

CULPEPER TOWN AND COUNTY LIBRARY

105 EAST MASON STREET
CULPEPER, VIRGINIA 22701

June 3, 1994

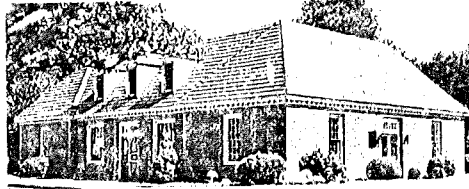
TO: Culpeper Town and County Library Board (KNIGHTS OF THE LIBRARY)

FROM: Chris Jebson

The Annual Meeting of the Culpeper Town & County Library will be held Monday June 13, 1994 at 7:30 p.m..

Town Council Meeting Tuesday June 14, 1994 - 7 p.m.

Library/Town/County Inter-Action June 14, 1994 - 4:15p.m. (Town Chambers)



CULPEPER TOWN AND COUNTY LIBRARY

105 EAST MASON STREET
CULPEPER, VIRGINIA 22701

BOARD OF DIRECTORS MEETING

JUNE 13, 1994

AGENDA

- I. Opening Remarks
- II. Approval of May 9, 1994 Minutes
- III. Treasurer's Report
- IV. Librarian's Report
- V. Committee Reports
- VI. Election of Officers and Directors
- VII. Adjournment

(TOWN COUNCIL 7P.M. JUNE 14, 1994)

The Board of Directors of the Culpeper Town and County Library met in the library on June 13, 1994 with President Chris Jebson presiding.

Minutes of the last meeting were approved. The Treasurer was absent

- Librarian's Report:
1. Ready with the summer reading program--Reading is a Magic Trip.
 2. AAUW summer storytime will run for 6wks. with storytime for ages 3 through 8 on Wednesday mornin
 3. Has talked with Butch Davies who is on the sub-committee to study the Reorganization of the State Library and Archives . Also talked about local situation.
 4. New State Librarian will be appointed.
 5. Have donation of \$100 from Host Lions Club.
 6. Will need to put together more packets for the hospital project.

Committee Reports:

Building Committee- Coleman- Boxwood has been sprayed.
Have not heard from roofer.
Fence needs repair.

President Jebson: Back to square one as far as town is concerned.

AdHoc Committee meeting tomorrow-June 14- at 4:15 P.M.
Interaction Committee +Jane Walker+Chris Je

Regular Town Council Meeting tomorrow night at 7 P.M.

Election of Officers and Directors:

Bill Gravely made a motion that the officers and the Directors whose terms expire be re-elected. Motion was seconded by Rawley Coleman and carried.

On a motion by Bill Brown, seconded by Bill Gravely, the meeting was adjourned at 8:30 P.M.

Respectfully submitted,

Esther P. White
Esther P. White, secretary

Members present:

Jebson	Gravely
Garrett	Seiter
Ecton	White
Brown	Coleman
Hartman	duFrane
Mullins	

LIBRARIAN'S REPORT

Summer Reading Program

The theme for the 1994 Summer Reading Program is READING IS A MAGIC TRIP. The program begins on June 20 and will continue through August 26. Basic materials for the program are provided by the Virginia State Library and Archives and the Center for the Book. McDonald's will offer a coupon for an ice cream cone as a reading incentive and the Friends of the Library will supply the final prize. Participating readers will be required to read fifteen books during the Summer.

Summer Story-Time

The American Association for University Women will present a story-time for children, ages three through eight, on Wednesday morning. The program will begin on July 6 and continue for six weeks.

Shirley Houck, AAUW coordinator for Library Story-Time, has suggested that they may not be able to continue the school year program. The Library may be forced to assume responsibility for this essential program for pre-schoolers.

Butch Davies

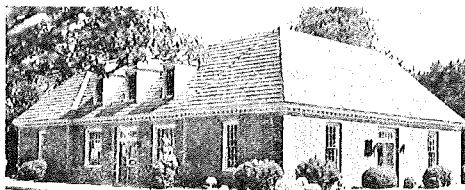
Butch Davies has been appointed to the Joint Subcommittee to Study the Reorganization of the Virginia State Library and Archives. I met with him last Thursday to discuss this issue. We also talked about our efforts to become a county agency. *Talking with FOL about doing a program - Site Selection factors, etc.*

State Librarian

Virginia will have a new state librarian. John Tyson was not re-appointed, although he was given high marks for his job performance. It is hoped that his replacement will share Tyson's commitment to the Virginia Library and Information Network.

June, 1994

*Otis Burke - Donovan Heins
Host Lion's Club - \$100.00 donation
Hospital Project - need more packets*



CULPEPER TOWN AND COUNTY LIBRARY

105 EAST MASON STREET
CULPEPER, VIRGINIA 22701

June 27, 1994

TO: Library Board of Directors

FROM: Chris Jebson

Today the County/Library Inter-Action committee voted to support the Library becoming a County Agency. They will make this recommendation on Tuesday, July 5, 1994 at 7P.M., to the Board of Supervisors.

At the meeting this morning were; Jack Fincham, Steve Jenkins, Bill Brown, Rawley Coleman, Barbara Ecton and Chris Jebson. Irving Bennet was not present but supports this position.

You can help our cause by calling Bill Chase, John Coates, Ruth Updike and Brad Rosenberger and urge them to support this recommendation!

VIRGINIA PUBLIC LIBRARY ANNUAL REPORT FORM
For Fiscal Year Ending June 30, 1994

This form is a worksheet only.

1. Culpeper Town and County Library
Name of Library (system)

2. 105 E. Mason Street Culpeper 22701
Address **City** **Zip+4**

3. (703) 825-8691 **Telephone Number**
4. (703) 825-7486 **FAX Number**

5. Barbara Ecton
Library Director

6. Margaret Williams
Name of Person Completing Form if Different From Director

7. Director report to: Local government official
 X Library Board

If local government official, give name and title of official.

Name	Title
------	-------

Patron registration

8. Number of registered borrowers 10,675

9. Registration is by X individual household family
 (If registration is by household or family, multiply by 2.70 for total registered borrowers and record that number on line 8.)

10. Have registration files been purged within last 3 years?
 X yes no

11. Does the library charge a non-resident fee to persons living outside the library's service area?
 yes X no If yes, how much?

12. Does the library have an active Friends of the Library group?
 X yes no

Public Service Outlets

	Number
13. Central Library	<u>1</u>
14. Branches	<u> </u>
15. Bookmobiles or other mobile units	<u> </u>
16. Stations	<u> </u>
17. Deposit collections	<u> </u>
18. Total Public Service Outlets (Add lines 13 through 17.)	<u>1</u>

Public Service Hours Per Typical Week

	Number
19. Unduplicated	<u>61.5</u>
20. Duplicated	<u>61.5</u>

Staff

	Number
21. FTE paid certified librarians	<u>1</u>
22. FTE paid non-certified librarians	<u>3</u>
23. FTE paid non-certified with master's degree	<u>0</u>
24. Total FTE paid librarians (Add lines 21 through 23.)	<u>4</u>
25. Total other FTE paid staff (include plant operations, security, and maintenance staff)	<u>2.8</u>
26. Total FTE paid staff (Add lines 24 and 25.)	<u>6.8</u>

Library Collection

	Titles	Volumes, Items, or Physical Units
27. Adult books	<u>27,786</u>	<u>29,284</u>
28. Young adult books	<u>0</u>	<u>0</u>
29. Juvenile books	<u>12,075</u>	<u>12,726</u>
30. Total books (add lines 32 through 34.)	<u>39,861</u>	<u>42,010</u>
31. Books added during year	<u>2,672</u>	<u>2,980</u>
32. Books withdrawn during year	<u>1,835</u>	<u>1,835</u>
33. Number of subscriptions currently received (periodicals and newspapers in any format)	<u>86</u>	<u>89</u>
34. Bound periodicals (exclude microforms)	<u>4</u>	<u>413</u>
35. Uncataloged paperbacks	<u>1,200</u>	<u>1,200</u>
36. Government documents (if separate collection)	<u></u>	<u></u>
37. Microforms (exclude CAVALIR and in-house catalogs)	<u>25</u>	<u>355</u>
38. Audio materials	<u>895</u>	<u>2,389</u>
39. Films	<u>17</u>	<u>17</u>
40. Video materials	<u>0</u>	<u>0</u>
41. Computer software (for public use)	<u>0</u>	<u>0</u>
42. Other (specify) Dial-a-Story Tapes	<u>17</u>	<u>17</u>
	<u></u>	<u></u>
	<u></u>	<u></u>
	<u></u>	<u></u>
TOTAL OTHER	<u>17</u>	<u>17</u>
43. GRAND TOTAL (Add lines 35 and 38 through 47.)	<u>42,105</u>	<u>46,490</u>

Library Service

- 44. Number of total library circulation transactions 150,267
- 45. Number of reference transactions received by your library NA
- 46. Number of persons attending all library programs NA
- 47. Number of materials used in the library NA
- 48. Number of library visits NA
- 49. Number of online database searches conducted NA
- 50. Number of children's circulation transactions 60,720
- 51. Number of persons attending children programs 832

Resource Sharing

- 52. Number of interlibrary loans provided to other libraries 100
- 53. Of this number, how many loans were 100 in state
0 out of state
- 54. Number of interlibrary loans received from other libraries
207
- 55. Of this number, how many loans were 207 in state
0 out of state

Automation and Telecommunications

- 56. Does the library have an automated circulation system?
 yes X no
- 57. If yes, which system? _____
- 58. Does the library have an online catalog?
 yes X no
- 59. Does your library have a microcomputer used for management purposes?
 X yes no
- 60. If yes, what kind? WIN 386SX

61. Does your library make microcomputers available for public used?
_____ yes X no
62. If yes, what kind? _____
63. Does your library have telefacsimile equipment?
 X yes _____ no
64. Does your library make telefacsimile equipment available for public use?
_____ yes X no
65. If so, do you charge?
_____ yes _____ no
66. How much? _____

CERTIFIED FINANCIAL STATEMENT
for fiscal year ending June 30, 1994
Culpeper Town and County Library

OPERATING INCOME BY SOURCE

	Local	Common Governmental	Total Funds
1. Governmental Units			
CULPEPER	\$ 133,000		\$ 133,000
	\$ 133,000		\$ 133,000
TOTAL GOVERNMENTAL INCOME			
2. Other Income			
Income from Endowments			546
Income from Investments, Savings	546		2,199
Income from Monetary Gifts	2,199		23,376
Miscellaneous Income	23,376		75
Available Balance From Previous Year	75		
	\$ 26,196		\$ 26,196
TOTAL OTHER LOCAL INCOME			
TOTAL LOCAL INCOME	\$ 159,196	\$ 0	\$ 159,196

Total Income

4.

VSLA State Aid Grants

\$ 42,682

TOTAL VSLA STATE AID

\$ 42,682

5. VSLA Federal Grants

VSLA Federal Grants - 1

VSLA Federal Grants - 2

VSLA Federal Grants - 3

VSLA Federal Grants - 4

VSLA Federal Grants - 5

TOTAL VSLA
FEDERAL GRANTS

Other Grants

Other Grants - 1

Other Grants - 2

Other Grants - 3

Other Grants - 4

Other Grants - 5

TOTAL OTHER GRANTS

TOTAL GRANTS

\$ 42,682

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10. GRAND TOTAL OPERATING INCOME

\$ 201,878

OPERATING EXPENDITURES

	Local	State Aid	VSLA Feder	Other	Grand Total
		Grant	Grants	Grants	
10. Books & Related Material					
Books	\$ 3859	\$ 28521			\$ 32380
Newspapers & Per Subscriptions	216	2320			2536
Binding		773			773
Audiovisual Mate					
Microforms		400			400
Other Non-book Materials #1					
Other Non-book Materials #2					
TOTAL MATERIALS EXPENDITURES	\$ 4075	\$ 32014			\$ 36089
11. Salaries					
Professional Sta	\$ 19332	\$ 10668			\$ 30000
Non-Professional	83387				83387
Custodial Staff	3060				3060
Fringe Benefits	22877				22877
TOTAL SALARY EXPENDITURES	\$ 128656	\$ 10668			\$ 139324
12. Equipment					
Bookmobile					
Other Vehicles					
Library Equipmen					
Audiovisual Equi					
Computer Hardwar					
TOTAL EQUIPMENT EXPENDITURES					

OPERATING EXPENDITURES (cont. from page 3.)

	Local	State Aid Grant	VSLA Feder Grants	Other Grants	Grand Total
13. Contractual Services					
Equipment Rental & Services	\$ 180				\$ 180
Computer Service	357				357
Payments to Othe Jurisdictions -					
Payments to Othe Jurisdictions -					
Payments to Othe Jurisdictions -					
Payments to Othe Jurisdictions -					
Payments to Othe Jurisdictions -					
Audit	1000				1000
Books by Mail	5413				5413
TOTAL CONTRACTUAL EXPENDITURES	\$ 6950				\$ 6950
14. Other					
Rent					
Supplies	4177				4177
Travel	667				667
Utilities	6226				6226
Telephone	1955				1955
Insurance	3619				3619
Bookmobile (operation/maint)					
Computer Softwar					
Postage	331				331
Maintenance, Bui Grounds	1975				1975
TOTAL OTHER EXPE	\$ 18950				\$ 18950
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GRAND TOTAL OPERATING EXPENDITURES	\$ 158631	\$ 42682	\$ 0	\$ 0	\$ 201313

POPULATION

	Local	State Aid Grant	VSLA Feder Grants	Other Grants	Grand Tot
16. TOTAL OPERATING INCOME	159196	42682	0	0	20187
17. TOTAL OPERATING EXPENDITURES	158631	42682	0	0	20131
18. BALANCE AT END OF YEAR	565	0	0	0	56
19. Reverting to approp. authority	0	0	0	0	
20. Available for next fiscal yr	565	0	0	0	56

Grand Total

21. CAPITAL EXPENDITURES

Construction
new buildings
Architect's F

Purchase of L

10,000

Additions to

Major Remodel

Furniture & E

Other 1

Other 2

TOTAL CAPITAL EXPENDITURES

\$ 10,000

**CERTIFIED STATEMENT OF BUDGETED LOCAL OPERATING
INCOME AND EXPENDITURES**
For Fiscal year ending June 30, 1995

Culpeper Town and County Library, Inc.
Name of Library (system)

LOCAL INCOME (Exclude anticipated state and federal aid)	TOTAL LOCAL INCOME
Balance from previous year	\$ <u>565</u>
City of _____	
County of <u>Culpeper</u>	<u>140,818</u>
County of _____	
County of _____	
Town of _____	
Town of _____	
Endowments	
Monetary gifts (estimated)	
Fines (estimated)	<u>17,857</u>
All other	
TOTAL	\$ <u>159,240</u>

ESTIMATED EXPENDITURES (Exclude anticipated state and federal aid)	TOTAL LOCAL EXPENDITURES
Salaries	\$ <u>124,381</u>
Books & Related materials	<u>5,202</u>
Contractual services	<u>8,311</u>
Equipment	
Rent	
Other	<u>21,346</u>
TOTAL	\$ <u>159,240</u>

CERTIFICATION

<p><u>James D. Sneed</u> Signature</p>	<p><u>Treasurer</u> Title of Official Disbursing Officer</p>
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THE FOLLOWING CERTIFICATE MUST BE EXECUTED BY A NOTARY PUBLIC OR OTHER PERSON AUTHORIZED TO TAKE ACKNOWLEDGEMENTS:

STATE OF Virginia COUNTY/CITY Culpeper
On this 23rd day of Nov., 1994, JAMES D. SNEED whose name is signed to the foregoing instrument, personally appeared before me, acknowledged the foregoing signature to be his/hers, and having been duly sworn by me, made oath that the statements made in the said instrument are true.

NOTARY PUBLIC James D. Sneed MY COMMISSION EXPIRES Feb. 28, 1998