



**FROM: J. Brown**  
**SUBJECT: LIBRARY BOARD MEETING**

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

**will be held**

**Thursday, September 25, 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

September 25, 2025

1. Call to order
2. Consent Agenda
  - a. Approval of July 2025 Minutes
  - b. Upcoming Program Report
3. Friends of the Augusta County Library Foundation Report
4. Director's Report
5. Old Business
  - a. [Memorandum of Understanding](#) - Board of Trustees & Friends of the Augusta County Library Foundation
  - b. Memo to the Board of Supervisors
6. New Business
  - a. Interim Library Director
  - b. Library Director Search
  - c. Vice Chair - Election
7. Confirm the next meeting date: November 20, 2025 - Churchville Library
8. Adjournment

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# July 2025 Meeting Minutes

## PRESENT:

Susan Thacker	Middle River Representative (Chair)
Tonaly Pennington	Riverheads Representative (Vice Chair)
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:

Vacant	Pasteurs Representative
Scott Alleman	Wayne Representative

VIRGINIA: At a Regular Meeting of the Augusta County Library Board held at the Fishersville Library, Fishersville, Virginia on July 22, 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 May 2025 meeting were discussed. Linda Mohler mentioned that she would like the conversation around the meeting location for the July 24, 2025, meeting to be included in the minutes.

A MOTION was made to accept the minutes as amended by Rebecca Lamb. Linda Mohler seconded the motion, and the motion passed unanimously.

## Friends of the Augusta County Library Foundation

Kathleen Cavender presented the following information:

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- Participating in the Summer Finale at Churchville in July.
- FACLF was monitoring the media around the Pride Event cancellation to determine when they would need to advocate for the library.
- FACLF was disappointed with how the county handled the situation and that the Board of Trustees was cut out of the discussion completely.
- Landscape architects have complemented the garden at the Fishersville Library.

### **Director's Report**

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

- Received resignations for the PT Craigsville Library Station Manager. Her replacement has been found.
- One of the Division Heads has resigned and will be moving out of state.
- Moving staff to different locations to provide support at Weyers Cave
- Working to add 4 additional service hours to Middlebrook on Wednesdays by September.
- Took a break from the Back to Basics training over the summer to focus on service points, since
- Staff Development Day, December 8th. All locations will be closed
- Handled the Pride event cancellation. Met with Division Heads, County Administrator, Deputy County Administrator, Chair of Board of Trustees, Vice Chair of Board of Supervisors, Keith, and the County attorney to discuss a way forward.
- Additional conversation around the events of the Pride Resource Fair and its subsequent cancellation.
  - Additional disappointments were discussed, such as:
    - Processes and policies are being circumvented
    - Not bringing the Board of Trustees into the conversation
    - The Board of Trustees could have been the buffer between the Library and the Board of Supervisors
- Rebecca Lamb made the recommendation to write a statement to the Board of Supervisors stating that the Board of Trustees is disappointed that the appropriate procedure was not followed, and that the Board of Trustees is a statutory board and has a legal responsibility, roles, and responsibilities of the Board of Trustees, and comes with a level of authority.

A MOTION was made to present a positional statement to the Board of Supervisors about the roles and responsibilities of the Board of Trustees by Rebecca Lamb. Linda Mohler seconded the motion. Discussion pursued on the logistics and content of the message. The motion passed unanimously.

## **Old Business**

### ***State Aid***

State Aid was approved by the State Library Board.

The budget that was passed on on the federal level did not include funding for IMLS. The Library of Virginia has stated they are receiving funding for a full fiscal year through September 30, 2026, and IMLS will be phased out.

## **New Business**

### ***Pasteurs BOT Representative***

Alex's term ended in June. Alex served one term. Susan spoke with him and Alex indicated was not interested in being reappointed.

Lynn Mitchell who has served in the past has put in an application for that role. County Administration is aware of the application, and it has not yet been voted on. Hopefully it will be approved by the September meeting.

### ***Program Review***

Sent a list of programs for the next three months. Fall programming will not be approved until early August. Jennifer plans on sending out a list of programs in the board packet for each meeting. Jennifer will pull out programs that may be of interest.

The majority of programs are recurring. The following programs were brought to the Board's attention:

- Redbeard Brewery Book Club
- Laser Tag and Nerf Battles after-hours programs
- National Black Business Month Fair in August
- Middlebrook and Stuarts Draft host a Dungeons and Dragons program

The entire list was reviewed as presented by the Library Director.

## ***Board Processes***

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Moving forward, the Board of Trustees will utilize a consent agenda for information that is shared ahead of time. If there are items that need further discussion, they will be pulled out of the consent agenda and discussed more in depth, separately, and vote on those items individually.

Discussed sharing personal contact information amongst the Board members. Members agreed to share that information.

Generic contact information for each board member will be added to the Board of Trustees page on the library's website.

### ***Relationship between the Friends of the Augusta County Library Foundation and the Augusta County Library Board of Trustees***

FACLF provides funding for library programming. The previous library director began drafting a Memorandum of Understanding that Kathleen and FACLF would like to revisit to discuss roles and responsibilities regarding the funding the Foundation provides to the Library. FACLF will provide a draft to review.

### **Next Meeting**

The Board confirmed that the next meeting would be held on Thursday, September 18, 2025 at 6:00PM at the Fishersville Library.

### **Adjournment**

With there being no further business, Linda Mohler made a motion to adjourn the meeting. Rebecca Lamb seconded the motion, and the meeting adjourned at approximately 7:15 PM.

Secretary

# Finances

[June 2025 Expenditure Report](#)

[FY26 Approved State Aid](#)

[FY26 Approved County Budget](#)

[2025 FACLF Approved Budget](#)

## Director's Report

### [Media Mentions](#)

### **Administrative & Personnel Updates**

- Onboarded the following positions:
  - Part-Time Station Manager - Middlebrook Library
  - Full-Time Facilities Manager - Fishersville Library
- Promotions:
  - Systems Administrator to Infrastructure Manager
  - FT Library Aid to FT Circulation Manager
  - FT Library Manager (Churchville) to FT Regional Library Manager
- Open Positions:
  - PT Library Aid - Weyers Cave Library
  - Library Director
- Extended Leave:
  - 1 Staff person on paternity leave
- Website design & ADA Compliance Project
  - Last steps of the RFP process

### **Documentation**

- Facilities Manual Created
- Revamped all job descriptions so HR will have the most recent copies for any future compensation studies
- Working on a Directors Manual

### **Continuing Education**

- Focusing on Public Services Division
- Monthly resource training - to refresh folks on the electronic resources we have available.
- Virginia Library Association conference coming up in October. Sending four staff
- Virginia Public Library Director Association's meeting - 10/1

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- Staff Development Day will be Monday, December 8th. All locations will be closed to the public that day.

### **Director Service**

Continue to serve in these capacities until the new Library Director is hired and onboarded

- 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
    - 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**

- Distributed over 14,000 meals over the summer
- Summer Reading Program: June - July
  - Finale held Saturday, 7/26 at the Churchville Library

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- Volunteer Fair
- Middlebrook event brought in over 400 folks (Horse Drawn Heritage Day) and farmer's market

### **Upcoming Library Programs & Events**

- All approved programs are published on our programming calendar, found [here](#).
- For the sake of transparency, I am also sharing our internal spreadsheet that our Community Learning Division uses for their internal process. That spreadsheet can be found [here](#).

### **Special Collaborations & Community Partnerships**

- Augusta Health - monthly mobile clinics at the Deerfield Library
- Shenandoah Valley Master Gardeners - Programming
- Virginia Institute of Marine Science - Sharek program
- Ainsley Bloomfield - Local Author
- Neutral Corner Boxing - Offsite Program
- Debtland Financial Coaching - Program
- Nomad Media - Podcast Workshop
- EquitiFirst Mortgage - Program
- Redbeard Brewery - Offsite Bookclub
- Hospice of the Piedmont - Program
- Dr. Stephen Baron - Program
- Evette Barton - Program
- National Alliance on Mental Illness Central Shenandoah Valley - Support Group
- Parent Educational Advocacy Training Center - Office Hours
- Augusta County Genealogical Society - Program
- Montague Terrace Apartments - Mobile Library
- A.D. Stone - Local Author
- Project Grows - Grow Mobile
- Love Forward Foundation & DJ Jammie Sosa

### **Recent Library Program Participation**

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

## Statistics & Usage Data

- [FY25 Churchville Library Annual Report](#)
- [FY25 Craigsville Library Annual Report](#)
- [FY25 Deerfield Library Annual Report](#)
- [FY25 Fishersville Library Annual Report](#)
- [FY25 Middlebrook Library Annual Report](#)
- [FY25 Stuarts Draft Library Annual Report](#)
- [FY25 Weyers Cave Library Annual Report](#)

### July - August Physical Circulation Numbers

	<b>CBL</b>	<b>CLS</b>	<b>DLS</b>	<b>FVL</b>	<b>MLS</b>	<b>SDLS</b>	<b>WCLS</b>	<b>Total</b>
<b>July 2025</b>	2813	487	293	24544	896	2208	1998	33239
<b>July 2024</b>	2748	465	114	25837	914	1968	2183	34229
<b>% Diff</b>	2.37	4.73	157.02	-5.00	-1.97	12.20	-8.47	-2.89

	<b>CBL</b>	<b>CLS</b>	<b>DLS</b>	<b>FVL</b>	<b>MLS</b>	<b>SDLS</b>	<b>WCLS</b>	<b>Total</b>
<b>August 2025</b>	2375	377	138	20639	916	2020	1729	28194
<b>August 2024</b>	2514	401	204	23323	1030	1901	2103	31476
<b>% Diff</b>	-5.53	-5.99	-32.35	-11.51	-11.07	6.26	-17.78	-10.43

### FY24 vs. F25 Physical Circulation Numbers

	<b>CBL</b>	<b>CLS</b>	<b>DLS</b>	<b>FVL</b>	<b>MLS</b>	<b>SDLS</b>	<b>WCLS</b>	<b>Total</b>
<b>FY24</b>	28174	4898	1846	270504	10966	20413	22153	358954
<b>FY25</b>	26771	3780	1897	246299	1159	22142	22614	334762

<b>% Diff</b>	-4.98	-22.83	2.76	-8.95	2.67	8.47	2.08	-6.74
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**July - August Electronic Circulation Numbers**

	<b># of Checkouts</b>
<b>July 2025</b>	6347
<b>July 2024</b>	4816
<b>% Diff</b>	31.79

	<b># of Checkouts</b>
<b>August 2025</b>	6053
<b>August 2024</b>	4594
<b>% Diff</b>	31.76

**FY24 vs. F25 Electronic Circulation Numbers**

	<b># of Checkouts</b>
<b>FY25</b>	67879
<b>FY24</b>	58897
<b>% Diff</b>	15.25%

**July - August Library Visits**

	<b>CBL</b>	<b>CLS</b>	<b>DLS</b>	<b>FVL</b>	<b>MLS</b>	<b>SDLS</b>	<b>WCLS</b>	<b>Total</b>
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<b>July 2025</b>	2013	274	130	7922	597	1278	837	
<b>July 2024</b>	1788	339	149	10528	411	1169	976	15360
<b>% Diff</b>	12.58	-19.17	-12.75	-24.75	45.26	9.32	-14.24	

	<b>CBL</b>	<b>CLS</b>	<b>DLS</b>	<b>FVL</b>	<b>MLS</b>	<b>SDLS</b>	<b>WCLS</b>	<b>Total</b>
<b>August 2025</b>	1492	215	110	6865	694	1276	620	
<b>August 2024</b>	1569	252	124	7691	391	1090	671	11788
<b>% Diff</b>	-4.91	-14.68	-11.29	-10.74	77.49	17.06	-7.6	

### FY24 vs. F25 Library Visits

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

### July - August Programming

#### FY24 vs. F25 Library Programs

	<b>Programs</b>	<b>Attendance</b>

	2025	2024	Change	% Change	2025	2024	Change	% Change
<b>All Children</b>	371	381	-10	-2.62%	17838	18271	-433	-2.37%
<b>Children (ages 0-5)</b>	165	155	10	6.45%	6700	6286	414	6.59%
<b>Children (ages 6-11)</b>	206	226	-20	-8.85%	11138	11985	-847	-7.07%
<b>Young Adult (ages 12-18)</b>	39	65	-26	-40%	2071	2065	6	0.29%
<b>Adult (ages 19+)</b>	185	161	24	14.91%	1031	942	89	9.45%
<b>General Interest</b>	244	242	2	0.83%	3328	3065	263	8.58%

Total	839	849	-10	-1.18%	24268	24343	-75	-0.31%
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### **FY24-25 Statistics**

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

### **FY25-26 Statistics**

- Can be found here - [FY25-26 Stats](#)

## **Facilities & Maintenance**

### **Building Maintenance Issues or Improvements**

Recommend having a formal capital improvement plan for all locations.

- Fishersville Library
  - Working with the Foundation on having some plans drawn up for more flexible meeting space in the basement
  - One compressor has been replaced. We are still down one compressor
  - Increased communication on issues and updates
  - IT Infrastructure project has started. Hardware has all been received and is being configured
  - Working to have a phone line added in our old supply closet
  - Facilities manager hired and will be taking over janitorial responsibilities and we will cancel our contracted services.
  - Investigating the possibility of having motion sensors installed on the windows in the basement.
  - Replacing the storage shed in the back
  - County decided not to replace the carpet, instead we are working to have a flooring system installed in the children's department to help with the uneven floors
  - County maintenance to repair paint damage on the back of the building
- Churchville Library
  - Parking lot repairs have been completed
- Craigsville Library

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- 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 - still waiting on the results
- 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**

- N/A

## **Budget & Finance**

### **Overview of expenditures & revenues**

- Most recent report can be found [here](#).

## **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
<del>January 23, 2025</del>	<del>Stuarts Draft Library</del>
<del>March 27, 2025</del>	<del>Middlebrook Library</del>
<del>May 22, 2025</del>	<del>Craigsville Library</del>
July 24, 2025	Fishersville Library
September 18, 2025	Fishersville Library
November 20, 2025	Churchville Library