JEFFERSON-MADISON
REGIONAL LIBRARY

LIBRARY BOARD'S AGENDA – JANUARY 27, 2020

Monday – 3:00 pm
Northside Library
705 West Rio Road
Charlottesville, VA 22901

[The Library Board's Policy Committee will meet at 2:00 PM]

3:00 p.m.   **Call to Order & Disposition of the Minutes of the Previous Meeting**

3:05   **Announcements & Public Comments**

3:10   **Trustee Continuing Education-**
1. JMRL Monthly Financial and Circulation Reports, David Plunkett and Jerry Carchedi (JMRL Director and Business Manager)

3:25   **New Business-**
1. FY19 Audit Update

3:40   **Committee Appointments and Reports-**
1. Policy Committee Report

3:45   **Old Business-**
1. FY21 JMRL Budget Discussion
2. State Aid Advocacy

4:15   **Library Director's Report**

4:30   **Other Matters**

4:35   **Future Agenda Items**

4:40   **Proposed Adjournment**

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Jefferson-Madison Regional Library

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D R A F T

MINUTES OF THE DECEMBER 16, 2019 MEETING
OF THE LIBRARY'S BOARD OF TRUSTEES

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, December 16, 2019 at 3:00 PM in the meeting room of Crozet Library, 2020 Library Avenue, Crozet, VA 22932. Trustee Kulow motioned for the approval of the October 28, 2019 minutes. The motion passed unanimously. No objection was raised to Director Plunkett's suggestion to post the record of the November 25, 2019 meeting.

ANNOUNCEMENTS AND PUBLIC COMMENTS

None.

TRUSTEE CONTINUING EDUCATION

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

Assistant Director Farrell presented on the current state and future plans for the Laundromat Libraries effort.

NEW BUSINESS

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

Director Plunkett reported on the progress of three of his major goals, with the formal review to take place in May during a closed session. These goals pertain to: (1) the Customer Service Statement and Committee, as laid out in the Five-Year Plan, ; (2) the Grow Nelson Library (GNL) fundraising efforts and the expansion of the Nelson Memorial Library; (3) redesign of the public-facing website at www.jmrl.org.

COMMITTEE APPOINTMENTS AND REPORTS

None.

OLD BUSINESS

1. *Discussion and Adoption of Proposed FY21 JMRL Budget*

Trustee Mullen reviewed the proposed budget. Trustee Kulow motioned for the adoption of the Proposed FY21 JMRL Budget. The motion passed unanimously.

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

Trustee Harris motioned for the adoption of Policies 4.224 (Confidentiality of Patron Circulation), 4.21 (Availability of Library Service), and 1.23 (JMRL Board Committees) as presented at the October 28, 2019 Board Meeting. The motion passed unanimously.

3. *Discussion and Voting on FY20 JMRL Fund Balance Expenditure*

Trustee Harris motioned to authorize the expenditure of up to $115,000 from JMRL's General Fund for the Books and Materials Account ($50,000) and purchasing a new box truck ($65,000). The motion passed unanimously.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that he continues to pursue strategies to increase State Legislator support for state aid for public libraries. He will send out a template for communications with legislators that Trustees will be able to use as a guideline. The FY19 Audit will be received soon from the auditors. Nelson Memorial Library will be closed for up to one week in late January 2020. Budget meetings and presentations with the jurisdictions will begin this week; all presentations will occur by January 15, 2020, though Board obligations have technically been met by mailing out the Proposed FY21 Budget. He then distributed the book chosen for the *Same Page* program, *Brown Girl Dreaming* by Jacqueline Woodson.

OTHER MATTERS

Director Plunkett reported a $500 donation from the Charles Fund to JMRL; in order to earmark the funds for the GNL project, he requested a motion to deposit the funds in the CACF Nelson Memorial Library Fund. Trustee Kulow so motioned. The motion passed unanimously. Trustee Woolfork mentioned having seen *A Legacy Unbroken: The Story of Black Charlottesville* by filmmaker Tanesha Hudson, and praised the film and Trustee Harris's appearance in it.

FUTURE AGENDA ITEMS

Future agenda items include: continuing education on the monthly reports (circulation and financial); a Policy Committee report; updates on the budget discussions; updates on the Grow Nelson Library project. The next Board Meeting will take place at Northside Library on January 27, 2020.

ADJOURNMENT

Trustee Mullen motioned to adjourn the meeting. The meeting adjourned at 4:27pm.

(MM:DP:zw)

MONTHLY REPORT - TECHNICAL SERVICES

December, 2019

Part 1 of 5

STATISTICAL HIGHLIGHTS:

Database maintenance activity in December:

End of month database totals: 243,864 titles; 481,969 items.

Circulation:

Circulation for December 2019 was 125,403, up 2.51% from 122,336 in December 2018. Circulation for the fiscal year to date is 856,910, down 0.75% from 863,422 for the same period last fiscal year.

The system registration count at the end of December was 103,371.

System:

Patrons placed 18,215 holds on the Web OPAC in December. 26,509 renewals were done on the Web OPAC in December.

Miscellaneous statistics:

Circulation for JMRL purchased downloadable content was 16,608, up 23.40% from 13,459 in December 2018.
Northside Drive Up window checked out 4,238 items in December.

WiFi statistics for December:

JMRL users had 11,047 WiFi sessions in December. JMRL installed a new wireless internet system in mid-June. The chart below counts the number of unique clients connecting to WiFi in each branch during December.

Central	2911
Gordon Avenue	617
Northside	2835
Scottsville	481
Louisa	1325
Nelson	653
Greene	811
Crozet	1414

Self-checkout statistics for December:

Central	3930
Gordon Avenue	773
Northside	12061
Scottsville	383
Louisa	406
Nelson	505
Greene	877
Crozet	6407

Appended:

> Part 2 - December, 2019 Circulation Report by Jurisdiction.
> Part 3 - FY2020 Year-to-Date Circulation by Jurisdiction.
> Part 4 - December, 2019 Patron Registration Report.
> Part 5 - December, 2019 Bookstock and Collections Report.

Submitted by Josh Howard
Collections and Technology Manager
1/2/20

Jefferson Madison Regional Library
Circulation for Jurisdictions by Branch Library
December, 2019

	C'ville	Albemarle	Louisa	Nelson	Greene	Out of area	Unassigned		TOTAL	% change last year
Central	9,831	10,200	688	753	823	405	477		23,177	-5.28%
Gordon	6,008	5,689	231	225	270	144	300		12,867	2.93%
Northside	5,916	23,703	797	636	2,112	805	519		34,488	-1.09%
Scottsville	371	2,309	63	174	58	635	78		3,688	13.34%
Crozet	1,619	15,091	183	973	432	122	587		19,007	2.93%
Bookmobile	255	810	51	22	72	67	8		1,285	13.32%
Louisa	306	769	3,961	70	108	63	170		5,447	5.95%
Nelson	196	545	50	2,708	60	81	47		3,687	5.28%
Greene	359	1,009	94	69	3,401	139	78		5,149	-7.07%
Downloadable materials	3,936	9,560	944	612	948	298	310		16,608	23.40%
Total	28,797	69,685	7,062	6,242	8,284	2,759	2,574		125,403	2.51%

Jefferson Madison Regional Library
Circulation for Jurisdictions by Branch Library
FY20 Year to Date

		C'ville	Albemarle	Louisa	Nelson	Greene	Out of area	Unassigned	TOTAL
						current ytd			
Central		67,140	69,007	4,486	4,661	5,511	3,071	3,668	157,544
Gordon		43,133	37,767	1,289	1,360	1,650	949	1,825	87,973
Northside		41,267	167,012	5,359	4,260	13,946	4,981	3,589	240,414
Scottsville		2,251	14,615	328	964	417	5,096	739	24,410
Crozet		12,683	106,769	1,301	7,421	2,435	820	2,912	134,341
Bookmobile		1,693	5,374	274	190	359	469	139	8,498
Louisa		1,921	5,164	29,116	561	685	661	820	38,928
Nelson		1,279	3,625	330	17,962	409	434	811	24,850
Greene		2,362	7,424	461	463	25,265	1,140	616	37,731
Downloadable materials		24,131	58,528	6,218	3,568	6,064	2,016	1,696	102,221
TOTAL		197,860	475,285	49,162	41,410	56,741	19,637	16,815	856,910
		C'ville	**Albemarle**	**Louisa**	**Nelson**	**Greene**	**Out of area**	**Unassigned**	**Total**
Circ for same period last FY		196,671	475,801	48,746	40,612	65,256	19,544	16,792	863,422
% change from same period of last FY		0.6%	-0.1%	0.9%	2.0%	-13.0%	0.5%	0.1%	-0.75%

Jefferson Madison Regional Library
Patron Registration through December, 2019

Jurisdiction	Adult patron	Juvenile patron	TOTAL
Charlottesville	19,071	3,560	22,631
Albemarle	39,905	9,613	49,518
Louisa	9,550	1,715	11,265
Nelson	4,596	1026	5,622
Greene	6,183	2,319	8,502
Out of Area	1,125	196	1,321
Library Use	102		102
Computer Use Only	4,330		4,330
Other	80		80
TOTALS	84,942	18,429	103,371

Jefferson Madison Regional Library
Bookstock and Collections Report
December, 2019

	Central	McIntire	Gordon	Northside	Scottsville	Crozet	Bookmobile	Louisa	Nelson	Greene	Total
Books- Adult	74,104	4,503	23,853	43,655	9,033	30,602	4,270	22,463	9,731	13,100	235,314
Books- Juvenile	33,827	1	22,343	34,884	8,692	26,421	4,701	13,297	6,211	12,445	162,822
Books- YA	9,395	0	2,761	7,120	1,205	5,668	579	2,401	1,402	1,800	32,331
Talking Books- Adult	2,688	0	1,328	2,262	934	1,670	427	1,252	637	724	11,922
Talking Books- Juvenile	574	0	387	528	158	433	20	99	95	191	2,485
Talking Books- YA	342	0	94	260	128	184	29	96	107	107	1,347
A/V- Adult	2,789	1	1,365	1,682	851	1,739	23	889	900	809	11,048
A/V- Juvenile	324	0	1,243	1,752	836	1,368	12	131	568	909	7,143
A/V- YA	1,000	0	163	298	124	147	0	659	112	157	2,660
Magazines	4,641	0	2,331	3,802	282	1,330	0	960	544	977	14,867
Totals	129,684	4,505	55,868	96,243	22,243	69,562	10,061	42,247	20,307	31,219	481,939

Overdrive Advantage eBooks (JMRL Patrons Only)	3,299	Current total bibliographic titles	243,864
Overdrive Consortium eBooks	11,753	Titles withdrawn this month	1,034
RBdigital eBooks & comics	228	Titles added this month	1,484
Freading eBooks	122,593	Titles withdrawn this FY to date	17,276
Total Electronic Books	137,873	Titles added this FY to date	16,382
Total Streaming Media Films	71,346	Current total items	481,969
		Items withdrawn this month	4,671
Overdrive Advantage eAudiobooks (JMRL Patrons Only)	568	Items added this month	3,115
Overdrive Consortium eAudiobooks	6,839	Items withdrawn this FY to date	36,358
RBdigital eAudiobooks	2,441	Items added this FY to date	22,438
Total Electronic Audiobooks	9,948		
Total eLibrary Holdings	219,167		

JEFFERSON-MADISON REGIONAL LIBRARY

EQUIPMENT FUND - FY2020 Summary

Revenue & Expense thru December 31, 2019

FY2020 YTD Revenue	$	118,113
FY2020 YTD Expense		
Computer Hardware / Furniture/ Equipment	$	102,876
Computer Software	$	34,090
Other Supplies	$	2,852
Service Contracts	$	13,858
Collection Fees	$	2,783
Credit Card Fees	$	1,375
Other Contractual Services	$	2,895
Total Expense	$	160,729
FY2020 YTD Balance	$	(42,616)
FY2019 Ending Balance (estimate pending annual audit)	$	567,943
TOTAL CURRENT BALANCE	$	525,327

EQUIPMENT FUND - PURCHASED ITEMS

Branch	Computer Equipment		Cost	Vendor
Monticello Ave	Replacement PC's (6)	$	5,243	DELL
Tech Services-Local	Misc Computer Equipment	$	100	AMAZON
Tech Services-Local	Cisco Rack Mounting Kit	$	201	CDW
Tech Services-Local	Headphones (20)	$	209	AMAZON
Tech Services-Local	Apple Ipad	$	299	STAPLES
Tech Services-Local	Headphones (10)	$	104	AMAZON
Tech Services-Local	Replacement PC's (60)	$	52,430	DELL
Tech Services-Local	Misc Computer Equipment	$	17	AMAZON
Tech Services-Local	Misc Computer Equipment	$	577	AMAZON
Tech Services-Local	Touch Screen Systems (2)	$	2,657	PROVANTAGE
Tech Services-Local	Monitor	$	189	B&H
Tech Services-Local	Printer	$	272	COMPUBIZ
Tech Services-Local	Scanner	$	122	AMAZON
Tech Services-Local	Printer	$	225	AMAZON
Tech Services-Local	Scanner	$	179	AMAZON
Tech Services-Local	Staff Computer	$	1,265	DELL
Tech Services-Local	Network Hardware	$	464	TRIFECTA NETWORKS
Louisa County	Misc Equip	$	279	AMAZON
Tech Services-Local	Misc Equip	$	111	AMAZON
Tech Services-Local	Tech svcs equip	$	31	AMAZON
Tech Services-Local	Tech Svcs Equip	$	88	AMAZON
Tech Services-Local	Tech svcs equip	$	52	AMAZON
Tech Services-Local	Tech Svcs Equip	$	110	AMAZON
Tech Services-Local	Tech Svcs Equip	$	322	AMAZON
Tech Services-Local	Tech Svcs Equip	$	73	AMAZON
Tech Services-Local	Comp eq	$	70	AMAZON
Tech Services-Local	Tech Svcs Equip	$	206	AMAZON
Tech Services-Local	Tech Svcs Equip	$	462	AMAZON
Tech Services-Local	Tech svc eq	$	16	AMAZON
Tech Services-Local	Comp equip	$	73	AMAZON
Tech Services-Local	Tech svcs equip - refund	$	(116)	AMAZON
Tech Services-Local	Computer eq (refund)	$	(350)	AMAZON
Tech Services-Local	Misc tech equipment	$	523	AMAZON
Tech Services-Local	Parts for 3D printer	$	31	PRUSA
Tech Services-Local	Audiovisual Upgrade and Repair at Crozet	$	3,806	SCHOBECK/SPECTRUM INTEGRATORS
Tech Services-Local	Tech Svcs Equip	$	344	AMAZON
Tech Services-Local	Phone Equipment	$	14	AMAZON
Tech Services-Local	People Counter	$	279	AMAZON
		$	**70,977**	

Branch	Computer Software		Cost	Vendor
Tech Services-Local	G Suite Licenses (5)	$	60	TEMPUS NOVA INC
Tech Services-Local	Mobile Print Subscription	$	5,800	ENVISIONWARE INC
Tech Services-Local	Sophos Anti-Virus Software	$	14,168	SHI INTERNATIONAL CORPORATION
Tech Services-Local	Sophos Anti-Virus Software	$	511	SHI INTERNATIONAL CORPORATION
Tech Services-Local	Annual Software License Renewal	$	858	FORTRES GRAND CORP
Tech Services-Local	Annual Software License Renewal	$	73	PADDLE/YANADO
Tech Services-Local	Web Hosting Service	$	588	LIQUID WEB
Tech Services-Local	ManageEngine Subscription	$	145	ZOHO CORP
Tech Services-Local	SSL certificate	$	404	SECTIGO
Tech Services-Local	SSL certificate	$	(404)	SECTIGO
Tech Services-Local	SSL certificate	$	513	SECTIGO
Tech Services-Local	ManageEngine Subscription	$	5,481	ZOHO CORP
Tech Services-Local	G Suite Annual License and Support	$	5,893	TEMPUS NOVA INC
		$	**34,090**	

Branch	Office Equipment		Cost	Vendor
Bookmobile	Booktrucks (2)	$	640	DEMCO EDUCATIONAL CORPORATION
Central Reference	Shredder	$	215	STAPLES
Central Reference	Patron Tables (8) and Chairs (23); Staff Chairs (2)	$	6,108	DEMCO EDUCATIONAL CORPORATION
Greene	Chairs for Patrons (7) and Staff (2)	$	1,739	DEMCO EDUCATIONAL CORPORATION
Louisa	Headphones	$	275	BRODART COMPANY
Louisa	Shelf Backstops	$	690	BRODART COMPANY
Nelson	Booktrucks (3)	$	760	DEMCO EDUCATIONAL CORPORATION
Scottsville	Magnetic CD Case Detacher	$	267	KWIK CASE
Scottsville	Recycle Bins	$	19	AMAZON
Scottsville	Book Return Bin	$	618	BRODART COMPANY
Tech Services	Storage Box	$	60	AMAZON
Central Library	Foreign currency fee - furniture purch	$	33	VIADUCT
Central Library	Central children's furniture	$	3,323	VIADUCT
Crozet	Chair rack	$	80	AMAZON
Crozet	Two office chairs	$	172	STAPLES
Scottsville	Childrens Toys	$	209	BRODART COMPANY
Greene County	Lounging Bags	$	979	THE LIBRARY STORE INC
Library Admin Local	Bookcase	$	1,273	DEMCO EDUCATIONAL CORPORATION
Louisa County	Reference Desk/ Childrens Furniture	$	1,602	DEMCO EDUCATIONAL CORPORATION
Central Library	Central Reference - Storage Cabinets (3)	$	1,104	DEMCO EDUCATIONAL CORPORATION
Scottsville	Childrens Toys	$	490	LAKESHORE LEARNING MATERIALS
Tech Services-Local	Childrens Toys	$	309	LAKESHORE LEARNING MATERIALS
Crozet	Chair rack	$	79	AMAZON
Northside	Chair racks	$	238	AMAZON
Central	Children's Department Main Desk and other Furniture	$	9,242	DEMCO EDUCATIONAL CORPORATION
Northside	Step Stool	$	69	DEMCO EDUCATIONAL CORPORATION
Scottsville	Cubby Shelving	$	593	SCHOOL OUTFITTERS
All Branches	Book Bins	$	289	AMAZON
Tech Services	Storage Box	$	30	AMAZON
Central Library	Staff Chair	$	258	DEMCO EDUCATIONAL CORPORATION
Greene County	Staff Chair	$	138	DEMCO EDUCATIONAL CORPORATION
		$	31,901	

JEFFERSON-MADISON REGIONAL LIBRARY

OPERATING BUDGET - FY2020 Budget vs Actuals

Salaries & Benefits thru December 27, 2019 (49.6% of FY) / Operating Expenses thru December 31, 2019 (50% of FY)

	FY20 CURRENT BUDGET	YTD Encumbered & Expended	Percent Encumbered & Expended
SALARIES & BENEFITS			
Salaries	$ 4,136,193	$ 2,036,530	49.2%
Social Security	$ 316,420	$ 148,374	46.9%
Retirement	$ 847,312	$ 418,467	49.4%
Life Insurance	$ 42,020	$ 13,584	32.3%
Health Insurance	$ 868,644	$ 422,208	48.6%
Workers Comp Claims	$ 8,000	$ -	0.0%
SALARIES & BENEFITS Subtotal	**$ 6,218,589**	**$ 3,039,163**	**48.9%**
OPERATING EXPENSES			
Office Supplies	$ 52,500	$ 28,238	53.8%
Postage	$ 6,000	$ 4,000	66.7%
Books	$ 702,205	$ 388,165	55.3%
Cleaning Supplies	$ 1,800	$ 375	20.8%
Medical Supplies		$ 1,690	
Maintenance Supplies	$ 1,000	$ 174	17.4%
Small Hand Tools	$ 200	$ 132	66.1%
Food Supplies		$ 164	
Awards and Trophies	$ 4,500	$ 6,791	150.9%
Exhibit Supplies	$ 2,000	$ -	0.0%
Oil and Grease		$ 13	
Library Supplies	$ 25,000	$ 14,059	56.2%
Machinery and Equipment	$ 65,000	$ 2,564	3.9%
Computer software (non-capital)	$ 25,000	$ 6,794	27.2%
Other Supplies		$ 307	
Regional Agreement Fee/Audit & Legal	$ 125,000	$ 8,292	6.6%
Dues and Subscriptions	$ 2,940	$ 2,690	91.5%
Telephone Internal Charges	$ 44,390	$ 21,876	49.3%
Utilities	$ 80,000	$ 36,691	45.9%
Printing/Duplicating	$ 22,000	$ 3,674	16.7%
Service Contracts	$ 83,897	$ 105,639	125.9%
Travel	$ 1,300	$ -	0.0%
Local Travel	$ 7,069	$ 4,893	69.2%
Meals	$ 1,400	$ 1,037	74.1%
Advertising	$ 8,600	$ 5,772	67.1%
Insurance (excl Workers Comp)	$ 30,250	$ 13,295	44.0%
Worker's Comp Insurance		$ 6,959	
Rent	$ 750,438	$ 374,799	49.9%
Equipment Rental	$ 2,500	$ 1,051	42.0%
Repairs and Maintenance	$ 37,797	$ 13,014	34.4%
Education and Training	$ 46,000	$ 25,995	56.5%
Internet Access Fee		$ 145	
Line Charges	$ 58,000	$ 21,305	36.7%
Software Licenses and Maintenance	$ 62,000	$ 61,793	99.7%
Vehicle Repair and Maintenance	$ 5,900	$ 605	10.2%
Vehicle Fuel	$ 18,000	$ 5,956	33.1%
IT User/Support Fee	$ 41,500	$ 41,500	100.0%
Solid Waste Disp		$ 155	
HVAC Charges	$ 19,600	$ 19,600	100.0%
Credit Card Fees		$ 300	
Building and Vehicle Maint- City Person	$ 14,500	$ 7,775	53.6%
One-time Bldg Maint Svcs & Misc Empl	$ 55,014	$ 13,094	23.8%
Warehouse Charges		$ 3	
OPERATING EXPENSES Subtotal	**$ 2,403,299**	**$ 1,251,371**	**52.1%**
TOTAL EXPENSES	**$ 8,621,888**	**$ 4,290,534**	**49.8%**

TRAVEL REGULATIONS

The purpose of budgeting travel funds and establishing procedures for their use is to provide mobility for the library staff and trustees in carrying out necessary work for the Jefferson-Madison Regional Library and to reimburse staff for necessary expenses incurred when leaving their normal work place to perform library work or to attend appropriate continuing education programs designed to improve their ability to serve the Jefferson-Madison Regional Library.

Library Trustees may be reimbursed for official travel performed at their own expense, including monthly meetings, at a rate identical to the rate for official travel by library staff.

Intra-regional mileage reimbursement shall be approved for staff by the Branch Manager, Department Head, or Library Director. Mileage and travel time may be claimed when an employee travels between two library facilities, or from home (minus the normal commuter mileage and time) to a library facility that is not the employee's regular work station. Activities that qualify for paid mileage and travel time include travel to a JMRL facility other than the regular work station to work as a substitute or to attend a JMRL staff meeting, travel to a school to present a JMRL program and travel to city or county meetings to officially represent JMRL. The mileage reimbursement rate shall be identical to the rate for official travel adopted by the City of Charlottesville.

All other mileage and expenses shall be approved by the Library Director. Approved guidelines for travel outside the region include:

1. The particular benefit to the Jefferson-Madison Regional Library shall be identified and recorded on a travel application form.

2. When funds are necessary for activities clearly beneficial to the Jefferson-Madison Regional Library, full coverage of expenses shall be provided.

3. When benefits to the Jefferson-Madison Regional Library are less clearly definable, a proportion of expenses shall be provided as determined by the Library Director.

4. When benefits are determined to be purely personal, the staff shall be encouraged to undertake self-improvement, but not at Jefferson-Madison Regional Library expense.

5. Non-reimbursable items are personal expenses, alcoholic beverages, and Entertainment.

6. Beneficiaries of this policy are expected to exercise prudent judgement in incurring travel expenses on official library business. Excessive or unnecessary expenses shall not be approved or reimbursed.

7. When making arrangements for lodging, beneficiaries of this policy must ask for the government, conference, or commercial rate discount.

8. Itineraries shall be planned to minimize travel required. Car pooling will be utilized when possible. When available and feasible, Jefferson-Madison Regional Library vehicles will be used. Reimbursement for use of private vehicles requires prior approval.

9. The Jefferson-Madison Regional Library will not reimburse for expenses that are not accompanied by proper invoices or itemized receipts. Tips higher than 20% will not be reimbursed.

Adopted 4/1998
Reviewed 6/2009

COMPUTER AND INTERNET ACCESS

Jefferson-Madison Regional Library provides computers and Internet access in support of the Library's ~~library's~~ mission to provide services emphasizing general information and information literacy. The Library's ~~library's~~ Internet access is intended primarily as an informational and educational resource.

~~No single organization controls the internet, and therefore Jefferson-Madison Regional Library cannot control either the availability or accuracy of information~~

~~As the Internet is a global electronic network and there is no single government body that controls its users or content, Jefferson-Madison Regional Library cannot control either the availability or accuracy of information links that change rapidly and unpredictably. Since not all sources on the Internet provide accurate, complete or current information, Internet users are responsible for critically evaluating the validity of information.~~

Jefferson-Madison Regional Library cannot guarantee computer viewing privacy, nor can the Library ~~library~~ guarantee the privacy of information sent or received over the Internet. However, Library ~~library~~ staff ~~will~~ take practical steps to minimize the inadvertent viewing of computer sessions by others. Library staff is authorized to monitor computer use as needed to determine compliance with library policies.

Library staff is not in a position to supervise juveniles' use of the Internet (see Policy Section 4.234). As with other Library ~~library~~ materials, restriction of a juvenile's access to the Internet is the responsibility of the parent or legal guardian. In compliance with the Children's Internet Protection Act (CIPA), Jefferson-Madison Regional Library provides Internet workstations equipped with filtering/blocking technology. However, ~~the library recognizes that~~ filtering/blocking technology is not a completely reliable means of protection from materials that may be offensive, controversial, or illegal. To help Internet users find useful information while avoiding unwanted information, Library ~~library~~ staff can~~will~~ provide Internet instruction. The Jefferson-Madison Regional Library website ~~will~~ include(s) links to other websites selected by Library ~~library~~ staff on the basis of their informational or educational value in compliance with the Library's ~~library's~~ Material Selection Policy.

All adults (17 years old and older based on library card registration) seeking unfiltered Internet access for their own use may temporarily disable filtering for each session. Adults may not share unfiltered computers with minors (under 17 years old). Library staff will not disable filtering/blocking technology on computers located in children's or young adult areas of the Library ~~library~~. The Library will consider formal requests to block or unblock specific websites after the submission of JMRL Form 4.24 ~~4:24~~ by following JMRL Reconsideration Policy~~:~~ 4.24. ~~Computer logs maintained by the filtering software will be deleted when no longer administratively useful.~~

Where computer sign-in or check-out is required, computer users must ~~sign in using his/her~~ use their own valid JMRL library card (Library Card Eligibility JMRL Policy Section 4.221). Use of another person's Library ~~library~~ card is not permitted and may result in a loss of privileges. Visitors and/or persons who~~, for whatever reason,~~ are not eligible for a Library ~~library~~ card may request a guest pass or a temporary Computer Access Only card. Unless otherwise posted, computer sessions are limited to 30

Revised 1/2010

minutes when others are waiting. During busy times staff may require half-hour intervals between sessions by the same computer user. ~~Printing of computer materials~~ Patron use of Library printers will be charged in accordance with the Printing and Copying Policy, Section 4.33. ~~Because the library provides Internet access as an informational and educational resource the library provides only limited staff support for e-mail and audio-visuals, and no staff support for chat and games.~~ The Library provides staff support when possible for computer and Internet access. To limit noise and crowding no more than ~~2~~ two users may use a computer workstation at one time without the approval of Library ~~library~~ staff. ~~Adults may not share unfiltered computers with minors (under 17 years old).~~ Users may use only one computer at the same time. Users may not install ~~their own~~ software ~~or save files~~ on Library ~~library~~ computers. Users may not connect their own equipment to Library ~~library~~ computers with the exception of headphones or USB storage devices. Library staff support is limited regarding patron-owned devices.

The Library ~~library~~ reserves the right to terminate a computer session should computer use result in disruption of Library ~~library~~ service. ~~No l~~Library Internet access and computers ~~terminal~~ shall not be used to access or distribute illegal materials. Any illegal activity involving the Internet and/or Library ~~library~~ computers shall result in suspension or loss of Library ~~library~~ privileges (Code of Virginia, Section 42.1-36.1). Computer users using Jefferson-Madison Regional Library's facilities shall agree to and abide by this policy. Computer users shall agree to hold harmless the Jefferson-Madison Regional Library for any liability or damage claim arising from any use or misuse of Internet access, Library ~~library~~ computers, or any storage devices used with Library ~~library~~ computers.

Staff using Library ~~library~~ computers are responsible for using resources in an efficient, ethical, and lawful manner. Library e-mail accounts are considered to be the property of the Library. At any time, e-mail messages may be accessed for the Freedom of Information Act, criminal investigations, or for good business practices the Library may implement. E-mail should be primarily used for Library business, and only incidental personal use. ~~(City of Charlottesville).~~

PHOTOGRAPHY, AUDIO AND VIDEO TAPING IN LIBRARY FACILITIES

To safeguard the privacy and safety of library patrons, the use of photographic and audio or video recording equipment (including still cameras, movie cameras, video cameras, and cell phone cameras) is prohibited inside library facilities without the prior approval of the Library Director, Branch Manager, or their designee(s). Once approved, use of photographic and audio or video recording equipment must be used in a manner that avoids inadvertent photographing or recording of library patrons or the library materials they are using. Anyone photographing or recording adults must have prior approval from the subject; anyone photographing or recording a child (under 18) must have prior approval of the child's legal guardian.

Library staff or their designee(s) may photograph or record library patrons or programs solely for official library purposes such as news, public relations, or archival purposes. In such cases, if the subject is identifiable, Library staff must obtain prior written approval from the subject or, in the case of a child, a legal guardian. The Library reserves the right to terminate any photography or recording that causes a disturbance, violates Library policies, or endangers the health and safety of participants, Library patrons, Library staff or volunteers.

To maintain a safe and secure environment for its staff and patrons, the Library Board equips some library facilities with video cameras that are recording at all times. The library's video security system shall be used only for the protection and safety of patrons, employees, assets, property, and to assist law enforcement. Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Video cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy such as restrooms or employee break rooms. The video security cameras will be positioned to record only those areas specified by the Library Director or Branch Manager, and will complement other measures to maintain a safe and secure environment in compliance with library policies. Only the Library Director, Branch Managers, or their designees are authorized to operate the video security system. Access to video records shall be limited to authorized employees, for authorized purposes only. Images from the library video security system are stored digitally on hardware in the library. It is the intent of the library to retain all recorded images for approximately 30 days. Typically, images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the Library Director, Branch Manager, or other authorized employee. Any records produced by the video security system shall be kept in a secure manner and managed appropriately by the library to protect legal obligations. Only the Library Director shall be authorized to release any video record to any third-party other than law enforcement.

Louisa Library

FY20 MIDYEAR REPORT ON USAGE AND RETURN ON INVESTMENT FOR NEW LIBRARY HOURS

NEW HOURS AT THE LOUISA COUNTY LIBRARY

Beginning July 1, 2019 Louisa County Library expanded service hours to include 10-11 AM on Mondays and Tuesdays, and 5-6 PM on Wednesdays and Thursdays.
The Louisa Board of Supervisors funded $6,000 dollars to add hours to part time staff in order to increase library open hours to 48 hours per week, an additional 208 hours per year.

LIBRARY USAGE DURING NEW HOURS

- 1518 items checked out during new hours (through Nov. 2019). Value to the community of $18,216 ($12 per book).
- 312 visitors a month during the new hours,
- 318 unique wifi users during the new hours. Value to the community of $613 ($2.00 per session).
- 281 public computer sessions. Value to the community of $3,372 ($12,00 per session).

$22,201
Total Value Provided by Louisa County to the Community

$3,000
Total Additional Cost for Louisa County (half of annual cost)

$7.40
Return on Investment for each dollar spent by Louisa County

Nelson Memorial Library

FY2020 First Half Report

USAGE

41,410

Items Checked out by Nelson residents

31,196

Visitors

INTERNET USAGE

6,788
Wifi Sessions

2,753
Library Machines

PROGRAMS

Number of Programs

212

Program Attendance

3,990

REFERENCE HELP

???

2,280

Questions Answered

???

Louisa County Library

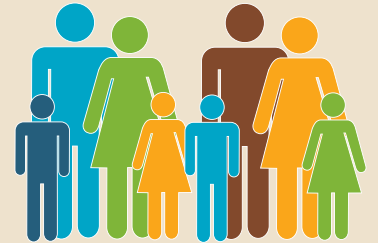## FY2020 First Half Report

USAGE

49,162

Items Checked out by Louisa residents

42,218

Visitors

INTERNET SIGNUPS

12,081 Wifi Sessions

3,773 Library Machines

PROGRAMS

Number of Programs

130

Program Attendance

3,310

REFERENCE HELP

4,968

Questions Answered

JMRL

Greene County Library

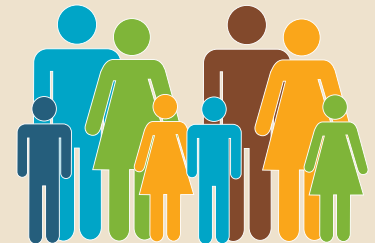## FY2020 First Half Report

USAGE

56,741
Items checked out by Greene Residents

28,854
Visitors

INTERNET SIGNUPS

9,933
Wifi Sessions

2,939
Library Machines

PROGRAMS

Number of Programs

95

Program Attendance

3,215

REFERENCE HELP

???

1,728
Questions Answered

???