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# JEFFERSON-MADISON REGIONAL LIBRARY

## LIBRARY BOARD'S AGENDA – JULY 28, 2025

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: 837 0138 6706)**

- 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. JMRL's Updated Collection Management Plan (Meredith Dickens, JMRL Collection Manager)
- 3:55                            Committee Appointments and Reports**  
1. Technology Committee Report  
2. Fines and Fees Working Group Report
- 4:10                            Old Business**  
1. Second Reading for Removal of JMRL Policy 2.44 (Employment References)
- 4:15                            New Business**  
1. FY26 Committee Assignments  
2. FY26 Friends Family of Funds Grant Acceptance  
3. Louisa County Community Fund Grant Acceptance
- 4:25                            Library Director's Report**
- 4:30                            Other Matters**
- 4:35                            Future Agenda Items**
- 4:40                            Proposed Adjournment**

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# Jefferson-Madison Regional Library

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## DRAFT

### MINUTES OF THE JUNE 23, 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  
Kayla Payne, Collections & Technology 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, June 23, 2025 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=TgNR8uAcXq0>.) Trustee Ledford moved that Trustee Anne Hemenway'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 Polanowski moved to accept the minutes for the May 19, 2025 Board Meeting as presented. Motion passed unanimously.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Polanowski announced that Ophelia Payne, JMRL Louisa County Library Branch Manager, will be joining the Personnel Committee. No public comments.

#### TRUSTEE CONTINUING EDUCATION

David Plunkett, JMRL's Library Director, presented to the Board a history of JMRL's Payscale. Discussion ensued.

#### COMMITTEE APPOINTMENTS AND REPORTS

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

The Policy Committee met prior to the Board meeting and discussed Policy 2.44 (Employment References), which will be presented to the Board for a first reading in New Business. The Policy Committee also discussed Policy 4.61 (Monticello Avenue Community Information Network) and Policy 1.23 (JMRL Board Committees), which are still undergoing review.

##### *2. Nominating Committee Report*

Trustee Hemenway reported that the Nominating Committee nominates Trustee Childs for Board President and Trustee Polanowski for Vice President for FY26. The Board will vote on FY26 Board Officers in New Business.

#### OLD BUSINESS

##### *1. FY26 JMRL Budget Adoption*

Trustee Ledford moved to adopt the proposed FY26 JMRL Budget. Motion passed unanimously.

##### *2. JMRL Payscale Adoption*

Director Plunkett presented to the Board the FY26 Payscale, which included a 5% increase already worked into the FY26 Budget. Trustee Childs moved to accept the JMRL Payscale for FY26. Motion passed unanimously.

##### *3. Discussion of Administrative Services Agreement Renewal*

Director Plunkett shared with the Board the Administrative Services Agreement with the City of Charlottesville, which is up for review every three years. Trustee Ledford moved that the Board vote to allow the Board President to sign the Agreement. Motion passed unanimously.

## **NEW BUSINESS**

### *1. First Reading for Removal of JMRL Policy 2.44 (Employment References)*

Policy 2.44 (Employment References) was presented to the Board for a first reading. Trustee Powers reported that the Policy Committee recommends that Policy 2.44 (Employment Reference) be removed from the Policy Manual and added to the JMRL Employee Handbook. Policy 2.44 (Employment References) will be presented to the Board next month for a second reading and a potential vote.

### *2. Director's Prioritized FY26 Goals*

Director Plunkett presented to the Board the JMRL Prioritized Director Goals for FY26, which include: 1) Advancing JMRL's payscale for the second year in a row, with the cooperation of JMRL's funding partners. 2) Securing funding for Architecture and Engineering costs for a FY27 Central Library design project from Charlottesville and Albemarle. Currently they are each projecting \$857,109 for this design, for a total of \$1,714,218 required in their combined budgets. 3) Develop a timeline and overall fundraising strategy for the Central Library renovation, in consultation with the Board, the Friends, Charlottesville, Albemarle, and the Central Library Working Group. 4) Develop a roadmap for website enhancements and explore strategies for the use of external funding and resources to meet that timeline.

### *3. Vote on FY26 Board Officers*

Trustee Ledford moved to have Aleta Childs be President and Brandy Polanowski be Vice President of the JMRL Board of Trustees for FY26. Motion passed unanimously, with President Townsend abstaining.

## **LIBRARY DIRECTOR'S REPORT**

Director Plunkett shared with the Board an infographic handout that explains JMRL's budget flow process, which is a staff goal in JMRL's Five-Year Plan. Director Plunkett encouraged the Board to email him thoughts and feedback on the infographic. JMRL's Summer Reading signups have nearly doubled from last year, making this year the most successful summer reading program in recent history. This year's Summer Reading theme is "Color Our World." Participants receive a free tote bag when they sign up for Summer Reading. Director Plunkett reported that the JMRL Friends of the Library approved their FY26 Support for JMRL, totalling \$189,860. Director Plunkett reminded the Board that JMRL staff is moving forward with terminating the use of a collection agency, beginning FY26. JMRL Auto Renewals begin July 1, 2025. Director Plunkett congratulated Camille Thompson, JMRL Gordon Avenue Branch Manager, on graduating from the Charlottesville Regional Chamber of Commerce Leaders Lab Program. Director Plunkett announced that he would be out of state for a week, starting Friday June 27, 2025.

## **OTHER MATTERS**

Trustee Morville inquired about next steps for the Fines and Fees Working Group. The Fines and Fees Working Group is expecting to have another meeting in the next month. Director Plunkett reminded the Board that the new Board President will set Committee Assignments, and announced the Board will need a new chair for the Budget Committee. Director Plunkett also reminded the Board that the Advisory Committee for the Friends Family of Funds Charlottesville Area Community Foundation (CACF) will be meeting before the next Board meeting, which will include the new Board President and Vice President.

## **FUTURE AGENDA ITEMS**

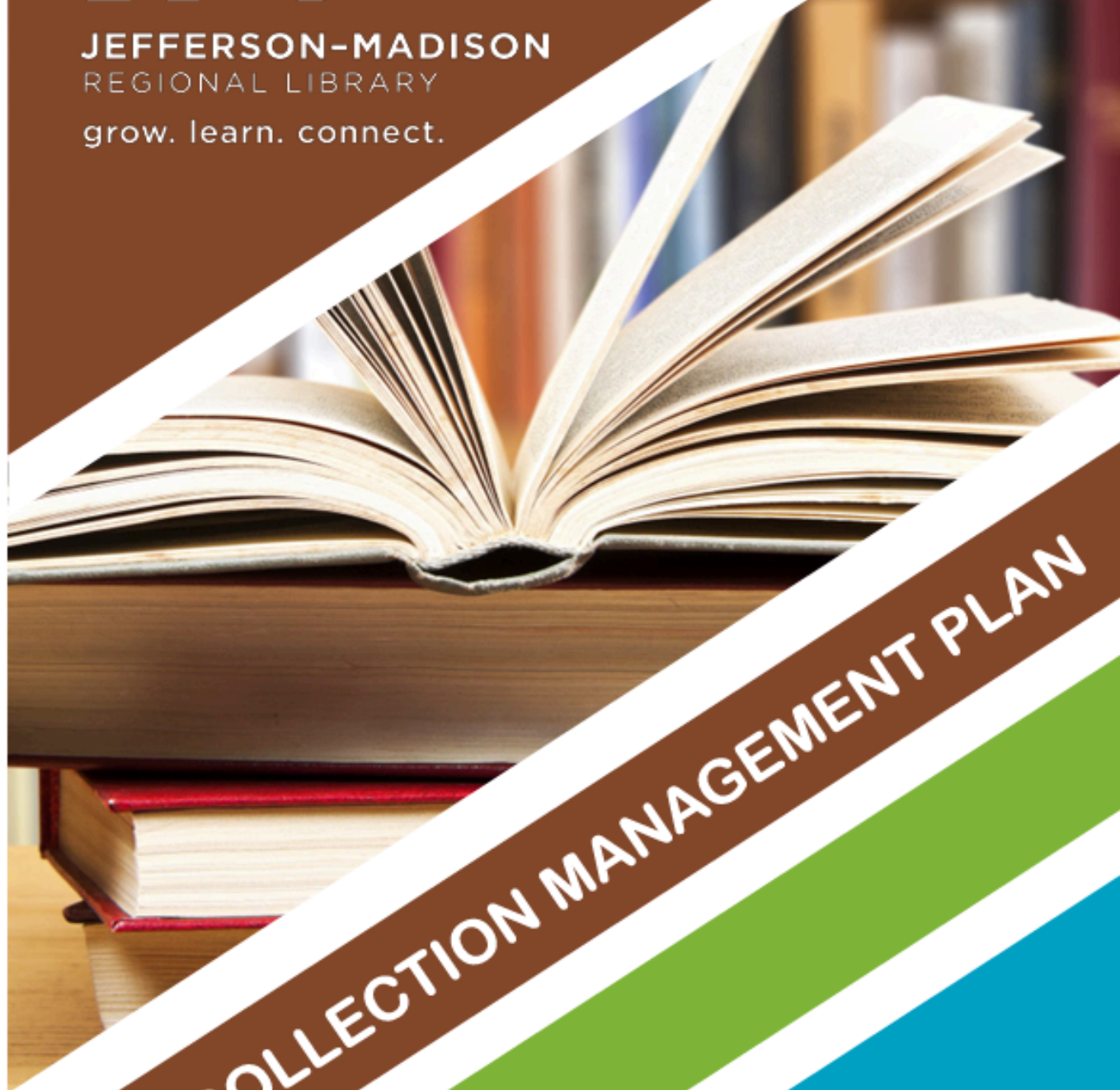
Possible future agenda items include a possible Continuing Education, a Fines and Fees Working Group Report, a Technology Committee Report, a second reading and possible vote for removal of Policy 2.44 (Employment References), and a possible vote on accepting a grant from CACF for FY26. The next Board Meeting will be July 28, 2025 at the Northside Library.

## **ADJOURNMENT**

The meeting adjourned at 4:21pm.



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REGIONAL LIBRARY  
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# COLLECTION MANAGEMENT PLAN

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### Purpose of the Collection Management Plan

The Collection Management Plan is a working document which, in conjunction with Library policies, provides a framework concerning the philosophy and strategy for collection development work at Jefferson-Madison Regional Library (JMRL). Practically, the Plan and its supporting documents serve as a guide for Library staff for all steps in building and maintaining the Library collections, including selection and retention of materials in a cost-efficient, user-relevant manner. The Plan, as a procedural document, will be reviewed and updated as staff needs change.

The Plan is designed to support the Library's [Mission and Values](#), and to meet the changing needs of the community served by the Library. The Regional Library serves all ages, promotes reading, serves as a life-long educational resource, and supports democracy by fostering the free exchange of ideas.

Throughout this document, “selection” is used to refer to the decision to purchase specific titles/items for inclusion in the collection, and “management” is used to refer to the ongoing work of maintaining a collection throughout the life cycle of its materials. “Regional selectors” refers collectively to the team comprised of the Collection Manager, the Children’s Services Manager, the Adult Programming and Reference Services Manager, and the Young Adult Services Manager, who hold ultimate responsibility for selection of all circulating materials.

### The Community and the Library

Jefferson-Madison Regional Library serves the City of Charlottesville and the counties of Albemarle, Greene, Louisa, and Nelson with a combined population of 231,871 in 2020. The Library maintains eight physical branches, a bookmobile, and a digital collection.

The physical collections of JMRL consist of approximately 500,000 volumes at time of writing in FY2025, housed in nine branch collections. Greene County, Nelson County, and Louisa County

are each served by a single branch; Northside, Crozet and Scottsville branches are located in Albemarle County, and within the City of Charlottesville are Central and Gordon Avenue branches. In addition, Nelson Memorial Library operates a capsule collection out of a kiosk in Nellysford; this kiosk collection is managed by branch staff. The Bookmobile operates out of space in the Northside Library building, and maintains a collection with items shelved at the discretion of its staff either on the vehicle (browsable at stops) and in its offices, not open for browsing by the public but available by hold pickup. All collections are shared and accessible by all JMRL cardholders; a courier runs daily to all locations to ensure items are returned to their home branches or to deliver items with holds for pick up at patrons' preferred branches. There are also circulating digital holdings, which are maintained regionally by the regional selectors. Total annual circulation was just under 1.9 million in FY2025.

## **Relevant Policies & Procedures**

This Plan shall be used by staff in conjunction with a close reading of the JMRL [Policy Manual](#) to ensure compliance with the policies instituted by the Library Board of Trustees. Jefferson-Madison Regional Library and its Trustees support the American Library Association's [Library Bill of Rights](#) and the ALA statements regarding [Freedom to Read](#), [Freedom to View](#), and [Free Access to Libraries for Minors](#).

Specifically, JMRL [Policy 4.11](#) provides guidelines for selection and use of materials, outlines the acceptance of material gifts, requests for consideration and for reconsideration, and the disposition of withdrawn material. JMRL utilizes Interlibrary Loan in order to meet the information needs of its users not met by the Library collection. Use of Interlibrary Loan is governed by [Policy 4.32](#). [Policy 4.24](#) allows for any library user to request a library offering be reconsidered, including an item's inclusion or location in the collection. [Policy 4.41](#) gives provision for a collection specifically serving the Bookmobile.

Staff should be aware of the [following procedures related to collection material, available on the JMRL intranet](#): steps to take when a patron requests purchase of specific material (procedure 4.14), when receiving a donation of library materials (procedure 4.13) or a periodical subscription (procedure 4.16), when receiving a donation of money to purchase library materials (procedure 4.15), when a patron requests reconsideration of library material (procedure 4.24). In addition, procedural documentation exists for [withdrawing items from the collection](#) (4.17) and [transferring items from one branch to another](#) (4.18). Procedure 4.226 refers staff to the [Circulation Manual](#) for dealing with items in the collection that have been damaged while checked out to a patron; this is maintained by the Circulation Manager. The staff member in the Reference Department in charge of Serials maintains a [Serials Manual](#) for the management of periodicals in the collection.

## **Funding & Selection**

Funding for the Library comes from many sources: local jurisdictions provide operational and capital support, the Friends of the Library provide support for programming, and support is provided by private gifts and grants, as well. The majority of JMRL collection materials, however, is purchased with funding provided by the state government ("State Aid to Libraries").

State funding used for library materials is allocated to adult, juvenile, young adult, and reference departments by the Collection Manager in advance of each fiscal year. The regional selectors each appropriate portions of their department's funds according to analysis of prior spending and prediction of future need, taking into account trends in format, access, and subject matter interest. Factors in overall selection and budgeting include branch size and usage, and local community characteristics.

Using these allocated funds, responsibility for selection of titles and branch allocation resides with the regional selectors as well: the Children's Services Manager for juvenile materials, the Young Adult Services Manager for young adult materials, the Collection Manager for adult circulating materials, and the Adult Programming and Reference Services Manager for non-circulating materials and electronic databases. Each physical branch is designated "discretionary funds" for direct ordering of materials each year, as well. Discretionary material orders must adhere to the Material Selection Policy (Policy 4.11).

Among the age level designations of juvenile, young adult, and adult materials, classification decisions for individual titles are based on the intended audience of the material. This is determined by publisher designation, stated author intent, and age level evaluation published in critical review sources. When the age level of a title is in question, Regional Selectors and other professional librarians on staff will confer to make a determination of the intended audience.

## **Collection Development**

JMRL seeks to provide both mirrors and windows for its community of readers. The Library primarily supports the informational and recreational needs of its patrons, maintaining an emphasis on current, contemporary materials in a wide range of formats. In fiction, this means a high-interest collection from a variety of genres. In nonfiction, the Library provides information for the general reader on a wide variety of subjects and viewpoints. A secondary objective is to provide educational support to students of all ages. JMRL does not act in lieu of school or academic libraries and does not duplicate their efforts, but the Library does work with local schools to provide support and is mindful of the needs of the homeschool community and of lifelong learners.

Library usage patterns may help guide selection decisions. While some genres or subject areas perform well at all locations, other genres find disproportional usage only at certain branches. A wider variety of titles within a specific genre will be sent to branches with demonstrable community preference. These selection decisions are informed by circulation data and patron feedback.

Selection resources include critical reviews in professional or industry sources such as *Library Journal*, *School Library Journal*, *Publishers Weekly*, and *Kirkus Reviews*. Titles may be selected due to demand driven by mainstream media and local media sources. Selection can be limited by lack of independent review of a title, suitability of format for library use, or stock availability from a vendor.



All staff members and library cardholders may recommend material for inclusion in the Library collection, and input from those sectors is actively sought by regional selectors. Selection suggestions are collected formally by internet form and paper form from patrons, formally by vendor database workflows (e.g. staff creation of selection carts in vendors' online systems, submitted to regional selectors for approval and ordering), and informally by email and word of mouth from staff and patrons. Records of requests to purchase library material are retained for one year, according to [JMRL's records retention policy](#) (Policy 1.7).

Within each category for format and collection area, titles are selected for branch holdings according to the Material Selection Policy, and item quantities assigned with respect to branch size, usage, and local community needs. Branch collections can be sorted into large (Central, Northside, Crozet), medium (Gordon Ave, Greene, Louisa), and small (Nelson, Scottsville, Bookmobile), according to physical size and usage; these categories guide distribution of materials. Series are continued at branches where previous performance warrants. The Collection Manager continuously collects and reviews circulation and turnover rates for portions of each collection and for each branch, to assess equitable and efficient allocation upon selection. Frequent communication between branch managers and regional selectors is maintained to address topical and timely needs as they arise.

The Collection Manager maintains [a regular report on "high-demand" items](#) which require additional copies to meet community demand. In general, the Library strives to maintain a 5:1 holds ratio on regular print titles and up to a 10:1 ratio on audiovisual, large print, and digital titles; these ratios are maintained as far as budget allows without sacrificing the depth or breadth of the collection as a whole. Additional varied formats are sought in all high-demand titles. Bestseller collections of in-demand titles are maintained at seven branches. This collection is designed to be browse-able, and to alleviate pressure on high-demand holds by offering some first-come, first-served copies. These items are not hold-able, non-renewable, and circulate for seven days, ensuring rapid turnover. Bestsellers are selected by the Collection Manager, and managed thereafter at the branch level.

Standing orders and continuation accounts may be utilized by selectors to efficiently fulfill needs with respect to reliably popular authors or regularly updated material, and to take advantage of vendor discounts. They do not take the place of active selection to maintain a vibrant, useful, responsive collection.

The Collections Manager maintains vendor contacts and manages account access for materials acquisition and ordering. The Collections Manager also maintains a list and schedule of tasks related to the ordering of materials and order accounting and reporting.

### **Acquisitions, Cataloging and Processing**

Acquisition, cataloging, and processing are administered centrally by regional Library staff. All material orders are received into the Technical Services department at Central Library for cataloging and processing before being delivered to branches for circulation. Cataloging librarians are responsible for maintaining metadata regarding items in the collection, and in



matters related to making this metadata available and accessible to public users and staff. Technical Services staff maintain their own procedural documentation.

## **Formats & Alternate Material Types**

When choosing editions or binding options of print materials, hardcover is preferable to softcover, and trade paperbacks are preferable to mass market paperback. The Library does not in general circulate intricate pop-up or movable books, and avoids spiral bindings and other formats not suitable for library use. For instance, picture books in paperback format do not survive heavy circulation and are avoided in general.

In addition to regular print books, the Library maintains content in a variety of formats, to maintain ease of access to content for diverse user needs. Selection responsibility and format-specific criteria are as follows:

- Audiobooks – selection and collection management of audiobooks on CD and MP3 disc, and on Playaway MP3 players is the same as for print material. Selection for audiobooks is offered to branch managers, or is made by regional selectors. Collection management is performed at the branch level.
- Book Club Kits – sets of multiple copies of a title circulate in a bag with a reader's guide and supplementary material. Adult book club kits have ten copies of the book; juvenile book club kits have five copies. These materials are purchased with Friends funding or chosen from no-longer-needed duplicate copies of high-demand titles from the circulating collection. Selection, acquisition and management is the responsibility of a designated staff member in the Reference Department for adult book club kits and the Children's Services Manager for juvenile book club kits.
- Digital Collections – at time of writing in 2025, the Library maintains circulating collections with the following vendors of digital content. This list is subject to change as new resources are evaluated and added or removed. The collections listed here have digital material circulated by patron barcode and managed by the Collection Manager. [Other digital resources](#) are counted as databases and maintained and managed by Reference staff.
  - Overdrive/Libby (ebooks, eaudiobooks, and digital magazines) - participation in the Southwest Virginia Public Libraries consortium and holdings of a JMRL-user-only "Advantage" collection. Selection and management of JMRL-purchased material is the responsibility of regional selectors.
  - Freeding (ebooks); this collection is provided in bulk; no selection is required.
  - Kanopy (streaming video); this collection is provided in bundles; individual selection or curation of titles is not required. Selection and management of subscriptions for bundles is the responsibility of the Collection Manager.
  - Magzter (digital magazines); a bundle of titles is provided by the State Library; no selection is required.
- Foreign Language Materials - selection and collection management of materials in languages other than English is the same as for regular print material.
- Graphic Novels – selection and collection management of graphic novels is the same as for regular print material. Most branches house graphic novels of all levels (adult, YA,

juvenile) in separate locations from regular print. There is a rotating collection of manga series, managed by the Young Adult Services Manager.

- Large Print – Selection for large print books is offered to branch managers, or is made by regional selectors. Collection management of large print materials is performed at the branch level.
- Microform – historical issues of periodicals, including the current year and back issues of the Daily Progress, are maintained on microfilm and microfiche in the reference collection at Central Library. Selection and management is the responsibility of the Adult Programming and Reference Services Manager.
- Motion pictures – the Library offers films and movies for circulation in DVD format. Blu-Ray discs are purchased when DVD format is not available, but the preference remains for the more universally accessible DVD format. Rarely, films on VHS tape are maintained in non-circulating collections for preservation purposes. Since the closure of local video stores and the lack of access to broadband/streaming services in many rural areas in JMRL's jurisdiction, selection has seen a renewed emphasis on quality feature films and television shows for cultural education, in addition to documentary films and instructional videos.

A quarterly rotation of adult DVDs is managed by Technical Services staff in order to maintain a robust regional collection without compromising browse-ability/fresh appeal at each branch. Maintenance of the regional DVD collection is the responsibility of the Collection Manager.

Selection and acquisition of DVDs used for library programming are the responsibility of programming staff, using Friends of the Library funding. After a DVD is used for a library program, it may be added to that branch's collection or the rotating collection.

- Music – the library offers musical recordings in CD format. Neither cassette tapes nor LPs circulate. Selection for musical recordings is made by regional selectors; collection management is performed at the branch level.
- Periodicals – branch manager or designated staff at each branch reviews annually the list of that branch's subscriptions of magazines. Effort is made to carry the local newspaper of record at each branch, as well as regional and national newspapers of note. Subscriptions are managed regionally by a designated staff member in the Reference Department.
- Reference material – though most print material traditionally housed in "reference" collections has been transferred to the circulating collection, some materials remain "in library use only." Large sets of information books such as encyclopedias, expensive or hard-to-replace materials, or materials that reference staff use regularly and need always-to-hand may be maintained and updated as necessary to fulfill information needs. Selection and management of these materials is the responsibility of the Adult Programming and Reference Services Manager.

## **Special Collections**

JMRL maintains several special-interest collections specific to certain branches. Except where noted, selection for these collections is performed by the regional selectors with input from the respective branch manager or staff, and special attention is paid to developing these collections and keeping them dynamic.

- Local Voices - JMRL established the Local Voices Collection in 2017 to support and showcase the creativity of the local community. Local writers, musicians, filmmakers, and other creators are invited to donate their self-published or independently-published books, CDs, DVDs, or other items as approved for inclusion in the Local Voices Collection. [Guidelines and forms for submission are made available on the Library website.](#) This collection is maintained by the Collections Manager; a list of contributors and their contact information is maintained.
- Jazz Music CDs at Gordon Avenue Library – music recordings celebrating the breadth and depth of the entire history of jazz.
- The Roland E. Beauford Sr. African American Collection at Gordon Avenue Library - This collection offers the community a selection of materials for adults and young adults that reflect, honor, and explore the African American experience, including works highlighting Virginia's African American figures and communities.  
This collection includes:
  - A selection of fiction by African American authors in editions that incorporate cultural and critical context to supplement the original work.
  - Memoirs and biographies of notable African American figures.
  - Nonfiction books covering topics such as African American history, political thought, music, art, and culture.
- Adult Literacy Collection at Central and Northside Libraries - materials of interest to adults increasing their reading skills, English as a Second Language (ESL) learners, and to adult literacy/ESL tutors. Include "high/low" (high interest/low reading level) stories at various levels, bilingual dictionaries, grammar and language instruction books, audiobooks, and DVDs.
- The Play Collection at Central Library - over 400 scripts from Dramatists Play Service and Samuel French, Inc., as well as plays in anthologies.
- Each branch has some holdings designated as "local history," which are preserved as non-circulating. In general, these are considered reference material and maintained at the branch level.
- Professional collection - some materials directly related to librarianship and best practices for professional duties are maintained in staff offices for use by Library staff. Professional collection materials might include copies of books used during programs, such as picture books in storytimes. These materials are cataloged as non-circulating but sharable among all JMRL staff as needed. They are selected by the staff members in the relevant departments, and managed by the Collection Manager.
- Non-traditional material in circulation - JMRL offers a "[Library of Things](#)" for checkout - generally, items and kits included in the Library of Things are selected and maintained by staff in the Adult Programming and Reference Services Department, with the following exceptions:
  - [This document outlines current Museum/Culture passes](#), including:
    - American Shakespeare Center (Blackfriars Theatre in Staunton) culture passes are managed by the Adult Programming and Reference Services Manager [These passes are currently pending. July 2025]
    - Frontier Culture Museum passes are managed by Technical Services
    - the Library of Virginia provides State Park backpacks; these are maintained for JMRL by the Children's Services Manager

- Virginia Discovery Museum passes are managed by the Children's Services Manager
  - Memory Kits are selected and maintained by the Bookmobile and Outreach Services Manager
  - the Toy Library is maintained by the Children's Services Manager
  - Wi-Fi hotspots are maintained by the Collections and Technology Manager.
- Seed Libraries, Paperback Exchange Racks, Magazine Exchange Racks, DVD Swaps, and Puzzle Swaps - are available at various branches. These are not cataloged and are managed and maintained by branch staff.

## **Collaborations and Community Partnerships**

- The Albemarle-Charlottesville Historical Society maintains a library jointly with JMRL, overseen by JMRL's Historical Collections Librarian. Cataloging and processing support is given by JMRL Technical Services staff to the ACHS library, but all selection and collection management is performed by the JMRL's Historical Collection Librarian and funded by ACHS.
- Nelson County Historical Society houses files and research material in Nelson Memorial Library; this collection is maintained and supported by that Society. JMRL does not catalog or maintain this collection.
- Albemarle County Public Schools Parent Resource Center has provided books for a collection housed and cataloged by JMRL. Books are selected jointly by ACPs Special Education department and JMRL librarians.
- Some resources for the digital collections are provided directly by the Library of Virginia ("State Library") and some digital materials are shared with the consortium developed for Overdrive use, Southwest Virginia Public Libraries.
- The Library has partnered with the University of Virginia Libraries to digitize and make available the Charlottesville newspaper, the Daily Progress.
- In partnership with the Rockfish Valley Foundation as of 2022, back issues of Nelson County Life and Blue Ridge Life are available for review and download from the JMRL website.

Additionally, the Library utilizes Inter-Library Loan (ILL) to allow patrons to borrow from other libraries outside the regional Library. JMRL maintains an ILL agreement with the University of Virginia Libraries for fee-free borrowing.

## **Gifts**

Staff may direct potential donors to [jmrl.org/donate](http://jmrl.org/donate) for options on giving to JMRL.

Accepting gifts of materials for the collection is governed by [policy 4.11](#), and [procedures 4.13 and 4.16](#). Gifts are not costless – the amount of time to catalog and process items, and the resources necessary to house them, should be weighed against their potential use. JMRL has a budget for replacements, and new books purchased from vendors come with pre-processing and cataloging that enables staff to get them out to patrons more efficiently than adding retail copies.

Branch managers may use their discretion to accept gifts for their collection; regional selectors have final responsibility for approving donated material. Items in like-new condition which match existing catalog records exactly will be given priority, as will materials replacing existing library material for which an equivalent cannot be purchased, new material of local interest, and material directly related to library programming. All materials added by donation must be in like-new condition and not more than a few years old, with the exception of local history material. All materials accepted as gifts that are not found to be usable in the collection are given to the Friends of the Library to be included in their book sale.

Monetary donations ([“Buy a Book”](#)) are the most efficient way for a donor to make a difference. A wishlist is maintained for those who prefer to give tangible items. The wishlist is comprised mostly of items which might be slightly beyond JMRL’s budget or scope, or slightly more difficult for the library to obtain – yet still fall within Material Selection Criteria. In addition, special interest items that might appeal to donors are placed on the wishlist. The Collection Manager maintains the wishlist, with input from other regional selectors. Occasionally, a separate wishlist is created for a special occasion for which people might be especially interested in giving, e.g. the opening of a new branch library. These wishlists are maintained through Amazon for public visibility and ease of administration; the Library does not require or encourage purchasing the items through Amazon or any other specific retailer.

## **Collection Maintenance**

Each branch is responsible for overseeing the maintenance of its home collection, under the guidance of the regional selectors and this Plan. Professional staff at each branch shall be responsible for and be made aware of all collection and deselection decisions.

The health and activity of the Library collections are documented through routine collection of circulation and other data. In addition to the monthly overall statistical reports to the Library Board of Trustees, the Collection Manager collects data on a [two year cycle](#) and encourages branches to maintain their collections on this schedule to ensure the entire collection is evaluated on a continuous basis.

Regular inventory of library materials keeps database records clean and reflecting reality. Performing inventory regularly is strongly encouraged. Staff training in [inventory procedures](#) is available from Collection Management staff. Branches are encouraged to keep open records of collection maintenance activities such as inventory, weeding, and shelf-reading. A [template](#) for this is available.

## **Repair & Replacement**

Book repair is performed at the branch level by volunteers and staff, and at the regional level (when unavailable within a branch) by volunteers and staff at Central Library. It is important that repairs only be performed by those with the necessary training and skills, with approved materials. Mending can be performed to prolong the useful life of an item, but requires some discretion. Minor page tears, book jacket replacement, and loose hinges can all be repaired

easily and effectively. For any item showing more wear & tear, or requiring more intensive repairs, overall collection appeal and cost-effectiveness of the mending process favors replacement over repair. Any item showing liquid damage or stains will immediately be a candidate for withdrawal.

Frontline staff are encouraged to be thorough in examination of each item that passes through their hands, either at the point of circulation or re-shelving. Any item needing physical attention should be pulled immediately for assessment by staff responsible for collection decisions.

The Library does not directly replace every worn or damaged item in the collection automatically. Regional selectors decide when to replace a damaged/worn item, with the following determinations: if the item is still available for purchase, if it should be replaced due to demand, whether another item or format might better serve the same purpose, whether newer or revised material would better replace the item, or whether another copy could be obtained through ILL when necessary.

## **Reconsideration**

[Policy 4.24](#) allows for any library user to request a library offering be reconsidered, including an item's inclusion or location in the collection. [Procedure 4.24](#) is followed when reconsideration is requested. Generally, a panel of several professional staff members is convened to review material before a response is made. Records regarding Requests for Reconsideration are kept for five years, according to JMRL's [records retention policy](#) (Policy 1.7).

## **Deselection**

Also called "weeding." Collections should be continuously evaluated to ensure the materials within continue to support the Library's mission. JMRL Collection Management embraces the protocol and ethos set forth in [Texas' CREW Manual](#), and all staff responsible for collection management are encouraged to peruse that document. Branches are responsible for their own weeding, with direction and support from regional selectors.

Regular scrutiny and analysis of circulation records, available shelf space, and collection turnover allow for a dynamic, efficient collection. To ensure a vital collection of relevant value to the community, materials and/or formats are not maintained once their lack of popularity or relevance renders them superfluous. The weeding process should examine not only materials that have not circulated recently, but also materials that have circulated frequently (for potential replacement due to wear). Older materials should be examined for outdated information and dated aesthetics, even if they still circulate. Standard bibliographies such as *Public Library Core Collection: Nonfiction*, *Fiction Core Collection*, *Children's Core Collection*, and *Young Adult Core Collection* can be consulted regarding generally-accepted inclusions in a public library collection.

Items in good condition that are due for deselection from one branch (either duplicates or due to underperforming circulation) may be offered as transfers to another branch where they might find more use.

Weeding should be performed on a regular, scheduled basis. Every collection should be examined for potential weeding every two to three years, at a minimum. For further guidance in deselection, see [Weeding Guidelines](#) for specific sections of the collection maintained by the Collection Manager.

Once deselection decisions have been made, [withdrawal procedures](#) should be followed to ensure accurate disposal of materials and records. JMRL uses Better World Books to sustainably dispose of withdrawn print materials. Materials not accepted by BWB are donated or recycled. Collection Management staff provides training on Better World Books and other material disposal procedures.

In addition to deselection of physical materials, routine deletion from the database of obsolete records (items missing for over a year, for example) is necessary. These database maintenance tasks are performed by the Collection Manager.

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July 2025



## **EMPLOYMENT REFERENCES**

~~The Library Director is responsible for responding to requests for employment references and may provide only job title, dates of employment, and salary information. If any employee/former employee/volunteer makes a written request that additional information be provided, and if the request clearly states the Library Board, Director, and staff will be held harmless for releasing additional information, then the Library Director may reply accordingly. [See JMRL Form: Section 2.44, "Authorization for Release of Personnel Records & Information Consent Form.]"~~

# JMRL FY25 Proposed Board Committees:

## Library Board Committees

### Budget/Finance Committee

- Tony Townsend, Chair
- Brandy Polanowski
- ~~Peter Morville~~
- Aleta Childs
- Anne Hemenway
- Martha Ledford
- Staff: Lindsay Ideson, Jerry Carchedi, David Plunkett

Meets as needed

### Technology Committee

- Peter Morville, Chair
- Martha Ledford
- Michael Powers
- Staff: Kayla Payne, Sara Elizabeth, Fred Hylton, David Plunkett

Meets as needed

### 5-Year Plan Committee

- Meredith Cole, Chair
- ~~Aleta Childs~~
- Tony Townsend
- Staff: Meredith Dickens, Krista Farrell, Kayla Payne, David Plunkett, Latasha Richards,
- Friends of the Library: Proal Heartwell

Meets as needed

### Policy Committee

- Michael Powers, Chair
- Siri Russell
- Martha Ledford
- Anne Hemenway
- Staff: Krista Farrell, David Plunkett, Camille Thompson

Meets before the Board meeting usually every other month

### Personnel Committee

- Brandy Polanowski, Chair
- ~~Aleta Childs~~
- Peter Morville
- Meredith Cole
- Staff: Krista Farrell, David Plunkett, Chris Smith, Ophelia Payne

**Report on Friends of the Library Family of Endowment Funds (as of 7/7/25):**

**Current Regional Funds Balances:**

<b>Fund Name:</b>	<b>Restrictions:</b>	<b>Current Balance:</b>	<b>Spendable Balance:</b>
Art and Jane Hess Fund	Unrestricted	\$2,198,147.40	\$170,893.04
Celia Martin Fund	Unrestricted	\$743,864.98	\$60,953.49
Nerancy Bequest	Restricted to City of Charlottesville (available only for Central and Gordon Avenue)	\$425,912.31	\$38,366.09
Rachel Poole Fund	Restricted to "educational purposes" (has been used for scholarships/internships)	\$100,642.10	\$9,114.41

**Current Branch Fund Balances:**

<b>Fund Name:</b>	<b>Restrictions:</b>	<b>Current Balance:</b>	<b>Spendable Balance:</b>
Bookmobile Fund	Restricted to Bookmobile	0	0
Central Library Fund	Restricted to Central Library	\$55,193.33	\$4,192.92
Crozet Library Fund	Restricted to Crozet Library	\$5,174.69	\$878.07
Gordon Avenue Library Fund	Restricted to Gordon Avenue Library	\$1,021.62	\$97.59
Greene County Library Fund	Restricted to Greene County Library	\$65,341.15	\$6,472.53
Louisa County Library Fund	Restricted to Louisa County Library	\$15,157.05	\$1,223.34
Nelson Memorial Library Fund	Restricted to Nelson Memorial Library	\$124,328.49	\$24,382.91
Northside Library Fund	Restricted to Northside Library	\$12,967.28	\$305.17
Scottsville Library Fund	Restricted to Scottsville Library	\$3,721.56	\$570.15

**Current Total Balances- \$3,751,471.96**

**grow. learn. connect.**



**Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County**

**Advisory Committee Recommended Grant for FY26:**

**Total (\$114,250):**

<b>Programs and Events</b>	<b>\$16,000</b>
<b>Scholarships and Internships</b>	<b>\$23,150</b>
<b>Library Improvements</b>	<b>\$75,100</b>

**Potential Projects:**

- Same Page Project- \$16,000 (from the Art and Jane Hess Fund)
- NAACP Scholarship- \$5,150 (from the Celia Martin Fund)
- JMRL MLS Scholarships- \$10,500 (from the Rachel Poole Fund and Celia Martin Fund)
- Continuation of Funding Out of Area Fees for Scottsville Library Patrons- \$7500 (from the Celia Martin Fund)
- Greene County Library 2nd Holds Pickup Locker- \$13,000 (from the Celia Martin Fund)
- Central Library Children's Room Desk- \$13,000 (from the Nerancy Bequest)
- Gordon Avenue Library Children's Room Chairs- \$4,500 (from the Nerancy Bequest)
- Greene County Library Makerspace Station and Activity Table- \$5,000 (from the Greene County Library Fund)
- Monticello Avenue Maker Table, Laptops, and Touchscreen Sewing Machine- \$13,000 (from the Nerancy Bequest)
- Louisa County Library 2nd Holds Pickup Locker- \$13,000 (from the Art and Jane Hess Fund)
- Northside Library Program Room Fliptop Tables (6) - \$5,500 (from the Art and Jane Hess Fund)
- JMRL 3d Printers (3) - \$8,100 (from the Art and Jane Hess Fund)
- Nelson Memorial Library Branch Improvements - \$7,000 (from FY24 CACF grant)

**Total FY26 Grant: \$112,672 (\$1,578 less than the total request of \$114,250, using remaining funds from FY23 grant to make up the difference)**

<b>Per Fund Expenditures (Regional Funds):</b>	<b>Per Fund Expenditure (Branch Funds):</b>
Art and Jane Hess Fund Total- \$41,022	Greene County Library Fund Total- \$5,000
Celia Martin Fund Total- \$29,150	
Nerancy Bequest Total- \$30,500	
Rachel Poole Fund Total- \$7,000	
<b>Total Regional Funds Proposed Expenditure- \$107,672</b>	<b>Total Branch Funds Proposed Expenditure- \$5,000</b>

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**Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County**

## **Potential Grant Funding Motions**

### **Potential Motion for Funding Granted from the Friends Family of Funds at the Charlottesville Area Community Foundation:**

I move that JMRL accept the Friends Family of Funds at the Charlottesville Area Community Foundations' granted allocation of up to \$112,672 and authorize the expenditure of that funding for the support of library services.

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### **Potential Motion for Funding Granted from the Louisa County Community Fund:**

I move that JMRL accept the Louisa County Community Funds' granted allocation of \$3,000 and authorize the expenditure of that funding for the support of library services.