MINUTES OF THE JUNE 22, 1976 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present: Lloyd T. Smith, Jr., President
Mrs. Sam Eggleston, Vice President
Edward H. Bain, Jr., Secretary
Mrs. Ned Brown
James E. Craig
Mrs. Harold Hallock
Mrs. John P. Jordan, Jr., alternate representative, Greene Co.
Mrs. David Hardin
Mrs. Thomas Jenkins
Mrs. Henry Mitchell
Robert W. Stroh

Absent: None

Also present: Christopher B. Devan, Director
James L. Thomas, Extension Coordinator
Victor Mazziotti, Charlottesville Director of Finance
Evelyn Garth, director's secretary

The Library Board of Trustees held its regular meeting at the
Gordon Avenue Branch Library. President Lloyd Smith called the
meeting to order at 3:30 p.m. Mr. Dewan introduced James L. Thomas,
Library Extension Coordinator, appointed to the library staff in
May, and Victor Mazziotti, Charlottesville's recently appointed
Director of Finance, who had been invited to the board meeting.

The President called on Mr. Mazziotti to explain to the Board
the new method of accounting procedures for the Jefferson-Madison
Regional Library. He advised the Board that the City intends to
set up a special library fund beginning July 1, 1976, and that he
and Mr. Devan would be working out the details. A discussion followed
which resulted in Mr. Smith asking the Budget Committee to work with
Mr. Mazziotti within the next week or two until they agreed and then
to produce a report going back to the beginning of the regional
library contract.

Mr. Smith called for corrections or additions of the Minutes
of the May 25th meeting. Mr. Bain moved for approval with one
correction—that of deleting the words "off-the-record" in the first
paragraph. Mr. Stroh seconded the motion and it passed.

CIRCULATION REPORT

The May Circulation Report was accepted as presented with one
correction. Under Bookmobile #2, totals for Nelson Co. and Greene
Co. should read: Nelson, change 8 to (24) and under Greene, change
(19) to 19, making the totals to read: Books-Adult (93): Books-
Juvenile (102), showing a grand total of (195).
FINANCIAL REPORT

The May Financial Report had not been received from the City, but will be mailed when received.

BUDGET

The 1976-77 Budget was discussed. Inasmuch as the Albemarle County Board of Supervisors had not approved their full share of the proposed library budget, Mr. Smith appointed Mr. Stroh, Mrs. Hallock and Mrs. Eggleston to be the Budget Committee for the next four months to monitor the budget.

There was a discussion regarding the need of keeping Bookmobile No. II in operation which resulted in a motion by Mr. Smith that Mr. Devan come back to the next meeting of the Library Board with a report or proposal as to how he would like to set up the bookmobile and how a savings can be achieved. Mr. Bain seconded the motion and it passed.

Mr. Smith announced that he had attended the City Council meeting on June 21 and they agreed on first reading to pay for half of the study ($4,000) of the post office building for possible use of the library. Albemarle County Board of Supervisors authorized $4,000 at their last meeting. Mr. Smith said he had talked with the new City Council members and all of them wanted to know if Lane High School, now vacated, is not feasible to be used for the library. He asked that one Board member go with Council members when they tour the building. Mr. Bain agreed to go and Mr. Devan said he would advise Mr. Raymond Williams, Virginia State Library Consultant for this area, the date of the tour.

Mr. Smith read a letter to the Board which Mr. Devan had written to Architects Stainback & Scribner regarding the inspection of the post office building in view of its being used for the library and the firm's reply to Mr. Devan's letter. He asked for authorization of the study from the Board stipulating that if, during the study, the architects reached a negative point, the study be stopped. Mr. Stroh so moved, Mrs. Hallock seconded the motion and it passed unanimously.

DIRECTOR'S REPORT

Mr. Devan announced that a vacant building in Louisa was being considered for the Louisa Branch Library to move into and which would give them more space. A discussion followed and Mr. Smith asked Mr. Craig to accompany Mrs. Hardin on an inspection of the building in order to obtain a projection as to the start-up cost, should the library move into the building.
The Director read a letter of resignation from Julia Brodhag, effective June 6, and said that his budget would not allow him to replace her.

He also announced that the City had agreed to pay for the Bookmobile II service within the City under the Library ACTION program. He also said that a memorial gift had been given the library in the amount of $4,000 which will be invested and earnings used for the purchase of books. After 15 years the principal may be used as the library sees fit. A discussion followed with Mr. Mazziotti, treasurer of library funds, as to how the funds will be handled and shown on the library's report of income. The Board agreed that Mr. Devan and Mr. Mazziotti and Mr. Bain would make some decision as to the handling of such funds.

There was also a discussion regarding paid legal services for the library. No action was taken.

PERSONNEL ORGANIZATION AND PROCEDURES

Mr. Bain moved and Mrs. Mitchell seconded a motion that this document be studied by each member of the Board and the matter be taken up at the next Board meeting on July 27.

UNFINISHED BUSINESS

Mr. Bain moved that an addendum be added to the Minutes of the April meeting to read: "On a motion, properly seconded and unanimously adopted, the salary of the Director was established at $20,500 per year, effective July 1, 1976. Mrs. Hardin seconded the motion and it passed unanimously."

Mr. Bain then moved for adjournment of the meeting at 5:15 p.m. The motion was seconded and passed.

Evelyn Garth
Recording Secretary
DIRECTOR'S REPORT
June 22, 1976

BUDGET FOR 1976-77

Since the last Board meeting, the Budget picture of the library has become both more clear and more muddled. In summary:

Charlottesville has approved the budget in substantially the form it was submitted; Albemarle County has adopted a budget of $22,301 less than the amount in the final request; Greene County is approving the same amount as was appropriated last year; as is Louisa County; Nelson County is making a 1% cut from the appropriation of last year. In order to accommodate these cuts, I recommend to the Board a reduction in hours of service in the smaller branches. By agreement with the Board of Supervisors of Albemarle County, these reductions will be deferred until experience in the new fiscal year, with a new accounting system, provides new guidelines for coping with the insufficient funds.

LIBRARY ACTION PROGRAM

The Bookmobile will continue to be operated in Charlottesville under a renewed Community Development Grant from the Department of Housing and Urban Development. Ms. Karen Aprill will continue to conduct the program.

LOUISA COUNTY LIBRARY BRANCH

A potentially desirable new location for the Louisa County Branch has been found and will be examined by the library staff and Mrs. Hardin before the next meeting. The lease on the present building continues for another year. However, it is possible that we could be released from that commitment if the new building works out. The full range of expenses will have to be determined if the Louisa County Board of Supervisors agrees that it should be explored.

TRUSTEES APPOINTMENTS

Mrs. Hardin and Mr. Ogg, Trustee and Alternate from Louisa County have both been reappointed by the Louisa County Board of Supervisors. The other Trustees whose terms are expiring have not yet been reappointed or replaced.

POST OFFICE BUILDING

Albemarle County has been offered (at Fair Market Value) the Central Post Office building in Charlottesville and is willing to explore its value as a new building for the library. The City Council will meet on this issue on Monday night, before the Trustees' meeting. The Postal Service has notified us that the original blueprints are not available.
DIRECTOR'S REPORT

FRAMED ART REPRODUCTIONS

Twenty additional framed art reproductions have just been received and will shortly be available for lending. This brings the total up to approximately 70 pictures, most of which are out most of the time. These can be borrowed from the McIntire Library only.

BOOKLISTS

The attached booklist is one of several being produced for the summer reading program and for others interested in a planned reading experience for their children. It illustrates the kind of activity which will make the library much more visible to the families in the various communities.

Respectfully submitted,

Christopher B. Devan
Director

Attachment

P. S. Also enclosed is the Personnel Policy adopted last March which was requested at the last meeting.
Present: Lloyd T. Smith, Jr., President
Mrs. Sam Eggleston, Vice President
Edward H. Bain, Jr., Secretary
Mrs. Harold Hallock
Mrs. Thomas Jenkins
Mrs. Henry Mitchell
Robert W. Stroh
Mrs. David Hardin

Absent: Mrs. Ned Brown
Mr. James E. Craig
Mrs. Herbert Silvette

Also present: Christopher B. Devan, Director
Julia Brodhag, Special Assistant to the Director

The meeting was called to order at 3:35 p.m. by President Lloyd Smith in the South Room at the Gordon Avenue Branch Library. Prior to discussing agenda items, Mr. Smith discussed with the Board the City Council meeting on June 7 and the Albemarle County Board of Supervisors meeting on May 26, at which times the requests for $50,000 from each body for architectural planning will be considered and acted upon. Mr. Smith expressed the importance of getting in touch with individual councillors and supervisors to discuss the request. An off-the-record discussion then took place among Board members regarding possible alternative solutions for securing a new library building. Further action on any issues pertaining to the new facility will be taken after the City Council meeting on June 7.

The Minutes of the previous meeting were accepted, with the correction from "Senator" to "Congressman" Robinson, on a motion by Mr. Bain. Mrs. Hallock seconded, and the motion passed.

The Circulation Report was discussed briefly; Mr. Devan noted that the percentage of increase was down from last month.

The Financial Summary for March was presented as it had been mailed to each member. The April Expenditures Report was distributed at the meeting. Mr. Devan noted that the total figure for the 10 months proportion, $449,845.80, reflected the Social Security payment of $35,484.75. Mr. Bain wondered why the payment was so high. Mr. Devan explained that the amount was arrived at after much discussion with City Hall, and that the amount budgeted for Social Security and other insurance benefits for next year would be lower.
1. Mr. Devan reported to the Board that he had met with the new City Finance Director, Victor Mazziotti, on a number of matters, the most significant of which is that Mr. Mazziotti agreed to set up a special library account beginning July 1 for the new fiscal year. Mr. Devan reminded the Board that the City Finance Director in the past has served as Treasurer on the Library Board. He suggested that Mr. Mazziotti be invited to a Board meeting where this can be discussed. Mr. Smith instructed Mr. Devan to do so.

2. Mr. Devan also reported that he had received a letter from Roger Wiley, City Attorney, in which Mr. Wiley relinquished his duties as legal advisor for the Library Board. Mr. Devan noted that legal service is needed by the Library, and asked for the Board's advice as to the best way of meeting that end. Mrs. Hallock suggested that since the City is responsible for the accounting service, the County should be approached to assume the responsibility for legal services. Mr. Devan said that he would discuss this further with Mr. Agnor.

3. Mr. Devan stated that almost $5,000 in equipment and program funding was appropriated by the Friends at its Board meeting on Monday. This money will be used by all of the branches. He also reported that the Friends made $9,400 from the Annual Book Sale.

4. Some discussion took place concerning the mandatory retirement age (65) of library personnel. Mr. Bain moved that this issue be tabled and that the entire Personnel Policy be reviewed at the next Board meeting. He felt this was necessary in view of the Policy's passage by a quorum, and that some members are not yet familiar with it. After seconded by Mrs. Hallock, the motion passed. Mr. Stroh asked that the Personnel Policy be sent to the Board members for review prior to the next meeting.

5. There is still $5,000 left for landscaping at McIntire in this year's budget. Some of this is being used to clean the marble. Painting of the inside and outside of Gordon Avenue is now necessary. Mr. Devan advised the Board that he had secured a bid from Better Living for the job, at a cost of $5,476. Mr. Stroh moved that Mr. Devan accept the lowest bid in order to get the work done, and that the price not exceed $5,476. Mr. Bain seconded, and the motion passed.

6. Mr. Devan reported that the HUD money which supports the running of the Bookmobile for the library ACTION program might run out at the end of this fiscal year. The Board suggested to him that before taking action, to talk to Cole Hendrix about any other possible funding. If there is no other source, the Board suggested that the bookmobile be withdrawn from the program.
Mr. Bain asked about the status of budget hearings in the other counties. Mr. Devan said that Greene County will fund the library at the same level as last year. He did not think that this would impair library service there. Mrs. Hardin reported that Louisa County is also considering funding at last year's level. The final decision will be made sometime in mid-June. Mrs. Eggleston said that she felt Nelson County would approve the budget as submitted.

Mr. Devan informed the Board that several terms are due to expire in June and August. He will notify the respective Boards of Supervisors and Council before the next meeting.

FUND RAISING REPORT

Ms. Brodhag reported that the grand total of money raised so far is $238,776.10, an increase of $20,737.48 over what was reported at the last Board meeting. She noted that not including the large gifts received prior to the first of the year, $34,080.47 has been raised to date.

Ms. Brodhag also talked about the response received so far from foundations contacted earlier this spring. There are no potential funding sources yet, and 3 more foundations are yet to be heard from. She will advise the Board when and if something should become available.

The final item of business was a discussion of a new meeting date. It was generally agreed by the membership present that the 4th Tuesday in each month would be an acceptable date. Mr. Devan said he would poll the members not present and would inform the Board before the next meeting.

At 5:05 p.m., Mr. Bain moved that the meeting be adjourned. Mr. Stroh seconded the motion, which passed unanimously.
FINANCE

The new City Finance Director, Mr. Victor Mazziotti, is now on duty and I hope to have had a conference with him about the library before the next meeting. Theoretically, he should be elected Treasurer.

PERSONNEL

We will be using several Neighborhood Youth Corps workers this summer at McIntire and Gordon Avenue libraries and also in some of the other branches if present plans work out. A total of seven persons have been requested—five full time and two part time. These can be very helpful to the library and, at the same time, will offer meaningful employment to several youngsters.

BUDGET

Mrs. Eggleston and I met with the Nelson County Board of Supervisors and had a good discussion about the library. There was no evidence of serious problems.

The Albemarle County Public Hearing will be held on May 26th (time as yet unknown). It is most important that all County trustees from Albemarle be available on that date since the budget as printed contains a $30,000 cut. More information about this is attached to the Director's Report.

The Charlottesville Budget has been adopted by the City Council with no serious changes.

Mrs. Silvette and I met with the Greene County Board of Supervisors to discuss the budget and library services in general in Greene County. The present intention of the Board of Supervisors is to fund the library at last year's level for one year while they study the alternate possibilities. The Board is also interested in including library quarters in a proposed County building. Public hearing on the Budget will be held on June 12, 1976.

BUILDINGS

The Scottsville Branch will be painted in the near future at a cost of $1,025.00.

We just recently discovered that the sum of $5,000 encumbered last year, for repairs and gardening at the McIntire Library was
still available. After securing bids on repairing all the out-
side marble, scuffing the steps and cleaning the marble, I
accepted bids on the two former jobs at $1,362.75 and rejected
a $7,900 bid to clean the marble. Repairs are essential; clean-
ing the marble at this price can wait, it seems to me, until the
building is re-furbished for a new use after a new Main Library
is opened.

As an alternative use for this money, I have secured one
estimate on repainting the interior and exterior of Gordon
Avenue. If the Board approves, I would like to take bids on
this job and have the work completed as soon as possible. The
Gordon Avenue Building has not been redecorated since it was
opened in 1966 and is beginning to look very shabby.

STAFF WORKSHOP

The second Workshop for Branch Library staff was held on
April 27 at the McIntire Library (in the main lobby) where
reference services were discussed under the leadership of Phil
Williams. These meetings have been well received by the staff.
Plans are being made for as many as six of them next year.

PERSONNEL

Jim Thomas has joined the staff and will be meeting with
all branch people before the end of the month. I hope to be
able to introduce him at the meeting.

SUMMER ACTIVITIES

The Children's departments are planning a summer reading
program based on the Bi-Centennial but really focusing on
reading about America. With the financial assistance of the
Friends, they plan to allow each participating child to maintain
a record of his reading experiences during the summer in an
attractive series of notes maintained on a key-ring which becomes
the property of the child. The same theme will be followed at
McIntire, Gordon Avenue, Scottsville and some of the other
branches.

At McIntire Library, a joint project of the Adult and
Children's staff will be a summer book discussion group for 7th,
8th and 9th grade children, meeting in Lee Park when the weather
permits and, in case of rain, in one of the neighboring churches.
This will be a first for this kind of activity. Paperback copies
of the books selected for discussion will be purchased and dis-
tributed to the participants. The groups will be led by Mrs.
Dibbie Bellamy and Mrs. Nancy Leachman.
BOOKMOBILE SERVICE IN CHARLOTTESVILLE

The service under the Library ACTION program will have to be discontinued if the Housing and Urban Development Department (HUD) refuses to fund it since it was not included in the regular Charlottesville appropriation. The bookmobile presently goes to seven locations under a special grant. HUD is questioning the social services uses of their funds and we won't know for several weeks if the service can be continued after July 1, 1976.

COMMUNITY CONTACTS

The Bookmobile has been featured in parades in Charlottesville and Lovingston. It will also be in the Louisa parade on May 29.

With the view to heightening the visibility of the library in the community, I have attended meetings of the Downtown Charlottesville, Inc. and the Barracks Rugby-Preston Neighborhood Association, also attempting to make closer contact with other Neighborhood Associations both in Charlottesville and Albemarle County. I have also been attending the Charlottesville Human Resources Assembly, representing a variety of social service agencies in the area.

Respectfully submitted,

Christopher B. Devan
Director
ADMINISTRATION ORGANIZATION

The Jefferson-Madison Regional Library is governed by a Board of Trustees consisting of four members each from Charlottesville and Albemarle County, and one member each with an alternate member from Greene, Louisa and Nelson Counties.

The Library Board under Article V of the By-Laws of the regional public library (revised September 1974) is responsible for hiring a "capable, trained Director to administer the library system, who serves at the pleasure of the Board."

Under Article VI, No. 2, the Director's duties include "to hire the staff, professional positions being filled in accordance with the recommendations of the State Library Board" and No. 3, "to direct the activities of the staff."

The library staff is organized by function, that is, each specific service area of the library has a department head who in turn supervises the staff under his jurisdiction. Currently the Jefferson-Madison Regional Library has the following administrative positions: (1) Coordinator of Adult Services, (2) Coordinator of Children's Services, (3) Coordinator of Extension Services, (4) Coordinator of Technical Services, (5) Gordon Avenue Branch Coordinator. Department heads report to the Library Director. An Organization Chart of the Library is attached.
READ ON!

76 funny stories for the summer of '76

THE BIKE LESSON
THE MAN WHO LOST HIS HEAD
FRECKLE JUICE
TALES OF A FOURTH GRADE NOTHING
THE CASE OF THE DUMB BELLS
MY TANG'S TINGLED
CAMELS ARE MEANER THAN MULES
CONTRARY JENKINS
BENNETT CERF'S BOOK OF LAUGHS
THE YEAR MOM WON THE PENNANT
THE MOUSE ON THE MOTORCYCLE
and other books by Cleary
I WOULD RATHER BE A TURNIP
THE BREAD AND BUTTER INDIAN
MISHMASH AND THE VENUS FLYTRAP

and on and on and on

Berenstain
Bishop
Blume
Blume
Bonsall
Brewton
Calhoun
Caudill
Cerf
Christopher
Cleary

Cleaver
Colver
Cone

JE
JP
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J321
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JE793
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J
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THE IMPOSSIBLE POSSUM
DORRIE AND THE BLUE WITCH
and other Dorrie books by Coombs
THE GREAT McCONIGGLE'S GRAY GHOST
THE HATEFUL PLATEFUL TRICK
TREE TOAD
MY PARONER
WHO'S IN CHARGE OF LINCOLN?
and other books about Lincoln
THE GREAT BRAIN
ME AND MY LITTLE BRAIN
and other books by Fitzgerald
HARRIET THE SPY
McBROOM'S EAR
McBROOM TELLS THE TRUTH
McBROOM'S GHOST
McBROOM'S ZOO
GOOD ETHAN
MIKE'S TOADS
THE SEVEN WISHES OF JOANNA PEABODY
THE EARS OF LOUIS
THE PETERKIN PAPERS
THE RANSOM OF RED CHIEF
THE AMAZING ADVENTURES OF ARCHIE AND THE FIRST HOT DOG
STRING BEAN

THE HORSE THAT PLAYED CENTERFIELD
THE CASE OF THE CONDEMNED CAT
DINNER AT ALBERTA'S
HOKE'S JOKES, CARTOONS AND FUNNY THINGS
THE FUTURE OF HOOPER TOOTE
SIDNEY'S GHOST
BALLPOINT BANANAS AND OTHER JOKES FOR CHILDREN
THE CONTESTS AT COWLICK
BINKEY BROTHERS, DETECTIVES
NOODLES, NITWITS AND NUMSKULLS
ESPECIALLY HUMPHREY
SMALL PIG
THE TROUBLE WITH FRANCIS
BURT DOW, DEEP WATER MAN
CENTERBERG TALES
HOMER PRICE
LENTIL
FUNNY BANANAS
AMELIA BEDELIA
and other Amelia Bedelia stories
GRANNY AND THE DESPERADOES
ME AND FAT GLENDA
FAT ELLIOT AND THE GORILLA

Conford
Coombs
Corbett
Corbett
Davis
Evans
Fife
Fitzgerald
Fitzgerald
Fitzgerald
Fitzhugh
Fleishman
Fleishman
Fleishman
Fleishman
Fox
Cage
Gray
Greene
Hale
Henry
Henderson
Herman
Higdon
Hildick
Hoban
Horce
Holman
Iden
Keller
Kennedy
Laurence
Leach
Lewton
Lobel
Lori
McCloskey
McCloskey
McCloskey
McCloskey
McFargue
Marplesh
Parish
Parish
Perl
Pinkwater
To: The Board of Trustees

From: Chris Devan

Albemarle County has proposed a cut from the budget request of $30,190 or 11.5% of that requested. In an attempt to determine the effects of this, I have made two analyses:

1--If the cut is distributed proportionately to all the agencies which are partially supported by Albemarle County, there would be a $65,000 cut in the total operating budget of the library, since the other jurisdictions would have to share proportionately in the cut. This would mean that McIntire Library would have over $10,000 less to operate on than it has had this year. Gordon Avenue, Scottsville, Crozet and the Bookmobile would suffer as well. It is inevitable that this would come out of the book budget.

2--The alternative is to either close both the Scottsville and Crozet Branches or to eliminate bookmobile service in Albemarle County. Either of these choices would cover the $30,000 cut without affecting the appropriations of the other jurisdictions.

I have discussed this with the County Administrator and we agreed that this would be undesirable and politically unwise.

He feels that, in view of a variety of circumstances that have affected this year's budget-making process, the Board of Supervisors would restore most of the cut if there were an understanding that any funds unused at the end of the fiscal year were to return to the county (or city) of origin. With the Special Fund accounting procedure which we've been promised from the City, I see no problem with this. In fact, I think it would be a good idea.

I hope to talk with the Budget Committee before the Board meeting. We'll have better information to offer the Board after discussing it fully.

branch services

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</tr>
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<td>286-3541</td>
</tr>
<tr>
<td>Scottsville</td>
<td>985-2370</td>
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<tr>
<td>Charlottesville</td>
<td>296-5544</td>
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<tr>
<td>Louisa County</td>
<td>(703) 967-1103</td>
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<td>Louisa</td>
<td>263-5904</td>
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Present:  Mrs. Sam Eggleston, Vice President
          Edward H. Bain, Jr., Secretary
          James E. Craig
          Mrs. Harold Hallock
          Mrs. Thomas H. Jenkins
          Mrs. Henry Mitchell
          Mrs. Herbert Silvette
          Robert W. Stroh

Absent:  Mrs. Ned Brown
         Mrs. David Hardin
         Lloyd T. Smith, Jr., President

Also present:  Christopher B. Devan, Director
               Mrs. Julia Brodhag, Special Assistant to the Director
               Mrs. Evelyn Garth, director's secretary

In the absence of President Lloyd T. Smith, Mrs. Eggleston called the regular meeting to order at 3:30 p.m. at the Library Director's office.

The Minutes of the previous meeting were accepted, as amended, on a motion by Mr. Bain and seconded by Mrs. Hallock. The motion passed.

The Circulation Report was accepted as presented, noting the substantial increase. The Board agreed that the Joint Security Complex circulation, in the future, will be divided equally between the City and Albemarle County.

The Financial Summary was also accepted as presented.

Director's Report

1. The Scottsville Library is badly in need of paint and the Board authorized the Director to have it painted.

2. The Post Office building may become available for use by the library. Congressman Robinson has asked for a hearing as to its use and the Board suggested that a representative from the Library Board be present. Also, the Board felt that an architect should inspect the building for possible library use.

3. Since the report had been mailed, Mr. Devan said that he had contacted presidents of neighborhood associations and asked that they tour the McIntire Library.
4. The City Council has passed the library's budget proposal, with minor changes. Albemarle County's Executive, Guy Agnor, has advised that so far the library's budget proposal is intact but that he will contact Mr. Devan when they plan to take action on it. Nelson County's Board will meet on May 11th to take up the library's proposed budget.

5. He has been asked to serve on the Red Cross Board of Directors and has accepted.

Mrs. Silvette announced that Greene County's government is drawing up some building plans for the County and that Mr. Savory, an architect, would like to confer with Mr. Devan.

Fund-Raising Report

Ms. Brodhag reported that up to this time the library has received $218,038.62 toward the building of a new library. She also reported that letters have gone out to foundations, and that she had received a number of pledges in reply to the combination brochure-donor card mailed out to Friends of the Library.

At 4:30 the Board went into Executive Session to discuss personnel matters.

At 5:00 o'clock, a motion was moved and seconded for adjournment. The motion passed.

Evelyn Garth
Recording Secretary
DIRECTOR'S REPORT
May 25, 1976

FINANCE

The new City Finance Director, Mr. Victor Mazziotti, is now on duty and I hope to have had a conference with him about the library before the next meeting. Theoretically, he should be elected Treasurer.

PERSONNEL

We will be using several Neighborhood Youth Corps workers this summer at McIntire and Gordon Avenue libraries and also in some of the other branches if present plans work out. A total of seven persons have been requested--five full time and two part time. These can be very helpful to the library and, at the same time, will offer meaningful employment to several youngsters.

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PERSONNEL

Jim Thomas has joined the staff and will be meeting with all branch people before the end of the month. I hope to be able to introduce him at the meeting.

SUMMER ACTIVITIES

The Children's departments are planning a summer reading program based on the Bi-Centennial but really focusing on reading about America. With the financial assistance of the Friends, they plan to allow each participating child to maintain a record of his reading experiences during the summer in an attractive series of notes maintained on a key-ring which becomes the property of the child. The same theme will be followed at McIntire, Gordon Avenue, Scottsville and some of the other branches.

At McIntire Library, a joint project of the Adult and Children's staff will be a summer book discussion group for 7th, 8th and 9th grade children, meeting in Lee Park when the weather permits and, in case of rain, in one of the neighboring churches. This will be a first for this kind of activity. Paperback copies of the books selected for discussion will be purchased and distributed to the participants. The groups will be led by Mrs. Dibbie Bellamy and Mrs. Nancy Leachman.
BOOKMOBILE SERVICE IN CHARLOTTESVILLE

The service under the Library ACTION program will have to be discontinued if the Housing and Urban Development Department (HUD) refuses to fund it since it was not included in the regular Charlottesville appropriation. The bookmobile presently goes to seven locations under a special grant. HUD is questioning the social services uses of their funds and we won't know for several weeks if the service can be continued after July 1, 1976.

COMMUNITY CONTACTS

The Bookmobile has been featured in parades in Charlottesville, and Lovingston. It will also be in the Louisa parade on May 29.

With the view to heightening the visibility of the library in the community, I have attended meetings of the Downtown Charlottesville, Inc. and the Barracks Rugby-Preston Neighborhood Association, also attempting to make closer contact with other Neighborhood Associations both in Charlottesville and Albemarle County. I have also been attending the Charlottesville Human Resources Assembly, representing a variety of social service agencies in the area.

Respectfully submitted,

Christopher B. Devan
Director
Albemarle County has proposed a cut from the budget request of $30,190 or 11.5% of that requested. In an attempt to determine the effects of this, I have made two analyses:

1--If the cut is distributed proportionately to all the agencies which are partially supported by Albemarle County, there would be a $65,000 cut in the total operating budget of the library, since the other jurisdictions would have to share proportionately in the cut. This would mean that McIntire Library would have over $10,000 less to operate on than it has had this year. Gordon Avenue, Scottsville, Crozet and the Bookmobile would suffer as well. It is inevitable that this would come out of the book budget.

2--The alternative is to either close both the Scottsville and Crozet Branches or to eliminate bookmobile service in Albemarle County. Either of these choices would cover the $30,000 cut without affecting the appropriations of the other jurisdictions.

I have discussed this with the County Administrator and we agreed that this would be undesirable and politically unwise.

He feels that, in view of a variety of circumstances that have affected this year's budget-making process, the Board of Supervisors would restore most of the cut if there were an understanding that any funds unused at the end of the fiscal year were to return to the county (or city) of origin. With the Special Fund accounting procedure which we've been promised from the City, I see no problem with this. In fact, I think it would be a good idea.

I hope to talk with the Budget Committee before the Board meeting. We'll have better information to offer the Board after discussing it fully.
RELATIONSHIP WITH THE COMMUNITY

As a tax-supported institution, all activities of the library are motivated by the idea of public services. Paramount in the staff member's mind should be the idea that he is a public employee and that the activities of the institution in carrying out its objectives are of first concern.

APPOINTMENTS

It is the responsibility of the Library Director to make appointments to the staff. Selection of staff members is based solely on the requirements of the position. Purely personal considerations do not enter into the selection of staff members, nor is there discrimination or favoritism because of race, sex, marital status, political opinions, or religious beliefs. Appointment of members of the immediate families of Board members or administrative officers is strictly avoided.

Notice of appointment in writing shall be given to each successful candidate by the Library Director. Such notice specifically describes the position to which the person is appointed, including working title and duties; terms of salary, probation; sick leave and vacation allowance.

Temporary appointments (i.e. less than 6 months) are given to those with qualifications which would entitle them to consideration for permanent positions. If the temporary appointment becomes permanent, a staff member will be entitled to all benefits dating from the time of the permanent appointment.

Permanent part-time staff members are those who work less than full time but on a continuing basis with a regular schedule.
The employee in this category receives vacation, sick leave and holiday benefits, pro-rated in line with hours worked.

A transferred employee is one who moves from one position to another position in the same pay range.

A substitute is a person placed on a special list who may be called to help at the library in an emergency situation.

PROBATIONARY PERIOD

All persons appointed to fill any vacant position on the library staff shall be on probation for six months. During the probationary period, an evaluation of the employee's job performance will be made by the supervisor. An employee who finds that he does not wish to continue working at the library during the probationary period may leave the position without prejudice.

ANNIVERSARY DATE

An employee's anniversary date is the date on which he or she may be considered for a salary increase. The anniversary date is one year after the date of employment, and annually thereafter unless altered by promotions or unpaid leave in excess of ten days.

PROGRESS AND EVALUATION REPORTS

All staff member's work will be evaluated at least once a year by their immediate supervisor. The evaluation will be both written and oral. Any deficiencies on the part of a staff member will be brought to his attention by his supervisor. If such deficiencies are not corrected in a reasonable time, a staff member may be demoted or dismissed by the Director.
Progress reports are confidential and will be kept in the Director's office. Any employee wishing access to his personnel file may examine his file in the Library Director's presence.

An acceptable performance rating is a requirement for salary increases. Such increases will be granted only when a staff member's most recent (within a year) performance report indicates satisfactory work. Progress reports may also be the basis for an employee's transfer, demotion and if an unsatisfactory report is given, for a staff member's dismissal.

PROMOTIONS, TRANSFERS AND DEMOTIONS

When a position is to be filled on the library's staff, the library Director will first consider all possible present staff members who are eligible and interested in the position. No position shall be filled by appointment from the outside until the possibilities of filling it by transfer or promotion have been exhausted.

TRANSFERS

A transferred employee is one who moves from one position to another position within the same pay range without an increase in salary. Transfers are made (1) as an aid in proper placement; (2) to provide additional or wider experience; (3) to achieve more effective personnel utilization; and (4) as a means of equalizing promotional opportunities.

Transfers are discussed in advance with staff members concerned in order to explain reasons for the moves and, whenever possible, to give consideration to employee's wishes.
DEMOTIONS

If a staff member performs his work unsatisfactorily as evidenced by his progress and evaluation report; and has been given at least two written warnings from his immediate supervisor, such staff member may be demoted or dismissed as the best interests of the library may determine. A demotion is a shift from a higher to a lower pay range. However, a staff member who is demoted to a lower pay range will retain the steps in that lower range which were previously attained in the higher range. For example a staff member in Pay Range 12, step C is demoted to Pay Range 9, the staff member would be entitled to remain at step C in Pay Range 9.

SEPARATION FROM SERVICE

Retirement

All permanent and permanent part-time staff members are expected to retire by the end of the month in which falls their 65th birthday. In unusual circumstances the Board of Trustees may, at the request of the Director, extend the appointment of an individual for one year beyond the normal retirement date. Further extensions may be made on a year-to-year basis.

The Library participates in the Retirement Program of the City of Charlottesville which is available only to full-time employees. No retirement provisions, other than Social Security, are available for part-time and substitute employees.

Part-time employees may be placed on the Substitute List following their retirement, on a year-to-year basis.
Resignations

Resignations are submitted in writing to the Library Director. Before separation from service, the Director or the staff member's immediate supervisor shall conduct an exit interview to ascertain any problems or other reasons for the resignation.

Professional staff members must give one month's notice; supervisory clerical personnel, 3 week's notice; and regular clerical 2 week's notice. Permanent part-time employees will also give the same notification.

Any accrued vacation time will be included in the staff member's final pay check.

Dismissals

A staff member may be dismissed from the library for gross incompetency, insubordination or any other serious act deemed by the Library Director to warrant such action. All dismissals will be brought to the attention of the Library Board by the Director, along with the reasons given for the dismissal.

A staff member should receive adequate notification of a pending dismissal unless circumstances are such that such notice is not appropriate.

Following any immediate dismissal of a staff member, the Library Director will send a letter of dismissal by registered mail, specifically stating the reasons for such dismissal.
WORKING CONDITIONS

Work Week

Each full-time staff member works 37½ hours per week according to a schedule arranged by the department head.

In cases of inclement weather, supervisors shall have the authority to allow staff members who live in outlying areas to leave early from work.

In the event of extreme weather conditions or other emergency, the Library Director may order the library to be closed. In his absence, the person in charge of a library agency may close it if an emergency exists. Any such closing will be reported to the Board of Trustees at the next regular meeting.

During inclement weather, staff members are expected to report to work unless informed otherwise.

Breaks

Staff members may take a break from their duties for fifteen minutes in the morning and fifteen minutes in the afternoon provided such breaks do not interfere with the operation of the library. In no case may a staff member skip his or her break and leave early from work.

Holidays

On the following legal holidays, the library is closed:
legal holidays the Library remains open but staff members earn compensatory days off: (1) Lee-Jackson Day (2) Washington's Birthday (3) Jefferson's Birthday (4) Columbus Day (5) Veteran's Day. Staff members working on these days will take another working day off within a month of the holiday. The scheduling of compensatory days off will be at the mutual convenience of the staff member and of the library.

**Religious Holidays**

Since all staff members receive the same number of holidays, the library does not grant free time for religious holidays not specified. Supervisors may arrange schedules to permit the observance as special holidays through the use of vacation leave or time without pay.

**VACATIONS**

All permanent and permanent part-time employees other than pages are eligible for vacation with pay after they have been employed for six months. Vacation credits may be accumulated until they equal one week more than the amount which can be earned each year. Thereafter, excess vacation credits will be lost. In exceptional circumstances the Director, or the Board of Trustees in the case of the Director himself, may authorize the accumulation of an additional week of vacation time. No vacation credits may be used before they are accumulated.
**PRO-RATED BENEFITS**

**Vacation and Sick Leave Allowances**

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>0 - 5</th>
<th>6 - 15</th>
<th>16+ &amp; Dept. Heads</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Week</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>10 - 18 hrs.</td>
<td>1.50</td>
<td>2.50</td>
<td>3.25</td>
</tr>
<tr>
<td>19 - 28 hrs.</td>
<td>3.25</td>
<td>4.75</td>
<td>6.50</td>
</tr>
<tr>
<td>29 - 37 hrs.</td>
<td>4.75</td>
<td>7.00</td>
<td>9.50</td>
</tr>
<tr>
<td>37.5 (full time)</td>
<td>6.25</td>
<td>9.75</td>
<td>12.50</td>
</tr>
</tbody>
</table>

**Table of Hourly Earnings Per Month**

<table>
<thead>
<tr>
<th>VACATION</th>
<th>SICK LEAVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 5</td>
<td>6 - 15</td>
</tr>
<tr>
<td>1.50</td>
<td>2.50</td>
</tr>
<tr>
<td>3.25</td>
<td>4.75</td>
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<tr>
<td>4.75</td>
<td>7.00</td>
</tr>
<tr>
<td>6.25</td>
<td>9.75</td>
</tr>
</tbody>
</table>

4 hrs. 6 8 10

All earnings are based on regularly scheduled hours. Substitute hours are not included in computing leave allowances.

Library pages working any amount of hours are considered temporary employees and are not entitled to any vacation, sick leave or holiday benefits.

If a staff member is transferred, demoted or promoted all of his or her unused balance of vacation credits shall remain.

**SICK LEAVE**

All permanent employees accumulate sick leave at the rate of 1 1/2 days for each month worked. In the event of a serious extended illness, when an employee's sick leave has been exhausted, special sick leave may be accrued at the rate of 1/2 day or 4 hours for every month of service, provided that proof of illness is verified by a physician and approval is given by the Library Director.

Special sick leave for two days only will be given to a staff member who must remain home to care for an immediate member of his or her family who is sick. After two days, an employee must take annual leave or leave without pay.
LEAVE OF ABSENCE (Without Pay)

Leaves of absence without pay may be granted to a staff member for the following reasons: (1) professional purposes such as extended study (2) extended vacation (3) personal matters that require a staff member to request an extension beyond the usual vacation period.

All pensions and other benefits normally due a staff member will stop during the period of leave without pay that extends longer than 30 days. The individual may contribute Blue Cross/Blue Shield payments in order to maintain this benefit.

If the leave is requested for more than 90 days and if the appointing authority believes that the leave should be granted, he or she shall submit in duplicate a memorandum recommending the leave to the Director. The memorandum should include the following information:

- Name of employee
- Job title
- Where employed
- Date of employment
- Why leave of absence is needed
- Date leave is requested to begin
- Date leave is expected to end
- How employee's work would be performed during absence
- Any other pertinent information

After consideration of the facts presented, the library Director will either disapprove the request or authorize the leave of absence without pay up to a maximum of one year. He will retain one copy for the employee's personnel file.
FUNERAL LEAVE

Funeral leave will be granted to a staff member for a death in his immediate family. If the location of the funeral is 250 miles or less from the employee's place of business, three days leave will be granted. If the location of the funeral is between 250 and 450 miles, 4 days will be granted. If the location of the funeral is over 450 miles from the employee's place of business, five days leave will be granted. The immediate family is defined as a mother, father, brother, sister, spouse, mother-in-law, father-in-law, son, daughter or some very special relationship which in the opinion of the Library Director would merit the granting of funeral leave.

INJURY LEAVE -- (due to "on-the-job injury")

In order to conform with the practice of the City, the following policy is adopted:

Injury leave shall be granted to protect an employee against loss of income when that employee has sustained an injury arising out of or in the course of the performance of the job.
(a) **Eligibility**

Any employee who has incurred an injury that is ruled by the Industrial Commission of the State of Virginia to be compensable under the Workmen's Compensation Act shall receive injury leave for all days of absence beyond the first seven. An employee who sustains a job-related injury which causes absence from work shall use sick leave to cover the first seven days of absence, as these days are not compensable under state law.

(b) **Length**

An employee who is placed on injury leave may remain in that status as long as there is satisfactory medical evidence that he or she is unable to perform his or her regular duties, or until it has been determined that the employee is entitled to a disability retirement.

(c) **Salary During Injury Leave**

An employee whose injury has been ruled to be compensable shall receive the amount awarded by the Industrial Commission untaxed, and in addition, shall receive injury leave pay which is subject to taxation which, when added to the Industrial Commission award, shall equal his or her net regular pay. If the injury leave extends beyond three months, the amount of the injury leave payment shall be reduced by twenty percent (20%).

(d) **Subrogation of the City**

Any employee injured in the course of his employment by any act or omission of another person must notify his appointing authority and the City Attorney prior to the institution of any proceeding against such other person and prior to the settlement of any claim of the employee against such other person. In the event damages are recovered for such injury, the employee shall promptly reimburse the City to the extent of the injury leave payments received by the employee as a result of such injury, but not to exceed the net amount recovered by the employee after deduction of attorney's fee and costs of suit, if any, and any sums payable to the City as subrogee under the Virginia Workmen's Compensation Act. Acceptance of injury leave payments by any employee shall constitute an agreement to make such reimbursement.

**CIVIL LEAVE**

The appointing authority shall grant an employee a leave of absence with pay, designated as civil leave, for any absence necessary for serving on a jury, attending court as a witness under subpoena, or taking a test of fitness for military service. The employee shall show the order requiring such duty when he or she requests leave. The employee may accept a jury fee, or be paid by the library but in either case will not be paid by both agencies.
MILITARY LEAVE

(a) An employee entering active military duty will have his job status protected in full compliance with current Federal requirements.

(b) An employee attending annual Reserve or National Guard active duty for training is entitled by State law to not more than fifteen calendar days of leave annually with full pay. This leave is not charged to the vacation leave of the individual. Weekly or monthly drills must be attended on the employee's own time.

PROHIBITED PRACTICES

No person seeking appointment to or promotion with the regional library system shall either directly or indirectly give, render or pay any money, service or other valuable thing to any person for or on account of or in connection with his or her appointment, proposed appointment, promotion or proposed promotion.

No staff member may be a party to or financially interested in any contract entered into by the regional library with any persons, firm or corporation.

Library employees may work on outside jobs, if in the opinion of the library Director, the outside employment does not affect nor reflect on the operation of the regional library. Before engaging in any outside occupation for pay (more than just odd jobs), an employee must notify the library Director of the facts in writing.

STAFF MEETINGS

It is important that there be effective communication between the library staff and the administration concerning policies and procedures vital to the operation of the regional Library. To this end, staff meetings may be held by immediate supervisors or by the library Director upon regular schedule or special call. Every effort will be made to have one staff meeting of the entire staff annually.
GRIEVANCE PROCEDURE

Every effort will be made within the library organization to give a fair hearing to staff grievances. The following procedure must be followed by staff members:

(1) When the problem first arises, the staff member will discuss the grievance with his immediate supervisor. If no satisfactory solution is found then;

(2) Both the staff member with the grievance and the supervisor will together meet with the library Director to try to solve the problem, or the library Director may determine that it would be in the best interests of all parties concerned, to meet with each staff member separately. If no satisfactory solution is found then;

(3) The staff member with a grievance may request the Library Director to ask the President of the Library Board to place the hearing of the grievance on the agenda for the next Library Board meeting. If such a request is granted by the Library Director and the President of the Library Board, a formal hearing of the grievance will take place before a full meeting of the Library Board. In any case, the decision of the Library Board shall be the final decision in the arbitration of any dispute.

Adopted by Library Board
March, 1976
PROPOSED PERSONNEL, ORGANIZATION AND PROCEDURES

The following procedures must be followed by all members:

1. When the proper time arises, the staff member will
   disclose the discrimination with the immediate supervisor. If, in
   the supervisor's opinion, the concern is unsolvable, the
   supervisor will then meet with the Rapunzel Director to
   determine if the concern is within the Director's
   purview. If it is, the Director will then meet with the
   staff member to discuss the concern.

2. The Rapunzel Director will then meet with the Rapunzel Board to
   discuss the concern. If a decision is made to proceed, the
   Rapunzel Director will present the concern to the Rapunzel Board.
   If the Rapunzel Board is unable to make a decision, the
   concern will be sent to the nearest Rapunzel Board. In any case, the
   Rapunzel Board will then make a decision in the circumstances
   of the dispute.

Appended by Rapunzel Board
March 1986
MINUTES OF THE MARCH 16, 1976 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present: Mrs. Sam Eggleston, Vice President
Edward H. Bain, Jr., Secretary
Mrs. Ned Brown
Mrs. Harold Hallock
Mrs. Thomas H. Jenkins
Mrs. Henry Mitchell

Absent: James E. Craig
Mrs. David Hardin
Mrs. Herbert Silvette
Lloyd T. Smith, Jr., President
Robert W. Stroh

Also present: Christopher B. Devan, Director
Mrs. Julia Brodhag, Special Assistant to the Director
Mrs. Evelyn Garth, director's secretary

In the absence of President Lloyd T. Smith, Mrs. Eggleston called the regular meeting to order at 3:30 p.m. at the Gordon Avenue Branch Library.

The Minutes of the previous meeting were accepted as presented.

The Circulation and Financial Reports were accepted as presented.

Mr. Devan reported the following:

1. The library's budget will be on the agenda of Albemarle County's Budget Hearing on March 24th at 2:00 o'clock and he would like the Board members from the county to attend.

2. He has been advised by City Manager Cole Hendrix that the library's request for an architectural fee of $50,000 for the new library building has been received and it would be considered after the City's Budget Hearings.

3. He is still exploring the use of a portion of the post office building for the administrative and cataloging departments of the Library.

4. Mr. Stroh had contacted him relative to changing the time of the Board's regular meeting date. After discussion by those present, the third Monday of each month was considered. Board members absent will be contacted before a
decision is made. However, because of the Friends of the Library Book Sale April 26-30, the regular meeting of the Board will be held in the conference room of the Annex instead of at the Gordon Avenue Branch Library.

5. A meeting was held with City Manager Cole Hendrix, Jim Craig and himself relative to the Library's working relationship with the City. (Copy of letter from Mr. Devan to Mr. Hendrix attached to official files.)

6. At the request of the James River Book Club, he had written a letter to the out-of-area registrants explaining the situation regarding the increase in out-of-area fees.

On a motion made by Mrs. Hallock, seconded by Mr. Bain and passed, the Board of Trustees gave approval to a request from the Virginia State Library that the Jefferson-Madison Regional Library be responsible for damages to film borrowed through this library.

On a motion made by Mr. Bain, seconded by Mrs. Mitchell and passed, the Board of Trustees accepted the responsibility for accepting endowment gifts and establishing an Endowment Fund under their control, and to place in a Savings Account at the Citizens Bank & Trust Co., any donations received for this purpose.

The Director was instructed to make the necessary arrangements to ensure that the conditions of any donations are met after they are accepted by the Board of Trustees.

As a matter of policy, donations to the Endowment Fund will be accepted, subject to the following conditions:

1. The income and principal shall be used for library purposes as specified by the donor and in accordance with library policies.

2. Memorial or other gift book-plates will be inserted in any book purchased from Endowment income.

3. All books purchased from donated funds will be subject to the same selection and removal policies as those purchased from regular library funds.

4. No books or other library materials will be placed in special collections or separate from the regular collections of the library.

5. The Board of Trustees will invest all gifts to the Endowment Fund in accordance with the laws of Virginia and with the recommendations of such investment advisors as may be designated by the Board of Trustees.
On a motion made by Mrs. Hallock, seconded by Mr. Bain and passed, the Board of Trustees accepted the following resolution, as amended:

RESOLVED: That a Savings Account shall be opened in the Citizens Bank and Trust Company, Charlottesville in the name of the Jefferson-Madison Regional Library Endowment Fund to receive gifts to the library designated for this purpose; and further

RESOLVED: That any two of the following Officers of the Library shall be authorized to make withdrawals from this Account for purposes established by the Board of Trustees of the Library: the President of the Board of Trustees, the Secretary of the Board of Trustees and the Director, and further

RESOLVED: That the principal accumulated in this Savings Account shall, from time to time, be invested in accordance with Virginia law and with the advice of such Investment Advisors as the Board of Trustees shall designate; and further

RESOLVED: That the Board of Trustees shall prepare and approve a Trust Instrument at the earliest practical time for the purpose of managing an Endowment Fund.

On a motion made by Mr. Bain, seconded by Mrs. Jenkins and passed, the Board of Trustees adopted the following Policy for Accepting Memorial Gifts for the Library:

MEMORIAL GIFTS

All Memorial donations will be recorded in a Memorial Book which will be displayed in the Library.

Memorial Book-plates are inserted in all books donated to the Library in memory of an individual. All such gifts are recorded in the Memorial Book.

A large plaque will be placed in the library with the following heading:

"The Furnishings of the Library are Given in Loving Memory of"

with name plates to be attached. The minimum gift to be recorded in this manner is $2,500.

Gifts ranging from $1,000 to $2,000; $10,000, $50,000 and $100,000 have already been received or pledged to the Library for a new building. At this time, it is not possible to prepare a list of particular items for which gifts can be accepted since,
without an architect or architectural drawings neither the style nor the size or numbers of any particular item can be predicted.

At some future time, items costing more than $25,000 can be identified and designated as the particular donation of an individual or as a memorial.

All donations to The Library Building Fund are deductible under the provisions of Section 170 (c) (1); U. S. Internal Revenue Code.

COMMITTEE REPORTS

Mrs. Eggleston, Chairman of a Committee to study a Proposed Library Personnel Policy, reported that the committee had met and recommended changes in the proposed policy. After much discussion, Mrs. Brown moved for adoption of the policy, as amended. Mrs. Hallock seconded the motion. Motion was passed with one abstention. (Policy attached, as amended, in official files.)

Ms. Brodhag, Library Assistant to the Director, passed out copies of a recent editorial in the Daily Progress concerning a new library building.

Mr. Bain, Chairman of the Fund Raising Committee, reported that the fund raising for the new library building would "go public" during National Library Week, April 4-10. Activities planned for that week are:

Radio (WINA) on Community Dialog - April 5
Local TV (WVIR) on Charlottesville Today - April 8
A plan for putting the bookmobile on the Mall

At 5:15 Mr. Bain moved for adjournment. Mrs. Mitchell seconded the motion and it passed.

Evelyn Garth
Recording Secretary
Mr. Cole Hendrix, City Manager  
City Hall  
Charlottesville, Virginia

Dear Cole:

Thanks for what I consider to have been a very productive meeting with Jim Craig and myself on Friday. I'm following it up with a summary of my understanding of the results of this discussion. Please let me know if there is any inaccuracy here.

The Board of Trustees of the Regional Library is an independent Board under State law. Under the terms of the contract which established the Regional Library, the City acts as the fiscal agent of the Board. You indicate that you did not contemplate at this time making any charges to the library for services which the City provides which are not clearly defined in this contract.

You said you "had no problem" with personnel. By this, I understand you to concur with the statements made in my letter of January 6, 1976. Shortly, I will review our practices and policies with Bruce Keith to assure us all that we're complying with the law and that records are kept properly. The library will continue to manage its own personnel policy independently of the City, always keeping in touch with the Personnel Department for new developments. Mr. Keith has always been most helpful.

As regards the purchasing, you indicated that the library is free to do as it pleases about the purchasing but that if we use City Purchasing at all, it must be all the way. I can understand your feelings on this even if I disagree with them.

City Purchasing is valuable to the library for some things and not for others. Since I must make a choice, in my recommendation to the Board, I'll have to suggest that we utilize City Purchasing, reserving the right, at some future time to alter this decision. I hope that the City Purchasing Department will take into account some of the library's particular needs in the development of its purchasing regulations. As has been
the practice in the past, books and other library materials will be purchased directly by the library and certified for payment in a previously established manner.

The accountants presently reviewing the City's accounting structure have recommended (or presently will) that there be a separate fund for the Library which will show income from all sources as well as expenditures on a regular monthly basis.

I will make some additional suggestions to the accountants for specific control of both income and expenditures that will ensure accountability to all jurisdictions. We agreed that the library income should always be credited to the library in the final balancing of accounts. I have been looking at the City's Annual Financial Report and cannot reconcile it, as yet with the records which we have received from the Finance Director. However, this is still under study. The records are most inadequate. My fear is that gift funds, representing expenditures over the appropriated amounts, are deducted from other, over-funded accounts of the library at the end of the year. This results in their being lost to the library since the City makes its contribution on an as-needed basis. This, I fear, is what has happened to the missing $10,000 from last year.

In the new accounting system any balance left at the end of the year will be carried over into the next fiscal year either encumbered or unencumbered, for the agency for which it was originally appropriated.

You also indicated that income reports could be made available in the near future, and that the financial reports could be corrected. (May I repeat that Tom Haden has been very cooperative in this already.)

I'm glad we had this meeting. Should any further questions arise I'll be back in touch with you. I'm using this letter as a report to the Board of Trustees at their meeting tomorrow.

Cordially,

Christopher B. Devan
Director
MEMORANDUM

From: Christopher B. Devan, Director
To: The Board of Trustees
      The Library Staff

I am pleased to announce the appointment of Mr. James L. Thomas to the position of Coordinator of Extension Services effective May 3, 1976. Until mid August, Mr. Thomas will work half time. After that, he will assume his duties on a full time basis.

Jim Thomas was, until recently, an Elementary School Librarian at the Meriwether Lewis School of the Albemarle Public School system. Prior to that time, he was an English instructor and Head Librarian at the Hargrave Military Academy in Chatham, Virginia. Other experience is in the Roanoke County Schools and at the Alaska On-Base Schools, Eielson Air Force Base, Alaska. He is married and has two sons, Brandon, age 4, and Scott, age 2.

Jim received his Library Science degree from the University of Kentucky in 1973. He also has a Master's degree in English from the University of Tennessee. He is currently working on a Doctorate at the University of Virginia in Audio-Visual instruction. He has recently been an instructor in Library Science at Madison College in Harrisonburg.

While he will not assume his duties until May, Jim plans to visit each branch and to work with Phil Williams in the preparation of the Reference Workshop which will be held at the McIntire Library in late April.

branch services

| Bookmobiles      | 296-5544 |
| Albemarle County |        |
| Crozet          | 832-4050 |
| Scottsville      | 286-3541 |
| Charlottesville  | 1500 Gordon Ave. 296-5544 |
| Louisa County    |         |
| Louisa          | (703) 967-1103 |
| Greene County    |         |
| Stanardsville    | 985-2370 |
| Nelson County    |         |
| Lovingston       | 263-5904 |
NATIONAL LIBRARY WEEK

The National Library Week publicity was even more effective than planned, if somewhat different. The Saturday newspaper story appeared on Sunday; the Wednesday story appeared on Saturday. Both were good stories. The Thursday "Charlottesville Today" presentation was pre-empted at the last minute by another topic. Instead, a good news program was on on Thursday night. The Bookmobile appeared on the Mall on Friday. Many people have spoken of the publicity.

BUDGET 1976-77

The City of Charlottesville has adopted its budget for 1976-77 which includes our total budget including the City Contribution. This is a satisfactory appropriation. Albemarle County will not make its appropriation until after the Public Hearing on May 26th. A Nelson County hearing is scheduled for May 11th. The other counties have held hearings but I have no information about their Budget dates.

The Community Development Fund of Charlottesville has appropriated the funds to support the ACTION bookmobile in Charlottesville for another year.

The attempt to secure $50,000 from Charlottesville for Architectural fees failed in spite of assurances by almost every Councilman that the Library needed help. They felt that there were still other options available.

FINANCIAL ACCOUNTABILITY

It now appears that, effective July 1, we will have a Library Account separate from the City's General Fund. This begins another round of modifications of our accounting system but one which will leave the Board of Trustees in much greater control of the Library's management.

USE OF VINEGAR HILL SITE

After a request was made to Downtown Charlottesville, Inc. to use our building site for something the Mall couldn't handle, namely pony rides, which I approved, I discussed with Kay Gough the possibility of Downtown Charlottesville, Inc. handling any requests for the temporary use of the site under their guidelines.
These are (a) it must be educational, entertaining or otherwise both attractive and unoffensive; (b) the site must be left clean; (c) the use may be fund-raising but not, in the larger sense, commercial.

I would recommend that the Board request DCI to handle all requests for the use of the site that are consistent with their policies; that no "rent" be charged but that donations to the building fund will be received.

**SCOTTSVILLE**

On Saturday, April 10th, I attended a tree-planting at the Scottsville Branch, sponsored by the Albemarle DAR and the Scottsville Garden Club. This attempt at civic beautification added emphasis to the point that the building needs painting badly. I have asked the Board of Education to do this, and have been refused, on grounds that the lease requires us to maintain the building. Our present budget for both this year and next has insufficient funds unless we take funds from other Albemarle accounts. I am trying to find a way to find the money. I hope the Board will approve the expenditure if the money can be found. I have one estimate for nearly $1,200.

**CIRCULATION**

Circulation continues to climb, this month recorded a nearly 15% increase. This increase is not evenly spread. Bookmobile I has a 14.21 decline in children's circulation while Scottsville has a 41.2 increase in adult circulation. The McIntire Library has an increase of 18.83% with both Adult and Children's circulation increasing equally. Greene County has an increase of 29.83%. The library is being used.

**LARGE PRINT BOOKS**

A catalog of Large-print books has been prepared by the staff and is being distributed to the libraries and to meeting places for Senior Citizens. This list is typed in large print. Copies will be available at the Board meeting.

Respectfully submitted,

Christopher B. Devan
Director
Report of the Fund Raising Committee
to the Board of Trustees

April 14, 1976

Drive Chairman

Mrs. Nancy Hale Bowers has been named General Chairman of the Building Fund Drive. This announcement appeared in the Sunday, April 4 edition of the Daily Progress as the first of several library-related articles published during National Library Week.

Mrs. Bowers is extremely interested in this effort and has graciously offered to do whatever she can to insure a successful drive.

National Library Week

To enhance the fund raising effort and "to go public" with the Drive, a variety of media activities were scheduled during the week. It is through this kind of publicity that we hope to engender greater community interest in the library.

On Thursday, April 9, 356 brochures and donor cards were sent to all members of the Friends. As a result of that mailing alone, $1,065 has been received in pledges and/or direct donations. We are in the process of obtaining other group mailing lists to increase the current base of communication.

Foundations

A request for funds was made to the Thomas Jefferson Memorial Foundation on April 1, to be discussed at the annual meeting of the Board on April 12. We anticipate hearing from them soon.

On March 30, Ms. Brodhag spent the day at the Richmond Public Library doing research at the Foundation Center there. She is currently preparing preliminary correspondence to several national foundations which should be completed very soon.
Special Gifts Committee

The Special Gifts Committee continues to solicit the larger gifts and a total of $6,850 has been raised as a result.

The Fund Raising Committee of the Board is in the process of coordinating a committee to solicit money from local large corporations.

The grand total of the Building Fund to date is: $216,723.61.
Report of the Fund Raising Committee

to the Board of Trustees

March 12, 1976

Special Gifts Campaign underway:

Members of the Special Gifts Committee have begun soliciting for fund raising campaign. During the meeting on March 10, 10 brochures and donor cards were distributed to each member of the Committee. A timetable was developed -- initial contacts to be made by National Library Week (April 4-10), follow-ups through the rest of April and May, with the campaign ending during the last part of May to early June.

Members of the Committee have been supplied with a great deal of material concerning facts about the new building and questions and answers to community-oriented issues, to help them with the solicitation.

Fund Raising Committee of the Board of Trustees:

On February 24, approximately 150 letters were sent to lawyers practicing in the regional library system, asking them to encourage clients to give tax-deductible gifts to The Library Building Fund.

The Committee developed the question and answer paper to be used by the Special Gifts Committee members during their solicitation of funds.

The Committee is currently working on developing additional fund raising committees, as well as coordinating a publicity campaign with the local media.

Federal Government funding sources:

We have been informed by the Farmer’s Home Administration that the Library is not eligible to receive funding from them. The Regional office in Charlottesville investigated the possibility of funding the construction project in the City of Charlottesville and found that this violates the requirement that construction must be in an area with a population under 10,000. We will still seek the letters of intent from the appropriate governing bodies, in the event that other sources become available.
Funding possibilities from the Public Library Service Program of HEW do not look hopeful at this time. Funding levels for construction from this program have been dried up since 1973. The agency will be in touch with us if something should become available.

Information forwarded to us from the Solar Research Division of the Energy Research and Development Administration indicates that projects funded by them are on a "demonstration" basis, that is to say, the government contracts the work (usually converting systems in existing buildings) and the cost to the recipient is high. The program is still quite young and not well developed. Commercial building projects have not yet been incorporated into this program. We will, however, monitor any changes in funding priorities to keep current on possibilities.
MINUTES OF THE FEBRUARY 17, 1976 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present: Lloyd T. Smith, Jr., President
Mrs. Sam Eggleston, Vice President
Edward H. Bain, Jr.
Mrs. Ned Brown
James E. Craig
Mrs. Harold Hallock
Mrs. Thomas H. Jenkins
Mrs. Herbert Silvette

Absent: Mrs. David Hardin
Mrs. Henry Mitchell
Robert W. Stroh

Also present: Christopher B. Devan, Director
Mrs. Julia Brodhag, Special Assistant to the Director
Mrs. Evelyn Garth, director's secretary

Mr. Smith called the meeting to order at 3:40 p.m. at the Gordon Avenue Branch Library.

Minutes of the previous meeting were approved, without discussion, on motion of Mr. Bain and seconded by Mrs. Eggleston. Motion passed.

The Circulation Report was accepted as presented after discussion.

The December Expenditures Report and the Line Item Financial Quarterly Summary were also accepted after a great deal of discussion, and noting a typographical error in total figure, Proportion Column.

Mr. Devan reported that inasmuch as he has had to spend so much time revising the proposed budget he did not prepare a Director's Report, but reported orally the following:

Budget Meeting

A budget meeting was held, since the January meeting of the Board of Trustees, inviting representatives of the governing bodies of the various jurisdictions. Those attending the meeting at the Gordon Avenue Branch were:

Richard Sperry, Executive Secretary of Nelson County
Cole Hendrix, City Manager of Charlottesville
Robert W. Stroh, Library Trustee
James E. Craig, Library Trustee
Christopher B. Devan
Mr. Devan said he plans to meet with the Louisa County Board of Supervisors on March 1 and Albemarle County Board of Supervisors the middle of March. Plans are being made to meet with other governing bodies as soon as possible.

**Joint Security Complex**

Library services are continuing at the Joint Security Complex and the JSC plans to use $300 of its money to purchase books for inmates, selected by the library book selection committee. These books which are purchased with JSC's money will remain housed at the jail.

**Complaints**

One complaint has been received about the increase, effective January 1, in the out-of-area registration fee, and that a letter is being prepared advising all out-of-area registrants about the increase and why it is needed. A copy of the letter will be sent to Mrs. Brown, Albemarle County County Supervisor Lindsey Dorrier, and the James River Book Club.

**Library Personnel Policy**

About 18 months ago the Library Board instructed former Library Director Charles Youngman to prepare a Library Personnel Policy. When it was presented to the Board at its January 1975 meeting, it was tabled until a full Board could be in attendance. Mr. Devan said he would like to submit it again, with some revisions, to the Board. Mr. Smith appointed Mrs. Eggleston, Chairman, Mrs. Silvette and Mrs. Brown to a committee to study the policy.

Discussions were: a discrepancy in the Fiscal Year 1974-75 Annual Financial Report submitted by the City Director of Finance to the Virginia State Library (the library received a copy) resulting in Mr. Smith asking Mr. Craig and Mr. Devan to try to hold a meeting with City Manager Cole Hendrix regarding the discrepancy; a meeting which Mr. Devan and Mr. Craig had had with the City Personnel Department and the Purchasing Department. Also discussed was a policy for the establishment of setting up endowment funds for the library on which no definite action was taken. However, it was agreed that inquiries could be referred to the Friends of the Library who are legally set up so that they could accept such gifts. Another discussion was had regarding the policy of accepting gift books specified for particular branches. The Director explained that books must be accepted into the system first so that any book in the system is available at the Main Library, in addition to its availability at one of the branches. Therefore, all gift book additions to the collections should be processed through the Library's Central Cataloging Department. He explained, however, any monetary gift given specifically for a branch would be used to purchase books, etc. for that particular branch.
Fund Raising Committee Report

This report was mailed earlier to the Library Board by Ms. Brodhag. Mr. Smith asked for some amplification of Ms. Brodhag's meeting with Charles Webb about foundations. Ms. Brodhag reported that Mr. Webb plans to inform her in the near future as to his findings. A discussion was had regarding fund-raising activities in Greene, Nelson and Louisa Counties, at which time Mr. Bain, Chairman of the Fund-Raising Committee, advised that, unless there were potential special gift donors, fund-raising activities would be undertaken when the drive goes public during National Library Week in April. Mrs. Eggleston advised that she would contact Mrs. Wood, alternate representative on the Library Board from Nelson County, to see if she might like to serve on the Special Gifts Committee.

Adjournment at 5:00 p.m.

Evelyn Garth
Recording Secretary
DIRECTOR'S REPORT
March 16, 1976

BUDGET HEARINGS

Budget hearings have been held by the Boards of Supervisors of Louisa and Greene Counties and by the Charlottesville City Manager. I found all of them receptive and interested. The Albemarle County hearing is scheduled for Wednesday, March 24th at 2:00 p.m. The Nelson County hearing will be held, as an informal workshop on Tuesday, the 23rd at 7:00. In the meantime, Charlottesville has included our total budget in its City Budget in much the same condition as I reported to the Board at the last meeting.

The Capital Improvements Budget was presented to the City Council at a public hearing on February 23rd. Questions relate largely to the possible use of Lane High School.

STAFF WORKSHOPS

The first of two staff workshops will be held on Wednesday morning, March 24th to discuss Circulation routines and related matters, primarily for the staff in the out-lying branches, but also for all staff who are involved in circulation. This is planned as a working session but it will also have the benefit of bringing together people who, in some cases, have never met except on the telephone. The second workshop, scheduled for sometime in April, will be on reference services. Madeline Haden and Karen Aprill are planning the first workshop; Phil Williams is planning the second.

NATIONAL LIBRARY WEEK

During National Library Week, April 4th through 10th, arrangements have been made for library representatives to appear on Radio Station WINA with Wells Bunyea on "Dialog" and also on WVIR-TV on Charlottesville Today on Thursday morning, April 8th. These will be excellent opportunities to plug the need for a new building as well as to discuss the library service in general.

FILM USE

The Virginia State Library has decided to make the local Public Library responsible for damages to film borrowed thru the Library for group use. Under the new rules, which must be approved by the Board, the library will be responsible for collecting for damages from the offending film borrower. Hereofore, the State Library collected with the assistance of the local library. The use of films throughout Virginia has been growing rapidly. Here, more than fifty films a month are used.
MISCELLANEOUS

Since the Scottsville fires destroyed much of the church meeting rooms, the use of the library has been authorized for Sunday School and for any other uses which are needed. Mayor Thacker was most appreciative of my call.

The Friends of the Library have donated several sets of checkers to be loaned from the McIntire Library for checker-players in Lee Park. They, also, at Christmas time, donated $500 for the purchase of books.

The Personnel Committee, Mrs. Eggleston, Chairman, will meet at 2:30 p.m. at Tuesday, March 16th, to review the Personnel Policy before presenting it to the Board at the meeting.

The Post Office Building is still being explored for office space. The space is available and seems to be adequate. There are presently questions about the amount of rent and of some modifications needed for access to the elevators. I am still exploring this.

ENDOWMENT AND MEMORIAL GIFTS

Attached to this Report is an "Extract from the Minutes of the Next Meeting" describing the actions needed to establish an Endowment Fund. At the last meeting, this was discussed in a theoretical manner. Now, owing to the desire of the parents of Andrew M. Rebhun, to establish an endowment in his memory, it has been necessary to prepare some specific plans in a hurry. You will be asked to approve this at the Board meeting.

Also attached to this report is a proposed policy for the determination of memorial gifts to the Library Building Fund. It is far too early to prepare an actual list of items to be purchased. Ideally, the number of memorial plaques should be limited and the emphasis should be placed on the Memorial Book.

Respectfully submitted,

Christopher B. Devan
Director
Extract from the
Minutes of the Next Meeting

On motion duly made and seconded, it was determined to establish an Endowment Fund under the control of the Board of Trustees, and to place in a Savings Account at the Citizens Bank & Trust Co., any donations received for this purpose.

The Director was instructed to make the necessary arrangements to ensure that the conditions of any donation are met after they are accepted by the Board of Trustees.

As a matter of policy: donations to the Endowment Fund will be accepted, subject to the following conditions:

1. The income and principal shall be used for library purposes as specified by the donor and in accordance with library policies.

2. Memorial or other gift book-plates will be inserted in any book purchased from Endowment income.

3. All books purchased from donated funds will be subject to the same selection and removal policies as those purchased from regular library funds.

4. No books or other library materials will be placed in special collections or separate from the regular collections of the library.

5. The Board of Trustees will invest all gifts to the Endowment Fund in accordance with the laws of Virginia and with the recommendations of such investment advisors as may be designated by the Board of Trustees.
Proposed policy

MEMORIAL GIFTS

All Memorial donations will be recorded in a Memorial Book which will be displayed in the Library.

Memorial Book-plates are inserted in all books donated to the Library in memory of an individual. All such gifts are recorded in the Memorial Book.

A large plaque will be placed in the library with the following heading:

"The Furnishings of the Library are Given in Loving Memory of" with name plates to be attached. The minimum gift to be recorded in this manner is $2,500.

Gifts ranging from $1,000 to $2,000; $10,000, $50,000 and $100,000 have already been received or pledged to the Library for a new building. At this time, it is not possible to prepare a list of particular items for which gifts can be accepted since, without an architect or architectural drawings neither the style nor the size or numbers of any particular item can be predicted.

At some future time, items costing more than $25,000 can be identified and designated as the particular donation of an individual or as a memorial.

All donations to The Library Building Fund are deductible under the provisions of Section 170 (c) (1); U. S. Internal Revenue Code.
RESOLVED: That a Savings Account shall be opened in the Citizens Bank and Trust Company, Charlottesville in the name of the Jefferson-Madison Regional Library Endowment Fund to receive gifts to the library designated for this purpose; and further

RESOLVED: That any two of the following Officers of the Library shall be authorized to make withdrawals from this Account for purposes established by the Board of Trustees of the Library: the President of the Board of Trustees, the Secretary of the Board of Trustees and the Director, and further

RESOLVED: That funds accumulated in this Savings Account shall, from time to time, be invested in accordance with Virginia law and with the advice of such Investment Advisors as the Board of Trustees shall designate; and further

RESOLVED: That the Board of Trustees shall prepare and approve a Trust Instrument at the earliest practical time for the purpose of managing an Endowment Fund.
Report of the Fund Raising Committee
to the Board of Trustees

February 13, 1976

Meeting with The Friends of the Jefferson-Madison Regional Library:

A joint meeting of members of the Library Board and the Friends
was held on January 26. The meeting was called by Mrs. Peterson to
discuss: releasing restrictions placed on a $10,000 gift by the Friends
for building construction, and the launching of the "Children's Crusade."

The Board of the Friends agreed to release the restriction that
the $10,000 could be used only for construction purposes, allowing
the Fund Raising Committee to use this money to defray expenses in
the fund raising campaign. It was jointly agreed by both Boards that
a periodic account of expenditures be supplied to the Friends. The
money will be used in accordance with the budget outline presented
to Mrs. Peterson by Mr. Smith. (copies of this material are attached).

The "Children's Crusade" - a fund raising activity which would
involve area children not only in the collection of funds, but
also in helping to publicize the urgent need for a new library
building - was presented to the Friends by Mr. Stroh. After a
discussion of specifics of the plan, it was agreed that the Friends
would assist the Fund Raising Committee in implementing this plan.

The Friends requested that there be more joint Board meetings
so that they can be updated on fund raising and other activities.

Fund Raising Committees:

The Special Gifts Committee has now been formed (Committee list
attached). The first meeting of this committee was held on February
1st at McIntire Library. Members of the library's staff conducted
a tour of the building, noting overcrowded conditions, and storage
and structural inadequacies. Mr. Bain presented the general organi-
zation of the fund raising drive and its goals to the Committee.
A short question and answer period followed.

On February 11, the Special Gifts Committee held its first
working meeting. Matthew Murray, a member of the Committee to Man
Committees and the Special Gifts Committee, was elected Chairman. The Committee decided that prior to doing any formal soliciting, it would like to have some material based on a question and answer format which would address itself to issues related to the Library and the community such as: the use of Lane High School, contributions toward the new building by the political jurisdictions, publicity, etc. The Fund Raising Committee will meet next week to prepare this material for the next Special Gifts Committee meeting on February 20.

Fund Raising Committee of the Board of Trustees:

The Fund Raising Committee met on February 5 to discuss several matters:

1) To develop a letter to local attorneys asking them to encourage clients with whom they work on tax matters to make long-term tax-deductible donations to The Library Building Fund. This letter will be co-signed by Mr. Bain and Mr. Smith and will be sent in the very near future.

2) The fund raising informational brochure and donor card have gone to the printer and will be ready in about 2 weeks. Mr. James Carswell has drawn a map of the Vinegar Hill site for the cover of the brochure. The brochure is a donation of the Friends, as will be noted on it.

3) Background material about the new building plus the annual report have been sent to the City Councillors in Charlottesville and the Boards of Supervisors of Albemarle, Greene, Louisa and Nelson counties. This package is provided as reference material for upcoming discussions about the letters of intent needed for the FHA application, as well as for budget meetings. Letters of intent have now been received from the City of Charlottesville and Albemarle County (copies attached).

4) Requests for $50,000 each from Charlottesville and Albemarle County for architectural planning have been formally made to each body. Discussion of this request will be undertaken during budget meetings in the spring.

Foundations and Federal grants research:

On February 12, Julia Brodhag met with Mr. Charles Webb to discuss local, state and national foundations. Mr. Webb agreed to do some additional investigative work on a list prepared by Ms. Brodhag, and will meet again with her to discuss his findings.

Letters of inquiry have been sent to 2 agencies of the Federal government with regard to available funding: the Solar Research Division of the Energy Research and Development Administration; and, the Public Library Service Program in the Office of Education (HEW). We are awaiting responses.
Mrs. Merrill Peterson
1817 Yorktown Drive
Charlottesville, Virginia 22901

Dear Mrs. Peterson:

On behalf of the Library's Board of Trustees, I would like to express our deep gratitude to you and your Board for releasing the restrictions on your $10,000 gift so we may use this money to support our fund-raising campaign.

As discussed at our joint meeting on January 26, we will use this valuable contribution under the terms outlined to you in the proposed budget. And, as we agreed, we will periodically supply you with an account of expenditures.

Your cooperation and commitment toward the building of a new main library facility is most appreciated.

Yours very truly,

Lloyd T. Smith, Jr.
Chairman, Board of Trustees

February 4, 1976
Mrs. Merrill D. Peterson
1817 Yorktown Drive
Charlottesville, Virginia

Dear Mrs. Peterson:

Chris Devan reported to me that at your board meeting on Monday, January 12, it was decided that the $10,000 gift from The Friends would not be made available for use to defray the expenses of our fund-raising campaign.

It is clear that funds will be needed to back a successful drive, and operating funds may not be used for this purpose. As you know, all the present gifts and pledges are restricted and are not available for fund-raising purposes. As a result, we find ourselves in the awkward position of badly needing materials but having no funds with which to purchase them. The Friends of the Library are in a position to help by removing the restriction on their gift.

Your board asked that we provide you with a budget of what we consider to be major expenses. Here is what we have developed:

Printing:
- brochure: $1,000.00
- pledge cards: 500.00

Postage: 1,000.00

Publicity: 1,000.00
Office supplies  
500.00

Miscellaneous  
1,000.00

TOTAL  
$5,000.00

We hope your board will reconsider the terms of your gift. I am available at your convenience to discuss this matter.

Yours very truly,

Lloyd T. Smith, Jr.  
Chairman, Board of Trustees

LTS/1sc
### SPECIAL GIFTS COMMITTEE

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<th>Name</th>
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<td>Mrs. Harold Hallock (Kay)</td>
<td>&quot;Ben Coolyn&quot;, Keswick</td>
<td>293-6806</td>
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<td>Mrs. Peter Manson (Nancy)</td>
<td>Northwoods, RFD 2</td>
<td>293-8742</td>
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<tr>
<td>Mrs. Lockhart McGuire (Ann)</td>
<td>1801 Westview Road</td>
<td>296-2339</td>
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<tr>
<td>Mrs. David Lyster (Eden)</td>
<td>1503 Rugby Road</td>
<td>977-7237</td>
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<tr>
<td>Mrs. Theodore Caplow (Chris)</td>
<td>2 Dogwood Lane, Farmington</td>
<td>295-3920</td>
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<tr>
<td>Mrs. Stirling Williamson, Jr. (Jane)</td>
<td>East Monacan Drive</td>
<td>973-5221</td>
</tr>
<tr>
<td>Mrs. Percy Montague, III (Ellie)</td>
<td>2 North Farmington Heights</td>
<td>295-2786</td>
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<tr>
<td>Mr. Edward H. Deets, Jr.</td>
<td>P.O. Box 5484</td>
<td>296-0176</td>
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<td>Mr. Matthew Murray</td>
<td>Barrick, Feil and Deinlein</td>
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January 27, 1976

President and Board of Trustees
Jefferson-Madison Regional Library
Second and Jefferson Streets
Charlottesville, Virginia 22901

Ladies and Gentlemen:

The Board of Supervisors of Albemarle County recognizes the value to this community, as well as to the other political subdivisions comprising the Jefferson-Madison Regional Library, of efforts to fund and construct a new regional library facility. We support and applaud the efforts of the Board of Trustees, and we intend to fund our share of the construction costs, subject to all jurisdictions agreeing on their respective share of the costs of construction and subject to final approval of the project by this Board after State and Federal agencies have considered various applications for funds on behalf of the Board of Trustees of the Library. We understand that our share will be determined jointly by this County and the other participating political subdivisions and will be a fraction of the total cost after deducting all contributions received from the current fund raising drive.

We are providing this letter to assist your Board in making application for Farmers Home Administration or other federal funds for the construction of the facility, which is presently planned for the 1977-78 fiscal year. We understand if you are successful in your efforts to obtain federal funds the share payable by Albemarle County may be paid through the issuance of long-term, general obligation instruments rather than lump sum capital appropriations. Any issuance of long-term general obligation instruments is dependent upon approval of the issuance by the citizens of Albemarle County in a public referendum, in the manner provided by law. In addition, all costs of any issuance of long-term, general obligation instruments shall be payable out of the proceeds of the issuance. We express our interest in this proposal and hope that you will explore it further.

As evidence of our past and continuing interest in the regional library, it should be noted that we previously appropriated $86,905 as our share for the purchase of a site for the new building, and we make annual appropriations, along with the other political subdivisions in the region, for the operation of the Jefferson-Madison Regional Library. In fiscal year 1974-75, our share of this cost was $200,000.

Very truly yours,

[Signature]

Gerald E. Fisher,
Chairman
President and Board of Trustees  
Jefferson-Madison Regional Library  
Second and Jefferson Streets  
Charlottesville, Virginia 22901  

Ladies and Gentlemen:

The Council of the City of Charlottesville recognizes the value to this community, as well as to the other political subdivisions comprising the Jefferson-Madison Regional Library, of efforts to fund and construct a new regional library facility. We support and applaud the efforts of the Board of Trustees, and it is our present expectation that the City will fund its share of the construction cost, subject to all jurisdictions agreeing on their respective shares of such cost, and subject to final approval of the project by City Council after state and federal agencies have considered various applications for funds on behalf of the Board of Trustees of the Library, and after bids have been received. We understand that the City's share will be determined jointly by the City and the other participating political subdivisions and will be a fraction of the total cost after deducting all contributions received from the current fund raising drive.

We are providing this letter to assist your Board in making application for Farmers Home Administration or other federal funds for the construction of the facility. We understand if you are successful in your efforts to obtain federal funds, the share payable by some of the counties participating in the Regional Library may be paid through the issuance of long term general obligation instruments rather than lump sum capital appropriations. With the understanding that any such long term general obligation instruments would in no way constitute obligations of the City of Charlottesville, we would have no objection to other jurisdictions pursuing this method of financing. We further understand that all cost connected with any such issuance of long term general obligation instruments would be payable out of the proceeds thereof and would not have to be borne in any part by the City of Charlottesville.
January 16, 1976

As evidence of our past and continuing interest in the Regional Library, it should be noted that we previously appropriated and expended $87,376.00 as the City's share of the purchase of a site for the new building, and that we make annual appropriations, along with the other political subdivisions in the region, for the operation of the Jefferson-Madison Regional Library. In fiscal year 1974-75, our share of the cost was $177,571.00.

Yours very truly,

CITY OF CHARLOTTESVILLE

BY Charles L. Barbour, Mayor

Charles L. Barbour, Mayor
MINUTES OF THE JANUARY 10, 1976 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present: Lloyd T. Smith, Jr., President
Mrs. Sam Eggleston, Vice President
Edward H. Bain, Jr.
Mrs. Ned Brown
James E. Craig
Mrs. Harold Hallock
Mrs. Henry Mitchell

Absent: Mrs. David Hardin
Mrs. Thomas H. Jenkins
Mrs. Herbert Silvette
Robert W. Stroh

Also present: Christopher B. Devan, Director
Mrs. Julia Brodhag, Special Assistant to the Director
Mrs. Evelyn Garth, director's secretary

Mr. Smith called the meeting to order at 3:30 in the Century Room of the Gordon Avenue Branch Library.

The Minutes of the previous meeting were approved on motion of Mr. Bain and seconded by Mrs. Hallock with the clarification that Roland Beauford was the representative of the Library Staff in the United Way's fund drive.

The Circulation Report was discussed and accepted as presented.

The November Expenditures Report and the Line Item Financial Summary Report were also accepted as presented.

The December Expenditures Report was accepted as presented. The December Quarterly Line Item Financial Summary for each library unit will be mailed with Board material going out for the February meeting. It was suggested that future Financial Reports reflect one change in the format: in the Proportion Column instead of reading "5th Month Proportion", it should read "5 Months Proportion".

Mr. Devan reported that the proposed budget for 1976-77 had been sent to the City Manager of Charlottesville and the Administrators of Albemarle, Greene, Louisa and Nelson Counties. He also reported that he had discussed the proposed budget with a budget analyst in Charlottesville's City Manager's Office, who proposed a cut in Travel Expense Account, a cut in Office Equipment Account, and that an additional clerk at McIntire Library not be hired.
Other discussions were: the Lease Agreement with Holy Comforter Church for the Annex which houses the Library's Administration Offices and the Catalog Department, and which expires February 1977, making it necessary to find other housing; the book deposit station at the Towers Nursing Home to which Mr. Devan said he would be taking 25 books this week; and the parking problem at the Gordon Avenue Branch where people have been leaving their cars and riding the bus to their various places of business or schools. Mr. Devan said signs had been erected reading "For Library Patrons Only", and he hoped this would solve the problem.

Also discussed was the Library's arrangement with the City of Charlottesville's Purchasing and Personnel Departments, which resulted in Mr. Smith appointing Mr. Craig to go with Mr. Devan to City Hall and discuss the specific issues with the Purchasing Department and the Personnel Department and come back to the Board with recommendations.

Mr. Smith reported that the Fund Raising Committee had received gifts amounting to about $240,000, including interest, for the new library building and that they had requested $50,000 each, from Albemarle County and the City of Charlottesville for architectural fees. Also, Letters of Intent have been sent to the City of Charlottesville and the County of Albemarle. Albemarle County's attorney revised it, and it has been accepted by Albemarle County. He said the main action taken by the Fund Raising Committee is that the Committee to Man Committees has been formed. A Special Gifts Committee has also been formed consisting of 13 people. Julia Brodhag will coordinate the first meeting of the Special Gifts Committee which will be held in the McIntire Library on Sunday afternoon, February 1, with the Fund Raising Committee, the Committee to Man Committees and Mrs. Peterson, President of the Friends of the Library.

Julia Brodhag discussed with the Board plans for the design of 3,000 informational brochures and donor cards. No action was taken.

Mr. Bain reported that a list of one hundred names of possible contributors has been made up by the Fund Raising Committee. He said they would also like a list of possible contributors from the outlying counties.

Mr. Smith announced that a meeting with Mrs. Peterson, President of the Friends of the Library, will be held at 2:00 o'clock, January 26 in the Gordon Avenue Branch Library regarding two things: removing restrictions on a $10,000 gift the Friends of the Library made to the Library Board in May 1975; and plans to launch a children's crusade to raise funds for the new library building. He said Mrs. Peterson would like some members of the Library Board, Mr. Devan and Julia Brodhag in attendance.

Mr. Bain moved for adjournment at 5:15, Mrs. Hallock seconded the motion and it passed.

Evelyn Garth
Recording Secretary
DIRECTOR'S REPORT  
January 20, 1976  

BUDGET  

The budget was submitted to the several jurisdictions and a meeting of the Joint Library Committee has been called for January 22 at 3:00 p.m. in the Century Room of the Gordon Avenue Branch to present and discuss it with the representative from the several jurisdictions.

I have had discussions with some representatives about the budget and have received some interesting comments which I'm sure will be helpful in the final budget determination.

DEPOSIT STATION AT THE TOWERS NURSING FACILITY  

A deposit collection of 25 large print books will be initiated at the Towers Nursing Facility in the next week. This will be a revolving collection for the benefit of the 200 residents or those of them who are able to use the books. The new Activities Director has been referred to the Virginia State Library for the Blind and Handicapped for additional help. This is a new service. I hope to install it in other locations as well.

PARKING LOT AT GORDON AVENUE  

Signs have been erected at the Gordon Avenue Branch which indicate that the parking lot is for library patrons only. Soon we will place cards in the windshields of cars parked before the library is open. Other action may be taken if this does not keep the parking lot clear.

PURCHASING, PERSONNEL, AND FINANCIAL ARRANGEMENTS WITH CITY  

The matter of purchasing, personnel practices and financial arrangements between the City of Charlottesville and the Library have been the subject of concern in recent months as, from time to time, they have been for a number of years. The attached memoranda are the results of my experience and study of the issue and of discussion with the City authorities. They will, I believe, be the subject of discussion at the Board meeting at which representatives of the City Government will be present.

Respectfully submitted,

Christopher B. Devan  
Director
MEMORANDUM TO: The Board of Trustees
Jefferson-Madison Regional Library

FROM: Christopher B. Devan
Director

In my memorandum, dated January 6, 1976, no examples were cited of the exceptions which I feel are desirable under the "Purchasing" heading. For illustration, I'd like to add these:

I. PURCHASING

a. The library uses a large amount of material which is purchased from library supply houses who are the only suppliers of these items. We cannot purchase in large quantity since there is no storage space available. It is both simpler, faster and more efficient to order direct as needed, such items as:

- Book cards
- Book pockets
- Book covers
- Book glue
- Borrower's cards
- Charging machines (rented)
- Se-Lin labelling tape
- Minigraph ink

b. A number of our specially printed forms are kept on file at a particular printer. These can be re-ordered at will, in the quantity which is convenient for storage purposes. Again, it is more efficient to place orders direct, without bidding.

Other local vendors supply a service once or twice a year (e.g., carpet and window cleaning, grass cutting, etc.). By calling them direct, the scheduling of the work can be arranged at the same time the order for service is placed.

c. Interdependence of supplies and services. Our copying machines are serviced (partly under service contract, partly not) by the same agent who supplies the specially coated paper. This has been a particularly effective arrangement.
d. Repairs to newly purchased or existing equipment can frequently be made locally, particularly in the outlying branches, but also in the larger branches, by local service men who can be called as soon as the need for repairs is noted: examples, fluorescent light fixtures, air-conditioners, heaters, plumbing, office equipment, etc.

e. All books, records, periodicals, etc., should be purchased directly. This has been previously accepted by City Purchasing Department and should continue unchanged.

f. Special printing, is one example of a case in which the design, lay-out, paper qualities, etc., are as important as the text and must be determined by discussion with the printer at the time the item, such as a brochure, landscape gardening, and even the selection of an architect for a new building.

g. Occasionally an opportunity will arise which calls for prompt action. On one occasion, we were purchasing a large number of books and the vendor was able to offer a special book-rack at a reduced price as a part of the same order.

II. FINANCIAL REPORTS

For the most part, the Memorandum of January 6 describes the practices of the past. These practices should continue unless the Board determines that they should be changed. The only "new" provision is that related to Financial Reports. I had planned to request this in any case and decided to include it in this Memorandum in order to cover the entire matter in one report.

III. PERSONNEL

It is difficult to cite specific examples or situations to support the general statements made regarding personnel. A recent "instruction" from the Personnel Department has stated that "except for pages in the outlying counties", all new staff should report to City Hall to sign their Personnel Forms and to receive orientation.

In such circumstances, it would be difficult to explain to a new employee that he is, after all, not an employee of the City but of the Jefferson-Madison Regional Library. Since much of the content of a City Orientation Program would be inapplicable to a library employee, a new staff member could only be confused by learning one set of rules, only to be told to forget them and to learn another.
MEMORANDUM TO: The Board of Trustees

The work week is different; the vacation program is different, the grievance procedure is different and the chain of command is different.

The Library, working with the City Personnel Department can easily observe such new rules of employment as are applicable, and manage its own personnel program efficiently.

January 16, 1976
Mr. Christopher B. Devan  
Director  
Jefferson-Madison Regional Library  
208 East Jefferson Street  
Charlottesville, Virginia  
22901

Dear Chris:

I received your letter the other day and a copy of the proposed policy on purchasing and personnel. I have read your proposal over very carefully, and would like for you to be aware of my feelings regarding it.

1. Purchasing - Your exceptions from the purchasing policy as found on page two of your memorandum in effect put you in a position of purchasing through the City whenever you like. It is anything but a consistent policy and I feel would be very difficult for us to monitor and one for which we could accept no responsibility. I am still of the opinion that the Library should either utilize the services of the City's Purchasing Department in its entirety or the Library should do its own purchasing. I do believe that many of your concerns, such as the purchase of books, can be worked out to your satisfaction with the City's Purchasing Agent. We believe that our purchasing policy is sound and complies with not only the necessary state regulations and laws, but is also consistent with good business practices. The exceptions which you list in your memorandum seem to be to, in effect, amount to a "no purchasing policy" rather than exceptions to an existing policy. I am afraid that my reaction to your exceptions is that they are not acceptable to the City, and I would again request that you consider abiding by the City's purchasing policy. I firmly believe that if you would sit down with the City's Purchasing Agent and try to work through many of your concerns as expressed in the exceptions that you will probably find a significant "meeting of the minds" which would give you the latitude which I believe you are looking for in your total purchasing operation.
2. Personnel - It seems to me that you can utilize the City's entire personnel policy without any particular problems other than you will need to modify the review procedure for the dismissal of employees. The City's policy states after the Personnel Appeals Board has reviewed a firing by a department head, that it recommends to the City Manager, who has final authority. In your case it would seem to be that the Library Board might be substituted for the City Manager in that procedure. Otherwise I would think you would be able to utilize the City's personnel policy without any real problems. You indicate in your letter that you want the Library to recruit and select all personnel and use your own job application forms. The Personnel Department will recruit any place and anywhere you would like, assuming you are willing to pay the expenses, as they do for any other department. If a particular department head has a technical job which they want filled, they tell the Personnel Department exactly where they would like to have recruiting ads placed and the Personnel Department does so. The department, of course, is always free to contact the individual persons, either by telephone or in person, and ask them to apply for the position. Recruitment for any position can be as broad or as narrow as you would like it. The Personnel Department does not select any personnel other than their own employees. The operating departments select all of their own employees from those presented to them by the Personnel Department who are deemed to meet whatever qualifications have been set out. I see no reason why the Library could not use the application form of the City, since they have been constructed in such a way as to comply with all federal EEO laws and procedures and are currently available in large quantities. It would seem to me that it would be unnecessary for the Library to design a separate application form and go to the cost of having it printed in order to "have its own application". If there is a need for information to be placed on applications for library personnel that is not needed on other City applications, the Personnel Department can always provide extra sheets for that particular piece of information that is needed. It seems to me that all other exceptions which you have indicated in your memorandum to the Board of Trustees are things that you would normally take care of yourself and would not be an exception to the City's personnel policy. We would, of course, be glad to include your people in various kinds of training and safety programs, etc.. You would certainly be free to prepare and distribute whatever staff handbook you would like, and I have no problem with Library employees being provided the same benefits as City employees as long as the Library pays for those benefits, etc..
I want you to understand that I am in no way trying to be negative with my comments regarding your proposed policy, but it seems to me that some of the items which you have suggested are ones which I cannot in all good faith accept. However, as I have stated before, I believe that most of your concerns can be eliminated by a thorough and frank discussion with the necessary people here on the City staff, and I would hope that we might be able to sit down and work out many of these items for you before you make any formal presentations to the Library Board of Trustees. Please let me know what you would like to do as a next step.

Yours very truly,

Cole Hendrix
City Manager

cc: Mr. Lloyd Smith
    Mr. Edward Bain
    Mrs. Doris Jones
    Mr. Bruce Keith

CH:re
MINUTES OF THE DECEMBER 16, 1975 SPECIAL MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present: Lloyd T. Smith, Jr., President
Edward H. Bain, Jr.
James E. Craig
Mrs. Harold Hallock
Mrs. David Hardin
Mrs. Thomas H. Jenkins
Mrs. Herbert Silvette
Robert W. Stroh
Mrs. Frank Wood, Alternate from Nelson County

Absent: Mrs. Ned Brown
Mrs. Sam Eggleston
Mrs. Henry Mitchell

Also present: Christopher B. Devan, Director
Mrs. Julia Brodhag, Special Assistant to the Director
Mrs. Evelyn Garth, director's secretary

Mr. Smith called the meeting to order in the Century Room of the Gordon Avenue Branch Library at 3:30 p.m. and called for corrections or additions to the Minutes of the previous meeting. He pointed out that paragraph four of the previous Minutes should read that the gift of $50,000 from the Perry Foundation was given contingent upon the Library Board raising an additional $700,000 in private funds. Mr. Stroh moved the Minutes be accepted as corrected. Mr. Bain seconded the motion and it passed.

The November Circulation Report was accepted as presented, after discussion.

The October financial Summary of the library was also accepted as presented. The November Financial Report had not been received in time to prepare a summary for the meeting.

There was a discussion among the Board members and the Director as to how the financial statement should be prepared for the Board. It was decided that each month a Financial Summary of each library be submitted, plus a Line Item Summary of the whole system. And Quarterly, a Line Item Summary of each library should be submitted along with a Line Item Summary of the system. Also, the Board preferred that any late financial reports be held and sent out with Board material, mailed the Friday before the regular meeting on Tuesday.

In addition to his Director's Report, Mr. Devan reported that at the City Council's last meeting they gave approval of $2700 plus, for bookmobile service in the City for the Library Action Program.
which had been funded through June 1975, only. He said that this bookmobile service is being included in the library budget for next fiscal year.

He also reported that the library had achieved 122% of its United Way quota, citing the work of Roland Beauford as United Way Chairman.

The proposed 1976-77 library budget was presented to the Board by the Budget Committee. Mr. Devan reported the major changes over the previous year's budget were: 5% cost of living; addition of one page at Scottsville; addition of one library assistant to Administration; addition of one clerk at McIntire, and provision for substitute help for vacations and illnesses.

Other major increases were for utilities, telephone, and insurance, and the maintenance of the purchasing power of the book budget.

Mr. Stroh, Chairman of the Budget Committee, said that he would like to see the Budget Committee get the proposed budget delivered to the administrators of the jurisdictions as soon as possible and Mr. Devan said that he would be happy to meet with the administrators of the jurisdictions and the representative on the Library Board to discuss the proposed budget.

After discussion, Mr. Stroh moved for approval of the budget of $617,245, subject to corrections suggested and other minor changes in the format. Mrs. Hallock seconded the motion and it passed unanimously.

Mrs. Julia Brodhag reported her progress on the fundraising for the new library. She distributed a draft of A Letter of Intent to the Board and reported that (a) the basic organization structure of the fundraising had been set up; (b) that a preliminary time table of events had been begun, of which the Letter of Intent is first; and (c) that she has itemized some foundations locally, state-wide, and nation-wide.

Mr. Bain, Chairman of the Fundraising Committee, reported that Laurence A. Brunton, Matthew Murray and Mrs. James H. Scott, Jr. have agreed to serve on the Committee to Man Committees.

Subjects discussed relating to the fundraising for the new library were: arranging to have pledge cards made and setting up an accounting procedure; having stationery printed especially for the Board of Trustees for acknowledgment of gifts; asking Charlottesville and Albemarle County each for $50,000 for architectural fees; and possibly arranging for having plaques made for donors wishing to be recognized with a plaque.

Other subjects discussed were: a personnel employment procedure and a purchasing procedure related to the City of
Charlottesville and the Library which the Board asked Mr. Devan to write and to be presented at its January meeting for rejection or adoption. The renewal option of the lease for the Annex between the Library and the Holy Comforter Church was also discussed.

Mr. Bain moved for adjournment at 5:15. Mr. Stroh seconded the motion and it passed.

Evelyn Garth
Recording Secretary
DIRECTOR'S REPORT
January 20, 1976

BUDGET

The budget was submitted to the several jurisdictions and a meeting of the Joint Library Committee has been called for January 22 at 3:00 p.m. in the Century Room of the Gordon Avenue Branch to present and discuss it with the representative from the several jurisdictions.

I have had discussions with some representatives about the budget and have received some interesting comments which I'm sure will be helpful in the final budget determination.

DEPOSIT STATION AT THE TOWERS NURSING FACILITY

A deposit collection of 25 large print books will be initiated at the Towers Nursing Facility in the next week. This will be a revolving collection for the benefit of the 200 residents or those of them who are able to use the books. The new Activities Director has been referred to the Virginia State Library for the Blind and Handicapped for additional help. This is a new service. I hope to install it in other locations as well.

PARKING LOT AT GORDON AVENUE

Signs have been erected at the Gordon Avenue Branch which indicate that the parking lot is for library patrons only. Soon we will place cards in the windshields of cars parked before the library is open. Other action may be taken if this does not keep the parking lot clear.

PURCHASING, PERSONNEL, AND FINANCIAL ARRANGEMENTS WITH CITY

The matter of purchasing, personnel practices and financial arrangements between the City of Charlottesville and the Library have been the subject of concern in recent months as, from time to time, they have been for a number of years. The attached memoranda are the results of my experience and study of the issue and of discussion with the City authorities. They will, I believe, be the subject of discussion at the Board meeting at which representatives of the City Government will be present.

Respectfully submitted,

Christopher B. Devan
Director
MEMORANDUM TO: The Board of Trustees
Jefferson-Madison Regional Library

FROM: Christopher B. Devan
Director

In my memorandum, dated January 6, 1976, no examples were cited of the exceptions which I feel are desirable under the "Purchasing" heading. For illustration, I'd like to add these:

I. PURCHASING

a. The library uses a large amount of material which is purchased from library supply houses who are the only suppliers of these items. We cannot purchase in large quantity since there is no storage space available. It is both simpler, faster and more efficient to order direct as needed, such items as:

- Book cards
- Book pockets
- Book covers
- Book glue
- Borrower's cards
- Charging machines (rented)
- Se-Lin labelling tape
- Minigraph ink

b. A number of our specially printed forms are kept on file at a particular printer. These can be re-ordered at will, in the quantity which is convenient for storage purposes. Again, it is more efficient to place orders direct, without bidding.

Other local vendors supply a service once or twice a year (e.g., carpet and window cleaning, grass cutting, etc.). By calling them direct, the scheduling of the work can be arranged at the same time the order for service is placed.

c. Interdependence of supplies and services. Our copying machines are serviced (partly under service contract, partly not) by the same agent who supplies the specially coated paper. This has been a particularly effective arrangement.
d. Repairs to newly purchased or existing equipment can frequently be made locally, particularly in the outlying branches, but also in the larger branches, by local service men who can be called as soon as the need for repairs is noted: examples, fluorescent light fixtures, air-conditioners, heaters, plumbing, office equipment, etc.

e. All books, records, periodicals, etc., should be purchased directly. This has been previously accepted by City Purchasing Department and should continue unchanged.

f. Special printing, is one example of a case in which the design, lay-out, paper qualities, etc., are as important as the text and must be determined by discussion with the printer at the time the item, such as a brochure, landscape gardening, and even the selection of an architect for a new building.

g. Occasionally an opportunity will arise which calls for prompt action. On one occasion, we were purchasing a large number of books and the vendor was able to offer a special book-rack at a reduced price as a part of the same order.

II. FINANCIAL REPORTS

For the most part, the Memorandum of January 6 describes practices of the past. These practices should continue unless the Board determines that they should be changed. The only "new" provision is that related to Financial Reports. I had planned to request this in any case and decided to include it in this Memorandum in order to cover the entire matter in one report.

III. PERSONNEL

It is difficult to cite specific examples or situations to support the general statements made regarding personnel. A recent "instruction" from the Personnel Department has stated that "except for pages in the outlying counties", all new staff should report to City Hall to sign their Personnel Forms and to receive orientation.

In such circumstances, it would be difficult to explain to a new employee that he is, after all, not an employee of the City but of the Jefferson-Madison Regional Library. Since much of the content of a City Orientation Program would be inapplicable to a library employee, a new staff member could only be confused by learning one set of rules, only to be told to forget them and to learn another.
The work week is different; the vacation program is different, the grievance procedure is different and the chain of command is different.

The Library, working with the City Personnel Department can easily observe such new rules of employment as are applicable, and manage its own personnel program efficiently.

January 16, 1976
January 16, 1976

Mr. Christopher B. Devan
Director
Jefferson-Madison Regional Library
208 East Jefferson Street
Charlottesville, Virginia 22901

Dear Chris:

I received your letter the other day and a copy of the proposed policy on purchasing and personnel. I have read your proposal over very carefully, and would like for you to be aware of my feelings regarding it.

1. Purchasing - Your exceptions from the purchasing policy as found on page two of your memorandum in effect put you in a position of purchasing through the City whenever you like. It is anything but a consistent policy and I feel would be very difficult for us to monitor and one for which we could accept no responsibility. I am still of the opinion that the Library should either utilize the services of the City's Purchasing Department in its entirety or the Library should do its own purchasing. I do believe that many of your concerns, such as the purchase of books, can be worked out to your satisfaction with the City's Purchasing Agent. We believe that our purchasing policy is sound and complies with not only the necessary state regulations and laws, but is also consistent with good business practices. The exceptions which you list in your memorandum seem to be to, in effect, amount to a "no purchasing policy" rather than exceptions to an existing policy. I am afraid that my reaction to your exceptions is that they are not acceptable to the City, and I would again request that you consider abiding by the City's purchasing policy. I firmly believe that if you would sit down with the City's Purchasing Agent and try to work through many of your concerns as expressed in the exceptions that you will probably find a significant "meeting of the minds" which would give you the latitude which I believe you are looking for in your total purchasing operation.
2. Personnel - It seems to me that you can utilize the City's entire personnel policy without any particular problems other than you will need to modify the review procedure for the dismissal of employees. The City's policy states after the Personnel Appeals Board has reviewed a firing by a department head, that it recommends to the City Manager, who has final authority. In your case it would seem to be that the Library Board might be substituted for the City Manager in that procedure. Otherwise I would think you would be able to utilize the City's personnel policy without any real problems. You indicate in your letter that you want the Library to recruit and select all personnel and use your own job application forms. The Personnel Department will recruit any place and anywhere you would like, assuming you are willing to pay the expenses, as they do for any other department. If a particular department head has a technical job which they want filled, they tell the Personnel Department exactly where they would like to have recruiting ads placed and the Personnel Department does so. The department, of course, is always free to contact the individual persons, either by telephone or in person, and ask them to apply for the position. Recruitment for any position can be as broad or as narrow as you would like it. The Personnel Department does not select any personnel other than their own employees. The operating departments select all of their own employees from those presented to them by the Personnel Department who are deemed to meet whatever qualifications have been set out. I see no reason why the Library could not use the application form of the City, since they have been constructed in such a way as to comply with all federal EEO laws and procedures and are currently available in large quantities. It would seem to me that it would be unnessary for the Library to design a separate application form and go to the cost of having it printed in order to "have its own application". If there is a need for information to be placed on applications for library personnel that is not needed on other City applications, the Personnel Department can always provide extra sheets for that particular piece of information that is needed. It seems to me that all other exceptions which you have indicated in your memorandum to the Board of Trustees are things that you would normally take care of yourself and would not be an exception to the City's personnel policy. We would, of course, be glad to include your people in various kinds of training and safety programs, etc. You would certainly be free to prepare and distribute whatever staff handbook you would like, and I have no problem with Library employees being provided the same benefits as City employees as long as the Library pays for those benefits, etc.
I want you to understand that I am in no way trying to be negative with my comments regarding your proposed policy, but it seems to me that some of the items which you have suggested are ones which I cannot in all good faith accept. However, as I have stated before, I believe that most of your concerns can be eliminated by a thorough and frank discussion with the necessary people here on the City staff, and I would hope that we might be able to sit down and work out many of these items for you before you make any formal presentations to the Library Board of Trustees. Please let me know what you would like to do as a next step.

Yours very truly,

Cole Hendrix
City Manager

cc: Mr. Lloyd Smith
    Mr. Edward Bain
    Mrs. Doris Jones
    Mr. Bruce Keith

CH:re
MINUTES OF THE NOVEMBER 18, 1975 MEETING OF THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present: Lloyd T. Smith, Jr., President
Mrs. Sam Eggleston, Vice President
Edward H. Bain, Jr.
Mrs. Ned Brown
Mrs. Harold Hallock
Mrs. Thomas H. Jenkins
Mrs. John P. Jordan, Jr., Alternate from Greene Co.
Mrs. Henry Mitchell
Robert W. Stroh

Absent: James E. Craig
Mrs. David Hardin
Mrs. Herbert Silvette

Also present: Christopher B. Devan, Library Director
Mrs. Julia Brodhag, Special Assistant to the Director
Mrs. Evelyn Garth, director's secretary

Mr. Smith called the meeting to order in the Century Room of the Gordon Avenue Branch at 3:35 P.M. and welcomed to the Board Mrs. Ned Brown who had been appointed to the Board by the Albemarle County Board of Supervisors and whose term is scheduled to expire June 30, 1979.

The President called for comments of the previous Minutes. Mr. Bain moved that the Minutes be accepted as presented. Mrs. Eggleston seconded the motion and it passed.

Mr. Smith introduced Mrs. Julia Brodhag, who recently joined the library staff as Special Assistant to the Director. He announced that she will be in charge of the fund raising for the new library building and will attend all Board meetings so that she can give a report on what she is doing.

The President announced the the Library Board had received $50,000 from the Perry Foundation. The gift would be made for the specific purpose of construction of a new regional library.

The Circulation Report was discussed noting that the circulation, system-wide, continues to climb and Mr. Devan reported that because of the heavy circulation he is asking for funds in next fiscal year for an additional clerk at the McIntire Library. He also reported that the October report does not reflect the Security Complex circulation for the month, but that it had been obtained since the report was mailed and is 204 books circulated there. The Director also reported that the librarian, Carolinda Phillips, who has been visiting the Complex is resigning December 31 as she was recently married and will be moving to Germany and that a replacement will have to be found.
The Quarterly Financial Report was also accepted as presented, after discussion.

A discussion was had regarding the insurance for the libraries, and Mr. Devan reported that all of the library's books are now insured under the City of Charlottesville's blanket policy.

Under the Director's Report, Mr. Devan announced that this week, November 17 - 21, is Children's Book Week and that programs have been planned each day at both McIntire and Gordon Avenue Libraries. On Monday night, Mr. Daniel Melcher, an internationally known book man, spoke at the adult program.

Mr. Devan discussed with the Board the purchases he would like to make with the Special Federal Funds available to the library this fiscal year. He advised that a reader printer he planned to purchase costs much more than he had expected but that the microfilming of the Daily Progress is costing about $1500, which is about half what it was anticipated to cost. Therefore, the reader could be purchased. He also asked for authority to purchase a multilith machine, costing about $6,500, with the Federal Funds. After discussion the Board approved the purchase.

Mr. Devan reported that films borrowed, through our Library from Virginia State Library for patrons, are not being returned on schedule. Up to this time there has been no charge for overdue films. However, he said that he would like approval from the Board to charge $1.00 per day on all overdue films, effective immediately. Mr. Bain so moved. Mr. Stroh seconded the motion and it passed.

He also reported that the Reader's Digest, large print edition, is now circulating from the Gordon Avenue and McIntire Libraries.

Mr. Bain, Chairman of the Fund-Raising Committee, reported that he, Mr. Smith and Mrs. Hallock had met on November 11 with Mr. Devan and Mrs. Brodhag to begin the organizational structure for the various committees such as for State and Federal monies, etc., but that they had not gotten to the special committees. He said the committee plans to have a joint meeting with a committee representing the Friends of the Library. Mrs. Hallock reported that she had met with Mrs. Mary Thomas, Secretary of the Friends, and their recommendation was that three members of the Friends be appointed to that committee.

Julia Brodhag reported the progress she has made in breaking down the organizational structure into more committees.

Mr. Stroh, Chairman of the Budget Committee reported that his committee would need a great deal of help from the Board in contacting the governing bodies of each of the jurisdictions in
preparing the budget. A meeting of the Budget Committee will be held in Mr. Stroh's office at 3:30 P.M., Friday November 21.

At 5:05 P.M. Mr. Stroh moved for adjournment. Mr. Bain seconded the motion and it passed.

Evelyn Garth
Recording Secretary
For the most part, the Director's Report is included in the enclosed Budget Report. It is worth noting that the City Council has taken the first steps toward approving a special grant to continue the bookmobile operation within the City. Because of this, I am including the City as a sponsor of Bookmobile II in the 1976-77 Budget Request.

In an effort to reduce the postage and labor costs of overdue notices, we are now sending these out after 15 days overdue rather than 10 days. Already the effect has been noticed in one branch.

Children's Book Week was a great success, for the most part. Crowds were attracted to all of the children's programs except the Saturday record concerts at McIntire Library which were totally ineffective. The idea of weekly lunch-hour record concerts in the Main Library is an attractive one if it is done carefully using recordings in the lending collection of the Library. Evidently, from tests run for the Children's Book Week program, the acoustics are excellent. We do lack good equipment.

The steps at Gordon Avenue are completely bricked and we are awaiting the stair rail. The steps are being used and the lighting is said to be satisfactory.

Some lights have had to be replaced in the Gordon Avenue parking lot due to vandalism. Since the old fixtures are obsolete, it was decided to replace them all with simple floodlight bulbs. These are reasonably satisfactory. Signs indicating "Parking for Library Patrons only" should help to alleviate the serious parking problem there.

Respectfully submitted,
Christopher B. Devan, Director
Mrs. Flora Tardi
Legal Transfer Department
First National City Bank
111 Wall Street
New York, New York 10015

Dear Mrs. Tardi:

I understand you have been in touch with Mr. Dennis Good of Messrs. McGuire, Woods & Battle, Charlottesville, Virginia, concerning a gift of 2,121 shares of The Chubb Corporation stock to the Jefferson-Madison Regional Library. As soon as the gift is consummated, the Library Board wishes to sell the stock and reinvest the proceeds.

Enclosed is an excerpt from the minutes of the most recent Board meeting authorizing the Secretary and me to complete the transfer.

The final copy of the resolution will bear the signature of the Secretary of the Board, but as the Regional Library has no seal, none will be affixed unless we are required to have one made. I will sign the certificate (or if you have no objection, a stock power separate from certificate), and all of the instruments will be delivered to your office at the time the transfer is to be made.

Would you kindly review the resolution and let me know whether any items set forth therein or in this letter are in any manner deficient to complete the transfer.
Thanking you for your assistance, I remain

Yours very truly,

Lloyd T. Smith, Jr.

LTS/lsd
Enclosure

cc: Mr. Charles C. Webb
    Mr. Edward H. Bain, Jr.
    Mr. Christopher B. Devan

P.S. to Chris Devan: The minutes appear to be all right to me. You can insert the enclosed material and complete them.

LTS
MINUTES OF THE OCTOBER 21, 1975 MEETING OF THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present: Lloyd T. Smith, Jr., President
Edward H. Bain, Jr.
James E. Craig
Mrs. Sam Eggleston
Mrs. L. Gordon Dorrier, Sr.
Mrs. Harold Hallock
Mrs. David Hardin
Mrs. Thomas H. Jenkins
Robert W. Stroh
Mrs. Herbert Silvette

Absent: Mrs. Henry Mitchell

Also present: Christopher B. Devan, Library Director

Mr. Smith called the meeting to order at the Gordon Avenue Branch Library at 3:30 p.m. and asked for comments on the Minutes of the previous meeting. The Minutes were ordered corrected to indicate that Mr. Sidney Rush had been elected Treasurer.

The September circulation report was discussed. It was noted that Scottsville did not report any "out-of-area" circulation. The Director promised to inquire.

Mr. Smith asked that the normal order of business be suspended in order that he might make a lengthy report. There being no objection, he reported on the status of a proposed gift to the library.

Mr. Smith noted stock with an approximate value of $75,000 would be given to the Jefferson-Madison Regional Library in 1975 and an additional gift would be made in 1976, bringing the total to approximately $100,000. The gift would be made for the specific purpose of construction of a new regional library and would be conditioned upon the Library's entering into a binding agreement for construction not later than January 1, 1978. During the interim, the stock certificate or proceeds from the sale thereof would be held by escrow agents. In the event the Library failed to enter into a binding construction agreement by January 1, 1978, and the donor did not extend this period of time, the gift would be paid over to the University of Virginia to be used for certain specified purposes. Mr. Smith further noted the shares were not registered under the Federal Securities Act of 1933, and the Library would also be obligated to represent that it would not dispose of the shares without the prior approval of counsel for the corporation issuing the shares. Mr. Smith read to the Board a letter from the donor
Purpose

Anticipated Use of Federal Funds

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8,000</td>
<td>Battery Progress, 1980 - 1984</td>
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<tr>
<td>$500</td>
<td>Print and distribute a library brochure</td>
</tr>
<tr>
<td>$8,000</td>
<td>Starting with Greene County, 1500 books, need for people in taught areas, set up groups, write letters to make the connections, working on one branch at a time, adding other institutions for training programs, provide book trucks and towers, print necessary publicity and booklets to the joint security complex and to the larger security complexes for the collection of paper-back books, purchase a speciality selection (1)</td>
</tr>
<tr>
<td>$750</td>
<td>Print books present by the collection, purchase additional copies of large, accompanying hand-out booklets, etc.</td>
</tr>
<tr>
<td>$1,750</td>
<td>To increase the availability of information means to non-users of library materials, to extend access, to provide resources and other easily access, to make libraries and newspaper accessible at the area, the major newspaper and print and distribute a library brochure</td>
</tr>
</tbody>
</table>

October 2, 1975
LSCA FUNDS

Approval has been secured from the State Library to use the Federal Funds as described in my memorandum to the Board and we are moving ahead with all of the programs. Valuable suggestions were received from one or two Board members.

GORDON AVENUE BRANCH - Pathway

The Friends raised their offer to $3,000 to provide the pathway, the contract has been awarded to R E Lee & Sons, and work is in progress.

INSURANCE

The total bill for insurance on the $1,086,684 valuation on our book collections is reported to be $345. In the words of our Finance Director, "We can't afford not to have it."

FINANCIAL REPORTS

As of the time of writing, no financial report has been received for the month of September. Since the July and August reports were unintelligible, I did not send them to the Board. Since this marks the end of the first Quarter of the year as well as the first Quarter of my administration, I promise to send to the Board whatever we receive as soon as we receive it. I'm hoping for the best.

ADMINISTRATIVE OFFICES

Last month the question arose about the security of the library in its lease on the Annex (Holy Comforter Rectory). It seems that the renewal of the lease for one year from February is at the option of the Board. Therefore, I am urging the Board to exercise its option even though the quarters are becoming less satisfactory as more activities must be crammed into the building. We should be looking for better quarters which will be essential before the new building is complete.
CIRCULATION

The monthly circulation report indicates an over-all 18% increase in circulation; noting that only one agency shows a decline. It is customary for library use to increase during periods of financial hardship (the service is free). Mrs. Strange reports that the decline reported from Bookmobile I (Albemarle County) seems to be directly related to the fact that more housewives are working (if they can get jobs) and therefore are not able to meet the bookmobile.

BUDGET PREPARATION

The Budget Committee has met and made some valuable suggestions for the 1975-76 Budget. I hope to have a finished first draft ready by the end of October.

LIBRARY ACTION PROGRAM

I have approached the City Manager about a Special Grant of $2767.60 to continue, for the balance of this fiscal year, the bookmobile service inside Charlottesville which was begun last January. I propose to include this program as a regular library activity in the next Budget Request.

Respectively submitted,

Christopher B. Devan
Director
<table>
<thead>
<tr>
<th>Service</th>
<th>Fee Description</th>
<th>Recommended Changes</th>
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<tbody>
<tr>
<td>Fines, adult</td>
<td>$0.05 per book per day</td>
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<tr>
<td>Fines, juvenile</td>
<td>$0.02 per day</td>
<td></td>
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<tr>
<td>Fines, bookmobile</td>
<td>$0.10 per stop</td>
<td>$0.25 per stop after first notice</td>
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<tr>
<td>Reserve charges</td>
<td>$0.15 per stop</td>
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<tr>
<td>Non-resident fees</td>
<td>$4.00 per card</td>
<td>$12.50 per family</td>
</tr>
<tr>
<td>Lost card, adult</td>
<td>$0.50</td>
<td></td>
</tr>
<tr>
<td>Lost card, juvenile</td>
<td>$0.25</td>
<td></td>
</tr>
<tr>
<td>Lost date due card</td>
<td>$0.05</td>
<td>$0.10</td>
</tr>
<tr>
<td>Record, plastic jacket</td>
<td>$0.25</td>
<td>$0.50</td>
</tr>
<tr>
<td>Book pocket damaged</td>
<td>$0.10</td>
<td>$0.20</td>
</tr>
<tr>
<td>Maximum fine, adult</td>
<td>$2.00</td>
<td></td>
</tr>
<tr>
<td>Maximum fine, children</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>Copying machine</td>
<td>$0.10 per copy</td>
<td>$0.15 per copy</td>
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</tbody>
</table>

**Note:** In several places, the copying machine has come to be used for mass-production. I would suggest that, where there is no meter to accept coin deposits, there be a bulk rate of $0.10 per copy if more than 15 copies are made of the same item.
It is the responsibility of the public library to provide access to factual, educational, cultural and recreational information, whether produced and recorded formally or informally, stored in a wide variety of library materials, and useful for a variety of individual purposes.

It is also the responsibility of the public library to disseminate this information throughout the library's service area; in particular, making every effort to make every individual in the community aware of the availability of this information before, or at the time that, the individual becomes aware of his need for it.

It is the goal of the Jefferson-Madison Regional Library to develop its full resources and capabilities in order to meet these responsibilities economically and equitably throughout the entire library service area of the Thomas Jefferson Planning District.
How can we arrange to purchase publications from Lloyd Pauls?

On request

Book Trade -

Pencils All Steel 3 ct. each
#41-6252 $77.50
October 2, 1975

From: Christopher B. Deveah
   Director

To: The Board of Trustees
   Jefferson-Madison Regional Library

Re: Federal Funds Uses

Most recent information is that at least half of the presently available funds, or $18,000 must be spent by December 15th or be lost to the Library. In addition, it is virtually impossible to use any of it for salaries.

Therefore, I have prepared a proposal for which I am seeking State Library approval even as I am sending it to you for your comments. Since we cannot use these funds for salaries it is not practical to set up a separate office for the Blind and Physically Handicapped. I'm still investigating other means of doing this.

Later plans for the use of the balance of these funds will include the development of black history collections, other efforts for the Blind and Physically Handicapped in the form of special equipment, in-service training for branch staffs, the securing of additional newspaper on microfilm from other parts of the Region, and a continuation of the collection development programs.

I'll be out of town at a funeral until Monday. If you have any questions, please call me then.

Enclosure
setting forth each of the conditions described above. He noted he wished a copy of the letter to be attached to the minutes of the meeting, but as the donor was to remain anonymous for the next couple of months, he wished it to be attached after a public announcement was made.

Mr. Smith next noted to the Board the stock which would be the subject of a gift was not a proper investment for the Library Board to hold for any period of time and should be sold as soon as possible after receipt. He noted this would require approval of counsel for the issuing corporation, and he requested from the Board authority for himself and the Secretary to perform all acts necessary in the name of the Board to sell the shares and to reinvest the proceeds of the sale in certificates of deposit on a local bank to be held in escrow in accordance with the donor's letter.

Elaborate discussion ensued, and then, upon motion made by Mrs. Harold Hallock and seconded by Mr. Robert Stroh, the following resolutions were unanimously adopted:

RESOLVED, the donation of stock described in the letter to be attached to the minutes of this meeting be, and they hereby are, accepted subject to all of the conditions set forth in such letter;

RESOLVED FURTHER, upon receipt of such shares, the President of the Board, Lloyd T. Smith, Jr., and the Secretary, Edward H. Bain, Jr., are authorized and instructed to immediately request approval from counsel for the issuing corporation for an opinion that the sale of the shares will not violate the Securities Act of 1933, and, upon obtaining such opinion, the President and Secretary are authorized to sell such shares forthwith;

RESOLVED FURTHER, the President and Secretary are authorized to execute on behalf of the Board any and all documents reasonable or necessary to meet requirements of counsel for the issuing corporation or the transfer agent for the corporation to effect such sale, such authorization being in exercise of the general powers of the Regional Board as expressed in Virginia Code Annotated, §42.1-39;
RESOLVED FURTHER, upon receipt of the proceeds of such sale, the President and Secretary are authorized to purchase certificates of deposit on a bank having offices in Charlottesville, Virginia, using their best judgment to consummate such purchase, the certificates of deposit to be issued in the name of the escrow agents named in the letter to be attached hereto;

RESOLVED FURTHER, the Secretary of the Board be, and he hereby is, authorized to certify copies of the foregoing resolutions and related discussion to the transfer agent along with a copy of the letter to be attached to the minutes of this meeting.

Mr. Smith then presented a letter (copy attached) which he had sent to the Perry Foundation. The contents were noted by the trustees.

Mr. Bain then reported on the results of his efforts to secure a Fund Raiser. After discussion, Mr. Bain moved and Mrs. Eggleston seconded a motion to employ Mrs. Julia Brodhag in the capacity of Special Assistant to the Director for the purpose of fund raising, effective November 1, 1975 at the level of Library Assistant I, with the understanding that the position will exist for at least one year. In the event that the objective is achieved prior to the expiration of the year, Mr. Devan will undertake to find a position for her on the regular library staff. Motion passed with one abstention (Mrs. Silvette).

The meeting reverted to the order of the agenda. Mr. Devan called the attention of the Board to the fact that no Financial Report had been received for the month of September.

At Mr. Devan's request, Mr. Bain moved, seconded by Mrs. Hallock, that the Board exercise its option to renew the lease on the Annex for one year from the 28th of February, 1976. It was noted that additional space might be desirable in an alternative building prior to the expiration of the renewed lease. The motion to renew was passed unanimously.

Mr. Devan described a printed Annual Report which he is preparing for publication. The Board urged a massive distribution. He also reported that the Community Children's Theatre had arranged to borrow the curved benches from the McIntire Building for use in their production of The Pied Piper of Hamelin. It was believed to be the first loan of such material from the library.

Mr. Devan distributed a draft of a Goal Statement which, he said, would be used as the basic justification for all library program proposals.
Mr. Devan reported staff recommendations, approved previously by the Budget Committee, for revising the Schedule of Fines and Fees, (copy attached). Mr. Stroh moved, Mrs. Hardin seconded the acceptance of the recommendations effective January 1, 1976.

Mr. Smith noted that certain legal documents require the signature of the Secretary of the Board of Trustees. With the understanding that Mrs. Evelyn Garth continue to be Recording Secretary, he called for nominations for the position of Secretary. Mr. Stroh moved, seconded by Mrs. Hallock, that Mr. Bain be elected. Motion passed unanimously.

Mr. Smith instructed Mr. Bain that the first of his official duties was to issue a letter of condolence to Mrs. Garth on the occasion of her having broken her ankle.

On motion, duly made and seconded, the meeting adjourned at 5:00 p.m.

Respectfully submitted,

Christopher B. Devan
Acting Recording Secretary

Attachments
The Perry Foundation
c/o Junius R. Fishburne, Esquire
240 Court Square
Charlottesville, Virginia 22901

Dear Mr. Fishburne:

The Jefferson-Madison Regional Library has recently purchased a 61,000 square-foot site at the foot of Vinegar Hill between Main Street and Preston Avenue for location of a new regional library. The site was paid for by prorata appropriations from the Counties of Albemarle, Louisa, Greene and Nelson, and the City of Charlottesville, and a gift of $10,000 from the Friends of the Jefferson-Madison Regional Library.

We have now undertaken a fund-raising drive with a view to obtaining at least half the funds necessary for the construction of a new building. Several preliminary studies have been made with the assistance of professional architects and library consultants, and our present estimate of our needs is a 34,000 square-foot building which we believe will cost $1.7 million. We hope to raise 50 percent of that through private gifts and obtain the balance from the political subdivisions comprising the regional library.
The Perry Foundation  
c/o Junius R. Fishburne, Esquire  
October 20, 1975  

Page 2

Part of our campaign to raise these funds involves requests for advance gifts prior to public announcement of our fund-raising campaign. We have already been successful in obtaining a $100,000 commitment to be paid $70,000 in the current year and $30,000 next year. As Mr. Perry had expressed great interest in the library system during his lifetime and demonstrated his support by his kind gift of the Gordon Avenue site, the Library Board very much hoped the Foundation would see fit to continue that support and contribute to the current campaign. For your planning purposes, you should know we intend to continue our campaign during three calendar years -- 1975, 1976 and 1977. I mention this as it may be your wish to make a pledge over a three-year period as your own funds become available.

There is a substantial amount of information concerning our plans which I can make available to you, which includes site studies, a detailed brochure which will serve as instructions for our architect, and additional information which I can provide on the method by which we intend to raise the additional funds, how we intend to invest funds which we receive prior to the time construction commences, all of which is a bit too lengthy to include in this letter.

I would welcome the opportunity to appear before your Foundation and apprise you of any details you may need, and I will do so at your convenience.

I much appreciate your consideration of this request and hope to hear from you in the near future.

Yours very truly,

JEFFERSON-MADISON REGIONAL LIBRARY

By: Lloyd T. Smith, Jr.
Chairman, Board of Trustees
JEFFERSON-MADISON REGIONAL LIBRARY  
Schedule of Fines and Fees  
Revised Oct. 21, 1975

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>Fines, Adult</td>
<td>5¢ per book per day</td>
</tr>
<tr>
<td>Fines, Juvenile</td>
<td>2¢ per book per day</td>
</tr>
<tr>
<td>Fines, Bookmobile</td>
<td>10¢ per book per stop</td>
</tr>
<tr>
<td></td>
<td>25¢ per stop after first notice</td>
</tr>
<tr>
<td>Reserve charges</td>
<td>15¢ per book</td>
</tr>
<tr>
<td>Non-resident fees</td>
<td>$12.50 per family</td>
</tr>
<tr>
<td>Lost card, Adult</td>
<td>50¢</td>
</tr>
<tr>
<td>Lost card, Juvenile</td>
<td>25¢</td>
</tr>
<tr>
<td>Lost date due card</td>
<td>10¢</td>
</tr>
<tr>
<td>Record, plastic jacket</td>
<td>50¢</td>
</tr>
<tr>
<td>Book pocket damaged</td>
<td>20¢</td>
</tr>
<tr>
<td>Maximum fine, Adult</td>
<td>$2.00</td>
</tr>
<tr>
<td>Maximum fine, Juvenile</td>
<td>$1.00</td>
</tr>
<tr>
<td>Coping machine</td>
<td>15¢ per copy</td>
</tr>
</tbody>
</table>

Note: Where there is no meter to accept coin deposits, there is a bulk rate of 10¢ per copy if more than 15 copies are made of the same item.

Effective January 1, 1976
CIRCULATION

Circulation continues to climb at an astonishing rate. At the McIntire Library there was a 27% increase over last year. System-wide, a 17% increase was recorded. This has been constant since summer at least. It is gratifying to see this increase. Yet the full implications cannot be ignored.

An 8% increase in the total bookstock, plus the use of 2892 volumes of currently popular rental books offsets the wear and tear on the collection. This will catch up with us some day. More significant is the fact that this increased workload is not offset at all by an increased staff. The same staff are circulating more books; more books must be shelved; more overdue notices must be sent. It is not unusual to find Reference staff helping out at the Circulation Desk in emergencies and this further decreases the availability of professional staff for professional work.

Mr. Williams informs me that there is a corresponding increase in the number of questions asked at the Reference Department. Up to 80% of the time of his staff is spent on direct questions. The result is that some work is simply not being done. Book selection for collection development is not maintained. Lengthy question searches are allowed to slip. Filing is not kept up to date. Shelves are not kept in order. Records are not cataloged. The staff has no time to study new reference books or to refresh their minds about older books. Pamphlet files are neglected; there is no time to read professional literature in order to keep abreast of new developments. In Mr. Williams' phrase, they are running furiously in order to keep in the same place.

The problem at McIntire Library is acute. It is further complicated by the fact that additional people to do the work will get in each other's way. Mr. Williams assures me that, in spite of this, he would be glad to stumble over some additional personnel.

Circulation Report - Correction

There was an error in the Circulation Report for September. 572 books were charged to out-of-area residents from the Scottsville branch. This does not affect the totals and has been corrected in the official records.
interested in joining the Jefferson-Madison Regional Library at this time. They were more interested in securing the bank building in Palmyra for use by the library. (It would be a good one!) I assured them that, while I felt they would be welcome as a part of the Regional Library, I was not there to persuade them to join right now.

**CHILDREN'S BOOK WEEK**

Since the Board is meeting during Children's Book Week you should be aware of the activities planned for after school in the Gordon Avenue Branch and McIntire Libraries. Puppet shows, story hours, craft and hobby demonstrations (including a magic show) and talks by local authors will be featured.

Children's Book Week started, officially, in 1921, but its origins go back to 1912. The goal has been consistent -- to encourage an interest in books of good quality for children.

**LSCA FUNDS**

LSCA funds are being used according to the plan proposed in early October. The cost of The Daily Progress on microfilm was greatly over-estimated; instead of $8,000, it will cost only $1,500. I have purchased two microfilm cabinets to house this and other microfilm files on the main floor.

**FINANCIAL STATEMENT**

The Financial Statement for September has been received and, after being modified, has been enclosed with this material. It was necessary to estimate the amounts paid for salaries to Administration and Bookmobile staffs during July and August. Hence, the asterisk and footnote. I will be happy to review these statements at the meeting. No October Financial Statement has been received as of the time of writing.

With this statement, I have been able to pull together the information necessary to plan the Budget Request for 1976-77. I plan to present this to the Budget Committee as soon as possible.

We have prepared and submitted a Capital Projects Description to the City of Charlottesville. Enclosed is a copy of this plus some supplementary information which will describe the new library more fully.

**FUND RAISING CAMPAIGN**

Mrs. Julia Brodhag, joined the staff as Special Assistant to the Director on November 10. She has been familiarizing herself with the background and meeting with the Fund Raising Committee.

We have previously spoken of the possibility of a Farmers' Home Administration Loan. Our Pre-Application is being prepared for this. One element will be a letter of Intent from the Boards of Supervisors of the Counties which must be submitted with the Application. I will have a draft of this at the Board Meeting.

Respectfully submitted,
Christopher B. Devan, Director
### Table 1 - Cost Estimates

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### Capital Project Description, Justification, and Impact

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Note: The table and diagram are placeholders for the actual content, which is not visible in the image.
### Capital Project Description, Utilization, and Impact

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- **1976-1978**: Year of initiating the project.
- **1979-1980**: Year of completion of the project.
- **1981-1982**: Year of initiation of the project.
- **1983-1985**: Year of completion of the project.

**Utilization and Impact**

- **Capital Project Description**: Details about the project and its implementation.
- **Utilization**: How the project is being utilized.
- **Impact**: The effects of the project on the community.

**Location and Relevant Operating Details**

- **Location**: Specific location of the project.
- **Operating Details**: Details about the operating aspects of the project.

**Edition**

Jefferson-Madison Regional Library

LIBRARY BOARD MEMBERS

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<tr>
<th>Name and Title</th>
<th>Address</th>
<th>Term Expires</th>
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<tr>
<td>Lloyd T. Smith, Jr., President</td>
<td>Charlottesville</td>
<td>8-31-76</td>
<td>293-6435 home</td>
</tr>
<tr>
<td></td>
<td>620 Park St., Charlottesville, Va. 22901</td>
<td></td>
<td>977-4455 office</td>
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<td>105 E. High St. (office)</td>
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<tr>
<td>Mrs. Sam Eggleston, Vice President</td>
<td>Nelson County</td>
<td>6-30-76</td>
<td>1-263-5782 home</td>
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<td>Esmont, Va. 22937</td>
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<tr>
<td>Mr. James E. Craig</td>
<td>Albemarle County</td>
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<td>973-3874 home</td>
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<td>P. O. Box 7205, Charlottesville, Va.</td>
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<td>Robert W. Stroh</td>
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<tr>
<td>Mrs. David Hardin</td>
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November, 1975

branch services

Bookmobiles

Charlottesville 1500 Gordon Ave. 296-5544
Louisa County Louisa (703) 967-1103

Albemarle County
Crozet 832-4050
Scottsville 286-3541
Greene County Stanardsville 985-2370

Louisa County Louisa (703) 967-1103
Nelson County Lovingston 263-5904
Dear Mr. Webb:

I want to express on behalf of the Jefferson-Madison Regional Library the abiding interest in and deep appreciation for the proposal of your client of a substantial gift to the Library's building fund. In accordance with our earlier conversations, I have discussed with the Library Board the manner in which the gift might be made, and the Board was most agreeable. The following are the matters to which I specifically addressed myself and obtained agreement from the Board with, of course, the understanding you may wish to elaborate further on behalf of your client.

1. The gift will be made in the current calendar year and will be held by the Library Board with the understanding the proceeds may only be used for construction of a new regional library building generally in accordance with our present plans (which are further described below). If any variance in these plans takes place, the proceeds of the gift could not be used without the express consent of the donor. In the event construction is not commenced by January 1, 1978 (or such other time as you or your client might consider reasonable), the gift will be paid over to such other charitable organization as your client may designate.
2. To express its appreciation to your client, the Library Board would like to dedicate a major room in the new library to a person to be designated by your client. A suitable plaque would be installed in the room acknowledging the gift. I am inclined to think it would be more appropriate to make a precise designation of this room after the working plans of the new library are complete and that it be done with the consent and approval of the donor. At that time, the library would also effect an arrangement whereby any future gifts which the donor or her family might be inclined to make could be directed to that particular room and an appropriate acknowledgment made.

***

You indicated your client was interested in what plans the Library presently has to obtain the remainder of the funds necessary to complete the construction of the building. I will try to outline this briefly below.

Our present estimates of the cost of constructing the building range from $1.5 to $1.75 million. As you know, the regional library is supported by the City of Charlottesville and the Counties of Albemarle, Greene, Louisa and Nelson. Over 90 percent of the support comes from Charlottesville and Albemarle County.

The Library Board has determined to attempt to raise approximately one-half of the necessary funds from private sources, and we expect to obtain the remainder from the city and counties which support the regional library. In order to obtain the private funds, we feel it will be necessary for the library to employ an individual to work half-time for approximately a year or 18 months. The person whom we employ will act as an assistant to the director with the specific and sole duties of organizing and directing a fund raising campaign. We envision a variety of committees being appointed to work under the general direction of this individual with the duty of soliciting funds from various sources. For example, one committee would solicit local
business and industrial interests; another, major gifts from individuals; another, smaller gifts from individuals; and perhaps another to solicit foundations and attempt to obtain state and federal funds. Publicity will be organized to complement the work of all of these committees.

During 1976, we will make a proposal to the city and the counties for capital funds in the '77-'78 budgets. We hope to employ an architect in 1976 for at least the preliminary design stage.

I believe I also mentioned to you we had already employed a professor of architecture at the University of Virginia to prepare for us a brochure which might be described as 'instructions to the architect.' This brochure analyzes the site, the physical requirements of the building, and goes into a fair amount of detail in order to give our architect a clear concept of our requirements. It may be you would like to review this brochure, and I will be glad to get you a copy if you so wish.

If other questions occur to you or your client, please let me know. I shall certainly be glad to provide any information which you might find useful.

I remain

Yours very truly,

Lloyd T. Smith, Jr.
Chairman, Board of Trustees
Mr. Smith noted stock with an approximate value of $75,000 would be given to the Jefferson-Madison Regional Library in 1975 and an additional gift would be made in 1976, bringing the total to approximately $100,000. The gift would be made for the specific purpose of construction of a new regional library and would be conditioned upon the Library's entering into a binding agreement for construction not later than January 1, 1978. During the interim, the stock certificate or proceeds from the sale thereof would be held by escrow agents. In the event the Library failed to enter into a binding construction agreement by January 1, 1978, and the donor did not extend this period of time, the gift would be paid over to the University of Virginia to be used for certain specified purposes. Mr. Smith further noted the shares were not registered under the Federal Securities Act of 1933, and the Library would also be obligated to represent that it would not dispose of the shares without the prior approval of counsel for the corporation issuing the shares. Mr. Smith read to the Board a letter from the donor setting forth each of the conditions described above. He noted he wished a copy of the letter to be attached to the minutes of the meeting, but as the donor was to remain anonymous for the next couple of months, he wished it to be attached after a public announcement was made.
Mr. Smith next noted to the Board the stock which would be the subject of a gift was not a proper investment for the Library Board to hold for any period of time and should be sold as soon as possible after receipt. He noted this would require approval of counsel for the issuing corporation, and he requested from the Board authority for himself and the Secretary to perform all acts necessary in the name of the Board to sell the shares and to reinvest the proceeds of the sale in certificates of deposit on a local bank to be held in escrow in accordance with the donor's letter.

Elaborate discussion ensued, and then, upon motion made by Mrs. Harold Hallock and seconded by Mr. Robert Stroh, the following resolutions were unanimously adopted:

RESOLVED, the donation of stock described in the letter to be attached to the minutes of this meeting be, and they hereby are, accepted subject to all of the conditions set forth in such letter;

RESOLVED FURTHER, upon receipt of such shares, the President of the Board, Lloyd T. Smith, Jr., and the Secretary, Edward H. Bain, Jr., are authorized and instructed to immediately request approval from counsel for the issuing corporation for an opinion that the sale of the shares will not violate the Securities Act of 1933, and, upon obtaining such opinion, the President and Secretary are authorized to sell such shares forthwith;

RESOLVED FURTHER, the President and Secretary are authorized to execute on behalf of the Board any and all documents reasonable or necessary to meet requirements of counsel for the issuing corporation or the transfer agent for the corporation to effect such
sale, such authorization being in exercise of the general powers of the Regional Board as expressed in Virginia Code Annotated, §42.1-39;

RESOLVED FURTHER, upon receipt of the proceeds of such sale, the President and Secretary are authorized to purchase certificates of deposit on a bank having offices in Charlottesville, Virginia, using their best judgment to consummate such purchase, the certificates of deposit to be issued in the name of the escrow agents named in the letter to be attached hereto;

RESOLVED FURTHER, the Secretary of the Board be, and he hereby is, authorized to certify copies of the foregoing resolutions and related discussion to the transfer agent along with a copy of the letter to be attached to the minutes of this meeting.

* * * * *

I, Edward H. Bain, Jr., Secretary of the Board of Trustees of the Jefferson-Madison Regional Library, do hereby certify the foregoing is a true and correct excerpt from the minutes of the meeting of the Board of Trustees held on October 21, 1975.

Edward H. Bain, Jr., Secretary
MINUTES OF THE SEPTEMBER 16, 1975 MEETING OF THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present: Lloyd T. Smith, Jr., President
Edward H. Bain, Jr.
James E. Craig
Mrs. Sam Eggleston
Mrs. L. Gordon Dorrier, Sr.
Mrs. David Hardin
Mrs. Henry Mitchell
Robert W. Stroh
Mrs. Herbert Silvette

Absent: Mrs. Harold Hallock
Mrs. Thomas H. Jenkins

Also present: Christopher B. Devan, Library Director
Evelyn Garth, secretary to the Director

Mr. Smith called the meeting to order at the Gordon Avenue Branch Library at 3:30 P.M. and asked for comments on the Minutes of the previous meeting. Mr. Stroh moved that the Minutes be accepted as presented. Mrs. Hardin seconded the motion and it passed.

The August circulation report was discussed and accepted as presented, noting that it looked good.

The June financial report was accepted as presented. July and August financial reports will be mailed when they are received and summarized.

Mr. Devan announced the Friends of the Library had agreed at its last board meeting to provide the additional funds needed to build the pathway at Gordon Avenue Branch Library.

Mr. Smith announced that he had had a discussion with Charles Webb regarding a client who is interested in donating a substantial amount to the building fund of the new library and who wished to know a few things before the grant was made. Mr. Smith submitted to the Board a draft of a letter (attached) in reply to the client's questions. Mr. Stroh moved that the letter generally reflected the Board's plans for the new building. The motion was seconded by Mrs. Hardin and it passed unanimously.

After discussion of the need of a fund-raiser for the new library building, Mr. Stroh moved that a person be hired as a fund-raiser for the new library building, that he act as a Special
Assistant to the Director and the Library Board, and that he receive a salary from the library's budget. No set amount was agreed upon. Mr. Bain seconded the motion and it passed unanimously.

Mr. Stroh, Chairman of the Nominating Committee, reported that they recommended the present slate of officers, Lloyd T. Smith, Jr., President, and Mrs. Sam Eggleston, Vice President, be re-elected for the year beginning October 1, 1975, and so moved. Mrs. Hardin seconded the motion and it passed unanimously.

Other discussions were: programs for which the Library's allotment of $36,713 in Federal Aid might be used to support library services in the area, particularly service to the visually handicapped, and a request from some Greene County residents who would like the branch library extend its hours of service to 2 or 3 hours Sunday afternoons. No action was taken. Also discussed was the need for a listing of equipment at the Nelson County Branch Library which was given by the Nelson County residents; a suggestion from Mr. Stroh, Chairman of the Budget Committee, that the committee meet with the Director as soon as possible regarding the budget for the next fiscal year; and a request from the Board that the Director review the lease provisions of the building rented from the Holy Comforter Church for the administrative offices of the library.

At 4:30 P.M. Mr. Bain moved for adjournment. Mrs. Hardin seconded the motion and it passed.

Evelyn Garth

Attachment
INSURANCE

As a result of questions raised about insurance, I have discovered that, apart from the City coverage of the McIntire and Gordon Avenue branch buildings, there has been no insurance on either the books belonging to the library or on the furniture and equipment of the library.

In order to cover the furniture and equipment, an inventory will have to be made by Charlottesville Purchasing Department personnel. This will be done as soon as the necessary supplies can be secured. I have determined a valuation of $1,086,684 on the book collections in the libraries and these have been blanketed into the City Insurance coverage.

Since there is no appropriation for this, the necessary premiums will have to be taken out of the surplus which remained at the end of the year. I am still trying to get the exact figures. However, we have a start on an insurance program, which should make us sleep more easily.

LSCA FUNDS

The Federal LSCA money ($36,000) which was reported as available last month is, technically, last year's appropriation made available this fiscal year. The comparable funds for this year will be forthcoming later. In any case, it seems probable, but not yet a certainty, that we can anticipate a two-year program for any activity that we propose.

Last month the Board gave tentative approval for the President to sign a contract for the use of LSCA funds. It now seems that this contract does not require specific program plans but only an agreement to provide such plans and to accept the required accounting procedures. I am still investigating possible programs, including aid to the Blind and Physically Handicapped.

Under existing regulations, we can use the funds only for "salary supplements", not for additional personnel. This would seem to place a limit on our activities.

We can, however, use the funds for library materials and equipment. It seems doubtful if we can use the funds for the
rental of equipment (as one proposal has it) but we may use them (I believe) for the rental of space for the Blind and Physically Handicapped program if this should seem necessary as I believe it would.

State interpretations of Federal regulations are complex and imprecise. These complexities require more time for planning than I had expected. It is imperative that these funds be used effectively.

GORDON AVENUE BRANCH - Pathway

The firm of R. E. Lee and Son has submitted a proposal to build the pathway down the side of the building in the amount of $2,326 which is slightly over the amount offered by the Friends for this purpose. I have requested the balance from the Friends and expect a reply before the Board meeting.

DIRECTOR’S ACTIVITIES

My visits to the area have continued with meetings with Al Shank of the Joint Security Complex, the City Director of Personnel and also of Community planning. I have visited Innisfree Village and, of greater personal significance, I have moved my family to Charlottesville.

CHILDREN’S BOOK WEEK

Mrs. Williams has begun the planning for the Children’s Book Week in November with Dan Melcher, nationally known book-man as the featured speaker. We are trying to relate the program to a recognition of the building needs.

LOGO

New stationery is being ordered which will, among other things, list Greene County as a part of the System. I am ordering a small supply since I hope that a new library "logo" can be secured soon, preferably as a part of the campaign for the new building.

Respectfully submitted,

Christopher B. Devan
Director
Minutes of the August 19, 1975 Special Meeting of the Jefferson-Madison Regional Library Board of Trustees

Present: Lloyd T. Smith, Jr., President
        Edward H. Bain, Jr.
        James E. Craig
        Mrs. Sam Eggleston
        Mrs. Harold Hallock
        Mrs. Thomas H. Jenkins
        Mrs. Herbert Silvette

Absent: Mrs. L. Gordon Dorrier, Sr.
        Mrs. David Hardin
        Mrs. Henry Mitchell
        Robert W. Stroh

Also present: Christopher B. Devan, Library Director
              Evelyn Garth, secretary to the Director

Mr. Smith called the meeting to order at the Gordon Avenue Branch Library at 3:40 P.M. and asked for comments on the Minutes of the previous meeting. Mr. Bain moved that the Minutes be approved, Mr. Craig seconded the motion and it passed.

The July circulation report was discussed. Mr. Devan pointed out that the July circulation for the system was very high. The report was accepted as presented.

There was no financial report for the end of the fiscal year or for July since neither had been received from the Office of the Director of Finance. (As soon as they are received they will be mailed to the trustees.)

Mr. Devan reported that the Virginia State Library had advised him that the Jefferson-Madison Regional Library may apply for up to $36,000 in Federal Aid provided certain rules are followed. Mrs. Hallock moved that Mr. Devan work up a program following the provisions and that Mr. Smith approve the application on behalf of the Library Board. Mrs. Eggleston seconded the motion and it passed.

Mr. Smith announced the appointment of Mrs. Eggleston on the Budget Committee, replacing Mr. Bain who heads the Fund Raising Committee for the new library building. The Budget Committee consists of Mr. Stroh, Chairman, James E. Craig and Mrs. Eggleston.

Mr. Bain, Chairman of the Fund Raising Committee, reported that he had talked with two members of the City Council regarding funds for the new library building.
The Director reported that a wooden porch much in need of repair at the Scottsville Branch Library is being replaced with a concrete one by the Albemarle County School System. (The building is owned by the County School System and leased to the Regional Library.)

Other subjects discussed were: an inquiry from "Innisfree Village", an institution for the handicapped near Crozet, regarding the possibility of jointly purchasing a film projector with the Library; the building of brick steps to the parking lot at the Gordon Avenue Branch and that a proposal from R. E. Lee to build them would be forthcoming; a check of the insurance coverage on the contents of the libraries; a request from Lloyd Smith that the reference department of the library work up an itemized list of all major capital improvements that have been made in Charlottesville and Albemarle County between the years 1965-75 such as new schools, the Mall, recreational facilities, etc. Also discussed were ways and means of raising funds for the new library building and suggesting names of a local citizen who might agree to be the official fund-raiser; and a recommendation from the Director that the staff keep a list of questions or comments that the public asks about the library which the Board agreed was a good suggestion. A proposed personnel manual for the library, tabled by the Board last January, was also discussed which the Director said he would re-submit after he has had a chance to study it.

At 5:00 P.M. Mrs. Hallock moved for adjournment, Mr. Smith seconded the motion and it passed.

Evelyn Garth
It is the responsibility of the public library to provide access to factual, educational, cultural and recreational information, whether produced and recorded formally or informally, stored in a wide variety of library materials, and useful for a variety of individual purposes.

It is also the responsibility of the public library to disseminate this information throughout the library's service area; in particular, making every effort to make every individual in the community aware of the availability of this information before, or at the time that, the individual becomes aware of his need for it.

It is the goal of the Jefferson-Madison Regional Library to develop its full resources and capabilities in order to meet these responsibilities economically and equitably throughout the entire library service area of the Thomas Jefferson Planning District.
MINUTES OF THE JULY 15, 1975 MEETING OF THE
JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present: Mrs. Sam Eggleston, Vice President
Edward H. Bain, Jr.
James E. Craig
Mrs. L. Gordon Dorrier, Sr.
Mrs. Harold Hallock
Mrs. David Hardin
Mrs. Thomas H. Jenkins
Mrs. Henry Mitchell
Mrs. Robert W. Stroh
Mrs. Frank Wood, alternate representative from Nelson Co.

Absent: Mrs. Herbert Silvette
Lloyd T. Smith, Jr., President

Also present: Christopher B. Devan, Library Director
Evelyn Garth, secretary to the Director

In the absence of the President, Mrs. Eggleston called the
meeting to order at 3:30 P.M. at the Gordon Avenue Branch Library,
and welcomed Mr. Devan who assumed his official duties as Director
of the Library on July 8. Mrs. Thomas Jenkins, recently appointed
trustee representing Albemarle County and filling the unexpired term
of Mrs. Albert Horrocks, was also welcomed.

The Minutes of the previous meeting were accepted as written
by a motion from Mr. Stroh, and seconded by Mr. Craig. Motion
passed.

The circulation reports, both for the month of June and the
annual report, were accepted as presented. There was no financial
report as it had not been received from the Director of Finance's
Office.

Mr. Devan reported to the Board that he felt "the library had
been held commendably together by Phil Williams and that he had
done an excellent job" during the interim period he served as
acting director.

Mrs. Hallock moved that a letter from the Board of Trustees
be written expressing its deep gratitude for the many gifts given
the Library by the Friends of the Jefferson-Madison Regional Library.
Mrs. Jenkins seconded the motion and it passed.

According to the By-laws, no regular meeting of the Library
Board is scheduled for the month of August. However, the Board
felt one was needed and Mrs. Eggleston moved that a meeting be held
the third Tuesday in August. Mr. Craig seconded the motion and it
passed.
A Nominating Committee to select officers for the year beginning October 1 was appointed by Mrs. Eggleston, consisting of Mr. Stroh, Chairman, Mrs. Silvette and Mrs. Dorrier.

Mr. Bain, Chairman of the Fund-Raising Committee for the new library, reported that he, Mr. Stroh and Mrs. Hallock had met with Mr. Harold Young regarding ways and means of raising funds. At the August meeting, further plans will be brought to the Board.

Mr. Stroh, Chairman of the Budget Committee reported that he had written up a 5-page outline to place in the Budget Committee folder, giving a time frame for future preparation of the annual budget and that Mr. Bain, Mr. Craig and Mrs. Eggleston had been furnished copies along with the Director.

Other discussions were: a Proposed Personnel Policy and a Proposed Book and Gift Selection Policy which needed working on and brought to the Board's attention by Mr. Devan; the filling of the position of Coordinator of Branches, vacant since March; the problem of a repair job on the wall separating the Gordon Avenue Branch and the Martha Jefferson House; and the Garden Club project for the McIntire Library. Also discussed was a resolution received by the Board from the Civic League regarding the re-location of the Lewis and Clark statue, and a suggestion that a series of articles be written and published in the DAILY PROGRESS concerning the crowded conditions at the McIntire Library.

There was no unfinished business. Mr. Bain moved for adjournment at 4:30, Mrs. Hardin seconded the motion and it passed.

Evelyn Garth
Since the last Board meeting, I have been getting acquainted with the library and with the communities we serve. Thanks to individual trustees, I have been presented to the Charlottesville City Council and to the Boards of Supervisors of Albemarle and Nelson Counties, and to the Albemarle Board of Education. I have also met with the Executives of all of our various jurisdictions and with a number of the city officials with whom I expect to have business. In most cases, the purposes of the meetings was simply to become acquainted. However some business has also been transacted.

With the assistance and interest of Miss Virginia Moore and Mr. Douglas White of the Albemarle Board of Education, we have apparently secured a new concrete porch for the Scottsville Branch to replace the existing wooden porch floor which has rotted through.

The proposal to place a pathway down the side of the Gordon Avenue Branch has hit a snag. The estimate for architectural services came to half of the $2,000 available for the total project. I have since learned that several years ago, the firm of R. E. Lee had discussed some similar proposal and I'm trying to reach them for more information.

A letter of appreciation for all the services which the Friends of the Library have given to the library was sent to Mrs. Wamsley after the last meeting.

The ACTION program of bringing bookmobile and related services to the inner city has been continued with funds left over from the original grant and additional funds from the University League, the Friends of the Library, and a promised grant from the Junior Woman's Club. Christine Parker, the project supervisor has left the library but provided an excellent report with recommendations for the continuing program.

The Urban Observatory Program, jointly sponsored by the City of Charlottesville and the Department of Health, Education and Welfare, has asked for our suggestions on research needs of the library. I have asked the staff for suggestions and will pass on any ideas that the Board may have, in addition to my own idea.

At the suggestion of Bob Stroh, Chairman of the Budget Committee, I have begun to gather information for the 1976-7
Director's Report

Budget which will be formally requested by the City sometime in November. If any Trustees have suggestions to be included in the first draft, I would appreciate receiving them.

With much of the staff on vacation and those remaining trying to "fill in", there has been little activity of a "reportable" nature. The Summer Reading program for children has been doing well, and parties are being planned in several locations to close them down.

Respectfully submitted,

Christopher B. Devan
Director
MEMORANDUM

To: The Board of Trustees
    Jefferson-Madison Regional Library

From: Chris Devan, Director

Date: July 11, 1975

After three days on the job, partly spent in looking for a house, it would be foolish for me to present a written report.

Let me say, for the record, that Peggy and I have been delighted with our reception and she is looking forward to joining me here permanently within a few weeks.

At the meeting, I may bring up a few general comments.