



**LIBRARY BOARD'S AGENDA – OCTOBER 28, 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: 816 0496 1958)**

- 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. Regional Patron Usage: a Map Based Visualization (Michael Powers, JMRL Trustee)
- 3:45 Committee Appointments and Reports**
1. Policy Committee Report
  2. Personnel Committee Report
- 3:55 Old Business**
1. FY26 Budget Discussion of Personnel Committee Recommendations
- 4:05 New Business**
1. All-Staff Training Day Report
  2. Friends of the Library Book Sale Report
- 4:15 Library Director's Report**
- 4:20 Other Matters**
- 4:25 Future Agenda Items**
- 4:30 Proposed Adjournment**



# Jefferson-Madison Regional Library

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## DRAFT

### MINUTES OF THE SEPTEMBER 23, 2024 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

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

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

#### OTHERS PRESENT

David Plunkett, Library Director  
Jerry Carchedi, Business Manager  
Dylan Padilla, Public Communications Specialist

Krista Farrell, Assistant Library Director  
Sierra Nafziger, Collection Specialist

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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, September 23, 2024 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=tvAWrKffLO8>.) Trustee Ledford moved that Trustee Michael Powers's and Trustee Meredith Cole's request to attend today's meeting of the JMRL Board remotely due to a personal matter, specifically travel, be approved. Motion passed unanimously. Trustee Hemenway moved to accept the minutes for the August 26, 2024 Board Meeting as submitted. Motion passed unanimously.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett introduced and welcomed the new JMRL Board Charlottesville Trustee, Siri Russell. Director Plunkett also introduced Dylan Padilla, JMRL's new Public Communications Specialist, to the Board. No public comments.

#### TRUSTEE CONTINUING EDUCATION

Director Plunkett presented to the Board information on Notary Services at JMRL. Currently, JMRL has 19 notaries among staff and offers free Notary Service to all patrons. In FY24, notarizations at JMRL totaled 2,557.

#### COMMITTEE APPOINTMENTS AND REPORTS

##### *1. Policy Committee Report*

The Policy Committee met and discussed Policy 4.11 (Materials Selection), which is still undergoing review. No new drafts were ready to recommend to the full Board. The next Policy Committee meeting will be October 28, 2024, prior to the full Board meeting. Trustee Russell will be replacing Kathy Johnson Harris on the Policy Committee.

#### OLD BUSINESS

NA

#### NEW BUSINESS

##### *1. FY26 Budget Planning and Prioritizing*

Director Plunkett reminded the Board of the FY25 Board Budget Schedule and discussed the timeline for personnel and

operational budget requests. The Personnel Committee is scheduled to meet the first week of October to discuss JMRL personnel requests. JMRL will meet with executive departments from Charlottesville, Albemarle, Greene, Louisa, and Nelson for a pre-budget meeting, which will be held in October. Director Plunkett presented suggestions for potential JMRL Board Budget Priorities for FY26, which included 1) Secure funding to address lack of movement in JMRL's pay scale while work is ongoing on a new compensation plan, 2) Secure funding to maintain current levels of library service in the region, and 3) Plan for moving software operational costs from the JMRL Equipment Budget to the JMRL Operating Budget. Trustee Hemenway moved to make these three the JMRL Board Budget priorities for FY26. Motion passed unanimously.

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

Director Plunkett reported that September is Library Card Sign-up Month. JMRL's Dylan Padilla arranged for interviews regarding Library Card Sign-up Month to be released Friday afternoons throughout September on radio station 106.1, The Corner. Central Library will be hosting a "Freedom to Read" trivia night at Random Row on Thursday, September 26, 2024, at 7:00pm. Director Plunkett announced that JMRL can now offer off-site digital access to the New York Times, using library card numbers, which was previously in-house only. Instructions on how to access the New York Times online can be found on the JMRL website ([www.jmrl.org](http://www.jmrl.org)). Director Plunkett alerted the Board that JMRL will be trying a new operational schedule at the Northside Drive-up window to free up staffing for other duties. The change would be to alter the Monday through Thursday hours to close the service window at 8:00pm, thirty minutes earlier than the current schedule. The JMRL Friends of the Library Fall Book Sale will be October 5-13, 2024, at the Albemarle Square Shopping Center, with member's night being Friday, October 4, 2024.

### **OTHER MATTERS**

Trustee Russell inquired about the Friends of the Library Fall Book Sale and Trustee participation. Director Plunkett stated that there is no expectation for the JMRL Board to assist in the Friends of the Library Book Sale, but Trustees can reach out to Director Plunkett if interested in helping. Director Plunkett also reminded the Board that Friends of the Library members can now spend up to \$100 on member's night at the Book Sale.

### **FUTURE AGENDA ITEMS**

Possible future agenda items include a FY26 Budget discussion, committee reports from the Personnel Committee and the Policy Committee, and a potential Continuing Education. The next Board Meeting will be October 28, 2024 at the Northside Library.

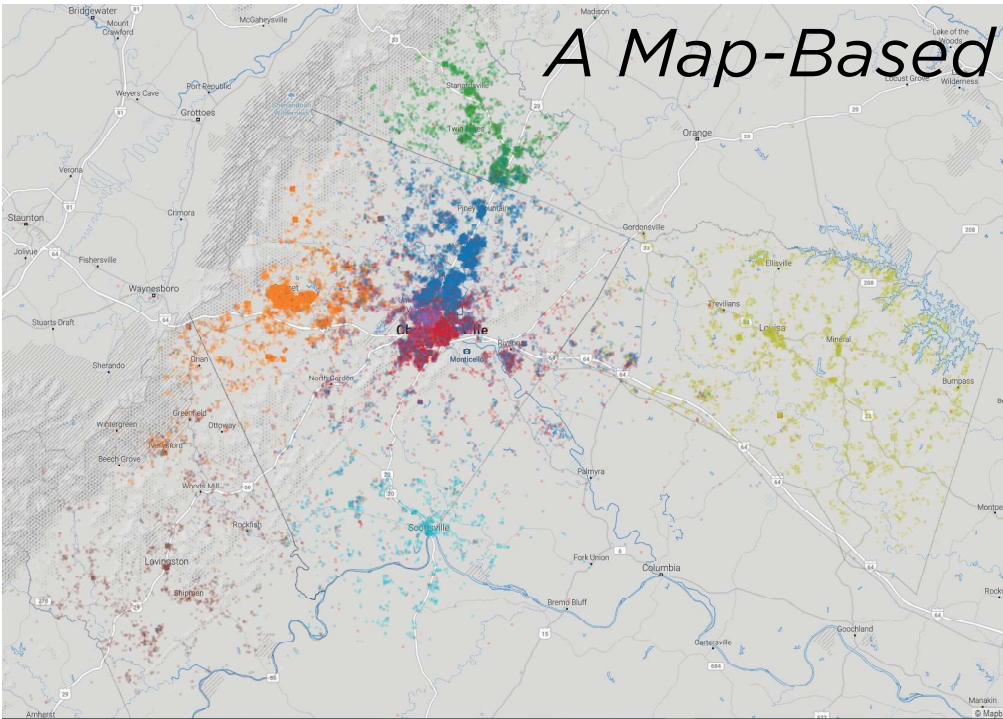
### **ADJOURNMENT**

The meeting adjourned at 4:05pm.

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# REGIONAL PATRON USAGE

## *A Map-Based Visualization*

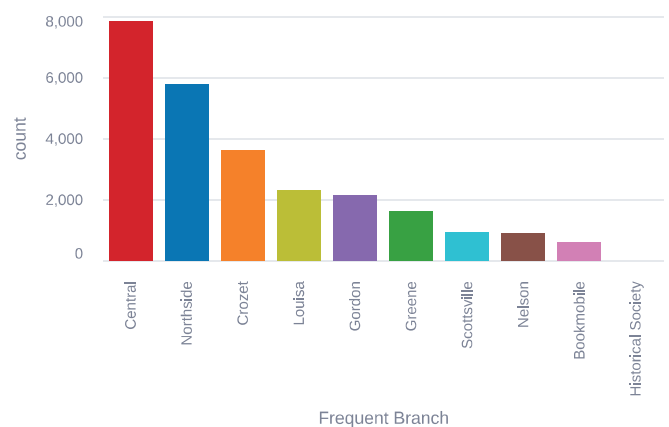
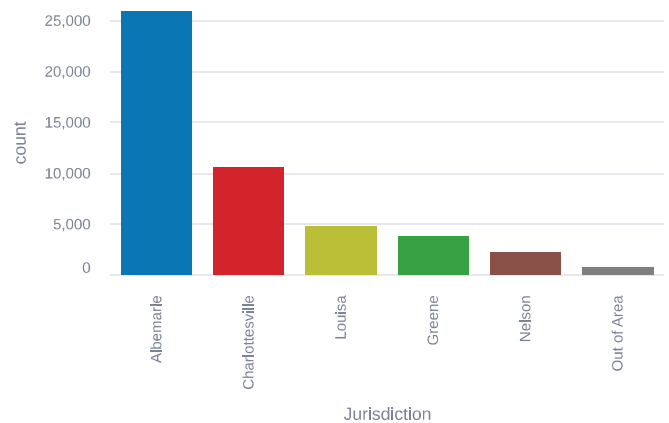


**Try it!**  
*live demo*

- Visualize patron locations
- Regional / Branch usage patterns
- Determine where to focus services
- Identify underutilized areas

- Tools:

- **Google API** - geocoding
- **Python / Pandas** - data processing
- **Streamlit** - interactive dashboard and hosting



*source code  
on github*



# JEFFERSON-MADISON REGIONAL LIBRARY

## FY26 Personnel Requests

### Top Priorities (Regional):

1. Per Board Budget Priorities, addressing lack of movement on JMRL's salary scale-

### To Support Existing Services (Top Priorities):

2. Northside- 1000 annual Circulation Support Substitute Hours
3. Scottsville- 780 annual Branch Support Substitute hours

### To Support Existing Services (Remaining Requests Prioritized):

4. IT/Digital Branch- NEW 25 hour/week Web Content Specialist position (previously requested for FY25)
5. Northside Reference- 650 annual Substitute Hours
  - a. 400 annual hours for the Reference Specialist Sub
  - b. 250 annual hours for the Reference Librarian Sub
6. Central Children's- 200 annual Youth Specialist Substitute hours
7. Northside- NEW 20 hour/week Circulation Support position (previously requested for FY25)
8. Northside- NEW 20 hour/week Children's Room Youth Specialist (previously requested for FY25)
9. Northside- NEW 20 hour/week Young Adult Room Youth Specialist
10. Scottsville- NEW 20 hour/week Branch Support Position

### To Potentially Seek Outside Funding For:

11. Louisa- NEW 20 hour/week SUMMER ONLY intern
12. Northside- NEW 20 hour/week SUMMER ONLY Shelver Support position