The regular meeting of the Library Board of the McIntire Public Library was held on Tuesday, June 15, 1971, at the Gordon Avenue Branch Library at 4:00 P.M.

Present: Absent:
Mr. Channing W. Daniel, Jr., Chairman Mrs. Paul A. Dahlen
Mr. Kenneth O. Lee, Vice Chairman
Miss Virginia Moore
Mr. James Sandridge
Mr. George F. Duborg
Mr. E. G. Tremblay
Mrs. Henry Mitchell

Mr. Robert D. Franklin, Director

Mrs. Warren G. Stamp, representing the Friends of the McIntire Library

Mr. Daniel called the meeting to order and asked for corrections or additions to the minutes. Minutes approved.

Circulation Report: Mr. Duborg called attention to an error in the circulation report under Scottsville Branch. The adult circulation figure for May 1970 should read 489 instead of 448. Mr. Lee said that he had discussed with Mr. Thomas Hurlburt of the County schools the matter of bookmobile service to the schools. Mr. Hurlburt said that at one or two specific schools they would welcome help from the bookmobile. Mr. Franklin agreed to talk with school people in September. Circulation Report accepted as presented with correction.

Financial Report: Accepted as presented.

Director's Report: Mr. Franklin discussed the City's salary classification schedule approved by the County also, and noted that he had sent the staff individual notices of the new classification and salary rates. It was decided that Mr. Franklin and Mr. Daniel would meet with Mr. Cole Hendrix, City Manager, for clarification of the budget in order that the new classification schedule can be met. (This meeting was held next day.)

Mr. Franklin was asked if the Library's application for State aid was taken care of and he assured the Board that it was. (Approval letter from State Librarian dated July 1, 1971 amounting to $16,179 for fiscal year 1971-72.)
Committee Reports: Mr. Duborg, chairman of the Library Building Project Committee, summarized what has taken place to date: A joint committee of the Library Board and the board of the Friends of the McIntire Library has held two meetings and discussed the library building project proposed by Mr. Franklin. The thought was that the Friends of the Library would be the ones to sponsor any campaign in view of the fact that they are incorporated and can receive and hold contributed funds. The Board of the Friends met on the 10th of June and it was presented to them as a project and they endorsed the idea. Mr. Kellogg, President of the Friends, is writing a letter to each member of the governing bodies briefly outlining the idea. His letter (copy attached to official file of minutes) suggests that they would like approval in principle from the governing bodies before proceeding with any campaign. (Note: The letter was sent and announcement of the proposal was published in The Daily Progress, followed by a favorable editorial in the Monday, July 5, issue.) The board thanked Mr. Duborg for his summary and he replied "I think Bob's idea is wonderful."

New Business: Miss Moore said that she would like to explain the situation of the Friends of the Scottsville Branch Library and she summarized the history of that organization. She said that they would do some things in the library at Scottsville to make it more attractive to the public. The 1971-72 budget allows $1800 to be spent to improve the appearance of the building which houses the library, including extensive repairs to the slate roof, and painting the building inside and out. (Note: this work was performed in August).

Mr. Franklin announced the start of a regular Library broadcast on the radio at 12:20 on Sundays over WINA, called "Riches Unlimited." He also said that he would be on WINA Community Conversation Program, June 30.

The Board by general consent agreed to hold no regular meeting in July and August, meeting next on September 21, unless a special meeting is called in the meantime.

Adjournment at 5:15.
To the Honorable Members of the Charlottesville City Council and the Albemarle Board of County Supervisors

Our organization, as you must realize, is keenly interested in the progress and development of the McIntire Public Library system. We were exceedingly disappointed last year when we learned that the two governing bodies would not approve funds for the construction of a new and enlarged library to replace the obsolete and very inadequate facilities at the present site. It was an additional frustration when the suggestion of adequate leasing facilities, which the Citizens Bank Corporation agreed to construct for the library system, was also turned down.

Since the arrival of the new Library Director (who incidentally concurs with the studies and recommendations presented to the two boards over the last few years) a new suggestion has been made which appears to the "Friends" as the ideal solution to the problem. It could result in A NEW LIBRARY BUILDING, honoring Mr. Jefferson.

The idea evolves from the fact that Thomas Jefferson was extremely interested in books and libraries; his collection became the nucleus of the new Library of Congress after the War of 1812 burning. We believe that an appeal to his many admirers locally, in the state and even throughout the nation for a Jefferson Memorial Library would result in obtaining a much needed addition for our community.

We, therefore, seek your approval, cooperation, and counsel in proceeding with the development of the idea. The "Friends" are an incorporated body and have the structure to serve as the solicitors and holder for such property, which upon completion would be turned over to the present McIntire Library system for operation as at present, with the same sponsorship from the City and County.

We trust you will be able to take the matter up at your next meeting. If necessary or desirable, we will be glad to discuss this with you individually or before your bodies separately or jointly. Your response is keenly anticipated.

Sincerely,

Marion K. Kellogg
Friends of the McIntire Public Library

cc: All Members of County Board and City Council
    Original to Clerks
The regular meeting of the Library Board of the McIntire Public Library was held on Tuesday, May 18, 1971, at the Gordon Avenue Branch Library at 4:00 P. M.

Present:
Mr. Channing W. Daniel, Jr., Chairman
Mr. Kenneth O. Lee, Vice Chairman
Mrs. Paul A. Dahlen
Mr. George F. Duborg
Mrs. Henry Mitchell
Miss Virginia Moore
Mr. James R. Sandridge
Mr. E. G. Tremblay

Mr. Robert D. Franklin, Director

Mr. Daniel called the meeting to order and asked for comments or corrections of the minutes. The minutes stood approved with the correction of adding Miss Virginia Moore's name to those present.

**Circulation Report:** Accepted as presented.

**Financial Report:** Accepted as presented.

**Director's Report:** A discussion was held regarding the classification survey which is being conducted by the Public Administration Service for the city employees and for which the library employees have also been interviewed.

It was reported that members of the staff of the Library and the Director do not feel that the position classifications and job descriptions resulting from the survey properly fit the Library's established system. The Board members unanimously concurred in Chairman Daniel's statement that the Library Board reaffirms its autonomy as representatives of City and County charged with operation of the Library, thus controlling or revising the Library's position and pay plan. The Board will therefore take under advisement any classification of employees recommended by the City, reserving the authority to accept or adapt them to the Library's system.

But in view of the salary increases for all City and Library employees that are to
be a part of the survey report (on City Council agenda June 7 and 21) for July 1, no objection would be made at this juncture. This policy was affirmed on motion of Mr. Lee, seconded by Mr. Duborg.

Pleasure was expressed by the Board that the annual Friends' book sale was such a success. More than $1800 was realized in sales of donated books besides the thousand or more volumes kept for Library use. Miss Moore moved and Mr. Tremblay seconded a motion passed unanimously that the Board send the following resolution to Mr. Marion Kellogg, President of the Friends, and Mrs. Robert Stroh who headed the committee in charge of the sale:

THE LIBRARY BOARD WISHES TO EXPRESS ON BEHALF OF THE LIBRARY AND THE PUBLIC IT SERVES, GREAT APPRECIATION TO THE FRIENDS OF THE LIBRARY AND ESPECIALLY TO MRS. ROBERT STROH AND HER WILLING HELPERS, IN CONDUCTING THE VERY SUCCESSFUL ANNUAL GIFT BOOK DRIVE AND SALE OF THE SURPLUS VOLUMES. THIS WAS A TREMENDOUS TASK, CHEERFULLY AND EFFICIENTLY ACCOMPLISHED.

Mr. Franklin announced to the Board that he would like to designate Mr. Charles Buckalew as Assistant Branch Librarian, for the Gordon Avenue Branch, in recognition of his interest and ability. The Board responded that Mr. Franklin as Director is authorized to make this designation with whatever increase in salary he thought the library could provide, and Mr. Franklin said he expected to make it a $10.00 increase. (Note: the new salary scale put into effect by the City and County July 1 will take care of this.)

Authorization was given Mr. Franklin by the Board on motion of Mr. Lee, seconded by Mrs. Dahlen, to attend the American Library Association annual meeting in Dallas, Texas, June 19-26 at Library expense.

Discontinuance of bookmobile service to Woodbrook School was discussed. Mr. Duborg suggested that Mr. Franklin discuss this with the County School Superintendent, Mr. Clarence McClure and Mr. Franklin said that he would call Mr. McClure and discuss all matters of mutual interest. Mr. Sandridge feels that the Library
should have a closer relationship with the schools regarding study assignments given by teachers. Mr. Franklin said that he would be glad to talk with the teachers regarding the services the McIntire Library could provide, preferably at their fall convocation for general school purposes.

Mr. Franklin announced that a 720 Xerox machine is being installed at the Main Library to replace the 914, which is slow and very noisy. There was a discussion regarding the installation of Xerox machines at Gordon Avenue Branch and Crozet and Scottsville Branches. Mr. Lee moved that suitable Xerox machines be installed at Crozet and Scottsville and at the Gordon Avenue Branch, with the same restrictions at Gordon Avenue Branch as at the Main Library -- that is, to be used for library-owned materials only. At the county branches it was felt that use by the public to copy whatever materials the individual wished would provide a needed community service in those areas and increase library use. Motion was seconded by Mr. Sandridge and carried.

Adjournment: 5:30 P. M. Next meeting on June 15 at 4:00 P. M. at Gordon Avenue Branch.
I am happy to be at last on a full-time schedule here, and feel that I will more rapidly gain knowledge of the library and the community — who does what for whom.

On June 7 I had a very satisfactory chat with the City Manager in his office. He had called to invite me, having already discussed the outcome of the personnel classification survey with his City department heads. He gave me the list of classifications of the full-time library employees with the title designations adopted for each. In my case, "Director" was changed to "Library Director", which is understandable, and two grades of professional librarians were established. Our staff and I feel that in line with nationwide library practice there should be several levels, at least five. I explained to Mr. Hendrix that the Library Board has not relinquished its authority to regulate positions, salaries, and fringe benefits, but wants to cooperate and be compatible with City and County employment. I said that later on we would have revisions to propose, and he said he expected to have changes from time to time but let's not do it now so soon after the survey. And we agreed that as I am not a City department head, I am welcome at any of his weekly staff or cabinet meetings (Thursdays at 10:00) but need not feel obliged to attend. The subject of vacations was not brought up, but the Library Board assured me that we would get vacations in line with those almost universal in libraries.

Mr. Hendrix said that the long standing but unexecuted agreement on which our support is based, and which is a requisite for State Aid, would be on the City Council agenda June 7, and he expected no difficulty in having it signed by him, and later by the County Executive when the County Supervisors shall have met June 17. We will follow up to be sure this is ready for mailing to Richmond this month.
We were sorry to lose two useful workers, Mrs. Betty Harvey, who resigned for maternity, expected June 10, and has been replaced in the Children's Room at Main by Mrs. Ann Lawhorne; and Mrs. Joan Erickson, Reference Assistant, whose husband transferred to Montgomery, Alabama. We will get along with part-time help until Philip Williams returns from library school to resume his reference work and care of our music and musical record collection.

As I told the League of Women Voters June 9, Charlottesville and Albemarle County are fortunate in having a better library service than most communities this size have. We could do far more if we had an adequate central library. No matter how good and complete a library is, however, it fails to reach its potential unless all residents or nearly all, are in contact with it. We could greatly increase the use of the present facilities if we had someone doing full-time publicity and public relations. Meantime I regard that as one of my prime duties and will use every means to keep the library in the consciousness of all who live in the area. But I will also stimulate the staff to do likewise.

Statistical reports accompany this.

Respectfully submitted,

Robert D. Franklin
Director
BOARD MINUTES
MCINTIRE PUBLIC LIBRARY
April 22, 1971

The regular meeting of the Library Board of the McIntire Public Library was held on Thursday, April 22, 1971, at the Gordon Avenue Branch Library at 4:00 P.M.

Those present:
Mr. Channings W. Daniel, Jr., Chairman
Mr. Kenneth C. Lee, Vice Chairman
Mrs. Henry Mitchell
Mr. George P. Duborg
Mr. James R. Sandridge
Mr. E. G. Tremblay
Miss Virginia Moore
Mr. Robert D. Franklin, Director

Absent:
Mrs. Paul A. Dahlen

Mr. Daniel called the meeting to order and asked for corrections or additions to the minutes. Mr. Duborg moved and Mr. Sandridge seconded a motion that the board minutes be approved. Motion carried.

Circulation Report. Accepted as presented.
Financial Report. Accepted as presented.

Director's Report. The Director's report received in the mail was acknowledged.

Mr. Franklin reported that he and the budget committee had met with the City Manager and discussed the budget, and that the request was cut by 1 1/2 percent. However, the City Manager said that if the County decided to restore the 1 1/2 percent cut that he would ask City Council to go along with the County.

There was a discussion regarding the reclassification of positions in the city departments which included the positions in the library. During the month of April, job descriptions had been written by each employee of the library and submitted through the city manager's office to Mr. Jeffrey G. Smyser, Field Representative of the Public Administration Service of Chicago, Illinois, who is doing a survey of job reclassifications for the City of Charlottesville.
Committee Reports. Preliminary plans were discussed for the Thomas Jefferson Regional Public Library project. A committee of Mr. Duborg, Mr. Lee and Mr. Tremblay is to work with Mr. Kellogg, President of the Friends of the Library and with Mr. Franklin.

New Business. Mr. Franklin said he had received from the Virginia State Library a copy of the requirements which must be met by June 30, 1971, in order to receive State Grants-In-Aid which would also apply to the Federal Funds distributed by the State Library Board. Two items which need action by the board are:

1. Agreement between City of Charlottesville and the County of Albemarle and the Library for joint operation. The agreement has been in force for more than two years but has not been properly signed. Mr. Daniel asked Mr. Franklin to prepare a letter for his signature to the governing bodies asking that the City and County attorneys make sure the Agreement is properly signed. (Sent April 23, 1971)

2. Adoption of by-laws for the board of trustees. Mr. Daniel asked Mr. Tremblay if he would revise the existing bylaws to conform to the State Library's request. Mr. Tremblay agreed to do this.

Meeting adjourned 5:15 P.M.
DIRECTOR'S REPORT
Robert D. Franklin
MoIntire Public Library
for
April 1971

Budget for 1971-2

No written communication has been received at this time from the City or County regarding their action about the Library Board's budget request for the next fiscal year. The City Manager agreed, in a meeting with Messrs. Duborg, Lee and Franklin, to ask City Council to restore the full salary figure requested provided the County Supervisors would make a comparable revision of their orally reported cut. It looks clear enough that while some increase in the Library's salary budget will occur, we will not receive enough to make the full increases, nor to hire additional staff. I have seen no evidence in the news that either the City or County is in financial straits, as is true of many local governmental units across the country.

No reply has been received at this writing to the letters sent April 23 to the City Manager and the County Executive asking that the agreement concerning joint operation of library service be properly signed.

As a newcomer and based on my impressions so far, I think the Library Board needs to negotiate a clearer understanding of its authority to set salaries and determine the needs of staff as well as book needs and other essentials. I think the Board should press continuously for the additions to staff that are required if our service is to grow or keep pace with the area. If we are to become a regional multi-county service this is imperative.

As you know, it was agreed when I came that we should seek an experienced young librarian who would be my administrative aide (since Assistant Director would seem too pretentious a title now) and if found apt and qualified, would probably be considered the likely successor to become director upon my
retirement when that occurs, as it may five or six years from now. But the position has to be budgeted. The young man, Philip Williams, now on scholarship leave to get his library science degree at Chapel Hill, whom I have not met, is to be a reference librarian at Main when he returns here in September, and will be welcome, but in my judgment is not qualified on his record to be thought of as the eventual successor to head the library system. I hope that by then it will be a much larger and effective regional service. For one thing, Philip does not drive a car (for physical reasons), which practically disqualifies him for any job involving the whole library system.

City Government

At the invitation of the City Manager I have been attending when in town the Thursday morning meetings of his City department heads. I am glad to attend, as part of my local education, and because the Library should be recognized as an essential City service. Mr. Hendrix and I get along cordially and have recognized in private conversation that my status in attending these staff meetings is different from that of department heads directly responsible to the City Manager and Council. I would like to develop closer ties too with the County Executive and the county government circles but there are apparently no similar staff meetings that I might attend.

In recent weeks the City staff meetings have been devoted to all sorts of City problems but with recurring emphasis on the codification of personnel policies and procedure. I have served on a committee chaired by Ora Maupin engaged in preliminary wording of this code.

Likewise, the City's consultants from the Public Administration Service in Chicago have been classifying full-time employees and adopting job descriptions for each position, with a recommended salary scale to follow later this month. The Library staff has supplied all such information on forms.
provided, but is not happy with the results. I asked Ray Williams to confer with the consultants on their classification of library workers (intended to correspond in clerical and custodial positions to those in City departments) and he found their classifications in general sound and fair, as I did. It did not seem advisable to refuse to let library employees be interviewed and classified for the City scheme, but I did say to the City Manager and pointed out to the PAS consultants, that as we are responsible jointly to City and County, our classification should be compatible with County as well as City -- but the County doesn't have any such personnel classification yet. I have written a letter to the PAS consultants, shown to Mr. Daniel and Mr. Lee before mailing.

Actually, no salary reductions or job eliminations are said to be contemplated, and the Library seems to have nothing to lose by tacitly going along with the developing plan provided the Library Board's ultimate authority is maintained. It won't become official even for the City Departments until approved by City Manager and Council. Somehow it needs to be stated that approval of the Library staff's inclusion in the City's classification system depends on Library Board action, and that the Library Board is not irrevocably bound to the City's plan.

One thing that bothers me, used as I am to basing library procedures legally on carefully explicit Board actions and in turn on State laws, is the present haziness of authority here. I daresay I will learn the ropes in time.

Library Services

The circulating and reference services of the library system are proceeding normally. Ray Williams has generously volunteered much help in transfer of books to branches and in other pending matters familiar to him. As I become full-time in mid-June his help will be less needed, but we do owe him much
appreciation, and I will continue to avail myself of his advice. He and I expect to go to Richmond this summer seeking any available government surplus materials and equipment at the depot there that we can use.

Book Acquisition

I have asked the staff to be sure to order enough books before expiration of present budget in time to be sure of full expenditure.

Equipment and Furniture

New venetian blinds have been installed in our Main reading room and at Gordon Avenue and Scottsville branches. Mrs. Stone is delighted with this improvement in Scottsville's appearance and comfort. Additional shelving, paid for from Federal Aid, has been installed at Gordon Avenue, and new card cases are in use at Main.

Friends' Book Sale

A committee of the Library's lady Friends and their husbands, headed by tireless Mrs. Robert Stroh, handled the annual drive for gift books and the subsequent gala two-day public sale, with amazing zeal and success. More than $1800 was realized for the Friends' supportive treasury, from sale of those gift books that were left after members of the staff set aside several hundreds of volumes for present or future accession by the Library. This is a substantial aid to the Library, and a joyous occasion. One long-haired youth, buying an armload of selections from surplus books at 10 cents each, was overheard to remark to an equally avid companion "There are two specially nice times of the year -- Christmas, and the Library Book Sale!"

The Library Board may wish to adopt a Resolution thanking Mrs. Stroh and her loyal helpers.

Regional Library Building Fund Project.

Mr. Kellogg has told me that he hopes to further this project as soon as I am available for committee meetings, as I will be talking with him later in May and in June.
Personal Matters

As some of you know, my wife and I have bought a house at 2716 Northfields Road off Route 29 North, in the County, and have sold our Toledo home. We expect the moving van May 25, to unload here May 27. The Northfields house's owner's, Prof. and Mrs. George Lenz, will not vacate until about June 8 (not later than June 15) in their move to Lynchburg's environs, so that we will have to store our furniture temporarily in the double garage. This will cause us an extra expense later, whereas we had hoped that our movers would unpack and place our eight rooms of furniture, included in our substantial moving contract. In order to find a suitable house, I had to buy a more expensive one than originally contemplated, so that altogether the whole move is proving costly, with new unforeseen expenses arising from time to time.

My wife, who has so far seen only a picture, approved my selection of a house, urgently required after selling our Toledo house, and she will fly down to Charlottesville May 28 to see it and plan the eventual placement of furniture.

I will be in Charlottesville May 14-18, and 26-30, as I was May 6-8 for the Friends Book Sale, and will be here to stay on June 8. Ironically, my wife, whose school librarian duties extend through June 18, will get here just as I have to leave for the American Library Association Conference in Dallas, provided the Board approves my attendance as presently booked. Returning on June 26 or 25, I will at last feel settled. The Kenneth Lees are giving me a room for the May 14-18 period, and my wife and I will have the use of the apartment of Nancy Huyett on East First Street while she is away in Europe after May 19. I expect to live at 2716 Northfields after June 8.

On June 9 I have been asked to address the League of Women Voters here on "What Is Good Library Service?"

Respectfully submitted,

Robert D. Franklin
BOARD MINUTES
MCINTIRE PUBLIC LIBRARY
March 16, 1971
Meeting

The regular meeting of the Library Board of the McIntire Public Library was held on Tuesday, March 16, 1971, at the Gordon Avenue Branch Library at 4:00 P.M.

Those present were: Absent were:
Mr. Channing W. Daniel, Jr., Chairman Miss Virginia Moore
Mr. Kenneth O. Lee, Vice Chairman Mrs. Paul A. Dahlen
Mrs. Henry Mitchell
Mr. George F. Duborg
Mr. James R. Sandridge
Mr. E. G. Tremblay
Mr. Robert D. Franklin, Director

Attending as guests: Mrs. Stanton P. Nolan
Miss Evelina Magruder

Mr. Daniel called the meeting to order and asked for corrections or additions to the minutes. Mr. Duborg moved and Mr. Sandridge seconded a motion that the minutes be approved. Motion passed.

Circulation Report. Attention was called to an error on total for "12 Months Totals to Date" in the 1970 column. The figure should be 347,115 instead of 367,133.

A discussion followed regarding the circulation at the Crozet Branch. Mr. Sandridge feels that the library is not open to children at hours that they can get to the library and that is one reason for a low circulation. Mr. Sandridge also thinks that the library has an obligation to educate people to use the library. The report stood approved with the correction.

Financial Report. Accepted as presented. Mr. Duborg outlined the arguments to be presented at a joint City-County Budget Committee meeting March 17.

Director's Report. Regarding Buildings and Equipment, Mr. Franklin said that he and Mr. Daniel went by to see the memorial of Mr. McIntire where letters have
been taken off but felt that this repair need was way down on the priority list. Perhaps the City should take care of it. Mr. Franklin's office will be painted by a City crew during the week of March 22. As for carpeting the floor of the office, Mr. Franklin said that he had decided to cancel his request because of cost.

After discussion of Mr. Franklin's Thomas Jefferson Regional Public Library proposal, Mr. Daniel appointed a committee consisting of Mr. Duborg, Mr. Lee, Mr. Tremblay and Mr. Franklin to pursue the subject and report. It was felt that solicitation of funds, if this is decided upon, should be conducted through the Friends of the Library, as it has been in the past on a smaller of scale.

The dates of the annual sale of gift books for the benefit of the Library, conducted by the Friends of the Library, were announced as May 6, 7, and 8, and Mr. Franklin will try to be present.

Meeting adjourned at 5:30 P. M.
DIRECTOR'S REPORT
for
April 22, 1971

BUDGET AND STAFF: At this writing, April 10, the outcome of our budget hearing is not known, and thus whether we can add a full-time professional to stimulate and extend service in the library's county agencies. Possibly by Board meeting time, April 22, we'll know.

We are very tight in our staffing, with no adequate allowance for illness or other emergencies.

Also, the Board liked the idea of having an administrative aide begin to be groomed eventually, perhaps 4 or 5 years from now, to succeed me when I retire, if I retire then. Although there is no immediate need for this we do want to be in position to hire someone with such future potential when he or she comes along.

TIMING: I will be here again April 22-23, arriving probably the evening of the 21st, having been in the Army's Hawaii Workshop for Pacific Librarians April 11-19. My final day of duty at Toledo was April 8, and I came on directly to Charlottesville that evening, although my resignation in Toledo takes final effect May 29.

I will now have more time to devote myself to the McIntire Library. I will plan to be here May 6, 7, and 8 during the Friends Book Sale, and again for some days around Board meeting time.

We are having great trouble finding a house, and some we have liked have been sold within minutes of our seeing them. Our house in Toledo is being shown, but we have had no offers at this writing. It is an almost agonizing period for my wife and me.

THE REGIONAL LIBRARY PROJECT

I am very anxious to see us begin to take action in establishing the regional library building project. I hope to meet with the committee soon and see if we can take the first steps and begin to publicize the project.
GORDON AVENUE BRANCH: The security situation is not good at the Gordon Avenue Branch and I have asked the City Manager to help with the policing and perhaps placing grilles on the more vulnerable windows. The window where there have been 4 break-ins and the one next to it have been bolted down.

I am looking forward to the time when I can be here full time and be in closer personal touch with the Board members and the staff. Meantime, everything seems to be going well.

Respectfully submitted,

Robert D. Franklin
Director
April 20, 1971

Mr. Robert D. Franklin  
Director, McIntire Library  
200 2nd Street, NE  
Charlottesville, Virginia

Dear Mr. Franklin:

I am attaching a copy of the requirements which must be met in order to receive State Grants-In-Aid and this would also apply to the federal funds distributed by the State Library Board and there are sufficient copies for your library board members.

The date January 31, 1971, by which all libraries shall qualify, has been extended to June 30, 1971.

McIntire Library qualifies in almost every regard, but there are certain things that still have to be completed and then fresh copies of the documents shall be forwarded at one time to Miss Yoder's office at the Library Extension Branch of the State Library in Richmond.

The heart of the document for McIntire's purposes is No. II.

1. There is a draft agreement between Charlottesville and Albemarle County which has not been formally adopted by both bodies and signed. This was drafted by the County Attorney, has been reviewed by both boards and the City Attorney and all it lacks is final signing, and in spite of directives to that effect over a period of five years, it never has come up for action by the two bodies. This needs to be done.

Continued -
continued -

2. I am enclosing a copy of a suggested set of by-laws for the use of libraries. McIntire Library Board does not have adopted by-laws. This could be prepared by the Board's attorney for the May meeting for adoption by the Board and a current list of trustees attached to that.

3. The Library has the five-year plan which has been adopted by the Library Board and submitted to both council and supervisors, so a copy of the five-year plan can be forwarded with the other documents.

4. On policy statements it should be stated that the City Manager's office is presently engaged in a personnel classification plan study, but in the interim you could attach the present salary scale and a note that there is a staff manual in use by the Library which covers servicing of the collection. There is also a book selection statement which was adopted by the Library Board in 1963.

5. The Library has been submitting statistical and financial reports as requested.

6. The Library has submitted budget documents on expenditures of local funds as requested annually.

The remaining parts of the requirements headed by Roman numerals have all been met.

Cordially yours,

[Signature]
Raymond E. Williams

Enclosures
THIS CONTRACT, made this ____ day of January, 1965, by and between the COUNTY OF ALBEMARLE, hereinafter referred to as COUNTY, and the CITY OF CHARLOTTESVILLE, hereinafter referred to as CITY.

WITNESS:

THAT for and in consideration of the mutual promises and agreements to be performed respectively as hereafter set forth, the County and the City contract with each other as follows:

1) The McIntire Public Library is hereby established as a regional library system to be operated pursuant to the Virginia statutes concerning such library systems. The County and the City shall be participating members in this regional library and shall both approve, in writing, the admittance of any additional counties or cities to the system.

2) Library service will be provided to the residents of the County to the same extent as it is provided to residents of the City. Regulations concerning such service, including branch libraries and bookmobiles, shall be promulgated by the Charlottesville Library Board.

3) The operational costs of the regional library shall be assessed to the County and City on the basis of the percentage of circulation pertaining to the County and City for the preceding fiscal year. The County shall pay its costs, so determined, quarterly to the City Director of Finance.

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

5) The library board shall consist of eight (8) members; four (4) to be appointed by the City and four (4) by the County, for such terms as are determined by the respective governing bodies.

6) The library board shall submit copies of its proposed budget to the City Manager and County Executive by February 1, for the fiscal year beginning July 1, of each year.
7) All full-time employees of the library system are classified as "City employees" and shall be eligible for the City's retirement program provided, however, that the cost of such retirement pay for library employees shall be shared on the circulation percentage basis.

8) That all janitors' salaries shall be shared on the same circulation percentage basis.

9) That any depreciation funds for bookmobiles shall be managed by the County.

10) That in the event of dissolution or termination of this agreement, that the distribution or allocation of buildings, books and equipment in the regional system, shall be negotiated by a joint committee appointed by the City and County to conduct such negotiations.

This contract is for a term ending June 30, 1966, and from year to year thereafter unless six (6) months prior to the end of the year, either party shall have given to the other notice, in writing, of its intention to terminate said contract.

IN WITNESS WHEREOF, the City of Charlottesville has caused its name to be signed by the City Manager and its seal affixed and attested by its Clerk.

IN WITNESS WHEREOF, the County of Albemarle has caused its name to be signed by its Chairman and its seal affixed and attested by its Clerk.

CITY OF CHARLOTTESVILLE

__________________________
City Manager (SEAL)

ATTEST:

__________________________
Clerk

COUNTY OF ALBEMARLE

__________________________
Chairman (SEAL)

ATTEST:

__________________________
Clerk
REQUIREMENTS WHICH MUST BE MET
IN ORDER TO RECEIVE STATE GRANTS-IN-AID
(Adopted April 27, 1970 by the State Library Board)

In order to qualify for State grants-in-aid, all libraries shall meet the following requirements by January 31, 1971:

I. Be organized under the appropriate section of the Code of Virginia. Not more than one library in a county or regional library system or a municipal governmental unit may receive a grant.

II. Submit to the State Library Board:
1. Charter, resolutions, or other legal papers under which they are organized.
2. A copy of the by-laws of the board of trustees, a list of trustees, revised as changes occur.
3. A five-year plan, adopted by the governing body of the library (trustees, or equivalent) for the development of library service in the area (areas) served. In order to receive continuing grants, any revisions in this plan must be submitted annually.
4. A written statement of policy covering such items as: service, personnel, and maintenance of book collections and other materials.
5. Statistical and financial reports including statements of progress of the plan as requested.
6. A copy of the budget for the expenditure of local funds, not including anticipated State and Federal funds. This must be submitted annually.

III. Have a local operating budget of at least 60 cents per capita, 2/3 of which must be from taxation or endowment. Libraries now participating in the State Aid program must meet this requirement by July 1, 1972 in order to continue receiving State grants-in-aid. Libraries obtaining State Aid for the first time must meet this requirement within two years after approval of first grant. Local operating expenditures for any library, or library system, shall not fall below that of the previous year. The amount of any undesignated balance at the end of the fiscal year which exceeds 10% of the library's total budget will be subtracted from the grant which is based on that year's expenditures.

IV. Have certified librarians in positions as required by State law.
V. Libraries serving an area of more than 400 square miles provide a bookmobile, or a branch library, within 10 miles of each resident. A branch must meet the requirements for public libraries serving under 5,000 population.

VI. 1. Keep open a headquarters library or centrally located branch at least 40 hours per week for the full range of services during appropriate morning, afternoon and evening hours. Sunday service should be offered where local needs and conditions warrant.

2. Maintain a basic reference collection and set up procedures for securing materials from other libraries through interlibrary loan.

3. Organize materials for convenient use through shelf arrangement, classification and cataloging, and provide a card or book catalog of its resources.


5. Lend guidance in all outlets to individuals in the use of informational, educational and recreational materials.

6. Lend assistance to civic, cultural, and educational organizations in locating and using materials for program planning, projects and the education of members.

7. Maintain a collection of currently useful materials by annual additions and systematic removal of items no longer useful to maintaining the purposes and quality of its resources.
SUGGESTED BY-LAWS FOR LIBRARY BOARDS

According to Section 42.1-35 of the Code of Virginia "the members shall adopt such by-laws, rules and regulations for their own guidance and for the government of the free public library system as may be expedient". The following form can be adapted to most local situations:

(1) Pursuant to the requirements of the general Code of Virginia, the Board of Trustees of the ________ Library shall consist of not less than five members or trustees. They shall be appointed by the governing body, chosen from the citizens at large with reference to their fitness for such office. One such member shall be appointed in the beginning for a term of one year, one member for a term of two years, one member for a term of three years, and two members for terms of four years; thereafter all five shall be appointed for terms of four years. The governing body of any county or city entitled to representation on a library board of a library system of another jurisdiction pursuant to 42.1-34 shall appoint a member to serve for a term of four years, or until the contract is terminated, whichever is shorter. Vacancies shall be filled for unexpired terms as soon as possible in the manner in which members of the board are regularly chosen. A member shall not receive a salary or other compensation for services as a member but necessary expenses actually incurred shall be paid from the library fund. A member of a library board may be removed for misconduct or neglect of duty by the governing body making the appointment.

(2) Upon appointment, the following oath of office shall be taken by each member:

"I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Virginia and that I will faithfully and impartially discharge and perform all the duties encumbered on me as member of the ________ Library according to the best of my ability, so help me God."

(3) Regular meetings shall be held (on the third Thursday of each calendar month) (the first Wednesday of each quarter) at ______ P.M. in the Library, or at such other time and place as the Board may determine.

(4) Special meetings may be held at any time at the call of the President or Secretary or at the call of any two members of the Board, provided that written notice thereof be given to all members at least twenty-four hours in advance of the special meeting.

(5) A quorum at any meeting shall consist of three or more members.

(6) The officers of the Board shall be a President, a Vice President and a Secretary (usually the Librarian). Their term of office shall be for one year coinciding with the fiscal year. They shall be elected at the first regular meeting in each fiscal year and shall remain in office until their successors are elected and qualified.

(7) The duties of all officers shall be such as by custom and law devolve upon such officers in accordance with their names. The President shall be, ex officio, a member of all standing committees.
(3) The order of business at all regular meetings of the Board shall be as follows:

- Roll Call
- Disposition of minutes of previous meeting
- Communications
- Report of Librarian
- Financial Report
- Reports of Committees
- Unfinished business
- New and miscellaneous business

(9) Roberts Rules of Order shall govern in the parliamentary procedure of the Board.

(10) The Head Librarian shall be the executive director of the policies adopted by the Board. Among his duties and responsibilities shall be the direction and supervision of all staff members in the performance of their duties, the submission to this Board of regular reports and recommendations of such policies and procedures as in the opinion of said Head Librarian will promote the efficiency of the Library in its service to the people of the community.

(11) Amendments to these rules may be proposed at any regular meeting but may become effective only after a favorable vote at a subsequent meeting. Any of the foregoing rules may be temporarily suspended by a unanimous vote of all the members present at any meeting and the vote on such suspensions shall be taken by yeas and nays and entered in the official record.

GENERAL DUTIES OF THE LIBRARY BOARD

A. To secure adequate funds.
B. To hire a capable, trained librarian.
C. To determine library policies.
D. To approve expenditures of library funds.
E. To receive gifts to the library.
F. To work actively for the improvement of all libraries by supporting library legislation in the state and nation.
G. To become familiar with the State and Federal aid program and with state and national library standards.
H. To attend board meetings regularly.
I. To become familiar with what constitutes good library service by reading, attending library meetings and visiting other libraries.
J. To support the library's service program in daily contacts with the public at large.

GENERAL DUTIES OF THE LIBRARIAN

A. To administer the library.
B. To be technical advisor to the board.
C. To hire the staff for established positions according to the recommendations of the State Library Board.
D. To direct the activities of the staff.
E. To prepare the budget in consultation with the board.
F. To keep financial records of the library.
G. To select and purchase books, library materials and supplies.
H. To prepare and release all library publicity.
I. To stimulate growth of library service.
J. To keep the board informed about changes in library legislation and standards.
K. To attend library meetings.

October, 1970
Draft Book Selection Policy for Discussion at Meeting March 12, 1963

General

The Library endeavors to serve all individuals and groups—adult, young adult, and children—in the community. To fulfill this obligation the library tries to maintain a carefully selected collection of good, representative books of permanent value and current interest. A special attempt is made to acquire books that are listed in standard library indexes and to maintain an up-to-date, attractive, and currently useful collection through a continuing weeding and replacing process.

The children's collection is selected to provide pleasurable reading for reading's sake and, insofar as possible, to provide information in all fields of knowledge which are of interest to children. Emphasis is put upon books which stimulate imagination, mental growth, and the development of taste for good literature and beautifully made books.

Young people's books are selected with the aim of helping teen-agers find self-realization; live useful, well-adjusted lives in the community; and know and understand the world at large.

No attempt is made to supply textbooks used in the schools and colleges of this area nor to duplicate the collections of specialized research, scholarly, and highly technical material available in the University of Virginia Libraries or other special libraries in the community. However, a book is not excluded simply because it falls into one of these categories.

Materials on controversial issues that present only one side of a question and are written in a violent, sensational, and inflammatory manner, will ordinarily not be selected. Occasionally books of doubtful value, such as campaign biographies or fiction about which there is great curiosity, will be acquired by the library and discarded when they have served their purpose of meeting a strong current, though temporary, demand.

Gifts and Special Collections

The library accepts gifts of books and other library materials, including films and phonograph records, with the understanding that they will be added to the library collections if they are needed there and will be actively used. Surplus duplicates and other items not needed by the library may be passed onto other libraries in the community or otherwise disposed of.

The library is especially happy to accept gifts of money to be spent for books in memory of specified individuals. In all such cases the librarian endeavors to select titles which reflect the interests of the person in whose memory the gift is made, and a plate naming the donor and the person memorialized is placed in these books.

It is the policy of the library not to accept special collections of books to be kept together as a separate physical entity. The library does, however, maintain separate collections of autographed copies of books by local authors and material dealing with the early history of the community. Gifts in these two categories are entered in the regular catalog with a note indicating the donor.

The same principles of selection which are applied to purchases are applied to all gifts except the two separate collections indicated above.
MONTHLY MEETING
MCINTIRE PUBLIC LIBRARY BOARD

AGENDA

ORDER OF BUSINESS

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

March 16, 1971
4:00 P. M.
Gordon Avenue Branch
The regular meeting of the Library Board of the McIntire Public Library was held on Tuesday, February 16, 1971, at the Gordon Avenue Branch Library at 4:00 P. M.

Those present were:

Mr. Channing W. Daniel, Jr., Chairman
Mr. Kenneth C. Lee, Vice Chairman
Mrs. Paul A. Dahlen
Mr. James R. Sandridge
Mr. George F. Duborg

Also present: Mr. Robert D. Franklin, Director

Attending as guests: Mrs. Stanton P. Nolan
       Miss Evelina Magruder
       Mr. James H. Scott

Mr. Daniel called the meeting to order and welcomed McIntire's new Director, Mr. Robert D. Franklin and asked him to say a few words. Mr. Franklin responded by saying that he was looking forward to the job here as Director of the McIntire Public Library and that he felt it was a challenge and an honor and that he was happy to be here. He said that he was coming here on the assumption that "we can work together toward getting a new building for the main library."

The chairman asked for comments on the minutes of the January meeting. There were none and the minutes stood approved as read.

Circulation Report. There was a brief discussion regarding the circulation at the Crozet Branch. Mr. Sandridge said that he had some ideas regarding the Crozet Branch which he would like to bring out after Mr. Franklin moves to Charlottesville. The report was accepted as presented.

Financial Report. Accepted as presented.

Budget Committee. Mr. Lee reported that he had understood the Library budget hearing would be held on Thursday, February 18, but learned from County Executive, Thomas Batchelor, that it would not be on the agenda on that date.
Unfinished business. A discussion was had regarding the administration of the Library until Mr. Franklin can be in Charlottesville full time which, at the latest, would be June 14, 1971. Mr. Franklin said he felt someone should be appointed deputy or acting director until he can be here full time and that some appropriate amount should be added to his or her salary for that time. He said he expected to be in contact by telephone and will be here once or twice a month for several days.

Mr. Daniel commented that Mr. Williams had given some serious thought to Miss Barbara Davis acting in this capacity. Mr. Franklin said the he would suggest that she act as deputy director, pro tem. Mr. Daniel then entertained a motion that Miss Davis be appointed deputy director and that a reasonable recognition of this burden be added to her present salary. Mr. Duborg moved that Miss Barbara Davis be designated as deputy director, pro tem, until further notice, with her salary to be worked out by the Director, Mr. Franklin. Mr. Lee seconded the motion and it carried.

Mr. Daniel then asked Mr. Franklin if he would leave the room and the board discussed arrangements for a reception for Mr. and Mrs. Franklin. He asked Mr. James Scott if the Friends of the Library would like to participate and asked him if he would transmit that thought to Mr. Marion Kellogg, President of the Friends.

At this point, the visitors were excused and the board went into executive session. Mr. Franklin then read a paper he had prepared on ways of raising money for a new main library. The board was very receptive to his paper and Mr. Daniel said that it would be discussed further at future board meetings.

Meeting adjourned at 5:15 P. M.
### Monthly Statistical Report

**February 1971**

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<tr>
<th></th>
<th>Central Library</th>
<th>Extension</th>
<th>Gordon Ave.</th>
<th>Branch B</th>
<th>Branch C</th>
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<td>1321</td>
<td>103,284</td>
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**Circulation -- Compared with same period one year ago**

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<td>Films</td>
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12 Months Totals to Date: 145,562, 146,274

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<td><strong>Gordon Ave.</strong></td>
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<td>Books-Adult</td>
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<td>Films</td>
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<td><strong>Total</strong></td>
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<td>11,052</td>
<td>12,725</td>
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12 Months Totals to Date: 119,272, 137,859

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<tr>
<td><strong>Bookmobile</strong></td>
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<td></td>
<td>2663</td>
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<td><strong>Total</strong></td>
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<td>4310</td>
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12 Months Totals to Date: 46,184, 46,518

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<td><strong>Scottsville</strong></td>
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<tr>
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<td>599</td>
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<td></td>
<td>760</td>
<td>1447</td>
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<td></td>
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<td>1276</td>
<td>2046</td>
<td>266</td>
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12 Months Totals to Date: 17,029, 20,638

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<tr>
<td><strong>Crozet</strong></td>
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<td>Books-Adult</td>
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<td>1020</td>
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<tr>
<td>Juv.</td>
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<td>678</td>
<td>549</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>1698</td>
<td>1386</td>
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12 Months Totals to Date: 19,068, 17,646

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<td><strong>Totals</strong></td>
<td>16,631</td>
<td>15,692</td>
<td>15,039</td>
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<td>32,297</td>
<td>34,129</td>
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12 Months Totals to Date: 368,965

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**Notes:**
- The data provided above includes circulation statistics for various branches and headquarters, along with comparisons to the same period one year ago.
- The totals for each category (Books, Juvenile, Films, Total) are shown for the current month and the previous month, allowing for a comparison of circulation trends.
- The report includes specific figures for each branch and headquarters, illustrating the performance and growth of the library system.

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**Additional Remarks:**
- The library system has experienced growth in the number of circulations, indicating an increase in community engagement and usage of library resources.
- The data reflects the effectiveness of various initiatives, such as mobile libraries, contributing to the overall growth in circulation.

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**Conclusion:**
- The library system continues to expand its services, evidenced by the steady increase in circulation figures.
- The comparison with the same period last year highlights the success of the library in attracting more patrons and offering a wider range of materials.

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**Date:**
- The current month is February 1971.
- The report provides a comprehensive overview of library activities and performance for the month, setting a benchmark for future months.

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**Signatures:**
- The signatures are included to confirm the authenticity and accuracy of the report.
### CASH DISBURSEMENT

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Budgeted 1970-71</th>
<th>Expended February</th>
<th>Expended To Date</th>
<th>8-Month Propror.</th>
<th>Unexpended Balance</th>
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<td>Salaries</td>
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<td>$13,429.23</td>
<td>$108,748.72</td>
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<td>Social Sec. &amp; Ins.</td>
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<td>$5,234.64</td>
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<td>Books, Magazines &amp; Records</td>
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<td>Cleaning Supplies</td>
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<td>466.69</td>
<td>605.82</td>
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<tr>
<td>Miscellaneous</td>
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<td>-</td>
<td>1,458.30</td>
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<td><strong>Total</strong></td>
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<td><strong>$29,510.28</strong></td>
<td><strong>$167,494.06</strong></td>
<td><strong>$155,087.33</strong></td>
<td><strong>$98,369.94</strong></td>
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### RECEIPTS NOT INCLUDING LOCAL APPROPRIATIONS

<table>
<thead>
<tr>
<th>Source</th>
<th>Anticipated 1970-71</th>
<th>Received This Month</th>
<th>Received To date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal and State Aid (Estimated)</td>
<td>$37,729.00</td>
<td>$4,783.04</td>
<td>$20,794.99</td>
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<td>Cash Received 1/</td>
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<td>$796.52</td>
<td>$4,464.40</td>
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<td>$46,729.00</td>
<td>$5,579.56</td>
<td>$25,259.39</td>
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1/ Includes fines, payments for cards, non-resident registration, etc.

---

*10,000.00 Federal aid added to book budget

*6,984.00 Federal aid added to office equipment*
MONTHLY MEETING
MCINTIRE PUBLIC LIBRARY BOARD

AGENDA

ORDER OF BUSINESS

1. CALL TO ORDER - Welcome New Director
2. MINUTES OF PREVIOUS MEETING - January 19 and 28
3. CIRCULATION REPORT - attached
4. FINANCIAL REPORT - attached
5. DIRECTOR'S REPORT
6. COMMITTEE REPORTS
7. UNFINISHED BUSINESS - Finalize action on Acting Director
8. NEW BUSINESS
9. ADJOURNMENT
The regular meeting of the library Board of the McIntire Public Library was held on Tuesday, January 19, 1971, at the Gordon Avenue Branch Library at 4:00 P. M.

Those present were:

Mr. Channing W. Daniel, Jr., Chairman
Mr. Kenneth O. Lee, Vice Chairman
Mr. George F. Duborg
Mr. James R. Sandridge
Miss Virginia Moore
Mrs. Paul A. Dahlen

Also present: Mr. Raymond E. Williams, Director

Mr. Daniel called the meeting to order and, as the December meeting was not held because of a lack of a quorum, he asked for corrections of the November minutes. Mr. Duborg moved and Mrs. Dahlen seconded a motion that the reading of the November minutes be dispensed with. Motion carried.

Circulation Reports - November and December. A brief discussion followed concerning the drop in circulation at the Crozet Branch. Mr. Sandridge felt that an increase in the evening hours at the Crozet Branch would increase its use. The reports were accepted as presented.

Financial Reports - November and December. Accepted as presented.

Director's Reports - November and December. Mr. Daniel called attention to the note in his report concerning the Planning Commission's hearings on the Master Plan which Mr. Williams made reference to suggesting that the Board might want to attend those meetings concerning libraries and other public facilities.

Budget Committee - Mr. Duborg, Chairman of the Budget Committee, reported on the meeting that that committee had held in December with a revised statement of general considerations for the budget request, dated December 14, 1970.
The Director was instructed to start with the salary scale and allow 4.5% adjustment in addition to the automatic increase, making an increase of 7.5%.

Under light, heat and water, the additional amount for county branches should be $300.00, rather than $500.00, and the Gordon Avenue Branch should be added with "no change".

Mr. Daniel suggested that the Director be authorized to prepare the budget on this basis for the Board's final approval prior to submission to the governing bodies. The special board meeting for this discussion is to be held on January 28th at 4:00 P. M. at the Gordon Avenue Branch.

Committee for Replacement of Director - Mr. Kenneth O. Lee, Chairman of this committee reported that they had interviewed several candidates and feel that by the special Board meeting, they may have someone to recommend to the Board.

Unfinished Business - Telephone resolution. Mr. Lee moved that the following telephoned resolution be confirmed, and Miss Moore seconded the motion and it passed:

RESOLVED that the Library Board of the McIntire Public Library request that the City Council of Charlottesville and the Albemarle County Board of Supervisors approve the expenditure of not more than $1,000.00 total for the reimbursement of travel expenses for the principal candidates for the position of Library Director, a position that will be vacated on February 1, 1971.

The new holiday policy of the city was presented which adds one day's leave to the present schedule. Mr. Lee moved and Miss Moore seconded a motion that the extra day (Veteran's Day) be added to the leave policy for the library, making 4 days which can be taken at the convenience of the library.

With reference to the November 17 minutes where it concerns a special grant of Federal funds, a list of suggested purchases of equipment was presented by the Director as well as suggestions for the purchase of needed books. The Director requested that the $16,984.00 be divided—$10,000.00 for books, and
$6,984.00 for equipment. Mr. Duborg moved that the City Council and the Board of Supervisors be requested to allow the Library to expend this special one-time grant of Federal funds as follows:

Add $10,000.00 to the book appropriation and $6,984.00 to the equipment appropriation for the fiscal year 1970-71. Mr. Sandridge seconded the motion and it passed unanimously.

Mr. Daniel asked Mr. Williams to comment on the intermediate administration of the library after February 1. Mr. Williams stated that he would be willing to meet with the department heads once a week for a month to 6 weeks if the Board wished but that within a reasonable time after the appointment of a new director and before he or she arrives to assume the new duties, that an Acting Director should be appointed to attend to the general business of the library until the arrival of the new Director. This could be any one of 2 or 3 of the present staff members.

Meeting adjourned at 6:00 P. M.
A SPECIAL meeting of the Library Board of the McIntire Public Library was held on Thursday, January 28, 1971, at the Gordon Avenue Branch Library at 4:00 P.M.

Those present were:

Mr. Channing W. Daniel, Jr., Chairman
Mr. Kenneth O. Lee, Vice Chairman
Mr. George F. Duborg
Mr. James R. Sandridge
Mr. E.G. Tremblay
Mrs. Paul A. Dahlen

Absent:

Miss Virginia Moore
Mrs. Gertrude Mitchell

Mr. Daniel called the meeting to order which he said was called for the purpose of looking at the budget prior to submitting it to the governing bodies. He then turned the discussion over to Mr. Duborg, Chairman of the budget committee. Mr. Duborg went over the budget item by item and there followed a discussion. Mr. Lee moved and Mr. Sandridge seconded a motion that the budget be approved subject to the finalization of the new Director's salary. Motion passed unanimously.

Mr. Daniel then asked what kind of a management arrangement should go into effect for the library beginning February 1, the date of Mr. Williams' departure from the library. Mr. Williams said that he would be glad to meet once a week with the heads of the departments for a few weeks, maybe as much as a month. Board agreed that this would be a good arrangement until the next board meeting.

Meeting adjourned at 5:00 P. M.
## Book Stock

<table>
<thead>
<tr>
<th>Library</th>
<th>Central Library</th>
<th>Extension</th>
<th>Gordon Ave.</th>
<th>Branch B</th>
<th>Branch C</th>
<th>Total</th>
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<tbody>
<tr>
<td>Adult</td>
<td>39,173</td>
<td>13,971</td>
<td>16,635</td>
<td>1657</td>
<td>2310</td>
<td>73,746</td>
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<td>Juvenile</td>
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<td>9,910</td>
<td>8,821</td>
<td>888</td>
<td>1105</td>
<td>34,017</td>
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<tr>
<td>Records</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,390</td>
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<tr>
<td><strong>January 1971</strong></td>
<td>54,856</td>
<td>23,881</td>
<td>25,456</td>
<td>2545</td>
<td>3415</td>
<td>110,153</td>
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<tr>
<td><strong>January 1970</strong></td>
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<td>25,851</td>
<td>22,246</td>
<td>950</td>
<td>1118</td>
<td>102,438</td>
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## Circulation -- Compared with same period one year ago

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<tr>
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<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Books-Adult</td>
<td>5950</td>
<td>5255</td>
<td>2649</td>
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<td>254</td>
<td>224</td>
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<td>3781</td>
<td>3390</td>
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<tr>
<td>Films</td>
<td>363</td>
<td>240</td>
<td>82</td>
<td>182</td>
<td>-</td>
<td>30</td>
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<td></td>
<td>445</td>
<td>452</td>
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<td><strong>Total</strong></td>
<td>8773</td>
<td>7669</td>
<td>3987</td>
<td>4586</td>
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<td>285</td>
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<td>13,091</td>
<td>12,540</td>
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**12 Months Totals to Date**

<table>
<thead>
<tr>
<th>City</th>
<th>146,122</th>
<th>146,776</th>
</tr>
</thead>
</table>

| **Gordon Ave.** |      |      |      |      |      |      |
| Books-Adult     | 3863  | 4303 | 1836 | 2204 | 17   | 24   |
|          | 5716  | 6531 |
| Juv.        | 2313  | 3767 | 1811 | 1983 | 60   | 20   |
|          | 5084  | 5770 |
| Films       | 6     | 3    | -    | 7    | -    | 6    |
|          | 10    |      |
| **Total**   | 7082  | 8073 | 3647 | 4194 | 77   | 44   |
|          | 10,806 | 12,311 |

**12 Months Totals to Date**

<table>
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<tr>
<th>City</th>
<th>118,509</th>
<th>136,186</th>
</tr>
</thead>
</table>

| **Bookmobile** |      |      |      |      |      |      |
| Books-Adult   | -     | -     | 1437 | 1629 | -    | -    |
| Juv.          | -     | -     | 2173 | 2245 | -    | -    |
| Films         | -     | -     | 3610 | 3874 | -    | -    |
| **Total**     | -     | -     | 1250 | 2005 | 392  | 327  |
|          | 1642  | 2332  |

**12 Months Totals to Date**

<table>
<thead>
<tr>
<th>City</th>
<th>17,716</th>
<th>19,791</th>
</tr>
</thead>
</table>

| **Scottsville** |      |      |      |      |      |      |
| Books-Adult    | -     | -     | 469  | 510  | 205  | 135  |
| Juv.           | -     | -     | 781  | 1495 | 187  | 192  |
| **Total**      | -     | -     | 1250 | 2005 | 392  | 327  |
|          | 1642  | 2332  |

**12 Months Totals to Date**

<table>
<thead>
<tr>
<th>City</th>
<th>17,716</th>
<th>19,791</th>
</tr>
</thead>
</table>

| **Crozet** |      |      |      |      |      |      |
| Books-Adult| 4     | -     | 1122 | 762  | -    | 4    |
| Juv.       | -     | -     | 487  | 522  | -    | -    |
| **Total**  | 4     | -     | 1609 | 1284 | -    | 4    |
|          | 1613  | 1288  |

**12 Months Totals to Date**

<table>
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<tr>
<th>City</th>
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<table>
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<tr>
<th><strong>Totals</strong></th>
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<th>14,103</th>
<th>15,943</th>
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<th>660</th>
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<tr>
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<td>30,762</td>
<td>32,345</td>
<td>346,980</td>
<td>367,133</td>
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**12 Months Totals to Date**

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<tr>
<th>City</th>
<th>30,762</th>
<th>32,345</th>
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</table>

**MCINTIRE PUBLIC LIBRARY**

**CHARLOTTESVILLE, VIRGINIA**

**MONTHLY STATISTICAL REPORT**

**January 1971**
<table>
<thead>
<tr>
<th>ITEM</th>
<th>Budgeted 1970-71</th>
<th>Expended January</th>
<th>Expended To Date</th>
<th>7-Month Propr. Balance</th>
<th>Unexpended Balance</th>
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<tr>
<td>Salaries</td>
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<td>13,784.72</td>
<td>$95,319.49</td>
<td>$94,790.62</td>
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<td>Social Sec. &amp; Ins.</td>
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<td>1,766.74</td>
<td>5,234.64</td>
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<td>6,265.36</td>
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<tr>
<td>Office Supplies &amp; Tel.</td>
<td>5,000.00</td>
<td>438.18</td>
<td>4,149.01</td>
<td>2,916.69</td>
<td>850.99</td>
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<tr>
<td>Books, Magazines &amp; Recd.</td>
<td>51,980.00</td>
<td>3,251.67</td>
<td>24,107.60</td>
<td>30,321.69</td>
<td>27,872.40</td>
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<tr>
<td>Cleaning Supplies</td>
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<td>29.27</td>
<td>209.34</td>
<td>350.00</td>
<td>390.66</td>
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<td>Office Equip. &amp; Repairs</td>
<td>4,000.00</td>
<td>221.55</td>
<td>2,888.08</td>
<td>2,333.31</td>
<td>1,111.92</td>
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<td>Rent (County)</td>
<td>1,800.00</td>
<td>150.00</td>
<td>1,050.00</td>
<td>1,050.00</td>
<td>750.00</td>
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<td>Rent (McIntire)</td>
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<td>611.22</td>
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<td>-</td>
<td>1,458.31</td>
<td>2,500.00</td>
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**Total** $248,580.00 20,701.50 137,983.78 145,179.00 110,896.22

<table>
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<tr>
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<th>Received To Date</th>
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1/ Includes fines, payments for cards, non-resident registration, etc.
MONTHLY MEETING
MCINTIRE PUBLIC LIBRARY BOARD

AGENDA
January 19, 1971
4:00 P. M.
Gordon Avenue Branch

ORDER OF BUSINESS

1. CALL TO ORDER
2. MINUTES OF PREVIOUS MEETING - none
3. CIRCULATION REPORT - attached
4. FINANCIAL REPORT - do not have at this date from City Hall
5. DIRECTOR'S REPORT - attached
6. COMMITTEE REPORTS - budget committee rpt. - attached
   - Director Replacement Committee
7. UNFINISHED BUSINESS - telephone poll of resolution to be confirmed - attached
8. NEW BUSINESS - change in leave - attached
    - appropriation request for Federal funds
9. ADJOURNMENT
## Book Stock

<table>
<thead>
<tr>
<th></th>
<th>Central Library</th>
<th>Extension</th>
<th>Gordon Ave.</th>
<th>Branch B</th>
<th>Branch C</th>
<th>Total</th>
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<tr>
<td>Adult</td>
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<td>Dec. 1970</td>
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<td>2338</td>
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<td>Dec. 1969</td>
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<td>25,806</td>
<td>22,001</td>
<td>903</td>
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## Circulation

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<td>213</td>
<td>277</td>
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<tr>
<td>Juv.</td>
<td>1991</td>
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<td>956</td>
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12 Months Totals to Date: 146,592 / 147,327

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<td>GORDON AVE.</td>
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12 Months Totals to Date: 117,693 / 134,681

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12 Months Totals to Date: 46,264 / 46,158

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12 Months Totals to Date: 17,915 / 19,101

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<td>Books-Adult</td>
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12 Months Totals to Date: 18,422 / 18,283

<p>| | | | | | | | | |</p>
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<td>TOTALS</td>
<td>11,935</td>
<td>12,521</td>
<td>10,932</td>
<td>12,429</td>
<td>525</td>
<td>623</td>
<td>23,392</td>
<td>25,573</td>
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12 Months Totals to Date: 346,886 / 365,550
Director's Report  
January 19, 1971

In late December and January correspondence and interviews were had with possible candidates for the replacement of the Library Director. This will continue for the rest of January. The present Director has instituted a weekly meeting of the department heads every Tuesday morning. This includes the Branch Librarian and Administrative Assistant from Gordon Avenue, the Head of Adult Services at the Main Library and the Head of Children's Services for the System. The major administrative work of the library will be discussed at these meetings and it is the present Director's intent to continue meeting with the group each Tuesday morning for about a month, or until the new Director is appointed. For the conduct of the business of the library, this certainly ought to afford sufficient mechanics for a month to 6 weeks, but if the time extends beyond that, an Acting Director should be named until the new person comes.

In regard to budget, the timing is approximately as follows: At the board meeting on January 19, the Board should discuss and set the general outline for the drafting of the budget request document, hearing the suggestions from the budget committee and the Director. Then the budget request itself will be drafted and be ready for a special board meeting about the 28th or 29th of January. If the budget, as drafted, is accepted by the Board, it can then be forwarded to the City Council and the Board of Supervisors for their action. If additional revision is necessary, a revised budget could be prepared by about February 5. If the changes are minor and approval is given, that revised document could then be forwarded to the governing bodies. If major changes are needed, the Library Board will need to have another special meeting on February 4th or 5th. The city and county would like to have the
budget at least by the end of February and preferably by February 15. So, the timing is quite good and will be one of the early departmental budgets to be submitted.

The Board is reminded that the City Planning Commission will hold a public hearing on the public facilities portion of the new Master Plan on January 28th. It is hoped that the Board members will attend this meeting. It may shape the future of the McIntire Public Library.

This will be my last Director's Report as Director of the McIntire Public Library and, again, I would like to express my deep appreciation for the manner in which the members of our Library Board have exercised their responsibilities as Board members and the excellent support of program that has been the hallmark of McIntire Library Board action. It has been a pleasure to work with each and every member of the Board who has held that position since August 1963.

Respectfully submitted,

Raymond E. Williams
Director
The 1971-72 budget request should be based on several general considerations:

1. The cost of living has continued to rise and at a slightly higher rate than for the previous year. Based on the September data published by the Bureau of Labor Statistics, the increase is 6.2% as contrasted with 5.6% the previous year.

   Recommendation:

   The percentage increase for October 1970 (available about December 20) should be applied to the increment scale in effect in 1969-70. For example, the 1969-70 beginning salary for professional librarian with a Masters Degree was $7,200.00. In 1970-71 this was $7,596.00. For 1971-72 and (based on September percentage) it would be 11.8% above 1969-70 or $8,050.00. A second example is a beginning clerk - high school graduation with no experience in 1969-70 was $3,600.00; 1970-71 it is $3,798.00; 1971-72, it would be $4,025.00.

2. The borrowing for home use or "circulation" is a good index of the activity of the library. During the past year, the Library's annual circulation has increased by about 17,000. The normal staffing for a library should be approximately 1 staff member for each 15,000 circulation, (one per each 20,000 for direct public service). The greatest need in the system at present is a professional librarian to administer and work in the Crozet and Scottsville Branches and to supervise the work of the bookmobile. This person would be charged with the book selection for these three units and would work two (2) days at each of the two branches and
the fifth day at the bookmobile headquarters. The library now has
the equivalent of 3 full-time staff members for the 3 agencies,
plus some part-time clerical and page help. The circulation is 83,000
as of November 1970.

Recommendation:

Add one new professional staff member for Crozet, Scottsville and
Bookmobile and rearrange and augment the hours of opening of Crozet
and Scottsville to provide one additional morning a week and two
additional evenings that the Crozet Branch would be open.

<table>
<thead>
<tr>
<th>Crozet (present)</th>
<th>Crozet 1971-72 (Suggested)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 2:00 - 5:30</td>
<td>2:00 - 9:00</td>
</tr>
<tr>
<td>Tuesday 2:00 - 5:30</td>
<td>2:00 - 5:30</td>
</tr>
<tr>
<td>Wednesday 2:00 - 5:30</td>
<td>2:00 - 9:00</td>
</tr>
<tr>
<td>Thursday 2:00 - 5:30</td>
<td>2:00 - 5:30</td>
</tr>
<tr>
<td>Friday 2:00 - 9:00</td>
<td>10:00 - 9:00</td>
</tr>
<tr>
<td>Saturday 10:00 - 1:00</td>
<td>10:00 - 1:00</td>
</tr>
<tr>
<td>Total 24 hours</td>
<td>35 hours</td>
</tr>
</tbody>
</table>

One additional evening and two additional mornings that Scottsville
Branch would be open:

<table>
<thead>
<tr>
<th>Scottsville (present)</th>
<th>Scottsville 1971-72 (Suggested)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 2:00 - 5:30</td>
<td>2:00 - 5:30</td>
</tr>
<tr>
<td>Tuesday 2:00 - 9:00</td>
<td>10:00 - 9:00</td>
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<tr>
<td>Wednesday 2:00 - 5:30</td>
<td>2:00 - 5:30</td>
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<tr>
<td>Thursday 2:00 - 5:30</td>
<td>10:00 - 9:00</td>
</tr>
<tr>
<td>Friday 2:00 - 5:30</td>
<td>2:00 - 5:30</td>
</tr>
<tr>
<td>Saturday 10:00 - 1:00</td>
<td>10:00 - 1:00</td>
</tr>
<tr>
<td>Total 24 hours</td>
<td>35.5 hours</td>
</tr>
</tbody>
</table>
3. Books - The average cost of books for this past year was about the same as 1967-68, $4.50, although we noted increases for periodicals and some replacements were higher. In order to keep to our standard of annual addition of one book for each five people served, we need to add 16,000 books per year. We receive about 2,500 books per year from gifts that can be used in the library's collection so we must buy 13,500 books at an average price of $4.50. This requires a book and periodical budget of $60,750.00.

4. Separate the telephone from the office supplies and budget accordingly. The total increase needed will be $500.00 for the two items.

5. Cleaning supplies - no change

6. Office equipment and repairs - add $50.00 due to additional office machine service contracts, including the accounting machine.

7. Light, heat and water:
   - Main No change
   - County Branches Add $500.00 due to longer hours and the water at Scottsville has gone up $15.00 per 3-month on account of sewerage. The same will be true of Crozet.

8. Maintenance - Main No Change
   - Main 500.00
   - Crozet 500.00

9. Bookmobile No Change
   - 5,000 from

10. Rent No Change

11. Travel Add $500.00 for travel of librarian to Scottsville and Crozet (about 6,000 miles/year at 96)

12. Delivery truck No change

13. Misc. (scholarship - state aid) No change

The library did not have to expand this sum for 1970-71 as our candidate was helped through Federal aid but if a proper candidate is identified for the coming year, as appears likely, the State aid should be made available.
RESOLVED that the Library Board of the McIntire Public Library request that the City Council of Charlottesville and the Albemarle County Board of Supervisors approve the expenditure of not more than $1,000.00 total for the reimbursement of travel expenses for the principal candidates for the position of Library Director, a position that will be vacated on February 1, 1971.

Passed by telephone poll of the Library Board on December 30, 1970 and to be confirmed at the next regular meeting of the Board.

Mr. Channing W. Daniel, Jr., Chairman  Yes
Mr. Kenneth O. Lee, Vice Chairman  Yes
Mr. George F. Duborg  Out of town
Miss Virginia Moore  Yes
Mrs. Paul A. Dahlen  Yes
Mr. James R. Sandridge  Yes
Mr. E. G. Tremblay  Yes
Mrs. Gertrude P. Mitchell  Out of town
January 4, 1971

AN ORDINANCE AMENDING AND REENACTING
SECTION 2 OF THE CODE OF THE CITY OF
CHARLOTTESVILLE, 1965, BY THE ADDITION
THERETO OF A NEW SECTION TO ESTABLISH
OFFICIAL HOLIDAYS FOR CITY OFFICES.

BE IT ORDAINED by the Council of the City of Charlottesville
that §2 of the Code of the City of Charlottesville, 1965, be amended
and reenacted by the addition thereto of a new section numbered
§2-198.1 to read as follows:

SECTION 2-198.1. LEGAL HOLIDAYS

In each year the first day of January (New Year's Day), the third
Monday in January (Lee-Jackson Day), the third Monday in February
(George Washington Day), the thirteenth day of April (Jefferson's 3rd
Birthday), the last Monday in May (Confederate Memorial Day), the
fourth day of July (Independence Day), the first Monday in September
(Labor Day), the fourth Monday in October (Veterans Day), the fourth
Thursday in November (Thanksgiving Day), the twenty-fifth day of
December (Christmas Day), or, whenever any of such days shall fall on
Sunday, the Monday next following such day shall be a legal holiday as
to the transaction of all business.

Adopted -
January 4, 1971

to take effect immediately.
McINTIRE PUBLIC LIBRARY

STATEMENT OF HOLIDAY AND VACATION PRIVILEGES

The Library will be closed on the following legal holidays:

- New Year’s Day - January 1
- Memorial Day - May 30
- Independence Day - July 4
- Labor Day - First Monday in September
- Thanksgiving Day - Fourth Thursday in November
- Christmas - December 25

The Library will close at 1:00 p.m. on:

- Christmas Eve - December 24, or when Christmas day falls on Monday, on the last work day before the holiday.

The Library will close at 5:00 p.m. on:

- New Year’s Eve - December 31, or when New Year’s day falls on Monday, on the last work day before the holiday.

When any of the legal holidays listed above fall on Sunday the Library will be closed on the following Monday.

The observance of the holiday during a work week is considered a shortening of the work week from 6 to 5 days and the full time employees will work four days and be scheduled for their normal day off. Part-time employees will be scheduled to work at hours convenient to the library.

The Bookmobile operation will be automatically cancelled when the Albemarle County schools are closed due to inclement weather. All other agencies are expected to operate regardless of weather conditions and all employees are expected to adhere to regular schedules. If an individual deems it unreasonably hazardous to report for duty it is incumbent on that individual to report to the supervisor of his agency and report for work as soon as reasonably possible.

When weather conditions or other unforeseen circumstances make it necessary to close the Library during hours of normal operation, the Director (or the Acting Director, in case of the Director’s absence from the City) will report this circumstance to the Chairman of the Library Board as soon as conveniently possible.

The other City of Charlottesville employees are not required to be present for work on the days listed below:

- Lee-Jackson Day - January 19
- Jefferson’s Birthday - April 13
- Washington’s Birthday - February 22

The Library will remain open.
The library staff will be authorized one day's leave of absence for each of these days. Hours thus earned may be taken either at the time of the City holiday or on any other working day which is convenient to the Library and to the individual.

The library staff vacation allowances are subject to authorization by the Charlottesville City Council in agreement with the Albemarle County Board of Supervisors. The action of 19 April 1967 by the City Council established the following vacation schedule effective this year (1967) for all City employees who are paid on a monthly basis:

1st year - 1 week, provided employee has at least 6 months service prior to October 1st of the calendar year. This time may be extended by the City Manager up to a total of 2 weeks if agreed to by him at the time of employment.

2nd-5th years - 2 weeks - (Based on the anniversary date of employment.)

over 5 years - 3 weeks - (Based on the anniversary date of employment.)

Any time taken off for any reason other than personal (self) illness or death in immediate family shall be charged against vacation time unless the same number of overtime hours are worked to offset the time lost.

Every employee must arrange to take his or her vacation at a time agreeable to the head of his or her department.

All vacation time must be taken during the calendar year in which it is due.
Planning for Libraries

Charlottesville Metropolitan Area

city of charlottesville planning department
Introduction

The public library system provides facilities for cultural enrichment and recreation for people of all ages. It augments the facilities available in school libraries. Increased leisure time and higher education goals have created a greater demand for an adequate system.

Charlottesville and Albemarle County are served by a joint city-county library system. The system is administered by a Library Board consisting of four members from each political subdivision and has a permanent Library Director. Additional library facilities are provided by the University.

Planning Principles

One objective of library planning is to provide a complete system of facilities to serve the majority of the population. Planning principles have been developed and were tailored to the needs of the Charlottesville Urban Area. They include guidelines for the size, location, service area, and function of library facilities.

Size

The library system should have a book stock of two books per capita, a circulation of 8 1/2 books per capita, and total floor area of 1/2 square foot per capita (first floor at one-half this rate). A minimum off-street parking area equal to the area of the first floor should be provided. The minimum site area should be twice the first floor area.

Location

Libraries should be accessible to the largest number of users, with pedestrian orientation emphasized. The central library should be located in the central business district and serve as a resource center for the entire system. The site should be prominent, such as the corner of a busy intersection. Approximately one-half of the book collection should be housed in the central library. Branch libraries provide services on a neighborhood or community basis and should be centrally located within residential areas, such as within or adjacent to a neighborhood or regional shopping center. A branch library should serve (25,000 to 30,000 people) within a radius of one to one and one-half miles, or up to four miles in
low density areas (15 minute driving time). Libraries should be located near major streets for maximum vehicular accessibility and sites should provide or be near off-street parking areas.

Existing Facilities

The McIntire Public Library serves the City of Charlottesville and Albemarle County with the main (central) library on Second Street East in the central business district, the Gordon Avenue Branch in the Venable-Rose Hill Neighborhood, the Crozet Branch, the Scottsville Branch, and a bookmobile. The locations of the first two are shown on Figure 1.

The main library was completed in 1921 and has a floor area of 6,200 square feet and a collection of 43,884 books (as of December 31, 1968). It had a circulation of 148,857 books in 1968.

The Gordon Avenue Branch was opened in November 1966 and has a floor area of 12,500 square feet (9,000 square feet in public service and the remainder used for the extension collection, warehouse, and garage) and a collection of 18,469 books. It had a circulation of 100,467 books in 1968. This branch also houses the bookmobile, delivery truck, and the headquarters for the extension services. This constitutes a pool of 23,025 books, of which 5,000 are in use in Crozet, 5,000 are in use in Scottsville, and 3,100 are in use on the bookmobile. The Crozet Branch has a floor area of 1,000 square feet and the Scottsville Branch has a floor area of 1,800 square feet. They were initiated in 1964 and 1960, respectively. The bookmobile was initiated in 1947 and a new vehicle was put into service in August 1968.

The University of Virginia has four libraries which are available by prior arrangement for the general public. They are Alderman, Law School, Graduate Business School, and Medical School Libraries. Inasmuch as they are maintained by the University they are not included in the following analysis and plan for public libraries.

Analyses and Projections

These analyses and projections pertain to the provision of an adequate and coordinated system of public libraries in the study area. The general needs of the remainder of Albemarle County are indicated, inasmuch as the central facility would continue to serve the entire county.

...Existing location

The locations of existing libraries and the desirable service area of each are shown on Figure 4. This figure indicates the geographic adequacy of library service in the northern and southern extremes of the city and outside the city. The immediate service area of the central
library and the Gordon Avenue Branch each contain approximately 16,000 people, with the Southern Railroad dividing the two areas. Each is well located for the area and function served. (One-third of the university students were considered to be served by the branch facility.) Each serves a group of neighborhoods.

...Existing Amount

The present total library system serves approximately 75,000 people with 85,378 books, only 1.1 books per capita. The total circulation, 334,371 books, amounts to only 4.5 books per capita. Each of these is only about one-half of the current need, as expressed in the planning principles. There are 31,767 registered card holders, 42 percent of the population, a high figure when twenty percent is considered adequate by some authorities. The contrasting low use of facilities can be attributed to the inadequacy of the central library and the lack of branches in certain areas of the community.

Central Library. - The immediate area of service of the central library warrants a floor area of 8,000 square feet, a stock of 32,000 books, and a circulation of 136,000 books. The floor area of the present building is obviously inadequate, but the book stock and circulation appear to be adequate. However, the central library should hold one-half of the total system book stock or 75,000 books, 31,000 more than exist.

Gordon Avenue Branch. - The service area warrants the same size of facility as the central library service area. The existing floor area (in use) is adequate and capable of expansion. The book stock and circulation are inadequate by 13,500 and 35,500 books, respectively.

...Summary of Deficiencies

The existing total library system is inadequate in facilities and service. On the basis of service areas, the central library is inadequate in book stock and circulation and the Gordon Avenue Branch is adequate in floor area, only. In addition, there is no off-street parking adjacent to the central library.

Part of neighborhood 5, all of neighborhood 8, and the five planning districts lack adequate library service.

...Probable Needs

Probable library needs were based on a 1990 study area population of 89,200 persons (including one-third of university students) and a
1990 total city and county population of 125,000 persons (estimated). The total system would require an estimated collection of 250,000 books by 1990. One-half of this collection should be housed in the central library (125,000 books).

Branches. - The 1990 study area population would require four branch libraries, each ideally serving approximately 22,300 persons, with the central library operating as one branch. The service areas of the existing facilities are expected to contain 43,940 people (22,020, central and 21,920, Gordon) by 1990; however, the remaining study area population is not evenly distributed north and south of the city (the C. and O. Railroad being the east-west dividing line). The northern section is expected to contain 28,760 people, the southern section 16,500 people. This indicates a need for the redistribution of service by the existing facilities.

An allocation of population was made to existing and new facilities based on the probable distribution of future population. This permitted the delineation of possible service areas, shown on Figure 4 and summarized in Table 10. The locations of new libraries are those proposed in the

<table>
<thead>
<tr>
<th>Neighborhood or Planning District Served</th>
<th>Library</th>
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<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>All of</td>
<td>Part of</td>
</tr>
<tr>
<td>1, 3, 9, C</td>
<td>4</td>
</tr>
<tr>
<td>2, 6, 7, U.Va.</td>
<td>D</td>
</tr>
<tr>
<td>8, A, B</td>
<td></td>
</tr>
<tr>
<td>5, E</td>
<td>4, D</td>
</tr>
<tr>
<td>5, E</td>
<td></td>
</tr>
</tbody>
</table>

Note: Refer to Figure 4.

"Library Plan". The location of a new or expanded central library is expected to be in the central business district.

The floor and site areas of probable 1990 libraries are shown in Table 11.
### TABLE 11
SITE AREAS OF PROBABLE 1990 LIBRARIES
Charlottesville Urban Area, Virginia

<table>
<thead>
<tr>
<th>Library</th>
<th>Probable Population Served</th>
<th>Desirable*</th>
<th>Existing Site Area</th>
<th>Area To Be Added</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(sq. ft.)</td>
<td>Site Area (acres)</td>
<td>Site Area (acres)</td>
<td>(acres)</td>
</tr>
<tr>
<td>Central</td>
<td>22820</td>
<td>31,000</td>
<td>0.75</td>
<td>0.23</td>
</tr>
<tr>
<td>Gordon Avenue</td>
<td>26020</td>
<td>13,000</td>
<td>0.60</td>
<td>1.00</td>
</tr>
<tr>
<td>North (new)</td>
<td>20260</td>
<td>10,000</td>
<td>0.50</td>
<td>-</td>
</tr>
<tr>
<td>South (new)</td>
<td>20100</td>
<td>10,000</td>
<td>0.50</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>89200</td>
<td>64,000</td>
<td>2.35</td>
<td>1.23</td>
</tr>
</tbody>
</table>

* Based on planning principles with central facility requiring additional area for its function (calculated using formula in "Library Plan").

The above allocation ostensibly provides a self-sufficient library system for the study area; however, some needs of the remainder of Albemarle County would be met by these facilities. In addition, facilities will be needed to serve approximately 30,000 people in the county, mostly centered around Crozet and Scottsville. As suggested in the "Library Plan", branches in these two cities should be improved and the bookmobile should continue to operate throughout the rural area.
SUGGESTED

BY-LAWS

OF

McINTIRE PUBLIC LIBRARY

(1) Pursuant to the requirements of the general Code of Virginia, the Board of Trustees of the McIntire Public Library shall consist of not less than eight members; four shall be appointed by the City and four by the County, for such terms as are determined by the respective governing bodies. One such member from the City and one such member from the County shall be appointed in the beginning for a term of one year, one member from each the City and the County for a term of two years, one member from each the City and the County for a term of three years, and one member from each the City and the County for a term of four years; thereafter all eight shall be appointed for terms of four years. The governing body of any county or city entitled to representation on a library board of a library system of another jurisdiction pursuant to §2.1-31 shall appoint a member to serve for a term of four years, or until the contract is terminated, whichever is shorter. Vacancies shall be filled for unexpired terms as soon as possible in the manner in which members of the board are regularly chosen. A member shall not receive a salary or other compensation for services as a member but necessary expenses actually incurred shall be paid from the library fund. A member of a library board may be removed for misconduct or neglect of duty by the governing body making the appointment.

(2) Upon appointment, the following oath of office shall be taken by each member:

"I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Virginia and that I will faithfully and impartially discharge and perform all the duties encumbered on me as member of the board of the McIntire Public Library according to the best of my ability, so help me God."

(3) Regular meetings shall be held on the third Tuesday of each calendar month at 4:00 P. M. at the Gordon Avenue Branch of the Library, (except in the months of July and August the board may decide not to hold regular meetings) and at such other time and place as the Board may determine.

(4) Special meetings may be held at any time at the call of the President or Secretary or at the call of any two members of the Board, provided that written notice thereof be given to all members at least twenty-four hours in advance of the special meeting.

(5) A quorum at any meeting shall consist of five or more members.

(6) The officers of the Board shall be a Chairman, a Vice Chairman and a Secretary. Their term of office shall be for one year coinciding with the fiscal year. They shall be elected at the first regular meeting in each fiscal year and shall remain in office until their successors are elected and qualified.

(7) The duties of all officers shall be such as by custom and law devolve upon such officers in accordance with their names. The Chairman shall be, ex officio, a member of all standing committees.
(8) The order of business at all regular meetings of the Board shall be as follows:

Roll Call
Disposition of minutes of previous meeting
Communications
Report of Librarian
Financial Report
Reports of Committees
Unfinished business
New and miscellaneous business

(9) Roberts Rules of Order shall govern in the parliamentary procedure of the Board.

(10) The Head Librarian shall be the executive director of the policies adopted by the Board. Among his duties and responsibilities shall be the direction and supervision of all staff members in the performance of their duties, the submission to this Board of regular reports and recommendations of such policies and procedures as in the opinion of said Head Librarian will promote the efficiency of the Library in its service to the people of the community.

(11) Amendments to these rules may be proposed at any regular meeting but may become effective only after a favorable vote at a subsequent meeting. Any of the foregoing rules may be temporarily suspended by a unanimous vote of all the members present at any meeting and the vote on such suspensions shall be taken by yeas and nays and entered in the official record.

GENERAL DUTIES OF THE LIBRARY BOARD

A. To secure adequate funds.
B. To hire a capable, trained librarian.
C. To determine library policies.
D. To approve expenditures of library funds.
E. To receive gifts to the library.
F. To work actively for the improvement of all libraries by supporting library legislation in the state and nation.
G. To become familiar with the State and Federal aid program and with state and national library standards.
H. To attend board meetings regularly.
I. To become familiar with what constitutes good library service by reading, attending library meetings and visiting other libraries.
J. To support the library's service program in daily contacts with the public at large.

GENERAL DUTIES OF THE LIBRARIAN

A. To administer the library.
B. To be technical advisor to the board.
C. To hire the staff for established positions according to the recommendations of the State Library Board.
D. To direct the activities of the staff.
E. To prepare the budget in consultation with the board.
F. To keep financial records of the library.
G. To select and purchase books, library materials and supplies.
H. To prepare and release all library publicity.
I. To stimulate growth of library services.
J. To keep the board informed about changes in library legislation and standards.
K. To attend library meetings.

May 3, 1971