



The Library Board

Meeting Agenda and Materials

Wednesday, February 5, 2025

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

**** ELECTRONIC BOARD MEETING ****

WEDNESDAY, FEBRUARY 05, 2025

Meeting Access: [Teams Meeting Link](#)

AGENDA

- | | | |
|---|---|---|
| 1:00 p.m. | The Library Board Meeting | <i>Via Teleconference</i> |
| I. Call to Order | | <i>C. Paul Brockwell Jr., Chair</i> |
| II. Approval of Consent Agenda | | <i>The Board</i> |
| <i>Action Items:</i> | | |
| | A. Approval of Board Meeting Minutes – November 21, 2024 | |
| | B. Approval of Updates to All-Electronic Meeting Policy | |
| | C. Approval of Updates to Electronic Participation in Meetings Policy | |
| III. Welcome to Visitors and Staff | | <i>C. Paul Brockwell Jr., Chair</i> |
| IV. Public Comment | | |
| V. Reports from Partner Organizations | | |
| | A. Friends of the Virginia State Archives | |
| VIII. Report of the Librarian of Virginia | | <i>Dennis T. Clark</i> |
| VII. Report of the Chair | | <i>C. Paul Brockwell Jr.</i> |
| VIII. Committee/Division Information Reports | | |
| | A. Archival, Collections, and Records Management Services Committee | <i>Peter E. Broadbent Jr.</i> |
| | B. Communications, Education, Outreach, and Research Services Committee | <i>Barbara Vines Little</i> |
| | C. Legislative and Finance Committee. | <i>Malfourd W. “Bo” Trumbo</i> |
| | D. Public Library Development Committee | <i>Elizabeth “Betsy” Fowler</i> |
| | E. Library of Virginia Foundation | <i>R. Scott Dodson and Pia Trigiani</i> |
| XI. Communications and Marketing Updates | | <i>Angela Flagg</i> |
| XII. Human Resources Updates | | <i>Vanessa Anderson</i> |
| XIII. Old or New Business | | |
| XIV. Adjournment | | |

*The next meeting of the Library Board and its committees will be in person Friday, April 11, 2025 in Richmond at 800 E. Broad Street.
Committees will meet in blocks beginning at 8:30 a.m., with the full board convening at 10:30 a.m.*

THE LIBRARY BOARD

800 E. Broad Street, Richmond, VA 23219

November 11, 2024

2:00 p.m.

MEETING MINUTES

Members Attending: C. Paul Brockwell Jr. (Chair); Peter Broadbent Jr., L. Preston Bryant Jr., Robert L. Canida II, Chelle Davis, Suzette Denslow, Elizabeth “Betsy” Fowler, Samuel Hayes III, Barbara Vines Little, Mary Prentice, Blythe Ann Scott and Malfourd W. “Bo” Trumbo;

Members Absent: Carol Finerty, Lana Real, and Shelley Viola Murphy

- I. **Call to Order:** C. Paul Brockwell Jr., chair, called the meeting to order at 2:05 p.m.
- II. **Approval of Agenda:** Mr. Brockwell asked for a motion to approve the agenda. Suzette Denslow moved the approval, and the motion was seconded. The Board approved the agenda.
- III. **Welcome to Visitors and Staff:** Mr. Brockwell extended a warm welcome to Library Board members, to the Library management team, to members of the Library of Virginia Foundation Board and to guests including Abigail Gump, board counsel and assistant attorney general; and to Conley Edwards, president of the Friends of the Virginia State Archives,
- IV. **Public Comment:** No public comment was offered.
- V. **Approval of the Library Board Minutes from September 20, 2024:** Mr. Brockwell asked if there were any additional edits. Hearing none, he asked for a motion to approve the minutes as amended. The motion was made by Ms. Denslow and seconded. The board approved the minutes.
- VI. **Strategic Plan Development:** Mr. Clark provided an update on the process to develop the Library’s next strategic plan and shared four emerging themes. He expressed his vision that the Library’s strategic framework should prioritize broad, ambitious goals for the future rather than specific internal tasks. The strategic planning committee is actively developing the framework and plans to share preliminary outcomes with staff before the end of the calendar year. The framework is grounded in the Library’s mandates as outlined in the *Code of Virginia*.
- VII. **Capital Projects:** Mr. Clark reminded everyone the Library has two ongoing capital projects; 1) the State Records Center expansion will break ground early in 2025 and 2) the redesign of the Library’s public spaces at 800 East Broad. The Department of General Services (DGS), the building’s owner, will post a Request for Proposals to develop schematic designs for the ground

floor. Once all bids are reviewed and a firm is selected, the schematic design development will take 12-18 months.

- VIII. **Proposed Collections Development Statement:** Mr. Brockwell offered a brief introduction to the Library's process for updating the Collections Development Statement and shared that because the document is undergoing an update for the first time, he wanted to ensure all members had the opportunity to learn about the document, how it is used and to be able to share feedback or questions with staff through an inclusive and transparent process. Mr. Clark expressed his appreciation to Dr. John Metz, Deputy for Collections and Programs, and his working group members for reviewing and editing the previous document. While all Board members are welcome to review and provide feedback, the Archives Committee is tasked with examining the document closely and providing recommendations to the Board. A brief period of discussion followed.
- IX. **Reports from Other Organizations**
- A. **Library of Virginia Foundation:** Scott Dodson provided an update on the foundation's recent board meeting, highlighting the selection of a new café provider. Board President Pia Trigiani expressed gratitude for everyone's support of the Literary Awards, noting its significant financial success benefits the Library. The date for the next year's Literary Awards has been scheduled for September 20, 2025, and she encouraged everyone to attend.
- B. **Friends of the Virginia State Archives:** Conley Edwards, president of the Friends of the Virginia State Archives, provided an update on recent activities including the sale of Transcrib-a-versary merchandise.
- X. **Report of the Librarian of Virginia:** Mr. Clark reported that a Library of Virginia Annual Report will be presented as upcoming issue of the *Broadside* magazine. He also encouraged everyone to visit the Library's two ongoing exhibits "Mapping the Commonwealth, 1816-1826" and "Home to Frontline, Virginia's WWII Story."
- XI. **Report of the Chair:** Mr. Brockwell reported on last month's Executive Committee meeting. He asked everyone to note the meeting location of the April board meeting was changed from Abingdon to Richmond.
- XII. **Adjournment:** Hearing no additional business, Mr. Brockwell adjourned the meeting at 3:10 p.m. He thanked everyone for their engagement and encouraged board members to see the exhibits downstairs. The next board meeting will be Monday, Jan. 6, 2025, at the Library of Virginia.

**LIBRARY OF VIRGINIA
A RESOLUTION OF THE LIBRARY BOARD**

POLICY ON ALL-VIRTUAL LIBRARY BOARD MEETINGS

(Originally Adopted September 19, 2022; Amended and Re-adopted February 5, 2025)

WHEREAS it is the policy of the Library Board that the Board may on occasion elect to hold an all- virtual meeting as permitted by Virginia Code § 2.2-3708.3 and shall at least once annually adopt a policy by recorded vote at a public meeting for all-virtual public meetings and remote attendance of Board members.

THEREFORE, BE IT RESOLVED that when the Board approves its yearly schedule of meetings, it will indicate on the schedule which, if any, future meetings are planned to be all virtual. At any point during the year after the schedule has been set, the Library Board chair may request that a meeting be changed from in-person to all-virtual, as long as public notice of this change is made at least three working days in advance of the meeting and complies with Code of Virginia § 2.2-3707. Unless the commonwealth is under a declared state of emergency, the Board may hold no more than two all-virtual meetings in a calendar year and those may shall not be consecutive.

BE IT ALSO RESOLVED that the Library Board will comply with all Code requirements for all-virtual meetings of a public body. Every all-virtual meeting will be livestreamed, and the posted meeting agenda will provide information to the public for watching and listening to the meeting. A phone number will also be provided so that the public can report any problems they encounter with the livestream. The packet of meeting materials will be posted on the Library's website in advance of each meeting. The Library's website will also provide information about submitting written public comments in advance of an all-virtual meeting. Any comments received will be shared with all Library Board members in advance of the meeting and posted online with the meeting materials. Minutes of all-virtual meetings will be kept and made available as they are for all in-person meetings, with the minutes specifying the electronic communications means by which the meeting was held.

BE IT ALSO RESOLVED that this policy shall apply to any committee, subcommittee, or working group established by the Library Board. Committees may hold all-virtual meetings with the consent of the Library Board chair as long as the meetings comply with all Code requirements. Public notice of an all-virtual committee meeting will be posted at least three working days in advance of the meeting. Every all-virtual committee meeting will be livestreamed, and the posted meeting agenda will provide information to the public for watching and listening to the meeting. A phone number will also be provided so that the public can report any problems they encounter with the livestream. Committee meeting

materials will be posted on the Library’s website in advance of each meeting. The Library’s website will also provide information about submitting written public comments in advance of an all-virtual committee meeting. Any comments received will be shared with all committee members in advance of the meeting and posted online. Minutes of all-virtual committee meetings will be kept and made available as they are for all in-person meetings, with the minutes specifying the electronic communications means by which the meeting was held. A committee may hold no more than two virtual meetings in a calendar year and those may shall not be consecutive.

/S/ C. Paul Brockwell Jr.
Chair, Library Board

/S/ Dennis T. Clark
Secretary to the Library Board
February 5, 2025

**THE LIBRARY OF VIRGINIA
A RESOLUTION OF THE LIBRARY BOARD**

POLICY ON ELECTRONIC PARTICIPATION IN LIBRARY BOARD MEETINGS

(Originally adopted September 28, 1998; ~~amended and re-adopted February 5, 2025~~ January 8, 2024)

WHEREAS it is the policy of the Library Board that individual Library Board members may participate in meetings of the Library Board by electronic means as permitted by Virginia Code § 2.2-3708.2 and § 2.2-3708.3.

AND WHEREAS this policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

THEREFORE, BE IT RESOLVED whenever an individual member wishes to participate from a remote location pursuant to this policy, the law requires a quorum of the Library Board to be physically assembled at the primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location. A member who is unable to attend the meeting: 1) due to a medical condition or temporary or permanent disability as defined in § 51.5-40.1 and uses remote participation, counts toward the quorum as if the individual was physically present; 2) due to a family member's medical condition that requires the member to provide care for such family member thereby preventing the member's physical attendance and uses remote participation, or an individual member who is a caregiver for a person with a disability preventing the member's physical attendance and uses remote participation, count toward the quorum as if the individual was physically present; 3) a member's residence is more than sixty (60) miles from the meeting location identified in the notice and does not count toward the quorum; 4) or a personal matter and identifies with specificity the nature of the personal matter, may participate in the meeting electronically by notifying the Chair of the Library Board and the Office of the Librarian of Virginia on or before the day of the meeting, and does not count towards the quorum.

BE IT ALSO RESOLVED that the Chair, or in the Chair's absence, the Vice Chair, is authorized to approve individual members' remote participation. Any request for remote participation that the Chair believes does not meet the criteria for remote participation shall be put before the Board for a vote. An individual member's approved or disapproved remote participation request must be identified and recorded in the meeting minutes with specificity.

BE IT ALSO RESOLVED that for any approved requests the reason that the member is unable to attend the meeting and the remote location from which the member participates shall be recorded in the meeting minutes. If the reason for the electronic participation is due to a personal matter (not a temporary or permanent disability or other medical condition) the nature of the personal matter must be identified with specificity.

BE IT ALSO RESOLVED that such participation by a member due to a personal matter shall be limited to two meetings each calendar year.

BE IT ALSO RESOLVED that this policy shall apply to any committee, subcommittee, or working group established by the Library Board. Committees may have remote attendance with the consent of the Library Board chair as long as such attendance complies with all Code requirements. The Library Board shall at least once annually adopt a policy by recorded vote at a public meeting for all-virtual public meetings and remote attendance of Board members pursuant to § 2.2-3708.3

/S/ C. Paul Brockwell Jr.
Chair of the Library Board

/S/ Dennis T. Clark
Secretary to the Library Board

February 5, 2025



FRIENDS OF THE VIRGINIA STATE ARCHIVES

P.O. Box 4804 ▪ Richmond, VA 23220

Library Board Meeting Update

February 5, 2025

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Happy New Year to you all from the Friends of the Archives. Thank you for allowing me to update you on the activities of the Friends to “support, encourage, and aid the State Archives in its existing and future enterprises.”

Very briefly, the Friends are working with staff on the program for the annual Straight to the Source program featuring presentations by the staff on projects they are working on that are of special interest. This will be the 31st year for this program, and we are planning to commemorate the start of the fourth decade of the program with a special item for those who register. The date will be on a Friday in mid-March at the Library. I hope some of you will make plans to attend.

The end of the year report for 2024 indicates that the Friends expended \$20,070 for its book purchase program. The program supplements the Library’s acquisition budget by selecting published genealogy and family history materials not in the collection and from contiguous states. Many of these items are independently published in a small number of copies that quickly disappear. The careful attention the Friends board member Peter Broadbent devotes to the project recently resulted in 68 volumes from one publisher and more than 100 volumes from another that were added to the LVA collection. Thank you, Peter, for your attention. With the addition of \$500 given to the Library Foundation to support Archives Month activities, the Friends donated \$20,570 to LVA in 2024.

Hope to see you at the Straight to the Source program in March.

Respectfully submitted,

Conley Edwards, president

Friends of the Virginia State Archives.

STRATEGY & GOALS 2025–2029

OUR VISION

The Library of Virginia will inspire learning, ignite imagination, create possibilities, encourage understanding, and engage Virginia's past to empower its future.

OUR MISSION

As the Commonwealth's library and archives, the Library of Virginia is a trusted educational institution. We acquire, preserve, and promote access to unique collections of Virginia's history and culture and advance the development of library and records management services statewide.

DEFINING OUR PATH FORWARD

4 Key Objectives >>>>

> LEADING THE WAY

Become widely recognized as the leading source of information on Virginia's history, government, and people.

We will

- Provide exemplary stewardship and access to our collections and archives.
- Invest in, steward, and make widely accessible collections of distinction.
- Support staff excellence through recruitment, training, and professional engagement.
- Investigate, design, and implement new models for enhancing collection development.

> EXCEEDING EXPECTATIONS

Create experiences for Library of Virginia users that exceed their expectations, onsite and online

We will

- Develop new models for services, outreach, and access to engage researchers, regardless of location.
- Design and implement a long-term gallery experience of Virginia's history, government, and people.
- Create opportunities for immersive, technology-rich experiences using our collections.
- Create and sustain a best-in-class website, providing seamless access to collections

> ENGAGING VIRGINIANS

Strengthen civic education and engagement throughout Virginia

We will

- Connect Virginia's K-12 educators with the Library's collections, services, and programs.
- Partner with higher education, state agencies, public policy institutions, and cultural heritage organizations to broaden access to civic engagement and education.
- Use spaces and resources to convene civic dialogue and discussion.
- Create and deliver robust, civic-minded programming to all areas of Virginia.

> FOSTERING EXCELLENCE

Support Virginians with the finest public library network in the country.

We will

- Enhance support and professional engagement for public library staff, trustees, and leadership
- Educate stakeholders on information and technology needs of communities served by public libraries
- Expand consulting services for public libraries
- Design and implement collaborative services with Virginia public libraries



Executive Summaries for February 5, 2025

Collections Access and Management Services

State Records Center

The bid package for the State Records Center was issued in early September and attracted three viable bids for the contract. In late October, the contract was awarded to Trent Construction who offered the lowest bid at \$18,499,000. Department of General Services (DGS) is happy with the selection due to Trent's quality work and extensive experience with state construction contracts. DGS is completing negotiations and a mandatory "high risk" review by the Attorney general's Office for projects that cost more than \$10,000,000. They expect construction to begin in late January or early July.

Virginia Newspaper Program

The Virginia Methodist Conference Historical Society has approved a gift of \$42,000 to fund the next phase of the digitization of the Richmond Christian Advocate which includes content from 70 volumes of the Virginia Methodist Advocate from 1939 to 2009. The Advocate is a small format newspaper that was later published as a magazine. Each volume is approximately 600 pages, totaling 42,000 pages for the 70-year period. This project will add to a previous project to digitize the news title and its predecessor, the Richmond Advocate for 1841 to 1939. This content will be added to the Library's Virginia Chronicle online newspaper repository (<https://virginiachronicle.com>).

Visual Studies

The Library recently received a donation of architectural material from Frank Lloyd Wright's Pope-Leighey House (accession 54313). This collection contains blueprints, correspondence, photographs, and other documents that detail the history of a Usonian house designed by the architect Frank Lloyd Wright for Loren B. and Charlotte Pope of Falls Church, Virginia in 1939. The Popes sold the house in 1947 to Robert and Marjorie Leighey. In 1964, the house was threatened with demolition as part of the construction of interstate 66. Marjorie Leighey deeded the house to the National Trust for Historic Preservation. The National Trust relocated the building to its Woodlawn Plantation property where it is open to the public. The collection, compiled by Loren Pope and Steven M. Reiss, was donated to the Library of Virginia by Steven M. Reiss in honor of his parents Rose and Jack Reiss.

Government Records Services

State Records

State Records archival staff have nearly completed processing the backlog of governors' paper records through the Northam administration. We are still awaiting an opinion from the Attorney General's concerning records that have potential privacy issues that may need to be restricted. State Records archival staff also continue to process the backlog of governors' non- email electronic records totaling approximately fourteen terabytes.

Local Records

The FY2025 CCRP grant cycle opened October 16 with a January 17 deadline. The award amount will be two million dollars. Court records from Arlington County, city of Charlottesville, and Cumberland County were transferred to the Library of Virginia for preservation. Local Records processing staff completed processing the city of Richmond chancery causes from 1783 to 1886. Scanning of the collection will begin Spring 2025. Local Records have made available online other highly requested record types such as coroners' inquisitions and naturalization records. Finally, the Local Records staff traveled over 10,000 miles during calendar year 2024 visiting circuit court clerks' offices across the commonwealth to consult with clerks on records preservation, examine items for conservation grants, and conduct records transfers. See the CCRP Annual Report included in the packet for more detailed information on activities of the Local Records section.

Virginia Untold section continues to coordinate the scanning of free Black registers found in circuit court clerks' offices. Registers from Pulaski County and Washington County have been scanned. Once completed, the registers will be added to the From the Page transcription site for indexing. Deeds and bills of sale that involve transactions of enslaved people continue to be added to Virginia Untold. Project manager Lydia Neuroth delivered presentations and led workshops about Virginia Untold. See the Virginia Untold Annual Report for more detailed information on the Virginia Untold program.

Records Management

The Records Analyst section continues to update retention schedules for state and local agencies. Staff are scheduling webinars and trainings to offer to records officers around the commonwealth. Topics include disaster planning and social media.

Public Services and Outreach

Education & Outreach

LVA on the Go concluded its season and is almost fully booked for upcoming year, which is March-November. We will continue to target VA250 events, however, we are not always able to take the van and instead must book tables. Attendance for public library visits continues to be low, unfortunately.

On site visits for the exhibition Mapping the Commonwealth numbered just under 2000 for October (opening on Oct. 21) through the end of the year. Virtual programming for Mapping has been particularly strong, with approximately 400 registrations for each of two online events. 295 attended the presentations live (synchronous) while several hundred more have viewed the recorded YouTube videos. This provides strong evidence for the continued efficacy and reach of virtual programming.

Planning for the House to Highway exhibition well underway, with biweekly team meetings and an opening date of July 14, 2025.

First Fridays are increasing in numbers of visitors, and November's "Architecture" theme was rather successful with 120 in attendance, 75 of which attended a lecture on the Pope-Leighey house by author Steven Reiss. The next FF event will feature "Virginia Stories: Children" with a group community art exhibition and feature a performance by the performing arts group SPARC, which will feature musical theater numbers for local high school students.

The Weinstein series concluded its season with a talk by author Larry Roeder on his work: Dirt Don't Burn. Planning is underway for a compelling upcoming Weinstein series.

Public Services

During the fall, planning for Public Services training has been our priority. Access Services and Archives and Library Reference Services will come together the week of Jan. 27 to focus on team building, how we refer inquiries, and analysis of our work. A second week of training will commence the week of Feb. 24. Public services during these weeks will be lessened but covered by cross-training colleagues in the building.

Ginny Dunn, Manager of Archives and Library Reference Services, retired on December 31, 2024, after many decades of incredible service.

Library Development and Networking

Library Development

Barry Trott provided 130 learning opportunities both virtual and in person, serving over 1,000 library staff with professional development. These range from in-person staff days to online workshops on Outcome-Based Evaluation to Legal and Medical Reference Questions to a series on artificial intelligence.

Sue La Paro provided 5 trainings, serving over 100 individuals and made 6 site visits. Sue coordinated and facilitated the ordering for 2025 Color Our World summer reading materials from the Collaborative Summer Library Program (CSLP). Initial data shows approximately 68 library systems placed orders (73%), similar to last year.

Kim Armentrout led three trainings for the state aid data survey; coordinated the design and publication of the 2023 public library infographic (attached); and completed the LSTA interim report, as well as leading two internal LSTA check in meetings.

Find It Virginia: 2024 saw a 3% increase in overall usage, with Transparent Language, all three Brainfuse products, Gale in Context Elementary, Magzter, and NoveList Plus seeing the highest increase. More libraries are accessing these resources in the past, thank to Barry Trott's management.

Public Library Infrastructure: *Library Websites*: The 20th of 26 libraries was moved to the most current format. The remainder will be completed in 2025.

Leadership and Stakeholder Development:

Networking

Reagen Thalacker began the orientation of 5 library new library directors this quarter, bringing the total to 15 new directors, this fiscal year—a new record. She provided two trainings and made 5 site visits. Reagen has also completed the Friends of the Library Handbook, which is now out for editing.

21st Century Work Skills: Cindy Church played an integral role in organizing the inaugural COSLA E Rate Forum from November 6th – November 8th. Cindy created a Virginia Niche User's Group to bring Virginia public library Niche Academies together to network, educate, and share experiences and best practices. Their seventh meeting on October 9th. Cindy advised DHCD on opportunities to spend BEAD non-deployment funds to benefit LVA and public libraries in 2025.

Nan Carmack provided 8 trainings to over 175 people, ranging from the Lee County Board of Supervisors to Crucial Conversations. She made 8 site visits. Nan joined Cindy on advising DHCD on BEAD non-deployment fund activities with public libraries.

Bills of Interest to the Library of Virginia for the 2025 Legislative Session

Houses of origin to complete action on Budget Bills	February 6, 2025
Last day to act on Budget Bills and revenue bills of other house and appoint conferees	February 12, 2025
Last day for committee action on remaining bills	February 17, 2025
Last day to act on remaining bills and appoint conferees	February 20, 2025
Session adjourns sine die	February 22, 2025
Last day for Governor's action on legislation	March 24, 2025
Reconvened session	April 2 or April 9, 2025
Effective date of enacted legislation	July 1, 2025

HOUSE:

HB1548 – High school graduation; requires passing score on select questions from U.S. Naturalization, etc.

Introduced by: [R. Lee Ware \(Chief Patron\)](#)

High school graduation requirements: passing score on select questions from U.S. Naturalization Test. Requires the Board of Education, in establishing high school graduation requirements, to require, except in the case of a high school student whose individualized education program indicates otherwise, each high school student to take and correctly answer at least 70 percent of the questions on a test composed of at least 25 but not more than 50 of the questions on the civics portion of the U.S. Naturalization Test in order to graduate high school with a standard or advanced studies diploma, provided that such student may take such test at any time during grades nine through 12 and as many times during such period as necessary to achieve the minimum 70 percent passing score. <https://lis.blob.core.windows.net/files/1010112.PDF>

HB1600 and SB800 -Budget Bill – Summary as Introduced

Introduced by: [Luke E. Torian \(Chief Patron\)](#) and [L. Louise Lucas \(Chief Patron\)](#)

Budget Bill. Amends items of and adds items to Chapter 2 of the Acts of Assembly of 2024, Special Session I. <https://lis.virginia.gov/bill-details/20251/HB1600>

HB1763 – Virginia Freedom of Information Act; virtual meetings; advisory boards, commissions, and councils.

Introduced by: [Marty Martinez \(Chief Patron\)](#)

Virginia Freedom of Information Act; virtual meetings; advisory boards, commissions, and councils. Allows advisory boards, commissions, and councils to convene all-virtual public meetings regardless of whether any such board, commission, or council convenes in-person meetings. Current law prohibits certain public bodies from convening an all-virtual public meeting (i) more than two times per calendar year or 50 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting. <https://lis.virginia.gov/bill-details/20251/HB1763>.

HB1823 Virginia Commission on Lynching Sites Memorialization established; report.

Introduced by: [David A. Reid \(Chief Patron\)](#)

Virginia Commission on Lynching Sites Memorialization established; report. Establishes the Virginia Commission on Lynching Sites Memorialization as an advisory commission in the executive branch of state government. The purpose of the 15-member Commission is to acknowledge the history of racial violence in Virginia through the placement of historical markers at the sites of lynchings.

HB2134 Definitions; American Indians; Virginia recognized tribes; federally recognized tribes; sovereignty.

Introduced by: [Paul E. Krizek \(Chief Patron\)](#)

Definitions; American Indians; Virginia recognized tribes; federally recognized tribes; sovereignty. Establishes definitions for "American Indian," "federally recognized tribe," and "Virginia recognized tribe" and amends various sections throughout the Code for the purpose of uniformity in terminology. <https://lis.virginia.gov/bill-details/20251/HB2134>.

HB2695 Library Board; conferral of the honorary degree of patron of letters.

Introduced by: [JJ Singh \(Chief Patron\)](#)

Library Board; conferral of the honorary degree of patron of letters. Adds arts, humanities, and information science to the fields in which the state Library Board may confer the honorary degree of patron of letters. Currently the fields consist of history and library or archival science. <https://lis.virginia.gov/bill-details/20251/HB2695>.

HB2704 Library boards; removal of members; appeal.

Introduced by: [JJ Singh \(Chief Patron\)](#)

Library boards; removal of members; appeal. Provides that the procedure for removal of a library board member shall include a right of appeal by the member to the circuit court within 30 days of a decision to remove such member. <https://lis.virginia.gov/bill-details/20251/HB2704>.

HB2723 Criminal records; expungement and sealing of records.

Introduced by: [Charniele L. Herring \(Chief Patron\)](#)

Criminal records; expungement and sealing of records. Amends numerous statutes related to the expungement and sealing of criminal records that are scheduled to become effective on July 1, 2025. In addition, the bill requires (i) the Department of State Police to develop a secure portal for the purpose of allowing government agencies to determine whether a record has been sealed prior to responding to a request pursuant to current law by October 1, 2026; (ii) the Virginia Indigent Defense Commission to (a) create a curriculum to educate both attorneys and others on expungement and sealing, (b) conduct trainings across the Commonwealth throughout the year, (c) provide expungement and sealing support by serving on a help desk and providing consultations, and (d) develop a library of resources on expungement and sealing for use by certified court-appointed counsel; and (iii) the Department of State Police, Department of Motor Vehicles, Office of the Executive Secretary of the Supreme Court of Virginia, and clerk of any circuit court to provide data and information on sealing upon request of the Virginia State Crime Commission for purposes of monitoring and evaluating the implementation and impact of the sealing processes.

The bill repeals the Sealing Fee Fund and directs any money in such Fund to be reverted to the general fund. The bill contains a delayed effective date of July 1, 2026, for the provisions related to the sealing of former possession of marijuana offenses without entry of a court order and the sealing of charges and convictions related to automatic sealing and such petitions. Lastly, the bill delays the repeal of the relevant law related to marijuana possession, limits on dissemination of criminal history record information, and prohibited practices by employers, educational institutions, and state and local governments until July 1, 2026. This bill is a recommendation of the Virginia State Crime Commission. <https://lis.virginia.gov/bill-details/20251/HB2723>.

HJ453 Recognition of the Wolf Creek Cherokee Tribe of Virginia.

Introduced by: [Delores L. McQuinn \(Chief Patron\)](#)

Recognition of the Wolf Creek Cherokee Tribe of Virginia. Extends state recognition to the Wolf Creek Cherokee Tribe of Virginia within the Commonwealth. <https://lis.virginia.gov/bill-details/20251/HJ453>.

SENATE:

SB766 – Museum of the Virginia National Guard; established, report.

Introduced by: [Glen H. Sturtevant, Jr. \(Chief Patron\)](#)

Museum of the Virginia National Guard established. Establishes the Museum of the Virginia National Guard as a state agency and educational institution for the dissemination of education concerning the history of the Virginia National Guard. The bill provides that the Museum is governed by a 15-member board of trustees and establishes the duties of such Board. <https://lis.virginia.gov/bill-details/20251/SB766>.

SB795 – Virginia Museum of Transportation; established, report.

Introduced by: [Christopher T. Head \(Chief Patron\)](#)

Virginia Museum of Transportation; established; report. Establishes the Virginia Museum of Transportation as a public entity and educational institution under the Commonwealth. The bill provides that the Museum is governed by a 15-member board of trustees. <https://lis.virginia.gov/bill-details/20251/SB795>.

STRICKEN – SB931 – ~~Obscene materials; restrictions on purchase, distribution, exhibition, or loan; exceptions; libraries and schools.~~

~~Summary As Introduced~~

~~Obscene materials; restrictions on purchase, distribution, exhibition, or loan; exceptions; libraries and schools. Modifies the exception to restrictions on the purchase, distribution, exhibition, or loan of any book, magazine, or other printed or manuscript material that contains obscene materials by providing that schools supported by public appropriation are not subject to the exception and limiting the exception applicable to libraries supported by public appropriation only to obscene material that is available exclusively in a section of the library to which access is restricted by age. <https://lis.virginia.gov/bill-details/20251/SB931>.~~ -

STRICKEN – SJ251 – ~~Public school libraries; removal of certain books, report. Patron~~

~~Introduced by: [Mamie E. Locke \(Chief Patron\)](#)~~

~~Summary As Introduced~~

~~Study; JLARC; public school libraries; removal of certain books; report. Directs the Joint Legislative Audit and Review Commission (JLARC) to study the removal of books from public school libraries in the Commonwealth between July 1, 2020, and December 31, 2024, on the basis of such books containing sexually explicit content or other content deemed objectionable for the purpose of identifying each book removed and, for each book removed, (i) the purported reason for its removal, (ii) the processes and procedures by which each book was identified as containing content necessitating its removal and for removing each book, and (iii) whether applicable state law directing the Department of Education to adopt model policies and each school board to adopt policies consistent with such model policies was used by any school division to justify the identification, removal, or process and procedures by which each book was identified or removed. The bill requires JLARC to complete its meetings by August 1, 2025, and directs the chairman to submit an executive summary of its findings and recommendations by October 1, 2025. <https://lis.virginia.gov/bill-details/20251/SJ251>~~

Library of Virginia

STATEMENT OF FINANCIAL CONDITION As of December 31, 2024

SOURCE	BUDGET	PAYROLL	OPERATIONS	SUBRECIPIENTS	TOTAL EXPENDITURES	AVAILABLE BALANCE	PERCENT SPENT
General Fund	\$ 45,547,088	\$ 6,051,146	\$ 1,902,840	\$ 13,398,792	\$ 21,352,778	\$ 24,194,310	47%
Federal Funds	\$ 4,573,731	\$ 775,401	\$ 2,554,290	\$ -	\$ 3,329,691	\$ 1,244,040	73%
Special Funds	\$ 1,849,000	\$ 309,610	\$ 441,460	\$ -	\$ 751,070	\$ 1,097,930	41%
CCRP Funds	\$ 5,500,000	\$ 508,254	\$ 163,488	\$ 1,716,114	\$ 2,387,856	\$ 3,112,144	43%
Total	\$ 57,469,819	\$ 7,644,410	\$ 5,062,078	\$ 15,114,906	\$ 27,821,394	\$ 29,648,425	48%

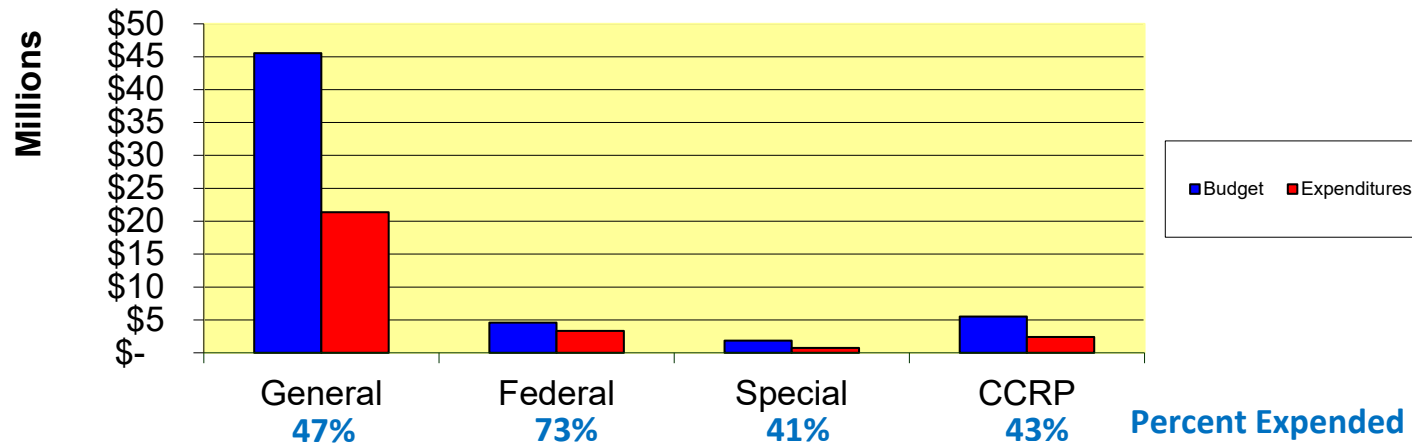
STATEMENT OF FINANCIAL CONDITION As of December 31, 2023

SOURCE	BUDGET	PAYROLL	OPERATIONS	SUBRECIPIENTS	TOTAL EXPENDITURES	AVAILABLE BALANCE	PERCENT SPENT
General Fund	\$ 41,895,779	\$ 5,642,303	\$ 4,157,553	\$ 11,122,767	\$ 20,922,623	\$ 20,973,156	50%
Federal Funds	\$ 4,573,731	\$ 708,991	\$ 2,305,860	\$ -	\$ 3,014,851	\$ 1,558,880	66%
Special Funds	\$ 1,849,000	\$ 350,056	\$ 384,655	\$ -	\$ 734,711	\$ 1,114,289	40%
CCRP Funds	\$ 5,500,000	\$ 513,248	\$ 166,148	\$ 2,502,410	\$ 3,181,806	\$ 2,318,194	58%
Total	\$ 53,818,510	\$ 7,214,598	\$ 7,014,216	\$ 13,625,177	\$ 27,853,991	\$ 25,964,519	52%

STATEMENT OF FINANCIAL CONDITION YTD COMPARISON 12.31.23 to 12.31.24

SOURCE	BUDGET	PAYROLL	OPERATIONS	SUBRECIPIENTS	TOTAL EXPENDITURES	AVAILABLE BALANCE	PERCENT SPENT
General Fund	\$ 3,651,309	\$ 408,843	\$ (2,254,713)	\$ 2,276,025	\$ 430,155	\$ 3,221,154	3%
Federal Funds	\$ -	\$ 66,410	\$ 248,430	\$ -	\$ 314,840	\$ (314,840)	-7%
Special Funds	\$ -	\$ (40,446)	\$ 56,805	\$ -	\$ 16,359	\$ (16,359)	-1%
CCRP Funds	\$ -	\$ (4,994)	\$ (2,660)	\$ (786,296)	\$ (793,950)	\$ 793,950	14%
Total	\$ 3,651,309	\$ 429,812	\$ (1,952,138)	\$ 1,489,729	\$ (32,597)	\$ 3,683,906	3%

The Library of Virginia Budget to Expenditures Comparison as of December 31, 2024



STATEMENT OF FINANCIAL CONDITION As of March 31, 2024

SOURCE	BUDGET	PAYROLL	OPERATIONS	SUBRECIPIENTS	TOTAL EXPENDITURES	AVAILABLE BALANCE	PERCENT EXPENDED
General Fund	\$ 45,547,088	\$ 6,051,146	\$ 1,902,840	\$ 13,398,792	\$ 21,352,778	\$ 24,194,310	47%
Federal Funds	\$ 4,573,731	\$ 775,401	\$ 2,554,290	\$ -	\$ 3,329,691	\$ 1,244,040	73%
Special Funds	\$ 1,849,000	\$ 309,610	\$ 441,460	\$ -	\$ 751,070	\$ 1,097,930	41%
CCRP Funds	\$ 5,500,000	\$ 508,254	\$ 163,488	\$ 1,716,114	\$ 2,387,856	\$ 3,112,144	43%
Total	\$ 57,469,819	\$ 7,644,410	\$ 5,062,078	\$ 15,114,906	\$ 27,821,394	\$ 29,648,425	48%

As of December 31, 2024, the financial condition of the Library of Virginia is in accordance with the Appropriation Act and the intent of the General Assembly.

Dan Hinderliter
Deputy of Finance and Administrative Services



LIBRARY OF VIRGINIA

Dennis T. Clark
Librarian of Virginia

December 1, 2024

Honorable Aimee Rogstad Guidera
Secretary of Education
P.O. Box 1475
Richmond, Virginia 23218

Dear Secretary Guidera,

The Virginia Appropriations Act requires that I report to you annually regarding the processing of circuit court records. I am pleased to submit the attached report on the Library of Virginia's Circuit Court Records Preservation Program (CCRP) for fiscal year 2024.

Library of Virginia staff continue to work diligently to advance the preservation of and provide access to Virginia's historic circuit court records, including those in Library facilities and those remaining in circuit court offices across the commonwealth. As you recall, the program is funded through a \$3.50 recordation fee as outlined in §17.1-275 of the Code of Virginia.

One hundred twenty-two preservation grants totaling \$3,204,869 for the preservation of historic records was awarded to various circuit courts this year. A summary of these awards appears at the end of this report. The Library's in-house program continues to process and make available the historical court records transferred to us by circuit courts. In fiscal year 2024, 124.42 cubic feet of historical records were processed and made available for research at the Library of Virginia.

Additionally, nearly 13 million digital chancery images from 96 localities are now available for research on the Library's website. The reformatted court records housed at the Library's State Records Center increased by 164 microforms, with all microform holdings regularly inspected to ensure strict adherence to preservation standards.

If you have any questions or require additional information regarding this report, please feel free to contact me at any time.

Sincerely,

Dennis T. Clark

cc: Dan Hinderliter, Deputy for Finance & Administrative Services, Library of Virginia
Hollis Bannister, Budget Analyst, Department of Planning & Budget
Emily Anne Gullickson, Deputy Secretary of Education

800 East Broad Street
Richmond, Virginia 23219

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ANNUAL REPORT TO THE SECRETARY OF EDUCATION
Virginia Circuit Court Records Preservation Program
July 1, 2023-June 30, 2024

During the 1990 session, the General Assembly amended the *Code of Virginia* §14.1-112 (now §17.1-275) increasing the circuit court recording fees for land records by three dollars. One dollar of the fee was designated for preserving permanent circuit court records. This increase provided funds to create the Virginia Circuit Court Records Preservation Program (CCRP), which is administered by the Library of Virginia in cooperation with the circuit court clerks. On July 1, 2020, an amendment to the above *Code* section took effect, increasing the program's designated portion of the fee to three dollar and fifty cents. The last two lines of §17.1-275(A)(2) now read: *Three dollar and fifty cents of the fee collected for recording and indexing shall be designated for use in preserving the permanent records of the circuit courts. The sum collected for this purpose shall be administered by The Library of Virginia in cooperation with the circuit court clerks.* The program addresses the preservation of the court records transferred to the Library as well as those remaining in the 120 clerks' offices.

During this fiscal year, progress continued toward ensuring the preservation of circuit court records across the commonwealth. At the close of the fiscal year, there were ten positions fully funded by the program, as well as seven additional positions partially funded with CCRP funds. Grant funding, research, conservation, records processing, reformatting, inventories, and individual consultations with the court clerks continue to be the hallmarks of this program. During FY 2023, program staff made a total of 118 site visits to localities.

Revenues collected by the program for FY 2024 were \$3,531,248 (compared to \$3,765,985 in FY 2023). The total amount expended by the program for FY 2024 was \$6,365,335 (\$4,646,318 in FY 2023). Funds returned to the localities in the form of preservation grant expenditures in FY 2023 were \$3,204,869. Combining FY 2024 revenue, unspent funds, and refunds, \$7,052,475 will be carried over to FY 2025. A significant portion of the carry-over balance has been earmarked for preservation grants to be awarded to localities in FY 2024.

A portion of the carry-over balance has also been reserved for the Library's digital chancery reformatting initiative. This project represents an innovative approach to preserving and providing access to some of the commonwealth's most valuable historic records, and the Library remains the only state archives in the country undertaking such a project. Circuit court clerks repeatedly cite the importance of reformatting these records in order to provide their constituents with ready access to the locality's historic record. For FY2024, \$213,000 was expended to digitize historic chancery records and to make the indexes and images available on-line through the Library's [Chancery Records Index](#) (CRI). The Library added 368,197 digital chancery images to the CRI. Many of these records were originally part of the archival records backlog that have now been processed, conserved, and indexed in preparation for digital reformatting. The program continues to update hardware and software infrastructure in order to ensure the preservation of, and access to, these digital assets. Long-range plans call for the program to update the search ability of the Chancery Records Index to include searches by cause of action and topics and not by name only.

The program continues to investigate the digital reformatting of other significant historical circuit court. Staff are currently scanning and creating descriptive data for naturalization records and coroners' inquisitions. Once completed the records will be accessible on our [digital collections site](#).

GRANTS CONSULTING PROGRAM

During FY 2024, CCRP consulting staff conducted 75 site visits. They examined 887 items, 12.65 cu.ft. of loose records, and created 385 condition reports for Item Conservation grant candidates. They also examined 1224 items post-conservation at the vendor to verify that work was performed correctly.

The Circuit Court Records Preservation Grants Review Board met once in FY 2024, to consider 124 applications submitted from 102 localities totaling \$3,470,913. The grant review board evaluated and discussed all the applications and awarded 122 grant projects for \$3,204,869 in the following categories: Item Conservation, Reformatting/Indexing, and Equipment/Storage.

IN-HOUSE RECORDS PROGRAM

Work continues to reduce the backlog of unprocessed circuit court records collections housed at the Library with a concentration on records series having a high research value covering a wide geographic area. Staff continues to flat-file, folder, index, conserve, and re-box materials, incorporating in-depth arrangement and description of court records of higher-research potential. The collections are made more accessible to the public with the creation of catalog records and electronic finding aids. The professional staff continues to process and index chancery records as well as processing other important loose papers having high research value. In addition, indexed chancery records data (names, cause of action, topics, etc.) is entered into the Chancery Indexing Processing System (CHIPS), the data entry system used by Library staff. CHIPS allows for uniform searching of records by the public and staff through the web-based Chancery Records Index.

The local records processing staff were also assigned digital chancery collections found on the Chancery Records Index to ensure indexing met current standards. There was particular emphasis placed on identifying and indexing names of enslaved people not currently found on the Chancery Records Index. The processing staff were also assigned with transcribing and approving transcriptions of circuit court records found on the Library's crowdsourcing project, [From the Page](#). Once approved, the transcribed records will be added to the [Virginia Untold: the African American Narrative](#) web site.

STATISTICS FOR JULY 1, 2023 -JUNE 30, 2024

Cubic footage examined	152.44
Cubic footage processed	124.42
Chancery causes indexed and entered	3,164
Chancery causes edited	2,729
Enslaved names indexed	1,343
Items mended	6,824
EAD (Encoded Archival Description) records created	89
EAD (Encoded Archival Description) records edited	337
ALMA (LVA catalog) records created	91
ALMA (LVA catalog) records edited	355
Database edits (Infolinx, digital projects, etc.)	4463
Database entries (Infolinx, digital projects, etc.)	12,223
Cubic footage accessioned	159.50
Items/volumes accessioned	172
Cubic footage deaccessioned	229.75
Items/volumes deaccessioned	4
Transcription pages approved – Circuit Court records	7140

Transcription pages transcribed – Circuit Court records	1,293
Chancery Records Index Total sessions	89,684
Chancery Records Index Clicks	1,589,050
Chancery Records Index Search total page views	614,504
Chancery Records Index new users	30,105
Total indexes available on the CRI	106
Digital chancery images scanned	368,197
Total images available on the Chancery Records Index	13,188,049

Digital images were added to Chancery Records Index for: Accomack Co., Albemarle Co., Alleghany Co., Amherst Co., Augusta Co., Brunswick Co., Clarke Co., Dickenson Co., Giles Co., Greenville Co., Henry Co., Lancaster Co., Nottoway Co., Powhatan Co., Prince William Co., Rappahannock Co., Roanoke Co., Rockingham Co., Scott Co., Smyth Co., and Wythe Co.

Most viewed localities on Chancery Records Index:

1. Albemarle County - 9,905 views
2. Augusta County - 9,443 views
3. Halifax County - 9,307 views
4. Loudoun County - 7,525 views
5. Bedford County - 7,453 views

Most viewed individual chancery causes:

1. Amelia County: 1832-019 John Martin, etc. vs Admr of Joshua Rucker by – 610 views
2. Scott County: 1856-015 Charles W Bickley, Trst etc. vs William Richmond etc. – 158 views
3. Montgomery County: 1803-010 James Payne vs David McComas, etc. – 131 views
4. Nansemond County: 1878-001 Sylvester Wright &c by etc. vs Sarah C. I. Q. Wright, infant etc. – 119 views
5. Russell County: 1900-011 Henderson Compton, etc. vs H M McGlothlin, etc. – 104 views

The following localities have been subjects of archival work this year:

Accomack County coroners' inquisitions – indexing
Albemarle County coroners' inquisitions – indexing
Albemarle County naturalization records – indexing
Alexandria (City) coroners' inquisitions – processing, indexing
Alleghany County chancery causes – processing, indexing, and mending
Amelia County apprenticeship indentures – processing, indexing, scanning
Amelia County certificates of importation – processing, indexing, scanning
Amelia County deeds – processing, indexing, mending, scanning
Amelia County coroners' inquisitions – processing, indexing, descriptive access
Amherst County court papers – minimal processing
Amherst County coroners' inquisitions – processing
Amherst County apprenticeship indentures – processing, indexing, scanning
Amherst County certificates of importation – processing, indexing, scanning
Amherst County deeds - processing, indexing, mending, scanning
Arlington County coroners' inquisitions - indexing
Arlington County naturalization records – indexing
Bath County chancery causes – digital indexing
Bedford County coroners' inquisitions – indexing
Bristol (City) coroners' inquisitions – processing

Brunswick County naturalization records – indexing, descriptive access
Chesterfield County chancery causes – processing, indexing, and mending
Chesterfield County naturalization records – descriptive access
Cumberland County military and pension records – descriptive access
Cumberland County naturalization records – indexing
Danville (City) Civil Rights Case Files- descriptive access
Elizabeth City County naturalization records – indexing
Fauquier County naturalization records – indexing
Frederick County chancery causes – processing, indexing, and mending
Frederick County military and pension records – descriptive access
Frederick County naturalization records – indexing
Giles County chancery causes – processing, indexing, and mending
Giles County naturalization records – indexing
Gloucester County naturalization records – indexing
Greensville County military and pension records – descriptive access
Henrico County chancery causes – processing, indexing, and mending
Henrico County naturalization records – indexing, descriptive access
Isle of Wight County naturalization records – indexing
Lancaster County naturalization records – indexing
Lunenburg County naturalization records – indexing
Lynchburg (City) deeds – processing, indexing, mending
Lynchburg (City) naturalization records – scanning, indexing, descriptive access
Madison County naturalization records – indexing
New Kent County naturalization records – indexing
Newport News (City) chancery causes – processing, indexing, and mending
Norfolk County naturalization records – descriptive access
Northumberland County military and pension records – indexing
Orange County military and pension records – descriptive access
Page County coroners’ inquisitions – indexing
Petersburg (City) naturalization records – indexing, descriptive access
Pittsylvania County business records – descriptive access
Pittsylvania County naturalization records – indexing
Portsmouth (City) naturalization records – descriptive access
Powhatan County business records – descriptive access
Powhatan County naturalization records – indexing
Prince Edward County business records – descriptive access
Prince George County naturalization records – indexing
Princess Anne County naturalization records – indexing
Radford (City) – processing, indexing, and mending
Richmond (City) Bureau of Permits and Inspections – descriptive access
Richmond (City) chancery causes – processing, indexing, and mending
Richmond (City) naturalization records – descriptive access
Richmond County chancery causes – digital indexing
Roanoke County naturalization records – indexing
Rockbridge County naturalization records – indexing
Rockingham County coroners’ inquisitions – processing, indexing
Rockingham County naturalization records – descriptive access
Southampton County naturalization records – indexing
Tazewell County naturalization records – indexing
Westmoreland County naturalization records – indexing
Wythe County naturalization records – descriptive access

VIRGINIA UNTOLD PROJECT

[Virginia Untold: the African American Narrative](#) provides digital access to records that document some of the lived experiences of enslaved and free Black and multiracial people in the Library of Virginia's collections. Traditional description, indexing, transcription, and digitization are major parts of this effort. However, and perhaps more importantly, this project seeks to encourage conversation and engagement around the records, providing opportunities for a more diverse narrative of the history of Virginia's communities. The site currently has 23,000 records from 25 record types. The vast majority of the records are local court records.

We continue to collaborate with circuit courts to scan "Free Negro Registers" stored in their records rooms. Currently, seventy-seven "Free Negro Registers" from forty-two Virginia localities are now available through Virginia Untold. Many of the registers available through Virginia Untold include fully searchable indexes thanks to the work of many volunteers and Library of Virginia staff members who have contributed to their crowd-sourced indexing on [From the Page](#) site.

MEDIA INVENTORY

The Imaging Services Branch continues to provide limited services to the localities, such as providing photo prints of missing pages, inspecting microfilm and digital images, retrieving microforms upon request, and delivering microfilm to our vendor for duplication. Imaging Services continues to maintain media in security storage by inspecting it for content and deterioration, replacing deteriorating film and describing all media in our internal content management system, Infolinx.

Imaging Services processed 56 requests from 19 Circuit Court Clerks' offices to replace a total of 163 pages of missing records in their offices using security film housed at the Library of Virginia's State Records Center. Two Circuit Court Clerks made request for film to be sent to vendors for scanning, totaling 58 reels.

Imaging Services, received, inspected, entered, and stored 164 new reels of security microfilm from Circuit Court Clerks' offices. Imaging Services continues to store and swap media tape backups from Circuit Court Clerks' offices compiled by the Supreme Court of Virginia.

Imaging Services inspected 5,069 reels of older film for deterioration as well as content in an effort to improve metadata for nearly 375,000 pieces of media in security storage to the Infolinx database. Imaging Services sent 8,983 reels to Backstage Library Works for duplication as part of the replacement project for deteriorating microfilm. Backstage Library Works duplicated and returned 5,779 reels as part of the replacement project for deteriorating microfilm.

CONCLUSION

The CCRP program continues to work towards the preservation and access of historical circuit court records stored at the Library of Virginia and circuit court clerks' offices around the commonwealth. Previously unprocessed chancery causes are now accessible online to the circuit court clerks and the public. Circuit court clerks and the public have expressed their gratitude to LVA through emails and social media for making this possible. Staff also identified, processed, catalogued, and promoted through blogs and social media other record types of historical significance such as coroners' inquisitions and naturalization records. The circuit court records continue to be a rich resource for records added to the Virginia Untold: The African American Narrative Digital Collection. Thousands of circuit court records that contain the history and narratives of thousands of enslaved people and free people of color such as freedom suits, deeds of emancipation, and commonwealth causes have been added to Virginia Untold.

The digital chancery indexing project and transcription approval work performed by teleworking staff have made records stored in our collection far more accessible than before. Over 1,300 names of enslaved people have been added to the Chancery Records Index and the transcriptions of over 7,000 pages of circuit court records were approved by local records staff.

CCRP staff assisted circuit clerks around the commonwealth with preservation needs in their offices – identifying records for item conservation grants, encouraging proper storage conditions in the records rooms, and ensuring conservation work was done properly by vendors. Our work in the clerks’ offices has encouraged increasing participation in the CCRP grants process. There were a record number of grant applications submitted in FY 2024.

Finally, recordings in circuit courts that fund the CCRP program have been in steep decline since FY 2020. Correspondingly, CCRP revenue has decreased by nearly \$3 million the past four years from \$6.8 million in FY 2020 down to \$3.5 million in FY 2024. The driving force for this decline is the weak housing market. Until there is improvement in the housing market, incoming CCRP revenue will continue to be flat or in decline. Nevertheless, the Library of Virginia will continue to try to balance both the needs of the clerks, our patrons and the preservation needs of the records.

December 19, 2024

To: The Honorable Glenn Youngkin
Governor of Virginia

The Honorable L. Louise Lucas
Chair, Senate Finance and Appropriations Committee

The Honorable Luke Torian
Chair, House Appropriations Committee

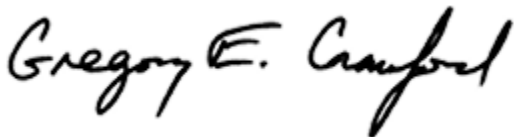
Subject: Annual Report on Reducing the Archival Backlog at the Library of Virginia

Chair Lucas and Chair Torian,

Per item 225B in the Commonwealth's Appropriation Act for the fiscal year ending June 30, 2024, I am pleased to submit the enclosed report on the Library's progress in reducing its archival backlog. This report covers the period July 1, 2023, through June 30, 2024.

If you have any questions or require additional information regarding this report, please feel free to contact me at 804-692-3505 or gregory.crawford@lva.virginia.gov.

Sincerely,



Gregory E. Crawford
Virginia State Archivist, Director of Government Records Services

Enclosure

CC: The Honorable Aimee Rogstad Guidera, Secretary of Education
Dennis Clark, Librarian of Virginia, Library of Virginia
Michael Maul, Director, Department of Planning & Budget
Adam Henken, Budget Analyst, Department of Planning & Budget

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Annual Report on Reducing the Archival Backlog at the Library of Virginia (FY2024)

The 2024 Appropriations Act (item 225B) requires the Librarian of Virginia and the State Archivist to conduct an annual study of the Library's archival preservation needs and priorities and to report annually to the Governor and the co-chairs of the Senate Finance and Appropriations Committee and House Appropriation Committee of the General Assembly on the Library's progress to date in reducing its archival backlog.

Background

The Library of Virginia has served as the official archives for the Commonwealth since the Library's founding in 1823. The Library holds the records created by the Governor's Office, the General Assembly, and all agencies of state government since 1776. Our comprehensive archival holdings also contain many of the surviving records of colonial government prior to statehood and the records of many Virginia localities from the earliest days of settlement through the modern era. In addition, the Library holds the papers of Virginia families, businesses, churches, and organizations whose activities document the daily lives of Virginians across four centuries and provide insights into our collective history not found in official records alone.

Since its founding nearly 200 years ago, the Library's collection of archival materials has grown to number nearly 132 million items, making the Library's collection one of the largest of any state archive in the United States. As we enter our third century, permanent records transferred to the Library primarily from state agencies and the governor's office are transitioning more to an electronic format than physical.

Staffing

The Library's staff apply professional archival standards and practices to ensure that collections are organized, described, and preserved in order to guarantee public access to the records of government not only now, but also in perpetuity. This expansive growth of the collections, as well as periodic budget reductions/stagnation over the past 20 years, has made it difficult for the Library to keep pace with our backlog of "unprocessed" archival collections, while meeting the research needs of 21st century users.

In 2008, the Library had thirty staff processing all of its archival collections; due to several budget reductions over the years, at the close of FY 2024, there are sixteen full-time staff members whose time is split between processing collections, as well as providing consultative services, creating digital content, and providing donor, reference, and outreach services; these additional duties result in approximately the equivalent of fourteen FTE devoted to processing.

The following table shows the number of FTE whose time is predominantly devoted processing and funding sources as of June 30, 2024:

Professional Staff	Department	Funded by
3	Private Papers Collection	General Fund
5	State Government Records	General Fund*
7	Local Government Records	CCRP**
1	Virginia Untold Project Manager	General Fund

*Federal LSTA funds partially support five archivists working on electronic archival records.

**Circuit Court Records Preservation Program (<https://www.lva.virginia.gov/agencies/CCRP/>)

The Archival Collections

As previously stated, the archival collections of the Commonwealth are comprised of state and local government records, as well as materials created by private Virginia citizens, corporations, businesses, and religious organizations. These records pre-date statehood and extend to the most recent electronic and paper materials that document Virginia today. A brief overview of the three collections follows.

Local Government Records

The Local Government Records program oversees a large collection of historically significant records created by Virginia cities and counties from the earliest days of Virginia history. The greatest proportion of records in this collection are from the Circuit Courts and span from the 1600s through the early 20th century. Heavily used by researchers, these records include wills and administrations, deeds, military records, marriage records, records related to enslaved individuals, plats and surveys, tax records, and much more.

Of note are the Chancery Records (<https://www.virginiamemory.com/collections/chancery/>), which contain considerable historical and genealogical information. Because the records rely so heavily on testimony from witnesses, they offer a unique glimpse into the lives of Virginians from the early 18th century through the First World War. There are over 280,000 cases indexed in the database and over 13 million images of chancery causes available online.

Private Papers

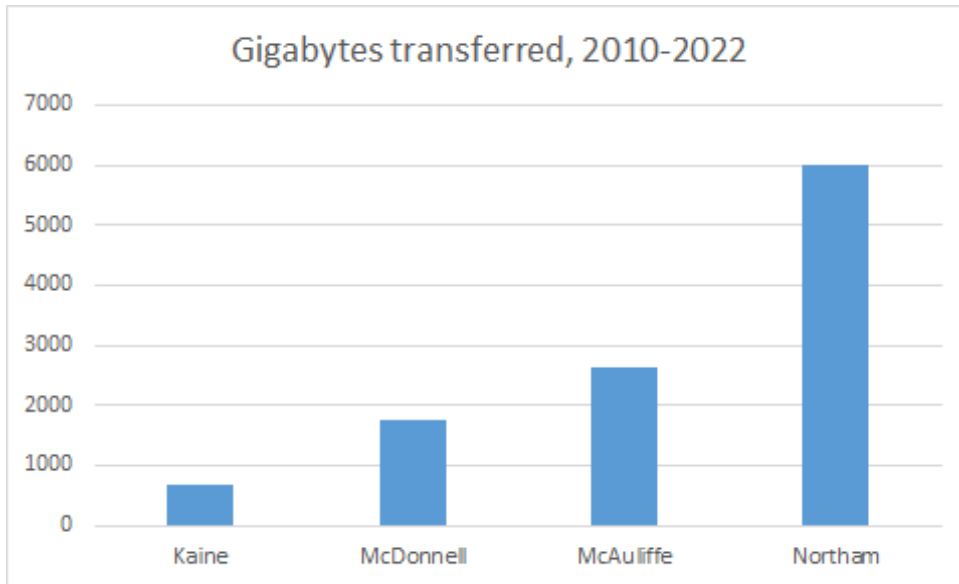
The Library's Private Papers collection encompasses Bible records, business records, cemetery and church records, genealogical notes and charts, organization records, and personal papers. These collections, which range in size from a single sheet of paper to more than 1,000 cubic feet of material, represent about 10 percent of the Library's holdings but are heavily used by genealogists and historians. They often arrive at the Library completely unorganized and require careful processing before they can be used effectively by researchers.

State Government Records

The State Government Records collection contains the historically significant records created by the executive, legislative and judicial branches of Virginia government. The State Records collection, the Library's largest, provides the official documentary record of Virginia government from 1776 through present. In addition to the records of Virginia's governors, the collection includes the papers of state agencies, boards, commissions, constitutional conventions, the General Assembly, and the Supreme Court. The state archive also contains the surviving records of Virginia's colonial and revolutionary governments that preceded statehood, including the earliest records of the Virginia General Assembly.

Growth and Electronic Records

By far, the largest collection growth occurs in State Government Records, which regularly receives archival records from state agencies, as well as the every-four-year transfer of materials from the outgoing governor. The backlog has increased exponentially with the huge influx of electronic records, primarily email, that the Library now receives from each gubernatorial administration. In 2010, the Library received 690 gigabytes of electronic records from the Kaine administration. In 2022, we received 6020 gigabytes from the Northam administration.



Of the ~14 TB of electronic archival content of gubernatorial records the Library manages, we prioritized the processing of the email received since 2006. Initially, one processing archivist manually reviewed nearly half of Governor Kaine’s emails. The remaining Kaine emails, as well as the emails from the Warner, McDonnell, and McAuliffe administrations, were processed using Artificial Intelligence and the services of partners at the University of Waterloo.

While this greatly accelerated the Library’s ability to process the emails, it cost approximately \$850,000 to achieve. Half of that cost was covered by General Funds, while the remainder was paid for with Federal LSTA funds. Governor Kaine’s emails are available for public use online; the remaining governors’ emails will be made publicly available once further internal processing has been completed, which includes the review and redaction by staff of privacy/legally protected information from 37,094 emails (Warner, McDonnell & McAuliffe). The ~6 million Northam administration emails will be processed once funding becomes available.

In FY2024, state records staff began processing non-email electronic archival records of gubernatorial administrations starting with Governor Kaine. They consist of a myriad of electronic files (Word docs, Excel spreadsheets, pdfs, jpegs, tifs, etc.) that record the activities of the governors and executive agencies. The total amount of electronic records increases exponentially with each administration.

The Library of Virginia stores ~4 TB of electronic records transferred by state agencies for permanent storage. Most of these records have not been processed due to lack of staffing and resources. Additionally, the Library of Virginia has a backlog of electronic records currently stored on ~3000 antiquated media formats – cd, dvd, usb drives, cassette tapes, VHS tapes, etc. Most are House of Delegates recording sessions. These records will need to be transferred to the latest digital format to ensure integrity and viability.

Current Archival Backlog

In 1999, when the General Assembly added 17 staff positions to the Library to address the backlog of unprocessed archival material, the backlog of State, Private, and Local records together stood at 17,186 cubic feet or approximately 25,779,000 manuscript pages. The archives contained no electronic records at

that time so the backlog consisted exclusively of paper records. The loss of state funding that supported these positions in the budget reductions between 2008 and 2014 combined with the huge influx of electronic material that has come into the archives from state agencies and the administrations of Governors Kaine, McDonnell, McAuliffe, and Northam has greatly increased the backlog of unprocessed archival material. The backlog will substantially increase even more after Governor Youngkin's term ends in January 2026. It costs approximately \$60,000 per year to securely store permanent electronic records. This amount will increase as the collections continue to grow. Unlike paper records, that can sit on shelves safe and sound for years, electronic collections require regular monitoring and management to ensure integrity, security, and viability.

As required in the Code of Virginia (§ 2.2-126) the Library must process (catalog) gubernatorial records before we release them to the public. State Government Records staff continue to make progress addressing the backlog of gubernatorial paper records. The Northam administration paper records totaling 279 cubic feet is on schedule to be completed by 2026. However, the multiple terabytes of gubernatorial electronic records will take longer without additional staffing and resources.

The following table shows backlog data for paper records (measured in cubic feet).

Collection	FY23 Backlog	FY24 Accessioned	FY24 Processed	FY24 Deaccessioned	FY24 Backlog
State Government Records*	18,777.62	365.70	-1295.48	-4.00	17,843.84
Local Government Records	12,274.56	224.10	-124.42	-229.75	12,144.49
Private Papers	5,863.85	40.59	-30.76	0	5,873.68
Total	36,916.03	630.39	-1,450.66	--233.75	35,862.01

*State Government Records incorporates “minimal processing” standards for certain modern archival records that require less close analysis and description due to the nature of the materials. This helps increase the number of cubic feet processed and made publicly available in a year.

Next Steps

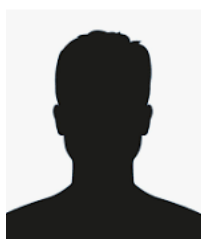
While in 1999, the challenge appeared to be acquiring the right number of staff needed to whittle away at the backlog of 17,186 cubic feet of material, Library leadership and members of the General Assembly could not have anticipated the impact of technology on record-keeping, governing, communication, and the economy as we now know it 25 years later. Technology has enabled amazing advancements in the way government runs daily.

The Library of Virginia’s accomplishments with emails are much greater than many others working in this area, but the challenges continue to grow more complex and more costly over the years. While the amount of paper records will continue to decrease, and over time the paper backlog will along with it, a new electronic backlog has emerged and will only continue to grow without significant changes to processes, staffing, and funding.

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



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Updated 8/21/24.

2025 Important Dates for Events and Board Meetings

Thursday, February 6, 2025

Strong Men and Women in Virginia History

5:30 p.m. – 8:30 p.m.

Richmond Marriott Downtown

Friday, February 21, 2025

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

Committee

10:00 a.m. - 11:00 a.m.

Electronic Meeting

Wednesday, March 5, 2025

Virginia Opera Performance of *Loving*

2:00 p.m. - 3:00 p.m.

Library of Virginia – Great Hall

Friday, April 11, 2025

Committees and Full Library Board Only

Library of Virginia – 800 East Broad Street

8:30 a.m. – 12 p.m.

Monday, June 23, 2025

Committees and Annual Library Board Meeting

Library of Virginia – 800 East Broad Street

Annual Appreciation Lunch Follows

8:30 a.m. – 12 p.m.

Saturday, September 20, 2025

Annual Literary Awards Gala

Library of Virginia – 800 East Broad Street

8:30 a.m. – 12 p.m.