



RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES REGULAR MEETING

January 24, 2024

Main Library – Auditorium
101 E. Franklin Street
Richmond, Virginia 23219
Phone: (804) 646-2547

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, January 24, 2024
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-December 6, 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 Report Mr. Yates
- Finance Committee Mr. Sawyer/Mr. Firestine
- Facilities Committee Ms. Woody
- Governance Committee Ms. Altman

Unfinished Business Mr. Yates/Mr. Firestine

New Business Mr. Yates

Adjourn Mr. Yates

Next Meeting:

Date: February 28, 2024
 Time: 11:45 a.m.
 Location: Broad Rock Branch Library
 4820 Old Warwick Road
 Richmond, Virginia 23224

Library Board Meeting Minutes - DRAFT
December 6, 2023

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

ABSENT: Brent Graves, Friends of the Library Chair Ruth DeBoer, Gianna Pack

STAFF: Scott Firestine, Clay Dishon, Attorney Shannan Fitzgerald, Cheryl Clarke, Susan Revere, Meldon Jenkins-Jones, 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 Hull Street Branch Library located at 1400 Hull Street, Richmond, Virginia 23224. 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 December 6, 2023, Agenda as submitted. <i>Motion: Gail Zwirner, Second by Christine Peterson</i></p> <p><i>AYES: <u>6</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i></p> <p><i>Ms. Altman was not present for the vote.</i> <i>Mr. Sawyer was not present for the vote.</i></p>
Consent Agenda	<p>Approve the October 25, 2023, Regular Meeting Minutes, the Current Financial Reports, Statistical Reports, and Donations Report as submitted: <i>Motion: Gail Zwirner, Second by Sheron Carter-Gunter</i></p> <p><i>AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i></p> <p><i>Mr. Sawyer was not present for the vote.</i></p>
Public Comment Period	None.
REPORTS	
<p>Friends of the Library (FOL)</p> <p><u>Clay Dishon</u> <u>Ruth DeBoer</u></p>	<p>Mr. Dishon reported on the FOL operations in Ms. DeBoer's absence:</p> <ul style="list-style-type: none"> • December 5: Executive Board meeting at 5:30pm at the Main Library. • The Friends Fall Book Sale brought in a little more than \$12,000. • Membership numbers are down a bit so far this year. Working on ways to increase. • Plans for the Friends daily sale "store" at Main are ongoing. • Ms. DeBoer wanted to pass along a formal congratulations from the Friends on receiving the Mellon Grant.

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:</p> <ol style="list-style-type: none"> 1. Annual Fund is Underway: The Impact Report and Annual Fund Letters mailed. 2. Foundation continues to focus on Early Childhood Learning (ECL) and what it looks like inside and outside the library. 3. Community Memory Fellow work continues to be a high priority (Uniquely Richmond). 4. Achieved Early Literacy Goal – The Foundation hosted Maya Smart in April to highlight the importance of ECL and convened numerous nonprofits and community leaders to spark that conversation. In addition, the Foundation’s goal from that event was to raise \$125,000 for ECL programs and services available for Richmond Public Library. That goal was set for December 30, 2023. As of December 5, the amount raised was \$133,000. <p>Grant Activity/Partnership Updates:</p> <ul style="list-style-type: none"> • Memorial Foundation for Children – \$10,000 award for two Summer Reading Program Interns. • First time funding received from the Freeman Family Foundation – Support two summer interns with a \$10,000 grant. • Robins Foundation support continues to be critical to our RVA Reads Program with a supporting grant of \$50,000 to continue our expansion program (outreach to nontraditional childcare). • Several new donors gave through Donor Advised Funds. • The Foundation is delighted to share that it will be able to respond to the needs and requests of Richmond residents and Richmond Public Library patrons through the 5-year, \$900,000 Mellon Foundation Grant that was just awarded. The three objectives of the grant are: <ul style="list-style-type: none"> ○ Expand and advance the Richmond Public Library memory lab ○ Digitize and expand personal and public records available to the City of Richmond ○ Outreach programming and extensive collaboration with local partners
<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"> • Early Childhood Literacy (ECL): LBOT challenged RPL last year to increase efforts related to early literacy and the goal as stated in the Strategic Plan. Mr. Firestine reported that the fundraising efforts brought Maya Smart to Richmond and the hiring process for an ECL Librarian/Coordinator has begun. RPL will have many more resources and will raise the capacity of service being dedicated to ECL efforts. • Wrapping up 2023: Completing 100 years of services with positive events. There were celebrations at every Branch Library with programs that uncovered our history. There are displays in the Richmond Room. • New Richmond Public Library Logo. • Ms. Carter-Gunter inquired about the scheduled December 12 Discussion on Supporting our Youth with Administration Meeting that Mr. Firestine will attend – It is a meeting that CAO Saunders called of all the directors across the different portfolios to talk about efforts to educate youth. No agenda has been sent out for the meeting as of yet.

REPORTS (CONTINUED)

<p>Advocacy Task Force <u>Garrett Sawyer</u> <u>Sheron Carter-Gunter</u></p>	<p>Mr. Sawyer mentioned there was still a lot of work to be done this coming year for supporting the library. There will be a communication that will need to go out to all the LBOT to share with their networks related to this great award of the Mellon Grant, but still need to say there is still a lot to be done like expanding operational hours, provide additional programming to all our non-Library, etc. We cannot lose sight of what our vision looks like for the Main Public Library and getting that into the budget.</p> <p>Chair Yates stressed the Grant is used for a specific purpose; it does not help the financial budget from what the City gives to the library for operations.</p>
<p>Early Literacy Update <u>Christine Peterson</u></p>	<p>No formal report.</p>
<p>Chair Report <u>William Yates</u></p>	<p>No formal report.</p> <p>Bookmobile Status: Ms. Zwirner reported she had a meeting with Mr. Firestine, Ms. Revere, and Ms. Jenn Deuell who is the lead on obtaining more information on the bookmobile and services to provide. Ms. Deuell met with the team on what is involved such as equipment, type of vehicle, and staff needed. It was discovered that there is no set standard among localities on how mobile services are designed and used.</p> <p>The team would like to use a bookmobile to focus on ECL and reading as well as include Wi-Fi and laptop instruction and checkout book delivery or return so there will be some expanded options available. There were several challenges discussed at the meeting such as drivers and license requirements as well as other staffing.</p>
<p>Finance Chair <u>Garrett Sawyer</u> <u>Scott Firestine</u></p>	<p>No formal report.</p>
<p>Facilities Chair <u>Janet Woody</u> <u>Gail Zwirner</u> <u>Scott Firestine</u></p>	<p>Mr. Firestine reported on the Richmond Room:</p> <ul style="list-style-type: none"> • Ms. Clarke oversaw having the room repainted to remove vestiges of the former children’s area and improve lighting. • There is a dedicated Special Collections Librarian to oversee special collections. This person will also take a lead role in coordinating activities with the Mellon Grant. • This year was the 50th Anniversary of the Gellman Room. There are plans to refresh that room soon with new carpet and paint.
<p>Governance Chair <u>Emily Altman</u></p>	<p>No formal report.</p> <p>Ms. Altman mentioned she attended a Foundation sponsored workshop from Leadership Metro Richmond on Foundation Fundamentals. The workshop was good and highly recommended. One item of interest Ms. Altman is researching to incorporate from the training is a board self-evaluation, which is common on boards. She will continue researching and then update members at a later meeting.</p>

UNFINISHED BUSINESS

Direction on Handling Sunday Closures with Holiday Closures Discussion: Chair Yates opened the discussion explaining the City controls the holiday schedule. He opened for discussion. After detailed discussion, a motion was given:

Approve the Richmond Public Library Holiday Schedule as submitted noting the libraries will follow the City of Richmond's approved dates for closure and is subject to change when needed.

Motion: Christine Peterson, Second by Garrett Sawyer

AYES: 8 NOES: 0 ABSTAIN: 0 Approved Unanimously.

Approve the meeting Schedule of the Library Board of Trustees for Calendar Year 2024 as submitted?

Motion: Emily Altman, Second by Sharon Cater-Gunter

AYES: 8 NOES: 0 ABSTAIN: 0 Approved Unanimously.

NEW BUSINESS

No New Business discussed.

There being no further business, the meeting was adjourned at 12:40pm by unanimous consent from the members that were present.

The next meeting of the LBOT will be held on Wednesday, January 24, at 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 January 2024

Director Activities:

Jan 1	Holiday – New Years Day – Libraries Closed
Jan 8	Informal and Council Meeting – City Hall and Virtual
Jan 9	City of Richmond Closed at 2:00P Due to Inclement Weather of Heavy Rain and Winds
Jan 10	Friends of the Library Board Meeting – Main Library
Jan 11	ULC CEO Director/CEO Meeting – Virtual
Jan 15	Holiday – Martin Luther King, Jr. Day – Libraries Closed
Jan 18	VPLDA Executive Meeting – Virtual
Jan 30	The City of Richmond 2024 State of the City Address – Science Museum of Virginia

Hiring Update

○ January 2024 Hiring Update:

- 0112 FTE Library/Community Services Manager – Belmont – Posting Phase
- 0102 FTE Librarian, Senior/YS (Young Adults) – Repost Phase
- 0140 FTE Librarian, Senior (Childhood and Early Literacy) – Repost Phase
- 0176 PTE Library Associate (Young Adult) – North Avenue – Interview Phase
- 0187 PTE Library Associate (Young Adult) – Ginter Park – Interview Phase
- 0011 PTE Library Technician – West End Branch Library – Interview Phase
- 0178 PTE Library Technician – Broad Rock Branch Library – Interview Phase
- 0181 PTE Library Technician – Ginter Park – Interview Phase
- 0047 FTE Library Technician, Senior – Hull Street – Interview Phase
- 0027 FTE Library Technician – Ginter Park – Candidate Selection Phase
- The Main Library welcomes:
 - 0185 PTE Library Associate-Childrens Sarah Fenninger on December 18, 2023
 - 0075 PTE Library Associate-Childrens Heather Hobgood on December 18, 2023
 - 0183 PTE Library Associate-Childrens Lisa Wiertel on January 8, 2024
 - 0005 PTE Library Associate-Circulation Shani Harris on December 18, 2023
 - 0058 FTE Library Technician, Senior Technical Services Anthony Hermene on December 18, 2023
 - 0402 PTE Library Associate-Reference Daniel Tyler on December 18, 2023
 - 0151 PTE Library Associate-Law, Business Casey Clauberg on December 16, 2023
- Belmont Branch Library welcomes 0073 PTE Library Technician Gabrielle Hallion on December 18, 2023
- Broad Rock Branch Library welcomes 0180 PTE Library Technician Camara Ward on December 18, 2023, and 0002 FTE Library Technician Andrew Holt on January 2, 2023
- East End Branch Library welcomes 0404 PTE Library Technician Rose Loughran on December 18, 2023
- Ginter Park Branch Library welcomes 0180 PTE Library Technician Phyllis Laslett on December 18, 2023
- North Avenue Branch Library welcomes 0056 PTE Library Technician Kelli Young-Kravitz and 0015 PTE Library Technician Michael McBean on January 16, 2024
- West End Branch Library welcomes 0018 PTE Library Technician Savannah Etzler on January 16, 2024
- Westover Hills Library welcomes 0010 PTE Library Technician Marvin Hicks on December 18, 2023, and 0037 FTE Library Technician Brianna Martin on January 2, 2024

Director's Report (Continued)
January 2024

- **Promotions:** Youth Services Library Associates were promoted to Youth Services Librarians on January 16, 2023.
 - Mirissa Sorensen, Belmont Branch
 - Summer Bowling, Broad Rock Branch
 - Madison Eversoll, East End Branch
 - Rachel Condon, Ginter Park Branch
 - April Freeman, Hull Street Branch
 - George Wissmiller, North Avenue Branch
 - Joan Gamble, West End Branch
 - Ashley Edmiston, Westover Hills Branch
- **Departures:**
 - 0006 Library Technician-Main Library Delta Macklin retired on December 29, 2023, with over 30 years of service.
 - 0112 Library/Community Services Manager-Belmont Branch Library Barbara Booth retired on December 29, 2023, with over 10 years of service.

Outreach and Engagement Update: As the RPL library system transitioned into the winter months, we tend to see a decrease in the number of outreach requests and opportunities. In November, RPL attended two events. Library/Community Services Manager Jenn Deuell hosted another library card sign-up table at VCU's Cabell Library. In addition, Library/Community Services Manager Hayley DeRoche attended Westover Hills Elementary's School Literacy Night.

In December, Youth Services Librarian Richard Wissmiller attended the Holiday Fest at Ann Hardy Community Center and Youth Services Librarian Mirissa Sorenson attended a school gathering at Lois Harrison-Jones Elementary (formerly John B. Cary). All of these were successful events to engage our community.

Aside from events, the Outreach & Engagement Team distributed the new Winter 2023/2024 *What's Happening* to all RPL locations. Library/Community Services Manager Adam Zimmerli dispersed copies to several community locations in the East End.

New Operation Hours: This year's budget included a council amendment specifying for the expansion of library hours. The libraries that were listed for Sunday hours were *Main Library, Broad Rock Branch, Ginter Park Branch, and West End Branch*. In preparation for these changes, an unprecedented period of hiring has been undertaken the past few months. Thanks to staff efforts in expediting the hiring process, as well as the onboarding of talented new employees to the library, we are now able to move forward with the expansion of hours that council allotted for. The following changes will increase our total operational hours from 412 hours to 440 hours weekly:

Main Library

- Sunday 1-5:00P (1/21/24)
- Monday-Thursday 9:00A-8:00P
- Friday 9:00A-6:00P
- Saturday 9:00A-5:00P

Broad Rock Branch Library

- Sunday 1-5:00P (1/2023)
- Monday 10:00A-8:00P
- Tuesday 10:00A-6:00P
- Wednesday 10:00A-8:00P
- Thursday 10:00A-6:00P
- Friday 10:00A-6:00P
- Saturday 10:00A-5:00P

Ginter Park Branch Library

- Sunday 1-5:00P (1/21/24)
- Monday 10:00A-8:00P
- Tuesday 10:00A-6:00P
- Wednesday 10:00A-8:00P
- Thursday 10:00A-6:00P
- Friday 10:00A-6:00P
- Saturday 10:00A-5:00P

West End Branch Library

- Sunday 1-5:00P (1/21/24)
- Monday-Thursday 9:00A-8:00P
- Friday 9:00A-6:00P
- Saturday 9:00A-5:00P

Director's Report (Continued)

January 2024

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

- **Belmont Branch Library:** PreK robot-snowman storytime with Marissa resulted in some fabulous snowman crafts from our youngest patrons and they really got staff laughing! What a great way to foster literacy by connecting what we read with art we make!



- **East End Branch Library:** On December 21, long-time patron Sandi Lowery brought her mountain dulcimer and played traditional holiday music for the last hours of the day before the Branch closed for the winter holidays. It provided a festive atmosphere for staff and patrons and helped lead us into a bright holiday period.
- **Ginter Park Branch Library:** After the puppet performance of *A Christmas Carol*, a patron came into the library and enthusiastically praised the program, saying she is so glad the library can provide high quality free programming for everyone.
- **Hull Street Branch Library:** One of our patrons, Attorney Vinceretta Taylor, came in to send a fax and saw the sign to sign up for a chance to win a free copy of *All Sinners Bleed* in preparation of our Read Up! Event. She signed up and won a free copy! She was really excited about being a winner! We invited her to Youth Services Librarian April Freeman's book discussion of the book, and she decided to stick around. She really enjoyed the discussion. In fact, she enjoyed the book and the discussion so much that she attended Read Up!
- **Main Library:** A patron who used our computers to make resumes reported at the Welcome Desk that he secured a job as a result.
- **North Avenue Branch Library:** We have several parents who use our library space for quiet reading time with their families during their homeschool time and incorporate the library and its resources into their homeschool curriculum.
- **Westover Hills Branch Library:** One of our regular young preschool-aged patrons got a new baby brother, and one of the first things she wanted to do was check out a library book for him. She was very insistent that this was important, we agreed, and kudos to a very tired-looking dad who brought her into the Branch.

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	8,224	7,515							53,529
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	1,836	1,828							11,570
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	2,041	1,988							14,547
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	3,733	3,391							24,720
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	2,470	2,137							13,843
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	7,839	7,022							52,431

CIRCULATION FY24														
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	1,998	1,943							12,522
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	9,828	8,881							64,276
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	7,733	7,198							51,289
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	26,710	27,809							160,998
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	72,412	69,712							459,725

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	10	1							49	90
Adult Attend	20	29	29	44	31	10							163	507
Young Adult Programs	0	1	1	1	0	1							4	5
Young Adult Attend	0	0	0	1	0	0							1	2
Juvenile Programs	13	17	12	16	14	15							87	156
Juvenile Attend	226	315	168	316	240	192							1,457	1,680
Total Attend	246	344	197	361	271	202							1,621	2,189
Total Programs	22	27	21	29	24	17							140	251
Broad Rock														
Adult Programs	8	15	5	6	4	7							45	65
Adult Attend	48	284	42	39	52	22							487	193
Young Adult Programs	1	1	2	2	1	1							8	75
Young Adult Attend	37	16	12	2	0	0							67	115
Juvenile Programs	23	21	31	26	24	19							144	219
Juvenile Attend	135	230	240	247	107	99							1,058	928
Total Attend	220	530	294	288	159	121							1,612	1,236
Total Programs	32	37	38	34	29	27							197	359
East End														
Adult Programs	8	8	3	3	5	8							35	88
Adult Attend	14	33	16	16	31	45							155	718
Young Adult Programs	14	9	5	8	4	8							48	65
Young Adult Attend	96	51	32	55	30	46							310	412
Juvenile Programs	11	8	5	1	0	1							26	93
Juvenile Attend	371	181	280	20	0	22							874	2,189
Total Attend	481	265	328	91	61	113							1,339	3,319
Total Programs	33	25	13	12	9	17							109	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	11	6							58	61
Adult Attend	71	77	49	52	52	26							327	302
Young Adult Programs	0	0	1	0	0	1							2	7
Young Adult Attend	0	0	0	0	0	4							4	0
Juvenile Programs	16	14	15	14	10	11							80	123
Juvenile Attend	203	138	158	163	114	80							856	895
Total Attend	274	215	207	215	166	110							1,187	1,197
Total Programs	29	24	25	23	21	18							140	191
Hull Street														
Adult Programs	6	1	7	1	1	2							18	26
Adult Attend	30	4	48	6	3	2							93	245
Young Adult Programs	5	0	0	0	0	0							5	13
Young Adult Attend	19	0	0	0	0	0							19	81
Juvenile Programs	14	2	4	5	3	2							30	62
Juvenile Attend	340	47	15	39	53	31							525	979
Total Attend	389	51	63	45	56	33							637	1,305
Total Programs	25	3	11	6	4	4							53	101
Main														
Adult Programs	13	14	19	2	10	1							59	137
Adult Attend	207	232	409	27	281	15							1,171	2,714
Young Adult Programs	0	0	0	0	0	1							1	3
Young Adult Attend	0	0	0	0	0	10							10	28
Juvenile Programs	18	19	17	19	16	16							105	196
Juvenile Attend	479	412	279	315	234	255							1,974	3,360
Total Attend	686	644	688	342	515	280							3,155	6,102
Total Programs	31	33	36	21	26	18							165	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	5	4							31	34
Adult Attend	61	12	206	18	30	20							347	364
Young Adult Programs	0	5	0	0	0	0							5	3
Young Adult Attend	0	132	0	0	0	0							132	8
Juvenile Programs	2	1	1	0	0	8							12	29
Juvenile Attend	15	6	10	0	0	45							76	455
Total Attend	76	150	216	18	30	65							555	827
Total Programs	11	9	7	4	5	12							48	66
West End														
Adult Programs	5	6	6	5	6	5							33	68
Adult Attend	63	65	52	48	35	27							290	629
Young Adult Programs	3	1	3	2	3	4							16	12
Young Adult Attend	6	0	2	1	2	6							17	117
Juvenile Programs	15	17	12	16	12	8							80	145
Juvenile Attend	356	299	212	334	205	218							1,624	2,534
Total Attend	425	364	266	383	242	251							1,931	3,280
Total Programs	23	24	21	23	21	17							129	225
Westover Hills														
Adult Programs	3	1	2	4	0	1							11	13
Adult Attend	28	2	20	91	0	26							167	62
Young Adult Programs	1	1	1	2	1	0							6	12
Young Adult Attend	3	5	0	8	5	0							21	129
Juvenile Programs	4	4	5	6	10	12							41	76
Juvenile Attend	244	247	188	286	216	243							1,424	3,546
Total Attend	275	254	208	385	221	269							1,612	3,737
Total Programs	8	6	8	12	11	13							58	101
Grand Total Attend	3,072	2,817	2,467	2,128	1,721	1,444							13,649	23,192
Grand Total Programs	214	188	180	164	150	143							1,039	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	4,156	4,362							27,791
Broad Rock	4,400	4,799	4,422	4,913	3,475	3,194							25,203
East End	4,216	4,853	4,128	4,198	3,729	4,191							25,315
Ginter Park	4,782	6,962	4,480	3,450	2,802	2,883							25,359
Hull Street	1,794	3,920	2,893	2,789	1,031	1,258							13,685
Main	7,875	7,661	0	13,757	9,142	8,311							46,746
North Avenue	2,751	4,257	3,664	3,015	1,065	4,084							18,836
West End	3,669	3,911	3,257	3,126	2,846	3,007							19,816
Westover Hills	5,335	5,723	5,167	5,347	4,570	4,584							30,726
TOTALS FY24:	39,382	46,969	32,640	45,796	32,816	35,874							233,477
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	86	107							776
Broad Rock	93	54	63	63	41	48							362
East End	53	68	59	63	40	31							314
Ginter Park	39	67	64	57	36	32							295
Hull Street	97	91	55	55	48	49							395
Main	253	273	358	618	634	219							2,355
North Avenue	22	55	40	44	32	41							234
West End	70	87	76	76	56	58							423
Westover Hills	117	129	92	83	53	43							517
Online Reg E-Card	626	692	546	594	642	572							3,672
Total FY24:	1,526	1,689	1,492	1,768	1,668	1,200							9,343
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	551	584							3,754
WIFI	650	642	676	717	510	562							3,757
Broad Rock Workstation	797	732	632	735	548	537							3,981
WIFI	1,034	1,115	1,134	1,271	963	773							6,290
East End Workstation	664	729	646	636	506	470							3,651
WIFI	1,248	1,543	1,191	1,582	1,344	1,166							8,074
Ginter Park Workstation	580	713	561	615	484	450							3,403
WIFI	627	801	620	665	568	572							3,853
Hull Street Workstation	589	646	485	479	369	411							2,979
WIFI	1,003	1,073	939	851	671	799							5,336
Main Workstation	1,673	2,123	1,996	1,862	1,358	1,654							10,666
WIFI	3,505	4,089	4,388	4,861	3,443	3,626							23,912
North Avenue Workstation	381	533	398	436	314	355							2,417
WIFI	436	518	407	481	317	450							2,609
West End Workstation	294	363	267	305	240	314							1,783
WIFI	731	730	755	777	623	668							4,284
Westover Hills Workstation	630	643	544	623	438	429							3,307
WIFI	730	851	897	965	488	435							4,366
TOTALS FY24:	16,191	18,502	17,176	18,563	13,735	14,255							98,422
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	1,279	226	1,505	2,587
Dec-23	1,096	93	1,189	1,388
Jan-24				
Feb-24				
Mar-24				
Apr-24				
May-24				
Jun-24				
FY24 Totals:	6,384	1,448	7,832	7,944
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 December 31, 2023

ACCOUNT	DESCRIPTION	Budget	Actual and	% Spent	Balance
			Encumbered 31-Dec-23		Available 31-Dec-23
60000	SALARIES - FULL TIME	\$ 4,413,494	\$ 1,685,068	38.2%	\$ 2,728,426
60001	OVERTIME PERMAN	\$ 19,176	\$ 2,766	14.4%	\$ 16,410
61000	SALARIES - PART TIME	\$ 369,366	\$ 77,422	21.0%	\$ 291,944
62000	SALARIES - TEMPORARY	\$ 10,000	\$ 22,125	0.0%	\$ (12,125)
63000	FICA	\$ 250,302	\$ 106,312	42.5%	\$ 143,990
63001	RET CON RSRs	\$ 649,740	\$ 353,270	54.4%	\$ 296,470
63002	MEDCARE FICA	\$ 58,539	\$ 24,910	42.6%	\$ 33,629
63003	GROUP LIFE	\$ 23,459	\$ 10,829	46.2%	\$ 12,630
63006	H/C ACT TEMP	\$ 600,930	\$ 307,614	51.2%	\$ 293,316
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	\$ 2,590,315	40.5%	\$ 3,804,691
71141	BOOKS	\$ 952,359	\$ 265,532	27.9%	\$ 686,827
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 2,456	\$ 33,175	1350.8%	\$ (30,719)
72122	MAGS & NEWSPAPER	\$ 29,277	\$ 16,543	56.5%	\$ 12,734
	Collection Development	\$ 984,092	\$ 315,250	32.0%	\$ 668,842
70131	ADVERTISING	\$ 2,297	\$ 489	21.3%	\$ 1,808
70161	PLANNING MGMT SERVICES	\$ 483,050	\$ 210,891	43.7%	\$ 272,159
70215	EQUIPMENT REPAIR	\$ 81,200	\$ 13,291	0.0%	\$ 67,909
70218	VEHICLE REPAIR	\$ 2,902	\$ 4,492	154.8%	\$ (1,590)
70412	TRANSPORTATION	\$ -	\$ -	0.0%	\$ -
70416	EMPLOYEE PARKING	\$ 21,600	\$ 13,291	0.0%	\$ 8,309
70311	PRINTED SUPPLIES	\$ 3,000	\$ 137	4.6%	\$ 2,863
70413	MILEAGE ALLOWANCE	\$ 2,263	\$ 4	0.2%	\$ 2,259
70551	SECURITY	\$ 294,543	\$ 264,238	89.7%	\$ 30,305
70552	CONTRACT AND TEMP PERSONNEL	\$ 22,000	\$ 71,287	324.0%	\$ (49,287)
71012	OFFICE STATIONARY SUPPLIES	\$ 3,047	\$ 6,407	210.3%	\$ (3,360)
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 19,220	\$ 15,742	81.9%	\$ 3,478
72113	POSTAGE	\$ 4,456	\$ -	0.0%	\$ 4,456
72121	CONFERENCES & CON	\$ 1,904	\$ 844	0.0%	\$ 1,060
72123	MEMBERSHIP DUES	\$ 677	\$ 2,194	324.1%	\$ (1,517)
72124	TRAINING	\$ 1,055	\$ 1,240	117.6%	\$ (185)
72131	COMPUTER SUPPLIES	\$ 25,662	\$ (9,601)	-37.4%	\$ 35,263
72153	EQUIPMENT	\$ 12,200	\$ 2,757	0.0%	\$ 9,443
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	\$ 975	42.4%	\$ 1,323
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 247	50.0%	\$ 246
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
77501	DIT CHARGES	\$ -	\$ 4,608	0.0%	\$ (4,608)
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	\$ 607,344	61.3%	\$ 383,683
	TOTAL GENERAL FUND	\$ 8,370,125	\$ 3,512,909	42.0%	\$ 4,857,216

RICHMOND PUBLIC LIBRARIES - General Fund Budget

Monthly Budget Report

December 31, 2023

<u>General Fund Revenue</u>	<u>FY2023-24 Budget</u>	<u>FY2023-24 Actual YTD</u>	<u>% Recognized</u>	<u>Unrecognized</u>
Lost and Damage Books	\$ 21,782	\$ 8,527	39%	\$ 13,255
Reservation - Book Records	\$ 500	\$ 285	57%	\$ 215
Room Rental Fees	\$ 300	\$ -	0%	\$ 300
Sales Copy Centers	\$ 17,476	\$ 4,648	27%	\$ 12,829
State Library Aide	\$ 170,000	\$ -	0%	\$ 170,000
	<u>\$ 210,058</u>	<u>\$ 13,460</u>	6%	<u>\$ 196,598</u>

General Fund Operating

	<u>FY2023-24 Budget</u>	<u>FY2023-24 Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
Personnel	\$ 4,812,036	\$ 1,787,381	37%	\$ 3,024,655
Fringes	\$ 1,582,970	\$ 802,935	51%	\$ 780,035
Books/Materials	\$ 984,092	\$ 315,250	32%	\$ 668,842
Operating Expenses	\$ 991,027	\$ 607,344	61%	\$ 383,683
Total	\$ 8,370,125	\$ 3,512,909	42%	\$ 4,857,216

Encumbrances YTD \$ (71,177)

RICHMOND PUBLIC LIBRARIES - Special Fund Budget

<u>Special Fund Revenue</u>	<u>FY2023-24 Anticipated</u>	<u>FY2023-24 Actual YTD</u>	<u>% Recognized</u>	<u>Unrecognized</u>
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	\$ 96,872.00	61%	\$ 60,925
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%	\$ -
	<u>\$ 292,047</u>	<u>\$ 182,451</u>	62%	<u>\$ 109,596</u>

<u>Special Fund Expenditures</u>	<u>FY23 Rollover & FY24 Receipts</u>	<u>FY2023-24 Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
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	\$ (325,690)	\$ 101,016	-31%	\$ (426,706)
Personnel		\$ 35,950		
Fringes		\$ 4,706		
Books/Materials		\$ 60,360		
Operating Expenses		\$ -		
00311 - Gates Foundation	\$ 24,100	\$ -	0%	\$ 24,100
00312 - RPL Foundation	\$ (186,450)	\$ 64,321	-34%	\$ (250,771)
00313 - Friends of the RPL	\$ 45,959	\$ (2,598)	-6%	\$ 48,557
	<u>\$ (628)</u>	<u>\$ 163,467</u>	-26030%	<u>\$ (164,097)</u>

Encumbrances YTD \$ 9,723

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

Consent Agenda: Deposited Gifts Over \$100 Shown
 as of January 24, 2024

Date of Check	Donor Name	Current Month Amount	Purpose/Location	YTD Account Balance		
				Gift	Foundation	Friends
22-Dec-23	Hope Armstroing ERB	\$ 300.00	Arts Program	\$ 300.00		
	Monthly Total	\$ 300.00				
	YTD Total	\$ 11,650.00	Year To Date Total	\$ 650.00	\$ -	\$ 11,000.00

Richmond Public Library to expand, modernize memory lab with new grant

by: [Nicole Dantzler](#) / abc8NEWS

Posted: Dec 28, 2023 / 10:42 PM EST

Updated: Dec 28, 2023 / 11:29 PM EST

Website: <https://www.wric.com/community/positively-richmond/richmond-public-library-to-expand-modernize-memory-lab-with-new-grant/#:~:text=RICHMOND%2C%20Va.,home%20movies%2C%20at%20no%20charge>

RICHMOND, Va. (WRIC) — A grant awarded to the Richmond Public Library will expand what it calls a memory lab.

The memory lab allows people to digitize their outdated media, like old family photos and home movies, at no charge. The library’s main branch, located on the 100 block of East Franklin Street, received a \$900,000 grant from the Mellon Foundation to expand and modernize it.

Ben Himmelfarb, the library’s community services manager, said the grant will improve the library’s ability help people preserve their old memories.

“What we didn’t have was a dedicated space, a 21st century space, and we didn’t have a space that was connected to all of the other historical materials that we have at the library,” he said.

There’s been a growing interest in digitization since the pandemic closed down libraries, according to Himmelfarb. And though most people will use the memory lab to preserve family and personal history, patrons can also help officials fill in the gaps about Richmond’s history.

“I get questions every day from folks looking for information that I know is out there somewhere,” said Chloe McCormick, a senior special collections librarian. “I know it’s in someone’s attic or basement, but we just don’t have access to it yet,” she said.

If you’ve got negatives of old photos, 8 millimeter film or VHS tapes, you can sign up for an appointment, watch training videos and digitize them for free.

“We want to help people not only preserve it for their own purpose, but preserve it and share it with as many people as possible, so that we have a full true account of the history of Richmond,” he said.

The equipment will be in a much bigger space in the library and the expansion will happen over the next five years.

∞ END ∞