CALL TO ORDER

BUILDING COMMITTEE - Kay Hallock, Chairman

Special Presentation: Jack Rinehart
Sam Cleveland

MINUTES

CIRCULATION REPORT
May

FINANCIAL REPORT
Unavailable - to be mailed as soon as possible

DIRECTOR'S REPORT
Action Items
Nelson County Budget Cut

COMMITTEE REPORTS

Fund Raising Committee - Mr. Bain
GSA & Post Office building - Mr. Stroh
Louisa Library Building - Mrs. Sauer

UNFINISHED BUSINESS

Buckingham County (No action anticipated)
Public Officials Liability Insurance (No action anticipated)

NEW BUSINESS

ADJOURNMENT
MONTHLY MEETING
JEFFERSON MADISON REGIONAL LIBRARY BOARD

AGENDA

ORDER OF BUSINESS

CALL TO ORDER

MINUTES

CIRCULATION REPORT
April

FINANCIAL REPORT
April

DIRECTOR'S REPORT
Action Items
  Class, Conference & Workshop Attendance Policy
  Public Officials Liability Insurance

COMMITTEE REPORTS

  Personnel Committee - Mr. Bain
  Budget Committee - Mr. Weed
  Building Committee - Mrs. Hallock
  Staff Association - Ms. Aprill

UNFINISHED BUSINESS

  Buckingham (no action anticipated)

NEW BUSINESS

ADJOURNMENT

Date: May 23, 1978
Century Room - Gordon Avenue
3:30 p.m.
CALL TO ORDER

BUCKINGHAM COUNTY LIBRARY COMMITTEE

MINUTES

CIRCULATION REPORT
March

FINANCIAL REPORT
March

DIRECTOR’S REPORT
Action Items
  Relocation of Administrative Offices
  Federal Funds Utilization

COMMITTEE REPORTS
Personnel Committee - Mr. Bain
  Municipal Advisors, Inc.
  Class, Conference & Workshop Attendance Policy

  Budget Committee - Mr. Weed
  Smith Motion

  Building Committee - Mrs. Hallock
  Staff Association - Ms. Aprill

UNFINISHED BUSINESS
  Public Officials Liability Insurance
  Buckingham County

NEW BUSINESS

ADJOURNMENT
CALL TO ORDER

MINUTES

CIRCULATION REPORT
February

FINANCIAL REPORT
February

DIRECTOR'S REPORT
Additional items
Action items
  Buckingham County
  Trustee Terms of Office
  Friends of the Library Gift - Return
  Merit System - Reconsideration

COMMITTEE REPORT
Budget Committee - Mr. Weed
  Amend Budget Request
Staff Association - Ms. Karen April

UNFINISHED BUSINESS:
  Job Reclassification Study - Reconsideration
  Works of Art Policy - Tabled at February meeting
  Mission Statement - No action anticipated

NEW BUSINESS

ADJOURNMENT
CALL TO ORDER

MINUTES

CIRCULATION REPORT
   December
   January

FINANCIAL REPORT
   December
   January

DIRECTOR'S REPORT

COMMITTEE REPORTS

   Budget Committee - Mr. Weed
      Budget Review & Recommendation 1977-78
      Budget Review & Recommendation 1978-79

   Staff Association - Ms. Karen Aprill

UNFINISHED BUSINESS

   Buckingham County Report - Mr. Stroh
   Library Annex Report - Mr. Devan
   Works of Art Policy

NEW BUSINESS

   Petty Cash Fund
   Mission Statement
   Location of April Meeting
   Vinegar Hill Report - Mr. Smith

ADJOURNMENT

NOTE: There will be a Budget Committee Meeting at 3:00 p.m. in the Century Room.
CALL TO ORDER

MINUTES

CIRCULATION REPORT
  December

FINANCIAL REPORT
  December

DIRECTOR'S REPORT

COMMITTEE REPORTS
  Budget Committee - Mr. Weed
  Personnel Committee - Mr. Bain
  Building Committee - Mr. Stroh
  Staff Association - Ms. Karen Aprill

UNFINISHED BUSINESS

MATTERS PENDING - No action anticipated
  Additional Branch hours (9-77)
  Buckingham County (11-77)

NEW BUSINESS

  Library Annex
  Fund Raising Committee's Letter - Lloyd Smith

ADJOURNMENT
CALL TO ORDER

MINUTES

CIRCULATION REPORT
   October - Corrected
   November

FINANCIAL REPORT
   October
   November (to be distributed at the Board Meeting)

DIRECTOR'S REPORT

COMMITTEE REPORTS
   Budget Committee - Mr. Weed
      Revised Budget, 1977-78
   Personnel Committee - Mr. Bain
      Pay & Classification Study
   Building Committee - Mr. Stroh
      Fund Raising & Memorial Gifts
   Staff Association - Ms. Karen Aprill

UNFINISHED BUSINESS

MATTERS PENDING - No action anticipated

   Additional branch hours (9-77)
   Buckingham County (11-77)

NEW BUSINESS

   Policy on original works of art
   Meeting Rooms

ADJOURNMENT
CALL TO ORDER

MINUTES

CIRCULATION REPORT

FINANCIAL REPORT (Not Available)

DIRECTOR'S REPORT

COMMITTEE REPORTS

Budget Committee - Mr. Weed
Personnel Committee - Mr. Bain
Building Committee - Mr. Stroh
Staff Association - Karen April, President & Delegate

UNFINISHED BUSINESS

Appropriation Shortfall (October, 1977)
Matters pending - no action anticipated
Additional Branch Hours (9-77)

NEW BUSINESS

ADJOURNMENT
CALL TO ORDER

UNIVERSITY LEAGUE REPRESENTATIVES-PRESENTATION
Mrs. Hall
Mrs. Young

MINUTES

CIRCULATION REPORT

FINANCIAL REPORTS

DIRECTOR'S REPORT

COMMITTEE REPORTS

Budget Committee - Mr. Weed
Personnel Committee - Mr. Bain
Building Committee - Mr. Stroh

UNFINISHED BUSINESS

Matters pending - no action anticipated

Money Management Report (2-77)
Balusters Replacement (3-77)
Additional Branch Hours (9-77)

NEW BUSINESS

Christmas Hours
7-Day books
VLA Conference Attendance

ADJOURNMENT

Reminder: Court Days in Old Charlottesville
A craft Festival
Friday & Saturday, October 21 and 22
10:00 a.m. to 6:00 p.m.
CALL TO ORDER

MINUTES OF AUGUST MEETING

CIRCULATION REPORT

FINANCIAL REPORTS (Not Available)

DIRECTOR'S REPORT

COMMITTEE REPORTS

Budget Committee - Mr. Stroh
Personnel Committee - Mr. Bain
Building Committee - Mr. Stroh

UNFINISHED BUSINESS

Out-of-area cards (Director's Report)
7-day and Rental books (Minutes 8-77)
Matters pending - no action anticipated

Money Management Report (2-77)
Joint Security Complex Grant (3-77)
Balusters Replacement (3-77)

NEW BUSINESS

Workmen's Compensation (Director's Report)
Unemployment Compensation (Director's Report)
Federal Surplus Property Eligibility (Director's Report)

ELECTION OF OFFICERS

COMMITTEE APPOINTMENTS

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

Date: August 23, 1977
in the Century Room of
the Gordon Avenue Branch
3:30 p.m.

CALL TO ORDER
MINUTES OF JULY MEETING
CIRCULATION REPORT
FINANCIAL REPORT
July Report not yet received
June Report not yet received
DIRECTOR'S REPORT
COMMITTEE REPORTS
Budget Committee - Mr. Stroh
Personnel Committee - Mr. Bain
UNFINISHED BUSINESS
Bylaws - (7-77)
Matters pending - No action anticipated
Money Management Report (2-77)
Joint Security Complex Grant (3-77)
Balusters Replacement (3-77)
NEW BUSINESS
Berkeley Memorandum
VLA - A Matter of Concern
ADJOURNMENT
MONTHLY MEETING
JEFFERSON-MADISON REGIONAL LIBRARY BOARD
AGENDA
ORDER OF BUSINESS

CALL TO ORDER

MINUTES OF MAY MEETING

CIRCULATION REPORT
  May
  June

FINANCIAL REPORT
  May

DIRECTOR'S REPORT

COMMITTEE REPORTS
  Contract Revision of City Code - Mr. Bain (3-77)
  Revised Supplementary Budget

UNFINISHED BUSINESS
  Medical Insurance - Confirmation of telephone poll (6-27)
  Insurance - Shelf List (3-77)
  Gordon Avenue Branch - Sunday Hours (Director's Report)
  Matters Pending - No action anticipated
    Money Management Report (2-77)
    Joint Security Complex Grant (3-77)
    Balusters Replacement (3-77)

COMMITTEE APPOINTMENT
  Personnel Committee

ADJOURNMENT
Jefferson-Madison Regional Library

main library
McIntire Public Library
Second and East Jefferson
Charlottesville, Virginia 22901
Telephone (804) 296-6157

LIBRARY BOARD MEMBERS

Lloyd T. Smith, Jr., President
TREMBLAY & SMITH
105-109 E. High St. 22901 (office)
620 Park St. 22901 (home)

BOYLE & BAIN, ATTORNEYS
Edward H. Bain, Jr., Secretary
420 Park St., 22901 (office)
1625 Hardwood Ave., 22901 (home)

Robert W. Stroh
W E L K
114 4th St., S.E. 22901 (office)
625 Davis Ave. 22901 (home)

Mrs. Lelia Brown
1007 Ridge St. 22901 (home)

James E. Craig
P.O. Box 7205
Charlottesville, Va. 22906

Mrs. Harold H. Hallock
"Ben Coolyn", Keswick, Va. 22947

Mrs. Floyd E. Johnson
"Glendower", Route 1, Box 52B
Scottsville, Va. 24590

Mrs. Thomas Thompson
Route 1, Box 155,
Afton, Va. 22920

Mrs. Raymond L. Sauer
Trevilians, Va. 23170
Alternate: Earl Ogg
Trevilians, Va. 23170

Mrs. Zirkle Blakey
Stanardsville, Va. 22973
Alternate: Mrs. John P. Jordan, Jr.
P.O. Box 287, Stanardsville, Va. 22973

A. C. Weed, II
Route 1, Box 139, Lovingston, Va. 22949
Alternate: Mrs. Frank Wood, Roseland, Va. 22967

Term Expires
Charlottesville 8-31-80

Telephones
977-4455 office
293-6435 home

Greene County
Trevilians, Va. 23170

Alternate: Earl Ogg

Greene Co. 7-31-78 1-985-2455 home

Louisa Co. 6-30-80 1-703-967-1442 home

Nelson Co. 6-30-80 1-263-4243 or home

Bookmobiles 296-5544
Charlottesville 1500 Gordon Ave. 296-5544

Louisa County
(703) 967-1103

Nelson County
263-5904
Jefferson-Madison Regional Library

main library
McIntire Public Library
Second and East Jefferson
Charlottesville, Virginia 22901
Telephone (804) 296-6157

LIBRARY BOARD MEMBERS

Lloyd T. Smith, Jr., President
620 Park St., Charlottesville, Va. 22901
105 E. High St. (office)

Mrs. Ned Brown
Esmont, Va. 22937

James E. Craig
P.O. Box 7205, Charlottesville, Va. 22906

Mrs. Harold H. Hallock
"Ben Coolyn", Keswick, Va. 22947

Mrs. Thomas H. Jenkins, Vice President
Crozet, Va. 22932

Edward H. Bain, Jr., Secretary
1625 Hardwood Ave., Charlottesville, Va. 22901
420 Park St., (Office)

Mrs. Henry Mitchell
1042 Preston Ave., Charlottesville, Va. 22901

Robert W. Stroh
625 Davis Avenue, Charlottesville, Va. 22901

Mrs. David Hardin
RFD 5, Box 69, Louisa, Va. 23093

Alternate: Earl Ogg
Trevilians, Va. 23170

Mrs. Zirkle Blakey (appointed 10/20/76)
Stanardsville, Va. 22973

Alternate: Mrs. John P. Jordan, Jr.
P.O. Box 287, Stanardsville, Va. 22973

A. C. Weed, II
Rt. 1, Box 139, Lovingston, Va. 22949

Alternate: Mrs. Frank Wood
Roseland, Va. 22967

Term Expires
Charlottesville 8-31-80
Albemarle Co. 6-30-79
Albemarle Co. 6-30-77
Albemarle Co. 6-30-79
Charlottesville 8-31-80
Charlottesville 8-31-78
Charlottesville 8-31-79
Louisa Co. 6-30-80
Louisa Co. 6-30-80
Louisa Co. 6-30-80
Louisa Co. 6-30-80
Greene Co. 7-31-78
Greene Co. 7-31-78
Loiusa County 6-30-80
Nelson Co. 6-30-80
Nelson Co. 6-30-80

Telephone
293-6435 home
296-5548 office
973-3874 home
973-3321 office
293-6806 home
823-4733 home
823-4351 office
295-5879 home
977-6155 office
295-5034 home
293-6601 office
293-6488 home
977-5091 office
1-703-967-0808 home
1-703-967-1442 home
1-985-2455 home
1-985-2928 home
1-263-4243 or home
4093

10/25/76

branch services

Bookmobiles 296-5544
Charlottesville
1500 Gordon Ave. 296-5544
Louisa County
Louisa (703) 967-1103
Albemarle County
Greene County
Nelson County
Crozet 823-4050
Greene County
Lovingston 263-5904
Scottsville 286-3541
Stanardsville 985-2370
to: Robert Stroh
from: Evelyn Garth
date: 10/27/76
re: Budget Committee Members 1976-77

Robert W. Stroh, Chairman

James E. Craig Tel. 973-3874 home
P. O. Box 7205 973-3321 office
Charlottesville, Va. 22906

Mrs. Harold H. Hallock Tel. 293-6806
"Ben Coolyn"
Keswick, Va. 22947

A. C. Weed, II Tel. 1-263-4243 or
Route 1, Box 139 " 4093
Lovingston, Va. 22949

[Signatures]

208 East Jefferson St. / Charlottesville, Va. 22901 / (804) 296-0191
The Vice President, Mr. Weed, called the meeting to order at 3:35 pm. A special presentation of the plans for the Post Office Building was made by the architects.

Bookmobile service will be stationed at the Post Office Building with little construction made to the building to provide this location for bookmobile. The Main Entry for the library will be on Market Street with provisions made for the handicapped to enter the library.

The Post Office Building will hold 149,000 volumes when it is completed and with extra construction to the building could hold up to 185,000 volumes.

Mr. Smith reported to the Board that the Red Cross Building would be too expensive and the funds are not available for the purchase.

The future use of the McIntire Building, 1st floor, has not been decided upon. Mr. Devan reported on GSA's stand on the 3rd floor of the Post Office Building. The architects showed plans without the 3rd floor stating that this would be very costly and will slow down construction. Mr. Smith suggested that the architects make up a cost factor report noting the expense involved should GSA want a lease on the third floor. The City and County will get the title first and then act on vacating the 3rd floor. Title transfer will take place on June 28, 1978.

Mr. Rinehart summed up the plans asking the Board to make a motion on the plans as presented so they could take the plans to Mr. Hendrix and Mr. Agnor.
Mrs. Hallock moved to adapt these plans as schematic for the Post Office Building as they were presented to the Board and directed the architect to proceed. Mr. Smith seconded the motion.

Minutes of the May meeting were approved as submitted. The Circulation Report was waived. Financial Reports for May were not available for the Board meeting but will be ready soon.

A Nominating Committee was formed. Mrs. Sauer, Mrs. Brown, and Mrs. Johnson will serve on that committee.

Nelson County's cut in the budget was discussed. Mr. Bain moved that the plans for Nelson County as proposed in the Director's Report be accepted. Mrs. Blakey seconded the motion.

Mr. Devan reported that Louisa County is now aware that the library there needs a larger building.

The meeting was adjourned at 5:20 p.m.

Joyce Hall
Recording Secretary
MINUTES OF THE MAY 23, 1978 MEETING OF THE
JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT: Robert W. Stroh, President
A. C. Weed, II, Vice President
Edward H. Bain, Jr.
Mrs. Zirkle Blakey
Mrs. Lelia Brown
Mrs. Harold H. Hallock
Mrs. Floyd E. Johnson
Mrs. Raymond L. Sauer
Lloyd T. Smith, Jr.
Mrs. Thomas Thompson

ABSENT: James E. Craig

ALSO PRESENT: Christopher B. Devan, Director
Dolores Sperelakis, Director's Secretary
Anne Boes, Staff
Mrs. Barbara Spoerl, President, Friends of the Library
Mrs. C. Moon
Ms. Susie Blair

The President, Mr. Stroh, called the meeting to order at 3:40 p.m. The
Minutes of the April meeting were approved as submitted. The Circulation and
Financial Reports for April were approved as submitted. Discussion followed
concerning the circulation drop and the reasons for the decline.

ACTIONS TAKEN BY THE BOARD:

(1) Mr. Bain moved that the summer hours as presented be accepted for
the smaller branches. Seconded by Mrs. Johnson the motion was passed.

(2) Mr. Weed moved that bids be secured as to the cost of Public Liability
Insurance for the Board of Trustees. Seconded by Mrs. Brown the motion was passed.

(3) Mr. Weed moved that the Class, Conference and Workshop Attendance Policy
be accepted. Seconded by Mrs. Blakey the motion was passed. Mrs. Johnson opposed.

(4) Mr. Bain moved that the salary of the Director, Mr. Devan, be increased
by $1,500 for the 1978-79 fiscal year. Properly seconded, the motion was passed.

COMMITTEE REPORTS:

Personnel Committee- Mr. Bain requested time for an executive session.
Inquiry into the progress of Municipal Advisors, Inc. was also made. Mrs. Hallock
requested that copies of the job descriptions be available to the Board so that the
trustees could read them.

Budget Committee - Mr. Weed. No report.

Building Committee - Mrs. Hallock indicated that the committee is getting to
the final plans but there is still a long way to go. There is still time for input
to the architects.
Staff Association - No report.

DISCUSSION:

The June meeting of the Board of Trustees will be held one week earlier as Mr. Devan will be attending the American Library Association meeting in Chicago the following week.

The Board went into executive session from 4:20 to 4:40 at the request of the Personnel Committee.

Mrs. Thompson requested the use of various colors for reports. The feasibility and cost involved will be investigated.

Mr. Weed questioned whether the letter to the Friends concerning the $10,000 for the Building Fund had been settled. Mrs. Spoerl, president of the Friends, replied that the matter was to be handled at their meeting Thursday, May 25, 1978. The Board would receive notification of the action decided upon by the Friends.

The meeting was adjourned at 4:45 p.m.

Dolores Sperelakis
Recording Secretary
JEFFERSON MADISON REGIONAL LIBRARY

Director's Report

June 15, 1978

A MOO-IN ON THE MALL

For those of you who receive this on Friday morning, the Library will have a booth set up on the Mall between 10:00 and 3:00 in honor of the Second Annual Moo-In. The booth will be located near enough (but not too near, we hope) to the cows and goats to indicate the relationship between farm animals and books about farm animals; dairy products and books about dairy products. It looks like a lot of fun.

BOARD OF TRUSTEES

Mrs. Jean Blakey has been reappointed to the Board of Trustees by the Greene County Board of Supervisors for a four year term to expire June 30, 1982.

The Albemarle County Board of Supervisors has agreed to make appointments in accordance with library proposals to have a fully-staggered set of Trustee terms of office.

Mayor O'Brien has advised that the question be submitted to the new Mayor after City Council has been reorganized.

ADMINISTRATIVE OFFICES

We are scheduled to move into "The Market Place" at 410 East Market on June 29th. Pace Transfer will help us in the move. There are some objects and boxes which we will not be able to house there and I am planning to move them into the second floor of the Post Office as soon as title transfers. Since we are not exactly sure of when this will be, I have arranged with Father Naro to leave anything on the second floor of the Annex until we can gain access to the Post Office building. In this way, we hope to avoid closing the small meeting room at Gordon Avenue.

I have also arranged for the immediate removal of certain heavy equipment into the Post Office building even if title has not transferred since this will eliminate a double move for some items.

FRIENDS DONATION TO BUILDING FUND

The Friends of the Library voted to reaffirm their gift of $10,000 to the Building Fund, requesting only that this donation be consistently recognized as a major donation to the Fund.

It was noted that this sum is the same which was released for use in the Fund Raising Campaign.

It was also noted that another gift from the Friends of $10,000 was used to help purchase the Vinegar Hill site and the Friends are confident that, on the sale of this site, that money also will be returned to the Friends as the other contributions will be returned to the other donors.
METERED POSTAGE

For several weeks we have been testing a Pitney Bowes Postage Meter as a possible means of control over the large amount of postage we use each month. Results are not conclusive but it seems to be effective. The cost of the meter is $10 per month. In view of the increasing cost of postage, this control seems to be worth it. Therefore, I have signed the contract for one year. Soon we will also have an advertising slug.

UNDERFUNDING - NELSON COUNTY

With Al Weed's concurrence, I have sent the following letter to the Nelson County Administrator, who wanted to know the library's recommendation prior to their final budget meeting which will be held on Tuesday night, June 20th. If the Trustees make a change, we will have to notify Mr. Morgan immediately.

Letter to Mr. Morgan:

In view of the decision by the Nelson County Board of Supervisors to limit their library appropriation to $20,579, which is $1,412 less than the Library Board determined was required for library service, I am recommending to the Board of Trustees at their June 20th meeting that the book budget be reduced by 23% or $1,012 and that the balance of the reduction be taken from the salary and utility accounts in the hope that there will be a good winter with little staff illness.

The Board of Trustees is very mindful and grateful that the Supervisors returned the last surplus distribution and see this as evidence that the Supervisors are interested in the finest possible library service.

I believe that this cut will result in less permanent damage to library service in Nelson County than any other solution. Unfortunately, it will have the short term result of denying the people of Nelson County of some of the books for which there will be a high demand.

I expect this recommendation to be approved on Tuesday afternoon. If there is any change, either I or Mr. Weed will let you know as soon as possible.

PERSONNEL STUDIES

The first draft of the Municipal Advisors, Inc. Report should have been received by the June meeting although it will not, presumably, be ready to submit to the Board. I will get copies of it to the Personnel Committee as early as possible, with comments by myself and by the Staff Association Committee which is working on it as well.

BRANCH SUPERVISION

Ms. Karen Aprill has been appointed to the half-time position of Interim Branch Supervisor effective July 1st. This is an unusual type of appointment which is resulting from some anticipated recommendations of the Municipal Advisors, Inc. Personnel Study. Until the recommendations are clear, and have been approved, this seemed to be the best way of handling the replacement of Frieda Patrick. Ms. Aprill has had a lot of experience working with the branches and is eager to get back to them. She will continue to work part time at the Gordon Avenue Branch.
OTHER PERSONNEL CHANGES

With the departure of Mr. William White from Gordon Avenue a reorganization of the Maintenance and custodial arrangements there was instituted to provide for future coverage of the Post Office building which is imminent. Mrs. Williams is working half time as a housekeeper and Mr. Fisher is working full time as a Maintenance worker and doing the heavier custodial chores. He will also work in the Post Office building when the Library takes over the management of that building.

SUMMER SCHEDULES

Since the attached schedules were published, additional bookmobile stops were established at Sherwood Manor and at Southwood Trailer Court on the first and third Wednesdays. These Albemarle County locations show great promise for a permanent location.

WOODBROOK ELEMENTARY SCHOOL
202 WOODBROOK DRIVE
CHARLOTTESVILLE, VIRGINIA 22901

TELEPHONE 973.6800

June 5, 1978

Alexia Williams
Jefferson-Madison Regional Library
McIntire Library
2nd & E. Jefferson Streets
Charlottesville, Virginia 22901

Dear Ms. Williams:

I want to take this opportunity to thank you for the wonderful reception you gave our students on their recent field trip to McIntire Library.

We have had many wonderful comments from students and parents about their experiences on the trip. It was generally felt by all of us that it was a very meaningful and valuable experience.

Thank you so much for your kind response to our request and for the help you gave us in our special reading week.

Sincerely,

Sylvia J. Henderson
Principal

Respectfully submitted,

Christopher B. Devan
Director
### Bookmobile Schedule Includes New Stops

**First and Third Thursday**
- **Loxley County: 2nd Floor, Magness Library**
- **12:00 PM-2:00 PM**

**Second and Fourth Tuesday**
- **Loxley County: 2nd Floor, Magness Library**
- **12:00 PM-2:00 PM**

**Second and Fourth Wednesday**
- **Loxley County: 2nd Floor, Magness Library**
- **12:00 PM-2:00 PM**

**First and Third Thursday**
- **Loxley County: 2nd Floor, Magness Library**
- **12:00 PM-2:00 PM**

**First and Third Monday**
- **Loxley County: 2nd Floor, Magness Library**
- **12:00 PM-2:00 PM**

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### Sat. Storytime

**At the Library**

- **First Saturday of the month**
- **10:00 AM**

**Green County Library**

- **10:00 AM**

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### Summer Bookmobile Schedule

**First and Third Monday**
- **Woodrow Wilson School**
- **9:00 AM-11:00 AM**

**Second and Fourth Tuesday**
- **Washington School**
- **9:00 AM-11:00 AM**

**Second and Fourth Wednesday**
- **Green County Library**
- **9:00 AM-11:00 AM**

**First and Third Thursday**
- **Woodrow Wilson School**
- **9:00 AM-11:00 AM**

---

### Summer Storytime Schedule

**First and Third Monday**
- **Woodrow Wilson School**
- **10:00 AM**

---

### Summer Reading Program

- **All ages welcome**
- **Register at your local library**
- **Complete 10 books reading each summer to receive a prize**
MINUTES OF THE APRIL 25, 1978 MEETING OF THE
JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT: Robert W. Stroh, President
A. C. Weed, II, Vice President
Edward H. Bain, Jr.
Mrs. Zirkle Blakey
Mrs. Lelia Brown
James E. Craig
Mrs. Harold H. Hallock
Mrs. Floyd E. Johnson
Mrs. Raymond L. Sauer
Lloyd T. Smith, Jr.
Mrs. Thomas Thompson

ALSO PRESENT: Christopher B. Devan, Director
Dolores Sperelakis, Director's Secretary
Karen Aprill, Staff Association
Sidney Clower, County Administrator, Buckingham County
Joseph Steger, Chairman, Board of Supervisors, Buckingham County
Members of the Library Staff

The President, Mr. Stroh, called the meeting to order at 3:35 p.m. The visitors from Buckingham County, Mr. Clower and Mr. Steger were introduced. The minutes of the March meeting were approved as submitted. A correction to Workman's Compensation was noted on the March Financial Report and then accepted as was the Circulation Report for March.

ACTIONS TAKEN BY THE BOARD:

(1) Mrs. Blakey moved that Federal Funding be approved as follows:
Joint Security Complex ($3,825); Special Collection Development ($10,000);
Collection Building for Non-reading Adults ($3,000); and Extension of Projects
to Small Library ($4,765) for a total of $21,590. Seconded by Mrs. Thompson
the motion was passed.

(2) Mr. Craig moved that the rental of 1290 sq. ft. at $4,990/per year
to provide office space for administration be accepted. Seconded by Mrs. Blakey
the motion was passed.

(3) Mrs. Hallock moved that Municipal Advisors, Inc. be accepted to
do a job classification study at $2,500. Properly seconded the motion was passed.

(4) Mr. Smith moved that money allocated in the 1978-79 budget for
merit increases in the amount of $7,500 and such additional sum as may be required
to produce step increases in the amount of 3.5% for eligible staff members, be used
to effect step increases in accordance with the practice which has prevailed in
prior years. It is intended that the continuation of step increases rather than
merit increases shall be an interim measure for 1978-79. Those in favor: R. Stroh,
Those opposed: A. Weed, K. Hallock and E. Bain. The motion was passed.
COMMITTEE REPORTS:

Personnel Committee - Mr. Bain reported no action on the Smith motion. The committee recommended the Municipal Advisors, Inc. job classification study and also expressed approval of the Class, Conference & Workshop Attendance Policy.

Budget Committee - Mr. Weed informed the Board that Albemarle and Charlottesville voted not to return their share of the surplus. The Committee opposed the Smith motion even though the money is in the budget. It is a philosophical disagreement concerning the merit approach to increases. Discussion followed.

Building Committee - Mrs. Hallock reported that several meetings have been held with the architects and with the City County Joint Building Committee. It was noted that cost increases due to inflation may be covered in part by the rental which the General Services Administration will be asked to pay. This is being negotiated by City and County officials. Delays may be forced upon us by the difficulties of working around a Federal Court.

Staff Association - Ms. Aprill expressed appreciation to the Board for approval of the Smith motion. Mrs. Brown, Mrs. Thompson, and Mr. Stroh were thanked for giving their time to attend a Staff Organization meeting of the employees.

DISCUSSION:

Nelson County will have a shortfall for the new budget 1978-79. Mr. Weed feels the only way to cut is via hours or books. An early decision as to ways of making up the shortfall and notifying Nelson of the decision is recommended.

Mr. Edward O. McCue, III, president of the Albemarle Historical Society, has expressed a formal interest in the possible use of the McIntire Building for that organization. Mr. Stroh was asked to request more details and inform the Society that their request will be taken into consideration.

The Library will assume the responsibility of landlord of the Post Office Building at the end of May. The City is advertising for part-time building superintendent who will be paid out of rental fees.

The $10,000 gift from the Friends for the fund raising was discussed. The balance of $9,714.31 which the Friends have requested to be returned, will be solicited to remain in the building fund to aid in the renovation of the post office building.

BUCKINGHAM PRESENTATION:

In February a meeting with Buckingham concerning their entry into the Jefferson Madison Regional Library system was held. At that time, the recommended entry budget was $93,730. Mr. Devan reviewed these calculations carefully and submitted an "expedient" figure of $68,730 as an entry figure. An approximate yearly budget of $31,451 can be expected. $27,000 state aid funds could be applied to the $68,730 figure as an establishment grant. A poll of the Board indicated that the members did not oppose Buckingham joining the system. Mr. Steger and Mr. Clower thanked the Board for its time and concern.

The meeting was adjourned at 5:30 p.m. Dolores Sperelaki's Recording Secretary
Director's Report
May 17, 1978

JUNE BOARD MEETING

Mr. Stroh has indicated that the June meeting should be held on June 20 (the third Tuesday) rather than the 27th in order to permit me to attend the American Library Association meeting in Chicago that week. Please make a note of this on your calendar.

FRIENDS OF THE LIBRARY - Book Sale

A "thanks for your help" note from Terry Stroh tells us that the 13th Annual Book Sale of the Friends grossed over $13,000. Since most of this will come to the library in one form or another, it seems to me that the "thanks for your help" should go from us to her, rather than the other way around.

NELSON COUNTY

The Board of Supervisors of Nelson County have appropriated $438 as a supplemental appropriation for the current fiscal year. This is the same amount which we returned to Nelson County from the last of last year's surplus. It will help significantly in reducing the Nelson County shortfall and also in demonstrating their good faith in supporting the library.

ADMINISTRATIVE OFFICES

A lease will have been signed on the space in the Wilhoit Building and, hopefully, we will move into the area during the last week or so of June. No arrangements have been made, as yet, for the actual moving. I plan to contact several firms for estimates.

FRIENDS OF THE LIBRARY - Gifts

In addition to the Rent supplement, the Friends of the Library also approved a gift of $400 to cover the Summer Reading Program and $250 to purchase craft supplies. They are anxious that the branch libraries be appraised of the gifts and also they want a breakdown of how the money is spent, what goes into each branch and how many people participate, etc. We plan to provide this.

TRUSTEE TERMS OF APPOINTMENT

Albemarle County has referred the matter to its Legal Adviser and, according to Gerald Fisher, if he approves, Albemarle County will endorse the procedure as we outlined it. Nelson County has approved the plan; Charlottesville has not, as yet, responded to the request for adjustment and Louisa has also failed to respond.
Director's Report  May 17, 1978

BUILDING COMMITTEE

This committee has had several meetings with the architects and will soon be in a position to present to the full board the results of its deliberations.

The Postal Service reports that it is presently planning to move out of the Post Office Building over Memorial Day weekend. It can be expected that title will transfer almost immediately after this move.

PUBLIC OFFICIALS LIABILITY INSURANCE

This has been a "back-burner" issue for some time. Recently, the State's Attorney General submitted an informal opinion which was distributed to all trustees, and which, in my opinion, strongly endorsed the idea that this was needed. A survey of the practice of our parent jurisdictions reveals the following:

Albemarle County - opposes it for County officials
Charlottesville - has it for City officials
Greene County - has it for County officials
Nelson County - a "back burner issue"
Louisa County -

I hope that the Board will make some decision on this soon so that it can be removed from the agenda.

SUMMER HOURS CHANGES

Several branches have chosen to alter their hours, at first on an experimental basis during the summer and, if this works out permanently effective in September.

Crozet
- Mon - Thurs 2:00 - 5:30
- Friday 1:00 - 8:00
- Saturday 10:00 - 1:00

Nelson County
- Mon - Thurs 1:30 - 5:00
- Friday 10:00 - 5:00
- Saturday 10:00 - 1:00

In the absence of alternative instructions from the Board, I plan to implement these changes effective June 1st.

STATE AND FEDERAL AID CONTRACTS

All contracts have been signed for next year and all systems are "go". There is one small possible time-bomb in the works, as there has been for the last two years. The State Library has reminded us of Section 208.1 State Grants to Localities: "Every State agency which provides from its appropriations grants of State or other funds to an agency of local government shall, in writing, inform the governing bodies of the local government of the grant duration, amount, purpose, conditions and limitations upon funding continuation. No expenditure to effect such a grant shall be made without the written approval of the governing bodies".

This approval cannot be secured until after the grant is awarded which has been on the first of July. No action is necessary on this now, but we must be aware that problems may arise.
CLASS, CONFERENCE AND WORKSHOP ATTENDANCE

In April, the Personnel Committee recommended to the Board the adoption of a policy statement (attached) covering this important matter for the Staff. I hope that the Board will be able to act on this at the next meeting.

Respectfully submitted,

Christopher B. Devan
Director
**Proposed**

**Crozet**
- Mon - Thursday: 2:00 - 5:30
- Friday: 1:00 - 8:00
- Saturday: 10:00 - 1:00

**Nelson**
- Mon - Thursday: 1:30 - 5:00
- Friday: 10:00 - 5:00
- Saturday: 10:00 - 1:00

**Scottsville**
- Mon - Wed - Fri: 1:30 - 5:00
- Tuesday: 1:30 - 8:30
- Thursday: 9:30 - 1:00
- Saturday: 10:00 - 1:00

**Louisa**
- Mon - Tues: 12:30 - 4:30
- Wed - Friday: 12:30 - 4:30
- Thursday: 9:30 - 2:30
- Saturday: 10:00 - 1:00

**Greene**
- No change

**Current**

**Crozet**
- Mon - Thursday: 2:00 - 5:30
- Friday: 2:00 - 9:00
- Saturday: 10:00 - 1:00

**Nelson**
- Mon - Tuesday: 1:30 - 5:00
- Thursday, Friday: 1:30 - 5:00
- Wednesday: 10:30 - 5:00
- Saturday: 10:00 - 1:30

**Scottsville**
- Mon - Wed - Fri: 2:00 - 5:30
- Tuesday: 2:00 - 9:00
- Thursday: 9:30 - 1:00
- Saturday: 10:00 - 1:30

**Louisa**
- Mon - Tues: 12:30 - 4:30
- Wed - Fri: 12:30 - 4:30
- Thursday: 11:30 - 4:30
- Saturday: 10:00 - 1:00

**Greene**
- Mon, Tues: 1:00 - 4:30
- Wed, Fri: 1:00 - 4:30
- Thursday: 10:00 - 5:00
- Saturday: 10:00 - 1:00
MINUTES OF THE MARCH 28, 1978 MEETING OF THE

JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT: Robert W. Stroh, President
Mr. James Craig
Mrs. Leila Brown
Mrs. Floyd Johnson
Mrs. H. Hallock
Mrs. R. Sauer
Mr. Lloyd T. Smith
Mrs. T. Thompson

ABSENT: Mrs. Z. Blakey
A. C. Weed
Mr. Edward H. Bain

ALSO PRESENT: Christopher B. Devan, Director
Dolores Sperelakis, Director's Secretary
Karen Aprill, Staff Association
Roland Beauford, Staff Association
Mrs. Barbara Spoerl, Friends of the Library
Mrs. Edmund Berkeley
Mrs. M. Peterson, Friends of the Library
Mrs. Cenie Moon, Scottsville
Ms. Susie Blair, Scottsville

The President, Mr. Stroh, called the meeting to order at 3:40 p.m. The Minutes of the February Board Meeting were approved as submitted. Two corrections were noted on the February Circulation Report. The February Financial Report was approved as submitted.

ACTIONS TAKEN BY THE BOARD:

(1) Mr. Smith moved that the president, Mr. Stroh, contact the jurisdictions by letter to make adjustments to the terms of office for trustees. Seconded by Mrs. Hallock the motion was passed.

(2) Mrs. Hallock moved that the revised budget of $702,616 as presented be accepted. Seconded by Mrs. Brown the motion was passed.

(3) Mrs. Hallock moved that Municipal Advisors, Inc. be hired to do the library's job classification and evaluation if they are available at the previously quoted sum of $1500-1800 if approved by the Personnel Committee. Properly seconded the motion was passed.

(4) Mr. Smith moved that the Works of Art Policy be adopted and that a committee of three (one board member, two experts) implement the policy. Seconded by Mr. Craig the motion was passed.

(5) Mr. Smith moved that the recommendation presented by the Staff Association with respect to step increases be referred to the Personnel and Budget Committees and presented back to the Board at the April meeting, if possible, but in any event, by the May meeting. The recommendation was expressed as follows:
Money allocated in the 1978-79 budget for merit increases in the amount of $7,500 and such additional sum as may be required to produce step increases in the amount of 3.5% for eligible staff members, be used to effect step increases in accordance with the practice which has prevailed in prior years. The Committee shall apprise the Board of the cost of accomplishing such step increases in excess of $7,500 and inform the Board of their recommendations with respect to the proposal. It is intended that the continuation of step increases rather than merit increases shall be an interim measure until the Personnel Committee presents, and the Board adopts, a plan for the implementation of merit increases.

COMMITTEE REPORTS:

Budget Committee - Revised budget passed by Board. Copy in official minutes book.

Personnel Committee - No Report.

Building Committee - No Report.

Staff Association - Karen Aprill presented a recommendation to the Board. Copy of proposal attached.

DISCUSSION:

Mr. Stroh, referring to the Director's Report, Page 3, made the point that "implied contract", an understanding between employee and employer, has never been any different than it is currently. Every employee hired to work at the library has been an employee of the Library Board, not the city, and that this Board has changed nothing nor has it violated any contract and has upheld its obligations.

Discussion concerned with the moving of administration included sending a letter to all organizations using the meeting rooms at Gordon Avenue to inform them that these rooms may be closed for future use. Mrs. Spoerl, President of the Friends of the Library, indicated that the Friends would be willing to help financially in order to retain the location of administration.

Buckingham County will be invited to attend the next Board meeting in April. Questions stated in their letter would then be handled as appropriate.

The Friends of the Library have requested that the remainder of the $10,000 donated for the fund raising campaign be returned if at all possible. An accounting of the donation will be referred to Mr. Bain.

NEW BUSINESS:

Approval was given for attendance at the American Library Association meeting in Chicago this summer.

Mrs. Berkeley stated her approval of the 7-day collection and noted that there are more books available.

Dolores Sperelakis, Recording Secretary
LAST WORD (?) ON THE ANNEX

The City Manager and Albemarle County Executive have indicated that no space is available in other publicly owned buildings. "Since other locations would involve expenditures of additional funds, we would prefer that the space at Gordon Avenue Branch be utilized". Consequently, I have made a public announcement that the meeting rooms will be closed on July 1st. This will enable the library to complete its summer program and have time to move before the lease expires on August 1st.

BUCKINGHAM COUNTY- Again

The Buckingham County Library Committee has asked several questions which I must put to the Board:
1. What is the minimum amount of money that would be acceptable to the Library as a contribution from Buckingham? They want me to review the requirements which I outlined before the meeting with them. (I've not had time to do so since the request came in).
2. How would bookmobile service be operated? They want me to be more specific.
3. Would all the members of the Jefferson Madison Regional Library accept Buckingham readily if there were no cost to them? I assume that this means all the jurisdictions, not the trustees. In either case it is a decision that I cannot make.
4. What is the minimum number of volumes acceptable for starting the Branch library.
5. Can several of them attend your next (April) meeting? See the next item for a comment on that.

APRIL BOARD MEETING

In order for the Friends of the Library to have their booksale on schedule (the first week in May), it is necessary for the Board and all other users of the Century Room to vacate the premises during the last week of April. Therefore, the April meeting will be held in my office at 208 E. Jefferson (provided the roof does not fall in).

TRUSTEE TERMS OF OFFICE

At the present time, there is a good deal of unplanned chaos about the terms of office of the members of the Board. Charlottesville has two terms expiring in 1980 and none in 1981; Albemarle has two terms expiring in 1979 and in 1981 and none in even-numbered years; Nelson and Louisa Counties each have a term expiring in 1980. In the four year cycle, there are two years with two expirations, one with three and one with four.

This results in 1980 in the expiration of four terms, two of which cannot be refilled by reappointment because the incumbents have already served
two terms. (This aspect is state law and cannot be altered.) The loss, in one year, of two experienced trustees can only be harmful to the continuity of the Board.

Would the Board consider requesting the jurisdictions to make some of their next appointments for terms of less than four years in order to achieve the following pattern:

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<tr>
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</table>

In this manner, there would be an even number of expirations each year resulting in greater continuity and, over the years, less trauma resulting from the loss, in a single year of two City representatives like Ed Bain and Lloyd Smith.

There are probably other ways of working this out to achieve the desired objective. The one I have developed is to ask Charlottesville, in 1978, to make a three-year appointment and then, in 1980 to make one three year and one four year appointment. For Albemarle County, in both 1979 and 1981, a three-year and a four-year appointment should be planned for. Nelson and Louisa Counties would have to toss a coin to see which, in 1980 would make a three year appointment. If another county were to join the system, it should be stipulated that the appointment would be made to expire in 1981.

BUDGET 1978-1979

After several conferences with Guy Agnor, Albemarle County Executive, a compromise settlement of the Budget question emerged which I can review in detail at the meeting. The substance of this was that Agnor could find nothing wrong with the proposed expenditures and programs in the budget; he seriously questioned the dollar amount of the Salary budget (not the 7.5% increase itself) and demonstrated to me in a manner with which I could not quarrel, that I had overestimated the amounts needed. By reducing the budget by this amount, and increasing the Local Appropriations by 10% over this year rather than 5% as he had originally proposed, we reached a compromise bottom line figure of $702,616. He had consulted the Charlottesville budget staff about this and they appear to be in agreement that they can fund at this level. The matter stands, therefore, between the three executives, the budget is agreed upon subject to our respective "bosses". The matter has been presented to the Albemarle Board of Supervisors who accepted it. The information will have been presented to the City Council; because of the timing, the budget has also been presented to the Nelson County Board of Supervisors. It is awkward to have done all this without formal consultation with the Budget Committee; I have been in touch with the Chairman and also with Bob Stroh. There is one additional compromise involved in the matter which I will explain at the meeting.

A copy of the compromise budget dated March 21, 1978 is attached.
FRIENDS OF THE LIBRARY

The Friends of the Library have requested that any balance remaining from the $10,000.00 given by the Friends to run the fund-raising campaign be refunded to the Friends since the Board has terminated the fund-raising drive.

The Friends of the Library has agreed to donate to the Library a replacement for the present delivery van which is worn out. The estimated cost of this gift is approximately $5,000. In addition, they have given six "polywog" cushions for Gordon Avenue and a flannel board for use in the Scottsville children's nook.

STAFF ASSOCIATION MEETING

My first meeting last Thursday with the Executive Board of the Staff Association was a very productive one. After touching lightly on a number of "routine" issues, the discussion focussed on the concept of "merit increases" as opposed to "step increases" which have previously been a part of library policy. The Staff Association feels (and I'm sure I'll be corrected if I express their feelings wrongly) that the proposed change in handling this is contrary to their interests and to the interests of the library.

Firstly, they feel that it is a violation of an implied contract which they entered into at the time they were hired; and secondly, they anticipate sufficient problems in the implementation of the proposed policy so that it will break down completely. As evidence of this, they point to the fact that Charlottesville, while wanting to move in this direction, has deferred action on it until they can study it for a year; Albemarle schools have studied it and been unable to agree on how it should be implemented.

I asked the Staff Association for their help in resolving all the issues which will come up before the policy can be fully implemented and, with the obvious reservation that they don't like the idea in the first place, I believe they promised their help.

We agreed that the objective is to have a staff paid salaries which are fair to all, and which will encourage good staff to stay. Specific problems which must be resolved will be:

How to fairly assess the work of individuals in a system so small that there are very few people doing the same job and therefore there are few who can be compared with each other or against an objective standard.

How to avoid the possible appearance of unlawful discrimination even where none exists. There is a strong case for legal difficulties here which must not be ignored.

How to determine the proper base for a salary for any particular position. (This returns to the question of proper job descriptions and the placing of the job into a salary scale.)
The question of providing recognition for slow but steady growth in a job as opposed to "outstanding performance" in a single year was raised and not resolved.

In my own mind, I agree with the staff that these and other questions are too complicated to be resolved simply and quickly and too important to be left unresolved before the first of July. Therefore, I recommend that the "Merit" issue be referred back to the Personnel Committee for study of the problems and that a determination be made either to delay merit increases until the problems are solved or to postpone them for a year, using the merit funds to increase the cost of living for every one.

Some of the staff will urge that, within the present budget, an effort be made to find sufficient funds to support the "step increases" for this year while the study is being made. I can not support this idea since I feel that the sooner we get rid of "steps" the better will everyone be; I do accept the idea that, for an interim period, the available funds be distributed in salaries that will most reward the whole staff. If, on that basis, the "step" idea could be defended, I would urge the Board to adopt it as an interim measure.

Respectfully submitted,

Christopher B. Devan
Director
## Revised Budget Proposal - 1978-79

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**Anticipated Expenditures**

- Total: 702,616
- Ch'ville: 270,806
- Albemarle: 340,681
- Louisa: 34,144
- Nelson: 31,451
- Greene: 25,534

**Revenues:**

- State Aid: 84,961
- Fines: 14,000
- Copiers: 7,000

**Credits from Supplementary Budget**

- Total: 12,666
- Ch'ville: 4,737
- Albemarle: 6,283
- Louisa: 773
- Nelson: 544
- Greene: 329

**Local Appropr.**

- Total: 583,989
- Ch'ville: 231,998
- Albemarle: 287,337
- Louisa: 22,285
- Nelson: 21,991
- Greene: 20,378
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MINUTES OF THE FEBRUARY 28, 1978 MEETING OF THE
JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT: Robert W. Stroh, President
A. C. Weed, II, Vice President
Mrs. Zirkle Blakey
Mr. James Craig
Mrs. H. Hallock
Mrs. R. Sauer
Mr. Lloyd T. Smith

ABSENT: Edward H. Bain
Mrs. Lelia Brown
Mrs. Floyd Johnson
Mrs. Thomas Thompson

ALSO PRESENT: Christopher B. Devan, Director
Dolores Sperelakis, Director's Secretary
Karen Aprill, Staff Association
Roland Beauford, Staff Association

The President, Mr. Stroh, called the meeting to order at 3:35 p.m.
A Budget Committee meeting preceded the Board Meeting. The Minutes of the
January Board Meeting and February Special Board Meeting were approved as
submitted. Circulation and Financial Reports for the months of December and
January were accepted without change.

ACTIONS TAKEN BY THE BOARD:

(1) Mr. Smith moved that the unanticipated surplus of $10,176 be
returned proportionately to the jurisdictions. Seconded by Mrs. Hallock the
motion was passed. Opposed - Mr. Craig.

(2) Mrs. Blakey moved that the jurisdictions be requested to make
an additional appropriation for the 1977-78 budget of $8,674 apportioned as
follows: Charlottesville, $2,742.; Albemarle County, $4,758.; Louisa, $(244),
Nelson, $2,212, and Greene County, $(795). Seconded by Mr. Weed the motion
was passed.

(3) Mr. Smith moved to accept the revised 1978-79 budget as submitted.
Seconded by Mr. Craig, the motion was passed. Opposed - Mrs. Hallock.

(4) Mr. Craig moved that the Petty Cash Checking Fund limit be
raised to $200.00. Seconded by Mrs. Hallock the motion was passed.

COMMITTEE REPORTS:

Budget Committee - Mr. Weed informed the Board that the unantici-
pated surplus must be returned to the jurisdictions. The jurisdictions would
then be requested to appropriate their proper amounts to cover the 1977-78 budget
needs. Motions were made to cover these actions. The budget for 1978-79 was
further discussed and felt to be a fair and just budget that can be fully backed
by the Board.
Library Board Minutes

February, 1978

Building Committee - No report.
Personnel Committee - No report.

DISCUSSION:

Mrs. Hallock requested that the decision to have an outside firm review and evaluate job classifications be reconsidered and brought up as new business.

The Mission Statement as submitted by Mr. Devan would be a good topic for a symposium since it covers a lot of area and information concerning future needs of the library and the public.

The Vinegar Hill property will be put on the market as soon as it is deemed advisable. The Board has taken the position that the property will be sold and the money returned to the jurisdictions at the proper time.

To be placed on next month's agenda; public liability insurance and the policy for donated gifts.

Dolores Sperelakis, Recording Secretary
The following draft of a policy statement was requested at the last regular meeting of the Board. I think that it makes my own position clear: that the Board should discourage a natural tendency to allow the public library to drift into collecting materials which properly don't belong there, but which are difficult to refuse without offense. A policy statement such as this would make refusals easier for everyone.

Draft - February 1978

Unsolicited original works of art are accepted as gifts by the Library only if they meet the criteria of quality which would make them acceptable to a museum as determined by a committee to be designated by the Board of Trustees and if they appear to make a positive contribution to the main work of the library. Such works of art, will be accepted with the following understanding:

1. That they may be loaned for home or institutional use in the same manner as framed art reproductions and other library materials. It should be understood that normal wear and tear will eventually cause the objects to become worn and no longer useful, at which time, they will be disposed of in the same manner as other library materials.

2. That the objects may become obsolete or otherwise lose the qualities which make them acceptable, in which case they will be disposed of in the same manner as other library materials.

3. No gifts of this nature will be accepted by the Library for placement in any particular location or at any particular time or with other restrictions on their use.

4. Objects with intrinsic, historical or other value will normally be refused by the library with the hope that an appropriate home can be found for them in a Museum or historical research library.

5. This policy in no way affects the policy of the library to make its facilities available for the display or exhibition of works of art, crafts or historical interest on a temporary basis.

6. Original works of art will be incorporated into library buildings only as recommended by the architects and will normally be purchased by the library or commissioned by a donor at the request of the library.
TOWING OF CARS - Gordon Avenue

Following many complaints from the public on the impossibility of parking at Gordon Avenue because of parking by non-library users, particularly during the big snow, I wrote a letter to the paper, announcing our determination to have cars towed away. I have ordered signs announcing this and as soon as they are in place we will, following some carefully designed procedures, have some cars towed. In the meantime, notices on the windshields of offending cars and phone calls to offenders have, for the time being, effectively cleared the lot. This will only have a permanent effect if we actually tow a few vehicles every year. Our procedures should remove most of the threat of error but we may, occasionally have to make a refund for improperly towed cars.

SNOW REMOVAL - Gordon Avenue

Up until this year, two City Departments have assumed responsibility for clearing the Parking Lot and the sidewalks at Gordon Avenue. Last year, the Public Works Department found it impossible to clear the lot before it was filled with cars and ice. Therefore, this year, we signed a contract with Snow Nursery for snow removal before 8:30 a.m. This year, the Parks Department decided not to clear sidewalks for any regional agencies and we have arranged with Student Services to clean the sidewalks. The extra-ordinary snowfalls this year have made even this arrangement only modestly effective. It is still an improvement over last year when nothing was done.

NELSON COUNTY MEMORIAL LIBRARY

Tanith Knight, Librarian in charge, was the subject of a splendid interview article in the Lynchburg News. Of particular interest was her discussion of the story hours that she has and of the film program which she is planning for this month.

MORE ON THE ANNEX, ALAS

It now seems as though we will have to vacate the Annex property this summer after all. I have approached the City and Albemarle County to see if they can find us another space before closing the Gordon Avenue Meeting Rooms or if they wish to appropriate additional money to rent space downtown.

BUDGET 1977-78

Following the final recommendation of the City Manager not to allow the reappropriation of previously encumbered funds, it was necessary to agree to return the funds to the jurisdictions and to then ask for its re-appropriation to the library. As a result, you all received the letter, dated February 21, which I prepared with Bob Stroh's assistance. On the 21st, he and I went to the City Council to get the final refusal from the City Manager and to prepare the groundwork for the re-appropriation request. It was all very hasty but it couldn't wait until the Board meeting. As it is, the City Council has tabled action on it for two weeks. This will give time for the Board to ratify the request, and to submit it to the other jurisdictions.
BUDGET 1978-79

A memorandum dated February 14, 1978 to City and County executives provides the figures for amending the Budget Request which was approved by the Board at the Special Meeting on February 7th. Amended line item budgets will be available for distribution at the regular meeting of the Board on the 28th. The first scheduled Budget Workshop will be held with the Albemarle County Board of Supervisors on March 10th at 3:30 p.m.

VINEGAR HILL

Mr. Stroh has received the following communication from the Board of Supervisors of Albemarle County:

"The Board of Supervisors, at their meeting held on February 8, 1978, took action requesting the Library Board to sell the property on Vinegar Hill since the Post Office Building has been purchased for use as a Regional Library. The Board also requested that upon sale of this said property, the appropriations of the County and City be returned to them."

This communication has been referred by Bob Stroh to Lloyd Smith for a review.

PETTY CASH CHECKING ACCOUNT

Since opening this account in October, we have written 32 checks totalling $178.86. Most of the checks are for small amounts which has saved a tremendous amount of paperwork in processing payments averaging $5.59. In addition, there is a considerable savings in time and an increase in the number of small items which have been received. The account is replenished by charging back to the book account of each agency the cost of purchases made for that agency. The greatest problem now is the limitation on the amount that can be deposited at any time which I had proposed to the Board. Since it can take up to 20 days to get a check from the Finance Director it would be better to have a $200 limit rather than the $100 limit which now prevails. Apart from this, the account is a splendid improvement.

BUCKINGHAM COUNTY

A delegation from Buckingham County met with Bob Stroh, Ray Williams and myself on February 22. The discussions were frank and informative and inconclusive. It was recognized that all the jurisdictions involved would have to agree to including Buckingham County in the Regional Library and that the costs to Buckingham County would be large. Mr. Williams explained that Special Purpose grants could possibly be secured from the State Library but that this is still indefinite. Mr. Stroh stressed that it would have to be demonstrated that none of the existing jurisdictions would be adversely affected.
A MISSION STATEMENT FOR PUBLIC LIBRARIES

I am calling your attention to a recently published article, enclosed, which raises a number of very provocative thoughts on the role of the public library in the years to come. I hope that you will have a chance to read it before the meeting so that we can decide if this, or some other similar statement, can be used as a springboard for discussion between the Board and some of the staff. It is particularly appropriate at this time when we are contemplating a move into the Post Office Building, and thinking about ways in which we will live in that building. The thoughts and dilemmas reflected in this article have many local counterparts, but also indicate that in many ways, this library is insufficiently prepared to face up to these thoughts.

Respectfully submitted,

Christopher B. Devan
Director
A Mission Statement for Public Libraries
Guidelines for Public Library Service: Part I
Prepared by ALA’s Public Library Assn. Goals, Guidelines, and Standards Committee

For review by the public library community, the committee presents this interim document—the first in over a decade to guide public library managers and lay decision-makers in assessing public library services.

The Board of Directors of the Public Library Association adopted a draft of the following statement June 28 at the ALA 1977 Annual Conference. It constitutes Part I of Guidelines for Public Library Service in the last quarter of the 20th century. Part II, the concluding section, will deal with the implications of this Mission Statement. It is not possible in such a brief document to convey the urgency of the public library’s situation in the close of this decade. The results of a current PLA project—to design a process of standards development—should give lay and professional library leaders the tools to develop an entirely new approach to library standards. When these guidelines are complete they will replace the 1966 public library standards and will serve as the profession’s guide to public library development until the publication of new standards in the mid-1980s.—Peter Hiatt, School of Librarianship, University of Washington, Chair, PLA Goals, Guidelines, and Standards Committee.

Background

For many years the Public Library Association (PLA) has prepared and published standards for public libraries and public library systems. Public library managers have used the standards primarily for justifying budget requests and for self appraisal. The profession has used the standards as a basis for library development, for improving the delivery of library services, and especially for its concept of public library systems. The preface to the most recent standards prepared by PLA, Minimum Standards for Public Library Systems, 1966, notes that public librarians were somewhat uneasy about the document:

The members of the division who voted to approve [the standards] were unanimous in calling for continuous revision . . . because the rapidity of change in modern life makes it impossible to foretell what changes are in the making, each with its impact on public libraries and those whom they serve.1

When PLA charged its Standards Committee to revise the standards in 1970, the committee was well aware of dissatisfaction with the earlier document. The committee decided that it was neither feasible nor appropriate to attempt a traditional, relatively minor, update of Minimum Standards for Public Library Systems, 1966. Instead, the committee embarked on what has become a radically different approach to developing standards for public libraries.

The committee determined that it was time for the profession to turn library standards around and start with the needs of communities and individuals rather than with needs of an institution. In keeping with this philosophy, the committee asked three task forces, experts in services for children, young adults, and adults, to consider the needs of these groups and to develop working papers describing public library service that would “meet user needs (actual and potential) at the community level.”2 The Standards Committee would then use these working papers in their deliberations.

After trying various approaches and struggling for some time with the new ideas presented in the resulting working papers, the Standards Committee, now the Goals, Guidelines, and Standards Committee, concluded that it was no longer appropriate for a committee of public library leaders to propose a single set of standards which would be valid for all public libraries. Instead, the committee recommended that PLA develop a process which any public library or public library system could use to set its own standards, to plan and evaluate service programs appropriate to the needs of a specific community. Because it would be impossible for a volunteer committee of busy practitioners to design this process and prepare materials which libraries could use to implement it, the Goals, Guidelines, and Standards Committee proposed that this work be done by a professional research team. The committee broadcast a request for a research proposal, and interviewed researchers who proposed to do the work.

In the spring of 1976 a document entitled “The Process of Standards Development for Community Library Service: A Proposed Research Study” was approved by the PLA Board and by the Executive Board of ALA. In January 1977 the


proposal was submitted to the U.S. Office of Education Office of Libraries and Learning Resources. In August USOE's Library Research and Demonstration Branch granted $140,000 to support the 21-month research effort which began in October 1977. The project is being carried out by King Research, Inc., with Vernon E. Palmour as principal investigator.

The study constitutes Phase I and II of a three-phase project. Phase I involves the tentative design of a standards development process. Existing knowledge on the subject will be examined, evaluated, and synthesized. Areas requiring further investigation will be identified, and additional work will be done in these areas as necessary. Then a series of manuals will be drafted describing how a library should proceed in completing the steps of the standards development process. An important aspect of this phase, and indeed the key to the significance of this research, will be the identification and development of measures of library output. All previous standards have measured input (e.g., number of books, per capita support, personnel requirements). The new approach to standards will focus on service output.

In Phase II the methodology for development of standards will be tested in the field. Draft manuals will be revised in the light of the field test and will be readied for publication by ALA. In Phase III, which will be designed later, the process will be applied in a large number of different communities throughout the country and monitored by a research team. Results will include a variety of examples of the application of the process and ranges of results from measurement of service outputs. These data can be used as guides for other libraries in planning and evaluating their services.

Rationale for the Present Statement

Because Minimum Standards for Public Library Systems, 1966 is now over a decade old and because the three-phase project will take several years to complete, the PLA Board charged its Goals, Guidelines, and Standards Committee to prepare an interim document to guide public library managers and lay decision-makers in their efforts to see that their communities receive the level of library services they need and deserve. A Mission Statement is the first part of that document. The second part, Imperatives for Service, will identify implications of the mission statement for specific areas of public library operations. The Goals, Guidelines, and Standards Committee has already begun working with national subcommittees to identify the implications of this new mission statement to governance, structure, personnel development, selection, organization, and bibliographic control of materials and information, physical facilities, and delivery systems.

The nation's public libraries are in serious trouble. For the most part, the public library of today is still geared to the social needs of the 19th century which created it. It is the intent of the mission statement to show that the needs of society at the close of the 20th century demand that the public library change and that the public library assume a strong leadership role. The focus of the mission statement is on the output of the public library—user-oriented services which meet certain needs of citizens and society as only the public library can meet them.

Societal Change

In its 19th-century beginnings the American public library was an agency structured to respond to certain basic societal needs. In the 20th century, changes have occurred in society which suggest altered views of the mission of the public library and correspondingly in the structure of its services. Although the mission of the public library today has its roots in the society of the past, the milieu in which the public library now functions demands shifts of emphasis radical in degree if not in kind. Among these new factors in American society demanding a new institution are:

1) Runaway Social Change

By virtue of new forms of communication, undreamed of in previous revolutionary periods, nearly everyone is simultaneously present at all major events, as aired, for example, on the 6 o'clock TV news. The natural tendency of revolution to destroy the old order before building a new one is no longer restrained. Society is thus in genuine danger of destroying the positive insights, attitudes, and values of the past before they can be assimilated into a more civilized new order.

Society needs an agency to operate, as it were, in the eye of the revolutionary storm, to keep the radical new thrust in some continuity with the past and to help preserve and bridge the future. Society needs an agency to preserve and make widely accessible the record of past human experience —to stimulate thoughtful people everyday to discern positive insights and values from the past and to assimilate them into the new order. The mass media—press, TV, radio, etc.—by their very nature tend to concentrate on the current scene rather than on the past.

Because change now occurs so rapidly, the majority of individuals and institutions today suffer future shock—a sense of alienation from the world and from themselves, a sense of powerlessness in coping with, let alone controlling, the direction of life. To enable individuals and institutions to cope with future shock, society needs an agency to identify relationships in the fast-flowing river of change and to maintain the record of new ideas, technologies, and values, so that individuals and institutions will be able to perceive and then control the direction of change as it relates to each person's particular life experience.

2) Exponential Increase in the Volume and Complexity of the Record of Human Experience

Perhaps for the first time in history, barriers to the human record exist not so much in a scarcity of material as in a glut. Unprecedented increases in the record, stemming partly from the knowledge explosion itself and partly from the capacity of technology to record and preserve everything in a multiplicity of forms (print, nonprint, and electronic), have resulted in a growing mass of trivial and redundant material...
which threatens to engulf the information seeker. This occurs at a time when the need for authentic information is greater than ever.

As a consequence of this information overload, the role of libraries for several thousand years, which emphasizes the preservation of the human record, has now become more complex, requiring hard decisions not only about what is to be preserved but also about what is to be discarded. Decisions are, and must be, made to erase portions of the record deemed to be insignificant, irrelevant, and unrepresentative, in order that the useful and pertinent be accessible.

Although the process of erasing no longer needed data has been commonplace in today's society (for example, large data banks supporting daily editions of newspapers are erased regularly), there is as yet no agency accountable to the community as a whole accepting this responsibility. Most decisions to erase information are made today at the local and typically at the institution level. If, however, information is to be erased, lost for all time, then society needs democratic process as possible to diffuse this responsibility and involve as many people as possible in determining which data is to be preserved and which data is to be erased.

"Society needs an agency to digest, evaluate, and make responsible decisions to retain or erase the materials produced."

Society needs an agency to guide the user at all levels to the most significant representative materials to meet each individual's need for information, knowledge, and ideas. In order to meet those needs, society needs an agency to digest, evaluate, and make responsible decisions to retain or erase the materials produced. Society needs an agency with accountability to the whole community to assume leadership in coordinating the numerous agencies and institutions which generate, preserve, and disseminate the current record of experience. Society needs an agency to maintain certain portions of the record and to develop effective networks capable of supplying the record when and where it is needed.

3) Total Egalitarianism

For the first time in history, the concept of the right of every individual to determine her or his own destiny, and the obligation of every individual to contribute to social decision is now becoming operative. Correlative to our practical acceptance of the equality of all citizens is the need of all people for access to the record of human experience, both past and present. Society needs an agency that can actively bring every person, regardless of age, education, language, religion, ethnic and cultural background, and mental and physical health, into effective contact with the human record.

4) Depletion of Natural Resources

For the first time in American history, the possibility, indeed the probability, is becoming generally recognized that natural resources, especially energy resources, are not unlimited and that these resources may be eroded or even exhausted in the foreseeable future. Society is also becoming aware of how we have over-used and misused the environment and thus are in danger of destroying the possibility of life on this planet, let alone its quality.

This situation, now recognized throughout society, is probably the death knell to American frontier isolationism mentality because problems of ecology and energy are clearly global and underscore the interdependence of all nations. The situation signals the end of the American dream of unlimited expansion, unlimited power, and unlimited mobility. It signals a rethinking of what underlies our concepts of the "good life": a reexamination of national, institutional, and individual priorities.

It is possible that the danger in which society now finds itself will be the catalyst for a flowering of scientific and humanistic creativity: the discovery of new sources of energy and new technologies to restore and improve the environment.

In the face of a world which may be vastly altered, society needs an agency to help people to be realistic, to plan rather than to panic. Society needs an agency to help people keep abreast of the ecological facts as they develop, to separate ecological truth from the accelerating currents of propaganda and special interests, and to draw upon the wisdom of past experience as we reassess our values and options, both individual and social.

These four factors in society as it is today—Runaway Social Change, Exponential Increase in the Volume and Complexity of the Record of Human Experience, Total Egalitarianism and Depletion of Natural Resources—suggest a new focus for the mission of the public library, with correlative shifts in its governance and administration, its delivery structure, its materials (in both content and form), its personnel and required competencies, its services, and its relationships to other libraries and allied cultural, educational, social, and informational agencies.

The public library meets broad social needs, but its characteristic mode of operation is individualized whether the user is a person, a group, an organization, a business, or a government. It is therefore essential that the public library focus not only on major social trends but also on techniques to identify and meet unique individual needs.

A Look at Several Key Words

Before examining responses to today's societal needs, it is necessary to look at several key words which once described adequately the traditional function of the public library. The words are still relevant, but their meanings have already been expanded and modified. The following random examples illustrate:

Access now implies innovative, imaginative delivery techniques which overcome geographic, educational, physical, and psychological barriers, as well as convenient location and hours open.

Community means not only a narrow geographic service support area but also the wider area—regional, state, national, and international—to which every local library must be connected. Community means also not only the narrow group of educated people, often middle class, who are the traditional library users, but literally everyone, rich and poor, educated and illiterate, majority and minority, young and old, healthy and handicapped, eager and apathetic.

The cultural role of the public library has shifted from the 19th-century view of the public library as an agency of acculturation, of Americanization, of standardization of life style and values, to an agency which recognizes cultural and...
ideas in guidelines elicit mixed reviews—from “dramatic” and “helpful”

let’s face—and debate—reality

I read the guidelines with a growing sense of enthusiasm, for I could visualize public libraries finally addressing one of society’s most severe, yet still not generally recognized problems—information overload. There has been much talk about how to keep abreast of current developments, but let’s begin to face reality. Neither individuals, private firms, nor government agencies have shown an ability to cope successfully with today’s complex, social, political, and economic problems. We have become almost engulfed in a sea of data; we can no longer sort the important from the trivial.

The proposed guidelines represent a dramatic departure from the role society has traditionally perceived for libraries. The public library should play a more central role in organizing, collecting, sifting, and packaging information to meet the needs of groups and individuals. This is a heavy responsibility, for when one assumes the role of interpreter and packager, one becomes vulnerable to the danger of practicing censorship. If the library envisioned by the drafters of these guidelines were to become a reality, librarianship could then rightfully justify its claim to the status of a profession.

Although little in the document is entirely new, taken as a totality, the sum does not describe the contemporary public library as I know it. The philosophy behind this document will be controversial and merits a full professional debate. However, a debate on such an issue would be refreshing, considering the debates that have highlighted most recentALA meetings.

Richard M. Dougherty, University Librarian, University of California/Berkeley

new apologia for the neighbor

My career has been limited to academic librarianship, but I can react to this document only as an outsider looking in. Three brief observations:

1) I consider it a very healthy thing indeed that PLA is recommending a rational, structured planning process. We have too often in the past leaped directly into ad hoc tactical planning without first agreeing on our objectives, with results reminiscent of the pilot who did not know what his destination was but was pleased that he was making such good time. What is being done here is better.

2) It will be a real help to many (including, I suspect, some librarians) to have a statement of mission defining the self-perception of the 20th century public library. It has sometimes been difficult in recent years to know how to respond to the neighbor across the back fence who reported that he had voted for the library bond issue because he thought it would mean more books in the community, only to learn later that the library had begun operating a TV channel and circulating garden tools. We have all been there. The new apologia might help the profession determine as well what it should not do as what it should.

3) I fear that some research librarians will be uncomfortable with the document’s emphasis on “erasing” all “trivia” from the human record. There are, after all, those among us who believe that there can be no such thing as trivial human experience, that trivia can exist only in the eye of a beholder.

On the whole, the new document appeals to me as coherent, comprehensive, judicious, and statesmanlike, and I congratulate the public library community to which it has been sent. The new apologia might help the profession determine its mission, its place, and its role.

David Kaser, Professor, Graduate Library School, Indiana University, Bloomington.

flexible approach helpful at home and abroad

PLA’s initiative in producing guidelines for public library services in the last quarter of the 20th century comes at a time when most of the large library systems in North America are taking a close look at their management structure. All must change and adapt to the transformations in the financial support base evident in North American urban life.

In response to local community pressures, the Toronto Public Library, a part of the Metropolitan Toronto regional system, has brought about many new administrative arrangements in the past three years. Among them are the creation of formal branch and area committees that provide for citizen participation in management decision making; more staff union participation in internal management; more trustee interaction with local appointments agencies; and a proposed new method of creating library trustee boards in Metropolitan Toronto.

Large and small regional public library systems in Canada and the United States are carrying out similar changes. The flexible approach of the new PLA guidelines can only help this rationalization of public library management. The guidelines are very welcome at this time because they can carry the message of democratic public library organization to all who share this interest. Many national groups outside the United States are discovering that their library systems no longer respond to the needs of the times, and citizen and library leaders are searching for new definitions of their role. The IFLA Public Library Standards, although recently reissued, need further adaptation to meet changing times. This revision will be helped immeasurably by PLA’s statement. Its appearance at this moment is most opportune for the international as well as the North American scene. Public library management everywhere seeks a window toward the future.

H. Campbell, Chief Librarian, Toronto Public Library, First Vice President, IFLA

No room for joy?

The introduction and rationale comprise almost one-third of this statement, but if we stick with it to read: “The nation’s pub-
less and, for example, includes all age groups: preschool, children, teenagers, young marrieds, adults, and senior citizens. Furthermore, recent research shows that it is more important to understand the individual client-in-situation than to develop profiles of such groups.

These examples of expanding concepts could be multiplied. They illustrate how changing social needs have already modified and conditioned the ways in which the public library discharges its function and determines its priorities.

Need for a New Mission

If one were to invent an information agency to respond to the social needs of today, that new agency would need to perform the following services:
1) Provide access to the human records of the past—factual, imaginative, scientific, and humanistic—partly through its own collections and partly through an effective network linking all collections in the region, state, nation, and the world.
2) Organize this human record so that access can be made to it from a myriad of directions allowing not only the facts but also the wisdom in the record to be retrieved. The agency would facilitate cross connections within the record, among many disciplines, many literary forms, many periods of history.
3) Collect, translate, and organize the human record on all intellectual levels in many packages, print and nonprint.
4) Conduct a vigorous program of dissemination dramatizing the relevance of the record of past and present human experience to resolving today's problems. The program would include public information about what is available, guidance to individuals in its use, and group activities designed to foster interpersonal dialogue.
5) Develop, in cooperation with other information agencies and libraries, a responsible policy for preserving and erasing portions of humankind's voluminous current record as described in the section dealing with the Exponential Increase to "Controversial"

lic libraries are in serious trouble, "we are hooked. Nothing captures attention like adversity unless it's controversy, and public libraries have more than their share of both these days.

The most intriguing idea here is the one about the need for a responsible agency to erase data. Shades of the windy discussions pro and con weeding, usually carried on between the proponents for intellectual freedom and those for social responsibility! The argument presented here is indeed persuasive, and, if controversy is a sign of vigor, this question alone should keep the public library vibrantly alive until another century or so has passed.

This statement suffers from a heavy emphasis on information as the great stock in trade of the public library. This emphasis can chill the interest and diminish the support of those who are equally concerned with the public library as a purveyor of joy. My own view is that for children, young people, or indeed any people to whom the public library is formidably new, joy—in the form of murder mysteries, rock cassettes, or story hours—is information. And in the somewhat impressionistic glossary embedded in this mission statement, there is room for that in the definition given for information.

The mission statement reflects some of the public library's best characteristics: flexibility and toughness, clarity of vision, and dreaminess. It also offers enough space for ideas to move around in, while still providing a good fit for the ideas which form its foundation.

Peggy Sullivan, Assistant Commissioner for Extension Services, Chicago Public Library

Trustee Input Essential

Library trustees should greet the Mission Statement of the Guidelines for Public Library Service with considerable enthusiasm because it repeats what the best trustees have been saying for years: Let the community's needs be met. This has not always happened when librarians have tried to meet standards, but it may happen if the process study is successful.

Trustees have been uneasy about quantitative standards because such standards were either morally low or unscientifically high or not easily applicable to local situations. While sometimes useful as quotable bases for securing budgetary support from municipal officials or voters, the typical standards were easy to challenge and hard to justify as goals and objectives.

Community participation is a difficult element to implement. Many communities (or at least those parts of the community usually invited to participate) are not unhappy with the 19th-century library described in the Mission Statement as still geared to the social needs of that period. Many people and institutions have not felt comfortable in the 20th century. In its recognition of change and the impact of change on libraries, the Mission Statement is considerably ahead of many libraries, librarians, and trustees. However, I hope that in developing the manuals, which are the key to the success of the method envisioned in the research project, these guidelines will be included as starting points.

I would warn that trustee input is essential to the success of the process of standards development. It is not a platitude to say that trustees govern their libraries; it is a political fact, even when the role is largely advisory. A planning process will fail unless a massive group of trustees are full partners and part of the conduit to the community. If library boards are not converts to the community approach, their librarians are unlikely to succeed in energizing the community.

Alice Imru, Director of Civic and Cultural Programs, Moraine Valley Community College, Palos Hills, Illinois, and ALA Executive Board member

Reeducation Needed for All

To meet the new guidelines for public libraries in rapidly changing heterogeneous society, librarians will need to be reeducated in their basic approach to the dissemination of information. This new approach must take the following forms:
1) Librarians must now begin to view their role as active rather than passive. They must become skilled as evaluative mediators of information. This will require them to be knowledgeable enough in related subject fields to judiciously assess the relevance and quality of material and to reduce it to a usable form. In order to make appropriate evaluative judgments, librarians must possess the interpersonal skills which will allow them to fully comprehend the user's information demands. This will require specific skills in assessing the technical quality of information, media production, question negotiations, and community assessment.

Librarians must also develop public relations and organizational skills to aid them in coordinating community information. They will have to establish the library as a legitimate agency for coordinating community information—a role not yet acknowledged or recognized by other community agencies or by the target groups the library is trying to serve.

This reversal of the standards to start with the needs of communities and individuals rather than the needs of the institution is long overdue. However, the document fails to clarify the implications of this new focus for staff development and the continuing education of all those who work in and with libraries. If the role of the librarian is to be reconstituted, a massive education effort by many and diverse means is essential for practicing librarians. This calls for more than a few lectures about the new public library guidelines in library schools. It calls for sustained and complex efforts by libraries, associations, and state agencies. Particularly it calls for interaction with those with whom the library proposes to collaborate.

Elizabeth W. Stone, Chair, Graduate Department of Library Science, Catholic University of America, Washington, D.C.; Executive Director, Continuing Library Education Network and Exchange (CLENE)
in the Volume and Complexity of the Record of Human Experience. It would negotiate consensus about criteria for judging between materials which are significant or representative and those which are trivial or redundant.

6) Take leadership in defining a new statement of professional ethics and in creating new structures to protect intellectual freedom in the light of the responsibility to preserve or erase.

7) Take a leadership role in coordinating the acquisition policies of other libraries and information agencies, because no one agency can be expected to preserve all significant and representative materials in all forms at all levels.

8) Having developed policies for shared acquisition, assume leadership in creating and maintaining an effective network so that all citizens would have easy access to any record, no matter where it was stored.

9) Not only select, collect, organize, and preserve the human record, but become expert in using flexible procedures for allowing citizens to inform themselves uniquely.

10) Package and present the human record to allow easy access for people previously excluded by lack of education, cultural backgrounds... and apathy.

“Package and present the human record to allow access for people previously excluded by lack of education, cultural backgrounds... and apathy.”

The agency described in the proceeding ten categories does not yet exist. The awesome responsibilities described could not, and should not, be vested in only one type of library, or indeed in librarianship alone. Nevertheless, libraries in general are the agency to which American society has assigned primary responsibility to identify, select, organize, retrieve, disseminate, and make totally accessible the record of human thought. Libraries collectively must be the agency described above.

The specific role of the public library in responding to the broad needs of society grows out of its existence as a public agency, with broad tax support and the responsibility to serve the total community rather than a specific clientele. For the user with specialized information needs, the public library must continue to act as a point of entry into the national network of libraries and information resources. For individuals or groups in their other life roles, the public library must continue to act as a popularizer, making the human record accessible, alerting people to it and stimulating its use. As the one type of library accountable to the total community, the public library of the future must play a strong coordinative role, leading all libraries in their response to today’s new social needs.

Summary Statement

This document describes nothing that is entirely new. Some public libraries across the nation are already attempting to respond to these new demands. In aggregate, their efforts anticipate the public library of the 21st century.

The unique characteristics of the public library are in its very generalness and in its role of popularizer. The public library considers the entire spectrum of knowledge to be its purview, and it considers the entire spectrum of the community as its user population. Further, the public library is particularly sensitive to the information needs and flows in the community; its funding base is that of the total community; and it is unfettered by the impingements of a parental organization. The very closeness of the public library to total community priorities is a source of its strength. Another source of public library strength is its unique mode of operation, which is individualized.

It is only through links with other more specialized libraries and information agencies that the totality of the public library mission can be accomplished. The public library assumes leadership responsibility with the state library and other regional and national organizations for linking community resources to other resources in the state, nation, and world.

Upon completion of the Public Library Association’s research project to create a process of standards development, professional leaders should have the tools to construct new and even radically different standards. The research should pave the way for the kinds of standards which will speed the necessary shift from institution- and input-oriented evaluation to output- and user-oriented evaluation. The Public Library Association intends this document to be useful to librarians and community leaders not only as an interim statement but as a bridge to the new and long desired approach to library standards. This statement is the charge by the Public Library Association to lay and professional leaders for the delivery of library services in the last quarter of the 20th century.

PLA Goals, Guidelines, and Standards Committee

1976-77: Linda Almand, Dallas Public Library; John A. Axam, Free Library of Philadelphia; Larry Earl Bone, Mercy College (N.Y.) Library; Ted Thaxton Campbell, Mississippi Library Commission; Ernest DeProspo, Jr., Graduate School of Library Science, Rutgers University; Steven D. George, Yuma City-County Library; Roger Greer, Graduate School of Librarianship, University of Denver; Mary A. Heneghan, Eastern Massachusetts Regional Library System; John McCrossan, Graduate Department of Library Studies, University of Southern Florida; Kenneth McPherson, Morris County (N.J.) Free Library; Effie Lee Morris, San Francisco Public Library; Myra Nadler, Palos Verdes Library District; Martha Louise Reynolds, Frederick County (Md.) Public Library; Kathleen K. Rummel, Illinois State Library; Peter Hiatt, Chair, School of Librarianship, University of Washington.

Interim Guidelines Subcommittee: Genevieve M. Casey, Donald A. Dubberly, Roger C. Greer, Carol Moss, Peter Hiatt, Chair.
LIBRARY BOARD OF TRUSTEES SPECIAL MEETING

February 7, 1978

PRESENT: A. C. Weed, II, Vice President
Edward H. Bain, Secretary
Mrs. Zirkle Blakey
James E. Craig
Mrs. Harold H. Hallock
Mrs. Floyd E. Johnson
Mrs. Thomas Thompson

ABSENT: Robert W. Stroh
Mrs. Leila Brown
Lloyd T. Smith
Mrs. Raymond L. Sauer

ALSO ATTENDING: Christopher B. Devan, Director
Dolores Sperelakis, Director's Secretary
Karen Aprill, Staff Association

The meeting was called to order by the Vice President, Mr. Al Weed, at 3:35 p.m. at the Administration Building of the Library. This meeting was designated to deal with budget matters only.

ACTIONS TAKEN BY THE BOARD:

(1) To set up an escrow account of $4,000 for Unemployment Compensation. The motion was made by Mr. Craig and seconded by Mr. Bain. The motion was passed.

(2) Mrs. Thompson moved that a 7-1/2% Cost of Living and Merit Increases for 1/3 the staff be awarded for the 1978-79 Budget. Second by Mr. Craig, opposed by Mr. Bain and Mrs. Blakey, the motion was passed.

(3) Mrs. Johnson moved that adjustment as noted to listed line items be made for the 1978-79 Budget:
   $4,000 for an escrow account for Unemployment Compensation;
   Reduce Professional Services by $2,500;
   Add $6,206 for Administrative Charges;
   Reduce Life Insurance by $750;
   Increase revenue via State Aid by approximately $10,000.

(4) Mrs. Hallock moved the extension of the loan period to three weeks and a return to the former policy of renewing books at the McIntire and Gordon Avenue libraries only in person or by mail, provided that in the smaller branches a single telephone renewal may be made. Properly seconded the motion was passed.

COMMITTEE REPORTS:

Personnel Committee - Mr. Bain was called upon to present the report. Recommendations of the Committee include that annually a cost of living figure be established, to incorporate into the budget, based on September Cost of Living Index, Virginia. If this is not available the Tayloe-Murphy figure for the area
of Charlottesville can act as an index. The Personnel Committee, after meeting with the Staff Association, recommends that the 1978-79 Budget be amended to provide for an 8.5% across the board cost of living and award merit increases to all.

Budget Committee - Mr. Weed then proceeded to the Budget Committee report. After reviewing the Personnel Committee recommendation the Budget Committee recommended that an across the board cost of living of 7-1/2% and merit increases to one third of the Library Staff be incorporated into the 1978-79 Budget.

Discussion included the idea that the Library should adhere closely to the policy of its supporting jurisdictions namely, Albemarle, in its personnel policy regarding salaries. Various amendments to the 1978-79 Budget were then discussed. Mr. Devan announced that the State Aid would be increased if approved by the Assembly from 25% funding to 29% meaning an increase of approximately $9,000 to our budget. Mr. Weed felt that any increases in state aid funds should be applied to staff salaries. The 1978-79 budget will remain the same with adjustments made in the line items.

Other items of discussion included the Unemployment escrow account, funding of a CETA position possibly in April, tighter control of federal aid and encumbered funds. A request was made that a copy of the federal funding policy be sent to the jurisdictions.

Without City Council approval, the Charlottesville administration will not permit the use of encumbered funds from prior years to be used for balancing the 1977-78 budget as had been directed by the Board of Trustees at the December 27, 1977 meeting. The Director was instructed to initiate a formal request to each jurisdiction for the use of these funds which will otherwise have to be refunded to the jurisdictions.

The meeting was adjourned at 4:55 p.m.

Dolores Sperelakis
Recording Secretary
MINUTES OF THE JANUARY 24, 1978 MEETING OF
THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT: A. C. Weed, II, Vice President
Edward H. Bain, Secretary
Mrs. Zirkle Blakey
Mrs. Harold H. Hallock
Mrs. Thomas Thompson
Lloyd T. Smith

ABSENT: Mrs. Leila Brown
James E. Craig
Mrs. Floyd E. Johnson
Mrs. Raymond L. Sauer
Robert W. Stroh

ALSO PRESENT: Christopher B. Devan, Director
Dolores Sperelakis, Director's Secretary
Karen Aprill, Staff Association

The Vice President, A. C. Weed, called the meeting to order at 4:35 p.m. The delay resulted in not having a quorum, therefore, an impromptu Budget Committee meeting was held discussing the 1978-79 budget. The Minutes of the December meeting were approved with a slight modification as requested by Mr. Stroh concerning the Building Committee report. The December Circulation and Financial Reports were distributed at the meeting. Discussion and approval will take place at the February meeting.

ACTIONS TAKEN BY THE BOARD:

(1) Mrs. Hallock moved that the resignation of Nancy Hale as Chairman of the Fund Raising Committee be accepted and that a letter of thanks be sent to those people who participated in this effort. Seconded by Mr. Bain the motion was passed.

COMMITTEE REPORTS:


Personnel Committee - Mr. Bain indicated that a meeting was set up with the members of the Staff Association and that a presentation would be forthcoming at the Special Board Meeting set for February 7, 1978.

Budget Committee - Mr. Weed and his committee will be meeting after the Personnel Committee has its meeting. Outcome will be presented at the Special Board Meeting set up for February 7, 1978. He indicated that the personnel policy should be in keeping with the major funding jurisdictions of Charlottesville and Albemarle.
DISCUSSION:

The Administration Building lease is up. Father NarO tentatively agreed to a three month extension with a month to month thereafter. Possibilities for relocation include Gordon Avenue, another downtown site, and early entrance of administration into the Post Office Building.

Discussions included extension of loan period to three weeks, telephone renewals, fund raising letter submitted by Mr. Smith, and staff association presentation.

STAFF ASSOCIATION:

Karen Aprill, Staff Association President, presented the Board with a copy of her presentation which included a request for a 10.5% Cost of Living Increase based on Tayloe-Murphy Institute figures and Consumer Price Index figures.

The Board indicated that if the Staff Association wanted to seek outside support from patron backing and appealing to County Supervisors that this was fully acceptable.

Mrs. Hallock moved for adjournment at 5:30 p.m. Seconded by Mr. Bain the meeting was adjourned.

Dolores Sperelakis
Recording Secretary
WEATHER

On Friday, January 13th, the library was closed by the weather; on Saturday, by weather reports and on Tuesday, the 17th, by weather. The greatest insult of all came on Wednesday, when the McIntire Library and the Administrative offices had no electric power, and limited telephone service. (This report is being written in the slowly cooling atmosphere associated with no heat.) Since we are heavily dependent on electric typewriters, several of the reports usually mailed with the Director's Report will not be available for mailing.

LIBRARY SERVICE FOR THE BLIND AND PHYSICALLY HANDICAPPED

The State Library for the above tells me that they have identified about 200 readers presently known and served in the Thomas Jefferson Planning District. A State/Federal grant of about $2,000 would be available to support the service which would also require local funds in the salaries of a full-time professional or para-professional librarian, with additional assistance (either paid or volunteer) to provide full-time (64 hours per week) coverage. At a guess, 1,500 square feet would be required which would have to be in or near the main public service area of the library.

CAN WE AUTOMATE THE CATALOG?

Costs of Library Automation are declining rapidly and costs of maintaining a catalog are increasing. As we prepare for a move into a new building, it is important that automation be considered which will cover the following fields:

- Circulation control in all branches
- Making entire library collection available in all branches
- Eliminating the card catalog

Beth Berne and I are talking with several companies and libraries about the potential for this library in the new technology. We're hoping to develop a Grant Proposal for the State Library to consider.

BUCKINGHAM COUNTY

A planned meeting with County and Library Officials from Buckingham County was cancelled due to the weather. Ray Williams has figured out that the addition of Buckingham County would increase the State Aid eligibility for the Region by $7,776 per year at current levels of funding. (Some proposed changes in the law could increase this to $11,054.) The State would also make available an establishment grant of $27,014. Additional special purpose grants might be available.

A budget supporting a need for additional grants would have to cover:

- The cost of books for a branch collection
- The cost of selecting and processing these books
- The cost of increasing the bookmobile collection
- Additional travel costs
Additional bookmobile operational costs
Additional back-up service from McIntire Library

A key element would be the availability of bookmobile time which would depend partly on the availability of Bookmobile I (or its replacement) for use outside of Albemarle County and the resulting shift in schedules.

I hope to offer a tentative budget at the Board Meeting. The Piedmont Planning District Commission has given their approval for Buckingham County to join this Regional Library with the understanding that if a Regional Library is later established in Planning District 14, Buckingham would be free to join it and leave Jefferson Madison Regional Library. This is a condition which would leave this library hanging on a perpetual limb.

POST OFFICE BUILDING

The attached report from Jack Rinehart's office will indicate the progress made in developing the program for the building. The meeting planned for January 17th was cancelled. Trips planned by the staff were also cancelled by the weather.

LIBRARY ANNEX

The lease on the Annex is expiring soon and probably will not be renewed on other than a month to month basis through the spring. I have investigated other locations in the downtown area and find that the going rate is $4.75 or $6.25 per square foot or, in cash terms, about 2.5 to 3 times the rent we now pay. An alternative have been proposed that the Administration and technical services move into the meeting rooms at Gordon Avenue. Before a decision is reached, it seems desirable to inform Charlottesville and Albemarle County so that, if they prefer to maintain the availability of the meeting rooms, they can do so by special appropriation.

Respectfully submitted,

Christopher B. Devan
Director
MEMO TO:

Mr. Cole Hendrix
Mr. Guy Agnor
Mr. Christopher Devan

Subject: Jefferson-Madison Regional Library

On Tuesday, January 10, 1978 the architectural team of M. Jack Rinehart, Jr., James L. Williams, Jr., Sam Cleveland and John Tymoff met with Mr. Christopher Devan and members of the library staff to begin analyzing space requirements for the subject project.

10:15 - 10:35 Met with Mr. Devan

Given general orientation to the organization of the library and staff.

Given fundamental goals of Jefferson-Madison Regional Library.

10:40 - 10:45 Met with Mrs. Alexia Williams

Determined activities and functional requirements for Children's Department Services.

Received list of equipment, furniture, stacks and work stations required to determine space allocations.

Discussed areas of concern including: acoustics control for children; transition for young adults; self contained cataloguing and book checking for children's stacks; and imaginative treatment of story hour.

10:50 - 1:05 Met with Mr. Philip Williams

Determined desirable activities and functional organization of adult services including fiction, nonfiction and reference collections.

Received list of equipment, furniture, stacks, and work stations required to determine space allocations.

Discussed young adults collection and activities.

Resolved to return for more clarification on the potential numbers of volumes, microfilm equipment, record collection, work stations, and various new methods for card cataloguing.
1:10 - 1:35    Met with Ms. Madeline Haden


Received list of equipment, furniture and work stations for determining space allocations.

Resolved to investigate, with Mr. Devan, proposals for book security.

2:15 - 3:20    Met with Ms. Beth Berne

Observed the processing and handling of books and material by Technical Services staff.

Received list of functions, furniture equipment and work stations for determining space allocations.

Discussed impact of computerizing book list and of listing record collection.

3:20 - 3:40    Met with Ms. Freida Patrick

Determined space needs and functional organization of Extension Services.

Discussed potential needs for an Audio Visual Department. Resolved to clarify this program with Mr. Devan.

3:45 - 5:30    Met with Mr. Chris Devan

Determined space needs and functional requirements for administrative offices and public meeting areas.

Received description of Interdepartmental and Nondepartmental Systems.

Discussed location of "Book Sale", Bookmobiles, uses of McIntire building.

Clarified some general questions regarding functioning of various departments.

Resolved to meet again on Tuesday, January 17, 1978 to:

1. Obtain additional information with staff members as required, including observations from field trips.

2. Discuss functioning of Bookmobile operations.

3. Discuss further interdepartmental systems.

4. Discuss fundamental goals and organization of library.

5. Clarify programs for new departments i.e. Audio Visual and Business related collection.

Samuel S. Cleveland
MINUTES OF THE DECEMBER 27, 1977 MEETING OF
THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES *

PRESENT: Robert W. Stroh, President
A. C. Weed, II, Vice President
Edward H. Bain, Secretary
Mrs. Zirkle Blakey
Mrs. Lelia Brown
Mrs. Harold H. Hallock
Mrs. Raymond L. Sauer
Mrs. Thomas Thompson

ABSENT: James E. Craig
Mrs. Floyd E. Johnson
Lloyd T. Smith

ALSO PRESENT: Christopher B. Devan, Director
Dolores Sperelakis, Director's Secretary
Karen Aprill, Staff

The president, Mr. Stroh, called the meeting to order at 4:00 p.m. The Budget and Personnel Committees were in session prior to the meeting causing the delay in the Board meeting. The Minutes of the November meeting were approved as submitted. The October and November Circulation reports were accepted without change. The October and November Financial Reports were also accepted without change.

ACTIONS TAKEN BY THE BOARD:

(1) Mrs. Weed moved that meeting rooms left in sloppy condition would prompt a penalty of $25.00 to the user. The user can not use a meeting room again until the penalty is paid. Properly seconded, the motion was passed.

(2) Mrs. Weed moved that the $10,176.00 unanticipated surplus be retained and appropriated to cover the present budget deficit.

(3) Mrs. Weed, Chairman of the Budget Committee, moved the adoption of a Revised Budget for 1977-78. See Attached Memorandum Alternative A. Mrs. Hallock seconded the motion and it was passed.

COMMITTEE REPORTS:

Building Committee - Presented by Mr. Stroh. The architect for the new library building is Mr. J. Rinehart associated with Tazewell & Williams of Norfolk. Mr. Stroh indicated that the Library, as client will have its staff participate in the planning process and maintain a close liaison with the Building Committee. Mr. Hendrix will be the primary contact for business matters.

* Modified as per Mr. Stroh's request. (Building Committee)
Budget Committee - The Committee met prior to the regular Board meeting in conjunction with the Personnel Committee. Two recommendations were submitted as motions and approved by the Board as noted under Actions Taken By The Board. Bookkeeping services provided by the City will be billed and included in our budget for 1978-9, after the City provides a figure.

Personnel Committee - The Committee met prior to the regular Board meeting as noted above. A pay scale study, presented by Mr. Devan, was not approved.

DISCUSSION:

Mr. Devan requested a reaffirmation of the Memorial Gift policy. After discussion, no change was decided upon.

Mr. Devan requested a policy statement on the acceptance of original works of art unsolicited by the library. Mr. Stroh requested the administration to formulate a policy for consideration by the Board.

The inclusion of Buckingham in the Jefferson Madison Regional was discussed further. As far as the State Library is concerned this can be accomplished. Further information is still needed concerning the financial aspects. Mr. Devan was to further investigate the request for the Virginia State Library for the Visually and Physically Handicapped for space in the new building.

STAFF ASSOCIATION:

Karen Aprill presented the recommendation by the Staff Association that inclusion of Buckingham be seriously investigated before action is taken.

Since no cost of living increase was voted by the Board, the Staff Association went on record expressing their disappointment in the Board to meet the needs of the employees. Further action by the Staff Association will be undertaken.

The meeting was adjourned at 4:40 p.m.

Dolores Sperelakis
Recording Secretary
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STAFF CHRISTMAS LUNCH

The Staff Association sponsored a Christmas luncheon on Friday, December 16th. It appears to have been a splendid party with ample and delicious food. (I arrived just as the festivities were closing down). I hope that this will become an annual event.

ARCHITECT SELECTION

On the same day as the Christmas Party, the Committee to select an Architect was meeting to interview five candidates. Hopefully, a decision will have been made before the Board meeting.

FRIENDS OF THE LIBRARY

Made several gifts to the Library - notably $500 for a Christmas Present of Books and also $150 for two additional booktrucks, a movie screen and projection table for the McIntire Children's Room and electric erasers for the branches.

The Friends reaffirmed their support of certain annual programs, notably National Library Week, Children's Book Week and the summer reading programs and also of other activities which require miscellaneous cash expenditures.

MEMORIAL AND OTHER FUND RAISING EFFORTS

The Friends of the Library asked for a review of the Board's current goals and policies regarding fund-raising for the Post Office Building and of acceptance of the Memorial gifts for the building. The present policy statement was approved by the Board of Trustees on March 16, 1976. It provides that Memorial gifts of $2,500 or more will be recognized on a plaque to be installed in the library with names to be attached. "At some future time, items costing more than $25,000 can be identified and designated as the particular donation of an individual or as a memorial."

GIFT TO THE LIBRARY

Mr. Charles W. Smith, a local artist, has given the library an un-titled abstract picture which is currently in the Director's office for lack of a better place to put it. This gift, which came to the library through the good offices of Brooks Silvette, raises a question about the acceptance of unsolicited original works of art by the library. The library is not a museum and, in spite of the impending acquirement of new space, should not accept for display such gifts without a clear policy of acquisition and refusal.

MEETING ROOM

It has been noticed that a number of users of the Meeting Rooms at Gordon Avenue have been leaving the rooms in sloppy condition. I urge the Board to provide for a $10 penalty to pay for cleaning the room after its use if, in the judgement of the library staff it is not left in good shape. A warning of the penalty would be included in the contract which all meeting-room users sign.
BUCKINGHAM COUNTY

The Virginia State Library has made the following policy statement:
"The Virginia State Library has no objections to a proposal that Buckingham County join the Jefferson Madison Regional Library if the 14th Planning District Commission and the 10th District Commission have no objections to the plan."

Ray Williams is getting me some additional financial information and will also, with me, meet with the 10th District Planning Commission to seek out their feelings.

BOOKMOBILES

Both vehicles have suffered seriously from "down-time" in the last two months, the most notable being the Albemarle County Bookmobile which has been off the road for over 4 weeks, due to a malfunctioning generator. This vehicle is over nine years old, with a life expectancy of 10 years. I have asked Guy Agnor to put a replacement into Albemarle County's Capital budget and also to provide for the possible use of the vehicle outside of Albemarle County, thereby permitting a consolidation of all bookmobile services into one operating division. There has been no reply to this request as yet.

BUDGET 1977-78

I have submitted to the Budget Committee a revision of the current year's budget based on estimates of actual receipts for the coming year. There may not have been time for this to be considered before the Board meeting. I do request the following changes for which funds are presently in hand and appropriated. These changes will enable the computer to eliminate some negative balances for the remainder of the year.

Administration - Salaries Increase by $4,056 to $94,571 to include the Federal Funds being used to provide service in the Joint Security Complex.
Louisa - Rent - Add $270 as an increase in rent which has been appropriated by the Louisa Board of Supervisors.
Administration - Add $63 to the appropriation for Workmen's Compensation as an appropriation from Louisa County.

BUDGET 1978-79

Al Weed made a splendid presentation to the representatives of all jurisdictions at a budget meeting held on December 15. Six regional bodies were given hearings as the first formal step in the budget making process. The tone of the meeting was moderate and interested.

A PERSONAL NOTE

All of us at the Library wish the Board a Happy Holiday Season!

[Signature]

Chris Dean
NUTES OF THE NOVEMBER 22, 1977 MEETING OF

THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT:

Robert W. Stroh, President
A. C. Weed, II, Vice President
Edward H. Bain, Secretary
Mrs. Zirkle Blakey
Mrs. Harold H. Hallock
Mrs. Floyd E. Johnson
Lloyd T. Smith
Mrs. Thomas Thompson

ABSENT:

Mrs. Lelia Brown
James Craig
Mrs. Raymond Sauer

ALSO PRESENT:

Christopher B. Devan, Director
Dolores Sperelakis, Director's Secretary
Karen April, Staff Association Representative

The President, Mr. Stroh, called the meeting to order at 3:45 p.m.
The minutes were approved as submitted. Circulation Report had some corrections
and a corrected copy will be forwarded to the Board. No financial report was
available for October.

ACTIONS TAKEN BY THE BOARD:

(1) Mr. Smith moved that the programmed surplus of $30,002 be sent back
in proportion to the jurisdictions. Mrs. Blakey seconded the motion and it was
approved.

(2) Mr. Smith moved the projected budget for 1978-79 be approved.
Mrs. Johnson seconded the motion and it was approved.

COMMITTEE REPORTS:

Building Committee - Presented by Mr. Stroh. The Committee met in
Mr. Agnor's office to cull through some 21 letters and proposals from various
architects. The total number to be finally considered was five: Bailey Gardner,
Orange; Ray Frantz, Roanoke; Grieg, Wood, Brown, Charlottesville; Rinehart, Williams,
Tazwell and Yates & Berkeley. The City and County will select one out of the five.
The Board will be in on the decision. The Post Office is moving very slowly according
to Cole Hendrix.

Budget Committee - Al Weed presented a report on the Joint Library
Committee Meeting and talked of the proposed budget 1978-79 plus the shortfall of
the 1977-78 budget. The unanticipated increase in the current budget must be handled
without going back to the jurisdictions for additional funding. The shortfall should
be fully reported to the jurisdictions. The consensus of opinion was to write a
letter informing the jurisdictions of the current situation. Possible areas of
cutback include salaries and books. The planned surplus will be returned to the
jurisdictions. The additional surplus of $10,000 was to be delayed until a final
decision was made as to the obligation of the Board in returning surpluses. Ed Bain
brought up the Cost of Living increase the Personnel Committee is recommending. This
will be further discussed by the Budget Committee.
Personnel Committee - Mr. Bain announced that the Bookmobile Driver position will be upgraded. Decisions and personnel actions will be directly in the hands of the Committee and Administration.

DISCUSSION:

At the VLA conference the Public Official Liability Insurance was discussed. A letter will be drafted and sent to Representative Michie asking him to submit it to the Attorney General for interpretation.

Buckingham County has requested entry into the Jefferson Madison Regional Library system. The County will be requested to submit a report giving the background of their situation. Proper authorization will also be verified.

STAFF ASSOCIATION:

Karen Aprill was formally introduced as the Association's representative. She invited the Board members to attend the Staff Association's Christmas Party.

The meeting was adjourned at 5:20 p.m.

Dolores Sperelakis, Recording Secretary
Director's Report
November 22, 1977

JOINT LIBRARY COMMITTEE

The meeting of the Joint Library Committee was held on November 10, 1977 with Bob Stroh, Al Weed and Mike Thompson present from the Board; Roland Beauford was an observer from the staff. Only Albemarle and Nelson Counties were represented. According to Mrs. Sperelakis' notes the following points were made:

The full surplus will be refunded after approval by the Board of Trustees.

Mr. Fisher made it clear that in his opinion there could be no additional appropriations for the current year in spite of the additional unanticipated expenses.

It was pointed out that if it is otherwise impossible to balance the budget, there are only two areas in which the library can cut back its expenditures, books and staff.

Mr. Williams, from the State Library, pointed out that there is a new approach to federal funds which will result in reduced appropriations for the local libraries.

AUGUSTA COUNTY LIBRARY ORGANIZATION

With Ray Williams, I attended an organizational meeting of Librarians from school, public and special libraries in Augusta County, Waynesboro, and Staunton. No such organization exists here, to my regret. This Regional Library was invited to be a participant in some of the proposed activities, notably the delivery of inter-library loan materials. I indicated that, for the present, it would be wiser for us to be interested spectators.

BOOKMOBILE DRIVER AND DRIVER MESSENGER CLASSIFICATIONS:

The Personnel Committee, with the approval of the Budget Committee, has recommended the following actions:

a.) The re-establishment of the position of Driver Messenger and the filling of this position by the person presently employed in the comparable position, reclassifying him from Bookmobile Driver. This position will remain a Grade 8 position.

b.) The advancement of the Bookmobile Driver-Clerk position to a Grade 11 of the Salary Scale. The incumbent will fill the position which will have an upgraded Job Description, reflecting accurately the actual work involved in the job.
STAFF ASSOCIATION

The Staff Association had an organizational meeting on November 15, the results of which will be reported to you by them as an inclusion in this packet of material. The full staff was able to attend the meeting and keep the library open at the same time, by the volunteer efforts of Peggy Devan and one or two other substitute workers who were able to come in for the morning.

BOOKMOBILE

The bookmobile was cancelled for Nelson and Louisa Counties and for Charlottesville this week due to a cracked block. Hopefully the schedules can be resumed before the end of the week. This is the kind of expenditure ($800 or so) for which no advance planning can be sufficient.

FRIENDS OF THE LIBRARY

The Annual Meeting of the Friends of the Library was held on November 8th, with Bob Stroh, Al Weed and Chris Devan as the featured speakers of the evening. The new officers elected were: Barbara Spoerl, President; Roy Land, Vice President; Kay Hollifield, Secretary; and Henry Marshall as Treasurer.

BUCKINGHAM COUNTY

Mr. Cary Robinson (804) 983-3358, Chairman of the Buckingham County Friends of the Library has asked if, in view of the reluctance of other jurisdictions in Region 14 to form a Regional Library, Buckingham County could join the Jefferson Madison Regional Library as a stop-gap measure. We discussed the attitude of the State Library which has control over State and Federal aid and establishment grants. I promised to bring his request to your attention; I have strong reservations myself about the advisability of taking on an extra jurisdiction at this time. Ray Williams advises that the State Library would probably refuse aid on the grounds that this would lessen the pressure on the other jurisdictions in that area to develop their own regional library.

LOUISA COUNTY

Louisa County has appropriated additional funds to pay for the increased rental on the branch building. The Board of Supervisors also appropriated the County's share of the Workmen's Compensation Insurance ($63.00) with the request that "in the future they be contacted prior to official action being taken by the Board of Trustees of acceptance of such a program that would result in funds being expended by the County."

GOOD NEWS ON THE 7-DAY BOOKS

The reception of this new plan has been surprisingly pleasant: "You should have done it long ago" was one early comment. While I was tending the McIntire Library circulation desk during the Staff Organization meeting, I asked several people for comments; they were all favorable. One lady volunteered the statement "I want to commend you on this 7-day plan. It will help us to get the books faster." It's always nice to have done something right.
The President, Mr. Stroh, called the meeting to order at 3:35 p.m. The Minutes of the September meeting were approved as stated. The Circulation Report was accepted without change. August and September Financial Reports were accepted without change. The June print-out had just arrived. The Report will be sent out to Board Members as soon as it is completed.

**ACTIONS TAKEN BY THE BOARD:**

1. Mr. Smith moved that funds be provided for the director and two (2) other persons to attend the Virginia Library Association Conference. Seconded by Mr. Bain, the motion was approved.

2. Mr. Weed moved that the director's recommendation for Christmas holiday hours be approved. Seconded by Mrs. Sauer the motion was approved.

3. Mr. Smith moved that the director's recommendation to eliminate 7-day collection at the smaller branches be approved. Properly seconded the motion was approved.

4. Mr. Smith moved that a letter be sent to the University League that the Board will explore with them and the architect the proposal of a Children's Museum. Seconded by Mr. Bain the motion was approved.

5. Mr. Bain moved that Mr. Devan's memorandum of October 10, 1977 (Summary of the Joint Committee on the Post Office Building) be accepted as written. (A copy is on file in the Official Minutes Record). Properly seconded the motion was approved.
NEW BUSINESS

The University League presented a program, including a slide presentation, on Children's Museums. The League is asking the Board's consideration of incorporating a museum of this type into space that might be available with the purchase of a new library building. They would like to do the children's room in the new library building in addition to having extra space to run a museum, possibly in the McIntire building. The Board Members expressed enthusiasm for the idea and philosophy of a children's museum but, at the same time, felt that a commitment at this time is premature. There are many factors to be considered, such as space needs of the library itself, plus what "extras" if any, can be incorporated. The League was asked to present some idea of their space needs and the type of commitment they are willing to make. This will be taken into consideration by the Board.

Appropriation shortfalls policy will be discussed at the next Board meeting.

COMMITTEE REPORTS

Personnel Committee - Mr. Bain reported that there is a scheduled meeting coming up concerning job descriptions and upgrading certain positions. Recommendations will be made to the Budget Committee.

Building Committee - Mr. Stroh referred to the October 10 memorandum by Mr. Devan. An architect will be appointed by the end of November. Sale of the Vinegar Hill property was discussed. A list of donors for the new building was requested so that they may be contacted regarding disposition of their pledges.

Budget Committee - Meeting scheduled next week, 1978-79 budget.

ANNOUNCEMENTS:

A staff organization is in the process of being organized. The staff will vote on the by-laws and constitution shortly.

Dolores Sperelakis, Recording Secretary
MEMORANDUM

October 10, 1977

TO: Robert Stroh, President
    Board of Trustees
    Jefferson Madison Regional Library

FROM: Christopher B. Devan, Director

In the absence of a designated recorder, this is a summary of the action taken by the Joint Committee on the Post Office Building at a meeting held on October 7, 1977 at 1:00 p.m. in Mr. Agnor's office.

Present: Mayor Nancy O'Brien, Mrs. Kay Hallock
    Messrs. Gerald Fisher, Cole Hendrix, Guy Agnor,
    Robert Stroh, Lloyd Smith, Ray Williams and
    Chris Devan.

Mr. Agnor announced that the Postal Service had returned the signed Option Agreement, in effect completing negotiations for the acquisition of the Post Office Building for the Library.

The Committee agreed that The City of Charlottesville and Albemarle County, as "Owners" will purchase the building and finance all costs of renovations and remodelling.

It was agreed that the Library will rent the building from the Owners and will apportion the rent among the jurisdictions served by the Library in the annual assessment for library services, the rental charges to be based on the proportion of each jurisdiction's use of the building for administrative and other purposes. Because of this, it was agreed that Nelson, Louisa, and Greene Counties would not be asked for any capital funds.

The Committee agreed that the money paid for Vinegar Hill site would be refunded to the donors as soon as possible following the resale of this site. It was noted that this might take several years.

The Committee agreed that, recognizing that Charlottesville
and Albemarle Counties having cooperated effectively in capital developments in the past, these two jurisdictions would be responsible for the signing of all contracts, the securing of all bids making all payments and handling of all other financial matters including the on-going inspections required of the work as it progresses.

The Committee agreed that the Library would have the responsibility for dealing with the architect in all functional matters subject to the appropriate budgetary controls.

It was agreed that the cost figures should be established ahead of time to include all furnishings and equipment for two years operation so that when the final dollar figure is established it should not need to be added to.

It was agreed that, as yet, there is no demonstrated need for the Red Cross building and that no action need be taken on this at the present time.

It was agreed that the library would proceed to secure written agreement from the donors of major sums towards the Library Building Fund that their gifts may be used for the renovation project. Lloyd Smith was asked to pursue this as diligently as possible.

The Committee agreed that Mayor Nancy O'Brien would serve as Chairperson for the Committee to select an Architect with the following members of this committee:

Gerald Fisher
Guy Agnor
Cole Hendrix
Harvey Bailey
John Greene
Robert Stroh
Kay Hallock
Mr. Stroh requested that Lloyd Smith and Chris Devan attend the meetings for the selection of the architect.

The plans for developing the Post Office will be announced in local advertisements and also in the Dodge Reports, with Guy Agnor's office being designated as the address for receipt of requests for consideration by architects. It was agreed that the deadline for such requests should be November 15 with the first meeting of the Selection committee to be on November 17 at p.m.

It was further agreed that the President of the Library Board would advise Nelson, Louisa and Greene Counties of the actions of this committee and would seek their concurrence in the decisions, noting that ratification of these decisions is also required from the Library Board and from the City Council and the Albemarle County Board of Supervisors.

After the meeting, Devan worked out the following illustrative figures, based on the cost of purchasing the building for $250,000, and assuming the costs for remodelling and furnishing to be $1,500,000 interest free, to be amortized over a 30 year period.

<table>
<thead>
<tr>
<th>Area in Building</th>
<th>Annual Rental</th>
<th>Ch'ville</th>
<th>Albe</th>
<th>Louisa</th>
<th>Nelson</th>
<th>Greene</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>20%</td>
<td>11,667</td>
<td>4,363</td>
<td>5,718</td>
<td>712</td>
<td>502</td>
</tr>
<tr>
<td>Bkmobile</td>
<td>5%</td>
<td>2,917</td>
<td>483</td>
<td>1,459</td>
<td>416</td>
<td>426</td>
</tr>
<tr>
<td>Main Lib</td>
<td>75%</td>
<td>43,750</td>
<td>21,438</td>
<td>20,563</td>
<td>700</td>
<td>656</td>
</tr>
<tr>
<td>Total</td>
<td>58,334</td>
<td>26,284</td>
<td>27,809</td>
<td>1,828</td>
<td>1,584</td>
<td>831</td>
</tr>
</tbody>
</table>

Note: The above figures are illustrative only. Since they are based on annual proportions of use, there would be a slight shift each year.
JEFFERSON MADISON REGIONAL LIBRARY

Director's Report
October 20, 1977

The big news of the month is that the Postal Service has definitely agreed to sell the Post Office building to Albemarle County and Charlottesville for use as a library. The Memorandum which follows this report has been distributed to all of the Joint Committee members and to the Chairmen of the Boards of Supervisors of Louisa, Nelson, and Greene Counties. It will be the subject of the Building Committee Report on the Agenda.

MINUTES

The Minutes are following a "stripped down" format in an effort to save paper and postage and to eliminate a lot of excess verbiage. Dolores Sperelakis wants it made clear that this was devised by the Director, who will appreciate comments from the Board.

PERSONNEL MANUAL

The Manual as approved has been re-arranged with numbered paragraphs for easier reference and amendment. It will be published as soon as it can be retyped.

LARGE PRINT BOOK CATALOG

A new edition of the Large Print Book Catalog has been printed and is being distributed.

MEMORIAL GIFT REGISTER

The Michie Company has donated the pages for a Memorial Gift Register in which all Memorial donations to the Library will be recorded. It is expected that past gifts will be entered in the book as well as future presentations.

VIRGINIA LIBRARY ASSOCIATION CONFERENCE

The Virginia Library Association will have its annual meeting at The Homestead on November 17-19. I feel that it is important that I attend and also that two other staff members attend. Costs are estimated at $175 per person including travel, hotel and registration fees. This is an appropriate use for Federal Funds and some travel money has been budgeted for this purpose.

PETTY CASH CHECKING ACCOUNT

This account, authorized last month, has been opened at the Fidelity American Bank with myself, Phil Williams and Dolores Sperelakis as authorized signers.
WORKMEN'S COMPENSATION

Coverage has been applied for and will become effective shortly, in accordance with the directives of the last meeting.

MORE ON 7-DAY BOOKS

There has been a good deal of consternation on the part of the smaller branches as a result of the decision to have a 7-day collection. It has been pointed out that many library users do not visit their county seats every week and this would create a major hardship on these people who live, frequently, at some distance from the library. Therefore, after consultation with the staff concerned, we are recommending that in some branches a "2-week, no renewal" program be substituted for the 7-day collection.

RENTAL COLLECTIONS

Mrs. Hallock reports that "Recording for the Blind" operated a rental library near The Corner staffed by volunteers. They found it was too expensive and not worth it and gave it up after a couple of years.

CHRISTMAS AND NEW YEAR'S HOURS OF SERVICE

Since these holidays fall on Sunday this year, the Library will be closed on both Sunday and Monday. It is traditional that the staff receive a half-day "Christmas Present" prior to each of these days. We can expect that no business will be done in the library on the Saturday afternoon before Christmas Eve and, therefore, I believe we should close at 1:00 p.m. on that day. On New Year's weekend the larger libraries will close anyway at 5:00 p.m. (Saturday) and I do not believe that this should be altered.

FINANCIAL REPORTS

The Board should have received the August Financial Statement and will receive the September Statement with this mailing. The September Statement was quite prompt and more accurate than any previous statement. Things are, indeed, getting better. At the same time, we are still waiting for the final June Statement which is necessary in order to do our budget preparation for the coming year and also to arrange for refunds to the jurisdictions. This June statement will also be vital in the reassessment of the current year's operating budget. I hope that there will be news of this at the October board meeting.

COMMITTEES

Both the Budget and Personnel Committees have met and discussed portions of their respective charges but have been hampered by the absence of concrete information from the Finance Director's Office.

Respectfully submitted,

Christopher B. Devan
Director
MINUTES OF THE SEPTEMBER 27, 1977 MEETING OF
THE JEFFERSON MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

PRESENT:
Lloyd T. Smith, President
Edward H. Bain, Secretary
Mrs. Zirkle Blakey
Mrs. Lelia Brown
James E. Craig
Mrs. Harold H. Hallock
Mrs. Floyd E. Johnson
Mrs. Raymond L. Sauer
Robert W. Stroh
Mrs. Thomas Thompson

ABSENT:
A. C. Weed

ALSO PRESENT:
Christopher B. Devan, Library Director
Dolores Sperelakis, Director's Secretary
Dr. & Mrs. Edmund Berkeley
Karen Aprill, Staff
Anne Boes, Staff

The President, Mr. Smith, called the meeting to order at 3:40 p.m. The Minutes of the August meeting were approved as stated. The Circulation Report was accepted without change. No financial report was available this month. June's report will be forwarded to Board Members upon receipt of the report.

ACTIONS TAKEN BY THE BOARD

(1) Mr. Bain moved that a 7-day collection be established for new books with the regulations to be determined administratively. Properly seconded the motion was approved.

(2) Mr. Bain moved that borrowing privileges be extended to all owners of property within the region, as evidenced by tax receipts, regardless of their place of residence. Properly seconded the motion was approved.

(3) Mrs. Blakey moved that the revised Personnel Policy Procedures compiled by the Personnel Committee be adopted and published. Properly seconded the motion was approved.

(4) Mr. Bain moved that the Library purchase Workman's Compensation Insurance and notify the jurisdictions accordingly. Properly seconded the motion was approved.

(5) Mr. Bain moved that the Library stay with self insurance regarding Unemployment Compensation until further legal counsel is secured. Properly seconded the motion was approved.

(6) Mr. Stroh moved that a petty cash checking account, not to exceed $100, be opened with a report of use to be included in the financial report. Properly seconded the motion was approved.
UNFINISHED BUSINESS

Whereas the 7-day collection will be instituted, the Board recommended that further investigation be conducted concerning rental systems in other libraries.

ANNOUNCEMENTS

Gifts from the Friends of the Library include a portable booth to be used by the Library for exhibitions, displays, etc; a paperback collection to be provided for the Pediatric Clinics at local hospitals; $250 for new drapes at Nelson County Library, and a fund for small purchases at the discretion of the President of the Friends.

The Library donated to Western Albemarle High School some bound periodicals which have been replaced by microfilm and provided book collections for migrant workers' camps in Albemarle County. No other counties are hosting migrant workers this year.

Mr. Devan reported conversation with Father Naro of Holy Comforter Church about the lease on the Annex which is due to expire in February. This lease could be extended on a month-to-month basis for a short time.

Mr. Devan reported that the Grant Request for the Joint Security Complex had been given an unfavorable recommendation and, therefore, is considered to be a dead issue.

NEW BUSINESS

Mr. Smith indicated the University League was interested in opening a Children's Museum and would like to approach the Library for space. Xerox copies of articles concerning children's museums will be mailed to the Board so it can be discussed at the October meeting.

COMMITTEE REPORTS

Budget Committee - No report.

Building Committee - No report.

Personnel Committee - Mr. Bain reported on the meeting held with the staff members and the Committee. Of prime concern to the staff is a cost of living increase for this year. Staff members will be attending board meetings and better communication is a prime objective. The Committee is studying salary scales and job descriptions in comparison to other localities and libraries in the state.

ELECTION OF OFFICERS

The Nominating Committee presented the following slate:

Robert W. Stroh, president
A. C. Weed, vice president
Edward H. Bain, secretary
ELECTION OF OFFICERS (Con't)

Mrs. Hallock moved that this slate as proposed be elected. Properly seconded the motion was approved.

Mr. Stroh, the incoming President, then identified each working committee and made committee appointments as indicated on the attached list.

Mr. Bain moved the meeting be adjourned at 5:30 p.m.

Dolores Sperelakis, Recording Secretary
Standing Committees

Budget Committee
Al Weed, Chairman
Mike Thompson
Kay Hallock
Lelia Brown

Personnel Committee
Ed Bain, Chairman
Marge Sauer
Jean Blakey

Program & Objectives
Jim Craig, Chairman
Anne Johnson
Lloyd Smith

Ad hoc Committees

Building Committee
Kay Hallock, Chairman
Lloyd Smith
Bob Stroh

Fund Raising Committee
Ed Bain, Chairman
Lloyd Smith
Kay Hallock

Original Charge to Program and Objectives Committee

This committee, acting in cooperation with the Library Director will establish goals for the regional library with particular emphasis as to how these goals relate to the new central library facility. Following the establishment of goals, the committee will list the objectives necessary to obtain these goals.

Particular items to be considered would be: the best type of operational program for the library; how the library can more effectively act as a community resource, and the role the library might perform in coordinating information resources between itself, the public schools, the community college and other educational institutions within the area.

1977-1978 Assignments

Book selection policy statement
Long range plan for State Library
PROJECTION EQUIPMENT

The City Council has expressed an interest in the library's purchasing a projector for use with Captioned Films for the Deaf. The Library already has a projector for loan purposes and this has been made available to a group registered for these films. In view of the other organizations working with these films, there seems to be no reason for the Library to attempt to provide showings of Captioned Films at this time.

WORKMEN'S COMPENSATION

Heretofore, the library has been presumed to be covered by Charlottesville's self-insurance program of Workmen's Compensation. This, in effect, makes the Library responsible for all claims. We have been lucky, having had only one claim in recent times. As Employers, the library is responsible for salary coverage and for medical expenses of an injured staff member. Small claims can be absorbed. A large claim could be a disaster. The annual premium would be approximately $1,100 according to the Insurance Exchange. I recommend that insurance be provided through our regular carrier as determined by the Insurance Exchange.

UNEMPLOYMENT COMPENSATION

In the absence of a Supreme Court decision to the contrary, this library will become liable, on January 1, 1978, for Unemployment Insurance and will have to make financial provision accordingly. There are two options, one of which must be selected prior to October 1, 1977.

1) Payment of a payroll tax of 1% of payroll (up to $6,000 of any individual salary) which will cost an estimated $2,760 per year, or half of that for the balance of this fiscal year.

2) Non-profit organizations and instrumentalities of the State have the alternative of reimbursing the Unemployment Commission for all regular benefits and one half of the extended benefits paid which are attributable to service to the library of individuals who are eligible for Unemployment Compensation.

Since no budgetary provisions have been made for this, I recommend the adoption of the second alternative for the balance of the present fiscal year and until experience dictates a reconsideration of this policy.

ADDITIONAL BRANCH HOURS

Several requests have been made to increase the hours of service in the part-time branches. Earlier, the Board asked for recommendations based on the assumption that there would be a cash surplus to return to the jurisdictions which they, in turn, might be asked to make available for these extra hours.
ADDITIONAL BRANCH HOURS (Con't)

Recommended additional time:

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours per Week</th>
<th>Cost per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scottsville</td>
<td>3-1/2 hours per week</td>
<td>$540 per year</td>
</tr>
<tr>
<td>Crozet</td>
<td>3-1/2 hours per week</td>
<td>$540 per year</td>
</tr>
<tr>
<td>Louisa</td>
<td>3-1/2 hours per week</td>
<td>$540 per year</td>
</tr>
<tr>
<td>Greene</td>
<td>2 hours of closed door time</td>
<td>$445 per year</td>
</tr>
</tbody>
</table>

As yet, there is no firm figure for a cash surplus. It would be premature to act on these requests now.

OUT OF AREA CARDS

Out of 57 out-of-area cards issued, 42 are from Fluvanna County and the balance from Orange, Culpepper, Cumberland, Buckingham Counties (none from the Shenandoah Valley). Twenty two of these cards were issued in Scottsville; most of the remainder from McIntire.

At $12.50 per card, Scottsville's receipts were $275 and costs (unit cost of 60¢ per circulation) were $3,257 while McIntire's receipts were $438 and costs (unit cost of 85¢) were $4,122.

Viewed in this light, the out-of-area cards cost the library a good deal. Most of these costs are "overhead" type costs which would not be reduced a bit by eliminating the out-of-area cards. On the other hand, every person in Fluvanna County who pays $12.50 per year would like to see Fluvanna join the region; every person who was cut off from this would resent this kind of action. Most of the out-of-area user from McIntire Library actually work in the Charlottesville area. It would be unwise to bar them from the library.

Total out-of-area circulation:

<table>
<thead>
<tr>
<th>Year</th>
<th>Circulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1973-4</td>
<td>11,485</td>
</tr>
<tr>
<td>1974-5</td>
<td>12,733</td>
</tr>
<tr>
<td>1975-6</td>
<td>11,242</td>
</tr>
<tr>
<td>1976-7</td>
<td>10,563</td>
</tr>
</tbody>
</table>

MORE ON OUT-OF-AREA CARDS

There is a tradition, unsupported by the Minutes, that in the 1960's the Board determined that non-residents who own property within the Region are not eligible for free Library service, and the staff has been abiding by this tradition. The question recurs with increasing frequency as Lake Anna and Wintergreen (among others) become filled with "second homes", although it is not restricted to this kind of situation. There is no way of knowing the number of potential borrowers involved.
MORE ON OUT-OF-AREA CARDS (Con't)

"Residence" is usually a criterion for free library service but it cannot be denied that tax-payers support the library. Therefore, I recommend that this policy be altered to provide free library service to property owners but not tenants within the Region who are non-Residents. The Board should specifically authorize the staff to request proof of ownership (tax receipts) if there is any question.

SAFE DEPOSIT BOX

A safe deposit box has been secured at Fidelity American Bank and the micro-film shelf-list has been placed in it. There is little room for anything else but other items may from time to time be added. Access to the box is limited, at present to: The President of the Board of Trustees, myself, and Phil Williams, Coordinator of Adult Services. The box will cost $8.50 per year.

FEDERAL SURPLUS PROPERTY ELIGIBILITY

In order to guarantee our eligibility to acquire and use Federal Surplus Property, it is necessary to re-affirm our compliance with several non-discrimination laws and regulations of the Federal Government, specifically with regard to race, color, national origin, sex or handicap. The prescribed form of this assurance will be available at the September meeting.

RENTAL AND 7-DAY COLLECTIONS

The Department Heads were unanimous in recommending the rejection of a Rental Collection. Their reasons, not in order of importance are:

1. It would discriminate against those who cannot afford to pay rental charges and would be unfairly competitive with possible commercial book rentals.
2. It is contrary to the concept of a "free" public library, and could undermine our position as a service agency of government and also our standing with the public.
3. It would be costly to manage.
4. It would antagonize a significant number of people.
5. As additional revenue, it could, by some of our parent-jurisdictions, be considered grounds for reducing local appropriations and would, therefore, yield no extra funds for books which is presumably the intent.

The Department Heads, recognizing the problem of rising book costs and the need to use our book resources wisely, recommended that a 7-day collection be established on a trial basis, the collection to consist of all new adult fiction and all McNaughton books. It was felt that this can be managed with no significant extra work after the initial change to a 7-day
RENTAL AND 7-DAY COLLECTIONS (Con't)

collection and that there would be little adverse reaction on the part of the public. There appears to be a significant potential for greater turnover of new books. The mechanics offer no problems but have yet to be worked out.

The Regulations affecting the public would be:

1. Branches would not borrow copies of books they own.
2. No renewal of a 7-day book.
3. No 7-day collection on bookmobiles.
4. No alteration in fine structure.
5. A limit may be imposed on the number of 7-day books to be taken at one time.
6. Books would be 7-day books for 6 months but this period may be extended.
7. Other high-demand books may be made 7-day from time to time.

BACK TO SCHOOL DAY AND OTHER LIBRARY EVENTS

On "Back to School Day" the McIntire Children's Room shared the Mall with a number of goats and a large number of children who gathered to see goats milked and hear stories told by the Library staff.

The Friends of the Library have given us a "portable booth" (still under construction) which will make its first appearance in Lee Park for the Court House Days Craft Fair, exhibiting library books on crafts and literature about the library. The Booth will then be available for use at County Day exhibits, other Mall events and even activities within the library.

Respectfully submitted,

Christopher B. Devan
Director

P.S. Please see the following page for a special report.

Nickels Fund Is Established

Former Lane High School faculty members and alumni of the school have established a fund in memory of the late William I. Nickels Jr., retired Lane High principal who died Aug. 25.

The fund will be used to buy science books for the Jefferson-Madison Regional Library, according to one of the fund's organizers.

"His teachers remember him as a man with that rare ability to inspire loyalty and dedication and to create a close-knit family atmosphere among them," said Sylvia Horwitz, a retired English teacher.

"The alumni remember him as a fair-minded and deeply interested educator, friend and counselor," she said. "His interest was felt not only at Lane, but also in the community, for he took an active part in civic affairs and in his church. Because of his total dedication to the education of the youth of Charlottesville and because of his profound influence on the lives of those whom he taught and supervised, the former faculty members and alumni are establishing a fund in his memory," Miss Horwitz said.

Persons wishing to contribute to the book fund may send their donations to The William I. Nickels Jr. Memorial Fund, care of Hovey S. Dabney, P.O. Box 711, Charlottesville, Va., 22901.
SUMMER IN THE GORDON AVENUE CHILDREN'S ROOM - by Anne Boes

Storyhours

Five storyhour sessions were held once a week. Four of these were restricted of 3-5 year olds, with a total enrollment of 80 children. In addition the regular Saturday Storyhour was held each week at 10:30 a.m.

Craft Workshop

An eight-week craft workshop was held for 6-8 year olds. Projects such as printmaking and construction of dioramas which encourage creativity were emphasized. Enrollment was limited to 15.

Puppet Workshop and Shows

The Puppet Workshop was limited to 15 children, ages 9-12. Each child spent at least four hours a week (eight week session) in preparation for the annual puppet show. The children constructed their own puppets, wrote the scripts and made the scenery used in the shows. Show Day was Saturday, August 20, with three one act plays being presented at 11:00 a.m. and again at 1:00 p.m. Public response was good and the Children's Room was full for both showings.

Monday Films

The Monday Films for young children continued through the summer, with bi-weekly showings at 10:00 a.m., 11:00 a.m. and 1:00 p.m. Attendance varied (the 10:00 showing being the most heavily attended) but there were generally between 100 and 150 viewers present per film day.

Summer Reading

94 children participated in the Summer Reading Program, recording 1140 books read. A party honoring the participants was held August 21 at the conclusion of program.

Conclusions and Recommendations

The demand for programming far exceeds our capacity. For example there were 3-1/2 times the requests for Craft Workshop than available spaces. The time necessary for planning and carrying out summer programming taxes the existing staff.

Therefore careful planning of time and staff allocations is necessary in the coming months before announcement of next summer's schedule.

The following alternatives are suggested for next summer:

1) cut back on programming despite public need for such programs.

2) maintain present level of programming with additional staff to compensate for heavy use caused by programming and staff time necessary to implement programs.

3) increase programming to meet demand with additional staff to help carry workload.

Budget

There is a crucial need for an item in the Annual Budget to cover summer programming supplies. The amount available at present from the Friends Fund (known as the Craft Fund) is inadequate to finance the projects. The Summer Programs are a vital part of our library effort and must be adequately financed in order to be effective.
WHEREAS: For more than nine years, Mrs. EVELYN H. GARTH has served the Board of Trustees of this Library as Secretary and confidante with skill and calm; and

WHEREAS: During this period, she has provided strong continuity between four Directors and through three interim periods; and

WHEREAS: During this period, she has commanded the affection and respect of both the Staff and the Trustees with whom she has worked; and

WHEREAS: She has now decided to join her husband in retirement;

NOW, THEREFORE: We, the Board of Trustees of the Jefferson Madison Regional Library, hereby record our appreciation for her services in the past and our best wishes for the future for herself and her husband.

[Signatures]
MINUTES OF THE AUGUST 23, 1977 MEETING OF
THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present: Lloyd T. Smith, Jr., President
Edward H. Bain, Secretary
Mrs. Zirkle Blakey
Mrs. Lelia Brown
James E. Craig
Mrs. Harold H. Hallock
Mrs. Floyd E. Johnson
Mrs. Raymond L. Sauer
Robert W. Stroh
Mrs. Thomas Thompson
A. C. Weed

Also present: Christopher B. Devan, Library Director
Evelyn Garth, director's secretary
Dolores Sperelakis, director's secretary
Dr. and Mrs. Edmund Berkeley

The President called the meeting to order at 3:35 p.m. and
asked for corrections or additions to the Minutes of the previous
meeting which had been mailed earlier to the Board of Trustees.

MINUTES OF JULY MEETING

Correction noted on previous Minutes of meeting dated July 19,
1977 by Mrs. Thompson. Page 3, should read: "It was moved by
Mrs. Johnson (not Mrs. Thompson) and seconded by Mrs. Blakey that
the Gordon Avenue Branch be closed on Sundays which precede a Legal
Holiday which falls on a Monday and on which the Library is closed."
Correction made. Motion for correction was made, seconded by Mr. Stroh.

NEW BUSINESS

Mr. Smith departed from the regular procedure and agenda and
invited Dr. and Mrs. E. Berkeley to address the Board regarding a
memorandum (filed with official Minutes) which they had sent to the
Board earlier.

Dr. Berkeley indicated his comments would be short and to the
point. His main concern was that the taxpayers' money should not
be spent unwisely. His three main points: (1) new books on a
7 day issue basis (to accommodate demand); (2) to order more new
books; (3) inadequate communication between Gordon Avenue Branch
and the Main Library concerning the exchange of books.

Following discussion, Mr. Devan was instructed to secure a
staff report on procedures and recommendations for policy for the
first two items to be reported at the next meeting. Dr. Berkeley
withdrew the third point. Additional discussion of other items
resulted in no action. Dr. and Mrs. Berkeley left the meeting.
FINANCE COMMITTEE

Mr. Stroh reported on the Budget Committee's meeting with the Albemarle County Board of Supervisors regarding the use of Federal and State Aid funds.

PERSONNEL COMMITTEE

Mr. Bain, Chairman of the Personnel Committee, reported that the committee had met and discussed the Library's personnel policy and procedures. The Committee will need two weeks before it can bring anything back to the Board for action, except for the Director's salary.

A petition signed by a number of staff members that had been mailed to the Board of Trustees was discussed. The decision was to accept the petition in good faith and have the Personnel Committee discuss it with the staff.

Mr. Bain felt that the Personnel Committee and Mr. Devan should meet with the library personnel to inform them of why this has happened and to certainly answer any questions they might have to clear up any misunderstanding. The good will and understanding of the employees was important. Mrs. Brown questioned the amount of full vs. part time people signing the memorandum. Most of them are full time and depend on their salaries for their living according to Mr. Devan.

Mr. Smith will write a letter to Mr. Devan and staff and a meeting will be set up to meet with the staff.

UNFINISHED BUSINESS

Article II of the By-Laws: Mr. Bain moved that the revision in the By-Laws as reflected in the Minutes be approved. Mrs. Blakey seconded the motion and it passed.

Paragraph 2 of Article II of the By-Laws: Mr. Bain moved that the revision in the By-Laws as reflected in the Minutes be approved. Mrs. Blakey seconded the motion and it passed.

NEW BUSINESS (continued)

VLA - A Matter of Concern. The Board asked that the Director mail a copy of this paper to each member of the Board of Directors of the Friends of the Library.

Mr. Craig brought up a question about the copy machine. He had heard that the old machine was better than the new Xerox. No one else has heard of this. Xerox does seem to do the job.
Mr. Smith presented a Resolution honoring Mrs. Garth who will be leaving her position. (Resolution follows)

WHEREAS: For more than nine years, Mrs. EVELYN H. GARTH has served the Board of Trustees of this Library as Secretary and confidante with skill and calm; and

WHEREAS: During this period, she has provided strong continuity between four Directors and through three interim periods; and

WHEREAS: During this period, she has commanded the affection and respect of both the Staff and the Trustees with whom she has worked; and

WHEREAS: She has now decided to join her husband in retirement;

NOW THEREFORE: We, the Board of Trustees of the Jefferson Madison Regional Library, hereby record our appreciation for her services in the past and our best wishes for the future for herself and her husband.

/s/ Lloyd T. Smith, Jr.  /s/ Edward H. Bain, Jr.
President Secretary

Mrs. Johnson indicated that Scottsville's circulation had increased from 11,000 in 1961 to a current 31,000 in 1977. She requested that the librarian's hours be increased 3½ hours per week, approximate cost $600.00. Mr. Devan would look into this but did have to wait for budget figures. He has similar requests from Louisa and Greene Counties requesting more time also.

EXECUTIVE SESSION

On motion of Mr. Bain, seconded by Mr. Stroh, and passed, the Board went into Executive Session at 5:25 to consider matters related to Personnel. Following the Executive Session, the public meeting was reopened at 5:35. Mr. Stroh moved that the Personnel Committee's recommendation of a 5% merit increase for Mr. Devan be accepted, effective July 8, 1977. Mrs. Hallock seconded the motion and it passed.

On motion duly made and seconded the meeting adjourned at 5:40 p.m.

Evelyn Garth, Recording Secretary
LIBRARY BOARD MINUTES

CIRCULATION REPORT

The July Circulation Report was discussed and accepted with one correction—that of showing Gordon Avenue Branch, Albemarle County column total bracketed, showing a minus.

Mr. Devan was asked to prepare a report on the number of out-of-area borrowers and their use of the library, with emphasis on the cost of serving these card-holders.

FINANCIAL REPORTS

It was noted that the Final June Report has not yet been received by the Library and that the July Report had been received too late for analysis and reporting to the Board.

DIRECTOR'S REPORT

Mr. Devan introduced Mrs. Dolores Sperelakis, who will replace Mrs. Garth as Recording Secretary. Mrs. Brown, a new Trustee, was introduced at the time of her arrival.

Mr. Devan indicated that the Berkeley's concern with the library has taken a lot of staff time and effort because of its approach. He is more than willing to sit and talk with them to answer their questions and would rather they do that then approach it with different staff members and piecemeal.

Mr. Devan reported on the following items:

1. The lack of progress on securing a Federal Grant to enable the library to serve the Joint Security Complex;

2. that all of the jurisdictions have authorized the library to use the Federal and State Aid funds; and

3. that the post office building proposal has been re-written and has been sent to the Post Office Department.

SAFE DEPOSIT BOX

Mrs. Johnson moved that the library rent a safe deposit box at one of the banks and place the microfilmed shelf list there. Mrs. Hallock seconded the motion and it passed.

DISTRIBUTION OF TRUSTEE MATERIALS

Mr. Smith requested copies of Minutes, Financial, and Circulation Reports be sent to the City Council and Boards of Supervisors so that they can be well informed since they are the source of income.
MINUTES OF THE JULY 19, 1977 MEETING OF THE JEFFERSON-MADISON REGIONAL LIBRARY BOARD OF TRUSTEES

Present: Lloyd T. Smith, Jr., President
Edward H. Bain, Secretary
Mrs. Zirkle Blakey
Mrs. Harold H. Hallock
Mrs. Floyd E. Johnson
Mrs. Thomas Thompson

Absent: Mrs. Lelia Brown
James E. Craig
Mrs. Raymond L. Sauer
Robert W. Stroh
A. C. Weed

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

The regular meeting of the Library Board of Trustees was held at the Gordon Avenue Branch Library, Century Room, 1500 Gordon Avenue. A quorum was declared at 4:00 o'clock and Mr. Smith called the meeting to order.

Mrs. Floyd E. Johnson and Mrs. Thompson were welcomed and introduced to the Board by Mr. Smith. Mrs. Johnson filled the unexpired term of Mrs. Ned Brown, representing Albemarle County. Mrs. Thompson replaced Mrs. Thomas H. Jenkin's expired term, also representing Albemarle County.

The Minutes of the May meeting, which had been mailed earlier to the Board members, were approved. No meeting was held in June for lack of a quorum.

Circulation and Financial Reports

The circulation reports for May and June were accepted. The financial report for May was also accepted. There was no June financial report made up because (1) the library did not receive the print-out from the city in time, and (2) the one received was a preliminary one. A second one, more complete, is expected from the City, from which a final year-end report will be made and sent to the Board of Trustees.

Mr. Bain made a motion asking Lloyd Smith to call a meeting in August and amend the By-Laws to read that a meeting of the
Library Board of Trustees will be held once a month, rescinding in Article IV "except in August and December." Mrs. Hallock seconded the motion and it passed.

**Director's Report**

Mr. Devan expressed his delight in having a full Board again. He announced that Mrs. Garth had decided to join her husband in retirement.

There was a discussion of the status of the negotiations between the postal officials and Albemarle County Executive Guy Agnor and Charlottesville's City Manager Cole Hendrix for acquiring the post office building for the library.

Also discussed were: Virginia Library Association pushing for membership in its organization and an action taken by the Charlottesville City Council which would give the City employees an additional 2% salary increase. The library withdrew from the City's salary scale and therefore library employees will not receive the total cost-of-living increase of 4.5% given by the City to its employees. Mr. Devan pointed out that this is creating a serious staff morale problem, and asked that it be referred to the Personnel Committee.

Mr. Devan presented, on behalf of Mr. Stroh, Chairman of the Budget Committee a revised budget (attached to Minutes) for the use of Federal Funds ($17,227 less than was received last year) and a suggestion that the increase in the State Aid grant over that which was budgeted ($4,363) be allowed to remain in the existing budget, possibly generating a surplus at the end of the year since the total authorized expenditures would remain at $620,498. Mr. Devan stated that he had discussed this with Mr. Agnor who had asked for a revised budget and that Mr. Agnor indicated that this approach seemed reasonable.

There was some discussion of the possibility of using excess State grants for extending the hours of service in some of the smaller branches. Mr. Devan was instructed to determine which branches could effectively use increased hours of service.

Mr. Bain moved for approval of the supplementary Budget Revision. Mrs. Blakey seconded the motion and it passed.

**Medical Insurance**

Mr. Bain moved and Mrs. Hallock seconded a motion that the resolution set forth on the first page of the Director's Report is approved, ratified and confirmed. Motion passed.
It was moved by Mrs. Bain and seconded by Mrs. Blakey that the Gordon Avenue Branch be closed on Sundays which precede a Legal Holiday which falls on a Monday and on which the Library is closed.

Regarding the microfilming of the shelf list cards, Mrs. Johnson moved that the Director set in motion immediately the mechanics for having the shelf list microfilmed. Mrs. Blakey seconded the motion and it passed.

Mr. Bain moved and Mrs. Hallock seconded the motion that the By-Laws be amended as follows:

ARTICLE IV. BOARD MEETINGS

The Board shall meet regularly once a month on agreed-upon date, hour and place.

ARTICLE IV. (Paragraph 2 - new)

The Board may act without a meeting under the following circumstances utilizing the following procedures:

(a) The President, Vice President or Secretary of the Board shall make a determination that a matter requiring action by the Board is an emergency situation and delay in acting until the next regular meeting of the Board would be injurious to the Library.

(b) The officer making the foregoing determination shall instruct the Director to poll by telephone or correspondence each member of the Board and to obtain from each such member his or her view with respect to action to be taken.

(c) The Director must succeed in contacting 75 percent of the Board members.

(d) A majority of the Board members contacted must agree with respect to the proposed action.

(e) Any action proposed and so approved shall become an action of the Board; provided, however, the Director shall maintain a record of the vote taken for inclusion in the minutes of the next regular or special meeting of the Board of Trustees.

Amendments to the By-Laws of The Jefferson-Madison Regional Library
Proposed: - July 19, 1977, for
Approval: - August 23, 1977
LIBRARY BOARD OF TRUSTEES

MINUTES

July 19, 1977

Motion passed.

Mr. Smith appointed Mr. Bain Chairman of the Personnel Committee. Other members on the Personnel Committee are Mrs. Blakey and Mrs. Sauer.

At 5:10 p.m. Mr. Bain moved for adjournment. Mrs. Hallock seconded the motion and it passed.

Evelyn Garth, Recording Secretary

Attachment

Revised Supplementary Budget #1

July 11, 1977
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A RESOLUTION
EXPRESSING THE SENSE OF THE COUNCIL
WITH REGARD TO FINANCING THE COST OF
CAPITAL IMPROVEMENTS FOR THE
JEFFERSON-MADISON REGIONAL LIBRARY

WHEREAS, this Council has recognized for some time the pressing need to provide an improved central library facility for the Jefferson-Madison Regional Library; and

WHEREAS, the Regional Library Board has recommended the renovation and linkage of the existing central library and the building presently occupied by the downtown post office as the most economical and desirable method of providing such an improved facility, which recommendation the Council has concurred in by directing the City Manager to participate in negotiations to acquire the post office building; and

WHEREAS, the necessity for the Regional Library Board to take quick action on this project to safeguard commitments for private donations, and the difficulty of coordinating funding efforts in a multi-jurisdictional agency have made it advisable for the City to express certain intentions in regard to funding of the City's share of the library project; now, therefore,

BE IT RESOLVED by the Council of the City of Charlottesville that the Council hereby expresses a commitment to funding its share of the proposed central library project, estimated to be $900,000.00, as the City's first priority for capital expenditures; and

BE IT FURTHER RESOLVED that it is the present intention of the Council to finance such project through the issuance of general obligation bonds at an appropriate time and in an amount sufficient to fund the City's share thereof, such precise time and amount to be hereafter established by this Council; and

BE IT FURTHER RESOLVED that it is the sense of the Council that such bonds may appropriately be issued without resort to a public referendum, to the extent that this can be accomplished without increasing the present level of debt service payments, and in view of the need to protect commitments of private donations to the Regional Library Board; and

BE IT FURTHER RESOLVED, that the City Manager is authorized to proceed, in conjunction with the County Executive of Albemarle County to acquire the post office building from the federal government; and

BE IT FURTHER RESOLVED, that Council hereby agrees to the retention by the Regional Library Board of architectural and engineering services necessary for such project; provided that all aspects of the design, contracting and construction of such project shall be coordinated with and supervised by the administrative, engineering and legal staffs of the City and the County of Albemarle; and the City Manager is authorized to made appropriate arrangements with the Regional Library Board for the performance of such functions.
Adopted by the Council  
August 1, 1977

Copy Text:

[Signature]

Clerk
JEFFERSON-MADISON REGIONAL LIBRARY

Director's Report
August 23, 1977

FINANCIAL REPORTS

The Final 1976-77 Financial Report is not expected to be available before the end of August, and will therefore not be up for discussion at the August meeting. As soon as it is received and reviewed for accuracy, it will be forwarded to all Trustees.

DISTRIBUTION OF TRUSTEE MATERIALS

In order to maintain our position of credibility with the jurisdictions, it seems proper that all official actions of the Board should be placed on record for each of the jurisdictions. Therefore, with the Board's concurrence, I'm planning to send to the City Council and the Boards of Supervisors, one copy of the following material after the Board has accepted and approved them:

- Minutes of Board Meetings
- Financial Report
- Circulation Report

Each branch should also receive these documents for posting. Comments and suggestions from the Trustees as to this policy will be welcome.

LIBRARY SHELF LIST

The Shelf List has been microfilmed on ten rolls of 16-mm film by Workshop V. They did a splendid job at low cost and with great courtesy and cooperative intent. The film is presently stored in the Basement of the McIntire Library. I have approached the City Treasurer about placing it in his fire-proof vault.

STATE AND FEDERAL GRANTS

Agreements have been signed by all jurisdictions for the use of State and Federal grants and the orders which are already prepared for books to be purchased with these funds are ready to send out as soon as Richmond has acknowledged receipt of the signed agreements.
BUCKINGHAM COUNTY

I have been asked to meet with the Library Committee in Buckingham County to discuss bookmobile services and other forms of library service in an area comparable, they believe, to Nelson County. The first meeting will be held on August 19th. There may be follow-up meetings. This is really a missionary effort. Buckingham County cannot become a part of this region.

BY-LAWS AMENDMENTS

Please note in the Minutes, the text of the proposed changes in the By-Laws which will come up for final approval at the August meeting.

ATTACHMENTS

For all Trustees, I am attaching a copy of a Report of the Trustee Section of the Virginia Library Association, dated July 1977. This is an up-dated version of a similar report issued in July 1975 relating to the necessity for full funding of the authorized State Aid for public libraries. I hope that the Board, both individually and as a Board, will take some action on the recommendations of this report.

Also, for Trustees outside of Charlottesville (who have already received it) I am enclosing a copy of Virginia's "Freedom of Information Act" which, under its own provisions, must be placed in the hands of every Appointee to the Board.

POST OFFICE BUILDING

The recent article in the paper about the Post Office building has stimulated more inquiries about that building's use for a library. The most recent information I have is that agreement on the sale of the post office building is about 90% complete. Charlottesville has agreed to fund its share without a referendum on a bond issue.

BERKELEY MEMORANDUM

All Trustees have received a copy of the Memorandum from Dr. and Mrs. Edmund Berkeley dated August 12. Jim Craig has requested that this be placed on the Agenda for discussion at the August meeting, and that Dr. and Mrs. Berkeley be notified of this action. Lloyd Smith has written to Dr. and Mrs. Berkeley inviting them to the August meeting. I will be able to discuss some of the items raised at that time, but not all of them.
STAFF TURNOVER

Every now and then, there seems to be a large number of wholly unrelated staff changes, at the same time. This summer has been such a time.

- Dolores Sperelakis replacing Evelyn Garth, Administration
- Lynette Friesen replacing Mable Talley, Gordon Ave.
- Anne Boes replacing Elise Carter, Gordon Ave.
- Frieda Patrick replacing Gertrude Griffin, McIntire
- Lillian Sparks replacing Nancy Leachman, McIntire
- Lois Byrd replacing James Thomas, Extension
- Dorothy Maehler replacing Jo Shook, Louisa Branch
- Lillian Sparks replacing Lillian Sparks, Louisa Branch
- Mary Morris replacing Mary Morris, Greene Co. Branch

Some of these positions have not yet been filled. In addition, Mrs. Ragsdale at Crozet has indicated that she plans to retire in the fall.

Respectfully submitted,

Christopher B. Devan
Director
June's Regular Board Meeting Cancelled

No June Minutes to be approved in July, 1977
JEFFERSON-MADISON REGIONAL LIBRARY

Director's Report
July 19, 1977

FINANCIAL REPORTS

The June Financial Report will be available from City Hall before the Board meeting, but will not have been verified. The Finance Director's office informs me that a second June report (which is the year-end report) will be out towards the end of July. If the Board approves, we will wait until the second report is available before distributing the report to the Trustees.

BLUE CROSS/BLUE SHIELD

With seven "yes" votes, one "no" vote and two trustees unavailable to be polled, the following motion was accepted by telephone poll on June 27-8:

Resolved: That the Library should continue to offer to its full-time employees the subscriber's cost of either medical insurance plan selected by the individual staff member and that funds be set aside for this purpose in the operating accounts of the Library for the year 1977-78.

A confirmation of this action would be helpful. The staff was informed of the vote and no-one took the less expensive option.

POST OFFICE: OPTION TO PURCHASE

Negotiations have moved off dead-center, I understand, and an option to purchase may be secured before the Board meeting.

REFERENDUM POSSIBILITIES

In anticipation of the possibility of a referendum, I have been collecting some literature and making some outlines of the actions needed if a referendum is required on a Bond Issue. I will be pleased no end if this turns out to be a wasted effort. Probably we will know before the board meeting.

COMMITTEE APPOINTMENTS

A third member of the Personnel Committee needs to be appointed and a Chairman selected.
STATE AND FEDERAL FUNDS

We have been notified that the State and Federal Fund allocations for this year will be as follows:

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A new proposed use for the Federal funds is attached to this report. Bob Stroh urges that the increase in State funds be allowed to generate a surplus at the end of the year rather than be re-budgeted. It is expected that the surplus from the 1976-77 Fiscal Year will be larger than was anticipated. Both Nelson and Albemarle Counties have been asked to permit their surplus to be used to increase their appropriations to the amount we requested.

JOINT SECURITY COMPLEX SERVICE

There is nothing definite on our application to the Division of Justice and Crime Prevention for a Grant to continue this service, but a recent ruling that jails must provide legal services to inmates may very well cut the chances for the grant, according to Richard Kania at the Thomas Jefferson Planning District. For this reason, and because of a new State Library ruling, I have included in the proposed uses of our Federal funds, a sum to be a part of the salary of a new Extension Coordinator, increasing his time from two-thirds to full time.

GORDON AVENUE BRANCH - Sunday Hours

For those Legal Holidays on Monday, when the Library is closed, it seems desirable to close the Gordon Avenue Branch on the preceding Sunday. This applies only to Memorial Day and Labor Day. Board action will be required for this.

INSURANCE - Shelf List

The Shelf-list, which is the official file of the library's book holdings, is the most valuable and important record we keep. If it were lost in a fire, it would take an estimated year and one-third (68 weeks) to reconstruct it at a cost of $55,000. During this time, we would be helpless in cataloging new books, preventing duplication in purchasing and supplying requests. By having this filmed at Workshop V (the lowest of three estimates)
we can protect the information contained and have it in retrievable form for $8.00 per thousand cards or approximately $400. Insurance on $55,000 would cost $2.14 per thousand dollars or $118 per year. The higher cost of filming is amply justified, in my opinion, by the time saved in reproducing the shelf list from film (estimated at four weeks) compared to the 68 weeks for reconstruction. This is particularly urgent while the shelf list is housed in the high-risk Annex building. The film would be deposited somewhere for safekeeping, possibly in City Hall.

Respectfully submitted,

Christopher B. Devan
Director

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<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>Endowment Income</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Gifts</td>
<td>$2,700</td>
<td>$2,700</td>
<td>$2,700</td>
<td>$2,700</td>
<td>$2,700</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$718,722</td>
<td>$791,916</td>
<td>$795,916</td>
<td>$816,916</td>
<td>$805,916</td>
</tr>
</tbody>
</table>

**Proposed Revenues:**

Expendeditures among the lines indicated below: Experience of previous years suggests receipts and possible expenditures of previous years suggest that receipts and expenditures will be received in any amount of any particular purpose. These funds will be received in any amount or for any particular purpose as described in the budget request. There is no assurance that these categories of income are specific purpose funds. These categories of income are specific purpose funds. These categories of income are specific purpose funds. These categories of income are specific purpose funds.
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$36,713</td>
<td>$36,713</td>
<td>$40,433</td>
<td>$50,433</td>
<td>$50,433</td>
<td>$216,216</td>
</tr>
<tr>
<td>Canceled Loans</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$12,000</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>$32,713</td>
<td>$32,713</td>
<td>$38,433</td>
<td>$48,433</td>
<td>$48,433</td>
<td>$188,216</td>
</tr>
<tr>
<td>Trans. Services</td>
<td>$25,000</td>
<td>$25,000</td>
<td>$30,683</td>
<td>$35,784</td>
<td>$35,784</td>
<td>$115,184</td>
</tr>
<tr>
<td>Cons. Services</td>
<td>$4,560</td>
<td>$4,560</td>
<td>$5,713</td>
<td>$7,713</td>
<td>$7,713</td>
<td>$27,460</td>
</tr>
<tr>
<td>Approp.</td>
<td>$32,713</td>
<td>$32,713</td>
<td>$38,433</td>
<td>$48,433</td>
<td>$48,433</td>
<td>$188,216</td>
</tr>
</tbody>
</table>

Revised Supplementary Budget #1

Jefferson-Madison Regional Library
July 11, 1977
Budget Request 1977-1978
June 24, 1977

To: The Board of Trustees
Jefferson Madison Regional Library

From: Christopher B. Devan
Director

On Monday and Tuesday, I plan to call each of you to secure your vote for or against my recommendation on Blue Cross/Shield coverage for the staff. Please refer to the Director's Report which was mailed to you yesterday.

The library has had a precedent for a number of years, of paying the full-time employee's share of Blue Cross/Blue Shield insurance. Normally, this pattern would be followed without question. The matter is referred to the Board at the request of the Budget Committee Chairman simply because the 73% increase in cost will be $5,100 more than was planned in the budget.

It will be necessary for me to discuss your decision with the staff before July 8 in order to make the necessary adjustments to the payroll. Therefore, I am resorting to this method of securing your advice.

Bob feels that we should offer to the staff the "Subscriber only" amount regardless of which plan is selected by the individual employee. Therefore, I am submitting the following motion to be voted on by a telephone poll of the Board:

Resolved: That the Library should continue to offer to its full-time employees the subscriber's cost of either medical insurance plan selected by the individual staff member and that funds be set aside for this purpose in the operating accounts of the Library for the year 1977-78.

If you have any additional questions, I shall be glad to answer them when I call you.
From: Christopher B. Devan  
Director  

To: All Blue Cross/Blue Shield Subscribers on the Library Staff

June 27, 1977

The Library has been notified of a 73% increase in the cost of Blue Cross/Blue Shield insurance. While the Board has agreed to pick up the increased cost of the employee's policy, it is necessary to pass on to you, the staff, the increases in family coverage which you have been paying in the past.

The City, recognizing that this could result in premiums which are too costly for some employees, has offered an alternative policy which reduces, slightly, the cost to the subscriber but which also reduces, significantly, the coverage. This new plan, #6010, pays doctors on a set schedule for services rather than the "customary and usual" basis which Plan #7510 pays and which the library has been providing.

For example, in the case of an appendectomy for which the physician's fee is $330:

<table>
<thead>
<tr>
<th></th>
<th>Plan 7510</th>
<th>Plan 6010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Shield pays</td>
<td>$330</td>
<td>$194</td>
</tr>
<tr>
<td>Subscriber pays</td>
<td>-0-</td>
<td>136</td>
</tr>
</tbody>
</table>

The costs of these plans are:

<table>
<thead>
<tr>
<th></th>
<th>Library pays</th>
<th>Library pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee &amp; one minor</td>
<td>Subscriber pays</td>
<td>Subscriber pays</td>
</tr>
<tr>
<td></td>
<td>+$16.98</td>
<td>+$15.72</td>
</tr>
<tr>
<td>Employee &amp; family</td>
<td></td>
<td>+$34.80</td>
</tr>
</tbody>
</table>

Each staff member should tell me by July 5 if he desires to make any change. Unless I hear from you, the Plan 7510 will be continued and the deductions made accordingly.
The City of Charlottesville's employee fringe benefit package includes a medical insurance plan provided through Blue Cross/Blue Shield. All full time employees are eligible to participate. This plan covers most emergency room care, cost of operations, major hospital expenses, and other major medical expenses. The City pays the entire cost of the employees personal insurance premium. If a family plan is desired, a payroll deduction will be made for the additional coverage at the employee's expense.

In the Spring of each year representatives of Blue Cross/Blue Shield review the experience record of City employees covered in the plan and present a proposed rate structure for the following year. In past years the City has experienced relatively minor increases or decreases in the rate structure. At times the City has elected to increase coverage rather than reduce rates and now has what it considers to be a good medical insurance program under Blue Cross/Blue Shield's 7510 option.

In the Spring of 1976 Blue Cross/Blue Shield proposed a 10% rate increase immediately or one split between the next two fiscal years. The City elected to absorb the 10% increase in F/Y 1977. Sufficient funds were made available in the F/Y 1978 fringe benefits budget which will cover an increase.

On May 12th Blue Cross/Blue Shield representatives presented the City with the following proposed rates for F/Y 1978:

<table>
<thead>
<tr>
<th>Plan Description</th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subscriber Only</td>
<td>$19.98</td>
<td>$33.26</td>
</tr>
<tr>
<td>Subscriber &amp; One Minor</td>
<td>29.94</td>
<td>49.80</td>
</tr>
<tr>
<td>Subscriber &amp; Family</td>
<td>50.38</td>
<td>79.86</td>
</tr>
</tbody>
</table>
Discussions with Blue Cross/Blue Shield show that the increase is based on a substantial increase in claims for the current fiscal year:

<table>
<thead>
<tr>
<th>YEAR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projection Fiscal 1977</td>
<td>$288,000</td>
</tr>
<tr>
<td>Adjusted Projection Fiscal 1977</td>
<td>337,000</td>
</tr>
<tr>
<td>Projection Fiscal 1978</td>
<td>406,000</td>
</tr>
</tbody>
</table>

It is important to understand that we are not really buying insurance through Blue Cross/Blue Shield. We are merely paying them to administer an insurance program. We are in reality self-insured and must pay Blue Cross/Blue Shield based on experience.

NEGOTIATIONS

We have discussed a number of alternatives with Blue Cross/Blue Shield and our insurance consultant including:

1. Bidding the insurance program in hopes of attracting another firm offering lower rates.
2. Negotiating the Blue Cross/Blue Shield rates downward,
3. Lowering the benefits offered under the plan, and
4. Adding a deductible clause.

It is our feeling that a bid effort will not be successful and a deductible clause will not be effective. We have discussed possible rate reductions and alternative benefit packages under Blue Cross/Blue Shield. The final offer from Blue Cross/Blue Shield would provide the following rates:

<table>
<thead>
<tr>
<th>Plan</th>
<th>7510 PLAN</th>
<th>6010 PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subscriber Only</td>
<td>$34.16</td>
<td>$31.66</td>
</tr>
<tr>
<td>Subscriber &amp; One Minor</td>
<td>51.14</td>
<td>47.38</td>
</tr>
<tr>
<td>Subscriber &amp; Family</td>
<td>72.44</td>
<td>66.46</td>
</tr>
</tbody>
</table>
The new proposal includes a transfer of some costs from the Subscriber and Family rates to the Subscriber Only. We requested that Blue Cross/Blue Shield make this adjustment so that we could lower the impact on employees who use the family option (50% of group members).

If the City continues its policy of paying the entire Subscriber Only share, individual employees would pay the following amounts monthly:

<table>
<thead>
<tr>
<th></th>
<th>CURRENT</th>
<th>7510 PLAN</th>
<th>6010 PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subscriber Only</td>
<td>$ 0</td>
<td>$ 0</td>
<td>$ 0</td>
</tr>
<tr>
<td>Subscriber &amp; One Minor</td>
<td>9.96</td>
<td>16.98</td>
<td>13.22</td>
</tr>
<tr>
<td>Subscriber &amp; Family</td>
<td>30.40</td>
<td>38.28</td>
<td>32.30</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>PHYSICIAN PLAN</th>
<th>BILL</th>
<th>COST TO EMPLOYEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>7510</td>
<td>$330</td>
<td>$ 0</td>
</tr>
<tr>
<td>6010</td>
<td>330</td>
<td>136</td>
</tr>
</tbody>
</table>

**CITY'S COST**

The City's share of the medical insurance costs for the General Fund would change as follows:

<table>
<thead>
<tr>
<th>YEAR</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>F/Y 1977</td>
<td>$110,000</td>
</tr>
<tr>
<td>F/Y 1978</td>
<td>203,000</td>
</tr>
<tr>
<td>Increase</td>
<td>$ 93,000</td>
</tr>
</tbody>
</table>

Additional costs will be incurred in other funds such as the funds for Utility, Transit, and Social Services. Since appropriations for these funds are based in part on user fees and non-local revenues, it is possible that no additional appropriations will be necessary. Most funds should have enough money to absorb this relatively small part of their budget.
No additional appropriations will be needed in the General Fund. There are sufficient funds to absorb $13,000 of the increase in this year's fringe benefits account and the remaining $80,000 is available in the funds set aside in the F/Y 1978 budget.

**ALTERNATIVES**

The City has the following options:

1. Bid the medical insurance and hope for lower rates.
2. Accept the Blue Cross/Blue Shield proposal and:
   a) absorb the entire cost increase through the fringe benefits account (additional appropriation required - $40,000)
   b) absorb the individual subscriber cost increase and pass on part of the cost increase to employees with option to reduce benefits
   c) let the employees absorb the entire cost increase.

**CONCLUSIONS**

We must make a decision on medical insurance immediately. Blue Cross/Blue Shield has already extended our deadline one month and a number of administrative matters must be handled before the first payroll deduction required on July 8th.

If the employees had to absorb the entire cost increase, an employee choosing family coverage would have to pay an additional $166 annually. This could be reduced to $95 if the City absorbed part of the cost and the employee chose the 7510 plan. If the employee chose the 6010 plan and the City absorbed part of the increase, the employees' cost would be lowered to $23 per year.

Given our decision to hold the across-the-board salary increase to 2.5% in F/Y 1978 and the availability of funds, I believe that we should absorb a portion of the cost increase.
RECOMMENDATION

1. Continue our contractual arrangement with Blue Cross/Blue Shield under their latest rate proposal.

2. Absorb a portion of the cost increase with City funds.

3. Provide the optional 6010 coverage for those employees who want to reduce their share of the cost.