



**LIBRARY BOARD'S AGENDA – NOVEMBER 28, 2022**

Monday – 3:00 pm

**CENTRAL LIBRARY (201 East Market Street Charlottesville, VA 22902) and**

**PRESENTED VIRTUALLY or via  
TELEPHONE at 888 788 0099 (Toll Free)  
(Webinar ID: 826 7151 4556)**

- 3:00 p.m. Call to Order, Remote Participation Confirmation, & Disposition of the Minutes of the Previous Meeting**
- 3:05 Announcements & Public Comments**
- 3:35 Trustee Continuing Education**
1. Starting and Scaling Passive Programming for Adults (Abby Davis, Central Reference Librarian)
- 3:50 Committee Appointments and Reports**
1. Library Name Working Group Report
  2. Regional Agreement Review Committee Report
  3. Budget Committee Report
- 4:15 New Business**
1. Vote on Proposed FY24 Budget
  2. Adoption of City of Charlottesville's Shared Leave Category
- 4:35 Old Business**
1. Central Library Capital Improvement Program Discussion
- 4:45 Library Director's Report**
- 4:50 Other Matters**
- 4:55 Future Agenda Items**
- 5:00 Proposed Adjournment Followed by an Optional Tour of the Central Library**



# Jefferson-Madison Regional Library

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

## DRAFT

### MINUTES OF THE OCTOBER 24, 2022 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

President Tony Townsend (Albemarle) (virtual)  
Meredith Cole (Charlottesville)  
Wendy Wheaton Craig (Louisa)

Vice President Aleta Childs (Nelson)  
Lisa Woolfork (Charlottesville)  
Michael Powers (Albemarle)

#### TRUSTEES ABSENT

Thomas Unsworth (Albemarle)  
Kathy Johnson Harris (Charlottesville)

Martha Ledford (Greene)

#### OTHERS PRESENT

David Plunkett, Library Director  
AJ Mosley, Business Manager

Krista Farrell, Assistant Library Director  
Sierra Hammons, Collection Specialist  
Meredith Dickens, Collections Manager

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#### CALL TO ORDER, REMOTE PARTICIPATION CONFIRMATION, & 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, October 24, 2022 at 3:00 PM, at the Northside Library (705 West Rio Rd, Charlottesville, VA 22901), and live streamed using videoconferencing software. (A recording of the meeting is available at: <https://www.youtube.com/watch?v=WJNixW1Me5U&t=2799s>.) Trustee Powers moved that President Tony Townsend's request to attend today's meeting of the JMRL Board remotely due to a temporary or permanent disability or other medical condition that prevents their physical attendance be approved. Motion passed unanimously. Trustee Woolfork moved to accept the minutes for the September 26, 2022 Board Meeting. The motion passed unanimously.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Craig announced that the Friends of the Library fall book sale raised \$137,337. One public comment was made regarding the request to change the name of the Regional Library System.

#### TRUSTEE CONTINUING EDUCATION

Meredith Dickens, JMRL's Collections Manager, presented to the Board JMRL's Request for Reconsideration Procedure.

#### COMMITTEE APPOINTMENTS AND REPORTS

##### *1. Library Name Working Group Report*

Director Plunkett reported that the survey of JMRL staff on JMRL's value and name feedback has closed; the Library Name Working Group will meet and assess responses. Director Plunkett announced that on October 25th, the Working Group will meet with a trio of local experts (Frank Dukes, Karen Waters, and Phyllis Leffler) to ask questions designed to help understand the process the three represented organizations have used for self reflection, with the understanding that JMRL's Board does not have the ability to change the name of the Library.

##### *2. Policy Committee Report*

The Policy Committee met prior to the Board meeting and discussed Policy 1.261 (Public Comment at Library Board Meetings), Policy 2.1 (Public Employees' Code of Ethics), and Policy 2.11 (Library Employees' Code of Ethics). Trustee Powers stated there were no new finished products to present to the Board today.

##### *3. Report on JMRL's Annual Pre-Budget Meeting with Jurisdictions*

Director Plunkett announced that he met with representatives from Albemarle, Louisa, and Charlottesville where he shared JMRL's Board Budget Priorities for FY24, including the Outreach options that will be discussed with Louisa County and Nelson County, Year 2 of JMRL's minimum wage adjustments, and funding for a cost of living increase. Director Plunkett stated that the jurisdictions in attendance expressed considerable concern about the threat of a coming recession.

#### *4. Personnel Committee Report*

The Personnel Committee met October 13th and discussed the fourteen requests for new or expanded FY24 personnel costs, across JMRL's branches and departments. The Personnel Committee prioritized the requests and submitted ten for the Budget Committee to discuss for possible inclusion in the JMRL's FY24 Budget, with the top two being rated as "must have requests."

### **NEW BUSINESS**

#### *1. Discussion of FY24 Operational Budget Requests*

Director Plunkett presented JMRL's Prioritized FY24 Personnel Requests, which were recommended by the Personnel Committee to the Board to pass to the Budget Committee for consideration in JMRL's FY24 Budget. The Budget Committee will meet in November to look at all operational costs and determine which Personnel Requests will be included in the proposed budget. Trustee Childs moved to move the FY24 Personnel Requests forward to the Budget Committee. Motion passed unanimously.

#### *2. Upcoming Regional Agreement Review Committee Meeting*

Director Plunkett reminded the Board that there is a five-year review process for the Regional Agreement, which was last held in 2017. A Regional Agreement Review Committee Meeting will be held November 3, 2022. Director Plunkett stated that JMRL would like jurisdictions to discuss reconsidering JMRL's Out of Area fee, cleaning up the language around the equipment fund, and a potential increase to JMRL's carryover cap on operational funds.

### **OLD BUSINESS**

#### *1. Potential Vote on Amended Policy 1.21 (Bylaws)*

Policy 1.21 (Bylaws) was presented to the Board for a first reading last month. Trustee Craig moved to accept the new wording in Section 6 of Policy 1.21 (Bylaws). Motion passed unanimously.

### **LIBRARY DIRECTOR'S REPORT**

Director Plunkett reported there will be a new monthly state newsletter for trustees from the Library Development Division. New Personnel Policies from the City of Charlottesville were finalized, which includes the addition of a Sick Leave Bank. Director Plunkett expressed interest in proposing a JMRL Sick Leave Bank to the Board next month. Director Plunkett thanked all Friends of the Library members and volunteers for a successful fall book sale. Director Plunkett also thanked Trustee Powers and Trustee Childs, as well as JMRL Tech Services staff members Kayla Payne and Maddie Smith, for attending the Virginia Library Association Awards Banquet, at which JMRL accepted the Library of the Year Award. Congratulations to JMRL's Reference Librarian Abby Davis for successfully presenting a VLA session entitled "Starting and Scaling Passive Programming for Adults." Trustee Cole, Trustee Powers, President Townsend, Director Plunkett, and Louisa Branch Manager Ophelia Payne toured the construction site at the Alderman Library at UVA which is currently undergoing renovations. Director Plunkett thanked University Librarian John Unsworth for the invitation to this tour.

### **OTHER MATTERS**

NA

### **FUTURE AGENDA ITEMS**

Possible future agenda items include reports from the Library Name Working Group and the Budget Committee, a potential vote on the FY24 Proposed Budget, a discussion on JMRL's potential Sick Leave Bank, and an update from the Regional Agreement Review meeting. The next Board Meeting will be November 28, 2022 at the Central Library.

### **ADJOURNMENT**

The meeting adjourned at 4:18pm.

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# JMRL PROPOSED BUDGET

# FY 2024



## Proposed Library Budget for Fiscal Year 2023 – 2024

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

FY22 was a banner year for library service in Charlottesville, Albemarle, Greene, Louisa, and Nelson. Library materials checked out at a pre-pandemic rate, with over 1.6 million items circulating.

In 2022, JMRL was named the Virginia Library Association’s Library of the Year. This award is a testament to the people of this region and their support of literacy and reading, as well as to the staff of JMRL who continue to work above and beyond to provide exemplary library services. This award is also a testament to fifty successful years of cooperation between Charlottesville, Albemarle, Greene, Louisa, and Nelson. This high level of regional cooperation allows all people in the area to participate and share in award-winning library service.

JMRL added several convenient and efficient service models in 2022. Six of the eight JMRL branches added 24 hour holds lockers to the exterior of their buildings, so that patrons can pick up their pre-requested items at a safe and convenient time (even after their library is closed). A remote book return bin was added in the town of Louisa. The Louisa County Library also added JMRL’s first “privacy pod,” a modular sound-proofed conference room designed for individuals to conduct virtual meetings, telehealth appointments, or job interviews. JMRL worked hard in 2022 to meet the people of the region where they are, while maintaining a high level of service in traditional library settings.

This proposed budget for FY24 carries on the theme of meeting people where they are. JMRL’s proposed FY24 budget offers new Bookmobile and Outreach services to Louisa and Nelson Counties. With this Outreach service in Nelson, JMRL plans to rely on the fundraising of the Grow Nelson Library Committee to bring JMRL’s first 24 hour automated library kiosk to the county. This proposal also includes support for a drive-up window at the Gordon Avenue Library.

A major goal of the Library Board in this proposed budget is to ensure JMRL’s ability to recruit and retain a qualified workforce to serve the public. The proposed budget continues JMRL’s efforts to offer minimum wages that are competitive with other regional employers, but supplements this cost from the Library’s fund balance so as not to overburden governmental partners facing a variety of needs.

This proposed library budget for FY2024 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](http://www.jmrl.org/pdf/ab-5YearPlan.pdf)). The library budget is being discussed monthly during open public meetings held simultaneously virtually and physically on the first Monday of each month at 3:00 PM. The Library Board plans to adopt the final library budget in June of 2023. Questions or comments about the library’s budget or Five Year Plan may be sent to David Plunkett, Library Director, at [director@jmrl.org](mailto:director@jmrl.org).

### Library Board of Trustees

Tony Townsend, President (Albemarle)  
Meredith Cole (Charlottesville)  
Kathy Johnson Harris (Charlottesville)  
Michael Powers (Albemarle)  
Lisa Woolfork (Charlottesville)

Aleta Childs, Vice President (Nelson)  
Wendy Wheaton Craig (Louisa)  
Martha Ledford (Greene)  
Thomas Unsworth (Albemarle)



**JMRL Proposed FY2024  
Budget - Allocation by Jurisdiction**

							<b>100%</b>	
<b>REGIONAL COST ALLOCATION</b>								
<b>Administration</b>		\$ 698,692	\$ 277,617	\$ 74,054	\$ 60,453	\$ 51,733	\$ 1,162,549	
<b>Technical Services</b>		\$ 510,664	\$ 202,906	\$ 54,125	\$ 44,184	\$ 37,811	\$ 849,690	
<b>Reference Services</b>		\$ 32,342	\$ 12,851	\$ 3,428	\$ 2,798	\$ 2,395	\$ 53,813	
<b>Sub-Total</b>		<b>\$ 1,241,698</b>	<b>\$ 493,373</b>	<b>\$ 131,608</b>	<b>\$ 107,435</b>	<b>\$ 91,939</b>	<b>\$ 2,066,053</b>	
<b>COUNTY/LOCAL ALLOCATION</b>								
	<b>Albemarle</b>	<b>Charlottesville</b>						
<b>Central *</b>	<b>56.79%</b>	<b>43.21%</b>	\$ 1,003,876	\$ 763,821			\$ 1,767,697	
	* Includes 90% of Reference costs							
<b>Gordon</b>	<b>49.13%</b>	<b>50.87%</b>	\$ 260,954	\$ 270,194			\$ 531,149	
<b>Northside</b>	<b>78.69%</b>	<b>21.31%</b>	\$ 1,728,740	\$ 468,159			\$ 2,196,899	
<b>Scottsville</b>			\$ 237,024				\$ 237,024	
<b>Crozet</b>			\$ 567,278				\$ 567,278	
<b>Louisa</b>					\$ 298,828		\$ 298,828	
<b>Nelson</b>					\$ 263,375		\$ 263,375	
<b>Greene</b>				\$ 271,830			\$ 271,830	
<b>Bookmobile</b>	<b>80.00%</b>	<b>20.00%</b>	\$ 113,625	\$ 28,406	\$ 7,282	\$ 7,282	\$ 156,594	
<b>McIntire / C-A Hist Collection</b>	<b>50.00%</b>	<b>50.00%</b>	\$ 35,051	\$ 35,051			\$ 70,102	
<b>Monticello Ave</b>	<b>50.00%</b>	<b>50.00%</b>	\$ 96,473	\$ 96,473			\$ 192,946	
<b>FY 2024 PROPOSED</b>			<b>\$ 5,284,720</b>	<b>\$ 2,155,478</b>	<b>\$ 403,438</b>	<b>\$ 413,545</b>	<b>\$ 362,596</b>	<b>\$ 8,619,777</b>
Less Minimum Wage Adjustment Credit			\$ (57,672)	\$ (20,821)	\$ (5,431)	\$ (6,308)	\$ (3,026)	\$ (93,258)
<b>FY 2024 PROPOSED (net)</b>			<b>\$ 5,227,048</b>	<b>\$ 2,134,657</b>	<b>\$ 398,007</b>	<b>\$ 407,237</b>	<b>\$ 359,570</b>	<b>\$ 8,526,519</b>
<b>FY 2023 ALLOCATION (net)</b>			<b>\$ 4,966,782</b>	<b>\$ 2,075,318</b>	<b>\$ 401,002</b>	<b>\$ 391,956</b>	<b>\$ 345,986</b>	<b>\$ 8,181,044</b>
<b>Dollar change - FY2023 to FY2024</b>			<b>\$ 260,266</b>	<b>\$ 59,339</b>	<b>\$ (2,995)</b>	<b>\$ 15,281</b>	<b>\$ 13,584</b>	<b>\$ 345,475</b>
<b>Percent change - FY2023 to FY2024</b>			<b>5.2%</b>	<b>2.9%</b>	<b>-0.7%</b>	<b>3.9%</b>	<b>3.9%</b>	<b>4.2%</b>

**JMRL Proposed FY2024 Budget**

Salaries & Benefits	Salaries	\$ 4,364,187	\$ 4,545,472	\$ 4,649,899
	Social Security	\$ 317,931	\$ 347,730	\$ 355,717
	Retirement	\$ 786,226	\$ 779,059	\$ 805,218
	Life Insurance	\$ 27,274	\$ 46,170	\$ 32,791
	Health Insurance	\$ 775,989	\$ 938,508	\$ 1,002,728
Operating Expenses	Office Supplies	\$ 60,567	\$ 53,000	\$ 53,000
	Postage	\$ 4,110	\$ 6,500	\$ 7,500
	Books	\$ 761,452	\$ 735,035	\$ 849,446
	Cleaning Supplies	\$ 1,211	\$ 10,750	\$ 3,750
	Medical Supplies	\$ 6,956	\$ 5,200	\$ 4,233
	Maintenance Supplies	\$ 483	\$ 1,250	\$ 1,000
	Small Hand Tools	\$ 141	\$ 100	\$ 100
	Food Supplies	\$ 493		
	Awards & Trophies	\$ 9,346	\$ 7,000	\$ 9,000
	Exhibit Supplies		\$ 500	
	Fuel			
	Oil & Grease			
	Library Supplies	\$ 26,617	\$ 25,000	\$ 25,000
	Machinery & Equipment	\$ 53,364		
	Computer Software (non-capital)	\$ 30,436		
	Regional Agreement Fee/Audit & Legal	\$ 129,675	\$ 127,000	\$ 5,000
	Dues & Subscriptions	\$ 5,887	\$ 3,500	\$ 4,212
	Telephone Internal Charges	\$ 51,213	\$ 48,900	\$ 48,242
	Utilities	\$ 73,455	\$ 80,500	\$ 80,500
	Printing/Duplicating	\$ 3,989	\$ 15,000	\$ 7,500
	Service Contracts	\$ 134,476	\$ 131,910	\$ 136,476
	Travel			
	Local Travel	\$ 5,667	\$ 8,285	\$ 8,175
	Meals	\$ 667	\$ 1,600	\$ 1,540
	Advertising	\$ 13,282	\$ 9,000	\$ 9,000
	Insurance (excl Workers Comp)	\$ 24,901	\$ 24,850	\$ 24,614
	Worker's Comp Insurance		\$ 8,000	\$ 8,000
	Rent	\$ 773,056	\$ 810,523	\$ 914,660
	Equipment Rental	\$ 2,448	\$ 2,200	\$ 1,995
	Repairs and Maintenance	\$ 34,995	\$ 21,683	\$ 36,501
	Education & Training	\$ 19,574	\$ 26,200	\$ 26,200
	Internet Access Fee	\$ 348		
	Telephone Line Charges	\$ 50,498	\$ 56,000	\$ 56,000
	Software Licenses & Maintenance	\$ 61,793	\$ 62,000	\$ 62,000
	Vehicle Repair & Maintenance	\$ 22,347	\$ 11,500	\$ 20,688
Vehicle Fuel	\$ 19,189	\$ 17,000	\$ 18,188	
IT User/Support Fee	\$ 41,500	\$ 41,500	\$ 41,500	
Solid Waste Disp	\$ 2,740			
Freight	\$ 25			
HVAC Charges	\$ 19,600	\$ 19,600	\$ 19,600	
Temp Labor	\$ 7,193			
Credit Card Fees	\$ 719			
Contracted Services	\$ 13,618			
Building & Vehicle Maint - City Personnel		\$ 10,250	\$ 10,250	
One-time Bldg Maint Svcs & Misc Empl Reimb	\$ 15,508	\$ 36,250	\$ 32,000	
Regional Agreement Fee			\$ 122,000	

**JEFFERSON-MADISON REGIONAL LIBRARY**

**PROJECTED OPERATING REVENUES  
FISCAL YEAR 2024**

Albemarle County	\$ 5,284,720
Charlottesville	\$ 2,155,478
Greene County	\$ 403,438
Louisa County	\$ 413,545
Nelson County	\$ 362,596
<b>Local:</b>	<b>\$ 8,619,777</b>
<b>State:</b>	<b>\$ 874,446</b>
<b>Total:</b>	<b>\$ 9,494,223</b>
Less Minimum Wage Adjustment Credit	\$ (93,258)
<b>Grand Total:</b>	



<b>Bookmobile I</b>	Salaries & Benefits	510010	Salaries	\$ 77,610	\$ 95,064	\$ 106,354	12%	
		511010	Social Security	\$ 5,315	\$ 7,272	\$ 8,136	12%	
		511020	Retirement	\$ 6,232	\$ 7,606	\$ 8,508	12%	
		511030	Life Insurance	\$ 513	\$ 970	\$ 775	-20%	
		511040	Health Insurance	\$ 11,675	\$ 18,912	\$ 19,856	0%	
	Operating Expense	530020	Dues & Subscriptions					
		530030	Telephone Internal Charges	\$ 1,032		\$ 1,090		
		530101	Local Travel		\$ 85			-100%
		530271	Vehicle Repair & Maintenance		\$ 3,500	\$ 4,688		34%
		530272	Vehicle Fuel	\$ 26	\$ 3,000	\$ 4,188		40%
		530551	Building & Vehicle Maint - City Personnel		\$ 3,000	\$ 3,000		0%

<b>C-A Hist Collection</b>	Salaries & Benefits	510010	Salaries	\$ 53,764	\$ 50,690	\$ 51,709	2%
		511010	Social Security	\$ 3,804	\$ 3,878	\$ 3,956	2%
		511020	Retirement	\$ 3,992	\$ 4,055	\$ 4,137	2%
		511030	Life Insurance	\$ 361	\$ 510	\$ 373	-27%
		511040	Health Insurance	\$ 9,107	\$ 9,456	\$ 9,928	0%

Central Library	Salaries & Benefits	510010	Salaries	\$ 1,096,889	\$ 1,031,525	\$ 1,018,242	-1%
		511010	Social Security	\$ 80,230	\$ 78,912	\$ 77,896	-1%
		511020	Retirement	\$ 242,760	\$ 224,539	\$ 237,801	6%
		511030	Life Insurance	\$ 6,819	\$ 10,430	\$ 6,930	-34%
		511040	Health Insurance	\$ 195,635	\$ 210,396	\$ 212,956	-4%
	Operating Expense	520050	Cleaning Supplies		\$ 250	\$ 250	0%
		520080	Medical Supplies	\$ 1,710			
		520200	Maintenance Supplies		\$ 800	\$ 800	0%
		520300	Small Hand Tools		\$ 100	\$ 100	0%
		520500	Food Supplies	\$ 493			
		520900	Machinery & Equipment	\$ 1,945			
		530020	Dues & Subscriptions				
		530030	Telephone Internal Charges	\$ 6,980	\$ 9,000	\$ 6,398	-29%
		530040	Utilities	\$ 58,659	\$ 65,500	\$ 65,500	0%
		530060	Service Contracts	\$ 86,369	\$ 90,000	\$ 90,000	0%
		530101	Local Travel	\$ 19	\$ 1,800	\$ 1,800	0%
		530120	Advertising	\$ 448			
		530180	Equipment Rental	\$ 288			
		530200	Repairs and Maintenance	\$ 17,582	\$ 12,000	\$ 20,525	71%
		530272	Vehicle Fuel	\$ 1,184			
		530330	Solid Waste Disp	\$ 1,444			
		530350	Freight	\$ 25			
		530410	HVAC Charges	\$ 10,500	\$ 10,500	\$ 10,500	0%
		530550	Contracted Services	\$ 7,218			
		530551	Building & Vehicle Maint - City Personnel		\$ 1,000	\$ 1,000	0%
		530670	One-time Bldg Maint Svcs & Misc Empl Reimb	\$ 4,956	\$ 17,000	\$ 17,000	0%

<b>Crozet</b>	Salaries & Benefits	510010	Salaries	\$ 362,562	\$ 369,004	\$ 378,261	3%
		511010	Social Security	\$ 24,959	\$ 28,229	\$ 28,937	3%
		511020	Retirement	\$ 45,224	\$ 48,397	\$ 51,601	7%
		511030	Life Insurance	\$ 2,339	\$ 3,753	\$ 2,759	-26%
		511040	Health Insurance	\$ 75,825	\$ 89,832	\$ 94,316	0%
	Operating Expense	530030	Telephone Internal Charges	\$ 8,446	\$ 7,100	\$ 7,640	8%
		530101	Local Travel		\$ 600	\$ 600	0%
		530130	Insurance (excl Workers Comp)	\$ 1,686	\$ 2,400	\$ 2,164	-10%
		530200	Repairs and Maintenance	\$ 920	\$ 1,000	\$ 1,000	0%

<b>Gordon Avenue</b>	Salaries & Benefits	510010	Salaries	\$ 252,858	\$ 261,470	\$ 291,941	12%	
		511010	Social Security	\$ 17,569	\$ 20,003	\$ 22,334	12%	
		511020	Retirement	\$ 59,368	\$ 61,924	\$ 69,644	12%	
		511030	Life Insurance	\$ 1,635	\$ 2,715	\$ 2,063	-24%	
		511040	Health Insurance	\$ 51,555	\$ 56,736	\$ 64,532	8%	
	Operating Expense	520080	Medical Supplies	\$ 604				
		520200	Maintenance Supplies		\$ -			
		520300	Small Hand Tools	\$ 141				
		530020	Dues & Subscriptions					
		530030	Telephone Internal Charges	\$ 5,969	\$ 4,800	\$ 5,366	12%	
		530040	Utilities	\$ 14,796	\$ 15,000	\$ 15,000	0%	
		530060	Service Contracts	\$ 44,488	\$ 39,200	\$ 42,680	9%	
		530101	Local Travel		\$ 150		-100%	
		530200	Repairs and Maintenance	\$ 10,713	\$ 5,000	\$ 8,239	65%	
		530330	Solid Waste Disp	\$ 1,295				
		530410	HVAC Charges	\$ 9,100	\$ 9,100	\$ 9,100	0%	
		530550	Contracted Services	\$ 7,400				
		530551	Building & Vehicle Maint - City Personnel		\$ 250	\$ 250	0%	
		530670	One-time Bldg Maint Svcs & Misc Empl Reimb		\$ 4,250	\$ -	-100%	

Greene County	Salaries & Benefits	510010	Salaries	\$ 180,983	\$ 192,470	\$ 195,066	1%	
		511010	Social Security	\$ 13,300	\$ 14,724	\$ 14,923	1%	
		511020	Retirement	\$ 29,295	\$ 15,398	\$ 14,813	-4%	
		511030	Life Insurance	\$ 889	\$ 1,960	\$ 1,335	-32%	
		511040	Health Insurance	\$ 31,939	\$ 40,188	\$ 42,194	0%	
	Operating Expense	520200	Maintenance Supplies		\$ 200	\$ 200	0%	
		530030	Telephone Internal Charges	\$ 5				
		530060	Service Contracts	\$ 1,190	\$ 1,000	\$ 1,200	20%	
		530101	Local Travel		\$ 600	\$ 600	0%	
		530200	Repairs and Maintenance	\$ 1,491	\$ 1,500	\$ 1,500	0%	

Library Admin Loca	Salaries & Benefits	510010	Salaries	\$ 335,642	\$ 407,961	\$ 461,444	13%
		511010	Social Security	\$ 24,863	\$ 31,209	\$ 35,300	13%
		511020	Retirement	\$ 88,515	\$ 93,865	\$ 108,508	16%
		511030	Life Insurance	\$ 2,177	\$ 4,130	\$ 3,314	-20%
		511040	Health Insurance	\$ 44,593	\$ 63,828	\$ 77,438	16%
Operating Expense	520010	Office Supplies	\$ 60,567	\$ 53,000	\$ 53,000	0%	
	520030	Postage	\$ 4,110	\$ 6,500	\$ 7,500	15%	
	520040	Books	\$ 207				
	520050	Cleaning Supplies	\$ 1,211	\$ 10,500	\$ 3,500	-67%	
	520080	Medical Supplies	\$ 3,266	\$ 5,200	\$ 4,233	-19%	
	520200	Maintenance Supplies	\$ 483				
	520690	Awards & Trophies	\$ 9,346	\$ 7,000	\$ 9,000	29%	
	520700	Exhibit Supplies		\$ 500		-100%	
	520720	Fuel					
	520730	Oil & Grease					
	520800	Library Supplies	\$ 3,866				
	520900	Machinery & Equipment	\$ 50,543				
	520901	Computer Software (non-capital)	\$ 29,030				
	530010	Regional Agreement Fee/Audit & Legal	\$ 129,675	\$ 127,000	\$ 5,000	-96%	
	530020	Dues & Subscriptions	\$ 5,887	\$ 3,500	\$ 4,212	20%	
	530030	Telephone Internal Charges	\$ 5,205	\$ 7,900	\$ 7,777	-2%	
	530050	Printing/Duplicating	\$ 3,989	\$ 15,000	\$ 7,500	-50%	
	530060	Service Contracts	\$ 331				
	530100	Travel					
	530101	Local Travel	\$ 5,649	\$ 1,400	\$ 3,500	150%	
	530105	Meals	\$ 667	\$ 1,600	\$ 1,540	-4%	
	530120	Advertising	\$ 12,386	\$ 9,000	\$ 9,000	0%	
	530130	Insurance (excl Workers Comp)	\$ 20,883	\$ 20,000	\$ 20,000	0%	
	530150	Worker's Comp Insurance		\$ 8,000	\$ 8,000	0%	
	530160	Rent	\$ 4,009	\$ 23,700	\$ 23,700	0%	
	530180	Equipment Rental	\$ 2,160	\$ 2,200	\$ 1,995	-9%	
	530200	Repairs and Maintenance	\$ 2,718		\$ 2,201		
	530210	Education & Training	\$ 19,574	\$ 26,200	\$ 26,200	0%	
	530230	Internet Access Fee	\$ 348				
	530240	Telephone Line Charges	\$ 50,498	\$ 56,000	\$ 56,000	0%	
	530260	Software Licenses & Maintenance	\$ 61,793	\$ 62,000	\$ 62,000	0%	
	530271	Vehicle Repair & Maintenance	\$ 22,347	\$ 8,000	\$ 16,000	100%	
	530272	Vehicle Fuel	\$ 17,980	\$ 14,000	\$ 14,000	0%	
	530320	IT User/Support Fee	\$ 41,500	\$ 41,500	\$ 41,500	0%	
	530450	Temp Labor	\$ 7,193				
	530540	Credit Card Fees	\$ 719				
	530550	Contracted Services	\$ (1,000)				
	530551	Building & Vehicle Maint - City Personnel		\$ 6,000	\$ 6,000	0%	
	530670	One-time Bldg Maint Svcs & Misc Empl Reimb	\$ 10,552	\$ 15,000	\$ 15,000	0%	
	540310	Regional Agreement Fee			\$ 122,000		

Library Admin State	Operating Expense	520800	Library Supplies	\$ 22,750	\$ 25,000	\$ 25,000	0%
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Louisa County	Salaries & Benefits	510010	Salaries	\$ 189,087	\$ 189,824	\$ 193,532	2%
		511010	Social Security	\$ 14,055	\$ 14,522	\$ 14,805	2%
		511020	Retirement	\$ 32,342	\$ 34,561	\$ 37,634	9%
		511030	Life Insurance	\$ 1,112	\$ 1,942	\$ 1,360	-30%
		511040	Health Insurance	\$ 34,174	\$ 42,552	\$ 44,676	0%
	Operating Expense	530030	Telephone Internal Charges	\$ 8,203	\$ 4,400	\$ 4,400	0%
		530060	Service Contracts	\$ 1,238	\$ 960	\$ 1,846	92%
		530101	Local Travel		\$ 1,800	\$ 325	-82%
		530120	Advertising	\$ 448			
		530200	Repairs and Maintenance		\$ 250	\$ 250	0%

<b>Monticello Ave</b>	Salaries & Benefits	510010	Salaries	\$ 139,504	\$ 158,252	\$ 140,208	-11%
		511010	Social Security	\$ 10,458	\$ 12,106	\$ 10,726	-11%
		511020	Retirement	\$ 41,955	\$ 43,064	\$ 11,217	-74%
		511030	Life Insurance	\$ 885	\$ 1,620	\$ 1,012	-38%
		511040	Health Insurance	\$ 22,974	\$ 28,368	\$ 29,784	0%

<b>Nelson County</b>	Salaries & Benefits	510010	Salaries	\$ 186,910	\$ 179,785	\$ 183,394	2%
		511010	Social Security	\$ 13,532	\$ 13,754	\$ 14,030	2%
		511020	Retirement	\$ 13,620	\$ 14,383	\$ 14,671	2%
		511030	Life Insurance	\$ 1,225	\$ 1,820	\$ 1,324	-27%
		511040	Health Insurance	\$ 40,397	\$ 42,552	\$ 44,676	0%
	Operating Expense	530030	Telephone Internal Charges	\$ 3,361	\$ 3,400	\$ 3,430	1%
		530060	Service Contracts	\$ 695	\$ 750	\$ 750	0%
		530101	Local Travel		\$ 950	\$ 600	-37%
		530200	Repairs and Maintenance	\$ 714	\$ 183	\$ 500	173%

Northside	Salaries & Benefits	510010	Salaries	\$ 778,174	\$ 862,086	\$ 867,482	1%	
		511010	Social Security	\$ 57,644	\$ 65,950	\$ 66,362	1%	
		511020	Retirement	\$ 134,573	\$ 141,118	\$ 151,295	7%	
		511030	Life Insurance	\$ 4,747	\$ 8,730	\$ 6,110	-30%	
		511040	Health Insurance	\$ 140,071	\$ 189,120	\$ 203,524	3%	
	Operating Expense	520080	Medical Supplies	\$ 904				
		520200	Maintenance Supplies		\$ 250			-100%
		530020	Dues & Subscriptions		\$ -			
		530030	Telephone Internal Charges	\$ 7,554	\$ 8,000	\$ 7,681		-4%
		530101	Local Travel		\$ 150			-100%
		530130	Insurance (excl Workers Comp)	\$ 2,137	\$ 2,200	\$ 2,200		0%
		530160	Rent	\$ 769,047	\$ 786,823	\$ 890,960		13%
		530200	Repairs and Maintenance	\$ 857	\$ 750	\$ 1,286		71%

<b>Scottsville</b>	Salaries & Benefits	510010	Salaries	\$ 135,657	\$ 146,200	\$ 165,536	13%	
		511010	Social Security	\$ 9,284	\$ 11,184	\$ 12,663	13%	
		511020	Retirement	\$ 10,712	\$ 10,976	\$ 12,523	14%	
		511030	Life Insurance	\$ 839	\$ 1,500	\$ 1,130	-25%	
		511040	Health Insurance	\$ 21,545	\$ 33,096	\$ 39,712	14%	
	Operating Expense	520080	Medical Supplies	\$ 474				
		520900	Machinery & Equipment	\$ 550				
		530030	Telephone Internal Charges	\$ 4,456	\$ 4,300	\$ 4,460	4%	
		530060	Service Contracts	\$ 165				
		530101	Local Travel		\$ 250	\$ 250	0%	
		530130	Insurance (excl Workers Comp)	\$ 195	\$ 250	\$ 250	0%	
		530200	Repairs and Maintenance	\$ -	\$ 500	\$ 500	0%	

Funds center name	PERS/NP	Account	Account Name	2022 Actuals	2023 Budget	2024 Proposed	% Change	
Tech Services-Local	Salaries & Benefits	510010	Salaries	\$ 574,548	\$ 601,141	\$ 596,731	-1%	
		511010	Social Security	\$ 42,918	\$ 45,987	\$ 45,650	-1%	
		511020	Retirement	\$ 77,638	\$ 79,173	\$ 82,868	5%	
		511030	Life Insurance	\$ 3,733	\$ 6,090	\$ 4,306	-29%	
		511040	Health Insurance	\$ 96,498	\$ 113,472	\$ 119,136	0%	
	Operating Expense	520040	Books	\$ (1,795)				
		520900	Machinery & Equipment	\$ 326				
		520901	Computer Software (non-capital)	\$ 1,406				
		530010	Regional Agreement Fee/Audit & Legal					
		530020	Dues & Subscriptions					
		530101	Local Travel		\$ 500	\$ 500	0%	
		530200	Repairs and Maintenance		\$ 500	\$ 500	0%	

<b>Tech Services-State</b>	Operating Expense	520040	Books	\$ 763,040	\$ 735,035	\$ 849,446	16%

## 8 9. Shared Leave

The City recognizes that there are extraordinary circumstances in which employees may have a need for paid leave usage but do not have enough accrued, paid leaves to utilize. Although not required by state law, the City of Charlottesville has adopted the following shared leave policy. While an employee is using shared leave, they will continue to receive the same treatment, with respect to salary and benefits, as the employee would otherwise receive if using vacation or sick leave provided their shared leave donations result in a sufficient number of hours to keep the employee in a fully paid status for any given period of leave.

### 8-9.1 Eligibility

All benefits eligible employees are eligible to participate in the shared leave program provided they meet the authorized reasons for shared leave, and they have first exhausted all their accrued, paid leaves.

Employees who are receiving City Worker's Compensation Benefits and/or Worker's Compensation Injury Leave (Section 7-11) are not eligible for shared leave.

### 8-9.2 Authorized reasons for shared leave

City employees may donate a portion of their vacation or sick leave to an eligible City employee for the following reasons allowed under City policy:

- The employee is suffering from a life-threatening condition or catastrophic illness or injury which prevents the employee from working and has caused or is likely to cause them to take leave without pay or terminate employment;
- The employee has an immediate family member who is suffering from, a life-threatening condition or catastrophic illness or injury which prevents the employee from working and has caused or is likely to cause them to take leave without pay or terminate employment;

For the purpose of eligibility for a family member's illness, this section applies when an employee has an immediate family member (as defined in Section 8-4, Personal Sick Leave) with a life-threatening condition or catastrophic illness and whose care the employee is responsible for managing such that it requires the employee's attendance;

- Pregnancy disability, which means a pregnancy related medical condition or miscarriage;
- Bonding leave, which means leave to bond and care for a newborn child after birth or to bond and care for a child after placement for adoption or foster care;
- Service in the uniformed military or civil services, which means the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time national guard duty including state-ordered active duty and a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty. Uniformed services means the armed forces, the army national guard, and the air national guard of any state, territory, commonwealth, possession, or district when engaged in active duty for training, inactive duty training, full-time national guard duty, or state active duty, the commissioned corps of the public health service, the coast guard and any other category of persons designated by the President of the United States in time of war or national emergency.



### **8-9.3 Eligibility to Donate Leave**

- To be eligible to donate leave, the employee must have at least eighty-four (84) hours of accrued leave before they are eligible to donate leave hours. In no event shall a leave transfer result in the donor employee reducing their vacation leave and/or (combined) sick leave balance to less than eighty (80) hours.
- Transfer of leave will be in increments of a minimum of four (4) hours of leave.
- All donations of leave are strictly voluntary.

### **8-9.4 Shared Leave Process**

- To request shared leave, employees must first submit a request to Human Resources for shared leave.
- Eligible employees will be required to provide appropriate medical documentation of the necessity for the shared leave request and the time in which the employee can reasonably be expected to be absent.
  - The Human Resources Director will review all requests for Shared Leave and may permit an employee to receive this type of leave if the employee meets the criteria described above and will go into a leave without pay status.
- If approved for shared leave, Human Resources will generate a shared leave form and will distribute it via email to the organization to inform employees that they may donate shared leave.
- Any employee donated leave will be processed on a Shared Leave Form in the order received and credited to the recipients at the base rate of pay from the date when their leave began.

### **8-9.5 Additional Conditions**

- Requests for Shared Leave are valid for ninety (90) days and are subject to renewal as determined by the Human Resources Director. Shared leave is available for an additional thirty (30) days following the last pay cycle in which donated hours were used.
- Inappropriate use or treatment of shared leave benefits will result in the cancellation of the use of shared leave. Employees receiving worker's compensation and/or disability benefits are not eligible to receive shared leave.
- Note: Shared leave may not be eligible for retirement service credit hours. For any questions on shared leave, please contact Human Resources.



November 4, 2022

Chair Donna Price and County Executive Jeff Richardson, Albemarle County  
401 McIntire Road  
Charlottesville, VA 22902

Mayor Lloyd Snook and City Manager Michael Rogers, City of Charlottesville  
605 East Main Street  
Charlottesville, VA 22902

Dear Donna, Jeff, Lloyd, and Michael:

JMRL has served the people of Albemarle and Charlottesville proudly in one form or another for over 100 years. During this time, a vibrant Central Library has contributed to the growth, lifelong learning, and community connection of millions of people. First, this was in the McIntire Building on 2nd Street. Recognizing that this community needed a bigger space to serve all, the City and the County began an unprecedented joint effort in the 70's to co-own and renovate the current Central Library in the former federal building on East Market Street, which opened to the public in 1981.

Since 1981 this historic building has been home to thousands of programs, meetings, study sessions, and important community gatherings to help shape the future of our area. Millions of books and other materials have been checked out to the people of our community, facilitating growth and education from early literacy for infants all the way through life-long learning for seniors. This is truly a shared venture between the City and the County: over the last three fiscal years, 56.79% of the hundreds of thousands of items checked out from Central were to Albemarle patrons, and 43.21% were to Charlottesville patrons.

With that tremendous volume of use comes quite a bit of wear and tear. The City has done a fantastic job of keeping essential systems running in this 115 year old building. There is a new chiller installed, and public restroom renovations were completed a few years ago. Community use of libraries, however, does not look the same in 2022 as it did in 1981. There is a demand for more flexible spaces for the community, better access to technologies that people rely on the Library to introduce them to, and general issues around plumbing, electrical, and networking that need a clean slate.

The Library Board has been seeking support annually from the City and the County for a full renovation of Central since the Library's 2004-2009 strategic plan was adopted. In 2014, the Library Board again demonstrated their commitment to this project by asking the Friends of the Library to fund an architectural study for Central. Since then, JMRL has been submitting CIP requests annually to the City and the County using this study as a basis for estimated costs.

JMRL realizes that there are many worthwhile capital projects that Charlottesville and Albemarle must consider to meet the needs of our community. The Library Board believes that there is no greater demonstration of shared resources and cooperation for Charlottesville and Albemarle than JMRL. Each jurisdiction has an equal partnership in the Central Library, and this project is a chance for each to have the value of their capital dollars doubled by their partner's share. JMRL enjoys tremendous local support from one of the most successful Friends of the Library organizations in Virginia. We can count on the Friends and their existing fundraising infrastructure to help support this project.

The pandemic has underscored the importance of libraries for communities. The Central Library has been a beacon within our regional library system for many decades. The Library Board believes that with the combined efforts of Albemarle County and the City of Charlottesville on this renovation project, Central Library will be more accessible for patrons and able to provide services for decades to come.

Thank you for considering this request to renovate the Central Library.

Sincerely,

Tony Townsend  
President, JMRL Board of Trustees

