



# RICHMOND PUBLIC LIBRARY

## BOARD OF TRUSTEES

March 23, 2022

Main Library – Auditorium  
101 E. Franklin Street  
Richmond, Virginia 23219

11:45 a.m.



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



## **Library Board of Trustees Meeting**

**Wednesday, March 23, 2022**

**11:45 a.m.**

### **A G E N D A**

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

**Agenda** Mr. Yates

**Consent Agenda:** Mr. Yates

- Approval of Minutes-February 23, 2022 Regular Meeting
- Approval of Statistical Report
- Approval of Pending Deposited Gifts Report

#### **Public Comment Period:**

#### **Reports:**

- Library Friends Ms. DeBoer/Mr. Dishon
- Library Foundation Ms. Revere
- Administration Reports Mr. Firestine

#### **Board Committee Reports:**

- Chairman Mr. Yates
- Finance Committee Mr. Sawyer
- Facilities Committee Ms. Woody
- Governance Committee Ms. Altman

#### **Unfinished Business**

- Materials Reconsideration Request Policy Discussion/Approval Ms. Woody
- Advocacy Discussion Ms. Peterson

**New Business** Mr. Yates

**Adjourn** Mr. Yates

#### **Next Meeting:**

April 27, 2022 Meeting at 11:45 a.m.  
Location: Main Library, 101 E. Franklin Street – Auditorium

**Library Board Meeting Minutes - DRAFT**  
**February 23, 2022**

**PRESENT:** Vice Chair Christine Peterson, Emily Altman, Barbara Burton, Sheron Carter-Gunter, Brent Graves, Janet Woody, Gail Zwirner

**ABSENT:** Chair William Yates, Garrett Sawyer, Friends of the Library Chair Ruth DeBoer, Cheryl Clarke

**STAFF:** Scott Firestine, Clay Dishon, Attorney Laura Drewry, Gianna Pack, Susan Revere, Phil Shephard

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Vice Chair Christine Peterson at 11:46am at the Main Library located at 101 E. Franklin Street, Richmond, Virginia. The public was noticed and could attend in person or by viewing the Richmond Public Library YouTube channel <https://bit.ly/2VfKL9U>, where it was live streamed. A quorum was established.

<b>Agenda</b>	Approve the February 23, 2022, Agenda as submitted: <i>Motion: Gail Zwirner, Second by Barbara Burton</i>  <i>AYES: <u>6</u>      NOES: <u>0</u>      ABSTAIN: <u>0</u>    Approved Unanimously.</i>  Mr. Graves was not present during the vote.
<b>Consent Agenda</b>	Approve the January 26, 2022 Regular Meeting Minutes, the Current Financial Reports, Statistical Reports, and Donations Report as submitted: <i>Motion: Gail Zwirner, Second by Sheron Cater-Gunter</i>  <i>AYES: <u>7</u>      NOES: <u>0</u>      ABSTAIN: <u>0</u>    Approved Unanimously.</i>
<b>Public Comment Period</b>	None Present

**REPORTS**

<b>Friends of the Library (FOL)</b>  <u><b>Ruth DeBoer</b></u> <u><b>Clay Dishon</b></u>	Mr. Dishon reported the following in Ms. DeBoer's absence: <ul style="list-style-type: none"><li>• With the success of a few small book sales and a series of monetary donations, the FOL have had a decent income this year, balanced by not spending much for printing, mailing, and events. The FOL are pleased to be able to provide a gift to RPL of just more than \$10,000 this year. The funds will go towards the Summer Reading program.</li><li>• February 26 - 9am to 2pm: Book Drive. Volunteers are needed for the 12pm-2pm shift. Anyone interested in helping can contact Paige Newman, Board member.</li><li>• March 2: Monthly FOL Meeting.</li><li>• April 1-2: Spring Book Sale.</li><li>• The FOL sent fresh baked cookies to staff at each of the RPL Branches and Main for Valentines/Love Your Library month. It was greatly appreciated.</li></ul>
---	---

<b>REPORTS (CONTINUED)</b>	
<b>Library Foundation</b>  <u><b>Susan Revere</b></u>	<p>Ms. Revere reported on the following:</p> <p>Retreat:</p> <ul style="list-style-type: none"> <li>Foundation President John Ulmschneider will reach out to our 3-Board Retreat Planning Team to find a new date in early-mid spring when everyone is more comfortable with an in-person meeting.</li> </ul> <p>Supported Programming:</p> <ul style="list-style-type: none"> <li>Consider joining Foundation Board Member Dontrese Brown for this evening's RPL program "How the Lee Monument Came Down", registration available on RPL's website.</li> </ul> <p>Grant Activity/Applications this Quarter (January-March):</p> <ul style="list-style-type: none"> <li>Commonwealth History Fund (Virginia Museum of History and Culture) – Grant will be submitted early March.</li> <li>Delighted to share that the Tuckahoe Women's Club Philanthropic Committee will award \$1,500 to RVA Reads.</li> <li>Will not submit a grant to FINRA. Instead, will continue development of a financial literacy pilot program in partnership with Virginia Credit Union, a longstanding partner.</li> </ul>
<b>Administration</b>  <u><b>Scott Firestine</b></u>	<p><b>Highlights and Additions to Director's Report:</b> Mr. Firestine reported on the highlights from the Director's Report. He also reported on the following:</p> <ul style="list-style-type: none"> <li>COVID19 Update: <ul style="list-style-type: none"> <li>Restoring furniture back in the Branches.</li> <li>Taking reservations for meeting rooms and study rooms.</li> <li>March/April: Target dates for in-house programming to start up again. Transition out of virtual meetings.</li> </ul> </li> <li>National Library Week: April 3-9. Planning details are in process.</li> <li>Master Plan: Mr. Firestine reported postcard invitations to the community meeting were mailed on February 17 (approximately 530) as well as an email blast was sent to all library card holders. The community input meeting is scheduled for March 1 at 6-7:30pm at the Main Library in the Auditorium.</li> </ul>
<b>BOARD COMMITTEE REPORTS</b>	
<b>Chair</b>  <u><b>William Yates</b></u>	No formal report.
<b>Finance Chair</b>  <b>Garrett Sawyer</b> <b>Scott Firestine</b>	No formal report.
<b>Facilities Chair</b>  <u><b>Janet Woody</b></u> <u><b>Gail Zwirner</b></u> <u><b>Scott Firestine</b></u>	<p>Ms. Woody reported on the following:</p> <p>Ms. Woody expressed excitement on the progress to date since the last meeting. There are still a lot of details that need to be worked out between now and the March 1 community input meeting. Ms. Zwirner is continuing to work through those details.</p> <p>Mr. Firestine added there will be additional renderings shown at the March community meeting. These renderings will show alignment of RPL's goals and objectives, which aligns very well with the Strategic Plan. He also mentioned there was still room to gather information and feedback with the hope the public will see the direction RPL is moving towards, how it matches their needs, and inspire them to support it. It will take a significant investment of the City to achieve that design. Ms. Woody added, we should now be able to answer questions the public is wanting to know.</p>

BOARD COMMITTEE REPORTS (CONTINUED)	
<b>Governance Chair</b> <b><u>Emily Altman</u></b>	<p>Ms. Altman reported on the following:</p> <ul style="list-style-type: none"> <li>• Mr. Graves finished an unexpired term and is now up for reappointment. He has applied for consideration.</li> <li>• June: Chair and Vice Chair appointments shall each be elected by a majority of the Board to serve for a term of two years. Ms. Altman will reach out to Board members to see if they have any interest in serving. Voting will take place in the June meeting. The selected Chair and Vice Chair will take office at the July meeting.</li> <li>• Ms. Altman will not be in attendance in the April meeting.</li> </ul>
UNFINISHED BUSINESS	
<p>Ms. Altman gave an overview of a more streamlined focused Strategic Plan before voting.</p> <p>Approve the 2022-2027 Strategic Plan as submitted:  <b>Motion: Janet Woody, Second by Gail Zwirner</b></p> <p><b>AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</b></p> <p><b>Advocacy:</b> Letters were mailed to Administration, Mayor’s Office, and Council members by Chair Yates and Vice Chair Peterson. The LBOT continued with a round table discussion on topics of timeline and engaging with their respective Councilmembers and Library Branch Managers in their districts. Vice Chair Peterson mentioned she would follow up with Mr. Sawyer to see where he was with Councilmember Robertson.</p> <p>Next Step: Vice Chair Peterson will summarize members’ input from today’s meeting then prepare a Summary Update for the March meeting. She asked members to come to the next meeting prepared with advice and ideas on how to proceed, as well as what is needed from Mr. Firestine, Chair Yates, and Vice Chair Peterson.</p>	
NEW BUSINESS	
<p>Materials Reconsideration Request Policy Review and Discussion – Vice Chair Peterson put this item forward after attending an ALA symposium on censorship. Based on the seminar, this is a topic RPL should be aware of and be ahead of with a strong policy.</p> <p>Mr. Firestine gave an overview that libraries are here to make information accessible, whether the information is liked or disliked. RPL currently has a strong Collection Development Policy. RPL Policies can be found: <a href="https://rvalibrary.org/about/library-policy/">https://rvalibrary.org/about/library-policy/</a>. Vice Chair Peterson asked Mr. Firestine to update the review date on the existing policy. Before changing the review date, Mr. Firestine asked members to also review the Policy. At that time, Vice Chair Peterson asked Ms. Woody and Ms. Altman to review the policy and report back at the next meeting.</p>	

There being no further business, the meeting was adjourned at 12:50pm by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, March 23, 2022, for a Regular Monthly Meeting at the Main Library located at 101 E. Franklin Street, Richmond, Virginia 23219.

Approved: \_\_\_\_\_  
 Mr. William Yates, Chair

Recorder: Gianna Pack, CAP  
 Senior Executive Assistant

## Director's Report

March 2022

### Director Activities:

Mar 1	Participate in the City of Richmond IJIA Implementation Taskforce Kickoff Meeting – Virtual
Mar 1	Greening Richmond Public Libraries Meeting – Virtual
Mar 2	Read Across America Day – Virtual
Mar 2	Foundation Executive Committee Meeting – Virtual
Mar 2	Sister City Zangzhou China Soom Meeting
Mar 2	Friends of the Library Board Meeting – Main Library
Mar 3	Art in the Library Discussion with Susan Glasser (PDR) and Ashley Kistler (VCU) – Virtual
Mar 4	Mayor Levar Stoney presents Budget to City Council – Virtual
Mar 8	Mayor's Press Release
Mar 8	Audit Committee Meeting – Virtual
Mar 9	Foundation Full Board Meeting – Virtual
Mar 9	Karl Patow's Art Opening – Main Library
Mar 14	Council Budget Work Session 2
Mar 15	Main Library Update with Councilmember Robertson – Virtual
Mar 16	RPLF: Messaging, the Foundation and the Library – with Jennifer Goins
Mar 16-17	Volunteered at the Broad Rock Branch Library Planting Trees
Mar 18	Volunteered at the North Avenue Branch Library Planting Trees
Mar 21	Council Budget Work Session 3
Mar 22	City Council and School Board Meeting – Main Library Auditorium
Mar 23	Personnel Discussion with Finance – Virtual
Mar 28	Council Budget Work Session and Informal Meeting – City Hall/Virtual
Mar 29	Human Services Equity Education Session #2 – Virtual
Mar 29	RVAH2O Stakeholder Meeting Spring 2022 – Virtual

### Hiring:

- March 2022 Hiring Update:
  - 0042 Library Technician – North Avenue Branch Library – Interview Process – 3/15-16/2022
  - 0039 Library Technician – West End Branch – Interview Process – 3/15-16/2022
  - 0127 Library Technician – Main Library – Interview Process – 3/15-16/2022
  - 0101 Library/Community Services Manager – Hull Street Branch – Posting Process 3/3/2022
  - 0096 Library/Community Services Manager – Main Library – Posting Process 3/3/2022
  - 0049 Library Technician, Senior – North Avenue Branch Library – Requisition in Process 3/9/2022
  - 0072 Library Associate – North Avenue Branch Library – Requisition in Process 3/9/2022
  - 0185 Library Technician (PTE) – Main Library – Frozen as of 9/10/2021
- Chris Sigle was promoted to FTE Library Technician, Senior at the Hull Street Branch Library on March 12.

**National Library Week:** National Library Week is April 3-9, 2022. This year's theme is "Connect with Your Library." In celebration of libraries, RPL will have a series of special programs and give out National Library Week themed swag such as bookmarks. Ripple will make an appearance at each Branch for a very special family storytime. In addition, staff has requested a proclamation from the Mayor's office to officially recognize Richmond's libraries that week.

**Greening Richmond Public Libraries:** Planting activities associated with the Greening Richmond Public Libraries initiative started on March 16. The weather was beautiful. The construction team, volunteers, staff and Ms. Woody had a wonderful time digging and planting.

The James River Association is recruiting volunteers to assist with tree, shrub, and perennial installation in March. To volunteer visit the registration webpage: <https://form.jotform.com/201872681453963>. Please share it with your networks of library users and supporters. They need all of the volunteer assistance they can get.



## Digital Services:

### Ask-A-Librarian (January 31 – February 28, 2022):

Questions via Chat	Questions via Text or Email	Total
5	49	54

### RPL @ Home Newsletter (January 31 – February 28, 2022):

Issue Date	Number of Subscribers	Grand Total of Emails Sent
No issues this month – Temporary Hiatus		

### Social Media (January 31 – February 28, 2022):

Platform	Followers (Jan 31)	Followers (Feb 328)	Net Trend	New Posts	Engagement Rate
Facebook	4,561	4,541	-20	42	4.75
Instagram	3,577	3,604	+27	32	6.58
Twitter	1,867	1,868	+1	42	1.40
YouTube	203	224	+21	8	1.5 K (views)

## Other New Digital Programs:

- Virtual Children Programs
  - Virtual Storytimes – 61
- Virtual Young Adult (Teen) Programs
  - TAG – 4
  - Teen Chess Group – 4
  - Theater Games & Improv – 12
- Virtual Adult Programs
  - Oliver W. Hill Book Club – Harriet Tubman Learning Center with Sheila Daniels – 14
  - How The Lee Monument Came Down – 50 live + 44 subsequent views
  - Gellman Streaming Concerts – 13 live stream viewers, more subsequent views

CIRCULATION FY22														
LOCATION	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Belmont	FY19	8,429	8,074	8,103	7,888	7,303	6,144	7,099	6,630	8,077	6,712	6,436	7,110	88,005
	FY20	7,451	7,560	7,207	7,097	5,795	5,963	6,495	6,449	3,028	11	6	1,044	58,106
	FY21	4,292	4,463	3,675	3,715	3,895	3,662	3,663	3,576	3,888	3,924	5,400	6,455	50,608
	FY22	10,105	7,973	7,528	7,249	7,173	6,764	7,283	7,235					61,310
Broad Rock	FY19	3,910	3,609	2,671	3,217	2,505	2,086	2,488	2,801	2,843	2,389	2,419	3,119	34,057
	FY20	3,652	3,036	2,939	2,998	2,323	2,389	2,331	2,347	1,166	5	10	291	23,487
	FY21	1,570	1,791	1,373	1,277	1,254	1,203	1,115	913	1,096	954	979	1,403	14,928
	FY22	2,105	2,733	2,315	2,073	1,945	1,579	1,545	1,502					15,797
East End	FY19	2,996	2,648	2,614	2,820	2,587	2,176	2,915	2,451	2,249	2,046	2,087	2,534	30,123
	FY20	2,696	2,663	2,476	2,574	2,020	2,240	2,219	2,431	1,061	15	0	381	20,776
	FY21	1,431	1,738	1,493	1,493	1,599	1,621	1,673	1,427	1,575	1,539	1,768	2,317	19,674
	FY22	2,519	2,799	3,073	3,039	3,149	2,993	3,230	2,928					23,730
Ginter Park	FY19	5,211	5,163	4,864	4,278	3,762	2,812	3,864	3,653	4,408	3,384	4,174	4,381	49,954
	FY20	4,397	4,580	4,030	3,823	3,332	3,021	3,599	3,327	1,690	0	0	736	32,535
	FY21	2,829	3,198	2,523	2,227	1,992	1,836	1,906	2,019	2,278	2,380	2,953	3,965	30,106
	FY22	4,175	4,452	4,292	3,990	3,754	3,074	3,671	3,585					30,993
Hull Street	FY19	2,010	2,305	3,323	1,844	1,838	1,852	2,287	1,870	1,854	1,828	1,976	2,026	25,013
	FY20	3,082	1,912	2,065	2,508	2,128	2,012	2,012	1,846	1,020	6	14	377	18,982
	FY21	873	1,231	916	1,231	1,135	1,108	1,254	825	1,368	1,432	1,555	1,481	14,409
	FY22	1,884	2,141	1,986	2,144	2,014	2,475	2,397	2,324					17,365
Main	FY19	8,719	8,877	8,655	9,774	9,099	8,202	9,418	8,749	9,621	9,177	8,795	9,300	108,386
	FY20	10,098	9,666	8,766	9,068	7,683	7,728	8,141	8,884	4,104	1,067	40	916	76,161
	FY21	4,804	4,167	3,259	3,252	3,164	3,266	2,909	2,750	3,071	3,714	4,652	5,589	44,597
	FY22	6,925	7,554	6,708	6,748	6,810	6,026	6,904	7,269					54,944



CIRCULATION FY22 (CONTINUED)														
LOCATION	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
North Avenue	FY19	2,979	2,493	2,709	2,918	2,390	2,059	2,604	2,264	2,367	2,887	2,243	2,657	30,570
	FY20	2,962	2,210	2,462	2,197	1,689	1,925	2,731	1,722	865	91	15	170	19,039
	FY21	692	820	695	526	750	891	689	566	870	1,345	2,007	1,878	11,729
	FY22	2,003	2,229	2,141	2,241	2,041	1,724	1,755	1,850					15,984
West End	FY19	11,660	11,438	10,076	10,172	8,539	7,313	9,145	7,434	9,007	8,380	8,746	9,681	111,591
	FY20	11,712	10,702	9,142	8,743	8,067	8,072	9,006	9,183	4,541	80	127	1,897	81,272
	FY21	6,888	6,701	5,819	5,107	5,039	5,639	5,192	4,873	5,769	6,685	9,084	10,859	77,655
	FY22	12,036	12,125	11,087	10,998	9,998	9,073	10,369	10,305					85,991
Westover Hills	FY19	8,071	7,787	7,566	7,102	6,120	5,364	7,072	6,155	6,511	6,120	5,793	6,435	80,096
	FY20	7,419	7,175	5,888	6,137	5,631	5,376	6,043	6,342	2,946	70	8	1,561	54,596
	FY21	5,425	6,884	5,627	5,513	4,323	4,315	4,074	4,151	4,815	4,246	4,702	6,244	60,319
	FY22	7,604	8,163	7,214	8,653	7,649	6,836	7,650	6,983					60,752
E-Content	FY19	5,985	6,407	5,683	5,581	5,278	5,874	6,375	5,874	6,532	6,132	6,424	6,798	72,943
	FY20	7,526	7,283	6,250	5,145	4,926	5,365	6,125	5,380	6,643	9,558	11,344	10,649	86,194
	FY21	12,811	12,564	11,976	11,413	10,990	13,742	14,912	15,034	15,990	12,429	12,782	12,108	156,751
	FY22	12,630	13,139	11,175	10,431	11,019	11,061	13,230	11,146					93,831
TOTALS	FY19	59,970	58,801	56,264	5,594	49,421	43,882	53,267	47,881	53,469	49,055	49,093	54,041	630,738
	FY20	60,995	56,787	51,225	50,290	43,594	44,091	48,702	47,911	27,064	10,903	11,564	18,022	471,148
	FY21	41,615	43,557	37,356	35,754	34,141	37,283	37,387	36,134	40,720	38,648	45,882	52,299	480,776
	FY22	61,986	63,308	57,519	57,566	55,552	51,605	58,034	55,127					460,697

PROGRAMS FY2022	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL FY22	TOTAL FY21
<b>Belmont</b>														
Adult Programs	0	1	1	1	1	0	0	0					4	1
Adult Attend	0	4	4	4	4	0	0	0					16	38
Young Adult Programs	0	0	0	0	0	0	0	0					0	0
Young Adult Attend	0	0	0	0	0	0	0	0					0	0
Juvenile Programs	1	0	0	0	0	0	0	0					1	1
Juvenile Attend	7	0	0	0	0	0	0	0					7	0
<b>Total Attend</b>	<b>7</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23</b>	<b>38</b>
<b>Total Programs</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>2</b>
<b>Broad Rock</b>														
Adult Programs	2	2	0	0	3	0	0	0					7	1
Adult Attend	68	51	0	0	3	0	0	0					122	53
Young Adult Programs	0	0	0	0	0	0	0	0					0	0
Young Adult Attend	0	0	0	0	0	0	0	0					0	0
Juvenile Programs	4	1	3	5	1	0	0	0					14	9
Juvenile Attend	55	6	14	12	3	0	0	0					90	84
<b>Total Attend</b>	<b>123</b>	<b>57</b>	<b>14</b>	<b>12</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>212</b>	<b>137</b>
<b>Total Programs</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>5</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>10</b>
<b>East End</b>														
Adult Programs	0	6	5	0	14	7	2	8					42	2
Adult Attend	0	102	34	0	114	30	35	34					349	35
Young Adult Programs	4	5	2	2	3	4	3	3					26	3
Young Adult Attend	37	71	18	12	49	54	41	45					327	10
Juvenile Programs	7	5	4	3	4	5	5	4					37	5
Juvenile Attend	40	104	43	46	24	40	49	58					404	23
<b>Total Attend</b>	<b>77</b>	<b>277</b>	<b>95</b>	<b>58</b>	<b>187</b>	<b>124</b>	<b>125</b>	<b>137</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,080</b>	<b>68</b>
<b>Total Programs</b>	<b>11</b>	<b>16</b>	<b>11</b>	<b>5</b>	<b>21</b>	<b>16</b>	<b>10</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>105</b>	<b>10</b>

<b>PROGRAMS FY2022 (CONTINUED)</b>	<b>Jul-21</b>	<b>Aug-21</b>	<b>Sep-21</b>	<b>Oct-21</b>	<b>Nov-21</b>	<b>Dec-21</b>	<b>Jan-22</b>	<b>Feb-22</b>	<b>Mar-22</b>	<b>Apr-22</b>	<b>May-22</b>	<b>Jun-22</b>	<b>TOTAL FY22</b>	<b>TOTAL FY21</b>
<b>Ginter Park</b>														
Adult Programs	0	0	0	0	0	0	0	0					0	0
Adult Attend	0	0	0	0	0	0	0	0					0	0
Young Adult Programs	0	0	0	0	0	0	0	0					0	0
Young Adult Attend	0	0	0	0	0	0	0	0					0	0
Juvenile Programs	5	3	2	3	2	1	4	0					20	2
Juvenile Attend	20	0	2	3	6	2	15	0					48	8
<b>Total Attend</b>	<b>20</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>6</b>	<b>2</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>48</b>	<b>8</b>
<b>Total Programs</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>2</b>
<b>Hull Street</b>														
Adult Programs	0	0	0	0	0	0	0	0					0	0
Adult Attend	0	0	0	0	0	0	0	0					0	0
Young Adult Programs	0	0	0	0	0	0	0	0					0	0
Young Adult Attend	0	0	0	0	0	0	0	0					0	0
Juvenile Programs	3	1	0	0	0	0	0	0					4	16
Juvenile Attend	21	17	0	0	0	0	0	0					38	137
<b>Total Attend</b>	<b>21</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>137</b>
<b>Total Programs</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>16</b>
<b>Main</b>														
Adult Programs	5	6	10	7	6	6	3	5					48	6
Adult Attend	652	53	382	197	234	119	155	251					2,043	34
Young Adult Programs	1	1	1	1	1	0	2	3					10	2
Young Adult Attend	4	0	5	7	2	0	4	12					34	27
Juvenile Programs	3	5	9	13	11	12	7	16					76	2
Juvenile Attend	29	81	81	145	153	242	110	238					1,079	17
<b>Total Attend</b>	<b>685</b>	<b>134</b>	<b>468</b>	<b>349</b>	<b>389</b>	<b>361</b>	<b>269</b>	<b>501</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,156</b>	<b>78</b>
<b>Total Programs</b>	<b>9</b>	<b>12</b>	<b>20</b>	<b>21</b>	<b>18</b>	<b>18</b>	<b>12</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>134</b>	<b>10</b>

<b>PROGRAMS FY2022 (CONTINUED)</b>	<b>Jul-21</b>	<b>Aug-21</b>	<b>Sep-21</b>	<b>Oct-21</b>	<b>Nov-21</b>	<b>Dec-21</b>	<b>Jan-22</b>	<b>Feb-22</b>	<b>Mar-22</b>	<b>Apr-22</b>	<b>May-22</b>	<b>Jun-22</b>	<b>TOTAL FY22</b>	<b>TOTAL FY21</b>
<b>North Avenue</b>														
Adult Programs	6	4	5	4	4	4	3	4					34	8
Adult Attend	25	29	45	115	55	268	8	36					581	273
Young Adult Programs	2	1	1	1	1	0	1	1					8	17
Young Adult Attend	8	6	20	12	6	0	10	10					72	102
Juvenile Programs	3	0	1	1	1	1	0	1					8	0
Juvenile Attend	25	0	45	50	22	7	0	24					173	0
<b>Total Attend</b>	<b>58</b>	<b>35</b>	<b>110</b>	<b>177</b>	<b>83</b>	<b>275</b>	<b>18</b>	<b>70</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>826</b>	<b>375</b>
<b>Total Programs</b>	<b>11</b>	<b>5</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>25</b>
<b>West End</b>														
Adult Programs	1	3	1	3	5	3	0	0					16	7
Adult Attend	8	59	20	19	34	12	0	0					152	51
Young Adult Programs	1	1	1	0	0	0	0	0					3	1
Young Adult Attend	7	3	10	0	0	0	0	0					20	8
Juvenile Programs	11	9	11	10	9	9	11	12					82	10
Juvenile Attend	133	147	120	110	46	12	47	74					689	215
<b>Total Attend</b>	<b>148</b>	<b>209</b>	<b>150</b>	<b>129</b>	<b>80</b>	<b>24</b>	<b>47</b>	<b>74</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>861</b>	<b>274</b>
<b>Total Programs</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>14</b>	<b>12</b>	<b>11</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>101</b>	<b>18</b>
<b>Westover Hills</b>														
Adult Programs	1	2	3	2	3	2	1	3					17	2
Adult Attend	3	10	25	8	28	3	3	23					103	11
Young Adult Programs	0	0	0	1	1	1	1	1					5	0
Young Adult Attend	0	0	0	15	15	15	6	12					63	0
Juvenile Programs	3	5	3	4	4	6	2	2					29	5
Juvenile Attend	71	248	143	131	134	268	61	36					1,092	386
<b>Total Attend</b>	<b>74</b>	<b>258</b>	<b>168</b>	<b>154</b>	<b>177</b>	<b>286</b>	<b>70</b>	<b>71</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,258</b>	<b>397</b>
<b>Total Programs</b>	<b>4</b>	<b>7</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51</b>	<b>7</b>
<b>Grand Total Attend</b>	<b>1,213</b>	<b>991</b>	<b>1,011</b>	<b>886</b>	<b>932</b>	<b>1,072</b>	<b>544</b>	<b>853</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,502</b>	<b>1,512</b>
<b>Grand Total Programs</b>	<b>63</b>	<b>61</b>	<b>63</b>	<b>61</b>	<b>74</b>	<b>61</b>	<b>45</b>	<b>63</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>491</b>	<b>100</b>

<b>DOOR COUNT FY2022</b>	<b>Jul-21</b>	<b>Aug-21</b>	<b>Sep-21</b>	<b>Oct-21</b>	<b>Nov-21</b>	<b>Dec-21</b>	<b>Jan-22</b>	<b>Feb-22</b>	<b>Mar-22</b>	<b>Apr-22</b>	<b>May-22</b>	<b>Jun-22</b>	<b>TOTAL</b>
Belmont	3,415	3,785	3,820	3,494	3,295	3,981	3,703	3,454					28,947
Broad Rock	2,721	3,917	2,834	2,868	2,101	1,871	1,869	2,569					20,750
East End	2,719	2,531	2,583	2,737	2,319	2,357	2,440	2,438					20,124
Ginter Park	2,237	2,820	2,985	2,875	2,407	3,005	3,210	3,302					22,841
Hull Street	2,636	2,351	2,439	2,421	2,395	2,690	2,927	3,087					20,946
Main	6,480	7,114	6,412	6,537	6,328	6,333	5,647	6,555					51,406
North Avenue	3,104	3,228	2,782	3,680	5,573	6,248	5,857	3,341					33,813
West End	3,040	2,373	2,751	2,645	2,301	2,188	2,468	2,414					20,180
Westover Hills	4,333	4,500	6,096	7,771	7,800	7,043	8,878	394					46,815
<b>TOTALS FY22:</b>	<b>30,685</b>	<b>32,619</b>	<b>32,702</b>	<b>35,028</b>	<b>34,519</b>	<b>35,716</b>	<b>36,999</b>	<b>27,554</b>					<b>265,822</b>
<b>TOTALS FY21:</b>	<b>15,077</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17,689</b>	<b>15,223</b>	<b>23,380</b>	<b>74,369</b>
<b>TOTALS FY20:</b>	<b>81,759</b>	<b>79,026</b>	<b>71,250</b>	<b>70,158</b>	<b>57,245</b>	<b>52,729</b>	<b>62,154</b>	<b>64,890</b>	<b>30,917</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>570,128</b>

NOTE(S): Westover Hills Branch Library received a new Door Counter in October 2021. Numbers are skewed.

COVID-19 Impact. Door Count is specific only to when libraries are open to the public. RPL reopened to the public on April 5, 2021 moving towards expanding services.

<b>COMPUTER USE FY2022</b>	<b>Jul-21</b>	<b>Aug-21</b>	<b>Sep-21</b>	<b>Oct-21</b>	<b>Nov-21</b>	<b>Dec-21</b>	<b>Jan-22</b>	<b>Feb-22</b>	<b>Mar-22</b>	<b>Apr-22</b>	<b>May-22</b>	<b>Jun-22</b>	<b>TOTAL</b>
Belmont Workstation	455	488	603	539	474	546	592	518					4,215
WIFI	310	18	222	395	249	252	237	225					1,908
Broad Rock Workstation	550	316	591	713	567	469	539	531					4,276
WIFI	189	0	201	238	102	116	178	89					1,113
East End Workstation	576	599	0*	775	415	466	593	561					3,985
WIFI	158	0	175	272	249	253	315	221					1,643
Ginter Park Workstation	425	433	470	464	368	361	440	516					3,477
WIFI	285	190	136	216	208	187	268	196					1,686
Hull Street Workstation	437	549	452	588	441	509	478	449					3,903
WIFI	262	241	232	323	182	202	310	138					1,890
Main Workstation	1,125	1,286	1,182	1,355	1,085	1,072	1,152	1,132					9,389
WIFI	1,081	1,672	959	1,508	1,382	1,212	1,708	1,298					10,820
North Avenue Workstation	526	666	525	559	468	444	444	506					4,138
WIFI	139	0	288	456	258	318	284	174					1,917
West End Workstation	336	326	366	354	289	220	327	292					2,510
WIFI	219	8	287	607	318	306	208	217					2,170
Westover Hills Workstation	461	507	534	513	408	397	418	474					3,712
WIFI	334	154	261	317	243	253	218	509					2,289
<b>TOTALS FY22:</b>	<b>7,868</b>	<b>7,453</b>	<b>7,484</b>	<b>10,192</b>	<b>7,706</b>	<b>7,583</b>	<b>8,709</b>	<b>8,046</b>					<b>65,041</b>
TOTALS FY21:	6,529	1,836	2,417	2,660	2,907	2,853	2,116	1,842	2,413	3,544	4,354	6,353	39,824
TOTALS FY20:	28,117	28,674	26,036	27,447	21,130	22,167	25,353	25,300	12,723	1,500	792	1,612	220,851

NOTE(S):     September 2021 Report: East End's computer was down and could not get obtain stats.

August 2021 Report: Broad Rock, East End, and North Avenue Branches were effected by a glitch in the DIT system where WIFI totals could not be captured in this report.

TECHNICAL SERVICES - ITEMS BY LOCATION										
FY2022	Belmont	Broad Rock	East End	Ginter Park	Hull Street	MAIN	North Avenue	West End	Westover Hills	OverDrive
Jul-21	229	124	179	139	132	392	125	245	189	80
Aug-21	263	172	151	156	142	297	131	327	221	223
Sep-21	193	120	110	102	107	262	84	228	157	75
Oct-21	110	66	83	69	98	182	64	145	89	322
Nov-21	139	78	87	77	85	183	67	175	90	191
Dec-21	272	163	162	172	145	282	137	286	231	634
Jan-22	198	174	116	145	96	198	115	292	187	55
Feb-22	181	165	123	134	116	333	99	268	189	5
Mar-22										
Apr-22										
May-22										
Jun-22										
Branch Total FY22:	1,585	1,062	1,011	994	921	2,129	822	1,966	1,353	1,585
Branch Total FY21:	2,800	1,659	1,765	1,822	1,466	4,525	1,443	3,393	2,377	3,156
Average:	198	133	126	124	115	266	103	246	169	198

NEW PATRON CARDS													
FY2022	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Belmont	114	134	99	82	71	76	118	90					784
Broad Rock	45	61	52	54	61	92	34	52					451
East End	47	48	61	100	49	32	61	50					448
Ginter Park	28	37	41	35	13	21	29	38					242
Hull Street	70	60	48	65	53	42	61	60					459
Main	217	237	240	541	392	162	237	149					2,175
North Avenue	63	50	48	48	29	30	26	32					326
West End	75	85	72	82	34	52	55	52					507
Westover Hills	79	78	84	95	70	47	70	64					587
Online Reg E-Card	317	428	319	365	300	325	518	397					2,969
Total FY22:	1,055	1,218	1,064	1,467	1,072	879	1,209	984	-	-	-	-	8,948
Total FY21:	648	464	717	455	392	423	395	420	432	594	758	988	6,686

Richmond Public Library  
FY22 Operating Budget  
as of Feb 28, 2022

ACCOUNT	DESCRIPTION	Budget	Actual and Encumbered 31-Jan-22	% Spent	Balance Available 31-Jan-22
60000	SALARIES - FULL TIME	\$ 2,803,989	\$ 1,791,370	63.9%	\$ 1,012,619
61000	SALARIES - PART TIME	\$ 177,086	\$ 96,287	54.4%	\$ 80,799
62000	SALARIES - TEMPORARY	\$ 10,000	\$ 9,097	0.0%	\$ 903
63000	FICA	\$ 185,446	\$ 124,316	67.0%	\$ 61,130
63001	RET CON RSRs	\$ 653,698	\$ 473,896	72.5%	\$ 179,802
63002	MEDCARE FICA	\$ 43,370	\$ 29,074	67.0%	\$ 14,296
63003	GROUP LIFE	\$ 17,471	\$ 11,799	67.5%	\$ 5,672
63006	H/C ACT TEMP	\$ 589,620	\$ 354,353	60.1%	\$ 235,267
63008	STATE UNEMPLOYMENT	\$ -	\$ 259	0.0%	\$ (259)
63011	HEALTH SAVINGS	\$ -	\$ 6,188	0.0%	\$ (6,188)
64104	EDUCATION PAY	\$ -	\$ 21,960	0.0%	\$ (21,960)
64105	BONUS PAY	\$ -	\$ 167,040	0.0%	\$ (167,040)
64110	VRIP INCENTIVE	\$ -	\$ -	0.0%	\$ -
	<b>Personnel Expenses</b>	<b>\$ 4,480,680</b>	<b>\$ 3,085,638</b>	<b>68.9%</b>	<b>\$ 1,395,041</b>
71141	BOOKS	\$ 519,105	\$ 245,309	47.3%	\$ 273,796
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 2,456	\$ 600	24.4%	\$ 1,856
72122	MAGS & NEWSPAPER	\$ 29,277	\$ (2,688)	-9.2%	\$ 31,965
	<b>Collection Development</b>	<b>\$ 550,838</b>	<b>\$ 243,221</b>	<b>44.2%</b>	<b>\$ 307,617</b>
70131	ADVERTISING	\$ 2,297	\$ 2,004	87.2%	\$ 293
70161	PLANNING MGMT SERVICES	\$ 223,055	\$ 168,353	75.5%	\$ 54,702
70218	VEHICLE REPAIR	\$ 2,650	\$ 335	12.6%	\$ 2,315
70412	TRANSPORTATION	\$ -	\$ 700	0.0%	\$ (700)
70311	PRINTED SUPPLIES	\$ 3,000	\$ -	0.0%	\$ 3,000
70413	MILEAGE ALLOWANCE	\$ 2,263	\$ -	0.0%	\$ 2,263
70551	SECURITY	\$ 446,373	\$ 392,368	87.9%	\$ 54,006
70552	CONTRACT AND TEMP PERSONNEL	\$ 22,000	\$ 32,210	146.4%	\$ (10,210)
71012	OFFICE STATIONARY SUPPLIES	\$ 3,047	\$ 2,653	87.1%	\$ 394
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 19,220	\$ (635)	-3.3%	\$ 19,855
72113	POSTAGE	\$ 4,456	\$ 36	0.8%	\$ 4,420
72121	CONFERENCES & CON	\$ -	\$ -	0.0%	\$ -
72123	MEMBERSHIP DUES	\$ 677	\$ 8,471	1251.3%	\$ (7,794)
72124	TRAINING	\$ 297	\$ 20	6.7%	\$ 277
72131	COMPUTER SUPPLIES	\$ 25,662	\$ 3,904	15.2%	\$ 21,758
72153	EQUIPMENT	\$ 12,200	\$ 4,356	0.0%	\$ 7,844
73104	BANK FEES	\$ -	\$ 3,045	0.0%	\$ (3,045)
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
77103	FUEL-D/O VEHICLE	\$ 1,921	\$ 931	48.5%	\$ 990
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 288	58.4%	\$ 205
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
77501	DIT CHARGES	\$ -	\$ 965	0.0%	\$ (965)
80001	DEPRECIATION	\$ -	\$ -	0.0%	\$ -
80004	BUILDINGS & STR	\$ -	\$ -	0.0%	\$ -
80006	EQUIPMENT & OFFICE MAINTENANCE	\$ 7,160	\$ -	0.0%	\$ 7,160
80007	VEHICLE EXPENSES	\$ -	\$ -	0.0%	\$ -
95002	OPERATING TRANS	\$ -	\$ -	0.0%	\$ -
	<b>Other Expenses</b>	<b>\$ 776,771</b>	<b>\$ 620,003</b>	<b>79.8%</b>	<b>\$ 156,768</b>
	<b>TOTAL GENERAL FUND</b>	<b>\$ 5,808,289</b>	<b>\$ 3,948,862</b>	<b>68.0%</b>	<b>\$ 1,859,427</b>



# **RICHMOND PUBLIC LIBRARIES - General Fund Budget**

## Monthly Budget Report

February 28, 2022

<b><u>General Fund Revenue</u></b>	<b><u>FY2020-21 Budget</u></b>	<b><u>FY2020-21 Actual YTD</u></b>	<b><u>% Recognized</u></b>	<b><u>Unrecognized</u></b>
Lost and Damage Books	\$ 21,782	\$ 3,582	16%	\$ 18,200
Overdue Book Fines	\$ 66,121	\$ -	0%	\$ 66,121
Reservation - Book Records	\$ 500	\$ 150	30%	\$ 350
Room Rental Fees	\$ 300	\$ -	0%	\$ 300
Sales Copy Centers	\$ 17,476	\$ 5,826	33%	\$ 11,650
State Library Aide	\$ 170,000	\$ -	0%	\$ 170,000
	<u>\$ 276,179</u>	<u>\$ 9,559</u>	<u>3%</u>	<u>\$ 266,620</u>

### **General Fund Operating**

	<b><u>FY2021-22 Budget</u></b>	<b><u>FY2021-22 Actual YTD</u></b>	<b><u>% Expended</u></b>	<b><u>Unobligated</u></b>
Personnel	\$ 2,991,075	\$ 2,085,754	70%	\$ 905,321
Fringes	\$ 1,489,605	\$ 999,884	67%	\$ 489,721
Books/Materials	\$ 550,838	\$ 243,221	44%	\$ 307,617
Operating Expenses	\$ 776,771	\$ 620,003	80%	\$ 156,768
<b>Total</b>	<b>\$ 5,808,289</b>	<b>\$ 3,948,862</b>	<b>68%</b>	<b>\$ 1,859,427</b>

**Encumbrances YTD**

**\$ 202,559**

### **RICHMOND PUBLIC LIBRARIES - Special Fund Budget**

<b><u>Special Fund Revenue</u></b>	<b><u>FY2021-22 Anticipated</u></b>	<b><u>FY2021-22 Actual YTD</u></b>	<b><u>% Recognized</u></b>	<b><u>Unrecognized</u></b>
00314 - Gift to the Library	\$ -	\$ 39,499	0%	\$ (39,499)
00308 - Verizon E-Rate Grant	\$ 65,000	\$ 231,676	356%	\$ (166,676)
00309 - Public Law Library	\$ 229,000	\$ 75,608.00	33%	\$ 153,392
00311 - Gates Foundation	\$ -	\$ 25,359	0%	\$ (25,359)
00312 - RPL Foundation	\$ -	\$ 3,131	0%	\$ (3,131)
00313 - Friends of the RPL	\$ 25,000	\$ -	0%	\$ 25,000
00000 - Grade Level Reading	\$ 20,000	\$ -	0%	\$ 20,000
	<u>\$ 339,000</u>	<u>\$ 375,273</u>	<u>111%</u>	<u>\$ (36,273)</u>

<b><u>Special Fund Expenditures</u></b>	<b><u>FY21 Rollover &amp; FY22 Receipts</u></b>	<b><u>FY2021-22 Actual YTD</u></b>	<b><u>% Expended</u></b>	<b><u>Unobligated</u></b>
00314 - Gift to the Library	\$ 159,383	\$ 1,481	1%	\$ 157,902
00308 - Verizon E-Rate Grant	\$ (53,923)	\$ (154,033)	286%	\$ 100,110
00309 - Public Law Library	\$ (136,893)	\$ 184,708	-135%	\$ (321,601)
Personnel		\$ 38,842		
Fringes		\$ 11,342		
Books/Materials		\$ 134,834		
Operating Expenses		\$ (310)		
00311 - Gates Foundation	\$ 37,935	\$ 39,655	105%	\$ (1,720)
00312 - RPL Foundation	\$ (92,467)	\$ 21,854	-24%	\$ (114,321)
00313 - Friends of the RPL	\$ 40,086	\$ (2,557)	-6%	\$ 42,643
	<u>\$ (45,879)</u>	<u>\$ 51,453</u>	<u>-112%</u>	<u>\$ (136,987)</u>

**Encumbrances YTD**

**\$ 174,786**

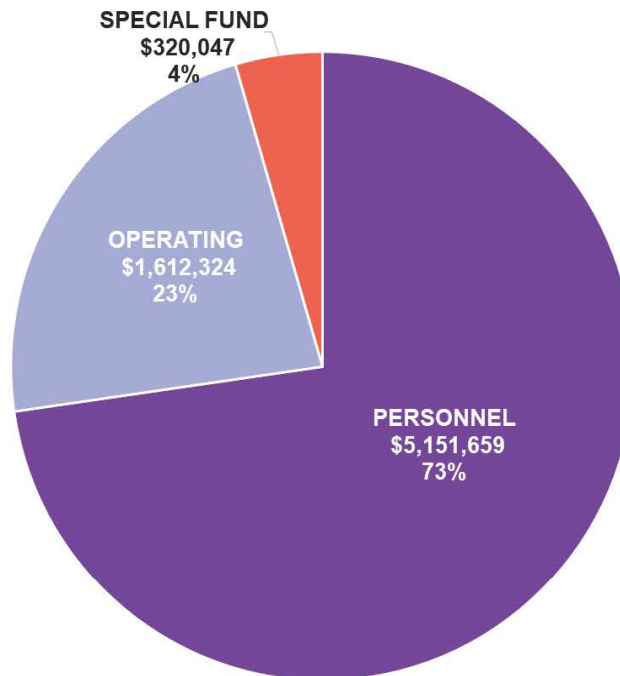
Richmond Public Library  
Foundation, Friends, Groups and Individual Donations  
FY 2022

Consent Agenda: Deposited Gifts Over \$100 Shown  
as of March 23, 2022

Date of Check	Donor Name	Current Month Amount	Purpose/Location	YTD Account Balance		
				Gift	Foundation	Friends
16-Feb-22	Rev. Tad de Bordenave	\$ 100.00	Art Committee	\$ 100.00		
	<b>Monthly Total</b>	<b>\$ 100.00</b>				
	<b>YTD Total</b>	<b>\$ 3,496.98</b>	<b>Year To Date Total</b>	<b>\$ 370.00</b>	<b>\$ 3,126.98</b>	<b>\$ -</b>

## RICHMOND PUBLIC LIBRARIES

### FY 2023 TOTAL PROPOSED BUDGET



### DEPARTMENT FISCAL SUMMARY – LIBRARY\*

Budget Summary	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed
Personnel Services	\$4,648,618	\$4,498,640	\$4,480,680	\$5,151,659
Operating	1,471,837	1,125,502	1,175,779	1,612,324
Total General Fund	\$6,120,455	\$5,624,142	\$5,656,459	\$6,763,983
Special Fund	473,811	523,360	339,000	320,047
Total Agency Summary	\$6,594,266	\$6,147,502	\$5,995,459	\$7,084,030
Per Capita	\$29.06	\$26.64	\$26.17	\$31.26
*Total Staffing	84.00	89.50	88.50	67.00

\*See Personnel Complement/Position Control table for detailed personnel including General Fund, Special Fund, Capital Improvement Program, and Other Funds, if applicable to Agency. The FY 2023 total staffing includes funded positions only, a change from the FY 2022.

Richmond City Council's Fiscal Year 2023 Richmond Government Budget Establishment Meeting Schedule, which is subject to updates, is as follows:

**Richmond City Council  
Fiscal Year 2023 Richmond Government Budget Establishment Meetings Schedule  
(Updated 3.8.2022)**

- **Mon., February 28, 2022: 1:00-3:30 p.m.**  
Council **Budget** Work Session #1  
Discussion of Operating Budget Priorities - Council & Staff  
Discussion of CIP Priorities - Council & Staff
- **Fri., March 4, 2022: 3:00 p.m.**  
Council Special Meeting: DEADLINE: Mayor submits proposed  
Richmond Govt. Budget to Richmond City Council
- **Mon., March 14, 2022; 1:00-3:00 p.m.**  
Council **Budget** Work Session #2  
Mayor's Proposed Budget Overview - Jason May  
Richmond Public Schools PS Budget Overview - Jason Kamras
- **Mon., March 21, 2022; 1:00-3:00 p.m.**  
Council **Budget** Work Session #3  
Analysis of Mayor's Proposed Operating Budget - Council Staff
- **Mon., March 28, 2022: 1:00-3:00 p.m. (meeting not moved to 4.11.2022)**  
Council **Budget** Work Session #4  
Analysis of Mayor's Proposed Operating Budget - Council Staff
- ~~**Mon., March 28, 2022: 6:00-8:00 p.m. (moved to 4.11.2022 on 3.7.2022)**~~  
~~Council **Budget** Public Hearing - Fiscal Year 2022 Richmond Government Budget~~
- **Fri., April 1, 2022; 1:00-4:00 p.m.**  
Council **Operating** Budget Amendment Work Session 1
- **Mon., April 4, 2022: 1:00-3:00 p.m.**  
Council **Budget** Work Session #5  
Analysis of Mayor's Proposed Capital Budget - Council Staff
- **Mon., April 11, 2022; 1:00-3:00 p.m.**  
Council **Operating** Budget Amendment Work Session 2
- **Mon., April 11, 2022: 6:00-8:00 p.m. (moved from 3.28.2022 on 3.7.2022)**  
Council **Budget** Public Hearing - Fiscal Year 2022 Richmond Government Budget
- **Wed. April 13, 2022; 1:00-4:00 p.m.**  
Council **Operating** Budget Amendment Work Session 3

- **Mon., April 18, 2022: 1:00-3:00 p.m.**  
Council **Capital** Budget Amendment Work Session 1
- **Wed., April 20, 2022: 1:00-4:00 p.m.**  
Council **Capital** Budget Amendment Work Session 2
- **Mon., April 25, 2022: 6:00-8:00 p.m.**  
Introduce **Budget** Amendments (During Council Formal Meeting)
- **Mon., May 2, 2022; 6:00-8:00 p.m.**  
Council **Budget** Public Hearing  
**Richmond City Council Establishes Official FY 2023 Richmond Govt. Budget**  
Richmond Government Budget includes amendments; Operating Budget: General Fund, Special Funds, Enterprise Funds, Internal Service Funds, Federal, and State funds; Richmond Capital Improvement Plan; and funds provided to Richmond Public Schools.
- **Sun., May 15, 2022**  
DEADLINE: Council must adopt Schools budget by May 15, or within 30 days of Receipt of state school funding estimates to localities (whichever later) , per Virginia Code of Laws: Title 22.1. Education; Chapter 8. Article 1; §22. 1-93.
- **Tues., May 31, 2022**  
DEADLINE: Council must establish the Richmond Government Budget by May 31 each year, per Richmond City Charter: Chapter 6. Budgets.
- **Fri., July 1, 2022**  
Fiscal Year 2023 Richmond Government Budget begins

***NOTE: Schedule subject to updates and budget items/questions/ discussions may also take part in other public Council meetings.***

Continuing its ongoing commitment to transparency, the Richmond City Council Richmond Government Budget Establishment process provides Richmond residents opportunity for engagement, awareness, involvement, comment, and input.

Meetings agendas, instructions [livestream](#), and archives are available via the Council website, at <https://richmondva.legistar.com/Calendar.aspx>. To access [livestream](#) broadcasts, click the "In Progress" link, in the far right hand column entitled, "Video".

Richmond Public Library (RPL) Board of Trustees: Advocacy Plan Update  
March 8, 2022

**Activities to Date:**

During January and February, the Library Board of Trustees (LBOT) engaged both the city administration and the Council with their urgent request for increased funding for the Library. On the city front, Library Director Scott Firestine arranged a Zoom meeting with CAO Lincoln Saunders for Chair Bill Yates and Vice Chair Chris Peterson. This was followed by letters from Ms. Peterson to Mayor Stoney, DCAO Reginald Gordon, and CAO Saunders. Chair Yates sent letters to Mayor Stoney, DCAO Gordon, CAO Saunders, and all Council members. Many of the LBOTs were able to talk with their assigned Council members or approach them through trusted intermediaries. They found the cheat sheet and prep conversations during board meetings and with RPL branch managers helpful.

On February 28, there was a pop-up Council meeting on the budget. Four Council members clearly and firmly said there must be a \$500K increase in the RPL budget. We owe Katherine Jordan, Ann-Frances Lambert, Cynthia Newbille, and Reva Trammell enthusiastic thank you's. This is what turned the tide. When Mayor Stoney unveiled his budget on March 4, the RPL budget went from \$5.6M (this fiscal year) to a proposed \$6.76M (for next fiscal year). We have halted the annual budget cuts and have for the first time in a while gotten an increase. But there is more work to do.

**Preparation for Next Board Meeting (Wednesday, March 23):**

- Mr. Firestine will review what the proposed budget could accomplish and what additional funds would be used for
- LBOT to discuss holding the line or asking for increased funds
- LBOT to determine course of actions until the end of May when budget is passed

**Richmond Public Library (RPL)  
Draft Action Plan: Richmond City Council Update**

**1st Voter District: LBOT Bill Yates**

**Councilmember Andreas D. Addison**

804.646.5935 (office) / [andreas.addison@rva.gov](mailto:andreas.addison@rva.gov)

Liaison: Whitney Brown, [whitney.brown@rva.gov](mailto:whitney.brown@rva.gov)

**February Update:** N/A

*RPL Library in 1st District: West End Library*

**2nd Voter District: LBOT Gail Zwirner w/support from Chris Peterson**

**Councilmember Katherine L. Jordan**

804.646.6532 (office) / [katherine.jordan@rva.gov](mailto:katherine.jordan@rva.gov)

Liaison: Sven Philipsen, [sven.philipsen@rva.gov](mailto:sven.philipsen@rva.gov)

**March 4 Update:** Both Ms. Zwirner and Vice Chair Peterson send Councilmember Jordan a thank you email. She responds immediately.

**February 28 Update:** Councilmember Jordan supports Library increase at City Council Budget Work Session #1.

**February 7, 2022 Update:** Ms. Zwirner outlined the focus of the conversation – budget. She explained the importance of literacy, hours, and lifelong learning. Councilmember Jordan is a solid library lover even though she does not have a library in her district. She gave us the following advice:

Right now LBOTs should be directing efforts towards the City of Richmond Administration. This is urgent timing. Flooding the Mayor's office and CAO's office with emails supporting the library is a key. Those emails should not be generic. Instead, each should emphasize specific programs, resources, or services that are important to that resident. Reinforcing what the library does beyond books and the impact on those that live in Richmond is vital. Councilmember Jordan mentioned this is the time to engage all our friends. It may also be helpful to talk with all the heads of Richmond Departments especially the Office of Community Wealth.

Next Councilmember Jordan suggested the Library Director double check that the ARPA money going to Community Centers is fixed. There may be some flexibility and perhaps some could be diverted to RPL. She did a shout out to Director of Parks and Recreations Christopher Frelke. Mr. Frelke has impressed the entire Council.

Finally if the LBOT fail getting Administration to have an increased budget – they should continue working on Councilmembers. The same techniques – email each Councilmember, identifying the district the person lives in, and a specific thing they think is important about the library (should be employed). Councilmember Jordan plans on being supportive, but the President and Vice President of Council are major players and the LBOTs need to direct their attention to them. She asked that to be kept informed and when possible, attend her Community meetings.

*No Library in the 2nd District.*

### **3rd Voter District: LBOT Barbara Burton**

#### **Councilmember Ann-Frances Lambert**

804.646.6055 (office) / [ann-frances.lambert@rva.gov](mailto:ann-frances.lambert@rva.gov)

Liaison: Kiya A. Stokes, [kiya.stokes@rva.gov](mailto:kiya.stokes@rva.gov)

Emailed for community schedule 1/7

**February 28 Update:** Councilmember Lambert supports Library increase at the City Council Budget Work Session #1.

**February 15 Update:** Ms. Burton met with Councilmember Lambert and her liaison Kiya Stokes on yesterday with Library/Community Services Manager Dianne Wilmore at the North Avenue Branch Library. Councilmember Lambert was very supportive of our cause. When talking about access and staff retention she wholeheartedly is our supporter.

This is only Councilmember Lambert's second budget cycle. Her suggestion was to have the Library Director meet with the mayor as early as possible in September/October to present RPL's needs for increased funding. Because we were late in our outreach, she also suggested reaching out to Council President Dr. Newbille as our ally to assist with a letter and have a face-to-face meeting. Council President Dr. Newbille was backing the role the library has played in supporting classroom learning with after school services.

Ms. Burton shared the role staff has played in preparing adult user in learning and sharpening computer skills. The effect of trained staff leaving for better paying jobs in surrounding counties. Having Ms. Wilmore with me was a plus she came later, but the Mayor had recognized her work with the homeless and this was also a concern of Councilmember Lambert. Ms. Burton sent an email thanking her for both her time and support.

*RPL Library in 3rd District:* Ginter Park Branch Library and North Avenue Branch Library (shared with 5th District)



#### **4th Voter District: LBOT Janet Woody**

##### **Councilmember Kristen Nye (previously Larsen)**

804.646.5646 (office) / [kristen.nye@rva.gov](mailto:kristen.nye@rva.gov)

Liaison: Aaron Bond, [aaron.bond@rva.gov](mailto:aaron.bond@rva.gov)

**February 10 Update:** Highlights listed are from a meeting with Library/Community Services Manager Tori Nunnally, LBOT member Janet Woody, and Councilmember Kristen Nye at the Westover Hills Branch Library.

Key points discussed:

- Need to increase access to libraries for patrons (this translates to more money for staff to man more open to public hours)
- Library goals: lifelong learning, early literacy, access to information, technology, resources, etc.
- Libraries are great equalizers, safe spaces, serves all, no cost
- Budget cuts have moved spending from \$29/capita to \$26/capita in the City of Richmond
- Quick Comparison shows Henrico County Public Libraries current budget is \$60/capita
- Current budget is \$5.8M; quick comparison shows Norfolk Public Library budget is \$7.2M with the same number of employees (Approximately 73 employees)
- From 2010-2017, eight of the nine branches were renovated. For that time period of nearly 10 years, at any given time one branch was closed. Those cost savings and additional labor allowed for resources to be spread further
- Additionally, in the late 1990s-2000, library staffing was closer to 120-130 employees. Currently it is around 70ish
- RPL is operating at a deficit in all areas. This means we are currently offering patrons a substandard core city service
- Ideally 88.5 FTEs are needed and a budget of approximately \$8M is needed to bring the library back above water and allow it to start operating at an acceptable standard

Additionally, Councilmember Nye's suggestions were to have the LBOT write the Mayor a letter detailing key reasons and figures to advocate for the budget considerations. That same letter should be sent to all Councilmembers as well, but especially Council President Newbille. Ideally it should have been sent in late December or early January of the new budget year. However, she strongly encouraged moving forward and completing this task immediately. Ms. Woody will be sending an update to Chris Peterson soon as well.

Ms. Nunnally also emailed Councilmember Nye to personally thank her for her time and sent her Susan Revere's information. Councilmember Nye may make a donation for funds to be spent at the Westover Hills Branch Library from her discretionary budget for future purchases. She was obviously a supporter of the library and immediately recognized Library Associate Robert Hickman and Senior Library Technician Lenora Wesley from when she visited more frequently when her children were younger. Ms. Woody did an excellent job leading the conversation and it was overall a favorable meeting.

*RPL Library in 4th District: Westover Hills Branch Library*

**5th Voter District: LBOT Emily Altman**

**Councilmember Stephanie A. Lynch**

804.646.5724 (office) / [stephanie.lynch@rva.gov](mailto:stephanie.lynch@rva.gov)

Liaison: Amy Robins, [amy.robins@rva.gov](mailto:amy.robins@rva.gov)

**February Update:** LBOT Emily Altman is hoping to talk with Councilmember Lynch on March 11. She did send an email asking for her support.

*RPL Library in 5th District:* Belmont Branch Library

**6th Voter District: LBOT Garrett Sawyer (Prime) with support from Brent Graves**

**Councilmember Ellen F. Robertson (Council Vice President)**

804.646.7964 (office) / [ellen.robertson@rva.gov](mailto:ellen.robertson@rva.gov)

Liaison: Tavares Floyd, [tavares.floyd@rva.gov](mailto:tavares.floyd@rva.gov)

**February Update:** Council Vice President Robertson is also on board with the idea of supporting the budget increase to meet the needs of the public library; we still, however, need to discuss early this week the specifics of what that commitment may look like. Also, Mr. Graves needs to have a conversation with Vice President Robertson about the investment into the public library longer term.

*RPL Libraries in 6th District:* Main Library\*, Hull Street Branch Library (Shared with 5th and 8th)

\*Introduce Council Vice President Robertson to the Main Library renovation plans

**7th Voter District: LBOT Sheron Carter-Gunter (prime) with support from Chris Peterson**

**Councilmember Cynthia I. Newbille (Council President)**

804.646.3012 (office) / [cynthia.newbille@rva.gov](mailto:cynthia.newbille@rva.gov)

Liaison: Samuel Patterson, [samuel.patterson@rva.gov](mailto:samuel.patterson@rva.gov)

**February 28:** Council President Newbille supports the Library increase at the City Council Budget Work Session #1.

**February Update:** Ms. Carter-Gunter approached a close friend of Council President Newbille, Cheryl Burke (School Board). After Ms. Burke talked to Council President Newbille about the importance of the library, Ms. Carter-Gunter sent a formal letter.

*RPL Library in 7th District:* East End Branch Library

**8th Voter District: LBOT Brent Graves (Prime) with support from Sheron Carter-Gunter**

**Councilmember Reva M. Trammell**

804.646.6591 (office) / 804.240.5050 (mobile) / [reva.trammell@rva.gov](mailto:reva.trammell@rva.gov)

Liaison: Rick Bishop, [richard.bishop@rva.gov](mailto:richard.bishop@rva.gov)

**February 28 Update:** Councilmember Trammell supports the Library increase at the City Council Budget Work Session #1.

*RPL Library in 8th District:* Broad Rock Branch Library (Shared with 9th)

**9th Voter District: LBOT Garrett Sawyer**

**Councilmember Michael J. Jones**

804.646.2779 (office); [michael.jones@rva.gov](mailto:michael.jones@rva.gov)

Liaison: Dominique J. Thaxton, [dominique.thaxton@rva.gov](mailto:dominique.thaxton@rva.gov)

**February Update:** Councilmember Jones is very much so on board with figuring out a way to support the library budget needs! He indicated that each time he is in his district, there is plenty of discussion related to extension of library hours and access to resources.

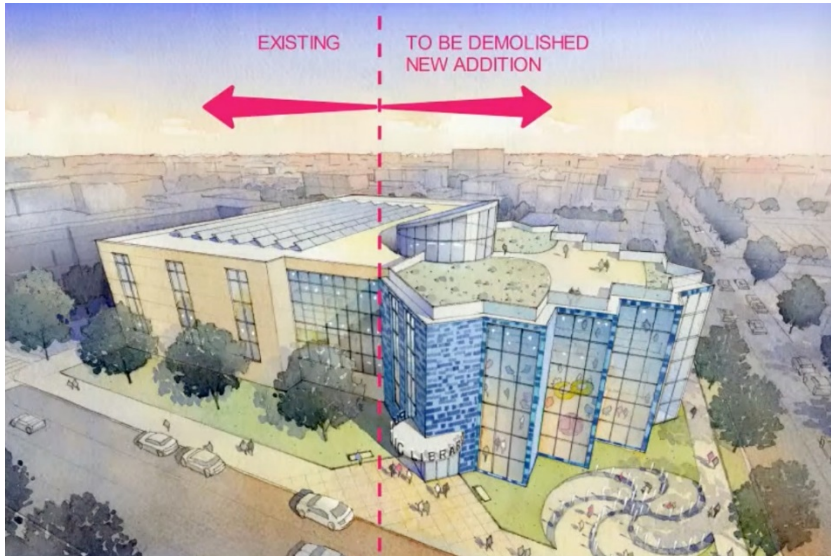
*RPL Library in 9th District:* Broad Rock Branch Library

## \$70M renovation and addition could be the next chapter for Main Library

[illegible]

By: Mike Platania

Published: March 4, 2022



*A rendering shows the western end of the Main Library, which would be razed and built a new. (Images courtesy of Richmond Public Library)*

A new edition of the city's  
Main Library is being drafted  
downtown.

The Richmond Public Library is planning a \$70 million renovation and addition of its complex at 101 E. Franklin St.

Preliminary plans for the project, as presented at a community meeting at the

library earlier this week, call for the demolition of 15 percent of the 140,000-square-foot library at its western end near the intersection of East Franklin and North First streets.



*A cross-section rendering of the new building shows the library's planned 70-space parking deck.*

That would be replaced with a new section including a roughly 70-space subsurface parking deck, new multi-purpose spaces and more efficient shelving and storage areas for the library's collection of books, as well as ADA-compliant accessibility features.

RPL director Scott Firestone said that the library is still in the planning and feedback-gathering stage of the process.

“This is absolutely just the beginning,” Firestone said of the project.

The majority of the Main Library was built in 1972, and during construction the new building wrapped around and “consumed,” as Firestine put it, the site’s original library building that was constructed in 1928. The 1928 building is what would be demolished.

The expansion project’s true roots date back to 2009 when the library began a facilities master plan, but Firestine said the planning began in earnest about a year ago. The timing works out, as Firestine pointed out, that they’ve been updating the Main Library about every 50 years.

In the decades since 1972, Firestine said the ways folks use libraries have changed and the goal of the renovation project is to get the Main Library to a point where it can best serve the public in the modern age.



Scott Firestine

“Those (1972 and 1928) buildings were designed around the book. You wanted collections that were as large and as deep as you could get them. Bigger was better,” Firestine said.

“It’s changed from possessing large collections of books to having access to them. You may need more information than the basic stuff we have, but we can get it quickly either through electronic means or inter-library loans. It’s more about having skilled navigator librarians who can help you go beyond that quick Google search.”

He used the example of a user searching for a medical text. In such a field, information can go out of date quickly, and while RPL may not be able to keep the latest medical books, VCU’s library might, and RPL could source that book from the university.

“Libraries have changed and our collections have to be very much tailored to the specific needs of our community,” he said. “Instead of having a huge, deep collection, we have a nimble, robust, accessible collection. We have to continue to evolve with the way the information is conveyed.”



*The 140,000-square-foot library’s 1972 building wouldn’t be affected. (Mike Platania photo)*

renovation.

Firestine said RPL operates a hub-and-spoke model, with the Main Library supporting RPL’s eight other branches around the city. The Main Library’s collection totals about 500,000 volumes – down from 800,000 in the late 2000s – and Firestine said through new compact shelving hardware and strategies RPL wouldn’t have to downsize its collection any further following the

“The collections on the floor will be our most popular books,” Firestine said. “Books that are moving the most to meet the needs of the most number of people.”

Since the Main Library is currently two buildings essentially retrofitted together, Firestine said its excess stairs and lack of ADA-compliant design present an accessibility issue for users, something he says community feedback indicates is exacerbated by parking issues.

“It’s astonishing, when we started doing surveys and we got community feedback, the biggest thing was parking. People loved the library, they loved to come down here, but the first and last concern is parking,” Firestine said.



The new parking deck at the library would help quell that issue, and Firestine said it's in accordance with the city's Richmond 300 master plan, which prioritizes reduction of surface parking lots in neighborhoods such as Monroe Ward. It would be built where the library's basement is currently.

"This wouldn't expand surface parking. We would be converting space that we once needed for books into space that could be used for parking," he said. "That's a key element of this conceptual plan."



*A café and new common areas are part of the conceptual designs. (Courtesy of Richmond Public Library)*

The roof of the new building would be accessible to the public, and the roof of the 1972 building would be outfitted with solar panels, something Firestine said would help RPL hit its goal of being the first net-zero energy use library in Virginia.

"If you think about a library and what we do, we are the epitome of an organization that encourages conservation and re-use," he said. "I mean, we loan books."

Funding for the \$70 million project would come from a variety of sources including private benefactors, foundations and companies, but Firestine said the bulk of it would come from the city's capital improvements budget.

RPL has tapped New York-based architecture firm Steinberg Hart and local firm Kei Architects to design the project, and Lu+S Engineers and Lynch Mykins are listed as engineers.

Firestine said the next step in the process is for the library to finalize the renovation concept in the next 60 days, after which it would submit it to the city in the fall for review under the Capital Improvement Plan. A further timeline for the project is unclear.

Firestine recalled a 1986 fire at the Los Angeles Public Library, which had a similar design and structure as Richmond's Main Library. The fire, thought to be set by an arsonist, burned for seven hours, destroyed 500,000 books and closed the library for around three years.

He said the story is recounted in a 2018 book by Susan Orlean, "The Library Book."

"It talks about how it gutted the L.A. Library. It talks about how we're institutions for learning, how we help people in life-long learning especially if they're trying to learn something new, or changing careers," Firestine said.

Asked if "The Library Book" is available through Richmond Public Libraries, Firestine laughed.

"Of course it is," he said.

∞∞∞ End ∞∞∞

## Richmond's Main Library could receive a \$70 million renovation

Website: [Richmond's Main Library could receive a \\$70 million renovation \(nbc12.com\)](https://www.nbc12.com/story/news/local/richmond/2022/03/08/richmond-main-library-70-million-renovation/7048476002/)

By: Henry Graff

Published: Mar. 8, 2022 at 3:18 PM EST|Updated: 18 hours ago

RICHMOND, Va. (WWBT) - A \$70 million rehab could be on tap for Richmond's Main Library downtown.

"We've developed a vision and an idea of what the library could become going forward," said Scott Firestine, Richmond Public Library Director.

Preliminary plans call for the demolition of about 15% of the 140,000 square foot building. The library is located on East Franklin and North First streets.

Upgrades would include a 70-space parking deck under the building, along with new multi-purpose spaces, efficient shelving and storage, and add ADA-complaint accessibility features.

"Libraries over the last century were libraries that really evolved around books. The building, just like libraries, need to continue to evolve, and that's kind to where we are at right now," said Firestine.

The library was first built in 1928 and added onto in 1972. Now, library leaders say it's time for major changes.

"Improves access to culture and arts and performances, so it will be space where folks can gather, and it will be an evolved space unlike the space of 1972 or 1928," said Firestine.

The library's director says they are still planning and gathering feedback. But, they'd like to finalize a concept in the next 60 days.

Tuesday, Richmond's mayor pledged full funding for the library's annual budget to the tune of \$436,000.

"I see libraries as well. So, it's my hope that further collaboration will occur, that we can bring a renovation of the main library to life and make it a reality," said Mayor Levar Stoney, City of Richmond.

The hope is to submit plans to City Hall for review by the fall. That's so the project can get in line for funding behind other city priorities.

∞∞∞ End ∞∞∞



**POLICY**

SECTION: 12.1

SUBJECT: Collection Development

## I. **Selection**

### **Goals of Materials Selection:**

The goal of materials selection at Richmond Public Library (RPL) is to support the library's mission to "Inform – Enrich – Empower" by providing a range of materials in a variety of print and non-print formats to meet the informational, cultural, educational, and recreational needs and interests of the Richmond community.

The Library strives to create attractive, current, and balanced collections representing all fields of knowledge and all sides of issues in a neutral, unbiased manner, as budgets, availability of materials, and space permit.

### **Intellectual Freedom:**

The representation of a particular viewpoint in the collection is an expression of the Library's policy of intellectual freedom, not an endorsement of that particular point of view. The Library encourages free expression and free access to ideas – essential elements in a democratic society – and does not knowingly discriminate in its material selection regarding age, race, beliefs, or affiliations of the author or producer. The Library subscribes to the principles outlined in the American Library Association's *Library Bill of Rights* and *Freedom to Read* documents.

Responsibility for the reading of minors rests with their parents and legal guardians. Selection of adult materials will not be limited by the possibility that books may inadvertently be used by minors.

### **Responsibility for Materials Selection:**

Librarians in the Collection Development department have primary responsibility for selecting new materials for all library locations within Richmond Public Library; collection Development staff work closely with Branch Managers and Reference librarians to ensure that materials are selected that meet the needs of each neighborhood library. Branch Managers are responsible for the overall maintenance of their individual collections. The Library Director is ultimately responsible for the selection of all books and other library materials. The authority for book selection is delegated to him/her by the Library Board, which determines the policies of the Library.

### **General Criteria for Materials Selection:**

- Relationship to existing subject coverage in the collections
- Current and projected demand
- Relevance to community needs and interests
- Clarity, readability, and ease of use
- Timeliness or permanence of material
- Accuracy and authenticity
- Literary merit and inclusion in standard bibliographies and indices
- Current and historical significance
- Authority and reputation of the author, publisher, and/or producer
- Local (Richmond-area) authorship or production
- Local demand/Patron requests
- Cost
- Regional availability and accessibility
- Space and maintenance requirements
- Technical requirements (for audiovisual and digital materials)
- Network and remote access capabilities (for online resources)



### **Selection Tools:**

Librarians depend on reviews issued in established review publications. In general, the Collection Development department requires at least one satisfactory review in order to purchase an item. Selection tools also include notable lists, award lists, classroom reading lists, and bestseller lists.

### **Examples of Selection Tools:**

#### **Adult Books:**

- *Library Journal*
- *Booklist*
- *Kirkus Reviews*
- *Publisher's Weekly*
- National Media Reviews - *New York Times*, *Wall Street Journal*, *USA Today* bestseller lists
- *New York Times* Notable Books
- *Essence* bestseller list
- National Book Award
- Local Media Reviews - *Richmond Times Dispatch*, *Style Weekly*, *Virginia Public Media* book reviews

#### **Children's and Young Adult (YA) Books:**

- *School Library Journal*
- *Horn Book Magazine*
- *Bulletin of the Center for Children's Books*
- *Voice of Youth Advocates* (VOYA)
- *Booklist*
- *Publisher's Weekly*
- Newbery, Caldecott, and Coretta Scott King Award
- Young Adult ALA accredited award lists

#### **Audio/Visual (AV) and Electronic Materials:**

- *Library Journal*
- *School Library Journal*
- *Booklist*
- *Video Librarian*
- *Gramophone*
- American Film Institute lists
- Academy Awards
- Audie Awards
- Grammy Awards

## **II. Materials Budget**

In collaboration with the Library Director, the Collection Development Manager establishes the materials budget for all branches. In allocating funds to each location, a general formula is used that factors in each location's circulation, door count, reference transactions, and programming and community interests.

## **III. Collection Development Philosophies**

### **Main Library Collection:**

While the philosophy for collection development is the same for all libraries within the Richmond Public Library, we recognize that the Main Library provides more extensive collections than those held at the branch libraries. The Main

Library collection will provide more depth in subject areas, and a wider historical perspective in subject areas and the work of individual writers.

All special collections held within the Richmond Public Library will be held at the Main Library. Weeding at the Main Library will follow the same schedule as that of the branch libraries. Criteria for weeding will be adjusted based on the depth of collections that may be appropriate for the Main Library.

### **Adult Collection Philosophy:**

- RPL serves adult interests for information and recreation through both print and non-print collections.
- The size of our library buildings limits our ability to shelve broad subject collections at each branch, or to shelve extensive titles by individual authors.
- Our budget limits our ability to purchase multiple copies of titles throughout the library system.
- While adults throughout the Richmond community have similar interests, adults served by each library will have particular interests that require a focus or deeper level of development that may not be necessary at all libraries.
- As consumers, adults will look for materials that are current, in good condition, and easily accessible. There is no one rule to apply to determine whether an item is “dated” or not. For example, a handbook from 2007 on investing in real estate will be dated in today’s economy, but a book on home decorating from 2007 could still be interesting; a cookbook from 2000 may be fine, unless it is a cookbook for a diet plan that has been shown to be flawed.
- RPL strives to support the lifelong learning goals of our patrons. While we will strive to provide materials on a broad range of topics, we will not purchase college or other school textbooks due to high cost and limited currency.

Therefore:

- RPL will endeavor to maintain adult collections at the Main and branch libraries that are interesting and useful within the constraints of our budget.
- RPL will evaluate materials for purchase as well as our existing collections with the basic criteria that holdings must be accurate, appealing, and generate interest among our users. Older titles, duplicates, and extensive runs by particular authors will not be kept in branch library collections unless they are regularly circulating (multiple times within a year).
- As librarians, we will evaluate new adult materials for addition to the library collections using current reviewing sources, media sources, and requests from the general public. Donations and gifts will be evaluated according to the library’s established gift policy.
- We will evaluate our existing collections based on generally accepted guidelines for weeding that take age and circulation into account, on staff knowledge of current subject areas and current authors, and on surveys and other tools that gather user feedback.
- RPL will weed/replace subject areas on a regular schedule, using a schedule established and monitored by Collection Development, with Main and branch staff weeding subject areas according to the schedule.

### **Young Adult (YA) Collection Philosophy:**

- YA’s have distinctive interests and needs (e.g., particular school assignments, age-level and development issues).
- Many subjects of interest to YA’s are also of interest to all age-level users.
- Our budget limits our ability to purchase multiple copies of titles to place in different collections at each library (ex. purchase 1 for YA, 1 for adult), and our budget limitations cause concern when we purchase titles that do not circulate

Therefore:

- RPL will continue to allocate funds toward the purchase of materials of particular interest to YA's, with a focus on high-interest, high-demand materials.
- RPL will label these materials as YA, but branches may choose to interfile them with the general adult collection if they think this will improve circulation and access.
- RPL will support YA "areas" in each branch that will include shelving space for materials of particular interest to YA's and also space to provide changing displays that highlight materials of interest to YA's that are available in the general collection.

**Children's Collection Philosophy:**

- Children and their parents have varied needs for library materials:
  - Age and developmental stages of children will require different levels of materials.
  - Reading ability will vary, and may not be related to the age of the child.
  - Information for parents should be provided to assist them in developing pre-reading and reading skills in their children, as well as information to understand the ages and stages of child development.
- Parents are responsible for helping their children choose materials at the library that meet their own family values. The Library will provide materials that reflect the diversity of lifestyles, backgrounds, and situations encountered by children in the 21st Century.
- Materials are needed both to support school assignments and to encourage reading for enjoyment.
- Materials to support school assignments must be current and accurate. Dated and inaccurate materials in subject areas must be withdrawn.
- Materials for parents will be provided through the Family Resource Collections and through the general collections. These will provide information on parenting skills, developmental stages of children, and issues encountered in families.
- Materials for children should include award-winning titles and titles reflecting the range of quality children's literature over the years, and titles of contemporary/popular interest.
- Materials for children should include both print and non-print materials.
- Due to budget constraints we will provide a representative collection and purchase the widest range of subjects and authors for children.

Therefore:

- We will evaluate children's materials for addition to the collection from current reviewing sources, and through collaboration with early childhood specialists and school media specialists.
- RPL children's collections will be current, and will be in good condition.
- Older titles of value will be transferred to the Main Library's children's collection or to the Children's Literature Special Collection, but not kept at branch libraries unless circulation indicates a need.
- RPL will weed/replace subject areas on a regular schedule, using a schedule established and monitored by Collection Development, with library staff weeding areas of the collection according to the established schedule.

**Reference Collection Philosophy:**

Reference collections at each RPL location are developed with the purpose of providing library staff with the tools to meet patrons' particular information needs; the focus, particularly at the branch libraries, is on resources that provide current, practical information on common topics, such as homework assistance and consumer health and law resources. The Main Library's reference staff will be able to capitalize on its unique collection of retrospective materials. The Main Library, which has a dedicated Reference desk, may also collect reference materials that represent a broader scope of subject areas as well as a more in-depth treatment of topics. However, the focus for new reference purchases even at the Main Library is on building a working Reference collection of materials that are frequently consulted to meet patrons' current information needs.

**Periodicals and Electronic Resources Collection Philosophy:**

- RPL's mission supports basic research on a wide variety of topics of interest to the general public.
- The use of databases and other electronic resources to index and gain access to information – magazine and newspaper articles, consumer health information, encyclopedia articles, etc. – is increasing rapidly.
- However, print newspapers and magazines continue to be an important information source meeting our patrons' cultural, educational, and recreational needs.

Therefore:

- RPL will continue to maintain print subscriptions to a variety of periodicals, including local and significant national newspapers as well as popular magazines. Emphasis will be on creating a current, browsing collection at each library, though back issues of titles with research value may be kept in the Main Library's Periodicals area. Periodicals will not be bound into physical form for preservation or archival purposes.
- RPL will ensure access to historical information from local newspapers by purchasing microfilm editions of *The Richmond Times Dispatch* and *Style Weekly*.
- RPL will facilitate Richmond citizens' access to the electronic databases provided to all Virginia libraries through the Library of Virginia's Find It Virginia package and will promote the use of these resources.
- RPL will also seek to provide additional electronic databases and resources that meet perceived patron needs.

**Audio Visual (AV) Collection Philosophy:**

- RPL recognizes that there is a high demand for audiovisual materials (audiobooks, films, and music) from patrons of all ages who use its collections.
- In addition to popular materials, a wide variety of educational and instructional material is available in AV formats.
- Our budget limits our ability to keep up with demand for popular music CD's and DVD's of popular movies; it also limits our ability to purchase multiple copies of titles for each branch.

Therefore:

- RPL will strive to maintain AV collections at all RPL locations that are interesting and useful within the constraints of our budget.
- RPL will collect AV materials in CD and DVD formats. Audiocassettes and videocassettes will no longer be purchased. RPL will also attempt to replace materials that are still needed, but currently only owned in audiocassette or videocassette format with a CD or DVD version.

- RPL will strive to create balanced AV collections that include educational, instructional, and popular materials.
  - Popular materials will be purchased after they appear on “best of” lists or similar, indicating more lasting interest. RPL will usually not attempt to purchase popular materials as released.
- RPL will evaluate new AV materials for addition to the collections using current reviewing sources, media sources, and requests from the general public. Priority will be given to materials that receive favorable reviews in established review sources, that are nominated for awards, or that appear on established selection lists.
- Examples of awards and selection lists that will be used to identify AV materials for purchase: American Film Institute lists, Academy Awards, Audie Awards, Grammy Awards, and Gramophone Recommended Recordings.
- Donations and gifts of AV materials will be evaluated according to the library’s established gift policy.
- RPL will weed and replace AV material on a regular basis, using a schedule established and monitored by Collection Development, with library staff weeding assigned subject areas according to the schedule.
- Titles that are dated will be weeded and withdrawn as they are found, even if they are still circulating.

**Electronic Resources Collection Philosophy:**

- RPL recognizes that there is a high demand for downloadable and streaming content from patrons of all ages who use its collections.
- Our budget limitations and accessibility limitations/restrictions cause concern for selection and access of this distribution format.

Therefore:

- RPL will strive to maintain a digital collection that is interesting and useful within the constraints of our budget.
- RPL will strive to provide digital materials in a variety of current formats and that will be compatible with the greatest number of electronic devices.
- RPL will evaluate digital materials for addition to the collections using current reviewing sources, media sources, and requests from the general public. Priority will be given to popular materials, materials that receive favorable reviews in established review sources, or that appear on established selection lists.

**Family Resource Collections Philosophy:**

- RPL is an accessible resource for parents and caregivers of children. Access to information that will contribute to healthy children and stable families will provide a foundation for successful families in our City.
- RPL will work in partnership with various schools, organizations and institutions to promote early literacy development, knowledge of the stages of development for children, and positive parenting.

Therefore:

- RPL will provide information at each library for parents and child care providers, building knowledge of stages of child development, appropriate activities for children at various stages of development, information on health and growth, and information on behaviors and parenting skills.
- Staff at each library will promote the use of this information by highlighting this information in the library’s programs and in the library’s physical layout, drawing attention to the resources to promote their usage.
- RPL will support child care providers and build their skills/knowledge through these collections, by providing training opportunities and information programs specifically for child care providers.

- The Main Library will provide the largest Family Resource collection in a separate “Family Resource Center.”
- The branch libraries may interfile these Family Resource materials in the regular collection at the branch, or may maintain these materials in separate “Family Resource Center (FRC)” location within the branch library. These materials will be identified with a FRC sticker, whether interfiled or shelved separately.
- RPL will weed/replace materials in the Family Resource Collections on a regular basis as budget and interest allows.

**Public Law Library:**

Richmond Public Law Library is free and open to the public. The Public Law Library, formerly housed in the John Marshall Courts Building, is located on the first floor of the Main Library at 101 E. Franklin Street. The Public Law Library function is funded and operated in accordance with Virginia State Code Section 42.1-70.

The library materials are all reference books that cannot be checked out. Photocopies can be made at a cost of .15 cents per page. The materials are available any time that the Main Library is open.

The Law Library collection includes:

- State codes and the Richmond City Code
- The United States Code Annotated (USCA)
- Federal and state administrative regulations
- All state and federal reported opinions
- American Law Reports (ALR), Corpus Juris Secundum (CJS), American Jurisprudence (Am Jur), Restatements, many subject-specific federal treatises and loose-leaf services, several sets of form books, and legal newspapers
- Virginia practice materials, including a large selection of Continuing Law Education (CLE's), Michie's Jurisprudence, Virginia Forms, Model Jury Instructions, and Virginia Practice.

## **IV. Materials Maintenance**

**Reevaluation of Material:**

The Richmond Public Library (RPL) strives to acquire material that best reflects the community's needs and interests. In most instances, reviews are conducted prior to purchasing material.

Patrons may request that an item on the shelf be removed for content by completing the “Materials Reconsideration Request Form” and sending the form to the Collection Development Manager. The request must include patron address and telephone number.

**Withdrawal and Replacement of Materials:**

To ensure that Richmond Public Library collections provide timely service to the public, outdated and inaccurate materials, materials no longer in demand, and materials in poor physical condition will be removed from the circulating collections. A weeding and replacement schedule will be established for all libraries under the direction of the Collection Development Manager; as outdated materials are weeded, libraries will select new items to replace them. Librarians will use standard tools such as the Public Library Core Collection and the Children's Core Collection to guide decisions about

titles that should or should not be weeded. RPL will use *CREW: A Weeding Manual for Modern Libraries* (Texas State Library and Archives Commission, 2012) as its primary source for weeding guidelines, in conjunction with other standard professional resources as appropriate.

Withdrawn materials become surplus property and may be sold by the Friends of the Richmond Public Library for fundraising purposes or discarded in another manner at the Library's discretion, in accordance with City of Richmond policies and procedures.

**Factors to be considered in removing materials from the collections:**

- Age of item (in accordance with standard library practice, acceptable age depends on item's subject matter and classification)
- Authority (author, publisher)
- Accuracy
- Physical condition (ripped covers, damaged spines, yellowed pages, water damage)
- Circulation and in-house use
- Duplication (multiple copies of titles that are no longer in demand)
- Listing in standard bibliographic sources (*Public Library Core Collection*, *Children's Core Collection*, etc.)
- Relationship to other materials in a subject area (e.g., older editions of a non-fiction title that are superseded by a newer edition; the presence, or lack, of better material in a subject area)
- Missing components
- Damaged media

**Materials that will not be weeded from the collections:**

- Last copies of materials listed in standard bibliographic sources that are still relevant for Richmond's collection
- Last copies of titles of local interest (local author, local subject, local setting)
- Materials appropriate for RPL's Children's or Richmond Authors Special Collections

**Replacement of Lost and Missing Items:**

Materials that have been lost or missing for at least 6 months will be replaced on a continuing basis, dependent upon budgetary constraints and subject needs.

The Library does not automatically replace items withdrawn because of loss, damage, or wear.

## **V. Gifts and Donations**

Donated materials will only be added to the collection if they meet the same standards outlined in the materials selection policy:

- Books must meet the library's selection criteria for books and have a current year publication date or be by an author, part of a series, or on a subject of high interest to the library's community. Books that are duplicates of titles RPL already owns (and that circulate well) may also be added to the collection.
- AV materials (DVD's, audiobooks in CD format, and music CD's) must meet the library's selection criteria for AV materials and be in their original, unopened packaging.

Donated materials that do not meet these criteria will be placed in the branch libraries or Main library's book sale or recycled. Patrons inquiring about donating material should be given a copy of "Questions You Might Ask Before Giving a Donation to the Library."

**Donating a Gift Book in 'Memory' or 'Honor Of' an Individual:**

For those interested in donating a book to the Library in honor of or in memory of an individual, the Richmond Public Library accepts contributions for the purchase of new materials through the Richmond Public Library Foundation's Buy-A-Book fund. A bookplate recognizing the gift will be placed in a book purchased through this program.

Interested donors may contact the Foundation office about donating to this fund. Foundation staff will ask for donor information, as well as the name and address of the honoree. Once a donation is received, Foundation staff will send a letter of acknowledgement of the gift to the honoree or their family.

Contributions may be restricted to a certain branch, and donors may indicate whether they wish their gift to be used to purchase adult or children's books/materials. Decisions about which subjects and titles are selected is solely at the discretion of the Library's Collection Development manager based on current collection needs. However, donors may note specific areas of interest to the honoree, and Library staff will take this into consideration when selecting works.

## **VI. Special Collections**

RPL maintains Special Collections that focus on Richmond Authors and Children's Literature. More information about these collections and policies is available in the following sections:

- 12.5 Special Collection Policy & Scope Statement
- 12.6 Special Collection – Richmond Authors
- 12.7 Special Collection – Children Scope Statement

---

Adopted: June 15, 2005  
Revised: September 2006  
Revised: July 07, 2009  
Reviewed: January 2012  
Revised: July 25, 2018  
Revised: March 23, 2022