

Operational History of Richmond County Public Library since the 1998  
*Memorandum of Understanding*  
*Between*  
*Rappahannock Community College*  
*And*  
*Richmond County Board of Supervisors*  
*For the Operation of the Joint Library*  
Submitted to the Richmond County Board of Trustees July 27, 2005  
by Tracy Elliott, Library Director

Upon taking office in 1998, Norman H. Scott, President of Rappahannock Community College discovered the public library contract between the Richmond County Board of Trustees and the College had expired. Reviewing the current success of the contract, he proposed a new memorandum of understanding between the two parties. This new understanding was reviewed and sanctioned by the Library of Virginia, the Attorney General's Office, the Richmond County Board of Supervisors, and the Richmond County Public Library Board of Trustees.

Ratified on September 10, 1998, the Memorandum of Understanding rendered the expired contract null and void. Under the guidelines of the contract, the Board of Supervisors agree to pay the college a contract fee to provide public library services. The contract is managed on behalf of the Supervisors by the Richmond County Public Library Board of Trustees.

In 1999, the trustees participated in the hiring of a new Director of Learning Resources who would also serve as the public library director. The position, sanctioned by the Library of Virginia, certified by the State of Virginia as a professional librarian, fulfills the first requirement for State Aid to Public Libraries.

The Memorandum of Understanding led to the establishment of a new contract fee which is negotiated annually between the College and the Board of Supervisors. The fee is made up of funds provided by the county, town, and friends group. Any money raised on behalf of the public library either by the library staff, the friends, or the trustees, is managed by the trustees and administered by the college. The college determines how the contract fee is administered. Currently, 100% of the fee is allocated to pay salaries of library staff.

The Board of Trustees approves of the transfer of funds from the Richmond County Treasurer's Office to the college for expenditures on the public library. The trustees also approve such expenditures at their bi-monthly meetings.