THE LIBRARY BOARD
of
THE LIBRARY OF VIRGINIA

MONDAY, APRIL 12, 2021

AGENDA

10:00 a.m. **The Library Board Meeting** ***Electronic Meeting***

Members of the public may view the meeting at
https://www.youtube.com/user/LibraryofVa

For assistance during the meeting, please call the Office of the Librarian at 804-692-3535

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I.	Call to Order/Quorum	*L. Preston Bryant Jr., Chair*
II.	Approval of Agenda	*The Board*
III.	Welcome to Visitors and Staff	*L. Preston Bryant Jr.*
IV.	Approval of the Library Board Minutes of January 11, 2021	*The Board*
V.	Committee/Division Reports	
	A. Committee/Division Reports	
	• Archival, Collections, and Records Management Services Committee	*Barbara Vines Little*
	• Education, Outreach, and Research Services Committee	*Kathy Johnson Bowles*
	• Legislative and Finance Committee	*R. Chambliss Light Jr.*
	• Public Library Development Committee	*Mark Miller*
	Action Item: *Adoption of Revised Planning for Library Excellence*	
	• Library of Virginia Foundation	*Scott Dodson*
	• Nominating Committee	*Blythe Ann Scott*
	B. Report of the Librarian of Virginia	*Sandra G. Treadway*
	C. Report of the Chair	*L. Preston Bryant Jr.*
VII.	Old or New Business	
VI.	Adjournment	

***Next meeting**: June 28, 2021*

IV. COMMITTEE AND DIVISION REPORTS

- **Archival, Collections, and Records Management Services Committee**

Archival, Collections, and Records Management Services Committee Chair Barbara Vines Little began by congratulating and commending the Library staff for the tremendous job they have done, recently completing processing and archiving the gubernatorial records from Governor Wilder's administration.

Ms. Little invited Deputy Director for Collections and Programs John Metz to update the Board on preparations for additional storage capacity at the State Records Center when the expansion project is completed. Dr. Metz shared that the Library is working with Backstage Library Works, who will do an initial analysis on the third stacks floor where the bound collections are kept and the archives pod at the State Records Center, which is at capacity. By the end of January it is expected that we will have a clearer idea of what is needed to plan for the long-term location of materials downtown and at the Records Center.

- **Education, Outreach, and Research Services Committee**

Mr. Bryant invited Education, Outreach, and Research Services Committee Chair Kathy Johnson Bowles to give the committee report. Ms. Bowles commended the Library staff for their work and expressed appreciated for the written report outlining public service and outreach activities over the past few months. She was particularly appreciative of the staff's work on an inclusive language guide and thanked Ann Henderson for coordinating that effort. Ms. Bowles then invited Public Services and Outreach Division Director Gregg Kimball to share additional information. Mr. Kimball stated that work is ongoing to finalize the Library's inclusive language guide and will involve a wide range of Library staff. He added his thanks to Community Outreach Specialist Ashley Ramey and Education and Programs Specialist Emma Ito for taking the initiative with this project. Dr. Kimball also described the Library's participation in the effort to commemorate the 50th anniversary of Virginia's Constitution. The Constitution of 1971 marked an important milestone in Virginia's history, replacing the regressive Constitution of 1902. The Library is working with a number of partners on a series of programs and events. The Library's annual Brown Teachers Institute will be devoted to this theme as well. .

Mr. Bryant inquired about the response to the completion of the processing of former Governor Wilder's gubernatorial records. State Librarian Sandra Treadway said that the response has been very positive. State Archivist Mike Strom kept Governor Wilder's office apprised of the Library's progress as the work progressed. Governor Wilder himself visited the Library in early January and was taken to the stacks where his papers are housed and he was very pleased.

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Dr. Carmack reported that due to the pandemic and the limitations that has placed on in-person support and training, Library Development staff have been reaching out directly to all of the ninety-four Virginia public libraries, touching base personally with Library directors, branch managers, training coordinators. Understandably, they are hearing a lot of worry as circulation workers are frontline works and circulation traffic is very high as the public is relying on the libraries for both information and recreation. Library workers are concerned about exposure to the coronavirus, and library directors are torn between meeting the public need and the health and safety of library staff. Many libraries are offering curbside service, which while not perfect is working well. The pandemic has provided libraries with an opportunity to deepen their relationship with public schools, and Dr. Carmack shared that all Virginia public school systems are now actively using Find It Virginia, and she is looking to expand the Library of Virginia's relationship with the Virginia Department of Education.

Dr. Carmack then explained that the action item before the Board is to revise the State Aid allotments to each public library system based on a change in the State Aid appropriation approved by the General Assembly in the 2020 Special Session. The Special Session added an additional $1 million for the current fiscal year to the appropriation and the allotments being presented reflect this additional funding. There were no questions, and Mr. Bryant asked for a motion to approve the revised FY2021-22 State Aid Allotments. Ms. Bowles moved to approve, and Shelley Viola Murphy seconded the motion. Mr. Bryant took a roll call vote, and the motion passed unanimously.

- **Report of the Foundation**

Mr. Bryant asked Foundation Executive Director Scott Dodson to speak next. Mr. Dodson thanked everyone for their contributions to the Foundation's annual fund and expressed gratitude to the Library Board for 100 percent participation by Board members during the last fiscal year. He reported that fund raising this year was going well, with the Foundation about 5 percent ahead in their unrestricted giving goals this year and 82 percent ahead of their restricted giving as compared to last year. He noted that there is a rise in interest to support special projects, and the Foundation is trying to do more work for the Library through those. The number of donors this year is already significantly ahead compared to the same time last year, and a key focus is making sure we are growing our major giving efforts and finding ways to engage donors. Mr. Dodson then updated the Board on the programming for the Weinstein Author Series, which will be formally announced on January 15.

The Foundation is actively seeking funding for a number of larger projects, such as the conservation of drawings of the Jefferson Hotel, adding digital studio infrastructure capability, digitizing the Library's collection of World War II separation notices, developing a diversity fellowship initiative, and building the unrestricted funding. The Foundation has agreed to be the fiscal agent for the project celebrating the 1971 Virginia Constitution and noted that both Trevor Cox and Mr. Bryant have been taking the lead in those fundraising efforts. Mr. Dodson invited Foundation Board President Pia Trigiani to

share comments from the Foundation Board. Ms. Trigiani said that the Foundation is focused on strategic planning and on identifying future Library Foundation Board members. She welcomed suggestions from the current Library Board and asked that they be directed to Mr. Dodson. Mr. Brockwell reminded everyone that they were again aiming for 100 percent financial participation by the Library Board to the Library Foundation and encouraged all to do so.

Mr. Bryant thanked Mr. Dodson, Ms. Trigiani, and Mr. Brockwell, inviting Librarian of Virginia Sandra Treadway to give her report.

- **Report of the Librarian**

Dr. Treadway shared that the Library was continuing to operate under the policies and protocols set last summer when the reading rooms were reopened to the public and that all were taking things one day at a time. Though the last eleven months have been very challenging ones, she was very proud of the Library staff for stepping up and meeting the challenges and adapting quickly as conditions changed. Because most Library staff have high technical skills, the move to increased teleworking was fairly seamless and has worked well. It has kept concentrations of people down in the building, which has been very important for safety. The system for taking appointments for researchers has also been working extremely well, and Dr. Treadway has noted in her usual daily walk around the Library's public areas that people are following the rules and keeping everyone safe. She stated that this is a tense time with the number of COCID-19 cases rising and reported that the staff working directly with the public are a bit anxious, as Dr. Carmack has indicated is the case in libraries across the state. Many local departments of health have been including library staff on the list of essential government workers who should be able to get earlier vaccines, however, she does not yet know about State employees. She has asked if Library of Virginia employees who work directly with the public might be considered for vaccination in one of the priority categories, but it is not clear when we might learn whether that is possible.

Dr. Treadway reminded the Board of the The Commission created last year looking at the legacy of slavery and its ongoing impact may not get off the ground until after the current legislative session, but the Library will be staffing that commission which will be important work once it is established. Looking ahead to the Library of Virginia's 200th anniversary in 2023, staff are brainstorming ideas that will be brought back to the Board, while also looking at space planning.

A lot of important work continues to be done that she hopes will bear fruit once we can again meet in person. During this time as government needs change, a lot of people turn to the Library to be part of the solution. Our past work with the Open Data Portal is helping to make accessible to the public the data that government agencies generate and we are very active and involved in building this portal. The Chief Data Officer of Virginia engaged us to participate in this project because of the expertise the Library has in that field.

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Dr. Treadway next invited Access and Acquisitions Head, Mary Clark to inform the Board on another initiative the Library, and specifically Ms. Clark, has been asked to participate in regarding state government digital publications. The initiative will probably be brought to the Board later this year for a vote to approve the Library's participation. Ms. Clark gave an overview of the project and its history, which is on copyright restrictions for digital publications by the Commonwealth. She is part of a small working group established by the Secretary of Administration tasked with making Virginia government publications stored in digital repositories more accessible through a new copyright policy for the Commonwealth. This would be by creating a policy for a creative commons license that will allow the public to more fully access the works of state government that are available online, created for the public, along with appropriate attribution. The Library is involved because the policy would establish the Library as the Rights Administrator for the program; this fits with the Library's role as the Administrator for the State's publication repository program, the records management program, and as the archival agency for the Commonwealth. It also demonstrates the Library's trusted position within state government to act as the rights administrator for a copyright policy. Unlike U.S. government publications, which are free from copyright restrictions, the Commonwealth holds copyright on works created by Virginia Commonwealth employees for the use of the public. Right now in digital repositories there are over 14,000 Virginia state publications available on Google Books, through the Hathi Trust Digital Library. Participating universities or members of the Hathi Trust Digital Library Consortium are allowed full access to these publications but this access is not allowed to the general public nor to researchers unaffiliated with the member universities. Publications include such things as the Acts of Assembly, House and Senate Reports, Supreme Court Reports, and all kinds of state agency reports and studies. All of which were created to be seen by the public. There are about 400 restricted publications created by the Library of Virginia that are findable on Hathi Trust and Google Books. Through a new copyright policy the Commonwealth's interests can be protected while enhancing public access to digital state government publications that are currently restricted to members or participating organizations of the Hathi Trust. The policy is not completed yet, but it is anticipated that there will be a finalized policy sometime in the spring to be reviewed and considered at a Board meeting later this year. Ms. Little asked whether the Library of Virginia would be adding digital access to the Hathi Trust Digital Library to its online research offerings; Ms. Clark indicated that as the cost was prohibitive the Library would not be adding that access.

Ms. Little shared that since she comes to the Library in person she notes that everything is running exceptionally well. She's heard from a number of people who have also come in person and they have the same experience; all the efforts taken by staff are very much appreciated.

- **Report of the Chair**

Mr. Bryant shared that with regard to former Governor Wilder's administration records, his Chief of Staff had been kept apprised during the records processing and they had

communicated back to us their great praise and thanks for and to the Library staff for the yeoman's effort put forward to complete the processing and digitization of these records.

In closing, Mr. Bryant shared that there are three Board appointments that are yet to be announced and that he hopes to know soon when they will be filled. The General Assembly's legislative session begins Wednesday, January 13, 2021 where additional budget amendments will be introduced; should there be anything we need to rally support around in a lobbying effort he will communicate through Mr. Light and his committee to seek their support.

V. OLD OR NEW BUSINESS

None.

VI. ADJOURNMENT

There being no further business put forward, Mr. Bryant adjourned the meeting at 11:02 a.m.

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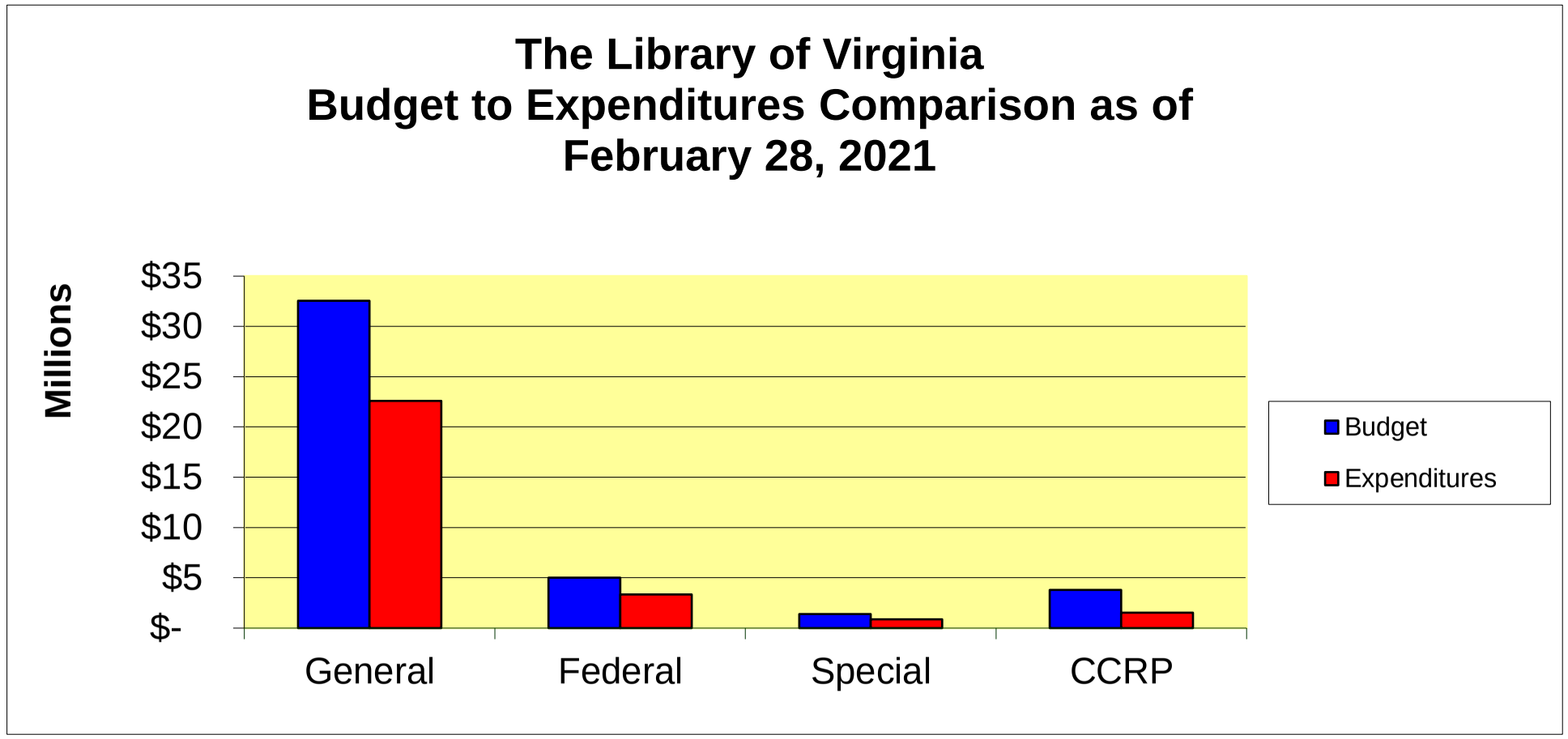

STATEMENT OF FINANCIAL CONDITION
As of February 28, 2021

SOURCE	BUDGET	PAYROLL	OPERATIONS	SUBRECIPIENTS	TOTAL EXPENDITURES	AVAILABLE BALANCE	PERCENT SPENT
General Fund	$ 32,564,134	$ 5,631,573	$ 3,431,929	$ 13,517,236	$ 22,580,738	$ 9,983,396	69%
Federal Funds	$ 5,004,565	$ 763,912	$ 2,583,511	$ -	$ 3,347,423	$ 1,657,142	67%
Special Funds	$ 1,400,234	$ 341,050	$ 514,276	$ -	$ 855,326	$ 544,908	61%
CCRP Funds	$ 3,793,632	$ 527,958	$ 198,939	$ 815,458	$ 1,542,355	$ 2,251,277	41%
Total	$ 42,762,565	$ 7,264,493	$ 6,728,655	$ 14,332,694	$ 28,325,842	$ 14,436,723	66%

As of February 28,2021 the financial condition of the Library of Virginia is in accordance with the Appropriation Act and the intent of the General Assembly.

Connie B. Warne
Deputy of Administration

STATEMENT OF FINANCIAL CONDITION

As of February 29, 2020

SOURCE	BUDGET	PAYROLL	OPERATIONS	SUBRECIPIENTS	TOTAL EXPENDITURES	AVAILABLE BALANCE	PERCENT SPENT
General Fund	$ 31,045,644	$ 5,685,453	$ 3,052,287	$ 12,932,863	$ 21,670,603		70%
Federal Funds	$ 4,470,075	$ 694,171	$ 2,093,730	$ -	$ 2,787,901		
Special Funds	$ 1,200,934	$ 346,056	$ 748,440	$ -	$ 1,094,496		
CCRP Funds	$ 2,922,170	$ 505,894	$ 274,791	$ 382,615	$ 1,163,300		
Total							

STATEMENT OF FINANCIAL CONDITION

As of February 28, 2021

SOURCE	BUDGET	PAYROLL	OPERATIONS	SUBRECIPIENTS	TOTAL EXPENDITURES	AVAILABLE BALANCE	PERCENT SPENT
General Fund	$ 32,564,134	$ 5,631,573	$ 3,431,929	$ 13,517,236	$ 22,580,738		69%
Federal Funds	$ 5,004,565	$ 763,912	$ 2,583,511	$ -	$ 3,347,423		
Special Funds	$ 1,400,234	$ 341,050	$ 514,276	$ -	$ 855,326		
CCRP Funds	$ 3,793,632	$ 527,958	$ 198,939	$ 815,458	$ 1,542,355		
Total							

STATEMENT OF FINANCIAL CONDITION

YTD COMPARISON 02/29/20 VS 02/28/21

SOURCE	BUDGET	PAYROLL	OPERATIONS	SUBRECIPIENTS	TOTAL EXPENDITURES	AVAILABLE BALANCE	PERCENT SPENT
General Fund	$ 1,518,490	$ (53,880)	$ 379,642	$ 584,373	$ 910,135		0%
Federal Funds	$ 534,490	$ 69,741	$ 489,781	$ -	$ 559,522		5%
Special Funds	$ 199,300	$ (5,006)	$ (234,164)	$ -	$ (239,170)		-30%
CCRP Funds	$ 871,462	$ 22,064	$ (75,852)	$ 432,843	$ 379,055		1%
Total							

General Decreases in Expenditures

Library System

Alexandria Library
Alleghany Highlands Regional Library
Arlington Dept. of Libraries
Bedford Public Library System
Blackwater Regional Library
Campbell County Public Library
Central Rappahannock Regional Library
Central Virginia Regional Library
Chesterfield County Public Library
Clifton Forge Public Library
Colonial Heights Public Library
Culpeper County Library
Cumberland County Public Library
Essex Public Library
Fairfax County Public Library
Fauquier County Public Library
Franklin County Public Library
Halifax County-South Boston Library System
Hampton Public Library
Iris Brammer Library
J. Robert Jamerson Memorial Library
Lonesome Pine Regional Library
Lynchburg Public Library
Madison County Library, Inc.
Mary Riley Styles Public Library
Mecklenburg County Public Library
Meherrin Regional Library
Middlesex County Public Library
Norfolk Public Library
Orange County Public Library
Pamunkey Regional Library
Petersburg Public Library
Poquoson Public Library
Portsmouth Public Library
Rappahannock County Library
Richmond County Public Library
Roanoke County Public Library
Samuels Public Library
Shenandoah County Library
Smyth County Public Library
Staunton Public Library
Tazewell County Public Library
Washington County Public Library

Failure to Meet 50% of the Median

Massanutten Regional Library
J. Robert Jamerson Memorial Library

Failure to Meet Two-Thirds From Taxation or Endowment

Highland
Northumberland

FY 2021 STATE AID TO LOCALITIES & FY 2022 PROPOSED STATE AID

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Library	$18,043,514 State Aid Estimate 2021	$18,043,514 State Aid Estimate 2022	Variance FY 2021 and FY 2022
COUNTY			
Amelia (Hamner)	76,634	77,822	1,188
Amherst	166,220	173,325	7,105
Appomattox (Jamerson)	51,999	50,655	(1,344)
Arlington	212,520	211,774	(746)
Augusta	185,987	185,254	(733)
Bland	32,394	39,066	6,672
Botetourt	174,866	174,110	(756)
Buchanan	144,085	141,720	(2,365)
Campbell	178,992	178,187	(805)
Caroline	131,068	121,912	(9,156)
Charlotte	60,331	60,121	(210)
Chesterfield	235,974	235,765	(209)
Craig	9,213	9,276	63
Culpeper	177,356	176,688	(668)
Cumberland	39,892	44,036	4,144
Essex	79,082	80,687	1,605
Fauquier	182,857	182,109	(748)
Fluvanna	106,924	113,679	6,755
Franklin	180,362	179,473	(889)
Gloucester	173,490	172,680	(810)
Henrico	230,908	230,251	(657)
Highland	30,679	31,549	870
King George (Smoot)	141,969	140,596	(1,373)
Lancaster	112,503	119,395	6,892
Loudoun	248,452	248,735	283
Lunenburg	59,388	41,879	(17,509)
Madison	53,295	54,042	747
Mathews	98,146	85,740	(12,406)
Mecklenburg	154,083	162,352	8,269
Middlesex	84,652	63,142	(21,510)
Northumberland	80,128	69,574	(10,554)
Nottoway	61,512	63,621	2,109
Orange	173,996	173,269	(727)
Pittsylvania	183,290	182,330	(960)
Powhatan	132,563	121,446	(11,117)
Prince William	266,822	266,032	(790)
Pulaski	152,358	165,444	13,086
Rappahannock	62,912	70,773	7,861
Richmond County	31,187	34,182	2,995
Roanoke County	184,878	184,062	(816)
Russell	86,116	90,649	4,533

Shenandoah	176,570	175,775	(795)
Smyth	173,704	172,835	(869)
Tazewell	176,431	175,502	(929)
Warren (Samuels)	173,952	173,220	(732)
Washington	179,097	178,168	(929)
York	178,992	178,310	(682)

REGIONAL

Alleghany Highlands Regional	87,050	88,632	1,582
Appomattox Regional	458,264	455,862	(2,402)
Bedford	200,413	199,566	(847)
Blackwater (W C Rawls)	488,590	497,671	9,081
Blue Ridge	374,829	367,551	(7,278)
Central Rappahannock	766,588	763,384	(3,204)
Central Virginia (Buck-Farmv)	210,458	255,013	44,555
Eastern Shore	237,939	227,695	(10,244)
Fairfax	368,364	366,486	(1,878)
Galax-Carroll	177,039	174,056	(2,983)
Halifax-South Boston	119,215	131,358	12,143
Handley Library	447,833	448,383	550
Heritage Library	86,529	87,670	1,141
Jefferson-Madison	745,469	757,102	11,633
Lonesome Pine	486,848	496,167	9,319
Massanutten (Rockingham)	457,558	459,902	2,344
Meherrin	155,768	164,169	8,401
Montgomery-Floyd	293,816	290,729	(3,087)
Pamunkey	568,060	572,194	4,134
Rockbridge	376,613	343,522	(33,091)
Williamsburg	356,410	354,858	(1,552)
Wythe-Grayson	194,479	202,553	8,074

CITY

Alexandria	196,640	195,371	(1,269)
Bristol	168,124	167,386	(738)
Chesapeake	215,156	214,547	(609)
Colonial Heights	168,233	167,394	(839)
Danville	173,015	172,098	(917)
Falls Church (Styles)	167,580	166,792	(788)
Hampton	191,859	191,010	(849)
Lynchburg	181,109	180,175	(934)
Manassas Park	69,170	70,057	887
Newport News	200,956	200,017	(939)
Norfolk	213,636	212,528	(1,108)
Petersburg	171,136	170,294	(842)
Poquoson	167,250	166,503	(747)
Portsmouth	183,694	182,784	(910)
Radford	168,341	167,575	(766)
Richmond City	209,956	208,984	(972)
Roanoke City	184,764	183,788	(976)
Salem	169,888	169,048	(840)
Staunton	169,777	169,003	(774)

Suffolk	185,669	185,043	(626)
Virginia Beach	255,960	254,644	(1,316)
Waynesboro	169,206	168,416	(790)
TOWN			
Clifton Forge	46,217	45,382	(835)
Narrows (Brammer)	15,810	14,628	(1,182)
Pearisburg	53,407	54,312	905
TOTALS	18,043,514	18,043,514	0

NOTE:

REQUIREMENTS WHICH MUST BE MET IN ORDER TO RECEIVE GRANTS - IN – AID

In order to qualify for grants - in - aid, all libraries serving more than 5,000 persons must meet the following requirements by July 1, 1992:

1. Be organized under the appropriate section of the *Code of Virginia*. Not more than one library in a county or regional library system or a municipal government unit may receive a grant.

2. Submit to the State Library Board:

   - Charter, resolution, or other legal papers under which they are organized.
   - A copy of the by - laws of the board of trustees, a list of trustees, revised as changes occur.
   - A five - year plan, adopted by the governing body of the library service in the area (areas) served. In order to receive continuing grants, this plan must be updated annually.
   - A written statement of policy covering such items as: service, personnel, and maintenance of book collections and other materials.
   - Statistical and financial reports including audits and statements of progress of the plan as requested.
   - A copy of the budget for the expenditure of local funds, not including anticipated state and federal funds. This must be submitted annually.

3. Have local operating expenditures of at least 50% of the median statewide local operating expenditures per capita, two - thirds of which must be from taxation or endowment. The median shall be recalculated each biennium. Libraries obtaining aid for the first time or those falling below the 50% median must meet the requirement within five years. Libraries which fall below 50% of the median in local expenditures per capita must submit a plan to the State Library Board for reaching the minimum requirement. The plan must include a schedule of annual increases in local expenditures of not less than 20% of the amount needed to attain local per capita expenditures of 50% of the median within five years.

   Local operating expenditures from taxation or endowment for any library, or library system, shall not fall below that of the previous year. In cases where the budgets of all the departments of the local government are reduced below those of the previous year, the library's state grant-in-aid would be reduced. The State Library may require that the amount of such reduction in the library's total expenditure be subtracted from the library's eligibility and that the state grant be reduced accordingly. If the library's budget is reduced and other agencies' budgets are not, then the library would receive no state grant-in- aid and would be ineligible for one until local expenditures shall have again reached or exceeded the local effort at the time of the last previous grant.

   The library would be ineligible for any federal funds if local funds are reduced below that of the previous year.

   Grants - in - aid shall be used as supplements to local funds.

   The amount of any undesignated balance in the local operating budget at the end of the fiscal year which exceeds 10% will be subtracted from the grant which is based on that years expenditures.

4. Have certified librarians in positions as required by state law. Libraries failing to employ a certified librarian in the position of director will have their state aid grant reduced by 25%.

5. Keep open a headquarters library or centrally located branch at least 40 hours a week for a full range of library services. This schedule must include at least three consecutive evening hours and appropriate weekend hours. Evening hours are defined as the hours after 5 p.m.

6. Maintain an up - to - date reference collection and set up procedures for securing materials from other libraries through interlibrary loan.

   Organize materials for convenient use through shelf arrangement, classification and cataloging, and provide a catalog of its resources.

   Stimulate use of materials through publicity, displays, reading lists, story hours, book talks, book and film discussions and other appropriate means.

   Lend guidance in all outlets to individuals in the use of informational, educational, and recreational materials.

   Maintain a collection of currently useful materials by annual additions and systematic removal of items no longer useful to maintain the purposes of quality of its resources. Have a telephone and the number of the telephone listed in the local telephone directory.

   Provide the basic services listed in this section free of charge to the public as required by law.

7. Every regional, county, and city library serving an area of more than 400 square miles, or more than 25,000 persons, must provide some form of extension service acceptable to the board.

8. If the library system has two or more service units, either branches or stations, it must maintain a scheduled, frequent delivery system.

9. The Library Board may, at its discretion, make exceptions for a specified period of time to any single requirement listed above. The exception will be made only if the library can show that a real effort has been made to meet the requirement and that significant progress has been made toward meeting this requirement.

Approved by the State Library Board, March 13, 1991.

Planning for Library Excellence: Standards for Virginia Public Libraries

~~2019~~ 2021

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INTRODUCTION

Purpose

The Library of Virginia has promoted excellence in the development of public libraries since establishing Traveling Libraries in 1904. As noted in the *Report of the State Librarian, 1903–1904,* "Aside from the consideration of the possibilities of this system of library extension, it is the duty of the State to afford every possible educational opportunity to its citizens. An investment in literature . . . such as the Library represents, without extending its resources to every section of the Commonwealth, i

investment in staff, time, funding, creativity, and energy through many years has resulted in a statewide system of public libraries truly dedicated to serving the people of Virginia.

information only available online, e-mail and Internet resources, as well as traditional library activities. *Planning for Library Excellence* *, 2019,* would not have been possible without the body of work not only in building a strong library system, but also in providing practical standards to guide that development. *Planning for Library Excellence (PLE)* seeks to improve the quality of library service a

clearly voiced concerns underscore the dedication of Virginia librarians to this end. In the context of these recommended goals, these concerns include a desire for

- Ppracticality and achievability.
- Pprovision of incentives for improvement of library service.
- Aapplicability to a variety of sizes and types of public libraries
- Eease of use and comprehension.
- Rrationale and justification for budget requests to governing bodies or funding agencies.
- Equity, diversity and accessibility for and inclusion and representation of all community members, regardless of race, age, gender identity, physical and/or print/learning disabilities, national background or religious belief.

Further, PLE intends to provide benchmarks for direction and aspiration for library systems as well

as offer education for parties less familiar with Virginia public libraries. When boards of trustees, governing officials, members of funding agencies, and community support groups involved in planning at the local level and within the context of regional and state library service use these standards, they ensure that all Virginians will be well-served, increasing community impact for all. PLE also provides information to help libraries plan and evaluate their services to meet the needs of their ~~user~~communities in the most effective way their resources will allow. Even as planning is a dynamic process, Planning for Library Excellence is intended as a dynamic document, one which will spark debate and discussion, evaluation, and revision. Providing quality library service is an

fulfilling its stated mission or role. The desired result of this process and of this document is excellence in the response of each public library in Virginia to the needs of its communities, including Black, Latinx, ~~y of user~~~~communities~~~~.~~ Indigenous and other persons whose age, national origin, religion, disability, sexual orientation, socioeconomic status, language or other circumstance may have historically excluded them from equal access and opportunity

~~The title,~~ *Planning for Library Excellence,* ~~*2019,*~~ denotes the importance and constancy of continuous planning and improvement to library service in a world in which current information is as necessary to government and an informed citizenry as oxygen is to human survival. Planning tools are numerous and adjustable to library size. This document is informed by the Public Library Association, a division of the American Library Association, the Research Institute for Public Libraries, and models from other sectors, such as education, local government and the private sector.

Background

These standards are part of a series of efforts to support Virginia's public libraries.
In 1936, Assistant State Librarian Randolph Church published a *Regional Library Plan* in which he made a strong plea for a state grant-in-aid program. His plan included ten regions to serve the state. Although funding for state aid was not allocated, the General Assembly enacted the first comprehensive general library law and declared,

> "It is the policy of the Commonwealth, as a part of its provision for public education, to promote the establishment and development of public library service throughout its various political subdivisions."

This very important language remains in the *Code of Virginia* §42.1-46.

In 1942, William A. Wright, of Tappahannock, was the patron of the first state-aid bill to receive funding $50,000. In the original state-aid formula, city libraries were eligible for grants up to $5,000 while county and regional libraries were eligible for grants up to $15,000. The state-aid program took its current form after changes to the formula and library laws in 1970. In January 1978, the State Library Board approved *Recommended Minimum Standards for Virginia Public Libraries.* The five-page document covered staffing, salaries and benefits, buildings, outlets,

cooperation. Two additional documents, *Children's Service Suggested Guidelines* and *Young Adult Services Guidelines for Virginia,* were later approved.

In 1982, the Library Development Committee of the Virginia Library Association started to review the *Recommended Minimum Standards.* In 1986, their document was sent to the Library of Virginia Board for consideration. These standards, *Planning for Library Excellence* (the blue book), were adopted on November 7, 1987. Chapters included Administration and Planning, Resources, and Services. The preface by Peggy Forehand, Board Chairman, and Ella Gaines Yates, State Librarian, notes:

> The guidelines do not set forth statistical standards that represent a hypothetical average Virginia public library. Rather they set goals on various levels to which every public library in the Commonwealth may aspire.

Unfortunately, the first edition of PLE did not contain many references to technology at a time when the impact of technology on libraries was becoming a driving force for change. By the mid-1990s, the need for revision was obvious. In 1994, a committee of the Virginia Library Association (VLA) reviewing the formula for state aid to public libraries suggested that Planning for Library Excellence be revised. The Librarian of Virginia requested that VLA begin the process to revise the document, and a VLA committee was appointed to do so. In 1995, the Virginia Public Library Directors Association (VPLDA) asked for, and received, the responsibility for the revision.

In July 1999, the Virginia Public Library Directors Association requested that LVA assume responsibility for the revision of *Planning for Library Excellence.* Incorporating new tools from ALA such as *Planning for Results* and the ability to analyze statistics from public libraries, the second edition of *PLE* was more of a planning tool than a traditional standards document.

Libraries could quickly determine whether they met a basic standard, but to use *PLE* correctly, they needed to analyze progress toward essential, aspiring, and excel guidelines depending on the planning profile for their library. *Planning for Library Excellence* was intended to be a dynamic document. In order for it to continue as an effective planning tool, it required periodic revision and adaptation to reflect changes in library trends and services and the availability of new data. The 1998 planning profiles were to be updated yearly. This did not happen for a number of reasons, thus limiting the usefulness of the document.

In 2004, LVA commissioned a long-
public libraries are prepared to meet the challenges of the 21st century as valued community

Himmel and Wilson was hired to conduct the study. In 2005, their study, *Inventing the Future of Public Library Service in Virginia,* recommended that *PLE*

for better (updated) technology, a user-friendly format, a checklist, and a discussion on partnerships.

The H&W Task Force on Standards began work in April 2006. Members of the committee represented all types and sizes of public libraries. Using the new technologies, including a wiki, members were assigned sections to research and for which to draft standards. In June 2007, the Task Force substantially completed a working draft that was turned over to the LVA staff for standardization. Various drafts were shared with the public library community. At the Virginia Public Library Directors Association conference in April 2008, the directors requested testing of the

In 2018, a new task force assembled to review and update this document in light of the current needs, opportunities and challenges facing public libraries. The task force took the conversation to library directors throughout Virginia to seek feedback on each standards section; conducted a workday to assimilate that feedback, sought review and input from both directors and the Library

in 2019.

In 2021, a small working group was formed to evaluate this document through a lens of equity and

diversity and inclusion (EDI).

In spite of the efforts in the development of public libraries across the country during the twentieth century, EDI were specifically addressed by the American Library Association (ALA) only recently in June, 2017. Virginia librarians recognize the need to embrace these qualities and goals in library work and to include EDI in the standards and guidance provided by *Planning for Library Excellence, 2021*.

Equity Diversity and Inclusion: An Interpretation of the Library Bill of Rights,

> Equity takes difference into account to ensure a fair process and, ultimately, a fair outcome. Equity recognizes that some groups were (and are) disadvantaged in accessing educational and employment opportunities and are, therefore, underrepresented or marginalized in many organizations and institutions. Equity, therefore, means increasing diversity by ameliorating conditions of disadvantaged groups.
>
> Diversity can be defined as the sum of the ways that people are both alike and different. When we recognize, value, and embrace diversity, we are recognizing, valuing, and embracing the uniqueness of each individual.
>
> Inclusion means an environment in which all individuals are treated fairly and respectfully; are valued for their distinctive skills, experiences, and perspectives; have equal access to
>
> ensure that every individual will feel truly welcomed and included, library staff and administrators should reflect the origins, age, background, and views of their community. Governing bodies should also reflect the community. Library spaces, programs, and collections should accommodate the needs of every user.

These definitions will be used in applying and incorporating them into the standards set forth. The standards described here are consistent with those among the states who establish standards for their public libraries ~~while the original literature supporting them remains elusive~~. The parties endorsing these standards assert that the universality of these standards, their derivatives, and their effective implementation for the past 30 years serve as the bedrock of their authority.

Approval

On June 24, 2019, the Public Library Development Committee of the Library of Virginia Board received the standards and unanimously voted to support this document as endorsed by the Virginia Public Library Directors, subject to stylistic and formatting changes.

The 2021 revision will be presented to the Virginia Public Library Directors Association on Thursday April 8, 2021 and, pending its endorsement, the document will move forward to the Public Library Development Committee of the Library of Virginia Board on Monday, April 12, 2021 for endorsement. Upon receiving these endorsements, the document will be published digitally for use and reference in the Commonwealth.

Ratings

Service-Level Ratings

Planning for Library Excellence has established the following service ratings: essential, enhanced and exemplary, accompanied by a corresponding star rating for ease of use and advocacy.

★~~E~~

library, including circulation, internet access, and basic reference assistance, as mandated in the Code of Virginia. ~~★~~

★★~~EE~~

and expectations, such as community programming for all ages, a responsive digital environment, and specific research assistance. ~~★★~~

★★★~~EEE~~

on all fronts.~~★★★~~

PFLE 2019 service ratings are simultaneously cumulative, progressive and aspirational. For example, to attain an ~~E or~~ ★ rating, a library will meet ALL criteria but may surpass some ~~E or~~ ★ requirements. Wherever possible, the measures are progressive and aspirational, as a library system purposefully and strategically sets its sights on the next rating, as community need and funding dictates.

Issues in Rating Libraries

Library comparisons or service ratings are not easy nor always useful. Each library or library system differs from its neighbors in enough significant ways to make comparisons very difficult. The best guide for evaluating library service is the improvement of a single library over time when the same statistics are kept in the same manner. Ranking a library fairly against a comparable system requires a great deal of knowledge about the operations of the two libraries.

For example, the service areas of four library systems are similar. These populations vary so much, however, that any reasonable comparison of library operations is futile.

Library	**Square Miles Served**	**Population (US Census Bureau, 2019)**
City of Suffolk	400	90,237
Fairfax Regional	402	1,166,331
Highland County	416	2,212
Chesterfield County	426	343,599

Best practice would indicate that any comparisons should be established between libraries of similar size, demography, workforce, in addition to data points such as numbers of library cardholders, circulations; internet users, etc.. Non-standardized methods of data-collection and measurement further diminish an apples to apples comparison between libraries. However, because comparisons can be helpful in developing service levels and aspirations, useful information and data charts regarding Virginia libraries may be found at: http://www.lva.virginia.gov/lib-edu/LDND/libstats/

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GOVERNANCE, FUNDING, AND ADMINISTRATION

Governance

Governance of libraries is a collaborative effort between elected officials, the library director and the library, as guided by Virginia State Code for the benefit of its citizens. The organization, governance, and funding of Virginia public libraries is delineated in the *Code of Virginia,* § 42.1-33 45, and the *Virginia Administrative Code,* 17VAC 15-110- 10: Every county and city in Virginia should provide free public library service. Differences in structure for city, county and regional libraries are outlined in the code.

All relevant sections of Virginia State Code may be found online at https://law.lis.virginia.gov/vacode/title42.1/

Library Boards

Governing: Appointed by elected officials, these residents must be truly committed to the goals of the library and willing to donate time and effort to advocate effectively for improvement of library services. The ultimate responsibility and liability for the governance of the public library rests with the library board.

Roles include:

understanding management practices of both the library and the locality
seeking financial and political resources to achieve library goals
provide leadership and vision
provide communication to their appointing body and the community
govern policy rather than procedure, ensuring policy is written through the lens of equity, inclusion and diversity, as described above in the ALA

★=Essential

★★ =Enhanced

★★★ =Exemplary

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employ, direct and review the library director

Regional: Regional boards perform the above functions AND have fiscal oversight of library budgets.

Advisory: For the Virginia public libraries who are not required to have a governing library board (*Code of Virginia,* § 42.1-36), the advisory board functions as described above with the exception of governing policy and library director employment. The advisory board must seek public support and advocacy in accordance with local conditions.

Library Directors

The director administers the public library, usually, though not always, as appointed by the library board. The director is responsible for all day-to-day management issues including personnel. The director establishes procedures to implement the library policies adopted by the board, provides leadership to the staff and the board, and ensures board knowledge of important concerns.

Governance Level Essential ★

★1: The library is established and maintained according to state law under *Code of Virginia,* § 42.1-33 through 42.1-45.

★2: The library is governed under the direction of a board according to state law under *Code of Virginia,* § 42.1-35 *et.seq.* or under the direction of the jurisdiction governing body (see § 42.1-36).

★3: The library complies with the Requirements Which Must Be Met In Order To Receive Grants-in-Aid, 17VAC15-1 10-10.

★4: The library board is comprised of individuals from a wide representation of age, race, income, ability and demographic backgrounds.

★5: Members of the library board after appointment or election receive a current copy of the

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Virginia Public Library Trustee Handbook *(print or electronic)* from the director.

★6: The director conducts an orientation for each new board member using the *Virginia Public Library Trustee Handbook* as a guide and encourage completion of online training as provided by the Library of Virginia.

★7: The library board adopts bylaws, rules, and regulations for its own guidance and for the governance, maintenance, and function of the library system. These bylaws, rules, and regulations should be reviewed at least every three years.

★8: The governing board or other appropriate authority controls the expenditures of all moneys budgeted for the library fund.

★9: The governing board or other appropriate authority has the authority to accept donations, gifts, endowments and bequests of money, personal property, and real property for the establishment and maintenance of the library system.

★10: The governing board or other appropriate authority employs a qualified director and delegates management of the library system to said director, ~~.~~ a pool of candidates from a wide representation of age, race, income, ability, and demographic backgrounds.

★11: The governing board or other appropriate authority shall conduct annual performance evaluations of the director using the *Virginia Public Library Trustee Handbook* as a guide and/or as guided by local government processes.

★12: The library board has regular meetings as specified in the bylaws at a time and place convenient for the board members and the public at large, said meetings to be in accordance with state law (See Appendix *Code of Virginia,* § 2.1-340).

★13: The library board evaluates its own performance annually, as described in the *Virginia Public Library Trustee Handbook.*

Governance Level Enhanced ~~E~~★★

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★★ =Enhanced

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★★1: ~~The library complies with all standards of Level E.~~The library complies with all Essential standards.

★★2: Copies of current policies are readily available in each library facility and easily accessible by the staff. Policies relevant to, and which have an impact on, the public are accessible from the library's Website.

★★3: In creating and updating the strategic plan for the library system, the planning process includes systematic community input, community studies, and the use of other needs' assessment techniques to ensure equitable, diverse and inclusive community participation in the design and delivery of public library service.

★★4: In creating and updating the strategic plan for the library system, planning models developed by the Public Library Association, county- or city-mandated planning models, or other available models are used.

★★5: The director and the library board monitor the provisions of the strategic plan regularly. The director reports on the progress toward the goals and objectives in the plan to the library board, regularly.

★★6: The library board bylaws address continuing education for board development.

★★7: Members of the library board participate in relevant training, including equity, diversity and inclusion topics.~~.~~

★★8: The library holds an affiliate membership in the Virginia Library Association.

Governance Level Exemplary~~EE~~ ★★★

~~★★★1:~~ ~~The library complies with all standards of Levels E and EE.~~The library complies with all Essential and Enhanced standards.

~~★★★1:~~★★★2: Copies of current policies are available in foreign language, Braille or audio format in each library facility and easily accessible by the staff. Policies relevant to, and which have an impact on, the public are accessible from the library's Website.

~~★★★2: Members of the board participate in annual group continuing education as well as identify personal continuing education goals~~.

★=Essential

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★★★3: Members of the board participate in annual group continuing education as well as identify personal continuing education goals, , including equity, diversity and inclusion topics. ~~All members of the library board and the director are individual members of the Virginia Library Association, while maintaining an organizational affiliate membership~~.

Funding

A public library in Virginia may receive funds in a variety of ways, but its major source is tax revenues from the local government. Successful operation of a library requires local funds from a source that will provide stability in funding. Public libraries receive state aid, as funded by the Virginia General Assembly, according to a formula based on population, local expenditure per capita, and maintenance of that effort, in addition to fulfillment of requirements outlined here: http://www.lva.virginia.gov/lib-edu/LDND/state-aid/requirements.asp .

Fundraising, capital campaigns, endowments, grants and donations can provide significant funding but must be considered as secondary, not primary, to the operation of the library. Library officials must work assertively to ensure that the taxing authorities are aware of library services' being provided, areas in which the library may be deficient, and funds needed to allow the library to meet its goals.

Funding Level Essential★

★1: Public libraries are funded primarily through local tax revenues.

★2: Governing bodies establish local funding based on local revenues and well-considered budget requests.

★3: Local funding for the library ~~are~~ is maintained at a level equal to or greater than the preceding year.

★4: Reasonable funding levels begin at the **minimal level** required to receive state grants-in-aid, as defined by the formula found here: http://www.lva.virginia.gov/lib-

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edu/LDND/state-aid/requirements.asp

★5: The library board or other appropriate authority reviews, modifies~~y~~ as necessary, and approves the proposed annual budget developed by the director to ensure that it reflects board-approved priorities and goals before submitting it to local funding entities.

★6: After the proposed budget is submitted to local funding authorities, the director and library board make budget presentations to the local funding entities, if requested.

★7: State grants-in-aid are available to libraries meeting all legal qualifications according to the applicable citations.

★8: Funding from private sources (such as foundation or corporate grants, individual contributions raised by Friends, and bequests) may help support and enhance library services, **but these support, not supplant local government funds.**

★9: The library board or other appropriate authority adopt a final annual budget based on available funding and reflecting library goals and priorities.

★10: The director provides written financial and statistical reports for review at library board meetings and ~~shall~~ communicates regularly on matters that affect policy.

Funding Level E~~E~~nhanced★★

★★1: ~~The library complies with all standards of Level E.~~The library complies with all Essential standards.

★★2: The director and library board seek supplemental sources of funding.

Funding Level Exemplary~~EE~~★★★

★★★1: ~~The library complies with all standards of Levels E and EE.~~The library complies with all Essential and Enhanced standards.

★★★2: The director and library board pursue continuous increases in supplemental funding to

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support the

Administration

The library board/governing authority and the director are responsible for providing the best possible service to the community, including creating a stable, inclusive and equitable administrative environment, from which long-range planning and goals may be derived.

Administration Level Essential ★

★1: The director manages all operations of the library, including budget, personnel, planning, and evaluation.

★2: The director provides leadership and communication to the staff, the library board, the local government, and the public.

★3: The library system has written service and personnel policies that are adopted by the governing board or other appropriate authority.

★4: The library system has administrative procedures developed by the director with guidance from the governing board or other appropriate authority to ensure consistency of service/employment and a positive public image for the library system. These procedures are reviewed regularly.

★5: The director provides frequent formal and informal communications to the library board members or other appropriate authorities about the programs, policies, budget, and service plans of the library system.

~~★5:~~★6: The director belongs to appropriate professional associations, such as the Virginia Library Association, the Virginia Public Library Directors Association, etc.

Administration Level Enhanced~~E~~ ★★

★★1: ~~The Library complies with all standards of Level E.~~The library complies with all Essential

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standards.

★★2: The library has a strategic plan that has been adopted by the governing body or other appropriate authority and updated annually. Copies of the plan are readily available in Website.

★★3: The library system regularly collects data on resources available, usage statistics, and outcomes/impact on individuals and groups and the service area. The state li8 Td[(a)13(r)-3(e)]TJET6

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PUBLIC RELATIONS

Public relations involves the process of invoking a public understanding and goodwill toward the library. The community and public relations program should be both internal and external, reaching staff members, trustees, volunteers, Friends' groups, the media, and community leaders, as well as users and non-users of the library. Serving as an integral portion of the five-year/long-range plan, , a sustained public relations program continuously communicates the availability of library services and materials and the essential role libraries play in improving the quality of life. ~~should be conveyed on a continuous basis through a sustained public relations program.~~

Public Relations Level Essential★

★1: The library develops and approves a media policy with consideration given to patron privacy, transparency, accessibility and adherent to copyright law, and ethics.

★2: Community/public relations programs are a

★3: s funds for public relations activities.

★4: The public relations plan includes efforts to reach all parts of its service community, including Black, Latinx, Asian, Pacific Islander, Indigenous and other persons whose age, national origin, religion, disability, sexual orientation, socioeconomic status, language, physical and/or learning disability, or other circumstance may have historically excluded them from equal access and opportunity through use of diverse platforms and messaging.

Public Relations Level ~~EE~~Enhanced★★

★★1: ~~The library complies with all standards of Level E.~~The library complies with all Essential standards.

★★2: The director designates a staff member to coordinate public relations activities within the library and between the library and other local agencies.

★=Essential

★★ =Enhanced

★★★ =Exemplary

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★★3: Annually, the library implements ~~a number of~~ generally accepted publicity techniques to inform its community about programs and resources.

★★4: The library assesses community perceptions of both users and non-users of its services through current and accepted opinion/market research techniques.

Public Relations Level ~~EEE~~Exemplary★★★

★★★1: ~~The library complies with all standards of Levels E and EE.~~The library complies with all Essential and Enhanced standards.

★★★2: Public relations staff member(s) and/or teams have access to continuing education and information about theory, practice, and current developments in public/community relations and library marketing.

★★★3: The library establishes a schedule for assessing community perceptions and efficacy of the public relations plan.

HUMAN RESOURCES (HR)

Staff brings a library to life. To be successful, libraries should establish well-developed policies, staffing levels, and professional development plans. In any case, the library director must possess the ability to manage people by balancing their legal, ethical, fiscal, mental, physical, organizational, and EDI ~~and political~~ concerns while meeting the fiscal and service goals of the system. Further, this document recognizes that municipal and county HR practices govern its libraries and recommend that the library director participate in and be knowledgeable about these processes.

HR Policies

Policies provide a framework on which to hang the performance of library processes and staff. Many policies respond to the needs of the community for the efficient functioning of the institution while law requires others. Library policy should be approached from general practice, refraining from governing isolated poor performance or behavior from a policy perspective.

★=Essential

★★ =Enhanced

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~~EEE=Exemplary~~

Policies Level Essential★

★1: The library adopts written personnel policies outlining the conditions and requirements of employment for all library staff members that include:

- job descriptions
- recruitment process
- salaries and classifications schedule
- benefits
- regular performance reviews
- disciplinary actions
- grievance procedures
- standards of conduct
- equal employment opportunities
- diversity and other related topics for effective personnel management that are consistent with local, state, and federal regulations, including Fair Labor Standards Act (FSLA), Americans with Disabilities Act (ADA), and other relevant court decisions currently in effect, as well as being correlated with personnel policies of local governing body(ies).

★2: The library has a written personnel classification plan and/or job descriptions describing the duties/responsibilities of each staff position, any educational and experience requirements, physical ~~requirements~~ activities performed~~of~~ on the job, and the minimum/maximum salary range.

★3: The personnel classification plan ensures that all qualified individuals have ~~equal~~ equitable, diverse and inclusive opportunit~~y~~ies for employment and advancement within

★=Essential

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the library/system.

★4: The governing board or other appropriate authority reviews the personnel policies on a regular schedule and after any significant change in federal and state employment laws.

★5: Personnel policies are available to all library staff members.

★6: The library board or other appropriate authority determines the hours of the work week, salaries, and benefits for all library staff members that are comparable with other area community positions requiring similar education, preparation, and job skills. Assistance

★7: Library staff compensation is regionally competitive and comparable to that for library positions that have the same level of education, training, authority, and responsibility.

★8: Diversity is explicitly addressed in any job description and/or job announcement.

Policy Enhanced~~E~~ ★★

★★1: ~~The library complies with all standards of Level E.~~The library complies with all Essential standards.

~~★★1:~~★★2: Policies are available to all employees in Braille, audio and foreign language formats.

~~★★2:~~★★3: The library board or other appropriate authority reviews and/or updates library personnel policies regularly.

~~★★3:~~★★4: The library board or other appropriate authority reviews and/or updates job descriptions regularly.

Policy ~~EEE~~Exemplary★★★

★★★1: The library complies with all standards of Level E and EE.

★★★2: The library board or other appropriate authority reviews and/or updates the library

★=Essential

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★★★ =Exemplary

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~~EEE=Exemplary~~

classification plan regularly.

★★★3: The library board or other appropriate authority reviews and updates the library wage/compensation plan regularly.

Staffing Levels

The library cannot meet community needs without sufficient staffing to provide high-quality services during all hours the library is open. The correct number of staff members depends on the number of library outlets, the hours of operation, the number of service points within the library that must be staffed, services to special populations, etc. The library board, or other appropriate authority, and the director must work together to determine this level for each system. Because selecting the appropriate level of staff necessary to operate a library system adequately depends on many factors beyond the population targets in this document, the leadership ability of the director is the

population in excess of 13,000 shall employ as director a full-time state-certified professional librarian. (*Code of Virginia* § 42.1-15.1 and 17VAC15-110-10. Requirements)

Staffing Level Essential★

★1: The library has qualified staff members who are paid and appropriately trained to fulfill their particular job responsibilities.

★2: Every new staff member receives an orientation, tour, and general introduction to the library, including at least one session on equity, diversity and inclusion issues.

★3: Every staff member receives a regular job performance reviews, at least annually.

★4: Every staff member is provided with the opportunity for training related to his/her job duties.

★5: The library establishes and meets a service target for staffing in full-time equivalents (FTEs) not lower than .3 per 1,000 in population.

★6: For every 25,000 in population, the library has 2.5 FTE

★=Essential

★★ =Enhanced

★★★ =Exemplary

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with ALA-accredited education/training.

Staffing Level Enhanced~~E~~★★

★★1: ~~The library complies with all standards of Level E.~~The library complies with all Essential standards.

★★2: Every staff member is provided with a staff handbook (~~printed or digital~~print, digital, braille and/or audio) containing the personnel policies.

★★3: The library board or other appropriate authority establishes and meets a service target for staffing in full-time equivalents (FTEs) not lower than .5 per 1,000 in population.

★★4: For every 25,000 in population, the library has
with ALA-accredited education/training.

★★5: The library has an organizational chart.

★★6: The library has a designated staff member coordinating youth services.

★★7: The library has a designated staff member coordinating public services.

★★8: The library has a designated staff member providing outreach services, including outreach to a wide range of backgrounds~~.~~

★★9: The library has a designated staff member coordinating volunteer activities.

★★10:

Staffing Level ~~EEE~~Exemplary★★★

★★★1: ~~The library complies with all standards of Levels E and EE.~~The library complies with all Essential and Enhanced standards.

★=Essential

★★ =Enhanced

★★★ =Exemplary

~~E=Essential~~

~~EE=Enhanced~~

~~EEE=Exemplary~~

★★★2: The library establishes and meets a service target for staffing in full time equivalents (FTEs) not lower than .6 per 1,000 in population.

★★★3: For every 25,000 in population, the library has
with ALA-accredited education/training.

★★★4: The library provides comparable prorated benefits for part-time library employees.

★★★5: The library reviews and/or update the organizational chart regularly.

★★★6: The library has a full-

★★★7: The library has an Outreach Services Librarian.

★★★8: The library has a Volunteer Coordinator.

★★★9: The library has a Technology Services Coordinator.

★★★10:

Staff Development

present assignment or to prepare a person for future responsibilities. A formal staff development program should identify specific objectives to achieve, embracing current and future staff development needs. Further, systematic evaluation should occur to determine if training needs are met and objectives achieved. Skills to enhance communication and management, to develop professional expertise, and to improve personal contacts with library ~~users~~communities and the staff are encouraged.

Staff Development Level Essential★

★1: The library has a written staff development plan that addresses orientation for new employees, ongoing training, and continuing education.

★2: The library conducts a periodic staff development needs' assessment for all positions in the library.

★3: The library supports continuing education and professional activities by allocating a portion of its budget for the costs of continuing education/training activities to include

★=Essential

★★ =Enhanced

★★★ =Exemplary

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paid work time for attendance, registration fees, travel, food, and lodging costs where needed for its Director.

★4: Professional staff members participate ~~annually~~ in at least 24 hours of formal and informal learning through out the year such as on-the-job training, instructional staff meetings, workshops, or similar activities, including implicit bias, equity, diversity and inclusion training opportunities.~~.~~

★5: Support staff members participate ~~annually~~ in at least 16 hours of formal and informal learning throughout the year such as on-the-job training, instructional staff meetings, workshops, or similar activities, including implicit bias, equity, diversity and inclusion opportunities.~~.~~

★6: The library provides all staff members with training in excellent internal and external customer services, including implicit bias, equity, diversity and inclusion awareness~~.~~

★7: The library provides all of the staff with resources/training to assist patrons with special needs.

★8: The director is ~~be~~ an active member of at least one professional association

★9: The library recognizes outstanding effort and achievement by its staff.

Staff Development Level Enhanced~~E~~ ★★

★★1: ~~The library complies with all standards of Level E.~~The library complies with all Essential standards.

★★2: Professional staff members participate annually in at least 34 hours of formal and informal learning such as on-the-job training, instructional staff meetings, workshops, or similar activities including implicit bias, equity, diversity and inclusion awareness .

★★3: Such professional development is tied to performance plans and reviews.

★★4: Support staff members participate annually in at least 22 hours of formal and informal

★=Essential

★★ =Enhanced

★★★ =Exemplary

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learning such as on-the-job training, instructional staff meetings, workshops, or similar activities, including implicit bias, equity, diversity and inclusion awareness.

★★5: The library supports continuing education and professional activities by allocating a portion of its budget for the costs of continuing education/training activities to include paid work time for attendance, registration fees, travel, food, and lodging costs where needed for its managers and full-time staff.

★★6: The library trains staff in the use and maintenance of new technology and equipment, including assistive services technology for the print and hearing impaired.

★★7: Professional staff and managers are a member of at least one professional association.

★★8: The library has an ongoing program of cross training to provide continuity of service for key library operations.

Staff Development Level ~~EEE~~Exemplary★★★

★★★1: ~~The library complies with all standards of Levels E and EE.~~The library complies with all Essential and Enhanced standards.

★★★2: Professional staff members participate annually in at least 48 hours of formal and informal learning such as on-the-job training, instructional staff meetings, workshops, or similar activities.

★★★3: The library supports continuing education and professional activities by allocating a portion of its budget for the costs of continuing education/training activities to include paid work time for attendance, registration fees, travel, food, and lodging costs where needed for all library staff and library board.

★★★4: The library provides its staff with the resources/training to meet the multilingual needs of its community.

★★★5: The library provides access to library journals and other professional literature for staff.

★★★6: Support staff members participate annually in at least 32 hours of formal and informal

★=Essential

★★ =Enhanced

★★★ =Exemplary

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learning such as on-the-job training, instructional staff meetings, workshops, or similar activities.

★★★7: All staff are encouraged to members of at least one professional association, with time and financial resources allotted.

★★★8: The library has a written plan for recognizing efforts and achievements by library employees.

★★★9: With staff input, the library reviews and update the staff development and continuing education plan annually.

Volunteers & Friends

Volunteers

Volunteers constitute an important community resource for public libraries. They often come to the library on an individual basis and participate in ongoing work or special projects. Their tasks should enhance the services and capabilities of the library. for which vVolunteers can frequently become advocates for the library..

The use of qualified volunteers in a planned program is recommended to supplement, not substitute for, paid staff members. A key to a good volunteer program is the degree to which volunteers receive supervision, support, and direction from the staff. Training programs for library staff members who supervise the work with volunteers contribute to the likelihood of success.

Volunteers Level Essential★

★1: The library uses volunteers when, where, and as needed to provide support to library staff, recruited from a wide range of backgrounds.

★2: Volunteers perform work that paid staff performs, such as shelving and or program preparation but do not substitute for paid staff members in the provision of

★=Essential

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library services.

★3: The library should have a written policy describing the recruitment, assignment, and assessment of volunteers working within the library. This policy shall be made available to volunteers - -discrimination statement.

★4: The library provides orientation and training for volunteers and the staff members who supervise volunteers.

★5: Volunteers are only assigned tasks for which they have received training.

★6: The library develops and implements a volunteer recognition program.

Volunteers Level Enhanced~~E~~★★

~~★★1:~~ ~~The library complies with all standards of Level E.~~The library complies with all Essential standards.

~~★★1:~~★★2: Volunteers participate in equity, diversity and inclusion training experiences.

~~★★2:~~★★3: The library reviews and/or updates volunteer training regularly.

Volunteers Level ~~EEE~~Exemplary★★★

★★★1: ~~The library complies with all standards of Levels E and EE.~~The library complies with all Essential and Enhanced standards.

★★★2: The library has written job descriptions and requirements for volunteers.

★★★3: The library develops and maintains a volunteer manual, accessible in print, Braille, audio and foreign language formats..

★=Essential

★★ =Enhanced

★★★ =Exemplary

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~~EEE=Exemplary~~

Friends

Friends of the Library groups are ~~also~~ important library volunteers and, as a collective, often participate in the larger life of the library in advocacy, donor, and programming roles. The partnership between the Friends of the Library and the library is valuable and should be nurtured for the maximum benefit of the library. Because Friends organizations are not subject to library standards, standards below refer ONLY to library behavior in their interaction with Friends.

Friends Level Essential★

★1: The Friends are kept informed about library services and encouraged to promote them.

★2: Library staff promote Friends memberships and activities.

~~★2:~~★3: A Memo of Understanding or Agreement exists between the parties for clarity of role, purpose and communication.

Friends Level Enhanced~~E~~★★

★★1: ~~The library complies with all standards of Level E.~~The library complies with all Essential standards.

★★2: A ~~member of the~~ staff member is assigned to be the official liaison with the Friends

★★3: The Friends are offered communication, organizational and/or storage spaces, such as shelves, a closet, a bulletin board, etc., based on availability.

Friends Level ~~EEE~~Exemplary★★★

★★★1: The library complies~~y~~ with all standards of Level E and EE.

★★★2: The Library Board invites a designee from the Friends to attend board meetings.

★★★3: The Friends are included in communication, advocacy, and strategic planning.

COLLECTIONS

High-quality collections are carefully built over time. A successful collection supports the services

★=Essential

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the library provides and helps the library meet its defined goals. Collection development also takes into account other library and information resources in the community, the region, and the state. Weeding outdated, unused, and inaccurate materials is part of the collection development process.

A successful collection embodies the principle of free access to ideas on all sides of an issue, including potentially controversial topics. The size and format mix of a successful collection is unique to each community, considering factors such as broadband access, population and square mileage served, facility square footage, annual budget, circulation, etc.. Those responsible for collections should develop a strategy to determine their own community needs, including Black, Latinx , Asian, Pacific Islander, Indigenous and other persons whose age, national origin, religion, physical and/or learning disability, sexual orientation, socioeconomic status, language or other circumstance may have historically excluded them from equal access and opportunity.

Collections Level Essential★

★1: The library has a written collection development policy that is reviewed and revised regularly and approved by the library board or other appropriate authority.

★2: The collection development policy considers the selected service responses and the information needs of the community.

★3: s selection and weeding policies.

★4: The li , and diversity and inclusion representation within its collection.

★5: The collection development policy endorses:

- The Library Bill of Rights of the American Library Association and its interpretations.
- Freedom to Read, a joint statement by the American Library Association and the Association of American Publishers.

★=Essential

★★ =Enhanced

★★★ =Exemplary

E=Essential

EE=Enhanced

EEE=Exemplary

- Freedom to View, a statement of the American Film and Video Association.

NOTE: These documents and additional resource material are available in the Appendix and in the American Library Association's *Intellectual Freedom Manual,* 7th edition.
http://www.ala.org/ala/aboutala/offices/oif/iftoolkits/ifmanual/intellectual.cfm

★6: The collection development policy includes procedures for timely responses for reconsideration of materials.

★7: The collection development may include procedures for purchase requests.

★8: The library routinely evaluates its collection to determine strengths and weaknesses and acts on that information to make improvements to ensure inclusive, equitable and diverse, representation in terms of topic and authorship within collections.

★9: The library maintains a collection evaluated and weeded using a standard method such as the CREW method.

★10: The library promotes access to the statewide collection of electronic databases.

Collections Level EnhancedE★★

★★1: The library complies with all standards of Level E.The library complies with all Essential standards.

★★2: The library provides digital resources to supplement those made available by the Library of Virginia, as meets the needs of its communities.

★★3: The library has a preservation policy, if it holds special collections, including local history.

★★4: At least every three years, the library evaluates its collection to determine strengths and weaknesses, allocating resources to address the identified weaknesses.

Collections Level ExemplaryEEE★★★

★★★1: The library complies with all standards of Levels E and EE.The library complies with all Essential and Enhanced standards.

★=Essential

★★ =Enhanced

★★★ =Exemplary

E=Essential

EE=Enhanced

EEE=Exemplary

★★★2: The library promotes use of the collections through marketing, displays, and programs that increase ~~user~~community awareness and appreciation of library resources.

★★★3: The library provides a sufficient number of items in any format to serve the community reflecting the diverse needs of the community, including assistive devices for mobility, hearing and visual assistance~~.~~

★★★4: The library updates its collection development policy at least every five years based on its current strategic plan.

FACILITIES

A public library building should offer the community a compelling invitation to enter. The building design should be adaptable to changing use patterns. The building should accommodate public use, support staff efficiency, and encourage economy. It must comply with the latest regulations of the Americans with Disabilities Act and all local and state requirements for public buildings. Please note that the square footages indicated are TOTAL square footages for the population and may be spread among branches. For example, a four-branch library might determine their square footage based on voting district populations or other municipality divisions to determine appropriate square footage for an individual branch. As a general guideline, libraries should strive to meet the below recommendation but library size should be determined by a space/needs analysis for that community.

Service Level		**Total Gross Square Feet Per Capita**		
Population Level	Up to 25,000	25,001 - 100,000	100,001 - 500,000	Over 500,000
~~E~~★	.6 SF with .8 desired	.6 SF	.6 SF	.6 SF

★=Essential

★★ =Enhanced

★★★ =Exemplary

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~~EEE=Exemplary~~

~~EE~~★★	.9 SF	.8 SF	.7 SF	.65 SF
~~EEE~~★★★	1.0 SF	1.0 SF	1.0 SF	.85 SF

Facilities Level Essential ★

★1: Library facilities are functional, attractive, accessible, and safe and large enough for the population they serve.

★2: Buildings are capable of supporting the infrastructure necessary for present and future technologies.

★3: All library buildings comply with building, fire, safety, sanitation, and other appropriate state and local codes and other legal requirements.

★4: Library buildings provide handicapped access in compliance with the Americans with Disabilities Act.

★5: Adequate, convenient, and well-lit parking is
or near the library site. Check local and national codes for applicable formulas for amount of parking necessary.

★6: Library facilities have exterior signs so the library is clearly identifiable from the street.

★7: There is directional signage to the library, including representational images and Braille~~.~~

★8: The library provides professionally produced interior signage adequate to help patrons make good use of the facility.

★9: Infrastructure is in accordance with state and national standards.

★10. The library has an up-to-date disaster response and recovery procedure plan.

★=Essential

★★ =Enhanced

★★★ =Exemplary

~~E=Essential~~

~~EE=Enhanced~~

~~EEE=Exemplary~~

- in urban areas, no more than 15 minutes' driving time from residents as an average of multiple travel time studies from a) the edges of the service area to the nearest available library and b) between available libraries.
- in rural areas, no more than 20 minutes' driving time from residents.
- where possible, on a ~~public~~ fixed transportation route.

Facilities Level ~~EEE~~Exemplary★★★

★★★1. ~~The library complies with all standards of Levels E and EE.~~The library complies with all Essential and Enhanced standards.

★★★2. Whenever possible, facilities meet LEED (Leadership in Energy and Environmental Design) standards established by the U.S. Green Building Council.

~~★★★2.~~★★★3. There is directional signage to the library, including representational images and Braille, and is accompanied by audible signaling for the visually impaired.

~~★★★3.~~★★★4. Library facilities are located:

- in urban areas, no more than 10 minutes' driving time from residents as an average of multiple travel time studies from
  - the edges of the service area to the nearest available library and
  - between available libraries;
- in rural areas, no more than 15 minutes' driving time from residents;
- where possible, on a fixed transportation route.

TECHNOLOGY

To use technology effectively, the library must plan carefully, provide ongoing support and training, and continuously upgrade and replace hardware, software, and information resources. All staff must be computer literate in order to meet community needs.

Technology Level Essential★

★=Essential

★★ =Enhanced

★★★ =Exemplary

~~E=Essential~~

~~EE=Enhanced~~

~~EEE=Exemplary~~

★1: The library has a technology plan that regularly reviews and employs emerging technologies and assistive services technology in order to maximize library services.

★2: The plan includes a designated replacement cycle and strategies for keeping equipment up-to-date and secure on an ongoing basis.

★3: The library has an Acceptable Internet Use Policy, which has been reviewed by the library board (if applicable) and/or the governing jurisdiction, and which has been submitted to the Library of Virginia. (See Appendix *Code of Virginia,* § 42.1-36.1.)

★4: es the role of technology in the delivery of services to residents.

★5: The library maintains up-to-date public and staff access workstations, with internet connectivity.

★6: The library provides copy, fax, and scanning capabilities.

★7: The library has an automated/integrated library system that meets current and appropriate technical standards for library records.

★8: When appropriate, the library takes advantage of the E-rate program (www.usac.org/sl) to deliver the most comprehensive and effective telecommunications capabilities possible to library users and library staff members.

★9: The library utilizes the highest capacity network available in their community.

Technology Level Enhanced~~E~~★★

~~★★1: The library complies with all standards of Level E.~~The library complies with all Essential standards.

~~★★1:~~★★2: Technology offerings comply with Web Content Accessibility Guidelines (WCAGS).

★=Essential

★★ =Enhanced

★★★ =Exemplary

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~~EEE=Exemplary~~

~~★★2:~~★★3: The library provides wireless printing for patrons.

~~★★3:~~★★4: The library expands their network capacity as opportunity arises.

Technology Level ~~EEE~~Exemplary★★★

★★★1: ~~The library complies with all standards of Levels E and EE.~~The library complies with all Essential and Enhanced standards.

★★★2: The library circulates technology (laptops, devices, hotspots).

★★★3: The library pursues and offers emerging and automated technologies as they become available.

ACCESS AND SERVICES

Access

Access refers to making library services and resources as widely available as possible through library facilities, print and digital collections, and hours of operation. Access includes meeting needs of residents~~-~~; widely and equitably available, beyond use of the building itself.

Access Level Essential★

★1: The library provides basic services free of charge to everyone in its service population. (See *Code of Virginia,* § 42.1-55.)

★2: When the library is open, all basic services are available. (See *Code of Virginia,* § 42.1-55.)

★3: Library patrons are able to use materials and services so long as state and federal laws are followed in their access of materials and services, such as copyright law.

★4: The library has written policies covering the following:

★=Essential

★★ =Enhanced

★★★ =Exemplary

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~~EEE=Exemplary~~

Use of facilities and display areas
Rights and responsibilities of patrons (patron behavior)

Access to the Internet and personal computing applications

★5: The library is open to the public at fixed times and with a uniform schedule, responsive to the needs of the community, including Black, Latinx , Asian, Pacific Islander, Indigenous and other persons whose age, national origin, religion, physical and/or learning disability, sexual orientation, socioeconomic status, language or other circumstance may have historically excluded them from equal access and opportunity.

★6: The library provides minimum unduplicated service hours as indicated by state aid requirements.

★7: Every regional, county, and city library serving an area of more than 400 square miles, or more than 25,000 persons, provides some form of extension service acceptable to the Library of Virginia board, as required by state aid.

★8: If the library has two or more service units, either branches or stations, it maintains a scheduled frequent-delivery system, as required by state aid.

★9: Patrons have access to library services by telephone or online.

★10: The library provides a screen-readable Webpage with contact information, hours, and service location information, including mail service, book mobile and deposit collections..

★11: When the library is not open, a recorded telephone message provides information on hours of service.

★12: The library offers an easily accessible catalog in facilities and on the web.

★13: and catalog exhibits Web and Content Accessibility Guidelines (WCAG) 2.0 Level AA success criteria.

★14: The library delivers

★=Essential

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EEE=Exemplary

★15: The library facility is physically accessible to all people and meet the requirements of the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities as published in *The Federal Register,* the *Virginia Uniform Statewide Building Code,* and any applicable local standards.

Access Level Enhanced~~E~~★★

★★1: ~~The library complies with all standards of Level E.~~The library complies with all Essential standards.

★★2: Library users are able to request and renew library materials online.

~~★★2:~~★★3: Library provides accommodations for low vision and hearing patrons in signage, and way-finding.

~~★★3:~~★★4: If public transportation is available, the library works with providers to encourage availability of public transportation to the library.

~~★★4:~~★★5: The library provides users with disabilities who are unable to travel to the library with service in keeping with the provisions of the Americans with Disabilities Act.

Access Level ~~EEE~~Exemplary★★★

★★★1: ~~The library complies with all standards of Levels E and EE.~~The library complies with all Essential and Enhanced standards.

★★★2: Library users are able to pay fees/fines electronically.

★★★3: Library users are able to register for a library card online.

Services

As the community information hub where people come together to exchange information and ideas

★=Essential

★★ =Enhanced

★★★ =Exemplary

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through programming and interactive learning, library services are critical to the success of every library. As such, service policies, access, and programming should be immune to ideological, political, or religious censorship and commercial pressures while responding to community needs, (including Black, Latinx, Asian, Pacific Islander and Indigenous and other persons whose age, national origin, religion, physical and/or learning disability, sexual orientation, socioeconomic status, language or other circumstance may have historically excluded them from equal access and opportunity.

Services Level Essential★

★1: At a minimum, the library provides those services considered basic to the mission of all public libraries: lending, information, programming, Internet access, and current technologies.

★2: The library has policies defining the scope of its services and setting service priorities.

★3: The library has a policy emphasizing the delivery of accurate information, with an emphasis on customer service excellence.

★4: Lending periods are based on collection size, demand, turnover rate, and community need.

★5: The library does not place age restrictions on the circulation of materials except where local policies permit individual parental requests.

★6: s use by people of all income levels.

★7: The library has a policy regarding confidentiality of customer records that adheres to Virginia law.

★8: The library provides regular free programs serving informational, recreational, cultural,

★=Essential

★★ =Enhanced

★★★ =Exemplary

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~~EEE=Exemplary~~

and educational needs.

~~★8:~~★9: The library provides and promotes access to the Sub-Regional and Regional Talking Book Centers, as provided by the Library of Congress.

~~★9:~~★10: The ~~L~~library provides interlibrary loan services.

Services Level Enhanced~~E~~★★

★★1: ~~The library complies with all standards of Level E.~~The library complies with all Essential standards.

★★2: The library pursues community partnerships for maximum impact.

★★3: The library provides outreach services to special populations, such as the elderly, persons with mobility barriers, and persons with those with print and/or hearing disabilities, etc

Services Level ~~EEE~~Exemplary★★★

★★★1: ~~The library complies with all standards of Levels E and EE.~~The library complies with all Essential and Enhanced standards.

★★★2: When the library serves large populations that speak languages other than English, the library has signage, and publications designed to help non-English speakers use the library, ~~publications~~, and staff members ~~designed~~ trained to provide assistance, inlcudng American Sign Language..~~to help non-English speakers use the library.~~

★★★3: The library participates with its school district in distributing library cards to students and their families or achieves a technical integration with the schools learning management system.

★=Essential

★★ =Enhanced

★★★ =Exemplary

~~E=Essential~~

~~EE=Enhanced~~

~~EEE=Exemplary~~

Information Services

The library staff serves as the link between ~~users~~the community and resources. To support this activity, a library sustains a staff and collection of materials that reflect the assessed needs of the community, including Black, Latinx-, Asian, Pacific Islander, Indigenous and other persons whose age, national origin, religion, physical and/or learning disability, sexual orientation, socioeconomic status, language or other circumstance may have historically excluded them from equal access and opportunity. . It is the responsibility of a library to identify the needs and to monitor the effectiveness of its reference resources and services to aid in the continuing planning process.

Information Service Level E~~E~~ssential★

★1: The library provides in-person information services by qualified staff members during all hours open to the public.

★2: addresses information and reference trends.

★3: Information provided to users in response to their queries is accurate and derived from sources that meet professional standards of authority and timeliness, both in-~~-~~person and remotely.

★4: At least one staff member is trained in basic information reference services.

Information Services Level E~~E~~nhanced★★

★★1: ~~The library complies with all standards of Level E.~~The library complies with all Essential standards.

★★2: The library supports patron training in the use of technologies.

★★3: The staff are trained in

★★4: The library has a staff member specifically devoted to information services.

★=Essential

★★ =Enhanced

★★★ =Exemplary

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~~EE=Enhanced~~

~~EEE=Exemplary~~

Information Services Level Exemplary~~EE~~★★★

★★★1: ~~The library complies with all standards of Levels E and EE.~~The library complies with all Essential and Enhanced standards.

★★★2: The library supports patron training in the use of technologies including training for persons with disabilities.

★★★3: The library has a department devoted to information services with individual staff members having individual specialties.

Programs

Library programs animate and inspire patrons to engage in lifelong learning while encouraging the use and understanding of library resources.

mind the needs of the community and its resource
preschool child, are important in providing the child contact with the library, thus establishing the foundation for lifelong library use. Programs for teens should help them find resources that deal effectively with the intellectual, emotional, and social changes they are experiencing. These programs should foster their interest in the library by helping them bridge the gap between the
cus on lifelong learning,
life satisfaction, and wellness.

Programming levels depend on funding, location, available personnel, space and community demand and should be responsive to these factors.

Programs Level Essential★

★1: The library provides equitable, diverse and inclusive programs that are designed for people of all ages to meet the needs and interest of the various groups of people in the community

★=Essential

★★ =Enhanced

★★★ =Exemplary

~~E=Essential~~

~~EE=Enhanced~~

~~EEE=Exemplary~~

★2: The library has written policies defining the scope of library programs in concert with its strategic plans.

★3: The library has adequate funding in its annual budget for program materials and program staffing, typically charging no fees for programs.

★4: The library plans programs that are held at times that meet community needs.

★5: The library provides programs that are in physically accessible locations for children, teens, and adults.

★6: The library advertises the availability of accommodations in program notices/publicity.

★7: The library uses standard methods of review/evaluation such as collection of attendance statistics to measure the effectiveness of the programs.

Programs Level Enhanced~~E~~★★

~~★★1:~~ ~~The library complies with all standards of Level E.~~The library complies with all Essential standards.

~~★★1:~~★★2: The library provides a contact person for accommodations requests and accommodations for participation.

~~★★2:~~★★3: The library strives for maximum attendance possible in its space and community.

~~★★3:~~★★4: Periodically, the library revises its programming policies and procedures to meet the mission, goals, and objectives of the library.

~~★★4:~~★★5: The library cooperates with area libraries to extend the availability of programs to all residents.

~~★★5:~~★★6: Where appropriate, the library plans programs in partnership/ collaboration with other educational/community organizations including schools, homeschoolers, literacy groups, or service clubs.

★=Essential

★★ =Enhanced

★★★ =Exemplary

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sustain their critical role in ~~the~~ Virginia ~~communities~~.

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LVA Board April 12, 2021
Exhibitions

Traveling Exhibitions

Scheduling traveling exhibitions remains a challenge as public libraries respond to the changing trends caused by the pandemic, but the situation is improving. In 2021, the LVA will travel five exhibitions to public libraries and smaller museums. The two sets of *W* , the LVA's *m n D e ae d* signature exhibition for the commemoration of the ratification of the 19th Amendment, will travel to twelve venues in 2021; four venues rescheduled to 2022. After a year hiatus, *V g i i N* will travel at least & to six venues. *T l* marks its third year on the road and so far in 2021 will be at four venues. *T S F* remains on hiatus. *W* got off to a slow start in 2021 but is booked at thirteen venues. Plans for a traveling exhibition on Virginia's constitutions are progressing for a July 1 launch at the LVA.

For the first quarter of 2021, the following exhibitions were at these venues:

S W W m n D e a V m n d. o g e i f f a i i n e a

- Galax-Carroll Regional Library
- Historical Museum of Western Virginia (Roanoke)
- Pamunkey Regional Library (Mechanicsville)

& T l e e n i M n o o i h i b e i n o g i , i n i l l i a D e d

- Russell County Public Library (Lebanon).
- Franklin County Public Library (Rocky Mount)

V g i i N m e a

- Waynesboro Heritage Museum

& W g n V n o M m e i n g i o i i n e a

- Library of Virginia
- Northumberland County Public Library
- Pittsylvania County Public Library

Exhibition-related Programs

While *T l* was at Russell County Public Library, Gregg D. Kimball presented a virtual program on the music of Prohibition which was recorded and is available on the LVA's YouTube channel.

As commemoration of the ratification of the 19th Amendment has been extended through 2021, LVA staff continues to make presentations. Mari Julienne and Barbara Batson, assisted by Catherine Fitzgerald Wyatt and Cindy Marks, created a walkthrough of the exhibition *W* . Julienne gave the keynote address at the League for Women Voters of Virginia centennial celebration (December 10, 2020). Julienne, Batson, and Brent Tarter gave talks virtually to the Heritage Library in New Kent County (January 13) and the Isle of Wight Museum (March 7). As part of Women's History Month (March), the Office of the Secretary of the

Commonwealth included Mari Julienne in a panel discussion on women in public service (March 17), and Julienne and Batson joined a conversation with the curators of suffrage exhibitions (March 30). As a member of a working group on women's history, Batson participated in a discussion on the history of woman suffrage as part of the annual National Council for Public History conference (virtual). In April, Julienne and Batson will participate in a session on commemorations of woman suffrage for the spring conference of the Mid-Atlantic Regional Archives Consortium (MARAC). And Julienne, Tarter, and John have written fifteen blog posts on suffrage that are available at https://uncommonwealth.virginiamemory.com/.

Exhibition Planning

Planning continues for projects related to the commemoration of the current Virginia state constitution. The 2021 Brown Teachers Institute will focus on the state constitutions.

Planning continues for the next exhibition, [illegible], which uses a newly acquired digital photographic collection created as the Columbia Pike Documentary Project. The proposed exhibition schedule is

- August 30, 2021-January 7, 2022—[illegible]
- January 31, 2022-July 30, 2022—[illegible]
- August 29, 2022-December 2, 2022—[illegible]
- January 9, 2023-June 17, 2023 [illegible]

Commonwealth of Virginia

Office of Governor Ralph S. Northam

FOR IMMEDIATE RELEASE · February 10, 2021

Office of the Governor
Alena.Yarmosky@governor.virginia.gov

Governor Northam Announces Second Report on Systemic Bias in Virginia Law

~ Commission to Examine Racial Inequity in Virginia Law presents new policy recommendations to address vestiges of inequity ~

RICHMOND—Today, Governor Ralph Northam recommitted to addressing the legacy of structural racism in Virginia's laws, as his Commission to Examine Racial Inequity in the Law issued its second report outlining policy recommendations to confront the impacts of discriminatory laws. Many of these recommendations are reflected in Governor Northam's current legislative priorities, including measures to restore voting rights, invest in education, and expand expungements of prior convictions.

"Our Commonwealth remains focused on acknowledging and righting the wrongs of our past," **said Governor Northam**. "This latest report makes clear that there is still work to do to shed the ugly remnants of Virginia's history. The Commission is already having a significant impact on our shared legislative priorities and I look forward to continuing our partnership to build a more honest, equitable, and inclusive future for all."

The Commission's recommendations played a key role in the formation of Governor Northam's current legislative agenda, which includes proposals to automatically restore the voting rights of people with felony convictions, legalize adult-use marijuana, abolish the death penalty, invest in education infrastructure and early childhood education, expand expungement of previous convictions, and protect the ownership rights of "heirs property." The Commission's work also informed many of Governor Northam's legislative proposals for the August 2020 special session that centered on meaningful police reform and COVID-19 relief.

Governor Northam established the Commission to Examine Racial Inequity in Virginia Law in June 2019 and appointed its members in September 2019. The Commission was initially tasked with reviewing the *Acts of Assembly*, *Code of Virginia*, and administrative regulations to identify racially discriminatory language still on Virginia's books and making recommendations to address laws that were intended to or could have the effect of promoting or enabling racial discrimination or inequity. The Commission's interim report, published in December 2019, cited nearly 100 instances of overtly

discriminatory language. Working closely with the Virginia Legislative Black Caucus, Governor Northam proposed and secured the unanimous passage of fourteen bills that repealed racist language related to education, housing, transportation, health care, voting, and more. While many of these *Acts of Assembly* are longer enforced or have been invalidated by subsequent federal and state legislation and court decisions, they had remained enshrined in law.

In June 2020, Governor Northam extended the term and scope of the Commission with the goals of identifying existing state laws and regulations that create or perpetuate racial disparities and developing policies that increase protections for minority and marginalized Virginians. The Commission's expanded charge underscores the Northam Administration's ongoing work to remedy historical inequities in areas like education, health care, housing, and criminal justice.

"We were honored to support the Governor and his effort to right historic wrongs and create a more just and equitable Virginia," **said Chair of the Commission and former Chief Deputy Attorney General of Virginia Cynthia Hudson**. "This summer's events demonstrated that the relevance of the Commission's work could not be more clear, nor the research and recommendations we made more timely."

"In addition to informing ongoing policy change, our hope is that this report educates more Virginians about the history of structural racism in Virginia, and the negative impact that this history continues to inflict on so many people, and across so many areas of life, in the Commonwealth today," **said Vice Chair of the Commission and University of Virginia School of Law Professor Andy Block**. "Students in the State and Local Government Policy Clinic played a vital role in all aspects of our work, from putting together data on racial disparities, to researching policy recommendations to address these disparities, to helping draft the final report."

The Commission's work is slated to continue after the 2021 legislative session, when members will focus their attention on laws and regulations that directly contribute to inequity in economic achievement and stability. The Commission will also use this report as a tool to engage with people across the Commonwealth and gain a deeper understanding of the effects of and solutions to centuries of state-sanctioned racial bias and discrimination in Virginia.

Governor Northam and members of the Commission thanked University of Virginia law students Juliet Buesing, Catherine Ward, Lukus Freeman, Chris Yarrell, Trust Kupupika, Kelsey Massey, and Wes Williams. They also extended thanks to the staff at the Library of Virginia who helped with research and selected historic images that brought the report text to life, including Roger Christman, Vince Brooks, Greg Crawford, Kelley Ewing, Mark Fagerburg, Cassandra Farrell, Dale Neighbors, Renee Savits, and Ben Steck. They also noted the many others that played a substantial role in supporting the Commission's work, including Jessica R. Killeen, Grace T. Kelly, James "J.D." Ratliff, and Nathan Dowdy from the Office of Governor.

The Commission's full second report is available here. For more information about the Commission and its work, visit governor.virginia.gov/racial-inequity-commission.
Full Release

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Office of the Governor, Commonwealth of Virginia | P.O. Box 1475, Richmond, VA 23218

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LIBRARY OF VIRGINIA

Press Coverage & Paid Advertising | January–March 2021

PRESS COVERAGE

Journal of Slavery and Data Preservation (Vol. 1, Issue 2) | January 2021
"Database of Coroners' Inquisitions Taken Over the Bodies of Enslaved, Formerly Enslaved, and Free Black Peoples in the U.S. South, 1840s–1890s"
The records for the Virginia section of the project build upon an index of inquests originally created by the Library of Virginia's "Virginia Untold: The African American Narrative."
https://jsdp.enslaved.org/fullDataArticle/volume1-issue2-csi-dixie

MSU Today (Michigan State University) | January 5, 2021
"Student view: Preserving history through Matrix"
The Library of Virginia is among the organizations the students have been in touch with as they work with the Enslaved.org project to construct biographies of formerly enslaved peoples.
https://msutoday.msu.edu/news/2021/student-view-preserving-history-though-matrix

The New York Times | January 7, 2021
"The Record Keepers' Rave"
An article about the monthly "Archives Hashtag Party" on Twitter includes a Library of Virginia tweet among the examples.
https://www.nytimes.com/2021/01/07/style/archives-hashtag-party.html

Augusta Free Press | January 8, 2021
"Pamplin Park named in VAM's Top 10 Endangered Artifacts program"
Mentions the Library of Virginia on the selection committee of partner organizations.
https://augustafreepress.com/pamplin-park-named-in-vams-top-10-endangered-artifacts-program/

RVAHub.com | January 12, 2021
"U of R announces socially distant service opportunities and virtual events in honor of MLK Day"
Project kits from the Bonner Center for Civic Engagement include instructions for transcribing documents from the Library of Virginia.
https://rvahub.com/2021/01/12/u-of-r-announces-socially-distant-service-opportunities-and-virtual-events-in-honor-of-mlk-day/

InsideNova.com | January 13, 2021
"Arlington 55+ News, 1/14/21 edition"
Mentions a genealogy workshop on military records presented by Ashley Ramey, the Library's community outreach specialist.
https://www.insidenova.com/news/arlington/arlington-55-news-1-14-21-edition/article_0d2ae2d2-559e-11eb-830b-ef0f99293095.html

Fairfax County Times | January 15, 2021
"People and places – week of January 15, 2021"
"A grant from the Library of Virginia's Circuit Court Records Preservation (CCRP) program will help preserve Fairfax County court records from the 18th, 19th and 20th centuries."
http://www.fairfaxtimes.com/articles/people-and-places---week-of-january-15-2021/article_6f8f3396-568f-11eb-8271-4bc91bdae16a.html

Richmond Times-Dispatch | January 15, 2021
"How local universities are recognizing Martin Luther King Jr. Day"
The University of Richmond's project kit from the Center for Civic Engagement includes transcribing documents from the Library of Virginia.
https://richmond.com/news/local/education/how-local-universities-are-recognizing-martin-luther-king-jr-day/article_a25806d7-89bf-538f-8a7b-64dd1e0ee745.html

The Daily Progress | January 16, 2021
"Bookmarks for Jan. 17"
February 10 is the deadline for nominating books for the 2021 Library of Virginia Literary Awards.
https://dailyprogress.com/entertainment/books/bookmarks-for-jan-17/article_a7325466-55bf-11eb-a88f-7bbf3ea4daa5.html

Times Virginian (Appomattox) | January 22, 2021
"As the Page Turns: Keeping Positive With Your Local Library"
The local library provides services such as Overdrive, an online site to download magazines, ebooks, and audiobooks, with the help of the Library of Virginia.
https://www.timesvirginian.com/opinion/editorials/article_cfa7d14e-5cbf-11eb-8e2c-230c5ce5d784.html

Chesapeake Bay Magazine | January 22, 2021
"Fighting the Power – Enslaved people in the Chesapeake region found an unlikely ally in the struggle against slavery: the British."
A detail from a map in the Library of Virginia's collection is used as an illustration.
https://chesapeakebaymagazine.com/fighting-the-power/

The Coalfield Progress (Wise County) | January 29, 2021
"New service offered by library"
Lonesome Pine Regional Library installed electronic lockers for contact-free book pickups at branches across the area with funding from the COVID CARES Act through the Institute of Museum and Library Services administered by the Library of Virginia.
https://www.thecoalfieldprogress.com/articles/13769/view

Patch (Fairfax) | February 4, 2021
"Register For The First Community Listening And Learning Session Set For February 4"
Upcoming sessions include "The 1902 Virginia Constitution: White Supremacy and Disenfranchisement" on February 25 with Brent Tarter, historian, author, and editor from the Library of Virginia.
https://patch.com/virginia/fairfaxcity/register-first-community-listening-learning-session-set-february-4

Augusta Free Press (Augusta County) | February 4, 2021
"Digital online historic archive portal allows easy search for Augusta County records"
Mentions that the Augusta County circuit court clerk's office applies for grants through the Circuit Court Records Preservation Program managed by the Library of Virginia.
https://augustafreepress.com/digital-online-historic-archive-portal-allows-easy-search-for-augusta-county-records/

BlueVirginia.us (Arlington) | February 10, 2021
"Governor Northam Announces Second Report on Systemic Bias in Virginia Law"
Governor Northam and members of the commission extended thanks to the staff at the Library of Virginia who helped with research and selected historic images that brought the report text to life, including Roger Christman, Vince Brooks, Greg Crawford, Kelley Ewing, Mark Fagerburg, Cassandra Farrell, Dale Neighbors, Renee Savits, and Ben Steck.
https://bluevirginia.us/2021/02/governor-northam-announces-second-report-on-systemic-bias-in-virginia-law

UVA School of Law News & Media | February 11, 2021
"Students Play Role in Report Recommending Ways to Reduce Inequity in Virginia"
The student group worked with the Library of Virginia and the governor's staff to produce the report.
https://www.law.virginia.edu/news/202102/students-play-role-report-recommending-ways-reduce-inequity-virginia

Style Weekly (Richmond) | February 16, 2021
"Defective History: Author Elizabeth Catte researches Virginia's eugenics programs to sterilize the 'mentally unfit' and finds their legacy still resonates."
Promotes the Library's free February 25 Weinstein Authors Series talk with Elizabeth Catte on her book *Pure America: Eugenics and the Making of Modern Virginia*.
https://www.styleweekly.com/richmond/defective-history/Content?oid=17115392

Loudoun Times-Mirror | February 17, 2021
"Ashburn teen's poem wins Black History Month writing contest"
Rock Ridge High School sophomore Zahria Ford was the Northern Region winner of the 2021 Strong Men & Women in Virginia History student contest for her poem "Colors." Sponsored by the Library of Virginia and Dominion Energy, the contest commemorates Black History Month, inviting students to submit creative works that address ideas of social justice, marginalization, and diversity.
https://www.loudountimes.com/entertainment/arts/ashburn-teens-poem-wins-black-history-month-writing-contest/article_86a1a570-7145-11eb-aeaf-8770d46ff5ea.html

The Virginian-Pilot | February 21, 2021
"Once enslaved, Mark DeMortie of Norfolk became a politician, successful businessman and abolitionist"
Cites the subject's biography from the Library of Virginia's *Dictionary of Virginia Biography* series.
https://www.pilotonline.com/history/vp-nw-hampton-roads-black-history-demortie-022121-20210221-mzfcmo3jnvasdcusk2gk2xeydi-story.html

InsideNOVA.com | February 22, 2021
"Arlingtonians inducted into state-leader pantheon"
Krysta Jones and the late Evelyn Reid Syphax were selected as 2021 Strong Men & Women in Virginia History honorees for their contributions to civic life and education in a program sponsored by the Library of Virginia and Dominion Energy for Black History Month.
https://www.insidenova.com/news/people/arlingtonians-inducted-into-state-leader-pantheon/article_801c16b2-7452-11eb-945c-9f34b65fe3b2.html

Martinsville Bulletin | February 23, 2021
"THE STROLLER: Some history about library's offerings"
Local library services include free use of the paid subscription site Ancestry.com through the Library of Virginia.
https://martinsvillebulletin.com/townnews/commerce/the-stroller-some-history-about-librarys-offerings/article_93e300b6-75d3-11eb-8c4f-63bd0d855231.html

The Virginian-Pilot | February 23, 2021
"A look at Virginia's history of eugenics and how its ideals of racial superiority remain today"
Promotes the Library's free February 25 Weinstein Authors Series talk with Elizabeth Catte on her book *Pure America: Eugenics and the Making of Modern Virginia*.
https://www.pilotonline.com/life/vp-db-eugenics-book-022521-20210223-nxjjavzfcra6to2ybau2ikf5mq-story.html

Martinsville Bulletin | February 23, 2021
"Check this out at the library: Grants provide hotspots to check out at Blue Ridge Regional system"
Blue Ridge Regional Library received COVID CARES Act funding administered through a grant from the Library of Virginia and Institute of Museum and Library Services, which was used to provide residents with materials that can be accessed from anywhere while library buildings are closed to visitors.
https://martinsvillebulletin.com/news/local/check-this-out-at-the-library-grants-provide-even-hotspots-to-check-out-at-blue/article_f73a61e6-75e1-11eb-a3de-93ce2c5a8230.html

Chesterfield Observer | February 24, 2021
"Midlothian author probes local slave trade in 'Yellow Wife'"
Author Sadeqa Johnson researched her book's subject at the Library of Virginia.
https://www.chesterfieldobserver.com/articles/midlothian-author-probes-local-slave-trade-in-yellow-wife/

Richmond Free Press | February 25, 2021
"5 honored with annual 'Strong Men & Women in Virginia History' award"
Dr. Lerla G. Joseph, a Richmond physician and community health advocate, is among five African American leaders honored as 2021 Strong Men & Women in Virginia History by Dominion Energy and the Library of Virginia in the annual Black History Month program.
http://richmondfreepress.com/news/2021/feb/25/5-honored-annual-strong-men-women-virginia-history/

Daily Press (Hampton Roads) | February 26, 2021
"Bank deposit slips missing and possibly shredded amid forensic audit on King William treasurer's office, emails show"
Mentions records-retention rules and processes required by state law through the Library of Virginia.
https://www.dailypress.com/tidewater-review/va-tr-kw-former-treasurer-shred-0226-20210226-yse64npaq5enljlrehpohruu5e-story.html

News and Tribune (Clark & Floyd Counties, Indiana) | February 26, 2021
"FAMILY BRANCHES: Bounty of history, research Zoom programs from local groups"
The Louisville Genealogical Society hosts "Finding Your Virginia Roots at the Library of Virginia," presented by Ashley Ramey, the Library's community outreach specialist, on March 23.
https://www.newsandtribune.com/indiana/features/family-branches-bounty-of-history-research-zoom-programs-from-local-groups/article_543abe9a-7876-11eb-aa83-0f332888d71c.html

Augusta Free Press | March 2, 2021
"Dominion Energy, Library of Virginia, honor 'Strong Men & Strong Women in Virginia History'"
https://augustafreepress.com/dominion-energy-library-of-virginia-honor-strong-men-strong-women-in-virginia-history/

ARL Now (Arlington) | March 2, 2021
"Community Matters: Taking a Second Glance at History"
Opinion piece by Krysta Jones, one of the 2021 Strong Men & Woman in Virginia History honorees selected by the Library of Virginia and Dominion Energy for Black History Month.
https://www.arlnow.com/2021/03/02/community-matters-taking-a-second-glance-at-history/

The Northern Virginia Daily | March 2, 2021
"Community News: March 2"
Free Shenandoah Valley Heritage Day genealogy research webinars included "The 1924 Racial Integrity Act and Genealogy" with Ashley Ramey and Emma Ito of the Library of Virginia.
https://www.nvdaily.com/nvdaily/community-news-march-2/article_c4a185c6-c052-5793-9a5c-9545a6ba0351.html

The Winchester Star | March 4, 2021
"Shenandoah Valley Heritage Day is Saturday"
Free Shenandoah Valley Heritage Day genealogy research webinars included "The 1924 Racial Integrity Act and Genealogy" with Ashley Ramey and Emma Ito of the Library of Virginia.
https://www.winchesterstar.com/winchester_star/shenandoah-valley-heritage-day-is-saturday/article_e5a816a7-df59-5df4-9f71-ca87753d30f7.html

Times Virginian (Appomattox)| March 12, 2021
"As the Page Turns"
The Library of Virginia partnered with Virginia State Parks and the Science Museum of Virginia to provide libraries across the state with "Discovery Backpacks."
https://www.timesvirginian.com/opinion/editorials/article_7e06364a-8344-11eb-a252-4be9d670cfcf.html

Times Leader (Wilkes-Barre, Pennsylvania) | March 12, 2021
"Everhart Museum Board of Trustees chooses new executive director"
"Johnson Bowles has provided service to national, state, and regional boards, including an appointment by the Governor of Virginia to the Library of Virginia Board."
https://www.timesleader.com/features/1049084/everhart-museum-board-of-trustees-chooses-new-executive-director

Bacon's Rebellion | March 15, 2021
"UVa Memorial Illuminates a Neglected Part of Virginia's Past"
The author mentions the Library of Virginia as a source for evidence that Virginia had a diverse economy.
https://www.baconsrebellion.com/wp/uva-memorial-illuminates-a-neglected-part-of-virginias-past/

Henrico Citizen | March 16, 2021
"Supervisors weigh funding for community organizations"
"Clerk of the Court Heidi Barshinger told supervisors that her office had won a $20,300 grant from the Library of Virginia to restore four land-record books from Henrico dating to the 1800s, which the office then will post online."
https://www.henricocitizen.com/articles/supervisors-weigh-funding-for-community-organizations/

Encyclopedia Virginia newsletter | March 17, 2021
"Journeys to Freedom"
"Encyclopedia Virginia partnered with the Library of Virginia to produce a series of entries related to the African American experience in Virginia from 1861 to 1902, covering the period from the beginning of the Civil War and its promise of freedom for enslaved people to the passage of Virginia's 1902 Constitution that radically disenfranchised most Black Virginians, as well as many working-class whites."
https://encyclopediavirginia.cmail19.com/t/ViewEmail/r/F92D0CEB068B50BD2540EF23F30FEDED/CFAE36D99990DAB4BED32D5A6D71B8C5

InsideNOVA (shared from Ashburn Magazine) | March 21, 2021
"Ashburn high-schooler is regional winner in poetry competition"
Rock Ridge High School 10th-grader Zahria Ford is the Northern Virginia winner in the Strong Men & Women in Virginia History contest sponsored by Dominion Energy and the Library of Virginia for Black History Month.
https://www.insidenova.com/headlines/ashburn-high-schooler-is-regional-winner-in-poetry-competition/article_ca1c9a86-8a58-11eb-b71d-1f372ab10b76.html

Style Weekly (Richmond) | March 23, 2021
"Lessons in Historical Irony: Removing the A.P. Hill monument won't absolve us of our past, but it is a necessary step in redefining the city"
This opinion piece mentions that "Research at the Virginia Museum of History & Culture and the Library of Virginia reveals additional historical ironies."
https://m.styleweekly.com/richmond/opinion-lessons-in-historical-irony/Content?oid=17237216

InYourArea.co.uk | March 23, 2021
"New books reveal how an author's family history research took an unexpected turn"
The author made use of Virginia records, including "the archives of the Eastern Shore Regional Library, the Library of Virginia, the Northampton County Circuit Court, the Northampton Historic Preservation Society, among others."
https://www.inyourarea.co.uk/news/new-books-reveals-how-authors-family-history-research-took-an-unexpected-turn/

The Roanoke Times | March 25, 2021
"Editorial: Virginia needs more statues to women"
The author recommends a statue of Anna Whitehead Bodeker, founding president of the state's first women's suffrage organization. "The Library of Virginia has an engraving of her visit to the polls which would make a fine piece of art to work from."
https://roanoke.com/opinion/editorial/editorial-virginia-needs-more-statues-to-women/article_74d5d890-7df0-11eb-b969-9b647956c986.html

Richmond Free Press | March 25, 2021
"Personality: Dr. Pamela Kiecker Royall – Spotlight on first woman board chair of the Virginia Museum of History & Culture"
Royall mentions, "Our recent collaboration with the Library of Virginia will help amplify another important project of the VMHC, 'Unknown No Longer,' which has been underway for many years. Our findings are now joined with similar work at the Library of Virginia, creating one of the largest databases of its kind."
http://richmondfreepress.com/news/2021/mar/25/personality-dr-pamela-kiecker-royall/

Prince William Times (Warrenton) | March 27, 2021
"Magazine fans, the Prince William libraries have you covered"
"Thanks to the Library of Virginia, Prince William Public Libraries now has access to more than 3,000 magazines through our OverDrive portal and Libby, by OverDrive mobile app. "
https://www.princewilliamtimes.com/lifestyles/magazine-fans-the-prince-william-libraries-have-you-covered/article_83aca768-8e3a-11eb-ab70-638cdccf6424.html

Richmond Times-Dispatch | March 28, 2021
"Editorial: Virginia needs more statues to women"
The author recommends a statue of Anna Whitehead Bodeker, founding president of the state's first women's suffrage organization. "The Library of Virginia has an engraving of her visit to the polls which would make a fine piece of art to work from."
https://richmond.com/opinion/editorial/editorial-virginia-needs-more-statues-to-women/article_6b580f30-ca51-5381-b848-b34a3ebc8288.html

The Washington Post | March 29, 2021
"A Virginia mental institution for Black patients, opened after the Civil War, yields a trove of disturbing records"
Article mentions rules about access through the Library of Virginia to state mental health records that are up to 125 years old.
https://www.washingtonpost.com/lifestyle/magazine/black-asylum-files-reveal-racism/2021/03/26/ebfb2eda-6d78-11eb-9ead-673168d5b874_story.html

PAID ADVERTISING

GENERAL ADS

Richmond Times-Dispatch
One-third page ad in the February 14, 2021, *Discover Richmond* magazine section.

Richmond Times-Dispatch
Full-page ad in the Black History Month special section plus some digital ads, February 12, 2021.

EXHIBITION ADS

Richmond Times-Dispatch
Quarter-page ad in the "Strong Voices" special section for Women's History Month, March 28, 2021.

Richmond Magazine
Half-page ads in the February and March 2021 issues.

WEINSTEIN AUTHOR SERIES & OTHER BOOK TALK ADS

Richmond Times-Dispatch
"Deck ads" (9.89" x 3") plus digitals to promote book talk events:

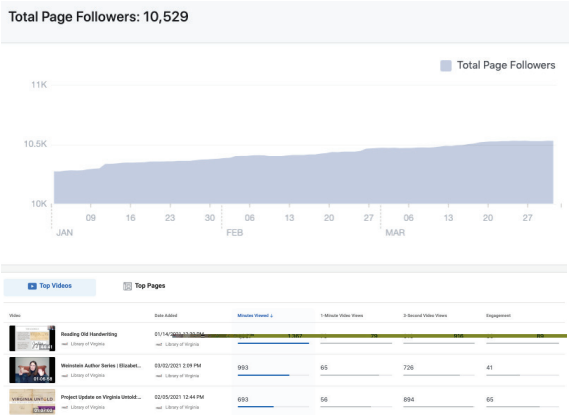
- Bettye Kearse, *The Other Madisons: The Lost History of a President's Black Family*, February 14, 2021.
- Weinstein Author Series, *Elizabeth Catte, Pure America: Eugenics and the Making of Modern Virginia*, February 25, 2021.

SPONSORSHIP

WWBT NBC 12 RICHMOND's Black History Month special segments
The Library's sponsorship ran through February 2021 with sponsor mentions and logo.

January–March 2021 Social Media and Marketing Metrics

FACEBOOK Jan/Feb/Mar
Posts: 31 / 28 / 28
Total Page Likes: 10,249 / 10,334 / 10,529

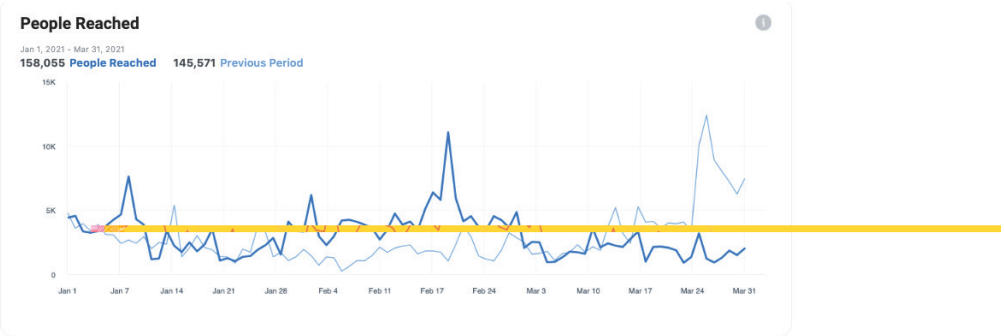


Videos
Video Posts: 1 / 3 / 1
Total Video Views to 95%: 11 / 4 / 3
Videos Most Viewed to 95%:
Jan 14 *Reading Old Handwriting* - 1,972 reach 339 engagements
Feb 20 *Goodbye, Booze* - 724 reach 34 engagements
Mar 2 *Weinstein Catte* - 1,398 reach 221 engagements

Top Post Performers
Top Engagements:
Jan 20 *Amanda Gorman NPR share* - 2,917 reach, 1,267 engagements
Feb 17 *SMW* - 4,165 reach, 326 engagements
Mar 11 *Amherst Co Chancery Va Memory* - 4,349 reach, 825 engagements

Highest Reach:
Jan 30 *Smithsonian collaboration* - 3,714 reach, 315 engagements
Feb 21 *Color Our Collections* - 4,957 reach, 89 engagements
Mar 11 *Amherst Co Chancery Va Memory* - 4,349 reach, 825 engagements

Highest Paid Reach:
Jan *No boosted posts*
Feb 24 *Uncommonwealth Richmond Planet* - 2,161 reach (646 organic, 1,524 paid), 157 engagements
Mar 17 *Uncommonwealth Annie Oakley* - 2,896 reach (1.6K paid), 510 engagements

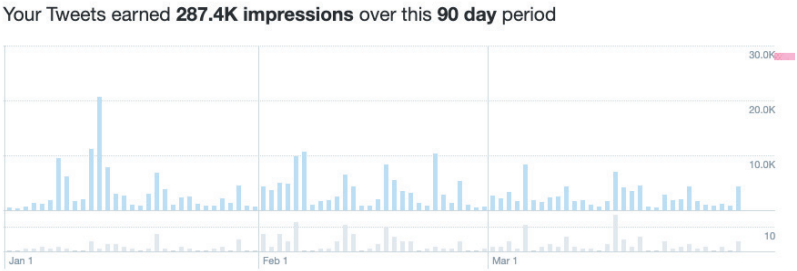


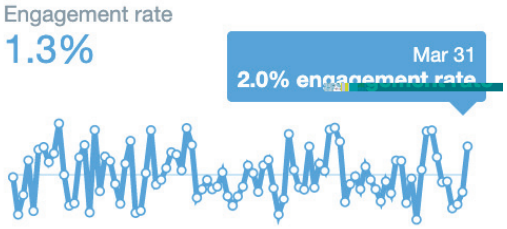
Page	People Reached	Engagement	Link Clicks	Comments	Shares	Reactions
Library of Virginia Library	158,055	18,435	3,569	1,743	915	6,196

Events:

TWITTER Jan/Feb/Mar
Number of tweets: 42 / 94 / 87

Overall Impressions: 104K / 104.5K / 78.7K
Followers: 6,686 / 6,759 / 6,806
New Followers: 17 / 73 / 47
Overall Engagement 1.4% / 1.3% / 1.3%





Most Impressions:
Jan 11 *Tonight, Reading Old Handwriting* - 9,003 impressions. 116 engagements (1.3%)
Feb 21 *Weinstein Catte announcement* - 13,233 impressions. 70 engagements (0.5%)
Mar 25 *#medalofhonorday* - 3,291 impressions. 66 engagements (2.0%)

Above Average Engagement & High Impressions:
Jan 23 *VaUntold event registration link* - 2,862 impressions. 872 engagements (2.5%)
Feb 1 *#ColorOurCollections Tweet 1* - 2,776 impressions. 145 engagements (5.2%)
Mar 17 *Old Handwriting cheat sheet* - 1,844 impressions. 115 engagements (6.2%)

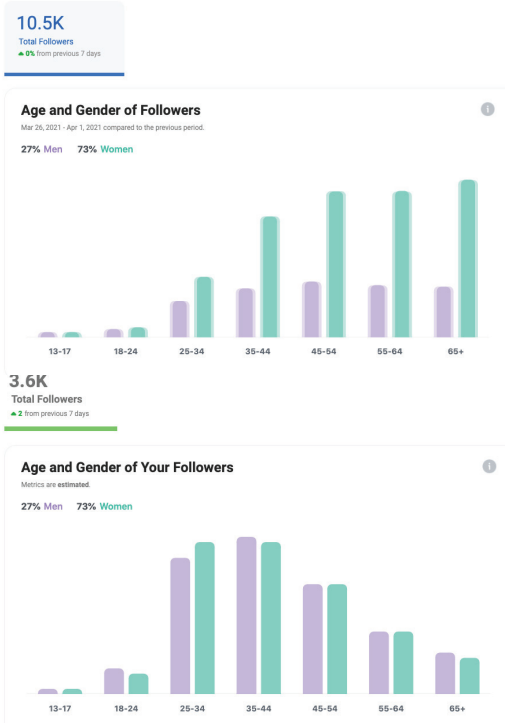
Highest Percentage of Engagement:
Jan 10 *Poe's Birthday* - 3,927 impressions. 201 engagements (5.1%)
Feb 16 *John Mitchell, Jr #ChonAmParty* - 1,952 impressions. 2112 engagements (5.7%)
Mar 5 *#ArchivesYouAreHere enslaved map* - 876 impressions. 57 engagements (6.5%)

INSTAGRAM Jan/Feb/Mar
Posts: 8 / 23 / 29

Engagements: 503 / 1,614 / 16.333
Number of Followers: 3,532 / 3,575 / 3,620

Highest Engagement Posts:
Jan 5 *Circuit Court Records* – 980 reach, 124 engagements
Jan 19 *Poe's Birthday* – 873 reach, 112 engagements
Jan 15 *Hat Day* – 638 reach, 81 engagements
Feb 15 *Marble Monday* – 2,491 reach, 248 engagements
Feb 22 *Marble Monday* – 2,335 reach, 226 engagements
Feb 1 *Marble Monday* – 1,487 reach, 145 engagements
Mar 1 *Elizabeth Keckly photo by Mari* – 889 reach, 138 engagements
Mar 9 *Ornamental Printing* – 1,349 reach, 118 engagements
Mar 23 *Daffodils book cover* – 950 reach, 108 engagements

Facebook (top) vs Instagram (bottom) Audiences



PINTEREST Jan/Feb/Mar

Overall Impressions: 23.43K / 39.04K / 17.62K
Total Audience: 12.74K / 17.08K / 10.35K
Engagements: 862 / 724 / 465
Engagement Rate: 3.68% / 1.85% / 2.64%
Number of Followers: 1.3K

Top Boards

Engagements — 1/1/2021 – 3/31/2021

Vintage Valentines — 307 Pins — 572 Engagements

Postcards for St. Patr — 184 Pins — 388 Engagements

Vintage Motel Postca.... — 118 Pins — 270 Engagements

Outbound clicks — 1/1/2021 – 3/31/2021

Creative Family Tree ... — 19 Pins — 26 Outbound clicks

Political Images from ... — 57 Pins — 22 Outbound clicks

Vintage Valentines — 307 Pins — 22 Outbound clicks

Top Pins

Engagements — Pins created in the last 30 days — 1/1/2021 – 3/31/2021

Pin	Type	Source	Format	Total engagements (rate)	
Library of Virginia	Organic	Your Pins	Standard	251 (1.5%)	Promote
Prints and Photographs, Special Col...	Organic	Your Pins	Standard	97 (6.5%)	Promote
Basket of Shamrocks	Organic	Your Pins	Standard	82 (4.0%)	Promote

Saves — Pins created in the last 30 days — 1/1/2021 – 3/31/2021

Pin	Type	Source	Format	Total saves (rate)	
Library of Virginia	Organic	Your Pins	Standard	59 (0.3%)	Promote
Basket of Shamrocks	Organic	Your Pins	Standard	[illegible]	Promote
Prints and Photographs, Special Col...	Organic	Your Pins	Standard	23 (1.5%)	Promote

Outbound clicks — Pins created in the last 30 days — 1/1/2021 – 3/31/2021

Pin	Type	Source	Format	Total outbound clicks (rate)	
Library of Virginia	Organic	Your Pins	Standard	13 (<0.1%)	Promote
Virginia Memory	Organic	Your Pins	Standard	10 (15.9%)	Promote
Vintage 5 Generation Family Tree Pr...	Organic	Your Pins	Standard	6 (13.0%)	Promote

YOUTUBE
Audience: 4.42K Subscribers
Total Videos Posted: 262
Total Recent Videos:
Jun–Aug: 23 Sept–Oct: 39 Nov - Dec: 6 Jan - Mar 2021: 6

Highest views:
Project Update on Virginia Untold – 239 views

Videos sorted by most recent:

GO TO WEBINAR

Overview

Filters | Jan 01, 2021 - Mar 31, 2021

6	1.49k	890	60%
Selected Sessions	Registrants	Attendees	Attendance Rate
6 of 16 sessions selected	▲ 48%	▲ 52%	▲ 3%

Webinar ID	Webinar Title	ebinar Ty			Time and Date		Audience		Attendance Metrics			Question Respons
Webinar ID	Title	Type	Day	Date	Start Time	Duration	Registrants	Attendees	Avg. Attendance Rate (%)	Avg. Interest Rating (#)	Avg. Attentiveness (#)	Q&A Questions Asked (#
365558131	How to Trace Your Virginia Roots	CLASSIC	Fri	03/12/2021	09:31:46 AM EST	1 hour 32 minutes	152	122	80%	85	81.51	59
282510475	Virginians & Their Histories	CLASSIC	Thu	03/04/2021	11:34:12 AM EST	1 hour 32 minutes	81	57	70%	71	59.04	7
211112491	Weinstein Author Series with Elizabeth Catte on February 25, 20	CLASSIC	Thu	02/25/2021	05:28:24 PM EST	1 hour 48 minutes	187	95	51%	83	79.25	12
762022395	Book Talk: The Other Madisons: The Lost History of a President	CLASSIC	Thu	02/18/2021	05:31:09 PM EST	1 hour 56 minutes	557	306	55%	84	82.33	67
615224643	"Goodbye Booze": The Music of Prohibition	CLASSIC	Wed	02/17/2021	06:33:31 PM EST	1 hour 22 minutes	26	21	81%	86	85.19	4
591578835	Virginia Untold: The African American Narrative	CLASSIC	Wed	02/03/2021	05:38:41 PM EST	1 hour 36 minutes	488	289	59%	85	81.59	166

iCONTACT MARKETING EMAILS

Audience: 7,922 Total Contacts

Most recent email performance:

Name	Sender	Sent	Sent to	Opens	Clicks
LVA Newsletter March 2021 *The March 2021 Newsletter from the Library of Virginia*	Library of Virginia	Mar 4, 2021 01:49 PM EST	6K	36.2%	7.6%
LVA Engage February 2021 *Engage with the Library of Virginia*	Library of Virginia	Feb 19, 2021 09:52 AM EST	5.9K	34.2%	6.4%
LVA Newsletter February 2021 *The February 2021 Newsletter from the Library of Virginia*	Library of Virginia	Feb 1, 2021 12:00 PM EST	5.8K	31.1%	5.7%
LVA Newsletter January 2021 *The January 2021 Newsletter from the Library of Virginia*	Library of Virginia	Jan 19, 2021 01:23 PM EST	5.8K	30.9%	5.5%
January 15 Closings *Library of Virginia Building Closed January 18–21*	Library of Virginia	Jan 14, 2021 03:54 PM EST	5.8K	36.8%	0.7%

Executive Summary

Library of Virginia Activities and Accomplishments
January to March 2021

Despite the ongoing challenges posed by the coronavirus pandemic, the Library of Virginia continues to implement its strategic plan with initiatives that focus on collecting the new Virginia, dynamic digitization, civic leadership, the Library as a place, and the Library beyond place. Below are highlights of our activities during the past quarter as well as an overview of the work we are doing under our current operating status.

Collections Access and Management Services

Dr. Treadway, John Metz, and Connie Warne met with representatives from the Department of General Services (DGS) on February 12. We heard from the DGS planning team assigned to the State Records Center Expansion Project about how the project would proceed from this point forward. We were surprised and delighted to learn that they had been in active discussions with the landowner about the acquisition of the property adjacent to the SRC and that they were very optimistic about their progress. They reported that if they were to agree to the terms of purchase by early April, they would be able to complete the acquisition by June. Once there is an agreement in place, there are a number of inspections, analyses, and studies they will need to complete to understand the condition of the property and to make sure that it is buildable and will meet our needs.

DGS will select an architect/design firm through an open bid process, and they will likely issue the RFP once the state reaches an agreement with the landowner on the terms of the purchase. DGS expects that it would be a three-month period between the time that the selection is made and all of the details are worked out before work can get underway.

In the meantime, we have identified a core planning team from the Library of Virginia that will work directly with the DGS project team. This includes John Metz (Project Lead and Coordinator), Mike Strom (State Archivist), Paul Casalaspi (IT director), John Thielbar (facilities management), and Mary Clark (Acquisitions and Access Management). We have also identified a broader project work group of staff who are involved in the daily operations of the SRC and/or the functions served by the facility. We will also engage VCU in meetings with this larger project team as we work to finalize planning and design.

The Library entered into an agreement with newspapers.com to digitize 500,000 to 1 million pages of Virginia imprint newspapers, dramatically expanding the content that will eventually be added to Virginia Chronicle, the Library's own newspaper repository. The newspapers are all on microfilm, so there is minimal effort needed from the Virginia Newspaper Project Team, and Newspapers.com will do all of the title copyright research necessary to determine that the newspapers are out of copyright and in the public domain. This is a huge step towards our goal to make historic Virginia newspapers freely accessible to all.

The Visual Studies section of Manuscripts and Special Collections completed the acquisition of *The Columbia Pike Documentary Project* collection, which includes 30,000 images from one of the most culturally diverse communities in the United States. From May 1, 2007, through October 24, 2020, a group of photographers created thousands of photographs to document visually the changes along the Columbia Pike as the Columbia Pike Documentary Project. The photographers are Lloyd Wolf, Dewey Tron (also goes by Duy Tran), Xang Mimi Ho, Paula Endo, Aleksandra Lagkueva, Lara Ajami, and Moises Gomez, plus interns Chloe Hollingsworth, Elayna Tursky, Ian Hardman, Marina Ralph, and Charlotte Yang. CPDP published two well-illustrated books (*Living Diversity* and *Transitions*) and mounted an exhibition in 2020. The Library will feature this collection in a physical exhibition beginning late summer 2021. This exhibition, installed in the first floor gallery and lobby, will be a selection of images and text from the Columbia Pike Documentary Project Collection. The Columbia Pike acquisition represents the steps we are taking to make sure that our collections reflect the broad diversity of the Virginia experience.

Digital Initiatives and Web Presence

As we staggered toward the finish line of year one of the COVID-19 pandemic, the hardy DIWP staff continue to work on making sure the Library's digital collections and Web sites are well-cared for, secure, and accessible to the public.

Notable efforts from the Web team include the creation of a presence on the Library's site to support the commemoration of the passage of the 1971 Virginia Constitution (https://www.lva.virginia.gov/71constitution/) and continued work toward creating Web-based dashboards to share information with the public on the Library's services, collections, and programing, as well as for internal use for decision making and reporting metrics to external entities requesting information, such as the Institute for Museums and Library Services and the Council of State Archivists. These resources are currently internally facing only during development, but we will soon have data available to the public.

blog

Between December 2020 and March 2021, the Uncommon Wealth Blog was viewed nearly 26,000 times, with an average of 215 views per day. Since the last report our "You've Been Cited" numbers continue, with Rebecca Schnieder's Publishing Anne Spencer: The Crisis, February 1920 cited in the Virginia Humanities's blog

refine the user interface for them. Until then, all collections will remain available in DigiTool, our soon-to-be-former system.

We are all excited for the spring to finally be here and hopefully to be able to be in the building together sooner rather than later. In the meantime, we will keep busy with our many, many projects and start new ones, including a BIPOC student internship project related to the commemoration of the 1971 Constitution. The students will use Library of Virginia collections and resources to explore the day-to-day impact and importance of the constitution in the lives of Virginia's citizens, as we continue to struggle with many of the social, economic, and racial issues that linger despite the groundbreaking passage of the constitution that ended Jim Crow in Virginia. We look forward to reporting on that project in the near future.

Government Records Services

Mike Strom recently resigned his position as State Archivist and Director of Government Records Services in order to accept the position of Administrator of the Nevada State Library, Archives, and Public Records Division. His last day in the office is April 16. Mike extends his appreciation for the opportunity to serve as State Archivist and wishes to thank Board members for their support. The Library will shortly begin recruitment to fill this important position.

The State Records staff has reviewed the vital records Ancestry identified as requiring rescanning and several dozen of those original records are with our conservator for treatment. Once those records return from the conservation lab, Ancestry will send a staff member to LVA to scan the records and add them to the scans they took of the microfilm a few months ago. Ancestry is busy indexing the records scanned from the microfilm and believes they are still on track to have the records up on their site sometime this summer. A potential second scanning project is in the works. We are finalizing the work specs for a project to scan personal property tax records ranging from 1782 to 1925. Once the specs are finalized, we should be ready to put the project out for bid.

The State Records archivists have started processing the paper records from Governor McDonnell and email from the offices of Governor McDonnell and Governor McAuliffe. Planning will soon begin to develop procedures to process and provide access to electronic records received from those two governors' offices. We are thrilled to be able to add more archivists to work on the backlog of governors' records thanks to the budget amendment passed during the last legislative session.

The Records Management staff added a new analyst in March, Deloris Bailey, who joins us after a decade of working as a contracting records professional for various federal agencies. This month we will bring on board a second analyst, Katie Ray, who joins us from the state records management staff in Alabama. We are excited to have our new colleagues on board, bringing with them added experience and fresh perspectives as well as allowing us to distribute our workload more broadly and open up added opportunities to explore in terms of new initiatives and added outreach for our client agencies.

After a quarter in operation, the electronic certificate of destruction has been used more than 2,600 times and the feedback continues to be almost absolutely positive. We have a few very

minor issues that we will be attempting to address with the help of our IT colleagues in the coming quarter that will resolve the vast majority of hiccups that our clients have reported to us.

RM staff continue to be heavily engaged in assisting VITA with the request for proposals (RFP) process to replace the state's email and messaging contract. The original deadline would mean that the process would be completed in the coming quarter; however, not entirely unexpected for a contract of this magnitude, cost considerations may require some reworking of the contract terms, and the deadline may be extended, pending the outcome of several meetings among VITA's leadership and the RFP review team over the next two weeks.

The CCRP grants staff are currently updating the CCRP Grant Guidelines. Revenue generated by the increase in the fee that funds the CCRP will enable us to add more funding to current grants and offer new grants to assist localities with preserving and providing access to the historical records in their offices. Local Records staff continue to process and index original records, primarily chancery causes. When teleworking, the staff continue to work on the digital chancery indexing project and transcription approval. Due to their efforts, the records stored in our collection are far more accessible than before. Staff have added thousands of additional names from those records, primarily those of enslaved people, to the Chancery Records Index and have approved the transcriptions of hundreds of circuit court records. Digital images have recently been added to the Chancery Records Index for Amherst, Giles, and Princess Anne Counties. Microfilm of Bath, Essex, Lunenburg, and Richmond County chancery records are with Backstage Library Works for scanning. The original chancery records for Pittsylvania, Warwick, and Albemarle counties are scheduled to be scanned in the coming months.

Library Development and Networking

In addition to our usual activities, LDND would like to highlight the following:

Youth Services- Sue La Paro; Transforming Teen Services (T3): With Asa Heyward (Suffolk Public Library) and Sue La Paro facilitated a four-week training on connected learning for library staff who work with teens from February 19 – March 12, 2021. *Transforming Teen Services: a Train the Trainer Approach* (T3) is an initiative run by the Young Adult Library Services Association (YALSA) and the Chief Officers of State Library Agencies (COSLA) and is funded by the Institute of Museum and Library Services (IMLS). The program brings together state library agency youth consultants and front-line library staff. Eleven attendees participated in the asynchronous class using Canvas with four hour-long Zoom sessions each of the four weeks. Participants ranged from teen librarian veterans to newly hired teen services staff from Campbell County, Chesapeake, Petersburg, Prince William County, Radford, Richmond, Russell County, Portsmouth, Suffolk, and York County.

ALA Libraries Transform Communities Grant: Nan Carmack, Lisa Hicks (Director of Alleghany Highlands Regional Library), and Sue La Paro wrote a successful $3,000 grant to benefit the city of Covington to expand publicity and access to 1000 Things Before Kindergarten, to include educational forums with the Virginia Department of Health’s Women, Infants and Children Clinics, and HeadStart’s parent education programs.

21st Century Work Skills-Leadership, Community and Stakeholders – Reagan Thalacker
New Director Orientations have been re-organized to include informational interviews with each member of the LDND staff; assigning a local mentor; and invitation to a monthly networking meeting with other new directors. Nine new directors have been oriented in this way and the State Library of Georgia has adapted our Orientation for its own use.

The Center for Non-Profit Excellence has successfully been engaged to support the needs of our non-profit libraries, Friends and Foundations. An orientation to their services has been conducted and their first training has been provided.

United for Libraries, in addition to the asynchronous video training series, will be presenting training for Trustees in June and Friends in July.

21st Century Work Skills- Library Staff – Cindy Church; the 2nd Annual South East Collaborative Conference was held March 16 – March 18 and is a cooperative conference between The Library of Virginia, North Carolina, South Carolina and Georgia state libraries. Over 2,000 library staff from across the county attended 18 online sessions.

Outreach Services in Virginia: working with Gina Fuller, Cindy is creating a statewide program to include:

- Planning a panel discussion on April 20th
- Creating an InfoCenter page of outreach resources
- Sponsoring a listserv for library outreach staff
- Creating a VLA Forum for library outreach staff

Technology Projects – Nan Carmack; Find It Virginia has added Junior Library Guild, Digital to its resources, providing schools and libraries with a synchronous, multi-user library for K-12 readers, expanding digital content access during the pandemic.

Evergreen libraries have completed a catalog clean up and deduplication of records with no items project. Evergreen will be updating to its latest iteration in May. Training for the new update is on-going. Pearisburg Public Library and R. Jamerson Memorial Library in Appomattox are evaluating options to join the Evergreen community.

WordPress will enjoy two new libraries joining its community: R. Jamerson Memorial Library in Appomattox and Halifax-South Boston Public Library. A resource for Virginia's deaf community, DeafLibraryVA.org, is in development on the WordPress platform, in concert with assistive services librarians across the Commonwealth.

Public Library Data – Kim Armentrout; after completion of data and fiscal review, anticipated waivers for state aid will be presented during the meeting and have materials appended in the meeting book.

Administration – Nan Carmack; additional projects include the collaborative revision of the *Planning for Library Excellence* standards guide with a filter of diversity, equity and inclusion. A working group, including three directors, two assistive services librarians, and the chair and

co-chair of the Virginia Library Association Librarians of Color Forum, worked on the revision presented elsewhere in this meeting book.

Further, in concert with collaborative partners for Decoding Dyslexia, we have jointly applied for an award to provide public libraries with dyslexia oriented collections, community and staff training and resources. The Library of Virginia Foundation has agreed to serve as the fiscal agent should this award be earned.

Administration of the CARES Funds, as funded in 2020 is on-going. In addition to sub-grants for localities, a Disaster Planning Workbook is being created in conjunction with a consultant and 12 member team of library directors and staff. Further investments in our digital collections through Overdrive will also be made.

Public Services and Outreach

Improving the Digital User Experience with Lib Guides**.** The user experience is always foremost in the minds of the Library's staff with online access being especially critical in our current environment. The Library currently provides access to 48 subscription databases and more than 140 research guides and indexes. Not long after the library's catalog was upgraded in 2019, a small team of public service librarians and archivists worked closely with the Library's web developer to plan and launch a new content management system called LibGuides. The new system offers users smoother navigation of its research guides, indexes, and subscription databases, including 26 new research guides for searching individual collections in the Library's catalog. The Research Guides & Indexes page provides access to a collection of resources created by the Library's archivists and librarians. The Databases page allows all of the Library's subscription databases to be viewed either alphabetically or by subject. Many databases are available remotely to Virginia residents and can be accessed with either a Library of Virginia library card or the email address associated with a library account.

Over time, staff will update and reissue all of our research guides in this new format. We are excited about these changes and welcome user feedback as the work continues. Incorporating user suggestions is facilitated by the ability to easily update pages in LibGuides. Staff can edit text and submit changes to designated editors with one click, making same-day revisions possible. The ongoing review of older guides and indexes will also incorporate the Library's recent work on inclusive language.

Asian American Pacific Islander Desi American (APIDA) Project Updates. The Library of Virginia made a strong commitment to engaging with underrepresented communities in its strategic plan. Following the success of the New Virginians project, the Library began work with specific groups of stakeholders. As part of that outreach, Education and Program Specialist Emma Ito hosted our second Asian American Pacific Islander Desi American (APIDA) Interest meeting on March 19, 2021. Librarian of Virginia Sandy Treadway introduced and welcomed the group of 14 partners, with some joining from across the country. Partners introduced themselves and shared their own projects. Many expressed their desire to connect with others in the group and the Library on future projects. A number of partners specifically work in K-12 education and are hoping to have more APIDA resources to use in the classroom. The Library of

Virginia is in conversation with a number of partners to host APIDA focused virtual programs in 2021.

The Library's staff is also committed to revisiting its current holdings for materials documenting Virginia's diverse but often "hidden" communities. To that end, Emma Ito and reference archivist Cara Griggs are continuing to work through and write about APIDA resources in the Library's collections. Last year, Emma and Cara created a webpage to serve as a hub for the Library of Virginia's APIDA resources (https://edu.lva.virginia.gov/apidaresources/) and they will continue to update it this year. They wrote a number of blog posts for The Library of Virginia's blog, the UncommonWealth, and plan on writing more posts throughout May (Asian/Pacific American Heritage Month). Cara and Emma's APIDA work was featured on the cover of this quarter's issue of the Library's magazine, *Broadside*.

Emma Ito has been widely recognized for her work and expertise in this area. She will be presenting to the Board of the state's Office of New Americans in April on the Library's New Virginians initiatives. She will describe both her work with APIDA communities and their histories as well as her participation on a committee to reevaluate the Library of Virginia's guides and other resources regarding the use of inclusive language.

THE LIBRARY BOARD July 1, 2020 June 30, 2021

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Succeeding Su Yong Kim, Seat 3

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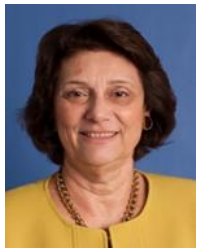
Seat 2

Seat 10 Vacant

Executive Management Team & Key Contacts July 1, 2019 June 30, 2020



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