

CULPEPER TOWN AND COUNTY LIBRARY

105 EAST MASON STREET  
CULPEPER, VIRGINIA 22701

BOARD OF DIRECTORS MEETING

March 9, 1992

AGENDA

- I. Opening Remarks
- II. ✓ Minutes of Special Meeting, February 3, 1992
- III. ✓ Treasurer's Report
- IV. ✓ Librarian's Report
- V. ✓ Proposed Budget for Fiscal 1993 *— approved*
- VI. New Library Project: President's Report
  - Site
  - Building Design
  - External Relations and Public Support
  - Objectives and Program Development
  - Librarian's Role
  - Appointment of Program Committee
  - Fund-Raising Task Force/Awareness Meetings
- VII. Other Business
- VIII. Adjournment

## LIBRARIAN'S REPORT

### State Aid

The budget submitted to Governor Wilder this past week includes an increase of \$4.9 million over the amount originally proposed in House Bill 30. Therefore, the state aid allocation for public libraries should be funded for FY 1993 at a total of approximately \$10 million. Culpeper should receive approximately \$41,955 of this amount. This is a slight increase over the \$40,730 we were allocated for this year.

It has been conformed that this year's allocation will be cut by 1.5%. We will receive only \$40,119 this year.

### Washrooms

Both of our washrooms have been painted and the plaster in the men's room has been repaired. Mr. May did the plastering and painting for only \$100. It makes a tremendous difference in the appearance of the room.

### Book Storage

We are in the process of identifying the books that will be stored in the Reams House. A small number of fiction titles have been placed in the house.

### National Library Week

National Library Week will be celebrated this year during the week of April 5 - 11. This is also the week of the Young Child. The library will hold an extra story time for pre-schoolers on Wednesday, April 8 in recognition of this special time.

March, 1992

3-9-92

The Board of Directors of the Culpeper Town and County Library met in the library on March 3, 1992 at 7:30 P.M. with the president, Bill Hartman, presiding.

Minutes of the last meeting were accepted as presented.

Treasurer Snead reported that we are within budget.

Librarian's Report: 1. Bathrooms are painted.  
2. Wall has been repaired.  
3. Are taking books to Reams house.  
4. National Library Week is April 5-11. Will do an extra Story Hour in April.

Budget: Presented by Treasurer Snead. Will ask 4.1% increase over last year. Meeting with the Board of Supervisors is set on April 9 at 7 P.M. Every member is encouraged to attend.

A motion by Hartman that the Executive Committee recommend the budget to the full Board was seconded by Nelson and passed. The budget was approved by the Board.

New Library Project:

1. Site- no change in this.
2. Building design- will see architect next week. Should have some preliminary drawings soon.
3. Public support- Have good friends at both newspapers.
4. Awareness Meetings for fund raising are aimed at potential contributors. Alan Wohlleben is helping by making slides to be used for these meetings.
5. Objectives and Program Development- 6 major objectives from the Case Study.

Librarian needs to develop specific programs and activities that will implement these objectives.

Bill Brown will chair a Program Development Committee made up of Brown, Bernardo and duFrane.

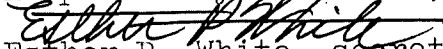
First draft expected by April 1. (Expanded case statement)

Request for amendment to contract with Glen Young-Preston, Fund Raiser: Originally contracted 21 days... involved 3 days over + 1 more. Will have another week of Awareness Meetings. ( \$700 -14 days)

A motion by Jebson, seconded by Cressman, that we accept amendment to the contract was carried.

Meeting adjourned at 9:20 .

Respectfully submitted,

  
Esther P. White, secretary

Members present:

Hartman	Brown
Cressman	Gravely
Jebson	Bernardo
Ecton	Snead
Seiter	Poole
Garrett	Coleman
Nelson	White

SC-1 FY SPECIAL CONTRIBUTIONS

FUND: General

FUNCTION: Parks, Recreation, FY and Culture

APPROPRIATION:

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

FY92 REQUEST: \$62,964

PROGRAM INFORMATION

FY 92 APPROPRIATION \$60,488.50 FY 93 REQUEST \$62,964

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 13,535 registered borrowers. There are over 37,000 books in the collection. Available to the public are 1,780 audio-recordings, 11 newspapers and 61 periodicals. The library is open 55 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 is finalizing a contract with the Fauquier Public Library for books-by-mail service. The total circulation for fiscal year 1991 was 136,724.

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

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.

Attach a chart of organization showing the governing Board, Officers, and Organization of Staff and/or Volunteers. Indicate the number of members of staff involved.

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	\$ 62,964	62,964
Month	5,247	5,247
Day	173	173

*Revised downward from 63,350 from*

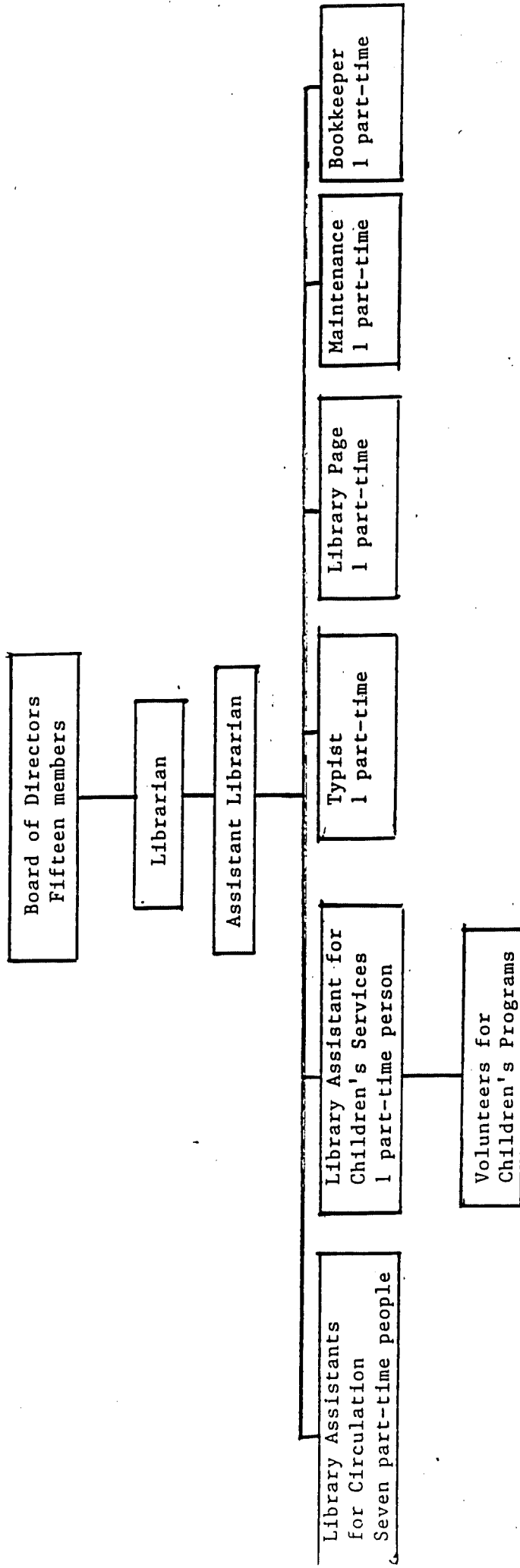
Name and Title of Person Submitting This Request:

Name Jim Sneed Title Treasurer

Signature [Signature] Date March 9, 1992

Address 1752 Rolling Hills Dr. Phone No. 547-2057

Culpeper Town and County Library



Officers of Board of Directors

- President - William R. Hartman
- Vice-President - Daryl Nelson
- Secretary - Esther White
- Treasurer - Jim Snead

B1-3

FY 19 93 BUDGET INFORMATION

FUND General FUNCTION Parks, Recreation, and Culture

DEPARTMENT Culpeper Town and County Library ACCOUNT NUMBER 2-01-07302-5604

PROGRAM INFORMATION FUNDING SOURCES	APPROPRIATION TOTAL BUDGET		SOURCE OF FUNDS					
	FY 92.	FY 93.	FEDERAL		STATE		LOCAL	
			FY 92	FY 93	FY 92	FY 93	FY 92	FY 93
State of Virginia	*\$40,730	41,955	----	----	*40,730	41,955	----	----
County of Culpeper	60,488.50	62,964	----	----	----	----	60,488.50	62,964
Town of Culpeper	60,488.50	62,964	----	----	----	----	60,488.50	62,964
*Amount actually receiving	40,119				40,119			