



# RICHMOND PUBLIC LIBRARY

## LIBRARY BOARD OF TRUSTEES REGULAR MEETING

March 26, 2025

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

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, March 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-February 26, 2025, 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
- Library Administration Mr. Firestine
- Advocacy Taskforce Ms. Peterson/Ms. Carter-Gunter
- Policy Taskforce Ms. Altman

### **Board Committee Reports:**

- Chair Report Ms. Peterson
- Finance Committee Mr. Yates/Mr. Firestine
- Facilities Committee Ms. Woody
- Governance Committee Mr. Sawyer

**Unfinished Business** Ms. Peterson

**New Business** Ms. Peterson

**Adjourn** Ms. Peterson

### **Next Meeting:**

Date: April 23, 2025  
Time: 11:45 a.m.  
Location: North Avenue Branch Library  
2901 North Avenue  
Richmond, Virginia 23222  
804.646.6675

**Library Board Meeting Minutes - DRAFT**  
**February 26, 2025**

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

**ABSENT:** Garrett Sawyer, Friends of the Library Chair Ruth DeBoer, Gianna Pack

**STAFF:** Scott Firestine, Clay Dishon, Attorney Monica Malouf, Cheryl Clarke, Susan Revere, Phil Shephard, Heather Montgomery

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair Christine Peterson at 11:42 a.m. at the Broad Rock Branch Library located at 4820 Old Warwick Road, Richmond, Virginia 23224. The meeting was posted, and the public could attend in person or by viewing the Richmond Public Library YouTube channel <https://bit.ly/2VfKL9U>, where it was live streamed. A quorum was established.

<b>Agenda</b>	<p>Approve the February 26, 2025, Agenda as Submitted.</p> <p><i><b>Motion: Sheron Carter-Gunter, Second by Gail Zwirner</b></i></p> <p><i><b>AYES: <u>8</u>    NOES: <u>0</u>    ABSTAIN: <u>0</u>    Approved Unanimously.</b></i></p>
<b>Consent Agenda</b>	<p>Approve the January 22, 2025, Meeting Minutes, the Current Financial Reports, Statistical Reports, and Donations Report as Amended:</p> <ol style="list-style-type: none"> <li>1. Add Heather Montgomery as a staff member in attendance to the final meeting minutes.</li> <li>2. Correct the Circulation Report Totals on Page 10 of the Board Packet: <ol style="list-style-type: none"> <li>a. For October 2024 (FY25), change the figure from 4,050 to 94,050.</li> <li>b. For November 2024 (FY25), change 9,204 to 89,204. <ol style="list-style-type: none"> <li>i. These corrections will be reflected in March Board Packet.</li> </ol> </li> </ol> </li> </ol> <p><i><b>Motion: William Yates, Second by Emily Altman</b></i></p> <p><i><b>AYES: <u>8</u>    NOES: <u>0</u>    ABSTAIN: <u>0</u>    Approved Unanimously.</b></i></p>
<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>	<p>Mr. Firestine reported in Ms. DeBoer's absence:</p> <ul style="list-style-type: none"> <li>• March 1: Spring Book Drive (9am-2pm)</li> <li>• March 5: Full Board Meeting</li> <li>• May 2, 3, &amp; 4: Spring Book Sale</li> <li>• New FRPL Board Member, Terenia Guill, is working with Chris Cain on the Friends Board to organize the volunteer list and communicate with people who contact the Friends via email and website about volunteering</li> </ul>

Reports (Continued)	
<b>Library Foundation</b>  <u>Susan Revere</u> <u>Scott Firestine</u>	No Formal Report.
<b>Administration</b>  <u>Scott Firestine</u>	<p><b>Director's Report:</b> Mr. Firestine provided an update on library activities since the January meeting:</p> <ol style="list-style-type: none"> <li>1. <b>Snow Days and Closures:</b> The library was affected by three snowstorms, resulting in city-wide closures.</li> <li>2. <b>Budget Preparations:</b> The library is currently preparing its budget and Capital Improvement Plan (CIP) in response to a request from the city, with all departments required to submit their information ahead of the March 27 budget announcement.</li> <li>3. <b>New Signage:</b> Two new signs featuring the library's updated logo have been installed at the Main Library, replacing the original signs that had been in place for 40 years. Additionally, new signage will soon be installed at the Ginter Park Branch Library.</li> <li>4. <b>Ginter Park Stormwater Project:</b> Progress on the stormwater project has been delayed due to adverse weather conditions and city-wide closures.</li> </ol>
<b>Branch Update</b>  <u>Heather Montgomery</u>	<p>Library/Community Services Manager Heather Montgomery provided an overview of the Broad Rock Branch Library.</p> <p><b><u>Broad Rock Branch Library at a Glance:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Staff:</b> 8 employees (5 full-time, 3 part-time), with 5 staff members fluent in Spanish.</li> <li>• <b>Patron Demographics:</b> 55% Black, 25% Latino, and 30% White, with some overlap between groups.</li> <li>• <b>Educational Attainment:</b> 25% of patrons do not have a high school diploma.</li> <li>• <b>Income Levels:</b> Over 60% of the community earns below the median income of \$54,795 in Richmond, Virginia.</li> </ul> <p><b><u>Unique Aspects of Broad Rock Branch Library:</u></b></p> <ul style="list-style-type: none"> <li>• Consistently ranks among the highest in monthly door counts across the entire RPL system.</li> <li>• Second in the system for computer usage, after the Main Library.</li> <li>• Leads the system in notarizations, completing over 1,000 in FY25 alone. This service provides the community with a savings of approximately \$10,000.</li> <li>• Homework Help program supports an average of 84 children each month (Monday to Thursday, 3:30 p.m. to 5:30 p.m. year-round), assisting with assigned homework and reading practice.</li> <li>• Hosts an annual Black History Month Social in partnership with the community.</li> <li>• Organizes El Día de los Niños, a community-wide event celebrating childhood and reading, held every April. The 4th annual event will take place on April 26.</li> </ul>

<b>Reports (Continued)</b>	
<b>Advocacy Task Force</b>  <u>Christine Peterson</u> <u>Sheron Carter-Gunter</u>	<p>Ms. Carter-Gunter provided the following advocacy updates:</p> <ul style="list-style-type: none"> <li>• In February, emails were sent to Councilmembers, and branch tours were arranged.</li> <li>• Monthly communications are sent to Councilmembers individually, with the respective Trustee for each Councilmember copied. The goal is to strengthen the group's reputation as a dedicated resource for supporting city residents.</li> <li>• Chair Peterson attended the February 24 Council meeting at City Hall to thank Councilmembers and mention the role that libraries played throughout the water crisis. During the meeting, Councilmembers discussed collaborating with Trustees to visit libraries in their districts. Ms. Carter-Gunter highlighted RPL's proactive efforts to assist individuals in accessing library services.</li> <li>• Chair Peterson will send the next communication email to all Trustees, asking them to tailor it to their respective Councilmembers.</li> </ul>
<b>Policy Taskforce</b>  <u>Emily Altman</u>	<p>Ms. Altman reported the review of library policies is actively underway. She and Mr. Firestine have dedicated significant time to reviewing the policies, discussing notes, and seeking feedback from staff or subject matter experts where necessary. Mr. Firestine is coordinating this process.</p> <p>Once the revisions are complete, the Policy Taskforce will present the updated policies to the LBOT for discussion and approval.</p>
<b>Chair Report</b>  <u>Christine Peterson, Chair</u>	<p>Chair Peterson announced the month of February was National Library Lovers' Month, a time to celebrate the individuals who cherish libraries and recognize all the invaluable work they do.</p>
<b>Finance</b>  <u>Bill Yates, Chair</u> <u>Scott Firestine</u>	<p>Mr. Firestine reported this year's budget preparation process will be different from previous years. The budget is set to be announced on March 27, and there are still uncertainties regarding potential departmental cuts. Additionally, there will be no funding for new Capital Improvement Projects (CIP). Instead, the city will focus solely on emergency maintenance and existing projects that are already in progress.</p> <p>Mr. Yates added if cuts are necessary, the LBOT should consider them individually by branch and program, rather than across the board, as some programs are more critical than others. If cuts are made, the LBOT can then approach their respective Councilmembers to advocate for adjustments. He also noted RPL's budget is on track financially.</p> <p>Mr. Firestine reported Mayor Danny Avula invited City Councilmembers to a Retreat Advance on February 28-29, where they will discuss goals and outcomes with a third-party facilitator. The objectives of the retreat are to:</p> <ul style="list-style-type: none"> <li>• Build trust and strengthen relationships between the City Council, Mayor's Office, and City Administration.</li> <li>• Clarify roles and responsibilities to ensure alignment in decision-making and governance.</li> <li>• Establish a vision for effective communication and define best practices for collaboration.</li> <li>• Identify shared priorities to guide legislative and policy efforts.</li> </ul>

<b>Reports (Continued)</b>	
<b>Facilities</b> <u>Janet Woody, Chair</u> <u>Scott Firestine</u>	<p>Ms. Woody reported the Facilities Committee is in the process of updating the 2009 Master Plan, and numbers have now been included in the CIP.</p> <p>Mr. Firestine added all staff input has been collected. The next step is to gather feedback from the public. During National Library Week this year, children will be invited to draw their "dream library" as part of the feedback process. Additionally, paper surveys will be made available in the branches.</p> <p>Mr. Firestine will collaborate with the Committee to set a date for submitting a draft of the plan to Chair Peterson for review.</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>	
<p>Ms. Carter-Gunter inquired whether there was a space at the Main Library where people could record a podcast. Mr. Firestine responded that, as part of the Mellon Grant, RPL has been involved in many oral history projects. The library recently purchased a Zen Booth, a modular piece of equipment that will be placed in the Richmond Room. This booth features acoustic treatment and is designed to accommodate up to four people, providing an ideal space for recording oral history projects, including podcasts.</p> <p>Mr. Firestine provided an update to members regarding the Comcast education channel, which relocated from the Comcast building on the Boulevard to the Main Library approximately six years ago. The channel was intended to offer a platform for individuals to produce and broadcast their own shows on public television. However, the equipment is now broken and remains inactive. Despite Mr. Firestine's repeated requests to Comcast, submitted through the city, for new cameras, digital equipment, and an overall upgrade to the studio's infrastructure, the necessary funding has yet to be provided.</p>	

There being no further business, the meeting was adjourned at 12:34 p.m. by unanimous consent from the members that were present.

The next meeting of the LBOT will be held on Wednesday, March 26, 2025, at the East End Branch Library, located at 1200 N 25th Street, Richmond, Virginia 23223

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

Recorder: *Gianna Pack, CAP*  
Senior Executive Assistant

## Director's Report

### March 2025

#### Director Activities:

Mar 5	Foundation Full Board Meeting – North Avenue Branch Library
Mar 5	Friends of the Library Board Meeting – Main Library
Mar 6	Greet and Tour with Executive Director Parke Richeson and Curator Kathy Garrett-Cox of Maymont – Main Library
Mar 7	Observed International Women's Day Holiday – Libraries Closed
Mar 10	Informal and City Council Meeting – City Hall and Virtual
Mar 13	Library Space Discussion with Chair Peterson and Brent Graves – Main Library
Mar 15	Branch Tours with Councilmember Gibson and Garrett Sawyer – Ginter Park and North Avenue Branch Libraries
Mar 19	Attend the Diamond District Function with Brent Graves – River City Roll
Mar 22	Teen Summit RVA 2025 – Greater Richmond Convention Center

#### Hiring:

- **March 2025 Hiring Update:**
  - 0056 – PT Library Technician – North Avenue Branch Library – Requisition Phase
  - 03INTERN0003 – 0012 – Temporary/PT Early Learning Interns (SRP) – Requisition Phase
  - 03TEMP00130 – Temporary/PT Administrative Technician – Main Library/Foundation – Requisition Phase
- **New Hires/Locations:**
  - 0015 – Phil Murphy – PT Library Technician – North Avenue Branch Library on March 24, 2025

**Outreach and Engagement:** February's Outreach and Engagement efforts were centered around Black History Month, with the staff actively promoting Richmond Public Library's offerings both online and through in-person outreach events.

The Team participated in several new events, including the Virginia Union University Literacy Symposium and Book Fair, as well as the Virginia Commonwealth University Volunteer Fair. Additionally, RPL continued to strengthen partnerships with VCU's Cabell Library and Health Sciences Library, Trail Kids RVA, SCRAP RVA, and the Robinson Theater. Library/Community Services Manager Danielle Tarullo also hosted a library card sign-up table at the 4th District City Council Meeting. Senior Librarian/Young Adults Genevieve Gray visited both John Marshall High School and Dogwood Middle School to engage students.

RPL also forged a new connection with A Better Day Food Pantry, a group that meets monthly. Although their February event was canceled due to snow. The Hull Street Branch Library will begin tabling at their events starting in March.

## Director's Report (Continued)

March 2025

### Things to Celebrate:

- **Broad Rock Branch Library:** The Advisory Group's Black History Month Social celebrated its fourth year with great success. The event featured 10 speakers and drew approximately 50 participants, all of whom thoroughly enjoyed the experience.
- **East End Branch Library:** Thanks to our partnerships with AARP at the Main Library and CapUp here in the East End Branch Library, we have been able to assist countless patrons with their tax preparation this year. This invaluable service has made a real difference, and we have received many heartfelt thanks from individuals who are grateful for the free assistance staff helped connect them to.
- **Ginter Park Branch Library:** We had a patron come in who was struggling to use a computer. He had trouble with the most basic task such as using the mouse and keyboard, but after attending all our adult computer classes, he has made significant improvement and is now able to use his computer independently.
- **Main Library:** A patron shared with Library/Community Services Manager Ben Himmelfarb how Library Associate Shani Harris' thoughtful guidance and helpful information about "what to do next" were instrumental in his journey toward recovery and finding employment. The patron appreciated Ms. Harris' consistent, principled customer service, which made him feel comfortable seeking her help. Through her support, he received valuable options and opportunities, including accurate job information and assistance with internet access.

A regular patron here at Main, says "Thank you Daniel Howard, Senior Librarian! Thanks to all your help, I got a job at the hospital. Could not have done it without you."

- **West End Branch Library:** On February 22 Councilmember Andrew Breton was asked to meet at the West End Branch Library with the Westhampton Civic Association to discuss a pending development proposal at Libbie and Patterson. The organizer planned for 15 attendees. Over 45 residents attended a vibrant presentation. Local community in action!
- **Westover Hills Branch Library:** Two children have reached the 1000-book milestone in our 1000 Books Before Kindergarten program! We now have 24 active participants, thanks to our staff consistently promoting the program to families checking out books for young children.



# 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	9,328					73,921
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	2,241					20,002
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	2,690					23,143
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	4,683					36,917
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	1,517					15,333
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	8,039					67,113

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	2,478					21,356
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	10,498					91,281
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	8,067					69,421
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	46,551					345,697
Totals	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	80,964	82,302	76,087	77,602	72,788	71,882	83,052	84,421	79,551	78,449	78,939	84,438	950,475
	FY25	100,221	96,708	93,821	94,050	89,204	92,901	101,187	96,092					764,184

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	6					59	122
Adult Attend	51	87	36	26	15	11	325	60					611	331
Young Adult Programs	2	1	2	2	1	2	1	2					13	12
Young Adult Attend	3	4	6	0	0	0	0	2					15	10
Juvenile Programs	19	13	17	19	13	12	13	14					120	196
Juvenile Attend	309	200	281	440	219	222	278	258					2,207	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>320</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,833</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>22</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>192</b>	330
<b>Broad Rock</b>														
Adult Programs	7	13	12	12	4	4	6	11					69	65
Adult Attend	136	616	94	318	8	8	9	119					1,308	193
Young Adult Programs	7	3	2	2	2	3	2	3					24	75
Young Adult Attend	34	4	9	18	11	10	12	25					123	115
Juvenile Programs	31	34	29	34	20	23	20	20					211	219
Juvenile Attend	62	217	179	274	98	89	70	64					1,053	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>208</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,484</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>34</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>304</b>	359
<b>East End</b>														
Adult Programs	6	8	9	5	8	8	5	7					56	88
Adult Attend	166	63	65	49	43	52	24	43					505	718
Young Adult Programs	12	10	10	10	7	10	6	7					72	65
Young Adult Attend	63	42	62	42	36	23	19	22					309	412
Juvenile Programs	29	18	17	19	11	17	18	29					158	93
Juvenile Attend	290	173	238	242	104	79	119	156					1,401	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>221</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,215</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>43</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>286</b>	246

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>Ginter Park</b>														
Adult Programs	13	11	9	9	5	15	7	10					79	61
Adult Attend	76	56	37	30	13	48	15	28					303	302
Young Adult Programs	9	6	7	10	10	6	6	5					59	7
Young Adult Attend	17	8	6	36	10	18	15	9					119	0
Juvenile Programs	21	21	22	23	18	20	19	20					164	123
Juvenile Attend	146	142	100	142	107	97	111	121					966	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>158</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,388</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>35</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>302</b>	191
<b>Hull Street</b>														
Adult Programs	4	4	4	5	0	1	2	18					38	26
Adult Attend	9	76	13	42	0	3	10	55					208	245
Young Adult Programs	7	1	1	2	1	1	1	1					15	13
Young Adult Attend	12	3	0	5	0	0	0	1					21	81
Juvenile Programs	11	4	6	6	6	5	1	3					42	62
Juvenile Attend	221	66	90	103	99	82	5	43					709	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>99</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>938</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>22</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>95</b>	101
<b>Main</b>														
Adult Programs	22	21	30	26	20	20	22	28					189	137
Adult Attend	237	217	429	2,662	686	315	290	525					5,361	2,714
Young Adult Programs	3	0	15	19	16	17	11	17					98	3
Young Adult Attend	42	0	81	129	75	82	82	109					600	28
Juvenile Programs	33	21	32	34	34	33	32	30					249	196
Juvenile Attend	1,090	344	448	515	348	352	523	470					4,090	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>1,104</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,051</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>75</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>536</b>	336

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>North Avenue</b>														
Adult Programs	3	3	7	9	3	2	6	7					40	34
Adult Attend	18	20	56	53	112	10	25	57					351	364
Young Adult Programs	2	3	2	1	1	1	1	0					11	3
Young Adult Attend	22	15	27	15	35	13	3	0					130	8
Juvenile Programs	14	15	15	26	13	18	28	16					145	29
Juvenile Attend	280	162	153	301	240	325	330	219					2,010	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>276</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,491</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>23</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>196</b>	66
<b>West End</b>														
Adult Programs	7	8	14	13	12	12	11	12					89	68
Adult Attend	36	40	78	47	60	69	45	47					422	629
Young Adult Programs	2	0	1	1	1	1	1	2					9	12
Young Adult Attend	4	0	3	7	0	1	0	1					16	117
Juvenile Programs	21	11	25	25	15	16	15	18					146	145
Juvenile Attend	469	174	306	289	119	125	171	188					1,841	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>236</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,279</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>32</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>244</b>	225
<b>Westover Hills</b>														
Adult Programs	5	8	10	15	11	10	10	11					80	13
Adult Attend	59	73	50	79	228	29	66	60					644	62
Young Adult Programs	5	2	2	2	2	2	1	3					19	12
Young Adult Attend	30	4	3	2	14	3	2	6					64	129
Juvenile Programs	19	17	22	27	19	19	20	24					167	76
Juvenile Attend	449	416	448	490	291	319	373	377					3,163	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>443</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,871</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>38</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>266</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>3,065</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28,550</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>324</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,421</b>	1,876

DOOR COUNT 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	4,511	3,500	3,508	3,538	2,380	5,720	5,866	5,370					34,393
Broad Rock	4,950	5,649	4,956	5,714	3,822	4,284	4,864	4,393					38,632
East End	6,348	5,387	5,036	5,489	4,277	4,895	4,134	4,200					39,766
Ginter Park	4,530	4,512	4,026	4,023	3,234	3,079	3,026	3,169					29,599
Hull Street	3,093	2,773	2,217	2,475	2,112	2,208	1,834	939					17,651
Main	14,829	15,511	14,262	16,459	11,153	11,387	9,888	11,304					104,793
North Avenue	4,123	7,682	3,061	3,256	3,016	3,151	4,125	2,784					31,198
West End	4,235	4,193	3,767	3,913	2,920	2,978	4,985	3,277					30,268
Westover Hills	4,498	5,562	5,186	5,576	4,101	3,574	4,446	4,549					37,492
<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>39,985</b>					<b>363,792</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

NEW PATRON CARDS													
FY2025	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Belmont	141	119	164	110	112	113	158	115					1,032
Broad Rock	69	95	95	63	63	49	55	69					558
East End	61	44	42	43	36	27	64	42					359
Ginter Park	61	59	127	59	32	33	42	43					456
Hull Street	72	81	81	62	52	43	43	43					477
Main	222	390	488	474	447	270	378	419					3,088
North Avenue	43	44	38	40	37	33	44	36					315
West End	105	90	108	78	51	44	72	70					618
Westover Hills	105	94	147	71	55	50	72	84					678
Online Reg E-Card	666	699	875	743	713	713	1,092	923					6,424
<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>1,844</b>					<b>14,005</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	516					<b>4,658</b>
WIFI	863	846	792	894	739	788	720	569					<b>6,211</b>
Broad Rock Workstation	724	782	769	905	602	679	663	672					<b>5,796</b>
WIFI	1,064	1,144	978	1,247	1,019	1,032	1,631	1,738					<b>9,853</b>
East End Workstation	661	635	589	587	460	504	495	510					<b>4,441</b>
WIFI	1,744	1,859	1,676	1,508	1,458	1,555	1,179	1,180					<b>12,159</b>
Ginter Park Workstation	598	608	515	533	297	441	384	376					<b>3,752</b>
WIFI	896	858	900	855	771	840	674	710					<b>6,504</b>
Hull Street Workstation	453	599	639	616	433	439	455	395					<b>4,029</b>
WIFI	874	992	1,034	1,328	1,210	845	971	751					<b>8,005</b>
Main Workstation	2,599	2,379	2,006	2,086	1,198	1,814	1,718	1,562					<b>15,362</b>
WIFI	5,775	6,194	6,010	7,291	5,762	6,898	5,188	5,743					<b>48,861</b>
North Avenue Workstation	598	577	504	603	350	347	433	426					<b>3,838</b>
WIFI	883	748	665	857	769	722	460	647					<b>5,751</b>
West End Workstation	395	402	422	419	323	350	292	301					<b>2,904</b>
WIFI	1,165	1,294	1,205	1,479	1,050	972	927	1,247					<b>9,339</b>
Westover Hills Workstation	590	560	547	530	399	375	366	383					<b>3,750</b>
WIFI	615	724	733	749	509	485	457	506					<b>4,778</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>18,232</b>					<b>159,991</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	1,570	423	1,993	740
Mar-25				
Apr-25				
May-25				
Jun-25				
<b>FY25 Totals:</b>	<b>9,826</b>	<b>3,047</b>	<b>12,873</b>	<b>21,202</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	12	1	4	4	3	5	3	1					33
Broad Rock	0	0	1	2	2	1	0	0					6
East End	3	3	3	3	0	1	2	2					17
Ginter Park	1	3	1	2	1	0	1	4					13
Hull Street	5	1	3	1	0	1	2	1					14
Main Library	0	0	0	2	2	2	1	1					8
North Avenue	5	1	1	1	0	0	0	0					8
West End	6	6	7	4	3	6	4	2					38
Westover Hills	3	5	6	7	11	7	2	3					44
<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>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>181</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		
<b>Belmont</b>																										
Meeting Room (Capacity 15)	7	42	7	55	9	41	16	60	10	72	10	40	14	63	16	73									89	446
<b>Broad Rock</b>																										
Meeting Room (Capacity 35)	46	407	27	144	30	140	50	352	40	228	31	362	3	54	29	244									256	1,931
<b>East End</b>																										
Meeting Room (Capacity 35)	14	119	12	29	23	77	21	78	20	41	14	61	11	57	15	53									130	515
<b>Ginter Park</b>																										
Meeting Room (Capacity 40)	7	17	11	94	22	115	18	127	12	129	5	46	6	40	9	102									90	670
<b>Hull Street</b>																										
Meeting Room (Capacity 47)	10	143	8	127	15	149	21	533	19	265	12	197	18	171	13	280									116	1,865
<b>Main</b>																										
Auditorium (Capacity 250)	28	677	32	1,520	23	1,115	28	1,735	22	1,000	28	1,475	25	1,335	30	1,840									216	10,697
Annex (Capacity 45)	21	691	15	306	22	423	20	413	16	319	13	217	14	345	28	639									149	3,353
Activity Room (Capacity 48)	21	180	18	351	17	563	17	405	8	106	8	205	13	435	18	446									120	2,691
Gellman Room (Capacity 80)	22	274	26	577	25	709	27	526	19	450	12	350	18	528	22	755									171	4,169
Memory Lab (Capacity 4)	17	17	16	16	16	16	17	17	20	20	24	24	20	20	17	17									147	147
Innovation Lab (Capacity 12)	3	3	6	6	21	21	13	13	22	22	9	9	3	3	5	5									82	82
Study Room B (Capacity 6)	79	79	80	157	82	119	77	118	69	164	72	152	70	144	82	215									611	1,148
Study Room C (Capacity 12)	68	187	66	153	65	247	72	251	60	236	66	328	56	286	64	311									517	1,999
Study Room D (Capacity 12)	64	165	60	171	51	135	60	239	47	193	66	257	51	222	62	316									461	1,698
Study Room E (Capacity 6)	66	105	53	91	63	122	77	166	58	149	62	167	61	130	74	182									514	1,112
<b>North Avenue</b>																										
Meeting Room (Capacity 47)	4	10	6	13	5	20	7	45	6	38	5	32	16	48	13	36									62	242
<b>West End</b>																										
Meeting Room (Capacity 44)	7	84	8	86	10	144	20	169	18	106	13	130	7	101	18	209									101	1,029
Study Room (Capacity 8)	55	69	67	147	58	93	71	127	60	84	64	95	35	62	57	114									467	791
<b>Westover Hills</b>																										
Meeting Room (Capacity 35)	11	40	5	68	5	78	3	38	11	51	7	42	6	73	6	93									54	483
<b>FY25 Totals:</b>	<b>550</b>	<b>3,309</b>	<b>523</b>	<b>4,111</b>	<b>562</b>	<b>4,327</b>	<b>635</b>	<b>5,412</b>	<b>537</b>	<b>3,673</b>	<b>521</b>	<b>4,189</b>	<b>447</b>	<b>4,117</b>	<b>578</b>	<b>5,930</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,353</b>	<b>35,068</b>

Richmond Public Library  
FY25 Operating Budget  
as of February 28, 2025

ACCOUNT	DESCRIPTION	Budget	Actual and Encumbered 28-Feb-25	% Spent	Balance Available 28-Feb-25
60000	SALARIES - FULL TIME	\$ 4,507,694	\$ 2,800,356	62.1%	\$ 1,707,338
60001	OVERTIME PERMAN	\$ 19,176	\$ 1,639	8.5%	\$ 17,537
61000	SALARIES - PART TIME	\$ 545,069	\$ 404,924	74.3%	\$ 140,145
62000	SALARIES - TEMPORARY	\$ 10,000	\$ 82,783	827.8%	\$ (72,783)
63000	FICA	\$ 313,276	\$ 197,094	62.9%	\$ 116,182
63001	RET CON RSRs	\$ 363,650	\$ 294,539	81.0%	\$ 69,111
63002	MEDCARE FICA	\$ 73,263	\$ 46,284	63.2%	\$ 26,979
63003	GROUP LIFE	\$ 27,436	\$ 14,007	51.1%	\$ 13,429
63004	CONSTITUTIONAL	\$ -	\$ 31,055	0.0%	\$ (31,055)
63006	H/C ACT TEMP	\$ 807,207	\$ 536,529	66.5%	\$ 270,678
63008	STATE UNEMPLOYMENT	\$ -	\$ 799	0.0%	\$ (799)
63011	HEALTH SAVINGS	\$ -	\$ 10,875	0.0%	\$ (10,875)
63100	VRS HYBRID DB	\$ 134,404	\$ 166,434	123.8%	\$ (32,030)
63105	VRS HYBRID DC	\$ -	\$ 11,539	0.0%	\$ (11,539)
63110	VRS HYBRID VLDP	\$ -	\$ 8,541	0.0%	\$ (8,541)
63115	VRS Hybrid 401a	\$ -	\$ 10,378	0.0%	\$ (10,378)
64103	Educnctv #81	\$ -	\$ 7,490	0.0%	\$ (7,490)
	<b>Personnel Expenses</b>	<b>\$ 6,801,175</b>	<b>\$ 4,625,265</b>	<b>68.0%</b>	<b>\$ 2,175,910</b>
71141	BOOKS	\$ 952,359	\$ 487,349	51.2%	\$ 465,010
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 2,456	\$ 247	10.1%	\$ 2,209
72122	MAGS & NEWSPAPER	\$ 29,277	\$ (14,632)	-50.0%	\$ 43,909
	<b>Collection Development</b>	<b>\$ 984,092</b>	<b>\$ 472,964</b>	<b>48.1%</b>	<b>\$ 511,128</b>
70131	ADVERTISING	\$ 2,297	\$ 61	2.7%	\$ 2,236
70161	PLANNING MGMT SERVICES	\$ 483,050	\$ 361,718	74.9%	\$ 121,332
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	\$ 14,580	67.5%	\$ 7,020
70311	PRINTED SUPPLIES	\$ 3,000	\$ 7,659	255.3%	\$ (4,659)
70413	MILEAGE ALLOWANCE	\$ 2,263	\$ 799	35.3%	\$ 1,464
70551	SECURITY	\$ 294,543	\$ 238,975	81.1%	\$ 55,568
70552	CONTRACT AND TEMP PERSONNEL	\$ 22,000	\$ 63,889	290.4%	\$ (41,889)
71012	OFFICE STATIONARY SUPPLIES	\$ 3,047	\$ 3,584	117.6%	\$ (537)
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 19,220	\$ (2,032)	-10.6%	\$ 21,252
72113	POSTAGE	\$ 4,456	\$ 140	3.1%	\$ 4,316
72121	CONFERENCES & CON	\$ 1,904	\$ 1,960	102.9%	\$ (56)
72123	MEMBERSHIP DUES	\$ 677	\$ 7,477	1104.4%	\$ (6,800)
72124	TRAINING	\$ 1,055	\$ -	0.0%	\$ 1,055
72131	COMPUTER SUPPLIES	\$ 25,662	\$ (8,171)	-31.8%	\$ 33,833
72153	EQUIPMENT	\$ 138,341	\$ 134,520	97.2%	\$ 3,821
73104	BANK FEES	\$ -	\$ 7,091	0.0%	\$ (7,091)
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	\$ -	\$ 6,696	0.0%	\$ (6,696)
80001	DEPRECIATION	\$ -	\$ -	0.0%	\$ -
80004	BUILDINGS & STR	\$ -	\$ -	0.0%	\$ -
80006	EQUIPMENT & OFFICE MAINTENANCE	\$ 31,160	\$ 28,448	91.3%	\$ 2,712
80007	VEHICLE EXPENSES	\$ -	\$ -	0.0%	\$ -
95002	OPERATING TRANS	\$ -	\$ -	0.0%	\$ -
	<b>Other Expenses</b>	<b>\$ 1,138,934</b>	<b>\$ 916,004</b>	<b>80.4%</b>	<b>\$ 222,930</b>
	<b>TOTAL GENERAL FUND</b>	<b>\$ 8,924,201</b>	<b>\$ 6,014,233</b>	<b>67.4%</b>	<b>\$ 2,909,968</b>

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

## Monthly Budget Report

February 28, 2025

<u><b>General Fund Revenue</b></u>	<u><b>FY2024-25 Budget</b></u>	<u><b>FY2024-25 Actual YTD</b></u>	<u><b>% Recognized</b></u>	<u><b>Unrecognized</b></u>
Lost and Damage Books	\$ 21,782	\$ 10,926	50%	\$ 10,856
Reservation - Book Records	\$ 500	\$ 615	123%	\$ (115)
Room Rental Fees	\$ 300	\$ -	0%	\$ 300
Sales Copy Centers	\$ 17,476	\$ 5,736	33%	\$ 11,740
State Library Aide	\$ 170,000	\$ -	0%	\$ 170,000
	<u>\$ 210,058</u>	<u>\$ 17,277</u>	8%	<u>\$ 192,781</u>

### **General Fund Operating**

	<u><b>FY2024-25 Budget</b></u>	<u><b>FY2024-25 Actual YTD</b></u>	<u><b>% Expended</b></u>	<u><b>Unobligated</b></u>
Personnel	\$ 5,081,939	\$ 3,289,702	65%	\$ 1,792,237
Fringes	\$ 1,719,236	\$ 1,335,563	78%	\$ 383,673
Books/Materials	\$ 984,092	\$ 472,964	48%	\$ 511,128
Operating Expenses	\$ 1,138,934	\$ 916,004	80%	\$ 222,930
<b>Total</b>	<b>\$ 8,924,201</b>	<b>\$ 6,014,233</b>	<b>67%</b>	<b>\$ 2,909,968</b>

**Encumbrances YTD** **\$ 55,292**

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

<u><b>Special Fund Revenue</b></u>	<u><b>FY2024-25 Anticipated</b></u>	<u><b>FY2024-25 Actual YTD</b></u>	<u><b>% Recognized</b></u>	<u><b>Unrecognized</b></u>
00314 - Gift to the Library	\$ -	\$ 38,669	0%	\$ (38,669)
00308 - Verizon E-Rate Grant	\$ 125,813	\$ -	0%	\$ 125,813
00309 - Public Law Library	\$ 140,114	\$ 74,547.00	53%	\$ 65,567
00311 - Gates Foundation	\$ 1,500	\$ 56,393	0%	\$ (54,893)
00312 - RPL Foundation	\$ -	\$ -	0%	\$ -
00313 - Friends of the RPL	\$ 33,789	\$ 39,217	116%	\$ (5,428)
00000 - FNDN Restricted Grant	\$ -	\$ -	0%	\$ -
	<u>\$ 301,216</u>	<u>\$ 208,826</u>	69%	<u>\$ 92,390</u>

<u><b>Special Fund Expenditures</b></u>	<u><b>FY24 Rollover &amp; FY25 Receipts</b></u>	<u><b>FY2024-25 Actual YTD</b></u>	<u><b>% Expended</b></u>	<u><b>Unobligated</b></u>
00314 - Gift to the Library	\$ 326,732	\$ 35	0%	\$ 326,697
00308 - Verizon E-Rate Grant	\$ 186,281	\$ 4,498	2%	\$ 181,784
00309 - Public Law Library	\$ (370,867)	\$ 191,976	-52%	\$ (562,843)
Personnel		\$ 57,068		
Fringes		\$ 30,331		
Books/Materials		\$ 104,576		
Operating Expenses		\$ -		
00311 - Gates Foundation	\$ 91,168	\$ 157,101	172%	\$ (65,933)
00312 - RPL Foundation	\$ (275,080)	\$ 96,384	-35%	\$ (371,464)
00313 - Friends of the RPL	\$ 87,774	\$ 2,527	3%	\$ 85,247
	<u>\$ 46,008</u>	<u>\$ 452,520</u>	984%	<u>\$ (406,512)</u>

**Encumbrances YTD** **\$ 165,607**

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

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

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

# EDITORIAL



## Libraries can help with misinformation resilience

# Truth, Not Censorship

WHEN Meta CEO Mark Zuckerberg recently announced that he will discontinue the use of third-party fact-checkers on his platforms in the United States, he described it as a return to embracing free speech. The move eliminates algorithmic scanning for harmful content and, notably, terminates a long-standing partnership with the International Fact-Checking Network (IFCN) to fight misinformation.

Without independent fact-checking, the likelihood that Meta's algorithms will amplify sensational and dangerous misinformation is all but certain.

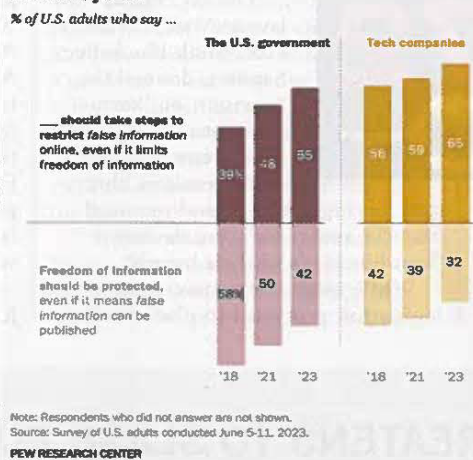
In contrast to Zuckerberg's characterization of fact-checking as unwanted censorship, most Americans actually agree that the U.S. government and technology companies should each take steps to restrict false information and extremely violent content online.

"People don't want an information free-for-all," says Angie Holan, director of the IFCN. When it comes to fact-checking, "I hold up a library ethos—make accurate and trustworthy information easily available because many people do not have the time or expertise to vet it on their own."

For libraries, this is a moment to dig into media literacy work. In 2023, the American Library Association partnered with the Poynter Institute's social-first digital media literacy initiative to train librarians on improving information integrity in their local communities. Their BeMediaWise toolkit has been used by more than 3,200 library professionals—and more need to get involved.

IFCN's upcoming annual International Fact-Checking Day on April 2 presents one opportunity for libraries to introduce public programming or staff training on curtailing misinformation. According to Holan, staying up to date on search skills and media literacy are key actions that librarians can take.

### Support for the U.S. government and tech companies restricting false information online has risen steadily in recent years



**"Most Americans favor restrictions on false information, violent content online." Pew Research Center, Washington, D.C. (July 20, 2023) <https://pewrsr.ch/3NZ7vFt>.**

Civic life in the United States is currently experiencing what the RAND Corporation has described as a period of "truth decay," a phenomenon marked by diminishing trust in traditional media and a growing preference for partisan opinion and analysis over fact-based reporting.

The thing is, facts do matter. The decline of fact-based communication erodes public trust in institutions and weakens civil discourse. In a fragmented media landscape that has fewer small, trusted outlets (local newspapers continue to disappear at a rate of two per week), more billionaire media owners prioritizing profit over public interest, and an administration that has called the media "the enemy of the

people," libraries play an important role in supporting efforts to promote truth and build a stronger information ecosystem.

Fact-checking on social media platforms isn't about silencing voices and viewpoints; rather, it's about correcting false claims and improving the quality of information people use to make decisions. In an open letter to Zuckerberg responding to his claims that fact-checking amounts to censorship, members of the IFCN conclude, "Fact-checkers strongly support freedom of expression.... The freedom to say why something is not true is also free speech."

Hallie Rich, Editor-in-Chief  
[hrich@mediasourceinc.com](mailto:hrich@mediasourceinc.com)





## ‘A fuller picture’: Library brings preservation tools to residents, filling gaps in Richmond’s history

By: PEGGY STANSBERY

MARCH 09, 2025 | 7:56AM EDT4 MIN

<https://www.richmonder.org/a-fuller-picture-library-brings-preservation-tools-to-residents-filling-gaps-in-richmonds-history/>



*The Memory Lab has tools to turn analog media into digital. (Courtesy of Richmond Public Library)*

The Richmond Public Library’s Memory Lab isn’t just converting old photos and videos to digital formats — its librarians see it as helping to better tell the stories of Richmonders.

One woman digitized a vacation video to show to her mom, who has Alzheimer’s. Others bring in photos or slides for birthdays, funerals and other family

celebrations, or intriguing items to explore, such as a film canister found in a thrift store.

Neighborhood groups and local churches have also come in with things they have accumulated over time and go through the digitization process together.

“As you’re digitizing, you watch it back in real time, especially for the AV formats,” said special collections librarian Chloe McCormick. “So it can be an emotional process, but it’s a really good process to kind of sit down, relax and reminisce while you’re doing it.”

McCormick helps oversee the Memory Lab, which is located in the Main Library’s Special Collections Room, and allows residents to digitize their home media, such as photos, documents, VHS tapes, film and scrapbooks. The lab also allows people to check out Personal Archiving Kits, which include cameras, audio recorders and portable scanners. The lab requests people make an appointment before visiting.

“It really is all about putting this equipment in the hands of those who are passionate about their own projects,” McCormick said.

The Memory Lab has been open since 2019, but after receiving a 5-year grant from the Mellon Foundation in December 2023, the lab has been able to expand and upgrade its space and equipment, offering more ways to digitize.

Materials patrons digitize related to Richmond's history can also be donated to the library's Digital Collections Platform, which will help the collections grow larger, answer more local history questions and, as a result, become a more useful resource.

The Memory Lab doesn't just have the capability to inform and empower local residents, but also provide a historical perspective to help Richmond build a better future by avoiding the city's past pitfalls, said Susan Revere, the RPL's Executive Director.

"Richmond's history is connected in ways that surprise and inform almost daily," Revere said. "And one of the things we hope to do is break down the silos that exist around local history projects so we can look at Richmond's history more comprehensively."



*Scanners and VHS tape decks are among the tools in the Memory Lab. (Courtesy of Richmond Public Library)*

Marvin Hicks, the RPL Community Memory Fellow and a life-long Richmond resident and RPL user, hopes for the Memory Lab to be utilized as much as it can.

"I think preservation is important, because, one, if we don't understand the past, then we're destined to repeat things," Hicks said. "So it's

good for us to have a greater understanding of the world of the past, but also, it's great for people to have their own ways to do that."

Hicks emphasized the Memory Lab's "do it yourself" model, which allows people to be as independent or not as they desire when working on their projects in the lab.

"It's their projects, and it's great to be able to help people do what they need to do to further their preservation and their memories," Hicks said. "And when we combine all of these things together, we're able to have a fuller picture of the actual past, the fuller picture of the world as it really is versus what's more commonly told is the past."

One project that stood out to Hicks was a patron, Todd Winters, who comes in weekly to digitize his old CDs and other forms of audio content.

Winters first began coming to the Memory Lab in November, and now describes himself as a "power user," regularly stopping in to work on turning his collection of around 400 or 500 CDs into MP3s.

As a digital media enthusiast he fell in love with the access to the equipment and the ability to save and revive his media collection, Winters said. Through the Memory Lab, he was able to bring his broken beloved VHS tape of “Tougher Than Leather” back to life through digitization; a film which only exists in the VHS form, Winters said.



“They can digitize just about any media. I'm impressed,” he said.

Winters said he sees the value the Memory Lab brings to the community.

“Everybody's got something, either in paper or hard form, that I just think It's a shame if you don't take advantage of that place,” he said.


∞ **END** ∞





GUEST ARTICLE

# Embracing the Role of Young Adult Coordinator



By Genevieve Gray,  
Richmond Public Library

READ NOW

Website: <https://www.urbanlibraries.org/blog/embracing-the-role-of-young-adult-coordinator>

*This blog post is part of a March 2025 series highlighting the **Creating Youth Opportunities (CYO)** initiative, a ULC program that directly supports the capacity of 11 participating libraries to serve a total of 222 communities and reach more than 411,000 opportunity youth. The blog series features several guest authors, including partners and library staff who participate in the CYO program.*

Taking on the role of Young Adult Coordinator for a library system was both a rewarding and challenging endeavor, especially stepping into a role that had been vacant. As the new system-wide coordinator, I had to reimagine young adult (YA) services to meet the needs and interests of our community while offering meaningful and engaging activities that aligned with our library's mission to inform, enrich, and empower.

## Assessing Community Needs

My first step was to assess the landscape of current needs. This involved gathering data on the community, identifying stakeholders, figuring out existing opportunities, assessing resources, and determining gaps for this demographic.

Gathering data meant engaging with teens in the community, parents, and educators and reaching out to community partners. Engaging was often informal, walking up and talking to people in the library/during outreach events at schools and other community spaces. However, I also created more formal documentation using surveys.

**I asked questions such as, “What do you want to see in YOUR space? What types of programs would you like to attend? What kinds of furniture or decorations would make the space more comfortable and inviting for you? What would you like to learn about?” Responses provided valuable insight from the young adults toward whom our programs were geared.**

## Adapting Approaches

Few teens used the library, and many wouldn't respond to surveys. Because of this, it was important to consider who was left out of the conversation. The direction of our programming began to shift to include a focus on building experiences geared toward impacting and improving outcomes for urban and opportunity youth.

Urban youth often face unique challenges such as limited access to educational opportunities, economic disparity, transportation limitations, and, in many cases, exposure to trauma from an early age. It was imperative to develop an understanding of the socio-cultural and socio-economic context of my community when attempting to design programs that remained relevant and impactful.

To learn more about the unique traumas faced by urban and opportunity youth, I took workshops on [Trauma-Informed Care](#). While I had worked with both urban and opportunity youth previously, Trauma-Informed Care training helped me develop a more nuanced understanding of trauma, [Adverse Childhood Experiences](#) (ACEs), types of stress, social-emotional learning, triggers, self-regulation, fixed vs. growth mindsets, and practicing self-care. Many of these topics will make for great workshops in the future – some for young adults and others as upcoming internal staff trainings to help other staff members interact effectively with young adults from backgrounds of trauma in ways that reduce the risk of re-traumatization.

## Setting Goals and Defining Priorities

With an understanding of the community's needs and wants, it was time to set clear goals and define priorities since it was not possible to do everything at once, and I aligned my goals with the library's strategic plan. Supporting children's literacy and lifelong learning were two of our strategic goals that aligned the most with my programming.

I started with the goal of increasing the number of teens who used our resources/participated in programs. Another goal—developing a safe, welcoming, and inclusive space—required teen feedback. Their suggestions have resulted in creating a new YA space at our Main Branch (launching this Spring) with defined parameters and furniture that allowed for various needs and usage (accessible seating that improved collaboration, comfy seating, a setup for gaming and movie screenings, power adaptors for charging phones/laptops, and access to YA computers).

## Building Inclusive Programming

Creating varied and inclusive programming for a broad range of needs and interests was also a priority. I created YA clubs like our Teen Anime-Manga Association, "It's a Vibe" social hangout, Get Crafty Together club, Level Up video game club, a creative writing club, YA book club, and rotating fun events to entice young and new adults into the library.

Another goal was to balance fun programs with educational ones. While our STEAM programs are fun, they teach various skills (like cosmetic chemistry, cooking science, game coding design, etc.). I have also built education workshops and supporting guides related to researching and choosing the right college, demystifying the college application process, and writing the college admission essay. Other areas of learning included creating workforce development training for opportunity youth who were disengaged from work and school, including topics like career exploration, resume building, and job interview preparation.

## Locating Partners

Knowing that many of the youth we specifically wanted to reach with our programming were not current library users meant locating partners that could help with the divide. I spent a lot of time meeting with youth organizations that were currently working with [opportunity youth](#) to see how we could partner with them to create more resources and prospects for these groups. Some of these partnerships included programming geared toward young adult new moms by providing them with community support, workforce training, back-to-school training, and maternal health and wellness training. I have also partnered with youth organizations in neighborhoods where I and my team have built workshops related to life skills (Dimensions of Wellness & Developing Self-Care Plans, Meal Planning On a Budget, Social-emotional Consciousness and Avoiding Conflict, and Navigating City Transportation). We also have digital literacy workshops for refugees beginning in the spring.

## Evaluating and Adapting

With every success story, there have also been setbacks. Many great partnership ideas have failed (not because of a lack of interest). There are many organizations in the area that are simply too short-staffed to take on any new ideas at the moment, so I have had to learn when to let good ideas go - with the possibility of revisiting them at a later date. I have also had to plan for longevity by making sure these workshops and partner relationships are sustainable. We also continue to adapt programming based on feedback. This career is one that requires adaptability as youth needs change. Through dedication, collaboration, and innovation, our library will ensure that every young adult has the opportunity to thrive.

*This work is supported by [Walmart.org](#).*



**Genevieve Gray**

**Senior Librarian, Young Adult Coordinator, Richmond Public Library**

Genevieve Gray is a Senior Librarian at Richmond Public Library and the Coordinator of Young Adult Programs. She holds a Master of Library and Information Science degree from Syracuse University where she was selected as the 2023 recipient of the prestigious Master's Degree Award: Library and Information Science Program for academic excellence at Syracuse.

She is also a former teacher, having taught middle school English and Creative Writing. Genevieve is passionate about giving back to her community by overseeing clubs for teens, promoting resources, organizing workshops, participating in outreach initiatives, and developing partnerships with youth organizations across the city.

∞ **END** ∞