



# RICHMOND PUBLIC LIBRARY

## LIBRARY BOARD OF TRUSTEES REGULAR MEETING

April 23, 2025

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

11:45 a.m.



**Richmond Public Library**  
101 E. Franklin Street  
Richmond, VA 23219  
(804) 646-4256 / fax: (804) 646-7685



## **Library Board of Trustees Meeting**

**Wednesday, April 23, 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-March 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
  - North Avenue Branch Update by LCSM Mr. Craig Gill-Walker
- 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

- Discussion: Advocacy Meeting for RPL Three Boards (LBOT, Foundation, and Friends of the Library Representatives to Attend)

**Adjourn** Ms. Peterson

### **Next Meeting:**

Date: May 28, 2025  
Time: 11:45 a.m.  
Location: Main Library  
101 E. Franklin Street  
Richmond, Virginia 23219  
Phone: 804.646.2554

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

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

**ABSENT:** Garrett Sawyer, Gail Zwirner, Friends of the Library Chair Ruth DeBoer, Susan Revere

**STAFF:** Scott Firestine, Clay Dishon, Attorney Monica Malouf, Cheryl Clarke, 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 11:45 a.m. at the East End Branch Library located at 1200 N 25th Street, Richmond, Virginia 23223. The meeting was posted, and the public could attend in person or by viewing the Richmond Public Library YouTube channel <https://bit.ly/2VfKL9U>, where it was live streamed. A quorum was established.

<b>Agenda</b>	Approve the March 26, 2025, Agenda as Submitted.  <i>Motion: Janet Woody, Second by William Yates</i>  <i>AYES: <u>7</u>      NOES: <u>0</u>      ABSTAIN: <u>0</u>    Approved Unanimously.</i>
<b>Consent Agenda</b>	Approve the February 26, 2025, Meeting Minutes, the Current Financial Reports, Statistical Reports, and Donations Report as Submitted:  <i>Motion: Emily Altman, Second by Janet Woody</i>  <i>AYES: <u>7</u>      NOES: <u>0</u>      ABSTAIN: <u>0</u>    Approved Unanimously.</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 provided an update on the Friends of the Library in Ms. DeBoer's absence: <ul style="list-style-type: none"><li>• The Friends of the Library Board is preparing for the upcoming Spring Book Sale, which will take place on May 2nd, 3rd, and 4th. Volunteers will be needed, and a call for assistance will be made soon.</li><li>• The Friends are exploring the possibility of hosting a local author for a presentation at their Annual Meeting in the Fall. The date will be confirmed once an author is selected.</li><li>• The Friends are continuing to organize their volunteer roster. In addition to their own activities, they are also encouraging people to volunteer with the RVA Reads Program.</li><li>• The next Friends of the Library Board Meeting is scheduled for April 2, 2025, at the Main Library.</li></ul>

Reports (Continued)	
<b>Library Foundation</b>  <u>Susan Revere</u> <u>Scott Firestine</u>	<p>Mr. Firestine presented the Library Foundation Report in Ms. Revere’s absence:</p> <p>During the March 5, 2025, Foundation Board Meeting, the Foundation was pleased to welcome four new board members:</p> <ul style="list-style-type: none"> <li>• Tori Filas, Virginia Credit Union</li> <li>• Dominique McKenzie, The Vectre Corporation (formerly Chief of Staff for Richmond City Council’s Ninth District)</li> <li>• Ashley Payne, Country Club of Virginia</li> <li>• Deon Wright, Dominion Energy</li> </ul> <p>These four new members will strengthen the Foundation’s efforts to build deeper connections within the community. Mr. Firestine encouraged everyone to extend a warm welcome to these new members at their earliest opportunity.</p>
<b>Administration</b>  <u>Scott Firestine</u>	<p><b>Director’s Report:</b> In addition to the items submitted in this month’s report, the following updates were made:</p> <p><b>Stats:</b> The stats are looking good this year. We have surpassed 2022 circulation and, on our way to eclipsing 2024 circulation. Tracking circulation numbers is significant because it shows how adding hours, staff, and programs is getting the book budget up is paying off.</p> <p><b>National Library Week:</b> National Library Week is April 6-12, 2025, with this year’s theme being “Drawn to the Library.”</p> <p>Each day of this week in April focuses attention on libraries across the United States. Programs and information highlight the essential work that libraries do each day. This includes providing access to information, creative spaces for learning and growth, and early literacy and continuing literacy support for adults. Libraries are creative spaces for the arts and sciences, STEM centers, job assistance sites, book discussion hosts, and gathering spaces for the community as a whole. Weekly activities include:</p> <ul style="list-style-type: none"> <li>• <b>Monday, April 7 – Right to Read Day:</b> A Day for readers, advocates, and library lovers to take action to protect, defend, and celebrate the right to read. The American Library Association (ALA) kicks off National Library Week.</li> <li>• <b>Tuesday, April 8 – National Library Workers Day:</b> A Day where we recognize all library staff and their efforts on behalf of the community.</li> <li>• <b>Wednesday, April 9 – National Library Outreach Day:</b> A Day to celebrate library outreach and the dedicated library professionals who are meeting their patrons where they are with events such as Library Signup Week, Library Popup events, etc.</li> <li>• This year all branches of Richmond Public Library will have tips on how to support your library and a “Draw Your Dream Library” activity for all patrons.</li> <li>• Library mascot, Ripple, will visit each location for a special storytime during the week.</li> </ul> <p><b>Budget Schedule:</b> A calendar outlining the City Council Budget review dates was distributed to members. On March 27, 2025, Mayor Avula will present the FY26 Proposed Budget during a Special Council Meeting, which will be broadcast live at 3:00 p.m.</p>

<b>Reports (Continued)</b>	
<b>Advocacy Task Force</b>  <u>Christine Peterson</u> <u>Sheron Carter-Gunter</u>	<p>Chair Peterson began the report by introducing two key topics for discussion:</p> <ol style="list-style-type: none"> <li>1. <b>Federal Funding Cuts to IMLS:</b> These cuts could impact the principal funding source for state libraries and RPL. While direct grants remain a possibility, the reduction in federal support presents challenges.</li> <li>2. <b>Philosophy for Budget Season:</b> The approach moving forward should consider: <ol style="list-style-type: none"> <li>a. <b>Collaboration with Administration:</b> Foster a cooperative and supportive relationship with the administration, aiming to strengthen our partnership where possible.</li> <li>b. <b>Sustaining Momentum:</b> Maintain the progress being achieved, striving to avoid cuts if feasible.</li> <li>c. <b>Prepare for Temporary Cuts:</b> Be ready for one-time, temporary cuts, and explore opportunities for temporary increases in funding through the Foundation and Friends of the Library.</li> </ol> </li> <li>3. <b>Focus on Future Goals:</b> Ms. Carter-Gunter added to continue to prioritize and work towards Library long-term objectives.</li> </ol>
<b>Policy Taskforce</b>  <u>Emily Altman</u>	<p>No Formal Report.</p>
<b>Chair Report</b>  <u>Christine Peterson, Chair</u>	<p>Chair Peterson expressed her sincere gratitude to each member of the LBOT for their increased dedication and elevated contributions, including:</p> <ul style="list-style-type: none"> <li>• Engaging in visits with Council Members and attending Council Meetings</li> <li>• Contributing to policy work</li> <li>• Supporting new and exciting developments in Governance</li> <li>• Making valuable introductions to key individuals</li> <li>• Collaborating with City Administration</li> </ul>
<b>Finance</b>  <u>Bill Yates, Chair</u> <u>Scott Firestine</u>	<p>There is no formal report.</p> <p>Mr. Yates shared his insights on the budget and the budget process, highlighting the following points:</p> <ol style="list-style-type: none"> <li>1. The current budget is on track.</li> <li>2. There are no excess funds to trim from the Library Budget.</li> <li>3. The budget is operating with minimal overhead.</li> </ol> <p>Mr. Yates and Mr. Firestine will collaborate with Chair Peterson to determine the optimal timing for sending out communication about the budget, following the mayor's proposed budget presentation on March 27.</p>
<b>Facilities</b>  <u>Janet Woody, Chair</u> <u>Scott Firestine</u>	<p>Ms. Woody began the Facilities Committee Report by expressing her gratitude to staff for their dedicated efforts in gathering the necessary information to update the Facilities Master Plan systemwide.</p> <p><b>Facilities Report Progress Update:</b> The target completion date for the final report is June 30, 2005. This aligns with the beginning of the new fiscal year and the start of the FY2026 City Budget and CIP planning cycle.</p> <p>In April, the Facilities Committee will begin distributing paper surveys and hosting community meetings at branch locations. Mr. Firestine would greatly appreciate the assistance of LBOT members Gail Zwirner and Janet Woody in these meetings, as their firsthand observations of public feedback will be invaluable.</p>

## Reports (Continued)

<p><b>Facilities (Continued)</b></p> <p><u>Janet Woody, Chair</u> <u>Scott Firestine</u></p>	<p><b>Progress Summary:</b></p> <ul style="list-style-type: none"> <li>• <b>Location Documentation:</b> <ul style="list-style-type: none"> <li>○ Current building plans for all nine locations have been located and uploaded. Interior and exterior images of all locations have also been captured.</li> <li>○ A comprehensive overview of building features, including entrances, parking, and interior details, has been compiled.</li> </ul> </li> <li>• <b>Staff Engagement:</b> <ul style="list-style-type: none"> <li>○ Staff meetings have been conducted at all library locations, generating valuable feedback on needs, critiques, and aspirations.</li> <li>○ Efforts are underway to increase staff participation in the online survey.</li> </ul> </li> <li>• <b>Survey Data:</b> <ul style="list-style-type: none"> <li>○ Over 400 electronic surveys have been completed.</li> <li>○ Data analysis and processing for presentation and inclusion in the final report are in progress.</li> <li>○ Paper surveys, available in both English and Spanish, are being prepared for distribution.</li> </ul> </li> <li>• <b>Community Engagement:</b> <ul style="list-style-type: none"> <li>○ A minimum of 18 community meetings (two per location) are scheduled for April and May, strategically planned to maximize patron participation.</li> </ul> </li> <li>• <b>Statistical Analysis:</b> <ul style="list-style-type: none"> <li>○ Data compilation and processing, including benchmarking against the 2009 report, are ongoing to ensure an accurate and up-to-date analysis.</li> <li>○ Benchmarking data is being compiled through a data portal at IMLS.</li> </ul> </li> </ul> <p>Mr. Firestine provided updates on several ongoing RPL Facilities Projects:</p> <ul style="list-style-type: none"> <li>• <b>Main Library:</b> <ul style="list-style-type: none"> <li>○ <b>Young Adult Area:</b> Furnishings and final touches have been completed, thanks to a Library Foundation grant. The expanded space has become a popular new destination for teens in Richmond.</li> <li>○ <b>Early Learning Literacy Area:</b> Expected to be completed by the end of March, this area will further enhance early childhood literacy initiatives. A new Lego station has been added for interactive learning.</li> <li>○ <b>Fleet Vehicle Replacement:</b> A slightly used 2024 Ford Cargo Van, designed for deliveries with increased cargo capacity, will replace the 15-year-old vehicle that has been in daily use, particularly for circulation services.</li> </ul> </li> <li>• <b>Hull Street Branch Library and Belmont Branch Library Bio-retention Plans:</b> The designs are progressing and are currently approximately 60% complete.</li> <li>• <b>Ginter Park Branch Library Bio-retention Landscaping Project:</b> <ul style="list-style-type: none"> <li>○ <b>Phase 1:</b> Completed, resulting in a significant site transformation.</li> <li>○ <b>Phase 2:</b> Scheduled to begin in May 2025, once stormwater funding from the Department of Public Utilities becomes available. This phase will include the installation of permeable pavers, stone bench seating, and shade structures on the east side of the branch.</li> </ul> </li> </ul>
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Reports (Continued)	
<b>Governance</b>  <u>Garrett Sawyer, Chair</u>	No Formal Report.
UNFINISHED BUSINESS	
No Unfinished Business was discussed.	
NEW BUSINESS	
No New Business was discussed.	
FINAL COMMENTS	
Ms. Sheron Carter-Gunter extended her heartfelt congratulations to Senior Librarian and Young Adult Coordinator Genevieve Gray for her insightful article in the <i>Urban Libraries Council</i> titled "Embracing the Role of Young Adult Coordinator." Through her work, Ms. Gray is not only increasing engagement but also creating new opportunities and spaces for the young adult community. Keep up the outstanding work!	

There being no further business, the meeting was adjourned at 12:32 p.m. by unanimous consent from the members that were present.

The next meeting of the LBOT will be held on Wednesday, April 23, 2025, at the North Avenue Branch Library, located at 2901 North Avenue, Richmond, Virginia 23222.

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

Recorder: *Gianna Pack, CAP*  
Senior Executive Assistant

## Director's Report

### April 2025

#### Director Activities:

Apr 2	Friends of the Library Board Meeting – Main Library
Apr 7	Council Budget Work Session #2 – City Hall
Apr 9	Agenda and Advocacy Discussion with Chair Peterson – Conference Call
Apr 10	Foundation New Board Member Orientation and Library Tour – Main Library
Apr 14	Council Budget Work Session #3: FY26 Richmond CIP Overview – City Hall
Apr 14	Public Hearing on Mayor's Proposed FY2026 Budget – Council Meeting at City Hall
Apr 16	Council Budget Work Session #4: Council Amendment Considerations – City Hall
Apr 18	Spring Holiday – Libraries Closed
Apr 21	Council Budget Work Session #5: Council Amendment Consensus – City Hall
Apr 28	Introduction of Council Proposed Budget Amendments – Council Meeting at City Hall

#### Hiring:

- **April 2025 Hiring Update:**
  - 0056 – PT Library Technician – North Avenue Branch Library – Requisition Phase
  - 03TEMP00130 – Temporary/PT Administrative Technician – Main Library/Foundation – Requisition Phase
  - 03INTERN0003 – 0012 – Temporary/PT Early Learning Interns (SRP) – Posting Phase

#### **Outreach and Engagement Update:**

- In March, Hull Street staff launched a new monthly outreach partnership with *A Better Day Food Pantry*, bringing library services directly to the community.
- Ginter Park staff participated in a bilingual story time at *Lewis Ginter Botanical Garden*. The event was a great success, and the team has been invited back for the Garden's Earth Day Celebration in April.
- North Avenue staff represented the library at the *Fine Arts Festival* held at Huguenot High School.
- Westover Hills staff joined families for *Literacy Night* at Westover Hills Elementary, promoting reading and library resources.
- Several Young Adult staff hosted a table at the *Teen Summit*, an annual event that drew over 200 teens from Richmond and surrounding counties.
- Across the system, library staff continued to maintain a presence at regular outreach sites, including the *Peter Paul Development Center*, *Cabell Library*, *VCU Health Sciences Library*, *Robinson Theater*, and *SCRAP RVA*.
- Internally, the Outreach and Engagement Team published the *Spring 2025 What's Happening* guide and completed a new "*Patron Guide*" brochure—a concise, one-page resource designed for new cardholders and distribution at outreach events.



## Director's Report (Continued)

April 2025

### Things to Celebrate:

- **Belmont Branch Library:** River City Roll donated not one but two very generous prize packages for Belmont Branch Library's Adult Spelling Bee winners, one worth \$150 and the other worth \$175. These will be used for spring and summer prizes.

Also worth mentioning, patrons have been very vocal in their thanks to librarians for simply existing, likely in connection to US news in general. It has been very heartening for staff that people are going out of their way unprompted.

- **Broad Rock Branch Library:** Library/Community Services Manager Heather Montgomery noticed several men taking pictures outside the Broad Rock Branch Library and decided to investigate. It turned out that Richmond Magazine was there to feature Everett, a young man whose story will be highlighted in next month's edition. Once homeless as a teenager, Everett spent much of his free time at the library, finding refuge in its welcoming environment. He shared that the library was a turning point in his life, as it was here that he discovered his passion for technology and IT. Be sure to look for the full article in May!
- **East End Branch Library:** A woman who only spoke Arabic, accompanied by her social worker, arrived at the library with a desire to learn English. Library Associate Nicole Byers welcomed them, and thanks to the support of a City interpreter and Ms. Byers' exceptional customer service, they were able to sign up for a library card and gain access to Transparent Languages, a resource to help her start learning English. Both the woman and her social worker expressed their deep gratitude, highlighting just one of the many transformative opportunities the library offers to the community.
- **Ginter Park Branch Library:** We had two different patrons come in to thank us, especially Senior Library Technician Gina Ardiente, for help with their resumes and job applications; they both separately received job offers and credited the help they received at the library with getting them to this point!
- **West End Branch Library:** A young couple and their parents came in to browse the DVD collection. The parents are new to the area and had received a DVD player as a gift. They were thrilled with the "eclectic" collection of DVDs the library has to offer and were looking forward to browsing regularly.
- **Westover Hills Branch Library:** A couple that has been coming to the Westover Hills Branch Library for years let Senior Library Technician Lenora Wesley know it warms their hearts to see her still working at the Branch. They used to come with their children for storytime and are now bringing their young grandkids. Seeing their familiar library staff helps them feel connected to this community and is just one more way that Ms. Wesley contributes to our welcoming, neighborhood environment.

Our District 4 Councilmember Sarah Abubaker gave Library/Community Services Manager Danielle Tarullo a lovely compliment at the SCA meeting, saying how she sees Ms. Tarullo out in the community all the time and how great that is for the community. Councilmember Abubaker, of all people, understands that it takes a lot of time to get out and see the community in their spaces and expressed how important the library is for everyone. It is lovely to hear her support.

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	9,468				83,389
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	2,307				22,309
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	2,782				25,925
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	5,323				42,240
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	1,709				17,042
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	9,212				76,325

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	2,843				24,199
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	10,948				102,229
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	8,351				77,772
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	51,789				397,486
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	89,019	78,449	78,939	84,438	959,943
	FY25	100,221	96,708	93,821	94,050	89,204	92,901	101,187	96,092	104,732	-	-	-	868,916

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	9				68	122
Adult Attend	51	87	36	26	15	11	325	60	62				673	331
Young Adult Programs	2	1	2	2	1	2	1	2	2				15	12
Young Adult Attend	3	4	6	0	0	0	0	2	1				16	10
Juvenile Programs	19	13	17	19	13	12	13	14	15				135	196
Juvenile Attend	309	200	281	440	219	222	278	258	342				2,549	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>405</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,238</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>26</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>218</b>	330
<b>Broad Rock</b>														
Adult Programs	7	13	12	12	4	4	6	11	16				85	65
Adult Attend	136	616	94	318	8	8	9	119	152				1,460	193
Young Adult Programs	7	3	2	2	2	3	2	3	3				27	75
Young Adult Attend	34	4	9	18	11	10	12	25	51				174	115
Juvenile Programs	31	34	29	34	20	23	20	20	28				239	219
Juvenile Attend	62	217	179	274	98	89	70	64	146				1,199	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>349</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,833</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>47</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>351</b>	359
<b>East End</b>														
Adult Programs	6	8	9	5	8	8	5	7	6				62	88
Adult Attend	166	63	65	49	43	52	24	43	67				572	718
Young Adult Programs	12	10	10	10	7	10	6	7	10				82	65
Young Adult Attend	63	42	62	42	36	23	19	22	30				339	412
Juvenile Programs	29	18	17	19	11	17	18	29	18				176	93
Juvenile Attend	290	173	238	242	104	79	119	156	301				1,702	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>398</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,613</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>34</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>320</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	10	8				87	61
Adult Attend	76	56	37	30	13	48	15	28	35				338	302
Young Adult Programs	9	6	7	10	10	6	6	5	9				68	7
Young Adult Attend	17	8	6	36	10	18	15	9	21				140	0
Juvenile Programs	21	21	22	23	18	20	19	20	27				191	123
Juvenile Attend	146	142	100	142	107	97	111	121	137				1,103	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>193</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,581</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>44</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>346</b>	191
<b>Hull Street</b>														
Adult Programs	4	4	4	5	0	1	2	18	8				46	26
Adult Attend	9	76	13	42	0	3	10	55	55				263	245
Young Adult Programs	7	1	1	2	1	1	1	1	1				16	13
Young Adult Attend	12	3	0	5	0	0	0	1	0				21	81
Juvenile Programs	11	4	6	6	6	5	1	3	5				47	62
Juvenile Attend	221	66	90	103	99	82	5	43	73				782	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>128</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,066</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>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>109</b>	101
<b>Main</b>														
Adult Programs	22	21	30	26	20	20	22	28	23				212	137
Adult Attend	237	217	429	2,662	686	315	290	525	405				5,766	2,714
Young Adult Programs	3	0	15	19	16	17	11	17	18				116	3
Young Adult Attend	42	0	81	129	75	82	82	109	87				687	28
Juvenile Programs	33	21	32	34	34	33	32	30	24				273	196
Juvenile Attend	1,090	344	448	515	348	352	523	470	520				4,610	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>1,012</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,063</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>65</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>601</b>	336

<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>North Avenue</b>														
Adult Programs	3	3	7	9	3	2	6	7	11				51	34
Adult Attend	18	20	56	53	112	10	25	57	84				435	364
Young Adult Programs	2	3	2	1	1	1	1	0	2				13	3
Young Adult Attend	22	15	27	15	35	13	3	0	6				136	8
Juvenile Programs	14	15	15	26	13	18	28	16	26				171	29
Juvenile Attend	280	162	153	301	240	325	330	219	289				2,299	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>379</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,870</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>39</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>235</b>	66
<b>West End</b>														
Adult Programs	7	8	14	13	12	12	11	12	12				101	68
Adult Attend	36	40	78	47	60	69	45	47	77				499	629
Young Adult Programs	2	0	1	1	1	1	1	2	3				12	12
Young Adult Attend	4	0	3	7	0	1	0	1	9				25	117
Juvenile Programs	21	11	25	25	15	16	15	18	18				164	145
Juvenile Attend	469	174	306	289	119	125	171	188	209				2,050	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>295</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,574</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>33</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>277</b>	225
<b>Westover Hills</b>														
Adult Programs	5	8	10	15	11	10	10	11	15				95	13
Adult Attend	59	73	50	79	228	29	66	60	69				713	62
Young Adult Programs	5	2	2	2	2	2	1	3	4				23	12
Young Adult Attend	30	4	3	2	14	3	2	6	13				77	129
Juvenile Programs	19	17	22	27	19	19	20	24	32				199	76
Juvenile Attend	449	416	448	490	291	319	373	377	517				3,680	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>599</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,470</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>51</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>317</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>3,758</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32,308</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>353</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,774</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	4,639				39,032
Broad Rock	4,950	5,649	4,956	5,714	3,822	4,284	4,864	4,393	5,676				44,308
East End	6,348	5,387	5,036	5,489	4,277	4,895	4,134	4,200	5,154				44,920
Ginter Park	4,530	4,512	4,026	4,023	3,234	3,079	3,026	3,169	3,918				33,517
Hull Street	3,093	2,773	2,217	2,475	2,112	2,208	1,834	939	2,227				19,878
Main	14,829	15,511	14,262	16,459	11,153	11,387	9,888	11,304	14,038				118,831
North Avenue	4,123	7,682	3,061	3,256	3,016	3,151	4,125	2,784	3,884				35,082
West End	4,235	4,193	3,767	3,913	2,920	2,978	4,985	3,277	3,862				34,130
Westover Hills	4,498	5,562	5,186	5,576	4,101	3,574	4,446	4,549	5,385				42,877
<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>48,783</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>412,575</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	136				1,168
Broad Rock	69	95	95	63	63	49	55	69	74				632
East End	61	44	42	43	36	27	64	42	36				395
Ginter Park	61	59	127	59	32	33	42	43	63				519
Hull Street	72	81	81	62	52	43	43	43	54				531
Main	222	390	488	474	447	270	378	419	407				3,495
North Avenue	43	44	38	40	37	33	44	36	43				358
West End	105	90	108	78	51	44	72	70	55				673
Westover Hills	105	94	147	71	55	50	72	84	74				752
Online Reg E-Card	666	699	875	743	713	713	1,092	923	926				7,350
<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>1,868</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,873</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	640				<b>5,298</b>
WIFI	863	846	792	894	739	788	720	569	1,082				<b>7,293</b>
Broad Rock Workstation	724	782	769	905	602	679	663	672	856				<b>6,652</b>
WIFI	1,064	1,144	978	1,247	1,019	1,032	1,631	1,738	1,932				<b>11,785</b>
East End Workstation	661	635	589	587	460	504	495	510	631				<b>5,072</b>
WIFI	1,744	1,859	1,676	1,508	1,458	1,555	1,179	1,180	1,509				<b>13,668</b>
Ginter Park Workstation	598	608	515	533	297	441	384	376	529				<b>4,281</b>
WIFI	896	858	900	855	771	840	674	710	813				<b>7,317</b>
Hull Street Workstation	453	599	639	616	433	439	455	395	482				<b>4,511</b>
WIFI	874	992	1,034	1,328	1,210	845	971	751	1,001				<b>9,006</b>
Main Workstation	2,599	2,379	2,006	2,086	1,198	1,814	1,718	1,562	1,914				<b>17,276</b>
WIFI	5,775	6,194	6,010	7,291	5,762	6,898	5,188	5,743	6,123				<b>54,984</b>
North Avenue Workstation	598	577	504	603	350	347	433	426	440				<b>4,278</b>
WIFI	883	748	665	857	769	722	460	647	625				<b>6,376</b>
West End Workstation	395	402	422	419	323	350	292	301	324				<b>3,228</b>
WIFI	1,165	1,294	1,205	1,479	1,050	972	927	1,247	1,269				<b>10,608</b>
Westover Hills Workstation	590	560	547	530	399	375	366	383	533				<b>4,283</b>
WIFI	615	724	733	749	509	485	457	506	640				<b>5,418</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>21,343</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>181,334</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	1,949	840	2,789	664
Apr-25				
May-25				
Jun-25				
<b>FY25 Totals:</b>	<b>11,775</b>	<b>3,887</b>	<b>15,662</b>	<b>21,866</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	5				38
Broad Rock	0	0	1	2	2	1	0	0	1				7
East End	3	3	3	3	0	1	2	2	2				19
Ginter Park	1	3	1	2	1	0	1	4	3				16
Hull Street	5	1	3	1	0	1	2	1	0				14
Main	0	0	0	2	2	2	1	1	1				9
North Avenue	5	1	1	1	0	0	0	0	0				8
West End	6	6	7	4	3	6	4	2	14				52
Westover Hills	3	5	6	7	11	7	2	3	4				48
<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>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>211</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	12	34							101	480
<b>Broad Rock</b>																										
Meeting Room (Capacity 35)	46	407	27	144	30	140	50	352	40	228	31	362	3	54	29	244	29	299							285	2,230
<b>East End</b>																										
Meeting Room (Capacity 35)	14	119	12	29	23	77	21	78	20	41	14	61	11	57	15	53	32	107							162	622
<b>Ginter Park</b>																										
Meeting Room (Capacity 40)	7	17	11	94	22	115	18	127	12	129	5	46	6	40	9	102	21	198							111	868
<b>Hull Street</b>																										
Meeting Room (Capacity 47)	10	143	8	127	15	149	21	533	19	265	12	197	18	171	13	280	16	217							132	2,082
<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	35	2,095							251	12,792
Annex (Capacity 45)	21	691	15	306	22	423	20	413	16	319	13	217	14	345	28	639	31	702							180	4,055
Activity Room (Capacity 48)	21	180	18	351	17	563	17	405	8	106	8	205	13	435	18	446	14	480							134	3,171
Gellman Room (Capacity 80)	22	274	26	577	25	709	27	526	19	450	12	350	18	528	22	755	24	885							195	5,054
Memory Lab (Capacity 4)	17	17	16	16	16	16	17	17	20	20	24	24	20	20	17	17	23	23							170	170
Innovation Lab (Capacity 12)	3	3	6	6	21	21	13	13	22	22	9	9	3	3	5	5	14	14							96	96
Study Room B (Capacity 6)	79	79	80	157	82	119	77	118	69	164	72	152	70	144	82	215	102	238							713	1,386
Study Room C (Capacity 12)	68	187	66	153	65	247	72	251	60	236	66	328	56	286	64	311	90	390							607	2,389
Study Room D (Capacity 12)	64	165	60	171	51	135	60	239	47	193	66	257	51	222	62	316	74	323							535	2,021
Study Room E (Capacity 6)	66	105	53	91	63	122	77	166	58	149	62	167	61	130	74	182	9	29							523	1,141
<b>North Avenue</b>																										
Meeting Room (Capacity 47)	4	10	6	13	5	20	7	45	6	38	5	32	16	48	13	36	12	28							74	270
<b>West End</b>																										
Meeting Room (Capacity 44)	7	84	8	86	10	144	20	169	18	106	13	130	7	101	18	209	17	190							118	1,219
Study Room (Capacity 8)	55	69	67	147	58	93	71	127	60	84	64	95	35	62	57	114	73	116							540	907
<b>Westover Hills</b>																										
Meeting Room (Capacity 35)	11	40	5	68	5	78	3	38	11	51	7	42	6	73	6	93	6	33							60	516
<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>634</b>	<b>6,401</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,987</b>	<b>41,469</b>

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

ACCOUNT	DESCRIPTION	Budget	Actual and Encumbered 31-Mar-25	% Spent	Balance Available 31-Mar-25
60000	SALARIES - FULL TIME	\$ 4,507,694	\$ 3,153,606	70.0%	\$ 1,354,088
60001	OVERTIME PERMAN	\$ 19,176	\$ 1,836	9.6%	\$ 17,340
61000	SALARIES - PART TIME	\$ 545,069	\$ 455,231	83.5%	\$ 89,838
62000	SALARIES - TEMPORARY	\$ 10,000	\$ 91,201	912.0%	\$ (81,201)
63000	FICA	\$ 313,276	\$ 221,761	70.8%	\$ 91,515
63001	RET CON RSRs	\$ 363,650	\$ 317,294	87.3%	\$ 46,356
63002	MEDCARE FICA	\$ 73,263	\$ 52,053	71.0%	\$ 21,210
63003	GROUP LIFE	\$ 27,436	\$ 16,025	58.4%	\$ 11,411
63004	CONSTITUTIONAL	\$ -	\$ 36,210	0.0%	\$ (36,210)
63006	H/C ACT TEMP	\$ 807,207	\$ 619,412	76.7%	\$ 187,795
63008	STATE UNEMPLOYMENT	\$ -	\$ 799	0.0%	\$ (799)
63011	HEALTH SAVINGS	\$ -	\$ 11,563	0.0%	\$ (11,563)
63100	VRS HYBRID DB	\$ 134,404	\$ 194,645	144.8%	\$ (60,241)
63105	VRS HYBRID DC	\$ -	\$ 13,483	0.0%	\$ (13,483)
63110	VRS HYBRID VLDP	\$ -	\$ 9,980	0.0%	\$ (9,980)
63115	VRS Hybrid 401a	\$ -	\$ 11,995	0.0%	\$ (11,995)
64103	Educnctv #81	\$ -	\$ 7,490	0.0%	\$ (7,490)
<b>Personnel Expenses</b>		<b>\$ 6,801,175</b>	<b>\$ 5,214,584</b>	<b>76.7%</b>	<b>\$ 1,586,591</b>
71141	BOOKS	\$ 952,359	\$ 574,041	60.3%	\$ 378,318
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 2,456	\$ 634	25.8%	\$ 1,822
72122	MAGS & NEWSPAPER	\$ 29,277	\$ (14,632)	-50.0%	\$ 43,909
<b>Collection Development</b>		<b>\$ 984,092</b>	<b>\$ 560,043</b>	<b>56.9%</b>	<b>\$ 424,049</b>
70131	ADVERTISING	\$ 2,297	\$ 61	2.7%	\$ 2,236
70161	PLANNING MGMT SERVICES	\$ 483,050	\$ 390,964	80.9%	\$ 92,086
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	\$ 919	40.6%	\$ 1,344
70551	SECURITY	\$ 294,543	\$ 308,703	104.8%	\$ (14,160)
70552	CONTRACT AND TEMP PERSONNEL	\$ 22,000	\$ 63,889	290.4%	\$ (41,889)
71012	OFFICE STATIONARY SUPPLIES	\$ 3,047	\$ 3,596	118.0%	\$ (549)
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 19,220	\$ 7,726	40.2%	\$ 11,494
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	\$ -	\$ 7,968	0.0%	\$ (7,968)
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
76652	PAPER PRODUCTS	\$ -	\$ -	0.0%	\$ -
77103	FUEL-D/O VEHICLE	\$ 1,489	\$ 1,392	93.5%	\$ 97
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 329	66.7%	\$ 164
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
77501	DIT CHARGES	\$ -	\$ 7,483	0.0%	\$ (7,483)
80001	DEPRECIATION	\$ -	\$ -	0.0%	\$ -
80004	BUILDINGS & STR	\$ -	\$ -	0.0%	\$ -
80006	EQUIPMENT & OFFICE MAINTENANCE	\$ 31,160	\$ 28,828	92.5%	\$ 2,332
80007	VEHICLE EXPENSES	\$ -	\$ -	0.0%	\$ -
95002	OPERATING TRANS	\$ -	\$ -	0.0%	\$ -
<b>Other Expenses</b>		<b>\$ 1,138,934</b>	<b>\$ 1,027,181</b>	<b>90.2%</b>	<b>\$ 111,753</b>
<b>TOTAL GENERAL FUND</b>		<b>\$ 8,924,201</b>	<b>\$ 6,801,807</b>	<b>76.2%</b>	<b>\$ 2,122,394</b>

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

## **Monthly Budget Report**

March 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	\$ 12,651	58%	\$ 9,131
Reservation - Book Records	\$ 500	\$ 630	126%	\$ (130)
Room Rental Fees	\$ 300	\$ -	0%	\$ 300
Sales Copy Centers	\$ 17,476	\$ 6,517	37%	\$ 10,959
State Library Aide	\$ 170,000	\$ -	0%	\$ 170,000
	<u>\$ 210,058</u>	<u>\$ 19,799</u>	<u>9%</u>	<u>\$ 190,259</u>

### **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	\$ 3,701,874	73%	\$ 1,380,065
Fringes	\$ 1,719,236	\$ 1,512,710	88%	\$ 206,526
Books/Materials	\$ 984,092	\$ 560,043	57%	\$ 424,049
Operating Expenses	\$ 1,138,934	\$ 1,027,181	90%	\$ 111,753
<b>Total</b>	<b>\$ 8,924,201</b>	<b>\$ 6,801,807</b>	<b>76%</b>	<b>\$ 2,122,394</b>

**Encumbrances YTD** **\$ 6,801,830**

## **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	\$ -	\$ 38,669	0%	\$ (38,669)
00308 - Verizon E-Rate Grant	\$ 125,813	\$ -	0%	\$ 125,813
00309 - Public Law Library	\$ 140,114	\$ 85,919.00	61%	\$ 54,195
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>\$ 220,198</u>	<u>73%</u>	<u>\$ 81,018</u>

<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	\$ 326,732	\$ 35	0%	\$ 326,697
00308 - Verizon E-Rate Grant	\$ 186,281	\$ 4,498	2%	\$ 181,784
00309 - Public Law Library	\$ (359,495)	\$ 197,221	-55%	\$ (556,716)
Personnel		\$ 60,425		
Fringes		\$ 32,220		
Books/Materials		\$ 104,576		
Operating Expenses		\$ -		
00311 - Gates Foundation	\$ 91,168	\$ 161,277	177%	\$ (70,109)
00312 - RPL Foundation	\$ (275,080)	\$ 97,483	-35%	\$ (372,563)
00313 - Friends of the RPL	\$ 87,774	\$ 2,527	3%	\$ 85,247
	<u>\$ 57,380</u>	<u>\$ 463,040</u>	<u>807%</u>	<u>\$ (405,660)</u>

**Encumbrances YTD** **\$ 97,863**

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

Consent Agenda: Deposited Gifts Over \$100 Shown  
as of April 23, 2025

Date of Check	Donor Name	Current Month Amount	Purpose/Location	YTD Account Balance		
				Gift	Foundation	Friends
11-Apr-25	Metropolitan Artists Assoc.	\$ 100.00	Art Committee	\$ 100.00		
	Monthly Total	\$ 100.00				
	YTD Total	\$ 100.00	Year To Date Total	\$ 100.00	\$ -	\$ -