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JEFFERSON-MADISON
REGIONAL LIBRARY

LIBRARY BOARD'S AGENDA – APRIL 27, 2026

Monday – 3:00 pm

NELSON MEMORIAL LIBRARY

(8521 Thomas Nelson Hwy, Lovingson, 22949)

and

[Presented Virtually](#) or

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

(Webinar ID: 810 8400 5905)

- 3:00 p.m. Call to Order, Remote Participation Confirmation, & Disposition of the Minutes of the Previous Meeting**
- 3:05 Announcements & Public Comments**
- 3:35 Trustee Continuing Education**
- 3:35 Committee Appointments and Report**
1. Policy Committee Report
 2. Five Year Plan Committee Report
- 3:55 Old Business**
1. FY27 Budget Update
 2. Second Reading and Potential Vote on JMRL Policy [2.9 \(Volunteers\)](#)
 3. Potential Vote on FY27 Schedule of Library Closings
- 4:10 New Business**
1. Virginia Commission for the Arts (VCA) Virginia Touring Grants
 2. Annual Mission Statement Review
 3. FY27 Board and Budget Schedule Discussion
- 4:20 Library Director's Report**
- 4:25 Other Matters**
- 4:30 Future Agenda Items**
- 4:35 Proposed Adjournment**

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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 FEBRUARY 23, 2026 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)
Anne Hemenway (Charlottesville)

TRUSTEES ABSENT

Siri Russell (Charlottesville)

Peter Morville (Albemarle)

OTHERS PRESENT

David Plunkett, Library Director
Sierra Nafziger, Collection Specialist
Dylan Padilla, Public Communications Specialist
Maggie Bond, Adult Programming and Reference
Services Manager

Krista Farrell, Assistant Library Director
Jeremy Ljunggren, Collections and Technology
Manager
Camille Thompson, Bookmobile Manager
Ophelia Payne, Louisa County Library Branch Manager

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, February 23, 2026 at 3:00 PM, at the Louisa County Library (881 Davis Highway, Mineral, VA 23117), and live streamed using videoconferencing software. (A recording of the meeting is available at:

https://www.youtube.com/watch?v=RItL6Y_yNsk.) Trustee Polanowski moved to accept the minutes for the December 22, 2025 Board Meeting as written. Motion passed unanimously. There were no minutes to approve for January 26, 2026 as the JMRL Board of Trustees meeting was canceled due to inclement weather.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Ophelia Payne, Louisa County Library Branch Manager, welcomed everyone in attendance to the Louisa County Library. Director Plunkett recommended the Board see Louisa's new meeting room space after the meeting, which was funded by the Friends of the Library endowment fund. Director Plunkett welcomed back Sierra Nafziger as the Board notetaker and thanked JMRL's Krista Farrell and Meredith Dickens for taking the Board minutes while Sierra was on leave. Director Plunkett introduced the two newest members of JMRL's management team: Maggie Bond, Reference and Adult Services Manager, and Jeremy Ljunggren, Collections and Technology Manager. No public comments.

TRUSTEE CONTINUING EDUCATION

Dylan Padilla, JMRL's Public Communications Specialist, presented to the Board information on JMRL's Public Relations duties, reports, and projects.

COMMITTEE APPOINTMENTS AND REPORTS

1. Policy Committee Report

The Policy Committee met prior to the Board meeting and discussed Policy 2.9 (Volunteers). Policy 2.9 (Volunteers) will be presented to the Board for a first reading in New Business. Trustee Powers reported that the Policy Committee looked at a group of related policies on how the Board conducts business, which will be discussed at the April Policy Committee meeting.

OLD BUSINESS

1. FY27 Budget Update

Director Plunkett reported that JMRL has presented the FY27 Budget to all five jurisdictions and also concluded meeting with elected officials and/or staff from all five jurisdictions. The Louisa Board of Supervisors have indicated that they will

include JMRL's requested amount in their proposed budget for FY27, with some additional support for books and materials from the Louisa Library Foundation. Albemarle County executives' proposed budget discussion will be February 25, 2026. On March 2, 2026, the Charlottesville City Manager will present their proposed budget for FY27. Director Plunkett announced that he would be available for the Albemarle and City of Charlottesville work sessions for the Central Library CIP requests.

2. *Second Reading of JMRL Policies 4.21 (Availability of Library Services), 5.1 (Meeting and Conference Rooms), and 5.7 (Audio-Visual Equipment Use)*

Policy 4.21 (Availability of Library Services), Policy 5.1 (Meeting and Conference Rooms), and Policy 5.7 (Audio-Visual Equipment Use) were presented to the Board for a first reading in December. Trustee Hemenway moved to adopt Policy 4.21 (Availability of Library Services) and Policy 5.1 (Meeting and Conference Rooms) as written and discussed today. Motion passed unanimously. Trustee Hemenway moved that the Board delete Policy 5.7 (Audio-Visual Equipment Use). Motion passed unanimously.

NEW BUSINESS

1. *First Reading of JMRL Policy 2.9 (Volunteers)*

Policy 2.9 (Volunteers) was presented to the Board for a first reading. Policy 2.9 (Volunteers) will be presented to the Board next month for a second reading and potential vote.

2. *FY27 Schedule of Library Closings*

Director Plunkett presented to the Board the FY27 Schedule of Library Closings draft, which contains three paid holidays that fall on Saturday. Discussion ensued, and Director Plunkett will bring a proposal back to the Board in March after soliciting feedback.

3. *One Small Step StoryCorps Grant*

Trustee Polanowski moved that JMRL accept the StoryCorps' One Small Step Initiative granted allocation of up to \$500 and authorize the expenditure of that funding for the support of library services. Motion passed unanimously.

LIBRARY DIRECTOR'S REPORT

Director Plunkett shared with the Board JMRL's volunteer book repair statistics for 2025. Over 3,000 books were returned to the collection after repair by JMRL volunteers, with an estimated value of \$45,000. Director Plunkett reported that the JMRL/NAACP scholarship is now open and accepting applications until March 27, 2026. Information can be found on JMRL's website (jmrl.org). President Childs has volunteered to serve on the review committee for the JMRL/NAACP scholarship again this year. Director Plunkett recently gave a tour of the Central Library to Charlottesville City staff, including their Capital Development Manager. The City has assigned two project managers to the Central Renovation project. Members from the City Attorney's office also toured the Central Library and are working on a memorandum of understanding between Charlottesville and Albemarle regarding the Central Renovation project. JMRL was closed for three days in January due to inclement weather, with the Bookmobile unable to travel for two weeks. Physical circulation of materials was up over January 2025 as patrons geared up for the weather. JMRL received an anonymous gift of \$40,000 to support the purchase of digital materials, which will be distributed in four installments over the calendar year. This year's Same Page Community Read is "House of Eve" by Sadeqa Johnson; JMRL has 750 free copies to give away.

OTHER MATTERS

Trustee Hemenway moved that JMRL accept the Virginia Commission for the Arts Art in Practice granted allocation of up to \$5,200 and authorize the expenditure of that funding for the support of library services. Motion passed unanimously.

Director Plunkett reminded the Board that the Library Board Self Evaluation is scheduled for next month.

FUTURE AGENDA ITEMS

Possible future agenda items include a FY27 Budget update, second reading and potential vote on Policy 2.9 (Volunteers), a Technology Committee report, a discussion and potential vote on the FY27 Schedule of Library Closings, and a potential Continuing Education on JMRL's involvement with the Virginia Festival of the Book. The next Board Meeting will be March 23, 2025 at the Greene County Library.

ADJOURNMENT

The meeting adjourned at 4:23pm.

Jefferson-Madison Regional Library

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DRAFT

MINUTES OF THE MARCH 23, 2026 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

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Martha Ledford (Greene)
Peter Morville (Albemarle)
Anne Hemenway (Charlottesville)

TRUSTEES ABSENT

Siri Russell (Charlottesville)

OTHERS PRESENT

David Plunkett, Library Director
Sierra Nafziger, Collection Specialist
Krista Farrell, Assistant Library Director

EJ Dowling, Greene County Library Branch Manger
Cathy Schafrik, Greene County Administrator
Barry Trott, Adult Services Consultant, Library of Virginia

**NO QUORUM WAS OBTAINED FOR THE REGULAR MONTHLY BOARD MEETING OF MARCH 23, 2026.
THE MEETING CONVENED BUT NO BUSINESS WAS TRANSACTED.**

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

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was convened on Monday, March 23, 2026 at 3:00 PM, at the Greene County Library (222 Main Street Suite 101, Stanardsville, VA 22973), and live streamed using videoconferencing software. (A recording of the meeting is available at: <https://www.youtube.com/watch?v=nMijdM7ZWKA>) No quorum present. In the absence of a quorum, no action was taken on remote participation confirmation or on the minutes of the previous meeting.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett introduced EJ Dowling, Greene County Library Branch Manager, who welcomed all in attendance and announced there would be a tour of the Greene County Library after the Board Meeting. No public comments.

TRUSTEE CONTINUING EDUCATION

Barry Trott, Adult Services Consultant from the Library of Virginia, presented to the Board information on Virginia Writes: Indie Author Project. The Virginia Writes: Indie Author Project, launched in February 2026, provides access and tools, for all Virginians, to self-publish ebooks. More information can be found on JMRL's website (jmrl.org/digital-library).

COMMITTEE APPOINTMENTS AND REPORTS

1. Technology Committee Report

Trustee Morville reported that the Technology Committee met earlier this month. JMRL Collections & Technology Manager, Jeremy Ljunggren, gave a project update to the Committee. Director Plunkett presented to the Committee a draft timeline for JMRL website enhancements planning. Director Plunkett will make revisions based on feedback. The Technology Committee will meet again late April or early May to review revisions and will bring a recommendation to the Board during the May 18, 2026 Board Meeting. The Technology Committee also discussed Artificial Intelligence (AI).

OLD BUSINESS

1. FY27 Budget Update

Director Plunkett reported that all County and City executives' recommended FY27 Budgets are turned in to their elected officials throughout JMRL's five jurisdictions. Full funding for JMRL is recommended regionwide, except for Charlottesville and Albemarle whose FY27 Budget does not include funding for the two new JMRL part-time position requests: 20-hour Web Content Specialist and 20-hour Branch Specialist for Northside. The proposed FY27 Budgets from all five jurisdictions represents a significant commitment from JMRL's partners in supporting the Library Board's Budget priorities. Director Plunkett's recommendation is that JMRL explore alternate methods and workflows to meet needs for FY27 and revisit the two position requests for FY28. Director Plunkett stated that there would potentially be a JMRL budget reduction for Greene, Louisa, and Nelson counties due to the regional part-time position not being included in the City of Charlottesville's and Albemarle's proposed FY27 Budgets. The Budget and Finance Committee will begin discussing JMRL's FY27 Equipment Budget soon.

2. Second Reading and Potential Vote on JMRL Policy 2.9 (Volunteers)

Trustee Powers suggested tabling the second reading of JMRL Policy 2.9 (Volunteers) until next month.

3. Potential Vote on FY27 Schedule of Library Closings

Director Plunkett shared with the Board two drafts of the proposed FY27 Schedule of Library Closings. One draft of the proposed FY27 Schedule of Library Closings includes JMRL potentially closing at 12pm on Thanksgiving Eve to align with four of the five jurisdictions; this would increase the total of paid holidays for JMRL from 13 to 13.5. The FY27 Schedule of Library Closings will be brought to the Board next month for a potential vote.

NEW BUSINESS

1. Board Self Evaluation

Director Plunkett presented to the Board the results of the Board Self Evaluation.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that the Friends of the Library Spring Book Sale is April 4-12, 2026 from 10am-7pm, with members' only night being April 3, 2026. JMRL's Poem in Your Pocket Day will be April 23, 2026. The Central Library will be hosting jazz music by the Bob Benetta Trio on the front steps to promote National Poetry Month on April 26, 2026. JMRL's fourth annual Teen Poet Laureate Contest is open and runs until April 1, 2026. JMRL gave away over 900 copies of "House of Eve" by Sadeqa Johnson, this year's Same Page read. The Same Page author event was last Friday at the Jefferson School and had 85 attendees in person and 115 virtual. Over 100 patrons attended the Same Page book club groups across all JMRL branches. Director Plunkett gave an update on JMRL's book purchasing since the closure of JMRL's primary book vendor Baker & Taylor.

OTHER MATTERS

Trustee Townsend reminded the Board that April's meeting will be at the Nelson Memorial Library and that May's meeting will be a week early due to Memorial Day.

FUTURE AGENDA ITEMS

Possible future agenda items include a second reading and potential vote on Policy 2.9 (Volunteers), a potential vote on FY27 Schedule of Library Closing, and committee reports from the Policy Committee, the Five-year Plan Committee, and potentially the Technology Committee. The next Board Meeting will be April 27, 2026 at the Nelson Memorial Library.

ADJOURNMENT

The meeting adjourned at 4:22pm.

JMRL Strategic Implementation Plan 2025-2029

Contents Endorsed by JMRL's Board of Trustees
6/24/24

Plan Structure

Goals, Strategies, Objectives

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

VALUE

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

Edits in BROWN made by Five Year Plan Committee on 4/14/26

WE SERVE OUR COMMUNITY

- JMRL will work with the community to serve everyone and provide library services that meet people where they are. JMRL will hire, train, and retain an exceptional staff to foster a customer focused environment.
 - Identify underserved populations and work to bring library services to them by networking with community organizations and the groups they serve.
 - School/Homeschool partnership- Increase card holdership, access to digital resources.
 - Timeline - Annually
 - Desired Outcome - Number of Juvenile cards on the rise, increased digital circulation to Juvenile accounts
 - Responsible party - Children's Services Manager, Children's Committee
 - Make partnership opportunities more visible/shareable.
 - Timeline - ~~By the end of FY25~~ Annually
 - Desired Outcome - Increased requests for partnership
 - Responsible party - Library Director, Digital Services Coordinator, PR Specialist
 - Identify organizations providing services aligned with JMRL's mission in the region, regularly check to make sure there are no duplication of efforts, and look for opportunities to partner when purposes are aligned.
 - Timeline - Annually
 - Desired Outcome - Increased program participation
 - Responsible party - Program Committee, JMRL Managers
 - Review and revise JMRL's approach to its compensation plan.
 - Develop a new pay scale for JMRL staff.
 - Timeline- ~~By the end of FY25~~ Annually
 - Desired Outcome- ~~Bring JMRL's pay plan in line with the City of Charlottesville's~~ Bring JMRL's pay scale in line with the market
 - Responsible party- Library Director, JMRL Comp Committee

WE PROVIDE FREE, EQUITABLE, OPEN ACCESS TO INFORMATION

- JMRL will facilitate discovery and delivery of a wide range of materials in a variety of formats. The Library will adopt new technologies to meet the changing needs of the community.
- Ensure that all resources provided to the community reflect its diversity and support its freedom to read.
 - ~~Update JMRL Collection Management Plan, set frequency for regular review.~~ Annually review JMRL's Collection Management Plan
 - Timeline- ~~By the end of FY25~~ Annually
 - Desired Outcome- Ensure the plan is always aligned with needs of the library system
 - Responsible party- Collection Manager, Library Director
 - Refine existing platform to share reconsideration data with staff, increase staff training and awareness.
 - Timeline- ~~By the end of FY26~~ Achieved
 - Desired Outcome- Greater accessibility to staff of raw data
 - Responsible party- Collection Manager, Intellectual Freedom Working Group
- Promote awareness and discoverability of library resources, adapting to meet patron's information-seeking behavior.
 - Continue to improve the JMRL website and catalog experience.
 - Timeline- Annually
 - Desired Outcome- Increased usage of JMRL's digital resources
 - Responsible party- Digital Services Coordinator, Collections and Technology Manager
- Provide JMRL staff with the resources needed to deliver adaptable and flexible library service to the community.
 - Continue to explore fine free options for JMRL
 - Timeline- By the end of FY26
 - Desired Outcome- To remove potential barriers to access
 - Responsible party- Library Director, Library Board
 - Share relevant information with all library employees regularly via a staff newsletter

- Timeline- By the end of FY267
 - Desired Outcome- Improved staff access to resources and tools to provide the best library service possible
 - Responsible party- PR Specialist, Assistant Library Director

- Refresh the JMRL staff intranet
 - Timeline- ~~By the end of FY26~~ Achieved
 - Desired Outcome- Improved staff access to resources and tools to provide the best library service possible
 - Responsible party- Digital Services Coordinator, Collections and Technology Manager

- Foster, promote and develop employees: increase training and cross training opportunities, building capacity and competency
 - Timeline- Annually
 - Desired Outcome- Staff retention and internal promotion, patron satisfaction with library service
 - Responsible party- Training Committee, JMRL Managers, Library Director

- Retaining: Ensure JMRL staff are equipped, enabled, and empowered to provide the best library service and grow in their roles by bolstering employee safety, collaboration and mentorship opportunities, and improving inter-staff communication.
 - Timeline- Annually
 - Desired Outcome- Staff retention and internal promotion, patron satisfaction with library service
 - Responsible party- Training Committee, JMRL Managers, Library Director

- Provide equitable access and training for existing and emerging technologies.
 - Offer regular tutorials or info sessions at branches on emerging technology, as well as refreshers on existing tech for the public.
 - Timeline- By the end of FY267
 - Desired Outcome- Provide an outlet for needed support that isn't always possible on a walk-in basis at JMRL service desks
 - Responsible party- JMRL Managers

 - Increase patron access to JMRL's makerspace and digital media labs, including adding needed services and equipment annually.
 - Timeline- Annually

- Desired Outcome- Increased patron familiarity with new technologies and access to maker technology
- Responsible party- Supervising Technology Services Librarian, Collections and Technology Manager, JMRL Managers
- Increase patron awareness and access to hybrid meeting room technology through improved documentation and staff training.
 - Timeline- By the end of FY267
 - Desired Outcome- Increased checkouts of hybrid meeting room equipment
 - Responsible party- JMRL Managers
- Annual review of technology services offered and things to come at JMRL for all staff (potentially at all-staff training day).
 - Timeline- By the end of FY267
 - Desired Outcome- Increased staff familiarity with JMRL technology offerings
 - Responsible party- Collections and Technology Manager, Technology Advisory Committee

WE INSPIRE LIFELONG LEARNING

- JMRL will promote learning at every stage of life both at the Library and in the community.
 - Offer a diverse range of programs, resources, and services aimed at creating a culture of inclusion.
 - Review programs, resources, and services as community needs change (including service hours, schedules, community collaborations, outreach, and branch locations)
 - Timeline- Annually
 - Desired Outcome- Gather information to adapt JMRL to community needs and plan for future needs
 - Responsible party- JMRL Managers, Library Director
 - Promote literacy of all kinds through programming and access to library resources.
 - Update JMRL's style manual, including adding branding templates for staff to use.
 - Timeline- ~~By the end of FY25~~ Achieved
 - Desired Outcome- Streamlined guidelines for staff on creating branded materials

- Responsible party- PR Specialist, Assistant Library Director
- Expand outreach services within a coordinated, regional framework.
 - Create a JMRL Outreach Committee.
 - Timeline- ~~By the end of FY25~~ **Achieved**
 - Desired Outcome- Provide staff with tools to expand the footprint of their branch/department, provide patrons with a consistent experience at outreach events
 - Responsible party- Bookmobile and Outreach Services Manager, Library Director
 - Develop training and a standardized approach to Outreach services, which may include standard materials at each branch for producing offsite events and services.
 - Timeline- By the end of FY26
 - Desired Outcome- Provide staff with tools to expand the footprint of their branch/department, provide patrons with a consistent experience at outreach events
 - Responsible party- Outreach Committee

WE CULTIVATE A WELCOMING ENVIRONMENT FOR COMMUNITY ENGAGEMENT

- JMRL will work with stakeholders to provide modern, accessible, and secure spaces for staff and patrons.
- Educate stakeholders about the funding structures and operational needs of JMRL.
 - Produce a graphic representation of JMRL's funding sources, ready to hand out to stakeholders.
 - Timeline- ~~By the end of FY25~~ **Achieved**
 - Desired Outcome- Assist staff and trustees in condensing complicated funding structures into an easily digestible format
 - Responsible party- Library Director, PR Specialist, Business Manager
 - Provide training and internal education to staff about JMRL's funding structures, to better prepare them to discuss this with stakeholders.
 - Timeline- By the end of FY26-7

- Desired Outcome- Staff capacity for directing stakeholders to appropriate funding sources
 - Responsible party- Library Director, Business Manager, Training Committee
- Develop standardized orientation materials to distribute to newly elected local officials.
 - Timeline- By the end of FY26-7
 - Desired Outcome- Heightened understanding of the value of the regional library system with stakeholders
 - Responsible party- Library Director, Library Board

DRAFT- VOLUNTEERS

Library volunteers play an important role in libraries across the country including the Jefferson-Madison Regional Library system. Effective use of library volunteers extends the value of every tax dollar and strengthens the Library's connection to the communities it serves. Jefferson-Madison Regional Library welcomes the participation of volunteers in support of its mission.

Role of Volunteers

Volunteers supplement the work of paid Library staff. Volunteers serve without compensation or employee benefits and shall not be considered as taking the place of paid Library staff. All volunteer work must be approved by the Department or Branch Manager.

Volunteer activities may include:

- Collection maintenance: Shelving, shelf-reading, book mending, and weeding
- Programs and outreach: Assisting with library programs, discussion groups, story times, and community outreach events
- Facility and event support: Setting up meeting rooms, assisting with Library events, and maintaining displays
- Administrative and technical assistance: Assisting with public engagement, non-confidential data entry, and special projects

Volunteer Categories

JMRL recognizes these general categories of volunteers:

- Adult Volunteers: Generally individuals aged 18 and older.
- Teen Volunteers: Generally individuals aged 13 through 17. Teen volunteers provide valuable service to the Library while gaining skills and community engagement experience. Specific guidelines, expectations, and opportunities for teen volunteers are detailed in the Teen Volunteer Contract.

The Library may host paid or unpaid interns through academic or professional programs. Provisions of this policy may not apply to or may differ for internship arrangements.

Application, Orientation, and Training

All individual prospective volunteers must complete a volunteer application. The Library will perform criminal background checks for individual prospective volunteers. Parental or guardian consent is required for all volunteers under the age of 18.

Volunteers represent the Library to the public. All individual volunteers will receive an orientation

and any training appropriate to their assigned role. Volunteers are required to acknowledge receipt and understanding of applicable guidelines and expectations, including the JMRL Volunteer Handbook.

Volunteer Service Expectations

Each volunteer shall have a designated Library staff point of contact responsible for providing direction, support, and oversight. All volunteer work must be under the supervision of a paid staff member. In accordance with the Library's Safe Child Policy (Section 4.234), volunteers must wear JMRL badges and every reasonable effort shall be made to avoid situations where a volunteer is alone with a child or youth in a closed room with no outside visual contact.

Volunteers shall not have access to patron records or other confidential patron information. The Library is committed to protecting patron privacy, and volunteer roles will be structured to maintain this standard.

Volunteers are expected to follow all applicable JMRL policies, including the Conduct Policy (Section 4.232). Failure to comply with Library policies or the expectations of the volunteer role may result in modification or termination of the volunteer arrangement. The Library may modify or end a volunteer's assignment or the volunteer relationship at any time and for any reason, at the discretion of the Department or Branch Manager or the Library Director.

Volunteers may use the Library as an employment reference within the guidelines of the Library's Employment References Policy (Section 2.44).

2026-2027 SCHEDULE OF LIBRARY CLOSINGS

(p)	July 4, 2026	Saturday	Independence Day
(p)	September 7, 2026	Monday	Labor Day
	October 12, 2026	Monday	All Staff Training Day
(p)	November 11, 2026	Wednesday	Veterans Day
(p)	November 26, 2026	Thursday	Thanksgiving Day
(p)	November 27, 2026	Friday	Day after Thanksgiving
(p)	December 24, 2026	Thursday	Christmas Eve
(p)	December 25, 2026	Friday	Christmas Day
(p)	December 26, 2026	Saturday	Day after Christmas
(p)	January 1, 2027	Friday	New Year's Day
(p)	January 18, 2027	Monday	Martin Luther King, Jr. Day
(p)	February 15, 2027	Monday	Presidents' Day
	March 28, 2027	Sunday	Easter (Central Library)
(p)	May 31, 2027	Monday	Memorial Day
(p)	June 19, 2027	Saturday	Juneteenth

- (p) Indicates staff paid holidays.
- If a paid holiday falls on a staff member's non-work day, the staff member will be given compensatory time off to be used during the fiscal year at their supervisor's discretion.
- Library closes at 12:00 p.m. on Thanksgiving Eve (which is a paid half day for eligible staff) & 5:00 p.m. on New Year's Eve.
- In addition to the above 13.5 paid holidays, eligible staff receive 2 personal days. New regular staff members are eligible for personal days after 90 days of service.
- **Central Sunday Openings:** September 13, 2026 thru May 23, 2027 (Sunday after Labor Day through Sunday before Memorial Day weekend).



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JEFFERSON-MADISON
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Potential Grant Funding Motions

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

I move that JMRL accept the Virginia Commission for the Arts Virginia Touring Grants allocation of up to \$5800 and authorize the expenditure of that funding for the support of library services.

Mission Statement

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

Values

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

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

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

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

FY27 Library Board Meeting and Budget Schedule

July 27, 2026	Board Meeting (Northside Library)
August 24, 2026	Board Meeting (Northside Library) - Policy Committee scheduled to meet prior to the full Board meeting.
September 11, 2026	Department and Branch Managers submit personnel and operational (non-equipment) budget requests.
September 28, 2026	Board Meeting (Northside Library) - Library Board sets budget objectives/guidelines.
Early October	Personnel Committee meets to discuss personnel requests from library staff.
October 26, 2026	Board Meeting (Northside Library) - Library Director presents branch and department budget requests to the Library Board; Library Board discusses and ranks budget requests, using recommendations from Personnel Committee. Policy Committee scheduled to meet prior to the full Board meeting.
October/November	Budget Committee meets to draft FY28 proposed budget and sends draft to Library Board.
November 23, 2026	Board Meeting (Central Library) - Proposed budget adopted by Library Board.
December 28, 2026	Board Meeting (Northside Library) - Policy Committee scheduled to meet prior to the full Board meeting.
Dec 2026- Jan 2027	Library Trustees and Library Director meet with City/County officials to discuss proposed budget.
January 15, 2027	Deadline for submitting proposed budget to jurisdictions.
January 25, 2027	Board Meeting (Northside Library) - Library Director mid-year goals update, if requested.
February 22, 2027	Board Meeting (Louisa County Library) - Policy Committee scheduled to meet prior to the full Board meeting.
March/April 2027	Budget work sessions with Albemarle, Charlottesville, Greene, Louisa and Nelson.
March 12, 2027	Department and Branch Managers submit CACF Endowment and Equipment budget requests to the Business Manager and Library Director.
March 22, 2027	Board Meeting (Greene County Library) - Library Board self-evaluation.
April 2, 2027	Department and Branch Managers submit annual Friends' requests to the Business Manager and Library Director.
April 26, 2027	Board Meeting (Nelson Library) - Library Board reviews Five Year Plan and Mission Statement. Policy Committee scheduled to meet prior to the full Board meeting.
May/June 2027	Budget adoption by jurisdictions. Library Board Budget Committee reviews Equipment Budget requests and drafts Final Budget (with appended Equipment Budget) to send to the Library Board.
May 24, 2027	Board Meeting (Scottsville Library) - Library Director Annual Evaluation
June 28, 2027	Board Meeting (Northside Library) - Library Board adopts Final Budget. Library Director presents next fiscal year prioritized goals. Library Board votes on officers for the upcoming fiscal year. Policy Committee scheduled to meet prior to the full Board meeting.