



**LIBRARY BOARD'S AGENDA – JUNE 24, 2024**

Monday – 3:00 pm

**NORTHSIDE LIBRARY (705 West Rio Road  
Charlottesville, 22901)**

and

**[Presented Virtually](#) or**

**via PHONE at 888 788 0099 (Toll Free)**

**(Webinar ID: 839 5142 6981)**

- 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. Gordon Avenue Seed Library (Camille Thompson, Gordon Avenue Library Branch Manager and Britt Ford, Gordon Avenue Library Young Adult Librarian)
- 3:45 Committee Appointments and Reports**
1. Policy Committee Report
  2. Nominating Committee Report
- 3:55 Old Business**
1. Vote on JMRL FY25 Budget
  2. Discussion and Vote on JMRL FY25-29 Five Year Plan
- 4:10 New Business**
1. Potential First Readings of Policies 4.52 (Displays of Original Art), 4.54 (Cooperation with Schools), and 5.3 (Emergency Closing)
  2. Operating Expenses in the Equipment Budget
  3. Director's Prioritized FY25 Goals
  4. Vote on FY25 Officers
- 4:45 Library Director's Report**
- 4:50 Other Matters**
- 4:55 Future Agenda Items**
- 5:00 Proposed Adjournment**



# Jefferson-Madison Regional Library

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

## DRAFT

### MINUTES OF THE MAY 20, 2024 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

President Tony Townsend (Albemarle)  
Meredith Cole (Charlottesville)  
Brandy Polanowski (Louisa)  
Michael Powers (Albemarle)

Vice President Aleta Childs (Nelson)  
Martha Ledford (Greene)  
Peter Morville (Albemarle)  
Anne Hemenway (Charlottesville)

#### TRUSTEES ABSENT

Kathy Johnson Harris (Charlottesville)

#### OTHERS PRESENT

David Plunkett, Library Director  
Jerry Carchedi, Business Manager

Sierra Nafziger, Collection Specialist  
Hayley Tompkins, Crozet Branch 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, May 20, 2024 at 3:00 PM, at the Crozet Library (2020 Library Avenue, Crozet, VA 22932), and live streamed using videoconferencing software. (A recording of the meeting is available at: <https://www.youtube.com/watch?v=LUu9Z1a5x4s>.) Trustee Powers moved that Trustees Aleta Childs', Meredith Cole's, and Martha Ledford's requests to attend today's meeting of the JMRL Board remotely due to temporary or permanent disability or other medical condition that prevents physical attendance be approved. Motion passed unanimously. Trustee Hemenway moved to accept the minutes for the April 22, 2024 Board Meeting as written. Motion passed unanimously.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Hayley Tompkins, JMRL's Crozet Branch Manager, welcomed those in attendance to the Crozet Library. No public comments.

#### TRUSTEE CONTINUING EDUCATION

NA

#### COMMITTEE APPOINTMENTS AND REPORTS

##### *1. Budget/Finance Committee Report*

Trustee Childs reported that the Budget/Finance Committee met May 6, 2024 at the Central Library. The Budget/Finance Committee is recommending that the Board accept the Equipment Budget as proposed. The FY25 Budget will be voted on next month.

#### OLD BUSINESS

##### *1. JMRL Five Year Plan Discussion*

Director Plunkett reported that there is no requirement from the Library of Virginia, or other funding partners, for a separate Technology Plan. Director Plunkett presented the FY25-29 Five Year Plan Draft to the Board. The Board discussed viewing a parallel staff document of measurable goals and objectives, the Implementation Plan, alongside the FY25-29 Five Year Plan before voting next month. The Board also discussed adding the Implementation Plan URL to the handout and the website for public visibility.

##### *2. Potential Second Reading JMRL Policy 4.53 (Community Partnerships)*

JMRL Policy 4.53 (Community Partnerships) was presented to the Board for second reading. Trustee Morville moved to accept Policy 4.53 (Community Partnerships) as written and amended. Motion passed unanimously.

## **NEW BUSINESS**

### *1. FY25 Equipment Budget Discussion*

Director Plunkett presented to the Board the FY25 Equipment Budget. Director Plunkett reported that JMRL will need to replace one of the box trucks in the next year or so; Director Plunkett and Jerry Carchedi, JMRL's Business Manager, recommend the Board address this midyear after JMRL's audit. The FY25 Equipment Fund will get appended to the full FY25 Budget, which will be voted on next month. Director Plunkett also reminded the Board that recordings of Committee Meetings are posted online.

### *2. Fine Revenue Discussion*

Director Plunkett presented to the Board FY2023 Revenue Analysis findings which correspond with JMRL's FY20-24 Five Year Plan Goal regarding JMRL's Fines and Fees to determine the impact of a fine-free library. Further discussion will occur at future Board Meetings.

### *3. FY25 Board Meeting and Budget Schedule Discussion*

Director Plunkett presented the FY25 Board Meeting and Budget Schedule to the Board. The Board recommended changing the proposed November 25th meeting date to November 18th, as well as changing the proposed December 23rd meeting date to December 16th.

## **LIBRARY DIRECTOR'S REPORT**

Director Plunkett reported that the State of Virginia passed a Budget last week that included a \$2.5 million increase for state aid in Virginia. JMRL's projected FY25 state aid will likely be higher than what is in JMRL's FY25 proposed budget. JMRL's Summer Reading is gearing up at all locations; there will be Summer Reading Kickoff programs at all branches. Director Plunkett encouraged the Board to track their summer reading using the Beanstack app. Director Plunkett reported that Glynis Welte at Gordon Avenue Library created literacy packs for Head Start families affected by the loss of Monticello Area Community Action Agency Head Start programs; Director Plunkett thanked Glynis Welte, the JMRL Children's Committee, and the Friends of the Library for all their help. JMRL's Central Library put on a successful How-To Festival last month, thanks to JMRL's Heather Pehne, where patrons could learn thirty things in three hours. The Friends of the Library restarted their annual volunteer appreciation with an event at the Center at Belvedere, featuring remarks from local author Marijean Oldham.

## **OTHER MATTERS**

NA

## **FUTURE AGENDA ITEMS**

Possible future agenda items include a vote on JMRL's FY25-29 Five Year Plan, a vote on JMRL's FY25 Budget, a Policy Committee report, discussion of JMRL's Fines and Fees, a Continuing Education on Gordon Avenue's Seed Library, a report from the Nominating Committee, a vote on JMRL Board's FY25 slate of officers, and a discussion of the Library Director's FY25 goals. The next Board Meeting will be June 24, 2024 at the Northside Library.

## **CLOSED SESSION FOR ANNUAL DIRECTOR EVALUATION**

President Townsend read the motion to enter a Closed Session. Motion passed unanimously.

## **RETURN TO OPEN SESSION**

President Townsend read the Certification of Closed Meeting Resolution. All Trustees voted "aye," with Trustee Kathy Johnson Harris being absent. Trustee Powers moved that the Board renew the Director's contract with the current language for the period of one year, with an escalating raise of 7% relative to the current pay rate. Motion passed unanimously.

## **ADJOURNMENT**

The meeting adjourned at 4:49pm.

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# Jefferson-Madison Regional Library

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**MOTION:** That the Library Board go into a Closed Meeting pursuant to the Code of Virginia, Section 2.2-3711, subsection A.1, to discuss the performance evaluation and employment contract of the Library Director.

**MEETING DATE:** 05/20/2024

**RESOLUTION NO.:** 1

## CERTIFICATION OF CLOSED MEETING

*WHEREAS*, the Jefferson-Madison Regional Library's Board of Trustees has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

*WHEREAS*, Section 2.2-3711 of the Code of Virginia requires a certification by this Jefferson-Madison Regional Library's Board of Trustees that such closed meeting was conducted in conformity with Virginia law;

*NOW, THEREFORE, BE IT RESOLVED* that the Jefferson-Madison Regional Library's Board of Trustees hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Jefferson-Madison Regional Library's Board of Trustees.

### VOTE:

AYES

NAYES

TOWNSEND  
Morville  
Polanowski  
Hemenway  
Powers  
Childs (Remote)  
Cole (Remote)  
Ledford (Remote)  
Johnson (Absent)

**ABSENT DURING VOTE:**

**ABSENT DURING MEETING:**

Tony Townsend, President  
Jefferson-Madison Regional Library's Board of Trustees



# JMRL ADOPTED BUDGET 2025



## Library Budget for Fiscal Year 2024 – 2025

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

FY23 was a year of highly successful library service for Charlottesville, Albemarle, Greene, Louisa, and Nelson. This success was recognized across the state when JMRL was named the Virginia Library Association’s Library of the Year for 2022. Patrons adapted to new models of library service, with over 10,136 items checking out in the first full year of JMRL’s exterior holds lockers availability. Most individuals and families, however, continued to rely heavily on their library branches to meet their information seeking needs:

- The people of the region used JMRL extensively in FY23, with 1,688,939 items checked out (about 4.9% more than in FY22).
- Public meeting rooms were used 9,239 times.
- Public use computers were accessed 38,986 times.
- 63,738 people logged onto JMRL’s wireless network.
- JMRL staff organized and performed 2,474 programs that were attended by 26,202 members of the community.

Thanks to local support, FY24 has been just as successful with new Bookmobile service in Louisa and Nelson, a drive-up window added to the Gordon Avenue Branch, and a new 24 hour library kiosk operating in Nellysford.

A major goal of the Library Board in this proposed FY25 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 salaries to staff that are competitive with other regional employers. While JMRL works on a new compensation structure in the years to come, the library is attempting to address short term needs by offering a 2% cost of living increase for staff, followed by a 3% raise for eligible employees under 8 years of service with the Library, or a 5% raise for eligible employees with over 8 years of service.

This proposed library budget for FY2025 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 was 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 adopted the final library budget in June of 2024. 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)  
Anne Hemenway (Charlottesville)  
Peter Morville (Albemarle)  
Brandy Polanowski (Louisa)

Aleta Childs, Vice President (Nelson)  
Kathy Johnson Harris (Charlottesville)  
Martha Ledford (Greene)  
Michael Powers (Albemarle)



**JMRL Adopted FY2025  
Budget  
Allocation by Jurisdiction**

	<b>Albemarle</b>	<b>Charlottesville</b>	<b>Greene</b>	<b>Louisa</b>	<b>Nelson</b>	<b>TOTAL</b>	
	<b>60.71%</b>	<b>24.04%</b>	<b>5.85%</b>	<b>5.07%</b>	<b>4.33%</b>	<b>100%</b>	
<b>REGIONAL COST ALLOCATION</b>							
<b>Administration</b>	\$ 731,767	\$ 289,766	\$ 70,513	\$ 61,111	\$ 52,192	\$ 1,205,348	
<b>Technical Services</b>	\$ 542,282	\$ 214,733	\$ 52,254	\$ 45,287	\$ 38,677	\$ 893,233	
<b>Reference Services</b>	\$ 34,483	\$ 13,655	\$ 3,323	\$ 2,880	\$ 2,459	\$ 56,800	
<b>Sub-Total</b>	<b>\$ 1,308,532</b>	<b>\$ 518,154</b>	<b>\$ 126,090</b>	<b>\$ 109,278</b>	<b>\$ 93,328</b>	<b>\$ 2,155,381</b>	
<b>COUNTY/LOCAL ALLOCATION</b>							
	<u>Albemarle</u>	<u>Charlottesville</u>					
<b>Central *</b>	<b>57.41%</b>	<b>42.59%</b>	\$ 1,055,461	\$ 782,999		\$ 1,838,461	
			* Includes 90% of Reference costs				
<b>Gordon</b>	<b>49.29%</b>	<b>50.71%</b>	\$ 273,274	\$ 281,145		\$ 554,419	
<b>Northside</b>	<b>78.66%</b>	<b>21.34%</b>	\$ 1,759,991	\$ 477,475		\$ 2,237,466	
<b>Scottsville</b>			\$ 250,451			\$ 250,451	
<b>Crozet</b>			\$ 598,210			\$ 598,210	
<b>Louisa</b>				\$ 316,207		\$ 316,207	
<b>Nelson</b>					\$ 281,865	\$ 281,865	
<b>Greene</b>			\$ 302,824			\$ 302,824	
<b>Bookmobile</b>			\$ 119,725	\$ 29,931	\$ 7,772	\$ 7,772	\$ 165,200
<b>McIntire / C-A Hist Collection</b>	<b>50.00%</b>	<b>50.00%</b>	\$ 37,551	\$ 37,551		\$ 75,102	
<b>Monticello Ave</b>	<b>50.00%</b>	<b>50.00%</b>	\$ 100,110	\$ 100,110		\$ 200,220	
<b>FY 2025 PROPOSED</b>	<b>\$ 5,503,305</b>	<b>\$ 2,227,365</b>	<b>\$ 428,914</b>	<b>\$ 433,257</b>	<b>\$ 382,965</b>	<b>\$ 8,975,806</b>	
<b>FY 2024 ALLOCATION</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>Dollar change - FY2024 to FY2025</b>	<b>\$ 276,257</b>	<b>\$ 92,708</b>	<b>\$ 30,907</b>	<b>\$ 26,020</b>	<b>\$ 23,395</b>	<b>\$ 449,287</b>	
<b>Percent change - FY2024 to FY2025</b>	<b>5.3%</b>	<b>4.3%</b>	<b>7.8%</b>	<b>6.4%</b>	<b>6.5%</b>	<b>5.3%</b>	
	<b>Albemarle</b>	<b>Charlottesville</b>	<b>Greene</b>	<b>Louisa</b>	<b>Nelson</b>	<b>TOTAL</b>	

**JMRL Adopted FY2025 Budget**

	<b>Account</b>	<b>Account Name</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2025 Proposed</b>	<b>Proposed % Change FY2024-2025</b>
Salaries & Benefits	510010	Salaries	\$ 4,337,218	\$ 4,649,899	\$ 4,919,672	5.8%
	511010	Social Security	\$ 312,652	\$ 355,717	\$ 376,356	5.8%
	511020	Retirement	\$ 779,059	\$ 805,219	\$ 776,883	-3.5%
	511030	Life Insurance	\$ 29,907	\$ 32,792	\$ 34,728	5.9%
	511040	Health Insurance	\$ 826,945	\$ 1,002,728	\$ 1,085,099	8.2%
<b>Salaries &amp; Benefits Total</b>			<b>\$ 6,285,781</b>	<b>\$ 6,846,354</b>	<b>\$ 7,192,738</b>	<b>5.1%</b>
Operating Expenses	520010	Office Supplies	\$ 73,712	\$ 53,000	\$ 60,000	13.2%
	520030	Postage	\$ 7,330	\$ 7,500	\$ 7,000	-6.7%
	520040	Books	\$ 910,960	\$ 1,001,150	\$ 1,089,656	8.8%
	520050	Cleaning Supplies	\$ 2,237	\$ 3,750	\$ 3,250	-13.3%
	520070	Safety Supplies	\$ 39			
	520080	Medical Supplies	\$ 8,433	\$ 4,233	\$ 8,500	100.8%
	520200	Maintenance Supplies	\$ 483	\$ 1,000	\$ 1,000	0.0%
	520300	Small Hand Tools	\$ 28	\$ 100	\$ 100	0.0%
	520500	Food Supplies	\$ 403			
	520690	Awards & Trophies	\$ 3,873	\$ 9,000	\$ 8,000	-11.1%
	520720	Vehicle Fuel	\$ 48			
	520800	Library Supplies	\$ 26,668	\$ 25,000	\$ 35,000	40.0%
	520900	Machinery & Equipment	\$ 21,197			
	520901	Computer Software (non-capital)	\$ 34,457			
	530010	Professional Serv	\$ 14,715	\$ 5,000	\$ 7,000	40.0%
	530020	Dues & Subscriptions	\$ 4,777	\$ 4,212	\$ 5,000	18.7%
	530030	Telephone Internal Charges	\$ 46,609	\$ 48,242	\$ 48,242	0.0%
	530040	Utilities	\$ 87,389	\$ 80,500	\$ 90,000	11.8%
	530050	Printing/Duplicating	\$ 4,906	\$ 7,500	\$ 6,500	-13.3%
	530060	Service Contracts	\$ 143,046	\$ 136,476	\$ 136,476	0.0%
	530100	Travel	\$ 450			
	530101	Local Travel	\$ 10,271	\$ 8,175	\$ 8,175	0.0%
	530105	Meals	\$ 2,047	\$ 1,540	\$ 1,000	-35.1%
	530120	Advertising	\$ 11,158	\$ 9,000	\$ 9,500	5.6%
	530130	Insurance (excl Workers Comp)	\$ 23,495	\$ 24,614	\$ 24,270	-1.4%
	530150	Worker's Comp Insurance		\$ 8,000	\$ 7,000	-12.5%
	530160	Rent	\$ 872,189	\$ 914,660	\$ 904,001	-1.2%
	530180	Equipment Rental	\$ 1,945	\$ 1,995	\$ 1,995	0.0%
	530200	Repairs and Maintenance	\$ 36,267	\$ 36,501	\$ 36,501	0.0%
	530210	Education & Training	\$ 35,193	\$ 26,200	\$ 26,200	0.0%
	530230	Internet Access Fee	\$ 348			
	530240	Telephone Line Charges	\$ 53,177	\$ 56,000	\$ 31,000	-44.6%
	530260	Library Management Software	\$ 61,793	\$ 62,000	\$ 82,006	32.3%
530271	Vehicle Repair & Maintenance	\$ 21,366	\$ 20,688	\$ 23,000	11.2%	
530272	Vehicle Fuel	\$ 18,014	\$ 18,188	\$ 19,000	4.5%	
530320	IT User/Support Fee	\$ 41,900	\$ 41,500	\$ 41,500	0.0%	
530330	Solid Waste Disp	\$ 3,251				
530350	Freight	\$ 166				
530410	HVAC Charges	\$ 19,600	\$ 19,600	\$ 19,600	0.0%	
530450	Temp Labor	\$ 3,306				
530540	Credit Card Fees	\$ 719				
530550	Contracted Services	\$ 25,018				
530551	Building & Vehicle Maint - City Personnel		\$ 10,250	\$ 10,250	0.0%	
530670	One-time Bldg Maint Svcs & Misc Empl Reimb	\$ 39,623	\$ 32,000	\$ 32,000	0.0%	
540310	Regional Agreement Fee	\$ 123,987	\$ 122,000	\$ 125,000	2.5%	
<b>Operating Expenses Total</b>			<b>\$ 2,796,593</b>	<b>\$ 2,799,573</b>	<b>\$ 2,907,722</b>	<b>3.9%</b>
<b>Grand Total</b>			<b>\$ 9,082,374</b>	<b>\$ 9,645,927</b>	<b>\$ 10,100,460</b>	<b>4.7%</b>

**FY2025 Adopted - Accounts by Branch**

<b>Funds center name</b>		<b>Account</b>	<b>Account Name</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2025 Proposed</b>	<b>Proposed % Change FY2024-2025</b>	
<b>Bookmobile I</b>	Salaries & Benefits	510010	Salaries	\$ 79,733	\$ 106,354	\$ 110,571	4.0%	
		511010	Social Security	\$ 4,881	\$ 8,136	\$ 8,459	4.0%	
		511020	Retirement	\$ 7,606	\$ 8,508	\$ 8,846	4.0%	
		511030	Life Insurance	\$ 525	\$ 775	\$ 800	3.2%	
		511040	Health Insurance	\$ 13,024	\$ 19,856	\$ 21,434	7.9%	
	<b>Salaries &amp; Benefits Total</b>				<b>\$ 105,769</b>	<b>\$ 143,629</b>	<b>\$ 150,110</b>	<b>4.5%</b>
	Operating Expenses	530030	Telephone Internal Charges	\$ 1,330	\$ 1,090	\$ 1,090	0.0%	
		530271	Vehicle Repair & Maintenance		\$ 4,688	\$ 5,000	6.7%	
		530272	Vehicle Fuel	\$ 2,655	\$ 4,188	\$ 6,000	43.3%	
		530551	Building & Vehicle Maint - City Personnel		\$ 3,000	\$ 3,000	0.0%	
	<b>Operating Expenses Total</b>				<b>\$ 3,985</b>	<b>\$ 12,965</b>	<b>\$ 15,090</b>	<b>16.4%</b>
<b>Bookmobile I Total</b>				<b>\$ 109,754</b>	<b>\$ 156,594</b>	<b>\$ 165,200</b>	<b>5.5%</b>	

**FY2025 Adopted - Accounts by Branch**

<b>Funds center name</b>		<b>Account</b>	<b>Account Name</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2025 Proposed</b>	<b>Proposed % Change FY2024-2025</b>
<b>C-A Hist Collection</b>	Salaries & Benefits	510010	Salaries	\$ 50,920	\$ 51,709	\$ 55,328	7.0%
		511010	Social Security	\$ 3,567	\$ 3,956	\$ 4,233	7.0%
		511020	Retirement	\$ 4,055	\$ 4,137	\$ 4,426	7.0%
		511030	Life Insurance	\$ 369	\$ 373	\$ 398	6.6%
		511040	Health Insurance	\$ 9,116	\$ 9,928	\$ 10,717	7.9%
	<b>Salaries &amp; Benefits Total</b>			<b>\$ 68,026</b>	<b>\$ 70,102</b>	<b>\$ 75,102</b>	<b>7.1%</b>
<b>C-A Hist Collection Total</b>				<b>\$ 68,026</b>	<b>\$ 70,102</b>	<b>\$ 75,102</b>	<b>7.1%</b>

**FY2025 Adopted - Accounts by Branch**

<b>Funds center name</b>		<b>Account</b>	<b>Account Name</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2025 Proposed</b>	<b>Proposed % Change FY2024-2025</b>	
<b>Central Library</b>	Salaries & Benefits	510010	Salaries	\$ 1,080,290	\$ 1,018,242	\$ 1,113,885	9.4%	
		511010	Social Security	\$ 78,277	\$ 77,896	\$ 85,212	9.4%	
		511020	Retirement	\$ 244,143	\$ 237,801	\$ 229,734	-3.4%	
		511030	Life Insurance	\$ 7,283	\$ 6,930	\$ 7,602	9.7%	
		511040	Health Insurance	\$ 203,014	\$ 212,956	\$ 238,453	12.0%	
		<b>Salaries &amp; Benefits Total</b>			<b>\$ 1,613,007</b>	<b>\$ 1,553,824</b>	<b>\$ 1,674,886</b>	<b>7.8%</b>
			520050	Cleaning Supplies		\$ 250	\$ 250	0.0%
			520070	Safety Supplies	\$ 39			
			520080	Medical Supplies	\$ 2,598			
			520200	Maintenance Supplies	\$ 291	\$ 800	\$ 800	0.0%
			520300	Small Hand Tools		\$ 100	\$ 100	0.0%
			520500	Food Supplies	\$ 403			
			530030	Telephone Internal Charges	\$ 7,712	\$ 6,398	\$ 6,398	0.0%
			530040	Utilities	\$ 66,160	\$ 65,500	\$ 72,000	9.9%
			530060	Service Contracts	\$ 94,909	\$ 90,000	\$ 90,000	0.0%
			530101	Local Travel		\$ 1,800	\$ 1,800	0.0%
			530200	Repairs and Maintenance	\$ 12,021	\$ 20,525	\$ 20,525	0.0%
			530240	Telephone Line Charges	\$ 137			
			530272	Vehicle Fuel	\$ 338			
			530330	Solid Waste Disp	\$ 1,498			
			530350	Freight	\$ 150			
			530410	HVAC Charges	\$ 10,500	\$ 10,500	\$ 10,500	0.0%
			530550	Contracted Services	\$ 21,073			
			530551	Building & Vehicle Maint - City Personnel		\$ 1,000	\$ 1,000	0.0%
			530670	One-time Bldg Maint Svcs & Misc Empl Reimb	\$ 5,963	\$ 17,000	\$ 17,000	0.0%
		<b>Operating Expenses Total</b>			<b>\$ 223,791</b>	<b>\$ 213,873</b>	<b>\$ 220,373</b>	<b>3.0%</b>
	<b>Central Library Total</b>				<b>\$ 1,836,799</b>	<b>\$ 1,767,697</b>	<b>\$ 1,895,259</b>	<b>7.2%</b>

**FY2025 Adopted - Accounts by Branch**

<b>Funds center name</b>		<b>Account</b>	<b>Account Name</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2025 Proposed</b>	<b>Proposed % Change FY2024-2025</b>	
<b>Crozet</b>	Salaries & Benefits	510010	Salaries	\$ 368,196	\$ 378,261	\$ 400,734	5.9%	
		511010	Social Security	\$ 24,636	\$ 28,937	\$ 30,656	5.9%	
		511020	Retirement	\$ 48,986	\$ 51,601	\$ 51,034	-1.1%	
		511030	Life Insurance	\$ 2,596	\$ 2,759	\$ 2,935	6.3%	
		511040	Health Insurance	\$ 75,279	\$ 94,316	\$ 101,812	7.9%	
	<b>Salaries &amp; Benefits Total</b>				<b>\$ 519,694</b>	<b>\$ 555,874</b>	<b>\$ 587,170</b>	<b>5.6%</b>
	Operating Expense	520080	Medical Supplies	\$ 196				
		520900	Machinery & Equipment	\$ 1,620				
		530030	Telephone Internal Charges	\$ 8,479	\$ 7,640	\$ 7,640	0.0%	
		530101	Local Travel	\$ 48	\$ 600	\$ 600	0.0%	
		530130	Insurance (excl Workers Comp)	\$ 1,731	\$ 2,164	\$ 1,800	-16.8%	
		530200	Repairs and Maintenance	\$ 415	\$ 1,000	\$ 1,000	0.0%	
	<b>Operating Expenses Total</b>				<b>\$ 12,690</b>	<b>\$ 11,404</b>	<b>\$ 11,040</b>	<b>-3.2%</b>
	<b>Crozet Total</b>				<b>\$ 532,383</b>	<b>\$ 567,278</b>	<b>\$ 598,210</b>	<b>5.5%</b>

**FY2025 Adopted - Accounts by Branch**

<b>Funds center name</b>		<b>Account</b>	<b>Account Name</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2025 Proposed</b>	<b>Proposed % Change FY2024-2025</b>	
<b>Gordon Avenue</b>	Salaries & Benefits	510010	Salaries	\$ 269,708	\$ 291,941	\$ 309,420	6.0%	
		511010	Social Security	\$ 18,896	\$ 22,334	\$ 23,671	6.0%	
		511020	Retirement	\$ 63,027	\$ 69,644	\$ 65,847	-5.5%	
		511030	Life Insurance	\$ 1,906	\$ 2,063	\$ 2,185	5.9%	
		511040	Health Insurance	\$ 54,687	\$ 64,532	\$ 69,661	7.9%	
	<b>Salaries &amp; Benefits Total</b>				<b>\$ 408,222</b>	<b>\$ 450,514</b>	<b>\$ 470,784</b>	<b>4.5%</b>
			520080	Medical Supplies	\$ 499			
			520300	Small Hand Tools	\$ 28			
				Professional Serv	\$ 45			
			530030	Telephone Internal Charges	\$ 5,731	\$ 5,366	\$ 5,366	0.0%
			530040	Utilities	\$ 21,229	\$ 15,000	\$ 18,000	20.0%
			530060	Service Contracts	\$ 44,150	\$ 42,680	\$ 42,680	0.0%
			530200	Repairs and Maintenance	\$ 14,118	\$ 8,239	\$ 8,239	0.0%
			530330	Solid Waste Disp	\$ 1,753			
			530350	Freight	\$ 16			
			530410	HVAC Charges	\$ 9,100	\$ 9,100	\$ 9,100	0.0%
		530550	Contracted Services	\$ 2,670				
		530551	Building & Vehicle Maint - City Personnel		\$ 250	\$ 250	0.0%	
<b>Operating Expenses Total</b>				<b>\$ 99,339</b>	<b>\$ 80,635</b>	<b>\$ 83,635</b>	<b>3.7%</b>	
<b>Gordon Avenue Total</b>				<b>\$ 507,561</b>	<b>\$ 531,149</b>	<b>\$ 554,419</b>	<b>4.4%</b>	

**FY2025 Adopted - Accounts by Branch**

<b>Funds center name</b>		<b>Account</b>	<b>Account Name</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2025 Proposed</b>	<b>Proposed % Change FY2024-2025</b>
<b>Greene County</b>	Salaries & Benefits	510010	Salaries	\$ 176,614	\$ 195,066	\$ 216,516	11.0%
		511010	Social Security	\$ 13,129	\$ 14,923	\$ 16,563	11.0%
		511020	Retirement	\$ 15,398	\$ 14,813	\$ 16,529	11.6%
		511030	Life Insurance	\$ 1,241	\$ 1,335	\$ 1,489	11.6%
		511040	Health Insurance	\$ 36,875	\$ 42,194	\$ 48,227	14.3%
	<b>Salaries &amp; Benefits Total</b>			<b>\$ 243,256</b>	<b>\$ 268,330</b>	<b>\$ 299,324</b>	<b>11.6%</b>
	Operating Expense	520200	Maintenance Supplies		\$ 200	\$ 200	0.0%
		530030	Telephone Internal Charges	\$ 10			
		530060	Service Contracts	\$ 1,175	\$ 1,200	\$ 1,200	0.0%
		530101	Local Travel		\$ 600	\$ 600	0.0%
		530200	Repairs and Maintenance	\$ 143	\$ 1,500	\$ 1,500	0.0%
	<b>Operating Expenses Total</b>			<b>\$ 1,327</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>	<b>0.0%</b>
<b>Greene County Total</b>				<b>\$ 244,584</b>	<b>\$ 271,830</b>	<b>\$ 302,824</b>	<b>11.4%</b>

**FY2025 Adopted - Accounts by Branch**

<b>Funds center name</b>		<b>Account</b>	<b>Account Name</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2025 Proposed</b>	<b>Proposed % Change FY2024-2025</b>	
<b>Library Admin Loca</b>	Salaries & Benefits	510010	Salaries	\$ 344,399	\$ 461,444	\$ 453,470	-1.7%	
		511010	Social Security	\$ 24,853	\$ 35,300	\$ 34,690	-1.7%	
		511020	Retirement	\$ 93,865	\$ 108,508	\$ 97,821	-9.8%	
		511030	Life Insurance	\$ 2,435	\$ 3,314	\$ 3,269	-1.4%	
		511040	Health Insurance	\$ 51,415	\$ 77,438	\$ 75,019	-3.1%	
	<b>Salaries &amp; Benefits Total</b>				<b>\$ 516,966</b>	<b>\$ 686,004</b>	<b>\$ 664,269</b>	<b>-3.2%</b>
	Operating Expense	520010	Office Supplies	\$ 73,712	\$ 53,000	\$ 60,000	13.2%	
		520030	Postage	\$ 7,330	\$ 7,500	\$ 7,000	-6.7%	
		520050	Cleaning Supplies	\$ 2,237	\$ 3,500	\$ 3,000	-14.3%	
		520080	Medical Supplies	\$ 688	\$ 4,233	\$ 8,500	100.8%	
		520200	Maintenance Supplies	\$ 193				
		520690	Awards & Trophies	\$ 3,873	\$ 9,000	\$ 8,000	-11.1%	
			Vehicle Fuel	\$ 48				
		520730	Oil & Grease					
		520800	Library Supplies	\$ 689				
		520900	Machinery & Equipment	\$ 14,699				
		520901	Computer Software (non-capital)	\$ 34,457				
			Professional Serv	\$ 14,670	\$ 5,000	\$ 7,000	40.0%	
		530020	Dues & Subscriptions	\$ 4,777	\$ 4,212	\$ 5,000	18.7%	
		530030	Telephone Internal Charges	\$ 3,926	\$ 7,777	\$ 7,777	0.0%	
		530050	Printing/Duplicating	\$ 4,906	\$ 7,500	\$ 6,500	-13.3%	
		530060	Service Contracts	\$ 440				
		530100	Travel	\$ 450				
		530101	Local Travel	\$ 10,107	\$ 3,500	\$ 3,500	0.0%	
		530105	Meals	\$ 2,047	\$ 1,540	\$ 1,000	-35.1%	
		530120	Advertising	\$ 11,158	\$ 9,000	\$ 9,500	5.6%	
		530130	Insurance (excl Workers Comp)	\$ 19,356	\$ 20,000	\$ 20,000	0.0%	
		530150	Worker's Comp Insurance		\$ 8,000	\$ 7,000	-12.5%	
		530160	Rent	\$ 36,435	\$ 23,700	\$ 25,400	7.2%	
		530180	Equipment Rental	\$ 1,945	\$ 1,995	\$ 1,995	0.0%	
		530200	Repairs and Maintenance	\$ 8,508	\$ 2,201	\$ 2,201	0.0%	
		530210	Education & Training	\$ 35,193	\$ 26,200	\$ 26,200	0.0%	
		530230	Internet Access Fee	\$ 348				
530240		Telephone Line Charges	\$ 53,040	\$ 56,000	\$ 31,000	-44.6%		
530260		Library Management Software	\$ 61,793	\$ 62,000	\$ 82,006	32.3%		
530271		Vehicle Repair & Maintenance	\$ 21,366	\$ 16,000	\$ 18,000	12.5%		
530272	Vehicle Fuel	\$ 15,020	\$ 14,000	\$ 13,000	-7.1%			
530320	IT User/Support Fee	\$ 41,500	\$ 41,500	\$ 41,500	0.0%			
530450	Temp Labor	\$ 3,306						
530540	Credit Card Fees	\$ 719						
530550	Contracted Services	\$ 1,275						
530551	Building & Vehicle Maint - City Personnel		\$ 6,000	\$ 6,000	0.0%			
530670	One-time Bldg Maint Svcs & Misc Empl Reimb	\$ 33,310	\$ 15,000	\$ 15,000	0.0%			
540310	Regional Agreement Fee	\$ 123,987	\$ 122,000	\$ 125,000	2.5%			
<b>Operating Expenses Total</b>				<b>\$ 647,508</b>	<b>\$ 530,358</b>	<b>\$ 541,079</b>	<b>2.0%</b>	
<b>Library Admin Local Total</b>				<b>\$ 1,164,474</b>	<b>\$ 1,216,362</b>	<b>\$ 1,205,348</b>	<b>-0.9%</b>	

**FY2025 Adopted - Accounts by Branch**

<b>Funds center name</b>		<b>Account</b>	<b>Account Name</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2025 Proposed</b>	<b>Proposed % Change FY2024-2025</b>
<b>Library Admin State</b>	Operating Expense	520800	Library Supplies	\$ 25,979	\$ 25,000	\$ 35,000	40.0%
		520900	Machinery & Equipment	\$ 1,410			
	<b>Operating Expenses Total</b>			<b>\$ 27,389</b>	<b>\$ 25,000</b>	<b>\$ 35,000</b>	<b>40.0%</b>
<b>Library Admin State Total</b>				<b>\$ 27,389</b>	<b>\$ 25,000</b>	<b>\$ 35,000</b>	<b>40.0%</b>

**FY2025 Adopted - Accounts by Branch**

<b>Funds center name</b>		<b>Account</b>	<b>Account Name</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2025 Proposed</b>	<b>Proposed % Change FY2024-2025</b>	
<b>Louisa County</b>	Salaries & Benefits	510010	Salaries	\$ 197,904	\$ 193,532	\$ 207,673	7.3%	
		511010	Social Security	\$ 13,841	\$ 14,805	\$ 15,887	7.3%	
		511020	Retirement	\$ 35,355	\$ 37,634	\$ 36,146	-4.0%	
		511030	Life Insurance	\$ 1,309	\$ 1,360	\$ 1,453	6.8%	
		511040	Health Insurance	\$ 37,732	\$ 44,676	\$ 48,227	7.9%	
	<b>Salaries &amp; Benefits Total</b>				<b>\$ 286,142</b>	<b>\$ 292,007</b>	<b>\$ 309,386</b>	<b>6.0%</b>
	Operating Expense	520080	Medical Supplies	\$ 1,391				
		520900	Machinery & Equipment	\$ 595				
		530030	Telephone Internal Charges	\$ 6,453	\$ 4,400	\$ 4,400	0.0%	
		530060	Service Contracts	\$ 2,258	\$ 1,846	\$ 1,846	0.0%	
		530101	Local Travel	\$ 115	\$ 325	\$ 325	0.0%	
		530200	Repairs and Maintenance	\$ 218	\$ 250	\$ 250	0.0%	
	<b>Operating Expenses Total</b>				<b>\$ 11,030</b>	<b>\$ 6,821</b>	<b>\$ 6,821</b>	<b>0.0%</b>
	<b>Louisa County Total</b>				<b>\$ 297,172</b>	<b>\$ 298,828</b>	<b>\$ 316,207</b>	<b>5.8%</b>

**FY2025 Adopted - Accounts by Branch**

<b>Funds center name</b>		<b>Account</b>	<b>Account Name</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2025 Proposed</b>	<b>Proposed % Change FY2024-2025</b>
<b>Monticello Ave</b>	Salaries & Benefits	510010	Salaries	\$ 55,422	\$ 140,208	\$ 144,422	3.0%
		511010	Social Security	\$ 4,233	\$ 10,726	\$ 11,048	3.0%
		511020	Retirement	\$ 19,570	\$ 11,217	\$ 11,554	3.0%
		511030	Life Insurance	\$ 407	\$ 1,012	\$ 1,044	3.2%
	511040	Health Insurance	\$ 10,588	\$ 29,784	\$ 32,151	7.9%	
	<b>Salaries &amp; Benefits Total</b>			<b>\$ 90,219</b>	<b>\$ 192,946</b>	<b>\$ 200,220</b>	<b>3.8%</b>
<b>Monticello Ave Total</b>				<b>\$ 90,219</b>	<b>\$ 192,946</b>	<b>\$ 200,220</b>	<b>3.8%</b>

**FY2025 Adopted - Accounts by Branch**

<b>Funds center name</b>		<b>Account</b>	<b>Account Name</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2025 Proposed</b>	<b>Proposed % Change FY2024-2025</b>	
<b>Nelson County</b>	Salaries & Benefits	510010	Salaries	\$ 180,697	\$ 183,394	\$ 196,231	7.0%	
		511010	Social Security	\$ 13,061	\$ 14,030	\$ 15,012	7.0%	
		511020	Retirement	\$ 15,787	\$ 14,671	\$ 15,698	7.0%	
		511030	Life Insurance	\$ 1,305	\$ 1,324	\$ 1,417	7.0%	
		511040	Health Insurance	\$ 41,025	\$ 44,676	\$ 48,227	7.9%	
	<b>Salaries &amp; Benefits Total</b>				<b>\$ 251,874</b>	<b>\$ 258,095</b>	<b>\$ 276,585</b>	<b>7.2%</b>
	Operating Expense	520080	Medical Supplies	\$ 522				
		530030	Telephone Internal Charges	\$ 3,426	\$ 3,430	\$ 3,430	0.0%	
		530060	Service Contracts	\$ 114	\$ 750	\$ 750	0.0%	
		530101	Local Travel		\$ 600	\$ 600	0.0%	
		530200	Repairs and Maintenance	\$ 144	\$ 500	\$ 500	0.0%	
<b>Operating Expenses Total</b>				<b>\$ 4,206</b>	<b>\$ 5,280</b>	<b>\$ 5,280</b>	<b>0.0%</b>	
<b>Nelson County Total</b>				<b>\$ 256,081</b>	<b>\$ 263,375</b>	<b>\$ 281,865</b>	<b>7.0%</b>	

**FY2025 Adopted - Accounts by Branch**

<b>Funds center name</b>		<b>Account</b>	<b>Account Name</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2025 Proposed</b>	<b>Proposed % Change FY2024-2025</b>	
<b>Northside</b>	Salaries & Benefits	510010	Salaries	\$ 826,342	\$ 867,482	\$ 907,678	4.6%	
		511010	Social Security	\$ 61,550	\$ 66,362	\$ 69,437	4.6%	
		511020	Retirement	\$ 141,118	\$ 151,295	\$ 144,431	-4.5%	
		511030	Life Insurance	\$ 5,538	\$ 6,110	\$ 6,403	4.8%	
		511040	Health Insurance	\$ 163,542	\$ 203,524	\$ 219,699	7.9%	
	<b>Salaries &amp; Benefits Total</b>				<b>\$ 1,198,090</b>	<b>\$ 1,294,773</b>	<b>\$ 1,347,648</b>	<b>4.1%</b>
	Operating Expenses	520080	Medical Supplies	\$ 1,803				
		530030	Telephone Internal Charges	\$ 5,081	\$ 7,681	\$ 7,681	0.0%	
		530130	Insurance (excl Workers Comp)	\$ 2,208	\$ 2,200	\$ 2,250	2.3%	
		530160	Rent	\$ 835,754	\$ 890,960	\$ 878,601	-1.4%	
		530200	Repairs and Maintenance	\$ 700	\$ 1,286	\$ 1,286	0.0%	
		530320	IT User/Support Fee	\$ 200				
	<b>Operating Expenses Total</b>				<b>\$ 845,746</b>	<b>\$ 902,127</b>	<b>\$ 889,818</b>	<b>-1.4%</b>
<b>Northside Total</b>				<b>\$ 2,043,836</b>	<b>\$ 2,196,900</b>	<b>\$ 2,237,466</b>	<b>1.8%</b>	

**FY2025 Adopted - Accounts by Branch**

<b>Funds center name</b>		<b>Account</b>	<b>Account Name</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2025 Proposed</b>	<b>Proposed % Change FY2024-2025</b>	
<b>Scottsville</b>	Salaries & Benefits	510010	Salaries	\$ 136,935	\$ 165,536	\$ 174,386	5.3%	
		511010	Social Security	\$ 9,103	\$ 12,663	\$ 13,341	5.4%	
		511020	Retirement	\$ 10,976	\$ 12,523	\$ 13,231	5.7%	
		511030	Life Insurance	\$ 890	\$ 1,130	\$ 1,195	7.9%	
		511040	Health Insurance	\$ 25,027	\$ 39,712	\$ 42,868		
		<b>Salaries &amp; Benefits Total</b>			<b>\$ 182,931</b>	<b>\$ 231,564</b>	<b>\$ 245,021</b>	<b>5.8%</b>
	Operating Expense	520080	Medical Supplies	\$ 736				
		520900	Machinery & Equipment	\$ 2,873				
		530030	Telephone Internal Charges	\$ 4,462	\$ 4,460	\$ 4,460		
		530101	Local Travel		\$ 250	\$ 250	0.0%	
		530130	Insurance (excl Workers Comp)	\$ 200	\$ 250	\$ 220	-12.0%	
		530200	Repairs and Maintenance		\$ 500	\$ 500	0.0%	
		<b>Operating Expenses Total</b>			<b>\$ 8,271</b>	<b>\$ 5,460</b>	<b>\$ 5,430</b>	<b>-0.5%</b>
	<b>Scottsville Total</b>				<b>\$ 191,202</b>	<b>\$ 237,024</b>	<b>\$ 250,451</b>	<b>5.7%</b>

**FY2025 Adopted - Accounts by Branch**

<b>Funds center name</b>		<b>Account</b>	<b>Account Name</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2025 Proposed</b>	<b>Proposed % Change FY2024-2025</b>	
<b>Tech Services-Local</b>	Salaries & Benefits	510010	Salaries	\$ 570,059	\$ 596,731	\$ 629,358	5.5%	
		511010	Social Security	\$ 42,628	\$ 45,650	\$ 48,146	5.5%	
		511020	Retirement	\$ 79,173	\$ 82,868	\$ 81,586	-1.5%	
		511030	Life Insurance	\$ 4,104	\$ 4,306	\$ 4,539	5.4%	
		511040	Health Insurance	\$ 105,621	\$ 119,136	\$ 128,604	7.9%	
	<b>Salaries &amp; Benefits Total</b>				<b>\$ 801,585</b>	<b>\$ 848,690</b>	<b>\$ 892,233</b>	<b>5.1%</b>
		530101	Local Travel		\$ 500	\$ 500	0.0%	
		530200	Repairs and Maintenance		\$ 500	\$ 500	0.0%	
		530670	One-time Bldg Maint Svcs & Misc Empl Reimb	\$ 350				
	<b>Operating Expenses Total</b>				<b>\$ 350</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>0.0%</b>
<b>Tech Services-Local Total</b>				<b>\$ 801,935</b>	<b>\$ 849,690</b>	<b>\$ 893,233</b>	<b>5.1%</b>	

**FY2025 Adopted - Accounts by Branch**

<b>Funds center name</b>		<b>Account</b>	<b>Account Name</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2025 Proposed</b>	<b>Proposed % Change FY2024-2025</b>
<b>Tech Services-State</b>	Operating Expense	520040	Books	\$ 910,960	\$ 1,001,150	\$ 1,089,656	8.8%
	<b>Operating Expenses Total</b>			<b>\$ 910,960</b>	<b>\$ 1,001,150</b>	<b>\$ 1,089,656</b>	<b>8.8%</b>
<b>Tech Services-State Total</b>				<b>\$ 910,960</b>	<b>\$ 1,001,150</b>	<b>\$ 1,089,656</b>	<b>8.8%</b>

<b>JEFFERSON-MADISON REGIONAL LIBRARY EQUIPMENT FUND - Summary FY2025</b>
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<b>Anticipated FY2024 Year-End Fund Balance</b>	<b>\$412,000</b>
Projected FY2025 Revenue	\$175,000
Projected FY2025 Expense	\$305,000
<b>Anticipated Year - End Fund Balance (6/30/2025)</b>	<b><u><u>\$282,000</u></u></b>

## FY2025 Equipment Fund Requests

Branches or Tech Svcs	Branch	Short Description	Units	Unit Cost	Total Cost
<b>Branches</b>	Administration	Collection fee contract	1	\$ 4,500	\$ 4,500
		Copier & Printer Lease contracts	1	\$ 37,000	\$ 37,000
		Credit Card fees	1	\$ 2,000	\$ 2,000
		Other contractual services	1	\$ 3,500	\$ 3,500
		Other Miscellaneous Services	1	\$ 7,000	\$ 7,000
<b>Administration Total</b>					<b>\$ 54,000</b>
Bookmobile		Bifokal Memory Kits	1	\$ 1,500	\$ 1,500
		Portable AED	1	\$ 1,000	\$ 1,000
		Shelving	1	\$ 2,000	\$ 2,000
<b>Bookmobile Total</b>					<b>\$ 4,500</b>
Central		Booktruck	1	\$ 550	\$ 550
		Booktrucks	2	\$ 439	\$ 878
		Table & Chairs	1	\$ 750	\$ 750
		Booktrucks	2	\$ 439	\$ 878
		Button Maker Kit	1	\$ 426	\$ 426
		Mobile Workstation	1	\$ 265	\$ 265
		Swivel Ball Chair	1	\$ 335	\$ 335
		Table	1	\$ 309	\$ 309
		Misc bins, chairs, shipping, etc.	1	\$ 5,000	\$ 5,000
		Booktruck	1	\$ 499	\$ 499
		Booktrucks	2	\$ 439	\$ 878
		Phone charging station	1	\$ 5,998	\$ 5,998
		Slatwall Panels	6	\$ 519	\$ 3,114
		<b>Central Total</b>			
Gordon Avenue		Book supports	85	\$ 9	\$ 765
		Picnic table	1	\$ 1,220	\$ 1,220
		Picnic Table Chairs	3	\$ 360	\$ 1,080
<b>Gordon Avenue Total</b>					<b>\$ 3,065</b>
Greene		Mobile display island	1	\$ 1,919	\$ 1,919
		OPAC desk station	1	\$ 259	\$ 259
		Table	1	\$ 468	\$ 468
		Learning/sensory wall 1 of 4	1	\$ 633	\$ 633
		Learning/sensory wall 2 of 4	1	\$ 298	\$ 298
		Learning/sensory wall 3 of 4	1	\$ 248	\$ 248
		Learning/sensory wall 4 of 4	2	\$ 107	\$ 214
<b>Greene Total</b>					<b>\$ 4,039</b>
Louisa		Marker Board	1	\$ 329	\$ 329
		Meeting room tables	7	\$ 705	\$ 4,935
		Staff refrigerator	1	\$ 650	\$ 650
<b>Louisa Total</b>					<b>\$ 5,914</b>
Nelson		I-Pads	3	\$ 350	\$ 1,050
		3D Printer	1	\$ 700	\$ 700
		Booktruck	1	\$ 559	\$ 559
		Display table	1	\$ 769	\$ 769
		Folding table	1	\$ 265	\$ 265
		I-Pad Stands	2	\$ 259	\$ 518
		Reading/Writing Center	1	\$ 499	\$ 499
		<b>Nelson Total</b>			
Northside		Book bins	2	\$ 1,875	\$ 3,750
		Book supports	1	\$ 1,000	\$ 1,000
		Bookcase	1	\$ 715	\$ 715
		Drafting stools	3	\$ 350	\$ 1,050
		Literature floor stand	1	\$ 1,125	\$ 1,125
		Printer cart	1	\$ 725	\$ 725
		Storage cabinet	1	\$ 900	\$ 900
<b>Northside Total</b>					<b>\$ 9,265</b>
Scottsville		Book display units	4	\$ 93	\$ 372
		Button Maker Kit	1	\$ 270	\$ 270
		Die Cutter	1	\$ 650	\$ 650
		Folding tables	2	\$ 216	\$ 432
		Magazine racks	2	\$ 120	\$ 240
		Pillows for Childrens Area	2	\$ 102	\$ 204
		Slatwall Panels	2	\$ 350	\$ 700
<b>Scottsville Total</b>					<b>\$ 2,868</b>

## FY2025 Equipment Fund Requests

Branches or Tech Svcs	Branch	Short Description	Units	Unit Cost	Total Cost	
<b>Branches Total</b>					<b>\$ 107,891</b>	
<b>Tech Services</b>	Central	Lock & Key Fob System	1	\$ 5,000	\$ 5,000	
		Playstation for YA area	1	\$ 400	\$ 400	
		Printer	1	\$ 1,100	\$ 1,100	
		Projector & Screen	1	\$ 1,000	\$ 1,000	
		Staff printer	1	\$ 1,000	\$ 1,000	
		TV for YA area	1	\$ 425	\$ 425	
	<b>Central Total</b>					<b>\$ 8,925</b>
		Crozet	Wireless Scanners	4	\$ 200	\$ 800
	<b>Crozet Total</b>					<b>\$ 800</b>
		General	Antivirus Maintenance (Annual Cost)	1	\$ 10,500	\$ 10,500
			Authority Control Software (Annual Cost) - WebDewey, BookWhere, Backstage, RDA Toolkit	1	\$ 2,500	\$ 2,500
			Barcode scanners	5	\$ 150	\$ 750
			Branch hotspot devices	8	\$ 200	\$ 1,600
			Deep Freeze Maintenance - Public PCs (Annual Cost)	1	\$ 1,500	\$ 1,500
			Envisionware Maintenance - Public PCs and Printing (Annual Cost)	1	\$ 5,600	\$ 5,600
			Fortres Maintenance - Public PCs (Annual Cost)	1	\$ 500	\$ 500
			Google Workspace Subscription (Annual Cost)	1	\$ 11,000	\$ 11,000
	Kajeet Hotspots (Annual Cost)		1	\$ 5,000	\$ 5,000	
	Knowbe4 - Cybersecurity Subscription (Annual Cost)		1	\$ 4,000	\$ 4,000	
	Locker Support and Maintenance (Annual Cost)		1	\$ 10,700	\$ 10,700	
	ManageEngine Endpoint Central (Annual Cost)		1	\$ 7,000	\$ 7,000	
	ManageEngine Servicedeskplus Ticketing Software (Annual Cost)		1	\$ 2,000	\$ 2,000	
	Mosio Reference Chat Software (Annual Cost)		1	\$ 1,000	\$ 1,000	
	NAS storage space		1	\$ 2,500	\$ 2,500	
	Nelson Kiosk Maintenance (Annual Cost, years 2-5)		1	\$ 3,318	\$ 3,318	
	Online Program Registration System - Trumba (Annual Cost)		1	\$ 2,700	\$ 2,700	
	Receipt printers		5	\$ 300	\$ 1,500	
	Removable DVD drives		8	\$ 31	\$ 250	
	Replacement staff computer		1	\$ 2,400	\$ 2,400	
	Replacement staff laptops		6	\$ 1,200	\$ 7,200	
	Smartnet Maintenance (Annual Cost)		1	\$ 11,000	\$ 11,000	
	Staff microcomputers		40	\$ 1,100	\$ 44,000	
	T-Mobile Hotspots (Annual Cost)		1	\$ 1,500	\$ 1,500	
	Touch screen monitors		10	\$ 1,200	\$ 12,000	
	Web Filter Maintenance (Annual Cost)		1	\$ 2,800	\$ 2,800	
	Webcams		20	\$ 30	\$ 600	
	Website Hosting Platform (Annual, Billed Monthly ~\$1,700)		1	\$ 20,400	\$ 20,400	
	Wireless Printing Subscription (Annual Cost)	1	\$ 5,800	\$ 5,800		
<b>General Total</b>					<b>\$ 181,618</b>	
	Greene	Charging tower	1	\$ 600	\$ 600	
		Printer/Scanner for staff	1	\$ 260	\$ 260	
		Public scanner	1	\$ 350	\$ 350	
<b>Greene Total</b>					<b>\$ 1,210</b>	
	Louisa	Phone system replacement	1	\$ 1,050	\$ 1,050	
		Printer	1	\$ 500	\$ 500	
<b>Louisa Total</b>					<b>\$ 1,550</b>	
	Northside	Cash Register	1	\$ 400	\$ 400	
		Charging station	1	\$ 600	\$ 600	
		Lasercutter	1	\$ 1,700	\$ 1,700	
		Voice Translator	2	\$ 299	\$ 598	
<b>Northside Total</b>					<b>\$ 3,298</b>	
<b>Tech Services Total</b>					<b>\$ 197,401</b>	
					<b>\$ 305,292</b>	

# JMRL's Next Five Years



## STRATEGIC PLAN 2025 - 2029

### We serve our community

#### GOALS

JMRL will work with the community to serve everyone and provide library services that meet people where they are. JMRL will hire, train, and retain an exceptional staff to foster a customer-focused environment.

#### STRATEGIES

- Identify underserved populations and work to bring library services to them by networking with community organizations and the groups they serve.
- Address the need for expanded and updated facilities, including mobile services and library kiosks.
- Review and revise JMRL's approach to its compensation plan.



### We inspire lifelong learning

#### GOALS

JMRL will promote learning at every stage of life both at the Library and in the community.

#### STRATEGIES

- Offer a diverse range of programs, resources, and services aimed at creating a culture of inclusion.
- Promote literacy of all kinds through programming and access to library resources.
- Expand outreach services within a coordinated, regional framework.



### We cultivate a welcoming environment for community engagement

#### GOALS

JMRL will work with stakeholders to provide modern, accessible, and secure spaces for staff and patrons.

#### STRATEGIES

- Evaluate and address the accessibility, availability, and safety of existing spaces.
- Educate stakeholders about the funding structures and operational needs of JMRL.
- Work with jurisdictional partners to preserve and update aging library buildings.

### We provide free, equitable, open access to information

#### GOALS

JMRL will facilitate discovery and delivery of a wide range of materials in a variety of formats. The Library will adopt new technologies to meet the changing needs of the community.

#### STRATEGIES

- Ensure that all resources provided to the community reflect its diversity and support its freedom to read.
- Promote awareness and discoverability of library resources, adapting to meet patrons' information-seeking behavior.
- Provide JMRL staff with the resources needed to deliver adaptable and flexible library service to the community.
- Provide equitable access and training for existing and emerging technologies.

## PREVIOUS STRATEGIC PLAN OUTCOMES (2019-2024)

Teacher Cards  
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Expanded  
Nelson Memorial  
Library

Installed Hold  
Pickup Lockers at  
6 Branches

New and Improved  
Website

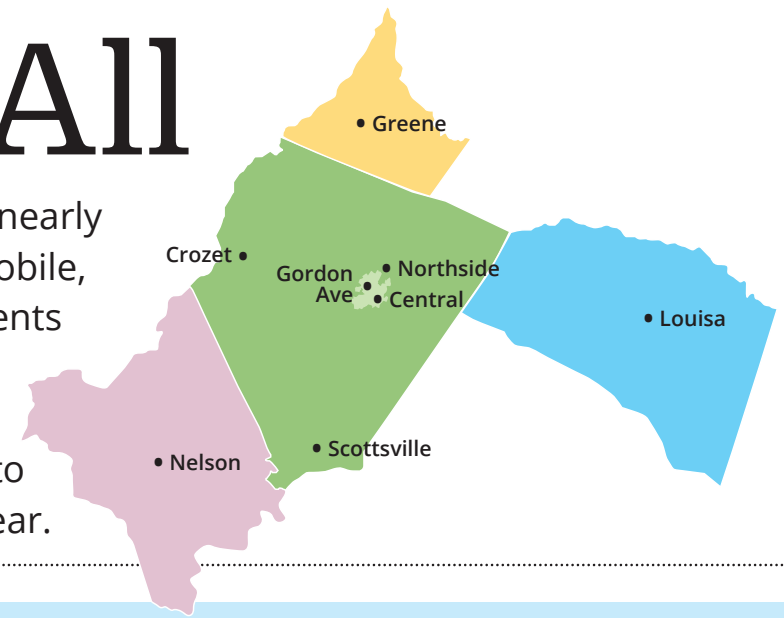
Bookmobile  
Services Expanded  
to Louisa & Nelson

Drive-Up Window  
at Gordon Ave.  
Library



# A Library for All

The Jefferson-Madison Regional Library system spans five localities and nearly 2,000 square miles in Central Virginia. Eight physical branches, a bookmobile, and a digital branch provide library services to more than 235,000 residents in Albemarle, Greene, Louisa, and Nelson counties and the City of Charlottesville. With combined holdings of just under 500,000 items, the library circulates more than 1.6 million items annually and offers access to online resources and downloadable books 24 hours a day, 365 days a year.



**OUR MISSION:** JMRL fosters personal growth and lifelong learning for all by connecting people with ideas, information, and each other.

**JMRL supports literacy of all kinds through our programs, resources, and services.**

## PROGRAMS

Storytimes, book clubs, workshops, community events

## RESOURCES

Physical and digital books, audiobooks, DVDs, media streaming, informational displays

## SERVICES

Reference assistance from professionally trained librarians, reader's advisory, technical support

## Early Literacy

Storytimes, STEM activities, Summer Reading, 1,000 Books Before Kindergarten

## Information Literacy

Professional research assistance and instruction, educational materials, displays

## Digital Literacy

Computer access, tech help, computer skills and cybersecurity classes

## Financial Literacy

Financial planning resources and classes, partnerships for free financial counseling, tax preparation

## Health Literacy

Health kits to check out, partnerships with local health community for screenings and seminars

## Civic Literacy

Census data, information on local government and community organizations, citizenship prep

## Cultural Literacy

Preservation of records, diverse collection of materials, social and educational opportunities

## Lifelong Literacy

Outreach and programming to support continuous learning in all phases of life

# JMRL Strategic Implementation Plan 2025-2029

Contents Endorsed by JMRL's Board of Trustees

**DATE**

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# About JMRL

Jefferson-Madison Regional Library has seen dramatic growth in collection, facilities, and demand for services. Nine branches, including a bookmobile, serve a combined population of 230,000 in the City of Charlottesville and the Counties of Albemarle, Greene, Louisa and Nelson. This is the largest geographic area covered by any Virginia library.

## Customer Service Statement

Libraries are for everyone. We're pleased to offer you library service with kindness, respect, and understanding.

## Mission and Values

JMRL fosters personal growth and life-long learning for all by connecting people with ideas, information, and each other.

**WE SERVE OUR COMMUNITY.** Our goal is to deliver exceptional service and honor our place at the center of the communities we support. We are committed to offering you qualified and well-trained staff equipped to meet your information needs. We appreciate diversity and are mindful of the culture and history of our organization, our region, and our communities.

**WE PROVIDE FREE, EQUITABLE, OPEN ACCESS TO INFORMATION.** We carefully curate a collection of physical and electronic materials that reflects our community. We believe public libraries play a critical role in fostering a democratic society, and we embrace our responsibility to amplify a full spectrum of voices. We advocate for intellectual freedom and make your privacy a priority.

**WE INSPIRE LIFELONG LEARNING.** We provide education and experiences to community members at every stage of life. We strongly promote reading and writing, and teach critical skills that help you navigate the world of information and technology. We offer free recreational and educational events for kids, teens, and adults where you can indulge your curiosity, explore your interests, and discover new passions.

**WE CULTIVATE A WELCOMING ENVIRONMENT FOR COMMUNITY ENGAGEMENT.** We want our libraries to be comfortable, inviting, accessible spaces where you can work and play. We create opportunities for people to connect, exchange ideas, and discover community resources. Our libraries are inclusive spaces for people of all backgrounds, where everyone is welcomed and respected. We promote kindness and believe in service to the community.

## Five Year Plan Development

This plan was developed by a committee of Library Board Trustees, the Friends of the Library, and JMRL staff.

- Meredith Cole, Chair, Charlottesville Trustee
- Aleta Childs, Nelson Trustee (Board Vice President)
- Tony Townsend (ex-officio), Albemarle Trustee (Board President)
- Staff: Meredith Dickens, Krista Farrell, Kayla Payne, David Plunkett, Latasha Richards, Hayley Tompkins, Susan Huffman
- Proal Heartwell, Friends of the Library (President)

## Planning Timeline

The committee began meeting in February of 2023 and divided into subcommittees based on the previous 5 year plan's strategic goals.

- Access, Outreach, and Collections
- Staffing and Finance
- Technology and Facilities
- Community Engagement

In the summer of 2023 this group moved forward with creating goals based on JMRL's values. The committee surveyed peer libraries and circulated surveys for both library staff [and the general public](#), and used those results to craft future goals. JMRL followed the guidelines of the Library of Virginia that are published in their [Strategic Planning Workbook for Public Libraries](#) and presented a draft Strategic Plan to the Board in April of 2024. The Library Board voted to accept this Five Year Plan at their June 2024 meeting. [JMRL's Strategic Plan](#) is accompanied by this Implementation Plan.

# Plan Structure

## Goals, Strategies, Objectives

This implementation plan is a living, breathing document to supplement [JMRL's 2025-2029 Strategic Plan](#). Goals and Strategies have been developed based on JMRL's Value Statements and will be reviewed regularly to track progress and adjust based on the needs of the community.

### VALUE

- **Goal:** These are Board level statements that set direction for JMRL for 2025-2029
  - **Strategy:** These are Board level statements that identify ways for JMRL to meet the stated goals for 2025-2029
    - **Objective:** These are measurable targets that staff are work on in order to move JMRL toward achieving the Board's Goals
      - **Key Performance Indicator (KPIs):** These are the critical (key) quantifiable indicators of progress toward an intended result. JMRL has qualified Timeline, Desired Outcome, and Responsible party as the KPIs for each objective.

## WE SERVE OUR COMMUNITY

- JMRL will work with the community to serve everyone and provide library services that meet people where they are. JMRL will hire, train, and retain an exceptional staff to foster a customer focused environment.
  - Identify underserved populations and work to bring library services to them by networking with community organizations and the groups they serve.
    - School/Homeschool partnership- Increase card holdership, access to digital resources.
      - Timeline - Annually
      - Desired Outcome - Number of Juvenile cards on the rise, increased digital circulation to Juvenile accounts
      - Responsible party - Children's Services Manager, Children's Committee
    - Make partnership opportunities more visible/shareable.
      - Timeline - By the end of FY25
      - Desired Outcome - Increased requests for partnership
      - Responsible party - Library Director, Digital Services Coordinator, PR Specialist
    - Identify organizations providing services aligned with JMRL's mission in the region, regularly check to make sure there are no duplication of efforts, and look for opportunities to partner when purposes are aligned.
      - Timeline - Annually
      - Desired Outcome - Increased program participation
      - Responsible party - Program Committee, JMRL Managers
  - Address the need for expanded and updated facilities, including mobile services and library kiosks.
    - Analyze available data to determine need for service locations (meaning new branches, kiosks, outreach stops). Data could include census data, GIS data of current use, available demographic information, Nelson Kiosk data, and circulation trends/info.
      - Timeline- By the end of FY27
      - Desired Outcome - JMRL map of potential new kiosks, outreach stops, and branches
      - Responsible party- Library Director, JMRL Managers

- Plan for extended services, especially for the capital costs of kiosks and an additional Bookmobile/Outreach Vehicle, and full brick and mortar branches.
  - Timeline- By the end of FY29
  - Desired Outcome - Secure funds for extended services
  - Responsible party - Library Director, Library Board
- Increase awareness of Bookmobile services, including educating the public about its availability as a public branch regardless of where it is parked.
  - Timeline- By the end of FY27
  - Desired Outcome- Increase Bookmobile circulation and new card creation.
  - Responsible party- Library Director, PR Specialist, Bookmobile and Outreach Coordinator
- Review and revise JMRL's approach to its compensation plan.
  - Develop a new pay scale for JMRL staff.
    - Timeline- By the end of FY25
    - Desired Outcome- Bring JMRL's pay plan in line with the City of Charlottesville's
    - Responsible party- Library Director, JMRL Comp Committee
  - Fund new JMRL comp plan.
    - Timeline- By the end of FY27
    - Desired Outcome- Bring JMRL's salaries closer to market, allow for greater transparency for staff about future salary growth
    - Responsible party- Library Director, Library Board

## WE PROVIDE FREE, EQUITABLE, OPEN ACCESS TO INFORMATION

- JMRL will facilitate discovery and delivery of a wide range of materials in a variety of formats. The Library will adopt new technologies to meet the changing needs of the community.
- Ensure that all resources provided to the community reflect its diversity and support its freedom to read.
  - Utilize tools (such as Collection HQ) to analyze the collection with respect to maintaining breadth and depth

- Timeline- By the end of FY28
  - Desired Outcome- Increased circulation of library materials
  - Responsible party- Collections Manager
- Update JMRL Collection Management Plan, set frequency for regular review.
    - Timeline- By the end of FY25
    - Desired Outcome- Ensure the plan is always aligned with needs of the library system
    - Responsible party- Collection Manager, Library Director
  - Collect GIS and demographic data on the region to help make data driven collection management decisions.
    - Timeline- By the end of FY29
    - Desired Outcome- Map of demographic information cross referenced with card holder usage, to be used to inform selection decisions
    - Responsible party- Library Director, Collections and Technology Manager, Collections Manager
  - Refine existing platform to share reconsideration data with staff, increase staff training and awareness.
    - Timeline- By the end of FY26
    - Desired Outcome- Greater accessibility to staff of raw data
    - Responsible party- Collection Manager, Intellectual Freedom Working Group
  - Increase staff input into collection development by bolstering collection liaison program and evaluating branch discretionary funds.
    - Timeline- By the end of FY27
    - Desired Outcome- More efficient workflow for developing branch/dept. collections
    - Responsible party- Collection Manager, Children's Services Manager, Young Adult Manager, Adult Programming and Reference Services Manager
  - Promote awareness and discoverability of library resources, adapting to meet patron's information-seeking behavior.
    - Use gathered data on existing promotional efforts to develop a PR plan for JMRL, aligned with JMRL's style manual or guidance, focusing on discovering new methods of reaching new users AND fortifying the communication that has proven historically successful. .

- Timeline- By the end of FY28
  - Desired Outcome- Cohesive branding of JMRL's offerings to the community
  - Responsible party- PR Specialist
- Use existing JMRL information to refine PR messaging, including a welcome journey for new card holders and targeted branch newsletters focusing on collections and services along with program offerings.
    - Timeline- By the end of FY27
    - Desired Outcome- Increased communication about library services to users and potential users
    - Responsible party- PR Specialist, JMRL Managers, Library Director
- Provide JMRL staff with the resources needed to deliver adaptable and flexible library service to the community.
    - Continue to explore fine free options for JMRL
      - Timeline- By the end of FY26
      - Desired Outcome- To remove potential barriers to access
      - Responsible party- Library Director, Library Board
    - Share relevant information with all library employees regularly via a staff newsletter
      - Timeline- By the end of FY26
      - Desired Outcome- Improved staff access to resources and tools to provide the best library service possible
      - Responsible party- PR Specialist, Assistant Library Director
    - Refresh the JMRL staff intranet
      - Timeline- By the end of FY26
      - Desired Outcome- Improved staff access to resources and tools to provide the best library service possible
      - Responsible party- Digital Services Coordinator, Collections and Technology Manager
    - Update hiring procedures (reviewing organizational structure, updating job descriptions and specializations, reviewing assessment plan, standardizing interview questions)
      - Timeline- By the end of FY28
      - Desired Outcome- Standardized procedures to ensure fair and effective hiring and retention

- Responsible party - Library Director, JMRL Managers, JMRL Comp Committee
- Foster, promote and develop employees: increase training and cross training opportunities, building capacity and competency
  - Timeline- Annually
  - Desired Outcome- Staff retention and internal promotion, patron satisfaction with library service
  - Responsible party- Training Committee, JMRL Managers, Library Director
- Retaining: Ensure JMRL staff are equipped, enabled, and empowered to provide the best library service and grow in their roles by bolstering employee safety, collaboration and mentorship opportunities, and improving inter-staff communication.
  - Timeline- Annually
  - Desired Outcome: Staff retention and internal promotion, patron satisfaction with library service
  - Responsible party- Training Committee, JMRL Managers, Library Director
- Provide equitable access and training for existing and emerging technologies.
  - Offer regular tutorials or info sessions at branches on emerging technology, as well as refreshers on existing tech for the public.
    - Timeline- By the end of FY26
    - Desired Outcome- Provide an outlet for needed support that isn't always possible on a walk-in basis at JMRL service desks
    - Responsible party- JMRL Managers
  - Provide patrons with online instructional videos showing how to use JMRL's services such as e-books or printing from a device.
    - Timeline- By the end of FY27
    - Desired Outcome- Ease of access to library resources
    - Responsible party- Training Committee, JMRL Adult Programming and Reference Services Manager
  - Increase patron access to JMRL's makerspace and digital media labs, including adding needed services and equipment annually.
    - Timeline- Annually
    - Desired Outcome- Increased patron familiarity with new technologies and access to maker technology

- Responsible party- Supervising Technology Services Librarian, Collections and Technology Manager, JMRL Managers
- Increase patron awareness and access to hybrid meeting room technology through improved documentation and staff training.
    - Timeline- By the end of FY26
    - Desired Outcome- Increased checkouts of hybrid meeting room equipment
    - Responsible party- JMRL Managers
  - Annual review of technology services offered and things to come at JMRL for all staff (potentially at all-staff training day).
    - Timeline- By the end of FY26
    - Desired Outcome- Increased staff familiarity with JMRL technology offerings
    - Responsible party- Collections and Technology Manager, Technology Advisory Committee
  - Increase support for building digital navigation capacity in JMRL's patrons, potentially including partnering with outside agencies to provide direct technology training to users.
    - Timeline- By the end of FY28
    - Desired Outcome- Provide familiarity with emerging and existing technology to library patrons
    - Responsible party- JMRL Managers
  - Improve customer experience with credit card transactions, potentially through customer service training or new cash registers/card readers.
    - Timeline- By the end of FY29
    - Desired Outcome- Ease of access to library services.
    - Responsible party- Collections and Technology Manager
  - Create a regular schedule of IT visits to all locations, including re-engaging JMRL's tech liaison program.
    - Timeline- By the end of FY27
    - Desired Outcome- Decrease in tech trouble tickets.
    - Responsible party- Collections and Technology Manager, IT Supervisor

## WE INSPIRE LIFELONG LEARNING

- JMRL will promote learning at every stage of life both at the Library and in the community.
  - Offer a diverse range of programs, resources, and services aimed at creating a culture of inclusion.
    - Create an evaluation process by which programs, resources, and services are vetted to ensure they will meet organizational standards of inclusion and that they are not duplicating other local offerings to the community.
      - Timeline- By the end of FY29
      - Desired Outcome- Streamline program planning and production
      - Responsible party- JMRL Managers, Programming Committee
    - Review programs, resources, and services as community needs change (including service hours, schedules, community collaborations, outreach, and branch locations)
      - Timeline- Annually
      - Desired Outcome- Gather information to adapt JMRL to community needs and plan for future needs
      - Responsible party- JMRL Managers, Library Director
    - Provide staff with standardized templates for program submission.
      - Timeline- By the end of FY29
      - Desired Outcome- Streamline program planning and production
      - Responsible party- JMRL Managers, Programming Committee
  - Promote literacy of all kinds through programming and access to library resources.
    - Develop a marketing plan for JMRL that is applied equally across the organization.
      - Timeline- By the end of FY27
      - Desired Outcome- To have clear guidance on how JMRL's marketing resources are planned and allocated
      - Responsible party- PR Specialist, Assistant Library Director
    - Update JMRL's style manual, including adding branding templates for staff to use.

- Timeline- By the end of FY25
  - Desired Outcome- Streamlined guidelines for staff on creating branded materials
  - Responsible party- PR Specialist, Assistant Library Director
- Develop strategies to prioritize programming that engages with multiple types of literacies, and align JMRL's programming with literacy needs. This could include assigning a literacy category during program submission, and using that data to determine which categories are being addressed or need support moving forward in order to have a balanced slate of offerings.
    - Timeline- By the end of FY28
    - Desired Outcome- A balanced slate of programming for the public
    - Responsible party- Programming Committee, JMRL Managers
  - Develop strategies to prioritize partnerships that engage with multiple types of literacies, and align JMRL's partnerships with literacy needs. This could include assigning a literacy category during partnership requests, and using that data to determine which categories are being addressed or need support moving forward in order to have a balanced slate of offerings.
    - Timeline- By the end of FY28
    - Desired Outcome- A balanced slate of offerings for the public
    - Responsible party- JMRL Managers
- Expand outreach services within a coordinated, regional framework.
    - Work with jurisdictions to move Bookmobile costs to a shared regional model, such as reference and technical services.
      - Timeline- By the end of FY29
      - Desired Outcome- Bookmobile service to each jurisdiction served by JMRL
      - Responsible party- Bookmobile and Outreach Services Manager, Library Director, Library Board
    - Develop a plan for expanded Bookmobile service, which may include additional vehicles and staffing needs.
      - Timeline- By the end of FY29
      - Desired Outcome- Bringing library services to previously underserved populations

- Responsible party- Bookmobile and Outreach Services Manager, Library Director, Library Board
- Create a JMRL Outreach Committee.
  - Timeline- By the end of FY25
  - Desired Outcome- Provide staff with tools to expand the footprint of their branch/department, provide patrons with a consistent experience at outreach events
  - Responsible party- Bookmobile and Outreach Services Manager, Library Director
- Develop training and a standardized approach to Outreach services, which may include standard materials at each branch for producing offsite events and services.
  - Timeline- By the end of FY26
  - Desired Outcome- Provide staff with tools to expand the footprint of their branch/department, provide patrons with a consistent experience at outreach events
  - Responsible party- Outreach Committee
- Develop updated metrics for evaluating Bookmobile stops and schedules.
  - Timeline- By the end of FY27
  - Desired Outcome- Provide members of the public a better understanding of how decisions are made on Bookmobile stops
  - Responsible party- Bookmobile and Outreach Services Manager, Library Director

## WE CULTIVATE A WELCOMING ENVIRONMENT FOR COMMUNITY ENGAGEMENT

- JMRL will work with stakeholders to provide modern, accessible, and secure spaces for staff and patrons.
  - Evaluate and address the accessibility, availability, and safety of existing spaces.
    - Work with jurisdictional partners or outside experts to perform a safety audit of each JMRL facility.
      - Timeline- By the end of FY27
      - Desired Outcome- Gather concrete suggestions on improving safety of each facility

- Responsible party- JMRL Managers
- Solicit staff input on safety concerns, develop strategies to address these where physically possible and provide safety training in all locations.
  - Timeline- By the end of FY27
  - Desired Outcome- Gather concrete suggestions on improving safety of each facility and provide staff with tools to prepare for emergency situations
  - Responsible party- JMRL Managers
- Implement safety and security recommendations from jurisdictional partners and staff. This may include budgeting for improvements to camera systems, badged and alarmed entryways, and communications support.
  - Timeline- By the end of FY29
  - Desired Outcome- Creation of a more secure environment for staff and patrons
  - Responsible party- JMRL Managers, Library Director, Library Board
- Work with jurisdictional partners or outside experts to perform an ADA audit of each JMRL facility.
  - Timeline- By the end of FY29
  - Desired Outcome- Develop a plan for addressing accessibility issues at JMRL's physical spaces
  - Responsible party- JMRL Managers, Library Director
- Work with jurisdictional partners or outside experts to perform a climate resiliency audit of each JMRL facility.
  - Timeline- By the end of FY29
  - Desired Outcome- Ensure that JMRL's facilities are prepared to offer service in climate-uncertain future scenarios
  - Responsible party- JMRL Managers, Library Director
- Review of hours offered (availability)
  - Timeline- By the end of FY27
  - Desired Outcome- Ensure equitable access to library services throughout JMRL's service area
  - Responsible party- JMRL Managers, Library Director, Library Board

- Educate stakeholders about the funding structures and operational needs of JMRL.
  - Produce a graphic representation of JMRL's funding sources, ready to hand out to stakeholders.
    - Timeline- By the end of FY25
    - Desired Outcome- Assist staff and trustees in condensing complicated funding structures into an easily digestible format
    - Responsible party- Library Director, PR Specialist, Business Manager
  - Provide training and internal education to staff about JMRL's funding structures, to better prepare them to discuss this with stakeholders.
    - Timeline- By the end of FY26
    - Desired Outcome- Staff capacity for directing stakeholders to appropriate funding sources
    - Responsible party- Library Director, Business Manager, Training Committee
  - Develop standardized orientation materials to distribute to newly elected local officials.
    - Timeline- By the end of FY26
    - Desired Outcome- Heightened understanding of the value of the regional library system with stakeholders
    - Responsible party- Library Director, Library Board
  - Develop annual report
    - Timeline- By the end of FY27
    - Desired Outcome- Heightened understanding of the value of the regional library system with stakeholders
    - Responsible party- Library Director, PR Specialist
  - Develop measures of comparison to peer libraries to share with stakeholders, including such metrics as circulation, staff compensation, square footage per population, etc.
    - Timeline- By the end of FY29
    - Desired Outcome- Track progress on goals and support amongst peers
    - Responsible party- Library Director
- Work with jurisdictional partners to preserve and update aging library buildings.

- Specific projects:
  - Complete a Central Library Renovation project.
    - Timeline- Architecture and Engineering by the end of FY27, construction by the end of FY29
    - Desired Outcome- A new Central Library
    - Responsible party- Library Director, Library Board
  - Undertake a Scottsville Library needs assessment or design study, in partnership with Albemarle County.
    - Timeline- By the end of FY29
    - Desired Outcome- Develop scope for the needs of the Scottsville Library
    - Responsible party- Library Director, Library Board
  - Define JMRL use of the Crozet library ground floor space.
    - Timeline- By the end of FY29
    - Desired Outcome- Develop design plans and funding strategies for library use of this space
    - Responsible party- Library Director, Library Board, Crozet Branch Manager
- Conduct a parking needs assessment for each JMRL location.
  - Timeline- By the end of FY29
  - Desired Outcome- To collect data in order to make the best informed decisions when opportunities for revisiting parking arise
  - Responsible party- Library Director, JMRL Managers, Library board
- Develop an evaluation strategy for capital improvements to existing buildings, potentially including a facilities assessment from an outside source.
  - Timeline- By the end of FY29
  - Desired Outcome- To map out a timeline for future capital needs for existing JMRL facilities
  - Responsible party- Library Director, JMRL Business Manager, Library Board

Potential IT Operating Costs Currently Supported by the Equipment Fund

<b><u>Annual IT Subscription and Maintenance Platforms</u></b>	<b><u>Cost</u></b>
Antivirus Maintenance (Annual Cost)	\$10,500.00
Authority Control Software (Annual Cost)	\$2,500.00
Deep Freeze Maintenance - Public PCs (Annual Cost)	\$1,500.00
Envisionware Maintenance - Public PCs and Printing (Annual Cost)	\$5,600.00
Fortres Maintenance - Public PCs (Annual Cost)	\$500.00
Google Workspace Subscription (Annual Cost)	\$11,000.00
Kajeet Hotspots (Annual Cost)	\$5,000.00
Knowbe4 - Cybersecurity Subscription (Annual Cost)	\$4,000.00
Locker Support and Maintenance (Annual Cost)	\$10,700.00
ManageEngine Endpoint Central (Annual Cost)	\$7,000.00
ManageEngine Servicedeskplus Ticketing Software (Annual Cost)	\$2,000.00
Mosio Reference Chat Software (Annual Cost)	\$1,000.00
Nelson Kiosk Maintenance (Annual Cost, years 2-5)	\$3,318.35
Online Program Registration System - Trumba (Annual Cost)	\$2,700.00
Smartnet Maintenance (Annual Cost)	\$11,000.00
T-Mobile Hotspots (Annual Cost)	\$1,500.00
Web Filter Maintenance - Public PCs (Annual Cost)	\$2,800.00
Website Hosting Platform (Annual, Billed Monthly ~\$1,700)	\$20,400.00
Wireless Printing Subscription (Annual Cost)	\$5,800.00
<b>Total Annual/Recurring</b>	<b>\$108,818.35</b>

**JMRL Prioritized Director Goals for FY25:**

1. Continue work on revising JMRL's pay scale and developing strategies for funding a new salary structure with jurisdictional partners. This remains a multi-year process, so progress this year could include pursuing intermediary steps to address staff compression and lack of progress on JMRL's payscale.
2. Complete the modernization of JMRL's job descriptions.
3. Work with the Central Library Renovation Working Group to secure this project's FY27 and FY29 plans in the Capital Improvement Program budgets of both Charlottesville and Albemarle County for FY26. Begin early planning for fundraising in support of the FY29 construction.
4. Formulate reasonable scenarios for Board review and evaluation regarding the possibility of a fine-free JMRL.
5. Continue to pursue JMRL website modernization and improvements, including developing long-term strategies for catalog stability and usability.

