



FROM: J. Brown
SUBJECT: LIBRARY BOARD MEETING

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

will be held

Thursday, May 22, 2025,

at 6:00 p.m.

at the

Craigsville Library

Craigsville, 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

May 22, 2025

1. Call to order
2. Minutes
 - a. March 2025 Minutes
3. Friends of the Augusta County Library Foundation Report
4. Director's Report
5. Old Business
 - a. IMLS Updates
6. New Business
 - a.
7. Confirm the next meeting date: July 24, 2025 - Deerfield Library
8. Adjournment

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March 2025 Meeting Minutes

PRESENT:

Susan Thacker (Chair)
Tonalyn Pennington (Vice Chair)
Scott Alleman
Carolyn Coop
Rebecca Lamb
Linda Mohler

ABSENT:

Alex Davis
Kathleen Cavender, Friends of the Augusta County Library Foundation

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 6:00 pm.

Minutes

The minutes from the January 2025 meeting were discussed.

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

Friends of the Augusta County Library Foundation

Kathleen Cavender was not present to provide a report. Dr. Brown presented the following information:

- The annual meeting was held earlier in March
- Elections were held.
- Beginning to plan their annual membership drive during National Library Week, April 6th - April 12th.

Director's Report

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

- Received one of the vehicles we requisitioned and are awaiting on the availability of a second vehicle
- Presentation to the Board of Supervisors during the staff meeting is scheduled for 3/24 to present on the accomplishments of the past year, along with an emphasis on challenges and specific requests in the budget
- The recommended budget was posted for public review. Dr. Brown will let the board know once the public hearing on the budget is scheduled.

Old Business

There was no old business to be considered.

New Business

IMLS Executive Order

Dr. Brown provided information related to the federal Executive Order issued March 14, 2025: Continuing the Reduction of the Federal Bureaucracy. Dr. Brown specifically outlined the following implications for public libraries, and specifically the Augusta County Library:

- Access to databases and other informational resources available through the FindIT VA portal from the Library of Virginia
- Liasion support for public libraries from the Library of Virginia
- Professional development opportunities from the Library of Virginia

What does the Board want to know more about?

Dr. Brown asked the Board what they would like to learn more about regarding Augusta County Library organization and operations, with the intent of bringing additional staff to present during Board meetings. The Board indicated they would be interested in the following topics:

- Purchasing process and what that looks like
- Programming, especially in regards to the variety of target audiences such as those with special needs and teens.

Next Meeting

The Board confirmed that the next meeting would be held on Thursday, May 22, 2025 at 6:00PM at the Craigsville 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

[Q2 Expenditure Summary July- December 2024](#)

[FY26 Recommended County Budget](#) (to be voted on 5/17)

[FY25 Approved County Budget](#)

[FY26 Estimated State Aid](#) (to be voted on during the June LVA Board Meeting)

[FY25 Approved State Aid](#)

Director's Report

[Media Mentions](#)

Statistics

- [FY24-25 Stats](#)
- Programming stats to be available during the meeting

Federal Level

Will provide updates on the following during our meeting, as things are changing very quickly:

- IMLS
- Library of Congress
- Copyright Office

Augusta County

- Augusta County Leadership
 - Attended a meeting to define our core values
 - May meeting to focus on behaviors associated with the values for performance evaluation purposes
- Reached out to Mr. Garber and Mr. Slaven, requesting additional support for Weyers Cave Library. The same letter was sent to both supervisors, and a copy can be found [here](#). As of this writing, we have not received a response.

Augusta County Library

- Summer Reading
 - June 1 - July 31
 - Theme: Color Our World
 - Finale: Churchville Library Saturday, 7/26 10:00AM - 1:00PM

Churchville Library

- Still handling some maintenance issues in regard to the roof and some leaks and potential mold

- Maintenance recommended that we replace the wallpaper, which we included in our capital requests in the FY26 budget
- Parking lot repairs will be underway soon.
- Maintenance is working with finance to have the roof replaced.

Fishersville Library:

- Still working with Vector on some communication issues.
- Continue to clean out basement storage areas. Will have this complete by Memorial Day and will have designated storage for departments, etc.
- IT Infrastructure - have worked with the ERATE program and County IT. We have received ERATE funding to carry out the project. We will pay up front through our depreciation funds and will be reimbursed. We will start purchasing the hardware in the next month or so.
- Future project: Flexible meeting space in the basement that is a little more formalized than what we currently have

Engagement:

- Continuing to work with Project Grows to build a deeper partnership, potentially supporting food insecurity concerns in Deerfield and Craigsville
- Valley Libraries & Local Businesses
 - Partnering with two local businesses over the summer. Folks can present their library card and get discounts
 - Arhive
 - Neutral Corner Boxing
- Valley Career & Technical Center
 - Built us a bench for our pollinator garden area
 - Also built some 'Viking chairs'
- Partnering with Augusta County Public Schools to provide summer meals at the following locations for the month of June:
 - Craigsville Library
 - Will be partnering with the Blue Ridge Regional Food Pantry to provide meals during the month of July.
 - Verona Fire Department
 - Stuarts Draft Fire Department
 - Mobile deliveries
- Have representation on the Brite Bus Advisory Board
- Virginia Works hosted a job fair at the Fishersville Library 3/12, and plans to hold quarterly fairs at the Fishersville Library, beginning in June.
- Reentry Council continues to hold their quarterly fair at the Fishersville Library

Procedures and Processes:

- The promotional team continues to work on a photo policy for all 7 locations and working with the marketing specialist to have more images of each location.

- Will be convening a team to review current policies.

Learning and Development

- Initiated our Back to Basics training March 2025
 - Focused on the library as an organization
 - May 2025 launched the second part of the training with a focus on the Community Learning division, along with Summer Reading
 - We will be taking a break over the summer for folks to get caught up, and we will pick it back up in the fall.
- Staff are divided into Learning Groups to reinforce material, support one another, etc.
- Began highlighting a monthly resource so all staff are aware of what is available to them and to patrons. We have begun promoting the same resource with patrons via social media.
 - March: Wowbrary
 - April: Universal Class
 - May: Beanstack
- Exploring the possibility of a Leadership Retreat in the fall for Division Heads.

Administrative

- Received second vehicle
- Presented to the Board of Supervisors staff meeting in March
- Waiting for the County budget to be approved
- Spending down FY25 budget
- Working with the County Finance department to streamline our internal procurement process, especially for vendors that we have contracts with

Service

- Virginia Public Library Directors Association
 - Held Spring meeting in Harrisonburg
 - Serving as Past President
 - Working to collect impact stories
 - Continue to work on Standard Operating Procedures for the organization
- Virginia Library Association
 - Executive officer is now with ALA working with public policy
 - Virginia Library Leadership Academy (VALLA) coordinator
 - Wrapped up the 2024 cohort
 - Fundraising for support for the 2026 cohort
 - Planning the 2026 cohort
- Talking Book Center
 - Currently serving as secretary
 - Sent out donor update letter
 - Discussing internally whether or not the TBC will be seeking corporate sponsorship

- Hosting their first Open House in quite some time 3/22
- Brite Bus Advisory Board
 - Currently serving as a member
- SAW Housing Resources working group
 - Currently serving as a member, with a focus on procuring and organizing resources
 - Published the Essential Community Resources page on our website in October.
 - Worked with a developer to create a form for folks to answer questions to be directed to the appropriate resources, which launched May 2025
 - Staunton Housing Authority donated \$250 to create business cards with the QR code and website for the resource list, so folks can keep it in their wallets
 - Business cards have been created and printed! They will be distributed during the June meeting.
 - SAW Housing group is working to add Eviction resources to the Essential Resources guide by working with the Mary Baldwin Social Services program.
- 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

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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Vacancies

N/A

New Hires

N/A

2025 Meeting Dates

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