



LIBRARY BOARD'S AGENDA – MAY 18, 2020

Monday – 3:00 pm

VIRTUAL MEETING

<https://us02web.zoom.us/j/82094512107>

or

1-888-788-0099 (Toll Free)
(webinar ID 820 9451 2107)

3:00 p.m. Call to Order, Resolution Adopting Procedures for Public Meetings, & Disposition of the Minutes of the Previous Meeting

3:05 Announcements & Public Comments.

*Please consider leaving public comment in advance by emailing remarks to director@jmrl.org to be read into the public record. Otherwise the comment period will be open via the above link or phone number.

3:10 Trustee Continuing Education- N/A

3:10 New Business-

1. COVID-19 and JMRL Update
2. Officer Nominations
3. Lift Every Voice Grant
4. Vacation/Sick Leave Carryover Discussion
5. Discussion of JMRL's Fines and Fees Schedule (4.225), Schedule of Library Closings (5.4)
6. Discussion of FY20 Board Schedule

3:45 Committee Appointments and Reports- N/A

3:45 Old Business-

1. Reading of Policies 4.7 (Computer and Internet Access), 5.1 (Meeting and Conference Rooms), and 5.5 (Photography, Audio and Video Taping in Library Facilities)
2. FY21 JMRL Budget Discussion
3. Review of Library Director FY20 Goals

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

RESOLUTION ADOPTING PROCEDURES FOR PUBLIC MEETINGS UNDER NELSON COUNTY'S ORDINANCE TO ENSURE THE CONTINUITY OF GOVERNMENT DURING THE COVID-19 DISASTER AND GOVERNOR'S AMENDMENT TO THE BUDGET BILL

WHEREAS, the President of the United States of America, the Governor of the Commonwealth of Virginia, and the Administrator of Nelson County have all declared Nelson County to be in a state of emergency because of the COVID-19 pandemic; and

WHEREAS, the catastrophic nature of the emergency (highly contagious and potentially fatal viral pandemic) makes it unsafe to assemble a quorum in a single location; and

WHEREAS, the Board of Supervisors of the County of Nelson, Virginia ("the County"), adopted An Ordinance to Ensure the Continuity of Government During the COVID-19 Disaster ("the Ordinance") on March 26, 2020, wherein it recognized the Jefferson Madison Regional Library as a public entity covered by its ordinance ("JMRL"), to provide essential public services and functions and authorized the JMRL to conduct its meetings and business according to the Ordinance and carry out its procurement practices according to the Ordinance; and

WHEREAS, on April 24, 2020, Governor Northam approved an amendment to House Bill 29, the Budget Bill, enacted as Chapter 1283 of the 2020 Acts of the Virginia General Assembly, Part 4: General Provisions, Section 4-0.00 Operating Policies, subparagraph g., effective on such date, permitting any public body, including any state, local, regional, or regulatory body, or certain governing boards, to meet by electronic communication means without a quorum of the public body and any member of the governing board physically assembled at one location when the Governor has declared a state of emergency, subject to certain conditions and procedures; and

WHEREAS, the JMRL finds it is in the public's best interest for the JMRL to continue to conduct its governmental functions and to hold public meetings.

NOW, THEREFORE, BE IT RESOLVED that the JMRL herein incorporates by reference and adopts the Continuity Procedures prescribed in the Ordinance adopted by the County of Nelson, a copy of which is attached hereto as a part of this Resolution, and in Chapter 1283 of the 2020 Acts of the Virginia General Assembly; and

BE IT FURTHER RESOLVED that the Board of Directors of the JMRL hereby approves the conduct of its meetings through real time electronic means consistent with the Ordinance and the JMRL's By Laws; and

BE IT FURTHER RESOLVED that the JMRL hereby authorizes and directs its officers and staff to take all steps reasonably necessary or appropriate to implement such Continuity Procedures and to develop any specific procedures as applicable and appropriate for the JMRL, provided that such specific procedures are consistent with the terms and conditions of the Ordinance, including, but not limited to, modification of requirements for the conduct of meetings through real time electronic means; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption and shall remain in effect during pendency of the Ordinance, including for any applicable period upon the re-adoption of the Ordinance by the Board of Supervisors of the County of Nelson, Virginia, and during the pendency of the emergency declaration by the Governor of Virginia.

Jefferson-Madison Regional Library

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

DRAFT

MINUTES OF THE FEBRUARY 24, 2020 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Marcia McDuffie (Nelson)
Carla Mullen (Charlottesville)
Lisa Woolfork (Charlottesville)
James West (Greene)

Erica Younglove (Albemarle)
Jane B. Kulow (Albemarle)
Vice President Wendy Wheaton Craig (Louisa)

TRUSTEES ABSENT

Kathy Johnson Harris (Charlottesville)

Thomas Unsworth (Albemarle)

OTHERS PRESENT

David Plunkett, Library Director
Jerry Carchedi, Business Manager
Megan Argenbright of Brown, Edwards & Company,
L.L.P.

Zach Weisser, Specialist
Krista Farrell, Assistant Library Director
Tim Carrier, Young Adult Services Manager

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, February 24, 2020 at 3:00 PM in the meeting room of Northside Library, 705 West Rio Road, Charlottesville, VA 22901. The minutes for the January 27, 2020 Board Meeting were approved unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Craig asked if it would be possible to feature the Friends of the Library more prominently on the jmrl.org homepage.

TRUSTEE CONTINUING EDUCATION

1. *JMRL Teen Volunteers and Teen Advisory Boards, Tim Carrier (JMRL Young Adult Services Manager)*

Manager Carrier presented on Teen Volunteers and Teen Advisory Boards. Future developments include a general intake document containing guidelines pertinent to all volunteers.

NEW BUSINESS

1. *FY19 Audit Update, Megan Argenbright (Brown, Edwards & Company, L.L.P)*

M. Argenbright presented the findings of the FY19 Audit. The content of the report most pertinent to the Board could be found in the "Management Discussion and Analysis" section. Two main main considerations were that the auditors "did not identify any deficiencies in internal control that [they] consider to be material weaknesses" and "the results of [their] tests disclosed no instances of noncompliance or other matters that are required to reported under *Government Auditing Standards*. There will be new Government Accounting Standards Board (GASB) lease standards for FY21 which will impact both lessee and lessor.

COMMITTEE APPOINTMENTS AND REPORTS

1. *Five-Year Plan Committee Report*

Trustee Younglove reported that the Committee reviewed FY20's goals. Most goals are on-track to be completed in keeping with the schedule; however, due to staffing shortages or retirements, a few will not and will be re-prioritized appropriately. Director Plunkett reminded everyone that it had been agreed that a revised draft would be delivered to the Board in April or May. (This includes the Policy Committee's discussion about reorganizing the Policy Manual.) Those changes will be reported to the state by email.

OLD BUSINESS

1. FY21 JMRL Budget Discussion

Director Plunkett reported that Albemarle County's proposed budget provided funding for all requests in JMRL's proposed budget except the 40-hour IT position. Specifically, it provided funding for third year of compression adjustment and two more open hours at Northside Library per week. The county is "moving towards" a \$15 minimum wage. Trustee Kulow suggested pursuing partial funding of the IT position.

2. State Aid Advocacy

Director Plunkett reported that the Virginia House and Senate passed bills to increase state aid by at least one million dollars. Wording in the Senate bill further implied that full funding is the eventual goal.

3. JMRL Policy 2.6 - Travel Regulations Discussion and Potential Vote

Trustee Mullen motioned to accept Policy 2.6: Travel Regulations Discussion and Potential Vote into the policy manual as current policy. The motion carried unanimously.

LIBRARY DIRECTOR'S REPORT

Director Plunkett extended an invitation to the Same Page event on Wednesday, March 18 2020 at the Piedmont Dickinson Theater at 6:00pm. He reported that the Customer Service Committee is working on a draft of the Customer Service Statement which will be displayed behind service desks. JMRL staff recommended the removal of the \$1 fine for replacement patron cards. The Central Library "chiller" project was delayed, and the restroom renovation project will begin in April. Public Relations sent out the first of the revised-format e-newsletters.

OTHER MATTERS

None.

FUTURE AGENDA ITEMS

Future agenda items include: a Policy Committee report; presenting the updated Schedule of Fines and Fees to be voted on in April 2020; an update on jurisdictional budgets, and continuing education on weeding problematic juvenile materials The next Board Meeting will take place at Northside Library on March 23, 2020.

ADJOURNMENT

Trustee Kulow motioned to adjourn the meeting. The meeting adjourned at 4:19pm.

(MM:DP:zw)



JMRL COVID-19 Response Reopening Plan Draft

- **Tier 5** - No physical services or operations
- **Tier 4** - Limited services and operations. No public access to building interiors. Curtailed hours and staffing. Limited delivery between branches. Enhanced cleaning protocols in place. Enhanced safety and distancing protocols in place. The goal in Tier 4 will be to have at least one branch offering limited physical service in each jurisdiction, with curbside or drive through pickup only.
- **Tier 3** - Significantly altered services and operations. All physical JMRL programs canceled. All public meetings canceled. Limited JMRL delivery of library materials between branches. Limited service, modified schedule, but some public access to building interiors. Enhanced cleaning protocols in place. Enhanced safety and distancing protocols in place. The goal in Tier 3 will be to have at least one branch offering limited service in a library building in each jurisdiction, although this may vary depending on local situations.
- **Tier 2** - Altered services and operations. Public meetings and library programming resumes with limited attendance. Delivery resumes as normally scheduled. Some locations may continue to have limited service and modified schedules. Enhanced cleaning protocols in place. Enhanced safety and distancing protocols in place.
 - *JMRL will move directly to Tier 3 if any case of COVID-19 is identified in a branch library.*
- **Tier 1** Mostly standard services and operations. Most locations at pre-COVID 19 hours and staffing. Attendance limits for programs and meetings may still be in place, albeit at a higher capacity. Enhanced cleaning protocols in place. Enhanced safety and distancing protocols in place.
 - *JMRL will move directly to Tier 3 if any case of COVID-19 is identified in a branch library.*
- Resumption of “normal” JMRL operating procedures.



CIRCULATION FINES AND FEES

(EFFECTIVE XXXX, 2020)

Fines (for library users 16 and up)*

Most items	\$	0.25 per day
Interlibrary loans and wireless hotspots		1.00 per day
DVDs, audio books, and 7-day loan bestsellers		0.50 per day
Maximum fine per item		10.00
Maximum fine per item for interlibrary loans		30.00
Maximum fine if paid in full		35.00

*The library does not charge overdue fines to juvenile accounts

Replacing Lost or Damaged Materials (for all library users)

*A \$5.00 processing fee will be applied to all lost or damaged materials

		List Price
Most materials		
Magazines	\$	3.00
Materials with no list price		15.00
Fiction paperbacks with no list price		5.00
Replacement for Audio Visual parts		10.00 per disc
Replacement of lost or damaged library card		4.00
Replacement of lost or damaged Book Club Kit title		10.00
Replacement of lost or damaged Book Club Kit bag		10.00
Replacement of lost or damaged wireless hotspot		100.00
Replacement of entire Book Club Kit		150.00

Special Notice

- Out-of-Area (non-resident) annual library card fee is \$30.00
- Remote orders for 3d printing service fee to offset costs is \$0.10 per gram. Onsite and program related 3d printing is free of charge.
- Interlibrary loan fee to offset postage costs is \$3.00
- Most materials circulate for three weeks. 7-day loan bestsellers circulate for one week.
- Book Club Kits circulate for six weeks with no renewals.
- Materials (except 7-day loan bestsellers and interlibrary loans) may be renewed twice if there are no outstanding holds.
- Per patron limits: Total Items: 75; DVDs: 5.
- An additional five dollar (\$5.00) nonrefundable service fee will be charged on lost or damaged items. If lost and paid items are returned in good condition within three months of payment, only the replacement fee will be refunded.
- Additional fees may be assessed for loss or damage of in-house and special items such as meeting room equipment, keys, Kill-a-Watts, nature backpacks, et al.
- Accounts with fines in excess of \$20.00 will be blocked until 50% of balance is paid.
- Accounts with items 60 days overdue or fines of \$35.00 or more will be given to a collection agency and a \$10.00 collection fee will be added to the account. Accounts will remain in collections until the balance is paid in full.

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DRAFT**2020-2021 SCHEDULE OF LIBRARY CLOSINGS**

(p)	July 4, 2020	Saturday	Independence Day
(p)	September 7, 2020	Monday	Labor Day
	October 12, 2020	Monday	In-Service Day
(p)	November 11, 2020	Monday	Veterans Day
(p)	November 26, 2020	Thursday	Thanksgiving Day
(p)	November 27, 2020	Friday	Day after Thanksgiving
(p)	December 24, 2020	Thursday	Christmas Eve
(p)	December 25, 2020	Friday	Christmas Day
(p)	December 26, 2020	Saturday	Day after Christmas
(p)	January 1, 2021	Friday	New Year's Day
(p)	January 18, 2021	Monday	Martin Luther King, Jr. Day
(p)	February 15, 2021	Monday	Presidents' Day
	April 4, 2021	Sunday	Easter (Central Library)
(p)	May 31, 2021	Monday	Memorial Day

- (p) Indicates staff paid holidays.
- If a paid holiday falls on a staff member's non-work day, the staff member will be given compensatory time off to be used during the fiscal year at their supervisor's discretion.
- In addition to the above 12 paid holidays, eligible staff receive 2 personal days. New regular staff members are eligible for personal days after 90 days of service.
- Library closes at 5:00 p.m. on Thanksgiving Eve & New Year's Eve.
- **Central Sunday Openings:** September 13, 2020 thru May 23, 2021 (Sunday after Labor Day through Sunday before Memorial Day weekend).



JEFFERSON-MADISON REGIONAL LIBRARY

201 E. Market Street | Charlottesville, VA
434.979.7151 | FAX 434.971.7035 | jmrl.org

FY2021 Library Board Meeting and Budget Schedule

July 27, 2020	Board Meeting (Northside Library)
August 24, 2020	Board Meeting (Northside Library) - Library Board self-evaluation
September 18, 2020	Department and Branch Managers submit personnel and operational (non-equipment) budget requests
September 28, 2020	Board Meeting (Northside Library) - Library Board reviews Five Year Plan and sets budget objectives/guidelines; Trustees contact City Council and Boards of Supervisors about JMRL services
Early October	Personnel Committee meets to discuss personnel requests from library staff
October 26, 2020	Board Meeting (Northside Library) - Library Director presents branch and department budget requests to the Library Board; Library Board discusses and ranks budget requests, using recommendations from Personnel Committee
Early November	Budget Committee meets to draft 2021/22 proposed budget and sends draft to Library Board
November 23, 2020	Board Meeting (Northside Library) - Proposed budget adopted by Library Board
December 28, 2020	Board Meeting (Scottsville Library) - Library Director Mid-Year Evaluation, if requested
Dec 2020- Jan 2021	Library Trustees and Library Director meet with City/County officials to discuss proposed budget
January 15, 2021	Legal deadline for submitting proposed budget to jurisdictions
January 25, 2021	Board Meeting (Northside Library)
February 19, 2021	Department and Branch Managers submit equipment requests with justifications to Business Manager
February 22, 2021	Board Meeting (Northside Library)
March/April 2021	Budget work sessions with Albemarle, Charlottesville, Greene, Louisa and Nelson
March 22, 2021	Board Meeting (Northside Library)
April 16, 2021	Department and Branch Managers submit Friends' budget requests to Library Director
April 26, 2021	Board Meeting (Louisa County Library) - Library Board reviews Five Year Plan
May/June 2021	Budget adoption by jurisdictions
May 24, 2021	Board Meeting (Greene County Library) - Library Director Annual Evaluation
Early June 2021	Library Board Budget Committee meets to draft Final Budget and sends draft to Library Board
June 28, 2021	Board Meeting (Nelson Memorial Library) - Library Board adopts Final Budget, Setting of Library Director Goals for FY21

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COMPUTER AND INTERNET ACCESS

JMRL 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.

~~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's~~ guarantee the privacy of information sent or received over the Internet. However, ~~Library library's~~ 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), JMRL provides Internet workstations equipped with filtering/blocking technology ~~intended to prevent juvenile access to inappropriate or harmful materials and to ensure juvenile security while using electronic communication, and to protect against personal identity theft or any other unlawful activities.~~ 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 JMRL website will include 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~~ Material Selection Policy.

All adults (~~178~~ 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 card is not permitted.~~ 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 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~~ ~~Use of Library printers~~ will be charged in accordance with ~~JMRL's~~ the Printing and Copying Policy, Section 4.33. ~~Because the library provides Internet access as an informational and~~

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Minor Update 4/22/19

~~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 users may use a computer workstation at one time without the approval of 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 computers. Users may not connect their own equipment to library computers with the exception of headphones or USB storage devices.~~**Library staff support may be limited regarding personal devices.**

The **Library** ~~library~~ reserves the right to terminate a computer session should computer use result in disruption of **Library** ~~library~~ service, **or if a user otherwise violates JMRL's Conduct Policy, 4.232.** ~~No~~ **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~~).

****See Complete New Version on the Next Page****

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Library staff is not in a position to supervise juveniles' use of the Internet (see Policy Section 4.234). As with other 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), JMRL provides Internet workstations equipped with filtering/blocking technology intended to prevent juvenile access to inappropriate or harmful materials and to ensure juvenile security while using electronic communication, and to protect against personal identity theft or any other unlawful activities. However, 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 staff can provide Internet instruction. The JMRL website will include links to other websites selected by Library staff on the basis of their informational or educational value in compliance with the Library's Material Selection Policy.

All adults (18 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 18 years old). Library staff will not disable filtering/blocking technology on computers located in children's or young adult areas of the Library. The Library will consider formal requests to block or unblock specific websites after the submission of JMRL Form 4.24 by following JMRL Reconsideration Policy: 4.24.

Where computer sign-in or check-out is required, computer users must use their own valid JMRL library card (Library Card Eligibility JMRL Policy Section 4.221). Visitors and/or persons who are not eligible for a Library card may request a guest pass or a computer access only card. Unless otherwise posted, computer sessions are limited to 30 minutes when others are waiting. During busy times staff may require half-hour intervals between sessions by the same computer user. Use of Library printers will be charged in accordance with JMRL's Printing and Copying Policy, Section 4.33.

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Minor Update 4/22/19

Library computers, or any storage devices used with Library computers.

Staff using Library computers are responsible for using resources in an efficient, ethical, and lawful manner. Library email accounts are considered to be the property of the Library. At any time, email 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.

MEETING AND CONFERENCE ROOMS

MEETING ROOMS

The Jefferson-Madison Regional Library welcomes groups (more than two people) to use its meeting rooms for civic, cultural, and educational activities and for discussion of current public questions. The meeting rooms are available for use during hours the Library is open on equal terms to all groups in the community, regardless of the beliefs and affiliations of their members, provided that the meetings are open to the public. The fact that a group is permitted to use a room does not in any way constitute an endorsement of the group's policies or beliefs by the Library. All literature and publicity regarding meeting room activities must clearly identify the sponsor(s). Where access to a meeting room is independent of the Library, restricting hours to when the Library is open does not apply. Meeting room use requires completion of a JMRL Meeting Room Registration form (JMRL Form: Section 5.1) by an authorized group/organization representative with a valid JMRL library card.

Library and Library-sponsored activities have first priority in scheduling; and, thereafter, the rooms are available for informational public gatherings. If a party reserving a meeting room does not arrive within 15 minutes of the scheduled reservation time, library staff may make the room available to other users. When not in use, rooms may be available to individuals on a first-come, first-served basis for up to 3 hours per day. The rooms are not available for programs involving the sale, advertising, or promotion of commercial products or services, regardless of purpose, except programs of Jefferson-Madison Regional Library, Friends of Jefferson-Madison Regional Library, the Virginia Library Association, the Virginia Festival of the Book, or the Jefferson-Madison Regional Library Board of Trustees, at which programs performers/presenters are permitted to sell sound recordings, videos and books related to their performance/presentation. Library staff shall not be involved in such sales in any fashion.

Solicitation is not permitted in meeting rooms; however, local offices of Voter Registration and/or their designees may use library facilities to encourage voter registration.

The Library Director or Branch Manager may, upon application in writing, extend meeting room use beyond regular library hours. Such extensions may require that janitorial service fees be paid by the group or organization using the room.

Meetings or classes held in library meeting rooms must be open to the public free of charge. Fees to cover only the cost of materials and supplies may be charged by publicly-funded institutions and accredited educational facilities.

Guidelines for the use of the meeting rooms in each facility are available.

CONFERENCE ROOMS (~~NORTHSIDE LIBRARY~~)

The Jefferson-Madison Regional Library welcomes individuals and small group to use the Library's conference rooms. The conference rooms are designed to meet the needs of Library users who want to work individually or in small groups for limited periods of time. The rooms are not available for social gatherings and are not intended for the conduct of daily business or regular "office hours."

Conference rooms may be reserved in advance for a single block of time of up to 3 hours. At the conclusion of the first 3 hours, users may reserve an additional block of time, up to an additional 3 hours, if a room is available. When not reserved or in use, rooms may be available on a first-come,

first-served basis with the same time limits.

A valid JMRL library card shall be required to check out a conference room key. While in use, conference room doors must remain unlocked and windows may NOT be covered.

Covered drinks and dry snacks (e.g., food generally dispensed in vending machines) are permitted in conference rooms, but hot foods are prohibited.

Individuals and groups may not store personal belongings or supplies in conference rooms.

The following rules for the Library meeting rooms also apply to conference rooms:

1. The Library does not endorse the policies or beliefs of anyone using the rooms.
2. Library and Library-sponsored activities have first priority in scheduling.
3. If a party reserving a meeting room does not arrive within 15 minutes of the scheduled reservation time, library staff may make the room available to other users.
4. The rooms are not available for the sale, advertising, or promotion of products or services.
5. Solicitation is not permitted, except by local officers of Voter Registration to encourage voter registration.

Guidelines for the use of conference rooms are available.

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 (JMRL Form 5.5). 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.

JMRL PROPOSED BUDGET FY21

Louisa County Library



Northside Library



Central Library



Greene County Library



Nelson Memorial Library Renovations



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Revised 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]

Charlottesville, Albemarle, Greene, Louisa, and Nelson have seen many changes since JMRL's initial proposed budget for FY21. In the midst of the COVID-19 pandemic, local governments, individuals, and community organizations have all worked together to provide support for one another and to build lasting relationships that will help to see everyone through these difficult times. Sacrifices are being made by all. Originally budgeted plans for library service in FY21 have been scaled back. Additional hours planned for the Northside Library will have to be put on hold for the immediate future. Library staff will not receive the originally budgeted raises that they earned through their dedication and service. Still, JMRL is able to enter FY21 with plans to provide the same excellent level of service that this community expects and deserves, despite the current pandemic and the belt-tightening it demands. This is entirely due to the strong support of reading and learning that the people and local governments in Charlottesville, Albemarle, Greene, Louisa and Nelson have.

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. 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. 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 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 Five Year Plan (www.jmrl.org/pdf/ab-5YearPlan.pdf). The library budget was discussed at several open public meetings held October through December 16, 2019. The budget was adjusted in response to COVID-19 in March and April of 2020. 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.

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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	\$ 624,085	\$ 249,029	\$ 85,387	\$ 66,689	\$ 55,664	\$ 1,080,853
Technical Services	\$ 479,024	\$ 191,145	\$ 65,540	\$ 51,188	\$ 42,726	\$ 829,623
Reference Services	\$ 30,754	\$ 12,272	\$ 4,208	\$ 3,286	\$ 2,743	\$ 53,263
Sub-Total	\$ 1,133,863	\$ 452,445	\$ 155,135	\$ 121,163	\$ 101,133	\$ 1,963,739
COUNTY/LOCAL ALLOCATION						
	<u>Albemarle</u>	<u>Charlottesville</u>				
Central *	52.44%	47.56%	\$ 856,540	\$ 776,829		\$ 344,298
			* Includes 90% of Reference costs			
Gordon	47.47%	52.53%	\$ 212,548	\$ 235,203		\$ 447,751
Northside	79.97%	20.03%	\$ 1,522,465	\$ 381,330		\$ 1,903,795
Scottsville			\$ 198,093			\$ 198,093
Crozet			\$ 497,150			\$ 497,150
Louisa				\$ 261,819		\$ 261,819
Nelson					\$ 197,809	\$ 197,809
Greene				\$ 252,192		\$ 252,192
Bookmobile	80.00%	20.00%	\$ 90,291	\$ 22,573		\$ 112,864
Cville/Alb Hist Collection	50.00%	50.00%	\$ 33,142	\$ 33,142		\$ 66,284
Monticello Ave	50.00%	50.00%	\$ 113,515	\$ 113,515		\$ 227,030
FY 2021 PROPOSED	\$ 4,657,607	\$ 2,015,037	\$ 407,327	\$ 382,982	\$ 298,942	\$ 7,761,895
FY 2020 ALLOCATION	\$ 4,705,746	\$ 2,031,260	\$ 407,327	\$ 382,982	\$ 301,808	\$ 7,829,123
Dollar change - FY2020 to FY2021	\$ (48,139)	\$ (16,223)	\$ 0	\$ (0)	\$ (2,866)	\$ (67,228)
Percent change - FY2020 to FY2021	-1.0%	-0.8%	0.0%	0.0%	-0.9%	-0.9%
	Albemarle	Charlottesville	Greene	Louisa	Nelson	TOTAL

JMRL PROPOSED FY2021 BUDGET

		LOCAL	STATE	TOTAL
Salaries & Benefits	Salaries	\$ 4,139,804		\$ 4,139,804
	Social Security	\$ 316,696		\$ 316,696
	Retirement	\$ 726,259		\$ 726,259
	Life Insurance	\$ 41,990		\$ 41,990
	Health Care Insurance	\$ 910,140		\$ 910,140
Salaries & Benefits Total		\$ 6,134,889		\$ 6,134,889
Operating Expenses	Office Supplies	\$ 53,000		\$ 53,000
	Postage	\$ 6,500		\$ 6,500
	Books	\$ -	\$ 652,205	\$ 652,205
	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 Fee/Audit & Legal	\$ 126,000		\$ 126,000
	Dues & Subscriptions	\$ 2,720		\$ 2,720
	Telephone Internal Charges	\$ 41,462		\$ 41,462
	Utilities	\$ 80,500		\$ 80,500
	Printing/Duplicating	\$ 21,000		\$ 21,000
	Service Contracts	\$ 120,434		\$ 120,434
	Travel	\$ 1,000		\$ 1,000
	Local Travel	\$ 6,875		\$ 6,875
	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	\$ 19,618		\$ 19,618
	Education and Training	\$ 46,000		\$ 46,000
	Line Charges	\$ 57,000		\$ 57,000
	Software Licenses & 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	\$ 10,200		\$ 10,200	
One-time Bldg Maint Svcs/ Misc Empl Reimb	\$ 39,500		\$ 39,500	
Operating Expenses Total		\$ 1,627,006	\$ 677,205	\$ 2,304,211
Grand Total		\$ 7,761,895	\$ 677,205	\$ 8,439,100

JEFFERSON-MADISON REGIONAL LIBRARY

**PROJECTED OPERATING REVENUES
FISCAL YEAR 2021**

Albemarle County	\$ 4,657,607
Charlottesville	\$ 2,015,037
Greene County	\$ 407,327
Louisa County	\$ 382,982
Nelson County	<u>\$ 298,942</u>
Local:	\$ 7,761,895
State:	\$ 677,205
Grand Total:	<u><u>\$ 8,439,100</u></u>

			Fiscal Year 2020	Fiscal Year 2021	% Change	
Bookmobile I	Salaries & Benefits	Salaries	\$ 78,770	\$ 76,372	-3.0%	
		Social Security	\$ 6,026	\$ 5,843	-3.0%	
		Retirement	\$ 29,307	\$ 6,110	-79.2%	
		Life Insurance	\$ 800	\$ 770	-3.8%	
		Health Insurance	\$ 13,608	\$ 14,184	4.2%	
	Salaries & Benefits Total			\$ 128,511	\$ 103,279	-19.6%
	Operating Expenses	Dues and Subscriptions	\$ 100	\$ -	-100.0%	
		Telephone Internal Charges	\$ 1,840	\$ -	-100.0%	
		Local Travel	\$ 80	\$ 85	6.3%	
		Vehicle Repair and Maintenance	\$ 3,500	\$ 3,500	0.0%	
		Vehicle Fuel	\$ 3,000	\$ 3,000	0.0%	
		Building & Vehicle Maint-City Personnel	\$ 5,000	\$ 3,000	-40.0%	
	Operating Expenses Total			\$ 13,520	\$ 9,585	-29.1%
	Bookmobile I Total			\$ 142,031	\$ 112,864	-20.5%

			Fiscal Year	Fiscal Year	
			2020	2021	% Change
C-A Hist Collection	Salaries & Benefits	Salaries	\$ 62,121	\$ 48,714	-21.6%
		Social Security	\$ 4,752	\$ 3,727	-21.6%
		Retirement	\$ 31,849	\$ 3,897	-87.8%
		Life Insurance	\$ 630	\$ 490	-22.2%
		Health Insurance	\$ 9,072	\$ 9,456	4.2%
	Salaries & Benefits Total			\$ 108,424	\$ 66,284
C-A Hist Collection Total			\$ 108,424	\$ 66,284	-38.9%

		Fiscal Year	Fiscal Year		
		2020	2021	% Change	
Central Library	Salaries & Benefits	Salaries	\$ 972,452	\$ 962,779	-1.0%
		Social Security	\$ 74,393	\$ 73,653	-1.0%
		Retirement	\$ 258,655	\$ 230,410	-10.9%
		Life Insurance	\$ 9,900	\$ 9,750	-1.5%
		Health Insurance	\$ 201,852	\$ 212,760	5.4%
	Salaries & Benefits Total		\$ 1,517,252	\$ 1,489,352	-1.8%
	Operating Expenses	Cleaning Supplies	\$ 1,800	\$ 1,700	-5.6%
		Maintenance Supplies	\$ 800	\$ 800	0.0%
		Small Hand Tools	\$ 200	\$ 100	-50.0%
		Dues and 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%
		Building & Vehicle Maint-City Personnel	\$ 2,000	\$ 1,000	-50.0%
		One-time Bldg Maint Svcs & Misc Empl Reimb	\$ 18,000	\$ 18,000	0.0%
		Operating Expenses Total		\$ 174,050	\$ 197,280
	Central Library Total		\$ 1,691,302	\$ 1,686,632	-0.3%

		Fiscal Year	Fiscal Year		
		2020	2021	% Change	
Crozet	Salaries & Benefits	Salaries	\$ 331,203	\$ 326,764	-1.3%
		Social Security	\$ 25,337	\$ 24,997	-1.3%
		Retirement	\$ 43,604	\$ 41,997	-3.7%
		Life Insurance	\$ 3,380	\$ 3,340	-1.2%
		Health Insurance	\$ 86,184	\$ 89,832	4.2%
	Salaries & Benefits Total		\$ 489,708	\$ 486,930	-0.6%
	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	\$ 497,150	-0.8%	

			Fiscal Year 2020	Fiscal Year 2021	% Change	
Gordon Avenue	Salaries & Benefits	Salaries	\$ 244,807	\$ 235,893	-3.6%	
		Social Security	\$ 18,728	\$ 18,046	-3.6%	
		Retirement	\$ 81,806	\$ 52,946	-35.3%	
		Life Insurance	\$ 2,490	\$ 2,410	-3.2%	
		Health Insurance	\$ 58,968	\$ 56,736	-3.8%	
	Salaries & Benefits Total			\$ 406,799	\$ 366,031	-10.0%
	Operating Expenses	Maintenance Supplies	\$ 100	\$ 100	0.0%	
		Dues and 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%	
		Building & Vehicle Maint-City Personnel	\$ 200	\$ 200	0.0%	
One-time Bldg Maint Svcs & Misc Empl Reimb	\$ 6,500	\$ 6,500	0.0%			
Operating Expenses Total			\$ 75,634	\$ 81,720	8.0%	
Gordon Avenue Total			\$ 482,433	\$ 447,751	-7.2%	

			Fiscal Year	Fiscal Year		
			2020	2021	% Change	
Greene County	Salaries & Benefits	Salaries	\$ 167,667	\$ 170,928	1.9%	
		Social Security	\$ 12,827	\$ 13,076	1.9%	
		Retirement	\$ 29,598	\$ 29,096	-1.7%	
		Life Insurance	\$ 1,690	\$ 1,730	2.4%	
		Health Insurance	\$ 34,020	\$ 35,460	4.2%	
	Salaries & Benefits Total			\$ 245,802	\$ 250,290	1.8%
	Operating Expenses	Maintenance Supplies			\$ 200	
		Dues and Subscriptions	\$ 50	\$ -		-100.0%
		Service Contracts	\$ 1,277	\$ 384		-69.9%
		Local Travel	\$ 890	\$ 550		-38.2%
		Repairs and Maintenance	\$ 2,500	\$ 768		-69.3%
	Operating Expenses Total			\$ 4,717	\$ 1,902	-59.7%
	Greene County Total			\$ 250,519	\$ 252,192	0.7%

		Fiscal Year	Fiscal Year		
		2020	2021	% Change	
Library Admin Local	Salaries & Benefits	Salaries	\$ 375,068	\$ 375,930	0.2%
		Social Security	\$ 28,693	\$ 28,759	0.2%
		Retirement	\$ 83,256	\$ 79,378	-4.7%
		Life Insurance	\$ 3,800	\$ 3,800	0.0%
		Health Insurance	\$ 54,432	\$ 56,736	4.2%
	Salaries & Benefits Total		\$ 545,249	\$ 544,603	-0.1%
	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%
		Fuel	\$ -	\$ -	
		Oil and Grease	\$ -	\$ -	
		Regional Agreement Fee/Audit & Legal	\$ 122,500	\$ 124,500	1.6%
		Dues and 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 and Maintenance	\$ 2,400	\$ 3,000	25.0%
		Vehicle Fuel	\$ 15,000	\$ 15,500	3.3%
IT User/Support Fee		\$ 41,500	\$ 41,500	0.0%	
Building & Vehicle Maint-City Personnel	\$ 7,300	\$ 6,000	-17.8%		
One-time Bldg Maint Svcs & Misc Empl Reimb	\$ 30,000	\$ 15,000	-50.0%		
Operating Expenses Total		\$ 538,200	\$ 536,250	-0.4%	
Library Admin Local Total		\$ 1,083,449	\$ 1,080,853	-0.2%	

			Fiscal Year 2020	Fiscal Year 2021	% Change
Louisa County	Salaries & Benefits	Salaries	\$ 170,387	\$ 173,543	1.9%
		Social Security	\$ 13,035	\$ 13,276	1.8%
		Retirement	\$ 30,675	\$ 29,226	-4.7%
		Life Insurance	\$ 1,730	\$ 1,750	1.2%
		Health Insurance	\$ 36,288	\$ 37,824	4.2%
	Salaries & Benefits Total		\$ 252,115	\$ 255,619	1.4%
	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	\$ 261,819	1.4%

			Fiscal Year	Fiscal Year		
			2020	2021	% Change	
Monticello Ave	Salaries & Benefits	Salaries	\$ 147,950	\$ 148,391	0.3%	
		Social Security	\$ 11,318	\$ 11,352	0.3%	
		Retirement	\$ 39,404	\$ 37,419	-5.0%	
		Life Insurance	\$ 1,500	\$ 1,500	0.0%	
		Health Insurance	\$ 27,216	\$ 28,368	4.2%	
	Salaries & Benefits Total			\$ 227,388	\$ 227,030	-0.2%
	Operating Expenses	Dues and Subscriptions	\$ 70	\$ -	-100.0%	
Operating Expenses Total			\$ 70	\$ -	-100.0%	
Monticello Ave Total			\$ 227,458	\$ 227,030	-0.2%	

		Fiscal Year	Fiscal Year		
		2020	2021	% Change	
Nelson County	Salaries & Benefits	Salaries	\$ 138,109	\$ 138,185	0.1%
		Social Security	\$ 10,565	\$ 10,571	0.1%
		Retirement	\$ 11,049	\$ 11,055	0.1%
		Life Insurance	\$ 1,410	\$ 1,390	-1.4%
		Health Insurance	\$ 31,752	\$ 33,096	4.2%
	Salaries & Benefits Total		\$ 192,885	\$ 194,297	0.7%
	Operating Expenses	Telephone Internal Charges	\$ 2,950	\$ 1,762	-40.3%
		Service Contracts	\$ 1,486	\$ 750	-49.5%
		Local Travel	\$ 1,400	\$ 750	-46.4%
		Repairs and Maintenance	\$ 250	\$ 250	0.0%
Operating Expenses Total		\$ 6,086	\$ 3,512	-42.3%	
Nelson County Total		\$ 198,971	\$ 197,809	-0.6%	

	Fiscal Year	Fiscal Year			
	2020	2021	% Change		
Northside	Salaries & Benefits	Salaries	\$ 751,912	\$ 766,566	1.9%
		Social Security	\$ 57,521	\$ 58,642	1.9%
		Retirement	\$ 125,537	\$ 122,570	-2.4%
		Life Insurance	\$ 7,650	\$ 7,830	2.4%
		Health Insurance	\$ 179,172	\$ 189,120	5.6%
	Salaries & Benefits Total		\$ 1,121,792	\$ 1,144,728	2.0%
	Operating Expenses	Maintenance Supplies	\$ 100	\$ 100	0.0%
		Dues and 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	\$ 1,903,795	1.4%

		Fiscal Year	Fiscal Year		
		2020	2021	% Change	
Scottsville	Salaries & Benefits	Salaries	\$ 130,279	\$ 139,142	6.8%
		Social Security	\$ 9,966	\$ 10,644	6.8%
		Retirement	\$ 9,164	\$ 9,921	8.3%
		Life Insurance	\$ 1,330	\$ 1,420	6.8%
		Health Insurance	\$ 27,216	\$ 33,096	21.6%
	Salaries & Benefits Total		\$ 177,955	\$ 194,223	9.1%
	Operating Expenses	Dues and 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	\$ 198,093	8.6%

			Fiscal Year 2020	Fiscal Year 2021	% Change	
Tech Services-Local	Salaries & Benefits	Salaries	\$ 565,468	\$ 576,597	2.0%	
		Social Security	\$ 43,259	\$ 44,110	2.0%	
		Retirement	\$ 73,408	\$ 72,234	-1.6%	
		Life Insurance	\$ 5,710	\$ 5,810	1.8%	
		Health Insurance	\$ 108,864	\$ 113,472	4.2%	
	Salaries & Benefits Total			\$ 796,709	\$ 812,223	1.9%
	Operating Expenses	Computer software (non-capital)	\$ 25,000	\$ 15,000	-40.0%	
		Regional Agreement Fee/Audit & Legal	\$ 2,500	\$ 1,500	-40.0%	
		Dues and 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	\$ 829,623	0.5%	

JEFFERSON-MADISON REGIONAL LIBRARY EQUIPMENT FUND BUDGET FY2021
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Anticipated Year-End Fund Balance (June 30, 2020)	\$ 554,000
Anticipated Revenue (FY2021)	\$ 200,000
Budgeted Expense (FY2021)	
Branches	\$ (143,563)
Tech Services	\$ (240,178)
Anticipated Year-End Fund Balance (June 30, 2021)	\$ 370,259

JMRL FY2021 Equipment Fund Requests

Department	Branch	Department2	Item Name	Units	Unit Cost	Item Cost	Shipping	Total Cost	
Branches	Bookmobile	Bookmobile	Go Pro camera, and accessories	1	\$ 200	\$ 200	\$ -	\$ 200	
		Bookmobile Total			1	\$ 200	\$ 200	\$ -	\$ 200
	Bookmobile Total					\$ 200	\$ -	\$ 200	
	Central	Central	Copier	1	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	
			Guest Chairs	4	\$ 100	\$ 400	\$ -	\$ 400	
			Water bottle filling station	1	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	
		Central Total					\$ 5,400	\$ -	\$ 5,400
		Childrens	Economy Hardwood Book Rack	2	\$ 30	\$ 60	\$ -	\$ 60	
			Hierarchy Chair 16"	2	\$ 81	\$ 162	\$ -	\$ 162	
			Hierarchy Chair 18"	5	\$ 90	\$ 450	\$ -	\$ 450	
			Rojon Mobile Soft Seating Storage Stools	4	\$ 507	\$ 2,028	\$ -	\$ 2,028	
			Smartlink 6" chairs (set of 4)	2	\$ 540	\$ 1,080	\$ -	\$ 1,080	
		Childrens Total					\$ 3,780	\$ -	\$ 3,780
		Circulation	Delivery Bins	24	\$ 54	\$ 1,294	\$ -	\$ 1,294	
			Sign Holder	1	\$ 540	\$ 540	\$ -	\$ 540	
			Surge Protector Tower	2	\$ 28	\$ 56	\$ -	\$ 56	
		Circulation Total					\$ 1,890	\$ -	\$ 1,890
	Reference	Chairs	17	\$ 90	\$ 1,530	\$ -	\$ 1,530		
		Ref Desk Chair	1	\$ 150	\$ 150	\$ -	\$ 150		
		Small Book Case	1	\$ 700	\$ 700	\$ -	\$ 700		
Staff Chairs		1	\$ 180	\$ 180	\$ -	\$ 180			
Tables Alpha		3	\$ 590	\$ 1,770	\$ -	\$ 1,770			
Tables Beta		6	\$ 500	\$ 3,000	\$ -	\$ 3,000			
Reference Total					\$ 7,330	\$ -	\$ 7,330		
Central Total					\$ 18,399	\$ -	\$ 18,399		
Crozet	Crozet	Custom Supply Room Organizer	1	\$ 1,500	\$ 1,500	\$ -	\$ 1,500		
		Mobile double-sided shelving unit	2	\$ 1,803	\$ 3,607	\$ -	\$ 3,607		
		Wide Span Storage Racks	1	\$ 205	\$ 205	\$ 63	\$ 268		
		Wooden Shelving Unit	1	\$ 860	\$ 860	\$ -	\$ 860		
Crozet Total			5	\$ 4,368	\$ 6,172	\$ 63	\$ 6,235		
Crozet Total					\$ 6,172	\$ 63	\$ 6,235		
Gordon Avenue	Gordon Avenue	Adjustable Height Folding Tables	4	\$ 272	\$ 1,088	\$ -	\$ 1,088		
		Animal Cushions	3	\$ 85	\$ 255	\$ -	\$ 255		
		Ergonomic Task Chair	1	\$ 447	\$ 447	\$ -	\$ 447		
		Information Desk	1	\$ 6,629	\$ 6,629	\$ -	\$ 6,629		
		Public Computer Table	1	\$ 6,345	\$ 6,345	\$ -	\$ 6,345		
		Sensory Bins (4)	1	\$ 69	\$ 69	\$ -	\$ 69		
		Washable Sensory Spirals	1	\$ 33	\$ 33	\$ -	\$ 33		
Gordon Avenue Total					\$ 14,866	\$ -	\$ 14,866		
Gordon Avenue Total					\$ 14,866	\$ -	\$ 14,866		
Greene	Greene	Chair Re-upholstery	1	\$ 400	\$ 400	\$ -	\$ 400		
		Discovery Mini Interactive Table	1	\$ 2,800	\$ 2,800	\$ -	\$ 2,800		
		Garden Bed renovation	1	\$ 15,000	\$ 15,000	\$ -	\$ 15,000		
		Staff Task Chairs	5	\$ 200	\$ 1,000	\$ -	\$ 1,000		
Greene Total					\$ 19,200	\$ -	\$ 19,200		
Greene Total					\$ 19,200	\$ -	\$ 19,200		
Louisa	Louisa	Answering Machine			\$ -	\$ -	\$ -		
		Coat Rack	1	\$ 92	\$ 92	\$ -	\$ 92		
		Extended Height Stools	2	\$ 273	\$ 546	\$ -	\$ 546		
		Flex Back Mesh Chairs	4	\$ 169	\$ 676	\$ -	\$ 676		
		Stand Up Desk Convertor	1	\$ 180	\$ 180	\$ -	\$ 180		
Louisa Total					\$ 1,494	\$ -	\$ 1,494		
Louisa Total					\$ 1,494	\$ -	\$ 1,494		
Monticello Avenue	Monticello Avenue	All-In-One Computer for PRT (Touchscreen)	1	\$ 1,300	\$ 1,300	\$ -	\$ 1,300		

JMRL FY2021 Equipment Fund Requests

Department	Branch	Department2	Item Name	Units	Unit Cost	Item Cost	Shipping	Total Cost	
Branches	Monticello Avenue	Monticello Avenue	All-In-One Computers	3	\$ 1,200	\$ 3,600	\$ -	\$ 3,600	
			Hardware Discretionary Fund	1	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	
			Headphones	15	\$ 20	\$ 300	\$ -	\$ 300	
			Shipping & Handling	0	\$ -	\$ -	\$ 1,000	\$ 1,000	
			Software Discretionary Fund	1	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	
			Standby UPS System for PRT	1	\$ 65	\$ 65	\$ -	\$ 65	
			UPS Battery Replacement	1	\$ 400	\$ 400	\$ -	\$ 400	
			Virtualmin License Renewal	1	\$ 120	\$ 120	\$ -	\$ 120	
			Wildcard SSL	1	\$ 350	\$ 350	\$ -	\$ 350	
			Monticello Avenue Total			\$ 8,135	\$ 1,000	\$ 9,135	
			Monticello Avenue Total			\$ 8,135	\$ 1,000	\$ 9,135	
		Nelson	Nelson	Mobile Display Unit	1	\$ 1,049	\$ 1,049	\$ -	\$ 1,049
			Nelson Total			\$ 1,049	\$ -	\$ 1,049	
			Nelson Total			\$ 1,049	\$ -	\$ 1,049	
		Northside	Northside	3-Tiered Literature Rack Tabletop	1	\$ 201	\$ 201	\$ 14	\$ 215
	Browsing Basket Set			1	\$ 211	\$ 211	\$ 49	\$ 260	
	Digital Clocks			7	\$ 40	\$ 280	\$ -	\$ 280	
	Mobile Stage			1	\$ 1,786	\$ 1,786	\$ 266	\$ 2,052	
	Multimedia Display Shelf			1	\$ 2,760	\$ 2,760	\$ 159	\$ 2,919	
	Paper Shredder			1	\$ 260	\$ 260	\$ -	\$ 260	
	Rotary Paper Trimmer			1	\$ 200	\$ 200	\$ 11	\$ 211	
	Sensory Wall Activity Panel			1	\$ 260	\$ 260	\$ -	\$ 260	
	Steel Shelving			1	\$ 770	\$ 770	\$ 168	\$ 938	
			Northside Total			\$ 6,727	\$ 667	\$ 7,394	
			Northside Total			\$ 6,727	\$ 667	\$ 7,394	
		Scottsville	Scottsville	Display Cart	1	\$ 405	\$ 405	\$ -	\$ 405
	Flip top meeting room tables			6	\$ 170	\$ 1,020	\$ 244	\$ 1,264	
Hutch for Office Desk	1			\$ 126	\$ 126	\$ -	\$ 126		
Mini Carts	3			\$ 285	\$ 855	\$ -	\$ 855		
Mity Lite brand mesh folding chairs	30			\$ 60	\$ 1,800	\$ -	\$ 1,800		
Office Desk	1			\$ 217	\$ 217	\$ -	\$ 217		
Small Black Desk	2			\$ 64	\$ 128	\$ -	\$ 128		
Small Gray Desk	2			\$ 398	\$ 796	\$ -	\$ 796		
		Scottsville Total			\$ 5,347	\$ 244	\$ 5,591		
		Scottsville Total			\$ 5,347	\$ 244	\$ 5,591		
	Administration	Administration	Service Contracts	1	\$ 31,000	\$ 31,000	\$ -	\$ 31,000	
Collection Fees			1	\$ 8,000	\$ 8,000	\$ -	\$ 8,000		
Credit Card Fees			1	\$ 4,000	\$ 4,000	\$ -	\$ 4,000		
Other Contractual Services			1	\$ 10,000	\$ 10,000	\$ -	\$ 10,000		
Other Miscellaneous			1	\$ 7,000	\$ 7,000	\$ -	\$ 7,000		
		Administration Total			\$ 60,000	\$ -	\$ 60,000		
		Administration Total			\$ 60,000	\$ -	\$ 60,000		
		Branches Total			\$ 141,589	\$ 1,974	\$ 143,563		

JMRL FY2021 Equipment Fund Requests

Department	Branch	Department2	Item Name	Units	Unit Cost	Item Cost	Shipping	Total Cost		
Tech Services	IT	Crozet	Maker equipment cases	1	\$ 500	\$ 500		\$ 500		
		Crozet Total				\$ 500		\$ 500		
		Gordon Ave	Downstairs Phone	1	\$ 1,000	\$ 1,000		\$ 1,000		
		Gordon Ave Total				\$ 1,000		\$ 1,000		
		IT	Antivirus maintenance	1	\$ 4,200	\$ 4,200		\$ 4,200		
			Backup landline phones (IT)	1	\$ 150	\$ 150		\$ 150		
			Backup SSD Drives (IT)	1	\$ 1,000	\$ 1,000		\$ 1,000		
			Chromebook perpetual licenses	1	\$ 7,500	\$ 7,500		\$ 7,500		
			Deep Freeze maintenance	1	\$ 1,500	\$ 1,500		\$ 1,500		
			Envisionware Maintenance	1	\$ 7,491	\$ 7,491		\$ 7,491		
			Estimated hardware shipping			\$ -	\$ 14,850	\$ 14,850		
			Fortres	1	\$ 431	\$ 431		\$ 431		
			Gsuite	1	\$ 5,240	\$ 5,240		\$ 5,240		
			Hardware Discretionary Fund	1	\$ 5,000	\$ 5,000		\$ 5,000		
			Hosting Maintenance	1	\$ 1,588	\$ 1,588		\$ 1,588		
			Hosting service (\$200 monthly) and migration (\$	1	\$ 4,400	\$ 4,400		\$ 4,400		
			HR / Leave Software	1	\$ 5,000	\$ 5,000		\$ 5,000		
			IT Cell Phone	1	\$ 800	\$ 800		\$ 800		
			IT Consulting	60	\$ 150	\$ 9,000		\$ 9,000		
			Kajeet	1	\$ 5,000	\$ 5,000		\$ 5,000		
			Laptop for Assistant Director	1	\$ 1,000	\$ 1,000		\$ 1,000		
			MEDC	1	\$ 5,500	\$ 5,500		\$ 5,500		
			Ongoing Authority Control	1	\$ 1,000	\$ 1,000		\$ 1,000		
			Online program registration system	1	\$ 2,700	\$ 2,700		\$ 2,700		
			Pilot project for implementation of PCI compliant	1	\$ 8,000	\$ 8,000		\$ 8,000		
			Public printers	3	\$ 700	\$ 2,100		\$ 2,100		
			RDA toolkit	1	\$ 528	\$ 528		\$ 528		
			Replacement desktop PC's	60	\$ 900	\$ 54,000		\$ 54,000		
			Replacement laptops	5	\$ 1,250	\$ 6,250		\$ 6,250		
			Sierra maintenance	1	\$ -	\$ -		\$ -		
			Smartnet Maintenance	1	\$ 5,500	\$ 5,500		\$ 5,500		
			Software Discretionary Fund	1	\$ 5,000	\$ 5,000		\$ 5,000		
			SSL certificates	1	\$ 900	\$ 900		\$ 900		
			Staff printers	3	\$ 300	\$ 900		\$ 900		
			System-wide implementation of PCI compliant h	1	\$ 8,000	\$ 8,000		\$ 8,000		
			Web filter Maintenance	1	\$ 2,550	\$ 2,550		\$ 2,550		
			Website support	1	\$ 5,000	\$ 5,000		\$ 5,000		
			Wireless printing	1	\$ 5,800	\$ 5,800		\$ 5,800		
		IT Total						\$ 173,028	\$ 14,850	\$ 187,878
		Louisa	New/updated phone system for staff offices and	1	\$ 20,000	\$ 20,000		\$ 20,000		
		Louisa Total				\$ 20,000		\$ 20,000		
		Nelson	Genealogy Hardware (Laptop, Scanner)	1	\$ 1,200	\$ 1,200		\$ 1,200		
			New Coin Box	1	\$ 2,000	\$ 2,000		\$ 2,000		
		Nelson Total				\$ 3,200		\$ 3,200		
		Northside	Adult Services Workroom printer	1	\$ 300	\$ 300		\$ 300		
			Expand security camera system	1	\$ 1,000	\$ 1,000		\$ 1,000		
			iPad (Children's) + stand + shroud	1	\$ 1,000	\$ 1,000		\$ 1,000		
	Public use scanner	1	\$ 100	\$ 100		\$ 100				
	Silhouette cameo 4	1	\$ 400	\$ 400		\$ 400				
	Wireless microphone	1	\$ 100	\$ 100		\$ 100				
Northside Total				\$ 2,900		\$ 2,900				
Reference	Archival + Photo editing Software (Ref) + Server f	1	\$ 2,000	\$ 2,000		\$ 2,000				
	Laptop + monitors (Hist Librarian)	1	\$ 1,500	\$ 1,500		\$ 1,500				
	New Phone (Hist Librarian)	1	\$ 1,000	\$ 1,000		\$ 1,000				
Reference Total				\$ 4,500		\$ 4,500				
Scottsville	Bluetooth Speaker, Charging pedestal, other sma	1	\$ 200	\$ 200		\$ 200				
	Laptops (8) + Office 365	8	\$ 625	\$ 5,000		\$ 5,000				
	New A/V system, screen and projector	1	\$ 10,000	\$ 10,000		\$ 10,000				
	New/updated phone system	1	\$ 5,000	\$ 5,000		\$ 5,000				

JMRL FY2021 Equipment Fund Requests

Department	Branch	Department2	Item Name	Units	Unit Cost	Item Cost	Shipping	Total Cost
Tech Services	IT	Scottsville Total				\$ 20,200		\$ 20,200
	IT Total					\$ 225,328	\$ 14,850	\$ 240,178
Tech Services Total						\$ 225,328	\$ 14,850	\$ 240,178



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).

