



LIBRARY BOARD MINUTES

June 9, 2025

4:30 p.m.

Cooper Branch

ATTENDEES

BOARD MEMBERS: Christy Maupin (Vice-Chair), Kerry Devine, Lori Hayes, Cheryl Miller, Dr. Janet Page-Brown, Dr. Pamela Yeung and Rebecca Purdy (Secretary-Treasurer)

LIBRARY ADMINISTRATION: Adriana Puckett, Chris Glover, Sean Bonney, Laura Baxter-Christopher, Amy Faulkner-Hart, Joy McIntire and Raya Nickerson

CALL TO ORDER

Christy Maupin called the meeting to order at 4:30 p.m.

Dr. Pamela Yeung led the Pledge of Allegiance.

PUBLIC COMMENT

There were no public comments.

BOARD COMMENTS

Christy Maupin opened the floor for Board member comments.

There were no board comments.

EXECUTIVE DIRECTOR'S REPORT

Rebecca Purdy announced CRRL has secured new and updated accounting software. CRRL has contracted with Blackbaud for software which would allow more in-depth reporting and provide outstanding customer service. The goal is for the new system to be fully implemented this fall after our work with the auditors is completed. The Board can expect to see the first reports created with the new software in the coming year.

Purdy also recognized Sean Bonney who is retiring on June 30th with over 33 years of service at CRRL and introduced CRRL's new Director of Community Engagement Raya Nickerson.

Overview of Library Use Report

Adriana Puckett provided an overview of the Library Use Report which gives important information about how the library is utilized by customers in ways other than checking out materials, both in the library branches and out in the community.

Dr. Pamela Yeung asked if staff could identify why some of the quarters are higher and how this correlates between the number of employees? Rebecca Purdy noted in general the 4th quarter is a little busier because it falls in the Summer months when students are out of school; however, staff can look to identify trends.

Dr. Yeung asked if the usage was identified by zip code? Purdy noted circulation is attributed to where the person lives and not what branch they use.

Lori Hayes asked if this data could be broken down by branch to identify which services are being used more widely at specific locations? Purdy noted this report focuses on the region while other reporting can be more localized.

CONSENT AGENDA

Lori Hayes asked for clarification regarding the building maintenance and upkeep for the IdeaSpace? Amy Faulker-Hart noted those expenses included light replacement, a bike rack and a few minor upgrades to the facility are outside the lease. There are currently no expenses this fiscal year.

Dr. Pamela Yeung questioned if a locality could partner with CRRL to reduce the cost of insurance for employees? Rebecca Purdy noted CRRL has completed its first year as a member of the Local Choice and it drastically decreased our insurance costs.

Lori Hayes made a motion to approve the Consent Agenda. Dr. Pamela Yeung seconded the motion, which passed unanimously.

OLD BUSINESS

Spotsylvania Branch Hours

Rebecca Purdy noted during the Executive Director interview she stated a desire to reinstate full library service to Spotsylvania branches. During Meet and Greet events with the public at Salem Church, reopening the branch for Monday-Thursday evening hours was the most frequent request received. Staff at all three Spotsylvania branches hear these requests on a regular basis.

Purdy was grateful to the Board for approving Hayes' request at the last meeting to consider reinstating those hours if Spotsylvania County fully funded the library's FY26 request. While the county was unable to fully fund the request, they did increase the library's budget by \$466,525. This is the biggest FY26 increase from any of the jurisdictions and only \$98,273 less than was requested.

Purdy recommended the Board consider reopening the branches as detailed in the Spotsylvania Branch Hours document. These additions would correspond with the hours at Fredericksburg, Howell and Porter Branches for Salem Church and Snow. Spotsylvania Towne Centre hours are slightly different as the Towne Centre itself doesn't open until 10.

Purdy noted if CRRL continues to freeze the full-time programmer position at Salem Church it would only cost the library system \$29,532 of the salary budget to reopen the additional 13.5 hours.

Purdy also made the Board aware that during the budget process there was discussion among the Spotsylvania Board of Supervisors and a motion to ask CRRL to open one evening until 9:00 or 10:00 at one location. After conversation with Hayes, CRRL's proposal includes reopening the hours to coincide with those of the other jurisdictions.

Purdy noted if approved, the additional hours would begin on Monday, August 4 to allow for the additional hiring that would be required and sharing the news with customers.

Lori Hayes mentioned the \$98,000 was not funded and went to Spotsylvania's Commonwealth Attorney's office for staff funding.

Hayes made a motion to approve the reopening of the Spotsylvania branches as requested. Kerry Devine seconded the motion, which passed unanimously.

FY26 Budget Update

Amy Faulkner-Hart noted after all the jurisdictions voted, CRRL received about \$400,000 less than requested for FY26 so we reworked the budget prioritizing the original goals.

Faulkner-Hart noted updated Budget Drivers, Budget Change Highlights and FY26 budget revenues and expenditures.

Kerry Devine made a motion to approve the FY26 Budget Update. Cheryl Miller seconded the motion, which passed unanimously.

Devine asked for clarification about the software upgrades. Faulkner-Hart noted the current accounting software is in need of advancement to help staff provide in-depth data reporting. After an evaluation staff concluded the updates were "critical" due to importance. The firewall update is critical to the safety of our network.

Dr. Pamela Yeung asked about project management costs? Chris Glover noted he would be performing the updates.

Dr. Yeung asked about the yearly license renewal cost of the accounting software? Faulkner-Hart noted there is a 5 year contract and the annual fee is \$20,000. Rebecca Purdy added the annual renewal would be included in the line item.

Kerry Devine made a motion to approve the budget update as requested. Cheryl Miller seconded the motion, which passed unanimously.

Reserve Study Meetings Report and Proposed Fiscal Policy Update

Rebecca Purdy noted staff have met with the County Administrators and City Manager from each of CRRL's participating jurisdictions and had incredibly informative conversations regarding CRRL's need to maintain a reserve fund and possible additional funds CRRL should consider adding.

The consensus was the library should have its own emergency fund instead of relying on the jurisdictions if something happens. There was also consensus the library should consider additional funds such as a budget stabilization fund. Additionally, there was conversation about creating a technology/equipment fund and the jurisdictions being asked to fund specific projects as a separate line item in the budget requests, ideally over the course of several budget cycles.

Amy Faulkner-Hart noted after reflecting upon the suggestions from the County Administrators and City Manager, staff are proposing the following updates to our fiscal policy:

The creation of two new funds - a Technology and Equipment Fund and a Budget Stabilization Fund. The Technology and Equipment Fund is to help CRRL and the jurisdictions better plan for large technology and/or equipment purchases. An example of this is the upcoming replacement of our self-check machines. They have neared the end of their lifespan and will no longer update after September 2026.

Lori Hayes asked how much funds would be needed for the replacement? Faulkner-Hart noted an estimated cost is \$250,000. Faulkner-Hart noted we would not ask for those funds at once and over the course of several budget cycles.

A Budget Stabilization Fund would help smooth funding disparities when the jurisdictions are unable to fund our request while allowing the library to maintain its service priorities.

Hayes asked if this would be how we do the jurisdictional subsidies based on how many people are served? This formula is to be determined.

Dr. Pamela Yeung asked about contingency funds and what the minimum is and if we could move reserve funds? Faulkner-Hart noted we do have a reserve fund for emergencies and we could consider moving some of those funds into these other accounts. We could also move remaining funds into these funds.

Hayes asked if you could use funds from an unfilled position? Purdy noted if those funds are left at the end of the fiscal year then yes. This is what is currently being done however, these two accounts would be other options as well.

Hayes noted concern about the fund balance. Staff were able to give specific examples of- flood and delay in receiving the checks.

Hayes made a motion to approve the Reserve Study Meetings Report and Proposed Fiscal Policy Update. Kerry Devine seconded the motion, which passed unanimously.

Meeting Rooms and Proposed Meeting Room Policy Update

Rebecca Purdy thanked the subcommittee for their work evaluating current meeting room usage and policy. The proposed policy update was included in the Board packet and is labeled Proposed Policy Manual Update: Meeting Rooms.

Kerry Devine made a motion to approve the Meeting Rooms and Proposed Meeting Room Policy Update. Dr. Pamela Yeung seconded the motion, which passed unanimously.

NEW BUSINESS

Proposed Notary Services Policy Update

Rebecca Purdy noted staff are recommending to the Board, businesses are charged a fee to use CRRL's notary services as this is in keeping with the recent updates made to the meeting room policy regarding businesses. Under this policy, individuals and non-profit groups can still access notary services free of charge.

One other important aspect of these policy updates is the need to adjust the expectation CRRL will always have a notary available during all open hours. Only staff in adult services and those who work 20 or more

hours are trained as notaries and due to planned and unexpected time off, CRRL is unable to guarantee a notary is always available.

The fee is \$10 per appointment. Appointments will be made ahead of time through the website. The appointment will be a drop down to make sure the document can be notarized.

Kerry Devine and Dr. Pamela Yeung asked for some clarification about the individual business owners. Purdy noted it would be a document which aids a money making act.

Lori Hayes made a motion to approve the Proposed Notary Service Policy Update. Kerry Devine seconded the motion, which passed unanimously.

Christy Maupin asked about policy revisions and policy manual organization. Purdy noted staff would look at options for inserting updates into printed materials.

FY27 Budget Goals

Rebecca Purdy noted the proposed FY27 budget goals are outlined in the handout in your packet.

There will be a budget work session on Wednesday, August 13th at 4:30 pm at Porter Branch.

Lori Hayes asked about the 5.5% salary increase and noted salaries should be the number 1 priority within reason. Hayes also asked if staff have gone over this with the County Administrator? Purdy noted staff have not presented these yet however they are aware of the competitive salary challenge.

Dr. Pamela Yeung asked if staff could send these goals to the County Administrator early to make sure we can meet the obligations timely. All localities shared appreciation.

Hayes asked for clarification about Goal 5 which concerns reopening on Sundays? Hayes asked what the cost is? Purdy noted information can be presented at an upcoming meeting.

ADJOURNMENT

A Budget Work Session is scheduled on August 13 at 4:30 p.m. at the Porter Branch.

Lori Hayes made a motion to adjourn the meeting. Kerry Devine seconded the motion. The motion was adopted unanimously. The meeting was adjourned at 5:21 p.m.