

J. Robert Jamerson Memorial Library

Mission

1.1 Mission Statement

Mission Statement

The mission of the J. Robert Jamerson Memorial Library is to provide the ~~population~~ **citizens** of the county with access to knowledge, ideas, and creative expression by collecting and offering print resources, audio-visual materials, and electronic information services which are of interest to the community, **which corresponds to the historical tradition of Appomattox County**; to assure ease of access to these materials; and to provide programs to stimulate the awareness and use of these resources by establishing access to human informational and creative resources of Appomattox County and Beyond. The J. Robert Jamerson Memorial Library offers a welcoming **traditional library environment conducive to reading, research and study within an inspiring environment-venue** for learning, ~~and~~ individual enlightenment and community enrichment throughout the region.

Library Purpose

The J. Robert Jamerson Memorial Library has four primary roles. These roles reflect the objectives of the individual patrons of the Library:

1. *Popular Materials Library* - Makes available current materials of high interest in a variety of formats for ~~persons~~ **individuals** of all ages.
2. *Education Support and Independent Learning Center* - Supports the educational goals of all Commonwealth citizens by providing resources which correspond to their **diverse educational and academic needs**.
3. *Preschool and School-Age Children's Library* - Encourages young children to develop a love of reading, learning, and libraries by providing **age-appropriate** materials and programs for children, as well as for their parents and caregivers.
4. *Adult and Senior Outreach Center* - Encourages community development, cultural enrichment, and establishes the foundation for increased adult learning and adult circulation.

~~As an institution which helps individuals develop their own convictions and pursue personal opportunities, the library plays an important role in the operation of a free and democratic society. Serving students of all ages the Library is an important part of the educational structure of the community. The Library serves residents as well as government, clubs, organizations, businesses, industry, social services, artistic and religious institutions, providing information service to the entire community. as a whole. The diverse nature of the community is reflected in the collections and services of the library.~~

The J. Robert Jamerson Memorial Library serves people of all ages, backgrounds, and persuasions, respecting their individual **educational and academic** library needs. Proudly upholding the public's freedom of access to information, the Library does not restrict access to facts, ideas, and creative expression, unless restricted by law, to any member of the community.

Adopted by the J. Robert Jamerson Memorial Library Board of Trustees on November 9, 2000, revised on April 16, 2021, revised on March 17, 2026.

Governing Structure

2.1 Government Officials

Federal Government Representatives:

- United States Senator - Mark Warner
- United States Senator - Tim Kaine
- United States Representative District 5 – John McGuire

State Government Representatives:

- Virginia Governor – Abigail Spanberger
- Virginia Lieutenant Governor – Ghazala Hashmi
- Virginia Attorney General – Jay Jones
- Virginia Senator – Luther Cifers, III
- Virginia Delegate – Tom Garrett

County Government Representatives:

- Appomattox County Administrator - Susan Adams
- Appomattox River District Supervisor – Ken Wolfskill
- Courthouse District Supervisor – Nathan Simpson
- Falling River District Supervisor – John F. Hinkle, Chairman
- Piney Mountain District Supervisor – Reverend Al Jones
- Wreck Island District Supervisor – Trevor L. Hipps

Town Government Representatives:

- Town of Appomattox Mayor – Richard C. Connor
- Town of Appomattox Vice Mayor – Timothy Garrett
- Council Member – McKinley Cardwell
- Council Member – Jack Hensley
- Council Member – James Boyce Sr.
- Council Member – Danielle Ulmer
- Council Member - Mary Lou Spiggle

Updated January 2026

Governing Structure

2.2 Library Officials

Federal Library Officials:

- Librarian of Congress - Carla Hayden

State Library Officials:

- Librarian of Virginia – Dennis T. Clark
- Procurement Officer I - Paranita Carpenter
- Library Development and Networking Division Director – Diana Price

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- Public Library Consultant – Reagen Thalacker
- Continuing Education Consultant - Cindy Church
- Children & Youth Services Consultant – Sue La Paro
- Grants and Data Coordinator – Kim Armentrout

Region Two Library Directors:

- Franklin County Public Library Director – Rebecca Ventola
- Campbell County Public Library Director - Jordan Welborn
- Central Virginia Regional Library Director (Farmville, Dillwyn & Cumberland) – Richard Ewing
- James L. Hamner Public Library Director – Katrina Spears
- J. Robert Jamerson Memorial Library Director – Cindy Scheu
- Lunenburg County Public Library System, Inc. Director – J.B. Crenshaw
- Lynchburg Public Library Director - Beverly Blair
- Bedford Public Library System Director - Jenny Novalis
- Mecklenburg County Public Library Director – Robert Rosenthal
- Amherst County Public Library Director – Jacob Etter
- Halifax County-South Boston Library Director – Jenna Austin, Interim
- Pittsylvania County Public Library Director – Rhonda Griffin
- Meherrin Regional Library Director - Becky Walker
- Blue Ridge Regional Library Director - Richard Ward
- Charlotte County Library Director – Margaret Albee
- Danville Public Library Director - Russell Carter
- Nottoway County Public Library Director - Jackie Zataweski

Updated July 2026

Governing Structure

2.3 Board of Trustees

2.3.1 Members

- Appomattox River District Trustee – Susan Williams
- Courthouse District Trustee – Amanda Scott
- Falling River District Trustee – Neil Selz
- Piney Mountain District Trustee – Paul Raymond
- Wreck Island District Trustee – Hope Adams
- Non-voting Member & Secretary – Cindy Scheu, Director

Updated July 2026

2.3.2 By-laws

Article I: Name

The name of the Board shall be the J. Robert Jamerson Memorial Library Board, existing by virtue of the provisions of Chapter 42 of the Laws of the State of Virginia and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II: Purpose

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The Board of Trustees shall be established as an administrative entity to manage and control the free public library system, as established by the Board of supervisors for the use and benefit of the residents of Appomattox County. This Library Board shall have the right to accept or reject donations and bequests of money, personal property or real estate for the establishment and maintenance of the free public library system or endowments for the same. The Library Board can either adopt or refuse programs and/or practices that the State Library Board requires for State Grant or State funding or aid. ~~The Library Board shall also implement such programs and practices and shall abide by such requirements as may be adopted by the State Library Board to enable Appomattox to qualify for State Grants-In-Aid.~~

Article III: The Board

1. The Board of Trustees shall be appointed by the Appomattox County Board of Supervisors and shall consist of five members; one from each voting district. Except for the initial term, Trustees shall fill staggered four-year terms. To provide staggered terms the initial terms shall be as follows: one year, one member; two years, one member; three years, one member; four years, two members. Except for 1986 a Trustee's term shall expire on June 30. A Trustee may serve only two consecutive four-year terms.
2. When a vacancy occurs in the office of any administrative member appointed by the Board of Supervisors, it shall be filled by the Board of Supervisors for the unexpired term. In no event, however, shall a member appointed by the Board of Supervisors be eligible to serve more than two successive full four-year terms.
3. No member of the J. Robert Jamerson Memorial Library Board shall receive a salary or other compensation for services as a member, but necessary expenses actually incurred shall be paid from the Library Board's appropriations, subject to prior approval by the Chairperson.
4. A member of the J. Robert Jamerson Memorial Library Board of Trustees may be removed for misconduct or neglect of duty by the Appomattox County Board of Supervisors.

Article IV: Officers

1. The officers shall be a Chairperson and a Vice Chairperson, elected from among the appointed trustees at the meeting of the Board in July. The Chairperson and Vice Chairperson shall hold their respective office until June 30, at which time their term as an officer will expire. The Librarian shall serve as the Secretary.
2. The Chairperson shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees and generally perform all duties associated with that office.
3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are fully elected.
4. The Vice Chairperson, in the event of the absence or disability of the Chairperson, or of a vacancy in that office, shall assume and perform duties and functions of the Chairperson.
5. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings and shall perform such other duties as are generally associated with that office.

Article V: Meetings

1. The regular meetings shall be held bimonthly, (i.e. every two months) the date and hour to be set by the Board at its annual meeting. Meetings are generally held on the third Thursday of the month at 10:00AM. Meetings will be held in January, March, May, July, September, and November. The board has decided that there will not be a limit to how many meetings they cannot attend.

2. The annual meeting, which shall be for the purpose of the election of officers and the adoption of an annual report, shall be held at the time of the regular meeting in July of each year.
3. The order of business for regular meetings shall include (but is not limited to) the following items, which shall be covered in the sequence shown so far as circumstances will permit.
 - a. Roll call of members
 - b. Disposition of minutes of previous regular meetings and any intervening special meeting
 - c. Report of the Librarian
 - d. Financial Report
 - e. Committee Reports
 - f. Communications
 - g. Unfinished Business
 - h. New Business
 - i. Adjournment
4. Special meetings may be called by the Secretary at the direction of the Chairperson, or at the request of three members, for the transaction of business as stated in the call for the meeting.
5. A quorum for the transaction of business at any meeting shall consist of three members of the Board present in person.
6. Conduct of meetings: Proceedings of all meetings shall be governed by Robert's Rules of Order.

Article VI: Library and Staff

The Board shall appoint a qualified librarian who shall be the executive and administrative officer of the library on behalf of the Board and under its **oversite**, review and direction. The librarian shall recommend to the Board the appointment of all potential employee candidates where the Board will either confirm or deny the employment of such candidate by a majority vote. The librarian will be responsible for the specification of all the duties and specify the duties of other of library employees and shall be held responsible for the proper direction and supervision of the staff and for the care and maintenance of library property. To provide an adequate selection of books and resources the librarian, in keeping with the stated policy recommendations of the Board, will , for the efficiency of library service to the public, and for its financial operations, keep within the limitations of the budgeted appropriation. The librarian shall make monthly and annual reports to the Board.

Article VII: Committees

1. The Chairperson shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall ~~be considered to be discharged~~ upon the completion of the purpose for which it was appointed, and after the final report is made to the Board.
2. All committees shall make a progress report to the Library Board at each of its meetings.
3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article VIII: General

1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The Chairperson may vote upon and may move or second a proposal before the Board.
2. The by-laws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been emailed to all members at least 30 days prior to the meeting at which such action is proposed to be taken.

3. Any rule or resolution of the Board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may

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be taken only at a meeting at which four-fifths (4/5) of the members of the Board shall be present and three-fourths (3/4) of those present shall so approve.

Adopted by the J. Robert Jamerson Memorial Library Board of Trustees on October 18, 2011, Time of meeting revised November 5, 2012, Reviewed July 17, 2020.

2.4 Levels of Responsibility

2.4.1 Organizational Chart

1. Board of Trustees
2. Library Director
3. Technical Services Specialist
4. Public Services Specialist
5. Library Assistants

2.4.2 Division of Responsibility

Under the Code of Virginia, Section 42.1-35, the Library Board of Trustees "shall adopt such bylaws, rules, and regulations for their own guidance and for the government of the free public library system as may be expedient. They shall have control of the expenditures of all bequests of money, personal property, or real estate for the establishment and maintenance of such free public library systems or endowments for same." Thus, in defining and delineating the division of responsibility between the Board and the Library Director, the Board recognizes that the ultimate responsibility to the community rests with the Board. Policy determination is the Board's power and duty. Management is the Library Director's responsibility, for which they are responsible to the Board. The division and sharing of these responsibilities fall into several categories.

1. Goals and Objectives for the Library
 - a. Responsibility of Board - It shall be the duty of the Board to determine the goals and objectives of the Library and the methods of meeting them, to review the goals and objectives annually, and to evaluate progress.
 - b. Responsibility of Library Director - The Library Director shall provide assistance and direction in setting goals and objectives, according to the stated policy of the Administrative Board, and in determining means of evaluation.
 - c. Joint Responsibility - The Board shall relate the Library and its program to the community and its needs through systematic study of the community and through systematic analysis of library service with the assistance of the Library Director, who shall participate fully and shall prepare regular reports on current progress and future needs.
2. Written Policies
 - a. Responsibility of Board - The Board shall determine and adopt written policies to govern operation, use, resource criteria, resource assessment, and programs of the Library and shall adopt by-laws for Board procedures.
 - b. Responsibility of Library Director - The Library Director shall recommend needed policies to the Board and supply samples and sources of information. The Library Director shall carry out the policies as adopted by the Administrative Board and shall administer the Library within the framework of the Library's goals, objectives, policies, and budget.
 - c. Joint Responsibility - Both the Board and the Library Director shall know local, state, and federal laws which affect libraries and play an active role in initiating and supporting beneficial library legislation; shall participate fully in the state library system and make use of the consultants of the Library of Virginia; shall attend regional, state, and national library association meetings and workshops when possible and join appropriate organizations working for improved libraries and

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shall study library publications.