



FROM: J. Brown
SUBJECT: LIBRARY BOARD MEETING

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

will be held

Thursday, July 25, 2024,

at 6:00 p.m.

at the

Fishersville Main Library

Fishersville, VA

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



AGENDA

Regular Meeting of the AUGUSTA COUNTY LIBRARY BOARD

July 25, 2024

1. Call to order
2. Minutes
 - a. May 2024 Minutes
3. Friends of the Augusta County Library Foundation Report
4. Director's Report
5. Old Business
 - a.
6. New Business
 - a. Board Orientation presented by the Library of Virginia
 - b. Officers (Chair, Co-Chair)
7. Confirm the next meeting date: September 26, 2024 Location?
8. Adjournment

TABLE OF CONTENTS

1. [Meeting Minutes](#)
2. [Friends of the Augusta County Library](#) Foundation
3. [Statistics](#)
4. [Finances](#)
5. [Director's Report](#)
6. [Resignations](#)
7. [New Hires](#)
8. [Library Board of Trustees 2024 Meeting Schedule](#)

May 2024 Meeting Minutes

PRESENT: Doran Stegura, Chair
Carol Turrentine, Vice Chair
James Stewart
Betsy Curry
Carolyn Coop
Susan Thacker
Kathleen Cavender, Foundation Liaison
Dr. Jennifer Brown, Director & Secretary

ABSENT: Alex Davis

VIRGINIA: At a Regular Meeting of the Augusta County Library Board held at the Fishersville Main Library Fishersville, Virginia on May 23, 2024, at 6:00 p.m. and in the 247th year of the Commonwealth. . . .

Call to Order

The board meeting was held in person.

The meeting was called to order at 6:00 pm by chair, Doran Stegura.

Minutes

The minutes from the January 25, 2024, and March 28, 2024 meetings were discussed.

A motion was made by Carol Turrentine to approve the minutes from the January and March 2024 meetings. Susan Thacker seconded the motion and the motion passed unanimously.

Friends of the Augusta County Library Foundation

Kathleen Cavender shared the following information:

- Working on updating the website
- Still want to make the playground at the Fishersville Library the main fundraising project. There is interest from the ball field in working together to create an outdoor pavilion.

- Held a membership drive during National Library Week and asked folks how they library.
- Working on engaging the foundation in fundraising efforts overall

Director's Report

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

- Update related to the approved FY25 County Budget, indicating the following requests were not included:
 - Part-Time Delivery Driver
 - Reclassification requests
- Thank you to Carol for taking the time to speak at the Board of Supervisors meeting
- Fine-tuned and submitted position descriptions for the compensation study the county is conducting
- Will be holding a summer food program at Craigsville, Churchville, and Fishersville library locations
- Planning for summer reading is in full swing
- All locations will be closed Saturday, 7/20 for the summer finale programs that will be held at Fishersville and Churchville libraries, as well as the Stuarts Draft Park
- Managers have been working on revising policies
- Books on Wheels Program - working with reading specialists at Craigsville, Churchville, Clymore, and Wilson Elementary Schools to identify 10 students per school to receive book deliveries over the summer
- Update on the board member recruitment process
- Conducting collection maintenance across the whole library system

Old Business

Policy Revisions

Discussed revisions to policies mentioned below. Dr. Brown answered clarifying questions and noted the main updates that are standard for all policies:

- Added the mission and background section for the policy
- Included language about library staff not serving "in loco parentis"
- Standardized formatting, text, and structure of the documents for readability

Policy-specific revisions are listed under each policy heading below.

Request for Review Policy & Procedure and Request for Review Form

- Updated position titles
- Included specifics such as the number of requests, time frame, etc that were discussed during a previous meeting

A motion was made by Susan Thacker to approve both the Request for Review Policy and Procedure as well as the Request for Review form as presented. Carol Turrentine seconded the motion and the motion passed unanimously.

Programming Policy

- Clarified the sections regarding presenter-led programs and solicitation during programs

A motion was made by Carol Turrentine to approve the Programming Policy as presented. James Stewart seconded the motion and the motion passed unanimously.

Collection Development Policy

- Included information about who is responsible for collection development
- Included Guidelines for Selection and Use of Materials
- Included a section referencing the Request for Review of Materials policy and procedure

A motion was made by Susan Thacker to approve the Collection Development Policy as presented. Carol Turrentine seconded the motion and the motion passed unanimously.

Safe Child Policy

- Specified ages, as it was ambiguous previously
- Clear language on how to handle unattended children at closing

A motion was made by Carol Turrentine to approve the Safe Child Policy as presented. Betsy Curry seconded the motion and the motion passed unanimously.

Meeting Room Policy

- Clarified information related to who is responsible for extending meeting room reservations
- Information on expected meeting room conduct and repercussions should there be a failure to comply

A motion was made by Susan Thacker to approve the Meeting Room Policy as presented. Carol Turrentine seconded the motion and the motion passed unanimously.

Computer Use Policy

- Included a section on staff assistance



A motion was made by Betsy Curry to approve the Computer Use Policy as presented. James Stewart seconded the motion and the motion passed unanimously.

Social Media Policy

- Included a section related to Augusta County Library Staff Social Media accounts that can be used for work/promotional purposes

A motion was made by Carol Turrentine to approve the Social Media Policy as presented. Susan Thacker seconded the motion and the motion passed unanimously.

Conflict of Interest Policy

- Newly created policy based on recommendation during the March 2024 Board of Trustees meeting

A motion was made by Carol Turrentine to approve the Conflict of Interest Policy as presented. Susan Thacker seconded the motion and the motion passed unanimously.

New Business

There was no new business presented.

Adjournment

Dr. Brown expressed her thanks to the Board members whose terms are expiring in July. The meeting adjourned at With thanks expressed to Dr. Brown and there being no further business, the meeting adjourned at 7:20 PM. The next board of trustees meeting will be held on

July 25, 2024, at the Fishersville Library at 6:00 PM.

Secretary

Friends of the Augusta County Library Foundation

[June 2024 Meeting Minutes](#)

Statistics

Churchville • Craigsville • Deerfield • Fishersville • Middlebrook • Stuarts Draft • Weyers Cave
1759 Jefferson Hwy. Fishersville, VA 22939-2260 • 540-885-3961 • www.AugustaCountyLibrary.org
[Table of Contents](#)

Finances

[Expenditure Summary April 2024](#)

[FY25 Approved County Budget](#)

[Expenditure Summary May 2024](#)

[FY25 Approved State Aid](#)

Expenditure Summary June 2024

Director's Report

[Media Mentions](#)

Overall Health of the Library

[FY23-24 Comparative ACL Stats](#) (Multiple tabs)

Virginia Library Leadership Academy

- In-person workshop completed 3/10-3/13
- Mentorship portion asynchronously

Virginia Public Library Director Association - President as of 3/21/24

- Created orientation for new library directors
- Working to organize documents on Basecamp

SAW Housing Summit

- Attended the summit hosted by the Community Foundation of the Central Blue Ridge
- Have identified working groups to move forward with
- Will be putting them together in the fall. ACL will be part of at least one working group

Summer Reading Program

- Going well
- Increased foot traffic.
 - Seeing an average of 400 people a day at Fishersville
 - Stuarts Draft, and Middlebrook have broken previous records
- Finale will be held Saturday, 7/20

Summer Food Program

- Highlighting a need in the county
- Handing out 5 breakfasts and 5 lunches weekly at the following locations:
 - Craigsville and Churchville Libraries
 - Yancy Fire Company
 - Books on Wheels Delivery
 - Staunton Public Schools are handing out at the Verona Fire Station

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[Table of Contents](#)

- As of 7/12/2024 ACL has handed out
 - Craigs ville Library: 2,440 Meals
 - Churchville Library: 1,420 Meals
 - Yancy Fire Company: 1,950 Meals
 - Books on Wheels Delivery: 1,200 Meals
 - Total handed out by ACL staff: 7,010 Meals

Augusta County Library:

- Recruitment and onboarding of second Public Services Manager
 - Public Services Manager - County-Owned facilities will oversee:
 - Churchville
 - Craigs ville
 - Deerfield
 - Fishersville
 - Public Services Manager - Leased facilities will oversee:
 - Middlebrook
 - Stuarts Draft
 - Weyers Cave
- Recruitment of Craigs ville Library Co-Station Manager and Community Learning Assistant
- Received a \$1,000 Community Foundation grant with a 3-year funding commitment (for a total of \$3,000) to bring community organizations together for collective impact projects
- Streamlining our onboarding training process
- Waiting on contract renewal from Custom Deliveries, since the delivery driver position was not approved
- Finance department is transitioning to a new system and we are working the kinks out internally
- Received the results of the compensation study on 7/11 and informed staff who will be receiving a pay increase
- Wrapping up FY24 stats. Some highlights:
 - Library visits are up 31.41% across the board. By location:
 - Churchville: 28.41%
 - Craigs ville: 66.82%
 - Deerfield: 11.16%
 - Fishersville: 32.5%
 - Middlebrook: 21.55%
 - Stuarts Draft: 36.36%
 - Weyers Cave: 19.31%
 - Digital Circulation is up:
 - Total eCheckouts: 55,355
 - Increase of 36.01% from FY23
 - 21.6% of total number of checkouts (physical & digital combined)
 - Print Circulation

- June 2024 officially the first time Weyers Cave (2,937) and Stuarts Draft (2,916) have surpassed print circulation at Churchville (2,853)

Churchville:

- Building a relationship with the Churchville Ruritans
- Conducting collection maintenance projects for the JNon-Fiction, JFiction, and Easy Fiction collections. Starting to work on Easy Readers and ENon-Fiction
- Program attendance has been up! The use of traveling programs has been a great hit!
- Connecting with the Churchville Volunteer Fire & Rescue to see how the library might fit into their Fall Festival
- Hosting the “This is Home” display created by the Community Foundation of the Central Blue Ridge in September
- Changed Cleaning companies

Craigsville:

- Participated in a hiring event hosted by the Reentry Council for folks who would be impacted by the closing of the jail
- Summer Food Program has been a HUGE success. “It has really shown everyone just how many people are aware of the need and willing to help”.
- Looking for ways that we can make food pantry items available regularly through the library, especially when the pantry is closed, and after the summer.
- New Public Services Manager has been filling in to ensure service levels remain consistent, due to the resignation of one of the co-station managers.
- The Public Services Manager has been working to document procedures to ensure sustainability during times of change
- Have trained an additional staff member from the Fishersville location to run the station in the event that we need support

Deerfield:

- Conducting collection maintenance projects. Almost complete with the whole collection
- Implementing Picture Book City
- Working on developing programming that will be of interest to the community

Fishersville:

- Uneven floor
 - Lineage came in to do measurements in both April and June. Still waiting on the report.
 - This is the hinge all other work will be completed.
 - Nielsen to do additional floor repairs in the children’s and circulation area
- Moisture in the crawlspace
 - Obtained second and third opinions
 - Reached out to County maintenance for their opinion.
- Smoke detector system
 - Phase I completed to bring us up to Code
 - Phase 2 will be implemented to replace the control panel.
- Averaging approximately 400 people per day during June and July

Middlebrook

- Storytimes are a big hit
- Programming is increasing attendance
- Continue to receive Tuesday deliveries as as staff drive from Fishersville to Middlebrook to bring between 2-5 bins a day. Currently not on the courier schedule

Stuarts Draft

- Rearranged space to increase collection footprint and increase staff safety
- Caroline Bragg brought a motion to purchase a new desk and an outdoor trashcan with infrastructure funds. It was approved during the 6/12 Board of Supervisors meeting, however, have not received the official notification from the County
- Stuarts Draft has broken its monthly patron count record during June, breaking 1000 (1006).
- Interested in additional hours

Weyers Cave

- Onboarded new co-station manager
- Working to get a Public Catalog computer so patrons can look up materials on their own

Outreach & Community Engagement

- Bringing library services regularly to:
 - Montague Terrace
 - Verona Community Center
 - Assisted Living Facilities
- Flower Fair at Harmony Harvest
- Draft Days @ Stuarts Draft Park
- Community Foundation - This is Home display

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 county
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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

Full Time Library Assistant - Community Learning

New Hires

Full Time Public Services Manager

Full Time Community Services Librarian

Part Time Co-Station Manager - Craigsville (start 8/16)

2024 Meeting Schedule

Date	Location
January 25, 2024	Fishersville
March 28, 2024	Fishersville
May 23, 2024	Fishersville
July 25, 2024	Fishersville
September 26, 2024	Fishersville
November 21, 2024	Fishersville