



# RICHMOND PUBLIC LIBRARY

## LIBRARY BOARD OF TRUSTEES REGULAR MEETING

February 26, 2025

Broad Rock Branch Library  
4820 Old Warwick Road  
Richmond, Virginia 23224  
804.646.8488

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, February 26, 2025**

**11:45 a.m.**

### **A G E N D A**

#### **Call to order:**

11:45 a.m.

Ms. Peterson

#### **Agenda**

Ms. Peterson

#### **Consent Agenda:**

Ms. Peterson

- Approval of Minutes-December 4, 2024, Regular Meeting
- Approval of Statistical Report
- Approval of Pending Deposited Gifts Report

#### **Public Comment Period:**

#### **Reports:**

- Library Friends
- Library Foundation
- Library Administration
  - Broad Rock Branch Library Update by LCSM
- Advocacy Taskforce
- Policy Taskforce

Ms. DeBoer/Mr. Dishon

Ms. Revere/Mr. Firestine

Mr. Firestine

Ms. Heather Montgomery

Ms. Peterson/Ms. Carter-Gunter

Ms. Altman

#### **Board Committee Reports:**

- Chair Report
- Finance Committee
- Facilities Committee
- Governance Committee

Ms. Peterson

Mr. Yates/Mr. Firestine

Ms. Woody

Mr. Sawyer

#### **Unfinished Business**

Ms. Peterson

#### **New Business**

Ms. Peterson

#### **Adjourn**

Ms. Peterson

#### **Next Meeting:**

Date: March 26, 2025

Time: 11:45 a.m.

Location: East End Branch Library  
1200 N 25th Street  
Richmond, Virginia 23223  
804.646.4474

**Library Board Meeting Minutes - DRAFT**  
**January 22, 2025**

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

**ABSENT:** Cynthia Hinds, Janet Woody, Attorney Shannan Fitzgerald, Friends of the Library Chair Ruth DeBoer

**STAFF:** Scott Firestine, Clay Dishon, Cheryl Clarke, Gianna Pack, Susan Revere, Jennifer Deuell, Phil Shephard

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair Christine Peterson at 11:47 a.m. at the Main Library located at 101 E. Franklin Street, Richmond, Virginia 23219. The meeting was posted, and the public could attend in person or by viewing the Richmond Public Library YouTube channel <https://bit.ly/2VfKL9U>, where it was live streamed. A quorum was established.

<b>Agenda</b>	Approve the January 22, 2025, Agenda as submitted.  <i>Motion: William Yates, Second by Gail Zwirner</i>  <i>AYES: <u>6</u>      NOES: <u>0</u>      ABSTAIN: <u>0</u>    Approved Unanimously.</i>  <i>Mr. Sawyer was not present for the vote.</i>
<b>Consent Agenda</b>	Approve the December 4, 2024, Meeting Minutes, the Current Financial Reports, Statistical Reports, and Donations Report as submitted:  <i>Motion: Emily Altman, Second by Gail Zwirner</i>  <i>AYES: <u>6</u>      NOES: <u>0</u>      ABSTAIN: <u>0</u>    Approved Unanimously.</i>  <i>Mr. Sawyer was not present for the vote.</i>
<b>Public Comment Period</b>	None present.
<b>Reports</b>	
<b>Friends of the Library (FOL)</b>  <u>Ruth DeBoer</u> <u>Clay Dishon</u>	Mr. Dishon reported in Ms. DeBoer's absence: <ul style="list-style-type: none"><li>• The Friends have voted to move the Spring Book Sale to the first weekend of May (2nd – 4th).</li><li>• The Spring Book Drive will be Saturday, March 1st.</li></ul>

Reports (Continued)	
<b>Library Foundation</b>  <u>Susan Revere</u> <u>Scott Firestine</u>	<p>Ms. Revere expressed her gratitude to everyone who contributed to the Foundation’s Annual Appeal, highlighting how their support truly makes a meaningful difference.</p> <p><b>Grants Update:</b></p> <ul style="list-style-type: none"> <li>• The Foundation is incredibly grateful to the Robins Foundation for their generous \$45,000 grant, which will help fund a part-time position and provide books for the RVA Reads program.</li> <li>• Ms. Revere asked the LBOT to take a moment to thank any board or staff members they may know at the Robins Foundation for their generous support.</li> </ul>
<b>Outreach and Engagement Report</b>  <u>Jennifer Deuell</u>	<p>Library/Community Services Manager Jennifer Deuell gave an overview of the what the Outreach and Engagement Department does for the library by using Library Card Sign-up Month as an example:</p> <p><b><u>Systemwide Collaboration:</u></b></p> <p>The Outreach and Engagement Team works closely with every department and location within the Richmond Public Library system. As a result, a representative from the department is involved in most RPL committees, including the Library Card Sign-Up Month Committee.</p> <p>For Library Card Sign-Up Month 2024, the Team aimed to create something fresh and exciting. This led to a partnership with Gelati Celesti and the creation of an exclusive RPL ice cream flavor.</p> <p>By planning the partnership in the Spring, the Team was able to boost the initiative’s visibility by featuring Gelati Celesti in the Summer Reading Finale. Additionally, current library users were invited to participate in the selection of the new flavor and its name.</p> <p><b><u>Outreach:</u></b></p> <p>In 2024, RPL set a specific goal of registering 1,000 new library cards. Each RPL location was assigned the task of hosting five outreach events within their communities. To ensure these events could take place simultaneously across the city, outreach kits were purchased for every location. The outcome was significant—45 events were held, resulting in over 1,800 interactions. RPL not only met, but exceeded its goal, registering a total of 1,290 new cardholders.</p> <p><b><u>Promotion:</u></b></p> <p>The Team carefully designed promotional materials to align with the theme “Libraries...More Than Meets the Eye.” Both print and digital graphics were created for use on flyers, posters, bookmarks, and social media posts. For the first time, a dedicated webpage for the event was also developed.</p> <p>To broaden their reach, the team created “I Got My Library Card Today” stickers, inspired by the popular “I Voted” stickers (especially relevant in the election year of 2024). Everyone who registered for a library card received a sticker, turning them into walking advertisements for the initiative. Additionally, a press release was distributed, and Gelati Celesti helped amplify the effort by hand-delivering ice cream alongside the release. This collaboration led to a feature on <i>Virginia This Morning</i> with Kristin Luehrs.</p>



Reports (Continued)	
<b>Outreach and Engagement Report (Continued)</b>  <u>Jennifer Deuell</u>	<b>Community Partners:</b>  <p><b>Gelati Celesti</b> – Beyond creating a custom RPL ice cream flavor, Gelati Celesti provided “Free Scoop” bookmarks for individuals who registered for a library card. They also helped promote Library Card Sign-Up Month across all their communication channels.</p> <p><b>Richmond Public Schools (RPS)</b> – The Team collaborated with RPS to offer library card registrations to preschool and elementary school students in both English and Spanish. Additionally, Judy Deichman and the Lit Limo visited the Main Library to film a reel for Instagram.</p> <p><b>New Community Contacts</b> – Through the many pop-up events hosted throughout the community, the Team established a variety of new contacts, opening the door for future outreach opportunities.</p>
<b>Administration</b>  <u>Scott Firestine</u>	<b>Director’s Report:</b> Mr. Firestine announced that Library/Community Services Manager of Belmont Hayley DeRoche was unable to attend the meeting but will be rescheduled at a later date.
<b>Advocacy Task Force</b>  <u>Christine Peterson</u> <u>Sheron Carter-Gunter</u>	<p>Chair Peterson provided the following updates:</p> <ol style="list-style-type: none"> <li>1. Ms. Woody held a meeting and tour at the Westover Hills Branch Library with Councilmember Sarah Abubaker of the 4th Voter District.</li> <li>2. The first email of the year was sent to Councilmembers regarding the library’s response to the inclement weather and water crisis.</li> <li>3. Monthly communication templates to Councilmembers will continue. The structure of the communication includes: <ol style="list-style-type: none"> <li>a. <b>First Paragraph</b> – Targeted and personable introduction</li> <li>b. <b>Second Paragraph</b> – Systemwide comment provided by Ms. Carter-Gunter/Chair Peterson</li> <li>c. <b>Third Paragraph</b> – Suggestions (e.g., “What can I do for you?”)</li> <li>d. <b>Closing Statement</b></li> </ol> </li> </ol> <p>Ms. Carter-Gunter will send paragraphs 2 and 3 for February to Ms. Pack for distribution to members.</p>
<b>Policy Taskforce</b>  <u>Emily Altman</u>	<p>Ms. Altman reported the review of library policies is actively underway, though no specific updates or details, are available at this time.</p>
<b>Chair Report</b>  <u>Christine Peterson, Chair</u>	<p>On behalf of the LBOT, Chair Peterson expressed gratitude to Mr. Firestine, the Library/Community Services Managers, and staff who assisted during the water crisis by distributing water at several library locations while the city was closed. Additionally, Library/Community Services Manager Heather Montgomery was on hand at the Broad Rock Branch Library to support the Spanish-speaking community.</p>

Reports (Continued)	
<b>Finance</b>  <u>Bill Yates, Chair</u> <u>Scott Firestine</u>	Mr. Yates reported: <ol style="list-style-type: none"> <li>1. Tracking closely to the budget.</li> <li>2. Some of the variances are outside of the library's control, primarily the line items dealing with benefits and retirement, which is running higher.</li> <li>3. Security is running higher than projected for FY25.</li> <li>4. Determining ask for the coming year – In process.</li> <li>5. Budget announcement – March 6.</li> </ol>
<b>Facilities</b>  <u>Janet Woody, Chair</u> <u>Scott Firestine</u>	<p>Ms. Zwirner reported in preparation for 2025 budget advocacy, Bill Yates asked the Facilities Committee to provide examples of how the Main Library has aging and dilapidated infrastructure, antiquated design, and fails to meet ADA standards.</p> <p>The November 2022 Master Plan stated that “significant modifications and upgrades are required.”</p> <p><u>Examples include:</u></p> <ol style="list-style-type: none"> <li>1. <b>Inadequate ADA Compliance:</b> The building currently does not fully meet accessibility standards for patrons with disabilities. The overall building suffers from inappropriate lighting levels, and ventilation concerns that impact users and detract from welcoming, comfortable, and inviting library space.</li> <li>2. <b>Obsolete and Inefficient Mechanical Systems:</b> Antiquated systems, such as heating, cooling, and electrical, are costly to maintain and operate. Furthermore, the library lacks sufficient electrical outlets to accommodate the modern needs of patrons, including access to power for laptops and mobile devices in study and work areas.</li> <li>3. <b>Recurring Flooding and Risk to Valued Collections:</b> Stormwater periodically floods the basement, posing a significant threat to the library's irreplaceable Special Collections and Memory Lab.</li> </ol> <p><u>Facilities Report Update:</u></p> <p>Mr. Firestine reported the facilities meeting with staff is going well, but a little behind schedule due to the recent inclement weather and water crisis closings. All staff surveys should be completed by end of February. Community meetings will be in the next phase.</p>
<b>Governance</b>  <u>Garrett Sawyer, Chair</u>	No Formal Report.
<b>UNFINISHED BUSINESS</b>	
No Unfinished Business was discussed.	
<b>NEW BUSINESS</b>	
No New Business was discussed.	

There being no further business, the meeting was adjourned at 12:27p.m. by unanimous consent from the members that were present.

The next meeting of the LBOT will be held on Wednesday, February 26, 2025, at the Broad Rock Branch Library, 4820 Old Warwick Road, Richmond, Virginia 23224.

Approved: \_\_\_\_\_  
Christine Peterson, Chair

Recorder: Gianna Pack, CAP  
Senior Executive Assistant

## Director's Report February 2025

### Director Activities:

Feb 4	Meeting and Tour with Councilmember Jones and Ms. Hinds – Broad Rock Branch
Feb 10	Informal and Council Meetings – City Hall/Virtual
Feb 11	Inclement Weather – Libraries Closed at 2:00PM
Feb 12	Inclement Weather – Delayed Opening at 10:00AM
Feb 12	Meeting and Tour with Councilmember Breton and Ms. Altman at the West End Branch Library and the Belmont Branch Library
Feb 17	President's Day Holiday – Closed
Feb 18	Meeting with Chair Christine Peterson – Main Library
Feb 19-20	Inclement Weather – Libraries Closed
Feb 24	Informal and Council Meetings – City Hall/Virtual

### Hiring:

- **January 2025 Hiring Update:**
  - 03INTERN0003 – 0012 – Temporary/PT Early Learning Interns (SRP) – Requisition Phase
  - 03TEMP00130 – Temporary/PT Administrative Technician – Main Library/Foundation – Requisition Phase
  - 0015 – PT Library Technician – North Avenue Branch Library – Interviewing Phase
- **New Hires/Locations:**
  - 0018 – PT Library Technician – West End Branch Library – Samantha Lipscomb started February 10, 2025.
- **Promotions:**
  - 0176 – Kelli Young-Kravitz, PT Library Associate/YA – North Avenue Branch Library – February 2025.
- **Reactivation of the Position Control Process.** Effective February 5, 2025, the Department of Human Resources, in collaboration with the Department of Budget and Strategic Planning, is re-implementing the Position Control Process. This action increases oversight of available financial resources and personnel expenditures. The new process will extend the time required to complete hiring due to increased layers of review and approval.

### Outreach and Engagement Update:



In January, the Outreach and Engagement Department focused much of its efforts on delivering critical emergency information to patrons. This communication included updates on weather-related closures and the ongoing water crisis. Real-time updates were provided almost continuously throughout the City's water crisis, ensuring the community was informed about water distribution at the Broad Rock and West End Branches, closures at all locations, and the phased reopening of spaces and services at the Main Library. These updates were shared through the library's website and social media platforms.

In addition, a significant accomplishment was the installation of new outdoor signage at the Main Library. The signs were designed in-house and produced by

Superiors Signs. The Ginter Park Branch Library is scheduled to be the next location to receive updated outdoor signage.



## Director's Report (Continued)

### February 2025

#### Things to Celebrate:

- **Belmont Branch Library:** Belmont's work-from-home cat café attracted over 300 visitors in three days, many of whom obtained library cards for the first time. The short waiting period proved beneficial, as it allowed staff to personally encourage attendees to apply for a card if they did not already have one.

The event also provided an opportunity to introduce many first-time visitors to the library's diverse offerings beyond the cat café. All three kittens found adoptive homes through the event. Staff plan to repeat the program during the summer, incorporating lessons learned from this successful pilot. This was a highly effective partnership with Richmond Animal Care and Control.

- **Broad Rock Branch Library:** The team at Broad Rock Branch Library distributed over 40 pallets of water during the water crisis and was featured in the Washington Post for their efforts.
- **East End Branch Library:** A patron lost their keys in Scott's Addition in mid-January, and they were later found and turned in at the East End Branch Library book drop. Thanks to the library card on the keychain, staff was able to identify the patron, contact them, and return the keys. The patron was thrilled to have their keys back!
- **Ginter Park Branch Library:** A patron recently visited with a young child who was captivated by the construction vehicles outside. They chose a seat by the window so the child could get a better view of the excavator. In response, staff found a selection of fun picture books about construction vehicles for them to take home that day. Staff also created a small display by the same window, featuring a matching game centered around construction vehicles for young children. Both the display and the game have been a big hit, with parents offering positive feedback and showing their appreciation.
- **Hull Street Branch Library:** The Branch's first "1,000 Books Before Kindergarten" prize recipient is Zion Y. The young child completed his first tracking sheet and is now working on his second.
- **Main Library:** "Thank you, for all that you do by keeping the magical space that a library is, operational here in Virginia!! Much appreciated, from lots of book lovers at Nates Bagels on Cary!!" – Ashley Cline, General Manager, Nates Bagels-Cary Street.
- **North Avenue Branch Library:** A library patrons who had been using the branch for computer assistance and to apply for housing was able to find an apartment after weeks of housing insecurity. He expressed his gratitude to staff for the support they provided throughout his housing journey.
- **Westover Hills Branch Library:** A caregiver shared a heartwarming moment with librarian Lisa Wiertel, showing her a video of her child, a regular attendee of Ms. Wiertel's story time, joyfully singing the "Snowflakes, Snowflakes Dance Around" song in her crib. The little girl sang for over 30 minutes, clearly delighted. This song has been part of the Book Babies story time for three weeks, using repetition to build language skills— and it is clearly paying off! As they shared the video, another mom chimed in, laughing as she mentioned her child had been singing the "Roly Poly Snowman" counting song during time-out.

Additionally, a nanny who regularly attends story time with a child told Ms. Wiertel that the child's parents noticed a significant boost in their vocabulary since attending. This caregiver and child have become devoted attendees, often coming to multiple story time sessions each week because they enjoy it so much!

# CIRCULATION FY25

LOCATION	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Belmont	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	9,182	9,140	9,329	107,499
	FY25	9,655	8,891	9,159	9,439	8,600	9,685	9,164						64,593
Broad Rock	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	2,417	2,229	2,415	25,330
	FY25	2,543	2,564	2,515	2,701	2,433	2,490	2,515						17,761
East End	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	2,534	2,742	2,961	2,967	3,003	3,038	31,792
	FY25	3,418	2,890	2,989	3,180	2,661	2,606	2,709						20,453
Ginter Park	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	3,943	4,241	4,733	50,040
	FY25	5,575	5,005	4,430	4,460	4,045	4,169	4,550						32,234
Hull Street	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	1,849	1,777	2,036	25,715
	FY25	2,123	2,120	2,146	2,295	1,785	1,847	1,500						13,816
Main	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	9,041	8,665	8,386	104,137
	FY25	8,724	9,236	8,857	8,888	7,880	7,467	8,022						59,074

CIRCULATION FY25 (CONTINUED)														
LOCATION	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
North Avenue	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	2,119	2,358	2,748	26,258
	FY25	2,943	2,899	2,907	2,965	2,321	2,375	2,468						18,878
West End	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	11,027	11,457	12,216	130,493
	FY25	13,977	12,956	11,756	11,346	9,624	9,890	11,234						80,783
Westover Hills	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	8,196	8,131	9,168	101,068
	FY25	10,085	9,495	8,938	8,821	7,746	7,906	8,363						61,354
E-Content	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	36,890	37,078	39,698	381,721
	FY25	41,178	40,652	40,124	39,955	42,109	44,466	50,662						299,146
Totals	FY22	61,986	63,308	57,519	57,566	5,552	1,605	58,034	55,127	60,870	56,713	60,900	61,847	701,027
	FY23	67,502	72,293	65,225	66,010	9,642	5,556	65,463	62,123	72,821	70,634	71,740	73,711	802,720
	FY24	80,964	82,302	76,087	77,602	2,788	71,882	83,052	75,093	79,551	78,449	78,939	84,438	941,147
	FY25	100,221	96,708	93,821	4,050	9,204	92,901	101,187						668,092

PROGRAMS FY2025	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL FY25	TOTAL FY24
<b>Belmont</b>														
Adult Programs	13	14	7	6	3	3	7						53	122
Adult Attend	51	87	36	26	15	11	325						551	331
Young Adult Programs	2	1	2	2	1	2	1						11	12
Young Adult Attend	3	4	6	0	0	0	0						13	10
Juvenile Programs	19	13	17	19	13	12	13						106	196
Juvenile Attend	309	200	281	440	219	222	278						1,949	3,067
<b>Total Attend</b>	<b>363</b>	<b>291</b>	<b>323</b>	<b>466</b>	<b>234</b>	<b>233</b>	<b>603</b>						<b>2,513</b>	3,408
<b>Total Programs</b>	<b>34</b>	<b>28</b>	<b>26</b>	<b>27</b>	<b>17</b>	<b>17</b>	<b>21</b>						<b>170</b>	330
<b>Broad Rock</b>														
Adult Programs	7	13	12	12	4	4	6						58	65
Adult Attend	136	616	94	318	8	8	9						1,189	193
Young Adult Programs	7	3	2	2	2	3	2						21	75
Young Adult Attend	34	4	9	18	11	10	12						98	115
Juvenile Programs	31	34	29	34	20	23	20						191	219
Juvenile Attend	62	217	179	274	98	89	70						989	928
<b>Total Attend</b>	<b>232</b>	<b>837</b>	<b>282</b>	<b>610</b>	<b>117</b>	<b>107</b>	<b>91</b>						<b>2,276</b>	1,236
<b>Total Programs</b>	<b>45</b>	<b>50</b>	<b>43</b>	<b>48</b>	<b>26</b>	<b>30</b>	<b>28</b>						<b>270</b>	359
<b>East End</b>														
Adult Programs	6	8	9	5	8	8	5						49	88
Adult Attend	166	63	65	49	43	52	24						462	718
Young Adult Programs	12	10	10	10	7	10	6						65	65
Young Adult Attend	63	42	62	42	36	23	19						287	412
Juvenile Programs	29	18	17	19	11	17	18						129	93
Juvenile Attend	290	173	238	242	104	79	119						1,245	2,189
<b>Total Attend</b>	<b>519</b>	<b>278</b>	<b>365</b>	<b>333</b>	<b>183</b>	<b>154</b>	<b>162</b>						<b>1,994</b>	3,319
<b>Total Programs</b>	<b>47</b>	<b>36</b>	<b>36</b>	<b>34</b>	<b>26</b>	<b>35</b>	<b>29</b>						<b>243</b>	246

<b>PROGRAMS FY2025 (CONTINUED)</b>	<b>Jul-24</b>	<b>Aug-24</b>	<b>Sep-24</b>	<b>Oct-24</b>	<b>Nov-24</b>	<b>Dec-24</b>	<b>Jan-25</b>	<b>Feb-25</b>	<b>Mar-25</b>	<b>Apr-25</b>	<b>May-25</b>	<b>Jun-25</b>	<b>TOTAL FY25</b>	<b>TOTAL FY24</b>
<b>Ginter Park</b>														
Adult Programs	13	11	9	9	5	15	7						69	61
Adult Attend	76	56	37	30	13	48	15						275	302
Young Adult Programs	9	6	7	10	10	6	6						54	7
Young Adult Attend	17	8	6	36	10	18	15						110	0
Juvenile Programs	21	21	22	23	18	20	19						144	123
Juvenile Attend	146	142	100	142	107	97	111						845	895
<b>Total Attend</b>	<b>239</b>	<b>206</b>	<b>143</b>	<b>208</b>	<b>130</b>	<b>163</b>	<b>141</b>						<b>1,230</b>	1,197
<b>Total Programs</b>	<b>43</b>	<b>38</b>	<b>38</b>	<b>42</b>	<b>33</b>	<b>41</b>	<b>32</b>						<b>267</b>	191
<b>Hull Street</b>														
Adult Programs	4	4	4	5	0	1	2						20	26
Adult Attend	9	76	13	42	0	3	10						153	245
Young Adult Programs	7	1	1	2	1	1	1						14	13
Young Adult Attend	12	3	0	5	0	0	0						20	81
Juvenile Programs	11	4	6	6	6	5	1						39	62
Juvenile Attend	221	66	90	103	99	82	5						666	979
<b>Total Attend</b>	<b>242</b>	<b>145</b>	<b>103</b>	<b>150</b>	<b>99</b>	<b>85</b>	<b>15</b>						<b>839</b>	1,305
<b>Total Programs</b>	<b>22</b>	<b>9</b>	<b>11</b>	<b>13</b>	<b>7</b>	<b>7</b>	<b>4</b>						<b>73</b>	101
<b>Main</b>														
Adult Programs	22	21	30	26	20	20	22						161	137
Adult Attend	237	217	429	2,662	686	315	290						4,836	2,714
Young Adult Programs	3	0	15	19	16	17	11						81	3
Young Adult Attend	42	0	81	129	75	82	82						491	28
Juvenile Programs	33	21	32	34	34	33	32						219	196
Juvenile Attend	1,090	344	448	515	348	352	523						3,620	3,360
<b>Total Attend</b>	<b>1,369</b>	<b>561</b>	<b>958</b>	<b>3,306</b>	<b>1,109</b>	<b>749</b>	<b>895</b>						<b>8,947</b>	6,102
<b>Total Programs</b>	<b>58</b>	<b>42</b>	<b>77</b>	<b>79</b>	<b>70</b>	<b>70</b>	<b>65</b>						<b>461</b>	336



PROGRAMS FY2025 (CONTINUED)	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL FY25	TOTAL FY24
<b>North Avenue</b>														
Adult Programs	3	3	7	9	3	2	6						33	34
Adult Attend	18	20	56	53	112	10	25						294	364
Young Adult Programs	2	3	2	1	1	1	1						11	3
Young Adult Attend	22	15	27	15	35	13	3						130	8
Juvenile Programs	14	15	15	26	13	18	28						129	29
Juvenile Attend	280	162	153	301	240	325	330						1,791	455
<b>Total Attend</b>	<b>320</b>	<b>197</b>	<b>236</b>	<b>369</b>	<b>387</b>	<b>348</b>	<b>358</b>						<b>2,215</b>	827
<b>Total Programs</b>	<b>19</b>	<b>21</b>	<b>24</b>	<b>36</b>	<b>17</b>	<b>21</b>	<b>35</b>						<b>173</b>	66
<b>West End</b>														
Adult Programs	7	8	14	13	12	12	11						77	68
Adult Attend	36	40	78	47	60	69	45						375	629
Young Adult Programs	2	0	1	1	1	1	1						7	12
Young Adult Attend	4	0	3	7	0	1	0						15	117
Juvenile Programs	21	11	25	25	15	16	15						128	145
Juvenile Attend	469	174	306	289	119	125	171						1,653	2,534
<b>Total Attend</b>	<b>509</b>	<b>214</b>	<b>387</b>	<b>343</b>	<b>179</b>	<b>195</b>	<b>216</b>						<b>2,043</b>	3,280
<b>Total Programs</b>	<b>30</b>	<b>19</b>	<b>40</b>	<b>39</b>	<b>28</b>	<b>29</b>	<b>27</b>						<b>212</b>	225
<b>Westover Hills</b>														
Adult Programs	5	8	10	15	11	10	10						69	13
Adult Attend	59	73	50	79	228	29	66						584	62
Young Adult Programs	5	2	2	2	2	2	1						16	12
Young Adult Attend	30	4	3	2	14	3	2						58	129
Juvenile Programs	19	17	22	27	19	19	20						143	76
Juvenile Attend	449	416	448	490	291	319	373						2,786	3,546
<b>Total Attend</b>	<b>538</b>	<b>493</b>	<b>501</b>	<b>571</b>	<b>533</b>	<b>351</b>	<b>441</b>						<b>3,428</b>	3,737
<b>Total Programs</b>	<b>29</b>	<b>27</b>	<b>34</b>	<b>44</b>	<b>32</b>	<b>31</b>	<b>31</b>						<b>228</b>	101
<b>Grand Total Attend</b>	<b>4,331</b>	<b>3,222</b>	<b>3,298</b>	<b>6,356</b>	<b>2,971</b>	<b>2,385</b>	<b>2,922</b>						<b>25,485</b>	23,192
<b>Grand Total Programs</b>	<b>327</b>	<b>270</b>	<b>329</b>	<b>362</b>	<b>256</b>	<b>281</b>	<b>272</b>						<b>2,097</b>	1,876

<b>DOOR COUNT FY2025</b>	<b>Jul-24</b>	<b>Aug-24</b>	<b>Sep-24</b>	<b>Oct-24</b>	<b>Nov-24</b>	<b>Dec-24</b>	<b>Jan-25</b>	<b>Feb-25</b>	<b>Mar-25</b>	<b>Apr-25</b>	<b>May-25</b>	<b>Jun-25</b>	<b>TOTAL</b>
Belmont	4,511	3,500	3,508	3,538	2,380	5,720	5,866						29,023
Broad Rock	4,950	5,649	4,956	5,714	3,822	4,284	4,864						34,239
East End	6,348	5,387	5,036	5,489	4,277	4,895	4,134						35,566
Ginter Park	4,530	4,512	4,026	4,023	3,234	3,079	3,026						26,430
Hull Street	3,093	2,773	2,217	2,475	2,112	2,208	1,834						16,712
Main	14,829	15,511	14,262	16,459	11,153	11,387	9,888						93,489
North Avenue	4,123	7,682	3,061	3,256	3,016	3,151	4,125						28,414
West End	4,235	4,193	3,767	3,913	2,920	2,978	4,985						26,991
Westover Hills	4,498	5,562	5,186	5,576	4,101	3,574	4,446						32,943
<b>TOTALS FY25:</b>	<b>51,117</b>	<b>54,769</b>	<b>46,019</b>	<b>50,443</b>	<b>37,015</b>	<b>41,276</b>	<b>43,168</b>						<b>323,807</b>
TOTALS FY24:	39,382	46,969	32,640	45,796	32,816	35,874	42,622	46,082	46,907	56,662	54,040	52,146	531,936
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

<b>NEW PATRON CARDS</b>													
<b>FY2025</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	141	119	164	110	112	113	158						<b>917</b>
Broad Rock	69	95	95	63	63	49	55						<b>489</b>
East End	61	44	42	43	36	27	64						<b>317</b>
Ginter Park	61	59	127	59	32	33	42						<b>413</b>
Hull Street	72	81	81	62	52	43	43						<b>434</b>
Main	222	390	488	474	447	270	378						<b>2,669</b>
North Avenue	43	44	38	40	37	33	44						<b>279</b>
West End	105	90	108	78	51	44	72						<b>548</b>
Westover Hills	105	94	147	71	55	50	72						<b>594</b>
Online Reg E-Card	666	699	875	743	713	713	1,092						<b>5,501</b>
<b>Total FY25:</b>	<b>1,545</b>	<b>1,715</b>	<b>2,165</b>	<b>1,743</b>	<b>1,598</b>	<b>1,375</b>	<b>2,020</b>						<b>12,161</b>
Total FY24:	1,526	1,689	1,492	1,768	1,668	1,200	1,924	1,581	1,655	1,595	1,510	1,534	19,142
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

<b>COMPUTER USE FY2025</b>	<b>Jul-24</b>	<b>Aug-24</b>	<b>Sep-24</b>	<b>Oct-24</b>	<b>Nov-24</b>	<b>Dec-24</b>	<b>Jan-25</b>	<b>Feb- 25</b>	<b>Mar- 25</b>	<b>Apr-25</b>	<b>May- 25</b>	<b>Jun- 25</b>	<b>TOTAL</b>
Belmont Workstation	690	628	652	662	492	535	483						<b>4,142</b>
WIFI	863	846	792	894	739	788	720						<b>5,642</b>
Broad Rock Workstation	724	782	769	905	602	679	663						<b>5,124</b>
WIFI	1,064	1,144	978	1,247	1,019	1,032	1,631						<b>8,115</b>
East End Workstation	661	635	589	587	460	504	495						<b>3,931</b>
WIFI	1,744	1,859	1,676	1,508	1,458	1,555	1,179						<b>10,979</b>
Ginter Park Workstation	598	608	515	533	297	441	384						<b>3,376</b>
WIFI	896	858	900	855	771	840	674						<b>5,794</b>
Hull Street Workstation	453	599	639	616	433	439	455						<b>3,634</b>
WIFI	874	992	1,034	1,328	1,210	845	971						<b>7,254</b>
Main Workstation	2,599	2,379	2,006	2,086	1,198	1,814	1,718						<b>13,800</b>
WIFI	5,775	6,194	6,010	7,291	5,762	6,898	5,188						<b>43,118</b>
North Avenue Workstation	598	577	504	603	350	347	433						<b>3,412</b>
WIFI	883	748	665	857	769	722	460						<b>5,104</b>
West End Workstation	395	402	422	419	323	350	292						<b>2,603</b>
WIFI	1,165	1,294	1,205	1,479	1,050	972	927						<b>8,092</b>
Westover Hills Workstation	590	560	547	530	399	375	366						<b>3,367</b>
WIFI	615	724	733	749	509	485	457						<b>4,272</b>
<b>TOTALS FY25:</b>	<b>21,187</b>	<b>21,829</b>	<b>20,636</b>	<b>23,149</b>	<b>17,841</b>	<b>19,621</b>	<b>17,496</b>						<b>141,759</b>
TOTALS FY24:	16,191	18,566	17,176	18,563	13,735	14,255	16,296	17,267	17,903	18,723	19,691	19,587	207,953
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

TECHNICAL SERVICES - FLOATING ITEMS ADDED / DISCARDED				
FY2025	Printed Materials Added (All Branches)	Overdrive Added	Monthly Total Added	Monthly Total Discarded
Jul-24	1,033	504	1,537	4,804
Aug-24	1,480	354	1,834	2,107
Sep-24	1,071	271	1,342	202
Oct-24	1,224	322	1,546	240
Nov-24	1,595	257	1,852	182
Dec-24	730	328	1,058	1,729
Jan-25	1,123	588	1,711	11,198
Feb-25				
Mar-25				
Apr-25				
May-25				
Jun-25				
<b>FY25 Totals:</b>	<b>8,256</b>	<b>2,624</b>	<b>10,880</b>	<b>20,462</b>
FY24 Totals:	14,096	5,041	19,137	43,251
FY23 Totals:	29,114	10,656	39,773	5,565
FY22 Totals:	17,756	5,387	23,143	2,117

LAPTOP CHECKOUTS FY2025	Jul- 24	Aug- 24	Sep- 24	Oct- 24	Nov- 24	Dec- 24	Jan- 25	Feb- 25	Mar- 25	Apr- 25	May- 25	Jun- 25	TOTAL
Belmont Branch	12	1	4	4	3	5	3						32
Broad Rock Branch	0	0	1	2	2	1	0						6
East End Branch	3	3	3	3	0	1	2						15
Ginter Park Branch	1	3	1	2	1	0	1						9
Hull Street Branch	5	1	3	1	0	1	2						13
Main Library	0	0	0	2	2	2	1						7
North Avenue Branch	5	1	1	1	0	0	0						8
West End Branch	6	6	7	4	3	6	4						36
Westover Hills Branch	3	5	6	7	11	7	2						41
<b>TOTALS FY25:</b>	<b>35</b>	<b>20</b>	<b>26</b>	<b>26</b>	<b>22</b>	<b>23</b>	<b>15</b>						<b>167</b>

Room Requests FY2025	Jul-24		Aug-24		Sep-24		Oct-24		Nov-24		Dec-24		Jan-25		Feb-25		Mar-25		Apr-25		May-25		Jun-25		Total Requests	Total Attended
	Requests	Attended	Requests	Attended	Requests	Attended	Requests	Attended	Requests	Attended	Requests	Attended	Requests	Attended	Requests	Attended	Requests	Attended	Requests	Attended	Requests	Attended	Requests	Attended		
Belmont																										
Meeting Room (Capacity 15)	7	42	7	55	9	41	16	60	10	72	10	40	14	63											73	373
Broad Rock																										
Meeting Room (Capacity 35)	46	407	27	144	30	140	50	352	40	228	31	362	3	54											227	1,687
East End																										
Meeting Room (Capacity 35)	14	119	12	29	23	77	21	78	20	41	14	61	11	57											115	462
Ginter Park																										
Meeting Room (Capacity 40)	7	17	11	94	22	115	18	127	12	129	5	46	6	40											81	568
Hull Street																										
Meeting Room (Capacity 47)	10	143	8	127	15	149	21	533	19	265	12	197	18	171											103	1,585
Main																										
Auditorium (Capacity 250)	28	677	32	1,520	23	1,115	28	1,735	22	1,000	28	1,475	25	1,335											186	8,857
Annex (Capacity 45)	21	691	15	306	22	423	20	413	16	319	13	217	14	345											121	2,714
Activity Room (Capacity 48)	21	180	18	351	17	563	17	405	8	106	8	205	13	435											102	2,245
Gellman Room (Capacity 80)	22	274	26	577	25	709	27	526	19	450	12	350	18	528											149	3,414
Memory Lab (Capacity 4)	17	17	16	16	16	16	17	17	20	20	24	24	20	20											130	130
Innovation Lab (Capacity 12)	3	3	6	6	21	21	13	13	22	22	9	9	3	3											77	77
Study Room B (Capacity 6)	79	79	80	157	82	119	77	118	69	164	72	152	70	144											529	933
Study Room C (Capacity 12)	68	187	66	153	65	247	72	251	60	236	66	328	56	286											453	1,688
Study Room D (Capacity 12)	64	165	60	171	51	135	60	239	47	193	66	257	51	222											399	1,382
Study Room E (Capacity 6)	66	105	53	91	63	122	77	166	58	149	62	167	61	130											440	930
North Avenue																										
Meeting Room (Capacity 47)	4	10	6	13	5	20	7	45	6	38	5	32	16	48											49	206
West End																										
Meeting Room (Capacity 44)	7	84	8	86	10	144	20	169	18	106	13	130	7	101											83	820
Study Room (Capacity 8)	55	69	67	147	58	93	71	127	60	84	64	95	35	62											410	677
Westover Hills																										
Meeting Room (Capacity 35)	11	40	5	68	5	78	3	38	11	51	7	42	6	73											48	390
FY25 Totals:	550	3,309	523	4,111	562	4,327	635	5,412	537	3,673	521	4,189	447	4,117	-	-	-	-	-	-	-	-	-	-	3,775	29,138

Richmond Public Library  
FY25 Operating Budget  
as of January 31, 2025

ACCOUNT	DESCRIPTION	Budget	Actual and Encumbered 31-Jan-25	% Spent	Balance Available 31-Jan-25
60000	SALARIES - FULL TIME	\$ 4,507,694	\$ 2,447,565	54.3%	\$ 2,060,129
60001	OVERTIME PERMAN	\$ 19,176	\$ 1,615	8.4%	\$ 17,561
61000	SALARIES - PART TIME	\$ 545,069	\$ 357,001	65.5%	\$ 188,068
62000	SALARIES - TEMPORARY	\$ 10,000	\$ 74,438	744.4%	\$ (64,438)
63000	FICA	\$ 313,276	\$ 172,196	55.0%	\$ 141,080
63001	RET CON RSRs	\$ 363,650	\$ 271,807	74.7%	\$ 91,843
63002	MEDCARE FICA	\$ 73,263	\$ 40,460	55.2%	\$ 32,803
63003	GROUP LIFE	\$ 27,436	\$ 14,007	51.1%	\$ 13,429
63004	CONSTITUTIONAL	\$ -	\$ 25,900	0.0%	\$ (25,900)
63006	H/C ACT TEMP	\$ 807,207	\$ 495,739	61.4%	\$ 311,468
63008	STATE UNEMPLOYMENT	\$ -	\$ 799	0.0%	\$ (799)
63011	HEALTH SAVINGS	\$ -	\$ 10,875	0.0%	\$ (10,875)
63100	VRS HYBRID DB	\$ 134,404	\$ 139,108	103.5%	\$ (4,704)
63105	VRS HYBRID DC	\$ -	\$ 9,655	0.0%	\$ (9,655)
63110	VRS HYBRID VLDP	\$ -	\$ 7,147	0.0%	\$ (7,147)
63115	VRS Hybrid 401a	\$ -	\$ 8,836	0.0%	\$ (8,836)
64103	Educnctv #81	\$ -	\$ 7,490	0.0%	\$ (7,490)
	<b>Personnel Expenses</b>	<b>\$ 6,801,175</b>	<b>\$ 4,084,639</b>	<b>60.1%</b>	<b>\$ 2,716,536</b>
71141	BOOKS	\$ 952,359	\$ 394,899	41.5%	\$ 557,460
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 2,456	\$ 247	10.1%	\$ 2,209
72122	MAGS & NEWSPAPER	\$ 29,277	\$ (12,077)	-41.3%	\$ 41,354
	<b>Collection Development</b>	<b>\$ 984,092</b>	<b>\$ 383,069</b>	<b>38.9%</b>	<b>\$ 601,023</b>
70131	ADVERTISING	\$ 2,297	\$ 61	2.7%	\$ 2,236
70161	PLANNING MGMT SERVICES	\$ 483,050	\$ 319,240	66.1%	\$ 163,810
70215	EQUIPMENT REPAIR	\$ 81,200	\$ 44,648	55.0%	\$ 36,552
70218	VEHICLE REPAIR	\$ 1,477	\$ 2,509	169.8%	\$ (1,032)
70412	TRANSPORTATION	\$ -	\$ -	0.0%	\$ -
70416	EMPLOYEE PARKING	\$ 21,600	\$ 11,340	52.5%	\$ 10,260
70311	PRINTED SUPPLIES	\$ 3,000	\$ 7,659	255.3%	\$ (4,659)
70413	MILEAGE ALLOWANCE	\$ 2,263	\$ 779	34.4%	\$ 1,484
70551	SECURITY	\$ 294,543	\$ 238,674	81.0%	\$ 55,869
70552	CONTRACT AND TEMP PERSONNEL	\$ 22,000	\$ 63,889	290.4%	\$ (41,889)
71012	OFFICE STATIONARY SUPPLIES	\$ 3,047	\$ 3,206	105.2%	\$ (159)
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 19,220	\$ (2,070)	-10.8%	\$ 21,290
72113	POSTAGE	\$ 4,456	\$ 539	12.1%	\$ 3,917
72121	CONFERENCES & CON	\$ 1,904	\$ 1,636	85.9%	\$ 268
72123	MEMBERSHIP DUES	\$ 677	\$ 6,753	997.5%	\$ (6,076)
72124	TRAINING	\$ 1,055	\$ -	0.0%	\$ 1,055
72131	COMPUTER SUPPLIES	\$ 25,662	\$ (8,246)	-32.1%	\$ 33,908
72153	EQUIPMENT	\$ 138,341	\$ 134,520	97.2%	\$ 3,821
73104	BANK FEES	\$ -	\$ 6,235	0.0%	\$ (6,235)
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
76652	PAPER PRODUCTS	\$ -	\$ -	0.0%	\$ -
77103	FUEL-D/O VEHICLE	\$ 1,489	\$ 1,166	78.3%	\$ 323
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 288	58.4%	\$ 205
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
77501	DIT CHARGES	\$ -	\$ 5,874	0.0%	\$ (5,874)
80001	DEPRECIATION	\$ -	\$ -	0.0%	\$ -
80004	BUILDINGS & STR	\$ -	\$ -	0.0%	\$ -
80006	EQUIPMENT & OFFICE MAINTENANCE	\$ 31,160	\$ 18,413	59.1%	\$ 12,747
80007	VEHICLE EXPENSES	\$ -	\$ -	0.0%	\$ -
95002	OPERATING TRANS	\$ -	\$ -	0.0%	\$ -
	<b>Other Expenses</b>	<b>\$ 1,138,934</b>	<b>\$ 857,114</b>	<b>75.3%</b>	<b>\$ 281,820</b>
	<b>TOTAL GENERAL FUND</b>	<b>\$ 8,924,201</b>	<b>\$ 5,324,822</b>	<b>59.7%</b>	<b>\$ 3,599,379</b>

# **RICHMOND PUBLIC LIBRARIES - General Fund Budget**

## Monthly Budget Report

January 31, 2025

<b><u>General Fund Revenue</u></b>	<b><u>FY2024-25 Budget</u></b>	<b><u>FY2024-25 Actual YTD</u></b>	<b><u>% Recognized</u></b>	<b><u>Unrecognized</u></b>
Lost and Damage Books	\$ 21,782	\$ 9,845	45%	\$ 11,937
Reservation - Book Records	\$ 500	\$ 600	120%	\$ (100)
Room Rental Fees	\$ 300	\$ -	0%	\$ 300
Sales Copy Centers	\$ 17,476	\$ 5,183	30%	\$ 12,293
State Library Aide	\$ 170,000	\$ -	0%	\$ 170,000
	<b>\$ 210,058</b>	<b>\$ 15,628</b>	<b>7%</b>	<b>\$ 194,430</b>

### **General Fund Operating**

	<b><u>FY2024-25 Budget</u></b>	<b><u>FY2024-25 Actual YTD</u></b>	<b><u>% Expended</u></b>	<b><u>Unobligated</u></b>
Personnel	\$ 5,081,939	\$ 2,880,619	57%	\$ 2,201,320
Fringes	\$ 1,719,236	\$ 1,031,783	60%	\$ 687,453
Books/Materials	\$ 984,092	\$ 383,069	39%	\$ 601,023
Operating Expenses	\$ 1,138,934	\$ 857,114	75%	\$ 281,820
<b>Total</b>	<b>\$ 8,924,201</b>	<b>\$ 5,152,585</b>	<b>58%</b>	<b>\$ 3,771,616</b>

**Encumbrances YTD** **\$ 103,722**

### **RICHMOND PUBLIC LIBRARIES - Special Fund Budget**

<b><u>Special Fund Revenue</u></b>	<b><u>FY2024-25 Anticipated</u></b>	<b><u>FY2024-25 Actual YTD</u></b>	<b><u>% Recognized</u></b>	<b><u>Unrecognized</u></b>
00314 - Gift to the Library	\$ -	\$ 28,942	0%	\$ (28,942)
00308 - Verizon E-Rate Grant	\$ 125,813	\$ -	0%	\$ 125,813
00309 - Public Law Library	\$ 140,114	\$ 100,388.00	72%	\$ 39,726
00311 - Gates Foundation	\$ 1,500	\$ 89,407	0%	\$ (87,907)
00312 - RPL Foundation	\$ -	\$ -	0%	\$ -
00313 - Friends of the RPL	\$ 33,789	\$ 39,217	116%	\$ (5,428)
00000 - FNDN Restricted Grant	\$ -	\$ -	0%	\$ -
	<b>\$ 301,216</b>	<b>\$ 257,954</b>	<b>86%</b>	<b>\$ 43,262</b>

<b><u>Special Fund Expenditures</u></b>	<b><u>FY24 Rollover &amp; FY25 Receipts</u></b>	<b><u>FY2024-25 Actual YTD</u></b>	<b><u>% Expended</u></b>	<b><u>Unobligated</u></b>
00314 - Gift to the Library	\$ 317,005	\$ 635	0%	\$ 316,370
00308 - Verizon E-Rate Grant	\$ 186,281	\$ 4,498	2%	\$ 181,784
00309 - Public Law Library	\$ (345,026)	\$ 129,008	-37%	\$ (474,034)
Personnel		\$ 46,997		
Fringes		\$ 25,718		
Books/Materials		\$ 56,292		
Operating Expenses		\$ -		
00311 - Gates Foundation	\$ 124,182	\$ 143,500	116%	\$ (19,318)
00312 - RPL Foundation	\$ (275,080)	\$ 93,588	-34%	\$ (368,668)
00313 - Friends of the RPL	\$ 87,774	\$ 2,527	3%	\$ 85,247
	<b>\$ 95,136</b>	<b>\$ 373,755</b>	<b>393%</b>	<b>\$ (278,619)</b>

**Encumbrances YTD** **\$ 131,359**

Richmond Public Library  
Foundation, Friends, Groups, and Individual Donations FY 2025

Consent Agenda: Deposited Gifts Over \$100 Shown as of  
February 26, 2025

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



 WRIC ABC 8News

## RICHMOND

### Richmond's Hull Street Branch Library gets its own seed library

By: Katelyn Harlow

Posted: Jan 29, 2025 / 01:36 PM EST

Updated: Jan 29, 2025 / 01:36 PM EST

Website: <https://www.wric.com/news/local-news/richmond/richmonds-hull-street-branch-library-gets-its-own-seed-library/>

RICHMOND, Va. (WRIC) — It's thyme to garden! Richmond Public Library's Hull Street Branch now has its own seed library.

The seed library comes through community donations and from RVA Master Gardeners.



Richmond horticulturalists can take home varieties of fruit, vegetable, flower, and herb seeds.

Richmond residents can also stop by seed libraries located at the Main Library and West End Branch Library.

For more information about gardening, visit Richmond Public Library's website.



∞ END ∞

## Self-Preservation

# With an expanded Memory Lab, Richmond Public Library's main branch transfers the past to the present.

By: Don Harris

Date: February 2, 2025

Print: Sunday with Style Email News Letter

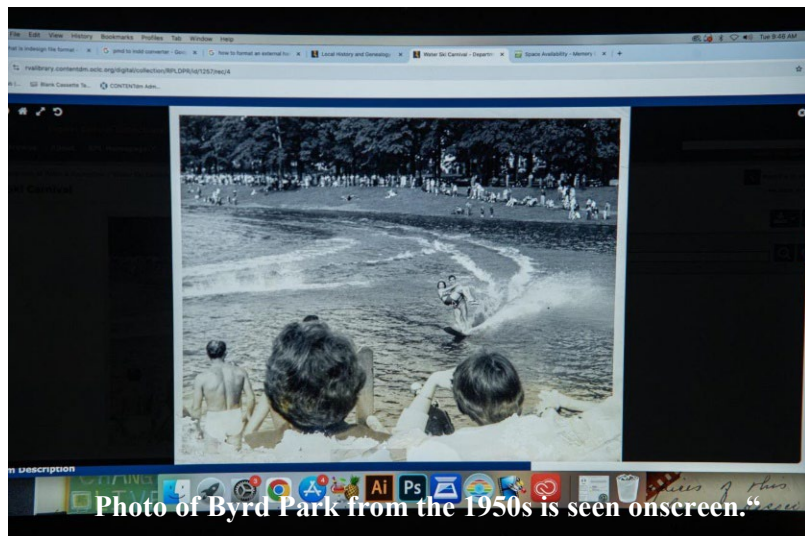


*Ben Himmelfarb, the Richmond Public Library main branch's library/community services manager, checks out equipment at the Memory Lab. The library recently got a grant that allowed it to upgrade its digital transfer services, which people can use for free to rescue old memories. Photos by Scott Elmquist*

Richmond Public Library is ready to turn forgotten memories into living history.

The Memory Lab began in 2019 at RPL's main branch as a public service to citizens who couldn't afford expensive media transferring services. Housed in the library's computer lab, it was a modest

one-person workstation with limited capabilities. But last year, the library received a \$900,000 "Public Knowledge" grant from the Mellon Foundation to give the enterprise a serious upgrade.



It enables us to help the community preserve its memories and perhaps even unearth some hidden Richmond history," says Ben Himmelfarb, the main branch's library and community services manager. "People can use the Memory Lab themselves, and we commit to having someone here as a guide by the side if they need it."

Everyone has personal artifacts rotting in their basement or attic: old VHS tapes, Super 8 films, vacation slides, cassettes, crumbling documents. The Memory Lab is open six days a week, 9-5 p.m., with evening hours on Tuesdays and

Wednesdays, to help capture and save these images and sounds .... for free. "It's the perfect place for people to come in and do personal history or personal digitization projects," Himmelfarb says.



“We’ve now expanded to four workstations in the Special Collections room,” says Chloe McCormick, senior Special Collections librarian. “And we now have almost all of the different tech you can think of to handle things like beta, slides, 8mm film, reel-to-reel tape. We recently purchased a microcassette player. We also have personal archiving kits for folks to check out, with cameras, tripods, audio recorders and personal scanners, so that they can archive their memories at home or in their neighborhoods.” Anyone checking out these items would need to be a library card holder in good standing, she says, while the Memory Lab itself is free to all.



According to McCormick and Himmelfarb, people have so far used the lab to rescue fading photos of long gone ancestors, VHS tapes of family gatherings, films of sporting events, audio speeches by political leaders—a wide range of personal and historical arcana. “We have someone who comes in and digitizes old [music] mixtapes,” says Himmelfarb. “He makes high-quality copies of the covers too.”

The Mellon grant also enables the library to use the lab to collect Richmond history. It has

established the Community Contributions Collection—you can follow the initial discoveries on the library’s website, and the lab is also in the process of digitizing and making available the archives of many of Richmond’s city departments, such as Parks and Rec.



“If we see that what you are saving is of historical interest to Richmond, we’ll ask for a digital copy for the collection,” McCormick says. Often, she adds, people don’t even know what they have is of historical interest. “You might have photographs of the Fan district in the ’70s of someone’s child riding a bike, but you can view the entire block behind them and see how things have changed.” It could be a unique view valuable to future researchers.

It’s all about finding “little bits of history” like these, says writer Dale Brumfield, who sits on the Memory Lab’s community board (and

is a frequent contributor to Style Weekly). “We’re looking to fill in those missing gaps and the hope is that people can find these bits, and are willing to share them with the library. When you start looking through people’s attics and storage containers, you start to find these things. This stuff is out there. Right now, it’s all about letting people know about this unique service.”



*(Right) Wollensak 1500SS Solid State Monophonic Tape Recorder.*

When someone makes an appointment to use the Memory Lab, they are asked to fill out a booking form that gives the staff a heads-up on what kind of material will be transferred and what kind of format is needed. “A staff member guides them through the process and explains how it works,” Himmelfarb says, adding that the library is sensitive to the fact that some people, particularly older visitors, are daunted by working with new technology. “There is someone downstairs at all times to help them and available for any questions,” McCormick stresses. “Some independent patrons like to do it themselves and sometimes you have to pull up a chair and work with them on the process.”

One of those helpers pulling up a chair is Community Memory Fellow Marvin Hicks, whose position is funded by the five-year Mellon grant. “We see all sorts of people,” he says, “from young people who find something in their grandparents’ basement, or uncover a tape in a thrift store and are curious about what’s on it, to older people who are scanning all of their family’s memories.” He recalls one couple who spent weeks in the Lab cataloging everything in their ancestral archive.



*Community Memory Fellow Marvin Hicks*

“We encourage people to bring in their neighbors or family members and turn it into a shared experience,” McCormick says. “Groups of families and neighbors can come in and do a group scanning session.” She says that the long-term goal is to eventually take the lab out to other city library branches. Currently, the lab averages four or five appointments per week. Each appointment time slot is four hours. “Four or five appointments may not seem like a lot, but it can be about 25 hours a week.” Potential users should be prepared to have a way to

save their media, such as a USB drive or access to an online dropbox.





*Himmelfarb looks at archival images of Monroe Park.*

While the Memory Lab is free, it's not always quick. "We don't have a fast forward button," Himmelfarb says. "It takes a while to get good scans of, say, color slides. Because they are so small, you have to scan them at high DPI." The Lab does have huge scanners that allow a visitor to load up to 40 slides at a time, but it still takes some time.

"One reason that we have the lab in this comfortable space [the Special Collections Room] is that it's very personal," he says. "People are often digitizing things that have to do

with their personal history and sometimes people are seeing things, and finding out information. for the very first time. It can be like taking a personal journey."

For more on the Memory Lab at Richmond Public Library's main branch, or to book an appointment, go to <https://rvalibrary.org/services/memory-lab/>

∞ END ∞

## Richmond Public Library Scores with Library-Themed Super Bowl Memes

By Kara Yorio

Feb 11, 2025 | Filed in News & Features

<https://www.slj.com/story/Richmond-Public-Library-Scores-library-themed-Super-Bowl-Memes>

Connecting the library to pop culture with shareable social media images brings the library to a broader audience and puts it in the forefront of people's minds, says Richmond Public Library's Jennifer Deuell.

The Philadelphia Eagles won the Super Bowl, but the Richmond (VA) Public Library (RPL) won the library social media game.

Inspired by some images she saw after the Grammy Awards, RPL's community services manager for outreach and engagement Jennifer Deuell knew she wanted to post some Super Bowl memes this week on RPL's Facebook and Instagram accounts. On Monday, Deuell and the library's social media team found some of the best images from Sunday night's NFL game and the Kendrick Lamar halftime show and connected the library to the most talked about sports and cultural event of the moment.

"I think connecting to pop culture through posts such as these helps give the library a little bit of personality," says Deuell. "It shows we can be humorous and silly and that we are still relevant. This type of content also tends to connect with a different crowd than some of our other content, which is important to us because we are a library for everyone. Plus, the captions are relatable and thus shareable. All of this helps our accounts to be more visible in the algorithm and keeps us in the forefront of our community's mind."

Fellow libraries, take note. Here are some of RPL's best.



My kid when they see the shaker eggs coming out at storytime.



Librarians when someone asks how much a library card costs.



When my friend tells me they love the book I recommended to them.



Youth Services Librarians at the end of Summer Reading.



If you're not taking advantage of Richmond Public Library's free services, you're Not Like Us.

By the way, the Eagles won with sideline reader A.J. Brown. Yes, he pulled out *Inner Excellence* by Jim Murphy during the biggest game of the year. He also had a pretty good game.

∞ END ∞



## Read the Room

A traditional city amenity, libraries are also gateways to the future

RICHMOND MAGAZINE

BY **RACHEL KESTER**

FEBRUARY 19, 2025

<https://richmondmagazine.com/news/public-libraries/>



*The LibraryBots are a team of local high schoolers who meet at Chesterfield's Central Library for robotics competitions. (Photo courtesy Chesterfield Public Library)*

“Public libraries have undergone a remarkable transformation over their existence,” says Dennis T. Clark, the librarian of Virginia. “Once regarded primarily as repositories of books for well-heeled Virginians, they have become vibrant hubs for community engagement and innovation for

everyone.”

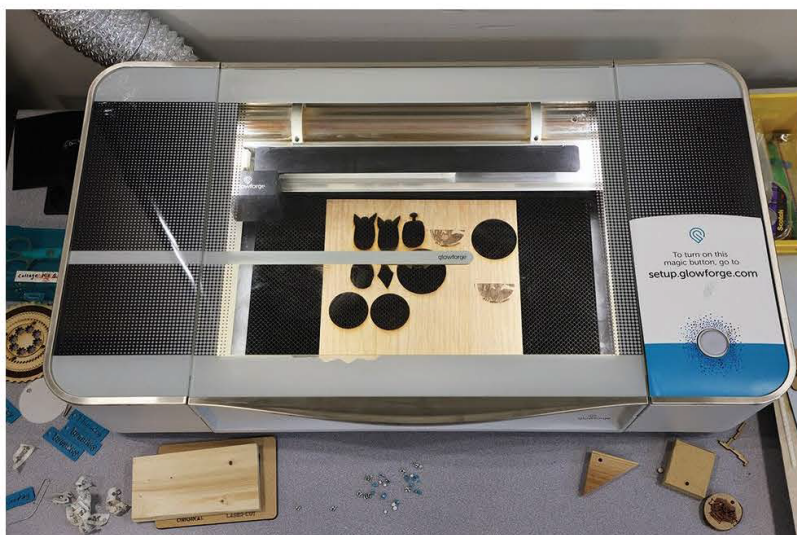
Virginia currently has 372 public libraries, around 40 of which are in the Richmond area. While they still serve their original purpose of lending books, over the past few decades public libraries have also become important social spaces where people can learn how to apply for jobs, listen to lectures and access technology. They are an extraordinary example of how a centuries-old concept remains relevant thanks to continual adaptation.

### Making Space

After a two-year renovation, Chesterfield County's Central Library on Lucy Corr Boulevard reopened in 2018 with a plethora of new features, including a pioneering makerspace. “The makerspace at Central Library was initially created as a space to promote technical hands-on learning in support of a local Virginia FIRST robotics team, known today as the LibraryBots,” says Michael R. Mabe, director of library services at Chesterfield Public Library. “The parents of these team members, their mentors and library staff have collectively expanded the tools and resources available in the Central Library makerspace to support the creation of their competitive robot.”

The makerspace now includes a Silhouette Cameo cutting machine, sewing machines, various mechanical and electrical tools, 3D printers, and a Glowforge 3D laser cutter. “The Glowforge at Central Library has been very popular, especially as residents are seeking ways to create unique gifts for family and friends,” Mabe says. “The 3D printers are popular around the system and are used to make anything from fun figures to replacement parts for home items that no longer have replacement pieces available for purchase.”





*A Glowforge laser cutter at the Chesterfield Central Library (Photo courtesy Chesterfield Central Library)*

The appeal of Central Library’s makerspace has inspired many of Chesterfield’s other branches to offer similar spots and include their own distinct touches. For example, the Ettrick-Matoaca Library on River Road near Petersburg houses a multimedia studio equipped with photography, video and podcasting equipment. “These tools are available to any user interested in learning and

creating physical objects for art, mechanical or science purposes,” Mabe says. Someone is on hand to help when the library is open, and appointments can be made for one-on-one assistance. Going to the library has become a creative approach for locals who want to learn new skills or access costly equipment without having to make significant investments.

### **Print, Plus ...**

Area libraries offer numerous other nonbook amenities. **Richmond Public Library** on East Franklin Street hosts the **Gellman Concert Series** one Saturday a month throughout the year. Created in 1973, the free concerts are open to the public and immerse listeners in everything from jazz to Irish folk music. RPL is also home to the **Memory Lab**, a space dedicated to helping residents preserve family memories by recording oral stories, digitizing old photos and VHS tapes, or learning how to investigate historical records. Additionally, the library has craft classes, chess instruction, exercise classes, college prep workshops, blood pressure screenings, an Innovation Lab stocked with tech tools and software, and more.

Offerings from the **Henrico County Public Library** system include digital media labs with tech equipment such as green screens and 3D printers; classes to brush up on computer skills, business plans, budgeting, and editing photos on a smartphone; movie screenings; and curated kits for children and families to learn topics including birding and plant identification.

In Hanover, the recently completed **Montpelier Recreation Center and Library** on Clazemont Road is among the first of its kind in the area. The space combines a traditional library with a gym that hosts fitness classes and various sports, including basketball and pickleball. The facility also offers a stage and classrooms, and a new baseball and softball field is expected to open early this year.

And, of course, all of the libraries still loan books, movies, and audio and video recordings; have access to research databases; provide meeting spaces; compile up-to-date lists of tutoring, tax, and job-search resources; host book clubs and story times; and can recommend reads for any age, interest, or reading level.



*Richmond Public Library's Memory Lab helps residents preserve their families' heritage. (Photo courtesy Richmond Public Library)*

### **An Expanding Collection**

Richmond's public library scene began blooming during the 1840s, according to a history compiled by RPL. A two-room space in the Athenæum building at 11th and Marshall streets, filled mainly with history books, was the city's first

public library.

In the early 1900s, the industrialist and philanthropist Andrew Carnegie made two attempts to help Richmond build a main public library, but the city ultimately declined the funds, in part because they were contingent on the library being desegregated.

The Richmond Public Library Association was founded around the same time, in 1905, but the first city-funded public library didn't open until 1924. It incorporated several smaller libraries, including the Rosemary library — founded in 1890 by the lawyer and writer Thomas Nelson Page and later a fee-based public library and then the library of John Marshall High School — and the Arents Free Library, which had grown from the St. Andrew's Library founded in 1902 by Grace Arents, the niece of businessman Lewis Ginter. RPL calls the Arents Library "the first free public library in the City of Richmond during the 20th century."

The Rosa Dixon Bowser Library, opened in 1925 and situated in two rooms above the Phyllis Wheatley YWCA, was RPL's first branch. It served Black residents, who were denied access to the main library until it was desegregated in 1947. Named for Richmond's first Black schoolteacher, the Bowser Library was later moved to Clay Street and became one of the city's top circulating libraries with almost 12,000 volumes, the most of any of the city's public library branches at the time, according to a 1944 Richmond Times-Dispatch article.

RPL arguably began modernizing in 1962 with the purchase of its first bookmobile, nicknamed "Nellie Belle" and seen as a critical tool for expanding local literary access. A 1965 Times-Dispatch article reported that RPL, with help from Friends of the Richmond Public Library, began providing coin-operated copying machines, scholarships for library science majors and even strollers for parents to use while browsing aisles with their children.

During the 1970s, Richmond's public libraries became community centers that hosted local art exhibits, educational classes and children's movies and expanded their lending selections to include vinyl records and expansive newspaper collections, according to a 1975 RTD article by Alison Griffin. By the 2000s, local libraries had added computer labs, electronic books and other digital resources.





*Librarian of Virginia Dennis T. Clark (Photo by Jay Paul)*

### **The Price of Knowledge**

As they strive to adjust to society's changing needs, public libraries face challenges. "Many libraries struggle to maintain their services due to budget limitations," the **Library of Virginia's** Clark says. "Although the General Assembly is fully funding its portion of Virginia's public libraries budgets, counties sometimes see libraries as an opportunity to trim tight budgets."

Libraries have attempted to balance their budgets by cutting staff, reducing hours and charging fees for non-county residents to use

their services. "Friends" groups help support libraries through fundraisers such as book sales and golf tournaments.

**"The future of libraries is critical to the well-being of communities and the accessibility of knowledge. Libraries serve as equalizers, providing free access to education and information for all, regardless of status.**

**—Dennis T. Clark, librarian of Virginia**

And while many public libraries have been revamped, some are still awaiting their turn for restoration. "Many of the library buildings around Virginia are getting to the end of their life, and they were designed for a much different world," Clark says. "So, adapting space and planning renovations and new buildings is always a pressure."

Library updates can be expensive — the new **Midlothian Library** at 100 Millworks Crossing cost almost \$18 million to construct — but the upgraded buildings return with more than just modern necessities. Eco-friendliness is now a focus, with many incorporating sustainable building materials, rain gardens and solar panels. Henrico's Libbie Mill Library has a rooftop solar system and native plant landscaping to promote biodiversity and assist with stormwater management.

Some are also expanding their reach. Midlothian Library features an outdoor music garden for kids and a pathway connecting it to nearby J.B. Watkins Elementary School.

Outdoor book lockers, like those at Chesterfield's Central Library, allow customers to pick up reserved materials at a time convenient for them, even if the library is closed.



*The Chamber Music Society of Central Virginia performs at the Richmond Public Library. (Photo courtesy Richmond Public Library)*

### Serving Evolving Needs

As the public library system has evolved, so has the librarian's role. Their work has grown from directing people to books and leading story times to assisting

with education, career searches and, especially, technology. "Libraries play a crucial role in helping patrons navigate the vast and often contradictory information available online, a challenge that continues to grow in complexity with social media and AI," Clark says.

In response, the Chesterfield library system is expanding its **Your Personal Librarian** service. YPL allows customers to schedule individual time with a librarian to learn how to do everything from formatting a resume to using online databases.

Access to technology has become one of the most important amenities of modern libraries, especially in rural or underserved areas. Several now supply mobile hotspots for checkout that residents can use at their homes if the internet is unavailable or unaffordable, ensuring people have access to resources that can help them thrive.

"It's easy to forget that not everyone has unlimited access to technology, Wi-Fi, home libraries or personal networks," says Mabe of Chesterfield Public Library. "Public libraries can help fill those gaps."

The commonwealth's public libraries saw around 21 million visits and more than 40 million items checked out in 2023 — evidence that the institutions continue to play a major role in communities. Countless more attended meetups and tutoring sessions, accessed Wi-Fi, applied for Social Security, got help with taxes or resumes, researched their genealogy, and experimented with tech tools.

"The future of libraries is critical to the well-being of communities and the accessibility of knowledge," Clark says. "Libraries serve as equalizers, providing free access to education and information for all, regardless of status. They are safe and welcoming spaces where diverse groups can connect, fostering inclusion and a sense of belonging."

∞ **END** ∞