RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES
REGULAR MEETING

December 6, 2023
(Joint November/December 2023 Meeting)

Hull Street Branch Library
1400 Hull Street
Richmond, Virginia 23224
Phone: (804) 646-8699

11:45 a.m.

Library Board of Trustees Meeting
Wednesday, December 6, 2023
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-October 25, 2023, 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/Mr. Firestine
- RPL Administration   Mr. Firestine
- Advocacy Taskforce   Mr. Sawyer
- Early Learning Literacy   Ms. Peterson

Board Committee Reports:
- Chair/Vice Chair Report   Mr. Yates
- Finance Committee   Mr. Sawyer/Mr. Firestine
- Facilities Committee   Ms. Woody
- Governance Committee   Ms. Altman

Unfinished Business
- Discussion on Holidays/Sundays   Mr. Yates/Mr. Firestine

New Business   Mr. Yates
- Meeting Schedule for 2024-Vote
- Holiday Schedule for 2024-Vote

Adjourn   Mr. Yates

Next Meeting:

Date: January 24, 2024
Time: 11:45 a.m.
Location: Main Library
                 101 E. Franklin Street
                 Richmond, Virginia 23219
                 804.646.2547

Library Board Meeting Minutes - DRAFT
October 25, 2023

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

ABSENT: Chair William Yates, Barbara Burton, Brent Graves

STAFF: Scott Firestine, Clay Dishon, Attorney Shannan Fitzgerald, Gianna Pack, Cheryl Clarke, Susan Revere, Louis Maranski, Phil Shephard, Friends of the Library Chair Ruth DeBoer,

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Vice Chair Sheron Carter-Gunter at 11:46am at the Ginter Park Branch Library located at 1200 Westbrook Avenue, Richmond, Virginia 23227. 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	Approve the October 25, 2023, Amended with Adding Under New Business: Direction on Handling Sunday Closures with Holiday Closures Discussion. ***Motion: Christine Peterson, Second by Garrett Sawyer*** ***AYES: 6 NOES: 0 ABSTAIN: 0 Approved Unanimously.***
Consent Agenda	Approve the September 27, 2023, Regular Meeting Minutes, the Current Financial Reports, Statistical Reports, and Donations Report as submitted: ***Motion: Janet Woody, Second by Emily Altman*** ***AYES: 6 NOES: 0 ABSTAIN: 0 Approved Unanimously.***
Public Comment Period	None.
REPORTS	
Friends of the Library (FOL) <u>**Clay Dishon**</u> <u>**Ruth DeBoer**</u>	Mr. Dishon reported on the FOL operations in Ms. DeBoer absence: • **October 25:** Concert and artist event "The Conjuror Revealed" to take place tonight, which is a collaborative event with RVA Baroque and artists Coloratura. • **November 3-4:** The Friends are very busy preparing for the Book Sale, which will be in the Auditorium in the Main Library. • Fall membership renewal letters will go out in November.
Library Foundation <u>**Susan Revere**</u> <u>**Scott Firestine**</u>	Ms. Revere reported on the Library Foundation Operations: **Foundation Update:** • The Impact Report will go out mid-November. • The Annual Fund Letter should go out the first week in December. • Ms. Revere expressed appreciation to those LBOTs who have recently made investments in RPL through the Foundation. **Grant Activity/Partnership Updates:** • The R.E.B. Foundation has awarded $5,000 in support of the RVA Reads program. • RPLF submitted a request to Carmax to support the 2024 Summer Reading Program for the summer intern program. • RPLF submitted a request to Every Child a Reader. If approved, Library of Congress National Ambassador for Young People's Literature Meg Medina would appear at RPL for two events in summer of 2024.

REPORTS (CONTINUED)	
Administration **Scott Firestine**	**Director's Report:** In addition to the items submitted on the Director's Report in the Board Packet, Mr. Firestine reported on the following: • Introduction of new Library/Community Services Manager Louis Maranski for Ginter Park Branch Library. Mr. Firestine offered a tour after the meeting. • 26 Positions actively pursuing to interview and hire. • Numbers at the North Avenue Branch Library are starting to rise after being closed for 6 months. • **November 14:** Read Up Richmond.
Advocacy Task Force **Garrett Sawyer** **Sheron Carter-Gunter**	Mr. Sawyer reported on the new communication that will need to go out to the LOBT respective Councilmembers focusing on saying thank you for support and to emphasize on the great work RPL has been doing. After the discussion, Ms. Pack will send the LBOT a copy of correspondence via email.
Early Literacy Update **Christine Peterson**	No formal report.
Vice Chair Report **Sheron Carter-Gunter**	No formal report.
Finance Chair **Garrett Sawyer** **Scott Firestine**	No formal report. Mr. Firestine mentioned the RPL Budget is on target. The Mayor's Office is pulling information together to start planning the new FY24 Budget process. Mr. Firestine and Mr. Sawyer will meet in mid-November.
Facilities Chair **Janet Woody** **Gail Zwirner** **Scott Firestine**	Mr. Firestine reported on the following activities at the Branch Libraries: • Installing cameras at Broad Rock Branch Library. • Stormwater Project ended at the East End Branch Library. • Parking issue at the Belmont Branch Library with construction going on at the building across from the library blocking patrons from parking at the Branch. Ms. Zwirner gave an update on the bookmobile project for outreach. More discussion will take place and updates to follow. Vice Chair Carter-Gunter mentioned satellite Branches. With Richmond growing, there are locations that do not have access to City libraries. She asked members to think of other space opportunities where the library can serve.
Governance Chair **Emily Altman**	No formal report.
UNFINISHED BUSINESS	
No Unfinished Business discussed.	

NEW BUSINESS

Direction on Handling Sunday Closures with Holiday Closures Discussion: Mr. Firestine opened the discussion. RPL generally follows the City of Richmond's closings for holidays. The City does not take into account the seven day work schedule followed by RPL. When a holiday lands on a Saturday, the City will observe the holiday on the weekday before the Saturday. RPL is then closed on the Saturday of the holiday.

The issue is when the holiday is on a Monday. Should RPL close on Sundays for the entire weekend or just open back up on Sunday. Ms. Peterson inquired to what other models are available by seeing what other localities are doing.

After the discussion it was agreed upon by the members present for Mr. Firestine to check into Henrico's schedule and report back on the December 6 meeting.

There being no further business, the meeting was adjourned at 12:22pm by unanimous consent from the members that were present.

There is no meeting in November. The next meeting of the LBOT will be held on Wednesday, December 6, at the Hull Street Branch Library located at 1400 Hull Street, Richmond, Virginia 23224.

Approved:_____
Mr. William Yates, Chair

Recorder: Gianna Pack, CAP
Senior Executive Assistant

Director's Report
November/December 2023
Director Activities:

Nov 1	Thomas B. Smith Groundbreaking Ceremony – Ruffin Road, Richmond
Nov 3	CALD Meeting – Chesterfield
Nov 4	RPL 100 Celebration and Special Collections Open House – Main Library
Nov 7	Holiday – Election Day
Nov 8	Department Budget Presentations – City Hall
Nov 9	Central Virginia Literacy Collaborative – Community Foundation
Nov 10-11	Holiday – Veteran's Day/City Observed Holiday
Nov 13	Informal and Council Meeting – City Hall
Nov 14	Read Up Richmond Featuring S.A. Cosby with Dale Brumfield – Main Library
Nov 16	Council Finance Committee Meeting – City Hall
Nov 21	Meeting with Garret Sawyer (LBOT Finance Committee)
Nov 22-24	Holiday – Thanksgiving Break
Nov 27-29	Interviewing
Dec 1	CALD – Williamsburg Regional Combined Meeting
Dec 1	Mobile Library Planning – Main Library
Dec 6	RPLF: Executive Committee Meeting – Virtual
Dec 6	RPL Friends of the Library – Main Library
Dec 12	Discussion on Supporting our Youth with Administration – City Hall
Dec 13	RPLF: December Board Meeting and Open House – East End Branch Library
Dec 22-26	Holiday – Winter Break

o **Hiring Update**

  o <u>November/December 2023 Hiring Update:</u>
    ▪ 0176 PTE Library Associate (Young Adult) – North Avenue – Repost Phase
    ▪ 0187 PTE Library Associate (Young Adult) – Ginter Park – Repost Phase
    ▪ 0140 FTE Librarian, Senior (Childhood and Early Literacy) – Review Phase
    ▪ 0102 FTE Liberian, Senior/YS (Young Adults) – Review Phase
    ▪ 0015 and 0056 PTE Library Technician – North Avenue – Interview Phase
    ▪ 0180 and 0181 PTE Library Technician – Ginter Park – Interview Phase
    ▪ 0011 and 0018 PTE Library Technician – West End – Interview Phase
    ▪ 0151 PTE Library Associate (Adult Services) – Main/Law – Interview Phase
    ▪ 0005 PTE Library Associate (Adult Services) – Main/Circulation – Interview Phase
    ▪ 0402 PTE Library Associate (Adult Services) – Main/Reference – Interview Phase
    ▪ 0075, 0183, and 0185 PTE Library Associate (Youth Services) – Main/Childrens – Interview Phase
    ▪ 0071 FTE Library Associate/YS – Ginter Park Branch Library – Interview Phase
    ▪ 0073 PTE Library Technician – Belmont – Candidate Selection Phase
    ▪ 0404 PTE Library Technician – East End – Candidate Selection Phase
    ▪ 0010 PTE Library Technician – Westover Hills – Candidate Selection Phase
    ▪ 0058 FTE Library Technician, Senior (Tech Services) – Candidate Selection Phase
    ▪ 0047 Library Technician, Senior – Hull Street Branch Library – *Requisition Phase*
    ▪ 0178 PTE Library Technician – Broad Rock Branch Library – *Requisition Phase*
    ▪ 0006 Library Technician – Main Library – *Holding Phase*

  Promotions:
  o 0044 Gina Ardiente was promoted to Ginter Park Branch Library FTE Senior Library Technician on November 4.
  o 0081 Chloe McCormick was promoted to Main FTE Librarian, Senior (Special Collections) on November 18.
  o 0072 George Wissmiller was promoted to North Avenue Branch Library Associate/YS on November 18.
  o 0097 Madison Eversoll was promoted to Library Associate/YS – East End Branch Library on November 18.

o   November/December 2023 Hiring Update (Continued):

New Hires:
o   0008 Main Library welcomes PTE Library Technician Bishop Clarke
o   0150 Main welcomes PTE Library Technician Khadijah Ford
o   03TEMP000126 Main welcomes Christopher Ferrebee

Departures:
o   0047 Library Technician, Senior Chris Sigle resigned December 1, 2023
o   0178 PTE Library Technician, Lindy Gellings resigned on December 21, 2023
o   0006 Library Technician Delta Macklin will retire on December 31, 2023, with over 30 years of service

Outreach and Engagement Update: In October, the Team had several new outreach opportunities that proved extremely fruitful. They attended a resource fair hosted by the Office of Aging and Disability Services. This fair was geared toward citizens with disabilities and provided information on community resources and employment opportunities. Also, they attended two Resource/Vendor fairs hosted by the Department of Social Services. This was an internal event for social services staff.

In the community, the Team attended the Entrepreneur Expo and sent materials to a Human Services table at Pride. The Team also manned two library card sign-up tables at Cabell Library at VCU totally approximately 60 new library cards. Finally, the Team represented RPL at the Thomas B. Smith Community Center Active Aging Resource Fair and Open House.

For youth events, the Team was invited to and attended Harvest Fest at Martin Luther King Jr. Middle School as well as Oak Grove-Bellemeade Elementary' s Fall Festival. At the end of the October, the Team participated in a Trunk or Treat at the Virginia Museum of History and Culture. This event was attended by over 1,000 people.

Digitally, the Outreach & Engagement Department in conjunction with the Foundation, sent out email updates to all the City Council liaisons as well as the October "RPL at Home" Newsletter. The Team also conducted special advertising efforts for the RPL 100 Celebration, Special Collections Open House, and the Read Up Richmond programs.

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

- **Belmont Branch Library:** Turnout for our RPL100 Celebration was small, but it was wonderful that one gentleman, Jerome Jones, recognized himself in the presentation that LCSM Ben Himmelfarb was making. Mr. Jones was laughing and soon his son and all of us were laughing. This RPL patron was featured registering to vote many years ago at Belmont, as well as walking out the front door. We helped re-enact the same image for photographs of Mr. Jones in the current setting. Mr. Jones is going to write up a few words, when done, Mr. Himmelfarb will be working with him to use these words to be the capstone entry in the RPL Stories and Memories project.

- **East End Branch Library:** Several individuals who have been unemployed for some time have been able to get jobs because of the efforts of staff here and our partnerships with the OCWB. Three separate people came back and thanked us for our help in recommending open positions and working with them on their resumes, so that they could get jobs.

- **Ginter Park Branch Library:** Two kids came to the library during our Popsicle Stick Catapult event, not knowing that it was going on. They immediately became completely engrossed in the activity and were excitedly telling their mom about it at the end. They left with two functioning popsicle stick catapults!

- **Hull Street Branch Library:** YWCA Sprout School is visiting for pre-school storytimes!

Things to Celebrate (Continued):

- **Main Library:** Librarian, Senior Meg Raymond was working with a young woman who wanted to read a series that RPL only has in Hoopla audiobooks. Ms. Raymond asked if listening to books was something she'd consider, and the lady replied "oh, my mind wanders when I listen to books unless I am doing something with my hands, I really need to learn to knit". Ms. Raymond suggested, how about learning to crochet? RPL has classes for that? WHAT? YES PLEASE. Ms. Raymond help the lady the Hoopla application downloaded and showed her how to register for classes and she danced away.

  Ms. Raymond also helped two young women who asked for recommendations for fantasy titles, especially retellings of myths or fairy tales. She showed them RPL Readers page, and one lady shoved the other and said, "OMG LIKE PLAYLISTS FOR BOOKS." They both also checked out 3-4 books each from Gothic/Dark Academia displays.

- **North Avenue Branch Library:** During the month of October, four patrons were able to use library services that helped receive gainful employment and two patrons were able to obtain housing thanks to library services and resources.

- **Westover Hills Branch Library:** A patron who has been visiting the library for the past few months to work on an intense degree program finished up that program and came to the desk to thank the staff for making such a warm, inviting, and quiet space to study. He remarked that he'd said it before and he'd say it again, we were a key factor to success for him in that course. He made sure to tell us he'd be coming back for the quiet space regularly, even without the program lighting a fire under his feet.

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	9,340									37,790
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	2,106									7,906
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	2,215									10,518
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	3,878									17,596
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	2,359									9,236
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	9,344									37,570

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	2,390									8,581
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	10,507									45,567
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	8,313									36,358
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	27,051									106,479
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**	**77,503**									**317,601**

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	12									38	90
Adult Attend	20	29	29	44									122	507
Young Adult Programs	0	1	1	1									3	5
Young Adult Attend	0	0	0	1									1	2
Juvenile Programs	13	17	12	16									58	156
Juvenile Attend	226	315	168	316									1,025	1,680
Total Attend	**246**	**344**	**197**	**361**									1,148	2,189
Total Programs	**22**	**27**	**21**	**29**									99	251
Broad Rock														
Adult Programs	8	15	5	6									34	65
Adult Attend	48	284	42	39									413	193
Young Adult Programs	1	1	2	2									6	75
Young Adult Attend	37	16	12	2									67	115
Juvenile Programs	23	21	31	26									101	219
Juvenile Attend	135	230	240	247									852	928
Total Attend	**220**	**530**	**294**	**288**									1,332	1,236
Total Programs	**32**	**37**	**38**	**34**									141	359
East End														
Adult Programs	8	8	3	3									22	88
Adult Attend	14	33	16	16									79	718
Young Adult Programs	14	9	5	8									36	65
Young Adult Attend	96	51	32	55									234	412
Juvenile Programs	11	8	5	1									25	93
Juvenile Attend	371	181	280	20									852	2,189
Total Attend	**481**	**265**	**328**	**91**									1,165	3,319
Total Programs	**33**	**25**	**13**	**12**									83	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	9									41	61
Adult Attend	71	77	49	52									249	302
Young Adult Programs	0	0	1	0									1	7
Young Adult Attend	0	0	0	0									0	0
Juvenile Programs	16	14	15	14									59	123
Juvenile Attend	203	138	158	163									662	895
Total Attend	**274**	**215**	**207**	**215**									911	1,197
Total Programs	**29**	**24**	**25**	**23**									101	191
Hull Street														
Adult Programs	6	1	7	1									15	26
Adult Attend	30	4	48	6									88	245
Young Adult Programs	5	0	0	0									5	13
Young Adult Attend	19	0	0	0									19	81
Juvenile Programs	14	2	4	5									25	62
Juvenile Attend	340	47	15	39									441	979
Total Attend	**389**	**51**	**63**	**45**									548	1,305
Total Programs	**25**	**3**	**11**	**6**									45	101
Main														
Adult Programs	13	14	19	2									48	137
Adult Attend	207	232	409	27									875	2,714
Young Adult Programs	0	0	0	0									0	3
Young Adult Attend	0	0	0	0									0	28
Juvenile Programs	18	19	17	19									73	196
Juvenile Attend	479	412	279	315									1,485	3,360
Total Attend	**686**	**644**	**688**	**342**									2,360	6,102
Total Programs	**31**	**33**	**36**	**21**									121	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	4									22	34
Adult Attend	61	12	206	18									297	364
Young Adult Programs	0	5	0	0									5	3
Young Adult Attend	0	132	0	0									132	8
Juvenile Programs	2	1	1	0									4	29
Juvenile Attend	15	6	10	0									31	455
Total Attend	**76**	**150**	**216**	**18**									460	827
Total Programs	**11**	**9**	**7**	**4**									31	66
West End														
Adult Programs	5	6	6	5									22	68
Adult Attend	63	65	52	48									228	629
Young Adult Programs	3	1	3	2									9	12
Young Adult Attend	6	0	2	1									9	117
Juvenile Programs	15	17	12	16									60	145
Juvenile Attend	356	299	212	334									1,201	2,534
Total Attend	**425**	**364**	**266**	**383**									1,438	3,280
Total Programs	**23**	**24**	**21**	**23**									91	225
Westover Hills														
Adult Programs	3	1	2	4									10	13
Adult Attend	28	2	20	91									141	62
Young Adult Programs	1	1	1	2									5	12
Young Adult Attend	3	5	0	8									16	129
Juvenile Programs	4	4	5	6									19	76
Juvenile Attend	244	247	188	286									965	3,546
Total Attend	**275**	**254**	**208**	**385**									1,122	3,737
Total Programs	**8**	**6**	**8**	**12**									34	101
Grand Total Attend	**3,072**	**2,817**	**2,467**	**2,128**									**10,484**	23,192
Grand Total Programs	**214**	**188**	**180**	**164**									**746**	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	5,201									19,273
Broad Rock	4,400	4,799	4,422	4,913									18,534
East End	4,216	4,853	4,128	4,198									17,395
Ginter Park	4,782	6,962	4,480	3,450									19,674
Hull Street	1,794	3,920	2,893	2,789									11,396
Main	7,875	7,661	-	13,757									29,293
North Avenue	2,751	4,257	3,664	3,015									13,687
West End	3,669	3,911	3,257	3,126									13,963
Westover Hills	5,335	5,723	5,167	5,347									21,572
TOTALS FY24:	**39,382**	**46,969**	**32,640**	**45,796**									**164,787**
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	115									**583**
Broad Rock	93	54	63	63									**273**
East End	53	68	59	63									**243**
Ginter Park	39	67	64	57									**227**
Hull Street	97	91	55	55									**298**
Main	253	273	358	618									**1,502**
North Avenue	22	55	40	44									**161**
West End	70	87	76	76									**309**
Westover Hills	117	129	92	83									**421**
Online Reg E-Card	626	692	546	594									**2,458**
Total FY24:	**1,526**	**1,689**	**1,492**	**1,768**									**6,475**
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	702									2,619
WIFI	650	642	676	717									2,685
Broad Rock Workstation	797	732	632	735									2,896
WIFI	1,034	1,115	1,134	1,271									4,554
East End Workstation	664	729	646	636									2,675
WIFI	1,248	1,543	1,191	1,582									5,564
Ginter Park Workstation	580	713	561	615									2,469
WIFI	627	801	620	665									2,713
Hull Street Workstation	589	646	485	479									2,199
WIFI	1,003	1,073	939	851									3,866
Main Workstation	1,673	2,123	1,996	1,862									7,654
WIFI	3,505	4,089	4,388	4,861									16,843
North Avenue Workstation	381	533	398	436									1,748
WIFI	436	518	407	481									1,842
West End Workstation	294	363	267	305									1,229
WIFI	731	730	755	777									2,993
Westover Hills Workstation	630	643	544	623									2,440
WIFI	730	851	897	965									3,443
TOTALS FY24:	**16,191**	**18,502**	**17,176**	**18,563**									**70,432**
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	613	253	866	1,532
Nov-23				
Dec-23				
Jan-24				
Feb-24				
Mar-24				
Apr-24				
May-24				
Jun-24				
FY24 Totals:	**4,009**	**1,129**	**5,138**	**3,969**
FY23 Totals:	29,114	10,656	39,773	5,565
FY22 Totals:	17,756	5,387	23,143	2,117

ACCOUNT	DESCRIPTION	Budget	Actual and Encumbered 31-Oct-23	% Spent	Balance Available 31-Oct-23
60000	SALARIES - FULL TIME	$ 4,205,445	$ 1,112,269	26.4%	$ 3,093,176
60001	OVERTIME PERMAN	$ 19,176	$ 1,062	5.5%	$ 18,114
61000	SALARIES - PART TIME	$ 369,366	$ 53,828	14.6%	$ 315,538
62000	SALARIES - TEMPORARY	$ 10,000	$ 12,338	0.0%	$ (2,338)
63000	FICA	$ 250,302	$ 70,384	28.1%	$ 179,918
63001	RET CON RSRS	$ 857,789	$ 234,811	27.4%	$ 622,978
63002	MEDCARE FICA	$ 58,539	$ 16,461	28.1%	$ 42,078
63003	GROUP LIFE	$ 23,459	$ 7,217	30.8%	$ 16,242
63006	H/C ACT TEMP	$ 600,930	$ 195,122	32.5%	$ 405,808
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**	**$ 1,703,492**	**26.6%**	**$ 4,691,514**
71141	BOOKS	$ 952,359	$ 82,293	8.6%	$ 870,066
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**	**$ 98,836**	**10.0%**	**$ 885,256**
70131	ADVERTISING	$ 2,297	$ 489	21.3%	$ 1,808
70161	PLANNING MGMT SERVICES	$ 483,050	$ 171,371	35.5%	$ 311,679
70215	EQUIPMENT REPAIR	$ 81,200	$ -	0.0%	$ 81,200
70218	VEHICLE REPAIR	$ 2,902	$ 4,371	150.6%	$ (1,469)
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	$ 206,903	70.2%	$ 87,640
70552	CONTRACT AND TEMP PERSONNEL	$ 22,000	$ 51,703	235.0%	$ (29,703)
71012	OFFICE STATIONARY SUPPLIES	$ 3,047	$ 6,738	221.1%	$ (3,691)
71016	ADVERTISING	$ -	$ -	0.0%	$ -
71143	LIBRARY OPERATING SUPPLIES	$ 19,220	$ 1,746	9.1%	$ 17,474
72113	POSTAGE	$ 4,456	$ -	0.0%	$ 4,456
72121	CONFERENCES & CON	$ 1,904	$ -	0.0%	$ 1,904
72123	MEMBERSHIP DUES	$ 677	$ 194	28.7%	$ 483
72124	TRAINING	$ 1,055	$ 650	61.6%	$ 405
72131	COMPUTER SUPPLIES	$ 25,662	$ (9,601)	-37.4%	$ 35,263
72153	EQUIPMENT	$ 12,200	$ 2,509	0.0%	$ 9,691
73104	BANK FEES	$ -	$ 3,810	0.0%	$ (3,810)
76119	PAGERS	$ -	$ -	0.0%	$ -
76652	PAPER PRODUCTS	$ -	$ -	0.0%	$ -
77103	FUEL-D/O VEHICLE	$ 2,298	$ 650	28.3%	$ 1,648
77104	VEHICLE MONTHLY STANDING	$ 493	$ 164	33.4%	$ 329
77201	INTERNAL PRINTING	$ -	$ -	0.0%	$ -
77501	DIT CHARGES	$ -	$ 2,330	0.0%	$ (2,330)
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**	**$ 444,168**	**44.8%**	**$ 546,859**
	TOTAL GENERAL FUND	**$ 8,370,125**	**$ 2,246,496**	**26.8%**	**$ 6,123,629**

RICHMOND PUBLIC LIBRARIES - General Fund Budget
Monthly Budget Report
October 31, 2023

General Fund Revenue	FY2023-24 Budget	FY2023-24 Actual YTD	% Recognized	Unrecognized
Lost and Damage Books	$ 21,782	$ 5,723	26%	$ 16,059
Reservation - Book Records	$ 500	$ 240	48%	$ 260
Room Rental Fees	$ 300	$ -	0%	$ 300
Sales Copy Centers	$ 17,476	$ 3,155	18%	$ 14,321
State Library Aide	$ 170,000	$ -	0%	$ 170,000
	$ 210,058	$ 9,118	4%	$ 200,940

General Fund Operating	FY2023-24 Budget	FY2023-24 Actual YTD	% Expended	Unobligated
Personnel	$ 4,603,987	$ 1,179,497	26%	$ 3,424,490
Fringes	$ 1,791,019	$ 523,994	29%	$ 1,267,025
Books/Materials	$ 984,092	$ 98,836	10%	$ 885,256
Operating Expenses	$ 991,027	$ 444,168	45%	$ 546,859
Total	**$ 8,370,125**	**$ 2,246,496**	**27%**	**$ 6,123,629**

		Encumbrances YTD	$ (41,120)

RICHMOND PUBLIC LIBRARIES - Special Fund Budget

Special Fund Revenue	FY2023-24 Anticipated	FY2023-24 Actual YTD	% Recognized	Unrecognized
00314 - Gift to the Library	$ 12,500	$ 14,130	0%	$ (1,630)
00308 - Verizon E-Rate Grant	$ 75,000	$ 34,628	46%	$ 40,372
00309 - Public Law Library	$ 157,797	$ 70,928.00	45%	$ 86,869
00311 - Gates Foundation	$ 28,750	$ 25,821	0%	$ 2,929
00312 - RPL Foundation	$ -	$ -	0%	$ -
00313 - Friends of the RPL	$ 18,000	$ 11,000	61%	$ 7,000
00000 - FNDN Restricted Grant	$ -	$ -	0%	$ -
	$ 292,047	$ 156,507	54%	$ 135,540

Special Fund Expeditures	FY23 Rollover & FY24 Receipts	FY2023-24 Actual YTD	% Expended	Unobligated
00314 - Gift to the Library	$ 244,918	$ 3,807	2%	$ 248,724
00308 - Verizon E-Rate Grant	$ 196,535	$ 4,536	2%	$ 191,999
00309 - Public Law Library	$ (351,643)	$ 80,572	-23%	$ (432,215)
Personnel		$ 26,791		
Fringes		$ 3,493		
Books/Materials		$ 50,289		
Operating Expenses		$ -		
00311 - Gates Foundation	$ 24,100	$ -	0%	$ 24,100
00312 - RPL Foundation	$ (186,450)	$ 46,101	-25%	$ (232,551)
00313 - Friends of the RPL	$ 45,959	$ (2,598)	-6%	$ 48,557
	$ (26,581)	$ 124,803	-470%	$ (151,386)

		Encumbrances YTD	$ 12,764

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

Consent Agenda: Deposited Gifts Over $100 Shown
as of December 6, 2023

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

Library Board of Trustees Meeting Schedule – DRAFT
for Calendar Year of 2024 (4th Wednesdays)

January 24, 2024 11:45 AM Main Library	**July 24, 2024** 11:45 AM Ginter Park Branch Library
February 28, 2024 11:45 AM Broad Rock Branch Library	**August 2024** No Meeting
March 27, 2024 11:45 AM East End Branch Library	**September 25, 2024** 11:45 AM Main Library
April 24, 2024 11:45 AM North Avenue Branch Library	**October 23, 2024** 11:45 AM Hull Street Branch Library
May 22, 2024 11:45 AM Main Library	**November 2024** No Meeting
June 26, 2024 11:45 AM West End Branch Library	**December 4, 2024** *(Combined Nov/Dec Meeting)* Westover Hills Branch Library 11:45 AM

2024 Richmond Public Library Holidays - DRAFT

Winter Holiday for 2023 *(Approved by LBOT 12/7/2022)*
- Friday, December 22 – COR Closed in Observance of Christmas Eve
- Saturday, December 23 – All Libraries Closed
- Sunday, December 24 – Christmas Eve All Libraries Closed
- Monday, December 25 – COR Closed in Observance of Christmas Day

New Year's Day *(Approved by LBOT 12/7/2022)*
- Sunday, December 31, 2023 – Broad Rock Closed
- Monday, January 1, 2024 – New Year's Day

Monday, January 15 – Martin Luther King, Jr., Birthday

Monday, February 20 – Presidents' Day

Friday, March 8 – International Women's Day

Friday, March 29 – Spring Holiday (Easter Sunday/Weekend)

Monday, May 27 – Memorial Day

Wednesday, June 19 – Juneteenth

Thursday, July 4 – Independence Day

Month of August – No Open Sundays

Monday, September 2 – Labor Day

Monday, October 14 – Indigenous Peoples' Day

Tuesday November 5 – Election Day – Main Library Building Open for Voting Only (No Library Staff) – All Other Branches Closed

Monday, November 11 – Veteran's Day

Thanksgiving Holiday
- Wednesday, November 27 COR Closed in Observance of Thanksgiving Holiday
- Thursday, November 28 – Thanksgiving Day
- Friday, November 29 COR Closed in Observance of Thanksgiving Holiday

Winter Holiday for 2024
- Tuesday, December 24 – Christmas Eve All Libraries Closed
- Wednesday, December 25 – COR Closed in Observance of Christmas Day

Wednesday, January 1, 2025 – New Year's Day

***Note: Richmond Public Libraries follow the City of Richmond's approved dates for closure,
but subject to change when needed.***

		2024 Proposed Holidays	2023 Observed Holidays
	City Observed Federal Holidays		
1	New Year's Day	Monday, January 1, 2024	Monday, January 2, 2023
2	Martin Luther King, Jr. Day	Monday, January 15, 2024	Monday, January 16, 2023
3	President's Day	Monday, February 19, 2024	Monday, February 20, 2023
4	Memorial Day	Monday, May 27, 2024	Monday, May 29, 2023
5	Juneteenth	Wednesday, June 19, 2024	Monday, June 19, 2023
6	Independence Day	Thursday, July 4, 2024	Tuesday, July 4, 2023
7	Labor Day	Monday, September 2, 2024	Monday, September 4, 2023
8	Indigenous Peoples' Day	Monday, October 14, 2024	Monday, October 9, 2023
9	Veterans Day	Monday, November 11, 2024	Friday, November 10, 2023
10	Thanksgiving Day	Thursday, November 28, 2024	Thursday, November 23, 2023
11	Winter Holiday	Wednesday, December 25, 2024	Monday, December 25, 2023
	Additional City Holidays		
12	International Women's Day	Friday, March 8, 2024	Wednesday, March 8, 2023
13	Spring Holiday	Friday, March 29, 2024	Friday, April 7, 2023
14	Election Day	Tuesday, November 5, 2024	Tuesday, November 7, 2023
15	Thanksgiving Holiday	Wednesday, November 27, 2024	Wednesday, November 22, 2023
16	Thanksgiving Holiday	Friday, November 29, 2024	Friday, November 24, 2023
17	Winter Holiday	Tuesday, December 24, 2024	Friday, December 22, 2023

New Year's Day
- Thursday, December 31, 2019 (All Libraries Close at 5:00P)
- Wednesday, January 1, 2020 – Holiday – New Year's Day

Martin Luther King, Jr., Birthday
- Monday, January 20, 2020 (Sunday, January 19, 2020 – Broad Rock, Ginter Park, and Main locations Closed)

Presidents' Day
- Monday, February 17, 2020 (Sunday, February 16, 2020 – Broad Rock, Ginter Park, and Main locations Closed)

Spring Holiday/Good Friday/Easter Sunday
- Friday, April 10, 2020 (Sunday, April 12, 2020 – Broad Rock, Ginter Park, and Main locations Closed)

Memorial Day
- Monday, May 25, 2020 (Sunday, May 24, 2020 – Broad Rock, Ginter Park, and Main locations Closed)

Independence Day
- Friday, July 3, 2020 (COR Observed) – All Libraries Closed
- Saturday, July 4, 2020 – All Libraries Closed

Sundays in August 2020 – Broad Rock, Ginter Park, and Main locations Closed

Labor Day
- Monday, September 7, 2020 (Sunday, September 6, 2020 – Broad Rock, Ginter Park, and Main locations Closed)

Columbus Day
- Monday, October 12, 2020 – Staff Development Training Day (All Libraries Closed)

Election Day (NEW)
- Tuesday November 3, 2020 – Main Library Building Open for Voting Only (No Staff) – All Other Branches Closed

Veteran's Day
- Wednesday, November 11, 2020

Thanksgiving Holiday
- Wednesday, November 25, 2020 – (All Libraries Close at 5:00P)
- Thursday, November 26, 2020 – Thanksgiving Day
- Friday, November 27, 2020 (COR Closed in Observance of Thanksgiving Holiday)

Winter Holiday/Christmas
- Wednesday, December 23, 2020 – (All Libraries Close at 5:00P)
- Thursday, December 24, 2020 (COR Closed in Observance of Christmas Eve)
- Friday, December 25, 2020 – Christmas Day

New Year's Day
- Thursday, December 31, 2020 – (All Libraries Close at 5:00P)
- Friday, January 1, 2021 – New Year's Day (All Libraries Closed)

Note: The Richmond Public Libraries follow the City of Richmond's approved dates for closure.

Approved at the January 22, 2020 Library Board of Trustees Meeting

2021 Richmond Public Library Holiday

New Year's Day – Thursday, December 31, 2020 (All Libraries Close at 5:00P)
- Friday, January 1, 2021 – Holiday – New Year's Day

Martin Luther King, Jr., Birthday
- Monday, January 18

Presidents' Day
- Monday, February 15

Spring Holiday/Good Friday/Easter Sunday
- Friday, April 2

Memorial Day – Monday, May 31

Juneteenth
- Friday, June 18 (COR Closed in Observance of Juneteenth)
- Saturday, June 19 – Juneteenth Day (All Libraries Closed) – **Approved May 26, 2021**

Independence Day
- Sunday, July 4, Independence Day – All Libraries Closed
- Monday, July 5, Independence Day (COR Observed) – All Libraries Closed

Sundays in August 2021 – Broad Rock, Ginter Park, and Main locations Closed

Labor Day – Monday, September 6

Columbus Day
- Monday, October 11 – Staff Development Training Day (All Libraries Closed)

Election Day – Tuesday November 2 – Main Library Building Open for Voting Only (No Staff) – All Other Branches Closed

Veteran's Day – Thursday, November 11

Thanksgiving Holiday – Wednesday, November 24, 2020 – (All Libraries Close at 5:00P)
- Thursday, November 25 – Thanksgiving Day
- Friday, November 26 (COR Closed in Observance of Thanksgiving Holiday)

Winter Holidays – Wednesday, December 22 – (All Libraries Close at 5:00P)
- Thursday, December 23
- Friday, December 24 (COR Closed in Observance of Christmas Eve)
- Saturday, December 25 – Christmas Day

New Year's Day
- Friday, December 31, 2021 – (COR Closed in Observance of New Year's)
- Saturday, January 1, 2022 – New Year's Day (All Libraries Closed)

Note: The Richmond Public Libraries follow the City of Richmond's approved dates for closure.

Approved at the December 2, 2020 Library Board of Trustees Meeting
Amended/Approved at the May 26, 2021 Library Board of Trustees Meeting

2022 Richmond Public Library Holiday

<u>Winter Holiday for 2021</u> – Wednesday, December 22, <u>2021</u> – (All Libraries Close at 5:00P)
- Thursday, December 23, 2021 (COR Closed)
- Friday, December 24, 2021 (COR Closed)
- Saturday, December 25, 2021 (Holiday)
- Sunday, December 26, 2021
- Monday, December 27, 2021 – New (Mayor/CAO Extended Holiday)

<u>New Year's Day</u>
- Friday, December 31, <u>2021</u> – (COR Closed in Observance of New Year's)
- Saturday, January 1, <u>2022</u> – New Year's Day (All Libraries Closed)

<u>Martin Luther King, Jr., Birthday</u> – Monday, January 17

<u>Presidents' Day</u> – Monday, February 21

<u>Spring Holiday/Good Friday/Easter Sunday</u> – Friday, April 15

<u>Memorial Day</u> – Monday, May 30

<u>Juneteenth</u> – Monday, June 20 (COR Closed in Observance of Juneteenth)

<u>Independence Day</u> – Monday, July 4, Independence Day (COR Observed) – All Libraries Closed

<u>Labor Day</u> – Monday, September 5

<u>Columbus Day</u> – Monday, October 10 – Staff Development Training Day (All Libraries Closed/or Opens at 2:00P)

<u>Election Day</u> – Tuesday November 8 – Main Library Building Open for Voting Only (No Staff) – All Other Branches Closed

<u>Veteran's Day</u> – Friday, November 11

<u>Thanksgiving Holiday</u> – Wednesday, November 23 – (All Libraries Close at 5:00P)
- Thursday, November 24 – Thanksgiving Day
- Friday, November 25 (COR Closed in Observance of Thanksgiving Holiday)

<u>Winter Holiday for 2022</u> – Thursday, December 22 – (All Libraries Close at 5:00P)
- Friday, December 23 (COR Closed in Observance of Christmas Eve)
- Saturday, December 24 Christmas Eve
- Sunday, December 25 Christmas Day
- Monday, December 26 (COR Closed in Observance of Christmas Day)

<u>New Year's Day</u> – Monday, January 2, <u>2023</u> – New Year's Day (All Libraries Closed)

Note: The Richmond Public Libraries follow the City of Richmond's approved dates for closure, but subject to change when needed.

Approved at the December 1, 2021 Library Board of Trustees Meeting

2023 Richmond Public Library Holidays

Winter Holiday for 2022 – Thursday, December 22 – (All Libraries Close at 5:00P)
- Friday, December 23 COR Closed in Observance of Christmas Eve
- Saturday, December 24 Christmas Eve
- Sunday, December 25 Christmas Day
- Monday, December 26 COR Closed in Observance of Christmas Day

New Year's Day
- Friday, December 30, 2022 – *New (Mayor/CAO Extended Holiday/COR Observed)*
- Saturday, December 31, 2022 New Year's Eve (All Libraries Closed)
- Sunday, January 1, **2023** – New Year's Day
- Monday, January 2, **2023** – COR Closed in Observance of New Year's Day

Martin Luther King, Jr., Birthday – Monday, January 16

Presidents' Day – Monday, February 20

International Women's Day – Wednesday, March 8 – *New*

Spring Holiday – Friday, April 7 (Broad Rock Branch Closed Sunday, April 9)

Memorial Day – Monday, May 29

Juneteenth – Monday, June 19

Independence Day – Tuesday, July 4

Month of August – Broad Rock Branch will be closed on Sundays – *Added 5/31/2023*

Labor Day – Monday, September 4

Indigenous Peoples' Day – Monday, October 9 – *New*

Election Day – Tuesday November 7 – Main Library Building Open for Voting Only (No Staff) – All Other Branches Closed

Veteran's Day
- Friday, November 10 COR Observed
- Saturday, November 11 Official Holiday

Thanksgiving Holiday
- Wednesday, November 22 – *New*
- Thursday, November 23 – Thanksgiving Day
- Friday, November 24 COR Closed in Observance of Thanksgiving Holiday

Winter Holiday for 2023 – Thursday, December 21 – (All Libraries Close at 5:00P)
- Friday, December 22 COR Closed in Observance of Christmas Eve
- Saturday, December 23 All Libraries Closed
- Sunday, December 24 Christmas Eve All Libraries Closed
- Monday, December 25 COR Closed in Observance of Christmas Day

New Year's Day
- Sunday, December 31, 2023 (Broad Rock)
- Monday, January 1, 2024 – New Year's Day

Note: Richmond Public Libraries follow the City of Richmond's approved dates for closure, but subject to change when needed

Approved at the December 7, 2022 Library Board of Trustees Meeting

Richmond Public Library
By The Numbers
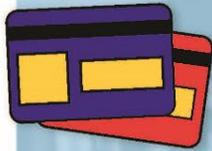
14,950
New Library Cards Issued

802,720
Items Checked Out
(Including Print, Digital, & Media)

409,747
Visitors to our Physical Locations

317,690
Total Visitors to the RPL Website

1,042
Virtual and In-Person Reference Questions

$20,189,579.40
Amount Patrons Saved By Using Library Materials
According to the ALA's Library Value Calculator.

11,722
Books Distributed by RVA Reads

RVA Reads

23,321
Program Participants
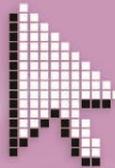
9,553
Total Social Media Followers

156,811
Social Media Reach

258,535
Informational and Promotional Emails

Fiscal Year
2022 - 2023