



# RICHMOND PUBLIC LIBRARY

## BOARD OF TRUSTEES REGULAR MEETING

April 24, 2024

North Avenue Branch Library  
2901 North Avenue  
Richmond, Virginia 23222  
804.646.6675

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, April 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-March 27, 2024, 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

- Policy 12.9 Lost Materials Replacement Fee
- Policy 12.10 Materials Default Replacement Cost

**Adjourn** Mr. Yates

**Next Meeting:**

Date: May 22, 2024

Time: 11:45 a.m.

Location: Main Library  
 101 E. Franklin Street  
 Richmond, Virginia 23219  
 804.646.2547

**Library Board Meeting Minutes - DRAFT**

**March 27, 2024**

**PRESENT:** Chair William Yates, Vice Chair Sheron Carter-Gunter, Barbara Burton, Brent Graves, Garrett Sawyer (Virtual), Christine Peterson, Janet Woody, Gail Zwirner

**ABSENT:** Emily Altman

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

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair William Yates at 11:47AM at the East End Branch Library located at 1200 North 25th Street, Richmond, Virginia 23223. 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.

Chair Yates announced Garrett Sawyer would like to attend today’s Library Board of Trustees Regular meeting via electronic means, which complies with the RPL Governance Policy 4.12. This policy is to comply with requirements of section 2.2-3708.2(C)(1) of the Code of Virginia to allow for and govern participation by one or more Library Board of Trustees in meetings by electronic communication means.

Mr. Sawyer has met the requirement of notifying the Chair in advance that he is unable to attend in person due to a personal matter with his outside employment in the DC area that prevents his physical attendance at the meeting.

Chair Yates called for a motion to approve Mr. Sawyer’s request to attend the meeting by electronic means from the LBOT Members present.

***Motion: Gail Zwirner, Second by Sharon Carter-Gunter***

***AYES: 6 NOES: 0 ABSTAIN: 0 Approved Unanimously.***

***Ms. Peterson was not present for the vote.***

<b>Agenda</b>	Approve the March 27, 2024, Agenda as submitted. <b><i>Motion: Sheron Carter-Gunter, Second by Garrett Sawyer</i></b> <b><i>AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i></b> <b><i>Ms. Peterson was not present for the vote.</i></b>
<b>Consent Agenda</b>	Approve the February 28, 2024, Meeting Minutes, the Current Financial Reports, Statistical Reports, and Donations Report as submitted: <b><i>Motion: Barbara Burton, Second by Janet Woody</i></b> <b><i>AYES: <u>8</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i></b>
<b>Public Comment Period</b>	None

## REPORTS

<p><b>Friends of the Library (FOL)</b></p> <p><b><u>Ruth DeBoer</u></b></p>	<p>Ms. DeBoer reported on the Friends of the Library (FOL) operations:</p> <ul style="list-style-type: none"> <li>• The LBOT were given a copy of the FOL updated amended Bylaws dated March 2018.</li> <li>• Book Sale reminder: April 5-7, 2024. The FOL is looking for volunteers.</li> <li>• In the process of interviewing for board member positions.</li> </ul>
<p>Library Foundation</p> <p><b><u>Susan Revere</u></b> <b><u>Scott Firestine</u></b></p>	<p>Ms. Revere reported on the Foundation operations:</p> <ul style="list-style-type: none"> <li>• The Foundation is exploring funding to support programs and performers, summer interns, and more.</li> <li>• Grants: Multiple submissions for March and April are focused on early childhood learning.</li> </ul>
<p><b>Administration</b></p> <p><b><u>Scott Firestine</u></b></p>	<p><b>Director’s Report:</b> In addition to the items submitted on the Director’s Report in the Board Packet, Mr. Firestine reported on the following:</p> <ul style="list-style-type: none"> <li>• Hiring efforts continue, especially in the Youth Services Department. A new Childhood and Early Literacy Librarian, Kathleen Heslop and Young Adults Librarian, Genevieve Gray were hired.</li> <li>• Internal personnel action: Library/Community Services Manager Hayley DeRoche was reassigned to the Belmont Branch Library to replace Barbara Booth who retired in December 2023. Danielle Tarullo was hired as the new Library/Community Services Manager at Westover Hills Branch Library.</li> <li>• Additional services hours are in effect: Systemwide the library provides 511 hours weekly. The East End Branch, West End Branch and Main Library have added early morning hours by opening at 9:00 AM.</li> <li>• A handout of events occurring during National Library Week, April 7-13, was distributed.</li> <li>• A handout of Number of Library Cards to the Population of the City was presented to Board members. The report represented years 2000-2023. September 2024 is library card sign up month with plans to kick off a campaign over the next year to enroll more people for library cards.</li> </ul>
<p><b>Advocacy Task Force</b></p> <p><b><u>Garrett Sawyer</u></b> <b><u>Sheron Carter-Gunter</u></b></p>	<p>Mr. Sawyer reported on the following:</p> <ul style="list-style-type: none"> <li>• Mayor will introduce his proposed budget for FY25 on March 27.</li> <li>• City Councilmembers met on March 25 to determine the Mayor’s priorities for the outcoming fiscal year. There five top priorities are:             <ol style="list-style-type: none"> <li>1. Strong Futures for Children, Adults, and Families</li> <li>2. Safe and Clean Neighborhoods</li> <li>3. Responsive, Accountable, and Innovative Government</li> <li>4. Strategic Infrastructure Investments</li> <li>5. Planned Growth, Economic Progress, and Affordable Housing</li> </ol> </li> </ul> <p>Priority 1 of the City Budget: “Strong Futures for Children, Adults, and Families,” fits a primary library core service. When requesting a funding increase, public service hours should be expanded to 565+ hours per week (10% increase in accessibility). This effort will give RPL parity neighboring counties of Henrico and Chesterfield. Expanded hours, require addition of increased (approximately 15 FTEs) to meet operational demands.</p>

**REPORTS (CONTINUED)**

<b>Advocacy Task Force (Continued)</b>  <b><u>Garrett Sawyer</u></b> <b><u>Sheron Carter-Gunter</u></b>	The next step is to create a letter being specific on the ask, which Mr. Sawyer will create and will go to City Administration, Mayor's Office, and Councilmembers.
<b>Early Literacy Update</b>  <b><u>Christine Peterson</u></b>	No formal report.
<b>Chair Report</b>  <b><u>William Yates</u></b>	No formal report.  Chair Yates suggested including a request in the Capital Improvement Program (CIP) budget to fund a study of our branch libraries and Main Library renovations. In the interim, the Facilities Committee and Board members can begin brainstorming general branch library needs. This will provide the study consultant with valuable insights into the Board's vision for the future of our branch libraries.
<b>Finance Chair</b>  <b><u>Garrett Sawyer</u></b> <b><u>Scott Firestine</u></b>	No formal report.  Chair Yates mentioned the Library's Budget is starting to come back in line and on track.
<b>Facilities Chair</b>  <b><u>Janet Woody</u></b> <b><u>Gail Zwirner</u></b> <b><u>Scott Firestine</u></b>	Mr. Firestine reported there are three areas of the Main Library that need updating and addressed:  <ol style="list-style-type: none"><li>1. Main Library floor plan issues:<ol style="list-style-type: none"><li>a. Immediate need to get the Memory Lab upgraded and installed because of the Mellon Grant.</li><li>b. Locate a Young Adult Space is needed – Past funding was received.</li><li>c. Locate the best place for FOL sales space.</li></ol></li><li>2. There is a need for a city-wide plan for existing and maybe new locations of branches to get into the CIP:<ol style="list-style-type: none"><li>a. Are they the right size?</li><li>b. Are they in the right neighborhoods?</li><li>c. Do the libraries have the things we want?</li><li>d. Where should new libraries go if needed?</li></ol></li><li>3. Mobile Library Program:<ol style="list-style-type: none"><li>a. What is the nature/scope of the service?</li><li>b. What is needed for the program?</li><li>c. What size vehicle?</li></ol></li></ol> Mr. Firestine stated there needs to be an expert hired who is knowledgeable in library standards and best practices to assist in these plans.

**REPORTS (CONTINUED)**

**Governance Chair**

**Emily Altman**

In Ms. Altman’s absence, Chair Yates reported:

- The four LBOT members who want to be considered for reappointment in June 2024 have completed their paperwork.
- Ms. Barbara Burton’s second term is up on June 30, 2024, and she is not eligible for reappointment.
- June 26, 2024, Meeting: Voting for new Chair and Vice Chair and appointments to the Committees.

**UNFINISHED BUSINESS**

No Unfinished Business was discussed.

**NEW BUSINESS**

Ms. Carter-Gunter suggested making a concentrated effort on more outreach to the Hispanic population. The Sacred Heart Center is a kind of hub that would be able to help direct efforts in the Southside. Hull Street Branch and Broad Rock Branch are not easily accessible up Jefferson Davis Highway. Also, Ms. Carter-Gunter suggested reaching out to the PTAs and during their meetings.

Ms. Carter-Gunter asked how the Blood Pressure Kits Program and Loaning out Laptop Program are going. Mr. Firestine gave an update that the Laptop Program is going great. The laptops are constantly being checked out. The Blood Pressure Kit Check Out Program only started the end of February. Seeing some use, but it is hopeful to pick up as there is more awareness on wellness.

Ms. Carter-Gunter inquired about censorship or if the library has received any material challenges. Mr. Firestine stated there have been no recent requests to remove any materials from the collection. He reported that our librarians know how to communicate with patrons requesting the reconsideration of materials and all are familiar with the policy.

Ms. Woody inquired where the VCU Child Care Center was located and if they would be interested in attending a story time at the library. Mr. Firestine stated they were located on Graham next to Chamberlayne. Library/Community Services Manager Craig Gill-Walker and Librarian-Youth Services Richard Wissmiller are currently in the process of coordinating a visit with that center.

There being no further business, the meeting was adjourned at 12:49p by unanimous consent from the members that were present.

The next meeting of the LBOT will be held on Wednesday, April 24, 2024, at the North Avenue Branch Library located at 2901 North Avenue, Richmond, Virginia 23222.

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

*Recorder: Gianna Pack, CAP  
Senior Executive Assistant*

## Director's Report April 2024

### Director Activities:

Apr 3	Friends of the Library Board Meeting – Main Library
Apr 8	Council Budget Meeting
Apr 8	Public Hearing on Mayor's Proposed FY2025 Budget
Apr 12	Prep Budget Meeting with LBOT Members Bill Yates and Christine Peterson – Main Library
Apr 12	Meeting to Discuss FY25 RPL Budget with CAO, Bill Yates and Christine Peterson – City Hall
Apr 15	Council Budget Work Session
Apr 22	Council Budget Work Session
Apr 22	Informal and Council Meeting
Apr 29	Council Budget Amendments are Due

### Hiring:

- **April 2024 Hiring Update:**
  - 0095 FTE Library Associate – Main Library – Interview Phase
  - 0006 FTE Library Technician – Westover Hills – Candidate Selection Phase
  - 0017 PTE Library Technician – Ginter Park – Candidate Selection Phase
  - 0151 PTE Library Associate/Law – Main Library – Candidate Selection Phase
  - 0401 FTE Librarian Youth Services – Westover Hills – Candidate Selection Phase
- **New Hires/Locations:**
  - Katy Morris – 0181 PTE Library Technician – Ginter Park Branch Library on April 8, 2024.

**National Library Week Update:** Richmond Public Library celebrated National Library Week, April 7-13, 2024. Ripple traveled all over the city with story times at the branches throughout the week. New Ripple plushies were also given to many children and families.

### Other activities included:

- April 8: Libraries were the theme for a great Trivia Night at Starr Hill Brewery.
- April 8: Libraries distributed eclipse glasses and special programs highlighted the solar eclipse at four library locations.
- April 9: Library staff were recognized and provided lunch on Library Workers Day.
- April 10: A pop-up library at City Hall was hopping with many City workers receiving information about resources and programs available at Richmond Public Libraries.
- Logo: The new logo was shared with patrons all around RVA on bookbags, pens, and other items given away throughout the week.



While National Library Week is celebrated each year, the resources, programs, and opportunities continue throughout the year at all Richmond Public Library locations.

On April 3 Mayor Levar Stoney joined Library Director Scott Firestine to record a video about the importance of National Library Week.

Additionally, the mayor presented Library Director Scott Firestine with a City of Richmond Proclamation. The document proclaims the week of April 7-13, 2024, is National Library Week in the City of Richmond, and encourages all residents to “visit the Richmond Public Library and celebrate the adventures and opportunities they unlock for us every day”.

The presentation and video were hosted by Library Director Scott Firestine in the Special Collections Room.

## Director's Report (Continued)

April 2024

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

- **Broad Rock Branch Library:** A patron came in and shared his grandson's honor roll certificate with our staff and told us that it was all thanks to our support and books!
- **East End Branch Library:** On March 25, one of our past partners, Michelle from Soul 'N' Vinegar café stopped in at the East End Branch to post flyers about a position that was open at her restaurant. Instead of simply taking a flyer, staff connected her to one of our regulars, Tony, who has been looking for employment for some time. He was hired later that day!
- **Ginter Park Branch Library:** We had a patron come in to thank us for helping him with job applications and uploading his resume because he got the job he was applying for!
- **Hull Street Branch Library:** Doris Bey organized the Annual Delta Sigma Theta celebration of Dorothy Height's Birthday. Dorothy Height was also the president of the National Council of Negro Women. The Hull Street Branch Meeting Room was full, with standing room only! This year's celebration included a Voter Registration table outside in front of the Library. Free Press: <https://richmondfreepress.com/news/2024/mar/21/dr-dorothy-height-celebrated/>
- **Main Library:** A long-distance truck driver came in and asked Library/Community Services Manager Ben Himmelfarb for assistance with faxing an important document related to custody/parental rights. The man was stressed out because he had to fax it immediately, but was not familiar with Richmond. Ben assisted with the fax transmittal and the man left quite relieved and grateful.
- **North Avenue Branch Library:** During the month of March, the branch had artwork of students from Barack Obama Elementary on display. The artwork was done by students and donated by the school's art teacher to display the student's art in public.
- **West End Branch Library:** Forty-eight adults and children turned out for Mario Day on Sunday, March 9! Some came in costume, and all enjoyed the activities to celebrate a game lover's hero throughout the afternoon.

<b>CIRCULATION FY24</b>														
<b>LOCATION</b>	<b>FY</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>Total</b>
<b>Belmont</b>	FY21	4,292	4,463	3,675	3,715	3,895	3,662	3,663	3,576	3,888	3,924	5,400	6,455	50,608
	FY22	10,105	7,973	7,528	7,249	7,173	6,764	7,283	7,235	7,934	7,118	7,967	7,424	91,753
	FY23	8,400	9,297	8,586	8,967	7,642	6,982	8,312	8,167	9,161	8,345	8,716	9,056	101,631
	FY24	9,417	9,967	9,066	9,340	8,224	7,515	9,085	8,454	8,780				79,848
<b>Broad Rock</b>	FY21	1,570	1,791	1,373	1,277	1,254	1,203	1,115	913	1,096	954	979	1,403	14,928
	FY22	2,105	2,733	2,315	2,073	1,945	1,579	1,545	1,502	1,667	1,624	1,641	1,581	22,310
	FY23	1,886	2,413	2,106	1,977	1,721	1,531	1,758	1,807	2,330	2,290	2,080	1,884	23,783
	FY24	1,897	1,953	1,950	2,106	1,836	1,828	2,008	2,135	2,556				18,269
<b>East End</b>	FY21	1,431	1,738	1,493	1,493	1,599	1,621	1,673	1,427	1,575	1,539	1,768	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	3,061	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	2,534	2,742	2,961				22,784
<b>Ginter Park</b>	FY21	2,829	3,198	2,523	2,227	1,992	1,836	1,906	2,019	2,278	2,380	2,953	3,965	30,106
	FY22	4,175	4,452	4,292	3,990	3,754	3,074	3,671	3,585	4,340	3,877	4,015	4,821	48,046
	FY23	4,607	4,802	4,463	4,174	3,610	3,612	4,283	3,728	4,660	4,232	3,889	4,525	50,585
	FY24	4,819	4,795	4,104	3,878	3,733	3,391	4,214	3,947	4,242				37,123
<b>Hull Street</b>	FY21	873	1,231	916	1,231	1,135	1,108	1,254	825	1,368	1,432	1,555	1,481	14,409
	FY22	1,884	2,141	1,986	2,144	2,014	2,475	2,397	2,324	2,634	2,361	2,065	2,046	26,471
	FY23	1,987	2,359	2,346	2,331	1,895	1,822	2,069	2,073	2,049	2,272	2,233	1,930	25,366
	FY24	2,386	2,461	2,030	2,359	2,470	2,137	2,281	2,059	1,870				20,053
<b>Main</b>	FY21	4,804	4,167	3,259	3,252	3,164	3,266	2,909	2,750	3,071	3,714	4,652	5,589	44,597
	FY22	6,925	7,554	6,708	6,748	6,810	6,026	6,904	7,269	8,068	6,675	6,442	6,757	82,886
	FY23	7,932	9,457	8,777	8,957	7,149	6,313	8,304	8,189	9,523	8,891	9,053	8,341	100,886
	FY24	9,347	9,863	9,016	9,344	7,839	7,022	7,933	8,265	9,416				78,045

<b>CIRCULATION FY24 (CONTINUED)</b>														
<b>LOCATION</b>	<b>FY</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>Total</b>
<b>North Avenue</b>	FY21	692	820	695	526	750	891	689	566	870	1,345	2,007	1,878	11,729
	FY22	2,003	2,229	2,141	2,241	2,041	1,724	1,755	1,850	2,256	1,825	1,783	1,706	23,554
	FY23	2,139	2,118	2,085	2,378	2,367	1,743	949	77	-	-	226	1,005	15,087
	FY24	1,638	2,294	2,259	2,390	1,998	1,943	2,392	2,108	2,011				19,033
<b>West End</b>	FY21	6,888	6,701	5,819	5,107	5,039	5,639	5,192	4,873	5,769	6,685	9,084	10,859	77,655
	FY22	12,036	12,125	11,087	10,998	9,998	9,073	10,369	10,305	11,090	10,253	11,113	12,224	130,671
	FY23	13,150	13,412	10,950	11,072	10,121	8,552	10,395	9,966	10,771	10,338	10,968	11,745	131,440
	FY24	12,573	12,176	10,311	10,507	9,828	8,881	10,400	10,328	10,789				95,793
<b>Westover Hills</b>	FY21	5,425	6,884	5,627	5,513	4,323	4,315	4,074	4,151	4,815	4,246	4,702	6,244	60,319
	FY22	7,604	8,163	7,214	8,653	7,649	6,836	7,650	6,983	7,908	7,144	7,833	7,803	91,440
	FY23	8,424	8,612	8,155	8,407	7,765	6,496	7,540	7,706	8,344	7,423	7,463	8,703	95,038
	FY24	10,057	9,438	8,550	8,313	7,733	7,198	7,721	8,131	8,432				75,573
<b>E-Content</b>	FY21	12,811	12,564	11,976	11,413	10,990	13,742	14,912	15,034	15,990	12,429	12,782	12,108	156,751
	FY22	12,630	13,139	11,175	10,431	11,019	11,061	13,230	11,146	11,981	12,939	14,980	14,655	148,386
	FY23	16,079	16,510	14,806	14,910	15,126	16,515	19,182	17,810	23,496	24,317	24,593	24,071	227,415
	FY24	25,640	27,387	26,401	27,051	26,710	27,809	34,405	35,378	37,274				268,055
<b>Totals</b>	FY21	41,615	43,557	37,356	35,754	34,141	37,283	37,387	36,134	40,720	38,648	45,882	52,299	480,776
	FY22	61,986	63,308	57,519	57,566	55,552	51,605	58,034	55,127	60,870	56,713	60,900	61,847	701,027
	FY23	67,502	72,293	65,225	66,010	59,642	55,556	65,463	62,123	72,821	70,634	71,740	73,711	802,720
	FY24	80,726	83,378	75,994	77,503	72,412	69,712	82,973	83,547	88,331				714,576

PROGRAMS FY2024	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	TOTAL FY24	TOTAL FY23
<b>Belmont</b>														
Adult Programs	9	9	8	12	10	9	8	11	9				85	90
Adult Attend	20	29	29	44	31	10	13	6	35				217	507
Young Adult Programs	0	1	1	1	0	1	1	1	1				7	5
Young Adult Attend	0	0	0	1	0	2	0	0	0				3	2
Juvenile Programs	13	17	12	16	14	15	14	17	21				139	156
Juvenile Attend	226	315	168	316	240	192	235	340	307				2,339	1,680
<b>Total Attend</b>	<b>246</b>	<b>344</b>	<b>197</b>	<b>361</b>	<b>271</b>	<b>204</b>	<b>248</b>	<b>346</b>	<b>342</b>				<b>2,559</b>	2,189
<b>Total Programs</b>	<b>22</b>	<b>27</b>	<b>21</b>	<b>29</b>	<b>24</b>	<b>25</b>	<b>23</b>	<b>29</b>	<b>31</b>				<b>231</b>	251
<b>Broad Rock</b>														
Adult Programs	8	15	5	6	4	7	9	4	3				61	65
Adult Attend	48	284	42	39	52	22	34	62	7				590	193
Young Adult Programs	1	1	2	2	1	1	1	1	1				11	75
Young Adult Attend	37	16	12	2	0	0	6	2	2				77	115
Juvenile Programs	23	21	31	26	24	19	27	25	24				220	219
Juvenile Attend	135	230	240	247	107	99	88	83	78				1,307	928
<b>Total Attend</b>	<b>220</b>	<b>530</b>	<b>294</b>	<b>288</b>	<b>159</b>	<b>121</b>	<b>128</b>	<b>147</b>	<b>87</b>				<b>1,974</b>	1,236
<b>Total Programs</b>	<b>32</b>	<b>37</b>	<b>38</b>	<b>34</b>	<b>29</b>	<b>27</b>	<b>37</b>	<b>30</b>	<b>28</b>				<b>292</b>	359
<b>East End</b>														
Adult Programs	8	8	3	3	5	8	8	4	6				53	88
Adult Attend	14	33	16	16	31	45	90	31	42				318	718
Young Adult Programs	14	9	5	8	4	8	8	8	10				74	65
Young Adult Attend	96	51	32	55	30	46	74	74	96				554	412
Juvenile Programs	11	8	5	1	0	1	10	12	14				62	93
Juvenile Attend	371	181	280	20	0	22	103	84	54				1,115	2,189
<b>Total Attend</b>	<b>481</b>	<b>265</b>	<b>328</b>	<b>91</b>	<b>61</b>	<b>113</b>	<b>267</b>	<b>189</b>	<b>192</b>				<b>1,987</b>	3,319
<b>Total Programs</b>	<b>33</b>	<b>25</b>	<b>13</b>	<b>12</b>	<b>9</b>	<b>17</b>	<b>26</b>	<b>24</b>	<b>30</b>				<b>189</b>	246

<b>PROGRAMS FY2024 (CONTINUED)</b>	<b>Jul-23</b>	<b>Aug-23</b>	<b>Sep-23</b>	<b>Oct-23</b>	<b>Nov-23</b>	<b>Dec-23</b>	<b>Jan-24</b>	<b>Feb-24</b>	<b>Mar-24</b>	<b>Apr-24</b>	<b>May-24</b>	<b>Jun-24</b>	<b>TOTAL FY24</b>	<b>TOTAL FY23</b>
<b>Ginter Park</b>														
Adult Programs	13	10	9	9	11	6	3	6	7				74	61
Adult Attend	71	77	49	52	52	26	15	26	50				418	302
Young Adult Programs	0	0	1	0	0	1	0	0	0				2	7
Young Adult Attend	0	0	0	0	0	4	0	0	0				4	0
Juvenile Programs	16	14	15	14	10	11	13	15	13				121	123
Juvenile Attend	203	138	158	163	114	80	109	107	136				1,208	895
<b>Total Attend</b>	<b>274</b>	<b>215</b>	<b>207</b>	<b>215</b>	<b>166</b>	<b>110</b>	<b>124</b>	<b>133</b>	<b>186</b>				<b>1,630</b>	1,197
<b>Total Programs</b>	<b>29</b>	<b>24</b>	<b>25</b>	<b>23</b>	<b>21</b>	<b>18</b>	<b>16</b>	<b>21</b>	<b>20</b>				<b>197</b>	191
<b>Hull Street</b>														
Adult Programs	6	1	7	1	1	2	5	18	3				44	26
Adult Attend	30	4	48	6	3	2	56	69	15				233	245
Young Adult Programs	5	0	0	0	0	0	1	3	0				9	13
Young Adult Attend	19	0	0	0	0	0	3	25	0				47	81
Juvenile Programs	14	2	4	5	3	2	4	3	3				40	62
Juvenile Attend	340	47	15	39	53	31	38	23	31				617	979
<b>Total Attend</b>	<b>389</b>	<b>51</b>	<b>63</b>	<b>45</b>	<b>56</b>	<b>33</b>	<b>97</b>	<b>117</b>	<b>46</b>				<b>897</b>	1,305
<b>Total Programs</b>	<b>25</b>	<b>3</b>	<b>11</b>	<b>6</b>	<b>4</b>	<b>4</b>	<b>10</b>	<b>24</b>	<b>6</b>				<b>93</b>	101
<b>Main</b>														
Adult Programs	13	14	19	2	10	1	8	22	16				105	137
Adult Attend	207	232	409	27	281	15	262	358	260				2,051	2,714
Young Adult Programs	0	0	0	0	0	1	1	1	1				4	3
Young Adult Attend	0	0	0	0	0	10	10	10	8				38	28
Juvenile Programs	18	19	17	19	16	16	20	20	16				161	196
Juvenile Attend	479	412	279	315	234	255	365	351	173				2,863	3,360
<b>Total Attend</b>	<b>686</b>	<b>644</b>	<b>688</b>	<b>342</b>	<b>515</b>	<b>280</b>	<b>637</b>	<b>719</b>	<b>441</b>				<b>4,952</b>	6,102
<b>Total Programs</b>	<b>31</b>	<b>33</b>	<b>36</b>	<b>21</b>	<b>26</b>	<b>18</b>	<b>29</b>	<b>43</b>	<b>33</b>				<b>270</b>	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
<b>North Avenue</b>														
Adult Programs	9	3	6	4	5	4	3	7	6				47	34
Adult Attend	61	12	206	18	30	20	40	41	28				456	364
Young Adult Programs	0	5	0	0	0	0	0	0	2				7	3
Young Adult Attend	0	132	0	0	0	0	0	0	13				145	8
Juvenile Programs	2	1	1	0	0	8	9	13	14				48	29
Juvenile Attend	15	6	10	0	0	45	96	182	163				517	455
<b>Total Attend</b>	<b>76</b>	<b>150</b>	<b>216</b>	<b>18</b>	<b>30</b>	<b>65</b>	<b>136</b>	<b>223</b>	<b>204</b>				<b>1,118</b>	827
<b>Total Programs</b>	<b>11</b>	<b>9</b>	<b>7</b>	<b>4</b>	<b>5</b>	<b>12</b>	<b>12</b>	<b>20</b>	<b>22</b>				<b>102</b>	66
<b>West End</b>														
Adult Programs	5	6	6	5	6	5	8	6	7				54	68
Adult Attend	63	65	52	48	35	27	66	52	120				528	629
Young Adult Programs	3	1	3	2	3	4	3	2	2				23	12
Young Adult Attend	6	0	2	1	2	6	3	1	4				25	117
Juvenile Programs	15	17	12	16	12	8	14	11	11				116	145
Juvenile Attend	356	299	212	334	205	218	308	258	295				2,485	2,534
<b>Total Attend</b>	<b>425</b>	<b>364</b>	<b>266</b>	<b>383</b>	<b>242</b>	<b>251</b>	<b>377</b>	<b>311</b>	<b>419</b>				<b>3,038</b>	3,280
<b>Total Programs</b>	<b>23</b>	<b>24</b>	<b>21</b>	<b>23</b>	<b>21</b>	<b>17</b>	<b>25</b>	<b>19</b>	<b>20</b>				<b>193</b>	225
<b>Westover Hills</b>														
Adult Programs	3	1	2	4	0	1	1	1	4				17	13
Adult Attend	28	2	20	91	0	26	0	1	59				227	62
Young Adult Programs	1	1	1	2	1	0	1	1	1				9	12
Young Adult Attend	3	5	0	8	5	0	0	6	0				27	129
Juvenile Programs	4	4	5	6	10	12	14	15	7				77	76
Juvenile Attend	244	247	188	286	216	243	353	332	134				2,243	3,546
<b>Total Attend</b>	<b>275</b>	<b>254</b>	<b>208</b>	<b>385</b>	<b>221</b>	<b>269</b>	<b>353</b>	<b>339</b>	<b>193</b>				<b>2,497</b>	3,737
<b>Total Programs</b>	<b>8</b>	<b>6</b>	<b>8</b>	<b>12</b>	<b>11</b>	<b>13</b>	<b>16</b>	<b>17</b>	<b>12</b>				<b>103</b>	101
<b>Grand Total Attend</b>	<b>3,072</b>	<b>2,817</b>	<b>2,467</b>	<b>2,128</b>	<b>1,721</b>	<b>1,446</b>	<b>2,367</b>	<b>2,524</b>	<b>2,110</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,652</b>	23,192
<b>Grand Total Programs</b>	<b>214</b>	<b>188</b>	<b>180</b>	<b>164</b>	<b>150</b>	<b>151</b>	<b>194</b>	<b>227</b>	<b>202</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,670</b>	1,876

<b>DOOR COUNT FY2024</b>	<b>Jul-23</b>	<b>Aug- 23</b>	<b>Sep- 23</b>	<b>Oct-23</b>	<b>Nov- 23</b>	<b>Dec- 23</b>	<b>Jan-24</b>	<b>Feb- 24</b>	<b>Mar- 24</b>	<b>Apr-24</b>	<b>May- 24</b>	<b>Jun- 24</b>	<b>TOTAL</b>
Belmont	4,560	4,883	4,629	5,201	4,156	4,362	5,690	4,942	5,294				43,717
Broad Rock	4,400	4,799	4,422	4,913	3,475	3,194	4,006	4,384	4,781				38,374
East End	4,216	4,853	4,128	4,198	3,729	4,191	4,916	4,925	5,230				40,386
Ginter Park	4,782	6,962	4,480	3,450	2,802	2,883	3,428	3,644	3,566				35,997
Hull Street	1,794	3,920	2,893	2,789	1,031	1,258	1,205	2,059	2,471				19,420
Main	7,875	7,661	-	13,757	9,142	8,311	10,846	13,912	13,125				84,629
North Avenue	2,751	4,257	3,664	3,015	1,065	4,084	3,369	3,049	3,653				28,907
West End	3,669	3,911	3,257	3,126	2,846	3,007	4,063	3,954	3,749				31,582
Westover Hills	5,335	5,723	5,167	5,347	4,570	4,584	5,099	5,213	5,038				46,076
<b>TOTALS FY24:</b>	<b>39,382</b>	<b>46,969</b>	<b>32,640</b>	<b>45,796</b>	<b>32,816</b>	<b>35,874</b>	<b>42,622</b>	<b>46,082</b>	<b>46,907</b>				<b>369,088</b>
TOTALS FY23:	44,405	45,027	38,340	37,779	31,237	29,286	29,662	29,786	30,609	32,727	26,813	34,076	409,747
TOTALS FY22:	30,685	32,619	32,702	35,028	34,519	35,716	36,999	31,189	37,658	38,159	37,378	45,822	28,474

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

<b>NEW PATRON CARDS</b>													
<b>FY2024</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>Total</b>
Belmont	156	173	139	115	86	107	196	120	113				<b>1,205</b>
Broad Rock	93	54	63	63	41	48	67	83	81				<b>593</b>
East End	53	68	59	63	40	31	59	48	78				<b>499</b>
Ginter Park	39	67	64	57	36	32	69	62	53				<b>479</b>
Hull Street	97	91	55	55	48	49	60	60	67				<b>582</b>
Main	253	273	358	618	634	219	313	273	273				<b>3,214</b>
North Avenue	22	55	40	44	32	41	47	37	44				<b>362</b>
West End	70	87	76	76	56	58	75	87	69				<b>654</b>
Westover Hills	117	129	92	83	53	43	76	88	77				<b>758</b>
Online Reg E-Card	626	692	546	594	642	572	962	723	800				<b>6,157</b>
<b>Total FY24:</b>	<b>1,526</b>	<b>1,689</b>	<b>1,492</b>	<b>1,768</b>	<b>1,668</b>	<b>1,200</b>	<b>1,924</b>	<b>1,581</b>	<b>1,655</b>				<b>14,503</b>
Total FY23:	1,334	1,498	1,366	1,217	1,035	917	1,343	1,270	1,167	1,171	1,301	1,330	14,949
Total FY22:	1,055	1,218	1,064	1,467	1,072	879	1,209	984	979	957	1,017	1,170	<b>13,071</b>

<b>COMPUTER USE FY2024</b>	<b>Jul-22</b>	<b>Aug-22</b>	<b>Sep-22</b>	<b>Oct-22</b>	<b>Nov-22</b>	<b>Dec-22</b>	<b>Jan-23</b>	<b>Feb-23</b>	<b>Mar-23</b>	<b>Apr-23</b>	<b>May-23</b>	<b>Jun-23</b>	<b>TOTAL</b>
Belmont Workstation	619	658	640	702	551	584	709	679	773				<b>5,915</b>
WIFI	650	642	676	717	510	562	674	628	605				<b>5,664</b>
Broad Rock Workstation	797	732	632	735	548	537	661	638	691				<b>5,971</b>
WIFI	1,034	1,115	1,134	1,271	963	773	950	1,005	1,194				<b>9,439</b>
East End Workstation	664	729	646	636	506	470	690	668	617				<b>5,626</b>
WIFI	1,248	1,543	1,191	1,582	1,344	1,166	1,261	1,392	1,265				<b>11,992</b>
Ginter Park Workstation	580	713	561	615	484	450	568	564	585				<b>5,120</b>
WIFI	627	801	620	665	568	572	580	622	692				<b>5,747</b>
Hull Street Workstation	589	646	485	479	369	411	512	519	414				<b>4,424</b>
WIFI	1,003	1,073	939	851	671	799	875	829	931				<b>7,971</b>
Main Workstation	1,673	2,123	1,996	1,862	1,358	1,654	1,725	1,820	1,993				<b>16,204</b>
WIFI	3,505	4,089	4,388	4,861	3,443	3,626	4,057	4,662	4,844				<b>37,475</b>
North Avenue Workstation	381	533	398	436	314	355	393	487	530				<b>3,827</b>
WIFI	436	518	407	481	317	450	512	520	491				<b>4,132</b>
West End Workstation	294	363	267	305	240	314	330	366	366				<b>2,845</b>
WIFI	731	730	755	777	623	668	751	811	766				<b>6,612</b>
Westover Hills Workstation	630	643	544	623	438	429	504	516	550				<b>4,877</b>
WIFI	730	851	897	965	488	435	544	541	596				<b>6,047</b>
<b>TOTALS FY24:</b>	<b>16,191</b>	<b>18,502</b>	<b>17,176</b>	<b>18,563</b>	<b>13,735</b>	<b>14,255</b>	<b>16,296</b>	<b>17,267</b>	<b>17,903</b>				<b>149,888</b>
TOTALS FY23:	13,430	14,930	14,136	14,657	11,832	11,834	13,204	13,045	13,988	13,375	15,025	15,034	164,490
TOTALS FY22:	7,868	7,453	7,484	10,192	7,706	7,583	8,709	8,046	9,346	10,404	10,819	11,897	107,507
TOTALS FY21:	6,529	1,836	2,417	2,660	2,907	2,853	2,116	1,842	2,413	3,544	4,354	6,353	39,824

<b>TECHNICAL SERVICES - FLOATING ITEMS ADDED / DISCARDED</b>				
<b>FY2024</b>	<b>Printed Materials Added (All Branches)</b>	<b>Overdrive Added</b>	<b>Monthly Total Added</b>	<b>Monthly Total Discarded</b>
Jul-23	304	210	514	827
Aug-23	879	384	1,263	764
Sep-23	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	2,437	483	2,920	2,440
Feb-24	3,641	594	4,235	1,187
Mar-24	473	301	774	6,182
Apr-24				
May-24				
Jun-24				
<b>FY24 Totals:</b>	<b>12,935</b>	<b>2,826</b>	<b>15,761</b>	<b>17,753</b>
FY23 Totals:	29,114	10,656	39,773	5,565
FY22 Totals:	17,756	5,387	23,143	2,117

Richmond Public Library  
 FY24 Operating Budget  
 as of March 31, 2024

ACCOUNT	DESCRIPTION	Budget	Actual and Encumbered 31-Mar-24	% Spent	Balance Available 31-Mar-24
60000	SALARIES - FULL TIME	\$ 4,226,494	\$ 2,780,725	65.8%	\$ 1,445,770
60001	OVERTIME PERMAN	\$ 19,176	\$ 4,538	23.7%	\$ 14,638
61000	SALARIES - PART TIME	\$ 369,366	\$ 207,010	56.0%	\$ 162,356
62000	SALARIES - TEMPORARY	\$ 10,000	\$ 38,002	0.0%	\$ (28,002)
63000	FICA	\$ 250,302	\$ 180,985	72.3%	\$ 69,317
63001	RET CON RSRS	\$ 649,740	\$ 496,575	76.4%	\$ 153,165
63002	MEDCARE FICA	\$ 58,539	\$ 42,374	72.4%	\$ 16,165
63003	GROUP LIFE	\$ 23,459	\$ 16,708	71.2%	\$ 6,751
63004	CONSTITUTIONAL	\$ -	\$ 8,910	0.0%	\$ (8,910)
63006	H/C ACT TEMP	\$ 600,930	\$ 502,801	83.7%	\$ 98,129
63008	STATE UNEMPLOYMENT	\$ -	\$ -	0.0%	\$ -
63011	HEALTH SAVINGS	\$ -	\$ 11,292	0.0%	\$ (11,292)
63100	VRS HYBRID DB	\$ -	\$ 23,145	0.0%	\$ (23,145)
63105	VRS HYBRID DC	\$ -	\$ 5,128	0.0%	\$ (5,128)
63110	VRS HYBRID VLDP	\$ -	\$ 4,921	0.0%	\$ (4,921)
64103	Educnctv #81	\$ -	\$ 3,250	0.0%	\$ (3,250)
	<b>Personnel Expenses</b>	<b>\$ 6,208,006</b>	<b>\$ 4,326,361</b>	<b>69.7%</b>	<b>\$ 1,881,645</b>
71141	BOOKS	\$ 952,359	\$ 588,090	61.8%	\$ 364,269
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 2,456	\$ 33,175	1350.8%	\$ (30,719)
72122	MAGS & NEWSPAPER	\$ 29,277	\$ 48,883	167.0%	\$ (19,606)
	<b>Collection Development</b>	<b>\$ 984,092</b>	<b>\$ 670,148</b>	<b>68.1%</b>	<b>\$ 313,944</b>
70131	ADVERTISING	\$ 2,297	\$ 489	21.3%	\$ 1,808
70161	PLANNING MGMT SERVICES	\$ 483,050	\$ 305,594	63.3%	\$ 177,456
70215	EQUIPMENT REPAIR	\$ 81,200	\$ 13,291	0.0%	\$ 67,909
70218	VEHICLE REPAIR	\$ 2,902	\$ 4,762	164.1%	\$ (1,860)
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	\$ 27	1.2%	\$ 2,236
70551	SECURITY	\$ 481,543	\$ 278,755	57.9%	\$ 202,788
70552	CONTRACT AND TEMP PERSONNEL	\$ 22,000	\$ 100,653	457.5%	\$ (78,653)
71012	OFFICE STATIONARY SUPPLIES	\$ 3,047	\$ 7,952	261.0%	\$ (4,905)
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 19,220	\$ 15,742	81.9%	\$ 3,478
72113	POSTAGE	\$ 4,456	\$ 68	1.5%	\$ 4,388
72121	CONFERENCES & CON	\$ 1,904	\$ 844	0.0%	\$ 1,060
72123	MEMBERSHIP DUES	\$ 677	\$ 2,506	370.2%	\$ (1,829)
72124	TRAINING	\$ 1,055	\$ 1,240	117.6%	\$ (185)
72131	COMPUTER SUPPLIES	\$ 25,662	\$ (9,601)	-37.4%	\$ 35,263
72153	EQUIPMENT	\$ 12,200	\$ 2,764	0.0%	\$ 9,436
73104	BANK FEES	\$ -	\$ 8,961	0.0%	\$ (8,961)
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
76652	PAPER PRODUCTS	\$ -	\$ -	0.0%	\$ -
77103	FUEL-D/O VEHICLE	\$ 2,298	\$ 1,558	67.8%	\$ 740
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 369	74.8%	\$ 124
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
77501	DIT CHARGES	\$ -	\$ 6,138	0.0%	\$ (6,138)
80001	DEPRECIATION	\$ -	\$ -	0.0%	\$ -
80004	BUILDINGS & STR	\$ -	\$ -	0.0%	\$ -
80006	EQUIPMENT & OFFICE MAINTENANCE	\$ 7,160	\$ -	0.0%	\$ 7,160
80007	VEHICLE EXPENSES	\$ -	\$ -	0.0%	\$ -
95002	OPERATING TRANS	\$ -	\$ -	0.0%	\$ -
	<b>Other Expenses</b>	<b>\$ 1,178,027</b>	<b>\$ 755,539</b>	<b>64.1%</b>	<b>\$ 422,488</b>
	<b>TOTAL GENERAL FUND</b>	<b>\$ 8,370,125</b>	<b>\$ 5,752,049</b>	<b>68.7%</b>	<b>\$ 2,618,076</b>



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

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

Date of Check	Donor Name	Current Month Amount	Purpose/Location	YTD Account Balance		
				Gift	Foundation	Friends
	<i>No Donations</i>					
	<b>Monthly Total</b>	<b>\$ -</b>				
	<b>YTD Total</b>	<b>\$ 11,650.00</b>	<b>Year To Date Total</b>	<b>\$ 650.00</b>	<b>\$ -</b>	<b>\$ 11,000.00</b>



CITY OF RICHMOND  
RICHMOND PUBLIC LIBRARY  
BOARD OF TRUSTEES

April 4, 2024

The Office of Mayor  
900 E. Broad St., Suite 201  
Richmond, VA 23219

Dear Mayor Stoney and Council,

The Richmond Public Library (RPL) is a cornerstone of our city, serving as a vital resource for education, recreation, and cultural enrichment. We are committed to serving all Richmond residents, regardless of background or circumstance. Our open doors, diverse programs, and convenient locations reflect this commitment.

However, to truly fulfill our mission and fully empower our Richmond community, we need to grow. **Increased funding** in FY25 is essential to expand our offerings in materials, programs, and services.

We appreciate the proposed FY25 budget allocation, however it primarily covers wage adjustments and does not allow us to move beyond the reduced service levels established during the pandemic. This stagnation hinders our ability to meet the growing needs of Richmonders.

As outlined in our strategic plan, RPL prioritizes accessibility, early childhood education, adult literacy assistance, and community support. We've successfully expanded early childhood programs and extended hours, but demand continues to rise. This increased demand validates the need for further investment.

The vision for RPL, shaped by community input, usage data, and the unwavering commitment of our board and staff, requires additional resources. To achieve this vision, we request:

- **Increased Staffing (40 FTEs):** This will allow us to regularize branch hours, ensuring broad accessibility aligned with community needs, and develop additional early childhood programs across neighborhoods. Through our conversations with community members across the city, all stakeholders within the City of Richmond want to create a library system that meets the community needs. We should not be in a position that Richmonders are either forced to patronize neighboring county libraries or, in our communities with limited transportation means, go without access to services altogether. We have a great opportunity before us to showcase to all Richmonders that we are significantly invested in them by allowing the expansion of our hours coupled with investing in staffing. This level of investment would require an additional \$2.7 million awarded to our annual budget.

Belmont Branch 804/646-1139  
3100 Ellwood Avenue, 23221  
Broad Rock Branch 804/646-8488  
4820 Old Warwick Road, 23224

• East End Branch 804/646-4474  
1200 North 25th Street, 23223  
• Ginter Park Branch 804/646-1236  
1200 Westbrook Avenue, 23227

• Hull Street Branch 804/646-8699  
1400 Hull Street, 23224  
• North Avenue Branch 804/646-6675  
2901 North Avenue, 23222

• West End Branch 804/646-1877  
5420 Patterson Avenue, 23222  
• Westover Hills Branch 804/646-8833  
1408 Westover Hills Boulevard, 23225

101 EAST FRANKLIN STREET, RICHMOND, VA 23219 • P: 804.646.4256 • F: 804.646.7685 (ADMINISTRATION) • F: 804.646.4757 (TECHNICAL SERVICES)  
www.rvalibrary.org • www.RVA.gov.

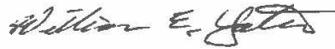
- **Additional Program Funding:** Significantly increasing operational hours and staffing levels is the first step. The second step is investing budgetary dollars into increasing program funding. As stated earlier, we are very invested in providing additional literacy programs for children and adults across the city. We are particularly focused on utilizing the proposed dollars to expand our programming in high areas of poverty; there are key areas of the city where we have heard repeatedly from stakeholders that they need more hours and programs. We are requesting an additional \$169,843 in our budget to provide such programs across the city next fiscal year.

Separate from the funding request above, we urge consideration of a comprehensive plan for the Main Library. The proposed FY25 CIP allocation of \$1.2 million represents another round of Band-Aid repairs following similar allocations in FY24. The 2023 Main Library Master Plan outlined a vision and more strategic approach to enhance RPL's flagship location. We believe our users deserve a renovated Main Library that reflects its importance.

The Richmond Public Library remains a powerful tool against inequity, illiteracy, and disadvantage. By increasing funding, we can further empower our community and strengthen Richmond's future.

We respectfully request your support in securing this critical investment.

Sincerely,



William E. Yates  
Chair Library Board of Trustees

- cc: Mayor Levar Stoney  
CAO Lincoln Saunders  
DCAO for Human Services Traci DeShazor  
Councilmembers directly:
- Andreas Addison, 1<sup>st</sup> District
  - Katherine Jordan, 2<sup>nd</sup> District
  - Ann-Frances Lambert, 3<sup>rd</sup> District
  - Kristen Nye, 4<sup>th</sup> District
  - Stephanie Lynch, 5<sup>th</sup> District
  - Ellen Robertson, 6<sup>th</sup> District
  - Cynthia Newbille, 7<sup>th</sup> District
  - Reva Trammel, 8<sup>th</sup> District
  - Nicole Jones, 9<sup>th</sup> District

New Business: Policy 2.9 Lost Materials Replacement Fee

RICHMOND PUBLIC LIBRARY



101 EAST FRANKLIN STREET

 <p>POLICY</p>	<p>SECTION: 12.9</p> <p>SUBJECT: Lost Materials Replacement Fee</p>
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Richmond Public Library will charge the replacement cost stated in the SIRSI system plus a \$5.00 processing fee for lost materials per each lost item. This fee covers the related processing costs for the item, such as barcodes, labels, book jackets, etc. Richmond Public Library does not accept replacement materials in lieu of the lost item fee.

As stated in the **Collection Development Policy**, materials that have been lost or missing for at least six (6) months will be replaced on a continuing basis, dependent upon budgetary constraints and subject needs.

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Approved: December 17, 2007  
Revised: June 2012  
Removed: April 2024

STRIKE - REMOVED

**New Business: Policy 12.10 Materials Default Replacement Cost  
Revisions for Consideration**

	SECTION: 12.10
	SUBJECT: Materials Default Replacement Cost

**Replacement cost for items **NOT** found in SIRSI**

<u>Material Type</u>	<u>Default Replacement Prices</u>
Audio Book	\$40.00
Audio CD/Replacement*-(1 Disc Only)*	\$10.00
Concept Kit	\$50.00
Vox Books	\$30.00
DVD	\$30.00
ALL Hardbacks-(Adult, Young Adult, Juvenile)	<del>\$25.00</del> \$26.00
Music CD	\$16.00
ALL Paperbacks (Adult, Young Adult, Juvenile)/Pamphlets	\$10.00
Records	\$10.00
Scores	\$25.00
Sheet Music	\$10.00
<b>*Add a \$5.00 processing fee to the above default replacement prices</b>	
<b>CD &amp; DVD Cases</b>	
1 to 2	\$4.00
2 to 4	\$5.00
5 to 10	\$8.00
10-plus	\$10.00
<b>DVD Cases</b>	
1 single	\$5.00
2 or more	\$6.00
Divider	\$1.00
Sleeve/Jacket/Covers	\$1.00
<b>Hang-Up Bags</b>	
Hang-Up Bag (Small)	\$2.00
Hang-Up Bag (Large)	\$5.00

\*Audio CD Replacement Disc: applies when only one (1) disc is missing from a set, charge the Audio CD Replacement Disc cost above. If more than one (1) disc is missing from a set, charge the replacement cost in SIRSI for the entire set plus the processing fee. If the replacement cost is not in SIRSI charge the default replacement price for an Audio Book \$40.00 plus the processing fee.

\*Audio CD Replacement Disc: applies when only one (1) disc is missing from a set, charge the Audio CD Replacement Disc cost above. If more than one (1) disc is missing from a set, charge the replacement cost for item as a whole.

**Adopted:** February 2012  
**Revised:** January 2015  
**Revised:** April 2024

**New Business: Policy 12.10 Materials Default Replacement Cost  
Final Revisions**

**RICHMOND PUBLIC LIBRARY**



**101 EAST FRANKLIN STREET**

 POLICY	SECTION: 12.10  SUBJECT: Materials Default Replacement Cost
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## Replacement cost for items **NOT** found in SIRSI

<u>Material Type</u>	<u>Default Replacement Prices</u>
Audio Book	\$40.00
Audio CD/Replacement*	\$10.00
Concept Kit	\$50.00
Vox Books	\$30.00
DVD	\$30.00
All Hardbacks (Adult, Young Adult, Juvenile)	\$26.00
All Paperbacks (Adult, Young Adult, Juvenile)	\$10.00
<b>CD &amp; DVD Cases</b>	
1 to 2	\$4.00
2 to 4	\$5.00
5 to 10	\$8.00
10-plus	\$10.00

\*Audio CD Replacement Disc: Applies when only one (1) disc is missing from a set, charge the Audio CD Replacement Disc cost above. If more than one (1) disc is missing from a set, charge the replacement cost for item as a whole.

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Adopted: February 2012  
 Revised: January 2015  
 Revised: April 2024

# City of Richmond



OFFICE OF THE MAYOR

RICHMOND, VIRGINIA USA 23219

## Proclamation

**WHEREAS**, Richmond Public Library was established in 1924, and has served Richmonders and visitors from surrounding counties for 100 years. Libraries offer the opportunity for everyone to connect with others, learn new skills, and pursue their passions, no matter where they are on life's journey; and

**WHEREAS**, libraries have long served as trusted institutions, striving to ensure equitable access to information and services for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status; and

**WHEREAS**, libraries adapt to the ever-changing needs of their communities, developing and expanding collections, programs, and services that are as diverse as the populations they serve; and

**WHEREAS**, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals. Libraries play a pivotal role in economic development by providing resources and support for job seekers, entrepreneurs, and small businesses, thus contributing to local prosperity and growth; and

**WHEREAS**, libraries make choices that are good for the environment and make sense economically, creating thriving communities for a better tomorrow. Libraries are treasured institutions that preserve our collective heritage and knowledge, safeguarding both physical and digital resources for present and future generations; and

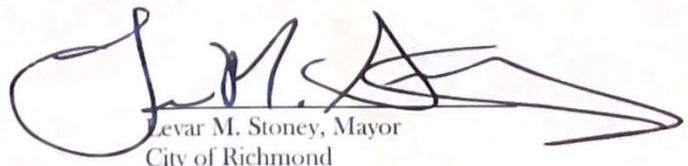
**WHEREAS**, libraries are an essential public good and fundamental institutions in democratic societies, working to improve society, protect the right to education and literacy, and promote the free exchange of information and ideas for all. Libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week;

**NOW, THEREFORE**, I, Levar M. Stoney, Mayor of the City of Richmond, Virginia, do hereby proclaim the week of April 7-13, 2024, as

### “National Library Week”

in the City of Richmond and encourage all residents to visit the Richmond Public Library and celebrate the adventures and opportunities they unlock for us every day. Ready, Set, Library!

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed, the seal of the City of Richmond, this 7<sup>th</sup> day of April, 2024.



Levar M. Stoney, Mayor  
City of Richmond

