



**The Library Board**

**Meeting Agenda and Materials**

**September 20, 2024**

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# THE LIBRARY OF VIRGINIA

State Records Center  
1998 Charles City Road,  
Richmond, Virginia 23231

## BOARD COMMITTEE SCHEDULES AND AGENDAE

**Friday, September 20, 2024**

**8:00 a.m.**

**Continental Breakfast**

**Front Corridor**

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**8:30 a.m. – 9:25 a.m.**

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### ***Conference Room 103***

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

Peter E. Broadbent Jr., *Chair*  
Shelley Viola Murphy, *Vice Chair*  
Carol G. Finerty  
Samuel Hayes III  
Barbara Vines Little  
Mary Prentice  
Malfourd W. “Bo” Trumbo

*Staff Liaison:* John Metz

### ***Reading Room 120***

#### **Public Library Development Committee**

Elizabeth “Betsy” Fowler, *Chair*  
Lana Real, *Vice Chair*  
C. Paul Brockwell Jr.  
L. Preston Bryant Jr.  
Robert L. Canida II  
Suzette Denslow  
Blythe Ann Scott

*Staff Liaison:* Reagen Thalacker

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**9:30 a.m. – 10:20 a.m.**

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### ***Conference Room 103***

#### **Legislative and Finance Committee**

L. Preston Bryant Jr., *Chair*  
Malfourd W. “Bo” Trumbo, *Vice Chair*  
C. Paul Brockwell Jr.  
Peter E. Broadbent Jr.  
Suzette Denslow  
Elizabeth “Betsy” Fowler  
Blythe Ann Scott

*Staff Liaisons:* Dennis Clark and Daniel Hinderliter

### ***Reading Room 120***

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

Barbara Vines Little, *Chair*  
Robert L. Canida II, *Vice Chair*  
Chelle Davis  
Carol G. Finerty  
Samuel Hayes III  
Shelley Viola Murphy  
Mary Prentice  
Lana Real

*Staff Liaison:* Sarah Falls

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

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

Date: Friday, September 20, 2024 – 8:30 a.m.- 9:25 a.m.

Place: The State Records Center, Conference Room 103

Committee Members: Peter E. Broadbent Jr., Chair  
Shelley Viola Murphy, Ed.D., Vice Chair  
Chelle Davis  
Carol G. Finerty  
Samuel Hayes III  
Barbara Vines Little  
Mary Prentice, Ph.D.  
Malfourd W. “Bo” Trumbo

*Staff Liaison:* John Metz

**AGENDA**

1. Welcome/Call to Order
2. FY2025 CCRP Grants Cycle
3. NEH National Digital Newspaper Project Grant
4. Long-term Exhibition Task Force Report
5. Updated Collections Policy
6. Update on State Records Center Expansion Project
7. Adjournment

**Committee Action Items:** None

**Board Information Items:** Report of the Committee Chair

**Board Action Items:** None

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

Committee Name: **PUBLIC LIBRARY DEVELOPMENT COMMITTEE**

Date: Friday, September 20, 2024 – 8:30 a.m.-9:25 a.m.

Place: The State Records Center, Reading Room 120

Committee Members: Elizabeth “Betsy” Fowler, *Chair*  
Lana Real, *Vice Chair*  
C. Paul Brockwell Jr.  
L. Preston Bryant Jr.  
Robert L. Canida II, Ph.D.  
Suzette Denslow  
Blythe Ann Scott

*Staff Liaison:* Reagen Thalacker

**AGENDA**

1. Introductions and Welcome/Call to Order
2. 2023 State Library Data Review
3. Library Leadership and Stakeholder Development Review
4. Adjournment

**Committee Action Items:** None

**Board Information Items:** Report of Committee Chair

**Board Action Items:** None

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

Committee Name: **LEGISLATIVE AND FINANCE COMMITTEE**

Date: Friday, September 20, 2024 – 9:30 a.m.-10:20 a.m.

Place: The State Records Center, Conference Room 103

Committee Members: L. Preston Bryant Jr., *Chair*  
Malfourd W. “Bo” Trumbo, *Vice Chair*  
Peter E. Broadbent Jr.  
C. Paul Brockwell Jr.  
Suzette Denslow  
Blythe Ann Scott

*Staff Liaisons:* Dennis Clark and Daniel Hinderliter

**AGENDA**

1. Call to Order/Welcome
2. Statement of Financial Condition (Close out of FY24)
3. LSTA Proposed Budget for FFY25
4. Capital Projects Update: SRC, 800 E. Broad Street, Maintenance Reserve
5. Adjournment

**Committee Action Items:** None

**Board Information Items:** Report of the Committee Chair

**Board Action Items:** None

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

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

Date: Friday, September 20, 2024 – 9:30 a.m.-10:20 a.m.

Place: The State Records Center, Reading Room 120

Committee Members: Barbara Vines Little, *Chair*  
Robert L. Canida II, Ph.D., *Vice Chair*  
Chelle Davis  
Carol G. Finerty  
Samuel Hayes III  
Shelley Viola Murphy, Ed.D.  
Mary Prentice, Ph.D.  
Lana Real

*Staff Liaison:* Sarah Falls

**AGENDA**

1. Welcome/Call to Order
2. Interns & Summer Fellows Update
3. Indigenous Perspective Exhibit Closing
4. County by County Exhibit
5. Homefront to Frontline: Virginia's WWII Story
6. LVA on the Go Updates
7. Adjournment

**Committee Action Items:** None

**Board Information Items:** Report of the Committee Chair

**Board Action Items:** None

**THE LIBRARY BOARD  
Of THE LIBRARY OF VIRGINIA**

**FRIDAY, SEPTEMBER 20, 2024**

**AGENDA**

**10:30 a.m.**

**The Library Board Meeting**

**State Records Center**

- |              |   |   |
|--------------|---|---|
| <b>I.</b>    | <b>Call to Order</b>  | <i>C. Paul Brockwell Jr., Chair</i>     |
| <b>II.</b>   | <b>Approval of Agenda</b>   | <i>The Board</i>                        |
| <b>III.</b>  | <b>Welcome to Visitors and Staff</b>  | <i>C. Paul Brockwell Jr., Chair</i>     |
| <b>IV.</b>   | <b>Public Comment</b>   |   |
| <b>V.</b>    | <b>Consent Agenda</b>   | <i>The Board</i>                        |
|              | A. Approval of the Library Board Minutes of June 24, 2024                                     |   |
|              | B. Resolution Honoring the Service of Outgoing Library Board Member Laura L.L. Blevins        |   |
|              | C. Resolution Honoring the Service of Retiring Library Director of Acquisitions Mary Clark    |   |
|              | D. Resolution Honoring Conley Edwards for 50 Years of Service and Volunteerism at the Library |   |
|              | E. Approval of 2024-25 Board Committee Slates   |   |
| <b>VI.</b>   | <b>Reports from Partner Organizations</b>   |   |
|              | A. Friends of the Virginia State Archives   | <i>Conley Edwards</i>                   |
|              | B. Library of Virginia Foundation   | <i>R. Scott Dodson and Pia Trigiani</i> |
| <b>VII.</b>  | <b>Committee/Division Reports</b>   |   |
|              | A. Archival, Collections, and Records Management Services Committee                           | <i>Peter E. Broadbent Jr.</i>           |
|              | B. Communications, Education, Outreach, and Research Services Committee                       | <i>Barbara Vines Little</i>             |
|              | C. Legislative and Finance Committee  | <i>L. Preston Bryant Jr.</i>            |
|              | D. Public Library Development Committee   | <i>Elizabeth "Betsy" Fowler</i>         |
|              | E. Nominating Committee   |   |
|              | <b>Action Item:</b> Election of Vice Chair  |   |
| <b>VIII.</b> | <b>Report of the Librarian of Virginia</b>  | <i>Dennis T. Clark</i>                  |
|              | Proposed Collections Development Policy Update  |   |
| <b>IX.</b>   | <b>Report of the Chair</b>  | <i>C. Paul Brockwell Jr.</i>            |
|              | <b>Action Items:</b> 1. Approval of Patron of Letters Awards and Resolutions                  |   |
| <b>XI.</b>   | <b>Old or New Business</b>  |   |
|              | <b>Action Item:</b> Approval of Revised November Meeting Date                                 |   |
| <b>XII.</b>  | <b>Adjournment</b>  |   |



## PUBLIC LIBRARY DEVELOPMENT COMMITTEE

June 21, 2024 | 3 – 4 p.m.

*Electronic Meeting via Zoom*

### Minutes

**Members Present:** Laura L.L. Blevins; L. Preston Bryant Jr.; Robert L. Canida II; Maya Castillo; Lana Real; Blythe Ann Scott (Committee Chair) **Members Absent:** Suzette Denslow; Malfourd W. “Bo” Trumbo

**LVA Staff Attending:** Nan Carmack, Dennis Clark, Kim Armentrout

- I. **Call to Order:** The meeting was called to order by Chair Blythe Scott at 3:05 p.m. on Friday, June 21, 2024. She noted the virtual meeting is being livestreamed, and all votes must be conducted by roll call. Participants were asked to keep their video cameras on during the meeting.
- II. **Technical Waivers:** Ms. Armentrout, state grants and data coordinator, presented the state aid waiver requests received from public libraries. Technical waivers are triggered by decreases in local expenditures due to normal business fluctuations, and the following technical waiver requests were presented:
  1. Culpepper, Danville, Franklin, Heritage, and Hamner had lower expenditures due to position vacancies and lower salary hires.
  2. Bland had lower expenditures because the director is also working as the county administrator and has been unavailable to approve routine purchases.
  3. Last year, Blue Ridge Regional and Clifton Forge had large expenditures for capital improvements, and this year’s expenditures are lower.
  4. Lunenburg is a small nonprofit library. Nonprofits have slightly different accounting practices, and this year, they had a lower carry-over of payroll expenses which appears as a decrease in expenditures.

Ms. Scott moved the committee approve of the technical waivers as presented and recommend the final approval by the full Library Board, and the motion was seconded. The roll call vote was recorded as follows: **Ayes** – Blevins, Bryant, Canida, Castillo, Real, and Scott. The committee voted to approve the technical waivers as presented and recommend final approval by the full board.

- III. **Non-Technical Waivers:** Ms. Armentrout presented the non-technical waivers that are considered individually by type of non-technical waiver:
  1. Franklin County requested a waiver for staying open for evening hours and provided traffic data to support their request. Ms. Scott moved the committee approve the waiver for Franklin County and report a recommendation for approval to the full board, and it was seconded. A roll call vote was called and recorded as follows: **Ayes** – Blevins, Bryant, Canida, Castillo, Real, and Scott
  2. Alleghany Highlands and J. Roberts Jamerson requested waivers for certification of their new directors. Both directors are working towards their certifications. Ms. Scott moved that the committee approve waivers for director certifications and report a

recommendation for approval to the full board, and it was seconded. A roll call vote was called and recorded as follows: Ayes – Blevins, Bryant, Canida, Castillo, Real, and Scott

3. Amherst, Clifton Forge, Colonial Heights, Pamunkey, Petersburg and Russell requested waivers for missing audits. Funding will be withheld until receipt of the audit. Ms. Scott moved that the committee approve waivers for library systems with missing audits and report the recommendation for approval to the full board, and it was seconded. A roll call vote was called and recorded as follows: Ayes – Blevins, Bryant, Canida, Castillo, Real, and Scott
4. Northumberland requested a waiver for the requirement that two-thirds of a library's funding come from local taxes or an endowment. Last year, they received a letter from the Board and a recommended 5-year plan for improvement. LVA staff recommend giving Northumberland more time to improve their financial situation. Ms. Scott moved the committee approve the waiver for Northumberland and report a recommendation for approval to the full board; the motion was seconded. A roll call vote was called and recorded as follows: Ayes – Blevins, Bryant, Canida, Castillo, Real, and Scott

The committee approved all waivers presented and reported a recommendation for approval of each nontechnical waiver to the Library Board.

- IV. **State Aid Application for King & Queen County:** Ms. Armentrout reported a request for state aid from a newly formed system in King and Queen County. The county was formerly part of Pamunkey Regional, but recently created its own system. Ms. Scott moved the committee approve the request for state aid from King and Queen County and report a recommendation for approval to the board; the motion was seconded. Roll call vote was recorded as follows: Ayes – Blevins, Bryant, Canida, Castillo, Real, and Scott.
- V. **State Aid Allocations:** The committee reviewed the state aid estimate outlining each library system's allocation for the coming fiscal year. Ms. Scott moved the approval of the allocations as presented, and the motion was seconded. The committee approved the allocations by a roll call vote: Ayes – Blevins, Bryant, Canida, Castillo, Real, and Scott.
- VI. **Adjournment:** Hearing no additional business, Committee Chair Scott thanked everyone for their time and adjourned the meeting at 3:50 p.m.

## ARCHIVAL, COLLECTIONS, AND RECORDS MANAGEMENT SERVICES COMMITTEE

June 21, 2024 | 8:30 – 9:20 a.m.

Conference Room A, Library of Virginia

### Minutes

**Members Attending:** Peter Broadbent (Committee Chair); Shelley Viola Murphy, Ed.D.; Robert Canida II, Ph.D.; Carol Finerty, Barbara Vines Little, and Mary Prentice, Ph.D.

**Members Absent:** Paul Brockwell Jr., Leonard Tengco

**Staff Liaisons:** John Metz, Deputy for Collections & Programs; Greg Crawford, State Archivist & Director of Government Records Services.

I. **Call to Order:** The meeting was called to order by Chair Peter Broadbent at 8:35 a.m.

II. **Information Items:**

- A. **Long Term Exhibition Task Force:** The Library has assembled a small group to begin the work for developing a long-term exhibition space highlighting the historical treasures in the collections. This is especially timely since as plans advance to refresh and update the library space to better meet the needs of patrons and staff. The group will develop interpretive goals for a long-term installation of key documents that educate visitors about Virginia's role in the American history and inspire patrons to discover their personal stories using the LVA collections. The design will respect the preservation and security of these documents, engage learners of all ages, and encourage visitors discover and learn more about Virginia and their place in it. The group will work quickly to develop learning objectives and to find models from other institutions to inspire the design process. The group will share their analysis to the Senior Leadership Team and the Library Management team later in the summer.
- B. **State Records Center Expansion Project Update:** The State Records Center Expansion project will receive the final allotment of cash on July 1 that will allow the project to move into the Construction Documents phase which will culminate in the project being put the project out to bid and hiring a general contractor. Completion expected in sometime in 2026. The expansion was conceived of as a joint storage solution for LVA and VCU to house 3,000,000 bound volumes in addition to archival material where VCU is a tenant, and we provide storage services. The new addition will be 21,000 square feet with 34' tall compact mobile shelving. The project will also include the renovation of the existing administrative area.
- C. **Website Redesign Update:** The Library's website redesign project with local UX/UI design firm, BKO, is about mid-way finished. To date, the user survey and interview portion of the project is complete, with the analysis of that data informing the direction for the redesign. The team of Library staff are now working with BKO on

information architecture and page mockups. A roadmap for development and implementation will round out the engagement by mid-August.

D. **Addendum to Ancestry Agreement:** The Library has signed its second addendum to the Ancestry agreement that supports a digitization and indexing collaborative between the two entities. It involves the sharing of Virginia Untold: the African American Narrative metadata with Ancestry for inclusion in their philanthropic project to make historical records of historically marginalized individuals from throughout the world freely available to the public via Ancestry. The public discovering this content on Ancestry will be directed to the Library's digital platform to view images. The Library joins other institutions, such as the U.S. National Holocaust Museum, the Japanese American National Museum, the National Archive of Curaçao, and others in this work.

E. **Records Analysis Section Update:** The Records Analyst section led a records management training for 600 records officers at the Virginia Department of Health. For Records Management month in April, the RA section held its first virtual Records Management Town Hall. The topic was how to manage electronic records. Nearly 400 records officers across the commonwealth participated. A second virtual event is scheduled for October. Records Analyst staff created or updated records management tutorials that records officers can access on our YouTube site.

III. **Adjournment:** Hearing no additional business, Committee Chair Broadbent adjourned the meeting at 9:20 a.m.

## LEGISLATIVE AND FINANCE COMMITTEE

June 21, 2024 | 9:30 – 10:20 a.m.

Conference Room A, Library of Virginia

### Minutes

**Members Present:** L. Preston Bryant Jr. (Committee Chair), Laura L.L. Blevins, C. Paul Brockwell Jr., Suzette Denslow, Blythe Ann Scott, Malfourd W. “Bo” Trumbo

**Members Absent:** Maya Castillo and Leonard Tengco

**LVA Staff Present:** Dennis T. Clark, Librarian of Virginia; Daniel Hinderliter, Deputy for Finance & Administrative Services; John Metz, Deputy for Collections & Programs

- I. **Call to Order:** L. Preston Bryant Jr. convened the meeting at 9:30 a.m. He gave an overview of the General Assembly session actions to date. He also identified that the Administration is focusing on investments for maintaining existing buildings versus new construction. This highlights the significance of the funds assigned the renovation of the Library of Virginia. Mr. Bryant asked Dan Hinderliter to share the specific impact of the session with the Board.
- II. **Impact of Appropriation Act, Chapter 2:** The General Assembly’s recently approved Appropriation Act increases State Aid to \$26,797,584 for FY25 and 26, which represents a \$2.5 million increase through the formula, with a \$190,070 each year supplement to Fairfax Public Library System. The Library’s budget included incremental adjustments to offset actual increases in rates for administrative fees/obligations, so they are net zero impact to the Library. The maintenance reserve funding for the State Records Center was increased to \$250,000 for each year, which is significantly higher the previous amount of \$180,000. Chiller and boiler systems are the highest priorities to maintain.
- III. **Capital Projects Updates on State Records Center and 800 E. Broad Street:** The Governor and the General Assembly provided planning dollars and appropriation for the renovation of 800 East Broad Street. This Dedicated Special Revenue is provided in FY25 in the amount of \$2,623,000. The funding is provided to the Department of General Services, and the Library has met with DGS agency leadership about the project. A project manager has been assigned (Richard Kurtz). DGS is conducting the management and procurement, however LVA staff will play significant roles in defining scope, evaluating proposals, and all aspects of project management. The Library is anticipating funding for SRC Construction shortly. This is currently a budgetary issue since the initial funding for the new extension did not provide furnishings, a category that includes the shelving and lift which will be essential.
- IV. **Review of Statement of Financial Condition:** Dan reviewed the Statement of Financial Condition for the current fiscal year through May 31, 2024. General funds are 97% expended through 11 months, federal funds are 92% expended, special funds are 76% expended, and CCRP funds are 90% expended. All funds combined represents 95% of funds expended.
- V. **Adjournment:** Hearing no addition business, Chair Bryant adjourned the meeting at 10:20 a.m.

## EDUCATION, OUTREACH AND RESEARCH SERVICES COMMITTEE

June 24, 2024 | 9:30 – 10:20 a.m.

*Orientation Room, Library of Virginia*

### Minutes

**Members Attending:** Shelly Viola Murphy, Ed.D., Barbara Vines Little, Peter Broadbent Jr.; Lana Real, Carol Finerty, Robert L. Canida II (Committee Chair), and Mary Prentice, Ph.D.

**Members Absent:** None

**LVA Staff Attending:** Sarah Falls; Catherine Fitzgerald Wyatt; Ginny Dunn

- I. **Call to Order:** Robert Canida called the meeting to order at 9:35 a.m.
- II. **Public Services Task Force Overview:** Sarah Falls, director of public outreach and research services, updated the committee on a Public Services Task Force formed to determine a new service model that balances the needs of virtual and in-person users
- III. **VA250 Update:** Ms. Falls also led a discussion of potential opportunities for public services engagement with VA250. Board members suggested working with educators to develop strong LibGuide research guides. They also suggested making VA250 the focus of the 2025 and 2026 teacher institutes.
- IV. **LVA on the Go:** Catherine Fitzgerald Wyatt shared engagement numbers, and the suggestion of balancing small events with larger ones, and focusing on festivals statewide, was made by Sarah Falls.
- V. **Interns and Summer Fellow Updates:** and updates on exhibits, interns, summer institutes and other functions of Education and Outreach.
- VI. **Indigenous Perspectives Exhibit:** Ms. Wyatt shared updates about the exhibit's success and events associated with it. A closing reception event is planned for August 2.
- VII. **County by County Exhibit:** In discussion of this idea, board members suggested considering earlier dates for any exhibition connected with VA250.
- VIII. **Adjournment:** Hearing no additional business before the committee, Dr. Canida adjourned the meeting at 10:20 a.m.

**EXECUTIVE COMMITTEE**  
**June 24, 2024 | 8:30 – 9:20 a.m.**  
*Orientation Room, Library of Virginia*  
**Minutes**

**Members Attending:** C. Paul Brockwell Jr. (Chair), Laura L.L. Blevins, L. Preston Bryant Jr., Robert L. Canida II, Suzette Denslow and Blythe Ann Scott

**LVA Staff Liaison:** Dennis T. Clark

- I. **Call to Order:** Paul Brockwell called the meeting to order at 9:35 a.m. He shared that the committee had two primary goals: 1) Conducting the performance review of the Librarian and 2) Considering and recommending action on honorary Patron of Letter Degrees nominees. Ms. Scott moved that the committee enter into a closed meeting for the following purposes: Pursuant to the *Code of Virginia*, Section 2.2-3711, under subsection A.1, to discuss and consider the annual performance review of the Librarian of Virginia; under subsection A.8, to consult with legal counsel to the Board regarding specific legal matters requiring the provision of legal advice; and under subsection A.11, to discuss or consideration of honorary degrees or special awards. The motion was seconded, and the committee voted unanimously to enter closed session for these reasons. The committee exited closed session, and Chair Brockwell stated the following motion: Because the Executive Committee of the Library Board convened in a closed session today pursuant to a recorded vote to be included in the minutes and in accordance with the Virginia Freedom of Information Act and because Section 2.2-3712(d) requires that we certify that such a closed meeting was conducted in conformity with the law, I'd like to move that the committee certify by roll-call vote that, to the best of each members' knowledge: Only public business matters lawfully exempted from open business meeting requirements under this chapter, and only such public business matters as were identified in the motion by which the closed meeting was convened were here, discussed or considered in the meeting by the public body. The motion was seconded and, and Chair Brockwell called the roll. Ayes: Blevins, Bryant, Canida, Denslow, Scott, and Chair. Nays: none. Abstentions: none. The committee unanimously certified the closed session.
- II. **Librarian's Performance Review:** Mr. Brockwell reported a motion that the committee share highly favorable review of Mr. Clark's performance with the full Board following Mr. Clark's public report of activities, accomplishments, and highlights of his first five months as Librarian. The motion was seconded and passed unanimously.
- III. **Patron of Letters Recommendations:** Mr. Brockwell reported a motion that the committee approve the recommendation for the honorary Patron of Letters degree. The motion was seconded and passed unanimously. The motion will be reported to the full board.
- IV. **Adjournment:** Hearing no additional business before the committee, Mr. Brockwell adjourned the meeting at 9:20 a.m.

**THE LIBRARY BOARD**  
***Library of Virginia, Meeting Room 2M.020***  
***June 24, 2024, at 10:30 a.m.***

**MEETING MINUTES**

**Members Attending:** C. Paul Brockwell Jr. (Chair); Blythe Ann Scott (Vice Chair); Laura L.L. Blevins, Peter E. Broadbent Jr., L. Preston Bryant Jr., Dr. Robert L. Canida II, Suzette Denslow, Carol Finerty, Barbara Vines Little, Dr. Shelley Viola Murphy, Dr. Mary Prentice, Lana Real, and Malfourd W. “Bo” Trumbo.

**Members Absent:** Maya Castillo and Leonard Tengco

- I. **Call to Order:** C. Paul Brockwell Jr., chair, called the meeting to order at 10:32 a.m.
- II. **Approval of Agenda:** Mr. Brockwell asked for a motion to approve the agenda. Dr. Canida moved the approval, and the motion was seconded. The Board approved the agenda on a voice vote.
- III. **Welcome to Visitors and Staff:** Mr. Brockwell extended a warm welcome to all Board members, to the Library management team and guests including: Emily Anne Gullickson, deputy secretary of education; Abigail Gump, board counsel and assistant attorney general (OAG); Conley Edwards, president of the Friends of the Virginia State Archives; Lisa Varga, executive director of the Virginia Library Association; Pia Trigiani, president of the Board of Directors for the Library of Virginia Foundation Scott Dodson, executive director for the Library of Virginia Foundation.
- IV. **Public Comment:** Hearing none, the chair proceeded to the next agenda item.
- V. **Approval of the Library Board Minutes from April 22, 2024:** Mr. Brockwell thanked members for minor electronic changes provided to the minutes presented and asked if there were any additional edits. Hearing none, he asked for a motion to approve the minutes as amended. The motion was made Ms. Scott and seconded. The Board approved the minutes.
- VI. **Approval of Commending Resolutions:** Mr. Brockwell introduced commending resolutions honoring departing board members Leonard Tengco and Maya Castillo. He asked for a motion to consider these resolutions in a block and waive the reading. The motion was made by Ms. Denslow and seconded. The Board approved the resolutions. He then presented a special resolution to honor Lisa Varga for her outstanding service to Virginia Libraries. Ms. Varga is the executive director of the Virginia Library Association and was honored as National Librarian of the Year by *Library Journal*. He asked Vice Chair Blythe Ann Scott to read the resolution:



### **A COMMENDING RESOLUTION OF THE LIBRARY BOARD**

#### *Honoring the Outstanding Contributions of Lisa R. Varga to Virginia Public Libraries*

*WHEREAS Lisa R. Varga has served dutifully as Executive Director of the Virginia Library Association since 2011; and WHEREAS Ms. Varga graduated from the University of Pittsburgh with a bachelor's degree in creative writing, communication, and rhetoric and went on to earn a Master of Library and Information Studies degree from Rutgers School of Communication and Information in New Brunswick, N.J.; and WHEREAS Ms. Varga's career as a librarian with Virginia libraries began when her husband's military career brought her family to Fredericksburg, where she worked in youth services at the Central Rappahannock Regional Library; and WHEREAS Ms. Varga has been a dynamic leader and steadfast steward of the Virginia Library Association, quadrupling its membership throughout the Commonwealth to more than 5,000 library workers; ensuring libraries remain vital and inclusive communities; and coordinating with the Virginia Department of Health during the height of the COVID-19 pandemic to help distribute at-home COVID test kits through Virginia's public library systems; and WHEREAS Ms. Varga was appointed in 2020 by the Virginia Beach City Council to serve as a member of Virginia Beach's Public Library Board and elected as chair of this Board in recognition of her leadership; and WHEREAS Ms. Varga is a compassionate advocate for public libraries throughout the Commonwealth, providing her time, guidance and expertise on a variety of issues across the state; and WHEREAS Ms. Varga was named the 2024 Librarian of the Year by Library Journal for her dedicated advocacy on behalf of Virginia's public libraries; now therefore BE IT RESOLVED by the Library Board on this 24th day of June 2024 that the Library Board recognize Lisa R. Varga for her outstanding contributions and service to Virginia's public libraries; 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 Lisa R. Varga as a token of the Board's appreciation of her service to the Library and to the Commonwealth of Virginia.*

The chair called for a motion to approve the resolution. Ms. Blevins moved the approval, and the motion was seconded. The Board approved the commending resolution unanimously.

#### **VII. Reports from Other Organizations**

- A. Friends of the Virginia State Archives: Conley Edwards, president of the Friends of the Virginia State Archives, provided an update on the organization's activities. After 50 years of association with the Library, first as an employee and then as a volunteer with the Friends, he continues to be surprised by the discoveries and impressed with the work of Library staff.
- B. Virginia Library Association: Lisa Varga, executive director of the Virginia Library Association, reported on the excitement created by state aid to public libraries being fully funded for the first time in over 20 years. As an organization representing more than 5,000 members from both academic and research libraries, she acknowledged the wonderful support provided the Library's staff, especially the Library Development and Networking Division.

#### **VIII. Committee/Division Reports**

- A. **Archival Collections & Records Management Services Committee:** Mr. Broadbent invited Dr. Metz to summarize the updates on the work of the Long-Term Exhibit

Taskforce, the State Records Center Expansion Project, LVA Website Redesign Project, the Ancestry Agreement Addendum, and an update to the Records Analysis effort.

- B. **Education, Outreach, and Research Services Committee:** Dr. Canida invited Sarah Falls, the director of public services & outreach to the podium. Ms. Falls reported updates on the new Public Services Task Force which aims to balance the needs of virtual and in-person users, reviewed potential opportunities for public services engagement with Virginia 250, and provided updates on exhibits, interns, and summer institutes.
- C. **Legislative and Finance Committee:** Mr. Bryant reported that through May 31st, 2024, the financial status of the Library is in accordance with the Appropriations Act and reflects the intentions of the General Assembly. A brief period of questions and discussion followed.
- D. **Library of Virginia Foundation:** Pia Trigiani announced two board members are completing their service to the foundation: Carol Hampton and author Brad Parks. Incoming new board members are Brooks Smith, managing partner at Troutman Pepper and Ron Carey, CEO Tilt Creative Productions. Scott Dodson reported the Foundation revenues are \$1.45 million and endowment investments have grown to \$5.4 million.
- E. **Public Library Development Committee:** Chair Brockwell thanked the committee and LVA staff for their work on the state aid waivers and distribution. Ms. Scott introduced Kim Armentrout, who guided the Board through the voting for the state aid waivers.

1) Technical waivers are triggered by decreases in local expenditures due to normal business fluctuations:

- a. Culpepper, Danville, Franklin, Heritage, and Hamner had lower expenditures due to position vacancies and lower salary hires.
- b. Bland had lower expenditures because the Director is also working as the county administrator and has been unavailable to approve routine purchases.
- c. Last year, Blue Ridge Regional and Clifton Forge had large expenditures for capital improvements and therefore this year's expenditures are lower.
- d. Lunenburg is a small nonprofit library. Nonprofits have slightly different accounting practices, and this year, they had a lower carry-over of payroll expenses which appears as a decrease in expenditures.

On behalf of the committee, Ms. Scott presented a motion to approve the technical waivers in a block as presented. The Board voted to approve the technical waivers block unanimously by voice vote.

2) Non-Technical Waivers: Ms. Armentrout presented the following non-technical waivers by category:

- a. Franklin County requested a waiver for staying open for evening hours. On behalf of the committee, Ms. Scott presented a motion to

approve the non-technical waiver as presented. The Board voted to approve the waiver unanimously by voice vote.

- b. Alleghany Highlands and J. Roberts Jamerson requested waivers for certification of their new directors. Both directors are working on their certification requirements currently. On behalf of the committee, Ms. Scott presented a motion to approve the non-technical waivers for director certification as presented. The Board voted to approve the waivers unanimously by voice vote.
  - c. Amherst, Clifton Forge, Colonial Heights, Pamunkey, Petersburg and Russell requested waivers for missing audits. Funding will be withheld until receipt of the audit. On behalf of the committee, Ms. Scott presented a motion to approve the non-technical waivers for missing audits as presented. The Board voted to approve the waivers unanimously by voice vote.
  - d. Northumberland requested a waiver for the requirement that two-thirds of a library's funding come from local taxes or an endowment. Last year, they received a letter from the Board and a recommended 5-year plan for improvement. LVA staff noted positive progress and recommended allowing Northumberland more time to improve their financial situation. On behalf of the committee, Ms. Scott presented a motion to approve the non-technical waiver as presented. The Board voted to approve the waiver by voice vote.
- 3) State Aid Application for King & Queen County: Formerly part of Pamunkey Regional, King & Queen County has created a new library system and would like to be recognized and receive state aid. On behalf of the committee, Ms. Scott presented a motion to approve the application for state aid. The Board voted to approve the waiver unanimously by voice vote
  - 4) Approval of FY25 State Aid Allocations: On behalf of the committee, Ms. Scott presented a motion to approval the state aid allocations for FY25 as presented. A brief period of questions followed, and the Board voted unanimously to approve the allocations.

**IX. Report of the Librarian of Virginia:** Mr. Clark noted the Library is well-funded and well-supported by the General Assembly and Governor's Office. The Library received its full operating budget as requested. State aid for public libraries was fully funded for the first time since 2001, and the capital project funds were approved to renovate the Library's spaces. He thanked the Board and staff for all their work to engage and educate state legislators about the good work of the Library which in turn, leads to funding support. He spoke briefly about the development of design documents for the Library's renovation, progress on the new strategic plan and the research into creating a Virginia's Story long-term exhibit.

- X. **Report of the Chair:** Mr. Brockwell reported the leadership transition has been going very well. He has been fortunate to engage in conversations with the secretary's office about future board development. He has welcomed the opportunity to participate in the surveys and interviews which will guide updates to the library's website. He strongly feels the Library's web presence is important due to its capacity to reach so many people and our investment in its redesign is wise.
- XI. **Report of the Executive Committee:** Mr. Brockwell shared the Executive Committee met to review the Librarian's performance during the first five months of his tenure and to act on recommendations for the honorary Patron of Letters Degree. Ms. Scott moved for the Library Board to enter a closed meeting for the following purposes: Pursuant to the Code of Virginia, Section 2.2-3711, under subsection A.1, to discuss and consider the annual performance review of the Librarian of Virginia; under subsection A.8, to consult with legal counsel employed or retained by the Board regarding specific legal matters requiring the provision of legal advice by such counsel; and under subsection A.11, to discuss or consideration of honorary degrees or special awards. Chair Brockwell asked that the Foundation Board President be present for portions of closed session during which honorary degrees are discussed. The motion was seconded, and the board voted unanimously to enter closed session.

The board exited closed session, and Chair Brockwell stated the following motion: Because the Library Board convened in a closed session today pursuant to a recorded vote to be included in the minutes and in accordance with the Virginia Freedom of Information Act and because Section 2.2-3712(d) requires that we certify that such a Closed Meeting was conducted in conformity with the law, I'd like to move that the Library Board certify by roll-call vote that, to the best of each members' knowledge: Only public business matters lawfully exempted from open business meeting requirements under this chapter, and only such public business matters as were identified in the motion by which the closed meeting was convened were here, discussed or considered in the meeting by the public body. Ms. Scott seconded the motion, and Chair Brockwell called the roll. Ayes: Blevins, Broadbent, Bryant, Canida, Denslow, Finerty, Little, Murphy, Prentice, Real, Scott, Trumbo and Chair. Nays: none. Abstentions: none. The Board unanimously certified the closed session.

Chair Brockwell reported the Board received a highly favorable review of the Librarian's performance and the Executive Committee moves that the full Board accept this review of his first five months in office. Ms. Scott seconded the motion. The Board approved of the Librarian's Performance Review with a unanimous vote. Mr. Brockwell thanked Mr. Clark for an outstanding start to his tenure.

On behalf of the Executive Committee, Chair Brockwell reported a motion that the Board award Reginald Dwayne Betts the Library's honorary Patron of Letters degree. Mr. Betts is a Macarthur Genius Grant recipient who earned a law degree from Yale University. He was incarcerated in Virginia as a teenager and now dedicates his time to ensuring prisons can provide libraries to their inmates across the country through Freedom Reads. This motion requires no second. The Board accepted the recommendation with a unanimous vote.

- XII. **Report of the Nominating Committee:** Ms. Scott reported a proposed slate of officers and Executive Committee members from the Nominating Committee.
- Chair – Mr. Brockwell
  - Vice Chair - Ms. Blevins
  - Executive Committee – Mr. Brockwell, Mr. Bryant, Ms. Blevins, Ms. Scott, Mr. Broadbent, and Dr. Canida.

Mr. Brockwell asked if there were any additional nominations. Suzette Denslow nominated Malfourd W. “Bo” Trumbo to the Executive Committee. Mr. Trumbo accepted. Hearing no additional nominations, Mr. Brockwell declared that nominations were closed. On behalf of the nominating committee, Ms. Scott moved the approval of the slate of officers and executive committee members. The board voted unanimously to elect the slate as amended.

- XIII. **New Business:** Mr. Brockwell proposed the meeting dates and locations for the upcoming year with the note that two required additional input. The board confirmed the desire to hold its September meeting on Friday, September 20 to allow for members to attend the Literary Awards, and to host its April 11 meeting in Abingdon. Ms. Denslow moved the approval of the amended dates; the motion was seconded, and the Board voted unanimously to approve its 2024-25 meeting dates.

- XIV. **Adjournment:** Hearing no additional business before the board, Mr. Brockwell adjourned the meeting at 12:15 p.m. He thanked all for their attendance and engagement and shared he looked forward to the next meeting on Sept. 20, 2024, at the State Records Center.

Chair: \_\_\_\_\_

C. Paul Brockwell Jr., Chair

Secretary: \_\_\_\_\_

Dennis T. Clark, Librarian of Virginia

## **A COMMENDING RESOLUTION OF THE LIBRARY BOARD**

*Honoring the Service of Laura L.L. Blevins*

WHEREAS Laura L.L. Blevins was appointed to a five-year term on the Library Board in April 2020 by Governor Ralph S. Northam; and

WHEREAS Ms. Blevins began her service during the global pandemic and served faithfully as a member of the Board during her term, providing the Board and Library staff with sound advice; and

WHEREAS during her tenure on the Board, Ms. Blevins was an active member of the Public Library Development Committee and the Legislative and Finance Committee from 2020 to 2024; and

WHEREAS Ms. Blevins also served as a member of the Library's Executive Committee, providing advice to the Library and the Board's senior leadership; and

WHEREAS the Library Board elected her to serve as its Vice Chair in June 2024, recognizing her outstanding leadership and contributions to the Board; and

WHEREAS Ms. Blevins has been a strong advocate for the mission of the Library of Virginia and a supporter of its many programs and initiatives, including the annual Virginia Literary Awards; and

WHEREAS Ms. Blevins has represented the needs of Southwest Virginia with genuine enthusiasm and has been steadfast in her support of public libraries and the important role they play in the educational life of the Commonwealth and the nation; now therefore

BE IT RESOLVED by the Library Board on this 20th day of September 2024 that the Library Board recognize Laura L.L. Blevins for her 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 Laura L.L. Blevins as a token of the Board's appreciation of her service to the Library and to the Commonwealth of Virginia.

## **A COMMENDING RESOLUTION OF THE LIBRARY BOARD**

### *Honoring the Outstanding Contributions of Mary Sine Clark*

WHEREAS Mary Sine Clark joined the staff of the Library of Virginia in February 1988, serving as a Reference Librarian for seven years, providing researchers, educators and the general public with access to the Library's collections in the reading rooms; and

WHEREAS during her thirty-six years with the Library of Virginia, Ms. Clark served as a collections management expert helping the institution navigate significant transformation in access and patron services; and

WHEREAS in 1995, Mary Sine Clark was promoted to the Manager of the State and Federal Publications Program in 1999. In ten years overseeing the program; and

WHEREAS Ms. Clark served as a technical advisor to the Virginia General Assembly's Joint Subcommittee Studying the Public Records Act from 2004 to 2006, which updated the definition of "publication" in the Code of Virginia that includes digital materials; and

WHEREAS Mary Sine Clark developed the Virginia State Publications Program and became a significant contributor to the Federal Depository Library Program, successfully shifting the Virginia Depository Program from print-based to an all-electronic, print-on-demand distribution system that has had a tremendous and positive impact within the Virginia documents community; and

WHEREAS following an agencywide reorganization in 2009, Ms. Clark assumed leadership of the Acquisitions and Access Management section, administering the State and Federal Documents and the State Publications Depository System, and became responsible for the acquisition, cataloging and specialized care of book, journal, magazine, pamphlet, and numerous other print and electronic resources; and

WHEREAS Ms. Clark was honored in 2023 with the Bernadine Abbott Hoduski Founders Award from the Government Documents Roundtable of the American Library Association in 2023 in recognition of her significant contributions to the field of state, international, local, or federal documents; now therefore

BE IT RESOLVED by the Library Board on this 20th day of September 2024 that the Library Board commends Mary Sine Clark for her many years of outstanding, dedicated service to the Library of Virginia and her many contributions to the Library's success; and

BE IT FURTHER RESOLVED that this Resolution be spread upon the minutes of this meeting, and that a copy of it be presented to Mary Sine Clark on her retirement as a token of the Board's gratitude for her service to the Library of Virginia and to the Commonwealth of Virginia.

## **A COMMENDING RESOLUTION OF THE LIBRARY BOARD**

*Honoring the Outstanding Contributions of Conley L. Edwards III to the Library of Virginia*

WHEREAS Conley L. Edwards III has served dutifully as an archivist and supporter of the Library of Virginia for 50 years; and

WHEREAS Mr. Edwards graduated from Hampden-Sydney College with a Bachelor of Arts degree and later earned a Master of Arts degree in American history from the University of Richmond; and

WHEREAS Mr. Edwards' career began at the Library of Virginia in 1975, when he started as a reference archivist and quickly became known for both his professional skills and his passion for his work; and he championed the value of everyday documents to inform our understanding of significant historical events and decisions; and

WHEREAS during his 35 years of service to the Library of Virginia, the state archives grew from around 47,500 items to more than 109 million historic records of the Commonwealth at his retirement; and

WHEREAS Mr. Edwards was appointed as the State Archivist on January 1, 1996; and carried out his duties admirably for 14 years; and

WHEREAS Mr. Edwards has been an active member of the Friends of the Virginia State Archives for 15 years, currently leading the group as its president and helping to ensure the continued purchase of hard-to-locate books of historical research value and to organize annual programs and observances with informative and engaging speakers on topics related to archival research; and

BE IT THEREFORE RESOLVED by the Library Board on this 20th day of September 2024 that the Library Board recognize Conley L. Edwards III for his outstanding contributions and service to the Library of Virginia; 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 Conley L. Edwards III as a token of the Board's appreciation of his service to the Library of Virginia and to the Commonwealth of Virginia.



## Library of Virginia

### STATEMENT OF FINANCIAL CONDITION As of June 30, 2024

SOURCE	BUDGET	PAYROLL	OPERATIONS	SUBRECIPIENTS	TOTAL EXPENDITURES	AVAILABLE BALANCE	PERCENT SPENT
General Fund	\$ 42,445,810	\$ 10,342,412	\$ 7,739,335	\$ 24,297,584	\$ 42,379,331	\$ 66,479	100%
Federal Funds	\$ 4,573,731	\$ 1,503,816	\$ 2,900,250	\$ -	\$ 4,404,066	\$ 169,665	96%
Special Funds	\$ 1,849,000	\$ 668,321	\$ 769,755	\$ -	\$ 1,438,076	\$ 410,924	78%
CCRP Funds	\$ 6,500,000	\$ 982,133	\$ 534,033	\$ 4,849,169	\$ 6,365,335	\$ 134,665	98%
<b>Total</b>	<b>\$ 55,368,541</b>	<b>\$ 13,496,682</b>	<b>\$ 11,943,373</b>	<b>\$ 29,146,753</b>	<b>\$ 54,586,808</b>	<b>\$ 781,733</b>	<b>99%</b>

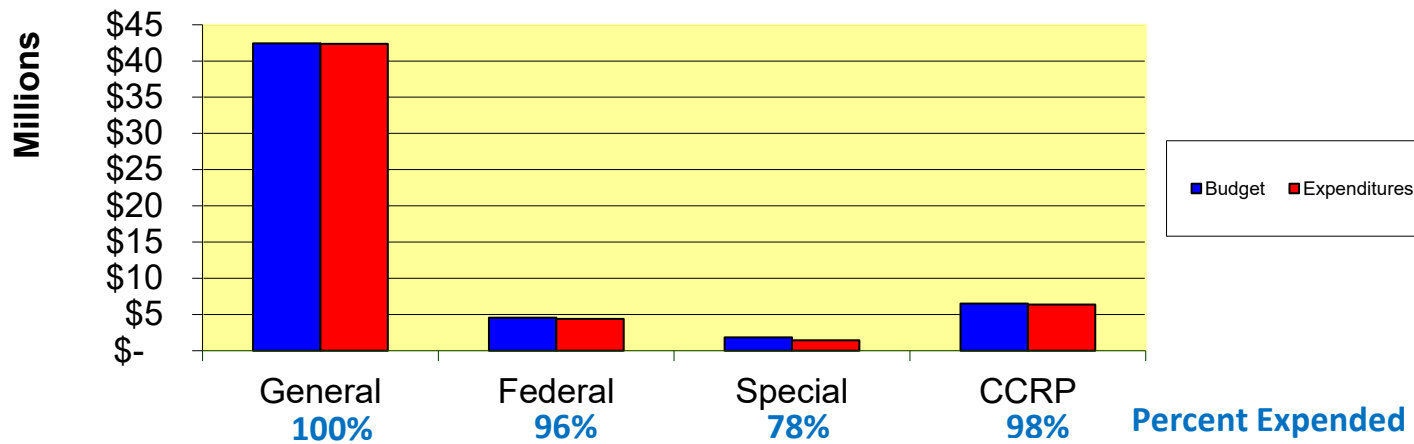
### STATEMENT OF FINANCIAL CONDITION As of June 30, 2023

SOURCE	BUDGET	PAYROLL	OPERATIONS	SUBRECIPIENTS	TOTAL EXPENDITURES	AVAILABLE BALANCE	PERCENT SPENT
General Fund	\$ 37,603,000	\$ 9,803,000	\$ 5,529,000	\$ 22,205,000	\$ 37,537,000	\$ 66,000	100%
Federal Funds	\$ 6,151,000	\$ 1,481,000	\$ 4,389,000	\$ -	\$ 5,870,000	\$ 281,000	95%
Special Funds	\$ 1,849,000	\$ 587,000	\$ 849,000	\$ -	\$ 1,436,000	\$ 413,000	78%
CCRP Funds	\$ 5,500,000	\$ 936,000	\$ 296,000	\$ 3,414,000	\$ 4,646,000	\$ 854,000	84%
<b>Total</b>	<b>\$ 51,103,000</b>	<b>\$ 12,807,000</b>	<b>\$ 11,063,000</b>	<b>\$ 25,619,000</b>	<b>\$ 49,489,000</b>	<b>\$ 1,614,000</b>	<b>97%</b>

### STATEMENT OF FINANCIAL CONDITION YTD COMPARISON 6.30.24 to 6.30.23

SOURCE	BUDGET	PAYROLL	OPERATIONS	SUBRECIPIENTS	TOTAL EXPENDITURES	AVAILABLE BALANCE	PERCENT SPENT
General Fund	\$ 4,842,810	\$ 539,412	\$ 2,210,335	\$ 2,092,584	\$ 4,842,331	\$ 479	0%
Federal Funds	\$ (1,577,269)	\$ 22,816	\$ (1,488,750)	\$ -	\$ (1,465,934)	\$ (111,335)	-1%
Special Funds	\$ -	\$ 81,321	\$ (79,245)	\$ -	\$ 2,076	\$ (2,076)	0%
CCRP Funds	\$ 1,000,000	\$ 46,133	\$ 238,033	\$ 1,435,169	\$ 1,719,335	\$ (719,335)	-13%
<b>Total</b>	<b>\$ 4,265,541</b>	<b>\$ 689,682</b>	<b>\$ 880,373</b>	<b>\$ 3,527,753</b>	<b>\$ 5,097,808</b>	<b>\$ (832,267)</b>	<b>-2%</b>

## The Library of Virginia Budget to Expenditures Comparison as of June 30, 2024



### STATEMENT OF FINANCIAL CONDITION As of June 30, 2024

SOURCE	BUDGET	PAYROLL	OPERATIONS	SUBRECIPIENTS	TOTAL EXPENDITURES	AVAILABLE BALANCE	PERCENT EXPENDED
General Fund *	\$ 42,445,810	\$ 10,342,412	\$ 7,739,335	\$ 24,297,584	\$ 42,379,331	\$ 66,479	100%
Federal Funds	\$ 4,573,731	\$ 1,503,816	\$ 2,900,250	\$ -	\$ 4,404,066	\$ 169,665	96%
Special Funds	\$ 1,849,000	\$ 668,321	\$ 769,755	\$ -	\$ 1,438,076	\$ 410,924	78%
CCRP Funds	\$ 6,500,000	\$ 982,133	\$ 534,033	\$ 4,849,169	\$ 6,365,335	\$ 134,665	98%
<b>Total</b>	<b>\$ 55,368,541</b>	<b>\$ 13,496,682</b>	<b>\$ 11,943,373</b>	<b>\$ 29,146,753</b>	<b>\$ 54,586,808</b>	<b>\$ 781,733</b>	<b>99%</b>

*As of June 30, 2024, the financial condition of the Library of Virginia is in accordance with the Appropriation Act and the intent of the General Assembly.*

**Dan Hinderliter**

Deputy of Finance and Administrative Services

<u>Project Title</u>	<u>Task</u>	<u>Salary Budget FY24</u>	<u>Salary Budget Ask FY25</u>	<u>Operating Budget FY24</u>	<u>Operating Budget Ask FY25</u>	<u>Total Budget FY24</u>	<u>Total Budget Ask FY25</u>
21st Century Work Skills	21WS	88,816	102,080	134,300	180,700	223,116	282,780
Adult Services Consulting	ASC	48,607	\$47,377	25,000	\$41,452	73,607	88,829
Cultural Heritage Access and Engagement	CHAE	265,330	284,250	120,000	38,660	385,330	322,910
Document Bank	DBANK	31,029	50,239	3,000	500	34,029	50,739
E-Rate	ERATE	9,714	4,176	4,500	3,000	14,214	7,176
Electronic Records and Open Data	EROD	141,380	194,005	23,000	27,508	164,380	221,513
Find It Virginia	FIVA	30,521	32,686	1,574,007	1,578,239	1,604,528	1,610,925
Interlibrary Loans	ILL	84,104	89,100	20,000	15,000	104,104	104,100
Technology Infrastructure	ITS	149,153	157,450	556,557	582,158	705,710	739,608
Lifelong Learning	LLP	133,828	145,300	1,500	12,876	135,328	158,176
Leadership and Stakeholder Development	LSD	84,688	89,600	115,140	86,284	199,828	175,884
Newspaper Program	NP	34,118	-	-	74,947	34,118	74,947
Public Library Data	PLD	42,595	42,435	56,725	46,845	99,320	89,280
Public Library Infrastructure	PLI	35,545	26,550	158,600	136,135	194,145	162,685
Youth Services Coordinator	YSC	85,088	89,600	115,883	115,691	200,971	205,291
Vacancy Savings			(149,485)				(149,485)
PROJECT TOTALS		1,264,516	1,205,363	2,908,212	2,939,995	4,172,728	4,145,358
Administrative Costs	ADM	\$ 140,000	\$ 140,000	\$ 3,500	\$ 4,000	\$ 143,500	\$ 144,000
Unallocated						\$ -	\$ -
GRAND TOTAL		\$ 1,404,516	\$ 1,345,363	\$ 2,911,712	\$ 2,943,995	\$ 4,316,228	\$ 4,289,358

Available Grant Funding	\$ 4,316,228	\$ 4,289,358
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1,494,848.00	\$ 4,289,358
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\$ 0
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## **Executive Summary - Collections Access and Management Services**

### **NEH National Digital Newspaper Program Grant, 2024-2026**

The Library has been awarded a NEH National Digital Newspaper Program grant. The grant will provide \$232,692 to support a 2-year (2024-2026) project to digitize 100,000 pages of historical Virginia imprint newspapers dating from 1860-1963 that will focus on expanding the African American and German language Virginia newspapers already available on *Chronicling America* as well as a selection of 19<sup>th</sup> century agricultural newspapers and weeklies published in Virginia's Eastern Shore and Southwest. This is the eight NDNF grant awarded to the Library of Virginia, making it the most of any institution supported by the grant program since its inception in 2004.

### **Retirement of Mary S Clark, Director of Acquisitions and Access Management**

Mary Clark, Director of Acquisitions and Access Management is retiring after thirty-six years of service to the Library of Virginia. Mary received her master's degree in library science from the University of North Carolina in 1987 and was hired by the Library as a Reference Librarian the following year. In 1995, she was promoted to coordinate State and Federal Documents in the Technical Services section, becoming the Manager of the State and Federal Publications Program in 1999. Mary served as a technical advisor to the Virginia General Assembly Joint Subcommittee Studying the Public Records Act from 2004-2006 which led to an updated definition of a "publication" in the Code of Virginia to include digital materials which ultimately expanded the State Publications Depository Program.

Mary became the director of the Acquisitions and Access Management section in 2009. In addition to administering the State and Federal Documents and the State Publications Depository System, she became responsible for the acquisition, cataloging, and specialized care of book, journal, magazine, pamphlet, and numerous other print and electronic resources.

In fitting recognition of her significant contributions to the field of state and federal documents, Mary was awarded the Bernadine Abbott Hoduski Founders Award from the Government Documents Roundtable of the American Library Association in 2023.

Mary's impact on the Library has been great. She is widely recognized for her expansive knowledge of the collections, she has ably grown the general collections, she has provided expert guidance of Virginia's Federal Depository Library Program affiliates in Virginia, and she has been instrumental in preparing the collections for the move to the new State Records Center. We will miss her terribly but wish her well in the next chapter of her life. Thank you, Mary!

## **Executive Summary - Government Records Services**

### **State Records**

Archival staff continue to process the backlog of governors' paper records through the Northam administration. We are still awaiting an opinion from the Attorney General's concerning records that have potential privacy issues that may need to be restricted. State Records archival staff also continue to process the backlog of governors' non-email electronic records totaling over ten terabytes. They are nearing completion of Governor Tim Kaine's electronic records.

### **Save America's Treasures Grant**

The Library of Virginia was awarded a Save America's Treasures grant of \$172,828 for the conservation of Legislative Petitions from Dinwiddie, Elizabeth City, Hanover, King William, and Washington counties. All five localities experienced considerable loss of their local court records due to military campaigns and courthouse fires. Consequently, the legislative petitions are an invaluable resource to genealogists and historians researching these localities.

### **The Circuit Court Records Preservation Program (CCRP)**

CCRP grants staff completed visiting circuit court clerks' offices around the Commonwealth to examine records for future preservation grants. The FY2025 CCRP grant cycle will begin on October 16. Last year, over one hundred localities participated. I expect a similar number of participants this year. Chancery causes for Greene County and Wythe County are now accessible on the Chancery Records Index site. Chancery causes for the following localities are currently being scanned: Greene County and Accomack County.

### **Records Management**

The Records Analyst section continues to update retention schedules for state and local agencies. All records analyst staff will be involved in a panel presentation at the annual Virginia Association of Government Archives and Records Administrators conference in October. Records Analyst staff continue to create or update records management tutorials that records officers can access on our YouTube site.

### **Virginia Untold**

Virginia Untold staff continues to coordinate the scanning of free Black registers found in circuit court clerks' offices. Northampton County transferred its register to the Library of Virginia for scanning. Once completed, the register will be added to the From the Page transcription site for indexing. Seventy-seven registers from forty-two localities are accessible on Virginia Untold.

## **Executive Summary - Public Services & Outreach Division**

### **Archives and Library Reference Services**

The summer months are busy ones for Public Service, with visitors who include a research day at the Library of Virginia in their travel plans. In the months of July and August, librarians and archivists completed over 1600 in-person questions, and almost as many by phone and email. This was a slightly different trend from in past months, where our distance reference work predominated. Staff members continued to partner regularly with Education and Outreach on events such as On-the-Go, festivals, and workshops. An ever-popular session “Every House Tells a Story” was presented by archivist Kevin Shupe and librarian Becky Schneider partnered with colleagues from Virginia Untold to hold a hybrid online/in-person workshop called “Envisioning Ancestors with AI.” Working groups on Public Services and LibGuides continue to make strides forward, and staff members collaborated throughout the building on committees devoted to the website and strategic planning.

### **Access Services**

Staff in access services are often the first that our visitors encounter, delivering excellent customer service on a range of needs. Just over 1300 new library cards were issued in July and August, and to complement this, almost 4000 items were shelved by Access Services staff members. Like their counterparts in ALRS, Access Services staff answered 1535 questions at the main service desk, helping our visitors with basic questions about the library, getting a card, checking out materials, using computers and internet as well as printing and scanning. Staff members have increased the number of thematic displays in the service area and reading room, helping our users to find new items of interest. Stacks staff have worked hard over the past several months, shifting books in the reference areas of the 2nd floor and preparing for an eventual move of materials to the SRC.

### **Education and Outreach**

The closing event for the Indigenous Perspectives exhibition was held on August 2, to great success. Virginia tribal organizations joined together for drumming, dance, and recognition. Over 250 participants joined us and enjoyed food from an indigenous food truck. The exhibition closed two weeks later, but not before seeing an additional 2400 visitors in July and August. The rich information site remains online to provide access to a number of videos that were created for the exhibition, including interviews with the Chiefs of Virginia tribes.

Staff members from E&O were very busy throughout the month, providing tours to 277 visitors, and meeting our users where they are with LVA on the Go events, reaching another 322. The Anne and Ryland Brown Teacher Institute worked with 38 teachers from the four regions, providing each with much deeper knowledge of our collections, firsthand experience with the Indigenous Perspectives exhibition and twelve renewal points. Four Brown Fellows worked on projects within the Document Bank project, where their research and work will provide further support for Virginia teachers. Summer interns wrapped up their work too, before returning to college. The showcase of their internship projects was presented to library staff on August 2.

## Executive Summary – Library Development & Networking Division

Reflects notable effort, beyond day-to-day activity.

### 21<sup>st</sup> Century Work Skills – Cindy Church

- **Confidently Equipping Your Libraries with Content Challenges:** This was a series of three in person workshops led by Carson Block attended by 90 library staff. Outcomes included: assessments of their library's current policies and procedures around collection development and public processes and being prepared to fill gaps in library policies and procedures around materials challenges. Selected feedback: “Not only do I have a better understanding about how to respond to content challenges, but networking with the other workshop participants resulted in a feeling of solidarity and hope.” “This was really outstanding, very well designed and the exercises were like nothing else I've been given in a workshop. The interactive nature was really engaging. It was also so rewarding to meet people from other library systems.”
- **IMLS Grant (\$249,000):** The Chief Officers of State Library Agencies, in partnership with members of the **American Library Association E-rate Task Force**, will develop, deliver, and evaluate training for state E-rate coordinators. While E-rate is a simple program in concept, it is highly complex in its execution so this project will develop training materials, multi-day in-person training, and a blueprint for sustainable training in the future. This project will build expertise and maximize the effectiveness of state E-rate coordinators into the future, enabling broader use of the program and bringing individual communities across the country closer to closing the digital divide. Cindy was instrumental in earning this grant and is actively planning the event.

### Library Stakeholder Development, Reagen Thalacker

- The national **United for Libraries Virtual** conference took place July 30 – August 1, 2024. Through our Statewide Membership add-on, for which we cover the cost to attend for all library staff and stakeholders across the Commonwealth, we were able to have 128 folks from Virginia attend either live or watch the recordings on-demand. The cost for the add-on is \$1769. Without this, the total cost of attendance for those 128 would've been \$19,072. The revamped conference allowed registrants had dedicated days for Friends, Trustees, and Foundations. Folks could register for the entire conference or just the days that applied to them.
- The initial draft of a brand new **Friends of the Library Handbook** has been completed and is going through the first stages of review. Virginia has never had a handbook specifically designed to assist libraries and their related Friends groups to guide best practices. A print and virtual version of this product will be made available in FFY25.

### Administration, Nan Carmack

- **Outcome-Based Evaluation Trainings:** to support libraries in working through the strategic planning workbook published this spring, training was provided to Regions 1 and 2.
- **Strategic Foresight Training:** The Botetourt County Public Library along with various county officials requested training in the practice of strategic foresight to better equip themselves to anticipate and respond to community needs.

- **Libraries vs. Loneliness** IMLS National Leadership planning grant pre-application was written and completed. If received, the grant will offer an opportunity to research and collate strategies for libraries of all sizes to combat loneliness in their community.

#### **Adult Services Consulting (ASC) -- Barry Trott**

- **Getting Up to Speed with Generative AI** a four-part training series in September/October for public library staff to introduce them to generative AI, explore ethical use of AI, including copyright and intellectual property, examine security issues around AI use, and look at developing in library programming around AI. Presentations will be from three LVA staff members and one outside speaker. Preregistration for the series is at 260 participants as of 9/3.
- **Library Listening Tour** visited with directors and adult services, outreach, and other public service staff at six region 2 libraries to hear about their work and the challenges that their libraries and communities are facing to help in planning FY25 LDND programs under the ASC project.
- **Partner Projects** LVA is an advisory partner to an IMLS grant awarded to Story Corps to explore how to bring the One Small Step project into public libraries. We will be working with Story Corps and four other advisor institutions to develop turnkey activities that libraries can host in their communities using StoryCorps One Small Step methods and stories.

#### **Public Library Infrastructure (PLI) -- Barry Trott**

- **LDND Info Center Redesign** completed a redesign of the LDND's informational and resources website for public library staff, moving to a new page editor and redesigning all the pages. The process was informed by a survey and discussions with VA library staff and directors.

#### **Youth Services Consulting (YSC) -- Sue La Paro**

- **ImmunizeVA:** partnered with ImmunizeVA to offer a one-hour webinar featuring their [Vaccine Literacy toolkit](#) in addition to information about high-quality vaccination books and handling patrons who may have objections to this type of programming.
- **Pilot Zine Project:** with Sonya Coleman (LVA) and Mary Ann Mason (LVA), developed pilot zine project for public libraries, focusing on "take and make" kits. We received over 20 survey responses and identified twelve possible libraries (two per VLA region) for the pilot program.

#### **Public Library Data (PLD) -- Kim Armentrout**

- **Bibliostat:** prepared the mapping template, survey draft and instructions draft for the upcoming FY2024 Bibliostat survey; submitted to Baker & Taylor for upload into the survey software.
- **State Aid:** preparing FY2026 State Aid estimate for distribution to the public libraries at their September Directors' Meeting.
- **Infographic:** compiled FY2023 public library data for a new Infographic to be added to the LDND InfoCenter and sent out for wider distribution.



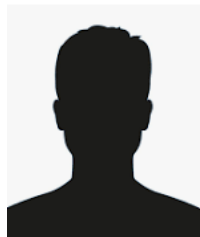
<b>Related Project- FIVA, 21st CWS, LSD, etc</b>	<b>Number of Live Training Provided Directly (virtual or in person)</b>	<b>Total Attendance at Live Trainings</b>	<b>Number of Virtual asynchronous training participation (Niche Academy and United for Libraries</b>	<b>Number of Library Visits, regardless of reason</b>	<b>Resource Usage- databases, United for Libraries, etc.</b>
LSD	4	272	3	9	1 *
21WS	3	60	531	5	
Admin	4	43		6	
FIVA					257,578 *
ASC	8	12*		12	
PLI	4	7			

\*does not include September data.

THE LIBRARY BOARD • July 1, 2024 – June 30, 2025



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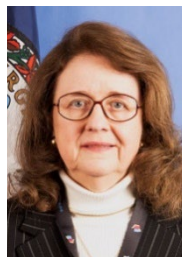
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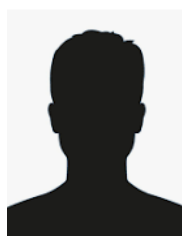
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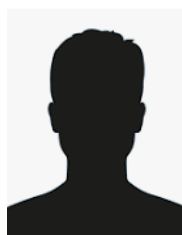
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*Updated 8/21/24.*

## **Library Board Meeting Dates 2024 – 2025**

Unless otherwise noted, meetings are held at the Library of Virginia in Richmond.

### **Friday, September 20, 2024 Committees and Full Board**

Meeting at the State Records Center

1998 Charles City Road, Richmond, VA 23231

8:30 a.m. – 12 p.m.

### **Thursday, November 14, 2024 Potential Joint Boards Retreat with LVA Foundation 1 – 4 p.m.**

### **Monday, January 6, 2025 Committees and Full Board**

8:30 a.m. – 12 p.m.

### **Friday, April 11, 2025 Full Board Only Meeting in Abingdon, Virginia**

### **Monday, June 23, 2025 Committees and Full Board Annual Meeting and Appreciation Lunch 8:30 a.m. – 12 p.m.**