

RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES

April 26, 2017

North Avenue Library

2901 North Avenue
Richmond, VA 23222
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, April 26, 2017
11:45 a.m.

LIBRARY

AGENDA

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. Butterfield
• Facilities Committee		Ms. Zwirner
• Governance Committee		Mr. Lydiard
Unfinished Business:	12:30	
New Business	12:40	
Adjourn	1:00	Ms. Zwirner
Next Meeting:		
May 24, 2017		
Main 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 March 22, 2017

- PRESENT:** Gail Zwirner, Daisy Weaver, Tanya Francis, Barbara Burton, David Lydiard, Kevin Butterfield, Danita Green, Larry Olanrewaju, Laura Drewry; City Attorney
- LIBRARY STAFF:** Scott Firestine, Clay Dishon, Cheryl Clarke, Karin Hansen, Lenora Wesley
- ABSENT:** Charlie Schmidt; Friends of RPL President
- GUESTS:** None

Called to order by Gail Zwirner, Chairperson, at 11:49 a.m. at the Main Library.

Minutes from the February 22, 2017 meeting along with the current agenda, pending donation list and statistical report were unanimously approved after a motion by Danita Green that was seconded by Daisy Weaver.

Public Comment Period	None were present
REPORTS	
Friends of the Library	Mr. Firestine: reported that the Spring Book Sale would be held Friday, April 7 th and Saturday, April 8 th .
Library Foundation	Ms. Hansen: reported that the retreat organized by the RPLF would be held on Tuesday, March 28, 2017 from 4 to 7:30 p.m. All three boards are encouraged to attend. Further, she stated that Mr. Firestine would present as well as a number of other RPL staff members.
Administration	<p>Mr. Firestine: reminded everyone that National Library Week is coming up and will be held April 9 -15, 2017. All were encouraged to attend the Kick-off ceremony to be held on Sunday, April 9th at 2 p.m. at the Broad Rock Library. The Honorable Levar M. Stoney, Mayor, City of Richmond, has graciously accepted the library's invitation to speak and officially start the week's activities recognizing the city's libraries.</p> <p>Mr. Firestine mentioned further that RPL banners were running on 8 GRTC buses in the city during the month of April (an image of the design was distributed in board packet). Mr. Olanrewaju advised that it was not appropriate to include the Mayor's name in the design that was presented and that it lacked appropriate context for inclusion. The graphic will be removed from the banner.</p> <p>The renovation of West End Library was reported to be moving along in spite of a 30-45 day delay.</p> <p>Public Art Commission meetings were held at Hull Street Library and 30-35 artists had turned out for these sessions. Ellyn Parker, Public Art Coordinator, has \$51,000 available for the project which will install an art piece upon the plaza directly in front of the library. Deadline for submission is April 20, 2017.</p> <p>Mr. Firestine presented a schedule for selecting a library mascot for branding and promotional purposes. Information included in the board packet contained examples of utilizing a raven as a mascot, citing the connection to Richmond and literature. A discussion ensued upon the potential for a raven as the library mascot and it was determined that an election during National</p>

	<p>Library Week would be the best way to select a mascot representative and emblematic of Richmond.</p> <p>Mr. Firestine led a discussion of the library's notary policy and how the service is currently being managed at the library. Statistics and a copy of the policy were distributed in board packet. The board was asked for a consensus upon whether the service should remain and whether changes to the policy were necessary. After a discussion, that included comments from Lenora Wesley, Library Assistant II, Westover Hills Library, upon the nature of being a notary for the library and the importance of the service, the board reached a consensus to keep it as a service. Mr. Firestine was asked to provide options for continuing the service at the next meeting.</p>
BOARD COMMITTEE REPORTS	
Chairman	Ms. Zwirner: reported that she is continuing to arrange visits to council district meetings for board members. She asked when work could begin upon utilizing the Mary Morton Parsons grant. Ms. Hansen explained that there were still several pieces waiting for input from the city with regards to potential additional funding for design work, etc., but MMP funds would be available very soon.
Finance	Ms. Olanrewaju: asked Mr. Firestine to report upon the budget process. Mr. Firestine reported that the Mayor's proposed budget had been distributed (the library related section was included in packet) and the next part of the process would include agency presentations before City Council.
Facilities	Mr. Firestine reported that the flooring downstairs outside of Special Collections had been removed and work is underway with its replacement. Also, it was reported that Ms. Clarke was able to get the plants that had failed to thrive at Ginter Park, replaced by the landscaper responsible for placement during the renovation process.
Governance	Mr. Lydiard: stated that the potential board appointee's application was before the Governmental Operations Committee and would then be submitted to council for approval if the committee pushes it forward.
UNFINISHED BUSINESS	
Miscellaneous questions	Ms. Francis asked Mr. Dishon about re-striping North Avenue's parking lot. Mr. Firestine explained that a request had been made to DPW and that funds for this type of work are not part of the library's budget. Ms. Francis also inquired about a Book Return for North Avenue. Ms. Clarke stated that installation was in process.

*There being no further business, a motion to adjourn was duly made by Mr. Lydiard, second by Ms. Weaver, unanimously approved and the meeting was adjourned at 12:44 p.m.
The next meeting will be held on Wednesday, April 26, 201, 11:45a.m. at the North Avenue 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
April 2017

Director Activities March 23 – April 21, 2017:

March 27	City Council Meeting
March 28	RPL Foundation and LBOT Strategic Planning Retreat
March 31	Moving Forward Together for Thriving RVA East End
April 5	Main Street Station Welcome Center review
April 8	Friends of the Library book sale
April 9	National Library Week celebration at Broad Rock
April 10	City Council budget hearing and presentation
April 11	National Library Week Mayor's visit North Ave, Ginter Park
April 12	National Library Week Mayor's visit Main Library and Hull Street
April 13	National Library Week Mayor's visit East End Library
April 18	Town Hall Meeting Southside Community Center
April 19	Town Hall Meeting Police Academy
April 20	Meeting Councilor Agelasto with Ms. Zwirner
April 20	Virginia Public Library Director's meeting in Staunton
April 21	CAO Council Meeting update

West End Library Renovations: Exterior glass was installed on the new addition added to close in the building. A new roof is being installed as other work continues on the interior. This project remains approximately 45 days behind schedule.

Mascot Election: April 9-30 we are holding an election for a new mascot for Richmond Public Library. Patrons may vote by paper ballot or online for one of three candidates, otter, turtle, or owl. (Ballot enclosed)

Notary: City Human Resources department confirmed that the library may include notary duties as "other duties" for Library Assistant 2 and Library Assistant 3 classifications. This service may be charged to Law Library funds. All locations will have at least two notaries on staff.

Hull Street Art Project: There were 78 entries delivered before the deadline on April 20 for the selection committee to review. On May 16 the committee will review and discuss the entries.

Veteran's Day: City of Richmond and RPL are scheduled to observe Veterans Day observed on Friday, November 10, 2017. The holiday is traditionally observed on the actual day. This year on Saturday, November 11, 2017. Chesterfield PL is closing on the Friday, 11/10 only. Henrico PL is closing on Friday 11/10 and Saturday 11/11.

CIRCULATION

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	0	0	0	92457	11%
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	0	0	0	36546	-34%
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	0	0	0	31891	6%
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	0	0	0	47658	91%
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	0	0	0	27282	-10%
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	0	0	0	94062	-5%
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	0	0	0	31684	-34%
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	0	0	0	6782	
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	0	0	0	73673	-13%
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	0	0	0	34458	10%
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	0	0	0	476493	-14%

DOOR COUNT	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	TOTAL
FY2017													
Belmont	10801	11398	9377	9654	8537	8328	9012	9078	10130	0	0	0	86315
Broad Rock	9636	9772	9237	9037	7216	6463	0	7641	8823	0	0	0	67825
East End	7688	8272	7004	7228	5787	6289	6736	7214	7725	0	0	0	63943
Ginter Park	5230	5892	5202	5715	4566	4736	5064	5361	5735	0	0	0	47501
Hull Street	6223	7267	6465	6417	5966	0	0	6642	6983	0	0	0	45963
Main	16049	18086	16251	15959	16469	13947	15539	15714	17892	0	0	0	145906
North Ave	7968	9023	7362	7698	6538	6451	6761	7019	7575	0	0	0	66395
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	0	0	0	65235
TOTALS	72398	78366	68881	69394	61547	52517	49906	64911	71163	0	0	0	589083
Computer Use	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	TOTAL
Belmont Workstation	1956	2038	1768	1823	1688	1553	1778	1678	1782	0	0	0	16,064
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Broad Rock Workstation	2517	2848	2616	2668	2258	0	0	1970	2822	0	0	0	17,699
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
East End Workstation	2182	2297	1925	2156	1710	1734	0	2047	2097	0	0	0	16,148
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Ginter Park Workstation	1314	1628	1586	1634	1382	1316	1487	1567	1667	0	0	0	13,581
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Hull Street Workstation	2134	2493	2314	2030	1936	1876	2043	2090	2439	0	0	0	19,355
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Main Workstation	4021	4437	3953	3681	3353	3250	0	3360	3785	0	0	0	29,840
Childrens	271	331	254	244	244			187					
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
North Ave Workstation	1860	2152	1888	1535	1573	1605	0	1567	1725	0	0	0	13,905
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	1798	2105	1900	1725	1381	1355	1394	1528	1401	0	0	0	14,587
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	18053	20329	18204	17496	15525	12689	6,702	15994	17718	0	0	0	141179

TECHNICAL SERVICES - ITEMS BY LOCATION

	Belmont	B. Rock	East End	G. Park	Hull St.	MAIN	North Ave	West End	W. Hills	Monthly Total
Jul-16	172	116	117	140	95	321	95	128	193	1377
Aug-16	127	79	75	91	66	228	80	87	123	956
Sep-16	131	73	64	93	75	199	68	96	137	936
Oct-16	388	276	259	331	281	569	231	243	381	2959
Nov-16	152	125	96	111	102	246	122	101	140	1195
Dec-16	276	242	205	201	196	423	193	184	231	2151
Jan-17	393	315	335	351	339	533	293	266	358	3183
Feb-17	275	226	222	246	256	409	241	193	248	2316
Mar-17	270	315	181	214	202	469	183	177	214	2225
Apr-17										0
May-17										0
Jun-17										0
Branch Total	2184	1767	1554	1778	1612	3397	1506	1475	2025	17298
Average	243	196	173	198	179	377	167	164	225	1442

New Patron Cards													
FY2017	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Belmont	188	171	140	118	131	102	135	132	107	0	0	0	1224
Broad Rock	195	222	218	206	177	113	191	159	170	0	0	0	1651
East End	141	131	114	127	115	87	123	104	129	0	0	0	1071
Ginter Park	179	150	127	116	101	90	85	87	103	0	0	0	1038
Hull Street	138	142	124	86	90	104	113	104	120	0	0	0	1021
Main	319	339	345	301	351	271	307	256	420	0	0	0	2909
North Ave	134	154	147	107	106	72	107	98	103	0	0	0	1028
West End	3	0	0	0	0	0	1	0	0	0	0	0	4
Westover Hills	185	198	156	158	99	96	127	123	147	1	0	0	1290
Total	1482	1507	1371	1219	1170	935	1189	1063	1299	1	0	0	11236

Richmond Public Library
 FY17 Operating Budget
 as of
 March 31, 2017

ACCOUNT	DESCRIPTION	Budget	Actual Expended 31-Mar-17	% Spent	Balance Available 31-Mar-17
60000	SALARIES - FULL TIME	\$ 2,822,884	\$ 1,893,784	67.1%	\$ 929,100
61000	SALARIES - PART TIME	\$ 215,488	\$ 147,691	68.5%	\$ 67,797
62000	SALARIES - TEMPORARY	\$ -	\$ -	0.0%	\$ -
63000	FICA	\$ 188,381	\$ 123,481	65.5%	\$ 64,900
63001	RET CON RSRS	\$ 524,692	\$ 403,475	76.9%	\$ 121,217
63002	MEDCARE FICA	\$ 44,058	\$ 28,879	65.5%	\$ 15,179
63003	GROUP LIFE	\$ 16,029	\$ 11,231	70.1%	\$ 4,798
63006	H/C ACT TEMP	\$ 489,903	\$ 304,624	62.2%	\$ 185,279
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)
	Personnel Expenses	\$ 4,301,435	\$ 2,950,206	68.6%	\$ 1,351,229
71141	BOOKS	\$ 396,588	\$ 225,796	56.9%	\$ 170,792
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
	Collection Development	\$ 436,683	\$ 258,638	59.2%	\$ 178,045
70131	ADVERTISING	\$ 1,995	\$ -	0.0%	\$ 1,995
70161	DATA PROCESSING - OCLC	\$ 18,933	\$ (15,800)	-83.5%	\$ 34,733
70161	PLANNING MGMT SERVICES	\$ 340,662	\$ 29,745	8.7%	\$ 310,917
70218	VEHICLE REPAIR	\$ 1,458	\$ 2,180	149.5%	\$ (722)
70311	PRINTED SUPPLIES	\$ 1,221	\$ 543	44.5%	\$ 678
70412	TRANSPORTATION	\$ -	\$ 152	0.0%	\$ (152)
70413	MILEAGE ALLOWANCE	\$ 926	\$ 708	76.5%	\$ 218
70551	SECURITY	\$ 278,671	\$ 246,404	88.4%	\$ 32,267
70552	CONTRACT AND TEMP PERSONNEL	\$ 4,212	\$ 9,116	216.4%	\$ (4,904)
71012	OFFICE STATIONARY SUPPLIES	\$ 6,417	\$ 3,530	55.0%	\$ 2,887
71016	ADVERTISING	\$ -	\$ 200	0.0%	\$ (200)
71143	LIBRARY OPERATING SUPPLIES	\$ 18,733	\$ 9,030	48.2%	\$ 9,703
72113	POSTAGE	\$ 4,473	\$ 4,506	100.7%	\$ (33)
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	\$ 23,502	93.6%	\$ 1,607
72153	EQUIPMENT	\$ 12,635	\$ 1,340	0.0%	\$ 11,295
73104	BANK FEES	\$ -	\$ -	0.0%	\$ -
76119	PAGERS	\$ -	\$ 54	0.0%	\$ (54)
77103	FUEL-D/O VEHICLE	\$ 1,840	\$ 922	50.1%	\$ 918
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 370	75.0%	\$ 123
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
80001	DEPRECIATION	\$ -	\$ -	0.0%	\$ -
80004	BUILDINGS & STR	\$ -	\$ -	0.0%	\$ -
80006	EQUIPMENT & OFFICE MAINTENANCE	\$ 6,334	\$ 6,410	101.2%	\$ (76)
80007	VEHICLE EXPENSES	\$ 6,485	\$ -	0.0%	\$ 6,485
	Other Expenses	\$ 735,989	\$ 324,720	44.1%	\$ 411,269
	TOTAL GENERAL FUND	\$ 5,474,107	\$ 3,533,564	64.6%	\$ 1,940,543

RICHMOND PUBLIC LIBRARIES - General Fund Budget

Monthly Budget Report

March 31, 2017

<u>General Fund Revenue</u>	<u>FY2016-17</u> <u>Budget</u>	<u>FY2016-17</u> <u>Actual YTD</u>	<u>%</u> <u>Recognized</u>	<u>Unrecognized</u>
Lost and Damage Books	\$ 21,782	\$ 7,989	37%	\$ 13,793
Overdue Book Fines	\$ 66,121	\$ 37,538	57%	\$ 28,583
Reservation - Book Records	\$ 500	\$ 300	60%	\$ 200
Room Rental Fees	\$ 300	\$ -	0%	\$ 300
Sales Copy Centers	\$ 17,476	\$ 11,400	65%	\$ 6,076
State Library Aide	\$ 170,000	\$ -	0%	\$ 170,000
	<u>\$ 276,179</u>	<u>\$ 57,228</u>	21%	<u>\$ 218,951</u>

General Fund Operating

	<u>FY2016-17</u> <u>Budget</u>	<u>FY2016-17</u> <u>Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
Personnel	\$ 3,038,372	\$ 2,074,016	68%	\$ 964,356
Fringes	\$ 1,263,063	\$ 876,190	69%	\$ 386,873
Books/Materials	\$ 436,683	\$ 258,638	59%	\$ 178,045
Operating Expenses	\$ 735,989	\$ 324,720	44%	\$ 411,269
Total	<u>\$ 5,474,107</u>	<u>\$ 3,533,564</u>	65%	<u>\$ 1,940,543</u>

Encumbrances YTD \$ 156,402

RICHMOND PUBLIC LIBRARIES - Special Fund Budget

<u>Special Fund Revenue</u>	<u>FY2016-17</u> <u>Anticipated</u>	<u>FY2016-17</u> <u>Actual YTD</u>	<u>%</u> <u>Recognized</u>	<u>Unrecognized</u>
00314 - Gift to the Library	\$ 110,000	\$ 83,512	76%	\$ 26,488
00308 - Verizon E-Rate Grant	\$ 137,520	\$ 107,695	78%	\$ 29,825
00309 - Public Law Library	\$ 400,000	\$ -	0%	\$ 400,000
00311 - Gates Foundation	\$ -	\$ -	0%	\$ -
00312 - RPL Foundation	\$ 150,000	\$ -	0%	\$ 150,000
00313 - Friends of the RPL	\$ 30,000	\$ 5,000	17%	\$ 25,000
00000 - Grade Level Reading	\$ 50,000	\$ -	10%	\$ 45,000
	<u>\$ 877,520</u>	<u>\$ 196,207</u>	22%	<u>\$ 676,313</u>

<u>Special Fund Expenditures</u>	<u>FY16 Rollover &</u> <u>FY17 Receipts</u>	<u>FY2016-17</u> <u>Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
00314 - Gift to the Library	\$ 272,861	\$ 144,778	53%	\$ 128,083
00308 - Verizon E-Rate Grant	\$ 75,974	\$ 26,438	35%	\$ 49,536
00309 - Public Law Library	\$ (551,264)	\$ 257,416	-47%	\$ (808,680)
Personnel		\$ 36,431		
Fringes		\$ 10,320		
Books/Materials		\$ 215,122		
Operating Expenses		\$ 599		
00311 - Gates Foundation	\$ 12,576	\$ -	0%	\$ 12,576
00312 - RPL Foundation	\$ 38,250	\$ 27,861	73%	\$ 10,389
00313 - Friends of the RPL	\$ 39,523	\$ 7,991	20%	\$ 31,532
	<u>\$ (112,080)</u>	<u>\$ 464,484</u>	-414%	<u>\$ (576,564)</u>

Encumbrances YTD \$ 89,198

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

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

Date	Donor Name	Current Month Amount	Purpose/Location	YTD Account Balance		
				Gift	Foundation	Friends
22-Mar-17	Friends of RPL	\$ 240.00	Graphics	\$ 240.00		
	Monthly Total	\$ 240.00				
	YTD Total	\$ 6,160.00	Year To Date Total	\$ 1,160.00	\$ -	\$ 5,000.00

RICHMOND PUBLIC LIBRARY VACANCY REPORT

Position #	Job Title	Location	Date Vacated	FTE Count	Funded	Status
03M-102	Librarian II	Main	7/2015	1.0	Yes	Posted 3/5
03M-79	Library/Community Services Manager	Westover Hills	3/2017	1.0	Yes	Paperwork
03M-404	Library Assistant II	East End	4/3/2017	.5	Yes	Paperwork
03M-177 (Sundays)	Library Assistant II	Broad Rock	8/2015	.5	No	N/A
03M-15	Library Assistant II	Hull Street	8/2015	.5	No	N/A
03M-401	Library Associate I	North Ave	10/2015	.5	No	N/A
03M-73	Library Assistant I	Belmont	10/2015	.5	No	N/A
03M-89	Librarian II	Main	3/2016	1.0	No	N/A
03M-90	Librarian I	Main	5/2016	1.0	No	N/A
03M-96	Library/Community Services Manager	Main	7/2016	1.0	No	N/A
03M-175 (Sundays)	Library Assoc I	Broad Rock	7/2016	.5	Yes	Filled 4/4
03M-17	Library Assistant I	Ginter	10/2016	.5	Yes	Waiting to be filled
03M-35	Library Assistant II	West End	10/2016	1.0	Yes	Filled 4/3
03M-81	Librarian II	Broad Rock	10/2016	1.0	Yes	Posted 4/2
03M-60	Executive Assistant III	Main	11/2016	1.0	Yes	Interview 4/6
03M-49	Library Assistant III	Ginter Park	12/2016	1.0	Yes	Interview 4/20
Total	12.5 (9 F/7NF)					

16 positions (7 PT/9 FT) – 12.5 FTEs

Firestine,Scott R. - RPL

From: Rawles, Alexander B. - Clerk's Office
Sent: Tuesday, April 11, 2017 11:11 AM
To: Bill Yates
Cc: gzwirner@richmond.edu; 'Smith, Felicia M. - RPL'; Firestine,Scott R. - RPL
Subject: Richmond Public Library Board - Appointment

Dear Mr. Yates,

Congratulations on being appointed to the Richmond Public Library Board by motion of the Richmond City Council at its meeting on Monday, April 10, 2017. Your term commenced April 10, 2017, and terminates June 30, 2020, succeeding David L. Ballard, resigned. Please do not hesitate to contact me should this raise any questions.

As a board member, it is your responsibility to review the State and Local Government Conflict of Interests Act; Sections 2-755 and 2-756 of the Richmond City Code, which addresses citizen members of Council-appointed authorities, boards and commissions; the Virginia Public Records Act; and the Virginia Freedom of Information Act ("VFOIA"). **Please note that Section 2.2-3702(ii) requires that any person appointed or reappointed to any body shall "read and become familiar with the provisions" of the VFOIA.**

In accordance with Section 2-1113 of the Richmond City Code, persons appointed or reappointed to a board or commission must take a prescribed oath prior to entering upon the duties of such office. By copy of this email, you are advised that you are not eligible to vote or perform any official duties of the body until you have taken the prescribed oath. Additionally, your appointment is only valid if you take the requisite oath of office "no later than the next regular Council meeting following [your] appointment." (Richmond City Council Rules of Procedure)

Please contact me via e-mail or telephone (804-646-4089) to schedule an appointment. Per City Council's Rules of Procedure, you must take your oath of office by no later than **Monday, April 24th, 2017.**

Please feel free to contact me should you need any additional information or if I may be of assistance.

State and Local Government Conflict of Interests Act:

<http://law.lis.virginia.gov/vacode/title2.2/chapter31/>

Sections 2-755 and 2-756 of the Richmond City Code:

https://www2.municode.com/library/va/richmond/codes/code_of_ordinances?nodeId=PTIICICO_CH2AD_ARTVBOCO_COOTAG

Virginia Public Records Act:

<http://law.lis.virginia.gov/vacode/title42.1/chapter7/>

Virginia Freedom of Information Act:

<http://law.lis.virginia.gov/vacode/title2.2/chapter37/>

Sincerely,

Alexander B. Rawles
Boards and Commissions Administrator
Office of the City Clerk

Inform * Enrich * Empower

RICHMOND PUBLIC LIBRARY
www.richmondpubliclibrary.org

RPL IS LOOKING FOR A NEW MASCOT & WE NEED YOUR HELP!



OTTER



OWL



TURTLE

Three animals have been nominated that live in Richmond or near the river!

Vote for your favorite by checking the box.

Voting ends April 30, 2017

Library Weak?

With a diminishing budget, Richmond Public Library has challenges ahead

by Don Harrison

Richmond Magazine, April 11, 2017

It's a sleepy Sunday afternoon and there's a standing, all-ages crowd at the Broad Rock branch of the Richmond Public Library in South Side. The only library in all of Richmond (or the counties) with hours on the Sabbath is usually thick with bodies on this day of the week, but today's appearance by a sharply-dressed, smiling Mayor Levar Stoney — kicking off National Library Week — has the electric feel of a celebrity book signing.

The day is filled with light-hearted cheer, good food, a bit of speechifying about the importance of libraries and reading by the mayor, as well as Richmond Public Library's equally dapper director, Scott Firestine, and the unveiling of a cute publicity campaign to replace Readasaurus, the official RPL mascot. Library visitors are invited to choose between an owl, an otter and a turtle — all inspired by the James River and its environs — and cast their votes for the library system's new animal-suited symbol.

But for all the smiles, and Mayor Stoney's boast that the Richmond Public Library system is "the best in Virginia," this and the other eight branches of RPL will have to go through some hard changes in the coming months. It's even possible that the Broad Rock branch will have to close on Sundays.

"We have the numbers to operate, but not at the level that we need to," says Firestine, formerly the director of the Appomattox Regional Library system, in an interview a few days prior. "We may have to shorten our hours, and cut back on library programs and outreach programs."

The proposed RPL budget for 2017-2018 is just under \$6 million to operate nine branches. Of that total, \$5,281,626 comes out of the city's general fund — down from the previous year's \$5,492,382, with most of the cuts coming in an early childhood development initiative, public computer access and reference services. A separate \$400,000 goes to support the RPL law library, which is its own collection. The rest is revenue from fees, donations, federal grants and used book sales. In the 2016-2017 budget, RPL took a 16 percent cut. In the new mayor's first budget, 2017-2018, it's a smaller, 9 percent cut. "We're still in a deficit in obtaining books, e-books and securing access to electronic databases," Firestine says.

The ongoing library renovations have been a challenge the last five years," the director explains. "Richmond Public Library undertook a library renovation plan in 2008 and so we've done one library a year. Many of the libraries were built in the '50s and '60s and were just kind of falling apart, so these renovations are really just to get them up to speed." The overhauls were funded through former Mayor L. Douglas Wilder's City of the Future plan.

The renovations are nearly done, with the remaining West End branch scheduled to reopen in August. "The last three years, one branch of the library system has been closed for renovation," Firestine says. "We've taken that staffing and spread it across the network, so we backfilled our vacancies with those positions. Problem is that when the West End branch reopens, we'll have nine branches with a staffing plan of eight."

"The library's struggles with manpower started eight years ago when we started closing the branches for the renovations," says David Lydiard, a member of the Library Board. "The money was pulled from our budget, so we've been short eight to 10 people the last eight years. It's been a challenge." A lack of operating dollars keeps the library from modernizing, and growing, he says. "There will be a reduction in services, the inability to be as innovative or to offer some of the things a modern library should have."

Lydiard, a five-year board member, hasn't been shy about speaking out about the library's ongoing deficit. At a recent 3rd District meeting at Pine Camp, attended by City Council President Chris Hilbert (also the district's representative), Lydiard talked about financial challenges.

"Initially we tried to handle this through the budget, but it's reaching the point where, as a responsible board, we need to make the populace aware of the conditions of the library," he says in an interview, "and most people aren't aware that the budget has been decreasing each year."

A real estate agent by day, Lydiard says that Richmond's growing population is notable for a city its size, and that the new people locating here expect a first-rate library system. "Sometimes the city has looked at libraries, like parks and rec, as luxuries. When the axe falls, they are the first to take the hit ... and then they fall into disrepair. It's the mindset that I'm concerned about. These are not luxuries; these are necessities. And especially to draw new people into the city, and to

keep them."

RPL also has library envy. "Look at what they did last year," Firestine says of Henrico County. "They did a \$440 million dollar bond for schools, parks and libraries, and will add their third library in five years. But they have the tax base to support it, and they were able to do that bond without raising taxes."

Henrico's 2016-2017 library budget is \$18.3 million, more than three times that of Richmond, for 11 facilities. That represents a 7.2 percent increase over the previous year, mainly because of costs associated with the county's new Libbie Mill and Varina libraries. The proposed budget for 2017-2018 is \$18.8 million, a nearly 3 percent increase.

For the city, special needs have been assisted by the separate Richmond Public Library Foundation.

"They help us do the extra things," Firestine says. "Like a challenge grant from the Mary Morton Parsons Foundation to raise \$200,000 to provide a young adult space and digital media space for the Main public library.

"For the last year, we've worked with the foundation to raise those funds. We do the most with the tax dollars we are given, but they don't always get us the things we need to meet our mission. So our friends in the foundation help us do more."

There's some catching up to do too. "Our material collections are down. The average age of the books at the Main library is 1984," Lydiard says. "Now a lot of that is reference material, which is older, but our collection is not as current as we'd like it to be. Same thing with best-sellers. We might only be able to have two or three at a branch, and that's what gets people in the door."

"People don't have any patience waiting for a book," Firestine echoes. "We are in the Amazon.com age, if you can't one-click it and put it in a basket, you go to the next thing."

Both men are heartened by the mayor's attention to the city libraries. "It was different with Mayor [Dwight] Jones," Lydiard says. "We only saw him for the ribbon-cuttings." Stoney is vowing to visit all of the branches before Library Week concludes on April 15. His public schedule includes visits Wednesday to the Main library (101 E. Franklin St.) at 10 a.m. and the Hull Street branch at 11 a.m., and a Thursday stop at the East End branch at 10 a.m.

Firestine, on the job less than a year, thinks that the new administration is trying to turn things around. "I feel very supported," he says. "They really are trying to do their best. The library has had challenges for a long time and some systems aren't working as they should. But I feel like people are trying to address those challenges. There are just so many demands on the limited revenue that the city has right now, and the schools have been the main ones who have taken any spare dollars in the city's budget."

At Broad Rock, after the smiling speech, Mayor Stoney grew serious when asked about the future. "Libraries and Parks and Rec have to be priorities. Yeah, I know we're going to have tough choices to make." He points to an upcoming library performance review that will be released in the coming week. "That report is what is going to allow us the opportunity to find efficiencies. It's going to give councilpeople, and me as well, the opportunity to weigh priorities. We know what the challenges are and we know what the public expects from their library."

UPDATE: Since this story was published, Richmond City Council members have introduced budget amendments that would, if adopted, restore some of the diminished library funding.



Mayor Levar Stoney and Richmond Public Library director Scott Firestine visited the Broad Rock branch on Sunday to kick off National Library Week. (Photo by Tina Eshleman)

Leighton Powell, past president of the Friends of the Richmond Public Library, presents Mayor Levar Stoney with a T-shirt in honor of National Library Week. At left is library director Scott Firestine. (Photo by Tina Eshleman)

http://www.richmond.com/news/local/city-of-richmond/boosting-police-pay-restoring-leaf-collection-avoiding-library-cuts-are/article_df960812-b14b-57e2-8565-c1e053872581.html

Boosting police pay, restoring leaf collection, avoiding library cuts are among Richmond City Council's proposed budget amendments

By NED OLIVER Richmond Times-Dispatch Apr 11, 2017



Richmond Police Chief Alfred Durham addresses Richmond City Council during a budget hearing Monday.

Richmond City Council members say they're pursuing budget amendments to boost police and firefighter salaries, retain vacuum leaf collection and avoid a reduction in library operating hours.

The deadline for council members to submit their proposed tweaks to Mayor Levar Stoney's budget was Tuesday afternoon, and while a full list won't be presented publicly until next week, council members offered a broad overview in interviews on Monday and Tuesday about the direction budget talks will take in the coming weeks.

The biggest item council members said they plan to take on is a \$2.7 million increase for public safety pay, for which both the fire and police chiefs pleaded in budget hearings last month.

"I want to give the police and fire the money they need," said Councilwoman Reva Trammell, who said she submitted a budget amendment for the increase.

Police Chief Alfred Durham has said his department has struggled to retain officers, who he said are leaving for better-paying departments faster than replacements can be trained.

Stoney's budget already includes \$3.2 million in additional funding — enough to bring the police department back to its full authorized strength. But Durham said it's not enough.

Council members seem to agree. Many of them, including City Council President Chris Hilbert and Councilwoman Ellen Robertson, have expressed support for addressing pay discrepancies that make Richmond officers among the lowest paid in the area.

"We've got to do something to get our police officers to stay," Trammell said. "We've already had 21 homicides in the city this year."

Another target for potential changes: Stoney's proposed elimination of residential vacuum leaf collection.

Stoney instead has proposed requiring residents to put their leaves in bags, which would be picked up every two weeks as part of a more frequent collection of bulk trash and brush items.

Residents, particularly in leafier neighborhoods, are not thrilled. In response, Councilwoman Kristen Larson said she proposed a budget amendment that would pull \$500,000 from the new bulk and brush program back into the line item for leaves, so the city can offer vacuum collection to residents as an on-demand, fee-based service.

"I'm trying to ensure that residents who have these huge yards and tons of leaves can still access a service where they can get their leaves vacuumed if they choose to do so," said Larson, whose district stretches from Westover Hills to Stony Point and accounts for about 40 percent of the leaves collected in the city annually.

Council members have also floated a number of smaller changes.

Hilbert said he is committed to finding funding to restore \$211,000 in general fund money cut from the Richmond Public Library in the proposed budget.

The library's director, Scott Firestine, told the City Council he would have to reduce hours across branches without the money, which he said is necessary to hire six employees to staff the soon-to-reopen West End branch, which received the last of nine branch renovations that started in 2008.

"When West End opens, we'll be operating nine libraries with a staff for eight," Firestine said.

Councilwoman Kim Gray said she is proposing to put a program in the budget specifically for alley repair and maintenance. In presenting his budget, the mayor called for dipping into a projected year-end budget surplus to provide \$700,000 to address 1,300 of the city's 3,200 outstanding alley maintenance requests.

Gray said funding for the repairs should be in the budget as a program instead of provided only if money is left over.

Conspicuously absent from amendment discussions this year is Richmond Public Schools, which last year was the focus of much of the council's budget wrangling.

The school system requested a \$16.8 million funding increase from the city this year. Stoney did not meet that request but included a \$6.1 million funding increase in his proposed budget — a significant bump over the flat funding that then-Mayor Dwight C. Jones proposed in prior years.

So far, no council members have signaled that they're interested in providing additional funding beyond what Stoney's budget proposal included. Instead, at least some council members are contemplating using leftover school funding as a source to cover expenses in other departments.

As part of the amendment process this year, Hilbert asked his colleagues to pair proposed budget increases with cuts elsewhere. In the past, the council members have been allowed to propose increases without considering what cuts would be required to fund them.

None of the council members interviewed said they were ready to reveal what departments they are proposing to cut, but the reductions would need to be substantial, particularly to fund the widely supported increase in public safety spending.

Multiple sources with knowledge of the amendments said it's likely that some council members are proposing to dip into at least a portion of the \$8.3 million budget surplus built up by the schools to cover various city needs.

Meanwhile, the school system's supporters appeared at the City Council's public comment period on Monday to plead with the council to allow the school system to keep the money.

The council is scheduled to discuss the proposed amendments and cuts at a meeting next Monday.

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Libraries Quietly Struggle With Mayor's Proposed Budget

BY JACKIE KRUSZEWSKI @JACKIEKRU

click to enlarge



Ash Daniel Mayor Levar Stoney visits the East End branch with Richmond Public Library director Scott Firestone on Thursday as part of National Library Week.

The East End branch of the Richmond Public Library system was bustling Thursday morning. And most patrons weren't there for Mayor Levar Stoney's planned visit.

Chloe Rote, who lives a few blocks away, came to pick up requested books. But she says it's the atmosphere that brings her here too.

"All the staff is really happy. People say hello," Rote says. "And the library is always so busy. It's so important to the neighborhood."

At the computers, a teenager who's 15 years and 7 months old, as she describes herself to the mayor, is applying for a job at Kings Dominion. Others are using laptops for the free wireless Internet or reading periodicals to keep up on news.

Stoney visited Richmond libraries this week in honor of National Library Week. It's a core service, he says -- "the true gateway for our communities." But, he adds, "We've got a lot of core services."

Stoney's proposed budget for fiscal year 2018 continues a downward creep in library funding. Since 2015, the libraries' budget has decreased from \$5.5 million to \$5.2 million.

Coupled with a rising Richmond population, the proposed \$5.28 million figure would put per capita library spending at its lowest in years.

Stoney is eager to show support at the East End branch Thursday. With library director Scott Firestone and branch manager Tara Franzetti in tow, the mayor leads a toddler through his ABCs and gets behind the counter to meet staff.

Perhaps more so than other public events, people approach the mayor with ideas and feedback at the libraries. One patron who comes daily suggests some picnic tables outside, because eating inside isn't allowed.

Yusef Suggs has come to discuss gentrification in the neighborhood and introduce his middle-school-aged son to Stoney. The boy asks the mayor about his entry into public service. Stoney replies that he had an early interest in leadership and government.

For branch manager Franzetti, it isn't surprising that a library setting makes the mayor more approachable.

"Libraries are the great equalizer in society, in America, where things can be very unequal," she says. "We serve the whole community. You don't have to buy anything. You don't have to fill out a form."

They're a safe space, she says, and people are respectful of them. Franzetti makes sure the mayor meets the many regular patrons at the branch Thursday morning.

In presenting his budget to City Council on Monday, Firestine was matter-of-fact about the effects of the cuts. The \$210,756 decrease would come out of part-time salaries and operating expenses.

With the re-opening of the renovated West End branch in August, the 72 full-time employees of the libraries would be spread even thinner among nine open branches.

"So we need to get that funding back because in August we'll be operating nine libraries with a staff of eight [each]," he said.

Without it, hours would need to be cut, potentially the popular Sunday hours at the Broad Rock branch -- the only library in Richmond or nearby Chesterfield County that's open Sundays. Or the opening of the West End branch might have to be delayed, Firestine said.

Meanwhile, library board chairwoman Gail Zwirner says that extending hours is the No. 1 ask from the public. Chesterfield libraries stay open until 9 p.m. on weekdays. And that's not to mention the kinds of amenities found at two stunning, high-tech libraries recently built in Henrico County.

City Council President Chris Hilbert has proposed an amendment to restore library funding to the current year's amount, and Stoney says he supports it.

This was news to Firestine on Monday, but he welcomes it. "When you have vacancies and they take a snapshot of your database, that money can be at risk or taken away," he says. The renovations of the last few years have allowed the libraries to run fewer branches with the people they had. Now they need 83 employees.

"There's no fat in our budget," he says. "We're skin and bones here."

But unlike police and fire departments, or the school board, he's not at City Council to ask for more. Like the stereotype of a librarian, Firestine doesn't want to make a fuss or fuel a budget showdown.

"I'm pointing out. I'm not asking," he says to reporters. "I'm explaining that there's a deficit and I can't operate without that money."

Libraries serve hundreds of thousands of people a year -- 517,920 since last July, according to the library board report. In addition to book access, the libraries provide Internet and computers, a free notary service, printer services, computer and adult literacy classes, children's events and more.

The mayor's cuts follow Gov. Terry McAuliffe's 5 percent library budget cut earlier this year, which led to Library of Virginia employee layoffs and reductions in hours. And President Trump has proposed cutting the budget of the Institute of Museum and Library Services, which grants money to museums and libraries across the country. (First daughter Ivanka Trump tweeted Thursday in support of libraries for National Library Week and faced a swift backlash.)

In front of the mayor on Thursday, Firestine is keen to understand.

"The mayor's budget is a balancing act. There are lots of competing priorities," he says. "It's not that this year we were singled out. I have to applaud the mayor's office for starting to dig us out of that hole."

Hilbert's amendment has support from other council members, Zwirner says, and the board members are crossing their fingers. But other council members will offer amendments starting Monday as well, and increases will have to come with cuts elsewhere.

Hilbert didn't respond to a question about what he proposes to cut to make up for the increased library funding.