

RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES  
REGULAR MEETING

September 27, 2023

Main Library  
101 E Franklin Street  
Richmond, Virginia 23219  
Phone: 804.646.2554

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, September 27, 2023**  
**11:45 a.m.**

**AGENDA**

- |   |  |  |
|---|--|--|
| <b>Call to order:</b>   | 11:45 a.m.   | Mr. Yates  |
| <b>Agenda</b>   |  | Mr. Yates  |
| <b>Consent Agenda:</b>  |  | Mr. Yates  |
| <ul style="list-style-type: none"> <li>• Approval of Minutes-July 26, 2023 Regular Meeting</li> <li>• Approval of Statistical Report</li> <li>• Approval of Pending Deposited Gifts Report</li> </ul> |  |  |
| <b>Public Comment Period:</b>   |  |  |
| <b>Reports:</b>   |  |  |
| <ul style="list-style-type: none"> <li>• Library Friends</li> <li>• Library Foundation</li> <li>• RPL Administration</li> <li>• Advocacy Taskforce</li> <li>• Early Literacy Update</li> </ul>        |  | Ms. DeBoer/Mr. Dishon<br>Ms. Revere/Mr. Firestine<br>Mr. Firestine<br>Mr. Sawyer<br>Ms. Peterson |
| <b>Board Committee Reports:</b>   |  |  |
| <ul style="list-style-type: none"> <li>• Chair Report</li> <li>• Finance Committee</li> <li>• Facilities Committee</li> <li>• Governance Committee</li> </ul>   |  | Mr. Yates<br>Mr. Sawyer/Mr. Firestine<br>Ms. Woody<br>Ms. Altman                                 |
| <b>Unfinished Business</b>  |  | Mr. Yates/Mr. Firestine  |
| <b>New Business</b>   |  | Mr. Yates  |
| <b>Adjourn</b>  |  | Mr. Yates  |
| <b>Next Meeting:</b>  |  |  |
| Date:   | October 25, 2023   |  |
| Time:   | 11:45 a.m.   |  |
| Location:   | Ginter Park Branch Library<br>1200 Westbrook Avenue<br>Richmond, VA 23227<br>Phone: (804) 646-1236 |  |

**Library Board Meeting Minutes - DRAFT**  
**July 26, 2023**

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

**ABSENT:** Garrett Sawyer, Friends of the Library Chair Ruth DeBoer, Gianna Pack

**STAFF:** Scott Firestine, Clay Dishon, Attorney Shannan Fitzgerald, Cheryl Clarke, Susan Revere, Barbara Booth, Nan Agaram

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair William Yates at 11:45am at the Belmont Branch Library located at 3100 Ellwood Avenue, Richmond, Virginia 23221. The meeting was posted and the public 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 July 26, 2023, Agenda. <i>Motion: Christine Peterson, Second by Sheron Carter-Gunter</i>  <i>AYES: <u>8</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i>
<b>Consent Agenda</b>	Approve the June 28, 2023, Regular Meeting Minutes, the Current Financial Reports, Statistical Reports, and Donations Report as submitted: <i>Motion: Gail Zwirner, Second by Emily Altman</i>  <i>AYES: <u>8</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i>
<b>Public Comment Period</b>	None.
<b>REPORTS</b>	
<b>Friends of the Library (FOL)</b>  <u>Ruth DeBoer</u> <u>Clay Dishon</u>	Mr. Dishon reported on the FOL operations in Ms. DeBoer absence: <ul style="list-style-type: none"> <li>• <b>October 6, 7-9pm:</b> Annual General Meeting on in the Martha Davenport Special Collections Room of the Main Library. Local author Kristen Green will discuss her recent book "<i>Devil's Half Acre</i>". Refreshments will be served. Mr. Firestine to give the "State of the RPL" address.</li> <li>• <b>October 14, 2-4pm:</b> The Friends will be hosting a concert featuring Susan Greenbaum in celebration of the 25th Anniversary of the renovation of Library Park at the Main Library.</li> <li>• <b>November 3-4:</b> Fall Book Sale in the Main library Auditorium.</li> <li>• The reorganization of the Friends sale sorting area in the Main Library Mezzanine – ongoing.</li> <li>• The Friends organization of a daily sales area at the Main Library is still in the concept stage.</li> </ul>

**REPORTS (CONTINUED)**

<p><b>Library Foundation</b></p> <p><u>Susan Revere</u> <u>Scott Firestine</u></p>	<p>Ms. Revere reported on the Library Foundation Operations:</p> <p><b>Foundation Update:</b></p> <p>The Foundation is working on our FY23 Impact Report and preparing to undergo its annual audit in August.</p> <p>Chair Yates thanked the Foundation Board Members who rolled off the end of June for their years of service and support of RPL (Marshall Pearsall, Brenda Drew, Hollee Freeman and Trevor Cox).</p> <p><b>Grant Activity/Partnership Updates:</b></p> <ul style="list-style-type: none"> <li>• The Foundation is pleased to share that it learned Monday our Concept Note to the Mellon Foundation has drawn enough interest to be invited to participate in a full proposal.             <ul style="list-style-type: none"> <li>○ The Foundation thanks John Ulmschneider for his review of the document, and the collaborative guidance shared by Chris Peterson throughout this effort.</li> </ul> </li> <li>• The following grants have been submitted/updated:             <ul style="list-style-type: none"> <li>○ Memorial Foundation for Children (Notification December 2023)</li> <li>○ Freeman Foundation (Notification Fall 2023)</li> <li>○ REB Foundation (Notification Fall 2023)</li> <li>○ Commonwealth of Virginia Campaign</li> </ul> </li> </ul>
<p><b>Administration</b></p> <p><u>Scott Firestine</u></p>	<p><b>Director’s Report:</b> In addition to the items submitted on the Director’s Report in the Board Packet, Mr. Firestine reported on the following:</p> <ul style="list-style-type: none"> <li>• <b>July 17:</b> Banned Bookmobile Tour – The Banned Bookmobile stopped and parked in front of the Main Library. Mr. Firestine shared the bookmobile is going on a multistate tour to stop at libraries and bookstores to rally support for the right to read.</li> <li>• Mr. Firestine pointed out this Fiscal Year ended with over 800,000 items circulated, which superseded FY2019 and E-Content ended with over 227,000 items circulated.</li> <li>• Libraries now have Vox Books. Vox Books are children books that include audio reading.</li> <li>• Ms. Carter-Gunter inquired as to why there was no programming for Young Adults (YA). Mr. Firestine shared RPL does not have YA Librarians at all the locations to target that 13-17 age group at this time, but is looking towards adding when the budget allows.</li> <li>• The Children’s Museum is sharing a donation from Lego with the Library. The Library is working with the Children’s Museum to help distribute the Legos to programs like STEM.</li> </ul>
<p><b>Advocacy Task Force</b></p> <p><u>Sheron Carter-Gunter</u> <u>Garrett Sawyer</u></p>	<p>Ms. Carter-Gunter reminded members to send a communication share from the last meeting if they have not received a response it may be worthwhile to send a follow-up communication before the end of the week. Also we should be reinforcing the amazing summer programs that are available for social media and conversations with colleagues and neighbors.</p> <p>Ms. Carter-Gunter also stated, “We should start be thinking about moving our circles and serve as Library community ambassadors as we push our agenda in the fall”.</p>

<b>REPORTS (CONTINUED)</b>	
<b>Early Literacy Update</b>  <u><b>Christine Peterson</b></u>	No formal report.  Mr. Firestine reminded to Save the Date for August 5 for the final celebration at Maymont to bring the Summer Reading Program to the end for this year. There are a lot of activities planned.
<b>Chair Report</b>  <u><b>William Yates</b></u>	No formal report. Chair Yates shared on the following: <ul style="list-style-type: none"> <li>• Early Childhood Literacy is positive and remains the primary focus of the LBOT.</li> <li>• Garrett Sawyer has announced he is running for Mayor for the City of Richmond.</li> </ul> Chair Yates mentioned the Foundation has had three long-standing members go off the Foundation Board the end of June. They all have been very valuable to the Foundation. He expressed his gratitude and thanked them for all they have done. He also noted at least one, if not two, of those members were former chairs of the LBOT.
<b>Finance Chair</b>  <u><b>Garrett Sawyer</b></u> <u><b>Scott Firestine</b></u>	Mr. Firestine reported the FY23 ended on June 30, 2023.  The FY24 Budget increased by \$1.3M. \$800,000 is included to expand public service hours to all library locations. This is a top priority for the LBOT in the Five Year Strategic Plan. The Library will prioritize filling positions that are vacant or lost during the pandemic. The increased funding will restore and expand Sunday public service hours at the Ginter Park Branch, West End Branch, and the Main Library. Another goal is to expand weekday public service hours in the mornings and evenings across the library system.
<b>Facilities Chair</b>  <u><b>Janet Woody</b></u> <u><b>Gail Zwirner</b></u> <u><b>Scott Firestine</b></u>	Ms. Woody reported the Facilities Committee along with Mr. Firestine, Ms. Clarke, and Ms. Revere have visited all of the RPL branch libraries. They have focused on Goal 1 of the Strategic Plan: Increase access to library locations and ensure availability of information and resources to residents.  Mr. Firestine also reported there was about \$1M in the CIP to replace boilers at the Main Library. \$85K is included to add security cameras across the RPL system. The camera project will start at the Broad Rock Branch.
<b>Governance Chair</b> <u><b>Emily Altman</b></u>	No formal report.
<b>UNFINISHED BUSINESS</b>	
No Unfinished Business discussed.	
<b>NEW BUSINESS</b>	
No New Business discussed.	

There being no further business, the meeting was adjourned at 12:34pm by unanimous consent from the members that were present.

There is no meeting in August. The next regular meeting of the LBOT will be held on Wednesday, September 27, 2023, 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 August and September 2023

### Director Activities:

- Aug 1 Met with Jennifer Goins to Discuss Maya Smart Effort and Early Child Literacy – Main Library
- Aug 2 Right to Read Event – Main Library
- Aug 2 Friends of the Library Board Meeting – Main Library
- Aug 9 Mayor's Youth Academy Luncheon – Main Library
- Aug 10 Discuss Book Sale Area with FOL – Main Library
- Aug 15 FY25-29 CIP Kickoff Meeting
- Aug 16 Foundation Finance Committee Meeting – Virtual
- Aug 21 VPLDA Executive Meeting – Virtual
- Sep 4 Labor Day Holiday – Closed
- Sep 6 Foundation Executive Committee Meeting – Virtual
- Sep 6 Friends of the Library Board Meeting – Main Library
- Sep 11 Informal and Council Meeting – City Hall; FY25 City Budget Kickoff; O&R City Training for Council
- Sep 13 Foundation Full Board Meeting – Ginter Park Branch Library
- Sep 19 Project Meeting with Gail Zwirner – Main Library
- Sep 28-29 LVA Directors Meeting – Richmond, Virginia

### ○ Hiring Update:

#### ○ August/September 2023 Hiring Update:

- 0008 PTE Library Technician – Main Library – HR Review Phase
- 0150 PTE Library Technician – Main Library – HR Review Phase
- 0181 PTE Library Technician – Ginter Park Branch Library – HR Review Phase
- 0044 FTE Senior Library Technician – Ginter Park Branch Library – HR Review Phase
- 0071 FTE Library Associate/YS – Ginter Park Branch Library – HR Review Phase
- 0097 FTE Library Associate/YS – East End Branch Library – HR Review Phase
- 0079 FTE Library Associate-YS East End Branch Library – HR Review Phase
- 03TEMP PTE Main Office Assistant/Courier – Interviewing Phase
- 0088 FTE Librarian, Senior-Main Library – Interview Phase
- 0072 FTE Library Associate-YS North Avenue Branch Library – Interview Phase
- 0107 FTE Library/Community Services Manager/Outreach & Engagement – Requisition Phase

- Ginter Park Branch Library welcomes Louis Maranski as the new 0107 Library/Community Services Manager on July 29.
- Main Library welcomes the Hannah Kilgore as the new 0003 FTE Library Associate on August 12.
- 0044 FTE Senior Library Technician Alfreda Payton resigned from the Ginter Park Branch Library on August 5.
- 0097 FTE Library Associate (YS) Heather Hobgood resigned from the East End Branch Library on August 11.
- 0181 PTE Library Technician Yolanda Little resigned from the Ginter Park Branch Library on August 14.

**Director’s Report (Continued)  
August and September 2023**

**NEW! Blood Pressure Service Station at Main Library:**



Across from the public elevators on the first floor of the Main Library, there is now a self-service blood pressure check station, just like the ones at the pharmacy. In Richmond, more than 1 in 3 individuals have been diagnosed with hypertension. “Check-it Out: Blood Pressure in Libraries” is a community-based strategy to increase blood pressure (BP) awareness and improve BP control collaboration led by the Richmond American Heart Association (AHA), Capital Area Health Education Center (AHEC), Capital Area Health Network (CAHN), Daily Planet Health Services (DPHS), Richmond Public Libraries (RPL), and VCU Health’s Pauley Heart Center (VCU).

Individuals can conduct their own screenings. Instructions are provided on the table. This is the same program that does volunteer screening on Mondays and some Saturdays.

**Summer Reading Program (SRP) Update:**

The SRP was a big success this year. We are continuing to increase our numbers of participants getting back to pre-pandemic times. We had lots of grand prizes that were donated to RPL through some of our city partners. The grand prizes included: 4 tickets to Lewis Ginter, \$150 Gift Card to Tech Exchange, \$300 Gift Card to Byrd Theatre, 2 Classes at VisArts, 1 Infant Basket, 1 Toddler Basket (both provided by Thrive Birth to Five), 1 year membership to the Science Museum of Virginia, 1 year membership to The Children’s Museum, and the favorite prize that most people tried for – 4 tickets to the Flying Squirrel’s Game, complete with a Flying Squirrel’s Jersey, and throwing out the first pitch with our mascot Ripple (Picture of RIPPLE out at the Flying Squirrel’s game showing the winner how it is done). We also had an amazing Grand Finale out at Maymont Park near the petting area!



The other major event that happened during summer reading was our first ever mini comic con called *RippleCon*. There were 25 vendors, 5 panel speakers, 4 workshops, gaming, and a costume making area that led to a culminating CosPlay Contest where people of all ages dressed in their favorite fandom gear. It was such a huge success that RPL is now going to hold it as an annual event.

There were a total of 2,641 SRP participants for CY2023. Breakout is as follows:

Ages	Category	Number of Participants
0-5 Years	Read To Me	301
6-12 Years	Elementary/Middle	2,172
13-18 Years	Teens	56
19(+) Years	Adults	112

**September is Library Card Sign Up Month.**

## Director's Report (Continued)

### August and September 2023

#### Save the Date(s):

- **November 4 – RPL 100 Celebration and Special Collections Open House (11:00am-4:00pm)**

**Richmond Room:** An afternoon of memory, music, and community! Explore the new Richmond Room, which houses local history, business, and law collections. There will be artifacts and exhibits from the Special Collections available for viewing, and staff will be available to answer questions.

**Open House:** Starts 11:30am, learn more about Richmond Public Library's 100 years during a presentation on RPL's history. From the roots in private libraries and RPL's formal establishment in 1922 to the creation of the Branches and 21st Century Services – lots of intriguing history to share. During this open house, we will continue to accept written submissions or brief interviews of your RPL experiences as part of our Stories and Memories Project.

**Gellman Room Concerts Anniversary:** To commemorate the 50th Anniversary of the Gellman Room Concerts Series, starting at 2:00pm – Performance by the Commonwealth Concert Opera Unleashed. Musical selections will include pieces from 1923 (the year the Library Board of Trustees was established) and 1973 (the year the Gellman Room Concert Series began).

- **November 14 – Read Up Richmond:** The 5th Annual Read Up Richmond event featuring award-winning author S.A. Cosby in conversation with Dale Brumfield, a longtime Virginia-based author and journalist. The event will also be livestreamed via the Library's YouTube Channel. S.A. Cosby is an Anthony Award-winning writer from Southeastern Virginia. Dale Brumfield is the author of 12 books. Both were nominated for Library of Virginia Literary Awards in nonfiction.

#### Things to Celebrate: Stories from our locations of things to celebrate that happened during the month.

- **Belmont Branch Library:** LCSM Barbara Booth recently went to a local play and saw that one of the ushers had a familiar face. It took a few moments to realize that we knew each other from the library. She asked about our staff and when I mentioned the children's librarian, she excitedly told me about the wonderful memories she has of taking her own children to storytime at Belmont many, many years ago.
- **East End Branch Library:** A regular patron who comes to the East End Branch on a regular basis stopped in to thank us for some of the recommendations that we had made regarding local service partners. Due to some of our referrals, she was able to have help with getting some of her health concerns resolved, and was also encouraged to reconnect with her family members after several years. She stopped in and thanked us personally.
- **Ginter Park Branch Library:** Congresswoman Jennifer McClellan hosted a Back to School Teacher Listening session at Ginter Park to address concerns from local teachers and parents.
- **Hull Street Branch Library:** Hull Street's Back to School Book Talk by middle-grade author David Gorman, of a Series for 8 to 12-year-olds and School Supplies and Book Giveaway was successful. There were many donations from patrons, area businesses, and library staff from other branches. We had great attendance by youngsters and their parents.
- **North Avenue Branch Library:** In the beginning of August, Ms. Bernice Traverse came to the North Avenue Branch Library asking if she could host a Chess Club in the Branch with her group Bright Minds. The Club lasted a total of six days where the children were in the library from 11am to 4pm to work on the basics of the game, strategies, and ways to win. This was practice for a tournament that will be held in January for the youth. During the week the Mayor Levar Stoney stopped by the Branch to promote the Chess Club. Mayor Stoney played their best players in a game of chess. The Press was also in attendance.

<b>CIRCULATION FY24</b>														
<b>LOCATION</b>	<b>FY</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>Total</b>
<b>Belmont</b>	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	7,934	7,118	7,967	7,424	91,753
	FY23	8,400	9,297	8,586	8,967	7,642	6,982	8,312	8,167	9,161	8,345	8,716	9,056	101,631
	FY24	9,417	9,967											
<b>Broad Rock</b>	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	1,667	1,624	1,641	1,581	22,310
	FY23	1,886	2,413	2,106	1,977	1,721	1,531	1,758	1,807	2,330	2,290	2,080	1,884	23,783
	FY24	1,897	1,953											
<b>East End</b>	FY21	1,431	1,738	1,493	1,493	1,599	1,621	1,673	1,427	1,575	1,539	1768	2,317	19,674
	FY22	2,519	2,799	3,073	3,039	3,149	2,993	3,230	2,928	2,992	2,897	3061	2,830	35,510
	FY23	2,898	3,313	2,951	2,837	2,246	1,990	2,671	2,600	2,487	2,526	2,519	2,451	31,489
	FY24	2,952	3,044											
<b>Ginter Park</b>	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	4,340	3,877	4,015	4,821	48,046
	FY23	4,607	4,802	4,463	4,174	3,610	3,612	4,283	3,728	4,660	4,232	3,889	4,525	50,585
	FY24	4,819	4,795											
<b>Hull Street</b>	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	2,634	2,361	2,065	2,046	26,471
	FY23	1,987	2,359	2,346	2,331	1,895	1,822	2,069	2,073	2,049	2,272	2,233	1,930	25,366
	FY24	2,386	2,461											
<b>Main</b>	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	8,068	6,675	6,442	6,757	82,886
	FY23	7,932	9,457	8,777	8,957	7,149	6,313	8,304	8,189	9,523	8,891	9,053	8,341	100,886
	FY24	9,347	9,863											

<b>CIRCULATION FY24</b>														
<b>LOCATION</b>	<b>FY</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>Total</b>
<b>North Avenue</b>	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	2,256	1,825	1,783	1,706	23,554
	FY23	2,139	2,118	2,085	2,378	2,367	1,743	949	77	0	0	226	1,005	15,087
	FY24	1,638	2,294											
<b>West End</b>	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	11,090	10,253	11,113	12,224	130,671
	FY23	13,150	13,412	10,950	11,072	10,121	8,552	10,395	9,966	10,771	10,338	10,968	11,745	131,440
	FY24	12,573	12,176											
<b>Westover Hills</b>	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	7,908	7,144	7,833	7,803	91,440
	FY23	8,424	8,612	8,155	8,407	7,765	6,496	7,540	7,706	8,344	7,423	7,463	8,703	95,038
	FY24	10,057	9,438											
<b>E-Content</b>	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	11,981	12,939	14,980	14,655	148,386
	FY23	16,079	16,510	14,806	14,910	15,126	16,515	19,182	17,810	23,496	24,317	24,593	24,071	227,415
	FY24	25,640	27,387											
<b>Totals</b>	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	60,870	56,713	60,900	61,847	701,027
	FY23	67,502	72,293	65,225	66,010	59,642	55,556	65,463	62,123	72,821	70,634	71,740	73,711	802,720
	<b>FY24</b>	<b>80,726</b>	<b>83,378</b>											<b>164,104</b>

PROGRAMS FY2024	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	TOTAL FY24	TOTAL FY23
<b>Belmont</b>														
Adult Programs	9	9											18	90
Adult Attend	20	29											49	507
Young Adult Programs	0	1											1	5
Young Adult Attend	0	0											0	2
Juvenile Programs	13	17											30	156
Juvenile Attend	226	315											541	1,680
<b>Total Attend</b>	<b>246</b>	<b>344</b>											590	<b>2,189</b>
<b>Total Programs</b>	<b>22</b>	<b>27</b>											49	<b>251</b>
<b>Broad Rock</b>														
Adult Programs	8	15											23	65
Adult Attend	48	284											332	193
Young Adult Programs	1	1											2	75
Young Adult Attend	37	16											53	115
Juvenile Programs	23	21											44	219
Juvenile Attend	135	230											365	928
<b>Total Attend</b>	<b>220</b>	<b>530</b>											750	<b>1,236</b>
<b>Total Programs</b>	<b>32</b>	<b>37</b>											69	<b>359</b>
<b>East End</b>														
Adult Programs	8	8											16	88
Adult Attend	14	33											47	718
Young Adult Programs	14	9											23	65
Young Adult Attend	96	51											147	412
Juvenile Programs	11	8											19	93
Juvenile Attend	371	181											552	2,189
<b>Total Attend</b>	<b>481</b>	<b>265</b>											746	<b>3,319</b>
<b>Total Programs</b>	<b>33</b>	<b>25</b>											58	<b>246</b>

<b>PROGRAMS FY2024 (CONTINUED)</b>	<b>Jul-23</b>	<b>Aug-23</b>	<b>Sep-23</b>	<b>Oct-23</b>	<b>Nov-23</b>	<b>Dec-23</b>	<b>Jan-24</b>	<b>Feb-24</b>	<b>Mar-24</b>	<b>Apr-24</b>	<b>May-24</b>	<b>Jun-24</b>	<b>TOTAL FY24</b>	<b>TOTAL FY23</b>
<b>Ginter Park</b>														
Adult Programs	13	10											23	61
Adult Attend	71	77											148	302
Young Adult Programs	0	0											0	7
Young Adult Attend	0	0											0	0
Juvenile Programs	16	14											30	123
Juvenile Attend	203	138											341	895
<b>Total Attend</b>	<b>274</b>	<b>215</b>											<b>489</b>	<b>1,197</b>
<b>Total Programs</b>	<b>29</b>	<b>24</b>											<b>53</b>	<b>191</b>
<b>Hull Street</b>														
Adult Programs	6	1											7	26
Adult Attend	30	4											34	245
Young Adult Programs	5	0											5	13
Young Adult Attend	19	0											19	81
Juvenile Programs	14	2											16	62
Juvenile Attend	340	47											387	979
<b>Total Attend</b>	<b>389</b>	<b>51</b>											<b>440</b>	<b>1,305</b>
<b>Total Programs</b>	<b>25</b>	<b>3</b>											<b>28</b>	<b>101</b>
<b>Main</b>														
Adult Programs	13	14											27	137
Adult Attend	207	232											439	2,714
Young Adult Programs	0	0											0	3
Young Adult Attend	0	0											0	28
Juvenile Programs	18	19											37	196
Juvenile Attend	479	412											891	3,360
<b>Total Attend</b>	<b>686</b>	<b>644</b>											<b>1,330</b>	<b>6,102</b>
<b>Total Programs</b>	<b>31</b>	<b>33</b>											<b>64</b>	<b>336</b>

PROGRAMS FY2024 (CONTINUED)	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	TOTAL FY24	TOTAL FY23
<b>North Avenue</b>														
Adult Programs	9	3											12	34
Adult Attend	61	12											73	364
Young Adult Programs	0	5											5	3
Young Adult Attend	0	132											132	8
Juvenile Programs	2	1											3	29
Juvenile Attend	15	6											21	455
<b>Total Attend</b>	<b>76</b>	<b>150</b>											226	<b>827</b>
<b>Total Programs</b>	<b>11</b>	<b>9</b>											20	<b>66</b>
<b>West End</b>														
Adult Programs	5	6											11	68
Adult Attend	63	65											128	629
Young Adult Programs	3	1											4	12
Young Adult Attend	6	0											6	117
Juvenile Programs	15	17											32	145
Juvenile Attend	356	299											655	2,534
<b>Total Attend</b>	<b>425</b>	<b>364</b>											789	<b>3,280</b>
<b>Total Programs</b>	<b>23</b>	<b>24</b>											47	<b>225</b>
<b>Westover Hills</b>														
Adult Programs	3	1											4	13
Adult Attend	28	2											30	62
Young Adult Programs	1	1											2	12
Young Adult Attend	3	5											8	129
Juvenile Programs	4	4											8	76
Juvenile Attend	244	247											491	3,546
<b>Total Attend</b>	<b>275</b>	<b>254</b>											529	<b>3,737</b>
<b>Total Programs</b>	<b>8</b>	<b>6</b>											14	<b>101</b>
<b>Grand Total Attend</b>	<b>3,072</b>	<b>2,817</b>	<b>0</b>	<b>5,889</b>	<b>23,192</b>									
<b>Grand Total Programs</b>	<b>214</b>	<b>188</b>	<b>0</b>	<b>402</b>	<b>1,876</b>									

<b>DOOR COUNT FY2024</b>	<b>Jul-23</b>	<b>Aug-23</b>	<b>Sep-23</b>	<b>Oct-23</b>	<b>Nov-23</b>	<b>Dec-23</b>	<b>Jan-24</b>	<b>Feb-24</b>	<b>Mar-24</b>	<b>Apr-24</b>	<b>May-24</b>	<b>Jun-24</b>	<b>TOTAL</b>
Belmont	4,560	4,883											
Broad Rock	4,400	4,799											
East End	4,216	4,853											
Ginter Park	4,782	6,962											
Hull Street	1,794	3,920											
Main	7,875	7,661											
North Avenue	2,751	4,257											
West End	3,669	3,911											
Westover Hills	5,335	5,723											
<b>TOTALS FY24:</b>	<b>39,382</b>	<b>46,969</b>											
TOTALS FY23:	44,405	45,027	38,340	37,779	31,237	29,286	29,662	29,786	30,609	32,727	26,813	34,076	409,747
TOTALS FY22:	30,685	32,619	32,702	35,028	34,519	35,716	36,999	31,189	37,658	38,159	37,378	45,822	428,474

<b>NEW PATRON CARDS</b>													
<b>FY2024</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>Total</b>
Belmont	156	173											<b>329</b>
Broad Rock	93	54											<b>147</b>
East End	53	68											<b>121</b>
Ginter Park	39	67											<b>106</b>
Hull Street	97	91											<b>188</b>
Main	253	273											<b>526</b>
North Avenue	22	55											<b>77</b>
West End	70	87											<b>157</b>
Westover Hills	117	129											<b>246</b>
Online Reg E-Card	626	692											<b>1,318</b>
<b>Total FY24:</b>	<b>1,526</b>	<b>1,689</b>											<b>3,215</b>
Total FY23:	1,334	1,498	1,366	1,217	1,035	917	1,343	1,270	1,167	1,171	1,301	1,330	14,949
Total FY22:	1,055	1,218	1,064	1,467	1,072	879	1,209	984	979	957	1,017	1,170	13,071

<b>COMPUTER USE FY2024</b>	<b>Jul-22</b>	<b>Aug-22</b>	<b>Sep- 22</b>	<b>Oct-22</b>	<b>Nov- 22</b>	<b>Dec- 22</b>	<b>Jan-23</b>	<b>Feb- 23</b>	<b>Mar- 23</b>	<b>Apr-23</b>	<b>May- 23</b>	<b>Jun- 23</b>	<b>TOTAL</b>
Belmont Workstation	619	658											
WIFI	650	642											
Broad Rock Workstation	797	732											
WIFI	1,034	1,115											
East End Workstation	664	729											
WIFI	1,248	1,543											
Ginter Park Workstation	580	713											
WIFI	627	801											
Hull Street Workstation	589	646											
WIFI	1,003	1,073											
Main Workstation	1,673	2,123											
WIFI	3,505	4,089											
North Avenue Workstation	381	533											
WIFI	436	518											
West End Workstation	294	363											
WIFI	731	730											
Westover Hills Workstation	630	643											
WIFI	730	851											
<b>TOTALS FY24:</b>	<b>16,191</b>	<b>18,502</b>											
TOTALS FY23:	13,430	14,930	14,136	14,657	11,832	11,834	13,204	13,045	13,988	13,375	15,025	15,034	164,490
TOTALS FY22:	7,868	7,453	7,484	10,192	7,706	7,583	8,709	8,046	9,346	10,404	10,819	11,897	107,507
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

<b>TECHNICAL SERVICES - FLOATING ITEMS ADDED / DISCARDED</b>				
<b>FY2024</b>	<b>Printed Materials Added (All Branches)</b>	<b>Overdrive Added</b>	<b>Monthly Total Added</b>	<b>Monthly Total Discarded</b>
Jul-23	304	210	514	827
Aug-23	879	384	1,263	764
Sep-23				
Oct-23				
Nov-23				
Dec-23				
Jan-24				
Feb-24				
Mar-24				
Apr-24				
May-24				
Jun-24				
<b>FY24 Totals:</b>	<b>1,183</b>	<b>594</b>	<b>1,777</b>	<b>1,591</b>
FY23 Totals:	29,114	10,656	39,773	5,565
FY22 Totals:	17,756	5,387	23,143	2,117

Richmond Public Library  
 FY24 Operating Budget  
 as of August 31, 2023

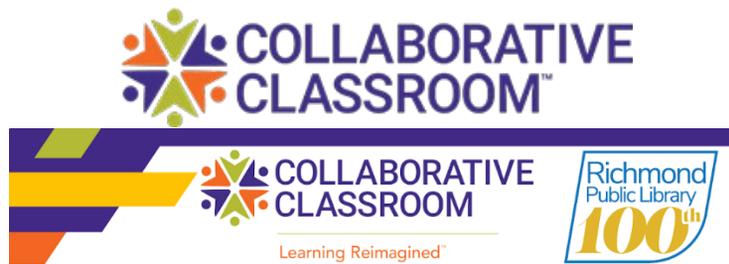
ACCOUNT	DESCRIPTION	Budget	Actual and Encumbered 31-Aug-23	% Spent	Balance Available 31-Aug-23
60000	SALARIES - FULL TIME	\$ 3,817,445	\$ 426,675	11.2%	\$ 3,390,770
60001	OVERTIME PERMAN	\$ 19,176	\$ 680	3.5%	\$ 18,496
61000	SALARIES - PART TIME	\$ 217,361	\$ 23,768	10.9%	\$ 193,593
62000	SALARIES - TEMPORARY	\$ 10,000	\$ 4,717	0.0%	\$ 5,283
63000	FICA	\$ 250,302	\$ 27,091	10.8%	\$ 223,211
63001	RET CON RSRs	\$ 857,789	\$ 88,268	10.3%	\$ 769,521
63002	MEDCARE FICA	\$ 58,539	\$ 6,336	10.8%	\$ 52,203
63003	GROUP LIFE	\$ 23,459	\$ 3,680	15.7%	\$ 19,779
63006	H/C ACT TEMP	\$ 600,930	\$ 85,027	14.1%	\$ 515,903
63008	STATE UNEMPLOYMENT	\$ -	\$ -	0.0%	\$ -
63011	HEALTH SAVINGS	\$ -	\$ -	0.0%	\$ -
64104	EDUCATION PAY	\$ -	\$ -	0.0%	\$ -
64105	BONUS PAY	\$ -	\$ -	0.0%	\$ -
64110	VRIP INCENTIVE	\$ -	\$ -	0.0%	\$ -
	<b>Personnel Expenses</b>	<b>\$ 5,855,001</b>	<b>\$ 666,242</b>	<b>11.4%</b>	<b>\$ 5,188,759</b>
71141	BOOKS	\$ 952,359	\$ 248,887	26.1%	\$ 703,472
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 2,456	\$ (3,951)	-160.9%	\$ 6,407
72122	MAGS & NEWSPAPER	\$ 29,277	\$ 33,591	114.7%	\$ (4,314)
	<b>Collection Development</b>	<b>\$ 984,092</b>	<b>\$ 278,528</b>	<b>28.3%</b>	<b>\$ 705,564</b>
70131	ADVERTISING	\$ 2,297	\$ -	0.0%	\$ 2,297
70161	PLANNING MGMT SERVICES	\$ 1,023,055	\$ 114,089	11.2%	\$ 908,966
70215	EQUIPMENT REPAIR	\$ 81,200	\$ -	0.0%	\$ 81,200
70218	VEHICLE REPAIR	\$ 2,902	\$ 1,599	55.1%	\$ 1,303
70412	TRANSPORTATION	\$ -	\$ -	0.0%	\$ -
70416	EMPLOYEE PARKING	\$ 21,600	\$ -	0.0%	\$ 21,600
70311	PRINTED SUPPLIES	\$ 3,000	\$ 137	4.6%	\$ 2,863
70413	MILEAGE ALLOWANCE	\$ 2,263	\$ 4	0.2%	\$ 2,259
70551	SECURITY	\$ 294,543	\$ (16,279)	-5.5%	\$ 310,822
70552	CONTRACT AND TEMP PERSONNEL	\$ 22,000	\$ 50,136	227.9%	\$ (28,136)
71012	OFFICE STATIONARY SUPPLIES	\$ 3,047	\$ 522	17.1%	\$ 2,525
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 19,220	\$ 3,870	20.1%	\$ 15,350
72113	POSTAGE	\$ 4,456	\$ 500	11.2%	\$ 3,956
72121	CONFERENCES & CON	\$ 1,904	\$ -	0.0%	\$ 1,904
72123	MEMBERSHIP DUES	\$ 677	\$ -	0.0%	\$ 677
72124	TRAINING	\$ 1,055	\$ -	0.0%	\$ 1,055
72131	COMPUTER SUPPLIES	\$ 25,662	\$ 980	3.8%	\$ 24,682
72153	EQUIPMENT	\$ 12,200	\$ -	0.0%	\$ 12,200
73104	BANK FEES	\$ -	\$ 969	0.0%	\$ (969)
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
76652	PAPER PRODUCTS	\$ -	\$ -	0.0%	\$ -
77103	FUEL-D/O VEHICLE	\$ 2,298	\$ 413	18.0%	\$ 1,885
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 82	16.7%	\$ 411
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
77501	DIT CHARGES	\$ -	\$ 1,400	0.0%	\$ (1,400)
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>\$ 1,531,032</b>	<b>\$ 158,422</b>	<b>10.3%</b>	<b>\$ 1,372,610</b>
	<b>TOTAL GENERAL FUND</b>	<b>\$ 8,370,125</b>	<b>\$ 1,103,192</b>	<b>13.2%</b>	<b>\$ 7,266,933</b>



Richmond Public Library  
 Foundation, Friends, Groups and Individual Donations  
 FY 2024

Consent Agenda: Deposited Gifts Over \$100 Shown  
 as of September 27, 2023

Date of Check	Donor Name	Current Month Amount	Purpose/Location	YTD Account Balance		
				Gift	Foundation	Friends
28-Jun-23	Friends of the Richmond Public Library	\$ 11,000.00	Various Programs			\$ 11,000.00
11-Sep-23	Initiatives of Change	\$ 350.00	Unrestrictive Funds	\$ 350.00		
	<b>Monthly Total</b>	<b>\$ 11,000.00</b>				
	<b>YTD Total</b>	<b>\$ 11,350.00</b>	<b>Year To Date Total</b>	<b>\$ 350.00</b>	<b>\$ -</b>	<b>\$ 11,000.00</b>



## THE RIGHT TO READ RVA

COMMUNITY SCREENING & PANEL DISCUSSION

Wednesday, August 2, 2023

# Thank You!

Thank you for registering for [The Right to Read Screening and Panel Discussion](#) hosted on August 2nd. We would like to extend our gratitude to [The Richmond Public Library & The Richmond Public Library Foundation](#) for co-hosting this event with us. Special recognition to our partners-in-literacy who helped make this event an overwhelming success: [LENA](#), [Read to Them](#), [Imagination Library RVA](#), [Resist Booksellers](#) and the [Richmond Public School Lit Limo](#).

Please explore the additional resources and featured events for September linked below. We would love to have you join us again to continue the work of ensuring every Virginian child has access and opportunity to evidence-based literacy resources and instruction.

*Yours in Literacy and Justice for All,*



Barbara Patterson Oden  
Manager of Educational Partnerships - Virginia

### Structured Literacy Resources:

1. [Small-Group Reading Instruction and Mastery Learning: The Missing Practices for Effective and Equitable Foundational Skills Instruction](#)
2. [Structured Literacy™ and the SIPPS Program®](#)
3. [LETRS® and the SIPPS® Program](#)

## September 2023 Spotlight Events



The Right to Read:  
A Legacy of Literacy in the Heart of Virginia

September 26 - Tuesday  
Farmville, VA

[https://ml2.collaborativeclassroom.org/members/evr/reg\\_event.php?orgcode=CFCC&evid=39757449](https://ml2.collaborativeclassroom.org/members/evr/reg_event.php?orgcode=CFCC&evid=39757449)



Foundational Skills Instruction: Why Differentiated Learning  
and Small-Group Instruction Are Key to Student Success

September 26 - Tuesday  
Virtual

[Collaborative Classroom Events](#)



Celebrating the Joy of Writing: The Power of Talk, Text,  
Tenderness, and Time

September 27 - Wednesday  
Richmond, VA

[https://ml2.collaborativeclassroom.org/members/evr/reg\\_event.php?orgcode=CFCC&evid=39319973](https://ml2.collaborativeclassroom.org/members/evr/reg_event.php?orgcode=CFCC&evid=39319973)

The Richmond Room Presents



# SMALL BUSINESS LEGAL WORKSHOP

## Thursday, September 28, 2023

Richmond Room  
Main Library

**6PM -  
7:30PM**

The Capital Region Small Business Development Center (SBDC) and the Richmond Public Law Library (RPL) are hosting an educational workshop focused on counseling and legal resources for small business owners and entrepreneurs in the Richmond region. Learn the basics of how to set up a business, legal filings and entity status such as LLC, S-Corp, B-Corp, and more. Hosted by a local attorney and staff of the SBDC. The RPL Law Librarian will also show patrons how to access sample legal documents such as contracts, MOAs, and licensing agreements using the Law Library's free resources.



More details and registration at  
[rvalibrary.info/Small-Business-Workshop](http://rvalibrary.info/Small-Business-Workshop)



Richmond Public Library - Main  
101 E Franklin Street, Richmond VA, 23219  
804-646-6500  
[rvalibrary.org/richmondroom](http://rvalibrary.org/richmondroom)