

general



COMMONWEALTH of VIRGINIA

Twenty-Fifth Judicial District

Victoria L. King
Clerk

Rupen R. Shah, Judge
General District Court

Correy R. Smith, Judge
J&DR District Court

HIGHLAND COUNTY COMBINED DISTRICT COURTS
P. O. Box 88
MONTEREY, VA 24465

Phone (540) 468-2445
Fax (540) 468-3449

Highland County
Board of Supervisors
Monterey, Virginia 24465

January 9, 2026

In re: 2026-2027 Fiscal Year Budget Request

Dear Sirs:

In accordance with §16.1-69.45 of the Code of Virginia and upon the recommendation by my chief judges, I am requesting the Board of Supervisors authorize the payment of a salary supplement for each of the employees of the Combined District Court for the upcoming fiscal year. Specifically, I am asking \$3000 for the clerk, \$1000 for the full-time deputy, and \$500 for the deputy clerk split position, (\$4500 total).

I am also requesting reimbursement for attendance at the Annual Clerks' Association Conference April 13th and 14th. The total cost of lodging, meals and mileage has not yet been set but expected to be around \$600. Registration/education costs should be covered by the Supreme Court's tuition reimbursement policy.

Thank you for your consideration in recognizing and rewarding our continued efforts and enabling the court to provide adequate services to all. If you have any questions, or need any additional information, please contact me.

Sincerely,

A handwritten signature in blue ink that reads "Vickie L. King".

Vickie L. King
Combined District Courts Clerk



Highland County Circuit Court

165 West Main Street
PO Box 190
Monterey, VA 24465



Edward K. Stein
Judge

Judy W. Hupman
Clerk

January 23, 2026

TO: HIGHLAND COUNTY BOARD OF SUPERVISORS

RE: BUDGET REQUEST - FISCAL YEAR
JULY 1, 2026 – JUNE 30, 2027

Professional Services (Audit)	\$5,000.00
Jury Questionnaires (including postage)	800.00
Salary Adjustments for Deputy Clerks – (over and above Comp. Bd) (see explanation on attached page)	
Erin Will – increase current salary	\$5,000.00
Heidi Williams – increase current salary	\$5,000.00
Repairs and Maintenance	\$4,000.00
Postage	\$1,500.00
Telephone	\$3,500.00
Education & Travel	\$4,500.00
Dues	400.00
Materials and Supplies	\$2,000.00
Furniture and Fixtures	<u>\$4,500.00</u>
TOTALS:	\$36,200.00
Capital Outlay: Recording Equipment for Courtroom/ Climate Control for Server accommodating ALL courts to OES	\$30,000.00

HIGHLAND COUNTY CIRCUIT COURT

Judy W. Hupman
Clerk

Phone: 540-468 2447
Fax: 540-468-2047
Email: jhupman@vacourts.gov

Salary Adjustment Requests due to the following:

- As a courtesy and convenience to our public that I offer as a constitutional officer, my deputy clerks, Heidi Williams and Erin Will, continue to act in the capacity of agents for the Passport Agency providing service to our community and surrounding areas. These ladies are required to take mandated training and be certified on a yearly basis with the State Passport Acceptance Agency with no financial funding from that agency. All criteria must be met before they can continue to provide service to our community. This service is not available elsewhere in the county. As a result the initial process of these passports has created an increase in time providing this service to our citizens which takes time away from their regular duties. This service is not a required duty of the Clerks office. However, without this service, individuals would have to travel across the mountains making it inconvenient for our citizens.

Please note that this service is provided over and above their regular duties of handling court cases, deed recordings, issuance of marriage licenses and concealed handgun permits, estate paperwork, and qualifying notary publics.

- Due to changes in legislation our criminal and civil caseloads show a continuous increase since last year.
- Land records continue on their steady uphill climb.
- Concealed handgun permits are still continuing to see a major increase across the board thus creating greater time involved.

PLEASE NOTE: The following items are not incorporated in the Circuit Court's Budget Request to locality:

All equipment is billed to and paid directly from the Circuit Court Clerk's office out of Secure Remote Access (SRA) funds which are assessed and collected within our office.

Technology management costs are submitted to the locality for payment but reimbursed from my Technology Trust Fund (TTF) Budget requested and approved by the Compensation Board. This cost averages around \$12,500 per year.

Internet Service is provided by Office of the Executive Secretary.

Preservation and digitization of records in the records room is paid with grant monies that I've applied for through the Library of Virginia.

IN ADDITION:

I would like for the Board to review our current leave policy which has been in effect for the last 20+ years. We have many employees that have been with the county for more than five (5) years and most, many more than that.

PO Box 485
145 West Main Street
Monterey, VA 24465



540-468-2210
Fax 540-468-3040
rkelly@highlandcova.org

Highland County Sheriff's Office

01/22/2026

Jerri Botkin, County of Highland Administrator

Highland County Board of Supervisors

Re: FY27 Magistrate Office Budget

Ms. Botkin,

I want to inform you that the Magistrate Office will be staffed with a full-time magistrate for a total of 40 hours a week (rotating shifts). When the office is not staffed, the video conferencing system is available to access the staffed offices located in another office within our district.

We are required by law to provide suitable office space for the Magistrate. We do so by providing that space at the Sheriff's Office. The Magistrate's Office has been located at the Sheriff's Office for many years. We had to upgrade the office space this year. We purchased a new chair and used already purchased office equipment to complete the upgrade. I invite you to come see the newly renovated office.

The Chief Magistrate submitted an annual budget proposal in the amount of \$3470. I want you to understand that most of that cost will be absorbed into the Sheriff's budget. Simply because it is part of the Sheriff's office complex. The County Administrator has a copy of the budget proposal in more detail.

Respectfully,

Sheriff Bob Kelly



OFFICE OF THE CHIEF MAGISTRATE
25TH JUDICIAL DISTRICT-REGION #2
PO BOX 1088
LEXINGTON, VA 24450

January 6, 2026

Jerri Botkin, County of Highland County Administrator
jbotkin@highlandcova.org
hcboard@highlandcova.org

P.O. Box 130
Monterey, VA 24465

Re: Fiscal Year 2026-2027 Budget Request for Highland County

Dear Mr. Botkin,

A Magistrate is an independent judicial officer who has the authority to issue arrest warrants or summonses, upon review of complaints of criminal conduct and a finding of probable cause. A magistrate also has the authority to issue temporary protective, custody, and detention orders. Twelve full-time and one part-time magistrate serve the twelve jurisdictions within the 25th Judicial District. In addition to video conferencing facilities in Buena Vista, Clifton Forge, Monterey, New Castle, Staunton, and Waynesboro, there are staffed magistrate's offices in Verona, Covington, Lexington, Warm Springs, and Fincastle.

The **Highland County Magistrates Office** is located inside the Highland County Sheriff's Office at 145 West Main Street in Monterey Virginia. This office is staffed full time by Magistrate Davina Lightner for a total of 40 hours per week (rotating shifts). When the office is not staffed, the video conferencing system is available to access the on-duty magistrate located in another office within the district.

While the Department of Magistrate Services is administered by the Supreme Court of Virginia, state funds do not pay for office space, phone services, or for non-consumables such as office equipment, office furniture, office machines, custodial supplies, or reference materials. These expenses are the responsibility of the counties and cities under Virginia Code §19.2-48.1, and those are the expenses found in this request for a total of [REDACTED]

I am also requesting that [REDACTED] be budgeted for the County of Highland's pro-rata share of funding for the office of the Chief Magistrate. The Chief Magistrate is the individual responsible for ensuring the appropriate delivery of magistrate services in the 25th Judicial District. The

Page 1 of 3

Chief Magistrate's responsibilities include the hiring, training, and administration of personnel, directing the operations of our staffed offices and ensuring the proper functioning of our video conferencing facilities, preparing and managing local budgets, responding to complaints, and maintaining effective relationships with members of the judiciary, law enforcement, and the public. In addition, the Chief Magistrate performs magistrate duties as needed.

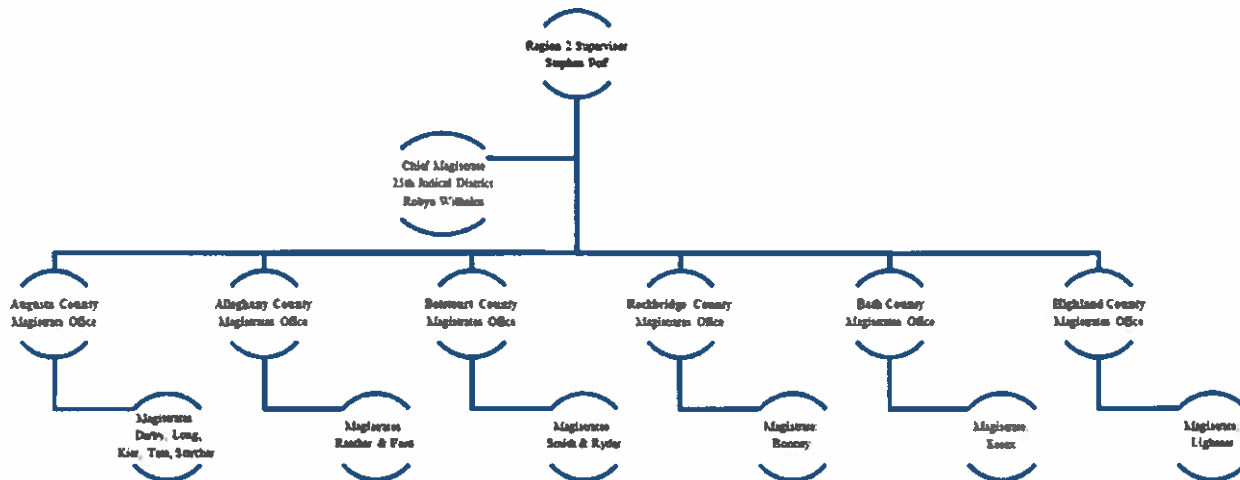
Per a 1993 court order, "funding for the operation of the office of the Chief Magistrate is by contribution of the various jurisdictions within the 25th Judicial District collectively," to be administered by Augusta County. The 25th Judicial District is comprised of the Cities of Covington, Lexington, Staunton, Buena Vista, and Waynesboro and the Counties of Highland, Augusta, Rockbridge, Bath, Alleghany, Botetourt, and Craig. Va. Code §16.1-69.6(25). Funds budgeted for the Chief Magistrate's office provided for basic office supplies, equipment, legal reference materials, and because the Chief Magistrate is required to be accessible 24 hours a day, a smart phone. Separate state and local funds provide for the operation of local magistrate offices, like the one located at the Public Safety Complex in Fincastle.

Thank you for taking the time to consider this budget request. I would be happy to meet with your department to answer any questions that you may have about magistrate services in Highland County and the 25th Judicial District, my role as Chief Magistrate, or any associated expenses reflected in this request. My contact information is provided below.

Sincerely,

Robyn Wilhelm, Chief Magistrate 25th District

Organizational Chart:

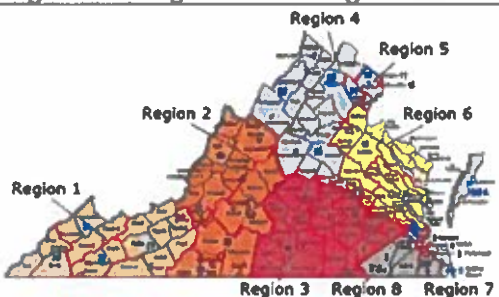



Office Locations & Contact Information:

Augusta County Office 127 Lee Highway Verona, VA 24482	Middle River Jail Office 250 Technology Drive Staunton, VA 24402	Botetourt County Office 205 N Roanoke Street Fincastle, VA 24090	Alleghany County Office 268 West Main Street Covington, VA 24426
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<p>Call: (540) 245-5015 Fax: (540) 245-5165 eFax: (540) 534-8074</p> <p>Magistrates: <i>Jaime Long; Dennis Kier; Car Tate; Luca Starcher; Whitney Darby</i></p>	<p>Call: (540) 245-5420 x1196 Fax: (540) 245-5238 eFax: (540) 534-8074</p> <p>Magistrates: <i>Rotating Magistrate</i></p>	<p>Call: (540) 473-8234 or (540) 928-2326 Fax: (540) 473-8118 eFax (540) 534-8091</p> <p>Magistrates: <i>Charlie Smith & Kate Ryder</i></p>	<p>Call: (540) 965-1778 Fax: (540) 965-1714 eFax: (540) 534-8095</p> <p>Magistrates: <i>Kimberly Raether & Aaron Clay Ford</i></p>
<p>Chief Magistrates Office PO Box 1088 Lexington, VA 24450 Call: (540) 430-2035 eFax: (540) 712-2061</p> <p>Chief Magistrates: <i>Robyn Wilhelm</i></p>	<p>Rockbridge County Office 258 Greenhouse Road Lexington, VA 24450 Call: (540) 464-1187 eFax: (540) 534-8093</p> <p>Magistrates: <i>Aaron Bonney</i></p>	<p>Bath County Office 77 Courthouse Hill Road Warm Springs, VA 24484 Call: (540) 839-2849 eFax: (540) 534-8117</p> <p>Magistrate: <i>Carlisa Essex</i></p>	<p>Highland County Office 145 West Main Street Monterey, VA 24456 Call: (540) 468-2455 eFax: (540) 534-8112</p> <p>Magistrate: <i>Davina Lightner</i></p>

Districts & Regions:

<p>8 Magisterial Regions w/in Virginia</p> 	<p>25th Judicial District is Located w/in Region 2</p> 
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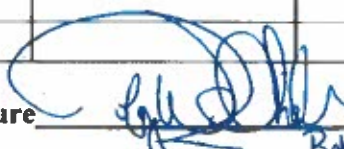
HIGHLAND COUNTY BOARD OF SUPERVISORS

DEPARTMENT/OFFICE BUDGET REQUEST FOR FISCAL YEAR 2026/2027

Departments do not need to include requests for salaries or benefits, unless changes are anticipated.

Name of Department/Office: Highland County Magistrates Office

Contact Information: Chief Magistrate Robyn Wilhelm (540.430.2025 and rwilhelm@vacourts.gov)

Line Item	Line-Item Description	Approved FY 2026 Budget Amount	Funding Request FY 2027	Reason for Request <small>Attach additional pages if necessary</small>
?	Telephone / Fax	\$0.00	\$1,700.00	The magistrate's office utilizes one phone line and one fax lines to communicate with dispatch, law enforcement agencies, courts, and public.
?	Office & Cleaning Supplies	\$0.00	\$360.00	Pays for non-consumable office supplies (tape, whiteout, paperclips, folders, binders, note pads, sanitizer, tissues, cleaner, disinfectant ect). (\$30 per month x 12 Months = \$360 dollars)
?	Books, Education, Training	\$0.00	\$910.00	Anticipated Price Increase (\$800 each): Bacigal's Virginia Criminal Offenses & Defenses (2026; = \$776; 2025 = \$675; 2024 = \$587; 2023 = \$511; 2022 \$444; 2021 \$386) & Mini Code Book (\$10 Each); Magistrate Association Membership Fees (\$25 Per Magistrate); Training (\$75 Per Magistrate)
?	Furniture, Fixtures, Equipment	\$0.00	\$250.00	Paper Shredder, Space Heater/Fan, Fax, Office Chair, Blinds, Lamps, Power Strips/Courts, Shelves, ect. VA Code 19.2-48.1 New Sofa/Chair/Bookshelf (estimate \$1,000.00)
?	Pro-Rata Portion for Chief Magistrates Operations	\$200.00	\$250.00	Portion of Chief Magistrate's budget for office supplies, legal references, phone ect. Per 1993 Court Order, "funding for the operation of the office of the Chief Magistrate is by contribution of various jurisdictions within the 25 th District Collectively." VA Code 19.2-48.1 (Requesting \$250 from each locality).
			\$3,470.00	TOTAL FUNDING REQUEST FOR FY 2027
Signature 		Title <u>Chief Magistrate 25th District</u>		Date <u>1/6/2026</u>

PO Box 485
145 West Main Street
Monterey, VA 24465



540-468-2210
Fax 540-468-3040
rkelly@highlandcova.org

Highland County Sheriff's Office

01/19/2026

Jerri Botkin, County of Highland Administrator

I am informing you that Governor Youngkin's budget proposal submitted to the General Assembly for the FY 27 budget included an additional 71 Deputy Sheriff's positions to ensure every county Sheriff's Office with the primary law enforcement responsibilities has the minimum of 10 law enforcement Deputies. Highland County qualifies for this addition. If this proposal passes that would give Highland County four (4) more Deputies. I added this additional cost to my budget anticipating this proposal will pass. The cost increase would be apart of the Constitutional Officer Informational Network (COIN) portion of the Sheriff's budget which reimburses the county. The cost would be approximately \$191,000 plus benefits.

Governor Youngkin also submitted a proposal to fund the already approved positions of administrative support in the Sheriff's Offices. This proposal would also affect the Highland County Sheriff's Office. This would give the Office a much-needed administrative support person. I also added the additional personnel cost to my budget. The cost would be \$28,630 plus benefits, which would be reimbursed by COIN.

Sincerely,

A handwritten signature in blue ink that reads "Rw Kelly".

Sheriff R. W. Kelly
Highland County Sheriff's Office

HIGHLAND COUNTY, VA

80

Building and Zoning

Budget Request for 2026

The Building and Zoning Department's request for a budget increase for 2026 includes \$10,000 for new permit and licensing software.

The annual subscription cost for 2027 and future years for new permit and licensing software would be approximately \$7,000.

The approximate breakdown for the 2026 new permit and licensing software charges include \$6,000 for the annual subscription, \$1,000 for the Inspection add-on, and \$3,000 for the initial set up fee.

I have been researching companies that provide this service for many years. What I like about this software is that it is all inclusive and based on the number of submissions. This pricing is for 1-1,000 submissions. We issue on average 100 permits per year. This will allow us to grow and also allows other departments to use this software as well.

The need we have for this software is because our current system, which was designed by my predecessor, James Whitelaw, is quickly becoming obsolete. There are already aspects of the program that do not work and cannot be changed or updated. James Whitelaw is currently paid to maintain the system but he is still unable to make changes or updates to this older program.

The older system had the benefit of interconnecting our multiple duties in this office and record keeping. It does not allow my assistant or other county employees to access information, which is the main downfall. All information must be entered manually. The new system will also have the interconnection but many more benefits that the older system does not have. It has an online application function that the applicant can fill out and submit online, plus check the status of their application and inspections.

The Treasurer's Office and Commissioner's Office will also be able to access permit status and view reports. This will streamline the process of submitting required reports from the Building Department and Treasurer's Office to the state. It will give the Commissioner better information formats to update our GIS and Land Value databases. Unfortunately, the older system cannot generate the required reports to send to the state.

Our current system is unable to create the required reported permits that I send to DPOR and DEQ. The new system will solve that problem. With everything moving online and now required to be online this new system will bring us into compliance.

We have been running this office on the bare minimum of staff, which has included my assistant only working 4 hours a week. This decrease from 20 hours a week I believe more than covers the cost of this program. This program would allow us to better meet the requirements of the state and better service to our citizens. The residents of this county would benefit from better customer service, quicker processing times and online access. The fact is that we must move to this type of program. The fact



that this program can connect us to other offices is a huge benefit. Other software I researched added fees for every additional feature which is why I have tried to prolong our system for so long. This new permit and licensing software comes with full tech support during business hours as well.

Sincerely,

Joshua W. T. Simmons, CBO

Health Dept



Central Shenandoah Health District

Augusta - Bath - Buena Vista - Harrisonburg - Highland
Lexington - Rockbridge - Rockingham - Staunton - Waynesboro
P. O. Box 2126
Staunton, VA 24402

IN COOPERATION WITH THE STATE
DEPARTMENT OF HEALTH

(540) 332-7830
FAX (540) 885-0149

January 27th, 2026

Highland County
County Administrator
165 W Main Street
Monterey, VA. 24465

RE: Highland County funding request for fiscal year 2027

Please accept the enclosed funding request to Highland County for fiscal year 2027,
accompanied by service data and detailed expense reports.

Special notes:

1110, Employee Benefits & 1120 Salaries: The Central Shenandoah Health District remains committed to providing comprehensive public health services to Highland County, including clinical, environmental, and community health programs that safeguard and promote the well-being of residents. The proposed budget for the upcoming fiscal year reflects a modest increase primarily attributable to statewide salary adjustments and general inflationary pressures. No significant programmatic expansions or reductions are anticipated. This budget is designed to maintain current service levels, sustain essential public health infrastructure, and ensure the continued delivery of critical services to the community.

1340, Medical & Lab Supp: The Central Shenandoah Health District has experienced a notable increase in medical and laboratory supply costs due to higher utilization of clinical services and rising prices for essential public health materials. These supplies include vaccines, testing materials, specimen transport items, and personal protective equipment necessary to support communicable disease control, immunization, and clinical programs. The proposed budget increase will ensure the district can maintain service capacity, meet state and federal public health standards, and effectively respond to ongoing and emerging health needs. Given sustained demand for clinical and communicable disease services, as well as continued inflation in medical and laboratory commodities, these increased costs are expected to persist in future fiscal years.

The Central Shenandoah Health District (CSHD) remains committed to identifying and implementing the most cost-effective strategies to ensure the continued delivery of high-quality public health services that our community has come to trust. We greatly appreciate your cooperation and ongoing support of the Highland County Health Department. Please be advised that any unspent funds will be returned following the completion of the FY27 closeout process.



Sincerely,

Corey Johnson
District Administrator



VPAS



49 Spruce Street • P.O. Box 117 • Monterey, VA 24465 • 540.468.2178 • www.vpas.info

January 20, 2026

Highland County Board of Supervisors
165 W Main Street
Monterey VA 24465

Dear Members of the Highland County Board of Supervisors:

Valley Program for Aging Services (VPAS) is grateful for Highland County's continued support of services that help older residents remain healthy, independent, and connected. To maintain these essential programs, VPAS respectfully requests level funding of \$45,000 for fiscal year 2026–27.

As the cost of living continues to rise, more older adults in Highland County are struggling to meet basic needs on fixed incomes. VPAS is seeing increased demand related to food insecurity, transportation barriers, fraud and financial exploitation, housing instability, and social isolation. These challenges are growing not only in frequency, but in complexity, often requiring individualized assistance and trusted local support.

The enclosed **2024–2025 Bath–Highland Region Impact Report** illustrates the scope of VPAS services. In FY25, VPAS served **709 older residents**, delivered **6,185 meals to homebound individuals**, and experienced a **6% increase in demand for meal services**, underscoring the rising need among vulnerable seniors. In addition to nutrition support, VPAS assisted Highland residents with transportation to medical appointments, Medicare counseling, caregiver support, and social engagement opportunities. Equally important, VPAS staff are available to help older adults and caregivers navigate aging-related challenges when they are unsure where to turn.

Local government funding remains a vital part of VPAS's ability to serve the community. Highland County's investment helps ensure older residents can age safely, with dignity and independence, while remaining connected to the community they call home.

Thank you for your continued leadership and consideration of this request. VPAS is proud to serve Highland County and is happy to provide any additional information as needed.

Respectfully,


Harmony Leonard
Program Operations Manager


Beth Bland
Executive Director

Valley Program for Aging Services

Serving older adults and their families in the counties of Augusta, Bath, Highland, Rockbridge, and Rockingham, and the cities of Buena Vista, Harrisonburg, Lexington, Staunton, and Waynesboro

Supported by federal, state, and local governments, United Ways, and the generosity of our neighbors
FEIN 54-0958526



VPAS Impact Report 2024-2025

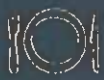
Bath and Highland County Region

VPAS Mission

To empower those 60 and over with the resources and opportunities they need to lead engaged lives

Highlights

A special *No Senior Eats Alone* luncheon introduced many new community members to the West Warm Springs VPAS Cafe, helping to boost Cafe attendance. Other notable changes since last year:



+21%

more people provided with VPAS Cafe meals



+10%

more people provided with Meals on Wheels



49 Spruce Street, PO Box 117
 Monterey, VA 24465
 (540)468-2178 | www.vpas.info

IMPACT SNAPSHOT



1,314

Unduplicated People Served

11,135

Healthy Meals

164

Hours of health classes, confident aging education, and senior recreation

1,419

Contacts for information and assistance and hours of checking calls

211

One-way van rides to medical appointments and other life-necessary destinations

158

Older adults provided with Medicare counseling

VPAS Impact Report 2024-2025

Bath and Highland County Region



A note from a community member

"As I'm dealing with the necessary paperwork and final details for my dad, I'm reminded of everyone who helped make the process easier. I can't thank you enough for all the information you shared early on so that everything always went smoothly. What you're doing for families is a godsend."

Turn to VPAS: Programs in Bath and Highland Counties

- Meals on Wheels
- Senior Transportation
- VPAS Cafes - Bath Co.
- Bingo - Highland Co.
- Information and Referral
- Home Assessments
- Medicare Consultation
- Caregiver Support
- Emergency Services
- Health and wellness workshops
- Long-term care Ombudsman






FY 25-26 VPAS Budget

Revenue:

Fed Nutr Supplemental Program	\$	56,670
Fed Title III - OAA	\$	1,549,387
State Funding DARS	\$	876,185
Local Government Funding	\$	380,912
Fed Funding through Local Govts	\$	55,880
Restricted Private Grants and Contracts	\$	215,178
Reserve Funds	\$	192,255
Client Contributions & Fees	\$	15,385
Revenue from Development	\$	100,000

TOTAL PROJECTED REVENUES \$ **3,441,852**

Expenses:



Adult Day Care	\$	29,192
Care Coordination Level II	\$	4,865
Caregiver Services Total	\$	189,872
Congregate Meals	\$	324,327
Referral & Assistance Total	\$	531,110
Development	\$	41,628
Emergency Services	\$	15,028
Home Delivered Meals	\$	1,257,590
Legal Assistance	\$	15,400
Matter of Balance/Tai Chi	\$	7,527
Nutrition Counseling	\$	1,791
Nutrition Education	\$	4,479
Ombudsman	\$	72,579
Options Counseling	\$	2,200
Outreach & Engagement	\$	81,061
Planning & Admin	\$	89,839
Senior Cool Care	\$	2,000
Social Rec	\$	76,504
Transportation	\$	454,415
Medicare Counseling	\$	240,445

Total Projected Expenses \$ **3,441,852**



Providing Community-Based Mental Health, Developmental Disabilities and Substance Use Services
Serving Counties of Augusta & Highland and the Cities of Staunton & Waynesboro

January 22, 2026

Jerri Botkin
Highland County Administrator
Monterey, Virginia 24465

Dear Ms. Botkin:

I am writing as per the requirement of 37.2-509 of the Code of Virginia which mandates that all localities served by a community services board contribute a minimum of 10% of the state and local funds provided to community services boards to support their mission of being the single point of entry into the publicly funded services for mental health, developmental disabilities, and substance use disorders. During FY'25, Valley Community Services Board (VCSB) provided 522 services to 62 residents of the County of Highland with one or more of the services on the attached list. This number reflects an increase of six (6) residents who were served over FY'24. This information is gathered from VCSB's electronic health record and the data that is submitted monthly to the Department of Behavioral Health & Developmental Services (DBHDS).

In the same manner as other organizations which receive funding from the Commonwealth of Virginia, the exact amount of the funding to be provided to VCSB by the Virginia General Assembly through DBHDS for FY'27 will not be known until budget amendments are approved by the General Assembly and the Governor. However, by utilizing \$13,845,855 in the base funding provided to VCSB by DBHDS for FY'26, and adding a 2% projected increase to account for anticipated revenue increases, the total amount of base funding is estimated at \$14,122,772. A reduction of \$518,286 was made to this figure due to state baseline funding that does not require a local match, resulting in \$13,604,486, or the amount of state funds that need to be matched for FY'27.

When adding the local funds provided in FY'26 as the basis to calculate the minimum 10% local matching funds requirement, the total local matching funds being requested of the four localities served by VCSB for FY'27 is estimated at \$1,511,610. As you will note, this is an increase from last year's request due to an increase in state dollars projected for FY'27.

85 Sanger's Lane
Staunton, VA 24401
Web Address: www.myvalleycsb.org

Telephone (540) 887-3200
Fax (540) 887-3245
V/P (540) 416-0115
TollFree (888) 601-8686

When the combined local match of 10%, or \$1,511,610, is distributed among the four localities according to the allocation methodology based upon the population of each locality (US Bureau of the Census, July 1, 2024 estimates), the number of unduplicated residents from each locality VCSB served during FY'25 and the number of billable services the residents from each locality received from VCSB during FY'25, VCSB is requesting \$18,101.63 in local matching funds from the County of Highland for FY'27, a 12% increase from last year (*I have attached a separate sheet that details the calculation for all of the localities that are served by VCSB*). This was the methodology agreed upon by the localities. The increase has to do with a substantial increase in the number of services provided to residents of Highland County (522 in FY'25 vs. 332 in FY'24) and the number of residents served (62 in FY'25 vs. 56 in FY'24).

As was the case with last year's locality funding, VCSB plans to use the FY'27 locality contributions toward the "standing up" of a Crisis Receiving Center (CRC)/Crisis Stabilization Detoxification Unit (CSU-D). On December 8, 2025, a ceremonial groundbreaking was conducted initiating the process of building the facility. Land has been purchased with money from DBHDS, and VCSB has pledged 1.5 million dollars toward the build. The two services, CRC and CSU-D, will optimize crisis services and allow for transitioning to an appropriate level of care preventing the need for hospitalization, law enforcement intervention, and detention expenses.

With other funds set aside and a \$9.6 million construction grant promised by DBHDS, VCSB is moving forward on this important project this fiscal year. VCSB will utilize locality funds from Waynesboro, Staunton, and Augusta County (SAW) for this project for both capital and future operational expenditures. This year's Highland County match funds will also be used toward the CRC/CSU-D. In addition, other funds are earmarked from a variety of state and federal grants and VCSB's 501c3, Valley Community Outreach. VCSB is also in the process of submitting an opioid abatement grant proposal for additional funds for capital expenses.

I realize the FY'27 request is a significant amount of money for the county; however, we believe that it will be well spent in service of our citizens in the ongoing funding of a CRC and CSU/Detox as well as providing much needed services to Highland County citizens. We are extremely grateful for the support Highland County has provided over the last several years; without the important funding received from Highland County, VCSB would be significantly challenged to complete the much-needed CRC/CSU-D.

Ms. Botkin, please do not hesitate to contact me at your convenience regarding any questions that you may have. VCSB's FY'25 independent audit is complete, which is attached to this letter and our request.

Sincerely,

Kimberly K. McClanahan, Ph.D.
Kimberly K. McClanahan, Ph.D.
Executive Director
kmccclanahan@vcsb.org
540-213-7554

**Valley Community Services Board
FY2027 Local Match Allocations
January 2026**

\$14,122,772 Total state funds anticipated from DBHDS for FY2027
 1,511,610 Required local match
 \$503,870 Dollar value for each of the three allocation formula components

Population as of July 1, 2024¹

Locality	Population	% of Total		Allocation
Augusta County	78,622	60.1%	x \$503,870	\$302,801.88
Highland County	2,348	1.8%	x \$503,870	\$9,043.00
City of Staunton	26,361	20.1%	x \$503,870	\$101,525.79
City of Waynesboro	23,498	18%	x \$503,870	\$90,499.33

Clients Served

Locality	Clients	% of Total		Allocation
Augusta County	2,793	45.2%	x \$503,870	\$227,572.59
Highland County	62	1.0%	x \$503,870	\$5,051.74
City of Staunton	1,989	32.2%	x \$503,870	\$162,062.97
City of Waynesboro	1,340	21.7%	x \$503,870	\$109,182.70

Services Provided

Locality	Services	% of Total		Allocation
Augusta County	29,041	44.2%	x \$503,870	\$222,919.60
Highland County	522	0.8%	x \$503,870	\$4,006.89
City of Staunton	22,963	35.0%	x \$503,870	\$176,264.69
City of Waynesboro	13,116	20.0%	x \$503,870	\$100,678.82

Allocations by Locality

Locality	Population	Clients	Services	Total Match
Augusta County	\$302,801.88	\$227,572.59	\$222,919.60	\$753,294.07
Highland County	\$9,043.00	\$5,051.74	\$4,006.89	\$18,101.63
City of Staunton	\$101,525.79	\$162,062.97	\$176,264.69	\$439,853.45
City of Waynesboro	\$90,499.33	\$109,182.70	\$100,678.82	\$300,360.85
Total	\$503,870	\$503,870	\$503,870	\$1,511,610

¹ US Census Bureau, "QuickFacts," Population estimates July 1, 2024, <https://www.census.gov/quickfacts/fact/table/>, accessed on January 8, 2026



VALLEY COMMUNITY SERVICES BOARD
Services Provided to Highland County Residents
FY 2025

Access and Registration

DD Support Coordination
Emergency Services
ID Support Coordination
Medical Services
MH Adult Case Management
MH Outpatient: Individual, group, family therapies
Substance Use (SU) Case Management
SU Intensive Outpatient
SU Outpatient

Library



January 30, 2026

Highland County Board of Supervisors
P. O. Box 130
Monterey, VA 24465

Dear Mr. Sponaugle, Mr. Budzinski, and Mr. Tribble:

The Board of Directors of the Highland County Public Library respectfully requests an increase of \$2,800 for the fiscal year 2026-2027. We ask that our funding not be reduced from its current level since a reduction would trigger a loss of State Aid funding. We rely on State Aid for purchasing books, materials, and online databases for the library. We also ask that the librarian be included if any raises are given to County employees.

We are grateful to the Board of Supervisors for their increase last year to help us come closer to the state library's 66.6% mandate and are pleased to report compliance for the most recently reported fiscal year. Our request this year is for level funding adjusted for the 2025 inflation rate. We are requesting an increase of \$2,800, which is our current funding of \$103,716 multiplied by the 2025 inflation rate of 2.7%, as shown by the U. S. Bureau of Labor Statistics. Since we are fully staffed for the first time in nearly a year, we plan to apply this increase to library aide compensation line in our 2026-2027 budget.

We appreciate your consideration of this request and your ongoing assistance. If you have any questions, please contact me.

Sincerely,

A handwritten signature in blue ink that reads 'Tomi Herold'.

Tomi Herold
Library Director

31 N. Water Street • P.O. Box 519 • Monterey, VA 24465
Phone: (540)468-2373 • Fax: (540)468-2085
www.highlandlibrary.com



December 23, 2025

Ms. Jerri Botkin
Highland County Administrator
Via Email to: jbotkin@highlandcova.org
P. O. Box 130
Monterey, VA 24465

RE: FY27 Budget Request

Dear Ms. Botkin,

Thank you for providing me with an opportunity to request funding for activities and services that CSPDC is providing for FY27. Attached you will find a matrix that outlines and describes the programmatic areas of funding for your consideration. As you can see, many of the programs and services are provided on a regional basis with funds to support these coming from our five cities and five counties on a per capita basis.

For 56 years, the CSPDC has been providing planning assistance and technical services to our localities in the areas of land use and comprehensive planning, transportation, water and wastewater utilities, economic development, water resource management, community development, affordable housing, disaster mitigation and education and more. The CSPDC is committed to working with your locality to promote regional strategies, partnerships and cost saving and effective solutions in the coming year.

I am proud to report that the CSPDC has been successful in identifying new funding opportunities for our local governments and bringing in new investments to the Region. For the past four years, the CSPDC has been instrumental in bringing in more than \$93 million in state and federal funds for the Region. **This calculates on average to \$73 for every \$1 that the CSPDC receives in local membership dues.**

Thank you for the excellent working relationship and partnership that Highland County and CSPDC have enjoyed in the past. I look forward to working with you and your staff as we strive to meet the needs of our region.

Sincerely,

Ann W. Cundy
Executive Director

Attachment

112 MacTanly Place, Staunton, VA 24401
Phone: (540) 885-5174 • Fax: (540) 885-2687 • www.cspdc.org

FY27 Budget Request
Central Shenandoah Planning District Commission
Highland County

#	Item	Request	Brief Description
1	Annual Assessment	\$ 10,187	The annual assessment, based on 85 cents per capita, ensures that the CSPDC can meet its match requirements for current and future Federal and state grants and ensures that the CSPDC has the staff resources to meet the planning needs of our 21 local governments. Additionally, the annual assessment provides for multiple planning services, including: 1) economic development planning; 2) regional data center; 3) coordination with EDA, DHCD, VDH, RD, DEQ, etc. for utility and infrastructure projects; 4) rural transportation planning; 5) rideshare services; 6) community development and facilities planning; 7) GIS and mapping services; 8) state and national data services; 9) identification of grant opportunities and grant writing services; 10) general planning services and technical assistance; 11) meeting facilitation and meeting/workshop space; and 12) program development with state and federal partners, etc.
2	Appalachian Regional Commission (ARC)*	\$ 10,820	This budget request is for the annual ARC match from the City. For every dollar invested, the City will receive \$1 in ARC funded planning services. ARC funds can be used for a multitude of planning and technical services including Comprehensive Planning, community and economic development, transportation planning, general planning, grant writing, GIS and mapping services, etc. *It is estimated that the local match requirement for FY27 will be as noted to the left. This figure is subject to increasing or decreasing depending on final appropriations from ARC.
	TOTAL	\$ 21,007	This request will allow us to provide the programs and services as described above in the most cost-effective and cost-efficient way and to leverage other state and federal funding to bring in new investments to your locality and the Region.



December 17, 2025

Ms. Jerri Botkin
County Administrator/ Clerk of the Board
165 W. Main Street
PO Box 130
Monterey, VA 24465

Dear Ms. Botkin:

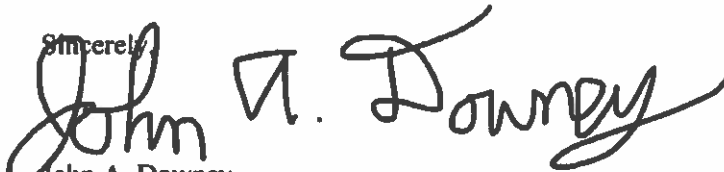
The College is pleased to report that 24 students from Highland County were enrolled for credit instruction during 2024-2025; and 2 citizens were served through our non-credit public service offerings.

Enclosed is Blue Ridge Community College's request for 2026-27. This request includes revenue from the six local governments in our area totaling \$326,000. Your share of this amount is \$766 for capital projects and \$1,000 for local board support, scholarships and professional development.

These two requests combined total \$1,766.

Please let me know if you desire any additional information.

Sincerely,


John A. Downey
President

P.O. Box 80, One College Lane, Weyers Cave, VA 24486
www.brcc.edu
Phone (540) 234-9261 • Fax (540) 234-8189



Highland County Chamber of Commerce
P.O. Box 223 • Monterey, VA 24465
540-468-2550 • www.highlandcounty.org

January 12, 2026

Mr. Henry Budzinski, Mr. Harry Sponaule, and Mr. Paul Tribble,

Dear Highland County Board of Supervisors,

The Highland County Chamber of Commerce appreciates the opportunity to present a budget request for the county's fiscal year 2026-2027 budget. We have been grateful for the \$15,000 from the county in the past several years to help drive economic development and tourism for our community. We are once again requesting the same amount of \$15,000, with no increase, as you consider your fiscal year 2026-2027 budget.

These funds are a crucial component helping the Chamber achieve its mission of lifting up local businesses and entrepreneurs, promoting Highland, and championing economic prosperity and quality of life. Our Chamber Membership remains steady at over 170 businesses, nonprofits, and individuals that serve the area. In 2025, we grew enough to move our office to 224 W. Main Street in Monterey for a more prominent presence with expanded space. In August, The Highland County Visitor Center located inside the Highlander became officially recognized as a Certified Tourist Information Center by the Virginia Tourism Corporation, adding more visibility and benefits for greater exposure of our rural mountain community.

The Maple Festival continues to be a major success for so many, bringing \$2.4 million in spending to Highland County according to a 2023 Economic Impact Study from Virginia Tech, West Virginia State University, and Future Generations University. Our Hands & Harvest and Wintertide festivals continue to grow to provide economic opportunities and collaboration among local organizations. For example, the Highland County Public Library had record earnings during the 2025 Hands & Harvest Festival, crossing the \$6,000 threshold in donations!

Our website at www.highlandcounty.org continues to be an established one-stop online destination to deliver information about all Highland County has to offer year-round, amassing nearly 200,000 pageviews in 2025. Our social media following increased drastically last year, and we are thrilled to be kicking off 2026 with over 24,000 Facebook followers. In addition, we once again implemented a resident attraction campaign with the HCDI group in 2025 to attract young talents and families to the community, exceeding first-year reach goals by gathering over 1,100 emails to add to our e-newsletter.

We're excited at the outlook for 2026, as we ramp up for another successful festival season, introduce a new website page and campaign that celebrates our community's history and events during America's 250th anniversary, work on a third push of our resident attraction campaign, and continue to market our community in the role as Highland County's official Destination Marketing Organization for the Virginia Tourism Corporation. For further review of our impact, a current Member benefits sheet is attached.

Highland County Chamber of Commerce
P.O. Box 223 • Monterey, VA 24465 • 540-468-2550 • www.highlandcounty.org

Your funding of \$15,000 truly helps make all that we do a reality. Our services put that funding directly back into the community for long-term growth and return on investment. We appreciate every bit of funding to help drive efforts that make Highland County an attractive destination to work, live, visit, and play. Below is an anticipated usage breakdown of our \$15,000 request for the upcoming fiscal year.

Highland County Maple Festival

- \$7,500 investment for portable toilets. This critical infrastructure places around 30 units of regular, ADA, and portable hand-washing stations throughout the county for visitors.
- \$3,000 investment for labor assistance with trash pickup, custodial services, cleanup, and infrastructure support like signage and gatekeeping.
- \$1,500 investment in general infrastructure supplies, ranging from straw bales for mud control, rope for fairgrounds parking lot control, ice melt, and signage.

Hands & Harvest Festival

- \$500 investment for portable toilets placed in Monterey. Again, this is a critical infrastructure component of this growing festival.

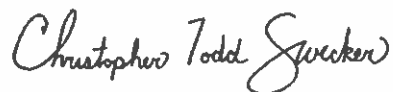
Additional Economic Support

- \$2,500 investment in website maintenance and support at www.highlandcounty.org that serves local small business and nonprofits, as well as promotes Highland County, including a Government page at www.highlandcounty.org/government. In 2025, we had nearly 200,000 page views.

The Highland County Chamber of Commerce has appreciated financial support from the Highland County Board of Supervisors for well over 20 years. Your \$15,000 contribution will once again be stewarded well for a high return on investment. We appreciate the consideration, and if you have any questions or comments, please do not hesitate to reach out. With your help, we will continually strive to fulfill our mission of lifting up local businesses and entrepreneurs, promoting Highland County, and championing economic prosperity and quality of life.

Thank you, and take care.

Sincerely,



Chris Swecker, Executive Director, Highland County Chamber of Commerce, director@highlandcounty.org

Highland County Chamber of Commerce
P.O. Box 223 • Monterey, VA 24465 • 540-468-2550 • www.highlandcounty.org

2025 - 2026 MEMBER BENEFITS

2024 WEBSITE
260K+
PAGEVIEWS

FACEBOOK
1.4M+
2024 REACH

FACEBOOK
23K+
FOLLOWERS

INSTAGRAM
3K+
FOLLOWERS

E-NEWSLETTER
2.4K+
SUBSCRIBERS

BENEFITS FOR YOU

- ✦ Listing in up to 3 categories in the Membership Directory at highlandcounty.org - you can control the look and content of your website listing. Don't have a website? Use ours to be found online!
- ✦ Ability to provide the Chamber with your information and updates (promotions, events, etc.) to spread awareness to the public with the Chamber's Facebook, Instagram, and e-newsletter
- ✦ Ability to add your events within Highland County to highlandcounty.org's Events Calendar
- ✦ Ability to add business cards and promotional materials in the Highland County Visitor Center
- ✦ Ability to participate in Ribbon Cuttings for new business exposure
- ✦ Ability to participate in Business After Hours for networking
- ✦ Addition to the Highland County Maple Festival map and brochure (in-county tourism-based Members)
- ✦ Discounts on festival sponsorships and marketing materials
- ✦ Adds credibility to your organization - people do business with who they know, and we preference Chamber Members when asked to refer local businesses and services
- ✦ Receive direct emails about economic development, grant opportunities, and local knowledge
- ✦ You have an advocate in the Chamber to support your growth, such as nominating your organization for various contests like Virginia Living's Best of Virginia when relevant or writing official letters of support when needed
- ✦ Members are eligible to serve on the Chamber Board

BENEFITS FOR THE COMMUNITY

- ✦ The Chamber is the main sponsor of the annual Hands & Harvest Festival, Wintertide, and the Highland County Maple Festival, offering economic opportunity and growth. The award-winning Maple Festival generated about \$2.4 million in spending in Highland County in 2023.
- ✦ The Chamber is the official Destination Marketing Organization recognized by the Virginia Tourism Corporation, which offers access to grants and resources. The Chamber has earned and managed over \$130,000 in grants to support the area's tourism since 2019.
- ✦ The Chamber is a founding member of the Highland County Fair Association, supporting the organization through two Board Members and by executing crucial tasks for its success.
- ✦ The Executive Director of the Chamber is also Executive Director of the Highland Tourism Council, which creates Marketing Assistance Grants and promotes Highland County.
- ✦ The Chamber collaborates with numerous local and regional organizations for future success, including The Highland Center, Highland EDA, Shenandoah Valley Partnership, Fish Virginia First, Virginia's Western Highlands Tourism Council, Civil War Trails, and many more.
- ✦ The Chamber has been involved in initiatives for the betterment of the community, including two Resident Attraction Campaigns with HCDI, the Highland Inn Revitalization, tourism maps, and more.
- ✦ The Chamber is not a government entity. It is a 501c6 nonprofit with a mission to lift up local businesses and entrepreneurs, promote Highland County, and champion economic prosperity and quality of life. Over 170 businesses, nonprofits, and individuals invest in Membership.



61 Highland Center Drive
P.O. Box 223
Monterey, VA 24465
540-468-2550 • director@highlandcounty.org
highlandcounty.org



Apply Today!



CITIES
 Buena Vista
 Harrisonburg
 Lexington
 Staunton
 Waynesboro

COUNTIES
 Augusta
 Bath
 Highland
 Page
 Rockbridge
 Rockingham
 Shenandoah

December 15, 2025

Ms. Jerri Botkin, County Administrator
 Highland County
 P.O. Box 130
 Monterey, VA 24465

Dear Ms. Botkin:

The Shenandoah Valley Partnership's (SVP) foundation of regional cooperation and coordination is critical to sustaining a strong economic climate and addressing business development opportunities in our dynamic economic environment. As the region's premier advocate for economic development, SVP continues in our plan of work – heavily engaging in talent initiatives, working on site enhancement projects like the Regional Industrial Facilities Authority (regional park initiative), executing successful digital marketing initiatives, and personally connecting with site selectors virtually and in person to maintain project activity.

In our work representing the region, localities' financial contribution allows SVP to provide technical assistance through project management, lead generation and leadership on new initiatives. Over the past 12 months the region benefited from over \$3 billion announced in new capital investment and the creation of over six hundred new jobs. The continued growth of our fundamental business sectors speaks volumes about our region's resiliency and future economic prosperity.

SVP requests the County of Highland to budget \$7,022.00 for our FY26-27 operating year. This request is based on the July 1, 2023 population estimates and follows the \$1.00 per capita funding rate for localities with a population of 10,000 or more. The County of Highland's population remains under 10,000 and therefore this amount is identical to previous funding requests.

We value our long-term relationship with Highland County and look forward to collaborating on marketing the Shenandoah Valley's economic prosperity story. If we can provide any additional information, please do not hesitate to contact me.

Thank you,

Jay A. Langston, Ph.D.
 Executive Director
 Shenandoah Valley Partnership
 (o) 540.568.3259 | (c) 540.421.6461
jlangston@theshenandoahvalley.com

2026-2027 Budget Request Highland County Registrar's Office

Highland County Board of Supervisors
PO Box 130
Monterey, VA. 24465

To: Jerri Botkin

Please find below a breakdown of the proposed budget, for the office of the General Registrar.

2026-2027

Advertising	\$1500
Postage	\$3000
Rent	\$1500
Seminar (VEBA & VRAV)	\$7000
Dues	\$1000
Off/Supplies	\$5000
Asst. Sal.	\$22,000
Travel	\$4000
Prof Svc	\$15,000
Telephone	\$1000
Equipment (Hardware)	\$20,000
Equipment (Software)	\$10,000
TOTAL BUDGET	\$91,000.00

Thank you for your time,

Abby C Wimer
Director of Elections, VREO
General Registrar



Valley Associates for Independent Living, Inc.

3210 Peoples Drive Suite 220 • Harrisonburg, VA 22801
Voice (540) 433-6513 • FAX (540) 433-6313 • www.govail.org

January 13, 2026

Jerri Botkin
Highland County Administrator
P. O. Box 130
Monterey, VA 24465

Dear Ms. Botkin:

Valley Associates for Independent Living is respectfully requesting \$2,000.00 from Highland County to provide direct service to individuals with disabilities in Highland County. We appreciate your support over the years. VAIL is a non-profit center for independent living (CIL) as defined by the Rehabilitation Act of 1973, with a mission of promoting self-direction among people with disabilities and removing barriers to independence in the community. Our staff travels tens of thousands of miles every year to provide these much-needed services to individuals with disabilities, enabling them to remain in their homes and helping them navigate complex systems. VAIL provides independent living skills training, information & referral, service facilitation and coordination, options counseling, and advocacy. Additionally, VAIL provides assistance to students with disabilities through the individualized education plan (IEP) process and then transitioning to adult services upon graduation, assists individuals in accessing grants and tax credits to make their homes accessible to their needs, and assists individuals in transitioning home after a stay in a facility. Furthermore, VAIL provides technical assistance to ensure businesses, organizations, and other entities are meeting accessibility guidelines.

VAIL has assisted 22 individuals in Highland County over the past year, the largest number in our history of serving Highland County. In addition to serving individuals with waiver services and through information & referral, we continue to work with Highland County Schools on transition services for youth with disabilities. VAIL is currently working with 14 students that reside in Highland County. VAIL also currently provides service facilitation to 9 individuals who receive personal care and respite services through the Medicaid waivers. This service allows individuals to remain in their homes with loved ones and allows for the opportunity to participate in their community.


VAIL is respectfully requesting \$2,000.00 from Highland County to meet these needs. With these funds, VAIL will be able to continue to provide needed services and work to expand our ability to meet the needs of individuals with disabilities in Highland County. I am enclosing a copy of our annual report to provide further information on the services that VAIL provided last fiscal year.

As we work to provide effective, efficient, person-centered services to individuals with disabilities in your community, we ask that you consider financially supporting VAIL's efforts. During your FY 2026-2027, for Highland County, we plan to:

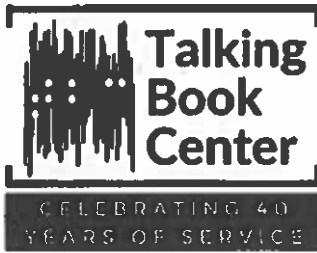
- Continue to provide excellent services for individuals with disabilities;
- Continue to promote home and community-based care options for individuals with disabilities; and
- Continue to make it easier for individuals with disabilities, seniors, and their families to find appropriate services.

We would be pleased to meet with you, your staff, or your governing bodies to answer questions about our request for financial support. Thank you for the consideration to financially support our efforts to help your residents who have disabilities maintain their independence.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gayl Brunk". The signature is fluid and cursive, with a long horizontal stroke at the end.

Gayl Brunk
Executive Director



1 Churchville Avenue
Staunton, VA 24401
(540) 885-6215
talkingbooks@ci.staunton.va.us
www.TalkingBookCenter.org

February 6, 2026

Highland County Board of Supervisors
P. O. Box 130
Monterey, VA 24465

We are writing to request inclusion of the Talking Book Center (TBC) in the Highland County Fiscal Year 2027 Budget for the amount of \$1,000. These funds will ensure local Talking Book service for Highland County residents who are unable to use standard or large print materials found in your public library. Funding will be applied to the personnel costs of the two staff members who operate the Talking Book Center and provide exemplary customer service along with outreach efforts to increase the number of patrons served in Highland County.

The TBC provides audiobooks, audio magazines, braille books, and braille magazines to qualified patrons. Who does the Talking Book Center serve? Residents with a qualifying vision, physical, or reading disability:

- 54% of patrons have a vision impairment (macular degeneration, glaucoma, etc.)
- 25% are under age 60
- 32% are blind
- 13% of the TBC patron base has a physical or reading disability
- 1% are deafblind

As many readers age, they are no longer able to use standard library materials because of vision loss or other disability. Because of their disability, individuals also often have to rely on friends or family members to visit a public library on their behalf only to find that Large Print is not even sufficient for their needs. Self-service apps such as Overdrive/Libby or Audible are not fully accessible, nor do they have the extensive content available under copyright provisions for the blind; some are cost prohibitive, posing a financial barrier.

Two TBC employees are available by phone and for walk-in visits Monday – Friday to provide patrons with reference service, book selection, downloading of titles from the digital collection, and assistance in troubleshooting the devices. The Talking Book Center provides patrons with the opportunity to continue to read and pursue lifelong learning in a format that is accessible to them, with all materials sent for free through the U.S. Postal Service.

To ensure that print disabled readers in our service area have ready access to books that fill their recreational, intellectual, and educational reading needs, the TBC maintains a comprehensive collection of audiobook titles through the National Library Service’s (NLS) duplication on demand

Talking Book Center, Inc. Board of Directors

Randolph Bertin, President • Dr. Jennifer Brown, Secretary • Deborah Patton, Treasurer • Leslie Allen • Kathleen Brookman • Jason Clarke
Natalie Hutchinson • Kristy McClain • Louise Nelson • Sarah Skrobs • Melissa Techman • Ruth Tolson • Susan Versen

model, which allows staff to select books from hundreds of thousands of titles through the NLS database. Registered patrons receive an audiobook player, specially designed to be accessible for disabled readers; this player is free on a long-term loan. Audiobooks are downloaded to cartridges and mailed for free, so transportation is not required, and patrons can partake in reading as an independent activity. The TBC is able to leverage the resources of a vast, impersonal federal agency and provide that “last mile of service” to connect local disabled readers with the information resources they need.

Receiving service from the TBC gives local residents who can no longer use your public library continued access to the same level of highly professional service that non-disabled readers enjoy. The alternative is a referral to a largely automated state agency that is understaffed and provides little person-to-person contact. TBC patrons know that the employees are members of their community who care about serving their neighbors’ needs.

The TBC is also proud to be able to provide two other unique services:

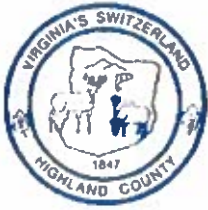
- iBill currency readers, small devices that promote financial security and independence by scanning paper currency and providing audio cues as to a bill’s value. TBC is the first organization to partner with the federal Bureau of Engraving and Printing, reducing the wait time for an iBill reader from eight weeks to two days.
- Refreshable braille eReaders, bringing portability and privacy to reading in braille. Braille eReaders were previously out of reach for many blind readers due to the high cost.

Thank you for your consideration of this request. In the past, Highland County has provided generous financial support for which the Talking Book Center is grateful: we look forward to continuing to provide your residents with accessible library services.

Sincerely,

Sarah Skrobis
Board of Directors
Talking Book Center, Inc.

Enclosures: FY27 TBC Preliminary Proposed Budget; 2025 Financial Review



Economic Development Authority of Highland County, Virginia

Aaron Thaler
Chair
Doe Hill

Dail Fields
Vice-Chair
Hightown

Janice Deem
Secretary
Mill Gap

Jamie Collins
Blue Grass

Laura Warner
Monterey

Betty M. Mitchell
*Economic Development
Officer and Treasurer*

P.O. Box 68
Monterey, VA 24465
highlandeda@htcnet.org

Date: January 21, 2026
To: Jerri Botkin - Highland County Administrator
From: Betty M. Mitchell, Economic Development Officer
Re: Budget for FY 2026

Per your request, I am writing on behalf of the Highland EDA to make our budget request of \$23,000 for the Fiscal Year 2027. Our anticipated use of this funding is for:

Operating Allocation \$ 3,000
Grant Incentive Fund \$20,000

This year's request is \$500 over last year's due to increased expenses projected for several of our operating line items – ie, dues, meetings, and professional conferences. I can be reached at highlandeda@htcnet.org or 540 383 9415, if you have any questions

Thank you for your favorable consideration of our request.

COOP EXT



Virginia Cooperative Extension
Highland County Office
PO Box 528
Monterey, Virginia 24465
540-468-2225

January 31, 2026

County of Highland
Jerri Botkin, Administrator
PO Box 130
Monterey, VA 24465

Dear Mrs. Botkin:

Enclosed is the Virginia Cooperative Extension – Highland County budget request for fiscal year 2027 (July 1, 2026 – June 30, 2027). Please note that state employee salaries listed include locally housed agents as well as area-based agents in VCE's Planning District 6 who also serve Highland with programming. The County's share for fringe benefits is 37% of salaries.

The VCE-Highland Budget request for FY27 is **\$83,773.14**. Total funding for VCE-Highland operations is \$593,292.83. Cost incurred by County of Highland for services provided by Virginia Cooperative Extension is 14.1% of total operating cost of the local office. County of Highland is only billed for expenses incurred.

Please get in touch with me if you have any questions or request further explanation of the VCE Highland FY 27 budget request.

Sincerely,

A handwritten signature in blue ink that reads 'Kari Sponaugle'.

Kari Sponaugle
Unit Coordinator
Extension Agent, 4-H Youth Development

Enclosures
CC: John Thompson

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
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