



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

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

**will be held**

**Thursday, January 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

January 25, 2024

1. Call to order
2. Minutes
  - a. [July 2023 Minutes](#)
3. Friends of the Augusta County Library Foundation Report
4. [Director's Report](#)
5. Old Business
6. New Business
  - a. [Confidentiality of Library Records Policy](#)
  - b. [Website Policy](#)
  - c. [Reference Policy](#) (Withdraw)
  - d. Revisiting [Reconsideration Policy](#) and [Request for Reconsideration Form](#)
  - e. [Proposed FY25 Budget](#)
  - f. Board member succession planning
7. Confirm next meeting date: March 28, 2024
8. Adjournment

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# July 2023 Meeting Minutes

PRESENT: Doran Stegura  
Melody Reynolds  
Carol Turrentine  
Alex Davis  
Betsy Curry  
Dr. Jennifer Brown, Director  
Debbie Sweeney, Assistant Director

ABSENT: James Stewart  
Kathleen Cavender, Foundation Liaison

VIRGINIA: At a Regular Meeting of the Augusta County Library Board held at the Churchville Branch Library Churchville, Virginia on July 27, 2023, 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 6:05 pm by chair, Doran Stegura.

## **Minutes**

The minutes from the June 8, 2023 meeting were approved as submitted.

## **Friends of the Library Foundation**

Ms. Stegura reported on the status of the Friends of the Augusta County Library Foundation. With the merger complete they have created several subcommittees including ones to update their webpage, their membership paperwork, and to create an honor memorial. A new logo was created and will be featured on the webpage, stationery, etc. There will be a simple webpage connected to the library's website and also a redesigned, extensive standalone website that merges both the Friends and Foundation components.

Their president, Kathleen Cavender, is very proactive and doing a wonderful job. She is actively managing the Friends' money and the Community Foundation continues to manage the Foundation's funds.

### **Director's Report**

The county Board of Supervisors (BOS) approved the library board's updated bylaws.

At the BOS staff meeting on July 24, 2023, Pastures Supervisor Pam Carter expressed her appreciation of the library lawn party held on Friday, July 14, 2023 at Churchville. Over 400 people attended with nice involvement from community partners. The food trucks were a big draw and staff and patrons from Churchville, Fishersville, Weyers Cave, Deerfield, Middlebrook and Craigsville attended.

This summer's Books on Wheels served 40 students from four schools. 1600 books were delivered over the summer through this program. In Craigsville the No Kid Hungry program provided 25 meals per week for seven weeks for a total of 175 meals served for the community. Craigsville library was approved for four more staff hours per week thanks to infrastructure funds from Ms. Carter. The additional hours will start September 1, 2023. We are actively seeking a second staff member to share the hours at Craigsville.

The new part-time aide for Stuarts Draft was hired and will work 20 hours per week starting August 1, 2023. Dr. Jennifer Brown is working to schedule a meeting of the Stuarts Draft focus group.

Deerfield and Middlebrook library stations each have improved internet service as of July 1, 2023. Both have broadband services for the first time.

In August library staff will meet with county maintenance staff to clarify building maintenance roles moving forward. Part of the structural repairs in the Young Adult room is complete. The rest of the repairs are scheduled for August 3 and 4.

Due to the busyness of the summer programs no new community engagement connections are being sought. Efforts to make new connections will resume in the fall.

The library was awarded PLA's Digital Literacy Workshop Training Incentive Grant for \$6,000. We plan to partner with Valley Program for Aging Services and to hold workshops at Fishersville and other locations to help senior citizens learn how to use

digital devices. The funds will be used to purchase devices that will be raffled off and to pay staff for the extra hours they spend presenting the workshops.

## **Old Business**

### *Joint Board Meeting*

The combined Augusta, Staunton, and Waynesboro board meeting will be held Wednesday, September 20, 2023, at Fishersville. Time to be announced. Lisa Varga from the Library of Virginia will come and talk about book challenges. Light refreshments will be served and invitations will be sent out soon. This will replace the regular meeting scheduled for September 27, 2023.

### *Strategic Priorities and Action Plan*

Approved as submitted. Bulleted action items are internal, operational items that reflect what staff are working on and change year to year. The boxes are static items from which action items are created.

## **New Business**

### *Smoking Policy*

Approved as submitted.

### *Community Bulletin Board Policy*

Approved as amended.

## **Adjournment**

With thanks expressed to Dr. Brown and there being no further business, the meeting adjourned at 7:12 pm. The special joint board meeting will be held on September 20, 2023, at the Fishersville Library at a time to be determined.

Secretary

# Friends of the Augusta County Library Foundation

PLA Digital Literacy Grant - \$6,000

[June Meeting Minutes](#)

## Statistics

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

[Talking Center October 2023 Circulation Stats](#)

[Talking Book Center May 2023 Circulation Stats](#)

[Talking Book Center November 2023 Circulation](#)

[Talking Book Center June 2023 Circulation Stats](#)

[Stats](#)

[Talking Book Center July 2023 Circulation Stats](#)

[Talking Book Center December 2023 Circulation](#)

[Talking Book Center August 2023 Circulation](#)

[Stats](#)

[Stats](#)

[Talking Book Center September 2023 Circulation](#)

[Stats](#)

## Finances

[Expenditure Summary June 2023](#)

[Expenditure Summary November 2023](#)

[Expenditure Summary July 2023](#)

[FY24 Approved State Aid](#)

[Expenditure Summary August 2023](#)

[FY24 County Budget Approved](#)

[Expenditure Summary September 2023](#)

[FY25 Proposed County Budget](#)

[Expenditure Summary October 2023](#)

[FY25 Proposed State Aid](#)

## Director's Report

### [Media Mentions](#)

### Overall Health of the Library

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

## Strategic Action Plan Updates

### 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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- Reentry council hosted their Reentry Fair at Fishersville Main Library in August, and plan on continuing to host in Fishersville quarterly since we are conveniently located between Staunton and Waynesboro
- Initiated Oral History project at Stuarts Draft. We are piloting there and will expand to other locations and will include photo scanning.
  - Intern developed a plan to make accessible to the public
  - Will be making available to the public in February
- Building relationships with
  - Verona Community Center
    - Monthly visits for library checkout and service/program promotion
  - Montague Terrace Apartments
    - Monthly visits for library checkout and service/program promotion
  - Department of Social Services
    - Access to resources to refer patrons to
    - Staff knowledge of services available
  - Shenandoah Workforce Development Board
    - Access to resources to refer patrons to
    - Staff knowledge of services available
  - Network2Work
    - Access to resources to refer patrons to
    - Staff knowledge of services available
  - Augusta County Christian Academy
    - Biweekly library visits for checkout
- Coat closet available at Fishersville Main Library. Taking donations on behalf of Neighbor Bridges at Fishersville and Middlebrook locations



- Friends of the Augusta County Library Foundation - Fishersville playground project
- Taking food donations for community-based food pantries
- Collaborating with Deerfield community to reimagine the library as a Community Center
  - Community meeting to be scheduled January/February
- Providing second day of deliveries to Middlebrook Library Station - increase in number of holds filled and circulation numbers
- Working with Pam Carter on how to support the Craigs ville community since the jail will be closing
- Received correspondence from Middlebrook community member who is interested in expanded access at the Middlebrook Library Station

## 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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- Fixed stall at SDLS that was not handicap accessible
- Currently identifying ways we can provide more frequent deliveries to all ACL locations
  - Piloting with Middlebrook Library
  - Spoke with Staunton Public Library and Waynesboro Public Library - interested in transitioning to an internal process
  - Augusta County Library would provide the vehicle, staff, time and Staunton Public Library and Waynesboro Public Library would pay ACL, rather than Custom Deliveries
- Added 11 additional hotspots to the collection
  - 33 total hotspots
  - Average about 20 holds
  - Keeping track of how many are WPL & SPL cardholders (currently do not provide hot spots)
- Working on resource lists broken down by information need
- In discussions with North River Elementary School to provide some library services onsite
- Label and cataloging project related to juvenile series for easy browsing

## 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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- Installing RFID pads at all locations for easier checkin and checkout
- Ensuring all locations have access to a label maker for creating new labels, rather than sending to Fishersville Main for new labels

Churchville • Craigs ville • Deerfield • Fishersville • Middlebrook • Stuarts Draft • Weyers Cave  
1759 Jefferson Hwy. Fishersville, VA 22939-2260 • 540-885-3961 • [www.AugustaCountyLibrary.org](http://www.AugustaCountyLibrary.org)

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- Hired a second Library Station Manager for Craigsville to share hours and serve as a back up
- Working to add storage to the Craigsville town hall kitchen area for library supply storage
- Working to provide all locations with basic supplies and storage to have them on hand
- Met with Maintenance to determine roles and responsibilities
- Working with DLS, CBL, and FVL library managers to create annual maintenance requests to help the maintenance department prepare their FY25 budget
  - Presented to maintenance so can be incorporated into budget
- Reviewing internal processes such as leave submission that create a lot of unnecessary paper waste
  - Revamped the comp-time spreadsheet/procedure
- Documenting processing procedures and building contingencies through cross-training of all library aids
- Looking at different options for courier service and deliveries to all library locations
  - See information under “Accessible” section
- Looking to switch from Cornerstone to Vector for alarm system monitoring
  - Transition will happen February 1st
- In discussions with the Office on Youth for how we might be able to share an outreach vehicle such as the Community in Motion bus they have in Waynesboro
- Analyzing equity of positions as compared with other departments, such as Parks & Recreation
- Working with Finance & HR on the following for the revised FY24 budget:
  - Dividing the assistant director position into two manager positions with a focus on public services
- Including the following reclassifications for the FY25 budget:
  - Reclassifying the Library Assistant II cataloging position to a Librarian I position
  - Reclassifying PT Library Aid position to PT Library Assistant II (Cataloging) position
- Working with Staunton and Waynesboro Public Libraries on a number of database and data cleanup projects
- Subscribed to LibraryIQ to provide better collection data to help make collection and resource decisions
- Research on SDLS Space recommendations - Best practices is between 13,000-15,000 square feet for the population served
  - Library Furniture International will be visiting 1/25 to look at space at SDLS to provide recommendations for how to utilize the space more effectively

## 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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- Finalized our [FY23 Annual Report](#)
- Compiled demographic and usage information for each library location
- Will be setting up meetings with each Board of Supervisors member to provide an overview of library services and impact
- Presenting at a December 2023 Rotary Club Meeting
- Churchville staff presented to teens at Buffalo Gap High School
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- Board of Supervisors presentation will focus on the following:
  - Cost of materials
  - Per Capita spending
  - Resources needed to keep the library functioning
  - Impact the library has had in the community, outside of just providing reading materials
  - Increase in digital material usage and associated cost
  - Future staffing/organizational structure plans

### 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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- Regularly documenting processes so staff have something to refer back to and to capture knowledge as folks retire or resign
- Working to include HVAC Preventative Maintenance contracts for Fishersville and Churchville to extend the life of the units
- Succession planning for Board of Trustees
- Looking at more sustainable options for library cards

### 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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- Offering Interlibrary Loan as an option when we do not have an item available
  - Not currently charging for ILLs to see what kind of impact this will have on the amount of times we say 'no' versus getting resources into people's hands.
- Weeded the nonfiction section at Fishersville to create space to move ACGS downstairs and create meeting space in the mezzanine
- Working to ensure we have the same basic services at all library locations
- Exploring the possibility of extending hours at Stuarts Draft Library Station

## Resignations

Assistant Library Director (Retired)

PT Library Aid - Fishersville Main Library

Churchville Branch Library Manager

PT Library Station Manager - Weyers Cave  
Library Station

PT Library Aid - Fishersville Main Library

## New Hires

PT Library Aid - Fishersville Main Library (Alyssa)

PT Library Aid - Stuarts Draft

PT Library Aid- Fishersville Main Library (Jo)

PT Library Station Manager - Craigsville

FT Library Assistant II - Marketing Specialist

## Proposed FY25 Budget

[FY25 Proposed County Budget](#)

[FY25 Proposed State Aid](#)

## 2024 Meeting Schedule

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