The regular monthly meeting of the Library Board of the McIntire Public Library was held on Tuesday, November 18, 1969, in the Gordon Avenue Branch Library at 3:30 p.m.

Those present were:
Mr. Kenneth O. Lee, Chairman
Mrs. Edwin P. Jordan, Vice Chairman
Mr. George Duborg
Mr. James R. Sandridge
Miss Virginia Moore
Mrs. Paul A. Dahlen

Also present: Mr. Raymond E. Williams, Director

Mr. Lee called the meeting to order and asked for corrections or additions to the minutes. There was one typographical error which was corrected—in the sentence, "The Director then discussed items in his report, one being that he anticipates the book stock to reach the 100,000 figure...." A "0" was added making the figure 100,000. Minutes were approved.

Circulation and Financial Reports were briefly discussed and they were accepted as presented.

Under the Director's Report, a copy of his report to the Virginia Library Association, which met in Roanoke on October 23, 24, and 25, was distributed to each member.

A long discussion followed regarding the site selection for the new Main Library. The board reviewed the Guidelines for Decision-Making which was prepared by the City Planner, Mr. Dooney, and the County Planner, Mr. Humphrey and which was to be presented by them to the Site Selection Committee at their meeting on Wednesday, November 19, 1969.

Mr. Duborg, Chairman of the Site Selection Committee, said that the first thing the Board must do is to evaluate the sites which have been thus far
selected from the standpoint of the needs of the library. He said they would make a choice of 1, 2, and 3 to the boards involved. He suggested that members of the Long Range Planning Committee of the Library Board be invited to the Site Selection Committee meeting on the following day. Mrs. Jordan and Mr. Sandridge planned to attend. Mr. Duborg felt that by the December meeting they would have something to report in the way of progress toward a site.

Mrs. Jordan brought up the necessity of public relations work for the Library. Miss Moore said that she would like to promote the organization of The Friends of the Library for the Scottsville Library but could not do this until spring.

Under new business, Mr. Lee briefly discussed the budget for 1970-71 which the budget committee will be making up soon. Mr. Channing Daniel, Jr. is chairman and serving with him are Mrs. Dahlen and Mr. Tremblay.

Meeting adjourned 5:00 p.m.
As reported to the Board at the last meeting, we were asking people who used the Main Library, both at the adult's and children's rooms, to mark on a map where they lived and also to check a questionnaire on how they came to the library. The 20-day record was completed on December 1, and it proves to be a very interesting document on the use of the Main Library. It is obvious from the study that the interest in both checking forms and putting dots on the map fell off after the first two weeks. However, on the basis of this, the Director feels it would be a good idea to make the same sort of study at each of the agencies for a 2-week period next November so that we can continue to get information on the residences of our borrowing public.

The Site Selection Committee will be meeting on December 11, just after this report is written and it should have a real report to make to the Board at its meeting on December 16.

There is a good possibility that the Director will be invited to present the information gathered to the Downtown Committee on December 17th.

We still have not been able to fill our reference position in Adult Reference, but have some encouraging news from the University of Maryland, Catholic University, and the University of North Carolina for members of the January graduating class.

The work on site selection seems to have occupied most of the time of the Director during the month and next will be the budget which will be the center of interest for the remaining part of December and early January.

The Director hopes that the Board has a very fine Holiday Season.

Respectfully submitted,

Raymond E. Williams
Director
November 14, 1969

Mrs. R. Garsed Sketchley  
1600 Gordon Avenue  
Charlottesville, Virginia

Dear Mrs. Sketchley:

You have inquired at the Gordon Avenue Branch about the possibility of some additional lounge chairs being added in the magazine area.

Although this would be a very desirable addition, there are so many things that the library needs to buy from a limited equipment budget that it would have a fairly low priority for our regular budget funds. The Library Board asked me to tell you that we would certainly be pleased if someone wished to give the amount necessary for purchase of the chairs. Then the library could select chairs that go with the Gordon Avenue Branch furniture and obtain them with whatever discount possible through a library furniture supply house.

It is a good suggestion but we just do not have funds enough to get the chairs at this time.

Cordially yours,

Raymond E. Williams  
Director
The regular monthly meeting of the Library Board of the McIntire Public Library was held on Tuesday, October 21, 1969, in the North Room of the Gordon Avenue Branch Library at 3:30 p.m.

Those present were:

Mr. Kenneth O. Lee, Chairman
Mrs. Edwin P. Jordan
Mrs. Paul A. Dahlen
Miss Virginia Moore
Mrs. James R. Sandridge
Mr. George Duborg
Mr. E. G. Tremblay

Also Present: Mr. Raymond E. Williams, Director

Mr. Lee called the meeting to order and introduced Miss Virginia Moore who was appointed by the Albemarle County Board of Supervisors to fill out the unexpired term of Mrs. Donald Carroll. Mrs. Carroll resigned from the Library Board when Mr. Carroll was named to the County Board of Supervisors from the Scottsville District. He then asked if there were any additions or deletions to the minutes. There being none, the minutes stood approved as submitted.

After a brief discussion of the circulation and financial reports, they were accepted.

The Director then discussed items in his report, one being that he anticipates the bookstock to reach the 100,000 figure by the end of October. That would reflect an increase that would double the bookstock of 1963.

Mr. Williams also brought to the attention of the Board a verbal request from a resident of the Martha Jefferson House that the library purchase two easy chairs to be located at the Gordon Avenue Branch which would make it somewhat more comfortable for some of the Martha Jefferson House residents when they use
the library. It was suggested that the library would welcome a gift of money to purchase two such chairs to be selected by the Library.

Since October is the month when election of officers takes place for the Library Board, Mr. Tremblay moved and Mr. Duborg seconded a move that the present officers serve another year if they are willing to do so. They were. Motion carried.

There was a general discussion of various ways of coping with a discipline problem that seems to have grown at the Gordon Avenue Branch this fall. A number of suggestions for help were given to the Director by various members of the Board.

Under unfinished business, Mr. Lee announced that he has received notice from the City Council and the Albemarle County Board of Supervisors that a site selection committee has been appointed by them to look into possible sites for the new main library and two much needed branches. The County Board of Supervisors appointed Gordon Wheeler and John Humphrey to serve on this committee, and the City Council appointed Mitchell Van Yahres and Thomas A. Dooney to represent it on the committee. Mr. Lee asked Mr. Duborg, Chairman of the Long Range Planning Committee, to serve as the Library Board representative to the site selection committee and to select from his Planning Committee one member to meet with the group at its various meetings. The member asked would depend on the area to be discussed. The two remaining members of the Long Range Planning Committee are Mrs. Jordan and Mr. Tremblay, and because of Mrs. Carroll's resignation, Mr. Lee asked Miss Moore if she would serve. Miss Moore asked to be excused inasmuch as she would not be able to attend all of the winter meetings. He then asked Mr. Sandridge if he would serve on the Planning Committee and he said he would be glad to. Mr. Lee said that he would call the first meeting of the joint site selection committee.

Meeting adjourned at 5:00 p.m.
The Virginia Library Association met in Roanoke this year on October 23, 24, 25, and your Director reported to that Association as the Councilor for Virginia to ALA. For your interest, I am including a copy of my report to Virginia Library Association made at the Roanoke conference.

The Director also made his final report as outgoing chairman of the Public Library Development Committee. The past few years' work will be a matter of discussion by the Virginia General Assembly as they consider basic changes in the library law and the proposed major change in the program for libraries being presented to the Assembly by the State Library Board.

Your Director will be representing the Virginia Library Association again at the Mid-Winter Conference in Chicago and the Annual Conference next July in Detroit. At the same time, I am serving as this year's chairman of the legislation committee for the Public Library Association and therefore a member of the ALA legislation committee. We have a very active group of young librarians in the State who are proving to be constructively professional in their suggestions about ALA.

Your Chairman, Mr. Lee, called the meeting of the site selection committee as he was asked to do, and the group met at the Gordon Avenue Branch on November 5. They had a very interesting and good discussion about how to attack the problem of site selection, chose Mr. Duborg as their permanent chairman, and will be ready for the next committee meeting on November 19 at Gordon Avenue Branch.

Just prior to this on October 30, at 11:30 a.m., the 100,000th book was added to the Main Library System, and I am sure the Board saw the excellent story and picture that celebrated this event. This is a real milestone in our continued progress for providing a reasonable library service for the city and county.
On November 7, maps were placed in the Main Library lobby and all of the people using the Main Library were asked to put a red single dot where they lived. The second and subsequent visits to the library they are to place a blue dot over and around the original red one. This will be continued through December 1, which will give us a composite picture of 20 days of service. The people using the library are also asked to check on a slip of paper whether they came to the library by car in conjunction with other errands, or by car solely for their use of the library, or whether or not they walked. By Board time, there should be an interesting picture of activity.

At the last meeting the Director reported a growing discipline problem at the Gordon Avenue Branch. Apparently the steps taken to have a young man there in the evenings from 6:00 to 9:00 and having Mr. Frye, the bookmobile driver, on duty from 5:00 to 6:00 every afternoon has paid dividends. The incipient trouble seems to melt away when they find that a strong counselor with whom they identify disapproves of their "noise just for noise sake". Apparently, constant low pressure continually applied will contain our trouble and steer the use of the library by these young people into a constructive channel.

Respectfully submitted,

Raymond E. Williams
Director

Attachment
The regular monthly meeting of the Library Board of the McIntire Public Library was held on Tuesday, September 16, 1969, in the Catalog Room of the Main Library at 3:30 p.m.

Those present were:
- Mr. Kenneth O. Lee, Chairman
- Mr. Channing W. Daniel, Jr.
- Mr. James R. Sandridge
- Mrs. Edwin P. Jordan
- Mrs. Paul A. Dahlen

Absent were:
- Mr. E. G. Tremblay
- Mr. George Duborg

Also present: Mr. Raymond E. Williams, Director

Mr. Lee called the meeting to order and the Board welcomed Mr. Sandridge to the Library Board. He called for corrections to the July minutes and there being none, they stood approved.

The June, July, and August Circulation and Financial Reports were also accepted as presented. Mr. Williams pointed out the fact that the August Circulation Report reflected a large increase in the circulation for the Crozet Branch since the move to larger and more convenient quarters in July.

There was a discussion regarding the joint Site Selection Committee for a new Main Library and two branches, to be appointed by the City Council and the County Board of Supervisors. Mr. Daniel moved and Mrs. Jordan seconded a motion that the Chairman of the Board write a follow-up letter to the Chairman of the County Board of Supervisors and the Mayor of the City again requesting the appointment of a joint Site Selection Committee for a new Main Library and the two branches. Motion carried.

Mr. Williams presented the need for a full-time typist in the Catalog Department. A part-time typist has been working in the Department but the
requirements are not being met with the part-time help. Mr. Lee entertained
a motion to get typing help in the Catalog Department. Mr. Sandridge moved,
and Mrs. Jordan seconded, a motion that the Director obtain additional typing
help for the Catalog Department and if the cost exceeds the amount available
in the salary item of the budget, that the overdraft be made up from the
budgeted item for books. Motion carried.

The need of hiring a reference librarian to fill the vacancy created by
the resignation of Mrs. Juliette Cowen was also brought to the attention of
the Board by Mr. Williams. He advised them that he had advertised in the
New York Times and the Washington Post for a reference librarian with a
Masters Degree in Library Science—the salary to begin at $7,200.00 per annum.

There being no further business, the meeting adjourned at 4:30 p.m.
All future meetings will be held in one of the meeting rooms at the Gordon
Avenue Branch at 3:30 p.m.
The Library Board, at its last meeting, passed a motion that its Chairman, Mr. Lee, write a follow-up letter to the City Council and the Albemarle County Board of Supervisors again requesting the appointment of a joint site selection committee for a new main library and the two branches. As a result, on September 30, the two bodies took action to establish such a committee. The names of the members from the two bodies have not yet been announced. However, Mr. Lee may have this information by board meeting time on the 21st of October.

Our new professional staff member, Mrs. Watkins, is working out well as the Children's Librarian at Gordon Avenue and this will enable us to move Mrs. Williams to the Main Library's children's room the first of November. This will put the staff at Gordon Avenue back to its designated staff of 6 people—2 professionals, 2 library assistants, and 2 clerks. The Director had placed ads in the New York Times and the Washington Post and had 4 responses, one of them not even qualified by training. One excellent candidate declined after an interview and took a position in another city. We will be corresponding with the other two candidates. I still hope there will be others with some experience and better background in American literature. One of the potential candidates is a Chinese student from Taiwan. The other one is from India and has a law degree from an Indian University and has just completed his Masters Degree in Library Science. It is hoped that the vacancy can be filled soon, as the reference room remains short-handed, with the Director filling in for the uncovered hours.
The library book collection is fast approaching the 100,000 level and it is hoped that we can have good news coverage of this milestone in the growth of our potential for library service. It should be before the end of October as our processing is going now. This means that the library book stock is not only in good condition, but has doubled in the last 6 years. It still leaves the library some 60,000 volumes short of what is considered the minimum library collection for 80,000 population. However, we are closing the gap slowly and steadily.

The general atmosphere of unrest and the realignment of social patterns has affected the library as it has other businesses. One evidence of this is the appearance of some disciplinary problems at Gordon Avenue that were not very apparent last year. As a step toward educating some of our younger patrons at Gordon Avenue who are confused about the use of a library, the Director feels it is necessary to have a part-time clerk—a male student from the University—at the Branch in the evenings. By the time of the Board meeting, he may be able to explain the present status more fully and to apprise the Board of the person who has been added temporarily to the staff at Gordon Avenue. There are two or three good candidates for this type of work.

Respectfully submitted,

Raymond E. Williams
Director
MONTHLY MEETING
McINTIRE PUBLIC LIBRARY BOARD

A G E N D A

ORDER OF BUSINESS
1. CALL TO ORDER
2. MINUTES OF PREVIOUS MEETING
3. CIRCULATION REPORT
4. FINANCIAL REPORT
5. DIRECTOR'S REPORT

6. COMMITTEE REPORTS

7. UNFINISHED BUSINESS

8. NEW BUSINESS

9. ADJOURNMENT
BOARD MINUTES

The regular monthly meeting of the Library Board of the McIntire Public Library was held on Tuesday, July 1, 1969, in the Catalog Room of the McIntire Public Library at 3:30 p.m.

Those present were:

Mr. Kenneth O. Lee, Chairman
Mr. Walter Scott
Mr. George Duborg
Mrs. Paul A. Dahlen
Mr. Channing W. Daniel, Jr.

Absent were:

Mr. E. G. Tremblay
Mrs. Edwin P. Jordan
Mrs. Donald Carroll

Also present: Mr. Raymond E. Williams, Director

Mr. Lee called the meeting to order and the minutes of the special meeting held on June 2, 1969, were approved. A discussion followed regarding the May circulation and financial reports, and they were accepted.

Mr. Scott announced that the building in Crozet which the Crozet Branch Library plans to move into on or before July 15, 1969, is ready for occupancy. Mr. Williams said that the shelving for the building is scheduled to arrive by July 7. There was a discussion regarding an "open house" at Crozet. August 1 at 8:00 p.m. was agreed upon and Mr. Lee asked Mr. Scott to contact Edgar N. Garnett, Supervisor from the White Hall District, and make final plans.

It was decided that the funds received from lost books would be deposited to the Sl6a book fund beginning July 1, instead of it going into fines, etc.

Mr. Lee read a letter which he had received from Edgar N. Garnett regarding the site selection committee for a new main library which the Library Board has asked the two governing bodies to consider. (A copy is attached).

Mr. Williams read a draft of a memorandum which he plans to send to each of the branches (copy attached). The Board gave its approval.

Meeting adjourned at 4:45 p.m.

Attachments (2)
Mr. Kenneth O. Lee, Chairman
Library Board
39 Canterbury Road
Charlottesville, Virginia

Dear Ken:

We talked with Council about your letter of May 14 and it is the consensus of opinion of the Board of Supervisors and the Council that because of the uncertainties of many aspects of the future that site selection of any properties at this time would be premature.

The Board has not provided any funds in its capital program for library site purchases or construction. The County is in the process of preparing a master plan which should reflect future library needs as well as a possible location of branch libraries. There is also a need for the Board to consider library needs along with known school needs and public utility needs in an order of priority. This order of priority cannot be determined until a more comprehensive school program has been presented to the Board. It is felt that if site selection is made that we should be prepared to purchase the land, for the selection of this site cannot be kept a secret and the land value will increase rapidly when it is learned that the area is desired by the County and City.

We appreciate your anxiety and your wish to proceed with building a better and more comprehensive library for the community. However, we feel that until more is known about all of the activities which must be undertaken in the foreseeable future, we are not in a position to go ahead with the program.

Sincerely,

E. N. Garnett, Chairman
Board of County Supervisors

CC: Mr. James E. Bowen, Jr.
July 7, 1969

To: Staff of McIntire Public Library

From: Raymond E. Williams, Director

Sometime between July 1 and July 15, the Crozet Branch will be moving from its present location to the former hardware store in Crozet on the south side of the C & O track and in the middle of the shopping center. The new quarters have been fixed up very nicely and will give about 2 1/2 times the amount of space that the branch had formerly had.

The Scottsville Branch is in quite commodious quarters and our book collection is now getting to the point where it seems reasonable to start fixed collections with a shelf list and card catalog for each of those two branches. Each of the locations can house a little over 10,000 books. The Extension collection, which has been used as a pool of material to provide new books for both branches, will continue to be the back-up collection for both branches so that when requests are received that are not available in their own collections, their first call will be on the Extension collection, next, Gordon Avenue Branch collection, and ultimately the Main Library. Various request forms will have to be designed to accept this change. The designation for the two branch collections will be Scottsville Branch "B" and Crozet Branch "C".

It will take a considerable period of time before the books can be cataloged and gradually added to those permanent collections. In the meantime, Extension will be providing much of the material for them. It is also the intent to increase both the staff and hours of opening at both branches, as the amount of use warrants and the budget will permit. Over the next few years, we can expect a gradual increase in the staff for both locations. In time, the distribution of material would normally be at least 1 copy of as many titles as the library can purchase for the Main Library, a second and somewhat reduced purchase for the large branch, Gordon Avenue, and a third level of purchase for popular, current material for Bookmobile, Crozet and Scottsville. To state it another way, if one copy of a title is needed for the system, it will be at Main; if two copies are needed, it will be at Main and Gordon, and if three copies are needed, it will be Main, Gordon Avenue and Extension. If more than 3 copies are needed, it will be provided to Main, Gordon Avenue, Extension, Scottsville and Crozet.

Eventually when we have transferred as much book stock as is reasonable from Extension to round out the collections at Crozet and Scottsville, we will institute a system of 3 book cards for all Extension books—one to be the regular borrower's book card, one to be used at Extension for charging out to Crozet or Scottsville, and the third one to be held at Crozet or Scottsville as a memorandum that that book is on loan from Extension.

None of this will happen over-night, but this is the direction in which we will be moving. I expect to have it start in early July. It will take at least two years before the permanent collections will play a dominant role in answering the branches' needs.
Director's Report
September 16, 1969

It seems like a long time since the Board last met on July 1, 1969. Just before that meeting your Director attended the American Library Association meeting in Atlantic City, serving as ALA Council representative from Virginia and as member and incoming chairman of the Public Library Association Legislation Committee. He will be a member of the Public Library Association Executive Committee by virtue of the committee chairmanship.

As with most national organizations, there is considerable evidence of soul-searching on the actions and goals of the association and much of it is very healthy. As with any period of change there is also an abundance of heat and verbiage but in this case almost all of the discussion was both thoughtful and constructive. It bodes well for the continued usefulness of the A.L.A.

One of the immediate problems in trying to make our very inadequate Main Library serve the community until a new library is built is the shelving space for books. The latest temporary expedient was to compress and move the Circulation Desk into the entrance hall and have the city maintenance crew build additional shelving in what had been the registration desk--young adult alcove. This will hold us for about a year.

Our Main Library collection is now up to about 40% of reasonable standard strength and the housing of its collection and services will be an ever-increasing problem until a new Main Library is built.

The communication from the Supervisors and Council indicated a September appointment of a site selection committee. This action should be taken but they may need a reminder that the appointment is long overdue.
The budget recommendation from the Director this fall will contain a request for appropriation for sites for the new Main Library and the two branches, as well as for the architects for the Main Library.

The personnel situation — that perennial problem — looked very good until two weeks ago when we lost a reference librarian at the Main Library for health reasons.

Miss Barbara Davis, a former Branch Librarian at the Queens Borough Public Library, resigned her position there to join us as Head of Adult Reference — Main Library, on September 1.

Mrs. Charlotte Watkins, an August graduate from L.S.U., and with 8 years of elementary school training, has joined the staff as a Children's Librarian.

Mrs. Ruth McOrank will be the Bookmobile Librarian, replacing Miss Pamela Hayes in September. She is a student's wife who has over a year experience in public libraries and was a music major in college.

Mrs. Ann Calvert, with some children's literature course work in her education major at Smith College, will be a Library Assistant on the Children's Room staff at Gordon Avenue.

With Mrs. Cowen leaving suddenly on September 1, the search is renewed for a reference librarian at the Main Library.

Later this month, the Director will have a week's vacation. This summer it has been necessary to stay very close to the library to fill in where needed, and keep close touch with who was coming and going and when.

One of the most delightful events of the summer was the move of the Crozet Branch to its new quarters. The 2500-volume circulation for August compared to 1700 last year shows the appreciation of that part of our community. Your new Board Member from Crozet, Mr. James Sandridge, was in charge of the arrangements. The attendance was small on open house night.
but it gave us all a chance to review what had been done over the past few years for library service for Crozet and a glimpse of what would come.

We are starting (July 1) to build up permanent, fully cataloged collections at both Crozet and Scottsville. With the increasing use at both points, the time has come this next year to budget for, and appointment of, a supervising branch librarian (fully trained and experienced) to oversee the work at the Bookmobile, Crozet and Scottsville. In time a permanent, trained staff will be needed at least at Crozet, but that time has not yet arrived. A roving supervising branch librarian is needed.

Our winter looks as though it will be both busy and fun.

Respectfully submitted,

Raymond E. Williams
Director
A special meeting of the Library Board of the McIntire Public Library was held on Monday, June 2, 1969, in the Catalog Room of the McIntire Public Library at 3:30 p.m.

Those present were:

Mr. Kenneth O. Lee, Chairman
Mrs. Edwin P. Jordan, Vice Chairman
Mrs. Donald Carroll
Mrs. Paul A. Dahlen
Mr. George Duborg
Mr. Channing W. Daniel, Jr.

Also present: Mr. Raymond E. Williams, Director

Inasmuch as a quorum was not present at the regular April and May meetings, this special meeting was called. Mr. Lee declared a quorum present and the minutes for the March 18 meeting were read and approved. The financial and circulation reports were also accepted for the months of March and April.

The Board reviewed the written program and the supplemental floor plans dated May 5, 1969, for the new main library as presented by the Director and, after much discussion, Mrs. Jordan moved that the Board accept the building program and forward it to the governing bodies. Mrs. Carroll seconded the motion and it was carried.

The next regular meeting of the Board will be held on July 1, 1969, at 3:30 p.m.

Meeting adjourned 4:45 p.m.
On April 28, the State Library Board met in Richmond to complete their review of the study of public libraries in the State and the recommendations made by the firm of Arthur D. Little regarding the State support of public libraries. At that meeting a proposal, which included most of the recommendations of the Virginia Library Association's Library Development Committee, the Arthur D. Little Report on Public Libraries, and the findings of the VALC Library Legislation Committee, was considered by the State Library Board, and a new formula for aid to libraries was agreed to by the State Library Board. That same State aid formula was adopted by the VALC Library Committee on June 2, 1969, and was referred for information and reaction to the Virginia Library Association's Library Development Committee at its meeting on June 6. A copy of the proposal is included with your minutes.

The Library Development Committee recommended the acceptance by the full VALC Committee of this formula. The committee added to this a recommendation that the strengthening of regional reference and research centers (of which McIntire would be one) should be given due consideration by the VALC Committee in the legislation which they will present to the Assembly next January. The application of this formula to the present 2 political units (Charlottesville and Albemarle Co.) would be as follows:

With an estimated population 1968 of 77,335, and a square mileage of 745 square miles, and based on the local expenditure 1967-68, of $147,681, the State would provide a sum of 35% of that, or $51,683, a per capita grant of $30,934, and a square mileage grant of $22,350, for a maximum
eligibility for State funds, of $104,972, based on that year. The present State and Federal aid is $20,745. The State funds would be applicable provided the locality did not decrease its local expenditures for libraries to salaries, books, and supplies and equipment. The formula, as proposed, has had favorable initial reaction from all 3 candidates for Governor. This is the culmination of some four years of work on the part of many people interested in libraries in the State. Your Director is retired as chairman of the Library Development Committee as of the June meeting, having served 2 1/2 years.

This constitutes a major step forward in the funding of public library service for the Commonwealth of Virginia, and it is important in order to provide a reasonable and strong frame work for the libraries of the State that the enabling legislation for this program be adopted by the Assembly. The appropriation to fund this program probably will not be at the 3 1/2 million dollar figure the first year, but if the library laws are revised to provide for future growth, the funding can be provided as needed and as money is available for this part of the State's obligation.

Respectfully submitted,

Raymond E. Williams
Director

Attachment
DIRECTOR'S REPORT
May 20, 1969

Since the last board meeting, the Library's attention has been concentrated on two things: The staffing for the summer (a copy of the staff notice is included), and the completion of a year's book ordering.

Mrs. Libby O. Cohen has resigned, effective June 6, so this vacancy is of particular importance to the library, and a third person for reference has not yet been named.

In the area of the year's book ordering, we should be in excellent position as the year ends on June 30.

The revised building program for the Main Library is enclosed, and it is hoped that a full board attendance will be possible for this coming meeting to review the program and then forward it with any corrections or additions necessary to the governing bodies. The Director took the liberty of showing the plan and written program to Mr. Scribner to see if he felt the information was complete enough for an architect to work with as a building program. He felt that there was sufficient information.

As we did not have a quorum at the last meeting time, there are no board minutes enclosed for April, but those who did attend discussed the preliminary drawings of the Main Library program and made some valuable suggestions which are incorporated in the present plan.

The book stock count on the Library, as was noted in the previous Director's Report, was to be doubted, so an item-by-item count was made from the shelf list by the Director, and I would like to refer the board members to the book stock records as shown in the monthly report. The discrepancy between the previous month's figure and this one can largely be accounted for by the erroneous method of counting for the last 6 or 7 months. Therefore, prior to that time, the count was reasonably accurate, but it is just as well to have verified the tabulation
of the Library's holdings. The same will be done for the phonograph records this
next fall, and by next summer, we should plan a full inventory of the shelf
list record against the books in the Library, since this has not been done for
6 years.

Respectfully submitted,

Raymond E. Williams
Director

Enclosures
BOARD MINUTES

The monthly meeting of the McIntire Public Library was held on Tuesday, March 18, 1969, in the Catalog Room of the McIntire Public Library at 3:30 p.m.

Those present were:  
Mrs. Edwin P. Jordan, Vice Chairman  
Mrs. Donald Carroll  
Mrs. Paul A. Dahlen  
Mr. George Duborg  
Mr. Walter Scott  
Mr. E. G Tremblay

Absent:  
Mr. Kenneth O. Lee, Chairman  
Mr. Channing W. Daniel, Jr.

Also present: Mr. Raymond E. Williams, Director

Mrs. Jordan called the meeting to order and asked for corrections and additions to the minutes. There were none and Mr. Duborg moved the minutes be approved, Mr. Tremblay second the motion and it carried. She called for comments on the circulation and financial reports. Mr. Tremblay asked what the procedure was in selecting the books which are purchased for the library and Mr. Williams explained how this is done. Both reports were accepted.

There followed a discussion regarding larger quarters for the Crozet Branch. Mr. Duborg said that he and Mr. Williams had inspected the former Crozet Hardware building owned by the Cole W. Sandridge Estate and found that at the present time, it is the most suitable available location in Crozet. Mrs. Carroll moved and Mrs. Dahlen seconded a motion that the Library Board ask the Albemarle County Board of Supervisors to enter into a contract to lease the former Crozet Hardware Building owned by the C. W. Sandridge Estate, at $150.00 per month, for 3 years automatically renewable thereafter, and the requirement for both parties that 6 months notice must be given in event either party wishes to have the contract terminated. Motion carried.

Committee Reports: Mr. Duborg said there was no report regarding the long range plan but after a discussion, the Board agreed that as soon as the budget is approved by the governing bodies a letter should go to them asking that a site selection committee be appointed to make plans for the new Main Library.

Meeting adjourned at 4:45 p.m.
DIRECTOR'S REPORT
April 15, 1969

The Albemarle County Board of Supervisors received the request for lease of the former Crozet Hardware and acted favorably on it, instructing the Director to ask the C. W. Sandridge estate to draw up a 3-year lease, renewable annually at $150.00 per month and to be signed by the County Executive Officer for the Library. The Director was further instructed to proceed with the purchase of the new shelving for that branch and the city purchasing officer obtained 3 bids, awarding the contract to Remington Rand at a cost of about $1,840.00. Delivery is to be made in 60 to 90 days. Therefore, we will be able to move into the new quarters about July 4. Request for appropriation of $2,000.00 in anticipated receipts for fines still awaits final action by the combined governing bodies.

I reported last month that Mrs. White had been hospitalized for a heart condition. She is now back a little less than half time and we expect to get further word from the doctor as to when she will be able to go on full time work. If she has to keep to the half time routine, some decision will have to be made soon in regard to the extent of sick leave benefits.

Mrs. Cohen found it necessary to take 10 days without pay this month to make a trip to California which made the last of March and the first of April a day-to-day scheduling problem, but I guess we have survived another low key crisis.

Nelson County has asked the McIntire Library to bring the bookmobile to Lovingston on Nelson County Day on May 10 to show the Nelson County people what a bookmobile looks like and make known the possibilities of library service. Permission for this is being sought from the County Executive Officer for travel outside Albemarle County.

Respectfully submitted,

Raymond E. Williams
Director
The monthly meeting of the McIntire Public Library was held on Tuesday, February 18, 1969, in the Catalog Room of the McIntire Public Library at 3:00 p.m. following a joint meeting at 1:30 p.m. at the City Council Chambers of the Library Board with the City Council and the Albemarle County Board of Supervisors where the Library Board submitted its 1969-1970 proposed budget to the governing bodies for consideration and approval.

Those present were:

Mr. Kenneth O. Lee, Chairman
Mrs. Edwin P. Jordan
Mrs. Paul A. Dahlen
Mr. George Duborg
Mr. Channing W. Daniel, Jr.

Also present: Mr. Raymond E. Williams, Director

Mr. Lee declared a quorum present and called the meeting to order. The minutes were accepted as presented. The circulation and financial reports were also accepted.

There was a discussion regarding the Cash Received Account in the financial report. Mr. Williams reported that at the end of February it is estimated the amount received in this account would reach approximately $5800 and that by the end of this fiscal year it would reach $8000. He suggested the Board request an appropriation of an additional $2,000 Anticipated Receipts for Cash Received Account. Mr. Duborg moved and Mrs. Jordan seconded a motion that an additional $2,000 in Anticipated Receipts for Cash Received Account be appropriated—53.8% or $1,076.00 would go to the city and should be added to the Building Maintenance (city) Account, and that 46.2% or $924.00 would go to the county and should be added to the Building Maintenance (county) Account. Motion carried.
Committee Reports: Mr. Duborg, Chairman of the Long Range Plan Committee, said he concurred with Mrs. Jordan's comments on reactivating the request for a site selection committee and that he would like to see the Board go back to the governing bodies and ask them to reconsider the appointment of a site selection committee, particularly for the new main library and which could later consider branch sites. The Board had been informed earlier that the site selection committee might have to be postponed until merger negotiations and vote were completed. Mr. Duborg felt that housing redevelopment plans for the city are being considered and for this reason the Board should ask the governing bodies to reconsider the site selection committee appointment. Mrs. Jordan moved and Mrs. Dehlen seconded a motion that the Library Board write the governing bodies asking them to reconsider the appointment of the site selection committee for the main library. Motion carried.

Unfinished Business: Mr. Lee inquired as to the progress made of the retrieval in the cases of "hopeless" overdue books.

Mr. Duborg inquired as to the problems in the catalog department regarding the acquisition of Library of Congress cards. There is another new and economical system to be considered and report will be made to the Board.

Meeting adjourned at 4:00 p.m.
DIRECTOR'S REPORT
March 18, 1969

The Library Board, having met on February 18 just prior to the official board meeting with the City Council and the Albemarle County Board of Supervisors, did not have an opportunity to determine what action would be taken on the budget after its presentation. On the following Tuesday, February 25, the Director was asked to meet with Mr. Bowen and Mr. Batchelor to go over the suggestions made by the combined governmental bodies after the Library Board had left the room on February 18. The suggestion was made that the base salary of a clerical and a janitorial employee be raised $100.00, and that at least a $100.00 increase be accorded each employee for this year. The Director's salary was changed to $14,000. They asked that a revised budget summary be submitted within the next two days, the revision was prepared and forwarded with the approval of the Chairman of the Library Board, and copies of the revised summary were then sent to all Board members. The Director feels that this will be a very workable budget for the next year.

The matter of Nelson County was raised again by Messrs. Bowen and Batchelor. In general, the Director got the feeling that the combined boards were interested in offering service to the surrounding counties but felt this might be better timed with the identification of the planning district as set up under the State Districting Plan when this is completed. They, Messrs. Bowen and Batchelor, are to reply to Nelson County to inform them of the action or lack of it, by the two governing bodies. Since that time I have had a contact again from the Chairman of the Nelson County Committee who said that they were planning to try to raise money for library expenses and possible defrayment of the cost of bookmobile service when that is available.

We now have the measurements of the hardware store in Crozet as a possible site for the Crozet Branch, and I hope to have a firm figure on suggested
rental from the Sandridge estate in time for the board meeting on March 18. The location looks good and seems to be the only reasonable location available in Crozet at this time. I talked with Mr. Garnett, who heads the Fruit Growers Cooperative, and he felt that a reasonable notice of move would be all that the Fruit Growers would need. With the necessity for ordering shelving for the new location, the earliest time that we could move would be July 1 of this year. That seemed to be a reasonable notice for the Fruit Growers. Estimated cost of shelving for the new location is between $1,800 and $1,900. This money will be available in county maintenance by the time it is needed.

The Director may have a response on the site selection committee letter by board meeting time, but this is doubtful.

On Tuesday, March 4, the City Planning Commission met to discuss the Public Facilities portion of the Master Plan and, without exception, the recommendations made in the Library's long range plan of development were incorporated in the preliminary recommendations of Bartholomew Associates. The Commission will hold additional meetings on this in about a month as there are some other parts of the report that must be completed first.

Mrs. Melba White, who is head of adult circulation desk, has been quite ill for the last three weeks and this poses a difficult problem of staffing, inasmuch as we cannot tell how soon she can be back on full time. The Director feels it is necessary to add a full time desk clerk to our staff at the Main Library in anticipation of long-term reduced hours or time away from the library for Mrs. White.

Respectfully submitted,

Raymond E. Williams
Director
February 14, 1969

Mr. Walter Scott
Greenwood, Virginia

Dear Mr. Scott:

The Library Budget Review with the joint City and County has been set for 1:30 p.m. on February 18, 1969 in the City Council Chambers

We would like to urge you to attend this hearing. We will adjourn from the hearing to our regular board meeting at approximately 4:00 o'clock.

Kenneth O. Lee, Chairman
Library Board

Raymond E. Williams, Director
McIntire Public Library

Same letter sent to the other Board Members
The monthly meeting of the McIntire Public Library Board was held on January 21, 1969, in the Catalog Room of the McIntire Public Library at 3:00 p.m.

Those present were:

Mr. Kenneth O. Lee, Chairman
Mrs. Edwin P. Jordan
Mrs. Donald Carroll
Mrs. Paul A. Dahlen
Mr. George Duborg
Mr. Channing W. Daniel, Jr.
Mr. E. G. Tremblay

Also present: Mr. Raymond E. Williams, Director

Mr. Lee called the meeting to order and called for additions or corrections to the minutes of the December meeting. There were none and the minutes stood approved. The circulation and financial reports were also accepted.

Mr. Williams recommended to the Board that Evelyn Davis' salary be increased from $3,400 per annum to $3,600 per annum, beginning with the January 1969 payroll. She is doing work which involves more responsibility than that of a beginning clerk. Mrs. Jordan moved and Mrs. Carroll seconded a motion that her salary scale be increased from $3,400 per annum to $3,600 per annum, retroactive to January 1, 1969. The motion carried.

A brief discussion was had with regard to the Long Range Plan for the McIntire Library. It was decided that Mr. Williams would submit a detailed building program for the new main library to the Board. It was also decided that a letter should be forwarded to the governing bodies from the Library Board suggesting that the site selection committee to be appointed look with special interest at the Midway school site and the First Baptist Church site. Also, in connection with the Long Range Plan, Nelson County had requested, through the governing bodies, some budget information on the cost of becoming a part of the McIntire Public Library System. Consequently, Mr. Williams submitted for
the Board's review a proposed comparative budget reflecting the changes in the budget should Nelson County become a part of the system.

**Budget Committee.** Mr. Daniel, Chairman, Mr. Scott and Mrs. Dahlen submitted the 1969-70 proposed budget to the Board for its approval and an alternative budget including Nelson County. After much discussion, Mr. Tremblay moved, Mr. Daniel seconded to approve the budgets as submitted for presentation to the governing bodies. Motion carried. Mr. Tremblay moved, Mrs. Jordan seconded that beginning with 1969 the Library Director be granted a four-week vacation annually. Motion carried.

Meeting adjourned at 5:10 p.m.
The alternative budgets for operation of (1) the McIntire Public Library with Charlottesville and Albemarle County and (2) Charlottesville, Albemarle County and Nelson County were forwarded to the City Council and the Albemarle County Board of Supervisors. No hearing has been set to date either for discussion with individual boards or with the combined library committee, and of course no action has been taken on those proposals. Mr. Lee talked with Mr. Edgar Garnett for the county and Mr. G. A. Vogt for the City, and it was suggested that the two present governing bodies discuss the budget before information on the budget costs is forwarded to Nelson County. It is hoped that this can be soon, as a response to the request for information on cost to join the system should be forwarded to the Nelson County Supervisors as a matter of courtesy. Their request for information came in late December or early January.

The director attended the American Library Association Mid-Winter Conference as the member of Council from Virginia and as a member of the Legislative Committee of the Public Library Association. I also attended a dinner and information meeting of the informal group known as the Directors of Medium Sized Libraries. I felt that the discussions in all three groups were constructive and beneficial but did not gather anything specifically applicable to our system, except to have it impressed upon me again how important it is for us to change our salary scale if we expect to get any help at all. I spent some time checking through the Personnel Placement Office list and saw nothing listed as low as our top salaries, with exception of the Director's salary.

Our cataloging and book processing seems to be straightening out pretty well now and is under control so that we can handle the remaining purchases
this year and get them on the shelves within a reasonable time.

Every day brings additional pressure on the space requirements in the Main Library. Although we were informed that the site selection committee appointment might have to be postponed until merger negotiations and vote are completed, there has been contact with Bartholomew Associates, who are working on the master plan for the city. Alternative sites for a new main library will be a part of that firm's report to the planning commission and incorporated in the public facilities plan for the city. Mr. Martin of that firm viewed, with real interest, the possibilities of the Midway School site, the First Baptist Church property, and the parking area opposite the County Court House.

The building program for the main library has not been completed but it should be ready to send to the board members within a reasonable time and ready for discussion at the next Board meeting.

The Cash Received Account will be about $5,800 at the end of February, and with 4 months remaining in the fiscal year, there is no doubt that our fines and other receipts will average at least $550.00 per month. I would suggest that the Board request an appropriation of an additional $2,000 Anticipated Receipts for Cash Received Account. This would mean that 53.8% or $1,076.00 would go to the city and should be added to the Building Maintenance (city) Account, and that 46.2% or $924.00 would go to the county and should be added to the Building Maintenance (county) Account.

Respectfully submitted,

Raymond E. Williams
Director
The monthly meeting of the McIntire Public Library Board was held on December 17, 1968, in the Catalog Room of the McIntire Public Library at 3:30 p.m.

Those present were:

Mr. Kenneth O. Lee, Chairman
Mrs. Paul A. Dahlen
Mr. Walter Scott
Mr. George Duborg
Mr. Channing W. Daniel, Jr.

Also present: Mr. Raymond E. Williams, Director

Absent: Mr. E. G. Tremblay
Mrs. Edwin P. Jordan
Mrs. Donald Carroll

Mr. Lee called the meeting to order and stated that although the meeting was originally set for 3:00 p.m., because of practical reasons, it was moved to 3:30 p.m. He called for corrections or additions to the minutes of the November meeting. There being none, they stood approved. Comments were made on the circulation and financial reports, one being if it were possible to recover on the Building Maintenance (city) item in the financial report which is $821.52 (red). Mr. Williams reported that it is possible as soon as our fines reach a point over and above the appropriated $6,000. At that time the Board may request the City to appropriate that amount above the $6,000, which no doubt will be received. The reports were accepted.

Director's Report. Mr. Williams commented that there had been an excellent report in the Monday, December 16, issue of the Richmond Times-Dispatch written by Hamilton Crockford regarding the regional library program.

Regarding the Nelson County library service, he said we did not get a request as yet from our governing bodies asking us for a study of costs, estimating the first year's operational expense for that county but that it may be forthcoming.
Committee Reports. Mr. Duborg, Chairman of the Long Range Plan Committee, said the scheduled meeting with the governing bodies which was held on November 25th at the Gordon Avenue Branch was attended by most of the members of the governing bodies and that Mr. Lee outlined the long range plan that was drafted and submitted to both Boards, and very briefly discussed the problems which we will be faced with within the next few years, and that it would be necessary to increase our service and facilities in certain areas, probably establishing three branches—Route 29, Cherry and Cleveland Avenues, and Crozet which would have to have its facilities enlarged as it is too small to take care of the demand in that area. There was a discussion of the main office as to what we could do in the future. The information at that time pointed to the building of a new Post Office. As a result the Chairman of the County Board of Supervisors and the City Mayor agreed to contact John Marsh's office to see if some decision could be made regarding the possibility of the library using the Post Office Building. The question of future sites developed and the two governing bodies agreed that they would appoint someone to a site committee with one or two members of this board. Mr. Duborg said that he and Mr. Scott and Mr. Williams had viewed the proposed premises in Crozet of the Fruit Growers Cooperative and felt that it would be a satisfactory location for the enlargement of the Crozet Branch if it became available. However, Mr. Scott later got word from the Clerk of the Cooperative's Board that they felt the space would not be available for such purposes and so "we are back where we started." Mr. Williams commented that he had viewed the building that the Crozet Hardware vacated. It was suggested that this be investigated.
Mr. Duborg moved and Mr. Daniel seconded a motion that the Library Board ask the two governing bodies to establish a Site Selection Committee and that the committee be composed of representatives from the Long Range Planning Committee of the Library Board, and that the Library Director be an advisory member of the committee. The motion carried.

Mr. Daniel, Chairman of the Budget Committee, turned the budget discussion over to Mr. Williams. He said that Mr. Williams had discussed it with him and that he would like Mr. Williams to present the preliminary budget to the Board. Mr. Williams said the Library's book budget was getting back on its feet and that this year he felt the general salary scales should be revised and that the Library must bring its salaries in line with others in the country. He said he had lost several good prospects in the professional field because he could not compete with other libraries, particularly Alderman Library, in this area. The general salary scale of other libraries was discussed and a starting professional salary of $7,500 was discussed. This would increase the salaries budget to about $136,700 as opposed to the present amount of $122,700, approximately an 11% increase.

No formal action was taken on the budget.

Board adjourned 5:10 p.m.
The Holiday Season was wonderful for individuals but it meant that routines of the Library were altered because of December vacations and the Holidays. We did have two of our summer pages return for work during the school holidays which, as with the regular staff, was interrupted by varying degrees of flu. We were able to concentrate on the backlog in cataloging and cleared up the major part of our log jam there, getting us ready for the New Year, so that our cataloging is now about at normal level.

The major item of concern is the budget. For this it was necessary to receive, verify, and tabulate our annual circulation figures and get them ready to apply to the budget distribution.

Nelson County Board of Supervisors requested budget information through our City Council and Albemarle Board of Supervisors. The comparative budget request will be considered by the Budget Committee at its meeting of January 16 and they will be ready with a recommendation for action for the Library Board on January 21. The budget can then be forwarded to our governing bodies for action during February. The Library Committee from the two governing bodies should meet early in February so that action can be taken by both Charlottesville and Albemarle later in the month.

Respectfully submitted,

Raymond E. Williams
Director
BOARD MINUTES

The monthly meeting of the McIntire Public Library Board was held on
November 12, 1968, in the Catalog Room of the McIntire Public Library at 3:30 p.m.

Those present were:

Mr. Kenneth Lee, Chairman
Mrs. Edwin P. Jordan
Mrs. Donald Carroll
Mrs. Paul A. Dahlen
Mr. Walter Scott

Also present: Mr. Raymond E. Williams, Director

Absent: Mr. E. G. Tremblay
Mr. George Duborg
Mr. Channing W. Daniel, Jr.

Mr. Lee called the meeting to order and asked for corrections or additions
to the minutes of the October meeting. They stood approved along with the
circulation and financial reports.

Mr. Williams reported on the Southeastern Library Association Conference
which he attended in Miami in late October and early November. He also reported
on the meeting he attended in Richmond on November 8 concerning library develop-
ment for the State of Virginia.

Unfinished Business: Mr. Lee asked for a report from Mr. Scott regarding
his trip to Crozet along with Mr. Duborg and Mr. Williams to inspect the build-
ing there which may become available to the Library for the Crozet Branch. The
present facilities of the Crozet Branch are very crowded and it is hoped more
space can be found. The present facility contains 750 square feet whereas
the new building contains about 2200 square feet. Mr. Scott said that he was
impressed with the building. He and Mr. Duborg plan to attend the directors'
meeting on November 19th of the Fruit Growers Cooperative, as this business
owns a building which may become available for the expansion of the Crozet Branch.

**New Business:** Mr. Lee said that he would like to set up a committee for the long range plans of the library in order that they might look at the needs both in Charlottesville and Albemarle County for implementing the long range plans of the library. He appointed Mr. Duborg, chairman of the committee, and Mrs. Carroll, E. G. Tremblay and Mrs. Jordan to serve with him. He also appointed Mr. Channing Daniel, chairman of the budget committee, and Mr. Scott and Mrs. Dahlen to serve with him.

Mr. Williams announced that there would be a joint meeting of the City Council, the Albemarle County Board of Supervisors and the McIntire Public Library Board on November 25 at 3:00 p.m. at the Gordon Avenue Branch of the McIntire Public Library in order that the long range plans of the library might be presented to the governing bodies. It is hoped that all members of the Board can attend.

Mrs. Carroll brought up the hour of future Library Board meetings and asked if it might be agreeable with the other members to meet at 3:00 o'clock instead of 3:30. All agreed that until further notice, the time of the meetings shall be 3:00 p.m.

Meeting adjourned at 4:30 p.m.
The Director would like to thank the Library Board for advancing the date of the November meeting to November 12 in order to accommodate his trip to New York City the following week where he served as one of a panel of three for oral examination for the New York Civil Service Commission. It was both a service to librarianship and a means of obtaining new information about current practices in other libraries in the country, which will be of real help to us at our library. I went directly from New York City on Thursday, November 21, to the Virginia Library Association meeting in Richmond which was November 21 to November 23, arriving there at 8:00 P.M. Thursday evening in time to hear the very stimulating talk by the immediate past president of the American Library Association. On Friday, the Director participated in a panel discussion on the professional librarianship in Virginia, with particular reference to the need for a graduate school of library science for Virginia. There is very strong support for a program of this sort in the State, as at present there are approximately 4,000 graduates of library schools in the country and, according to Mr. Dalton, Dean of the Columbia Library School, there are at least two bona fide offers for every candidate who graduates. Virginia, with approximately 1/40th of the population of the country, would normally expect to have as its share approximately 100 Master Degree librarians, but it produces none and has to depend on the supply from North Carolina, Maryland and New Jersey schools, and other chance residents in Charlottesville and other cities of Virginia. This library, among others, has a steady stream of individuals who are interested in obtaining professional training in librarianship and it has been conservatively estimated there are at least 100 to 150 identifiable real candidates for such work every year in our State—certainly enough to support a good graduate program. The places most frequently
mentioned for location of this have been the Virginia Commonwealth University and Virginia Polytechnic Institute and as a third possibility the University of Virginia. A strong committee is to be formed in the Virginia Library Association to gather factual data about the need and possibility of such a school. A report is expected by next fall. On Saturday at the meeting of the Association, I made the report for the Public Library Development Committee of which I have been chairman for the past two years. This concluded a summary of the conclusions and recommendations of the Arthur D. Little, Inc. report which is entitled A Public Library Program for the Commonwealth of Virginia. Copies of the conclusions and recommendations from this report are included with the minutes. This program is now under study by the State Library Board and by the VALC Committee on the Revision of Public Library Laws. At the Association's meeting on Saturday, your director was elected to be Virginia's council member for the American Library Association.

On Monday, November 25, the Albemarle County Board of Supervisors and the City Council of Charlottesville met with the McIntire Library Board to discuss the Long Range Plan for Library Development. It was a very fruitful and thought-full meeting. Those attending had a feeling there is serious consideration being given to library needs for our community and there was an invitation from the heads of the two governing bodies for an invitation from the Library Board for the formation of a site selection committee. Although formal acceptance of the report was neither asked for nor forthcoming, the general consensus of the meeting was that it was in line with the thinking of our governing officials and could well serve as a basis for our development program. The Mayor and Chairman of the Supervisors agreed to pursue the possibility of the availability of the Post Office building for use by the library, and it is expected that by the time of the meeting on December 17, we will have a formal communication from
one or both of them which will shape the course of our action to secure a reasonable headquarters facility for the library system.

On Monday, December 2, the Director met with citizens of Nelson County interested in library service. Included in their number was the Chairman of their Board of Supervisors and one other supervisor who had attended another meeting. They continued to be interested in joining the McIntire Library System and the first step which they will undertake is a formal letter to the City Council of Charlottesville and the Albemarle County Board of Supervisors expressing such interest and asking that a study of costs be prepared by the library estimating the first year's operational expense to see if they would like to pursue the matter and if welcomed by these two governing bodies. This would take into account the substantial help that would be available from State Aid for the development of the new library program. The Board of Supervisors can expect to receive some notification from our governing bodies within about a week. Assuming that it will be too late for the Board meeting on Tuesday, the 17th, the preparation of the fiscal statement will probably have to be the responsibility of the Budget Committee and the Director, with a report back to the full Board at a meeting early in January.

On Monday, December 9, I appeared on behalf of the Virginia Library Association and the Library Development Committee before the Virginia Advisory Legislative Council and Committee on Revision of the State Library Laws. At the next General Assembly, it is expected that there will be a general revision of the State's library laws and those laws which deal with the function of the State Library, the Land Office, which has been part of the State Library, and collection of State archives and history. The Library Development Committee made recommendations and included in its presentation the Association's approval
of the conclusions and recommendations of the Arthur D. Little report. It was an excellent hearing, all of the committee members gave thoughtful consideration to the proposals and we can expect a substantial change in the State's participation in meeting the needs of public library service for the entire Commonwealth.

Most of this report has been about happenings outside of the library itself, but within we have been as busy as a 'one-armed paper hanger' with the accumulated flood of new books representing orders as far back as May of last year which, as I said in the previous meeting, descended on us like the "waters of a river from a log jam." Hopefully, in another month we will begin to see daylight again.

May I wish you a very Happy Holiday Season and as exciting and constructive a year in 1969 as the Library has enjoyed in 1968.

Respectfully submitted,

Raymond E. Williams
Director

Attachment
The monthly meeting of the McIntire Public Library Board was held on October 15, 1968, in the Catalog Room of the McIntire Public Library at 3:30 p.m.

Those present were:

Mrs. Edwin P. Jordan, Chairman
Mr. George Duborg
Mr. Channing Daniel
Mr. Kenneth Lee
Mr. Walter Scott
Mrs. Paul A. Dahlen

Also present: Raymond E. Williams, Director

Absent: Mrs. Donald Carroll
Mr. E. G. Tremblay

Mrs. Jordan declared a quorum present and called the meeting to order. She introduced Mrs. Dahlen as the new board member appointed by the City Council to fill the vacancy created by the expiration of Mr. Alvin Clement's term.

The minutes for the September 17 meeting were approved, and the statistical and financial reports were also approved.

The Director, in his report, had indicated a need for another typist in the Catalog Department. The need arose because the latest book orders will not be cataloged by the book processing firm which heretofore had been processing the orders. The firm has moved to another location and indications are that there would be a long delay in receiving the books. Therefore, the cataloging would be done in the library. Mr. Lee moved and Mr. Duborg seconded a motion that if no alternative is found for quickly easing the flow of material through the Catalog Department that the Director has the Board's permission to hire a typist to meet the emergency. Motion carried.

Mr. Williams asked the Board's permission to be in New York City on November 18, 19 and 20 in order that he might help administer the New York
Civil Service Examination for librarians. Permission was granted. Inasmuch as Mr. Williams would be away at the time of the regular library board meeting in November, Mr. Daniel moved and Mr. Scott seconded a motion that the meeting be held on November 12 at 3:30 p.m. Motion carried.

The problem of what to do with "hopeless" overdue books was discussed at length. The library has a number of books which have not been returned even though notices have been repeatedly sent. The Director asked permission to write a certified letter to each of these borrowers and allow a period of seven days to return the books. If they are not returned within that period, a messenger will be sent to call on the borrower to collect the books, and a charge of 75 cents will be made to the borrower for this call. Mr. Lee moved and Mrs. Dahlen seconded the motion that the Director be allowed to carry out this procedure. The motion carried.

Mrs. Jordan asked the Board to entertain a motion to replace her as chairman inasmuch as she is completing her second year as chairman of the Library Board. The Board accepted her resignation as chairman with great reluctance. Mr. Scott moved and Mr. Duborg seconded a motion that the Vice-Chairman, Mr. Kenneth Lee, be elected chairman. The motion carried. Mr. Lee thanked the Board and took the chair. Mrs. Jordan was then asked if she would accept the vice-chairmanship. She accepted, and Mr. Daniel moved and Mr. Lee seconded a motion that she be elected vice-chairman. Motion carried.

There was a brief discussion of the Crozet Branch regarding a move to larger quarters as there is a possibility that the building next door to the present library will become available. Mr. Lee appointed Mr. Scott and Mr. Duborg to accompany Mr. Williams to Crozet on Friday, October 18, to inspect the building. The present facility is getting quite overcrowded.

Mr. Scott moved and Mrs. Dahlen seconded a motion that a Resolution be prepared thanking Mrs. Jordan for her faithful service as Chairman of the Board for the past two years. Motion carried.

Meeting adjourned at 5:10 p.m.
Following the October Library Board meeting, I went to a display of a new microform processing plant for copying Library of Congress cards at the Marriott Motel. It looked quite interesting for our processing problems. Early the following week I found that the cataloger from Alderman Library had also gone to Washington to see the exhibit on Friday, the 18th. In comparing notes, we found that it might be quite possible to use the rather expensive service jointly. A possible plan would be to have the microform copies of the catalog cards held at the photo laboratory at Alderman and McIntire and Alderman would order their sets of cards from this common source. A pricing system would have to be worked out, but even before that, both of us want to make sure that we can get a good catalog card copy from this source and that will take some testing.

On the basis of the Board’s action at its October meeting, an additional staff member has been added to help with the typing, now that we are doing all of our cataloging and processing. This will be continued until a more efficient and less expensive method can be settled upon, hopefully by the first of the year.

On Monday evening, the 28th, and Tuesday the 29th, meetings were held with the City and County officials on the possible application of the principle of district planning and its effect on both Albemarle and Charlottesville. The Library Director attended both meetings, and the approach of both City and County officials certainly indicated a cordial atmosphere for the development of regional library service, based in this community, which would serve this community and the adjoining counties. Tuesday evening the Director was asked to talk to a group in Nelson County about the possibilities of service from McIntire Public Library for that County. A representative from the Nelson County Board of Supervisors and many other interested citizens in Nelson County were there. They seemed to be quite serious about the possibilities and when informed of the
general cost level that is now borne by our City and County, their enthusiasm was not dampened. I will be meeting with them again in late November or early December as they pursue their interests, and I will be drawing up a tentative budget to show the effect on Charlottesville and Albemarle and Nelson Counties.

On Wednesday, October 30, I went to Miami to attend the Southeastern Library Association meeting and obtained some information about other catalog reproduction systems as well as the one explored earlier this month. It was a good and helpful library conference in other ways as well.

In the two days that I was gone, the big load of books left by the National Book Processing landed at the library. At one point, there were some 46 boxes in the Catalog Room. This left room for about one-half a person! It sounds facetious, but it is disturbing to see your staff disappear behind the load of books. However, we are starting to fight our way out of the inundation.

Raymond E. Williams
Director
### Free Book Balances

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<th>Unencumbered Balance</th>
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<td>Gordon</td>
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<td>2,416.90</td>
</tr>
<tr>
<td>Extension</td>
<td>6,264.00</td>
<td>830.27</td>
</tr>
<tr>
<td><strong>Juvenile:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main</td>
<td>5,000.00</td>
<td>3,055.16</td>
</tr>
<tr>
<td>Gordon</td>
<td>5,000.00</td>
<td>2,460.94</td>
</tr>
<tr>
<td>Extension</td>
<td>5,000.00</td>
<td>1,421.62</td>
</tr>
</tbody>
</table>
BOARD MINUTES

The monthly meeting of the Mcintire Public Library Board was held on September 17, 1968, in the Catalog Room of the Mcintire Public Library at 3:30 p.m.

Those present were:

Mrs. Edwin P. Jordan, Chairman
Mrs. Donald Carroll
Mr. George Duborg
Mr. Channing Daniel
Mr. Walter Scott

Also present: Raymond E. Williams, Director

Absent: Mr. Kenneth Lee
Mr. Alvin Clements
Mr. E. G. Tremblay

The meeting was called to order by Mrs. Jordan who declared a quorum present. The minutes of the August 20 meeting were approved and there was a short discussion regarding the circulation and financial reports and they were accepted.

The need to stimulate the use of the library was discussed. It was pointed out that each member of the Board should advertise the library and that a listing of new book titles could be published in the Daily Progress, as well as other public relations and publicity approaches. The Board then visited the new bookmobile which was parked outside the library.

With reference to the implementation of the long range plan for the library, the Director reported that he had written the letter, as requested by the Board, to the City Manager and the County Executive Officer proposing a meeting for mid-September with the two governing bodies. Apparently the meeting can not be held until at least late October. As a result, Mrs. Carroll moved and Mr. Daniel seconded a motion that in order to help expedite the consideration of the long range plan that the Board write a letter to each member of the governing bodies of the city and county, plus a brief communication to Edgar Garnett, Chairman of the County Board of Supervisors, and Mayor G. A. Vogt enclosing a copy of the
letter. Motion carried. Mr. Williams gave the board a brief resume of the possible future needs of the Catalog Department.

Meeting adjourned at 4:45 p.m.
DIRECTOR'S REPORT  
October 15, 1968

It seems that nature provides only one good crisis at a time for most periods of the Library's life. The summer was filled with bookmobile and personnel problems and now it's the cataloging. At the last meeting I expressed concern about the delays and ultimate cost to the library of our present commercial cataloging service. I had gotten far enough in the analysis to determine that we were averaging about 90 cents per book commercially and that our own costs would be about $1.00. The delay between date of shipment by the jobber and the receipt of the cataloged books at the Library has run to about 2 months for some books which outweighed the cost differential.

Now, the decision on whether or not we do our own cataloging somehow is almost academic. The service we were using in Atlanta has been bought by Tennessee Book Company in Nashville. They, in turn, have been purchased by Ingram Book and their processing office has now been given orders to give the Ingram Books first priority. This means that our books, purchased through Huntting, would have a very uncertain future. The man who had the cataloging service is out and is leaving the field of commercial cataloging.

All books now in Nashville will be shipped to us (cataloged or not) before Mr. Scofield leaves there on October 11, 1968. Huntting is to send to us all outstanding orders. To handle the work we now have Mrs. Berne, 4 hours per day, and Miss Huyett, irregularly about 2 hours per day, plus one typist. In the last six months we have paid $1,800 for cataloging, so I propose we add the necessary additional typist at $3400 per year and pray that we can keep a continuity of professional catalogers. We should be able to keep our "heads above water" with the 3 full-time equivalents, but if someone falls by the wayside, your Director will have to be an "instant cataloger."

This is enough for one month.

Respectfully submitted,

Raymond E. Williams
Director
The monthly meeting of the McIntire Public Library Board was held on August 20, 1968, in the Catalog Room of the McIntire Public Library at 3:30 P.M. Those present were:

Mrs. Edwin P. Jordan, Chairman
Mr. Kenneth G. Lee
Mr. George Duborg
Mr. Alvin Clements
Mr. Walter Scott
Mr. E. G. Tremblay
Also present: Mr. R. E. Williams, Director

Absent: Mrs. Donald Carroll
Mr. Channing Daniel

The meeting was called to order by Mrs. Jordan who declared a quorum present. First order of business was to approve the minutes of the June 19 meeting. Mr. Scott moved that they be approved and Mr. Duborg seconded the motion and it carried. A brief discussion followed of the financial and circulation reports and they were accepted.

After a brief discussion of the Long Range Plan for Library Development of the McIntire Public Library, the board asked Mr. Williams to contact Mr. Batchelor, County Executive, regarding a meeting to discuss the plan with them and the City Council.

The Board acted on recommended changes in beginning salaries for two professional employees because of previous experience—Mrs. Juliette Cowen to be employed at the salary of $6,000 per year, and Mrs. Patricia S. Busselle, who starts work on September 3, 1968, to be employed at a salary of $6,000 per year—and changed the rate, because of type of work to be performed, for Mrs. Joyce Hall to $3800 per year. The Board also approved the employment of Mr. Philip L. Williams as a special clerk, using his Masters Degree in music in cataloging music at a salary of $3300. The motion was made by Mr. Duborg, seconded by Mr. Lee and carried unanimously.

The meeting adjourned at 4:30 P.M.
The most recent Library Board meeting was held on Tuesday, August 20; the Director will be on vacation the week of September 9; so this report is being written on Thursday, September 5, and will be a short one.

On August 20th, we received a call from the Gerstenlager Company in Ohio that the bookmobile was ready. On Friday, September 23, Linwood Frye, Roland Beauford and I flew out to Cleveland and went from there to Wooster and arrived in time to have the vehicle checked out by Gerstenlager. They made a few minor mechanical changes and we left the plant at 5:00 p.m. that day. We arrived in Charlottesville, having driven all night, at 8:15 a.m. The vehicle performs well, looks very good, and has a rated capacity of 3,100 books. With our shelf arrangements, we are able to carry about 2,800 to 2,900 books. The repair work under the warranty is to be performed at H. M. Gleason by arrangement with Gerstenlager. Now, our problem is that Mrs. Strange, the Bookmobile Librarian, has not been well the past two weeks. We hope that she will be able to return to the bookmobile soon, but we have had to fill in with substitutes ever since the new bookmobile arrived.

Other personnel items include the non-appearance of one person for our reference staff for the Main Library who would have been a fourth person on reference for the first half of the year. After February we would have been one person short when two people leave. We trust that we will find someone to fill in that vacancy when the time comes.

This next week, by the 14th, the last of our summer people will have left and most of the vacations completed.

The only news about a meeting on the long range plan with Council and the County Board of Supervisors is that Mr. Batchelor's office informed me that
the Supervisors could not take this matter up until late October and no special date can be set at this time. So, the matter of general public information sessions on the long range plan should be an item of discussion at the next Board meeting.

Respectfully submitted,

Raymond E. Williams
Director
July and August have been interesting months.

The first is the unexpected news that the bookmobile is being finished ahead of schedule. Linwood Frye, Roland Beauford and I will go to Wooster, Ohio, on August 30 (arrangements being made by Mr. Batchelor, County Executive Officer) and will drive it back here on that same day. It is coming none too soon as the generator on the old one will not sustain the load again and has to be overhauled in order to carry the air conditioner. The temperature has gone over 105 degrees a few days this month.

The second, but related item, is the heat. Gordon Avenue morning hours, plus air conditioning, has set a new record for monthly circulation in July, and the Main Library was the only one to drop. It will be interesting to see how it levels off in September and October.

The third is personnel. We lost two prospective trained librarians to Alderman due to the salary differential. Their work preference was at McIntire but husbands were to be supported, and the $1,000 plus gap in salary was too much of a hurdle.

For this fall we will have to fill in the gap left by Mrs. Cohen's 3-month leave of absence at the Main Library, and to do this we will have Mrs. Mitchell, with a Masters Degree and one year experience in this library, until February. Mrs. Sowers, who has almost completed her library training and, as a library assistant, will be here again for the coming academic year after another summer school session. Mrs. Cowen, who has a number of years of work at Alderman in cataloging and the Rare Book Room, has joined the staff to make the third person at the reference desk. An offer has been made to Mrs. Busselle, a trained librarian from Chicago, who will be here for three years and who is expected to report for work on September 3.
She will be needed to fill in the remainder of Mrs. Mitchell's term or possibly in the children's room with Mrs. Jenks. In the children's room, Mrs. Jenks, library assistant and a new graduate of Madison, will be here until about the first of February as things stand now.

At the branches, things are more stable. Professional librarians are Mrs. Sturtevant and Mrs. Williams; library assistants, Mrs. Thomas and Mrs. Harvey; and the clerks, Mrs. Plant and Mrs. Barbour. Mrs. Strange is on the bookmobile with Mrs. Herbert as our emergency standby for bookmobile. Mrs. Herbert is presently employed at Jack Jouett Junior High School Library.

Mrs. Stone and Mrs. Patterson will be at Scottsville and Crozet, respectively. We have added a young man to the staff who has his Masters Degree in music, is working as a clerk and will be working almost exclusively on the record collection work which is badly needed. He is going on to library school in a year or so and, if necessary, he could be used at the Reference Desk. There were 829 records in the gift from WELK.

We have had three very competent college students with us this summer, plus Mr. Kaplan who worked at Gordon Avenue part time as a library assistant. The rest of us are still here and all of us are looking forward to an excellent fall.

Raymond E. Williams
Director
BOARD MINUTES

The monthly meeting of the McIntire Public Library Board was held on June 18, 1968, in the Catalog Room of the McIntire Public Library at 3:30 p.m. Those present were:

Mrs. Edwin P. Jordan, Chairman
Mrs. Donald Carroll
Mr. Kenneth O. Lee
Mr. George Duborg
Mr. Channing Daniel

Also present: Mr. R. E. Williams, Director

Absent: Mr. Alvin Clements
Mr. Walter Scott
Mr. E. G. Tremblay

The meeting was called to order by Mrs. Jordan who declared a quorum present. First order of business was to approve the minutes of the March 19 meeting. Mr. Lee moved that they be approved and Mr. Daniel seconded the motion and it carried.

The circulation and financial reports for May were approved with one correction on the financial report -- "10-Mo. Propor." column was changed to read "11-Mo. Propor."

Mr. Lee moved and Mr. Duborg seconded a motion to send the Long Range Plan for Library Development of the McIntire Public Library to the governing bodies with a cover letter requesting a joint meeting, hopefully, by mid-September. The motion carried unanimously. It was decided to attach 15 copies of the report to each cover letter to City Council and the County Board of Supervisors. Mr. Williams was asked to prepare a letter of transmittal.

Mr. Williams announced to the Board that WELK Radio Broadcasting Station had given a great many records to the Library, many of which were considered good records.
On the matter of increasing the fines on juvenile and adult books, the Board voted: Juvenile books a limit of $1.00 at 2¢ per day

Adult books a limit of $2.00 at 5¢ per day

Mr. Daniel moved and Mrs. Carroll seconded the motion and it carried.

Meeting adjourned at 4:30 p.m.
MONTLY MEETING
McINTIRE PUBLIC LIBRARY BOARD
3:30 p.m. June 18, 1968

AGENDA

ORDER OF BUSINESS

1. CALL TO ORDER

2. MINUTES OF PREVIOUS MEETING

3. CIRCULATION REPORT

4. FINANCIAL REPORT

5. DIRECTOR'S REPORT

6. COMMITTEE REPORTS

7. UNFINISHED BUSINESS

8. NEW BUSINESS

9. ADJOURNMENT
A special meeting of the McIntire Public Library Board of Trustees was held on June 6, 1968, in the Catalog Room of the McIntire Public Library at 3:30 p.m.

Those present were:

Mrs. Edwin P. Jordan, Chairman
Mr. Kenneth O. Lee
Mr. Alvin Clements
Mr. Channing W. Daniel, Jr.
Mr. Walter Scott

Also present: Mr. R. E. Williams, Director

Absent: Mrs. Donald Carroll
Mr. George Duborg
Mr. E. G. Tremblay

The meeting was called to order by Mrs. Jordan who declared a quorum present, and then asked Mr. Williams to present the draft of a Long Range Plan for Library Development of the McIntire Public Library, which he had prepared for the Library Board.

Before discussion of the draft, Mrs. Jordan made the comment that she felt it was important that the Library Board be given credit for initiating and authorizing two previous surveys. The first one was conducted by Mrs. Opal D. David in August 1962, which was to be a historical survey. The second one was conducted by Mr. Henry T. Drennan of the U. S. Office of Education in March 1963. Mrs. Jordan said that Louise Savage and Roy Land had worked many hours with her helping both Mrs. David and Mr. Drennan.

There followed a discussion of the draft of the long range plan and Mr. Williams made changes, as suggested, to be incorporated in the final report.
Mr. Clements left early, but before leaving, said that he would like to make the comment that he had read the draft carefully and that he would like to be recorded as having approved it and that the plan be completed and printed for presentation to the governing bodies.

The motion was made by Mr. Daniel, seconded by Mr. Scott and passed unanimously, that the draft be prepared and finalized as a long range plan to be submitted to the City Council of Charlottesville and the County Board of Supervisors of Albemarle Co.

Mr. Lee said he would like to congratulate Mr. Williams on the clarity of the presentation of the needs of the McIntire Public Library as brought out in the draft.

Mr. Daniel agreed and said that he had learned much about the Library which he had not known.

Meeting adjourned at 5:30 p.m.
The lack of quorum at our recent meetings has held up some of the routine business, but with the few who could come and the special meeting of June 6, work has progressed on the Long Range Goals.

At this June 18 meeting, the final report will be ready for distribution. The Board has said it wished to have a meeting with Council and Supervisors in September, but the Master Plan for Charlottesville is getting into its final stages—the plans for public facilities, including libraries. The library should forward the plan to the two governing bodies so that it can be released to the various City and County planning groups and organizations. Two hundred of the booklets have been printed and bound.

The book budget distribution to the various agencies, by adult and juvenile, should be ready for your information by the June meeting, as there will not be a July meeting of the Library Board.

Raymond E. Williams
Director
MONTHLY MEETING
McINTIRE PUBLIC LIBRARY BOARD
May 21, 1968
3:30

AGENDA

ORDER OF BUSINESS
1. CALL TO ORDER
2. MINUTES OF PREVIOUS MEETING
3. CIRCULATION REPORT
4. FINANCIAL REPORT
5. DIRECTOR'S REPORT
6. COMMITTEE REPORTS
7. UNFINISHED BUSINESS
8. NEW BUSINESS
9. ADJOURNMENT
The monthly meeting of the McIntire Public Library Board of Trustees was held on April 16, 1968, in the Catalog Room of the McIntire Public Library at 3:30 p.m. Those present were:

Mrs. Edwin P. Jordan, Chairman  
Mr. Channing W. Daniel, Jr.  
Mr. Kenneth O. Lee  
Mr. Alvin Clements

Also present: Mr. R. E. Williams, Director

Absent: Mrs. Donald Carroll  
Mr. Walter Scott  
Mr. George Duborg  
Mr. E. G. Tremblay

The meeting was not called to order by Mrs. Jordan because a quorum was not present.

The four members present took no official action but did discuss several items: 1) The lettering and wording which should be placed on the side of the new bookmobile; 2) a possible meeting with the newly elected city council members and the county board of supervisors after Mr. Williams has drafted the long range plans for the library.

Mr. Williams read a letter which the library had received from Ray C. Bliss, Chairman, Republican National Committee asking the library to "join now as a $10 Sustaining Member of the Republican National Committee." He also read his reply to the letter, and the letter received from Ray C. Bliss explaining how the library's name got on their mailing list.

A letter from Dr. Edgar Shannon, President of the University of Virginia, was also read. It stated how pleased he was with the handsome commendation given the Phi Gamma Delta pledge class by the Library Board and Staff.
DIRECTOR'S REPORT - May 21, 1968

One of the big written projects for the library has been completed, at least for the basic elements. A revision of the staff manual for use by all agencies has been completed. This will help in the indoctrination of new staff members, and insures uniformity of action on patron's requests, book use, etc.

There are several items that should have Board approval before they are made effective. The suggested changes came after many staff discussions.

1. It is normal to make the maximum fine limit on a book approximately one-half of the cost of an average book. However, our limits were $1.00 for children's books (some agencies charging .50 maximum), and $1.00 for adult. With the cost of books rising since this was established, we suggest $1.00 for children's books (at 2¢ per day) and $2.00 for adult books maximum (at 5¢ per day).

2. The library has been granting the privilege of two (2) two-week renewals on a book if there are no reserves waiting. This has kept much of the material on current questions unavailable for other borrowers who in many cases do not know of their need in time for a reserve to be effective. By reducing the allowable renewals to one (1), a total loan of 4 weeks, our book stock will be accessible to more people and 4 weeks should provide sufficient time for the individual use of the material.

3. There has been a rule that only one new fiction book may be borrowed at a time on a card. This rule is easily circumvented if one borrower brings in two or more borrower cards or makes two or three trips to the library on the same or successive days, and it is not particularly important anyway when much of our new looking fiction books are really recent purchases to fill gaps in the collection and the national fiction output is not overloaded with potential classics. The staff feels that it is better to treat new fiction just like the rest of the
collection for borrowing privileges. All books are renewable at 10¢ per reserve.

The Director participated in a meeting at the State Library on May 10 on the subject of a State-provided system of TWX connection of the major public libraries of the State and its connection to the present system of the TWX network in our State's colleges and universities. This will greatly enhance the use of inter-library loan, film borrowing, etc. We stand to be real gainers if it is put into operation.

The activity has again slowed down the completion of the draft of the long-range plan, but it will be ready for Board review prior to the June meeting, with completion in June. Sorry it couldn't be ready for the May meeting.

Respectfully submitted,

Raymond E. Williams
Director
MONTHLY MEETING
McINTIRE PUBLIC LIBRARY BOARD

AGENDA

ORDER OF BUSINESS
1. CALL TO ORDER
2. MINUTES OF PREVIOUS MEETING
3. CIRCULATION REPORT
4. FINANCIAL REPORT
5. DIRECTOR'S REPORT
6. COMMITTEE REPORTS
7. UNFINISHED BUSINESS
8. NEW BUSINESS
9. ADJOURNMENT
BOARD MINUTES
March 19, 1968

The monthly meeting of the McIntire Public Library Board of Trustees was held on March 19, 1968, in the Catalog Room of the McIntire Public Library at 3:00 p.m.

Those present were:

Mrs. Edwin P. Jordan, Chairman
Mrs. Donald Carroll
Mr. Walter Scott
Mr. George Duborg
Mr. Channing W. Daniel, Jr.
Mr. E. G. Tremblay

Also present: Mr. R. E. Williams, Director

Absent: Mr. Kenneth O. Lee
Mr. Alvin Clements

The meeting was called to order by Mrs. Jordan who declared a quorum present. She introduced the new member, Mr. E. G. Tremblay, and he was welcomed by the Board.

MINUTES APPROVED: Mrs. Jordan asked for additions or corrections to the board minutes for the February meeting. The minutes stood approved.

STATISTICAL & FINANCIAL REPORTS: Comments on the statistical and financial reports were called for. Mrs. Carroll commented on the number of increased registrations over last year.

DIRECTOR'S REPORT: Mr. Williams elaborated on his written report, filling in some background information for the benefit of Mr. Tremblay. He emphasized the fact that the library should request the sliding carriage for the generator, should the bookmobile be purchased according to the specifications which the board now has from Gerstenslager. Mr. Tremblay asked if it were possible to use the present bookmobile as a
stationary unit. The other board members agreed that it should be considered.

Mr. Williams said he had received a letter from Mrs. June Moon, Secretary to the County Board of Supervisors and that the budget would be acted upon by the County Board of Supervisors and the City Council at a special meeting to be held at 4:00 p.m. on Thursday, March 21, with members of the Library Board and Mr. Williams present.

Mrs. Carroll moved that the bookmobile bid from Gerstenslager with the revised drawings and specifications in the amount of $20,350.00 plus $300.00 for the sliding carriage for the generator was acceptable to the Board, and that the Board of Supervisors be requested to make the purchase. Mr. Daniel seconded the motion and it passed unanimously.

Mr. Duborg asked permission to go back to the circulation report to note that the totals were not totals—the January totals had not been added to the February totals. This will be corrected on the file copies.

Mrs. Jordan felt that the Board should thank the Phi Gamma Delta Fraternity for the painting, which they did at the Main Library, in the form of a resolution, and asked Mr. Tremblay to write one. She also announced to the Board that Mrs. Walter Fletcher had given a pair of hassocks to the Gordon Avenue Branch for the children’s room. Mr. Williams agreed to take care of thanking her for them.

An excerpt from a bulletin of the League of Women Voters of Charlottesville and Albemarle County regarding Mr. Williams’ talk to them concerning a regional library system located in Charlottesville
was read by Mrs. Jordan. This was at the February meeting of the League. It resulted in the following consensus: "The League of Women Voters of Charlottesville and Albemarle County Support the Establishment of a Regional Library Service Centered in Charlottesville."

Mrs. Carroll commented that on one of her trips to Scotland she had seen a museum connected with a library and wondered if we might continue thinking of this for the McIntire Library Building in the future.

Mr. Duborg commented on the fact that some of the letters on the McIntire Memorial had been broken off. He suggested that perhaps we should have them reset flush with the brick wall.

Mrs. Jordan asked the Board's opinion regarding holding future board meetings at 3:30 p.m. instead of 3:00 p.m. All agreed it would be best, so the April and future meetings will be held at 3:30 p.m.

Mr. Williams reminded the Board that we do not have as large a free book balance on our financial statement as it indicates because of the encumbrances for the bookmobile and the 1966-67 overspend.

The Board passed the following resolution regarding the painting which the fraternity pledge class had done for the Library:

BE IT RESOLVED, That it be made known that the Board of the McIntire Public Library at their March 1968 meeting expressed their heartfelt thanks to the thoughtful members of the pledge class of Phi Gamma Delta who devoted their time and talent painting several rooms at the Library. You performed a valuable public service which has benefited the community and will be enjoyed by many. Thank you for a job well done.

Meeting adjourned at 4:10 p.m.
DIRECTOR'S REPORT - April 16, 1968

The Board of Supervisors approved the purchase of the new bookmobile on Tuesday, April 9, 1968. It's been a long road from September 1967 consultations, to October specifications, to January 1968 bids, to February revised specifications, to March 21 budget hearing, to doubts from supervisors, to public discussion over possible loss of service, to more consultations and meetings, to the final action to purchase on April 9, 1968.

The public response and the re-examination of the bookmobile service by all concerned has been worth all of the energy consumed. Our problem now is to keep the old one going until the new one is available in about 7 or 8 months.

The city council agreed to the budget as presented, and at the Board of Supervisor's meeting when the decision on bookmobile was made, they accepted the budget with the exception of the depreciation fund for bookmobile. This eliminated $2,200 from the request. They also specified that the library will reserve up to $2,500 of county book funds for the final payment on the bookmobile.

The director has been trying to recruit replacements for the professional staff and make final decision on summer help.

Now, full energy and time can be devoted to the draft of the long range plans for library development.

Raymond E. Williams
Director
MONTHLY MEETING
McINTIRE PUBLIC LIBRARY BOARD

AGENDA

ORDER OF BUSINESS

1. CALL TO ORDER
2. MINUTES OF PREVIOUS MEETING
3. CIRCULATION REPORT
4. FINANCIAL REPORT
5. DIRECTOR'S REPORT

6. COMMITTEE REPORTS

7. UNFINISHED BUSINESS

8. NEW BUSINESS

9. ADJOURNMENT
BOARD MINUTES
February 20, 1968

The monthly meeting of the McIntire Public Library Board of Trustees was held on February 20, 1968, in the Catalog Room of the McIntire Public Library at 3:00 p.m. Those present were:

Mrs. Edwin P. Jordan, Chairman
Mr. Alvin Clements
Mr. Kenneth O. Lee
Mr. Walter Scott
Mr. George Duborg

Also present: Mr. R. E. Williams, Director

Absent: Mrs. Donald Carroll
Mr. Channing W. Daniel, Jr.

The meeting was called to order by Mrs. Jordan who declared a quorum present. She noted that the minutes for the December 12 meeting were incomplete and that Mr. Duborg was introduced at the beginning of the meeting, not as shown on the draft of the minutes and that she had asked that action be delayed until the next regular meeting. The January minutes reflected the correction. She noted that the January minutes showed an incomplete sentence—the words "good financial condition" were omitted under Circulation and Financial Reports. She asked for additions or corrections to these minutes. The minutes stood approved for December 12, 1967 and January 16, 1968.

Mr. Lee said he had taken the copies of the budget proposal to Mr. Batchelor and that he would be glad to secure any further information if the County Executive's Office needed it. Mr. Clements reported that he had taken copies of the budget request
to Mr. Bowen and received the comment that if all city agencies increased their budget by 20% that the city would be in financial straits. Mr. Clements also said that he felt the request will receive searching analysis but that he was hopeful it would be passed intact.

**NEW BOOKMOBILE:** The bids on the bookmobile were received on February 2, 1968 and the total for chassis and body exceeded the salesman's estimate by about $4,500. This raised questions about its purchase and its service to the county. A stop-by-stop tabulation of the annual use of the bookmobile was made. The ideas of substituting another fixed location at Rio Road and Route 29, plus enlargement of the Crozet Branch were explored and, as contained in a special report to the Board, there did not seem to be an adequate substitute for the bookmobile for at least another 10 years.

The alternatives were then discussed of obtaining a smaller vehicle or obtaining the proposed vehicle for less than the bid.

The long range plan for branch development must be implemented to permit phasing out of the bookmobile service.

Mr. Clements moved that Mr. Williams contact the manufacturer and say that we must get a bookmobile for not more than $20,000 and ask them to give us a price in this range. The move was seconded by Mr. Duborg and the motion was unanimously approved.

Mr. Williams said that he could get this information within a week and Mrs. Jordan asked if the Board should have a special meeting
after the information was received. It was agreed that the Board should meet on the call of the Chairman.

**FINANCIAL REPORT:** Mrs. Jordan called for comments on the financial report for January. There were no comments. Bookmobile schedules were distributed to the Board members and the schedule was discussed briefly.

**NEW BUSINESS:**

Mrs. Jordan announced to the Board the appointment of Mr. E. G. Tremblay to the Library Board by the County Board of Supervisors to serve the unexpired term of Mr. W. W. Rowan. This term runs through June 30, 1968, at which time he will be eligible for reappointment.

Mr. Scott moved that Mr. Lee be appointed Vice-Chairman of the Library Board. Mr. Duborg seconded the move and the motion carried unanimously.

Meeting adjourned at 4:15 p.m.
Following the request of the Library Board to determine what size bookmobile could be obtained for $20,000.00, the Gerstenslager Company submitted two quotations with drawings and specifications. On the original size vehicle they said they would furnish a chassis at a saving of $1,200.00, deduct the 5% general price increase effective after the start of planning for this bookmobile and delete certain items which were desirable but not essential. The price quoted was $20,350.00 plus $300.00 if we wished a sliding carriage for the generator.

The second quotation was for a smaller bookmobile at $19,850.00. These were both considerably below the original price of $25,402.45.

Mrs. Jordan and Mr. Clements met with the director. Then I went to Mr. Batchelor's office with the plans, specifications and letter of transmittal. Mr. Batchelor felt as we did that the larger bookmobile at the reduced price met our needs and was the best buy, so this proposal will be put before the supervisors on March 21 for final action.

The pledge class of Phi Gamma Delta Fraternity volunteered to help paint the children's room and staff room. Five to seven of them worked for about three hours on Thursday, Friday, Sunday and Monday, March 7-11. It was a fine public service.

Raymond E. Williams
Director
MONTHLY MEETING
McINTIRE PUBLIC LIBRARY BOARD

AGENDA

ORDER OF BUSINESS
1. CALL TO ORDER
2. MINUTES OF PREVIOUS MEETING
3. CIRCULATION REPORT
4. FINANCIAL REPORT
5. DIRECTOR'S REPORT

6. COMMITTEE REPORTS

7. UNFINISHED BUSINESS

8. NEW BUSINESS

9. ADJOURNMENT
BOARD MINUTES
January 16, 1968

The monthly meeting of the McIntire Public Library Board of Trustees was held on January 16, 1968 in the Catalog Room of the McIntire Library at 3:00 p.m.

Those present were:

Mrs. Carroll
Mrs. Jordan
Mr. Duborg
Mr. Daniel

Also present: Mr. Williams, Director

Absent: Mr. Scott
Mr. Lee
Mr. Clements

MINUTES
APPROVED:

The meeting was called to order by Mrs. Jordan who noted that the order of the minutes for the December 12 meeting were incomplete and that Mr. Duborg was introduced at the beginning of the meeting, not as shown on the draft of the minutes. The chairman asked that action be delayed until the next regular meeting.

CIRCULATION &
FINANCIAL
REPORTS

Year end total of circulation was noted and briefly discussed. Sixth month position of library expenditures was noted and it was felt that the library is in good financial condition.

DIRECTOR’S
REPORT

The written report was presented and Mr. Williams made additional comments on the items included.

BUDGET

The budget was presented by Mr. Williams for Mr. Clements who was absent. Mr. Duborg suggested the possibility of a simpler form for showing the salary request for next year’s budget. He also
suggested that Mrs. Dammann's salary for 1967-68 be shown in the line for Children's Library, Central, for the period to June 1968 and that the Gordon Avenue new position be shown as vacant for 1967-68. The rest of the board concurred.

Mrs. Carroll suggested an additional note be added explaining the bookmobile depreciation fund increase.

Mrs. Jordan asked that the Board members stand by for a call from the library office when the City-County Library Committee announces its hearing, and try to be present at that meeting. Mr. Clements and the Director will make the principal presentation.

Mr. Duborg moved that the budget as corrected be presented to the City Council and the Board of Supervisors as the Library's budget request for the year 1968-69 in the amount of $203,128.00. Mrs. Carroll seconded the motion, approved unanimously.

Mr. Rowan's resignation left the position of Vice-Chairman vacant. As there were three members absent, Mrs. Jordan felt that the election should be delayed until more were present, so she appointed Mr. Lee to the position of Vice-Chairman, Pro-Tem.

Meeting adjourned at 5:05 p.m.
Budget was front and center this month. The suggestions for change in presentation were incorporated and the document was presented to the City Council and the Board of Supervisors.

The bid (only one received) for the Bookmobile body was received and opened on February 2. The Gerstenslager Company was the only bidder but their bid came in at $19,857.45 (the estimate by their salesman had been $16,400) and this, coupled with a chassis bid of $5,545 from Gleason (the estimate had been $4,500), was a blow both to the Director and the County Executive. He asked for a re-run of the pattern of use through the County and wanted to explore the possibility of enlarging Crozet and perhaps instituting branch service near Rio Road as an alternative to buying the bookmobile.

In the course of totaling the circulation for each of the stops for the year, an error in recording the monthly summary of the Bookmobile circulation was found which in effect doubled the count of the school circulation. The net effect was to change the Bookmobile and County Branch circulation to 86,365. A copy of the new letter to the City and County is attached.

Mr. Clements and the Director have been in constant consultation about the twin problems and the enclosed suggested plan of action will be presented at the February 20th Board Meeting for discussion.

Mrs. Garth has joined the staff as the office secretary.

R. E. WILLIAMS
DIRECTOR

Attachment
BOOKMOBILE STATEMENT

The present bookmobile is so worn out that it is necessary to replace it with a new bookmobile or discontinue the service about the end of the calendar year, 1968, and dispose of the present vehicle as being too unreliable to use as a regular service distribution agency. This being so, the Library, through the Board of Supervisors and the County Executive Office, sought bids on a new bookmobile. The original estimates were $16,400 for body and $4,500 for chassis. With the funds in hand in the depreciation account, the use of $2,000 of the county book fund for 1967-68 and either the depreciation request for 1968-69 or an equivalent amount from the 1968-69 book fund the purchase was possible because it was a necessity.

The bid was opened (only one bid received) on February 2 and the bid on the body was $19,857.45. This, when added to the chassis bid of $5,545.00 made a total of $25,302.45. The total was so much over the salesman's original estimates that we felt that another look at distribution in service pattern was imperative. Mr. Clements, as Budget Committee Chairman, was consulted frequently.

At present, the bookmobile circulates 55,066 books to county residents—about 41,000 of this through community stops in our 60 places in the county. About 14,000 is to elementary schools. There are now four schools that are dependent on the supplementary book service; the others have been phased out over the last three years because they could care for their own needs. The estimate of time for the remaining four are: Yancey and Stony Point—at least one more school year and possibly two; and the two new ones, Woodbrook and Brownsville, which were started with quite inadequate libraries—two years and possibly three.

The 41,000 circulation through community stops represents over one-fourth of the total book use by county residents. And, although there is an
acceleration in the accessibility to urban areas and a tendency for more people to be able to go to those centers for all types of goods and service, we still have a sizeable population who would find it too great a hardship to go to the urban centers for library service. If the bookmobile service were withdrawn at this time, they would be cut off from this important educational facility. We feel that this will be decreasingly true, but the problem of logistics is—*at what point* the mobile service should be phased out, not whether it *should* be phased out.

An alternative that could be used is enlargement of the Crozet Branch and increased hours of service as well as book stock at an estimated cost of one full-time library assistant—$5,000 per year, plus building or rent costs which would pick up about 2,000 of the bookmobile circulation, and the establishment of a 1,000 to 1,500 sq. ft. branch in rental quarters at Rio Road and Route 29 at an estimated annual cost of $5,725, plus $3,500 establishment cost which would service an area that now generates about 8,500 to 9,000 bookmobile circulation and third, stop the bookmobile services that provides for the annual book use of the remaining 30,000 books per year, assuming that they could somehow get to an agency.

Mr. Clements and I feel that a more realistic approach is to purchase the bookmobile as bid, financing it with even deeper cuts into the 1968-69 county book budget as well as use of the requested depreciation fund request, use it for its projected life of 10 to 12 years and then stop bookmobile service. At the same time concentrate on planning and building efforts on a practical and full scale fixed branch system that would be in operation for all county and city residents by the end of the 10-year period. Of course, this would mean that the depreciation item not be included in the annual budget, but the operating costs for the bookmobile would remain at about $10,000 - $11,000 per year.
In making this suggestion there is a recognition of the changes in population movement and accessibility, but we feel that until adequate branch facilities can be provided, it would be an unwarranted action to curtail a service that has proven so essential to so many of the county residents. It will take another 10 years to establish a real branch system if past experiences are any criteria of speed of action.

RAYMOND E. WILLIAMS, DIRECTOR
MONTHLY MEETING
McINTIRE PUBLIC LIBRARY BOARD

AGENDA

ORDER OF BUSINESS
1. CALL TO ORDER
2. MINUTES OF PREVIOUS MEETING
3. CIRCULATION REPORT
4. FINANCIAL REPORT
5. DIRECTOR'S REPORT

6. COMMITTEE REPORTS

7. UNFINISHED BUSINESS

8. NEW BUSINESS

9. ADJOURNMENT
The budget document has been completed with the circulation figures in for December. The Library has shown a healthy increase in most of its agencies. The Main Library has not lost as much as predicted (about 35,000 from its 200,000 level) and Gordon Avenue in spite of its slow start in the beginning of the year finished fairly strong at close to 90,000 for the year.

The Director attended ALA Midwinter meeting January 9-13 and hopes to locate a Children's Librarian while there. This is more hope than assurance.

The preliminary locations for proposed branches was discussed with a representative of the Bartholomew Associates who are to do the master plan for the city and we were in accordance as to the areas be served and to the projected growth patterns. Their work on public facilities like the library will be done in March and April and they are anxious to go over our recommendations about that time. The final report on the master plan will be in July. We should fit our timing on long range plans for the library to their schedule to make maximum use of the data they are developing and to secure a strong recommendation from them on facility size and location.

Miss Nancy Huyett's and Miss Thomas's resignation means a major rearrangement of staff and work assignments, but Mrs. Cohen is doing well as Head of Adult Services at Main and there is every likelihood of us getting the services of a part-time experienced Librarian for Cataloging.

I am sorry to report the death of Mrs. Florence Casey, Librarian of Crozet, January 7, 1968. Miss Roy Patterson has been filling in and will take the librarianship for the full twenty hours per week.

Raymond E. Williams
Director