

Alexandria Library Board Records (MS416) MS416

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1937-2020



Title Statement

Alexandria Library Board Records (MS416) MS416

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Publication Statement

Publisher: Local History and Special Collections Branch, Alexandria Library

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URL: <http://alexlibraryva.org/lhsc>



December 2024

Profile Description

Creation: This finding aid was produced using ArchivesSpace on 2025-08-27 11:02:54 +0000.

Language Usage: Description is written in: English, Latin script.

Descriptive Rules: Describing Archives: A Content Standard

Descriptive Summary

Unit ID

MS416

Unit Date

1937-2020

Language

English .

Creator

Alexandria Library (Alexandria, Va.). Board

Extent

6.9 Cubic Feet 14 boxes

Repository

Local History and Special Collections Branch, Alexandria Library

Administrative Information

Access Restrictions

Collection is open for research. Public access and use of some materials containing confidential financial information and personally identifiable information (PII) is restricted. These materials are noted as such with further detail about the terms of the restriction.

Contact Local History / Special Collections staff for more information.

Preferred Citation

[item description], Alexandria Library Board Records, MS416, Alexandria Library, Local History and Special Collections, Alexandria, Virginia.

Historical Note

When the Alexandria Library was established as a public library in 1937, a Board of Directors was established to perform administrative tasks and oversee operations for the library. The duties of the board were laid out in the 1937 Library By-Laws, which included generating reports to present to the Alexandria Library Company.

In 1947, new by-laws were written and updates were made to the structure of the Board. The Board was renamed The Alexandria Library Board (rather than the Board of Directors) and was determined to be made up of seven members. Three members were representatives of the Alexandria Library Society (now Alexandria Library Company), two members were appointed by the mayor of the City of Alexandria, and the last two members were chosen from existing members of the Alexandria City Council. The Board maintained their administrative role and continued to hire operating personnel for the library and present an annual budget for the Library to the City Council and the Alexandria Library Company.

In the latter half of the 20th century, the Board's role was scaled back. They continued to meet monthly and maintained oversight over management of the Library and its annual budget, but stopped managing daily operations. They were also no longer responsible for hiring Library personnel, only for appointing the Library Director. The Library Director now also served as the Executive Director of the Board.

Currently, the Alexandria Library Board still consists of seven members (one member representing City Council, three members appointed by the City, and three members representing the Alexandria Library Company). They meet bi-monthly, or as needed, to discuss the maintenance and operation of the Library. The Board's current mission statement is, "In accordance with an agreement with the City of Alexandria, the Alexandria Library Board sets the policies, rules and regulations of the Library; submits a budget to the City for the operation and maintenance of the Library; and appoints and approves such personnel as are necessary to operate the Library. The Board also sits as the Boards of the James M. Duncan, Jr. Foundation and the Alexandria Library Foundation that monitors the investment portfolios and approves grants from these funds" (Annual Report for Fiscal Year 2018, Alexandria Library Board).

Content Description

This collection contains records of the Alexandria Library Board, documenting the administration and operations of the Board, dating from 1937 through 2020. Materials in this collection include correspondence, financial records, annual reports, member directories, newsclippings, Library circulation statistics, Library Annual Reports, and drafts of Library policies and procedures.

The Alexandria Library Board is an active organization, and so this collection is a living collection which will be periodically added to and updated. Check this collection guide for any future updates to the collection.

Related Materials

Alexandria Library Records (MS098) Alexandria Library Company Records (MS002)

Keywords

Boards of directors

Alexandria (Va.). Library

Alexandria (Va.)

Public libraries.

Budget

Library rules and regulations

Library circulation and loans

Library outreach programs
Alexandria Library (Alexandria, Va.)
Alexandria Library Company
Alexandria Library Association (1897-1937)
Alexandria Library Society (1937-1953)
Alexandria (Va.). City Council

Digital Materials

[Click to view digital materials in this collection](#)

Notes on Arrangement

This finding aid describes and documents the updated arrangement of this collection, as of 2024. Previously, the records in this collection were part of the Alexandria Library Records (MS098) but were separated and combined with new materials to form a separate collection.

The physical and intellectual arrangement of the Alexandria Library Board Records (MS416) is as follows: Series 1: Administrative Records and Correspondence and Series 2: Meeting Records. Future accretions to this collection will be added to existing series.

Description of Subordinate Components

Series 1: Administrative Records and Correspondence

Unit ID MS416 Series 1

Unit Date 1954-2020

Unit Date c. 1970-2020

Extent 0.69 Cubic Feet 1.5 boxes

Series Content Description

This series contains materials documenting the administration, operations, and communications of the Alexandria Library Board. Materials date from 1954 to 2020, but the majority of records date c.1970 through early 2020. Included are correspondence, financial records, annual reports, and member directories. The majority of administrative records of the Alexandria Library Board can be found in Series 2: Meeting Records amongst the meeting minutes and notes.

Some materials included in this series contain confidential financial information and personally identifiable information (PII); these records are not currently available for public access or use. For more information, please contact the Local History / Special Collections staff.

Digital Materials

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Board Correspondence

Unit ID MS416-01-001

Unit Date 1954-1979

Text 01 (box)

Container 001 (folder)

Digital Materials

[Click to view digital materials in this collection](#)

Board Correspondence

Unit ID MS416-01-002

Unit Date 1980-1992

Text 01 (box)

Container 002 (folder)

Digital Materials

[Click to view digital materials in this collection](#)

Board Correspondence -- Lloyd House

Unit ID MS416-01-003

Unit Date 1969-1991

Text 01 (box)

Container 003 (folder)

Digital Materials

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Annual Reports

Unit ID MS416-14-081

Unit Date FY1981-1992

Text 14 (box)

Container 081 (folder)

Annual Reports to the City of Alexandria

Unit ID MS416-01-004

Unit Date 1991-1999

Text 01 (box)

Container 004 (folder)

Digital Materials

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Annual Reports to the City of Alexandria

Unit ID MS416-01-005

Unit Date 2000-2010

Text 01 (box)

Container 005 (folder)

Digital Materials

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Financial Records

Unit ID MS416-01-006

Unit Date 1969-2000

Text 01 (box)

Container 006 (folder)

Text R01 (restrict_box)

Container 001 (folder)

Conditions Governing Access

This folder contains materials with confidential financial information. Public access and use of these materials is restricted for 75 years from the date of creation of the document.

Financial Records

Unit ID MS416-01-007

Unit Date 2001-2010

Text 01 (box)

Container 007 (folder)

Text R01 (restrict_box)

Container 002 (folder)

Conditions Governing Access

This folder contains materials with confidential financial information. Public access and use of these materials is restricted for 75 years from the date of creation of the document.

Financial Records**Unit ID** MS416-02-008**Unit Date** 2011-2020**Text** 02 (box)**Container** 008 (folder)**Text** R01 (restrict_box)**Container** 003 (folder)**Conditions Governing Access**

This folder contains materials with confidential financial information. Public access and use of these materials is restricted for 75 years from the date of creation of the document.

Board Member Directories**Unit ID** MS416-02-009**Unit Date** 1984-2019**Text** 02 (box)**Container** 009 (folder)**Text** R01 (restrict_box)**Container** 004 (folder)**Conditions Governing Access**

This folder contains materials with confidential personally identifiable information (PII). Public access and use of these materials is restricted for 75 years from the date of creation of the document.

Series 2: Meeting Records**Unit ID** MS416 Series 2**Unit Date** 1938-2020**Unit Date** c. 1990-2020**Extent** 6.21 Cubic Feet13.5 boxes**Series Content Description**

This series contains minutes and other records from the monthly meetings of the Alexandria Library Board. Materials date from 1937 to 2020, but the majority of records date c.1990 through early 2020. In addition to meeting agendas and minutes, this series includes: correspondence, newsclippings, Library circulation statistics, Library Annual Reports, and drafts of Library policies and procedures.

Digital Materials

[Click to view digital materials in this collection](#)

Meeting Records**Unit ID** MS416-02-010**Unit Date** 1938-1947**Text** 02 (box)**Container** 010 (folder)**Digital Materials**

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Meeting Records**Unit ID** MS416-02-011**Unit Date** 1948-1980**Text** 02 (box)**Container** 011 (folder)**Digital Materials**

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Board Meeting Attendance Records

Unit ID MS416-02-012

Unit Date 1973-1992

Text 02 (box)

Container 012 (folder)

Meeting Records

Unit ID MS416-02-013

Unit Date April 1989 - November 1990

Text 02 (box)

Container 013 (folder)

Meeting Records

Unit ID MS416-02-014

Unit Date March - December 1991

Text 02 (box)

Container 014 (folder)

Meeting Records

Unit ID MS416-02-015

Unit Date January - December 1992

Text 02 (box)

Container 015 (folder)

Meeting Records

Unit ID MS416-02-016

Unit Date January - June 1993

Text 02 (box)

Container 016 (folder)

Meeting Records

Unit ID MS416-03-017

Unit Date September - December 1993

Text 03 (box)

Container 017 (folder)

Meeting Records

Unit ID MS416-03-018

Unit Date January - March 1994

Text 03 (box)

Container 018 (folder)

Meeting Records

Unit ID MS416-03-019

Unit Date April - August 1994

Text 03 (box)

Container 019 (folder)

Meeting Records**Unit ID** MS416-03-020**Unit Date** September - December 1994**Text** 03 (box)**Container** 020 (folder)**Meeting Records****Unit ID** MS416-03-021**Unit Date** January - March 1995**Text** 03 (box)**Container** 021 (folder)**Meeting Records****Unit ID** MS416-03-022**Unit Date** April - September 1995**Text** 03 (box)**Container** 022 (folder)**Meeting Records****Unit ID** MS416-03-023**Unit Date** October - December 1995**Text** 03 (box)**Container** 023 (folder)**Meeting Records****Unit ID** MS416-04-024**Unit Date** January - March 1996**Text** 04 (box)**Container** 024 (folder)**Meeting Records****Unit ID** MS416-04-025**Unit Date** April - June 1996**Text** 04 (box)**Container** 025 (folder)**Meeting Records****Unit ID** MS416-04-026**Unit Date** September 1996**Text** 04 (box)**Container** 026 (folder)**Meeting Records****Unit ID** MS416-04-027**Unit Date** October - December 1996**Text** 04 (box)**Container** 027 (folder)

Meeting Records**Unit ID** MS416-04-028**Unit Date** January - February 1997**Text** 04 (box)**Container** 028 (folder)**Meeting Records****Unit ID** MS416-04-029**Unit Date** March - April 1997**Text** 04 (box)**Container** 029 (folder)**Meeting Records****Unit ID** MS416-05-030**Unit Date** May - June 1997**Text** 05 (box)**Container** 030 (folder)**Meeting Records****Unit ID** MS416-05-031**Unit Date** September 1997**Text** 05 (box)**Container** 031 (folder)**Meeting Records****Unit ID** MS416-05-032**Unit Date** October 1997**Text** 05 (box)**Container** 032 (folder)**Meeting Records****Unit ID** MS416-05-033**Unit Date** November - December 1997**Text** 05 (box)**Container** 033 (folder)**Meeting Records****Unit ID** MS416-05-034**Unit Date** January - March 1998**Text** 05 (box)**Container** 034 (folder)**Meeting Records****Unit ID** MS416-06-035**Unit Date** April - June 1998**Text** 06 (box)**Container** 035 (folder)

Meeting Records**Unit ID** MS416-06-036**Unit Date** September 1998**Text** 06 (box)**Container** 036 (folder)**Meeting Records****Unit ID** MS416-06-037**Unit Date** October - December 1998**Text** 06 (box)**Container** 037 (folder)**Meeting Records****Unit ID** MS416-06-038**Unit Date** January - March 1999**Text** 06 (box)**Container** 038 (folder)**Meeting Records****Unit ID** MS416-06-039**Unit Date** April - May 1999**Text** 06 (box)**Container** 039 (folder)**Meeting Records****Unit ID** MS416-07-040**Unit Date** June - September 1999**Text** 07 (box)**Container** 040 (folder)**Meeting Records****Unit ID** MS416-07-041**Unit Date** October - December 1999**Text** 07 (box)**Container** 041 (folder)**Meeting Records****Unit ID** MS416-07-042**Unit Date** January - March 2000**Text** 07 (box)**Container** 042 (folder)**Meeting Records****Unit ID** MS416-07-043**Unit Date** April - June 2000**Text** 07 (box)**Container** 043 (folder)

Meeting Records**Unit ID** MS416-08-044**Unit Date** September 2000**Text** 08 (box)**Container** 044 (folder)**Meeting Records****Unit ID** MS416-08-045**Unit Date** October 2000**Text** 08 (box)**Container** 045 (folder)**Meeting Records****Unit ID** MS416-08-046**Unit Date** November 2000**Text** 08 (box)**Container** 046 (folder)**Meeting Records****Unit ID** MS416-08-047**Unit Date** December 2000 - January 2001**Text** 08 (box)**Container** 047 (folder)**Meeting Records****Unit ID** MS416-08-048**Unit Date** March - April 2001**Text** 08 (box)**Container** 048 (folder)**Meeting Records****Unit ID** MS416-09-049**Unit Date** May - June 2001**Text** 09 (box)**Container** 049 (folder)**Meeting Records****Unit ID** MS416-09-050**Unit Date** September - October 2001**Text** 09 (box)**Container** 050 (folder)**Meeting Records****Unit ID** MS416-09-051**Unit Date** December 2001 - April 2002**Text** 09 (box)**Container** 051 (folder)

Meeting Records**Unit ID** MS416-09-052**Unit Date** June 2002**Text** 09 (box)**Container** 052 (folder)**Meeting Records****Unit ID** MS416-09-053**Unit Date** September 2002**Text** 09 (box)**Container** 053 (folder)**Meeting Records****Unit ID** MS416-10-054**Unit Date** October - December 2002**Text** 10 (box)**Container** 054 (folder)**Meeting Records****Unit ID** MS416-10-055**Unit Date** February - June 2003**Text** 10 (box)**Container** 055 (folder)**Meeting Records****Unit ID** MS416-10-056**Unit Date** September - December 2003**Text** 10 (box)**Container** 056 (folder)**Meeting Records****Unit ID** MS416-10-057**Unit Date** February - April 2004**Text** 10 (box)**Container** 057 (folder)**Meeting Records****Unit ID** MS416-10-058**Unit Date** June - September 2004**Text** 10 (box)**Container** 058 (folder)**Meeting Records****Unit ID** MS416-11-059**Unit Date** October - December 2004**Text** 11 (box)**Container** 059 (folder)

Meeting Records**Unit ID** MS416-11-060**Unit Date** February - June 2005**Text** 11 (box)**Container** 060 (folder)**Meeting Records****Unit ID** MS416-11-061**Unit Date** September - December 2005**Text** 11 (box)**Container** 061 (folder)**Meeting Records****Unit ID** MS416-11-062**Unit Date** February - April 2006**Text** 11 (box)**Container** 062 (folder)**Meeting Records****Unit ID** MS416-11-063**Unit Date** June - September 2006**Text** 11 (box)**Container** 063 (folder)**Meeting Records****Unit ID** MS416-11-064**Unit Date** December 2006 - September 2007**Text** 11 (box)**Container** 064 (folder)**Meeting Records****Unit ID** MS416-12-065**Unit Date** October 2007 - April 2008**Text** 12 (box)**Container** 065 (folder)**Meeting Records****Unit ID** MS416-12-066**Unit Date** June 2008 - April 2009**Text** 12 (box)**Container** 066 (folder)**Meeting Records****Unit ID** MS416-12-067**Unit Date** June 2009 - February 2010**Text** 12 (box)**Container** 067 (folder)

Meeting Records**Unit ID** MS416-12-068**Unit Date** April 2010 - April 2011**Text** 12 (box)**Container** 068 (folder)**Meeting Records****Unit ID** MS416-12-069**Unit Date** June 2011 - February 2012**Text** 12 (box)**Container** 069 (folder)**Meeting Records****Unit ID** MS416-12-070**Unit Date** April - December 2012**Text** 12 (box)**Container** 070 (folder)**Meeting Records****Unit ID** MS416-12-071**Unit Date** February - December 2013**Text** 12 (box)**Container** 071 (folder)**Meeting Records****Unit ID** MS416-13-072**Unit Date** January - December 2014**Text** 13 (box)**Container** 072 (folder)**Meeting Records****Unit ID** MS416-13-073**Unit Date** February - December 2015**Text** 13 (box)**Container** 073 (folder)**Meeting Records****Unit ID** MS416-13-074**Unit Date** February - December 2016**Text** 13 (box)**Container** 074 (folder)**Meeting Records****Unit ID** MS416-13-075**Unit Date** February - December 2017**Text** 13 (box)**Container** 075 (folder)

Meeting Records**Unit ID** MS416-13-076**Unit Date** February - December 2018**Text** 13 (box)**Container** 076 (folder)**Meeting Records****Unit ID** MS416-13-077**Unit Date** February - December 2019**Text** 13 (box)**Container** 077 (folder)**Meeting Records****Unit ID** MS416-13-078**Unit Date** February - October 2020**Text** 13 (box)**Container** 078 (folder)**Special Meeting Records****Unit ID** MS416-14-079**Unit Date** 2008, 2011, 2015, 2017, 2018**Text** 14 (box)**Container** 079 (folder)**Investment Committee Meeting Records****Unit ID** MS416-14-080**Unit Date** 2014-2017**Text** 14 (box)**Container** 080 (folder)