



FROM: J. Brown
SUBJECT: LIBRARY BOARD MEETING

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

will be held

Thursday, January 23, 2025,

at 6:00 p.m.

at the

Stuarts Draft Library

Stuarts Draft, 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
January 23, 2025

1. Call to order
2. Minutes
 - a. November 2024 Minutes
3. Friends of the Augusta County Library Foundation Report
4. Director's Report
5. Old Business
 - a. Budget Proposal
6. New Business
 - a.
7. Confirm the next meeting date: March 27, 2025 - Middlebrook Library
8. Adjournment

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November 2024 Meeting Minutes

PRESENT:

Susan Thacker (Chair)
Tonaly Pennington (Vice Chair)
Scott Alleman (arrived approximately 6:50 PM)
Carolyn Coop
Rebecca Lamb
Kathleen Cavender, Friends of the Augusta County Library Foundation

ABSENT:

Alex Davis
North River Rep (Vacant)

VIRGINIA: At a Regular Meeting of the Augusta County Library Board held at the Weyers Cave Library Weyers Cave, Virginia on November 21, 2024, at 6:00 p.m. and in the 248th year of the Commonwealth. . . .

Call to Order

The board meeting was held in person.

The meeting was called to order at 6:10 pm by Susan Thacker.

Minutes

The minutes from the October 3, 2024 meeting was discussed.

A motion was made by Rebecca Lamb to approve the minutes from the October 2024 meeting as presented. Carolyn Coop seconded the motion and the motion passed unanimously.

Friends of the Augusta County Library Foundation

A member of the Friends of the Augusta County Library Foundation was not present for the meeting.

Dr. Brown stated that the booksale has been doing well, especially with the influx of weeded items. The next meeting will be December 4, 2024.

Director's Report

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

- Updates regarding the work to be done on the Fishersville Library crawlspace. Funds were approved and
- All Augusta County Library locations will be closed December 9, 2024 for the annual staff development day.
- Informed the board that ACL requested two Trailblazers, rather than the Cargo van to be replaced, for the same amount of funds. The Deputy County Administrator approved the request and will forward the information to the finance department to move the process forward.
- Presented FY24 and Summer 2024 Successes to the Board of Supervisors. The goal is to provide quarterly updates to the Board of Supervisors.

Old Business

There was no old business to be discussed

New Business

Budget Process

Dr. Brown provided an overview of the budget process along with information related to the line items in the operational budget. Dr. Brown also provided additional information related to the various funding sources the library's budget is made of:

- **County funds** - primarily covers salaries and operating expenses
- **State Funds** - primarily covers collection materials, both physical and digital
- **ERATE reimbursement** - primarily covers additional capital improvements such as furniture and technology
- **Friends of the Augusta County Library Foundation** - funds all programming costs and hotspot service

The County's budget timeline is as follows:

- **December/January:** Departments develop requests and meet with Finance
- **February:** Meet with County Admin and Finance Director

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- **March:** Board of Supervisors work sessions
- **April:** Board of Supervisors holds public hearings
- **May:** Board of Supervisors adopts the operating budget

Dr. Brown indicated the time for the Board of Trustees to advocate for the library's proposed budget would be in April during the public hearings.

Dr. Brown asked the Board of Trustees if they would like to be part of the budget creation process or would rather be presented with a draft version of the budget to provide feedback prior to forwarding to Finance and County Admin. The Board agreed to the latter option along with advocating on behalf of Augusta County Library for the funds that are being requested during the April public hearings.

2025 Meeting Schedule

Dr. Brown presented the Board of Trustees with proposed dates for the next year's meetings. The Board discussed and included locations for each meeting.

Next Meeting

The Board confirmed that the next meeting would be held on Thursday, January 23, 2025 at 6:00PM at the Stuarts Draft 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 6:58 PM.

Secretary

Friends of the Augusta County Library Foundation

[December 2024 Meeting Minutes](#) (to be voted on during the March 2025 meeting)

Finances

[Expenditure Summary June 2024](#)

[FY25 Approved County Budget](#)

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

[FY25 Approved State Aid](#)

Director's Report

[Media Mentions](#)

Statistics

To be provided at the meeting.

Augusta County

- Augusta County Comprehensive Plan
 - Invited by Community Development to attend focus groups and to provide feedback on the draft versions of the plan
- Augusta County Leadership
 - County Admin is leading Augusta County leadership through some mission, vision, and values exercises to ensure we are all on the same page and working toward the same vision across the county, regardless of department
 - January's meeting focused on defining our core values and associated behaviors

Augusta County Library

- Attended and spoke at a Board of Supervisors staff meeting in regard to the infrastructure funds being used for the Fishersville Baseball and Softball League, located behind the Fishersville Library
- Essential Community Resources page up and running, in partnership with the SAW Housing Summit
- Organizational Focus
 - Meeting with each staff member and their supervisor to go over the organizational structure of ACL, so everyone has the same foundational information before we begin our Back to Basics Training

- Created learning teams to provide support and reinforcement of the content that is being taught, social learning opportunities, and team building across the system.
- Quarterly location meetings have been occurring regularly since August.
- Staff Development Day
 - Went very well
 - Focus on the state of homelessness in the county and resources that are available to support community members
 - Mindfulness and balancing work-life stress
- Buildings
 - Fishersville
 - Crawl Space project, including electrical work, closed 1/20-1/25
 - 4 out of 8 HVACs are currently turned off.
 - 3 need heat exchangers
 - 1 needs an ignition board
 - Have been waiting on parts since the middle of December and using space heaters for heat
 - After the heat exchangers have been replaced, that will be 7 out of 8 heat exchangers replaced.
 - Maintenance is hopeful this will give the HVAC systems a couple more years of life
 - Elevator Out of Order
 - The elevator has been out of order since the end of December
 - The existing (obsolete) motor-starter contactor has a bad up-to-speed contact. We are waiting for a new Siemens-brand motor-starter contactor assembly be installed. At this point we are waiting on the parts
 - Fire Doors demagnetized
 - Fire doors leading to the teen area
 - Waiting on parts
 - Churchville
 - Roof repair from the leak that was exposed during Hurricane Helene
 - In need of wallpaper replacement. Will include during the FY26 budget process
- FY26 Budget
 - Draft in progress and will be presented during the New Business part of the agenda.

Old Business

FY26 Budget Proposal

Copies will be provided at the meeting for review.

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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	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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	sustainability		
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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

PT Library Aid

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