



RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES REGULAR MEETING

October 25, 2023

Ginter Park Branch Library
1200 Westbrook Avenue
Richmond, Virginia 23227
Phone: (804) 646-1236

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, October 25, 2023
11:45 a.m.

AGENDA

Call to order:	11:45 a.m.	Ms. Carter-Gunter
Agenda		Ms. Carter-Gunter
Consent Agenda:		Ms. Carter-Gunter
<ul style="list-style-type: none"> • Approval of Minutes-September 27, 2023 Regular Meeting • Approval of Statistical Report • Approval of Pending Deposited Gifts Report 		
Public Comment Period:		
Reports:		
<ul style="list-style-type: none"> • Library Friends • Library Foundation • RPL Administration • Advocacy Taskforce • Early Learning Literacy 		Ms. DeBoer/Mr. Dishon Ms. Revere/Mr. Firestine Mr. Firestine Mr. Sawyer Ms. Peterson
Board Committee Reports:		
<ul style="list-style-type: none"> • Chair/Vice Chair Report • Finance Committee • Facilities Committee • Governance Committee 		Ms. Carter-Gunter Mr. Sawyer/Mr. Firestine Ms. Woody Ms. Altman
Unfinished Business		Ms. Carter-Gunter /Mr. Firestine
New Business		Ms. Carter-Gunter
Adjourn		Ms. Carter-Gunter
Next Meeting:		
Date:	December 6, 2023 (Combined November/December Meeting)	
Time:	11:45 a.m.	
Location:	Hull Street Branch Library 1400 Hull Street Richmond, Virginia 23224 Phone: (804) 646-8699	

Library Board Meeting Minutes - DRAFT
September 27, 2023

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

ABSENT: Barbara Burton, Attorney Shannan Fitzgerald

STAFF: Scott Firestine, Clay Dishon, Friends of the Library Chair Ruth DeBoer, Gianna Pack Cheryl Clarke, Susan Revere, Ben Himmelfarb, Phil Shephard

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair William Yates at 11:46am at the Main Library located at 101 E Franklin Street, Richmond, Virginia 23219. 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.

Agenda	<p>Approve the September 27, 2023, Agenda. <i>Motion: Christine Peterson, Second by Sheron Carter-Gunter</i></p> <p style="text-align: center;"><i>AYES: <u>6</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i></p> <p>Ms. Altman and Mr. Sawyer were not present for the vote.</p>
Consent Agenda	<p>Approve the July 26, 2023, Regular Meeting Minutes, the Current Financial Reports, Statistical Reports, and Donations Report as submitted: <i>Motion: Janet Woody, Second by Gail Zwirner</i></p> <p style="text-align: center;"><i>AYES: <u>6</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i></p> <p>Ms. Altman and Mr. Sawyer were not present for the vote.</p>
Public Comment Period	None.
REPORTS	
<p>Friends of the Library (FOL) <u>Ruth DeBoer</u> <u>Clay Dishon</u></p>	<p>Ms. DeBoer reported on the FOL operations:</p> <ul style="list-style-type: none"> • October 6, 7-9pm: 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. • October 14, 2-4pm: 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. • October 25: Concert and artist event "The Conjuror Revealed", a collaborative event with RVA Baroque and artists Coloratura. • November 3-4: Fall Book Sale in the Main library Auditorium. • The reorganization of the Friends sale sorting area in the Main Library Mezzanine – ongoing. • The Friends organization of a daily sales area at the Main Library is still in the concept stage. Working with an interior designer/volunteer is in process.

REPORTS (CONTINUED)

<p>Library Foundation</p> <p><u>Susan Revere</u> <u>Scott Firestine</u></p>	<p>Ms. Revere reported on the Library Foundation Operations:</p> <p>Foundation Update: The Foundation welcomes their newest Board Members:</p> <ul style="list-style-type: none"> • Allan-Charles Chipman, with the United States office of Initiatives of Change • Jamie Isley with Leadership Metro Richmond • Mary Lauderdale of the Black History Museum and Cultural Center of Virginia <p>This incoming class is energetic and full of wonderful ideas and experience, so the Foundation is looking forward to working with them and continuing to strengthen its Foundation Board.</p> <p>Dontrese Brown was announced as the new Vice President of the Foundation Board.</p> <p>Grant Activity/Partnership Updates:</p> <ul style="list-style-type: none"> • Mellon Foundation full proposal was submitted on September 13. Awaiting a decision after their November 9 full Board Meeting. <ul style="list-style-type: none"> ○ Special thanks to John Ulmschneider and the Foundation for a letter of support, to Chris Peterson for her insight and guidance, and to Rich Peterson and Scott Firestine for their work on the budget documents. This has been a learning opportunity for all.
<p>Administration</p> <p><u>Scott Firestine</u></p>	<p>Director’s Report: 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"> • Summer Reading Program numbers almost doubled over last year. Youth Services Staff went above and beyond to make this year a big success. Looking forward to a bigger and better program next year. • RPL partnered with the Childrens’ Museum, which received a gift of 1,000 Lego sets and needed a place to store them. There was opportunity for RPL to help distribute them too. • Initiated Blood Pressure Awareness where individuals can conduct their own screenings. Instructions are provided on the table station along with a blood pressure cuff.
<p>Advocacy Task Force</p> <p><u>Garrett Sawyer</u> <u>Sheron Carter-Gunter</u></p>	<p>Mr. Sawyer reported on how the members are going to reengage with their respective Councilmembers and representatives. He mentioned the next communication going out will focus on a recap of all the wonderful and amazing things RPL has been doing, as well as using this as an opportunity to prepare for our ask; noting “because of your investment, this is what RPL is accomplishing.” The goal is to make sure we are sharing with them so they are aware of what is going on and what can be done with more support.</p> <p>The <i>What’s Happening</i> Magazine is being sent to all Councilmember Liaisons to be added to their newsletter.</p> <p>Members discussed next steps of working with City Administration.</p>
<p>Early Literacy Update</p> <p><u>Christine Peterson</u></p>	<p>Ms. Peterson reported on the Early Literacy accomplishments and future needs for this year’s Summer Reading Program (SRP):</p> <ul style="list-style-type: none"> • Good summer performance in reading: Up by 20% versus last year, but not above pre-Covid numbers. • Every other Saturdays were open doing programing with Youth Services staff at Hull Street, Broad Rock, West End, and East End Branch Libraries. Very successful, but there was a need to have programs on Saturdays weekly. • Performers were scheduled at all branches instead of a few locations this year. • Maymont finally to the SRP was the best ever had and very successful. Planning more.

REPORTS (CONTINUED)

<p>Early Literacy Update (Continued)</p> <p><u>Christine Peterson</u></p>	<p>Future Needs:</p> <ul style="list-style-type: none"> • Focus on Outreach into certain communities that have a need and can benefit the most from the programs, which is a continuous work in progress. • Interns: Provide a summer intern at every branch. Focus on providing no less than four interns to share among the branches, pushing for all nine locations if possible. • Have staff and/or performers to do programing every Saturday at every location. • Focus on partnerships to provide STEM and other special activities. • Need to make Ripple mascot more visible.
<p>Chair Report</p> <p><u>William Yates</u></p>	<p>Chair Yates commented on the following items in the Board Packet:</p> <ol style="list-style-type: none"> 1. E-content moved up 62% over the same period a year ago. 2. Westover Hills Branch Library circulation passed the Main Library. 3. Strong program attendance. 4. Door count up even with e-content going up. 5. Law Library doing more programing and making good changes.
<p>Finance Chair</p> <p><u>Garrett Sawyer</u> <u>Scott Firestine</u></p>	<p>No formal report since the new fiscal year just started.</p> <p>Mr. Firestine mentioned he was working to get the extra funding placed in the RPL budget at the beginning of the fiscal year activated and in place to use.</p>
<p>Facilities Chair</p> <p><u>Janet Woody</u> <u>Gail Zwirner</u> <u>Scott Firestine</u></p>	<p>Mr. Firestine reported the East End Branch Library will begin planting trees on September 28. The Storm Water Beatification Project will be wrapping up at that location soon after.</p> <p>There was a discussion of the Master Plan process and funding opportunity for the CIP. Mr. Firestine recommended the Finance Committee discuss a strategy and bring information back during the December 6 meeting if possible. We need to keep the Master Plan on the Councilmembers' radar as well as City Administration's radar.</p> <p>Ms. Woody reported the Facilities Committee had finished visiting all of the branches. There is a definite need for a Master Plan for all the branches. The Committee is reviewing other Master Plans from other libraries to see how they were written.</p> <p>Ms. Zwirner shared with members that she is exploring federal funding opportunities to benefit RPL through Congresswoman Jennifer McClellan's office. The goal is to honor Congressman Don McEachin through an improvement to library or library services. This effort will be coordinated with Library Administration, Mrs. McEachin, and Congresswoman McClellan.</p>
<p>Governance Chair</p> <p><u>Emily Altman</u></p>	<p>No formal report.</p>

UNFINISHED BUSINESS

No Unfinished Business discussed.

NEW BUSINESS

No New Business discussed.

There being no further business, the meeting was adjourned at 12:59pm by unanimous consent from the members that were present.

The next regular meeting of the LBOT will be held on Wednesday, October 25, 2023, at the Ginter Park Branch Library located at 1200 Westbrook Avenue, Richmond, Virginia 23227.

Approved: _____
Mr. William Yates, Chair

*Recorder: Gianna Pack, CAP
Senior Executive Assistant*

Director's Report

October 2023

Director Activities:

- Oct 3 Author Visit with Kathi Clark Wong "Nickelodeons and Black Vaudeville" – Main Library
- Oct 4 RPL/FY25 Budget Request Discussion with DCAO – City Hall
- Oct 4 RPL Friends Board Meeting – Main Library
- Oct 6 ULC Creating Youth Opportunities Working Group Meeting – Virtual
- Oct 6 Friends of the Library Meeting Author Event – Main Library
- Oct 9 Holiday - Indigenous Peoples' Day – Libraries Closed
- Oct 10 Informal and Council Meetings – City Hall
- Oct 12 Central Virginia Literacy Collaborative Meeting – Community Foundation
- Oct 19 Randolph Macon Class Discussion – Ashland, VA

○ Hiring Update:

○ October 2023 Hiring Update:

- 0073 PTE Library Technician – Belmont – Posting Phase
- 0404 PTE Library Technician – East End – Posting Phase
- 0015 and 0056 PTE Library Technician – North Avenue – Posting Phase
- 0180 and 0181 PTE Library Technician – Ginter Park – Posting Phase
- 0010, 0011, and 0018 PTE Library Technician – West End – Posting Phase
- 0176 PTE Library Associate (Young Adult) – West End – Posting Phase
- 0187 PTE Library Associate (Young Adult) – Ginter Park – Posting Phase
- 0151 PTE Library Associate (Adult Services) – Main/Law – Posting Phase
- 0005 PTE Library Associate (Adult Services) – Main/Circulation – Posting Phase
- 0402 PTE Library Associate (Adult Services) – Main/Reference – Posting Phase
- 0075, 0183, and 0185 PTE Library Associate (Youth Services) – Main/Childrens – Posting Phase
- 0081 FTE Librarian, Senior (Special Collections) – Posting Phase
- 0058 FTE Library Technician, Senior (Tech Services) – Posting Phase
- 0140 FTE Librarian, Senior (Childhood and Early Literacy) Posting Phase
- 0008 PTE Library Technician – Main/Reference – Interview Phase
- 0150 PTE Library Technician – Main/Computer Lab – Interview Phase
- 0071 FTE Library Associate/YS – Ginter Park Branch Library – Interview Phase
- 0072 FTE Library Associate/YS North Avenue Branch Library – Interview Phase
- 0097 FTE Library Associate/YS – East End Branch Library – Interview Phase
- 0044 FTE Senior Library Technician – Ginter Park Branch Library – Interview Phase
- 0102 FTE Librarian, Senior/YS (Young Adults) – Review Phase

- Main FTE Librarian, Senior Jennifer Deuell was promoted to FTE 0001 Library/Community Services Manager/Outreach & Engagement on October 21.
- Main Library welcomes 0088 FTE Librarian, Senior Danielle Howard and 03TEMP126 PTE Office Assistant/Courier Christopher Ferree on October 23.

Outreach and Engagement Update: During the month of September, our focus was on Back to School and Library Card Sign-Up Month. We attended several Back to School Nights at Richmond Public Schools including Lois Harrison-Jones Elementary (previously John B. Cary), Woodville Elementary, Broad Rock Elementary, and Henderson Middle School. We also had a table at a Back to School Fair at Riverview Baptist Church. In addition, we held informational tables at the Health and Wellness Library at MCV Hospital and the Health Sciences Library at MCV for a total of four sessions. We attended two community events including YMCA Welcome Week and Party on the Avenues.

Additionally, the Library and the Foundation are coordinating to send monthly outreach emails to City Council liaisons. Liaisons received district specific information to include in emails, newsletters, or other constituent communication. Hyperlinks to the library website, Libcal, and *What's Happening* magazine are included in each email.

Director's Report (Continued)
October 2023

Save the Date(s):

- **November 4 – RPL 100 Celebration and Special Collections Open House (11:00am-4:00pm)** - Richmond Room
 - **RPL 100 History Presentation:** 11:30am
 - **Gellman Room Concert:** 2:00pm
- **November 14 – Read Up Richmond:** The 5th Annual Read Up Richmond event featuring award-winning author S.A. Cosby in conversation with Dale Brumfield.

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

- **Belmont Branch Library:** As a patron was checking out recently, she said “I grew up in this area in the 60’s and remember walking to Belmont from St. Benedict and later St. Gertrude schools.” She fondly remembers summer reading experiences and book lists.
- **East End Branch Library:** Through the actions and quick thinking of a patron and staff, an individual who had collapsed due to an overdose was revived with narcan. We are indebted to the RCHD for ensuring that we have this incredible drug on hand, and the bravery of those on staff who stepped up and saved a life.
- **Ginter Park Branch Library:** The other day, a young boy received one of the Ripple plushies and his face completely lit up and he was hugging it tight the entire way out of the library. His mother was very happy and excited for him, and she thanked us profusely.
- **Main Library:** Through First Fridays and the Poetry Reading event, we gave a number of artists their first time in front of an audience performing their work. Our low-pressure, supportive and social vibe is very helpful to first time performers and leaves them feeling confident and grateful—as well as seeing the library as a community asset.
- **Westover Hills Branch Library:** A patron came in and explained that they’re here every day because they’re working through a very intensive degree program while they have a new baby at home, and Westover Hills is “saving me, you’re saving me!” by having free and open space all day available for them to work uninterrupted. Another patron came in to tell us her daughter won a full-ride scholarship to college and that they used the library so much as she was growing up. “We didn’t realize just how much the library provides!” she said as she left.

CIRCULATION FY24														
LOCATION	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Belmont	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	9,066										28,450
Broad Rock	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	1,950										5,800
East End	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	2,307										8,303
Ginter Park	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	4,104										13,718
Hull Street	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	2,030										6,877
Main	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	9,016										28,226

CIRCULATION FY24 (CONTINUED)														
LOCATION	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
North Avenue	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	2,259										
West End	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	10,311										
Westover Hills	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	8,550										
E-Content	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	26,401										
Totals	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
	FY24	80,726	83,378	75,994										240,098

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
Belmont														
Adult Programs	9	9	8										26	90
Adult Attend	20	29	29										78	507
Young Adult Programs	0	1	1										2	5
Young Adult Attend	0	0	0										0	2
Juvenile Programs	13	17	12										42	156
Juvenile Attend	226	315	168										709	1,680
Total Attend	246	344	197										787	2,189
Total Programs	22	27	21										70	251
Broad Rock														
Adult Programs	8	15	5										28	65
Adult Attend	48	284	42										374	193
Young Adult Programs	1	1	2										4	75
Young Adult Attend	37	16	12										65	115
Juvenile Programs	23	21	31										75	219
Juvenile Attend	135	230	240										605	928
Total Attend	220	530	294										1,044	1,236
Total Programs	32	37	38										107	359
East End														
Adult Programs	8	8	3										19	88
Adult Attend	14	33	16										63	718
Young Adult Programs	14	9	5										28	65
Young Adult Attend	96	51	32										179	412
Juvenile Programs	11	8	5										24	93
Juvenile Attend	371	181	280										832	2,189
Total Attend	481	265	328										1,074	3,319
Total Programs	33	25	13										71	246

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
Ginter Park														
Adult Programs	13	10	9										32	61
Adult Attend	71	77	49										197	302
Young Adult Programs	0	0	1										1	7
Young Adult Attend	0	0	0										0	0
Juvenile Programs	16	14	15										45	123
Juvenile Attend	203	138	158										499	895
Total Attend	274	215	207										696	1,197
Total Programs	29	24	25										78	191
Hull Street														
Adult Programs	6	1	7										14	26
Adult Attend	30	4	48										82	245
Young Adult Programs	5	0	0										5	13
Young Adult Attend	19	0	0										19	81
Juvenile Programs	14	2	4										20	62
Juvenile Attend	340	47	15										402	979
Total Attend	389	51	63										503	1,305
Total Programs	25	3	11										39	101
Main														
Adult Programs	13	14	19										46	137
Adult Attend	207	232	409										848	2,714
Young Adult Programs	0	0	0										0	3
Young Adult Attend	0	0	0										0	28
Juvenile Programs	18	19	17										54	196
Juvenile Attend	479	412	279										1,170	3,360
Total Attend	686	644	688										2,018	6,102
Total Programs	31	33	36										100	336

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
North Avenue														
Adult Programs	9	3	6										18	34
Adult Attend	61	12	206										279	364
Young Adult Programs	0	5	0										5	3
Young Adult Attend	0	132	0										132	8
Juvenile Programs	2	1	1										4	29
Juvenile Attend	15	6	10										31	455
Total Attend	76	150	216										442	827
Total Programs	11	9	7										27	66
West End														
Adult Programs	5	6	6										17	68
Adult Attend	63	65	52										180	629
Young Adult Programs	3	1	3										7	12
Young Adult Attend	6	0	2										8	117
Juvenile Programs	15	17	12										44	145
Juvenile Attend	356	299	212										867	2,534
Total Attend	425	364	266										1,055	3,280
Total Programs	23	24	21										68	225
Westover Hills														
Adult Programs	3	1	2										6	13
Adult Attend	28	2	20										50	62
Young Adult Programs	1	1	1										3	12
Young Adult Attend	3	5	0										8	129
Juvenile Programs	4	4	5										13	76
Juvenile Attend	244	247	188										679	3,546
Total Attend	275	254	208										737	3,737
Total Programs	8	6	8										22	101
Grand Total Attend	3,072	2,817	2,467	0	0	0	0	0	0	0	0	0	8,356	23,192
Grand Total Programs	214	188	180	0	0	0	0	0	0	0	0	0	582	1,876

DOOR COUNT 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
Belmont	4,560	4,883	4,629										14,072
Broad Rock	4,400	4,799	4,422										13,621
East End	4,216	4,853	4,128										13,197
Ginter Park	4,782	6,962	4,480										16,224
Hull Street	1,794	3,920	2,893										8,607
Main	7,875	7,661	0										15,536
North Avenue	2,751	4,257	3,664										10,672
West End	3,669	3,911	3,257										10,837
Westover Hills	5,335	5,723	5,167										16,225
TOTALS FY24:	39,382	46,969	32,640										118,991
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

09/2023: Main Library: Door Counter broken. Will be replaced for October.

NEW PATRON CARDS													
FY2024	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Belmont	156	173	139										468
Broad Rock	93	54	63										210
East End	53	68	59										180
Ginter Park	39	67	64										170
Hull Street	97	91	55										243
Main	253	273	358										884
North Avenue	22	55	40										117
West End	70	87	76										233
Westover Hills	117	129	92										338
Online Reg E-Card	626	692	546										1,864
Total FY24:	1,526	1,689	1,492										4,707
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

COMPUTER USE FY2024	Jul-22	Aug-22	Sep- 22	Oct-22	Nov- 22	Dec- 22	Jan-23	Feb- 23	Mar- 23	Apr-23	May- 23	Jun- 23	TOTAL
Belmont Workstation	619	658	640										1,917
WIFI	650	642	676										1,968
Broad Rock Workstation	797	732	632										2,161
WIFI	1,034	1,115	1,134										3,283
East End Workstation	664	729	646										2,039
WIFI	1,248	1,543	1,191										3,982
Ginter Park Workstation	580	713	561										1,854
WIFI	627	801	620										2,048
Hull Street Workstation	589	646	485										1,720
WIFI	1,003	1,073	939										3,015
Main Workstation	1,673	2,123	1,996										5,792
WIFI	3,505	4,089	4,388										11,982
North Avenue Workstation	381	533	398										1,312
WIFI	436	518	407										1,361
West End Workstation	294	363	267										924
WIFI	731	730	755										2,216
Westover Hills Workstation	630	643	544										1,817
WIFI	730	851	897										2,478
TOTALS FY24:	16,191	18,502	17,176										51,869
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

TECHNICAL SERVICES - FLOATING ITEMS ADDED / DISCARDED				
FY2024	Printed Materials Added (All Branches)	Overdrive Added	Monthly Total Added	Monthly Total Discarded
Jul-23	304	210	514	827
Aug-23	879	384	1,263	764
Sep-23	2,213	282	2,495	846
Oct-23				
Nov-23				
Dec-23				
Jan-24				
Feb-24				
Mar-24				
Apr-24				
May-24				
Jun-24				
FY24 Totals:	3,396	876	4,272	2,437
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 September 30, 2023

ACCOUNT	DESCRIPTION	Budget	Actual and Encumbered 30-Sep-23	% Spent	Balance Available 30-Sep-23
60000	SALARIES - FULL TIME	\$ 4,205,445	\$ 700,577	16.7%	\$ 3,504,868
60001	OVERTIME PERMAN	\$ 19,176	\$ 751	3.9%	\$ 18,425
61000	SALARIES - PART TIME	\$ 369,366	\$ 35,681	9.7%	\$ 333,685
62000	SALARIES - TEMPORARY	\$ 10,000	\$ 8,301	0.0%	\$ 1,699
63000	FICA	\$ 250,302	\$ 44,245	17.7%	\$ 206,057
63001	RET CON RSRS	\$ 857,789	\$ 146,865	17.1%	\$ 710,924
63002	MEDCARE FICA	\$ 58,539	\$ 10,348	17.7%	\$ 48,191
63003	GROUP LIFE	\$ 23,459	\$ 5,448	23.2%	\$ 18,011
63006	H/C ACT TEMP	\$ 600,930	\$ 140,074	23.3%	\$ 460,856
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%	\$ -
	Personnel Expenses	\$ 6,395,006	\$ 1,092,290	17.1%	\$ 5,302,716
71141	BOOKS	\$ 952,359	\$ (35,509)	-3.7%	\$ 987,868
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 2,456	\$ -	0.0%	\$ 2,456
72122	MAGS & NEWSPAPER	\$ 29,277	\$ 16,543	56.5%	\$ 12,734
	Collection Development	\$ 984,092	\$ (18,966)	-1.9%	\$ 1,003,058
70131	ADVERTISING	\$ 2,297	\$ 489	21.3%	\$ 1,808
70161	PLANNING MGMT SERVICES	\$ 483,050	\$ 134,194	27.8%	\$ 348,856
70215	EQUIPMENT REPAIR	\$ 81,200	\$ -	0.0%	\$ 81,200
70218	VEHICLE REPAIR	\$ 2,902	\$ 1,914	65.9%	\$ 988
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	\$ 205,645	69.8%	\$ 88,898
70552	CONTRACT AND TEMP PERSONNEL	\$ 22,000	\$ 21,172	96.2%	\$ 828
71012	OFFICE STATIONARY SUPPLIES	\$ 3,047	\$ (1,164)	-38.2%	\$ 4,211
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 19,220	\$ 1,597	8.3%	\$ 17,623
72113	POSTAGE	\$ 4,456	\$ -	0.0%	\$ 4,456
72121	CONFERENCES & CON	\$ 1,904	\$ -	0.0%	\$ 1,904
72123	MEMBERSHIP DUES	\$ 677	\$ 174	25.7%	\$ 503
72124	TRAINING	\$ 1,055	\$ -	0.0%	\$ 1,055
72131	COMPUTER SUPPLIES	\$ 25,662	\$ (9,961)	-38.8%	\$ 35,623
72153	EQUIPMENT	\$ 12,200	\$ 2,509	0.0%	\$ 9,691
73104	BANK FEES	\$ -	\$ 1,947	0.0%	\$ (1,947)
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
76652	PAPER PRODUCTS	\$ -	\$ -	0.0%	\$ -
77103	FUEL-D/O VEHICLE	\$ 2,298	\$ 582	25.3%	\$ 1,716
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 123	25.0%	\$ 370
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
77501	DIT CHARGES	\$ -	\$ 1,700	0.0%	\$ (1,700)
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%	\$ -
	Other Expenses	\$ 991,027	\$ 361,063	36.4%	\$ 629,964
	TOTAL GENERAL FUND	\$ 8,370,125	\$ 1,434,387	17.1%	\$ 6,935,738

RICHMOND PUBLIC LIBRARIES - General Fund Budget

Monthly Budget Report

September 30, 2023

<u>General Fund Revenue</u>	<u>FY2023-24</u> <u>Budget</u>	<u>FY2023-24</u> <u>Actual YTD</u>	<u>%</u> <u>Recognized</u>	<u>Unrecognized</u>
Lost and Damage Books	\$ 21,782	\$ 4,106	19%	\$ 17,676
Reservation - Book Records	\$ 500	\$ 180	36%	\$ 320
Room Rental Fees	\$ 300	\$ -	0%	\$ 300
Sales Copy Centers	\$ 17,476	\$ 2,432	14%	\$ 15,044
State Library Aide	<u>\$ 170,000</u>	<u>\$ -</u>	<u>0%</u>	<u>\$ 170,000</u>
	<u>\$ 210,058</u>	<u>\$ 6,719</u>	<u>3%</u>	<u>\$ 203,339</u>

General Fund Operating

	<u>FY2023-24</u> <u>Budget</u>	<u>FY2023-24</u> <u>Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
Personnel	\$ 4,603,987	\$ 745,310	16%	\$ 3,858,677
Fringes	\$ 1,791,019	\$ 346,981	19%	\$ 1,444,038
Books/Materials	\$ 984,092	\$ (18,966)	-2%	\$ 1,003,058
Operating Expenses	<u>\$ 991,027</u>	<u>\$ 361,063</u>	<u>36%</u>	<u>\$ 629,964</u>
Total	\$ 8,370,125	\$ 1,434,387	17%	\$ 6,935,738

Encumbrances YTD **\$ 34,003**

RICHMOND PUBLIC LIBRARIES - Special Fund Budget

<u>Special Fund Revenue</u>	<u>FY2023-24</u> <u>Anticipated</u>	<u>FY2023-24</u> <u>Actual YTD</u>	<u>%</u> <u>Recognized</u>	<u>Unrecognized</u>
00314 - Gift to the Library	\$ 12,500	\$ 9,266	0%	\$ 3,234
00308 - Verizon E-Rate Grant	\$ 75,000	\$ 34,628	46%	\$ 40,372
00309 - Public Law Library	\$ 157,797	\$ 42,608.00	27%	\$ 115,189
00311 - Gates Foundation	\$ 28,750	\$ -	0%	\$ 28,750
00312 - RPL Foundation	\$ -	\$ -	0%	\$ -
00313 - Friends of the RPL	\$ 18,000	\$ 11,000	61%	\$ 7,000
00000 - FNDN Restricted Grant	<u>\$ -</u>	<u>\$ -</u>	<u>0%</u>	<u>\$ -</u>
	<u>\$ 292,047</u>	<u>\$ 97,502</u>	<u>33%</u>	<u>\$ 194,545</u>

<u>Special Fund Expenditures</u>	<u>FY23 Rollover &</u> <u>FY24 Receipts</u>	<u>FY2023-24</u> <u>Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
00314 - Gift to the Library	\$ 240,054	\$ (5,007)	-2%	\$ 245,061
00308 - Verizon E-Rate Grant	\$ 196,535	\$ 4,536	2%	\$ 191,999
00309 - Public Law Library	\$ (379,954)	\$ 53,593	-14%	\$ (433,547)
Personnel		\$ 14,960		
Fringes		\$ 1,975		
Books/Materials		\$ 36,658		
Operating Expenses		\$ -		
00311 - Gates Foundation	\$ (1,721)	\$ -	0%	\$ (1,721)
00312 - RPL Foundation	\$ (186,450)	\$ 27,464	-15%	\$ (213,914)
00313 - Friends of the RPL	<u>\$ 45,959</u>	<u>\$ (2,598)</u>	<u>-6%</u>	<u>\$ 48,557</u>
	<u>\$ (85,577)</u>	<u>\$ 77,988</u>	<u>-91%</u>	<u>\$ (163,565)</u>

Encumbrances YTD **\$ 10,153**

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

Consent Agenda: Deposited Gifts Over \$100 Shown
 as of October 25, 2023

Date of Check	Donor Name	Current Month Amount	Purpose/Location	YTD Account Balance		
				Gift	Foundation	Friends
	<i>NO Donations</i>					
	Monthly Total	\$ -				
	YTD Total	\$ 11,350.00	Year To Date Total	\$ 350.00	\$ -	\$ 11,000.00



LOCAL NEWS

<https://www.wtvr.com/news/local-news/small-business-help-sept-27-2023>

By: [Jake Burns](#) Posted at 6:02 PM, Sep 27, 2023 and last updated 6:02 PM, Sep 27, 2023

This Richmond attorney is helping up-and-coming entrepreneurs navigate legal side of starting a small business

RICHMOND, Va. -- The gap between a million-dollar idea and an actual, sustainable business exists within the thousands of pages inside leather-bound books lining the shelves at the Richmond Public Library's Richmond Room.

Earlier this year, the east side of the Main Library was transformed into a legal and business resource area known as the new Law Library.



"I sometimes think of myself like I'm a legal translation service," said Charles Schmidt with a laugh. "I'm not technically a librarian, I'm a lawyer."

Schmidt runs the Richmond Room and Law Library, but before his career in the stacks, he served as an attorney in both private and government practice.

Attorneys charge hundreds of dollars per hour in many cases to consult with entrepreneurs on the proper paperwork required to launch a small business. Schmidt now helps connect those without the means or connections to the correct legal resources they need to get their business off the ground.

Specific business models require different organizational structures and contracts depending on the idea. While Schmidt does not provide specific legal advice, he helps facilitate connections and ensure an entrepreneur pursues the correct paperwork.

"Somebody coming in, 'I just have an idea; I don't even know where to start.' That's the kind of role we can play at the library is to help them find the next step and know where to go next," Schmidt said.

"If you have time and money, you can hire out these questions; you can pull in the resources that you have; you can take the time to build your brand, build your business, concentrate on conflict when it happens. But if you're in the hustle and bustle of running your small business day to day, and day to day is your survival, you don't have hours to deal with some of the administrative headaches that come up," he continued.

Thursday evening at the Law Library, Schmidt and partners with the Capital Region Small Business Development Center (SBDC) will host a workshop for anyone who has an idea for a business but needs a blueprint to get the ball rolling.

"How do I get started running a business, what sort of legal resources do I need to have, what sort of legal support can I find?" Schmidt said. "Here's a blueprint for what you're going to need to start your business, and oh by the way, here's all the additional resources that will help you in step one, in step two, in step three."

"Once they have access to that information, then they know what other questions to ask," said Megan Nolde with Capital Region SBDC.

Nolde will be part of Thursday's workshop and will work directly with small business owners launching and expanding their company or organization. The instinct for some entrepreneurs, Nolde said, is to dive right in and expect quick success, but the setup of a sustainable business takes time and care.

"You don't have to have it all figured out, but we really want you to try to be lean, meaning don't try to lasso the moon quite yet," she said. "There's a lot of things we can't control, so we try to help people manage the things they can control because you want to kind of be a slow burn and not a firework."

Schmidt said success isn't just a theory. Earlier this week, a man who he had been working with approached him at the library saying he booked his first client.

"We actually to be like 'shh-shh' because it's still the library. . . you're not supposed to scream and yell," he said with a laugh. "I'm just as excited about his success as he is. That's a real heartfelt moment for all of us when we see those successes."

The workshop begins at 6 p.m. inside [the Richmond Room](#) at the Main Library. Registration and walk-ins are available, and anyone is welcome to attend. [You can learn more about Capital Region SBDC here.](#)

∞ END ∞