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JEFFERSON-MADISON REGIONAL LIBRARY

LIBRARY BOARD'S AGENDA – NOVEMBER 17, 2025

Monday – 3:00 pm

**CROZET LIBRARY (2020 Library Ave
Crozet, VA 22932)**

and

[Presented Virtually](#) or
via **PHONE at 888 788 0099 (Toll Free)**
(Webinar ID: 879 1763 1464)

- 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 Employee Handbook (David Plunkett, JMRL Director)
- 3:55 Committee Appointments and Report**
1. Budget Committee Report
- 4:15 Old Business**
1. Second Readings and Potential Votes on JMRL Policies 1.23 (JMRL Board Committees), 1.7 (Records Retention), and 4.6 (Makerspaces)
- 4:25 New Business**
1. Discussion and Potential Vote on JMRL FY27 Proposed Budget
- 4:45 Library Director's Report**
- 4:50 Other Matters**
- 4:55 Future Agenda Items**
- 5:00 Proposed Adjournment**

*****Optional Tour of the Crozet Library Following the Board Meeting**

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

Jefferson-Madison Regional Library

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

DRAFT

MINUTES OF THE OCTOBER 27, 2025 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Aleta Childs (Nelson)
Meredith Cole (Charlottesville)
Tony Townsend (Albemarle)
Michael Powers (Albemarle)

Vice President Brandy Polanowski (Louisa)
Martha Ledford (Greene)
Peter Morville (Albemarle)
Anne Hemenway (Charlottesville)
Siri Russell (Charlottesville)

OTHERS PRESENT

David Plunkett, Library Director
Jerry Carchedi, Business Manager

Krista Farrell, Assistant Library Director

CALL TO ORDER, REMOTE PARTICIPATION CONFIRMATION, & DISPOSITION OF THE MINUTES OF THE PREVIOUS MEETING

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was convened on Monday, October 27, 2025 at 3:02 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://youtu.be/kOQNgX5qbHU?si=4b6-7CMibLNtbXu5>.) Trustee Hemenway moved that Trustee Michael Powers request to attend today's meeting of the JMRL Board remotely due to a personal matter, specifically travel, be approved. Motion passed unanimously. Trustee Ledford moved to accept the minutes for the September 22, 2025 Board Meeting as presented. Motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

No public comments.

TRUSTEE CONTINUING EDUCATION

Jerry Carchedi, JMRL's Business Manager, presented to the Board JMRL's Budget and Financial Cycle.

Trustee Hemenway moved that Trustee Siri Russell's request to attend today's meeting remotely, due to a personal matter, specifically childcare, be approved. Motion passed unanimously.

COMMITTEE APPOINTMENTS AND REPORTS

1. Policy Committee Report

The Policy Committee met prior to the Board meeting and discussed Policy 4.6 (Makerspaces), Policy 1.23 (JMRL Board Committees) and Policy 1.7 (Records Retention) which will all be presented to the Board for a first reading in New Business. The Policy Committee also discussed Policy 2.9 (Volunteers) and Policy 5.7 (Audio-Visual Equipment Use) which are up for review in December.

2. Personnel Committee Report

Trustee Polanowski reported that the Personnel Committee met on September 30th. The Committee found all of the personnel requests to be important, but selected seven to focus on and put forth to the Budget Committee. These requests will be discussed in New Business.

OLD BUSINESS

N/A.

NEW BUSINESS

1. FY 27 Budget Discussion of Personnel Committee Recommendations

Director Plunkett reported that the pre-budget planning meeting was held with the executive arm of JMRL's five jurisdictional partners on October 10th, as is done annually in accordance with JMRL's regional agreement. Trustee Polanowski reported that the Personnel Committee's top budget priority remains to continue positive progress on JMRL's pay scale. Additional priorities are the addition of a 25 hr Web Content specialist; add 8 hours to a Bookmobile specialist position to bring Bookmobile service to Greene County if desired and funded; additional branch support hours at the Louisa County Library; reclassifying two support positions in the Makerspace to Specialist positions; additional substitute hours at the Northside Library and a new 20 hr. Branch Specialist position at the Northside Library. When the Budget/Finance Committee meets on Thursday, October 30th at Gordon Ave. Library they will discuss the costs of each of these priorities.

2. *First Readings of JMRL Policies 1.23 (JMRL Board Committees), 1.7 (Records Retention), and 4.6 (Makerspaces)*
JMRL Policies 1.23 (JMRL Board Committees), 1.7 (Records Retention), and 4.6 (Makerspaces) were all presented to the Board for a first reading.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that Fall JMRL Friends of the Library book sale set a new record of \$183,501. Many thanks to the Friends of the Library. Director Plunkett announced that JMRL is filling two open management positions with Maggie Bond as the new Adult Programming and Reference Manager and Jeremy Ljunggren as the Collections and Technology Manager. They will both be starting in mid to late January. Special thanks to Trustees Ledford and Polonowsky for coming to JMRL's All Staff Training Day this year at the Hillsdale Conference Center. Highest feedback for sessions "Trends in Publishing" put together by JMRL selectors Meredith Dickens, Heather Pehne and Megan Smead and "De-escalation and Self- Defense" put on by Brittany Eversberg, Dylan Padilla and Eric Buckenmeyer. Relevant to the Central Library renovation project, Director Plunkett met with and offered Central Library tours to new City Councilor candidate, Jen Fleisher, and Albemarle County's Board of Supervisor candidate Sally Duncan (and Jane Kulow). FY27 has Architecture & Engineering costs for the project and the City and Albemarle County both have those costs in their current plans. After next week's election Director Plunkett will reach out to the remaining newly elected Albemarle supervisor. If you are at the Central Library look at the Children's Department new service desk which was funded by the Friends of the Library endowment fund.

OTHER MATTERS

N/A

FUTURE AGENDA ITEMS

Possible future agenda items include second readings and potential vote on Policies 1.23 (JMRL Board Committees), 1.7 (Records Retention), and 4.6 (Makerspaces) a committee report from the Budget/Finance Committee and a vote on the JMRL FY27 Draft Budget. Continuing Education could be from Crozet staff or the Employee Handbook endorsement. The next Board Meeting will be November 17th, 2025 at the Crozet Library.

ADJOURNMENT

The meeting adjourned at 3:52pm.

List of Updates to JMRL's Employee Handbook since June of 2023

- Various repagination of the **Table of Contents**
- Links updated to reflect new placement of outside sources throughout (largely JMRL policies, procedures, and City of Charlottesville Personnel Policy references)
- Minor copy editing (such as changing "If you aren't sure if the incident warrants a report, go ahead and do it anyway. Never hurts to have documentation." to "If you aren't sure if the incident warrants a report, go ahead and do it anyway, it never hurts to have documentation.")
- Under **Staff Committees and Affinity Groups** added a line that is being moved from Policy 1.23 (JMRL Board Committees):
 - JMRL and the Library Board support the creation and maintenance of a Staff Association when organized by employees
- Reworded section under **Emergency Closings** to read:
 - If staff had previously scheduled time off or comp time and their location closes due to an emergency or weather event, then they will only need to use time off or comp time for the missed hours in which staff were required to be in the building. For example, if you requested to be off from 10-2 using sick leave, and then your branch was only open from 1-5 because of snow, your manager or JMRL admin should cancel your entered sick leave, and enter and approve sick leave only from 1-2. The other hours are now covered by the emergency closing.
 - Note- This was a change from previous procedure.
- Under **Safety and Security** added individual links to branch evacuation maps, rather than a link to an old intranet site.
- Under **Pay periods/pay scale/progress through pay scale** added some clarification on eligibility for raises for staff that have transferred into a new position within JMRL.
- Under **FMLA** added clarification stating "FMLA will be handled administratively by the City of Charlottesville, and tracked locally by JMRL."
- Reworded **Paid Parental Leave** section to read "Expecting employees should also file for FMLA, which can cover up to 12 weeks of leave (both paid and unpaid). This leave will be handled administratively by JMRL."
- Retitled **Attendance & Punctuality** to **Attendance, Punctuality, and Productivity**
- In that section, added a bullet reading "While on work time, staff should be engaged in library related tasks. If a task is unclear, reach out to a supervisor for guidance."
- Under **Statement of Ethics** added detailed information that was updated in the City of Charlottesville's Personnel Policies, detailed in the following bullets:
 - "The City lays out detailed guidance that includes the tenets that employees should:
 - Build trust through honesty and transparency;
 - Seek no personal gain;
 - Treat everyone fairly;
 - Build the community through good stewardship.

- In order to meet these tenets, staff should:
 - Refrain from conduct, in a manner or context, that reflects poorly on JMRL either at work or in non-Library matters and shall refrain from representing JMRL in any way that brings discredit to the Library. JMRL employees shall not conduct themselves in an unlawful or acrimonious or disrespectful or unprofessional manner at any time. Such conduct shall be deemed Conduct Unbecoming to Service. Employees shall avoid any conduct that might undermine the public trust, by making objective, fair, and impartial decisions.
- The City also has standards on [“Improper Use of Official Positions”](#) that JMRL employees will be held to.
- JMRL employees who witness a breach of ethics should report these directly to the Library Director. Any breach of the City’s personnel policies or JMRL’s handbook may invoke the disciplinary measure covered in section 5 of this handbook. If an employee believes that the Library Director has violated JMRL’s ethics, then this may be reported directly to the Library Board President.”
- Under **Conflicts of Interest, Gifts, and Tips** links were renamed and pointed to the appropriate section in City and JMRL policy. A bullet point was added stating “There is [State Law governing conflicts of interest](#) that all JMRL employees must adhere to.”
- In **Conduct with Minors** a reference was added to point to a staff procedure associated with the existing policy.
- Updated **Physical Contact** section to broaden scope to include library staff, removing the specificity that had been pointed only at library patrons.
- Finally, under **To Do Before Leaving** there were two changes:
 - Adding a clarification that JMRL form 2.44 holds “the Library Board, Director, and staff harmless for any released information.”
 - Adding a link to the newly created Exit Interview Request Form.

JMRL BOARD COMMITTEES

1. Standing Committees Roles and Responsibilities:
 - a. Budget/Finance Committee
 - i. See JMRL policy 1.21 (Bylaws) Article IV, Section 1
 - b. Personnel Committee
 - i. See JMRL policy 1.21 (Bylaws) Article IV, Section 2
2. Special Committees (Ongoing) Roles and Responsibilities:
 - a. Policy Committee
 - i. Review JMRL policies to ensure they are in compliance with State and Federal laws.
 - ii. Review the JMRL policies ~~to keep it in compliance for~~ **alignment** with ~~updated~~ American Library Association recommendations.
 - iii. Advise the JMRL Board of Trustees when revisions need to be made in JMRL policy.
 - iv. Draft new policies and policy revisions when requested to do so by the JMRL Board of Trustees and/or the Director of the Library.
 - v. Review all ~~proposed~~ policies from other JMRL Board Committees **on a regular schedule (at least every 10 years).**
 - vi. ~~Keep JMRL policies up to date with changes and new policies approved by the Board of Trustees.~~
 - b. Technology Committee
 - i. Promote technological vision for JMRL.
 - ii. ~~Ensure that operational decisions regarding technology are delegated.~~ **Make library technology budget recommendations to JMRL's Board of Trustees.**
 - iii. ~~Work with staff to draft and update JMRL's Technology Plan as part of JMRL's Strategic Plan.~~ **Review and suggest updates to technology elements of JMRL's Strategic Plan and Strategic Implementation Plan.**
 - c. Strategic Plan Committee
 - i. Advise the Library Board and Library Director on JMRL's long range planning process.
 - ii. Review and revise long-range vision and plans; advocate vision and plans to **the** Library Board.
 - iii. Ensure that the Library Board, the municipalities that form JMRL, and the public are notified and engaged in JMRL's strategic planning process.
 - d. **Additional Special Committees or Working Groups may be created by the President, as described in Policy 1.21 (Bylaws) Article IV, Section 4.**
3. The JMRL Board of Trustees welcomes staff representation on ~~standing~~ committees and encourages attendance at Library Board and committee meetings, according to JMRL Procedure section 1.23.
4. ~~The Jefferson-Madison Regional Library Board of Trustees supports the creation and maintenance of a Staff Association when organized~~

by employees.

Revised 12/16/19

RECORDS RETENTION AND DISPOSITION

JMRL follows all requirements of The Library of Virginia's Records Retention and Disposition Schedules (the continuing authority under the provisions of the Virginia Public Records Act, Sections 42.1-76, et. seq. of the Code of Virginia).

In practice, this means:

- Certain records, such as budgets, board minutes, and official policies, are kept permanently.
- Other administrative, financial, and personnel records are retained for a set number of years, typically until audits are complete or legal requirements are met.
- Routine or temporary records are kept only as long as needed for administrative purposes.
- All confidential or privacy-protected records are securely destroyed once their retention period ends.

Library-specific implementation details for staff are described in Procedure 1.7 (Records Retention). The state-designated Records Officer for JMRL is the Library Director, who can be reached at director@jmrl.org.

~~The following schedule is a result of and partially derived from reviewing The Library of Virginia's Records Retention and Disposition Schedules (the continuing authority under the provisions of the Virginia Public Records Act, Sections 42.1-76, et. seq. of the Code of Virginia).~~

~~All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.~~

~~All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved. The retentions and dispositions listed apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc.~~

~~Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Destruction of confidential or privacy protected records will be done by shredding or pulping. "Deletion" of confidential or privacy protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.~~

DISPOSITION FOR ADMINISTRATIVE RECORDS

Upon Receipt

~~Unsolicited Applications and/or Resumes~~

~~Refers to applications or resumes received for which no position has been announced.~~

Retain Permanently

~~Audit Records—External Audit Report~~

~~Refers to audit of the library by an outside auditing firm.~~

~~Budget Records: Adopted Budget Files~~

~~Refers to budget adopted by the appropriate governing body (consists of final copy that outlines the approved expenditures for the year).~~

~~Correspondence of Board Chairperson~~

~~Refers to documents of incoming and outgoing letters, email, memoranda, faxes, notes and their attachments, in any format.~~

~~Legal Opinions~~

~~Refers to opinions requested by the board, employees or departments from attorneys on matters of law.~~

~~Minutes (Board/Committees)
(of Enforcement, Regulatory, or
Decision Powers)~~

~~Refers to documents of proceedings of various meetings of boards and/or committees having regulatory or decision powers.~~

~~Policy and Procedure Records
(Originator's Record Copy)~~

~~Policy(ies) or procedural guidance issued and/or approved by the board.~~

Retain until Superseded

~~Circulation Records—Patron History~~

~~Refers to the borrowing history of specific patrons. Items returned on time and undamaged do not become part of a patron's recorded history.~~

~~Employee Directories~~

~~Fixed Assets Files~~

Retain Until Employee Departure

~~Employee Personnel Files~~

~~Refers **only** to Supervisor's Copy.~~

Retain 30 Days

~~Computer/Equipment Sign-Up Sheets~~

~~Refers to sheets used, primarily for computer use sign up, for the purposes of control and maintenance of statistics.~~

Retain 1 Year

Interlibrary Loan Files

Meeting Room Use Records

Public Hearing Notices

~~Documents of issuance and publication of public hearings.~~

Retain 2 Years

~~Emergency Planning and
Related Records~~

~~Refers to disaster plans, emergency action plans,
contingency plans.~~

Retain 3 Years

Accounts Payable Records

~~Or until audit, whichever is longer.~~

Accounts Receivable Records

~~Or until audit, whichever is longer.~~

~~Agendas and Supporting
Documentation Files~~

~~Refers to scheduled and published agendas and
public notices of meetings along with materials
reviewed or used by the board in making
decisions. May include items presented to the
board or introduced by board members.~~

~~Attendance Records~~

~~Board/Conference/Committee Meetings
(Electronically Held Meetings)~~

~~Or until minutes are transcribed and approved,
whichever is greater.~~

~~Cash Reports and Records
(Settlement Records)~~

~~Or until audit, whichever is longer.~~

~~Cash Reports and Records
(Transmittal Records)~~

~~Or until audit, whichever is longer.~~

~~Compensation Board Records and Reports~~

~~Or until audit, whichever is longer. (Refers to
actions and activities of the board.)~~

~~Correspondence of Board Members~~

~~Refers to documents of incoming and outgoing
letters, email, memoranda, faxes, notes and their
attachments, in any format. (Note: Except for
Chairperson.)~~

~~Correspondence of Department and
Branch Managers~~

~~Refers to incoming and outgoing letters,
memoranda, faxes, notes and their attachments,~~

	in any physical format.
Credit Card Receipts	Or for the terms of the contract, whichever is longer.
Deposit Records	Or until audit, whichever is longer. (Refers to documents for the deposit of funds into bank accounts.)
Equal Employment Opportunity Commission Records and Reports	Or until closure of the unresolved personnel issues.
Exit Interviews	
Financial Accounting Reports	Or until audit, whichever is longer. (Refers to documents for financial transactions which provide reference information on the income and expenditures by the library.)
Freedom of Information Act	After final action. (Refers to requests to view official records or retrieve information from official records.)
Grant Files, Federal and State	Or until audit, or as long as required by the terms of the grant, whichever is longer.
Grievance Records and Reports	After closure.
Health Certificates	After departure from the position. Refers only to certificates required for that particular position.
Insurance Records and Reports	After policy expiration or until audit, whichever is longer. (Refers to insurance coverage carried by the library.)
Investigative Files, Records or Reports	Refers to records of any internal investigation of incidents, officers, employees, departments or operations and policies not covered by another general/specific schedule.
Leave Records	Or until audited, whichever is longer.
Pay Classification Records	
Payroll Records — Leave Records	Or until audit, whichever is longer.
Personnel Action Notices	Documents, which effect an individual's pay, grade, job title or classification, changes of pay

~~and/or status.~~

Promotions/Demotions, Layoffs,
Terminations or Tenure Records

Purchasing Records
(Bid and Bid Proposal Records)

~~Or until audit, whichever is longer.~~

Purchasing Records
(Purchase Orders and Requisitions)

~~Or until audit, whichever is longer.~~

Receipt Records

~~Or until audit, whichever is longer. (Refers to documents for receipt of money by library—consists of copy of receipt issued to the payee.)~~

Recruitment Records

~~After position filled. Refers to hiring, interviewing and selection (remaining documents after transferring of relevant records to personnel file.)~~

Reimbursement Records/Reports

~~Or until audit, whichever is longer. (Refers to reimbursement of money to employee for library related expenses borne out of pocket.)~~

Retirement Files
(Employment Records)

~~After death, Or until employee is no longer vested in the system.~~

Safety Records

~~After last action. (Refers to accident reports, accident investigations and safety policy statements, **except records required by OSHA or the Department of Labor and Industry.**)~~

Verification of Employment Records

Volunteer Records—Recruitment & Selection

Volunteer Records—Work History

Retain 5 Years

Accident/Illness Reports

~~After the incident. (Refers to documents of the occurrence of occupational injuries and illnesses such as OSHA Records.)~~

Annual Reports

~~Refers to annual reports submitted to the State Library and those produced for public use.~~

Budget Records: Budget Working Files

~~After budget adoption. (Refers to working files used to draw up/plan the budget for consideration)~~

	by the governing body).
Consultants' Reports and Related Documents	Refers to consultant reports produced by or for the library.
Contracts	After contract expiration or until audit, whichever is longer. (Refers to legal agreements between library and businesses, groups, and other organizations. Consists of signed contracts and supporting documentation.)
Incident Reports	
Litigation Case Files	After final disposition. (Refers to documents of current status of legal cases involving the library, board, employees or departments.)
Payroll Records (Deduction Authorizations)	After being superseded.
Payroll Records (Payroll)	Or until audit, whichever is longer.
Payroll Records (Time and Attendance)	Or until audit, whichever is longer. (Refers to work hours.)
Unemployment Insurance (Claim Files)	After case closure and audit.
Unemployment Insurance Records (Report Files)	Or until audit, whichever is longer.
Vouchers (Accounting)	Or until audit, whichever is longer. (Refers to document of the expenditure of funds by the library and is the authorizing document upon which the checks are issued.)
Worker's Compensation (Reports and Documentation)	After closure or audit, whichever is longer.

~~Retain 5 Years After Termination~~

Employee Personnel Files	Creation of a "History Summary Sheet" should be created prior to destruction of actual records.
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~~Retain 10 Years~~

Ledger, General	Refers to documents of fiscal transactions of the
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~~library—ledger documenting receipt, transfer, and expenditure of funds by agency.~~

Retain 10 Years After Closure

~~Legal Case Files~~

~~Refers to Administration's copies of suits by or against the library, its departments, officers or employees.~~

Retain 30 Years After Departure

~~Employee Health Records~~

~~Employee History Summary Sheets~~

General Administrative

~~Board/Conference/Committee Meetings
(Notes/Recordings)~~

~~Destroy after minutes are transcribed and approved. (Refers to notes or recordings of meetings, including stenographer's notes or audio or visual recordings.) **This does not apply to electronically held meetings.**~~

~~Computer System Test Records~~

~~Delete or destroy when no longer administratively useful.~~

~~Correspondence Routine Administrative
(Not Specified Elsewhere)~~

~~Retain as long as administratively necessary.~~

~~Discrimination Complaint Case Files—
Charges Files~~

~~Retain all records of the charge or the action until final disposition of the charge or action, then destroy.~~

~~Electronic Databases or Spreadsheets
(Administrative)~~

~~Delete or destroy entire file or individual records when no longer administratively useful.~~

~~Electronic Files
(Used Solely To Create a Hard
Copy Record)~~

~~Delete when no longer administratively useful. (Refers to electronic file created solely to produce a specific paper or other nonelectronic output, having no value in itself because it is a duplicate.)~~

~~Electronic Indexes or Finding Aids~~

~~Delete or destroy entire file or individual records when replaced or when related records are destroyed. (Refers to listings used to locate/identify names, files, phone numbers or records. Only value of the file is to locate or identify something else.)~~

Electronic Mail
(Non-Records)

Delete when no longer administratively useful.
(Refers to messages, mail, files, or other products sent or received electronically through a computer system, network and/or modem. Includes listserv messages, courtesy copies of messages, non-policy announcements, information only copies of messages.)

Correspondence of Board Chairperson, including email, must be retained permanently.

Correspondence of Board members, including email, must be retained for at least 3 years.

Input Documents

Retain until verified, then destroy. These documents are classified as duplicates once input is verified. (Refers to documents created for sole purpose of entering data into computer databases and spreadsheets.)

Job Descriptions

Retain until elimination of position or as long as administratively useful.

Monthly/Personnel Reports

Retain as long as administratively useful. (Refers only to documented activities by library managers to others. **Includes regular monthly reports.**)

Photo Release Forms

Retain until photos are no longer needed.

Policy and Procedure Records
(Others)

Retain until superseded, obsolete, or rescinded.
(Refers to policy or procedural guidance not issued or approved by the Board or to duplicate copies of approved material.)

Presentation Materials

Retain as long as administratively necessary.
(Refers to materials created for use in briefings, demonstrations, classes or seminars e.g., slides, overheads, flip charts, handouts.)

Printouts, Print Files,
or Master File Extracts

Destroy when no longer administratively useful.
(Refers to documents or files containing only information extracted from a master file or database when original information remains on the master file or database.)

Programs, Program Documentation,
and Instructions

Retain until all electronic records created using the programs have been destroyed or converted to another program or format; then delete or

~~destroy.~~

Publisher Permissions

~~Retain as long as administratively useful.~~

~~Security Backup and Recovery Copies and
Files of Electronic Records or Programs~~

~~Retain off-site until replaced or superseded or
retain as long as administratively necessary.
(Note: Includes circulation records.)~~

~~System Management or Control Records~~

~~Delete when no longer administratively useful.~~

~~Voice Mail Messages~~

~~Delete when no longer useful.~~

JMRL MAKERSPACES

In order to support the Library's mission to foster personal growth and life-long learning for all by connecting people with ideas, information, and each other, individual JMRL branches may offer Makerspaces.

These Makerspaces are self-directed learning and working spaces that encourage creativity, experimentation, and learning by providing access to new technologies, skill building, equipment, computer hardware and software, information, and supplies intended to support individual projects.

Local funding dictates what level of equipment and staff support is offered at any branch. Users of JMRL Makerspaces must follow JMRL 4.232 (CONDUCT IN THE JEFFERSON-MADISON REGIONAL LIBRARY) and any other applicable library policies. There may be fees associated with the use of materials, age restrictions, or specific training requirements for certain Makerspace offerings.



Proposed Budget FY 2027



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JEFFERSON-MADISON
REGIONAL LIBRARY

Proposed Library Operating Budget for Fiscal Year 2026 – 2027

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

FY25 was a banner year for public library service in Charlottesville, Albemarle, Greene, Louisa, and Nelson. Library patrons checked out almost 1.9 million items, one of the highest totals in JMRL’s history. In addition to accessing JMRL’s collection of almost 500,000 physical items and over 350,000 digital items, patrons continued to discover new and creative ways of using library services that included:

- Taking advantage of expanded Bookmobile service in Louisa and Nelson, which saw an increase of over 100% in checkouts over FY24 (the first year of service).
- Visiting the 24-hour kiosk and book return in Nellysford, offering an innovative way for people in the Rockfish Valley to get library materials. In FY25 JMRL added a popular “holds-pickup” feature to this kiosk, allowing users to select specific titles to be picked upon their arrival.
- Using hold-pickup lockers at 6 locations, extending the Library’s reach beyond building open hours.
- Attending one of the over 3100 library programs put on in FY25, as over 100,000 people did (an increase of 25% over FY24)
- Booking public Meeting Rooms that were used over 10,000 times in FY25
- Signing up for a public computer session, as over 48,000 people did
- Coming in and using JMRL's free wifi, as over 59,000 people did

The top priority of the Library Board for this FY27 budget is to continue to ensure JMRL’s ability to recruit and retain a qualified workforce to serve the public. The adopted budget continues JMRL’s efforts to offer salaries to staff that are competitive with other regional employers. With this proposed budget, the library is attempting to address short term needs by lifting the JMRL pay scale by 5% and offering a 2% raise for eligible current employees.

This library budget for FY27 was developed by the Library Board of Trustees and library staff based on the goals and objectives articulated in JMRL’s Five Year Plan (<https://www.jmrl.org/future>). The library budget will be discussed monthly during open public meetings held simultaneously virtually and physically on the fourth Monday of each month at 3:00 PM. The Library Board plans to adopt the final library budget in June of 2026. Questions or comments about the library’s budget or Five Year Plan may be sent to David Plunkett, Library Director, at director@jmrl.org.

Library Board of Trustees

Aleta Childs, President (Nelson)
Meredith Cole (Charlottesville)
Martha Ledford (Greene)
Michael Powers (Albemarle)
Tony Townsend (Albemarle)

Brandy Polanowski, Vice President (Louisa)
Anne Hemenway (Charlottesville)
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Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County

**JMRL Proposed FY2027
Budget
Allocation by Jurisdiction**

	Albemarle	Charlottesville	Greene	Louisa	Nelson	TOTAL
	59.96%	24.02%	5.99%	5.75%	4.28%	100%
REGIONAL COST ALLOCATION						
Administration	\$ 853,178	\$ 341,783	\$ 85,232	\$ 81,817	\$ 60,901	\$ 1,422,912
Technical Services	\$ 652,269	\$ 261,299	\$ 65,162	\$ 62,551	\$ 46,560	\$ 1,087,840
Reference Services	\$ 36,785	\$ 14,736	\$ 3,675	\$ 3,528	\$ 2,626	\$ 61,349
Sub-Total	\$ 1,542,232	\$ 617,819	\$ 154,069	\$ 147,896	\$ 110,086	\$ 2,572,101
COUNTY/LOCAL ALLOCATION						
	Albemarle	Charlottesville				
Central *	53.61%	46.39%	\$ 1,107,442	\$ 958,294		\$ 2,065,735
* Includes 90% of Reference costs						
Gordon	46.04%	53.96%	\$ 310,428	\$ 363,828		\$ 674,256
Northside	80.02%	19.98%	\$ 2,099,652	\$ 524,257		\$ 2,623,909
Scottsville			\$ 318,498			\$ 318,498
Crozet			\$ 710,826			\$ 710,826
Louisa				\$ 388,055		\$ 388,055
Nelson					\$ 327,433	\$ 327,433
Greene			\$ 346,855			\$ 346,855
Bookmobile			\$ 150,046	\$ 37,512	\$ 7,837	\$ 211,069
McIntire / C-A Hist Collection	50.00%	50.00%	\$ 45,572	\$ 45,572		\$ 91,144
Monticello Ave	50.00%	50.00%	\$ 123,989	\$ 123,989		\$ 247,978
FY 2027 PROPOSED	\$ 6,408,685	\$ 2,671,269	\$ 508,761	\$ 543,788	\$ 445,356	\$ 10,577,859
FY 2026 ALLOCATION	\$ 5,889,369	\$ 2,448,422	\$ 452,835	\$ 479,648	\$ 413,914	\$ 9,684,188
Dollar change - FY2026 to FY2027	\$ 519,316	\$ 222,847	\$ 55,926	\$ 64,140	\$ 31,442	\$ 893,671
Percent change - FY2026 to FY2027	8.8%	9.1%	12.4%	13.4%	7.6%	9.2%
	Albemarle	Charlottesville	Greene	Louisa	Nelson	TOTAL

JMRL Proposed FY2027 Budget

Account Number	Account Name	2025 Actuals	2026 Budget	2027 Proposed	% Change FY2026 to FY2027
Salaries & Benefits					
510010	Salaries	\$ 4,659,125	\$ 5,145,463	\$ 5,586,122	8.6%
511010	Social Security	\$ 341,675	\$ 393,627	\$ 427,340	8.6%
511020	Retirement	\$ 760,415	\$ 760,300	\$ 820,933	8.0%
511030	Life Insurance	\$ 32,464	\$ 36,426	\$ 38,959	7.0%
511040	Health Insurance	\$ 1,075,558	\$ 1,417,500	\$ 1,662,325	17.3%
Salaries & Benefits Total		\$ 6,869,238	\$ 7,753,316	\$ 8,535,679	10.1%
Operating Expenses					
520010	Office Supplies	\$ 72,423	\$ 60,000	\$ 65,000	8.3%
520030	Postage	\$ 16,149	\$ 7,000	\$ 9,000	28.6%
520040	Books	\$ 1,179,260	\$ 1,015,171	\$ 1,015,171	0.0%
520050	Cleaning Supplies	\$ 2,027	\$ 3,250	\$ 2,500	-23.1%
520080	Medical Supplies	\$ 12,405	\$ 8,500	\$ 10,000	17.6%
520200	Maintenance Supplies	\$ (1,544)	\$ 1,000	\$ 1,000	0.0%
520300	Small Hand Tools		\$ 100	\$ 100	0.0%
520500	Food Supplies	\$ 718			
520690	Awards & Trophies	\$ 4,782	\$ 8,000	\$ 6,500	-18.8%
520800	Library Supplies	\$ 35,295	\$ 30,000	\$ 30,000	0.0%
520900	Machinery & Equipment	\$ 26,700		\$ 10,000	
520901	Computer Software (non-capital)	\$ 54,440	\$ 130,000	\$ 130,000	0.0%
520990	Other Supplies	\$ 2,510			
530010	Professional Serv	\$ 17,689	\$ 7,000	\$ 17,000	142.9%
530020	Dues & Subscriptions	\$ 7,731	\$ 5,000	\$ 5,000	0.0%
530030	Telephone Internal Charges	\$ 43,754	\$ 48,242	\$ 46,842	-2.9%
530040	Utilities	\$ 97,674	\$ 90,000	\$ 95,000	5.6%
530050	Printing/Duplicating	\$ 1,579	\$ 6,500	\$ 4,500	-30.8%
530060	Service Contracts	\$ 159,039	\$ 146,476	\$ 146,476	0.0%
530100	Travel	\$ 11,136			
530101	Local Travel	\$ 13,763	\$ 8,175	\$ 8,175	0.0%
530105	Meals	\$ 3,818	\$ 1,000	\$ 1,000	0.0%
530120	Advertising	\$ 6,871	\$ 9,500	\$ 8,500	-10.5%
530130	Insurance (excl Workers Comp)	\$ 29,021	\$ 24,270	\$ 24,270	0.0%
530150	Worker's Comp Insurance		\$ 7,000	\$ 7,000	0.0%
530160	Rent	\$ 924,042	\$ 969,541	\$ 975,149	0.6%
530180	Equipment Rental	\$ 1,886	\$ 1,995	\$ 1,995	0.0%
530200	Repairs and Maintenance	\$ 27,644	\$ 36,501	\$ 36,501	0.0%
530210	Education & Training	\$ 23,956	\$ 26,200	\$ 26,200	0.0%
530240	Telephone Line Charges	\$ 39,484	\$ 31,000	\$ 40,000	29.0%
530260	Library Management Software	\$ 83,643	\$ 95,451	\$ 98,500	3.2%
530271	Vehicle Repair & Maintenance	\$ 21,928	\$ 23,000	\$ 23,000	0.0%
530272	Vehicle Fuel	\$ 15,991	\$ 19,000	\$ 18,500	-2.6%
530320	IT User/Support Fee	\$ 41,500	\$ 41,500	\$ 41,500	0.0%
530330	Solid Waste Disp	\$ 3,772		\$ 4,320	
530350	Freight	\$ 302			
530410	HVAC Charges	\$ 19,600	\$ 19,600	\$ 19,600	0.0%
530450	Temp Labor	\$ 12,213			
530540	Credit Card Fees	\$ 719			
530550	Contracted Services	\$ 30,229		\$ 32,000	
530551	Building & Vehicle Maint - City Personnel		\$ 10,250	\$ -	-100.0%
530670	One-time Bldg Maint Svcs & Misc Empl Reimb	\$ 8,249	\$ 32,000	\$ 10,250	-68.0%
540310	Regional Agreement Fee	\$ 125,000	\$ 125,000	\$ 168,438	34.8%
541040	Vehicle Purchase	\$ 86,318			
Operating Expenses Total		\$ 3,263,716	\$ 3,047,222	\$ 3,138,987	3.0%
Grand Total		\$ 10,132,954	\$ 10,800,538	\$ 11,674,666	8.1%

JMRL Proposed FY2027 Budget

					% Change FY2026 to FY2027	
Branch / Department	Account Number	Account Name	2025 Actuals	2026 Budget	2027 Proposed	
Bookmobile I	Salaries & Benefits					
	510010	Salaries	\$ 106,242	\$ 119,612	\$ 134,530	12.5%
	511010	Social Security	\$ 7,668	\$ 9,150	\$ 10,292	12.5%
	511020	Retirement	\$ 8,795	\$ 9,569	\$ 11,431	19.5%
	511030	Life Insurance	\$ 743	\$ 872	\$ 976	11.9%
	511040	Health Insurance	\$ 20,617	\$ 28,000	\$ 40,250	43.8%
	Salaries & Benefits Total		\$ 144,064	\$ 167,203	\$ 197,479	18.1%
	Operating Expenses					
	530030	Telephone Internal Charges	\$ 1,980	\$ 1,090	\$ 1,090	0.0%
	530271	Vehicle Repair & Maintenance	\$ 2,955	\$ 5,000	\$ 5,000	0.0%
	530272	Vehicle Fuel	\$ 2,414	\$ 6,000	\$ 6,500	8.3%
	530550	Contracted Services			\$ 1,000	
	530551	Building & Vehicle Maint - City Personnel		\$ 3,000		-100.0%
	Operating Expenses Total		\$ 7,349	\$ 15,090	\$ 13,590	-9.9%
Bookmobile I Total		\$ 151,413	\$ 182,293	\$ 211,069	15.8%	

JMRL Proposed FY2027 Budget

Branch / Department	Account Number	Account Name	2025 Actuals	2026 Budget	2027 Proposed	% Change FY2026 to FY2027
C-A Hist Collection	Salaries & Benefits					
	510010	Salaries	\$ 56,908	\$ 59,256	\$ 63,398	7.0%
	511010	Social Security	\$ 3,796	\$ 4,533	\$ 4,850	7.0%
	511020	Retirement	\$ 4,857	\$ 4,741	\$ 6,340	33.7%
	511030	Life Insurance	\$ 412	\$ 427	\$ 456	6.8%
	511040	Health Insurance	\$ 11,040	\$ 14,000	\$ 16,100	15.0%
	Salaries & Benefits Total		\$ 77,013	\$ 82,957	\$ 91,144	9.9%
C-A Hist Collection Total			\$ 77,013	\$ 82,957	\$ 91,144	9.9%

JMRL Proposed FY2027 Budget

Branch / Department	Account Number	Account Name	2025 Actuals	2026 Budget	2027 Proposed	% Change FY2026 to FY2027
Central Library	Salaries & Benefits					
	510010	Salaries	\$ 1,085,369	\$ 1,171,240	\$ 1,219,652	4.1%
	511010	Social Security	\$ 79,476	\$ 89,600	\$ 93,303	4.1%
	511020	Retirement	\$ 226,473	\$ 223,946	\$ 215,037	-4.0%
	511030	Life Insurance	\$ 7,435	\$ 8,004	\$ 8,334	4.1%
	511040	Health Insurance	\$ 235,199	\$ 311,500	\$ 358,225	15.0%
	Salaries & Benefits Total		\$ 1,633,952	\$ 1,804,290	\$ 1,894,551	5.0%
	Operating Expenses					
	520010	Office Supplies	\$ 29			
	520050	Cleaning Supplies		\$ 250	\$ 250	0.0%
	520080	Medical Supplies	\$ 3,155			
	520200	Maintenance Supplies	\$ (1,611)	\$ 800	\$ 800	0.0%
	520300	Small Hand Tools		\$ 100	\$ 100	0.0%
	520500	Food Supplies	\$ 730			
	520900	Machinery & Equipment	\$ 552			
	530030	Telephone Internal Charges	\$ 8,251	\$ 6,398	\$ 6,398	0.0%
	530040	Utilities	\$ 79,118	\$ 72,000	\$ 76,000	5.6%
	530060	Service Contracts	\$ 106,426	\$ 98,000	\$ 98,000	0.0%
	530101	Local Travel		\$ 1,800	\$ 1,800	0.0%
	530200	Repairs and Maintenance	\$ 14,785	\$ 20,525	\$ 20,525	0.0%
	530240	Telephone Line Charges	\$ 178			
	530330	Solid Waste Disp	\$ 1,576		\$ 2,160	
	530350	Freight	\$ 200			
	530410	HVAC Charges	\$ 10,500	\$ 10,500	\$ 10,500	0.0%
	530550	Contracted Services	\$ 26,499		\$ 16,000	
	530551	Building & Vehicle Maint - City Personnel		\$ 1,000		-100.0%
	530670	One-time Bldg Maint Svcs & Misc Empl Reimb	\$ 4,400	\$ 17,000		-100.0%
	Operating Expenses Total		\$ 254,787	\$ 228,373	\$ 232,533	1.8%
	Central Library Total		\$ 1,888,740	\$ 2,032,663	\$ 2,127,084	4.6%

JMRL Proposed FY2027 Budget

						% Change FY2026 to FY2027
Branch / Department	Account Number	Account Name	2025 Actuals	2026 Budget	2027 Proposed	
Crozet	Salaries & Benefits					
	510010	Salaries	\$ 386,017	\$ 423,753	\$ 449,455	6.1%
	511010	Social Security	\$ 27,100	\$ 32,417	\$ 34,383	6.1%
	511020	Retirement	\$ 51,054	\$ 53,755	\$ 59,712	11.1%
	511030	Life Insurance	\$ 2,713	\$ 3,096	\$ 3,286	6.1%
	511040	Health Insurance	\$ 101,129	\$ 133,000	\$ 152,950	15.0%
	Salaries & Benefits Total		\$ 568,013	\$ 646,021	\$ 699,786	8.3%
	Operating Expenses					
	520080	Medical Supplies	\$ 1,628			
	530030	Telephone Internal Charges	\$ 9,335	\$ 7,640	\$ 7,640	0.0%
	530101	Local Travel		\$ 600	\$ 600	0.0%
	530130	Insurance (excl Workers Comp)		\$ 1,800	\$ 1,800	0.0%
	530200	Repairs and Maintenance		\$ 1,000	\$ 1,000	0.0%
	Operating Expenses Total		\$ 10,963	\$ 11,040	\$ 11,040	0.0%
Crozet Total		\$ 578,976	\$ 657,061	\$ 710,826	8.2%	

JMRL Proposed FY2027 Budget

Branch / Department	Account Number	Account Name	2025 Actuals	2026 Budget	2027 Proposed	% Change FY2026 to FY2027
Gordon Avenue	Salaries & Benefits					
	510010	Salaries	\$ 312,394	\$ 333,762	\$ 364,530	9.2%
	511010	Social Security	\$ 21,998	\$ 25,533	\$ 27,887	9.2%
	511020	Retirement	\$ 67,714	\$ 69,698	\$ 77,079	10.6%
	511030	Life Insurance	\$ 2,242	\$ 2,354	\$ 2,565	9.0%
	511040	Health Insurance	\$ 71,774	\$ 91,000	\$ 104,650	15.0%
	Salaries & Benefits Total		\$ 476,122	\$ 522,347	\$ 576,711	10.4%
	Operating Expenses					
	520080	Medical Supplies	\$ 546			
	520990	Other Supplies	\$ 7			
	530030	Telephone Internal Charges	\$ 5,211	\$ 5,366	\$ 5,366	0.0%
	530040	Utilities	\$ 18,556	\$ 18,000	\$ 19,000	5.6%
	530060	Service Contracts	\$ 49,961	\$ 44,680	\$ 44,680	0.0%
	530200	Repairs and Maintenance	\$ 7,989	\$ 8,239	\$ 8,239	0.0%
	530330	Solid Waste Disp	\$ 2,196		\$ 2,160	
	530350	Freight	\$ 30			
	530410	HVAC Charges	\$ 9,100	\$ 9,100	\$ 9,100	0.0%
	530550	Contracted Services	\$ 3,730		\$ 9,000	
	530551	Building & Vehicle Maint - City Personnel		\$ 250		-100.0%
	Operating Expenses Total		\$ 97,327	\$ 85,635	\$ 97,545	13.9%
	Gordon Avenue Total		\$ 573,449	\$ 607,982	\$ 674,256	10.9%

JMRL Proposed FY2027 Budget

Branch / Department	Account Number	Account Name	2025 Actuals	2026 Budget	2027 Proposed	% Change FY2026 to FY2027
Greene County	Salaries & Benefits					
	510010	Salaries	\$ 195,911	\$ 216,880	\$ 231,854	6.9%
	511010	Social Security	\$ 13,839	\$ 16,591	\$ 17,737	6.9%
	511020	Retirement	\$ 16,177	\$ 16,519	\$ 19,721	19.4%
	511030	Life Insurance	\$ 1,342	\$ 1,493	\$ 1,593	6.7%
	511040	Health Insurance	\$ 49,685	\$ 63,000	\$ 72,450	15.0%
	Salaries & Benefits Total		\$ 276,954	\$ 314,483	\$ 343,355	9.2%
	Operating Expenses					
	520200	Maintenance Supplies		\$ 200	\$ 200	0.0%
	530060	Service Contracts		\$ 1,200	\$ 1,200	0.0%
	530101	Local Travel		\$ 600	\$ 600	0.0%
	530200	Repairs and Maintenance		\$ 1,500	\$ 1,500	0.0%
	Operating Expenses Total		\$ 0	\$ 3,500	\$ 3,500	0.0%
	Greene County Total		\$ 276,954	\$ 317,983	\$ 346,855	9.1%

JMRL Proposed FY2027 Budget

Branch / Department	Account Number	Account Name	2025 Actuals	2026 Budget	2027 Proposed	% Change FY2026 to FY2027
Library Admin Local	Salaries & Benefits					
	510010	Salaries	\$ 373,006	\$ 338,740	\$ 443,757	31.0%
	511010	Social Security	\$ 28,631	\$ 25,914	\$ 33,947	31.0%
	511020	Retirement	\$ 81,461	\$ 58,496	\$ 71,274	21.8%
	511030	Life Insurance	\$ 2,738	\$ 3,259	\$ 3,523	8.1%
	511040	Health Insurance	\$ 71,599	\$ 98,000	\$ 112,700	15.0%
	Salaries & Benefits Total		\$ 557,435	\$ 524,409	\$ 665,201	26.8%
	Operating Expenses					
	520010	Office Supplies	\$ 72,394	\$ 60,000	\$ 65,000	8.3%
	520030	Postage	\$ 16,149	\$ 7,000	\$ 9,000	28.6%
	520040	Books	\$ 21			
	520050	Cleaning Supplies	\$ 2,027	\$ 3,000	\$ 2,250	-25.0%
	520080	Medical Supplies	\$ 184	\$ 8,500	\$ 10,000	17.6%
	520200	Maintenance Supplies	\$ 67			
	520500	Food Supplies	\$ (12)			
	520690	Awards & Trophies	\$ 4,782	\$ 8,000	\$ 6,500	-18.8%
	520900	Machinery & Equipment	\$ 26,148		\$ 10,000	
	520901	Computer Software (non-capital)	\$ 54,440	\$ 130,000	\$ 130,000	0.0%
	520990	Other Supplies	\$ 2,503			
	530010	Professional Serv	\$ 17,689	\$ 7,000	\$ 17,000	142.9%
	530020	Dues & Subscriptions	\$ 7,731	\$ 5,000	\$ 5,000	0.0%
	530030	Telephone Internal Charges	\$ 3,715	\$ 7,777	\$ 7,777	0.0%
	530050	Printing/Duplicating	\$ 1,579	\$ 6,500	\$ 4,500	-30.8%
	530060	Service Contracts	\$ 352			
	530100	Travel	\$ 11,136			
	530101	Local Travel	\$ 13,763	\$ 3,500	\$ 3,500	0.0%
	530105	Meals	\$ 3,818	\$ 1,000	\$ 1,000	0.0%
	530120	Advertising	\$ 6,871	\$ 9,500	\$ 8,500	-10.5%
	530130	Insurance (excl Workers Comp)	\$ 29,021	\$ 20,000	\$ 20,000	0.0%
	530150	Worker's Comp Insurance		\$ 7,000	\$ 7,000	0.0%
	530160	Rent	\$ 14,376	\$ 25,408	\$ 25,600	0.8%
	530180	Equipment Rental	\$ 1,886	\$ 1,995	\$ 1,995	0.0%
	530200	Repairs and Maintenance	\$ 3,322	\$ 2,201	\$ 2,201	0.0%
	530210	Education & Training	\$ 23,956	\$ 26,200	\$ 26,200	0.0%
	530240	Telephone Line Charges	\$ 39,306	\$ 31,000	\$ 40,000	29.0%
	530260	Library Management Software	\$ 83,643	\$ 95,451	\$ 98,500	3.2%
	530271	Vehicle Repair & Maintenance	\$ 18,973	\$ 18,000	\$ 18,000	0.0%
	530272	Vehicle Fuel	\$ 13,577	\$ 13,000	\$ 12,000	-7.7%
	530320	IT User/Support Fee	\$ 41,500	\$ 41,500	\$ 41,500	0.0%
	530350	Freight	\$ 71			
	530450	Temp Labor	\$ 12,213			
	530540	Credit Card Fees	\$ 719			
	530550	Contracted Services			\$ 6,000	
	530551	Building & Vehicle Maint - City Personnel		\$ 6,000		-100.0%
	530670	One-time Bldg Maint Svcs & Misc Empl Reimb	\$ 3,849	\$ 15,000	\$ 10,250	-31.7%
	540310	Regional Agreement Fee	\$ 125,000	\$ 125,000	\$ 168,438	34.8%
	541040	Vehicle Purchase	\$ 86,318			
	Operating Expenses Total		\$ 743,088	\$ 684,532	\$ 757,711	10.7%
	Library Admin Local Total		\$ 1,300,523	\$ 1,208,941	\$ 1,422,912	17.7%

JMRL Proposed FY2027 Budget

Branch / Department	Account Number	Account Name	2025 Actuals	2026 Budget	2027 Proposed	% Change FY2026 to FY2027
Library Admin State	Salaries & Benefits					
	510010	Salaries		\$ 61,547	\$ 44,648	-27.5%
	511010	Social Security		\$ 4,708	\$ 3,416	-27.4%
	511020	Retirement		\$ 4,924	\$ 3,572	-27.5%
	Salaries & Benefits Total			\$ 71,179	\$ 51,636	-27.5%
	Operating Expenses					
	520800	Library Supplies	\$ 35,295	\$ 30,000	\$ 30,000	0.0%
	520900	Machinery & Equipment				
	Operating Expenses Total		\$ 35,295	\$ 30,000	\$ 30,000	0.0%
Library Admin State Total			\$ 35,295	\$ 101,179	\$ 81,636	-19.3%

JMRL Proposed FY2027 Budget

						% Change FY2026 to FY2027
Branch / Department	Account Number	Account Name	2025 Actuals	2026 Budget	2027 Proposed	
Louisa County	Salaries & Benefits					
	510010	Salaries	\$ 214,670	\$ 222,134	\$ 246,007	10.7%
	511010	Social Security	\$ 15,955	\$ 16,993	\$ 18,820	10.8%
	511020	Retirement	\$ 37,387	\$ 38,206	\$ 43,628	14.2%
	511030	Life Insurance	\$ 1,433	\$ 1,557	\$ 1,729	11.0%
	511040	Health Insurance	\$ 49,618	\$ 63,000	\$ 72,450	15.0%
	Salaries & Benefits Total		\$ 319,063	\$ 341,890	\$ 382,634	11.9%
	Operating Expenses					
	520080	Medical Supplies	\$ 1,509		\$ 3,000	
	530030	Telephone Internal Charges	\$ 2,689	\$ 4,400		-31.8%
	530060	Service Contracts	\$ 2,300	\$ 1,846	\$ 1,846	0.0%
	530101	Local Travel		\$ 325	\$ 325	0.0%
	530200	Repairs and Maintenance	\$ 612	\$ 250	\$ 250	0.0%
	Operating Expenses Total		\$ 7,109	\$ 6,821	\$ 5,421	-20.5%
Louisa County Total		\$ 326,172	\$ 348,711	\$ 388,055	11.3%	

JMRL Proposed FY2027 Budget

Branch / Department	Account Number	Account Name	2025 Actuals	2026 Budget	2027 Proposed	% Change FY2026 to FY2027
Monticello Ave	Salaries & Benefits					
	510010	Salaries	\$ 85,330	\$ 147,242	\$ 164,195	11.5%
	511010	Social Security	\$ 6,151	\$ 11,264	\$ 12,561	11.5%
	511020	Retirement	\$ 11,205	\$ 11,779	\$ 13,688	16.2%
	511030	Life Insurance	\$ 617	\$ 1,062	\$ 1,184	11.5%
	511040	Health Insurance	\$ 27,443	\$ 42,000	\$ 56,350	34.2%
	Salaries & Benefits Total		\$ 130,746	\$ 213,347	\$ 247,978	16.2%
Monticello Ave Total			\$ 130,746	\$ 213,347	\$ 247,978	16.2%

JMRL Proposed FY2027 Budget

						% Change FY2026 to FY2027
Branch / Department	Account Number	Account Name	2025 Actuals	2026 Budget	2027 Proposed	
Nelson County	Salaries & Benefits					
	510010	Salaries	\$ 177,771	\$ 205,359	\$ 213,015	3.7%
	511010	Social Security	\$ 12,967	\$ 15,710	\$ 16,296	3.7%
	511020	Retirement	\$ 15,137	\$ 15,799	\$ 18,914	19.7%
	511030	Life Insurance	\$ 1,237	\$ 1,428	\$ 1,478	3.5%
	511040	Health Insurance	\$ 48,821	\$ 63,000	\$ 72,450	15.0%
	Salaries & Benefits Total		\$ 255,933	\$ 301,296	\$ 322,153	6.9%
	Operating Expenses					
	520080	Medical Supplies	\$ 2,114			
	530030	Telephone Internal Charges	\$ 3,663	\$ 3,430	\$ 3,430	0.0%
	530060	Service Contracts		\$ 750	\$ 750	0.0%
	530101	Local Travel		\$ 600	\$ 600	0.0%
	530200	Repairs and Maintenance	\$ 386	\$ 500	\$ 500	0.0%
	Operating Expenses Total		\$ 6,164	\$ 5,280	\$ 5,280	0.0%
	Nelson County Total		\$ 262,098	\$ 306,576	\$ 327,433	6.8%

JMRL Proposed FY2027 Budget

						% Change FY2026 to FY2027
Branch / Department	Account Number	Account Name	2025 Actuals	2026 Budget	2027 Proposed	
Northside	Salaries & Benefits					
	510010	Salaries	\$ 889,501	\$ 979,616	\$ 1,069,174	9.1%
	511010	Social Security	\$ 66,807	\$ 74,941	\$ 81,792	9.1%
	511020	Retirement	\$ 145,418	\$ 152,954	\$ 166,680	9.0%
	511030	Life Insurance	\$ 5,971	\$ 6,814	\$ 7,397	8.6%
	511040	Health Insurance	\$ 217,295	\$ 287,000	\$ 338,100	17.8%
	Salaries & Benefits Total		\$ 1,324,993	\$ 1,501,325	\$ 1,663,143	10.8%
	Operating Expenses					
	520080	Medical Supplies	\$ 1,438			
	530030	Telephone Internal Charges	\$ 5,072	\$ 7,681	\$ 7,681	0.0%
	530130	Insurance (excl Workers Comp)		\$ 2,250	\$ 2,250	0.0%
	530160	Rent	\$ 909,666	\$ 944,133	\$ 949,549	0.6%
	530200	Repairs and Maintenance	\$ 550	\$ 1,286	\$ 1,286	0.0%
	Operating Expenses Total		\$ 916,725	\$ 955,350	\$ 960,766	0.6%
Northside Total		\$ 2,241,718	\$ 2,456,675	\$ 2,623,909	6.8%	

JMRL Proposed FY2027 Budget

						% Change FY2026 to FY2027
Branch / Department	Account Number	Account Name	2025 Actuals	2026 Budget	2027 Proposed	
Scottsville	Salaries & Benefits					
	510010	Salaries	\$ 166,091	\$ 200,251	\$ 213,780	6.8%
	511010	Social Security	\$ 11,578	\$ 15,319	\$ 16,354	6.8%
	511020	Retirement	\$ 12,816	\$ 13,903	\$ 17,192	23.7%
	511030	Life Insurance	\$ 1,143	\$ 1,256	\$ 1,342	6.8%
	511040	Health Insurance	\$ 42,535	\$ 56,000	\$ 64,400	15.0%
	Salaries & Benefits Total		\$ 234,162	\$ 286,729	\$ 313,068	9.2%
	Operating Expenses					
	520080	Medical Supplies	\$ 1,832			
	530030	Telephone Internal Charges	\$ 3,837	\$ 4,460	\$ 4,460	0.0%
	530101	Local Travel		\$ 250	\$ 250	0.0%
	530130	Insurance (excl Workers Comp)		\$ 220	\$ 220	0.0%
	530200	Repairs and Maintenance		\$ 500	\$ 500	0.0%
	Operating Expenses Total		\$ 5,670	\$ 5,430	\$ 5,430	0.0%
Scottsville Total		\$ 239,832	\$ 292,159	\$ 318,498	9.0%	

JMRL Proposed FY2027 Budget

						% Change FY2026 to FY2027
Branch / Department	Account Number	Account Name	2025 Actuals	2026 Budget	2027 Proposed	
Tech Services-Local	Salaries & Benefits					
	510010	Salaries	\$ 609,914	\$ 666,071	\$ 728,127	9.3%
	511010	Social Security	\$ 45,709	\$ 50,954	\$ 55,702	9.3%
	511020	Retirement	\$ 81,922	\$ 86,011	\$ 96,665	12.4%
	511030	Life Insurance	\$ 4,438	\$ 4,804	\$ 5,096	6.1%
	511040	Health Insurance	\$ 128,804	\$ 168,000	\$ 201,250	19.8%
	Salaries & Benefits Total		\$ 870,787	\$ 975,840	\$ 1,086,840	11.4%
	Operating Expenses					
	520040	Books	\$ 25,837			
	530101	Local Travel		\$ 500	\$ 500	0.0%
	530200	Repairs and Maintenance		\$ 500	\$ 500	0.0%
	Operating Expenses Total		\$ 25,837	\$ 1,000	\$ 1,000	0.0%
Tech Services-Local Total		\$ 896,623	\$ 976,840	\$ 1,087,840	11.4%	

JMRL Proposed FY2027 Budget

Branch / Department	Account Number	Account Name	2025 Actuals	2026 Budget	2027 Proposed	% Change FY2026 to FY2027
Tech Services-State	Operating Expenses					
	520040	Books	\$ 1,153,402	\$ 1,015,171	\$ 1,015,171	0.0%
	Operating Expenses Total		\$ 1,153,402	\$ 1,015,171	\$ 1,015,171	0.0%
Tech Services-State Total			\$ 1,153,402	\$ 1,015,171	\$ 1,015,171	0.0%