



FROM: J. Brown
SUBJECT: LIBRARY BOARD MEETING

**The Regular Meeting of the
AUGUSTA COUNTY LIBRARY BOARD**

will be held

Thursday, July 24, 2025,

at 6:00 p.m.

at the

Fishersville Library

Fishersville, VA

**Please RSVP to the library by 5 p.m.
on the Monday before the meeting
date.**

A G E N D A

Regular Meeting of the AUGUSTA COUNTY LIBRARY BOARD

July 24, 2025

1. Call to order
2. Minutes
 - a. May 2025 Minutes
3. Friends of the Augusta County Library Foundation Report
4. Director's Report
5. Old Business
 - a. State Aid
6. New Business
 - a. Pasteurs BOT Representative
 - b. Library Program Review
 - c. Board Processes
 - d. Relationship between Friends of the Augusta County Library Foundation and Augusta County Library Board of Trustees
7. Confirm the next meeting date: September 18, 2025 - Fishersville Library
8. Adjournment

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May 2025 Meeting Minutes

PRESENT:

Susan Thacker -	Middle River Representative (Chair)
Tonaly Pennington	Riverheads Representative (Vice Chair)
Scott Alleman	Wayne Representative
Carolyn Coop	Beverley Manor Representative
Rebecca Lamb	South River Representative
Linda Mohler	North River Representative
Kathleen Cavender, Friends of the Augusta County Library Foundation	

ABSENT:

Alex Davis	Pasteurs Representative
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VIRGINIA: At a Regular Meeting of the Augusta County Library Board held at the Middlebrook Library, Middlebrook, Virginia on March 20, 2025, at 6:00 p.m. and in the 248th year of the Commonwealth. . . .

Call to Order

The board meeting was held in person.

Susan Thacker called the meeting to order at 6:04 pm.

Minutes

The minutes from the March 2025 meeting were discussed.

A motion was made by Scott Alleman to approve the minutes from the March 2025 meeting as presented. Rebecca Lamb seconded the motion, and the motion passed unanimously.

Friends of the Augusta County Library Foundation

Kathleen Cavender presented the following information

- Membership drive held during the week of National Library Week

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- Spread the membership across various locations
- FACLF board took a United for Libraries training together and plan on meeting monthly to discuss and plan various activities and fundraising actions
- Discussion around volunteer hours always being during the day and how that is not accessible for all folks, and how to provide hours during the nights and weekends.
- The Gardening committee is looking for new leadership as the current leads are interested in taking a step back
- Discussed the possibility of funding an architect to conduct a space study of the basement area to provide recommendations for flexible meeting space
 - Rebecca mentioned that there are matching grants available to provide this kind of work.

Director's Report

The director's report was circulated in the board packet before the meeting. Dr. Brown reiterated the following information:

- Budget update
 - Most everything we requested was approved including the ADA-compliant website revamp and additional funding for cleaning services at the Fishersville Library
- Will be embarking on an IT infrastructure project to secure our network. Funds will be taken from our capital depreciation account and reimbursed from our Erate reimbursement.

Old Business

IMLS Updates

- The Library of Virginia (LVA) has received its full federal allocation for Fiscal Year 2025, ending September 30, 2025.
- For Fiscal Year 2026, LVA has been awarded 50% of its IMLS/LSTA grant funds, with assurances that the remaining 50% will be received soon
- LVA's federal funding for FY2025 is secure, and FY2026 funding appears promising.

New Business

There was no new business to discuss.

Next Meeting

The Board confirmed that the next meeting would be held on Thursday, July 24, 2025 at 6:00PM at the Deerfield Library.

Adjournment

With there being no further business, Rebecca Lamb made a motion to adjourn the meeting. Scott Alleman seconded the motion, and the meeting adjourned at approximately 7:00 PM.

Secretary

Finances

[Expenditure Report](#)

[FY26 Approved State Aid](#)

[FY26 Approved County Budget](#)

[2025 FACLF Approved Budget](#)

Director's Report

[Media Mentions](#)

[Community Feedback](#)

Administrative & Personnel Updates

- Received resignation for the part-time, Co-Library Station Manager at Craigsville and the full-time Public Services Division Head for County Owned Facilities
- One staff member on extended medical leave
- Have been utilizing staff from other locations to support locations that lack capacity. For example, we have had staff from Stuarts Draft Library and Fishersville Library provide support at the Weyers Cave Library
- Conducting a cost analysis on the funding received for additional janitorial services at the Fishersville Library and hiring a Facilities Manager instead of contracting the work. Sent the information for approval to the Deputy County Administrator.
- Working to add 4 additional hours of operations to the Middlebrook Library, hopefully by the fall.
- **Continuing Education**
 - Took a break from the Back to Basics training over the summer and we will be picking it back up in September with a focus on Public Services
 - Virginia Library Association conference coming up in October
 - Staff Development Day will be Monday, December 8th. All locations will be closed to the public that day.
- Director Service
 - Virginia Public Library Directors Association
 - Serving as Past President
 - Continue to collect impact stories
 - Continue to work on Standard Operating Procedures for the organization
 - Virginia Library Association
 - Virginia Library Leadership Academy (VALLA) coordinator

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- Wrapped up the 2024 cohort
- Fundraising for support for the 2026 cohort
- Planning the 2026 cohort
 - Provided a presentation on advocacy during the July townhall meeting
 - Nominated for the position of President
- Talking Book Center
 - Currently serving as secretary
 - FY26 budget approved
- Brite Bus Advisory Board
 - Currently serving as a member
 - July meeting cancelled
 - Working on changes to the 250 Connector and Waynesboro Circulator Route
- SAW Housing Resources working group
 - Currently serving as a member, with a focus on procuring and organizing resources
 - Have not attended meetings during the summer, due to scheduling conflicts
- The Neighbor Bridge
 - Board member
- Reentry Council
 - Currently serving as a member
 - Sharing resources and making space at the library available for fairs and meetings

Programming Highlights

- June Summer Food Program: 13,595 meals distributed
- Summer Reading Program: July - July
 - Finale to be held Saturday, 7/26 at the Churchville Library
 - All other locations will be closed
 - Will have curbside holds pickups at the Fishersville Library 10:00 - 1:00
- Library Lab - Monthly traveling programs to all locations
- Book Bundles for home school families are a hit.

Upcoming Library Programs & Events

- Upcoming programs can be found [here](#)

Special Collaborations & Community Partnerships

- Augusta Health - monthly mobile clinics at the Deerfield Library
- Augusta County Public Schools - Provide meals at the Verona Fire Station, Stuarts Draft Fire Station, Books on Wheels Deliveries, Montague Terrace, and Craigsville Library throughout the month of June
- Blue Ridge Area Food Bank - Provide meals at the Craigsville Library throughout the month of July
- Office On Youth - Assisted in the delivery and distributions of meals at the various summer food sites
- Nomad Media - will be hosting a program on podcasting
- Immunize VA, Central Shenandoah Health District - Program related to vaccines and how they work
- Central Shenandoah Health District - Monthly outreach table at the Fishersville Library to provide Narcan training and provide information
- Redbeard Brewing - Host a monthly book club with Staunton Public Library
- Dolphin Music Studio - Local Children's author that provided a workshop on introducing cultural diversity in children's books
- Augusta County Genealogical Society - Provides genealogy support twice a week and a monthly program in the meeting room
- Shenandoah National Park - Provided a program on the Wildlife of the Shenandoah
- EquitiFirst Mortgage - Provided a program on Reverse Mortgages, and on Homebuyer 101
- Virginia Career Works - Provided space for their summer hiring event
- Valley Program for Aging Services - Provides a program at Churchville Branch Library using our meeting room
- Shenandoah Valley Master Gardeners - Provided a program and workshop on Vermiculture
- Virginia Institute of Marine Science - Provided a remote program on Sharks of the Chesapeake
- Ainsley Bloomfield, local children's author - Provided a program on world building in young children's books
- Art Hive - Folks can show their library cards and get a percentage off their purchases
- Debtland Financial Coaching - Provided a program to provide free money help
- Parent Educational Advocacy Training Center - Providing community office hours at the Fishersville Library
- Neutral Corner Boxing - Providing a Self Defense Workshop and discounts on services if you show your library card.

Recent Library Program Participation

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May - June Program Stats by Location can be found [here](#).

Statistics & Usage Data

May – June Physical Circulation Numbers

	CBL	CLS	DLS	FVL	MLS	SDLS	WCLS	Total
May 2025	2212	262	194	21067	965	1806	1911	28417
May 2024	2133	413	133	24498	1098	1788	1877	30749
% Diff	-7.72	-32.99	24.36	-9.93	2.55	-0.22	14.77	-7.58

	CBL	CLS	DLS	FVL	MLS	SDLS	WCLS	Total
June 2025	2288	319	190	22664	1029	1956	1973	30417
June 2024	2133	413	133	24498	1089	1788	1877	31931
% Diff	7.27	-23.24	42.86	-7.49	-5.51	9.40	5.11	-4.74

FY24 vs. F25 Physical Circulation Numbers

	CBL	CLS	DLS	FVL	MLS	SDLS	WCLS	Total
FY24	28618	4985	1908	274121	11245	20889	22338	364104
FY25	26774	3790	1897	250434	11342	22142	22614	338993
% Diff	-6.44	-23.97	-0.58	-8.64	0.86	6.0	1.24	-6.90

May - June Electronic Circulation Numbers

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	# of Checkouts
May 2025	6388
May 2024	5257
% Diff	21.51%

	# of Checkouts
June 2025	6166
June 2024	5249
% Diff	17.47%

FY24 vs. F25 Electronic Circulation Numbers

	# of Checkouts
FY25	67879
FY24	58897
% Diff	15.25%

May - June Library Visits

	CBL	CLS	DLS	FVL	MLS	SDLS	WCLS	Total
May 2025	1449	219	204	6947	482	1329	849	11479
May 2024	1441	270	168	7465	399	991	629	11363
% Diff	0.56	-18.89	21.43	-6.94	20.80	34.11	34.98	1.02

	CBL	CLS	DLS	FVL	MLS	SDLS	WCLS	Total
June 2025	1395	279	91	7526	428	1170	765	11654
June 2024	1571	690	81	7510	513	1006	640	12011
% Diff	-11.2	-59.57	12.35	0.21	-16.57	16.30	19.53	-2.97

FY24 vs. F25 Library Visits

	CBL	CLS	DLS	FVL	MLS	SDLS	WCLS	Total
FY24	19537	2921	1066	81180	4343	10771	6908	126726
FY25	17608	2645	1343	86881	4605	13478	8341	134901
% Diff	-9.87	-9.45	25.98	7.02	6.03	25.13	20.74	6.45

May - June Programming

FY24 vs. F25 Library Programs

	Programs				Attendance			
	2025	2024	Change	% Change	2025	2024	Change	% Change
All Children	371	381	-10	-2.62%	17838	18271	-433	-2.37%

Children (ages 0-5)	165	155	10	6.45%	6700	6286	414	6.59%
Children (ages 6-11)	206	226	-20	-8.85%	11138	11985	-847	-7.07%
Young Adult (ages 12-18)	39	65	-26	-40%	2071	2065	6	0.29%
Adult (ages 19+)	185	161	24	14.91%	1031	942	89	9.45%
General Interest	244	242	2	0.83%	3328	3065	263	8.58%
Total	839	849	-10	-1.18%	24268	24343	-75	-0.31%

FY24-25 Statistics

- Can be found here - [FY24-25 Stats](#)

Facilities & Maintenance

Building Maintenance Issues or Improvements

- Fishersville Library
 - Basement cleanout
 - Heat exchangers replaced, finally
 - Compressors out on two units
 - Increased communication on issues and updates
 - IT Infrastructure project to kick off in the fall

- Looking to hire a facilities manager to coordinate janitorial and maintenance responsibilities
- Churchville Library
 - Coordinating for parking lot repairs
 - Have been having issues with contractor not showing up for scheduled work
- Craigsville Library
 - Looking into additional storage for food and clothing pantry
- Deerfield Library
 - Working toward having the front door/facade scraped and repainted
 - Working with County maintenance to have the painted tested for lead
- Middlebrook Library
 - N/A
- Stuarts Draft Library
 - Attended a Ruritan's meeting to discuss the future of the Stuarts Draft Facility
 - We need a formal capital improvement plan
- Weyers Cave Library
 - N/A

Safety Concerns & Resolutions

- No Trespassing Order on patron

Capital Improvement Plan

- Have begun drafting a long-term capital improvement plan for all library locations

Budget & Finance

Overview of expenditures & revenues

- Most recent report can be found [here](#).
- Closed out FY2025, which was particularly challenging due to not having information readily available from the finance system, as they have yet to provide access to department heads.
- I've let County Admin know if there is anything wonky, it's because I was working primarily on projections and estimates, due to the fact that we submit some of our bills for payment, and finance takes care of other bills.
- Drafted a request for proposals for the ADA compliant website work, in accordance with county procurement procedures



Documentation

- Creating a finance handbook to document internal, ACL policies and purchase procedures and the relationship between ACL and the County Finance department.

Policy & Governance

Policies up for Review

- Art Display Policy (2012)
- In-Kind Donations (2011)
- Internet Use Policy (2013)
- Self Published Books Policy (2013)

Strategic Action Plan

Community Focused

We focus on what makes each community unique	Our programs and services reflect the interests of the community	We acknowledge the diverse experiences and needs in our community and reflect that diversity	We build partnerships with community organizations with similar missions
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Accessible

We identify and break down barriers to access	Our buildings are accessible to persons of all abilities	We will increase access to resources throughout the whole county	We ensure equal access to basic library services at all locations
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Capacity Building

We identify the resources needed to be a community-focused organization	We leverage community partnerships to work smarter, not harder	We streamline and identify technological solutions for internal processes	Our facilities are flexible and meet the usage needs of the communities they serve
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Awareness & Advocacy

We promote library services of interest to different audiences	We demonstrate to the community that we are more than just books	We focus on the library's impact on the community	We identify and build relationships with library allies
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Sustainable

We identify core library services and the resources needed to sustain them	We make resource decisions that reflect the community's value of preservation and environmental sustainability	We provide opportunities for users to learn and practice sustainable behaviors	We recognize the library's role in supporting social and community goals
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User Focused

We put people first and are welcoming to all	We leverage our customer service strength to continue to build personal relationships	Library staff are empowered to ensure users walk away with the resource they need in the time they need it	We are flexible and proactive in identifying and responding to user needs
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2025 Meeting Dates

Date	Location
January 23, 2025	Stuarts Draft Library
March 27, 2025	Middlebrook Library
May 22, 2025	Craigsville Library
July 24, 2025	Fishersville Library
September 18, 2025	Fishersville Library
November 20, 2025	Churchville Library