



THE LIBRARY BOARD

The Library of Virginia
800 East Broad Street
Richmond, Virginia 23219-8000

(804) 692-3535

MEETING AGENDA

Monday
June 27, 2022

THE LIBRARY OF VIRGINIA

800 East Broad Street
Richmond, Virginia 23219-8000
804-692-3535

AGENDA

MONDAY, June 27, 2022

8:00 a.m.

Continental Breakfast

Conference Room A

8:30 a.m. – 9:25 a.m.

Conference Room A

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

Barbara Vines Little, *Chair*
R. Chambliss Light Jr., *Vice Chair*
Robert D. Aguirre
Paul Brockwell Jr.
Robert L. Canida II
Suzette Denslow
Blythe Ann Scott
Leonard C. Tengco

John Metz, Kathy Jordan – *Staff Liaisons*

Orientation Room

Public Library Development Committee

Mark Miller, *Chair*
Shelley Viola Murphy, *Vice Chair*
Laura L.L. Blevins
L. Preston Bryant Jr.
Maya Castillo
Lana Real
Marcy Sims

Nan Carmack – *Staff Liaison*

9:30 a.m. – 10:20 a.m.

Conference Room A

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

Shelley Viola Murphy, *Chair*
Marcy Sims, *Vice Chair*
Robert L. Canida II
Barbara Vines Little
Mark Miller
Lana Real
Leonard C. Tengco

Gregg Kimball, Paul Casalaspi – *Staff Liaisons*

Orientation Room

Legislative and Finance Committee

Paul Brockwell Jr., *Chair*
Robert D. Aguirre
Laura L. L. Blevins
L. Preston Bryant Jr.
Mayo Castillo
Suzette Denslow
Blythe Ann Scott
R. Chambliss Light Jr.

Daniel Hinderliter – *Staff Liaison*

**THE LIBRARY BOARD
of
THE LIBRARY OF VIRGINIA**

MONDAY, JUNE 27, 2022

AGENDA

- | | | |
|-------------------|--|-----------------------------------|
| 10:30 a.m. | The Library Board Meeting | <i>Meeting Room 2M.020</i> |
| I. | Call to Order/Quorum | Blythe Ann Scott, <i>Chair</i> |
| II. | Approval of Agenda | <i>The Board</i> |
| III. | Welcome to Visitors and Staff | Blythe Ann Scott, <i>Chair</i> |
| IV. | Public Comment | |
| V. | Approval of Minutes | <i>The Board</i> |
| | Action Item: <i>Approval of April 11, 2022, meeting minutes</i> | |
| VI. | Reports from Other Organizations | |
| VII. | Committee/Division Reports | |

Management Services Committee

- | | | |
|---|---|-----------------------------|
| • | Education, Outreach, and Research Services Committee | <i>Shelley Viola Murphy</i> |
| • | Legislative and Finance Committee | <i>Paul Brockwell Jr.</i> |
| • | Public Library Development Committee | <i>Mark Miller</i> |
| | Action Items: <i>Approval of State Aid Waiver Requests</i> | |
| | <i>Approval of FY 22 State Aid Allotments</i> | |
| • | By- Laws Committee | <i>Paul Brockwell Jr.</i> |
| • | Library of Virginia Foundation | <i>Scott Dodson</i> |

- | | | |
|-------|-------------------------------------|--------------------------------|
| VIII. | Report of the Librarian of Virginia | <i>Sandra G. Treadway</i> |
| VIV. | Report of the Chair | <i>Blythe Ann Scott, Chair</i> |
| | • Report of the Executive Committee | |

**THE LIBRARY BOARD
of
THE LIBRARY OF VIRGINIA**

Committee Name: **ARCHIVAL, COLLECTIONS, AND RECORDS
MANAGEMENT SERVICES**

Date: **Monday, June 27, 2022 – 8:30 a.m. – 9:25 a.m.**

Place: **The Library of Virginia – *Conference Room A***

Committee Members: Barbara Vines Little, *Chair*
R. Chambliss Light Jr., *Vice Chair*
Robert D. Aguirre
Paul Brockwell Jr.
Robert L. Canida II
Blythe Ann Scott
Leonard C. Tengco
John Metz, Kathy Jordan– *Staff Liaisons*

AGENDA

1. Diseased Microfilm Update – John Metz
2. Governors' Records Processing – Kathy Jordan
3. Free Black Registers on Display – Lydia Neuroth

Board Action Items:

None

Board Information Items:

Report of the Committee Chair

Committee Action Items:

None

**THE LIBRARY BOARD
of
THE LIBRARY OF VIRGINIA**

Committee Name: **PUBLIC LIBRARY DEVELOPMENT COMMITTEE**

Date: Monday, June 27, 2022 -- 8:30 a.m. – 9:25 a.m.

Place: The Library of Virginia – *Orientation Room*

Committee Members: Mark Miller, *Chair*
Shelley Viola Murphy, *Vice Chair*
Laura L. L. Blevins
L. Preston Bryant Jr.
Maya Castillo
Lana Real
Marcy Sims

Nan Carmack – *Staff Liaison*

AGENDA

1. Introduction of Public Library Consultant, Reagen Thalacker – Nan Carmack and Reagen Thalacker

2. State Aid waivers and allocations – Kim Armentrout

Committee Action Items:

- Approve/deny waiver applications
- Approve state aid allocation

Board Information Items:

Report of the Committee Chair

Board Action Items:

- Approve/deny waiver applications
- Approve state aid allocation

**THE LIBRARY BOARD
of
THE LIBRARY OF VIRGINIA**

Committee Name: **EDUCATION, OUTREACH, AND RESEARCH SERVICES
COMMITTEE**

Date: Monday, June 27, 2022 – 9:30 a.m. – 10:20 a.m.

Place: The Library of Virginia – *Conference Room A*

Committee Members: Shelley Viola Murphy, *Chair*
Marcy Sims, *Vice Chair*
Robert L. Canida II
Barbara Vines Little
Mark Miller
Lana Real
Leonard C. Tengco

Gregg Kimball, Paul Casalaspi – *Staff Liaisons*

AGENDA

1. Report on the Stakeholder Meetings with Virginia's Recognized Tribes
2. Updates on the 2022 Virginia Humanities Fellowships
3. Update on Security Changes

Committee Action Items:

None

Board Information Items:

Report of the Committee Chair

Board Action Items:

None

**THE LIBRARY BOARD
of
THE LIBRARY OF VIRGINIA**

Committee Name: **LEGISLATIVE AND FINANCE COMMITTEE**

Date: **Monday, June 27, 2022 – 9:30 a.m. – 10:20 a.m.**

Place: **The Library of Virginia – *Orientation Room***

Committee Members:

Paul Brockwell Jr., *Chair*
Robert D. Aguirre
Laura L. L. Blevins
L. Preston Bryant, Jr.
Maya Castillo
Suzette Denslow
Blythe Ann Scott
R. Chambliss Light Jr.

Daniel Hinderliter – *Staff Liaison*

AGENDA

1. Review of Statement of Financial Condition
2. Update from General Assembly sessions to date
3. Update on Auditor of Public Accounts
4. Potential Legislation – Kathy Jordan

Committee Action Items:

None

Board Information Items:

Report of the Committee Chair

Board Action Items:

None

THE LIBRARY BOARD COMMITTEE MEETING MINUTES

Library of Virginia

April 11, 2022

ARCHIVAL, COLLECTIONS, AND RECORDS MANAGEMENT SERVICES COMMITTEE

The Archival, Collections, and Records Management Services Committee of the Library Board met at 8:30 a.m. on Monday, April 11, 2022, in Conference Room A at the Library of Virginia. The following committee members were in attendance: Barbara Vines Little, *chair*; R. Chambliss Light Jr., *vice chair*; Robert Aguirre; Paul Brockwell Jr.; Robert L. Canida II; Suzette Denslow; Blythe Ann Scott; and Leonard C. Tengco. Also attending were Kathy Jordan, Digital Initiatives and Web Presence Director; Mary Clark, Acquisitions and Access Management Director; and Paul Casalaspi, Director of Information Technology; Greg Crawford, Local Records Program Manager.

Ms. Little called the meeting to order and reviewed the agenda that included updates on the expansion of the State Records Center (SRC), print collection deselection and space management, and the diseased microfilm project.

Mr. Casalaspi gave a presentation on the status of the expansion of the SRC. He reported that the project is moving along and has mostly been focused on Library staff working with the architect (Enteros) and Department of General Services (DGS) to finalize the drawings and plans for the expansion and renovation of existing space. Using a series of drawings, Mr. Casalaspi showed the committee the actual expansion space (22k sq ft) and the spaces in the existing structure that will be renovated, including a new conference room, a new Imaging Services workspace, and updated reception area, restrooms and office spaces. He also explained that the libraries at Virginia Commonwealth University (VCU) will be renting space to store approximately 1.5 million collection items and will occupy a space in the building from which to manage the movement of materials between the SRC and VCU's libraries. Dan Hinderliter, Deputy of Finance and Administrative Services, is working with DGS and VCU to develop a lease agreement.

There are some areas of the SRC that cannot be renovated because to do so would exceed the allowable square footage marked for renovation. However, DGS is adding line items to the contract to cover flooring and wall renovations to allow the Library to use other available funds to update all areas at a lower cost. Mr. Casalaspi also reported that there should be enough space to cover more than twenty years of growth, even though the Library does not have money to renovate the Archives Pod at this time.

Ms. Clark discussed work that is underway regarding the deselection of materials from the Library's collections as part of the preliminary efforts to plan for moving collections within the University's location and preparing to move materials to the SRC once the expansion is

complete. She explained that, per the Library's Collection Development policy, there are several reasons why the Library may remove materials from the collection. They include incomplete runs of non-Virginia or foreign periodicals, if the subject is of marginal value to the overall collection, and damaged or brittle materials with no Virginia relevancy or provenance, if the subject is of marginal value to the overall collection.

Collections staff are already struggling with overcrowding and lack of secure, environmentally sound spaces for their collections. While the expansion at the SRC will help, it is important to take action to minimize the space problems and ensure that materials that fall outside the collection parameters are examined and removed where warranted. It is important to begin this work and to start shifting materials as we can in order to prepare for any changes to the Library's downtown location, as well as the moving of very low-use materials that do fall within the Library's collecting scope to the SRC upon completion of the expansion.

The committee was pleased with the report on the progress of the SRC expansion and understood the relevance of collections deselection and shifting as an important part of the ongoing management and security of the Library's collections.

A brief discussion covered the update on the diseased microfilm project; Ms. Jordan directed the committee's attention to the document included in the Board packet that showed the progress on the project to date. While the state's new budget was uncertain at the time of the meeting, it was clear that staff are continuing to move forward, with nearly 800 reels now sent to Backstage Library Works every two months. Ms. Little asked about the potential issue of duplicate reels of local court records in the Media Vault and how the Library was managing that as part of the project. Mr. Crawford noted the history of duplication of local court records on microfilm and assured the committee that there are no duplicate copies of these records in the Film Vault and it is therefore not an issue of concern.

The committee reviewed a document Ms. Jordan shared that listed the tours and presentations Special Collections staff had made during the first quarter of 2022. The committee was impressed with the number of contacts with members of the General Assembly, their spouses, and members of the Youngkin administration in such a short time.

The committee adjourned at 9:05 a.m.

PUBLIC LIBRARY DEVELOPMENT COMMITTEE

The Public Library Development Committee of the Library Board met at 8:55 a.m., Monday April 11, 2022, in the Orientation Room at the Library of Virginia. The following committee members were in attendance: Mark Miller, *chair*, Shelley Viola Murphy, *vice-chair*, Laura L. Blevins, L. Preston Bryant Jr., Maya Castillo, Lana Real, and Marcy Sims. Also in attendance were Nan Carmack, Director of Library Development and Networking and Staff Liaison to the Committee, and Kim Armentrout, State Grants and Data Coordinator.

Amending the agenda, Mr. Miller called on Ms. Armentrout to report on pending state aid waiver requests. She reported a higher number of waiver requests than usual, noting that they included

even many of the larger systems. She noted that COVID conditions affected many systems' abilities to spend all of their money—from library closures to program cancellations—and thus local expenditures dropped across the board. Ms. Armentrout will present the entire docket of waivers at the June meeting but wanted to alert the committee to the increased number and what prompted them.

Dr. Carmack then reported on the Library Services and Technology Act (LSTA) Five Year Evaluation, conducted by Quality Metrics, LLC, and submitted to the Institute of Museum and Library Services (IMLS) on March 31. Quality Metrics' external evaluation matched LVA's internal evaluation in terms of goal accomplishment—finding that of the three following goals:

GOAL 1: Foster the development of the evolving neighborhood/community library as a center for lifelong learning and civic engagement.

GOAL 2: Facilitate access to information and the discovery of knowledge and cultural heritage for the purpose of cultivating an informed and engaged community.

GOAL 3: Support the training and development of proactive library leadership and skilled staff to meet the rapidly changing environment.

Goal 2 was achieved while Goals 1 and 3, because of their aspirational nature, were partially achieved.

Quality Metrics had two overarching recommendations on an otherwise excellent report:

1. All projects in future should focus on outcome-based evaluation.
2. The Library Development and Networking Division (LDND) should develop a closer working relationship with the Department of Education.

Next steps include drafting a new five year plan, for submission by June 30. These two recommendations will be built into the new plan.

LEGISLATIVE AND FINANCE COMMITTEE

The Legislative and Finance Committee of the Library Board met at 9:10 a.m., Monday April 11, 2022, in the Orientation Room at the Library of Virginia. The following committee members were in attendance: R. Chambliss Light Jr., *chair*, Paul Brockwell Jr., *vice chair*, Robert D. Aguirre, Laura L. L. Blevins, L. Preston Bryant Jr., Maya Castillo, Suzette Denslow, Blythe Ann Scott. Librarian of Virginia Sandra G. Treadway and Deputy for Finance and Administrative Services Dan Hinderliter were also present.

Mr. Light asked Mr. Hinderliter to introduce himself, review the Statement of Financial Condition, update on the General Assembly budget documents and the Auditor of Public Accounts (APA). Mr. Hinderliter identified that he came to the Library from the position of Director of Procurement and Administrative Services with the Virginia Department of

Behavioral Health and Developmental Services (DBHDS). Prior to that assignment he worked as the Director of Contracts and Finance for the Virginia Department of Human Resource Management (DHRM), Director of Resources and Planning at the Science Museum of Virginia (SMV), and Budget Director for the Virginia Department of Transportation (VDOT).

Regarding the Statement of Financial Condition, Mr. Hinderlter identified that revenues and expenditures were higher than the previous year however in-line with projections as would be expected through three quarters of the fiscal year. Expenditures were at 67 percent across all funds with 72 percent of general funds expended. A deeper dive of the CCRP funds was provided since this fund type experienced the most volatility. In the CCRP review it was noted that fees were increased in fiscal year 20, which combined with the hot housing market of fiscal year 21 produced total higher than anticipated revenue. The trend for fiscal year 22 CCRP revenues is much more modest. This does not represent a problem since the Library's process is to receive in one fiscal year and expend in the next. A brief discussion was held about the risk and benefit of building up the CCRP fund balance with no recommendation to change the current process.

Mr. Hinderlter identified that the APA audit has been initiated on a routine cycle for fiscal years 19, 20 and 21. All requested documents have been submitted electronically, and no management findings have been noted. The APA final report is anticipated to be released in the fall and Board Members will be sent the final report.

Mr. Hinderlter reported on the General Assembly budget discussions to date. The Governor's proposed budget identified a significant increase to the Library. The Senate and House budgets for the Library vary greatly. No resolution date was identified.

The meeting adjourned at 9:40 a.m.

EDUCATION, OUTREACH, AND RESEARCH SERVICES COMMITTEE

The Education, Outreach, and Research Services Committee of the Library Board met at 9:10 a.m., Monday, April 11, 2022, in Conference Room A at the Library of Virginia. The following committee members were in attendance: Shelley Viola Murphy, *chair*, Marcy Sims, *vice-chair*, Robert L. Canida II, Barbara Vines Little, Mark Miller, Lana Real, and Leonard C. Tengco. Also present were Dr. Gregg D. Kimball, Director of Public Services and Outreach; Catherine Fitzgerald Wyatt, Education and Outreach Manager; Barbara C. Batson, Exhibitions Coordinator; and Paul Casalaspi, Director of Information Technology.

Ms. Batson gave an update on the planning for a collaborative exhibition that is slated to open at the end of 2023 focused on the history of Virginia's federally and state recognized tribes. Because the Library had not previously engaged directly with most of the tribes, the first step was a series of conversations with tribal leaders to explore ways that each tribe and the Library could collaborate. The Library has completed those conversations and will hold group sessions with the tribes in May followed by site visits to the several tribes. The Library hopes that the exhibition project will be the starting point for sustained relationships with each tribe. Tribal representatives have expressed interest in a number of possible collaborations, including

collection digitization, improved description of collections from a tribal perspective, and support for ongoing efforts to strengthen tribal museums, archives, and cultural centers.

Ms. Wyatt reported on programming held in the first quarter of 2022. She reported that the annual Strong Men and Women program in collaboration with Dominion Energy has been rescheduled to Juneteenth due to COVID. The Library celebrated Black History Month with several virtual events. Dr. Kimball held a stimulating and well-attended conversation with author Rohulamin Quander regarding his family's story found in his book *The Quanders: Since 1684, an Enduring African American Legacy*. Dr. Kimball and Ms. Wyatt also assisted with the Common Ground Book Club's discussion of *The 1619 Project*. Staff also hosted several tours of the Library's new exhibition *Your Humble Petitioner: Taking advantage of the General*.

The Committee voted to go into closed session per §2.2-3712 to discuss the Librarian of Virginia's contract, which is up for renewal in June. After resuming open session, there being no other business, Ms. Scott adjourned the meeting.

THE LIBRARY BOARD MEETING

Library of Virginia

April 11, 2022

The Library Board met on Monday April 11, 2022 in the Board Meeting Room at the Library of Virginia, 800 East Broad Street, Richmond, Virginia.

I. CALL TO ORDER

Blythe Ann Scott, chair, called the meeting to order at 10:32 a.m. She noted that there was a quorum of the Library Board physically present. In fact, all 15 board members were physically present, and Ms. Scott noted how pleased she was about that, as it had been a long time since that had happened.

The following members were in attendance, all in-person:

Blythe Ann Scott, *Chair*
Paul Brockwell Jr., *Vice Chair*

Robert Aguirre
Laura L. L. Blevins
L. Preston Bryant Jr.
Robert L. Canida II
Maya Castillo
Suzette Denslow
R. Chambliss Light Jr.
Barbara Vines Little
Mark Miller
Shelley Viola Murphy
Lana Real
Marey Sims
Leonard C. Teneco

No members were absent.

II. APPROVAL OF AGENDA

Ms. Scott asked for a motion to approve the agenda. The motion was made by Paul Brockwell Jr., seconded by Marey Sims. All Board members voted unanimously to approve.

III. WELCOME TO VISITORS AND STAFF

Ms. Scott introduced two new Library employees: Taylor Melton, Executive Assistant to the Librarian and the Board, and Dan Hinderliter, Deputy of Finance and Administrative Services. She then welcomed members of the Library of Virginia Diversity, Equity, and Inclusion (DE&I) Committee and Conley Edwards, President of the Friends of the Virginia State Archives.

IV. PUBLIC COMMENT

There were no members of the public present who wished to make public comment.

V. APPROVAL OF MINUTES

Ms. Scott asked if Board members had any changes they wished to suggest to the minutes for the January 10 meeting as distributed in the Board packet. Suzette Denslow asked that they be corrected to show her attendance at the Archival, Collections, and Records Management Services Committee meeting. Laura L. L. Blevins asked that they be corrected to no longer show her attendance, as she was not present for the January 10 meeting. Ms. Scott thanked Ms. Denslow and Ms. Blevins and asked for a motion to approve the minutes with those corrections. The motion was made by Ms. Denslow; seconded by Mr. Brockwell. All members voted to approve, except Ms. Blevins who abstained as she was not present at the meeting.

VI. INFORMATION ITEMS

A. Reports from Other Organizations

Conley Edwards, President of the Friends of Virginia State Archives, reported that on April 1 the Friends resumed their annual spring program, Straight to the Source. Now in its 28th year, this program features members of the LVA professional staff discussing their findings in the course of researching archival collections. The program is a wonderful opportunity for participants to learn directly from staff and for staff to have an exchange with those who use records in the collection. This year, LVA staff members Kevin Shupe, John Deal, Cara Griggs, Ginny Dunn, and Dale Neighbors all presented on various topics. Mr. Edwards noted that the presentations were well received and that the Friends thank the presenters for sharing their knowledge during the program.

The Friends' next program will be its fall Slatten Lecture scheduled for September 24 with speaker Rebecca Whitman Koford, certified genealogist and certified genealogical lecturer. Ms. Koford is currently the Executive Director of the Board for Certification of Genealogists as well as the Director of the Genealogical Institute on Federal Records which is held annually at the National Archives.

Mr. Edwards stated that the Friends have their regular board meeting next week and will hear from Elaine McFadden and Audrey McElhinney on how the Friends might help to support the conservation and digitization of the Virginia Convention of 1776 records in the Library's collection.

B. Committee/Division Reports

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

Committee Chair Barbara Vines Little reported that the diseased microfilm project is currently waiting on budget approval from the General Assembly, and noted that the board packet includes a handout detailing what the Library has done with the project to date using the currently available funding.

Ms. Little then invited Director of Information Technology, Paul Casalaspi, to provide an update on the expansion to the State Records Center. Mr. Casalaspi stated that we had run out of space in the Records Center's archives pod and that the storage pod was reaching that point, so additional space was needed. He presented an image displaying the planned expansion. During the previous budget cycle the Library received \$22 million in funding through capital outlay and has received another \$5 million this cycle to cover cost increases. Mr. Casalaspi noted that the Department of General Services (DGS) is acting as the project manager and has handled this aspect of the expansion. The expansion will be adding 22,000 square feet to the Records Center.

Mr. Casalaspi stated that the project is moving along very well. He noted that we have an architect working on the project, as well as various companies assisting with electrical, mechanical, and security work. L. Preston Bryant Jr. asked when construction will be starting. Mr. Casalaspi responded that the design plans would be submitted to DGS's Division of Engineering and Buildings (DEB) for approval on Monday, April 18 and, following that, construction can begin.

Mr. Casalaspi then called attention to the design plan and began highlighting various components including the archives pod, the microfilm vault, the records storage area, and the planned addition. The project team will also be renovating existing office spaces, converting a shelving area into space for service staff, and adding a new, large conference room. Virginia Commonwealth University (VCU) will have staff in the building as a partner on the project and as a tenant. Mr. Hinderliter will be working out a lease agreement with them to cover required space, storage, and staffing. The project team will also be adding all new furniture and tile flooring, and will be making all bathrooms ADA-compliant. Mr. Casalaspi pointed out one section of the Records Center that is not currently being used but is not being renovated as part of the expansion project due to square footage limitations in the contract; however, DGS will be adding a line item in the contract requiring whoever wins the bid to give the Library a separate quote for renovating the flooring and walls in just that area, so that the project team can still work on that area if the necessary funding becomes available.

VCU staff will be processing their own materials in the building. They currently use a van to transport items between their locations, and will be using it to move items to and from the Records Center. VCU is still finalizing workflows with regard to how their collections material will be moved, but their presence will not meaningfully

impact Library work in the Records Center. VCU will also have an interface so their staff can connect to the VCU network from the Records Center, rather than sharing network space with Library staff. The Library will be bringing on a new staff member to work in that section of the building. Shelving in this area will be 35 feet high and able to handle regular collections, archival materials, and special items. VCU plans to store 1.5 million items in the building, and the Library will be bringing over 500,000 additional items.

The project team initially wanted to renovate the archives pod as well, which is currently at 95% storage capacity; however, the necessary funding was not approved. Still, there is 50,000 additional square feet for archives growth in the building, which was the team's estimation for 20 years of growth, so this is not a major concern. The new addition to the Records Center should be ready for use sometime between Summer 2024 and Summer 2025.

Leonard C. Tengco asked how staff will get up and down the tall shelves, and if doing so will be limited to staff. Mr. Casalaspí responded that we have wire-guided equipment that staff use to scale the shelves, and that only certified staff are permitted to use it. Dr. Murphy asked how long we expect to have until storage space runs out in the new expansion. Mr. Casalaspí said we expect to have 20 years with some extra room for growth beyond that. Marcy Sims noted that some local governments store documents at the Records Center and asked whether or not they are required to do so. Mr. Casalaspí replied that they are not strictly required to store archival records with us but many do because of space limitations, and those that do so must pay the Library a fee. With no further questions, Mr. Casalaspí concluded his report.

Mary Clark, Director of Acquisitions and Access Management, reported that her team has been looking at what materials can be moved to offsite storage, what can remain at the Library, and what we no longer need. In doing so they reviewed existing collection development policy, relying on two bulleted items regarding deselecting material from the collection: the first being incomplete runs of non-Virginia or foreign periodicals whose subject is of marginal value to the overall collection, and the second being damaged or brittle materials with no Virginia relevancy or provenance if the subject is of marginal value to the overall collection. After their first pass they found around 160 titles they determined were no longer needed to be kept under the aforementioned policy, though this amounted to a very small portion of the overall collection. They did find one title they decided to keep, which was a Broadcasting and Cablecasting Yearbook that covers Virginia.

Ms. Clark reported that her team presented their proposed list of deselected materials to the Library's Executive Management Team (EMT) for approval, and they had no objections. She stated they are performing their due diligence by notifying the Board about this process, since there are times where it is no longer appropriate to keep materials that are no longer of value to the overall collection, but that everyone involved takes the process very seriously. She also noted that Ms. Little had previously asked about the Library's policy on deselecting serials from foreign

sources, and said that the Library has a number of British materials in the collection that are of great value for research purposes, so those will not be removed. Ms. Clark then recalled that in their previous presentation Kathy Jordan pointed out that creating additional space in the stacks will allow for book growth and will provide space to store other materials that need to be re-shelved. Ms. Scott thanked Ms. Clark and her team for their work on this project.

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

Committee Chair Shelley Viola Murphy reported that Exhibitions Coordinator Barbara Batson is working on a new exhibit titled “Indigenous Perspectives” which will open in November 2023, and that Ms. Batson’s team is currently reaching out to state-recognized tribes to get their input. Dr. Murphy also noted that a partnership has been formed between PBS Blue Ridge and WHRO in e-media, and that more information on the partnership will be forthcoming.

In terms of programming, Catherine Fitzgerald Wyatt, Education and Outreach Manager, reported that the Library held a series of virtual programs in celebration of Black History Month. She stated that the Strong Men and Women in Virginia History annual program was postponed from February to June in order to hold the event in person at the Richmond Marriott. Ms. Wyatt noted the Library recently held its Strong Men and Women student essay contest and prepared the poster and traveling exhibition that feature this year’s honorees. She also highlighted the work her team had done for Women’s History Month, particularly the Virginia Women in History Digital Trails which was featured in a *Style Weekly* article and helped researchers develop a new historical marker in Northern Virginia.

Ms. Wyatt stated that the Library’s Brown Teacher Institute and Fellowships will be expanded over the next two summers into four teacher institutes with four fellows each summer, with each region having its own institute and fellow. The Library is partnering with local institutions to tell the histories of each region and will be back in with the program’s teacher cohorts throughout the year in order to provide support and help build and maintain relationships.

The Library’s current exhibition, “Your Humble Petitioner,” saw a lot of programming in February and March including a well-received tour for a group of legislative spouses, one of whom found her ancestor’s name on one of the highlighted petitions. The exhibit was also toured by a group of 300 middle school students from Powhatan County.

Robert L. Canida asked to report to the board that the Library issuing a land acknowledgement statement as part of the Indigenous Perspectives exhibit. Ms. Scott said that they could certainly look into doing so and that she had been to events in the past where similar statements were read and they were very powerful. Dr. Treadway, said that an appropriate time to issue such a statement would likely be at the opening event for the indigenous exhibit next year. Ms. Scott agreed and thanked Dr. Canida for bringing up the issue.

- **Legislative and Finance Committee**

Committee Chair R. Chambliss Light Jr. reported that the Library has hired a new Director of Finance and Administration, Dan Hinderliter, and invited him to introduce himself to the Board. Mr. Hinderliter shared information about his previous positions with state government said it was a pleasure to meet the Board members and thanked them for their service to the Library.

Mr. Hinderliter pointed Board members to a graph in their packet comparing the current and prior fiscal years. He reported that by this time last fiscal year the Library had spent 69% of its general funds while this year it has spent 72%. He stated that this higher rate of spending was not a concern and, in fact, was a sign that the Library is doing well and getting back to normal after COVID-related disruptions. Looking at federal funds, the Library has spent 71% this fiscal year versus 67% last year, and with special funds the Library has spent 78% this year compared to 61% last year. The greatest variability in spending came from the Circuit Court Records Preservation Program (CCRP), as the recordation rates increased from \$1.50 to \$3.50 since last year, due in part to the current state of the housing market. Mr. Hinderliter stated that those rates are starting to drop back down, and reiterated that last year was a fluke and that this year the Library is seeing its spending return to normal, pre-pandemic levels. Mark Miller interjected to note that the recordation fees are still high, likely due to rising interest rates, and he anticipates they will remain that way for about two years, after which he expects them to return to normal. Mr. Hinderliter agreed and noted that there is currently great variability in this sector of the economy.

Ms. Scott asked if there were any questions. There being none, Mr. Light asked Mr. Hinderliter to continue his presentation and address the remaining agenda items. Mr. Hinderliter first addressed the budget, reporting that the Governor's proposed budget is very kind to the Library. He stated that the Senate's proposal is similarly kind and that the House of Delegates has carved out a few more items than we would have liked; however, until the budget is actually approved and signed the Library is in unknown territory. He hopes to see increased funding for special projects and salary increases, but at this point there is no telling how the budget deliberations will play out. Mr. Light noted that some of the Board members had reached out to the budget conferees, and while they were not antagonistic to the Library, they were not optimistic that the talking points the Library submitted would be fulfilled. He noted we have to be realistic and that everyone would just have to wait and see what happens.

Addressing the Committee's final agenda item, Mr. Hinderliter reported that the Auditor of Public Accounts (APA) is auditing the Library per their standard three-year protocol. Their report should be issued this fall and members of the Board should each receive a copy. Mr. Hinderliter has not seen anything concerning, and stated that the process has been going smoothly. Mr. Light noted how pleased he was to have someone like Mr. Hinderliter come in from outside the Library since he can

catch any red flags that the Library may have overlooked in the past, though luckily there have not been any so far.

- **Public Library Development Committee**

Committee Chair Mark Miller reported that the Board will consider waivers from public libraries relating to state aid at its next meeting, and that the number of waivers will be significantly higher than usual. This is largely because many localities put holds on their spending for libraries and other public institutions when the pandemic hit, and thus library expenditures dropped. Mr. Miller noted that this was no cause for concern. Nan Carmack, Director of Library Development and Networking, said that she anticipates a similar situation next year as libraries continue catching up after these breaks in spending.

Dr. Carmack reported on the Library's Library Services and Technology Act (LSTA) evaluation, stating that the Library is required to develop a five-year plan on how it will spend federal tax dollars. She said that from August to March her team has been working with an outside evaluator from Quality Metrics who visited the Library, interviewed staff, and sent out surveys to obtain data for the evaluation. The evaluator also had the Library and its staff evaluate itself, and the results of both internal and external evaluations were positive for the Library. Dr. Carmack said that she would send a link to the evaluation to the Board members, and Dr. Treadway noted that the document would be uploaded on the Library's website. Dr. Carmack reported that the evaluation includes three goals for the Library, two of which are aspirational, like ensuring all Virginia children are ready for school. One goal that was deemed achieved in the evaluation report was making information available for all people's particular needs with regard to lifelong learning. The report included two recommendations for the Library. The first was to do a better job evaluating projects based on their outcomes rather than their output, so that the project's success is determined by its impact. The second recommendation is to develop a more

Mr. Dodson reported that things are looking good for the Foundation heading into the final quarter of the fiscal year. This year's fundraising is \$1.6 million ahead of last year, with a total of \$2.3 million raised so far. Unrestricted giving is \$450,000 ahead of last year with a total of \$600,000, restricted support is \$1.1 million ahead with a total of \$1.25 million, and revenue from the Virginia Shop is \$63,000 ahead with a total of \$100,000. Mr. Dodson noted that due to construction the Shop's location at the Capitol will have to shut down for some time, but he plans to monitor the situation and will keep the Board apprised. He then announced two significant gifts the Foundation has received since the last Board meeting: the first is an unrestricted \$425,000 bequest from Mary Dillon George which will be used for a variety of things, and the second is a \$350,000 grant from a national source that will help the Library digitize World War II separation notices. The funder of the second gift will be announced April 13. Mr. Dodson thanked Ms. McFadden, Digital Initiatives and Web Presence Director Kathy Jordan, and Senior State Records Archivist Roger Christman for their work to help secure these gifts. He noted that the funders for such gifts are typically concerned with the outcomes their gifts will produce rather than output associated with them, echoing a point made by Nan Carmack in her earlier report to the Board. Mr. Dodson stated that the more successful the Foundation can be, the more prepared the Library will be to weather budget uncertainties.

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reported that the Library's "Matters of Scale: Charles E. Gillette in Petersburg" exhibit will have its opening reception on April 26. He noted that Dale Neighbors, Visual Studies and Collections Coordinator, has done an excellent job putting the exhibit together, and that the Petersburg Public Library is excited to be hosting it.

Mr. Dodson concluded by thanking the Board members who had contributed to the Foundation for their support, and noted that there is still time left this fiscal year for any Board members who have yet to donate to do so. He said that one of the first questions the Foundation gets asked by potential donors is "what percentage of your Board contributes to your work?" and that if the answer is anything but 100% it negatively impacts their fundraising ability. He said that the importance lies not in the size of the donations but rather in full Board participation, and reiterated his thanks to the Board for the support. Mr. Brockwell asked what the current giving rate was for the Board. Mr. Dodson responded that he did not know offhand but that he would check the numbers. Mr. Miller referenced how specific the recent \$350,000 gift is and asked whether the Foundation targets entities known to support and provide funding for specific measures or, instead, individuals or organizations that give for more general purposes but whose gifts can then be set aside for particular projects like this. Mr. Dodson responded that they target both kinds of donors, with the \$350,000 gift coming from a national funder with a specific cap on their giving, which explains the particular dollar amount. He stated that much of how they approach their fundraising efforts depends on situational factors, as well as the particular dynamics of their relationships with donors. As Mr. Dodson concluded his presentation, Ms. Scott interjected to remind Board members to bring their checkbooks with them when they next meet on June 27.

- **Nominating Committee**

Committee Chair Marcy Sims first thanked her fellow committee members Paul Brockwell Jr., R. Chambliss Light Jr., L. Preston Bryant Jr., and Robert Aguirre, and then reminded the Board that their task, per the Board's bylaws, is to present a slate of officers at each April meeting to be voted on at the following meeting in June. She then announced the committee's nominations: Paul Brockwell Jr. for Chair; Robert Aguirre for Vice-Chair; and L. Preston Bryant Jr., Robert L. Canida II, and Suzette Denslow for the Executive Committee. Ms. Sims reiterated that the Board will vote on these members during their upcoming June meeting, and noted that nominations from the floor will also be considered if there are any.

- C. **Report of the Librarian of Virginia**

Librarian of Virginia Sandra G. Treadway stated that per Ms. Scott's request she would be discussing the Library's progress on the following issues: space planning and preparations for the Library's 200th Anniversary in 2023. She reported that the work is proceeding apace and that she expects to give a more detailed breakdown at the Board's meeting in June. She noted that the Library is about to conduct a second round of hiring interviews for a new Director of Marketing and Communications, and that filling this position will have a significant impact on planning and development for the anniversary. Matt Williams from Brand Federation, which helped the Library

conduct its branding study, participated on the interview panel to help select the best possible candidate. Once hired, the new Director will help coordinate the rollout of information and social media planning among other things in support of the anniversary.

Dr. Treadway reported that the Library is currently working on key anchor events, and would like to host a big event of some kind at the General Assembly on January 24, 2023, which is the actual date of the anniversary. She plans to speak with the Clerks of the House and Senate about this after the General Assembly session concludes. The title of the anniversary exhibit will be "200 Years, 200 Stories." Dr. Treadway hopes to hold a Board meeting on Monday, January 23 and then host a preview reception for the exhibit with Board members and General Assembly members later that afternoon. The anchor event for the fall will be a special edition of the annual Literary Awards. The World War II separation notice digitization project will also be highlighted throughout the year. The Library will also be using a specially constructed vehicle to travel across the state during 2023, bringing Library programs to local communities through partnerships with public libraries and engaging citizens in the Library's work. We will invite Board members to participate whenever LVA On the Road is in their area. There has been a great response from local libraries looking to get involved.

Dr. Treadway stated that Ms. Scott had put together a joint working group on space planning for the Library and announced that its next meeting would be held later this spring. She reported that the group was supportive of the recommendations submitted at their last meeting. They also asked if there was anything that could be done on the roof, or on the overhang above the Library's entrance. Dr. Treadway said that they would need to have Joe Damico, Director of the Department of General Services (DGS), weigh in, and he has agreed to provide feedback and review once the General Assembly session concludes.

Dr. Treadway reported that the Foundation had raised enough funds to offer a special program this year: a summer internship program targeting students from diverse backgrounds who are underrepresented in the library field. The program, which was piloted last summer, will give six paid interns the opportunity to see how the Library works from the inside while working on special projects. The goal is to show them how interesting and exciting library work can be so that they are more likely to pursue this as a career once they graduate. Human Resources got a significant response from the job posting, and they are now narrowing down the finalists. Dr. Treadway said she is confident that the group of interns will get hooked on library work by the end of the summer.

Dr. Treadway reported that the Foundation is looking to host more cultivation events and, noting that what really excites people is seeing actual historic items rather than their reproductions, asked if they could bring two or three items from the collection to their events in the field. She said that she struggled with the decision, since that is not something the Library does often, but we do transport items to our conservation

vendors in Pennsylvania and North Carolina and that Library staff would be on hand to help transport the materials. With that in mind, she approved the Foundation's request, but stressed that no rare, priceless, irreplaceable, or damaged items would be going on the road. She stated that the Foundation would reach out to Board members whenever one of these events is in their area. Paul Brockwell Jr., speaking as one of two Library Board members who also sits on the Foundation Board, made a motion that the Board issue the following resolution:

The Library Board is grateful for the Foundation's efforts to increase awareness and support for the Library of Virginia by hosting cultivation events across the state. The Board appreciates the importance of sharing selected items from the Library's collections at these events, and affirms that the Librarian of Virginia and her staff are authorized to use their professional judgement in determining which items may safely be transported and exhibited for this purpose.

L. Preston Bryant Jr. stated that he thinks the resolution is good, but asked what necessitates the Board issuing it. Dr. Treadway responded that there may be some disagreement among staff on whether or not the Library should transport original items for cultivation events and so it would be a good idea to officially note that the Board, which has ultimate authority over the collections, supports this effort. Suzette Denbow pointed out that the Library's original copy of the U.S. Bill of Rights was toured around the country for its 200th anniversary, so what the Library is doing should not be a problem. Barbara Vines Little asked if it would be a good idea to digitize all items that will be traveling beforehand, just in case, and Dr. Treadway replied that doing so would not be a problem. Audrey Burges, Counsel from the Office of the Attorney General, reminded the Board that Mr. Brockwell's motion was still out without a second. R. Chambliss Light Jr. offered a second, and the Board passed the motion unanimously by voice vote. Mr. Brockwell asked whether the resolution would be printed word-for-word in the meeting minutes, and Ms. Scott confirmed that it would.

D. Report of the Chair

Ms. Scott thanked R. Chambliss Light Jr. for his service to the Library Board, as his term is expiring this year and he had previously indicated that he would not be able to attend the Board's June meeting. Mr. Light reiterated that this would be his final

Board meeting since he is not eligible for reappointment due to this being his second term. He praised the Board, the Library and its staff, and said that he would personally miss the other Board members but would not be a stranger.

Ms. Scott announced that the Board will hold its annual meeting and luncheon on June 27, which she is very excited about since the luncheon has not been held in-person since 2019. She also reminded the Board that the Patron of Letters Working Group will have a working lunch after the current meeting concludes. Mr. Brockwell noted that this is the first Board meeting he has attended where all 15 members are present in-person and asked if the Board could take a photo to commemorate the

occasion. The Board agreed to take a photo on the stairs in the lobby after the meeting.

VII. OLD OR NEW BUSINESS

There was no old or new business.

VIII. ADJOURNMENT

There being no further business, Ms. Scott adjourned the meeting at 12:03 p.m.

DRAFT

Library of Virginia

STATEMENT OF FINANCIAL CONDITION As of May 31, 2021

PY

SOURCE	BUDGET	PAYROLL	OPERATIONS	SUBRECIPIENTS	TOTAL EXPENDITURES	AVAILABLE BALANCE	PERCENT SPENT
General Fund	\$ 32,480,501	\$ 7,664,651	\$ 3,217,083	\$ 18,233,584	\$ 30,583,786	\$ 1,896,715	94%
Federal Funds	\$ 5,004,565	\$ 1,069,034	\$ 2,567,685	\$ -	\$ 4,239,626	\$ 764,939	85%
Special Funds	\$ 1,400,234	\$ 461,964	\$ -	\$ -	\$ 1,067,664	\$ 332,570	76%
CCRP Funds	\$ 3,793,632	\$ 699,105	\$ 338,268	\$ 1,244,452	\$ 2,281,826	\$ 1,511,806	60%
Total	\$ 42,678,932	\$ 9,894,755	\$ 6,123,036	\$ 19,478,036	\$ 38,172,901	\$ 4,506,031	89%

STATEMENT OF FINANCIAL CONDITION As of May 31, 2022

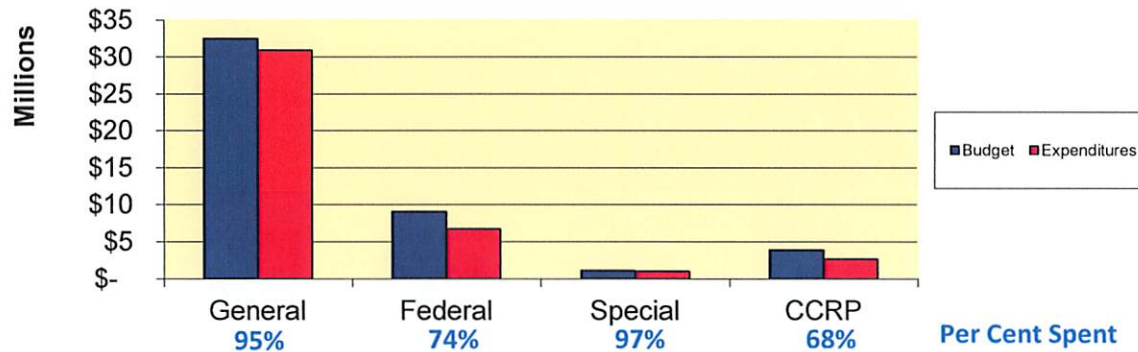
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SOURCE	BUDGET	PAYROLL	OPERATIONS	SUBRECIPIENTS	TOTAL EXPENDITURES	AVAILABLE BALANCE	PERCENT SPENT
General Fund	\$ 32,524,775	\$ 8,346,940	\$ 4,364,785	\$ 18,233,584	\$ 30,945,309	\$ 1,579,466	95%
Federal Funds	\$ 9,016,303	\$ 1,267,207	\$ 5,438,744	\$ -	\$ 6,705,951	\$ 2,310,352	74%
Special Funds	\$ 1,072,265	\$ 475,732	\$ 560,300	\$ -	\$ 1,036,032	\$ 36,233	97%
CCRP Funds	\$ 3,863,819	\$ 779,947	\$ 390,657	\$ 1,452,000	\$ 2,622,604	\$ 1,241,216	68%
Total	\$ 46,477,162	\$ 10,869,826	\$ 10,754,486	\$ 19,685,584	\$ 41,309,895	\$ 5,167,267	89%

STATEMENT OF FINANCIAL CONDITION YTD COMPARISON 05/31/21 VS 05/31/22

SOURCE	BUDGET	PAYROLL	OPERATIONS	SUBRECIPIENTS	TOTAL EXPENDITURES	AVAILABLE BALANCE	PERCENT SPENT
General Fund	\$ 44,274	\$ 682,289	\$ 1,147,702	\$ -	\$ 1,829,991	\$ (1,785,717)	1%
Federal Funds	\$ 4,011,738	\$ 198,173	\$ 2,871,059	\$ -	\$ 3,069,232	\$ 942,506	-10%
Special Funds	\$ (327,969)	\$ 13,768	\$ 560,300	\$ -	\$ 574,068	\$ (902,037)	20%
CCRP Funds	\$ 70,187	\$ 80,841	\$ 52,389	\$ 207,548	\$ 340,778	\$ (270,591)	8%
Total	\$ 3,798,230	\$ 975,071	\$ 4,631,450	\$ 207,548	\$ 5,814,069	\$ (2,015,839)	-1%

The Library of Virginia Budget to Expenditures Comparison as of May 31, 2022



STATEMENT OF FINANCIAL CONDITION As of May 31, 2022

SOURCE	BUDGET	PAYROLL	OPERATIONS	SUBRECIPIENTS	TOTAL EXPENDITURES	AVAILABLE BALANCE	PERCENT SPENT
General Fund	\$ 32,524,775	\$ 8,346,940	\$ 4,364,785	\$ 18,233,584	\$ 30,945,309	\$ 1,579,466	95%
Federal Funds	\$ 9,016,303	\$ 1,267,207	\$ 5,438,744	\$ -	\$ 6,705,951	\$ 2,310,352	74%
Special Funds	\$ 1,072,265	\$ 475,732	\$ 560,300	\$ -	\$ 1,036,032	\$ 36,233	97%
CCRP Funds	\$ 3,863,819	\$ 779,947	\$ 390,657	\$ 1,452,000	\$ 2,622,604	\$ 1,241,215	68%
Total	\$ 46,477,162	\$ 10,869,826	\$ 10,754,486	\$ 19,685,584	\$ 41,309,896	\$ 5,167,266	89%

As of May 31, 2022 the financial condition of the Library of Virginia is in accordance with the Appropriation Act and the intent of the General Assembly.

Dan Hinderliter
Deputy of Finance and Administrative Services

					ck totals	0.08333333
FUND	BUDGET	CY EXPENDITURES	PY EXPENDITURES		\$	-
General	\$ 32,524,775	\$ 30,945,309	\$ -		\$	-
Federal	\$ 9,016,303	\$ 6,705,951	\$ -		\$	-
Special	\$ 1,072,265	\$ 1,036,032	\$ -		\$	-
CCRP	\$ 3,863,819	\$ 2,622,604	\$ -		\$	-
Total	\$ 46,477,162	\$ 41,309,896	\$ -			

Budget

The Library's general fund budget for FY 2022 is \$32,524,775. This represents an 8% reduction in the Library's general fund appropriation of \$35,299,056 eighteen years ago, prior to four recessionary and budget reduction cycles. In constant dollars, the Library's current general fund budget places the Library's fiscal resources back to where they were in the late 1980s, when the Library occupied a much smaller building, before technology and the internet had transformed the library field, and before the construction and opening of the present Library building and the State Records Center.

Sixty-four percent of the Library's general fund appropriation is passed through to other entities, with 56% distributed directly to Virginia's public library systems through the state aid formula specified in the Code of Virginia and additional one-time state aid allocations and 8% paid to the Department of General Services for rent, utilities, and maintenance of the 800 East Broad building.

In addition to the general fund budget, the Library administers approximately \$6.0 million in annual special revenue that is restricted to the Circuit Court Records Preservation Program (CCRP) and \$4.8 million that is allocated to Virginia through the federal Library Services and Technology Act (LSTA) and other smaller federal grants. The Library also generates about \$1.1 million in special funds through records storage, photo duplication, research fees, publications sales, special grants, and other sources.

The Statement of Financial Condition As of May 31, 2022 shows the Library has expended 89% of funds through 11 months.

Virginia Administrative Code

Title 17. Libraries and Cultural Resources

Agency 15. Library of Virginia (Library Board)

Chapter 110. Requirements Which Must Be Met in Order to Receive Grants-In-Aid

17VAC15-110-10. Requirements.

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 governmental unit may receive a grant.
2. Submit to the State Library Board:
 - a. Charter, resolution, or other legal papers under which they are organized;
 - b. A copy of the by-laws of the board of trustees, a list of trustees, revised as changes occur;
 - c. 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;
 - d. A written statement of policy covering such items as: service, personnel, and maintenance of book collections and other materials;
 - e. Statistical and financial reports including audits and statements of progress of the plan as requested;
 - f. 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.

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 year's 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%.

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

8. If a 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.

Statutory Authority

§§ 42.1-8 and 42.1-52 of the Code of Virginia.

Historical Notes

Derived from VR440-02-01, eff. July 1, 1992.

Technical Waivers

Decreases Due to COVID Closures/Spending Issues:

Blue Ridge	Gloucester
Buchanan	Highland
Chesterfield	Loudoun
Eastern Shore	Lunenburg
Franklin	Staunton

One-Time Expenditures:

Handley	Russell
Mecklenburg	Williamsburg

Common Government Decreases:

Halifax-South Boston	Powhatan
Lonesome Pine	Roanoke
Newport News	

Position Vacancies/Lower Salary Hires:

Bristol	L.E. Smoot
Caroline	Lynchburg
Charlotte	Roanoke county
Fairfax	Suffolk
Fauquier	Washington
Iris Brammer	Waynesboro
James L. Hamner	Wythe-Grayson

Other:

Clifton Forge (error in income reporting)

Jefferson-Madison (reduction in contributions to defined benefit retirements)

Budget Reductions:

Central Rappahannock

Colonial Heights

Culpeper

Henrico

Norfolk

Richmond

Rockbridge Regional

ry, Inc.
Library
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Library

FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
\$ 6.88	\$ 6.83		\$ 10.83	\$ 11.29						
	\$ 7.23									
\$ 8.71	\$ 8.69	\$10.05	\$ 10.18	\$ 10.54	\$10.94	\$ 11.12	\$11.70			
\$ 8.54	\$ 9.36	\$10.30	\$ 11.15							
\$ 9.01	\$ 8.21									
\$ 10.28										
\$ 9.83	\$ 9.71									
\$ 8.87	\$ 8.83	\$10.72	\$ 11.18	\$ 11.23	\$10.87	\$ 11.02	\$11.49	\$11.62	\$ 11.56	\$ 11.50
\$ 10.23	\$ 10.17	\$11.08	\$ 11.03	\$ 11.18						
\$ 10.31	\$ 10.26	\$10.75	\$ 11.32			\$ 10.71	\$ 9.69	\$ 9.76		\$ 10.85
	\$ 9.32						\$11.35	\$11.38	\$ 11.49	\$ 11.25
		\$11.35		\$ 9.86	\$10.83	\$ 9.82	\$11.47	\$11.23	\$ 10.92	
						\$ 10.96	\$10.52	\$11.32		
							\$ 4.41		\$ 4.69	
								\$11.29		
\$ 10.40	\$ 10.27	\$11.62	\$ 11.51	\$ 11.48	\$11.29	\$ 11.28	\$12.23	\$11.66	\$ 11.61	\$ 11.86

Halifax County-South Boston Library System
Five-Year Plan for Meeting State Aid Requirements

June 27, 2022

*Based on reported FY2021 data:

Total Local Expenditures = \$389,620

Population = 34,647

State's 50% of the Median = \$11.86

Local Expenditure's Level Needed to Reach 50% Median = \$410,913

Funding Difference Total = \$21,293

Incremental Increase Amounts = \$4,258.60

FY2023	+ 20%	\$393,878.60
FY2024	+20%	\$398,137.20
FY2025	+20%	\$402,395.80
FY2026	+20%	\$406,654.40
FY2027	+20%	\$410,913

Library Board Chair

Library Finance Officer

Date

Date

Massanutten Regional Library

Plan for Meeting State Aid Requirements

June 27, 2022

Funding will be evaluated at the end of FY2025. Failure to demonstrate significant improvement may result in the loss of state aid.

*Based on reported FY2021 data:

Total Local Expenditures = \$1,838,120

Population = 159,861

State's 50% of the Median = \$11.86

Local Expenditure's Level Needed to Reach 50% Median = \$1,895,951

Funding Difference Total = \$57,831

Incremental Increase Amounts = \$11,566.20

FY2023	+ 20%	\$1,849,686.20
FY2024	+20%	\$1,861,252.40
FY2025	+20%	\$1,872,818.60
FY2026	+20%	\$1,884,384.80
FY2027	+20%	\$1,895,951

Library Board Chair

Library Finance Officer

Date

Date

	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
Library											
Alleghany Highlands Regional Library						59.50%					
Craig Public Library								59.84%			
Halifax-South Boston Public Library								65.94%			
Highland County Public Library									61.36%	62.11%	64.83%
Lancaster Community Library	60.00%	60.00%	60.00%	36.00%	62.36%	47.31%	48.36%	50.09%	66.27%		
Lunenburg Public Library								64.53%			
Madison County Library, Inc.			59.00%	36.90%	66.32%	55.64%	60.74%	54.71%			
Massanutten Regional Library				66.40%							
Middlesex	46.00%		64.00%	52.00%	65.84%	46.27%	54.27%	57.74%	52.45%		
Northumberland Public Library		60.00%	56.00%	51.60%	55.97%	52.05%	40.72%	40.39%	56.98%	59.31%	57.57%
Rockbridge Regional Library							66.35%				
Shenandoah Public Library								63.35%			
Southside Regional Library				65.20%							

Note: Data elements used in these calculations were re-examined and adjusted in FY2019 to more accurately reflect the language in the Requirements.

Total Local Government Income was changed to Total Local Government Expenditures, and Total Income was changed to Total Local Income.

In April 2020, three of CRRL's four participating localities requested a return of \$200,000 from our FY20 local funding. The returned funds were divided between the localities using their funding formula and resulted in a loss of 1.92% in our total local funding.

	<u>FY 2020 Original Approved Funding</u>	<u>FY 2020 Final Funding</u>	<u>Increase/ decrease</u>
Fredericksburg	\$1,463,835	\$1,439,975	-1.63%
Spotsylvania	\$4,626,346	\$4,547,326	-1.71%
Stafford	\$5,663,018	\$5,531,037	-2.33%
Westmoreland	\$459,258	\$459,258	0.00%
TOTAL	\$12,212,457	\$11,977,596	-1.92%

In May 2020, we learned CRRL's FY21 local funding would be reduced again by the same localities. Despite a small increase from one participating jurisdiction, our total local funding went down by 4.91%.

	<u>FY 2020 Final Funding</u>	<u>FY 2021 Final Funding</u>	<u>Increase/ decrease</u>
Fredericksburg	\$1,439,975	\$1,363,835	-5.29%
Spotsylvania	\$4,547,326	\$4,307,827	-5.27%
Stafford	\$5,531,037	\$5,255,532	-4.98%
Westmoreland	\$459,258	\$461,774	0.55%
TOTAL	\$11,977,596	\$11,388,968	-4.91%

Over the course of two months (across 2 fiscal years), CRRL lost a total of 6.74% in local funding support.

	<u>FY 2020 Original Approved Funding</u>	<u>FY 2021 Final Funding</u>	<u>Increase/ decrease</u>
Fredericksburg	\$1,463,835	\$1,363,835	-6.83%
Spotsylvania	\$4,626,346	\$4,307,827	-6.88%
Stafford	\$5,663,018	\$5,255,532	-7.20%
Westmoreland	\$459,258	\$461,774	0.55%
TOTAL	\$12,212,457	\$11,388,968	-6.74%

Additionally, our other local income (investments, donations, etc.) was greatly reduced in FY 2021 (-73.5%).

The participating localities that reduced our funding provided the following responses regarding their FY21 budgets -

Stafford County

- In FY2021 the Board [of Supervisors] reduced all General Government departments by 10%, with a few exceptions. Operating revenue projections were only \$1,267,921 or 4% above FY2020 Adopted Budget. There were no raises for most employees and there was a hiring and spending freeze as well.

Spotsylvania County

- *See attached budget document* - Page from FY 2021 Adopted Budget showing the FY 2020 and FY 2021 Adopted contributions to the various regional agencies. The variance columns on the right compare the FY 2021 Adopted Budget to the FY 2020 Adopted Budget for each agency.
- *See attached spreadsheet* - Spreadsheet showing the originally adopted operational budgets for FY 2020 and FY 2021. In FY 2021, what had been Financial Services was split out into two departments; the Office of Accounting & Procurement, and the Office of Budget & Grants. I've highlighted this yellow on the spreadsheet.

City of Fredericksburg

- City General Fund adopted budget -
 - FY21 - \$94.3M
 - FY20 - \$100.2M
 - Decrease of 5.89%
- CRRL adopted funding -
 - FY21 - \$1,363,835
 - FY20 - \$1,463,835
 - Decrease of 6.83%
- *See attached budget document*

Citizen Services/Regional Agencies

Local funding only - grant funding NOT included

	FY 2021				Variance from FY 2020	
					Adopted Budget	
	FY 2019 Actuals	FY 2020 Adopted	Agency Request	Adopted Budget	Dollar	Percentage
4-H Educational Center	\$2,000	\$2,000	\$2,000	\$2,000	\$0	0.0%
American Red Cross			62,327	0	0	N/A
Boys & Girls Club of the Rappahannock Region	0	0	12,000	0	0	N/A
Central Rappahannock Regional Library (CRRL)	4,812,073	4,626,346	4,440,837	4,307,827	(318,519)	(6.9%)
disAbility Resource Center	30,550	28,000	31,360	28,000	0	0.0%
Empowerhouse	55,448	58,220	68,000	58,220	0	0.0%
Forest Fire Extension Service	11,996	11,996	11,996	11,996	0	0.0%
Fredericksburg Regional Alliance (FRA)	131,549	135,000	135,000	135,000	0	0.0%
Fredericksburg Regional Food Bank	0	0	12,000	0	0	N/A
Fredericksburg Regional Transit (FRED)	405,421	383,072	395,641	395,641	12,569	3.3%
Fredericksburg SPCA	0	4,000	0	0	(4,000)	(100.0%)
George Washington Regional Commission (GWRC)	95,761	75,758	115,856	75,000	(758)	(1.0%)
Germanna Community College	89,171	189,171	314,171	189,171	0	0.0%
Greater Fredericksburg Tourism Partnership	171,000	171,000	70,000	70,000	(101,000)	(59.1%)
Health Department	647,569	647,569	647,569	647,569	0	0.0%
Healthy Families Rappahannock Area	28,000	10,000	10,000	10,000	0	0.0%
John J. Wright Educational & Cultural Ctr Museum	31,000	36,000	38,000	36,000	0	0.0%
Lake Anna Advisory Committee	3,000	0	0	0	0	N/A
Lake Anna Civic Association	7,000	7,000	7,000	7,000	0	0.0%
Legal Aid Works (prev Rapp Legal Services)	28,684	28,684	28,684	28,684	0	0.0%
Mental Health America of Fredericksburg	27,348	14,750	26,083	14,750	0	0.0%
Micah Ministries	22,000	22,000	22,000	22,000	0	0.0%
Moss Free Clinic	25,456	25,456	25,500	25,456	0	0.0%
Office on Youth	226,289	178,392	253,647	178,392	0	0.0%
Piedmont Dispute Resolution Center	1,125	1,500	1,500	1,500	0	0.0%
Potomac & Rapp'k Transportation Commission (PRTC)	118,700	114,200	145,900	145,900	31,700	27.8%
Rappahannock Area Agency on Aging	31,885	31,885	36,668	31,885	0	0.0%
Rappahannock Area Community Services Board (RACSB)	393,026	427,593	427,593	427,593	0	0.0%
Rappahannock Area Court App Special Advocates (CASA)	20,000	22,000	22,000	22,000	0	0.0%
Rappahannock Area YMCA	0	200,000	200,000	0	(200,000)	(100.0%)
Rappahannock Big Brothers/Big Sisters	3,000	3,000	3,000	3,000	0	0.0%
Rappahannock Council Against Sexual Assault	21,000	21,000	21,000	21,000	0	0.0%
Rappahannock Emergency Medical Services	12,000	12,000	39,309	12,000	0	0.0%
Rappahannock Juvenile Center	1,226,467	1,351,387	1,225,937	1,225,937	(125,450)	(9.3%)
Rappahannock Railroad Museum	0	25,000	25,000	10,000	(15,000)	(60.0%)
Rappahannock Refuge/Loisann's Hope House	20,000	15,000	22,000	15,000	0	0.0%
Rappahannock Regional Jail	5,811,267	6,212,889	6,259,013	6,259,013	46,124	0.7%
Rappahannock River Basin Commission	1,000	1,000	1,000	1,000	0	0.0%
Rappahannock United Way Vol/Info Prog	3,000	5,000	3,000	3,000	(2,000)	(40.0%)
Rebuilding Together - Fredericksburg	7,000	7,000	7,500	7,000	0	0.0%
Safe Harbor Child Advocacy Center	7,150	7,365	7,600	7,365	0	0.0%
Spotsylvania Emergency Concerns Assoc (SECA)	13,250	13,250	13,250	13,250	0	0.0%
Spotsylvania Historical Association	30,720	30,728	35,000	30,728	0	0.0%
Thurman Brisben Center	84,000	84,000	115,000	84,000	0	0.0%
Tri-County Soil & Water Conservation District (SWCD)	35,013	41,306	45,305	41,306	0	0.0%
Virginia Community Food Connections	0	5,000	25,000	5,000	0	0.0%
Virginia Railway Express (VRE)	1,632,635	1,285,670	1,503,754	1,503,754	218,084	17.0%
Allocation to be recommended by DSS Advisory Board	0	0	0	100,000	100,000	N/A
TOTAL ALL AGENCIES FUNDED	\$16,323,554	\$16,572,187	\$16,915,000	\$16,213,937	-\$358,250	(2.2%)

Spotsylvania County Compare Departmental Appropriations FY 2020 and FY 2021

Adopted Original Budgets

Board of Supervisors	\$613,531	\$502,396	(\$111,135)	-18.11%
County Administration	\$1,060,587	\$868,940	(\$191,647)	-18.07%
County Attorney	\$1,180,311	\$1,049,019	(\$131,292)	-11.12%
Non-Departmental	\$3,652,571	\$2,264,426	(\$1,388,145)	-38.00%
Human Resources	\$942,570	\$898,155	(\$44,415)	-4.71%
Commissioner of the Revenue	\$1,505,287	\$1,542,186	\$36,899	2.45%
Assessment	\$1,025,878	\$1,008,220	(\$17,658)	-1.72%
Treasurer	\$1,925,428	\$2,009,404	\$84,061	4.37%
<i>Financial Services</i>	<i>\$3,099,128</i>	<i>\$0</i>	<i>(\$3,099,128)</i>	<i>-% Financial Services was divided in</i>
<i>Office of Accounting & Procurement</i>	<i>\$0</i>	<i>\$2,490,548</i>	<i>\$2,490,548</i>	<i>-%</i>
<i>Office of Budget & Grants</i>	<i>\$0</i>	<i>\$873,006</i>	<i>\$873,006</i>	<i>-%</i>
Information Services	\$6,548,609	\$6,663,868	\$115,259	1.76%
Office of Elections	\$539,132	\$544,501	\$5,369	1.00%
Circuit Court	\$286,330	\$296,693	\$10,363	3.62%
General District Court	\$30,885	\$33,125	\$2,240	7.25%
Magistrate	\$4,184	\$4,184	\$0	0.00%
Juvenile & Domestic Relations Court	\$39,913	\$44,877	\$4,964	12.44%
Clerk of the Circuit Court	\$1,575,056	\$1,623,782	\$48,726	3.09%
Commonwealth's Attorney	\$2,557,000	\$2,735,195	\$178,195	6.97%
Sheriff	\$25,648,540	\$29,628,155	\$3,979,615	15.52%
Fire/Rescue	\$25,621,634	\$28,575,109	\$2,953,475	11.53%
Regional Detention Facilities	\$7,564,276	\$7,484,950	(\$79,326)	-1.05%
Court Services Unit	\$439,830	\$402,227	(\$37,603)	-8.55%
Medical Examiner	\$1,000	\$1,000	\$0	0.00%
Facilities Management	\$4,731,835	\$4,606,834	(\$125,001)	-2.64%
Refuse Management	\$4,390,052	\$4,197,037	(\$193,015)	-4.40%
Local Health Department	\$647,569	\$647,569	\$0	0.00%
Rapp. Area Comm. Services Board	\$427,593	\$427,593	\$0	0.00%
Social Services	\$12,762,827	\$14,104,157	\$1,341,330	10.51%
Children's Services Act	\$10,975,255	\$12,361,322	\$1,386,067	12.63%
Spotsylvania Community College	\$189,171	\$189,171	\$0	0.00%
Parks & Recreation	\$3,316,800	\$3,419,987	\$103,187	3.11%
County Museum	\$88,648	\$81,564	(\$7,084)	-7.99%
Library	\$4,626,346	\$4,307,827	(\$318,519)	-6.88%
Planning	\$1,059,639	\$1,330,569	\$270,930	25.57%
Economic Development	\$945,901	\$948,736	\$2,835	0.30%
Tourism	\$732,727	\$591,732	(\$140,995)	-19.24%
Community Engagement	\$0	\$108,273	\$108,273	-%
Extension Office	\$189,686	\$192,272	\$2,586	1.36%
Debt Service	\$10,077,193	\$9,570,783	(\$506,410)	-5.02%
Building	\$2,536,567	\$2,666,418	\$129,851	5.12%
Zoning	\$845,847	\$768,793	(\$77,054)	-9.11%
Erosion	\$1,074,154	\$1,140,432	\$66,278	6.17%
Transportation	\$8,162,626	\$8,188,520	\$25,894	0.32%
School Operating	\$296,830,329	\$300,010,257	\$3,179,928	1.07%
School Food Service	\$12,341,528	\$12,251,952	(\$89,576)	-0.73%
Utilities Operating	\$33,951,778	\$35,670,221	\$1,718,443	5.06%
Total Adopted Operational Fund Budgets	\$496,765,751	\$509,326,070	\$12,560,319	2.53%

Waiver Request

A library may request a waiver from the Library of Virginia Board for any single requirement. The Board has requested that libraries provide supporting documentation for waiver requests. Please submit a letter with necessary background information to:

Kim Armentrout
Grants and Data Coordinator, Library Development and Networking Division
Library of Virginia
800 East Broad St.
Richmond, VA 23219

Deadline for submitting a request is 5:00 pm Tuesday May 31, 2022.

The most frequent waiver requests are related to Requirement 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."

In your letter, cite the Requirement for which the Waiver is being requested.

Explain the circumstances which prompted the request for a waiver (such as reduced hours during a renovation) and describe how and when the library will be in compliance.

Address the following in the letter depending on the requirement with which the library is out of compliance.

If the library falls below 50% of the median, include evidence of continuing increases in local support.

If the library expenditures fall below those of the previous year -

- As a result of an unusual increase in local expenditures the previous year followed by a decrease in the current year, cite the reason(s) for the increase.

- As a result of local budget reductions:

Explain extenuating circumstances that resulted in the decrease in local expenditures and the good faith effort made to maintain local expenditures for the library;

Compare the decrease in funding of library services to decreases in funding of other local government services.

Complete chart:

Government Function	Average Per Cent Reduction
Education	4.29%
Human Services	
Public Safety	2%
Commerce & Industry	
Transportation	
Libraries	14%

Describe impact of the reductions on library services. Be specific.

The local reductions represent two parallel and unrelated events/decisions. The first and obvious event was the COVID-19 experience, which closed the library for three months (April – June of 2020),

and limited its services for the entire fiscal year. The city's Finance Department has detailed this financial impact above.

A significant part of the local reduction was the library director's decision not to fill a position vacated by a retiring Library Assistant. This decision accounts for a significant part of the local reduction based on the following:

The library's in-house circulation has been falling dramatically over the past five years, from an average of over 280,000 annually to the current average of 130,000 titles annually. The library's online Hoopla collection, combined with the national trend toward streaming, downloading, Internet searches, and ready access to the Library of Virginia's educational databases for students, have significantly reduced the library's in-house public traffic and staff workload. Again, this was a routine staffing decision made by the library director and recommended to the city manager/finance director during the budget process.

Detail locality commitment and plans to restore library services curtailed by the reduction in funding.

The original adopted Library Budget for FY 22 was \$754,757 and the proposed budget for FY 23 is \$760,444 (plus a 5% pay increase will be provided for full-time employees that is not included in the FY 23 proposed budget figure).

The locality has no plans to fill the full-time position that was vacated.

If you have any questions, please contact Kim Armentrout by email at kim.armentrout@lva.virginia.gov or by phone at 804-692-3601.

Culpeper County Library
FY21
State Aid Waiver Request Explanation

Due to the uncertainties of local revenues and potential extra expenses during the Global Coronavirus Pandemic the County Board of Supervisors and County Administration requested up to a 40% cut in County

Waiver Request

A library may request a waiver from the Library of Virginia Board for any single requirement. During these extraordinary fiscal times, there has been a significant increase in the request for waivers. The Board has requested that libraries provide supporting documentation for waiver requests. Please submit a letter with necessary background information to:

Kim Armentrout
Grants and Data Coordinator, Library Development and Networking Division
Library of Virginia
800 East Broad St.
Richmond, VA 23219

Deadline for submitting a request is 5:00 pm Tuesday May 31st, 2022.

The most frequent waiver requests are related to Requirement 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."

In your letter, cite the Requirement for which the Waiver is being requested.

Explain the circumstances which prompted the request for a waiver (such as reduced hours during a renovation) and describe how and when the library will be in compliance.

Address the following in the letter depending on the requirement with which the library is out of compliance.

If the library falls below 50% of the median, include evidence of continuing increases in local support.

If the library expenditures fall below those of the previous year -

- As a result of an unusual increase in local expenditures the previous year followed by a decrease in the current year, cite the percentage for the increase

- As a result of local budget reductions:

Explain extenuating circumstances that resulted in the decrease in local expenditures and the good faith effort made to maintain local expenditures for the library;

Compare the decrease in funding of library services to decreases in funding of other local government services.

Complete chart:

Government Function	Average Per Cent Reduction
Education	4.07% from local funding
Human Services	0%

If you have any questions, please contact Kim Armentrout by email at kim.armentrout@lva.virginia.gov or by phone at 804-692-3601.

General Administration reduced by 2.05%

Public Works reduced by 16.38%

Carver Center budget reduced by 7.58%

Landfill budget



COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO

Barbara F. Weedman
Library Director

May 27, 2022

Kim Armentrout
Grants and Data Coordinator
Library Development and Networking Division
Library of Virginia
800 East Broad Street
Richmond, VA 23219

Waiver Request re: Decrease in Local Expenditures between FY2020 and FY2021

Dear Ms. Armentrout,

Henrico County Public Library expenditures fell below those of the previous fiscal year as a result of local budget reductions due to the extenuating economic circumstances of the COVID-19 global pandemic. Henrico County Public Library showed a decrease (of \$1,039,064) in local expenditures between FY2020 and FY2021 due to Countywide budget reductions due to COVID-19. All Henrico County agencies experienced reductions including a hiring freeze for personnel. Additional library areas impacted included Physical Plant, Collections, Staff Training, Programming, and Technology. All efforts were made to mitigate impact to public services as much as possible.

This chart compares the decrease in funding of library services to decreases in funding of other local government services in Henrico County. Chart with numbers provided by Mr. Chris Addison, Budget Analyst, Henrico County Office of Management & Budget:

Government Function	Average Per Cent Reduction
Education	56.82%
Human Services	0.27% - Public Health
Recreation and Parks	2.19%
Public Safety	21.53% – Police, Fire, Sherriff, Juvenile Detention, Building Inspections
Commerce & Industry	1.5% - Finance
Transportation	5.73% - Public Works
Libraries	2.28%

Operational Library areas impacted included Physical Plant, Collections, Staff Training, Programming, and Technology. The impact of the reductions on library services included: fewer Print/Physical Books and materials, reduction of licensing for program-related software in Digital Media Labs, a change to the repair model to time and materials for gates hardware, reduction to printing budget and move to an online version of joint Program Guide with Recreation and Parks.

Armentrout

RE: FW: Decrease in Local Expenditures FY2021

External

Inbox

Colburn, Paris

Wed, May 25, 5:07
PM

to me, Sonal, Tatiana, Paris

Hi Kim,

Thank you for your assistance.

We were able to work with the City of Norfolk's Budget Office to prepare the information for us.

Please see below:

Function	Percent Difference from FY2020 to FY 2021
Education ¹	-3.75%
Human Services	1.91%
Public Safety ²	1.41%
Arts and Culture ³	-8.62%
Community Development	-5.89%
General Management	-2.62%
Transit	-4.27%
Slover	-7.34%
Libraries	-26.44%
Parks and Recreation	-29.95%

**Non-Technical Waiver Request
City of Richmond
Public Library**

A library may request a waiver from the Library of Virginia Board for any single requirement. The Board has requested that libraries provide supporting documentation for waiver requests. Please submit a letter with necessary background information to:

Kim Armentrout
Grants and Data Coordinator, Library Development and Networking Division
Library of Virginia
800 East Broad St.
Richmond, VA 23219

Deadline for submitting a request is 5:00 pm Tuesday May 31, 2022.

The most frequent waiver requests are related to Requirement 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

In your letter, cite the Requirement for which the Waiver is being requested.

Explain the circumstances which prompted the request for a waiver (such as reduced hours during a renovation) and describe how and when the library will be in compliance.

Address the following in the letter depending on the requirement with which the library is out of compliance.

If the library falls below 50% of the median, include evidence of continuing increases in local support.

If the library expenditures fall below those of the previous year -

- As a result of an unusual increase in local expenditures the previous year followed by a decrease in the current year, cite the reason(s) for the increase.

Explain extenuating circumstances that resulted in the decrease in local expenditures and the good faith effort made to maintain local expenditures for the library;

RICHMOND PUBLIC LIBRARY (RPL) EXPLANATION:

In 2020-2021 the following circumstances impacted the City of Richmond's final expenditures.

- COVID-19 Pandemic
- Civil unrest due to the George Floyd tragedy
- Economic downturn from pandemic response

These events led the locality to make cuts to RPL's budget to conserve resources and direct them towards essential services during a crisis. Library staff were declared essential and returned to work as soon as safely possible to implement COVID-19 safe and socially distanced library service. The service involved virtual and curbside delivery

and health. The Library being a top priority. In the FY23 Budget the reductions of 2021 and 2022 were reversed.

Compare the decrease in funding of library services to decreases in funding of other local government services.

Complete chart:

Government Function	Average Percent Reduction
Education	+3.7% (Increased due to COVID Relief from federal support)
Human Services	+8.7% (Increased due to COVID Relief from federal support)
Public Safety	+15.2% (Increased due to COVID Relief from federal support)
Commerce & Industry	-1.6
Transportation	+23.3
Libraries	-8.1

Describe impact of the reductions on library services. Be specific.

- In July 2020 RPL shifted to curbside service and remote services until April 2021.
- Library service was reduced at six locations to six days a week, Monday – Saturday, 10:00AM – 5:00PM. Three locations were reduced to five days a week, Monday – Friday, 10:00AM – 5:00PM.
- Sunday service at three locations stopped completely in April 2020 and has not resumed.
- A hiring freeze initiated for all City agencies in April 2020 – September 2021. Vacant positions went unfilled and became unfunded.
- The Materials budget for books, periodicals and electronic resources was reduced 8% in FY2021.
- All in-person programs stopped and were replaced with virtual programs and events for all of FY2021.
- In-person Reference services shifted to telephone, email and text messaging.

Detail locality commitment and plans to restore library services curtailed by the reduction in funding.

471 hours system wide. This is an 11.3% increase over FY2022. This means evenings will return. All locations will have at least two days of the week open to the public until 8:00PM. The Main Library will be open until 8:00PM Monday – Thursday.

More hours means evening. Evening hours after 6:00PM will enable patrons, who have limited time, to visit our libraries, to check out books, and attend a variety of programs and story times. Our Richmond residents will have more computer time to study, do research, job search, stay in-touch with family and friends as well as access to meeting rooms and study rooms and a variety of services including faxing, copying and notary.

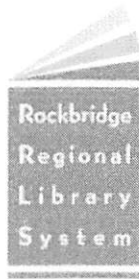
As we restore staffing levels we will seek to expand hours beyond these conservative estimates. Early starts, later closings and Sundays will return as we build capacity and determine new ways to achieve extended hours. There will be costs and savings that we will assess and track to expand hours in future fiscal years.

Children and Literacy: This FY2023 budget lets us have the staff and investment in our collection to ramp up all of our children's programs. We are particularly concerned with the youngest of our

Figure 1. Public Service Hours Current and Proposed:

Location	FY22 CURRENT Adopted Budget – Public Hours Per Week	Total Public Service Hours	FY23 PROPOSED Budget – Public Hours Per Week with Evenings	Total Public Service Hours	Notes
Belmont Branch	M-F 10-6, S 10-5	47 hours	M & W 10-8; T, Th, F 10-6; S 10-5	51 hours	
Broad Rock Branch	M-F 10-6, S 10-5	47 hours	M & W 10-8; T, Th, F 10-6; S 10-5	51 hours	
East End Branch	M-F 10-6, S 10-5	47 hours	T & Th 10-8; M, W, F 10-6; S 10-5	51 hours	
Ginter Park Branch	M-F 10-6, S 10-5	47 hours	M-Th 10-8; F 10-6; S 10-5	55 hours	
Hull Street Branch	M-F 10-6, S 10-5	47 hours	M & W 10-6; T & Th 10-8; F 10-6; S 10-5	51 hours	
Main Library	M-F 10-6, S 10-5	47 hours	M-Th 10-8; F 10-6; S 10-5	55 hours	
North Avenue Branch	M-F 10-6, S 10-5	47 hours	M & Th 10-8; T, W, F 10-6; S 10-5	51 hours	
West End Branch	M-F 10-6, S 10-5	47 hours	M-Th 10-8; F 10-6; S 10-5	55 hours	
Westover Hills Branch	M-F 10-6, S 10-5	47 hours	M-Th 10-8; F 10-6; S 10-5	55 hours	
Total:		423 hours		475 hours	11.3% increase in public service hours.

If you have any questions, please contact Kim Armentrout by email at kim.armentrout@lva.virginia.gov or by phone at 804-692-3601.



www.rrlib.net

138 South Main Street
Lexington, VA 24450
Julie Goyette, Director

Phone: 540-463-4324
Fax: 540-464-4824
jgoyette@rrlib.net

May 31, 2022

Kim Armentrout
Public Library Consultant
Library Development and Networking Division
Library of Virginia
800 East Broad St.
Richmond, VA 23219

Dear Kim,

I am writing to request a waiver for a reduction in local allocations for fiscal year 2021 based on Requirement 3.

All four of our localities cut their allocations to Rockbridge Regional Library System by 10% due to COVID-19 in FY 2021. In the city of Lexington and Rockbridge County, these cuts were in line with other agencies and departments which were also cut.

In Bath County, the library allocation was cut by 10% while other agencies were cut more than 10%. Some grants and departments were not funded at all.

The city of Buena Vista cut the library allocation by an additional 20%. These cuts were across the board.

As a result of budget cuts, library staff were let go and operating hours reduced at all locations in the system. The cuts also caused a reduction in courier service and programs across the system.

During FY 2022, the city of Lexington, Rockbridge County and Bath County all increased their allocations to the library system. Buena Vista did not. During FY 2022 however, Buena Vista has raised taxes to make up the difference and is fully funding the library budget request for FY 2023.

It is also expected the other three localities will fully fund the library budget request for FY 2023.

Sincerely,

A handwritten signature in cursive script, appearing to read "Julie".

Julie

**FY 2022 STATE AID TO LOCALITIES & FY 2023 PROPOSED STATE AID
DRAFT**

Library	\$18,043,514 State Aid Estimate 2022	\$18,043,514 State Aid Estimate 2023	Variance FY 2022 and FY 2023	\$20,543,514 State Aid Estimate 2023	Variance FY 2023 \$18 Mill vs. FY 2023 \$20.5 Mill
COUNTY					
Amelia (Hamner)	77,822	77,921	99	88,718	10,797
Amherst	173,325	172,306	(1,019)	196,180	23,874
Appomattox (Jamerson)	50,655	49,538	(1,117)	56,401	6,863
Arlington	211,774	210,570	(1,204)	239,746	29,176
Augusta	185,254	184,258	(996)	209,788	25,530
Bland	39,066	43,210	4,144	49,197	5,987
Botetourt	174,110	173,108	(1,002)	197,093	23,985
Buchanan	141,720	146,547	4,827	166,852	20,305
Campbell	178,187	177,156	(1,031)	201,701	24,545
Caroline	121,912	122,770	858	139,781	17,011
Charlotte	60,121	60,811	690	69,236	8,425
Chesterfield	235,765	235,203	(562)	267,791	32,588
Craig	9,276	9,434	158	10,739	1,305
Culpeper	176,688	175,730	(958)	200,079	24,349
Cumberland	44,036	41,539	(2,497)	47,294	5,755
Essex	80,687	67,845	(12,842)	77,245	9,400
Fauquier	182,109	181,103	(1,006)	206,195	25,092
Fluvanna	113,679	114,425	746	130,279	15,854
Franklin	179,473	178,446	(1,027)	203,170	24,724
Gloucester	172,680	171,666	(1,014)	195,451	23,785
Henrico	230,251	229,311	(940)	261,082	31,771
Highland	31,549	33,142	1,593	37,734	4,592
King George (Smoot)	140,596	154,335	13,739	175,719	21,384
Lancaster	119,395	125,878	6,483	143,319	17,441
Loudoun	248,735	248,256	(479)	282,653	34,397
Lunenburg	41,879	59,028	17,149	67,206	8,178
Madison	54,042	52,339	(1,703)	59,591	7,252
Mathews	85,740	91,439	5,699	104,108	12,669
Mecklenburg	162,352	152,214	(10,138)	173,304	21,090
Middlesex	63,142	51,053	(12,089)	58,127	7,074
Northumberland	69,574	72,910	3,336	83,012	10,102
Nottoway	63,621	66,711	3,090	75,954	9,243
Orange	173,269	172,307	(962)	196,180	23,873
Pittsylvania	182,330	181,260	(1,070)	206,374	25,114
Powhatan	121,446	135,636	14,190	154,429	18,793
Prince William	266,032	256,863	(9,169)	292,452	35,589
Pulaski	165,444	171,371	5,927	195,115	23,744
Rappahannock	70,773	65,013	(5,760)	74,021	9,008
Richmond County	34,182	30,754	(3,428)	35,016	4,262
Roanoke County	184,062	183,044	(1,018)	208,406	25,362
Russell	90,649	99,363	8,714	113,130	13,767
Shenandoah	175,775	174,760	(1,015)	198,974	24,214
Smyth	172,835	171,801	(1,034)	195,604	23,803
Tazewell	175,502	174,473	(1,029)	198,647	24,174
Warren (Samuels)	173,220	172,238	(982)	196,102	23,864
Washington	178,168	177,132	(1,036)	201,674	24,542
York	178,310	177,321	(989)	201,890	24,569
REGIONAL					
Appomattox Regional	455,862	453,235	(2,627)	516,032	62,797
Bedford	199,566	198,480	(1,086)	225,980	27,500
Blackwater (W C Rawls)	497,671	498,784	1,113	567,893	69,109
Blue Ridge	367,551	369,882	2,331	421,130	51,248
Central Rappahannock	763,384	767,682	4,298	874,048	106,366
Central Virginia (Buck-Farmv)	255,013	221,206	(33,807)	251,855	30,649
Charles P. Jones	88,632	83,642	(4,990)	95,231	11,589
Eastern Shore	227,695	241,567	13,872	275,037	33,470
Fairfax	366,486	364,469	(2,017)	414,968	50,499

Galax-Carroll	174,056	177,350	3,294	201,922	24,572
Halifax-South Boston	131,358	130,547	(811)	148,634	18,087
Handley Library	448,383	470,598	22,215	535,801	65,203
Heritage Library	87,670	110,569	22,899	125,889	15,320
Jefferson-Madison	757,102	760,035	2,933	865,341	105,306
Lonesome Pine	496,167	462,080	(34,087)	526,103	64,023
Massanutten (Rockingham)	459,902	458,933	(969)	522,520	63,587
Meherrin	164,169	145,296	(18,873)	165,428	20,132
Montgomery-Floyd	290,729	288,678	(2,051)	328,676	39,998
Pamunkey	572,194	518,969	(53,225)	590,875	71,906
Rockbridge	343,522	364,328	20,806	414,807	50,479
Williamsburg	354,858	352,908	(1,950)	401,805	48,897
Wythe-Grayson	202,553	205,879	3,326	234,405	28,526

CITY

Alexandria	195,371	194,229	(1,142)	221,140	26,911
Bristol	167,386	166,416	(970)	189,473	23,057
Chesapeake	214,547	213,621	(926)	243,219	29,598
Colonial Heights	167,394	166,405	(989)	189,462	23,057
Danville	172,098	171,097	(1,001)	194,803	23,706
Falls Church (Styles)	166,792	165,847	(945)	188,826	22,979
Hampton	191,010	190,049	(961)	216,381	26,332
Lynchburg	180,175	179,193	(982)	204,021	24,828
Manassas Park	70,057	141,752	71,695	161,392	19,640
Newport News	200,017	198,938	(1,079)	226,501	27,563
Norfolk	212,528	211,456	(1,072)	240,755	29,299
Petersburg	170,294	169,315	(979)	192,774	23,459
Poquoson	166,503	165,523	(980)	188,457	22,934
Portsmouth	182,784	181,802	(982)	206,991	25,189
Radford	167,575	166,589	(986)	189,671	23,082
Richmond City	208,984	208,173	(811)	237,016	28,843
Roanoke City	183,788	182,778	(1,010)	208,103	25,325
Salem	169,048	168,070	(978)	191,356	23,286
Staunton	169,003	168,022	(981)	191,302	23,280
Suffolk	185,043	184,160	(883)	209,676	25,516
Virginia Beach	254,644	253,454	(1,190)	288,572	35,118
Waynesboro	168,416	167,465	(951)	190,668	23,203

TOWN

Clifton Forge	45,382	43,866	(1,516)	49,944	6,078
Narrows (Brammer)	14,628	11,906	(2,722)	13,556	1,650
Pearisburg	54,312	54,733	421	62,316	7,583

TOTALS	18,043,514	18,043,514	0	20,543,514	2,500,000
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NOTE:

Fairfax will receive an additional \$190,070 to supplement the state formula aid distributor provided in Title 42.1, Code of Virginia, for libraries or library systems serving populations greater than 600,000. The supplement is added to the Fairfax County allocation, the only library to exceed 600,000 population. The amount is not included in this worksheet.

Executive Summary

Library of Virginia Activities and Accomplishments

April – June 2022

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

Collections Access and Management Services

A great deal has been happening with the Visual Studies program in Special Collections over the past quarter. Dale Neighbors and his team worked in the Supreme Court building to make room for incoming portraits, helped the First Lady in the Patrick Henry Building select and install items in her office and the Governor's Office, and removed artwork and crated sculpture in the Capitol in advance of the renovation of the extension.

and identifying duplicates that have to be redone due to spots and other defects. That said, the number of returns has fallen off dramatically since the decision was made readjust the threshold of what constitutes a serviceable copy.

Digital Initiatives and Web Presence

DIWP staff remain busy developing content and web platforms to support our users, both internally and externally.

Victoria Garnett has joined DIWP as our new Digital Collections Assistant. Victoria received an MLIS from ODU and focused on studio photography as an undergraduate. Victoria brings digitization and photography experience to the library gained from past work experience. This includes digitizing documents in the Madison County Clerk's office with the Piedmont Environmental Council, which pertain to the condemnation of private property leading to the creation of Shenandoah National Park. She also worked with the Madison County African American Historical Association Grand Order of Odd Fellows Museum. There she was tasked with digitizing a variety of documents that were gifted to the Albert and Shirley Small Special Collections Library at UVA. She is working alongside Ben Steck, Digital Collections Specialist, in our Digitization Services Lab, which manages in-house digitization for internal and external customers, as well as Audio/Visual format management and migration.

In April and May, staff from across the Library have written 23 blog articles for *The UncommonWealth* (<https://uncommonwealth.virginiamemory.com/>). Those articles had over 26,000 views, with over 430 average views per day. The most popular posts for these two months were [“Free Negro Registers” from Virginia Untold Now Available on From the Page](#) (posted in March but still going strong in April 2022) and [“The Lost Appalachian Trail”](#) (May 2022).

Our Web developers have also been very busy over the past several months. Zachary Rice rebuilt one of our online educational resources: Shaping the Constitution. The resource had originally been built in 2008, and was long past “end of life” when Zach started working on it. He has entirely rebuilt the backend of the resource and worked with Education & Outreach (E&O) staff to make improvements to functionality for content creators in E&O, as well as for our users. The new version of Shaping the Constitution will soon be launched and available again to researchers and educators. The backend Zach built will also be used for other similar projects, which will provide a more stable resource for users, as well as a familiar experience across online educational offerings.

Je’Juan Hunter, our other developer, has also been extremely busy helping the digital collections staff by building scripts and APIs or Application Programming Interfaces, which allow for communication and data transfer between applications and platforms. Je’Juan “cracked the code” with a major API development that will work between our crowdsourcing platform, From the Page, and our digital asset management and preservation system, Rosetta. This is a crucial component of our NHPRC grant that is supporting Virginia Untold: the African American Narrative. The script will facilitate automatic delivery of transcriptions completed on From the Page to each relevant digital asset in Rosetta, thereby reducing staff time and effort and making

the materials publicly available sooner than our current workflow allows. He has also written scripts to support the completion of our crowdsourced World War I History Commission Questionnaires, eliminating hours of manual labor for Susan Gray Page, our Digital Archives

Coordinator. Lastly, he has written another API that will facilitate work DIWP staff are doing with [enslaved.org](https://www.enslaved.org), a project out of Michigan State University which aims to aggregate records related to antebellum free and enslaved Black Americans from collections across the country.

The work of the developers alongside our digital collections and systems staff is a fantastic example of what we can accomplish when we bring together colleagues from different disciplines and allow them to find creative solutions that make our work more efficient while improving access to the Library's collections.

Government Records Services

Engagement with the Youngkin administration on records management continued in April. Chad and Roger Christman attended the monthly Executive Assistants' meeting on April 21, providing a 30 minute presentation on records management and the reference assistance the library can provide to the administration. Chad and Roger reported that all but two assistants were in attendance and that the group was very engaged and asked excellent questions. We also

presented on the importance of records management and the role of the library in providing access to government records. We also discussed the importance of records management and the role of the library in providing access to government records. We also discussed the importance of records management and the role of the library in providing access to government records.

We also discussed the importance of records management and the role of the library in providing access to government records. We also discussed the importance of records management and the role of the library in providing access to government records. We also discussed the importance of records management and the role of the library in providing access to government records. We also discussed the importance of records management and the role of the library in providing access to government records. We also discussed the importance of records management and the role of the library in providing access to government records.

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Alleghany County chancery causes were transferred to the Library from the Circuit Court Clerk, which is an exciting development as now LVA will be able to process and digitize this collection in time.

The Circuit Court Records Preservation (CCRP) program consulting staff made site visits to 33 localities this spring. During those trips they were able to examine 535 volumes and over 10.00 cubic feet of loose records for future item conservation grants. Much of their work is focused on identifying volumes that were treated with cellulose acetate laminate in the past; this is a largely debunked treatment that can endanger original records, but can be very costly to rectify.

The Virginia Untold project continues apace with the transcribing of 36 registers of free people from 18 Virginia localities. These volumes are available on our transcription platform accessible via [From the Page](#). Our project manager, Lydia Neuroth, visited circuit court clerks' offices that have registers and other free and enslaved records in their offices. They expressed great interest in participating in the Virginia Untold Project. Brunswick, Dinwiddie, and Surry counties transferred their registers to LVA for scanning. Lydia participated in many outreach events including presentations on Virginia Untold at the Virginia Forum and Central Virginia History Researchers. In celebration of Juneteenth, Lydia curated an exhibition of free registers titled [Freedom on Paper](#).

Information Technology

The Information Technology division renewed the Library's Memorandum of Understanding with the Virginia Department of Health's Office of Vital Records, a partnership between LVA, VDH and the DMV that began in 2015. The Library uploads and stores the digital images for VDH's birth, death, marriage and divorce records, which are linked to a database application program written by VDH staff. The records are accessible to citizens at the Office of Vital Records and through their local DMV offices. This year's update includes a refresh of the entire storage server system to replace the current hardware which has reached end of life. The new system provides more growth, faster records access and higher levels of security, and is VDH-funded from fees generated by the Vital Records program.

Library Development and Networking

The LDND team continues to manage the ARPA sub-grants across the Commonwealth and engage in our "usual" duties. The below report indicates some activity of note.

Sue La Paro and her Henrico County collaborator, Rick Samuelson, provided two School Readiness workshops virtually for 33 Virginia library youth services staff. An additional workshop will be held in August. Books to support summer reading programs were distributed to 57 in April. Expansion of our most popular program, Nature Backpacks, continues. Sue has been asked to participate, as a national leader, in a monthly idea and resource sharing brainstorm.

This quarter, Reagen Thalacker has worked collaboratively with LVA catalogers to reimagine and execute a professional lending library for Virginia public library staff. Available through LVA interlibrary loan, the collection is now over 100 volumes strong and growing. Virginia

public library staff are grateful for this project, as it saves them money and promotes best practices and just in time learning throughout the Commonwealth.

Items of note in regard to library staff this quarter include the coordination of a very successful series of in-person workshops “Library Service, Safety and Security” with Steve Albrecht. Over the three days of training events, 110 attendees learned about working in the post-pandemic library environment, using a code of conduct, and preventing job burnout through stress management. Virtual training continues to be popular: 397 Virginia library staff have enrolled in a six-module interactive and skill sharpening Front Line Customer Service online course, obtained by Cindy Church through our Niche Academy. Library employees will learn, explore, engage and grow personally and professionally through videos, exercises, knowledge checks, and more in current and relevant topics. Additionally, Cindy has contracted the services of a Niche Academy consultant, whose marketing and development activities led to a 25 percent increase in continuing education participation by Virginia library staff in one month. The VLA Continuing Education Committee was retired since the forums are handling their own trainings. The VLA President reiterated how grateful VLA is to Cindy and LVA for the continuing education programming offered.

Barry Trott continues to provide training and consulting for Virginia libraries on a variety of topics. Three rounds of Reference and User Services Association (RUSA) scholarships will be completed this quarter. Barry has collaborated on a number of projects, bringing new audiences to library services, including the Deaf Culture Digital Library and On The Road programming. Further, Barry helped coordinate the linking of Virginia Newspaper Project collections to select public libraries.

This quarter, Barry has developed and executed a series of professional development videos entitled “Getting the Most out of Find IT Virginia. These videos highlight each Find IT Virginia resource with tips and tricks for platform usage as well as best practices for marketing and educating patrons. Once complete, the series will be marketed to Virginia librarians as certification opportunity. Those who complete the training will receive a pin and a certificate. Further, Barry has been auditing public library websites to ascertain if they have correctly linked FIVA resources and intervening when needed to make sure patrons have successful access.

Barry has been actively marketing Find It Virginia resources to various stakeholder groups, most notably the Virginia Small Business Development Committee and the Southeast Rural Community Assistance Project grant—a requirement of which is to complete the Entrepreneur Learning Initiative on Find It Virginia. He is also collaborating with Blue Star Family Week organizers—a military-involved group to promote and expand services to military members and veterans and their families. Barry has provided multiple trainings to WordPress libraries as well as continuing to develop content and cleaning up LDND’s WordPress sites. Finally, Barry has collaborated with LVA digital initiatives to improve website accessibility across the board.

This quarter saw the completion of catalog training requirements for all Evergreen catalogers as well as the upgrade to the next version. Our next office hours for Evergreen libraries are in July.

Kim Armentrout continues her diligent care of state and federal grant programs to libraries. This

quarter she assumed the duties of liaison with the Institute of Museum of Library Services (IMLS) to approve purchases over \$5,000 from federal grant programs. Kim and the rest of the LDND staff continue to manage ARPA funds but Kim's region has been the largest recipient of the "privacy pod" project, in which libraries who are identified as "Medically Under-Served" were allocated additional funds to create telehealth compatible environments. Not only has this

fronts. On the state aid front, Kim has processed an unusual number of waivers, both technical and non-technical, which will be reported to the full board.

This quarter, Nan Carmack has been writing the new LSTA plan, which is currently in the final revision stages. Additionally, Nan is creating a Library Management Course for public library staff, selected by their directors, to provide a 12 week self-directed educational experience, with bi-weekly live calls. This certificate will make up for the gap in management education in graduate programs in Library and Information Sciences as well as grow the next set of leaders in Virginia.

Finally, this quarter marks the beginning of the Public Library Internship for our division. Kelli Kravitz-Young will be with us until the end of August and will help on a variety of internal projects while gaining guidance and experience in their career path.

Arlisha Norwood, an assistant professor at the University of Maryland, Eastern Shore. Dr.

Norwood will be conducting research through August on the subject of single African American women in post-Civil War Virginia. After the disruption caused by the COVID pandemic, the Library of Virginia will return to its normal schedule of hosting new Virginia Humanities Fellows in the autumn of 2022 and the spring 2023 academic terms. Library staff are currently reviewing applications.

The Library has contracted with a new security firm: RMC Events (<https://www.rmcevents.com/>). The Library took this opportunity to reset some of our security set-up, policies and procedures. The public service and education and outreach managers consulted with the new head of Finance and Administration, Dan Hinderliter, and David Wilson, Facilities Director, to implement these changes. As you no doubt saw as you entered the building today, the lobby is far more welcoming and open with the removal of the metal detectors that are now on the second floor. We have also changed several policies to improve the visitor experience. For example, the cell phone policy has been adjusted to allow use in public areas as long as it does not interfere with other visitor's enjoyment and research.

LIBRARY OF VIRGINIA

Press Coverage & Paid Advertising | April through Mid-June 2022

PRESS COVERAGE

Potomac Local News (Prince William & Stafford) | April 4, 2022

"CRRL launches the Deaf Culture Digital Library"

The Central Rappahannock Regional Library partnered with the Library of Virginia to launch a virtual collection on the history of deaf culture.

<https://www.potomaclocal.com/2022/04/04/crrl-launches-the-deaf-culture-digital-library/>

Richmond Magazine | April 6, 2022

"Kismet: The discovery of a rare Charles Gillette-designed bench helps to kick-start an exhibition of the landscape architect's work"

The Library's exhibition *Matters of Scale: Charles F. Gillette in Petersburg*, April 27–June 30, 2022, at the Petersburg Public Library, is the first public exhibition of Gillette's works.

<https://richmondmagazine.com/home/latest/kismet/>

Fluvanna Review | April 7, 2022

"Point of Fork DAR wins state grant"

The Daughters of the American Revolution chapter recently hosted a Library of Virginia scanning project to capture family memorabilia from World War II.

<http://fluvannareview.com/2022/04/point-of-fork-dar-wins-state-grant/>

Richmond Times-Dispatch | April 7, 2022

"Richmond author Kristen Green explores Mary Lumpkin's untold story in 'The Devil's Half Acre'"

Promoted Kristen Green's Weinstein Author Series talk at the Library on April 14, 2022.

https://richmond.com/entertainment/books/richmond-author-kristen-green-explores-mary-lumpkins-untold-story-in-the-devils-half-acre/article_8e0f9a85-b15e-5886-a2f8-b9ae91cc323a.html

Style Weekly (Richmond) | April 8, 2022

"Up From Slavery"

Promoted Kristen Green's Weinstein Author Series talk on her book *The Devil's Half Acre* at the Library on April 14, 2022.

<https://m.styleweekly.com/richmond/up-from-slavery/Content?oid=18642580>

Style Weekly (Richmond) | April 11, 2022

"The Last Confederate"

"While John B. Cary's role in the Fort Monroe episode can be found easily, other biographical sources are harder to find. Historians John and Ruth Ann Coski wrote what appears to be the most definitive biography of Cary for the Library of Virginia."

<https://m.styleweekly.com/richmond/the-last-confederate/Content?oid=18651984>

VPM News | April 12, 2022

"The woman who turned the 'Devil's Half Acre' into 'God's Half Acre'"

This interview with author Kristen Green promoted her Weinstein Author Series talk at the Library on April 14, 2022.

<https://vpm.org/news/articles/31268/the-woman-who-turned-the-devils-half-acre-into-gods-half-acre>

Richmond Magazine | April 12, 2022

"From History's Shadow"

This interview with author Kristen Green promoted her Weinstein Author Series talk on her book *The Devil's Half Acre* at the Library on April 14, 2022.

<https://richmondmagazine.com/arts-entertainment/from-historys-shadow/>

CBS19 TV (Charlottesville) | April 14, 2022

"Grant funding for humanities projects, including several in Virginia"

The Library's project "War, Remembrance, and the Power of Records: Digitizing the Library of Virginia's WWII Separation Notices" received National Endowment for the Humanities funding.

<https://www.cbs19news.com/story/43283957/grant-funding-for-humanities-projects-including-several-in-virginia>

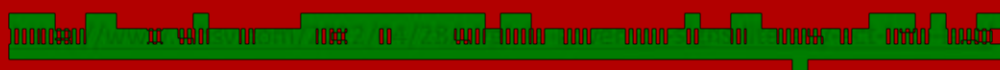
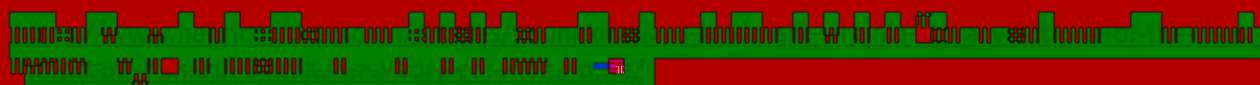
WRIC ABC8 (Richmond) | April 14, 2022

"Library of Virginia receives \$315,000 grant to help get digital"

The Library's project "War, Remembrance, and the Power of Records: Digitizing the Library of Virginia's WWII Separation Notices" received National Endowment for the Humanities funding.



<https://www.progress-index.com/story/entertainment/2022/04/22/petersburg-carder-club-hosts-home-and-garden-day-which-would-be-a-great-tuesday-april-26-7309131531/>



"Wallace History Room traces Chesapeake's evolution from Norfolk County days"

<https://www.pilotonline.com/history/vp-cl-library-wallace-room-0522-20220521-w47ildfdhndvxl7wlcfc67peum-story.html>

"EDITORIAL: Saving Greene County's history"

https://dailyprogress.com/community/greenenews/opinion/editorial-saving-greene-county-s-history/article_67d41bee-d604-11ec-84b5-abab9946145e.html

"Abortion wasn't always a partisan issue in Virginia"

<https://vpm.org/news/articles/32355/abortion-wasnt-always-a-partisan-issue-in-virginia>

virginia Welcomes New Chief Data Officer with Big Plans"

"A salute to Richmond's notable basketball stars"

"Upcoming business events for the week of May 29, 2022"

https://www.winchesterstar.com/winchester_star/sbdg-webinar-schedule-for-june-announced/article_72a5b62a-5729-55b3-944b-71d3aa57f36f.html

<https://www.npr.org/2022/05/13/1098827190/what-to-read-summer-travel>

<https://www.wusa9.com/article/entertainment/events/dc-maryland-and-virginia-june-weekend-awesome-con-jazz-fest-things-to-do/65-52723aa0-b8a2-49d0-b0d0-8a9c8196aef9>

<https://www.styleweekly.com/richmond/the-free-south/Content?oid=18849459>

<https://augustafreepress.com/vmhc-offers-summer-professional-development-npr-culture-and-neighborhood/>

<https://richmondfreepress.com/news/2022/jun/09/six-strong-men-women-recognized-leadership-and-las/>

<https://www.smithfieldtimes.com/2022/06/14/library-sets-summer-reading-program/>

<https://venturerichmond.com/news/celebrate-luncheon-2022-richmond/>

Style Weekly (Richmond) June 14, 2022

"Juneteenth Events"

Article lists the Library's Juneteenth exhibition, *Freedom on Paper: An Exhibition of "Free Negro Registers" from the Virginia Untold Project*, on display June 13–27, 2022.

<https://m.styleweekly.com/richmond/juneteenth-events/Content?oid=18869880>

Richmond Free Press | June 16, 2022

"Juneteenth events offer exhibits, music, storytelling and more"

Article lists the Library's Juneteenth exhibition, *Freedom on Paper: An Exhibition of "Free Negro Registers" from the Virginia Untold Project*.

<https://richmondfreepress.com/news/2022/jun/16/juneteenth-events-offer-exhibits-music-storytelling/>

Richmond Times-Dispatch | June 16, 2022

"Juneteenth celebrations to take place across Richmond area with festivals, fireworks, bands & more"

Article lists the Library's Juneteenth exhibition, *Freedom on Paper: An Exhibition of "Free Negro Registers" from the Virginia Untold Project*, on display June 13–27, 2022.

https://richmond.com/news/local/juneteenth-celebrations-to-take-place-across-greater-richmond-with-festivals-fireworks-bands-more/article_cbbdc3f4-53ff-554b-845a-8356433361b9.html

PAID ADVERTISING

EXHIBITION ADS

Your Honorable Petitioner: Legislative Petitions Gave voice to Virginians

Richmond Free Press

Print ad running the week of May 12, 2022

Richmond Magazine

Print ads running in April & May 2022 issues

Richmond Times-Dispatch

Half-page ad plus digitals in the Spring 2022 issue of *En Forme Magazine*

Style Magazine

Digital banner ads running the week of April 12 & June 14, 2022

VPM

Public TV & radio spots running through April and early May, picking up again in early June 2022

ADS FOR WEINSTEIN AUTHOR SERIES & OTHER BOOK TALKS

Richmond Times-Dispatch

Print ads plus digitals to promote book talk events:

- Weinstein Author Series, Kristen Green, *The Devil's Half Acre: The Untold Story of How One Woman Liberated the South's Most Notorious Slave Jail*, April 14, 2022
- Gregory D. Smithers, *Reclaiming Two-Spirits: Sexuality, Spiritual Renewal, and Sovereignty in Native America*, April 26, 2022
- Gerard Magliocca, *Washington's Heir: The Life of Justice Bushrod Washington*, May, 12, 2022
- Warren Eugene Milteer Jr., *Beyond Slavery's Shadow: Free People of Color in the South*, June 9, 2022

Richmond Free Press

Print ad for Weinstein Author Series:

- Kristen Green, *The Devil's Half Acre: The Untold Story of How One Woman Liberated the South's Most Notorious Slave Jail*, April 14, 2022

Print ad to promote an exhibition-related book event:

- Warren Eugene Milteer Jr., *Beyond Slavery's Shadow: Free People of Color in the South*, June 9, 2022

SPONSORSHIPS

WWBT NBC12 (Richmond) "How We Got Here" history podcast sponsorship, broadcast and online ads

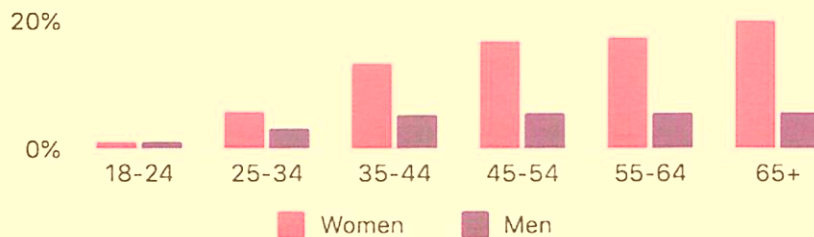
Facebook

Audience ⓘ

Facebook Page followers ⓘ

12,727

Age & gender ⓘ



Top Performer

May 26 post about the Virginia Women's Monument: Reach = 13,817 | Engagements = 913

Library of Virginia
Public · 10,000+ · May 26 at 6:35 PM · 🌐

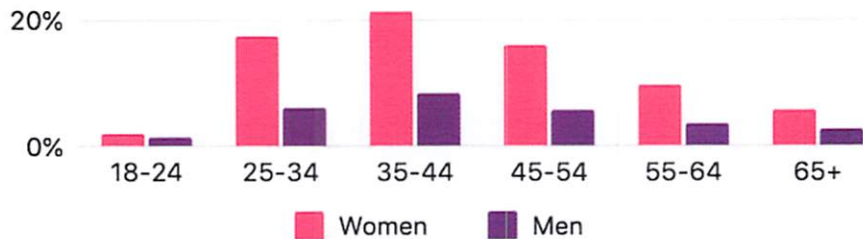
Two final statues were installed yesterday at the Virginia Women's Monument on Capitol Square—physician Sarah G. Jones and banker and civil rights activist Maggie Walker. Thank you to Library historians Mari Julienne and Barbara Batson for attending and taking these photos! You can learn more about Jones in her biography at <https://endofjonesdavis.org/>, <https://sarah-bagland.org/> and Walker at <https://www.lva.virginia.gov/public/dvb/bio.php...>

Instagram

Instagram followers ⓘ

4,275


Age & gender ⓘ




Top Performer




May 17 "This Day in History" post about *Brown v. Board of Education*: Reach = 650 | Engagements = 43


Instagram

 libraryofva



Robert Kennedy in Prince Edward
'Unnatural and unsatisfactory.'





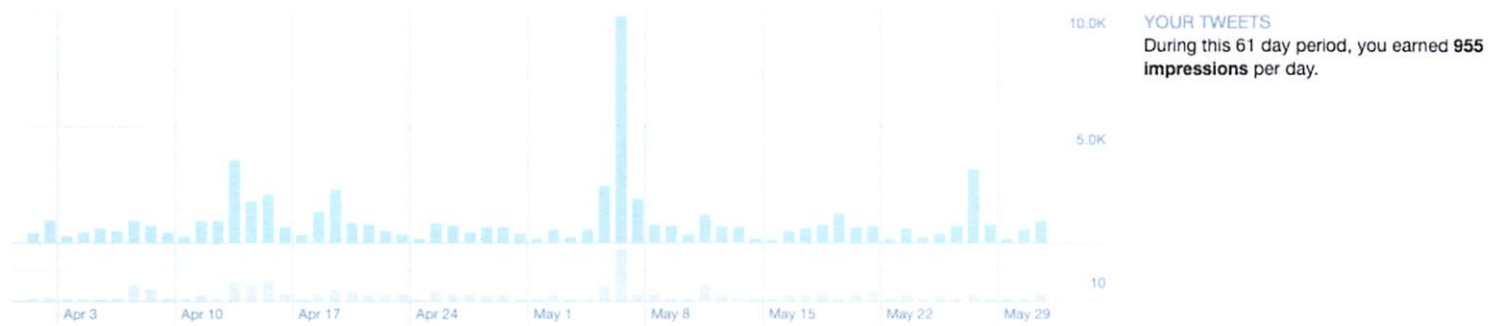
libraryofva This Day in History! May 17, 1954, the Supreme Court's "Brown v. Board of Education... [more](#)

Twitter

Followers

7,340

Your Tweets earned **58.3K impressions** over this **61 day** period



Engagements

Showing 90 days with daily frequency

Engagement rate

2.5%

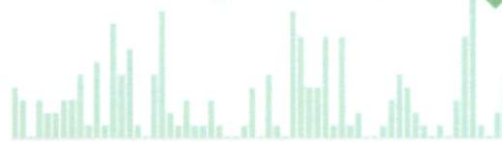
May 31
1.7% engagement rate



Retweets without comments

186

May 31
5 Retweets without comments



On average, you earned **3 Retweets without comments** per day

Link clicks

219

May 31
1 link click



On average, you earned **4 link clicks** per day

Likes

553

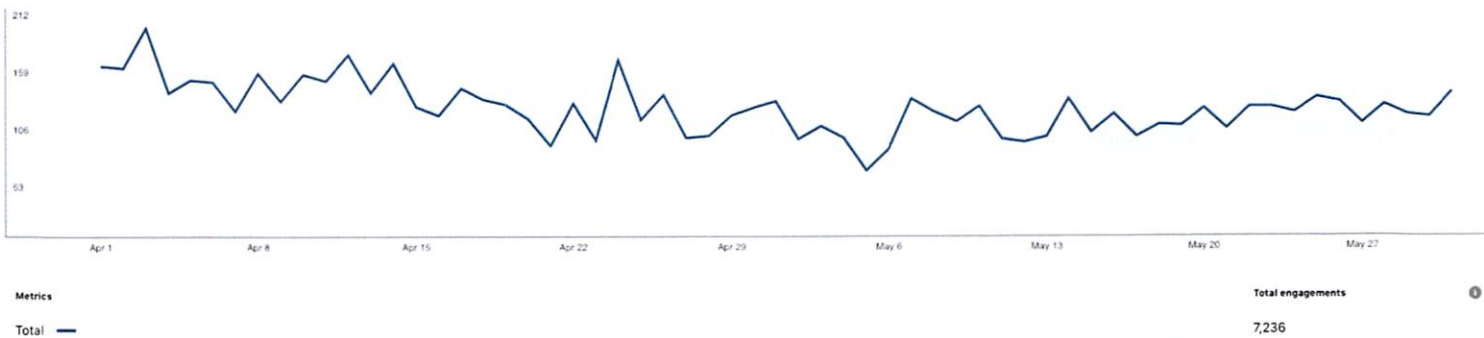
May 31
7 likes



On average, you earned **9 likes** per day

Pinterest

Performance Over Time



Top Boards



Vintage Valentines
307 Pins



Victorian Pets
27 Pins



Postcards for St....
184 Pins



5.7k
Engagements



326
Engagements



325
Engagements

**THE LIBRARY BOARD
of
THE LIBRARY OF VIRGINIA**

Committee Name: **NOMINATING COMMITTEE**

Date: **Monday, June 27, 2022**

Committee Members: Marcy Sims, *Chair*
Robert D. Aguirre
Paul Brockwell, Jr.
L. Preston Bryant, Jr.
R. Chambliss Light, Jr.

1. **Proposed Slate of Officers for 2022-2023**

The Nominating Committee proposes the following slate of officers for the Library Board for July 1, 2022 - June 30, 2023:

Chair: Paul Brockwell Jr.

Vice-Chair Robert D. Aguirre

Past Chair Blythe Ann Scott

In addition to the above-named officers, the Executive Committee shall also include:

L. Preston Bryant, Jr.
Robert L. Canida II
Suzette Denslow

Proposed Library Board Meeting Dates 2022 - 2023

Monday, September 19, 2022

8:30 am – 12:00 pm

Thursday, November 10, 2022

(Joint retreat with Foundation Board, 12:30-4:00 pm)

Monday, January 23, 2023

8:30 am – 12:00 pm

Monday, April 17, 2023

8:30 am – 12:00 pm

Monday, June 26, 2023

(Annual Meeting and Lunch)

8:30 am – 12:00 pm

The Commonwealth of Virginia
A Resolution of the Library Board

WHEREAS R. Chambliss Light Jr. was appointed to the Library Board in 2012 by Governor Robert F. McDonnell and reappointed to a second consecutive term on the Board in 2017 by Governor Terence R. McAuliffe; and

WHEREAS he had previously served a term on the Library Board from 1998 to 2003, appointed by Governor James S. Gilmore;

WHEREAS he served with distinction as a member and chair of the Board;

Legislative and Finance Committee and as chair of the full Library Board from January 11, 2016, through June 30, 2017; and

WHEREAS as chair he led the Library Board in developing a successful legislative strategy for the 2017 General Assembly session and worked closely with Board members to advance budget amendments that funded a restoration of the Library's public service hours following a reduction in state funds; and

WHEREAS both as Library Board member and as Board chair he has been an enthusiastic, knowledgeable, and effective supporter of the Library of Virginia and its collections;

BE IT RESOLVED by the Library Board on this 27th day of June 2022 that the



rl@lynchburg.edu

Dr. Robert L. Canida II*

1810 Broadway Street, Unit 100
Lynchburg, VA 24501
(910)736-4713
Robert.Canida.PHD@gmail.com
canida_rl@lynchburg.edu
5-year term ending June 30, 2025.
Succeeding Kathy Johnson Bowles; Seat 11
**use both email addresses*



Mark Miller

40511 O'Connors Circle
Leesburg, Virginia 20175
mark.miller@LNF.com
Phone: 703.888.6639
5-year term ending June 30, 2022.
Succeeding Emily O'Quinn; Seat 3



ccastillo@gmail.com

Maya Castillo

4409 Rockcrest Drive
Fairfax, VA 22032
maya.a.castillo@gmail.com
Cell: 540-870-1677
5-year term ending June 30, 2024.
Succeeding Jon Bowerbank; Seat 9



Shelley Viola Murphy

36 Colonial Road,
Palmyra, Virginia 22963
shelleyviola@gmail.com
Cell: 434-806-7433
5-year term ending June 30, 2026.
Succeeding Herself; Seat 14



sdenslow@verizon.net

Suzette Denslow

3201 Monument Avenue
Richmond, VA 23221
sdenslow@verizon.net
Cell: 804-929-4051
5-year term ending June 30, 2026
Succeeding Mohammed Esslami; Seat 13



Lana Real

294 Rosebud Run
Aylett, VA 23009
(520)232-4361
exlibrislana@gmail.com
5-year term ending June 30, 2025.
Succeeding Dr. Mark E. Emblidge;
Seat 10



rc@auratilevine.com

R. Chambliss Light Jr.

1505 Linden Avenue
Lynchburg, Virginia 24503
chamlight777@yahoo.com
Cell: 434-384-8515
5-year term ending June 30, 2022.
Succeeding Himself; Seat 1



Marcy Sims

1160 Cedar Point Drive
Virginia Beach, Virginia 23451
marcysims7@gmail.com
Home: 757-425-1847
Cell: 757-773-7972
5-year term ending June 30, 2023.
Succeeding Herself; Seat 4



bvlittle@earthlink.net

Barbara Vines Little

P.O. Box 1273
Orange, Virginia 22960
bvlittle@earthlink.net
Phone: 540-832-3473
Cell: 540-222-7600
5-year term ending June 30, 2025.
Succeeding Herself; Seat 12



Leonard C. Tengco*

2817 Shawn Leigh Drive
Vienna, VA 22181
ltengco@pesner.com
leonardtengco@gmail.com
Cell: 757-647-1985
5-year term ending June 30, 2024.
Succeeding Kristin Cabral; Seat 8
**use both email addresses*

Executive Management Team & Key Contacts



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Vanessa Anderson
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Vacant
State Archivist

Vacant
Collection Management Services
Director

Vacant
Counsel – Office of the Attorney
General