

**LIBRARY BOARD OF TRUSTEES**

**ANNUAL REPORT – 2022**



# **RICHMOND PUBLIC LIBRARY BOARD OF TRUSTEES**

**William Yates, *Chair***

**Sheron Carter-Gunter, *Vice Chair***

**Emily Altman**

**Barbara Burton**

**Brent Graves**

**Christine Peterson**

**Garrett Sawyer**

**Janet Woody**

**Gail Zwirner**

*The mission of the Richmond Public Library (RPL) is to **inform, enrich and empower** Richmond's residents: to enrich lives and expand opportunities for all citizens by promoting reading and the active use of cultural, intellectual, and information resources through a dedication to excellence and professional service.*

*Special thanks to the Richmond Public Library Foundation, the Friends of the Richmond Public Library, Richmond Public Library Staff, and Public and Private Partnerships.*

## 1. Current Members and Terms

**William Yates, Chair** *1st District*  
Email: [w Yatesva@gmail.com](mailto:w Yatesva@gmail.com)  
Unexpired Chair Term: 09/25/2019-07/22/2020  
Chair term 1: 07/22/2020-06/22/2022  
Chair term 2: 07/27/2022-06/26/2024  
Replacement Term: 04/10/2017-06/30/2020  
1st term: 07/01/2020-06/30/2024 (Appointment)

**Christine Peterson** *2nd District*  
Email: [christine.peterson@hotmail.com](mailto:christine.peterson@hotmail.com)  
Vice Chair Term: 07/22/2020-07/27/2022  
1st term: 07/22/2019-07/22/2023 (Appointment)

**Sheron Carter-Gunter, Vice Chair** *4th District*  
Email: [sheroncg@gmail.com](mailto:sheroncg@gmail.com)  
Vice Chair term: 07/27/2022-06/26/2024  
1st term: 07/01/2020-06/30/2024 (Appointment)

**Garrett Sawyer** *4th District*  
Email: [gsawyer@shiftmed.com](mailto:gsawyer@shiftmed.com)  
1st term: 07/01/2020-06/30/2024 (Appointment)

**Emily Altman** *5th District*  
Email: [owens.ema@gmail.com](mailto:owens.ema@gmail.com)  
1st term: 07/22/2019-07/22/2023 (Appointment)

**Janet Woody** *4th District*  
Email: [janetwoody@mail.com](mailto:janetwoody@mail.com)  
1st term: 07/22/2019-07/22/2023 (Appointment)

**Barbara Burton** *3rd District*  
Email: [dankiejones@gmail.com](mailto:dankiejones@gmail.com)  
1st term: 07/01/2016-06/30/2020 (Appointment)  
2nd term: 07/01/2020-06/30/2024 (Reappointment)

**Gail F. Zwirner** *2nd District*  
Email: [gzwirner52@gmail.com](mailto:gzwirner52@gmail.com)  
1st term: 07/01/2020-06/30/2024 (Appointment)

**Brent L. Graves** *4th District*  
Email: [Brent.L.Graves@gmail.com](mailto:Brent.L.Graves@gmail.com)  
1st term: 07/01/2022-06/30/2026 (Appointment)  
Replacement term: 07/27/2020-06/30/2022

## 2. By-Laws of the Richmond Public Library Board of Trustees

### **Article I. Name**

“The Public Library of the City, its branches and substations, shall be under the control and management of a board of trustees, which is hereby created to be known as the Richmond Public Library Board.” (*Code of the City of Richmond*, § 62-36)

### **Article II. Membership**

§ 1. The Richmond Public Library Board (hereinafter: ‘the Board’) shall consist of nine members. Of these members (9) shall be qualified voters of the City appointed by the City Council for four-year terms commencing July 1 of the year of appointment. Upon the expiration of a term of office, the member holding that office may continue to serve until a successor is appointed. (*Code of the City of Richmond*, § 62-37)

§ 2. In the event of a vacancy on the Library Board, the City Council shall appoint a successor to serve for the remainder of the unexpired four-year term.  
(*Code of the City of Richmond*, § 62-40)

§ 3. No Member appointed to the Board by the City Council shall serve for more than two consecutive full terms. (*Code of the City of Richmond* § 2-836)

§ 4. A Member who misses (4) consecutive regularly scheduled meetings shall be subject to removal pursuant to the procedure provided in Section 4.15 of the City Charter, or substantially similar procedure. (*Code of the City of Richmond*, § 2-837)

### **Article III. Powers and Duties of the Board**

The Richmond Public Library Board shall have the management and control of the public libraries of the City and shall have such powers and duties with respect thereto as are conferred or imposed on it by the Code of Virginia and by ordinance. (*Code of the City of Richmond*, §§ 62-43 to 62-45)

### **Article IV. Officers**

§ 1. The officers of the Board shall consist of a Chairman, a Vice-Chairman, and such other officers as the Board may deem necessary. (*Code of the City of Richmond*, § 62-82)

§ 2. The Chairman and Vice-Chairman shall each be elected by a majority of the Board to serve for a term of two years. Such election shall be held in even-numbered years at the first regular meeting of the Board after the beginning of the City’s fiscal year.

§ 3. Should a vacancy occur in the office of Chairman or Vice-Chairman prior to the conclusion of the incumbent’s term, then a successor shall be elected at the next meeting following the effective date of the vacancy to complete the unexpired term.

§ 4. The Chairman shall preside at all meetings, authorize calls for any special meeting, convene meetings of the Executive Committee and undertake any other duty assigned by the Board.

§ 5. In the absence of or during the disability of the Chairman, the Vice-Chairman shall assume the duties of the Chairman.

§ 6. In the absence of or during the disability of both the Chairman and the Vice-Chairman, the senior Member of the Board shall act as Chairman pro tem.

§ 7. "The [City] Librarian shall be ex officio secretary of the Richmond Public Library Board and shall be responsible to such Board for the custody and safekeeping of the records and proceedings of such Board and such other records as may be committed to the custody of the Librarian by the Richmond Public Library Board." (*Code of the City of Richmond, § 62-82*) The Librarian shall also render a true and accurate account of all meetings of the Board, shall issue notices for all regular meetings, shall issue notices for special meetings upon the authorization of the Chairman, shall prepare the agenda for each called meeting of the Board in consultation with and upon the authorization of the Chairman, shall notify the appointing body of any vacancies on the Board and send copies of the minutes of all Board meetings to the City Clerk. As Secretary, the Librarian shall memorialize and index all policies of the Board.

## **Article V. Committees**

§ 1. There shall be an Executive Committee consisting of the Chairman, the Vice-Chairman and another Member of the Board appointed by the Chairman for a one-year term. The Executive Committee shall consider matters of general interest to the Library system which are not specifically assigned to other committees and which, in the judgment of the Chairman, either do not require immediate action by the entire Board or else are of sufficient urgency as to make it impracticable to convene a meeting of the Board. However, the Executive Committee may not take any action which would be in conflict with existing Library policies.

§ 2. There shall be a Finance Committee consisting of three Members of the Board appointed by the Chairman for one-year terms. The Finance Committee will advise and assist the Librarian in reviewing the proposed annual budget of the Library, presenting the proposed budget to the Board for approval and preparing a presentation of the proposed Library budget to the City administration and the City Council.

§ 3. There shall be a Facilities Committee consisting of two Members of the Board appointed by the Chairman for one-year terms. The Facilities Committee shall assist the Librarian with the continuing assessment of the need for repairs and improvements of the Library's facilities and of the ability of those facilities to meet the needs of the community.

§ 4. The Executive Committee may establish such special committees, as it may deem necessary.

## **Article VI. Meetings**

§ 1. A regular meeting of the Board 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, but in no event shall there be fewer than six regular meetings in any fiscal year.

§ 2. Special meetings may be called by the Chairman, or upon the written request of any Member, for the transaction of the business stated in the call for the special meeting.

§ 3. Any Member of the Board or the Secretary to the Board may have an item placed upon the agenda for a regular or special meeting.

§ 4. Written notice of meetings shall be mailed or emailed to all Members of the Board and to all members of the public who have requested such notice as least five days before the meeting, except in cases of emergency when notice by telephone or e-mail shall be given at least 24 hours in advance of the meeting. Any required written notice, which is sent to the Board shall be accompanied by the agenda of the meeting and minutes of the last regular meeting and any intervening special meetings.

## **Article VII. Quorum**

A quorum for the transaction of business shall consist of five Members of the Board. (*Code of the City of Richmond, § 62-39*)

## **Article VIII. Order of Business of Meetings**

§ 1. At every meeting of the Board, after ascertainment of a quorum, the following shall be included as regular Agenda Items and the Order of Business:

- A. Acceptance, as presented or as corrected, of the minutes of the preceding meeting
- B. Report of the Chairman
- C. Report of the Librarian
- D. Committee Reports
- E. Unfinished Business
- F. New Business
- G. Public Comments

§ 2. The order of Business may be changed by the Chairman and may be altered or suspended by vote of the majority of the Members present.

## **Article IX. Librarian**

The Librarian shall be considered the executive agent of the Board and shall have the sole charge of the administration of the Library under the direction and review of the Board. The Librarian shall be held responsible for the care of the buildings and equipment within the guidelines of the City's existing maintenance policies, for the selection, employment and direction of the staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Librarian shall attend all meetings of the Board unless, with the agreement of the Board, the Librarian shall designate a senior Library staff member as his representative for a particular meeting.

## **Article X. Amendments**

Amendments to these by-laws may be proposed at any regular meeting of the Board with a quorum present, but shall become effective only upon approval by a vote of two-thirds of the Members at a subsequent meeting.

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Adopted: January 18, 1949  
Amended: October 3, 1957  
Amended: May 9, 1975  
Amended: January 1994  
Amended: March 12, 1998  
Amended: December 13, 2001  
Amended: June 16, 2004  
Amended: October 28, 2015

### 3. Attendance Record(s); Dates of Meetings (Calendar Year)

	<b>LBOT Member</b>	<b>1/26/2022</b>	<b>2/23/2022</b>	<b>3/23/2022</b>	<b>4/27/2022</b>	<b>5/25/2022</b>	<b>6/22/2022</b>	<b>7/27/2022</b>	<b>9/28/2022</b>	<b>10/26/2022</b>	<b>12/7/2022</b>	<b>Number of Meetings Attended for CY</b>
1	Yates, William (Chair)	X		X	X		X	X	X	X	X	8
2	Carter-Gunter, Sheron (Vice Chair)	X	X	X	X	X	X	X	X	X	X	10
3	Altman, Emily	X	X	X		X	X	X	X	X		8
4	Burton, Barbara	X	X	X	X	X	X	X	X	X	X	10
5	Graves, Brent	X	X	X		X	X			X	X	7
6	Peterson, Christine	X	X	X	X	X	X	X	X	X	X	10
7	Sawyer, Garrett	X		X	X		X			X	X	6
8	Woody, Janet	X	X	X	X	X	X	X	X	X	X	10
9	Zwirner, Gail	X	X	X	X	X	X	X	X	X		9
	# in Attendance:	9	7	9	7	7	9	7	7	9	7	

#### 4. Dates of Meetings (January 1 – December 30, 2022)

<b>Library Board of Trustees Meeting Schedule for Calendar Year of 2022 (4th Wednesdays)</b>	
<b>January 26, 2022</b> 11:45 AM Main/East End Branch Library	<b>July 27, 2022</b> 11:45 AM Main/Belmont Branch Library
<b>February 23, 2022</b> 11:45 AM Main/Broad Rock Branch Library	<b>August 2022</b> No Meeting
<b>March 23, 2022</b> 11:45 AM Main/North Avenue Branch Library	<b>September 28, 2022</b> 11:45 AM Main Library
<b>April 27, 2022</b> 11:45 AM Main Library	<b>October 26, 2022</b> 11:45 AM Main/Ginter Park Branch Library
<b>May 25, 2022</b> 11:45 AM Main/Westover Hills Branch Library	<b>November 2022</b> No Meeting
<b>June 22, 2022</b> 11:45 AM Main/West End Branch Library	<b>December 7, 2022</b> <i>(Combined Nov/Dec Meeting)</i> 11:45 AM Main/Hull Street Branch Library



## 5. Expectations and Responsibilities of Boards and Commissions

The Richmond Public Library (RPL) Board of Trustees (LBOT) is a Governing Board that is legally responsible for the control and management of the library and all that happens in it. Board administrative and policy-making duties are specified in *Code*.

Trustees have a legal responsibility to successfully maintain a free, public, nonsectarian library for all residents in the library's service area.

### **In Representing the Interest of the Library Board of Trustees:**

- Manage (and have legal authority over) the library's policies, rules, and regulations
- Control all funds
- Plan the library's future and create an action plan
- Advocate and raise funds on behalf of the library
- Accumulate reserve funds for facility enhancements, renovation, and construction
- Evaluate the library's performance regularly to ensure objectives are met
- Hire and evaluate the Library Director
- Contract for cooperative services
- Protect the library from liability
- Prosecute those who steal or damage library property

### **Expectations of the Library Board of Trustees:**

- Respect the important role libraries play in the life of the community
- Participate in orientation
- Attend meetings regularly
- Devote the time and attention required
- Share skills on committees
- Understand the community and its needs
- Stay current on library trends and issues
- Exercise discretion and respect confidentiality outside board meetings
- Avoid conflicts of interest and put personal agendas aside when making decisions
- Actively support the implementation of board decisions
- Advocate for the library with elected officials and in the community
- Understand the trustee's role and how it differs from the role of the Library Director
- Have an open mind and respect differing viewpoints
- Respect diversity
- Advocate for equitable pay and benefits for library personnel
- Understand and respect the role of the Library Director
- Work cooperatively with other Board members
- Focus on a secure future for the library
- Participate actively in library programs and activities

## 6. 2022 Achievements / Priorities / Challenges:

### Achievements:

1. **Summer Reading Program Success!** Over double the number of participants from last year registered. There were 3,842 people of all ages signed up and 2,119 of Richmond's children's completed the entire program. One of the best ways to reduce summer slide is to read, and RPL's Summer Reading Program had children hitting the books in record numbers!
2. **RPL Five Year Strategic Plan:** Richmond Public Library Board of Trustees finalized and approved the 2022-2027 Strategic Plan.
3. **Master Plan for Main Library Renovation:** Stineburg/Hart and KEI Architects finalized the renovation master plan for the Main Library.
4. **Diversity Equity & Inclusion (DEI) Assessment:** Conducted the first RPL DEI Assessment of the Library's book collection. Funds were provided by the National Endowment for the Humanities, through the Virginia Humanities, in the amount of a \$17,000 grant.
5. **Young Adult Virginia Author Award (YAVA):** The winning author visits the library and provides a program for young adults and receives a prize of \$1,000 awarded by the RPL Foundation. This is the only award for Virginia young adult authors. The YAVA Award was presented to Lamar Giles for his novel, *Not So Pure and Simple*.
6. **RVA Reads Program** is a book distribution program that improves early literacy and school readiness skills by introducing reading to young children and building home libraries. Early literacy skills are critical to children's school readiness and success, and access to books and exposure to reading are key building blocks in early literacy skill development.

Over 1,000 children in Richmond's Preschool programs received a book and over 3,500 books were distributed during the school year in 2022. Virginia Early Childhood Foundation Annual Report for FY22 noted that 56.9% of Richmond's 5 year olds are not ready for kindergarten. Birth to 5 years is a strong area for Richmond Public Library engagement and we have launched a study to see what we can do to bring the lack of readiness number down significantly. Data shows that being ready for kindergarten is the first step to a successful school experience.

7. **Read Up, Richmond!** is an annual event hosted by Richmond Public Library (RPL) and supported by the RPL Foundation. Each year, an award-winning author of literary fiction and creative nonfiction is selected to speak about their body of work and explore themes that both resonate with our City and expand our cultural and literary horizons.

The program challenges readers to engage with books outside their own lived experiences to develop a deeper understanding of the world. Partnership with the Friends of the Library and the RPL Foundation makes it possible. In the fall of 2021, Kiese Laymon and Mira Jacob joined Richmond Public Library for the 2021 virtual Read Up. In 2022, RPL presented Marlon James and Njelle Hamilton in conversation. These authors are award winning and nationally recognized.

## **Achievements (Continued):**

- 8. Rain Gardens, Beautiful Library Landscaping, and Improved James River Water Quality:** North Avenue Branch, Broad Rock Branch, West End Branch, and Westover Hills Branch Libraries are part of an effort to beautify and enhance the library experience for our patrons. **Through a partnership with the James River Association, DPU RVAH2O, RPL Foundation, and RPL library staff** landscaping enhancements were installed in 2022 to reduce storm water runoff, increase opportunities for pollinators like bees and butterflies, and improve the purity of water in Richmond's most valuable resource, the James River.
- 9. Daily Planet Health Services Partnerships:** Recognizing that access to good health care is essential to maintaining a vibrant community, RPL joined the Network of the National Library for Medicine (NNLM) in 2021. A grant to support an innovative partnership with the Daily Planet Health Services (DPHS) that connects health literacy and good health. This grant enabled the DPHS medical mobile unit to travel to all library locations and offer medical services such as vaccinations, COVID testing, HIV screening, blood pressure screenings, and more.
- 10. Community Memory Fellow:** In partnership with the Virginia Museum of History and Culture (VMHC), Richmond Public Library will establish a Community Memory Fellow position within the Library. The Fellow will be a collector, interpreter, historian and preservationist who will work closely with other cultural institutions and individuals across the City of Richmond. The RPL Foundation is providing \$30,000 and VMHC is providing \$30,000 for this effort.

## Priorities:

1. **Access – Richmond Public Library buildings and collections will be readily available to residents. Richmond Public Library locations must be open seven days a week and evenings to meet the needs and wants of the community.** Residents of Richmond rely on the library for resources that are sometimes only accessible at their library. Beyond book browsing, public access computers are the most in demand need. Access to high speed Internet to search for work, do research, or fulfill an information need can only happen inside the library.

In some neighborhoods, simple tasks of making a copy, printing a digital file, sending a fax, or notary service is only available at the library. Preschool story time, delivered by a trained librarian, is an important program to develop family literacy and prepare children for school. Access to all of these resources and programs are limited if the library is closed.

2. **Reading – Richmond Public Library will provide resources that build and cultivate literacy and a love of reading.** Library books continue to be the most in-demand resource RPL provides the community. Surveys of the community conducted during the strategic planning process overwhelmingly indicated that access to quality books is the top priority. Today, information is packaged differently than it was 10 years ago. Physical books, E-books, and electronic information are driving libraries to meet information needs that are much more costly to deliver.

Library patrons demand that their library has the books they need when they want them. This is a great challenge that Richmond Public Library must meet. Books are essential to achieve Richmond Public Library's mission to inform, enrich and empower.

3. **Lifelong Learning – Prepare residents for life online. Support digital citizenship by providing technology, Internet access, and training.** Richmond Public Library must keep up with the latest technology and networking to serve our patrons. Everyday life moves very quickly and much of it is online. Seeking an answer to a simple question, evaluating the veracity of a news source, applying for a job, poverty assistance or health benefits, and interacting with a child's teacher are all examples of activities that require proficiency with technology. Users of public libraries are increasingly turning to libraries not only for access to technology, but also for opportunities to develop their online skills. This is especially true for vulnerable populations, like some job seekers, seniors, and formerly incarcerated men and women (or returning citizens), who have limited access to or knowledge of technology.
4. **Early Childhood Literacy – Amplify, Initiate and More (AIM): Expand RVA Reads, early family literacy, and grade level reading strategy.** Richmond Public Library is a champion of early childhood literacy. Story time, educational programs, and activities promote a love of reading in children to prepare them for school and life. We strive to Amplify, Initiate and do More (AIM) for early literacy in 2022.

## **Challenges:**

1. The pandemic is the most challenging crisis our library has faced in the last 70 years. COVID19 will change the way we provide library service in the future. There are many services that have been adapted and will see improvement in the post pandemic environment.
2. The FY20, FY21, and FY22 position reductions forced RPL to reduce evening open hours, stop all Sunday library service in all locations, and have reduced acquisitions of books and electronic resources. This funding reduction negatively impacts RPL's effort to achieve the mission to inform, enrich and empower. FY23 Budget restored Sundays and some evening hours, but still below 2019 levels.
3. Recruitment and retention of competent and qualified staff is a challenge coming out of the pandemic and turbulent economic time period.

# RPL By The Numbers

FY '21-'22



**428,474**

VISITORS TO THE LIBRARY

**917**

PROGRAMS OFFERED



**13,294**

PROGRAM ATTENDANCE

**10,074**

BOOKS GIVEN OUT BY THE RVA READS PROGRAM



**702,847**

TOTAL ITEMS CHECKED OUT



**107,187**

PUBLIC COMPUTER SESSIONS



**9,980**

FOLLOWERS ON SOCIAL MEDIA



**626,459**

WEBSITE VISITS



**148,386**

E-BOOKS CHECKED OUT

**8,606**

NEW LIBRARY CARDS THIS YEAR

**4,499**

NEW E-CARDS THIS YEAR



**558**

DIGITAL REFERENCE QUESTIONS ANSWERED



**2,340**

EXTRA OPEN HOURS ADDED (vs. FY '20-'21)



**32,327**

PRINT & E-BOOKS ADDED TO OUR COLLECTION

**\$10,823,517**

SAVED BY CITY RESIDENTS BY USING THE LIBRARY *(Per the ALA's Library Value Calculator)*



**Richmond Public Library**

101 East Franklin Street | Richmond, Virginia 23219 | (804) 646-7223 | <https://rvalibrary.org/>