

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

FRIDAY, JUNE 26, 2020

AGENDA

10:00 a.m.

The Library Board Meeting

Electronic Meeting

*Members of the public may view the meeting at
https://www.youtube.com/channel/UC8rZypeG4_Pu8aDkigY-Nbg
For assistance during the meeting, please call the Office of the Librarian at 804-692-3535*

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In the event of technical difficulties with the above, the meeting will be moved to the Library's GoToWebinar platform. To join, dial 1-213-929-4212 and enter access code 200 346 229.

- I. Call to Order/Welcome/Quorum *L. Preston Bryant, Jr., Chair*
- II. Approval of Agenda *The Board*
- III. Approval of the Library Board Minutes of January 6, 2020 *The Board*
- IV. Public Library Development Committee *Shelley Viola Murphy*
 - A. Presentation of State Aid Waiver Requests *Kim Armentrout*

Action Item: *Approval of State Aid Waiver Requests*
 - B. FY 21 State Aid Allotments to Virginia Public Libraries *Kim Armentrout*

Action Item: *Approval of FY 21 State Aid Allotments*
- V. Information Items
 - A. Statement of Financial Condition and Budget Update *Connie Warne*
 - B. COVID-19 Response and Reopening Plan *Sandra G. Treadway*
- VI. Report of the Executive Committee *L. Preston Bryant, Jr., Chair*

Action Item: *Approval of Extension of Librarian's Contract*
- VII. Report of the Nominating Committee *L. Preston Bryant, Jr., Chair*

Action Item: *Approval of Proposed Slate of Officers for 2020-2021*
- VIII. Report of the Chair *L. Preston Bryant, Jr., Chair*

Action Items: *Approval of Proposed Meeting Dates for 2020-2021*
Approval of Resolutions for Board service
- IX. Old or New Business
- X. Adjournment

Library of Virginia
January 6, 2020

The Archival, Collections, and Records Management Services Committee of the Library Board

On Monday, January 6, 2020, at 8:30 a.m. in Conference Room 2000, the following individuals attended at 2000 York Road Church, Elkhart, Indiana. The following individuals were in attendance: Deborah Wynn, T. Wayne Smith, T. Wayne Smith, Jr., Robert H. Johnson, Jr., John W. Johnson, Jr., and J. C. Johnson, Jr. The following individuals were in attendance: Deborah Wynn, T. Wayne Smith, T. Wayne Smith, Jr., Robert H. Johnson, Jr., John W. Johnson, Jr., and J. C. Johnson, Jr. The following individuals were in attendance: Deborah Wynn, T. Wayne Smith, T. Wayne Smith, Jr., Robert H. Johnson, Jr., John W. Johnson, Jr., and J. C. Johnson, Jr.

[illegible][illegible][illegible]

1. The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, and the Bureau of Reclamation, and is being furnished to you for your information:

1. The first step in the process of developing a business plan is to conduct a market analysis. This involves researching the industry, identifying potential customers, and understanding the competitive landscape.

enslavement and freedom in the nineteenth century through these primary sources. This grant funding will allow the Library to recruit and hire for the new position of project manager, which will enable Virginia Untold to transform into an institutional flagship project. With an influx of additional content coupled with outreach, the Library will be able to demonstrate to state government funders that Virginia Untold is a project important to the commonwealth and its citizens, and one worth supporting financially.

Following this, Mr. Strom called on Local Records Program Manager Gregory Crawford to provide an overview of the accomplishments of the Local Records Branch and the Circuit Court Records Preservation (CCRP) program in 2019. The highlight of the year came with the award of \$918,736.75 in grants to 77 localities. These were primarily item conservation grants. Committee member R. Chambliss Light Jr. asked what the greatest threat to records preservation in the localities is, and Mr. Crawford explained that it was mold, and that this was a problem that could not be adequately dealt with (e.g. grants to update HVAC or to mitigate mold issues) until the fee collected for records preservation was increased. He shared with the committee that the Circuit Court Clerks Association had submitted House Bill 306 that proposes to raise the CCRP fee from \$1.50 to \$3.50 if it passes.

Mr. Strom then discussed the backlog reduction report the Library is required to provide to the Governor and the General Assembly each year. The report originated in 1999 when the General Assembly provided funding for 17 new positions to eliminate the backlog of unprocessed

Kristin Cabral and Marcy Sims participated electronically by telephone from their respective cars while traveling. Staff liaison Nan Carmack, and Library staff member Kim Armentrout were also present.

Chair Shelley Viola Murphy called the committee meeting to order. Library Development and Networking Division Director Nan Carmack presented a request for a waiver of the requirements for a certificate of professional librarianship from Cindy Schmidt of Lynchburg, Virginia. Ms. Schmidt has completed a non-ALA accredited library science program and an ALA accredited doctor of library science program, except for her dissertation. She has been employed in school libraries and is currently employed in an academic library. After review and discussion Mark Miller moved that the committee recommend to the full board that the Library grant Ms. Schmidt a Provisional Certificate of Librarianship until such time as she completes her dissertation, not to exceed her stated anticipated date of graduation. Preston Bryant seconded the motion, which then passed unanimously.

Public Library Consultant Kim Armentrout made a presentation regarding the common governmental funds reported by public libraries and the impact they have on state aid calculations. Common governmental funds (CGFs) are those that a locality spends to support their library but that are not in the library's operating budget, such as grounds maintenance and snow removal. Virginia is only one of four states that allow CGFs to be considered in qualifying for state aid. These funds have been reported by libraries toward fulfilling the state aid requirement that two thirds of a library's operating budget come from local government funds. Since the recession in 2008, some libraries have claimed more CGFs to maintain their two-thirds balance and others have not. The reported expenditures have been difficult to quantify at best (for example, Human Resource expenditures on the library versus the remainder of the locality) and are not allowable at worst (a wellness program offered by the locality).

In an effort to rein in and use CGFs more consistently, libraries have been instructed that items such as rent and general allocations for information technology, human resources, and administrative services are not allowable. These skew state aid calculations for others, artificially inflating the median benchmark. Ms. Armentrout also reported that 41 percent of libraries are capped from claiming CGFs as a result of their median funding; 10 percent are partially capped; and 51 percent of libraries ineligible to claim full CGFs to support their two thirds requirement. Removing CGFs from the equation entirely will cause many libraries to receive additional state aid, while others (18 systems or 19 percent) will see a reduction in their state aid. Those 18 libraries are among the least well-funded libraries and not equipped to absorb this loss. Much discussion surrounded this topic and Mr. Miller remarked that this was a good advocacy point for fully funding state aid. Various refinements were discussed, such as a multi-year phase out of CGFs.

The director and a trustee of one of those libraries, Halifax-South Boston, is on the agenda of the regular board meeting to discuss the removal of rent from their CGFs and the impact it has on their library at this time. If all CGFs are completely removed, they will lose approximately \$40,000 in state aid. No recommendation or action was required by the committee; this discussion was presented as background for the committee and the Library Board.

With regard to the source of funds for Library Development and Networking Division staff benefits, Dr. Carmack reported on checking with financial and administrative services to confirm that the benefits package resulting from a proposed conversion of a part time staff member to a full time staff member would be covered by federal grant funds.

On ALA-accredited MLIS requirements for directors, Dr. Carmack reported that no respondents to the Chief Officers of State Libraries listserv for development directors indicated that their state aid did NOT require an ALA Accredited MLIS for directors; she asserted that the only state she knew of was Colorado.

The agenda having been accomplished the meeting adjourned at 9:27 am.

EDUCATION, OUTREACH, AND RESEARCH SERVICES

The Education, Outreach, and Research Services Committee of the Library Board met on Monday, January 6, 2020, at 9:30 a.m. in the Conference Room B of the Library of Virginia. The following committee members were in attendance: K. Johnson Bowles, *chair*; Robert D. Aguirre, Mohammed Esslami, Barbara Vines Little, and Shelley Viola Murphy. Due to conflicting personal business, Board member Marcy Sims, *vice chair*, participated electronically by telephone from her car while traveling. Staff liaisons Gregg Kimball and Paul Casalaspi, and staff members Catherine Fitzgerald Wyatt, Emma Ito, and Barbara Batson were also present.

Chair K. Johnson Bowles brought the meeting to order. Education and Outreach Manager Catherine Fitzgerald Wyatt reviewed the department's 2019 programming. She shared a graphic with the committee that broke down the programming by series. Education and Outreach conducted 129 total programs broken down as follows:

- Genealogy (17 programs)
- Weinstein Author Series, Books Talks, Writing Workshops, and Panel Conversations (18 programs)
- Exhibition (22 programs)
- Exhibition and Library Tours (34 programs)
- Outreach (22 programs)
- Education (16 programs)

Ms. Fitzgerald Wyatt also talked about 2020 program planning, including the new Civic Conversation series. This small-group discussion series encourages informed conversations around contemporary issues and topics. On the second Wednesday of the month, the Library will screen a segment from a documentary film, followed by moderated discussion led by an expert... or authority of the subject. Audience members are encouraged to share their perspectives with the group. Ms. Bowles asked if the numbers served with this programming could be shared on social media so that board members could re-share and retweet this information. She also asked if social media analytics for 2019 programs could also be shared at the next committee meeting. Barbara Vines Little suggested that as the Library promotes programs to our multiple audiences we not forget the general history audience and #tag groups with our marketing and promotion.

Barbara Batson, exhibitions coordinator, updated the committee on the next exhibition *We Demand: Women's Suffrage in Virginia*, scheduled to open on Monday, January 13, 2020. She showed a PowerPoint created by Cindy Marks as a Facebook teaser to the exhibition. The traveling version of the exhibition is scheduled for thirteen venues into 2021.

Education and Program Specialist Emma Ito shared an update with the committee on the work being done by the Library to recognize Asian Pacific Islander Desi American (APIDA) history. She showed images of Japanese American soldiers that are in our Prints and Photographs collection and shared information on a few collection items around APIDA history, as well as informed the committee on the work being done around a resource guide, programming, and networking with the APIDA community across the state.

There being no further business or questions the committee adjourned at 9:25 a.m.

LEGISLATIVE AND FINANCE COMMITTEE

The Legislative and Finance Committee of the Library Board met on Monday, January 6, 2020, at 9:30 a.m. in Conference Room C of the Library of Virginia. The following committee members were in attendance: R. Chambliss Light Jr., chair; Paul Brockwell, vice chair; L. Preston Bryant Jr., Mark E. Emblidge, Mark Miller, and Blythe Ann Scott. Due to conflicting personal business, Kristin Cabral participated electronically by telephone from her car while travelling; M. David Skiles was absent. Staff liaison Connie B. Warne and Librarian of Virginia Dr. Sandra G. Treadway were also present.

Chair R. Chambliss Light Jr. asked Deputy of Administration Connie Warne to provide the committee with an update on the Library's budget. Ms. Warne reported that the budget decision package that the Library submitted last summer for the State Records Center expansion was approved by the Governor's Office. The project is included in the capital outlay portion of the Governor's 2020-2022 budget and is now before the General Assembly. The second decision package requesting funds for four additional positions and for the use of artificial intelligence technology to expedite the processing of gubernatorial electronic records was not approved. Committee members shared their disappointment and their concern that the Library will continue to be criticized by the public and the press for its inability to address the backlog of unprocessed records. Mr. Light asked the committee if they would be willing to seek a budget amendment through the General Assembly to secure the needed resources, explaining that the Library could not pursue this but the Library Board could. Committee members were enthusiastic in their support for this. After brief discussion of possible patrons for such an amendment in the House and Senate, Mr. Light moved that the committee recommend to the full Library Board that the Board direct the staff to draft language for an amendment for the \$844,000 as outlined in the decision package to cover the cost of staffing and technology to be used in expediting the processing and release of gubernatorial records. The committee unanimously approved this motion.

The next item on the agenda related to the legislation of interest to the Library prefiled for the upcoming session. Dr. Treadway mentioned that among the bills staff had identified was one introduced by Delegate Keam adding language to the Code declaring public libraries essential

government services and another bill that we were expecting to be introduced that would create a commission to plan statewide activities to commemorate the 250th anniversary of the American Revolution.

Ms. Warne then reviewed the Library's Statement of Financial Condition as of November 30, 2019, and the variance between 2018 and 2019. There were no questions on the financial statement, and the committee adjourned at 10:17 am.

THE LIBRARY BOARD MEETING

Library of Virginia

January 6, 2020

The Library Board met on Monday, January 6, 2020, in the Board Meeting Room of the Library of Virginia located at 800 East Broad Street, Richmond, Virginia.

I. CALL TO ORDER/QUORUM

L. Preston Bryant Jr., chair, called the meeting to order at 10:38 a.m., starting a few minutes late due to technical challenges with the conference phone line; he welcomed the Board, and invited all to join in the Pledge of Allegiance to the U.S. flag.

The following members were in attendance:

L. Preston Bryant Jr., *chair*
K. Johnson Bowles, *vice chair*
Robert D. Aguirre
Paul Brockwell
Mark E. Emblidge
Mohammed Esslami
R. Chambliss Light Jr.
Barbara Vines Little
Mark Miller
Shelley Viola Murphy
Blythe Ann Scott

Due to conflicting personal business, Board members Kristin Cabral and Marcy Sims participated electronically by telephone from their respective cars while traveling. M. David Skiles was absent.

II. APPROVAL OF AGENDA

Mr. Bryant began by stating that while the agenda before them had been properly noticed, they had an additional item for later in the meeting. He asked for a motion to approve the meeting agenda as presented; a motion to approve the agenda was made by Mark Miller, seconded by Shelley Viola Murphy, and approved by unanimous vote.

III. WELCOME TO VISITORS AND STAFF

Mr. Bryant welcomed members of the Library staff who were present, Assistant Attorney General Audrey Burges, Conley Edwards from the Friends of the Virginia State Archives and two guests from the South Boston Public Library in Halifax County, Jay Stevens and Becky Donner.

IV. APPROVAL OF THE LIBRARY BOARD MINUTES OF SEPTEMBER 23, 2019 AND NOVEMBER 21, 2019 BOARD MEETINGS

Mr. Bryant asked if there were any additions or corrections to the drafts of the minutes from the September 23, 2019 and November 21, 2019 Board meetings. As no comments or corrections were offered, he asked for a motion to approve the minutes of September 23, 2019 minutes as submitted. Paul Brockwell motioned to approve the September 23, 2019 minutes, Blythe Ann Scott seconded the motion, and the minutes were approved unanimously. Mr. Bryant then asked for a motion to approve the November 21, 2019 Joint Board Retreat meeting minutes as submitted; Mr. Miller motioned to approve the minutes, which was seconded by Ms. Murphy; the motion passed unanimously.

V. PUBLIC COMMENT

None given.

VI. INFORMATION ITEMS

A. Reports from Other Organizations

Conley Edwards, president of the Friends of the Virginia State Archives (FVSA), expressed appreciation for the assistance of the Library's Facilities staff with arrangements for the Friends' annual Slatten Lecture held at the Library of Virginia on Saturday, September 30. This lecture featured Michael Strauss and was particularly successful, with 51 participants attending. Plans are currently underway for the 28th annual spring conference, *Straight to the Source*, on Friday, March 20, 2020 which will also be held at the Library. Five Library staff members will be presenting on various subjects.

The total direct contribution to the Library by the Friends during 2019 was \$14,784; \$7,563.95 for additions to the Library's printed collection, \$6,720 supported a staff position to process several collections of personal papers, and \$500 supported the production and distribution of the annual Archives Month poster.

Mr. Edwards was pleased to announce that two recently retired Library staff members – Tom Crew and Louise Jones, joined the Friends' Board filling two vacant positions; their experience and enthusiasm will be a great contribution to the Friends' efforts on the Library's behalf.

The following table summarizes the monetary support received from the Friends of the Virginia State Archives and the Library's annual fundraising efforts. The Friends' Board is currently reviewing the data and will report on the results of the fundraising efforts at the next meeting.

B. Committee/Division Reports

Archival Collections and Finding Aids

On 11 June 2012, the United Nations High Commissioner for Human Rights (UNHCR) issued a statement on the situation of human rights in the Democratic Republic of the Congo (DRC) following the 2011 elections. The statement noted that the 2011 elections were held in a context of violence and insecurity, and that the results of the elections were not accepted by all parties to the conflict. The statement also noted that the UNHCR was working with the Congolese government and other stakeholders to address the human rights situation in the DRC.

Actual hours of work were on the order of 100 hours. The General Accounting Office under the Department of Justice, Office of Inspector General, in the early 1970s, reported that the FBI's average salary for a full-time employee was \$15,000 to \$16,000 in 1970, and the average salary for a part-time employee was \$10,000 to \$11,000.

2010 November 10, Wednesday, and 2010 November 11, Thursday

[illegible]

11. **CONCLUSIONS**

[illegible][illegible]

requested for the gubernatorial records backlog project. In light of this, Mr. Light reported that the Legislative and Finance Committee had unanimously adopted a resolution asking the Library Board to direct staff to draft a budget amendment seeking funding for this purpose, seek sponsors in the House and Senate, and secure the submission of the amendments in both houses of the General Assembly by the deadline of January 10, 2020. Since this was a motion from committee, no second was required. After brief discussion, Mr. Light called for a vote on the motion, which passed unanimously.

Dr. Treadway then shared she will be keeping an eye on legislation that would create a commission to plan events and activities relating to the state's commemoration of the 250th anniversary of the American Revolution. It is hoped that the planning process for this commemoration will include the Library in a meaningful way.

- **Public Library Development Committee**

Committee Chair Shelley Viola Murphy shared they were presented with information on an application for waiver on the certification requirement. After discussion the committee found it to be appropriate to provide the waiver and had unanimously recommended that the Board approve the waiver and have the Library issue a Provisional Certificate of Professional Librarian to Cindy Schmidt. Ms. Schmidt is working at a library and on track to complete her certification and will be eligible to obtain her certification by the end of the year. The Board will be asked to approve the waiver and the Provisional Certificate of Professional Librarian to Cindy Schmidt.

The Board will be asked to approve the waiver and the Provisional Certificate of Professional Librarian to Cindy Schmidt.

2020/05/15

ensued around rethinking the policy on common government funding and possible solutions presented in the Board packet just discussed. Dr. Treadway shared that the Library's goal was to advocate for 100 percent funding of state aid to libraries and when that was achieved, to see if the formula could be adjusted to provide additional support to libraries in less affluent areas. As there were no action items on this matter to be taken at the current meeting, it was decided that this discussion should be continued at a future date and that the Library Development and Networking Division would continue researching possible solutions. Mr. Bryant thanked both Mr. Stevens and Ms. Donner for travelling such a distance to address the Board and encouraged them to also be in contact with their state representatives on this matter.

- **Report of the Foundation**

Executive Director of the Library Foundation R. Scott Dodson reported that at this halfway point in the fiscal year the Foundation is 15 percent ahead of last year in unrestricted donations and about 20 percent ahead in restricted donations, which is an indication of positive movement in the right direction. The budget requires almost a 100 percent increase from the previous year, and the staff is working to eliminate any structural deficits within the Foundation operations. Currently the Foundation is operating at a small operating deficit but that it is significantly less than it was at this time last year. The Foundation has been able to fund about \$46,000 of Library projects so far this year compared to around \$14,000 at this same point in the year.

Mr. Dodson also reported on continuing efforts to find a vendor to operate the first floor café who is also able to work with the use restrictions for the space. The Virginia Shop is expanding the focus of their inventory from official Virginia items to items generated and created here in Virginia and tied to some of the Library exhibits.

terms expired on June 30, 2019, continue to serve as members of the Library Board (both are eligible for reappointment).

Dr. Treadway went on to recount several key take-a-ways from the November Joint Boards retreat. The first was the request for more frequent and detailed communications with the Board on Library activities. To that end, the Board will receive an update every two weeks, from either her office or from the Foundation. She will check back with the Board at the April meeting to see if these communications have been helpful. A strong interest was expressed at the retreat by Board members to contribute to the planning of the 200th anniversary of the Library of Virginia coming up in 2023. It was recommended that the celebrations have an over-arching vision for what we want citizens to know about the Library at the end of that year that they do not know now, with a particular emphasis on highlighting the collections. It was also suggested to look at opportunities to engage a national audience instead of just a state audience for this bicentennial celebration.

The final note-worthy item from the November joint boards retreat was high enthusiasm for repurposing and reenergizing the Library's reading rooms; the east reading room in particular. Board members were most interested in programming that could make use of those spaces that will appeal to a wider audience and possibly families as well.

Dr. Treadway ended her report expressing appreciation to the Board for their support of the funding requests that the Library has submitted for the upcoming budget and especially to Mr. Bryant for his advocacy with the administration on behalf of the expansion of the State Records Center.

- **Report of the Chair**

Mr. Bryant encouraged all Board members to reach out to their legislators in support of the legislation related to the Library's expansion of the State Records Center.

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

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

~~appropriate section of the Code of Virginia. Not more than one _____~~ 1. Be organized under the
~~onal library system or a municipal governmental unit may receive _____~~ library in a county or regi
~~_____~~ a grant.

Library Boards 2. Submit to the State Lib

on other legal papers under which they are organized: _____ a Charter, resolution,

_____ b. A copy of the by-laws
_____ of the board of trustees, a list of trustees, revised as changes
_____ occur;

adopted by the governing body of the library service in the area _____ c. A five-year plan, adopted by the governing body of the library service in the area _____
 in order to receive continuing grants, this plan must be updated _____ (areas) served. In order to receive continuing grants, this plan must be updated _____
 annually. _____ annually. _____

d. A written statement of maintenance of book c

e. Statistical and financial plan as requested;

for the expenditure of local funds, not including anticipated
s. This must be submitted annually.

penditures of at least 50% of the median statewide local per capita, two-thirds of which must be from taxation or _____ 3. Have local operating expenditures of at least 50% of the median statewide local operating expenditures per capita.

[illegible]

nditures from taxation or endowment for any library, or library _____ Local operating expe
below that of the previous year, and are where the budgets of all the _____ systems shall not fall
it has been estimated that all libraries at the previous year of the _____ expenses, cost of which
create the all increase. The US will therefore increase the _____ in the previous year, and

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%.

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

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

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

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

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

Lend assistance to civic, cultural, and educational organizations in locating and using materials for program planning, projects, and the education of members.

Maintain a collection of currently useful materials by annual additions and systematic removal of items no longer useful to maintain the purposes of quality of its resources.

Have a telephone and the number of the telephone listed in the local telephone directory.

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

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

8. If 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

Personnel Changes:

Bedford
Blue Ridge
Caroline
Colonial Heights
Danville
Galax-Carroll
Halifax-South Boston
Iris Brammer
Mary Riley Styles
Powhatan
Radford
Rockbridge
Virginia Beach

One-time expenditures:

Appomattox Regional
Arlington
Hampton
Middlesex

Reporting Errors:

Eastern Shore
J. Robert Jamerson
Mathews
Northumberland

Lower costs:

Gloucester
L.E. Smoot
Portsmouth

Other:

Buchanan (Bid process extended past FY by county)
Clifton Forge (Director ill-health)
Lunenburg (Misunderstanding of fiscal requirements)

Failure to meet 50% of the median local expenditure per capita

LibSysName	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
Madison County Library, Inc.	\$ 6.88	\$ 6.83		\$ 10.83	\$ 11.29				
Lancaster Community Library		\$ 7.23							
Richmond County Public Library	\$ 8.71	\$ 8.69	\$ 10.05	\$ 10.18	\$ 10.54	\$ 10.94	\$ 11.12	\$ 11.70	
Fluvanna County Public Library	\$ 8.54	\$ 9.36	\$ 10.30	\$ 11.15					
Northumberland Public Library	\$ 9.01	\$ 8.21							
Central Virginia Regional Library	\$ 10.28								
Eastern Shore Regional Library	\$ 9.83	\$ 9.71							
Massanutten Regional Library	\$ 8.87	\$ 8.83	\$ 10.72	\$ 11.18	\$ 11.23	\$ 10.87	\$ 11.02	\$ 11.49	\$ 11.62 (In Plan through 2020)
Charles P. Jones Memorial Library	\$ 10.23	\$ 10.17	\$ 11.08	\$ 11.03	\$ 11.18				
Heritage Public Library	\$ 10.31	\$ 10.26	\$ 10.75	\$ 11.32			\$ 10.71	\$ 9.69	\$ 9.76 (In Plan through 2020)
Halifax South Boston Public Library		\$ 9.32						\$ 11.35	\$ 11.38
J. Robert Jamerson Public Library			\$ 11.35		\$ 9.86	\$ 10.83	\$ 9.82	\$ 11.47	\$ 11.23 (In Plan through 2020)
Russell County Public Library							\$ 10.96	\$ 10.52	\$ 11.32
Craig Public Library								\$ 4.41	
Lunenburg Public Library									\$ 11.29
Median	\$ 10.40	\$ 10.27	\$ 11.62	\$ 11.51	\$ 11.48	\$ 11.29	\$ 11.28	\$ 12.23	\$ 11.66

Median Local Expenditures FY2019

LibsysName	Pop	TotLocComGov	
Marv Riley Styles Public Library	14,123	\$1,895,790	\$ 134.23
Bristol Public Library	17,669	\$1,759,277	\$ 99.57
Peafisburg Public Library	2,699	\$205,008	\$ 75.96 Under Population requirement
Williamsburg Regional Library	89,044	\$6,255,237	\$ 70.25
Poquoson Public Library	12,287	\$749,736	\$ 61.02
Arlington Dept. of Libraries	236,691	\$14,274,002	\$ 60.31
Henrico County Public Library	321,233	\$18,030,275	\$ 56.13
Norfolk Public Library	247,087	\$12,317,213	\$ 49.85
Alexandria Library	199,464	\$7,703,385	\$ 48.31
Loudoun County Public Library	385,327	\$18,208,294	\$ 47.25
Highland County Public Library	2,300	\$108,177	\$ 47.03 Under Population requirement
Clifton Forge public Library	3,715	\$170,298	\$ 45.84 Under Population requirement
York County Public Library	88,585	\$3,125,611	\$ 45.57
Roanoke City public Library	99,644	\$4,391,588	\$ 44.07
Roanoke County Public Library	93,924	\$3,932,562	\$ 41.87
Staunton Public Library	24,453	\$1,003,459	\$ 41.04
Central Rappahannock Regional Library	316,603	\$12,910,219	\$ 40.78
Chesapeake Public Library	240,485	\$9,748,994	\$ 40.54
Lanaster Community Library	11,236	\$443,677	\$ 39.49
Colonial Heights Public Library	17,312	\$678,400	\$ 39.19
Salem Public Library	25,476	\$987,294	\$ 38.75
Virginia Beach Public Library	453,628	\$17,083,836	\$ 37.66
Waynesboro Public Library	21,837	\$819,020	\$ 37.51
Radford Public Library	17,228	\$635,523	\$ 36.89
Mathews Memorial Library	8,647	\$318,201	\$ 36.80
Fairfax County Public Library	1,160,547	\$42,300,475	\$ 36.45
Rappahannock County Library	7,308	\$257,642	\$ 35.25
Fauquier County Public Library	68,168	\$2,400,266	\$ 35.21

Median Local Expenditures FY 2019

Jefferson-Madison Regional Library	223,722	\$7,834,383	\$	35.02
Newport News Public Library System	183,218	\$6,219,881	\$	33.95
Prince William Public Library System	505,468	\$16,579,544	\$	32.80
Suffolk Public Library System	91,722	\$2,970,610	\$	32.39
Washington County Public Library	53,410	\$1,653,998	\$	30.97
Samuels Public Library	39,181	\$1,176,018	\$	30.02
Smyth County Public Library	31,052	\$916,405	\$	29.51
Pamunkey Regional Library	150,991	\$4,376,415	\$	28.98
Botetourt County Library	33,176	\$948,810	\$	28.60
Rockbridge Regional Library	40,696	\$1,162,775	\$	28.57
Richmond Public Library	221,679	\$6,321,901	\$	28.52
Chesterfield County Public Library	333,963	\$9,412,740	\$	28.18
Petersburg Public Library	32,018	\$888,824	\$	27.76
Iris Brammer Library	1,971	\$54,269	\$	27.53
Essex Public Library	10,792	\$293,048	\$	27.15
Gloucester County Public Library	36,983	\$987,017	\$	26.69
Orange County Public Library	33,777	\$886,014	\$	26.23
Portsmouth Public Library	96,179	\$2,368,432	\$	24.63
Franklin County Public Library	56,205	\$1,309,866	\$	23.31
Blackwater Regional Library	82,401	\$1,910,585	\$	23.19
Shenandoah County Library	41,938	\$958,531	\$	22.86
Buchanan County Public Library	22,473	\$511,653	\$	22.77
Pittsylvania County Public Library	62,614	\$1,363,108	\$	21.77
Bedford Public Library System	77,465	\$1,677,147	\$	21.65
James L. Hamner Public Library	12,856	\$277,937	\$	21.62
Montgomery-Floyd Regional Library	113,830	\$2,447,314	\$	21.50
Central Virginia Regional Library	40,506	\$862,004	\$	21.28
Danville Public Library	41,967	\$883,479	\$	21.05
Culpeper County Library	49,388	\$1,036,056	\$	20.98
Northumberland Public Library	12,089	\$251,425	\$	20.80
Middlesex County Public Library	11,049	\$229,407	\$	20.76
Lewis Egerton Smoot Memorial Library	24,724	\$511,931	\$	20.71
Bland County Public Library	6,571	\$135,195	\$	20.57
Amherst County Public Library	32,140	\$656,321	\$	20.42

Median Local Expenditures FY 2019

69	\$882,337	\$	20.34
31	\$1,545,201	\$	19.43
20	\$1,693,758	\$	19.26
69	\$2,377,500	\$	18.90
62	\$1,048,392	\$	18.87
47	\$580,051	\$	18.50
92	\$2,525,618	\$	18.37
40	\$1,880,100	\$	17.78
77	\$597,062	\$	17.27
69	\$773,937	\$	17.02
16	\$208,354	\$	16.92
03	\$591,430	\$	16.47
09	\$1,231,021	\$	16.46
15	\$1,362,348	\$	16.20
33	\$405,885	\$	15.53
57	\$152,995	\$	15.52
95	\$519,012	\$	15.13
96	\$434,017	\$	15.12
88	\$660,240	\$	14.87
04	\$428,656	\$	14.43
99	\$188,017	\$	14.35
06	\$223,083	\$	13.85
26	\$283,465	\$	13.17
29	\$118,604	\$	13.14
45	\$1,830,689	\$	11.62
24	\$404,898	\$	11.38
77	\$313,551	\$	11.32
55	\$139,662	\$	11.29
38	\$172,879	\$	11.23
48	\$274,632	\$	9.76
16	\$23,280	\$	4.46
Under Population requirement			
Median	\$		23.31
50% of the Median	\$		11.66

Failure to meet 66.6% from taxation or endowment

	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
ids Regional Library						59.50%			
ry								59.84%	
ton Public Library								65.94%	
Public Library									61.36%
inity Library	60.00%	60.00%	60.00%	36.00%	62.36%	47.31%	48.36%	50.09%	66.27%
Library								64.53%	
ibrary, Inc.			59.00%	36.90%	66.32%	55.64%	60.74%	54.71%	
ional Library				66.40%					
	40.00%		64.00%	52.00%	65.84%	46.27%	54.27%	57.74%	52.45%
ublic Library		60.00%	56.00%	51.60%	55.97%	52.05%	40.72%	40.39%	56.98%
al Library							66.35%		
c Library								63.35%	
il Library				65.20%					

nts used in these calculations were re-examined and adjusted in FY2019 to more accurately reflect the language in the
ment Income was changed to Total Local Government Expenditures, and Total Income was changed to Total Local Income.

Percent of Income from Taxation and Endowment FY2019 sorted

LibSysName	TotLocComGov	TotLocalGov Inc	TotCommGov Income	Endowment Income	TotLoc Inc	TotLoc
Lunenburg County Public Library System,	\$139,662	\$155,039	\$6,587	\$0	\$155,039	\$155,039
Danville Public Library	\$883,479	\$1,020,355	\$0	\$0	\$1,020,355	\$1,020,355
Virginia Beach Public Library	\$17,083,836	\$18,393,045	\$0	\$0	\$18,393,045	\$18,393,045
Suffolk Public Library System	\$2,970,610	\$3,152,437	\$0	\$0	\$3,152,437	\$3,152,437
Mathews Memorial Library	\$318,201	\$277,446	\$59,604	\$0	\$318,201	\$318,201
Portsmouth Public Library	\$2,368,432	\$2,318,387	\$154,932	\$0	\$2,318,387	\$2,318,387
Botetourt County Library	\$948,810	\$989,683	\$0	\$0	\$989,683	\$989,683
Charlotte County Library	\$208,354	\$216,298	\$0	\$0	\$216,298	\$216,298
Petersburg Public Library	\$888,824	\$919,242	\$0	\$0	\$919,242	\$919,242
Orange County Public Library	\$886,014	\$913,219	\$0	\$0	\$913,219	\$913,219
Henrico County Public Library	\$18,030,275	\$18,575,034	\$0	\$0	\$18,575,034	\$18,575,034
Buchanan County Public Library	\$511,653	\$526,531	\$0	\$0	\$526,531	\$526,531
Lynchburg Public Library	\$1,545,201	\$1,346,166	\$231,339	\$0	\$1,346,166	\$1,346,166
Chesapeake Public Library	\$9,748,994	\$9,940,326	\$0	\$0	\$9,940,326	\$9,940,326
Bland County Public Library	\$135,195	\$137,845	\$0	\$0	\$137,845	\$137,845
Radford Public Library	\$635,523	\$645,029	\$0	\$0	\$645,029	\$645,029
J. Robert Jamerson Memorial Library	\$172,879	\$174,362	\$500	\$0	\$174,362	\$174,362
Mary Ripley Styles Public Library	\$1,895,790	\$1,914,632	\$0	\$0	\$1,914,632	\$1,914,632
Norfolk Public Library	\$12,317,213	\$12,411,417	\$0	\$0	\$12,411,417	\$12,411,417
Heritage Public Library	\$274,632	\$276,679	\$0	\$0	\$276,679	\$276,679
Russell County Public Library	\$313,551	\$225,669	\$90,204	\$0	\$225,669	\$225,669
Amherst County Public Library	\$656,321	\$656,321	\$0	\$0	\$656,321	\$656,321
Iris Brammer Library	\$54,269	\$54,269	\$0	N/A	\$54,269	\$54,269
James L. Hamner Public Library	\$277,937	\$277,937	\$0	\$0	\$277,937	\$277,937
Pearisburg Public Library	\$205,008	\$205,008	\$0	\$0	\$205,008	\$205,008
Pittsylvania County Public Library	\$1,363,108	\$1,359,880	\$3,228	\$0	\$1,359,880	\$1,359,880
Powhatan County Public Library	\$434,017	\$328,972	\$105,045	\$0	\$328,972	\$328,972
Richmond Public Library	\$6,321,901	\$5,909,256	\$412,645	\$0	\$5,909,256	\$5,909,256

Taxation and Endowment FY 2019

562	\$0	\$0	\$3,932,562	100.00%
2,250	\$0	\$0	\$23,250	99.87%
7,766	\$66,113	\$0	\$2,394,379	99.75%
7,706	\$0	\$0	\$1,225,706	99.57%
5,698	\$433,100	\$0	\$1,297,198	99.03%
3,386	\$0	\$420	\$590,806	98.95%
937	\$0	\$0	\$2,498,937	98.94%
795	\$0	\$0	\$989,795	98.64%
602	\$0	\$0	\$738,602	98.51%
137	\$0	\$0	\$869,137	98.50%
888	\$594,100	\$0	\$4,323,088	98.44%
833	\$767,124	\$0	\$3,074,057	98.35%
506	\$77,189	\$0	\$398,895	98.28%
495	\$26,701	\$0	\$1,030,196	98.26%
214	\$0	\$0	\$666,214	98.20%
261	\$0	\$81,669	\$252,930	98.17%
827	\$74,656	\$0	\$967,483	98.02%
1010	\$0	\$0	\$802,010	97.92%
934	\$818,363	\$0	\$12,641,297	97.92%
299	\$0	\$0	\$646,299	97.89%
896	\$17,512	\$0	\$1,329,408	97.58%
469	\$0	\$0	\$9,177,469	97.50%
846	\$0	\$0	\$958,846	97.12%
717	\$0	N/A	\$13,861,717	97.11%
954	\$99,815	\$6,308	\$1,604,077	96.98%
881	\$24,411	\$0	\$216,292	96.96%
777	\$0	\$8,910	\$7,582,687	96.79%
616	\$0	\$0	\$1,622,616	96.75%
978	\$12,659,435	\$0	\$40,906,413	96.70%
740	\$130,159	\$20,910	\$1,631,809	96.34%
388	\$0	\$0	\$17,541,388	96.34%
639	\$1,241,591	\$0	\$5,976,230	96.08%
052	\$0	\$0	\$15,916,052	96.00%
249	\$46,041	\$0	\$994,290	95.97%

Non-Technical Waivers

Decrease in Expenditures waivers (see waiver letters):

Smyth
Tazewell

Certification waivers:

Danville: Russell Carter (director): I am currently enrolled at LSU and am on schedule to complete the program in the spring of 2023.

J. Robert Jamerson: Diana Harvey (director). "I am in the process of enrollment. I have been accepted to the University of South Carolina and am currently working towards registration for the summer session. My anticipated graduation would be the spring semester of 2022."

Hours after 5 waivers (see documentation):

Cumberland
Northumberland

Delayed audit waiver (see waiver letter):

Petersburg

May 30, 2020

Kim Armentrout
Grants and Data Coordinator
Library Development and Networking Division
Library of Virginia
800 East Broad Street
Richmond, VA 23219
804-692-3601

Sent via email to: kim.armentrout@lva.virginia.gov

Dear Ms. Armentrout:

I am writing both to clarify the approximately \$40,000 reduction in local funding from FY 2018 and FY 2019, and to request a waiver for Smyth County Public Library from Requirement 3 of the Requirements for State Aid for Virginia Public Libraries. For fiscal year 2018, the Smyth County Board of Supervisors allocated \$700,000 of county funds toward the operating expenses of our library system. For fiscal year 2019, that allocation was reduced by approximately 5.7% to \$660,000. The lower amount certainly disappointed us, as I was in my first year as director and was championing new initiatives and philosophies such as increased hours, staffing, and programming. However, we have received no further reduction and ~~don't~~ expect one for FY2021, unless it is necessary due to the Covid-19 pandemic.

FY 2017's allocation stemmed from cost estimates for the first year of Smyth County Public Library as an institution. Smyth-Bland Regional Library dissolved into two separate units at the close of FY 2017, with each county having its own library system going forward. SCPL's budget award factored in sizeable assets SCPL inherited in the split, including a significant cash balance and two certificates of deposit worth approximately \$89,000 and \$33,000 respectively. From discussions with Board of Supervisors members from that period, it was expected that SCPL would use monies from those assets toward operating costs. SCPL did use approximate half of its cash balance in the 2018 budget.

Prior to the county's budget allocation for FY 2019, SCPL requested a 2% increase from the County. However, a serious fiscal issue developed for Smyth County, dealing with its obligations toward the nine county regional jail system. A synopsis can be found at <https://www.swvatoday.com/smyth-county/news/article-86bc41be-2c7e-11e8-95dd-67f976c881cf.html>. The budget crisis from the jail had to be addressed, and resolving the over \$400,000 shortfall resulted in funding reductions for SCPL and other key budget lines including the following:

Sheriff's Department,
Economic Development
Industrial Development

TAZEWELL COUNTY PUBLIC LIBRARY:

Government Function	Average Per Cent Reduction
Education	12%
Human Services	10%
Public Safety	12%
Commerce & Industry	39%
Transportation	100%
Libraries	7%

FY20 budget shows a \$61,601 increase

Cumberland County Public Library

Attendance Study 2019-2020

	30-Sep	October	November	December	January	February	March	April 1-7	Totals	Avg/Wk
9am – 10 am	5	140	107	124	102	134	51	2	665	24.2
10am – 11 am	16	148	183	134	152	156	104	6	899	32.7
11am – 12 noon	5	213	164	148	156	163	104	4	957	34.8
12 noon – 1pm	11	158	115	124	176	169	95	4	852	31.0
1pm – 2pm	4	158	132	121	140	192	95	4	846	30.8
2pm – 3pm	15	173	142	123	147	162	88	3	853	31.0
3pm – 4pm	6	291	201	179	218	228	121	2	1246	45.3
4pm – 5pm	12	157	140	122	116	126	64	2	739	26.9
5pm – 6pm	4	83	53	49	38	32	40	[REDACTED] (5 days)	299	10.9
6pm – 7pm	0	13	6	18	6	24	13		80	2.9
7pm – 8pm	7	5	6	8	2	6	8		42	1.5
	(1 day)								Total	

Attendance figures by time of day based on 27.5 weeks of data collection.

Jane Blue

Mon, May 18, 5:50 PM (9 days ago)

Hi Kim,

I would like to apply for a waiver to close at 7 PM on Thursday evenings rather than 8 PM as we currently do. We have been keeping statistics since July 11, 2019 and average 1.5 persons and these are persons who are normally already in the building and just chose to stay because we close later. We rarely have a walk in at that time, of the 36 Thursdays during this time span we have had 12 walk ins during that hour from 7-8 and normally they are asking for the Wi-Fi password which is posted on the door and can be used in the parking lot 24/7.

There are 49 Thursday's in our fiscal year that we are open, this cost us \$870.73 annually which would definitely go a long way in paying for an additional electronic resource or another summer children's program (more than one).

Please let me know if I need any further documentation, I think using this money in another way would be much more constructive.

Of, course, right now with the Pandemic I am not open, otherwise you would have a more data and I am happy to go back through the previous fiscal year as I know they have been keeping track of the Thursday evening use for well over a year.

Thank you for your consideration.

Jane

*Jane Blue
Northumberland Public Library Director
7204 Northumberland Hwy
Heathsville, VA 22473
804-580-5051*



Department of Community Affairs

3811 Corporate Road
Petersburg, Virginia 23803

June 5, 2020

Mrs. Kimberly Armentrout

Public

Library Development and Networking Division
Library of Virginia
800 East Broad Street
Richmond, VA 23219

RE: Waiver Request

Dear Mrs. Armentrout:

This letter is to provide an explanation of the City of Petersburg accomplishments needed to receive state aid.

On March 11, 2020, Wayne M. Crocker, the Library Director and I met with the Library of Virginia (LVA) team including Connie Warne, Paranita Carpenter and you. We discussed the steps towards meeting our state aid requirements. We concluded the City of Petersburg needed to provide clarification of two revenue and expenditure items in the FY2018 CAFR and submit a corrective action plan to address the material weaknesses identified in the FY18 audit report.

On March 31, 2020, a letter and supporting documentation was sent to the LVA Team indicating the three items agreed upon had been completed.

The City is still making great strides towards completing the FY 2019 CAFR and anticipates having it completed by June 30, 2020. We will submit it to LVA as soon as it is approved by City Council.

Therefore, we are requesting a waiver.

Again, thank you for your ongoing assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "Darnetta K. Tyus", is written over a large, solid blue rectangular redaction box.

Darnetta K. Tyus, MBA
Deputy City Manager of Community Affairs

**FY 2020 STATE AID TO LOCALITIES & FY 2021 PROPOSED STATE AID
D R A F T**

Library	\$16,543,514 State Aid Estimate 2020	\$17,043,514 State Aid Estimate 2021	Variance FY 2020 and FY 2021
COUNTY			
Amelia (Hamner)	67,870	72,387	4,517
Amherst	147,923	157,008	9,085
Appomattox (Jamerson)	41,678	49,117	7,439
Arlington	193,918	200,742	6,824
Augusta	169,973	175,679	5,706
Bland	38,773	30,599	(8,174)
Botetourt	159,862	165,175	5,313
Buchanan	122,576	136,100	13,524
Campbell	163,636	169,072	5,436
Caroline	116,786	123,804	7,018
Charlotte	53,754	56,987	3,233
Chesterfield	214,566	222,896	8,330
Craig	8,332	8,702	370
Culpeper	161,944	167,526	5,582
Cumberland	37,397	37,681	284
Essex	59,287	74,699	15,412
Fauquier	166,965	172,723	5,758
Fluvanna	93,417	100,998	7,581
Franklin	164,929	170,366	5,437
Gloucester	158,589	163,875	5,286
Halifax-South Boston	126,721	112,608	(14,113)
Henrico	210,611	218,111	7,500
Highland	26,524	28,979	2,455
King George (Smoot)	124,952	134,101	9,149
Lancaster	115,033	106,268	(8,765)
Loudoun	225,259	234,682	9,423
Lunenburg	47,493	56,096	8,603
Madison	43,916	50,342	6,426
Mathews	76,683	92,706	16,023
Mecklenburg	137,827	145,543	7,716
Middlesex	47,582	79,960	32,378
Northumberland	73,950	75,688	1,738
Nottoway	57,213	58,103	890
Orange	158,863	164,352	5,489
Pittsylvania	167,646	173,132	5,486
Powhatan	126,581	125,216	(1,365)
Prince William		252,035	252,035
Pulaski	133,343	143,914	10,571
Rappahannock	48,886	59,426	10,540
Richmond County	27,407	29,459	2,052

FY 2020 STATE AID TO LOCALITIES AND FY 2021 PROPOSED STATE AID - DRAFT

Roanoke County	169,014	174,631	5,617
Russell	83,418	81,343	(2,075)
Shenandoah	161,333	166,784	5,451
Smyth	158,827	164,077	5,250
Tazewell	161,390	166,653	5,263
Warren (Samuels)	158,945	164,311	5,366
Washington	163,682	169,171	5,489
York	163,651	169,072	5,421

REGIONAL

Appomattox Regional	405,679	432,866	27,187
Bedford	183,078	189,306	6,228
Blackwater (W C Rawls)	461,595	461,512	(83)
Blue Ridge	338,884	354,055	15,171
Central Rappahannock	693,937	724,103	30,166
Central Virginia (Buck-Farmv)	162,243	198,794	36,551
Charles P. Jones	75,996	82,226	6,230
Eastern Shore	183,670	224,752	41,082
Fairfax	336,536	347,949	11,413
Galax-Carroll	153,128	167,228	14,100
Handley Library	401,838	423,013	21,175
Heritage Library	84,787	81,733	(3,054)
Jefferson-Madison	677,205	704,154	26,949
Lonesome Pine	437,893	459,866	21,973
Massanutten (Rockingham)	407,772	432,200	24,428
Meherrin	142,602	147,135	4,533
Montgomery-Floyd	267,226	277,532	10,306
Pamunkey	482,222	536,578	54,356
Prince William	587,140		(587,140)
Rockbridge	347,022	355,740	8,718
Williamsburg	325,590	336,657	11,067
Wythe-Grayson	166,786	183,700	16,914

CITY

Alexandria	179,695	185,742	6,047
Bristol	153,739	158,806	5,067
Chesapeake	196,463	203,232	6,769
Colonial Heights	153,744	158,910	5,166
Danville	158,297	163,426	5,129
Falls Church (Styles)	153,156	158,293	5,137
Hampton	175,586	181,226	5,640
Lynchburg	165,384	171,072	5,688
Manassas Park		65,336	65,336
Newport News	183,888	189,819	5,931
Norfolk	195,385	201,796	6,411
Petersburg	156,433	161,651	5,218
Poquoson	152,887	157,980	5,093
Portsmouth	168,009	173,514	5,505

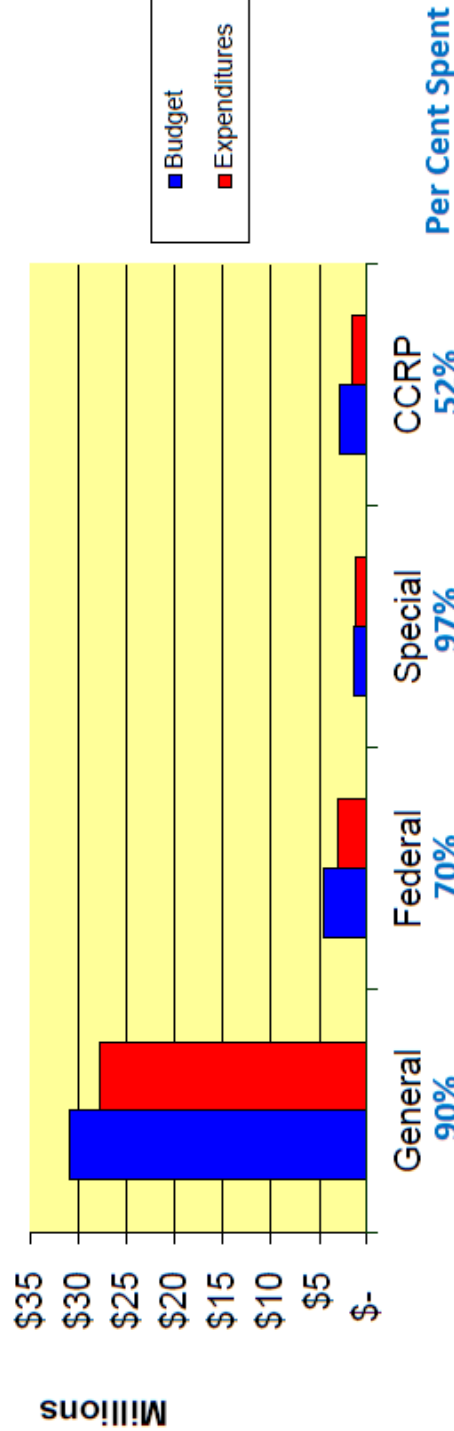
FY 2020 STATE AID TO LOCALITIES AND FY 2021 PROPOSED STATE AID - DRAFT

Radford	148,633	159,011	10,378
Richmond City	191,192	198,319	7,127
Roanoke City	168,876	174,524	5,648
Salem	155,296	160,473	5,177
Staunton	155,160	160,368	5,208
Suffolk	169,694	175,379	5,685
Virginia Beach	234,169	241,774	7,605
Waynesboro	154,617	159,829	5,212
TOWN			
Clifton Forge	47,065	43,655	(3,410)
Narrows (Brammer)	13,369	14,934	1,565
Pearisburg	51,023	50,447	(576)
TOTALS	16,543,514	17,043,514	500,000

NOTE:

Fairfax will receive an additional \$190,070 to supplement the state formula aid distribution provided in Title 42.1, Code of Virginia, for libraries, 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.

The Library of Virginia Budget to Expenditures Comparison as of April 30, 2020



STATEMENT OF FINANCIAL CONDITION

As of April 30, 2020

SOURCE	BUDGET	PAYROLL	OPERATIONS	SUBRECIPIENTS	TOTAL EXPENDITURES	AVAILABLE BALANCE	PERCENT SPENT
General Fund	\$ 31,045,644	\$ 7,073,510	\$ 3,632,397	\$ 17,233,584	\$ 27,939,491	\$ 3,106,153	90%
Federal Funds	\$ 4,470,075	\$ 853,563	\$ 2,258,590	\$ -	\$ 3,112,153	\$ 1,357,922	70%
Special Funds	\$ 1,300,934	\$ 429,187	\$ 826,625	\$ -	\$ 1,255,812	\$ 45,122	97%
CCRP Funds	\$ 2,922,170	\$ 624,323	\$ 274,809	\$ 608,979	\$ 1,508,111	\$ 1,414,059	52%
Total	\$ 39,738,823	\$ 8,980,583	\$ 6,992,421	\$ 17,842,563	\$ 33,815,567	\$ 5,923,256	85%

As of April 30, 2020 the financial condition of the Library of Virginia is in accordance with the Appropriation Act and the intent of the General Assembly.

Connie D. Warner
Deputy of Administration

Library of Virginia

STATEMENT OF FINANCIAL CONDITION As of April 30, 2019

SOURCE	BUDGET	PAYROLL	OPERATIONS	SUBRECIPIENTS	TOTAL EXPENDITURES	AVAILABLE BALANCE	PERCENT SPENT
General Fund	\$ 30,097,055	\$ 6,666,803	\$ 3,595,246	\$ 16,483,584	\$ 26,745,633	\$ 3,351,422	89%
Federal Funds	\$ 3,578,967	\$ 879,262	\$ 2,453,728	\$ -	\$ 3,332,990	\$ 245,977	93%
Special Funds	\$ 1,431,271	\$ 440,934	\$ 625,070	\$ -	\$ 1,066,004	\$ 365,267	74%
CCRP Funds	\$ 2,365,914	\$ 716,214	\$ 107,007	\$ 613,696	\$ 1,436,917	\$ 928,997	61%
Total	\$ 37,473,207	\$ 8,703,213	\$ 6,781,051	\$ 17,097,280	\$ 32,581,544	\$ 4,891,663	87%

STATEMENT OF FINANCIAL CONDITION As of April 30, 2020

SOURCE	BUDGET	PAYROLL	OPERATIONS	SUBRECIPIENTS	TOTAL EXPENDITURES	AVAILABLE BALANCE	PERCENT SPENT
General Fund	\$ 30,097,055	\$ 6,666,803	\$ 3,595,246	\$ 16,483,584	\$ 26,745,633	\$ 3,351,422	89%
Federal Funds	\$ 3,578,967	\$ 879,262	\$ 2,453,728	\$ -	\$ 3,332,990	\$ 245,977	93%
Special Funds	\$ 1,431,271	\$ 440,934	\$ 625,070	\$ -	\$ 1,066,004	\$ 365,267	74%
CCRP Funds	\$ 2,365,914	\$ 716,214	\$ 107,007	\$ 613,696	\$ 1,436,917	\$ 928,997	61%
Total	\$ 37,473,207	\$ 8,703,213	\$ 6,781,051	\$ 17,097,280	\$ 32,581,544	\$ 4,891,663	87%

STATEMENT OF FINANCIAL CONDITION YTD COMPARISON 04/30/19 VS 04/30/20

SOURCE	BUDGET	PAYROLL	OPERATIONS	SUBRECIPIENTS	TOTAL EXPENDITURES	AVAILABLE BALANCE	PERCENT SPENT
General Fund	\$ 948,589	\$ 406,707	\$ 37,151	\$ 750,000	\$ 1,193,858	\$ (245,269)	1%
Federal Funds	\$ 891,108	\$ (25,699)	\$ (195,138)	\$ -	\$ (220,837)	\$ 1,111,945	-24%
Special Funds	\$ (133,337)	\$ (11,256)	\$ (70,555)	\$ -	\$ (215,148)	\$ (215,148)	-100%
CCRP Funds	\$ 665,285	\$ (51,051)	\$ 157,202	\$ (31,719)	\$ 740,677	\$ (740,677)	-100%
Total	\$ 2,265,616	\$ 277,370	\$ 211,370	\$ 745,283	\$ 1,234,023	\$ 1,031,593	-2%

Library Board Proposed Meeting Dates

2020 - 2021

Monday, September 14, 2020

Thursday, November 19, 2020

(Joint retreat with Foundation Board, 12:30-4:00 p.m.)

Monday, January 11, 2021

Monday, April 12, 2021

Monday, June 28, 2021

(Annual Meeting and Luncheon)

The Commonwealth of Virginia
A Resolution of the Library Board

WHEREAS Kristin Cabral was appointed in July 2014 by Governor Terry McAuliffe to a five-year term on the Library Board; and

WHEREAS she served faithfully as a member of the Board during her term and provided the Board and Library staff with sound advice based on her extensive experience working with many cultural and community organizations as well as public libraries; and

WHEREAS during her tenure on the Board, she was an active member of the Education, Outreach, and Research Services the Public Library Development Committees and served ably as chair of the Public Library Development Committee from July 1, 2017 through June 30, 2018; and

WHEREAS she served as one of the Board's representatives on the Library of Virginia Foundation Board and enthusiastically supported the Foundation's development efforts; and

WHEREAS she has been a strong advocate for the mission of the Library of Virginia and a supporter of its many programs, including the annual Virginia Literary Awards; now therefore

BE IT RESOLVED by the Library Board on this 15th day of June 2020 that the Library Board recognize Kristin Cabral for her leadership and service; and

BE IT FURTHER RESOLVED that this Resolution be spread upon the minutes of this meeting, and that a copy of it be given to Kristin Cabral as a token of the Board's appreciation of her service to the Library and to the Commonwealth of Virginia.

The Commonwealth of Virginia
A Resolution of the Library Board

WHEREAS Mark E. Emblidge was appointed in December 2009 by Governor Tim Kaine to fill the final six months of an unexpired term on the Library Board and was reappointed to a full five-year term on the Board in July 2010 by Governor Kaine and to a second five-year term in July 2015 by Governor Terry McAuliffe; and

WHEREAS he has served faithfully as a member of the Board during this period and has provided the Board and Library staff with sound advice based on his vast experience in the fields of education, literacy, and public policy; and

WHEREAS during his tenure on the Board, he was an active member of the Archival, Collections, and Records Management Services, Public Library Development, and Legislative and Finance Committees and represented the Library Board on the Library of Virginia Foundation Board; and

WHEREAS he served ably as chair of the Library Board from December 2012 through June 30, 2014; and

WHEREAS he has been an staunch supporter of and advocate for work of the Library of Virginia; now therefore

BE IT RESOLVED by the Library Board on this 15th day of June 2020 that the Board recognize and thank Mark E. Emblidge for his leadership and service; and

BE IT FURTHER RESOLVED that this Resolution be spread upon the minutes of this meeting, and that a copy of it be given to Mark E. Emblidge as a token of the Board's appreciation of his service to the Library and to the Commonwealth of Virginia.

The Commonwealth of Virginia
A Resolution of the Library Board

WHEREAS M. David Skiles was appointed in 2013 by Governor Robert McDonnell to fill the final year of an unexpired term on the Library Board and was reappointed to a full five-year term on the Board in July 2014 by Governor Terry McAuliffe; and

WHEREAS he served faithfully as a member of the Board during this period and provided the Board and Library staff with sound advice based on his expertise in the workings of Virginia government; and

WHEREAS in 2017 he took a leadership role on behalf of the Library Board in securing and advancing budget amendments that restored funding to the Library to enable the resumption of public service hours in the reading rooms on Saturdays and Mondays; and

WHEREAS during his tenure on the Board, he was an active member of the Archival, Collections, and Records Management Services, Public Library Development, and Legislative and Finance Committees; and

WHEREAS he served ably as chair of the Library Board from July 1, 2018, through June 30, 2019; and

WHEREAS he has been an staunch supporter of the work of the Library of Virginia; now therefore

BE IT RESOLVED by the Library Board on this 15th day of June 2020 that the Library Board recognize M. David Skiles for his leadership and service; and

BE IT FURTHER RESOLVED that this Resolution be spread upon the minutes of this meeting, and that a copy of it be given to M. David Skiles as a token of the Board's appreciation of his service to the Library and to the Commonwealth of Virginia.

LIBRARY OF VIRGINIA

Press Coverage, Ads, and Social Media Activity | April–May 2020

PRESS COVERAGE

Central Virginia Genealogical Association | April 8, 2020

“Library of Virginia Services Available During the Public Health Emergency”

CVGA shared information on the Library’s online resources as well as how to contact us by phone or email.

<https://cvga.avenue.org>

<https://www.nbc12.com/2020/04/25/virginia-history-trails-mobile-app-shares-years-virginia-history/>

Richmond Magazine | May 5, 2020

"The Immediate Past: Richmond filmmakers Field Studio present the pre-pandemic"

A short documentary film on the 1918 flu pandemic from the makers of the PBS series *The Future of America's Past* includes an interview with Errol Somay, director of the Library's Virginia Newspaper Project discussing information from our collections.

<https://richmondmagazine.com/arts-entertainment/stage-screen/the-immediate-past/>

Richmond Times-Dispatch | May 12, 2020

"Editorial: Telling your COVID-19 story"

This overview of what Richmond cultural institutions are initiating to collect history around the pandemic mentions the Library's "Signs of the Time: COVID-19 in Virginia" collection project, which invites the public to submit photos of signs through a Tumblr page.

<https://www.richmond.com/opinion/editorial/editorial-telling-your-covid-19-story/article-7e95781f-d608-5543-b8f5-54b04bfb38d6.html>

The Atlanta Journal-Constitution | May 15, 2020

"When researching genealogy, know the laws that governed your ancestors"

A section on Virginia mentions the Library's online genealogy resources as well as online lectures at the Virginia Museum of History and Culture.

<https://www.ajc.com/lifestyles/when-researching-genealogy-know-the-laws-that-governed-your-ancestors/rSktgyCciAr4F0pFQNRION/>

Times Virginian (Appomattox) | May 19, 2020

"As the Days Turn"

This book review column on the *Robert Lee* by Michael Perman mentions the year's "Story" virtual summer reading program from the Library of Virginia. "This will be the first year this program strictly online."

http://www.timesvirginian.com/opinion/article_3b973e6e-9612-11ea-8edb-0f34bf3b46fc.html

RVAHub.com | May 21, 2020

"Area museums will join forces on May 24th to offer socially distant digital scavenger hunts"

The article mentions that the Library is among the cultural institutions participating in #RVAn effort to engage the community with our offerings while our buildings are closed to the public.

<https://rvahub.com/2020/05/21/area-museums-will-join-forces-may-24th-to-offer-socially-digital-scavenger-hunts/>

WWBT NBC 12 (Richmond) | May 24, 2020

"On this day: Robert E. Lee statue is unveiled in Richmond – the beginning of Monument Avenue"

This article promotes a segment of the "How We Got Here" history podcast featuring Greg, Library's director of Public Services and Outreach, on the subject of Richmond's monument.

<https://www.nbc12.com/2020/05/24/this-day-robert-e-lee-statue-is-unveiled-richmond/>

The Free Lance-Star (Fredericksburg) | May 25, 2020

"Explore Virginia's history trails from home"

Short overview of the Virginia History Trails app, noting its curation by the Library of Virginia.

https://www.fredericksburg.com/explore-virginias-history-trails-from-home/article_b646e947-f1b4-5ef7-b96b-98493824fc9d.html

WWBT NBC 12 (Richmond) | May 26, 2020

"Library of Virginia collects COVID-19 signs"

The Library's "Signs of the Time: COVID-19 in Virginia" collection project invites the public to submit photos of signs through a Tumblr page.

<https://www.nbc12.com/2020/05/26/library-virginia-collects-covid-signs/>

WVIR NBC 29 (Charlottesville) | May 26, 2020

"Library of Virginia collects COVID-19 signs"

The Library's "Signs of the Time: COVID-19 in Virginia" collection project invites the public to submit photos of signs through a Tumblr page.

<https://www.nbc29.com/2020/05/26/library-virginia-collects-covid-signs/>

Style Weekly | May 26, 2020

"A Public Calamity: A local documentary filmmaker looks at lessons worth remembering from Richmond's experience with the flu pandemic of 1918"

A short documentary film from the makers of the PBS series *The Future of America's Past* includes an interview with Errol Somay, director of the Library's Virginia Newspaper Project discussing information from our collections.

<https://www.styleweekly.com/richmond/a-public-calamity/Content?oid=16070113>

RVAHub.com | May 26, 2020

"Library of Virginia Wants Your Pandemic-Related Sign Photos"

The Library's "Signs of the Time: COVID-19 in Virginia" collection project invites the public to submit photos of signs through a Tumblr page.

<https://rvahub.com/2020/05/26/library-of-virginia-wants-your-pandemic-related-sign-photos/>

<https://www.newsbreak.com/news/coronavirus/OP9rdKRCQ/library-of-virginia-collects-covid-19-signs>

<https://www.boomeremagazine.com/share-pandemic-related-signs-with-the-library-of-virginia/>

<https://urbannewsweek.com/2020/05/26/signs-of-the-time-covid-19-in-virginia/#ms-1/>

Richmond Magazine | May 29, 2020

“Taking Notice: The Library of Virginia collects pandemical pictures”

The Library’s “Signs of the Time: COVID-19 in Virginia” collection project invites the public to submit photos of signs through a Tumblr page.

<https://richmondmagazine.com/arts-entertainment/taking-notice/>

The Roanoke Times | May 31, 2020

“Library of Virginia seeks photos of pandemic-related signs”

The Library’s “Signs of the Time: COVID-19 in Virginia” collection project invites the public to submit photos of signs through a Tumblr page.

https://www.roanoke.com/entertainment/library-of-virginia-seeks-photos-of-pandemic-related-signs/article_0ca9329e-5a38-5b88-8e53-1ca8eca3dad0.html

The Virginian-Pilot (Norfolk) | May 31, 2020

“‘Signs of the Times.’ The Library of Virginia wants the public to help it document COVID-related signage”

This article on the Library’s “Signs of the Time: COVID-19 in Virginia” collection project includes an interview with Visual Studies Collection coordinator Dale Neighbors, who mentions his hope for statewide representation, particularly from Hampton Roads.

<https://www.dailypress.com/life/vp-db-libraryofva-pandemic-signs-06022020-20200531-n6orsirhfbemlptmjnsobdltu-story.html>

Daily Press (Hampton Roads) | May 31, 2020

“‘Signs of the Times.’ The Library of Virginia wants the public to help it document COVID-related signage”

This article on the Library’s “Signs of the Time: COVID-19 in Virginia” collection project includes an interview with Visual Studies Collection coordinator Dale Neighbors, who mentions his hope for statewide representation, particularly from Hampton Roads.

<https://www.dailypress.com/life/vp-db-libraryofva-pandemic-signs-06022020-20200531-n6orsirhfbemlptmjnsobdltu-story.html>

MSN News (national) | May 31, 2020

“‘Signs of the Times.’ The Library of Virginia wants the public to help it document COVID-related signage”

MSN shared an article from the *Virginian-Pilot* about the Library’s collecting project.

<https://www.msn.com/en-us/news/us/-signs-of-the-times-the-library-of-virginia-wants-the-public-to-help-it-document-covid-related-signage/ar-BB14Qb6Q>

PAID ADVERTISING

EXHIBITION ADS

Boomer Magazine

March/April 2020

Richmond Times-Dispatch

Our exhibition ad was updated to include a link for related online resources.

April 12, 2020, *Discover Richmond* section

Virginia.org

Our exhibition ad was updated to include a link for related online resources.

Digital banner ads ran on the tourism site during April and May 2020

VPM (Virginia Public Media)

Our exhibition ad was updated to include a link for related online resources.

WCVE/WHTJ PBS TV, nine spots per week running April through mid-May 2020

WCVE Radio, five spots per week running April through mid-May 2020

GRTC

~~Our ads on 4 buses ran in April, but were paused for May while the library is closed to the public.~~

SPONSORSHIPS

One Day University

useum of History
ie this spring with

The Richmond location of this national lecture series is usually held at the Virginia Museum and Culture. The March event was postponed and virtual lectures were promoted online with Library of Virginia branding as a sponsor.

WWBT NBC 12's "How We Got Here" History Podcast

nd branding on

The Library's sponsorship of season 3, which began in April, includes audio messages and digital ads.

SOCIAL MEDIA: APRIL–MAY 2020

FACEBOOK (main Library page)

APRIL

Posts: 58

Facebook Audience Response Overall:

Page Views: 2,161

New Page Likes: 156

Total Page Likes: 9,619

Post Reach: 86,693

Post Engagements: 6,604

3-sec Video Views: 3,515

Video Views to 95%: 82 (Live presentations by Sandy Treadway [61] & Audrey McElhinney [21])

Top Post Performers:

Top Engagements: 4/20/20 Chancery Causes – 9.8K reach, 1.5K engagements

Highest Reach: 4/20/20 Chancery Causes – 9.8K reach, 1.5K engagements

High Reach & Engagement: 4/20/20 Chancery Causes – 9.8K reach, 1.5K engagements

Highest Paid Reach: No boosted posts

Top Past Events:

Cancelled Beginner Genealogy Workshop: 23.2K reach, 971 engaged, 12 tickets links clicked

April 10 Find Your Family History Genealogy Webinar: 4.6K reach, 270 engaged, 55 tickets links clicked..

Cancelled Voorhees Map Lecture: 4.3K reach, 143 engaged, 3 tickets links clicked

Top Currently Running Events:

Cancelled Genealogy Workshop | Finding Her: 13.3K reach, 583 engaged, 3 tickets links clicked

Cancelled Intermediate Genealogy Workshop: 10.8K reach, 477 engaged, no ticket data

May 8 Find Your Family History Genealogy Webinar: 1.3K, 122 engaged, 31 tickets links clicked

MAY

Posts: 74

Facebook Audience Response Overall:

Page Views: 2,770

New Page Likes: 83

Total Page Likes: 9,702

Post Reach: 89,563

Post Engagements: 5,766

Video Performance:

	Permalink	Post Message	Type	Lifetime Post Total Reach	Lifetime Engaged Users	Lifetime Organic views to 95%	Lifetime Organic Video Views
1	https://www.facebook.com/L	Audrey - Mt Vernon	Video	1452	145	3	533
2	https://www.facebook.com/L	Audrey - Birds	Video	1704	187	14	709
3	https://www.facebook.com/L	As graduates, newlyweds, and other	Video	1872	138	192	803
4	https://www.facebook.com/L	Sandy - Judith Hope	Video	1184	151	21	440
5	https://www.facebook.com/L	Barbara - Sashes	Video	1969	209	14	920
6	https://www.facebook.com/L	The Library's Gregg Kimball, director	SharedVideo	724	32	0	265
7	https://www.facebook.com/L	The Library's Errol Somay, director	SharedVideo	998	67	0	298
8						244	3968

Top Post Performers:

Top Engagements: 5/8/20 Blog Post, Japanese Americans in Virginia – 1,982 reach, 283 engagements
 Highest Reach: 5/23/20 #RVAHistoryHunt from *RVA Hub* – 3,867 reach, 239 engagements
 High Reach & Engagement: 5/23/20 #RVAHistoryHunt from *RVAHub* – 3,867 reach, 239 engagements
 Highest Paid Reach: 5/28/20 The Virginia Shop Glassware – 4,357K reach (3,527 paid), 215 engagements
 Video: 5/18/20 Porch Portraits Slideshow – 1,872 reach, 138 engagements, 192 95% views

Top Past Events:

Cancelled Intermediate Genealogy Workshop: 10.8K reach, 473 engaged, no ticket data
 May Facebook Live Tuesday Video Series (4 videos): 2.6K reach, 146 engaged, no ticket data
 May 8 Find Your Family History Genealogy Webinar: 2K reach, 175 engaged, 38 tickets links clicked

Top Currently Running Events:

Cancelled Genealogy Workshop | Finding Her: 13.3K reach, 584 engaged, 3 tickets links clicked
 June 24 Virtual Literary Virginia Book Group: 7.5K reach, 215 engaged, no ticket data
 June Facebook Live Tuesday Video Series (5 videos): 1.9K, 41 engaged, no ticket data

FACEBOOK (Education at LVA page)

MAY

Posts: 52

Facebook Audience Response Overall:

Page Views: 89
 New Page Likes: 3
 Total Page Likes: 557
 Post Reach: 2,836
 Post Engagements: 167

Video Performance:

Permalink	Post Message	Type	Posted	Lifetime Post Total Reach	Lifetime Engaged Users	Lifetime Organic views to 95%	Lifetime Organic Video Views
https://www.facebook.com/L	Status		5/27/20 6:16 AM	49	4	0	0
https://www.facebook.com/L	On this day in: #History the b	SharedVideo	5/29/20 8:15 AM	34	1	0	5
https://www.facebook.com/L		SharedVideo	5/28/20 11:18 AM	71	1	0	24
https://www.facebook.com/L	Want to know more about: th	SharedVideo	5/6/20 5:46 AM	41	2	0	10
https://www.facebook.com/L	Congrats!	SharedVideo	5/5/20 1:37 PM	43	0	0	12
https://www.facebook.com/L	Thank you teachers!	SharedVideo	5/5/20 6:59 AM	24	0	0	7
https://www.facebook.com/L	Thank you educators!!	SharedVideo	5/4/20 10:22 AM	46	5	0	14

Top Post Performers:

5/16/20 Flat Stanley from We Are Teachers – 299 reach, 122 engagements
 5/01/20 History Is Hard to Teach from *Washington Post* – 204 reach, 26 engagements
 5/19/20 Packing Up Your Classroom – 141 reach, 10 engagements

TWITTER

APRIL

Number of Tweets: 140
Overall Impressions: 148K
Profile Visits: 582
Mentions: 140
Followers: 6,341
New Followers: 54
Overall Engagement: 1.4%
Linked Clicked: 243 (8 per day average)
Retweets: 292 (10 per day average)
Likes: 740 (25 per day average)
Replies: 52

TOP PERFORMERS

Most Impressions:

Virginia Tech Wifi Hotspots – 8,882 impressions, 564 engagements (6.3%)

Above Average Engagement & High Impressions:

Virginia Tech Wifi Hotspots – 8,882 impressions, 564 engagements (6.3%)

Highest Percentage of Engagement:

Virginia Tech Wifi Hotspots – 8,882 impressions, 564 engagements (6.3%)

MAY

Number of Tweets: 90
Overall Impressions: 126.5K
Profile Visits: 407
Mentions: 99
Followers: 6,362
New Followers: 21
Overall Engagement: .8 %
Linked Clicked: 175 (6 per day average)
Retweets: 145 (5 per day average)
Likes: 362 (12 per day average)
Replies: 38

TOP PERFORMERS

Most Impressions:

#ArchivesHorrorStories – 4,982 impressions, 180 engagements (3.6%)

Above Average Engagement & High Impressions:

#ArchivesHorrorStories – 4,982 impressions, 180 engagements (3.6%)

Highest Percentage of Engagement:

Highland Cavalier Now Available – 1,367 impressions, 93 engagements (6.8%)

INSTAGRAM

APRIL

Posts: 52

Profile Visits: 73

Engagements: 2,408

Number of Followers: 2,966

Highest Engagement Posts:

Signs of the Time: COVID-19 in Virginia Collection Project – 778 reach, 108 engagements

Lakeview Elementary Students' Fashion – 731 reach, 73 engagements

Home Office Cat – 678 reach, 88 engagements

MAY

Posts: 34

Profile Visits: 99

Engagements: 1,551

Number of Followers: 3,103

Highest Engagement Posts:

We Miss Our Office Plants – 810 reach, 99 engagements

Message Button Collection on Office Bulletin Board – 766 reach, 97 engagements

1918 Flu Documentary – 737 reach, 73 engagements

PINTEREST

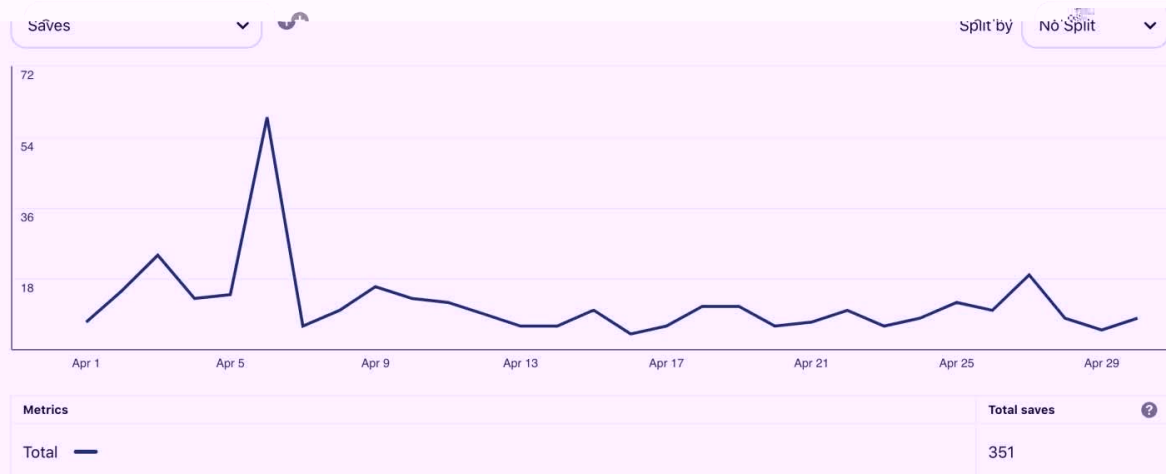
APRIL

Overall Impressions: 64.04K

Total Audience: 33.26K

Engagements: 2.41K (Includes saves/repins, zooms, clicks to website)

Engaged Audience: 1.33K



TOP BOARDS

By Impressions:

Bunny Bonanza: 13,522

Vintage Tobacco Labels: 9,518

Pleasure in the Garden: 6,650

By Saves:

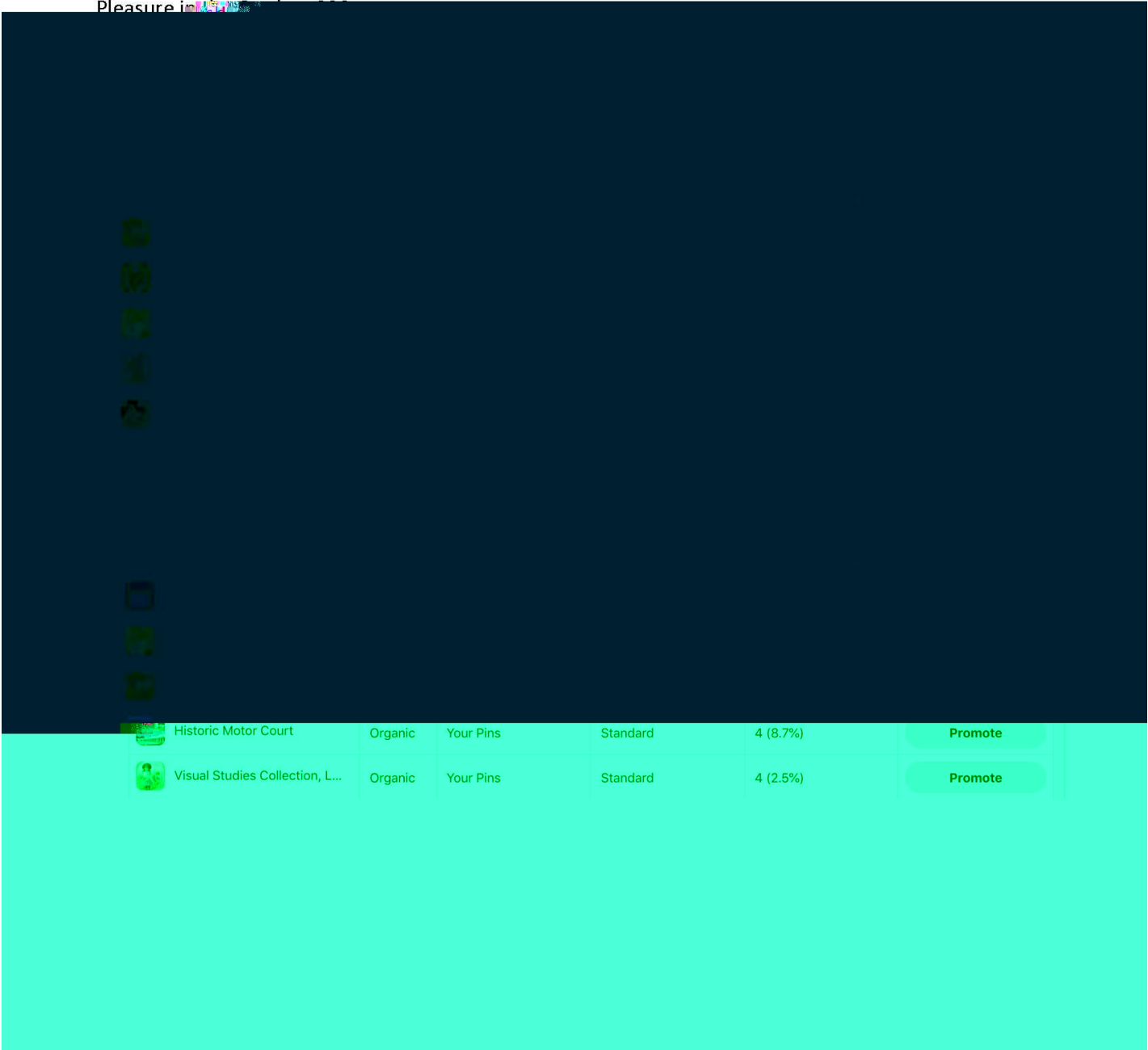
- Vintage Tobacco Labels: 69
- Bunny Bonanza: 53
- Vintage Motel Postcards: 52

By Links Clicked:

- Vintage Motel Postcards: 18
- The Virginia Shop: 17
- Political Images: 11

By Other Engagement:

- Vintage Tobacco Labels: 394
- Pleasure in the Past: 105



Top Pins

Saves



☐ Pins created in the last 30 days ?

4/1/2020 – 4/30/2020 ?

Pin	Type	Source	Format	Total saves (rate) ↓ ?	
 Postcard, postmarked 1914...	Organic	Your Pins	Standard	53 (0.4%)	Promote
 Sailor's HopeVintage Toba...	Organic	Your Pins	Standard	40 (1.7%)	Promote
 Recipe Book from the Libra...	Organic	Your Pins	Standard	20 (2.0%)	Promote
 Leslie's Illustrated Newspa...	Organic	Your Pins	Standard	20 (1.0%)	Promote
 Woman with Doves availabl...	Organic	Your Pins	Standard	17 (0.5%)	Promote

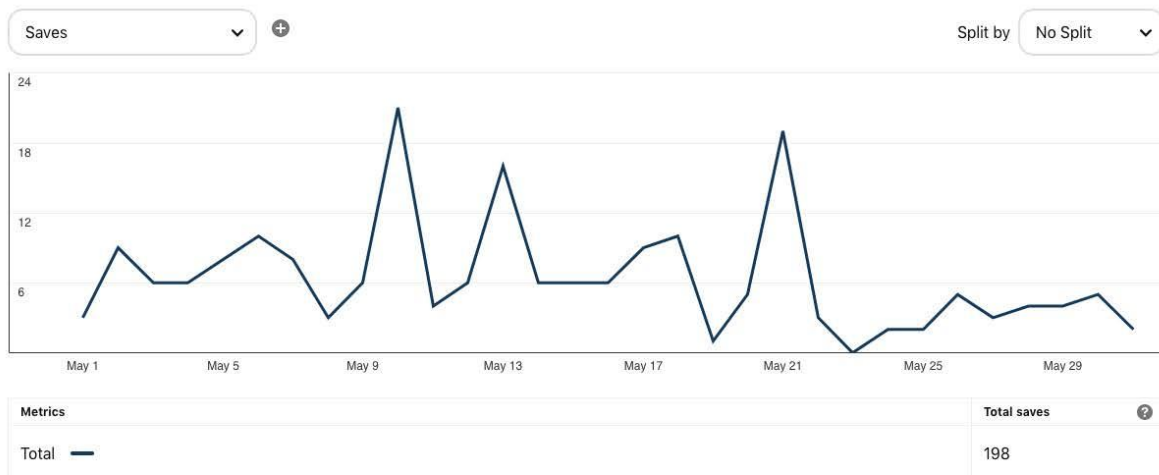
MAY

Overall Impressions: 47.25K

Total Audience: 28.91K

Engagements: 1.44K (Includes saves/repins, zooms, clicks to website)





TOP BOARDS

By Impressions:

Pleasure in the Garden: 7,502

Vintage Tobacco Labels: 6,392

Creative Family Tree Templates: 6,073

By Saves:

Vintage Tobacco Labels: 42

The Virginia Shop: 38

Pleasure in the Garden: 23

By Links Clicked:

Pleasure in the Garden: 15

The Virginia Shop: 13

Political Images: 12

By Other Engagement:

Political Images: 203

Fit to Print: 197

Pleasure in the Garden: 187






TOP POSTS

Top Pins

Engagements ▼

☐ Pins created in the last 30 days ?

5/1/2020 – 5/31/2020 ?




Pin	Type	Source	Format	Total engagemen... ↓ ?	
 Amarillo Daily News	Organic	Your Pins	Standard	87 (3.9%)	Promote
 Sailor's Hope	Organic	Your Pins	Standard	75 (3.7%)	Promote
 Titanic, Giant White St...	Organic	Your Pins	Standard	60 (3.1%)	Promote
 Virginia Memory	Organic	Your Pins	Standard	39 (4.8%)	Promote
 Library of Virginia	Organic	Your Pins	Standard	36 (2.3%)	Promote

Top Pins

Link clicks ▼

☐ Pins created in the last 30 days ?

5/1/2020 – 5/31/2020 ?

Pin	Type	Source	Format	Total link clicks (... ↓ ?	
 Family Tree Chart, 14	Organic	Your Pins	Standard	5 (0.4%)	Promote
 Titanic, Giant White St...	Organic	Your Pins	Standard	4 (0.2%)	Promote
 Amarillo Daily News	Organic	Your Pins	Standard	4 (0.2%)	Promote






 Standard	3 (9.7%)	Promote	 The American Surtag...	Organic	Your
 Standard	3 (1.6%)	Promote	 Virginia Memory	Organic	Your

Top Pins

Saves ▼

☐ Pins created in the last 30 days ?

5/1/2020 – 5/31/2020 ?

Pin	Type	Source	Format	Total saves (rate) ↓ ?	
 Sailor's Hope	Organic	Your Pins	Standard	26 (1.3%)	Promote
 Library of Virginia	Organic	Your Pins	Standard	11 (0.7%)	Promote
 Virginia Memory	Organic	Your Pins	Standard	9 (1.1%)	Promote
 Titanic, Giant White St...	Organic	Your Pins	Standard	8 (0.4%)	Promote
 Lady with Banner and ...	Organic	Your Pins	Standard	6 (2.8%)	Promote

YOUTUBE (Joined January 16, 2008)

817,200 views

Views of individual videos range from 77 to 125,000

As of May 2020:

Number of videos posted: 200

Most Popular: John Cephas and Phil Wiggins – Richmond Blues, January 6, 2009

https://youtu.be/rFs0fm_Btyk

Least Popular: Oral History Interview with Ajena C. Rogers, August 13, 2015


<https://youtu.be/JJShnLI7URo>

Videos Sorted by Most Popular:

The screenshot shows the YouTube channel page for the Library of Virginia, which has 3.15K subscribers. The page is sorted by 'Most Popular' and displays a grid of 12 video thumbnails. Each thumbnail includes a video player preview, a title, and view statistics. The videos are as follows:

Video Title	Views	Age
John Cephas and Phil Wiggins - Richmond Blues	125K views	11 years ago
Visual Storytelling Demonstration Aesop's Fable...	65K views	6 years ago
Carter G. Woodson - African American Trailblazers	62K views	11 years ago
Max Robinson - African American Trailblazers	50K views	11 years ago
James Armistead Lafayette - African American Trailblazers	41K views	11 years ago
Introducing a Letter and/or Number of the Day...	33K views	6 years ago
Arthur Ashe - African American Trailblazers	29K views	11 years ago
Ella Josephine Baker - African American Trailblazers	22K views	11 years ago
Anthony Johnson - African American Trailblazers	22K views	11 years ago
Maggie L. Walker - African American Trailblazers	20K views	11 years ago
Fried Chicken and Sweet Potato Pie	18K views	11 years ago
Vamos a la mar / Let's Go to the Sea	10K views	5 years ago

Homepage as of May 2020:



Library of Virginia
3,15K subscribers

HOME VIDEOS PLAYLISTS COMMUNITY CHANNELS ABOUT

THEN. NOW. NEXT. The Library of Virginia's Five-Year Strategi...
682 views • 9 months ago

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Information to help plan your visit to the LVA, including preparation, location, parking, hours, and other essentials.

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Executive Summary

Library of Virginia Activities, Accomplishments, and Challenges April to June 2020

Despite the challenges posed by the coronavirus pandemic and our closing to the public on March 14, the Library of Virginia continues to implement its strategic plan with initiatives that focus on collecting the new Virginia, dynamic digitization, civic leadership, the Library as a place, and the Library beyond place. Below are highlights of our activities during the past quarter as well as an overview of the work we are doing under our current operating status.

Collections, Access, and Management Services

The Visual Studies department in Special Collections introduced a new photo collecting initiative, **Signs of the Time: COVID-19 in Virginia** on Tumblr (<https://va-signsofthetime.tumblr.com/>). The project invites member of the public to contribute photos of the temporary signs shops and restaurants have quickly put up to communicate service changes as a result of the pandemic as well as social distancing rules and safety measures to limit the chances of contracting the virus. The goals for the project are to document the official response and the changing landscape of governmental guidance during the crisis and to collect representative examples of how Virginia communities are affected by the virus. The hope is that it will help future generations visualize how Virginians' public lives were impacted by COVID-19 with the halting of regular business and social interaction. The Library is not encouraging people to leave home in order to take photos, but rather to help document signs citizens might see as they venture out for supplies or takeout food in the communities.

The Virginia Newspaper Project (VNP) is gearing up production for phase VI of the Virginia National Digital Newspaper Project. The focus will be the *Farmville Herald*, which documents Massive Resistance well. Several antebellum newspapers will also be digitized, taking the Library's online newspaper collection back into the 1830s. Another title to be scanned is the *True Southerner* newspaper published for freedmen just after the Civil War. The VNP just posted more than 5,400 digitized pages of the Thomas Jefferson High School (Richmond City) newspaper on the Virginia Chronicle website (<https://virginiachronicle.com>) with the support of the school's alumni association. Thomas Jefferson High students began publishing the *Jeffersonian* in 1931, and it provides a unique perspective on major issues throughout the century including war, massive resistance, civil rights, and more.

Staff in Manuscripts and Special Collections worked with the board of the Friends of the Virginia State Archives to purchase at auction several important pieces including a letter from James Monroe and a historic map of Alleghany County. The signed letter dated January 4, 1807, was addressed to Colonel Hugh Mercer and shares Monroe's thoughts on running for president in 1808, his hesitations, and his relationship with Thomas Jefferson. Monroe eventually ran in the 1808 election, losing to fellow Virginian James Madison. The acquisition of six lots at this auction was made possible by a generous gift of \$6,000 from the Friends of the Virginia State

Archives. The Friends also sponsored more than three hundred hours of processing work for manuscript collections during the past two years through the Adopt Virginia's History program.

Digital Initiatives and Web Presence

Teleworking full time has suited many of us in Digital Initiatives and Web Presence as so much of our work is easily carried out remotely. However, we are all feeling the pinch of relative isolation from each other and our colleagues in other areas. We all look forward to meeting again in person and enjoying the opportunity for more instantaneous, creative, and thoughtful conversations that are so much more satisfying when you only have to walk down the hall or shout between offices!

That said, we've continued to talk to each other via Google Meet at least once a week, and fully leverage email and chat to stay in touch. The Web team has taken this time to research and test a variety of new technologies that will support the modernization of both the architecture and maintenance of our Web assets. Je' Juan Hunter's new internal Staffnet will launch in early June and will make internal resources of value to staff in their day-to-day work more accessible and usable. Zach Rice has been working his WordPress magic to deploy an updated edu.lva.virginia.gov portal, and he was able to assist in the quick deployment of Visual Studies' Signs of the Time tumblr site (<https://va-signsofthetime.tumblr.com/>). Kristoff Arneson has been working with our partners at From the Page (<https://fromthepage.com/>) and immersing himself in the world of IIF (<https://iif.io/>) to prepare for the technical work of our NHPRC grant in support of Virginia Untold.

Making History: Transcribe (<http://www.virginiamemory.com/transcribe/>) continues to grow in number of volunteers -- 180 additional since mid-March -- as people seek new outlets for their time. Staff have also contributed widely to the approval of materials which allows us to make those items fully available more quickly. Our From the Page (<https://fromthepage.com/lva>) volunteers have given us more than 2,200 hours of their time since March! We are pleased that our crowdsourcing sites can keep people busy, distracted and feeling useful.

Work on implementation of our new digital asset and preservation management system, Rosetta, continues apace, as the team is working hard to develop new workflows while also closely examining our existing content to ready it for migration. This is a long and difficult process, as the new system has so much to offer and many nuances. Our support team in Israel and Australia, however, have been very helpful as we move this project forward. Jessica Burgess and Kathy Jordan attended the 3-day Rosetta Users Working Group meeting via Zoom at the beginning of June, which has reminded us what a collaborative and helpful group we are joining.

The Alma/Primo team has spent a lot of time this past month working with our colleagues in public services to prepare for our reopening to the public. We have cleaned up user account information to facilitate broadcast communication to all of our account holders regarding the reopening of the building, as well as details regarding the return of checked out material. In addition, the team has worked to create a way for the public to return their materials to the Library safely. Credit, again, must be given to our Ex Libris community which has shared so much of their knowledge to help all libraries in this very strange time.

Government Records Services

Archival staff in our State Records Department have been archiving Governor Northam's press conferences to help document the Commonwealth's response to the coronavirus. These efforts to collect and preserve a record of state government's actions to manage the pandemic extend beyond the governor's press conferences. We are collecting the websites and Twitter feeds of the Northam Administration, Lieutenant Governor Justin Fairfax, and Attorney General Mark Herring. We are also collecting the websites and Twitter feeds of all other state agencies, Virginia's Congressional Delegation, and members of the General Assembly. We collected this information before COVID-19. Since March, we have begun collecting from over 300 websites of Virginia's public schools and institutions of higher education. There are many challenges in selecting, gathering, and preserving this information, and State Archivist Mike Strom and Senior State Records Archivist Roger Christman are planning to write an article for the Library's quarterly magazine, *Broadside*, about those challenges and the archival mission we are trying to uphold in documenting the pandemic.

Since mid-March, State Records staff members have been focusing a great deal of their time on projects designed to increase access to records from state agencies. This includes adding or correcting more than 3,000 catalog records, featuring the Northern Neck land surveys. They have put approximately 20 finding aids (inventories of collections) online, including those for collections from the Secretaries of Administration, Finance, and Education. They have also been working to clean up our internal database so we can more easily and effectively track the records in our collection.

The project with Ancestry to scan Virginia Vital Records from 1853-1935 is underway. Ancestry has scanned 15 rolls of microfilm, finding 37 images that do not meet their quality standards. We are very pleased that the number of unacceptable images is so low thus far and have started the process of finding the paper records to see if there is a way to achieve a better scan. Last week, IT staff added 48,352 emails from the Secretary of Natural Resources to the Governor Kaine email collection. This release includes nearly 9,000 emails sent and received by Secretary of Natural Resources L. Preston Bryant, Jr.

Records Management staff adapted quickly to a telecommuting environment and maintained a nearly seamless transition in providing their usual support to personnel from both state and local government agencies. Our online tip sheets were updated and new ones created to address records management while telecommuting in an attempt to give our client base improved and appropriate information with which to handle the present situation. In addition, after a stringent review process involving advice from the Office of the Attorney General, we revised the RM-3 Certificate of Records Destruction form and removed the requirement for original, wet-ink signatures in order to remove obstacles for agency personnel who were working from home or were otherwise not easily able to produce hard copy documents and route them to other personnel for signatures. This is in lieu of the long term project to move to a fully electronic records destruction reporting process, which has been slow to bear fruit despite persistent effort on the part of RM staff. With the help of LVA's IT staff, we are soliciting bids from local software vendors to complete the project in the coming fiscal year.

Digital images of chancery causes from five localities – Southampton, Smyth, Floyd, Rappahannock, and Washington Counties – totaling 754,682 images have been added to the Chancery Records Index site. Previously, these records were available only on microfilm at LVA. Since March, Circuit Court Records Preservation (CCRP) staff have added hundreds of slave names into the Chancery Records Index database, making them discoverable by researchers anxious to tell their stories. The CCRP staff has transcribed and approved transcriptions of hundreds of records that will soon be posted on Virginia Untold.

We are pleased to welcome McKenzie Long to the staff. McKenzie joins our other recent arrival, Mary Ann Mason, on the CCRP staff and both will process and index chancery causes.

Library Development and Networking

The Library Development and Networking Division has continued to pivot as needed to respond to the needs of public libraries during these difficult times.

Youth Services Consultant, Sue La Paro, has been supporting public libraries by individual and group contacts within the field; organizing monthly group chats with the Virginia Library Association Youth Services Forum; coaching librarians and attending online story times; and refining the Transforming Teen Services training to presented virtually this month and physically when able. Finally, we provided children's books and a marketing piece to various Virginia Health Departments (upon their request) in support of their Women, Infants, and Children Clinics program promoting school readiness activities and public library usage.

Continuing Education Consultant, Cindy Church, has hosted three division-produced workshops to staff and coordinated the participation of approximately 1,800 library staff members in professional development webinars from our contracted providers. Further, 900 courses from LVA's Webjunction subscription have been completed. Cindy continues to serve as the library community's representative to Commonwealth Connect and was helpful in getting an up-to-date Wifi Hotspot map published for citizen use during the pandemic.

Public Library Consultant Reagen Thalacker, has constructed a significant and ever-growing COVID-19 Resource guide and an Unemployment guide for library workers who may have been furloughed or laid off. Reagen is directly consulting with libraries, providing tech support and digital solutions for library trustee meetings and trustee training and has begun the New Director Institute webinars. Lending further digital strength to the team, Reagen has begun streamlining the InfoCenter for clarity and access.

Grants and Data Coordinator, Kim Armentrout, continues to coach library directors, especially in the variances granted for state aid and their appropriate use. She has consulted with Manassas Park as they continue their library program development and is developing the 2019 public library data infographic. Kim will be reporting state aid considerations live during the board meeting.

Director Nan Carmack, in addition to usual activities, is leading the IMLS COVID Cares Funds research, planning and execution. Twenty-one libraries, selected for the combination of high unemployment and poverty and low broadband access, have been identified as recipients of

services from the \$770K grant from IMLS to the Library of Virginia for this purpose. Initially identified services include disaster planning consulting; provision of wifi hotspots and data enabled tablets; smartbus routers to enable roving wifi provision; and lockers with wifi access to provided extended service points.

Public Services and Outreach

With the Library closed to the public until further notice to help contain the spread of the coronavirus (COVID-19), the public service staff have re-focused their energies on providing robust remote services for researchers who cannot visit us in person. Between March 16 and May 30, Access Services staff processed 534 online registrations/renewals so that patrons could access online databases. Concerns over material handling shut down the Interlibrary Loan system across the country. The Library has made it a point to liberally fill requests by providing digital copies of materials in our collection. The Library has filled 139 requests for copies during that same time frame. Archives and Library Reference staff members continue to provide excellent reference and research assistance via telephone and email. As predicted, demand for these services has greatly expanded.

Additionally, both Reference and Access Services staff have assisted IT with various access projects. Reference Services collaborated with Education and Outreach on the Find Your Family History series, bringing genealogical workshops to an online audience. Reference staff also continued work on updating and reformatting the Library's online research guides into the LibGuides, a content management and curation platform that integrates well with the Library's new catalog. Public service staff have also contributed to Transcribe, the Uncommonwealth Blog, and a variety of other digital projects.

Education and Outreach staff have found meaningful ways to engage with audiences by providing relevant and useful educational material on Virginia's history, culture, and people. In response to the closing of Virginia schools, education and programs specialist Emma Ito developed an At-Home Learning Resources (<https://edu.lva.virginia.gov/at-home-learning/>) page to help parents, caregivers, students, educators, and lifelong learners connect with a range of resources from the Library for all groups. With the cancellation of this spring's in-person beginner and intermediate genealogy workshops, the Library offered a three-part webinar series *Find Your Family History* to help attendees trace their

(<https://edu.lva.virginia.gov/civic-conversation-series/>) with their documentary suggestions, optional questions and resource links, to provide the opportunity for these discussions to take place among families and via virtual group chats. Civic Conversations is a program that encourages informed conversations on complex topics affecting Virginia.

When *We Demand: Women's Suffrage in Virginia* became unavailable to the public with the Library's closing, exhibit curators Mari Julienne and Barbara Batson and Education and Outreach manager Catherine Fitzgerald Wyatt began working on a video series titled "In the Gallery," highlighting materials in the exhibition. Cindy Marks edited the videos. The videos will be available soon on the Education (<https://www.facebook.com/educationLVA>) and Library (<https://www.facebook.com/LibraryofVA/>) Facebook pages. Among the subjects in the video series are the suffrage banners, Maud Jamison's typewriter, the voter registers, Marion Read's scrapbook of the "Western Special," and the legislators' cards used by the Equal Suffrage League to track Virginia legislator's positions on the question of woman suffrage. The traveling exhibitions program will restart as public libraries reopen. In addition to the videos, Barbara Batson, Mari Julienne, Emma Ito, and Cindy Marks also worked to make many of the interactive elements of the physical exhibition and other suffrage resources available online on the *We Demand: Women's Suffrage in Virginia* web page (<https://edu.lva.virginia.gov/wedemand/>).

The Public Service and Outreach Division managers are focused on planning for the Library's physical reopening. Our highest priority is the health, safety, and well-being of the public and our staff while providing the best service possible. In addition to all relevant Executive Orders (EO 53 through 63), the Library is following guidelines recommended by the Virginia Department of Health (VDH) and the Centers for Disease Control (CDC) and library best practices. Reopening will require additional precautions and new procedures based on these best practices for physical distancing, material handling, and occupancy rates. These new rules and procedures will be announced shortly.

We will also soon be announcing that the Library of Virginia has just become a Family Search Affiliate Library. This will allow Library of Virginia users to access the vast array of Affiliate Library resources and records at computer stations in the Library's reading room.

**L. Preston Bryant Jr.,
*Chair***

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