MINUTES OF MCINTIRE LIBRARY BOARD MEETING June 16, 1972

Present: Miss Virginia Moore, Chairman
Mr. Kenneth O. Lee, Vice Chairman
Mr. Channing Daniel, Jr.
Mrs. Paul Dahlen
Mrs. Henry Mitchell
Mrs. Harold Hallock
Mr. Robert D. Franklin, Director
And Mrs. Marion Nolan as observer from League of Women Voters

Absent: Mr. James R. Sandridge
Mr. Robert Stroh

Miss Moore called the meeting to order at 4:00 p.m. in Gordon Avenue Branch Library, and called for approval or correction of the Minutes of the May 23 meeting. Questions were raised whether anything besides actions taken should be recorded in the Minutes, in view of the Secretary's practice of reporting relevant discussions and appending notes of subsequent actions taken to carry out requests of the Board made during the meetings. The question was also raised whether the Secretary should be the director, or an appointed member of the Board, (Note: Minutes of September 21, 1971 when officers were elected show the director nominated and elected Secretary.)

Miss Moore asked that the Minutes refer to the standing committee of which Mr. Stroh is chairman, as The Standing Committee for Promotion of a New Main Library Building. The Minutes as corrected were accepted on motion of Mrs. Hallock, seconded by Mr. Lee, all voting aye.

Mr. Lee affirmed that in connection with the phrase "broad representation on the Board" he had meant as indicated in the Minutes not only geographical but also in the sense of walks of life and interest groups.

Without objection the financial and circulation reports were accepted as mailed. Mr. Franklin stated that City Finance director Sidney Rush had confirmed to him that the Finance office would encumber funds as yet unspent before June 30 where the Library could provide a purchase order or invoice for goods or services ordered but not yet received, thus preserving into the new fiscal year such encumbered funds. Mr. Lee stated that this was evidently a new policy that had not previously been available.

Discussion followed of the proposed contract which was drawn up by City Attorney Harry Marshall in consultation with the Library director and the County Attorney Herbert Pickford, and circulated in the form revised after the May 23 discussion and action by the Library Board regarding the 4-4-1-1 membership on the expanded Board. Miss Moore asked the Board's permission to recite some of the reasons why it would be preferable to name the library the Jefferson-Madison Regional Public Library, instead of Thomas Jefferson Regional Library as in the proposed contract. She offered copies of a brief document supporting this coupling of names.
The observer from the League of Women Voters, Mrs. Nolan, urged that the opinions of respected historians like Dumas Malone be sought by the Board before a name is settled on.

There was also discussion of the cloudy meaning of paragraph ten of the proposed contract, relating to depreciation and responsibility for bookmobiles.

Mr. Daniel stated that Mayor Van Yahres had asked for an expression from the Library Board of approval or disapproval of the proposed contract before it would come up for action at City Council meeting June 19.

Mr. Lee moved, and Mr. Daniel seconded, that the Library Board approves the proposed contract and recommends its adoption by the City and by the County, but believes that paragraph ten (relating to bookmobiles) needs clarification, and that the name for the expanded regional library system should be further considered by the expanded Board. This statement was passed unanimously, and directed to be sent at once to the Mayor and the Chairman of Albemarle County Supervisors, and their executives, (Note: the statement was delivered to their offices before 9:00 a.m. Monday morning.)

The Board expressed the wish to set the third Tuesday of each month at 4:00 p.m. as the regular meeting time for the Board, and asked that the director's secretary canvass well before then whether a quorum would be available. It was noted that when an expanded Board is created, some revision of the by-laws will be necessary, and that a quorum will be a simple majority, or six voting members of the ten. Whether to hold a meeting in August when the Board ordinarily does not meet, was left to later decision.

The Board expressed approval of Mr. Franklin's plans to represent the Library at the American Library Association Conference in Chicago June 25-30.

On motion of Mrs. Hallock, seconded by Mr. Lee, the meeting adjourned about 6:00 p.m.

Respectfully submitted,

[Signature]

Robert D. Franklin
June is the month for weddings, and it was appropriate therefore for Albemarle and Charlottesville to marry Louisa and Nelson in regional library service this month. The engagement had followed years of courtship but right up until June 28 no one could be sure the ceremony would take place. Our Board chairman, Virginia Moore, whose diligence on the telephone and eloquence at the Supervisors' meeting, with the budgetary wisdom of vice-chairman Ken Lee, during a week of flooding and its aftermath, won approval for the marriage certificate. They will never forget June 1972 I am sure.

Although I was in Toledo and Chicago during the suspenseful events, I was in daily and oftener telephone contact, and when it appeared that Louisa might not come in, I talked also with its governing authorities.

I think that eventually Fluvanna and Greene counties will join the regional library, as their best if not only way to provide library service to their residents.

The Board having deferred until an expanded Board might be in office the question of a name for the larger regional system, it will now be a subject for discussion at the July 18 regular meeting, when it is hoped that the members from Louisa and Nelson with their alternates, can be present. They will of course have received this report meantime, along with the Library's regular circulation and financial statistics. Note especially the 17% gain in book loans this June over 1971, and the fact that the Bookmobile's circulation is more than a third of the circulation at Main or at Gordon.

In order for all Board members to be familiar with the aspects of the question about changing the name, the following brief facts are given.

When the Library was established in 1921 it was named the Charlottesville Public Library. There had been mention of naming it after Paul G. McIntire, the donor of the library building, furnishings, and some books, as well as the site, when Charlottesville had about 10,000 population. Mr. McIntire wrote to the Library Board at that time (letter in our files) that under no circumstances would he allow his name to be given to the library. Some years after his death, the Library Board of what was by then the Charlottesville-Albemarle Public Library, changed the name in August 1958 to the McIntire Public Library. Meantime and earlier Mr. McIntire among other gifts had given McIntire Park and McIntire High School, and to the UVa its McIntire School of Commerce.

Behind the Main Library there is a little courtyard memorializing Paul Goodloe McIntire, with a bronze bust and an inscription honoring Charlottesville's greatest benefactor.

It had been proposed, by me and by Ray Williams with the tacit approval of some Board members, or at least no spoken objection, that the enlarged library system be renamed the Thomas Jefferson Regional Public Library, as a basis for a
campaign to raise funds, public and private, for the long needed and unquestionably required new central headquarters building. Miss Moore has proposed that consideration be given to naming it the Jefferson-Madison Regional Public Library recognizing the extraordinarily long and productive collaboration of the two men, and she has prepared and partly expressed her cogent and persuasive reasons justifying this name, enclosed herewith.

Clearly, with the recent actions embracing three counties and the chief city of central Virginia, our library is changing and becoming truly regional. What effect this should have on its name is a question, as is the effect the name might have on obtaining public and private funds for a new building. It is also clear from the statutes that give library boards wide authority in establishing and operating public libraries, that the Board has the authority and duty to fix the name of the system, as well as of branches.

Until the matter is settled we will of course continue to be the McIntire Library and I try to refer in speaking of the enlarged system to say merely the "regional library system", but it does seem desirable to settle the question soon. Nothing will be printed until it is settled, as far as library forms go, but of course we cannot control how it may be referred to in the news media.

Another question that will be coming up is the cost of travel to Board meetings. Gordon Avenue Branch is certainly the most central place. The statutes provide that travel expense for Board members' attendance at meetings is reimbursable, and our Board may wish to adopt a policy on this.

A staff meeting was held July 6 at 8 a.m. continuing until 10:00 a.m., in the Gordon Avenue Branch because Main has no meeting room, at which details of the expanded operations were discussed and staff questions answered. Some of the problems relate to registration of borrowers, and the method of counting circulation statistics to show the number of books lent to residents of each county and the city. We need to show at year's end what percentage of loans were made to each participating area, and this was not difficult when there were only two areas. Obviously such percentages will change as access to books is increased and as more and more residents avail themselves of library services -- books, periodicals, phonograph records, reference help, and soon perhaps, audio and video cassettes. Eventually we may need to find a simpler way to measure each area's share of the costs, perhaps on the basis of registration rather than circulation, or a formula based on experience, multiplying number of registrants by average book loans.

Other matters taken up at staff meeting included staffing, use of volunteer help, transfers of books from Main and existing branches to the new branches, processing of new books, advantages and disadvantages of shifting some clerical or administrative work from Main to more spacious Gordon, and the handling of referred reference questions.
Until we get a) the authorized coordinator of supervisor of extension; b) that person's clerical assistant; c) a full-time delivery driver, and the part-time branch librarians for Louisa and Nelson, we are handicapped by short staff, especially in vacation season. I would breathe a lot easier if my request for an assistant director, made continuously during the year, had been granted. It is unlikely that I will be in this position beyond 1974.

The heavy rains brought spouts of water through the basement wall in my office, with Mrs. Garth playing girl-with-thumb-in-the-dike, but there was no damage. We closed the libraries at 3:30 p.m. that fateful Wednesday because city streets and highways were becoming impassable, but the libraries were not directly affected. Doubtless some library books were lost or damaged in the waters at borrowers' homes or businesses, but in such cases fines will be forgiven. It is clear that the location of the Scottsville Branch on relatively high ground instead of on Main Street where greater prominence and flow of traffic exists, was doubly fortunate in the floods of 1969 and 1972. There is talk of abandoning the school building adjacent on lower ground, and if this happens it will affect class visits to the Scottsville Library. Miss Moore and I were able to get firm estimates on work needed at Scottsville -- painting and repair of the masonry foundation and outside steps and their "cheeks", and laying of a brick and stone walk from the street -- which are to be funded partly from encumbered 1971-2 money and the rest from our current budget. We also have a proposal for interior carpenters work to create a small study or record-listening room in the front.

I had selected and hired a highly recommended and able reference librarian for the vacancy at Gordon Avenue left by Chuck Buckalew's resignation (he did and does however continue part-time after joining the UVA faculty), who was to start August first. Her husband, a retired professor was to have moved to Charlottesville where they formerly lived. It seemed all settled, but when Keswick Club began to show signs of folding up, my appointee wrote to ask release from her agreement, as her husband's chief reason in returning here, she said, had been the expectation of enjoying a lot of golf and tennis at Keswick. One never knows all the complexities of people's decisions. I am now seeking a replacement of the right calibre.

The Friends of the Library could have been very helpful to us recently in promoting the expansion proposal, and can be helpful in establishing some phases of the service. But the Friends have been weak in leadership lately, aside from the marvelous work of Mrs. Stroh, Mrs. Walmsley and their helpers with the Book Sale which netted more than $3,200. I appreciate the Friends, and hope the organization will come out of its lethargy, but I feel that it is up to its members to bring this about and to find the ways to be a back-up and volunteer auxiliary to the staff. We will also need to establish chapters in Louisa and Nelson, as members in the overall Friends' organization.

The new budget for the expanded library system allows for some improvements at Main in the way of painting, stair rails, plumbing and ventilation. It also envisions a brick walk at Gordon where the bank toward the parking lot from the front entrance is eroding.
We have not made any real progress toward obtaining a new central building or even a site for it, except that I think reiteration in the media and in public discussions has made more people conscious of the need and justification for a new building, which will cost, at present prices adjusted to their steady rise not less than $1,500,000. I still think that a deputation of prominent citizens calling on Virginia's Senators and some Congressmen asking for an appropriation of two or three million dollars as a Bicentennial project is the best bet, perhaps coupled with a national solicitation if the library is to be named for Thomas Jefferson or for Jefferson and Madison.

I attended the American Library Association annual Conference in Chicago June 25 - 30 with my wife (who is a recently retired librarian). The most valuable feature was the chance to see more than a thousand exhibitors' displays of books, periodicals, supplies, equipment, and services available to libraries. It was also good to talk with numerous fellow librarians, and to hear the programs presented.

During the five days before the convention I tried to take some vacation and hoped to play tennis with my former Toledo partners, but daily rain and the daily communication with Charlottesville regarding both the flood and the library expansion situation changed the character of the holiday. I don't know when circumstances will let me be away again, in the absence of an assistant director.

At its June meeting the Board affirmed its desire to set the third Tuesday afternoon of each month as its regular meeting date. Ordinarily no meeting is held in August, but a special meeting may be called if necessary. Mr. Channing Daniel's term expires in August. He has served the Library well during two terms. Because of several current commitments Mr. Daniel says he cannot consider reappointment to the Library Board and has so informed the City Council. He will be greatly missed on the Board. Mrs. Paul Dahlen's first term as a City representative expires in August, but she is eligible for reappointment.

The City Finance Office has not given us its report of our June expenditures yet but I understand we were able to use up all but $74 by June 30. Copies of the budget for 1972-73, which are rather bulky, will be given out at our July 18 Board meeting.

Election of officers for the Board is customary in September, the existing officers holding office until a new election takes place.

The Board member from Nelson County is Mrs. Sam Eggleston of Lovingston, who has been active in obtaining library service and is, with her family, already a subscribing borrower at Gordon Avenue. Her alternate is Mrs. Frank Wood of Massie's Mill (P. O., Roseland, Va.).

Louisa County has appointed Mrs. R. L. Johnson, Jr., Route 2, Box 150-A, Gordonsville, Va., as its member. Like Mrs. Eggleston, she has been active in promotion of the expanded service. Alternate member for Louisa is the present chairman of the Board of Supervisors, Mr. R. Earl Ogg.

Miss Moore as chairman has asked me to urge all Board members to come a little early, say 3:45, for the meeting next Tuesday July 18 in Gordon Avenue Branch so that we can all get acquainted before the formal business. And she hopes that the alternate members from Louisa and Nelson, Mr. Ogg and Mrs. Wood, will come as well as the others.

Respectfully submitted,

July 13, 1972

Robert D. Franklin
CHOICE OF A NAME...

To the members of the McIntire Library Board:

I have never taken to "the Thomas Jefferson Regional Public Library" as a name. Albemarle is loaded with names beginning with Thomas Jefferson, from the Thomas Jefferson Memorial Foundation at Monticello to the Thomas Jefferson Lodge, Thomas Jefferson Coin Shop, Thomas Jefferson Laundry—I think I counted 14 in the telephone book, and just the other day heard of a new one, and of course they'll go on multiplying. No one admires Jefferson more than I, but a thing can be overdone; it becomes lifeless, a cliché; overkill. Seeking something different; fresh, distinctive, original, strong; I hit on the Jefferson-Madison Regional Public Library, and though I mentioned it last fall, I never martialed my reasons. I'd like to do so today. Then if anyone else has a suggestion it should be brought forward with reasons before we discuss the whole matter and vote. Bob Franklin has told me he doesn't care which we choose, and Ray Williams the same. And finally let me say this. If you decide on the Jefferson-Madison combination I'll be delighted if you decide against it, I shall as always cordially respect the majority opinion. Please don't think my choice is the result of my work on Madison; it really isn't. The facts alone would convince me, and here they are:

1) From their meeting in 1776 to Jefferson's death in 1826—50 years—Jefferson and Madison worked closely together, politically and otherwise, each considering the other his best friend. In his last letter to Madison, Jefferson speaks with gratitude of their half-century friendship on which never for a moment fell a shadow. They were in constant touch, even during Jefferson's 5 years in France.

2) Both were fine scholars with countless interests in common, such as farming, science, the classics; and both had large libraries, Jefferson's better known because after the War of 1812 it was sold to the Library of Congress, but Madison's as large or larger.

3) Both worked hard for a Library of Congress, though I believe it was Madison who first urged that one be set up. It was back there during the Continental Congress in Philadelphia.

4) Madison knew the region covered by our enlarged regional library well: its roads, houses, people. Not only did he and Dolley visit Monticello at least twice a year for extended periods, but they visited other Albemarle families: friends and relatives. The Conways of Charlottesville were his kin, the Golems of Ennisclarty here. So close was Madison's connection with the region he was a kind of honorary citizen.

5) Madison wrote the bill for the famous James River and Kanawha Canal which so influenced Virginia's history, America's history—most especially the history of this section. (I found this out after I wrote my book on Scottsville.)

6) Madison was the first President of the 5-county Albemarle Agricultural Society centered at Charlottesville, and in his inaugural address, which delighted Jefferson, anticipated by 150 years ecological truths only now getting a hearing. His great point: nature has a balance which must not be upset.

7) Madison was in on plans for the University of Virginia from the start. Jefferson asked him to list books for the University library and he did; and whereas Jefferson was Rector 1 year, Madison was Rector for 8. He willed all but 300 books of his huge library (the 300 went to Dolley) to the University of Virginia, and it was not his fault that a profligate stepson dissipated most of it to raise money. Someone might say, well, Madison may have worked with Jefferson on the University from the start, but how about Jefferson's architectural achievements? Well, even there Madison was no cipher. With no one but himself for architect, Madison greatly enlarged Montpelier, putting onto it a handsome Doric portico; and, as for the famous Palladian influence on Jefferson, it was Madison who lent Jefferson
Palladio's book on architecture.

I could go on and on about the close connection between these two great men. Adrienne Koch was quite right to name her book Jefferson and Madison: the Great Collaboration; it was indeed one of the greatest in history, and had vast consequences for this country. But let me break off and make one last point:

8) It is a strange fact that the names of Jefferson and Madison have never been linked together publicly by any institution. I think it is high time. Jefferson himself, I'm sure, would like immensely having the old bond commemorated. I believe the public would too, if the reasons were made clear. To me the naming of our regional library is a beautiful opportunity.

Virginia Moore
To Mr. Mitchell Van Yahres, Mayor
Mr. Cole Hendrix, City Manager
Mr. Gordon Wheeler, Chairman Board of Supervisors of Albemarle County
Mr. Thomas C. Batchelor, Albemarle County Executive

The Board of the McIntire Library at its regular meeting today, after discussion of the proposed new contract for this regional library, on motion of Mr. Kenneth Lee, seconded by Mr. Channing Daniel Jr., all present voting aye, adopted the following statement and directed that it be sent to you:

"The Library Board approves the proposed contract and recommends its adoption by the City and by the County, but believes that paragraph ten (relating to bookmobiles) needs clarification, and that the name for the expanded regional library system should be further considered by the expanded Board."

Robert D. Franklin
Director, and Secretary of the Board
MEMORANDUM TO ALBEMARLE COUNTY LIBRARY BOARD MEMBERS —

As I will report to the Board meeting tomorrow, the County Attorney Herbert Pickford informed me today that the terms of all four County appointees (Hallock, Lee, Moore, Sandridge) have been extended to four years. This means that Mr. Lee and Mr. Sandridge will remain in office at least until June 1973, and that the two others' terms are four years rather than two.

Robert D. Franklin
Director
Present: Miss Virginia Moore, Chairman
Mr. Kenneth O. Lee, Vice Chairman
Mrs. Paul A Dahlen
Mrs. Harold H. Hallock
Mr. James R. Sandridge
Mr. Robert W. Stroh

Absent: Mr. Channing W. Daniel, Jr.
Mrs. Henry Mitchell

The meeting was held in the library of Miss Moore's home in Scottsville, and called to order at 4:10 p.m.

Minutes of previous meeting, April 25, were approved as received, on motion of Mr. Stroh, seconded by Mrs. Dahlen.

The circulation report sent earlier was noted as showing a continuing gain but not at as high a rate of gain as true recently.

The financial report had been sent out earlier and was received without discussion.

The director's report, next considered, had mentioned the approaching expiration of the terms of four members, Messrs. Lee and Sandridge in June, and Mrs. Dahlen's and Mr. Daniel's in August. There was discussion of this matter and the hope expressed that the terms might be extended or renewed where possible. (Subsequently it was found that the practice of appointing Albemarle members for three-year terms, instead of four-year terms like the City's, was not in accordance with Virginia Statutes (Chapter II, Title 42.1-39 of Code) and the County Attorney Herbert Pickford was asked May 24 to see if this could be corrected and the terms of four present County members be extended a year, thus keeping Messrs. Lee and Sandridge on the Board for at least another twelve months.)

The question of representation on a Board when library service is expanded to include Louisa and Nelson Counties was next discussed, the director reporting recent conversations on this matter with Miss Moore, Ray Williams, and City Attorney Harry Marshall. There was a general discussion of the advantages of broad representation, and of the importance of not diminishing the Board membership from Albemarle and Charlottesville.

Mr. Stroh moved, with participation of Mr. Lee who then seconded the complete motion "that the Library Board is opposed to reducing the number of Board members representing Charlottesville and the County of Albemarle, and that it does not seem wise to reduce the areas of interest and walks of life represented on the Board, and in fact, the Board wishes that this representation could be increased," Adopted unanimously this resolution
was ordered communicated to absent members and to the City Attorney to guide his drafting of a proposed contract. At the time of the discussion and this action, the Board was under the impression that the proposal for the contract had been a 3-3-1-1 division of representation among the present participating bodies and the proposed entrants, Louisa and Nelson Counties, with the provision that the two latter participants could name alternate Board members who could attend and take part but not vote when their principals were present.

Mr. Stroh stated that the one voting member from Louisa and from Nelson, clearly the minimum of course, was a greater representation than their relative part in population served, probable book circulation, and financial contribution. And it was also noted that in the past the Library Board has acted from the viewpoint of the system and service as a whole rather than with sectional or City/County rivalries, and that this might well continue to be true in an expanded system.

Note: in reporting this discussion and action to the City Attorney, the director next day interpreted the Board's desire for "broad as possible, representation" to favor a 4-4-2-2 membership with two voting members from each added County, but Miss Moore canvassed opinion on the Board and found general agreement that it advised strongly a 4-4-1-1 set-up, so this was communicated to the City Attorney. It might also be noted here that a proposed budget for the expanded system, originally based on the Library Board's January 18 Budget Request and the possibility of four additional counties coming in, had been twice revised by Ray Williams and the director, in line with the figures reported likely to be adopted by Charlottesville and Albemarle, the voted appropriations of one dollar per capita from Nelson and Louisa ($11,702 and $14,004, or total $25,706) and the Federal and State Aid reduced from what it would be in a four-county set-up, Greene and Fluvanna having officially declined. This proposed budget, calling for shares of $125,248 from Charlottesville and $127,555 from Albemarle, was shown to the City Manager May 31 for his advice. It represents a reduction of $10,888 for the City and $3,643 for the County from the budget agreed upon for the present City/County operation.

The Board by general voice asked the director as Secretary to compose and send a suitable Resolution to Nelson and Louisa County Boards of Supervisors expressing the Library Board's gratification at their official action to request participation in the library system (copies enclosed). And it was also asked that a letter be sent to Fluvanna and Greene Counties expressing the hope that they might reconsider at some future time and accept the continuing invitation to negotiate their addition to the library service area (copies enclosed). It was decided also that when the City and Albemarle County shall have taken final action embracing Nelson and Louisa, a letter from the Library Board expressing appreciation should be sent to the appropriate officials.

The Library Board took regretful note of the departure of Lindsay Mount from Charlottesville to publish the News-Topic in Lenoir, N. C., another Worrell newspaper, and his resignation as President of the Friends of the McIntire Library.

Miss Moore asked Mr. Stroh and his committee associates, Messrs. Lee and Daniel and Mrs. Mitchell to continue to serve on a standing committee to seek a site for a future headquarters library building even though the committee can be dormant until events require its activity, and Mr. Stroh agreed.
The director reported that it is still urgent that authorization be established to appoint an assistant director, needed now, and vital to the success of the expansion of service.

He also informed the Board, for their understanding, that a disagreeable personnel situation has arisen in the Cataloging/Processing area of the Main Library reflected in two letters from staff members there to him, parts of which he read to the Board. The Board agreed with the director that this is an administrative matter for him to handle unless the Board is brought into it by staff action.

At 5:30 p.m. the meeting adjourned on motion of Mr. Stroh, seconded by Mr. Lee.

Respectfully submitted,

[Signature]
Robert D. Franklin
Secretary
WHEREAS, the City of Charlottesville, hereinafter referred to as City, and the County of Albemarle, hereinafter referred to as Albemarle, have heretofore established, pursuant to law, a regional library known as the McIntire Public Library; and

WHEREAS, the Counties of Louisa, and Nelson, hereinafter referred to as Louisa and Nelson, have requested that they be admitted to membership in the said regional library system, to include membership on the governing board thereof; and

WHEREAS, the City and Albemarle are willing to admit the additional members to the regional library under certain terms and conditions,

NOW, THEREFORE, this Contract made and entered into this ___ day of June, 1972, by and between the City, Albemarle, Louisa, and Nelson.

WITNESSETH:

THAT for and in consideration of the mutual promises and agreements to be performed respectively as hereafter set forth, the City, Albemarle, Louisa, and Nelson, contract among themselves as follows:

1. The regional public library heretofore established as the McIntire Public Library shall be designated as the Thomas Jefferson Regional Public Library, with its principal office in the McIntire Library at the corner of Second and East Jefferson Streets in Charlottesville, and shall continue to operate as a regional library, as provided in Chapter 2, Title 42.1, Code of Virginia (1950), as amended.

2. The management and control of the regional library shall be vested in a Library Board created and appointed pursuant to the aforesaid Chapter 2, and which shall have all the powers vested in such boards by the said Chapter. The City shall appoint four members, Albemarle four members, Louisa one member and Nelson one member. Nelson and Louisa
are each authorized to appoint one alternate member, who may attend all meetings but may vote only in the absence of the principal member. The members presently appointed to the McIntire Regional Library Board are hereby confirmed and continued in office as members appointed by the City and Albemarle to the Thomas Jefferson Regional Library Board for the balance of the terms for which they were originally appointed. The procedure for determining staggered terms and the length of terms shall be as provided by §42.1-39, Code of Virginia.

3. Library service will be provided to the residents of Albemarle, Louisa and Nelson Counties to the same extent, so far as the Library Board finds it practicable, as it is provided to residents of the City. Regulations concerning such service, including branch libraries and bookmobiles shall be promulgated by the Library Board.

4. The operational costs of the regional library shall be assessed to the subscribing political subdivisions, on the basis of the percentage of circulation pertaining to the subscribing political subdivisions, for the preceding calendar year. The Counties shall pay such assessments, so determined, quarterly to the City Director of Finance, whose office shall act without charge until further notice as the Library System's accounting and disbursing office, maintaining payroll and purchasing accounts and rendering monthly statements.

5. Operational funds received from the United States or from the State of Virginia, as well as fines collected, shall be credited to each participating member on the same circulation percentage basis.

6. The Library Board shall determine hours and places of library service and determine all policies in accordance with the statutes, and with the State Library Board's regulations regarding employment of the Library Director. The Library Board's policies, formulated on recommendation of its members and the Director, shall govern the selection, emphasis, and distribution of library books, periodicals, records, films and other media, and guide all supplementary services such as to schools and other institutions, public meeting rooms, and every other question of service policies or expenditures within the annual appropriation. Regulations concerning such services, including branch libraries and bookmobiles, shall be promulgated by the Library Board.

7. All Library employees including custodial are to receive compensation equal to rates paid by the City, and are to receive retirement, insurance and other benefits at least equal to those for City employees, provided however that schedules, work assignments and conditions of employment shall be as fixed by the Library Board.
3.

8. The Library Board shall submit copies of its proposed budget by February first for the next fiscal year beginning July first, to the governing bodies of the subscribing political subdivisions. The participating authorities shall appoint a Joint Library Committee to meet by March first with representatives of the Library Board and thereafter to recommend allocation of funds.

9. Gifts of money, books or other useful donations (other than those made to the Friends of the Library, Inc. on behalf of the Library) may be accepted by the Library Board for general use in the Library system, or at the Library Board's discretion, for particular use in the library branch or participating counties preferred by the donor. Such gifts of money are to be paid in to the City Finance Office, credited for use as the Library Board decides. Removal or re-allocation of such particular gifts or funds, where permitted under terms of the original acceptance, may be ordered only by the Library Board.

10. Any depreciation funds for replacement of the Albemarle County Bookmobile shall be managed by that County, in which the particular vehicle is operated, but any bookmobile operated substantially in more than one county shall be depreciated and replaced as a general responsibility of the Library system.

11. In the event that dissolution or termination of this agreement is desired by any participating body, the distribution or allocation of buildings, books and equipment within the system shall be negotiated by a joint committee appointed by the subscribing political subdivisions, provided, however, that library books or other media permanently assigned to any particular branch library or agency within a county at the time that negotiation for dissolution begins, shall remain in that county for its use or disposal.

This Contract is for a term of two years beginning July 1, 1972 and shall continue from biennium to biennium thereafter unless twenty-three (23) months prior to the end of a current biennium, the City of Charlottesville, the Counties of Albemarle, Louisa or Nelson shall have given notice in writing to the other parties, of its intention to terminate the said contract.

IN WITNESS WHEREOF, the subscribing political subdivisions have caused their names to be signed and attested by their duly authorized officials.

CITY OF CHARLOTTESVILLE

By ______________________________
4.

ATTEST:

_________________________

COUNTY OF ALBEMARLE

By_____________________

ATTEST:

_________________________

COUNTY OF LOUISA

By_____________________

ATTEST:

_________________________

COUNTY OF NELSON

By_____________________
RESOLUTION OF LIBRARY

WHEREAS the Board of the McIntire Library has favored for a number of years the expansion of this library system to include adjacent counties,

And WHEREAS the Board of Supervisors and interested citizens of Nelson County have declared officially their wish to join, and confidence in this proposal,

Now THEREFORE be it RESOLVED that the McIntire Library Board expresses its appreciation of the Nelson County action and the hope that the association will become permanent and beneficial to all parties.

Adopted by unanimous vote of the McIntire Library Board
May 23, 1972.

Robert D. Franklin
Secretary
Letter to Fluvanna County Board of Supervisors

Gentlemen:

The McIntire Library Board at its May 23 meeting instructed its Secretary to express to you the assurance that although you have recently decided not to apply for inclusion of your county in an expanded library system, the opportunity to do so will continue to be open. It seems likely that because of budget considerations such expansions should take effect in July of any year. At any time that you wish advice or information as to procedure or the possible benefits of such association, please feel welcome to inquire.

Sincerely yours,

Robert D. Franklin
Director
and Secretary of the Board
The regular business of the Library is reflected in the circulation and financial reports enclosed (at this writing financial statement expected but not yet received). Book loans are up 14 per cent with gains at all agencies.

The long effort of Ray Williams and others interested in expanding our region of service have been flowering this May with the hope of fruit in July. We should know by June 20 but not before for certain, whether Louisa and Nelson Counties will be in the circle. The proposed contracts have been circulated to the governing bodies, who must decide to sign or not. The only point raised by the Library Board so far has been the representation formula and that was changed to the preferred 4-4-1-1. We do not know yet whether the new counties will have any suggestions on that.

It is a simple contract which can always be revised by consent of all parties and the main thing now I think is to minimize the opportunities for variant opinions or dissent.

I have not been able to do anything about hiring additional personnel until the contract and budget are adopted, but am arranging to fill existing vacancies. One helpful concession has been made by the City, that if any of our accounts for the current year are unspent, I can encumber the funds if there is some unavoidable delay in wisely spending the full amount. I am of course anxious to get every cent that's been allocated but this is almost impossible to do. I wish we could have a system where cash balances can be carried over to be added to the new budget.

The personnel situation in Catalog-Processing has improved and peace reigns again; we hired an excellent former MPLer, Mrs. Ann Herbert, familiar with the work on a temporary basis.

The Bookmobile's auxiliary engine and generator have been out of order in recent weeks, necessitating two trips to Richmond and much telephoning. It is a nuisance to have no place in Charlottesville able to repair it. The Bookmobile staff operated it without inside lights or air conditioning, very unsatisfactory but effectively.

Gordon Avenue Branch had young intruders Friday night June 9 when someone tossed a large stone through a rear window, climbed in, and left by another window, but evidently found nothing to steal. We need stronger illumination at the shady rear of the branch grounds.

Miss Moore and I are trying to get a Scottsville masonry contractor to estimate work for a new slate walk, and also a repair-and-paint job on the foundations and steps.

I hope to take four days vacation next week stopping off in Toledo June 21-24 en route to ALA Conference in Chicago June 25 - 30. I will be in touch with Mrs. Garth by phone while in Chicago at Palmer House, and expect to be back at MPL July 1, but I may not get here until July 3. July will be a busy busy time with efforts to begin the inevitably long process of establishing the new service area.

Respectfully submitted,

Robert D. Franklin
Secretary
Honorable Mitchell Van Yahres  
City Hall  
Charlottesville, Virginia  

Dear Mayor:  

The County of Louisa wishes to accept your invitation to become a part of the Regional Library. The Board feels that this will serve our citizens in many useful ways.

This letter is to serve as a letter of intent. In the event the Regional Library becomes a reality it is the desire of this Board of Supervisors to know where the County's portion of funds in the Regional Library would be spent. The Board of Supervisors has placed in the budget a sum of $14,004.00 under the category of Regional Libraries.

I am looking forward to working with the library system.

Very truly yours,

Dean P. Agee  
Executive Secretary
VIRGINIA:

At a regular meeting of the Board of Supervisors of Nelson County held at the Courthouse thereof, on Wednesday, April 12, 1972

Re: McIntire Regional Library

WHEREAS, the people of the County of Nelson have been deprived of a Public Library and

WHEREAS, now the people of Nelson County may enjoy the facilities of the McIntire Library of Charlottesville and Albemarle County; and,

Whereas, a branch of said library will be established in Nelson County and a bookmobile circuit established:

Therefore Be It Resolved: That Nelson County join with Albemarle County and the City of Charlottesville in the establishment of McIntire Regional Library;

The cost to Nelson County to be $1.00 per head or $11,702.00 per year.

The foregoing consisting of one page is a true copy of Resolution recorded in Board of Supervisor’s Order Book 9, page 39.

Teste: [Signature]

Executive Secretary
Nelson County Board of Supervisors
Memo to Library Board, Harry Marshall and Ray Williams:

It seems best to report now rather than when the Minutes of yesterday’s meeting of the Library Board are circulated, because of action taken regarding make-up of the proposed enlarged Board.

Miss Moore brought up the matter, still having reservations about the recommendation of Williams and Franklin that the new regional board have a 3-3-1-1 membership with Nelson and Louisa also naming an alternate for their regular member, who could attend and take part, but would lack a vote.

After discussion, Mr. Stroh moved "that the Library Board is opposed to reducing the number of Library Board members representing Charlottesville and Albemarle County". As he was continuing there was discussion and with his approval, Mr. Lee added "that it does not seem wise to reduce the areas of interest and walks of life represented" and Mr. Stroh added "and in fact the Library Board wishes that this representation could be increased". The whole motion was then seconded by Mr. Lee, and passed unanimously by the six members present who happened to be four County and two City members.

At that time it was assumed by all present that the proposed contract would provide the one member from Louisa, with alternate, and one from Nelson with alternate. There was some discussion of this, chiefly by Mr. Stroh, who mentioned relative populations, probable circulations and financial share in relation to representation on the Board. But no action or official expression was moved.

When I reported all this to Harry Marshall today (he had just finished drafting the 3-3-1-1 formula) he felt that the City and County would likely follow the Library Board’s experienced advice, and keep the 4-4 part. And it seemed to him and to me reasonable that if they did, and since Nelson and Louisa would be tapping two people anyway, that they might as well be voting members, not one an alternate. So that is how it is being presented, subject to revision by City and County or the incoming Counties. And if the Library Board wishes to send further advice or action, you of course may do so. I believe the 4-4-2-2 plan is good.

It further developed that Chapter II, Title 42.1 - 39 of Virginia Code says all terms of Regional Library Boards shall be for four years (limited to two successive full terms). That was true when our four were appointed by Albemarle, so I am asking County Attorney Herbert Pickford to correct the action taken three years ago and since, giving us another year’s mileage from Ken Lee and at least a year more from James Sandridge, whose present first term expires June 30, 1972. More anon.

The Albemarle Supervisors may act June 15 and the City Council June 19. I am asking them to let us know if any library representation at those meetings is desired; probably unnecessary if agreement has been reached as likely before then.

Robert D. Franklin
Beginning April 1 our financial situation was clearer, by the restoration of full funding to our Salaries account, and it was possible to make effective four promotions that were approved in January representing inadequate classifications and placements by the City Consultants last June. These affected four valuable employees, Mrs. Strange, Bookmobile Librarian, given professional status in view of her long experience; Mr. Frye, bookmobile driver-clerk, given a higher rating as Clerk III to reflect the fact that he not only drives and maintains the vehicle but acts as clerical and sometimes library assistant to Mrs. Strange; Mr. Beauford who is in charge of all book ordering and receiving procedures and was advanced to Clerk IV; and Mr. Smith, Main's custodian and handyman, given a grade higher because of his long-time faithful dependability.

But I am still holding off in filling a vacancy for full-time clerk at Gordon and some additional reference desk help part or full-time, to be sure that we remain solvent. A few hundred dollars will probably have to be transferred from surplus accounts in June to the salaries account, although it may be that there is more than adequate money in the linked Social Security - Insurance account to cover. The financial report has already been mailed to you along with the circulation report.

We went up only twelve per cent overall this April over the previous April, instead of the 15 to 20 per cent we have been running and a month will surely come when for whatever reasons our book loans may fall below the previous year's. Scottsville had a remarkable 25 per cent increase this April, and while that in part may be only another way of saying that they had a poor April in 1971, it does show that Scottsville is thriving. I wish you could all visit it and see the improvements inside and out (the Scottsville Garden Club has put in numerous shrubs and plans further work). Maybe we could hold our June Board
meeting there, especially if Miss Moore has recovered her mobility enough to 
return by then; I regret to report that she is still painfully invalided in 
Alexandria.

Greene County Supervisors voted May 6 not to put up one dollar per capita 
and apply for admission to the library system. Ray Williams and I were 
prepared to attend and answer questions but were informed that was not 
desired. Personally I think that if the people of Greene County, a lot of them, 
not just the very few that I have known about, really want such inclusion they 
should simply circulate a petition. If enough Greene Countians signed such a 
petition it is most likely that the Supervisors would follow their wishes. But 
there has been no sign of a popular demand.

Louisa County supervisors met May 10 in a closed meeting and voted to 
put their per capita appropriation of something over $14,000 in their next 
budget, and their chairman, Earl Ogg, told me May 11 that they would have a 
letter of intent to join ready before June 1.

By June 1 the City and County will likely have resolved their dispute about 
water and sewage systems, and can be expected I trust to act promptly to accept 
Nelson and Louisa. It will be necessary to have a new contract signed by all 
parties. When that occurs we will immediately be concerned with remaking our 
budget for 1972-73, getting in revised applications for State and Federal Aid, 
applying for a second bookmobile, and inviting the residents of those two 
counties to begin registering for library cards at convenient locations we 
must establish there in advance of actual branch service.

The Nelson County garden club ladies have leased to the County for four 
years their former church building, which the County will renovate to the 
necessary degree (including plumbing) for use as a part-time branch library. 
I will ask the unofficial library advisory committee being appointed in Nelson 
County to help in selecting a suitable local person to be branch librarian rather
than choose somebody myself and send them there. Meantime, Ray and I will go
down to Lovingston and indicate what must be done to the building and to the
miscellaneous books therein, some of which we will use, and the rest they
may store.

No location has been definitely set as yet in Louisa County but we will
be going through the same process there.

It is vitally necessary that I get an assistant director at once. I
trust the Board will see to it that this position is authorized.

I plan to attend the American Library Association Conference in Chicago
June 25-30. I have vacation and holiday time to use but it is going to be
difficult to schedule any. I do think I will leave about June 19 for a few
days in Toledo prior to A.L.A.

A while back someone on staff suggested that it would be nice to have a
bench in the Main Library’s side yard under the dogwood tree on the brick walk
leading to the Children’s entrance. I asked the City’s Parks Department for
one and it (a standard green bench) has been emplaced. The very next day a
young lady artist was observed with paints and canvas, painting a picture of
the sylvan scene including the slanted railings that were the gift of the Friends.

The Friends made more than $3,200 from the annual Book Sale, best record
yet, and have more than $10,000 in their treasury. I am trying to get them to
hold a Board meeting and decide whether and how to spend some of it. One idea
is for annual staff awards for distinguished service to two or three persons,
maybe $50 each. Another idea is to pay an architect to produce a beautiful
sketch of a future central building, or even to take an option on a site on
behalf of the library.

Incidentally, it has been proposed that when the library system includes
three counties and the City that its name be changed to the Thomas Jefferson
Regional Public Library, of which the McIntire Library would be the present
downtown building, continuing to serve as headquarters but eventually becoming
perhaps a special branch devoted largely to local history, genealogy and art,
but also lending adult and children's books unless the new central library
were nearby.

Respectfully submitted,

Robert D. Franklin

With regret and hesitance I feel I must report, from Mrs. Garth's records,
that two County Board members' present terms expire June 30: Mr. Lee's and
Mr. Sandridge's, and that two City terms expire August 31: Mrs. Dahlen's
and Mr. Daniel's. If there is a new regional service contract with the two
added counties (and we will know during June) and it calls, as Ray Williams
has suggested, for one member of the Library Board to be from each of the
added counties, Louisa and Nelson, and then three each, instead of four, to
represent Albemarle and Charlottesville, we will need to have two members
appointed during the summer, one County, one City, for new four-year terms.
I hope that we can keep our helpful, interested and experienced incumbents.
MINUTES OF LIBRARY BOARD MEETING
April 25, 1972

Present: Mr. Kenneth O. Lee, Vice Chairman
       Mr. Channing W. Daniel, Jr.
       Mr. Robert W. Stroh
       Mrs. Paul A. Dahlen
       Mrs. Harold H. Hallock
       Mr. Robert D. Franklin, Director

Absent: Miss Virginia Moore, Chairman
        Mrs. Henry Mitchell
        Mr. James R. Sandridge

In the unavoidable absence of Miss Moore, ill in Alexandria, Mr. Lee called
the meeting to order at 4:00 p.m. in the Gordon Avenue Staff Room.

Discussion of the minutes of the previous meeting ranged through the topics
of how to get a future reconsideration of the need for appointment of an
assistant director, thought likely if additional counties join this regional
system; the passage by the City Council of a budget of $309,282 for the Library,
likely to be concurred in by the County, which is about $34,665 more than the
Library's current budget. The fact that if the additional counties come in the
budget will be substantially altered with savings to Charlottesville and
Albemarle. On motion of Mr. Stroh, seconded by Mrs. Dahlen, the minutes were
approved as received.

The Board members commented favorably on the circulation report which shows
book loans running 15% ahead of the previous year, and it was noted that this
steady rise may cease at some point, but that it especially helps to ease the
shortage of shelf space at Main.

The financial statement from the City Finance office was acknowledged. Mr.
Stroh asked for more data on our salary scale (delivered to him next day) and
Mr. Lee asked if the director could furnish a list of the charges to the Office
Supplies account which has exceeded its budget figure (in process).

It was noted that the City's printout still shows the Social Security,
Pensions and Insurance account at $14,338 instead of the $15,000 originally
allocated in the City's printed budget, and the director stated that he is still
trying to get that disparity corrected even if the Library proves not to need the full $15,000 for that particular purpose; it may help balance some short account.

The director asked Board advice whether to renew Burglary insurance expiring in May, and the consensus was that it was desirable, so it will be renewed at a cost of $49.00 for the year May 13 to May 13, 1973. Certain types of losses, including pilferage and vandalism are not a part of burglary for theft, nor "mysterious disappearance" nor thefts of cash from the Library's fines drawer are not included.

Mr. Lee reported on the work of the budget committee which held a meeting with City and County officials March 23.

Mr. Stroh asked that the ad hoc committee for promotion of a new central library be discharged as inactive. He stated that there was nothing the committee could do at present toward securing a new library building.

The director asked the Board's advice about disposal of obsolete or redundant volumes, and those totally damaged and paid for by borrowers (such as books badly chewed by babies or puppies or inadvertently dropped in toilets). After lively discussion, and the revelation that most librarians, but not Mr. Franklin, believe that the wisest course is to destroy such books rather than to sell them to readers or to give them to a borrower who has paid for a replacement, on motion of Mrs. Hallock, seconded by Mr. Stroh it was ruled that the director should use his best judgment to avoid unnecessary destruction of books no longer needed by the Library.

There being no other new business the meeting adjourned about 5:30 p.m.

Respectfully submitted,

Robert D. Franklin
We are in the middle of a triple cliffhanger. Outcome of the County-City consideration of our budget request will probably not be known until May, and I am especially concerned that so far the prospect for authorizing the Assistant Director position is not promising. I think each of you should contact the City Manager and the County Executive, and your acquaintances on Council and Board of Supervisors and strongly urge Messrs. Henley and Thacker, Barbour and Wright that this position be created. There is no one presently on staff to take charge in any extended absence, and whether or not we get into the expanded service area we need an assistant. I could retire in 18 months although I have no such definite plans at present. Another important item is our Book budget which includes periodicals and subscriptions and substantial State Aid. It should not be cut.

And then, we may not know until June first whether one to four counties will ask in to the charmed circle. Ray Williams and I had an encouraging discussion at Lovingston April 7, although the Ladies Garden Club there is of two minds about turning over their clubhouse (former church) to be a library.

And we won't know perhaps until sometime in June what State/Federal aid would be available this calendar year. The State Librarian, Randolph Church, grown a bit feeble and sliding toward retirement in June after long long service, may leave to his successor any guidance for the State Library Board about our project, another element of suspense.

Meantime as you see from the statistical report, business is booming, up 15% overall. Main Library which occasionally out-lends Gordon had a remarkable 27.5% gain over March 1971, with heavy increases in adult as well as in children's books.
Two of our four Xeroxes, at Main and at Gordon, have been exchanged for A.B. Dick 675 photocopiers. They were careful not to bang the marble steps with the 700-pound Xerox going out, but I am still trying to collect for the damage done in May 1971 by the same Lawrence Transfer Company.

I have put through with the City Personnel Director four personnel promotions that had been holding over from the City's consultants' reclassification misplacements last July, but such is the credibility gap now that I will not be sure they clicked until we see the payroll checks April 28. The City Finance Director had advised me that it was inadvisable to make them effective July 1, but that it is better to make them when approved by the Library Board (as these were in January) if funds exist. With our salary budget restored I believe we can make it now.

In case the Assistant Director position shall have been authorized, I have sent an ad in to the Library Journal asking for applications. We get lots of employment applications from week to week here but not of this calibre. I plan to attend the American Library Association Annual Conference in Chicago June 25-30, and may interview people there, knowing by then whether we have the job or not. If the authorities deny us this necessary position I think the Library Board, Friends and sympathetic local organizations should demand a public hearing and restitution of the needed amount.

The big event looming now is the Friends' Annual Book Sale April 27-29. There may be a preview but all arrangements are in charge of Terry (Mrs. Robert) Stroh. Be sure to mark your calendar.

For those Library Board members who may not have yet seen the article I wrote for the Civic League's newsletter, I am enclosing a copy. Board meeting is Tuesday April 18, 4 p.m. Miss Moore hopes to return to Scottsville the 15th. The Scottsville Garden Club is presently landscaping library grounds.

Robert D. Franklin
Director

Enclosure
For Daily Progress

To be mailed Saturday unless there is objection

LIBRARY IN SUSPENSE

In his monthly report to the McIntire Library Board, sent in advance of the regular Board meeting April 18, Library Director Robert Franklin described the current situation as a "triple cliff-hanger". The staff and the Board are anxious about the current budget request presently being considered by a Joint Library Committee of the City and County governing bodies. That Committee met with Library representatives April 5. Because of steadily increasing circulation running 15 to 20 percent above the previous year, increased book and periodical costs, the Library Board is asking for $76,545 for 1972-73 compared to the present year's $60,750. In defending this request the Library Board's budget committee, Messrs. Channing Daniel, Jr., Kenneth O. Lee and James R. Sandridge, stressed the rising book costs and circulation, and also the fact that "books are the Library's stock-in-trade, and if we fall behind, service and the public's satisfaction will inevitably suffer."

Another major concern is provision for a new position of assistant director. Last year the budgeting authorities turned down a request for a similar position as extension services supervisor. The Library Board and Director Franklin say that an assistant head is needed now to help run the system, whether or not adjacent counties contract to participate in expanded service. This discussion, presently going on in Fluvanna, Greene, Louisa and Nelson Counties, is another "cliff-hanger" element in the present situation.

Meantime, the Main Library racked up a remarkable 27 per cent increase last month in use by both adults and children, over the previous March, its 16,234 loans outlending Gordon Avenue Branch's 15,503 books. The two agencies are friendly rivals in circulation, Gordon being ahead seven months out of twelve last year, and in January 1972.

The library system had an overall gain of 15 per cent in book loans this March over March 1971, including gains at the County branches and on the Bookmobile's County routes.

Robert D. Franklin
Director
Special Report to the Board about Budget April 20, 1972

I finally had a call from Cole Hendrix making an appointment for me to talk with him this morning. I will merely summarize the significant things that were said. I asked if there had been any changes in the budget request which along with the rest of the City's budget will be up for adoption in Council next Monday night, April 24. He said no, that the budget as he had revised it, which does include $35,000 more for the Library than in the current year, had not been changed, and that he had heard nothing from anybody which would indicate a desire to change it, meaning that the Library Joint Committee has not been affected by our meeting or arguments.

When I pleaded again for the assistant director position Mr. Hendrix said no, but that at any time when the Library Board and I set a date for my retirement, which can be as far off as the Board wishes and will not be affected by the City's own general rule of 65, that he will support an appropriation somewhat larger than the salary figure I had suggested for an assistant director ("you can't get anybody for the figure you presented") to employ an assistant up to two years before the effective date of my retirement, because he agrees that some one should be getting groomed for that succession.

He said that he felt that the City while it does our accounting and controls our total budget, has nothing to say about our job classification changes and that he will routinely approve any changes we make, in fact sees no need to have them reach him for approval. He said he had not read the Joint Contract, and he realizes that it will have to be rewritten if the other counties come in as seems likely.

I suppose we can be thankful that we are getting some additional money, and the raises for the staff. He said that he couldn't see how we could spend any more money than we do for books, that we had no space to shelve them, and doubted our need for more than $65,000 worth in a given year. I explained the needs and rising costs, and the fact that we will reduce the crowding soon very likely by transferring duplicate copies to the new branches almost sure to come in Nelson and Louisa Counties. We parted still friends.
MEMO TO LIBRARY BOARD:

I talked with Virginia Moore today from her sickbed in Alexandria. Her neuritis or sciatica (the physicians differ about the diagnosis and treatment) has been much worse since she was here March 14. She still hopes to return to Scottsville next week, however.

It seems best to her and to me to revert now to our previous schedule of Board meetings on the third Tuesday, so we are setting it for Tuesday April 18 4:00 P.M. and you will receive reminders meantime.

Ray Williams and I are to be in Nelson County tomorrow talking with groups backing that County's participation in our library system.

Robert D. Franklin
Director

Am sorry that I'll be unable to attend. Will be out of town from 14 April, returning to Charlottesville the evening of April 18.
The regular meeting of the Library Board of the McIntire Public Library was held on Tuesday, March 14, 1972, at the Gordon Avenue Branch Library.

Present: Miss Virginia Moore, Chairman
Mr. Kenneth O. Lee, Vice Chairman
Mrs. Harold H. Hallock
Mrs. Paul A. Dahlen
Mr. Channing W. Daniel, Jr.
Mr. James R. Sandridge
Mr. Robert D. Franklin, Director

Absent: Mrs. Henry Mitchell
Mr. Robert W. Stroh

The meeting was called to order at 3:30 by Miss Moore, who despite a painful temporary infirmity had come by train from Alexandria to attend. She said that she expects to move back to Scottsville in April.

In discussion of the minutes as received in the mail, on motion of Mrs. Dahlen, seconded by Mr. Sandridge, all voting aye, it was ordered that an opening paragraph about special collections for the Library be stricken as unneeded.

The Circulation report was hailed as continuing evidence of expanding service, 19% overall above the previous February, and 33% more at Crozet.

The Finance report, received from the City Finance Director this day, was discussed and Mr. Franklin said that in a phone call from the City Manager before the Library Board meeting, Mr. Hendrix assured him that the Library would receive the full budget amount for 1971-72 that appeared in the official printed City budget last June, which means that the Library will have $8,261 more in its salary budget than has been shown currently in the City Finance Director's computer printout. This will almost wholly supply the shortage looming in the salaries account. It was noted that two other budgeted accounts, (Office Supplies and County Utilities) are in a deficit stage but that some other accounts have prospective overages. The consensus was that any request for additional funds for
the current fiscal year be delayed until it is known more exactly what is needed, perhaps in May.

Mr. Franklin said (as explained in the Director's supplement to his monthly report) that Mr. Hendrix, needing to submit a total budget for 1972-73 by March 15 to his City Council, had recommended "an arbitrary figure for the Library" knowing that it could be revised when the conference is held between the joint Library Committee of the Council and Supervisors and the Library Board's Budget Committee.

It was reported that invitations are in the mail to a discussion of expanding this regional library system to include one to four adjacent counties, to be held Thursday March 23 at 7:30 p.m. at City Hall. The Library Board by general consent having previously approved the purpose of this discussion named Mrs. Dahlen and Mrs. Hallock to represent the Library at that meeting, with Mr. Franklin. It was stated that Louisa County has already signified its readiness to appropriate $1.00 per capita for funds to participate in an expanded MPL service or failing that, to set up its own library. Mr. Williams had said there was likelihood of getting up to $45,000 State/Federal aid for the expanded service and a second Bookmobile.

There was resumed discussion of whether an expanded regional service would enhance or jeopardize the prospects for financing a new central library. Miss Moore asked the director to comment and he said that he believed this could only be a matter of opinion, and that it seemed reasonable that an expanded service with greater demands on it would argue for prompter action to obtain an adequate headquarters. But financially, he said, we know that these adjacent counties have little money, and our own City and County are hard-pressed, so that the only real hope appears to be through either a special Federal grant or a private fundraising campaign, or both, coupled to whatever local revenue appropriation can be managed.
In this connection he said that Mr. Walter Munro, retired from twenty years lobbying in Washington, and an active Friend of the Library, has proposed that a delegation wait upon Senator Harry Byrd and urge a special Congressional appropriation of up to three million dollars for a Thomas Jefferson Regional Library, related to Bicentennial celebrations. Mr. Munro had said he would discuss this with Mayor Van Yahres. Miss Moore expressed interest in the idea but said that basically the provision of funds for an adequate library was the responsibility of the City and County governments.

The Library Board expressed general approval and hopeful feelings about such an approach to Senator Byrd.

On motion of Mr. Daniel, seconded by Mr. Sandridge all voting aye, the officers of the Board were authorized to make any necessary applications for State and Federal Aid growing out of the negotiation for participation of adjacent Counties prior to the next regular Board meeting, April 11.

There was a discussion of the effect on library prospects of the continuing controversy over annexation, particularly as the lawsuit and feelings engendered made difficult any day-to-day cooperation and consultation between City and County officials about Library needs. Mr. Lee said it might be hard to get five political units to agree on a site for a new central library. The consensus was that it would have to be in or near the City.

Returning to discussion of the financial report it was stated by Mr. Franklin that a substantial part, about a thousand dollars, of the expenditures so far in Office Supplies represented the cost of providing Xerox photocopying service over the income from public payment of 10¢ per copy. Xerox charges a basic rental fee, plus an amount for each copy made (and metered) plus the supplies.
Mr. Franklin said that unless there was objection he would, as an administrative decision, have the Xerox machines at Main and at Gordon removed and replaced with less expensive, less bulky and quieter A.B. Dick 675 copiers. The T. Talbott Bond Company, agents, are offering a lease-purchase plan with privilege of customer's cancellation on 60-day notice and the Company would then take over all future payments and resell the machine. But he said that the machine, now on free trial at Gordon, is expected, on the basis of a testimonial from Lynchburg College's experience, to be more trouble-free and more satisfactory as well as cheaper to operate. The Talbott Bond Company offers prompt free maintenance service as long as the customer buys supplies of fluid and paper rolls from the company. Miss Moore said that although the service was not self-supporting it was much appreciated in Scottsville and she hoped it would not be ended there. Mr. Franklin said that the copiers at Crozet and Scottsville might have to be removed at end of April because of the tight budget, but would be left at least that long.

He said that although he was seeking advice in the copier contract matters from City Purchaser Jim Copeland, the decision would be made by the Library director.

It was noted that no persons in the County have offered to house deposit stations for lending library books.

Miss Moore expressed hope that the observer usually present from the League of Women Voters would resume attending, and that the president of the Friends would also find time to attend.

There being no further business, on motion of Mr. Daniel, seconded by Mrs. Dahlen, the meeting adjourned at 4:50 p.m.

Respectfully submitted,

Robert D. Franklin
P. S. The meeting at City Hall March 23 to discuss joining with adjacent counties in an expanded regional service, went very well. Councilmen Barbour and Wright and Mayor Van Yahres represented City. Mr. Thacker represented the County Supervisors' Library Committee. City Manager and County Executive were absent. Library Board members Dahlen, Hallock and Stroh attended and there were representatives of Supervisor Boards in Nelson, Fluvanna and Louisa, and an active citizen from Greene County. Ray Williams made an excellent presentation of the complex matter and announced that a vacant bank building in Louisa had been made available for a branch, likewise a small church building in Lovingston. All attitudes expressed were favorable and it was agreed that any letters of intent signifying willingness to enter a contract needed to be in by June 1 but that some earlier indication would be helpful. Meantime the McIntire Library could apply for the increased State and Federal Aid contingent upon consummation of the merger.

Robert D. Franklin
SUPPLEMENTARY REPORT TO THE LIBRARY BOARD
March 14, 1972

City Manager Cole Hendrix phoned me today to say he "had not forgotten" me or any request for a private consultation with him, and hoped to have it next week, but that the controversy over high school site and other City matters had left him fully occupied.

But he said that he could answer now two of the points I had raised:
1. The Library will get our full 1971-72 budget as printed originally, which is some $8,261 more than we are credited with in the Finance director's monthly printout.
2. Because he had to submit the City's budget to Council on March 15, tomorrow, and no conference of the Library Board and the City Council's Library Committee (Wright and Barbour) had taken place, nor any with the County Supervisors' Library Committee (Thacker and Henley), Cole had had to make his own arbitrary recommendation which may be altered by the Council. He didn't tell me what it is and I thought best not to ask on the phone. But he said that it includes the 5% annual step increases, plus 3 1/2 per cent cost of living increases. He didn't mention the book budget or the new position. I expect to attend any City Council meeting when the budget is presented and get a copy or make notes.

The foregoing is good news I believe.

And Ray Williams was in today to say that City invitations are going into the mail inviting officials concerned to a conference Thursday March 23, next week, at 7:30 p.m., 3rd floor City Hall, about participation of adjacent counties. Invited are to be two members of Library Board and me, the Mayor and the Chairman of the Supervisors, the City Manager and the County Executive, and the two Supervisors and two Councilmen of the Joint Library Committee (Henley and Thacker, Barbour and Wright). Also two representatives from Fluvanna, Greene, Louisa and Nelson Counties. Nelson County is already sure to apply and to put up $1.00 per capita.

Ray Williams says that about $45,000 in State administered Federal Aid is available if the expansion occurs, and that a second bookmobile could be obtained through Federal aid. More anon.

Robert D. Franklin
Director
So far we have been lucky in avoiding manning crises because of reduced staff, and transfers and promotions have worked well. Julia Bush is proving very able as Gordon Avenue Branch head, and we are pleased with Carolinda Phillips as children's room assistant at Main, transferred from desk clerk at Gordon (she has a college degree and 18 hours of library science and plans to go to library school in 1972). But it is nip and tuck and a couple of strategically placed flu cases could produce a crisis. We are sending the Main Library children's room clerk, Carolyn Allen to Gordon part-time to help with the duties Miss Phillips had there. Nancy Huyett is in the hospital (M.J.) too ill to embark on a planned trip to Portugal she had taken cholera shots for.

Library use continues to climb. As the enclosed circulation report shows, Crozet had a remarkable 33 per cent gain over February a year ago, and the system as a whole climbed 19%. Gordon Avenue gained 20%, as did Main, and the Bookmobile had a gratifying 18% gain. Scottsville climbed too, although not as much as the other agencies. Circ totals to date are about 53% County.

As the Budget Committee (Messrs Daniel, Lee, and Sandridge) have been informed I have been seeking a conference with the City Manager to clarify the library situation and its administrative relationship with the City. The Manager remarked to me during a weekly meeting of City department heads that I attend, on March 2 that it was urgent for the Library Budget Committee to meet with him and Mr. Rush before the City Council receives the City Budget March 15. I asked him later that morning to please set up a conference with himself and me, at any hour, as soon as possible, and I notified the Library Budget Committee members. I have heard nothing further, and not a word ever from the County. I think that since the securing of adequate support is the prime responsibility of the Library Board, which carries weight because of their position, that it will be necessary for you to press this matter vigorously. I know the Mayor is very sympathetic to the Library's needs.

The monthly financial printout from the Finance Office has not been received and is expected either late Friday March 10 or Monday morning. You should have it before the Board meeting at 3:30 p.m. Tuesday March 12.

I asked the City carpenters to install some needed shelving in the Library basement and they were all ready to go ahead when the City Hall's new accounting and hierarchical approval system got us into a tangle of red tape that took two weeks to unwind, but everybody was friendly and we are now ready to get some shelving for the growing record collection and for some more periodical volumes, and slight improvements in Cataloging nook and Children's Room. Of course the Library Budget will be charged with the expense. All the old-timers complain about the new efficiency forms that have to be used.

Another tangle has arisen out of the opportunity to replace troublesome and bulky and over-expensive Xerox machines at Main and Gordon with smaller, less expensive and excellent A.B. Dick 675 photocopiers, one of which has been on free trial at Gordon the past month. I am working with the City Purchasing agent, Jim Copeland, and City Attorney Marshall to choose the best way to finance the deal, preferably on a cancellable lease-purchase plan with free service. Because we get Xerox supplies through the City and because the Xerox Company computer billings have been erroneous and erratic, it is not known exactly what they have been costing us at any one location over and above the intake of dimes from public use. Since last July we have taken in $1262.60, of which $678.45 came in at Main, $250.65 at Gordon, $194.20 at Scottsville and $139.30 at Crozet. We have paid out, in addition to supplies, $2165.48. As near as we can tell it is costing about
§72 a month at Main, plus supplies, as out-of-pocket cost, and that's too much. Now that we have bought a small mechanical card duplicator for the Catalog Department and no longer need the Xerox for making catalog cards, we need a photocopier only for incidental staff use and public convenience. The A.B. Dick 675 offers that service very satisfactorily in less space and with less noise and I believe more trouble-free operation. It does not cost per copy, but on Xerox we pay, besides the base rental and supplies, 4.5 cents for each metered use up to a certain number. I am wholly out of patience with the Xerox people and their machine, but I firmly believe all libraries should provide photocopying service. Our contract with Xerox allows for 30-day cancellation, and I shall do what I think is best, with City Purchaser's advice.

On Friday March 10 two of us are attending a state-wide conference (at State expense) on centralized book and catalog processing, more to learn what may be feasible than to make any decision. The meeting is at the State Library in Richmond.

The City is using a small Federal grant to conduct a series of four or five monthly all day seminars for City Department heads and me, on administrative relationships, held at the Holiday Inn on Afton Mountain, the first one having been February 24. The leader is a fellow from the Federal Executive Institute whom Cole Hendrix knew in Kansas City. The sessions, including a sort of brainwashing about one's assessments of his own faults and virtues, are interesting but time-consuming. I suppose I will go to the succeeding ones. Mr. Hendrix is trying to create in every way he can a better City team spirit and more efficiently organized chain of command.

As you will note on the circ report sheet, book stock increased by 1,024 volumes in February, and the total stood at 122,224 March 1. Actually this is not provable, as we have not been able to take a total inventory in many years, if ever. It is safer to say we have about 120,000 volumes. Growth will slow down from now until July because we are ordering only very timely books, saving the other orders for budget clearance. Meanwhile we are cataloging the back-log of usable gift books.

Enclosed is a new leaflet I am supplying to the Library's registrants and through the Welcome Wagon ladies and Newcomer's Club and C of C to new City and County residents. We had a thousand printed at a friendly low cost price through the courtesy of Ken Lee's colleagues at Sperry Marine, where our Web newsletter also goes to press.

Cathy Klarfeld, the Daily Progress reporter who was persuaded by Jim Scott to accept the editorship of the Friends' bulletin, Among Friends, plans to get an issue out well before the Friends' annual benefit Book Sale set for April 27-29 at Gordon Avenue.

Respectfully submitted

Robert D. Franklin
Director
MEMORANDUM TO LIBRARY BOARD

As most of you may know, the Library has had certain personnel rules and regulations and allowances for sick leave, vacation etc. for several years, well codified and understood.

The City had never had any such code until the latter part of 1971 when a committee of City Department heads drew up, revised and eventually settled upon with the City Manager's approval a code which differs from Library policy in important respects, in some cases being more liberal, in others more restrictive.

Since we are a regional library under the laws of Virginia, under contract with not just the City but with the County, and governed as to policy by a Library Board representing City and County, I believe we have never surrendered the right to adopt and revise our own personnel policies. We can try to make them as compatible as possible, particularly in clerical and janitorial positions, with City practice, and computerized for payroll purposes use prescribed forms. But still maintain control of policy. In other words no personnel policy changes should affect the Library without the Library Board's explicit action.

We did formally adopt the City salary scale. The Library Board could have refused but it seemed better for all concerned, and in the stresses of last May and June, to adopt it.

But I recommend that the Board notify the City Manager, that it has not adopted any other changes in personnel rules and expects to govern sick leave, leave without pay, maternity leave, and related practices according to the Library's own code, as it may be amended from time to time. I believe we are on solid legal ground in this.

When the next Board meeting is held March 14 I would like action on this matter, and I suggest that meantime two Board members study the matter and consult the City Manager and me informally about it so that a recommendation can be made.

Robert D. Franklin
Director

February 17, 1972
MCINTIRE LIBRARY BOARD MINUTES FOR FEBRUARY 8, 1972 MEETING

The regular meeting of the library board of the McIntire Public Library was held on Tuesday, January 8, at the Gordon Avenue Branch Library.

Present: Miss Virginia Moore, Chairman
Mr. Kenneth O. Lee, Vice Chairman
Mrs. Harold H. Hallock
Mrs. Henry Mitchell
Mr. James R. Sandridge
Mr. Robert W. Stroh
Mr. Robert D. Franklin, Director
Mr. Raymond E. Williams, Area IV Public Library Consultant
Virginia State Library

Absent: Mr. Channing W. Daniel, Jr.
Mrs. Paul H. Dahlen

The meeting was called to order by Miss Moore at 3:30 p.m.

In discussion of the minutes of the January 11 meeting mailed to the Board on January 12, Miss Moore explained that although no correction was required she had meant on her January 11 comments on special collections, that the McIntire Library might try to build up a collection on, for example, Canada, or Mexico, or some subject that would attract scholars to the Library. Mr. Franklin said he felt it unwise to embark on such a collecting project in view of the budget, space needs, and the function of this relatively small public library system; that he felt that local or area history and biography might be the only proper field for building a special collection. Mr. Williams recommended that material about Lewis and Clark might be an appropriate subject.

Mr. Stroh moved approval of minutes as received, Mrs. Mitchell seconded, and all voting aye, it was so ordered.

Miss Moore said that Mrs. Stone at Scottsville Branch Library had reported to her that the experimental opening at 11:00 a.m. on Wednesdays for the special benefit of kindergarten children was going very well indeed.

Favorable comments were made about the substantial continuing gain in circulation in the library system.
Miss Julia Bush was introduced to the Board as the new head of Gordon Avenue Branch, effective when Mrs. Sturtevant retires February 29. Miss Bush will be promoted from Librarian I to Librarian II at that time, with increase in salary from $8040.00 to $9312.00 in accordance with the schedule, and with the unanimous approval of the Board. She has a Masters Degree in Library Science and is certified by the State Library. Miss Bush, among other talents, is a musician, and gives some piano lessons in her leisure time.

The director reported that an A.B.Dick copying machine was being given a trial, free to the Library, at Gordon Avenue this month as a possible replacement for the unsatisfactory Xerox at Gordon, and that if a satisfactory way to make catalog cards is found as now expected, the Xerox at Main would also be exchanged for the A.B. Dick model.

Financial Report. The computer printout from the City Finance Director, still showing the Library's budget at substantial variance with the City's original printed budget and allocation, was distributed. Mr. Franklin pointed out that although the payroll has been reduced each month since November, there is not enough money in the allocation for salaries to cover costs through June and that when the March or the April report is in, the Board will need to request earnestly that the City not only restore the total to July 1971 figure as published then (and corrected in its arithmetical error) but request some supplemental allocations. Meantime the Library will reduce its book ordering in case some of the book budget is required for payroll.

Mrs. Sturtevant's retirement and the Library's effort to get by with fewer persons or man hours after March 1 will help, he said, but not enough to carry through June. Mr. Sandridge said he felt that the Library Board had a sound position in asking for the full budget, and Mrs. Hallock said that Mr. Wheeler, Chairman of the County Supervisors, is aware of the discrepancy between the $275,914
full budget allocation figure and the $267,656 figure the City Finance Director keeps using. Mr. Lee said the three alternative policies would be a) to go back for more money; b) see how far we can get along with money available; or c) hold up book bills and other postponable expenses.

Mr. Sandridge said he feels that the subject should be taken up with the Library Committee of the County Board of Supervisors, Mr. Henley and Mr. Thacker, and that he would talk with Mr. Henley himself about it. It is not known if a Library Committee has been named on the City Council.

It was agreed that the best time for a showdown on this question would be in April or May.

Regional Expansion. Mr. Franklin said that he had asked Mr. Ray Williams, State Library Consultant for this area and the northern counties, to attend the Board meeting and explain a proposal for participation by Fluvanna, Greene, Louisa and Nelson counties in an expanded regional service, permissible under MPL's contract with the City and County if they consent after discussion with representatives of those other adjacent counties.

Mr. Williams presented figures, (attached to official minutes) to show what financial contribution each county would make, and how State and Federal aid would increase as the number of participating units of government -- now two, Albemarle and Charlottesville -- increased to three, four, five, or six units if all four eligible counties came in.

He pointed out the substantial advantage to Albemarle and Charlottesville in lowering their share as given in the Budget Request for 1972-3.

Mr. Williams said that the need right now is to persuade the City and County to invite officials of the four other counties to come to a meeting to discuss such participation. If that discussion led to general agreement, contracts could be drawn and the extensions might be made during the next fiscal year. It would be unwise to cross Planning District lines, he said.
Governor Holton's proposed budget, not yet voted, increases State Aid to libraries by half a million dollars, Mr. Williams said.

Mr. Williams said that only basic library service is contemplated in the four other counties, and extension of the privilege of using existing MPL agencies. New part-time branches like Crozet's would be opened in Louisa, Lovingston, Palmyra and Stanardsville. These buildings or rented space would have to be provided by the townspeople or counties involved, or made available by private donors. He was asked if the Library's bookmobile would be expected to extend its routes into the adjacent counties. Mr. Sandridge said he would be opposed to this. It was the consensus that without an additional crew this could not be done anyway except possibly in adding one or two convenient stops where the present route skirts a county boundary. It was remarked that if there is a five-county library service, eventually an additional bookmobile would be useful if it could be financed.

After generally favorable discussion, since the trend in the State and nation is toward regional cooperation, the following Resolution was adopted on motion of Mr. Sandridge, seconded by Mrs. Hallock, all voting aye, and ordered sent to members of City Council and County Board of Supervisors (as it was, next day, February 9).

RESOLUTION BY MCINTIRE LIBRARY BOARD
February 8, 1972

To the Albemarle County Board of Supervisors
and the Charlottesville City Council

WHEREAS, the Board of the McIntire Public Library, jointly serving Charlottesville and Albemarle County under a contract permitting the participation of other counties, has learned that there would be substantial financial savings to Albemarle County and to Charlottesville, as well as other values, in extending library services to four counties adjacent to Albemarle in this Planning District;
And whereas the responsible officials of Louisa, Fluvanna, Nelson
and Greene counties are aware of this opportunity, and now await an invitation
to discuss details of such participation and how it may be funded, with the
advice of the State Library's regional consultant;

And whereas the formula for State and Federal Aid to public libraries
favors such regional cooperation;

Now therefore be it RESOLVED that the McIntire Library Board earnestly
requests that an invitation to meet together for this discussion be issued
by the Mayor of Charlottesville and the Chairman of the Albemarle Board of
Supervisors to the officials of the four counties, at their earliest con-
venience in view of the current fiscal calendar.

Adopted on motion of Mr. James R. Sandridge, seconded by Mrs. Harold H.
Hallock, all voting aye, February 8, 1972.

Robert D. Franklin, Secretary
McIntire Public Library Board

There being no further business the meeting adjourned about 5:15 p.m. on
motion of Mr. Stroh, seconded by Mrs. Hallock.

Respectfully submitted,

Robert D. Franklin, Secretary

Attachment
The regular meeting of the Library Board of the McIntire Public Library was held on Tuesday, January 11, at the Gordon Avenue Branch Library at 3:30 p.m.

Present: Miss Virginia Moore, Chairman
Mr. Kenneth O. Lee, Vice Chairman
Mrs. Harold H. Hallock
Mrs. Henry Mitchell
Mrs. Paul Dahlen
Mr. James R. Sandridge
Mr. Robert D. Franklin, Director
Mrs. Stanton P. Nolan, Observer

Absent: Mr. Channing W. Daniel, Jr.
Mr. Robert W. Stroh

The meeting was called to order at 3:45 by Miss Moore. On motion of Mr. Lee, seconded by Mr. Sandridge, all voting aye, the minutes as mailed to members were approved as received.

Annual Statistics. The board members informally discussed the fact that not only has the annual circulation of books passed the 400,000 mark for the first time (to 417,065) but that the percentage borrowed by the County residents has reached 52.2% while the City residents' proportion is 47.8% (compared to 48.6% for the County and 51.4% for City the previous year). This is the basis for the division of budget costs between City and County.

The obligation to explain how the Library operates and the circulation figures, to the County Supervisors especially, as well as to newer City Councilmen, was stressed in the discussion. Mrs. Hallock reported that Chairman Gordon Wheeler of the County Board of Supervisors had informed her of his receipt of Library reports, but he had expressed incredulity at the extent of County residents' book borrowing. Mr. Sandridge pointed out that much of this circulation is due to the Bookmobile's routes that reach all populous parts of the County and even some sparsely populated areas. The Bookmobile's annual loan of 58,400 books totals more than the combined circulation of Scottsville and Crozet, he noted.
All agencies are climbing in circulation, probably due to publicity, population growth and in the County the steady rise in suburban housing.

Mr. Lee said that the County officials should be proud of the fact that county residents are using the libraries more and more. He reminded the Library Board too, that a survey some years ago showed county residents make use of the Main Library and the Gordon Avenue Branch often as a part of a multiple errand trip from their distant residences.

Mr. Franklin said that the Bookmobile schedule is so full now that a choice must be made between the values of geographic coverage including very small communities, and the need to reach new populous developments like Woodbrook, Jefferson Village, Salem, etc. Mr. Sandridge stressed the importance of reaching even a single good reader, especially children, who otherwise had little access to books. Mrs. Hallock wondered if we could use the mails to send wanted books to borrowers, and it was suggested by Mrs. Dahlen that the Friends of the Library might furnish volunteers to do the handling and mailing of books. Mr. Franklin said he would propose this to the Friends' board when it meets.

Mr. Lee asked if deposit stations could be established, whereby small changeable collections of books could be left with neighborhood residents in parts of the county not served by the Bookmobile or branches, to be lent to neighbors. This was a frequently-used device in the days before bookmobiles, Mr. Franklin said, and might be experimented with. It requires labor and transportation and the sorting out of records of loans, damages and losses, which on any large scale could not now be handled by the Extension staff of two which has its hands full now with the growing Bookmobile use. Mr. Franklin said he would broach the subject and inquire about neighborhood custodians on a future Library radio broadcast.

Mr. Lee asked if consideration ought be given to having a City Bookmobile and the Director said it might be worthwhile in some areas of the city, but would require substantial appropriations not in the present budget or contemplated in next year's.
Director's Written Report. In the discussion of the director's mailed report, Mr. Franklin added comments about the mechanical and accounting problems experienced recurrently with the Xerox machines at Main and branches. He said he is going to try out a new way of making catalog cards, now being made on Main's Xerox, and if the new way seems better, will buy or lease the new machine, and perhaps put in an A.B. Dick photocopier for public and library use, which has been demonstrated. The A.B. Dick machine is quieter and faster and less expensive than Xerox, he said, but will not print library catalog cards. Mr. Lee offered his experience with various copying machines.

Budget Committee. Mr. Sandridge, Chairman of the Budget Committee including Messrs. Daniel and Lee, presented the committee's endorsement of a revised Budget Request for 1972 as distributed at this meeting and asked the director to comment on its items. It was noted that the Salaries item is in line with current payroll and the scheduled raises due July 1. It calls for only one new employee, an assistant director and a few promotions.

The principal other budget item noted was the amount for books, raised in line with the percentage of increased cost of books, and the effect of increased circulation on wear and tear. It does not call for a greater quantity of books. Then the repairs at Main and Gordon and prospect of further improvements at Scottsville are reflected in the budget request. Also, the desirability of trading in the five-year-old delivery truck.

The budget request totals $331,402. But again there will be some $31,555 in State and Federal operating aid, and an estimated $10,200 in overdue book fines, so that the net cost to local tax revenues will be only about $289,647.

After discussion, on motion of Mr. Lee seconded by Mr. Sandridge, the Budget Request was unanimously adopted.
When it is re-stated in the tabulation used in previous years it is to be simultaneously delivered to the City Manager and County Executive for transmission to the Council and Supervisors. This year the Library will also have to present it in the explicit budget item forms provided by the City. Meantime the Library Board members are to maintain contact with their sponsors on the appointing bodies as well as with any other members of these bodies. And the director may communicate with all these officials, offering to explain how the Library serves the area, how it keeps its statistics and accounts, and what growth is in prospect. This will not be to "defend the budget request" but to better inform the responsible elected officials.

New Business. Miss Moore urged the value of the Library gathering collections of library and local historical materials not only in book form but in collections of manuscripts and letters. She mentioned the Alexandria Public Library's build-up of a Virginiana collection. Mrs. Mitchell said that one of the subjects neglected in the past by publishers is the role of blacks in the various walks of life in history and the arts. Although primary resource materials are scant, Mr. Franklin said, the Library tries to get all useful publications of such nature, scattered through the subject fields.

Mr. Lee asked if there were any practical way to make known to library users the existence and availability (limited in some cases by company rules) of reference materials of special subject nature, especially technical materials, that business and industry may have in this area. Mr. Franklin said that the UVa had recently issued a guide to library and related resources in the area, but that MPL could also build up a card file. MPL reference librarians will as they have time, make contact with the likely sources here and assemble the data on special collections and accessibility for serious use.
It was remarked by two Library Board members that one resident is said to own 15,000 volumes relating to birds!

**Personnel Matters.** Mr. Franklin announced that Charles Buckalew, Librarian I who was being considered to succeed Mrs. Esta Sturtevant as branch librarian at Gordon when she retires March 1, has resigned effective January 31 to accept a teaching position in the UVA Department of Philosophy, but will be available on an hourly basis to help as needed at Gordon for the next few months.

Mr. Franklin also noted that two certified librarians on the staff eligible for appointment as branch librarian, Barbara Davis and Philip Williams, had asked not to be considered. Mrs. Christina Parker, the excellent young children's librarian at Gordon, has applied, and there are two other certified librarians who would be eligible if interested. A decision will be made by the director by February 4, when Mrs. Sturtevant enters the hospital for minor surgery.

There being no further business, Mrs. Mitchell moved adjournment, seconded by Mrs. Dahlen, and the meeting closed about 5:30 p.m.

Respectfully submitted,

Robert D. Franklin
Director

Postscript Note: Mrs. Hallock reported January 12 a very constructive conversation held subsequent to the Board meeting with the Chairman of the County Board of Supervisors.
As you will see from the enclosed circulation report, the Library's book lending is booming. Here is what we sent the newspaper about the gain:

Book circulation figures for January at the McIntire Public Library show a remarkable gain in winter use, and exceeding the best month in the previous year, July. At the Main Library the 15,129 books and records lent at the adult and children's rooms contrasts with 14,513 lent last July and only 12,540 in loans during January a year ago, a 20% gain.

...There were similar gains in November and December. For the Library system as a whole, the increases totaled an even higher 23% gain, he said, 39,807 volumes compared to 32,345 the previous January. The good weather and the effects of greater publicity in the newspaper and on radio, may be responsible.

Borrowings from the Library's County Bookmobile totaled 4,870 this January, "a whopping increase of 26% over the previous year's 3,874 loans". Gains were also registered at Gordon Avenue Branch, which lent 15,790 books, 661 more than loans at Main, and 28% more than Gordon lent in January 1971. Crozet Branch lent 36% more books this January, climbing to 1,744 from previous 1,238. It is open only in the afternoons and one evening. Scottsville Branch, although lending 2,274 books this January with the same limited hours of service as Crozet, failed to reach the total Scottsville lent in January a year ago, 2332 books.

Book loans throughout the system vary in the percentage for adults and for children,...but average about 58% adult and 42% children's. The rate of increase this January over the previous January was higher for adult loans, ...26%,...compared to a 20% increase in juvenile borrowings....

And while we have no statistics for visitors and users of reference sets and reading tables, you may be sure this has risen to a comparable degree.

I had intended by now to have assembled a cut-and-paste collage of departmental and branch annual reports as a general review for you but this will not be ready until after the February 8 meeting.

And we will again not have a financial printout from the City in time for the Board meeting but will forward it later when received.

I have had no response from the City or County to our Budget Request; copies for all supervisors and councilmen were delivered January 18 to the County
Executive and the City Manager. After wrestling dispiritedly and ineffectually thereafter with the City's departmental budget request booklet, I rebelled, and phoned Mr. Hendrix. I told him I wasn't getting anywhere with it, wasn't at all sure it was a worthwhile labor nor even a proper one, considering our City/County regional nature, and I asked him if he had yet looked over our budget request. He said no, he hadn't had a chance except to glance at it briefly (this was a week after submission) but that he would look it over and let me know if the additional forms would be necessary. I said that if they were I would have to get help from the City in filling it in.

He is perfectly friendly and agreeable. His problem is that there is not sufficient money in sight in the City's revenues to grant the full requests received from all the departments. I attended today February 3 a City "cabinet" meeting during an hour and a half's discussion of the City's revenue plight. The outlook is not bright for any expansion or improvement in services and facilities but they do hope to comply with the salary schedule and its annual 5% increases. Of course as you all know the problem of financing the new school building and the costs of paving, jails, recreation facilities etc. that are planned, are very grave fiscal problems that the City faces, and now that the annexation suit has been refiled, that element of uncertainty is added.

We have used up our Federal aid for book purchase money for this year, still have a little of the State aid money, and are still ordering a flow of new books. But soon I will have to slow down and stop any expenditures that can be avoided, in case we fail to get our current budget amplified to fit the payroll needs. January's total payroll was $14,552, down from December's $14,902 and November's $15,257 totals. February's may be lower than January's and March lower than February, but not much. By Board meeting April 11 we may be able to tell pretty closely what we will need in order to come out solvent on June 30. Unless we cut all book purchases and defer payment of book bills from April first, we will certainly have to get some supplemental money.
The Friends of the Library who were interested and to some extent enthusiastic about the struggle for a new central building, have not held a meeting. Their board was to have met February 2, but postponed it till February 9. They need strong and active leadership within the group.

Staff morale is good. The appointment of Julia Bush as head of Gordon Avenue Branch met general staff approval. We have been handicapped at Main by the almost total absence for two months of our reference and adult service head because of grave illness in her family, but have authorized the leave without pay because of circumstances and our need for her future services.

We have had some staff absences because of flu, but very little so far.

As you know, Fluvanna County was briefly a part of our set-up as a regional library. Now there is a strong financial incentive to extend the system, which would reduce Charlottesville's share in the cost of a five-county library system by about $22,000 and reduce Albemarle's share by about $15,000. It is through the availability of State aid which favors regionalization. Ray Williams has worked out the budgetary figures based on our current request, and has talked with the City Manager and the Mayor.

It is essential that the Library Board understand what is at stake and the merits of the proposition so I have asked Ray to attend our February 8 meeting to answer questions.

Respectfully submitted,

Robert D. Franklin
Director
## McIntire Public Library Staff December 1971
### Full-Time

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<td>15,192</td>
<td>15,948</td>
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<td>5448</td>
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<td>5724</td>
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<td>8040</td>
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<td>Phillips, Carolinda G.</td>
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<td>3852</td>
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### Part-Time

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<th>Hours</th>
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<td>Berne, Beth</td>
<td>Librarian II</td>
<td>4.51</td>
<td>4.74 (5% increase)</td>
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<td>Brock, Jennifer R.</td>
<td>Page Shelves</td>
<td>1.58</td>
<td>1.60 1 1/2%</td>
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<tr>
<td>Huyett, Nancy B.</td>
<td>Librarian II</td>
<td>4.51</td>
<td>4.74 5%</td>
</tr>
<tr>
<td>Langdon, Barbara</td>
<td>Librarian I</td>
<td>3.90</td>
<td>4.09 5%</td>
</tr>
<tr>
<td>Powell, Martha</td>
<td>Page Shelves</td>
<td>1.58</td>
<td>1.60 1 1/2%</td>
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<tr>
<td>Morris, Nancy G.</td>
<td>Circ. Clerk</td>
<td>2.15</td>
<td>2.27 5%</td>
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<td>Ragsdale, Margaret</td>
<td>Circ. Clerk</td>
<td>2.15</td>
<td>2.27 5%</td>
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<td>Roudabush, Paul</td>
<td>Page Shelves</td>
<td>1.58</td>
<td>1.66 5%</td>
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<tr>
<td>Szaloki, Priska</td>
<td>Librarian I</td>
<td>3.90</td>
<td>4.09 5%</td>
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<td>Wheeler, Geo. P.</td>
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<td>1.58</td>
<td>1.60 1 1/2%</td>
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<tr>
<td>Wilkinson, Althea</td>
<td>Circ. Clerk</td>
<td>2.00</td>
<td>2.10 5%</td>
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*Haden, Madeline

Clerk III, $4932 5724 - Promoted to Clerk IV, Step 1
DEC. LH, 1971

DETAIL ON BOOK PURCHASE BUDGET

The American Library Association's basic standards for public libraries, used as a basis for budgeting in many libraries, but ignored as economically unrealistic in others, as well as the Virginia State Library's criteria of inadequacy in determining eligibility for state aid, would have the McIntire Main Library buy at least fifty per cent of all adult non-fiction titles, other than textbooks, published in America each year, let's see approximately what that would require, if only theoretically.

There are now some 35,000 new titles of all kinds published annually, and of that at least 20,000 would be adult non-fiction. Half of them would be 10,000 titles, and at an average cost after discount of $6, their cost would total $60,000, for one copy each, not counting the occasional one we need to buy two copies of for Main and additional copies for the branches. We would usually buy for Gordon at least two-thirds of the titles bought for Main, but for this purpose let's say half, or another $30,000. And if we spent only a tenth of Gordon's allocation, $3,000, at Scottsville and at Crozet, and only $1,500 for the Bookmobile's adult non-fiction, the total would be $97,000, which is already about 157% of our present total budget for books, before we consider fiction, periodicals, records, and children's books.

Fiction is of lesser importance than it used to be, but still we should spend at least $3,000 for Main and a like amount for Gordon, with at least $800 each for the county branches and for the Bookmobile, so that's a total of $8,100 for adult fiction, a minimal allowance.

Besides books, the Library subscribes to about 265 periodicals and newspapers for Main, 130 for Gordon, 9 at Scottsville and 7 at Crozet. We could well use some more at the branches. Occasional new periodicals appear that we should get, but they are matched by those discontinued. For materials other than magazines, the serial subscription services like Moody's and Facts on File, etc., and for our improved record lending collection and miscellaneous non-book materials, we should allocate at least $2,500. Estimating the magazines at $5,250 as presently budgeted (we order them through an agency, Faxon's, at a discount) and adding that to the $2,500, we get $7,750 for non-book materials. Since we can borrow movie films free (except for postage) from the State Library, we fortunately do not have to budget for film purchase.
## Estimated Juvenile Book Budget 1972-73

**Request (total)** $20,000  
**Increase** $1800

### Distribution:

<table>
<thead>
<tr>
<th>Location</th>
<th>Amount</th>
<th>Increase over 1971-72</th>
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</thead>
<tbody>
<tr>
<td>Main Children Room</td>
<td>$6500</td>
<td>$400</td>
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<tr>
<td>Gordon Avenue</td>
<td>5700</td>
<td>500</td>
</tr>
<tr>
<td>Bookmobile</td>
<td>3000</td>
<td>300</td>
</tr>
<tr>
<td>Scottsville</td>
<td>2600</td>
<td>500</td>
</tr>
<tr>
<td>Crozet</td>
<td>2300</td>
<td>100</td>
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</table>

**Total:** $20,100
2. Justification: Increased cost of books

Increase for Main $400

Necessary to maintain central collection
AND, $300 will be allotted to building up the record collection – at Main only.

Increase for Gordon $500

(A) Necessary for replacement and duplication of popular titles. The all new collection with which the branch opened 5 years ago is beginning to show ravages of constant use AND of the continued growth in circulation.

3. Increase for Books while X

Reflects increasing circulation and the replacement necessary in an aging and circulating collection which serves not only the hinterlands but the fast growing and more sophisticated suburban area. Kecbjn.
<table>
<thead>
<tr>
<th>BUDGET CODE</th>
<th>BUDGET TITLE</th>
<th>APPROPRIATION ENCUMBRANCE</th>
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<tbody>
<tr>
<td>I-S</td>
<td>MISCELLANEOUS</td>
<td>S. S. INS. &amp; PENSIONS</td>
</tr>
<tr>
<td>I-S</td>
<td>TRAVEL</td>
<td>SALARIES</td>
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<tr>
<td>I-S</td>
<td>TRUCK OPERATION</td>
<td>SALARIES</td>
</tr>
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<td>I-S</td>
<td>BUILDING MAINT.</td>
<td>SALARIES</td>
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<td>I-S</td>
<td>BUILDING MAINT. GDN.</td>
<td>SALARIES</td>
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<tr>
<td>I-S</td>
<td>LIGHT, HEAT &amp; WATER GDN.</td>
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<td>I-S</td>
<td>RENT</td>
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<td>OFFICE EQUIPMENT</td>
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<td>I-S</td>
<td>CLEARING SUPPLIES</td>
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<td>I-S</td>
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<td>I-S</td>
<td>MCINTIRE LIBRARY</td>
<td>SALARIES</td>
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DEPARTMENT TOTALS

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CURRENT BUDGET BALANCE THRU 11-30-71

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CITY OF CHILTON, WIS.

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<td>$2,300.18</td>
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Includes fines, payments for cards, non-resident registrations, etc.

Cash received $1

Federal and State Aid

Received

Date  This Month  Appropriated
To Date  Received  Received  1971-72

Receipts Not Including Local Appropriations

MONMOUTH PUBLIC LIBRARY
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<th>Amount</th>
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<td>11/1/76</td>
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<tr>
<td>6/2/6.43</td>
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<tr>
<td>13/1/72</td>
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<td>9/1/72</td>
<td>$555.00</td>
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<tr>
<td>9/1/72</td>
<td>$550.00</td>
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<td>9/1/72</td>
<td>$550.00</td>
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Includes fines, payments for cards, non-resident registrations, etc.
To Library Board Budget Committee:

Below is a draft for a letter to go in next day or two to Cole Hendrix and Tom Batchelor, with the Budget Request. Please let me know if ok. RDF

McIntire Public Library

A REGIONAL LIBRARY SYSTEM
SERVING CHARLOTTESVILLE
AND ALBEMARLE COUNTY

Robert Dumont Franklin, Director

Mr. Cole Hendrix, City Manager
City Hall
Charlottesville, Va.

Dear Cole:

The Library Board on Jan. 11 adopted a Budget Request for 1971-72 as recommended by its Budget Committee and the director. It is enclosed here for transmittal to the governing bodies, and for your convenience, seven copies.

Inasmuch as this Request goes to the City and County simultaneously the Library Board felt that it should be presented in the tabular form familiar from previous use, with explanatory notes. In addition, I am preparing the same figures in the new booklet form adopted by the City, ready as soon as the forms are completed.

The Library's Budget Request lists State/Federal Aid believed assured again in the amount of $31,555. And the collection of overdue book fines, trending up, is estimated at $10,200, about 12% above last year. Thus local revenue required is reduced from the budget total by $41,755.

I am happy to say that use of the Library and the range of its services have grown substantially, and are expected to steadily rise, as far as our facilities and resources permit. For the first time, and reflecting residency shifts, book borrowing by County residents exceeds that by City dwellers, even though both groups gained in 1971. The new percentages which as you know are the basis for budget-sharing, are 52.2% for the County, and 47.8% for the City. The relevant totals -- and you will receive tabulations by agency -- are 213,971 books borrowed in 1971 by Albemarleans, and 194,620 by Charlovilleses, including the 58,400 books lent in the County by the Bookmobile. Some 4,716 books were lent to out-of-area persons, 78 of whom paid $1 for this privilege, and these are not counted in figuring percentages. The fees are turned in with our fines.

The Library Board's Budget Committee (James Sandridge of Crozet, chairman, and Messrs. Daniel and Lee) and I will be glad to meet with you and the Joint Library Committee of the Council and Supervisors, at your convenience. And since some newer officials especially may not be familiar with Library services and statistics, I will welcome opportunities to talk with them individually or in groups.

Sincerely yours,

Robert D., Franklin, Secretary
McIntire Public Library Board.
This will be a very brief report, because I hope soon to present an annual report, based on the departmental and branch heads' reports that are coming in to me now.

December was another month of gains in book loans over that month of the previous year, a 15% gain in circulation, shared by all five agencies, and leading MPL to compile a record annual total of 417,065 books lent. The good weather was partly responsible I believe, plus the snowballing effect of good radio and newspaper publicity. The tabulated report is enclosed.

Some of you may have seen a new column in the Jefferson Journal January 6 called The Web, and written by an anonymous citizen with "The Spider" as pseudonym. In case you supposed, as some staff members did, that this was Franklin busting into print again, be assured I not only had nothing to do with it, but because of the prior existence of our Charlottesville Web, the Journal's editors have agreed to change the name and metaphor of their column.

We continue to have trouble with our Xerox machines, both mechanically and arithmetically (in their bills) and are about to consider alternative equipment.

The Budget Committee of the Board met December 20 and has since been provided with a substantially revised Budget Request which will be up for consideration at our January 11 Board meeting.

The current budget is still unsettled and will prove inadequate before the end of this fiscal year, but I will wait until March or April to submit recommendations for a supplementary request.

Meantime I have become impressed by the general attractiveness of the Vinegar Hill land as a site for our new central library.

Respectfully submitted,

Robert D. Franklin
Director

Enclosure
The regular meeting of the Library Board of the McIntire Public Library was held on Tuesday, December 14, at the Gordon Avenue Branch Library at 3:30 p.m.

Present: Miss Virginia Moore, Chairman
Mr. Kenneth O. Lee, Vice Chairman
Mr. Channing W. Daniel
Mrs. Harold H. Hallock
Mrs. Henry Mitchell
Mrs. Paul A. Dahlen
Mr. Robert W. Stroh
Mr. James R. Sandridge
Mr. Robert D. Franklin, Director

Miss Moore, who had driven from Alexandria to attend, called the meeting to order at 3:30 p.m., and asked for approval of or corrections to the Minutes of the November 9 meeting. Mr. Stroh moved acceptance as received, Mrs. Hallock seconded. All voting aye it was so ordered.

Circulation Report. The continuing gain in book loans throughout the system, as shown in the tabulation of circulation figures, was favorably commented upon. Mrs. Garth said that a copy of this circulation report is sent each month to the City Manager, and to the County Executive. Mr. Sandridge pointed out that although only two branches are located in the County, residents of the County borrow nearly fifty per cent of the books lent in the system, and thus the County provides a like proportion of the budget.

Financial Report. The monthly printout received from the City Finance Director showing the balance and total appropriation in each account had not been received in time for mailing to the Board, but was distributed at the meeting. It was noted that the City continues to use a total appropriation figure substantially below the printed budget, and that this discrepancy is still under discussion with the City Manager. Mr. Franklin stated that the salaries account at its present monthly rate of $15,257 will prove inadequate by next June, even with reduced costs anticipated from March 1 because of a retirement. Mr. Sandridge said that although the County pays nearly half the Library budget, it seems to have lessening influence on fiscal matters, particularly personnel costs.
Budget Request for 1972-73. Mr. Franklin in his report had informed the Board that whereas in previous years the Budget Request had been submitted at the end of January, the City, using new forms and a detailed performance budget, had asked for the Request and supporting data by December 15. But the Library Board's Budget Committee, which had been sent his recommendations only the day before, had not had time to study or discuss the request. It was noted that there were substantial increases in most accounts, particularly for Salaries and for Books, and a new position of Assistant Director recommended. After discussion, it was moved by Mr. Stroh that the Budget Request be further studied by the Budget Committee (Messrs. Sandridge, Daniel and Lee) with action to be taken on their report at the January meeting. Mrs. Mitchell seconded and it was passed unanimously. (The Committee decided to meet December 20 at 3:00 p.m.)

Director's Report. Miss Moore asked that the Board consider the "rather lengthy" report of the director page by page, for any comment or questions. It was noted that he had reported a congenial contact with the City's Bicentennial executive, Mike Gleason, and had established that a new central library is a part of Mr. Gleason's recommendations for the celebration of the nation's Bicentennial here, although no funds for it are in sight. It was also noted that no action has yet occurred as a follow-up to the Regional Conference on Library Development November 18, at which Messrs Lee, Stroh and Franklin spoke, to have the City and County officials invite officials from adjacent counties to discuss participation in expanding regional library services. It is the Library Board members' obligation to keep in touch with our local officials about this, Miss Moore declared.

Mr. Stroh said that the committee on Building Plans had met since the previous Board meeting, and would continue to meet, in what appears to require a long period of discussion and promotion, with the first goal the securing of a site. Mr. Stroh read parts of a letter from Mrs. Mitchell to him as chairman, summarizing so well the need for a new central library building. He reported also that he had had good
discussions with Lindsay Mount, president of the Friends, and with the library
director, and had personally become converted to the need for planning the new
building as a regional service headquarters. Miss Moore stressed the need for
unremitting publicity about the library system’s present inadequacies.

Personnel Matters. Mr. Franklin had recommended the establishment of a new
position which he called Administrative Assistant, to be held by a person qualified
to succeed him upon retirement as director in the next three or four years. After
discussion it was decided on Mr. Stroh’s motion, seconded by Mrs. Hallock, that
the new position, if established, be called Assistant Director. And as a matter
of policy it was recommended that the appointee not be explicitly hired with the
succession spelled out. Mr. Franklin agreed, and also said he would draw up a job
description for the use of the Budget Committee in considering whether to include
such a new position in next year’s budget; the job description would be needed in
any case for the City’s new budget forms.

Mrs. Sturtevant’s Retirement. Esta Sturtevant, branch librarian at Gordon and
at one time acting director of the McIntire Library, reached age 65 in September,
but because she is valuable and needed in her present capacity, retirement action
has been deferred with the Board’s knowledge. She had asked to be retired March 1,
1972, when she will have finished 13 years library service, with corresponding pension
benefits, and to actually leave February 15 to enter the hospital for minor surgery.
She has sick leave credits of more than 120 days, but these are for actual illness
or convalescence, not extra terminal pay. Mr. Lee moved that her retirement be
accepted for March 1, Mr. Stroh seconded, all voting aye. Mr. Franklin said that he
would announce this at once to the staff, and invite applications for the vacancy as
branch head (done, Dec. 16).

Holiday Hours. Mr. Franklin announced that consistent with City schedules,
the Library agencies would be closed Friday and Saturday Dec. 24-25, and on
New Year's Day, closing at 1:00 p.m. on December 31, New Year's Eve. The Board expressed approval and adjourned at 5:50 p.m. amidst exchange of the Season's good wishes. Next regular meeting date is January 11, the second Tuesday.

Respectfully submitted,

Robert D. Franklin
The regular meeting of the Library Board of the McIntire Public Library was held on Tuesday, November 11, at the Gordon Avenue Branch Library at 3:30 p.m.

Present: Miss Virginia Moore, Chairman
Mr. Kenneth O. Lee, Vice Chairman
Mr. Channing W. Daniel
Mrs. Paul A. Dahlen
Mrs. Henry Mitchell
Mr. James R. Sandridge
Mr. Robert Franklin, Director

Absent: Mr. Robert W. Stroh
Mrs. Harold H. Hallock

Miss Moore called the meeting to order and asked for corrections and comments to the minutes. Mrs. Dahlen moved and Mr. Sandridge seconded the motion that the minutes be accepted as presented.

Circulation Report. Accepted as presented and noting the substantial 21% increase. Mr. Sandridge drew attention to the fact that Crozet Branch is increasing in use.

Budget. After a brief discussion of the financial report, it was accepted as presented.

Director's Report. In addition to the written report, Mr. Franklin reminded the board of the program on Monday night at 8:00 o'clock November 15 at the Gordon Avenue Branch Library at which time Gail Haley, local author of children's books and last year's winner of the Caldecott Award, will speak. National Children's Book Week begins on November 14, with films to be shown on Tuesday, Wednesday and Thursday.

A copy of former Governor Mills Godwin's remarks at the fifth anniversary of the Gordon Avenue Branch Library on November 4 was passed around and will be sent to the Daily Progress.

Mr. Franklin submitted a request from Mrs. Baber, a private kindergarten teacher in Scottsville, to open the Scottsville Library in the morning once
a week so that she might bring the small children to the library. After discussion it was decided that it would be opened on an experimental basis for a month for the hour 11:00 until noon one day a week providing arrangements could be made with Mrs. Stone, Scottsville Librarian.

Miss Moore asked that the library board members become acquainted with the members of both governing bodies, to help convince them of the need for a new central library building.

Comittees. Miss Moore appointed a budget committee composed of Mr. James R. Sandridge, Chairman, Mr. Channing W. Daniel, Jr., and Mr. Kenneth O. Lee.

There was no report from the Committee to Promote a New Central Library inasmuch as the committee had not yet been able to meet.

New Business. Mr. Franklin asked if he would need specific prior travel expense authorization from the Board to attend the VLA meeting in Williamsburg. The Board felt no action was needed since an allocation for such travel is in the budget.

Miss Moore announced that she would be leaving for Alexandria Saturday or Sunday but that she planned to come to Charlottesville for each board meeting. She plans to leave until spring the matter of remodeling some unused space at the front of the Scottsville Branch Library into a multipurpose room for reading, study, and story hours. Three organizations in Scottsville have yet to report what they would be willing to give towards the remodeling.

The idea was proposed that the Friends of the McIntire Library might be asked for aid.

Mr. Franklin said that the Children's Room at the Main Library was badly in need of additional shelving space and that he had received two estimates for new metal shelving which would be taller and adjustable, not possible with the present shelving. He said that it would cost approximately $500.00 and that if the Board had no objection as a matter of policy, with precedents in the past, that he would ask the Friends for aid in this project. The Board approved.

Meeting adjourned at 4:45. Next meeting on December 14 at 3:30 p.m. at the Gordon Avenue Branch.

Respectfully submitted,

Robert D. Franklin
Hooray for Scottsville! The branch library there had its best circulation ever during November, racking up a total of 2584 books loans, a 12% increase over November 1970. Maybe some of it resulted from people coming to see the new carpet and attractive redecoration. It was a good month throughout the system, another 20% increase over the previous year, with gains at all five agencies.

On November 30 we held a staff meeting in Scottsville for 16 key MPLers from the five agencies, especially to see the improvements, and to generate more systemwide team spirit. Some had never been there before. Sometime we might schedule Board meetings in our frontier outposts, or even in the Bookmobile when stationary (and that word reminds us to mention our new stationery sent with this report -- we will use up the remaining old letterheads for routine business).

The bookmobile runs Monday through Thursday each week except when the month has five Mondays, using Friday for clean-up, servicing, clerical and book work. If we had a second team, even part-time, we could run it some evenings and on Friday and Saturday or even Sunday. If we had the money. And the books.

The City surprised us late in November, by asking that the MPL budget request for 1972-3 be in, on new and prolix forms, by December 15, along with those of all City departments. At this writing Mrs. Garth and I have most of the material assembled, and statements composed under the 22 account headings, but not yet put into the official forms. It will probably not be ready by December 15, when the three aides to the City Manager (studying how to be one someday) want to study and investigate them before they go to Mr. Hendrix in January. Then he is expected to revise or approve them for submission in March to the City Council, and in our case simultaneously to the County Supervisors. I suppose that there will be a joint committee of City and County to be persuaded to adopt the budget.
Our request will have to be studied and endorsed by our own Budget Committee of Messrs. Daniel and Lee and Sandridge (chairman) and adopted by the Board, and there may not be time for this in detail before December 15. This is a "performance" line item budget, the first one the City (or I) have used, with a thirty page form, and an effort, commendable but in our situation, awkward, to nail down comparative figures and justifications for any increases. But there is also an evident spirit to try to give residents better service and to administer the City more efficiently.

We are still in that anomalous or at least different situation of being under contract to City and County, not a City Department, yet with our fiscal affairs handled by the City. And every once in a while there is some new form or procedure for use as in purchasing, requisitions, time records, etc. The authority channel continues unclear. The Lynchburg PL head tells me what a joy it is to be a City Department, as LPL is, but it isn't so pleasant to be treated as one but not really being one.

In any case the Budget Request for 1972-3 that I as director shall recommend, whether adopted or not, will be a much bigger one than at present. I have decided to ask for whatever I think we need, referring where appropriate to national or state standards. I shall even recommend that we ask the City to appropriate enough to purchase one building site, of suitable size and style (at least 40,000 square feet?) so that we can plan the future headquarters. Meantime I am asking for the carpeting of Main's fifty year old floors, and other improvements, including a brick walk at Gordon.

At the Board meeting I will have in some rough draft form the budget request figures I'm recommending. All budget requests are expected to include a 5% step increase in salaries for full-time employees, according to the new scale, and may include promotions to higher classifications, or a further jump, where new duties or other factors justify it. The trouble is, the new City scale doesn't include part-time people, and I shall include raises for those holding responsible permanent
positions with commensurate consideration, just as I did when the new salary scale went into effect last July.

The staff has been meeting with me recently regarding personnel matters and they are anxious about what changes I may make when Esta Sturtevant retires as Gordon head, now set for February 15 (to give her a full 13 year pension basis). I expect to announce subsequent to this Board meeting that she will retire then, and that qualified persons may apply for appointment as branch librarian. I do not plan any general shake-up or transfers, but lately have been scheduling some librarians on divided time at Gordon and Main, to give them wider experience and to observe their abilities.

On November 23 I sent a special report to you on Personnel Matters. The City's newly codified personnel rules (sick leave, vacation, etc) are still not available in printed form, and we must choose an auspicious time to assert the Library Board's authority to adopt, revise, or vary from them. Meantime we are trying to conform and stay out of controversy. I have not taken any vacation this year, not vitally needing any, but I have asked the staff to clear up any vacation credits they have for this year by December 30. If I have some left over I will ask the Board to authorize carrying it over into 1972 calendar year. I am going to try to take some time off during the last two weeks of December.

Our book purchase money is about half spent, as it should be in December. It could give out by May, and in any case I shall ask the Board to request a supplementary allocation in the spring, as well as a substantial increase for 1972-3. Book prices creep upward, like nearly everything else. There seem to be more adult non-fiction titles in the $10 to $20 range than there used to be, and when they are good and useful books we buy them anyway, although we don't get duplicates for Gordon and other branches as readily at such prices, unless the subject coverage is very desirable. Four or five adult librarians meet together with me every other Thursday for two or three hours to decide on book purchases. Each has certain
subject classes to watch out for. Juvenile book selection is done entirely by the children's librarians headed by Mrs. Williams. Adult books are mostly purchased through Campbell and Hall, Boston jobbers (so did Toledo, and so do several large Virginia libraries) at one-third discount, and juveniles, in reinforced bindings, through H R. Hunting.

The City painters began in October and continued off and on painting Main's exterior trim. But bad weather intervened before they finished. They also painted the Main Library's public / staff toilet room. We are trying to repair holes worn by fifty years' use in the cork tile floors on the adult service level, but I am also asking for carpeting of this area to be included in next year's budget. The City's Purchasing head, friendly Jim Copeland, who uses the Library a great deal, laughed and said "Watch out, that might postpone your new building". But as we all know, there is no proposal to raze this building, and even if we get a new headquarters, this should be a downtown art and local history branch.

A Richmond Times Dispatch state news reporter, stationed in Charlottesville, Mr. Robertson, interviewed me December 9 for a forthcoming feature article about library deficiencies around the state (the paper publishes eight different regional editions, I gather). I gave him both barrels and a tour of the building and he'll be back to take pictures for what is likely to be a sympathetic article. He will also tie in our need with the proposal that a new library here be a part of the Bicentennial celebration, a theme which will also be in my Books and People column Saturday December 11.

The Daily Progress, which is much better printed now, and looks healthy again, is running my columns in the special Leisure section each Saturday now, rather than in the overcrowded Family section on Sunday. Maybe I'll lose some readers, but the editor says I'll have six more chances at them, since people are supposed to keep the Leisure section all week for its radio/TV program schedules.
I have become acquainted with Mike Gleason, the Bicentennial executive for the city, and find his thinking very congenial -- in October he recommended that a new library be a part of the local Bicentennial goals.

The regional follow-up of the Governor's Conference, held November 18 at Westminster Presbyterian Church and attended by about fifty loyal persons including some delegates from adjacent counties, was an effort by the State Library to get more steam behind regional cooperation and a public opinion basis for increased state aid to libraries that do cooperate. Chief upshot was the strong appeal to Mayor Van Yahres, representing public officialdom here, to invite their corresponding officials from adjacent counties to consult about how we can use the Charlottesville/Albemarle facilities as a nucleus for library service extended to counties lacking it around us. That invitation hasn't been issued yet, and it is desirable that you urge the City and County to plan to do that.

The Virginia Library Association annual Conference in Williamsburg December 1-4 drew nearly 700 persons, including some library trustees. My wife and I went down with the Williamses in his state car, Mrs. Williams and I attending as MPL representatives. I was glad to meet and mingle with my Virginia colleagues and exchange information, see the book and other exhibits, and take part in business meetings of the Association, which raised its dues from three to five dollars for individuals and to ten dollars for institutional memberships. The most interesting talk heard was by Britisher Ivor Noél Hume, Chief Archaeologist of Williamsburg, and author of Here Lies Virginia. He was good and I hope some organization brings him and this slide talk on archaeology in general, to Charlottesville some time.

Respectfully submitted,

Robert D. Franklin
Director
SPECIAL REPORT TO THE LIBRARY BOARD, ON PERSONNEL MATTERS

When I came here I understood that the Library, that is the Board, had had its own code of procedure on salaries, job classification, sick leave, vacation, holidays, etc. and that mandatory retirement at 65th birthday could be waived year by year for a while if the Library Board felt that retirement strictly at 65 was not in certain cases best for the Library. And Mr. Lee told me that he thought something could be quietly worked out to permit McIntire to have annual vacations for librarians matching the almost universal rule in public libraries all over the country of four weeks. Clerical vacations usually do and should match local practice, but professional librarians have national standards.

During last spring, under the new City Manager, a committee of City department heads studied the lack of any uniform guide for personnel of the City, and the lack of codification of such things as sick leave, funeral time, holidays, suggestions, but I did not try to carry the torch then for special rules and privileges at the Library, though I always do let it be known that this is not a City Department but by law a Regional Library, and that the Library Board has full control of all such matters, needing only to be tactful about any variations.

Well, now at long last, the rules that the City instituted July 1 (for the first time ever) are about to be codified. (We will get a copy when printed.) In the case of sick leave they credited all full-time employees, including the Library's, with ten days per past year of service, and began July 1 accruing one and a quarter days per month (to be used only for the individual's illness or incapacity). At termination of employment, unused sick leave is not paid.

Sooner or later the Library Board must clarify its authority to adopt or revise and deviate from, the City's re-establishing a library staff code. And a current case has precipitated a test of this relationship. Mrs. Esta Sturtevant, Gordon head, and at one time interim library director, was 65 in September, but wanted to finish out her 13th year of employment which would make about $15 a month difference thereafter in her lifetime pension.
She was and is in good health and valuable to the Library, so I deferred any action on her retirement. (Another reason was to wait and see who should succeed her.) As I did not bring up the matter, the Library Board has not had to act, but it should act now at the December meeting, when I will recommend that Mrs. Sturtevant be retired effective March 1, 1972. Her 13th year of service ends during February and she plans to enter hospital for minor surgery February 15 and to spend the rest of February in sick leave convalescence, not returning to work.

Whether or not she might or could work subsequently on an occasional hourly basis I do not expect to decide at this time. I have told her that unless the Board or City rules otherwise, she may keep on until February 29 having entered hospital and gone on sick leave February 15. There is an outside chance that the City which maintains all employment records, will rule that no sick leave could be accrued after her 65th birthday in September, but since she had 120 days already that is no problem. For the record it may be noted that if, for example, something went wrong in the February surgery and she was invalided for say two or three months, but had had her retirement made to be effective March 1, she would not (Mr. Copeland of the City tells me) receive any sick leave pay subsequent to retirement date, whether ill or not.

Another reason it is desirable that the Library Board's authority to set Library employee rules be clearly established, is that I will be 65 in September 1972, and if all parties wish me to continue until and beyond that date it should be known whether it is possible (of course City Council, with the County's concurrence, could pass a special resolution extending the time of any individual) but that would deny the authority of the Library Board to do so.

This report is simply to keep you informed.

Robert D. Franklin
Director
The regular meeting of the Library Board of the McIntire Public Library was held on Tuesday, October 19, at the Gordon Avenue Branch Library at 3:30 P.M.

Present: Miss Virginia Moore, Chairman
Mr. Kenneth O. Lee, Vice Chairman
Mr. Channing W. Daniel, Jr.
Mrs. Henry Mitchell
Mrs. Paul A. Dahlen
Mr. Robert W. Stroh
Mr. Robert D. Franklin, Director

Absent: Mr. James R. Sandridge
Mrs. Harold H. Hallock
Mrs. Henry Mitchell
Mrs. Jack Fox, representing the League of Women Voters

Miss Moore called the meeting to order and asked for corrections to the minutes. Mr. Stroh moved the minutes be accepted as presented, Mr. Lee seconded, and it passed.

Circulation Report. After a brief discussion regarding the reasons for the Scottsville branch's lower circulation, the report was accepted as presented.

Budget. Mr. Franklin again noted the discrepancy between the printed budget allocation to the Library, and the month-to-month printout from the Finance Director's office. The consensus was that the Library should continue the effort to have its full budget allocation restored.

Director's Report. Adding to his written report, Mr. Franklin mentioned the progress of improvements at Scottsville Branch Library, resulting from Miss Moore's diligent pursuit of low bids and local benefactors. Miss Moore said that it would be helpful to remodel some unused "lumber room" space at the front of the building into a multipurpose room for study, reading, and small group meetings. She said that she had got a reasonable estimate of cost, and was still seeking a source of funds for the project. Mr. Franklin remarked that the Board might consider it wise to transfer some book money to this purpose if local gifts did not suffice (and it was later suggested that the Friends of the Library Treasury might help). No action taken.
Miss Moore expressed disappointment that several Board members were not at the Governor's Conference on Libraries in Richmond Oct. 4 (attended by Miss Moore, Mrs. Dahlen, Mrs. Hallock, and Mr. Lee, as well as the Franklins and three staff members). She said that the Board members should make every effort to talk with our representatives regarding the upgrading of library service in Virginia. She pointed out that Georgia appropriates 66 cents per capita for state aid to libraries, whereas Virginia distributes 11 cents.

Mr. Franklin said there would be a regional conference here, one offour following up the Governor's Conference, at the Westminster Presbyterian Church the evening of Nov. 18, to which library board members and other officials of this and adjacent counties are invited. The purpose is to discuss ways to obtain better library service and support through regionalization.

Miss Moore urged all board members to attend the annual meeting of the Friends of the Library Oct. 28, and the reception following it for the Franklins.

Committee Reports. A long discussion was held regarding the studies and steps taken over the past few years regarding the responsibilities of the City and County to secure a new and adequate central library building. A suggestion was made that a three-year approach might be made, asking for site commitment the first year, the authorizing of architect's plans the second, and construction to start the third year. It was urged that representatives of all major organizations in the city and county be drawn into a Committee to Promote a New Central Library, with Library Board member Robert Stroh as chairman, along with Mr. Lee, Mr. Daniel, Mrs. Mitchell and Mrs. Dahlen, and Miss Moore asked that a report be made at the November meeting of the Board, set for Nov. 9.

New Business. Mr. Stroh suggested that a fifth anniversary celebration be held for the Gordon Avenue Branch Library, opened in November 1966, as a means of getting more publicity. Mr. Mount suggested that since former Governor
Mills Godwin, who had spoken at Gordon Avenue Branch Library's Dedication in 1966, would be in town Nov. 4 to speak to the Chamber of Commerce, that he might be persuaded to visit Gordon Avenue earlier that day and speak at a birthday celebration. (The celebration did take place, and good publicity was obtained about Mr. Mills Godwin's return, and his excellent short speech. The Friends furnished decorations and birthday cake for all).

Miss Moore suggested that the Library branches and main might have gift paperbacks on a table for loan without processing or charging out, and Mr. Franklin said he would like to take this suggestion under advisement with the staff before undertaking it.

The meeting adjourned at 5:15 p.m.

Robert D. Franklin, Secretary
MONTHLY REPORT OF THE DIRECTOR

McINTIRE PUBLIC LIBRARY

For OCTOBER, 1971

This will be a brief report, particularly as it comes so early in the succeeding month. We may not be able to compile all the usual statistics, nor present the detailed financial report due from the City Finance Office, but these will follow in due course if not available by Tuesday Nov. 9.

Celebration of the fifth birthmonth of Gordon Avenue Branch on Nov. 4, to avail ourselves of the presence of former Governor E. Mills Godwin in Charlottesville, was by everyone's account a great success. In fact it was so good that the only regret was that more people were not there. Still, it was a goodly crowd and an attentive and potent one, with key officials and three Library Board members and men, women and children (quietly pursuing their quests for books as Mr. Godwin spoke). We have thanked the speaker and asked for a copy of his excellent talk. Newspaper publicity was notably good, and I have thanked the reporter, Tam Roop. The Branch was opened in Nov. 1965, and the dedication took place in December.

The Main Library is fifty years old this year (opened for service in May, 1921) and maybe we can find a way to focus attention on it without extending its borrowed time from long overdue retirement as a central library. I have written a piece about this for the newsletter of the Civic League, having been so invited by Mary Frazier Cash just three days before her tragic death in a car collision.

The Budget controversy with the City Finance Director continues. He has stated that the printed budget issued by the City was in error. The City Manager, who is away during the week of Nov. 8, has not spoken or written his final word on the subject, I believe, and therefore the way is still open for the Board to insist on the City/County meeting our budgetary needs and expectations. It may be that if the matter is not resolved before January, that we can set up a meeting then with a new joint Library Committee from the Council and Board of Supervisors.

Circulation and use of the Libraries continue gratifying, and we are seizing every opportunity for publicity and promotion.

National Children's Book Week begins Nov. 3rd and an Monday Nov. 13th at 2
MCINTIRE LIBRARY BOARD MINUTES FOR SEPTEMBER 21, 1971 MEETING

The regular meeting of the Library Board of the McIntire Public Library was held on Tuesday, September 21, 1971, at the Gordon Avenue Branch Library at 4:00 P.M.

Full Board present: Mr. Channing W. Daniel, Jr., Chairman
Mr. Kenneth O. Lee, Vice Chairman
Miss Virginia Moore
Mr. James Sandridge
Mrs. Henry Mitchell
Mrs. Paul A. Dahlen
Mrs. Harold H. Hallock
Mr. Robert W. Stroh
Mr. Robert D. Franklin, Director

Mrs. Stanton P. Nolan, representing the League of Women Voters.

The meeting was called to order by Mr. Daniel who welcomed Mrs. Harold H. Hallock who was appointed by the County to the Joint Library Board for a term of three years to run through June 30, 1974, and Mr. Robert W. Stroh, appointed by the City for a term of four years to run through August 1975.

Mr. Daniel read the minutes of the last regular meeting in June which were accepted as presented.

Circulation Report. For the August report, the Director submitted a clearer form of tabulation. The report showed a gain in all agencies except the Crozet Branch.

Mr. Sandridge praised the bookmobile service of the library as reaching many residents otherwise likely not to use the library, and advocated the Board's adopting a policy of extending bookmobile coverage to more areas and possibly adding a second bookmobile. Mr. Franklin concurred, although pointing out that bookmobiles cannot give the full service that branches can. He said that the bookmobile has such a full schedule that it would be difficult or impossible to add any stops. Mr. Lee said that the Board should adopt some capital funds and extension priorities, deciding which is more necessary, another bookmobile or another branch in the county. Mr. Franklin noted that another bookmobile would cost about $20,000, plus its books (another $15,000 at least) and operating
Financial Report. Reports for July and August were accepted as presented.

Director's Report. Mr. Franklin reported correspondence and conversation with the City Manager and City Finance Director, protesting the discrepancy between the Library total budget figure of $274,617 printed in the City's budget book in July, and the $267,656 given as total appropriation in the Finance Director's computerized printout of budget balances for July and for August. The Board asked that if the question is not resolved satisfactorily very soon, that the vice-chairman, Kenneth Lee or other board members go with Mr. Franklin to insist that the full printed budget be adhered to.

The director reported that people are not sufficiently using the 10 cent Xerox photocopiers installed in late May at Gordon, Crozet and Scottsville branches, and that unless use, and income, pick up it may be necessary for budgetary reasons to remove them later this year. Since there may be much greater use related to tax computations after January first, it is hoped that removal will not be necessary. Meantime the service will continue to be promoted by all publicity channels.

Mr. Stroh asked that a copy of the Library's Long Range Plan, adopted in 1968, be sent him (and it was, next day).

The Governor's Conference on Public Library Service in Virginia on October 4 was discussed and Mr. Daniel asked how many of the Board members could attend. Most of them planned to attend. Mr. Franklin said that three other members of the McIntire Library staff, Mrs. Katherine Thomas and Messrs. Buckalew and Philip Williams, will attend.

Mr. Franklin suggested that the Board consider setting up a Buildings and Grounds Committee. No action taken.
New Business. Mrs. Dahlen, chairman of the nominating committee, reported to the board its recommendation for officers for the year beginning in October: Miss Virginia Moore, chairman and Mr. Kenneth O. Lee to continue as vice-chairman of the Board, with the director serving as secretary. There were no nominations from the floor and the candidates were elected unanimously. Miss Moore in accepting election asked whether the members would find it convenient to meet at 3:30 instead of 4:00 p.m. in the winter months, and whether meetings could be held the second Tuesday instead of third. Mr. Franklin offered to take a poll by mail, after checking the calendar and other factors, including availability of figures for monthly reports.

Unfinished Business. Mr. Franklin reported that he had had a meeting September 20 with Mr. Cole Hendrix, City Manager, and Mr. Thomas Batchelor, County Executive, regarding the library building campaign project. He reported that because of the coming election and changes in the County Board, it seems unlikely that the County Supervisors will voice any formal approval of a fund-raising campaign before January. A written report of the conversation was filed with the officers of the Library Board. There followed a lengthy discussion among the board members and Mr. Franklin.

Mr. Daniel expressed pleasure for the privilege of serving as chairman of the board during the past year, and thanking the members and the director for their cooperation during the year.

Meeting adjourned at 5:30 p.m.

Robert D. Franklin
CIRCULATION

Lending of books increased again this September over 1970 in all agencies but one, Scottsville, where adult loans gained, but fewer children's books were borrowed. For the whole system there was an 18 percent gain. More phonograph records were lent also.

And the stock of books was greater by 825 volumes at month's end. We do have great need of more books, particularly in the young children's section at Gordon Avenue. We order books almost daily, from fortnightly book selection meetings of five librarians and me. A steady flow of new books pass through our catalogers' and processors' hands but it takes time, and money, to fill the gaps.

Gifts are coming in from day to day, too, and some of them are proving useful as accessions to our book stocks at main and branches.

BUDGET

The disagreement with the City over the appropriation as printed in the official budget issued in July, and the figure the Finance Director is using, continues unresolved. I had a long and friendly discussion with the City Finance Director October 8. He was unable to say where the official figure came from, but showed me how his own arithmetic produced the figure he is using.

The basic trouble is that in accepting under some pressure the City's new salary classification and scale, we had to give larger raises in many cases than our own plans called for. And we had budgeted $7,000 for part-time hourly people, some of whom hold responsible permanent jobs with us but work half-time. In justice to them we gave raises in most cases commensurate with what full-time salaried people were to get, though in cases of temporary employees we gave the minimum 5%. The annual cost will substantially exceed $7,000. Thus our salaries and wages went up more than the original budget contemplated (the City's consultants had reclassified some positions at higher rankings).

Since that result was not at our initiative but upon the City's urging, with the County's tacit acquiescence, I feel that the City and County must provide the wherewithal. We could scrape by with the $274,617 official budget, if we can get it validated, but we may want to approach the new County Board of Supervisors after January first, for additional book and salary funds.

SCOTTSVILLE

At this writing, October 14, through the efforts of Miss Moore, carpet is being laid at Scottsville, a very beautiful warm red carpet with attached rubber padding. Expensive roof repairs have been made, and chimney repairs, the latter paid for by the school board as owners of the building. Some carpentry and painting work remains to be done. The disruption of service during the week of shifting books and furniture while the carpet is being laid will no doubt reduce the
book circulation for that period, but the attractiveness of the improvements may bring in enough new "business" to make up for the temporary loss later on. The board may wish to plan a fête of some sort to celebrate the beautification program at Scottsville when completed.

FRIENDS

The Friends of the Library are having their annual business meeting at Gordon on October 28 at 8 P.M., for election of their officers and board members. I have agreed to speak briefly about the needs of the Library and future activities of the Friends. A reception will follow to which you are to be invited as will be the staff of the Library.

GOVERNOR'S CONFERENCE

Miss Moore, Mr. Lee and Mrs. Hallock, together with Mr. Scott and Mrs. Jordan of the Friends and four members of our staff were among the 1700 persons attending the Governor's Conference on Public Libraries October 4 in Richmond. It was an interesting conference, plagued at first by technical amplification troubles. It generated wide publicity about the low per capita support of libraries in Virginia and the uneven nature of present services. The intention I think was to prepare the way for recommendations of greater State Aid, and more regionalization. Many counties totally lack library service.

A follow-up local meeting was held in Mr. Williams' offices in Charlottesville October 14 with people from adjacent counties. At one time Fluvanna County participated in McIntire's services and support. We should look forward to having two or three adjacent counties share the cost and benefits of McIntire Public Library's services.

Respectfully submitted,

Robert D. Franklin
Director
MINUTES OF SPECIAL BOARD MEETING  
September 7, 1971

Present:  Mrs. Paul A. Dahlen  
Mrs. Harold H. Hallock  
Miss Virginia Moore  
Mr. Channing W. Daniel, Jr. Chairman  
Mr. Robert D. Franklin, Director

Absent:  Mr. James R. Sandridge  
Mr. Kenneth O. Lee  
Mrs. Henry Mitchell

The meeting convened at 4:00 P. M. in Gordon Avenue Branch, but there being no quorum the meeting conducted no formal business. Mr. Daniel asked Mrs. Dahlen and Mrs. Hallock to serve as a Nominating Committee to bring in a slate of nominations for President (or Chairman) Vice-President, and secretary of the board, to be acted upon with any other nominations at the regular September 21 meeting.

Miss Moore was invited to tell about the current repairs and proposed improvements at Scottsville Branch, to which efforts she has devoted much time very effectively this summer.

The meeting ended at 5:00 P. M.

[Signature]
Robert D. Franklin
### Book Stock

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### Circulation Report

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<td>7921</td>
<td>4185</td>
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### Summary

- Total book stock increased 1222 vols over previous month.
- Total book loans were 3% over the same month last year.
- Agencies gaining were 4; losing Crozet.
The amount does not accord with the printed budget, which says..., and the matter is now under discussion with the Manager.

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<tr>
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<td></td>
<td>274,560.00</td>
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<td>56.00</td>
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MCINTIRE PUBLIC LIBRARY

Report of the Director

for June - July - August

1971

BOARD CHANGES

As you are aware, but mentioned here for the record, two Board members ended their periods of service to the community for the Library this summer -- Gerald Tremblay and George Duborg, and we will miss their valuable and experienced counsel and participation. The trustee manuals published by the American Library Association's trustee group do advocate sharing this trustee responsibility around the community through changes, but still there is always a feeling of sadness as in any parting.

At the same time it is a pleasure to welcome two new Board members, Mrs. Harold Hallock of Keswick for the County, and Robert Stroh, the City's representative replacing George Duborg, both active in civic affairs. Mr. Stroh is well-known as head of the WELK radio station, and his wife is chairman of the Library Friends' annual benefit book sale.

BUDGET PROBLEMS

Since the Library Board's last regular meeting, on June 15, much has happened affecting the Library. At that meeting it was decided not to schedule regular meetings until September 21, but to have the chairman, vice-chairman and director continue contacts with the City Manager for clarification of the 1971-72 budget, then still unsettled. At this writing, September 13, the Budget is still an unsettled question, although the officially printed budget was received in mid-July, appropriating $274,614, of which $174,464 is for salaries.

The City Manager had informed me by telephone as the whole City Budget was being printed in a spiral-bound book in early July that an error had been corrected, so that the previous figure of $260,954 had been changed to the correct $274,614.
But when we received on September 9 the City's first computerized printout of July expenditures and August first balances, as distributed to all City departments by the City Finance Director, the total given for the Library was a new and lesser figure, $267,656, with $166,868 for salaries. I immediately protested this as an error, but the City Finance Director, Mr. Rush, maintained it is correct. The matter has been taken up with the City Manager and Library Board officers.

Although allowances can be made for the fact that the City went through a confusing period in May - June adopting a new salary classification and preparing its first detailed and computerized budget, this continual see-sawing of the Library budget which should have been definitely set long before July 1 is ridiculous. I have tried to be tactful and politic in my own relations with the City and County, but I believe the Library Board must demand satisfactory fulfillment of these bodies' obligations. I will let you know what response I get from my letter of September 9 to the City Manager (copies were sent to Mr. Daniel and Mr. Lee).

SALARIES

At the time of the June meeting it had been decided with the particular attention of the Board's officers as an executive committee, and the director, that we should go along with the City's recommendation that Library salaries and personnel classification plan should follow those being adopted by the City (with the County Executive's tacit concurrence) especially as our contract stipulates that the Library's full-time employees be treated as "city employees" in regard to personnel rules, fringe benefits, etc. It was also clear that adoption of the City's new plan (their first in history) by the Library would be of substantial financial benefit to our employees and fit in with the fact that the City, free of charge, handles our payroll and financial accounting.

No important problems arose from our change to the new City scale from the Library's long-established scale, except that the City's plan is for full-time salaried persons only, and we have about 19 hourly part-time employees, some in
very responsible permanent positions (two catalogers, Huyett and Berne, who divide the day, and the half-time branch librarians at Crozet and Scottsville, for example). I was told by the City Manager and Finance Director that as long as we did not exceed our budget, it was up to me and to the Library Board to make corresponding increases for the part-time people. So I did, and the total salary cost, multiplied by twelve months and taking into account an expected retirement, and the return in September of Philip Williams from leave to attend library school, was just comfortably within the allotted funds. The County had specifically denied funds to establish a new position of coordinator of county library services, and had cut our request accordingly, early in the spring, for that position and the travel costs to go with it.

It was fortunate, in view of the unforeseen salary freeze imposed by President Nixon, that our employees got their raises effective from July 1. I enclose a sheet giving the new Library salary scale. There will need to be changes made from time to time, and new positions created as need arises but we can live with this scale this year at least.

The chief need for change is to establish a professional position of administrative assistant to me, at not less than $10,000, for a new librarian showing general aptitude to grow in the job and succeed me upon retirement in a few years. This person could also coordinate the County service. We can talk about this from time to time, but I cannot seek or hire such a person until authorized.

SCOTTSVILLE

One of the peculiarities of the budget this year is a special appropriation of $1800 for repair of the Scottsville building which we lease from the school board. Properly speaking, such repairs and improvements should be the obligation of the owner, not the lessee, but Supervisor Paulett laughed when this was pointed out to him by Miss Moore, saying that because we pay no rent, the Library must pay for any maintenance and repairs.
The Library, and I especially, are indebted to Miss Virginia Moore for much labor this summer getting bids and supervising the extensive repairs to the slate roof ($798.00) and the painting of the outside and inside still going on and the transfer of unsightly electric meter and switch box from front to rear ($50.00).

These costs, even though much lower than the original bids, by dint of persuasion on Miss Moore's part, slightly exceeded the $1800, but I approved them as necessary. Miss Moore has obtained the promise of gifts of carpeting, some carpentry work outside, and landscaping.

Still, a major improvement that would cost another $1500 or more, but is very desirable, remains unavailable unless we can get additional money -- remodeling of small unsightly rooms in the front part now unused and filled with junk, into an attractive small meeting room, for story hours and community organizations. Miss Moore can tell you about this at the Board meeting.

**XEROX**

We installed Xerox photocopies in the three branches this summer (at end of May) but the results have been disappointing. There has not been enough use so far despite good publicity, to justify their cost or defray a major part of the cost. Unless use picks up now that schools are in session I will have them removed in December.

**CIRCULATION**

Statistics of circulation will now be reported on a revised form easier to understand, as enclosed.

**FRIENDS OF THE LIBRARY**

The project endorsed by the Friends' board, to raise private funds for helping achieve a new central library, has been stagnant since June after the County failed to respond to Mr. Kellogg's letter asking endorsement in principle.

I have an appointment for September 20 with the City Manager and County Executive to have a good discussion of the project.
The Friends will elect new officers next month and a Nominating Committee is now assembling a slate. Because the bylaws require short terms, almost all officers and board memberships of the Friends will change, but not necessarily committee chairmanships. It is in the Friends organization that our chief hope for a new building resides unless we wait four or five years on the promise of the City and County to build it.

THE WEB

Publication of a tri-weekly Library newsletter, the Charlottesville Web, (after E. B. White's great story Charlotte's Web) began June 19 and the four issues so far have been useful in keeping informed our staff, board members, and some Friends and interested parties, as well as other libraries, bookshops, etc. That is The Web's primary purpose.

Printing 500 copies costs $25.50 each time, and there are substantial but uncounted postage costs. The Friends board agreed to finance the printing for a three-month period, but as we cannot afford to mail it out to all Friends, and as I don't want to seem to be superseding the Among Friends quarterly or thrice-yearly bulletin, I have paid for the last three printing bills personally, through donations in that amount to the Friends' treasurer.

I wish we could find a sponsor or that we had regular library funds sufficient to keep it going at this rate, or the kind of equipment needed to print it. (Our Ditto and mimeograph equipment would not do an attractive enough job). I also wish we had an "angel" for the postage costs. But this is not an auspicious time for angels.

Incidentally, some events that I might otherwise feel necessary to report in my monthly report to you, are conveyed through the Web.

Respectfully submitted,

Robert D. Franklin
Director

Enclosure
Salary Scale, Effective July 1, 1971

The City of Charlottesville, which does the financial accounting and payroll work of the Library, which is now a regional library partly supported by Albemarle County, adopted a new salary scale for all City employees July 1, 1971, based on their consultants' survey, and at the City's request, the County concurring, the Library Board accepted it for Library use also. Placement of new employees and promotion within the scale is done by the Library Board on recommendation of the Library Director. Hourly employees work at rates set by the Library intended to correspond in responsible positions with the salaries for the same grade. Annual increases as shown are granted for satisfactory work, the budget permitting. New employees do not necessarily start at minimum.

<table>
<thead>
<tr>
<th>PROFESSIONAL</th>
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<tr>
<td>Salary of the Director is set by the Library Board. At present there are only two other grades.</td>
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<tr>
<td>Librarian I</td>
<td>Pay Range 19</td>
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<td>Librarian II</td>
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| PARA-PROFESSIONAL |  |
| Library Assistant | " 14 | 525 | 551 | 579 | 608 | 638 | 670 |

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<td>Clerk II</td>
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<td>Clerk Typist III</td>
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<td>Secretary I</td>
<td>&quot; 9</td>
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<tr>
<td>Secretary II</td>
<td>&quot; 12</td>
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<tr>
<td>Custodial Worker I</td>
<td>&quot; 3</td>
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<tr>
<td>Custodial Worker II</td>
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**HOURLY WORKERS & TEMPORARY SUBSTITUTES**

Page-shelver $1.58; Clerk $1.94; Library Ass't. $2.94; Circulation Clerk $2.15; Librarian I $3.90; Librarian II $4.51; Rates above these would depend on length of service, degree of responsibility, and excellence of work, as well as budgeted funds.
Informal report to Chan Daniel and Ken Lee:

Although my regular report will not be sent until after Tuesday's special Board Meeting, I want to bring you this memo of the way things are.

In July Cole Hendrix offered to arrange a prompt conference of Tom B, himself and me to clear the air on the nature and intentions of the library building campaign project. Then when he went on vacation the first two weeks of August he told me he'd get on it soon as he got back. When I reminded him again on Sept. 2, he tried to find a date and reported that Sept. 20 at 10 a.m. is the first time the two can be free for a talk. I never run into Tom. I wish it could be informal and soon.

Until that conversation takes place effectively, I think the County will ignore the question. I'm simply standing by, available.

The Friends' nominating committee, headed by Al Clements is to meet with him Sept 8 at 10 a.m. to develop a slate for the Friends' annual election. He has asked me for suggestions and to attend. I will, but I do feel that it is their job to think about it and select a strong and energetic head and a good supporting board. I am sure that the best possible president would be Mrs. Jordan if she could be persuaded. Your suggestions are welcomed.

Mrs Nolan phoned today to be brought up to date and to ask about sending an observer, and I said ok but no point for Sept 7 mtg, and I think she will attend Sept. 21. I also gave her all I know about the Building project, the City/County situation, and the Oct. 4 Governor's Conference in Richmond. Incidentally, I would think that Library Board members who attend and do not have access to travel expense could charge it legitimately to the Library. My wife and I are going, and may ride with the Williamses, as we plan to in December for the Virginia Library Ass'n mtg in Williamsburg.

The League of W Voters will be asking candidates questions, including ones related to libraries. As Ken Lee has suggested we need to get candidates to commit themselves on such questions as the need for a second bookmobile and enlarged services in the county as it builds up (we're at the limit now, and can hardly add any new developments to the routes); and what about future branch library sites; and what about the new central building we need so badly; and the need for one or two additional staff (of course when we get a second bookmobile we'll need two more people for that). We've got to grow with the communities or wither.

It has proved fortunate, in view of the wage freeze that we did promptly accent the City scale. I attend some of the City Manager's cabinet
Notice of Special Meeting of the Library Board

Chairman Chan Daniel has called a special meeting of the Library Board for Tuesday September 7 at 4:00 p.m. in the Gordon Avenue Branch Library. The purpose is to name a nominating committee to bring in a slate of officers for the Board’s new year beginning in October. It is expected that officers will be elected at the regular meeting of the Board scheduled for September 21.

The September 7th special meeting will also be an opportunity to welcome Mrs. Harold H. Hallock, new appointee succeeding Mr. Tremblay.

Reports of activities and events since the last Board meeting in June will be on the agenda September 21.

Enclosed:
1. Minutes for June Meeting
2. June, July Circulation Report
Mr. Daniel has asked me to send the Library Board members the following information about the Library's acceptance of the City's new salary scale effective from July 1. It will obviate calling a special board meeting for the purpose.

A letter of July 7 from the City Manager to the chairman of the Library Board had asked that the matter of the Library's acceptance or rejection of the salary scale proposed for all City department personnel and approved by the County as appropriate for the Library be settled promptly in order for the July payroll payment to proceed.

Members of the Budget Committee, Mr. Lee and Mr. Duborg, met with Mr. Daniel and the director as soon as the letter was received on Monday July 12, and decided that while the Library Board retained its statutory control of Library salaries and expenditures, it would be wise and of benefit to the staff to go along with the salary scale proposed for the City by its consultants. Procedures exist for future reallocation to different salary slots or revision of job descriptions, and it seemed desirable to avoid delay in the effectiveness of the salary increases. Some inconsistencies in the changes recommended were not of great enough importance to hold up the whole salary budget and involve the Library in perhaps protracted differences with the City and County over the matter.

The director was authorized to consult with the City Manager and using his best judgment, apply the new rates, with comparable increases for part-time people not included in the City survey. The consultation next day went well with mutual agreement, and notices like the enclosed were delivered to each Library employee.

The Library has not received a printed budget yet, but neither has the City's Finance Director, as there has been some delay in the City's printing of the whole budget. But we have had a letter and a telephone call from the City Manager saying that the Library would receive $274,614 for 1971-2. This is only $3,649 less than we asked for in January 1971.

If any Board member has any questions, call me, and if a board meeting is desired it could be arranged. May I add that as you have probably seen in the paper, Mrs. Harold Hallock of Keswick has been appointed to the Board by the County Supervisors for a three-year term through June 30, 1974, succeeding Mr. Tremblay.

Respectfully submitted,

[Signature]
Robert D. Franklin
Director

Enclosure
Greetings and good news:  

The Library Board's Budget Committee, on the recommendation of the director, has decided that, all things considered, it is wise, and of immediate benefit to the staff, to join in with the City's new Employee Classification and Pay Plan that became effective July 1, and will be reflected in pay checks July 29. The Library Board retains the control lodged in it over all Library expenditures and salaries.

In your case, I am happy to report, your hourly rate will change from the past $______ to $______, effective from July 1. The City's consultants did not include part-time persons in their survey, even those who, like some of the Library staff, are permanent and regular workers in responsible positions, but working part-time because of circumstances related to their availability and the Library's service schedule. In changing the hourly rates so that each would receive at least a 5% increase, we have tried to adjust them correspondingly to similar full-time positions. I have also suggested to the City that permanent employees working either a half-time or three-quarter time schedule should receive those fractions of any collateral benefits -- paid vacation, sick leave, insurance, etc. I will pursue this recommendation further.

This is the City's first systematic general pay plan. Since the City, which handles the Library's payroll and disbursements, can most economically do this if the Library's accounts are set up consistently with the City's as likewise approved by the County, it is logical for the Library to participate. This is true despite the fact, which had been our concern, that the Library has for several years had an excellent salary classification system. It would not be practical now, at the start of the new system, to obtain changes, but when we have gained experience with it, some changes may be in order.

May I suggest that it is always wise to keep one's own counsel in salary and personal matters. If you have any questions, I will be glad to try to answer them.

Robert D. Franklin, Director