

RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES

September 27, 2017

Hull Street Library

1400 Hull Street
Richmond, VA 23224
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, September 27, 2017
11:45 a.m.

LIBRARY

A G E N D A

Call to order:	11:45	Ms. Zwirner
Consent Agenda:		Ms. Zwirner
• Approval of Agenda		
• Approval of Minutes		
• Approval of Pending gifts		
• Approval of Statistical Report		
Public Comment Period:		
Reports:	12:00	
• Library Friends		Mr. Dishon
• Library Foundation		Ms. Hansen
Administration Reports:		Mr. Firestine
Board Committee Reports:	12:10	
• Chairman		Ms. Zwirner
• Finance Committee		Mr. Olanrewaju
• Facilities Committee		Ms. Butterfield
• Governance Committee		Mr. Lydiard
Unfinished Business:	12:30	
New Business	12:40	
Adjourn	1:00	Ms. Zwirner
Next Meeting:		
October 25, 2017		
West End Library, 11:45		



Richmond Public Library Board

101 E. Franklin Street
Richmond, VA 23219
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Library Board Meeting Minutes July 26, 2017

PRESENT: Gail Zwirner, Kevin Butterfield, Larry Olanrewaju, Daisy Weaver, William Yates, and City Attorney Laura Drewry

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

ABSENT: Barbara Burton, Tanya Francis, Danita Green, David Lydiard and the Friends of RPL President Charlie Schmidt

Called to order by Gail Zwirner, at 11:50 a.m. at the Main Library Branch, located at 101 E. Franklin Street, Richmond, Virginia.
Minutes from the June 28, 2017 meeting, the current agenda, and the Statistical Report were approved. There were no pending gifts reported.

Public Comment Period	None were present.
REPORTS	
Friends of the Library	No report. Mr. Firestine had a meeting with Mr. Schmidt about the possibility of recruiting new residents in the community who wish to be part of the Friends of the Library.
Library Foundation	Ms. Hansen: The Library Foundation is working on the budget. Ms. Hansen also mentioned preparing for a new audit, on boarding four new board members, there was an additional \$2K grant for the Westover Hills rain garden and those funds will be slated for purchasing plants.

<p>Administration</p>	<p>Staff Updates: Mr. Firestine introduced the new Executive Assistant Gianna Pack who started on July 24, 2017. Human Resources Liaison Christina Carey's last day with the Library was June 30. Ms. Latasha Scott is the new interim Human Resources Liaison to the Library until the position is filled. Youth Services Associate at Broad Rock, Ms. Anne Wilson, will be retiring on July 28. The new Emerging Technology Librarian at the Main Library, Ms. Ha Hoang, will begin on August 20. Mr. Adam Zimmerli has been assigned to be Interim Branch Manager at East End. The Library continues to face challenges with current staffing vacancies. On July 10, the Library welcomed nine students from the Mayor's Youth Academy. The students are interning at various branches throughout the Library branches.</p> <p>Library Card Sign-up Month: September is the annual library card sign-up campaign and once again RPL will run an amnesty drive during the month in order to collect donations for the food bank.</p> <p>West End Library: The West End Library is in the final stages of renovations. We are coordinating with the Mayor's Office, Administration, and the Library Board of Trustees to have a ribbon cutting on August 23, 2017, at 3:00PM. The staff is working very diligently to make this happen. Plans are made to advertise by having a press release, listed on social media and Next Door and yard signs.</p> <p>Mascot: The mascot's name is Ripple. Ms. Zwirner mentioned that there needs to be a strategy for Advertising and Marketing. Mr. Olanrewaju mentioned that marketing needs to also target being educational instead of just reading books. There are plans for the new mascot to attend the ribbon cutting at the West End Library. He will be attending the baseball game on September 1 to throw out the first pitch.</p>
<p>BOARD COMMITTEE REPORTS</p>	
<p>Chairman</p>	<p>Ms. Zwirner: Attended District meetings.</p> <p>Dominion Grant – There were no volunteers, but they donated \$2K to the rain garden project. Dominion overall grants: \$12K.</p>
<p>Finance</p>	<p>Mr. Olanrewaju: reported on the Library budget. There was discussion about making cuts to some magazines and newspapers since they were easily accessible on-line. Compared current year to last year personnel funds were not expended. Mr. Firestine assured the Board that everything was up to date on the library side. The challenge was that it was held up in Procurement. The ILS RFP has also faced procurement issues.</p> <p>Mr. Firestine reviewed the Unique Management Services, Inc., report which showed 59.32% on recovery of library materials. Total recovery was \$873,705.75.</p>
<p>Facilities</p>	<p>Cheryl Clarke: reported on construction progress at the Main Library: Painting and installation of new flooring outside of Special Collections has been completed. Trees were trimmed in the park.</p> <p>Phase I of the Master Facilities Plan is wrapping up with the completion of West End's renovation. Starting to work on Phase II.</p>

Governance	There was no report.
UNFINISHED BUSINESS	
	There was no unfinished business.
NEW BUSINESS	
	There was no new business.

*There being no further business, the meeting was adjourned at 12:33 p.m. by unanimous consensus by the Library Board of Trustees present.
The next meeting will be held on Wednesday, September 27 at 11:45a.m. at the Hull Street Library, 1400 Hull Street, Richmond, VA 23224*

Recorder: Gianna Pack, RPL Executive Assistant

Approved: _____
Ms. Gail Zwirner, Chair

Director's Report

August 2017

Director Activities July 27 – September 22, 2017:

August 1	National Night Celebrations throughout the City
August 23	West End Branch Grand Opening and Ribbon Cutting
August 30	Richmond Public Library Foundation Executive Committee meeting
Sept. 1	RPL Mascot Ripple to throw out first pitch at Flying Squirrels game
Sept. 6	GRTC Bike Share meeting
	Friends of the Library Annual meeting
Sept. 8	City Homeless Services Planning meeting
Sept. 11 Annual	9/11 Memorial Program Kanawha Plaza
	City Council Meeting
Sept. 12	Orange Boy demographics and statistics presentation
Sept. 13	Richmond Public Library Foundation meeting
Sept. 19	Facilities Committee Meeting
	Meet with Public Arts Commission coordinator
Sept. 21-22	Virginia Library Directors meeting at Library of Virginia

West End Library Renovations: Complete. Grand opening and ribbon cutting was held August 23, 2017. Mayor Stoney, Councilor Addison, Chair Gail Zwirner and Lisa Crisman spoke at the ceremony.

Broad Rock: The Broad Rock Branch Library will celebrate its 40th anniversary October 16 from 5:00 – 8:00 PM. It will be a 1970's themed costume event with light refreshments and prizes in the spirit of books, bell bottoms and ABBA.

Staff Update: Vacancy report attached. We have hired three provisional staff for West End, East End and North Ave. to assist with the shortage while we seek to fill vacancies with City HR.

Public Art Commission Main: The Public Art Commission has received a donation from Fisher family. Art Commission Funds from the renovation of the second floor will fund the installation and preservation of this art work on the second floor computer area.

YAVA: The Young Adult Author Award sponsored by the Richmond Public Library Foundation will be awarded with a celebration October 7, 2017. This year the winner will be recognized at the Library of Virginia Literary Awards presentation on October 14, 2017. LVA has included RPL YAVA in their awards to recognize the contributions and importance of young adult writing in the state of Virginia.

Flying Squirrels Welcome RPL Mascot Ripple: On September 1, the new mascot for the Richmond Public Library, Ripple the river otter, debuted at the Flying Squirrels baseball game. Unfortunately, a heavy rain canceled the game however Ripple was welcomed to the Richmond mascot community by Nutasha and Nutzy. The Flying Squirrels organization has offered a 2018 rain date to make up for the lost game on the September 1. Spring 2018 Ripple will have another opportunity to throw out the first pitch.

National Library Card Signup Month: During the month of September the library is celebrating and encouraging library card signup. Free replacement cards are available to patrons who have lost or worn out their cards. Food for fines will allow a patron to have their fines waived for a canned food item. Food raised will go to the nonprofit Feedmore.

Main Closed for Monument Protest 9/16: The Main Library was closed due to the activation of the Emergency Operations Center in response to the Monument Ave. protest. Due to safety and security concerns Emergency Services and RPD requested closure.

CIRCULATION CHECKOUTS & RENEWALS

Location	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % chnge
Belmont	FY15	10161	9739	9149	9389	8388	8333	8509	7816	9419	7818	8900	9568	107189	
	FY16	10263	10897	9891	9684	8546	8203	7784	8963	8980	8301	8208	10590	110310	
	FY17	12068	12314	9973	9766	9727	9071	9709	9715	10114	9238	9446	10411	121552	
	FY18	10836	10486	0	0	0	0	0	0	0	0	0	0	21322	-17%
Broad Rock	FY15	6537	5899	5316	5882	5122	5249	5389	4656	5035	4988	5164	5462	64699	
	FY16	5958	5859	5765	5288	4905	4931	4223	4448	4834	4282	3336	4401	58230	
	FY17	4883	4773	4248	4706	3966	3454	3729	3192	3595	3377	3851	4136	47910	
	FY18	4574	4062	0	0	0	0	0	0	0	0	0	0	8636	-18%
East End	FY15	4620	4244	4159	4162	3846	3868	4090	3067	3501	3518	3511	3902	46488	
	FY16	4119	4565	4313	3747	3411	3375	3653	3286	3303	3206	3822	4629	45429	
	FY17	4572	4371	3581	3420	2945	3029	3463	2981	3529	4977	3515	3460	43843	
	FY18	3635	3481	0	0	0	0	0	0	0	0	0	0	7116	-26%
Ginter Park	FY15	6393	6504	5051	4901	4980	4828	4991	4735	5197	4506	4865	5188	62139	
	FY16	2942	402	469	481	144	440	405	354	512	586	292	1238	8265	
	FY17	6247	5924	5374	5770	5031	4517	4812	4582	5401	4641	4868	5310	62477	
	FY18	5751	6070	0	0	0	0	0	0	0	0	0	0	11821	2%
Hull Street	FY15	3901	3776	3819	4057	3550	3639	3828	2815	3198	3373	3663	4020	43639	
	FY16	4172	3508	3727	4159	3901	3776	3252	3318	3280	2845	3158	3459	42555	
	FY17	3174	3245	3088	3131	3400	2477	2816	2962	2989	2348	2766	2843	35239	
	FY18	2947	3155	0	0	0	0	0	0	0	0	0	0	6102	-3%
Main	FY15	13637	12520	11934	11332	10221	10867	11260	10261	11423	10243	10416	10920	135034	
	FY16	12022	11975	8749	11056	10376	10221	10620	11464	11338	11585	11658	12075	133139	
	FY17	12103	12264	10330	10655	9611	9049	9629	9600	10821	8969	9826	10528	123385	
	FY18	10304	11144	0	0	0	0	0	0	0	0	0	0	21448	-10%

North Ave	FY15	4808	4760	4679	5068	4317	4778	4794	3893	4138	4227	3533	4100	53095	
	FY16	5048	4863	4990	5133	4410	4830	4300	4239	4267	3927	3708	4024	53739	
	FY17	4235	4448	3768	3564	3308	3260	2972	2943	3186	2714	3017	2985	40400	
	FY18	3112	3455	0	0	0	0	0	0	0	0	0	0	6567	-29%
West End	FY15	12983	12021	10787	10722	9738	10136	10609	9832	10771	9628	10213	12557	129997	
	FY16	13330	12920	11542	11076	9860	9475	9940	10262	10600	10194	10044	6429	125672	
	FY17	983	1070	785	752	628	604	647	568	745	502	591	613	8488	
	FY18	826	3012	0	0	0	0	0	0	0	0	0	0	3838	64%
Westover Hills	FY15	10947	10036	9510	9847	8448	7940	8459	7676	8447	7889	7273	8758	105230	
	FY16	9531	9735	11638	8747	7425	4424	7991	7874	9497	8201	8610	9047	102720	
	FY17	9530	9400	8231	8065	7407	7223	7564	7848	8405	6798	8059	8058	96588	
	FY18	8685	8571	0	0	0	0	0	0	0	0	0	0	17256	-10%
Econtent	FY15	3187	3264	2977	2917	2832	3042	3263	2972	3342	3106	3615	3805	38322	
	FY16	3902	4065	3902	3767	3840	3701	4311	3969	3916	3735	3978	3787	46873	
	FY17	4107	3770	3470	3611	3568	3899	3962	3701	4370	4102	3906	4494	46960	
	FY18	4676	4689	0	0	0	0	0	0	0	0	0	0	9365	20%
RPL Total	FY15	77174	72763	67381	68277	61442	62680	65192	57723	64471	59296	61153	68280	785832	
	FY16	71287	68789	64986	63138	56818	53376	56479	58177	60527	56862	56814	59679	726932	
	FY17	61902	61579	52848	53440	49591	46583	49303	48092	53155	47666	49845	52838	626842	
	FY18	55346	58125	0	0	0	0	0	0	0	0	0	0	113471	-6%

Programs July 2017																				
	BE		BR		EE		GP		HS		Main		NA		WE		WH		RPL Total	
IN LIBRARY	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child
Book Babes	47	48	0	0			0	0	0	0	19	21					15	13	81	82
Toddler	24	32	0	0			45	53	0	0	18	22					7	6	94	113
Preschool	25	75	0	0			75	110	7	26	36	152					22	31	165	394
Other Pgrms	0	0	5	55			20	163	4	30							0	0	29	248
Fam/all ages	0	0	0	0			58	82	5	19							0	0	63	101
Parent Care	0	0	0	0			0	0	0	0							0	0	0	0
OUTREACH	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child
Toddler	6	28	0	0			0	0	0	0							0	0	6	28
Preschool	11	74	0	0			0	0	8	64							0	0	19	138
Head Start	0	0	0	0			0	0	0	0							0	0	0	0
VPI	0	0	0	0			0	0	0	0							0	0	0	0
Sch Age	0	0	8	72			8	48	11	177							11	69	38	366
Private	0	0	0	0			0	0	0	0							0	0	0	0
Fam/all ages	0	0	0	0			0	0	6	45							0	0	6	45
Parens	0	0	0	0			0	0	0	0							0	0	0	0
SRP	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child
Other Pgrms	38	54	21	128			18	22	20	196	51	214	24	105			12	29	184	748
Fam/all ages	31	36	0	0			24	32			38	78	16	30			27	68	136	244
TOTALS	182	347	34	255	0	0	248	510	61	557	162	487	40	135	0	0	94	216	821	2507

Programs August 2017																					
	BE		BR		EE		GP		HS		Main		NA		WE		WH		RPL Total		
IN LIBRARY	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	
Book Babes	66	70	0	0			0	0			29	38					31	39	126	147	
Toddler	29	38	0	0			72	92			37	51					41	46	179	227	
Preschool	27	53	0	0			140	155	8	26	72	106					52	67	299	407	
Other Pgrms			2	16	19	20	28	84	33	115	14	38							96	273	
Fam/all ages			1	104			115	125	30	60	27	36							173	325	
Parent Care			0	0			0	0											0	0	
OUTREACH	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	
Toddler	6	28	0	0			0	0											6	28	
Preschool	5	29	0	0			0	0											5	29	
Head Start			0	0			0	0	15	120									15	120	
VPI			0	0			0	0											0	0	
Sch Age	37	21	4	20			8	48									5	37	54	126	
Private			0	0			0	0											0	0	
Fam/all ages			0	0			0	0											0	0	
Parents			0	0			0	0											0	0	
SRP	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	
Other Pgrms	47	48	12	64	21	15	37	46			19	47					40	66	176	286	
Fam/all ages							0	0			13	21							13	21	
TOTALS	217	287	19	204	40	35	400	550	86	321	211	337	0	0	0	0	169	255	1142	1989	

TECHNICAL SERVICES - ITEMS BY LOCATION										
	Belmont	B. Rock	East End	G. Park	Hull St.	MAIN	North Ave	West End	W. Hills	Monthly Total
Jul-17	194	121	97	122	128	253	102	185	185	1387
Aug-17	344	196	172	204	209	516	182	337	335	2495
Sep-17	0	0	0	0	0	0	0	0	0	0
Oct-17	0	0	0	0	0	0	0	0	0	0
Nov-17	0	0	0	0	0	0	0	0	0	0
Dec-17	0	0	0	0	0	0	0	0	0	0
Jan-18	0	0	0	0	0	0	0	0	0	0
Feb-18	0	0	0	0	0	0	0	0	0	0
Mar-18	0	0	0	0	0	0	0	0	0	0
Apr-18	0	0	0	0	0	0	0	0	0	0
May-18	0	0	0	0	0	0	0	0	0	0
Jun-18	0	0	0	0	0	0	0	0	0	0
Branch Total	538	317	269	326	337	769	284	522	520	3882
Average	45	26	22	27	28	64	24	44	43	324

DOOR COUNT	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	TOTAL
FY2018													
Belmont	9935	10247	0	0	0	0	0	0	0	0	0	0	20182
Broad Rock	8700	9456	0	0	0	0	0	0	0	0	0	0	18156
East End	7105	8940	0	0	0	0	0	0	0	0	0	0	16045
Ginter Park	5722	6926	0	0	0	0	0	0	0	0	0	0	12648
Hull Street	1985	7346	0	0	0	0	0	0	0	0	0	0	9331
Main	14814	18702	0	0	0	0	0	0	0	0	0	0	33516
North Ave	7182	0	0	0	0	0	0	0	0	0	0	0	7182
West End	0	0	0	0	0	0	0	0	0	0	0	0	0
Westover Hills	6614	0	0	0	0	0	0	0	0	0	0	0	6614
TOTALS FY18	62057	61617	0	123674									
TOTALS FY17	72398	78366	68881	69394	61547	52517	49906	64911	71163	64777	69506	68301	791667
TOTALS FY16	90446	89431	77513	71318	68682	69507	65974	73679	77883	73425	71473	74251	903582
Computer Use	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	TOTAL
Belmont Workstation	1601	1620	0	0	0	0	0	0	0	0	0	0	3,221
WIFI	0	841	0	0	0	0	0	0	0	0	0	0	841
Broad Rock Workstation	2239	2658	0	0	0	0	0	0	0	0	0	0	4,897
WIFI	0	678	0	0	0	0	0	0	0	0	0	0	678
East End Workstation	1801	2196	0	0	0	0	0	0	0	0	0	0	3,997
WIFI	0	731	0	0	0	0	0	0	0	0	0	0	731
Ginter Park Workstation	1574	1847	0	0	0	0	0	0	0	0	0	0	3,421
WIFI	0	810	0	0	0	0	0	0	0	0	0	0	810
Hull Street Workstation	1939	2320	0	0	0	0	0	0	0	0	0	0	4,259
WIFI	0	651	0	0	0	0	0	0	0	0	0	0	651
Main Workstation	3391	3844	0	0	0	0	0	0	0	0	0	0	7,235
Childrens	361	331	0	0	0	0	0	0	0	0	0	0	692
WIFI	0	3198	0	0	0	0	0	0	0	0	0	0	3,198
North Ave Workstation	1405	0	0	0	0	0	0	0	0	0	0	0	1,405
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
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	1504	0	0	0	0	0	0	0	0	0	0	0	1,504
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS FY18	15815	21725	0	37,540									
TOTALS FY17	18053	20329	18204	17496	15525	12916	6,925	15994	17966	21582	23985	20701	209,676
TOTALS FY16	20998	21415	19969	20558	16857	17255	16,298	18633	19400	18476	17691	18343	225,893

Vacant Staff Positions and Status 9/1/2017

Position #	Job Title	Location	Date Vacated	FTE #	Funded	Status
03M-102	Librarian II	Main	7/1/2015	1	1	Filled - Hong 8/21
03M-15	Librarian Assistant II	Hull Street	8/1/2015	0.5	0.5	Paperwork
03M-11	Library Community Services Mngr	East End	6/30/2017	1	1	Paperwork
03M-402	Library Associate 1 (YS)	East End	6/1/2017	1	1	Paperwork
03M-54	Project Mgmt Analyst (HR)	Main	7/1/2017	1	1	Paperwork
03M-97	Library Associate 1 (YS)	Westover	9/1/2017	1	1	
03M-93	Library Associate 1 (YS)	Broad Rock	8/1/2017	1	1	
03M-72	Library Associate 1 (YS)	North Ave	8/25/2017	1	1	
03M-35	Library Asst II	West End	8/21/2017	1	1	
03M-33	Library Asst II	West End	6/1/2017	1	1	
03M-89	Librarian II (YA)	Main	7/1/2015	1	1	
TOTAL				10.5	9.5	

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

ACCOUNT	DESCRIPTION	Budget	Actual	%	Balance
			Expended 31-Aug-17	Spent	Available 31-Aug-17
60000	SALARIES - FULL TIME	\$ 2,912,256	\$ 411,227	14.1%	\$ 2,501,029
61000	SALARIES - PART TIME	\$ 117,483	\$ 36,825	31.3%	\$ 80,658
62000	SALARIES - TEMPORARY	\$ -	\$ -	0.0%	\$ -
63000	FICA	\$ 188,831	\$ 27,111	14.4%	\$ 161,720
63001	RET CON RSRs	\$ 599,942	\$ 91,250	15.2%	\$ 508,692
63002	MEDCARE FICA	\$ 44,147	\$ 6,341	14.4%	\$ 37,807
63003	GROUP LIFE	\$ 26,294	\$ 2,650	10.1%	\$ 23,644
63006	H/C ACT TEMP	\$ 493,826	\$ 78,462	15.9%	\$ 415,364
63008	STATE UNEMPLOYMENT	\$ -	\$ -	0.0%	\$ -
63011	HEALTH SAVINGS	\$ -	\$ -	0.0%	\$ -
64104	EDUCATION PAY	\$ -	\$ -	0.0%	\$ -
64105	BONUS PAY	\$ -	\$ -	0.0%	\$ -
	Personnel Expenses	\$ 4,382,779	\$ 653,865	14.9%	\$ 3,728,914
71141	BOOKS	\$ 424,741	\$ 257,166	60.5%	\$ 167,575
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 6,953	\$ 7,613	109.5%	\$ (660)
72122	MAGS & NEWSPAPER	\$ 36,659	\$ 2,335	6.4%	\$ 34,324
	Collection Development	\$ 468,353	\$ 267,114	57.0%	\$ 201,239
70131	ADVERTISING	\$ 1,995	\$ -	0.0%	\$ 1,995
70161	DATA PROCESSING - OCLC	\$ 17,483	\$ -	0.0%	\$ 17,483
70161	PLANNING MGMT SERVICES	\$ 289,132	\$ 80,469	27.8%	\$ 208,663
70218	VEHICLE REPAIR	\$ 2,181	\$ 1,339	61.4%	\$ 842
70311	PRINTED SUPPLIES	\$ 965	\$ -	0.0%	\$ 965
70412	TRANSPORTATION	\$ -	\$ -	0.0%	\$ -
70413	MILEAGE ALLOWANCE	\$ 2,413	\$ -	0.0%	\$ 2,413
70551	SECURITY	\$ 253,555	\$ 226,775	89.4%	\$ 26,780
70552	CONTRACT AND TEMP PERSONNEL	\$ 25,000	\$ 2,293	9.2%	\$ 22,707
71012	OFFICE STATIONARY SUPPLIES	\$ 9,206	\$ 305	3.3%	\$ 8,901
71016	ADVERTISING	\$ -	\$ (100)	0.0%	\$ 100
71143	LIBRARY OPERATING SUPPLIES	\$ 17,951	\$ 1,648	9.2%	\$ 16,303
72113	POSTAGE	\$ 4,646	\$ -	0.0%	\$ 4,646
72121	CONFERENCES & CON	\$ 2,075	\$ 383	18.5%	\$ 1,692
72123	MEMBERSHIP DUES	\$ 1,352	\$ 176	13.0%	\$ 1,176
72124	TRAINING	\$ 1,189	\$ 300	25.2%	\$ 889
72131	COMPUTER SUPPLIES	\$ 25,109	\$ 10,470	41.7%	\$ 14,639
72153	EQUIPMENT	\$ 12,193	\$ -	0.0%	\$ 12,193
73104	BANK FEES	\$ -	\$ -	0.0%	\$ -
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
77103	FUEL-D/O VEHICLE	\$ 2,555	\$ 317	12.4%	\$ 2,238
77104	VEHICLE MONTHLY STANDING	\$ 676	\$ 82	12.2%	\$ 594
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
80001	DEPRECIATION	\$ -	\$ -	0.0%	\$ -
80004	BUILDINGS & STR	\$ -	\$ -	0.0%	\$ -
80006	EQUIPMENT & OFFICE MAINTENANCE	\$ 6,765	\$ 2,806	41.5%	\$ 3,959
80007	VEHICLE EXPENSES	\$ -	\$ -	0.0%	\$ -
	Other Expenses	\$ 676,441	\$ 327,263	48.4%	\$ 349,178
	TOTAL GENERAL FUND	\$ 5,527,573	\$ 1,248,242	22.6%	\$ 4,279,331

RICHMOND PUBLIC LIBRARIES - General Fund Budget

Monthly Budget Report

August 31, 2017

<u>General Fund Revenue</u>	<u>FY2017-18 Budget</u>	<u>FY2017-18 Actual YTD</u>	<u>% Recognized</u>	<u>Unrecognized</u>
Lost and Damage Books	\$ 21,782	\$ 2,308	11%	\$ 19,474
Overdue Book Fines	\$ 66,121	\$ 8,843	13%	\$ 57,278
Reservation - Book Records	\$ 500	\$ 75	15%	\$ 425
Room Rental Fees	\$ 300	\$ -	0%	\$ 300
Sales Copy Centers	\$ 17,476	\$ 2,720	16%	\$ 14,756
State Library Aide	\$ 170,000	\$ -	0%	\$ 170,000
	<u>\$ 276,179</u>	<u>\$ 13,946</u>	5%	<u>\$ 262,233</u>

General Fund Operating

	<u>FY2017-18 Budget</u>	<u>FY2017-18 Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
Personnel	\$ 3,029,739	\$ 448,052	15%	\$ 2,581,687
Fringes	\$ 1,353,040	\$ 205,813	15%	\$ 1,147,227
Books/Materials	\$ 468,353	\$ 267,114	57%	\$ 201,239
Operating Expenses	\$ 676,441	\$ 327,263	48%	\$ 349,178
Total	\$ 5,527,573	\$ 1,248,242	23%	\$ 4,279,331

Encumbrances YTD

\$ 488,099

RICHMOND PUBLIC LIBRARIES - Special Fund Budget

<u>Special Fund Revenue</u>	<u>FY2017-18 Anticipated</u>	<u>FY2017-18 Actual YTD</u>	<u>% Recognized</u>	<u>Unrecognized</u>
00314 - Gift to the Library	\$ 105,000	\$ 20,141	19%	\$ 84,859
00308 - Verizon E-Rate Grant	\$ 90,170	\$ -	0%	\$ 90,170
00309 - Public Law Library	\$ 400,000	\$ -	0%	\$ 400,000
00311 - Gates Foundation	\$ -	\$ -	0%	\$ -
00312 - RPL Foundation	\$ 40,000	\$ -	0%	\$ 40,000
00313 - Friends of the RPL	\$ 17,000	\$ -	0%	\$ 17,000
00000 - Grade Level Reading	\$ -	\$ -	0%	\$ -
	<u>\$ 652,170</u>	<u>\$ 20,141</u>	3%	<u>\$ 632,029</u>

<u>Special Fund Expenditures</u>	<u>FY17 Rollover & FY18 Receipts</u>	<u>FY2017-18 Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
00314 - Gift to the Library	\$ 173,409	\$ 51,570	30%	\$ 121,839
00308 - Verizon E-Rate Grant	\$ 49,626	\$ 6,695	13%	\$ 42,931
00309 - Public Law Library	\$ (837,503)	\$ 237,477	-28%	\$ (1,074,980)
Personnel		\$ 6,866		
Fringes		\$ 2,143		
Books/Materials		\$ 226,882		
Operating Expenses		\$ 1,587		
00311 - Gates Foundation	\$ 12,576	\$ -	0%	\$ 12,576
00312 - RPL Foundation	\$ 5,500	\$ 15,714	286%	\$ (10,214)
00313 - Friends of the RPL	\$ 40,023	\$ 584	1%	\$ 39,439
	<u>\$ (556,369)</u>	<u>\$ 312,040</u>	-56%	<u>\$ (868,409)</u>

Encumbrances YTD

\$ 222,546

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

Consent Agenda: Pending Library Board Approval - Wednesday, September 27, 2017

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

FY18 Special Funds Spending Plan - July 2017 - June 2018

Allocation	Purpose	Revenue source	Revenue in
\$20,000.00	Computer supplies	Printout/fax fees	\$85,000.00 total expected Printout/fax revenue
\$25,000.00	Computer replacements	Erate	
\$3,000.00	Replace public printers/fax	Printout/fax fees	\$137,000.00 total expected Erate revenue
\$1,200.00	Website hosting	Erate	
\$4,500.00	Erate Central filing fee (paid to Library of VA)	Erate	
\$13,000.00	Licenses - Microsoft Office 13, Windows 7, Deep Freeze	Erate	
	JV to DIT, broadband increase at branch libraries	Erate (specific cost dependent on timing of broadband improvements)	
\$55,000.00	streaming media annual contract	Erate	
\$17,000.00	Overdrive ebook platform contract	Erate	
\$12,000.00	Library materials	Printout/fax fees	
\$25,000.00	Ebook collection	Printout/fax fees	
\$4,800.00	Staff training	Printout/fax fees	
\$6,000.00	Urban Libraries Council dues	Printout/fax fees	
\$3,000.00	Unique Management, library card replacement	Collection Agency fees, card replacement fees	
\$1,200.00	Library Board meeting costs	Printout/fax fees	
\$2,000.00	Branch library designated gifts	Gifts	
\$500.00	Main Library parking subsidy	Staff payments, Printout/fax fees	\$2,000.00
\$5,000.00	Graphics support	Friends	\$5,000.00 estimate
\$8,500.00	Summer Reading Program 2018	\$8,500 Friends, Printout/fax fees	\$8,500.00
\$1,000.00	Youth Arts Month receptions	Friends	\$1,000.00
\$600.00	Literacy outreach/books (Krista)	Friends	\$600.00
\$1,200.00	Teen programming	Friends	\$1,200.00
\$5,000.00	Seed grant fund	Friends	\$5,000.00
\$2,500.00	Virginia Repertory Theater	Friends	\$2,500.00
\$1,200.00	Children's program supplies	Friends	\$1,200.00
\$15,000.00	Library Mascot (development, branding, promotion)	Foundation	\$15,000.00
\$3,500.00	2nd Annual YAVA award support	Foundation	\$3,500.00
\$10,000.00	Internal Support through Foundation Support Awards Program		\$10,000.00
\$271,700.00	Total expenditures		\$277,500.00

Special Funds Expenditures FY18

Total expected revenue

Richmond Public Library
Director's Office
101 E. Franklin Street
Richmond VA 23219



Scott Firestine
Library Director
(804) 646-4550
fax (804)646-7685
scott.firestine@richmondgov.com

September 21, 2017

Ms. Ellyn Parker
Public Art-City of Richmond
Department of Planning and Development Review
900 E Broad Street, Room 511
Richmond, Virginia 23219

Dear Ms. Parker:

Richmond Public Library is pleased to accept and work with the Public Art Coordinator to install the following donations of artwork at the Main Library, located at 101 E Franklin Street, Richmond, Virginia 23219.

The donated collection will be installed professionally on the second floor of the building. The library would like to express its gratitude to the Francis Lewis Family for the donation:

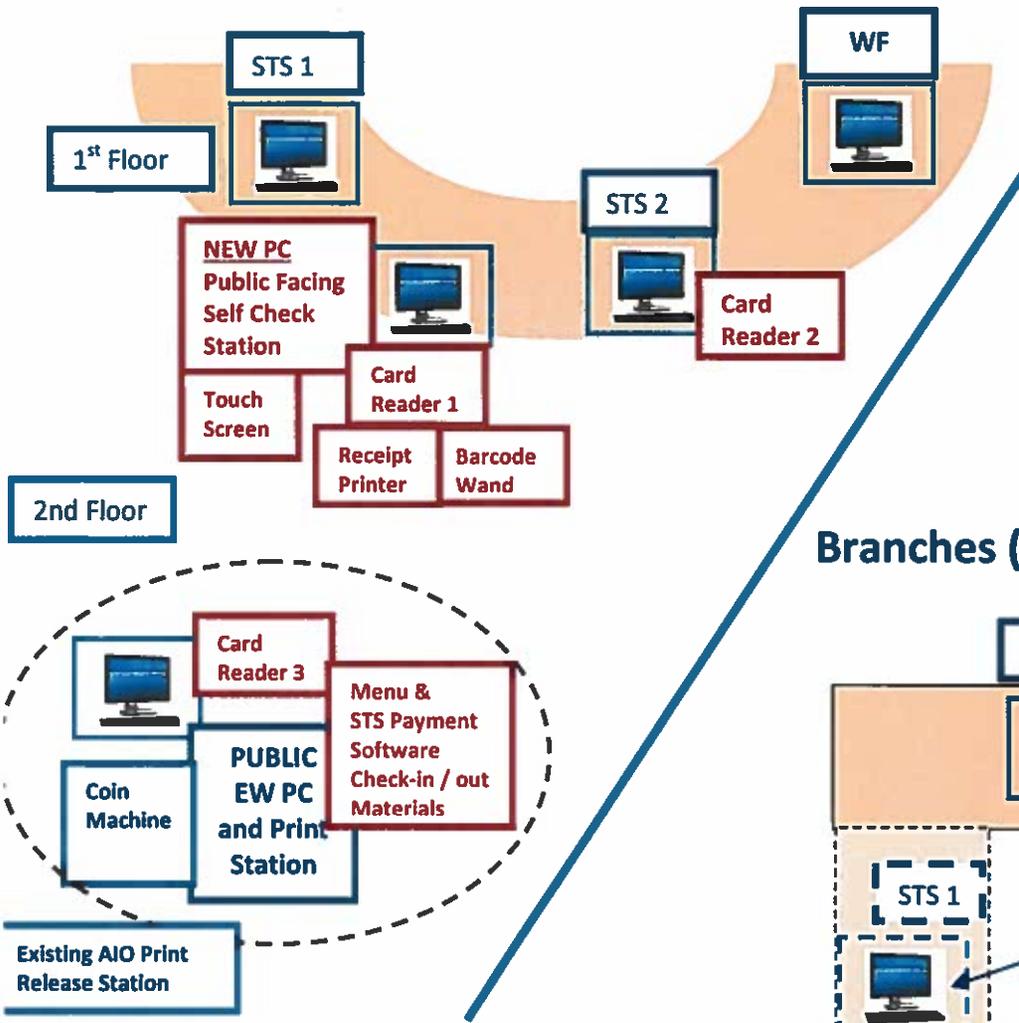
1. Bob Stanley, "Drew, Billy and Frances" 1975, 42x 78, acrylic on canvas	Value: \$2,000
2. Jamie Dalglish, "Running Leopard" 1980, 72 x 72, oil on canvas	Value: \$2,500
3. Jamie Dalglish, "Think/Blink #1", 1984, 72 x 46, oil on mesh/and canvas	Value: \$2,200
4. Jamie Dalglish, "Think /Blink #2", 1984, 72 x 46, oil on mesh/and canvas	Value: \$2,200
5. Jamie Dalglish, "Think/Blink #3", 1984, 72 x 46, oil on mesh/and canvas	Value: \$2,200
6. Jamie Dalglish, "Think/Blink #4", 1984, 72 x 46, oil on mesh/and canvas	Value: \$2,200
7. Jamie Dalglish, "Think/Blink #5", 1984, 72 x 46, oil on mesh/and canvas	Value: \$2,200
8. Cham Hendon, "Primate" 1987, 82 x 90, oil, wax and rhoplex on canvas	Value: \$4,800
9. Bradley Rhodes, "Untitled" 2001, 49 x 48, collage/crayon/paint/paper/board	Value: <u>\$1,800</u>
Total Appraised Value: \$22,100	

These works of art will make a very positive impact on the second floor of the Main Library. This space was renovated in 2014 to provide access to computer workstations, periodicals, and a computer training lab. Users will be able to connect with these works as the research and study. We appreciate and thank the Francis Lewis Family for this generous donation.

Sincerely,

Scott R. Firestine
Library Director

Main Library



Richmond Public Library

EnvisionWare eCommerce Upgrade Proposal

Existing Hardware/Software

New Hardware/Software

EnvisionWare Supplied

- 27 Card Readers
- 9 EW Self Check/STS Station Software
- 9 Menu (Launch), STS Payment, Check-in /out Software

RPL Supplied

- 9 Touch Screen PC's (AIO / Windows 10)
- 9 Barcode Wands / Stands
- 9 Receipt Printers
- Commercial Credit Card Processing Service

Quote

Quotes

Branches (8)

