	53155	47666	49845	52838	626842	-16%

### **FY2017 MATERIALS TURNOVER RATES SYSTEMWIDE**

July 2016 - June 2017	Circ	Total Items	T.Over Rate*	Circ	Total Items	T.Over Rate*	Circ	Total Items	T.Over Rate*
	Adult	Adult	Adult	Juvenile	Juvenile	Juvenile	YA	YA	YA
Belmont	67,825.	18,127.	3.74	42,584.	13,570.	3.14	4,195.	1,767.	2.37
Broad Rock	26,517.	10,961.	2.42	18,342.	8,564.	2.14	2,921.	1,857.	1.57
East End	26,121.	9,573.	2.73	13,226.	8,267.	1.60	2,189.	1,716.	1.28
Ginter Park	32,481.	11,838.	2.74	26,238.	10,957.	2.39	1,960.	1,413.	1.39
Hull Street	23,501.	9,498.	2.47	8,606.	7,557.	1.14	1,486.	1,354.	1.10
Main	77,585.	113,498.	0.68	34,569.	19,055.	1.81	4,589.	3,495.	1.31
North Ave	27,072.	8,999.	3.01	10,484.	7,216.	1.45	2,135.	1,808.	1.18
<i>West End (FY16)</i>	70,018.	24,549.	2.85	44,895.	17,447.	2.57	4,852.	1,979.	2.45
Westover Hills	50,091.	16,507.	3.03	40,123.	12,909.	3.11	4,056.	2,275.	1.78
<b>RPL TOTAL</b>	<b>401,211.</b>	<b>223,550.</b>	<b>1.79</b>	<b>239,067.</b>	<b>105,542.</b>	<b>2.27</b>	<b>28,383.</b>	<b>17,664.</b>	<b>1.61</b>

RPL Programs																					
June 2017																					
	BE		BR		EE		GP		HS		Main		NA		WE		WH		RPL Total		
	A	C	A	C	A	C	A	C	A	C	A	C	A	C	A	C	A	C	A	C	
Book Babies ST	51	52	0	0	5	6	0	0	0	0	19	34					16	15	91	107	
Toddler ST	26	33	0	0	10	26	96	112	0	0	20	28					34	38	186	237	
Preschool ST	9	11	0	0	2	3	63	86	3	11	39	240					41	53	157	404	
Other YS Pgrms	0	0	0	0	5	13	51	123	5	35							4	4	65	175	
Family Pgrms	13	21	2	3	20	38	19	29		6									54	97	
Parents Care	0	0	0	0			0	0	0	0									0	0	
	Adul t	Chil d	Adul t	Chil d	Adul t	Chil d	Adul t	Chil d	Adul t	Chil d	Adul t	Chil d	Adul t	Chil d	Adul t	Chil d	Adul t	Chil d	Adul t	Chil d	
Toddler ST	8	35	0	0	21	117	0	0	0	0									29	152	
Preschool ST	7	52	0	0	24	174	0	0	12	56	3	14							46	296	
Head Start ST	0	0	0	0	6	60	0	0	0	0									6	60	
VPI ST	4	23	0	0			0	0	0	0									4	23	
School-age (Elem) ST	0	0	2	13	1	10	24	242	4	37	3	25					3	21	37	348	
Private ST	0	0	0	0			0	0	0	0									0	0	
Family Pgrms	0	0	0	0			0	0	0	0	16	21							16	21	
Parents Care	0	0	0	0			0	0	0	0									0	0	
SRP	Adul t	Chil d	Adul t	Chil d	Adul t	Chil d	Adul t	Chil d	Adul t	Chil d	Adul t	Chil d	Adul t	Chil d	Adul t	Chil d	Adul t	Chil d	Adul t	Chil d	
Other YS Pgrms	21	28	22	133	12	13	41	63	8	40	51	133					49	72	204	482	
Family Pgrms	35	37	18	26	20	32	58	96	15	148							20	27	166	366	
<b>Branch Totals</b>	<b>174</b>	<b>292</b>	<b>44</b>	<b>175</b>	<b>126</b>	<b>492</b>	<b>352</b>	<b>751</b>	<b>47</b>	<b>333</b>	<b>151</b>	<b>495</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>167</b>	<b>230</b>	<b>1061</b>	<b>2768</b>	

<b>New Patron Cards</b>													
<b>FY2017</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>Total</b>
Belmont	188	171	140	118	131	102	135	132	107	117	136	134	<b>1611</b>
Broad Rock	195	222	218	206	177	113	191	159	170	131	166	179	<b>2127</b>
East End	141	131	114	127	115	87	123	104	129	99	102	122	<b>1394</b>
Ginter Park	179	150	127	116	101	90	85	87	103	100	147	151	<b>1436</b>
Hull Street	138	142	124	86	90	104	113	104	120	67	101	121	<b>1310</b>
Main	319	339	345	301	351	271	307	256	420	257	262	411	<b>3839</b>
North Ave	134	154	147	107	106	72	107	98	103	113	83	128	<b>1352</b>
West End	3	0	0	0	0	0	1	0	0	0	0	0	<b>4</b>
Westover Hills	185	198	156	158	99	96	127	123	147	129	138	135	<b>1691</b>
<b>Total</b>	<b>1482</b>	<b>1507</b>	<b>1371</b>	<b>1219</b>	<b>1170</b>	<b>935</b>	<b>1189</b>	<b>1063</b>	<b>1299</b>	<b>1013</b>	<b>1135</b>	<b>1381</b>	<b>14764</b>

<b>New Patron Cards</b>													
<b>FY2016</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>Total</b>
Belmont	169	173	151	148	103	102	126	135	109	100	98	176	<b>1590</b>
Broad Rock	286	255	278	202	198	164	187	211	233	159	163	215	<b>2551</b>
East End	137	191	134	151	79	92	110	122	136	117	129	138	<b>1536</b>
Ginter Park	68	1	0		0	0	0	0	5	0	0	46	<b>120</b>
Hull Street	151	139	141	121	86	83	78	105	135	111	89	45	<b>1284</b>
Main	364	427	232	328	253	240	306	301	285	312	253	135	<b>3436</b>
North Ave	171	219	159	138	107	145	146	146	136	166	132	142	<b>1807</b>
West End	162	106	133	120	95	62	79	85	71	78	86	66	<b>1143</b>
Westover Hills	190	189	187	160	103	106	149	128	174	137	140	139	<b>1802</b>
<b>Total</b>	<b>1698</b>	<b>1700</b>	<b>1415</b>	<b>1368</b>	<b>1024</b>	<b>994</b>	<b>1181</b>	<b>1233</b>	<b>1284</b>	<b>1180</b>	<b>1090</b>	<b>1102</b>	<b>15269</b>

**TECHNICAL SERVICES - ITEMS BY LOCATION**

	<b>Belmont</b>	<b>B. Rock</b>	<b>East End</b>	<b>G. Park</b>	<b>Hull St.</b>	<b>MAIN</b>	<b>North Ave</b>	<b>West End</b>	<b>W. Hills</b>	<b>Monthly Total</b>
<b>Jul-16</b>	172	116	117	140	95	321	95	128	193	<b>1377</b>
<b>Aug-16</b>	127	79	75	91	66	228	80	87	123	<b>956</b>
<b>Sep-16</b>	131	73	64	93	75	199	68	96	137	<b>936</b>
<b>Oct-16</b>	388	276	259	331	281	569	231	243	381	<b>2959</b>
<b>Nov-16</b>	152	125	96	111	102	246	122	101	140	<b>1195</b>
<b>Dec-16</b>	276	242	205	201	196	423	193	184	231	<b>2151</b>
<b>Jan-17</b>	393	315	335	351	339	533	293	266	358	<b>3183</b>
<b>Feb-17</b>	275	226	222	246	256	409	241	193	248	<b>2316</b>
<b>Mar-17</b>	270	315	181	214	202	469	183	177	214	<b>2225</b>
<b>Apr-17</b>	284	190	165	246	187	382	168	190	213	<b>2025</b>
<b>May-17</b>	353	240	217	269	213	487	236	234	310	<b>2559</b>
<b>Jun-17</b>	346	249	229	230	202	386	255	326	322	<b>2545</b>
<b>Branch Total</b>	<b>3167</b>	<b>2446</b>	<b>2165</b>	<b>2523</b>	<b>2214</b>	<b>4652</b>	<b>2165</b>	<b>2225</b>	<b>2870</b>	<b>24427</b>
<b>Average</b>	<b>264</b>	<b>204</b>	<b>180</b>	<b>210</b>	<b>185</b>	<b>388</b>	<b>180</b>	<b>185</b>	<b>239</b>	<b>2036</b>

<b>DOOR COUNT</b>	<b>Jul-16</b>	<b>Aug-16</b>	<b>Sep-16</b>	<b>Oct-16</b>	<b>Nov-16</b>	<b>Dec-16</b>	<b>Jan-17</b>	<b>Feb-17</b>	<b>Mar-17</b>	<b>Apr-17</b>	<b>May-17</b>	<b>Jun-17</b>	<b>TOTAL</b>
<b>FY2017</b>													
Belmont	10801	11398	9377	9654	8537	8328	9012	9078	10130	8736	9640	9698	114389
Broad Rock	9636	9772	9237	9037	7216	6463	0	7641	8823	7590	8154	8771	92340
East End	7688	8272	7004	7228	5787	6289	6736	7214	7725	6865	7182	7221	85211
Ginter Park	5230	5892	5202	5715	4566	4736	5064	5361	5735	5338	5934	6470	65243
Hull Street	6223	7267	6465	6417	5966	0	0	6642	6983	6260	6453	4995	63671
Main	16049	18086	16251	15959	16469	13947	15539	15714	17892	16158	17221	17631	196916
North Ave	7968	9023	7362	7698	6538	6451	6761	7019	7575	6846	7063	7152	87456
West End	0	0	0	0	0	0	0	0	0	0	0	0	0
Westover Hills	8803	8656	7983	7686	6468	6303	6794	6242	6300	6984	7859	6363	86441
<b>TOTALS</b>	<b>72398</b>	<b>78366</b>	<b>68881</b>	<b>69394</b>	<b>61547</b>	<b>52517</b>	<b>49906</b>	<b>64911</b>	<b>71163</b>	<b>64777</b>	<b>69506</b>	<b>68301</b>	<b>791667</b>
<b>Computer Use</b>	<b>Jul-16</b>	<b>Aug-16</b>	<b>Sep-16</b>	<b>Oct-16</b>	<b>Nov-16</b>	<b>Dec-16</b>	<b>Jan-17</b>	<b>Feb-17</b>	<b>Mar-17</b>	<b>Apr-17</b>	<b>May-17</b>	<b>Jun-17</b>	<b>TOTAL</b>
Belmont Workstation	1956	2038	1768	1823	1688	1553	1778	1678	1782	1537	1566	1630	20,797
WIFI	0	0	0	0	0	0	0	0	0	491	697	322	1,510
Broad Rock Workstation	2517	2848	2616	2668	2258	0	0	1970	2822	2235	2299	2418	24,651
WIFI	0	0	0	0	0	0	0	0	0	407	579	285	1,271
East End Workstation	2182	2297	1925	2156	1710	1734	0	2047	2097	1940	1950	1989	22,027
WIFI	0	0	0	0	0	0	0	0	0	452	512	250	1,214
Ginter Park Workstation	1314	1628	1586	1634	1382	1316	1487	1567	1667	1433	1483	1725	18,222
WIFI	0	0	0	0	0	0	0	0	0	454	699	386	1,539
Hull Street Workstation	2134	2493	2314	2030	1936	1876	2043	2090	2439	1928	2150	1932	25,365
WIFI	0	0	0	0	0	0	0	0	0	654	893	385	1,932
Main Workstation	4021	4437	3953	3681	3353	3250	0	3360	3785	3471	3719	3705	40,735
Childrens	271	331	254	244	244	227	223	187	248	200	153	304	2,886
WIFI	0	0	0	0	0	0	0	0	0	2421	2917	1460	6,798
North Ave Workstation	1860	2152	1888	1535	1573	1605	0	1567	1725	1341	1400	1513	18,159
WIFI	0	0	0	0	0	0	0	0	0	472	480	266	1,218
West End Workstation	0	0	0	0	0	0	0	0	0	0	0	0	0
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Westover Hills Workstation	1798	2105	1900	1725	1381	1355	1394	1528	1401	1569	1783	1759	19,698
WIFI	0	0	0	0	0	0	0	0	0	577	705	372	1,654
<b>TOTALS</b>	<b>18053</b>	<b>20329</b>	<b>18204</b>	<b>17496</b>	<b>15525</b>	<b>12916</b>	<b>6,925</b>	<b>15994</b>	<b>17966</b>	<b>21582</b>	<b>23985</b>	<b>20701</b>	<b>209,676</b>

<b>DOOR COUNT</b>	<b>Jul-15</b>	<b>Aug-15</b>	<b>Sep-15</b>	<b>Oct-15</b>	<b>Nov-15</b>	<b>Dec-15</b>	<b>Jan-16</b>	<b>Feb-16</b>	<b>Mar-16</b>	<b>Apr16</b>	<b>May-16</b>	<b>Jun-16</b>	<b>TOTAL</b>
<b>FY2016</b>													
Belmont	9927	10148	10220	9182	8039	7827	7363	8064	8622	8666	8306	9866	106230
Broad Rock	11528	10926	10739	9650	8953	8479	8052	9460	10105	9061	8576	9857	115386
East End	8876	9889	8874	8502	6837	6855	7027	7854	8563	7767	7500	7963	96507
Ginter Park	3280	0	0	0	0	0	0	0	0	0	0	826	4106
Hull Street	6817	6582	6527	6583	5497	5528	4968	6133	5972	6082	5821	6515	73025
Main	19829	19703	12661	19619	17157	17214	16926	18614	18099	17271	17319	17642	212054
North Ave	9653	10664	9735	0	7578	8329	7027	7668	8848	8057	8144	8276	93979
West End	11409	11987	9721	9500	7880	8263	7721	8363	8868	8523	7851	4798	104884
Westover Hills	9127	9532	9036	8282	6741	7012	6890	7523	8806	7998	7956	8508	97411
<b>TOTALS</b>	<b>90446</b>	<b>89431</b>	<b>77513</b>	<b>71318</b>	<b>68682</b>	<b>69507</b>	<b>65974</b>	<b>73679</b>	<b>77883</b>	<b>73425</b>	<b>71473</b>	<b>74251</b>	<b>903582</b>
<b>Computer Use</b>	<b>Jul-15</b>	<b>Aug-15</b>	<b>Sep-15</b>	<b>Oct-15</b>	<b>Nov-15</b>	<b>Dec-15</b>	<b>Jan-16</b>	<b>Feb-16</b>	<b>Mar-16</b>	<b>Apr-16</b>	<b>May-16</b>	<b>Jun-16</b>	<b>TOTAL</b>
Belmont Workstation	1718	1943	2052	1923	1488	1585	1410	1657	1914	1881	1694	1940	21,205
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Broad Rock Workstation	3231	3215	3370	3021	2754	2269	2502	2755	2864	2787	2659	2853	34,280
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
East End Workstation	2793	3196	3092	2941	2432	2367	1955	2308	2621	2274	2000	2149	30,128
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Ginter Park Workstation	1007	0	0	0	0	0	0	0	0	0	0	119	1,126
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Hull Street Workstation	2191	2220	2288	2293	1251	1760	1431	1972	2014	2220	2156	2320	24,116
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Main Workstation	5219	4979	3057	4616	4089	4339	4172	4638	4440	4194	4223	4373	52,339
Childrens	121	189	138	216	205	167	161	232	194	148	150	96	2,017
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
North Ave Workstation	2569	2726	2630	2364	1983	2134	1984	2090	2180	2075	1990	2102	26,827
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
West End Workstation	0	744	1191	1247	1028	1009	1019	1131	1107	1065	1076	500	11,117
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
West Hills Workstation	2149	2203	2151	1937	1627	1625	1664	1850	2066	1832	1743	1891	22,738
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>20998</b>	<b>21415</b>	<b>19969</b>	<b>20558</b>	<b>16857</b>	<b>17255</b>	<b>16,298</b>	<b>18633</b>	<b>19400</b>	<b>18476</b>	<b>17691</b>	<b>18343</b>	<b>225,893</b>

<b>Notary</b>	<b>Month</b>												<b>Total</b>
	<b>Jul-16</b>	<b>Aug-16</b>	<b>Sep-16</b>	<b>Oct-16</b>	<b>Nov-16</b>	<b>Dec-16</b>	<b>Jan-17</b>	<b>Feb-17</b>	<b>Mar-17</b>	<b>Apr-17</b>	<b>May-17</b>	<b>Jun-17</b>	
<b>LOCATION</b>													<b>Notary</b>
<b>Belmont</b>	no notary	0											
<b>Broad Rock</b>	51	46	90	80	39	41	44	44	46	47	55	45	628
<b>East End</b>	51	73	50	66	43	43	52	57	93	71	66	62	727
<b>Ginter Park</b>	25		14	14	19	15	14	44	40	29	22	32	268
<b>Hull Street</b>	9	28	29	25	15	16	35	17	33	37	48		292
<b>Main</b>	no notary	0											
<b>North Ave</b>	28	66	58	47	41	65	41	26	69	49			490
<b>West End</b>	closed	0											
<b>Westover Hills</b>	41	44	55	38	46	29	34	44	39	21	52	47	490
<b>Total</b>	<b>205</b>	<b>257</b>	<b>296</b>	<b>270</b>	<b>203</b>	<b>209</b>	<b>220</b>	<b>232</b>	<b>320</b>	<b>254</b>	<b>243</b>	<b>186</b>	<b>2,895</b>
<b>YTD</b>	<b>205</b>	<b>462</b>	<b>758</b>	<b>1,028</b>	<b>1,231</b>	<b>1,440</b>	<b>1,660</b>	<b>1,892</b>	<b>2,212</b>	<b>2,466</b>	<b>2,709</b>	<b>2,895</b>	

Richmond Public Library  
 FY17 Operating Budget  
 as of  
 June 30, 2017

ACCOUNT	DESCRIPTION	Budget	Actual Expended 30-Jun-17	% Spent	Balance Available 30-Jun-17
60000	SALARIES - FULL TIME	\$ 2,746,169	\$ 2,522,208	91.8%	\$ 223,961
61000	SALARIES - PART TIME	\$ 215,488	\$ 197,257	91.5%	\$ 18,231
62000	SALARIES - TEMPORARY	\$ -	\$ -	0.0%	\$ -
63000	FICA	\$ 188,381	\$ 163,601	86.8%	\$ 24,780
63001	RET CON RSRS	\$ 524,692	\$ 531,537	101.3%	\$ (6,845)
63002	MEDCARE FICA	\$ 44,058	\$ 38,262	86.8%	\$ 5,796
63003	GROUP LIFE	\$ 16,029	\$ 15,130	94.4%	\$ 899
63006	H/C ACT TEMP	\$ 489,903	\$ 421,521	86.0%	\$ 68,382
63008	STATE UNEMPLOYMENT	\$ -	\$ -	0.0%	\$ -
63011	HEALTH SAVINGS	\$ -	\$ 4,500	0.0%	\$ (4,500)
64104	EDUCATION PAY	\$ -	\$ 291	0.0%	\$ (291)
64105	BONUS PAY	\$ -	\$ 32,250	0.0%	\$ (32,250)
	<b>Personnel Expenses</b>	<b>\$ 4,224,720</b>	<b>\$ 3,926,557</b>	<b>92.9%</b>	<b>\$ 298,163</b>
71141	BOOKS	\$ 396,588	\$ 413,036	104.1%	\$ (16,448)
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 5,559	\$ 944	17.0%	\$ 4,615
72122	MAGS & NEWSPAPER	\$ 34,536	\$ 31,898	92.4%	\$ 2,638
	<b>Collection Development</b>	<b>\$ 436,683</b>	<b>\$ 445,878</b>	<b>102.1%</b>	<b>\$ (9,195)</b>
70131	ADVERTISING	\$ 1,995	\$ -	0.0%	\$ 1,995
70161	DATA PROCESSING - OCLC	\$ 18,933	\$ 21,516	113.6%	\$ (2,583)
70161	PLANNING MGMT SERVICES	\$ 428,106	\$ 178,628	41.7%	\$ 249,478
70218	VEHICLE REPAIR	\$ 1,458	\$ 2,855	195.8%	\$ (1,397)
70311	PRINTED SUPPLIES	\$ 1,221	\$ 828	67.8%	\$ 393
70412	TRANSPORTATION	\$ -	\$ 151	0.0%	\$ (151)
70413	MILEAGE ALLOWANCE	\$ 926	\$ 967	104.4%	\$ (41)
70551	SECURITY	\$ 279,660	\$ 274,490	98.2%	\$ 5,170
70552	CONTRACT AND TEMP PERSONNEL	\$ 4,212	\$ 20,952	497.4%	\$ (16,740)
71012	OFFICE STATIONARY SUPPLIES	\$ 6,417	\$ 5,800	90.4%	\$ 617
71016	ADVERTISING	\$ -	\$ 200	0.0%	\$ (200)
71143	LIBRARY OPERATING SUPPLIES	\$ 18,733	\$ 19,201	102.5%	\$ (468)
72113	POSTAGE	\$ 4,473	\$ 7,413	165.7%	\$ (2,940)
72121	CONFERENCES & CON	\$ 1,553	\$ 935	60.2%	\$ 618
72123	MEMBERSHIP DUES	\$ 1,401	\$ 520	37.1%	\$ 881
72124	TRAINING	\$ 2,438	\$ 354	14.5%	\$ 2,084
72131	COMPUTER SUPPLIES	\$ 25,109	\$ 24,897	99.2%	\$ 212
72153	EQUIPMENT	\$ 24,245	\$ 1,340	0.0%	\$ 22,905
73104	BANK FEES	\$ -	\$ -	0.0%	\$ -
76119	PAGERS	\$ -	\$ 71	0.0%	\$ (71)
77103	FUEL-D/O VEHICLE	\$ 1,840	\$ 1,153	62.7%	\$ 687
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 493	100.1%	\$ (0)
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
80001	DEPRECIATION	\$ -	\$ -	0.0%	\$ -
80004	BUILDINGS & STR	\$ -	\$ -	0.0%	\$ -
80006	EQUIPMENT & OFFICE MAINTENANCE	\$ 6,334	\$ 8,182	129.2%	\$ (1,848)
80007	VEHICLE EXPENSES	\$ 6,485	\$ -	0.0%	\$ 6,485
	<b>Other Expenses</b>	<b>\$ 836,032</b>	<b>\$ 570,947</b>	<b>68.3%</b>	<b>\$ 265,085</b>
	<b>TOTAL GENERAL FUND</b>	<b>\$ 5,497,435</b>	<b>\$ 4,943,383</b>	<b>89.9%</b>	<b>\$ 554,052</b>

**Richmond Public Library  
Budget Comparison  
FY16 vs FY17**

ACCOUNT	DESCRIPTION	Adopted FY17	Adopted FY18	Difference
60000	SALARIES - FULL TIME	\$ 2,822,884	\$ 2,912,256	\$ (89,372)
61000	SALARIES - PART TIME	\$ 215,488	\$ 117,483	\$ 98,005
62000	SALARIES - TEMPORARY	\$ -	\$ -	\$ -
83000	FICA	\$ 188,381	\$ 188,831	\$ (450)
63001	RET CON RSRs	\$ 524,692	\$ 599,942	\$ (75,250)
63002	MEDCARE FICA	\$ 44,058	\$ 44,147	\$ (89)
63003	GROUP LIFE	\$ 16,029	\$ 26,294	\$ (10,265)
63006	H/C ACT TEMP	\$ 508,178	\$ 493,826	\$ 14,352
63008	STATE UNEMPLOYMENT	\$ -	\$ -	\$ -
63011	HEALTH SAVINGS	\$ -	\$ -	\$ -
64104	EDUCATION PAY	\$ -	\$ -	\$ -
64105	BONUS PAY	\$ -	\$ -	\$ -
	<b>Personnel Expenses</b>	<b>\$ 4,319,710</b>	<b>\$ 4,382,779</b>	<b>\$ (63,069)</b>
71141	BOOKS	\$ 396,588	\$ 424,741	\$ (28,153)
71141	DATABASES	\$ -	\$ -	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 5,559	\$ 6,953	\$ (1,394)
72122	MAGS & NEWSPAPER	\$ 34,536	\$ 36,659	\$ (2,123)
	<b>Collection Development</b>	<b>\$ 436,683</b>	<b>\$ 468,353</b>	<b>\$ (31,670)</b>
70131	ADVERTISING	\$ 1,995	\$ 1,995	\$ -
70161	DATA PROCESSING - OCLC	\$ 21,820	\$ 22,770	\$ (950)
70161	PLANNING MGMT SERVICES	\$ 337,775	\$ 289,132	\$ 48,643
70218	VEHICLE REPAIR	\$ 1,458	\$ 2,181	\$ (723)
70311	PRINTED SUPPLIES	\$ 1,221	\$ 965	\$ 256
70412	TRANSPORTATION	\$ -	\$ -	\$ -
70413	MILEAGE ALLOWANCE	\$ 926	\$ 2,413	\$ (1,487)
70551	SECURITY	\$ 278,671	\$ 253,555	\$ 25,116
70552	CONTRACT AND TEMP PERSONNEL	\$ 4,212	\$ 25,000	\$ (20,788)
71012	OFFICE STATIONARY SUPPLIES	\$ 6,417	\$ 9,206	\$ (2,789)
71016	ADVERTISING	\$ -	\$ -	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 18,733	\$ 17,951	\$ 782
72113	POSTAGE	\$ 4,473	\$ 4,646	\$ (173)
72121	CONFERENCES & CON	\$ 1,553	\$ 2,075	\$ (522)
72123	MEMBERSHIP DUES	\$ 1,401	\$ 1,352	\$ 49
72124	TRAINING	\$ 2,438	\$ 1,189	\$ 1,249
72131	COMPUTER SUPPLIES	\$ 25,109	\$ 25,109	\$ -
72153	EQUIPMENT	\$ 12,635	\$ 12,193	\$ 442
76119	PAGERS	\$ -	\$ -	\$ -
77103	FUEL-D/O VEHICLE	\$ 1,840	\$ 2,555	\$ (715)
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 676	\$ (183)
77201	INTERNAL PRINTING	\$ -	\$ -	\$ -
80001	DEPRECIATION	\$ -	\$ -	\$ -
80004	BUILDINGS & STR	\$ -	\$ -	\$ -
80006	EQUIPMENT & OFFICE MAINTENANCE	\$ 6,334	\$ 1,490	\$ 4,844
80007	VEHICLE EXPENSES	\$ 6,485	\$ -	\$ 6,485
	<b>Other Expenses</b>	<b>\$ 735,989</b>	<b>\$ 676,453</b>	<b>\$ 59,536</b>
	<b>TOTAL GENERAL FUND</b>	<b>\$ 5,492,382</b>	<b>\$ 5,527,585</b>	<b>\$ (35,203)</b>

Richmond Public Library  
 FY18 Operating Budget  
 as of  
 July 1, 2017

ACCOUNT	DESCRIPTION	Budget	Actual Expended 31-Jul-17	% Spent	Balance Available 31-Jul-17
60000	SALARIES - FULL TIME	\$ 2,912,256	\$ -	0.0%	\$ 2,912,256
61000	SALARIES - PART TIME	\$ 117,483	\$ -	0.0%	\$ 117,483
62000	SALARIES - TEMPORARY	\$ -	\$ -	0.0%	\$ -
63000	FICA	\$ 188,831	\$ -	0.0%	\$ 188,831
63001	RET CON RSRs	\$ 599,942	\$ -	0.0%	\$ 599,942
63002	MEDCARE FICA	\$ 44,147	\$ -	0.0%	\$ 44,147
63003	GROUP LIFE	\$ 26,294	\$ -	0.0%	\$ 26,294
63006	H/C ACT TEMP	\$ 493,826	\$ -	0.0%	\$ 493,826
63008	STATE UNEMPLOYMENT	\$ -	\$ -	0.0%	\$ -
63011	HEALTH SAVINGS	\$ -	\$ -	0.0%	\$ -
64104	EDUCATION PAY	\$ -	\$ -	0.0%	\$ -
64105	BONUS PAY	\$ -	\$ -	0.0%	\$ -
	<b>Personnel Expenses</b>	<b>\$ 4,382,779</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 4,382,779</b>
71141	BOOKS	\$ 424,741	\$ -	0.0%	\$ 424,741
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 6,953	\$ -	0.0%	\$ 6,953
72122	MAGS & NEWSPAPER	\$ 36,659	\$ -	0.0%	\$ 36,659
	<b>Collection Development</b>	<b>\$ 468,353</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 468,353</b>
70131	ADVERTISING	\$ 1,995	\$ -	0.0%	\$ 1,995
70161	DATA PROCESSING - OCLC	\$ 22,770	\$ -	0.0%	\$ 22,770
70161	PLANNING MGMT SERVICES	\$ 289,132	\$ -	0.0%	\$ 289,132
70218	VEHICLE REPAIR	\$ 2,181	\$ -	0.0%	\$ 2,181
70311	PRINTED SUPPLIES	\$ 965	\$ -	0.0%	\$ 965
70412	TRANSPORTATION	\$ -	\$ -	0.0%	\$ -
70413	MILEAGE ALLOWANCE	\$ 2,413	\$ -	0.0%	\$ 2,413
70551	SECURITY	\$ 253,555	\$ -	0.0%	\$ 253,555
70552	CONTRACT AND TEMP PERSONNEL	\$ 25,000	\$ -	0.0%	\$ 25,000
71012	OFFICE STATIONARY SUPPLIES	\$ 9,206	\$ -	0.0%	\$ 9,206
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 17,951	\$ -	0.0%	\$ 17,951
72113	POSTAGE	\$ 4,646	\$ -	0.0%	\$ 4,646
72121	CONFERENCES & CON	\$ 2,075	\$ -	0.0%	\$ 2,075
72123	MEMBERSHIP DUES	\$ 1,352	\$ -	0.0%	\$ 1,352
72124	TRAINING	\$ 1,189	\$ -	0.0%	\$ 1,189
72131	COMPUTER SUPPLIES	\$ 25,109	\$ -	0.0%	\$ 25,109
72153	EQUIPMENT	\$ 12,193	\$ -	0.0%	\$ 12,193
73104	BANK FEES	\$ -	\$ -	0.0%	\$ -
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
77103	FUEL-D/O VEHICLE	\$ 2,555	\$ -	0.0%	\$ 2,555
77104	VEHICLE MONTHLY STANDING	\$ 676	\$ -	0.0%	\$ 676
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
80001	DEPRECIATION	\$ -	\$ -	0.0%	\$ -
80004	BUILDINGS & STR	\$ -	\$ -	0.0%	\$ -
80006	EQUIPMENT & OFFICE MAINTENANCE	\$ 1,490	\$ -	0.0%	\$ 1,490
80007	VEHICLE EXPENSES	\$ -	\$ -	#DIV/0!	\$ -
	<b>Other Expenses</b>	<b>\$ 676,453</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 676,453</b>
	<b>TOTAL GENERAL FUND</b>	<b>\$ 5,527,585</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 5,527,585</b>



Richmond Public Library  
 Foundation, Friends, Groups and Individual Donations  
 FY 2016-2017

Consent Agenda: Pending Library Board Approval - Wednesday, July 26, 2017

Item	Current Month Amount	Purpose/Location	YTD Account Balance		
			Gift	Foundation	Friends
	\$ 120.00	Graphics	\$ 120.00		
	\$ 120.00	Graphics	\$ 120.00		
<b>Monthly Total</b>	<b>\$ 240.00</b>				
<b>YTD Total</b>	<b>\$ 27,520.00</b>	<b>Year To Date Total</b>	<b>\$ 1,520.00</b>	<b>\$ 6,000.00</b>	<b>\$ 20,000.00</b>

**Cumulative Recovery:**

***Richmond Public Library***

*February 2005 through June 2017*

<b>Accounts Submitted:</b>	<b>23,364</b>
<b>Dollars Submitted:</b>	<b>\$1,472,797.39</b>
Cash Recovery:	\$239,534.35
Material Recovery:	\$492,858.01
Waives:	\$141,313.39
<b>Recovery Total:</b>	<b>\$873,705.75</b>

**Percentage of Recovery:** **59.32%**

**Total Invoice Amount:** **\$209,160.45**

**Total ROI:** **4:1**

**Asset ROI:** **4:1**

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

**Monthly Recovery Statistics: Richmond Public Library**

7/2016 Through 6/2017

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
June-17	\$1,976.53	\$4,095.34	\$1,075.00	\$7,146.87	<b>\$6,071.87</b>	\$1,253.00
May-17	\$1,297.37	\$3,109.52	\$715.00	\$5,121.89	<b>\$4,406.89</b>	\$1,584.15
April-17	\$1,707.98	\$3,104.31	\$815.00	\$5,627.29	<b>\$4,812.29</b>	\$886.05
March-17	\$1,046.11	\$4,876.89	\$1,399.90	\$7,322.90	<b>\$5,923.00</b>	\$1,270.90
February-17	\$1,061.56	\$5,374.93	\$1,354.99	\$7,791.48	<b>\$6,436.49</b>	\$1,405.15
January-17	\$719.72	\$1,908.50	\$445.00	\$3,073.22	<b>\$2,628.22</b>	\$2,022.70
December-16	\$767.32	\$3,266.19	\$736.60	\$4,770.11	<b>\$4,033.51</b>	\$1,476.75
November-16	\$985.35	\$3,302.91	\$791.10	\$5,079.36	<b>\$4,288.26</b>	\$1,772.10
October-16	\$851.32	\$4,124.49	\$1,153.40	\$6,129.21	<b>\$4,975.81</b>	\$1,834.75
September-16	\$1,060.25	\$3,600.46	\$1,047.75	\$5,708.46	<b>\$4,660.71</b>	\$1,333.55
August-16	\$1,231.11	\$4,248.34	\$1,075.00	\$6,554.45	<b>\$5,479.45</b>	\$1,548.35
July-16	\$1,021.83	\$5,065.03	\$1,250.00	\$7,336.86	<b>\$6,086.86</b>	\$1,709.45
<b>Total</b>	<b>\$13,726.45</b>	<b>\$46,076.91</b>	<b>\$11,858.74</b>	<b>\$71,662.10</b>	<b>\$59,803.36</b>	<b>\$18,096.90</b>
<b>Average</b>	<b>\$1,143.87</b>	<b>\$3,839.74</b>	<b>\$988.23</b>	<b>\$5,971.84</b>	<b>\$4,983.61</b>	<b>\$1,508.08</b>
<b>Total ROI: \$4:1</b>						

