

THE LIBRARY BOARD

Meeting Agenda & Materials

Monday, June 23, 2025

THE LIBRARY OF VIRGINIA
800 East Broad Street
Richmond, Virginia 23219-8000
804-692-3535

AGENDA

MONDAY, June 23, 2025

8:00 a.m.

Continental Breakfast

Conference Rooms A

8:30 a.m. – 9:25 a.m.

Conference Room A

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

Peter E. Broadbent Jr., *Chair*
Shelley Viola Murphy, *Vice Chair*
Chelle Davis
Carol G. Finerty
Samuel Hayes III
Barbara Vines Little
Mary Prentice

Greg Crawford – *Staff Liaison*

Orientation Room

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

Cindy Church, Kim Armentrout – *Staff Liaisons*

9:30 a.m. – 10:20 a.m.

Orientation Room

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

Daniel Hinderliter – *Staff Liaison*

****Met Virtually on June 16****

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

Robert L. Canida II, *Chair*
Barbara Vines Little, *Vice Chair*
Peter E. Broadbent Jr.
Carol G. Finerty
Shelley Viola Murphy
Mary Prentice
Lana Real

Sarah Falls – *Staff Liaison*

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

MONDAY, JUNE 23, 2025

AGENDA

10:30 a.m.

The Library Board Meeting

Meeting Room 2M.020

- | | | |
|--|---|---|
| I. | Call to Order | C. Paul Brockwell Jr., Chair |
| II. | Approval of Agenda | The Board |
| III. | Welcome to Visitors and Staff | C. Paul Brockwell Jr., Chair |
| IV. | Public Comment | |
| V. | Approval of the Library Board Minutes of April 11, 2025 | The Board |
| VI. | Commending Resolutions
A. Honoring the Service of Outgoing Library Board Members Little and Real
B. Honoring the Life and Service of Dr. John Metz | The Board |
| VII. | Reports from Other Organizations
A. Friends of the Virginia State Archives | |
| VIII. | Committee/Division Reports
A. Archival, Collections, and Records Management Services Committee
B. Education, Outreach, and Research Services Committee
C. Legislative and Finance Committee
D. Public Library Development Committee
Action Items: 1. Approval of State Aid Waiver Requests
2. Approval of FY26 State Aid Allotments
E. Bylaws Committee
Action Item: 1. Approval of Bylaw Amendments
F. Library of Virginia Foundation | Peter E. Broadbent Jr.
Barbara Vines Little
L. Preston Bryant Jr.
Elizabeth “Betsy” Fowler
Malfourd W. “Bo” Trumbo
R. Scott Dodson |
| VIII. | Report of the Librarian of Virginia | Dennis T. Clark |
| IX. | Report of the Chair/Executive Committee
Action Items: 1. Approval of Committee Recommendations on Librarian’s Performance Review | C. Paul Brockwell Jr. |
| X. | Report of the Nominating Committee
Action Item: Approval of Proposed Slate of Officers for 2025-2026 | Blythe Ann Scott |
| XI. | Old or New Business
Action Item: Approval of Proposed Meeting Dates for 2025-2026 | |
| XII. | Passing of the Gavel/Adjournment | |
| ** The Annual Luncheon will take place in the first-floor conference rooms beginning at 12:30 p.m.** | | |

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

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

Date: Monday, June 23, 2025 – 8:30 a.m. – 9:25 a.m.

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

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

Greg Crawford – *Acting Staff Liaison*

AGENDA

1. Welcome/Call to Order
2. Update on Governors’ e-records Backlog
3. Chancery Records Index – 25th Anniversary
4. Update of Diseased Microfilm
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: **PUBLIC LIBRARY DEVELOPMENT COMMITTEE**

Date: Monday, June 24, 2024 -- 8:30 a.m. – 9:25 a.m.

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

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

Cindy Church, Kim Armentrout – *Staff Liaisons*

AGENDA

1. Welcome/Call to Order
2. State Aid Waiver Requests and Recommendations – Kim Armentrout
3. State Aid Allocation Review and Recommendations – Kim Armentrout
4. Adjournment

Committee Action Items:

1. Report Recommendations on 2025 Waiver Requests
2. Approval of FY2026 State Aid Allocations

Board Information Items:

1. Report of the Committee Chair

Board Action Items:

1. Approval of Committee Recommendation on 2025 Waivers
2. Approval of Committee Recommendations for FY26 State Aid

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

Committee Name: **LEGISLATIVE AND FINANCE COMMITTEE**

Date: **Monday, June 24, 2024 – 9:30 a.m. – 10:20 a.m.**

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

Committee Members: 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
Malfourd W. “Bo” Trumbo

Daniel Hinderliter – *Staff Liaison*

AGENDA

1. Welcome/Call to Order
2. Legislative and Budget Update
3. Review of Statement of Financial Condition
4. Review of Potential Budget Decision Packages
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: **EDUCATION, OUTREACH, AND RESEARCH SERVICES
COMMITTEE**

Date: Monday, June 16, 2025 – 8:30 a.m. – 9:20 a.m.

Place: Electronic Meeting Via Teams

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

Sarah Falls – *Staff Liaison*

AGENDA

1. Welcome/Call to Order
2. Brown Teachers Institute Update
3. VA250 Programming Update
4. LibGuides Overview
5. Programming Schedule for 2025-2026
6. Signage/Wayfinding Update
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
EDUCATION, OUTREACH AND RESEARCH SERVICES COMMITTEE
MEETING MINUTES

Monday, June 16, 2025
9:00 am – 10:00 am via Zoom

Committee Members Attending: Barbara Vines Little (Chair), Robert L. Canida II (Vice Chair), Chelle Davis, Samuel Hayes III, Shelley Viola Murphy, Paul Brockwell, ex officio

Staff Liaison: Sarah Falls.

Committee Members Absent: Lana Real, Carol Finerty and Mary Prentice.

1. Chair Barbara Little called the meeting to order, and invited Staff Liaison Sarah Falls to report out on the work of her team.
2. Ms. Falls shared the Brown Teachers institute is almost completely booked for four locations in Virginia this year, including UVA Wise, Fredericksburg, James Madison University, and Christopher Newport University. This year will highlight many of the themes and topics explored in the upcoming exhibition House to Highway: Reclaiming a Community History.
3. She also reported the VA250 exhibition at the Library will be a collaborative partnership with Old Dominion University. Students will envision individuals from the Legislative Petitions held by the Library and create original artworks. The exhibition will be up in Richmond from June 29-Dec. 31, 2025, with a smaller version at ODU's Perry Library.
4. Ms. Falls invited committee members to look for the updated signage in the lobby and shared plans for further wayfinding improvements. In closing, she thanked Ms. Little for her dedication and hard work on the committee as chair.
5. Meeting adjourned.

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

Committee Name: **EXECUTIVE COMMITTEE**

Date: Wednesday, May 28, 2025 -- 2:00 p.m.

Place: **Library of Virginia**
Office of the Librarian - 2M.031
800 East Broad Street, Richmond, VA 23219

Committee Members: C. Paul Brockwell Jr., *Chair*
Malfourd W. "Bo" Trumbo, *Vice Chair*
Peter E. Broadbent Jr.
L. Preston Bryant Jr.
Robert L. Canida II
Suzette Denslow
Blythe Ann Scott, *Past Chair*
Staff Liaison: Dennis Clark, Librarian of Virginia

AGENDA

1. **Call to Order**
2. **Performance Review of the Librarian of Virginia:** *The Executive Committee will enter into closed session to discuss the performance review of the Librarian of Virginia pursuant to VA Code § 2.2-3711.A.1 and A.8.*
3. **Discussion of Honorary Patron of Letters Degrees:** *The Executive Committee will enter into closed session to discuss potential recipient of honorary degrees pursuant to VA Code § 2.2-3711.A.11.*
4. **Bylaws Committee Report**
5. **Adjournment**

Committee Action Items:

Review Performance and Committee Reported Motions for Annual Meeting
Review Patron of Letters Recommendations
Review Bylaws Amendment Committee Report

Board Action Items:

Acceptance of Report of the Executive Committee
Motions of the Executive Committee Related to Annual Performance Review
Patron of Letters Recommendations

Board Information Items:

Report of the Committee Chair

THE LIBRARY BOARD
of
THE LIBRARY OF VIRGINIA

EXECUTIVE COMMITTEE MINUTES

Wednesday, May 28, 2025
2 p.m. | Office of the Librarian 2M.031

Members Present: C. Paul Brockwell Jr. (Chair), Malfourd W. “Bo” Trumbo (Vice Chair), Peter E. Broadbent Jr., L. Preston Bryant Jr. and Suzette Denslow **Virtual Attendees:** Robert L. Canida II, Blythe Ann Scott,

Additional Attendees: Dennis T. Clark, Librarian of Virginia
Abigail Gump, Board Counsel, Office of the Attorney General

I. **Call to Order:** Chair Paul Brockwell called the meeting to order at 2 p.m. He noted the presence of a quorum assembled on site and welcomed virtual attendees, including Robert Canida, Blythe Ann Scott, and Board Counsel Abigail Gump.

II. **Performance Review of the Librarian of Virginia:** Vice Chair Bo Trumbo moved that pursuant to the *Code of Virginia*, Section 2.2-3711, the Executive Committee of the Library Board enter a closed meeting for the following purposes:

1. *Under subsection A.1, to discuss and consider the performance review of the Librarian;*
2. *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; and*
3. *Under subsection A.11, to discuss or consider honorary degrees.*

Peter Broadbent seconded the motion, and a roll call vote was recorded: **Ayes** – Brockwell, Broadbent, Bryant, Canida, Scott, and Trumbo; **Nays** – none; **Abstentions** – none.

III. **Certification of Closed Session:** The Executive Committee entered open session. Mr. Trumbo moved that the Library Board certify by roll-call vote that, to the best of each members’ knowledge:

1. *Only public business matters lawfully exempted from open business meeting requirements under this chapter, and*
2. *Only such public business matters as identified in the motion by which the closed meeting was convened were here, discussed or considered in the meeting.*

Mr. Broadbent seconded the motion. Mr. Brockwell asked if any member of the committee believes that there was a departure from the requirements of the clauses 1) and 2) in the motion and asked them to state any concerns prior to the roll-call vote. Hearing no concerns, he called the roll: **Ayes** – Brockwell, Broadbent, Bryant, Canida, Denslow, Scott, and Trumbo; **Nays** – none; **Abstentions** – none.

- IV. **Performance Review:** Following the certification, Mr. Brockwell summarized that the committee is very pleased with and incredibly grateful for Dennis's leadership of the Library of Virginia. The evaluation subcommittee believe Dennis has performed admirably during a time of great uncertainty. He continues to exceed expectations, and had provided excellent leadership and strategic direction for the Library. The following motions were reported:
1. *Mr. Trumbo moved that the Library Board award a 5% performance bonus as authorized under section 4-6.01(D)(2)(b)(1) of the Appropriations Act and based on the highly favorable annual assessment of performance. Pursuant to the Code of Virginia, this bonus shall be over and above the salaries listed in the Appropriation Act, and shall not become part of the base rate of pay. Preston Bryant seconded the motion, and it was approved unanimously.*
 2. *Mr. Trumbo also moved that Library Board approve a 1.5% one-time state authorized performance bonus as authorized under Item 469 of the 2025 Appropriations Act. Pursuant to the Code of Virginia, this bonus shall be over and above the salaries listed in the Appropriation Act, and shall not become part of the base rate of pay. Mr. Bryant seconded the motion, and it was approved unanimously.*
- V. **Bylaws Committee Report:** Mr. Brockwell mentioned the summary of proposed bylaws changes included in the meeting packet. The major updates reflect new nomenclature of committees to align with structural and name changes at the Library. Where possible, language was updated to clarify and simplify. A brief discussion followed, and he invited members to share feedback on the proposed edits with Bylaws Committee Chair Bo Trumbo, who will work closely with Dennis and the board chair to finalize proposals and share with the Board no later than 10 working days before the annual meeting.
- VI. **Adjournment:** Hearing no additional business, the committee adjourned at 3 p.m.

LIBRARY BOARD
BYLAWS COMMITTEE REPORT

April 11, 2025

Thank you, Mr. Chair!

The committee has begun to work with Dennis to evaluate potential updates to the Bylaws. In particular we are looking like to update the committee nomenclature to reflect recent structural changes in the Library's leadership and operational areas and to update our bylaws to comport with the Library of Virginia Foundation Bylaws when it comes to selection of our two representatives to their board of directors.

The Library Board Bylaws require notice of amendments to be sent to the board at least 10 days prior to the meeting at which action is to be taken.

Our hope is to conclude the review and share draft proposals from the committee before the June annual meeting.

— Bo Trumbo, Past Chair

NOMINATING COMMITTEE REPORT OF THE LIBRARY BOARD

At the April 11 meeting, the committee reported a slate for the two elected officers of chair and vice chair. The board will vote on this proposed slate at the annual meeting in June. The committee this year consisted of Blythe Scott as chair, C. Paul Brockwell Jr., L. Preston Bryant Jr., Robert L. Canida II, and Suzette Denslow.

The committee moves the election of the following nominees for Board officers to one-year terms commencing July 1, 2025:

- Chair: Malfourd W. “Bo” Trumbo
- Vice Chair: Elizabeth “Betsy” Fowler

Additionally, the committee moves the election of the following Board members to serve a one-year term on the Executive Committee, commencing July 1, 2025:

- C. Paul Brockwell Jr.
- Peter E. Broadbent Jr.
- L. Preston Bryant Jr.
- Robert L. Canida II
- Blythe Ann Scott

Lastly, I want to thank the committee for their service. We are also in unanimous agreement on this slate and are thankful for these individuals who are willing to serve in these leadership roles.

— Blythe Ann Scott, Chair



THE LIBRARY BOARD COMMITTEE MEETING MINUTES

Friday, April 11, 2025

800 East Broad Street, Richmond, VA 23219

ARCHIVAL, COLLECTIONS, AND RECORDS MANAGEMENT SERVICES COMMITTEE

Committee Members Attending: Peter E. Broadbent Jr. (Chair), Shelley Viola Murphy (Vice Chair), Chelle Davis, Carol Finerty, Samuel Hayes III, Barbara Vines Little, Mary Prentice, and Malfourd W. “Bo” Trumbo **Staff Liaison:** John Metz.

Chair Peter Broadbent called the meeting to order. Following extensive input from committee members during the November meeting and subsequent rounds of revisions by staff, the committee reviewed the latest version of the Collection Development Statement. Samuel Hayes III moved the committee approve the statement and report a motion recommending the Library Board approve the updated statement. The motion was seconded and carried unanimously.

Other topics of discussion were key staff positions to be filled in Collections, the Circuit Court Records Preservation (CCRP) grants awarded to 105 localities and activities around Records Management Month.

Hearing no additional business, the committee adjourned.

PUBLIC LIBRARY DEVELOPMENT COMMITTEE Committee Members Attending: Elizabeth “Betsy” Fowler (Chair), C. Paul Brockwell Jr., Robert L. Canida II, and Blythe Ann Scott. **Staff Liaison:** Cindy Church.

Committee Members Absent: L. Preston Bryant Jr., Suzette Denslow, Lana Real.

Chair Elizabeth “Betsy” Fowler called the committee to order. The committee considered a staff recommendation to pursue updates to the administrative code that would eliminate the certification fee of \$50.00 now required for people. Staff shared the loss of revenue is minimal – approximately \$5,500 a year or less. The initiative aligns with the Governor’s priorities for regulatory simplification and is seen as a supportive move for new librarians. Paul Brockwell moved the committee endorse the proposal and report a recommendation to the Library Board that the Board authorize Library staff to begin required regulatory processes to eliminate the filing fee and update the administrative code. The motion was seconded and approved unanimously by the committee members. Ms. Kim Armentrout, the Library’s Grants & Data Coordinator, provided a preliminary review of local funding for libraries which showed some jurisdictions have fallen below previous funding levels. A finalized list for potential State Aid waivers will be presented at the June committee meeting with staff recommendations for action.

Dr. Jennifer Brown, president of the Virginia Public Library Director Association, provided an update on the state of public libraries in Virginia and shared concerns about potential funding losses and discussed

efforts to address these issues collaboratively. She also discussed the evolving role of public libraries in community support and education.

Hearing no additional business, the committee adjourned.

LEGISLATIVE AND FINANCE COMMITTEE

Committee Members Attending: Malfourd W. “Bo” Trumbo (Vice Chair), C. Paul Brockwell Jr., Peter E. Broadbent Jr., Elizabeth “Betsy” Fowler, and Blythe Ann Scott. **Staff Liaison:** Dan Hinderliter.

Committee Members Absent: L. Preston Bryant Jr., Suzette Denslow.

Vice Chair Bo Trumbo called the meeting to order. Mr. Hinderliter informed the committee that, despite uncertainty about federal funding prompted by the executive order which categorized the Institute for Museum and Library Services (IMLS) as unnecessary, the Library received its usual reimbursement from the federal agency. The Library is confident that funding will continue through this federal fiscal year. He confirmed there are no current issues with state aid to libraries as those funds are appropriated by the General Assembly.

Mr. Hinderliter also reported the capital projects are progressing well. The State Records Center expansion is on schedule and within budget. The design committee for 800 East Broad Street has reviewed architectural and engineering proposals from multiple candidate firms and will begin interviews next month with a goal of awarding a contract by the start of the new fiscal year. In addition, the General Assembly approved funding for the Print Collection Inventory in the Budget Bill signed by the Governor. Paul Brockwell also reported on the status of the Patron of Letters bill.

Hearing no additional business, the committee adjourned.

EDUCATION, OUTREACH AND RESEARCH SERVICES COMMITTEE

Committee Members Attending: Barbara Vines Little (Chair), Robert L. Canida II (Vice Chair), Chelle Davis, Carol Finerty, Samuel Hayes III, Shelley Viola Murphy, and Mary Prentice. **Staff Liaison:** Sarah Falls.

Committee Members Absent: Lana Real

Chair Barbara Vines Little called the meeting to order. Staff liaison Sarah Falls shared updates on upcoming programming including the House to Highway exhibit, the 2025-2026 Weinstein Virginia Author Series, VA250 activities and LVA on the Go. She also presented on recent steps to improve researcher experience at the Library, such as the development of a “Before You Go” guide and updated signage throughout public areas. Discussions also covered the launch of the Library’s new website which is expected to significantly improve user experience and accessibility.

Hearing no additional business, the committee adjourned.



THE LIBRARY BOARD MEETING MINUTES

Friday, April 11, 2025

10:30 a.m. | 800 East Broad Street, Richmond, VA 23219

Board Members Attending: C. Paul Brockwell Jr. (Chair), Peter E. Broadbent Jr., Robert L. Canida II, Chelle Davis, Carol Finerty, Elizabeth “Betsy” Fowler, Samuel Hayes III, Barbara Vines Little, Shelley Viola Murphy, Mary Prentice, Blythe Ann Scott, and Malfourd W. “Bo” Trumbo (Vice Chair).

Board Members Absent: L. Preston Bryant Jr., Suzette Denslow, Lana Real

LVA and LVA Foundation Staff Attending: Dennis T. Clark, Librarian of Virginia; John Metz, Daniel Hinderliter, Greg Crawford, Sarah Falls, Angela Flag, Cindy Church, Tracy Molnar, Kim Armentrout, Scott Dodson, Pia Trigiani, Elaine McFadden

Additional Attendees: Conley Edwards, president, Friends of the Virginia State Archives; Dr. Jennifer Brown, president, Virginia Public Library Director Association; Abigail Gump, Assistant Attorney General and Board Counsel

- I. **Call to Order:** Mr. Brockwell, board chair, called the meeting to order at 10:30 a.m. and noted the presence of a quorum.
- II. **Approval of Agenda and Minutes:** Mr. Brockwell asked for a motion to approve the agenda. Mr. Trumbo moved, and the motion was seconded. The board approved the agenda. He then called for a motion to approve the meeting minutes for 5 February 2025. Mr. Trumbo moved approval of the minutes, and the motion was seconded. The board approved the minutes.
- III. **Welcome to Visitors and Staff:** Mr. Brockwell extended a warm welcome to everyone and thanked the members and staff for their engagement.
- IV. **Public Comment:** Dr. Jennifer Brown, director of the Augusta County Library and outgoing president of the Virginia Public Library Directors Association, provided a brief message of appreciation for the critical support public libraries receive from the Library of Virginia including access to resources, programming, and professional development. She emphasized how libraries strengthen communities through literacy programs, workforce development and outreach.
- V. **Report from Partner Organizations:** Conley Edwards, president of the Friends of the Virginia State Archives, shared a summary of recent activities to include the 31st Annual Straight to the Source Program, which featured presentations from Library of Virginia staff members.

VI. Committee/Division Reports:

A. Archival, Collections, and Records Management Services Committee: Committee Chair Broadbent said that the committee unanimously reported a motion to recommend that the full board approved the 2025 Collections Development Statement. The board unanimously approved it without objection. John Metz, Chief of Collections & Archives, announced the Library's intent to fill critical three positions:

- Director of Collection Stewardship
- Chief Preservation Officer
- Director of Special Collections

State Archivist Greg Crawford shared the Circuit Court Records Program (CCRP) awarded around \$2 million in grants to fund 114 preservation projects across Virginia.

B. Communications, Education, Outreach and Research Services Committee: Sarah Falls, Chief of Researcher Engagement, discussed her team's efforts to create a more comprehensive "Know Before You Go" guide to prepare researchers for their visit to the Library. She also highlighted upcoming summer events the Brown Teacher Institute, the House to Highway exhibit and other VA250 programming.

C. Legislative and Finance Committee: Dan Hinderliter, Chief Operations Officer, shared details of Library's financial condition and recent expenditures. Mr. Hinderliter acknowledged the Library received one of its IMLS reimbursements for federal fiscal year 2025, but there is no expectation that the Library will receive the same next year. These funds represent 16% of the Library's budget, and their loss will require the Library to make significant changes to its operations.

D. Public Library Development Committee: Committee Chair Betsy Fowler reported a committee motion for the board approve a staff recommendation to begin regulatory action to eliminate the librarian licensing fee currently in the Virginia Administrative Code. The committee moved that the board authorize staff to begin the regulatory process for updating the administrative code to eliminate the \$50 filing fee for the licensing and certification of public librarians. Mr. Brockwell shared that staff's analysis of peer states showed that Virginia is one of few states that charges a fee for certification. The annual funds collected from this fee are typically \$5,500 or less. Additionally, this change helps the Library continue to align with the goals of the Governor's Office to reduce and eliminate regulatory burdens/barriers. The board approved the motion unanimously. He also thanked Interim Chief of Library Development Cindy Church, for her leadership. Ms. Church shared her appreciation to Dr. Brown for addressing the committee and for discussing the vital role libraries play in strengthening communities. A thoughtful discussion followed on the significant impact of IMLS funding on local libraries and educational institutions.

E. Library of Virginia Foundation: Foundation Board President Pia Trigiani began by expressing her ongoing support for the Library and emphasized her awareness of the crucial role fundraising plays, especially considering reduced federal funding. The foundation's executive director, Scott Dodson, followed with an update on recent fundraising efforts spearheaded by the foundation, noting that they have received official notice indicating the termination of some federal grant funding.

F. Nominations Committee: Committee Chair Scott reported the following nominees for officers of the board for 2025-2026

- **Chair:** Malfourd W. “Bo” Trumbo
- **Vice Chair:** Elizabeth “Betsy” Fowler

Mr. Brockwell thanked Ms. Scott and the committee for their work and shared his gratitude for both Mr. Trumbo and Ms. Fowler to serve in these leadership roles. The board will vote on the slate during its Annual Meeting.

- G. Bylaws Committee:** Mr. Trumbo reported the committee has begun to evaluate updates to Bylaws, including new nomenclature for committees to reflect recent organizational changes. Board members will be notified of these changes at least 10 days prior to the meeting at which action is to be taken.

- VII. Report of the Librarian:** Mr. Clark reported that the Library of Virginia’s three major projects are progressing well. The State Records Center (SRC) expansion remains both on schedule and within budget. The Library received nine high-quality proposals from architectural firms for the schematic design of a renovation of 800 East Broad. He also shared that funding has been secured for the Print Collection Inventory Control Project, which is critical for the Library staff to prepare for the SRC expansion and movement of collections through proper inventory, barcoding, and management of its extensive print collections. Mr. Clark addressed the impact of the March 14 federal executive order aimed at reducing government spending, which calls for the elimination—to the maximum extent possible—of the Institute of Museum and Library Services (IMLS). IMLS currently provides 16% of the Library’s overall budget, partially funding 30 different staff positions. While federal funding is expected to continue through the remainder of this fiscal year, renewal beyond that appears unlikely. While the Library is actively coordinating with both state and federal stakeholders, Mr. Clark noted that no immediate solutions are expected, and the institution is preparing for a challenging year ahead. In conclusion, Mr. Clark shared the 2024 Annual Impact Report with the board members and announced the Library’s Strategy & Goals would be published in the next Broadside edition.
- VIII. Report of the Chair:** Chair Brockwell thanked everyone for completing compliance training and required filings. He shared that potential board member prospects have been shared with the Secretary of Education’s office. The Executive Committee is also planning to complete the annual review of the Librarian and formulate Patron of Letters recipient recommendations ahead of the June Annual Meeting.
- IX. Old or New Business:** Chair Brockwell recognized the Librarian to introduce a commending resolution to honor Glenn Smith’s 40 years of service to the Library of Virginia. State Archivist Greg Crawford shared how Mr. Smith was instrumental to the creation and success of the Circuit Court Records Preservation Program and enduring collaboration established between circuit court clerks and the Library.

*A COMMENDING RESOLUTION OF THE LIBRARY BOARD
Honoring the Exceptional Contributions of Glenn Smith*

WHEREAS Glenn Smith began his distinguished career with the Library of Virginia on July 1, 1984, as a Library Assistant; and

WHEREAS over the course of his 40 years with the Library of Virginia, Mr. Smith made significant contributions as the first manager of the Circuit Court Records Preservation program. Mr. Smith traveled extensively across the state, advising circuit court clerks on the importance of preserving the oldest and most historically significant records in the United States, including land records, wills, civil cases, criminal suits, military records, and tax records; and

WHEREAS Mr. Smith was also a dedicated member of the Records Analyst section where he provided valuable assistance to state and local government agencies on the processes of proper records management. Mr. Smith led the Records Management Oversight Committee, where he provided invaluable clarifications and historical context, fostering meaningful discussions and facilitating thoughtful decision-making; and

WHEREAS Mr. Smith's service was marked by his graciousness and the deep appreciation of the circuit court clerks and records officers he served, who benefited greatly from his extensive expertise and guidance; and

WHEREAS Glenn Smith retired on January 1, 2025, after more than 40 years of exceptional service to the Library of Virginia and the citizens of the Commonwealth of Virginia; now, therefore, be it

RESOLVED, by the Library Board, on this 11th day of April 2025, that Glenn Smith be commended for his exceptional and dedicated service to the Library of Virginia, and for his substantial contributions to the continued success of the Library; and be it further

RESOLVED, that this Resolution be incorporated into the minutes of this meeting, and that a copy be presented to Glenn Smith upon his retirement as a token of the Board's deep gratitude for his years of service to the Library of Virginia and the Commonwealth of Virginia.

Mr. Trumbo moved the approval of the resolution, and Ms. Little seconded. The board unanimously approved the resolution.

- X. **Adjournment:** Hearing no additional business, Mr. Brockwell adjourned the meeting at 12:07 p.m. The board's Annual Meeting & Appreciation Lunch will be June 23, 2025.



LIBRARY OF VIRGINIA

A COMMENDING RESOLUTION OF THE LIBRARY BOARD

Honoring the Service of Ms. Lana Real

WHEREAS Ms. Lana Real was appointed to an unexpired five-year term on the Library Board in 2021, by Governor Ralph S. Northam; and

WHEREAS Ms. Real began her service in the wake of a 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 prior to this appointment, Ms. Real served as a library media specialist with the King William Public School library; and

WHEREAS during her tenure on the Board, Ms. Real was an active member of the Public Library Development Committee from 2021 to 2025, serving as its Vice Chair for two years as well as the Communication, Education, Outreach, and Research Services Committee from 2021 to 2025; and

WHEREAS Ms. Real brought valuable perspectives and insights to the Library's programming as a member of the Upper Mattaponi Indian tribe, a community she now serves as legislative clerk; and

WHEREAS Ms. Real has been a strong advocate for the mission of the Library of Virginia and a supporter of its many programs and initiatives; and

WHEREAS Ms. Real has served 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 23rd day of June 2025 that the Library Board recognize Ms. Lana Real 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 Ms. Lana Real as a token of the Board's appreciation of her service to the Library and to the Commonwealth of Virginia.

C. PAUL BROCKWELL JR.
CHAIR

DENNIS T. CLARK
LIBRARIAN OF VIRGINIA



LIBRARY OF VIRGINIA

A COMMENDING RESOLUTION OF THE LIBRARY BOARD

Honoring the Service of Barbara Vines Little

WHEREAS Barbara Vines Little was appointed in October 2015 to a five-year term on the Library Board by Governor Terence R. McAuliffe and re-appointed to a second term on the Board in 2020 by Governor Ralph S. Northam; and

WHEREAS she has served faithfully and with distinction over the past decade as a member of several Board committees, including as chair of as both the Archives, Collections and Records Management Services Committee and the Communication, Education, Outreach, and Research Services Committee; and

WHEREAS Ms. Little has been a professional genealogist since 1982, specializing in the Commonwealth of Virginia and the State of West Virginia, and accredited as a Certified Genealogist; and

WHEREAS she served as board member and president of both the Virginia Genealogical Society and the National Genealogical Society, and is a nationally recognized lecturer on Virginia records and genealogical research; and

WHEREAS she has been the editor of the “Magazine of Virginia Genealogy” for many years, writing numerous articles on Virginia genealogy and several books on Virginia court records, with her comprehensive book on historic Virginia records to be published later this year; and

WHEREAS she has been a fierce advocate for the research community, representing the needs of genealogists and other researchers with tenacity and genuine enthusiasm and has been steadfast in her support of the Library and its important role as steward of collections with rich, vital historical records that shed light on personal history of people in the Commonwealth; now therefore

BE IT RESOLVED by the Library Board on this 23rd day of June 2025 that the Library Board recognize Barbara Vines Little for her exemplary decade of service and spirited leadership; 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 Barbara Vines Little as a token of the Board’s appreciation of her service to the Library and to the Commonwealth of Virginia.

C. PAUL BROCKWELL JR.
CHAIR

DENNIS T. CLARK
LIBRARIAN OF VIRGINIA



LIBRARY OF VIRGINIA

A RESOLUTION OF THE LIBRARY BOARD

Commemorating the Life and Service of Dr. John D. Metz, Deputy State Librarian

WHEREAS John D. Metz devoted more than a decade of exemplary service as Deputy State Librarian for Collections and Programs at the Library of Virginia, guiding the institution with steadfast dedication from 2014 until his passing on May 12, 2025; and prior to that appointment, served with distinction as Director of Collection Management Services and, later, Director of Archives, Records, and Collections Services from 2008 to 2014; and

WHEREAS in this capacity, Dr. Metz oversaw the administration of multiple critical divisions including Collections Access & Management Services, the State Records Center, Public Services and Outreach, and Library Development and Networking, effectively coordinating a wide range of activities such as research, reference, archives, special collections, circulation, exhibitions, educational programs, and library development; and

WHEREAS Dr. Metz served as a key member of the Librarian's Senior Leadership Team, bringing his in-depth knowledge of the Library's collections and institutional memory to bear in setting policy and strategic direction for one of the nation's premier research institutions; and

WHEREAS he responsibly managed an extensive team of more than XX staff and a multi-million-dollar budget, demonstrating outstanding administrative and managerial acumen while representing the Library with integrity and professionalism to external audiences and stakeholders; and

WHEREAS Dr. Metz's commitment to advancing library and archival services and fostering access to knowledge profoundly enriched the archival and research capabilities available to all Virginians and beyond; and

WHEREAS John D. Metz was a lifelong scholar who earned his Bachelor of Arts, cum laude, in anthropology from Washington and Lee University; a Master of Arts in anthropology from the College of William and Mary; a Master of Science in Information Sciences from the University of Tennessee, Knoxville; and a Doctor of Philosophy in American and New England Studies from Boston University; and

WHEREAS Dr. Metz was the paragon of a gentleman scholar, inspiring countless colleagues through his mentorship and collegial spirit while upholding the highest standards of public service and dedication to education and community through kindness; and

WHEREAS his passing is deeply mourned by the Library of Virginia, the Commonwealth, and the wider library and archival communities who benefited from his passion and leadership; now, therefore, be it

RESOLVED by the Library Board on this 23rd day of June 2025 that the Library Board honor the memory of Dr. John D. Metz and express its sincere gratitude for his exceptional service and lasting contributions to the libraries and people 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 presented to his family as a symbol of respect, appreciation, and remembrance for his service to the Commonwealth of Virginia.

C. PAUL BROCKWELL JR.
CHAIR

DENNIS T. CLARK
LIBRARIAN OF VIRGINIA

Executive Summaries for June 23, 2025

Collections and Archives (formerly Collections Access and Management Services)

Government Records Services

State Records archival staff are nearly completed with processing Governor Northam's paper records. What remains to be processed have potential restriction issues. We are having regular meetings with LVA's Attorney General representative to address these issues. State Records archival staff also continue to process the massive backlog of governors' non-email electronic records. LVA issued a Request For Information (RFI) requesting submissions from vendors who have experience processing electronic records using artificial intelligence. We received responses from twenty-five vendors.

The online Chancery Records Index enter its twenty-fifth year this year. It continues to be one of the most accessed collections on our website. Currently, over thirteen million images of chancery causes from hundred localities are accessible on our Chancery Records Index site. This year we will add the city of Richmond chancery causes that date from 1783 to 1885. This collection will be a valuable addition for historians and genealogists.

April was Records and Information Management Month. As part of RIMM, one hundred fifty-four record officers from state and local government agencies participated in a virtual Town Hall on April 23 led by the Records Analyst section. The topic was disaster preparedness - what agencies need to do now to ensure preservation of records prior to a natural or man-made disasters. The Virginia Association of Government Archives and Records Administrators (VAGARA) held an educational meeting at LVA in April. Records analysts led a presentation on electronic records and provided tours of LVA and the State Records Center for participants.

The diseased microfilm duplication project continues to go well. We are currently sending on average 15,000 reels a year to Backstage to determine if they are acetate/diseased, generate duplicate film of the acetate/diseased film, and enter metadata found on targets into our box management system. 80% of the reels examined are duplicated by Backstage. There are approximately 100,000 reels remaining to be evaluated for duplication.

Researcher Engagement (formerly Public Services & Outreach)

Education and Outreach

From April through June, public programming has been robust. Of note, the April 17th screening of "Finding Edna Lewis" with panel discussion brought 175 attendees to the Library. "Let's Talk about Housing" with Tim Kaine, in partnership with HOME of VA brought 125 attendees. This year's Weinstein Series kicked off on April 19 with author Katrina Powell, and the following month on May 15, David Baldacci returned to the Library for a lively discussion and sold-out discussion and book signing. LVA on the Go has had some successful trips, one to Thomas C. Boushall Middle School, local to the Richmond area, and another to Roanoke Public Library's Ride & Read event, resulting in over 500 visits with students and community members.

On June 12, 2025, this year's VA250 programming kicked off with author and speaker Andrew Lawler. Each VA250 presentation will have a "pop up" exhibition with documents that relate to

the talk. E&O staff created a takeaway booklet called “Commemorate the 250th Anniversary of the American Revolution and Independence with Library of Virginia Resources” that can be used as a research guide and will be distributed at upcoming outreach events. Mari Julienne, John Deal and Ken Forrest contributed to research on 280 individuals who had connections to the Virginia State Capitol for an upcoming exhibition to open in Jan 2026. Planning is well-underway for the opening of the exhibition House to Highway: Reclaiming a Community History. The public opening for the exhibition is Thursday, July 17, and a full slate of public programs are scheduled throughout the almost 8-month run of the exhibition. Finally, Mapping the Commonwealth closed on June 7, with a successful final few months, which included a day-long map symposium at the Library and a two-month attendance of almost 2000.

Access Services and Archives and Library Reference Services

Our public research services continue to be busy, with strong focus on updating web pages and research guides. New to the public service floors are a range of directional signs, with more coming throughout the summer. We continue to update services and spaces to meet user needs. Stacks manager, Mary Hennig is working with two different committees related to the logistics of the State Records Center expansion.

Library Development (formerly Library Development & Networking)

Adult Services Consulting

We drafted a report looking at the return on investment for our Niche Academy subscription. Since the subscription began in 2020, over 5,100 Virginia library staff members have enrolled in over 52,000 courses on topics ranging from shelf reading to creating a safe library to dealing with materials challenges. Figuring an average cost of \$50 for an individual to attend a library training (a low estimate based on the cost of trainings offered to library staff by organizations such as the American Library Association, PLA, LJ, and others), and using enrollment data from Niche Academy, we calculate that over the 4-year course of our Niche subscription, we have provided the equivalent of \$2,610,950 worth of staff training in the Commonwealth. The costs of the LVA subscription to Niche Academy and the cost of licensing content for use in the LVA Staff Academy during this time has been \$200,000. This gives a return on investment of \$13 for every \$1 spent.

Barry presented a training on using data to inform library services for the State Library of Tennessee’s Public Library Management Institute for library staff seeking a Certified Public Manager credential.

Find It Virginia

Barry worked with EBSCO to launch a new user experience for the Accel5 business library that should improve user access and statistical reporting. Following the launch, Barry reviewed all public library websites to make sure they had updated links and descriptions and contacted those libraries that had not done so.

Public Library Infrastructure

Working with our consultant, we launched the final two website updates for Campbell and Russell counties. Barry began working on checking accessibility for all the LVA WordPress sites

in preparation for making sure that all the sites are WCAG AA accessibility compliant by April 2026.

Leadership and Stakeholder Development

As part of the Center for Nonprofit Excellence partnership, the third CNE/LVA webinar was held on May 14th, titled Bridging the Generational Gap in the Workplace which proved to be highly insightful given that more and more generations are occupying the workforce at the same time and each approaches work differently. With the United for Libraries Statewide Membership, our one-time webinar for Virginia libraries, Relationships Matter: How to Use Power Mapping for Library Advocacy, Development, and More will take place on June 17th. Reagen conducted Board Success board training for Russell County Public Library and developed in conjunction with the board chair of the Richmond Public Library a new 3-Board Gathering for the Trustees, Friends, and Foundation board members on the topics of roles and responsibilities, and advocacy.

21st Century Work Skills: Cindy was invited as a guest speaker to York County Public Library's staff day. Popular training topics during this period included Fun Ways to Work with Your Community to Collect, Preserve and Share Local History and Managing Difficult Employee Behaviors.

Children's and Youth Services Consulting

Sue coordinated with Beanstack Client Success Manager Cleo Joyce to present a webinar on May 20 for youth services staff: Reports, Data, and Insights – Oh, My! She provided consulting services to 31 libraries about summer reading, nature backpacks, story times, and other programming. The monthly newsletter, Youth Services Notes, reached 572 subscribers with a 35.24% open rate and 430 click-throughs for two months. Sue attended the Collaborative Summer Library Program (CSLP) Board Retreat in Austin, which involved creating a new strategic plan and reviewing membership options in light of possible funding issues at state libraries.

Grants and Data Coordination

Recalculated the FY2026 state aid estimate to include increase from the General Assembly. Worked with the state librarian to certify the FY2024 public library data.

Administration

Working with the VHCD Office of Broadband, Cindy continued to provide valuable input on potential projects for BEAD non-deployment funds, which would benefit public libraries and LVA in 2026. Quarterly Report Output Data

Library of Virginia

STATEMENT OF FINANCIAL CONDITION As of May 31, 2025

SOURCE	BUDGET	PAYROLL	OPERATIONS	SUBRECIPIENTS	TOTAL EXPENDITURES	AVAILABLE BALANCE	PERCENT SPENT
General Fund	\$ 50,818,004	\$ 10,468,786	\$ 5,316,404	\$ 26,797,584	\$ 42,582,774	\$ 8,235,230	84%
Federal Funds	\$ 4,573,731	\$ 1,361,178	\$ 2,849,774	\$ -	\$ 4,210,952	\$ 362,779	92%
Special Funds	\$ 1,849,000	\$ 589,083	\$ 877,030	\$ -	\$ 1,466,112	\$ 382,888	79%
CCRP Funds	\$ 5,500,000	\$ 931,129	\$ 315,872	\$ 2,994,077	\$ 4,241,079	\$ 1,258,921	77%
Total	\$ 62,740,735	\$ 13,350,176	\$ 9,359,080	\$ 29,791,661	\$ 52,500,917	\$ 10,239,818	84%

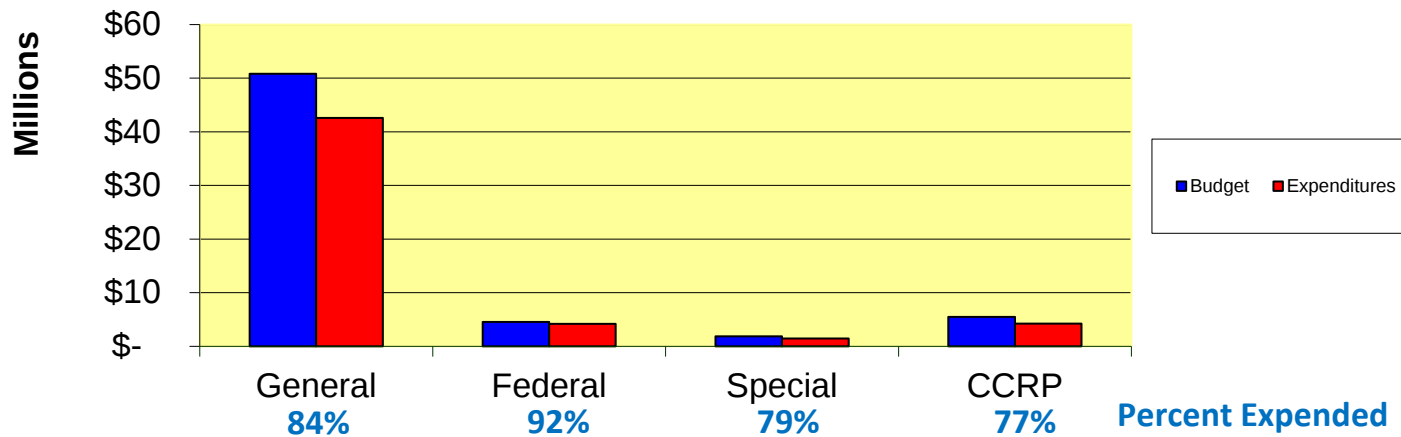
STATEMENT OF FINANCIAL CONDITION As of May 31, 2024

SOURCE	BUDGET	PAYROLL	OPERATIONS	SUBRECIPIENTS	TOTAL EXPENDITURES	AVAILABLE BALANCE	PERCENT SPENT
General Fund	\$ 42,749,112	\$ 9,977,949	\$ 5,631,937	\$ 24,297,584	\$ 39,907,470	\$ 2,841,642	93%
Federal Funds	\$ 4,573,731	\$ 1,352,808	\$ 2,783,842	\$ -	\$ 4,136,650	\$ 437,081	90%
Special Funds	\$ 1,849,000	\$ 539,608	\$ 728,818	\$ -	\$ 1,268,427	\$ 580,573	69%
CCRP Funds	\$ 5,816,445	\$ 937,824	\$ 383,976	\$ 4,494,644	\$ 5,816,445	\$ 0	100%
Total	\$ 54,988,288	\$ 12,808,189	\$ 9,528,574	\$ 28,792,228	\$ 51,128,991	\$ 3,859,297	93%

STATEMENT OF FINANCIAL CONDITION YTD COMPARISON 05.31.24 to 05.31.25

SOURCE	BUDGET	PAYROLL	OPERATIONS	SUBRECIPIENTS	TOTAL EXPENDITURES	AVAILABLE BALANCE	PERCENT SPENT
General Fund	\$ 8,068,892	\$ 490,837	\$ (315,532)	\$ 2,500,000	\$ 2,675,305	\$ 5,393,587	10%
Federal Funds	\$ -	\$ 8,370	\$ 65,931	\$ -	\$ 74,302	\$ (74,302)	-2%
Special Funds	\$ -	\$ 49,474	\$ 148,211	\$ -	\$ 197,686	\$ (197,686)	-11%
CCRP Funds	\$ (316,445)	\$ (6,695)	\$ (68,104)	\$ (1,500,567)	\$ (1,575,366)	\$ 1,258,921	23%
Total	\$ 7,752,447	\$ 541,987	\$ (169,494)	\$ 999,433	\$ 1,371,926	\$ 6,380,521	9%

The Library of Virginia Budget to Expenditures Comparison as of May 31, 2025



STATEMENT OF FINANCIAL CONDITION								
As of May 31, 2025								
SOURCE	BUDGET	PAYROLL	OPERATIONS	SUBRECIPIENTS	TOTAL EXPENDITURES	AVAILABLE BALANCE	PERCENT EXPENDED	
General Fund	\$ 50,818,004	\$ 10,468,786	\$ 5,316,404	\$ 26,797,584	\$ 42,582,774	\$ 8,235,230	84%	
Federal Funds	\$ 4,573,731	\$ 1,361,178	\$ 2,849,774	\$ -	\$ 4,210,952	\$ 362,779	92%	
Special Funds	\$ 1,849,000	\$ 589,083	\$ 877,030	\$ -	\$ 1,466,112	\$ 382,888	79%	
CCRP Funds	\$ 5,500,000	\$ 931,129	\$ 315,872	\$ 2,994,077	\$ 4,241,079	\$ 1,258,921	77%	
Total	\$ 62,740,735	\$ 13,350,176	\$ 9,359,080	\$ 29,791,661	\$ 52,500,917	\$ 10,239,818	84%	

As of May 31, 2025, 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

FY 2025 STATE AID TO LOCALITIES & FY 2026 PROPOSED STATE AID

Library	\$20,543,514 State Aid 2025	\$27,239,656 State Aid 2026	Variance FY 2025 and FY 2026
COUNTY			
Amelia (Hamner)	154,922	123,478	(31,444)
Amherst	248,159	246,113	(2,046)
Appomattox (Jamerson)	86,177	96,636	10,459
Arlington	303,179	300,986	(2,193)
Augusta	265,970	263,797	(2,173)
Bland	87,030	70,915	(16,115)
Botetourt	249,466	247,374	(2,092)
Buchanan	207,663	236,407	28,744
Campbell	255,437	253,326	(2,111)
Caroline	186,447	247,168	60,721
Charlotte	96,541	105,784	9,243
Chesterfield	346,566	345,311	(1,255)
Craig	13,532	13,547	15
Culpeper	253,745	251,836	(1,909)
Essex	116,428	127,900	11,472
Fauquier	261,755	259,627	(2,128)
Fluvanna	178,198	209,718	31,520
Franklin	256,686	254,554	(2,132)
Gloucester	247,894	245,928	(1,966)
Henrico	331,893	330,200	(1,693)
Highland	50,318	51,301	983
King & Queen	89,975	89,229	(746)
King George (Smoot)	236,624	242,385	5,761
King William	0	173,516	173,516
Lancaster	154,460	205,571	51,111
Loudoun	361,304	359,109	(2,195)
Lunenburg	96,905	79,600	(17,305)
Madison	76,997	80,328	3,331
Mathews	151,391	185,957	34,566
Mecklenburg	240,961	247,239	6,278
Middlesex	99,134	142,133	42,999
Northumberland	142,108	179,287	37,179
Nottoway	93,144	101,180	8,036
Orange	248,592	246,665	(1,927)
Pittsylvania	260,777	258,548	(2,229)
Powhatan	206,225	244,271	38,046
Prince William	388,407	385,986	(2,421)
Pulaski	241,664	245,232	3,568
Rappahannock	110,209	111,745	1,536
Richmond County	50,112	51,318	1,206
Roanoke County	264,509	262,280	(2,229)
Russell	148,965	192,642	43,677
Shenandoah	252,284	250,188	(2,096)
Smyth	247,338	245,258	(2,080)
Tazewell	250,930	248,730	(2,200)
Warren (Samuels)	248,565	246,569	(1,996)
Washington	255,361	253,200	(2,161)
York	256,066	254,020	(2,046)

REGIONAL

Appomattox Regional	674,450	674,184	(266)
Bedford	286,446	284,362	(2,084)
Blackwater (W C Rawls)	731,564	739,534	7,970
Blue Ridge	553,439	543,725	(9,714)

Central Rappahannock	1,118,996	1,132,366	13,370
Central Virginia (Buck-Farmv)	423,428	426,658	3,230
Charles P. Jones	129,926	132,636	2,710
Eastern Shore	408,124	451,527	43,403
Fairfax	524,744	520,313	(4,431)
Galax-Carroll	247,155	320,559	73,404
Halifax-South Boston	192,076	229,815	37,739
Handley Library	665,948	682,267	16,319
Heritage Library	166,573	161,968	(4,605)
Jefferson-Madison	1,124,656	1,116,350	(8,306)
Lonesome Pine	650,481	660,500	10,019
Massanutten (Rockingham)	675,893	676,493	600
Meherrin	238,008	274,538	36,530
Montgomery-Floyd	431,791	432,579	788
Pamunkey	713,650	531,454	(182,196)
Rockbridge	596,550	612,236	15,686
Williamsburg	510,015	506,080	(3,935)
Wythe-Grayson	310,350	320,350	10,000

CITY

Alexandria	279,634	277,432	(2,202)
Bristol	239,767	237,749	(2,018)
Chesapeake	309,149	306,716	(2,433)
Colonial Heights	237,067	238,076	1,009
Danville	247,259	245,169	(2,090)
Falls Church (Styles)	239,042	237,359	(1,683)
Hampton	273,853	271,712	(2,141)
Lynchburg	257,965	255,985	(1,980)
Manassas Park	114,620	237,775	123,155
Newport News	287,286	284,545	(2,741)
Norfolk	302,452	300,026	(2,426)
Petersburg	244,567	242,721	(1,846)
Poquoson	238,626	236,643	(1,983)
Portsmouth	262,487	260,127	(2,360)
Radford	239,757	237,763	(1,994)
Richmond City	299,463	297,545	(1,918)
Roanoke City	263,408	261,048	(2,360)
Salem	242,084	240,083	(2,001)
Staunton	242,370	240,321	(2,049)
Suffolk	266,635	264,834	(1,801)
Virginia Beach	365,621	362,075	(3,546)
Waynesboro	241,402	239,421	(1,981)

TOWN

Clifton Forge	67,459	60,050	(7,409)
Narrows (Brammer)	14,122	18,338	4,216
Pearisburg	86,143	91,557	5,414

TOTALS	<u>26,607,514</u>	<u>27,239,656</u>	<u>632,142</u>
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LibSysName	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
Madison County Library, Inc.	\$ 10.83	\$ 11.29									
Lancaster Community Library											
Richmond County Public Library	\$ 10.18	\$ 10.54	\$ 10.94	\$ 11.12	\$ 11.70					\$ 13.66	\$ 14.02
Fluvanna County Public Library	\$ 11.15										
Northumberland Public Library											
Central Virginia Regional Library											
Eastern Shore Regional Library											
Massanutten Regional Library	\$ 11.18	\$ 11.23	\$ 10.87	\$ 11.02	\$ 11.49	\$ 11.62	\$ 11.56	\$ 11.50	\$ 12.25	\$ 12.89	\$ 13.57
Charles P. Jones Memorial Library	\$ 11.03	\$ 11.18									
Heritage Public Library	\$ 11.32			\$ 10.71	\$ 9.69	\$ 9.76		\$ 10.85		\$ 12.29	\$ 12.36
Halifax South Boston					\$ 11.35	\$ 11.38	\$ 11.49	\$ 11.25	\$ 12.13	\$ 13.41	\$ 12.98
J. Robert Jamerson		\$ 9.86	\$ 10.83	\$ 9.82	\$ 11.47	\$ 11.23	\$ 10.92			\$ 13.78	\$ 11.90
Russell County Public Library				\$ 10.96	\$ 10.52	\$ 11.32					\$ 12.54
Craig					\$ 4.41		\$ 4.69				
Lunenburg						\$ 11.29					\$ 14.63
Alleghany Highlands Regional Library											\$ 14.26
Nottoway County Public Library											\$ 13.16
50% of the Median	\$ 11.51	\$ 11.48	\$ 11.29	\$ 11.28	\$ 12.23	\$ 11.66	\$ 11.61	\$ 11.86	\$ 12.51	\$ 14.48	\$ 14.94

*Put on Five Year Plan

Virginia Administrative Code

Title 17. Libraries and Cultural Resources

Agency 15. Library of Virginia (Library Board)

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

17VAC15-110-10. Requirements.

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

1. Be organized under the appropriate section of the Code of Virginia. Not more than one library in a county or regional library system or a municipal governmental unit may receive a grant.
2. Submit to the State Library Board:
 - a. Charter, resolution, or other legal papers under which they are organized;
 - b. A copy of the by-laws of the board of trustees, a list of trustees, revised as changes occur;
 - c. A five-year plan, adopted by the governing body of the library service in the area (areas) served. In order to receive continuing grants, this plan must be updated annually;
 - d. A written statement of policy covering such items as: service, personnel, and maintenance of book collections and other materials;
 - e. Statistical and financial reports including audits and statements of progress of the plan as requested;
 - f. A copy of the budget for the expenditure of local funds, not including anticipated state and federal funds. This must be submitted annually.
3. Have local operating expenditures of at least 50% of the median statewide local operating expenditures per capita, two-thirds of which must be from taxation or endowment. The median shall be recalculated each biennium. Libraries obtaining aid for the first time or those falling below the 50% median must meet the requirement within five years. Libraries which fall below 50% of the median in local expenditures per capita must submit a plan to the State Library Board for reaching the minimum requirement. The plan must include a schedule of annual increases in local expenditures of not less than 20% of the amount needed to attain local per capita expenditures of 50% of the median within five years.

Local operating expenditures from taxation or endowment for any library, or library system, shall not fall below that of the previous year. In cases where the budgets of all the departments of the local government are reduced below those of the previous year, the library's state grant-in-aid would be reduced. The State Library may require that the

amount of such reduction in the library's total expenditure be subtracted from the library's eligibility and that the state grant be reduced accordingly. If the library's budget is reduced and other agencies' budgets are not, then the library would receive no state grant-in-aid and would be ineligible for one until local expenditures shall have again reached or exceeded the local effort at the time of the last previous grant.

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

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

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

Position Vacancies/Lower Salary Hires

Alleghany Highlands Regional
Colonial Heights
Craig
Eastern Shore
Jamerson
Lunenburg
Williamsburg

One-Time Expenditures in 2023

Bedford
Blue Ridge Regional
Middlesex
Northumberland
Radford
Rockbridge Regional
Shenandoah

Other

Bristol	Errors in financial coding
Mathews	Weeding meant reduction in book spending
Nottoway	Contractual costs lower
Petersburg	Changes by city in year-end reconciliations
Russell	Less common government support reported
Tazewell	Central library closed for renovations

Non-Technical Waivers

Failure to Meet 50% of the Median

Alleghany Highlands Regional Library	
Halifax County-South Boston Library	On a plan as of 2022
Heritage Regional Library	
J. Robert Jamerson Library	
Lunenburg Public Library	
Massanutten Regional Library	On a plan as of 2022
Nottoway Public Library	
Richmond County	
Russell County	

Failure to Meet Two-Thirds From Taxation or Endowment

Highland County Public Library	On a plan as of 2023
Lancaster Public Library	
Middlesex County Public Library	
Northumberland Public Library	On a plan as of 2024

Missing Audits

Clifton Forge
Colonial Heights
J. Robert Jamerson
King and Queen
Lunenburg
Manassas Park City
Roanoke city
Russell

Median Local Expenditures FY2024

LibSysName	Pop	TotLocComGov	
MARY RILEY STYLES PUBLIC LIBRARY	14,614	\$2,162,925	\$ 148.00
BRISTOL PUBLIC LIBRARY	17,231	\$1,949,516	\$ 113.14
PEARISBURG PUBLIC LIBRARY	2,620	\$260,883	\$ 99.57
WILLIAMSBURG REGIONAL LIBRARY	94,582	\$7,537,877	\$ 79.70
ARLINGTON DEPT. OF LIBRARIES	237,107	\$17,879,433	\$ 75.41
POQUOSON PUBLIC LIBRARY	12,514	\$887,314	\$ 70.91
HIGHLAND COUNTY PUBLIC LIBRARY	2,226	\$151,894	\$ 68.24
HENRICO COUNTY PUBLIC LIBRARY	336,226	\$22,155,052	\$ 65.89
NORFOLK PUBLIC LIBRARY	238,102	\$13,952,331	\$ 58.60
ALEXANDRIA LIBRARY	158,675	\$9,078,907	\$ 57.22
LOUDOUN COUNTY PUBLIC LIBRARY	425,204	\$23,905,979	\$ 56.22
YORK COUNTY PUBLIC LIBRARY	70,319	\$3,923,472	\$ 55.80
ROANOKE CITY PUBLIC LIBRARY	99,883	\$5,286,671	\$ 52.93
CLIFTON FORGE PUBLIC LIBRARY	3,444	\$180,414	\$ 52.39
RADFORD PUBLIC LIBRARY	16,930	\$854,564	\$ 50.48
LANCASTER COMMUNITY LIBRARY	10,945	\$548,607	\$ 50.12
SALEM PUBLIC LIBRARY	25,060	\$1,229,076	\$ 49.05
MATHEWS MEMORIAL LIBRARY	8,495	\$413,315	\$ 48.65
CHESAPEAKE PUBLIC LIBRARY	250,256	\$12,092,693	\$ 48.32
ROANOKE COUNTY PUBLIC LIBRARY	96,546	\$4,650,972	\$ 48.17
RAPPAHANNOCK COUNTY LIBRARY	7,406	\$342,144	\$ 46.20
STAUNTON PUBLIC LIBRARY	25,874	\$1,183,822	\$ 45.75
VIRGINIA BEACH PUBLIC LIBRARY	458,028	\$20,732,286	\$ 45.26
PRINCE WILLIAM PUBLIC LIBRARIES	525,441	\$23,021,746	\$ 43.81
FAUQUIER COUNTY PUBLIC LIBRARY	73,291	\$3,155,145	\$ 43.05
BLAND COUNTY PUBLIC LIBRARY	6,210	\$267,046	\$ 43.00
SUFFOLK PUBLIC LIBRARY SYSTEM	96,130	\$3,991,821	\$ 41.53
FAIRFAX COUNTY PUBLIC LIBRARY	1,169,440	\$46,835,595	\$ 40.05
WAYNESBORO PUBLIC LIBRARY	22,349	\$869,102	\$ 38.89
MANASSAS PARK CITY LIBRARY	17,205	\$668,142	\$ 38.83
CHESTERFIELD COUNTY PUBLIC LIBRARY	369,943	\$13,661,922	\$ 36.93
NORTHUMBERLAND PUBLIC LIBRARY	11,634	\$429,400	\$ 36.91
RICHMOND PUBLIC LIBRARY	226,623	\$8,360,619	\$ 36.89
BOTETOURT COUNTY LIBRARY	33,642	\$1,234,410	\$ 36.69
JEFFERSON-MADISON REGIONAL LIBRARY	239,717	\$8,784,268	\$ 36.64
PAMUNKEY REGIONAL LIBRARY	160,674	\$5,731,220	\$ 35.67
COLONIAL HEIGHTS PUBLIC LIBRARY	18,071	\$643,864	\$ 35.63
CENTRAL RAPPAHANNOCK REGIONAL LIBRARY	347,033	\$12,329,777	\$ 35.53
ORANGE COUNTY PUBLIC LIBRARY	36,341	\$1,258,002	\$ 34.62
SMYTH COUNTY PUBLIC LIBRARY	29,523	\$976,186	\$ 33.07
ROCKBRIDGE REGIONAL LIBRARY	40,897	\$1,338,563	\$ 32.73
WASHINGTON COUNTY PUBLIC LIBRARY	54,079	\$1,730,231	\$ 31.99
SAMUELS PUBLIC LIBRARY	41,057	\$1,288,287	\$ 31.38
NEWPORT NEWS PUBLIC LIBRARY SYSTEM	185,082	\$5,793,779	\$ 31.30
ESSEX PUBLIC LIBRARY	10,641	\$320,087	\$ 30.08
BUCHANAN COUNTY PUBLIC LIBRARY	19,982	\$598,964	\$ 29.98
GLOUCESTER COUNTY PUBLIC LIBRARY	38,731	\$1,157,215	\$ 29.88

Copy of Median Local Expenditures FY2024 sorted revision.xlsx

PETERSBURG PUBLIC LIBRARY	32,912	\$979,905	\$	29.77	
IRIS BRAMMER LIBRARY	1,949	\$56,532	\$	29.01	
JAMES L. HAMNER PUBLIC LIBRARY	13,300	\$379,872	\$	28.56	
PITTSYLVANIA COUNTY PUBLIC LIBRARY	60,142	\$1,714,207	\$	28.50	
LEWIS EGERTON SMOOT MEMORIAL LIBRARY	27,021	\$750,122	\$	27.76	
AMHERST COUNTY PUBLIC LIBRARY	31,491	\$862,911	\$	27.40	
MIDDLESEX COUNTY PUBLIC LIBRARY	10,586	\$284,990	\$	26.92	
DANVILLE PUBLIC LIBRARY	42,597	\$1,121,191	\$	26.32	
PORTSMOUTH PUBLIC LIBRARY	97,883	\$2,543,452	\$	25.98	
BLACKWATER REGIONAL LIBRARY	81,866	\$2,119,846	\$	25.89	
MECKLENBURG COUNTY PUBLIC LIBRARY	30,087	\$773,179	\$	25.70	
BEDFORD PUBLIC LIBRARY SYSTEM	79,865	\$2,046,657	\$	25.63	
SHENANDOAH COUNTY LIBRARY	44,396	\$1,127,945	\$	25.41	
HAMPTON PUBLIC LIBRARY	136,581	\$3,453,845	\$	25.29	
EASTERN SHORE PUBLIC LIBRARY	45,544	\$1,115,958	\$	24.50	
CHARLOTTE COUNTY LIBRARY	11,526	\$277,797	\$	24.10	
MONTGOMERY-FLOYD REGIONAL LIBRARY	117,285	\$2,789,624	\$	23.79	
CAMPBELL COUNTY PUBLIC LIBRARY	55,682	\$1,314,743	\$	23.61	
TAZEWELL COUNTY PUBLIC LIBRARY	39,763	\$919,043	\$	23.11	
HANDLEY REGIONAL LIBRARY	135,890	\$2,900,118	\$	21.34	
LYNCHBURG PUBLIC LIBRARY	80,054	\$1,694,845	\$	21.17	
PULASKI COUNTY LIBRARY SYSTEM	33,660	\$698,619	\$	20.76	
AUGUSTA COUNTY LIBRARY	77,598	\$1,582,536	\$	20.39	
CENTRAL VIRGINIA REGIONAL LIBRARY	48,457	\$976,637	\$	20.15	
POWHATAN COUNTY PUBLIC LIBRARY	30,445	\$602,339	\$	19.78	
APPOMATTOX REGIONAL LIBRARY SYSTEM	94,174	\$1,860,586	\$	19.76	
MADISON COUNTY LIBRARY, INC.	13,871	\$274,036	\$	19.76	
CULPEPER COUNTY LIBRARY	53,097	\$1,048,333	\$	19.74	
FLUVANNA COUNTY PUBLIC LIBRARY	27,556	\$514,379	\$	18.67	
BLUE RIDGE REGIONAL LIBRARY	80,990	\$1,484,048	\$	18.32	
LONESOME PINE REGIONAL LIBRARY	97,067	\$1,765,664	\$	18.19	
FRANKLIN COUNTY PUBLIC LIBRARY	54,188	\$981,418	\$	18.11	
GALAX-CARROLL REGIONAL LIBRARY	35,566	\$641,228	\$	18.03	
MEHERRIN REGIONAL LIBRARY	32,521	\$584,128	\$	17.96	
WYTHE-GRAYSON REGIONAL LIBRARY	43,255	\$776,495	\$	17.95	
CAROLINE COUNTY LIBRARY	31,552	\$558,731	\$	17.71	
LUNENBURG COUNTY PUBLIC LIBRARY SYSTEM, INC	11,848	\$173,384	\$	14.63	
ALLEGHANY HIGHLANDS REGIONAL LIBRARY	20,880	\$297,759	\$	14.26	
RICHMOND COUNTY PUBLIC LIBRARY	8,947	\$125,403	\$	14.02	
MASSANUTTEN REGIONAL LIBRARY	162,560	\$2,206,257	\$	13.57	
NOTTOWAY COUNTY LIBRARY SYSTEM	15,604	\$205,273	\$	13.16	
HALIFAX COUNTY-SOUTH BOSTON LIBRARY SYSTEM	33,704	\$437,379	\$	12.98	
RUSSELL COUNTY PUBLIC LIBRARY	25,639	\$321,582	\$	12.54	
HERITAGE PUBLIC LIBRARY	30,260	\$374,120	\$	12.36	
J. ROBERT JAMERSON MEMORIAL LIBRARY	16,206	\$192,777	\$	11.90	
CRAIG COUNTY PUBLIC LIBRARY	4,885	\$25,364	\$	5.19	Diff REQs
Median			\$	29.88	
50% of the median			\$	14.94	

June 23, 2025

Jenna Austin
Halifax County - South Boston Public Library
177 South Main St.
Halifax, VA 24558

Dear Ms. Austin:

On June 23, 2025, the Library of Virginia Board met to review state aid grant applications from public libraries in Virginia. The Halifax County - South Boston Public Library has been on a waiver plan for the 50% of the median in local expenditures per capita requirement since 2022. *The Requirements Which Must Be Met In Order To Receive Grants-in-Aid state:*

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

After two years of annual increases to \$13.41 in local per capita expenditures, the FY2024 figure dropped to \$12.98, which is counter to the requirements of the plan. In order to continue to receive state aid, the Halifax County – South Boston Public Library must renew its efforts to sufficiently increase local expenditures.

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

Very truly yours,

Kim Armentrout, Grants and Data Coordinator
Library Development Division

Cc: Dennis Clarke, Librarian of Virginia

Failure to meet 66.6% from taxation or endowment 2024

	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
Library										
Alleghany Highlands Regional Library		59.50%								
Craig Public Library				59.84%						
Eastern Shore Public Library									66.21%	
Halifax-South Boston Public Library				65.94%						
Highland County Public Library					61.36%	62.11%	64.83%	60.73%*	63.26%	60.3%
Lancaster Community Library	62.36%	47.31%	48.36%	50.09%	66.27%				58.88%	61.2%
Lunenburg Public Library				64.53%				64.17%		
Madison County Library, Inc.	66.32%	#REF!	60.74%	54.71%						
Massanutten Regional Library										
Middlesex	65.84%	46.27%	54.27%	57.74%	52.45%			58.35%		55.1%
Northumberland Public Library	55.97%	52.05%	40.72%	40.39%	56.98%	59.31%	57.57%	49.02%	42.42%	60.7%
Rockbridge Regional Library			66.35%							
Shenandoah Public Library				63.35%						
Southside Regional Library										

Note: Data elements used in these calculations were re-examined and adjusted in FY2019 to more accurately capture public/private funding.

*Put on Plan

Percentage of Income from Taxation and Endowment FY2024

LibSysName	TotLocalGov Income	Endowmt Income	Total Local Allowable	Investmt Income	Gift Income	Misc Income	Total Extra Local	Total Allowable & Extra	Percentage
AMHERST COUNTY PUBLIC LIBRARY	\$862,911	\$0	\$862,911	\$0	\$0	\$0	\$0	\$862,911	100.0%
ARLINGTON DEPT. OF LIBRARIES	\$17,707,612	N/A	\$17,707,612	N/A	N/A	N/A	\$0	\$17,707,612	100.0%
AUGUSTA COUNTY LIBRARY	\$1,582,536	\$0	\$1,582,536	\$0	\$0	\$0	\$0	\$1,582,536	100.0%
BUCHANAN COUNTY PUBLIC LIBRARY	\$534,423	\$0	\$534,423	\$0	\$0	\$0	\$0	\$534,423	100.0%
CHARLOTTE COUNTY LIBRARY	\$277,797	\$0	\$277,797	\$0	\$0	\$0	\$0	\$277,797	100.0%
CRAIG COUNTY PUBLIC LIBRARY	\$25,364	\$0	\$25,364	\$0	\$0	\$0	\$0	\$25,364	100.0%
HAMPTON PUBLIC LIBRARY	\$3,453,845	\$0	\$3,453,845	\$0	\$0	\$0	\$0	\$3,453,845	100.0%
HENRICO COUNTY PUBLIC LIBRARY	\$22,155,052	\$0	\$22,155,052	\$0	\$0	\$0	\$0	\$22,155,052	100.0%
IRIS BRAMMER LIBRARY	\$56,532	\$0	\$56,532	\$0	\$0	\$0	\$0	\$56,532	100.0%
JAMES L. HAMNER PUBLIC LIBRARY	\$502,582	\$0	\$502,582	\$0	\$0	\$0	\$0	\$502,582	100.0%
LYNCHBURG PUBLIC LIBRARY	\$1,725,802	\$0	\$1,725,802	\$0	\$0	\$0	\$0	\$1,725,802	100.0%
MATHEWS MEMORIAL LIBRARY	\$361,479	\$0	\$361,479	\$0	\$0	0	\$0	\$361,479	100.0%
NORFOLK PUBLIC LIBRARY	\$13,952,331	\$0	\$13,952,331	\$0	\$0	\$0	\$0	\$13,952,331	100.0%
PEARISBURG PUBLIC LIBRARY	\$260,883	\$0	\$260,883	\$0	\$0	\$0	\$0	\$260,883	100.0%
PITTSYLVANIA COUNTY PUBLIC LIBRARY	\$1,762,758	\$0	\$1,762,758	\$0	\$0	\$0	\$0	\$1,762,758	100.0%
PORTSMOUTH PUBLIC LIBRARY	\$2,576,252	\$0	\$2,576,252	\$0	\$0	\$0	\$0	\$2,576,252	100.0%
ROANOKE CITY PUBLIC LIBRARY	\$5,286,671	\$0	\$5,286,671	\$0	\$0	\$0	\$0	\$5,286,671	100.0%
SUFFOLK PUBLIC LIBRARY SYSTEM	\$3,925,899	\$0	\$3,925,899	\$0	\$0	\$0	\$0	\$3,925,899	100.0%
WAYNESBORO PUBLIC LIBRARY	\$911,476	\$0	\$911,476	\$0	\$0	\$0	\$0	\$911,476	100.0%
BOTETOURT COUNTY LIBRARY	\$1,140,357	\$0	\$1,140,357	\$0	\$100	\$0	\$100	\$1,140,457	100.0%
RADFORD PUBLIC LIBRARY	\$942,880	\$0	\$942,880	\$0	\$0	\$124	\$124	\$943,004	100.0%
SALEM PUBLIC LIBRARY	\$1,223,462	\$0	\$1,223,462	\$0	\$0	\$3,114	\$3,114	\$1,226,576	99.7%
YORK COUNTY PUBLIC LIBRARY	\$3,901,158	\$0	\$3,901,158	\$0	\$7,432	\$14,882	\$22,314	\$3,923,472	99.4%
ORANGE COUNTY PUBLIC LIBRARY	\$1,283,074	\$0	\$1,283,074	\$0	\$10,397	\$0	\$10,397	\$1,293,471	99.2%
MANASSAS PARK CITY LIBRARY	\$662,632	\$0	\$662,632	\$0	\$111	\$5,399	\$5,510	\$668,142	99.2%
TAZEWELL COUNTY PUBLIC LIBRARY	\$976,723	\$0	\$976,723	\$0	\$9,171	\$0	\$9,171	\$985,894	99.1%
ROANOKE COUNTY PUBLIC LIBRARY	\$4,662,983	\$0	\$4,662,983	\$0	\$25,000	\$23,733	\$48,733	\$4,711,716	99.0%
STAUNTON PUBLIC LIBRARY	\$1,171,769	\$0	\$1,171,769	\$0	\$13,649	\$0	\$13,649	\$1,185,418	98.8%
PRINCE WILLIAM PUBLIC LIBRARIES	\$22,756,272	\$0	\$22,756,272	\$0	\$0	\$265,472	\$265,472	\$23,021,744	98.8%
DANVILLE PUBLIC LIBRARY	\$1,154,733	\$0	\$1,154,733	\$0	\$14,139	\$0	\$14,139	\$1,168,872	98.8%
RUSSELL COUNTY PUBLIC LIBRARY	\$323,544	0	\$323,544	0	0	\$4,070	\$4,070	\$327,614	98.8%
COLONIAL HEIGHTS PUBLIC LIBRARY	\$635,656	\$0	\$635,656	\$0	\$3,890	\$4,318	\$8,208	\$643,864	98.7%
POQUOSON PUBLIC LIBRARY	\$868,306	\$0	\$868,306	\$0	\$12,021	\$0	\$12,021	\$880,327	98.6%
CHESTERFIELD COUNTY PUBLIC LIBRARY	\$13,482,400	\$0	\$13,482,400	\$0	\$616	\$188,391	\$189,007	\$13,671,407	98.6%
POWHATAN COUNTY PUBLIC LIBRARY	\$538,635	\$0	\$538,635	\$0	\$7,688	n/a	\$7,688	\$546,323	98.6%

FAUQUIER COUNTY PUBLIC LIBRARY	\$3,126,374	\$0	\$3,126,374	\$0	\$0	\$45,549	\$45,549	\$3,171,923	98.6%
PETERSBURG PUBLIC LIBRARY	\$1,337,914	\$0	\$1,337,914	\$0	\$0	\$19,620	\$19,620	\$1,357,534	98.6%
CHESAPEAKE PUBLIC LIBRARY	\$12,393,408	\$0	\$12,393,408	\$0	\$27,218	\$187,483	\$214,701	\$12,608,109	98.3%
GLOUCESTER COUNTY PUBLIC LIBRARY	\$1,137,215	\$0	\$1,137,215	\$0	\$20,000	\$0	\$20,000	\$1,157,215	98.3%
WASHINGTON COUNTY PUBLIC LIBRARY	\$1,772,459	\$7,000	\$1,779,459	0	\$20,969	\$12,136	\$33,105	\$1,812,564	98.2%
CAMPBELL COUNTY PUBLIC LIBRARY	\$1,290,624	\$0	\$1,290,624	\$0	\$0	\$24,123	\$24,123	\$1,314,747	98.2%
CENTRAL RAPPAHANNOCK REGIONAL LIBRARY	\$12,019,174	\$0	\$12,019,174	\$74,235	\$125,315	\$35,244	\$234,794	\$12,253,968	98.1%
APPOMATTOX REGIONAL LIBRARY SYSTEM	\$1,709,814	\$16,984	\$1,726,798	\$2,746	\$3,695	\$28,064	\$34,505	\$1,761,303	98.0%
NOTTOWAY COUNTY LIBRARY SYSTEM	\$187,231	\$0	\$187,231	\$0	\$0	\$4,279	\$4,279	\$191,510	97.8%
VIRGINIA BEACH PUBLIC LIBRARY	\$20,859,284	\$0	\$20,859,284	\$0	\$496,525	\$0	\$496,525	\$21,355,809	97.7%
LOUDOUN COUNTY PUBLIC LIBRARY	\$23,260,060	\$0	\$23,260,060	\$164,630	\$3,445	\$411,186	\$579,261	\$23,839,321	97.6%
FAIRFAX COUNTY PUBLIC LIBRARY	\$45,458,606	\$0	\$45,458,606	\$26,892	\$613,214	\$506,241	\$1,146,347	\$46,604,953	97.5%
RICHMOND PUBLIC LIBRARY	\$8,220,071	\$0	\$8,220,071	\$0	\$0	\$225,080	\$225,080	\$8,445,151	97.3%
MARY RILEY STYLES PUBLIC LIBRARY	\$2,165,068	\$0	\$2,165,068	\$0	\$0	\$64,803	\$64,803	\$2,229,871	97.1%
CENTRAL VIRGINIA REGIONAL LIBRARY	\$972,305	\$11,622	\$983,927	\$0	\$7,066	\$22,453	\$29,519	\$1,013,446	97.1%
CLIFTON FORGE PUBLIC LIBRARY	\$175,322	\$0	\$175,322	\$0	\$2,999	\$2,403	\$5,402	\$180,724	97.0%
NEWPORT NEWS PUBLIC LIBRARY SYSTEM	\$5,958,839	\$0	\$5,958,839	\$70,422	\$38,838	\$75,091	\$184,351	\$6,143,190	97.0%
JEFFERSON-MADISON REGIONAL LIBRARY	\$8,518,599	\$0	\$8,518,599	\$67,743	\$13,898	\$192,496	\$274,137	\$8,792,736	96.9%
WYTHE-GRAYSON REGIONAL LIBRARY	\$759,952	\$0	\$759,952	\$143	\$5,212	\$22,471	\$27,826	\$787,778	96.5%
CAROLINE COUNTY LIBRARY	\$408,067	\$0	\$408,067	\$0	\$2,536	\$12,417	\$14,953	\$423,020	96.5%
FRANKLIN COUNTY PUBLIC LIBRARY	\$976,215		\$976,215	\$0	\$9,471	\$26,473	\$35,944	\$1,012,159	96.4%
BEDFORD PUBLIC LIBRARY SYSTEM	\$2,053,324	\$0	\$2,053,324	\$4,625	\$672	\$71,639	\$76,936	\$2,130,260	96.4%
ALEXANDRIA LIBRARY	\$8,740,659	\$0	\$8,740,659	\$12,697	\$120,199	\$245,930	\$378,826	\$9,119,485	95.8%
SMYTH COUNTY PUBLIC LIBRARY	\$813,325	\$7,000	\$820,325	\$65	\$2,311	\$35,741	\$38,117	\$858,442	95.6%
LONESOME PINE REGIONAL LIBRARY	\$1,644,121	\$8,500	\$1,652,621	\$7,980	\$7,699	\$62,015	\$77,694	\$1,730,315	95.5%
PULASKI COUNTY LIBRARY SYSTEM	\$721,857	\$600	\$722,457	\$0	\$20,351	\$15,840	\$36,191	\$758,648	95.2%
LEWIS EGERTON SMOOT MEMORIAL LIBRARY	\$562,043	\$23,137	\$585,180	\$0	\$0	\$29,442	\$29,442	\$614,622	95.2%
CULPEPER COUNTY LIBRARY	\$1,105,203	\$0	\$1,105,203	\$0	\$47,505	\$12,240	\$59,745	\$1,164,948	94.9%
J. ROBERT JAMERSON MEMORIAL LIBRARY	\$229,865	\$0	\$229,865	\$0	\$3,720	\$9,107	\$12,827	\$242,692	94.7%
WILLIAMSBURG REGIONAL LIBRARY	\$7,736,255	\$30,000	\$7,766,255	\$73,618	\$262,183	\$99,775	\$435,576	\$8,201,831	94.7%
FLUVANNA COUNTY PUBLIC LIBRARY	\$392,174	\$0	\$392,174	\$0	\$0	\$22,478	\$22,478	\$414,652	94.6%
BLACKWATER REGIONAL LIBRARY	\$1,877,455	\$43,188	\$1,920,643	\$0	\$0	\$128,528	\$128,528	\$2,049,171	93.7%
BLUE RIDGE REGIONAL LIBRARY	\$1,377,342	\$0	\$1,377,342	\$4,285	\$53,452	\$34,842	\$92,579	\$1,469,921	93.7%
SHENANDOAH COUNTY LIBRARY	\$1,025,693	\$33,605	\$1,059,298	\$3,577	\$37,088	\$31,463	\$72,128	\$1,131,426	93.6%
MECKLENBURG COUNTY PUBLIC LIBRARY	\$669,602	0.00	\$669,602	\$69	\$18,935	\$29,865	\$48,869	\$718,471	93.2%
HALIFAX COUNTY-SOUTH BOSTON LIBRARY SYSTEM	\$482,220	\$0	\$482,220	\$0	\$9,376	\$26,496	\$35,872	\$518,092	93.1%
EASTERN SHORE PUBLIC LIBRARY	\$924,515	\$6,027	\$930,542	\$3,304	\$72,920	\$50	\$76,274	\$1,006,816	92.4%
MONTGOMERY-FLOYD REGIONAL LIBRARY	\$2,322,921	\$0	\$2,322,921	\$0	\$99,524	\$92,548	\$192,072	\$2,514,993	92.4%

ALLEGHANY HIGHLANDS REGIONAL LIBRARY	\$301,157	\$0	\$301,157	\$0	\$15,509	\$10,720	\$26,229	\$327,386	92.0%
RAPPAHANNOCK COUNTY LIBRARY	\$312,703	\$0	\$312,703	\$0	\$21,247	\$8,194	\$29,441	\$342,144	91.4%
RICHMOND COUNTY PUBLIC LIBRARY	\$117,000	\$0	\$117,000	\$2,404	\$8,900	\$0	\$11,304	\$128,304	91.2%
MEHERRIN REGIONAL LIBRARY	\$449,533	\$0	\$449,533	\$167	\$773	\$42,592	\$43,532	\$493,065	91.2%
PAMUNKEY REGIONAL LIBRARY	\$5,071,698	\$0	\$5,071,698	\$147,277	\$300,054	\$79,117	\$526,448	\$5,598,146	90.6%
ESSEX PUBLIC LIBRARY	\$254,476	\$13,475	\$267,951	\$2	\$22,464	\$7,594	\$30,060	\$298,011	89.9%
HANDLEY REGIONAL LIBRARY	\$2,222,489	\$421,705	\$2,644,194	\$8,535	\$96,721	\$192,984	\$298,240	\$2,942,434	89.9%
GALAX-CARROLL REGIONAL LIBRARY	\$449,148	\$0	\$449,148	\$0	\$18,032	\$33,277	\$51,309	\$500,457	89.7%
HERITAGE PUBLIC LIBRARY	\$362,899	\$0	\$362,899	\$1,299	\$6,417	\$34,177	\$41,893	\$404,792	89.7%
ROCKBRIDGE REGIONAL LIBRARY	\$1,063,462	\$92,763	\$1,156,225	\$20,072	\$47,291	\$71,741	\$139,104	\$1,295,329	89.3%
BRISTOL PUBLIC LIBRARY	\$1,892,732	\$0	\$1,892,732	\$3,542	\$161,011	\$76,618	\$241,171	\$2,133,903	88.7%
LUNENBURG COUNTY PUBLIC LIBRARY SYSTEM, INC	\$160,045	\$0	\$160,045	\$0	\$22,125	\$0	\$22,125	\$182,170	87.9%
MASSANUTTEN REGIONAL LIBRARY	\$1,869,064	\$29,057	\$1,898,121	\$5,956	\$386,884	\$44,324	\$437,164	\$2,335,285	81.3%
BLAND COUNTY PUBLIC LIBRARY	\$208,627	\$0	\$208,627	\$0	\$57,879	\$4,652	\$62,531	\$271,158	76.9%
SAMUELS PUBLIC LIBRARY	\$1,024,000	26519	\$1,050,519	67000	235422	\$64,299	\$366,721	\$1,417,240	74.1%
MADISON COUNTY LIBRARY, INC.	\$171,602	\$17,132	\$188,734	\$2,400	\$80,102	\$2,800	\$85,302	\$274,036	68.9%
LANCASTER COMMUNITY LIBRARY	\$135,495	\$200,005	\$335,500	\$0	\$119,999	\$93,108	\$213,107	\$548,607	61.2%
NORTHUMBERLAND PUBLIC LIBRARY	\$260,490	\$0	\$260,490	\$48,254	\$91,844	\$28,812	\$168,910	\$429,400	60.7%
HIGHLAND COUNTY PUBLIC LIBRARY	\$92,005	\$0	\$92,005	\$4,266	\$47,254	\$9,136	\$60,656	\$152,661	60.3%
MIDDLESEX COUNTY PUBLIC LIBRARY	\$155,000	\$272	\$155,272	\$705	\$118,763	\$6,849	\$126,317	\$281,589	55.1%

June 23, 2025

Tomi Herold
Highland County Public Library
165 West Main Street
Monterey, VA 24465

Dear Tomi:

On June 23, 2025, the Library of Virginia Board met to review state aid grant applications from public libraries in Virginia. As previously discussed, the Highland County Public Library has been under the Two-thirds (66%) minimum local funding level since 2019. *The Requirements Which Must Be Met In Order To Receive Grants-in-Aid* state:

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

This requirement examines the balance between public and private library support to ensure that governing bodies of Virginia jurisdictions provide sufficient funding for the operation of the library.

Despite some initial improvements, HCPL funding levels have since dropped. FY2024 data reported a local funding level of 60.27%, down from 63.26% in FY2023.

In order to continue to receive state aid, the Highland County Public Library must renew its efforts to sufficiently increase local expenditures. Because endowment funds can be included in the requirement, it is suggested that the library consider beginning an endowment in order to help offset any budgetary constraints.

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

Very truly yours,

Kim Armentrout, Grants and Data Coordinator
Library Development Division

Cc: Dennis Clarke, Librarian of Virginia



County of King William, Virginia

BOARD OF SUPERVISORS

First District – William L. Hodges
Second District – Benjamin J. Edwards III
Third District – Justin Catlett
Fourth District – Lindsay May Robinson
Fifth District – Mary Sue Bancroft

Stacey Davenport, County Administrator

April 23, 2025

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

Re: King William County Library System

Enclosed please find the following documents for review in accordance with the requirements for state aid to public libraries in Virginia.

1. Resolution
2. Copy of By-Laws, list of trustees
3. 5 Year Plan
4. Policies
5. Budget
6. Librarian Certification-Virginia
7. Hours of Operation, central location address
8. OCLC-ILL
9. Confirmation of courier service between two branches.
10. The county is exploring reciprocal borrowing with 6 potential partners.

Thank you for your attention to this matter. Please do not hesitate to contact me if you have any questions.

Respectfully,

Stacey Davenport
King William County Administrator

/cmh

Enclosures

Cc: Susan Considine, LS&S



County of King William, Virginia

Board of Supervisors

RESOLUTION 25-08

ESTABLISHMENT OF THE KING WILLIAM COUNTY LIBRARY SYSTEM and ESTABLISHMENT OF A LIBRARY BOARD OF TRUSTEES and APPOINTMENTS TO THE LIBRARY BOARD OF TRUSTEES.

WHEREAS, pursuant to §42.1-33 of the Code of Virginia as amended in 1950, grants a local governing body the authority to establish a free public library for the use and benefit of its residents.

WHEREAS, pursuant to §42.1-35 of the Code of Virginia as amended 1950, that the King William County Board of Supervisors hereby establishes a public library system named King William County Library System; and establishes the King William County Library Board of Trustees as a governing board of not less than five members or trustees. They shall be appointed by the governing body, chosen from the citizens at large with reference to their fitness for such office; and,

WHEREAS, Initially members shall be appointed as follows: one member for a term of one year, one member for a term of two years, one member for a term of three years, and the remaining members for terms of four years; thereafter all members shall be appointed for terms of four years; and,

WHEREAS, Vacancies shall be filled for unexpired terms as soon as possible in the manner in which members of the board are regularly chosen. A member shall not receive a salary or other compensation for services as a member, but necessary expenses actually incurred shall be paid from the library fund. A member of a library board may be removed for misconduct or neglect of duty by the governing body making the appointment. The members shall adopt such bylaws, rules and regulations for their own guidance and for the government of the free public library system as may be expedient. They shall have control of the expenditure of all moneys credited to the library fund. The board shall have the right to accept donations and bequests of money, personal property, or real estate for the establishment and maintenance of such free public library systems or endowments for same; and,

NOW THEREFORE, BE IT RESOLVED, that the King William County Board of Supervisors hereby establishes the King William County Library Board of Trustees to govern its library system pursuant to §42.1 of the Code of Virginia, as amended in 1950. This department will be organized under the direction of the Board of Supervisors.

WHEREAS, the Board of Supervisors now desires to make appointments to the King William County Library Board of Trustees:

WHEREAS, the Board of Supervisors appoints E. Ann Byrne from the 1st District for a term of one year expiring on 3/10/2026;

WHEREAS, the Board of Supervisors appoints Ashley Herndon from the 2nd District for a term of two years expiring on 3/10/2027;

WHEREAS, the Board of Supervisors appoints Sara Tangorra from the 3rd District for a term of three years expiring on 3/10/2028;

WHEREAS, the Board of Supervisors appoints Joyce Washington from the 4th District for a term of four years expiring on 3/10/2029;

WHEREAS, the Board of Supervisors appoints Michelle Price from the 5th District for a term of four years expiring on 3/10/2029;

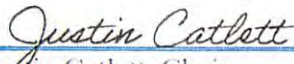
NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of King William, establishes the King William County Library System, establishes the Library Board of Trustees and appoints E. Ann Byrne, Ashley Herndon, Sara Tangorra, Joyce Washington and Michelle Price to the Library Board of Trustees.

DONE this 10th day of March 2025.

All were in favor with none opposed.

Supervisor, 2nd District: Benjamin J. Edwards, III,	Aye
Supervisor, 5th District: Mary Sue Bancroft,	Aye
Supervisor, 1st District: William L. Hodges,	Aye
Supervisor, 4th District: Lindsay M. Robinson- Vice Chair	Aye
Supervisor, 3rd District: Justin Catlett - Chair	Aye

ATTEST:


Justin Catlett, Chair
King William County Board of Supervisors


Stacey Dayenport, County Administrator
Clerk of the Board of Supervisors

Bylaws of the Library Board

THE LIBRARY OF VIRGINIA BYLAWS OF THE LIBRARY BOARD

Revised June 23, 2025

ARTICLE I: ESTABLISHMENT

The Library Board (“the Board”) is established under Title 42.1 of the Code of Virginia (1950), as amended. It is governed specifically by this Title, and more generally by the laws of the Commonwealth of Virginia.

ARTICLE II: LIBRARIAN OF VIRGINIA

The Board appoints the Librarian of Virginia who serves at its discretion. The Librarian carries out the responsibilities defined in Article 2, Chapter 1 of Title 42.1 of the Code of Virginia, and any additional duties assigned by the Board. The Board may enter into an employment agreement with the Librarian. Each year, Board will evaluate the Librarian’s performance according to its established policies and may award a discretionary bonus based on the results.

ARTICLE III: OFFICERS

1. The Board elects from its members each year a Chair and a Vice Chair.
2. The Chair is responsible for:
 - a) Presiding over the Board and Executive Committee meetings, identifying items for Board attention, serving as an ex officio member of all Board committees and of The Library of Virginia Foundation Board.
 - b) Arranging for annual financial audits of the Library, performed either by a certified public accountant or the State Auditor of Public Accounts.
 - c) Appointing all standing and special committees and naming their chairs (excluding the Executive Committee), with Board approval.
 - d) Acting as liaison between the Board and the Librarian of Virginia, sharing the Board’s views and receiving input from the Librarian on the Library’s needs and priorities.
3. If the Chair is unavailable, the Vice Chair will preside and assume other responsibilities as needed. The Chair may delegate specific tasks to the Vice Chair.

4. The Librarian of Virginia serves as Secretary of the Board. The Secretary maintains accurate records of all Board and committee proceedings and ensures that meeting notices are sent in a timely manner.
5. The Library's funds and securities are held by the appropriate state official, in accordance with Virginia law. Special funds may be managed separately by the Board or Executive Committee consistent with any terms attached to them.

ARTICLE IV: COMMITTEES

(See Addendum A for Committee Role and Responsibilities)

1. With Board approval, the Chair appoints the following standing committees each year and selects their chairs:
 - a) Collections and Archives Committee
 - b) Bylaws Committee
 - c) Researcher and Public Engagement Committee
 - d) Government Relations and Finance Committee
 - e) Public Library Development Committee
2. The Executive Committee will appoint a Nominating Committee each year, with Board approval and designate its chair.
3. The committee chairs must be Board members. While the Executive, Government Relations and Finance, and Nominating Committees are composed only of Board members, other committees may include non-Board members. No committee shall have fewer than four members.
4. The Executive Committee consists of at least five members: the Board Chair (who also chairs this Committee), the Vice Chair, and additional Board members recommended by the Nominating Committee and approved by the Board. The immediate past Chair remains on the Executive Committee, if still a Board member.
5. The Executive Committee may act on the Board's behalf between regular meetings, provided it does not conflict with any specific Board directive. Actions taken by the Executive Committee must be reported to the Board at or before the next meeting.

ARTICLE V: MEETINGS, ELECTIONS, AND QUORUMS

1. The Board holds a minimum of four and no more than twelve regular meetings each year. The number, dates, times and locations are determined by the Board.
2. The annual meeting of the Board takes place in June. The Executive Committee meets at the Chair's discretion or at the request of three of its members.
3. Special meetings of the Board may be called by the Chair or at the written request of five Board members.
4. Board officers and members of subsidiary or affiliated bodies are elected at the annual meeting, with their terms beginning at the end of the meeting. Those elected at special meetings serve until the next annual meeting or until successors are chosen.
5. As stated in the Library of Virginia Foundation bylaws, the Chair and Vice Chair of the Library Board also serve on the Foundation Board of Directors. If either is unable to serve, the Chair of the Library Board, in consultation with the Librarian and the Foundation President of the Board of Directors for the Library of Virginia Foundation, will appoint another Board member to fill the vacancy. The Librarian of Virginia serves as ex officio member of the Foundation Board and its Executive Committee of Directors.
5. A quorum for Board meetings requires a majority of members, Committees also require a majority of their members to be present for a quorum.
6. Board meetings follow the Virginia Freedom of Information Act and be governed by the most recent edition of Robert's Rules of Order.

ARTICLE VI: POLICIES

1. The Board may designate certain statements as official policies, listed in Addendum B.
2. To designate, change, or revoke an official policy:
 - a) the proposal must be announced at or before the Board meeting preceding the meeting where the action is to be taken, and
 - b) notice must be sent to the Board at least ten days before the meeting, and
 - c) a quorum, as required for bylaws amendments, must present for any action.
3. If any Board policy is formalized through a regulation, it is subject to the Administrative Process Act and the Virginia Register Act, and this Article does not apply.

ARTICLE VII: AMENDMENTS

These Bylaws may be amended by a vote of at least two-thirds of the members of the board then in office provided the proposed changes are sent to all members at least ten days before the meeting where the vote will take place.

DRAFT

THE LIBRARY OF VIRGINIA
BYLAWS OF THE LIBRARY BOARD
ADDENDUM A
THE LIBRARY BOARD COMMITTEES
ROLES AND RESPONSIBILITIES

COLLECTIONS AND ARCHIVES COMMITTEE

1. Collaborate with the Chief of Collections and Archives to assess the Library's needs related to collection development, preservation, conservation, digitization, access, processing and description.
2. Review the Library's Collection Development Policy and related policies to recommend updates that support the Library's mission.
3. Identify appropriate funding levels for these programs and report recommendations to the Board for considerations during budget planning.
4. Promote public understanding of the importance and value of the Library's collections and archives.
5. Monitor conservation and preservation of needs for archival and printed materials, artwork, newspapers, and other items in the Library's care.
6. Review and evaluate the status of Library programs supported by Special Funds—such as, the Circuit Court Records Project and the Virginia Newspaper Project—and provide regular updates to the Board.
7. Periodically assess compliance with the Virginia Public Records Act and suggest recommendations to the Library's records management policies and procedures.
8. Stay informed about technological developments that may affect how public records and collections are managed.
9. Oversee the physical conditions in which archival materials and records are stored.

BYLAWS COMMITTEE

Review the Board's bylaws on a regular basis and recommend revisions as needed to ensure they remain effective and up to date.

RESEARCHER AND PUBLIC ENGAGEMENT COMMITTEE

1. Work with the Chief of Researcher Engagement to evaluate the Library's public services, including reference, research, interlibrary loan, and circulation, and advise on major policy updates in these areas.
2. Collaborate with the Senior Leadership Team to develop and implement strategies for reaching target audiences with Library content, programs, exhibits, and special events.
3. Review and provide input on educational outreach initiatives and help strategies to expand their reach and effectiveness across the Commonwealth.
4. Support efforts to enhance customer service and monitor user satisfaction with Library services on an ongoing basis.
5. Recommend adequate funding levels for education, outreach, and public service efforts and report these recommendations to the Board.
6. Track relevant changes in technology that could influence how the Library delivers services and engages with the public.

EXECUTIVE COMMITTEE

1. Convene as directed by the Board or in response to urgent matters.
2. Evaluate overall operations at The Library of Virginia.
3. Conduct an annual performance review of the Librarian of Virginia

GOVERNMENT RELATIONS AND FINANCE COMMITTEE

1. Collaborate with the Librarian of Virginia and designated staff to shape legislative strategies and funding priorities that impact the Library or public libraries across the Commonwealth.
2. Assess the fiscal needs for the Library's programs and services and help establish appropriate funding levels.
3. When appropriate, meet with officials from the Executive and Legislative branches of state government to advocate for legislation and funding that support the Library of Virginia and library services statewide.
4. Monitor technological developments that could influence the committee's area of responsibility.

LIBRARY OF VIRGINIA FOUNDATION COMMITTEE

This two member committee consists of the Board Chair and Vice Chair, or their designees, who serve as ex officio members of the Library of Virginia Foundation Board of Directors.

PUBLIC LIBRARY DEVELOPMENT COMMITTEE

1. Work with the Chief of Library Development to identify trends in public library service and usage across the state.
2. Develop and maintain appropriate criteria for state aid to libraries and recommend action to the Board on requests for waivers to those requirements when appropriate.
3. Support state aid legislation for public libraries and communicate these efforts to the Government Relations and Finance Committee.
4. Recommend policies and strategies to the Board that encourage collaboration and networking among libraries.

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



**C. Paul Brockwell Jr.,
Chair**

1228 E. Broad Street, Box 980234
Richmond, Virginia 23298
paul.brockwell@lva.virginia.gov
Cell: 804-614-5589
5-year term ending June 30, 2027.
Succeeding Himself; **Seat 2**



Chelle Davis

2532 Springhaven Dr
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Phone: 757-270-6227
5-year term ending June 30, 2029.
Succeeding Laura Blevins; **Seat 7**



Barbara Vines Little

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



Malfourd "Bo" Trumbo

5215 Center Street
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Williamsburg, VA 23188
mwtrumbo@gmail.com
540-520-5703
5-year term ending June 30, 2028.
Succeeding Robert D. Aguirre; **Seat 5**



Suzette Denslow

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suzettedenslow@outlook.com
Cell: 804-929-4051
5-year term ending June 30, 2026
Succeeding Mohammed Esslami; **Seat 13**



Shelley Viola Murphy

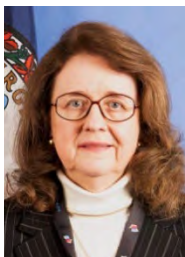
36 Colonial Road,
Palmyra, Virginia 22963
shelleyviola@gmail.com
Cell: 434-806-7433
5-year term ending June 30, 2026.

Succeeding Herself; **Seat 14**



Peter E. Broadbent Jr.

901 E. Cary Street, Suite 1800
Richmond, Virginia 23219
pbroadbent@cblaw.com
Phone: 804-697-4109
5-year term ending June 30, 2027.
Succeeding R. Chambliss Light Jr.; **Seat 1**



Carol G. Finerty

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Alexandria, Virginia 22307
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Phone: 724-567-7432
5-year term ending June 30, 2027.
Succeeding Mark Miller; **Seat 3**



Dr. Mary S. Prentice

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msprentice@liberty.edu
5-year term ending June 30, 2028.
Succeeding Marcy Sims; **Seat 4**



L. Preston Bryant Jr.

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5-year term ending June 30, 2026.
Succeeding Himself; **Seat 15**



Elizabeth "Betsy" Fowler

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5-year term ending June 30, 2029.
Succeeding Leonard Tengco; **Seat 9**



Lana Real

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5-year term ending June 30, 2025.
Succeeding Dr. Mark Emblidge; **Seat 10**



Dr. Robert Canida II*

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canida_ri@lynchburg.edu
5-year term ending June 30, 2025.
Succeeding Kathy Bowles; **Seat 11**
**use both email addresses*



Samuel Hayes III

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5-year term ending June 30, 2029.
Succeeding Maya Castillor; **Seat 8**



Blythe Ann Scott

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5-year term ending June 30, 2028.
Succeeding Carol Hampton; **Seat 6**

Library Board Committee Liaisons & Key Contacts



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R. Scott Dodson
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Library of Virginia Foundation
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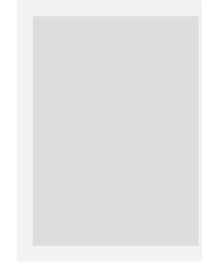
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Vacant
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Sarah Falls
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Tracy Molnar
Executive Assistant
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Proposed Library Board Meeting Dates

2025 – 2026

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

Monday, September 15, 2025

Committees and Full Board

8:30 a.m. – 12 p.m.

Monday, January 12, 2026

Electronic Meeting of Full Board

(No committees will meet.)

8:30 a.m. – 12 p.m.

Monday, April 13, 2026

Committees and Full Board

8:30 a.m. – 12 p.m.

Monday, June 22, 2026

Committees and Full Board

Annual Meeting

8:30 a.m. – 12 p.m.