



LIBRARY BOARD'S AGENDA – DECEMBER 16, 2019

Monday – 3:00 pm
Crozet Library
2020 Library Avenue
Crozet, VA 22932

3:00 p.m. Call to Order & Disposition of the Minutes of the Previous Two Meetings

3:05 Announcements & Public Comments

3:10 Trustee Continuing Education-

1. Laundromat Libraries, Krista Farrell (JMRL Assistant Director)

3:25 New Business-

1. JMRL Director's Midyear Report on Annual Goals, David Plunkett (JMRL Director)

3:40 Committee Appointments and Reports-

1. None Scheduled

3:45 Old Business-

1. Discussion and Adoption of Proposed FY21 JMRL Budget
2. Discussion and Voting on Policies 4.224 (Confidentiality of Patron Circulation), 4.21 (Availability of Library Service), and 1.23 (JMRL Board Committees)
3. Discussion and Voting on FY20 JMRL Fund Balance Expenditure

4:15 Library Director's Report

4:30 Other Matters

4:35 Future Agenda Items

4:40 Proposed Adjournment

Optional Tour of Crozet Library Directly Following Adjournment



Jefferson-Madison Regional Library

201 East Market Street | Charlottesville, Virginia 22902 | (434) 979-7151 | FAX (434) 971-7035

DRAFT

MINUTES OF THE NOVEMBER 25, 2019 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Marcia McDuffie (Nelson)
Carla Mullen (Charlottesville)

Erica Younglove (Albemarle)
Jane B. Kulow (Albemarle)

TRUSTEES ABSENT

Vice President Wendy Wheaton Craig (Louisa)
Thomas Unsworth (Albemarle)
Kathy Johnson Harris (Charlottesville)

James West (Greene)
Lisa Woolfork (Charlottesville)

OTHERS PRESENT

David Plunkett, Library Director
Ginny Reese, Staff Reporter & Greene Manager
Jerry Carchedi, Business Manager
Letitia Shelton, Deputy City Manager (Charlottesville)

Zach Weisser, Specialist
Krista Farrell, Assistant Library Director
Josh Howard, Collections & Technology Manager
Camille Thompson, Gordon Ave. Branch Manager

NO QUORUM WAS OBTAINED FOR THE REGULAR MONTHLY BOARD MEETING OF NOVEMBER 25, 2019. THE MEETING CONVENED BUT NO BUSINESS WAS TRANSACTED.

CALL TO ORDER & DISPOSITION OF THE MINUTES OF THE PREVIOUS MEETING

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was convened on Monday, November 25, 2019 at 3:00 PM in the meeting room of Northside Library, 705 West Rio Road, Charlottesville, VA 22901, no quorum being present. In the absence of a quorum no action was taken on the minutes of the previous meeting.

ANNOUNCEMENTS AND PUBLIC COMMENTS

None.

TRUSTEE CONTINUING EDUCATION

1. *JMRL's Wide Area Network, Josh Howard (JMRL Collections and Technology Manager)*

Manager Howard presented the current state of JMRL's telecommunications infrastructure as pertaining to its Wide Area Network.

NEW BUSINESS

1. *Introduction of New Gordon Avenue Branch Manager, Camille Thompson*

Director Plunkett introduced Manager Thompson, who reported on new programming at Gordon Avenue, including programs intended to memorialize and highlight the contributions of donor and long-time patron Nancy Swygert.

2. *Discussion of JMRL Fund Balance Expenditure in FY20*

Director Plunkett reported on a potential Fund Balance Expenditure in FY20. He presented two options, including \$65,000 for a new box truck and \$50,000 to supplement the Book Budget. The Board will discuss and potentially vote on this expenditure in December.

COMMITTEE APPOINTMENTS AND REPORTS

1. *Budget Committee Report*

Director Plunkett reported that Operating Budget costs were expected to rise by approximately 3.4% due to a 5% increase to healthcare costs, a new Full Time position at Nelson Memorial Library, new positions at Northside, and a new Full Time IT support position. According to the Regional Agreement, reporting to the jurisdictions has to occur by January 15, 2020.

OLD BUSINESS

- 1. *Discussion and Voting on Policies 4.224 (Confidentiality of Patron Circulation), 4.21 (Availability of Library Service), and 1.23 (JMRL Board Committees)*

In the absence of a quorum no action was taken on this agenda point.

- 2. *Discussion and Adoption of Proposed FY21 JMRL Budget*

In the absence of a quorum no action was taken on this agenda point.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that the Friends of the Library Fall Book Sale brought in \$116,493. The Virginia Festival of the Book and JMRL Same Page book for 2020 will be Jacqueline Woodson's *Brown Girl Dreaming*, with Trustee Woolfork to moderate. The Grow Nelson Library fundraising committee is just under halfway towards meeting the requirements for the matching grant of \$100,000. Nelson Memorial Library is anticipated to complete renovations and reopen with full service in April 2020. JMRL completed its third annual food drive, offering fine amnesty alongside donations. 788 pounds of food were donated, to make 657 meals.

OTHER MATTERS

None

FUTURE AGENDA ITEMS

Future agenda items include: a short continuing education presentation, votes on Policies 4.224 Confidentiality of Patron Circulation, 4.21 Availability of Library Service, and 1.23 JMRL Board Committees; a vote on the Proposed FY21 JMRL Budget, a vote on the fund balance expenditure, and Director Plunkett's presentation on goals in his position as Director.

ADJOURNMENT

President McDuffie adjourned the meeting at 4:10pm.

(MM:DP:zw)

Jefferson-Madison Regional Library

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DRAFT

MINUTES OF THE OCTOBER 28, 2019 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

<u>President</u> Marcia McDuffie (Nelson)	Erica Younglove (Albemarle)
<u>Vice President</u> Wendy Wheaton Craig (Louisa)	Lisa Woolfork (Charlottesville)
Carla Mullen (Charlottesville)	Kathy Johnson Harris (Charlottesville)
Thomas Unsworth (Albemarle)	James West (Greene)
Jane B. Kulow (Albemarle)	

TRUSTEES ABSENT

OTHERS PRESENT

David Plunkett, Library Director	Zach Weisser, Specialist
Ginny Reese, Staff Reporter & Greene Manager	Krista Farrell, Assistant Library Director

CALL TO ORDER & DISPOSITION OF THE MINUTES OF THE PREVIOUS MEETING

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was called to order on Monday, October 28, 2019 at 3:00 PM in the meeting room of Northside Library, 705 West Rio Road, Charlottesville, VA 22901. Trustee Harris motioned for the approval of the September 23, 2019 minutes. The motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Vice President Craig thanked anyone who attended Louisa Library's grand re-opening. Trustee Kulow praised the VLA presentation of the "Pilgrimage to Montgomery" by Librarians Tasha Birkhead, Abby Cox, and Josh Howard. President McDuffie announced the upcoming Grow Nelson Library auction and invited all attendees to come and help celebrate the upgrades to Nelson Memorial Library.

TRUSTEE CONTINUING EDUCATION

1. *FOIA Training, City of Charlottesville Attorney's Office*

John Blair from the City of Charlottesville presented on FOIA Act Basics.

NEW BUSINESS

1. *Proposal to Adjust the Scottsville Branch Schedule*

Vice President Craig motioned to approve an adjustment to the Scottsville Library schedule which will change Wednesday hours to 9am to 5pm, and Thursday hours to 9am to 9pm effective January 1, 2020. The motion passed unanimously.

COMMITTEE APPOINTMENTS AND REPORTS

1. *Personnel Committee Report*

Trustee Mullen reported that projections for the third year of compression adjustment will be taken to the Budget Committee. The Personnel Committee will recommend: a minimum 2% salary raise to those eligible; adding or modifying existing positions (itemized on handout); increasing the payscale by 1%.

2. *Policy Committee Report*

Vice President Craig reported that Policies 4.224 Confidentiality of Patron Circulation, 4.21 Availability of Library Service, and 1.23 JMRL Board Committees received edits. Director Plunkett read the edited text. Votes can be taken at the November 2019 Board Meeting. Director Plunkett read the list of Policies scheduled for review in FY20.

OLD BUSINESS

1. *Discussion of FY21 JMRL Budget*

Director Plunkett reported that the Budget Committee will meet at Northside at 3:30pm on November 14th 2019. The overall budget increase is projected to be just under 3% with respect to FY20. He recommended that the Board approve a budget in November, after which meetings with county officials would commence.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that the Friends of the Library biannual Book Sale will begin this weekend at Gordon Avenue Library. Circulation is slightly down this year to date excepting Charlottesville and Nelson; the greatest growth in circulation was in the digital content category. Circulation last fiscal year was the highest since 2003. In December, the Board will go into Closed Session to discuss the Director's evaluation. The director will propose three new staff committees: Training; Equity, Diversity, and Inclusivity; and Customer Service.

OTHER MATTERS

None

FUTURE AGENDA ITEMS

Future agenda items include: votes on Policies 4.224 Confidentiality of Patron Circulation, 4.21 Availability of Library Service, and 1.23 JMRL Board Committees; a report from the Budget Committee; continuing education regarding Internet Technology offerings.

ADJOURNMENT

Trustee Unsworth moved to adjourn. The meeting adjourned at 4:45 PM.

(MM:DP:zw)



JEFFERSON-MADISON
REGIONAL LIBRARY

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JMRL Prioritized Director Objectives for FY20:

1. In FY20, craft a customer service statement and form a customer service committee to standardize the library's approach to service. The customer service philosophy outlined in the new statement should be integrated into staff training materials and assessments (JMRL Proposed Five Year Plan Goal 3, Objective 3). The driving force behind this statement and all following training will be to ensure all staff are well equipped to provide equitable service to a diverse population
2. In FY20, work with Nelson County to implement an expansion of the Nelson Memorial Library. JMRL will support and sustain this expansion by working with fundraisers (see Goal 5, Objective 5), expanding and sustaining the Nelson Memorial collection (see Goal 4, Objective 3), and providing ongoing support for administrative, reference, and technical service needs in the expanded space (JMRL Proposed Five Year Plan Goal 6, Objective 1).
3. Develop and implement website redesign project plan including guidelines for strategy, accessibility, mock-ups, and content management system (JMRL Proposed Five Year Plan Goal 2, Appendix A, FY20, Infrastructure).

grow. learn. connect.



Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County

DRAFT PROPOSED BUDGET FY21



Louisa County Library



Northside Library



Central Library



Greene County Library



Nelson Memorial Library Renovations



DRAFT Proposed Library Budget for Fiscal Year 2020 – 2021

The Library’s Mission: *JMRL fosters personal growth and life-long learning for all by connecting people with ideas, information, and each other.* [Adopted by the Library Board, July 2019]

Last year was a banner year for library service to the citizens of Charlottesville, Albemarle, Greene, Louisa, and Nelson. In FY19 JMRL’s libraries had over 1.1 million visitors and checked out over 1.7 million items (mostly printed books, but also audiobooks, ebooks, and DVDs). Over 95,000 people used a library computer during the last fiscal year, and there were over 100,000 wifi sessions. Thanks to the support of Louisa County, two additional service hours per week were added to the Louisa County Library.

The proposed library budget for FY2021 provides for the maintenance of library services at their current level, the completion of JMRL’s three year salary compression adjustment, a 2% pay raise for staff, and additional open hours at the Northside library to reach the goal of 60 hours per week. The proposed budget also includes funding for an additional position to help staff the newly renovated Nelson Memorial Library. Additional staffing support at the Scottsville library is also reflected in this proposed budget.

JMRL enjoys strong public support. In addition to heavy use of the library’s book collection, local residents make good use of the library’s programs, especially the summer reading program. Last year JMRL provided just under 3000 programs that were attended by over 100,000 people. Funding for library programs is provided by the regional Friends of the Library.

The proposed library budget for FY2021 was developed by the Library Board of Trustees and library staff based on the goals and objectives articulated in JMRL’s current Five Year Plan (www.jmrl.org/pdf/ab-5YearPlan.pdf).

The proposed budget was discussed at several open public meetings held October through December 16, 2019. The Library Board plans to adopt the final library budget in June of 2020. Questions or comments about the library’s budget or Five Year Plan may be directed to David Plunkett, Library Director, 201 East Market Street, Charlottesville, VA 22902, or dplunkett@jmrl.org.

Library Board of Trustees

Marcia McDuffie, President (Nelson)
Kathy Johnson Harris (Charlottesville)
Carla Mullen (Charlottesville)
James West (Greene)
Erica Younglove (Albemarle)

Wendy Wheaton Craig, Vice President (Louisa)
Jane B. Kulow (Albemarle)
Thomas Unsworth (Albemarle)
Lisa Woolfork (Charlottesville)



JMRL Proposed FY2021 Budget - Allocation by Jurisdiction

	Albemarle	Charlottesville	Greene	Louisa	Nelson	TOTAL
	57.74%	23.04%	7.90%	6.17%	5.15%	100%
REGIONAL COST ALLOCATION						
Administration	\$ 629,568	\$ 251,217	\$ 86,138	\$ 67,275	\$ 56,153	\$ 1,090,350
Technical Services	\$ 517,256	\$ 206,401	\$ 70,771	\$ 55,273	\$ 46,136	\$ 895,836
Reference Services	\$ 31,204	\$ 12,451	\$ 4,269	\$ 3,334	\$ 2,783	\$ 54,043
Sub-Total	\$ 1,178,028	\$ 470,069	\$ 161,178	\$ 125,882	\$ 105,072	\$ 2,040,229
COUNTY/LOCAL ALLOCATION						
	Albemarle	Charlottesville				
Central *	52.44%	47.56%	\$ 888,756	\$ 806,048		\$ 1,694,805
* Includes 90% of Reference costs						
Gordon	47.47%	52.53%	\$ 218,430	\$ 241,712		\$ 460,142
Northside	79.97%	20.03%	\$ 1,576,743	\$ 394,925		\$ 1,971,668
Scottsville			\$ 200,330			\$ 200,330
Crozet			\$ 506,096			\$ 506,096
Louisa				\$ 267,594		\$ 267,594
Nelson					\$ 242,824	\$ 242,824
Greene			\$ 254,819			\$ 254,819
Bookmobile	80.00%	20.00%	\$ 94,076	\$ 23,519		\$ 117,595
McIntire / C-A Hist Collection	50.00%	50.00%	\$ 54,439	\$ 54,439		\$ 108,877
Monticello Ave	50.00%	50.00%	\$ 115,340	\$ 115,340		\$ 230,679
FY 2021 PROPOSED	\$ 4,832,238	\$ 2,106,050	\$ 415,997	\$ 393,476	\$ 347,896	\$ 8,095,657
FY 2020 ALLOCATION	\$ 4,705,746	\$ 2,031,260	\$ 407,327	\$ 382,982	\$ 301,808	\$ 7,829,123
Dollar change - FY2020 to FY2021	\$ 126,492	\$ 74,790	\$ 8,670	\$ 10,494	\$ 46,088	\$ 266,534
Percent change - FY2020 to FY2021	2.7%	3.7%	2.1%	2.7%	15.3%	3.4%
	Albemarle	Charlottesville	Greene	Louisa	Nelson	TOTAL

JMRL PROPOSED FY2021 BUDGET

		LOCAL	STATE	TOTAL
Salaries & Benefits	Salaries	\$ 4,350,582		\$ 4,350,582
	Social Security	\$ 332,819		\$ 332,819
	Retirement Cont	\$ 790,509		\$ 790,509
	Life Insurance	\$ 44,200		\$ 44,200
	Health Insurance	\$ 945,455		\$ 945,455
Salaries & Benefits Total		\$ 6,463,565		\$ 6,463,565
Operating Expenses	Office Supplies	\$ 53,000		\$ 53,000
	Postage	\$ 6,500		\$ 6,500
	Books	\$ -	\$ 647,463	\$ 647,463
	Cleaning Supplies	\$ 1,700		\$ 1,700
	Maintenance Supplies	\$ 1,200		\$ 1,200
	Small Hand Tools	\$ 100		\$ 100
	Awards/Trophies	\$ 5,000		\$ 5,000
	Exhibit Supplies	\$ 1,000		\$ 1,000
	Library Supplies	\$ -	\$ 25,000	\$ 25,000
	Computer Software (Non-capital)	\$ 15,000		\$ 15,000
	Regional Agreement Admin Fee & Other Svcs	\$ 126,000		\$ 126,000
	Dues & Subscriptions	\$ 2,720		\$ 2,720
	Telephone Internal Charges	\$ 43,200		\$ 43,200
	Utilities	\$ 80,500		\$ 80,500
	Printing/Duplicating	\$ 21,000		\$ 21,000
	Service Contracts	\$ 121,800		\$ 121,800
	Travel	\$ 1,000		\$ 1,000
	Local Travel	\$ 7,625		\$ 7,625
	Meals	\$ 1,000		\$ 1,000
	Advertising	\$ 9,000		\$ 9,000
	Insurance (excl Workers Comp)	\$ 26,350		\$ 26,350
	Worker's Comp Insurance	\$ 8,000		\$ 8,000
	Rent	\$ 776,247		\$ 776,247
	Equipment Rental	\$ 2,500		\$ 2,500
	Repairs and Maintenance	\$ 20,850		\$ 20,850
	Education/Training	\$ 46,000		\$ 46,000
	Line Charges	\$ 57,000		\$ 57,000
	Software Licenses and Maintenance	\$ 62,000		\$ 62,000
	Vehicle Repair and Maintenance	\$ 6,500		\$ 6,500
	Vehicle Fuel	\$ 18,500		\$ 18,500
	IT User/Support Fee	\$ 41,500		\$ 41,500
	HVAC Charges	\$ 19,600		\$ 19,600
Building & Vehicle Maint - City Personnel Cost	\$ 10,200		\$ 10,200	
One-time Building Maint Svcs & Misc Employee Reimb	\$ 39,500		\$ 39,500	
Operating Expenses Total		\$ 1,632,092	\$ 672,463	\$ 2,304,555
Grand Total		\$ 8,095,657	\$ 672,463	\$ 8,768,120

JEFFERSON-MADISON REGIONAL LIBRARY

**PROJECTED OPERATING REVENUES
FISCAL YEAR 2021**

Albemarle County	\$ 4,832,238
Charlottesville	\$ 2,106,050
Greene County	\$ 415,997
Louisa County	\$ 393,476
Nelson County	<u>\$ 347,896</u>
Local:	\$ 8,095,657
State:	\$ 672,463
Grand Total:	<u><u>\$ 8,768,120</u></u>

			Fiscal Year 2020	Fiscal Year 2021	% Change
Bookmobile I	Salaries & Benefits	Salaries	\$ 78,770	\$ 80,338	2.0%
		Social Security	\$ 6,026	\$ 6,146	2.0%
		Retirement	\$ 29,307	\$ 6,427	-78.1%
		Life Insurance	\$ 800	\$ 810	1.3%
		Health Insurance	\$ 13,608	\$ 14,289	5.0%
		Salaries & Benefits Total	\$ 128,511	\$ 108,010	-16.0%
	Operating Expenses	Dues & Subscriptions	\$ 100	\$ -	-100.0%
		Telephone Internal Charges	\$ 1,840	\$ -	-100.0%
		Local Travel	\$ 80	\$ 85	6.3%
		Vehicle Repair & Maint	\$ 3,500	\$ 3,500	0.0%
		Vehicle Fuel	\$ 3,000	\$ 3,000	0.0%
		Bldg & Vehicle Maint - City Personnel Cost	\$ 5,000	\$ 3,000	-40.0%
		Operating Expenses Total	\$ 13,520	\$ 9,585	-29.1%
	Bookmobile I Total	\$ 142,031	\$ 117,595	-17.2%	

			Fiscal Year 2020	Fiscal Year 2021	% Change
C-A Hist Collection	Salaries & Benefits	Salaries	\$ 62,121	\$ 63,378	2.0%
		Social Security	\$ 4,752	\$ 4,848	2.0%
		Retirement	\$ 31,849	\$ 30,485	-4.3%
		Life Insurance	\$ 630	\$ 640	1.6%
		Health Insurance	\$ 9,072	\$ 9,526	5.0%
	Salaries & Benefits Total			\$ 108,424	\$ 108,877
C-A Hist Collection Total			\$ 108,424	\$ 108,877	0.4%

			Fiscal Year 2020	Fiscal Year 2021	% Change
Central Library	Salaries & Benefits	Salaries	\$ 972,452	\$ 998,367	2.7%
		Social Security	\$ 74,393	\$ 76,375	2.7%
		Retirement	\$ 258,655	\$ 252,370	-2.4%
		Life Insurance	\$ 9,900	\$ 10,120	2.2%
		Health Insurance	\$ 201,852	\$ 214,335	6.2%
		Salaries & Benefits Total	\$ 1,517,252	\$ 1,551,567	2.3%
	Operating Expenses	Cleaning Supplies	\$ 1,800	\$ 1,700	-5.6%
		Maintenance Supplies	\$ 800	\$ 800	0.0%
		Small Hand Tools	\$ 200	\$ 100	-50.0%
		Dues & Subscriptions	\$ 350	\$ 350	0.0%
		Telephone Internal Charges	\$ 8,900	\$ 8,900	0.0%
		Utilities	\$ 65,000	\$ 65,500	0.8%
		Service Contracts	\$ 50,000	\$ 80,100	60.2%
		Local Travel	\$ 500	\$ 1,330	166.0%
		Repairs and Maintenance	\$ 16,000	\$ 9,000	-43.8%
		HVAC Charges	\$ 10,500	\$ 10,500	0.0%
		Bldg & Vehicle Maint - City Personnel Cost	\$ 2,000	\$ 1,000	-50.0%
		One-time Bldg Maint Services & Misc Employee Reimb	\$ 18,000	\$ 18,000	0.0%
		Operating Expenses Total	\$ 174,050	\$ 197,280	13.3%
		Central Library Total	\$ 1,691,302	\$ 1,748,847	3.4%

			Fiscal Year 2020	Fiscal Year 2021	% Change	
Crozet	Salaries & Benefits	Salaries	\$ 331,203	\$ 333,589	0.7%	
		Social Security	\$ 25,337	\$ 25,520	0.7%	
		Retirement	\$ 43,604	\$ 42,860	-1.7%	
		Life Insurance	\$ 3,380	\$ 3,410	0.9%	
		Health Insurance	\$ 86,184	\$ 90,497	5.0%	
	Salaries & Benefits Total			\$ 489,708	\$ 495,876	1.3%
	Operating Expenses	Telephone Internal Charges	\$ 6,200	\$ 6,500	4.8%	
		Local Travel	\$ 500	\$ 520	4.0%	
		Insurance (excl Workers Comp)	\$ 3,500	\$ 2,400	-31.4%	
		Repairs and Maintenance	\$ 1,000	\$ 800	-20.0%	
	Operating Expenses Total			\$ 11,200	\$ 10,220	-8.8%
	Crozet Total			\$ 500,908	\$ 506,096	1.0%

			Fiscal Year 2020	Fiscal Year 2021	% Change		
Gordon Avenue	Salaries & Benefits	Salaries	\$ 244,807	\$ 245,928	0.5%		
		Social Security	\$ 18,728	\$ 18,813	0.5%		
		Retirement	\$ 81,806	\$ 54,025	-34.0%		
		Life Insurance	\$ 2,490	\$ 2,500	0.4%		
		Health Insurance	\$ 58,968	\$ 57,156	-3.1%		
	Salaries & Benefits Total			\$ 406,799	\$ 378,422	-7.0%	
	Operating Expenses	Maintenance Supplies	\$ 100	\$ 100	0.0%		
		Dues & Subscriptions	\$ 100	\$ 100	0.0%		
		Telephone Internal Charges	\$ 4,400	\$ 4,400	0.0%		
		Utilities	\$ 15,000	\$ 15,000	0.0%		
		Service Contracts	\$ 31,134	\$ 39,200	25.9%		
		Local Travel	\$ 100	\$ 120	20.0%		
		Repairs and Maintenance	\$ 9,000	\$ 7,000	-22.2%		
		HVAC Charges	\$ 9,100	\$ 9,100	0.0%		
		Bldg & Vehicle Maint - City Personnel Cost	\$ 200	\$ 200	0.0%		
		One-time Bldg Maint Services & Misc Employee Reimb	\$ 6,500	\$ 6,500	0.0%		
		Operating Expenses Total			\$ 75,634	\$ 81,720	8.0%
		Gordon Avenue Total			\$ 482,433	\$ 460,142	-4.6%

			Fiscal Year 2020	Fiscal Year 2021	% Change	
Greene County	Salaries & Benefits	Salaries	\$ 167,667	\$ 171,357	2.2%	
		Social Security	\$ 12,827	\$ 13,109	2.2%	
		Retirement	\$ 29,598	\$ 29,131	-1.6%	
		Life Insurance	\$ 1,690	\$ 1,750	3.6%	
		Health Insurance	\$ 34,020	\$ 35,722	5.0%	
	Salaries & Benefits Total			\$ 245,802	\$ 251,069	2.1%
	Operating Expenses	Maintenance Supplies		\$	200	
		Dues & Subscriptions	\$ 50	\$	-	-100.0%
		Service Contracts	\$ 1,277	\$	1,000	-21.7%
		Local Travel	\$ 890	\$	550	-38.2%
		Repairs and Maintenance	\$ 2,500	\$	2,000	-20.0%
	Operating Expenses Total			\$ 4,717	\$ 3,750	-20.5%
	Greene County Total			\$ 250,519	\$ 254,819	1.7%

			Fiscal Year 2020	Fiscal Year 2021	% Change	
Library Admin Local	Salaries & Benefits	Salaries	\$ 375,068	\$ 382,868	2.1%	
		Social Security	\$ 28,693	\$ 29,289	2.1%	
		Retirement	\$ 83,256	\$ 80,917	-2.8%	
		Life Insurance	\$ 3,800	\$ 3,870	1.8%	
		Health Insurance	\$ 54,432	\$ 57,156	5.0%	
	Salaries & Benefits Total			\$ 545,249	\$ 554,100	1.6%
	Operating Expenses	Office Supplies	\$ 52,500	\$ 53,000	1.0%	
		Postage	\$ 6,000	\$ 6,500	8.3%	
		Awards & Trophies	\$ 4,500	\$ 5,000	11.1%	
		Exhibit Supplies	\$ 2,000	\$ 1,000	-50.0%	
		Regional Agreement Admin Fee & Other Svcs	\$ 122,500	\$ 124,500	1.6%	
		Dues & Subscriptions	\$ 2,000	\$ 2,000	0.0%	
		Telephone Internal Charges	\$ 7,000	\$ 6,500	-7.1%	
		Printing & Duplicating	\$ 22,000	\$ 21,000	-4.5%	
		Travel	\$ 1,300	\$ 1,000	-23.1%	
		Local Travel	\$ 1,000	\$ 1,050	5.0%	
		Meals	\$ 1,400	\$ 1,000	-28.6%	
		Advertising	\$ 8,600	\$ 9,000	4.7%	
		Insurance (excl Workers Comp)	\$ 23,500	\$ 21,500	-8.5%	
		Worker's Comp Insurance	\$ 8,000	\$ 8,000	0.0%	
		Rent	\$ 10,700	\$ 26,200	144.9%	
		Equipment Rental	\$ 2,500	\$ 2,500	0.0%	
		Repairs and Maintenance	\$ 500	\$ 500	0.0%	
		Education & Training	\$ 46,000	\$ 46,000	0.0%	
		Line Charges	\$ 58,000	\$ 57,000	-1.7%	
		Software Licenses & Maintenance	\$ 62,000	\$ 62,000	0.0%	
		Vehicle Repair & Maint	\$ 2,400	\$ 3,000	25.0%	
Vehicle Fuel		\$ 15,000	\$ 15,500	3.3%		
IT User/Support Fee	\$ 41,500	\$ 41,500	0.0%			
Bldg & Vehicle Maint - City Personnel Cost	\$ 7,300	\$ 6,000	-17.8%			
One-time Bldg Maint Services & Misc Employee Reimb	\$ 30,000	\$ 15,000	-50.0%			
Operating Expenses Total			\$ 538,200	\$ 536,250	-0.4%	
Library Admin Local Total			\$ 1,083,449	\$ 1,090,350	0.6%	

			Fiscal Year 2020	Fiscal Year 2021	% Change
Louisa County	Salaries & Benefits	Salaries	\$ 170,387	\$ 178,174	4.6%
		Social Security	\$ 13,035	\$ 13,630	4.6%
		Retirement	\$ 30,675	\$ 29,656	-3.3%
		Life Insurance	\$ 1,730	\$ 1,830	5.8%
		Health Insurance	\$ 36,288	\$ 38,104	5.0%
	Salaries & Benefits Total		\$ 252,115	\$ 261,394	3.7%
	Operating Expenses	Telephone Internal Charges	\$ 4,000	\$ 4,100	2.5%
		Local Travel	\$ 1,549	\$ 1,800	16.2%
		Repairs and Maintenance	\$ 500	\$ 300	-40.0%
	Operating Expenses Total		\$ 6,049	\$ 6,200	2.5%
Louisa County Total			\$ 258,164	\$ 267,594	3.7%

		Fiscal Year 2020		Fiscal Year 2021		% Change
Monticello Ave	Salaries & Benefits	Salaries	\$ 147,950	\$ 150,898		2.0%
		Social Security	\$ 11,318	\$ 11,544		2.0%
		Retirement	\$ 39,404	\$ 38,129		-3.2%
		Life Insurance	\$ 1,500	\$ 1,530		2.0%
		Health Insurance	\$ 27,216	\$ 28,578		5.0%
	Salaries & Benefits Total	\$ 227,388	\$ 230,679		1.4%	
	Operating Expenses	Dues & Subscriptions	\$ 70	\$ -		-100.0%
Operating Expenses Total	\$ 70	\$ -		-100.0%		
Monticello Ave Total		\$ 227,458	\$ 230,679		1.4%	

			Fiscal Year 2020	Fiscal Year 2021	% Change
Nelson County	Salaries & Benefits	Salaries	\$ 138,109	\$ 165,609	19.9%
		Social Security	\$ 10,565	\$ 12,669	19.9%
		Retirement	\$ 11,049	\$ 13,249	19.9%
		Life Insurance	\$ 1,410	\$ 1,680	19.1%
		Health Insurance	\$ 31,752	\$ 42,867	35.0%
	Salaries & Benefits Total		\$ 192,885	\$ 236,074	22.4%
	Operating Expenses	Telephone Internal Charges	\$ 2,950	\$ 3,500	18.6%
		Service Contracts	\$ 1,486	\$ 1,500	0.9%
		Local Travel	\$ 1,400	\$ 1,500	7.1%
		Repairs and Maintenance	\$ 250	\$ 250	0.0%
	Operating Expenses Total		\$ 6,086	\$ 6,750	10.9%
Nelson County Total			\$ 198,971	\$ 242,824	22.0%

			Fiscal Year 2020	Fiscal Year 2021	% Change
Northside	Salaries & Benefits	Salaries	\$ 751,912	\$ 815,229	8.4%
		Social Security	\$ 57,521	\$ 62,365	8.4%
		Retirement	\$ 125,537	\$ 126,651	0.9%
		Life Insurance	\$ 7,650	\$ 8,310	8.6%
		Health Insurance	\$ 179,172	\$ 200,046	11.7%
		Salaries & Benefits Total	\$ 1,121,792	\$ 1,212,601	8.1%
	Operating Expenses	Maintenance Supplies	\$ 100	\$ 100	0.0%
		Dues & Subscriptions	\$ 100	\$ 100	0.0%
		Telephone Internal Charges	\$ 6,300	\$ 6,500	3.2%
		Local Travel	\$ 100	\$ 120	20.0%
		Insurance (excl Workers Comp)	\$ 2,750	\$ 2,200	-20.0%
		Rent	\$ 739,738	\$ 750,047	1.4%
		Repairs and Maintenance	\$ 6,500	\$ -	-100.0%
		Operating Expenses Total	\$ 755,588	\$ 759,067	0.5%
	Northside Total		\$ 1,877,380	\$ 1,971,668	5.0%

		Fiscal Year 2020		Fiscal Year 2021		% Change
Scottsville	Salaries & Benefits	Salaries	\$ 130,279	\$ 140,847		8.1%
		Social Security	\$ 9,966	\$ 10,775		8.1%
		Retirement	\$ 9,164	\$ 10,057		9.7%
		Life Insurance	\$ 1,330	\$ 1,440		8.3%
		Health Insurance	\$ 27,216	\$ 33,341		22.5%
	Salaries & Benefits Total		\$ 177,955	\$ 196,460		10.4%
	Operating Expenses	Dues & Subscriptions	\$ 70	\$ 70		0.0%
		Telephone Internal Charges	\$ 2,800	\$ 2,800		0.0%
		Local Travel	\$ 550	\$ 250		-54.5%
		Insurance (excl Workers Comp)	\$ 500	\$ 250		-50.0%
		Repairs and Maintenance	\$ 500	\$ 500		0.0%
	Operating Expenses Total		\$ 4,420	\$ 3,870		-12.4%
	Scottsville Total		\$ 182,375	\$ 200,330		9.8%

		Fiscal Year 2020		Fiscal Year 2021		% Change
Tech Services-Local	Salaries & Benefits	Salaries	\$ 565,468	\$ 624,000		10.4%
		Social Security	\$ 43,259	\$ 47,736		10.3%
		Retirement	\$ 73,408	\$ 76,552		4.3%
		Life Insurance	\$ 5,710	\$ 6,310		10.5%
		Health Insurance	\$ 108,864	\$ 123,838		13.8%
	Salaries & Benefits Total		\$ 796,709	\$ 878,436		10.3%
	Operating Expenses	Computer Software (Non-capital)	\$ 25,000	\$ 15,000		-40.0%
		Regional Agreement Admin Fee & Other Svcs	\$ 2,500	\$ 1,500		-40.0%
		Dues & Subscriptions	\$ 100	\$ 100		0.0%
		Local Travel	\$ 400	\$ 300		-25.0%
		Repairs and Maintenance	\$ 1,000	\$ 500		-50.0%
	Operating Expenses Total		\$ 29,000	\$ 17,400		-40.0%
Tech Services-Local Total		\$ 825,709	\$ 895,836		8.5%	

JMRL BOARD COMMITTEES

1. Standing Committees Roles and Responsibilities:
 - a. Budget/Finance Committee
 - i. See JMRL policy 1.21 (Bylaws) Article IV, Section 1
 - b. Personnel Committee
 - i. See JMRL policy 1.21 (Bylaws) Article IV, Section 2
 - c. Policy Committee
 - i. Review JMRL policies to ensure they are in compliance with State and Federal laws.
 - ii. Review the JMRL policies to keep it in compliance with updated American Library Association recommendations.
 - iii. Advise the JMRL Board of Trustees when revisions need to be made in JMRL policy.
 - iv. Draft new policies and policy revisions when requested to do so by the JMRL Board of Trustees and/or the Director of the Library.
 - v. Review all proposed policies from other JMRL Board Committees.
 - vi. Keep JMRL policies up-to-date with changes and new policies approved by the Board of Trustees.
 - d. Technology Committee
 - i. Promote technological vision for JMRL.
 - ii. Ensure that operational decisions regarding technology are delegated.
 - iii. Work with staff to draft and update JMRL's Technology Plan as part of JMRL's Strategic Plan.
 - e. Strategic Plan Committee
 - i. Advise the Library Board and Library Director on JMRL's long range planning process.
 - ii. Review and revise long-range vision and plans; advocate vision and plans to Library Board.
 - iii. Ensure that the Library Board, the municipalities that form JMRL, and the public are notified and engaged in JMRL's strategic planning process.
2. The JMRL Board of Trustees welcomes staff representation on standing committees and **encourages** attendance at Library Board **and committee** meetings, according to JMRL Procedure section 1.23.
3. The Jefferson-Madison Regional Library Board of Trustees supports the creation and maintenance of a Staff Association when organized by employees.

AVAILABILITY OF LIBRARY SERVICES

State law, Code of Virginia 42.1-55, requires that, "The service of books in library systems and libraries receiving state aid shall be free and shall be made available to all persons living in the county, region, or municipality."

1. Circulation privileges are available only to those individuals holding current Jefferson-Madison Regional Library cards. (See Section 4.221 "Library Card Eligibility.")
Library card holders 16 and older have full access to all JMRL services, except where prohibited by law.
2. The Library Director or Branch Manager may limit the use of the Library or its services when excessive demands of **by groups (see Section 4.231 "Group Visits")** or individuals ~~tend to curtail service to the general public. Such demands may include those made by students and others whose demands for staff time, available materials, or space would prohibit attention and service to other individuals and groups.~~
3. The use of the Library or its services may be denied for due cause. Such cause may be failure to return materials or pay penalties, destruction of Library property, disturbance of other patrons, or other objectionable or illegal conduct on Library premises. (See Section 4.232 "Conduct in the Jefferson-Madison Regional Library.")
4. ~~Libraries may maintain small rental book collections purchased with non-state funds.~~

CONFIDENTIALITY OF PATRON CIRCULATION RECORDS

The Code of Virginia 2.2-3705(A)(10) (Virginia Freedom of Information Act) states that the following records are excluded from the provisions of the Freedom of Information Act:

“(8) Library records which can be used to identify both (i) any library patron who has borrowed material from a library and (ii) the material such patron has borrowed.”

Patron circulation records exist for the sole purpose of maintaining and conserving public property and are generally deleted soon after the timely and proper return of materials. Therefore, it is the policy of the Library Board that the Library shall not provide to a third party the details, nature, or purpose of information pertaining to an individual patron, unless required by court order, subpoena from a governmental agency or as otherwise required by law, or as necessary to protect the Library's interests in pending litigation.

Therefore, to protect the privacy of individual Library patrons, the Library shall not reveal patron circulation records except as required by law or as necessary to protect the Library's interest in pending litigation. ~~A parent or guardian of a child under 18 may have access to their own child's circulation records.~~ **The parent or guardian who has signed a child's application accepting responsibility for materials charged on the account has full access to the child's account until age 16, including borrowing records. Other adults may be granted full access according to standard permissions procedures.** In the event that the Library is served with a discovery order or a subpoena requesting production of Library circulation records, or a court order directing that the Library provide such records, the Library Director shall inform legal counsel for the Library and the President of the Jefferson- Madison Regional Library Board of Trustees, and shall take appropriate action after having been advised by legal counsel as to the available options

An individual patron is not required to provide the Library with his/her Social Security number.