



LIBRARY BOARD MINUTES

March 9, 2026

4:30 p.m.

Porter Branch

ATTENDEES

BOARD MEMBERS: Christy Maupin (Chair), Dr. Janet Page-Brown (Vice-Chair), Lori Hayes, David Ross (by phone) and Dr. Pamela Yeung and Rebecca Purdy (Secretary-Treasurer)

LIBRARY ADMINISTRATION: Rebecca Purdy, Chris Glover, Laura Baxter-Christopher and Amy Faulkner-Hart, Kim Young

CALL TO ORDER

Christy Maupin called the meeting to order at 4:36 p.m.

Maupin led the Pledge of Allegiance.

Maupin noted the board did not have a quorum due to the absence of a representative from Fredericksburg. The meeting proceeded on an informational basis.

PUBLIC COMMENT

There were no public comments.

EXECUTIVE DIRECTOR'S REPORT

Rebecca Purdy noted since the last Board meeting, the library has celebrated two anniversaries. IdeaSpace's 5th Anniversary included a ribbon cutting from the Chamber and a welcome from Kerry Devine. Christy Maupin also attended and Rebecca thanked them both for being there. Newton Branch celebrated its 25th anniversary. Christy Maupin attended the event as well and so did four of the County's supervisors.

In December, Adriana and Rebecca visited Library on the Go Lobby Stops. This service brings library carts to 18 senior care facilities for residents with limited access. Patrons can request titles, browse materials, and receive research or technical assistance.

Purdy judged this year's Fredericksburg Regional Spelling Bee, a CRRL-facilitated event supported by local sponsors. The competition included 3rd-8th graders from thirteen school divisions, including private and homeschool groups. A Stafford Elementary 4th grader won this year.

CRRL has received almost \$300 for the new Library Literacy & Learning Fund the Board approved in December.

The Library received a sponsorship through The Community Foundation for summer reading prizes. Every child and teen who participates in summer reading has the opportunity to earn two books as prizes for reading 1,000 minutes and then again at 2,000 minutes read.

Purdy reported the new accounting software is live. The team is now using automated workflows to process payments more efficiently. New fiscal reports will be presented at the next Board meeting.

Purdy provided an update for the Board on the impact of printing limits were implemented in July. The number of pages printed between July and January fell by 16.3% compared to the same time period in FY25. As a reminder, it was a 15.4% decrease in December. The amount of paper used has also decreased over the same time period.

Library Administration Center Overview

Purdy introduced Adriana Puckett Deputy Executive Director and Chris Glover Assistant Executive Director who presented an overview of the current space and its uses.

Glover explained the Library Administration Center (LAC) centralizes administrative and logistical operations for all 11 branches, maximizing efficiency and public space.

Located on Lafayette Boulevard, the 29,000-square-foot facility includes 8,000 square feet of warehouse and 21,000 square feet of office space. The lease costs \$10.42 per square foot, totaling over \$25,000 monthly—roughly half the local market rate. The LAC houses 19% of the library's workforce.

Glover presented a brief historical timeline of the progress of the LAC.

Puckett highlighted the warehouse as a hub for over 56,000 items, providing a broader collection for customers. In FY25, Customer Services pulled more than 44,000 holds from this collection!

As the distribution center for materials circulating between branches, couriers move roughly 368 bins and 7,500 items weekly. The facility also houses a fleet of six vehicles and a loading dock for receiving system-wide shipments.

Customer Services staff at the LAC answer calls for all 11 locations during standard business hours allowing branch staff to focus on customers in the building. During these hours in FY25 customers made more than 28,000 calls to the library.

Puckett noted all new materials are ordered, received, cataloged, and processed for the entire Library system by Collection Services staff at the LAC. The staff added roughly 40,000 new physical items for customers in 2025 and added catalog records for several thousand digital items as well.

Technology Services at the LAC manages system-wide technological needs, including network connectivity, phone services, software like Google Workspace and the Library catalog, and hardware at all sites (743 computers, 188 printers, and 30 self-checkout machines).

All of the Library's print and digital design and production, including the quarterly At Your Library magazine, is overseen by Community Engagement at the LAC, as well as website management, grant writing, and marketing.

Puckett noted the LAC houses all Library Administration, including Executive Leadership, Human Resources, and Finance. It also contains central records storage and designated space for staff training and meetings. This dedicated space ensures public meeting rooms at branch libraries remain available for customer use.

Purdy noted one of the reasons staff are sharing this is in order to start a conversation about the future of the Library Administration Center. While the current lease doesn't expire for six years, if planning starts now then we can work with the Board and the jurisdictions for the most cost effective option for the future.

Dr. Yeung requested information regarding the establishment of a vehicle fund and explored the potential for shared services to achieve cost reductions.

Purdy observed CRRL will likely require less physical space within the next six years and will address spacing needs.

Hayes recommended further consultation on these matters with the respective county administrators.

CONSENT AGENDA

OLD BUSINESS

FY27 Budget Update

In December Purdy and Puckett met with Stafford County's Deputy County Administrator and their Finance Director regarding the FY27 operating budget and capital requests. Dr. Yeung was able to participate in part of the meeting. It was a great opportunity to talk about the library's funding needs and to request additional support for the upcoming year.

Amy Faulkner-Hart CRRL's Director of Finance presented an update on the Library's FY27 operating budget request. Faulkner-Hart noted it's so early in the budget process for the localities and there is not much to report. The county administrators for Spotsylvania and Stafford have both presented their recommended budget.

Admin staff is pleased with those recommendations so far. However, know better than to get our hopes up this early in the process. There are so many things for the localities to consider and certainly hard decisions lie ahead.

Fredericksburg's City Manager will likely be presenting a recommended budget at the March 10th meeting and Westmoreland's County Administrator usually presents the recommended budget toward the end of March.

Hayes asked about the RFID funding needs to happen at a minimum. Hayes also asked for clarification about the COLA and Merit.

NEW BUSINESS

Auditor's Report FY25 and SAS 114 Report from Elaine Farmer, Bishop Farmer and Co.

Elaine Farmer of Bishop, Farmer & Co. presented the FY25 Audit Report.

Dr. Yeung asked for clarification on several aspects mentioned in the audit. Farmer elaborated on details regarding the audit process.

Maupin thanked Farmer for her presentation. Farmer thanked the Board and left the meeting.

ADJOURNMENT

The next Board meeting is scheduled on June 9, at 4:30 p.m. at the Cooper Branch.