

CULPEPER TOWN AND COUNTY LIBRARY

105 EAST MASON STREET
CULPEPER, VIRGINIA 22701

BOARD OF DIRECTORS MEETING

JANUARY 10, 1994

7:30 P.M.

AGENDA

- I. OPENING REMARKS
- II. MINUTES OF MEETING , NOVEMBER 8, 1993
- III. TREASURER'S REPORT
- IV. LIBRARIAN'S REPORT
- V. STATUS OF LIBRARY , TOWN AND COUNTY COMMITTEE
- VI. GOALS FOR '94
- VII. COMMITTEE REPORTS
- VIII. ADJOURNMENT

1-10-94

The Board of Directors of the Culpeper Town and County Library met in the library on January 10, 1994 at 7:30 P.M. with the president, Chris Jebson, presiding.

Minutes of the last meeting were accepted as presented.

Treasurer Snead reported that we are within budget spending. He presented the budget for 94-95 which has an approximate 7% increase. Increase is in personnel-wages-retirement-and insurance. Rawley Coleman made a motion that we accept the budget as presented. This was seconded by Sandy Cressman and carried.

Librarian's Report- 1. Were unable to attend budget hearings because of weather. It is important that letters of support be written to the Senate Finance Committee- Hunter B. Andrews, Chairman, and to the House Appropriations Committee, Robert B. Ball, Sr., Chairman.

2. There is interest in a grant for historical program

3. Books have been ordered to spend the \$300 gift from Rappahannock Community Services Board for Parent-Infant Education.

4. Will ask for Intent to Apply form to be prepared to apply for Federal funding for library construction.

5. VLIN will train 2 staff members to be ready for connection to the network.

A letter was read from Butch Davies recommending that we write to the chairmen of the Finance Committee and the Appropriations Committee.

Status of Library-Town-County Committee: Members named.		
<u>Library:</u>	<u>Town;</u>	<u>County:</u>
Bernardo, chr.	Hook, chr.	Jenkins, chr.
Nelson	Jones	Fincham
Ecton	Walker	Bennett
Jebson		

We need to develop a coalition of Library supporters.

Personnel Committee brought a recommendation concerning the deductible of Health Insurance. Wayne Bernardo, chairman made motions that the items be changed in the following manner--

P.2, III, A1- (full-time employment) changed to read:

In each calendar year, after \$100 worth of covered medical expenses have been met, the full-time employee will be reimbursed up to \$400 worth of covered charges, subject to availability of funds.

Motion for acceptance was seconded by Peg Seiter and carried.

P.4- B - 8 hours for under 5 years of service changed to read:
Library will be closed and full-time employees will be granted
a holiday up to 8 hours on the following days.

Motion for acceptance was seconded by Bill Hartman and carried.

P.6, IV, G- (Inclement weather)

Motion that this sentence be stricken was seconded by Rawley
Coleman and carried.

Adjourned at 8:30 P.M.
Respectfully submitted,



Esther P. White, secretary

Members Present:

Jebson	Snead
Hartman	Ecton
White	Garrett
Cressman	Bernardo
Nelson	Seiter
duFrane	Brown
Gravelly	Poole

FY SPECIAL CONTRIBUTIONS

SC-1

FUNCTION: Parks, Rec. & Cur. FY APPROPRIATION: _____

FUND: General

FY 95 REQUEST: \$70,409

AGENCY NAME: Culpeper Town & County Library CO. ACCT. NO. 2-01-07302-5604

FY 93 APPROPRIATION \$66,500 FY 95 REQUEST \$70,409

PROGRAM INFORMATION

Purpose and Function of Agency: Be sure to indicate the type and level of service provided. Use quantifiable indicators wherever possible (i.e. Number of Clients, Units of Service, etc.)

Purpose and function of agency:

Operation of a FREE public library for the citizens of Culpeper Town and County regardless of race, creed or country of origin.

There are approximately 15,102 registered borrowers. There are over 40,000 books in the collection. Available to the public are 2,170 audio-recordings, 12 newspapers and 65 periodicals. The library is open 61.5 hours per week during the school year and 52 hours per week during the summer. Many telephone requests for information are answered daily, and a "DIAL-A-STORY" service is provided for young children. The library participates in THE MAILBOX LIBRARY, a books-by-mail extension service operated by the Lonesome Pine Regional Library system. The total circulation of library materials for fiscal year 1993 was 143,820.

The collection consists of: FICTION, NON-FICTION, REFERENCE (ie. Dictionaries and Encyclopedias), PHONOGRAPH RECORDS, MICROFILM, MICROFICHE, LARGE PRINT BOOKS, BOOKS-ON-TAPE, and PAPERBACK BOOKS.

The library building was erected by popular subscription, and was first occupied in 1964. The Board of Supervisors and Town Council agreed to finance the library operation when the library building was erected.

YEAR ORGANIZED: 1963

STATEMENT OF PROPOSED USE OF FUNDS AND JUSTIFICATION:

To make available to the citizens of the Town and County of Culpeper, Virginia, a FREE PUBLIC LIBRARY.

1. This budget was prepared by the Executive Committee of the Board of Directors.
2. A copy of your budget request is being submitted to the Town of Culpeper for their information and consideration.
3. Breakdown for governing bodies:

	County	Town
Year	\$ 70,409	70,409
Month	5,867	5,867
Day	193	193

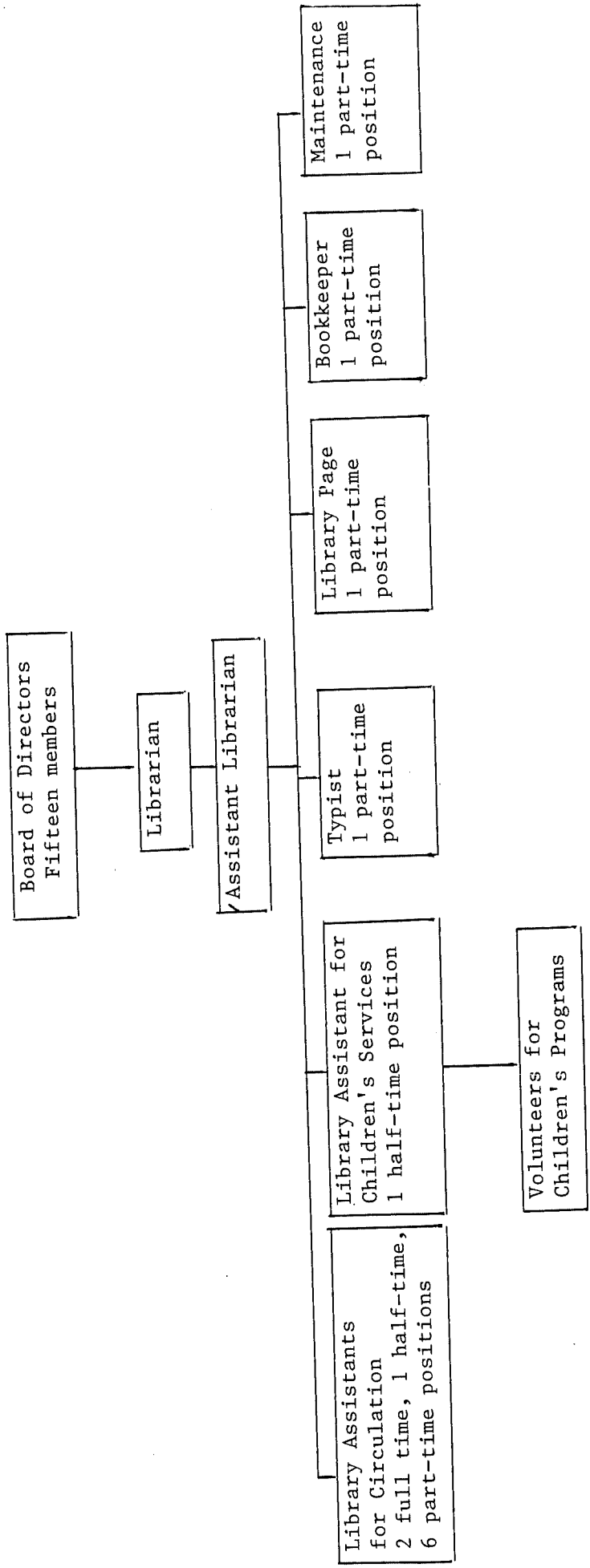
Name and Title of Person Submitting This Request:

Name Jim Snead Title Treasurer

Signature *Jim Snead* Date 1/11/94

Address 19211 Rolling Hills Drive Phone No. 547-2175

CULPEPER TOWN AND COUNTY LIBRARY



Officers of Board of Directors

- President - Christina Jebson
- Vice-President - R. Wayne Bernardo
- Secretary - Esther White
- Treasurer - Jim Snead

FR-1 FY SPECIAL CONTRIBUTIONS

FUND: General FUNCTION: Parks, Rec. & CuL.FY APPROPRIATION:
 AGENCY NAME: Culpeper Town & County Library ACCT. NO.: 2-01-07302-5604 FY 95 REQUEST: \$70,409

FINANCIAL REPORT - 12 MONTH PERIOD ENDING: June 30, 1993

CASH AND RECEIPTS:

A. Beginning Balance:	Total	<u>252,211</u>
1. Cash on Hand	<u>501</u>	
2. Operating Funds on Deposit	<u> </u>	
3. Reserve Accts.	<u>251,710</u>	
B. Contributions and Grants: Total	<u>172,608</u>	
1. County	<u>63,350</u>	
2. Town	<u>61,961</u>	
3. State Govt.	<u>41,958</u>	
4. Federal Govt.	<u> </u>	
5. Civic Groups	<u> </u>	
6. Private Donations	<u>5,339</u>	
C. Fund Raising:	Total	<u> </u>
D. Fees, Fines, Charges for Services:	Total	<u>12,351</u>
E. Interest on Deposits:	Total	<u>13,490</u>
F. Loan Proceeds:	Total	<u>(10,000)</u>
G. Other Receipts:	Total	<u> </u>
H. TOTAL RECEIPTS:		<u>208,449</u>
I. TOTAL RECEIPTS AND BALANCE:		<u>460,660</u>

EXPENSES:

A. Personal Services:	Total	<u>113,284</u>
1. Professional	<u>100,737</u>	
2. Technical	<u> </u>	
3. Clerical	<u> </u>	
4. Other-Wages, etc.	<u> </u>	
5. Fringe Benefits	<u>12,547</u>	
B. Utilities and Rent:	Total	<u>5,331</u>
1. Electricity	<u> </u>	
2. Water and Sewer	<u> </u>	
3. Heat	<u> </u>	
4. Rent	<u> </u>	
C. Communications:	Total	<u>2,445</u>
1. Telephone	<u>1,819</u>	
2. Postage	<u>626</u>	
3. Radio Maintenance	<u> </u>	
D. Insurance:	Total	<u>6,844</u>
1. Buildings	<u> </u>	
2. Vehicles	<u> </u>	
3. Accident	<u> </u>	
4. Liability	<u> </u>	
5. Other	<u> </u>	

FR-2 **FY SPECIAL CONTRIBUTIONS**

FUND: General FUNCTION: Parks, Rec. & Cui. FY APPROPRIATION: _____
 AGENCY NAME: Culpeper Town & County Library CO, ACCT. NO. 2-01-07302-5604 FY95 REQUEST: \$70,409

FINANCIAL REPORT - 12 MONTH PERIOD ENDING: June 30, 1993

EXPENSES: (Cont.)

E. Maintenance and Repairs: Total 4,780
 1. Buildings and Grounds 2,921
 2. Vehicles _____
 3. Equipment 1,859
 4. Other _____

F. Fund Raising Expenses: Total ---

G. Tuition and Training: Total ---

H. Other Purchased Services: Total 46,347

I. Consumable Supplies: Total 5,079

- 1. Buildings and Grounds _____
- 2. Gas and Oil - _____
- 3. Vehicles - Parts and Tires _____
- 4. Office Materials _____
- 5. Other Operating Materials _____

J. Durable Goods: Total ---

- 1. Building _____
- 2. Vehicles _____
- 3. Furniture and _____

K. Capital Outlay: Total 31,405

- 1. Buildings and/or Land 10,000
- 2. Vehicles _____
- 3. Other 21,405

L. Debt Service: Total 10,085

- 1. Principal _____
- 2. Interest 85
- 3. Other Debt 10,000

M: TOTAL EXPENSES 225,600

N. BALANCE END OF YEAR 235,060

FOOTNOTES:

County of Culpeper
 FY95 Budget Preparation
 Form B1-3 - Summary Sheet

Department Name: Culpeper Town and County Library

Department Number: 2-01-07302-5604

Account Name	FY94	FY95
1. State of Virginia	42,682	43,189 (estimated)
2. County of Culpeper	66,500	70,409
3. Town of Culpeper	66,500	70,409
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Total:	175,682	184,007
	Dollar Change: \$ 8,325	

date of preparation: 1 / 12 / 94

LIBRARIAN'S REPORT

STATE BUDGET HEARINGS

We were unable to attend either the Sterling or the Lynchburg budget hearing because of weather conditions. Many other Libraries were also absent because of the weather. Because of this, it is even more important that letters in support of full funding be sent to the House Appropriations Committee and the Senate Finance Committee.

VCU - HISTORICAL PROGRAMS PROJECT

I have shared information about the VCU Historical Programs Project with Angus Green. He assures me that the Historical Society and the Museum of Culpeper History will both support this project. He will also help identify local experts and facilitators.

CHILDREN WITH DISABILITIES

Using the lists provided by the Rappahannock-Rapidan Community Services Board and other Library lists, twenty-three books about children with disabilities have been identified and ordered. Eight of the books have been received and are circulating. The \$300 that the Library received was part of a federal allocation for the Parent-Infant Education Program. It is the Board's intent to continue allocating a portion of these funds to the Library.

FEDERAL FUNDS FOR LIBRARY CONSTRUCTION

Information on federal funding for library construction has been received from the State Library and Archives. If the Library wishes to apply for federal funding, the application package must be requested by January 28. An Intent to Apply form must then be filed by February 25. Libraries that are invited to apply must return the full application by July 21.

VLIN

The Culpeper Library will be connected to the Virginia Library and Information Network early this year. Training sessions for two staff members is planned for late January or Early February. The Library will need a dedicated phone line for a modem. Fortunately, the internal wiring has been completed.

January, 1994

Culpeper Town and County Library
Budget for Fiscal Year

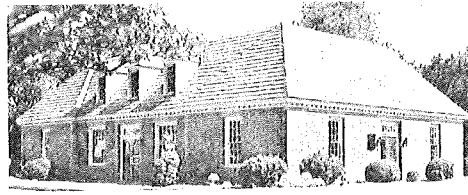
	Authorized FY 94 Budget Req. to County/Town	Adjusted for Personnel Changes FY 94	Requested FY 95
Wages	\$100,900	\$104,000	\$108,160
FICA	7,900	8,000	8,274
Retirement VA. Emp.	4,750	7,800	8,112
Books - Binding	5,200	5,200	5,202
Library Supplies	2,800	2,800	2,912
Contract Costs	900	900	1,061
Maintenance - Building & Grounds (Snow, etc.)	2,650	2,650	2,756
Electricity	4,935	4,935	5,132
Water/Sewer	340	340	354
Telephone	1,500	1,500	1,560
Heat	2,200	2,200	2,288
Insurance - General	2,650	2,650	2,756
Insurance - Health	3,300	7,382	9,073
Postage	650	650	676
Travel	1,000	1,000	1,040
Audit	1,200	1,200	1,250
Books-by-Mail	9,000	5,413	6,000
Total	\$ 151,875	158,620	\$166,606

Budget FYE 06/30/9 \$166,606
 Less Fines 15,000
 Less 25% of State Aid 10,788
140,818

Request for fFYE 06/30/

	<u>Year</u>	<u>Month</u>	<u>Day</u>
County	\$70,409	5,867	193
Town	70,409	5,867	193

1994
\$66,500

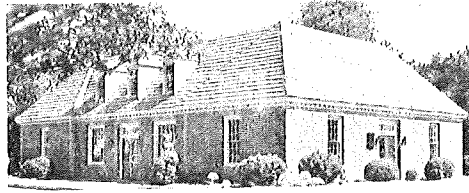


CULPEPER TOWN AND COUNTY LIBRARY

105 EAST MASON STREET
CULPEPER, VIRGINIA 22701

January 13, 1994

The Option Agreement on the Clore Property was signed on April 16, 1993.
Daryl Nelson has the Library's copy in his office.



CULPEPER TOWN AND COUNTY LIBRARY

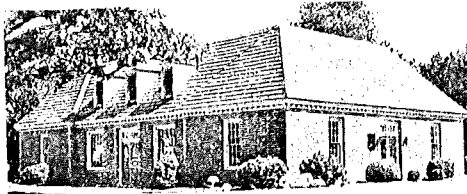
105 EAST MASON STREET
CULPEPER, VIRGINIA 22701

January 19, 1994

TO: Barbara Ecton

FROM: Chris Jebson

The Library/Town/County Interaction Committee will meet on Wednesday morning, February 9, at 7:30 a.m. The meeting will be held at Country Water Systems, 123 W. Spencer Street.



CULPEPER TOWN AND COUNTY LIBRARY

105 EAST MASON STREET
CULPEPER, VIRGINIA 22701

1994

TOWN, COUNTY AND LIBRARY INTER-ACTION

LIBRARY: Wayne Bernardo- Chairman

Daryl Nelson

Rawley Coleman

Chris Jebson

Barbara Ecton

TOWN: Waller Jones - 149 Garr Avenue

David Martin P.O. Box 878

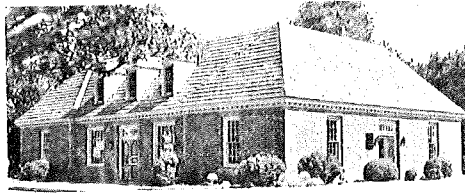
Harold Hook 640A Southview Court

Jane Walker 2010 Orange Road

COUNTY: Jack Fincham 110 W. Scanlon St.

Irvin Bennett P.O. Box 1046

Steve Jenkins - Chairman 310 Fauquier St.



CULPEPER TOWN AND COUNTY LIBRARY

105 EAST MASON STREET
CULPEPER, VIRGINIA 22701
February 4, 1994

To: Library Board of Directors

From: Chris Jebson

The next Board of Directors meeting will be held at 7:30 P.M.
February 14, 1994.

The Library/Town/County Interaction Committee will meet on Wednesday
February 9, 1994 at 7:30 A.M..