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**JEFFERSON-MADISON**  
REGIONAL LIBRARY

**LIBRARY BOARD'S AGENDA – APRIL 28, 2025**

Monday – 3:00 pm

**NELSON MEMORIAL LIBRARY (8521 Thomas Nelson Hwy, Lovingson, 22949) and  
PRESENTED VIRTUALLY or via  
TELEPHONE at 888 788 0099 (Toll Free)  
(Webinar ID: 863 0409 8155)**

- 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**
- 3:35 Committee Appointments and Reports**
1. Fines and Fees Working Group Report
  2. Technology Committee Report
  3. Policy Committee Report
- 3:55 Old Business**
1. Strategic Plan Review
- 4:05 New Business**
1. Potential First Reading of Policy 4.41 (Bookmobile)
  2. Potential Motion for Acceptance of Virginia Commission for the Arts Grant
- 4:15 Library Director's Report**
- 4:30 Other Matters**
- 4:35 Future Agenda Items**
- 4:40 Proposed Adjournment**

**\*\*\* Optional Tour of the Nelson Memorial Library\*\*\***

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# Jefferson-Madison Regional Library

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

## DRAFT

### MINUTES OF THE MARCH 24, 2025 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  
EJ Dowling, Greene County Library Branch Manager

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, March 24, 2025 at 3:00 PM, at the Greene County Library (222 Main Street Suite 101, Stanardsville, VA 22973), and live streamed using videoconferencing software. (A recording of the meeting is available at:

<https://www.youtube.com/watch?v=OdiU3CKbBfU>.) Trustee Polanowski moved that Trustee Meredith Cole's request to attend today's meeting of the JMRL Board remotely due to a personal matter, specifically work obligations, be approved. Motion passed unanimously. Trustee Polanowski moved to accept the minutes for the February 24, 2025 Board Meeting as presented. Motion passed unanimously.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

No announcements. No public comments.

#### TRUSTEE CONTINUING EDUCATION

EJ Dowling, Greene County Library Branch Manager, presented to the Board information on the Greene County Library Cookbook Bookclub program.

#### COMMITTEE APPOINTMENTS AND REPORTS

##### *1. Fines and Fees Working Group Report*

Trustee Polanowski reported that the Fines and Fees Working Group met and discussed the goal of the working group, possible evaluation metrics, and potential timeframes for any next steps. The Fines and Fees Working Group will meet again next month, on April 14, 2025. The Fines and Fees Working Group will also focus on removing barriers to access, as well as defining what that means.

#### OLD BUSINESS

##### *1. FY24 Audit Update*

Director Plunkett reported that the FY24 Audit is finished and with the auditors. Director Plunkett also reported that the JMRL FY24 Audit showed no findings and showed no money owed back to the jurisdictions. There was no current draft of the JMRL FY24 Audit for the Board to review. Director Plunkett stated that an auditor could be scheduled to appear before the Board to discuss the JMRL FY24 Audit findings, once available, if the Board is interested. The Board expressed no concerns at this time, but did express possible interest for next year, as well as every five years going forward.

## 2. *Hartman Estate Distribution*

Director Plunkett announced that JMRL has received a third, and final, disbursement from the Hartman Estate of \$70,000. Director Plunkett's recommendation to the Board is that the check be deposited in the Art and Jane Hess fund of the Friends of the Library Family of Funds at the Charlottesville Area Community Foundation. Discussion ensued. Trustee Hemenway moved that JMRL deposit the third interim distribution of \$70,000 from the estate of J. Leonard Hartman to the Art and Jane Hess Fund of the Friends of the Library Family of Funds at the Charlottesville Area Community Foundation. Motion passed unanimously.

## **NEW BUSINESS**

### 1. *FY26 Schedule of Library Closings*

Trustee Powers moved that the Board accept the 2025-2026 Schedule of Library Closings as proposed. Motion passed unanimously.

### 2. *Board Self-Evaluation*

President Townsend presented to the Board the results of the Board Self-Evaluation. Director Plunkett announced that the results of the Board Self-Evaluation were also available in the Board handouts and on the JMRL website. Discussion ensued.

## **LIBRARY DIRECTOR'S REPORT**

Director Plunkett reported that all five jurisdictions have FY26 Draft Budgets that include full funding for JMRL. Voting and adoptions of the FY26 Draft Budget will start in April 2025 and end in June 2025. Director Plunkett also reported that JMRL FY26 Equipment requests have come in to the administrative staff. The Budget Committee will potentially meet in May 2025 to discuss FY26 Equipment requests, which will be voted on and appended to the finalized FY26 Budget by the full Board in June 2025. Director Plunkett announced that September 5, 2025 marks the 75th anniversary of the Swanson Case that was tried in the Swanson Case Courtroom at the Central Library. JMRL is working with a group from the Bar Association, the UVA Law Library, Charlottesville-Albemarle Historical Society, the NAACP, and the Jefferson School for program planning. Director Plunkett reminded the Board that the Friends of the Library Spring Book Sale is April 5-13, 2025, with members' only night being April 4, 2025. Director Plunkett received questions last weekend regarding the President's Executive Order eliminating the Institute of Museum and Library Services (IMLS) and what it means for JMRL. Director Plunkett reported that JMRL receives no direct funding from IMLS, but does get broad support from the Library of Virginia that receives direct federal funding from IMLS, which does not include State Aid. A major service that is funded by IMLS via the Library of Virginia that might potentially be impacted is FindIt Virginia, which includes online databases such as Novelist, Homework Help, Universal Class, Universal Language, and more. The Scottsville Library's Food Pantry is now up and running. Director Plunkett announced that Albemarle County is working on a new comprehensive plan, which includes objectives for library services. Director Plunkett will be away from JMRL all of next week.

## **OTHER MATTERS**

NA

## **FUTURE AGENDA ITEMS**

Possible future agenda items include a FY26 Budget Update, a Policy Committee report, a Technology Committee report, a Fines and Fees Working Group report, and a Five-year Plan Review update. The next Board Meeting will be April 28, 2025 at the Nelson Memorial Library.

## **ADJOURNMENT**

The meeting adjourned at 4:06pm.

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# JMRL Strategic Implementation Plan FY25 Update

## 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 working 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
  - 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

## 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.
  - 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
- Promote awareness and discoverability of library resources, adapting to meet patron's information-seeking behavior.
  - Continue to improve the JMRL website and catalog experience.
    - Timeline- Annually
    - Desired Outcome- Increased usage of JMRL's digital resources
    - Responsible party- Digital Services Coordinator, Collections and Technology Manager
- Provide JMRL staff with the resources needed to deliver adaptable and flexible library service to the community.
  - 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.
  - 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

## 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.
    - 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
  - Promote literacy of all kinds through programming and access to library resources.
    - 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
  - Expand outreach services within a coordinated, regional framework.

- 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

## WE CULTIVATE A WELCOMING ENVIRONMENT FOR COMMUNITY ENGAGEMENT

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

## **DRAFT - MOBILE LIBRARY SERVICES (BOOKMOBILE)**

### **OVERVIEW**

The Jefferson-Madison Regional Library (JMRL) provides Mobile Library Services primarily through its Bookmobile, a mobile library branch that brings services directly to patrons throughout the region. Operating continuously since 1946, the Bookmobile houses its own browsable collection and serves individuals and communities with limited access to physical library branches. Mobile Library Services extend JMRL's mission by reaching patrons who face barriers to in-person visits due to geographic location, physical limitations, transportation challenges, or other accessibility constraints.

### **SERVICES**

The Bookmobile is a fully functioning mobile library branch with the following features and services:

1. A browsable collection housed on the vehicle, with additional items stored in the closed stacks of the Bookmobile offices
2. Borrowing of library materials with a 4-week checkout period for most items
3. Ability to request and pick up holds from any JMRL location
4. Ability to accept the return of borrowed materials
5. Reader advisory services
6. Library card registration and renewal
7. Free public WiFi access
8. Access to information about other JMRL services and programs

The following services are generally not available through Mobile Library Services:

1. Printing or copying services
2. Public computer access
3. Notary services
4. Meeting room facilities

All Bookmobile stops are free and open to the public, even when located at private residences or institutions. For the most current information about Mobile Library Services, including schedules and stop locations, please visit [jmrl.org/bookmobile](http://jmrl.org/bookmobile).

### **STOPS AND SCHEDULING**

Mobile Library Services operate through two primary service models:

1. Regularly scheduled stops at established locations, including community centers, senior living facilities, centrally-located lots, and residential neighborhoods
2. Special outreach events at community festivals, schools, or other local gatherings

Adopted 9/2014  
Revised 4/2025

Decisions about establishing or modifying regularly scheduled stops are based on the following criteria:

1. Geographic alignment with current routes
2. Demonstrated community need or outreach value
3. Physical feasibility, including safe and sufficient space (parking, ADA accessibility) for the Bookmobile
4. Availability of staff and resources

The Bookmobile does not operate when public schools are closed due to poor road conditions in the jurisdiction scheduled for service that day.

To request a Mobile Library Services stop, individuals or organizations may submit a request through the form available at [jmrl.org/bookmobile](http://jmrl.org/bookmobile). Requests will be evaluated annually, with final decisions made by the Library Director in consultation with the Bookmobile and Outreach Services Manager.

### **SERVICE AVAILABILITY**

Bookmobile service is available in JMRL jurisdictions where funding is provided for this service. Not all five JMRL jurisdictions may have Bookmobile service at all times.

JMRL may offer additional outreach vehicles beyond the Bookmobile, such as the Nelson Memorial Library outreach vehicle, based on community needs and funding and available resources.

For current schedules, contact information, stop locations, and service hours, visit [jmrl.org/bookmobile](http://jmrl.org/bookmobile).



# COMMONWEALTH of VIRGINIA

**COMMISSION FOR THE ARTS  
MAIN STREET CENTRE  
600 EAST MAIN STREET, SUITE 330  
RICHMOND, VIRGINIA 23219**

**BOARD/COMMISSION  
MEMBERS**

**EXECUTIVE DIRECTOR  
COLLEEN DUGAN MESSICK**

March 25, 2025

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BARBARA PARKER  
COLLINSVILLE**

**VICE CHAIR  
FRAZIER MILLNER ARMSTRONG  
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**VANESSA THAXTON-WARD, Ph.D.  
HAMPTON**

**YAN ZHAO  
FALLS CHURCH**

Megan Smead, Children's Services Manager  
Jefferson-Madison Regional Library  
201 East Market Street  
Charlottesville, VA 22902

**Grant I.D. #: 26-0479      Touring Assistance: \$1,300.00**  
**Federal I.D. #: 54-6001202      Federal UEI: ZS6VHZ6AHZV3**  
**Vendor I.D. #: 0000050812      Location Code: 1**

Dear Ms. Smead:

It is a pleasure to inform you that the Virginia Commission for the Arts has awarded your organization the grant referenced above. **The online final report form for the grant is due 30 days after the performance**, or no later than June 15, 2026, for performances in June of 2026.

Your signature on the Certification of Assurances that was attached to the application indicates your agreement to the terms. Any changes in the activities or budget described in your application must be approved in advance by the Commission staff.

You may expect payment of grant funds in full approximately 30–45 days after the submission of the Final Report.

In all published materials and announcements regarding this activity, acknowledgment must be made that the activity is partially supported by the Virginia Commission for the Arts. VCA's logo can be found on the VCA's website under "Grants" [HERE](#).

The Commission is grateful for your contribution in making high quality arts available to the citizens of Virginia. Please accept our best wishes for your continued success.

Sincerely,

Colleen Dugan Messick  
Executive Director

cc: Geoffrey Marsh

Date of Activity: 8 performances at various libraries July 8, July 9, July 10, & July 11, 2025

**(804) 225-3132 (Voice/TDD)    Email: [arts@vca.virginia.gov](mailto:arts@vca.virginia.gov)    URL: [www.vca.virginia.gov](http://www.vca.virginia.gov)**



**JEFFERSON-MADISON**  
REGIONAL LIBRARY

## **Potential Grant Funding Motions**

### **Potential Motion for Funding Granted from the Virginia Commission for the Arts:**

I move that JMRL accept the Virginia Commission for the Arts granted allocation of up to \$1300 and authorize the expenditure of that funding to support Children's programming.