CALL TO ORDER
MINUTES OF PREVIOUS MEETING
CIRCULATION REPORT
FINANCIAL REPORT
DIRECTOR'S REPORT
COMMITTEE REPORTS
  Contract Revision and City Code - Mr. Bain (3-77)
UNFINISHED BUSINESS
  Personnel Manual (7-76)
  Affirmative Action (10-76)
  Personnel Committee Established (4-77)
  Money Management Report (2-77)
  Billing for Library Services (4-77)
  Matters Pending - No action anticipated
    Joint Security Complex Grant (3-77)
    Balusters Replacement (3-77)
    Insurance Study (3-77)
NEW BUSINESS
  Unanticipated Receipts - Director's Report
  Shifts in fund allocations - Director's Report
  Post Office Study - Ratification - Director's Report
  July Board Meeting - Director's Report
COMMITTEE APPOINTEES
  Nominating Committee
  Personnel Committee

ADJOURNMENT
MONTHLY MEETING
JEFFERSON-MADISON REGIONAL LIBRARY BOARD
AGENDA
ORDER OF BUSINESS

CALL TO ORDER
MINUTES OF PREVIOUS MEETING
CIRCULATION REPORT
FINANCIAL REPORT
DIRECTOR'S REPORT
COMMITTEE REPORTS

Contract Revision and City Code – Mr. Bain (3-77) Carried Over

UNFINISHED BUSINESS

Personnel Manual (7-76) Director’s Report Carried Over
Affirmative Action (10-76) Director’s Report Carried Over
Money Management Report (2-77) Budget Committee

Matters pending - No action anticipated

Joint Security Complex Grant
Post Office Study — Referred to Chairman
Copier Service Contract — Put in force 5/1/77
Balusters Replacement — Not discussed

NEW BUSINESS

Insurance Report (3-77) Minutes
Personnel Committee Establishment (4-77) Director’s Report
Billing for Library Services (4-77) Director’s Report

ADJOURNMENT

Note: This agenda is an attempt to comply with President Smith’s request for a means of keeping current on all matters which have come before the Board but which have not been resolved. Your comments will be appreciated.
MONTHLY MEETING
JEFFERSON-MADISON REGIONAL LIBRARY BOARD
AGENDA
ORDER OF BUSINESS

Date: March 22, 1977
in the Century Room
Gordon Avenue Branch
3:30 p.m.

1. CALL TO ORDER

2. MINUTES OF PREVIOUS MEETING

3. CIRCULATION REPORT

4. FINANCIAL REPORT

5. DIRECTOR'S REPORT

   Action items:
   Copier maintenance contracts
   McIntire Building - Balusters
   Administrative Office - Lease
   Crozet Branch - Painting of windows
   Personnel Organization Manual
   Reconsideration or endorsement
   Affirmative Action - not enclosed
   Salary Scale
   Job Classification
   Maternity Leave

6. COMMITTEE REPORTS

   Budget Committee
   Charlottesville Bookmobile Service
   Money Management Report

7. OLD BUSINESS

8. NEW BUSINESS

9. Adjournment
MONTHLY MEETING

JEFFERSON-MADISON REGIONAL LIBRARY BOARD

June 22, 1977

In Lieu of:

An Agenda

I have just learned that there will be an insufficient number of Trustees available to provide a quorum for the June meeting. Therefore, this meeting is cancelled.

The next regular meeting of the Board of Trustees will be on July 19 in the Gordon Avenue Branch at 3:30 p.m.

Christopher B. Devan
Director
As will be seen, the period since the last Trustees meeting has been one of waiting: waiting for trustee appointments; for action on the Post Office, waiting for Friends' gifts to arrive and for final bills to come in. Frankly, I am at a loss to prepare an agenda for the June meeting, since most of the waiting is still going on.

McIntire Building

Since the funds seem to be available, I have ordered some electrical work done on the McIntire Building, replacing electrical outlets which have peculiar arrangements for the prongs of a plug, and getting the chandeliers repaired to prevent short circuits. By moving the main catalog into the center of the cortile, we have made it easier to use, but harder to see. Additional outlets will be installed for new lighting. The rotting out-door signs will be replaced and repainted to conform to the new paint on the rest of the building. Scottsville and Nelson County will also get newly repainted signs (with correct hours).

Bookmobile II

A new generator has been ordered to replace the existing one which has been giving trouble all spring. A new one, at a cost of $1,600, seemed to be a better bargain than a rebuilding job at $1,200 which would still have entailed additional down-time and working with an unsatisfactory dealer in Richmond. Now, with an Onan Generator, we can rely on local service and parts.

Board of Trustees - Appointments

Jim Craig has been reappointed to the Board; Gay Jenkins has declined a reappointment due to the pressure of her other work. Mrs. Anne Johnson, of Keene, has been appointed to fill the position vacated by Ruth Brown. Gertrude Mitchell's seat is still vacant and no appointment has been made to fill Gay Jenkins' position.

Laura Turner

Laura Turner sent the following letter to the Board:

"Thank you for your gracious summary of my work at the Nelson County Memorial Library. When the commendation was presented, in retrospect, I seem to have been in shock. It came at the moment of deepest need, and I do appreciate each kind word."
"Retirement means many things to many people. To me it seems to be a habit. This, believe it or not, is the third time around for me. In each case I had another position in line before the inevitable arrived. This is no exception. There is too much opportunity to be of service to sit on the sidelines.

"If you have an opportunity please come to Nelson. You have a cordial invitation. When and if you come you will not find me at the Shipman Senior Center "piecing" quilts. This is fine for those who like it, but my desire is to be where the action is.

Again a sincere thank you."

Cordially yours,
/s/ Laura R. Turner

Personnel Committee

This important new committee has not met as yet since Gay Jenkins, who was appointed Chairman, is not staying on the Board. It's agenda is filling up:

Personnel Manual
Equal Employment Opportunity
Affirmative Action
Director's Salary
Blue Cross-Shield

As soon as a third member is appointed, I hope we can get together on this.

Post Office Building

Charlottesville and Albemarle are, at the time of writing, attempting to secure an option, with a firm price, on the Post Office building. The last information to reach me was that an agreement was close on price, but less so on terms of occupancy. It still seems highly likely that, if we can secure the funds, the Post Office will be the answer. There also seems to be an agreement that no additional capital funds will be requested from the three outlying counties.

I am enclosing copies of two letters; one from Berkeley giving a summary of the time schedule and the other, from me to Bob Stroh, giving a brief summary of the financial situation.

Blue Cross/Sheild

After receiving notice from Blue Cross/Sheild of a major increase in the rates for 1977-8, the City of Charlottesville
accepted these rates and offered its employees the option of the current plan (with good benefits) or of the same City contribution to a plan of lesser benefits which would, thereby, reduce the individual's contribution. It was noted that the increase in rates could, in some cases, eat up the entire 2½% cost-of-living increase that the City is giving.

Since the Library is offering no cost-of-living increase, it seems at least desirable that the same package be offered to library employees. The additional cost, estimated to be $5,100, can be absorbed in the budget for next year, as nearly as I can determine.

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Plan 7510</td>
<td>Plan 7510</td>
<td>Plan 6010</td>
</tr>
<tr>
<td>Subscriber only</td>
<td>$19.98</td>
<td>$34.16</td>
<td>$31.66</td>
</tr>
<tr>
<td>Subscriber and one minor</td>
<td>29.94</td>
<td>51.14</td>
<td>47.38</td>
</tr>
<tr>
<td>Subscriber and Family</td>
<td>50.38</td>
<td>72.44</td>
<td>66.46</td>
</tr>
<tr>
<td>Library contribution</td>
<td>19.98</td>
<td>34.16</td>
<td>34.16</td>
</tr>
<tr>
<td>Employee contribution</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subscriber and one minor</td>
<td>9.96</td>
<td>16.98</td>
<td>13.22</td>
</tr>
<tr>
<td>Subscriber and family</td>
<td>30.40</td>
<td>38.28</td>
<td>32.30</td>
</tr>
</tbody>
</table>

The Plan 6010 pays physicians on a set schedule for services rather than the "customary and usual" basis of Plan 7510. As an example, the difference in cost to an employee for a physician bill for an appendectomy is shown below:

<table>
<thead>
<tr>
<th>Plan</th>
<th>Physicians Bill</th>
<th>Blue Shield Pays</th>
<th>Cost to Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>7510</td>
<td>$330</td>
<td>$330</td>
<td>0</td>
</tr>
<tr>
<td>6010</td>
<td>330</td>
<td>194</td>
<td>136</td>
</tr>
</tbody>
</table>

Publicity and Similar Things

The Daily Progress is presently printing a weekly list of "New Books in the Library". I hope this will continue. I am presently trying to plan an Annual Report which can be printed in the Progress this fall, rather than have a separate printing as we have done for the last two years.

With the arrival of a display case in the McIntire Library we are developing a plan to have exhibits, in all display cases, of current and recent books on particular topics. The McIntire case presently has books on the Newberry-Caldecott Awards. Books used in the exhibits can be reserved at no cost, to be available at the conclusion of the exhibit.

Respectfully submitted,

Christopher B. Devan, Director
24 May 1977

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

Dear Chris:

Following is an estimated schedule for completion of the Post Office/McIntire renovation and conversion.

Architectural Design and Preparation of Bidding Documents 6 months
Bidding, Analysis and Award 1 month
Construction 12 months

If you desire any additional information, please contact me.

Yours truly,

YATES AND BERKELEY ASSOCIATES, LTD.

Kirk Berkeley
Architect

cc: Lloyd Smith
    Kay Hallock
    Cole Hendrix
    Gerald Fisher
    Nguyen O'Brien
    Guy Agnew

GLENN YATES, JR. AIA
KIRK BERKELEY AIA
330 COUNTY STREET, PORTSMOUTH, VIRGINIA 23705
399-7565
June 22, 1977

Mr. Robert W. Streh
625 Davis Avenue
Charlottesville, Virginia 22901

Dear Bob:

You asked for a brief analysis of the funding of the Post Office project according to the Yates & Berkeley study. Here is the most up-to-date estimate that I can offer.

COSTS

- Purchase price of Post Office: $250,000
- Y&B Conversion cost: $1,287,310
- + 10% contingency (1): $128,730

Total costs: $1,416,040

Red Cross building & site work: $100,000

POTENTIAL RESOURCES

- Present donations (2): $250,000
- Vinegar Hill site (3): $460,000
- Charlottesville share: $653,020
- Albemarle Share: $653,020

Total resources: $1,766,040

Footnotes:

(1) Since the normal contingencies are included in the Y&B estimate, this is included to provide an outside fence on total costs.
(2) Present donations include $150,000 which was given or pledged for a new building and which must be released by the two donors before they can be used for the present proposal.

(3) Vinegar Hill land is listed at cost. It is presumed that this can be recovered by sale of the property before the funds are needed. It is also presumed that all contributors to the purchase of this site will release the funds for use in the present proposal. This includes five political jurisdictions and the Friends of the Library.

I hope that this rather hasty analysis of the funding will be useful. Please call me if you have any questions.

Cordially,

Christopher B. Devan
Director
MINUTES OF THE MAY 24, 1977 MEETING OF THE
JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present: Lloyd T. Smith, Jr., President
         Edward H. Bain, Secretary
         Mrs. Zirkle Blakey
         James E. Craig
         Mrs. Raymond Sauer
         A. C. Weed

Absent:  Mrs. Harold H. Hallock
         Mrs. Thomas Jenkins, Vice President
         Robert W. Stroh

Also present: Christopher B. Devan, Library Director

The regular meeting of the Library Board of Trustees was held at the Gordon Avenue Branch Library, Century Room, at 1500 Gordon Avenue. A quorum was declared at 3:35 and the meeting was called to order.

Mrs. Marguerite Sauer, a new Trustee from Louisa was introduced.

The Minutes of the April meeting, which had been mailed earlier to the Board members, were approved as presented.

Circulation and Financial Reports

These reports were reviewed and filed.

Director's Report

There was a Friends of the Library Board meeting on May 20th at the Jefferson Madison Regional Library, Administration Building on 208 E. Jefferson Street.

The Friends reported selling over $11,000 in the Friends of the Library Book Sale. The Friends voted to give the library several items, among them being a well-needed catalog cabinet for Nelson County Memorial library, gifts in all totalling $3,358.00. The Friends rejected the Children's Film Program, which has been provided at the Gordon Avenue Branch Library.

Mr. Devan reported he will be going to the Virginia State Library Association Regional meeting Tuesday, May 24 at the Alderman Library in Charlottesville.
Jail Services - Progress Report

Mr. Devan reported that the Criminal Justice Advisory Council of the Thomas Jefferson Planning District had endorsed the request for a Grant, this being one of several steps in the approval process.

Personnel Committee

Mrs. Blakey moved and Mr. Weed seconded the following resolution which passed:

RESOLVED: That there shall be a Standing Committee of the Board of Trustees known as the Personnel Committee, which shall have the responsibility to study and make recommendations to the full Board on matters relating to the staff of the library, including but not limited to the matters set forth below:

- Annual review of the salary scale prior to budget preparation;
- Maintenance and revision of personnel policy statements;
- Annual determination of the Director’s salary;
- Review and approval of job descriptions;
- Review of the implementation of Equal Employment Opportunity Policies and Affirmative Action plans;
- Special considerations for the welfare of the staff; and,
- Conduct hearings as the last step in the Grievance Procedure.

Personnel Manual

The Personnel Manual and the Equal Employment Opportunity Statement with the Affirmative Action Statement were referred to the Personnel Committee.

Money Management Program

The Money Management Program was not discussed because of the absence of Mr. Robert Stroh.

Unanticipated Receipts

Mr. Bain moved and Mrs. Blakey seconded the following resolution which passed:
RESOLVED: That the Treasurer of the Library Board be instructed to establish a Special Fund with sufficient accounts within the fund to receive all gifts to the library, all endowment income, all special purpose grants and such other funds as the Board of Trustees shall from time to time establish; and further,

That the Director be empowered to expend the amounts needed to accomplish the purpose of each grant or gift up to the sum of $500.00 per grant or gift, without further authorization of the Board; and further,

That the Director be authorized to spend up to $1,000.00 for gifts from the Friends of the Library without further authorization from the Board; and further,

That amounts over those shown above will be spent only upon a separate resolution passed by the Library's Board of Trustees, and further,

That the Budget Committee be authorized to plan for the investment by the City Treasurer of any funds within the Special Fund which are being held in reserve for future use, and further,

That Special Purpose Grants, having been accepted by the Board of Trustees, be spent in accordance with the terms of the Grant without further specific authorization by the Board.

That all transactions within the Special Fund be reported monthly to the Board of Trustees as a part of the Financial Report, and that they be included, for information in all reports to the State Library and to the parent Jurisdictions of the Library.

That any amounts remaining in the Special Fund at the end of any Fiscal Year be carried over from year to year and retained for the Regional Library.

Billing for Library Services

It was noted that the payment for Library Services from the Jurisdictions have been made to the Jefferson-Madison Regional Library and not to the Director of Finance, City of Charlottesville.

Post Office Study

The updated and final copy of the Post Office Study was given out to the Board to review. Noting the addition of Page 8 and added wording to page 5 a motion was made by Mr. Bain and seconded by Mr. Weed to endorse the recommendation of the Special Committee, and that steps be taken to procure the Post Office Building. Motion passed.
Committee Appointments

After asking for suggestions, Mr. Smith made the following Committee appointments:

Personnel Committee: Mrs. Blakey, Mrs. Sauer, Mrs. Jenkins, Chairman

Nominating Committee: Mrs. Blakey, Mr. Craig, Mrs. Hallock Chairman

Shifts in Fund Allocations

After a brief discussion of the Memorandum which was a part of the Director's Report, it was decided that no action was needed on this Memorandum.

July Board Meeting

After discussion, it was decided that the July meeting of the Board of Trustees should be held on July 19th, the third Tuesday of the month, rather than July 26th.

Laura R. Turner

Mr. Weed moved, and Mr. Bain seconded a resolution which passed unanimously, honoring Miss Laura R. Turner for her service to the Library. (Copy on File in Official Minutes Book.)

Meeting adjourned at 5:00 P.M.
FROM: Robert Stroh, Chairman & Christopher B. Devan, Director

TO: The Board of Trustees

DATE: May 17, 1977

RE: The problem of unanticipated receipts

Under present arrangements, unanticipated and unbudgeted receipts such as gifts, endowment income, special purpose grants etc., follow one of two tracks:

1. They may be deposited as a Revenue Income item in the General Fund of the Library (Code 17-0000-) where they remain until some special action is taken to add them to a suitable expenditure account. This usually means, since they cannot be spent from a revenue account, that they are not spent at all. In this case, they end up as a year-end fund balance which, under present Board policy, will be returned to the jurisdictions, thereby negating the intent of the source of the funds.
2. They may be credited directly to the agency and line item on the Expenditure Report for which they were given to be spent (books, supplies, equipment, etc.). In this case, the funds appear as an Expenditure Refund, never showing at all in the Revenue Income statement. This results in the actual expenditure being washed out completely and never being reflected in the expenditures for a particular purpose or for the library as a whole. In addition to being inaccurate, it takes the steam out of any efforts to increase the number of gifts to the library, particularly the small memorial gifts which add up to over several hundred dollars per year.

To eliminate this problem, Bob Stroh, Vic Mazziotti and Chris Devan have developed the concept of a Special Fund, separate from the Library's General Fund, to be established by directive of the Board of Trustees, both for the receiving and expenditure of these kinds of receipts. This system can also accommodate the gifts to the Library Building Fund.

Vic will develop the account codes and the mechanics of reporting. The Board of Trustees will have to authorize the Special Fund and provide the authorization to the Director to spend from the accounts in accordance with the terms of the source (gifts, grant, endowment or whatever). There should be a limit on the amount the Director can expend without specific authorization of the Board. This should be high enough so that small gifts would not have to be brought to the Board each month. Any amounts over this amount would require some form of Board authorization.
This "Special Fund" would not be closed out each year as the General Fund accounts should be. Some line items would be like revolving funds, paying out the same amount as the receipt. Others would retain receipts, either for investment (in the case of gifts to the Building Fund) or for deferred payments on gift items. Any substantial funds could be placed in an account for the City Treasurer to invest along with City funds, giving the library the benefits of his investment expertise.

Attached is a "Sample Resolution" with a number of paragraphs which, suitably modified, might do the trick. Please review this before the May Board Meeting.
RESOLVED:

That the Treasurer of the Library Board be instructed to establish a Special Fund with sufficient accounts within the fund to receive all gifts to the library, all endowment income, all special-purpose grants and such other funds as the Board of Trustees shall time to time establish; and further,

That the Director be empowered to expend the amounts needed to accomplish the purpose of each grant or gift up to the sum of $500 per grant or gift, without further authorization of the Board; and further,

That the Director be authorized to spend up to $1,000 for gifts from the Friends of the Library without further authorization from the Board; and further,

That amounts over those shown above will be spent only upon a separate resolution passed by the Library's Board of Trustees, and further,

That the Budget Committee be authorized to plan for the investment by the City Treasurer of any funds within the Special Fund which are being held in reserve for future use, and further,

That Special Purpose grants, having been accepted by the Board of Trustees, be spent in accordance with the terms of the Grant without further specific authorization by the Board.

That all transactions within the Special Fund be reported monthly to the Board of Trustees as a part of the Financial Report, and that they be included, for information in all reports to the State Library and to the parent Jurisdictions of the Library.
FROM: Robert Stroh, Chairman & Christopher B. Devan  
Budget Committee & Director

TO: The Board of Trustees

DATE: May 17, 1977

RE: Shifts in fund allocations

It is now time in the development of the library's financial management to define a little more closely the exact authority of the Director to spend within budget line items and to shift funds between line items. Since this is an area where judgment is as important as authority, I prefer to set this forth in a series of "axioms" rather than as a formal grant of authority. When large amounts are involved, or an expenditure opens a new avenue of library activity, the Board should always be consulted.

1. The Director may spend all budgeted funds within a particular line item for previously approved or accepted goals without further authorization from the Board.

2. Shifts of funds between agencies can only be accomplished by equalizing the funding among sources; a task so complicated that it will rarely be resorted to, and never without Board approval.
3. Within an agency account, funds may be shifted from one line to another by the Director who may transfer up to 20% of any budgeted line item amount to another line item other than salaries.

4. Since most purchasing (other than books) and most service contracts and agreements are arranged through the City Purchasing Department, the Department's standards of taking bids and comparative shopping are usually followed.

5. The Salary amount for each agency is based on existing staffing patterns, planned changes in these patterns and the salary scale in effect for the period of the planned budget. The Director may alter the staffing pattern in the interests of improved or more economical service provided the total expenditure for salaries at each agency is not increased without Board approval.

(Note: This is especially important since the Board has authorized the Director to apply all economies in the budget to the payment of merit increases. As soon as practical after the start of the fiscal year, the Director will request the transfer of funds from other line items to the salary account for this purpose.)

The foregoing is not new policy. It is a statement of the existing circumstances as I understand them except for the formalization of certain parts of it, such as a per-cent limit on line-item shifts. It is important that there be an understanding like this in view of the extremely tight budget under which we will be operating next year.
AGENDA

Because of the late start of last month's meeting, very little action took place. Therefore the Agenda for this month is exceptionally long. In spite of Trustee vacancies and unavoidable absences, I hope we can reduce this backlog before summer. It is helpful to have all matters pending listed on the Agenda but it is also startling to see so much.

POST OFFICE STUDY

At the request of the Post Office Study Committee, I polled the Board with the request for approval and endorsement of the recommendations of the study. Of the nine active members of the Board, the vote was a unanimous "yea" which will have to be ratified at the meeting on May 24.

COPIER SERVICE

Contracts for copier service have been signed with the Arrowhead Supply Company for one year from May 1st, at a cost of $1,185 for the five active copiers.

BUDGET 1977-78

The Charlottesville City Council has adopted the budget as requested, enabling the library to provide bookmobile service in Charlottesville as a regular part of the library service.

Nelson County has had its Budget Work Session and Greene County has held its Public Hearing. In both cases, I spoke briefly about the library. There was no hostility to the budget as presented. Albemarle County has completed its public hearings also. Louisa has not scheduled hearings as yet.

FRIENDS OF THE LIBRARY - Book Sale

The Book Sale this year netted a record sum of more than $11,300 in the six days of the sale. Eventually most of this will come to the library in the form of gifts of supplies, equipment and books. There will have been a meeting of the Friends Board before the Trustees meeting. I'll have a better report then.

TRUSTEE RESIGNATION AND APPOINTMENT

Mrs. Fran Hardin for Louisa County has resigned from the Board and has been replaced by Mrs. Raymond L. Sauer of Trevillians, Va. Fran is expecting to accompany Mrs. Sauer to the May meeting.
MCINTIRE BUILDING

With a building as old as this one, it is impossible to touch one thing without affecting several others. The painting has revealed a necessity to replace all of the flashing on the roof, which will be done by Martin Roofers. The large ash tree needs trimming and feeding which will be done by Bartlett Tree Company. All the signs will need repainting in order not to look even shabbier by comparison with the new paint.

PERSONNEL

Mrs. Tanith Knight has been appointed to replace Miss Laura Turner as Librarian in charge of the Nelson County Memorial Library. Interviews are still being held to fill the positions of Mrs. Elise Carter and Mr. James Thomas. Miss Laura Turner received a Special Award for Contributions to Nelson County on Nelson County Day. She is expected to retire from the library in June.

VIRGINIA LIBRARY ASSOCIATION

The first Regional Meeting of the Virginia Library Association will be held in the Alderman Library at 7:30 p.m. on May 24th (the day of the Board Meeting). All persons interested in libraries are invited to attend. Ed Bain will have more information at the meeting.

DIRECTOR'S ACTIVITIES

I have agreed to be a candidate for Vice President of the Central Virginia Chapter of the American Red Cross. I hope this will not involve me in a conflict of interest vis-a-vis the Post Office Study.

I had a very useful visit with the Virginia State Library, a trip which I have been planning for two years. Ray Williams and I also visited the branches in Scottsville and Nelson County together. Earlier in the month, I spoke with Hovey Dabney about the Louisa Branch. The results were disappointing.

BOOKMOBILE

I have advised Guy Agnor that Bookmobile I, wholly owned by Albemarle County, and used solely within the County, is now ten years old and approaching obsolescence. He is entering a replacement in the County's 5-year Capital Budget plan and is planning to sound out the Board of Supervisors on the desirability of authorizing its use outside the boundaries of Albemarle County. This would make possible much more efficient scheduling of bookmobile runs. The impact would not be apparent immediately, however, since it is undesirable to make massive changes in the schedule at any time. People become accustomed to particular schedules and a change always results in a temporary decline in use.
A PERSONAL NOTE

My oldest daughter will be married in Cleveland, Ohio on July 16th. Following our return from Cleveland, I would like to take a week of badly needed vacation at the beach during the week of July 23 - July 30, the only time that this is practical. Since a Board meeting is scheduled for this week, I would appreciate either having the July meeting shifted from July 26 to July 19 or else cancelled completely. Of course, the Board could meet without me. I will appreciate your advice.

Respectfully submitted,

Christopher B. Devan
Director

Late News Flash!!!

MCINTIRE BUST

Mrs. Cathe Wallendahl Mowinckel, Sculptor, has given to the library the plaster model of the bust of Paul McIntire from which the bust in the garden was made. I accepted the bust on behalf of the Library with the understanding that it may be placed in some non-library location. It will have to be painted before it can be placed on exhibit.
MINUTES OF THE APRIL 26, 1977 MEETING OF THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present: Lloyd T. Smith, Jr., President
Mrs. Thomas Jenkins, Vice President
Mrs. Zirkle Blakey
Mrs. Harold H. Hallock
Robert W. Stroh
A. C. Weed, II

Absent: Edward H. Bain
James E. Craig
Mrs. David Hardin

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

The regular meeting of the Library Board of Trustees was held in the Director's office at 208 E. Jefferson Street. A quorum was declared at 4:30 and the meeting was called to order.

The minutes of the March meeting, which had been mailed earlier to the Board members, were approved as presented.

Circulation and Financial Reports

These reports were reviewed and filed.

Director's Report

In discussion of the Director's Report, it was noted that additional budget work-sessions had been completed. Also, the resignation of Jo Shook, Librarian of the Louisa County Branch, was reported.

The Equal Employment Opportunity Policy and Affirmative Action Plan were discussed and returned to the Director for rewriting in accordance with suggestions made by the Board. Also requested by the Board was a Resolution to establish a Personnel Committee. Both items were to be sent out to the Board far enough ahead of the next meeting to give time for study.

The contents of a Special Insurance Report were reviewed and discussed. The Director reported that he still has alternative proposals to study on the possibility of micro-filming the shelf-list and catalog, for insurance purposes.

The meeting adjourned at 5:15 p.m.

Evelyn Garth
Recording Secretary
MINUTES OF THE MARCH 22, 1977 MEETING OF THE
JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present: Lloyd T. Smith, Jr., President
          Edward H. Bain, Jr., Secretary
          Mrs. Zirkle Blakey
          James E. Craig
          Mrs. Harold H. Hallock
          Mrs. Henry Mitchell
          A. C. Weed, II

Absent:  Mrs. Ned Brown
         Mrs. David Hardin
         Mrs. Thomas Jenkins
         Robert W. Stroh

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

The regular meeting of the Library Board of Trustees was
held in the Gordon Avenue Branch Library. President Lloyd T.
Smith called the meeting to order at 3:30 p.m.

The minutes of the February meeting, which had been mailed
to the Board members earlier, were approved.

Circulation Report

After discussion, the Circulation Report for the month of
February was accepted, noting that the drop in circulation over
the same month last year was due to the extremely cold weather
during the month.

Financial Report

After discussion, about insurance, the Financial Report for
the month of February was accepted.

Joint Security Complex

Mr. Weed moved and Mrs. Mitchell seconded a motion that Mr.
Devan continue to seek a grant through the Thomas Jefferson
Planning District to continue and improve library service in the
Joint Security Complex during the next Fiscal year, which grant
is understood to be for one year only.

Copiers

Mr. Craig moved that a Xerox copier be placed in the Gordon
Avenue Branch on a trial basis for 90 days and that a service
contract be placed on the A. B. Dick machines, preferably on a quarterly basis. Mr. Bain seconded the motion and it passed.

Lease on the Administration Building from Holy Comforter Church

Mr. Bain moved that the library lease the building again for one year (from March 1st, 1977). Mr. Craig seconded the motion and it passed.

Mr. Devan made the following announcements:

1. National Library Week is April 17 - 23.

2. The Friends of the Library Annual Book Sale will be May 2, 3, 4, 5, 6, and 7 at the Gordon Avenue Branch.

3. The bookmobile will be in the Twenty-Eighth Annual Dogwood Festival Parade on Saturday, April 23.

4. The next meeting of the Library Board of Trustees will be held in Mr. Devan's office since the Century Room at the Gordon Avenue Branch will be in use preparing for the Friends' Book Sale.

Mr. Smith reported that he had discussed with the City Attorney the desirability of removing some library ordinances from the City Code which duplicate State law. He requested Mr. Bain to examine the Contract for any necessary revision.

Discussions were: A Greene County Library Study Committee Report which had been received and resulted in a suggestion that a copy be provided to Fluvanna County; the replacement of balusters at the McIntire Library with action deferred on the replacements until after the receipt of a study being made by Kirk Berkeley, Architect, on the Post Office Building which would suggest the future of the McIntire Building. For further advice, Mr. Smith will consult with Mr. Bosserman of the UVA School of Architecture.

Other discussions were: The Library ACTION Program which City Council will take up at its work session on March 28, at which Mr. Bain and Mrs. Mitchell agreed to attend; the Library's Personnel Organization Manual which was tabled, by unanimous consent, until the next Board meeting.

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

Evelyn Garth
Recording Secretary
BUDGET - 1977-78

Albemarle County and Charlottesville have both had Budget work sessions which were attended by myself and some Trustees. The Albemarle County Board of Supervisors is recommending an appropriation of $250,575 which is $3,127 less than was requested. Their public hearing will be on April 27th.

Charlottesville held its work-session on March 28 and its Public Hearing on April 6th. The City Manager has recommended an appropriation of $206,102 which is $6,965 less than was requested. The final appropriation, determined by the City Council on April 14th was $213,067 which provides for continued bookmobile service in Charlottesville.

Nelson County held its budget work-session on April 19th.

There has been no word as yet from Greene and Louisa Counties as to the scheduling of work-sessions.

PERSONNEL

With the Personnel Manual and the Salary Scale becoming Library policies rather than Charlottesville policies, it is becoming important to have a Personnel Committee as a Standing Committee of the Board. I have talked this over with the President and now recommend it to the Trustees for your consideration. A Committee Charge should include:

Annual review of salary scale before budget time
Maintenance and revision of Personnel policies
Determination of Director's salary
Any special considerations for the welfare of the staff
Review and approval of job descriptions
Final determination of personnel grievances

TRUSTEE RESIGNATIONS

Mrs. Ruth Brown, Trustee from Albemarle County and Mrs. Gertrude Mitchell, Trustee from Charlottesville, have both resigned from the Board. Ruth cited the taking of a new job with the Michie Company as her reason for resigning. Gertrude is moving to Detroit with her husband.

GREENE COUNTY

It was gratifying to have the attached article published in the "Greene County Record" after the awkward publicity given in the "Progress" to the Library Study Committee Report.
**Agenda**

Regular scheduled meeting of the Greene County Board of Supervisors Saturday, April 2, 1977, 10 a.m. in the County Meeting Room.

1. Minutes of previous meeting
2. Discuss report on Step One Sewer Facility Plan with the engineers of Deward M. Martin and Associates, Inc. and Stanardsville Town Council.
3. Request from Greene County School Board for permission to transfer funds between categories in 1976-77 school budget.
4. Set budget workshop meeting date.
5. Adjourn for Annual Road Hearing.

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**Regional Library Gives Limitless Service**

Each week, over one hundred requests come to the McIntire Library from the other branches of the Jefferson - Madison Regional Library for information and books which the smaller branches cannot supply from their own collections.

Every Monday morning, Mrs. Doris Frantz of the Reference Department of the Jefferson - Madison Regional Library collects the calls and mailed requests from the branches that have accumulated over the weekend and starts to work on them.

The greatest single category of requests is for current books, especially those advertised in the book-pages of the newspapers and on television talk shows. There is also a wide variety of "how to..." questions: how to raise bees; how to build a playroom; how to refurbish an antique sewing stand? All of these can be answered from books in the collection of the Main Library of the system.

Recently, there has been an upsurge in the number of requests for help in studying genealogy. This has always been a popular field but "ROOTS" has made it the most fashionable subject of the year. The major source of information available in the library is the local history material about Central Virginia and the backfiles of the "Daily Progress" which can be used on microfilm.

"The Library, at present trying to accumulate backfiles of the other local papers in the region" said Christopher B. Devan, Director. "After all, we're the only public library in the area. The "Central Virginian" from Louisa is already on order since it has already been microfilmed."

We're looking at the files of the "Nelson County Times" and the "Greene County Record" so that they can be filmed too.

There is a regular demand for the standard timeless works of fiction, biography and the history. Many of these are too seldom read to be kept on the shelves of the smaller branches, but the requests for them come from all parts of the region. Parson Weems' "Life of Washington" and Proust's "Rememberance of Things Past" have a persistent appeal.

Frequently, the request is for a simple fact or table of information which can be copied, page for page, and sent to the branch to be picked up by the patron. Sometimes, however, the fact is not so simple and all too often, something that is not found in the library's collection at all.

Mrs. Frantz sends these requests to the Virginia State Library which will either fill the request from its collection or search the entire country, if necessary, for a source which can supply it.

Mrs. Doris Frantz is one of the professional librarians on the staff of the Regional Library who devotes her skills and energies to making available the books and other sources of information on many subjects requested by people in the area. Recently she has tackled such questions as "How hypnosis can help a person stop smoking," finding a cookbook for a person with arthritis, and finding material on North American Indian artifacts. "There is one person I know, who is doing some upholstery on a foot-stool right now. At least I suppose he is. I got the material for him last week."
POST OFFICE STUDY

Kirk Berkeley has advised me that the Study will be available for distribution some time next week, probably on Thursday.

REVENUE STATEMENTS

As a part of the Financial Report, the first Revenue Statement is attached, this being the first month that the figures could be satisfactorily compiled. I will appreciate your comments on its clarity and usefulness. There are still some rough spots to be ironed out.

PAINTING

The painting of the exterior of Gordon Avenue is completed and that of McIntire is in process. The effects are good.

BILLING FOR LIBRARY SERVICES

The Contract provides that "until further notice from the Library Board, the Counties shall pay such assessments quarterly to the Charlottesville Director of Finance..." Both last year and this year, it has been necessary for the Administrative office to send bills for payments, and the Finance Director has asked that we do it regularly. Therefore it seems desirable to formally provide notice to the Counties that the payments should be made to the Library. They will of course, be immediately deposited in the City's treasury.

PERSONNEL

During the summer, we expect to lose three valuable staff members. Miss Laura Turner is expected to retire from the Nelson County Memorial Library in June. Mrs. Elise Carter, Children's Librarian at Gordon Avenue is moving with her husband to Rochester, New York. Mr. James Thomas, most recently Dr. James Thomas, is leaving for North Texas State University where he will join the faculty of the School of Library and Information Services.

Efforts to replace these people are under way. Each of them will be missed.

SALARY SCALE

The attached salary scale is that which was adopted by the Board at their February meeting. The columns represent the six levels of each pay grade, starting with Column A, the salary paid for a beginning employee. The steps represent merit
increases of 5% which may be awarded on anniversary dates if the funds are available. After the sixth level, there is no additional merit raise available. This is based on the Charlottesville pay scale and is subject to annual review by the Board of Trustees.

For each job title there is a Job Description which was developed by the City of Charlottesville in 1973. Since I do not feel that these are particularly satisfactory for the library, I've not reproduced them all. I hope that they can be rewritten within the next year.

Respectfully submitted,

Christopher B. Devan
Director

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April 1977
As a supplement to this report there is a chart indicating the results of a survey of present library insurance. It will be evident that the most important lacks of coverage are of the furniture and equipment and of the catalog and shelflist.

Until very recently it was expected that the City Purchasing Department was going to do a physical inventory of library furnishings and equipment which would provide the basis for an appraisal. This is no longer expected and we are starting, in the smaller branches to conduct our own inventory. When this is completed, it will be possible to secure insurance to cover this. It should be noted that the present coverage of library materials is listed, for insurance purposes as "contents" which could be troublesome in case of a loss.

There is no coverage on the catalog and shelflist. The loss of these items would be a disaster as great as the loss of the books themselves, since the cost of reproduction would be prohibitive. We are presently exploring alternatives to insurance based on microfilm and computer technologies which would yield other benefits as well.

To correct some erroneous information provided at the last Board meeting, there is liability coverage on all locations for personal injury. I had been informed otherwise by the County office charged with managing the Joint Venture policy.

In considering the existing insurance, the outstanding characteristic is that except for the valuations on the library materials, the library has exercised no voice in valuations, kinds of insurance, the manner in which it is placed or with what agency. Most of it is determined by Charlottesville or Albemarle County or both and handled by the Insurance Exchange as a part of the Charlottesville-Albemarle Joint Venture policy. There is a lack of consistency in the overall coverage which results from the dispersal of responsibility.

The Insurance Exchange (according to Carl Van Fossen) is an association of independent insurance agents which handles insurance policies for public bodies and shares both the risks and the profits. This is beneficial to both the agencies and the public bodies who are relieved of the scramble for the public business.

Mr. Van Fossen says that the library could withdraw completely from the Exchange, could secure policies separate from those of the City and County, or could stay with these policies.
He doubts if the library, operating separately from the City and County could secure as good a rate since there are less properties over which to spread the risk.

Regional agencies presently in the Joint Venture Policy are the Airport, Joint Security Complex, Vo-Tech High School, the Library and the Juvenile Court.

He did recommend that some of the inconsistencies be resolved and indicated that the Insurance Exchange would review these solutions for the library, in order that adequate and suitable coverage be provided.
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Survey of Insurance Coverage, April 1977

Jefferson Madison

Regional Library

*Variables include: GAD = Garden Club
  AD = Averett County Board of Education
  R = Rented Property
  J = Jerseyville
  N = New London

Survey of Insurance Coverage, April 1977
Present:  Lloyd T. Smith, Jr., President  
Mrs. Thomas Jenkins, Vice President  
Edward H. Bain, Jr., Secretary  
Mrs. Zirkle Blakey  
Mrs. Ned Brown  
James E. Craig  
Mrs. Harold H. Hallock  
Robert W. Stroh  
A. C. Weed, II  

Absent:  Mrs. David Hardin  
Mrs. Henry Mitchell  

Also Present:  Christopher B. Devan, Director  
Evelyn Garth, secretary to the director

The regular meeting of the Library Board of Trustees was held at the Gordon Avenue Branch Library. Lloyd Smith called the meeting to order at 3:30 p.m. and asked for additions or corrections to the previous Minutes. After corrections, Mr. Bain moved the Minutes be accepted, Mr. Stroh seconded the motion and it passed.

Circulation Report, January 1977

After discussion, the Report was accepted as presented, footnoting it, citing the weather as the reason for the sudden drop in circulation for the month.

The Director reported that Charlottesville's Assistant City Manager had notified him that the Library ACTION program would no longer be funded by HUD and that the City Manager intended to recommend its discontinuance for Fiscal 1977-78. It was the consensus of the Board that a letter should be drafted to City Council, with a copy going to Cole Hendrix and the Library Board members, pointing out the important services rendered to the City of Charlottesville by the regional library, and that the discontinuance of this service will deprive a very important segment of the City.

Financial Report

The Financial Report was discussed and accepted as presented.

Director's Report

Mr. Devan reported that the City had received two bids to paint the McIntire and Gordon Avenue Libraries. Mr. Bain moved
that the Library accept the bid from Mr. Collier. Mr. Stroh seconded the motion and after discussion the motion passed.

The Board discussed the City Manager's recommendation of a 2½ cost-of-living increase as reported in the Director's report. Following discussion, Mr. Stroh moved that Mr. Smith write a letter to all of the jurisdictions telling them that in accordance with Paragraph 7 of the Library Contract, the Library Board no longer wishes to be tied to the City Pay Scale, effective July 1, 1977. Mr. Bain seconded the motion and it passed. (A copy of this letter is filed in the official Minutes Book.)

Mr. Stroh moved that the 1976-77 Salary Scale be adopted for Fiscal Year 1977-78. Mrs. Hallock seconded the motion and it passed.

Mr. Smith announced that the Friends of the Library had made some nice gifts to the library. Mrs. Hallock moved that the Board express its thanks to the Friends and that a letter to that effect be sent, by Mr. Smith, to the Friends of the Library. The motion was seconded and passed.

Mr. Devan reported that legal counsel has been received regarding a patron who had created a disturbance in the libraries.

There was a discussion regarding the jail service by the library. It was decided by the Board to place it on the agenda for the March Board Meeting.

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

Evelyn Garth
Recording Secretary
Present: Lloyd T. Smith, Jr., President
Mrs. Thomas Jenkins, Vice President
Edward H. Bain, Jr., Secretary
Mrs. Zirkle Blakey
James E. Craig
Mrs. Henry Mitchell
Robert W. Stroh
A. C. Weed, II

Absent: Mrs. Ned Brown
Mrs. David Hardin
Mrs. Harold Hallock

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

The Library Board of Trustees held its regular meeting at the Gordon Avenue Branch Library on January 25, 1977. The meeting was called to order at 3:30 p.m. by President Lloyd Smith. He asked for additions or corrections to the previous Minutes which were accepted after correction.

Circulation Report

After discussion, the December Circulation Report was accepted as presented.

Financial Report

After discussion, the December report was accepted as presented.

Director's Report

In addition to his report sent to the Board earlier, Mr. Devan noted there was a conflict in the regular April Board meeting date and the Friend's Book Sale. It was the concensus of the Board members that they preferred meeting on the 4th Tuesday, as usual, but move to Mr. Devan's office for the April meeting.

Mr. Craig moved that up to $300 be paid out of Federal travel money for expenses of Mr. Devan and one staff member to attend the American Library Association Conference in Washington beginning the week end of January 29th. The motion was seconded by Mrs. Jenkins and carried with one negative vote.
Mr. Stroh moved that the January 15th 1977 Revision of the 1976-77 Budget Request be approved by the Board. The motion was seconded and carried unanimously.

Mr. Devan reported that he would be attending a meeting with the Albemarle County Executive the following week and later with the City Manager regarding the 1977-78 Budget Request. No changes had been recommended by the jurisdictions at the Joint Library Committee meeting held in December.

Mr. Devan recommended to the Board that the Library accept a service contract, amounting to $1420, covering all 6 of the A. B. Dick copiers in the system, providing bi-monthly inspection. Mr. Weed moved that the Board enter into the contract. Mrs. Blakey seconded the motion. After discussion, the Board decided that the recommendation be put aside for one month in order to give the Director an opportunity to explore the use of Xerox machines in all of the branches. Mr. Smith recommended that if this were done, the A. B. Dick machines be held in reserve.

The Director reported that patrons of the Scottsville Branch Library have requested the Branch be open on Thursday mornings instead of Thursday afternoons. Mr. Stroh moved that the Board accept the recommendation that Scottsville Branch Library be open on Thursday mornings. Mr. Bain seconded the motion and it passed unanimously.

Mr. Devan read the draft of a letter he had composed to a patron of the library who had been disturbing the staff and other patrons, for a period of about four years, which forbid him to come into the libraries for a period of time. It was the consensus of the Board that they should receive legal counsel in writing before any action would be taken by the Board.

Mr. Devan reported that Miss Turner is retiring from the Nelson County Library in September and that a resolution honoring Miss Turner's retirement will be tabled at Mr. Weed's request because he had to leave the meeting early.

A discussion was had regarding the appointment of a committee to study the relationship of the library with the City inasmuch as it had been brought up at the Joint Library Committee meeting in December. The decision was made that the present Budget Committee would look into the financial cost to the library of having its own pay scales drawn up and doing its own bookkeeping, independent of the City.
Mr. Smith reported that Raymond Williams was designated to work with the Committee Studying the Post Office Building because he had done the initial sketch of plans for a library building and that he should be informed when Mr. Berkeley, the Architect, comes to Charlottesville.

Mr. Bain moved for adjournment at 5:00 p.m. The motion was duly seconded and passed.

Evelyn Garth
Recording secretary
DIRECTOR'S REPORT
March 22, 1977

POST OFFICE STUDY

Kirk Berkeley informs me that he expects to produce his final report on the Post Office by April 18th. This will fit nicely into National Library Week.

NATIONAL LIBRARY WEEK, April 17-23

Plans are being formulated for library activities to be publicized during the week. Radio and TV coverage are being planned and special events, particularly at Gordon Avenue, are being developed.

WORK EXPERIENCE PROGRAM

Under the Comprehensive Employment Training Act, several people have been working in the Library and receiving their first meaningful employment experience. These people are paid from Federal Funds and come to the Library from the Multi-Purpose Service Center in Charlottesville. Similar programs, for high school and college students, operate in the summer, both at the libraries in Charlottesville and in the smaller branches. In addition to the benefits to the individuals, the library receives, at no cost, many hours of useful work.

MCINTIRE BUILDING - Repairs

The marble balusters on the exterior ground railings are deteriorating at an increasingly rapid rate due to the intense cold weather which has caused them to crumble. (I'll bring a sample to the meeting.) The local firm of Oliva and Lazzuri has suggested that they be replaced (all 24 of them) with cast stone, a material which is frequently used today in lieu of the more expensive marble. I am still getting quotations on cost so it would be unwise to report their proposal in detail. However, unencumbered funds in the Building repairs account plus the unencumbered balance in the carry-over encumbrances should be enough to cover the cost of replacement.

ADMINISTRATION OFFICES

A new lease on the Annex has been offered by Holy Comforter Church for one year (from March 1st) without the option to renew which was a feature of the former lease. Other than this, it is identical. Board approval will be necessary at the March meeting so that it can be executed promptly.
CROZET

The Sandridge Estate has agreed to paint the exterior of the Crozet Branch Library. The painter has offered to paint the inside of the windows (our responsibility) for the sum of $80. They really need it. It is within the budget.

LIBRARY SALARY SCALE

Following last month's decision to abandon the City's salary scale, I met with the Finance Director, Personnel Director and with the Chief of Data Processing at City Hall. In terms of the salary program, there appears to be no insoluble problems and the change-over should operate smoothly. The Personnel Director is eager to remove Library personnel from his department. This also should develop smoothly although there are some questions, chiefly dealing with retirement benefits, which must be solved.

CHARLOTTESVILLE BOOKMOBILE SERVICE

Enclosed is a copy of the letter sent to City Council about bookmobile service in Charlottesville. As of the time of writing, we don't know if we will be given a hearing at a work session or whether we will have to muster support at the Public Hearing on the City Budget which will be held on April 6th.

ENDOWMENT FUND

The Andrew M. Rebhun Memorial Fund is yielding the quarterly sum of $73.30 for the purchase of books for the library. In addition, there is a savings account of $671.25 which is yielding interest. Gifts are still occasionally arriving for this fund, including a $50 donation last week.

BUDGET WORK SESSIONS

The Albemarle County Budget work session is scheduled for March 28, 1977 beginning at 1:30. No specific time has yet been established for the Library.

The Charlottesville Budget work sessions are scheduled for March 17 and 28 with a public hearing on April 6th.

JOINT SECURITY COMPLEX

The Jail service consists of a weekly distribution of books and periodicals to the cell-blocks in which the prisoners are confined. These books serve, like any other library function, a
variety of individual purposes: recreation, personal reading interests and supportive material for the other programs offered at the Complex: GED testing, art classes, Bible classes and a college-level American history class. As the knowledge and interest in these courses increases, so does the number of reference questions and the book requests which come to the librarian.

The original book collection was donated by the Friends of the Library from book-sale books. Additional books have been purchased, both from Federal Funds and from donations. In addition to these books, many are borrowed from the McIntire Library to fill individual requests. As the inmates become more familiar with the library service, they make additional requests of a reader's advisory nature. In effect, the service snow-balls. It is this snow-ball effect which has brought the pressure on the reference staff to an insupportable level.

This service has a significant rehabilitative effect. Frequently released prisoners come to the library to register for a card and to seek additional help from the staff, particularly Mrs. Leachman whom they have met at the Jail. Any reduction in the service would not only eliminate this rehabilitative effect but also intensify the feelings which many of the inmates now have, that they are being unjustly deprived of something which they value, simply as an added punishment.

Many of the prisoners have completed their trial period and would be moved to a State prison if these were not so crowded. The prisons provide more and better programs than do the local jails which are primarily intended as way stations for those awaiting trial and for short-term sentences. While it is not the Library's province to ease the prison crowding, it is in the enlightened self-interest of the Library and the local community to extend normal public library services into the jail.

GREENE COUNTY - LIBRARY STUDY COMMITTEE REPORT

The Library Study Committee has presented its report to the Board of Supervisors in a 70-page document which I've not had time to review in detail. The recommendations are summarized as follows:

1. Greene to continue as a member of the Regional Library System.
2. Branch to adjust hours by lengthening the afternoon and Saturday hours.
3. Greene to adjust bookmobile schedule and to add bus service where possible.
4. Branch to serve as a resource center.
5. Branch to continue the Library Committee on a voluntary basis.
6. Greene to begin to plan for a public library building in the County.
7. Greene to appropriate refunds for additional book purchases.
The Board of Supervisors will have received the report on March 17th. It is unlikely that they could discuss it prior to the April meeting. Jean Blakey plans to attend the March meeting.

PERSONNEL ORGANIZATION AND PROCEDURE MANUAL

In March, 1976, the Board adopted a Personnel Policy statement. In June, a resolution was adopted requesting the Trustees to study it in preparation for discussion at the July meeting. In July, discussion was deferred until a later date. Since then, no action has taken place. As a statement of policy, adopted by the Board, it still stands and is being used although it has not been distributed to the Staff since it is under something of a cloud. Recent events have made it imperative that it either be endorsed and published or altered and then re-adopted. At the present time, the Staff is perplexed about its status and I am uncertain about interpreting and enforcing it. (Note: one or two omissions have recently been noted and there is some up-dating necessary, but I believe that it is still sound.) New paragraphs for approval and inclusion in the manual are enclosed:

- Salary Scale
- Job Classification
- Maternity Leave
- Affirmative Action
- Compensatory time
- Merit Increases

Respectfully submitted,

Enclosures

Christopher B. Devan
Director

SALARY SCALE

All staff members are paid according to a Salary Scale which is adopted by the Board of Trustees of the Library and amended from time to time in view of changes in the cost-of-living index, changes in prevailing rates of pay in comparable positions in the public and private sectors, recruitment and retention experience and internal pay relationships among classes. Both national and local job-markets are considered in the establishment of salary ranges.

The Salary Scale consists of a base, or starting, salary and five incremental steps of five per cent each. New employees with exceptional qualifications may be hired at a level above the usual starting salary.

JOB CLASSIFICATIONS

All library positions are rated in a Job Classification plan, presently that of Charlottesville, grouping positions with similar duties and responsibilities. This plan ranks positions using factors such as physical and educational requirements, levels of responsibility and numerous others.
Maternity Leave

Maternity leave shall be provided to all pregnant employees upon written application in advance of the expected termination of pregnancy. At any time during pregnancy an employee is aware that her and/or her unborn child's health is endangered by her job she shall immediately make that fact known in writing to her department head. By the end of the sixth month of pregnancy and at such other later times as deemed necessary by the department head, pregnant employees shall submit to their department head a doctor's statement discussing the probable date the employee must cease work. Return from maternity leave status shall be at a time no later than two months following the conclusion of the pregnancy, except that in cases of major or unusual complications the Director of Personnel may authorize an extension.

Persons who use maternity leave shall be paid from their sick leave, compensatory leave and vacation leave accounts, in that order, during their absence. Should all of these accounts become exhausted, the balance of the leave will be without pay.

An employee may continue to work as long as her doctor permits. Should she have a temporary pregnancy-related illness before beginning maternity leave, the illness may be charged to sick leave.
COMPENSATORY TIME

Regularly scheduled part-time employees are granted one fifth of their regular weekly work schedule as compensatory time for holidays when the Library is open. This is granted as paid-but-released time during the week of the holiday or the following week, according to the scheduled needs of the library. The credit for Compensatory time should be noted on the time card. This time may not be added to the time regularly worked without the permission of the Director.
MERIT INCREASES

Salary increases are awarded for satisfactory service to all regular employees of the library, under the salary scale adopted by the Board of Trustees. Salary raises are not automatic but are considered annually on the anniversary date of employment or promotion, for all members who work a regular schedule of 10 hours per week or more during the year prior to the anniversary date.

Staff members who work less than 10 hours per week or less than the full year, prior to the anniversary date, are only considered for merit increases on exceptional basis.
DIRECTOR'S REPORT
February 22, 1977

CIRCULATION

For the first time in over two years, a total decline was registered in circulation for the month of January. These declines (13% at McIntire and 17% at Gordon Avenue) are comparable to the 13% loss in hours of service at McIntire and the 10% loss in hours at Gordon Avenue. Snow, ice and cold took their toll even on days when the libraries were officially open. At Gordon Avenue, the staff was able to get to work, but the parking lot and the streets were so bad that the public frequently decided not to try.

ENCUMBERED FUNDS, 1974-5

These funds, previously listed at $13,439, but presently known to total $6,971.80, were encumbered at the end of 1975 as a means of removing them from the year-end balance. No specific order had been placed against them, except that some of the money was intended to be used for landscaping at McIntire Library.

In December, I was asked to secure bids on their use to paint the exterior of the McIntire Library and the Gordon Avenue Branch, both badly in need of help. Bids were advertised for, five inquiries were received and two bids were submitted.

Better Living $4,225
Collier 3,831

I recommend that the Collier Bid be accepted for execution as soon as weather permits.

POST OFFICE BUILDING

Kirk Berkeley of Yates & Berkeley, is preparing the first phase of his report which may be available for the Board meeting. This will be the preliminary evaluation, supplemented by the reports from mechanical and electrical engineers who visited the building earlier this week.

SCOTTSVILLE HOURS

There have been several expressions of thanks for making the morning hours available at Scottsville. So far, there seems to be no need to have additional morning hours there, but we should consider this for the other branches. Mr. Thomas reports that it would be helpful in most of the communities.
RELATIONSHIP WITH CHARLOTTESVILLE

The Report from Bob Stroh on this matter will be on the agenda for the February Board meeting. As a part of this discussion there should be also considered the report, which I sent out earlier, that the City is considering a 2½% cost of living increase which will alter our budget. I am now informed that this will be included in Charlottesville's Budget, and will therefore become a part of the library's obligation.

FRIENDS OF THE LIBRARY

At the meeting of the Friends of the Library Board on January 26th, the following gifts were made to the Library, for which we are very grateful:

Systemwide gifts:  
- Summer reading program $400
- Children's Book Week 250
- Craft supplies 250
- Book trucks 140

McIntire Library:
- Microfiche filing cabinet 485
- Electric heater 20

Crozet:
- Magazine rack 35

Nelson:
- Bulletin Board 28

Louisa:
- Vacuum Cleaner 75

Greene:
- Vacuum Cleaner 75

Scottsville:
- Games and puzzles 10

DISORDERLY BEHAVIOR IN THE LIBRARY

A telephone poll of those trustees at the last meeting authorized the barring of an individual from the library in accordance with instructions and advice of our Attorney. Subsequently, the Attorney altered his advice and a letter was prepared offering the opportunity to the individual to appear before the Board before a final decision on barring him from the library is made.

This letter is in the hands of the Library staff at Gordon Avenue and will be presented to the person on his next appearance in the library. Additional information may be presented to the Board at the next meeting.

Respectfully submitted,

Christopher B. Devan
Director
ADDENDUM TO DIRECTOR'S REPORT

JAIL SERVICES

The service to the Joint Security Complex is becoming more and more costly in terms of time devoted to it by library staff. Nancy Leachman now spends approximately one day per week on this which is taken from the McIntire Library Reference Department and which could otherwise be spent on Young Adult Services for which she is well trained. The Jail Service imposes an emotional strain which, joined to the desire to work with young people, has caused her to ask for a reassignment. She has agreed to continue the work until some alternative arrangement can be made. I am seeking possibilities for alternative funding of a special part-time employee.

LIBRARY ACTION PROGRAM

The City Manager's Office has just informed me that he plans to recommend the discontinuance of the Bookmobile inside the City. This action will have system-wide repercussions since it will mean under-use of the second Bookmobile and higher costs to the outlying Counties for bookmobile service. It will deprive many Charlottesville residents of their only contact with the library. Bookmobile service is one of the cheapest forms of library service if it is properly utilized. The discontinuance of this program will be a major step backward for Charlottesville and for the Jefferson-Madison Regional Library.

According to statistics which we have recently been required to keep, more than eight percent of the use of the ACTION Bookmobile is by Blacks. This is the only portion of the library service which is heavily used by the Black population of Charlottesville. It is up to this Board to persuade the City Council to restore the $7,074 needed to maintain this service.

FINANCIAL REPORT

The Summary Sheet of the Financial Report is made from the Computer print-out which we asked Data Processing to develop. Apart from some confusion about line item titles, we have found that it is satisfactory and, in the future, we hope to use it without the detailed checking which had to be done this month. It is a success.
MINUTES OF THE DECEMBER 28, 1976 SPECIAL MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present:  Lloyd T. Smith, Jr., President
Mrs. Thomas Jenkins, Vice President
Edward H. Bain, Jr., Secretary
Mrs. Zirkle Blakey
Mrs. Harold H. Hallock
Robert W. Stroh

Absent:  Mrs. Ned Brown
James E. Craig
Mrs. David Hardin
Mrs. Henry Mitchell
A. C. Weed, II

Also present:  Christopher B. Devan, Director
Acting as recorder

The special meeting was called to order by the President at 3:00 P.M. in the Gordon Avenue Branch Library.

The Minutes of the previous meeting were approved.

The November Circulation Report was examined and approved.

The Financial Report was examined and approved.

On motion duly made and seconded, the Director was asked to secure from the State Library any information they can provide on precedents for a Regional Library to establish its own bookkeeping and accounting system, either in-house or through the medium of a bank, and also to explore the terms under which the personnel benefit package could be transferred to the State system.

DIRECTOR'S REPORT

In addition to the Director's Report as issued, the Director reported that the Annual Report had been mailed earlier in the day; that, as a result of a furnace breakdown, the McIntire Library was closed on Thursday, December 23rd, in the morning and that a new control system had been installed. He also stated that additional repairs to the system would have to be undertaken soon. He next reported that examination of the exterior wood work of the McIntire building revealed no evidence of decay but a serious need for paint.

On motion duly made and seconded, the Director was instructed to secure bids on painting the exterior of the McIntire building and the Gordon Avenue building with a view toward the use of
Encumbered Funds for this purpose. The Director was asked to seek reassurance that $13,439 of encumbered funds actually does exist.

On motion duly made and seconded, the Director was instructed to seek an accommodation with Albemarle County and the State Library in the use of Federal LSCA Funds by using half of the funds for program enrichment according to previous library plans and the other half for the purchase of materials for which provision already exists in the Budget but which would be otherwise qualified for purchase by Federal Aid.

COMMITTEE REPORTS

Mr. Smith reported that both Charlottesville and Albemarle County had agreed to contribute $5,000 each toward an indepth study of the Main Post Office Building by the firm of Yates and Berkley of Portsmouth, the study to begin on January 15, 1977 and to be completed within 60 days.

The Budget Committee Report for a 1977-78 Budget Request was considered and unanimously approved for submission to the jurisdictions with the admonition that the budget is tight and that events might force a request for additional funds. The Director was admonished to seek additional operating economies, particularly in the areas of utilities and telephone.

A report from Hantzmon, Wiebel and Company entitled "Jefferson-Madison Regional Library Financial Information: Years ended June 30, 1973, June 30, 1974, and June 30, 1975 (Unaudited) was received and discussed. The Director was asked to find out more details about the Encumbered Funds totalling $13,439 reported by the Finance Director but not referred to by the Hantzmon, Wiebel Study. On receipt of this information the report is to be distributed to the jurisdictions.

The meeting adjourned at 5:20 P.M.
WEATHER REPORT

The seasonable but unseemly record-setting January weather caused the closing of all libraries on four days in January and allied problems (lack of oil, malfunctioning furnaces, power shortages and poor clean-up of snow and ice) caused the closing of individual branches even more frequently. There were noticeably few complaints. The staff did a noble job of putting up with inconvenience, such as wearing coats at work, closing and going home an hour after braving the streets to come to work in the first place and accepting the inevitable inequity of working irregularly. And all with good humor.

POST OFFICE PLANNING

All Department Heads joined me in a tour of the Post Office building as a part of the staff participation in the study of that building. We explored the building from the basement coal cellars to the trap door in the attic through which the flag is raised each day. We are now reviewing previous planning in order to determine how our services can best be organized to fit into an existing building. The Blue Prints have been collected and will be placed in the hands of the architect as soon as he can get here for a conference. The weather has delayed this for a week.

BOARD MEETING IN APRIL

Due to the shift in the date of Board meetings, there is a conflict in the use of the Gordon Avenue meeting room on the Fourth Tuesday in April. The Friends need it for the book sale. Consequently, we can either change the place of meeting to my office in Charlottesville or change the date of the meeting to the third Tuesday for that month. The pleasure of the Board is invited.

AMERICAN LIBRARY ASSOCIATION - Mid-Winter Conference
January 30 - February 4, 1977

As a Member of the Legislative Committee of Virginia Library Association, I need to be in Washington for the Mid-Winter Conference of ALA. Therefore, I would like to secure authorization for up to $300 expenses for myself and an equal amount for one other Staff member, who wishes to attend.
JOINT LIBRARY COMMITTEE - Budget Request, 1977-1978

The Joint Library Committee met on January 13, with Bob Stroh in the Chair, to discuss the budget proposal for the next fiscal year. The meeting was amicable and constructive with Mayor O'Brien providing a major tribute to the services of the library.

Summary: It was noted that this is truly an austerity budget. Concerns were expressed about the low increase in utilities and the reliability of the State Aid estimate.

(Note: Utilities - We'll do what we can to keep costs down and then pay whatever bills come in.)

(Note: State Aid - These figures are based on a Biennial appropriation and therefore can be assumed to be a reliable estimate.)

There is concern about what will happen to Bookmobile II budget estimates if Charlottesville does not fund the ACTION Program as has been indicated. Charlottesville has also indicated that it will not fund the Sunday Opening of McIntire. Mayor O'Brien expressed her personal approval of both plans.

There is still some misunderstanding about the role that Federal Funds play in the Budget although there seemed to be a general acceptance of the Compromise solution for 1976-77.

There was a major discussion of salary raises and the Library's relationship with Charlottesville. Two topics emerged:

(1) The problem of "automatic" merit increases: Since there will be insufficient funds to give 100% of the staff merit increases, this problem will be self-solving.

(2) The necessity of allowing Charlottesville to award cost-of living raises which must be paid by other jurisdictions.

These topics led to a general discussion of the desirability of altering the Contract.

There were a number of specific questions for which satisfactory specific answers were provided.

COPIERS

With the discovery that the copiers will revert to us on completion of the lease, I am proposing that they all be placed on a Bi-Monthly Maintenance contract which, for six machines will cost $1,420 per year, for parts and labor. This quotation was provided by Arrowhead Supply of Richmond and is the better of two quotations secured by the City Purchasing Department.
DIRECTOR'S REPORT

BUDGET, 1976-77

There seems to be general agreement about the compromise solution to the Federal Funds issue. Therefore, a Resolution will be needed, adopting the Budget, according to the attached report, as the official budget for the present fiscal year.

Respectfully submitted,

Christopher B. Devan
Director
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<td>4,494</td>
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<tr>
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<td>36,595</td>
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</table>

**Revised budget, 1976-77 (1-15-77)**

- Surplus antipated: 6-30-77
- Appropriated local funds: 525,973
- Net Local Share: 4,525
- Sub Total: 30,001
- Federal Grant (TSCA): 10,511
- State Grant: 70,591
- Special Grant: 4,817
- Copertes: 6,524
- Pines: 12,000
- Revenues: $60,967
- Total Expenditures: 22,975
- Basic Expenditures: 22,975
- Total: 22,975

**REVISED 12/29/76**

- Revised Inct. TSCA funds 699,667
- Total Request soy 503,821
- Py-76 Balance: 48,414

- Parent jurisdiction in follows: Funding, the Py-76 carry-over
- In addition to the above reduction in
- Director: Only the front attached to the

**DEPRESSON-MADISON REGIONAL LIBRARY**
<table>
<thead>
<tr>
<th>Year</th>
<th>Increase</th>
<th>Difference</th>
<th>Approved Budget Total</th>
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<td>$2,657</td>
<td>-546</td>
<td>$619,803</td>
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<tr>
<td>1979</td>
<td>$5,692</td>
<td>-11,058</td>
<td>$608,745</td>
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<th>Year</th>
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<td>1979</td>
<td>$5,692</td>
<td>-11,058</td>
<td>$608,745</td>
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</tbody>
</table>

Adapted from budget memorandum, 12/29/76

PY-77 REvised BUDGET 10-26-76 $614,446

Approved Local Funds
Local Funds
State Aid
Special Grants
Revenues

Total Charlemagne
Athelstane
Toulaon
Nelson Greene

JEPPESON-MADISON REGIONAL LIBRARY
MINUTES OF THE NOVEMBER 23, 1976 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present: Lloyd T. Smith, Jr., President
Mrs. Thomas Jenkins, Vice President
Mrs. Zirkle Blakey
Mrs. Ned Brown
James E. Craig
Mrs. Harold H. Hallock
Mrs. David Hardin
Robert W. Stroh

Absent: Edward H. Bain, Jr.
Mrs. Henry Mitchell
A. C. Weed, II

Also present: Christopher B. Devan, Director
Evelyn Garth, director's secretary

Mr. Smith called the regular monthly meeting to order at
3:35 P.M. and asked for additions or corrections to the previous
Minutes, which had been mailed to each member. There were none
and the Minutes stood approved.

Circulation Report

The October Circulation Report was discussed and accepted
as presented.

Financial Report

The October Financial Report was discussed and accepted.
Mr. Smith suggested that the Director of Finance be asked to submit
the monthly print-out to the library earlier than in the past.

Director's Report

The Director announced the following:

a) He had received a request from Albemarle County Executive
Guy Agnor for the proposed 1977-78 library budget by November 23,
and that he had advised him that the Budget Committee was meeting
on November 29th and that would be as soon as one could be sent;

b) He had attended the Virginia Library Association meeting
in Roanoke on November 17, 18, and 19. One item that came up in
the meeting was that a new Copyright Law has been signed which
legalizes the use of copiers in the Library, making the user
Board Minutes -2- November 23, 1976 Meeting

responsible for possible violations of Copyright rather than the Library. Other provisions of the law have great impact on the control of literary property but little direct implications for libraries as such;

c) The library had met its United Way quota;

d) The library had received plastic book bags which were given by the Friends of the Library and will be placed in all agencies and sold to patrons; and

e) He had received an invitation from City Manager Cole Hendrix to attend the Human Resources meetings at Westminster Presbyterian Church...fee of $25.00. After discussion, the matter was tabled.

Items discussed were: Federal funds, Fiscal Year 1976-77, allocated to the library by the Virginia State Library, which Mr. Smith explained could not be spent until the Virginia State Library interprets its rules and regulations to the satisfaction of Albemarle County Board of Supervisors; the disbursement of surplus funds from the 1975-76 Fiscal Year identified by the Hantzmon Wiebel & Co. study, which resulted in Mr. Stroh moving that the Board ratify the vote taken earlier on the following Resolution, with a slight revision, and to instruct Mr. Mazziotti, Director of Finance, to refund the surplus money immediately to the jurisdictions without subtracting the cost of the study:

RESOLVED: That the Finance Director be requested to refund to each jurisdiction the surplus from the 1975-76 Fiscal Year which was identified by the Hantzmon Wiebel & Co. Study as being available.

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlottesville</td>
<td>$15,314</td>
</tr>
<tr>
<td>Albemarle Co.</td>
<td>18,135</td>
</tr>
<tr>
<td>Louisa</td>
<td>5,409</td>
</tr>
<tr>
<td>Nelson County</td>
<td>5,400</td>
</tr>
<tr>
<td>Greene County</td>
<td>4,238</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$48,496</strong></td>
</tr>
</tbody>
</table>

The motion was seconded by Mr. Craig and passed unanimously.

Building Committee Report

Mr. Smith reported that Joint Building Committee had met with City Manager Cole Hendrix, Mayor Nancy O'Brien, Albemarle County Chairman of the Board of Supervisors Gerald Fisher, and County Executive Guy Agnor, about the post office building. The Committee feels another study should be made by an architect who has had experience in libraries. He also advised that several members of the Board and the Director of the Library visited a post office building in Portsmouth, Virginia, which had been converted to a library. They met the architect and he has agreed to
Board Minutes

November 23, 1976 Meeting

meet with the Building Committee on December 6, and if he can be of assistance, the Committee will recommend to Albemarle County and the City of Charlottesville that he be employed to do the study.

He also reported that the Post Office Department has agreed to sell the post office building to the Library Board for a sum of $380,000. Discussion followed.

Budget Committee

Mr. Stroh reported that a proposed budget for the library, with an overall increase of 5% over last year was submitted to the City today. He announced a budget meeting in Mr. Devan's office on Monday, November 29 in order to produce a more detailed budget for Fiscal Year 1977-78.

Meeting adjourned at 5:00 p.m.

Evelyn Garth
Recording Secretary
DIRECTOR'S REPORT
December 28, 1976

BUILDING FUND

Reminders have been sent to all donors who pledged a contribution in 1976, offering them the option of deferring their pledge until the plans are clearer. Two pledges have been paid; one has been deferred (as of the date of this report).

Additional donations have been received this fall from four people totalling $1,102.83, in spite of the lack of solicitation.

COPIERS

The most recent development in the saga of the copiers is that the leasing agent turns out to have a policy of "abandonment" which means that the copiers will be abandoned to the library when the lease is paid off. This information appears nowhere in the files or in the contracts. After February, we will be the owners of four A.B. Dick Copiers and the leasees of two.

I am now exploring the possibility of a Service Contract to cover all or some of the present copiers as a possible alternative to replacing them with new and better equipment.

FEDERAL L.S.C.A. FUNDS

The Virginia State Library has issued two letters on the status of our Federal LSCA Funds which are mutually contradictory or at least totally confusing to all parties concerned. The most important news is that my letter requesting an extension of the December 15 deadline appears to have been effective. The funds have not yet been forfeited.

PERSONNEL

For several weeks, I have been conducting a search for two people to fill positions vacated by resignation. After numerous interviews, Mrs. Gertrude Griffin was selected to work in the Children's Room at McIntire Library, taking the place of Mrs. Dibbie Bellamy. Mr. Robert C. Ward has accepted the position of Branch Head, Gordon Avenue Branch and will be starting his work in Mid-January. Fortunately he will overlap with Mrs. Porter for about a week.
The second part of the study of the financial reports of previous years has been received and will be distributed at the meeting. The net result of this is that Albemarle County will owe Charlottesville $6,567 to clear the books for the three-year period.

The Finance Department has advised me that there is an additional $13,440 in the Library account which represents encumbrances from past years which have never been spent. The Board may wish to decide to use this for printing at McIntire and Gordon Avenue or to return it, also to the jurisdictions.

Checks have been distributed to each jurisdiction for the full amount of the first refund. Since they were sent directly by the Finance Department, I wrote a brief note to each Administrator explaining what the money represents and the status of the study of prior years up to that time.

Respectfully submitted,

Christopher B. Devan
Director
November 9, 1976

Mr. Vic Mazzotti
Director of Finance
City Hall

Dear Vic:

The resolution has been adopted by the Board of Trustees for immediate implementation. I'll appreciate knowing when it will be possible to make a distribution.

RESOLVED: That the Finance Director be requested to refund to each jurisdiction the surplus from the 1975-76 Fiscal Year which was identified by the Hantzman Michel study as being available after deducting the cost of the Study itself:

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Surplus Initial</th>
<th>Surplus Less Cost</th>
<th>Surplus to Refund</th>
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</thead>
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<tr>
<td>Charlottesville</td>
<td>$15,314</td>
<td>$3,845</td>
<td>$11,469</td>
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<tr>
<td>Albemarle County</td>
<td>$18,135</td>
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<tr>
<td>Louisa County</td>
<td>$5,403</td>
<td>$165</td>
<td>$5,238</td>
</tr>
<tr>
<td>Nelson County</td>
<td>$5,400</td>
<td>$165</td>
<td>$5,235</td>
</tr>
<tr>
<td>Greene County</td>
<td>$4,238</td>
<td></td>
<td>$4,238</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$48,496</td>
<td>$3,975</td>
<td>$44,521</td>
</tr>
</tbody>
</table>

Please let me know if there is any question about this.

Cordially,

Christopher P. Devan
Director

cc: Cole Hendrix
MINUTES OF THE OCTOBER 26, 1976 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present: Lloyd T. Smith, Jr., President
Edward H. Bain, Jr., Secretary
Mrs. Zirkle Blakey
Mrs. Harold Hallock
Mrs. David Hardin
Mrs. Thomas Jenkins
Mrs. Henry Mitchell
Robert W. Stroh
A. C. Weed, II

Absent: Mrs. Ned Brown
James E. Craig

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

Mr. Smith called the meeting to order at 3:35 p.m. at the Gordon Avenue Branch Library and welcomed to the Board Mrs. Zirkle Blakey who was appointed by the Greene County Board of Supervisors to fill the unexpired term of Mrs. Herbert Silvette who had resigned.

The Minutes of the previous meeting were accepted as presented. The July and September Circulation Reports were also accepted as presented after corrections were made.

Financial Report

After discussion of the September Financial Report from the City's Director of Finance and finding the need for some additional information on the monthly report, the Board authorized the Director to proceed with writing a program of the Monthly Financial computer print-out report, for submission to Charlottesville's Director of Finance. The Director advised there would be a charge for the service.

In addition to the discussion of the Financial Report, Mr. Smith announced that Hantzmon & Wiebel Co. had audited the library's books and found a balance of $48,496 in the Fiscal Year 1976. The Audit Report was then discussed by the Board and it was the Board's decision to mail a copy to each of the jurisdictions with a cover letter that it was the audit for Fiscal 1976 and that the auditors are proceeding with an audit of the past 3 years.

Director's Report

A memorandum dated October 18, 1976 from City Director of Finance relating to a Statement of the Relationship Between the City of Charlottesville and the Jefferson-Madison Regional Library (attached to official file of Minutes)
was read and discussed. Mr. Stroh moved that the Board receive it and thank him for it, and that the Board looked forward to implementing it. Mrs. Hallock seconded the motion and it passed unanimously.

The Director asked permission of the Board to close the libraries this year at 1:00 o'clock on Christmas Eve and at 5:00 p.m. on New Year's Eve. Mrs. Hallock moved that permission be granted, Mrs. Hardin seconded the motion and it passed.

Inasmuch as the rental lease expires February 28, 1977 on the building leased from the Holy Comforter Church for the library's administrative office and the cataloging section. Mrs. Mitchell moved that Mr. Devan be authorized to re-negotiate that lease for another year on the present basis. Mr. Stroh seconded the motion and it passed.

After discussion regarding whether or not the library should release the contracts on the A. B. Dick copiers throughout the system, because some agencies do not receive enough income from them to pay for them, a motion was made by Mr. Bain to make the copiers a system-wise project. Mr. Weed seconded the motion and it passed.

Annual Election of Officers

Mrs. Mitchell, speaking on behalf of the Nominating Committee consisting of Mr. Craig, Chairman, Mrs. Mitchell and Mr. Weed, reported that the Committee had met and place in the nomination the following slate of officers for 1976-77: Lloyd T. Smith, Jr., President; Mrs. Thomas Jenkins, Vice President; and Edward H. Bain, Jr. Secretary. Nominations from the floor were called for. There were none and a motion to close nominations was made by Mrs. Hallock. Mrs. Hardin seconded the motion and it passed unanimously.

Mr. Smith appointed the following Budget Committee for Fiscal Year 1977-78: Robert W. Stroh, Chairman, James E. Craig, Mrs. Harold Hallock, and A. C. Weed, II. He announced that the Library Board's Budget Committee would meet with representatives of each of the five jurisdictions' Boards of Supervisors at 3:00 p.m. on October 29th in the Gordon Avenue Branch Library.

Fund-Raising Committee Report

Mr. Bain reported that a letter, explaining the status of the Committee should be sent to the contributors. It was the advice of the Board that contributions should be placed in 3-year certificates and that Mr. Bain would write letters to the contributors.

Unfinished Business

Mr. Smith reported that a meeting had been held in the office of Albemarle County's Administrator, Guy Agnor, with representatives of Albemarle Board of Supervisors and Cole Hendrix, Charlottesville's
City Manager, and postal officials regarding the acquisition of the post office building as a main library. He reported that if the building were to be acquired, evacuation would be 3 to 5 years in order to relocate the Federal Court.

It was the consensus of the Board and the Director that before a firm offer is made for the building that a library consultant be asked to make a study in addition to the feasibility study made by the architectural firm of Stainback & Scribner earlier in the year.

Revised Budget, Fiscal 1976-77, dated 10/22/76

Mr. Devan presented the revised budget comparing the budget as it was proposed, as it was appropriated and as it has been revised. After discussion, Mr. Stroh moved for its adoption by the Board. Mr. Bain seconded the motion and it passed.

The meeting was adjourned at 5:50 p.m.

Evelyn Garth
Recording Secretary
CITY OF
CHARLOTTESVILLE
VIRGINIA

MEMO

TO: Chris Devan, Director of the Jefferson/Madison Regional Library
FROM: Victor Mazziotti, Director of Finance
DATE: October 18, 1976
RE: Statement of the Relationship Between the City of Charlottesville and the Jefferson/Madison Regional Library.

Per your request, I have attempted to develop and formalize a statement that describes the financial management relationships that exists between the City of Charlottesville and the Jefferson/Madison Regional Library. The statement (follows) has been reviewed by Mr. Cole Hendrix. While I do not consider this statement to be comprehensive, I believe that it does establish a reasonable framework for the development of a more comprehensive statement some point in the future.

1. A separate fund has been established and will be maintained for the Jefferson/Madison Regional Library system.

2. All revenues received for the library system will be recorded in this separate fund, and all expenditures of the library system will be recorded in this fund.

3. No appropriation by the City Council of the City of Charlottesville will be required to expend monies of the library system, with the exception of that portion of the library funds revenues that are provided by the City of Charlottesville. Since no appropriation ordinance for the expenditure of library funds will exist, I would require a library system budget approved by a majority of the Library Board to be used in the monitoring of library expenditures.

4. The City of Charlottesville will bill each jurisdiction for 25% of their obligation in the financing of the library system each quarter of the fiscal year. The jurisdictions will be expected to pay their obligation within 30 days of the billing date. The City of Charlottesville's financial obligation for the quarter will be transferred from the city's general fund to the library fund during that same period of time.
To: Chris Devan, Director of the Jefferson/Madison Regional Library

Re: Statement of the Relationship Between the City of Charlottesville and the Jefferson/Madison Regional Library

Pg. 2

5. The Library Director and the Library Board will receive reports from the City of Charlottesville informing them of the status of revenue received by jurisdiction and expenditures of the library system on a monthly basis. Beyond this original billing effort, the city will take no additional action to collect funds from the other jurisdictions in the library system. The Library Board will be expected to be responsible for the timely collection of the library fund revenues. If revenues are not collected in a timely fashion, and if the cash account in the library fund were to move into a deficit position, the city may be forced to consider ceasing the payment of library fund obligations. Before such action was taken, however, the Library Director and the Library Board would be so informed.

cc: Cole Hendrix, City Manager
DIRECTOR'S REPORT
November 23, 1976

Budget Meeting

The Joint Library Committee met on October 29th and discussed several aspects of next year's budget. There was a consensus from the jurisdictions that no significant increase should be expected. As a part of the discussion the matter of the use of Federal funds arose and Mr. Fisher of Albemarle County pointed out the wording of that county's resolution adopted in August which restricted the use of Federal funds to the replacement of local funds. As a result of this restriction I have placed a "hold" on all orders from Federal funds except those for which the materials had already been received and cataloged. Until the State Library can interpret the rules to the satisfaction of all parties, these orders are in effect cancelled. Hopefully, the settlement will come in time to prevent the forfeiture of the money.

Surplus Funds 1975-76

At the same meeting there was unanimous agreement that the surplus of $48,496 identified by Hantzmon, Wiebel & Company be refunded immediately to the counties. As a result I polled the Board and received a majority of the whole Board's vote to refund the money after deducting the cost of the study. This action which will have to be ratified at the next meeting has been forwarded to the Finance Director for prompt action.

Budget 1977-78

Charlottesville has requested the budget for next year by November 23rd. After talking with Bob Stroh, I advised Charlottesville that we could not offer a valid budget this early. A budget committee meeting is scheduled for November 29 at which time a budget should be ready.

Children's Book Week

A variety of activities for children was presented, including magic shows, marionette shows, and art and craft talks. Publicity was good after a slow start. Nancy Faulkner's talk on Monday evening was very poorly attended but was a very good talk.
Record Concerts

There have been 4 record concerts in the McIntire Library so far on Thursdays from 12:00 to 1:00. There has been no resistance to the concerts and some interest. They will continue indefinitely.

Conferences

Due to the freeze on Federal funds, I did not attend the Southeastern Library Association meeting in Knoxville. I am attending the Virginia Library Association meeting in Roanoke where this report was written and called up to Mrs. Garth.

Respectfully submitted,

Christopher B. Devan
Director
Lloyd T. Smith called the meeting to order at 3:30 and said that Mr. Devan had given him a list of items that he needed action on and that if the Board agreed he would follow it.

The first item was the appointment of a Nominating Committee. He appointed Mr. Craig to chair the committee. Mrs. Mitchell and Mr. Weed agreed to serve with him to select a slate of officers consisting of a president, vice president and secretary for the coming year.

Inasmuch as the Minutes of the July meeting had not been acted upon at the special August meeting, Mr. Smith called for action on both sets of Minutes. Mr. Bain moved they be accepted as presented. Mr. Stroh seconded the motion and it passed. The August circulation report was accepted as presented, as were the financial reports for July and August.

The second item was whether or not the City should appropriate an additional $9,765 in State Aid funds and an additional $50,443 in Federal Aid funds received this year. In the past library funds have been kept as a part of the City's funds, but beginning July 1 this year, they will be kept as a separate fund. City Manager Cole Hendrix felt that the City Council had the legal responsibility to appropriate it. Roger Wiley, City Attorney, has said that the City does not have to appropriate the Federal Aid as in the past. Mr. Smith passed around a draft of a letter regarding the appropriation of library funds by the City and said that if none of the Board members objected he would like to send it to the City Manager and the City Attorney and also to the other jurisdictions. The consensus was that the letter should be sent after being modified.
September 28, 1976 Minutes

Mr. Stroh moved that the Director's recommendations be approved for the use of Federal funds and that he would seek later approval for item No. 7. (See Director's Report.) Mr. Bain seconded the motion and it passed.

A motion was made by Mr. Stroh and seconded by Mr. Bain that the Board approve expenses for the attendance of the Director and two staff members to two library conferences in early November--Virginia Library Association in Roanoke and The Southeastern Library Association in Knoxville. The motion passed.

Mr. Smith announced that as a result of a meeting held with Guy Agnor, County Administrator, that Hantzmon, Wiebel & Company agreed to do an audit of the library funds for the past year and that their charge would not exceed $1,500 and that he had signed the agreement on behalf of the Board of Trustees.

A discussion was had regarding the post office building as a regional library headquarters. Mr. Stroh moved a resolution, seconded by Mr. Bain, that the Board of Trustees strongly endorse the post office building as the most desirable and available solution to the problem of a new headquarters of the regional library. On a vote of 4 to 4, the motion was defeated.

After a discussion regarding additional hours of service at the Scottsville Branch, Mr. Stroh moved to increase the hours of service an additional 3 hours per week on an experimental basis, depending on the cost and the use. Mr. Bain seconded the motion and it passed.

Another discussion was had regarding the printing of an annual report of the regional Library. Mr. Bain moved that it be printed. Mr. Weed seconded the motion and it passed.

Mr. Devan announced that the first income check for $37.06 from the Rebhun Endowment Fund has been received and that books will be purchased with it.

The meeting adjourned at 5:20 p.m.

Evelyn Garth
Recording secretary
JOINT SECURITY COMPLEX

Recently I had the opportunity to tour the Joint Security Complex with Mrs. Nancy Leachman of the Library Staff who spends time there every week, distributing books to the inmates. It is unfortunate that such a tour is not available to all the Trustees. It is rewarding to see the eagerness with which she is greeted with her truck load of books. It is frustrating to realize that, with more time available, Nancy could do even more. This service is presently provided from the McIntire Library. It should be a goal of the library to provide a stronger service which will only be possible if it does not take more time from the McIntire Library Reference Department.

RECORD CONCERTS

On Thursday, October 28th, the first of a series of weekly record concerts will be held in the Main Reading Room of the McIntire Library between 12:00 and 1:00 p.m. These concerts will dramatize the kinds of records we have and will, hopefully, attract people to the library who haven't been there recently.

TRUSTEE RESIGNATION

Mrs. Brooks Silvette has resigned from the Board of Trustees because of her health. The Board of Supervisors of Greene County have appointed Mrs. Zirkle Blakey to complete her unexpired term.

ADMINISTRATION OFFICES

Father Hanna informs me that Holy Comforter Church has decided that we may, if we so desire, extend the lease on the Annex for another year but that any extension beyond that seems unlikely at this point. More specific details will be available before the actual signing of a new lease in January.

CHRISTMAS HOLIDAYS

In accordance with the customs of the past, I would like to have Board approval to close the libraries at 1:00 p.m. on Friday, December 24th and at 5:00 p.m. on Friday, December 31st. The libraries are automatically closed on Christmas Day and New Year's Day.

In addition, I would like Board approval to close the Gordon Avenue Branch on the Sunday afternoons after Christmas and New Years.
MEMORIAL REGISTER

Mr. Paul Cook of the Michie Company has made arrangements for the preparation of a suitable book in which to record Memorial Book gifts. As soon as the book is finished, we will begin the preparation of retroactive entries as well as current ones.

FRIENDS OF THE LIBRARY ANNUAL MEETING

The Annual Meeting of the Friends of the Library will be on Wednesday, October 27th in the Century Room of the Gordon Avenue Branch. All Trustees are invited.

STAFF RESIGNATIONS

The recently acquired Bookmobile driver for the Albemarle County runs has resigned to take a better job. A search is in progress for a new driver. In the meantime, the City Yard has been obliging whenever they could.

Mrs. Barbara Porter, Librarian of the Gordon Avenue Branch has told me that she expects to leave shortly after the first of the year. A search for an experienced librarian is also being undertaken.

REVISED BUDGET - 1976-77

In accordance with the request of the Albemarle County Board of Supervisors, I have prepared a revised budget for the present fiscal year. It may be possible to have this ready for the Board meeting. If so, I would like to secure Board approval of it so that it can be reported to the Joint Budget Committee meeting which will take place on Friday, October 29th. With Board approval, these figures will be sent to the City Finance Office and inserted into their records, yielding a print-out which can be the basis for future financial reports.

AUDIT

The report from Hantzmon Wiebel & Co. reveals a surplus for 1975-76 of $48,496. In accordance with a telephone poll of the Board as requested by Lloyd Smith, the Auditors were instructed to continue going back for three more years. A preliminary report, barely more than a "guess-timate", indicates that in the three preceding years, there were surpluses in two of them and a deficit in one of them. I hope there will be copies of the first-year report available for the Board meeting on Tuesday.
Attached to this report is a Memorandum from Victor Mazziotti, describing the present working relationship between his office and the Library. In my opinion, this is a major step in the right direction. I hope the Board will approve of it. Please note that it affirms the position of the Board that it is no longer necessary for the City Council to go through the motions of appropriating the Library Budget.

October 22, 1976

Attachment
Per your request, I have attempted to develop and formalize a statement that describes the financial management relationships that exist between the City of Charlottesville and the Jefferson/Madison Regional Library. The statement that follows has been reviewed by Mr. Cole Hendrix. While I do not consider this statement to be comprehensive, I believe that it does establish a reasonable framework for the development of a more comprehensive statement some point in the future.

1. A separate fund has been established and will be maintained for the Jefferson/Madison Regional Library system.

2. All revenues received for the Library system will be recorded in this separate fund, and all expenditures of the library system will be recorded in this fund.

3. No appropriation by the City Council of the City of Charlottesville will be required to expend monies of the library system, with the exception of that portion of the library funds revenues that are provided by the City of Charlottesville. Since no appropriation ordinance for the expenditure of library funds will exist, I would require a library system budget approved by a majority of the Library Board to be used in the monitoring of library expenditures.

4. The City of Charlottesville will bill each jurisdiction for 25% of their obligation in the financing of the library system each quarter of the fiscal year. The jurisdictions will be expected to pay their obligation within 30 days of the billing date. The City of Charlottesville's financial obligation for the quarter will be transferred from the city's general fund to the library fund during that same period of time.
5. The Library Director and the Library Board will receive reports from the City of Charlottesville informing them of the status of revenue received by jurisdiction and expenditures of the library system on a monthly basis. Beyond this original billing effort, the city will take no additional action to collect funds from the other jurisdictions in the library system. The Library Board will be expected to be responsible for the timely collection of the library fund revenues. If revenues are not collected in a timely fashion, and if the cash account in the library fund were to move into a deficit position, the city may be forced to consider ceasing the payment of library fund obligations. Before such action was taken, however, the Library Director and the Library Board would be so informed.

cc: Cole Hendrix, City Manager
SPECIAL DIRECTOR'S REPORT

As an item of New Business, I propose to bring up the matter discussed in the following letter. I'll appreciate your comments.

October 12, 1976

Mr. Lloyd Smith
105-109 E. High Street
Charlottesville, VA 22901

Dear Lloyd,

My predecessor entered into a series of four contracts for the use, not the purchase, of copying machines which are costing the library over $1,000 per year. Two of the contracts are due to expire in January and February of 1977 and are therefore, almost completed. The other two do not expire until the summer of 1980.

The machines are of reasonable quality (A.B. Dick) but frequently require a service agent to come from Richmond at additional expense. They provide only fair copy.

The two machines of which I am chiefly complaining would have cost originally about $1,795 each. The 63 monthly payments of $47.32 bring the cost of each up to $2,981.16 over the five year period and do not purchase the machines. In effect we are paying interest on rental money. This is unsound business practice.

Jim Bowling of George St. John's office advises me that the contracts are atrocious. There are no loopholes, only technicalities. They could be contested as "unconscionable" or "ultra vires". The contracts were signed by Chuck Youngman on behalf of the City of Charlottesville. There is a question in my mind that he ever received specific authority to sign such a contract either from the City or from the Board of Trustees. The Board may have given some general instruction to the Director about the copiers. I've been able to find nothing in the minutes.

The question that arises now is whether the Board is willing to repudiate a contract entered into by its former Director (a prospect which makes me unhappy) and is willing to under take the perhaps costly litigation that might ensue or would it be preferable to continue these expensive contracts with equally expensive service calls.

I have no alternative machines in mind. I'll be happy to look into them if you so desire.

Cordially,

Christopher B. Devan
Director
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Cordially,

Christopher B. Devan
Director
People and Information

The Annual Report of the Jefferson-Madison Regional Library
1975-1976

The function of a library is to provide the information which people need in order to achieve their own goals and ambitions. Therefore, the library collects and organizes information in books, periodicals, newspapers, recordings, pamphlets and a variety of other sources, and maintains a trained staff to assist in their use. These library materials are provided for home use or for use in the library.

COLLECTIONS

The total book collections of the library increased from 161,751 to 175,696 in the course of the year. This growth comes about from the regular purchase of new books for all agencies and, in addition, the purchase of older titles to replace lost or worn-out copies, to strengthen collections where they are weak and to provide additional copies of older titles which have a renewed popularity.

Federal funds were used to add a large number of other titles to the collection at the Greene County Library, bringing it nearer to equality with the older branch collections by the addition of standard titles.

The Federal and State grants were also used to purchase books for all the agencies from current buying lists.

LARGE PRINT BOOKS

The library purchased a large number of large print books and issued a catalog of these titles for the benefit of library users. The Catalog is printed in large type. Large print books are available in any branch and may be placed in any agency or institution which has a number of people who need this form of reading material.

YOUNG ADULT COLLECTIONS

A special grant enabled the library to purchase a collection of paper-back books specifically selected for young adults. These were placed on a special rack in the Main Library where they attracted a great deal of attention from borrowers of all ages. This collection was the origin of a book discussion group which was initiated for young people during the summer of 1976. This group met in Lee Park on a weekly basis.
NEWSPAPERS

The holdings of newspapers on microfilm were significantly expanded by the acquisition of the complete file of "Daily Progress" and additional files of the New York Times. A reader-printer has made these files much more useful by making it possible to make copies of needed articles.

ART PRINTS

Additional art prints were purchased bringing the total collection up to 70 framed art reproductions. These are available from the Main Library for a three-month loan period. A few of the prints have been distributed to the branches on an experimental basis. These prints have been loaned 173 times in the course of the year.

STAFF TRAINING SESSIONS

In the spring, two in-service training programs were held on Circulation and Reference problems for the staff of the smaller branches. These were well received and have resulted in the planning of four more sessions during the coming year. In addition to the staff from the smaller branches, both Gordon Avenue and McIntire Library staffs will be represented as well.

LIBRARY ACTION BOOKMOBILE

Using a grant from the Community Development Fund of Charlottesville, the Library has continued a bookmobile service to selected areas of Charlottesville, circulating 9562 books to an estimated 620 borrowers at 10 locations.

SUMMER READING PROGRAM

Children's summer reading programs have been a continuing activity of the library, each year enrolling more and more children in a variety of activities. This summer, a bicentennial theme was planned, encouraging children to read about any aspect of the American experience. Nearly 700 children participated in the seven libraries, keeping records of the books they read and receiving these records at the end of the season for their personal enjoyment.

JOINT SECURITY COMPLEX

Each week, a staff member visits the Joint Security Complex distributing books and magazines to the inmates who select from a collection provided by the Friends of the Library and maintained by other contributions. In addition to these books, inmates may request particular books or books on particular subjects in order to pursue their educational objectives. Recently,
a catalog was developed by the library staff, based on a similar catalog produced by New York Public Library, which enables the inmates to plan a reading program rather than merely selecting from a book truck.

CIRCULATION

<table>
<thead>
<tr>
<th>Location</th>
<th>Loans</th>
<th>Registered Borrowers</th>
<th>% Increased over last year</th>
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<tbody>
<tr>
<td>Charlottesville</td>
<td>250,252</td>
<td>11,945</td>
<td>9.63</td>
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<tr>
<td>Albemarle County</td>
<td>313,112</td>
<td>11,825</td>
<td>10.13</td>
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<tr>
<td>Louisa County</td>
<td>36,151</td>
<td>1,796</td>
<td>19.35</td>
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<td>Nelson County</td>
<td>27,559</td>
<td>1,035</td>
<td>14.63</td>
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<tr>
<td>Greene County*</td>
<td>13,332</td>
<td>777</td>
<td>29.69</td>
</tr>
<tr>
<td>Out of area</td>
<td>11,242</td>
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<tr>
<td>TOTAL</td>
<td>651,648</td>
<td>27,378</td>
<td>11.56</td>
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</table>

*Greene County's first full year of operation. The percentage increase is for a comparable period.

LIBRARIES AS COMMUNITY CENTERS

In addition to the virtually constant use of the meeting rooms at the Gordon Avenue Branch, the libraries, wherever possible, are used by community organizations for meetings and programs. At Crozet, Food Stamp applications are received by a technician on a regular basis, twice a month. In Scottsville, since the fires, the Methodist Church Sunday School has been meeting in the library; both the Heart Society and the Cancer Society have held instructional meetings there and the James River Book Club holds its regular meetings in the library.

At the Greene County Branch, the exhibit case is regularly used by organizations, cooperating with the library in the presentation of attractive exhibits of art, artifacts and crafts.

Regretably this kind of activity is not possible at the McIntire Library where the only available space for a story hour is in the main floor court area.
LIBRARY BUILDING FUND

The Board of Trustees continued its efforts to secure a new Main Library building by acquiring a site on Vinegar Hill in Charlottesville and starting a Fund Drive to secure private donations for the building of the library. By the end of the Fiscal Year, a total of $250,000 had been raised. In keeping with the goal of providing new adequate quarters for the library, continued explorations of alternatives to a new building were conducted as well. At the end of the year, a study of the Main Post Office building was being undertaken, financed by Albemarle County and Charlottesville.

GIFTS TO THE LIBRARY

As evidence of the place the Library holds in the community, many organizations and individuals make gifts to the library each year. Among the most notable offerings, if not the most conspicuous are the "in kind" donations such as the rent-free quarters provided by the Nelson County Garden Club for the Nelson County Memorial Library; and the Scottsville Branch provided by the Board of Education of Albemarle County. The City of Charlottesville provides the library with computer services which are used in both the financial management of the library and the maintenance of personnel records. During the year, arrangements were made for Albemarle County to provide the library with any necessary legal advice. The City Finance Director provides the library with fiscal management and the City Purchasing Department makes its services available at no expense to the Library.

The Council of Garden Clubs regularly provides Christmas arrangements in the McIntire Library and the American Association of University Women supervises the hanging of the works of local artists in the central court. Individual artists hang their works in the Gordon Avenue Branch and exhibitions are occasionally arranged in the smaller branches. In Scottsville, the Lion's Club repaired and enlarged the parking area and the Junior Women's Club planted a dogwood tree as a part of the development of a Mini-Park in the area behind the library. The James River Book Club has contributed to preparation of the rear entrance to this Mini-Park from the library building. Volunteers give their time to the library as story tellers, as shelf-readers, as decorators for special events such as Christmas or bicentennial displays.

Many individuals make gifts of money to the library, for the purchase of books—frequently as memorials. Plans are in progress to provide a Memorial Register of donations to the library.
LIBRARY ENDOWMENT FUND

A contribution of $4000 in Memory of Andrew Martin Rebhun made possible the establishment of a Jefferson-Madison Regional Library Endowment Fund, the proceeds of which are to be used for the purchase of books.

Additional contributions are expected, both for the Memorial to Andrew Martin Rebhun and for other memorials.

FRIENDS OF THE LIBRARY

Among the most important donors to the library are the Friends of the Library, an organization of people who wish to improve the library by their efforts on its behalf. Among their recent gifts are the steps from the parking lot to the main entrance at Gordon Avenue, equipment and programs for all the branches including the summer reading program and the Children's Book Week events; a record bin for the McIntire Library, thus extending the usefulness of the record collection and many other gifts. Especially noteworthy was the gift of $10,000 for the purpose of raising additional funds for the new Library building.

<table>
<thead>
<tr>
<th>Receipts</th>
<th>Expenditures</th>
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<tr>
<td>Charlottesville</td>
<td>$193,283</td>
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<tr>
<td>Albemarle</td>
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<td>Louisa County</td>
<td>18,341</td>
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<td>Nelson County</td>
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<tr>
<td>Miscellaneous</td>
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<tr>
<td>State Aid</td>
<td>60,828</td>
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<tr>
<td>Federal Aid</td>
<td>36,713</td>
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<tr>
<td>TOTAL</td>
<td>$589,631</td>
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LIBRARY MANAGEMENT

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<tr>
<th>Albemarle County</th>
<th>Trustees</th>
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</thead>
<tbody>
<tr>
<td>Mrs. Ned Brown</td>
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</tr>
<tr>
<td>James E. Craig</td>
<td></td>
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<tr>
<td>Mrs. Harold Hallock</td>
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<tr>
<td>Mrs. Thomas H. Jenkins</td>
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<tr>
<td>Greene County</td>
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<tr>
<td>Mrs. Herbert Silvette</td>
<td></td>
</tr>
<tr>
<td>Mrs. John P. Jordan, Jr., Alt.</td>
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<tr>
<td>Nelson County</td>
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<tr>
<td>Mrs. Sam Eggleston</td>
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<td>Mrs. Frank Wook, Alt.</td>
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</tr>
</tbody>
</table>

Edward H. Bain, Jr.  
Mrs. Henry Mitchell  
Lloyd T. Smith, Jr.  
Robert W. Stroh

Mrs. David Hardin  
Earl Ogg, Alt.

Lloyd T. Smith, Jr., President  
Mrs. Sam Eggleston, Vice President  
Edward H. Bain, Jr., Secretary  
Christopher B. Devan, Director
Mr. Christopher B. Devan  
Director - Jefferson-Madison Regional Library  
208 East Jefferson Street  
Charlottesville, Virginia 22901  

Re: Feasibility Study - Conversion of the Existing  
Market Street Post Office Building to a  
Regional Library Facility - Schematic  
Job No. 7619  

Dear Mr. Devan:  

In response to your letter of June 17, 1976, we report our findings  
relative to the subject conversion. The report is based on study of  
the available drawings pertaining to the original building, the 1936  
addition and the 1958 air conditioning renovation and our team in-  
spection of the existing facility. The scope of the report is limited  
to our May 6, 1976 Proposal No. 1 and to the specific questions raised  
in your June 17, 1976 letter.  

Study Contents  
I Space - area and volume - Existing  
II Structural Capabilities - Existing  
III Mechanical and Electrical Capabilities - Existing  
IV Fire and Handicapped Accommodations - Existing  
V Design Criteria of the Remodeled Facility  
VI Possibility of Compliance with Design Criteria  
VII Cost of Remodeling  
VIII Cost compared to New Construction  
IX Cost Items not included in the Report  
X Conclusions and Notations  

Item Comments  
I Space:  
A. Approximate Area  
  Basement Floor 9885 sq. ft. Net (*)  
  1st. Floor - Main Floor 9885 sq. ft.  
  2nd. Floor - 9360 sq. ft.  
  Total 29,130 sq. ft. Net (*)
* Net Area = Area within exterior walls

B. Approximate Gross Area = 31,550 sq. ft. See VID

C. Floor to Floor Dimensions:
   Basement to 1st. = 10'-6"
   1st. to 2nd. = 17'-2"
   2nd. to Ceiling = 10'-6"

D. Approximate volume = 371,700 cu. ft. - Net

E. Approximate Gross Volume (attic not included) = 452,150 cu. ft.

II. Structural Capabilities

A. Basement Floor = Slab on grade

B. First Floor:
   1. Original Bldg. = 120 PSF based on incomplete design data
   2. 1936 Addition = 150 PSF based on a typical bay

C. Second Floor - Original Bldg. and 1936 Addition = 100 PSF

III. Mechanical and Electrical Capabilities

A. Heating
   1. Original low pressure steam equipment and piping. Radiators in all areas.
   2. External appearance - good. Mechanical spaces well maintained. Suspect that some piping will require replacement.
   3. Would assume that equipment can continue in use relative to new requirements without replacement of major pieces of equipment. Control system may require some updating.

B. HVAC
   1. System installed in 1958 with two major replacements within the past two years. Apparently reusable.
   2. Includes five air handling units, two for the Bsmt. and Second Floor and one for the First Floor.
   3. Each floor separated into several zones recognizing usage and orientation.
4. Individual temperature controls limited.
5. Water cooling tower inactive during winter months.

C. Plumbing

1. Original fixtures. Number of fixtures and general space arrangements do not meet present standards nor handicapped requirements.
3. Sanitary sewer and water supply systems appear adequate for remodeling.

D. Electrical

1. Service to Bldg. = 3 - 100 KVA transformers.
2. V. E. P. C. O. suggests that this is adequate for any increases that might be required.
3. Additional services and device outlets unknown.
4. Probably some relocation of distribution panels and updating will be required to meet present codes.

IV. Fire and Handicapped Requirements

A. Fire

1. Existing stairs from Bsmt. and Second Floor do not comply with current code.
2. Two additional stair towers (@ East and West ends of the building) will be required.
3. Existing stairs can be removed or kept as future plans require.
4. Standpipe system exists - see III C2.
5. Single source sprinkler system will probably be required in certain storage areas.

B. Handicapped

1. Present building does not comply with any of the current requirements for the handicapped. These include entry, interior circulation, toilets, electrical switch and receptacle locations, elevator control mounting height, handrails, etc.
2. An important interior design decision must be determined; namely, will the stack area be designed to meet the handicapped recommendations? If so, the normal stack aisle of 30 to 32 inches must be increased to 42 inches. This will affect not only the area required for stacks but also certain structural considerations.

V. Design Criteria of the Remodeled Facility

A. Interior space requirements and accommodations to be substantially those of the March 1975 "Site and Building Feasibility Study for the Jefferson-Madison Regional Library" as prepared by Robert Vickery and William Hellmuth.

B. 150,000 volumes minimum.

C. Bookmobile service and storage.

D. Regional administrative office.

E. Public on-site parking.

VI. Possibility of Compliance with Design Criteria

1. Connection between existing buildings

   A. This report envisions a "Link" of suitable design connecting McIntire Library and the Post Office Building of approximately 2100 square feet to become a new "Main Entrance".

   B. In this concept it is imperative that the land adjacent to the Library on the East be obtained. This will allow the service area to be relocated, provide space for Bookmobile storage and a minimum amount of staff on-site parking.

   C. This is a desirable concept in that it provides a joint entrance to each building that can minimize control personnel and allow each function to operate independently and at different hours. It is not, however, the only
solution and should the adjacent property be unavailable ramps and redesigned entries can be incorporated to make the existing site configuration feasible.

D. The addition of the "Link", Stairtower, Loading Dock etc. would increase the gross area to approximately 34,500 sq. ft.

2. Stack Area (see IV B2)

A. In order to accommodate the number of volumes indicated it is proposed that approximately two-thirds of the Main Floor be a double tiered stack area.

B. The Second Floor can be used for a stack area, if needed, limited, however, to five shelf stacks maximum.

3. Architectural

A. As proposed by 2A a 7000 sq. ft. mezzanine level would be introduced within the First Floor area by the construction techniques of multitier stacks. The existing floor to ceiling is approximately 15'-2" thus allowing two 7'-6" typical tiers. Space below the existing framing is less and the second tier stacks must recognize this.

B. A new entry (see VI) is proposed which would be connected to the existing elevator and the proposed West stair tower. The existing entrance would be converted to other use.

C. The existing elevator would be modified to introduce another stop at the new mezzanine level. A bridge type walkway would connect the mezzanine stack area to the elevator and new stair (West) tower.

D. A service elevator would be added to service all floors from a new ship/receive/service area.

E. New toilet areas will be required on the First and Second floors.

F. See IV A2 and IV B1.
G. Regional office not to be included in this building. Suggest McIntire Library location.

4. Structural

A. To accommodate the multtier stacks approximately 7000 sq. ft. of the First Floor will require additional reinforcing. This can be done by adding intermediate beams (and columns) at the midpoint of the existing spans within the required area.

B. This will mean that fairly close column spacing will result within the corresponding part of the Basement area.

C. Structure for new construction.

5. Plumbing

A. Basement - Minimum - reuse existing toilets
B. First Floor - New toilet area.
C. Second Floor - New toilet area.

6. HVAC

A. Basement - minimum - reuse radiators and A/C systems.
B. First Floor - Redesign and relocate A/C system. Provide heating coils within new system and eliminate radiators.

1. This will provide suitable moisture control and accommodate tiered stack area.

C. Second Floor - Use existing systems.

7. Electrical

A. Basement - Minimum - reuse fixtures.
B. First Floor - Provide all new fixtures.
C. Second Floor - Minimum - reuse fixtures.
D. Provide required services for proposed equipment.
VII. Cost of Remodeling

A. These are suggested preliminary estimates and can vary significantly depending on the final design scheme, date of construction, selection of finishes, extent of mechanical control requirements and many other variables.

B. Architectural including "Link" & Site $293,000.00
C. Library Stacks 120,000.00
D. Structural 48,000.00
E. Plumbing 43,500.00
F. HVAC 125,000.00
G. Electrical 50,000.00

Total $679,500.00

VIII. Cost Compared to New Construction

A. New construction costs based on estimates in March 1975 "Site and Building Feasibility Study for the new Jefferson-Madison Regional Library" prepared by Robert Vickery and William Hellmuth and based on $42.00 psf building cost.

B. Comparison

<table>
<thead>
<tr>
<th>New Construction</th>
<th>Item</th>
<th>Remodeling</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>Remodeling</td>
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</tr>
<tr>
<td>$1,428,000</td>
<td>New Const.</td>
<td>(incl. above)</td>
</tr>
<tr>
<td>100,000</td>
<td>Parking</td>
<td>(not provided)</td>
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<tr>
<td>82,000</td>
<td>Spec. Site Work</td>
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<tr>
<td>$1,610,000</td>
<td>Stacks</td>
<td>$679,500.00</td>
</tr>
<tr>
<td>60,000</td>
<td>7% A/E Fee</td>
<td>(incl. above @ $120,000)</td>
</tr>
<tr>
<td>$1,670,000</td>
<td>12% A/E Fee</td>
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<tr>
<td>116,900</td>
<td>6% Contingency</td>
<td>-</td>
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<tr>
<td>-</td>
<td>15% Contingency</td>
<td>-</td>
</tr>
<tr>
<td>$1,887,100</td>
<td></td>
<td>$862,965</td>
</tr>
</tbody>
</table>

See VII A.

IX. Cost Items Not Included

A. Purchase of existing building and land.
B. Acquisition of adjacent property.
* C. Renovation of McIntire Library building.
* D. Furnishings except stacks.
E. Public parking.
* F. Regional Office

* These items refer to both New Construction and Remodeling; others refer only to Remodeling.

X. Conclusions and Notations

1. Conclusions

A. Investigation of the present structure would indicate that from architectural, structural and mechanical considerations it is possible to convert to the desired use.

B. Depending on the purchase cost of the present facility and - if deemed desirable, the adjacent land, the economics would indicate Remodeling.

C. No public parking is provided in the Remodeling scheme.

2. Notations

A. In each case the estimated cost evaluations are based only on a written criteria without the benefit of an acceptable architectural solution.

B. The scope of the project and the space criteria are based on the report of March 15, 1975 "Site and Building Feasibility Study for the new Jefferson-Madison Regional Library" prepared by Robert Vickery with assistance from William Hellmuth. Any increase in scope or criteria would affect both architectural approaches and if major, would reduce the feasibility of the Remodeling scheme or at least require the use of the existing Basement for usage other than storage and perhaps require space within the McIntire Library building.

Respectfully submitted,

B. R. Sample, Partner
STAINBACK & SCRIBNER
architects

BRS:bb
MEMORANDUM

To: Library Budget Committee  
   Kay Hallock  
   Marjorie Eggleston  
   Jim Craig  
   Bob Stroh, Chairman  

From: Christopher B. Devan  

August 12, 1976

The Budget Committee met on August 11, 1976 at 2:30 at the call of Mr. Stroh, Chairman. Present Mr. Stroh, Mrs. Hallock. Absent Mrs. Eggleston, Mr. Craig. Also present: Mr. Devan.

Mr. Devan presented a resume, believed to be reasonably accurate of the Receipts and Expenditures of 1975-76, a comparison of expenditures 1974-75 and 1975-76 and a recapitulation of the budget request and its amendments for 1976-77 (copies attached).

It was noted that total local revenues amounted to $492,228 (augmented by $97,546 of State and Federal funds) and that after the expenditure of all State and Federal funds, local expenditures amounted to $427,635, leaving a balance of local funds unexpended of $64,593.

The Committee agreed on the following course of action: 1 -- after verification of the figures, a full disclosure to all jurisdictions of the facts is essential.

2-- Steps must be taken to remove any hazard to current and future State and Federal Aid eligibility. (Note: The State Library advises me that it would be wise to send a letter describing the problems we've had with the Finance Department and asking that this be placed in the record.)

3-- Devan must identify those areas in which the library is underspent. It was noted that the Salary item and the Personnel benefits had the largest balance with a number of small balances in contract purchases.

4-- A new budget must be prepared for 1976-77 based on the original recommendation of the Budget Committee. (Note: A discussion followed in which the place of the Federal Grant was considered, with Mr. Stroh...
stressing the necessity of considering the Federal grant an augmentation of local financial resources and Devan calling for the funds as enrichment of library program.

5-- Regarding the existing surplus of funds, the Committee wishes to call a special meeting of the Board of Trustees to view the situation and to determine what to request of the jurisdictions. The following possibilities were noted:

a. To place the money in the Building Fund

b. To return it to the jurisdictions

c. To hold the money in reserve against future increases in operating funds

(Note: The Special Meeting of the Trustees will probably be called in conjunction with a special meeting to consider the early reports of the Post Office Building study.)

Attachment
## JEFFERSON-MADISON REGIONAL LIBRARY

### Receipts 1975-76

<table>
<thead>
<tr>
<th></th>
<th>Charlottesville</th>
<th>Albemarle</th>
<th>Louisa</th>
<th>Nelson</th>
<th>Greene</th>
<th>TOTAL</th>
</tr>
</thead>
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<td>$18,341</td>
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<td>23,882</td>
<td>19,032</td>
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<td>492,228</td>
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<td>7,340</td>
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<td>60,828</td>
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<td>FEDERAL AID</td>
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<td>13,523</td>
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<td>TOTAL</td>
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<td>Albemarle</td>
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<td>Nelson</td>
<td>Greene</td>
<td>TOTAL</td>
</tr>
<tr>
<td>----------------</td>
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<td>ACTION</td>
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<td>Less Federal Aid</td>
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<td>-7,039</td>
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<td>17,035</td>
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<td>16,018</td>
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<td>6,847</td>
<td>5,553</td>
<td>4,725</td>
<td>60,844</td>
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</table>

August 20, 1976
BUDGET SURPLUS 1975-1976

Budget surpluses have emerged in the following areas:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
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<tbody>
<tr>
<td><strong>I. Regular Budget</strong></td>
<td></td>
</tr>
<tr>
<td>a) Salaries</td>
<td>$17,194</td>
</tr>
<tr>
<td>b) Books</td>
<td>8,424</td>
</tr>
<tr>
<td>c) Equipment</td>
<td>(4,719)</td>
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<tr>
<td>d) Benefits</td>
<td>18,694</td>
</tr>
<tr>
<td>e) Miscellaneous</td>
<td>(2,149)</td>
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<tr>
<td><strong>Total</strong></td>
<td>$37,444</td>
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</table>

<table>
<thead>
<tr>
<th>Category</th>
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</thead>
<tbody>
<tr>
<td><strong>II. Special Funds</strong></td>
<td></td>
</tr>
<tr>
<td>a) ACTION</td>
<td>1,230</td>
</tr>
<tr>
<td>b) LSCA</td>
<td>(3,853)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>(2,623)</td>
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</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>III. Unbudgeted Funds</strong></td>
<td></td>
</tr>
<tr>
<td>a) Lost books</td>
<td>2,486</td>
</tr>
<tr>
<td>b) Miscellaneous</td>
<td>395</td>
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<tr>
<td>c) Surplus fines</td>
<td>2,760</td>
</tr>
<tr>
<td>d) Copier income</td>
<td>6,930</td>
</tr>
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<td>e) LSCA</td>
<td>13,843</td>
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<tr>
<td><strong>Total</strong></td>
<td>$26,414</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$61,235</td>
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</table>

*Elsewhere, surplus total is identified as $60,844 or $391 less than the above. I have not identified the discrepancy.

August 20, 1976
Jefferson-Madison Regional Library
## Estimated Balances for 1976-77

<table>
<thead>
<tr>
<th>County</th>
<th>Budget Request</th>
<th>Appropriation</th>
<th>Shortage</th>
<th>Credit</th>
<th>Net Balance</th>
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<td>$21,570</td>
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<td>(153)</td>
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<tr>
<td>Louisa</td>
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<td>3,248</td>
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<tr>
<td>Nelson</td>
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<td>18,341</td>
<td>(5,692)</td>
<td>5,553</td>
<td>(139)</td>
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<tr>
<td>Greene</td>
<td>20,416</td>
<td>20,117</td>
<td>(299)</td>
<td>4,728</td>
<td>4,429</td>
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<td><strong>Sub-Total</strong></td>
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<td><strong>526,299</strong></td>
<td><strong>(31,891)</strong></td>
<td><strong>60,844</strong></td>
<td><strong>28,953</strong></td>
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<tr>
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<td>70,597</td>
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<td></td>
<td>50,443</td>
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<tr>
<td>Fines</td>
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<td>12,000*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Grants</td>
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<td>4,817</td>
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<td></td>
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<td>Copiers</td>
<td>-0-</td>
<td>-0-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gifts, Misc.</td>
<td>-0-</td>
<td>-0-</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>664,156</strong></td>
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<td><strong>88,918</strong></td>
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*Estimate

August 20, 1976
Jefferson-Madison Regional Library
Revised Budget Estimate, 1976-77

<table>
<thead>
<tr>
<th>Area</th>
<th>New Estimate</th>
<th>Previous Estimate</th>
<th>Actual 1975-76</th>
</tr>
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<td>McIntire Library</td>
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<tr>
<td>Gordon Avenue</td>
<td>143,641</td>
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<td>Scottsville</td>
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<td>13,688</td>
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<td>Administration</td>
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<td>Bookmobile I</td>
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<tr>
<td>Bookmobile II</td>
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<td>17,456</td>
</tr>
<tr>
<td>L S C A</td>
<td>-</td>
<td>-</td>
<td>26,548</td>
</tr>
<tr>
<td>Action</td>
<td>-</td>
<td>-</td>
<td>1,537</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>607,808</strong></td>
<td><strong>630,245</strong></td>
<td><strong>528,930</strong></td>
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August 20, 1976
Jefferson-Madison Regional Library
## Funding Sources 1976-77

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<thead>
<tr>
<th>Requirements</th>
<th>Ch'ville</th>
<th>Albemarle</th>
<th>Louisa</th>
<th>Nelson</th>
<th>Greene</th>
<th>Total</th>
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<td>284,381</td>
<td>31,199</td>
<td>28,394</td>
<td>22,559</td>
<td>607,808</td>
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### Local Sources

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<thead>
<tr>
<th></th>
<th>Sources</th>
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<td>Appropriation</td>
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<tr>
<td>State Aid</td>
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</tr>
<tr>
<td>Fines</td>
<td>4,764</td>
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<tr>
<td>Copiers</td>
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<td>Action</td>
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### Actual Appropriations

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<tr>
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<td>$224,030</td>
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<tr>
<td></td>
<td>184,969</td>
</tr>
<tr>
<td>Over appropriations</td>
<td>$39,061</td>
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August 20, 1976
Jefferson-Madison Regional Library
One Library Board:

Since I will be away when you discuss Library financing, I want you to have my ideas on the problem as I see it and I am asking Chris to send you all a copy of the following:

Two pieces of information have altered drastically the rather bleak picture we had a couple of months ago of an underfunded library system. First, we have at hand the print outs from the city of total Library income and expenditures for 75-76 and they show that we have a surplus of $64,593. Second, we have been informed that we will receive $70,597 from the State and $50,433 from Federal funds. This is about $60,000 more than we had anticipated when the budget was made up for the current year.

One response might be that this is wonderful. Let's proceed to spend it. I am, however, more concerned than pleased. Just because the money is there we are not free to go out and spend it. Nor should we consider it ours. It is tax money, given in good faith and we must show equally good faith in handling it.

The more I try to analyze the figures I have before me now and you will have before you at the meeting, the more I am convinced that we have to have the services of an accountant or someone who can take the printouts, go over the 75-76 budget and compare it with our expenditures and show us just how we produced the surplus. Then he should work with the director and the budget committee to correct what must be errors in the current budget.

I thought I was going to find the surplus in salaries, social security payments and fringe benefits but I was wrong. There was only a $16,000 surplus in salaries. Chris" and Bob Stroh's explanation that the unbudgeted Federal funds made up the rest of the surplus is not correct either. When the Federal money came in it was stipulated that it be spent on extras and it was so spent, on the micro-films and scanner, on the big print books, on other extra equipment. These expenditures should show up over and above any regular expenditures but they don't. The budget must then have had $36,718 in it that was not needed for regular expenditures. I just cannot see it any other way. I am convinced that we cannot continue to function, to ask the local governments for funds when we have that kind of money tucked away. We have to know that our projected expenditures are in line with past expenditures and I do not think they are.

I want to know, with the separate items before me, just what was spent last year and where and how it compares with what we are projecting for this year. I think only an expert accountant can track his way, and ours, through the middle of figures spewed out by the city's computers. Since we have the money let's hire the help. It might be well worth the money.

More than that, I do not think we can reveal any part of our dilemma to the Council and Boards until we know exactly where we stand. We cannot go to the small counties particularly and tell them there is a 25% surplus in 75-76 funds over what they have appropriated for 76-77 and then ask them to come up with the full amount of their current appropriation.
I realize that we may jeopardize State Aid if we do cut back on local support money but there seems to be a feeling that under the circumstances the State can be made to understand how we got into our present situation. I think that it is imperative that we assure ourselves that we are not asking for a penny too much from local funds.

When I take a broader view, I realize that we have before us a classic example of why bureaucracies get out of hand. In prior years we did not have the information to deal with the problem but now we do and we are certainly derelict if we do not act responsibly. We must be certain of two things: First, that the library has the funds to provide the best services possible, BUT Secondly, that no extra tax dollars are spent building up surpluses whether they be local, State or Federally generated. They all come from our pockets in the end. When I see what can happen here, I am even more discouraged because we are very small minnows in a great bureaucratic ocean.

Have a good meeting,

Sincerely,

[Signature]

Ley Hallock
MEMORANDUM

August 20, 1976

To Library Board of Trustees

From Christopher B. Devan, Director

State and Federal Funds Uses

State and Federal funds awarded to the library must be used for the purposes described below, and in accordance with regulations which require prior approval for anything other than book purchases and, in effect, simultaneous approval of book purchases.

Fifty percent of each fund (State and Federal) must be used prior to December 15 and the balance prior to May 15 of the year in which it is awarded, otherwise it is forfeited.

State and Federal funds cannot be intermingled. They must be accounted for separately. They may be used for the same or similar purposes.

1. Purchase of books and other library materials
   - Binding
   - Furniture and equipment

2. Salary supplements (impractical)

3. Fellowship grants (under State rules)

4. Expenses for attending state, regional or national library conventions or other library-related meetings as authorized by State Library

Federal funds must be used to support library services primarily designed to serve:

1. Persons who are educationally, socially or culturally disadvantaged or who live in areas with a high concentration of low income families.
2. The visually or otherwise physically handicapped
3. Persons confined to institutions
4. Migrants
5. The aging
6. Persons with limited English-speaking ability
7. Library funded and operated programs in the areas of adult education, drug abuse education or early childhood and parent education
8. Other related programs approved by the State Library

Most books are purchased from these funds as a matter of course. Also, we have, from time to time, purchased supplies, equipment and even printing.

In the coming year, we are expecting to have about $120,000 of these funds (combined) to use. They are allocated to each jurisdiction but not necessarily for local use in that jurisdiction.
JEFFERSON-MADISON REGIONAL LIBRAR.

AFFIRMATIVE ACTION PLAN

I. EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Jefferson-Madison Regional Library shall provide Equal Employment Opportunity to its Employees and Applicants for Employment on the basis of fitness and merit without regard to Race, Color, Religion, National Origin, Political Affiliation, Sex or Age. This policy shall be followed in Recruiting, Hiring, Promotion into all position Classifications, Compensation, Benefits, Transfers, Layoffs, Demotions, Terminations, Library Sponsored training programs and use of library facilities. Any person employed by the Library who fails to comply with this policy is subject to disciplinary action.

A. Dissemination of Policy

The Equal Employment Opportunity Policy Statement will be made available to all Employees of the Library. Copies will be distributed to all departments. Copies will also be made available to New Hires and posted on prominent bulletin boards in Library offices.

II. AFFIRMATIVE ACTION PLAN

A. Assignment of Responsibility

Responsibility for Equal Employment Opportunity Compliance rests with the Director. He may appoint one of his assistants to help him in administration of this Affirmative Action Plan.

This responsibility shall include but not be limited to the following:

1. Initiate efforts to recruit, appoint, retain, and upgrade qualified minorities and women at all levels of employment.

2. Carry out the intent and spirit of the Affirmative Action Plan by insuring that all Supervisors and Employees are aware of their responsibilities
and familiar with laws and regulations pertaining to Equal Employment Opportunity.

3. Counsel department heads concerning the needs for their personal attention to EEO in order to reach the objective of providing an atmosphere on Non-Discrimination and Equal Opportunity within the library.

B. Administration of the Programs

The Library Director will assure that the Equal Employment Opportunity Policy and Affirmative Action plan are responsive to current employment conditions and the requirements of the law. Activities to insure currency shall include, but need not be limited to the following:

2) Identification of problem areas within the organization.
3) Formulation of methods for remedial action.
4) Assistance in resolution of complaints of discrimination by employees or applicants for employment.
5) Monitoring and evaluation of efforts for new employees.
6) Monitoring of records of personnel actions such as applicant flows, referrals, hiring rates, placements, transfers, promotions, terminations, and other pertinent statistical data to insure that the Affirmative Action Plan is being carried out.

III. LIMITATIONS

This plan is not intended to foster unsound practices such as:

1) Discrimination in favor of any employees or applicants for employment on the basis of Race, Color, Religion, Political Affiliation, Sex, Age or National Origin to the Detriment of Employment opportunities for any other qualified employee or applicant.

2) Shielding the inability of an employee or applicant to meet job requirements or performance standards for the purpose of favoring that person.
on the basis of his or her Race, Color, Religion, Political Affiliation, Sex, Age or National Origin.

3) Altering the job requirements or performance standards for the purpose of favoring any employee or applicant on the basis of his or her Race, Color, Religion, Political Affiliation, Sex, Age or National Origin.

IV. AFFIRMATIVE ACTION IN SELECTED FUNCTIONAL AREAS

A. Recruitment

The Library will continue to search actively for qualified minority and female applicants for employment at all levels.

The Applicant will be informed of employment opportunities when application is made.

Applications will be kept on file for a period of at least six months.

It is the policy of the Library to provide for the widest possible dissemination concerning all library job vacancies. To that end, the Library will list all vacancies with the Virginia Employment Commission and the news media. Special effort will be made to place such advertisements in minority media, when possible.

All advertisements placed in public media will contain the statement that the Library is an "Equal Opportunity Employer".

B. Qualifications for Employment

Hiring qualifications for both entry and experience level jobs will be based on job requirements. Qualification standards are subject to review to assure conformance to actual job requirements. The library may hire, in trainee positions, applicants who do not, at the time of employment, fully qualify for a particular position, provided the deficiency in qualifications can be eliminated through orientation and on the job training.
C. Promotion from Within

Candidates for promotion shall be chosen for existing or forecasted job openings on the basis of their qualifications and work record.

D. Supervision

All employees shall be treated by supervisors with the respect due them as individuals and as valued members of the library service. Any person associated with the library service who fails to comply with such principles will be properly disciplined.

E. Grievance Procedures

With the firm belief that differences which may occur between employees and managers can be resolved within the library. When recognized and aired, any employee who believes that he or she has received unfair treatment has the right to file a grievance under the Library's Grievance procedures. The filing of such a complaint will in no way adversely affect the employee's treatment on the job. To provide for the prompt and equitable hearing of employee grievances concerning work related matters as well as discriminatory matters, the library has established and published formal grievance procedures for its employees.

This subject shall be made part of employee orientation sessions and a copy of the procedure will be provided to each new employee.

F. Compensation

The library's compensation policy in accord with the City of Charlottesville is to be reasonably competitive with community rates. Where opportunities for working overtime exist, they shall be afforded equally to employees without regard to Race, Color, Sex, Age, National Origin, Religion, or Political Affiliation.
G. Support of Minority Business Opportunity

As a participant in the Purchasing Department of the City of Charlottesville, the Library endorses the following segment of the Affirmative Action Plan of the City of Charlottesville:

"To provide procurement opportunities to minority and female businesses and to continue efforts in the area of identifying minority businesses that could supply goods or services to the City while continuing the practice of providing technical assistance to minority businessmen who have a need for such assistance".
Honorable J. Kenneth Robinson  
House of Representatives  
Washington, D.C. 20515

Dear Congressman Robinson:

This is in response to your May 18 letter to Postmaster General Benjamin F. Bailar concerning the Postal Service facility plans in Charlottesville, Virginia. We regret the delay involved in supplying this reply, but it was necessary for us to make a full investigation of the case.

During the May 18 meeting in Charlottesville, questions were raised by the City Council and the community at large which led our representatives to believe that commitments were made of which they had no knowledge. Misunderstandings resulted which are regrettable and which gave the appearance that our representatives were unprepared for the meeting.

The new Main Post Office facility in Charlottesville was completed and occupied in October 1973. In the initial planning of this new facility, the operational personnel of the old Post Office Department made the decision that a customer services facility would be retained in the old building to serve the downtown area.

The general procedure followed in the disposal of excess postal-owned real property is to first have the General Services Administration screen Federal agencies to determine if GSA or any other Federal agency has a need for the property. If there is no Federal interest in acquiring the property, the Postal Service screens the State, County, and Municipal Governments to determine if any of these are interested in acquisition. If there is no interest at the State or local level or if we are unable to reach an agreement as to price, the property is publicly readvertised for sale.

After screening Federal agencies, GSA advised in March 1976 that there was no Federal interest in acquiring the Charlottesville property. They advised at that time that they planned to build a new leased facility in lieu of acquiring the Post Office-Courthouse property. The State,
County and City were subsequently advised that the property is available for sale and have been invited to submit an offer to purchase if they are interested. A negative reply was received from the City of Charlottesville. Albemarle County requested permission for access to the property to conduct a feasibility study of the potential use of the building. This permission was granted. On July 26, 1976, notice was received from the County that the City of Charlottesville is joining with the County in its study. The State has advised that it is evaluating the State's needs in the area. We are currently awaiting a final decision from the State and County as to their interest in acquiring the property.

The General Services Administration now advises that it plans to continue to house the Federal agencies in the building in lieu of relocating them to a new facility and plans to lease back space for these agencies from the purchaser of the property. Since the courts and court related facilities are the major tenants, it would appear that GSA would be able to maintain better control of its occupancy by acquiring the property from the Postal Service instead of depending upon a lease arrangement.

Should GSA, the State or the County decide to acquire the property and be willing to lease approximately 3,000 square feet to the Postal Service, serious consideration will be given to keeping the Downtown Station at its present location. In the event the purchaser has a requirement for the entire building, the Postal Service will immediately initiate a concentrated effort to locate a facility which will satisfy the downtown customers' needs.

We will be glad to have Regional and District Postal representatives meet with community representatives to make a presentation of our plans. Mr. John Lintner of our Government Relations Department will contact you to further discuss such a meeting.

With best regards, I am

Sincerely yours,

[Signature]

Norman S. Halliday
Assistant Postmaster General
Government Relations Department
September 14, 1976

Mr. Lloyd T. Smith, Jr., President
Jefferson-Madison Regional Library
Charlottesville, Virginia

Dear Lloyd:

This letter is to confirm the terms of our engagement for services to the Jefferson-Madison Regional Library. We will perform the following accounting services pertaining to the fiscal year ended June 30, 1976:

1. Reconcile the actual receipts collected per the Library's records with the City's records;

2. Review expenditures charged to Library accounts by the City and prepare adjusting entries to correct any errors without making a detailed examination of all transactions;

3. Prepare an unaudited schedule showing the operating results of the Library for the fiscal year, broken down by locality using data and formulas agreed upon in advance;

4. Prepare supporting schedules, if necessary, to explain and supplement the schedule in item 3.

Our services will not constitute an examination in accordance with generally accepted auditing standards, and we will disclaim an opinion on the aforementioned unaudited schedules.

The services we will render are not designed to disclose defalcations or other irregularities that may exist, and should not be relied on to do so. However, we will notify you of anything that may come to our attention which appears to be unusual or abnormal.

Our fee for these services will be computed at our standard rates and, together with any out-of-pocket costs, will be billed upon completion of our engagement. We estimate that our total fee for this engagement will not exceed $1,500, and we agree to notify you if at any time we determine that the engagement cannot be completed for this amount.
If this letter correctly expresses your understanding, please sign and return the enclosed copy.

Sincerely,

HANTZMON, WIEBEL & COMPANY

[Signature]
Partner

RLA/bp

Enc.

APPROVED:

[Signature]
By: [Name]
Date: 9/14/76
Proposed Procedure for Library Budget Development

September 21, 1976

In September, the Budget Committee requests each jurisdiction to appoint a member of the Joint Library Committee and a meeting of that committee is called for October to discuss:

1. The year-end financial report of the previous year and its implications for the future as regards:
   a. Salaries
   b. Trends in operating costs
   c. Trends in outside funding
   d. Cost allocation information
      circulation percentages
      circulation amounts
   e. Developments in library services as they affect the budget

2. Disposition of cash balances and unanticipated income from the previous and current year.

Following the October meeting of the Joint Library Committee, the Library Budget Committee will prepare a line item budget for each library agency and branch within the regional system. This budget will also be incorporated into the program budget forms provided by the City of Charlottesville and submitted to the Board of Trustees for approval prior to December 31st.

After approval by the Board of Trustees, copies of the proposed budget shall be submitted to the governing bodies of the subscribing political jurisdictions with a call for a meeting of the Joint Library Committee prior to January 31st. The Joint Library Committee will review the Proposed Budget with representatives of the Library Board and make final recommendations. The Budget Committee will then determine if these need additional Board approval before final submission to the several jurisdictions.
Special Library Board Meeting

There will be a special meeting of the Board of Trustees on Tuesday, August 24th at 3:30 P.M. in the Century Room of the Gordon Avenue Branch to consider the following:

1. Report on Post Office Building
   (See Stainback & Scribner report attached)

2. Budget and Financial Situation
   (See documents attached)

3. Affirmative Action Paper
   (See report attached)

No regular material (minutes, financial statement, etc.) are being distributed, nor will they be discussed.

Attachments
It is with great pleasure that the appointment of Mrs. Doris Frantz to the staff of the Reference Department of the McIntire Library is announced. Mrs. Frantz will fill the position presently occupied by Mrs. Katherine Thomas who is retiring.

Mrs. Frantz received her Library Science degree from the University of Illinois in 1951. She has worked in libraries in Urbana, Illinois, Richmond, Virginia and, most recently, in St. Anne's School and Charlottesville High School.

She is the wife of Ray W. Frantz, Jr., Director of the Alderman Library at the University of Virginia. Mrs. Frantz will assume her new position on the first of September.
JEFFERSON-MADISON REGIONAL LIBRARY
Special Board Meeting - August 24, 1976

Present: Lloyd T. Smith, President
Mrs. Sam Eggleston, Vice President
Edward H. Bain, Jr., Secretary
Mrs. Harold Hallock
Mrs. David Hardin
Mrs. Thomas H. Jenkins
Mrs. John P. Jordan, Jr., alternate, Greene County
Mrs. Herbert Silvette
Robert W. Stroh

Absent: Mrs. Ned Brown
James E. Craig
Mrs. Henry Mitchell

Also present: Christopher B. Devan, Director
Mrs. Evelyn Garth, secretary to the director
Mr. A. C. Weed, II
Mr. B. R. Sample of Stainback & Scribner
Mr. Louie L. Scribner of Stainback & Scribner
Miss Virginia Moore

Mr. Smith called the meeting to order at 3:30 p.m. and warmly welcomed Virginia Moore, former President of the Library Board of Trustees. He reminded the Board that there were two things on the agenda--that of receiving the report from Stainback and Scribner regarding their feasibility study of the post office building for use as the new library building, and the other was to discuss the budget.

Mr. Sample then proceeded to present the report of Stainback & Scribner to the Board. (Copy in Minutes Book.) Many questions were asked Mr. Sample and Mr. Scribner and a long discussion took place. The conclusion reached by the architects was that they had found the post office building to be structurally adaptable and approximately the size that was scheduled for the new library structure with certain limitations which were convertible. But before the next phase of the study could take place two facts are needed -- when is the post office building available and how much will it cost?

Mr. Smith announced that a meeting has been set up regarding the use of the post office building as a library, with Charlottesville City Council and the Albemarle County Board of Supervisors on September 16 at Walker School. He asked Mr. Sample if he could attend and he said he could.

Mr. Scribner and Mr. Sample were both thanked for the presentation and left the meeting.
Mrs. Eggleston introduced Mr. A. C. Weed who will be the representative from Nelson County, replacing Mrs. Eggleston who had submitted her resignation to the Nelson County Board of Supervisors.

Mr. Smith then continued with the second item on the agenda—the library budget, Fiscal 75-76. He said Mrs. Hallock and Mr. Stroh have had meetings and they conclude that the library has underspent its budget by some $62,000, and referred to Mr. Devan's memorandum of August 12. (Copy in Minutes Book.) After discussion the Board agreed that no action be taken until Mr. Smith had had an opportunity to see Guy Agnor, Albemarle County Administrator and discuss the surplus with him. Mr. Smith then asked Mr. Devan to set up a meeting with Mr. Agnor.

The Board members and the Director expressed their regret that Mrs. Eggleston had found it necessary to resign from the Board and thanked her for the work she has done in all phases of the library, particularly budgetwise.

At 6:10, a motion was made and seconded for adjournment.

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

Re: Feasibility Study - Conversion of the Existing  
Market Street Post Office Building to a  
Regional Library Facility - Schematic  
Job No. 7619

Dear Mr. Devan:

In response to your letter of June 17, 1976, we report our findings  
relative to the subject conversion. The report is based on study of  
the available drawings pertaining to the original building, the 1936  
addition and the 1958 air conditioning renovation and our team in-  
spection of the existing facility. The scope of the report is limited  
to our May 6, 1976 Proposal No. 1 and to the specific questions raised  
in your June 17, 1976 letter.

Study Contents
I  Space - area and volume - Existing
II Structural Capabilities - Existing
III Mechanical and Electrical Capabilities - Existing
IV Fire and Handicapped Accommodations - Existing
V Design Criteria of the Remodeled Facility
VI Possibility of Compliance with Design Criteria
VII Cost of Remodeling
VIII Cost compared to New Construction
IX Cost Items not included in the Report
X Conclusions and Notations

Item Comments
I  Space:
   A. Approximate Area
      Basement Floor  9885 sq. ft. Net (*)
      1st. Floor - Main Floor  9885 sq. ft.
      2nd. Floor  9360 sq. ft.
      Total  29,130 sq. ft. Net (*)
* Net Area = Area within exterior walls

B. Approximate Gross Area = 31,550 sq. ft. See VID

C. Floor to Floor Dimensions:
   - Basement to 1st. = 10'-6"
   - 1st. to 2nd. = 17'-2"
   - 2nd. to Ceiling = 10'-6"

D. Approximate volume = 371,700 cu. ft. - Net

E. Approximate Gross Volume (attic not included) = 452,150 cu. ft.

II. Structural Capabilities

A. Basement Floor = Slab on grade

B. First Floor:
   1. Original Bldg. = 120 PSF based on incomplete design data
   2. 1936 Addition = 150 PSF based on a typical bay

C. Second Floor - Original Bldg. and 1936 Addition = 100 PSF

III. Mechanical and Electrical Capabilities

A. Heating
   1. Original low pressure steam equipment and piping. Radiators in all areas.
   2. External appearance - good. Mechanical spaces well maintained. Suspect that some piping will require replacement.
   3. Would assume that equipment can continue in use relative to new requirements without replacement of major pieces of equipment. Control system may require some updating.

B. HVAC
   1. System installed in 1958 with two major replacements within the past two years. Apparently reusable.
   2. Includes five air handling units, two for the Bsmt. and Second Floor and one for the First Floor.
   3. Each floor separated into several zones recognizing usage and orientation.
4. Individual temperature controls limited.
5. Water cooling tower inactive during winter months.

C. Plumbing

1. Original fixtures. Number of fixtures and general space arrangements do not meet present standards nor handicapped requirements.

D. Electrical

1. Service to Bldg. = 3 - 100 KVA transformers.
2. V. E. P. C. O. suggests that this is adequate for any increases that might be required.
3. Additional services and device outlets unknown.
4. Probably some relocation of distribution panels and updating will be required to meet present codes.

IV. Fire and Handicapped Requirements

A. Fire

1. Existing stairs from Bsmt. and Second Floor do not comply with current code.
2. Two additional stair towers (@ East and West ends of the building) will be required.
3. Existing stairs can be removed or kept as future plans require.
4. Standpipe system exists - see III C2.
5. Single source sprinkler system will probably be required in certain storage areas.

B. Handicapped

1. Present building does not comply with any of the current requirements for the handicapped. These include entry, interior circulation, toilets, electrical switch and receptacle locations, elevator control mounting height, handrails, etc.
2. An important interior design decision must be determined; namely, will the stack area be designed to meet the handicapped recommendations? If so, the normal stack aisle of 30 to 32 inches must be increased to 42 inches. This will affect not only the area required for stacks but also certain structural considerations.

V. Design Criteria of the Remodeled Facility

A. Interior space requirements and accommodations to be substantially those of the March 1975 "Site and Building Feasibility Study for the Jefferson-Madison Regional Library" as prepared by Robert Vickery and William Hellmuth.

B. 150,000 volumes minimum.

C. Bookmobile service and storage.

D. Regional administrative office.

E. Public on-site parking.

VI. Possibility of Compliance with Design Criteria

1. Connection between existing buildings

A. This report envisions a "Link" of suitable design connecting McIntire Library and the Post Office Building of approximately 2100 square feet to become a new "Main Entrance".

B. In this concept it is imperative that the land adjacent to the Library on the East be obtained. This will allow the service area to be relocated, provide space for Bookmobile storage and a minimum amount of staff on-site parking.

C. This is a desirable concept in that it provides a joint entrance to each building that can minimize control personnel and allow each function to operate independently and at different hours. It is not, however, the only
solution and should the adjacent property be unavailable ramps and redesigned entries can be incorporated to make the existing site configuration feasible.

D. The addition of the "Link", Stairtower, Loading Dock etc. would increase the gross area to approximately 34,500 sq. ft.

2. Stack Area (see IV B2)

A. In order to accommodate the number of volumes indicated it is proposed that approximately two-thirds of the Main Floor be a double tiered stack area.

B. The Second Floor can be used for a stack area, if needed, limited, however, to five shelf stacks maximum.

3. Architectural

A. As proposed by 2A a 7000 sq. ft. mezzanine level would be introduced within the First Floor area by the construction techniques of multitier stacks. The existing floor to ceiling is approximately 15'-2" thus allowing two 7'-6" typical tiers. Space below the existing framing is less and the second tier stacks must recognize this.

B. A new entry (see VI) is proposed which would be connected to the existing elevator and the proposed West stair tower. The existing entrance would be converted to other use.

C. The existing elevator would be modified to introduce another stop at the new mezzanine level. A bridge type walkway would connect the mezzanine stack area to the elevator and new stair (West) tower.

D. A service elevator would be added to service all floors from a new ship/receive/service area.

E. New toilet areas will be required on the First and Second floors.

F. See IV A2 and IV Bl.
4. Structural

A. To accommodate the multitier stacks approximately 7000 sq. ft. of the First Floor will require additional reinforcing. This can be done by adding intermediate beams (and columns) at the midpoint of the existing spans within the required area.

B. This will mean that fairly close column spacing will result within the corresponding part of the Basement area.

C. Structure for new construction.

5. Plumbing

A. Basement - Minimum - reuse existing toilets
B. First Floor - New toilet area.
C. Second Floor - New toilet area.

6. HVAC

A. Basement - minimum - reuse radiators and A/C systems.
B. First Floor - Redesign and relocate A/C system. Provide heating coils within new system and eliminate radiators.

   1. This will provide suitable moisture control and accommodate tiered stack area.

C. Second Floor - Use existing systems.

7. Electrical

A. Basement - Minimum - reuse fixtures.
B. First Floor - Provide all new fixtures.
C. Second Floor - Minimum - reuse fixtures.
D. Provide required services for proposed equipment.
Christopher B. Devan

August 19, 1976

VII. Cost of Remodeling

A. These are suggested preliminary estimates and can vary significantly depending on the final design scheme, date of construction, selection of finishes, extent of mechanical control requirements and many other variables.

B. Architectural including "Link" & Site $293,000.00
C. Library Stacks 120,000.00
D. Structural 48,000.00
E. Plumbing 43,500.00
F. HVAC 125,000.00
G. Electrical 50,000.00

Total $679,500.00

VIII. Cost Compared to New Construction

A. New construction costs based on estimates in March 1975 "Site and Building Feasibility Study for the new Jefferson-Madison Regional Library" prepared by Robert Vickery and William Hellmuth and based on $42.00 psf building cost.

B. Comparison

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</table>

See VII A.

IX. Cost Items Not Included

A. Purchase of existing building and land.
B. Acquisition of adjacent property.
* C. Renovation of McIntire Library building.
* D. Furnishings except stacks.
E. Public parking.
F. Regional Office

* These items refer to both New Construction and Remodeling; others refer only to Remodeling.

X. Conclusions and Notations

1. Conclusions

A. Investigation of the present structure would indicate that from architectural, structural and mechanical considerations it is possible to convert to the desired use.

B. Depending on the purchase cost of the present facility and if deemed desirable, the adjacent land, the economics would indicate Remodeling.

C. No public parking is provided in the Remodeling scheme.

2. Notations

A. In each case the estimated cost evaluations are based only on a written criteria without the benefit of an acceptable architectural solution.

B. The scope of the project and the space criteria are based on the report of March 15, 1975 "Site and Building Feasibility Study for the new Jefferson-Madison Regional Library" prepared by Robert Vickery with assistance from William Hellmuth. Any increase in scope or criteria would affect both architectural approaches and if major, would reduce the feasibility of the Remodeling scheme or at least require the use of the existing Basement for usage other than storage and perhaps require space within the McIntire Library building.

Respectfully submitted,

B. R. Sample, Partner
STAINBACK & SCRIBNER
architects

BRS:bb
ANNUAL REPORT

With this Director's Report, there is also an Annual Report of the library, recapitulating the events of the last year in terms of library services. Last year, a similar report was printed and distributed. I would like to have an expression of your interest in having this one printed for distribution as well. This is a good vehicle for informing the public about the library's services and also about the costs of library service for which they are paying.

GREENE COUNTY

The Board of Supervisors of Greene County has appointed a committee "to discuss and explore alternatives to the present library system". They requested "a comparative study between the present library system and alternatives, with projected costs." The alternatives they spoke of were a "county-owned and operated library and a contractual arrangement with another library source."

When the Supervisors made the charge to the Committee they stressed that it would be a step backwards to not have library services in Greene County but that they want to get the best mileage out of their tax dollars.

There was a heavy emphasis on their view of the "Charlottesville Expansion", namely a new main library, as a moral obligation under the contract not to be shirked. It appeared to me that this was a major part of their concern about their future in the Regional library system.

Later, the Committee met with Ray Williams who discussed with them some of the alternatives.

AFFIRMATIVE ACTION

The affirmative action program which was tabled from the Special Board Meeting in August should be considered this month and, if possible, acted upon. To the best of my knowledge, there have been no complaints of discrimination and no grounds for such complaints in the last year. However, Affirmative Action is a nation-wide public policy and this library should have a statement on it. Eventually it should be incorporated into the Personnel Policy of the Library for which a review is also pending.
CURRENT EVENTS

The library had a story hour on the Mall during their "Back to School" days on August 20th. The McIntire Children's staff went down with a cart of books and told stories to children and talked about the library with parents and other adults.

The bookmobile will appear at the Greene County Fair on October 2 as it has at the Louisa Parade, the Nelson County Day Parade, the Scottsville Independence Day Parade and, of course, the Dogwood Festival Parade in Charlottesville.

HOURS OF SERVICE - SCOTTSVILLE

There has been a request for the Scottsville Branch to be open an additional three hours per week in the mornings so that classes may visit the library from the school and that people may use the library in the mornings as well. No provision has been made for this in the budget. The cost is estimated at $850 per year or $200 for an experimental 12-week period. In the past, the libraries have been open a uniform 24 hours per week.

CONFERENCE ATTENDANCE

Attendance at library conferences is an important means of maintaining staff awareness of new professional issues. I would like to have the Board's approval for attendance at two Library conferences in early November:

Virginia Library Association in Roanoke, November 18 - 20

Southeastern Library Association in Knoxville, November 4 - 6

Expenses should be provided to cover: travel, registration fees, hotel accommodations and meals. This may be paid for out of State and Federal funds.

Subject to the Board's approval, I would like to provide for two persons to attend the Southeastern Library Association. I would plan to approve only the expenses of personal members of each organization.

VOLUNTEERS

There has always been a certain amount of volunteer activity going on in the library. Recently, with the idea of extending service into homes and institutions, with the need for diverse
talents in working with children, it is desirable to make a more systematic approach to volunteerism in the library. As a result, a committee was appointed to set up some guidelines to match volunteers with particular needs of the library. This committee participated in the Volunteerism Fair held on the Mall and will be seeking additional opportunities to incorporate volunteers into the library service program.

TRUSTEE APPOINTMENTS

Lloyd Smith and Ed Bain have been reappointed by the City Council to the Library Board. Al Weed has been appointed by the Nelson County Board of Supervisors to complete the term made vacant by the resignation of Marge Eggleston.

USES OF FEDERAL FUNDS

By December 15th, we must have spent half of the $50,443 of Federal funds to which the library is entitled. This means the materials must have been received and bills must have been sent to Richmond. Given the delays in shipment and the out-of-print cancellations which are normal experience these days, your approval for the expenditure of these funds is imperative. I have revised the list of items for which I would like to spend these funds. This list reflects my belief that these funds should be used to increase the capital investment in the library by:

- Special collection building projects
- Special equipment
- Special activities and projects
- Staff training projects

Proposed uses for LCSA Funds, 1976-77

<table>
<thead>
<tr>
<th>Proposed use</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Microfilm holdings</td>
<td>$10,400</td>
</tr>
<tr>
<td>New York Times, 1950-1954</td>
<td>$3,000</td>
</tr>
<tr>
<td>Central Virginian</td>
<td>500</td>
</tr>
<tr>
<td>Telephone book collection</td>
<td>700</td>
</tr>
<tr>
<td>College catalog collection</td>
<td>1,200</td>
</tr>
<tr>
<td>Periodical back-files</td>
<td>5,000</td>
</tr>
<tr>
<td>2. Conference Travel</td>
<td></td>
</tr>
<tr>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>3. Equipment purchases</td>
<td></td>
</tr>
<tr>
<td>Typewriters, manual</td>
<td>250</td>
</tr>
<tr>
<td>Typewriters, electric</td>
<td>1,350</td>
</tr>
<tr>
<td>Revolving book racks</td>
<td>250</td>
</tr>
<tr>
<td>Reading magnifiers</td>
<td>500</td>
</tr>
</tbody>
</table>
Director's Report -4-  

September 28, 1976

4. Recordings
   - Children's records: $1,200
   - Adult records: $2,500
   Total: $3,700

5. Books - special orders
   - Young adult books: $4,000
   - Black history: $3,000
   - McIntire Library collection renewal: $7,000
   - Branch libraries - renewal
     - Children's collections: $7,500
     - Adult collections: $3,000
   - Large print books: $2,000
   Total: $26,500

6. Miscellaneous
   - Easel & flannel-board: $100
   - Record listening facilities (McIntire): $350
   - Activity supplies: $500
   Total: $950

7. Not yet specified
   - Total: $5,543

Total: $50,443

September 24, 1976

[Signature]

Christopher B. Devan
Director
People and Information

The Annual Report of the Jefferson-Madison Regional Library
1975-1976

The function of a library is to provide the information which people need in order to achieve their own goals and ambitions. Therefore, the library collects and organizes information in books, periodicals, newspapers, recordings, pamphlets and a variety of other sources, and maintains a trained staff to assist in their use. These library materials are provided for home use or for use in the library.

COLLECTIONS

The total book collections of the library increased from 161,751 to 175,696 in the course of the year. This growth comes about from the regular purchase of new books for all agencies and, in addition, the purchase of older titles to replace lost or worn-out copies, to strengthen collections where they are weak and to provide additional copies of older titles which have a renewed popularity.

Federal funds were used to add a large number of other titles to the collection at the Greene County Library, bringing it nearer to equality with the older branch collections by the addition of standard titles.

The Federal and State grants were also used to purchase books for all the agencies from current buying lists.

LARGE PRINT BOOKS

The library purchased a large number of large print books and issued a catalog of these titles for the benefit of library users. The Catalog is printed in large type. Large print books are available in any branch and may be placed in any agency or institution which has a number of people who need this form of reading material.

YOUNG ADULT COLLECTIONS

A special grant enabled the library to purchase a collection of paper-back books specifically selected for young adults. These were placed on a special rack in the Main Library where they attracted a great deal of attention from borrowers of all ages. This collection was the origin of a book discussion group which was initiated for young people during the summer of 1976. This group met in Lee Park on a weekly basis.
NEWSPAPERS

The holdings of newspapers on microfilm were significantly expanded by the acquisition of the complete file of "Daily Progress" and additional files of the New York Times. A reader-printer has made these files much more useful by making it possible to make copies of needed articles.

ART PRINTS

Additional art prints were purchased bringing the total collection up to 70 framed art reproductions. These are available from the Main Library for a three-month loan period. A few of the prints have been distributed to the branches on an experimental basis. These prints have been loaned 173 times in the course of the year.

STAFF TRAINING SESSIONS

In the spring, two in-service training programs were held on Circulation and Reference problems for the staff of the smaller branches. These were well received and have resulted in the planning of four more sessions during the coming year. In addition to the staff from the smaller branches, both Gordon Avenue and McIntire Library staffs will be represented as well.

LIBRARY ACTION BOOKMOBILE

Using a grant from the Community Development Fund of Charlottesville, the Library has continued a bookmobile service to selected areas of Charlottesville, circulating 9562 books to an estimated 620 borrowers at 10 locations.

SUMMER READING PROGRAM

Children's summer reading programs have been a continuing activity of the library, each year enrolling more and more children in a variety of activities. This summer, a bicentennial theme was planned, encouraging children to read about any aspect of the American experience. Nearly 700 children participated in the seven libraries, keeping records of the books they read and receiving these records at the end of the season for their personal enjoyment.

JOINT SECURITY COMPLEX

Each week, a staff member visits the Joint Security Complex distributing books and magazines to the inmates who select from a collection provided by the Friends of the Library and maintained by other contributions. In addition to these books, inmates may request particular books or books on particular subjects in order to pursue their educational objectives. Recently,
a catalog was developed by the library staff, based on a similar catalog produced by New York Public Library, which enables the inmates to plan a reading program rather than merely selecting from a book truck.

**CIRCULATION**

% Increase
Over Last Yr.

<table>
<thead>
<tr>
<th></th>
<th>1975-76</th>
<th>1974-75</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlottesville</td>
<td>250,252</td>
<td>230,252</td>
<td>+ 9.63</td>
</tr>
<tr>
<td>Albemarle Co.</td>
<td>313,112</td>
<td>288,112</td>
<td>10.13</td>
</tr>
<tr>
<td>Louisa Co.</td>
<td>36,151</td>
<td>31,151</td>
<td>19.35</td>
</tr>
<tr>
<td>Nelson Co.</td>
<td>27,559</td>
<td>21,559</td>
<td>14.63</td>
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<tr>
<td>Greene Co.*</td>
<td>13,332</td>
<td>11,032</td>
<td>29.69</td>
</tr>
<tr>
<td>Out-of-Area</td>
<td>11,242</td>
<td></td>
<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>651,648</td>
<td>531,648</td>
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</tr>
</tbody>
</table>

*First full year of operation - Percentage increase is for comparable period.

**LIBRARIES AS COMMUNITY CENTERS**

In addition to the virtually constant use of the meeting rooms at the Gordon Avenue Branch, the libraries, wherever possible, are used by community organizations for meetings and programs. At Crozet, Food Stamp applications are received by a technician on a regular basis, twice a month. In Scottsville, since the fires, the Methodist Church Sunday School has been meeting in the library; both the Heart Society and the Cancer Society have held instructional meetings there and the James River Book Club holds its regular meetings in the library.

At the Greene County Branch, the exhibit case is regularly used by organizations, cooperating with the library in the presentation of attractive exhibits of art, artifacts and crafts.

Regretably this kind of activity is not possible at the McIntire Library where the only available space for a story hour is in the main floor court area.
LIBRARY BUILDING FUND

The Board of Trustees continued its efforts to secure a new Main Library building by acquiring a site on Vinegar Hill in Charlottesville and starting a Fund Drive to secure private donations for the building of the library. By the end of the Fiscal Year, a total of $250,000 had been raised. In keeping with the goal of providing new adequate quarters for the library, continued explorations of alternatives to a new building were conducted as well. At the end of the year, a study of the Main Post Office building was being undertaken, financed by Albemarle County and Charlottesville.

GIFTS TO THE LIBRARY

As evidence of the place the Library holds in the community, many organizations and individuals make gifts to the library each year. Among the most notable offerings, if not the most conspicuous are the "in kind" donations such as the rent-free quarters provided by the Nelson County Garden Club for the Nelson County Memorial Library; and the Scottsville Branch provided by the Board of Education of Albemarle County. The City of Charlottesville provides the library with computer services which are used in both the financial management of the library and the maintenance of personnel records. During the year, arrangements were made for Albemarle County to provide the library with any necessary legal advice. The City Finance Director provides the library with fiscal management and the City Purchasing Department makes its services available at no expense to the Library.

The Council of Garden Clubs regularly provides Christmas arrangements in the McIntire Library and the American Association of University Women supervises the hanging of the works of local artists in the central court. Individual artists hang their works in the Gordon Avenue Branch and exhibitions are occasionally arranged in the smaller branches. In Scottsville, the Lion's Club repaired and enlarged the parking area and the Junior Women's Club planted a dogwood tree as a part of the development of a Mini-Park in the area behind the library. The James River Book Club has contributed to preparation of the rear entrance to this Mini-Park from the library building. Volunteers give their time to the library as story tellers, as shelf-readers, as decorators for special events such as Christmas or bicentennial displays.

Many individuals make gifts of money to the library, for the purchase of books—frequently as memorials. Plans are in progress to provide a Memorial Register of donations to the library.
LIBRARY ENDOWMENT FUND

A contribution of $4000 in Memory of Andrew Martin Rebhun made possible the establishment of a Jefferson-Madison Regional Library Endowment Fund, the proceeds of which are to be used for the purchase of books.

Additional contributions are expected, both for the Memorial to Andrew Martin Rebhun and for other memorials.

FRIENDS OF THE LIBRARY

Among the most important donors to the library are the Friends of the Library, an organization of people who wish to improve the library by their efforts on its behalf. Among their recent gifts are the steps from the parking lot to the main entrance at Gordon Avenue, equipment and programs for all the branches including the summer reading program and the Children's Book Week events; a record bin for the McIntire Library, thus extending the usefulness of the record collection and many other gifts. Especially noteworthy was the gift of $10,000 for the purpose of raising additional funds for the new Library building.

<table>
<thead>
<tr>
<th>Receipts</th>
<th>$193,283</th>
<th>Personal Services</th>
<th>$354,396</th>
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<tbody>
<tr>
<td>Albemarle County</td>
<td>211,336</td>
<td>Books</td>
<td>111,568</td>
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<tr>
<td>Greene County</td>
<td>22,811</td>
<td>Operating Expenditures</td>
<td>62,966</td>
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<tr>
<td>Louisa County</td>
<td>18,341</td>
<td>TOTAL</td>
<td>$528,930</td>
</tr>
<tr>
<td>Nelson County</td>
<td>20,117</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>26,339</td>
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<tr>
<td>State Aid</td>
<td>60,828</td>
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<td></td>
</tr>
<tr>
<td>Federal Aid</td>
<td>36,713</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$589,768</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LIBRARY MANAGEMENT

Albemarle County
Mrs. Ned Brown
James E. Craig
Mrs. Harold Hallock
Mrs. Thomas H. Jenkins

Greene County
Mrs. Herbert Silvette
Mrs. John P. Jordan, Jr., Alt.

Louisa County
Mrs. David Hardin
Earl Ogg, Alt.

Nelson County
Mrs. Sam Eggleston
Mrs. Frank Wook, Alt.

Charlottesville
Edward H. Bain, Jr.
Mrs. Henry Mitchell
Lloyd T. Smith, Jr.
Robert W. Stroh

President
Lloyd T. Smith, Jr.
Vice President
Mrs. Sam Eggleston
Secretary
Edward H. Bain, Jr.
Director
Christopher B. Devan
MINUTES OF THE JULY 27, 1976 MEETING
OF THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present:  Mrs. Sam Eggleston, Vice President
          Edward H. Bain, Jr., Secretary
          James E. Craig
          Mrs. Harold Hallock
          Mrs. Thomas Jenkins
          Robert W. Stroh

Absent:  Lloyd T. Smith, Jr., President
          Mrs. Ned Brown
          Mrs. David Hardin
          Mrs. Henry Mitchell
          Mrs. Herbert Silvette

Also present:  Christopher B. Devan, Director
               Evelyn Garth, director's secretary

In the absence of Mr. Smith who was on vacation, Mrs. Eggleston
presided and called the regular meeting of the Library Board of
Trustees to order at 3:35 p.m. at the Gordon Avenue Branch Library.
She asked for corrections to the Minutes of the previous meeting. Mr.
Stroh moved for approval as presented, Mr. Bain seconded the motion
and it passed.

DIRECTOR'S REPORT

Mr. Devan announced that he had been advised the study of the
post office building financed by Charlottesville and Albemarle County
has been started and that the firm of Stainback & Scribner, Architects,
had promised a preliminary report in August. He said it was his under-
standing that Mayor O'Brien plans to arrange for a joint working
session of Albemarle County Board of Supervisors, Charlottesville City
Council and the Library Board regarding the library's building project.

CIRCULATION REPORT

The Director distributed a copy of the annual circulation report
which showed an overall increase of 11% over last year. It was noted
however that there was a decrease in the circulation on the bookmobiles
and plans were discussed for placing signs at the stops and checking
to see if other stops should be scheduled.

FINANCIAL REPORT

A summary of the year end financial report from the City was dis-
tributed and discussed. Mr. Devan reported that the Director of Finance
has promised to send the library a second report next week.
He announced that he had received notice dated July 1, 1976 from Donald Haynes, State Librarian, that grant-in-aid applications for the Jefferson-Madison Regional Library were approved in the following amounts:

State Aid $70,597
Federal Aid 50,443

He said that under the new State rules, the parent jurisdictions were notified that we are getting this money and they have to give written approval to the Virginia State Library before any expenditures can be made. Not all of the jurisdictions have complied up to this date, but he has been assured by them that approvals will be given in early August. Additional discussion of the budget followed. Mr. Devan said that he expects to re-think the budget for 1976-77.

Other discussions were: a report from the City Purchasing Office that only one bid was received in the amount of $5,476 to paint the Gordon Avenue Branch Library which resulted in a motion by Mr. Stroh and seconded by Mrs. Hallock that the City should get two bids for the painting. The motion passed. A list of gifts from the Friends of the Library which Mr. Devan distributed was also discussed.

The Board agreed to defer action again on the Personnel Policy at this meeting.

Mrs. Hallock suggested a letter be written to all those on the Special Gifts Committee for the new library building, advising them as to just what the situation is regarding fund-raising for the new library building. Mr. Devan said that he had written Mrs. Fredson Bowers.

At 4:45 p.m. Mr. Bain moved for adjournment, Mrs. Hallock seconded the motion and it passed.

Evelyn Garth
Recording Secretary
DIRECTOR'S REPORT

July 22, 1976

BUDGET

The Year End Financial Statement indicates a balance of approximately $52,000. In addition to this, there is an unbudgeted surplus which was hitherto unknown and which will raise the carry-over balance significantly. Full details are not yet available. It is clear that this will ease the budget crunch for next year.

STATE AND FEDERAL AID

On July 2nd, we were notified that the Library would receive State Aid in the amount of $70,597 and Federal Aid in the amount of $50,443 for the year 1976-77. This is significantly more than is budgeted and may get us off the financial hook for the coming year.

The use of these funds is contingent on the approval of all the Boards of Supervisors and City Council. So far, Charlottesville and Nelson County have given their approval; the remainder will have to wait until early August. Until this approval is received, books cannot be ordered.

BOOKMOBILE OPERATION

There is little likelihood of immediate savings by combining both bookmobiles into a single operation. Benefits will be long-range since they must emerge from modified schedules. Sudden changes in schedules will result in complete disorganization of the bookmobile users who have fitted the bookmobile schedule into their own lives.

Greater savings can be made by using one person on the bookmobile at a number of the stops. The chief obstacle to this is some personnel changes which need additional study.

FRIENDS OF THE LIBRARY

A long list of gifts of the Friends of the Library to the various branches will be given to the Board at the next meeting. These gifts, representing an estimated $5,000 range from a vacuum cleaner for Crozet to a discretionary fund for supplies for children's programs in the various branches, and, if it can be installed, a new staff toilet at McIntire Library. The gratitude of the staff is immense. I'm sure the Board of Trustees will be equally pleased.
AFFIRMATIVE ACTION

In conjunction with the review of the Personnel Policy as requested by the Board, a staff committee is preparing an Affirmative Action statement which will, after approval by the Board of Trustees, become a part of the Personnel Policy of the Library.

CIRCULATION 1975-76

Year end figures indicate an overall increase in Circulation of more than 11.5%. Individual agencies showed changes in circulation as follows:

- McIntire Library: +16.96%
- Gordon Avenue: 7.66
- Scottsville: 17.55
- Crozet: 2.73
- Louisa County: 24.82
- Nelson County: 16.71
- Greene County: 81.47
- Bookmobile 1: (6.22)
- Bookmobile 2: (5.79)

This is really astounding. The full implications of this will come out in a special report.

LOUISA BRANCH

Enthusiasm for the proposed new Louisa Branch has waned. However, there appears to be other locations which will be better and which will become available more nearly in accordance with the expiration of the lease on the present quarters.

POST OFFICE BUILDING

The study of the Post Office building is proceeding with the approval of the U. S. Postal Service, the City of Charlottesville and Albemarle County. By the time the Board meets, I should have a time-table ready for the study.

The new members of City Council went through the Lane High School building with Ray Williams, Ed Bain, Bob Stroh and myself. My feeling was that they were impressed with the unsuitability of the building.

PROPERTY INVENTORY

As a part of a long-range plan to inventory the property of the library for insurance and control purposes, the contents of the Annex have been listed by a City employee who will, in the near future, begin to inventory each of the branches. The outcome will be a property roster which can readily be maintained on the City's computer.
LEGAL REPRESENTATION

Mr. George R. St. John, Albemarle County Attorney, has expressed a willingness to provide legal services on routine operational matters at no cost to the Library. If special legal services are needed, requiring considerable time, or if representation in litigation is required, Mr. St. John will expect to be compensated on a case by case basis. This is the report from Guy Agnor, County Executive.

Mr. Agnor has expressed an interest and concern in systematizing the presently informal exchange of supportive services between the County and Charlottesville, in which the Library has participated over the years, including legal services but also including financial accounting, purchasing, and so forth. He plans to have a report for the Board of Supervisors before budget planning for the next fiscal year begins.

GORDON AVENUE BRANCH

In May, the Board voted to use 1974-5 funds, previously held for building repairs to McIntire Building, for painting the interior of the Gordon Avenue Branch if two or more bids were received. Actually only one bid, in the amount of $5,476.00 was received. This bid is being held until July 30, for your consideration. While the painting is still a desirable goal, I wondered if we should proceed with it in view of the budget squeeze.

Respectfully submitted,

Christopher B. Devan
Director
**Legal file - 2-drawer gray** | $50.00
---|---
**Stereo Record player w/ loudspeakers** | $200.00
**Califone 1150 K Stereo** | $150.00
**Record browsing bin** | $
**New toilet & wash bowl for staff room** | $500.00
**Two-burner hot-plate** | $25.00
**Warming oven** | $50.00
**Refrigerator** | $200.00
**Display case, table type (60"x28"x36" hi w/9" inside height)** | $700.00

**MCINTIRE**

**GORDON AVENUE**

**Film program** | $900.00
---|---
**Step-stools (Kikstep) @ $22.00 (2)** | $44.00
**Book display racks (table types) @ $6.00 (3)** | $18.00
**Puppet stage (51" hi x 45" wide x 9" deep)** | $45.00
**Childcraft** | 
**Hand-puppets (animal), (set of 5)** | $12.00
**New toilet & wash bowl for staff room** | $75.00
**Children's Book Week** | $250.00
**Summer Reading Program** | $400.00
**Discretionary fund (craft supplies, etc.)** | $150.00
**Camera** | $235.00
**Plastic book bags (3M @ $277/M)** | $166
**Hand-puppets (animal)** | $250.00
**Children's Book Week** | $75.00
**Paperback carousel** | $85.00

**GORDON AVENUE**

**SYSTEM**

**Film program** | $900.00
---|---
**Step-stools (Kikstep) @ $22.00 (2)** | $44.00
**Book display racks (table types) @ $6.00 (3)** | $18.00
**Puppet stage (51" hi x 45" wide x 9" deep)** | $45.00
**Childcraft** | 
**Hand-puppets (animal), (set of 5)** | $12.00
**New toilet & wash bowl for staff room** | $75.00
**Children's Book Week** | $250.00
**Summer Reading Program** | $400.00
**Discretionary fund (craft supplies, etc.)** | $150.00
**Camera** | $235.00
**Plastic book bags (3M @ $277/M)** | $166
**Hand-puppets (animal)** | $250.00
**Children's Book Week** | $75.00
**Paperback carousel** | $85.00

**GORDON AVENUE**

**SYSTEM**

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<th>Item Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Cost</th>
</tr>
</thead>
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<td>Legal file - 2-drawer gray</td>
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<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Stereo Record player w/ loudspeakers</td>
<td>1</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Califone 1150 K Stereo</td>
<td>1</td>
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Many of the issues being discussed tonight are limited to Charlottesville alone: schools, jobs, parking, streets, water, etc.

Other issues relate to Charlottesville as the hub of a Region, which includes five counties as well as Charlottesville. Library and Information services are in this category: Neither the need for information nor the flow of information recognizes boundaries.

The quality of life today for each of us is related to the excellence and availability of the wide variety of resources which people need in order to flourish culturally, socially, economically and spiritually. Among these resources is the information which people require in order to make decisions, in order to pursue individual interests and in order to prosper in a complex world.

"Information" means not only facts and data but ideas and the products of man's creative endeavors--art--music, drama, literature, science, technology, crafts and commerce.

The Public Library provides this information by means of a collection of books, periodicals, records, pictures, and other sources and by a staff trained in collecting and placing this information in the hands of people.

The total fund of information is increasing rapidly--so rapidly that we cannot absorb it all. Changes occur so frequently in our world that we cannot adjust to them. This is the dominating fact of the 20th Century.
As you plan for the next twenty years and beyond, I urge you to keep in mind both the presently available knowledge which you will find in your public library to help you in your task and also the present and future needs of the people of Charlottesville and the surrounding region, for the information which will help them in their own planning for the future.

We all need tools with which to do our various jobs. Today, the most urgently needed tool that the library itself requires in order to do its job is a new main library building. The existing McIntire Building makes it impossible to develop the kind of library and information services needed by this area today—let alone the future.

This need—for a new building—has existed for many years. Until this need is met, it will be the dominating factor in the development of library and information services for Charlottesville. However, the new building is not a goal in itself but only the means to an end: that end being the accessibility of information to ourselves, and our children for years to come.