## Public Employees Retirement System of Ohio

### For Statement of Service Outside Ohio

**Employee's Name:** James H. Pickering

**Membership No.:** 249-22-1286

**Address:** 1706 Wittenberg Blvd., East Springfield, Ohio 45506

**Date of Birth:** 1919 July 23

**Where Now Employed:** Warder Public Library District, Springfield, Ohio

### By Whom Employed

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<th>Employer</th>
<th>Position</th>
<th>From</th>
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<th>Periods of Service</th>
<th>Actual Paid Service and basis on which paid</th>
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### Instructions for Making Statement of Service

List all service by calendar years, January 1 to December 31, in chronological order. Use one line for each year or fraction of a year worked where the rate of compensation does not change. Where the rate changes, use a separate line for each period having a different rate, showing the rate of pay and the exact time during which it was in effect. If service for the years 1945 and 1951 is listed, break the salary for those years as follows: For 1945 show separately Jan. 1 to Sept. 30 and Oct. 1 to Dec. 31. For 1951; Jan. 1 to Aug. 31 and Sept. 1 to Dec. 31. In listing of service of Townships, the year 1913 should also be broken down to show separately Jan. 1 to Sept. 30 and from Oct. 1 to Dec. 31.

**Signed:**

Robert D. Franklin (Fiscal Officer)

**Title:** Director

**Dept.:** Tappan-Madison Regional Library

**Government Unit:**

*Formerly Charlottesville Public Library*
Dear Jim:

At the meeting of the Library Board held on Monday, January 13th, when you were absent in Tennessee, Mrs. Catlin read to the Board a letter from Mr. Randolph W. Church, State Librarian, dated January 2nd, and addressed to Mrs. Catlin as an individual member of the Board. Mrs. Catlin promised, with the Chairman concurring, that she would make this letter available to you so that copies could be made and sent to each member of the Board.

Mr. Gleason also stated to the Board that when you returned from Tennessee he would have you prepare and send to each member of the Board copies of a letter which had been addressed to him in his capacity as Chairman of the Board by the State Librarian last August.

The copies have not yet been received from your office. I will appreciate it very much if you will prepare and distribute these copies as soon as possible, so that we may all have an opportunity to consider them well in advance of the February Board meeting.

Sincerely yours,

Francis L. Berkeley, Jr.

P. S. Mr. Gleason’s recollection on January 13th was that he had placed Mr. Church’s letter in your files some time ago. If there is any problem about finding it, won’t you please let me know immediately.

Mr. James H. Pickering
Librarian
Charlottesville-Albemarle Public Library
Charlottesville, Virginia

FLB/dck

Copies to: Mrs. Randolph Catlin
Mr. J. Emmett Gleason
Mrs. Randolph Catlin
Red Acres
Charlottesville, Virginia

Dear Mrs. Catlin:

In reply to your recent inquiry concerning the powers and duties of the Charlottesville Public Library Board in relation to rural library service to Albemarle and Fluvanna counties, I have had occasion to examine in detail the current operation which is substantially as follows.

The Charlottesville Public Library Board was established by City Council under an ordinance of June 6, 1932, following the general authority of Section 42-1 of the Code of Virginia. There is no charter provision. The Board has only limited authority for financial policy, and funds made available to it are subject to the directed expenditure policy of City Council.

In July 1947 the Board, with the approval of City Council, executed a contract with the Albemarle County Board of Supervisors for service to the County in return for a county appropriation. This contract allowed for larger State grants for such combined service and provided that the Library Board be increased from five to seven members, the two new members being appointed by the Albemarle County Board of Supervisors.

In 1952 the Charlottesville-Albemarle Board extended demonstration library service to Fluvanna County with State funds, and in 1953 Fluvanna became part of the system under contract, and the Board was increased to eight with one member from Fluvanna County.

As you know, it is a matter of concern to us at the State Library that the service now being rendered Albemarle and Fluvanna counties under contract be continued in proper fashion since we are making available State and Federal funds to the system, and the stipulated purpose of the greater portion of these funds is to aid rural library development. The city by itself is eligible to receive only $1,000 from State funds and nothing from Federal funds. Under the contractual operation with the counties, it will receive in the current fiscal year $8,543 in State funds and $7,017 in
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Librarian
Charlottesville-Albemarle Public Library
Charlottesville, Virginia

FLB/dck

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Mr. J. Emmett Gleason
January 2, 1958

Mrs. Randolph Catlin
Red Acres
Charlottesville, Virginia

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Federal funds. These grants are mainly in support of rural library service, but the City of Charlottesville benefits in large fashion from the accumulation of library resources that these funds will purchase, such resources being available to both urban and rural populations.

We hope very much that public library service for all these areas may be maintained to the satisfaction of all parties concerned.

Sincerely yours,

Randolph W. Church
State Librarian
Dear Randolph:

You will note from the enclosed letter of 25 January 1958 from Mr. James H. Pickering, Director of the Charlottesville-Albemarle Public Library, that a letter which you wrote to Mr. J. Emmett Gleason in his capacity as Chairman of our Library Board on 13 August 1957 has become misplaced.

At the last meeting of the Library Board, held on January 13th, it was ordered that the Librarian prepare and send to all members of the Board copies of both your letter of August 13th and your later letter of 2 January 1958 addressed to Mrs. Randolph Catlin, Vice Chairman of our Board.

I should appreciate it very much if you could let me have a photographic copy of your August 13th letter, so that Mr. Pickering can supply all of our members with accurate copies.

Sincerely,

Francis L. Berkeley, Jr.
Curator of Manuscripts

Mr. Randolph W. Church
State Librarian
Virginia State Library
Richmond 19, Virginia

FLB/dck

Enclosure

Copies to: Mrs. Randolph Catlin
Mr. J. Emmett Gleason
Mr. James H. Pickering
25 January 1958

Mr. Berkeley:

Thank you for your letter of 23rd January. I have not seen the minutes of the last meeting and am glad to know about the Board's wishes in advance of the next meeting.

Mrs. Catlin's letter is already in hand to be copied and distributed to the membership.

Unfortunately I do not find in my files Church's August letter to Mr. Gleason as chairman of the Library Board. Since Mr. Gleason says he placed the letter in the library's files some time ago, and since I have not been able to find it to date, I fear that the prospects of finding the original are very dim indeed. Would it be too much of an imposition to ask you, as a friend of Mr. Church, to explain to him our predicament and beg a copy from his files? I am truly sorry this is the case, all the more so because I have been keenly interested in the contents of the letter myself judging from the summaries I have heard.

I hope that you will not mind doing this and that you will have speedy success. I assure you that copies will be made and distributed to the membership with the greatest dispatch.

James H. Pickering, Director, and Secretary to the Board

Mr. Francis L. Berkeley, Jr.
1927 Thomson Road
City

Copies to: Mrs. Randolph Catlin
Mr. J. Emmett Gleason
Mr. Francis L. Berkeley, Jr.
Curator of Manuscripts
Alderman Library
University of Virginia
Charlottesville, Virginia

Dear Frank:

In reply to your letter of January 27, I am furnishing you with a copy of my letter of August 13, 1957, to Mr. J. Emmett Gleason for distribution to board members of the Charlottesville-Albemarle Public Library.

Sincerely yours,

Randolph W. Church
State Librarian

RWC:T

CC: Mrs. Randolph Catlin
    Mr. J. Emmett Gleason
    Mr. James H. Pickering
1006 St. Charles Ave.
Charlottesville, Virginia
30 April 1958

Mr. Gleason:

I resign as director of the Charlottesville-Albemarle Public Library effective May 1, 1958.

James H. Pickering

cc: All Library Board members

Mr. J. Emmett Gleason, Chairman
Charlottesville-Albemarle Public Library
521 N. First St.
Charlottesville, Va.
A special meeting of the Charlottesville-Albemarle Library Board was held at the Library May 1 at 10 A. M. The members present were:

Mr. Deets  
Mr. Walker  
Mrs. Irving

Miss Buford  
Mr. Gleason, Chairman

The meeting was called to order by the Chairman and the attached letter of resignation from Mr. James H. Pickering was read. A motion to accept the resignation was made by Mr. Walker and seconded by Miss Buford. The motion carried.

After discussing the need for someone to be in charge of the Library until a new director could be secured, it was moved by Mr. Deets and seconded by Mrs. Irving that the cataloger, Mrs. Elizabeth Carver Fowler, be named acting director. This motion was carried.

The Chairman, Mr. Gleason, discussed the advisability of asking Mr. Sidney Rush, Finance Director of the City of Charlottesville, to give to the Library Board at regular intervals a financial statement showing the condition of the budget at such times. It was agreed that this was an excellent idea, and the Chairman said that he would contact Mr. Rush.

The question of the large accumulation of uncataloged books was brought up and after much discussion it was moved by Mr. Deets and seconded by Mr. Walker that Mrs. Fowler be authorized to secure extra help for this situation.

The Chairman instructed the Personnel Committee to begin as soon as possible to secure applications and interview people for the position of Director. The Chairman also appointed Mr. Deets to this committee to serve with Mr. Walker and Miss Buford. The Chairman appointed Mrs. Irving to a special committee to serve with Miss Buford in rearranging the Reading Room, etc.

As there was no further business, the meeting was then adjourned.
The Charlottesville-Albemarle Library Board met at 9:30 a.m. Monday, May 12th, 1958

The members present were: Mr. Gleason, Chairman
Mr. Deets
Mr. Walker

The meeting was called to order by the Chairman, and he reported that Mrs. Catlin's resignation from the Board was already in effect. Mr. Brown suggested that some form of recognition be given Mrs. Catlin and Mr. Berkeley for their service on the Board. Mr. Gleason directed Mrs. Fowler to draw up a resolution to this effect. He also instructed her to have the vacant position of Head Librarian, or Library Director advertised in the Library Journal.

It was reported that $19,000 in Federal and State Aid funds had been expended for books since May 1st in order to meet the deadline of May 12th. As reported in the May 1st meeting concerning Mr. Rush, City Financial Director, a report was made by Mr. Gleason that Mr. Rush had been contacted and would today make a trip to Richmond to talk with Miss Yoder, Head of Extension Division, Virginia State Library, concerning Library finances.

Mr. Gleason reported that planning is being done for the immediate procedure of withdrawing and replacing worn out and obsolete books. Mr. Brown mentioned that all funds should be used before July 1, 1958, whereupon the Secretary was directed to contact Mr. Davis at City Hall to see if plastering and painting in certain areas of the library can be accomplished by this time.

Mrs. Fowler reported that the janitor's position was filled on May 2nd by Lewis Miller. She was instructed to purchase at lowest cost a small machine for cleaning books.

Full time and part time positions to be extended or replaced for two employees were briefly discussed.
Miss Buford reported about securing a pedestal for the clock which is being repaired. Mr. Brown presented a bill from Virginia Arboreal Service for trimming the boxwood.

The Board voted to accept the highest bid from H. M. Gleason & Co., Inc. for the old bookmobile.

Mr. Brown made a motion that the meeting be adjourned. This was seconded by Mr. Deets.
The Charlottesville-Albemarle Library Board
met at 4 p.m., Monday, June 9, 1958

The members present were:
Mr. H. H. Walker, Acting Chairman
Mr. Deets
Miss Buford
Mrs. Irving
Mr. Brown
Mrs. Fowler, Acting Director

The meeting was called to order by the Chairman.

Mr. Randolph Church, Librarian of Virginia State Library, Richmond was recognized as a visitor, having previously met with Mr. Deets, Mr. Brown. A reporting of this previous meeting will be made to this Board at a later date.

Mrs. Fowler reported on the cataloging progress of books and records which have accumulated since February 1958. She reported that Mrs. Sturtevant and Miss Revercomb are cataloging new books while Mrs. Brown is cataloging the new records which activity is covered in the monthly report. None of these three catalogers worked full time. She submitted a report written by Mrs. Bristol concerning the progress being made in our project of weeding (or "purging").

It was agreed that Mrs. Ralph D. Yates be appointed to the position of Main Desk Assistant at the salary stated in budget for 36 hours per week.

Mr. Brown suggested the painters (who are now painting the children's Room) be retained to paint the Work Room if there is still money left in the Building Maintenance Fund for 1957-58.

The resolution drawn up by Mrs. Fowler was read and adopted with the minor change of substituting the word "Board" for "Trustees". She was instructed to mail copies of this resolution to former Board Members concerned.
Mr. Walker acknowledged receipt of several letters received from applicants for the Librarian Director's position which are to be considered by the Board's personnel committee and reported on later.

Registration of all library patrons was brought up by Miss Buford. This was discussed, but no action was taken.

Mr. Brown moved that we change the meeting date of the Board to the second Tuesday of each month. This motion was not seconded. Mr. Deets suggested we decide later on this change, after new board members are appointed.

Mr. Walker read a letter from Mr. J. Collier Marshall, who presented our Library a copy of the list of gifts which Paul Goodloe McIntire made to the County of Albemarle, The City of Charlottesville, and to the University of Virginia. Mrs. Fowler was requested to accept this with a letter of appreciation to Mr. Marshall.
The members present were: Mr. J. Emmett Gleason, Chairman  
Mr. H. H. Walker  
Mr. Deets;  
Mrs. Sweet  
Miss Land  
Mrs. Irving  
Mr. Brown  
Mrs. Fowler, Acting Director

The Board met in Mr. Deets' air-conditioned office. Mrs. Sweet and Miss Land, the new Board members, were acknowledged.

Mr. Gleason called the meeting to order and asked the Secretary to read the minutes of the last meeting.

The new book order was approved.

The annual circulation report for the last fiscal year was discussed and commented upon.

The Secretary reported that money for salaries had been requested and approved from State Aid to the allotted amount of 25% of the State Aid grant. She also reported on the progress being made on the library's "weeding" project, and their painting and plastering.

Mr. Brown and Mr. Deets preferred to wait until a later meeting before giving a full report of their meeting with Mr. Randolph Church, Virginia State Librarian.

Mr. Gleason reported he had talked with the City Manager about gas heat for the library, which would create additional room for much needed space, would insure better care of the books and the health of the personnel. Mr. Brown moved that the Chairman appoint a committee to make a survey of the needs of gas heat and prepare a request to the City Council for this. This motion was seconded by Miss Land. Mr. Gleason later appointed Mr. Deets, Mr. Walker, and Miss Buford to this committee.
The Chairman requested Mrs. Fowler to make a study of the kinds and cost of night disposal boxes for books, both the slot type or the curb side mail-box type.

The Secretary reported the unfavorable comments received from the public regarding main library books being retained by the Bookmobile for as long as six and eight weeks. Bookmobile fines were discussed pertaining to these overdue books. Mr. Walker asked that a count of the renewals of these be reported upon at the next board meeting.

Mrs. Fowler was asked to "break down" next month's new book list of non-fiction into the ten Dewey decimal categories for the Daily Progress reporting. A vote of thanks was voiced the Progress reporters for publicizing these booklists.

It was moved and seconded that Mr. H. H. Walker be made Vice Chairman of the Library Board.

The Board voted to meet the second Tuesday of each month at 4 p.m. starting in August. The meeting adjourned at 5 p.m.
Mr. Gleason called the meeting to order.

Mrs. Paschal, Mrs. McNeel, and Mrs. Bristol, members of the AAUW were acknowledged. Mrs. Bristol, a member of our staff, spoke first of her idea that our library exhibit paintings by members of the AAUW and the practicality of supervising these exhibits by the library staff. Mrs. Paschal spoke of their previous exhibit at the Monticello Hotel and its success. Mrs. McNeel spoke of hanging several different pictures each month and the placings of these paintings in our Reading Room. A discussion followed regarding the feasibility of hanging. Miss Buford thought that her committee plans for redecoration should be considered before any final decision of an art exhibit. Whereupon Mr. Gleason suggested that the AAUW and the Library Board each appoint a committee to meet jointly to consider this subject. Mr. Gleason later appointed Mrs. Irving, Chairman, Miss Buford, and Miss Land to this committee.

The August 9th book order was approved.

The secretary showed illustrations of Depressible Book Trucks sold by Remington Rand, Bro Dert, and the John E. Sjostrom Companies. She was asked to write other libraries concerning their experiences or ideas with both the inside book truck and the outside mailbox type.

Mrs. Fowler read Mrs. Bristol's report regarding progress being accomplished in the "Weeding" project, and the recommendations concerning this project.

Registration of all library patrons was mentioned. This led to discussion of registration fees for persons not residing in Charlottesville, Albemarle or Fluvana Counties. Five dollars was suggested as a fee for these patrons.
The following resolution was passed by the Board: "Your Library Board voted that Main Library books (books not specifically purchased for the Bookmobile) which are overdue on Bookmobile will no longer be automatically renewed one time, but a fine of 10¢ per book will be charged for each time overdue, and 10¢ more per book for each Bookmobile visit thereafter."

Following this was a discussion of counties not supplied with library service and our responsibility in this field imposing the possibility of another bookmobile. The Board left it up to the Secretary to contact Miss Florence Yoder, Head Extension Division regarding Library service for surrounding counties.

A motion of adjournment was made and seconded. The motion carried, and the meeting ended at 5 p.m.
The Charlottesville-Albemarle Library Board
met at 3 p.m. (at the Library)
Thursday, August 28, 1958

The members present were: Mr. J. Emmett Gleason, Chairman
Mr. H. H. Walker
Mr. Deets
Miss Land
Mrs. Irving
Miss Buford
Mrs. Fowler, Secretary

Mr. Gleason called the meeting to order. A motion was made and carried
to authorize the purchase of a dehumidifier from Omohundro Electric Company.

Mr. Gleason reported that the personnel committee had unanimously
recommended that the Directorship be offered to Mrs. Elizabeth C. Fowler
at the salary of $5,160.00 per year, on motion duly made by Mr. Walker and
seconded by Mr. Deets. Mrs. Fowler accepted. A recommendation for appointment
was unanimously adopted by the board.

The secretary was requested by the Board to ask Mr. Davis of the City
Engineering Dept. to estimate the square feet of floor space and shelving
space available in the rooms now used for the furnace and coal bins, anticipating
the change over to a gas furnace.

It was decided by the Board to have the name of the Library changed from
Charlottesville-Albemarle Public Library to the McIntire Public Library. It
was also decided to have a book committee composed of Mr. Deets, Miss Land, and
Mrs. Irving, appointed by the Chairman, whose duty is to pass on the Director's
book selections and make suggestions for purchase.

Mr. Gleason remarked that this was his last meeting, and that he wished to
express his appreciation of the privilege of serving on this Board for the past
ten years.

The meeting adjourned at 4:15 p.m.
Library Board Meeting
August 28, 1958

Agenda

Director to be appointed

Decision re Dehumidifier
Library Board Meeting
August 28, 1958

Agenda

Director to be appointed

Decision re Dehumidifier
Members present were: Mr. H. H. Walker, Chairman
Mr. Brown
Mr. Deets
Mrs. Irving
Mrs. Sweet
Miss Land
Miss Buford
Mrs. Fowler, Secretary

Mr. Walker called the meeting to order. Miss Land moved that Mr. H. H. Walker
be elected Chairman. Mr. Brown seconded this motion. The motion was carried.

Miss Buford moved that the election be made unanimous. This was carried. Mr. Brown
moved that Miss Florence Buford be elected Vice Chairman. Mrs. Sweet seconded this
motion. It was carried by an unanimous vote.

Mr. Walker called for a reading of the minutes of the August 12 and August 28,
1958 Board meetings.

Mr. Deets reported on Mr. Davis' report on floor space available in the
furnace and coal bin rooms. Mr. Deets estimated that this area would make available
the space for 6,000 more books. Mr. Deets announced that he will go before the
City Council to see about the installation of a gas furnace.

Mr. Brown stated that there was no great need of haste to submit his report
on the distribution of funds. It entails, he said, getting together with Mr. Rush
and Mr. Pence. Mr. Deets reported: "Our talk with Mr. Church indicated that no
other joint library had a system for sharing costs which was superior to ours, but
to the contrary, others used what we think would be an inferior system, i.e., a
fixed contract sum without regard to circulation."

Miss Buford reported that her interior decoration committee did not have a
report to make at this time, that they are waiting for space to be made available
in the old music room.

Mrs. Irving reported that her committee did not like the idea of using the
Reading Room for the exhibition of art work. She suggested that the sides of the
foyer be used for the AAUW Art Exhibits. Mr. Deets seconded this suggestion, and
it was approved by the Board. It was moved and seconded that two cork bulletin
boards be installed on either side of the Circulation Desk to replace the bulletin
boards in the foyer.

Mrs. Fowler read a typical letter on the subject of the Drive-Up Book Return
from the Public Library of Newark, New Jersey. She was asked to write for a brochure
of descriptions and prices. There was a discussion of placement of this equipment.

Mrs. Fowler read Mrs. Bristol's letter of resignation. She also reported on the
appointment of Mrs. Carolyn H. Brown as Cataloger, Reference Assistant; also the
appointment of Mrs. Esther Sturtevant to half-time on the bookmobile. These appoint-
ments were approved by the Board. There was a discussion of publicizing these
appointments and the possibility of book reviews by members of the staff. Mrs. Fowler
was asked to give each member of the Board a copy of the staff members' names and
their positions.

The Secretary read the Federal Aid report on our allotment.

Mr. Walker asked Mrs. Fowler to request the necessary forms to apply for her
increase in salary from Federal Aid.

The letter from Miss Yoder, Head Extension Division, Virginia State Library, was
read, in which she stated that she would be glad to pay us a visit as soon as it was
convenient.

Mr. Brown moved to table the suggestion of a registration fee for patrons
outside the areas now being served.

The Secretary was asked to send notices of future Board Meetings to News Reporters.
She was also asked to draw up a resolution of appreciation to be sent Mr. J. Emmett
Gleason for his ten years service on the Board.

Miss Land reported that National Newspaper Week would be October 1-8th. A discussion
resulted as to the Library's participation. It was suggested that Mr. Walker visit
Mr. Clark Lindsay and offer the facilities of the library.

The meeting adjourned at 5:15 p.m.
At a meeting of the Library Board of the McIntire Public Library, held on October 14, 1958, the following resolution was presented and adopted.

Resolved, that upon the resignation of Mr. J. Emmett Gleason as Chairman of the Library Board, this institution has lost a hard working, notable and conscientious member. Mr. Gleason's long service of ten years on the Board is greatly appreciated. His dedication, sincerity and warmth have won numerous friends and patrons for the library.

Be it further resolved that this resolution be spread upon the minutes of this meeting and a copy be transmitted to Mr. Gleason.
Library Board Meeting Tuesday, October 14, 1958 at four o'clock p.m.

Members present were: Miss Florence Buford, Acting Chairman
Mr. Deets
Mr. Brown
Miss Land
Mrs. Sweet
Mr. Adams
Mrs. Fowler, Secretary

Miss Buford called the meeting to order. She recognized Mr. Adams and welcomed him as a new member of the board.

The minutes of the board meeting of September 9th were read by the Secretary and approved.

The financial report was discussed.

The list of staff members was submitted and acknowledged, also the list of substitutes, to which two at this time were added. They are Miss Cliffodean Boyd and Miss Audrey Anne Hadow.

A motion was made by Mr. Deets that the records be moved from the reading room to the music room. Mrs. Sweet seconded this motion and it was decided to let Remington Rand proceed with the assembling of the new magazine rack and the changing of this record shelving in the same operation.

Mrs. Fowler reported the need for additional shelving space for our growing reference collection. Mr. Deets suggested that she see and investigate prices of the tier book cases at the U. Va. Law library, which in his mind might serve our purpose.

Mr. Deets's report concerning the gas furnace installation is herewith incorporated in the minutes.

In view of the diminishing budget, Mr. Adams moved that we postpone the purchase of a book depository. This was seconded by Mr. Brown, and the motion carried.
Miss Buford read a letter directed to the librarian from the U. Va. Hospital, Children's Rehabilitation Center, in which they ask for something in the form of a "lending library" for their patients. It was decided by the board that teachers on their staff would be permitted to charge out books in the normal two week lending period as often as they wished, and that Mrs. Fowler inform them of this decision.

The meeting adjourned with an inspection by the board members of the new shelving in the bookmobile room, the new magazine rack and available space in the reading room and lobby.
The Virginia Library Association meeting held in Richmond, Va., October 16-18, 1958 was most enjoyable and instructive.

The Honorable A. Scott Anderson, mayor of Richmond welcomed the several hundred librarians. Mr. Randolph W. Church, State Librarian and Mr. Jack Dalton, former librarian at University of Virginia (now director of the International Relations Office of the American Library Association) were the principal speakers at the General Session and banquet meetings. Their talks were most informative. "National Library Week in Virginia, 1958" was reported upon by Mr. G. Lamar Wallis, Librarian, Richmond Public Library and ALA Chairman for NLW, 1958. Mr. Arthur M. Kirkby, Norfolk Public Library will be Executive Director of NLW in Virginia in 1959. Mr. Kirkby told me that the Jaycees state chairman of this NLW program is Mr. Julian Lingle of Charlottesville. I shall talk with Mr. Lingle regarding preliminary plans for our local program.

The Public Librarians met at a luncheon. The subject: "Present Puzzlements." The main puzzlement, it seemed to me, was dwindling supply budgets. It was suggested in order to combat this that "Friends of Libraries" groups be organized who would interest local organizations, small businesses, etc., who would in turn promote programs for raising funds. Present at this luncheon was a Library Board member from Falls Church, Va. He reported that his community of 8,900 did not have this "dwindling budget" problem because of a tax of $3.55 per capita for support of the library.

Promotional ideas for boosting circulation were discussed and also problems relating to serving resident college and private school borrowers.

Miss Land will say a few words about the meeting.

Aside from the VLA meeting, I would like to tell you of two groups of high school students we have recently instructed in the use of our library. First, we had Miss Price's group of retarded children of the eighth grade. Some of these pupils were 16 years old, had speech defects, had never been in a library and had no books in their homes. Mrs. Wilson, Mrs. Brown, and I spent an hour in explaining the use of the card catalog, the simpler reference tools and the location of books and periodicals. Next, Mrs. Virginia Bowen brought in her business class who were Seniors.
Mrs. Brown and I explained to these students the same procedures except for more specific instructions in the tools for use in their work and future careers.

Lastly, Miss Audrey Hadow has agreed to present a children's story hour once a month. She will alternate the times with stories suitable to ages 5-9 and 10-14.

The new magazine rack has been installed in the Reading Room. Two new supports had to be ordered before installing the third section for records.

November 3, 1958 was a historic day in that the circulation record was broken, having 858 books charged out.

Mrs. Yates resigned because her husband has, or will accept a position in Maryland. I have appointed Miss Cliffordean Boyd to fill this vacancy subject to your approval. Miss Boyd was before her appointment on our substitute list. She is a graduate of Middle, Tennessee State College.

Mrs. Brown and I attended the opening of the Children's Book Fair on November 2nd at Johnson Elementary School.

Mr. Wynn, City electrician, has informed me that we have the possibility of corrosion of the electric wiring system which enters the building from the street. This is due to old age and could be an emergency problem. We may at any time find ourselves without electric service. This is most serious since our heat, light, and book charging system depend upon current. Mr. Wynn said the cost of repairs will amount to between $300 and $500.

I have visited the U. Va. Law Library and viewed the shelving as suggested by Mr. Deets. Miss Farmer, Law Librarian, informed me she purchased shelves in 1952 which were made by Charlottesville Lumber Company at the cost of $160.00. Another section was made in 1957 by Henry Dawson, cabinet maker on 10th street at the cost of $265.00.
Library Board Meeting Tuesday, November 11, 1958 at 4 p.m.

Members present were:
Mr. H. H. Walker, Chairman
Miss Buford
Mr. Deets
Mr. Brown
Miss Land
Mrs. Sweet
Mr. Adams
Mrs. Fowler, Secretary

Mr. Walker called the meeting to order and requested the reading of the minutes of the last meeting. The minutes were approved as read by the secretary.

The financial and circulation reports were discussed and commented upon. After considering the diminishing supply budget, it was decided to charge the bill from Remington Rand for the magazine rack (amounting to $613.40) to Office Equipment and let it and other necessities go as deficits. Mrs. Fowler called attention to the emergency expenditures of the water cooler and the dehumidifier.

Miss Boyd's appointment as circulation desk assistant was motivated by Mr. Adams and seconded by Miss Land. The motion carried.

Mr. Adams suggested that we have a letter from Mr. Wimm, city electrician, stating the urgency of our wiring situation.

Mr. Walker moved that the Librarian proceed with the purchase of new shelving for reference books. This was seconded by Mr. Deets, and passed by the board. (This shelving to be the same type as used by the U. Va. Law Library.)

The book committee reported that Miss Land, of this committee, will report at the next meeting upon certain fields of needed book acquisitions for our Library.

Miss Land reported on the Second General Meeting of the Virginia Library Association held in Richmond. She told of reports of the Library Services act, of Library scholarships established, and called attention to Mr. Jack Dalton's article in the November issue of the A.L.A. Bulletin. The Chairman thanked Miss Land for this report on behalf of the board.
Mr. Deets asked the Librarian if she would obtain a display case for pocket books from CARE to be exhibited in our Library.

In regard to the children's story hour, Miss Buford suggested that Miss Hadow visit each elementary school and invite the children to this hour to be held at the Library.

The meeting adjourned at 5 p.m.
We have the funds available from Federal Aid to purchase Book Records (in addition to our Music Records) with a 16 rpm. machine which will play for one hour per record side. For record players which will not take care of 16 rpm. records there are attachments which can be purchased very reasonable and loaned with the records. The average book could be completed in three records. These records are for the elderly, semi-blind, invalids, and hospitalized persons. What is your opinion?

We have an application from the American Association for the Advancement of Science for the loan on our Bookmobile a 200 book "Traveling High School Science Library," from September 1959 and ending July 1, 1960.

Miss Audrey Hadow says she will not have the time to visit the elementary schools to invite pupils to our story-telling hour. Our first story-telling hour was very successful. More will be scheduled.

Three cabinet makers will bid on cost of shelving to be used for Reference Books. The heater on our Bookmobile stopped working. Our driver reported it could not be repaired at the City Yard. After taking it to several garages, Mr. Gene Wood said he could fix it but needed a small part which was not obtainable in Charlottesville. To make a long story short, Mr. Wood finally repaired the heater and I wrote a letter to Mr. Jack Hall of the City Engineering Dept. giving him Mr. Wood's information regarding the care of this heater.

Letters have been written to P.T.A., Scottsville, and the Crozet Women's Club telling of our increased circulation on the bookmobile and suggesting the possibility of obtaining voluntary help from these organizations every other week while the bookmobile is stationed in their locality.
We began using borrowers slips about 4 years ago (name & address filled in by borrower at the charging desk) for the convenience of persons who did not have their card with them. This method worked very well until a while later when nine out of ten patrons forgot their library cards. This caused time and a great congestion at the desk with persons filling in their names and addresses. This method also caused the last librarian to do away with registration of patrons as there was no way of knowing by the borrower slip, except by checking the registration file each time, whether or not a patron was registered.

We changed this system last August, requiring patrons to register and use their library card which is dated at the time they register. Having more information by means of registration cards, we are now able to readily check a person who has overdue books.

We now find that all patrons are co-operating by bringing their library card. Only one person in a hundred will complain when he has forgotten his library card, in which case we tell the patron we will be glad to hold his book for 24 hours at the circulation desk until he is able to get his card. Do you approve of this policy?

We have managed to squeeze another Bookmobile stop into our crowded schedule and will now serve Bremo Bluff in Fluvanna county. Mrs. Paul Griffin requested this service last September and Mrs. Robert A. Morris of Bremo Bluff requested the service in a letter dated December 19, 1958 in which she stated: "There are about 35 families in Bremo Bluff. At least half of this number want the Bookmobile services. The new plant is in operation here." I feel we are justified in accepting this invitation for our services.

Mrs. Watson Sadler has offered to hold a Story Hour in the library for school children on any Saturday morning. Does the Board want this Story Hour continued?
The library was burglarized on the night of January 2nd. The thieves stole $79.48 and damaged a desk drawer in the process. I have written the firm who made this desk to see if they can replace the drawer. Our locked metal cash box was found smashed open beyond the wall next door. The thief or thieves gained entrance by smashing a glass pane in the door on side next to the Red Cross building. Also, a Virginia State Library check for $178.00 was taken. Payment on the check was stopped and a new one is to be issued. Police were called and are continuing their investigation. Mr. Connie Durham suggested that the library should be patrolled more closely.

Mr. H. H. Walker was notified of Miss Cliffodean Boyd's resignation on December 20, 1958. She left to work in religious education with graduate students of Duke University. It has been nearly impossible to fill this position at the salary offered ($2268 per yr.) Mrs. Marjorie Holsinger will be in on January 12th for an interview pertaining to this position. I will not recommend anyone unless they agree to remain with us at least one year.

Our "talking books" and turntable adapters have arrived. We are busy cataloging them and setting up a program for their distribution.

Our Board Chairman appointed Mr. Adams, Mrs. Irving, and Mr. Brown to serve on a finance committee to work on the new budget.

Mrs. C. H. Williams of the Monticello Garden Club made two very attractive Christmas wreaths which were hung outside on the library doors.

Mrs. Lynden Shroyer and Mrs. B. W. Van Ness of the Crozet Womans Club have volunteered their services in helping our Bookmobile librarian at Crozet. We have not heard from the letter written to the P. T. A. at Scottsville asking for volunteer help there.
The following news if publicized properly might very well mean a great deal to our city and boost our summer circulation considerably:

Friends of the Library

Mr. and Mrs. D. B. Starrett have donated money as initial payment toward air-conditioning the library. Do you want to help?

However before publicity is given to the newspapers and radios, wouldn't it be best to discuss the possibility of air-conditioning with firms in Charlottesville or elsewhere?
Mr. Walker called the meeting to order. The minutes of the previous meeting were approved.

Miss Buford brought up the question of whether we should charge patrons of counties other than Albemarle and Fluvanna a fee. She cited a fact that one patron from Nelson county which she knew of would consistently charge out as many as 10 or 12 books on one subject (limiting the library's supply) and ask for renewals on these books, thus prohibiting their circulation for as much as 6 weeks to our tax-supporting patrons. It was pointed out that when agreed that we write Miss Yoder concerning the extension of our services to surrounding counties, not at the time being served, that these few patrons be considered guests of our city. This previous decision was upheld.

The question of whether we should continue our Story Hour for children was discussed. Mrs. Sweet said that in her opinion the Story Hour might turn away patrons desiring to use the Reading Room. The director was asked to check on the number of persons using the Reading Room on Saturday mornings between 9:30 and 10:30 o'clock. Mr. Walker brought up the question, "Is this a library program?" It was agreed that it is an approved program of libraries. Miss Buford said that she favors the program if presented with books from the library showing the children that "this book belongs to this library and may be charged out by Mrs. Wilson in the Children's Room" and giving definite instructions in order to better acquaint the child with the library purpose. The director was asked as to the amount of interest and response received from persons contacted in regard to this program. She reported that the interest had been most enthusiastic. Miss Buford moved that we continue the Story Hour program. Mr. Deets seconded the motion and it was carried.

The increased circulation was favorably commented upon after viewing the library's monthly report.

The Board approved the appointment of Mrs. Marjorie Bolsinger as assistant at the Circulation Desk.
In discussing a program for evaluating our book collection, Miss Land read from the ALA Public Library Service, a guide to evaluation, with minimum standards, the section which stated that materials should be selected, retained, and discarded in the light of conscious objectives of the library. She recommended that the Board spend some time in the next few months formulating a written policy for our library and said that she would write to other libraries asking for copies of their policies. Mr. Deets moved that Miss Land go ahead with her program. The Board concurred.

It was decided that the finance committee meet (with the director) on Tuesday afternoon at the library at 3:30 o'clock on January 20th for the purpose of preparing the new 1959-60 library budget.

Mr. Brown reported that the P.T.A. of Scottsville met and considered Mrs. Fowler's letter asking for volunteer help for the Bookmobile on its stops in Scottsville. He said that Mrs. Adele Johnson and others had volunteered their help. He reported that as an outgrowth of this meeting, a request was made for a branch library at Scottsville. The Board decided that Mr. Brown investigate the availability of space or housing for a manned station to be taken care of by volunteer help. The Director was asked to discuss this matter with the Bookmobile librarian.

In connection with money donated as a start of a fund to pay for air-conditioning the library, Miss Buford moved that "we" find out how much this will cost.

The meeting adjourned at 5:15 p.m.

Members present were: Mr. H. H. Walker, Chairman
Miss Buford
Miss Land
Mrs. Irving
Mrs. Sweet
Mr. Deets
Mr. Brown
Mr. Adams
Mrs. Fowler, Secretary
Mr. Brown will have something to say concerning the Scottsville Branch Library. I think, when this subject is discussed, it will be nice to invite our bookmobile librarian, Mrs. White, to our meeting to participate in the discussion. Mrs. Agnes Pitts Moon has written a letter expressing her interest in the Scottsville Branch Library and her interest in volunteer work with the hope of a future paying position.

I have written letters to six air-conditioning firms in Charlottesville pertaining to air-conditioning the library. The Ray Fisher Company has since made a survey of the building. More library patrons have expressed their willingness to contribute to this fund. As Mr. Arthur H. Parsons, Jr. says, "Some of the most effective group action on behalf of library promotion across the nation has been that of Friends of the Library organizations. As Parent-Teacher Associations work for and promote the best interests of schools, Friends of the Library groups work for the development and improvement of libraries. One major difference between them and the P.T.A. is that, unlike the latter, there is no national unifying structure. Each Friends of the Library group is completely autonomous and is linked to others only by means of a committee of the American Library Association."

The original McIntire clock has been repaired and placed in the main reading room; also two chairs from this room are in process of being upholstered. (Miss Buford please take note). The braces for the fourth section of record shelving has been installed, and the record collection shifted.

Mrs. Brown has been working in "the dark room." She has assembled the material in this room into the following categories:

1. Extra titles for Bookmobile & Children's Department
2. Books cataloged, formerly used in 4th street Branch
3. Earlier copies of reference books
4. Va. State Assembly papers
5. Vertical file
6. Picture file
7. Gift collection in boxes
   a. 234 duplicate titles
   b. 147 titles not in our collection
   c. 89 boxed, and carded, but not yet checked
   d. 4 boxes of books not yet listed

Many of the above books are listed in the Standard Catalog and could be used in the Scottsville Branch library.
The finance committee's meeting was postponed until January 27th at 3:30 p.m.

Mr. Adams of this committee later reported to Mr. H. H. Walker.

Work is being organized in preparation for National Library Week, April 12-18th. Mr. Julian L. Lingle of the local Jaycees is State Chairman for NLW.

In response to publicity concerning NLW, I have had letters from the local Rotary Club; also the local Optimist Club will devote a program to this subject and Miss Roy Land will be their speaker that evening.

The Thomas Jefferson Memorial Foundation gave the library ten Jeffersonian books which amounted to $50.00. Another gift of interest and worth $25.00 or more is an autographed copy of "The Bird's Christmas Carol" by Kate Douglas Wiggin.

Seven Burnley Moran pupils arrived January 31st for the Story Hour which Mrs. Watson Sadler conducted. Mrs. Sadler volunteered her services for this program and said she preferred small groups.
Mr. Walker called the meeting to order. It was moved, seconded, and voted upon that we dispense reading the minutes since everyone had received a copy in the mail.

The Chairman approved the work of the Librarian in anticipation of National Library Week, April 12-18th. He commented favorably upon Mr. Deets' letter to Libraphone Company. Mr. Deets reported that Don Heine of local radio is interested in this program, and that there are some problems to be worked out before any final report can be made.

Mr. Walker said that we are very fortunate to have Miss Land on our Board and asked if she had a report to make on her project in connection with the last meeting. She reported that she had been in Chicago for the mid-winter meeting of the American Library Association and had talked with members concerning policy making. She reported that she had written various public libraries for statements regarding her project, and would make a fuller report later.

Mr. Brown said that at a meeting of the P.T.A. in Scottsville, that it was agreed to support a library station there. He said that Dr. Stinson owns a building in this town that is now renting for $50.00 per month. The building is 22 feet wide and 60 feet deep and has a inventory and shelving for approximately 5,000 books. The Lions Club of Scottsville think they will be able to sponsor this building at a cost of $35.00 per month for use as a library station until July 1st, 1959. Mr. Brown also stated that there are many retired persons in Scottsville who are anxious to help with the project.
Mr. Deets questioned, "Are we ready to shoulder the cost and responsibility of such a project with the possibility of Crozet and other towns claiming a like service?"

It was decided to call the project a Bookmobile depository, or an arm of the Bookmobile rather than a branch library. Mr. Deets and the Board thought that it should be made clear that we be free to terminate this service at any time if difficulties arise.

Mr. Brown thought that we should request money in July to operate this service. Mr. Deets thought we might bear the expense of the operation for the next 18 months.

Mr. Walker moved that the Librarian work out arrangements with Mr. Brown and the Bookmobile Librarian. Mrs. Irving seconded the motion and all approved. It was brought out that a purpose of this program is to release the Bookmobile to other areas and to increase circulation.

Miss Buford reported that she had been invited as a guest to a Carysbrook school March 24th for a Science program. She suggested to Mrs. Perkins that our Bookmobile might be able to supply science books for this program. Mr. Deets moved this be approved with the consent of Mr. Sneed, Superintendent of Fluvanna County Schools.

Mr. Deets suggested that we have a demonstration of Talking Books at the Ministerial Association meeting and that we contact nursing homes to boost circulation of these records.

Mr. Walker discussed the budget at length and asked the finance committee to meet and consider this matter.

The meeting adjourned at 5:30 p.m.
McINTIRE PUBLIC LIBRARY

Board Meeting of 10 March 1959 at

4 p.m.

Agenda

Booklist

Financial report

New Business

Consideration of 1959-60 Library Budget
For some time the Library staff has discussed the feasibility of a five day week. Aside from those persons working less than forty hours per week, there are now three forty hour per week persons not working on Saturday. I realize that this is an administrative problem, but I would like to notify the Board and have its approval on the following procedure: Since there are four persons involved who are qualified to substitute for one another, I propose that each take off one Saturday per month and work four additional hours to make up this time.

I have contacted the Charlottesville Ministerial Association and have written all the Nursing homes in our city and one in Palmyra concerning our Library phone books. I am glad to report that we have had several of these albums circulating in the past month.

Mr. Brown met with the Bookmobile librarian, Mrs. White, and discussed the Scottsville depository. Scottsville volunteers will come here March 9th to be instructed by Mrs. White and Mrs. Sturtevant as to necessary duties in connection with the project.

I have ordered four long playing records to be used in broadcasts during National Library Week, April 12-18, to publicize this event, one to be sent to each station. Letters have been written to the managers of each station. We have received a reply from Mr. Robert Walker of W.C.H.V. stating that he will be happy to cooperate.

I have also contacted our Mayor and had a very nice letter from him. In his reply, he said "I shall be very glad indeed to do anything I can in this connection, for of all the weeks I have heard of this one appeals to me more than any of the others. I am delighted with the wide spread use that is now being made of the Library and have every hope that it will be greatly extended."
Board Meeting of March 10, 1959 at 4 p.m.

Members present:
Mr. H. H. Walker, Chairman
Miss Buford
Mr. Brown
Mr. Adams

Mrs. Sweet
Mrs. Irving
Mrs. Fowler, Secretary

Mr. Walker called the meeting to order. Miss Buford moved that we dispense with the reading of the Minutes. Mr. Adams seconded this motion. The motion carried.

It was decided that the director should proceed with her proposal of Saturday substitution (as stated in her "Note from Librarian," March 10, 1959) and that this item will be taken up at the next Board meeting.

Mr. Walker declared that the major business of this meeting is the adoption of the budget. He asked Mr. Adams, Chairman of the budget committee, to speak. Mr. Adams began with page 2 of the budget, and called especial attention to the increase in the bookmobile item due to the Scottsville depository.

Mr. Walker spoke on his talk with Mr. Bowen, City Manager. Mr. Walker asked the secretary to read a letter that he had received from Mr. Church, State Librarian concerning State and Federal aid as applied to salaries.

Mr. Brown reported on his meeting with the Fluvanna County Board of Supervisors in which they stated that they had no additional money available to be applied to the Library budget.

Mr. Adams moved that we adopt the budget as prepared. Mr. Brown seconded the motion. The Chairman asked for any questions concerning the budget. He then asked for a vote. The Board voted to unanimously approve the budget. Mr. Walker read of increases in previous years, and discussed State and Federal aid to four certified employees. He asked what could be cut out in salary appropriation if need be. Miss Buford suggested part of student help might be deleted since a new position will be added.

Mr. Brown moved that one member of the budget committee be carried over to next year's budget committee and to have the budget ready at the time of the February Board meeting. The Board agreed.

The meeting adjourned at 4:50 p.m.
McIntire Public Library

Board Meeting of April 14, 1959 - 4 p.m.

AGENDA

Minutes of Last Meeting

Lost Reference Books

Scottsville Library
We have taken an inventory of our reference books and found that 16 are missing. I do not have any record of when these books were last inventoried. Among those missing are such valuable reference books as Gray's Anatomy, 26th ed., 1954; Fishbein's Popular Medical Encyclopedia, 1956; Dorland's Illustrated Medical Dictionary, 1957; Van Nostrand's Scientific Encyclopedia, 1958. Cost of these four books totals $63.45. The best recourse for retrieving these books I can think of at this time is to declare an amnesty week in connection with National Library Week April 14-18, and ask high school principals to announce this feature of Library Week in their assemblies. It is possible these books were taken by U. Va. medical students—there is no way of telling.

Bids for cabinet shelving for our reference books have been received. Charlottesville Lumber Company did not care to bid. Dawson's Cabinet Shop bid was $124.75; Hickey's Woodwork Shop bid was $96.00. I later asked each to enclose one shelf so that it can be locked to protect technical books like those stolen. This will slightly raise the bid cost. Representatives from each firm viewed the bookcase in the Law Library, U. Va. Hickey's said he could not begin work on this project before April 20th.

On April 8th we moved 436 books to the new Scottsville depository. We have established a list of rules and policies for the operation of this depository. Although these books have been placed in the Scottsville location, the depository will not be opened until the formal opening planned by the citizens of that community. Volunteer workers have been very helpful in the preparation of these books for which we are grateful. This work will continue after the formal opening of the depository, so we trust volunteers will continue their services at McIntire Public Library.

Please note (on the circulation & financial report) that we have cataloged 1,047 books and records during the month of March.

In regard to the Fluvanna Budget, I understand that there is to be an open meeting of the citizens of this county for the discussion of this matter. Our bookmobile librarians are spreading the word that "if you want us, go to the meeting." I understand the meeting will be around the 14th or 15th of April.

It is my opinion that the Scottsville depository should be kept open at least 3 different times per week in order to insure the money and time McIntire Library has put into this project.
McIntire Public Library

Board Meeting of April 14, 1959 - 4 p.m.

Members present
Mr. H. H. Walker, Chairman
Mr. Brown
Mrs. Irving
Mrs. Deets
Miss Land
Mr. Adams
Mrs. Fowler, Secretary

Mr. Walker called the meeting to order.

It was moved and seconded that we dispense with the reading of the minutes.
The motion carried.

It was decided not to take up the matter of the Saturday substitutions as written in the Librarian's note of March 10, 1959, as this is not a policy matter, but one of administration. Miss Land suggested that the names of substitutes be posted.

Lost reference books were commented upon. Miss Land said that as regrettable as the loss might be, she did not think it too serious as it occurs in all libraries.

Mr. Brown reported that the citizens of Scottsville have agreed to form a Scottsville Library Board so that they may have the responsibility of making recommendations to our Board for its operation. The Scottsville Board is to be composed of one member from each of the four Scottsville churches and two members each from the Scottsville Lions Club and the Parent-Teacher Association. These arrangements met with the approval of our Library Board.

The circulation report for March was discussed. It was noted on the financial report that we are now in the red on office supplies and telephone.

Mr. Brown reported that he would inform Mrs. Irving when the Fluvanna County Board decided to have a public meeting to discuss their budget. Mr. Walker said he thought it a matter for them to decide on the Library budget, and not for us to try and sell them, since they know of our Bookmobile service.

Mr. Deets reported on his demonstration of talking books before the Charlottesville Ministerial Association.

The meeting was moved, seconded and voted adjourned at 5 p.m.
McIntire Public Library

Board Meeting of

May 12, 1959 – 4 p. m.

AGENDA

Report from Mr. Brown on Scottsville Branch Library

Make ruling for service to all counties outside of Albemarle (depending upon Fluvanna budget decision)

Decision regarding holidays
According to newspaper reports concerning the Fluvanna County budget, they will be $1,140.00 short of the amount included in our budget. What is the Board’s intention for supplementing this fund? My recommendation is that there be a charge of $2.00 for a Library card for adults and $1.00 for juveniles for all county patrons outside of Albemarle County. Richmond, Va. makes a charge of $5.00 for cards outside their service area. Falls Church, Va. makes a charge of $10.00.

We observe the same holidays as the City offices. Memorial Day and July 4th this year each will fall on a Saturday. The city offices will observe the following Monday. Since our circulation is always much less on Fridays than on Mondays, what do you think of the library observing Friday and Saturday (these two holidays) instead of Saturday and Monday? Also we will be less rushed on the day following these holidays.

In the use of the remaining state and federal funds, I decided to purchase four films which to my mind will be very popular and timely. These will be publicised and circulated as our Canadian films are at present. Enclosed is an explanatory sheet. I think it wise in lieu of cost and anticipated damage that a charge of 50¢ per rental should be made. I have talked with owner of Camera Center regarding a contract for repair of these films, but was assured by Mrs. Zachary Taylor, the proprietoress, that there would be no charge for repair work. Rental charges may be applied to further purchases of films.

The summer Bookmobile schedule is being typed. The bookmobile will leave one hour earlier during the summer and will return an hour earlier.

Mrs. Carolyn Brown has done an excellent job for the library profession in conducting two classes of most enthusiastic high school students of Albemarle High School in instilling a desire to engage in this profession. Mrs. Lady Walton, librarian of Albemarle High School wrote me that Mrs. Brown had done a fine job there on Career Day, April 23, 1959 in recruiting.
In the absence of the Chairman, the vice chairman, Miss Florence Buford, presided.

As a copy of the minutes of the last meeting of the board had previously been mailed to each member, the minutes were approved as written without reading or change.

The acting chairman called upon Mr. Brown for his report on the Scottsville Branch Library. Mr. Brown reported that an organizational meeting was held the night before in Scottsville. At this meeting, a library committee was appointed consisting of: Two from the Lions Club, two from the P.T.A., one from the Town Council, one, the high school librarian, and one member from each of the four churches. Mrs. James Lee Dorrier was chosen to be in charge of the branch until a permanent librarian is chosen.

A help wanted ad was inserted in newspapers for interested librarian applicants to get in touch with the Director of McIntire Public Library.

The Scottsville Committee decided that the salary of the librarian was to be $100.00 per month, and it was decided to keep the library open a few hours at the beginning, which probably would be: Tuesday from 10:00 to 1:00, Thursday from 2:00 to 5:00 and 7:00 to 9:00, Saturday, 10:00-2:00. As one of the duties of the librarian, it was decided that she should have a consultation once a month with the Director of McIntire Public Library.

Books and furniture would be supplied by McIntire Public Library, a truck to be furnished by Scottsville for the conveyance of these to Scottsville next Saturday morning, May 16, 1959.

The Branch is planning to be open before the formal opening party, which is planned for the last of May.

The next visit of the Bookmobile to Scottsville will be the last routine visit at which time it will pick up all outstanding books.

The Committee decided that on opening day of the Branch, a member of our staff be on hand to assist in starting the routine procedure of operation.
Mr. Brown suggested that additional needed supplies might be purchased now, and paid for after the 1st of next July, our new budget year. He also reported the Rev. Fredrick L. Eckol, a member of the Scottsville Library Board, and a former librarian, made some suggestions that deserve consideration.

Mr. Deets moved that we initiate a $2.00 adult and $1.00 juvenile fee for users of the library outside the Charlottesville, Albemarle, and Fluvanna regions. Mr. Brown seconded the motion. It was voted and carried.

It was decided to close the McIntire Public Library at 1:00 p.m. preceding holidays which fall on Saturdays. This was voted upon and carried.

The meeting adjourned at 5:00 p.m.

Members present: Miss Florence Baford, Acting Chairman
Miss Roy Land
Mrs. Sweet
Mrs. Irving
Mr. Adams
Mr. Brown
Mr. Deets
Mrs. Fowler, Secretary
AGENDA

Appointment of person to new clerical position at McIntire Library

Consideration of applications for Scottsville Librarian and recommendation for Scottsville Library Board

Treatment concerning St. Anne's School and University of Virginia students in regard to non-area residents fee

Discussion of (or decision on) Library Publicity and legal action concerning overdue notices
I should like to welcome Mr. Brown again to our board, being retained to us by a second appointment. Miss Land, who will be out of our country for a year, will retain her membership on our board and will report on her travels.

With your permission, I should like to offer the new position to Miss Audrey McClanahan. Miss McClanahan, who is now a student at Madison College, has worked at the Library for a number of years and is familiar with the type of work this position calls for. When she returns to college, I should like to permanently offer the position to Mrs. Jean Hanks Plant, a local resident. Mrs. Plant has had three years of college.

The enclosed letter was sent to all non area residents. There is still the question of how to treat St. Anne's School and University of Va. students in regard to non area residents.

Mrs. Sturtevant of our staff and who has devoted half of her time preparing books for the Scottsville Branch Library was interviewed over station WINA on June 1st regarding this library.

There is a lot that might be desired in the results of our publicity efforts, especially as concerns the Daily Progress. I could furnish an abundance of information I think is decidedly interesting to our patrons and hence in the public interest, but it is certain to be ignored. Our library reporter says he has such a heavy load of other reporting that he just does not have the time for us. If the Board has any suggestions in this matter, they will be appreciated.

There is another matter that should come to the attention of the Board:

I have submitted lists of names to the Justice of the Peace, as required by law and the protection of City property, for the issuance of warrants against persons who do not return books. In this matter too, I have been unsuccessful. There has been no action for one year by elected legal authorities. In this instance, personnel working on overdue notices are becoming most discouraged.
Members present: Mr. H. H. Walker, Chairman
Miss Florence Buford
Mr. Deets
Mr. Brown
Mrs. Sweet
Mrs. Irving
Mrs. Fowler, Secretary

Mr. Walker called the meeting to order. It was moved, seconded, and approved that we dispense with the reading of the minutes.

Mr. Brown reported on the opening of the Scottsville Branch Library. He reported that in two part-time days, one hundred and eighty persons had registered, and that two hundred and fifty books had been checked out. It was noted that a separate account of the branch should be made in the monthly report.

Mr. Brown moved that we follow Mrs. Fowler’s suggestion in appointing Miss McClanahan to be followed by Mrs. Plant to the new clerical position. The motion was seconded by Mr. Deets and carried by the Board.

The Secretary was asked to read the eight applications for librarian at the Scottsville Branch. After consideration of these applications, Mr. Deets moved that we offer the position to Mrs. James Lee Dorrier, temporary librarian now serving at the Branch and title this position Assistant Librarian of the Scottsville Branch. Miss Buford seconded this motion, which was carried by the Board.

Concerning the treatment of St. Anne’s School and University of Virginia students, the librarian was asked to write other librarians with the same problems.

Mr. Brown mentioned and the Board agreed that the librarian look into the new financial set up of the two counties and consult with Mr. Rush concerning periodical budget necessities.

Mr. Deets reported that he had talked with Mr. Bowen, City Manager, concerning the installation of the new gas furnace. Mr. Bowen assured him that it would be taken up at the next City Council meeting, and that installation would be completed before cold weather.

Library publicity was briefly discussed.
Concerning legal action on overdue notices, the Librarian was instructed to approach again Mr. Wingfield, Justice of the Peace, and if he had no time for this duty, to try Mr. Jack Hemmings, J.P.

Mr. Brown reported that according to the City code, a Secretary should be a member of the Board. This was discussed, and Mr. William H. Brown was elected to this position with Mrs. Fowler continuing her duties as recording secretary.

During the course of the meeting, Mr. Brown stated that he wanted to wish Miss Land Bon Voyage on her notable undertaking, hoped that she would remain a member of the Board and looked forward to her early return. The Board concurred.

Mr. Deets reported of his talks with Mrs. Fowler and Mr. Gleason concerning the "Friends of the Library" organization; also he had spoken with Mr. Bowen, who said that he thought the idea was excellent. After discussion of duties and aims of the organization, it was moved by Mr. Deets that Mrs. Fowler go ahead with the plan. Miss Buford seconded the motion. Mr. Brown moved this motion be postponed, and that we ask Mr. Gleason to be present for a discussion of this as a first order of business at our next meeting.

The meeting adjourned at 5:20 p.m.
McIntire Public Library

Board Meeting of July 14, 1959 at 4 p.m.

AGENDA

Mr. Gleason regarding "Friends of the Library"

Miss Land’s report on American Association of Trustees Meeting sponsored by the A.L.A.

Discussion of Fluvanna Budget
I attended the American Library Association Convention June 21-26, in Washington, D. C. The theme of the convention was *The Library—A Tool to Build a Better World*. The attending members of wide distribution was 5,500. The subjects taken up at meetings that I attended were so varied that it would be impossible to report on them at this time. However, I feel that the information obtained was valuable and will be put to good use in the future.

The American Association of Library Trustees meeting was of particular interest and I wish you all could have attended. Subjects of especial interest were discussed:

1. The need for development of a public relations program to secure public recognition of the Library as an educational institution.
2. The need for more, larger, and more productive state trustee organizations.
3. The need for understanding of the different roles of librarians and trustees.
4. The need for a measurement of library usefulness other than circulation figures.
5. The need for increased ability on the part of trustees in securing adequate financing from local appropriating bodies.

In my effort to organize a "Friends of the Library" movement for Charlottesville, I have contacted Mr. Gleason. I recently turned over to him some material on this subject which I obtained at the ALA meeting in Washington. Mr. Gleason expects to attend our next Board meeting. I also invited Miss Florence Yoder, head of the Extension Division of the State Library and hope that she will attend.

Enclosed is some material from the A. L. A. meeting that I think might interest you.

Your secretary, as requested by the Board at the last meeting, wrote a number of letters to libraries in the state concerning college and private school borrowers. Replies to these letters are on the table to be read at leisure by the Board.
At a special meeting of the Board of Supervisors on June 29th, your estimate for the quarter ending September 30th, was presented and discussed. It seems that the quarterly estimate is based on the increased appropriation requested by you and the library board.

Before passing on this matter, the Board of Supervisors is anxious to know what your position will be if the increase is not allowed. In other words, can you arrange for curtailed service, or is it an all or nothing proposition.

The Board will meet again in regular session on July 6th. and this matter will be again considered at that time if you have had time to reply. Otherwise, it will be deferred to the August meeting.

Awaiting your further advice and with kind regards,

I remain,

Sincerely yours,

R. P. Zehler, Jr.

What treatment shall we take regarding this letter and the effects on our new budget? E.C.F.
Library Board Meeting Minutes

July 14, 1959 - 4 p.m.

Members present: Mr. H. H. Walker, Chairman
Miss Florence Buford
Miss Roy Land
Mrs. Charles Irving
Mrs. Amos Sweet
Mr. W. H. Brown
Mr. Deets
Mrs. Fowler, Secretary

Mr. Walker called the meeting to order. The Board agreed to dispense with reading of the minutes of the last meeting as each member had already received a copy.

The Secretary reported as first order of business, that Mr. Cleason could not be present at this meeting, but would meet with us at a later date. Mr. Walker recommended we wait for Mr. Cleason's presence before further discussion of Friends of the Library Organization. He noted that such an organization has recently been started in Staunton, Va.

Mr. Walker asked Miss Land to report on her meeting in Washington of the American Association of Library Trustees, a section of the American Library Association. She reported on the speech of David H. Clift, Executive Director, A.L.A., his topic being "The Library—a Tool to Build a Better America." Her report was most enlightening and enjoyable. She reported Trustees problems and the superior organizations of Arkansas and Wisconsin. During her talk, she mentioned that she would write Miss Yoder of Va. State Library with the view of possible improvement of Trusteeship in our state. She also reported on Mr. Dalton's speech on international library relations. Miss Land attended a group on book selection and suggested that a member of our board might draw up a rough draft of our book selection policy.

Mrs. Fowler reported budget problems as observed at the Washington meeting. The question considered was: "Is circulation a sufficient criterion of budget outlay?" There are matters of research, reference work, and other duties which require considerable time. Other observations were, she reported: That the Librarian and Trustee cooperate, that the Trustees be sensitive to public relations in that there is a service to the community to publicize that the Library is a necessity rather than a luxury; also we should have our information (including statistics), know our goal, and put out effort.
Mr. Brown called for reports on old business. The two items (Mr. Wingfield's efforts in collecting overdue books and out of area students use of library) were reported upon to his satisfaction. Mrs. Fowler was asked to obtain notices from Mr. Wingfield and turn them over to Mr. Jack Hammings. It was decided not to charge fees to St. Anne's students.

In discussion of the letter received from R. P. Zehler, Jr., Commonwealth Attorney of Fluvanna County, regarding library appropriation for our services, several suggestions were made. It was finally decided: "That after thorough consideration, the Board concluded it was not possible to achieve any workable curtailment of library services which would be equitable to the residents of Fluvanna County. It was moved and passed unanimously that it will be necessary to discontinue all library services to Fluvanna County unless the requested appropriation is made." The Secretary was directed to forward a letter to Mr. Zehler expressing the views of the Board on our inability to serve Fluvanna County on their stated terms.

Mr. Walker reported that different organizations had approached him concerning circulation of books of their choice through our library. This matter was discussed. The Board decided that we would not accept the responsibility of others' property. But the organizations should furnish us a list of these books for consideration and purchase, if acceptable to our book committee.

Mr. Brown reported that the Scottsville Library Board had drawn up a budget for proportioning the $3,000 allotted them. Mrs. Fowler said that she and Mrs. Dorrier, Scottsville Assistant Librarian, had discussed this budget and Mrs. Fowler would proceed with disbursement of funds as needed.

The meeting adjourned at 5:25 p.m.
July 15, 1959

Mr. Ralph P. Zehler, Jr.
Fluvanna Commonwealth Attorney
Palmyra, Virginia

Dear Mr. Zehler:

The Board of Directors considered your letter of July 2nd to Mr. Brown at its regular monthly meeting on July 14th.

The Board was most sympathetic to Fluvanna County's problems in regard to its share of the 1959-60 Library Budget. There are a number of considerations which must be noted. Fluvanna's share of the 1959-60 Budget is approximately $3,750.00. Of this amount your share of the Bookmobile Depreciation Fund (21.9% of $1,500.00 = approximately $330.00) should be excluded in considering the true arithmetic.

Therefore, Fluvanna's true operating increase is $820.00 ($3,750.00 less $330.00 Depreciation Reserve compared to 1958-59 share of $2,600.00). This is an increase of less than 32%. However, in projecting the budget, the Board compared 1957-58 and 1956-57 circulation figures (since the current year's figures are always incomplete at the time the budget is prepared). These disclosed that Fluvanna's circulation increase was approximately 3,300 (1956-57, 9,000 and 1957-58, 12,300) which is an increase of 37%. Therefore, it can be seen that your true budgetary increase is actually less than the increased benefit to the County.

In view of all circumstances, the following motion was adopted:

"That after thorough consideration, the Board concluded that it was not possible to achieve any workable curtailment of library services which would be equitable to the residents of Fluvanna County. It was moved and passed unanimously that it will be necessary to discontinue all library services to Fluvanna County unless the requested appropriation is made."

The Board asked that this information be communicated to you immediately with their sincere hope that Fluvanna County will continue as a part of our joint library.

Sincerely yours,

(Mrs.) Elizabeth G. Fowler
Secretary of the Library Board

ECF/bds
McIntire Public Library

Board Meeting, August 11, 1959 at 4 p.m.

AGENDA

Minutes of the last meeting.

Discussion of robbery and precautions.

Reports from Board members.
The library was broken into by thieves on August 1st or 2nd. The amount taken amounted to $53.28 in overdue book fines and $46.72 which had been donated by patrons for airconditioning. Mr. Rush, Director of Finance for the city, had requested us in the past to turn in our funds on hand once a week. This we have done on Mondays, but are now changing to Fridays. Our Chairman has offered us a safe with combination dial for keeping our funds. City Engineer, Mr. Davis, had the glass panes of the door entered by thieves, covered with plywood. However, if thieves want to enter the library, they could cut screens and break glass in any of the windows in the basement, or on the main floor. The police seem to think this is a teen-age trick. As precaution, I have taken the major part of these funds home with me at night. However, we could deposit each day at 4:30 p.m. these funds at a night bank depository. This seems to me to be the best solution. The remaining night funds (5 to 9 p.m.) are well taken care of in a camouflaged cache. While on the subject of thieves, a day or so after our last Board meeting, we discovered that our record player was missing from the Record Room. I also reported this to the police. We do not have sufficient staff to man this area of the library.

According to "The Daily Progress" and the "Richmond Times Dispatch", Fluvanna County will remain with us through December, after which the Fluvanna Board of Supervisors will act upon a report of appointed committees concerning continuance of our library service. I have had requests from Fluvanna residents regarding bookmobile registration and circulation statistics. I have forwarded to these persons the following information: names and addresses of all Fluvanna bookmobile borrowers, circulation figures including January through June of this year, which was 9,077.

I have turned over to Mr. Jack Hemmings the delinquent book list for legal action.
Mrs. Doris Kellogg Neale has donated $200.00 for the purchase of books pertaining to India. Mrs. Neale has stipulated that these books are to be selected from lists supplied by Dr. Bhatnager, visiting professor from India at U. Va., Woodrow Wilson School of Foreign Affairs, and from Mrs. Edwin P. Jordan of AAUW.

Mr. J. Emmett Gleason expects to meet with us at our September meeting to discuss the topic, "Friends of the Library?"

The new gas furnace has been delivered without the hot water tank. Installation has not begun.

Due to Mr. Rush's illness (he is U. Va. hospital), I will not have a report for you at this time of our July financial statistics. I will mail this report (including July circulation statistics) to you at a later date.
Members present: Mr. H. H. Walker, Chairman
Miss Florence Buford
Mrs. Charles Irving
Mrs. Amos Sweet
Mr. Deets
Mr. Brown
Mr. Adams, Jr.
Mrs. Fowler, Secretary

Mr. Walker called the meeting to order. The Board agreed to dispense with the reading of the minutes, because each member had received a copy.

The recent robbery of the library was discussed, culminating in the conclusion that Mrs. Fowler deposit each day at 4:30 p.m. the main portion of the fund at a night bank depository.

Fluvanna County through its Board of Supervisors decided to continue our services through December 31, 1959, in the meantime appointing a Board of thirteen members to consider whether or not this service should be continued.

A letter from Miss Roy Land, our Board member, was read in the meeting, proffering her resignation. Mrs. Fowler was instructed to write a letter to Miss Land asking her to remain on a "leave of absence basis." It was noted that previous Board members had been absent for as long as a year or more, and that Miss Land was valuable as being the only Board member with library training.

The Friends of the Library organization came under discussion. The consensus of opinion was an expression of hope that Mr. Gleason might get things started in time to accomplish some ground work in preparation for National Library Week.

Miss Buford noted in librarian's note that Mrs. Doris Kellogg Neale's donation of $200.00 for the purchase of books pertaining to India be selected from a stipulated list. Mrs. Fowler was asked to send each member of the board this list supplied by Dr. Bhatnager indicating books already purchased by the U. of Va. library.

Miss Buford inquired about the delivery of a hot water tank for the furnace and what provisions had been made for getting the furnace room ready for extra needed space.

Mr. Walker appointed Mrs. Sweet to be Albemarle's representative on the book committee. The meeting adjourned at 4:50 p.m.
McIntire Public Library

Board Meeting, September 8th, at 3:30 p.m.

AGENDA

Discussion of library service to surrounding counties

Appointment of Mrs. Hazel K. Mays
The subject of giving library service to counties bordering Albemarle was brought up at our meeting on August 12, 1958. The subject was discussed; a letter on the subject was directed to Miss Yoder of Virginia State Library and a reply was received. Miss Yoder's opinion was that surrounding counties definitely need library service, but that McIntire Public Library has not the needed area for extra bookmobiles, or for shelving of bookmobile books. A movement of this kind (if possible) would be in the best interest of Charlottesville as this would make it a focal point of surrounding counties and would certainly interest business men. Please read Charlottesville's Planning Commission's recommendations for our library. There has recently been inaugurated in the State a Committee for Library Development composed of leading librarians in our state. The purpose of this committee is "to study the library needs of Virginia, and to work with the Virginia State Library in making recommendations for overall, long-range planning for library service in the State. It will give special study to the possibilities for providing library service in areas having none at the present time, including the possibility of the development of regional libraries on a larger scale. The Committee will also be available for professional advice to political and lay groups which are actively or potentially interested in plans for bringing library service to all of the people of Virginia."

A letter was mailed to Miss Roy Land expressing the board's wishes that she remain a board member on a leave-of-absence basis.

Mrs. Charles Irving has been supplied with a list giving names and addresses of all current Fluvanna bookmobile patrons.

Mrs. Marjorie H. Holsinger has passed the state examination to be licensed as a real estate salesman. She wished to pursue this type of work and be relieved of her library position. Her position here pays $198.00 per month for 36 hours work per week. I have arranged that Mrs. Hazel K. Mays make a connection with our library and serve in Mrs. Holsinger's place. Mrs. Mays is from Sheffield, Alabama, having moved here recently. She has a high school education and has worked with the public before. I would like the board to consider Mrs. May's appointment.
Quite a lot took place after the last board meeting (in case you did not remain). Mr. Buford reviewed our book charging system and questioned the advisability of returning to the old system. It would be proper if our board would view the working processes of our present system, ask questions of the circulation desk assistants, so that they might determine its advantages and disadvantages for themselves.

Please notice the time of our meeting is set for 3:30 p.m. in order that Mr. J. Emmett Gleason can be present to discuss the "Friends of the Library" organization. I will not include this subject on the agenda. A letter and news-letter from the very active "Friends" organization of Richmond, Va. will be available for your information; also a letter from the librarian in Staunton, Virginia concerning Staunton's recently organized "Friends" group.
Members present: Mr. H. H. Walker, Chairman
Miss Buford
Mrs. Sweet
Mrs. Irving
Mr. Deets
Mr. Adams
Mrs. Fowler, Recording Secretary

The meeting was called to order by the Chairman who asked our guest, Mr. J. Emmett Gleason to speak on subject regarding the "Friends of the Library Organization."

Mr. Gleason said that in his opinion a lot of thought should be given to this undertaking, and a lot of things should be considered before any decision is made. He feared that it might become a solicitation campaign. He cited difficulties which had arisen in Parent-Teacher Association groups with which he was familiar, in which power usurpation tendencies had developed making proper library board policy-making and administration function difficult.

The Librarian expressed the opinion that there were a number of things a Friends group might accomplish which did not come under the head of solicitation, such as good public relations and of how they might contribute their services in an organized effort toward National Library Week publicity.

It was agreed that a further study should be made and the material collected by the librarian pertaining to Friends Organizations in Virginia and elsewhere should be circulated among the board members.

Mr. Gleason left at this juncture and the meeting proceeded.

The Chairman called for corrections of minutes of the last meeting. There being no corrections, the minutes stood as read.

The subject of furnishing adjoining counties library service was brought up, and it was the general opinion of the board that the survey and direction of this matter is a state function and should be initiated and guided by the state.
After consideration of the librarian's recommendation and a discussion, it was voted that Mrs. Hazel K. Mays be appointed to the position of Circulation Assistant.

The present charging system came under discussion. Its advantages and disadvantages were noted. The Chairman appointed Miss Buford and Mrs. Sweet to make a study of the present system with the view of making a report as to its improvement at a later meeting. Mrs. Fowler said she would supply these two board members with a book pertinent to library charging systems.

Mr. Walker noted the increase in circulation.

In noting the financial report, the Director was asked to insert a third column giving budget cost item appropriations for 1959-60.

Mr. Deets moved that we continue our present board officers in their present status. Mr. Adams seconded this and it was voted unanimously by the Board.

The librarian presented to each board member a book entitled *A Handbook for Library Trustees* (2d ed.) by Marian Manley Winser.

The meeting adjourned at 4:45 p.m.
McIntire Public Library  
Charlottesville, Virginia  

AN EVALUATION PRIOR TO BUDGET PROPOSAL

According to the Minimum standards in "A Plan for Better Public Library Service," published by the American Library Association, Charlottesville is offering inadequate service to the public.

The ALA considers one staff member per 2500 population absolute minimum. Charlottesville urban population, disregarding service to the counties of Albemarle and Fluvanna, thus should require a staff of 12.4 full-time members. The combined population of the two counties served plus the city population is approximately 65,000. This according to ALA minimum standards requires a full-time staff of 26. Nothing like this can be achieved without considerable expansion and higher cost. ALA considers $3.00 per capita reasonable for service to 100,000 people; for a small library serving 50,000, $3.50 per capita is considered reasonable. This is library service as ALA thinks it should be.

A real picture of what it actually is can be gained by comparing what we have and what the 151 other libraries in our size classification have (meaning regional libraries in our size of 50,000 population or more.)

The Bureau of Health, Education and Welfare, in a survey published August 1959, state that the average expenditure per capita in this classification is $1.23. Ours is less than $1.09. We have almost 20% less to spend than the average of the 152 libraries surveyed, though we spend it percentage wise as do the others. Our public cannot expect anymore for their money than the people served by above mentioned 151 libraries. Our salary expenditure is 63.8% — HEW's survey is 63.8%. We spend for books, binding, records, etc., 20.2%; the survey shows 21.2%. Our circulation in 1957-58 was 194,679. Our circulation for 1958-59 was 234,922.

Respectfully submitted

Elizabeth C. Fowler, Director  
October 9, 1959
I do hope you have had the opportunity to read a bit of the handbook presented to you at our last meeting.

Recently I have received a letter from Miss Florence Yoder, Head of Extension Division, Virginia State Library, expressing interest in Friends of the library organization. Miss Yoder stated in her letter that her assistant, Mrs. Smith would like to meet with us at our next Board meeting for discussion of this topic. I wrote Miss Yoder that we would be pleased to have Mrs. Smith as our guest.

After our last board meeting, Mr. Walker, Miss Buford, and Mr. Deets were the board members present to view our charging system and to ask questions of staff members regarding procedures. I hope that the rest of you will find the time to understand the staff's interest in explaining this charging system to you. To see (or experience) you can better understand our book charging procedures. I keep looking for a better type of machine for improvement. So far I have not found one.

It seems that this summer and fall everyone has been house cleaning or moving. We have received more than 1,000 books and 100 magazines as gifts from various persons, such as Dr. Urner, Mrs. Powe, Mrs. Higginson, Mrs. Hodnett, and a lending library from Colonial Beach, Virginia. These books have been sorted, checked in standard library catalogues and decided upon for distribution elsewhere or for cataloging incorporation in our collection. We are expecting a great many more gifts which means almost a full time job. The new schools opening in Charlottesville will be recipients of good books which we cannot use. Among one of our gifts was a 4 vol., 1st. edition of Memoir, Correspondence, and Miscellanies, from the papers of Thomas Jefferson, edited by Thomas Jefferson Randolph, published in 1829.

I am hoping that we may incorporate one of the furnace rooms into shelving space for back issues of magazines as we subscribe to indexes for magazines (Reader's Guide to Periodical Literature.) This will mean valuable reference material which our library will be able to offer on nearly any subject. Heretofore, due to our space problem, we have had to discard our old periodicals.
Since we do not have a "Friends of the Library" organization, I feel that it is up to our Library Board to assume responsibility for putting over the public relations program of National Library Week. My contribution last year took time away from administrative duties and was practically nil to the demands and requests of our state library NLW organization. This NLW program is enormous as you may read in the NLW organizational handbook. This April 3-9, 1960, Mr. Samuel E. Darnell of the local Jaycees has been appointed chairman. He cannot accomplish anything without our Board's support, and support needs to be organized many months in advance.

P.S. Do you mind if my secretary sits in on our meetings to take shorthand notes? I'm sorry but I cannot get everything down in longhand.
McIntire Public Library Board Meeting
October 13, 1959 - 4 p.m.

Members present: Mr. Walker, Chairman
Miss Buford
Mrs. Sweet
Mrs. Irving
Mr. Brown
Mr. Adams
Mrs. Fowler, Sec.

The chairman called the meeting to order. The minutes of the last meeting were approved as written.

It was generally agreed that Mrs. Fowler's secretary, Miss Bobby Dale Smith, take notes of all future Library meetings.

Mr. Walker stated that he had contacted Mr. Bowen concerning installation of the new gas furnace and that Mr. Bowen said that he had been working on it as best he could and that installation should begin on October 15, 1959. Mr. Walker also stated that he had talked with Mr. Rush about the coal room and shelving.

It was noted by Mr. Walker that the budget should be started in plenty of time this year. To this budget committee he reappointed Mr. Adams as chairman, Mr. Brown, and Mrs. Irving.

It came to the attention of the Board of some misuse of the third floor at night by Lane High school students. Corrective measures will be taken.

Mr. Walker appointed Miss Buford and Mr. Brown specifically, and invited the entire Board to attend the organizational meeting on October 23rd of Librarians in this area; the purpose being to lay ground plans for publicizing National Library Week, April 3-9, 1960. This meeting is to be held at 3:30 p.m. at McIntire Public Library.

Mrs. Katherine Smith was introduced by Mrs. Fowler. Mrs. Smith, Assistant Librarian, Extension Division, Virginia State Library, spoke on Friends of the Library Organizations throughout the state. She explained how they come into being, how they function, and their purposes. She stated that membership might be of several classifications; open, closed, and selected.
During and after Mrs. Smith's talk, she was asked numerous questions by the Board members. Mr. Brown stated that Scottsville already had a Friends of the Library organization in members of their Library Board. He invited Mrs. Smith to meet with the Scottsville Board at 3 o'clock p.m. October 26th. Mrs. Smith said she would be in Buckingham County on this date and would be glad to meet with them.

After Mrs. Smith's talk on Friends of the Library Organization, she reported that the Fluvanna County Board of Supervisors had contacted the office of the State Library, making inquiries as to the establishment of a library for that county independent of any connection with our own. This contact was made by telephone at which time the State Library informed the Fluvanna Board of the requirements necessary to the formation of a new library. In addition to the initial cost, Fluvanna was told that they would need a bookmobile and the minimum cost would be $15,000. Mrs. Smith stated that it had been decided that Miss Yoder, head of Virginia State Library, Extension Division, would meet with the appointed factfinding committee of Fluvanna citizens October 15th to discuss this issue. Mrs. Irving, Fluvanna's member of our board announced that she planned to attend this meeting.

Upon adjournment at 5:10, board members advanced to congratulate Mrs. Smith on her informative and excellent talk.
McIntire Public Library

Board Meeting, November 10, 1959 4 p.m.

AGENDA

Report by Mr. Walker on 1st organization meeting for National Library Week, 1960.

Report by Mr. Brown on his Scottsville Library meeting, October 26th.

Discussion of increased fines for adult overdue books.
Mrs. Irving and I attended the Fluvanna citizens' committee meeting at Carysbrook High School, which committee later made a report to their Board of Supervisors concerning results of their findings and of Miss Yoder's report. Copies of Miss Yoder's statistical figures and alternative plans for Fluvanna Library Service will be placed on the conference table.

At our last meeting, I gave you some figures comparing our library with HEW's survey of other U. S. Regional Libraries. This report is worthy of study, but there are inaccuracies due to lack of census data. Also available on the conference table is a report giving statistics of Virginia Public Libraries, 1957-58. This too is erroneous because of 1950 population census. This Virginia report gives 55c local per capita income. In my last report, comparing our library with HEW's survey, I included State and Federal Aid in the per capita expenditure. You who are property holders in Charlottesville have no doubt received with your tax bill an itemized list showing how your tax dollar is spent. On this list, the smallest item is one cent for McIntire Public Library.

I propose that, beginning in January, our library increase overdue book fines for adults from 2¢ per day per book to 5¢ per day per book. This has been done by other libraries who have experienced a very great reduction in overdue books, thus releasing staff members from needless hours spent on unconstructive work, which time could be put to better use.

Cleaning work is progressing in the furnace room.

Dr. Marion F. Kellogg, professor of International Law, University of Virginia Law School, heard of our UN exhibit and kindly offered us a replica of the UN building and flags for our display. He told me he had read in the Progress our interest in a Friends of the Library group. He informed me that he had helped to organize the Friends group of Detroit, Michigan and offered his assistance at any time we should call upon him.
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<td>2,169</td>
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### Alternative Plan (1) for Library Service in Fluvanna County

<table>
<thead>
<tr>
<th></th>
<th>Population</th>
<th>Appropriations</th>
<th>Appropri. Per Capita</th>
<th>Median Income</th>
<th>Square Miles</th>
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<tbody>
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### Alternative Plan (2) for Library Service in Fluvanna County

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<th>Median Income</th>
<th>Square Miles</th>
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<tbody>
<tr>
<td>FLUVANNA</td>
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McIntire Public Library Board Meeting

November 10, 1959 - 4 p.m.

Members present: Mr. Walker, Chairman
Miss Buford
Mrs. Sweet
Mrs. Irving
Mr. Brown
Mr. Adams
Mrs. Fowler, Sec.

The chairman called the meeting to order. The minutes of the last meeting were approved as written.

At this point Miss Buford reported that the misuse of the third floor by Lane High School students had been corrected, and that the use of our library by these students is now working out satisfactorily.

In Mr. Walker's report of the first organizational meeting of MLW 1960, he said that Mr. Linton R. Massie and Mrs. Randolph Catlin could neither serve as co-chairman, due to various reasons and other commitments. He then called upon another appointee, Mr. Knox Turnbull, who decided to hold his final decision in abeyance, and at this time is yet to be heard from. Mr. Walker asked the secretary to contact Mrs. Edwin P. Jordan to ask her if she would serve as co-chairman.

Mr. Brown read the minutes of the Scottsville Library Board meeting which was held October 26th. (I am filing these minutes with our Board minutes). Regarding this meeting, our Board commented and responded favorably upon the interest and work being accomplished at Scottsville.

After a discussion upon the librarian's recommendation to increase fines for adult overdue books to five cents per day Miss Buford moved that this step be enacted. Mr. Adams seconded the motion, and the Board voted unanimously in favor. It was pointed out that ample notice should be given via newspaper and radio before enforcing this new rule on January 2, 1960.

Mr. Walker reported that in his talks with Mr. Bowen and Mr. Rush regarding over expenditure of the maintenance fund occasioned in the refinishing of the
three basement rooms, he gained the impression that over expenditure in this item would not be a serious matter.

Mr. Walker read a letter from Mrs. Ellis P. Sneed asking, "If Fluvanna drops out of Bookmobile program, would any of the money paid in for books, or library or Bookmobile fund be returned?" Mr. Walker read his reply to the Board in which he mentioned that their Board should make some definite decision as to retaining our service before we could give them any definite answers. It was mentioned that our budget should be ready by our January meeting. Mr. Adams reported that our finance committee would meet here on November 17th at 3:30 p.m.

The meeting adjourned at 5:00 p.m.
McIntire Public Library

Board Meeting, December 8, 1959 - 4 p.m.

AGENDA

Reports of 2nd. MLW organization meeting

Mr. Walker re appointment of Mr. Knox Turnbull

Mrs. Fowler re appointment of Mrs. Edwin P. Jordan

Mr. Brown re appointment of Mr. J. Emmett Gleason and Mr. Stanley Pierce

Consideration of 1¢ increase or a 5¢ charge for Reserve Book Cards

Reports re Fluvanna County's Joint Relationship.

Report from Mr. Adams concerning 1960-61 budget committee meeting and preliminary discussion of budget.
The library was broken into again on November 23rd. This time the thief broke a window glass in the children's room. He found the record room unlocked the next morning and the light on in the janitor's supply room. I have since put padlocks on these two rooms. Mrs. White, Bookmobile Librarian, missed six dollars from the Bookmobile funds.

The work is progressing in our old furnace room and we hope to occupy this extra space the first of the new year.

In our new budget proposal, I have proposed an increase of $200 for Office Supplies. Due to higher costs of printing, I suggest that we might reconsider this item; also, I recommend that we charge 5¢ for Reserve Book Cards inasmuch as the card itself with printing and postage costs this much.

I attended the Virginia Library Association annual meeting at Hotel Roanoke, Roanoke, Virginia, November 19-21. Mayor Vincent Wheeler of Roanoke gave the official welcoming address. We were fortunate to have as speaker, Dr. Benjamin E. Powell, Librarian, Duke University Library, and President of the American Library Association. The title of his address was "New Horizons" and projected the possibility of Library service in the future.

N.L.W. Executive Director for Virginia in 1959 made his report. There were items in 45 newspapers in Virginia having a circulation of over one million. Television coverage included 68 local programs and 17 national programs from nine television stations in our state. There were thirty-one stories on library service appearing in national periodicals. Included in the N.L.W. movement were three outstanding organizations that rendered valuable service: Chamber of Commerce, Jaycees, and Boy Scouts. Publicity material supplied by the N.L.W. National Committee was widely used as was material printed or created by local groups. The use of postage meter slugs on the mail of local businesses was an interesting feature. The estimated value of advertising space and radio and television time in Virginia was forty-six thousand dollars.
The 1960 State Executive Director, Mr. Phillip S. Ogilvie stated N.L.W. is assured of continuing through 1962. Broadly the objectives of these observances are:

1. A better informed America. 2. Seeking a key to library development. 3. Emphasis to be placed on youth and constructive reading. 4. Recruitment in high schools of young people to the library profession.

At the Public Library luncheon meeting, the speaker was Mrs. Elizabeth H. Hughey, North Carolina State Librarian, and President of the North Carolina State Association who made an interesting talk. In a portion of her talk that I remember particularly, concerning library development, Mrs. Hughey said that a great many people, and people in a position to do us a great service are just waiting to be asked. She recounted a story of going in great trepidation to one of her state's leading lawmakers to make a plea. She was overwhelmed by the answer, "Why didn't you come sooner, I was waiting to be asked."

Two hundred and seventy-seven librarians attended this annual conference.
Library Board Meeting, December 3, 1959 4 p.m.

Members present:  Mr. H. H. Walker, Chairman
Miss Buford
Mr. Deets
Mr. Adams
Mrs. Sweet
Mrs. Irving
Mrs. Fowler, Secretary

Mr. Walker called the meeting to order. The minutes were approved as written.

Mr. Walker reported that he had contacted Mr. Knox Turnbull and asked him to serve as N.L.W. Chairman for 1960. Mr. Turnbull had other commitments, and could not serve. Mrs. Fowler reported that she had asked the committee's co-chairman's choice, Mrs. Jordan, to serve. Mrs. Jordan said she would not be able to serve this year, but would be glad to serve as co-chairman of N.L.W. for 1961. Mr. Brown telephoned Mrs. Fowler, and she reported that he had contacted Mr. Gleason for this co-chairmanship.

Mr. Gleason said that he had been very busy, but would let us know something definite by Friday, December 11th. Mr. Walker suggested that Mr. Don Heyne of W.I.N.A. Radio Station might accept if Mr. Gleason and Mr. Pierce did not. Miss Buford said that everyone was so busy around Christmas time and would automatically say no. She suggested that we wait until after Christmas before contacting anyone else if the above persons for any reason did not accept.

It was moved, seconded, and voted upon that the price of Reserve Cards be increased 1 cent to cover the cost of printing and postage.

It was noted that Fluvanna County has agreed to continue with us for six more months.

The Board, in considering the monthly circulation report, commented upon the decrease in circulation for the Building. It was noted that this was occasioned by the reopening of two schools this year, thus making their own libraries available to the students.

There was a discussion of the money spent for books. It was agreed to type the total cost of the juvenile order at the bottom of the adult order sheet.
The 1960-61 budget was discussed. Mr. Adams reported that the Librarian had submitted this budget. It was decided not to increase the office supply cost as Mrs. Fowler had suggested, but to leave the budget as originally submitted, at least in regard to this item. One change to be made, will be made according to Mr. Rush's suggestion, which is to transfer Mrs. Dorrier's salary from the Bookmobile entire cost sum, and instead list her salary with all other salaries, charging it to the bookmobile.

Another change was specification of various percentages as regards to certain areas of circulation.

The above changes are not expected to affect the total of the budget as submitted.

The chairman of the budget, Mr. Adams, is to meet with the librarian next week for an approval before final submission to the Board. This budget is based on the assumption that the County of Fluvanna will continue a part of our joint library program.

The meeting adjourned at 5:15 p.m.
McIntire Public Library

January 12, 1960

AGENDA

1. Approval of Desk Clerk position

2. Approval of 1960-61 Library Budget
I have received two letters of resignation from staff members. One from Mrs. Hazel K. Maye, desk clerk. I have asked Miss L. Frances Thomas to accept this position pending your approval. Miss Thomas is a local resident and a graduate of Mary Baldwin College. My assistant, Mrs. Carolyn H. Brown has tendered her resignation as her husband has been transferred from this area.

I have written Miss Elaine Levenson of Wheeling, W. Va. regarding Mrs. Brown's replacement. Miss Levenson is in her twenties, a graduate of Pittsburg Library School, and at present a member of the staff of Carnegie Tech, Pittsburg, Pa. She was recommended to us by Mrs. Brown. Mrs. Brown's resignation becomes effective February 1st., 1960.

Mrs. Sturtevant was interviewed on radio station, W.I.R.A. December 7, 1959 on the subject of suitable books for Christmas gifts. This was very nice publicity.

Mr. Walker, Miss Buford, Mr. Floyd Johnson, and your director met to discuss changes in our lobby which would create a more efficient working area and with the same effort a more suitable architectural environment. We agreed upon a new desk to be built in the lobby and the old one to be removed. I was asked to obtain costs of this work. The cost of the new desk is $165.00 Painted finish. The cost of removing the old furniture, fixtures, etc. is $309.55 all complete installation.

Mr. Roscoe Adams and I met and made the Board's suggested changes in the 1960-61 library budget.

As a result of the Fluvanna County Bookmobile publicity, I have received several letters expressing appreciation of our Bookmobile service.

Mr. J. Emmett Gleason has accepted the position as Chairman of the Charlottesville 1960 National Library Week, with Miss Ruth Byrd as Vice-Chairman. Mr. Gleason is calling a meeting this week to prepare the ground work for this observance.
As a project for the new year, I would like for each staff member to write up his individual duties so that future employees will know exactly what is expected of them, and so that there will be a record of all job descriptions which most firms consider a must for references in regard to questionnaires, etc. We should also like to present them to the Board.

At our next meeting you will find copies of the new library manual—our rules of circulation procedures, etc. With the exception of Miss Jo Wright, who is not here during the day, this manual is the result of the combined work and ideas of our staff. Mrs. Brown spent the greater part of time in its preparation. I would like to express appreciation.
Mr. Walker called the meeting to order. He asked if there were any questions regarding the minutes of the last meeting. As there were none, they were approved as written.

The Chairman asked Mrs. Fowler to read the letter she wrote to City Manager, Mr. Jim Bowen, concerning his request in the Daily Progress, December 31st, 1959. He also asked her to read Mr. Bowen's reply. Both letters were discussed. Mr. Bowen said that recommendations should come from the Library Board. The Board felt they would like to submit a recommendation, but would like to first study the matter. Mr. Deets mentioned that at the time the library was built the population could not have been more than 10,000 and today with Albemarle and Fluvanna counties added to our service area, the population is about 60,000.

As a prerequisite to this study, the Chairman asked Mrs. Fowler to transcribe the part of the Bartholemew Report pertaining to the library, and send a copy to each Board member. It was agreed that after studying this report thoroughly, recommendations would be submitted and a committee named for possible action.

A copy of the new staff manual was given to each Board member. The manual was approved and appreciation of the staff's efforts in the preparation was expressed by the Board.
Miss Buford made a motion approving the appointment of Miss Frances Thomas as Circulation Desk Clerk. Mr. Adams seconded. The motion was voted and carried.

Mrs. Brown's resignation as of February 1st, 1960 was accepted with regret.

The 1960-61 budget was discussed. It was noted that the circulation had increased over three times as much as the budget percentage wise. Mr. Adams moved to submit the budget for approval to the three governing bodies. Miss Buford seconded the motion. The Board approved. Upon adjournment, copies of the budget were mailed to the interested governing bodies.

The entire Board moved upstairs to view the proposed changes in the lobby. After much discussion and noting that the changes would be beneficial, Mr. Deets made the motion we approve the changes and proceed with development of this improvement. Mrs. Sweet seconded this motion. Mr. Walker called for a vote on the motion which was unanimous. It was then agreed that Mr. Walker would approach the City Manager with the cost figures of this project.

The meeting adjourned at 5:20 p.m.
I have had several interviews with Mrs. Jane Porter Temple (Mrs. David G.) regarding the position vacated by Mrs. Brown. Mrs. Temple received her B.A. degree from University of Alabama in 1949 and her Masters Degree of Librarianship from Emory University in 1952. Her references appear very good. I asked Mrs. Temple to report for duty on February 8, 1960, subject to your approval.

Our new circulation desk assistant, Miss Frances Thomas, has been offered $3,300.00 per year as Assistant Technical Librarian at the Institute of Textile Technology with free transportation. After much hurried activity and consultation with our Chairman, it was arranged to augment Miss Thomas' salary beginning in July by the salary increase which would have accrued to Mrs. Brown, at that time. With this increase, Miss Thomas' salary will be $2,712.00 per year, which is $588.00 less than that offered by the Institute. This is an example of how hard it is to acquire and keep qualified personnel.

We have already noticed a decrease in overdue books since the 5¢ fine went into effect. This is some relief in sending notices—also less expense. However, requests for Reserve cards is much greater notwithstanding the 1¢ increase.

Approximately 85 novels, biographies and histories have been donated to us by Mr. John Boocock of "Castalia," Keswick, Virginia.

Our planned observance of National Library Week and its stress upon increase of use and functions of our library will point up our inadequacies. To offer and publicize our service is the dedicated duty of a librarian; though I am beginning to wonder at this point whether we have the potential in: personnel, funds, floor and stack space, to accommodate the increase in patronage which NLW publicity and our population growth will surely bring about. I think that our greatest need is in our Juvenile Department (ages 3-14). Here there is no room for expansion—a certified children's librarian cannot be had for less than $4,500 a year.
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At the NLW meeting on January 22nd, Mr. J. Emmett Gleason, the Chairman, the Vice-Chairman, and the Central Committee agreed that Mr. H. H. Walker and Mr. Bill Brown of the Library Board ask City Manager, Mr. Bowen, to appropriate a small fee of about $85.00 to cover NLW expenses.

The Library Services Act is now before the Second Session of the 86th Congress for approval another five-year period at not less than the present authorization. ($7,500,000.00)
Mr. Walker called the meeting to order. He asked if there were any questions regarding the January 12th meeting. As there were none, the minutes were approved as written.

The appointment of Mrs. Jane Porter Temple as reference librarian and part-time cataloger came before the Board. Mr. Walker asked for motions to approve the appointment. Miss Buford's motion was seconded by Mrs. Irving. The motion carried.

Mr. Walker stated that he had talked with Mr. Bowen concerning the new desk in the lobby, and as soon as plans have been completed by the architect, Mr. Floyd Johnson, Mr. Walker will submit them to Mr. Bowen for study. It was understood that Mr. Johnson would have several bids from cabinet makers to be considered. Mr. Deets suggested that there might be a draft from the back door near the end of the desk, and Mrs. Fowler said she would speak to the architect about the elimination of this source of discomfort.

It was noted that at the 2nd N.L.W. meeting on February 5th Mr. Gleason appointed a finance committee, naming Mr. Edward Deets Chairman, Mr. H. H. Walker and Mr. William Brown from our Board; also Miss Nan Crow and Mr. C. C. Wells. Mrs. Fowler reported that the next N.L.W. meeting will be held at the Monticello Hotel at 3:30 p.m. on March 4th.
The January library report was discussed. Mr. Walker remarked that the Albemarle circulation had surpassed the City circulation; it was also noted that Fluvanna's circulation had increased.

Mr. Walker asked the Board for suggestions on gift subscriptions of magazines to the library. Mr. Deets suggested that the book committee and Mrs. Fowler should approve these gift subscriptions.

The librarian reported that she had submitted to our Board copies of the Bartholomew Report pertaining to the Library, as requested. The Board decided to defer consideration of future expansion of the Library, until some decision is made concerning the location of the new municipal building.

Apology was offered to Mr. Alan Bruns for not holding news of the Library budget for twenty-four hours as had been agreed.

The meeting adjourned at 5:10 p.m.
McIntire Public Library
Board Meeting, March 8, 1960, 4 p.m.

AGENDA

Report by Mr. Gene Wood concerning Bookmobile heater.

Chairman's report concerning new circulation desk.

Discussion of new charging machine and burglary insurance.
As you have probably read in the papers of our recent burglary, you are aware of the loss of our charging machine. We were fortunate to acquire one the very next day, through rental. We are now faced by the necessity of acquiring another machine, less Buford’s suggestion, I have written Miss Florence Yoder of Virginia State Library for advice in selecting a suitable machine. If you remember, Mr. Walker appointed Miss Buford and Mrs. Sweet as a committee to study our charging systems. Our entire staff (except Miss Jo Wright) agree that hand charging is out of the question, considering our present circulation.

In view of our many burglaries, I suggest that the Board consider insurance coverage for losses other than books. Our city code states that Mr. Rush is required to make an inventory once a year for all our property.

We have lost one day of our largest bookmobile circulation (and possibly more) due to the failure of the heating system on the bookmobile. This heater has always given us trouble. The city mechanics have not been able to service it; the only other mechanic in town who would agree to accept the work was Mr. Gene Wood. I have asked Mr. Wood to meet with us at our next meeting and explain the workings of this type of heater.

Sorry, I forgot to tell you that Miss Land sent the staff and Board a Christmas card with a message. Also the January "Virginia Librarian" carries an article by Miss Land from Hong Kong.
Board Meeting Minutes, March 8, 1960 - 4 p.m.

Members present: Mr. H. H. Walker
Miss Florence Buford
Mrs. Irving
Mrs. Sweet
Mr. Adams
Mr. Brown
Mrs. Fowler, Secretary

Mr. Walker called the meeting to order. The minutes of the February
9th meeting were approved as written.

Other than Board members attending the meeting were: Mr. Chris Luhnow
of the Daily Progress; Mr. Allan Bruns, formerly of Richmond Times Dispatch,
now of the Daily Progress; and Mr. Beverly Orndorff of the Richmond Times Dispatch.
Also Mr. Gene Wood, proprietor of Wood's Garage, who was kind enough to explain
to the Board the cause of the difficulties we have been having with the heater on
the Bookmobile and suggest remedies. He explained that the main difficulty was
obtaining parts for the present heater and suggested that two heaters of another
make be installed, parts for which could be obtained from Richmond, Va. Also he
reported the ventilating system should be overhauled. The cost of these changes and
repairs as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Two heaters</td>
<td>$150.00</td>
</tr>
<tr>
<td>Installation of same</td>
<td>16.00</td>
</tr>
<tr>
<td>Ventilation repairs</td>
<td>15.00</td>
</tr>
<tr>
<td></td>
<td>$181.00</td>
</tr>
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</table>

Mr. Adams questioned whether this was a matter of capital outlay or maintenance.

Mr. Walker said that he would discuss the matter with Mr. Rush, and report to
Mrs. Fowler. Miss Buford moved that this work be done subject to Mr. Rush's approval;
Mr. Brown seconded the motion. The motion carried.

Mr. Walker reported that he, Mr. Bowen, and Mr. Floyd Johnson had arranged
a meeting at the library to make a decision concerning the new charging desk. Un-
fortunately Mr. Bowen was detained in Richmond, and the meeting has not yet been held.
He reported that of the six contractors solicited, only three submitted bids. The only one in Charlottesville who submitted a bid was Hickey's Woodworking Shop, which bid was the lowest. It was recommended that this bid be accepted.

Mr. Walker commented upon the crowded condition of the juvenile room and stated that he and the architect were working on plans to remedy this condition.

The librarian reported upon a conversation with Mr. Rush, who is in charge of library property. Mr. Rush stated that no insurance had ever been carried on equipment. Mr. Adams suggested that we go to Mr. Rush and ask that the City cover this item with insurance. It was agreed by the Board that Mr. Walker approach Mr. Bowen or Mr. Rush concerning this insurance.

Mrs. Fowler stated that a photostat charging machine has been obtained on a temporary loan. Miss Yoder's letter was read to the Board in which she stated that the Gaylord machine was the most widely used in Virginia. This machine is (probably) higher in cost than the Diebold machine which presently costs $750.00. Miss Buford suggested that we have a Gaylord salesman give a demonstration of his machine before the Board and staff so that its merits might be determined.

The secretary reported that due to the heavy snow, there were only 10 members in attendance at the N.L.W. meeting on March 4th. As the secretary, Mrs. Randolph, was unable to attend, Mrs. Fowler purchased a tape and borrowed a tape recorder so that a record of the meeting might be obtained. She reported that no budget had been established as Mr. Deets could not ask for money until the total amount could be determined.

Mr. Brown reported that Scottsville was making plans for N.L.W. He is to make a speech to the Scottsville P.T.A. on March 14. Scottsville Library groups will meet to make definite plans for N.L.W. He also reported that the art exhibit held at Scottsville Library was very successful and that art classes are being held there now.

Upon pursuasion of the monthly report by the Board, it was noted that more books had been purchased and that Albemarle County continued topping the city in circulation.

The meeting adjourned at 5 p.m.
McIntire Public Library

Board Meeting, April 12, 1960 - 4 p.m.

AGENDA

Report on information from City Council regarding improvements to our library and letter from the Charlottesville Albemarle County Civic League.

Report by Mr. Deet's on demonstration and discussion of the selection of Gaylord Charging Machine.

Additional aid for night librarian (not provided for in budget)
Board members present (in addition to our staff) at the demonstration of the Gaylord charging machine on Tuesday afternoon, March 22nd were Mrs. Irving, Mrs. Sweet, Miss Buford and Mr. Deets. Mr. Bob Zimmer of Gaylord Brothers demonstrated the Gaylord machine. Many questions were asked Mr. Zimmer, which he answered to everyone's satisfaction. In view of this knowledge, Mr. Deets asked me to obtain figures on cost and operation of our present Diebold machine so that we may better determine our course in the selection of a new machine. I report on the past eight months since this period is exemplary and is highest in circulation which is surely to increase:

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<tr>
<th>Date</th>
<th>Item Descriptions</th>
<th>Cost</th>
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<tr>
<td>July 7, 1959</td>
<td>20 magazines</td>
<td>$51.00</td>
</tr>
<tr>
<td>Aug. 4, 1959</td>
<td>Film Drive Belt, &amp; Copy Drive Belt.</td>
<td>$13.88</td>
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<tr>
<td>Sept. 11, 1959</td>
<td>Service Contract, 9/1/59 to 8/31/60</td>
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<tr>
<td>Feb. 5, 1960</td>
<td>30 magazines</td>
<td>$76.14</td>
</tr>
<tr>
<td></td>
<td>Postage cost since July 1959</td>
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</table>

The cost of film magazine takes care of developing.

A letter dated January 23, 1956 stated our Flofilm Reader Model, 9204 cost the library $245.00. Recordak Corporation's letter dated March 16, 1956 stated they had a used film reader for $150.00 used, or $190.00 reconditioned.

The Diebold representative visited the library the last week in March and informed me that our Flofilm Reader is still valued at $245.00. This is the sale price from the company.

If we agree to purchase/the new Gaylord machine, I suggest that we hire a student through our High School Distributive Education Program to work from 1 p.m. to 5 p.m., his or her duties to include filing the books and taking care of reserves. I believe our new budget will be adequate for such help. I should like to have the Board's approval of selection of the Gaylord Charging Machine to be installed by September 1, 1960, as our present Diebold contract will expire August 31, 1960.

Mr. Walker received information from Mr. Rush stating that City Council has approved funds for installation of our new charging desk and removal of old desk. I have contacted the low bidder, Hickey's Woodworking Shop, and hope for early progress.
I have no report to make regarding insurance on equipment. Would the Board like to discuss this matter?

The night desk work is becoming too arduous for one person to handle. Miss Jo Wright is on duty alone on Wednesday, Thursday and Friday nights and closes the library these nights.

I have been very busy with N.L.W., and hope you've noted our fine publicity. You can't well know the superb help and fine direction supplied by Committee members to whom I shall be forever grateful. For instance, radio programs on the subject, "My Favorite Book" from students of Laje, McIntire, Fluvanna and Burley; also Mrs. Sturtevant and I publicized McIntire Public Library; Alderman Library was represented by four male librarians, and the school librarians were represented by Mrs. Walton, librarian of Albemarle High School. Mr. Walker presented a talk to the Kiwanis Club on the subject, "McIntire Public Library". The churches, civic clubs, Girl Scouts, Boy Scouts, large businesses, 4-H Clubs, Home Demonstration Clubs and many others have carried the N.L.W. message in their publications. Possibly the highlight of the whole week was the Children's party at the Recreation Center. Miss Byrd, N.L.W. vice-chairman was very largely responsible for this affair. Both the press and the local merchants have been cooperative in publicizing our efforts. I was informed that approximately eleven civic clubs are donating $25.00 each toward the purchase of a set of Career Monograph publications which indicates again the force of N.L.W. effort and its lasting benefits to the community.
The meeting was called to order by the Chairman. The last Board minutes were approved and the Chairman made the following statement: That he had received a call from a member of the Ruritan Club asking if the "Career Monographs" could be lent to Albemarle High School for use of the Senior Class under the supervision of guidance teachers. The majority of the Board opposed the idea. Mr. Walker will call the requestor and tell him that these monographs are to be handled like other books at the library and may be renewed for the regular two week period.

The Secretary was asked to read the letter from the City Council regarding the appropriation of $1,285.00 for the installation of the new desk and removal of the old desk. Mrs. Fowler stated that the architect's fee was $150.00. The Board agreed that she call the architect and explain our shortage of funds and ask if payment could not be deferred until the next fiscal year.

The Secretary also read a letter addressed to the City Council from the McIntire Committee of the Civic League of Charlottesville and Albemarle County asking if the Council would approve the placement of a bronze bust of Mr. Paul Goodloe McIntire on a pedestal in the patio at the back of the library; also to place suitable lighting in the patio. The Council referred this letter to the Library Board for recommendation. Mrs. Sweet suggested that we reserve the right to remove the bust to another place in the event of expansion of our present facilities. The following motion was made by Mr. Adams --

"The McIntire Public Library Board recommends to the Council that they accept the offer of the Civic League to have erected a memorial to Mr. Paul Goodloe McIntire as outlined in their letter of March 28, 1960 to Mayor Thomas J. Michie, but the League be alerted to the fact that possible future expansion of the library facilities might require the movement of the memorial to some other suitable location."

Miss Buford seconded the motion and the motion carried.

Mr. Deets gave an explanatory report on the demonstration of the Gaylord charging machine and the cost of the Gaylord machine. It was noted that the first year's cost of the Gaylord machine would be greater than thereafter. The librarian was asked by
Mr. Brown and Mr. Walker if time would be saved, and her opinion concerning this machine. She reported that there would be an overall saving of time but there would be greater time consumed at the desk; that we would have better control in knowing to whom books are loaned and when they are due. Mr. Deets made the motion that we change to the Gaylord machine. Mrs. Sweet seconded, and the motion carried. It was agreed that the library get the machine and the necessary supplies, and be ready for operation by September 1, 1960; and that the library pay as much as possible out of this year's budget on the costs of this new equipment.

The librarian asked if additional help might be obtained for the three nights Miss Jo Wright works alone. The Board's opinion was that the day staff should be rearranged for this purpose, as no additional funds can be obtained.

Mr. Walker reported on complaints from school teachers and mothers of children using the library at night. These complainants reported that students were not allowed to use encyclopedias and were ordered out of the library. It was noted this trouble seemed to have stemmed from a letter written to the principal of Lane High explaining certain prohibitions in the use of the third floor which cannot be supervised at night, and a misconception of this letter. Miss Buford reported that some teachers at Lane High had not explained the ruling to the students.

Miss Buford stated that the Great Books discussion group meetings held at the library every other Tuesday night have recently been staying until after 9:00 o'clock and closing and locking the library themselves. The Board felt that a library staff member should close and lock the library. Mr. Adams made a motion that Mrs. Fowler write a letter to the group asking that the group leave when the library closes. This was seconded by Miss Buford. Mr. Walker instructed Mrs. Fowler to write this letter as a Library Board resolution.
Mr. Deets reported on this year's successful National Library Week and the children's Book Swapping Party at which there were over 200 children present. He reported that as chairman of the NLW finance committee, and also as a library board member, he hesitated to beg for the NLW expenses incurred and thought they should be absorbed from the library budget. He also reported that most of the civic clubs are already donating money for "Career Monographs." His motion that the library absorb this cost in its budget was seconded by Mr. Brown.

It was noted that the Scottsville Library surpassed (by 12) the Fluvanna Bookmobile circulation.

The meeting adjourned at 5:30 p.m.

Members present at this meeting: Mr. Walker, Chairman
Miss Buford
Mrs. Irving
Mrs. Sweet
Mr. Adams
Mr. Brown
Mr. Deets
Mrs. Fowler, Secretary
McIntire Public Library
Board Meeting, May 10, 1960 4 p.m.

AGENDA

Board's opinion and decision in regard to request from Albemarle County for funds to install typewriters and a second Gaylord charge-out machine.

Board's decision on theft insurance on Library property.

Decision of Bookmobile's service to Fluvanna High Schools.

Decision regarding meeting place for Great Books discussion group.
Board minutes -- Meeting of March 8th. Subject: Insurance on furniture and fixtures. As a result of this meeting, Mr. Walker contacted Mr. Forrest Towe, an insurance agent. Mr. Towe made an inspection tour of the library and said that the premium cost for insurance would be between $20.00 and $25.00 per year.

Mr. Charleton, principal of Fluwanna High School, visited me and asked if the Bookmobile could visit the two Fluwanna High Schools (white & colored) on its regular itinerary. I informed him our present schedules are filled but thought we could work out something by next September. Mr. Charleton said that only the school librarian would visit the Bookmobile and make requests for supplementary reading. This service, I presume, carries the Fluwanna Board of Supervisors consent, since it will raise Fluwanna's circulation and consequently the cost.

Mr. William F. Haviland has donated six unusual books on art weaving and fabrics. The bindings were soiled in a fire but the illustrations, directions, and plates have their original design. Their value is approximately $35.00.

Captain Roswell Blair of Cobham, Va. sent us a list of his library (mostly books of historical interest published in the 1800's.) Mrs. Temple and Mrs. Sturtevant went to Capt. Blair's home and selected fifteen books which seem to be most suitable for supplementing our collection. These are valued at $40.25.

Our prevailing salary scale allows us to fill vacancies (such as desk assistant) with person lacking the necessary qualifications. We now have in this desk assistant position Miss Thomas, who is qualified. In order to keep Miss Thomas, we decided to give the increase due on Mrs. Brown's salary when the Institute of Textile Technology bid her services. (Notes from Librarian, Feb. 9, 1960) Again Miss Thomas has been offered a better salary for a position to begin June 1st. at Alderman Library. She would rather stay with us, but cannot afford to turn down this new offer unless we can raise her yearly salary $288.00 more. I have spoken to Mr. Adams, chairman of our finance committee and to Mr. Walker and have concluded that it will
be possible to retain Miss Thomas within the limits of our 1960-61 budget. Our library is faced with the same situation as our schools in that we cannot obtain adequate qualified personnel at salaries allotted in our budget. As you know, City Council voted to set up a committee to study teachers' salaries with an eye on the budget to be adopted a year from now. A.L.A. has published pamphlets on our similar situation. These guides state that the percentage for books has decreased and that for salaries increased, to the point where some libraries now spend more than 75 per cent for salaries. If standards for both staff and books are met, the salary item is likely to absorb under 70% of the money available, and the book and materials items close to 20 per cent. Salaries (other than maintenance)—about two-thirds of the total. Books and related materials (including rebounding)—about one-fifth of the total. I will appreciate if our chairman and finance committee will study these A.L.A. pamphlets (pertaining to Public Libraries) with an eye on our budget to be adopted a year from now.

In our last meeting, I was instructed by the Board to write a letter to the Great Books Discussion Group concerning leaving the library by or before the regular closing hour. I have a letter from Mr. and Mrs. John Hahn who offer counter proposals.

I have been in correspondence with the Amherst Junior Woman's Club who would like our bookmobile to be displayed at Sweet Briar College May 14th in observance of Amherst County Day. Sweet Briar college sponsors this day each year and will therefore pay all expenses. Miss Florence Yoder from Virginia State Library in Richmond spoke to this group and explained the Bookmobile service; they write that they are anxiously looking forward to seeing it.

I am not planning to attend the American Library Association meeting this year in Montreal; however, expenses for this meeting will accrue and can be used for Board members wishing to attend the American Association of Library Trustees meetings in Montreal on June 18 and 19th. Miss Land represented our Board last year at this annual meeting in Washington, D. C.
Progress is being made in numbering our registration cards in preparation for installing the Gaylord charging machine; also, I might report that I have contacted the librarian at Richmond Public Library who is expecting me and possibly one or two others of our staff to spend one day at this library to familiarize ourselves with the operation of this machine. Mrs. Wilson in our Children's Room is really swamped with work (come in some Monday between 4 and 5 p.m.). I am dubious of the workability of a Gaylord machine for adults and not for children because at present, children's borrowers cards are interchangeable in each department.

Since we have already asked City Council for a money request and received $1,285.55; and since Albemarle County is now surpassing the city in circulation, why not ask Albemarle County Board of Supervisors for a similar amount to install a Gaylord machine for our Children's room? Two typists and two new typewriters are also necessary for retyping a new card for every book in our library before the Gaylord system can operate.
Mrs. Elizabeth C. Fowler, Director
McIntire Public Library
Charlottesville, Virginia

Dear Mrs. Fowler,

Since Mrs. Cope is moving to another state, she has turned over to us your letter concerning the time of the Great Books discussion meetings at the McIntire Public Library.

We sympathize with the Library Board's concern over the series of break-ins at the Library, and would be glad to arrive at a mutually suitable arrangement to ensure the security of the building. Unfortunately, the suggestion that the meetings begin an hour earlier is not practical for many of us, particularly for those members who live at some distance from Charlottesville. Therefore, the effect of the Library Board's decision is to terminate the use of the Library by the Great Books discussion group.

Although we can obtain a meeting place at the University or at a local church, we feel that a more representative membership is possible when the meetings do not have an aura of University or church sponsorship. We also feel that the Public Library is an especially appropriate place for the discussion of "great books." Therefore, we offer two suggestions, hoping that one of them will prove satisfactory.

First, we would be delighted if one or more interested members of the Library Staff or Board would join the group. Not only would they then be sure of the security of the building, but we believe they would enjoy the experience.

Second, we would be glad to appoint one member whose personal responsibility it would be to see that any specific instructions had been carried out when the group left.

We trust that a mutually agreeable solution can be reached.

Sincerely,

Mr. and Mrs. John F. Hahn
McIntire Public Library

Board Meeting May 10, 1960 4 p.m.
Minutes

Members Present: Mr. H. H. Walker, Chairman
Mrs. Irving
Mrs. Sweet
Mr. Adams
Mr. Brown
Mr. Deets
Mrs. Fowler, Secretary

The meeting was called to order by the Chairman. The minutes were approved as recorded. Mr. Walker reported that he had called the president of the Rotarian Club, Mr. Ryland Moore, and explained to him about the lending of our Career Monographs to Albemarle High School. Mr. Moore understood and thought it a good idea that we keep them here and circulate them to all high schools in our area.

Mrs. Fowler gave an estimate of expenses needed for the new Gaylord machine; a discussion followed. Two typewriters were listed in the expense estimate. Mr. Deets said he would loan the library a typewriter for use. It was agreed by the Board to ask a representative from the Photostat Corporation and Gaylord Brothers to meet with us at separate times and determine the cost of operation of each machine. Mr. Deets reported that he would be in Navy service for two weeks beginning May 22nd. The Secretary was instructed to write the charge-out machines' representatives to fix a date for a conference with our Board before Mr. Deets' departure.

There followed a discussion concerning theft insurance coverage for the library. The secretary was instructed to get more detailed information as to cost and coverage.

It was noted in this day's Daily Progress that the Board of Supervisors of Fluvanna County suggested to discontinue the services of our Bookmobile, however, this is not a final decision. The final decision is contingent upon a public hearing on June 6th, 1960.
The application for State Aid funds, signed by Mr. Walker, Mr. Rush, and Mrs. Fowler, was viewed by members of the Board. With the recent information concerning Fluvanna, Mrs. Fowler said she would send the State Aid request form to Richmond with a letter of explanation of the Fluvanna situation. Mr. Adams suggested that the Bookmobile's full time could well be confined to the service of Albemarle County, together with the time of its personnel. It was suggested that this information would well be included in the letter to Richmond.

After a discussion of a letter received from Mr. & Mrs. John Hahn of the Great Books discussion group, the secretary was instructed to write them a nice letter, stating that we were in accordance with their program, would like for them to use our library, but that they must be out of the library by 9:00 p.m., closing time.

The meeting adjourned at 5:05 p.m.
McIntire Public Library

Board Meeting, June 14, 1960, 4 p.m.

AGENDA

(1) Presentation and discussion of budget minus Fluvanna County

(2) Decision regarding charging machine

(3) Discussion regarding expansion of library,
   (Juvenile Department particularly at this time)
I would like to call the Board's attention again to the increasing use of our library, and indications which point to our facilities suddenly becoming inadequate. A ride around our town presents graphic evidence of our growth, and another ride six months later will really be startling. Last week two groups of 1st grade school children (180 in all) were brought by their teachers for a tour of our library. These two groups represent a very small fraction of this age group in our city and county. They only represented McIntire & Holy Comforter Catholic schools. This is a fine and laudable thing modern education is doing. To meet and know their library staff, to find out how we are equipped to help them at such a tender age, is indeed a great step in education. During their visit to the library they were so thrilled and their eyes beamed with enthusiasm and expectation. They all said they would be back "tomorrow." And "tomorrow" they were back. We were not able to take care of them properly and they were a lot of disillusioned children.

If you remember, Mrs. Plant was hired to help part-time in the children's room. This she is doing as best she can. However, the desk in Children's room will not permit more than one person to work here and the room is the same as forty years ago when there was a population of 10,000. I am not thinking only of space but also of a staff to help our youth. Our children's librarian, Mrs. Wilson, has done a magnificent job under the circumstances. We cannot obtain qualified help to serve in our children's room due to lack of space and inadequate facilities. Mrs. Wilson is considering retirement after a long and respected service. Her salary at present is $3,456.00. A replacement at minimum salary of $4,320.00 will be a very dubious lure of acquiring a necessary replacement.
In addition to our space area problems, I would like to call your attention to the enclosed American Library Association statistics giving necessary personnel requirements for libraries serving populations of our size. The situation is acute. It requires immediate and definite action of our Board. We have all heard of the "population explosion." It is not a "catch phrase," it is a fact. Our present facilities are already inadequate. In a very short time, looking toward our increasing demands, they will become deplorable.

The secretary drafted a letter to Mr. Towe concerning insurance coverage; a copy of this letter was forwarded to the chairman of the Library Board. As of today, we have not had a reply to this letter.

A letter was mailed to Mr. & Mrs. John Hahn of the Great Books discussion group as instructed by the Board. No reply has been received.

Due to the State Library’s bookkeeping system, and delay in jobber’s deliveries, I regret to say that we have lost the use of some available funds for the year 1959-60. Invoices of our orders for books have to be forwarded to the State Library and be in the hands of the Library’s bookkeeping department by June 1st. before they can be credited to us. Any arriving after that date are cancelled. I talked with Mrs. Smith, Va. State Library, on the telephone and she informed me that she had checked on our orders, and that we had ordered enough books to cover our grant. But since the books and the invoices had not been received, part of our grant would revert to the general fund and be lost to our library. This is a regrettable circumstance.

We only need $12.50 more in order to purchase Career Monographs at a 30% discount. Otherwise, we will receive fewer monographs at a 20% discount.

The library received on June 9th from Mr. Richard F. George, Clerk of the Fluvanna County Board of Supervisors, a formal notice stating that Fluvanna County had severed ties with our library.
Mr. Walker called the meeting to order.

Mr. Walker reported that he had received a letter from Miss Yoder, Extension Librarian of Virginia State Library, warning that Federal Aid might be discontinued to libraries. Mrs. Fowler read a similar letter which she had received from the West Virginia Library Association, and her letter to Hon. Howard W. Smith, Chairman of the Rules Committee, United States House of Representatives, asking his help in this matter. Mr. Walker asked for a motion. Miss Buford made a motion that Mr. Walker write to Hon. Howard W. Smith asking him to help in continuing use of Federal Aid. The motion was seconded. After a discussion it was decided that Mr. Adams would contact Mr. Tom Carruthers, secretary to the Hon. Howard W. Smith, to find out more details before writing. Mr. Brown amended Miss Buford's motion by leaving it to Mr. Walker's discretion after finding out from Mr. Adams just what the bill was about. Mrs. Sweet seconded the motion; it was carried.

The 1960-61 budget was discussed. Mr. Walker reported that he had talked to the finance officers of the City and County, and that we are to operate within the original budget which included Fluvanna County.

After discussing the space problem in the children's room, the Board agreed that they could not go back to the City or County for additional funds at this time.

It was noted that twelve new stops were requested for the Bookmobile, and a new summer schedule was being set up, including these stops. Mr. Adams brought out the fact that since we would not serve Fluvanna, there would be six days a month that the Bookmobile would be free, and that it might be possible to use Bookmobile personnel in the children's room. It was further supposed that suburban stops during the summer might elevate the
overload in the childrens' room.

Mrs. White, Bookmobile librarian, was asked to come in and explain the Bookmobile's schedule to the Board. She explained that there was little difference in the summer and winter schedules, except that in the summer the Bookmobile served more individuals instead of schools; in summer the stops are closer to town but more individuals are served which takes as much time. At this point, Mrs. White retired and the Director was asked to check the rush hours in each department. Mr. Adams asked Mrs. Fowler to supply a job description for every job in the library.

The Photostat and the Gaylord charging machines were discussed. Mr. Deets felt that he was not sufficiently informed to vote on the use of either machine and asked that a second year operating cost be prepared for the Gaylord machine. He also said he wanted to talk with staff members to get their reasons for or against each machine. The Director was asked to supply a list of libraries using each machine, and to find out the cash-in value of the microfilm reader.

It was decided to have a special meeting June 28th at 3:00 p.m. to decide on the machines.

The meeting adjourned at 6:00 p.m.
Mr. Walker called the meeting to order. He recognized two citizens of the Greenbrier Subdivision, who had presented a partition which had come to us through Mr. Maupin Pence, Director of Finance of Albemarle County, requesting Bookmobile service to this area. The Board assured these representatives that the matter would be considered.

A request was also received asking Bookmobile service from St. John’s Nursing Home near Ivy, Va. It was decided that if it could be worked into our schedule, we would make a decision later. After the Greenbrier representatives departed, the Director assured the Board members that the Greenbrier Bookmobile stop could be worked into our summer schedule.

The Board discussed at length the merits of the two charging machines under consideration. The director read from Geer’s book the advantages and disadvantages of both machines. It was finally agreed upon to install the Gaylord equipment. The monetary consideration was not more than one hundred dollars in difference.

Mrs. Fowler presented Mr. Adams with a job description of every employee as requested.

In observing the May monthly report, the large item of Bookmobile cost was thought to be in error. (The Director later found out that Mr. Rush had this month deducted the whole amount of bookmobile depreciation reserve fund.)

It was decided that in view of this special meeting that the Board will not hold a July Board meeting.

The meeting adjourned at 4:45 p.m.
Notes from Librarian
August 9, 1960

Upon receipt of official notice July 7th from the Board of Supervisors of Fluvanna County, the director and the Bookmobile librarian conferred and drew up a new Bookmobile schedule which will (for the summer) include one stop per month to all former Fluvanna stops and also one stop per month to the Albemarle Greenbrier subdivision, Colle, and Cismont. We feel that these arrangements will serve all patrons and that they may charge out more books to satisfy their needs until the next visit of the Bookmobile. It includes all the former Fluvanna County stops in addition to twenty new stops added in Albemarle County. Beginning in September, Fluvanna desires service at their two high schools.

Towe Insurance Service delivered an insurance policy insuring all losses through burglaries excepting books for a premium of $20.50. The policy covers losses up to $2,000.00.

Please bring your 1960-61 budget, which includes Fluvanna, to the next meeting of the Board. There are figures which are changed but which changes will not effect the budget total.

We wish to congratulate Mrs. Sweet upon her reappointment and we welcome her back for another term.

No doubt you have seen in the local paper that we have acquired a Prentice-Hall service of interest to business men, lawyers and accountants. This has had an enthusiastic reception and we feel that it is a genuine service.

I contacted Mr. Wood, of Hickey's Woodworking Shop. He informed me that he hoped to have the new desk by September.

We are working at a great pace typing new cards for all adult books in preparation for the Gaylord charging system; and also setting up a new numerical file for this system.
I spent the whole day of July 20th at the Richmond Public Library, and two of their branches, familiarizing myself with the operation of the Gaylord charging machine. Richmond City Librarian, Mr. Howard Smith, told me (to my surprise) that they are considering changing to the Photostat system because the Gaylord system requires two thirds more person at the Charge-in/Charge-out desk for operation. Mr. Smith said their load of work is becoming too heavy and that they would change in order to economize on personnel.

We collected an unprecedented amount of fines for the year, 1959-60, the amount being $3,969.77, which naturally helped with the budget.
Members present: Mr. Walker, Chairman
Miss Buford
Mrs. Irving
Mrs. Sweet
Mr. Adams
Mr. Deets
Mrs. Fowler, Secy.

Mr. Walker called the meeting to order. He asked if there were any corrections to the minutes of the last meeting. As there were none, the minutes were approved as written.

The Director and Board members received the 1959-60 financial statement from Mr. Rush. It was noted that there was a substantial increase in fines. Mr. Walker asked for the reason for the increase. It was reported that probably the principle reason was the increase of the daily fine to five cents.

Mr. Walker insisted that we use the full twenty-five per cent allowable from State aid for salaries in order that we not lose any of it.

There was discussion of Mr. Rush's change in the 1960-61 budget. It was his opinion that the Scottsville station cost of $1,800.00 should be borne entirely by Albemarle County. So the percentage difference of $342.00 was deducted from the Fluvanna Bookmobile cost and added to Albemarle. The figures do not change the amount of the total budget.

It was brought to the attention of the Board that more than $4,000 had been spent in book orders since July 1st, and that our State Aid grant for books is $9,475. Mrs. Fowler said she hoped to spend the entire amount by February 1st.

Mr. Adams asked about the Burglary policy recently taken out with Towe Insurance Agency. Mr. Adams said that he was under the impression that the Board was to have a report on the coverage before contracting for the protection. Mrs. Fowler produced a copy of a letter written to Towe Insurance Agency, a copy of which had been mailed to the Chairman of the Board. This letter included a list of items the library
Mr. Tow issued the policy to cover everything except books. Mr. Walker asked Mrs. Fowler to write Mr. Tow for a written report explaining the policy, to be presented with the policy at the next Board Meeting. Miss Buford suggested that Mr. Rush be called to stop payment of the premium if it had not already been paid.

Mr. Walker called for a report of Library job descriptions which had been asked for by Mr. Adams. Mr. Adams reported that the descriptions were in detail and the jobs so varied that he could not make a full report. He cited Miss Thomas' job description in which she said she did various jobs for others when they were absent.

Mr. Walker asked when the Gaylord charging system might be installed. Mrs. Fowler said probably by October but she was not sure when the new desk would be finished, and that Mr. Wood said he hoped to have it by September 1st.

The Chairman asked who had read the A.L.A. pamphlets presented at the June meeting. He said he thought it would be a good idea to have Miss Land make a report on these when she returns.

The Board meeting time was discussed and it was agreed to have future meetings at 3:30 p.m.

Miss Buford asked if we would have rules and regulations this year for our 3rd floor reading room at night concerning high school students. There was a discussion. Mr. Walker said to "write if off the books," the request of high school students to have permits from their teachers to use the 3rd floor at night. He thought it was an administrative problem. It was noted that Miss Jo Wright now has help from 7:00 to 9:00 p.m. and this matter can be more closely supervised.

The Meeting adjourned at 4:00 p.m.

Immediately after adjournment Mr. Walker read a letter from the Fluvanna County Board of Supervisors, announcing that Fluvanna would continue use of the Bookmobile until January 1st, 1961; its further use contingent upon a referendum, November 8, 1960.
McIntire Public Library Board Meeting

3:30 p.m., September 13, 1960

AGENDA

Accept or Reject Theft Insurance Policy.

Consider Inclusion of the Word "Regional" in Library's Official Title - Also the Word "McIntire" in Title of Library's Station.

Yearly Election of Library Board's Chairman, Vice-Chairman and Secretary.
I obtained the Towe Insurance Agency theft policy from City Hall and will have it at our next meeting. I also wrote Mr. Towe a letter but have had no reply. City Hall informs me that bill for this policy was paid on June 30, 1960.

All letters coming to us from American Library Association and Virginia State Library are addressed, "McIntire Regional Public Library." We are considered a regional library, and I wonder if the word "Regional" should not be incorporated in our official name. It has been suggested by our ex-chairman that we use the word "McIntire" in the title of our Scottsville station. What is your opinion?

I have been looking for rules and regulations regarding the definite requirements of library stations and branches. Somewhere, I seem to remember reading that a station is not a branch library unless it is open for at least 35 hours per week and manned by a state certified librarian.

We are glad to be informed that City Council has reappointed Miss Florence Buford to our Board for another five year term.

As anticipated in my last notes to you, our library was one receiving a lengthy and complicated questionnaire from ALA's Council On Library Resources, Inc. on book-charging systems.

I am sure we will be glad to have Miss Land back with us. We will be very happy to have her tell us of her travels and experiences during the past year.
McIntire Public Library  
Board Meeting Minutes of September 13th, 1960, 3:30 p.m.

Members Present: Mr. H. H. Walker, Chairman  
Miss Buford  
Mrs. Irving  
Miss Land  
Mrs. Sweet  
Mr. Adams  
Mr. Brown  
Mr. Deets  
Mrs. Fowler, Recording Secy.

The Chairman called the meeting to order. He asked if there were any corrections to the minutes of the last meeting. There were no questions, so the minutes were ruled approved.

Mr. Walker called for the Towe theft insurance policy. Mr. Deets and Mr. Adams examined the policy. It was noted that it did not cover books, postage or vandalism. The premium of $20.50 having been paid for one year, the Board decided the policy to remain in force for that year.

Mr. Walker asked the Board for a decision on the word "Regional" being incorporated in the name of our library. Mr. Walker stated the library was city property and in case of loss through any means would have to be replaced by the city. Although technically a regional library, it was decided not to incorporate the word in the official name. There followed a discussion as to whether or not to include the name McIntire in the name of our Scottsville library. Miss Land read from library reference books the definitions of Branches, Stations, and Depositories. Mr. Deets moved that the name be Scottsville Branch of the McIntire Public Library. It was seconded and the motion carried.

The Chairman noted from the agenda that the Board offices were due for re-election. Miss Land moved that the present officers continue in their offices for another year. Mr. Deets seconded the motion. All board members signified by an aye vote.

The Chairman asked Miss Buford to report on her conference with Mr. Wood concerning our new charging desk. She reported that Mr. Wood found the lumber to be inferior and had to reorder; that he was doing all he could to hasten this job.
Mr. Walker asked the Librarian if she had anything to report. She reported that she had filled out a Book Charging study questionnaire which was sent by the Library Technology Project. She submitted copies to the Board for their inspection. Miss Land explained that this project under the American Library Association is supported by various grants to study library problems in all fields, such as the U. Va’s study of the use of a closed television circuit in viewing books from a distance, and the Va. State Library’s study in better lasting paper for books.

Mr. Walker asked if the Career Monographs had arrived. Mrs. Fowler stated that they had arrived and were being cataloged for use. Mr. Walker suggested the library keep a separate check on these booklets in order to determine how often they will be used.

Mr. Brown asked why the City finance director changed the cost of the Scottsville Branch from the Bookmobile and charged it to Albemarle County. He said that although the Albemarle County circulation was greater, that half the town of Scottsville was located in Fluvanna. Mr. Walker said he intended to have another talk with Mr. Rush concerning this matter.

Mr. Walker welcomed Miss Land back. Miss Land stated the purpose and aims of her trip. She gave a fifteen minute talk on her travels to the Far East which was very interesting. She passed around some newspaper clippings and pamphlets illustrating her travels. Some of the places she visited were Hong-Kong, Philippines, Ty-Chung, Japan, Bang-Kok, New Delhi, Athens, Rome, Paris, London, Copenhagen, and Glasgow. She reported that it was a very educational and wonderful experience.

The meeting adjourned at 4:35 p.m.
McIntire Public Library

Board Meeting of October 11, 1960 - 3:30 p.m.

Agenda

Minutes of meeting of September 13, 1960

Financial Report

New Business

Plans for Children's Room expansion

Speaker: Miss Yoder, Head Extension

Division, Virginia State Library, Richmond, Va.

Plans for air-conditioning Library and Bookmobile

Approval of Booklist
On October 8th, Mrs. Sturtevant, Mrs. Temple and I will attend the annual meeting of the Potomac Technical Processing Librarians meeting to be held at the University of Virginia. I have been a member of this group for over 20 years. It was formerly known as the Maryland, Virginia, and District of Columbia Regional Group of Catalogers and Classifiers. The speakers will be Mr. Edwin Castagna, Director of Baltimore’s Enoch Pratt Free Library, Mr. Richard Angell of the Library of Congress, Dr. Frank B. Rogers of the National Library of Medicine, and Miss Bertha Wrick of the H. W. Wilson Company. November 10th, 11th and 12th is the date set for our Virginia Library Association meeting in Williamsburg. I have a reservation for this meeting.

I have asked for bids for air-conditioning our library in 1961 from the following firms: Ray Fisher’s Inc., W. F. Brown Plumbing and Heating, Inc., Midway Electric Company, and Earl H. Vaughan, Inc. We have received a bid from Ray Fisher’s, and W. F. Brown has made a survey but has not submitted a bid. Vaughan Inc. wrote that they were unable to submit a bid at this time. We have not heard from Midway Electric Company.

In connection with the necessity of expanding our Children’s Room, the Board might consider purchase of available property in the 300 block of West Jefferson Street or the Red Cross building next door. I have written the Extension Division of Virginia State Library for a speaker to meet with our Board regarding this expansion. Unfortunately their schedule does not permit one of them to be with us on October 11th.

(Copy of Miss Yoder’s letter enclosed.)

A Children’s Book Fair is being inaugurated in connection with the November 13-19 Children’s Book Week. The sponsoring agents are: YMCA of U. Va., American Association of University Women (local chapter), local chapter of Delta Kappa Gamma (an education society), and McIntire Public Library. Plans at this stage are for an opening tea, a stationary book exhibit at Madison Hall for the first week, moving the exhibit the second week to county and private schools, ending with a small part of the exhibit at McIntire Public Library.
Members present: Mr. Walker, Chairman
Miss Buford
Miss Land
Mrs. Irving
Mrs. Sweet
Mr. Adams
Mr. Brown
Mr. Deets
Mrs. Fowler, Secy.

The chairman called the meeting to order. He asked if there were any questions concerning minutes of the last meeting. Mrs. Irving said that she would like to ask Mr. Brown to explain his statement that "half of Scottsville is in Fluvanna County." Mr. Brown and Mrs. Irving discussed the boundary line. Mr. Brown said that he did not mean half of the Branch Library's circulation, as each pays according to circulation distribution; he then asked Mr. Walker if he had talked with Mr. Rush. Mr. Walker stated that he would report later as Mr. Rush was unable to talk with him previously. Mr. Walker asked for further questions concerning the minutes. As there were none, the minutes were approved.

Mr. Walker noted on the September financial report that only $2,093.35 had been spent on books. Mrs. Fowler reported that invoices had been sent to Richmond, but we had not received checks for them; also that books were slow in coming in. Miss Buford told of how long it took for books which were ordered for her school library.

Mr. Walker told the Board that he had asked the librarian to write Virginia State Library for a speaker to be with us today to discuss the expansion of our children's room facilities. As no one from Richmond could be present, the question was postponed until our next meeting when we have the promise of a speaker from that office. Mr. Walker also stated that he thought an architect should be consulted regarding expansion. In connection with expansion, the chairman asked Mrs. Fowler to present graphs and explain them to the Board. Mrs. Fowler explained the four graphs; one giving the McIntire Library circulation, Juvenile, adult and total for the past four years. She explained that possibly the drop in juvenile circulation in the building could be accounted for by the fact that we are now forced to limit the
number of books checked out at one time to a borrower due to lack of space and personnel. The graph giving Bookmobile circulation for the past four years showed an overwhelming uptrend. On the graph giving the main library circulation month by month, it was interesting to note March and July gave the highest circulation. The increase in book stock showed steady for the past four years. Mr. Adams asked Mrs. Fowler why there had been such a tremendous increase in the Bookmobile circulation. She answered that, because Mrs. Sturtevant had been employed on the Bookmobile and extra stops had been added; also the citizen interest had increased in Fluvanna County.

Mr. Brown asked if proposed annexation would affect bookmobile circulation. Mrs. Fowler reported we didn’t serve that area except in the summer. Mr. Adams said he didn’t think we would need a branch if we added another bookmobile to take care of the suburban areas.

There was a small discussion on air conditioning. Gerstenslager Company estimated it would cost between $500 and $700 to air condition the bookmobile and Ray Fisher estimated between $7,200 and $8,430 to air condition the library. Miss Buford suggested we write Ray Fisher to see if they could do the job at that price and still keep the beauty of the library.

Mrs. Fowler reported that Mr. Gene Wood had installed only 1 heater in the bookmobile but would install the other one as soon as he had the time.

Mr. Walker asked if Career Monographs were being used. Mrs. Fowler reported they were being used and a count was being kept at the main desk.

It was noted that the next board meeting would be on Election Day. Mr. Deets suggested that the meeting be delayed until November 15th. Everyone agreed on that date.

The meeting adjourned at 4:30 p.m.
McIntire Public Library

Board Meeting, November 15, 1960, 3:30 p.m.

AGENDA

Minutes of meeting of October 11, 1960

Financial Report

New Business

Plans for Children’s Room expansion. Speaker: Miss Yoder, Head, Extension Division, Virginia State Library, Richmond, Va.

Plans for air-conditioning Library and Bookmobile

Approval of Booklist
At the suggestion of Mrs. Sweet, I have written Gerstenslager Company for more information regarding air conditioning our bookmobile. In reply the Gerstenslager Company advised installing a Coolerator Air Conditioner made by Coolerator Division, McGraw-Edison Company, Albion, Michigan, Model C11BL, 115 volt, 12 amp. mounted in the rear window. In their opinion this would be the simplest and most practical installation without body change. Their estimate of cost of the installation and the unit would be $450 to $500.

In my notes of October 11th, I reported asking for bids for air conditioning our library building from the following firms: Ray Fisher's, Inc., W. F. Brown, Plumbing & Heating, Inc., Midway Electric Company, and Furl H. Vaughn's, Inc.

Since then Vaughan, Inc. wrote that they were unable to submit a bid at this time, and Midway Electric Company replied that they do not do air conditioning work of this type. Recently I have written three more local firms requesting bids: W. W. Martin & Bros., Inc., C. P. Martin & Company, and L. A. Lacy.

Acting upon Miss Buford's suggestion, I contacted Ray Fisher, Inc. to see if the air conditioning could be accomplished at their price without marring the architectural beauty of the library. I also made this request of W. E. Brown, Inc. who suggested that in order to do a satisfactory job they would like us to first consult an engineer or an architect to consult with them for this purpose.

As our chairman suggested, Miss Florence B. Yoder will attend our next meeting to discuss with us our proposed expansion of our children's room.

As a member of the committee of the Children's Book Fair, I have been working on book selections to be shown. The Committee requests that I go to Richmond to select from Miller & Rhodes Store the majority of these books. Some will also be furnished by New Dominion Book Store of Charlottesville. A portion of the Fair will be held at McIntire Public Library on November 25th and 26th.

Both heaters have been installed on the Bookmobile.
McIntire Public Library—Notes from Librarian, Nov. 15, 1960 (Continued)

Our present and constant pressing need is expansion of our facilities. Any suggestion of changes or alterations to our lovely building brings immediate and vigorous response from a large and influential segment of our citizens.

We have at the rear of the building a beautiful terrace measuring 27 x 75 feet. In order to not injure the tree (take 27 x 70 ft.) this will represent a potential of 1890 sq. ft. floor space. With modern earth moving equipment, ventilation and lighting, this area could be excavated and made into a modern and adequate space for our children's needs. The brick terrace, the ivy and boxwood could all be replaced and our building remain exactly as it is today. This excavation would add 1142 more square feet than the present children's room.

The present children's room might be used for adult services, bookmobile, or music room expansion, all of which is sorely needed.

Also I wish you would consider the possibility of leveling the sidewalk from 2nd Street and replacing the steps at the side of building with a brick ramp so the bookmobile (or bookmobiles) could load and unload and also park here overnight.

Let's please have a discussion of all the above suggestions as the other possibilities I mentioned in "Notes" of October 11, 1960.
McIntire Public Library Board Meeting  
Minutes of November 15, 1960, 3:30 p.m.

Members present:  
Mr. H. H. Walker, Chairman  
Miss Florence Buford, Vice-Chairman  
Mrs. Irving  
Mrs. Sweet  
Mr. Adams  
Mr. Brown  
Mr. Deets  
Mrs. Fowler, Secy.

In the absence of the chairman, the meeting was called to order by the vice chairman. She asked if members would like the minutes of the last meeting read. Mr. Adams made the motion that we dispense with the reading of the minutes and that they be approved. Mrs. Irving seconded the motion and the motion carried.

The chairman entered at this time and conducted the meeting. He gave attention to the financial report and again stressed the fact that book orders should be in early so as not to lose any of the State and Federal Aid funds.

Mr. Walker reported that he had not had success in locating Mr. Wood, who is building the new charging desk. Mrs. Fowler said, that in her telephone conversation with him last week, he said he was waiting for a molding machine which he had ordered.

Mr. Walker reappointed the same financial committee to work with the director on the 1961-62 library budget, and said he hoped it could be completed by January. He appointed Mr. Roscoe Adams, Jr. to represent the city and Mr. William Brown to represent the county. Mrs. Fowler was instructed to write a letter to the Fluvanna Board of Supervisors to inquire as to their intentions of remaining with us for the last half of this fiscal year and their indication of being with us in 1961-62 as this will affect the composition of our new budget. Mr. Brown asked Mr. Walker if he had talked with Mr. Rush, city financial director, regarding the charges of Fluvanna residents at the Branch library as this will affect the budget. Mr. Walker said that he had not, but would make an effort to see him.
Mr. Walker reported that he had visited the Richmond Public Library and had investigated the operation of their children's room and their music department. They told him that McIntire Library is spending one half as much for books at this time as Richmond Public Library.

Mr. Walker reported that he had been talking about expansion in the Children's Department for some time and that he had asked Mrs. Fowler to write Virginia State Library to send someone from there to meet with us and discuss our needs. He introduced Mrs. Katherine Smith, Assistant Head of their Extension Department.

Mrs. Smith expressed her delight in how we are operating. As to Richmond Public Library, Mrs. Smith said that they did not have the funds that they should have for proper operation, that Charlottesville receives a larger share of State and Federal funds because of its service to a larger rural population. Mrs. Smith said that in the preparation of our future budgets the amount should be increased and a sum allocated for the purchase of books, as we have no definite assurance that the Federal and State Aid we now receive will continue indefinitely. Mr. Brown asked if we should apply for an increase in the budget with the view of building up a reserve fund. Mrs. Smith replied that we should ask for an increase and spend it. This brought up the question: If we buy all these books, where will we put them? Mrs. Smith suggested that we have a well qualified architect come in and survey our needs. It was brought out that we would probably have complaints if we should suggest expansion here. Mrs. Smith recommended Mr. J. Russell Bailey, a library architect who has built libraries all over Virginia and elsewhere. He lives in Orange, Va. She said we also should have civic groups backing this work and that if we would get plans on paper, we could have a better idea of our needs. Mrs. Smith advised that according to the American Library Association, new additions to library buildings are recommended every twenty years. She cited population increases in Virginia showing our area as third largest.
Mr. Deets brought up the fact that a Branch would involve excessive costs in
duplicate books, supplies, and staff and that much more could be accomplished at
less cost at our present location. He asked Mrs. Smith if our volumes were in line
with like per capita areas. She said that according to statistics, we should have
two volumes per person for a population of 35,000 to 100,000, hence with our 44,000
volumes we are inadequate on book stock, but all right on circulation.

Mr. Adams suggested that we call in Mr. Floyd Johnson to make a survey and that
if Mr. Johnson would like, he could call in Mr. Bailey. Mr. Walker stated that he
would be in favor of another bookmobile but not a Branch. He suggested that we call
on Mr. Johnson.

Concerning our book stock, Mrs. Smith stated that our children's supply is
inadequate; that the proportion should be one third children and two thirds adult
books. This statement was brought about by a suggestion of Miss Buford that we
determine the number of children in the area we serve that might use the children's
room. As a former children's librarian herself, Mrs. Smith recommended we build
our juvenile collection from books listed in the widespread subject field of the
Children's Catalog.

Mr. Walker reported that Richmond Public Library considered sidewalk book
depositories impracticable. Mrs. Smith said door depositories were satisfactory
and recommended Pence Company of North Carolina with an office in Richmond.

The next item on the agenda concerned air conditioning of the bookmobile. Mrs.
Fowler read a letter received from Gerstenslager Company which quoted a price between
$800 and $1,800. Mrs. Smith said that they found it cheaper to send the bookmobile
and driver to Wooster, Ohio to have the work done. Mr. Walker said that we should have
an agreement with the county to include the cost of air conditioning the bookmobile.
Mrs. Sweet said we should definitely have the bookmobile air conditioned before July.

Mrs. Fowler reported that no more information had been received regarding air conditioning of the library, except that W. E. Brown & Co. suggested the employment of an engineer or an architect to consult with them before they submitted a bid.

The Chairman thanked Mrs. Smith for meeting with us and for the valuable information.

There being no further business, it was moved and seconded that the meeting be adjourned.
McIntire Public Library

Board Meeting, December 13, 1960, 3:30 p.m.

AGENDA

Minutes of meeting of November 15, 1960

Financial Report

New Business:

(1) Consideration of and decision re air conditioning the library (in view of letter to Board from Ray Fisher's).

(2) Action to be taken re Children's Room Expansion.

(3) Holiday on Christmas Eve?

(4) Approval of Booklist
I have tried to get the Finance Committee together but without success. Fluvanna County still presents a problem in that they will not commit themselves for the coming fiscal year. This obviously means the preparation of two budgets.

Please notice that since 1956-57 through 1959-60 we have had a juvenile increase of 12% and a total increase of 26%. Our total Bookmobile circulation in the same period increased 174%, with 104% increase in adult circulation and 230% increase in juvenile circulation! The Main Library, during this period, had a total of 18% increase in circulation, a 19% increase in adult circulation and a 23% increase in juvenile circulation.

At our last Board meeting, I missed reading page two of the letter from Gerstenslager Company (at this time, everybody seemed in a hurry to get the meeting over). The complete letter stated that work could be accomplished here at an estimated cost of $400 to $500. A complete drawing pertaining to installation was enclosed. Mr. Edward Omohundro said that he would like to offer a bid for complete installation of air conditioning for our Bookmobile, but first wants to obtain some warranty from the manufacturer of the equipment. Ray Fisher's is also interested in bidding on this work.

I am indebted to Mrs. Sweet for her service and time in purchasing six new lamp shades for lamps in our reading rooms. At Mrs. Sweet's suggestion, we have had all candle holders washed and straightened in the chandelier lights of the main reading room. One of the city electricians said that we will soon have to have all our chandeliers rewired as the insulation is deteriorating.

I attended the Virginia Library Association Annual meeting at Williamsburg Lodge, Williamsburg, Virginia, November 10-12. At the first general session, the Rev. James J. Kortendick addressed the group of over 200 members present. Rev. Kortendick, head of the Department of Library Science, Catholic University of America, Washington, D. C. is also president of the A. L. A. Library Education Division. His subject was "Leadership through Supervision." He told of the supervisor's leadership and duty in setting up a work situation the growth of the employee by offering constructive criticism, and to recognize the need to learn and develop. He offered a set of golden rules.
Father Kortendick reported that there had been held a meeting of contributors to
Future of Library Service. In looking into the future (to 1980) special attention
will be paid to demographic implications. Philip M. Hauser, former Deputy Director of the
Census Bureau and now head of the Sociology Department of the University of Chicago and
chairman of the 1960 Census Advisory Committee, will write the lead article and will
make tabulations and projections of data based on the 1960 census. Along this theme was
Father Kortendick's report of the 'Library of the Future.' The Council on Library Resources,
Inc., made a $30,991 grant to the ALA for use in planning this library exhibit of the
1980 library at the Century 21 Exposition to be held in Seattle April 21 - October 21, 1962.
The grant, in addition to a $2,000 grant made last May for a feasibility study, will be
used to develop plans for participation by the ALA. As envisaged, the exhibit will display
various types of electronic and other recently developed equipment in a library environ-
ment and indicate what the machines can do to improve library service. ALA's exhibit
will be given a central and very prominent position at the Exposition.

We were entertained at the Banquet meeting by a noted Williamsburg folksong singer
who accompanied himself by guitar. The speaker at this meeting was Clifton Waller Barrett.
Mr. Barrett is author and collector of American Literature, donor of the Barrett collection
at Alderman Library. His subject was "Some American Writers and the Civil War." He read
many interesting anecdotes, descriptions of Lincoln and other prominent people, written
by authors during the 1860's.

At our Public Library Section luncheon, Mr. J. Russell Bailey, Architect and
Library Consultant, gave a most interesting talk on "The Library Building and the People
Who Use It." There followed a question and answer period.

In regard to the air conditioning of the Building, all firms contacted (except
Ray Fisher's) have said that they wish us first to consult an engineer or an architect to
draw up preliminary plans so that there would be a chance of a fair bid. Should this
cost be included in cost of expanding the children's room?

The Library will be closed on December 26th and January 2nd as will the City offices.
We have always closed on Christmas Eve so assume we also will this year?
McIntire Public Library Board Meeting
Minutes of December 13, 1960, 3:30 p.m.

Members present: Mr. Walker, Chairman
Miss Buford
Miss Land
Mr. Adams
Mr. Deets
Mrs. Fowler, Secretary

The meeting was called to order by the Chairman. He asked for corrections of the minutes of the last meeting. As there were none, the minutes stood approved.

The monthly financial report was discussed. Aside from a few items, the financial report was voted in good order.

Mr. Walker reported that he had told Mr. Wood that we would have to have the new desk in the year, 1960.

Mr. Adams reported that Mrs. Fowler had called him to arrange a meeting to consider the budget, but that he had not been able to contact Mr. Brown, and that no meeting had evolved.

Mr. Walker reported that after his talk with Mr. Rush there had been a misunderstanding in the return to Fluvanna County of budgeted funds that involved the costs of the branch library at Scottsville which serves both Fluvanna and Albemarle. He assured Mr. Rush and the Board that this should not happen again, as decisions of this sort are the policy and the responsibility of the Library Board.

The Chairman read a letter received from Mr. Richard F. George, Clerk of the Fluvanna County Board of Supervisors. The letter stated that the Bookmobile service had been approved until July 1st, 1961, but they could not report as to thereafter as they did not know what our budget would require. The matter was discussed by the Board and it was decided that Mr. Walker should contact Mr. Maupin Pence, Director of Finance of Albemarle County and explore the possibility of Albemarle County taking over the complete service of the Bookmobile in the event of Fluvanna's withdrawal. Mr. Deets said he should let Fluvanna know that they are free to withdraw at any time, and possibly to give them to January or February 1st to let us know their definite intentions.
Mr. Walker said he was in sympathy with the great effort Mrs. Irving had made to retain the service of the Bookmobile for Fluvanna County. The Board agreed that she had worked hard and that we should support her. Mr. Deets made the suggestion that our Board meet with the Fluvanna Board of Supervisors. Mr. Adams suggested that we prepare our budget just for the City and for Albemarle County and that Fluvanna could pay their share later, if they decided to accept our service.

The final preparation of the budget rests upon the decision arrived at in the meeting of Mr. Walker and Mr. Penco.

The Chairman read a letter from Mr. and Mrs. Orbin Carter which commended Mrs. Fowler upon her wide selection of non-fiction books.

The matter of Christmas holidays was discussed. Mr. Adams moved that we observe holidays as the City does, and be closed on December 24th and December 26th. Miss Land seconded the motion; the motion carried.

Mr. Walker read a letter from Ray Fisher's, Inc. which stated that the total cost for air conditioning the library will be approximately $10,000.00. It was generally agreed that the other air conditioning firms wishing to submit bids (after an architect or an engineer had surveyed our needs) should be considered in our overall expansion program.

Mr. Adams suggested that we appoint a building committee. Mr. Walker asked if the Board as a whole were in favor of expansion of Juvenile and Bookmobile facilities. The Board voted yes. It was decided that the problem be brought before Mr. Jim Bowen, City Manager, and that Mr. Walker appoint a committee to make preliminary studies and recommendations concerning present and future library facilities.

The meeting adjourned at 4:50 p.m.
Mr. Walker said he was in sympathy with the great effort Mrs. Irving had made to retain the service of the Bookmobile for Fluvanna County. The Board agreed that she had worked hard and that we should support her. Mr. Deets made the suggestion that our Board meet with the Fluvanna Board of Supervisors. Mr. Adams suggested that we prepare our budget just for the City and for Albemarle County and that Fluvanna could pay their share later, if they decided to accept our service.

The final preparation of the budget rests upon the decision arrived at in the meeting of Mr. Walker and Mr. Pence.

The Chairman read a letter from Mr. and Mrs. Orbin Carter which commended Mrs. Fowler upon her wide selection of non-fiction books.

The matter of Christmas holidays was discussed. Mr. Adams moved that we observe holidays as the City does, and be closed on December 24th and December 26th. Miss Land seconded the motion; the motion carried.

Mr. Walker read a letter from Ray Fisher's, Inc. which stated that the total cost for air conditioning the library will be approximately $10,000.00. It was generally agreed that the other air conditioning firms wishing to submit bids (after an architect or an engineer had surveyed our needs) should be considered in our overall expansion program.

Mr. Adams suggested that we appoint a building committee. Mr. Walker asked if the Board as a whole were in favor of expansion of Juvenile and Bookmobile facilities. The Board voted yes. It was decided that the problem be brought before Mr. Jim Bowen, City Manager, and that Mr. Walker appoint a committee to make preliminary studies and recommendations concerning present and future library facilities.

The meeting adjourned at 4:50 p.m.
McIntire Public Library

Board Meeting, January 10, 1961, 3:30 p.m.

AGENDA

Minutes of meeting of December 13, 1960.

Financial Report (if available)

New Business:

(1) Report by the Chairman concerning his talk with Mr. Bowen and Mr. Pence.

(2) Action to be taken re Children's Room expansion.

(3) Report by Director re Bookmobile coolerator.

(4) Report by Chairman of Finance Committee re new budget proposal.

(5) Approval of Booklist.
The Vice-Chairman called the meeting to order. She asked for approval of the minutes of the last meeting. Mr. Adams moved that they be approved. The motion was seconded and carried.

Mr. Brown stated that he was absent from the last meeting and would like to question the refund of money to Fluvanna. There was a brief discussion as to what really happened. Mr. Brown said it should be made a point to distribute the money correctly. Miss Buford suggested Mr. Rush give us a statement as to how much money was refunded and when, or leave it to Mr. Walker. It was decided to wait until the next board meeting and have Mr. Walker report a second time on his talk with Mr. Rush about the Fluvanna refund.

Mrs. Fowler was instructed to put this on the Agenda of the next meeting.

Miss Buford asked if there were any other questions about the minutes of the last meeting. Mr. Deets thought possibly he had been quoted incorrectly when he was discussing the budget and Fluvanna at the last meeting. He felt we should hear definitely from Fluvanna by March 1st of this year, and if they do anticipate withdrawing at any time, that they should give us a six months' notice.

The financial report was briefly discussed; the board making note to the fact that one half of book appropriations had been spent.

The Vice-Chairman called for a report from Mrs. Fowler regarding the cooler for the bookmobile. Mrs. Fowler read a letter from Ray Fisher's, Inc. stating that a cooler for the back window of the bookmobile would cost $389.00 including installation. Mrs. Sweet asked if this was the same type cooler as Gerstenslager recommended at a higher price. She was informed that it was the same type. There was a brief discussion as to how the bill would be paid. There were several suggestions to include this in capital outlay expense, have special appropriation from the County and not to include as budget item.
Mr. Adams made a motion to turn the matter over to the Chairman of the Board and have him contact the Boards of Albemarle and Fluvanna to secure funds accordingly to pay this bill. Mr. Brown seconded the motion. The motion carried.

Mrs. Fowler reported she had another letter to read. A letter from Van Lear, Inc. dated January, 1960 was read by Mrs. Fowler. In this letter, Mr. Martin (Mr. Van Lear's assistant) stated that removal of partition would be $305.55. Mr. Deets stated that he had talked with Mr. Van Lear in the past month. In their talk, Mr. Van Lear said he did not intend for the letter of January, 1960 to be a bid. He reported he would submit a new bid. Mr. Deets said it had been a year past, that prices had gone up, and he felt a new bid would be fair. Mrs. Fowler read Mr. Van Lear's letter of January, 1961, which stated he would remove the partition, repair and finish the walls, wiring, and match the paint as close as he could for the amount of $525.00. Mr. Adams felt we should have another bid, but also felt the City might appropriate the money with only one bid. The final decision of the Board was to turn over the January, 1961 bid to Mr. Walker. If Mr. Walker felt the one bid was sufficient, that he proceed with accomplishment.

Miss Buford asked Mr. Adams to give a report on the 1961-62 budget. Mr. Adams reported that he and Mr. Brown had met with Mrs. Fowler to discuss the budget. He reported that the total of the budget was up $7,300 over last year. There was an increase also in salary and operating expenses. Two budgets were prepared; one including Fluvanna, one excluding Fluvanna. Mr. Deets asked if the increase in the salary was on a merit basis. Mrs. Fowler answered it was. Last year's budget was referred to and costs in Fluvanna were discussed. Mr. Adams felt the operating expenses were in order and that Mrs. Fowler knows more about the salary increases.

Miss Buford suggested that we have a call meeting and discuss the budget with Mr. Walker. Mr. Adams said he and Mr. Brown might try to meet with Mr. Walker before the next meeting. At that meeting, they would have recommendations on the budget.

It was decided that a call meeting of our Board would be held at 3:30 p.m., as day, January 24th, because Fluvanna Board of Supervisors will meet prior to our next scheduled meeting and will want a report on our budget. More copies of the proposed budget will be made and distributed at this meeting.

The meeting adjourned at 5 o'clock.
The Chairman called the meeting to order and reported that he had seen the Director of Finance of Albemarle County and had discussed with him the financing of the airconditioning unit for the bookmobile. He reported that the Director of Finance approved the unit, but instructed us to include this cost in the 1961-62 budget. The cost is $389.00.

Mr. Walker stated that he had talked with Mr. Rush, City Director of Finance, about the money refunded to Fluvanna last year, and that Mr. Rush said he had taken the matter up with the three governing bodies which approved it. Mr. Walker said that Mr. Rush felt that the Fluvanna refund issue should remain as it is. Mr. Walker also said he thought it should remain a closed matter. Mr. Brown asked how Mr. Rush decided upon making the refund. Again Mr. Walker stated that Mr. Rush had gotten approval from the three governing bodies. After a lengthy discussion, it was unanimously voted by the Board that it be incorporated in the minutes that the above refund matter had been thoroughly discussed by the Library Board and that it had not approved a change in the present operating budget; also to let Mr. Rush know that he should not change the budget unless the change be approved by our Board.

Mr. Walker brought up the matter that the main purpose of this called meeting is the discussion and decision regarding the 1961-62 budget. He thought that the proposed budget should show last year's salaries together with this year's salaries, so as to indicate the increase in salary for each employee. Mrs. Fowler reported that she thought the employees deserved a raise, and that we do have a merit basis for raises. She was asked why Mrs. Wilson's salary jumped a grade. She reported that, although Mrs. Wilson was a certified librarian, that she had never attained a certified librarian's minimum salary, and it would be impossible to get a certified librarian for this position when Mrs. Wilson retires July 1st, without offering at least the minimum of the professional salary scale.

It was noted that the salary budget had increased $5,500.00 over last year, $2,500.00 of that being for a new employee. Mr. Deets noted that the operating budget was up about 6% while the circulation was up approximately 8%.

Mr. Walker asked how many certified librarians we have on the staff. Mrs. Fowler reported that there were four.
Mr. Adams asked how many hours per week our library was open to the public. The answer was 59 hours per week, which is more than any other regional library in the state.

Mr. Walker reported that he had gotten approval of cost of increased expansion of the Adult Department, but had not taken up the matter of Juvenile Room expansion with the city officials.

Mr. Walker also questioned the substitute salary increase. It was reported that Miss Jo Wright needed help at night and her helper's salary came out of this increase.

Mr. Adams suggested that we leave out of the budget provision for the new Juvenile Room employee because expansion in this area could not be achieved before 1962. Miss Land stated that it would be necessary to have absolute proof of the need of a new employee before approval of a new position. It was brought out that considering the cramped condition in the Juvenile Room there is not working room for an additional employee.

Mr. Adams asked if the budget would be approved including Fluvanna. Mr. Walker said it would not make any difference because Albemarle had said they would assume the additional cost together with the additional service if Fluvanna drops out.

The final budget including Fluvanna and the cost of the Bookmobile air conditioning unit ($389.00), less the proposed new employee's salary was passed unanimously by the Board.

Mr. Walker instructed the Library Director to redraw the budget according to the above changes and to mail a copy to the clerk of the Fluvanna Board of Supervisors prior to their February meeting.

The Chairman asked if there would be enough business to warrant another meeting in February. Mrs. Fowler reported she had one decision to be made which might be accomplished at this meeting. She stated that Mrs. Temple is expecting a baby in April, and wishes to have three months leave of absence. She had arranged to have Mrs. Isabella Higginson to fill in for these three months. The Board approved this appointment.

It was decided that the February meeting could be dispensed with.

The meeting adjourned at 5:00 p.m.
McIntire Public Library
Board Meeting, March 14, 1961, 3:30 p.m.

AGENDA

Minutes of meetings; January 10th, 24th, 1961.

Financial Report

New Business:

1. Report by the Chairman concerning expansion of childrens' room.

2. Action to be taken re childrens' room.

3. Board's decision re positions of Mrs. Sturtevant and Mrs. Higginson as of July 1st; also Mrs. Dorrier's mother at our Branch Library.

4. Discussion re Fluvanna.

5. Approval of booklist.
The library was closed for a period of three weeks, during which time the staff
and full time employment in their regular duties. Circulation employees were kept busy
reading the shelves, receiving and shelving books. Due to the mammoth job of cleaning up,
our janitor was employed full time instead of half time.

Since reopening on February 13th, I have had to employ extra help to distribute
new borrowers cards and to perform the duties of two employees who have been ill. In the
first two weeks after reopening, we also registered 229 new borrowers.

We are fortunate to have Mrs. Higginson who is a graduate of Drexel Library School

Since reporting to you last month concerning the jump in Mrs. Wilson's salary, there
has been a revision in the state library salary scale. The minimum professional salary starts
at $4,512.00 per year and the minimum Library Director's salary begins with $6,144.00 per year.
Both of these salaries in our library are below state standards.

We have had, as anticipated, a great demand for adult books from our 10, 11, 12 and
13 year olds. With our new Gaylord charging machine these requests are not authorized unless
the child brings with him his parent's borrowers card. Last May 10th, I asked the Boards'
opinion in regard to the installation of a second Gaylord charge-out machine in the children's
room (please see Agenda dated May 10, 1960). The installation of a Gaylord machine in this
Department will be relatively cheap compared to its installation in the adult department as
the numerical borrowers file is already set up. Mrs. Temple and I have discussed the use
of a Gaylord machine in the children's room and feel like it is a necessary piece of equipment.
This will also solve the problem of the 10-14 year old borrower of adult books.

You will notice the drop in our circulation due to closing the library. It is
interesting to note that 16 6/10 books per borrower were charged out last year to 22 1/3%
of a population of 67,900.

We have estimated that it takes three times as long to check in a book with the
Gaylord system as compared to the photostat system and even with additional help the work
of the night personnel has to be completed by the day shift.
You might notice in the Book List several titles relating to the Soviet Union or Communism. This is because a Lane High School teacher called me and reported that the State Board of Education has requested that the Schools teach the principles of Communism in order to combat it. A list of books was requested for this purpose.

We have in the dark recesses of our library a 20 volume set of the "Book of Knowledge" which is not mentioned in "Winchell's Reference Guide," an authoritative guide of reference books. This children's encyclopedia, though not recognized in "Winchells", and old and out of print and containing nothing of the sputnik age and modern science, could be used to advantage in one of our elementary schools. I should like to offer it, with the Board's permission to one of the newly organized schools in this area.

Reference questions by persons and via telephone are becoming more numerous everyday. We keep two books, by date and number, of these questions asked. One book in the office downstairs where telephone is answered, and the other book is kept at the circulation desk for questions asked there. Also our Interlibrary Loan requests are growing tremendously -- not only for our own patrons but from other libraries. Recently we shipped a request of four books for loan to Fort Madison, Iowa. The following list of requests from a Fluvanna high school teacher might interest you:

"Our seniors are beginning term papers. We would like a biography and magazine articles on each of these people:

John Bunyan
Lord Byron
Joseph Conrad
Daniel Defoe
George Elliott and Her Times

Oliver Goldsmith
Thomas Hardy
Henry VIII
Rudyard Kipling
Jonathan Swift

W. Somerset Maugham
John Milton
Percy B. Shelley
Mrs. Wordsworth
Mrs. Shakespeare and the Players
Robert L. Stevenson

We would like magazine articles on these people":

Elizabeth Browning
Robert Browning
Robert Burns

Geoffrey Chaucer
Charles Dickens
Queen Elizabeth I

Queen Elizabeth II
Samuel Johnson

We would also like material suitable to be used with these topics":

The Diminishing British Empire
How Queen Elizabeth's Reign Affected Her Era
Shakespeare's England
Development of the English Language
A State Trooper as my Vocation

Thanks,

Iva L. White, Librarian
Fluvanna Co. High School - Feb. 23, 1961
Since Miss Thomas was hospitalized on March 3rd, I have hired Miss Amy Carle to work in Miss Thomas' place for two weeks. Miss Carle worked in the library at St. John's, Annapolis, Md. where she received her B. A. degree. She also was employed in the acquisitions department at Widener Library, Harvard University.

Our Branch librarian, Mrs. Dorrier, expects a baby about August 1st. She asks for two months leave and that her mother operate the library during this period. Mrs. Dorrier says that she herself will continue to assume the responsibility. I can see no objection to this arrangement.
Board Meeting Minutes, March 14, 1961, 3:30 p.m.

Members present: Mr. H. H. Walker, Chairman
Miss Buford
Mrs. Sweet
Mr. Adams
Mr. Brown
Mr. Deets
Mrs. Fowler, Secy.

The meeting was called to order by the chairman. He asked if there were corrections to the minutes of the January 10th and 24th meetings. Mr. Deets stated that he would like to make himself clear in reference to the Fluvanna budget, in which he said that Fluvanna should notify us six months before the end of the fiscal year whether or not they intend to remain a part of our system — and also six months in advance of the preparation of our budget. As there were no other corrections to the minutes, they stood approved.

Mr. Ralph Stoughton of Fluvanna County was present at this meeting to discuss Fluvanna's part in the 1961-62 budget. Mr. Stoughton explained that he was not present in any official capacity, but that he was strongly in favor of Bookmobile services in Fluvanna and felt that we are "buying service and being billed for units." He noted that there would be a continuing increasing cost each year, and the Fluvanna Board of Supervisors felt that they could not afford the increase. He said they feared the unknown. He suggested that it might be possible to achieve a long term contract with Fluvanna. Mr. Adams said he agreed no one can see into the future, but we present our budget six months in advance and operating expense is based on last years circulation. He told Mr. Stoughton that he wanted Fluvanna to continue our service.

Mr. Stoughton had an idea that we could work out a service arrangement based on so many miles, so many stops. Mr. Deets said that we would have to study the problem before making any decision. He felt we had been patient in waiting on Fluvanna, and that he would be willing to attend a Fluvanna Board meeting, and try to answer their questions to the best of his ability.
Mr. Stoughton said that he understood that our system of preparing the budget was unique in the state. When questioned on this statement, he informed the board that Mrs. Fowler had told him so. Mrs. Fowler stated that the State Librarian, Mr. Randolph Church, had said that our system was the most equitable distribution of cost of any other system in the state.

Miss Buford asked how other Regional Libraries made out their budgets. Mr. Walker said our budgets had been made out this way since the three governing bodies had decided to have it done this way.

Mr. Deets said the City felt that they were getting their money's worth.

Miss Buford informed Mr. Stoughton that she had great faith in the future of Fluvanna County, and thought its Public School system one of the best in the state.

Mr. Adams suggested that we try unit basis using year before lasts circulation and expense. It was also suggested that we consolidate the Bookmobile stops, and have more books checked out at these stops. Mr. Stoughton was assured by the Board that the matter would be looked into.

Mr. Deets made a motion that we institute a study of budgetary allocation systems, and have the Librarian explore Bookmobile systems in other parts of the country. The motion, seconded by Miss Buford, was carried.

Miss Buford reported that she had recently attended a high level executive meeting of school officials. It was brought out at this meeting that only the Richmond area had approved books on the subject of communism for use in the public school system. We had listed for purchase four books on communism which had been requested by a Lane High School teacher who had informed the Librarian that these books would be necessary reading for a course to be instituted in Lane High School. The book committee, after reading book reviews of these books, decided that they should be deleted from the March book order.

Mr. Walker reported that he had talked with Mr. Jim Bowen, City Manager, regarding expansion of the Juvenile Room. At Mr. Bowen's suggestion, Mr. Walker met at the library with the Mayor, Mr. Louis Scribner, to look over the expansion needs. Mr. Scribner said he would like to call in Mr. Robert Lee (building contractor) and try to evolve an estimated cost on necessary construction.
Mr. Dects said that he believed juvenile room expansion was necessary at this time, but that he was looking into the future needs of our library, with the Post Office building in mind for Library expansion. There followed a discussion in which the potentials of the possible acquisition of the present Post Office building and its suitability were considered. Thereupon, the Chairman appointed a committee to study this expansion program. He appointed Mr. Dects, Chairman, Miss Buford and Mr. Adams to this committee.

Hope was expressed that expansion in the juvenile room would begin in the near future. An additional Gaylord charging machine was approved for the juvenile room.

Mrs. Fowler asked for approval of two new employees here and one temporary employee at Scottsville as of July 1st. The Main Library employees to be Mrs. Sturtevant to replace Mrs. Temple, and Mrs. Higginson to replace Mrs. Sturtevant. Mrs. Dorrier's mother is to replace her for two months at the Scottsville Branch. Approval was granted for the changes.

Miss Buford read a letter directed to the editor of the Daily Progress from the U. Va. Librarian, Mr. John G. McAllie, in which he said the Public Library is a "Wretchedly unsupported Public Library..."

The meeting adjourned at 5:15 p.m.
McIntire Public Library
Board Meeting, April 11, 1961, 3:30 p.m.

AGENDA

Minutes of meeting—March 14th, 1961.

Financial Report

New Business:

1. Decision regarding requests of Fluvanna Board of Supervisors.

2. Decision regarding expansion of children's room facilities.

3. Discuss Governor's conference meeting.

Notes from Librarian, April 7, 1961

Due to the pressure of National Library Week - April 16-22, I will not have the time to incorporate a lot of thought in these notes.

Regarding the resolution passed at our last Board meeting pertaining to budget and bookmobile allocations, I have written Miss Hazel Timmerman, A.L.A.; Miss Florence Yoder, Va. State Library; and Mrs. Allie Beth Martin, Tulsa Public Library. As of today, I have not had a reply.

Local W.L.W. Committee this year: Neville Allison, Chamber of Commerce; Don Wadsworth, Jaycees; W. I. Nickels, Jr., Schools, and myself. Our schedule is as follows:

Friday, April 14th - Miss Nancy Hale, well-known author and lecturer, will speak at Venable School (3 P. M. - 9:30 P.M.) on the subject "How To Write Your Own Memoirs".

Monday, April 17th - WINA Radio panel discussion on "What do People Read?" 7:45 P. M.

Tuesday, April 18th - Story Hour for children will be held at Scottsville conducted by Mrs. Conrad Hall.

Wednesday, April 19th - Marionette Show courtesy University League, Inc. "The Frog Prince", directed by Mrs. William Rowan, III 3:30 p.m., Lee Park.

Thursday, April 20th - Quiz Program (literary questions compiled by students before panel of parent-teacher "experts" - at Scottsville High School. "Radio Station WINA 7:45 p.m. Panel discussion on "Developing Reading Habits".

All week, exhibit of Notable Books, 1960, at McIntire Public Library.

"Panel Members:

Mrs. Stuart Rothwell, Librarian, Lane High School
Mrs. Lucille Custard, Librarian, Johnson Elementary School
Mrs. Elizabeth Fowler, Librarian, City Library
Dr. Emery F. Blaismer, - McGuffey Reading Clinic
Mr. Donald J. Wadsworth, Health, Education and Welfare
Mr. N. M. Allison, Chamber of Commerce

(Selected Radio spots to be heard over all local radio stations)
McIntire Public Library
Board Meeting Minutes, April 11, 1961, 3:30 p.m.

Members present: Mr. Walker, Chairman
Miss Land
Mrs. Sweet
Mr. Adams
Mr. Brown
Mr. Deets
Mrs. Fowler, Secy.

Mr. Walker asked if there were any corrections of the minutes of our last Board meeting; as there were none, they stood approved.

There was a small discussion of the March financial report; it was decided that every thing was in order.

The Director reported that she had a call from the Clerk of the Fluvanna Board of Supervisors — Mr. George — (since confirmed by letter) stating that the Fluvanna Board could not pay more than $3,500 as a flat service fee for the services of our Bookmobile. This was discussed by the Board.

Mrs. Fowler reported that she had corresponded with Virginia State Library, Extension Division, and The American Library Association and as of now, no answer has been received.

The discussion which followed observed we were not opposed to serving Fluvanna, and until a better system of charging costs for operation of Bookmobile was found, that Fluvanna should participate on our established procedure for allocation of costs.

Mr. Adams made a motion that we regretfully inform the Board of Supervisors of Fluvanna County that we cannot accept their offer of partial participation in our program, because the basis used for determination of the Library budget cannot be changed at this time. Mrs. Sweet seconded the motion, and all Board members voted in favor of the motion.

Mr. Brown made a motion that the alternate budget (excluding Fluvanna County) be approved for use in the event that Fluvanna County declined to accept its share of the 1961-62 budget. Mr. Adams seconded this motion, and it was approved.

No decision regarding expansion of Children's Room was reached.
The Chairman reported that he had talked with the Mayor, and Mr. Scribner said that he had not been able to come with Mr. Lee to make an estimate of cost of the Children's Room expansion. As in previous meetings, it was again pointed out that the Children's Room was our immediate need.

The Governor's Conference of Trustees and "Friends" in Richmond was discussed, and Mr. Walker said that he could be there for the first part of the meeting but had to go to another meeting in Lynchburg. Mrs. Fowler stated that she would attend. Miss Land said that she would be there, but not as a representative of the Board. Mr. Brown said that he hoped to be there.

The book list was approved, and the meeting adjourned at 5:00 P. M.
McIntire Public Library
Board Meeting, May 9, 1961, 3:30 p.m.

AGENDA

Minutes of meeting—April 11, 1961

Financial Report

New Business:

1. Decision re Juvenile Room Expansion.

2. Reports by Mr. Walker and Miss Land on Governor's Conference Meeting for Public Libraries.
Notes from Librarian  
April 28, 1961

A new Gaylord charging machine for the Children's Room is in the offing. I have given this much thought; however, there are problems to be worked out, such as — a new card must be typed for each book in this department before the change can be made. No doubt, the Children's Room will have to be closed during the period of expansion. This time, it seems to me, would be the time for typing children's book cards and borrowers cards.

I have talked with librarians from Richmond Public Library and Staunton Public Library who use the Gaylord machine and who have told me that children will take better care of their borrower's cards and date-due cards — after proper instruction — than do adults. This change over now depends upon our Board's decision of when our Juvenile Room expansion will begin.

Mrs. Mary Gregory, Mrs. Edwin P. Jordan, Mrs. Peter Manson and Mrs. Henderson Heyward have approached me and want to know if and how they may help the juvenile librarian in library services and interests to children. Mrs. Gregory and Mrs. Jordan asked if they might attend our Board meeting on May 9th as observers and interested visitors in the expansion and development of services for the children of this area. I told them "yes".
I arrived in Richmond April 21st to hear the stirring speech of our Governor, J. Lindsay Almond. The most significant part, of which I thought, was his reading of the Library Bill of Rights as set forth by the American Library Association.

The second speaker was Mr. Castagna, librarian of Enoch Pratt Free Library in Baltimore, Maryland. He compared libraries in the United States, and their accomplishments. He suggested the National Library Week slogan might be changed from "Wake Up and Read" to "Wake Up and Build." He stated that Virginia libraries were lagging.

The speaker at our luncheon meeting was president of the American Library Trustee Association. The theme of whose talk was the opportunity and privilege of Board Members in the accomplishment of a vast service to their country. Her text was "What did you bring with you?" She went on to say that Board Members being influential people, could approach members of governing bodies with suggestions for improvement in their own local situations and render a great and needed service.

All two hundred plus, in attendance, participated in small discussion groups. The leader of my group was Miss Nettie Taylor, a former Virginia librarian from Maryland. Those in attendance were librarians and trustees from other regional libraries in Virginia — Luray, Page County, Rockingham County, King William County, Lawrenceville and Emporia, Va., Lexington, Virginia Beach, Mecklingburg, and Montgomery counties. The principal theme of this discussion was the importance of establishing a closer liaison between library boards and governing bodies. It was suggested that Council members and members of Board of Supervisors be asked to sit with our Board members and that our Board members attend Council meetings and Boards of Supervisors meetings for the purpose of necessary library legislation.

At this meeting, I thought an interesting fact was brought out by a Virginia Beach Trustee in that they solved their personnel shortages with volunteers from Women's organizations such as the Junior League. If a Junior League volunteer did not appear to help in the library at a specified time, she had to pay three dollars to the Junior League. I think something like this might be worked out in regard to our shortage in the Juvenile Room. Another point brought out was: In view of the fact that Virginia is
present promoting industrial development, it is considered an attractive feature to have a first class library in your town.

The afternoon session was taken up by Mr. Randolph Church's summarization of all the group meetings. He said that a report of this summary would be sent to all City Councils and all Boards of Supervisors in the state.

Mr. Castagna spoke in behalf of "Friends" of the library. He said, to quote "call yourself an Educational Institution" and in organizing you should have (1) a small steering committee, (2) keep a positive aspect, (3) keep out of politics.

It was voted by the Board members present and the "Friends" that they would organize and have an annual meeting in Virginia. Mr. Church said that the Virginia State Library would make preparations for such organizational procedures.

Mr. Ogilvie, librarian at Roanoke, Va., addressed the meeting. His topic was "How does Virginia stack up?" He cited that Georgia, North Carolina and Mississippi are way ahead of Virginia in library service; that in California and Georgia, only nine tenths of the population do not have library service. Georgia has thirty three regional libraries. Ninety seven per cent of the population of California have library service. In Virginia, thirty per cent of the population do not have access to library facilities except by mail to the Virginia State Library at Richmond, Virginia.

One of Mr. Ogilvie's Board members is a lawyer who attended the Moscow trial of the U-2 pilot Powers. His report of libraries in Moscow was very interesting. Their National Library in Moscow of 30,000,000 volumes serves 6,000,000 people. He said that there were no chairs available and that people were standing up and reading. He said that wherever he went, people were reading.

Mr. Deets, at the luncheon meeting, I sat next to a Board member from Portsmouth. He is a lawyer (U. Va. law school graduate). He informed me that Portsmouth had recently purchased the Portsmouth Main Post Office building for their library. In case you'd like to contact him, his name is: Mr. Jerome Carr, II
Library Board Member
Portsmouth Public Library
Municipal Annex
Portsmouth, Virginia
McIntire Public Library
Board Meeting Minutes, May 9, 1961, 3:30 p.m.

Members present: Mr. Walker, Chairman
Miss Buford
Mrs. Irving
Mrs. Sweet
Mr. Adams
Mr. Brown
Mr. Deets
Mrs. Fowler, Secy.

Mr. Walker called the meeting to order. He asked for corrections to the minutes of the last meeting. Mr. Deets stated that when the Board was searching a better system of charging costs for operation of the bookmobile, that he thought Mr. Adams had stated that "Fluvanna should participate on the established procedure for allocation of costs" instead of "should participate on our terms." Aside from this correction, the minutes stood approved.

The financial report was discussed. It was noted that we were in the red on the item of cleaning supplies.

Mrs. Fowler stated that several State and Federal Aid checks had been received, but too late to be recorded on the April financial report. She said that we have ordered $2,000 over the allotted amount for books, magazines and records and that these invoices have not been received to date.

Circulation was discussed. It was noted that there was an overall increase, with Albemarle and Fluvanna Counties topping last year's April figures, while Charlottesville and Scottsville fell slightly below last year's figures. Mr. Brown said that he thought the reason for Scottsville's decline was because most of the people had already read all of the books. Mrs. Fowler said that aside from books purchased for Scottsville that we are adding a great many of our gift books to their collection.

Mr. Walker reported that he had asked the Mayor, Mr. Scribner, to bring Mr. Robert Lee to the library to survey the Children's room expansion needs, and that Mr. Scribner had made an arrangement to meet Mr. Lee here on May 5, 1961. It is unknown whether this meeting ever took place. Mr. Walker also reported that he had asked Mr. Scribner to our meeting here today, and that Mr. Scribner said that he would come if possible, but had an earlier appointment.
The chairman appointed Mr. Deets and Miss Buford to determine reasons why we need better facilities in the children's department in order that a presentation might be made to the City Council.

Mr. Adams asked if we should get Mr. J. Russell Bailey, Library Architect of Orange, Virginia to come and look over our problems. Mr. Walker said he felt that if we could expand to the Post Office wall that we would have ample room for our children's department. Miss Buford also thought it good to have Mr. Bailey. Mr. Deets suggested that we have Mr. Bailey meet with our Board, and have him submit cost for drawings, and architects fee, and see what he could do. Miss Buford submitted the question, "where would we add on to the juvenile room, and if what we are planning is the right thing to do." Mr. Walker said that was why he wanted Mr. Scribner to survey the planning.

Mrs. Sweet stated that she felt that this Library is a special building, and that we should not expand without keeping the beauty and design of the building to our regret in later years.

Mr. Walker said that he thought we could get Mr. Bailey if we made it evident to the City Council that the expansion of the juvenile room is essential at this time. Mr. Deets wondered if City Council would want to be bothered until we definitely know what we plan to do. Miss Buford suggested we have pictures taken of the children's room at a busy hour, the drab room, showing no display areas --- have circulation count and the number of juvenile borrowers; that we submit these as our problems.

Mr. Deets made a motion that we invite Mr. Bailey to our next meeting to talk with us about our problems, and that we should schedule our meeting to agree with Mr. Bailey's schedule. Mrs. Sweet seconded the motion. The motion was carried by a vote of ayes. It was decided that Mr. Deets will invite Mr. Bailey and will try to arrange a meeting to suit him.

The chairman asked Mrs. Fowler for any comments on the juvenile room. She answered that she thought the expansion was inevitable and she was happy to have Mrs. Jordan and Mrs. Gregory as volunteers for helping in this project.
Mr. Walker reported on his trip to Richmond to attend the Governor’s conference on Public Libraries. He said that Miss Land also attended. The Governor’s meeting was opened by Mr. Randolph Church who introduced Governor Almond. The Governor’s main interest is to improve libraries and library service in the State of Virginia. Incidentally, Virginia was near the bottom of the list in library service and buildings in comparison with the rest of the nation. Mr. Castagna’s talk was technical. Then the convention divided into groups. The chairman of Mr. Walker’s group was former librarian in Charlottesville, Miss Evelyn Day Mullen. She was very much interested in what we are doing here. Mr. Walker asked representatives of other libraries how they prepared their budgets. Harrisonburg was the only one present where more than one governmental body supported the library. Miss Mullen said she thought our method was as good as any that she had heard of. After the luncheon meeting, Mr. Walker left to attend another meeting in Lynchburg.

Mr. Brown said that he had intended to attend the meeting, but upon his arrival in Richmond, he became involved in other business and was unable to attend.

Mr. Walker acknowledged Mrs. Edwin P. Jordan and Mrs. Charles Gregory, guests, who had been introduced before the meeting began and asked if they had anything to say. Mrs. Jordan said that she was one of many mothers who was concerned about the inadequacy of the juvenile room, and hoped that we can improve the situation. She added that Mrs. Gregory (an artist and architect) would like to say something.

Mrs. Gregory said she felt that there was a definite problem for expansion, that tangible reasons should be presented, and as someone had pointed out at another meeting, that “the long range study of expansion should be no longer long range, but now.” Mr. Adams pointed out that there were intangible problems to meet as the building was a gift and because of the design of the building, many people in the city would object to changing the building architecturally. This view was understood. At this point, the guests departed.

Mr. Walker asked Mrs. Fowler if she had heard from Fluvanna County representatives. She said that Mr. Richard F. George had telephoned this morning to report that Fluvanna had voted to continue the service of our bookmobile for another year, 1961-62.

The meeting adjourned at 4:35 p.m.
McIntire Public Library

Board Meeting, June 20, 1961, 3:30 p.m.

AGENDA

Minutes of May 9th meeting.

Introduce Mr. J. Russell Bailey, Architect.

Decision re procedure of Children's Room expansion.

Decision re the charge of out-of-area residents who take books while Bookmobile is operating in Fluvanna County.

Approval of Mrs. Ester Morris Walton to replace Mrs. Pancake.

Financial Report
I am sorry to report losing (as of July 1st) a very fine secretary, Mrs. Bobby S. Pancake. She is a victim of the depressing conditions of our basement office and has not been happy since we moved from upstairs. Aside from keeping records of all Federal and State Aid finances, typing all my letters, book orders, and filing (she is the only qualified typist on the staff), I have taught her to fill any and all duties in the library not requiring certification.

While Mrs. Temple is in Cleveland attending the Conference of Juvenile Librarians, July 5-8, Bobby has agreed to do the work now being done by Mrs. Lucy Wilson as children's librarian. We are at present training an Albemarle High School senior, Ester Morris, to take Bobby's position.

We are spending around $130.00 to send Mrs. Temple to Cleveland so that she can have the best up-to-date training a juvenile librarian can have. Her position requires initiative and know how. Among some of the requirements of her job is that she order all books for her room and the juvenile Bookmobile collection, that she select proper reference books, work with public school officials, take care of correspondence and files pertaining to her room, and make appointments for teachers and school children in groups to visit the library. These duties will not permit time to check in and check out books, nor to send overdue notices as Mrs. Wilson has been doing. I had hoped to obtain the services of children's room volunteers to do the routine clerical work which Mrs. Wilson has been doing, but it seems that volunteers are mainly interested in creative work, such as nice book displays, art designs, etc., and not routine clerical work. I'm sorry the Board turned down my suggestion for an additional employee in the Children's room. It might be my fault because I didn't make the duties or needs clear enough. So what is the answer, or the next step to take? Our Friends of the Children's Room are a wonderful group who wish to interpret the Juvenile Room to the community.

The decrease in circulation in our children's room is due to the restriction of 4 books to a person, which ruling we had to make because of lack of personnel, equipment and space.
Public services and technical processes in the library do not show up in monthly reports. In order to understand what is being done and what should be done, one would have to be a librarian. These services include: reference questions; paid reservations; the number of film showings, the audience units; pamphlets and pictures added; overdue notices mailed; interlibrary loans requested and filled; and money deposits for books loaned to temporary or one-week visitors. The technical processes include pamphlets, films, subscriptions ordered or received; books to bindery; books mended; and materials cataloged.

This summer Miss Roy Land will teach two classes at the University of Virginia in Library Science, one in Cataloging and the other in Reference.

We have had a complaint from a resident in Fluvanna County concerning our system of charging books to residents of adjoining counties to the Fluvanna circulation account while the Bookmobile is operating in Fluvanna. These borrowers are few (10 in all — around 500 books per year), and they are charged the regular fee for non residents. However, this money is turned in to City Hall and thereby lies the rub. Fluvanna feels that since our budget is based on circulation that this out of area circulation should not be charged to them. Should we charge this Bookmobile out of area circulation to the City as we now do out of area residents at the main library? We keep a separate account of these residents.

The following is letter dated May 15, 1961 received from Miss Florence B. Yoder, Head, Extension Division of Virginia State Library:

"This year, we are changing our procedures for the allocation of State Aid, so we will not require the usual application from you. Instead of basing the grants on the estimated income for the coming year, we shall base them on the actual income as shown by the Certified Financial Statements for 1959-1960. We realize that this will prohibit some libraries from receiving larger grants because of increased income but, after this year, the situation will right itself."
I should like to remind you that Certified Financial Statements will again be required by September 1 for the current fiscal year. These will be used when making the grants for 1962-1963. I am sure that you will agree that this method of allocating State Aid is more business-like than the old plan. I also hope that you will be glad to be relieved of the work involved in completing the application form."

I have yet to receive a reply to my letters addressed to Miss Yoder and the American Library Association regarding budgetary allocation systems. Have later received and turned over to Deets.
McIntire Public Library
Board Meeting Minutes, June 20, 1961, 3:30 p.m.

Members present: Mr. Walker, Chairman
Miss Buford
Mrs. Irving
Miss Land
Miss Sweet
Mr. Adams
Mrs. Fowler, Secy.

Mr. Walker asked, before calling the meeting to order, as to the absence of Mr. Deets and Mr. Brown. Mrs. Fowler said that Mr. Deets had told her that he was sorry not to be present, but that he had to attend the Jaycee convention in Atlanta, Ga.

The chairman called the meeting to order and asked if there were any corrections to the minutes of the last meeting. As there were no corrections, the chairman approved the minutes as written.

The financial report was discussed, it was noted that there was an increase in circulation of the Fluvanna Bookmobile, a decrease in the City and the Scottsville circulation. The Chairman noted that there was still money to be spent on books. Mrs. Fowler reported that over $400 in checks had been received, but too late to be included in this report.

There was a brief discussion of Fluvanna County's complaint of books being charged out in Fluvanna County, but which books were charged out to citizens of an adjacent county or counties. Miss Buford moved that we charge these books to City circulation. Mr. Adams seconded the motion which was carried.

It was reported that the air conditioning unit had been installed in the bookmobile and was operating efficiently. It was also noted that the bookmobile operating cost was excessively high during the month of May. Mrs. Fowler said that the City Yard did a complete overhauling job on the bookmobile during this month.

The Chairman welcomed Mr. J. Russell Bailey, library architect, to the Board meeting. Mr. Bailey began his talk by saying that having viewed the outside of the building before having a conducted tour through the inside, with Mrs. Fowler, that they together again explored the outside possibilities. He stated that the building is monumental, handsome, and that an addition would have to be carefully planned. He said that he had two
possibilities of expansion, but recommended only one. The first possibility would be to expand in the direction of the post office, extending the present floor on to the brick wall, and also having a second floor below the new addition; the roof of the new addition would serve as a terrace, leading from the main floor by opening of French doors. The floor below the new addition could be used for Children's Story Hour, a Board Meeting Room, storage, or even a bomb shelter. This room would have artificial light and would be air conditioned.

The second possibility, which Mr. Bailey did not recommend, was to have an addition between patio and big tree on the East side of the building. This would not give sufficient space.

Mr. Bailey had an idea that would make for more efficient loading and unloading the bookmobile. This would be to have a bookmobile driveway beside the building on Jefferson Street. The bookmobile would park there to be loaded by means of a conveyor, which would have an all weather feature. He also suggested a little dumb-waiter effect book conveyor between the main desk and the basement to save climbing stairs.

He said he would not recommend more shelves for books in the reading room, because it was a beautiful room and would hurt its aesthetic acceptance.

Mr. Adams asked Mr. Bailey if he recommended the bookmobile driveway on Jefferson St. side, using the conveyor, or the driveway next to the Children's Room entrance? Mr. Bailey said he recommended the driveway next to the bookmobile room on Jefferson St., putting the conveyor by the window in that room. Mr. Adams asked if there was a possibility of having a conveyor that reached out to the sidewalk. There was a possibility, but there would be weather conditions to confront. The estimated cost would not include driveway or conveyor which would probably be about $2,000.

Mr. Walker asked how much additional space would we have if we expanded toward the post office. Mr. Bailey estimated twice as much space of the Children's room plus the floor below. Mr. Adams asked if we would gain by taking out the walls. Mr. Bailey thought not because of expense involved.
Mrs. Sweet asked what the outside of the building on Jefferson Street would look like during the day when the bookmobile was not parked there? Mr. Bailey said he didn't think he could quite answer that as yet. Mr. Adams suggested we convert the conveyor; that is, have a hinged door to open for conveyor to come out while loading. After loading the bookmobile, the hinged door would be closed. The hinged door could be made to look like the wall.

Mr. Adams asked Mr. Bailey his conclusive recommendation. Mr. Bailey reported that we had outgrown this building, but if we acquired space not physically connected to this building, it would not work.

Mr. Walker said he thought the expansion would add to the building. Miss Land also thought the plans seemed good.

Mrs. Sweet asked if we dug the sub-basement floor, would it ruin the roots of the big tree? Mr. Bailey reported that roots follow foliage, and the foliage did not extend that far, therefore, he didn't seem to think the roots would be ruined.

It was also suggested that the children could have story hours under the big tree in the summer.

The board still seemed undecided about the bookmobile driveway. There would be less space at the Children's Room entrance because the bookmobile would have to park there. The only problem about the Jefferson St. side was its appearance. Mr. Bailey said the boxwood and shrubbery need not be harmed, and that this was closest to the bookmobile books and work room. Mr. Adams wanted to know if books could be loaded and unloaded early in the morning when children would not be present? Mrs. Fowler consulted the bookmobile librarians who thought this procedure would be very awkward.

Mr. Walker asked if we could have the new addition, would it be easier to air condition the entire building? Mr. Bailey answered that it would help. It was announced that we could have the air condition with cooling unit on outside of building behind the shrubbery.
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The expense was discussed. Of course, it would mean more expense for the sub-basement floor, but Mr. Bailey thought it would be wasteful if we didn't have it. Mr. Bailey gave a rough estimate of the cost. The cost would be approximately $47,000, including architect's fee of $3,600 and $1,400 for furnishings. Miss Buford asked the approximate cost if we excluded the lower floor, that is, if the city would not approve this appropriation. Mr. Bailey stated approximately $30,000 for only the extension of the present floor.

Mr. Walker expressed, on behalf of the board, his appreciation to Mr. Bailey for his kindness and service, and said that he hoped we might call upon him to do the job.

The Chairman asked for approval of Mrs. Ester Walton to replace Mrs. Pancake. The position met with approval of the board.

The meeting adjourned at 4:40 p.m.
We are in the red (about $60.00) on the salary item of our present budget. This is due mainly to the necessary help we had to hire to help in our children's room. On June 26th, we had to lock the door of the children's room for one hour (between 2 and 3 o'clock) in order to slip and shelve the incoming mountain of books.

Can we, at the time of our juvenile room expansion program, also ask City Council for funds to employ a full time clerk in the children's room? This has become a drastic situation which I again call to your attention.

Miss Buford called me to say she had had conversation with Booker Reaves (superintendent of colored schools) asking if we would instruct a class of 7th & 8th graders from Jefferson School in the use of our library. There was also a request to have someone tell these pupils a story or to give some kind of informative talk to the group. These pupils are studying cultural relations. After a talk in explaining the procedures of getting a card and locating material in the juvenile room, we also explained the procedure in the adult department. Miss Land, being informed of this request, met with the group and gave an informative and interesting talk about her trip to the Far East.

Remember your request that I write different libraries in the country regarding budgetary allocations in regard to bookmobile operation? I have written four library agencies, and read the reply from one at our meeting on May 9th from the Extension Department of Arizona. The Library Administrative Division of ALA has replied, "We do not have any material on budgetary allocation systems, however, we are enclosing a copy of a bibliography on Bookmobiles and also a copy of the 5-Year Compilation of Bookmobile Operation Costs 1955-59." Miss Yoder has not replied to my letter. After our last meeting, I also wrote North Carolina State Library in Raleigh for information. The information received from N. C. seemed most informative. I have turned this data of correspondence over to Mr. Deets who first requested it and will ask that he report its findings at our next meeting.
It is the opinion of the Extension Division of Virginia State Library (Miss Yoder et al) that Bookmobiles should not serve schools because if this is done it works to the detriment of the schools, in that they do not have the incentive to build up their own school libraries. Our Bookmobile schedule is serving to its capacity. Any further stops would necessitate the purchase of a new unit with consequent increased costs to the taxpayer. The elementary schools of Albemarle County are served by our Bookmobile. This county seems to be willing to pay for this service which has been established over a long period of time rather than to have elementary school libraries.
McIntire Public Library
Board Meeting, July 18, 1961, 3:30 p.m.

AGENDA

Minutes of meeting—June 20, 1961

Financial Report

New Business

1. Mr. Walker's report concerning Children's Room expansion.
   (Discussion to follow)
2. Report from Mr. Dests regarding budgetary allocation systems pertaining to bookmobiles in other parts of the country.
Note from Librarian -- July 18, 1961

It has been published in the paper that we are to receive $12,537 in State Aid. For 1960-61, we received $12,619. This means that the Federal Aid when appropriated in September, should be $2,741 to take care of the expected 1961-62 receipts.

Crowded conditions have forced me out of my office and I have moved into the Magazine reference room. When this year’s magazines are moved downstairs for filing I don’t know where we will put them unless on the floor until the new construction has been completed. The public and staff are reluctant to use this room now while a program or Library Board meeting is being held, but we can’t help this, even if we have a two story new addition. When Mr. Louis Scribner was here looking over the Children’s Room expansion ideas he said the cost would be in the neighborhood of $50,000.

We have purchased and installed a bookdrop depository at the front door. This is in accordance with your ideas two or three years ago which would enable us to give better service to the public, and to be in working order whenever the library is closed. This depository is on wheels and can be rolled to the main desk.

Shelves have been installed in the small room (where card catalog used to be) to take care of the overflow of teen age or young adult books. I am working on the idea of the “hide-the-furnace-screen.”

While our loss in State Aid funds was over $4,000 last year, this year’s loss was over $1,000 even though we ordered $2,000 over the allotted amount.
McIntire Public Library
Board Meeting Minutes, July 18, 1961, 3:30 p.m.

Members present: Mr. Walker, Chairman
Miss Buford
Mrs. Irving
Mrs. Sweet
Mr. Adams
Mr. Brown
Mr. Deets
Mrs. Fowler, Secy.

After calling the meeting to order the Chairman asked if there were any corrections of minutes of the last meeting. As there were none, he ruled the minutes stand approved as written.

The "in red" items on the budget were discussed. Mr. Walker inquired why the building maintenance item was so high for June. (It was later determined that this was occasioned by an insurance policy with a premium payment of $350.97. Due again in May 1964)

Mr. Deets said he figured that the total budget was in the red 1% or less.

There was a question concerning a report in The Daily Progress of refunds being returned to Albemarle and Fluvanna counties from McIntire Public Library. (The City Finance Director's report later showed this to be the difference between the amount of fines estimated in the budget, and the actual collection which was greater).

Mr. Walker asked Mrs. Fowler if she thought the new budget would take care of over expenditures. She replied it would probably not since there was still extra help needed in the children's room, and that item had been turned down by the Board.

Mr. Walker said he had had "no go ahead" order on the building. Mr. Deets said we must know how much room we need—one or two rooms, that he had changed his mind after reading Mrs. Fowler's notes and believed that two levels are necessary. He figured the second room's cost now at 57% of the cost of construction and five years from now it would probably be 100% more.

Mr. Brown said that there are not places we can expand and that once we do we are stuck with it. He recommended the full expansion now, even without air conditioning if necessary, in order to make space available.

Mr. Walker asked the building committee (appointed March 14, 1961) to give a report on the urgent need for space at the library. Various suggestions were made as to how this should be presented to City Council. Mr. Deets said Mr. Bowen, the City Manager, had said "what about branches" for expansion.
It was brought out that Mrs. Smith from Virginia State Library had advised against branches with inadequate headquarters saying that costs would be much greater having to duplicate books and provide extra personnel. She said the library trend was toward the use of extra bookmobiles instead of branches.

It was decided that we need first an authorization from City Council to employ an architect. Mr. Deets moved we proceed with the two level plan and that the building expansion committee be authorized to report to the Chairman and appear with him before Council to request preliminary funds for continuation of planning the expansion program. The Chairman called for a vote on this motion. All members voted aye.

Mr. Walker called on Mr. Deets to make a report regarding budgetary allocation systems pertaining to bookmobiles in other parts of the country. Mr. Deets said that he did not have this report ready.

At this point the Board went into Executive session to talk about plans to formulate a retirement policy. One decision was reached.

The meeting adjourned at 4:50 p.m.
McIntire Public Library
Board Meeting, August 8, 1961, 3:30 p.m.

AGENDA

Minutes of meeting—July 18, 1961

Financial Report

New Business

1. Report from Building Committee

2. Decision regarding invitation to Miss Savage for her services as Library Building Consultant

3. Report from Mr. Deets re budgetary allocation systems pertaining to Bookmobiles in other parts of the Country

4. Booklist
Notes from Librarian -- August 8, 1961

It is exactly one year and eight months according to our Board minutes of January 12, 1960 regarding expansion plans, (I quote from these minutes) "The Board felt they would like to submit a recommendation, but would like to first study the matter. Mr. Deets mentioned that at the time the library was built the population could not have been more than 10,000 and today with Albemarle and Fluvanna counties added to our service area, the population is about 60,000. As a prerequisite to this study, the Chairman asked Mrs. Fowler to transcribe the part of the Bartholomew Report pertaining to the library, and send a copy to each Board member. It was agreed that after studying this report thoroughly, recommendations would be submitted and a committee named for possible action."

I welcome all interest shown by suggestions and considerations of what should be placed in the new room, of what should be moved here and changed elsewhere, but these decisions should fall within the province of administration and not policy making. The procedure of all library building programs is to have a library consultant to work with the librarian and make such decisions. Mr. Peterson, Librarian of Washington, D. C. Public Library was the library building consultant for the new library at Falls Church, Virginia. There is no cost for the services of a library building consultant. We have such a consultant in our own town in Miss Louise Savage. Miss Savage is Associate Librarian at Alderman Library, University of Virginia. She was the library building consultant for her library's new branch building at Clinch Valley, Virginia. I suggest that we call upon her services.
Would it not be a good plan for our Board in its formulation of other policies to consider a plan for retirement? I delivered to Miss Buford policy standards of other libraries which I thought pertinent. Mr. Walker suggested that I might think of some way to shift a day time employee to evening hours in order that Miss Wright might be moved to work with Mrs. Temple in the children's room from 2 until 5 p.m. five days per week. I have given this a lot of thought, have asked but cannot find a person on our staff who would be qualified and willing to work these evening hours. We have a substitute employee who is qualified for this position but she is not working 15 hours per week and there is no allowance in the budget for this extra expenditure.