



RICHMOND PUBLIC LIBRARY

Title: The Governance of Richmond Public Library
General Authority Policy

Policy Number: 02.01 Reviewed Date: 07/23/2025

RICHMOND PUBLIC LIBRARY:

The Richmond Public Library was established by the Richmond City Code (Part II, Chapter 62). The Richmond City Code may be found on the City of Richmond's website (www.RVA.gov).

RICHMOND PUBLIC LIBRARY BOARD OF TRUSTEES (Bylaws of Library Board Appended):

The Richmond Public Library Board of Trustees is established under the following Virginia and Richmond codes:

- Virginia Code Title 42.1-35
- Richmond City Code Part II, Chapter 62, Article II

The public library, its branches and substations shall be under the control and management of a board of trustees, to be known as the Richmond Public Library Board of Trustees.

The Richmond Public Library Board may accept donations and bequests of money, personal property and real estate and have exclusive control of the expenditure of such money and the use of such personal property and real estate.

Library Board members are appointed by Richmond City Council for terms of four years (City Code Part II, Chapter 62, Sec. 62.37). Library Board members may serve two consecutive terms (City Code, Part 2, Chapter 2, Sec. 2-836).

MEETINGS:

The Library Board establishes a regular meeting schedule for each calendar year, with place and time designated by vote of the Board (Bylaws of the Richmond Public Library Board of Trustees, Article VI).

Regular meetings of the Library Board of Trustees shall be held each month at a time and a place set by the Board. The Board may dispense with the next regular meeting by the vote of a majority of the Members present at any meeting. Meetings shall be held no less frequently than six times each year.

DIRECTOR, RICHMOND PUBLIC LIBRARY:

The Library Director is appointed by the Board of Trustees (City Code, Part II, Chapter 62, Article III). The Board delegates to the Library Director the operation of the library system and management of the employees and services of Richmond Public Library. The library system follows established policies and procedures of the City of Richmond.

ADVISORY AND SUPPORT ORGANIZATIONS: (Bylaws of Library Foundation and Friends of the Library appended)

The following support and advisory organizations have been established to help support future library capital needs and activities and programs consistent with the strategic plan of Richmond Public Library:

- Richmond Public Library Foundation – established for fundraising purposes to support and enhance all libraries within the library system, and advocate for the library system:
 - Chairman of the Library Board of Trustees is an ex-officio member of the Foundation Board.
 - Richmond Public Library Board of Trustees appoints one voting member to the Foundation Board.
 - Director of Richmond Public Library is a non-voting member of the Foundation Board and is Secretary to the Foundation Board.
- Friends of the Richmond Public Library – established for the purpose of volunteer support for library projects and advocacy for the library system:
 - Richmond Public Library Board of Trustees appoints one voting member to the Friends of the Library Board.
 - Deputy Director for Public Services of Richmond Public Library is staff liaison to the Friends of the Library.
- Such advisory councils for each branch library as may be established – established for the purpose of volunteer support and advocacy within the neighborhood served by each branch library:
 - Richmond Public Library Board of Trustees should communicate annually with each advisory council.
 - Deputy Director for Public Services of Richmond Public Library monitors the work of these advisory councils through regular communication with the branch library managers.
 - Branch library managers or their designee must attend all meetings of the branch library advisory council.

Support for the library is encouraged by donating time and/or resources to the above organizations. The advisory and support organizations must follow the established policies and procedures of the Richmond Public Library Board of Trustees.

Fundraising by any supporting organization must be approved in advance by the Richmond Public Library Board of Trustees (Virginia Code Title 42.1-35; City Code Part II, Chapter 62, Article II, Sec. 62-43.b; and Fund Accounting Policy and Procedure, Section 10.1.a and 10.1.b). Solicitation for funds/grants is normally managed and coordinated by the staff to the Library Foundation, to reduce duplication of contacts and to maximize funding received.

- Fundraising projects: The Library Board must be informed in advance of specific fundraising projects. Branch managers must communicate through the Deputy Director for Public Services for any projects planned by branch advisory councils.
- Individual donor solicitation: Individual donor solicitations should be coordinated through the Library Foundation. Membership campaigns for the Friends of the Library should be coordinated in advance with the staff to the Library Foundation; membership campaigns for the branch library advisory councils should be coordinated in advance through the Deputy Director for Public Services.
- Corporate donor solicitation: Corporate donor solicitations should be coordinated through the Library Foundation.
- Grant applications: Grant applications must be approved in advance by the Library Board. Grant procedures are outlined in separate Grants Policy and Grants Procedure (Section 10.4.a and 10.4.b).

It is desirable for the Library Board of Trustees to convene an annual meeting of the Library Foundation, Friends of the Library, and leadership of the advisory councils to discuss projects, issues, and mutual concerns.

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